

---

### Exercise 6: USING ANCHORED FRAMES

- Open Forest2 if it is not already open on the screen.
- Add an anchored frame to the text:
  1. Position the cursor in the line after which you would like the graphic to appear.
  2. Pull down the *Special* menu and select *Anchored Frame*

A dialog box with a long list of options will appear. In this box you can select size, alignment (left, right, or centered), whether the frame should be divided across pages, whether text should be allowed to “float” to fill around the frame, etc.

3. In the *Size* box, make the width 4.0" and the height 2.0".
  4. Change the *Alignment* box to *Right*.
  5. Click *New Frame*.
- To insert a Clip Art image into an anchored frame:
    1. Select the Frame main window and click on “Help.”
    2. Click on “Samples and Clip Art.”
    3. Select a clip art category and click to open a copy of the file which contains the clip art images.
    4. Choose an image and point and click to select it.
    5. Copy the image (shortcut: try the *right* mouse button).
    6. Close the file, quit the help facility, (click on “Done”) and return to the document with the anchored frame.
    7. Make sure the anchored frame is selected. If not, click to select it. Paste the image into the frame (remember that right mouse button), size, and position it.

Exit the file, saving the change if desired.

**Exercise 5: PRINTING**

1. Pull down the document *File* menu.
2. Click on Print. A dialog box will appear.
3. To print the entire document, simply click *OK*. To print selected pages, modify the *Print Page Range*: boxes, then click *OK*.

