

Adobe® FrameMaker® 11



CLASSROOM IN A BOOK®

The official training workbook from Adobe Systems

ADOBE® FRAMEMAKER® 11

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The official training workbook from Adobe Systems

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Adobe® FrameMaker® 11 Classroom in a Book®

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EBOOK READERS: FIND YOUR LESSON FILES

Throughout this title you will see references to lesson or resource files on a disc. Please note that these files are available to eBook readers via high-speed download. Please [click here](#) to go to the last page in this eBook for the download location and instructions.

Adobe FrameMaker 11 Classroom in a Book includes the lesson files that you'll need to complete the exercises in this book, as well as other content to help you learn more about Adobe FrameMaker 11 and use it with greater efficiency and ease. The diagram below represents the contents of the lesson files directory, which should help you locate the files you need.



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GETTING STARTED

Welcome to Adobe FrameMaker 11—a complete authoring and publishing solution for technical communicators. Its user-friendly interface, integrated workflows and toolsets, and template-based authoring environment ensure efficient and consistent creation of your technical documents.

FrameMaker’s interface is familiar to users of other Adobe applications. Floating toolbars and dockable panels let you customize your workspace for your own specific needs.

Book creation is now easier than ever with the new user interface and tools for creating hierarchical books. Incorporate XML files or reference DITA maps and other structured FrameMaker documents.

Whether you are creating complex multichapter documents with imported graphics, XML-based projects, or simple one-page memos, FrameMaker is the perfect solution, giving you power and flexibility.

FrameMaker offers a variety of export options, including Adobe PDF (Portable Document Format), HTML, XML, print, and SGML, making it easy to repurpose and distribute complex content on multiple devices.

Edit your documents by importing PDF file comments from subject matter experts and other colleagues. The improved user interface and Track Text Edits feature help you manage your review processes.

FrameMaker offers a variety of other key features, including automated generation and updating of indexes, tables of contents, cross-references, and hyperlinks.

As part of Adobe’s Technical Communication Suite, FrameMaker is a major component of this powerful toolset for publishing technical content. For more information on the Technical Communication Suite, go to www.adobe.com/products/technicalcommunicationsuite.

About Classroom in a Book

Adobe FrameMaker 11 Classroom in a Book® is part of the official training series for Adobe graphics and publishing software developed with the support of Adobe product experts. The lessons are designed so you can learn at your own pace. If you're new to FrameMaker, you'll learn the fundamental concepts and features you'll need to use the program. Classroom in a Book also teaches many advanced features, including tips and techniques for using the latest version of this application.

Although each lesson provides step-by-step instructions for creating a specific project, there is room for exploration and experimentation. It is recommended that you follow the book from start to finish, especially if you have never used FrameMaker before; but you can, if you wish, do only the lessons that correspond to your interests and needs.

Prerequisites

Before you begin using *Adobe FrameMaker 11 Classroom in a Book*, make sure your system is set up correctly and that you've installed the required software. You should have a working knowledge of your computer and operating system. You should know how to use the mouse and standard menus and commands, and also how to open, save, and close files. If you need to review these techniques, see the printed or online documentation included with your operating system.

To review complete system requirements and recommendations for your Adobe FrameMaker 11 software, see the FrameMaker product page at www.adobe.com/products/framemaker.

Installing FrameMaker 11

You must purchase the Adobe FrameMaker 11 software either as a stand-alone application or as part of the Adobe Technical Communication Suite 4. The following specifications are the minimum required system configurations.

- Intel® Pentium® 4 or faster processor
- Microsoft® Windows® 7, Windows Vista® with Service Pack 2, or Windows XP with Service Pack 3
- 1 GB of RAM (2 GB recommended)
- 1.7 GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
- DVD-ROM drive
- 1024x768 screen resolution (1280x800 recommended) with 16-bit video card

The organization of the lessons is also project-oriented rather than feature-oriented. That means, for example, that you'll work with symbols on real-world design projects over several lessons rather than in just one chapter.

Keyboard shortcuts in FrameMaker 11

You can perform many tasks by using keyboard shortcuts. The plus sign (+) indicates that each key must be pressed simultaneously. For example, Control+Z means to press the Control key and the z key simultaneously. If the shortcut keystroke does not contain the plus sign (+), press each key in the order the shortcut states. For example, “Esc m p” means to press and release the Esc (Escape) key, then the m key, and then the p key. All of FrameMaker's Escape key sequences are case sensitive; that is, Esc v b is an entirely different command than Esc v B.

Shortcut	Explanation
Control+S	Hold down Control and press the letter s.
Control+Shift+hyphen	Hold down Control and Shift, and press the hyphen.
Esc v B	Press and release the Esc key, and then type a lowercase v and an uppercase B in succession.
Control+q Q	Hold down Control and press the lowercase q. Release, and then type an uppercase Q.

For more information on using shortcuts in FrameMaker 11, and to see a complete list of shortcuts, see Help > Help Topics > Keyboard Shortcuts in the Adobe FrameMaker 11 online help.

