



# FrameMaker Basic Training

*by  
GP McClure*

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# **FRAMEMAKER**

## **Basic Training**

A Beginners Guide to  
Learning FrameMaker

GP MCCLURE

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## **FrameMaker Basic Training**

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# Introduction

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Welcome to FrameMaker, a self-contained document publishing system for the technical writing environment. Frame is designed to easily manipulate large amounts of data and graphics, from simple memos to multi-volume documents, making it the program of choice for the professional technical writer.

Frame contains a powerful set of authoring tools, specifically suited for long, complicated documents. Some of these features are:

- *Paragraph* and *Character catalogs* allow complete control over document text. When exporting to a Portable Document Format (PDF) you know your document maintains the same look as when you created it.
- A flexible page design (Master Page) function permits complete creative control over your document which is limited only by your imagination.
- The capability of importing formats created in another Frame document (a template) and applying them to another document. This permits you to remain consistent in style and layout from one document to another.
- The ability to assemble a set of documents and combine them into a project known as a *book*.
- Frame provides the most comprehensive single-source concept available. Create once, use many times. Create your document and export to HTML for publishing to the web or CDROM. In addition you can save to other platforms, Mac or Unix should the need arise.
- With PDF (Portable Document Format) output you can easily create documentation for the web or distribution on a CDROM.

Most FrameMaker books try to cover everything Frame has to offer. Not this book. This training is written specifically for the novice. Instead of trying to be an “everything about FrameMaker” book, I decided to concentrate on the basics: How FrameMaker works, how to put a document together, how to create a book, and how to create a PDF. I stay away from complex issues such as Structured formats, conditional text, and other complicated matters.

Even when concentrating only on the basics, Frame’s learning curve is steep. In order to obtain the most out of the program you must be willing to *invest* time and effort to learn this remarkable program.

### Prerequisites

To benefit from this training you must have, and be familiar with, the following:

- Know how to use the Windows operating system and related computer equipment, including printers. This training does not address the Mac or Unix environments.
- Know how to open, save, and close files in Windows. Know how to navigate to various directories.
- Know how to copy, paste, and move graphics into a specified directory.
- Know how to select, copy, move, delete, and cut text in a Windows environment.
- Know how to Control and Shift click to select and de-select single and multiple items.
- Have a basic knowledge of MS Word (version 97 or 2000 specifically). Understand how to open, save, and close Word documents. Know how to create text files.
- Access to a printer. A Postscript printer is recommended but not mandatory.
- Access to FrameMaker, Version 6.x, 7.0, or 7.1. While version 5.5 works, there are changes in the programs, especially the book building feature, which requires a different way of instruction and is therefore not discussed.
- Access to a full version of Adobe Acrobat, minimum version 4.0 and the Distiller program that comes with Acrobat. Version 3.0 is NOT recommended and is not discussed. However, the steps I discuss to create a PDF file are also available in later versions of Acrobat. Acrobat Version 6 is the recommended program and the one that we will be working with.
- Acrobat Reader does not perform the functions required and is totally unusable for this training.

### Version Differences

For the purposes of this training you can use either Version 6.x, 7.0, or 7.1. There are some differences in the menus and other areas of the programs, however, for our purposes these differences are minor. Where and when they become a factor is when you begin to use the more advanced functions of FrameMaker.

Where there are differences of consequence between the versions I will point them out and explain them.

At the time this book was completed FrameMaker 7.2 was just entering the marketplace. Much of this training will apply to the latest version, however differences in the latest version are not discussed.

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## Learning Objectives

Frame is considered a “complete” publishing system, and provides all the tools necessary for building a single book or a multi-volume book. But it goes far beyond that. You can create hypertext help systems and web pages using this versatile program. This training does not cover those “advanced” subjects but I will discuss (*subjects listed in alphabetical order, not learning order*):

- \* Book Building
- \* Character Designer and Font Catalog
- \* Cross Referencing
- \* Find and Replace
- \* Formatting
- \* Frame Interface
- \* Graphics
- \* Importing Text and Graphics
- \* Master Pages and Page Layout
- \* Paragraph Designer and Paragraph Catalog
- \* PDF, Creating
- \* Reference Pages
- \* Spell Check
- \* Table Designer and Tables
- \* Table of Contents, List of Tables, and List of Figures
- \* Templates
- \* Variables
- \* Word Processing

How much benefit you obtain from these lessons is entirely up to you. The more time you invest learning, the more competent you become. I can only present the information, you must apply it.

Since the learning curve for this program is almost vertical, the explanations and examples presented in this training will help as you begin to master the power of FrameMaker.

### Consistency

A word about *consistency*. As a desktop publisher or technical writer your job is to ensure each document you create is consistent with other similar documents. Your company, as a general rule, has probably established a *style guide* which you are required to follow when creating documents. There are sound business reasons for this which are far beyond the scope of this book, but relevant to the discussion of our topic. Therefore I talk about style guides and consistency in the latter part of this book.

As a general rule you should always plan to keep your documents consistent from the beginning of any project. FrameMaker possesses the ability to maintain a consistent look and feel across individual files making this task much easier.

### Getting Started

This book assumes you have no idea of how FrameMaker works. Therefore it is critical you spend some time on the first lesson. This lesson lays the foundation and introduces you to the working environment of the program. Time spent on the first chapter will pay dividends as you progress through the training.

# Lesson 1.0 The FrameMaker Interface

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## *Objectives:*

At the end of this lesson the student will be able to:

1. Identify the various components of the FrameMaker Interface.
2. Identify the components of the Menubar.
3. Identify the components of the QuickAccess bar.
4. Understand the Preference dialog box.
5. Change units of measure.
6. Identify the components of the Shortcut Icons.

To learn any new software program you must invest time and effort. The more time and effort you spend, the more proficient you become. Since Frame is a powerful program it requires this time investment to master.

The *interface* is the gateway for using FrameMaker. Frame begins with a simple interface which rapidly becomes complex. The primary interface window is displayed in [Figure 1-1](#) and is the normal starting point when starting Frame.

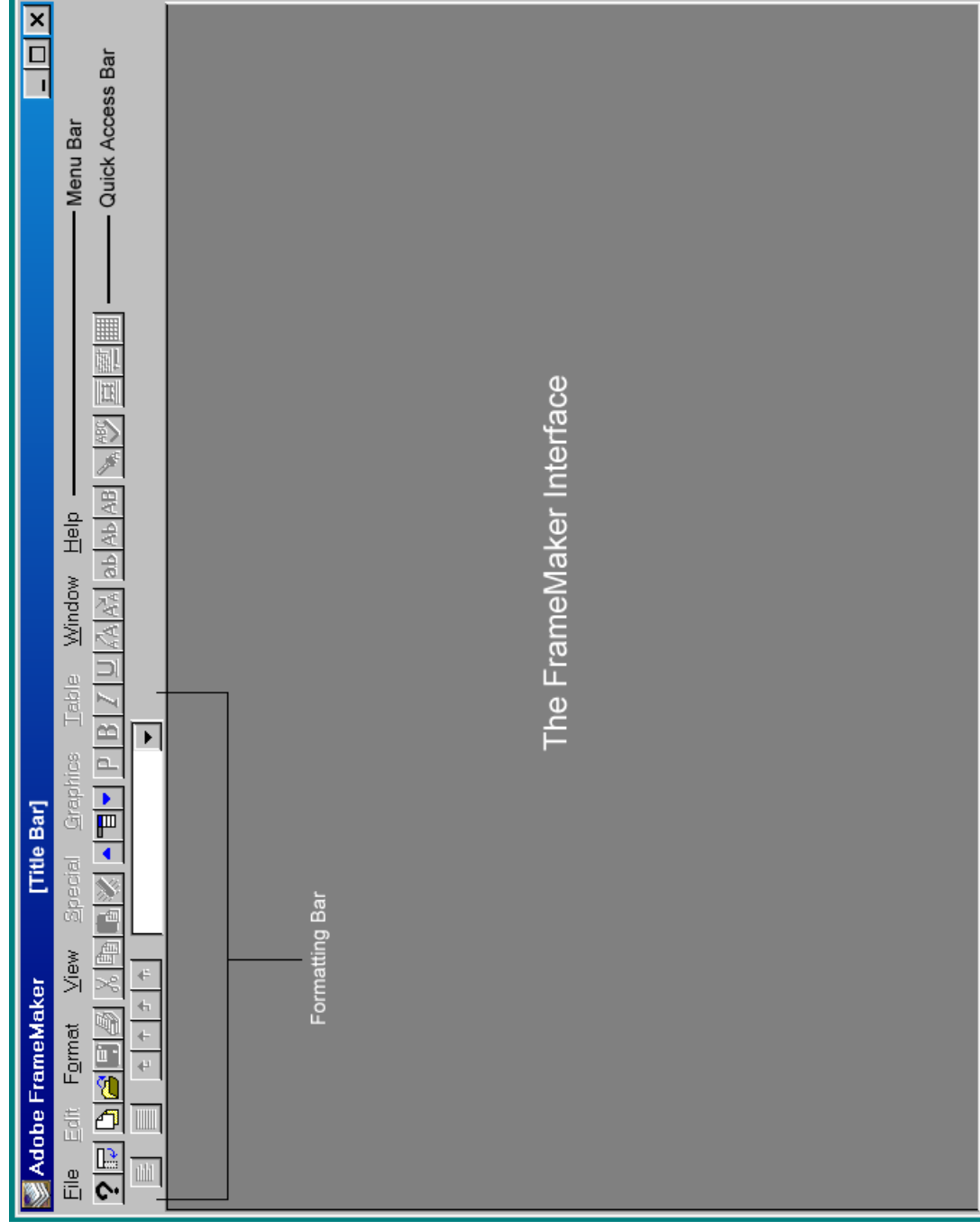
The basic parts of the FrameMaker interface are:

- The Title Bar
- The Menubar
- The QuickAccess Bar
- The Formatting Bar
- The gray area is the primary holding space for a *FrameMaker document*.

This lesson gives an overview of the interface features and subsequent lessons provide a more detailed explanation. Take time to familiarize yourself with the contents of this lesson as time spent here enhances your understanding of Frame.

## FrameMaker Basic Training

**Figure 1-1 FrameMaker**



## 1.1 Basics

Frame uses many Windows-style keyboard commands, that is CTRL+A selects all, CTRL+C is the copy command, CTRL+Z is undo, and so forth.

Frame also provides three toolbars to help you create and work with a document. These are:

- The **Menubar** – provides access to common commands and functions in Frame. There are some commands, however that must be accessed via other methods.
- The **QuickAccess bar** – provides many shortcuts to common commands used in Frame. When you place your mouse over an icon, a text option box explains the purpose of the button. Simply click on the appropriate icon to launch the function.
- The **Formatting bar** – provides a quick way to format text and paragraphs. It is extremely useful for creating documents “on-the-fly.”

### 1.1.1 The Undo Command

Frame only allows one **undo**. In other words if you make several errors, you can only undo the last error made. It acts as a toggle, it will undo your mistake, then reapply it each time you activate CTRL+Z. **There are no multiple undo's in FrameMaker** prior to version 7.2. There are some commands that do not allow an undo. When you encounter one of these you are given a warning and an option to cancel the event.

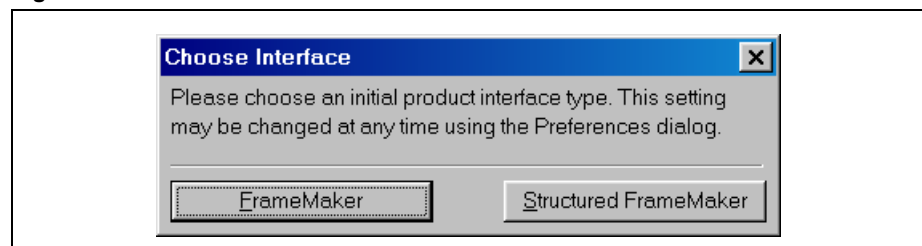
### 1.1.2 Text Manipulation and Limitations

You cannot select text and move it with the mouse, you must cut and paste. Nor does Frame utilize automatic spell correction, or capitalization as you type. However, even without these “niceties” you have additional control over your document, more so than with any word processor.

### 1.1.3 Starting Frame the First Time

The first time you start FrameMaker 7.x, you have a choice of interface modes ([Figure 1-2](#)). This selection remains in effect until you change it in **Preferences**. You can also change modes via the Preferences window ([Section 1.6.1](#)). (*Does not apply to FrameMaker Version 6 or earlier.*)

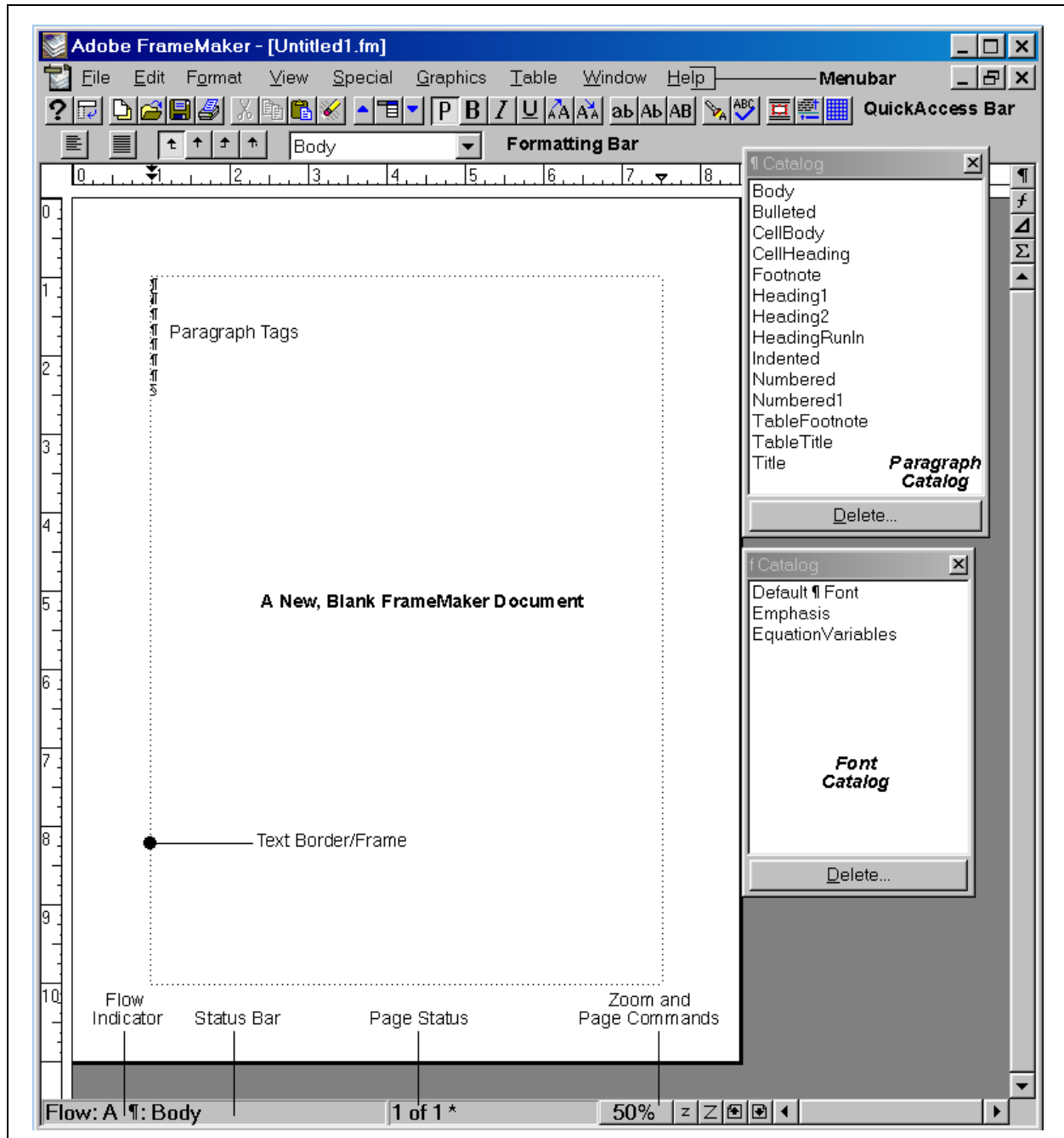
**Figure 1-2 Initial Interface Selection**



## 1.2 A New FrameMaker Document

Figure 1-3 illustrates a new FrameMaker document. Also displayed is the *Paragraph* and *Font Catalogs*. I shall briefly discuss each of these elements and provide a complete explanation in later lessons.

Figure 1-3 A New FrameMaker Document



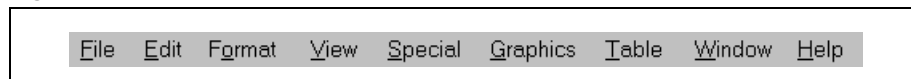


## 1.3 Command Functions

Frame uses many of the same toolbars and menu functions found in other Window programs, but also has several unique functions which you must become acquainted with. Frame utilizes *toolbars* to help create and work with a document. These are:

The **Menubar** (Figure 1-4): provides access to many of the commands and functions available in Frame.

