

Introduction & Basics



Written for users with beginner to moderate level experience

By Michael M. Moore

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FrameMaker 5.5 Tutorial:

Introduction & Basics

Developed for Beginner to Moderate Level Users By [Michael M. Moore](#)

This tutorial is based on FrameMaker version 5.5 for Windows. You may see some minor differences if you are using a different version.	These tutorials only get you started; Although I am writing this guide, I am partly new to FrameMaker myself. If you notice any errors, please let me know.
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The following informal tutorial shows you how to open a new file in FrameMaker, save it under a new name, enter text, use bold and italics, change fonts and type sizes, change margins and tabs, and other such basic tasks.

Opening and Renaming Files

First, open a new blank FrameMaker document and save it as your own:

1. Start FrameMaker.
2. From the **File** menu, choose **New**.

Note: I use an abbreviated style for menu commands throughout this lesson. For example, “Choose **File** > **New**” means “Choose **New** from the **file** menu.”

3. From the New dialog box, click **Portrait**. This creates a new blank document with the default Framemaker template.

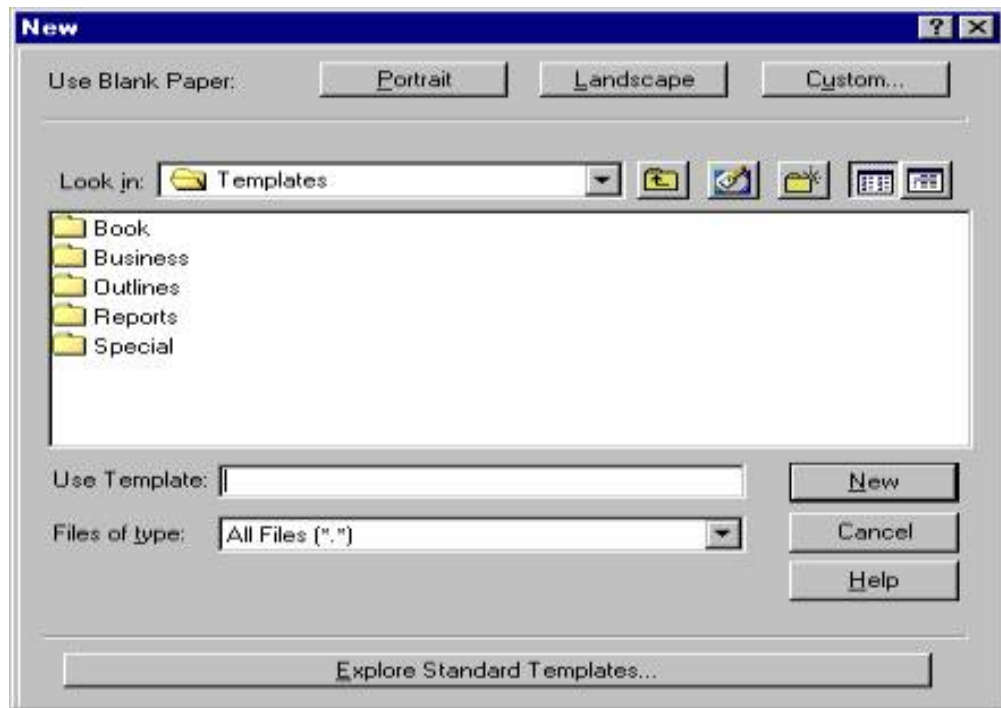


Figure 1 : New Dialog Box

Note: A template is nothing more than a FrameMaker file with a predefined set of formats and page layouts.

Make a note to yourself to come back and explore the standard templates included with FrameMaker after you complete this lesson. To do this, click **Explore Standard Templates** from the New dialog box.

4. Choose **File > Save As**, name the file Intro, and click **Save**.

Changing Simple Text Characteristics

Now enter some text and apply some simple character-level formatting:

In your new document, type some text. Make some text bold, other text italics. There are several ways to do this. Select some text, then:

- Press Ctrl+I for italics or Ctrl+B for bold
 - Click the **B** or the *I* button on the toolbar
 - Choose **Format > Style**
1. Now create a heading with a different font, a larger type size, and bold plus italic. Press Enter to start a new paragraph, and type the words Example Heading.
 2. Select the text you just typed, and choose **Format > Font > Arial**. (If you don't have Arial, select Helvetica or a similar font.)
 3. Choose **Format > Size > 18 pt** to increase the point size of the text.
 4. Make the heading bold and italic using any one of the methods from the first step.
 5. Press Enter to return to your original format.

Changing the View of the Page

There are various ways to change the display of the page in FrameMaker. You can change the magnification, and show or hide various guides and symbols:

1. Spend some time playing with the magnification of the page. To enlarge or reduce the size of the page in the FrameMaker window, you can use the Zoom buttons in the lower right of the document window. You can reduce or enlarge the view of the page at any magnification level from 25% to 400%.

Z Click the little z to reduce the magnification.

