DataGeneral

FrameMaker®
User's Manual

AViiON™
PRODUCT LINE

FrameMaker® User's Manual

069-100333-00

> *For the latest enhancements, cautions, documentation changes, and other information on this product, please see the Release Notice (085-series) supplied with the software.*

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X Window System, X11 Version

Contents

Introduction

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FrameMaker® document processing software turns your workstation into a powerful document authoring and publishing system. With FrameMaker you can create technical documents, presentation materials, newsletters, and other types of documents, incorporating text and graphics freely on the page. FrameMaker provides extremely powerful word processing, drawing, and document and page layout features in one integrated program.

Using this manual

This manual teaches you how to use FrameMaker's basic capabilities:

Chapter 2	You set up your training environment, start and quit FrameMaker, open a FrameMaker document, and do basic text entry.
Chapters 3 through 6	You learn how to edit and format text.
Chapter 7	You use FrameMaker's drawing and alignment tools to create graphics.
Chapter 8	You add graphics to your document.
Chapter 9	You create a custom page layout for your document.
Chapter 10	You find out where to look for more information about FrameMaker features.

You'll need between 15 minutes and 1 hour to complete each chapter of this manual. We recommend that you finish a chapter in

one sitting, since the instructions assume that you are doing so. Feel free, however, to take a break between chapters whenever you need one. You can even work on this tutorial over a period of days or weeks.

Finding more information

For on-line information about FrameMaker, use the Help command. For more information about the Help command, see *Getting help* in Chapter 2 of this manual or see the Help command in Chapter 3 of the *FrameMaker Reference Manual*. The *FrameMaker Reference Manual* also contains a complete description of FrameMaker concepts, features, and commands. For instructions on installing FrameMaker, see the installation instructions in your FrameMaker Software Release Notice .

This manual assumes that you are already familiar with your workstation and its window system. If not, refer to the documentation you received with your workstation.

Getting Started

This chapter contains important information that you'll need as you read this manual. You'll learn how to:

- Interpret the fonts (the different typefaces and typestyles) and terminology in this manual.

- Set up your training files.

- Start FrameMaker.

- Use FrameMaker templates.

- Use FrameMaker commands and dialog boxes.

- Type text in a document.

- Change the tag and format of a paragraph.

- Correct typos.

- Insert, delete, and replace text.

- Save and quit a document.

- Quit FrameMaker.

This manual is written with the assumption that a licensed copy of FrameMaker has been installed on your system using the procedures described in the installation instructions in your FrameMaker Software Release Notice . Please refer to those instructions or see your system administrator if you need help installing FrameMaker.

Understanding terminology

When we refer to a filename, directory name, or text that you see in a shell window, we show that text in a typewriter font. For example, we might say, "The error message `No such file or directory` appears."

When we refer to text that you see in a FrameMaker window, we show that text in italics. For example, we might say, "Put the insertion point in the heading that begins with *Organization.*"

When we want you to type some text or to press a key, we show the text or key name in bold. For example:

When we say:	We mean:
Type **May 30**	Type the characters exactly as shown, including the space after the *y* in *May.*
Press **Enter**	Press and release the Enter key.

We use the following terminology to describe how you use the mouse.

When we say:	We mean:
Point	Move the tip of the mouse pointer onto something on the screen. For example, we might say, "Point in the name stripe."
Click	Press and release a mouse button in one smooth motion. For example, we might say, "Click the left mouse button." If we don't tell you which button to click, you can click any button.
Drag	Move the mouse while holding down a mouse button. For example, we might say, "Press and hold down the left mouse button and drag the mouse pointer 1" to the right."

Finally, you will frequently use several keys on your keyboard for keyboard shortcuts:

Esc key	Labeled *Esc* on your keyboard. The Esc key is indicated by an exclamation point (!) in FrameMaker menus.
Ctrl key	Labeled *Ctrl.*
Alt keys	Labeled *Alt.*

Most keyboard commands involve pressing two or three keys, either together or in succession.

When we say:	We mean:
Press **Esc f c**	Press and release three keys in succession: the **Esc** key, the letter **f**, and the letter **c**.
Press **Ctrl-e**	Press and hold down the **Ctrl** key and then type the letter **e**.
Press **Shift-Ctrl-e**	Press and hold down both the **Shift** and **Ctrl** keys and then type the letter **e**.

Setting up your training files

Ask your system administrator if your training environment has been set up. If not, follow the instructions below.

To set up your training environment:

1. If you have not already done so, start your workstation and your window system.

2. If you are using the U.S. version of FrameMaker, at the prompt (ending with %, $, or #) in a shell window, type the command **fmsetuptraining** and press **Enter**.

This command creates a new directory (`fmtraining`) in your home directory and then copies several FrameMaker documents into the new directory. If an error message (ending with `fmsteuptraining not found` or `fmsetuptraining terminated without completing`) appears in the shell window, ask your system administrator for assistance.

Starting FrameMaker

To start FrameMaker:

1. Move the mouse pointer into a shell window.

2. If you are using the U.S. version of FrameMaker, type the command **maker** at the prompt and press **Enter**.

3. If you are using the International version of FrameMaker, type the command **imaker** at the prompt and press **Enter**.

4. If the arrow pointer changes to an icon representing a window, move it to the position on the screen where you want the FrameMaker Message window to appear and click the left mouse button.

Frame Maker opens the Message window and displays messages in the window while it loads. Keep the Message window visible while working, so you can see any messages Frame Maker displays there.

After the program is loaded, the main FrameMaker window appears in the upper-right corner of the screen.

NEW	OPEN	TOOLS	HELP	INFO	QUIT
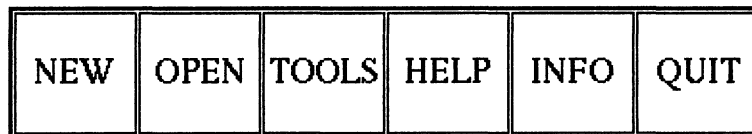
Now you're ready to use FrameMaker.

Getting help

You use the Help command to display information about FrameMaker on the screen.

To get help:

1. Point in the HELP box in the main FrameMaker window.

NEW	OPEN	TOOLS	HELP	INFO	QUIT
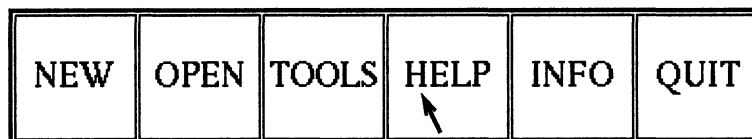
2. Click any mouse button.

   After a few moments, the Help Index appears on the screen in the Help window.

3. Look through the Help Index to see what kind of help is available.

To quit help:

1. In the Help window, point in the Quit Window button.

2. Click any mouse button.

   The Help document is removed from the screen.

Using template documents

To make it easy for you to create your own documents, several basic templates, which contain a preset page layout and paragraph formats, are provided with FrameMaker, including:

- Letters
- Memos
- Viewgraphs
- Technical documentation
- Resumes
- Outlines

See your system administrator for information about other templates that may have been added at your site.

To use a template:

1. Point in NEW in the main FrameMaker window.

NEW	OPEN	TOOLS	HELP	INFO	QUIT
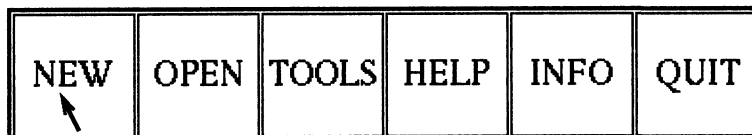
2. Click any mouse button.

The New dialog box appears, with the insertion point (I) in the Use Template edit box. The scroll list below the edit box contains a list of directories that contain templates at your site. If more templates have been added at your site, the contents of your scroll list will be different from the scroll list shown below.

Insertion point

Scroll list

New Document   OK   Cancel

Use Template:

Current Directory:
/a/frame1.3Xc/fmtemplates

../ (Go up 1 directory level)
BasicTemplates/
BlankPaper/
OtherTemplates/
TemplateInstructions

4 Directories, 1 File

Make a Custom Document...
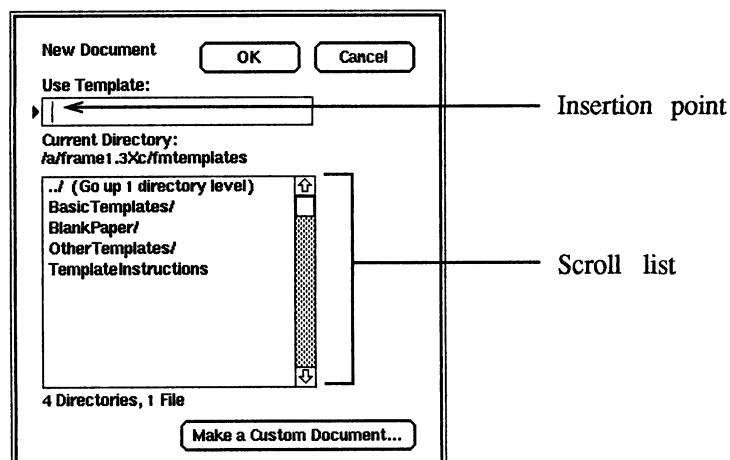
The document named `TemplateInstructions` (in the scroll list) contains information on using the templates provided with FrameMaker.

Use a special template

As a rule, you'll use one of the templates provided with FrameMaker, or one of the templates added at your site, to create a document. Since we can't know how templates have been customized for your site, however, you'll use a special template in this chapter to create the brief business note shown below:

```
                              January 26, 1988


John:

    Our meeting today raised some issues I'd like
to check. Who authorized shipment of the new
controller?

    Where are the propulsion units we ordered
six months ago? Should we look for another sup-
plier? I'm worried that the development team is
going to "fall apart at the seams."
```
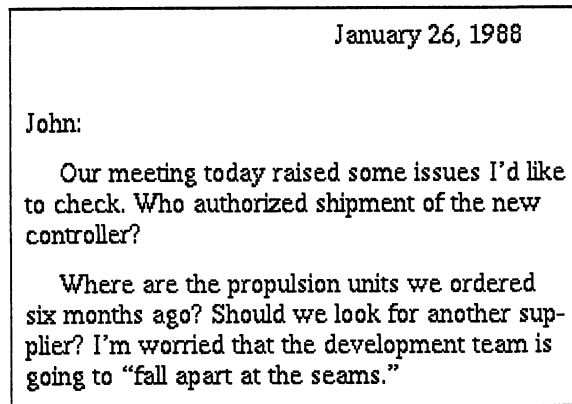
Use the file browser to find the template we set up for you:

1. If there is a filename in the edit box, press **Delete** several times to delete the filename.

2. Type the abbreviation for your home directory: ~

3. Click OK.

   After a few moments, the contents of your home directory, which will look different from the contents shown below, appear in the scroll list.

```
New Document        [   OK   ]  [  Cancel  ]
Use Template:
▸|                                        |
Current Directory:
/usr/home/elm
../ (Go up 1 directory level)        ⇧
Filtermans/
bin/
fmtraining/
intl/
letters/
mail/
misc/
personal/
plans/                                ⇩
16 Directories, 18 Files
        ( Make a Custom Document... )
```
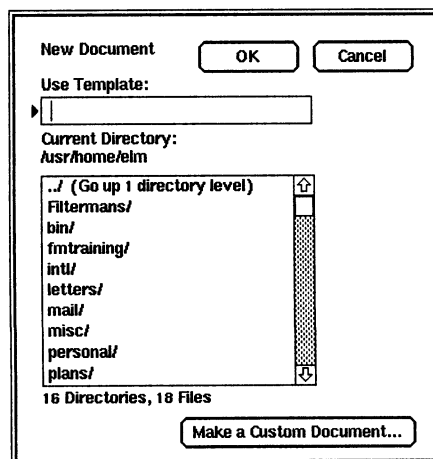
4. If you don't see the directory `fmtraining` in the scroll list, click in the downward-pointing scroll arrow (in the lower-right corner of the scroll list) to scroll the list until "fmtraining/" appears in the list.

```
../ (Go up 1 directory level)    ⬆
Filtermans/                      ▢
bin/
fmtraining/
intl/
letters/
mail/
misc/
personal/
plans/                           ⬇
16 Directories, 18 Files
```

Drag the scroll box to scroll to another part of the list.

Click in the gray area to scroll the list one windowful at a time.

Click in a scroll arrow to scroll the list line by line.
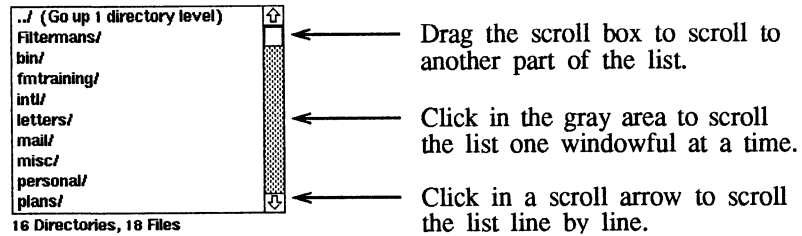
You can tell that `fmtraining` is a directory because FrameMaker puts a slash (/) after the name.

5. Point on "fmtraining/" in the scroll list and click the mouse button to highlight the entry.

"fmtraining" appears in the Use Template edit box.

```
New Document        [  OK  ]  [ Cancel ]
Use Template:
  [ fmtraining                          ]
```
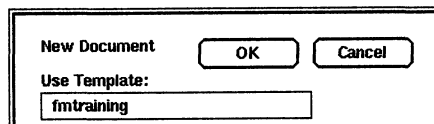
6. Click OK.

After a few moments, the Current Directory above the file browser is updated, and the contents of the `fmtraining` directory appear in the file browser. Notice that there's a `templates` directory in the scroll list.

```
Current Directory:
/usr/home/elm/fmtraining
../ (Go up 1 directory level)    ⬆
templates/                       ▢
CoverLetter.doc
OrgChart.doc
Project3.doc
Project4.doc
Project5.doc
Project6.doc                     ⬇
2 Directories, 11 Files
```

Current directory

Contents of the current directory
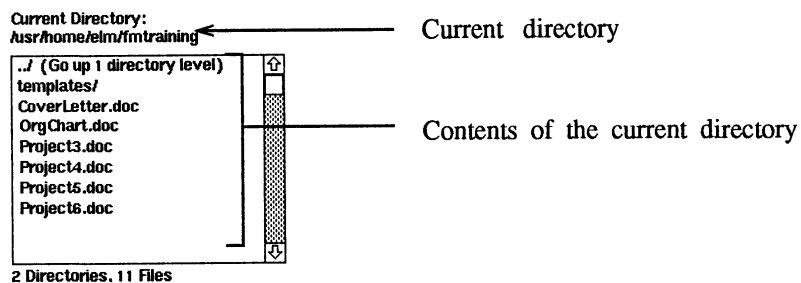
7. To look at the `templates` directory, double-click on "templates/" in the scroll list. (This has the same effect as clicking once on an entry in the scroll list and then clicking OK.)

After a few moments, the contents of the `templates` directory appear in the file browser.

```
▶ ../ (Go up 1 directory level)    ⇧
  Note                             ▯



                                   ⇩
1 Directory, 1 File
```
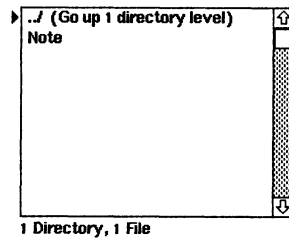
8. To open a copy of the template, double-click on Note in the scroll list.

    After a moment, the FrameMaker document window appears.
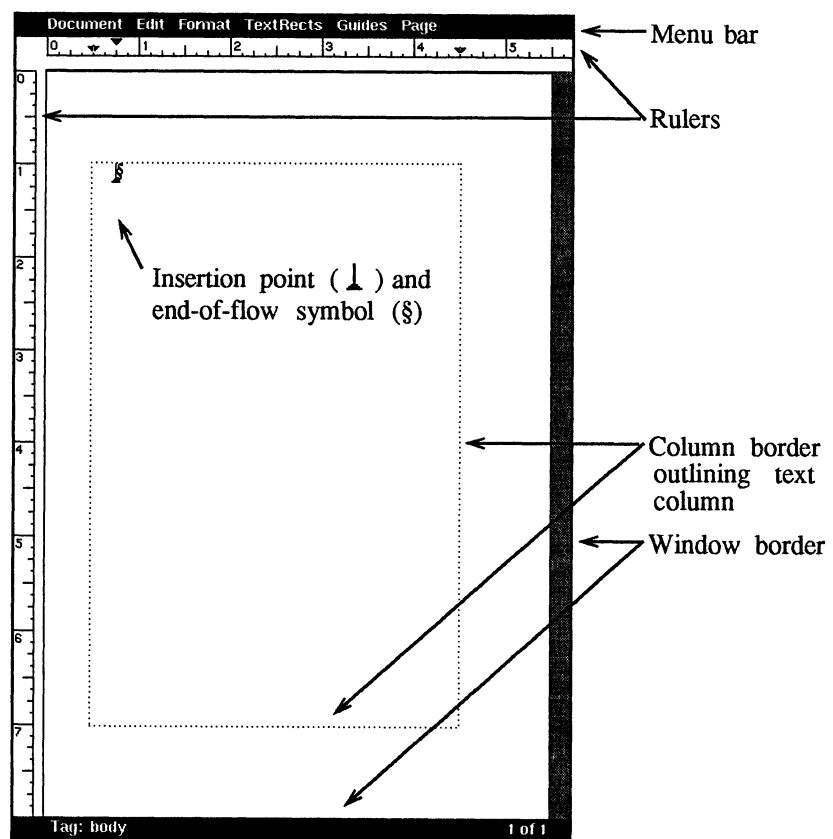
Depending on your window manager, your document window may also have a name stripe. If it does, notice that the document name is *NoName*. When you finish the note, you'll save it under another name.

Using menus

You create and manipulate documents in FrameMaker with commands. You can access most FrameMaker commands easily by using menus in the menu bar at the top of the document window. To see what we mean, in the next exercise you'll change the units of the rulers at the top and left side of the document window.

Change the ruler units

To change the ruler units, you choose the Units command from the Guides menu:

1. Put the tip of the mouse pointer in the word *Guides* in the menu bar at the top of the document window.

2. Press and hold down the right mouse button.

3. The Guides menu appears.

4. Drag the mouse pointer down until the Units command is highlighted.

5. Release the mouse button.
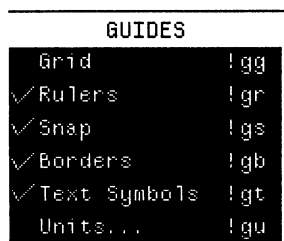
    The Units dialog box appears.

```
      GUIDES
  Grid         !gg
√ Rulers       !gr
√ Snap         !gs
√ Borders      !gb
√ Text Symbols !gt
  Units...     !gu
```

Ruler Divisions:	Grid Spacing:	OK
▶○ 1cm	○ 2cm	Cancel
○ 1/2cm	○ 1cm	Display Units:
○ 1/4cm	○ 1/2cm	○ Cm
○ Pica	○ 1"	◉ Inch
◉ 1/8"	◉ 1/2"	○ Pica
○ 1/10"	○ 1/3"	○ Point
○ 1/12"	○ 1/4"	
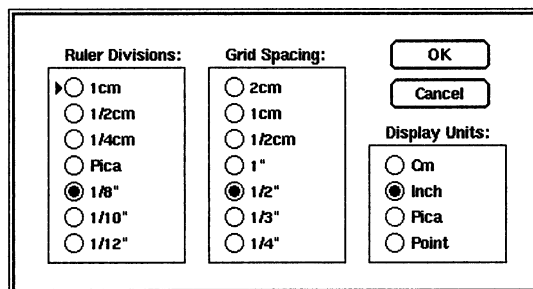
Notes

The circles to the left of each setting form a kind of control that you'll see in many FrameMaker dialog boxes. They are called *radio buttons*. You use the buttons to select one setting from a list, the way you use the buttons in a car radio to choose a station. Pressing a different button changes the radio station; pressing the same button a second time has no effect.

You can use any mouse button to display the menus in the menu bar at the top of the document window. But since you can display other menus (explained later in this manual) only by using the right mouse button, it's a good idea to use the right mouse button for all menus.

Now, to change the ruler units:

1. Click on the button to the left of the "1/10"" setting to select 1/10" ruler divisions.

   Notice that the black dot disappears from the button next to "1/8"" and moves to where you just clicked.

2. Click OK to make the new ruler divisions appear.

   If you had wanted to leave the ruler divisions unchanged, you would have clicked on Cancel.

After you display a menu, you can easily put it away without using any of its commands. To do so, drag the mouse pointer outside the menu (so that no command is highlighted) and then release the mouse button.

Typing text

Now you're ready to type some text in your document. You should still have the empty document window on your screen. If not, please go back to *Using template documents*, earlier in this chapter, and set up the window.

When you open a document, FrameMaker automatically puts the insertion point ($\downarrow$) on page 1, followed immediately by the end-of-flow symbol ($\S$). Because the two symbols overlap ($\S$), they may be difficult to distinguish on the screen.

The paragraph and end-of-flow symbols and the column border won't appear on the printed copies of documents. You can turn off their display using commands in the Guides menu. We recommend, however, that you leave them displayed; you'll find it easier to work with FrameMaker if you can see the structure of your documents.

To type the text:

1. If you don't see the insertion point in the document window, point in the middle of the document window and click the middle mouse button. Be sure to leave the pointer inside the document window.

2. Type today's date but don't press the Enter key.

   The date appears in the document window.

   ⁝ January 26, 1988§   ⁝

Notes

The mouse pointer must always be inside a document window in order for you to be able to type there.

If you didn't care about the format of the document, you could continue typing the text of your note. Since you want the date to appear further to the right on the page, however, you'll need to change the paragraph format for the line you just typed. One of the advantages in using a template is that you can use the paragraph formats stored in the template's paragraph Catalog.

To display the paragraph Catalog, you choose the Catalog command from the Format menu:

1. Put the tip of the mouse pointer in the word *Format* in the menu bar at the top of the document window.

2. Press and hold down the right mouse button.

   The Format menu appears.

3. Drag the mouse pointer down until the Catalog command is highlighted.

4. Release the mouse button.

   The Catalog dialog box appears.

FORMAT	
Tabs...	!ft
Fonts...	!ff
Paragraphs...	!fp
Catalog...	!fc
Auto Hyphenation...	!fa
Number of Columns...	!fn
Headers & Footers...	!fh
Freeze Pagination...	!fz
Repaginate...	!fr
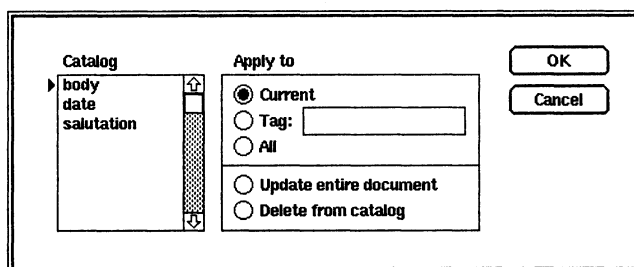
In the Catalog scroll list on the left side of the dialog box, three tags appear: "body," "date," and "salutation." Associated with each tag is a paragraph format that we created for you.

In Chapters 3 through 6, you'll learn how to change these formats and how to add new formats to the paragraph Catalog. For now, however, you'll use the formats already in the Catalog.

To use a different format and tag for the paragraph you just typed:

1. In the Catalog scroll list, click on "date."

   The "date" tag is highlighted.

2. Click OK.

The paragraph format (in this case, the indentation and spacing) changes to match the "date" format stored in the Catalog.

> January 26, 1988§

Also, notice that the paragraph's tag (shown in the bottom border of the document window) is now "date."
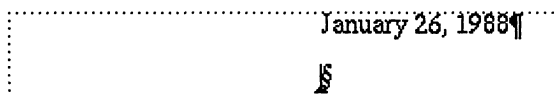
Tag: date   1 of 1

To start a new paragraph:

1. Make sure that the insertion point is still at the end of the line containing the date. If it isn't, click the middle mouse button to the right of the end-of-flow symbol.

2. Press **Enter**.

   A paragraph symbol (¶) appears to the right of the date, and the insertion point moves down in the document window, indicating that you have begun a new paragraph.

> January 26, 1988¶
>
> §
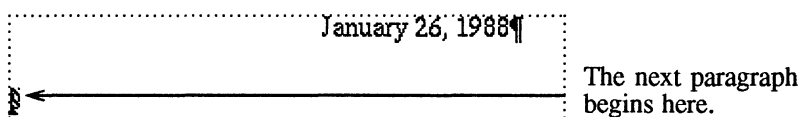
Notice that the new paragraph has the same format and tag (in the bottom border of the document window) as the preceding paragraph. This new paragraph will be the salutation. Even though the date and the salutation are each one line, they are separate paragraphs in FrameMaker and, in this case, need to be formatted differently. For this paragraph, you'll use the format stored in the Catalog with the tag "salutation."

To change the format and tag of the new paragraph:

1. Choose the Catalog command from the Format menu.

2. In the Catalog dialog box, click "salutation" in the scroll list.

3. Click OK.

   The paragraph format (the indentation and spacing) changes and "Tag: salutation" appears in the bottom border of the document window.

> January 26, 1988¶
>
> §◄———————————————————— The next paragraph
>   begins here.

To type the salutation:

1. Type **John:**

2. Press **Enter**.

Since the next paragraph is the beginning of the body of the note, you need to change the paragraph format and tag again (this time using the format stored in the Catalog with the name "body").

To type the body of the note:

1. Use the Catalog command to change the format of the paragraph using the tag "body."

   The tag and paragraph format change (the tag changes to "body"; the first line of the paragraph is indented 1/4").

2. Type the next paragraph of the note, as shown below:

   > Our meeting today raised some issues I'd like to check. Who authorized shipment of the new controller?§

   As you type, don't worry about where the lines end. FrameMaker will automatically wrap the text from line to line (and hyphenate words) as needed, keeping the text within the text column (the column with the dotted border).

   Type only one space between sentences. When you learned to type, you may have learned to follow the end of a sentence with two spaces instead of one. That works well when all characters have the same width. When using FrameMaker, however, your documents will usually look better if you type only *one* space after each sentence.

   If you make a typing mistake, press the Delete key (or the Backspace key) to delete the error; then type in the correct text.

3. At the end of the paragraph, press **Enter**.

   Since the next paragraph is also a body paragraph, you don't need to change the paragraph format.

4. Type the last paragraph of the note, as shown below:

   > Where are the propulsion units we ordered six months ago? Should we look for another supplier? I'm worried that the development team is going to "fall apart at the seams."§

Shortcuts

```
          FORMAT
Tabs...                    !ft
Fonts...                   !ff
Paragraphs...              !fp
Catalog...                 !fc
Auto Hyphenation...        !fa
Number of Columns...       !fn
Headers & Footers...       !fh
Freeze Pagination...       !fz
Repaginate...              !fr
```
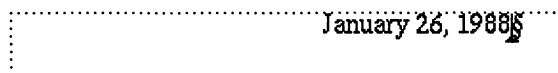
In a menu, the keyboard shortcut that chooses the command appears to the right of the command (the "!" in the menu stands for the Esc key). These shortcuts are easy to remember, since the two letters following Esc are usually the first letter of the menu name, followed by the first letter of the command. For example, the keyboard shortcut for the Catalog command is Esc f c (for format menu, catalog command). If you like, try using these shortcuts as you follow the instructions in this manual.

There are several other keyboard commands that you can use to simplify tasks such as changing the tag of a paragraph. They allow you to accomplish these tasks in a few keystrokes without moving your hand back and forth between the keyboard and the mouse. In Chapter 6, we'll show you how to use keyboard commands to change the tag of a paragraph without using the mouse.

For a complete list of keyboard shortcuts, see Appendix A of the *FrameMaker Reference Manual.*

Editing text

Now that you have typed the text of your note, you can edit the note.
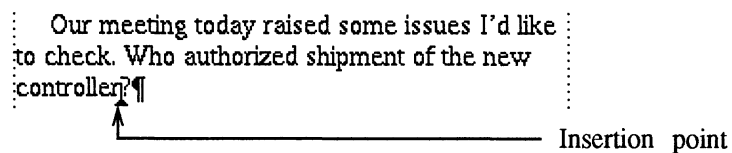
Add text

To add text:

1. Point between the second *r* in *controller* and the question mark that follows it (see below).

2. Click the middle mouse button to put the insertion point there.

   The insertion point, indicating where text will appear when you begin to type, appears to the left of the question mark.