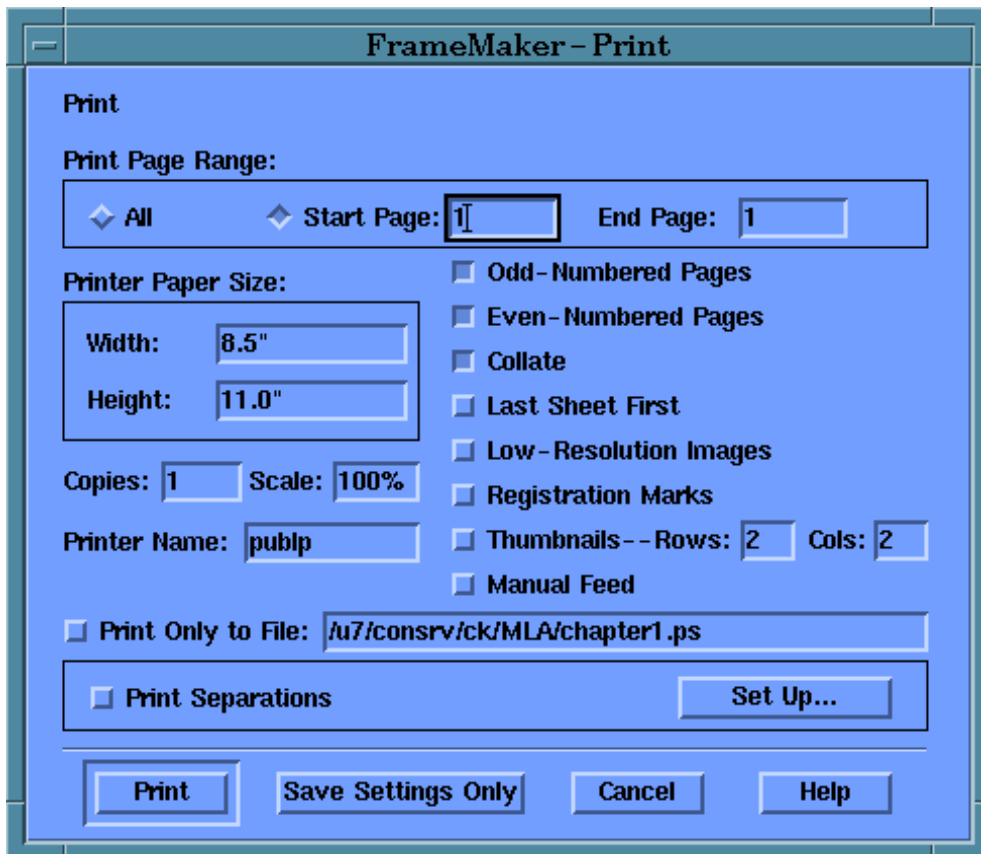


Figure 4: The Print Document Dialog Box

**Exercise 4: GENERATING A TABLE OF CONTENTS**

1. Open file Forest7.
2. Pull down the *File* menu and choose *Generate/Book*.
3. Chose *Table of Contents* from the *List* portion of the dialog box and click *Generate*. The *Set up Table of Contents* dialog box should appear.
4. The document elements (e.g., headings) which will appear in a Table of Contents must appear in the *Include Paragraphs Tagged:* scroll list. To add or remove document elements, select a tag and double click it, or select the tag and click once on the appropriate arrow.
5. Select Heading (double click or use the arrow, as described above). Then click “Generate”. FrameMaker generates the table of contents and displays it on the screen. A TOC paragraph format must exist for each heading. See Chapter 7 in *Getting Started* for complete directions on creating and formatting tables of contents.

**NOTE:** FrameMaker does not automatically update the Table of Contents, so if you make changes to your document, you should generate it again. Follow the steps described above to generate a new version.

