

LOGO

**How to Use the FrameMaker
Templates at XYZ Company**

December 2002

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1

DOCUMENT STRUCTURE

Introduction to FrameMaker books

A book file is a FrameMaker file that ties multiple files together so you can work with them as one unit. This grouping allows you to generate a single table of contents or index for the documents, and it simplifies printing, page numbering, cross-referencing, and formatting.

It is also useful to know what a book is *not*. When you add files to a book file, you are not making a copy of the file; you are simply creating a pointer to the existing file. You can open the file by double-clicking it in the book file list, although this is identical to opening the file directly without going through the book file.

Book files do not update dynamically; you must update the book to update pagination, cross-references, and generated files. This process is described in detail in Chapter 2.

Project directory structure

Create a folder to store all documents in the book, preferably named something similar to the project name. Create a subfolder called “images” to store all images in the book. If you move the book files and images to another server or directory, keep the directory structure in tact to prevent broken links.

Document Structure

The multichapter FrameMaker book is made up of the following segments:

- Front matter - contains a cover page and copyright page
- Table of contents
- Chapter - your document may consist of multiple FrameMaker chapter files
- Appendix
- Glossary
- Index

The book is configured to print double-sided.

Templates

Standard templates are available for each section of the book and are located at the following network address:

```
\\public\information technology\documentation\templates\framemaker\  
multichapter book\
```

- frontmatter.fm
- TOC.fm (capitalized purposely for FrameMaker recognition)
- chapter.fm
- appendix.fm
- glossary.fm
- IX.fm (capitalized purposely for FrameMaker recognition)

For consistency, each template file contains the same paragraph and character tags, table formats, and reference pages.

- ◆ Copy these template files to your working project folder and remove the read-only attribute in each file's properties.

Front matter

The frontmatter.fm template consists of two pages:

1. A cover page containing the company logo and title of the book. Include the version number if applicable.
2. Page two is the standard copyright page. Update the copyright year (yyyy), but do not change the copyright text.

Front matter paragraph tags

The structure of the frontmatter.fm document is as follows:

- The placeholder for the title of the book is centered vertically and horizontally.
- The book title uses the Title cover paragraph tag.
- Page one (cover page) does not contain headers or footers.
- On page two, the copyright information is in a text box to control the location of the text.
- The copyright text uses the Body tag.
- Insert the year of the publish date in the first line of the copyright information.
- The header on page two only contains the book title variable. Refer to the “Headers” section on page 1-4 for instructions on changing the book title.
- The footer on page two contains the publication month/year and the page number. Page numbers in frontmatter.fm are lower case roman numerals (ii,iii). Refer to the “Footers” section on page 1-4 for instructions on changing the month/year variable.

Chapters

Chapters use the chapter.fm template. The chapter number and chapter title placeholders are filled in for you. You simply type your own chapter title and leave the chapter number as is.

Chapter paragraph tags

The structure of the chapter document is as follows:

- The chapter number in the top right uses the ChapterNumber paragraph tag. The number that displays may continue to be “1” until you set the document numbering parameters at the chapter level (page 1-10) and book level (page 2-3).
- The title of the chapter uses the ChapterTitle paragraph tag. Attached to this tag is the standard blue line which is stored on the document’s reference page.
- After typing the chapter title, press ENTER to advance to the body of the document where you can type the first Heading 1.
- The text sections of the chapter use paragraph tags such as Heading 1, Heading 2, Heading 3, and Body for standard text.
- Use the Body Indent paragraph tag if you need a paragraph under a bulleted list or numbered steps.
- The items in this bulleted list use the Bulleted paragraph tag. If you need to list several items under a bullet, use the BulletIndentSquare paragraph tag:
 - This is the BulletIndentSquare tag.
- Use the BulletIndentRound paragraph tag if you need a bulleted list under Body Indent or numbered steps:
 - This is the BullentIndentRound tag that is used under numbered steps.

- If an instruction only has one step, use the OneStep paragraph tag:
- ◆ This is an example of the OneStep paragraph tag.

Headers

Each document in the book has a header area that contains the book title, chapter title, and the current Heading 1 and Heading 2. The book title is the only variable you change manually. Do not alter other items in the header. The book title must match the title of the book on the cover page in frontmatter.fm.

Add the book title

1. From the **View** menu, select **Master Pages**.
2. From the left or right page, double-click the book title variable.
The Variable window opens.
3. Click **Edit Definition**.
4. Type the name of your book as it appears on the cover page in frontmatter.fm.
5. Click **Done**.
6. Click **Replace**.
The book title changes on all master pages for this document.
7. From the **View** menu, select **Body Pages**.
8. Repeat these instructions for every document that makes up your book.

Footers

Each document in the book has a footer area that contains the page number, the publication month/year, and the name XYZ Corporation. The publication month/year is the only variable you change manually. Do not alter other items in the footer. The structure is as follows:

- The page number is in “chapter number-page number” format (3-18) and is linked to the page number setting on the reference page.
- The publication month/year and the name XYZ Corporation alternate pages. The right master page contains XYZ Corporation on the right and the page number on the left. The left master page contains the page number on the right and the publication month/year on the left.

Add the publication month year

1. From the **View** menu, select **Master Pages**.
2. From the left or right page, double-click on the Month Year variable.
The Variable window opens.
3. Click **Edit Definition**.
4. Type the month and year. For example, June 2002.
5. Click **Done**.

6. Click **Replace**.
The date changes on all master pages for this document.
7. From the **View** menu, select **Body Pages**.
8. Repeat these instructions for every document that makes up your book.

Insert a note, tip, or caution

Notes, tips, and cautions are placed in a document by inserting a specific table format. The table format you select depends on whether the table is located under standard body text or indented text. Indented text in a chapter or appendix is defined as any paragraph tag indented from the Body paragraph tag.

To insert a note, tip, or caution under standard body text

1. Place your cursor at the end of the last line of text using the Body tag.
2. From the **Table** menu, select **Insert Table**.
3. Select **Note**, **Caution**, or **Tip**.
A two-cell table appears with the note, tip, or caution icon in the left cell.
4. Type the text in the cell on the right.

Below is an example of a note under text that uses the Body paragraph tag.



This note text aligns with the left margin of the text above.

To insert a note, tip, or caution under indented text

Examples of indented text are paragraph tags such as Numbered, BodyIndent, and Bulleted. Use the following instructions to insert a note, tip, or caution under indented text.

1. Place your cursor at the end of the last line of text that uses a Numbered, BodyIndent, or Bulleted tag.
2. From the **Table** menu, select **Insert Table**.
3. Select **NoteIndent**, **CautionIndent**, or **TipIndent**.
A two-cell table appears with the note, tip, or caution icon in the left cell.
4. Type the text in the cell on the right.
This is an example:



See how the text in the right cell of this indented tip aligns with the text in Step 4.

Standard table formats

There are three table formats in addition to the six tables for inserting notes, tips, and cautions:

- Shaded Heading

- Side Heading
- 2 col no border

You may add rows and columns, or additional formatting to suit your needs. Refer to the following examples.

Table 1: Shaded Heading

Table 2: Side Heading

Table 3: 2 col no border (simulated)

Import graphics by reference

Many documents have graphics such as screen shots, logos, and icons. The Images subfolder stores the graphic files used throughout your book. Always import these graphics into the chapter by reference, which means you are linking the image to the graphic file in the Images folder. The result is a smaller document file size and more control over resizing and resolution.



Do not resize a graphic using the handles after you import it into the document. The import process allows you to adjust the size, or dpi of the graphic without losing clarity. If you need to resize the graphic after the import, follow the instructions on page 1-8.

Use the following instructions to import a graphic by reference.

1. Place your cursor at the end of the last line of text that is just before the area where you want to import the graphic.
2. From the **File** menu, select **Import**, and then select **File**.
The Import window opens.
3. Navigate to the \Images folder and click once on the graphic file you want to import.
4. Select the Import by Reference option.
5. Click **Import**.
The Import Graphic Scaling window opens.
6. Type a custom dpi setting.



You can determine how large or small the graphic appears in the document with a scaling factor. In FrameMaker, scaling is set by dpi (the standard windows setting is 96 dpi). The highest recommended dpi is 125, however, wider graphics may need as much as 175 to fit within the margins.

7. Click **Set**.
The graphic imports into a centered anchored frame.
8. From the **Special** menu, select **Anchored Frame**.
The Anchored Frame window opens.
9. Change the Alignment field to Left and click **Edit Frame**.
The anchored frame moves to the left margin.



To adjust the width of the anchored frame, click the border of the anchored frame and adjust the width by dragging the handles to the appropriate size.

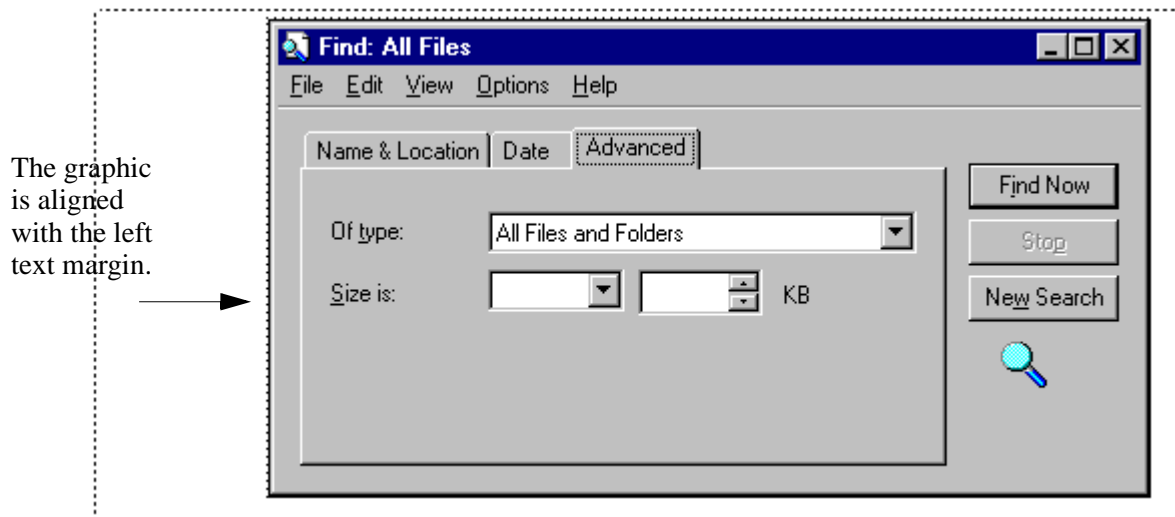
10. Click once on the graphic to select it.

11. Drag the graphic so the left edge aligns with the text of the previous step, bullet, or paragraph text. Refer to the following example of a graphic positioned underneath numbered steps.

Example:

Perform a search for a file using the advanced options.

1. From the **Tools** menu, select **Find**, and then select **Files or Folders**.
2. Click the **Advanced** tab..



Changing the graphic size (dpi) after the import

You can change the size of a graphic after it is imported into the document by adjusting the dpi setting. This is useful if the graphic is initially imported at the wrong size.

1. Click once on the graphic you want to resize.
2. From the **Graphics** menu, select **Object Properties**.
The Object Properties window opens.
3. In the center of the window, click **Set dpi**.
4. Type a new custom dpi setting.



The higher the dpi setting, the smaller the graphic. Do not type a dpi setting lower than 96.

5. Click **Set**.

Missing graphics

If a FrameMaker document indicates missing graphics, it is likely the graphic was deleted or moved from the Images folder. Locate the graphic file, or create a replacement with the same file name, and place a copy in the Images subfolder under the working project folder.

Create index markers

Index entries are created by placing index markers in each chapter before generating the index document. Index entries are sorted alphabetically in the final version of a generated index. Entries with the same text are merged into a single entry with multiple page references. You can add building blocks to control the form of the index entry such as specifying a subentry or a cross-reference to another entry.

The following section provides a quick overview on adding index markers. For detailed instructions, see page 332 in the *FrameMaker 6.0 User Guide*.