   ```
   Our meeting today raised some issues I'd like
   to check. Who authorized shipment of the new
   controller?¶
   ↑
                                    Insertion point
   ```

   If the insertion point is in the wrong place, move the mouse pointer and click again.

3. Press the space bar and then type **in May**

The new text appears.

> Our meeting today raised some issues I'd like to check. Who authorized shipment of the new controller in May?¶

To insert a new paragraph:

1. Point in (or to the right of) the end-of-flow symbol at the end of the last paragraph in the note and click the middle mouse button to put the insertion point there.

> Where are the propulsion units we ordered six months ago? Should we look for another supplier? I'm worried that the development team is going to "fall apart at the seams."§

          ↑————————— Insertion point

2. Press **Enter** to start a new paragraph and type **Thanks for the information.**

Change text

Next you'll learn how to change text. In particular, you'll replace one kind of quotation mark with another.

Typewriters and many word processors offer one double quote character ("). FrameMaker offers three (" " "). Use the standard quote (") to indicate inches or when the text is in a typewriter font. Use the left and right quote characters when you want to put text in quotes. If you typed standard quotes (") in the note, follow the instructions below to change them to left and right quotes.

To delete a character:

1. Put the insertion point at the end of the paragraph containing the quote.

> Where are the propulsion units we ordered six months ago? Should we look for another supplier? I'm worried that the development team is going to "fall apart at the seams."§

          ↑————————— Insertion point

2. Press **Delete** or **Backspace.**

The quote character disappears.

To type a right quote:

1. Press **Alt-'** Then, with that key held down, press the ' key.)
    The ' key is to the left of the Enter key.

To replace the other standard quote with a left quote:

1. Put the insertion point to the right of the other standard quote.

2. Press **Delete.**

3. Press **Alt-'** (The ' key is above the Tab key.)

Notes

FrameMaker offers two apostrophe characters (' and '). In normal text you'll probably want to use the curved apostrophe.
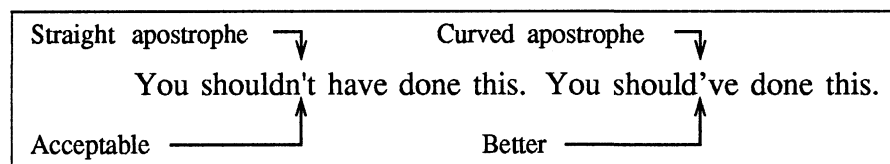
```
Straight apostrophe  ┐↓              Curved apostrophe  ┐↓
        You shouldn't have done this.  You should've done this.
                    ↑                                 ↑
Acceptable ──────┘              Better ──────┘
```

To type a:	Press:
Curved apostrophe (')	' (The ' key is left of Enter.)
Straight apostrophe (')	**Ctrl-'** (The ' key is left of Enter.)

Delete text

You have learned how to delete characters using the Delete and Backspace keys. To delete a larger block of text, however, you need a faster approach.

To delete text:

1. Point between the two sentences in the paragraph below the salutation, as shown below:

    Our meeting today raised some issues I'd like to check. Who authorized shipment of the new controller in May?¶

2. Press and hold down the middle mouse button and drag the mouse pointer down and to the right. Notice how the highlighting follows the pointer.

3. When the entire sentence (but not the paragraph symbol) is highlighted, release the mouse button.

> Our meeting today raised some issues I'd like to check. Who authorized shipment of the new controller in May?¶

If the wrong text is highlighted, begin again with step 1 above.

4. Press **Delete**.

The sentence disappears.

Notes

If, after highlighting some text, you want to remove the highlighting without deleting the text, click the middle mouse button anywhere within the document window.

Replace text

You've learned how to add text and how to delete a block of text. You can combine these two techniques into one continuous action.

To replace text:

1. Highlight the words *propulsion units* as shown below. Don't press Delete.

> Where are the propulsion units we ordered six months ago? Should we look for another supplier? I'm worried that the development team is going to "fall apart at the seams."¶

2. Type **widgets**

Notice that the highlighted words disappear as soon as you type the first letter and that your new typing appears in its place. All subsequent text moves along in front of the insertion point.

> Where are the widgets we ordered six months ago? Should we look for another supplier? I'm worried that the development team is going to "fall apart at the seams."¶

```
┌──────────────────────────┐
│           EDIT           │
├──────────────────────────┤
│ Undo              !eu     │
│ Cut               !ex     │
│ Copy              !ec     │
│ Paste             !ep     │
│ X Paste           !et     │
│ Search...         !es     │
│ Markers...        !em     │
│ Anchored Frame... !ea     │
│ Spelling Checker... !el   │
└──────────────────────────┘
```
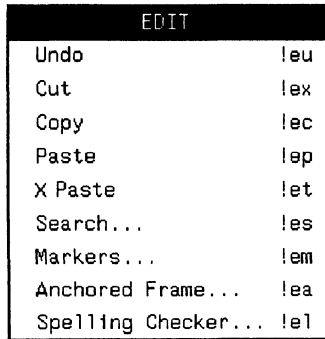
Undo an action

If you accidentally delete or replace some text, use the Undo command to restore the deleted text:

1. Point on the Edit menu.

2. Press and hold down the right mouse button.

   The Edit menu appears.

3. Drag the mouse pointer down until the Undo command is highlighted.

4. Release the mouse button.

   The text you replaced reappears.

Finishing up

You should save your work occasionally. If disaster strikes (in the form of a power or system failure, for example), you will have lost only the work done since the last time you saved.

Save your document

Since the document that you opened at the beginning of this chapter was a template, you'll save this document with a new name.

To save the document:

1. Choose the Save command from the Document menu.

   The Save dialog box appears, with the insertion point in the Save in File Named edit box (your current directory, and the contents of your scroll list, will look different from the one shown below).

```
┌─────────────────────────────────────────────────────────┐
│  Save in File Named:                      ┌──────────┐   │
│  ▶│NoName│                                 │    OK    │   │
│                                            └──────────┘   │
│  Current Directory:                        ┌──────────┐   │
│  /usr/home/elm                             │  Cancel  │   │
│  ┌─────────────────────┬──┐                └──────────┘   │
│  │ ../               ⇧ │  Format:                         │
│  │ Filtermans/       ▒ │  ┌─────────────────────────────┐ │
│  │ bin/              ▒ │  │ ◉ Maker Format              │ │
│  │ fmtraining/       ▒ │  │ ○ Text Only                 │ │
│  │ intl/             ▒ │  │ ○ Maker Interchange Format   │ │
│  │ letters/          ▒ │  └─────────────────────────────┘ │
│  │ mail/               │  Permissions:                    │
│  │ misc/               │  ┌─────────────────────────────┐ │
│  │ personal/           │  │ Group:  ☒ Read   ☐ Write    │ │
│  │ plans/            ⇩ │  │ Public: ☒ Read   ☐ Write    │ │
│  └─────────────────────┴──┘ └─────────────────────────────┘ │
│  16 Directories, 16 Files     ☒ Make a Backup File before Saving │
└─────────────────────────────────────────────────────────┘
```
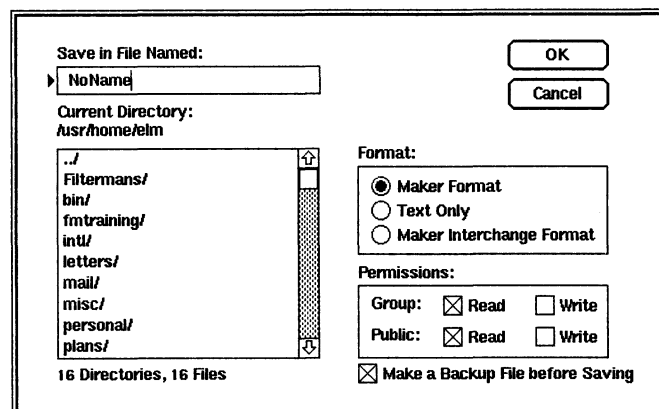
2. Delete the filename *NoName* (either by pressing Delete several times or by pressing Ctrl-u once).

    Pressing Ctrl-u deletes everything between the insertion point and the beginning of the line.

3. Type ~/ and click OK.

    After a few moments, the contents of your home directory appear in the scroll list.

4. Double-click on the "fmtraining/" entry in the scroll list.

    After a few moments, the contents of your training directory appear in the scroll list.

5. Click in the Save in File Named edit box and type **SampleNote.**

6. Click OK to save your note in the `fmtraining` directory.

    The mouse pointer turns into an hourglass as FrameMaker saves your file.

Notes

Using the Save command, you can:

*   Change the read and write permissions of your document.

*   Choose the format in which your document is to be saved. The default is "Maker Format," which is usually what you'll want.

For more information, see the Save command in Chapter 3 of the *FrameMaker Reference Manual.*

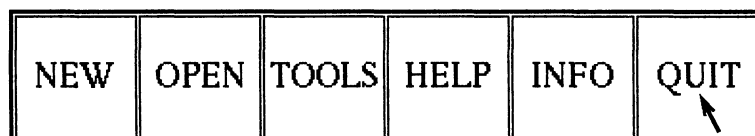# Quit your document

To quit your FrameMaker document:

1. Choose the Quit command from the Document menu.

    The document window disappears from the desktop, and the document is removed from your workstation's memory.

Quit FrameMaker

To quit FrameMaker:

1. Click QUIT in the main FrameMaker window.

NEW	OPEN	TOOLS	HELP	INFO	QUIT

If you haven't made any changes since your last save, FrameMaker will ask, OK to quit FrameMaker? If you wanted to quit FrameMaker, you would click OK.

2. Since you'll use FrameMaker again in Chapter 3, click Cancel.

Mouse button usage

By now you have used the mouse buttons in several ways. Remember:

• To display FrameMaker menus, use the right button.

• To put the insertion point in text or to highlight a block of text, use the middle button.

• To change dialog box settings, use any button.

As you'll find out later, you use the left button to manipulate graphics and other objects in a document.

Review

In this chapter you learned how to:

• Interpret the fonts and terminology in this manual.

• Set up your training files.

• Start FrameMaker.

• Use a template.

• Use FrameMaker commands and dialog boxes.

• Type text in a document.

• Change the tag and format of a paragraph.

• Correct typos.

• Insert, delete and replace text.

• Save and quit a document.

• Quit FrameMaker.

What's next

In Chapter 3, you'll learn how to scroll through a longer document and do more complex text editing (moving and copying text within and between files and searching for and replacing text). You'll also learn how to edit your documents using the keyboard rather than the mouse.

3

Editing Text

Now that you know how to create a document with FrameMaker, it's time to learn how to edit your text. In this chapter you'll learn how to:

- Move from page to page within the document.

- Copy and move text.

- Edit text without using the mouse.

- Search for and replace text.

- Quit a document without saving changes.

Before you begin this chapter (and subsequent chapters), make sure that FrameMaker has been started at your workstation (if it has been, the main FrameMaker window appears on the screen). For more information, see *Starting FrameMaker* in Chapter 2.

Notes

In the remaining chapters of this manual, you'll work with one document, a project proposal, that is like many of the documents you'll be using FrameMaker to create. As you progress through this manual, you'll work with this document in much the same way as you will with your own documents: you'll edit it, format it, add text and graphics to it, and change its page layout. You'll begin each chapter with a fresh version of the document, so feel free to experiment as you go along.

Opening an existing document

To open the project proposal:

1. Click on OPEN in the main FrameMaker window.

   The Open dialog box appears.

2. If there is a filename in the Open File Named edit box, delete it.

3. In the Open File Named edit box, type the abbreviation for your home directory (~) and click OK.

   After a few moments, the contents of your home directory appear in the scroll list.

4. In the scroll list, double-click on "fmtraining/."

   In a few moments, the contents of the fmtraining directory appear.

5. In the scroll list, double-click on "Project3.doc."

   After a few moments, the first page of the project proposal appears in a document window. If your screen is not large enough to display an entire page, FrameMaker centers the page in the document window.

Paging through a document

FrameMaker allows you to page through a document in several ways.

Display the Page menu

1. Point in the word *Page* in the menu bar at the top of the document window.

2. Press and hold down the right mouse button.

   The Page menu appears. It contains several commands that allow you to page through a document: Previous, Next, First, Last, Master, and Go To.

PAGE	
Previous	!pp
Next	!pn
First	!pf
Last	!pl
Master	!pm
Scroll	!ps
Go to...	!pg
Add...	!pa
Delete...	!pd

Go to the next or previous page

To go to the next page of a document:

1. Choose the Next command from the Page menu.

   Page 2 of the project proposal appears.

To go to the previous page:
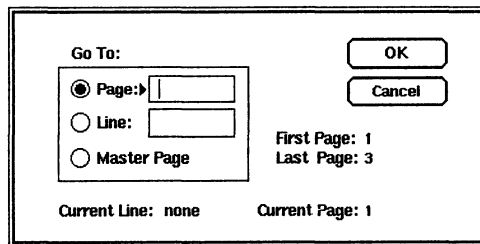
1. Choose the Previous command from the Page menu.

    Page 1 appears.

Go to any page

To go to any page of a document:

1. Choose the Go To command from the Page menu.

    The Go To dialog box appears.

```
Go To:                          ┌──── OK ────┐
 ⦿ Page:▶ │           │         └───────────┘
 ○ Line:  │           │         ┌── Cancel ──┐
                                 └───────────┘
 ○ Master Page                  First Page: 1
                                Last Page: 3

 Current Line: none    Current Page: 1
```

2. If the insertion point is not in the Page edit box, click the box.

3. Type the number **2** and click OK.

    FrameMaker displays page 2 of the document.

Notes

In addition to the keyboard commands shown on the Page menu, you can go to the previous page by pressing the F6 key, to the next page by pressing the F7 key, and to any page by pressing Ctrl-g (as long as the mouse pointer is inside the document window).

Scroll between pages

Sometimes you need to check a paragraph that spans two pages. For example, the paragraph at the bottom of page 1 of the project proposal ends at the top of page 2.

To scroll between pages:

1. If you're not already there, display page 2 of the project proposal.

2. Choose the Scroll command from the Page menu.

    The mouse pointer turns into the scroll cursor (ᶠᵐ⅃), shaped like the outline of a hand.

3. Without pressing any of the mouse buttons, move the scroll cursor to any spot near the top of page 2.

4. Press and hold down the left mouse button.

5. Drag the scroll cursor down until the outline of the page moves several inches down the screen.

6. Release the mouse button.

    The window now shows the bottom of page 1 and the top of page 2.

To stop scrolling and to display a full page again:

1. Click the middle mouse button anywhere in the document window.

    The mouse pointer turns back into an arrow.

2. Choose the Previous command from the Page menu.

    The document window now displays page 1.

Moving text

Next, you'll move a paragraph from the middle of page 1 to the bottom of the page.

Set up guides

You'll find it easier to edit text if you use some of the guides that FrameMaker provides.

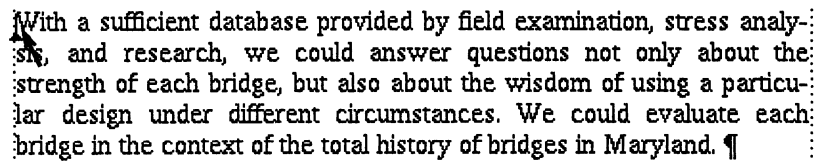To turn on the borders and text symbols:

1. Choose the Borders command from the Guides menu.

    A border appears around the text, defining the text column.

2. Choose the Text Symbols command from the Guides menu.

    Paragraph symbols appear at the end of each paragraph.

Highlight the text to be moved

To highlight the text:

1. Under the heading *Problem Statement*, point on the beginning of the second paragraph (the one that begins *With a sufficient*). Be careful to point inside the column border.

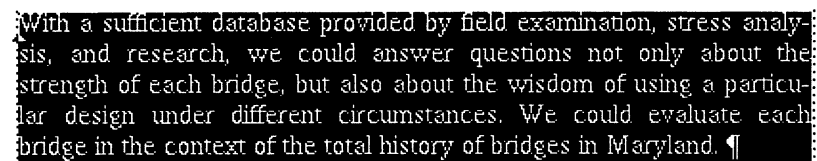2. Press and hold down the middle mouse button.

The insertion point appears at the beginning of the paragraph.

> With a sufficient database provided by field examination, stress analy-
> sis, and research, we could answer questions not only about the
> strength of each bridge, but also about the wisdom of using a particu-
> lar design under different circumstances. We could evaluate each
> bridge in the context of the total history of bridges in Maryland. ¶

If the insertion point didn't appear, make sure the mouse pointer is within the column border and try again. If the insertion point appeared, but not at the very beginning of the paragraph, move the mouse pointer and try again.

3. While holding down the mouse button, drag the pointer to the end of the paragraph (to the right of the paragraph symbol) and release the mouse button.

> With a sufficient database provided by field examination, stress analy-
> sis, and research, we could answer questions not only about the
> strength of each bridge, but also about the wisdom of using a particu-
> lar design under different circumstances. We could evaluate each
> bridge in the context of the total history of bridges in Maryland. ¶

When you highlight the paragraph symbol, the entire line to the right of the symbol is highlighted, telling you that you've highlighted everything possible on the line.

If you highlighted the wrong text, repeat steps 1 through 3 above.

Cut the highlighted text

To move the text, you cut it from one location and then paste it to another.

To cut the text:

1. Choose the Cut command from the Edit menu.

   FrameMaker removes the paragraph from the page and puts it on the Clipboard.

Notes

When you cut (or copy) something from a FrameMaker document, it is placed on the FrameMaker Clipboard and in the X Window text buffer. There is only one FrameMaker Clipboard, and it holds only one thing at a time. For example, if you cut a word and then cut another one later, the second word replaces the first word on the Clipboard. The Clipboard can hold formatted text, graphics, font settings, and paragraph formats.

The X Window system cut buffer holds characters only. You use it to copy characters between FrameMaker and other X Window

system applications. For more information, see the X Paste command in Chapter 3 of the *FrameMaker Reference Manual.*

Paste the text

To paste the text at another location:

1. Point on the start of the paragraph just below the *Potential Benefits* heading and click the middle mouse button.

    Potential Benefits¶

    A project of this type, using computer technology to both file and ana- lyze data on the bridge system, would set a new standard for state sur- veys and would provide a basis for broader comparative studies

    The insertion point appears at the beginning of the paragraph.

2. Choose the Paste command from the Edit menu.

    The paragraph reappears below the *Potential Benefits* heading.

    Potential Benefits¶

    With a sufficient database provided by field examination, stress analy- sis, and research, we could answer questions not only about the strength of each bridge, but also about the wisdom of using a particu- lar design under different circumstances. We could evaluate each bridge in the context of the total history of bridges in Maryland. ¶

    A project of this type, using computer technology to both file and ana- lyze data on the bridge system, would set a new standard for state sur- veys and would provide a basis for broader comparative studies na-

Duplicating text

You duplicate text in much the same way as you move it. In this case, you copy (rather than cut) the text from one location and then paste it to another.

Duplicate text

To duplicate text:

1. Using the middle mouse button, highlight the first sentence of the abstract, including the space after the sentence.

    Abstract¶

    This project will inventory the bridges of Maryland and provide a com- puter database for detailed analysis of these important structures. The computer-assisted analysis will provide criteria for evaluating the

2. Choose the Copy command from the Edit menu.

3. Put the insertion point at the end of the same paragraph.

tion. A broader study will correlate bridge strength with age and struc-
tural design to provide guidance in planning future design and construc-
tion. ¶
Problem Statement¶

4. Choose Paste from the Edit menu.

A copy of the sentence appears at the end of the paragraph.

tion. A broader study will correlate bridge strength with age and struc-
tural design to provide guidance in planning future design and construc-
tion. This project will inventory the bridges of Maryland and provide a
computer database for detailed analysis of these important structures. ¶
Problem Statement¶

Undo the duplication

If you change your mind after using a command, you can undo its effect.

To undo your last action (pasting the text):

1. Choose Undo from the Edit menu.

The copied text disappears from the end of the paragraph.

tion. A broader study will correlate bridge strength with age and struc-
tural design to provide guidance in planning future design and construc-
tion. ¶

Shortcuts

Because you use the Cut, Copy, Paste, and Undo commands frequently, there are several shortcuts you can use for these commands:

* Press and hold down the right mouse button (you don't need to move the mouse away from the highlighted text). The Maker menu appears. The Cut, Copy, Paste, and Undo commands appear on that menu, along with other frequently used commands.

* As a shortcut for the Cut command, press Delete or Ctrl-w.

* As a shortcut for the Paste command, press Ctrl-y.

* As a shortcut for the Undo command, press Esc e u.

Practice

You'll probably cut, copy, and paste text often when you work on your own documents. If you like, take a few moments to practice on page 2 of the proposal (so that the rest of the instructions for page 1 in this chapter will still work when you're done).

Using the keyboard to edit text

You've learned to use the mouse and menu commands to move the insertion point and to highlight and edit text. Since FrameMaker also provides a complete set of keyboard commands, you don't have to move your hand back and forth between the keyboard and the mouse.

Keyboard commands

Most keyboard commands involve pressing two or three keys, either together or in succession. As a reminder:

When we say:	We mean:
Press **Esc f c**	Press and release three keys in succession: the **Esc** key, the letter **f**, and the letter **c**.
Press **Ctrl-e**	Press and hold down the **Ctrl** key and then type the letter **e**.
Press **Shift-Ctrl-e**	Press and hold down both the **Shift** and **Ctrl** keys and then type the letter **e**.

Move the insertion point

To move the insertion point using the keyboard:

1. Display page 2 of the project proposal.

2. Put the insertion point in the middle of the page.

3. Press each of the arrow keys (at the right side of your keyboard).

   The insertion point moves one character left or right, or one line up or down, each time you press an arrow key.

4. Press **Alt-f** several times.

   The insertion point moves forward one word at a time.

5. Press **Alt-b** several times.

   The insertion point moves backward one word at a time.

6. Press **Alt-e** several times.

   The insertion point moves forward to the period at the end of the sentence. (Alt-a moves it back to the end of the previous sentence.)

7. Press **Ctrl-e**

   The insertion point moves to the end of the line. (Ctrl-a moves it to the beginning of the line.)

Delete text

To delete text using the keyboard:

1. Put the insertion point in the middle of page 2 of the project proposal.

2. Press **Delete** several times.

   The characters to the left of the insertion point are deleted one by one.

3. Press **Ctrl-d** several times.

   The characters to the right of the insertion point are deleted one by one.

4. Press **Alt-Delete**.

   The characters back to the beginning of the current word are deleted. (Alt-d deletes the characters forward to the end of the current word.)

5. Press **Ctrl-u**.

   Everything between the insertion point and the beginning of the line is deleted.

Highlight text

To highlight a character at a time:

1. Put the insertion point in the middle of page 2 of the project proposal.

2. Press **Esc h c**. (The keystrokes are easy to remember, since they stand for **h**ighlight **c**haracter.)

   The character to the right of the insertion point is highlighted. Each time you press Esc h c, one more character is highlighted.

To highlight a word at a time:

1. Put the insertion point in the middle of a word.

2. Press **Esc h w**. (The keystrokes stand for highlight word.)

   The current word is highlighted. Each time you press Esc h w, one more word is highlighted.

You can also press Esc h s to highlight a sentence at a time, Esc h l to highlight a line at a time, and Esc h p to highlight a paragraph at a time. If text is already selected, Esc h s, Esc h l, and Esc h p extend the selection to the end of the current sentence, line, or paragraph, respectively.

Highlight a large block of text

To highlight a large block of text:

1. Put the insertion point at the beginning of the block of text.

2. Move the mouse pointer to the end of the block of text.

3. Press and hold down **Shift** and then click the middle mouse button.

   All the text between the insertion point and the mouse pointer is highlighted. This is a convenient way to highlight a large block of text, particularly when the text spans pages.

Transpose characters

A common typing error involves accidentally typing a word with two characters transposed (for example, *Fraem* instead of *Frame*).

To transpose two characters to correct this common mistake:

1. Put the insertion point between two characters in a word.

2. Press **Ctrl-t**.

   The characters on either side of the insertion point are transposed.

Use page 2 of the project proposal to experiment with these commands until you're comfortable with them. Other keyboard commands for highlighting and editing text can be found in Appendix A of the *FrameMaker Reference Manual*.

Searching for and replacing text

With FrameMaker, you can search for words or phrases (and replace them, if you want). This feature is useful when you need to make the same change repeatedly in a long document.

Display the Search window

Before you search for text in your document, display the Search window:

1. Choose the Search command from the Edit menu.

   The Search window appears.

Search for:▶	
Change to:	

   ☐ Whole Word   ☐ Consider Case

   Search Direction: ◉ Forward   ○ Backward

   Change All Scope: ◉ All of Document   ○ Current Selection

   [Search]   [Change]   [Change & Search Again]   [Change All]

   Unlike the dialog boxes you have seen so far, the Search window can remain on the screen while you work in other windows.

2. If the Search For edit box contains any text, click the box and delete its contents. Do the same for the Change To edit box.

Move the Search window

The Search window may overlap the document window on your screen. Since your workstation has a large screen, you'll usually move the Search window so that it doesn't overlap your document.

For information on moving windows, see your window system documentation.

Specify the search and replacement text

To specify the search and replacement text:

1. Point in the Search window.

2. If the insertion point isn't in the Search For edit box, click the box to put the insertion point there.

3. Type **strength**

   The text appears in the Search For edit box.

4. Click the Change To edit box and type **structure integrity**

If you make a mistake while typing in an edit box, you can edit the text in the same way that you edit text in a document window.

To edit the text in an edit box:

1. Point just to the right of the word *structure* in the Change To edit box in the Search window.

2. Click the middle mouse button. (Actually, any mouse button works here, but using the middle mouse button is consistent with the way you would put the insertion point in a document window.)

   The edit box insertion point appears to the right of the word *structure*.

   Change to: ▶ | structure|integrity |

3. Press **Delete** to delete the *e* in *structure*.

4. Type the letters **a** and **l**.

   The word *structure* has been changed to *structural*.

Notes

To change more than one or two characters in an edit box, you can highlight text in an edit box in the same way as in a document window: Point at the beginning of the text you want to change, press and hold down the middle mouse button, and drag the mouse through the text. Any mouse button works here, but as before, using the middle mouse button is consistent with the way you would highlight text in a document window. If you like, take a few moments to practice highlighting text in the Search window edit boxes.

You can also use the keyboard commands that you learned earlier in this chapter to move the insertion point, highlight, and delete text in an edit box.

To search for text:

1. Click the check boxes and buttons in the Search window as necessary until the window looks exactly as shown below.

Search for:	strength
Change to: ▶	structural integrity|

   ☐ Whole Word   ☐ Consider Case

   Search Direction: ◉ Forward   ○ Backward

   Change All Scope: ◉ All of Document   ○ Current Selection

   [Search]   [Change]   [Change & Search Again]   [Change All]

2. Display page 1 of the project proposal and put the insertion
   point at the beginning of the first paragraph.

3. Click the Search button.

   FrameMaker starts searching the document at the insertion
   point. In a moment it highlights the first occurrence of *strength*
   on page 1 of the proposal.

   Abstract¶
   This project will inventory the bridges of Maryland and provide a com-
   puter database for detailed analysis of these important structures. The
   computer-assisted analysis will provide criteria for evaluating the
   strength of the state's bridges. A list of bridges with serious structural

Notes

Any time you want to search for text, follow the same basic steps:

- Point on the Search window.

- Type the appropriate text in the Search For edit box.

- If you want to replace the text, type the replacement text in the
  Change To edit box.

- Put the insertion point in your document.

- Click the appropriate button at the bottom of the Search
  window.

Note that you must have the insertion point within a document for
FrameMaker to know which document to use.

Replace text

Now that FrameMaker has found the word, you can replace it.

To replace a word:

1. Click the Change button.

   FrameMaker changes the text.

   Abstract¶
   This project will inventory the bridges of Maryland and provide a com-
   puter database for detailed analysis of these important structures. The
   computer-assisted analysis will provide criteria for evaluating the
   structural integrity of the state's bridges. A list of bridges with serious

2. To find the next occurrence, click Search again.

   The next occurrence of *strength* is highlighted.

Replace text and find the next occurrence

To replace the text and find the next occurrence with one action:

1. Click Change & Search Again.

   FrameMaker changes the text and then searches until it finds and highlights the next occurrence.

2. Click Change & Search Again once more.

   Since *strength* does not appear anywhere else in the document, FrameMaker displays an alert box telling you that it could not find the text.
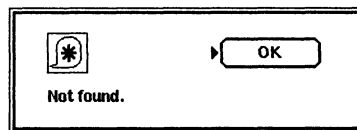
3. Click OK.

   The alert box disappears.