Z Click the big Z to increase the magnification.

100% Click in the Zoom Indicator, and drag to the desired magnification.

Note: When you change the magnification, only the display changes, not the actual size of the document.

2. Choose **View > Text Symbols** to show or hide the text symbols. This includes paragraph symbols (¶), and other symbols such as cross-reference markers. You can do the same thing to hide the borders and rulers.

Using Paragraph and Character Tags to Control the Look of Text

Paragraph tags allow you to format a paragraph of text and give it a name so that you can use the exact same formats on other paragraphs later. This is very similar to the concept of *styles* in other desktop publishing applications, and allows you greater consistency and ease when formatting large documents.

Note: Paragraph tags affect the entire paragraph. Every paragraph must have some tag associated with it.

Character tags, on the other hand, allow you to format a character or characters within a paragraph without changing the entire paragraph. This might seem useless, but if you've seen how computer books often use a different font for example text, you'll see the value of this function. For example, you can use the 10 – point Courier New to differentiate example text from body text. It is much easier to click on a character tag called *Examples* than to select Courier New and then specify 10 – point for each occurrence of an example. *Character tags affect only the selected text.*

Use some of the existing tags to format the text in your document:

1. Open the paragraph Catalog by clicking on the ¶ in the top right corner of the document window. You'll see a dozen or more tags including three levels of headings, a bulleted list tag, as well as two numbered list tags. Type in several paragraphs that you can experiment with using paragraph tags. (Remember that a “paragraph” is a chunk of text followed by a paragraph symbol (¶). It can be one word, or one letter.)

2. Click in one of those paragraphs and select *Heading1* from the Paragraph Catalog. You don't have to select any text, having the insertion point in the paragraph is all it takes. The Paragraph Catalog Stays open until you close it.

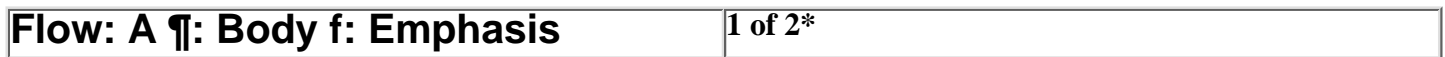
3. Press Enter. Notice that the new paragraph is not another heading, but a paragraph called *Body*. This is just one of many properties you can apply to a paragraph tag. For a heading, you typically want a body paragraph to follow. For a bulleted list item, you'd want another bulleted list item, and so on. To see every attribute included with a paragraph tag, open the Paragraph Designer by choosing:

Format >Paragraphs > Designer.

The different pages represent different groups of properties.

4. Now, open the Character Catalog by clicking on the *f* in the top right corner of the document window.
5. Select any word in your document and click on *Emphasis* in the Character Catalog. This makes the selected text italic. Notice that the status bar at the bottom of the document window displays the paragraph and character format of the text that is currently selected.

Figure 2 : Paragraph Status Bar



6. Now, with the text still selected, click on *Default ¶ Font* to return the text to normal. (This returns the text to the regular formats of the paragraph tag.)

Using Numbered Lists

To use the paragraph tags with autonumbering properties:

1. Type in eight lines of text, each one ending with a paragraph return.
2. Now select the first four paragraphs, and click on *Numbered* in the Paragraph Catalog.
3. Now skip the fifth paragraph, and make the last three paragraphs *Numbered* also.
4. If you want the numbering in the sixth paragraph to start over at one, you must apply a special paragraph tag to do so. Now choose *Numbered1* for the sixth paragraph. This tag resets the numbering string to one.

