

Personalize this session

Later in the demonstration, you'll see how FrameMaker refers to your name.

To personalize your session with this document:

1. Point to the right of Demo done by: and click.

The insertion point appears.

2. Type your name.

Getting help

If you want more information on a topic, choose Help from the

WorkArea Publishing Company

hypertext feature.
If you have an extended keyboard, you can press Page Down.
document window ()

Before you begin click the Next Page icon at the bottom of the

Demo done by:

Are you spending too much time creating documents? Use a FrameMaker template to create professionally formatted documents as fast as you can type.

In this exercise, all you do is type and press the Return key. The document template provides the format.

1. Point in the blank area under TO: and click.

2. Type a name and press Return.

FrameMaker supplies the next heading.

3. Type a name beside FROM: and press Return.

4. Type a few words beside RE: and press Return.

FrameMaker supplies the next heading and a rule.

5. Type a name beside CC: and press Return.

window.

1. The | Catalog appears. Click the paragraph icon on the right side of the document

2. Put the insertion point in the top line of text in the example.

3. In the | Catalog, click Heading. FrameMaker reformats the paragraph with the insertion point.

4. To undo the change, choose Undo from the Edit menu.

5. To close the | Catalog, click its close box.

Report from the National Endowment for the Arts

The National Endowment for the Arts is pleased to present the attached report on arts education. In this report we

1. Identify the arts that should be taught in school.

2. Show why the present state of arts education is unsatisfactory and suggest avenues for its improvement.
3. Explain the present state of arts curriculum, testing, evaluation, and research.

4. Summarize the role of the National Endowment.

The following excerpts are from the Introduction. I have included them here because our group feels they summarize our findings elegantly and concisely.

We need to help our children move toward civilization. As we stand on the threshold of the 21st century, we are concerned, and rightly so, with the quality of the education of young Americans and whether it is preparing them for the challenges of the future.

Many of the challenges will, obviously, be scientific and technological. And our schools must give our children the tools to deal with them. Less obvious, many of the challenges will be cultural.

Craig Stanion

Chairman

National Endowment for the Arts

Stored paragraph formats

Make your text sparkle with font sizes from 4 to 400 points and your choice of styles.

To document window, I selected text, give it a character format, as

1. Click the Character Format Catalog icon on the right side of the
2. Put the insertion point in the top line of text (with the words, The Arts Endowment).
3. Triple-click to select the line.
4. In the Å Catalog, click Big Title.

The font size is now 44 points.

5. Double-click a word in the main text of the report.

6. In the Å Catalog, click Emphasis.

Frank Miller

Spinnaker

FrameMaker changes the character format of the selected text.

7. Close the Å Catalog and go to the next page. NT

*A report
Prepared by the Chairman
of the National Endowment for the Arts
December 1982*

LEGISLATIVE BACKGROUND

Difficult as it is to pinpoint the beginning of new eras, it is clear that after World War II a new and closer relationship developed between the federal government and the arts.

President Eisenhower was the first of several presidents to take significant steps to draw the two together. Announcing in a State of the Union address that the Federal government should give official recognition to the importance of the arts and other cultural activities, Eisenhower in 1958 signed a law creating a national cultural center. Later named the John F. Kennedy Center of the Performing Arts, it opened its three performance halls and exhibit areas in Washington D.C. in 1971.

President John F. Kennedy, responding to a report called *The Arts and the National Government*, established the Advisory Council on the Arts by the executive order in 1963. Kennedy was assassinated before he had appointed the members of the council.

Words that stand out

Repeating titles and column headings, table formats, and other features help you create tables easily.

Adding text is as easy as typing in a cell.

1. Click in the cell with the word Resistor and type some text. The text wraps in the cell, and the row expands.
2. To make new rows, hold down Control and press Return. Make enough rows to continue the table on the next column.

To change the table's format:

1. Click in any cell.
2. Choose Table Format from the Table menu.

The Table Format window appears. The table's current format (Format A) is selected in the Table Catalog scroll list.

3. In the scroll list, select Format B.

4. Make sure the checkboxes are set as follows:

5. Hold down Shift and click Apply To.

6. FrameMaker reformats the table.

6. Close the Table Format window and go to the next page. All their

Number footnotes the way you want them: numeric, Roman, symbol, or a combination.

When you rearrange text containing a footnote, FrameMaker rennumbers the footnotes.

To add a footnote:

1. Put the insertion point in the paragraph indicated with the arrow.
2. Choose Footnote from the Special menu.

A new footnote number appears at the bottom of the page.

3. Type: This is a footnote.
4. To move the insertion point back to the last paragraph, use the keyboard shortcut for the Footnote command: press Command-E.
5. To select the entire

paragraph, point on it and triple-click.

6. Choose Cut.

7. Put the insertion point at the beginning of the first body paragraph.

8. Choose Paste.

FrameMaker pastes the paragraph in the column and renumbers the footnotes.

structure via the Governor's office. Board's recommendations, which Board in providing his views on environmental chronic toxicity data in making impact assessments. To Cooper uses his experience as Chairman of this Review Environmental Review Board making acute toxicity problems less of a consideration. Environmental Protection Act, and the Michigan Most importantly however, the fact that the science environmental conflicts; legislated standards, the has passed the point where we must rely on acute lethality data in making predictions. The State of Michigan in an attempt to perform such an

1. Ecological damage

to fill gaps in the applied field concentration: These gross effects studies provide only crude evaluations.