Search for a whole word

Normally, FrameMaker finds all occurrences of the Search For text, whether the text is a word by itself or part of a larger word. For example, suppose that we want to change the name *Mary* to *Judy*.

1. Delete the contents of the Search For edit box and type **Mary**

2. Put the insertion point at the top of page 1 of the project proposal.

3. Click the Search button.

   FrameMaker highlights the name *Mary*.

4. Click the Search button again.

   This time, FrameMaker highlights the first four letters of the word *Maryland*.

If we had changed all occurrences of *Mary* to *Judy*, FrameMaker would also have changed *Maryland* to *Judyland*.

To prevent this from happening:

1. In the Search window, click in the Whole Word check box to turn on the Whole Word setting.

   Now FrameMaker will find *Mary* but not the beginning of *Maryland*.

Consider case

Sometimes capitalization will be important when you search for text. For example, suppose that you want to change *we* to *you*. Normally, FrameMaker will disregard the capitalization in the Search For text, replacing both *we* and *We* with *you*. To replace text correctly, click the Consider Case setting in the Search window and then use the Search command twice: Replace *we* with *you* and then replace *We* with *You*.

Important

You can search forward or backward in a document. FrameMaker always starts searching at the insertion point and searches the entire document. If you are searching forward, FrameMaker searches from the insertion point to the end of the document and then from the beginning of the document to the insertion point.

You can search for characters that cannot be typed directly in the Search For edit box (such as tab characters and paragraph symbols). For more information, see the Search command in Chapter 3 of the *FrameMaker Reference Manual*.

You can use UNIX regular expressions in the Search For edit box. For more information, see the Search command in Chapter 3 of the *FrameMaker Reference Manual* and your UNIX system documentation.

If you want to search for and replace every occurrence of some text, click the Change All button. Notice, however, that clicking Change All may have unexpected results. For example, a period (.) is a UNIX regular expression that represents any character. Thus, if you search for a period and replace it with a comma, FrameMaker will change every character in your document to a comma! Before you click the Change All button, search for the text several times to be sure that FrameMaker does what you expect.

Close the Search window

To close the Search window:

1. Point in the Search window.

2. Press **Esc d q** (for document quit).

   The Search window disappears from the desktop.

Quitting a document without saving changes

Since you should save your documents frequently, you may want to save your project proposal now. Because you'll use a new version of the project proposal for Chapter 4 of this manual, however, you can quit the document you're working on without saving the changes you made.

To quit a document without saving changes:

1. Choose the Quit command from the Document menu.

   FrameMaker displays a dialog box asking you if you want to save your changes before quitting the document. In addition, the small triangle pointing to the Yes button indicates the *active* button in the dialog box.

   Save changes before quitting?

   ▶[Yes   ]   [No   ]   [Cancel   ]

   ---
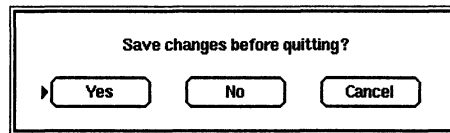
2. Press **Tab**.

   Notice that the No button is now the active button in the dialog box (the triangle points to the No button). In general, press Tab to move forward in a dialog box; press Shift-Tab to move backward in a dialog box.

3. Press **Enter**. Pressing Enter has the same effect as clicking in the active button (the button pointed to by a black triangle) in the dialog box.

   The changes you made to this document are not saved.

Review

In this chapter you learned how to:

• Move from page to page within the document.

• Copy and move text.

• Edit text without using the mouse.

• Search for and replace text.

• Quit a document without saving changes.

What's next

In Chapter 4, you'll begin formatting your project proposal. You'll learn how to change fonts, paragraph spacing, alignment, and margins. You'll also learn how to control hyphenation in your document. Finally, you'll print your document.

Formatting Text

<div style="text-align: right">**4**</div>

In this chapter you'll learn how to format your project proposal. In particular, you'll learn how to:

- Change fonts.

- Change paragraph formats.

- Change paragraph margins.

- Control hyphenation.

- Print your document.

- Close your document into an icon.

Open your document

To open the project proposal:

1. Use the OPEN command in the main FrameMaker window to open the document: `~/fmtraining/Project4.doc`

   If you've forgotten how to use the OPEN command, see *Opening an Existing Document* in Chapter 3.

Changing fonts

In this chapter, you'll format your proposal so that it's more pleasant to look at and draws the reader's attention to the relevant information.

Change the font of existing text

Words spelled in all uppercase usually draw more attention to themselves than the writer intended and are harder to read than

words in mixed upper- and lowercase letters. If you need to type words in all uppercase (for example, trademarks or product names), you can make the words less obtrusive by putting them in a smaller font.
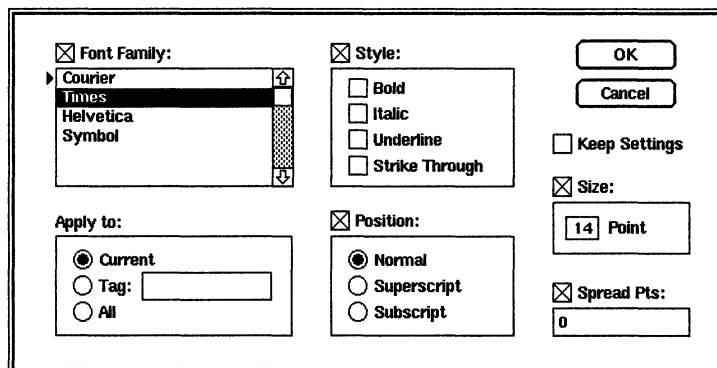
To change the point size of text:

1. Highlight the word *MADCAP* (about two-thirds of the way down the page).

   To highlight the word quickly, point on the word and double-click the middle mouse button (quickly press and release the mouse button twice in succession).

2. Choose the Fonts command from the Format menu.

   The Fonts dialog box appears, showing you the font settings of the highlighted text. For more information on each of the settings, see the Fonts command in Chapter 3 of the *FrameMaker Reference Manual*.

```
┌─────────────────────────────────────────────────────────┐
│  ☒ Font Family:        ☒ Style:              ┌────────┐   │
│  ▸┌──────────────┐     ┌──────────────┐      │   OK   │   │
│   │ Courier   ⬆ │      │ ☐ Bold       │      └────────┘   │
│   │ Times       │      │ ☐ Italic     │      ┌────────┐   │
│   │ Helvetica   │      │ ☐ Underline  │      │ Cancel │   │
│   │ Symbol      │      │ ☐ Strike Through│   └────────┘   │
│   │          ⬇ │      └──────────────┘                   │
│   └──────────────┘                        ☐ Keep Settings│
│                                                           │
│  Apply to:            ☒ Position:         ☒ Size:        │
│  ┌──────────────┐     ┌──────────────┐    ┌──────────┐   │
│  │ ◉ Current    │     │ ◉ Normal     │    │ 14  Point│   │
│  │ ○ Tag: [   ] │     │ ○ Superscript│    └──────────┘   │
│  │ ○ All        │     │ ○ Subscript  │    ☒ Spread Pts:  │
│  └──────────────┘     └──────────────┘    ┌──────────┐   │
│                                            │ 0        │   │
│                                            └──────────┘   │
└─────────────────────────────────────────────────────────┘
```

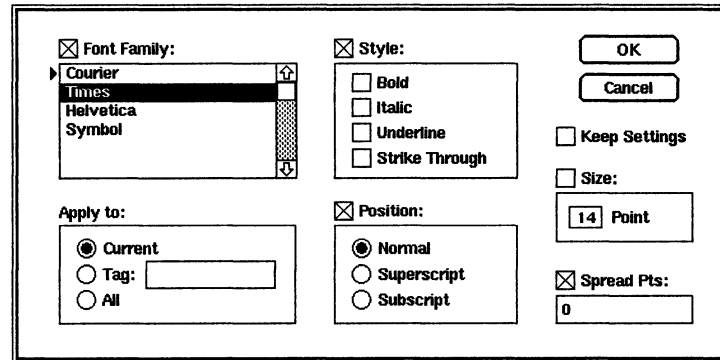3. In the Size area of the Fonts dialog box, click on the Point box.

   The point size increases to "18." Each time you click, the point size increases; after "24," it starts over again at "7." If you press and hold down the Shift key and then click on the box, the point size decreases.

4. Change the point size to "12."

5. Click OK.

   The highlighted text is now 12 points.

Notes

If you highlight text that contains a mixture of font settings, FrameMaker shows the settings for the first highlighted character. For example, if you highlight *displayed on a MADCAP terminal* in the project proposal and then choose the Fonts command from the Format menu, you'll see these settings in the Fonts dialog box.

```
☒ Font Family:          ☒ Style:                 [    OK    ]

▶ Courier           ⇧     ☐ Bold               [   Cancel  ]
  Times                   ☐ Italic
  Helvetica               ☐ Underline           ☐ Keep Settings
  Symbol                  ☐ Strike Through
                    ⇩                            ☐ Size:

Apply to:               ☒ Position:              [ 14 ] Point

  ◉ Current              ◉ Normal
  ○ Tag: [        ]      ○ Superscript           ☒ Spread Pts:
  ○ All                  ○ Subscript             [ 0 ]
```

In the dialog box, FrameMaker displays the font characteristics of the highlighted text. FrameMaker displays the Font Family check box turned on because all the highlighted text is in the same font family (Times). Notice, however, that FrameMaker displays the Size check box turned off and that the Size value is "14." The Size check box is turned off because the highlighted characters are *not* all the same size; the value is "14" because that is the size of the first highlighted character.

If you change the Point setting to 12, the Size check box is automatically turned on, indicating that FrameMaker will change all highlighted text to 12 points, regardless of the current size.

Change the font while typing

You can change fonts as you type (rather than typing text in one font and then changing the font later by highlighting the text).

To change the font as you type:

1. Put the insertion point at the end of paragraph containing *Ed Malick* (under the *Organization* heading).

   ```
   Karl Wasco, Executive Assistant¶
   Ed Malick¶
           ↑
           └──────────────── Insertion  point
   ```

2. Type a comma and a space.

3. Choose the Fonts command from the Format menu.

4. In the Style area, click the Italic check box and click OK.

5. Type **Manager**

    The word appears in italics as you type.

Copy fonts

You can copy the font settings from one block of text to another.

To copy the font settings:

1. Highlight a few characters in the word *Manager* that you just typed in italics.

    Ed Malick, *Manager*¶

2. Press and hold down the right mouse button; you don't need to move the mouse away from the highlighted text.

    The Maker menu appears.

3. Choose the Copy Font command from the Maker menu.

    The font settings of the highlighted text have been copied to the Clipboard.

4. Highlight Jane Parmenter's title, *Vice-president*.

    Jane Parmenter, Vice-president¶

5. Choose the Paste command from the Edit or Maker menu.

    The highlighted text now appears in italics (FrameMaker copied the font settings from the Clipboard to the highlighted text).

    Jane Parmenter, *Vice-president*¶

    The font settings remain on the Clipboard so that you can paste them again.

6. Highlight Kevin Susco's title (*Stress Analyst*) and choose the Paste command again.
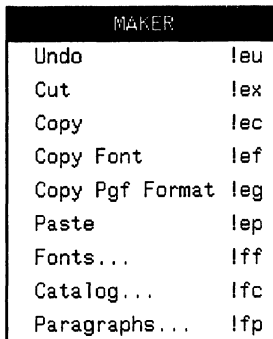
Use keyboard commands to change fonts

You can bypass the fonts dialog box entirely by using keyboard commands.

To change fonts with a keyboard command:

1. Highlight Karl Wasco's title (*Executive Assistant*).

    Karl Wasco, Executive Assistant¶

MAKER	
Undo	!eu
Cut	!ex
Copy	!ec
Copy Font	!ef
Copy Pgf Format	!eg
Paste	!ep
Fonts...	!ff
Catalog...	!fc
Paragraphs...	!fp

2. Press the **F3** key.

    The highlighted text appears in italics.

3. Highlight *Engineering Staff* in the last line of the *Organization* section of the proposal and press the **F3** key again.

Notes

The keyboard commands that change font styles are shown below. For a complete list of keyboard commands that change fonts, see Appendix A of the *FrameMaker Reference Manual*.

To change to:	Press:
Regular text	The F1 key
Bold	The F2 key
Italic	The F3 key
Underline	The F4 key
~~Overstrike~~	The F5 key

We recommend that you show text in bold or italic for emphasis rather than underlining the text and that you avoid using more than one font style for the same text. For example, change text to bold *or* italic but not to bold *and* italic.

Changing paragraph formats

In FrameMaker the term *paragraph format* refers to many settings: default font, line and paragraph spacing, alignment, indents, tab settings, hyphenation, and more. In this section you'll change some of the paragraph settings; you'll explore more of these settings in Chapters 4 through 6.

As you change paragraph formats, you'll see how easy it is to change the format associated with a particular paragraph tag and to apply those changes to all paragraphs with that tag.

Change paragraph spacing

Headings should stand apart from their surrounding text. The headings in our proposal, however, have the same spacing as the other paragraphs around them.

To change the paragraph spacing:

1. Put the insertion point in the *Organization* heading.

2. Choose the Paragraphs command from the Format or Maker menu.

The Paragraphs dialog box appears.

Left Indent: ▶ 0.00"	Line Spacing: 2 pt

```
┌──────────────────────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────────────────┐ │
│ │                                                          │ │
│ │  Left Indent:  ▶│ 0.00"│     Line Spacing:  │ 2 pt│   ┌─OK─────┐│
│ │                                                     └────────┘│
│ │  First Line:    │ 0.00"│     Space Before:  │ 0 pt│   ┌─Cancel─┐│
│ │                                                     └────────┘│
│ │  Right Indent:  │ 0.00"│     Space After:   │ 4 pt│    Language │
│ │                                                              │
│ │  Tag:     │ heading │     Block Lines:   │ 1 │    │USEnglish│ │
│ │                                                              │
│ │                            ☐ Keep with Next Paragraph        │
│ │    ◉ Left      ○ Right     ☐ Start at Top of TextRect        │
│ │    ○ Centered  ○ Justified ☐ Hyphenate - Tolerance: │ 4 │    │
│ │                            ☐ Auto Number - Format: │      │  │
│ │  Apply to:                 ☒ Font:                           │
│ │  ☒ Current                 ┌Courier───⇧┐  ☒ Bold             │
│ │  ☐ Tag: │ heading │        │Times     │  ☐ Italic  │14│Point │
│ │  ☐ All                     │Helvetica │  ☐ Underline        │
│ │  ☐ Catalog                 │Symbol    │  ☐ Strike Through   │
│ │                            └Garamond──⇩┘                     │
│ └──────────────────────────────────────────────────────────┘ │
└──────────────────────────────────────────────────────────────┘
```
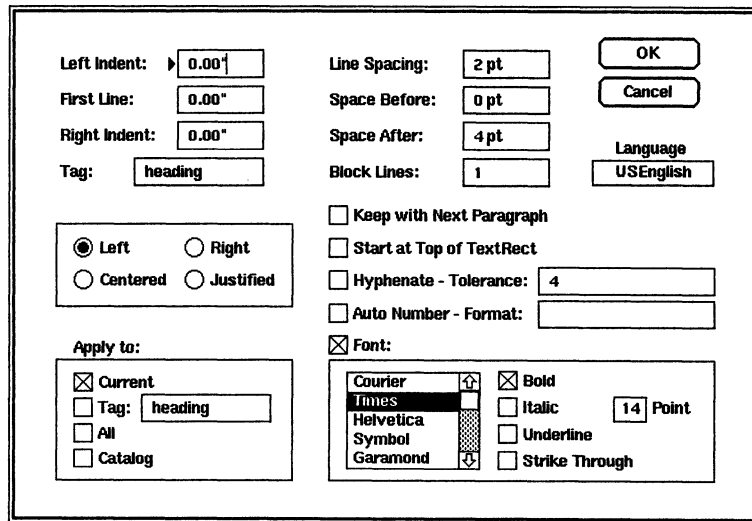
If you are using the International version of FrameMaker, the Language setting in the dialog box will be UKEnglish.

3. Delete the contents of the Space Before edit box.

4. Type **14** (You don't have to type *pt*; FrameMaker assumes that you mean 14 points.)

5. Press **Tab** to move to the Space After edit box.

    The contents of the Space After edit box are highlighted.

6. Type **8**

    The number *8* appears in the edit box, replacing the previous contents.

7. Click OK.

    The heading paragraph now has more space separating it from adjacent paragraphs.

Civil Engineering Department¶

Organization¶

The Civil Engineering Department consists of:¶

Notes

The Line Spacing setting is the amount of space in points (one point is approximately 1/72") after *each* line in the paragraph. This space is sometimes referred to as leading (rhymes with heading). The Space Before and Space After settings determine the amount of extra space above and below the paragraph.

If you control the spacing between paragraphs by specifying the Space Before and Space After settings appropriately, rather than by pressing the Return key several times, it will be much easier to reformat your documents later.

Apply format changes to similar paragraphs

You can copy the paragraph format settings from one paragraph to another in much the same way as you earlier copied font settings from one block of text to another. In this case, you would use the Copy Pgf Format command on the Maker menu (*Pgf* stands for *Paragraph*). Such an approach isn't practical, however, when you need to change the format of many paragraphs. FrameMaker provides a faster and more powerful way to change the format of similar paragraphs, allowing you to apply changes to all paragraphs having the same tag.

To display the Paragraphs dialog box for the heading paragraph:

1. Make sure that the insertion point is in the heading you reformatted.

2. Choose the Paragraphs command from the Format or Maker menu.

   The Paragraphs dialog box appears. Notice that the paragraph's tag ("heading ") appears in the Tag edit box, in the upper-left portion of the dialog box.

Left Indent:	0.00"	
First Line:	0.00"	
Right Indent:	0.00"	
Tag:	heading ◄———————	The tag of the paragraph containing the insertion point
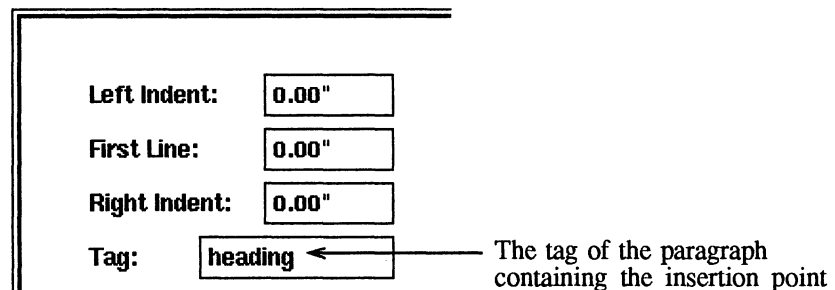
The tag "heading" also appears in the bottom border of the document window.

3. Now look at the Apply To area, in the lower-left corner of the
    dialog box.

Apply to:

☒ Current
☐ Tag: | heading |
☐ All
☐ Catalog

If you were to click OK now, only the current paragraph (the one
containing the insertion point) would be affected by any format
changes. However, we want to apply the changes in spacing to
every "heading" paragraph.

To change the spacing of all "heading" paragraphs:

1. In the Apply To area of the Paragraphs dialog box, click the
    Tag check box.

Apply to:

☒ Current
☒ Tag:▶ | heading |
☐ All
☐ Catalog

When you click the Tag check box, you are specifying that the
format should be applied to every paragraph whose tag is
"heading."

2. In the Apply To area of the Paragraphs dialog box, click the
    Catalog check box.

Apply to:

☒ Current
☒ Tag: | heading |
☐ All
▶☒ Catalog

When you click the Catalog check box, you are specifying that
the format for this paragraph is to be stored in the paragraph
Catalog under the tag "heading" (the current paragraph's
tag).

3. Click OK.

    A confirmation dialog box appears, asking if it's "OK to
    overwrite existing catalog entry?"

4. Click OK.

Notice that three things happen. First, every paragraph in this document with the tag "heading" is reformatted. Second, since the document no longer fits on one page, FrameMaker adds a second page. Finally, the new "heading" paragraph format is saved in the Catalog, overwriting the format that we had already saved there. As a result, all new "heading" paragraphs will be formatted as you just specified.

Change paragraph alignment

The text in the main paragraphs of the proposal is justified (both the left and right edges of the text line up). To justify a line of text, FrameMaker changes the spacing between words. Text is generally easier to read, however, if the spacing between words is consistent. To make the proposal easier to read, you will change the text to be left-aligned.

To change paragraph alignment:

1. Put the insertion point in the paragraph below the *Abstract* heading.

2. Choose the Paragraphs command from the Format or Maker menu.

   The Paragraphs dialog box appears.

3. In the dialog box, click the button next to Left.

   ```
   ● Left        ○ Right
   ○ Centered    ○ Justified
   ```
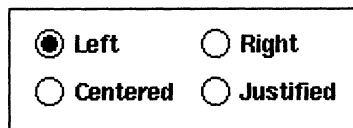
   When you turn on the Left setting, indicating that the paragraph is to be left-aligned, the Justified setting is turned off.

4. In the Apply To area, click the Tag check box.

   This format will be applied to every "body" paragraph.

5. In the Apply To area, click the Catalog check box.

   Apply to:
   ```
   ☒ Current
   ☒ Tag:  [body]
   ☐ All
   ▶☒ Catalog
   ```
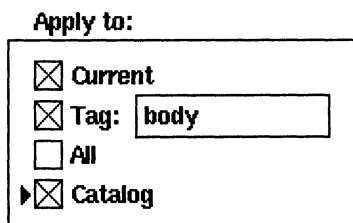
   This paragraph format will be stored in the paragraph Catalog under the tag "body" (the current paragraph's tag).

6. Click OK.

7. When the confirmation dialog box appears, click OK again.

   All "body" paragraphs in the proposal are now left-aligned. In addition, because you applied this change to the Catalog, new "body" paragraphs will also be left-aligned.

Creating indented paragraphs

To be most readable, the width of a line of text should be between 40 and 60 characters. To shorten the lines in the proposal, you'll indent the left sides of the paragraphs.

To create an indented paragraph:

1. Make sure that the insertion point is in the paragraph below the *Abstract* heading.

2. Look at the ruler at the top of the document window.

   Three symbols mark the beginning and end of lines in the paragraph.

Edit	Format	TextRects	Guides	Page			

First-line indent symbol
Left indent symbol
Right indent symbol
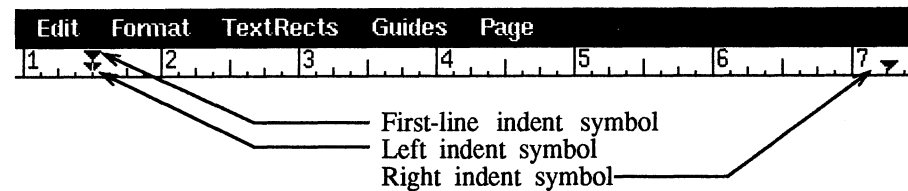
The right indent symbol determines where lines end. The first-line indent symbol controls where the first line of the paragraph begins. The left indent symbol controls where the other lines in the paragraph begin.

3. Point in the first-line indent symbol (make sure that the tip of the mouse pointer overlaps the indent symbol).

4. Press and hold down the left mouse button.

5. Drag the first-line indent symbol 1/2" to the right (to the 2" position on the ruler) and then release the mouse button.

Edit	Format	TextRects	Guides	Page			
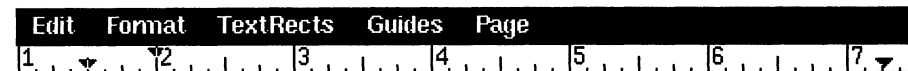
The first line of the paragraph is indented.

Abstract¶

This project will inventory the bridges of Maryland and provide a computer database for detailed analysis of these important struc-

6. In the same way, drag the left indent symbol to the 2" position on the ruler.

| Edit | Format | TextRects | Guides | Page |
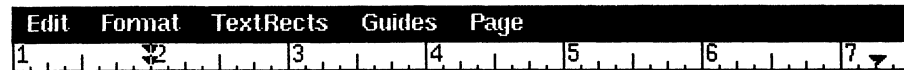
All other lines in the paragraph are indented.

Abstract¶

This project will inventory the bridges of Maryland and provide a computer database for detailed analysis of these important

Since the margin settings are part of a paragraph's format, you can now apply these changes to other "body" paragraphs as you did before.

To reformat the other "body" paragraphs (and change the Catalog):

1. Choose the Paragraphs command from the Format or Maker menu.

2. In the Apply To area of the Paragraphs dialog box, click both the Tag and Catalog check boxes.

3. Click OK.

4. When the confirmation dialog box appears, click OK again.

   All "body" paragraphs in the proposal are indented. In addition, because you applied this change to the Catalog, new "body" paragraphs will be indented.

Hyphenating text

Notice that FrameMaker hyphenates words automatically in the proposal. You can turn automatic hyphenation on and off at the paragraph level or in the entire document. You can also prevent hyphenation in specific words or allow hyphenation at a specific place in a word.

Turn off automatic hyphenation in a paragraph

To turn off automatic hyphenation in a paragraph:

1. Make sure that the insertion point is in the paragraph under the *Abstract* heading.

2. Choose the Paragraphs command from the Format or Maker menu.

The Paragraphs dialog box appears. Notice that the Hyphenate - Tolerance setting is turned on.

☐ **Keep with Next Paragraph**

☐ **Start at Top of TextRect**

☒ **Hyphenate - Tolerance:** | 4 |

☐ **Auto Number - Format:** | |

3. Click the Hyphenate - Tolerance check box.

   The automatic hyphenation setting is now turned off.

4. In the Apply To area, click both the Tag and Catalog check boxes.

5. Click OK.

6. When the confirmation dialog box appears, click OK again.

   FrameMaker removes all hyphenation in the current paragraph as well as in all "body" paragraphs.

To undo this last action:

1. Choose the Undo command from the Edit or Maker menu.

Notes

In the Paragraphs dialog box, the edit box to the right of Hyphenate - Tolerance usually contains the number *4*. This number controls how many consecutive lines in a paragraph may be hyphenated. For example, a setting of *1* means that no two consecutive lines may be hyphenated, *2* means that two consecutive lines (but not three) may be hyphenated, and so on.

Occasionally you may want to turn automatic hyphenation on or off for several paragraphs or for an entire document without changing other paragraph format settings. For information on how to do this, see the Auto Hyphenation command in Chapter 3 of the *FrameMaker Reference Manual.*

If you're using the International version of FrameMaker, you change the hyphenation rules for each paragraph in your document by changing the paragraph's Language setting. For example, if your document is primarily in English, but you have a short passage in German, change the Language setting in the Paragraphs dialog box for the German paragraphs to German. FrameMaker will then apply German hyphenation rules to those paragraphs.

Suppress hyphenation

FrameMaker may hyphenate a word that you don't want hyphenated. For example, suppose that you don't want FrameMaker to hyphenate the computer name *MADCAP* in the paragraph above the *Problem Statement* heading.

To suppress hyphenation:

1. Put the insertion point anywhere in the word *MADCAP*.

2. Press and hold down the **Ctrl** key and then type a hyphen (-).

   The entire word moves to the beginning of the next line, and the hyphen disappears. A suppress hyphenation symbol appears on the screen but will not print.

   MADCAP
   ─────────────── Suppress hyphenation symbol

Notes

You may want to prevent a line break between two words. To prevent a line break between words, insert a *nonbreaking space* between the words instead of a regular space. To type a nonbreaking space, press and hold down Alt and then type a space.

Allow hyphenation at a specific place in a word

FrameMaker is conservative in its hyphenation; it may not hyphenate a word where you want it to. For example, near the bottom of the first paragraph under the *Abstract* heading, you might want to hyphenate the word *study* to even out the ragged right edge of the paragraph.

To insert a discretionary hyphen:

1. Put the insertion point between the *u* and *d* of *study*.

   in planning corrective action and reconstruction. A broader study will correlate bridge structural integrity with age and structural design to provide guidance in planning future design and construction. ¶

2. Press and hold down **Alt** and then type a hyphen (-).

FrameMaker hyphenates the word *study*, and a discretionary hyphenation symbol appears on the screen but will not print.

in planning corrective action and reconstruction. A broader stu-
dy will correlate bridge structural integrity with age and structur-
al design to provide guidance in planning future design and con-
struction. ¶

Discretionary hyphenation symbol

Delete hyphenation symbols

If you change your mind about suppressing hyphenation or inserting a discretionary hyphen, you can delete the corresponding hyphenation symbol just as you delete any other character. Since these symbols have zero width, however, they are more difficult to highlight than regular text. We suggest that you follow the steps below when you want to delete a hyphenation symbol.

