# 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.
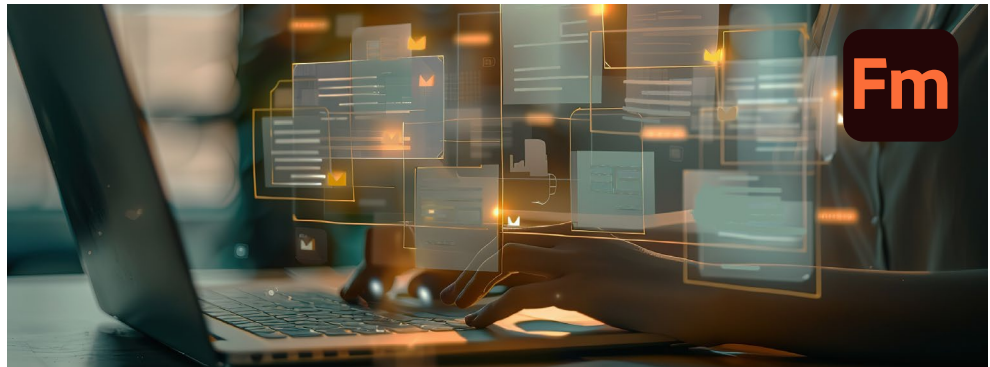


## Course summary
Sessions include:

- 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 our centres, or participate live online from your place of work or home.

To read about our approach to online training, see armada.co.uk/liveonline.

## General information
For over two decades Armada was a leading provider of technical authoring services. Our background makes us ideally suited to offering training in applications used by technical authors.

Refreshments and lunch are provided.

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

## Course materials and certificate
You'll receive:

- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

## 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 you learn the techniques taught.

You have ample opportunity to discuss specific requirements with the trainer.

## After course support
Following training, you're entitled to 30 days' email support from your trainer.

## Further information
See armada.co.uk/course/fm.

## 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 |

| Topics | Sub-topics |
|---|---|
| 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 |
| 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 |