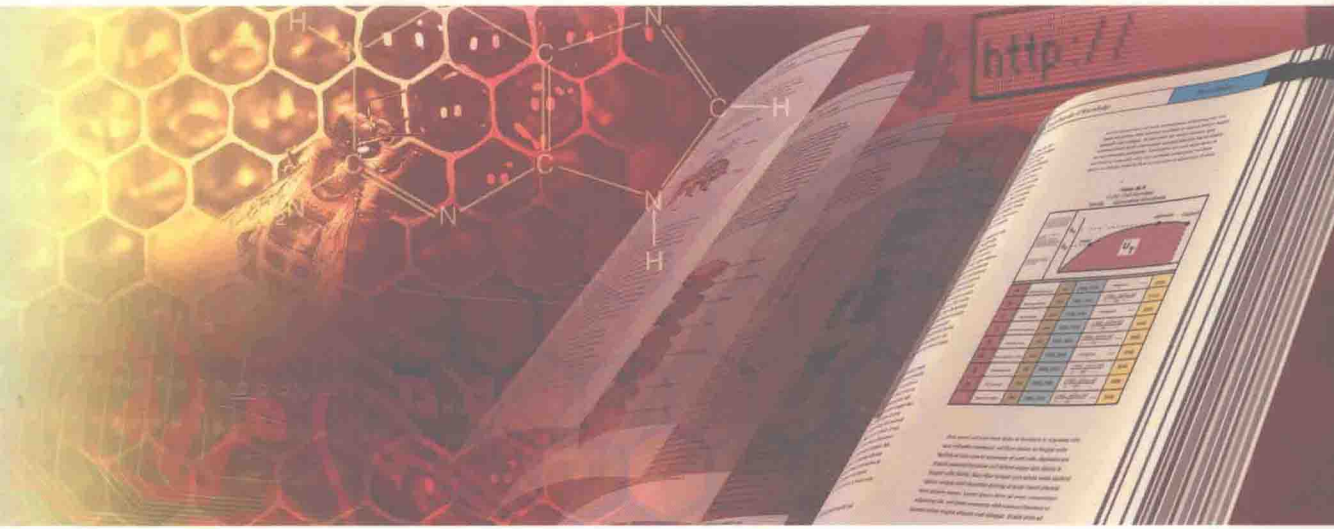
CD-ROM Included

Adobe® FrameMaker® 6.0



CLASSROOM IN A BOOK®

The official training workbook developed by the staff of Adobe

Adobe® FrameMaker® 6.0

Classroom in a Book®

Adobe

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Adobe ® FrameMaker 6.0 Classroom in a Book ® for Windows ® , Macintosh, and UNIX

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Contents

Getting Started

About Classroom in a Book 1
Prerequisites 1
Installing the program 2
Installing the Classroom in a Book fonts 2
Copying the Classroom in a Book files 2
Additional resources 3
Adobe Certification 4

Working with FrameMaker Documents

Lesson 1

Getting started 8
Exploring the document window 8
Applying predefined paragraph formats 17
Applying predefined character formats 20
Writing a short memo 22
Moving on 27
Review questions 27

Defining Paragraph Formats

Lesson 2

Creating a custom document 32
Copying text 35
Setting up rulers and the grid 35
Creating a side-head area 37
Displaying the Paragraph Designer 39
Formatting headings 40
Formatting body text 44
Formatting numbered lists 45
Formatting bulleted lists 51
Creating a chapter title 55
Deleting unneeded formats 57

Moving on 58
Review questions 58

Defining Colors and Character Formats

Lesson 3

Defining custom colors and tints 62
Adding color to paragraph formats 66
Adding color to autonumbers 67
Emphasizing words and phrases 70
Moving on 73
Review questions 73

Page Layout

Lesson 4

Changing column layout 78
Displaying master pages 79
Numbering pages 82
Creating a running footer 84
Finishing the footers 87
Moving on 88
Review questions 88