Additional resources

Adobe FrameMaker 11 Classroom in a Book is not meant to replace the documentation that comes with the program or to be a comprehensive reference for every feature. Only the commands and options used in the lessons are explained in this book. For comprehensive information about program features and tutorials, please refer to these resources:

- **Adobe Community Help:** Community Help brings together active Adobe product users, Adobe product team members, authors, and experts to give you the most useful, relevant, and up-to-date information about Adobe products.

To access Community Help: To invoke Help, press F1 or choose Help > Help Topics. Adobe content is updated based on community feedback and contributions. You can add comments to both content and forums—including links to Web content—publish your own content using Community Publishing, or contribute Cookbook Recipes. Find out how to contribute at www.adobe.com/community/publishing/download.html

See community.adobe.com/help/profile/faq.html for answers to frequently asked questions about Community Help.

- **Adobe FrameMaker 11 Help and Support:** www.adobe.com/support/framemaker/ is where you can find and browse Help and Support content on the Adobe website.
- **Adobe Forums:** forums.adobe.com/community/framemaker/ lets you tap into peer-to-peer discussions, questions, and answers on Adobe FrameMaker 11.
- **Adobe TV:** tv.adobe.com is an online video resource for expert instruction and inspiration about Adobe products, including a How To channel to get you started with your product.
- **Adobe Design Center:** www.adobe.com/designcenter offers thoughtful articles on design and design issues, a gallery showcasing the work of top-notch designers, tutorials, and more.
- **Adobe Developer Connection:** www.adobe.com/devnet is your source for technical articles, code samples, and how-to videos that cover Adobe developer products and technologies.
- **Resources for educators:** www.adobe.com/education offers a treasure trove of information for instructors who teach classes on Adobe software. Find solutions for education at all levels, including free curricula that use an integrated approach to teaching Adobe software and can be used to prepare for the Adobe Certified Associate exams.
- **FrameMaker Developer Center:** www.adobe.com/devnet/framemaker.html offers support and resources on using the Adobe FrameMaker Developer Kit (FDK).

Also check out these useful links:

- **Adobe Marketplace & Exchange:** www.adobe.com/cfusion/exchange is a central resource for finding tools, services, extensions, code samples, and more to supplement and extend your Adobe products.
- **Adobe FrameMaker 11 product home page:** www.adobe.com/products/framemaker
- **Adobe Labs:** labs.adobe.com gives you access to early builds of cutting-edge technology, as well as forums where you can interact both with the Adobe development teams building that technology and with other like-minded members of the community.

Adobe certification

The Adobe training and certification programs are designed to help Adobe customers improve and promote their product-proficiency skills. There are four levels of certification:

- Adobe Certified Associate (ACA)
- Adobe Certified Expert (ACE)
- Adobe Certified Instructor (ACI)
- Adobe Authorized Training Center (AATC)

The Adobe Certified Associate (ACA) credential certifies that individuals have the entry-level skills to plan, design, build, and maintain effective communications using different forms of digital media.

The Adobe Certified Expert (ACE) program is a way for expert users to upgrade their credentials. You can use Adobe certification as a catalyst for getting a raise, finding a job, or promoting your expertise.

If you are an ACE-level instructor, the Adobe Certified Instructor (ACI) program takes your skills to the next level and gives you access to a wide range of Adobe resources.

Adobe Authorized Training Centers (AATC) offer instructor-led courses and training on Adobe products, employing only Adobe Certified Instructors. A directory of ACIs and AATCs is available at partners.adobe.com.

For information on the Adobe Certified programs, visit www.adobe.com/support/certification/main.html.

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4 PAGE LAYOUT

Lesson overview

In this lesson, you'll learn how to do the following:

- Change the column layout
- Display master pages
- Create and position page headers and footers
- Use system variables for numbering pages and for creating running headers and footers
- Create and assign custom master pages



This lesson will take approximately 90 minutes.

Chapter 1: Planning for Commercial Printing

Every commercial printing job requires that you consider a complex set of variables ranging from what your budget and schedule allow to how the paper stock and printing press affect your final output. The earlier you think about these variables, the more control you'll have over the quality, cost, and schedule of your project.

Planning and evaluation

Preparing a publication for commercial printing takes careful thought: both **imagesetters** and commercial printing presses have inherent limitations, and it's possible to create publications that are difficult to print on either an **imagesetter** or a printing press. By thinking of your design and production cycles as steps in a larger process, you can make choices that will let you work more efficiently and help you achieve the best printed results.

Before going to a commercial printer with your project, you need to evaluate your skills, your schedule, and your

Planning for Commercial Printing: Planning and evaluation

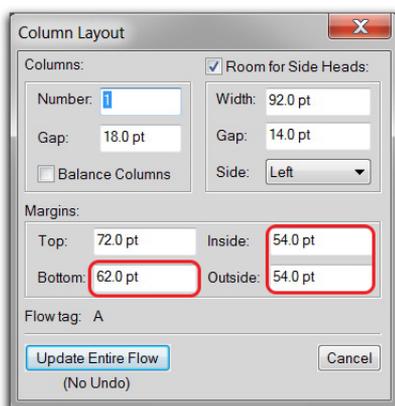
Page layouts for FrameMaker 11 documents are stored on *master pages*—*one master page for each layout used in a document*. The master pages define column layouts for text and the contents and placement of headers and footers. The master pages also may contain repeating graphic elements.

