# Welcome to FrameMaker!

**Books**

*Our Earth Is Changing*

**Letters**

**JAZZMATAZZ**

**Newsletters**

A Natural Source of Products

**Reports**

This short introduction will help you get going with FrameMaker if you're in a hurry and you want to get started right away.

It takes about 10 minutes to complete.

◄ ►

■ **Done**

# FrameMaker — The premier document creation solution.

**Word Processing**
Spell-checking and thesaurus
Finding and changing
Footnotes and autonumbering
Cross-references
Change bars
Generated tables of contents and indexes
Conditional text

**Page Layout**
Flexible column formatting
Drawing tools
Imported graphics
Graphics anchored to text

FrameMaker is the premier document-creation solution for critical business and technical documents. It combines word processing and page layout capabilities in one program.

You can use FrameMaker to write everything from short business correspondence to complex multifile books.
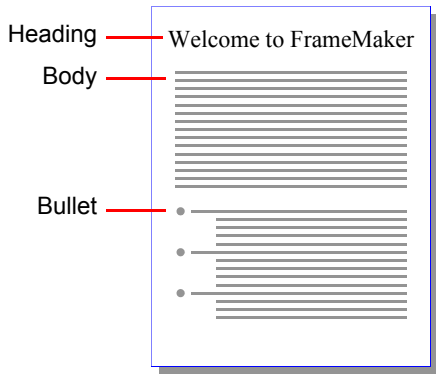
◀ ▶ ■ **Done**

1. **Paragraph formats**

2. **Character formats**

3. **Master pages**

4. **Templates**

Once you are familiar with these four essential features, you will know enough to begin creating documents with FrameMaker.

◄  ►

■ **Done**

Heading — Welcome to FrameMaker

Body

Bullet

To quickly format paragraphs and impose a consistent look across your document, you can apply "paragraph formats" to text.

A paragraph format is a collection of characteristics that determines the appearance of a paragraph. Every paragraph format has a tag name (for example, Heading, Body, or Bullet).

◀ ▶ ■ **Done**

# 1. Paragraph formats

**¶ Catalog**

Body
Bullet
Heading
Title
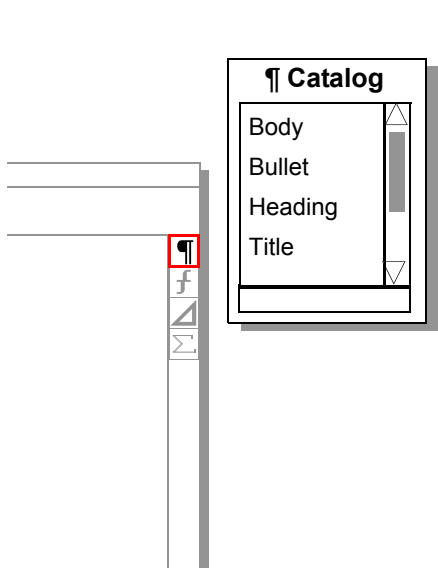
The Paragraph Catalog (¶ Catalog) lists the name of every paragraph format in the document.

To display the Paragraph Catalog:

• Click the ¶ icon in the upper right corner of a FrameMaker document window.

