



Introduction to Adobe® FrameMaker®

Learn how to create documents based on FrameMaker templates. Ensure consistency in your document by formatting text using paragraph and character formats. Modify and create custom formats. Control placement of images using anchored frames. Explore the features of the spelling checker and find/change utilities. Insert and format tables.

Objectives:

- Create a new document based on a FrameMaker template
- Format text using paragraph and character formats
- Modify and create paragraph and character formats
- Use the Find/Change, Spelling Checker, and Thesaurus
- Import images and control their position using an anchored frame
- Insert tables
- Format tables using table formats

Outline:

Introduction

- Overview of FrameMaker
- Navigate a FrameMaker document
- Benefits of templates

Character and Paragraph Properties

- Apply character and paragraph Formats
- Modify character font properties
- Create character formats
- Modify Default Font and Basic properties
- Create paragraph formats

Document Editing

- Edit text
- Use the Find/Change
- Use the Spelling Checker and Thesaurus

Importing Images

- Create anchored frames
- Position anchored frames

Working with Tables

- Insert a table
- Control column width
- Create table formats
- Apply table formats