Graphics

Lesson 5

Adjusting header and footer frames for graphics 93
Importing a graphic 98
Masking part of a graphic 100
Copying the graphics 103
Drawing lines and rectangles 104
Aligning and distributing objects 107
Copying the graphics 109
Moving on 110
Review questions 110

Document Editing

Lesson 6

Viewing the document 114
Turning off the display of graphics 115
Defining a user variable 116

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Inserting variables 117
Finding and changing text 118
Changing a variable definition 120
Using the Thesaurus 121
Checking spelling 124
Viewing the finished article with graphics 127
Moving on 127
Review questions 128

Tables

Lesson 7

Inserting a table 132
Filling in the table 135
Adding rows and columns 136
Rearranging information 138
Formatting text in table cells 142
Resizing columns 146
Changing the table format 148
Straddling table cells 154
Reusing a table format 154
Moving on 155
Review questions 155

Customizing Tables

Lesson 8

Viewing a sample table 160
Importing text into a table 161
Formatting headings 164
Formatting body cells 167
Formatting the table title 170
Setting basic table properties 172
Resizing columns 173
Using tabs in table cells 175
Defining ruling styles 176
Setting table ruling 177
Using custom ruling and shading 180

Moving on 184
Review questions 184

Anchored Frames and Graphics

Lesson 9

Editing text containing anchored frames 188
Importing a graphic 189
Importing a second graphic 194
Anchoring graphics in the column 195
Using art in the margin 197
Copying anchored frames 200
Using inline graphics 201
Reusing anchored frames 202
Using run-in art 204
Creating a drop cap 206
Moving on 208
Review questions 208

Cross-References and Footnotes

Lesson 10

Inserting a paragraph cross-reference 212
Displaying the source of a cross-reference 215
Inserting an external cross-reference 216
Creating a cross-reference format 217
Using the new cross-reference format 219
Inserting a spot cross-reference 219
Resolving cross-references 222
Inserting footnotes 224
Changing how footnotes look 226
Moving on 230
Review questions 230

Books

Lesson 11

Creating a book file 234
Adding documents to the book 236
Opening files from the book window 238

Adding a table of contents 239
Generating the table of contents 240
Setting up chapter numbering 242
Fixing the pagination 244
Changing the layout 246
Adding a title 248
Formatting the entries 251
Changing the contents of entries 254
Moving on 257
Review questions 257

Indexes

Lesson 12

Adding an index to the book 262
Changing the layout 265
Adding a title 267
Updating the page footer 270
Formatting the entries 272
Formatting page numbers 275
Fixing bad line breaks 276
Adding index entries 280
Editing index entries 282
Moving on 288
Review questions 288

Conditional Text

Lesson 13

Viewing conditional text 292
Setting up your document 295
Creating condition tags 296
Adding conditional text 298
Tagging text as you type 304
Adding a conditional graphic 305
Adding conditional table rows 310
Saving versions of a conditional document 312

Moving on 313
Review questions 313

Hypertext and PDF

Lesson 14
Creating a hypertext TOC and index 318
Using cross-references as hypertext links 322
Testing hypertext links 326
Adding navigation buttons 328
Saving as PDF 335
Moving on 338
Review questions 338

Web Publishing

Lesson 15
About WebWorks Standard Edition 342
Viewing the finished document 343
Saving as HTML 344
Viewing the results in a Web browser 346
Refining the mappings 348
Specifying a graphic format 352
Adding hypertext links 352
Splitting the document into multiple Web pages 356
Seeing the results in HTML 357
Advanced topics 360
Moving on 368
Review questions 368

Review Questions & Answers

Appendix A 371

Copying the Sample Files (UNIX)

Appendix B 383
Copying the sample files from a local CD-ROM drive 383

Index 387

Getting Started

Welcome to Adobe® FrameMaker®—the complete publishing system that provides all the tools you'll need for word processing, graphics, page design, and book building. With FrameMaker, you can create a wide range of top-quality documents, in printed form or online—books, technical manuals, reports, specifications, hypertext help systems, Adobe Acrobat® documents, presentations, and even World Wide Web pages.

