



# Basic and Intermediate Adobe FrameMaker training course

## Course objective

*Basic and Intermediate Adobe FrameMaker* training provides a thorough grounding in FrameMaker used in unstructured (standard) mode.

Starting from first principles, delegates learn how to create new FrameMaker documents and modify existing ones. Delegates are taught how to use FrameMaker's most popular features and are shown a wide range of techniques for generating printed documents of a high standard.

## General information

- ▶ As an Adobe Authorised Training Centre (AATC), Armada meets the demanding standards specified by Adobe, ensuring a high standard of training.
- ▶ This is based on Adobe's official *Basic and Intermediate FrameMaker* training course.
- ▶ The trainer for this course is an Adobe Certified Instructor (ACI) for FrameMaker.
- ▶ Hands-on exercises familiarise delegates with the concepts and operations.

## Who should attend?

*Basic and Intermediate Adobe FrameMaker* training is ideal for newcomers to FrameMaker.

You should be familiar with Windows and basic editing techniques. No other knowledge is necessary.

## Duration

Two days.

## Courseware and certification

Delegates receive comprehensive Adobe courseware to refer to throughout the course, and to use as a refresher following the course. Delegates are issued with a certificate confirming they have attended and successfully completed the course.

## What version of FrameMaker is covered?

Scheduled *Basic and Intermediate Adobe FrameMaker* training courses: FrameMaker 9.

On-demand *Basic and Intermediate Adobe FrameMaker* courses (for groups): any recent version of FrameMaker.

## Location, price and further information

Scheduled courses are based at our training centre in Bromsgrove (close to Birmingham and the M5/M6/M40/M42 motorways).

On-demand courses can be based at our training centre or your venue.

For pricing and further information, please see:  
[www.armadaonline.co.uk/courseframe.htm](http://www.armadaonline.co.uk/courseframe.htm).

## Course outline

### ▶ Module 1: Overview of FrameMaker

How to think about FrameMaker  
Flexible page design  
Graphic tools  
Book building and revision management  
Professional colour control  
Stylized tables for organizing information  
Multiple versions of a document  
Information links  
Templates for standardized documents  
Typeset mathematical equations  
Online help system  
More about FrameMaker

### ▶ Module 2: Working with documents

Opening files and touring the document Window  
Saving documents  
Zooming the document  
Window guides and view options  
Changing pages  
Printing documents  
Closing and saving documents

### ▶ Module 3: Character font properties

Untagged font properties  
Character formats

### ▶ Module 4: Default font and basic properties

Setting default font properties  
Basic properties  
As is and global update options

### ▶ Module 5: Tab properties

Positioning tab stops with the formatting bar  
Modifying tab properties

### ▶ Module 6: Pagination and advanced properties

Keeping paragraphs and lines together  
Using special formats for headings  
Setting advanced properties

### ▶ Module 7: Numbering properties

Using autonumbered paragraph formats  
Modifying autonumbered paragraph formats  
Using character formats in autonumber formats  
Text-only autonumber formats

### ▶ Module 8: Multiple autonumbers

Resetting autonumbered paragraphs  
Using series labels in autonumbered paragraphs  
Using multiple counters in autonumber formats

*continued...*



## *Basic and Intermediate Adobe FrameMaker training course*

- ▶ **Module 9: Anchored frames**
  - Working with anchored frames
  - Positioning anchored frames in the margin
  - Using run into paragraph
- ▶ **Module 10: Working with tables**
  - Using tables
  - Adjusting tables
- ▶ **Module 11: Table formats**
  - Using basic properties
  - Using ruling properties
  - Using shading properties
  - Using the paragraph designer with tables
- ▶ **Module 12: Master pages**
  - Background graphics and text on master pages
  - Single-sided and double-sided documents
  - Custom master pages
- ▶ **Module 13: Reference pages**
  - Using reference page graphics on a body page