To delete a suppress hyphenation or discretionary hyphen symbol:

1. Put the insertion point at the beginning of the word *MADCAP*.

2. Press the right-arrow key.

   The insertion point moves one character to the right.

3. Press the right-arrow key until the insertion point appears not to have moved.

   This means that you have just moved the insertion point to the right of the suppress hyphenation symbol.

4. Press **Delete**.

   The suppress hyphenation symbol disappears, and FrameMaker again hyphenates the word automatically.

Notes

You can also use the Search command to search for hyphenation symbols. For more information, see the Search command in Chapter 3 of the *FrameMaker Reference Manual.*

Printing a document

Now that you have formatted the document, you may want to print it.

To print a document:

1. Choose the Print command from the Document menu.

The Print dialog box appears.

```
┌─────────────────────────────────────────────────────────────┐
│ ┌───────────────────────────────────────────────────────┐   │
│ │  Print Page Range:                          ┌────────┐ │   │
│ │  ┌──────────────────┐  ☒ Print Odd-numbered Pages  OK │ │   │
│ │  │ ● All            │  ☒ Print Even-numbered Pages    │ │   │
│ │  │ ○ Current        │  ☒ Collate         ┌────────┐   │ │   │
│ │  │ ○ Start Page:▶ 1│  ☒ Print Last Page First Cancel │ │   │
│ │  │                  │  ☐ Print Low Resolution Images  │ │   │
│ │  │ End Page:   1    │  ☐ Print Only to File           │ │   │
│ │  └──────────────────┘                                 │ │   │
│ │                                                       │ │   │
│ │  Printer Name:  ps          Copies: 1    Scale: 100%  │ │   │
│ │  Printer File:  ~/Project4.ps                         │ │   │
│ └───────────────────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────────────┘
```
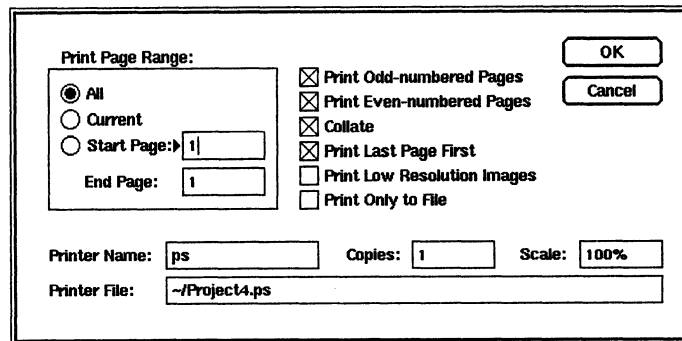
2. Click OK.

   The mouse pointer turns into an hourglass for a moment while FrameMaker starts the printing process. When the hourglass turns back into a pointer, you can continue working with the document.

Closing and quitting a document

If you want to put the proposal aside but have it readily available on your desktop, you can close the document window into an icon. For information on closing a window into an icon, see your window system documentation.

When you close a window into an icon, the document is still in the workstation's memory, allowing FrameMaker to redisplay the document window quickly. In contrast, the Quit command removes the document from memory, making that memory available for other documents. When you are through working on a document for a while, you should save it and quit the document, rather than close it.

To quit a document window:

1. Choose the Quit command from the Document menu.

   FrameMaker asks you if you want to save changes before quitting.

2. If you want to save the document, click Yes. Otherwise, click No. Since you'll begin with a fresh proposal in Chapter 5, you don't need to save the changes.

Review

In this chapter you learned how to:

- Change fonts.
- Change paragraph formats.
- Change paragraph margins.
- Control hyphenation.
- Print your document.
- Close your document into an icon.

What's next

In Chapter 5, you'll learn how to create, move, and delete tab stops. You'll use tabs to create paragraphs with a hanging indent and to create simple tables.

5

Using Tabs

In this chapter you'll learn how to:

- Create, move, and delete tab stops.
- Create a paragraph with a hanging indent.
- Create a simple table using tabs.
- Change the width of a table column.

Open your document

Before you begin:

1. Open the document: `~/fmtraining/Project5.doc`

   If you've forgotten how to use the OPEN command, see *Opening an Existing Document* in Chapter 3.

2. Display page 2 of the proposal.

Creating a hanging indent

From time to time, you may want to create a paragraph with a hanging indent, such as the following example.

Note: Eventually we will add smaller bridges to our database, thus great-
        ly expanding the amount of information and making possible a more
        thorough analysis of general bridge conditions.

You might use a similar format for tables or glossary entries.

Set indents

To create a hanging indent, you first set the paragraph indents appropriately.

To set the paragraph indents:

1. Put the insertion point at the beginning of the last full paragraph on page 2 of the proposal (the paragraph begins with *Eventually we will add*).

2. Type **Note:**

    The paragraph now has the correct text but the wrong indentation.

    Note:Eventually we will add smaller bridges to our database, thus greatly
    expanding the amount of information and making possible a more thorough
    analysis of general bridge conditions. This information is especially impor-
    tant, since 60% of Maryland's bridges span waterways less than fifteen
    feet wide. Analysis of this expanded database will provide the Department
    of Public Works with a detailed analysis of every bridge in the state, for
   the first time.¶

3. In the ruler at the top of the document window, move the left indent symbol to the 2-1/2" position. (If you've forgotten how, see *Creating indented paragraphs* in Chapter 4.)

    Every line in the paragraph, except for the first line, now begins 2-1/2" in from the edge of the page.

    Note:Eventually we will add smaller bridges to our database, thus greatly
            expanding the amount of information and making possible a more
            thorough analysis of general bridge conditions. This information is
            especially important, since 60% of Maryland's bridges span water-
            ways less than fifteen feet wide. Analysis of this expanded data-
            base will provide the Department of Public Works with a detailed
            analysis of every bridge in the state, for the first time.¶

Create tab stops

If you add spaces to try to line up the word *Eventually* with the text below it, you may come close, but the word will still be a little too far to the left or right. Instead, you need to create a tab stop at the appropriate place and then use a tab character to align the word *Eventually* with the lines below it.

To create a tab stop:

1. Choose the Tabs command from the Format menu.

    The Tabs dialog box appears.
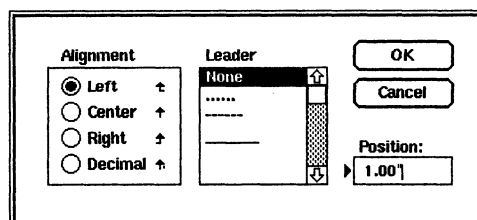
2. In the Alignment area, click the Left button if it isn't already turned on.

    FrameMaker will create a left-aligned tab stop.

3. In the Leader area, click None if it isn't already highlighted

    FrameMaker won't add leader dots.

4. Click OK.

    A left-aligned tab stop symbol (**t**) appears at the 2-1/2" position on the ruler (at the same place as the left indent symbol). FrameMaker actually put the tab stop 1" in from the left column border. You can then drag the tab stop to any position on the ruler, as you do the indent symbols.

Align text with a tab stop

To align the text with the tab stop you created:

1. If you typed any spaces in the text, delete them.

2. Make sure that the insertion point is right after the colon (:) that follows *Note*.

3. Press **Tab**.

FrameMaker inserts a tab character, and the text now aligns.

Note:)Eventually we will add smaller bridges to our database, thus great-
ly expanding the amount of information and making possible a more
thorough analysis of general bridge conditions. This information is
especially important, since 60% of Maryland's bridges span water-
ways less than fifteen feet wide. Analysis of this expanded data-
base will provide the Department of Public Works with a detailed
analysis of every bridge in the state, for the first time.¶

Create a new paragraph format

Notice that the tag of the paragraph you just changed is "body." If
you later make a global formatting change to all "body"
paragraphs, this paragraph will be reformatted to look like the
other "body" paragraphs, even though you probably want to keep
the format as you just specified. To avoid inadvertent changes to
this new format, it's a good idea to change its tag. The Catalog
doesn't, however, contain an appropriate tag for this paragraph.

To create a new tag for the paragraph and place the tag in the
Catalog:

1. Choose the Paragraphs command from the Format or Maker
    menu.

    The Tag edit box in the upper-left portion of the Paragraphs
    dialog box (*not* in the Apply To area at the bottom of the dialog
    box) contains the current tag of the paragraph ("body").

Left Indent:	▶	1.00"|
First Line:	0.50"
Right Indent:	0.00"
Tag:	body ◄───┼─── Tag of the current paragraph
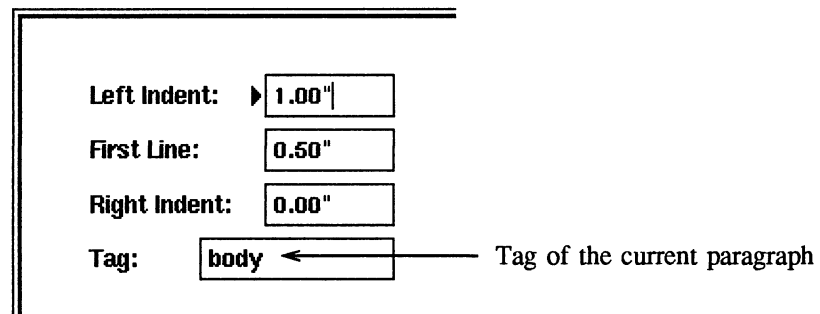
2. Replace the contents of the Tag edit box shown above with the
    new tag for the paragraph ("note").

    This indicates that the tag of the current paragraph is to be
    changed.

3. In the Apply To area at the bottom of the Paragraphs dialog
    box, click *only* the Catalog check box. If you click the Tag check
    box, you would apply the format changes to every "body"
    paragraph.

    This indicates that the tag ("note") and its associated format
    are to be saved in the Catalog.

4. Click OK.

   Notice that the paragraph tag (in the bottom border of the document window) changes to "note." If you display the Catalog (using the Catalog command), you will find the tag "note" added to the list of tags.

You have specified a new format for a paragraph with a hanging indent, assigned the paragraph a tag ("note"), and stored the tag and its associated format in the paragraph Catalog. If you later need another paragraph to have the same format as the "note," you don't need to use the Paragraphs command to change paragraph format settings again. You only need to specify the new tag ("note") for the paragraph (using the Catalog command). The paragraph will then be formatted using the settings that you already specified.

Creating a simple table

Next you'll add this simple table to your project proposal:

Contacts	Telephone	Mail Stop
Edward Malick	555-6473, x432	E10-S
David Murray	555-2313	K1-A
Kevin Susco	555-8475, x421	B-3

Before you begin, find the place in the proposal where you will insert the table:

1. Display page 1 of the proposal.

2. Put the insertion point at the end of the *Primary Contacts* heading.

3. Press **Enter**.

   Now you have an empty paragraph for the table heading.

Set up the paragraph format
for the table heading

First, set up the paragraph format for the table heading:

1. Move the first-line indent and left indent symbols to the 2" position on the ruler.

Document	Edit	Format	TextRects	Guides	Page
0	1	2	3	4	5

2. Choose the Paragraphs command from the Format or Maker menu.

3. When the Paragraphs dialog box appears, change the Space Before setting to *0*.

4. Change the Space After setting to *0*.

5. In the Font area, turn off the Bold setting.

6. Also, in the Font area, turn on the Underline setting.

7. Click OK.

Create tab stops for the table heading

Next, create the first tab stop for the table heading:

1. Choose the Tabs command from the Format menu.

2. When the Tabs dialog box appears, change the settings to match the ones shown below (centered tab with no leader dots).
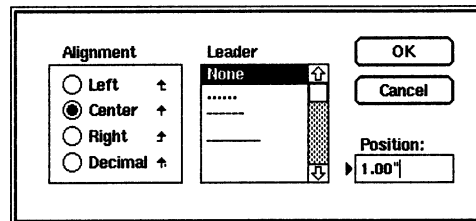
3. Click OK.

   A centered tab stop symbol (✦) appears at the 2-1/2" position on the ruler.

To move the tab stop to the correct location:

1. Point in the tab stop symbol under the ruler.

2. Press and hold down the left mouse button.

3. Drag the tab stop symbol to the right to the 4" position on the ruler.

4. Release the left mouse button.

   The tab stop symbol is now at the 4" position on the ruler.

To add another tab stop:

1. Point just under the 5-1/2" position on the ruler and click the left mouse button.

   A tab stop symbol appears at the 5-1/2" position on the ruler.
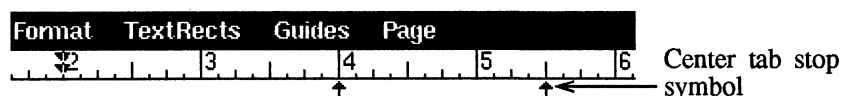
Notes

When you click the left mouse button at the position on the ruler where you want the tab stop to appear, FrameMaker will add a tab stop of the same type as the last one you created. You'll find this faster than using the Tabs command every time you want to add a tab stop.

Type the table heading

Now type the heading for the table:

1. Type **Contacts** and press **Tab**.

   The text appears underlined and the insertion point advances to the first tab stop.

2. Type **Telephone** and press **Tab** again.

   The text is automatically centered on the first tab stop and the insertion point advances to the second tab stop.

3. Type **Mail Stop** and press **Enter**.

   The column headings for the table should look like this:

   Primary Contacts¶

   Contacts⟩   Telephone⟩   Mail Stop¶
   ∥

Notes

We experimented with the tab settings for the table you're creating and decided on the settings specified in this manual. When you create your own tables, you may want to type a few lines of the table and *then* set the tab stops appropriately.

Set up the paragraph format for the table body

To set up the paragraph format for the table body:

1. Choose the Paragraphs command from the Format or Maker menu.

2. In the Font area of the Paragraphs dialog box, turn off the Underline setting.

3. Click OK.

Create tab stops for the table body

The body of the table contains information that we want to left-align with a tab stop, but the tab stops are centered. You need to delete the existing tab stops and then create new left-aligned tab stops.

To delete the existing tab stops:

1. Point in one of the tab stop symbols on the ruler.

2. Press and hold down the left mouse button.

3. Drag the tab stop symbol downward into the document window.

4. Release the left mouse button.

   The tab stop symbol disappears.

5. Repeat steps 1 through 4 to delete the other tab stop symbol.

To create new tab stops:

1. Use the Tabs command from the Format menu to create a left-aligned tab with no leader.

2. Move the new tab stop symbol to the 3-1/2" position on the ruler.

3. Point just under the 5-1/4" position on the ruler and click the left mouse button.

   A left-aligned tab stop symbol appears at the 5-1/4" position on the ruler.

Type the table body

To type the body of the table:

1. Type *only* the first line of the table body shown below, beginning with the name *Edward*. Wherever you see a tab symbol (‍), press **Tab**. Don't press Enter at the end of the line.

   Primary Contacts¶

Contacts)	Telephone)	Mail Stop¶
Edward Malick)	555-6473, x432)	E10-S(
David Murray)	555-2313)	K1-A(
Kevin Susco)	555-8475, x421)	B-3¶

   Abstract¶

2. To begin a new line, press **Alt-Enter** (that is, press and hold down the Alt key and then press Enter).

Alt-Enter forces a new line to begin without starting a new paragraph (a *hard return*). Using Alt-Enter, you'll create the entire body of the table as a single paragraph. Then it will be easy to change column spacing within the table in one step.

3. Type the second line of the table, beginning with the name *David*; then press **Alt-Enter**.

4. Type the last line of the table, but do not press Alt-Enter *or* Enter at the end of the line.

Change the column width in the table

To change the width of a column in the table:

1. Drag the tab stop at the 5-1/4" position on the ruler to the 6" position.

   Since the body of the table is a single paragraph, the entire column is realigned.

2. Put the insertion point in the table heading paragraph.

3. Drag the tab stop at the 5-1/2" position on the ruler to the 6-1/4" position.

   The table heading is realigned over the new column position.

Create new formats for the table

Once you're satisfied with the format of the table and its heading paragraph, you would probably change the tags of the two paragraphs and store the new formats and their tags in the Catalog.

To create new formats for the paragraph and place them in the Catalog:

1. Experiment with the format of the table and its heading if you like.

2. Change the tag of the table heading paragraph to "tablehead" and save the new format in the Catalog. If you've forgotten how, see *Create a new paragraph format*, earlier in this chapter.

3. Change the tag of the table itself to "table" and save the new format in the Catalog.

Finishing up

You'll start the next chapter with a fresh copy of the proposal, so you won't need to save the changes you made in this chapter.

Before continuing:

1. Save the document if you like; then quit the document.

Review

In this chapter you learned how to:

*   Create, move, and delete tab stops.

*   Create a paragraph with a hanging indent.

*   Create a simple table using tabs.

*   Change the width of a table column.

What's next

In Chapter 6, you'll learn how to use other paragraph format settings to control paragraph placement and to create numbered and bulleted lists.

More Paragraph Formatting

In this chapter you'll learn how to use paragraph format settings to control paragraph placement and to prefix paragraphs with numbers or text automatically. In particular, you'll learn how to:

- Prevent widow lines in a paragraph.

- Prevent a page break between a heading and the text that follows it.

- Create automatically numbered paragraphs.

- Create bulleted lists.

Open your document

Before you begin:

1. Open the document: `~/fmtraining/Project6.doc`

Preventing widow lines

Notice that the bottom of the first page of the proposal contains the first line of a paragraph (the rest of the paragraph appears at the top of page 2). This line is called a widow line.

To prevent widow lines:

1. Put the insertion point in the last line on the page.

2. Choose the Paragraphs command from the Format or Maker menu.

   The Paragraphs dialog box appears, with a Block Lines setting of *1*.

Line Spacing:	2 pt
Space Before:	0 pt
Space After:	4 pt
Block Lines:	1

   The Block Lines setting specifies the minimum number of paragraph lines that must be kept in a column of text, both at the beginning and end of the paragraph. The current setting allows the first and last line of the paragraph to appear alone on a page of the proposal.

3. Change the Block Lines setting to *2*.

To apply this change to all "body" paragraphs and to the Catalog:

1. In the Apply To area of the Paragraphs dialog box, turn on both the Tag and Catalog settings.

2. Click OK.

3. When a confirmation dialog box appears, click OK again.

   Because page 1 of the proposal doesn't have enough space to contain two lines of the paragraph, the entire paragraph appears on page 2.

Before continuing:

1. Display the first page of the project proposal again.

Preventing a page break between paragraphs

Now that you have changed the format of "body" paragraphs, notice that the heading *Potential Benefits* appears at the bottom of the first page of your proposal, but that the following paragraph begins at the top of page 2.

To prevent a page break between a heading and the beginning of the paragraph that follows it (throughout the document):

1. Put the insertion point in the heading *Potential Benefits*.

2. Choose the Paragraphs command from the Format or Maker menu.

3. In the Paragraphs dialog box, turn on the Keep with Next Paragraph setting.

   ▶ ☒ Keep with Next Paragraph

   ☐ Start at Top of TextRect

4. In the Apply To area of the Paragraphs dialog box, turn on both the Tag and Catalog settings.

5. Click OK.

6. When the confirmation dialog box appears, click OK again.

   FrameMaker now requires each "heading" paragraph to be on the same page as the beginning of the paragraph that follows it.

   Because page 1 of the proposal doesn't have enough space to contain the heading *and* two lines of the paragraph, FrameMaker moves the heading to page 2.

Before continuing:

1. Display the first page of the project proposal again.

Creating numbered paragraphs

Depending on the kinds of documents you create, you may often need to create numbered paragraphs (for example, section headings, figure titles, and lists). You can easily set up a paragraph format that tells FrameMaker to number these paragraphs for you automatically.

Create numbered section headings

To turn on automatic numbering:

1. Put the insertion point in the *Organization* heading.

2. Choose the Paragraphs command from the Format or Maker menu.

3. In the Paragraphs dialog box, turn on the Auto Number - Format setting.

| ☐ Hyphenate - Tolerance: | 4 |
| ☒ Auto Number - Format: ▶ | \| |

FrameMaker will automatically precede the paragraph with the text that you specify in the Auto Number - Format edit box.

To specify the text used to number the paragraph:

1. In the Auto Number - Format edit box, type +.\t

    The plus sign (+) tells FrameMaker to insert a number. The first numbered paragraph will begin with a *1*, the second with a *2*, and so on.

    The period (.) tells FrameMaker to insert a period after the number.

    Finally, the backslash (\) followed by the letter *t* tells FrameMaker to insert a tab character. If the paragraph has a tab stop at an appropriate position on the ruler, the text in the numbered paragraphs will align.

2. In the Apply To area of the Paragraphs dialog box, turn on both the Tag and Catalog settings.

3. Click OK.

4. When the confirmation dialog box appears, click OK again.

    FrameMaker automatically numbers each "heading" paragraph.

1. Name of Department or Organization¶

    Civil Engineering Department¶

2. Organization¶

    The Civil Engineering Department consists of:¶

Create the tab stop

Since there is no tab stop set for the "heading" paragraph, the text for each numbered paragraph appears right next to the number.

To create a tab stop:

1. Put a left-aligned tab stop at the 2" position on the ruler.

If you've forgotten how, see *Creating a hanging indent* in Chapter 5.

One "heading" paragraph is now formatted correctly.

1. Name of Department or Organization¶

    Civil Engineering Department¶

2.) Organization¶

    The Civil Engineering Department consists of:¶

To apply this format to the other "heading" paragraphs:

1. Choose the Paragraphs command from the Format or Maker menu.

2. In the Apply To area of the Paragraphs dialog box, turn on the Tag and Catalog settings.

3. Click OK.

4. When the confirmation dialog box appears, click OK again.

   FrameMaker adds the tab stop to all other "heading" paragraphs in the proposal and to the "heading" tag in the paragraph Catalog.

Notes

FrameMaker's automatic paragraph numbering feature can handle all of your paragraph and list numbering needs.

Example 1:

If you want automatic section and subsection numbering, specify the following automatic numbering formats:

		Auto Number - Format	
1.0	**Chapter Title**		
1.1	**Section Title**	Chapter headings:	+.0\t
1.2	**Section Title**		
1.2.1	Subsection Title	Section headings:	#.+\t
1.2.2	Subsection Title	Subsection headings:	#.#.+\t
1.3	**Section Title**		
2.0	**Chapter Title**		

Chapter, section, and subsection paragraphs each have a different tag and format. In the chapter headings above, the plus sign (+) causes a counter to start at 1 and add 1 with each occurrence; the period (.) and *0* appear after the automatically generated number. As a result, the first chapter heading is numbered *1.0*, the second is numbered *2.0*, and so forth.

In the section headings, the pound sign (#) causes FrameMaker to use the value of the corresponding counter in the previous

chapter heading; the period (.) appears after the number, followed by another counter value (+). As a result, the first section heading is numbered *1.1*, the second is numbered *1.2*, and so on. Subsection headings are created in a similar way.

Example 2:

If you want to number the items in a list (like the numbered steps in this manual), specify the following automatic numbering formats:

1. First item in the list
2. Other item
3. Other item
4. Other item

1. First item in new list
2. Other item
3. Other item

Auto Number - Format

First item in list: 1.\t

Other items in list: +.\t
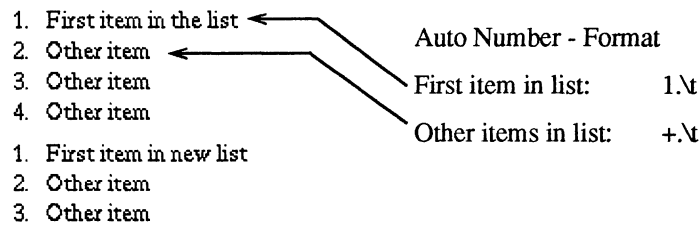
The first item in the list has a different tag and automatic numbering format than the subsequent items in the list. The first item in the list will always be numbered *1*; successive items in the list will be numbered sequentially. Using the two automatic numbering formats you can have several numbered lists in a document, one after another; each new list will begin with the number *1*.

Example 3:

If your list appears within other automatic numbering sequences, you want the sequences not to interfere with each other. To accomplish this, specify the following automatic numbering formats:

1.0   Chapter title
1.1   Section title
1.1.1 Subsection title
  1. First list item
  2. Other list item
  3. Other list item
1.1.2 Subsection title
1.2   Section title

Auto Number - Format

Chapter headings: +.0\t
Section headings: #.+\t
Subsection headings: #.#.+\t
First list item: L:1.\t
Other list items: L:+.\t
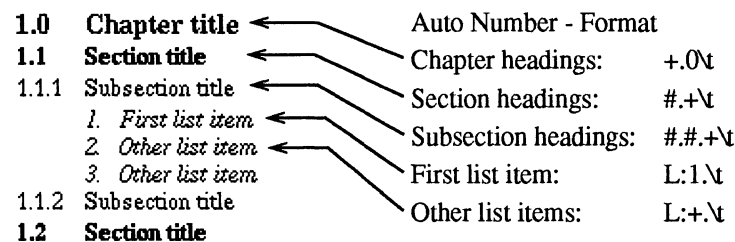
Identify the list items as a separate number series: Type L:1.\t for the automatic numbering format for the first list item and L:+.\t for the automatic numbering format for the other list items. The *L* and colon (:) identify the number series. When numbering these paragraphs, FrameMaker looks only at the paragraphs in the same numbering series.

For more information about FrameMaker's automatic paragraph numbering capability, see the Paragraphs command in Chapter 3 of the *FrameMaker Reference Manual.*

Creating a bulleted list

You may often need to create bulleted lists like the ones at the beginning and end of each chapter in this manual. While you can type the bullet for each paragraph in the list, it is more convenient to let FrameMaker insert the bullet for you.

We'll change the paragraphs describing the organization of the Civil Engineering Department into a bulleted list.

Create the tab stop

As you learned in the previous section, you need a tab stop in order to format the list correctly.

To set the tab stop:

1. Put the insertion point in the paragraph that begins with *Jane Parmenter*.

    2.)   Organization¶

            The Civil Engineering Department consists of:¶

            Jane Parmenter, *Vice-president*¶

            Kevin Susco, *Stress Analyst*¶

2. Put a left-aligned tab stop at the 2-1/4" position on the ruler by clicking the left mouse button just below 2-1/4" on the ruler.

    Notice that the position of the text hasn't changed yet. It will change after we specify the rest of the format for a bulleted list.

Create the bullet format

To create the format for the bulleted list:

1. Choose the Paragraphs command from the Format or Maker menu.

2. In the Paragraphs dialog box, turn on the Auto Number - Format setting.

    ☒ **Hyphenate - Tolerance:**   4

    ☒ **Auto Number - Format:** ▶ |

    Bulleted lists are created using FrameMaker's automatic paragraph numbering feature. Instead of using a numbering sequence, however, you'll tell FrameMaker to begin each paragraph with a bullet and a tab character.

3. Press and hold down the **Alt** key and then type a period.

    A bullet appears in the Auto Number - Format edit box.

4. Type \t to tell FrameMaker to insert a tab character after the bullet.

☒ **Auto Number – Format:** ▶ •\t|

To change the tag of this paragraph and store the new tag in the Catalog:

1. In the upper-left portion of the dialog box (*not* in the Apply To area) replace the contents of the Tag edit box with **bullet**.

> **Left Indent:**   `0.50"`
>
> **First Line:**   `0.50"`
>
> **Right Indent:** `0.00"`
>
> **Tag:**   ▶ `bullet|`

2. In the Apply To area of the Paragraphs dialog box, turn on only the Catalog setting. Do not turn on the Tag setting; it would apply this new format to all "body" tags.

3. Click OK.

The paragraph is now a bulleted item.

•} Jane Parmenter, *Vice-president*¶
Kevin Susco, *Stress Analyst*¶

Change the format of other paragraphs

Now you can use the new bullet format for the other items in the list.

To apply a Catalog entry to an existing paragraph:

1. Highlight the four paragraphs below the bulleted item (down to but not including the *Primary Contacts* heading).

2. Choose the Catalog command from the Format or Maker menu.

    The Catalog dialog box appears.

3. In the Catalog scroll list, click on "bullet."

Catalog	Apply to	
body	● Current	OK
bullet	○ Tag:	Cancel
heading	○ All	
note		
table		
tablehead	○ Update entire document	
title	○ Delete from catalog	
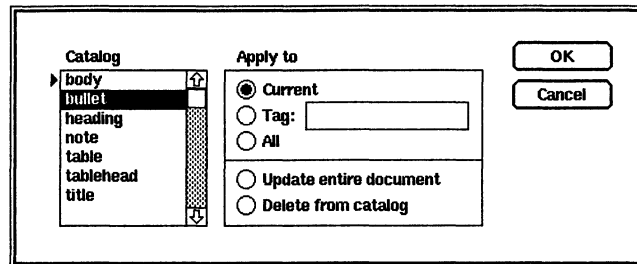
4. Click OK.