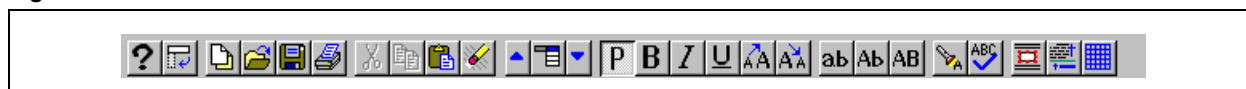
**Figure 1-4 Menubar**



The **QuickAccess bar** (Figure 1-5): provides shortcuts to common commands used in Frame and is a graphical subset of the Menubar. This bar also contains several elements not found in the Menubar.

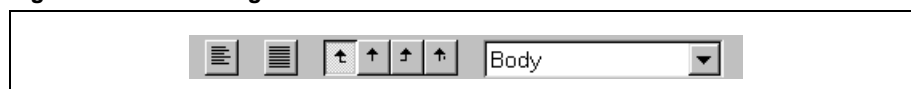
The QuickAccess bar may be *docked* or *floating* according to your preference. Refer to Figure 1-18 for an illustration of the bar in floating mode.

**Figure 1-5 QuickAccess Bar**



The **Formatting bar** (Figure 1-6): allows quick format of text, placement of tabs, and displays what paragraph tag is in use where the cursor currently rest. These functions *override* the current paragraph settings.

**Figure 1-6 Formatting Bar**



While not officially a toolbar, the **Status bar** (Figure 1-7) contains information about the document and provides controls for window zooming and movement through the document.

**Figure 1-7 Status Bar**



### 1.3.1 The Menubar

The **Menubar** provides access to most of the commands and functions used in FrameMaker.

**Note:** When an item is “greyed out” it indicates that selection is not available at this time. Menu items change their status from inactive to active depending upon the particular function involved.

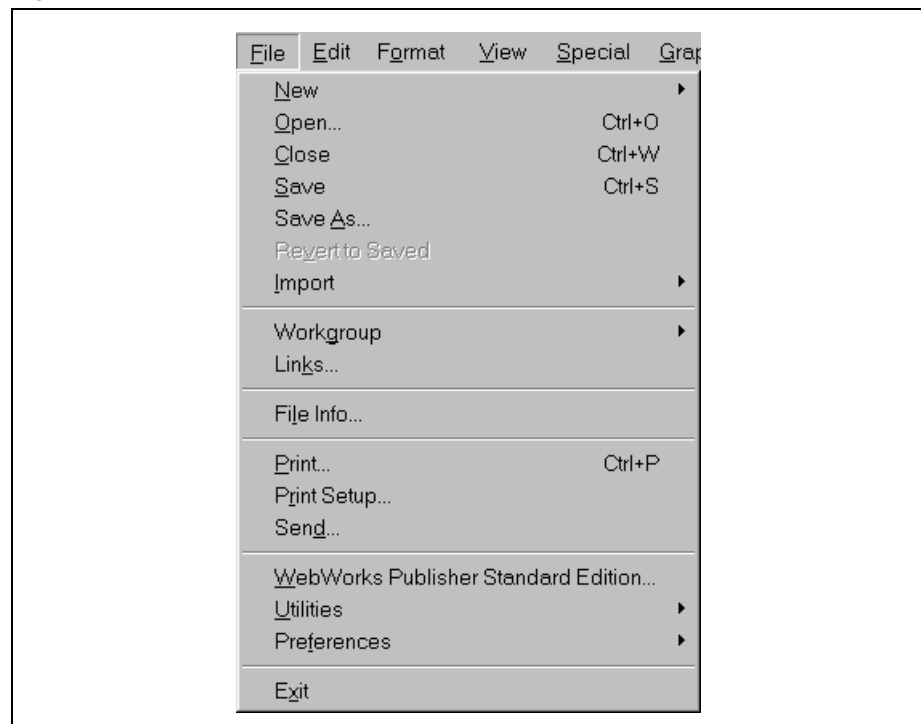
Many of the items in the Menubar has an equivalent keyboard command, which you may find easier to work with. Some examples are:

- ALT+F+N provides access to the new document or book command,
- CTRL+S saves the current document, and
- CTRL+P opens the print dialog box.

#### 1.3.1.1 The File Command Menu

The **File** command (Figure 1-8) provides access to numerous functions, including creating new documents and books.

**Figure 1-8 The File Command Menu**



---

The commands and functions are described in [Table 1-1](#).

**Note:** Holding the SHIFT key while clicking on the File menu opens a different menu system at the book level. This alternate menu system is discussed at a later time.

**Table 1-1 The File Commands**

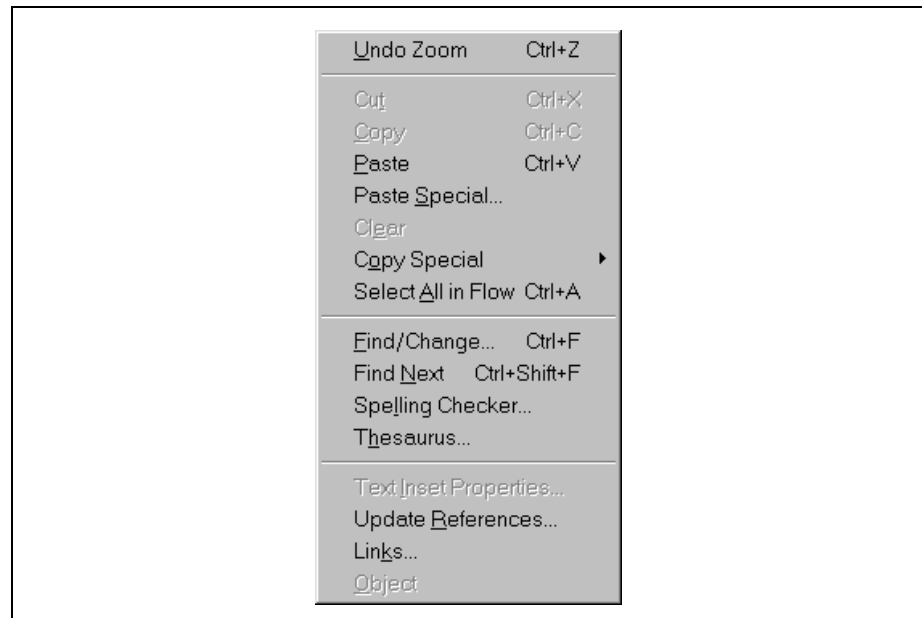
Command	Function
New	Create a new document or new book.
Open...	Opens a file.
Close	Closes a file. Will prompt to save changes.
Save	Save a file.
Save As...	Save the file with a new name or type.
Revert to Saved	Returns to the previously saved version of the document or book.
Import	Import a file, format, or object.
Workgroup	Internet function. Not discussed.
Links	Internet function. Not discussed.
File Info	Establish Metadata information for a file or book.
Print	Print a document or book.
Print Setup	Select printer, paper, and document orientation.
Send	Send a document via email.
Webworks Standard Edition	Create and publish web pages.
Utilities	Provides a submenu and set of functions.
Preferences	Sets User Preferences [General...].

Many commands open additional dialog boxes, which are explored throughout this training. However some commands fall outside the scope of this training and are not discussed.

### 1.3.1.2 The Edit Menu

The *Edit* menu is illustrated in [Figure 1-9](#) and provides functions for editing the document.

**Figure 1-9 The Edit Menu**



The commands and functions of the Edit menu are described in [Table 1-2](#).

*Table 1-2 The Edit Menu*

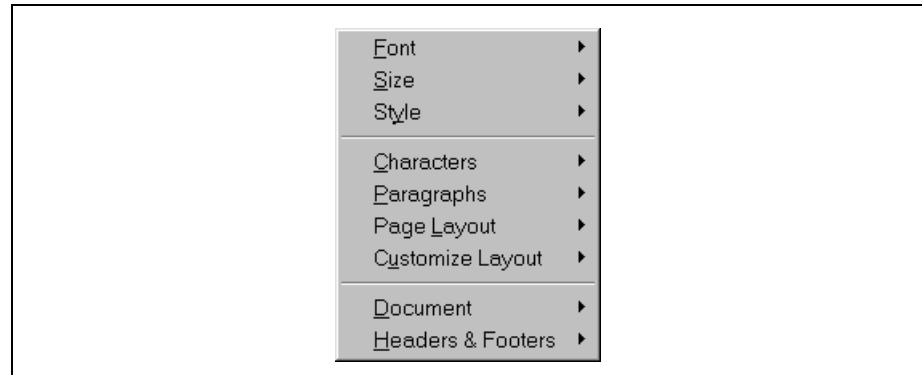
Command	Function
Undo [element]	Undo the last action taken.
Cut	Cut text or graphics.
Copy	Copy text or graphics.
Paste	Paste elements that were cut or copied.
Paste Special	Provides more options than the Paste command.
Clear	Clear selected text or items.
Copy Special	Opens submenu to copy special elements.
Select All in Flow	Selects all elements in the flow you are currently in.
Find/Change	Opens the find/change dialog box.
Find Next	Find the next occurrence of the element you are searching for.
Spelling Checker	Check document or book level spelling.
Thesaurus	Open the thesaurus dialog box.
Text Inset Properties	Allows you to change the properties of imported text.
Update References	Allows you to update references.
Links	Link to files or URLs. Not discussed.
Object	Allows you to manipulate an imported graphic.

### 1.3.1.3 The Format Menu

The **Format** menu is illustrated in [Figure 1-10](#). This menu contains numerous submenus so only a basic description is discussed here ([Table 1-3](#)).

**Note:** The Format menu is comprehensive and discussed later.

**Figure 1-10 The Format Menu**



**Table 1-3 The Format Menu**

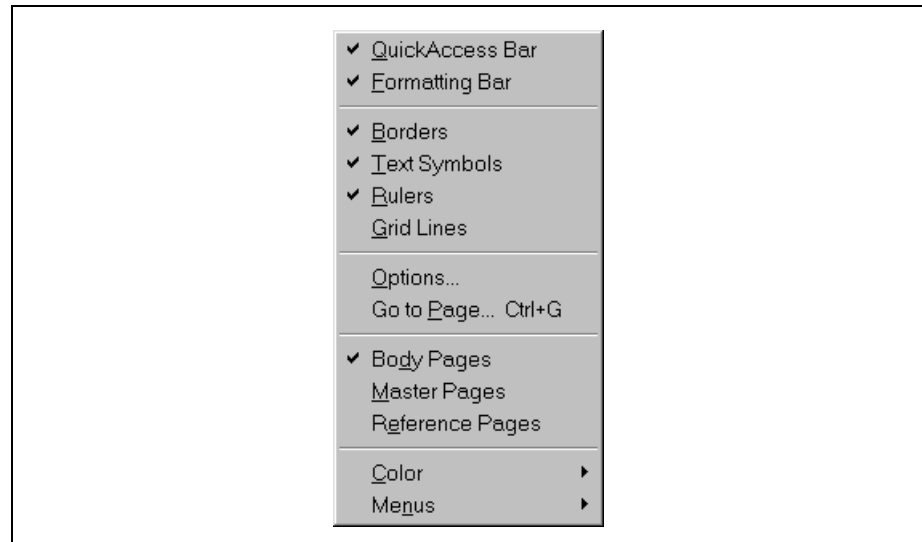
Command	Function
Font	Select a font. Opens a font listing.
Size	Select a font size. Opens a font size menu.
Style	Select a font style. Opens style menu.
Characters	Select and apply a character format.
Paragraphs	Select and apply a paragraph format.
Page Layout	Establish the layout of the page.
Customize Layout	Customize the page and text frames.
Document	Set document characteristics.
Headers & Footers	Manipulate header and footer information.

### 1.3.1.4 The View Menu

The **View** menu is illustrated in [Figure 1-11](#). A check mark indicates the item is active and/or visible. The **Options** and **Go to Page** selections open additional dialog boxes. The **Options** dialog box provides measurement and units (pica, points, inches, etc.) applicable to the document.

**Note:** The Menu selection is not discussed as it is beyond the scope of this training.

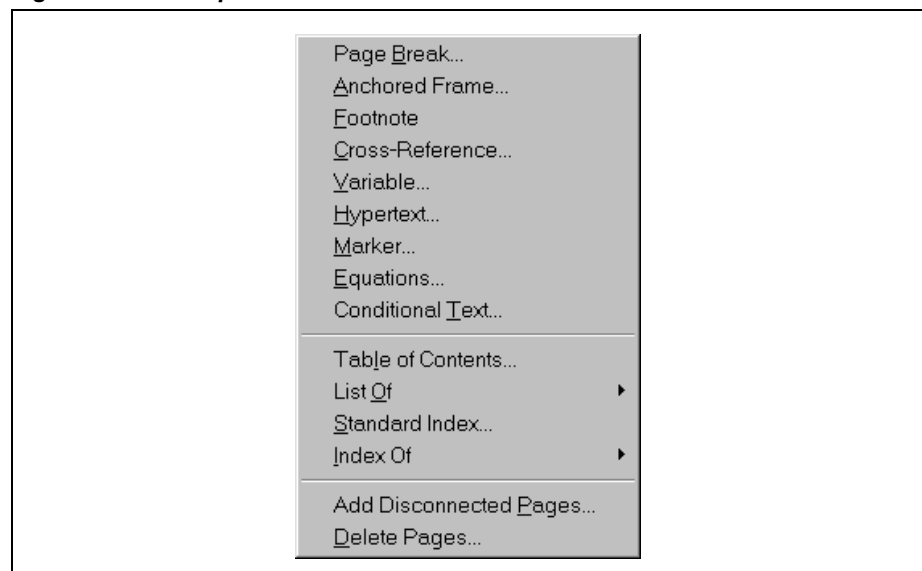
**Figure 1-11 The View Menu**



### 1.3.1.5 The Special Menu

The **Special** menu is illustrated in [Figure 1-12](#). [Table 1-4](#) describes the functions of the special menu.

**Figure 1-12 The Special Menu**



***Table 1-4 The Special Menu***

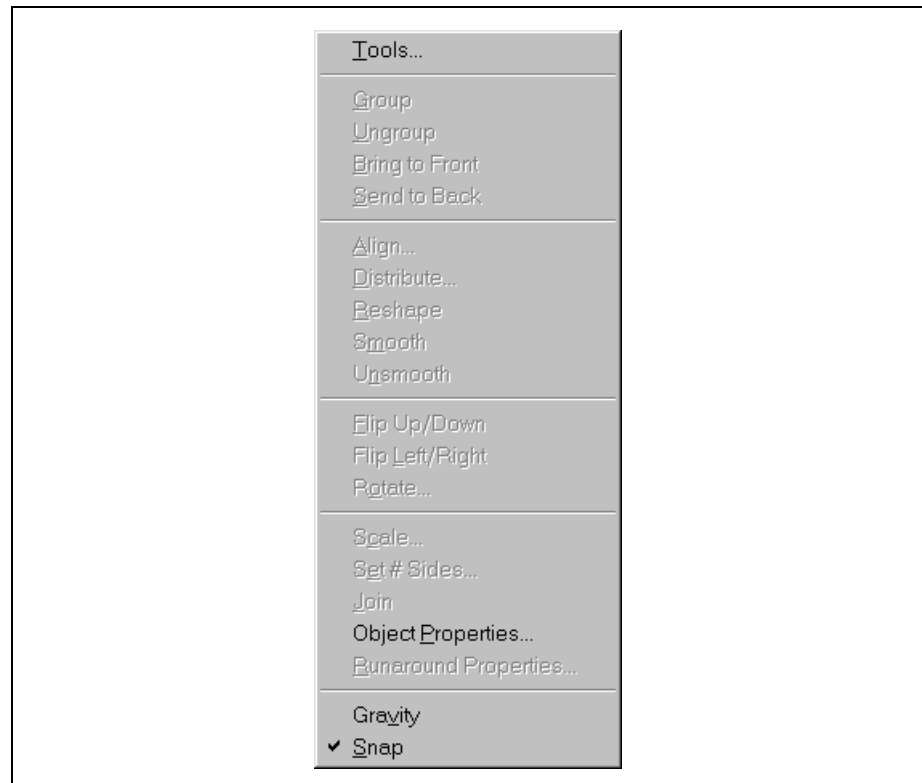
<b>Command</b>	<b>Function</b>
Page Break...	Insert a page break.
Anchored Frame...	Insert an anchored graphic frame.
Footnote...	Insert a footnote.
Cross-Reference...	Insert a cross-reference.
Variable...	Insert a variable.
Hypertext...	Insert hypertext.
Marker...	Insert a marker.
Equations...	Open the equations editor.
Conditional Text...	Open the conditional text dialog box. Not discussed in this training.
Table of Contents...	Create a table of contents.
List of	Submenu of items you can create a list of.
Standard Index...	Create an index.
Index of	Submenu to create various indexes.
Add Disconnected Pages...	Add new pages to document.
Delete Pages...	Delete pages from document.



### 1.3.1.6 The Graphics Menu

The *Graphics* menu is illustrated in [Figure 1-13](#). Elements in this menu are discussed in the graphics lesson.

**Figure 1-13 The Graphics Menu**



### 1.3.1.7 The Table Menu

The **Table** menu (Figure 1-14) provides the commands for creating and manipulating tables.