About Classroom in a Book

Adobe FrameMaker Classroom in a Book® is part of the official training series for Adobe publishing software developed by experts at Adobe Systems. The lessons are designed to let you learn at your own pace. If you're new to Adobe FrameMaker, you'll learn the fundamental concepts and features you'll need to master the program. If you've been using Adobe FrameMaker for a while, you'll find Classroom in a Book teaches many advanced features, including tips and techniques for using this exciting publishing tool.

Although each lesson provides step-by-step instructions for creating a specific project, there's room for exploration and experimentation. You can follow the book from start to finish, or do only the lessons that correspond to your interests and needs. Special review lessons summarize what you've covered. Screen illustrations vary among the Windows, Macintosh, and UNIX platforms—platform differences are mentioned only when they are substantial.

Prerequisites

Before beginning to use *Adobe FrameMaker Classroom in a Book*, you should have a working knowledge of your operating system and its conventions. You should know how to use a mouse and standard menus and commands. You should also know how to copy, open, save, print, and close files. If you need to review these techniques, see your Microsoft® Windows®, Macintosh® (Mac™ OS), or UNIX® documentation.

Installing the program

You must purchase the Adobe FrameMaker software separately. For complete instructions on installing the software, see the Introduction to the *Adobe FrameMaker User Guide*.

Installing the Classroom in a Book fonts

To ensure that the lesson files appear on your system with the correct fonts, you may need to install the Classroom in a Book font files. The fonts for the lessons are located in the Fonts folder on the FrameMaker Classroom in a Book CD. If you already have these on your system, you do not need to install them. If you have ATM® (Adobe Type Manager®), see its documentation on how to install fonts. If you do not have ATM, installing it from the CIB CD will automatically install the necessary fonts.

Some of the lessons may require fonts which might not be installed on your system. If necessary, FrameMaker will automatically substitute similar fonts, and will display a font substitution dialog box. To reformat the document using available fonts, click OK.

(UNIX) The UNIX-compatible fonts are in a **.tar** format on the FrameMaker Classroom in a Book CD. Use the **.tar** command sequence appropriate to your workstation's operating system. For installation of the UNIX fonts, consult your System Administrator or the workstation's user manual.

You can also install the Classroom in a Book fonts by copying all the files in the fonts folder on the Adobe FrameMaker Classroom in a Book CD to the fonts folder within the folder in which you installed FrameMaker on your hard disk. Doing so makes the fonts available to FrameMaker but not to other applications.

Copying the Classroom in a Book files

The Classroom in a Book CD includes folders containing all the electronic files for the lessons. Each lesson has its own folder, and you must copy the folders to your hard drive to do the lessons. To save room on your drive, you can install only the necessary folder for each lesson as you need it, and remove it when you're done.

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To install the Classroom in a Book files:

1 Insert the *Adobe FrameMaker* Classroom in a Book CD into your CD-ROM drive.

2 Create a folder named FM_CIB on your hard drive.

3 Copy the lessons you want to the hard drive:

- To copy all of the lessons, drag the Lessons folder from the CD into the FM_CIB folder.
- To copy a single lesson, drag the individual lesson folder from the CD into the FM_CIB folder.

If you are installing the files in UNIX, follow the instructions in Appendix B, "Copying the Sample Files (UNIX)."

If you are installing the files in Windows, you need to unlock them before using them. You don't need to unlock the files if you are installing them in Mac OS.

4 In Windows, unlock the files you copied:

- If you copied all of the lessons, double-click the unlock.bat file in the FM_CIB/Lessons folder.
- If you copied a single lesson, drag the unlock.bat file from the Lessons folder on the CD into the FM_CIB folder. Then double-click the unlock.bat file in the FM_CIB folder.

