

ADOBE FRAMEMAKER 9

Available Dates: **Request Dates**

Class Length: **3 day**

Cost: **\$1,497**

[Email Computer Visions about this class](#)

Class Outline:

Description:

In this three day course students will learn the fundamentals and advanced topics in Adobe Framemaker 9. Topics covered include an introduction to the product, formatting documents, page layout, defining colors and character formats, working with graphics, using anchored graphics and frames, editing documents, formatting tables, customizing Tables, adding cross-references and footnotes, generating Books, creating Indexes, conditional Text, and finally working with Hypertext and PDF.

Course Outline:

Lesson 1: Exploring Adobe Framemaker 9

Lesson overview

Getting started

Using the welcome screen

Opening a document

Lesson 2: Formatting Documents

Lesson overview

Basic text features and formatting

Exploring templates

Customizing your options

Formatting headings

About the paragraph designer

Redefining formats with the paragraph designer

Formatting text elements

Body text

Numbered lists

Formatting a chapter title

Deleting formats

Lesson 3: Page layout

Lesson overview

Getting started

Changing column layout

Displaying master pages

Headers and footers

Numbering pages

Creating running headers and footers

Finishing the footers

Custom master pages

Creating a custom master page

Modifying a custom master page

Lesson 4: Defining Colors and Character Formats

Lesson overview

Getting started

Defining custom colors and tints

Adding color to paragraph formats

Adding color to autonumbers

Creating a character format

Applying the character format for autonumbers

Lesson 5: Working with Graphics

Lesson overview

Customizing master pages

- Adjusting header and footer frames for graphics
- Working with graphics
- Masking part of a graphic
- Copying and altering graphics
- Drawing Lines
- Drawing one more rectangle
- Positioning objects
- Aligning objects
- Distributing objects

Lesson 6: Using Anchored Graphics and Frames

- Lesson overview
- About anchored frames
- Importing a graphic into an anchored frame
- Editing anchored frames
- Resizing an anchored frame
- Anchoring graphics at the bottom of the column
- Positioning an anchored frame outside the column
- Copying anchored frames
- Working with inline graphics

Lesson 7: Editing Documents

- Lesson overview
- Getting started
- Hiding graphics
- Creating and using variables
- Defining a user variables
- Inserting variables
- Changing existing information
- Finding and changing text
- Changing a variable definition
- Thesaurus and spelling checker
- Using the thesaurus
- Checking spelling

Lesson 8: Formatting Tables

- Lesson overview
- Table basics
- Inserting a table
- Filling in the table
- Adding rows and columns
- Modifying table information
- Rearranging information
- Formatting text in table cells
- Changing table structure and appearance
- Resizing columns
- Formatting a row

Lesson 9: Customizing Tables

- Lesson overview
- Getting started
- Importing text into a table
- Formatting the imported table data
- Formatting body cells
- Setting basic table properties
- Spacing and cell margins
- Resizing columns
- Straddling cells
- Working with titles
- Adding a title to a table

- Deleting a table's title
- Ruling styles
- Defining ruling styles
- Fine-tuning table ruling
- Saving a new table format
- Custom ruling and shading

Lesson 10: Adding Cross References and Footnotes

- Lesson overview
- Getting started
- Internal cross-reference
- Viewing a paragraph cross-reference
- External cross-reference
- Add troubleshooting.fm to your workspace
- Footnotes
- Inserting footnotes
- Changing how footnotes look

Lesson 11: Generating Books

- Lesson overview
- Getting started
- Book file basics
- Creating a book file
- Adding documents to the book
- Opening files from the book window
- Table of contents
- Adding a table of contents
- Generating the table of contents
- Pagination and numbering
- Setting up page numbering
- Fixing the pagination
- Making book format changes
- Changing the TOC layout
- Adding a title
- Formatting TOC entries
- Changing paragraph formats
- Adding tab leader dots

Lesson 12: Creating Indexes

- Lesson overview
- Getting started
- Adding an index to a book
- Formatting the index
- Changing the page layout
- Formatting main entries
- Formatting subentries
- Formatting group titles
- Adding and editing index entries
- Adding primary and secondary index entries
- Editing index entries

Lesson 13: Conditional Text

- Lesson overview
- Viewing conditional text
- Adding and managing conditional text
- Setting up the document
- Creating condition tags
- Adding conditional text
- Tagging text as you type
- Saving versions of conditional documents

Lesson 14: Working with Hypertext and PDF

Lesson overview

Creating hypertext TOC and index

Including links in a TOC and index

Using a hypertext TOC and index

Testing a cross-reference link

Formatting a hypertext cross reference

Saving as HTML

Saving as PDF