Changing column layout

To learn how page design works in FrameMaker 11, you'll continue setting up the page layout for the chapters of a small book. The sample document already contains the paragraph and character formats that you'll use for document text.

You'll begin by narrowing the page margins so more text will fit on each page.

- 1 If you have not already downloaded the resource files for this lesson from the Peachpit website, please do so now. Use this link to download the lesson files: www.peachpit.com/ebookfiles/013337369X.
- 2 Start FrameMaker 11.
- 3 If FrameMaker 11 is not in standard mode, choose Edit > Preferences > Global > General, and then select FrameMaker from the Product Interface pop-up menu.
- 4 If you want to see how your document will look at the end of this lesson, open Finished.fm in the Lesson04 folder. When you're ready to continue, close Finished.fm.
- 5 Open Layout.fm in the Lesson04 folder.
- 6 Choose File > Save As, enter the filename **Layout1.fm**, and click Save.
- 7 Choose Format > Page Layout > Column Layout.
- 8 In the Margins area, set the Bottom to 62 and the Inside and Outside margins to 54.



- 9 Click Update Entire Flow.

When the margins decrease, the text frame becomes taller and wider. The width of the side-head area stays the same, but the width of the body column increases.

Because you can now fit a few more words on each page, the page count decreases.

Displaying master pages

A document's *master pages* contain the layouts for the *body pages* that contain the document's contents. The master pages also contain the header and footer information that appears on each body page, and they may contain text or graphics that repeat from page to page.

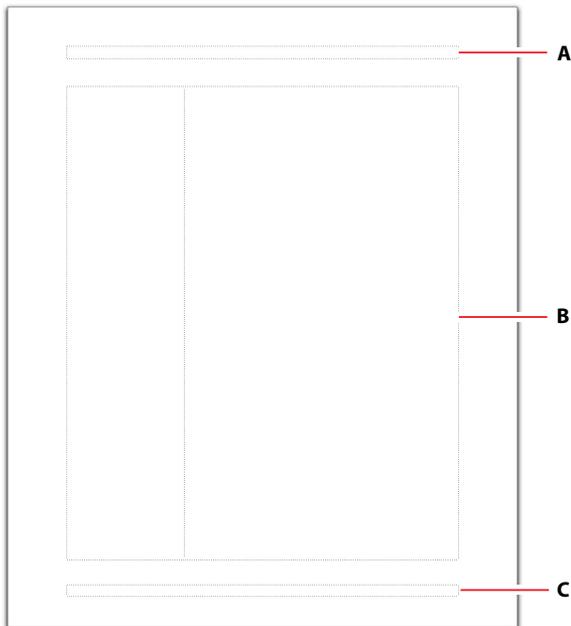
Every FrameMaker 11 document has at least one master page. Layout1.fm has two master pages because it's a double-sided document. One master page is used for all the left pages, and another is used for all the right pages.

- 1 Choose View > Master Pages to display the master page that determines the layout of the current body page.

The name of the master page (Right) appears in the Page Status area of the status bar. The Page Status area also tells you that this is the second of two master pages.



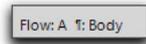
The Right master page contains three text frames.



A. Template text frame B. Background text frames

- 2 Click in the large text frame. This is a *template text frame*, which provides the layout for the text frames in which you type on body pages.

The left side of the Tag area in the status bar shows you the *flow tag*—the name of the text flow that the text frame belongs to.

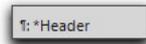


The flow tag is A. The paragraph tag is Body.

Most documents contain one main text flow that runs from the first page to the last. The flow is usually tagged A. When text fills a body page, FrameMaker 11 adds a page automatically, copies the template text frame to the body page from the appropriate master page, and continues the text on the new page.

- 3 Click in the small text frame at the top of the page. This text frame and the small text frame at the bottom of the page are used for the headers and footers that appear on body pages.

The status bar doesn't contain a flow tag, indicating that the text flow for this text frame is *untagged*.



There is no flow tag. The paragraph tag is Header.

As you'll see, the contents of untagged text frames appear on body pages as *background text*—text that can be edited only on the master pages. Background text frames aren't copied to the body pages.

► **Tip:** FrameMaker displays small text as gray bars when you zoom out. You can control this setting by choosing Edit > Preferences > Global > General, entering a point size in the Greek Screen Text Smaller box, and clicking Set. Whenever text in your document is in a point size smaller than the size you specified, it appears on the screen as a gray bar. To disable the gray bars, set the point size to 0.

- 4 Type your name in the header text frame at the top of the page. If your name appears as a gray bar, click the Zoom In icon () in the status bar until your name appears.
- 5 Choose View > Body Pages to display the body page. Your name appears at the top of the page, but the background text frame's borders are not displayed.



- 6 Click your name. The pointer doesn't change to an I-beam () as it usually does over text, and no insertion point appears, because the text isn't editable on the body page.