**Figure 1-14 The Table Menu**

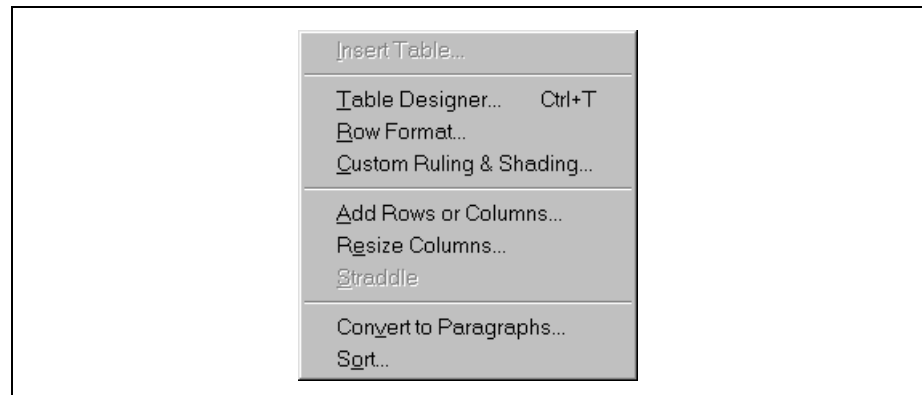


Table 1-5 describes the functions of the table menu.

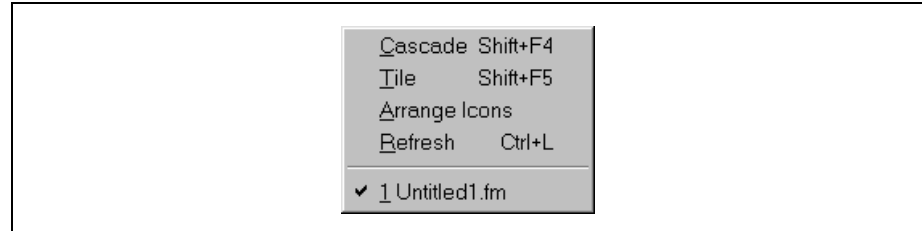
**Table 1-5 The Table Menu**

Command	Function
Insert Table...	Insert a new table in the document.
Table Designer...	Open the table designer.
Row Format...	Open the row format dialog box and manipulate the properties.
Custom Ruling & Shading...	Open the ruling and shading dialog box and manipulate the properties.
Add Rows or Columns...	Add rows or columns to the table.
Resize Columns...	Open the column dialog box and manipulate the properties.
Straddle...	Merge two or more rows or columns
Convert to Paragraphs...	Convert the table to normal text.
Sort...	Sort the table.

### 1.3.1.8 The Window Menu

The **Window** menu is illustrated in [Figure 1-15](#). This menu provides quick access to any other open document. A checkmark indicates which document is active. You can only work in one document at time.

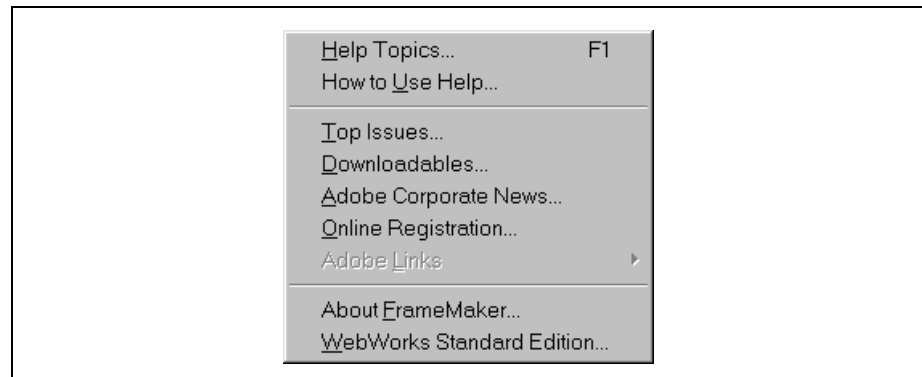
**Figure 1-15 The Window Menu**



### 1.3.1.9 The Help Menu

The **Help** menu is illustrated in [Figure 1-16](#).

**Figure 1-16 The Help Menu**



**Table 1-6 The Help Menu**

Command	Function
Help Topics...	Open the help window.
Support...	Opens the Adobe Support web page.
Updates...	Checks for program updates.
Registration...	Register FrameMaker online.
Adobe Online...	Opens various portions of the Adobe website.
About FrameMaker...	Provides information about Frame.

## 1.4 The QuickAccess Bar

The QuickAccess bar displays common commands. You can *dock* or *float* the QuickAccess bar by clicking the **Flip QuickAccess Bar** option (Figure 1-17). Click once to float, click again to dock.

**Note:** If you float the QuickAccess bar, the icons may change appearance when you toggle through the bars. However, the commands and functions remain the same.

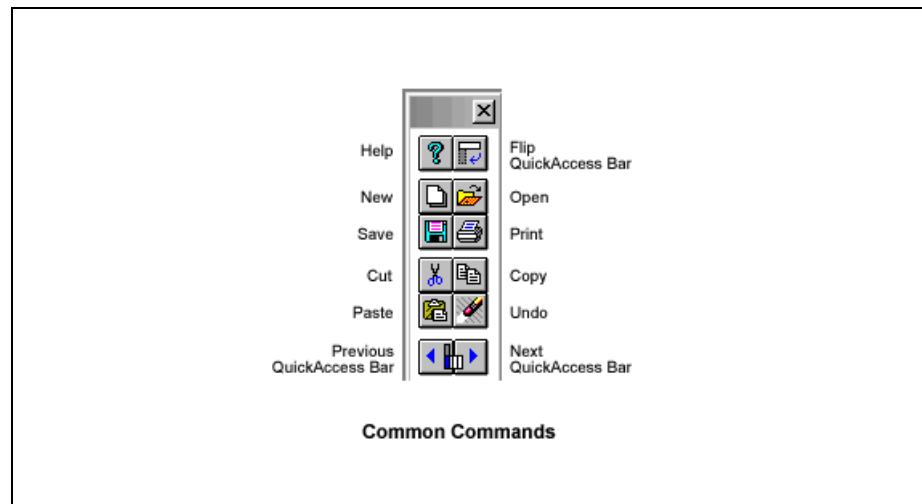
Four access bars are capable of being displayed, one-at-a-time. These bars are the:

- Text Editing bar
- Graphics bar
- Graphics Editing bar
- Table Editing bar

**Note:** There are third party programs that can change the appearance of, and add functions to, the QuickAccess bar and Menubar. These third party programs (known as plug-ins) make working with Frame much easier, but are not discussed in this training as not everyone may have need of, or desire for, these programs. Therefore we will stick strictly to the commands and functions supplied by the default installation.

The first twelve buttons on the QuickAccess bar are known as the *common commands* (Figure 1-17) and provide quick access to various functions common to most Window applications. The *Previous* and *Next* buttons cycle through the remaining bars which are illustrated in the following pages.

**Figure 1-17 QuickAccess Bar Common Commands**

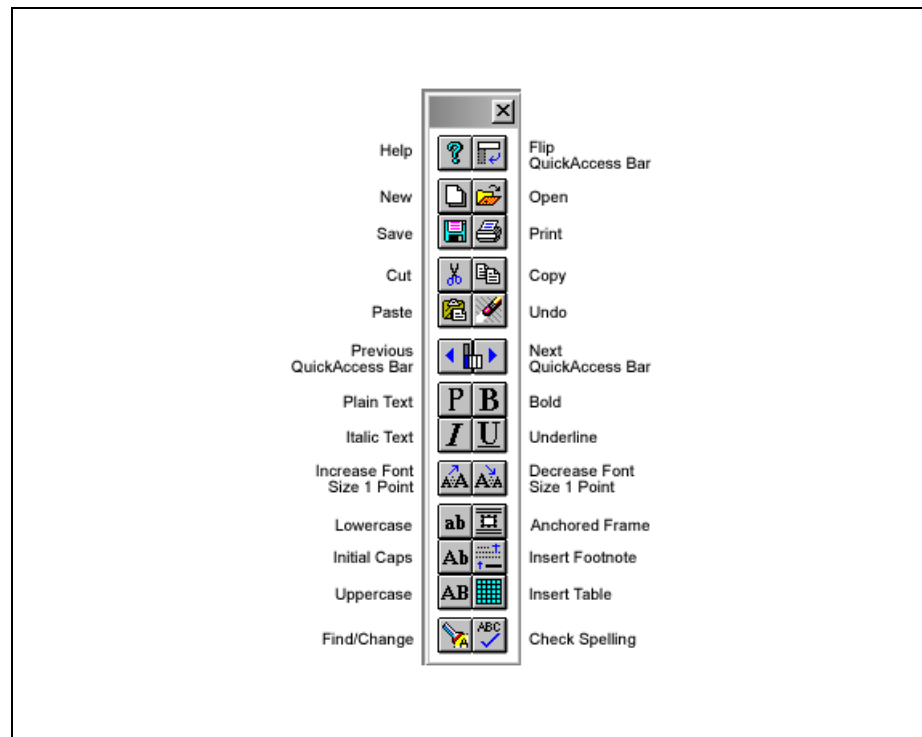


### 1.4.1 Text Editing Bar

The *Text Editing* components of the *QuickAccess Bar* are shown in [Figure 1-18](#). This is the bar you work with when manipulating text.

**Note:** The icons displayed on the text editing bar, when in floating mode, may be different than when the toolbar is docked. However, the commands remain the same.

**Figure 1-18 QuickAccess Text Editing Bar and Components**



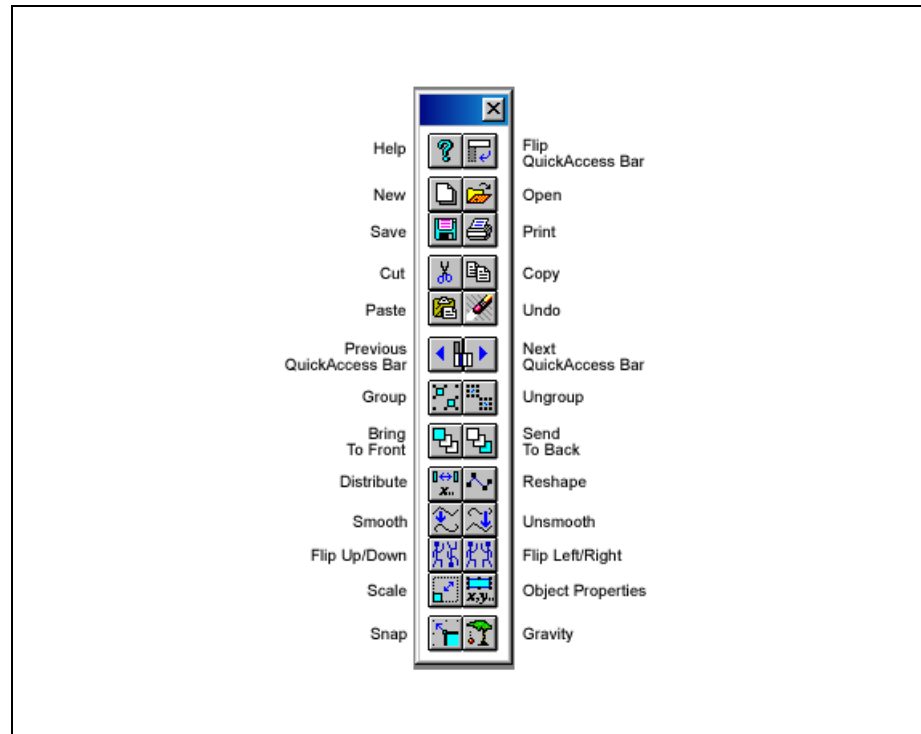
### 1.4.2 The Graphics Bar

The *Graphics Bar* (Figure 1-19) must not be confused with the *Graphics Editing Bar*.

These icons provide commands and functions for graphics.

**Note:** The icons displayed on the graphics bar, when in floating mode, may be different than when the toolbar is docked. However, the commands remain the same.

Figure 1-19 QuickAccess Graphics Bar



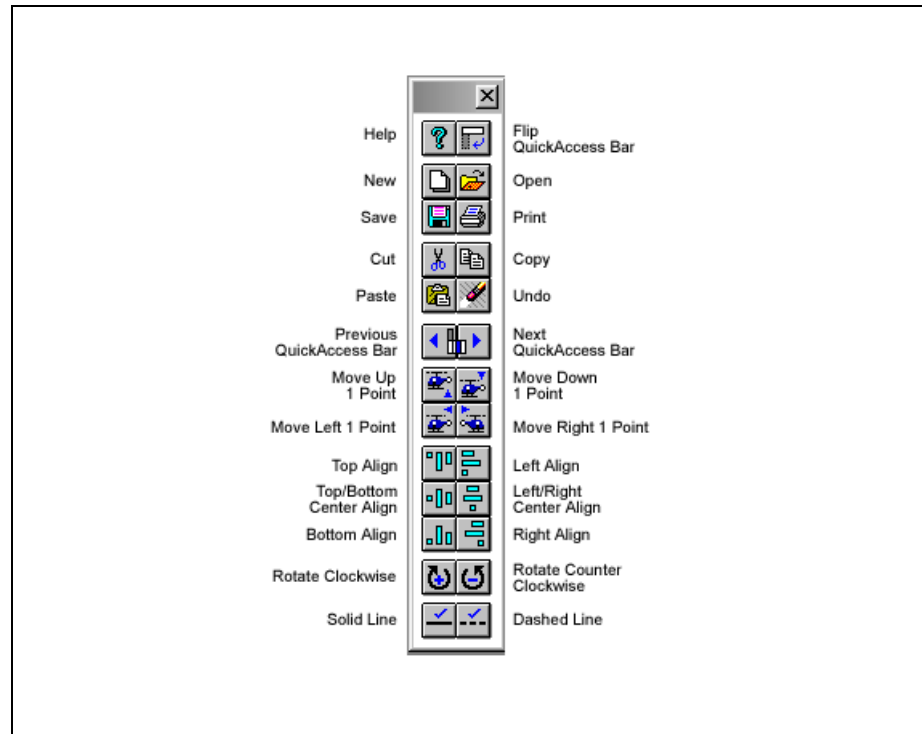
### 1.4.2.1 The Graphics Editing Bar

The *Graphics Editing Bar* (Figure 1-20) is not to be confused with the *Graphics Bar*.

These icons provide commands and functions for graphics editing.

**Note:** The icons displayed on the graphics editing bar, when in floating mode, may be different than when the toolbar is docked. However, the commands remain the same.

**Figure 1-20 QuickAccess Graphics Editing Bar**

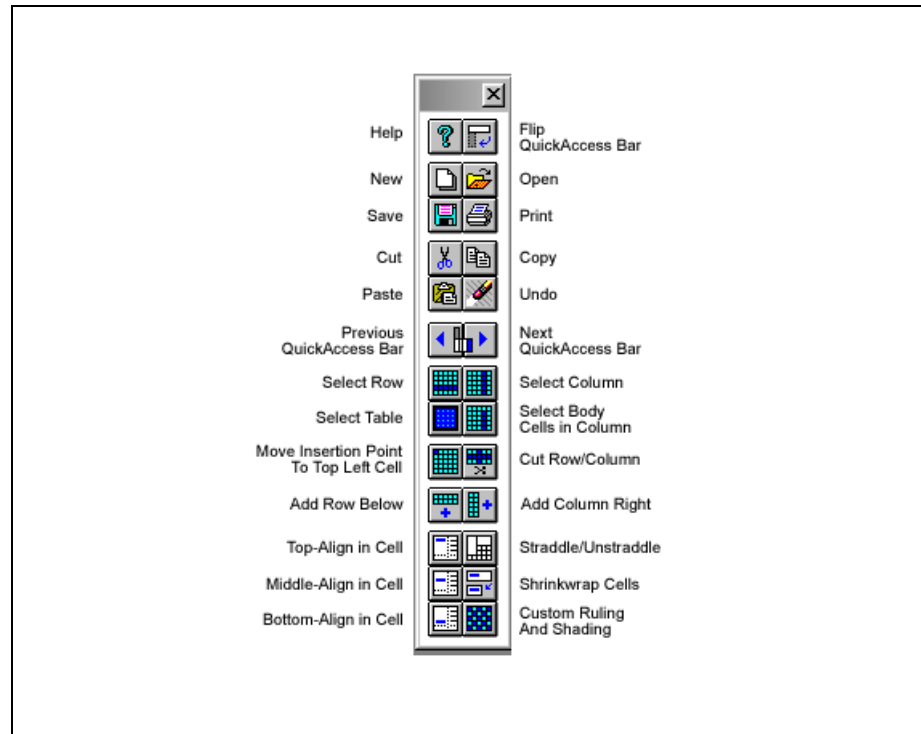


### 1.4.2.2 The Table Editing Bar

The **Table Editing Bar** (Figure 1-21) provides the commands and functions for table editing.

**Note:** The icons displayed on the table editing bar, when in floating mode, may be different than when the toolbar is locked in place (i.e. flipped up). However, the commands remain the same.