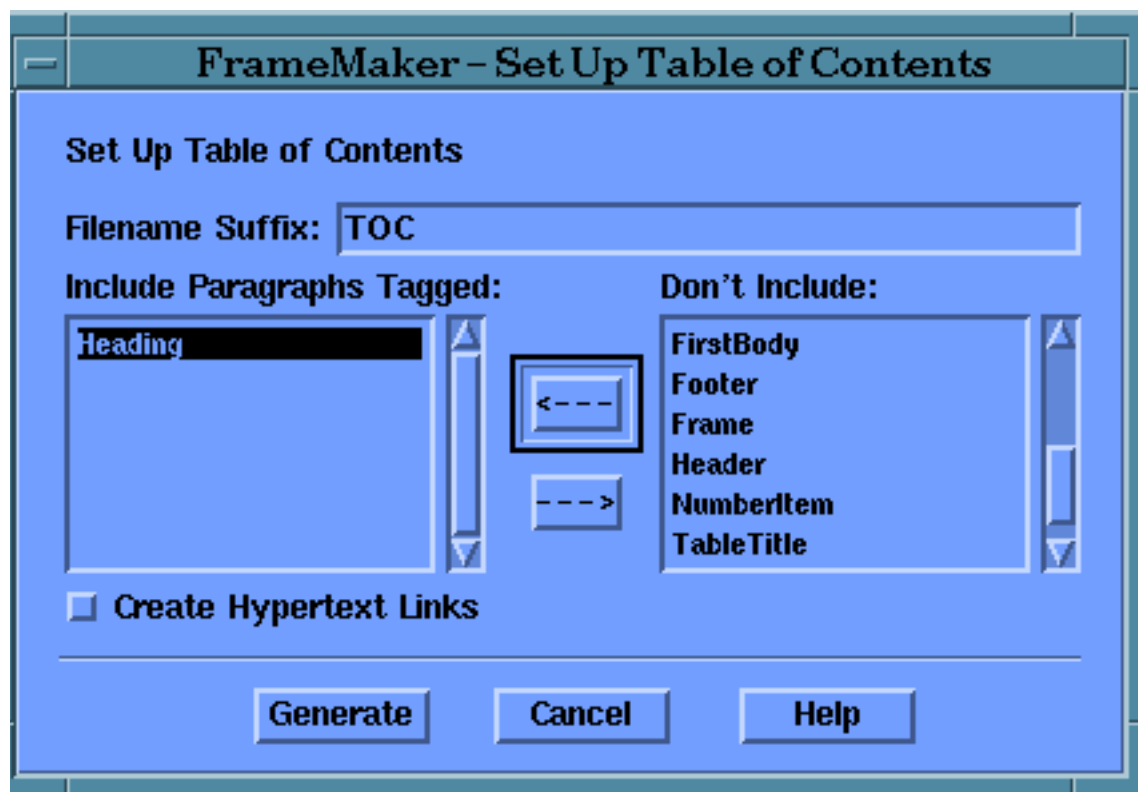


Figure 3: The Generate Table of Contents Dialog Box

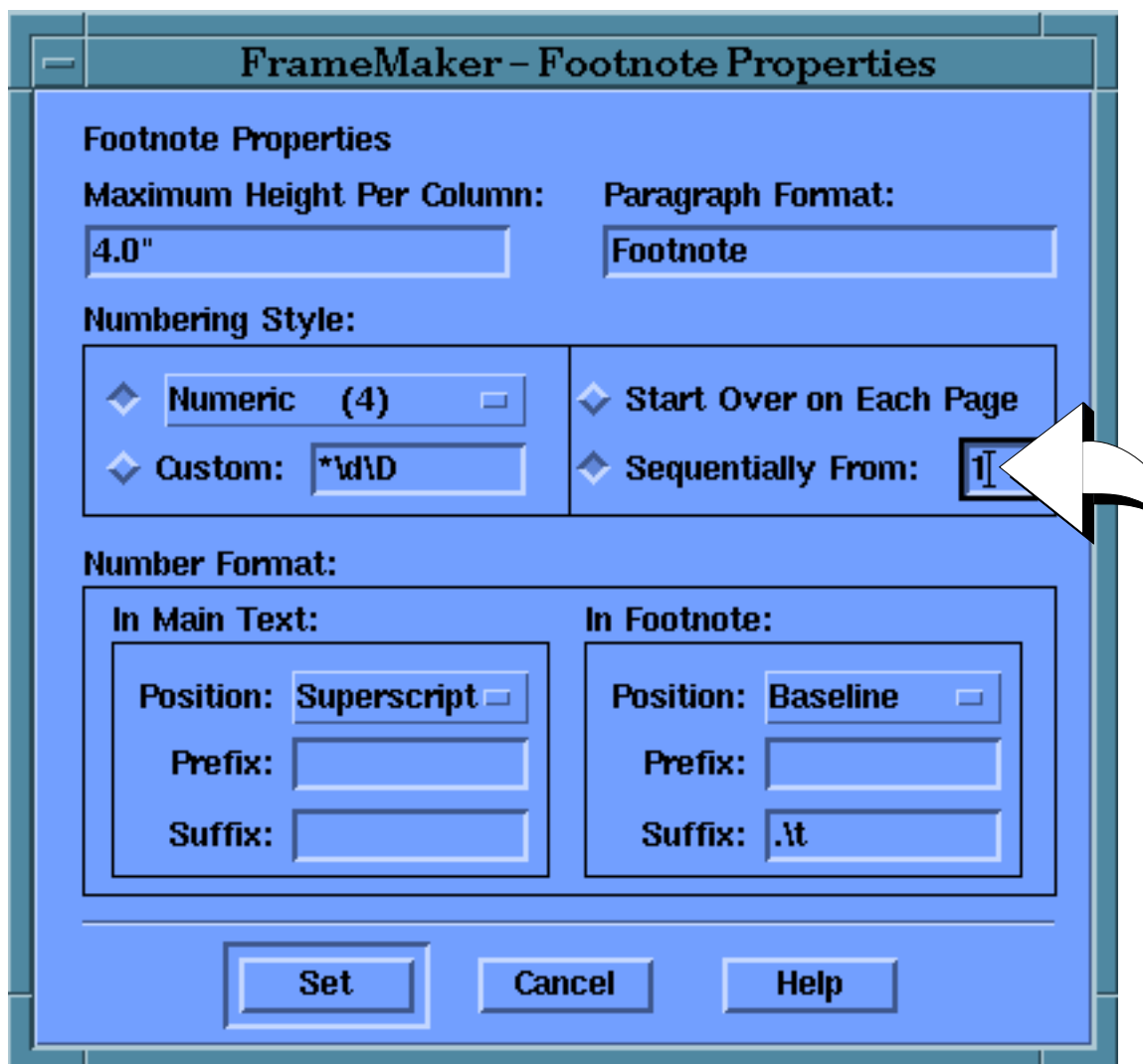


Figure 2: The Footnote Properties Dialog Box

---

### Exercise 3: USING FOOTNOTES

- Open Forest2 if it is not already on screen.
- Position the cursor after any word in one of the first paragraphs.
- Pull down the *Special* menu; select *Footnote*.
- Type some footnote text.
- Pull down the *Special* menu and again select *Footnote* to return to the body text.
- Go to the next page and insert another footnote.
- Notice that the footnote is again number 1. By default, Frame restarts the footnote numbering on each page of a document, and in each chapter of a book. To update the footnote properties to sequentially number the footnotes, follow the procedure outlined below:
  1. Pull down the *Format* menu and select *Footnote Properties*
  2. Click on *Sequentially From '1'* (see “The Footnote Properties Dialog Box” on page 12).
  3. Click SET.
- Check to see if the footnote numbers have changed.