- 7 Click the Go To Next Page icon () in the status bar to display page 2. Your name doesn't appear at the top of page 2 because this is a left-hand page. It uses the Left master page, whose untagged text frames are still empty.
- 8 Click the Go To Next Page icon () again. Your name appears on page 3 because it's a right-hand page and, like page 1, it gets its page design from the Right master page.
- 9 Choose View > Master Pages to display the Right master page again.
- 10 Select your name in the header text frame and press Delete.

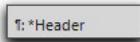
Leave the insertion point cursor in the header frame. You will add a page number to this frame in the next exercise.

Numbering pages

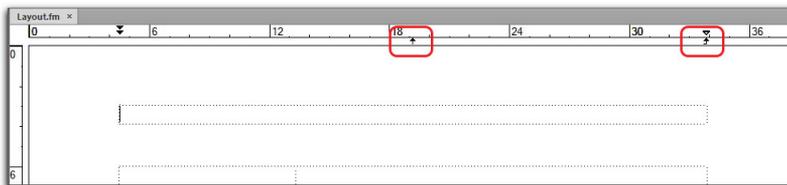
You'll add the page number at the top of every page. This number will appear on the left side of left-hand pages and on the right side of right-hand pages.

You make page numbers appear on the pages of your document by inserting a page number *system variable* on the master pages. System variables are placeholders for system information such as the page number, page count, date, and filename.

The paragraphs in the header and footer text frames are tagged Header and Footer. The Header and Footer formats aren't stored in the Paragraph Catalog because you usually don't need to apply these formats to any other paragraphs.



The paragraph format for the paragraph in the header text frame contains center-aligned and right-aligned tab stops (shown in the top ruler).

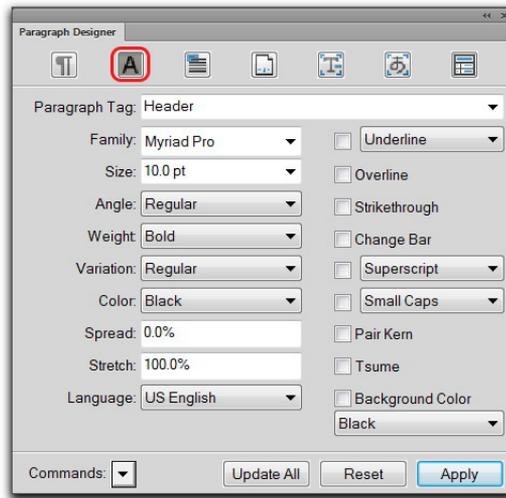


Now you'll change the font used in the header paragraph. The Header paragraph format is used on the Left and Right master pages, so you can update both header paragraphs at the same time.

- 1 Choose Format > Paragraphs > Designer to display the Paragraph Designer.

Note: The asterisk in the status bar indicates that the Header paragraph format doesn't match a format in the catalog.

2 Choose Default Font properties.



- 3 Choose Myriad Pro from the Family pop-up menu and Bold from the Weight pop-up menu, and click Update All. You won't see any change, because the text frame doesn't contain any text yet. But when you add a variable to the text frame, the variable will appear in Myriad Pro Bold.

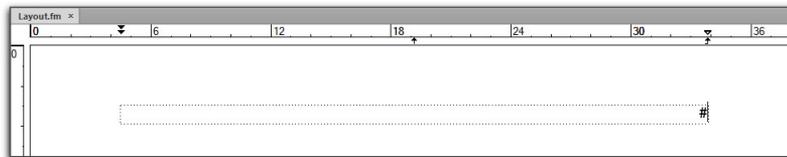
You'll set up page numbering so that the numbers appear on the right side of right-hand pages and on the left side of left-hand pages. You're on the Right master page now, so you'll use the right-aligned tab stop to right-align the page numbers.

- 4 Press Tab twice. The insertion point moves to the far right of the header text frame.

Next, you'll insert a variable representing the current page number.

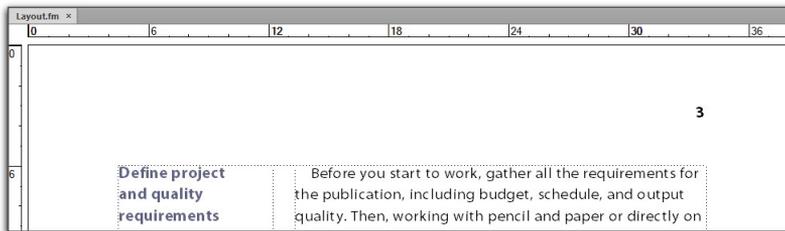
- 5 Choose Format > Headers & Footers > Insert Page #.

A number sign (#) appears at the right side of the header text frame. It will be replaced by the page number on the body pages.



Next, you'll insert the page number variable in the header of the Left master page.

- 6 Click the Go To Previous Page icon (◀) in the status bar to display the Left master page. The name of the master page appears in the Page Status area of the status bar.
- 7 Click in the header text frame and choose Format > Headers & Footers > Insert Page #. The number sign appears at the left margin. This is where you want page numbers to appear on left-hand pages.
- 8 Choose View > Body Pages to display the body pages again. The page number now appears on each page. If you want, scroll through the document to see how the page number alternates between the left and right sides.