**Figure 1-21 QuickAccess Table Editing**





## 1.5 The Status Bar

The **Status Bar** (Figure 1-22) provides information about the document. The items located on this bar consist of the:

- Current Flow
- Current Paragraph tag
- Character tag in use (when appropriate)
- Current page, and total number of pages
- Zoom Commands

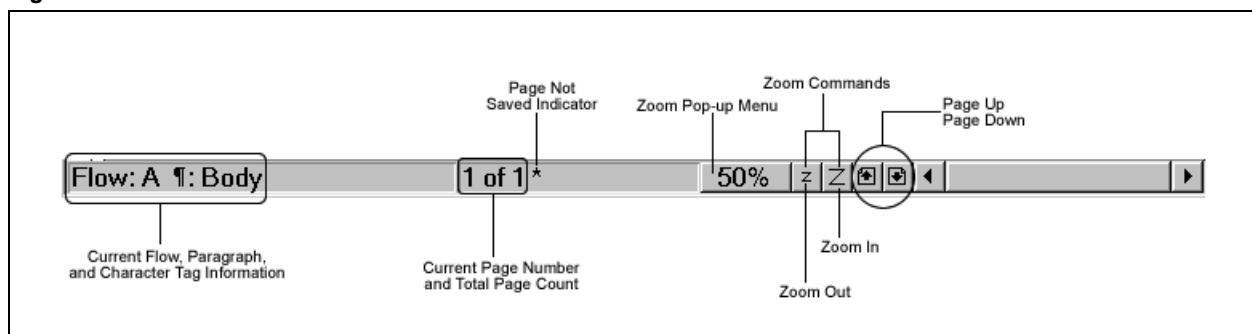
**Note:** Flow, character, and paragraph tags are discussed, in detail, later in this training, so I will not duplicate that information here.

The Status Bar informs you what the current page is, and how many pages are in the document. The *asterisk* is a quick visual reference informing you that the document is not saved. You can also page up or down by clicking on the **Page Up** or **Page Down** arrows.

### 1.5.1 Zoom Commands

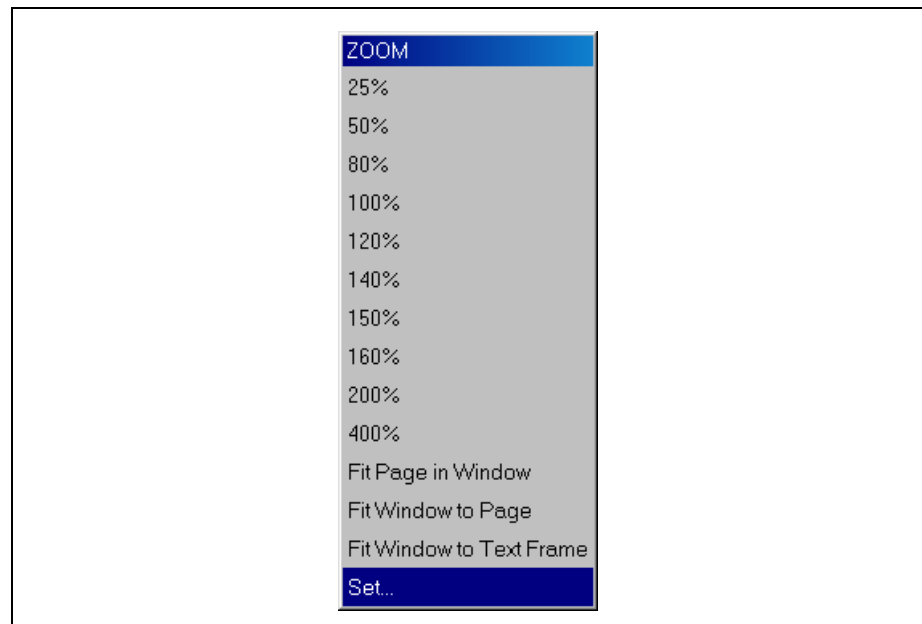
You can enlarge the viewing area of a document (zoom in) or decrease the viewing area (zoom out) by using the **Zoom** controls. Zoom commands are located in the status bar as illustrated in Figure 1-22. You may zoom in and out of a document by using either the zoom in and out buttons or the zoom pop-up menu.

Figure 1-22 Status Bar



The zoom pop-up menu (Figure 1-23) allows you to set the magnification percentage to any value starting at 25% to a maximum of 1600%. The menu is accessed by clicking on the document size (xx%) button. The defaults are illustrated in Figure 1-23 but may be changed using the **Set** command as highlighted below. You can also magnify the document as needed by using the **Fit** commands in the pop-up menu.

Figure 1-23 Zoom Pop-up Menu

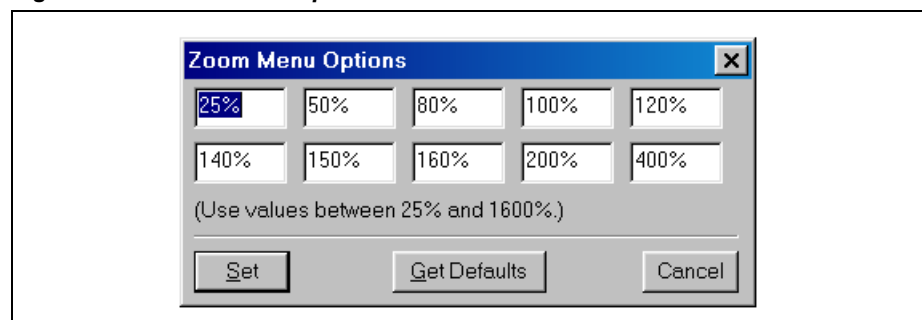


To change the zoom settings:

1. Access the Zoom Pop-up Menu and click **Set**. The Zoom Menu Options dialog box opens (Figure 1-24).
2. Change the percentages to the desired viewing level and click **Set** to close the dialog box.
3. To retrieve the defaults, click the **Get Defaults** button.

**Note:** The values you enter in the percentage boxes are automatically sorted from lowest to highest when you close the window.

Figure 1-24 Zoom Menu Options



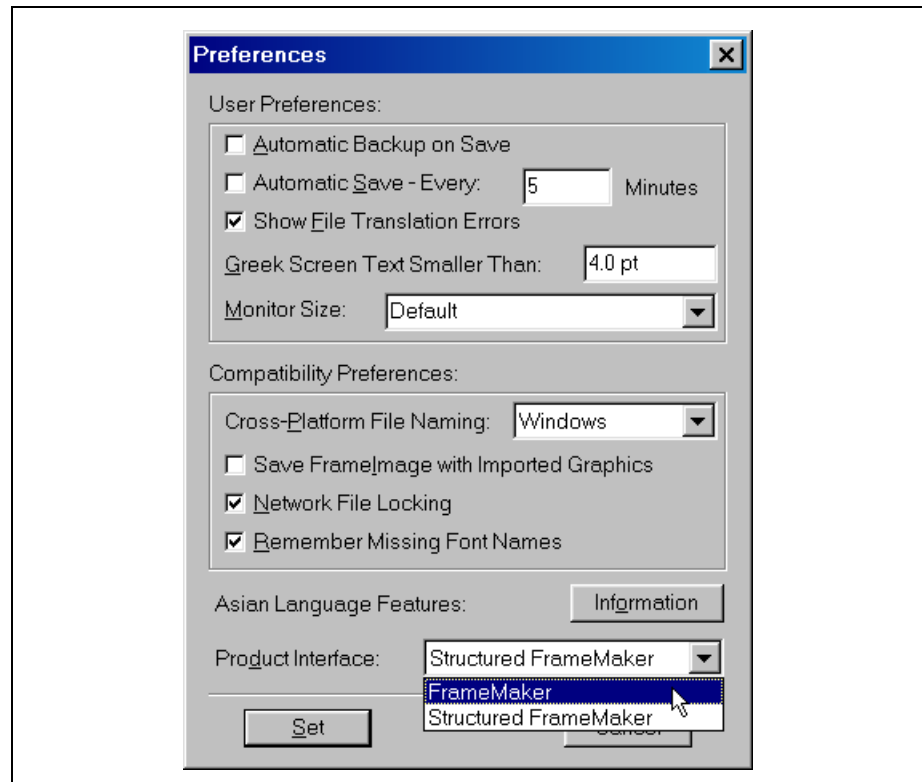
## 1.6 The Document Window

This section discusses the various components of the document window such as *Preferences*, *Window Guides*, *Menu Display*, and changing the *Units of Measurement*.

### 1.6.1 Preferences Dialog Box

*Preferences* allow you to set various functions according to your requirements (Figure 1-25). You activate your Preferences via the File menu.

Figure 1-25 Preferences Dialog Box



**Automatic Backup on Save.** Use this command to create a backup of your document every time you save your document. This creates a copy of your file before your latest changes are saved. The file is saved with the *backup* extension name and overwrites any previous file it encounters with the same name.

**Note:** If you use this feature be advised that it consumes disk space equal to the file that you are saving.

**Automatic Save - Every \_\_ Minutes.** This is an autosave feature which allows you to automatically save your document in a time interval you specify. The file is saved with the *auto* extension name. Should you save the file manually or use the revert to last saved version command, this file is deleted.

---

**Show File Translation Errors.** When selected, this item displays errors found when a FrameMaker file opens. It is not an error checking utility.

**Greek Screen Text Smaller Than —.** When text is smaller than the point size specified here it displays as a gray bar. The default is 7 points, but you may change the size as desired.

**Monitor Size.** Changes the document size accordingly. Recommend you maintain the *Default* setting unless there is a compelling reason to change.

**Cross-Platform File Naming.** Allows filename compatibility across platforms. If saving to a Macintosh platform, select it from the drop down menu and save the document. The selections for saving files are:

- Macintosh
- Unix
- Windows

**Save FrameImage with Imported Graphics.** Adds a FrameImage facet to imported BMP graphics. If “on” (selected) each graphic is saved in its native format and in FrameImage format, which is supported by all platforms. If you open the file on another platform that does not support the native format, the FrameImage copy is used.

**Network File Locking.** If a file is being used by another user, if selected on, a warning displays that the file is already in use. Applicable only to those computers and files connected to a network.

**Remember Missing Font Names.** Displays the names of unavailable fonts that have been substituted with another font by Frame. The fonts reappear when the file is opened on a computer system with the missing fonts installed.

**Enabling Asian Language Features.** Not discussed.

**Product Interface.** Select FrameMaker or Structured FrameMaker (FrameMaker Version 7 only). If you change from one format to another, you must restart Frame.

After you make your selections, click **Set** to close the Preferences dialog box, or **Cancel** to abort the changes.

---

## 1.6.2 Window Guides

*Window Guides* consist of:

- Borders around imported objects, text, and graphic frames
- Markers
- Paragraph returns
- Text symbols
- Rulers
- Horizontal grids
- Vertical grids

Guides are only visible on-screen and may be turned on or off via the Menubar. Also, guides do not print when printing the document or book.

### 1.6.2.1 Display or Hide Guides

You can display or hide window guides in any individual file or an entire book. To hide or display borders:

1. Select the file or book you want to affect. If in book mode, select the file or files you want to affect.
2. If in book mode select View/Show Borders or View/Hide Borders.
3. If in an individual file select View/Borders. A check mark indicates the item is active.

To hide or display text symbols:

1. Select the file or book you want to affect. If in book mode, select the file or files you want to affect.
2. If in book mode select View/Show Text Symbols or View/Hide Text Symbols.
3. If in an individual file select View/Text Symbols. A check mark indicates the item is active.

To hide or display rulers:

1. Select the file or book you want to affect. If in book mode, select the file or files you want to affect.
2. If in book mode select View/Show Rulers or View/Hide Rulers.
3. If in an individual file select View/Rulers. A check mark indicates the item is active.

To hide or display gridlines:

1. Select the file or book you want to affect. If in book mode, select the file or files you want to affect.
2. If in book mode select View/Show Grid Lines or View/Hide Grid Lines.
3. If in an individual file select View/Grid Lines. A check mark indicates the item is active.

### 1.6.3 Menu Displays

You can change and customize the Menubar as required to suit your needs. To provide an abbreviated menu selection on the Menubar select:

#### ***View/Menus/Quick or Complete***

To customize the menu is beyond the scope of this training and is not discussed.

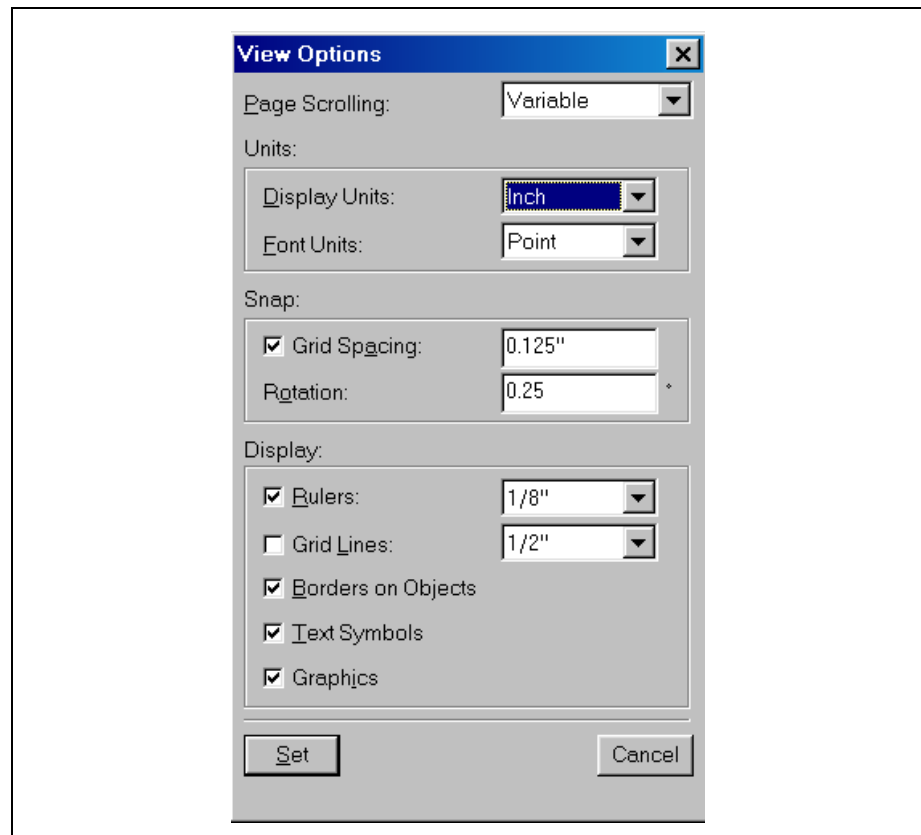
### 1.6.4 Changing Units of Measure

*Units of Measure* are used throughout technical writing for various documents. (A listing of these units are on the next page.)

Frame allows you to change these units in either a single document or an entire book by doing the following:

1. Make active the book window or individual file(s) you want to affect.
2. Choose View/Options to open the View Options dialog box as shown in [Figure 1-26](#).
3. Make the appropriate changes and click *Set* to close the dialog box.

**Figure 1-26 View Options Dialog Box**



**Display Units.** The following options are available:

cm	to specify centimeters
mm	to specify millimeters
" or in	to specify inches
pc, pi, or pica	to specify picas
pt or point	to specify points
Q	to specify Q units (font size and line spacing only)
dd	to specify didots
cc or cicero	to specify ciceros

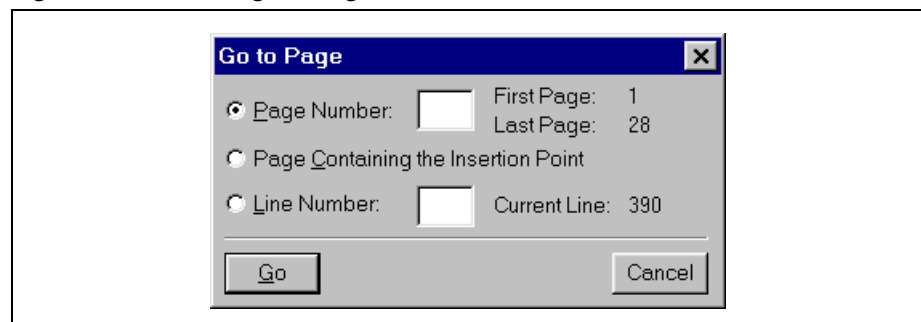
Frame automatically converts the entry to the preset unit.

### 1.6.5 Go to Page Dialog Box

You can rapidly move to a specific page using the *Go to Page* dialog box (Figure 1-27).

1. To open the dialog box do one of the following:
  - From the View menu select: **Go to Page**
  - Press CTRL+G
  - Click on the page status bar.
2. The Go to Page dialog box opens.
3. Make an appropriate selection, and enter a page or line number. Click **Go**.
4. Click **Cancel** to abort the operation.