   All four paragraphs change into bulleted items.

Add a bulleted item

Suppose that you want to add a bulleted item at the end of the list.

To add a bulleted item:

1. Put the insertion point at the end of the last bulleted item (the line ending with *Engineering Staff*).

2. Press **Enter**.

   FrameMaker inserts the bullet and tab character at the beginning of the next paragraph.

3. Type **Additional consultants, as needed**

Using keyboard shortcuts

Next we want to add some text to the proposal. In particular, we want to add the following information after the list of primary contacts on page 1.

4.   Number of Computers Requested

Two

5.   Proposed Location(s) of Computers

473 Broadway

You can easily add this text and format it correctly by using the Catalog that we set up in this document.

To type a new "heading" paragraph:

1. Put the insertion point at the end of the last line of the primary contacts (the line containing *Kevin Susco*).

2. Press **Enter** to start a new paragraph.

3. Press **Esc f c** (for format catalog) to display the Catalog dialog box.

4. Type the letter **h** (for heading) to highlight the "heading" tag in the Catalog scroll list.

5. Press **Enter** to close the dialog box and change the format.

   FrameMaker has numbered the new paragraph and renumbered the other "heading" paragraphs.

6. Type **Number of Computers Requested**

To type the next "body" paragraph:

1. Press **Enter** to start a new paragraph.

2. Press **Esc f c**.

3. Type the letter **b** (for body) to highlight the "body" tag in the Catalog scroll list.

4. Press **Enter** to close the dialog box and change the format.

5. Type **Two**

6. Press **Enter** to start a new paragraph.

Finally, type the last two paragraphs:

1. Press **Esc f c**.

2. Type the letter **h** (for heading).

3. Press **Enter** to change the paragraph format.

4. Type **Proposed Location(s) of Computers**

5. Press **Enter** to start a new paragraph.

   Notice that the heading at the bottom of the page has been moved to the top of page 2 along with the paragraph that follows it. This happened because you previously changed the format of all "body" paragraphs to prevent widow lines and of all "heading" paragraphs to keep them with the following paragraph.

6. Press **Esc f c**.

7. Type the letter **b**.

8. Press **Enter** to change the paragraph format.

9. Type **473 Broadway**

Notes

If a scroll list contains more than one item that begins with the letter you type, FrameMaker highlights the first matching item. If you continue to type letters, FrameMaker searches for and highlights an item that begins with all the letters you type. For example, if your Catalog contains the tags "body" and "bullet," you could type *bo* to highlight the tag "body," and *bu* to highlight the tag "bullet."

You can also create *keyboard macros* to change the format and tag of a paragraph with a single keystoke. For information about keyboard macros, see the Record Keys command in Chapter 3 of the *FrameMaker Reference Manual*.

Finishing up

The text of the proposal is now complete and you have finished formatting the document.

Since you're done:

1. Quit the document (save the changes if you like).

   If you've forgotten how, see *Quitting your document* in Chapter 2.

Review

In this chapter you learned how to:

- Prevent widow lines in a paragraph.

- Prevent a page break between a heading and the text that follows it.

- Create automatically numbered paragraphs.

- Create bulleted lists.

What's next

In Chapter 7, you'll use FrameMaker's drawing tools to create graphics for your proposal.

7

Creating Graphics

FrameMaker includes a complete, powerful set of drawing tools. Using these tools, you can create graphics for your reports and publications. You can even copy artwork from a clip art library into your own documents.

You can also import image files (bitmap files such as a screen capture, an image created by a paint program, or an image copied with a scanner, as well as EPSF files) into your documents and then crop, scale, and annotate those images. For more information about importing image files into your document, see the Import command in Chapter 3 of the *FrameMaker Reference Manual.*

In this chapter you'll learn how to use FrameMaker's drawing tools to create the drawing below for your project proposal.

```
                    ┌─────────────────┐
                    │ Jane Parmenter  │
                    │ Vice-president  │
                    └─────────────────┘
          ┌───────────────────┼───────────────────┐
 ┌─────────────────┐ ┌─────────────────┐ ┌─────────────────┐
 │ Kevin Susco     │ │ Ed Malick       │ │ Karl Wasco      │
 │ Stress Analyst  │ │ Manager         │ │ Exec. Assistant │
 └─────────────────┘ └─────────────────┘ └─────────────────┘
          ┌───────────────────┼───────────────────┐
 ┌─────────────────┐ ┌─────────────────┐ ┌─────────────────┐
 │ Brenda Johnson  │ │ Robert Williams │ │ Martin Nichols  │
 │ Senior Engineer │ │ Civil Engineer  │ │ Engr. Assistant │
 └─────────────────┘ └─────────────────┘ └─────────────────┘
```
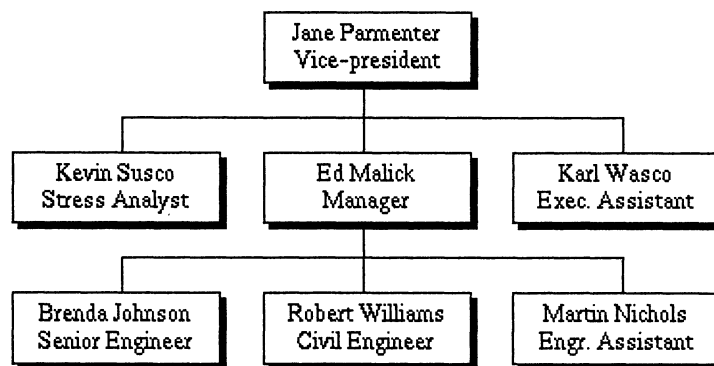
Civil Engineering Department
Department Organization

In particular, you'll learn how to:

- Draw graphic objects.
- Change the border and fill patterns of objects.
- Move, copy, stretch, shrink, and delete objects.
- Use FrameMaker's drawing alignment tools to improve the appearance of your drawing.
- Manipulate several objects as a group.
- Annotate your drawing.

Getting ready

You can draw the organization chart directly in your proposal. In this chapter you'll create the drawing in a new document, however, so that you can concentrate on using the FrameMaker drawing tools. In Chapter 8 you'll copy the finished drawing into your proposal.

Create a new document

To create a new document:

1. Click NEW in the main FrameMaker window.

2. If there is a filename in the Use Template edit box, delete it.

3. Type the abbreviation for your home directory (~) and click OK.

   In a few moments, the contents of your home directory appear in the scroll list.

4. Double-click on "fmtraining/" in the scroll list.

   In a few moments, the contents of your `fmtraining` directory appear in the scroll list.

5. Double-click on "templates/" in the scroll list.

   In a few moments, the contents of the `templates` directory appear in the scroll list.

6. Double-click on Note in the scroll list.

In a moment the FrameMaker document window appears.

Delete the TextRect

The document is empty except for the TextRect (the text column identified by a column border in the document window) where you would normally type document text. You'll find it easier to create the drawing if the document doesn't contain a TextRect.

To delete the TextRect:

1. Click the *left* mouse button inside the TextRect.

   Eight small black boxes (*handles*) appear at the corners and along the edges of the TextRect to indicate that the TextRect is selected.

2. Press **Delete**.

   The TextRect is removed from the document.

Mouse button usage

To recap, you use the mouse buttons in the following ways:

- To display FrameMaker menus, you use the *right* button.

- To put the insertion point in text or to highlight a block of text, you use the *middle* button.

- To edit dialog boxes, you use *any* button.

- To select objects (like the TextRect you deleted), *always* use the *left* mouse button.

Display the grid

You'll be able to draw more accurately if you display a grid in the document window.

To turn on the grid:

1. Choose the Grid command from the Guides menu.

   A grid appears in the document window. The grid is a drawing aid that will not appear on the printed document.
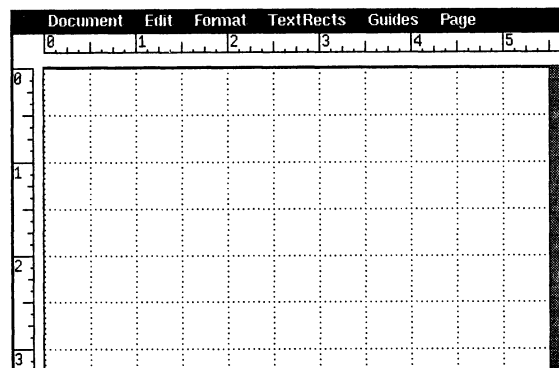
Understanding the Tools window

To create a drawing, you use the FrameMaker Tools window.

To display the Tools window:

1. In the main FrameMaker window, click TOOLS.

NEW	OPEN	TOOLS	HELP	INFO	QUIT
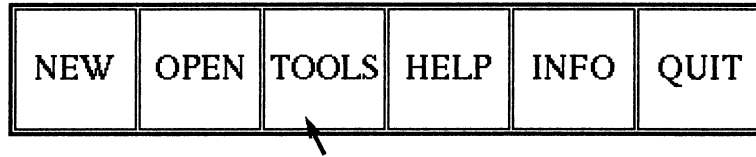
The Tools window appears.
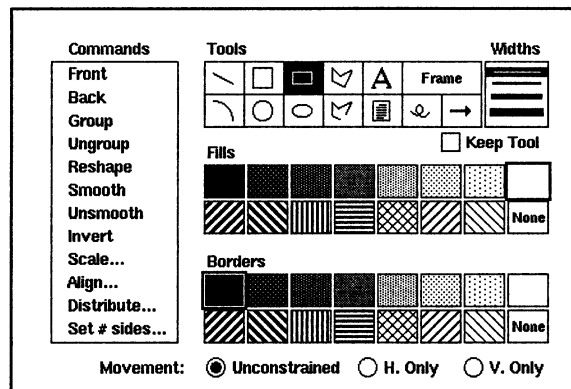
There are several areas in the Tools window:

Area	Use this area to:
Tools	Choose the object you want to draw. The Keep Tool setting allows you to draw additional objects with the same drawing tool without clicking repeatedly on the tool.
Widths	Choose the line width for an existing object or for an object that you are about to draw.
Fills and Borders	Choose the fill and border for an existing object or for an object you are about to draw.
Movement	Constrain the direction in which you can move an object.
Commands	Manipulate objects.

You'll use all of these areas as you draw your organization chart.

Drawing objects

You'll begin by drawing a rectangle for one box of the organization chart.

Choose the rectangle tool

To draw a rectangle:

1. In the Tools area of the Tools window, click the Rectangle tool.

   The Tools window should look like this:
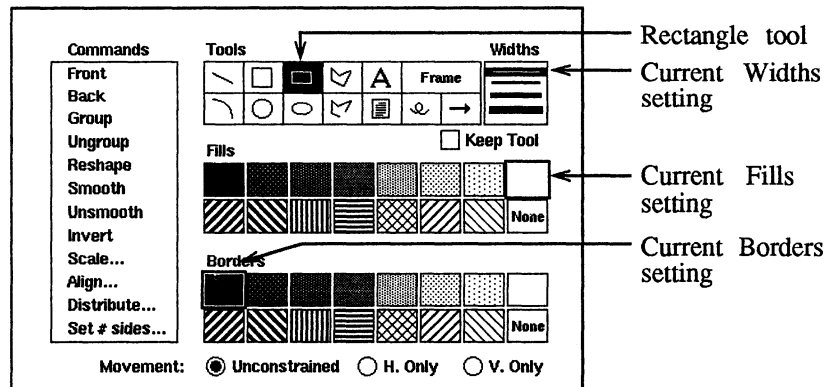
   Notice the current settings in the Widths, Fills, and Borders areas (they are surrounded by a darker border than the other settings). They indicate the properties of the object you'll draw. The current settings are the same as the settings that were last used.

2. If it is not already highlighted, click the thinnest line in the Widths area.
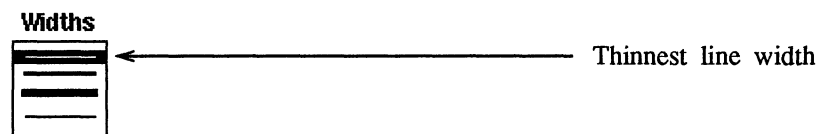
3. If they don't already have dark borders around them, click the white fill pattern (above the pattern labeled None) in the Fills area and the black border in the Borders area.

Fills

← White fill pattern

——————— Black border

Borders
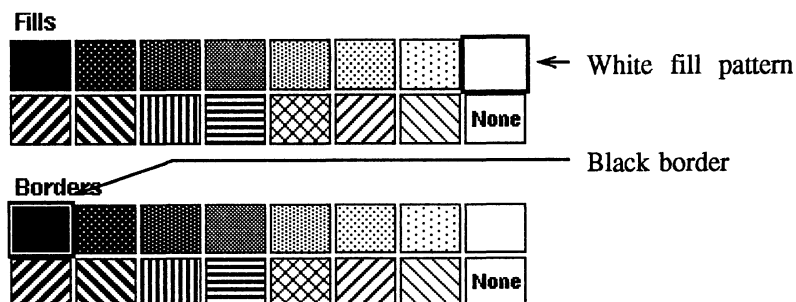
4. If the Keep Tool setting is turned on, turn it off and then click the Rectangle tool again.

Draw a rectangle

To draw a rectangle:

1. Move the mouse pointer back to the document window.

   The pointer turns into a drawing cursor (✧), telling you that FrameMaker is ready to draw.

2. Move the drawing cursor to a point 1″ in from the left edge of the page and 1″ down from the top.

   Tick marks appear next to the top and left rulers to help you position the drawing cursor.

———————— Ruler markings

———————— Tick marks
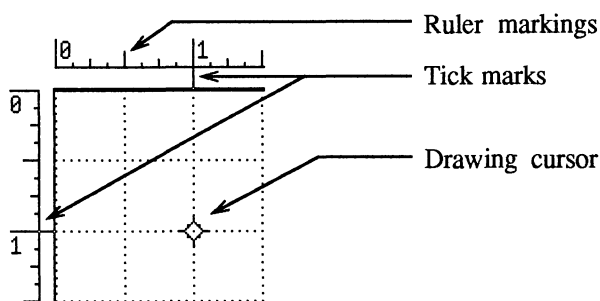
———————— Drawing cursor

3. Press and hold down the left mouse button.

4. Drag the drawing cursor down and to the right to define the border of the new rectangle, but do not release the mouse button.

   The rectangle's width and height appear in the bottom border of the document window as you drag the drawing cursor.

5. Drag the drawing cursor around until the rectangle is 2″ wide and 1″ high.

6. Release the mouse button.
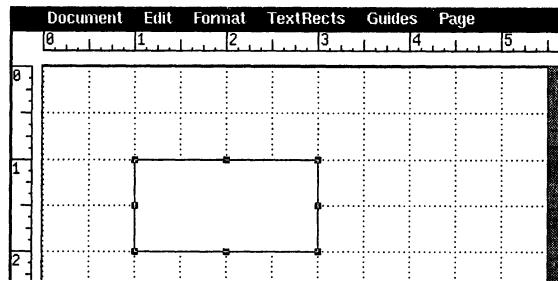
Notice the handles along the border of the rectangle. These handles appear whenever you draw or select an object.

If you aren't satisfied with the appearance of the rectangle, you could delete it (by pressing the Delete key or by using the Cut command). There is no need to delete the rectangle, however, because you can edit it easily.

Deselect an object

To deselect the rectangle:

1. Click the middle mouse button anywhere within the document window.

The handles disappear, indicating that the rectangle is no longer selected.

Editing objects

To edit text, you highlight text and then use commands from the Edit menu. You edit objects in much the same way: You select them and then use the commands and settings in the Tools window.

Select an object

You must select an object before you can edit it.

To select the rectangle:

1. Click the left mouse button anywhere inside the rectangle.

The handles reappear.

Change the border width and fill pattern

To practice changing the border width and fill pattern:

1. In the Widths area of the Tools window, click a thicker line width than the one originally used.

The rectangle's border is now wider.

2. In the Fills area of the Tools window, click one of the gray fill patterns.

   The rectangle is now gray.

3. Change the rectangle's border back to the narrowest line width.

4. In the Fills area of the Tools window, click None.

   The grid now appears within the rectangle, indicating that the rectangle has no fill pattern.
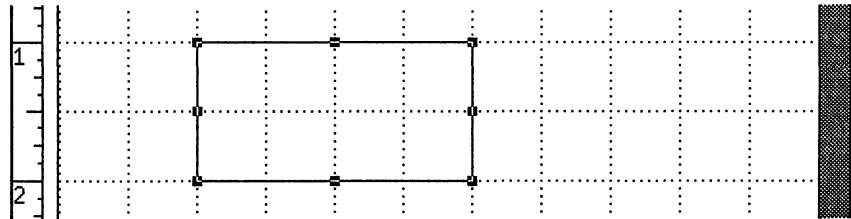
Select an unfilled object

So far, you've selected the rectangle by clicking the left mouse button anywhere within its border. This worked because the rectangle was filled with a pattern, much like a picture inside a picture frame.

Try the same thing now:

1. Deselect the rectangle by clicking the middle mouse button anywhere inside the document window.

2. Try to select the rectangle again by clicking the left mouse button in the middle of the rectangle.

   Nothing happens this time, because the rectangle has no fill pattern (that is, the picture frame didn't contain a picture you could "touch").

To select an unfilled object:

1. Move the mouse pointer so that the tip is on the border of the rectangle.
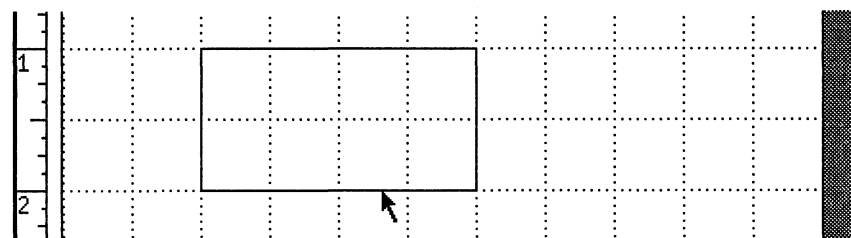
2. Click the left mouse button.

The rectangle is selected.

3. Before continuing, set the rectangle's fill pattern back to white.

Stretch or shrink an object

We want the rectangle to be somewhat smaller.

To shrink the rectangle:

1. In the Movement area, if either the H. Only or V. Only setting is on, turn on the Unconstrained setting instead. The Unconstrained setting allows you to change the width *and* height of the rectangle.

2. Make sure that the rectangle is selected (the handles appear around the rectangle's border).

3. Put the tip of the mouse pointer on the bottom right handle.
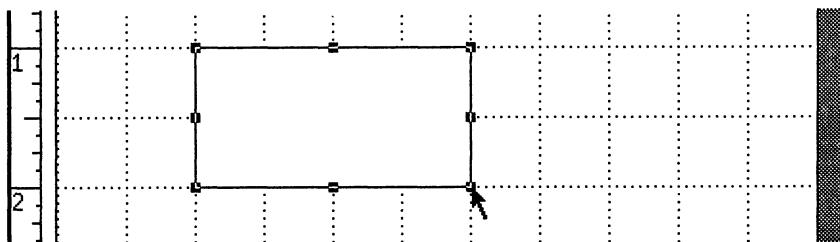
4. Press and hold down the left mouse button.

5. To make the rectangle smaller, drag the handle 1/2" up and 1/2" to the left.

   As you drag the handle, the dimensions of the rectangle appear in the bottom border of the document window. Also, tick marks showing the edges and center of the rectangle appear on the rulers. Finally, notice that the edges you are moving are always lined up with the ruler markings. This happens because the snap feature is turned on.

6. Release the mouse button.

Use the snap feature

The snap feature allows you to draw, move, stretch, and shrink objects so that they automatically line up with the ruler markings.

To turn snap off:

1. Choose the Snap command from the Guides menu.

2. Stretch the rectangle (using the bottom right handle) again.

   Notice that the rectangle's edges don't automatically line up with the ruler markings.

To stretch the rectangle to the size you want:

1. Choose the Snap command from the Guides menu to turn snap on again.

2. Point on the rectangle's bottom right handle.

3. Press and hold down the left mouse button and stretch the rectangle until it is 1-1/2" wide and 1/2" high.

4. Release the mouse button.

Move an object

To move the rectangle:

1. Make sure that the rectangle is selected.

2. Put the tip of the pointer within the rectangle or on its border but *not* on a handle.

3. Press and hold down the left mouse button.

4. Drag the rectangle across the page until its top is 1/2" down from the top of the page and its left side is 2" in from the left side of the page.

5. Release the mouse button.
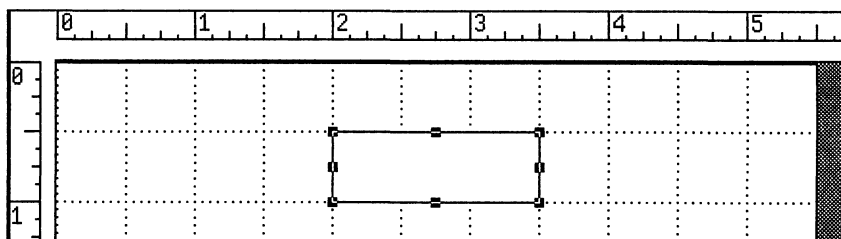
Notes

If you want to move an unfilled object, you must point *on* the border (not *within* the object) and then drag it across the page.

Duplicating objects

To create a shadow effect for the box you've created, you need another rectangle. You could draw another rectangle, but it is easier to copy the first rectangle and then move it.

To copy the rectangle:

1. Make sure that the rectangle is selected.

2. Choose the Copy command from the Edit or Maker menu.

   FrameMaker puts a copy of the rectangle on the Clipboard.

3. Choose the Paste command from the Edit or Maker menu.

A second rectangle appears, overlapping the first one.
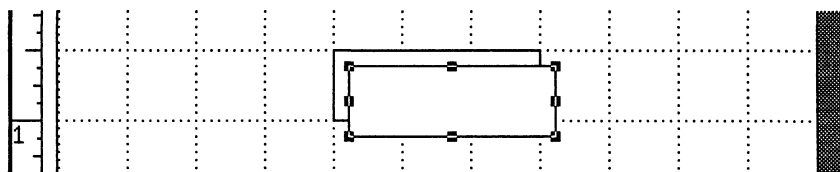
To create a shadow effect:

1. Change the fill pattern of the new rectangle to black.
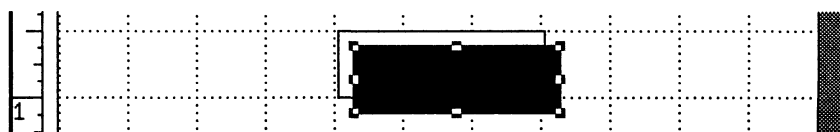
2. In the Commands area of the Tools window, click Back.

The black rectangle is now behind the white one.
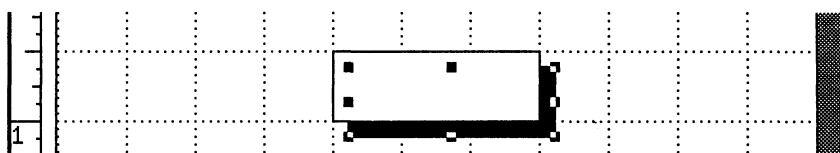
Our shadow box looks almost right, except that the shadow effect is too pronounced; we want less of the black rectangle to be visible. With snap turned on, however, FrameMaker won't let you move the black rectangle any closer to the white rectangle without hiding it completely. If you turn snap off, however, it is difficult to move the black rectangle with the mouse so that the shadow has the same width on the right and bottom edges of the white rectangle.

To move the black rectangle by a small amount:

1. Make sure that the black rectangle is selected.

2. Press and hold down **Ctrl** and then press the left-arrow key.

The black rectangle moves left 1 point.

3. Repeat step 2 four times.

The black rectangle has moved a total of 5 points to the left.

4. Press and hold down **Ctrl** and then press the up-arrow key five times.

The black rectangle moves up 5 points.

Notes

If you want to move an object by a small amount, use the Ctrl key with an arrow key to move the object 1 point at a time; use the Shift key with an arrow key to move the object 6 points at a time; or turn snap off and move the object with the mouse.

Adding text to a drawing

Next you need to add the text that belongs in the box you created. You can add text to a drawing with either the TextLine tool or the TextRect tool. The TextLine tool is useful for brief one-line annotations; we'll use it later. You use the TextRect tool to create a column of text (exactly the same as the columns of text you've worked with in Chapters 2 through 5 of this manual). We'll add the text here with a TextRect tool.

To create a TextRect:

1. In the Tools area of the Tools window, click the TextRect tool.

TextRect tool
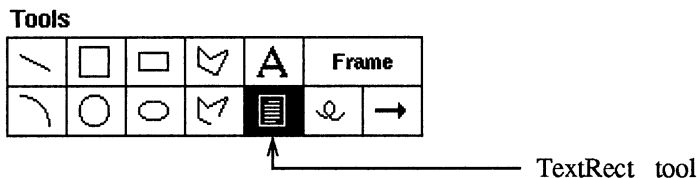
2. Move the pointer into the document window, below the boxes you created.

3. Press and hold down the left mouse button.

4. Drag the drawing cursor down and to the right until the TextRect is 1-1/4" wide and 3/8" high.

5. Release the mouse button.

    If your TextRect is the wrong size, stretch it or shrink it to the right size.

6. Move the TextRect inside the white rectangle so that the TextRect's top edge is 1/8" below the rectangle's top border.

    Your drawing should look like this:
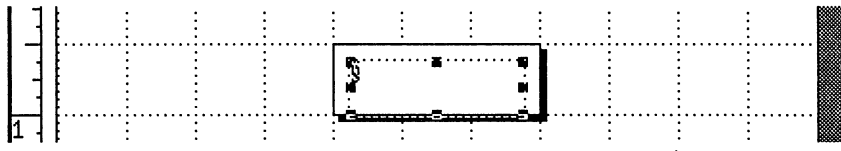
To add text to the TextRect:

1. Put an insertion point in the TextRect by clicking the middle mouse button inside the TextRect.

2. Type **Jane Parmenter**
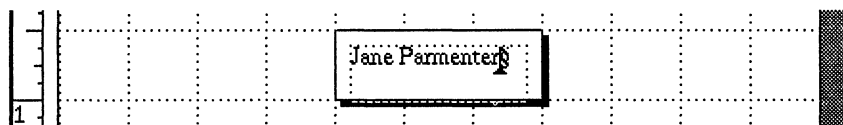
The text appears in the last font you used. If necessary, change it to Times 12 point.

3. Choose the Paragraphs command from the Format or Maker menu.

4. In the Paragraphs dialog box, turn on the Centered setting, change the Line Spacing setting to "1," and click OK.

The text is centered in the TextRect.

5. Press **Enter** and type **Vice-president**

Your drawing should look like this:
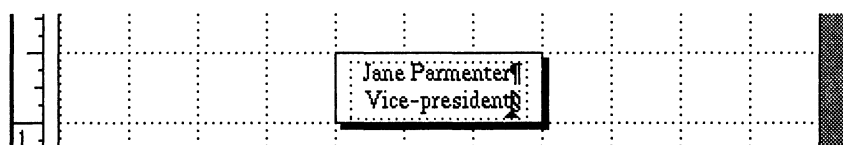
To move the text higher in the rectangle:

1. Click the left mouse button inside the TextRect to select the TextRect.

2. Press and hold down **Ctrl** and then press the up-arrow key three times.

The TextRect moves up 3 points.

To see how your drawing will look when it is printed:

1. Click the middle mouse button anywhere in the document window to deselect the TextRect.

2. Turn off the grid, borders, and text symbols (using the commands from the Guides menu).

Your drawing should look like this:
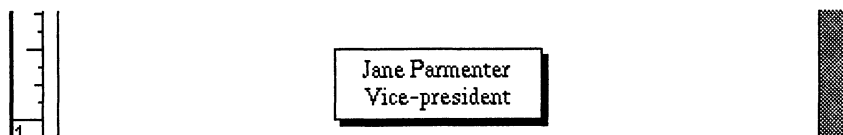
3. Turn the grid, borders, and text symbols back on.

Grouping, aligning, and distributing objects

You have created one box for your organization chart. You could create the other six boxes you need in the same way you created the first one. There's no need to repeat your work, however. FrameMaker allows you to group objects and then copy, move, and stretch them as if they were a single object.

Group objects

In order to group objects, you first need to select them. You could select the three objects you created, one after another. Since the objects are so close together, however, this may be difficult. Instead, it's probably easier to select all the objects at once by drawing a *selection border* around the objects.