Page numbers are displayed on the top-right of the right pages, and the top-left of the left pages.

- 9 Save the document.

Creating a running footer

If you want the same text to appear in the footer of every page, you can simply type the text in the footer text frames on the master pages. However, for this document you'll create a *running footer*—a footer whose text depends on the contents of the page.

For example, a running footer based on Heading1 paragraphs contains the text of the first Heading1 paragraph on the page. If the page doesn't contain a Heading1 paragraph, the footer contains the text of the most recent Heading1 paragraph on preceding pages. (You can also create *running headers* with text that changes depending on the contents of the page.)

Like a page number, a running header or footer is created by inserting a system variable on a master page rather than by typing text. The running footers for this document will contain the chapter title and a first-level heading.

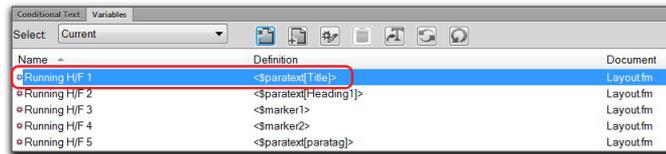
- 1 Choose View > Master Pages to display a master page.
- 2 Check the Page Status area of the status bar for the name of the current master page. If you are on the Left master page, click the Go To Next Page icon (▶) to display the Right master page.
- 3 Click in the footer text frame. (You may need to scroll down to see this text frame.)

The footer will appear on the right side of right-hand pages and on the left side of left-hand pages. You're on the Right master page, so you'll use a tab stop to right-align the footer.

- 4 Press Tab. The insertion point moves to the center of the footer text frame.
- 5 Choose Format > Paragraphs > Designer to display the Paragraph Designer.
- 6 Choose Basic properties.
- 7 Double-click the tab stop labeled 175.998 pt C in the Paragraph Designer.
- 8 Click Delete to remove the center tab.
- 9 Click Update All. Your insertion point moves to the right margin of the footer frame.

Next, you'll insert a variable that displays the chapter title.

- 10 Choose Format > Headers & Footers > Insert Other. The Variables pod opens at the bottom of the FrameMaker window.
- 11 Scroll down in the Variables pod until you see *Running H/F 1* in the left column. This is one of twelve system variables provided especially for running headers and footers.
- 12 Select Running H/F 1. The definition of the variable appears in the second column.

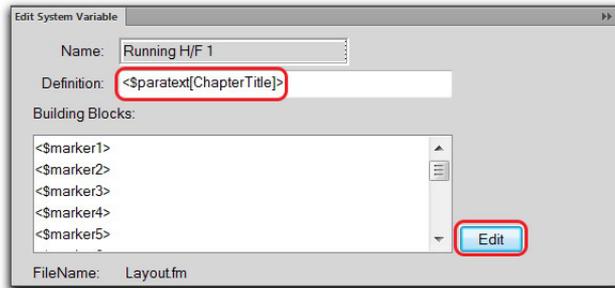


The definition uses the <\$paratext> building block, which tells FrameMaker 11 to use the text of a paragraph with the tag that follows in square brackets. The definition specifies the Title paragraph format. Your chapter title uses the ChapterTitle format, so you'll change the definition.

- 13 Click the Edit button on the Variables pod toolbar. The Edit System Variable panel opens.



- 14** Enter **Chapter** in front of *Title* in the Definition text box and click Edit. The variable definition is now <\$paratext[ChapterTitle]>. (Capitalization is significant, so be sure to match the capitalization style of the paragraph tag you're using, as shown here. You also need to match the exact spelling and spacing.)



- 15** Click Edit in the Edit System Variable panel. Click OK to close the Clear History alert box, if it appears.
- 16** Click the Insert button on the Variables pod toolbar. *Running H/F 1* appears in the footer, but the actual chapter title will appear on body pages.



You'll separate the chapter title from the text of the first-level heading with a colon and an en space (a wide space).

- 17** Type a colon (:) in the footer at the insertion point.
- 18** To type an en space, press and release the Escape key, then the spacebar, and then the lowercase letter **n**.



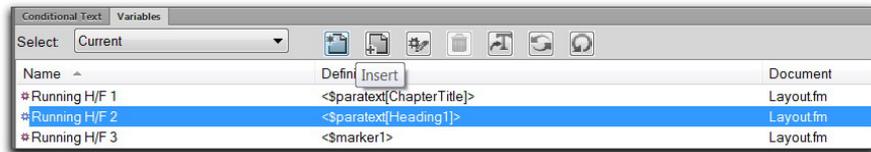
Now you'll add another running footer variable, to display the text of first-level headings.

- 19** Choose Format > Headers & Footers > Insert Other.

Note: Sometimes the Edit button isn't immediately visible. If you don't see it, drag the side of the Edit System Variable panel to make it wider.

Tip: FrameMaker 11 has four fixed-width spaces: An em space (Esc space m), an en space (Esc space n), a thin space (Esc space t), and a figure space (Esc space 1).

- 20 Select Running H/F 2 in the left column of the Variables pod. The variable is defined to display the text of a paragraph with the tag Heading1. This is the definition you want; your first-level headings use the Heading1 format.