◀ ▶ ■ **Done**

**¶ Catalog**

Body
Bullet
Heading
Title

**World Report**
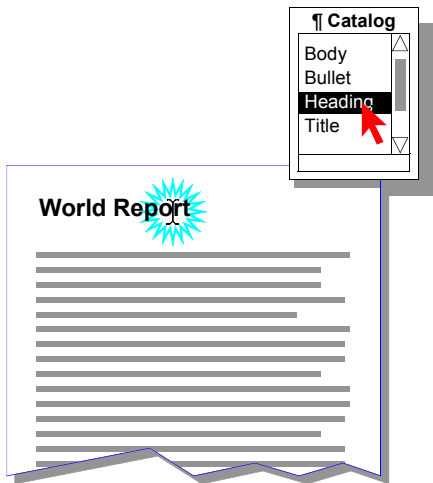
To apply a paragraph format to a paragraph:

1. Click in the paragraph where you want to apply the format.

2. Click a format name in the Paragraph Catalog.

◄  ►  ■ **Done**

**How Coffee Got Its Name**

Although the small tree or shrub is of the genus *Coffea*, the name of the beverage comes from the Arabic word kahwah, which originally referred to the **bitter** taste of the beverage rather than to the plant.
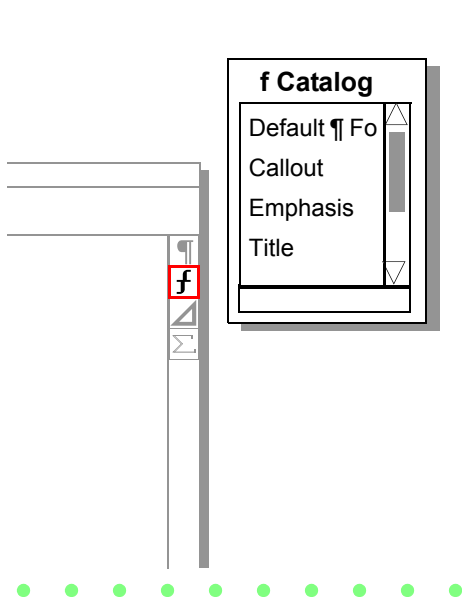
Character formats

To quickly format individual words or phrases within a paragraph, you can apply "character formats" to text.

A character format is a collection of special font characteristics. You can use character formats to italicize book titles and make words or phrases stand out from the surrounding text.

◀  ▶    ■ **Done**

**f Catalog**

Default ¶ Fo
Callout
Emphasis
Title

The Character Catalog (f Catalog) lists the names of every character format in the document.

To display the Character Catalog:

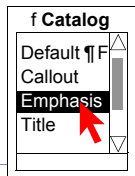• Click the *f* icon in the upper right corner of a document window.

◀ ▶ ■ **Done**

**f Catalog**

Default ¶ F
Callout
Emphasis
Title

**How Coffee Got Its Name**

Although the small tree or shrub is of the genus *Coffea*, the name of the beverage comes from the Arabic word *kahwah*, which originally referred to the **bitter** taste of the beverage rather than to the plant.
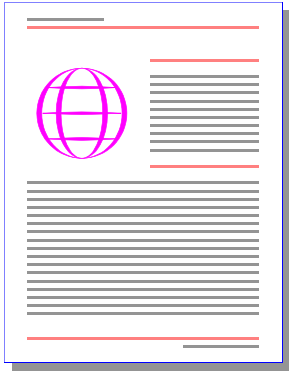
To apply a character format:

1. Select the text that you want to apply the format to.

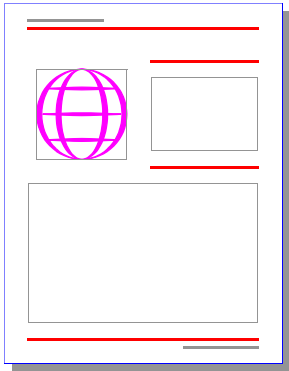2. Click a format name in the Character Catalog.

◀ ▶ ■ **Done**

In a FrameMaker document, you do most of your work on "body pages." On these pages you type text, apply formats, insert graphics, and so on.
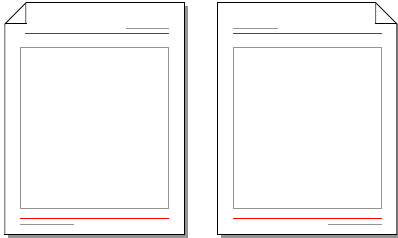
◀ ▶  ■ **Done**

Behind the scenes, special "master pages" determine the basic layout and background graphics of your body pages.

◀ ▶

■ **Done**

Master Pages

Body pages
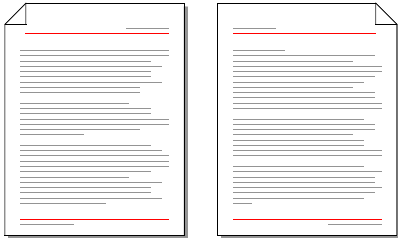
Master pages control the general appearance of your document. They make it easy to maintain consistent layouts throughout the body pages in your document.