Additional resources

Adobe FrameMaker Classroom in a Book is not meant to replace documentation that comes with the program. Only the commands and options used in the lessons are explained in this book. For comprehensive information about program features, refer to these resources:

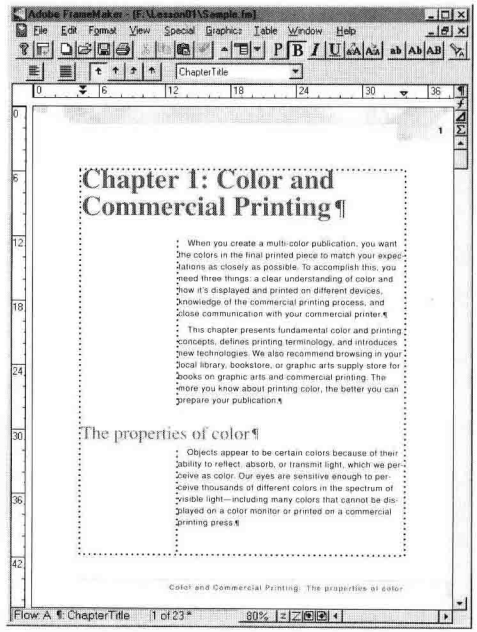
- The *Adobe FrameMaker User Guide*. Included with the Adobe FrameMaker software, this guide contains a complete description of all features.
- Online Help, an online version of the *User Guide*, which you can view by choosing Help > Contents. (For more information, see Lesson 1, "Getting to Know the Work Area.")
- The Adobe Web site (www.adobe.com), which you can view by choosing Help > Adobe Online if you have a connection to the World Wide Web.

Adobe Certification

The Adobe Training and Certification Programs are designed to help Adobe customers improve and promote their product proficiency skills. The Adobe Certified Expert (ACE) program is designed to recognize the high-level skills of expert users. Adobe Certified Training Providers (ACTP) use only Adobe Certified Experts to teach Adobe software classes. Available in either ACTP classrooms or on site, the ACE program is the best way to master Adobe products. For Adobe Certified Training Programs information, visit the Partnering with Adobe Web site at http://partners.adobe.com.

Lesson 1

1 Working with FrameMaker Documents



The FrameMaker document window contains aids for writing, illustrating, viewing, and navigating within a document. The look of a document is determined by its template, which provides page layouts and predefined formats for paragraphs and selected text.

In this lesson, you'll learn how to do the following:

- Show and hide document window guides
- Display pages and zoom in on them
- Format paragraphs by applying formats from a document's Paragraph Catalog
- Format words and phrases by applying formats from a document's Character Catalog
- Create a document from a standard template

Getting started

During this lesson, you'll save documents as you work on them. If you haven't already done so, you should copy the folder containing the sample documents, and then start FrameMaker.

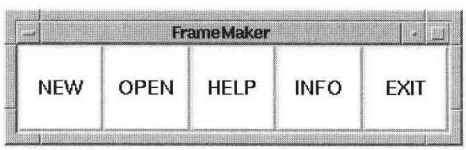
1 Copy the lessons folders as described in "Installing the program" on page 2.

2 If FrameMaker isn't already running, do one of the following to start it:

• (Windows) Double-click the FrameMaker icon, if it is visible, or choose Start > Programs > Adobe > FrameMaker 6.0> Adobe FrameMaker 6.0. (If you installed FrameMaker in a folder other than Adobe, choose that folder from the Start > Programs menu.) After a few moments, the FrameMaker application window appears.

• (Macintosh) Double-click the FrameMaker icon. After a few moments, the FrameMaker menus appear.

• (UNIX) In a UNIX window, change to your home directory. Enter **maker** to start the U.S. Edition, or **maker –l** (lowercase *L*) **ukenglish** to start the English-language version of the International Edition. After a few moments, the main FrameMaker window appears.



Exploring the document window

Before you begin work on a document of your own, you'll take a quick look at the FrameMaker document window. This window appears when you create or open a document.

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