**Figure 1-27** *Go to Page Dialog Box*

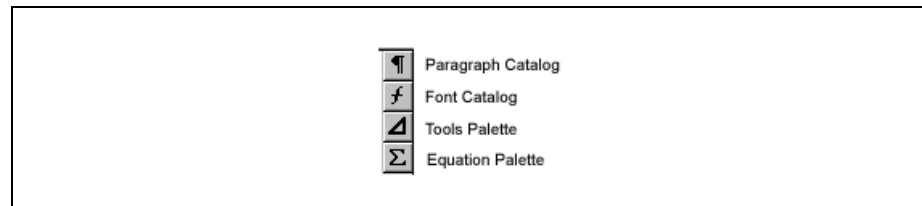


### 1.6.6 Shortcut Icons

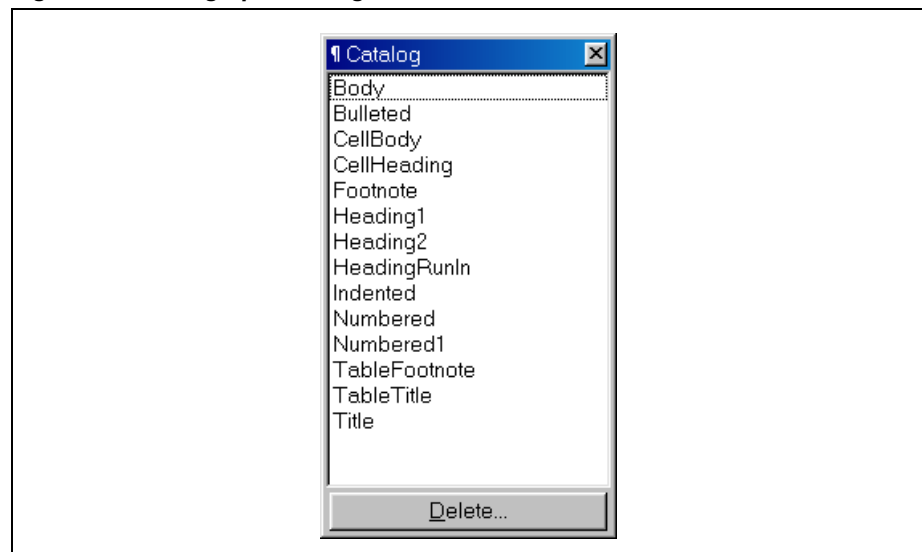
On the right side of the document window there are four icons as illustrated in [Figure 1-28](#). These icons open other dialog boxes as shown in [Figure 1-29](#) through [Figure 1-32](#). To open any of these items simply click on the appropriate icon.

**Note:** By default there are only three (3) font tags in the Font Catalog. You can delete any or all of these font tags with the exception of the **Default Font** tag. This is the one tag you cannot delete.

**Figure 1-28 Shortcut Icons**



**Figure 1-29 Paragraph Catalog**



**Figure 1-30 Font Catalog**

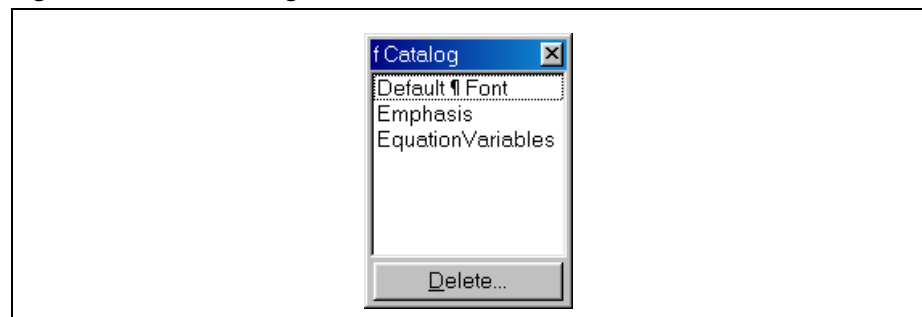




Figure 1-31 Tools Palette

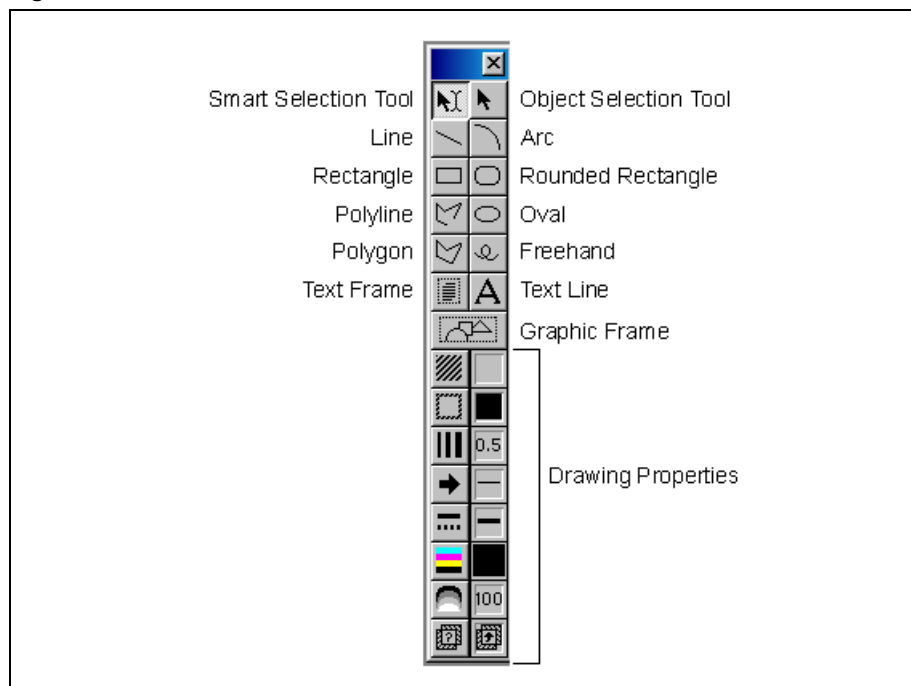
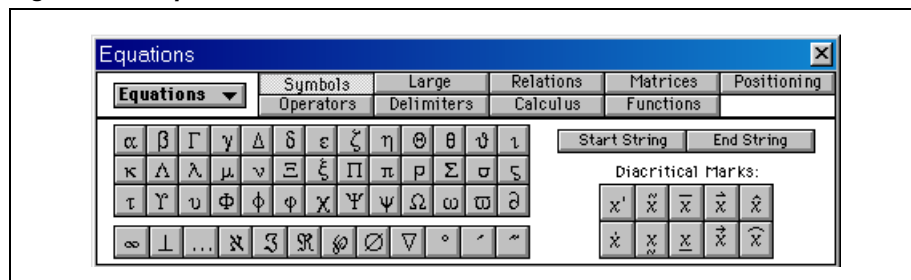


Figure 1-32 Equation Palette



**Note:** The Equation Palette is very complex and not discussed in this training.

## 1.6.7 Scroll Bar

The scroll bar allows you to move from page to page or left and right through the document as desired.

---

## **1.7 Review Questions**

1. What feature provides shortcuts to common commands?
  - a. Menubar
  - b. Edit bar
  - c. QuickAccess bar
  - d. None of the above
2. The Formatting bar overrides current paragraph settings.
  - a. True
  - b. False
3. The File command is part of the:
  - a. Menubar
  - b. QuickAccess bar
  - c. Formatting bar
  - d. All the above
4. You cut, copy, and paste using what menu?
  - a. File
  - b. Edit
  - c. Format
  - d. Special
5. You delete pages using what menu?
  - a. Edit
  - b. Format
  - c. Graphics
  - d. None of the above
6. The QuickAccess bar contains \_\_\_\_ distinct functions.
  - a. 1
  - b. 2
  - c. 3
  - d. 4
7. To increase or decrease the text view, you use the:
  - a. Zoom commands
  - b. View menu
  - c. Format menu
  - d. All the above

# Lesson 3.0 Document Designers

---

## *Objectives:*

At the end of this lesson the student shall be able to:

1. State the function of the Character and Paragraph Designers.
2. Explain how the Character Designer functions.
3. Explain how to create and set attributes to character tags.
4. State the function of the Paragraph Designer.
5. Explain how the Paragraph Designer functions.
6. Explain how to create and set attributes to a paragraph tag.

If your job is technical writing or desktop publishing you understand the importance of consistency. Your data may be correct but if the delivery looks like garbage your document is considered trash. To maintain a professional image you **must** be consistent in style and delivery.

To help maintain this consistency, FrameMaker uses a concept known as **tags** in a document. There are two types of tags you need to be concerned with: *Character* and *Paragraph*.

FrameMaker includes two *designers* to create these tags. These are the:

- Character (font) designer
- Paragraph designer

The *Character Designer* creates *character* (font) attributes for text. The *Paragraph Designer* creates *paragraph tags* and applies formatting attributes to that paragraph.

A third designer, known as the *Table Designer*, creates and formats new tables, each with their own set of attributes. It also applies changes to existing tables. Since this designer is for tables I shall discuss it in the Tables lesson. However you must know how the Character and Paragraph designers work in order to take full advantage of the Table designer. Thus in this lesson we are going to concentrate on the Character and Paragraph designer, how they work, and how to use them.

## 3.1 Lesson Preparation

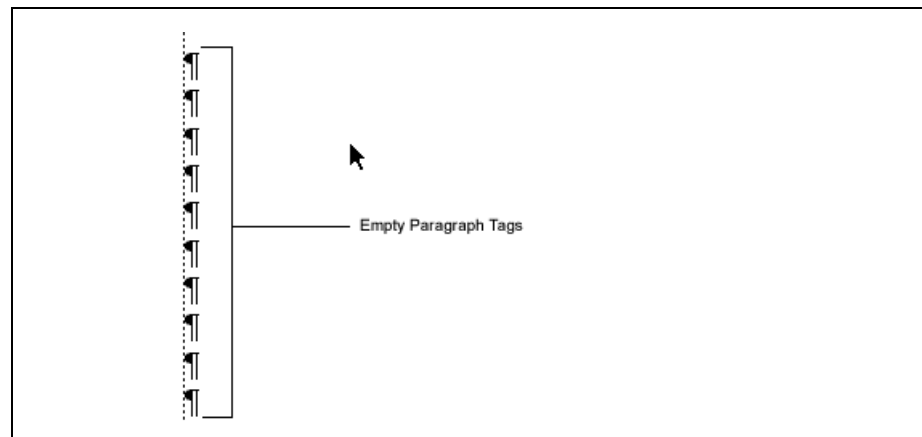
If not already done, start FrameMaker.

1. To open a new document do one of the following:
  - from the QuickAccess bar click the New Document icon
  - from the Menubar select **File/New/Document**
  - press CTRL+N
2. The New Document dialog box opens.
3. Click **Portrait**.
4. A new document opens.
5. Set your Preferences if necessary.
6. Ensure text and border features are turned on.

Just a tip: When working with, or preparing to work with, a new document, add some working space, i.e., empty paragraph tags. This allows you to insert elements such as graphics and additional text without searching for an empty paragraph tag to attach such items to.

To insert an empty paragraph tag, simply hit the Return key a few times ([Figure 3-1](#)).

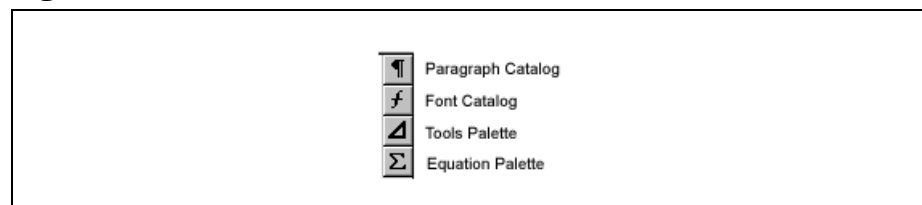
**Figure 3-1** *Empty Paragraph Tags*



### 3.1.1 Accessing the Designers

To open the designers you can use the Menubar or click one of the *shortcut icons* ([Figure 3-2](#)) located on the right side of the screen.

**Figure 3-2** *Shortcut Icons*



---

## 3.2 Character/Paragraph Tag Commonalities

Since there are commonalities between a Paragraph and a Character tag I will discuss those here. Individual characteristics are discussed in their own respective section.

**Note:** In this lesson the terms *font* and *character* are used interchangeably. Unless specified differently, these two terms identify the same component and have the same meaning.

### 3.2.1 Case Sensitivity

Almost everything in FrameMaker must be named (Section 3.2.6) and names are CASE SENSITIVE. This includes Paragraph and Character tags, tables, text flows, variables, and so forth.

Example: **body\_1** and **Body\_1** may apply the same attributes to a paragraph but to Frame these are two entirely different paragraph tags. Mixing similar named tags in a document will, not may, *will* cause trouble later down the line, especially if the document is large and complex.

### 3.2.2 How Character Tags Work

Character tags allow you to apply specific attributes to a letter, word, or selection of text. ***An example of applying a specific character tag is displayed in this sentence.*** This sentence is normal text but the preceding is Arial italic. It is bold, italic, San Serif, and slightly larger than the rest of the text. In this lesson I discuss how to create these attributes and apply them as needed.

### 3.2.3 How Paragraph Tags Work

Paragraphs are the building blocks of a document. The number and type of paragraphs you have depends upon the document you are creating. Some paragraphs, like this one, are left aligned to the margin. Others may be indented, such as the paragraph following this one. Of course these are only two simple examples of paragraph styles.

When you develop a paragraph, using the Paragraph designer, you establish specific *attributes* for that paragraph, including the type of paragraph that follows the current one. Such as: the introduction paragraph to a section (in this book) is named **Normal\_first\_para**. The follow-on paragraphs (the paragraphs following the introduction paragraph) are named **Normal**.

Individual tag names allow you to control the attributes of each tag. It also allows you to change the attribute of a single tag without affecting the remaining tags of the same name. When you *modify* one tag without applying the changes to all the other tags of the same name, you create an *Override* for that one instance (paragraph tag).

# Lesson 4.0 Word Processing

---

## *Objectives:*

At the end of this lesson the student shall be able to:

1. Understand how to apply and use special characters.
2. Understand how to search, find, and replace text.
3. Understand how to search, find, and replace special characters, markers, and character formats.
4. Understand how to spell check a document.
5. Understand the function of the four Frame dictionaries and how to manage them.
6. Understand how to apply automatic corrections, manage hyphenation, and use the Thesaurus.

**F**rameMaker, like any word processor allows you to add, delete, and edit text. You can copy, cut, and move text and graphics to various locations within the current document or to another Frame document.

There is no automatic capitalization, word correction, or highlight and move text with the mouse command. Still Frame offers powerful features that one would expect in a technical documentation program.

The preferred method of formatting text is with paragraph tags, however you can format text “on-the-fly”. This is generally a one-of-a-kind document which is usually not reused. We will discuss this formatting concept later in this lesson.

Part of Frame’s power comes from a concept known as **Text Flows**. As you type text fills the page, and when you reach the bottom it *flows* onto another page. For all word processing programs this is an automatic function, and Frame has the same capability.

There is a difference in Frame however, as Frame allows you to control the **text flow**. In simple terms it means you can start typing on page one, skip page two, and continue typing on page three.

Newspaper columns operate the same way, that is when you reach the end of a column it may direct you to another page, to continue the article.

The normal **tag** for the default text flow is known as **Flow A**. However, you can create other flows depending upon your requirements and the layout of your document.

Flows are an integral part of word processing but before we get into text flows, and how they influence the document, let us explore the word processing elements available in Frame. There are numerous components in Frame’s word processing ability, most of which we will cover in this lesson. Hence we shall begin with Special Characters.

## 4.1 Special Characters

Bullets, slashes, Dingbats, dashes, and other symbols are considered *special characters*. Some special characters like the +, -, /, [ ], and so forth are accessible from the keyboard, others are dependent upon the fonts you have installed on your computer. Frame allows you to take advantage of these fonts but does not create them. Some special characters you may use consistently, others occasionally, and still others, not at all.

**Note:** The FrameMaker installation disk contains a directory of *online manuals*. These manuals are also copied to your hard drive when you install the program.

These manuals are in *PDF* format and one is called the **FrameMaker Character Sets**. It is highly recommended that you print out the appropriate version of this manual, as it gives you the complete symbol set available to FrameMaker.

Special characters are created by using a combination of keys on the keyboard. Example, to insert an en dash (–) use the keys:

**CTRL+Q SHIFT + P**

That is press and hold the Control key, and press the q key. Release. Next press and hold the Shift key while pressing the p key. The en dash (–) appears.

Other key combinations create other symbols or characters. The Quick Reference Card that comes with Frame has a section for special characters which are used most often. However, the Character Sets manual contains all the special characters available and the key combinations necessary to insert them.

**Note:** The Quick Reference Card is a treasure trove of information. My advice, make it your best friend.

---

### 4.1.1 ANSI Codes

What is an ANSI code? Basically speaking they are a collection of special characters which was approved and adopted by the American National Standards Institute (ANSI). This organization is considered the subject matter expert and sets the standards used in the computing field.

**Note:** If you require more information on ANSI, perform an internet search on the subject.

ANSI codes are created by holding down the ALT key and typing in the appropriate number on the numeric keypad to obtain the character you desire. The Character Sets manual contains the codes available for the ANSI set.

When using an ANSI code you must include the leading zero in the code. A good example is the *questiondown* character (¿). This character was retrieved via the ANSI code sequence. To use ANSI codes:

1. Ensure the numeric keypad is active (Num Lock is on).
2. Press and hold the ALT key.
3. On the numeric keypad, type in the appropriate code, including any leading zeros.
4. Release the ALT key.

Ok, so how do you make the questiondown character? **ALT+0191**

Sometimes you may find ANSI codes faster than keyboard commands. In addition you may find that keyboard commands do not give you the results you want where as ANSI codes will, and vice versa. The point is, be familiar with both methods of inserting special characters.

ANSI codes are found in the FrameMaker Character Sets manual.

