Special Project Management

Authoring Control

Frame joins multi-author project

FrameMaker provides a Book building feature that automatically manages long, multichapter documents with cross-references, indexes, tables of contents, consistent numbering, and style enforcement. For more efficient editing, a user can divide a document into smaller files, and then use the *book* feature to number pages, automatically compile and generate/update the index and table of contents, and print the book as a unit.

Books for Special Project

FrameMaker uses a very simple LIST FILE user interface for accessing book information. Looking at the figure below you will see all files in a book represented by their file name. The order they appear in the list is the order in which they are numbered, indexed and interpreted for table of contents generation.

The documents with the dagger symbol following them are what we term derived documents. Changing the order of documents is a simple as choosing the **Rearrange Files...** Command from the **File** menu.

TOC for Special Project

Users can automatically generate and edit tables of contents, lists of figures, lists of tables, and other custom lists, while exercising complete control over content and format. FrameMaker creates a list by extracting either paragraph or marker text, while exercising complete control over content and format.

The list can contain the text, page number, or autonumber of the extracted paragraphs or markers.

By specifying the paragraph format tag, users can extract the type of information they desire in the table of contents with variable information such as page, paragraph, section and chapter numbers.

Index

Users can insert index markers at any point in the document file where an index entry is desired. Associated with each marker is text that specifies the exact wording of the index entry.

Rough Draft: Frame's Views

FrameMaker automatically generates indexes while exercising complete control over content and format.Formatting is retained even after regenerating index. Users have the ability to:

--- insert index markers at any point in the document file where an index entry is desired (associated with each marker is text that specifies the exact wording of the index entry)

--- create multiple index entries for the same point in text

--- specify any number of levels within the index

--- control sort order

--- automatically create indexes for selected chapters, and entire book, or for a complete set of volumes

Multi-Authoring Power

FrameMaker provides a "book" facility, which allows users to break documents into smaller sections or chapters. Any number of users can access the book simultaneously.

FrameMaker also provides a file lock mechanism. If a user attempts to open a document in use by another user, a message is displayed on the screen:

"This file is already in use. Your changes to it may conflict with the work of other users." This dialog box will also display:

- the document file name

- who the document was last opened by

- the name of the host machine the document is opened on

- the current time

- the number of current users utilizing this document

Users have the option to override this lock if read/write permissions allow.

Controlling Project Layout

Master Pages

Users can define page layouts from scratch, or copy formats from master or text pages, within or between pages. FrameMaker allows multiple master pages in a

document, to efficiently define and edit repeat page layouts. Users can apply page layouts to any page or page range, or to all pages in a document file.

Page Orientation

Users can select any standard or custom page size up to 48" x 48." Users can mix portrait and landscape pages in the same document. Pages can be rotated, or users can define landscape page layouts with previously defined special headers and footers.

Multi-Columns and Special Project

FrameMaker is a unique product not only due to its functionality, but due also to its unique underlying concept of document layout. Pagination

Interactive and Batch

FrameMaker provides several background operations, including: printing, filtering, generating Indexes and TOCs, as well as updating cross-references within a book.

Pagination is interactive with FrameMaker, meaning that pagination and repagination occur as you input and edit text. Widow and orphan control are controlled by the user who defines the number of lines to keep together.

Single-Sided or Double-Sided pagination support is available to determine default layouts of single or double sided pages. There is also a Freeze Pagination function which allows users to control how edited text flows.

Frame Moves Text

Once text and other input have been defined in a document, users have the capability to cut or copy and paste, all or partial, text and graphics from within the document or from another document. Users also have the capability to cut or copy and paste data to and from windows running other applications.

FrameMaker's undo command restores the last text deleted by any delete command. A deletion is any group of characters erased before moving the cursor again.

Frame's Page Breaks

FrameMaker allows users to specify, at his or her discretion, the page breaks on a document. Also, FrameMaker provides a feature that allows a user to specify that a particular paragraph type should begin at the top of a column, top of a page, top of a right page or top of a left page.

Page Length

FrameMaker's integrated long document handling facility allows a user to combine multiple files to create multichapter documents. Limitation to document size and length are solely based upon disk space available on the workstation.

FrameMaker's search command provides a search mechanism for finding text, fonts, paragraph tags, text tags, markers (index), marker text (index text), cross-references, variables, and footnotes. Search and replace acts upon the text body, headers and footers, and graphic captions and annotations.

Users can choose to replace with selected text or fonts, or replace the selection with Clipboard contents. Search options consider case, can be limited to whole word matches, and can use wildcards.

FrameMaker builds a document as a list of frames: rectangular regions linked together in order and placed on pages. Each frame may contain text, graphics, or a combination of both. A text frame is called a TextRect; text in TextRects is automatically formatted to match the dimensions of the TextRect and automatically flows from one TextRect to the next.

Features such as multi-column layout are also accommodated easily and more importantly, intuitively:

--- Multiple parallel TextRects on a page provide multiple columns.

--- The columns may be of different lengths or widths, and a single page may switch among single- and multi-column layouts several times.

--- FrameMaker provides unlimited multicolumns with automatic wordwrap. The flow of text within these columns can be connected (i.e., snaking columns), disconnected, split, or redirected across non-consecutive pages within documents.