To group the objects making up the box:

1. Point above and to the left of the box you created.

2. Press and hold down the left mouse button and drag the pointer down and to the right.

   A selection border appears.
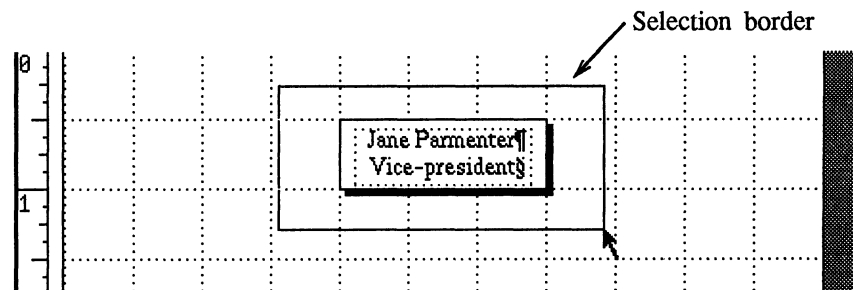
3. When the selection border completely surrounds the box (as shown above), release the mouse button.

   All the objects within the selection border are selected.
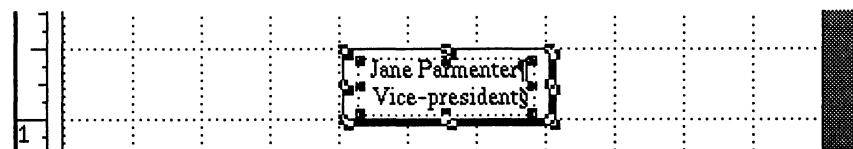
4. In the Commands area of the Tools window, click Group.

The objects are now grouped; they appear with just one set of handles.
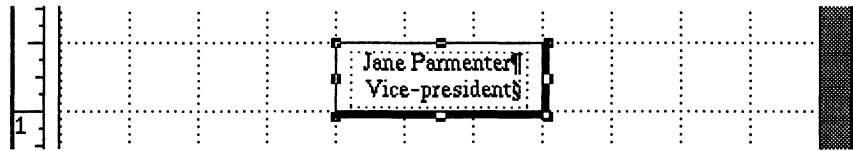
Copy the box

To duplicate the box:

1. Make sure that the box is selected.

2. Choose the Copy command from the Edit or Maker menu.

3. Choose the Paste command from the Edit or Maker menu.

   A second box appears.
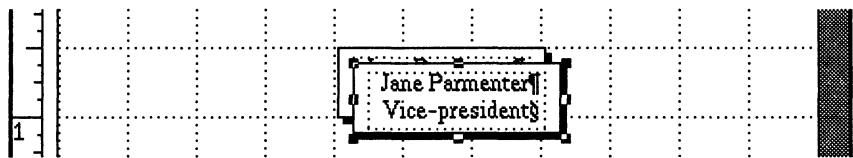
4. Move the copy 3/4" below the first box, 1/4" in from the left edge of the page.
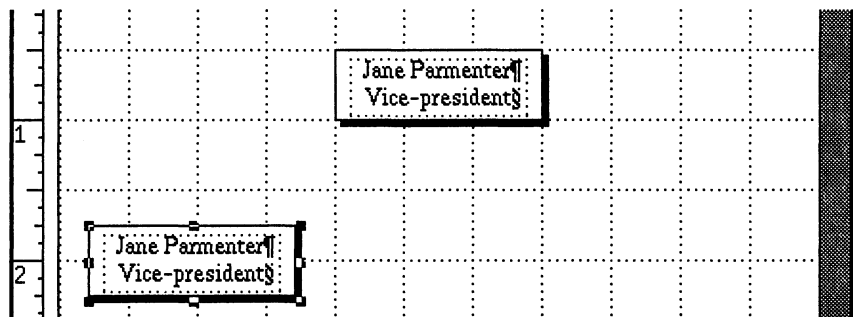
Use the quick-copy feature

You could continue to make copies in this same way, but FrameMaker provides a faster way.

To copy the box using FrameMaker's quick-copy feature:

1. Make sure that one of the boxes is selected.

2. Point on the selected box.

3. Press and hold down the **Shift** key.

4. While holding down **Shift**, press and hold down the right mouse button.

5. Drag the mouse pointer to the right until the outline of the copy looks like this:
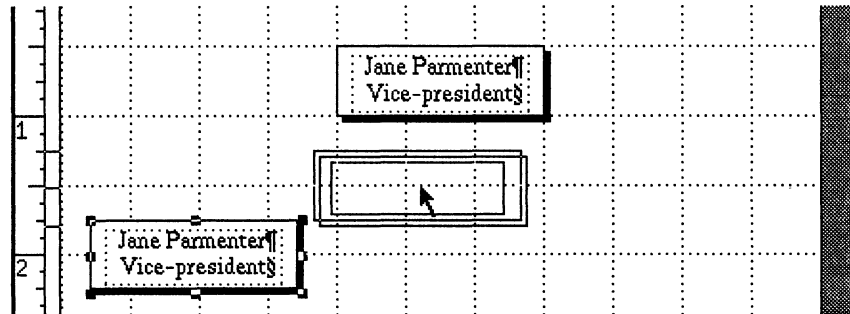
6. Release the **Shift** key and the mouse button.

   The copy appears.

7. Make another copy in the same way and put it 1/4" in from the right side of the page.

   Your drawing should look like this:
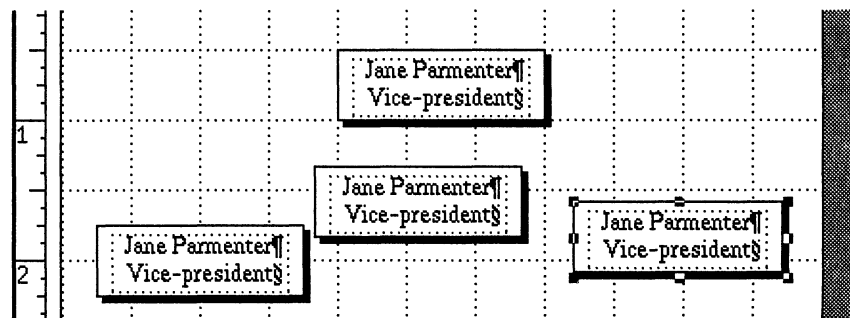
Align objects

After you draw several objects, you often want to align them. In the organization chart, we want to line up the three boxes in a row. To line them up, you'll align their top edges.

To align several objects:

1. Make sure that the rightmost box is selected.

2. Select the leftmost box.

   Notice that both boxes are now selected.

3. Select the box in the middle.

   All three boxes are selected.

4. In the Commands area of the Tools window, click Align.

   The Align dialog box appears.

5. Change the dialog box settings to match the settings below and click OK.

```
Align:
 ○ Left Sides      ○ L/R Centers     ○ Right Sides     [  OK  ]
▶◉ Tops            ○ T/B Centers     ○ Bases           [ Cancel ]
```

The three boxes are now aligned along their top edges. Notice that the last object you selected (the middle box) did not change position; the other objects were repositioned to align with the last object you selected.
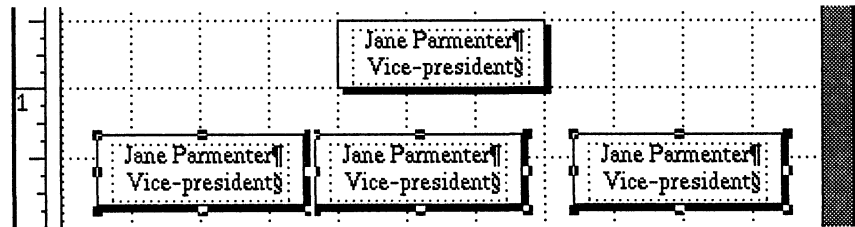
Distribute objects

Next we want to distribute the three boxes evenly across the page.

To distribute the boxes:

1. Make sure that the three boxes are selected.

2. In the Commands area of the Tools window, click Distribute.

   The Distribute dialog box appears.

3. To distribute the boxes horizontally so that their centers are an equal distance apart, change the dialog box settings to match the settings below and click OK.

```
Distribute:                                          [  OK  ]
 Horizontal spacing:        Vertical Spacing:        [ Cancel ]
▶○ As Is                   ◉ As Is
 ○ Edge Gap: [0.00"]        ○ Edge Gap: [0.00"]
 ◉ Equi-distant Centers     ○ Equi-distant Centers
 ○ Equi-distant Edges       ○ Equi-distant Edges
```

The middle box has been moved so that the three boxes are evenly spaced across the page.
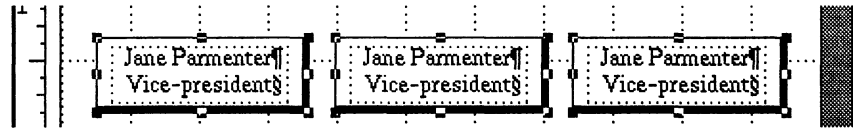
If the boxes don't appear as shown above, choose the Undo command from the Edit menu and repeat steps 1 through 3 above. Make sure that the Distribute dialog box settings match the settings shown above.

Finally, we want the topmost box to line up horizontally with the box below it.

1. To deselect all the objects, click the middle mouse button anywhere in the document window.

    All the handles disappear.

2. Select the topmost box; then select the box directly below it.

    Since you selected the lower box last, the box at the top will be moved to line up with the lower box.

3. In the Commands area of the Tools window, click Align.

    The Align dialog box appears.

4. In the Align dialog box, turn on the L/R Centers setting and click OK.

    The boxes are aligned. Since the two boxes are the same width, you could have turned on the Left Sides or Right Sides instead of the L/R Centers setting. The result would have been the same.

Don't reinvent the wheel

You still need another row of three boxes. There's no need, however, to repeat your work in the previous section.

First, group the three boxes in a row:

1. To deselect other objects, click the middle mouse button anywhere in the document window.

2. Select the three boxes in a row (either one by one or with a selection border).

3. In the Commands area of the Tools window, click Group.

    The whole row of boxes will be treated as a single object.

Next, duplicate the row and move the copy where you want it:

1. Make a copy of the row, using either the quick-copy feature (hold down the Shift key, and then click the right mouse button on the row) or the Copy and Paste commands.

2. Move the copy so that its bottom edge is 3" down from the top of the page.

Next, align the two rows:

1. Make sure that the bottom row of boxes is still selected.

2. Select the other row of boxes (so that both rows are selected).

3. Use the Align command in the Tools window to align the left sides of the two rows.

Finally, distribute the boxes vertically:

1. Make sure that the two rows of boxes are still selected.

2. Select the topmost box (so that all seven boxes are selected).

3. In the Commands area of the Tools window, click Distribute.

4. When the Distribute dialog box appears, change the settings so that three rows of boxes will be an equal distance apart (as shown below) and click OK.
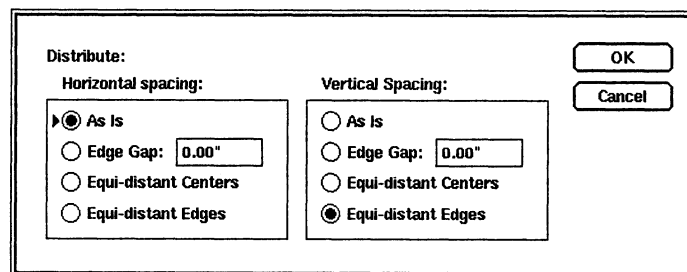
Your drawing should look like this:
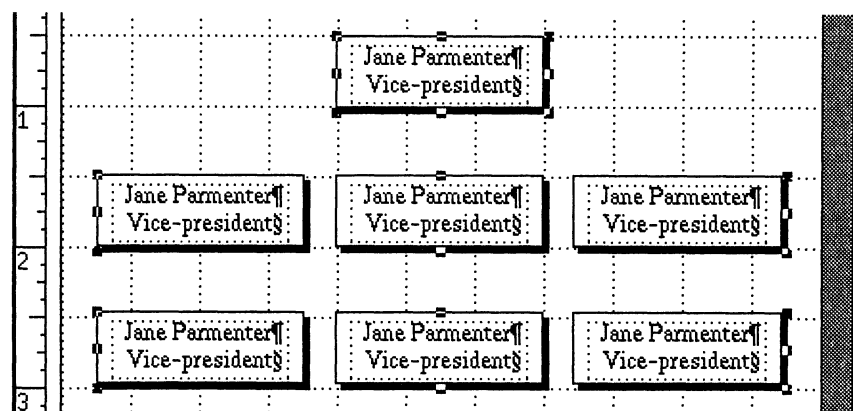
Editing text in a drawing

Before drawing the rest of the organization chart, take a few moments to edit the text in the boxes. You edit text (in TextRects) in a drawing in the same way that you edit text in a document.

To replace the text in a box:

1. Put the insertion point at the beginning of the first line of the box in the bottom left corner of your drawing.
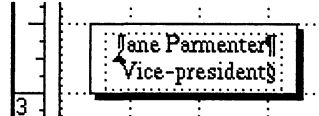
2. Press and hold down the middle mouse button.

3. Drag the pointer down and to the right until both lines in the box are highlighted; then release the mouse button.

4. Type the text shown below.
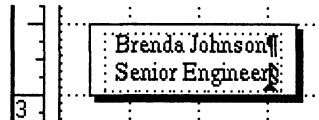
5. Edit the text in the other boxes so that it matches the text shown below.
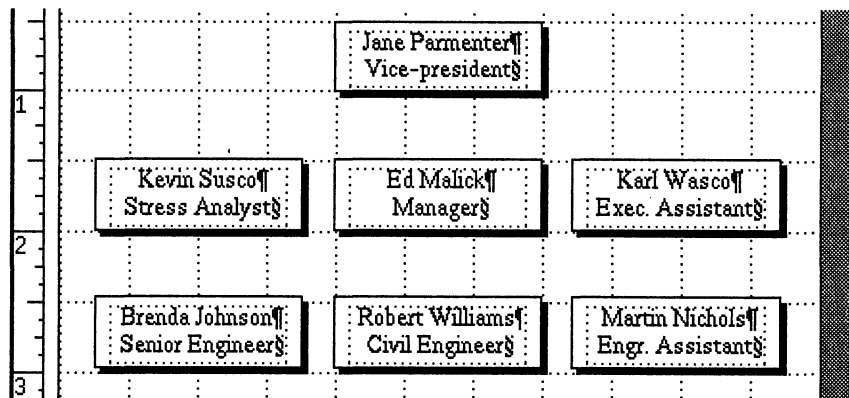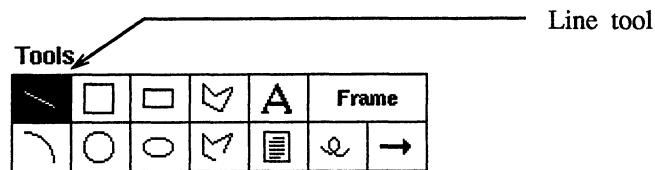
Adding lines to your drawing

Next, you'll add horizontal and vertical lines to your drawing to show the department's organizational structure.

Use the Movement settings

The Movement settings can be useful when you want to draw horizontal or vertical lines.

To draw a line:

1. In the Tools area of the Tools window, click the Line tool.

Line tool

2. Move the pointer into the document window, 1/2" down and 1/2" in from the top-left corner of the page.

3. Press and hold down the left mouse button.

4. Drag the drawing cursor 1" to the right and 1/4" up. Then release the mouse button.

Notice that the Line tool draws a diagonal line. If you drag the mouse pointer carefully, you can create a horizontal line. It is easier, however, to constrain the movement of the line to horizontal only.

In the Movement area of the Tools window, click H. Only.

**Movement:** ◯ **Unconstrained** ⦿ **H. Only** ◯ **V. Only**

The next time you draw a line, FrameMaker will force it to be horizontal.

5. Before continuing, delete the line by selecting it and pressing **Delete**.

Draw a line

To draw a horizontal line:

1. In the Tools area of the Tools window, click the Line tool again.

2. Since you'll draw several lines, turn on the Keep Tool setting in the Tools window.

⊠ **Keep Tool** ◀── Keep Tool setting
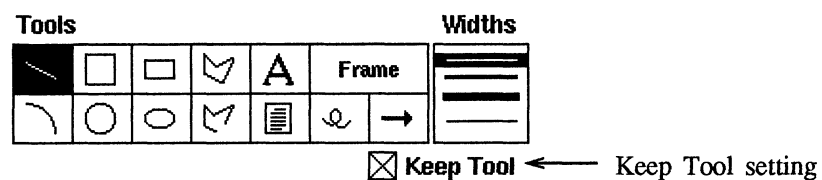
Now you can draw several lines without clicking on the Line tool repeatedly.

3. Move the pointer into the document window, 1" in from the left edge and 1-1/4" down from the top of the page.

4. Press and hold down the left mouse button.

5. Drag the drawing cursor 3-1/2" to the right (to the 4-1/2" mark on the top ruler) and then release the mouse button.
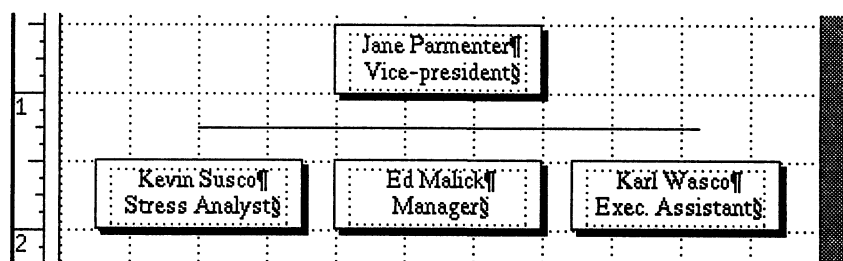
Notice that the drawing cursor is still displayed, indicating that you can draw another line without clicking the Line tool again (since the Keep Tool setting is still on).

To draw a vertical line:

1. In the Movement area of the Tools window, turn on the V. Only setting.

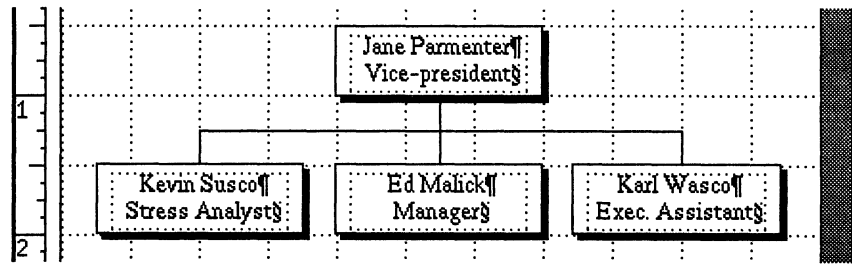2. Put the drawing cursor on the left endpoint of the horizontal line.
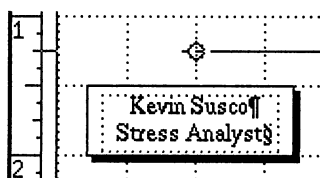
3. Press and hold down the left mouse button and drag the cursor downward to the top of the box; then release the mouse button.
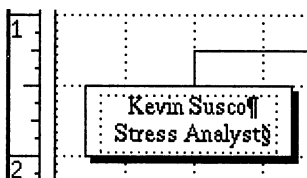
A vertical line appears, connecting the horizontal line to the box below it.

4. In the same way, draw the other two vertical lines shown below.

5. In the Tools window, turn off the Keep Tool setting.

To finish drawing the lines for your organization chart:

1. Group together the four lines you have already drawn.

   If you've forgotten how, see *Group objects*, earlier in this chapter.

2. If the lines overlap the boxes, click Back in the Commands area of the Tools window to put the lines behind the boxes.

3. Click Unconstrained in the Movement area of the Tools window.

4. Duplicate the grouped lines and move them to the appropriate location.

   If you've forgotten how, see *Duplicating objects* and *Use the quick-copy feature*, earlier in this chapter.

5. If the lines you moved overlap the boxes, click Back in the Commands area of the Tools window.
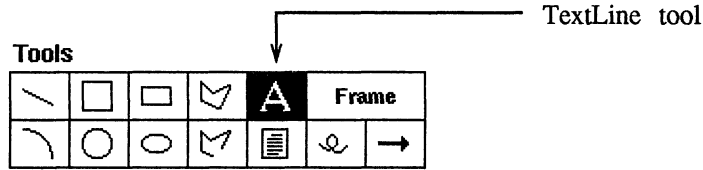
   When you've finished, your drawing should look like this:
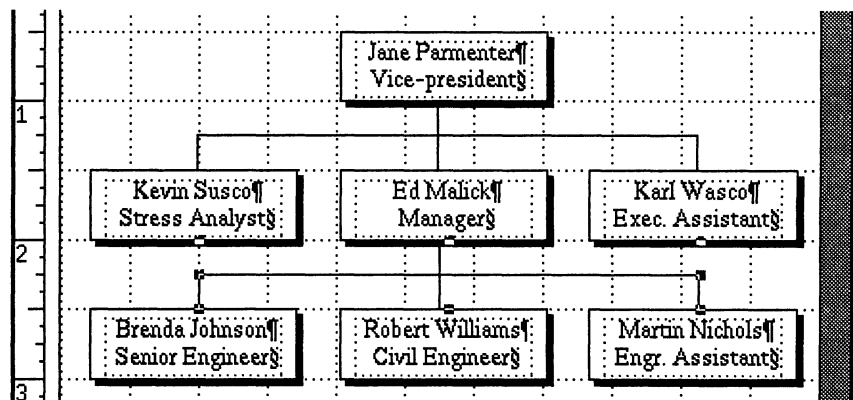
Annotating your drawing

To add a title to your drawing:

1. In the Tools area of the Tools window, click on the TextLine tool.

TextLine tool

Tools

2. Click the left mouse button in the document window, 1/4" below the last row of boxes.

The insertion point appears.

3. Choose the Fonts command from the Format or Maker menu.

4. In the Fonts dialog box, change the settings to Bold, "12," and Times and then click OK.

5. Type **Civil Engineering Department** and press **Enter**.

6. Type **Department Organization**
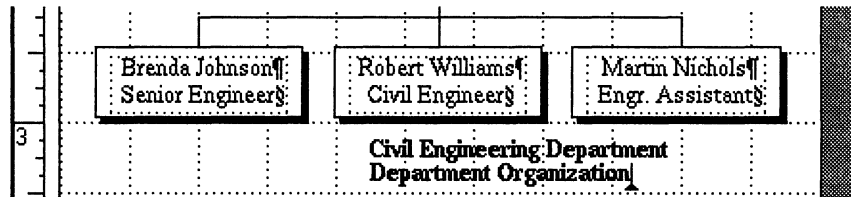
To center one line of the title on the page:

1. Click the left mouse button on the top line of the title.

The TextLine is selected.

2. In the Commands area of the Tools window, click Align.

3. In the Align dialog box, turn on the L/R Centers settings and click OK.

Since only one object was selected, FrameMaker aligns the TextLine horizontally with the page.

Notes

When you use the Align command with several objects selected, FrameMaker repositions the objects so that they line up with the last selected object. When you use the Align command with only one object selected, FrameMaker aligns the object on the page.

To align the two lines of the title with each other:

1. Deselect the top TextLine by clicking the middle mouse button anywhere in the document window.

2. Select the bottom TextLine and then select the top TextLine.

3. Use the Align command in the Tools window to align the L/R centers of the two TextLines.

Finally, to move the title lines farther apart:

1. Deselect the TextLines.

2. Click V. Only in the Movement area of the Tools window.

3. Select the bottom TextLine.

4. Move the TextLine down 1/4".

5. Deselect the TextLine.

6. Turn off the borders, text symbols, and grid.

   Your finished drawing should look like this:

Civil Engineering Department
Department Organization
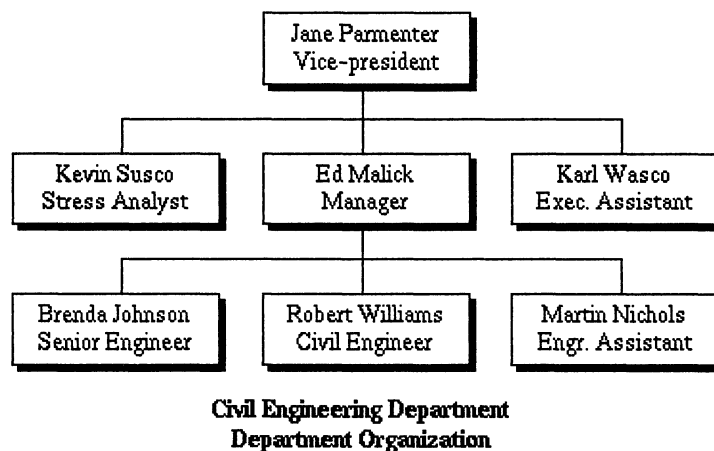
Finishing up

It will be easier to copy your organization chart into the proposal and move it around there if you first group all the objects in the drawing.

To group the objects:

1. Select all the objects in the drawing with a selection border.

2. In the Commands area of the Tools window, click Group.

   The whole drawing will be treated as a single object.

You can leave your drawing on the screen and use it again in Chapter 8. If you'd rather, however, you can use our drawing.

To use our drawing in Chapter 8:

1. Quit the document (you don't need to save the changes).

Review

In this chapter you learned how to:

- Draw graphic objects.

- Change the border and fill patterns of objects.

- Move, copy, stretch, shrink, and delete objects.

- Use FrameMaker's drawing alignment tools to improve the appearance of your drawing.

- Manipulate several objects as a group.

- Annotate your drawing.

What's next

In Chapter 8, you'll incorporate the organization chart into your project proposal.

Mixing Text and Graphics

FrameMaker allows you to put both text and graphics in your document. You can put graphics at a specific location on the page (such as a company logo on letterhead stationery), or you can anchor your graphics to the text, so that the graphics move with the text (like the illustrations in this manual).

In this chapter, you'll learn how to incorporate graphics into your document. In particular, you'll learn how to:

- Create an anchored frame to hold a graphic.

- Change the size and position of an anchored frame on the page.

- Copy graphics into an anchored frame.

- Draw directly in an anchored frame.

- Copy and delete an anchored frame.

Open your documents

Before you begin:

1. Open the document: `~/fmtraining/Project8.doc`

2. If you want to use our drawing, open the document:
   `~/fmtraining/OrgChart.doc`

Using anchored frames

Suppose that you want to replace the bulleted items under the *Organization* heading with the drawing you created in the last chapter. After you make this change, you would want the drawing to move up or down as needed when you add or delete text above the *Organization* heading. To accomplish this, you use a container, called an *anchored frame*, that is anchored to a particular spot in the text.

Create an anchored frame

Since the drawing is nearly as wide as the TextRect (5-3/4"), you'll create an anchored frame almost as wide as the TextRect.

To create an anchored frame:

1. Put an insertion point at the end of the *Organization* heading.

2. Choose the Anchored Frame command from the Edit menu.

   The Anchored Frame dialog box appears.

```
┌──────────────────────────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────┐   ┌─New Frame─┐  │
│ │ Anchoring Position:                          │   └───────────┘  │
│ │                                              │   ┌──Cancel───┐  │
│ │ ⊙ At Insert Point      Baseline Offset: ▸0.00"│   └───────────┘  │
│ │                                              │                 │
│ │ ○ At Top of TextRect    ○ Left               │                 │
│ │ ○ Below Current Line    ⊙ Centered  ⊠ Cropped │                 │
│ │ ○ At Bottom of TextRect ○ Right              │                 │
│ │                                              │     Size:        │
│ │ ○ Left Side of TextRect                      │   Width:  1.00"  │
│ │ ○ Right Side of TextRect  Baseline Offset: 0.00"│  Height: 1.00"  │
│ │ ○ Side Closest to Page Edge  Near-side Offset: 0.00"│          │
│ │ ○ Side Furthest from Page Edge               │                 │
│ └──────────────────────────────────────────────┘                 │
└──────────────────────────────────────────────────────────────────┘
```

To set the anchoring position and the size of the anchored frame:

1. In the Anchoring Position area of the Anchored Frame dialog box, click the Below Current Line and Centered settings.

   FrameMaker will put the anchored frame below the line containing the insertion point, centered in the TextRect.

2. In the Size area of the Anchored Frame dialog box, change the width to *5.50"*.

   It doesn't really matter how high you make the anchored frame, because you'll change the height in a few moments.