Add index markers

Use the following instructions to add index markers to a chapter or appendix. Index markers are shown when text symbols are visible. If you add a marker in error, select the word or phrase following the marker, press DELETE, and then type the text again.

1. Select the text you want to include as an index entry.
2. From the **Special** menu, select **Marker**.
3. Select Index from the Marker Type drop-down list.
4. Change the text in the window to all lower case (except proper nouns).
5. Click **New Marker**.

A marker symbol (**T**) appears if text symbols are visible.

Place several entries in one marker

To place several index entries in one marker, use a semicolon (;) between entries, as in the following example:

Marker Text	Results in Index Entry
folders;shortcuts to folders;create a new folder	folders 1-24 shortcuts to folders 1-24 create a new folder 1-24

Create subentries in index entries

You can group several entries under one entry for a larger category of information by marking the entries as subentries. To do this, separate the main entry from the subentry with a colon (:).

For example, to create the first subentry under “printers,” type `printers:cancel print jobs`. Continue with other items under the entry in the same manner. The second subentry in the list is typed as `printers:controlling print jobs`. The third subentry is typed as `printers:printing double-sided`.

The end result looks like the following:

Marker Text	Results in Index Entry
printers:cancel print jobs printers:controlling print jobs printers:printing double-sided	printers cancel print jobs 1-2 controlling print jobs 1-18 printing double-sided 1-20

Steps for finishing the chapter

When you are finished with a chapter, use this checklist to complete the formatting:

- From the **Edit** menu, select **Spelling Checker**.
- Make sure no headings start near the bottom of the page. If so, force the heading to start at the top of the next page. Insert the cursor in the heading and click **Special**, and then click **Page Break**. Select the option for At Top of Next Available Page and click **OK**.
- Add index entries. See the “Create index markers” section on page 1-9 for instructions.
- Check the last few pages of the chapter to make sure there are no unused pages. Delete the unused pages by clicking **Special**, and then click **Delete Pages**. Be sure to enter the correct page numbers to delete as this action cannot be reversed.
- Set the document numbering for chapter and page number. Refer to the next section for instructions.

Document numbering

Document numbering is an important part of a multichapter book, as it correctly numbers each chapter and page number, and determines how the chapter is listed on the table of contents. Follow these instructions after you are finished with the chapter.

1. Open the chapter document.
2. From the **Format** menu, select **Document**, and then **Numbering**. The Numbering Properties window opens.
3. On the **Chapter** tab, do one of the following:
 - Select the Chapter option and type 1 if this document is the first chapter.
 - Select the Continue Numbering from Previous File in Book option if this is chapter 2 or higher.
4. Verify the Format field is Numeric (14).
5. Click **OK**.

Appendix

An appendix uses the appendix.fm template and is primarily used for reference material. The appendix number and appendix title placeholders are filled in for you. You simply type your own appendix title and leave the appendix number (letter) as is. Every appendix uses an uppercase alphanumeric numbering sequence (A-Z).

Appendix paragraph tags

The structure of the appendix document is as follows:

- The appendix letter is in the same position as the chapter number in standard chapter documents, and uses the same **ChapterNumber** paragraph tag. However, the document number format is changed to an reflect uppercase alphabetic numbering sequence. The letter that displays may continue to be “A” until you set the document numbering parameters at the document (page 1-10) and book level (page 2-3).
- The title of the appendix uses the **AppendixTitle** paragraph tag. Attached to this tag is the standard blue line which is stored on the document’s reference page.
- After typing the appendix title, press **ENTER** to advance to the body of the document where you can type the first **Heading 1**.
- The text sections in the appendix use the same paragraph tags as the chapter document.
- Refer to the **Headers** section on page 1-4 for changing the book title in the header area.
- Refer to the **Footers** section on page 1-4 for changing the publication month/year.

Steps for finishing the appendix

When you are finished with an appendix, use this checklist to complete the formatting:

- From the **Edit** menu, select **Spelling Checker**.
- Make sure no headings start near the bottom of the page. If so, force the heading to start at the top of the next page. Insert the cursor in the heading and click **Special**, and then click **Page Break**. Select the option for **At Top of Next Available Page** and click **OK**.
- Add index entries. See “Create index markers” on page 1-9 for instructions.
- If your book is set for two-sided printing, make sure the appendix ends on an even numbered page.
- Check the last few pages of the appendix to make sure there are no unused pages. Delete the unused pages by clicking **Special**, and then click **Delete Pages**. Be sure to enter the correct page numbers to delete as this action cannot be reversed.
- Set the document numbering for the appendix letter and page numbers. Refer to the next section, “Appendix numbering” for instructions.

Appendix numbering

Document numbering is an important part of a multichapter book, as it correctly labels each appendix and page number, and determines how the appendix is listed on the table of contents. Follow these instructions after you are finished with the appendix.

1. Open the appendix document.
2. From the **Format** menu, select **Document**, and then **Numbering**.
The Numbering Properties window opens.
3. On the **Chapter** tab, do one of the following:
 - Select the Chapter option and type 1 if this document is the first appendix.
 - Select the Continue Numbering from Previous File in Book option if this is appendix B or higher.
4. Verify the Format field is ALPHABETIC (N).
5. Click **OK**.

Glossary

To use the glossary template, copy the glossary.fm file into the working project folder. Remove the read-only properties from the file using Windows Explorer.

Glossary paragraph tags

The structure of the glossary is as follows:

- The title of the glossary uses the GlossaryTitle paragraph tag. Attached to this tag is the standard blue line which is stored on the document's reference page. This title is already in place and requires no attention.
- The alphabetic letters that separate groups of terms use the GlossaryLetter paragraph tag.
- The term you are defining uses the GlossaryTerm paragraph tag. The tag is designed to advance you to the GlossaryDefinition tag when you press ENTER.
- The definition uses the GlossaryDefinition tag. The tag is designed to return you to the GlossaryTerm tag when you press ENTER.
- Refer to the Headers section on page 1-4 for changing the book title in the header area.
- Refer to the Footers section on page 1-4 for changing the publication month/year.

2

CREATING A FRAMEMAKER BOOK

Create a book file

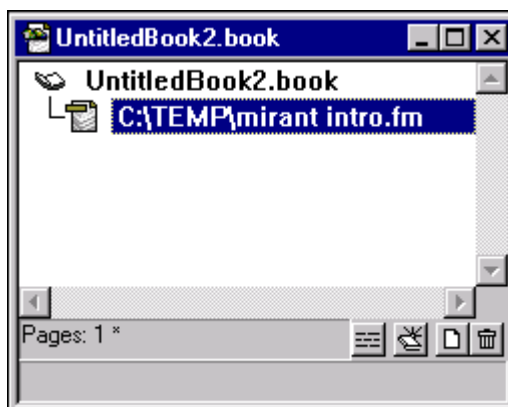
Creating a book file automates several book maintenance tasks. When you update the book, the following things happen:

- FrameMaker updates cross-references in every file in the book.
- FrameMaker updates the book's pagination.
- FrameMaker regenerates generated files, such as the table of contents and the index.
- FrameMaker scans every file in the book and updates the items in the generated files and their page numbers.

Book files do not update dynamically; you must update the book to update pagination, cross-references, and generated files.

Use the following instructions to create a book file.

1. From FrameMaker, open one of the files you want to include in the book.
2. From the **File** menu, select **New**, and then select **Book**.
An alert message appears asking if you want to include the document in the book.
3. Click **Yes**.
A new window appears showing the contents of the book. See the following example.



4. From the **File** menu, select **Save Book As**.
5. Type a file name for the book and click **Save**.
A ".book" extension is added to the file name.

Add document files to the book

You can add two types of files to a book: documents and generated files. When adding a document file to a book, FrameMaker adds the file's name and location to the book, and a link is established between the file and book. Use the following instructions to add document files to a book.

1. From the book window, select **Add**, and then select **Files**.
2. Select the document file you want to add to the book and click **Add**.
3. Repeat Step 2 until all files are added.
4. From the book window, select **File**, and then select **Save Book**.



You can rearrange the order of the document files in a book by clicking and dragging a document name to the desired position. Refer to page 365 in the *FrameMaker 6.0 User Guide* for more information on rearranging, deleting, and renaming files in a book.

Generate the index

Once you have generated the index entries in the chapter and appendix documents, it is time to generate a standard index. Use the following instructions to generate an index for your book.



Make sure you have a copy of the IX.fm template in your working project directory before performing these instructions. In addition, remember to remove the read-only attribute in the file's properties.

1. From Windows Explorer, navigate to your working project directory.
2. Rename IX.fm to *nameofbookIX*.fm, where *nameofbook* is the exact name of your book file. For example, if your book file is named "premir.book," rename the index file to "premirIX.fm." Be sure to type "IX" in upper case. There are no spaces between *nameofbook* and IX.
3. Open your book file in FrameMaker.
4. Select **Add**, and then select **Standard Index**.
The Set up Standard Index window opens.
5. Verify the only marker in the left column is "Index."
6. Click **Add**.
The index file generates based on the index template.
7. Drag the index file to the bottom of the list of documents in the book.
8. From the book window, double-click the index file and verify the contents.
9. Change the book title variable in the header and the publication month/year variable in the footer. Refer to page 1-4 for instructions.

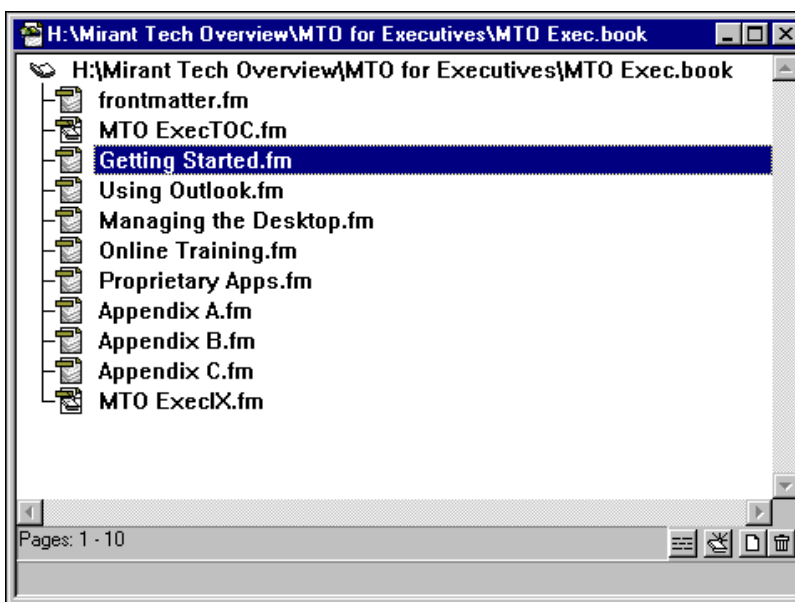
Set the book-level document numbering

The numbering for chapters and appendices must be set at both the document level (page 1-10) and the book level. Use the following instructions to set the document numbering at the book level.



You must follow these instructions in the order shown. Problems with chapter numbering may arise if the steps are performed out of order. Also, all individual documents within the book must be closed before you begin.

1. Open the book file in FrameMaker.
The book window opens.



2. Click once on the *first* chapter and select **Format, Document**, and then **Numbering**.
The Numbering Properties window opens.
3. On the **Chapter** tab, select the Chapter option and type 1.
4. Verify the Format field is Numeric (14).
5. Click **OK**.
6. Save and close the document.
7. Click once on the *second* chapter and select **Format, Document**, and then **Numbering**.
The Numbering Properties window opens.
8. On the **Chapter** tab, select the Continue Numbering from Previous File in Book option.
9. Verify the Format field is Numeric (14).
10. Click **OK**.
11. Save and close the document.
12. Click once on the *third* chapter and repeat Steps 7 – 11 for the remaining chapters.

13. When all chapters are numbered in order, click once on the *first* appendix document and select **Format, Document**, and then **Numbering**. The Numbering Properties window opens.



If there are no appendices, go to Step 24.