**Exercise 2: MODIFYING A PARAGRAPH FORMAT TO DOUBLE SPACED**

To change a single spaced document to double spaced (or vice versa) you must alter the *Line Spacing* value in the *Paragraph >Basic* dialog box.

1. Open document *Forest2* if it is not already open on screen.
2. Position the cursor in the paragraph below the heading *Natural Source of Products*.
3. Select *Format>Paragraphs>Designer*.
4. Change the “Line Spacing” pop up box to single, 1.5, or double spacing.
5. Click the *Apply* button to view your change.
6. Click *Update All* to apply the change to all paragraphs in the document which are tagged with the same style name.
7. Be sure to save your document if you want the changes you made to be permanently applied in the Paragraph catalog.

## EXERCISES

### Exercise 1: USING THE PARAGRAPH AND CHARACTER CATALOGS

1. Open the document titled Forest2. (You must copy the training files into your directory before you start these exercises. See “Setting up Training Files” on page 7.)
2. Position the cursor in the first paragraph of text after the heading *Natural Source of Products*.
3. Click on the Paragraph (  ) button to open the Paragraph catalog window.
4. Click on *BulletItem*. Notice the change in appearance of the paragraph on screen.
5. Highlight the first two bulleted items below; click on *Body*.
6. Highlight a single word in one of the paragraphs you just changed.
7. Click on the Character (  ) button to open the Character catalog window.
8. Click on *Emphasis*. Notice the change on screen.
9. Highlight several more words. Change their character style to *Emphasis*. Note the change on screen.
10. Experiment with other character and paragraph formats as you like.

**WHERE TO GET MORE INFORMATION**

- *Getting Started*, available at the Consulting Services Help Desks.
- *Using FrameMaker*, available at the Consulting Services Help Desks.
- The FrameMaker online Help facility, accessed via the “Help” button in the main FrameMaker window.
- *Guide for the Writers of Theses and Dissertations*, available at Mugar Memorial Library, main information desk.
- *Publication Manual of the American Psychological Association*, available at the Boston University Bookstore, 4th floor.
- *The MLA Style Manual*, available at the Boston University Bookstore, 2nd floor.
- *Resume Writing*, available at the King Center, Office of Career Planning and Placement, 19 Deerfield Street.

---

When working on a section of a book, be sure to work from the book window. A number of tasks are accomplished via the *File* menu in the book window. The tasks you ordinarily expect in the File menu are all there — such as *New*, *Open*, *Save*, and *Print*. In addition, several book-specific tasks such as updating table of contents entries and cross references; adding a file to a book; rearranging the order of files in a book; and deciding which tags to include in a table of contents are all accomplished via the File menu in the Book window.

For full information on book documents, see Chapter 25, *Book Building*, in the manual *Using FrameMaker*.

### SETTING UP TRAINING FILES

Frame provides a set of training documents which are used both with the self-paced online tutorial *Getting Started* and with this handout. If you are participating in an Information Technology tutorial, these files are already in your tutorial account. If you are using this handout on your own or plan to take the online tutorial *Getting Started*, you will need to copy the training documents into your home directory.

Sign on to your ACS or CGL account. Type the following command exactly as shown:

```
fmcopytraining -l usenglish -p maker
```

kind of graphic, it should usually be inserted in a special container called an “anchored frame.”


### **Anchored frames**

Anchored frames are one of the most unique and useful features of FrameMaker. Anchored frames retain their relative position within the text when material is added or deleted. Tables, figures, and equations are examples of graphics which should be placed in anchored frames. The process of inserting an anchored frame is covered in *Exercise 6 “USING ANCHORED FRAMES”* on page 15.