3. Click New Frame.

The anchored frame appears directly under the current line (the line containing the insertion point), and an anchor symbol (⊥) appears at the insertion point.
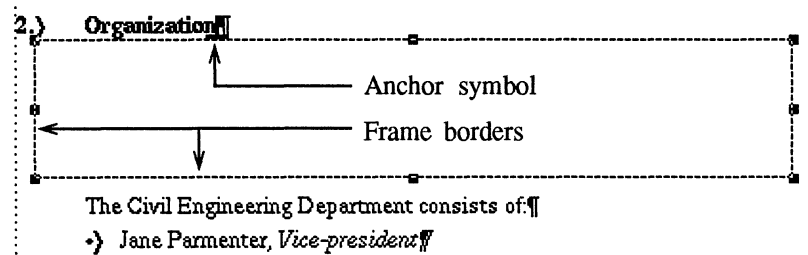
Edit an anchored frame

After creating an anchored frame, you may decide to change its size or position. For example, we want this anchored frame to be aligned with the right side of the TextRect.

To edit the anchored frame:

1. Make sure that the anchored frame is selected. If it is not, click the left mouse button on the frame border.

2. Choose the Anchored Frame command from the Edit menu.

    The Anchored Frame dialog box appears. Notice that the button in the upper-right corner of the dialog box is now labeled *Edit Frame* rather than *New Frame*.

3. In the Anchoring Position area of the Anchored Frame dialog box, click the Right setting and then click Edit Frame.

    The anchored frame is now right-aligned in the TextRect.

Change the size

This anchored frame needs to be about 3" taller. You could change the size of the frame in the Anchored Frame dialog box, but it's easier to change the size with the mouse.

To change the size of the frame:

1. Make sure that the anchored frame is selected. If it is not, click the left mouse button on the frame border.

2. Put the tip of the mouse pointer on the bottom center handle of the frame.

3. Press and hold down the left mouse button.

4. Drag the handle downward until the bottom of the frame is at the 6-1/2" mark on the ruler and then release the mouse button.
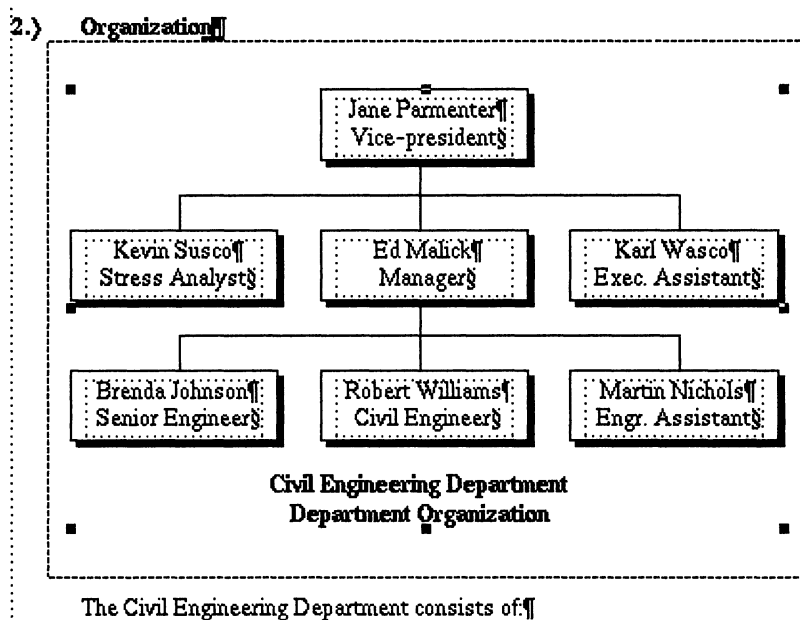
Putting a drawing in an anchored frame

Now that the frame is the right size, you need to copy the drawing into the frame and draw a border around it.

Copy graphics into the frame

To copy a drawing into an anchored frame:

1. Click the left mouse button in the middle of the drawing to select the drawing.

   Because you grouped all the objects together, the entire drawing is selected.

2. In the drawing's document window, choose the Copy command from the Edit or Maker menu.

3. In the proposal's document window, click the left mouse button on the frame border to select the frame.

4. Choose the Paste command from the Edit or Maker menu.

   The drawing appears inside the anchored frame.

2.)   Organization¶

Jane Parmenter¶
Vice-president§

Kevin Susco¶
Stress Analyst§

Ed Malick¶
Manager§

Karl Wasco¶
Exec. Assistant§

Brenda Johnson¶
Senior Engineer§

Robert Williams¶
Civil Engineer§

Martin Nichols¶
Engr. Assistant§

Civil Engineering Department
Department Organization

The Civil Engineering Department consists of:¶

5. Put the insertion point near the top of the page and press **Enter** a few times.

   Notice that the anchored frame moves along with the text.

6. Before continuing, delete the blank lines you added.

Notes

To paste a graphic into an anchored frame, you must select the frame and *then* choose the Paste command from the Edit or Maker menu.

Draw graphics directly in an anchored frame

You can draw directly in an anchored frame.

To put a border around the drawing:

1. In the Tools window, make sure that the Keep Tool setting is turned off.

2. In the Tools window, click the Rectangle tool.

3. Inside the anchored frame, draw a rectangle around the drawing.

   If the organization chart seems to disappear when you draw the rectangle, don't worry. The chart is behind the rectangle; you can't see the chart because the rectangle has a fill pattern (probably white).

4. Change the rectangle settings to the thinnest width, a fill pattern of None, and a black border.
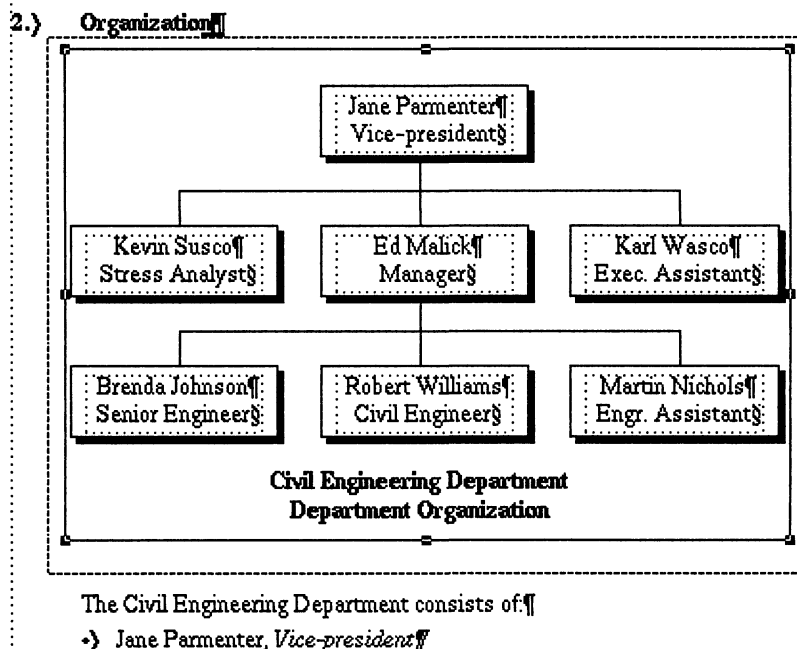
Finish the document

To apply some finishing touches:

1. Delete the seven lines of text between the anchored frame and the next heading paragraph below it (*Primary Contacts*).

2. Choose the Snap command from the Guides menu to turn off snap.

3. Shrink the height of the anchored frame (from the bottom) until the edge of the anchored frame is just below the rectangle you just drew.

4. Deselect the anchored frame.

5. Turn off the borders and text symbols.

   Your document should look like this:

2.   Organization
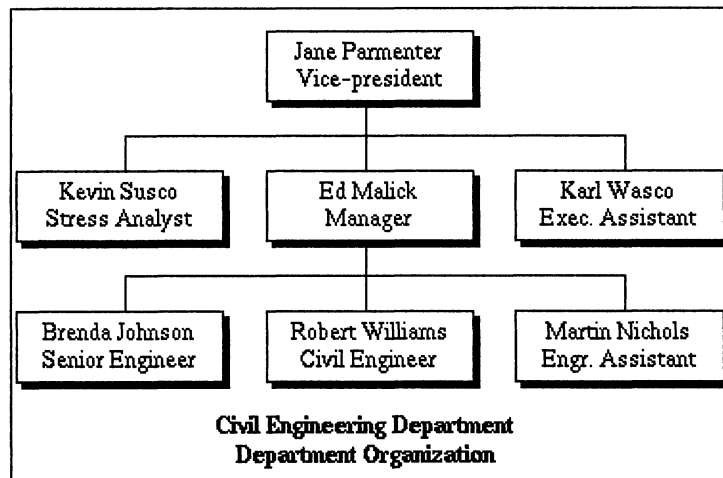
3.   Primary Contacts

6. Before continuing, turn the text symbols on again.

Copying and pasting anchored frames

Suppose that you want another copy of your drawing to appear after the *Abstract* heading on page 2 of the proposal. Although you copy an anchored frame in the same way that you copy text characters, highlighting an anchor symbol with the mouse can be difficult. Because of this, use the Search command to highlight the anchored frame.

To duplicate the anchored frame:

1. Put the insertion point at the beginning of the line containing the anchor symbol.

2. Choose the Search command from the Edit menu.

   The Search window appears.

3. Delete the contents of the Search For edit box in the Search window and type \a

   Use the \a character sequence in the Search window when you want to search for an anchor symbol. For a complete list of special Search characters, see the Search command in Chapter 3 of the *FrameMaker Reference Manual.*

4. Make sure that the Whole Word setting is turned off and then click Search.

   FrameMaker finds the anchor symbol and highlights the symbol and the frame itself.

5. Choose the Copy command from the Edit or Maker menu.

   FrameMaker puts a copy of the anchor symbol and the frame on the Clipboard.

6. Display page 2 of the proposal.

7. Put the insertion point at the end of the *Abstract* heading and then choose the Paste command from the Edit or Maker menu.

   A copy of the drawing appears in an anchored frame on page 2 of the proposal.

8. Since we won't ask you to use it again, close the Search window.

Deleting an anchored frame

To delete an anchored frame:

1. Using the Borders command from the Guides menu, turn on the display of borders.

2. Select the anchored frame on page 2 by clicking the left mouse button on the frame border.

3. Press **Delete** or choose the Cut command from the Edit or Maker menu.

   The anchored frame and its anchor symbol are removed from page 2 of the proposal.

Finishing up

Now that you've incorporated your drawing into the proposal, you can quit these documents.

Since we're done:

1. Quit the documents containing the proposal and the drawing (save your changes if you like).

Review

In this chapter you learned how to:

- Create an anchored frame to hold a graphic.
- Change the size and position of an anchored frame on the page.
- Copy graphics into an anchored frame.
- Draw directly in an anchored frame.
- Copy and delete an anchored frame.

What's next

In Chapter 9, you'll create a custom page layout for your proposal.

9

Changing Page Layout

So far, you've learned to use FrameMaker to create documents with a consistent layout from page to page (like this manual). With FrameMaker, however, you can create virtually any page layout you want for your documents. In this chapter, you'll learn how to create a complex page layout, much like a newsletter layout. In particular, you'll learn how to:

- Change document margins.

- Change column layout.

- Create automatically generated page headers and footers.

- Set up a two-sided document.

- Add automatically generated ruling lines.

- Add graphics that are tied to a specific location on a page.

At the end of this chapter, your project proposal will look like this:

Project Abstract

This project will inventory the bridges of Maryland and provide a computer database for detailed analysis of these important structures. The computer-assisted analysis will provide criteria for evaluating the structural integrity of the state's bridges. A list of bridges with serious structural flaws or weaknesses will be submitted to the Maryland Department of Transportation for use in planning corrective action and reconstruction. A broader study will correlate bridge structural integrity with age and structural design to provide guidance in planning future design and construction.

Name of Department or Organization

Civil Engineering Department

Primary Contacts

Contacts	Telephone	Mail Stop
Edward Malick	555-6473	E10-S
David Murray	555-2313	K1-A
Kevin Susco	555-8475	B-3

Number of Computers Requested

Two

Proposed Location(s) of Computers

473 Broadway

Problem Statement

We need to study the existing bridges of Maryland to understand the areas needing immediate improvement, to help prioritize maintenance and repair projects, and to provide guidance for future designs. Public Works officials *must* have evaluations of structural integrity, but no one has made a comprehensive, statewide assessment in over ten years. With a sufficient database provided by field examination, stress analysis, and research, we could answer questions not only about the structural integrity of each bridge, but also about the wisdom of using a particular design under different circumstances. We could evaluate each bridge in the context of the total history of bridges in Maryland.

A project of this type, using computer technology to both file and analyse data on

the bridge system, would set a new standard for state surveys and would provide a basis for broader comparative studies nationwide. Maryland is not alone in its urgent need for information that can aid planning. The bridge system is suffering substantial wear and tear annually. We need information immediately to tell which bridges are in need of immediate repair. Even if a bridge must be completely replaced, we need guidance as to the best structural design for its replacement.

Objectives

This project will provide a database of information on over two hundred bridges (every bridge in Maryland with a span of at least thirty feet). The information we collect on each bridge will be recorded on a form and then entered into the electronic filing system of a MADCAP computer. The

> **"Nine out of ten researchers choose the MADCAP for their analysis. It is ideal for research institutions."**
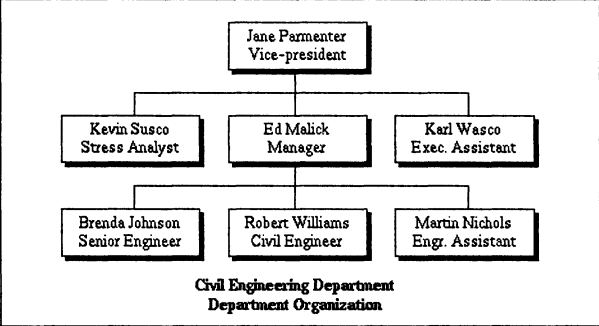
MADCAP can file text and numeric information; it can also store graphic information such as the bridge's truss pattern or a sketch map of its location and proximity to other structures or terrain features. Throughout this project, the integrated pro-

Page 1

patterns and relationships, can search and sort in various ways that would be very time-consuming without a computer.

The results of our analysis will, in many cases, be best understood if displayed in the form of graphs. Again, the MADCAP's computer graphics software will make it easy to produce line and bar graphs. One simple example would be a bar graph showing maintenance cost as a function of bridge type.

al blueprints and photographs will be listed in the database and filed separately in an appropriate archive. All the information about a bridge could be displayed on a MADCAP terminal for an engineer's use; the database will provide all the information necessary for prioritizing, planning, and scheduling bridge repairs.

```
                    ┌─────────────────┐
                    │ Jane Parmenter  │
                    │ Vice-president  │
                    └─────────────────┘
```

Kevin Susco	Ed Malick	Karl Wasco
Stress Analyst	Manager	Exec. Assistant

Brenda Johnson	Robert Williams	Martin Nichols
Senior Engineer	Civil Engineer	Engr. Assistant

Civil Engineering Department
Department Organization

Page 2

Open your document

Before you begin:

1. Open the document ~/fmtraining/Project9.doc

To save some time, we have reformatted the paragraphs in the proposal for you. We also deleted the organization chart; you'll copy the chart into the proposal again later in this chapter.

Defining the default page layout

The first step in creating a custom page layout for your proposal is to specify the default page layout that you want for the entire document. For example, we want a two-column, double-sided layout with 1" left and right margins on each page. We also want a header and footer and horizontal lines on each page.

Change margins and number of columns

To change the number of columns and the page margins:

1. Choose the Number of Columns command from the Format menu.

    The Number of Columns dialog box appears.

2. In the Columns area of the Number of Columns dialog box, change the Number setting to 2.

3. In the Column Margins area, change the Left and Right settings to 1.

4. In the Apply To area, turn on the Master Page and All Pages settings.

    The All Pages setting tells FrameMaker to apply the new settings to every page of the document; the Master Page setting tells FrameMaker to use the new settings when adding new pages to the document.

    The Number of Columns dialog box should now look like this:

Columns:		OK
Number: 2	Spacing: 0.25"	Cancel
Column Margins:		**Apply to:**
Top: 1.00"	Left: 1	☒ Current Page
Bottom: 1.00"	Right: 1	☒ Master Page ▶☒ All Pages

5. Click OK.

6. When the alert box appears, telling you that this action cannot be undone, click OK again.

After a few moments, the document is reformatted into two columns.

Project Proposal¶

Name of Department or Organization¶

  Civil Engineering Department¶

Primary Contacts¶

<u>Contacts</u>)   <u>Telephone</u>)   <u>Mail Stop</u>¶
Edward Malick)   555-6473)   E10-S¶
David Murray)   555-2313)   K1-A¶
Kevin Susco)   555-8475)   B-3¶

Number of Computers Requested¶

  Two¶

Proposed Location(s) of Computers¶

using a particular design under different cir-cumstances. We could evaluate each bridge in the context of the total history of bridges in Maryland.¶

  A project of this type, using computer technology to both file and analyze data on the bridge system, would set a new stan-dard for state surveys and would provide a basis for broader comparative studies na-tionwide. Maryland is not alone in its urgent need for information that can aid planning. The bridge system is suffering substantial wear and tear annually. We need informa-tion immediately to tell which bridges are in

Create page headers and footers

Next, you'll create headers and footers on each page of the proposal.

To create page headers and footers:

1. Choose the Headers & Footers command from the Format menu.

   The Headers & Footers dialog box appears.

2. In the Right edit box of the Header area, type **Bridge Assessment Project Proposal**

   Notice that the header text can be wider than the edit box. As you type the extra characters, the first characters you typed scroll off the left edge of the edit box, but they are still stored within the edit box. The left edge of the edit box is darkened to indicate that there are extra characters to the left.

3. In the Right edit box of the Footer area, type **Page #**

   When putting the header and footer on each page, FrameMaker will replace the pound sign (#) with the page number.

4. To the right of Header at the top of the dialog box, turn off the Show On 1st Page setting.

   The header will begin on page 2; the footer will begin on page 1.

5. On the right side of the dialog box, turn on the Double Sided setting.

   The left and right headers (and the left and right footers) will alternate between pages. For example, the page number will appear on the right side of page 1 and on the left side of page 2.

The Headers & Footers dialog box should look like this:
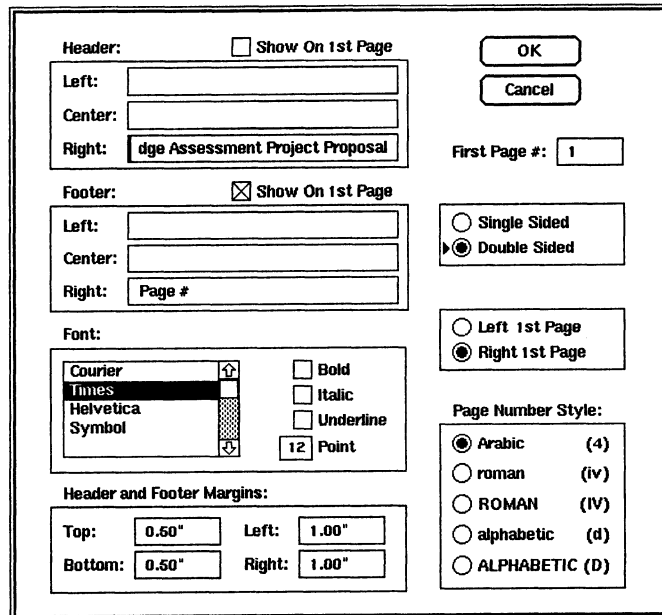
6. Click OK.

7. FrameMaker sets up the headers and footers on each page.
   The header and footer on page 2 are shown below.
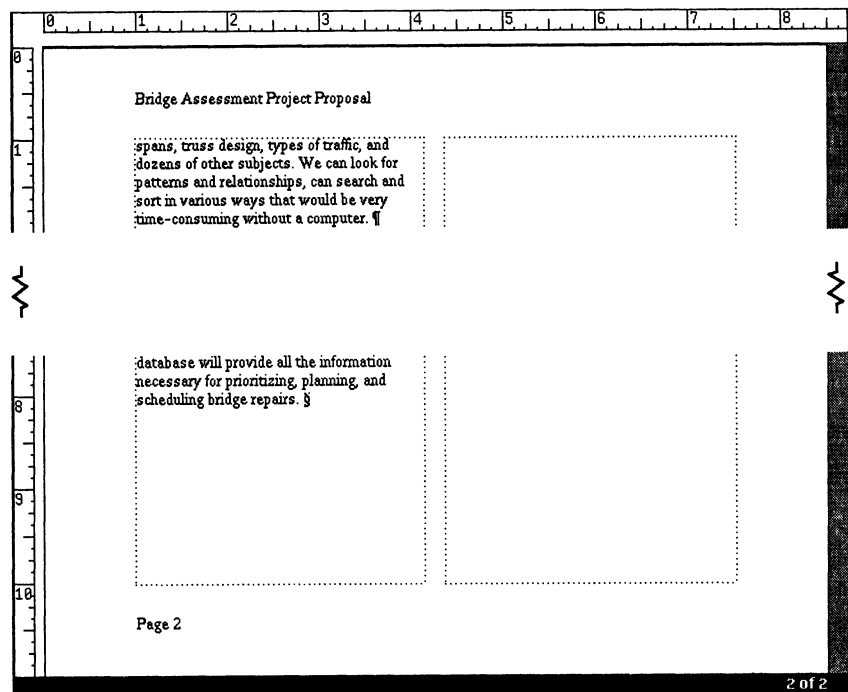
Notes

To see text that is beyond the edge of an edit box in a dialog box, use the keyboard commands or arrow keys to move the insertion point in the desired direction. For example, if there are extra characters to the left, press Ctrl-a to move to the beginning of the text.

Add ruling lines or other graphics

Next, you'll add a set of rules (lines) to your page layout. You'll put a single line at the top of the page and a double line at the bottom (see the illustration at the beginning of this chapter).

Using FrameMaker, you don't need to draw the lines on each page. Instead, you draw them on the *master page*. The master page contains the elements that FrameMaker draws *first* on each page in the document. Any text or graphic that you put on the master page appears automatically on all pages in the document.

To add lines to the page layout:

1. Choose the Master command from the Page menu.

The master page appears in the document window; the two columns outlined on the master page represent the TextRect layout for new pages.
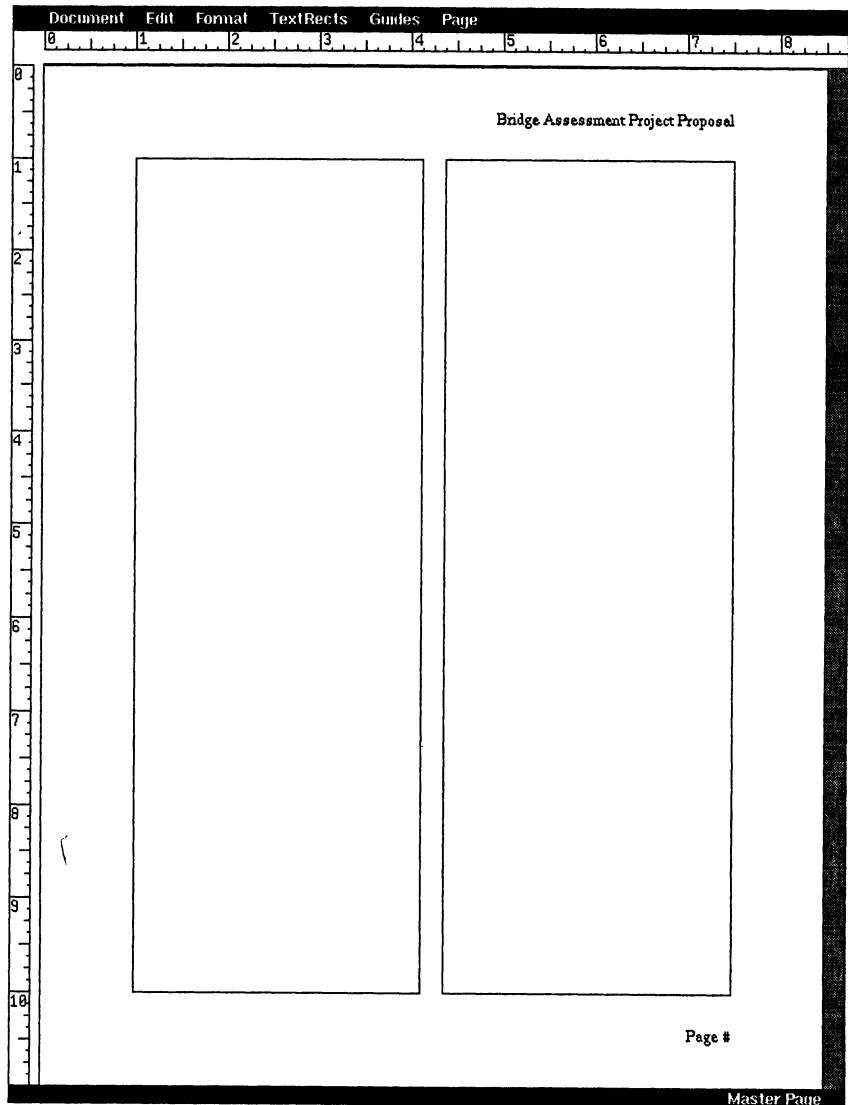

2. Display the Tools window (if it isn't already on the desktop, click TOOLS in the main FrameMaker window).

3. In the Movement area of the Tools window, turn on the H. Only setting.

4. Using the thinnest line width, draw a horizontal line 3/4" down from the top of the page.
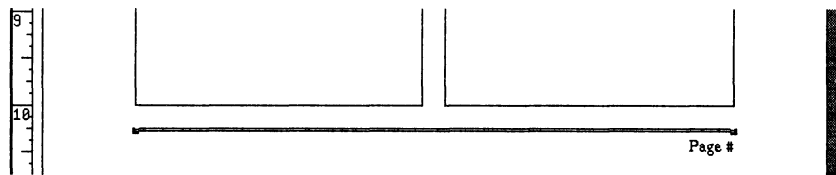
Bridge Assessment Project Proposal
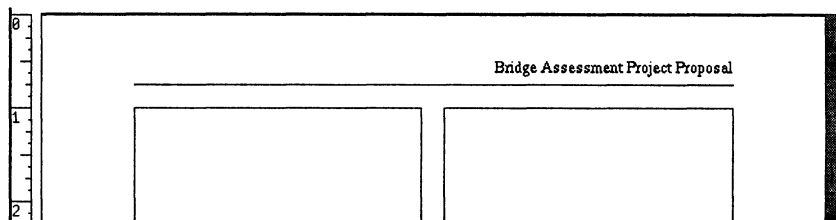
5. Draw two more horizontal lines at the bottom of the page, one 5/8" up from the bottom of the page and the other 3/4" up from the bottom of the page.
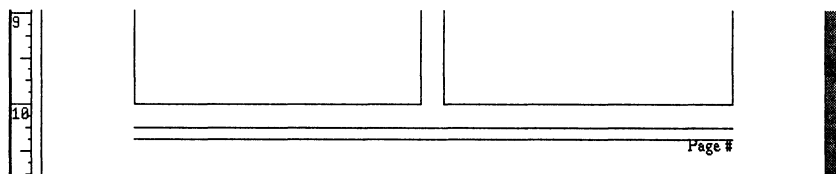
Page #

6. Select only the bottom line.

7. To position the line closer to the line above it, press and hold down **Ctrl** and then press the up-arrow key seven times.

The lines should look like this:

Page #

8. Look at pages 1 and 2 of the proposal (press **F7** to display page 1) and notice the ruling lines on each page.

9. Before continuing, display page 1 of the proposal.

Notes

You can always display the master page by choosing the Master command from the Page menu. If page 1 of a document is displayed, you can also display the master page by choosing the Previous command from the Page menu (or by pressing F6), since FrameMaker treats the master page as page 0. Similarly, if the master page is displayed, you can display page 1 by choosing the Next command from the Page menu (or by pressing F7).

Creating a custom page layout

Now that you have changed the default page layout for the document, it's time to customize the layout of each page. First you'll put the abstract at the top of the page, spanning both columns.

Project Abstract

This project will inventory the bridges of Maryland and provide a computer database for detailed analysis of these important structures. The computer-assisted analysis will provide criteria for evaluating the structural integrity of the state's bridges. A list of bridges with serious structural flaws or weaknesses will be submitted to the Maryland Department of Transportation for use in planning corrective action and reconstruction. A broader study will correlate bridge structural integrity with age and structural design to provide guidance in planning future design and construction.

Name of Department or Organization

Civil Engineering Department

Primary Contacts

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Edward Malick	555-6473	E10-S
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Kevin Susco	555-8475	B-3

Number of Computers Requested

Two

Proposed Location(s) of Computers

473 Broadway

Problem Statement

We need to study the existing bridges of Maryland to understand the areas needing immediate improvement, to help prioritize maintenance and repair projects, and to provide guidance for future designs. Public Works officials *must* have evaluations of structural integrity, but no one has made a comprehensive, statewide assessment in over ten years. With a sufficient database provided by field examination, stress analysis, and research, we could answer questions not only about the structural integrity of each bridge, but also about the wisdom of using a particular design under different circumstances. We could evaluate each bridge in the context of the total history of bridges in Maryland.