--- Users can move, copy, delete, or insert columns (textrects).

FrameMaker provides multiple text flows.This functionality allows text to flow, in newspaper fashion, from one story column to another in a logical manner. Sometimes it is required that the flow gets interrupted and continue on another page. The same concept holds true for FrameMaker. In general whenever a user creates a new document (2 or more columns), all columns are connected so that text "flows" from one column to another. Interrupting/disconnecting a flow is done through the Column Connections... Command located under the Page menu.

Graphics automatically move within the frame list to accompany the text to which they are anchored.

This menu also allows you to split a text column into pieces. When this happens

the new pieces are automatically connected so that text flows from one to the other. This concept of flows is a very powerful feature that will allow users to have many different "stories" running throughout a document with text automatically going to the columns specified.

Reference Pages

FrameMaker reference page can store graphics that a user can reference from a body page or a master page. This allows users to use one set of graphics consistently throughout a document. Typically, its used to put a line above or below paragraphs such as headings and table titles, and to put a line between body text and footnotes. FrameMaker provides default graphics defined for the reference pages, such as single and double line, as well as footnote high-water mark.

Templates for Special Project

Templates are provided for the casual user, eliminating the up-front time needed to set up a new page or document layout and paragraph specifications. More sophisticated users can modify preset templates or create their own. FrameMaker preformatted templates include: books, letters and memos, newsletters, reports and viewgraphs. Users can also create their own templates and create new documents from them. In addition, any FrameMaker document can be used as a template.

Change an entire document to a completely different format with the "use formats from" command.

This function copies all the attributes, including margins and page length, from a template or any other document to the new document.

Authoring the Special Project

FrameMaker provides the standard editing and formatting commands such as: cut, copy, paste and undo. Authoring tools such as a spell checker, search and replace command, as well as a case conversion command are provided to aid the user during editing cycles of a document.

Users have the ability to format text in multiple columns, mixing the width and number of columns within and between pages. FrameMaker provides unlimited multicolumns with automatic *wordwrap*.

Editing the Special Project

The word processor capabilities of FrameMaker supports speeds of at least 100

words per minute for keyboard input. FrameMaker provides easy to use function keys, keyboard macros, and keyboard shortcuts for single-action operations that require no more than three keystrokes.

As text is input or edited, FrameMaker makes the appropriate automatic carriage returns as determined by font, point size, hyphenation control and word space control.

Powerful Paragraph Control

FrameMaker's Paragraph Format Tags and Catalog and Character Tags and Catalog capabilities allow for powerful yet easy multiple format settings.

--- Justification

--- Hyphenation

--- Tabs

--- Widow and Orphan Control

--- Fonts

Leading and Line Spacing

Users have the ability to choose any leading factor (line spacing equals leading plus the default font size). Leading can be adjusted both for positive and negative spacing in 0.001 increments. Leading is automatically adjusted with font changes.

Kerning

FrameMaker provides a *spread points* feature which allows a user to type the amount of positive or negative space to be added to each character's normal *advance width* (a character's advance width is the distance from its left side to the left side of the following character). Positive values spread the text farther apart; negative values squeeze text together producing the effect of kerning.

FrameMaker uses the font metric information supplied with each font for character width and kerning pair information. This is an editable ASCII file so that users can customize their kerning pairs—per typeface. The font metrics are based on 1 point type. To take advantage of Sun's folio font technology, users can purchase their additional fonts from Sun Microsystems.

Auto-Numbering and Referencing

Auto-Numbering is much more than just page numbering with FrameMaker. Virtually any paragraph can have autonumbering associated with it: from Section heads to Figure captions to Table Titles. When editing, select a large range of text that includes numbered heads and subheads. Then paste that text into another chapter or section of the same project, (with the same paragraph tag names) and

observe the pasted text automatically adjusting each instance of an automatic number! Hours of tedious editing are eliminated.

Page Numbering

FrameMaker provides automatic page numbering, including revision pages (A-pages). Users can specify starting page number and right or left side for first page, ensuring correctly numbered multifile chapters. Users can also attach prefixes and/or suffixes such as punctuation marks or text. Placement for page numbers is completely user definable.

Numbering Schemes

FrameMaker provides automatic paragraph numbering and cross referencing. Numbering properties can be applied to paragraph formats to create numbered and bulleted lists, numbered section headings, numbered figure and table titles, etc.

As a user adds and deletes autonumbered paragraphs, FrameMaker numbers them appropriately and renumbers other paragraphs if necessary. Autonumber streams for a document can be in Arabic, upper or lowercase Roman, or alphabetic numbering.

Variables

FrameMaker provides two types of variables: *system variables*, which have values that FrameMaker can update, such as the current page number, page count, current date, modification date, creation date, and filename in both short and long versions; or *user variables*, for text that a user defines and plans to change later.

Whenever a user changes the definition of a user variable, FrameMaker updates all references to it in the document. For example, a user might use a variable for a product's code name and then change the definition later to the real product name.

Comments

FrameMaker provides the capability of creating comments using the view option feature. Once text has been created, it can be flagged with a "comment" view attribute. Users can manipulate the view options to not show comments, to show only comments, or to show comments with the rest of the body of text.