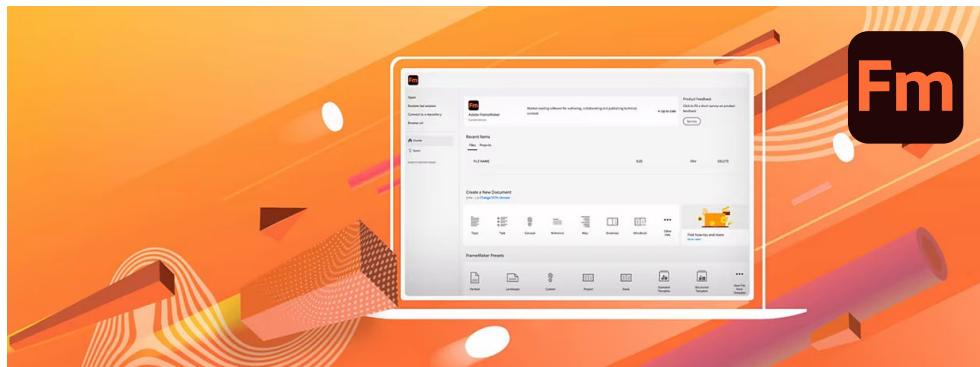


Introduction to FrameMaker

Training course outline

FrameMaker has long been many professional technical authors' tool of choice for writing and editing large or complex documents.

This course provides a thorough grounding in FrameMaker in standard (unstructured) mode. On completion, you will be able to use FrameMaker's most popular features to produce a high-quality printed documentation.



Course summary

Sessions include:

- Text, character and paragraph formatting.
- Graphics.
- Links and cross-references.
- Tables.
- Document revision.
- Conditional formatting
- Page layout and master pages
- Books, ToC, Index

All topics taught are relevant to FrameMaker used in both standard (unstructured) mode and structured environments.

Duration

Two days.

Who should attend?

Newcomers to FrameMaker and novice FrameMaker users.

Pre-requisites

Delegates should have basic Windows skills. No prior FrameMaker knowledge is necessary.

In-class or live online

You can attend in-person at any of our centres, or participate online from your place of work or home. To read about our approach to online training, see armada.co.uk/onlinetraining.

General Information

For over two decades, Armada was a leading provider of technical authoring services.

We are an Adobe Authorised Training Centre (AATC), and our FrameMaker courses are hosted by Adobe Certified Instructors, who are Adobe Certified Experts in FrameMaker.

Our background in the industry, combined with our Adobe-accredited status, makes us the perfect choice for your FrameMaker training.

Introduction to FrameMaker training is arranged on-request, i.e. one-to-one training or a course for your group. This means that the training can be:

- Provided when it suits you.
- Adapted to reflect your projects.

Whilst attending training at our centres, delegates have the use of a computer running FrameMaker to practice the techniques taught.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

If you're self-funding your training, you can pay in staged payments, interest-free, over 12 months.

Course materials and certificate

Delegates receive:

- Comprehensive training materials.
- An e-certificate (PDF) confirming successful completion of Adobe-accredited FrameMaker training.

Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help delegates to learn the techniques taught.

Delegates have ample opportunity to discuss specific requirements with their trainer.

After course support

Following *Introduction to FrameMaker* training, you're entitled to 30 days' email support from your trainer.

Further information

For further details, see armada.co.uk/course/fm. For a quote and details of our availability, please contact us.

Course syllabus

See over.

Course syllabus

Topics	Sub-topics
Getting Started	Overview of FrameMaker Understanding Panels, Pods and Workspaces Opening files, closing and saving files Navigation and zoom techniques Keyboard shortcuts Setting general preferences View options Output to PDF
Applying Formats to Text (Styles)	Understanding the difference between character and paragraph formats Applying Paragraph and Character formats to text Importing formats between individual files and files contained in a book
Working with Text	Setting spelling preferences Running the spelling checker, using Find and Change, using the Thesaurus Inserting special characters Inserting document and table footnotes Inserting user variables
Index and Hyperlink Markers	Marking text for inclusion in an index Editing index entries Inserting Hyperlinks
Working with Graphics	Creating simple line art Understanding page and text anchored graphics Manipulating anchored frames and understanding import by reference and by copy Creating screenshots with Roboscreen capture Importing video

Topics	Sub-topics
Tables	Inserting and manipulating tables
Cross-Referencing	Inserting and updating cross-references within individual files and across a book file
Revising Documentation	Using Change Bars to indicate modifications made to a document Setting automatic change bars Comparing two versions of a document Working with track changes Importing PDF comments
Conditional Formatting	Applying conditional format tags Showing and hiding conditional information
Page Layout	Understanding the important role the Master Pages play in a FrameMaker document Applying Master Pages to control a document's layout
Books	Adding, deleting and rearranging files within a book Setting numbering and pagination options Updating book files Generating Table of Contents and Index files for the book