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It isn't enough to know one piece of software. Most software utilize graphics or elements from other software. And now Adobe has made them easier than ever to work together. We'll show you how easy it is to make your project the best it can be. Here are a few additional classes you would benefit from.

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 **FrameMaker Unstructured Essential Skills II**

 **Acrobat Go Green Training**

FrameMaker 9 : Unstructured Essential Skills I

FrameMaker 9 delivers an enterprise-class authoring and publishing solution that combines the simplicity of word processing with the power of XML. Learn to take advantage of either a familiar word processing, style-tagging mode or a fully structured environment optimized for the editing and production of valid XML. Our instructors will teach you take advantage FrameMaker's rich features such as long-document support that includes book management features, sophisticated templates, and rich formatting options.

Lumenbrite's instructors are Industry Experts as well as Adobe Experts. We use official Adobe training curriculum and add supplemental courseware and learning to offer you the practical, real world techniques that we use in our own projects. Courses are offered monthly at our regular locations, in addition we provide training to clients at their location across the United States. We can customize training for your organization to meet your specific needs. We encourage you to bring in your projects so that we can answer your specific questions.

Recommended Prerequisites: Basic computer skills on Windows or Mac

Duration: 3 Days

FrameMaker 9: Unstructured Essential Skills I Lesson Plan

LESSON 1

- Working with Framemaker documents
- Exploring the document window
- Applying predefined paragraph
- Applying predefined character
- Writing a short memo

LESSON 2

- Defining Paragraph Formats
- Creating a custom document
- Copying text
- Setting up rulers and the grid
- Creating a side-head area
- Displaying the Paragraph Designer
- Formatting headings
- Formatting body text
- Formatting numbered lists
- Formatting bulleted lists
- Creating a chapter title
- Deleting formats

LESSON 3

- Defining Colors and Character Formats
- Defining custom colors and tints
- Adding color to paragraph formats
- Adding color to autonumbers
- Emphasizing words and phrases

LESSON 4

- Page Layout
- Changing column layout
- Displaying master pages
- Numbering pages
- Creating a running footer
- Finishing the footers
- Custom master pages
- Create a new paragraph format

LESSON 5

- Graphics
- Adjusting header and footer frames for graphics
- Importing a graphic
- Masking part of a graphic
- Copying the graphics
- Drawing lines and rectangles
- Aligning and distributing objects
- Copying the graphics

LESSON 6

- Document Editing
- Viewing the document
- Turning off the display of graphics
- Defining a user variable
- Insetting variables
- Finding and changing text
- Changing a variable definition
- Using the thesaurus
- Checking spelling

LESSON 7

- Tables
- Inserting a table
- Filling in the table
- Adding rows and columns
- Rearranging information
- Formatting text in table cells
- Resizing columns
- Changing the table format
- Straddling table cells
- Reusing a table format

FrameMaker 9: Unstructured Essential Skills I Lesson Plan

LESSON 8

- Customizing Tables
- Viewing a sample table
- Importing text into a table
- Formatting body cells
- Formatting the table title
- Setting basic table properties
- Resizing columns
- Using tabs in table cells
- Defining ruling styles
- Setting table ruling
- Using custom ruling and shading

LESSON 9

- Anchored Frames and Graphics
- Editing text containing anchored frames
- Importing a graphic
- Importing a second graphic
- Anchoring graphics in the column
- Using art in the margin
- Copying anchored frames
- Using inline graphics
- Reusing anchored frames
- Using run-in art
- Creating a drop cap
- Importing movies into documents