14. On the **Chapter** tab, select the Chapter option and type 1.
15. Verify the Format field is ALPHABETIC (N).
16. Click **OK**.
17. Save and close the document.
18. Click once on the *second* appendix and select **Format, Document**, and then **Numbering**. If there are no more appendices, go to Step 24. The Numbering Properties window opens.
19. On the **Chapter** tab, select the Continue Numbering from Previous File in Book option.
20. Verify the Format field is ALPHABETIC (N).
21. Click **OK**.
22. Save and close the document.
23. Click once on the *third* appendix and repeat Steps 18 – 22 for the remaining appendices.
24. When all chapters and appendices are numbered in order, select **File**, and then select **Save Book**.

Generate a table of contents

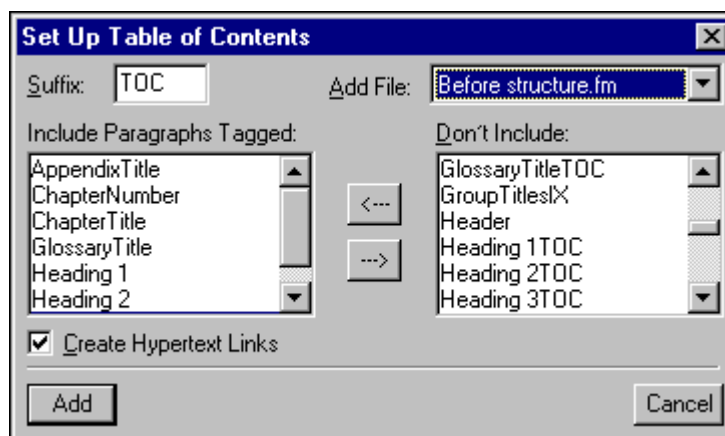
Use the following instructions to generate a table of contents for your book.



Make sure you have a copy of the TOC.fm template in your working project directory before performing these instructions. In addition, remember to remove the read-only attribute in the file's properties.

1. From Windows Explorer, navigate to your working project directory.
2. Rename TOC.fm to *nameofbook*TOC.fm, where *nameofbook* is the exact name of your book file. For example, if your book file is named "premir.book," rename the table of contents file to "premirTOC.fm." Be sure to type "TOC" in upper case. There are no spaces between *nameofbook* and TOC.
3. Open your book file in FrameMaker, and select **Add**, and then **Table of Contents**. The Set up Table of Contents window opens.

4. In the Don't Include panel, select the following paragraph tags one by one and click the arrow pointing to the left. This moves the tag to the left portion of the window.
 - AppendixTitle
 - ChapterNumber
 - ChapterTitle
 - Heading 1
 - Heading 2
 - Heading 3
 - GlossaryTitle
 - IndexTitle



5. Click **Add**.

The table of contents document generates based on the TOC template. The file is placed in the book window.
6. Drag the table of contents file under frontmatter.fm in the book window.
7. From the book window, double-click the TOC file and verify the contents.
8. Change the book title variable in the header and the publication month/year variable in the footer. Refer to page 1-4 for instructions.
9. Save the TOC document.

Updating the book

After setting up a book and specifying numbering properties for each file in the book, you update the book as a single unit. This is the last step in book building. Even though you generate and update in one step, the two processes are different:

Generating creates the table of contents and indexes in the book file. *Updating* corrects the numbering in all files in the book and revises cross-references so they are correct based on the new numbering. Empty pages are added where required.

Be sure to generate and update a book whenever you make any of the following changes to a document or a book file:

- Editing that affects pagination
- Editing that affects the wording of a generated file such as changes to a chapter title
- Adding a new color (so color separations will be accurate)
- Adding new index entries
- Changing conditional text settings or indicators
- Changing the numbering of documents or generated files
- Changing formatting information in the special text flow on a reference page of a generated file
- Rearranging, adding, or removing files in a book

To update the files in a book

1. From the book window, select **Edit**, and then select **Update Book**.
2. Move the names of the files you want to generate to the Generate scroll list.



Only generated files appear in the list. If no files are present, the book has no generated files. If no files appear in the lists—or if you move all the files to the Don't Generate list—you should still continue to the next step to update the book's pagination, numbering, and cross-references.

3. Click **Update**.



For information on messages you may see in the Book Error Log, see the Troubleshooting section on page 374 in the *FrameMaker 6.0 User Guide*.

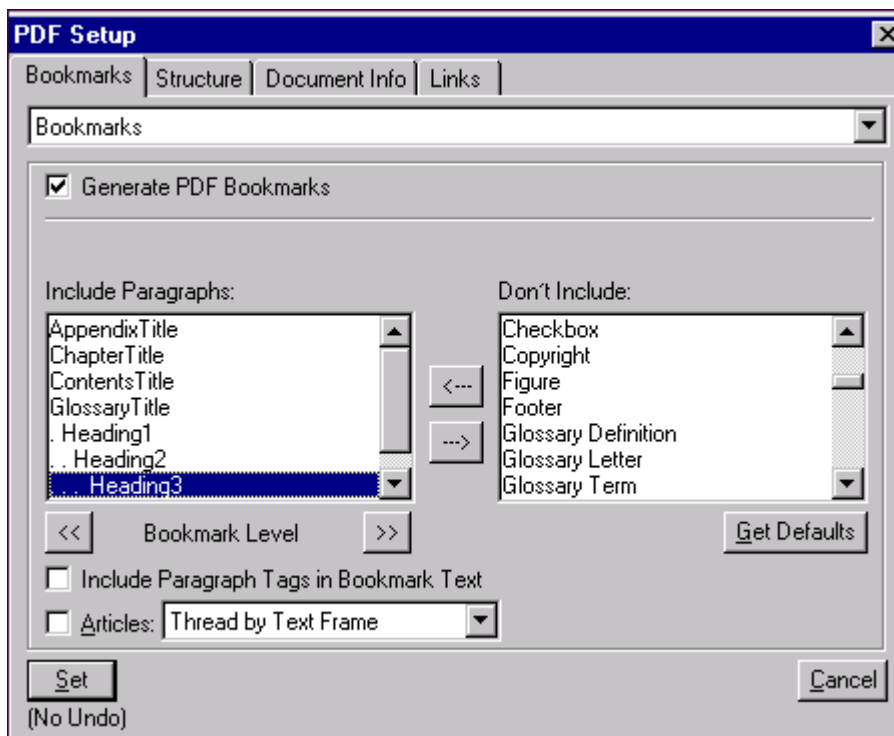
4. Save any open individual documents. Open files are updated only in memory and not on the disk.
5. From the book window, select **File**, and then select **Save Book**.

Create a PDF File

FrameMaker allows you to convert a single document or an entire book to a Portable Document Format (PDF) file. This format makes it easy to distribute and prevents users from making changes to the content.

Print as postscript file and distill to PDF

1. If the book is already open, save and close any individual documents.
2. Open the book file and select **File**, and then select **Print Book**.
The Print Book window opens.
3. Select the Print Only to File option.
4. Type a path and file name. Use the working project folder for the path, and make sure the file extension is “.ps” for postscript.
5. Click **Setup** beside the printer name and select Acrobat Distiller from the list.
6. Click **OK**.
7. Select the Generate Acrobat Data option.
8. Click **PDF Setup**.
9. Use the following screen as a reference when including paragraph tags. Include paragraphs tags for AppendixTitle, ChapterTitle, ContentsTitle, GlossaryTitle, Headings 1 – 3, and IndexTitle.



10. Click **Set**.
The Print dialog box returns.

11. Click **OK**.
12. Click **Print**.
The postscript file is generated and placed in the working project folder.
13. From Windows Explorer, navigate to the working project folder.
14. Double-click on the .ps file you just created.
Acrobat Distiller opens and converts the file to PDF.

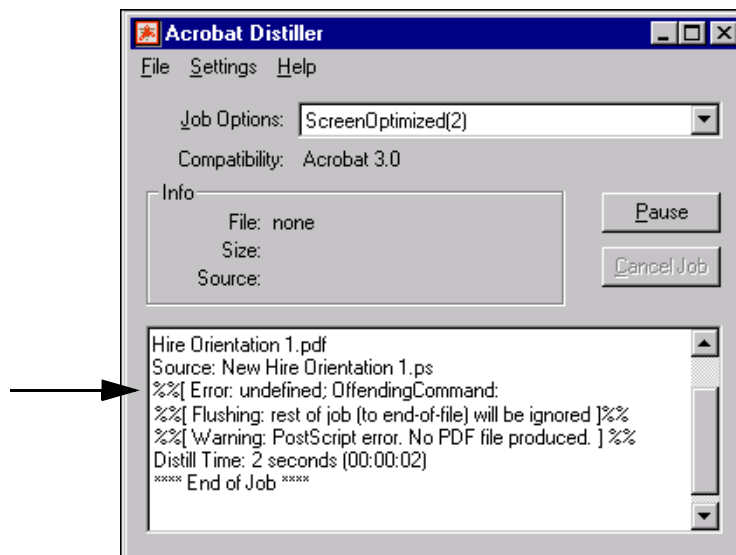


If you receive errors while Distiller is converting the book, refer to the next section on “Troubleshooting PDF Problems.”

15. Open the new PDF file and verify it converted correctly. Check the bookmarks in the PDF table of contents.

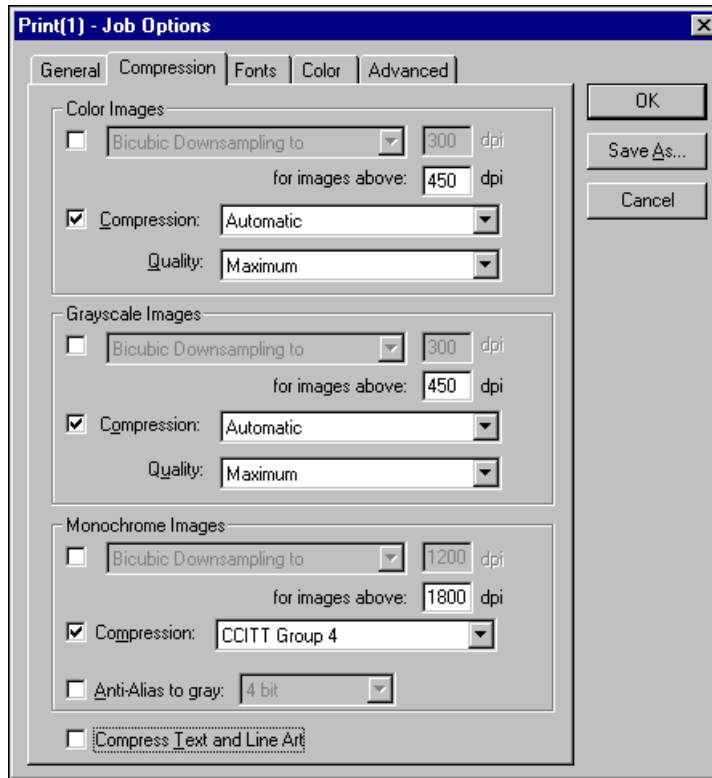
Troubleshooting PDF Problems

These instructions provide a possible solution if you experience error messages in Distiller when creating a PDF file such as “Error: undefined,” or “Offending Command.” For example:



1. Open Acrobat Distiller.
2. From the **Settings** menu, select **Job Options**.
The Print - Job Options window opens.
3. Click the **Compression** tab.

4. Make the settings on your window match the following example.



5. Click **OK**.
6. Recreate the PDF file using the instructions in the “Create a PDF File” section on page 2-7.

PARAGRAPH TAG SPECIFICATIONS

Paragraph tag usage

The following tables lists all the paragraph tags used in our documentation and their associated application.

Paragraph Tag	Application
AppendixTitle	Subject name of an appendix chapter.
AppendixTitleTOC	Used on the table of contents to print the subject name of the appendix chapter(s).
Body	Used for general paragraph text.
Body Indent	Text that is indented from the Body tag.
Bulleted	First level bullet, indented 1.25, round shaped.
BulletIndentRound	Second level bullet, indented 1.43, round shaped.
BulletIndentSquare	Second level bullet, indented 1.43, square shaped.
CellBody	Text in a table cell.
CellHeading	Heading text in a table.
ChapterNumber	Numbers the chapters starting at 1.
ChapterTitle	Subject name of a chapter.
ChapterTitleTOC	Used on the table of contents to print the name of the chapter to the right of the chapter number.
ContentsTitle	Used at the top of the first page of the table of contents to place a title on the page.
Footer	Used on the master page in the footer area for the date and title of the book.
GlossaryBullet	For bulleted lists in the glossary.
GlossaryDefinition	Definition of a term in the glossary.