### **Clip art**

A collection of useful clip art images is provided with FrameMaker. These images can be accessed via the “Help” button in the Frame main window.

### **EQUATIONS**

FrameMaker provides an equation editor for the formatting of complex equations. The equation editor is accessed through the  button on the Frame sidebar. Frame automatically inserts an anchored frame in the text when *New {Small, Medium, or Large}* equation is selected from the equation pop up menu in the upper left corner of the equations dialog box. (Small, medium, or large equations differ chiefly in the default font size.) See Chapter 8, *Creating an Equation*, in the manual *Getting Started*, and Chapters 28-30 in the manual *Using FrameMaker*. Both manuals are available at the Consulting Services Help Desks.

### **BOOKS**

Previously, this handout discussed single-file documents. More complex Frame documents are called “books,” which are multi-file documents. Organizing a document into a book with a series of logical parts (title page, table of contents, abstract, chapters, bibliography, etc.) has many practical advantages. Editing smaller files is easier and saves time when locating text or making changes. And, book files enable you to automatically generate tables of contents and indexes from all the documents in a book and ensure consistent formatting across chapters.

### **Creating a book**

If you plan to use one of the thesis templates provided, the simplest way to create a thesis “book” is simply to copy the entire contents of the MLA or APA directories into a directory on your account (see page 2).

---

## ADVANCED FEATURES

### PAGE NUMBERING

Most document templates have page numbers already set up on the master pages. To add automatically updated page numbers to a custom document, change to the master pages, position the pointer in an untagged (background) text container, and pull down the *Special* menu. Release on *Variable...* and select *Current Page #* in the Variable dialog box. Switch back to the body pages and you should see the correct page number.

### FOOTNOTES

FrameMaker automatically inserts and formats footnotes via *Footnote* in the document *Special* menu.<sup>1</sup> See *Exercise 3 “USING FOOTNOTES”* on page 11 for instructions on inserting footnotes.

Footnote numbering is one aspect of document formatting which is not handled by Frame in a totally automated fashion. The document *Format* menu contains a *Footnote Properties* selection. The resulting *Footnote Properties* dialog box controls how the footnote is formatted on the page, but more importantly, controls how footnotes are numbered both within single files and within the chapters of a book. Unfortunately, to number the footnotes correctly throughout a book, you must update the beginning footnote number in this dialog box in each chapter or other section which contains a footnote.

### TABLE OF CONTENTS

One of the most useful functions of any text processor is the automated Table of Contents. For instructions, see *Exercise 4 “GENERATING A TABLE OF CONTENTS”* on page 13.

NOTE: FrameMaker does not automatically update an already generated Table of Contents, so if you make changes to your document, you should generate it again.

### GRAPHICS

Graphics can include images imported in PostScript or bitmapped format, tabular material, images created with the FrameMaker graphics tools, or equations created with the FrameMaker equations editor. No matter what

---

1. Footnotes are automatically positioned at the bottom of the page when you click on the footnote button.

indicates choices which are contained in one or more “cascading” sub-menus.) The *Characters>Designer* dialog box controls font choice, family, size, etc. for character formatting. The *Paragraph* dialog box, which contains six sub-dialog boxes, controls font choice, etc. as well as tabs, numbering, line spacing, indents, hyphenation, and much more.

### DOUBLE SPACING

To change a single-spaced paragraph style to double spaced (or vice versa) alter the *Line Spacing* value in the *Format>Paragraphs>Designer* dialog box. See *Exercise 2*, “MODIFYING A PARAGRAPH FORMAT TO DOUBLE SPACED” on page 10.

See the manual *Using FrameMaker* for a complete instructions on modifying formats.

### PRINTING

*Exercise 5*, “PRINTING” on page 14 contains document printing directions.