A project of this type, using computer technology to both file and analyse data on the bridge system, would set a new standard for state surveys and would provide a basis for broader comparative studies nationwide. Maryland is not alone in its urgent need for information that can aid planning. The bridge system is suffering substantial wear and tear annually. We need information immediately to tell which bridges are in need of immediate repair. Even if a bridge must be completely replaced, we need guidance as to the best structural design for its replacement.

Objectives

This project will provide a database of information on over two hundred bridges (every bridge in Maryland with a span of at least thirty feet). The information we collect on each bridge will be recorded on a form and then entered into the electronic filing system of a MADCAP computer. The

"Nine out of ten researchers choose the MADCAP for their analysis. It is ideal for research institutions."

MADCAP can file text and numeric information; it can also store graphic information such as the bridge's truss pattern or a sketch map of its location and proximity to other structures or terrain features. Throughout this project, the integrated pro-
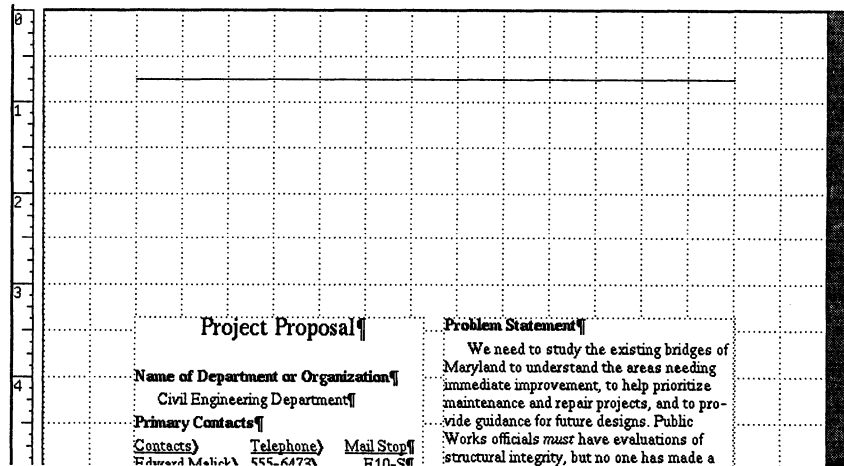
Page 1

Resize the TextRects

To make room for the abstract, you need to shrink the two TextRects downward on the page.

To resize the TextRects:

1. Choose the Grid command from the Guides menu to turn on the grid.

2. Select the TextRect on the left side of the page by clicking the left mouse button inside the TextRect.

3. Use the TextRect's top center handle to shrink the TextRect so that its top edge is 3-3/8" down from the top of the page.

   Notice that, when you shrink the TextRect, the text doesn't shrink but is reformatted within the TextRect.

4. Shrink the TextRect on the right side of the page in the same manner.

Add a TextRect

To put the abstract at the top of the page:

1. Using the TextRect tool (▤) in the Tools window, draw a TextRect as shown below that extends from 7/8" down the page to 3" down the page.
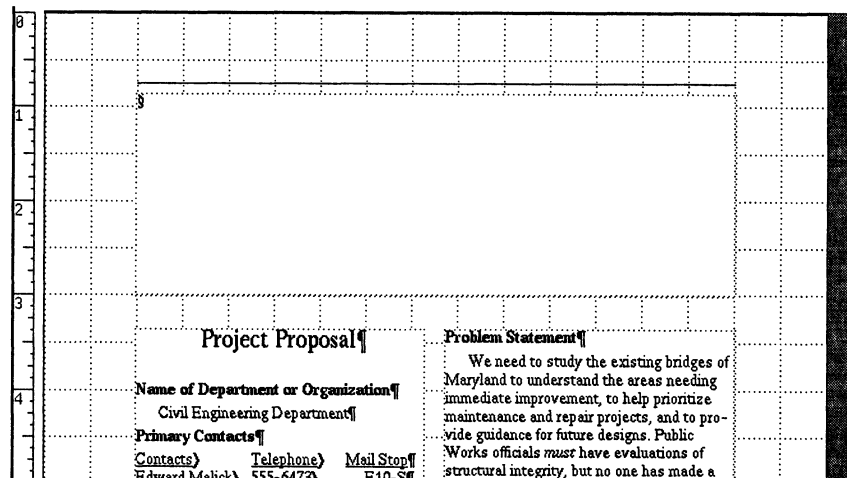
2. At the bottom of the first column, highlight the *Abstract* heading and the entire paragraph below it.

3. Choose the Cut command from the Edit or Maker menu.

4. Put the insertion point in the TextRect at the top of the page.

5. Choose the Paste command from the Edit or Maker menu.

   The Abstract appears in the isolated TextRect at the top of the page.

Edit and reformat the text

Now reformat the proposal.

To edit the proposal:

1. Highlight the line at the top of the left column (*Project Proposal*), including the paragraph symbol at the end of the line.

2. Press **Delete**.

To reformat the heading:

1. Put the insertion point at the beginning of the *Abstract* heading.
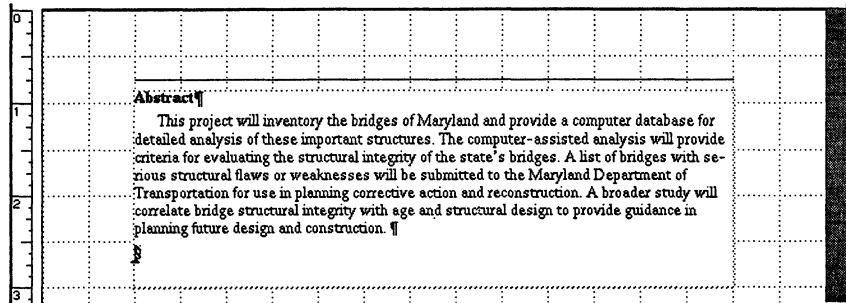
2. Type **Project** and a space.

3. Choose the Paragraphs command from the Format or Maker menu.

4. In the Font area of the Paragraphs dialog box, turn off the Bold setting and change the point size to "18."

5. In the upper-left part of the dialog box, put the insertion point at the beginning of *heading* in the Tag edit box.

6. Type **abstract** and a space.

   FrameMaker will change the paragraph's tag to "abstract heading."

7. In the Apply To area, turn on the Catalog setting to put this new format in the Catalog.

8. Click OK.

The heading looks like this:
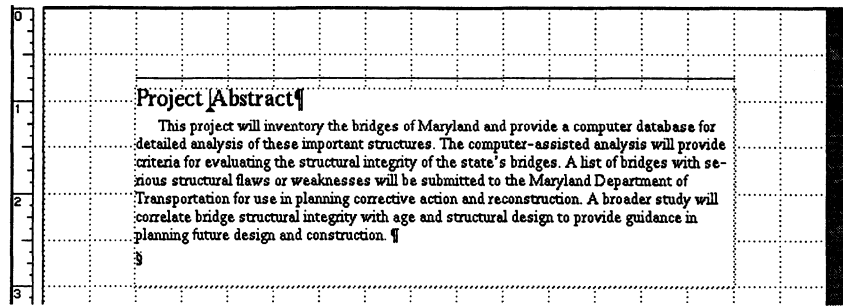
To reformat the abstract:

1. Put the insertion point in the paragraph below *Project Abstract*.

2. Move the first-line indent and left indent symbols to the 1-1/2" position on the ruler.

3. Move the right indent symbol to the 7" position on the ruler.
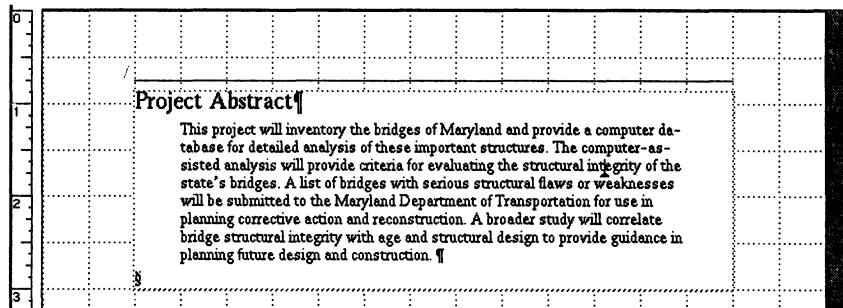
4. Use the Paragraphs command to change the tag of the paragraph to "abstract" and to put the new format in the Catalog (if you've forgotten how, see the steps on the previous page).

Add a line

To draw a line below the abstract:

1. In the Tools window, click on the Line tool, on the third line width down in the Widths area, and on the black border pattern.

2. Draw a horizontal line below the abstract, as shown below:

Insert a quote

Next, you'll add a quote in the right column, set off by horizontal lines. If you put the quote in the same TextRect as the existing text or in an anchored frame, the quote will move up and down as you add or delete text above it. Since we want the quote to appear at a fixed position on the page, you'll put it in another TextRect.
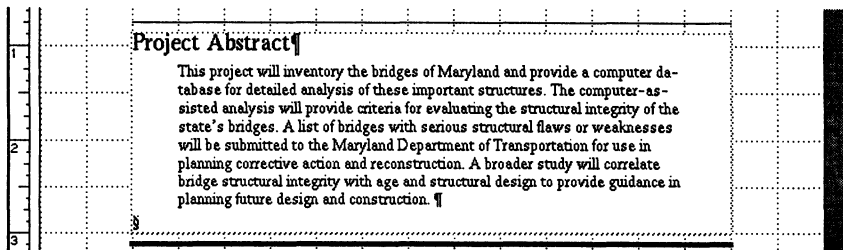
To split the right column into two TextRects:

1. Put the insertion point in the first occurrence of the word *MADCAP* in the right column.

2. Choose the Split TextRect command from the TextRects menu.

   The Split TextRect dialog box appears.

3. Turn on the Below the Insertion Point setting.

```
┌─────────────────────────────────────────────┐
│ ┌─────────────────────────────────────────┐ │
│ │                                         │ │
│ │   Split TextRect:          ┌─────────┐  │ │
│ │ ┌─────────────────────┐    │   OK    │  │ │
│ │ │▶◉ Below the Insertion Point └─────────┘  │ │
│ │ │ ○ Right of the Insertion Point ┌─────────┐ │ │
│ │ │ ○ Into Individual Lines    │ Cancel  │  │ │
│ │ │ ○ Into Columns:            └─────────┘  │ │
│ │ │                                     │ │ │
│ │ │   Number:    ┌───────┐              │ │ │
│ │ │              │  2    │              │ │ │
│ │ │   Spacing:   ┌───────┐              │ │ │
│ │ │              │ 0.21" │              │ │ │
│ │ └─────────────────────┘              │ │ │
│ │                                         │ │
│ └─────────────────────────────────────────┘ │
└─────────────────────────────────────────────┘
```
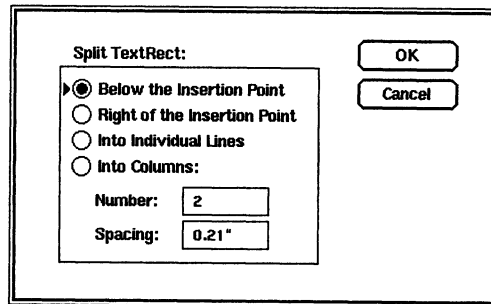
4. Click OK.

   The TextRect is now split in two.

TextRect is split here.

Next you'll shrink the bottom TextRect to make room for the quote. Since both TextRects are selected, however, you can't see the handles along the top edge of the TextRect.

To make room for the quote:

1. Click the middle mouse button anywhere in the document window to deselect the TextRects.

2. Click the left mouse button in the bottom TextRect to select it.

3. Use the top center handle of the bottom TextRect to shrink the TextRect so that its top edge is at 8-3/4" on the ruler.

4. Draw two horizontal lines, as shown below, using the second line width in the Widths area of the Tools window.

> **Objectives¶**
>
> This project will provide a database of information on over two hundred bridges (every bridge in Maryland with a span of at least thirty feet). The information we collect on each bridge will be recorded on a form and then entered into the electronic filing system of a MADCAP computer. The
>
> MADCAP can file text and numeric information; it can also store graphic information
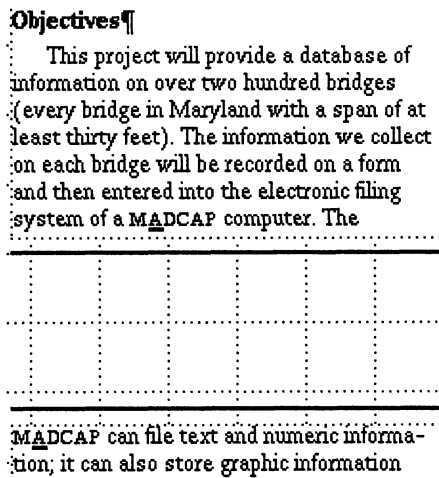
To insert the quote:

1. Draw a TextRect in the space you opened up.

> and then entered into the electronic filing system of a MADCAP computer. The
>
> MADCAP can file text and numeric information; it can also store graphic information
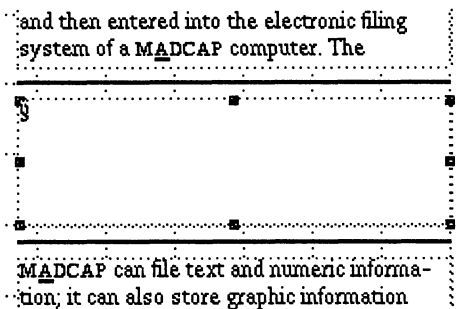
2. In the TextRect you created, type the text shown below:

> "Nine out of ten researchers choose the MADCAP for their analysis. It is ideal for research institutions."§
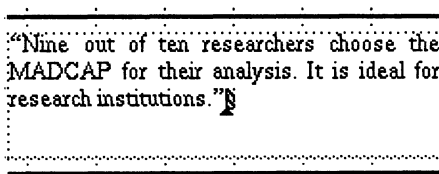
3. Using the Paragraphs command, turn off hyphenation, change the paragraph's alignment to Centered, and change the Font settings to Bold and "14."

4. Using the Fonts command, change the point size of the word *MADCAP* in the quote to "12."

The quote should look like this:

> "Nine out of ten researchers choose the MADCAP for their analysis. It is ideal for research institutions."§

5. To see how the page will look when printed, turn off the display of the grid, borders, and text symbols.

Project Abstract

This project will inventory the bridges of Maryland and provide a computer database for detailed analysis of these important structures. The computer-assisted analysis will provide criteria for evaluating the structural integrity of the state's bridges. A list of bridges with serious structural flaws or weaknesses will be submitted to the Maryland Department of Transportation for use in planning corrective action and reconstruction. A broader study will correlate bridge structural integrity with age and structural design to provide guidance in planning future design and construction.

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Two

Proposed Location(s) of Computers

473 Broadway

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We need to study the existing bridges of Maryland to understand the areas needing immediate improvement, to help prioritize maintenance and repair projects, and to provide guidance for future designs. Public Works officials *must* have evaluations of structural integrity, but no one has made a comprehensive, statewide assessment in over ten years. With a sufficient database provided by field examination, stress analysis, and research, we could answer questions not only about the structural integrity of each bridge, but also about the wisdom of using a particular design under different circumstances. We could evaluate each bridge in the context of the total history of bridges in Maryland.

A project of this type, using computer technology to both file and analyse data on the bridge system, would set a new standard for state surveys and would provide a basis for broader comparative studies nationwide. Maryland is not alone in its urgent need for information that can aid planning. The bridge system is suffering substantial wear and tear annually. We need information immediately to tell which bridges are in need of immediate repair. Even if a bridge must be completely replaced, we need guidance as to the best structural design for its replacement.

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> "Nine out of ten researchers choose the MADCAP for their analysis. It is ideal for research institutions."

MADCAP can file text and numeric information; it can also store graphic information such as the bridge's truss pattern or a sketch map of its location and proximity to other structures or terrain features. Throughout this project, the integrated pro-

Page 1

Add graphics to the document

Finally, you will copy the organization chart to the bottom of page 2 of the proposal.

To make room for the drawing:

1. Turn on the display of the grid and borders.

2. Select the two TextRects on page 2 of the proposal and group them together.

3. Shrink the two TextRects upward until their bottom edges are at the 6" position on the ruler.

To copy the drawing:

1. Open the document ~/fmtraining/OrgChart.doc

2. Select the drawing.

3. In the drawing's document window, choose the Copy command from the Edit or Maker menu.

4. Put the mouse pointer in the proposal's document window.

5. Choose the Paste command from the Edit or Maker menu.

   The drawing appears in the middle of page 2 of the proposal.

To move the drawing to the bottom of the page:

1. In the Tools window, change the Movement setting to V. Only.

2. Make sure that the drawing is selected.

3. Put the mouse pointer inside the drawing.

4. Press and hold down the left mouse button.

5. Drag the drawing to the empty area at the bottom of the page and then release the mouse button.

Finally, add a finishing touch:

1. Draw a rectangle (with no fill) around the drawing.

2. In the Tools window, change the Movement to H. Only.

3. To separate the drawing from the text above it, draw a horizontal line (using the third line width in the Widths area of the Tools window).

4. Turn off the display of the grid and borders.

Page 2 of your proposal should look like this:

Bridge Assessment Project Proposal

grams of the MADCAP will allow us to combine text, numeric information, and graphics in a flexible and productive way.
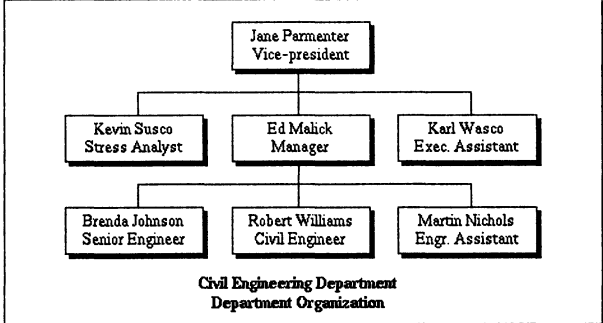
The categorization of information that we will develop for this project should make our database a model for structural analysis of bridges. Using the database management capability of the MADCAP, we will be able to file this information once and then order it in any way we want for retrieval.

We can ask questions about bridge builders, use of materials, past failures of similar structures, span lengths, number of spans, truss design, types of traffic, and dozens of other subjects. We can look for patterns and relationships, can search and sort in various ways that would be very time-consuming without a computer.

The results of our analysis will, in many cases, be best understood if displayed in the form of graphs. Again, the MADCAP's computer graphics software will make it easy to produce line and bar graphs. One simple example would be a bar graph showing maintenance cost as a function of bridge type.

Eventually we will add smaller bridges to our database, thus greatly expanding the amount of information and making possible a more thorough analysis of general bridge conditions. This information is especially important, since 60% of Maryland's bridges span waterways less than fifteen feet wide; generally, bridges spanning such waterways are less than thirty feet wide. Analysis of this expanded database will provide the Department of Public Works with a detailed analysis of every bridge in the state, for the first time.

The database will be, in effect, a detailed inventory of existing bridges. Both structural blueprints and photographs will be listed in the database and filed separately in an appropriate archive. All the information about a bridge could be displayed on a MADCAP terminal for an engineer's use; the database will provide all the information necessary for prioritizing, planning, and scheduling bridge repairs.

Jane Parmenter
Vice-president

Kevin Susco
Stress Analyst

Ed Malick
Manager

Karl Wasco
Exec. Assistant

Brenda Johnson
Senior Engineer

Robert Williams
Civil Engineer

Martin Nichols
Engr. Assistant

Civil Engineering Department
Department Organization

Page 2

Notes

If you had put the drawing into an anchored frame (as you did in Chapter 8), the drawing's position would change as the text is reformatted. Since we want this drawing to remain in a particular location on the page, we copied it directly onto the page.

In a multiple-column layout like the one you created in this chapter, you may want the text at the bottoms of the columns (the column baselines) to be aligned. For information about how to align column baselines, see the Feathering command in Chapter 3 of the *FrameMaker Reference Manual*.

Finishing up

You may want to print your proposal before you continue.

After you have printed the proposal:

1. Save the document if you like.

2. Quit the document.

Review

In this chapter you learned how to:

- Change document margins.
- Change column layout.
- Create automatically generated page headers and footers.
- Set up a two-sided document.
- Add automatically generated ruling lines.
- Add graphics that are tied to a specific location on a page.

What's next

In Chapter 10, we'll describe some of FrameMaker's advanced features and tell you where you can find more information about them.

10

Getting More Information

In Chapters 2 through 9 of this manual, you've learned many of FrameMaker's capabilities. But there's much more. In this chapter, we'll briefly describe some of FrameMaker's advanced features and tell you where to look in the *FrameMaker Reference Manual* for more information. All references below are to chapters in the *FrameMaker Reference Manual*.

Get a conceptual overview

For a conceptual overview of FrameMaker and a more complete description of how to create and edit text, see Chapter 2.

Create running headers and footers

With FrameMaker, you can create page headers and footers that change automatically from page to page (like the header in this tutorial). For more information, see the Headers & Footers command in Chapter 3.

Use the spelling checker and corrector

FrameMaker capabilities include a spelling checker and corrector with an 80,000-word dictionary. You can create supplementary dictionaries for your site, for your own personal use, and for individual documents. For more information, see the Spelling Checker command in Chapter 3.

Freeze pagination

If you need to make revisions to a document, but want to leave the original page breaks and page numbering intact to minimize the

number of revised pages for the document, you can freeze the pagination in the document. When you delete text in a document with frozen pagination, FrameMaker will leave more white space at the bottom of a page, if necessary, rather than repaginate the document. When you add text, FrameMaker will add a *point page* (for example, page 25.1 between pages 25 and 26), if necessary, rather than repaginate the document. For more information, see the Freeze Pagination command in Chapter 3.

Create magazine-style text layout

Using FrameMaker, you can create multiple *text flows*. That is, you can have an article begin on page 1 and continue anywhere you choose in the document. If you need to edit the article, FrameMaker will automatically reformat it, *flowing* the text from page to page as you specify. For more information, see the Connect TextRect, Disconnect Head, Disconnect Tail, and Split TextRect commands in Chapter 3.

Create margin notes and margin headings

You can create notes or headings in the margins of your document. For more information, see the Anchored Frame command in Chapter 3.

Reshape objects

After you draw an object, you can reshape it, smooth it, and unsmooth it. For more information, see the Reshape, Smooth, and Unsmooth commands in Chapter 3.

Create regular polygons

Using FrameMaker, you can create regular polygons with up to 17 sides. For more information, see the Set # Sides command in Chapter 3.

Invert text

To create white text on a black background, see the Invert command in Chapter 3.

Create keyboard macros

A keyboard macro is a short sequence of keystrokes that triggers a longer sequence. For example, you could create a macro that inserts several words or a paragraph of text with a single keystroke, or you could create a macro that changes a paragraph's

format with one or two keystrokes. For more information, see the Record Keys command in Chapter 3.

Share document formats

You can use template documents that contain standard formats. You can also export paragraph Catalogs from one document for use in other documents. For more information, see the Save, Open, and Import commands in Chapter 3.

Import text and graphics from other environments

Using FrameMaker, you can import text and graphics from external sources such as image files, MacDraw graphics, ASCII text files, DCA files created by many popular word processors, and even troff files. For more information, see the Import command in Chapter 3 and consult your Data General sales representative.

If you want to prepare standard ASCII files for use with FrameMaker, you can use FrameMaker's powerful markup language, called Maker Markup Language (MML). MML allows you to embed paragraph formats and font changes in the file; it even supports simple macros and include files. For more information about MML, see Chapter 6.

Break a book into smaller documents

If you want to break a book or any large document into smaller FrameMaker documents, but you want the page numbering of the entire book to be done automatically, you can use the `fmbook` program. For more information, see Chapter 5.

Generate an index, table of contents, or custom list

If you need to generate an index, table of contents, list of figures, or other custom list automatically, see Chapter 5.

Conclusion

Thanks for using FrameMaker. We want to hear from you if you have suggestions, questions, or concerns. Please let us know how we can improve future versions of FrameMaker.

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TIPS ORDERING PROCEDURES

TO ORDER

1. An order can be placed with the TIPS group in two ways:
   a) MAIL ORDER – Use the order form on the opposite page and fill in all requested information. Be sure to include shipping charges and local sales tax. If applicable, write in your tax exempt number in the space provided on the order form.

   Send your order form with payment to: Data General Corporation
   ATTN: Educational Services/TIPS G155
   4400 Computer Drive
   Westboro, MA 01581-9973

   b) TELEPHONE – Call TIPS at (508) 870-1600 for all orders that will be charged by credit card or paid for by purchase orders over $50.00. Operators are available from 8:30 AM to 5:00 PM EST.

METHOD OF PAYMENT

2. As a customer, you have several payment options:
   a) Purchase Order – Minimum of $50. If ordering by mail, a hard copy of the purchase order must accompany order.
   b) Check or Money Order – Make payable to Data General Corporation.
   c) Credit Card – A minimum order of $20 is required for Mastercard or Visa orders.

SHIPPING

3. To determine the charge for UPS shipping and handling, check the total quantity of units in your order and refer to the following chart:

Total Quantity	Shipping & Handling Charge
1–4 Units	$5.00
5–10 Units	$8.00
11–40 Units	$10.00
41–200 Units	$30.00
Over 200 Units	$100.00

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4. The TIPS discount schedule is based upon the total value of the order.

Order Amount	Discount
$1–$149.99	0%
$150–$499.99	10%
Over $500	20%

TERMS AND CONDITIONS

5. Read the TIPS terms and conditions on the reverse side of the order form carefully. These must be adhered to at all times.

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6. Allow at least two weeks for delivery.

RETURNS

7. Items ordered through the TIPS catalog may not be returned for credit.
8. Order discrepancies must be reported within 15 days of shipment date. Contact your TIPS Administrator at (508) 870-1600 to notify the TIPS department of any problems.

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TIPS ORDER FORM

Mail To: Data General Corporation
Attn: Educational Services/TIPS G155
4400 Computer Drive
Westboro, MA 01581 - 9973

BILL TO:	SHIP TO: (No P.O. Boxes - Complete Only If Different Address)
COMPANY NAME_____	COMPANY NAME_____
ATTN:_____	ATTN:_____
ADDRESS_____	ADDRESS (NO PO BOXES)_____
CITY_____	CITY_____
STATE_____ ZIP_____	STATE_____ ZIP_____

Priority Code _____ (See label on back of catalog)

_____ _____ _____ _____ _____
Authorized Signature of Buyer   Title   Date   Phone (Area Code) Ext.
(Agrees to terms & conditions on reverse side)

ORDER #	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

A SHIPPING & HANDLING

☐ UPS	ADD
1-4 Items	$ 5.00
5-10 Items	$ 8.00
11-40 Items	$ 10.00
41-200 Items	$ 30.00
200+ Items	$100.00

Check for faster delivery

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☐ UPS Blue Label (2 day shipping)
☐ Red Label (overnight shipping)

B VOLUME DISCOUNTS

Order Amount	Save
$0 – $149.99	0%
$150 – $499.99	10%
Over $500.00	20%

Tax Exempt #
or Sales Tax
(if applicable)

_____

ORDER TOTAL	
Less Discount See B	–
SUB TOTAL	
Your local* sales tax	+
Shipping and handling – See A	+
TOTAL – See C	

C PAYMENT METHOD

☐ Purchase Order Attached ($50 minimum)
P.O. number is_____ . (Include hardcopy P.O.)
☐ Check or Money Order Enclosed
☐ Visa   ☐ MasterCard   ($20 minimum on credit cards)

Account Number

| | | | | | | | | | | | | | | | | |

Expiration Date

| | | | |

_____
Authorized Signature
(Credit card orders without signature and expiration date cannot be processed.)

THANK YOU FOR YOUR ORDER

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PLEASE ALLOW 2 WEEKS FOR DELIVERY.
NO REFUNDS NO RETURNS.

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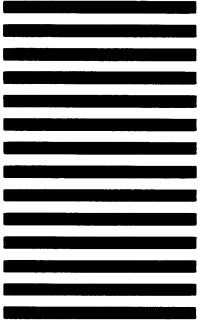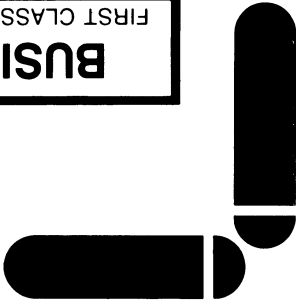
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