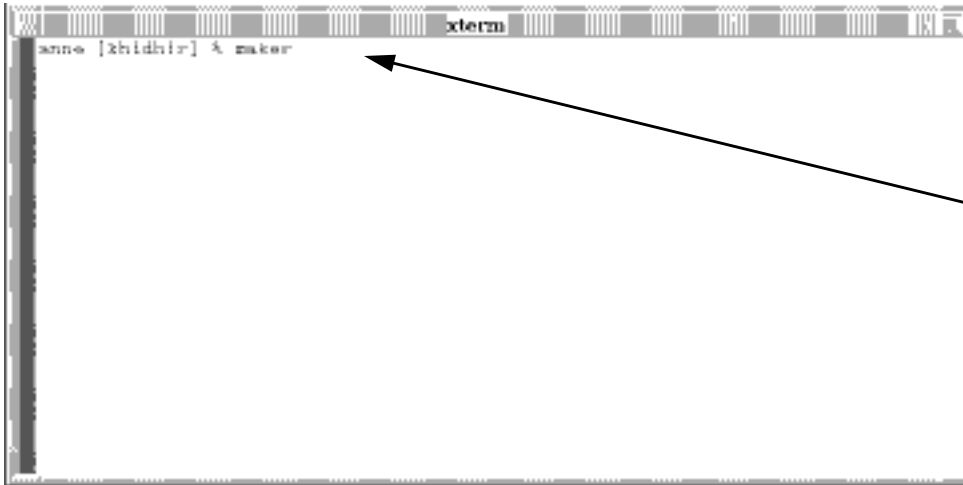


# QUICKTIP

## Getting Started with FrameMaker



### Starting FrameMaker

Type **maker** in an xterm window. Be patient -- it may take several minutes to start FrameMaker when the system is busy.

### Opening a Document

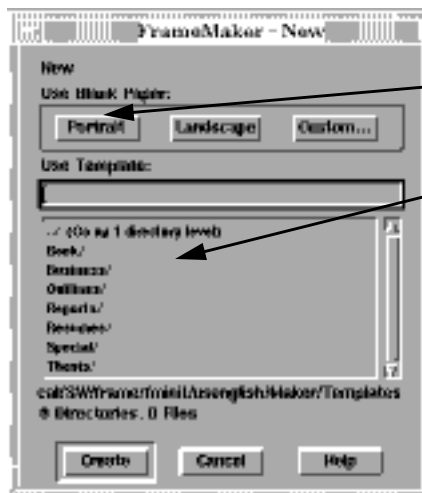
To access an existing document click on "Open."



### Creating a New Document

When you click on "New" this window comes up. To create a simple document click on "Portrait."

For a more complex document, choose one of the preformatted templates in the scroll box below.



**File Menu**

1. Choose "Save(needed)" to save document.
2. Choose "Print..." to print document.

**Edit Menu**

1. Choose "Spelling Checker" to spell check.
2. Choose "Undo" to undo mistakes.

**Format Menu (for simple documents)**

1. Choose "Font" to change type of font.
2. Choose "Size" to change font size.
3. Choose "Style" to italicize, underline, or bold text.

**Alignment**

Shortcut for centering, left, and right aligning text

**Spacing**

Single/double spacing shortcut.

**Scrollbar**

Use to scroll through document.

**Up/down arrows**

Use to page through document.

**Screen Size Buttons**

Lets you magnify (Z) or shrink (z) document on the screen ONLY; doesn't change the size of the final, printed document.