- 21 Click the Insert button on the Variables pod toolbar.



- 22 Double-click the word *Variables* in the upper-left corner of the Variables pod to collapse it.



Finishing the footers

To finish the footers, you'll change their paragraph format and then copy the footer variables to the left master page.

- 1 Choose Format > Paragraphs > Designer to display the Paragraph Designer.
- 2 In the Default Font properties, change the Family to Myriad Pro, the Size to 8 (points), the Weight to Bold, and the Spread to 10.
- 3 Click Update All.

Now you'll copy the footer variables to the left master page.

- 4 Click Running H/F 1 in the footer once to select it. (If you double-click it by mistake, the Variables pod appears. Double-click the word *Variables* in the upper-left corner of the Variables pod to collapse it, and try again.)
- 5 Shift-click Running H/F 2 in the footer to extend the selection.

- 6 Choose Edit > Copy.
- 7 Click the Go To Previous Page icon (◀) in the status bar to display the Left master page.
- 8 Click in the footer text frame and choose Edit > Paste. (You may need to scroll down to see the footer text frame.) Because you did not press Tab, the variables appear at the left side of the text frame.
- 9 Choose View > Body Pages to display the body pages again, and scroll through the document. The running footer now appears on each page.

● **Note:** FrameMaker 11 allows you to define and use as many as twelve different running headers and footers in a document. This can be very useful if you want different headers and footers on different page layouts, such as the first page of a document.

Planning for Commercial Printing: Planning and evaluation

- 10 Save the document.

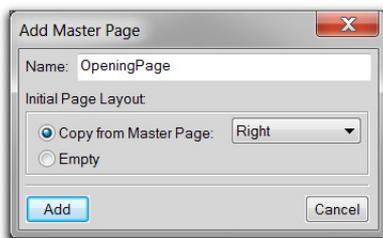
Custom master pages

Many types of documents can be created using custom master pages as well as left and right master pages. For instance, the first pages of each lesson in *Adobe FrameMaker 11 Classroom in a Book* use custom master pages. In this exercise, you will learn how to create an opening page for the first page in the chapter. The opening page will not show the page number and will have a larger top margin.

Creating a custom master page

- 1 Go to page 1 of Layout1.fm and click anywhere inside the text frame.
- 2 Choose View > Master Page to display the master page currently applied to page 1.
- 3 Choose Special > Add Master Page and enter **OpeningPage** in the Name text box.
- 4 Select Right from the Copy from Master Page pop-up menu and click Add. Click OK to close the Clear History alert box, if it appears.

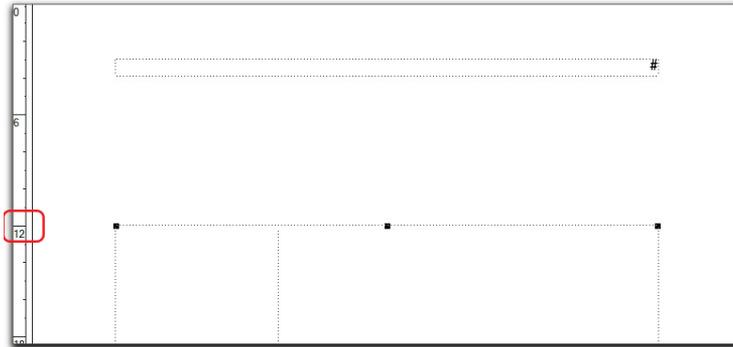
● **Note:** Although a FrameMaker document can contain up to 100 different master pages, most often you'll use only a few.



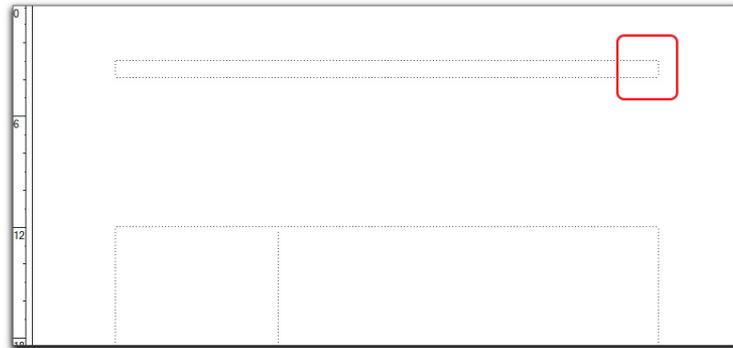
► **Tip:** If you would like to rename a custom master page, display the master page and then click the name in the status bar. You can change the name in the Rename Master Page dialog box. You cannot rename a default Left or Right master page.

Now you are going to edit your new master page.

- 5 Choose View > Toolbars > Graphics Toolbar to open the toolbar.
- 6 Click the Select Object tool () at the top of the Graphics Toolbar.
- 7 Click once on the template frame to select it, and then drag the top, center handle down to about 12 picas on the vertical ruler.



- 8 Click the Smart Select tool () at the top of the Graphics Toolbar.
- 9 Drag your mouse over the page number variable (#) in the top right of your master page, and press Backspace or Delete to remove it.



