

An Introduction to Adobe FrameMaker

Course Title :	Introduction to Adobe FrameMaker
Duration :	1 Day
Pre-requisites :	Introduction to Windows or the Mac or equivalent experience.
For Whom:	The course is intended for people who wish to Desktop Publish documents including instruction manuals, catalogues, books, fliers and price lists.
Course Objectives:	At the conclusion of the training participants will be able to -

- Create FrameMaker documents
- Import text
- Import Graphics
- Accurately size and position text and graphics
- Format text
- Create columns of text
- Add and remove pages within a document
- Create master pages and templates
- Wrap text around artwork

Course Design:	<p>This workshop is part of our FastTrack Training scheme.</p> <p>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.</p> <p>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.</p> <p>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.</p>
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COURSE OUTLINE

ADOBE FRAMEMAKER - 1 DAY INTENSIVE INTRODUCTION

INTRODUCTION TO FRAMEMAKER

- Screen Layout
- Master pages
- The pasteboard
- Using the Help command

PAGE LAYOUT AND DESIGN

- Basic Principles
- Examples

OPTIONS AND PREFERENCES

- Printer Options
- Page Setup

CREATING A DOCUMENT

- Importing text
- Importing artwork
- Working with Frames
- Moving graphics
- Simple drawings
- Saving the document
- Printing

CHARACTER FORMATTING

- Type-faces and fonts
- Type specs
- Character Designer
- Character Catalog
- Thesaurus
- Spell checker
- Find and replace

PARAGRAPH FORMATTING

- Paragraph Designer
- Paragraph tags
- Paragraph Catalog
- Default Fonts
- Pagination

WORKING WITH TEMPLATES

- FrameMaker templates
- Creating your own templates

ADVANCED TEXT

- Working in columns
- Flowing text between frames
- Splitting Clips
- Wrapping text around artwork

PUBLISHING MULTI-PAGE DOCUMENTS

- Linking Frames
- Moving text
- Master pages
- Automatic page numbering
- Headers and Footers

TABLES

- Inserting Tables
- Table Designer
- Cell Rulings
- Cell Shading
- Adding Rows and Columns

GRAPHICS

- Inserting
- Drawing Tools
- Resizing and Scaling
- Joining
- Fills
- Line Attributes

ADOBE ACROBAT

- Creating an Acrobat document
- Acrobat settings
- Distributing the Reader

COMPUTER
WorkGroup
TRAINING