Paragraph Tag	Application
GlossaryLetter	Letters of the alphabet used to group related sections of terms in the glossary.
GlossaryTerm	The term you are defining in the glossary.
GlossaryTitle	Used at the top of the first page of the glossary to place a title on the page.
GlossaryTitleTOC	Used on the table of contents to print the word “Glossary.”
GroupTitlesIX	Letters of the alphabet used to group related sections of index entries.
Header	Used on the master pages in the header area for the book title, chapter names, and section names.
Heading 1	First level heading in chapters and appendices.
Heading 1TOC	Used on the table of contents to import the names of Heading 1s from chapters and appendices.
Heading 2	Second level heading in chapters and appendices.
Heading 2TOC	Used on the table of contents to import the names of Heading 2s from chapters and appendices.
Heading 3	Third level heading in chapters and appendices.
Heading 3TOC	Used on the table of contents to import the names of Heading 3s from chapters and appendices.
Heading 4	Fourth level heading in chapters, prefaces, and appendices.
Heading 5	Fifth level heading in chapters and appendices.
HeadingRunIn	Not used, however, it can be used for any heading or term that runs into a paragraph.
IndexIX	System generated for the index. Do not use.
IndexTitle	Used at the top of the first page of the index to place a title on the page.
IndexTitleTOC	Used on the table of contents to print the word “Index.”
InsertCaution	Do not use this paragraph tag and do not delete it. To insert a caution, select Table, Insert Table , and select either Caution or CautionIndent from the list.
InsertNote	Do not use this paragraph tag and do not delete it. To insert a note, select Table, Insert Table , and select either Note or NoteIndent from the list.
InsertTip	Do not use this paragraph tag and do not delete it. To insert a tip, select Table, Insert Table , and select either Tip or TipIndent from the list.

Paragraph Tag	Application
Level1IX	Level 1 index entry; system generated.
Level2IX	Level 2 index entry; system generated.
Level3IX	Level 3 index entry; system generated.
Numbered	First level numbering when entering numbered steps; starts at 2.
Numbered1	First level numbering when entering numbered steps; starts at 1.
OneStep	Use when your instructions only have one step.
SeparatorsIX	System generated for the index. Do not use.
TableFootnote	Footnote for a table if necessary.
TableTitle	Used for the title bar above a table.
Title	You can use this tag for a subtitle on the cover page of the front matter template.
Title cover	The title of the book on the frontmatter.fm document.

Basic tab

Paragraph	Indent First	Left	Right	Above	Below	LS	Align	Next	Tabs
AppendixTitle	0	0	1	26	12	26F	L	Heading 1	
AppendixTitleTOC	0	0	0	14	6	14F	L		6.539 L
Body	1	1	0.125	7	7	13F	L		
Body Indent	1.43	1.43	0.15	7	7	13F	L	Body	
Bulleted	1.25	1.43	0.3	3	3	13F	L	Bulleted	1.43 L
BulletIndentRound	1.43	1.63	0.3	3	3	13F	L	BulletIndentRound	1.63 L
BulletIndentSquare	1.43	1.63	0.3	3	3	13F	L	BulletIndentSquare	1.63 L
CellBody	0	0	0	3	3	13F	L		
CellHeading	0	0	0	0	0	13	L		
ChapterNumber	0	0	0.5	0	35	50F	R	ChapterTitle	
ChapterTitle	0	0	1.0	26	12	26F	L	Heading 1	
ChapterTitleTOC	0	0	0	14	6	14F	L		6.539 L
ContentsTitle	0	0	1.0	26	12	26	L		
Footer	0	0	0	20	0	10	L		0.681 L 3.0 C 6.927 R
Footnote	0.25	0.417	0.25	0	0	12	L		0.417 L
GlossaryBullet	0.187	0.378	0.3	3	3	13	L	GlossaryBullet	0.378 L 1.43 L
GlossaryDefinition	0	0	0.125	0	7	13F	L	GlossaryTerm	
GlossaryLetter	0	0	0	15	0	22F	L	GlossaryTerm	
GlossaryTerm	0	0	0	16	0	14	L	GlossaryDefinition	
GlossaryTitle	0	0	1	26	12	26F	L	GlossaryLetter	
GlossaryTitleTOC	0	0	0	14	6	14F	L		
GroupTitlesIX	0	0	0	15	0	22F	L		

Paragraph	Indent First	Left	Right	Above	Below	LS	Align	Next	Tabs
Header	0	0	0	0	0	10	L		0.681 L 3.0 C 6.875 R
Heading 1	0	0	0.15	38	10	19	L	Body	
Heading 1TOC	1.0	0	0	3.0	1.0	13F	L		6.57 L
Heading 2	0	0	0	25	12	12F	L	Body	
Heading 2TOC	1.25	0	0	0	0	13F	L		6.57 L
Heading 3	1.0	1.0	0.5	18	7	13F	L	Body	
Heading 3TOC	1.5	0	0	0	0	13F	L		6.57 L
Heading 4	1.0	1.0	0.5	23	0	13F	L	Body	
Heading 5	1.0	1.0	0.5	20	0	12F	L	Body	
HeadingRunIn	0	0	0	6	0	14	L	Body	
IndexIX	0	0	0	0	0	14F	L		3.125 L
IndexTitle	0	0	1.0	26	12	26F	L		
IndexTitleTOC	0	0	0	14	6	14F	L		
InsertCaution	0	0	0	0	0	0F	L		
InsertNote	0	0	0	0	0	0F	L		
InsertTip	0	0	0	0	0	0F	L		
Level1IX	0	0	0	0	0	13F	L		
Level2IX	0.125	0.125	0	0	0	13F	L		
Level3IX	0.25	0.25	0	0	0	13F	L		
Numbered	1.0	1.43	0.3	3	3	13F	L	Numbered	1.361 R 1.43 L
Numbered1	1.0	1.43	0.3	5	3	13 F	L	Numbered	1.361 R 1.43 L
OneStep	1.25	1.43	0.5	3	5	13	L	Body	1.43 L
SeparatorsIX	0	0	0	0	0	14F	J		
TableFootnote	0.25	0.417	0.25	0	0	12	L		0.417 L
TableTitle	1.0	0	0	0	0	12	L		

Paragraph	Indent First	Left	Right	Above	Below	LS	Align	Next	Tabs
Title	0	0	0	24	12	24	C	Body	
Title cover	0	0	0	11	0	22	L		0.35 L 0.54 L 0.78 L 1.06 L

Default Font tab

Paragraph	Fam	Size	Ang	Wt	Var	Color	Sprd	Strch	Pain Kern	Other
AppendixTitle	Arial	22	Reg	Bold	Reg	Black	0	100	Y	Small Caps
AppendixTitleTOC	Arial	12	Reg	Bold	Reg	Black	0	100	Y	
Body	TNR	11	Reg	Reg	Reg	Black	0	100	Y	
Body Indent	TNR	11	Reg	Reg	Reg	Black	0	100	Y	
Bulleted	TNR	11	Reg	Reg	Reg	Black	0	100	Y	
BulletIndentRound	TNR	11	Reg	Reg	Reg	Black	0	100	Y	
BulletIndentSquare	TNR	11	Reg	Reg	Reg	Black	0	100	Y	
CellBody	TNR	11	Reg	Reg	Reg	Black	0	100	Y	
CellHeading	TNR	11	Reg	Bold	Reg	Black	0	100	Y	
ChapterNumber	Arial	72	Reg	Bold	Reg	Black	0	100	Y	
ChapterTitle	Arial	22	Reg	Bold	Reg	Black	0	100	Y	Small Caps
ChapterTitleTOC	Arial	12	Reg	Bold	Reg	Black	0	100	Y	
ContentsTitle	Arial	22	Reg	Bold	Reg	Black	0	100	Y	Small Caps
Footer	Arial	8	Reg	Reg	Reg	Black	0	100	Y	
Footnote	TNR	10	Reg	Reg	Reg	Black	0	100	Y	
GlossaryBullet	TNR	11	Reg	Reg	Reg	Black	0	100	Y	
GlossaryDefinition	TNR	11	Reg	Reg	Reg	Black	0	100	Y	
GlossaryLetter	Arial	14	Reg	Bold	Reg	Black	0	100	Y	
GlossaryTerm	Arial	12	Reg	Bold	Reg	Black	0	100	Y	
GlossaryTitle	Arial	22	Reg	Bold	Reg	Black	0	100	Y	Small Caps
GlossaryTitleTOC	Arial	12	Reg	Bold	Reg	Black	0	100	Y	
GroupTitlesIX	Arial	14	Reg	Bold	Reg	Black	0	100	Y	
Header	Arial	8	Reg	Bold	Reg	Black	0	100	Y	
Heading 1	Arial	16	Reg	Bold	Reg	Black	0	100	Y	
Heading 1TOC	TNR	11	Reg	Reg	Reg	Black	0	100	Y	
Heading 2	Arial	12	Reg	Bold	Reg	Black	5%	100	Y	
Heading 2TOC	TNR	11	Reg	Reg	Reg	Black	0	100	Y	

Paragraph	Fam	Size	Ang	Wt	Var	Color	Sprd	Strch	Pain Kern	Other
Heading 3	Arial	11	Reg	Bold	Reg	Black	8%	100	Y	
Heading 3TOC	TNR	11	Reg	Reg	Reg	Black	0	100	Y	
Heading 4	Arial	11	Ital	Bold	Reg	Black	15%	100	Y	
Heading 5	Arial	10	Reg	Reg	Reg	Black	15%	100	Y	
HeadingRunIn	TNR	11	Reg	Bold	Reg	Black	0	100	Y	
IndexIX	TNR	12	Reg	Reg	Reg	Black	0	100	Y	
IndexTitle	Arial	22	Reg	Bold	Reg	Black	0	100	Y	Small Caps
IndexTitleTOC	Arial	12	Reg	Bold	Reg	Black	0	100	Y	
InsertCaution	TNR	5	Reg	Reg	Reg	Black	0	100	Y	
InsertNote	TNR	5	Reg	Reg	Reg	Black	0	100	Y	
InsertTip	TNR	5	Reg	Reg	Reg	Black	0	100	Y	
Level1IX	TNR	11	Reg	Reg	Reg	Black	0	100	Y	
Level2IX	TNR	11	Reg	Reg	Reg	Black	0	100	Y	
Level3IX	TNR	11	Reg	Reg	Reg	Black	0	100	Y	
Numbered	TNR	11	Reg	Reg	Reg	Black	0	100	Y	
Numbered1	TNR	11	Reg	Reg	Reg	Black	0	100	Y	
OneStep	TNR	11	Reg	Reg	Reg	Black	0	100	Y	
SeparatorsIX	TNR	11	Reg	Reg	Reg	Black	0	100	Y	
TableFootnote	TNR	10	Reg	Reg	Reg	Black	0	100	Y	
TableTitle	Arial	10	Reg	Bold	Reg	Black	0	100	Y	
Title	TNR	18	Reg	Bold	Reg	Black	0	100	Y	
Title cover	Arial	22	Reg	Bold	Reg	Black	0	100	Y	