- 10 Choose View > Body Pages. Page 1 is still using the Right master page. You will apply OpeningPage to page 1 in the next exercise.
- 11 Choose View > Toolbars > Graphics Toolbar to close the toolbar.

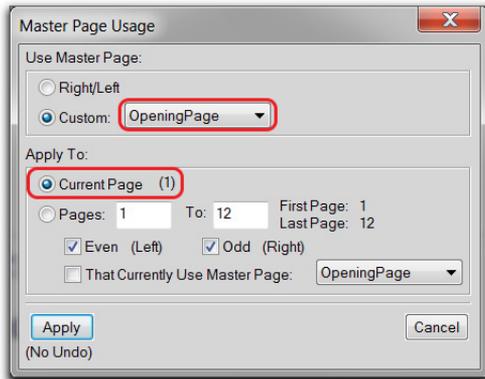
Manually assigning custom master pages

Once you have created a custom master page, you then assign it to one or more body pages in your document. Assigning the custom master page to a body page changes the layout of the body page to the layout that you customized in the master page. You can assign master pages manually or map them to a paragraph tag. You will start by manually assigning OpeningPage to page 1.

- 1 Choose View > Body Pages.
- 2 Go to the first page of Layout1.fm and click anywhere on the page to make it active.



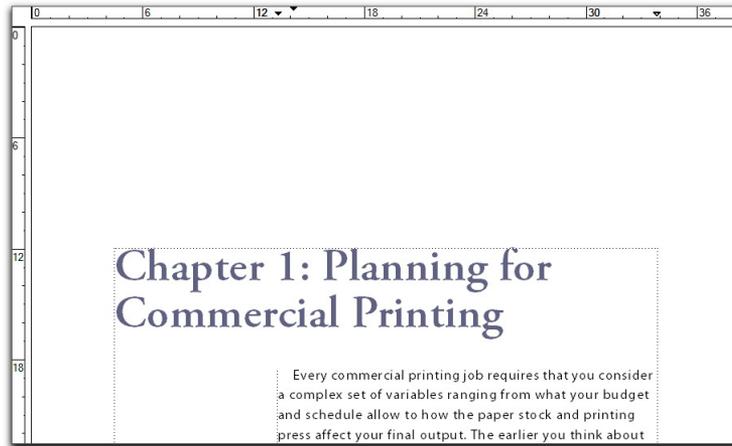
- 3 Choose Format > Page Layout > Master Page Usage.
- 4 In the Use Master Page area, choose OpeningPage from the Custom pop-up menu.
- 5 In the Apply To area of the dialog box, make sure Current Page (1) is selected to apply the new master page to body page 1.



- 6 Click Apply. Click OK to close the Clear History alert box, if it appears.

► **Tip:** Any custom master pages you create will automatically appear after the Left and Right master pages. You can reorder the custom master pages by displaying a master page and selecting Format > Page Layout > Reorder Custom Master Pages. Select a master page in the Custom Master Pages list and click Move Up or Move Down to move the page accordingly. You may find it convenient to order the custom master pages alphabetically or by the sequence in which they will be used in the document.

Notice that the first page of Layout1.fm no longer has a page number in the header and it starts much farther down the page.



Now you will restore the default master page to page 1.

- 7** Go to the first page of Layout1.fm and click anywhere on the page.
- 8** Choose Format > Page Layout > Master Page Usage.
- 9** In the Use Master Page area, choose Right/Left.
- 10** In the Apply To area of the dialog box, make sure Current Page (1) is selected to apply the changes to the body page you have currently selected.
- 11** Click Apply.

Assigning master pages to paragraph tags

You can assign master pages to body pages containing specified paragraph tags. In this exercise, you'll set the ChapterTitle paragraph tag to be assigned the custom master page called OpeningPage.

Setting up the master page mapping table

You'll map a paragraph tag to the master pages using a mapping table found in the reference pages. When you choose the Apply Master Pages command, the master page will be applied to the body page or body pages on which the referenced paragraph tag appears.

To assign a master page to body pages on which a paragraph tag appears, you need to determine which master page you would like to map to which paragraph tag. Since ChapterTitle will always appear on the first page of a new chapter, you will map OpeningPage to ChapterTitle.

► **Tip:** If more than one referenced paragraph tag appears on a body page, the first referenced paragraph tag on the page determines which master page is applied.

- 1 Click the Go To First Page icon (⏪) to display page 1.
- 2 Choose Format > Page Layout > Apply Master Pages. Nothing appears to happen, but the first time you choose this command in a new document, a mapping table is created on the reference pages.
- 3 Choose View > Reference Pages.
- 4 Click the Go To Next Page icon (⏩) until the five-column UnstructMasterPageMaps page appears. In your file it should be reference page 7.

UnstructMasterPageMaps			
Book Update (Yes or No): Yes			
Paragraph Tag Name	Right-Handed Master Page (or Single-Sided Master Page)	Left-Handed Master Page	Range Indicator (Single, Span pages, Until changed)

- 5 Edit the mapping table. Under the Paragraph Tag Name column heading, type **ChapterTitle**, which is the name of the paragraph tag to which you want the master page to be applied. (Capitalization is significant, so be sure to match the capitalization style of the paragraph tag you're using, as shown here. You also need to match the exact spelling and spacing.)