### 4.1.2 Dialog Boxes

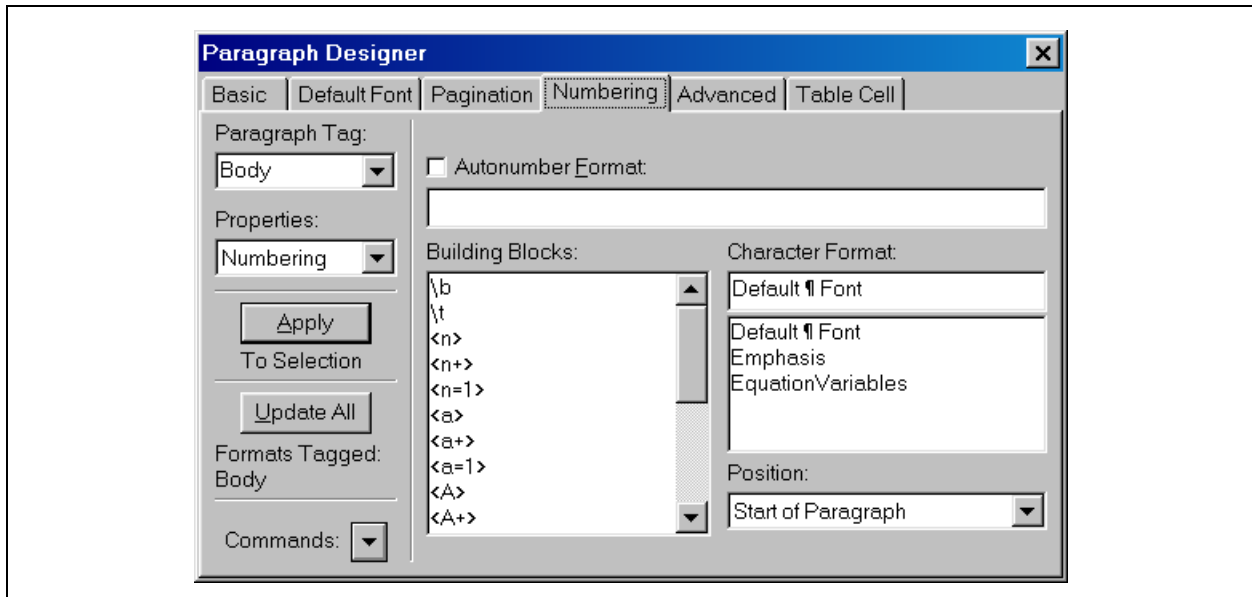
Frame uses many dialog boxes for a variety of purposes. Some you have to type in a sequence of characters in order to display them properly within the document. Examples of these are bullets, special hyphens, nonbreaking spaces, and so forth.

The Numbering tab of the Paragraph Designer is a good example of a dialog box requiring a series of special characters. These special characters must be preceded by a backslash (\) in order for the special character to display properly.

Open the Paragraph Designer and select the Numbering tab ([Figure 4-1](#)). Notice the Building Blocks area and how a backslash proceeds the letter. Observe the first character: \b. This code tells Frame to insert a bullet for this paragraph tag. The second character (\t) inserts a tab, and so forth. And yes, you can use the codes together.



**Figure 4-1** *Numbering Tab – Paragraph Designer Building Blocks*



Frame does not automatically insert special formats for you, it is your job to learn the sequence of characters and the special characters they represent.

[Appendix E](#) contains a listing of building blocks you can use in your documentation.

# Lesson 8.0 Graphics

---

## *Objectives:*

At the end of this lesson the student shall be able to:

1. Understand FrameMaker drawing tools and properties.
2. Understand the difference between an anchored and unanchored graphic frame.
3. Understand graphic frame properties.
4. Understand the concepts of importing graphics and text files.
5. Understand how to import a graphic.
6. Understand how to import a text file.

Graphics are an important part of technical documentation. One graphic, well organized, can convey more information than two or three pages of text covering the same topic.

Frame has numerous and sophisticated drawing tools which you can use to create lines, rectangles, polygons, and so forth. The problem with this approach is that the graphic cannot be used over again and is unique to the particular document it was created in. Also, should information on the graphic change, it cannot be easily updated. Nor can it be easily manipulated. Hence, another solution is required.

Many technical writers are not graphic artist (including yours truly), consequently companies hire an *illustrator* to create the graphics necessary for the project(s).

Illustrators use a variety of tools to create the illustrations needed to fill the requirements of a project. If you are working on a repair manual and need a parts breakdown graphic, the illustrator provides the graphic requested. But, it is your responsibility to provide accurate information to the illustrator, so that he/she may provide what you need. This is not to say that revisions/corrections are avoidable, but with proper care and planning they can be reduced.

It is not important that you know how to create a graphic, only how to manipulate it in Frame. This chapter covers those techniques. However, we should not overlook Frame's own drawing tools. Thus we begin our discussion with the FrameMaker drawing tools.

**Note:** Creating a graphic is not the same as capturing a screen shot, which can be accomplished and manipulated by the technical writer using the correct software.

---

## 8.1 FrameMaker Drawing Tools

There may be a time when you need to use Frames drawing tools for some simple standalone document that will never change. When working on a project drawing packages like Photoshop, Illustrator, Free-hand, Fireworks, AutoCad, and many others, are far superior and provide the illustrator with the instruments necessary to complete the undertaking. Nevertheless don't underestimate the power of Frames own drawing tools. In the right hands they can create some powerful images.

We are not going to dwell too long on FrameMaker's drawing tools since in a majority of cases graphics are imported and not drawn in a document. However, if you wish to fully understand how these tools work, the on-line help has a complete section on the subject.

### Snap and Gravity

Frame employs two functions used in graphics: *snap* and *gravity*. Snap allows an object to be attracted to an invisible point on the screen where gravity manipulates the pointer so that an object is attracted to it. When both are used together gravity takes precedence over snap.

Gravity is more applicable to the FrameMaker drawing tools and has a direct bearing on objects drawn using these tools. More so than snap.

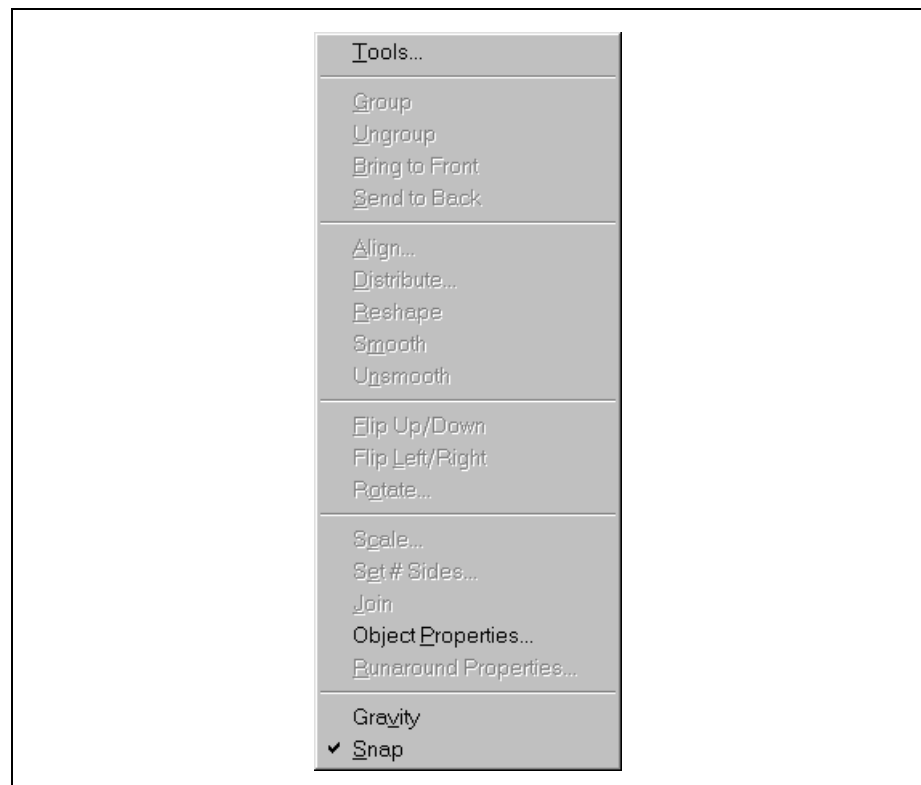
Snap is more useful in creating text and graphic frames and positioning *imported* graphics.

In this lesson we will concentrate on the snap function as gravity has no direct bearing for our purposes.

### 8.1.1 Graphics Menubar

The Graphics menu (Figure 8-1) provides the commands necessary to modify any graphic created using the FrameMaker drawing tools. Many of the graphic editing commands may also be accessed using the QuickAccess bar functions, most notably the Graphics bar and Graphics Editing bar.

**Figure 8-1 The Graphics Menu**

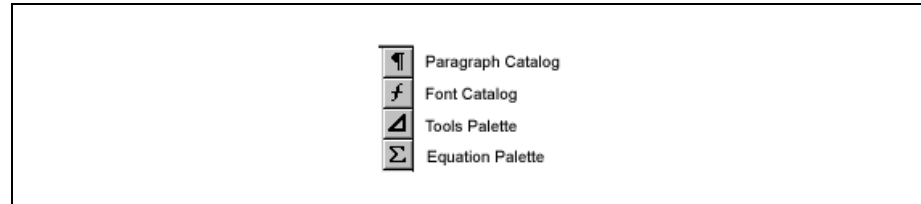


### 8.1.2 Tools Palette

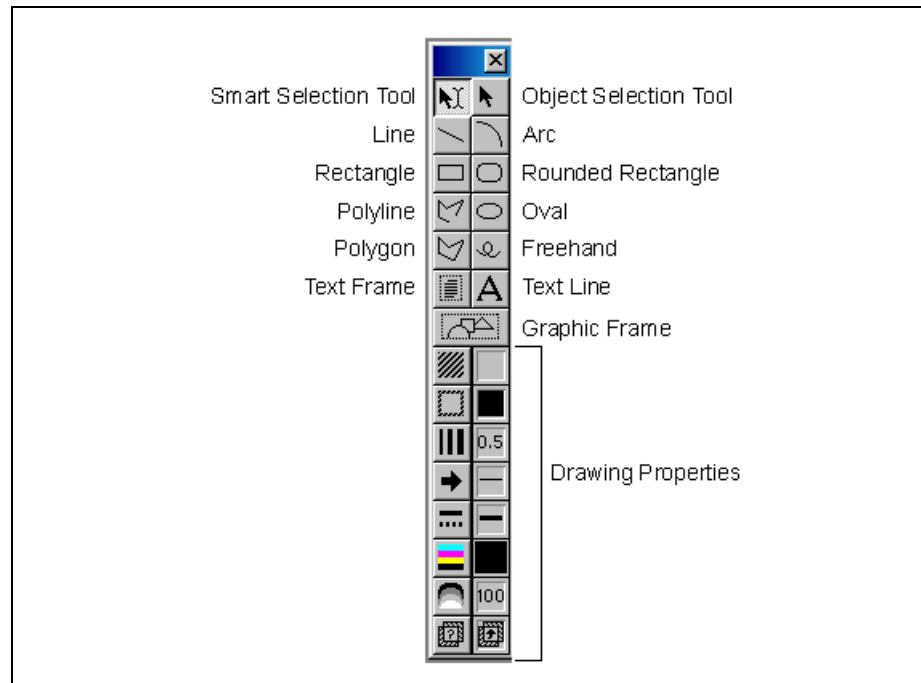
The FrameMaker Tools Palette contains all the drawing tools available in Frame.

1. To access the Tools Palette do one of the following:
  - From the Menubar select: **Graphics/Tools**
  - Click on the Tools Palette shortcut icon (Figure 8-2) on the right side of the screen.
2. The tools palette opens (Figure 8-3).

**Figure 8-2** *Shortcut Icons*



**Figure 8-3** *Tools Palette*



# Lesson 9.0 Tables

---

## ***Objectives:***

At the end of this lesson the student shall be able to:

1. State the function, and demonstrate the use of, the Table Designer and Table Catalog.
2. Modify an existing table.
3. Create a new table.
4. Edit a table.
5. Customize a table.
6. Add text, graphics, and special formatting to a table.

**T**ables are used everywhere in technical documentation. They organize and present information in an attractive, easy-to-use format.

Like the Character and Paragraph Designer you create and store tables within a ***Table Catalog*** for use over and over again.

In this lesson we are going to study various types of tables and how to create and manipulate them.

## 9.1 Table Basics

A FrameMaker document comes standard with two default tables, aptly named **Format A** and **Format B**. The default settings for these tables generally are:

**Note:** It is possible that the default settings may change from computer to computer.

- 5 columns
- 8 rows
- 1 heading row

Format A is defaulted as a left aligned and Format B is defaulted as centered on the page. An example of each of the default tables is shown in [Figure 9-1](#) and [Figure 9-2](#).

**Figure 9-1 Default Table: Format A – Left Aligned**

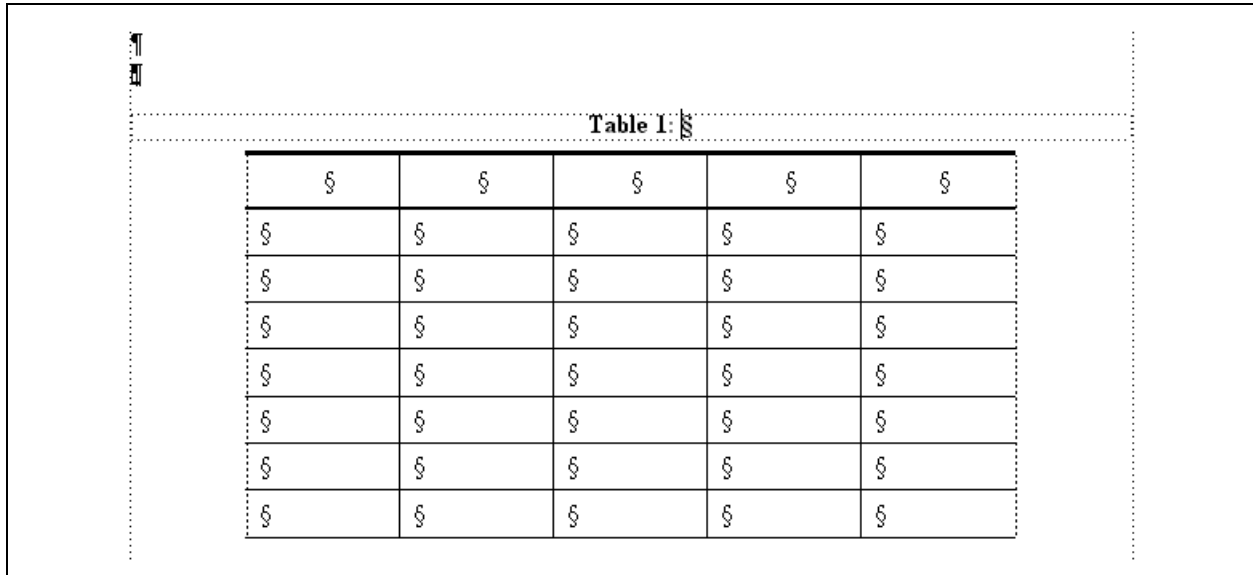
§	§	§	§	§
§	§	§	§	§
§	§	§	§	§
§	§	§	§	§
§	§	§	§	§
§	§	§	§	§
§	§	§	§	§
§	§	§	§	§

In addition to adding text to table cells you can also:

- Add graphics to a cell
- Mix graphics and text in same cell
- Rotate cells
- Simulate spreadsheet columns
- Custom shade specific cells
- Add custom ruling to table rows, columns, and cells

Tables and their properties are controlled by the *Table Designer*. Like the Character and Paragraph Designer, changing the formats in the Table Designer changes the appearance of the table that uses the assigned format.

**Figure 9-2 Default Table: Format B – Centered on Page**



§	§	§	§	§
§	§	§	§	§
§	§	§	§	§
§	§	§	§	§
§	§	§	§	§
§	§	§	§	§
§	§	§	§	§

FrameMaker tables have three default properties assigned to them [*these properties cannot be deleted but they can be modified*]. These properties are:

- Number of body, heading, and footing rows
- Number of columns
- Paragraph formats

The paragraph formats control the:

- Title
- Heading
- Footer
- Body cells

Tables can be complex or simple depending upon the needs of the document.