◀ ▶

■ **Done**

# 3. Master pages

Header ——— The Agricultural Climate

Text Column
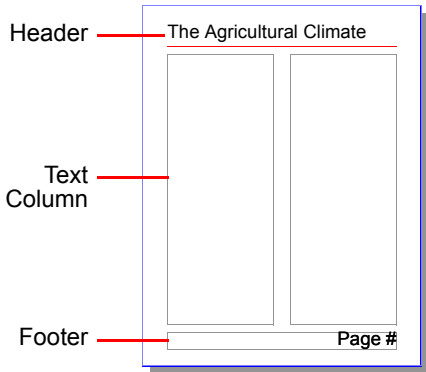
Footer ——— Page #

Master pages control two elements on body pages:

- The number and position of text columns

- The background text and graphics that appear on every body page (for example, headers, footers, and ruling lines)

◀ ▶ ■ **Done**

# 3. Master pages

First master

**NEWS**

Left master page    Right master
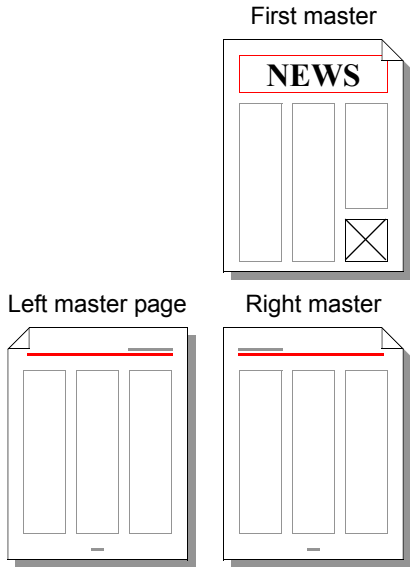
A double-sided document typically has three master pages, one for left pages, one for right pages, and a special one for the first page.

A simple single-sided document usually needs only one master page.

◀  ▶     ■ **Done**

**View**

**Body Pages**

✓ **Master Pages**

**Reference Pages**
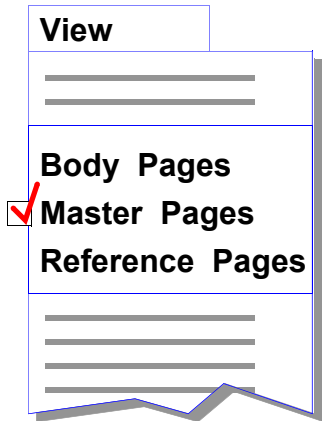
You can change the page layout of your document by editing its master pages.

- To display the master pages, choose Master Pages from the View menu.

- To return to the body pages, choose Body Pages from the View menu.

◀ ▶ ■ **Done**

# 4. Templates

- **FrameMaker templates**
- Book
- Business Card
- Fax
- Letter
- Memo
- Newsletter
- Outlines
- Pagination Sheet
- Reports
- Viewgraphs

FrameMaker includes 19 document "templates" to get you started quickly.

A template is a FrameMaker document that already contains carefully-designed master pages, paragraph formats, character formats, and other useful formatting information.

◄ ► ■ **Done**
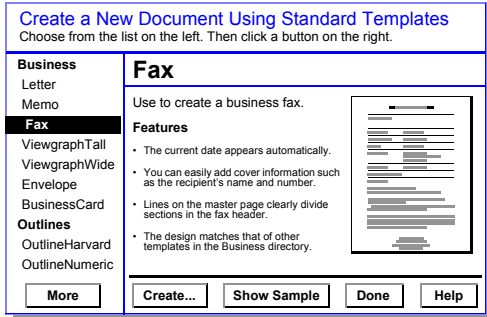
**File**

**New...**

**Open...**

**Close**

To create a new document from a template:

- Choose New from the File menu and select a template from the dialog box, which lists all available templates.