UnstructMasterPageMaps			
Book Update (Yes or No): Yes			
Paragraph Tag Name	Right-Handed Master Page (or Single-Sided Master Page)	Left-Handed Master Page	Range Indicator (Single, Span pages, Until changed)
ChapterTitle	OpeningPage		Single

- 6 Under the Right-Handed Master Page column heading, type **OpeningPage**, which is the name of the master page you want to apply.

The specified master page will be applied to all body pages on which the HighlightText paragraph tag appears (including left-handed pages in double-sided documents), unless you specify a different master page under the Left-Handed Master Page column.

- 7 Leave the cell empty under the Left-Handed Master Page column heading.

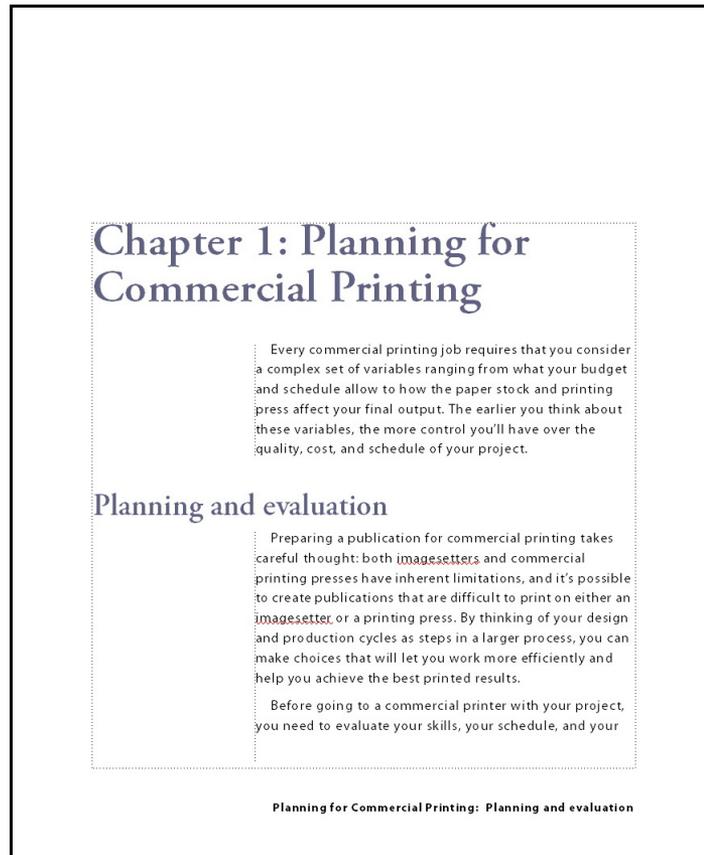
- 8 Under the Range Indicator heading, type **Single** to apply the master page only to the body page on which the paragraph tag ChapterTitle appears. If this cell is blank, master pages are applied to single pages.
- 9 Choose View > Body Pages and navigate to page 1.

Assigning the master page to a paragraph tag

Once your mapping table has been set up, you are ready to automatically apply your master pages.

- 1 Choose Format > Page Layout > Apply Master Pages.
- 2 Click OK, if prompted.

Page 1 is now using the OpeningPage master page.



- 3 You have completed the lesson on page layout. Save and close the document.

● **Note:** For more complete information on this and other tips on using master pages, see Help > Help Topics > Templates and Page Layout > Master Pages and Reference Pages in the Adobe FrameMaker 11 online help.

Review questions

- 1 How do you change the page margins of a document?
- 2 What are master pages?
- 3 What are the main differences between template text frames and the background text frames that appear on master pages?
- 4 How do you insert a page number in a header or footer?
- 5 What is a running header or footer?
- 6 How do you create a running header or footer?
- 7 When is it useful to define multiple running headers and footers?
- 8 What are the benefits of tying a master page layout to a specific paragraph format?

Review answers

- 1 Choose Format > Page Layout > Column Layout, specify new margins, and click Update Entire Flow.
- 2 Master pages are pages that contain layouts for body pages. Master pages also contain header and footer information, and they may contain background text or graphics that appear on the corresponding body pages.
- 3 Template text frames provide layouts for the text frames on body pages. The template text frames have flow tags and are copied to body pages. Background text frames, such as those for headers and footers, have no flow tags and are not copied to body pages. The contents of background text frames appear on body pages, but the contents can be edited only on master pages.
- 4 To insert a page number, go to a master page, click in a header or footer text frame, and choose Format > Headers & Footers > Insert Page #. The actual page number will appear on the body pages that use that master page.
- 5 A running header or footer contains information that depends on the contents of the page (for example, the text of the first Heading1 paragraph on the page).
- 6 On a master page, click in a header or footer text frame and choose Format > Headers & Footers > Insert Other. Select one of the four variables for running headers and footers, change its definition if necessary, and click Insert.
- 7 When you have a complex document with many different master pages, and you want different content in their headers and footers.
- 8 Tying a master page layout to a paragraph format saves time and ensures consistency of layout in a complex document.

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