Pagination tab

Paragraph	Start	Keep With	Widow/ Orphan	Format
AppendixTitle	Anywhere		2	In Column
AppendixTitleTOC	Anywhere		1	In Column
Body	Anywhere		3	In Column
Body Indent	Anywhere		3	In Column
Bulleted	Anywhere		3	In Column
BulletIndentRound	Anywhere		3	In Column
BulletIndentSquare	Anywhere		3	In Column
CellBody	Anywhere		3	In Column
CellHeading	Anywhere	Next	2	In Column
ChapterNumber	Anywhere	Next	3	In Column
ChapterTitle	Anywhere		2	In Column
ChapterTitleTOC	Anywhere		1	In Column
ContentsTitle	Anywhere		1	In Column
Footer	Anywhere		2	Across All Columns
Footnote	Anywhere		2	In Column
GlossaryBullet	Anywhere		2	In Column
GlossaryDefinition	Anywhere		2	In Column
GlossaryLetter	Anywhere	Next	1	In Column
GlossaryTerm	Anywhere	Next	2	In Column
GlossaryTitle	Anywhere		2	In Column
GlossaryTitleTOC	Anywhere		1	In Column
GroupTitlesIX	Anywhere	Next	1	In Column
Header	Anywhere		2	Across All Columns
Heading 1	Anywhere	Next	2	In Column
Heading 1TOC	Anywhere		1	In Column
Heading 2	Anywhere	Next	2	In Column
Heading 2TOC	Anywhere		1	In Column

Paragraph	Start	Keep With	Widow/ Orphan	Format
Heading 3	Anywhere	Next	2	In Column
Heading 3TOC	Anywhere		1	In Column
Heading 4	Anywhere	Next	2	In Column
Heading 5	Anywhere	Next	2	In Column
HeadingRunIn	Anywhere	Next	2	Run-In Head - Default Punctuation: .
IndexIX	Anywhere	Next	2	In Column
IndexTitle	Anywhere		2	In Column
IndexTitleTOC	Anywhere		1	In Column
InsertCaution	Anywhere		2	In Column
InsertNote	Anywhere		2	In Column
InsertTip	Anywhere		2	In Column
Level1IX	Anywhere		1	In Column
Level2IX	Anywhere		1	In Column
Level3IX	Anywhere		1	In Column
Numbered	Anywhere		2	In Column
Numbered1	Anywhere		2	In Column
OneStep	Anywhere		2	In Column
SeparatorsIX	Anywhere		2	In Column
TableFootnote	Anywhere	Previous	2	In Column
TableTitle	Anywhere	Next	2	In Column
Title	Anywhere	Next	1	In Column
Title cover	Anywhere		2	In Column

Numbering tab

Paragraph	Auto Format / Command	Character Format	Position
AppendixTitle		Default	Start of Paragraph
AppendixTitleTOC		Default	Start of Paragraph
Body		Default	Start of Paragraph
Body Indent		Default	Start of Paragraph
Bulleted	Yes: l\t (lower case L)	BulletSymbol	Start of Paragraph
BulletIndentRound	Yes: l\t (lower case L)	BulletSymbol	Start of Paragraph
BulletIndentSquare	Yes: q\t	BulletSymbol	Start of Paragraph
CellBody		Default	Start of Paragraph
CellHeading		Default	Start of Paragraph
ChapterNumber	Yes: <\$chapnum>	Default	Start of Paragraph
ChapterTitle		Default	Start of Paragraph
ChapterTitleTOC		Default	Start of Paragraph
ContentsTitle		Default	Start of Paragraph
Footer	Yes	Default	Start of Paragraph
Footnote		Default	Start of Paragraph
GlossaryBullet	Yes: l\t (lower case L)	BulletSymbol	Start of Paragraph
GlossaryDefinition		Default	Start of Paragraph
GlossaryLetter		Default	Start of Paragraph
GlossaryTerm		Default	Start of Paragraph
GlossaryTitle		Default	Start of Paragraph
GlossaryTitleTOC		Default	Start of Paragraph
GroupTitlesIX		Default	Start of Paragraph
Header	Yes	Default	Start of Paragraph
Heading 1		Default	Start of Paragraph
Heading 1TOC		Default	Start of Paragraph
Heading 2		Default	Start of Paragraph
Heading 2TOC		Default	Start of Paragraph

Paragraph	Auto Format / Command	Character Format	Position
Heading 3		Default	Start of Paragraph
Heading 3TOC		Default	Start of Paragraph
Heading 4		Default	Start of Paragraph
Heading 5		Default	Start of Paragraph
HeadingRunIn		Default	Start of Paragraph
IndexIX		Default	Start of Paragraph
IndexTitle		Default	Start of Paragraph
IndexTitleTOC		Default	Start of Paragraph
InsertCaution		Default	Start of Paragraph
InsertNote		Default	Start of Paragraph
InsertTip		Default	Start of Paragraph
Level1IX		Default	Start of Paragraph
Level2IX		Default	Start of Paragraph
Level3IX		Default	Start of Paragraph
Numbered	Yes: \t<n+>.\t	StepNumber	Start of Paragraph
Numbered1	Yes: \t<n=1>.\t	StepNumber	Start of Paragraph
OneStep	Yes: u\t	OneStepDiamond	Start of Paragraph
SeparatorsIX	Yes: <n>-<n+>	Default	Start of Paragraph
TableFootnote		Default	Start of Paragraph
TableTitle		Default	Start of Paragraph
Title		Default	Start of Paragraph
Title cover		Default	Start of Paragraph

Advanced tab

Paragraph	Max# Adj.	Short Word	Short Pref	Short Suff	Hyph	Min	Max	Opt	Frame Above	Frame Below
AppendixTitle	2	5	3	3		90	110	100		Blue Line
AppendixTitleTOC	2	5	2	2		75	125	100		
Body	2	5	3	3		90	110	100		
Body Indent	2	5	3	3		90	110	100		
Bulleted	2	5	3	3		90	110	100		
BulletIndentRound	2	5	3	3		90	110	100		
BulletIndentSquare	2	5	3	3		90	110	100		
CellBody	2	5	3	3		90	110	100		
CellHeading	2	5	3	3		90	110	100		
ChapterNumber	2	5	3	3		90	110	100		
ChapterTitle	2	5	3	3		90	110	100		Blue Line
ChapterTitleTOC	2	5	2	2		75	125	100		
ContentsTitle	2	5	3	3		90	110	100		Blue Line
Footer	2	5	3	3		90	110	100		
Footnote	2	5	3	3		90	110	100		
GlossaryBullet	2	5	3	3		90	110	100		
GlossaryDefinition	2	5	3	3		90	110	100		
GlossaryLetter	2	5	3	3		90	110	100		
GlossaryTerm	2	5	3	3		90	110	100		
GlossaryTitle	2	5	3	3		90	110	100		Blue Line
GlossaryTitleTOC	2	5	3	3		90	110	100		
GroupTitlesIX	2	5	3	3		90	110	100		
Header	2	5	3	3		90	110	100		
Heading 1	2	5	3	3		90	110	100		
Heading 1TOC	2	5	3	3		90	110	100		
Heading 2	2	5	3	3		90	110	100		
Heading 2TOC	2	5	3	3		90	110	100		
Heading 3	2	5	3	3		90	110	100		
Heading 3TOC	2	5	3	3		90	110	100		
Heading 4	2	5	3	3		90	110	100		

Paragraph	Max# Adj.	Short Word	Short Pref	Short Suff	Hyph	Min	Max	Opt	Frame Above	Frame Below
Heading 4TOC	2	5	3	3		90	110	100		
Heading 5	2	5	3	3		90	110	100		
HeadingRunIn	2	5	3	3		90	110	100		
IndexIX	2	5	3	3		90	110	100		
IndexTitle	2	5	3	3		90	110	100		Blue Line
IndexTitleTOC	2	5	3	3		90	110	100		
InsertCaution	2	5	3	3		90	110	100		Caution
InsertNote	2	5	3	3		90	110	100		Note
InsertTip	2	5	3	3		90	110	100		Tip
Level1IX	2	5	3	3		90	110	100		
Level2IX	2	5	3	3		90	110	100		
Level3IX	2	5	3	3		90	110	100		
Numbered	2	5	3	3		90	110	100		
Numbered1	2	5	3	3		90	110	100		
OneStep	2	5	3	3		90	110	100		
SeparatorsIX	2	5	2	2		90	110	100		
TableFootnote	2	5	3	3		90	110	100		
TableTitle	2	5	3	3		90	110	100		
Title	2	5	3	3		90	110	100		
Title cover	2	5	3	3		90	110	100		

Table Cell tab

Paragraph	Cell Vertical Alignment	Top	Bottom	Left	Right
AppendixTitle	Top	0	0	0	0
AppendixTitleTOC	Top	0	0	0	0
Body	Top	0	0	0	0
Body Indent	Top	0	0	0	0
Bulleted	Top	0	0	0	0
BulletIndentRound	Top	0	0	0	0
BulletIndentSquare	Top	0	0	0	0
CellBody	Top	0	0	0	0
CellHeading	Middle	2.0	2.0	0	0
ChapterNumber	Top	0	0	0	0
ChapterTitle	Top	0	0	0	0
ChapterTitleTOC	Top	0	0	0	0
ContentsTitle	Top	0	0	0	0
Footer	Top	0	0	0	0
Footnote	Top	0	0	0	0
GlossaryBullet	Top	0	0	0	0
GlossaryDefinition	Top	0	0	0	0
GlossaryLetter	Top	0	0	0	0
GlossaryTerm	Top	0	0	0	0
GlossaryTitle	Top	0	0	0	0
GlossaryTitleTOC	Top	0	0	0	0
GroupTitlesIX	Top	0	0	0	0
Header	Top	0	0	0	0
Heading 1	Top	0	0	0	0
Heading 1TOC	Top	0	0	0	0
Heading 2	Top	0	0	0	0
Heading 2TOC	Top	0	0	0	0
Heading 3	Top	0	0	0	0
Heading 3TOC	Top	0	0	0	0
Heading 4	Top	0	0	0	0

Paragraph	Cell Vertical Alignment	Top	Bottom	Left	Right
Heading 5	Top	0	0	0	0
HeadingRunIn	Top	0	0	0	0
IndexIX	Top	0	0	0	0
IndexTitle	Top	0	0	0	0
IndexTitleTOC	Top	0	0	0	0
InsertCaution	Top	0	0	0	0
InsertNote	Top	0	0	0	0
InsertTip	Top	0	0	0	
Level1IX	Top	0	0	0	0
Level2IX	Top	0	0	0	0
Level3IX	Top	0	0	0	0
Numbered	Top	0	0	0	0
Numbered1	Top	0	0	0	0
OneStep	Top	0	0	0	0
SeparatorsIX	Top	0	0	0	0
TableFootnote	Top	0	0	0	0
TableTitle	Top	0	0	0	
Title	Top	0	0	0	0
Title cover	Top	0	0	0	0

4

MASTER PAGE SPECIFICATIONS

Overview

Master pages control the layout of pages in a document. A double-sided document has three master pages, one for left pages, one for right pages, and one for the first page of the document. The chapter and appendix templates have two additional pages for left and right landscape pages.

Each master page has a text frame in the body area, and most have a header text frame at the top and a footer text frame at the bottom.

To view a master page, select **View**, and then select **Master Pages**. Text frames are surrounded by dotted lines. To select a text frame, hold down the CTRL key and click the border of the frame.

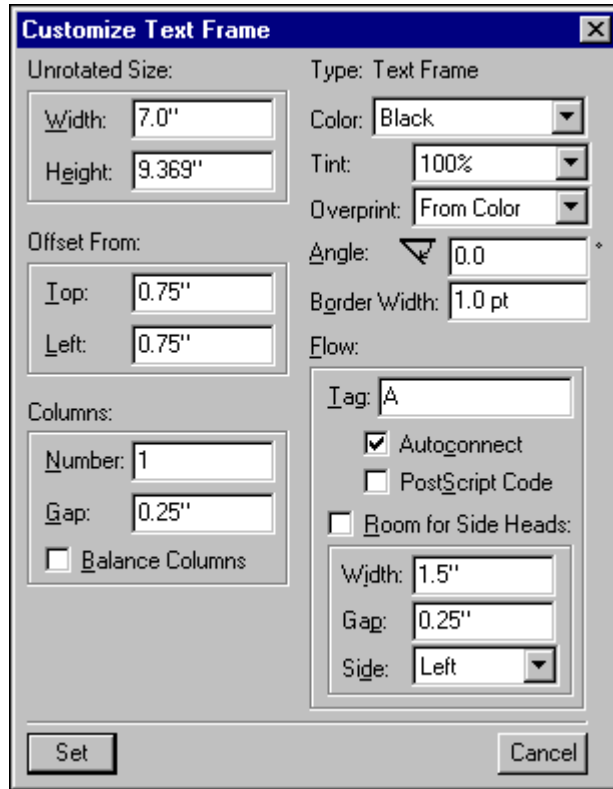
To view the properties of a text frame, select the frame and then select **Format, Custom Layout**, and then select **Customize Text Frame**.