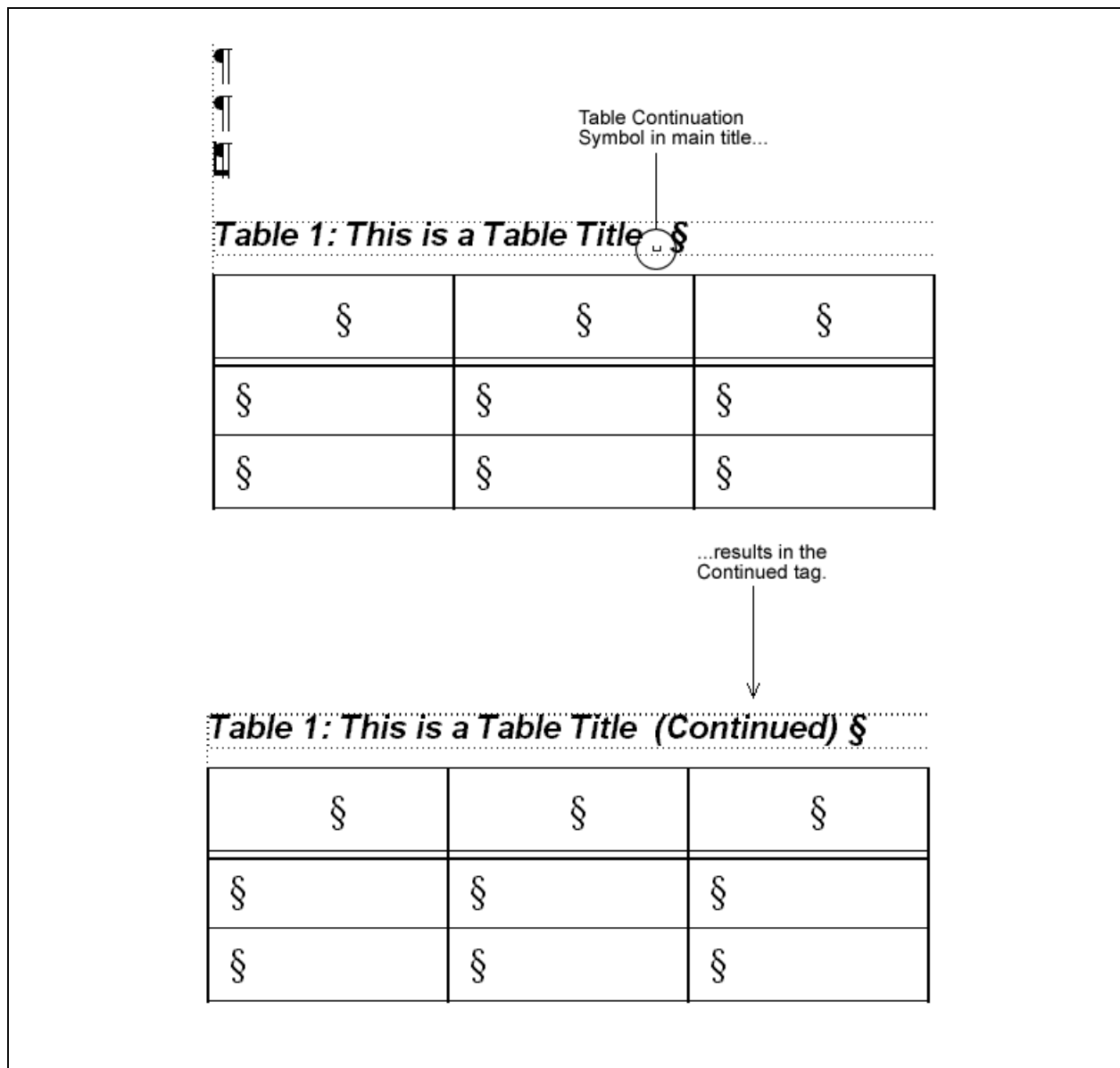
### 9.1.1 Labeling a Table

You label a table by creating a paragraph tag for it. This tag sets specific attributes and permits you to number your table.

**Note:** While numbering a table is not required, to establish a List of Tables (and most documents require it) you need to set-up a specific title and numbering scheme.

When a table extends beyond a single page you apply a special variable, generally the **Table Continuation** variable, to carry the title over to additional pages. You apply the Table Continuation variable at the end of the title as illustrated in [Figure 9-3](#).

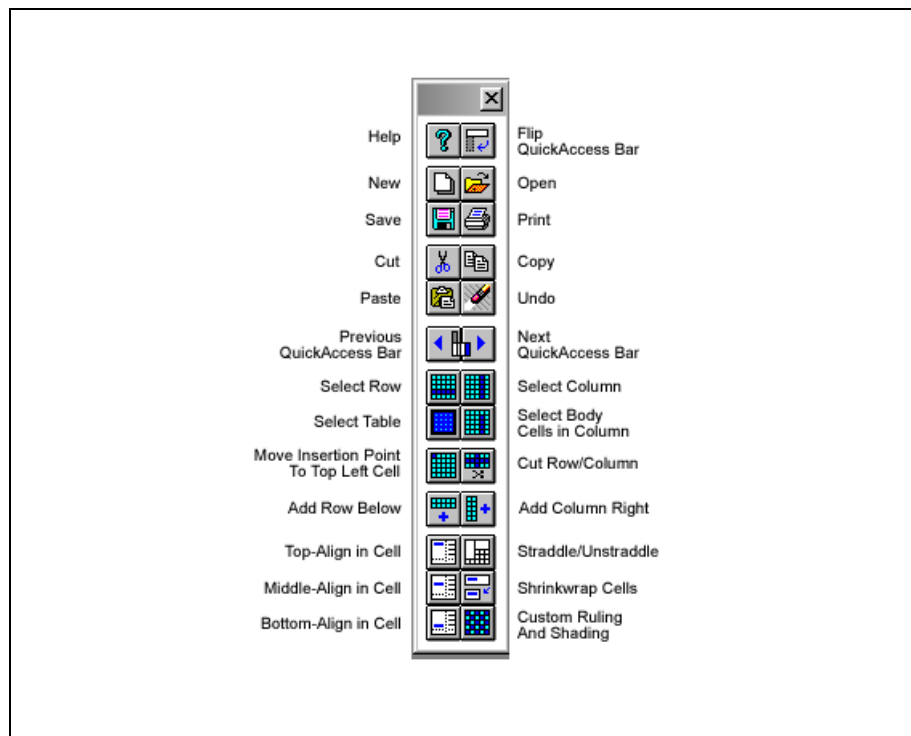
**Figure 9-3 Table Continuation Symbol**



### 9.1.2 QuickAccess Table Editing

If you constantly work with tables you may find the QuickAccess Table bar an asset ([Figure 9-4](#)). This bar contains shortcuts you can use to make working with tables easier.

*Figure 9-4 QuickAccess Table Editing Bar*



# Lesson 10.0 Building a Book

---

## *Objectives:*

At the end of this lesson the student shall be able to:

1. Explain the purpose of a book file.
2. Add, delete, and move book files.
3. Create a Numbering strategy for a book.
4. Create a Table of Contents, List of Figures, and List of Tables.
5. Print the contents of a document or book to paper or file.
6. Create a PDF.

Books are everywhere. From novels to technical manuals to user guides. They exist in every conceivable form, and cover any subject, imaginable.

When you create a related series of documents in FrameMaker you are on the path to composing a *book*. Hence a FrameMaker book is nothing more than a collection of individual files tied together by a special file containing the extension – *book*.

Books normally contain chapters, table of contents, list of figures, list of tables, appendices, an index and so forth. Books also control page and chapter numbering across the file spectrum.

Books allow you to print an entire set of files, or selected files, either to a printer or to a file. When printing a book to a file you generally employ the steps to convert it into a *Portable Document Format* (PDF) file, which may then be distributed as required.

Since professionalism depends upon consistency, when you work with books your job is to ensure each individual file is consistent with every other file (chapter) associated with the book. Fortunately Frame has several options which allows you to simplify this process. One of these options is the *Import Formats* command.

Importing document formats is only a *tool* used to create consistency among documents and books. The real power of consistency lies in the usage of *Style Guides*.

---

## 10.1 The Style Guide

Consistency is normally regulated by some type of *Style Guide*, be it from the company or some other source.

**Note:** This is not a lesson on style guides, but since consistency is critical to documentation, an understanding of this topic is useful. For additional information, I recommend a web search of the subject. There you will find numerous sources which you may find helpful.

The style guide dictates the rules and regulations concerning every aspect of document creation. From simple memos to complex manuals, the style guide directs it all.

If you work for a company you should be familiar with their style guide, especially their method of document creation and control. It is your responsibility to learn and apply the style guide to any document you create.

What if you or your company does not have a style guide? In this case the *Chicago Manual of Style* is the definitive document to consult. It is considered *the* essential reference of anything written. It provides instructions and guidelines on almost everything from simple formats to editorials to complex documents. While the Chicago Manual of Style is considered the father of style, it is by no means the only one.

There are style guides for virtually every type of documentation in existence. Companies often develop their own style which mandate a format reflecting the personality of that company.

Once the style is established, you utilize Frame's Import feature to maintain consistency among all related documents.

---

## 10.2 Importing Formats

Once you establish the first document of the project you *import* the formats of the source document into other documents. Importing formats can be accomplished using a pre-existing template or a pre-existing file.

**Note:** Importing formats can also be applied at the book level. However, importing formats at the book level is slightly different than importing formats between documents. Later in this lesson we will cover the procedure for importing formats at the book level.

When you import formats from one document into a current document you do not replace the formats of the current document. What transpires is you *merge* the two formats together.

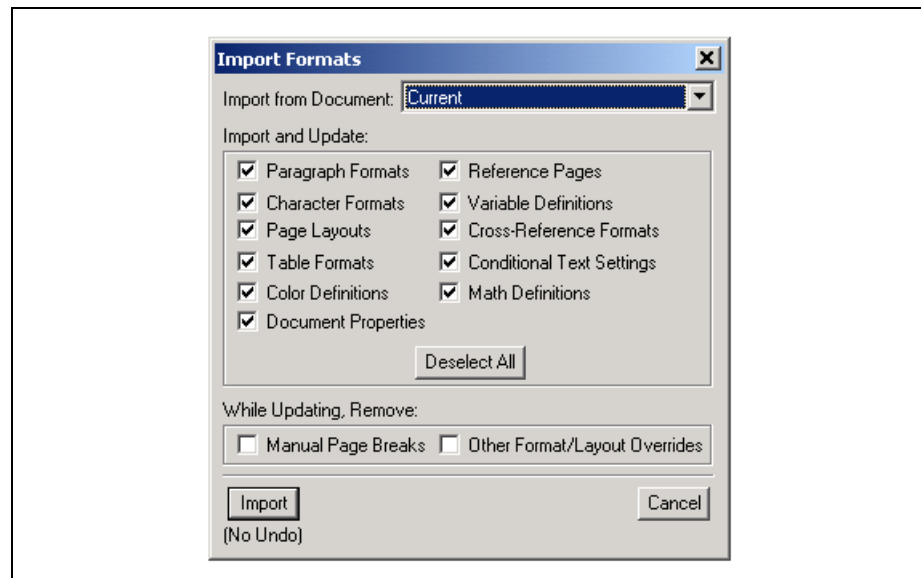
Example: If I have two documents, **Doc\_A** and **Doc\_B**, and the format in **Doc\_A** changes, I can update **Doc\_B** by importing the changes from **Doc\_A**. When I import the changes into **Doc\_B**, identical elements are overwritten but dissimilar elements are added to **Doc\_B**. In short, any unlike elements are merged into **Doc\_B** from **Doc\_A**.

FrameMaker provides a wide variety of format imports as illustrated in [Figure 10-1](#). When you update from a source document, such as **Doc\_A**, you also have the option of removing any manual overrides and page breaks. However, you should use caution with these functions as the results may not be what you want and there is no undo to this feature.

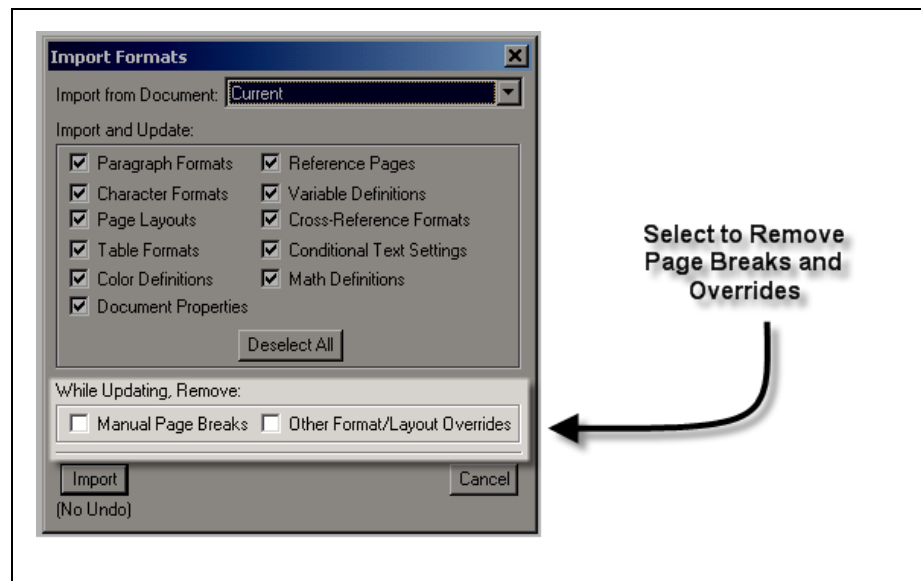
To import formats from a source document into the current document:

1. From the Menubar select: **File/Import/Formats**
2. The Import Formats dialog box opens ([Figure 10-1](#)).
3. From the drop down list, select the document you want to import from.
4. Select the style of format you want to import.
  - Not all formats have to be selected. Example: To import only Paragraph styles, deselect all but Paragraph Formats.
5. If desired select to remove all manual page breaks and overrides ([Figure 10-2](#)).
6. Click **Import** to bring the updates/formats into the current document.

*Figure 10-1 Import Formats Dialog Window*



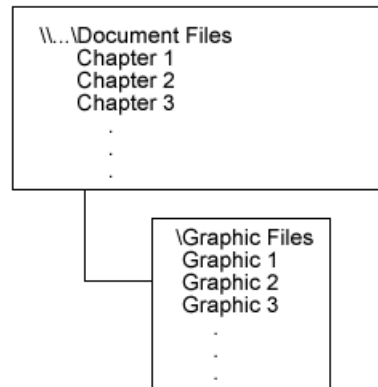
*Figure 10-2 Override/Page Break Removal*



---

## 10.3 File Structure

Books are made up of individual files, therefore it is important that all files associated with the book be in the same directory. If you have any **referenced** graphics they should be in a sub-directory of the document directory, as illustrated below.



In order to make a book format the way you want, the way you add and arrange files is critical. Not all files are labeled Chapter 1, Chapter 2, Chapter 3, and so forth. Most files have individual names which are arranged alphabetically by Windows. This is not an issue in Frame, but file arrangement in a book window (Figure 10-4) is important, if you want the book to print correctly.

### 10.3.1 File Types

There are two types of files you add to a book: **regular documents** and **generated files**.

Regular documents are those you create, Chapter 1, Chapter 2, Introduction and so forth. Generated files consist of documents created by FrameMaker, such as:

- Table of Contents
- List of Figures
- List of Tables
- Index

You add generated files at the appropriate time in the book creation process which is generally after you have added all the files to the book. A process we will discuss later in this lesson. The first step, however, is to create the actual **Book File**.

# Appendix E Building Blocks

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FrameMaker employs a set of building blocks which enable you to create a variety of documents. This appendix list the building blocks available to each Frame document.

These listings are broken down into the following formats:

- General – List all building blocks available in alphabetical order.
- Date and Time – List all building blocks associated with time and date.
- Special Characters – List all building blocks/characters that you can search for using the Find dialog box.
- Autonumber – List all building blocks associated with autonumbering.
- Cross-Reference – List all building blocks associated with cross-references.
- Index Markers – List all building blocks/characters associated with creating indexes.
- Variables – List all building blocks associated with variables.