◄ ► ■ **Done**

**Create a New Document Using Standard Templates**
Choose from the list on the left. Then click a button on the right.

| **Business** | **Fax** |
|---|---|
| Letter | |
| Memo | Use to create a business fax. |
| **Fax** | **Features** |
| ViewgraphTall | • The current date appears automatically. |
| ViewgraphWide | • You can easily add cover information such as the recipient's name and number. |
| Envelope | |
| BusinessCard | • Lines on the master page clearly divide sections in the fax header. |
| **Outlines** | • The design matches that of other templates in the Business directory. |
| OutlineHarvard | |
| OutlineNumeric | |

| More | | Create... | Show Sample | Done | Help |

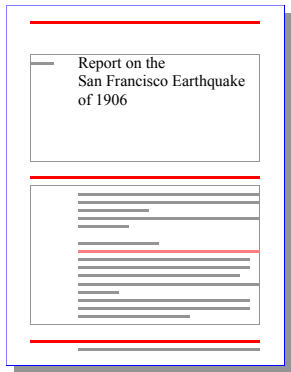The Standard Templates dialog box contains more detailed information about FrameMaker templates.

To open the Standard Templates dialog box:

• Click here, or

• Click Explore Standard Templates in the New dialog box.

◀  ▶    ■ **Done**

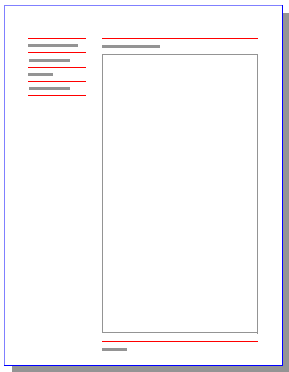Report on the
San Francisco Earthquake
of 1906

Some templates contain text to give you an idea of what your document will look like. To delete the sample text:

1. Click in the sample text.

2. Choose Select All in Flow from the Edit menu.

3. Press the Delete key.

◀ ▶ ■ **Done**

Sometimes a template's master pages contain sample text such as letterhead address information, headers and footers, and mastheads. To edit such text, you must display the master pages.
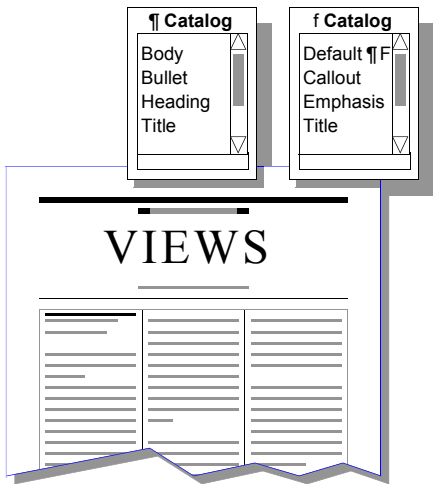
To display a template's master pages:

• Choose Master Pages from the View menu.

◀ ▶ ■ **Done**

# 4. Templates

**¶ Catalog**

Body
Bullet
Heading
Title

**f Catalog**

Default ¶ F
Callout
Emphasis
Title

VIEWS

Templates also contain many paragraph and character formats to make formatting your documents quick, easy, and consistent. You can apply formats to text by using the Paragraph Catalog and the Character Catalog.

◀ ▶  ■ Done

# Summary

1. **Paragraph formats**

2. **Character formats**

3. **Master pages**

4. **Templates**

Now that you have learned something about four key FrameMaker features, you're ready to begin using the FrameMaker templates.

◀ ▶ ■ **Done**

# For more information

- Read *Introducing FrameMaker 4*, which contains a complete overview of FrameMaker features.

- Work through the tutorial exercises in *Getting Started*.

- Open DemoDoc, an online catalog of sample documents created with FrameMaker.

There are many ways to learn more about FrameMaker.

To reopen this document, open FrameMaker Help and choose "Welcome to FrameMaker" from the Online Manuals pop-up menu.

◀ ▶ ■ **Done**