

# Adobe FrameMaker: An Introduction and Refresher

## Course details and booking form

### Duration

2 days

### Topics covered

1. Setting preferences and exploring the user interface
2. Defining paragraph formats (including creating numbered and bulleted lists)
3. Defining colours and character formats
4. Page layout using master pages (including running headers and footers)
5. Introduction to graphics  
Consolidation exercise 1: Creating a new document
6. Document editing (including searching-and-replacing, and creating user variables)
7. Introduction to tables
8. Customising tables  
Consolidation exercise 2: Creating complex tables
9. Anchored frames (for graphics and text)
10. Cross-references and footnotes
11. Creating books (including adding cross-document numbering and creating cross-document tables of content)

Consolidation exercise 3: Advanced auto-numbering

12. Creating indexes (including custom indexes, index-entry formatting and customised sorting)
13. Single-sourcing using conditional text
14. Adding hypertext and generating PDFs
15. Creating HTML from Framemaker
16. Introduction to structured authoring

### Presenter

The course was designed and conducted by Mark Ward. Mark is an expert in creating FrameMaker templates and has created numerous FrameMaker structured applications.

### Location

All classes will be held in or close to the CBD. You will be notified of the venue closer to the date of the course.

### Cost (in AU dollars, including GST)

Full: \$875; Early Bird: \$695; Special<sup>‡</sup>: \$495

The cost includes two training workbooks, lunch and refreshments.

### Queries

Telephone 1800 610 116 or send an email to [courses@abelard.com.au](mailto:courses@abelard.com.au)

### Make a booking

Your name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Email: \_\_\_\_\_

Payment method:

- Pay on receipt of a tax invoice<sup>†</sup>, or  
 Pay now by credit card

Card type:

- Visa  MasterCard  AMEX  
(A 1.5% processing fee applies to all credit card payments)

Card number: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_

Organisation:\* \_\_\_\_\_

City and postcode: \_\_\_\_\_

Contact phone no.: \_\_\_\_\_

Select the course:

- Melbourne, April 12–13  
 On-site course. (We'll contact you to discuss your special requirements.)

Fee:

- Full  Early-Bird  Special<sup>‡</sup>

Your special needs: \_\_\_\_\_

\* Specify the organisation only if it will be paying for your attendance at the course.

<sup>†</sup> To secure your place in the course, your tax invoice must be paid no later than 7 calendar days before the course start date. The tax invoice will be made out in your name, or in the name of the organisation who will pay the invoice, and sent to the postal address specified above.

<sup>‡</sup> The Special rate is offered to full-time students and concession-card holders.

**CANCELLATIONS:** Full refund if cancelled with at least 10 days notice; no refund if cancelled with less than 5 days notice; otherwise 50% refund.

### Send this form by...

... fax to (03) 9596 3625, post to Abelard Consulting, PO Box 7188, Gardenvale, Vic., 3186, or email to [courses@abelard.com.au](mailto:courses@abelard.com.au).