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**Building Block – General Listing**

:	Separates levels in the index marker
;	Separates entries in the index marker
[ ]	Indicates sort order for an index entry
\b	Bullet
\t	Tab
< =0>	Resets value to zero
< >	Keeps value of first counter
<\$alphabetics>	Sort order for alphabetical entries
<\$ampm>	Morning or evening time designation (Lowercase)
<\$AMPM>	Morning or evening time designation (Uppercase)
<\$attribute[attrname]>	Value of specified attribute for the linked element
<\$autorange>	Sets page ranges
<\$chapnum>	Sets chapter number
<\$condtag[condtag]>	Specified condition tag
<\$creationtime>	Displays document creation time
<\$currentpagenum>	Displays current page number
<\$currenttime>	Displays current time of document (updated when saved/printed)
<\$dayname>	Displays current day of the week in long form (Monday)
<\$daynum>	Displays current day number (1 – 7)
<\$daynum01>	Displays current day number preceded with leading zero (0)
<\$defaulttitle>	Displays text of first document heading
<\$lempagenum[elemtag]>	Displays page number on which a specified element occurs
<\$lempagenum>	Displays page number of the linked element
<\$lemparanum[elemtag]>	Displays element's autonumber, including any attached text
<\$lemparanum>	Displays linked element's autonumber
<\$lemparanumonly[elemtag]>	Element's autonumber, excluding text
<\$lemparanumonly>	Displays autonumber of linked element, excluding text
<\$lemtag[elemtag]>	Displays the name a specified element
<\$lemtag>	Displays the name of the linked element

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---

**Building Block – General Listing (Continued)**

<\$elemtext[elemtag]>	Displays the text of the first element on the page matching the tag
<\$elemtext>	Displays text of first linked element on page including autonumber
<\$elemtextonly[elemtag]>	Displays text of first element on page matching specified tag, excludes autonumber
<\$elemtextonly>	Displays text of first linked element on page, excludes autonumber
<\$endrange>	End of page range
<\$filename>	Displays name of file
<\$fullfilename>	Displays path and name of file
<\$highchoice[attrname]>	Displays highest value of the specified attribute on the page
<\$hour>	Displays hour (single digit)
<\$hour01>	Displays hour with leading zero (0)
<\$hour24>	Displays hours in military format (0–24 hours)
<\$lastpagenum>	Displays last page number of the document
<\$lowchoice[attrname]>	Displays lowest value of the specified attribute on the page
<\$marker1>	Header/Footer marker text
<\$marker2>	Header/Footer marker text
<\$minute>	Displays minutes
<\$minute00>	Displays minutes with leading zero (0)
<\$modificationtime>	Displays time document was modified (updated when saved or printed)
<\$monthname>	Displays current name of month as text (January)
<\$monthnum>	Displays current month as a number
<\$monthnum01>	Displays current month as a number with leading zero (0)
<\$nextsubdoc>	Displays URL of the next document
<\$nopage>	Suppresses page number
<\$numerics>	Sort order for numeric entries
<\$ObjectId>	Object id – Displays numeric identifier assigned to linked object
<\$ObjectType>	Displays numeric identifier denoting type of link
<\$pagenum>	Displays page number of a linked object

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---

**Building Block – General Listing (Continued)**

<b>&lt;\$paranum[paratag]&gt;</b>	Displays autonumber of first matching paragraph tag on page, including associated text
<b>&lt;\$paranum&gt;</b>	Displays autonumber of a linked paragraph, including text
<b>&lt;\$paranumonly[paratag]&gt;</b>	Displays autonumber of specified paratag, excludes text
<b>&lt;\$paratag[paratag]&gt;</b>	Displays name of first matching paragraph tag on page
<b>&lt;\$paratext[+, paratag]&gt;</b>	Displays text of last matching paragraph tag on page
<b>&lt;\$paratext[paratag1, paratag2, paratag3]&gt;</b>	Displays text of first paragraph matching specified tag
<b>&lt;\$paratext&gt;</b>	Displays text from the source paragraph
<b>&lt;\$parentdoc&gt;</b>	Displays URL of first document
<b>&lt;\$prevsubdoc&gt;</b>	Displays URL of previous document
<b>&lt;\$selfilename&gt;</b>	Displays relative path to a linked file
<b>&lt;\$second&gt;</b>	Displays seconds
<b>&lt;\$second00&gt;</b>	Displays seconds with leading zero (0)
<b>&lt;\$shortdayname&gt;</b>	Displays name of the current day in abbreviated form (Mon)
<b>&lt;\$shortmonthname&gt;</b>	Displays name of current month in abbreviated form (Jan)
<b>&lt;\$shortyear&gt;</b>	Displays current year in abbreviated form (04)
<b>&lt;\$singlepage&gt;</b>	Designates single page number after <\$nopcode>
<b>&lt;\$startrange&gt;</b>	Set beginning of page range
<b>&lt;\$symbols&gt;</b>	Sort order for symbolic entries
<b>&lt;\$tablesheetcount&gt;</b>	Displays total sheet count for current table
<b>&lt;\$tablesheetnum&gt;</b>	Displays number of current sheet in present table
<b>&lt;\$variable[varname]&gt;</b>	Displays text of specified variable
<b>&lt;\$volnum&gt;</b>	Volume number
<b>&lt;\$year&gt;</b>	Displays current year in long format (2004)
<b>&lt;a+&gt;</b>	Alphabetical numbering (lowercase), increments by 1
<b>&lt;A+&gt;</b>	Alphabetical numbering (uppercase), increments by 1
<b>&lt;a=1&gt;</b>	Alphabetical numbering (lowercase), sets value to 1
<b>&lt;A=1&gt;</b>	Alphabetical numbering (uppercase), sets value to 1
<b>&lt;a&gt;</b>	Alphabetical numbering (lowercase), value unchanged

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**Building Block – General Listing (Continued)**

<b>&lt;A&gt;</b>	Alphabetical numbering (uppercase), value unchanged
<b>&lt;char_tag&gt;</b>	Applies a specified character tag to text within a building block definition
<b>&lt;Default Para Font&gt;</b>	Removes any character formatting and returns text to the specified paragraph font
<b>&lt;n+&gt;</b>	Numeric numbering, increments by 1
<b>&lt;n=1&gt;</b>	Numeric numbering, sets value to 1
<b>&lt;n&gt;</b>	Numeric numbering, value unchanged
<b>&lt;r+&gt;</b>	Roman numeral numbering (lowercase), increments by 1
<b>&lt;R+&gt;</b>	Roman numeral numbering (uppercase), increments by 1
<b>&lt;r=1&gt;</b>	Roman numeral numbering (lowercase), sets value to 1
<b>&lt;R=1&gt;</b>	Roman numeral numbering (uppercase), sets value to 1
<b>&lt;r&gt;</b>	Roman numeral numbering (lowercase), value unchanged
<b>&lt;R&gt;</b>	Roman numeral numbering (uppercase), value unchanged

---

**Date and Time Building Blocks**

<b>&lt;\$ampm&gt;</b>	Morning or evening time designation (Lowercase)
<b>&lt;\$AMPm&gt;</b>	Morning or evening time designation (Uppercase)
<b>&lt;\$dayname&gt;</b>	Displays current day of the week in long form (Monday)
<b>&lt;\$daynum&gt;</b>	Displays current day number (1 – 7)
<b>&lt;\$daynum01&gt;</b>	Displays current day number preceded with leading zero (0)
<b>&lt;\$hour&gt;</b>	Displays hour (single digit)
<b>&lt;\$hour01&gt;</b>	Displays hour with leading zero (0)
<b>&lt;\$hour24&gt;</b>	Displays hours in military format (0–24 hours)
<b>&lt;\$minute&gt;</b>	Displays minutes
<b>&lt;\$minute00&gt;</b>	Displays minutes with leading zero (0)
<b>&lt;\$monthname&gt;</b>	Displays current name of month as text (January)
<b>&lt;\$monthnum&gt;</b>	Displays current month as a number
<b>&lt;\$monthnum01&gt;</b>	Displays current month as a number with leading zero (0)
<b>&lt;\$second&gt;</b>	Displays seconds
<b>&lt;\$second00&gt;</b>	Displays seconds with leading zero (0)
<b>&lt;\$shortdayname&gt;</b>	Displays name of the current day in abbreviated form (Mon)
<b>&lt;\$shortmonthname&gt;</b>	Displays name of current month in abbreviated form (Jan)
<b>&lt;\$shortyear&gt;</b>	Displays current year in abbreviated form (04)
<b>&lt;\$year&gt;</b>	Displays current year in long format (2004)

---

**Special Characters (Search Parameters)**

Discretionary hyphen	\- (hyphen)
Em space	\M or \sm
En space	\N or \sn
End-of-flow symbol	\f
End-of-paragraph	\p (lowercase)
End-of-word	\>
Forced Return	\r
Nonbreaking hyphen	\+
Nonbreaking space	\ (space)
Numeric space	\# or \s#
Start-of-paragraph	\P (uppercase)
Start-of-word	\<
Suppress hyphenation	\_ (underscore_)
Tab	\t
Thin space	\i or \st

---

**Autonumber Building Blocks**

<b>\b</b>	Bullet
<b>\t</b>	Tab
<b>&lt;=0&gt;</b>	Resets value to zero
<b>&lt;&gt;</b>	Keeps value of first counter
<b>&lt;\$chapnum&gt;</b>	Sets chapter number
<b>&lt;\$volnum&gt;</b>	Volume number
<b>&lt;a+&gt;</b>	Alphabetical numbering (lowercase), increments by 1
<b>&lt;A+&gt;</b>	Alphabetical numbering (uppercase), increments by 1
<b>&lt;a=1&gt;</b>	Alphabetical numbering (lowercase), sets value to 1
<b>&lt;A=1&gt;</b>	Alphabetical numbering (uppercase), sets value to 1
<b>&lt;a&gt;</b>	Alphabetical numbering (lowercase), value unchanged
<b>&lt;A&gt;</b>	Alphabetical numbering (uppercase), value unchanged
<b>&lt;char_tag&gt;</b>	Applies a specified character tag to text within a building block definition
<b>&lt;Default Para Font&gt;</b>	Removes any character formatting and returns text to the specified paragraph font
<b>&lt;n+&gt;</b>	Numeric numbering, increments by 1
<b>&lt;n=1&gt;</b>	Numeric numbering, sets value to 1
<b>&lt;n&gt;</b>	Numeric numbering, value unchanged
<b>&lt;r+&gt;</b>	Roman numeral numbering (lowercase), increments by 1
<b>&lt;R+&gt;</b>	Roman numeral numbering (uppercase), increments by 1
<b>&lt;r=1&gt;</b>	Roman numeral numbering (lowercase), sets value to 1
<b>&lt;R=1&gt;</b>	Roman numeral numbering (uppercase), sets value to 1
<b>&lt;r&gt;</b>	Roman numeral numbering (lowercase), value unchanged
<b>&lt;R&gt;</b>	Roman numeral numbering (uppercase), value unchanged

---

**Cross-Reference Building Blocks**

<b>&lt;\$attribute[attrname]&gt;</b>	Value of specified attribute for the linked element
<b>&lt;\$chapnum&gt;</b>	Sets chapter number
<b>&lt;\$lempagenum[elemtag]&gt;</b>	Displays page number on which a specified element occurs
<b>&lt;\$lempagenum&gt;</b>	Displays page number of the linked element
<b>&lt;\$lemparanum[elemtag]&gt;</b>	Displays element's autonumber, including any attached text
<b>&lt;\$lemparanum&gt;</b>	Displays linked element's autonumber
<b>&lt;\$lemparanumonly[elemtag]&gt;</b>	Element's autonumber, excluding text
<b>&lt;\$lemparanumonly&gt;</b>	Displays autonumber of linked element, excluding text
<b>&lt;\$elemtag[elemtag]&gt;</b>	Displays the name a specified element
<b>&lt;\$elemtag&gt;</b>	Displays the name of the linked element
<b>&lt;\$elemtext[elemtag]&gt;</b>	Displays the text of the first element on the page matching the tag
<b>&lt;\$elemtext&gt;</b>	Displays text of first linked element on page including autonumber
<b>&lt;\$elemtextonly[elemtag]&gt;</b>	Displays text of first element on page matching specified tag, excludes autonumber
<b>&lt;\$elemtextonly&gt;</b>	Displays text of first linked element on page, excludes autonumber
<b>&lt;\$filename&gt;</b>	Displays name of file
<b>&lt;\$fullfilename&gt;</b>	Displays path and name of file
<b>&lt;\$pagenum&gt;</b>	Displays page number of a linked object
<b>&lt;\$paranum[paratag]&gt;</b>	Displays autonumber of first matching paragraph tag on page, including associated text
<b>&lt;\$paranum&gt;</b>	Displays autonumber of a linked paragraph, including text
<b>&lt;\$paranumonly[paratag]&gt;</b>	Displays autonumber of specified paratag, excludes text
<b>&lt;\$paratag[paratag]&gt;</b>	Displays name of fist matching paragraph tag on page
<b>&lt;\$paratext[+, paratag]&gt;</b>	Displays text of last matching paragraph tag on page
<b>&lt;\$paratext[paratag1, paratag2, paratag3]&gt;</b>	Displays text of first paragraph matching specified tag
<b>&lt;\$paratext&gt;</b>	Displays text from the source paragraph
<b>&lt;\$volnum&gt;</b>	Volume number
<b>&lt;char_tag&gt;</b>	Applies a specified character tag to text within a building block definition
<b>&lt;Default Para Font&gt;</b>	Removes any character formatting and returns text to the specified paragraph font

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**Index Markers**

:	Separates levels in the index marker
;	Separates entries in the index marker
[ ]	Indicates sort order for an index entry
<\$endrange>	End of page range
<\$nopage>	Suppresses page number
<\$singlepage>	Designates single page number after <\$nopage>
<\$startrange>	Set beginning of page range
<char_tag>	Applies a specified character tag to text within a building block definition
<Default Para Font>	Removes any character formatting and returns text to the specified paragraph font

---

**Variable Building Blocks**

<b>&lt;\$ampm&gt;</b>	Morning or evening time designation (Lowercase)
<b>&lt;\$AMPm&gt;</b>	Morning or evening time designation (Uppercase)
<b>&lt;\$attribute[attrname]&gt;</b>	Value of specified attribute for the linked element
<b>&lt;\$chapnum&gt;</b>	Sets chapter number
<b>&lt;\$condtag[condtag]&gt;</b>	Specified condition tag
<b>&lt;\$creationtime&gt;</b>	Displays document creation time
<b>&lt;\$currenttime&gt;</b>	Displays current time of document (updated when saved/printed)
<b>&lt;\$dayname&gt;</b>	Displays current day of the week in long form (Monday)
<b>&lt;\$daynum&gt;</b>	Displays current day number (1 – 7)
<b>&lt;\$daynum01&gt;</b>	Displays current day number preceded with leading zero (0)
<b>&lt;\$lempagenum[elemtag]&gt;</b>	Displays page number on which a specified element occurs
<b>&lt;\$lempagenum&gt;</b>	Displays page number of the linked element
<b>&lt;\$lemparanum[elemtag]&gt;</b>	Displays element's autonumber, including any attached text
<b>&lt;\$lemparanum&gt;</b>	Displays linked element's autonumber
<b>&lt;\$lemparanumonly[elemtag]&gt;</b>	Element's autonumber, excluding text
<b>&lt;\$lemparanumonly&gt;</b>	Displays autonumber of linked element, excluding text
<b>&lt;\$lemtag[elemtag]&gt;</b>	Displays the name a specified element
<b>&lt;\$lemtag&gt;</b>	Displays the name of the linked element
<b>&lt;\$lemtext[elemtag]&gt;</b>	Displays the text of the first element on the page matching the tag
<b>&lt;\$lemtext&gt;</b>	Displays text of first linked element on page including autonumber
<b>&lt;\$lemtextonly[elemtag]&gt;</b>	Displays text of first element on page matching specified tag, excludes autonumber
<b>&lt;\$lemtextonly&gt;</b>	Displays text of first linked element on page, excludes autonumber
<b>&lt;\$filename&gt;</b>	Displays name of file
<b>&lt;\$fullfilename&gt;</b>	Displays path and name of file
<b>&lt;\$highchoice[attrname]&gt;</b>	Displays highest value of the specified attribute on the page
<b>&lt;\$hour&gt;</b>	Displays hour (single digit)
<b>&lt;\$hour01&gt;</b>	Displays hour with leading zero (0)
<b>&lt;\$hour24&gt;</b>	Displays hours in military format (0–24 hours)

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**Variable Building Blocks (Continued)**

<b>&lt;\$lastpagenum&gt;</b>	Displays last page number of the document
<b>&lt;\$lowchoice[<i>attrname</i>]&gt;</b>	Displays lowest value of the specified attribute on the page
<b>&lt;\$marker1&gt;</b>	Header/Footer marker text
<b>&lt;\$marker2&gt;</b>	Header/Footer marker text
<b>&lt;\$minute&gt;</b>	Displays minutes
<b>&lt;\$minute00&gt;</b>	Displays minutes with leading zero (0)
<b>&lt;\$modificationtime&gt;</b>	Displays time document was modified (updated when saved or printed)
<b>&lt;\$monthname&gt;</b>	Displays current name of month as text (January)
<b>&lt;\$monthnum&gt;</b>	Displays current month as a number
<b>&lt;\$monthnum01&gt;</b>	Displays current month as a number with leading zero (0)
<b>&lt;\$pagenum&gt;</b>	Displays page number of a linked object
<b>&lt;\$paranum[<i>paratag</i>]&gt;</b>	Displays autonumber of first matching paragraph tag on page, including associated text
<b>&lt;\$paranum&gt;</b>	Displays autonumber of a linked paragraph, including text
<b>&lt;\$paranumonly[<i>paratag</i>]&gt;</b>	Displays autonumber of specified paratag, excludes text
<b>&lt;\$paratag[<i>paratag</i>]&gt;</b>	Displays name of fist matching paragraph tag on page
<b>&lt;\$paratext[+, <i>paratag</i>]&gt;</b>	Displays text of last matching paragraph tag on page
<b>&lt;\$paratext[<i>paratag1</i>, <i>paratag2</i>, <i>paratag3</i>]&gt;</b>	Displays text of first paragraph matching specified tag
<b>&lt;\$paratext&gt;</b>	Displays text from the source paragraph
<b>&lt;\$second&gt;</b>	Displays seconds
<b>&lt;\$second00&gt;</b>	Displays seconds with leading zero (0)
<b>&lt;\$shortdayname&gt;</b>	Displays name of the current day in abbreviated form (Mon)
<b>&lt;\$shortmonthname&gt;</b>	Displays name of current month in abbreviated form (Jan)
<b>&lt;\$shortyear&gt;</b>	Displays current year in abbreviated form (04)
<b>&lt;\$tablesheetcount&gt;</b>	Displays total sheet count for current table
<b>&lt;\$tablesheetnum&gt;</b>	Displays number of current sheet in present table
<b>&lt;\$volnum&gt;</b>	Volume number
<b>&lt;\$year&gt;</b>	Displays current year in long format (2004)

---

---

**Variable Building Blocks (Continued)****<char\_tag>**

Applies a specified character tag to text within a building block definition

**<Default Para Font>**

Removes any character formatting and returns text to the specified paragraph font

## FrameMaker Basic Training Building Blocks

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# Index

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## Symbols

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