

# An Advanced Workshop in Adobe FrameMaker

- Course Title :** An Advanced Workshop in Adobe FrameMaker
- Duration :** 1 Day
- Pre-requisites :** Introduction to Adobe FrameMaker or equivalent experience. Strong working knowledge of FrameMaker.
- For Whom:** The course is intended for people who use FrameMaker and wish to extend their knowledge and skills in FrameMaker's more advanced features.
- Course Objectives:** At the conclusion of the training participants will be able to -
- Create a Table of Contents
  - Create an Index and Cross Reference
  - Customise FrameMaker and set defaults
  - Work with colours and generate separations
  - Employ advanced typographic control
  - Create catalogues
  - Export files
  - Lock objects to text

**Course Design:** This workshop is part of our FastTrack Training scheme.

Training is undertaken in a one-on-one situation, or with a small group from the same workgroup. Throughout the course, the instructor will fully demonstrate and explain each new concept. This demonstration and explanation, coupled with plenty of practical exercises ensures that participants are able to meet the course objectives.

Participants are encouraged to bring samples of their work, both hard copy and on disk to the workshop, as well as a list of questions.

Notes are provided to each participant to take away at the conclusion of the training and each participant will have the exclusive use of a computer for the duration of the course.

# COURSE OUTLINE

## ADOBE FRAMEMAKER - 1 DAY ADVANCED WORKSHOP

### CUSTOMISING FRAMEMAKER

- FrameMaker Defaults
- Setting Preferences
- Substituting Fonts
- User Dictionaries
- Hyphenation

### ADVANCED TEXT FORMATTING

- Paragraph Rules
- Advanced Catalogues
- Linked Text Blocks
- Moving Between Text Blocks
- Controlling Page Breaks

### TYPOGRAPHIC CONTROLS

- Tracking
- Kerning
- Adjusting Text Baseline

### OBJECTS

- Rotating
- Skewing
- Text Wrap
- Locking to Text
- Drawing Boxes Around Objects
- Grouping
- Aligning

### FRAMES

- Controlling Object Placement
- Controlling Threads
- Adding Text and Pictures

### BOOKS

- Book Files
- Distributing

### INDEXING

- Index Entries
- Creating an Index
- Cross References

### TABLES OF CONTENTS

- Creating a Table of Contents
- Over Multiple Documents

### EQUATIONS

- Equation Palette
- Adding equation elements

### LINKED DOCUMENTS

- Importing Data from Other Applications
- DDE & OLE
- Updating Links
- Changing Links

### WORKING WITH COLOURS

- Process Colours
- Spot Colours
- Colour Libraries
- Creating Colour Separations

### HTML

- Creating Hypertext Links
- Hypertext Commands
- HTML Styles
- WWW Colours
- Exporting to HTML

COMPUTER  
**WorkGroup**  
TRAINING