#### PRINTER NAME

#### DESCRIPTIONS





- publp(1) (double-sided, stapled, 300 dpi)
  - pubps(2) (single-sided, stapled, 300 dpi)
  - publps (double-sided, non-stapled, 300 dpi)
  - pubpsns (single-sided, non-stapled, 300 dpi)
  - cglps(3) (single-sided, non-stapled, 300 dpi)
  - pub600(4) (single-sided, non-stapled, 600 dpi)
1. On the ACS cluster, the FrameMaker default printer is “publp”. “publp” produces double-sided, stapled, 300 dpi documents; output is printed and sorted at the I/O Services window in the basement of 111 Cummington Street.
  2. If you need to print single-sided output from the ACS cluster, change the *Printer Name* specification in the *Print* dialog box to “pubps”. Remember that single-sided output is charged at twice the rate of double-sided output, however.
  3. On CGL, the FrameMaker default printer is “ps”, which on CGL directs output to “cglps”, a single-sided, 300 dpi printer located in the Graphics Lab on the second floor of 111 Cummington Street.
  4. 600 dpi printing is charged at a much higher rate and normally should only be used for jobs with detailed graphics or where high-quality print is required. See help printing on ACS.

tory structure (to go up a directory, point and double click on ../ (Go up 1 directory level), located at the top of the scroll list.

Open documents appear in the *document window*. The document window contains a menu bar where *File, Edit, Format*, etc. menus are accessed; a *scroll bar* to move around on the page; *Zoom buttons* to enlarge or shrink screen display; *Up and Down arrows* to change pages; and the *Paragraph, Character, Graphics Tools*, and *Equations* window buttons, used to change fonts, insert graphics, equations, etc.

### USING THE PARAGRAPH, CHARACTER, AND TOOLS WINDOWS

Text formatting in FrameMaker is accomplished through paragraph and character style sheets, which are stored in the Paragraph and Character Catalogs. All text in a Frame document should be tagged with a Paragraph format (and, optionally, a Character format). Because the elements which make up these formats can be quite complex, Frame provides templates which contain Paragraph and Character formats which should fit most of your needs. The existing formats can be modified, if desired, to tailor them to your liking.

The Paragraph and Character catalogs are accessed through the  and  buttons in the upper right corner of the document window. Additional buttons access the Tools window  (see *Chapter 4, Adding an illustration* in the manual *Getting Started*) and  (Equations) window (see *Chapter 8, Creating an Equation*).

## MODIFYING FORMATS

### MASTER PAGES

Document *layout* is controlled through the master pages. Pull down the *View* menu and release on *Master Pages* to change to the master pages. Page numbering, custom rules, etc. should be placed on the master pages so that they will be uniform throughout the document.

### PARAGRAPH AND CHARACTER FORMATS

Paragraph and character formats should be assigned using the Paragraph and Character catalogs, as mentioned earlier. To modify paragraph or character definitions, pull down the *Format* menu and choose *Paragraphs>Designer* or *Characters>Designer*. (The angle bracket (>) in the previous sentence indicates that Designer is on the Paragraphs or Characters submenus. This notation is used throughout this document and

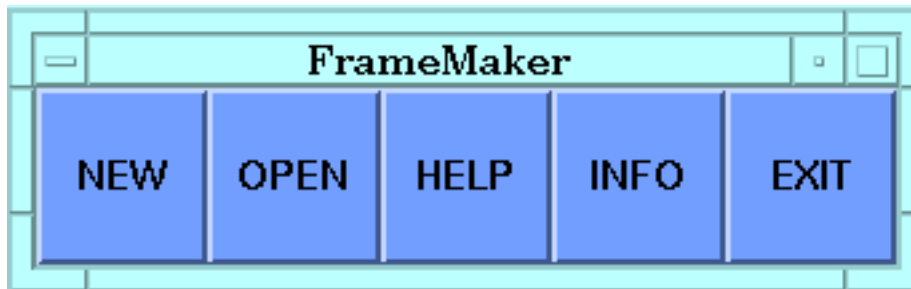


Figure 1: The FrameMaker Main Window.

main document type. When you point and double click on a template file, a *copy* of the file will be opened on your screen.

Customized Thesis/dissertation templates which meet the formatting requirements of Mugar Memorial Library are stored in the *Thesis* directory. APA and MLA thesis templates are in sub-directories below this. Within each thesis directory is a main or "book" file, titled *apa.book* or *mla.book*, along with other files titled abstract, bibliography, chapter, etc.