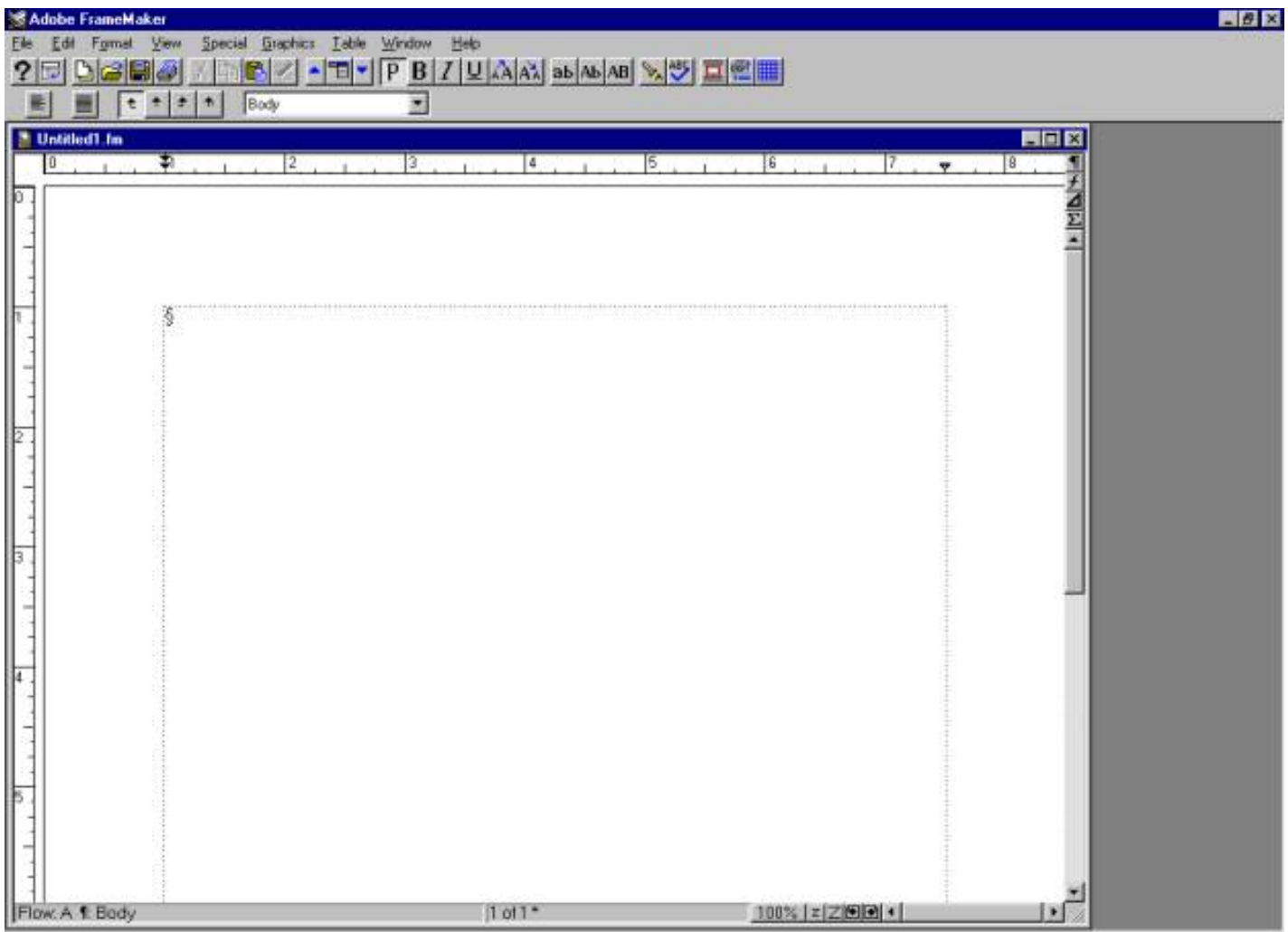
Using Tabs and Indents

To use tabs:

1. Click in one of the numbered paragraphs from the previous section.

Notice the symbols that appear on the ruler. The downward-pointing triangles represent indents (first line and left indent) and the upward-pointing arrow represents a left tab.

Figure 3 : Paragraph Ruler for Tabs and Indents



2. Click on the left tab symbol and move it slightly to the right. Notice that the paragraph text moves also.
3. Open the Paragraph Designer (**Format > Paragraph > Designer**) and click **Update All**. Every paragraph with the tag *Numbered* will be updated to reflect the change.
4. Place the insertion point in one of the *Numbered* paragraphs.
5. In the Paragraph Designer click on the Basic tab. In the Tab Stops area, you should see an entry for the left tab you modified earlier. Now let's return it to normal.
6. In the Paragraph Designer, select the tab, and click **Edit**.
7. For the New Position, type 0.25 and click Continue. Then click **Update All**. This is a more exact way to adjust tab properties in your paragraph tags.
8. Now experiment with the other tabs: one is for centered, another for right, and another for decimal alignment.

To use indents:

1. Click in one of the *Body* paragraphs.
2. In the Paragraph Designer, enter 0.5 for First Indent.
3. Click **Update All**.
4. Explore the left indents for paragraphs that span more than one line.

Note: You can also adjust indents using the indent symbols on the Ruler.

Controlling Pagination

To make a paragraph start at the top of the next page:

1. Click in any paragraph in your document.
2. In the Paragraph Designer, click on the Pagination tab.
3. In the Start box, select **Top of Page** and click **Apply**.

If you clicked **Update All** instead of **Apply**, all paragraphs with that tag would start at the top of a new page. This is useful for chapter headings and the like, but in most cases, you just want a certain paragraph to start at the top of the next page. Experiment with the other options, such as Top of Left Page, or Top of Right Page.

Inserting Page Numbers

Here's how to insert a page number.

1. Click on **View > Master Pages**.
2. Scroll to the footer frame at the bottom of the master page, and click within that frame.
3. Now, choose **Format > Headers & Footers > Insert Page#**.

The number symbol appears on the master page where the page number will be on the body pages.

4. Click **View > Body Pages**. Scroll through your document to see how the page numbers increment.

Note: You can apply paragraph and character tags to page numbers on master pages.

Closing

This concludes the introduction to FrameMaker. If you have time, go back and explore the different tags in the standard FrameMaker templates.

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