This chapter provides the settings for the text frames used in the multichapter FrameMaker templates.

Chapter and appendix master pages

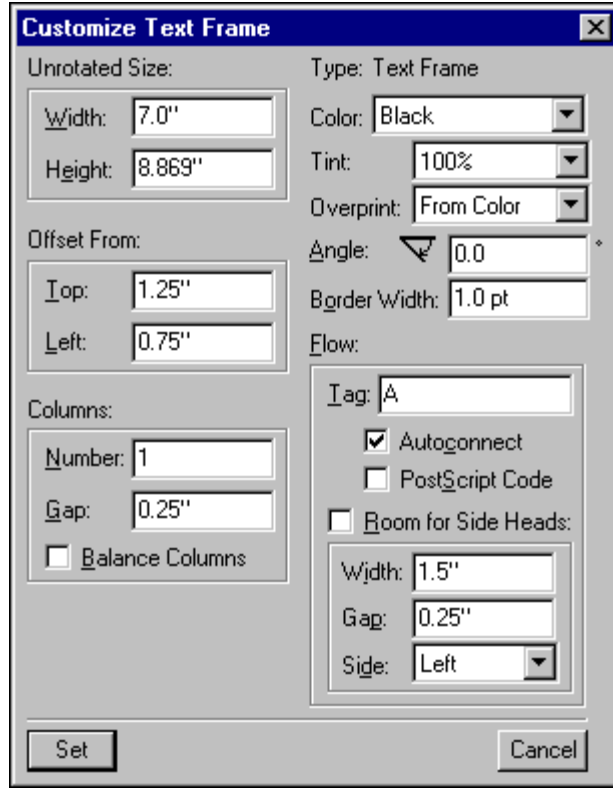
Body text frame – first page

The following example provides settings for the body text frame on the first page of the chapter and appendix templates.



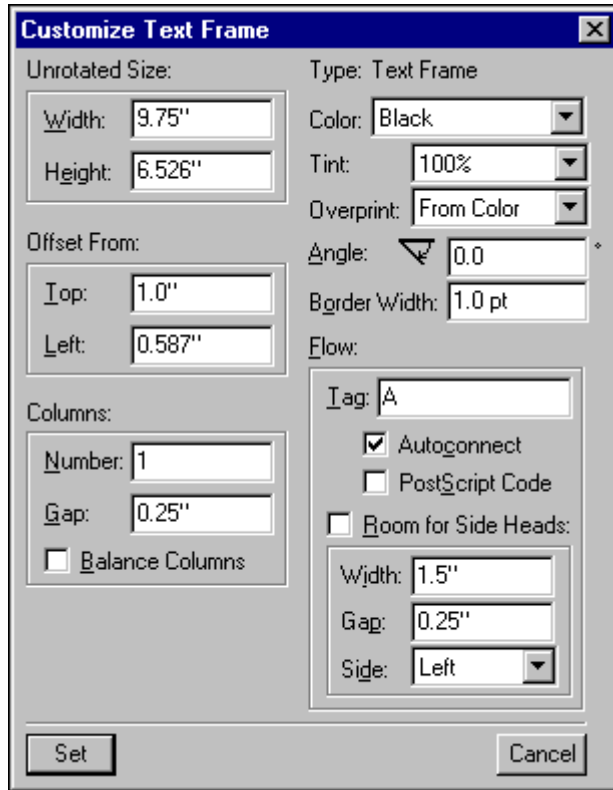
Body text frame – right and left pages

The following example provides settings for the body text frame on the right and left pages of the chapter and appendix templates.



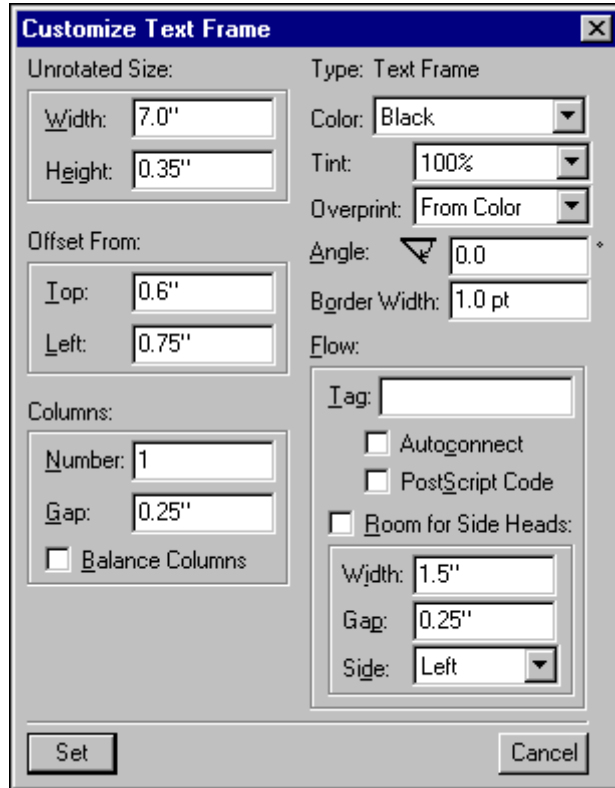
Body text frame – landscape pages

The following example provides settings for the body text frame on the landscape pages of the chapter and appendix templates.



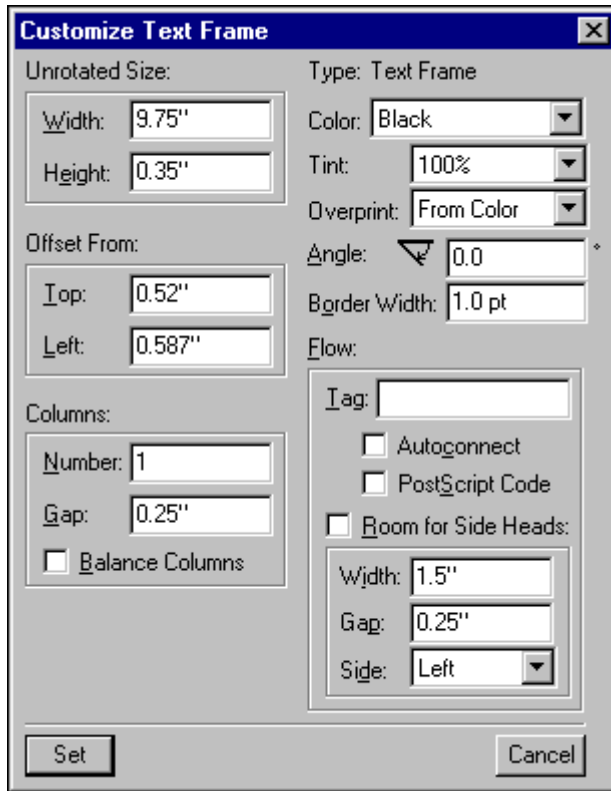
Header text frame – left and right pages

The following example provides settings for the header text frame on the left and right pages of the chapter and appendix templates.



Header text frame – landscape pages

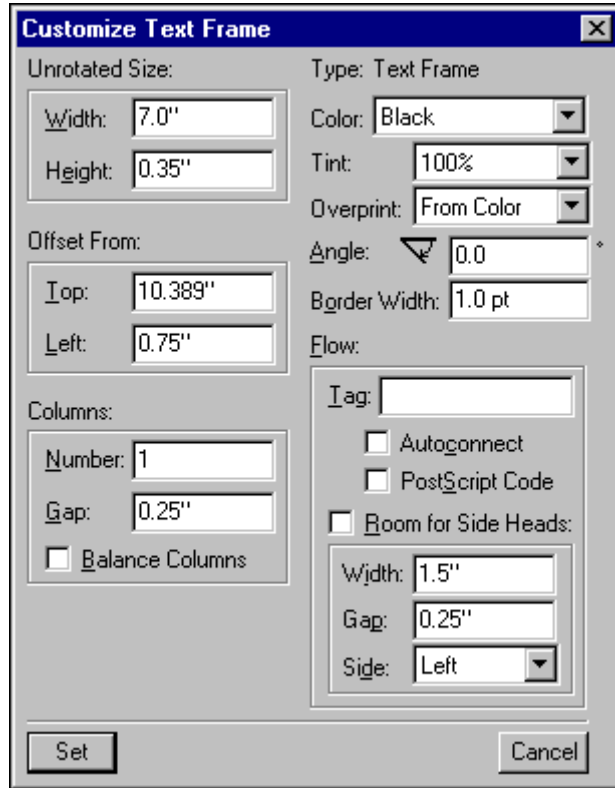
The following example provides settings for the header text frame on the landscape pages of the chapter and appendix templates.



None of the templates have a header text frame on the first page.

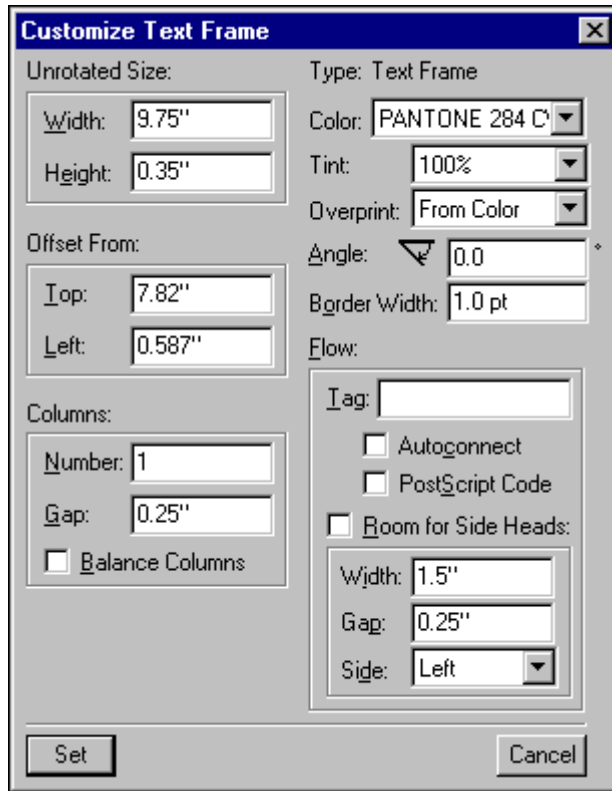
Footer text frame – first, left, and right pages

The following example provides settings for the footer text frame on the left, right, and first pages of the chapter and appendix templates.



Footer text frame – landscape pages

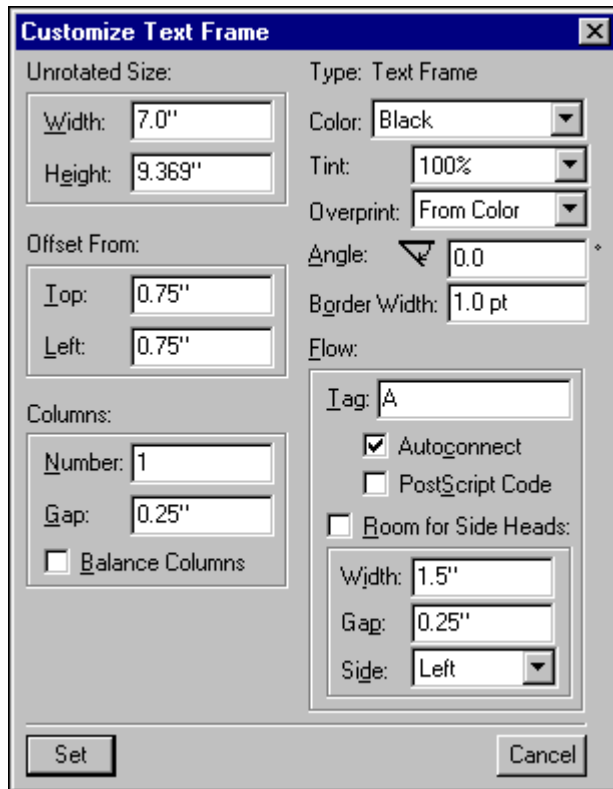
The following example provides settings for the footer text frame on the landscape pages of the chapter and appendix templates.