If you are planning a thesis or dissertation, you should copy the entire APA or MLA sub-directory. To do so, type the following command at your UNIX shell prompt:

- `cp -R ~frame/fmtemplates/Thesis/APA APA`
- `or`
- `cp -R ~frame/fmtemplates/Thesis/MLA MLA`

Be sure to type the string exactly as shown, separating the final word with a space from the main string. This will copy the directory to a new directory on your account called APA (or MLA).

### OPENING AN EXISTING DOCUMENT

Point and click on the *OPEN* button to call up a scroll list which contains a directory of your files. Point and double-click on the desired file to open a document. Point and double-click on a directory to traverse your direc-

---

## INTRODUCTION

FrameMaker, an advanced publishing tool that integrates word processing, graphics, page layout, and book building, is available on the ACS cluster, on CGL, and on some departmental computers. This handout covers basic FrameMaker concepts and operations. Exercises at the back of this handout illustrate several FrameMaker procedures in more detail.

An online, self-paced training course is also available. The manual for the online course, titled *Getting Started*, can be borrowed from the Help Desks at 111 Cummington Street and at Mugar Memorial Library.

FrameMaker utilizes document *templates* for text formatting. A template contains all the information necessary for laying out most text elements. FrameMaker supplies a comprehensive set of basic document templates including letters, reports, newsletters, etc. In addition, The Office of Information Technology has added resume and thesis templates. Resume templates conform to the styles recommended by the King Center, Office of Career Planning and Placement. The thesis templates were designed to meet the basic formatting requirements of Mugar Memorial Library. Thesis templates contain examples of automatic chapter and section numbering, footnotes, tables, figures, bibliographies, etc.

### STARTING FRAMEMAKER – THE MAIN WINDOW

To start a FrameMaker session, simply type `maker` at the UNIX shell prompt. You should see some start-up messages on your screen, followed by the FrameMaker main window (shown in *Figure 1*, “The FrameMaker Main Window.” on page 2).

The main window contains five “buttons:” *NEW*, used to access the FrameMaker templates directory and create a new document; *OPEN*, used to open an existing document in your directory; *HELP*, used to access Frame’s online help facility; *INFO*, used to check licensing and other information (not normally needed by the average user); and *EXIT*, used to terminate the FrameMaker program.

### OPENING A NEW DOCUMENT – USING TEMPLATES

All FrameMaker templates are accessed via the *NEW* button in the main FrameMaker window. Point and click on the *NEW* button to display a *scroll list* of available templates. Point and double click on the desired document type. Most choices contain sub-directories of variations on the

## TABLE OF CONTENTS

INTRODUCTION .....	1
STARTING FRAMEMAKER – THE MAIN WINDOW .....	1
OPENING A NEW DOCUMENT – USING TEMPLATES .....	1
OPENING AN EXISTING DOCUMENT .....	2
USING THE PARAGRAPH, CHARACTER, AND TOOLS WINDOWS .....	3
MODIFYING FORMATS .....	3
MASTER PAGES.....	3
PARAGRAPH AND CHARACTER FORMATS .....	3
DOUBLE SPACING .....	4
PRINTING .....	4
ADVANCED FEATURES .....	5
PAGE NUMBERING.....	5
FOOTNOTES .....	5
TABLE OF CONTENTS.....	5
GRAPHICS.....	5
EQUATIONS.....	6
BOOKS .....	6
SETTING UP TRAINING FILES .....	7
WHERE TO GET MORE INFORMATION .....	8
EXERCISES .....	9
USING THE PARAGRAPH AND CHARACTER CATALOGS .....	9
MODIFYING A PARAGRAPH FORMAT TO DOUBLE SPACED .....	10
USING FOOTNOTES .....	11
GENERATING A TABLE OF CONTENTS .....	13
PRINTING .....	14
USING ANCHORED FRAMES .....	15

OFFICE OF  
INFORMATION TECHNOLOGY

---

**Text Processing  
Using FrameMaker**

Christopher Kittle



©1994 BOSTON UNIVERSITY

Permission is granted to make verbatim copies of this document provided copyright and attribution are maintained.

Office of Information Technology  
111 Cummington Street  
Boston, MA 02215  
617/353-2780