Front matter master pages

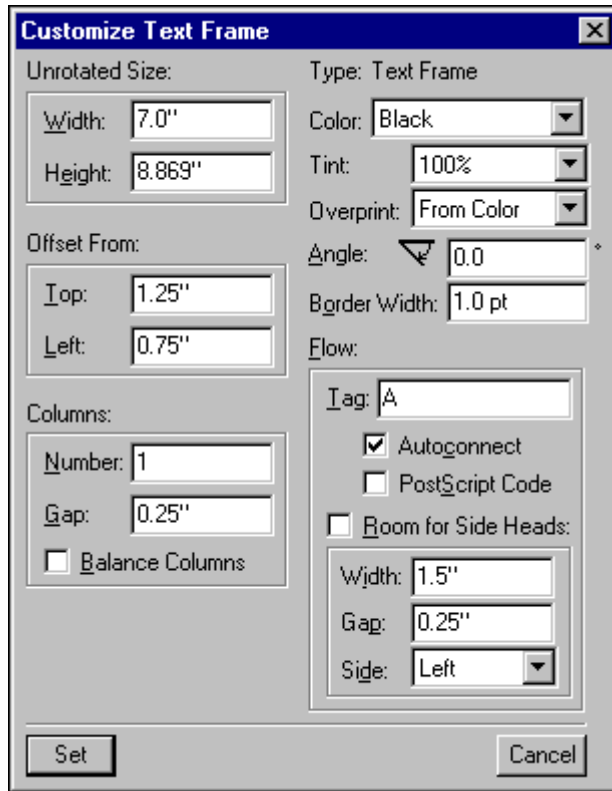
Body text frame – first page

The following example provides settings for the body text frame on the first page of the frontmatter.fm template.



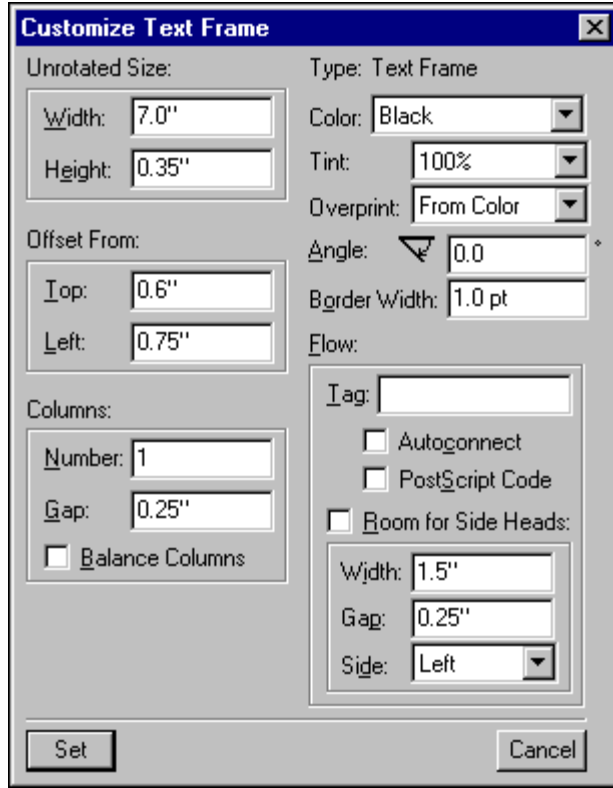
Body text frame – right and left pages

The following example provides settings for the body text frame on the right and left pages of the frontmatter.fm template.



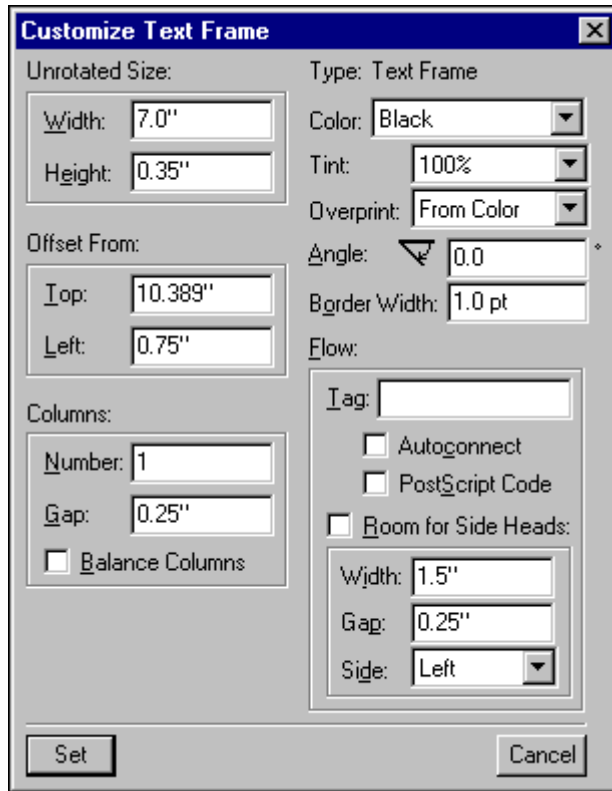
Header text frame – left and right pages

The following example provides settings for the header text frame on the left and right pages of the frontmatter.fm template.



Footer text frame – left and right pages

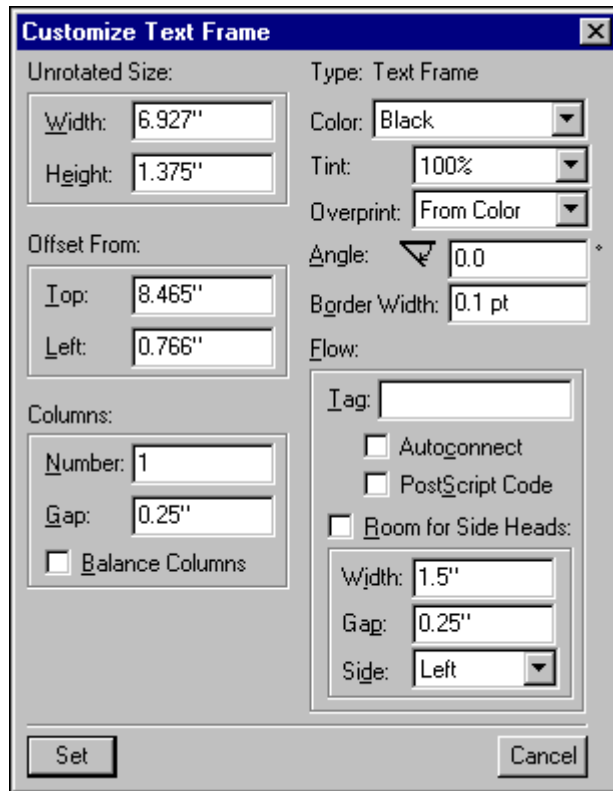
The following example provides settings for the footer text frame on the left and right pages of the frontmatter.fm template.



There is no header or footer on the first page of the front matter template.

Copyright text frame

The copyright text frame is on the body page of the front matter template, not the master page. The settings for the copyright text frame are set as follows:



Glossary master pages

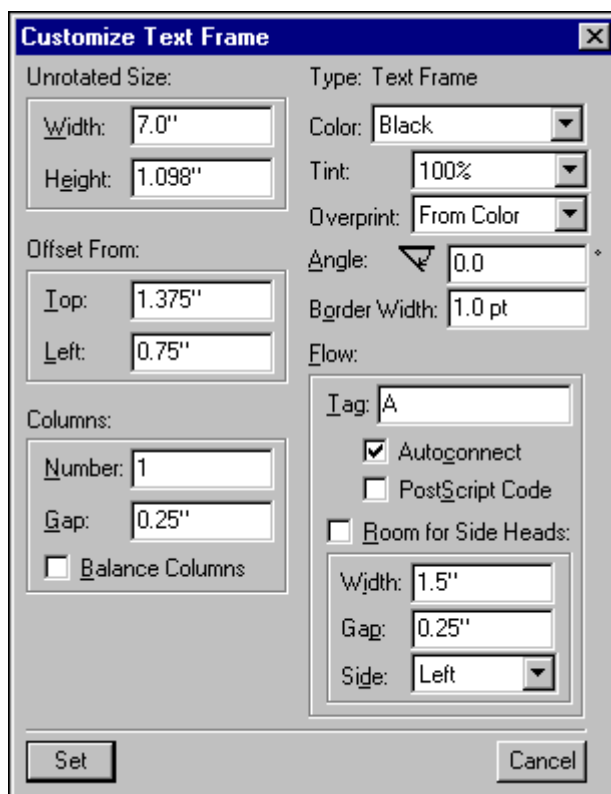
The glossary template has two body text frames on the first page. The upper body text frame is for the title. The lower text frame is for the glossary terms and definitions.

The header and footer text frames in the glossary template are identical to all other templates.

Although the footer is similar to other templates, the page numbering format is different. The glossary page numbers are formatted as “GL – #,” where “#” is the actual page number.

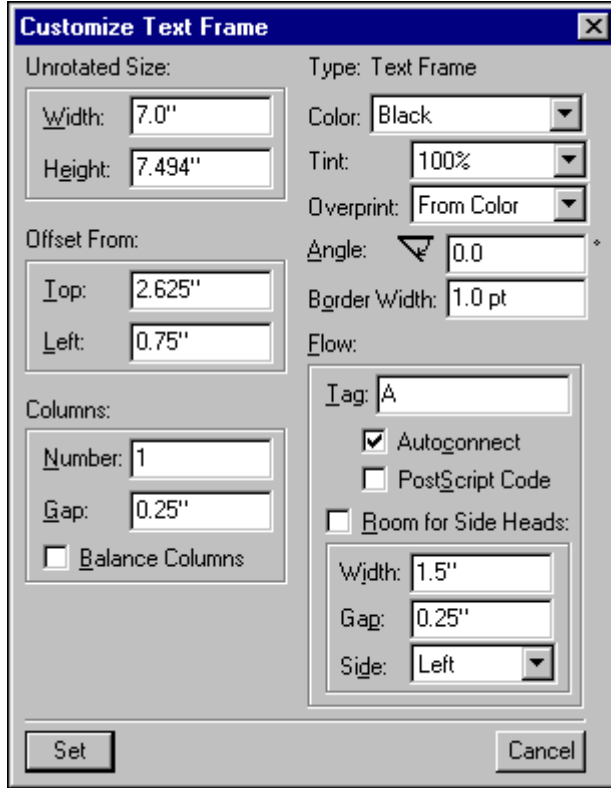
Upper body text frame – first page

The upper body text frame on the first page of the glossary is set as follows:



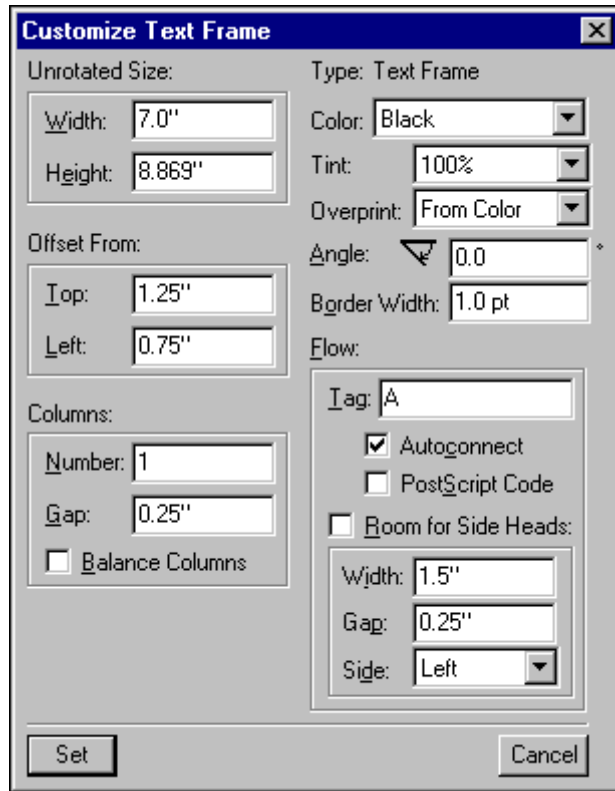
Lower body text frame – first page

The following example provides settings for the lower body text frame on the first page of the glossary template.



Body text frame – left and right pages

The following example provides settings for the body text frame on the left and right pages of the glossary template.



Index master pages

The index template has two body text frames on the first page. The upper body text frame is for the title. The lower text frame is for the index entries.

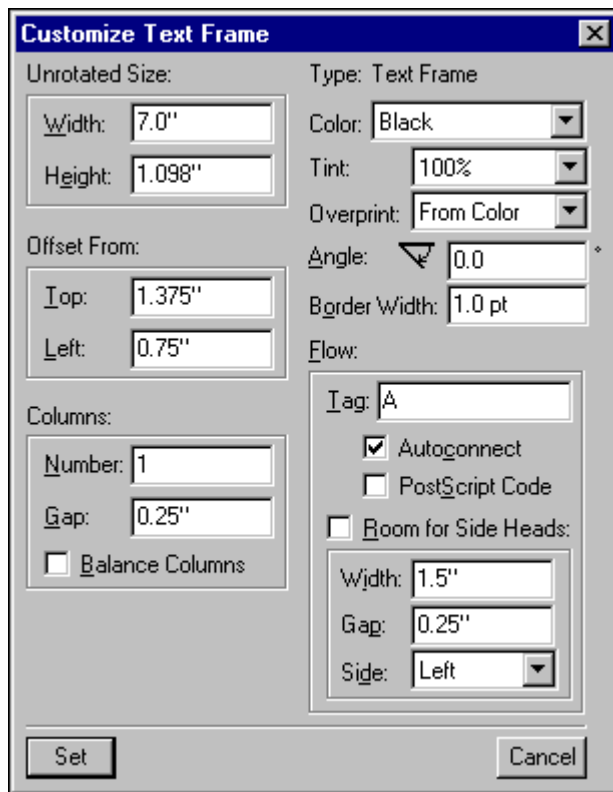
The lower body text frame on the first page of the index is divided into two columns. The left and right pages of the index only have one body text frame, however it is divided into two columns.

The header and footer text frames in the index template are identical to all other templates.

Although the footer is similar to other templates, the page numbering format is different. The index page numbers are formatted as “IX – #.”

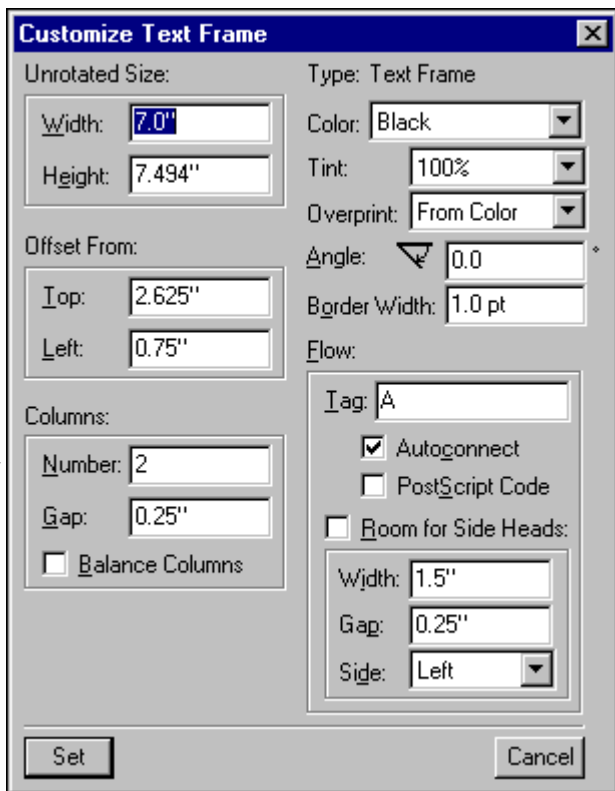
Upper body text frame – first page

The upper body text frame on the first page of the index is set as follows:



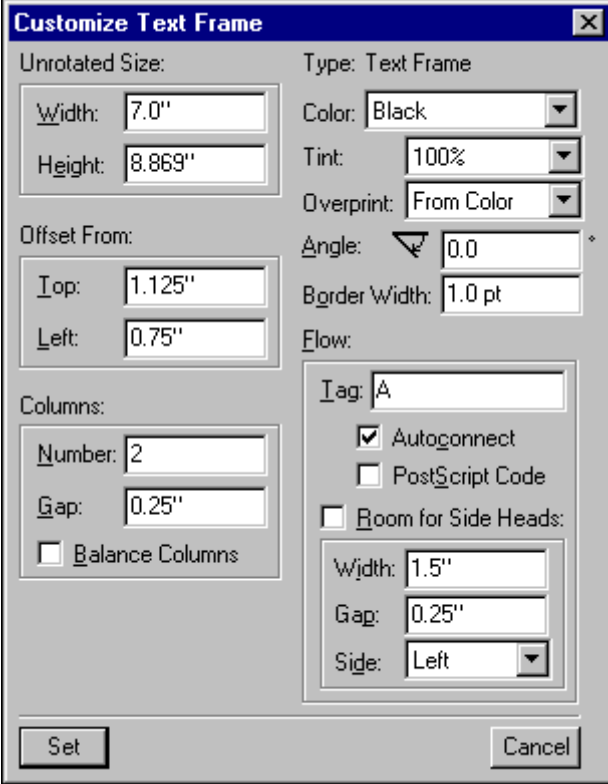
Lower body text frame – first page

The following example provides settings for the lower body text frame on the first page of the index template.



Body text frame – left and right pages

The following example provides settings for the body text frame on the left and right pages of the index template.



The screenshot shows the 'Customize Text Frame' dialog box with the following settings:

- Unrotated Size: Width: 7.0", Height: 8.869"
- Type: Text Frame
- Color: Black
- Tint: 100%
- Overprint: From Color
- Offset From: Top: 1.125", Left: 0.75"
- Angle: 0.0
- Border Width: 1.0 pt
- Columns: Number: 2, Gap: 0.25", Balance Columns
- Flow: Tag: A, Autoconnect, PostScript Code, Room for Side Heads: Width: 1.5", Gap: 0.25", Side: Left

An arrow points to the 'Number' field in the 'Columns' section, with the text: "Note there are two columns".

Table of contents master pages

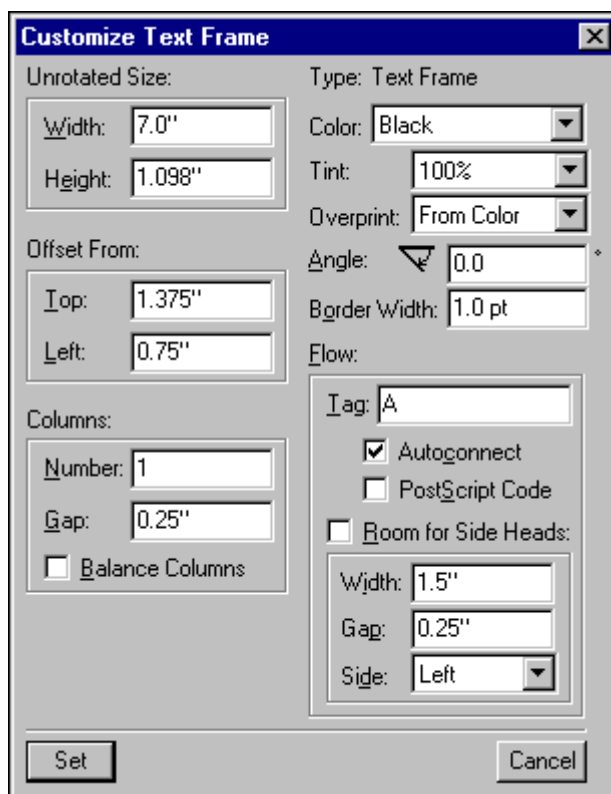
The table of contents (TOC) template has two body text frames on the first page. The upper body text frame is for the title. The lower text frame is for the TOC entries.

The header and footer text frames in the TOC template are identical to all other templates.

Although the footer is similar to other templates, the page numbering format is different. The TOC page numbers are lower case roman numerals beginning with page 3 (iii).

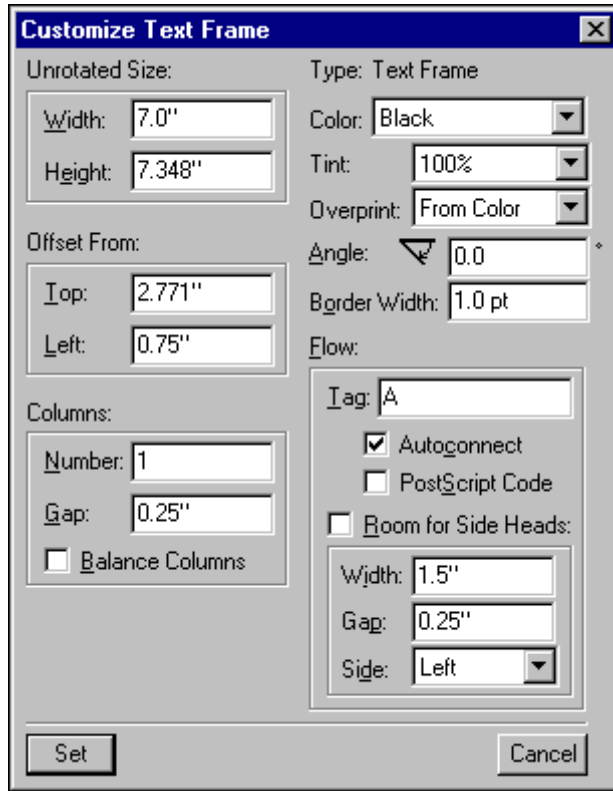
Upper body text frame – first page

The upper body text frame on the first page of the TOC template is set as follows:



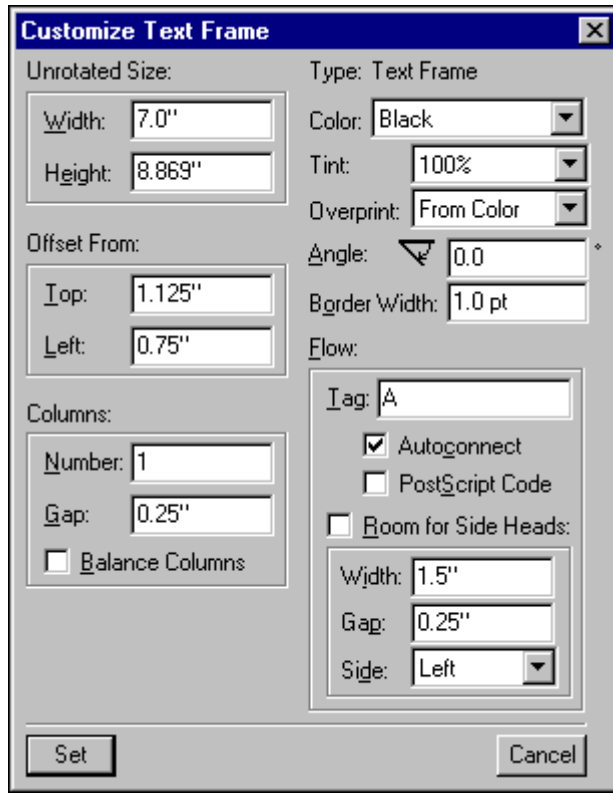
Lower body text frame – first page

The following example provides settings for the lower body text frame on the first page of the TOC template.



Body text frame – left and right pages

The following example provides settings for the body text frame on the left and right pages of the TOC template.



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