This impact may, however, be of no significance at the pollution or community level which is where the assessment emphasis should be placed. He further provides some examples of studies where sublethal

Present address: Council on Environmental Quality.

effects have had a large impact at the "population" levels.

Footnotes made easy

FrameMaker doesn't just check your spelling. It questions repeated words, extra spaces, unusual punctuation, irregular hyphenation, and much more.

To spell check a page:

1. Put the insertion point in the sample text.
2. From the Edit menu, choose Spelling Checker.
3. In the Spelling Checker window, click Options.
The Spelling Checker Options dialog box appears.
4. Survey the many options available, and then click OK.
5. In the Spelling Checker window, turn on Check Current Page.

FrameMaker can number paragraphs, such as section titles, lists, equations, figures, tables, and footnotes.

If you rearrange numbered paragraphs, FrameMaker renumbers them.

1. Triple-click the paragraph indicated with an arrow.

2. Choose Cut.

3. Put the insertion point at the beginning of the paragraph

1. The insertion point appears after the number.
Put the insertion point at the end of the heading

4. Choose Paste.

1-1 Introduction.

2. FrameMaker numbers each new paragraph.
Press Return four times.

1 Biological evaluation of environmental impact

1-1 Introduction

The symposium on Biological Evaluation of Environmental Impact, was organized by the President's Council on Environmental Quality (CEQ) and hosted by the Ecological Society American Institute of Biological Sciences.

1-1.1 National Environmental Policy Act

This symposium focused on:

1-1.1a. How the biological significance of environmental impacts can be both evaluated by ecologists and described to decision-makers in the environmental impact assessment process.

1-1.1b. How can the biological significance of environmental perturbations be evaluated?

the individual papers, since it would not permit contributing authors with differing perspectives to rebut the collective result.

1-5 Philosophical overview (see Section 1-4 Disclaimer)

The environmental movement is an expression of social consciousness. An outgrowth of this movement has been a variety of environmental laws and regulations as well as a recognition that for long-term planning and policy formulation, long-term tracking of environmental trends is needed. Environmental assessment programs seek to satisfy these needs.

While many of the papers in this symposium address specific methodology questions, present cases studies, or discuss individual monitoring problems, this first group of papers sets a perspective for the whole assessment process because that authors place the technical process of data collection in the context of the scientific and societal framework from which the process sprang.

1-5.1 Os study

HinckleyOs contribution growing out of the Institute of EcologyOs Environmental Impact Assessment Project is based on the assumptions that the principles and methods of ecological analysis are valuable for the assessment of technological impacts, and that a summary of ecological analysis methods may increase their application under the provisions of NEPA.

1-5.1a: What he states is needed is impact assessment at the ecosystem and regional level, with biotic diversity treated as a nonrenewable resource, rather than an analysis that consists of little more than a species list.

1. Double-click heading However even though ecological analysis can help identify adverse impacts to human health and welfare,

1-4 Disclaimer to select it. header and footer contain variable

2. Press Delete change, and the imperfect link between ecological effects

1. In the section 1-5 heading, point on the cross-reference (itOs in italics) and double-click. reference. You can create your own

The Cross-Reference dialog box appears. heading is a cross-reference to a

2. Click Update. of the text you typed, press Control-L to text

3. In the Update Cross-References dialog box, click OK.

4. Click Make Update Cross-References dialog box.

Notice also that your name is now a part of the heading for section (optional) *DynaLoadster Tiedowns*. The heading includes a cross reference to page 3, *Page 3: How to tie down your name*. the cross-reference in the sample load and secure it with load. Be sure to cover your states to carry an uncovered It is *Handling the Dye* any

1. Choose Conditional Text from the Special menu.

The Conditional Text window appears.

2. Click Show/Hide.

The Show/Hide dialog box appears.

3. Select Van in the Show scroll list and click the arrow that points to the right.

4. Select Pickup Truck in the Hide scroll list and click the arrow that points to the left.

Pickup Truck is now in the Show list and Van is in the Hide list.

5. Click OK

Now you see the owner's manual for the pickup truck. Notice the changes that appear in the title, body, and table.

6. Close the Conditional Text window.

Use FrameMaker to anchor a graphic to text or a page.

To see graphics flow with the text:

1. Put the insertion point in the first line of the first body paragraph.

2. Press Return four times.

Notice the graphics moving with the text, and the text filling the left column when the graphic moves to the right column.

Those graphics are anchored to the text. The rotated graphic in the left margin doesn't move because it isn't anchored to the text.

To copy a graphic into the text:

1. Click on the rotated text in the left margin.

Handles appear around the object.

2. Choose Copy.

3. Put the insertion point in the right column.

4. Choose Paste.

FrameMaker anchors the copied graphic in the text and turns on the borders. The border around each graphic is an anchored frame.

1. Click the border of the rectangle to the right to select it.
2. Choose Import from the File menu.
1. Point in the left column, hold down the Option key, and click.
 - 2. The Import dialog box appears.
 - 2. Drag the arrow on the left side down to the border.
 - 3. Column and Click OK.
 - 3. Be sure MacRam is on.
 - 3. FrameMaker's Connections dialog box, turn on Split into
 - 2. Click the Page menu, choose Column Connections.
5. Click Import.

A dialog box appears.

6. Turn on 72 dpi, and click OK.
1. From the View menu, choose Borders.
 - The graphic appears on the page.

1. Select the rectangle.
 - Notice how the frame's border crops the graphic.

1. Click the drawing of the ship to select it.
2. From the Graphics menu, choose Flip Horizontally.
1. Click the Tools icon on the right side of the document window.
 - The Tools palette appears.
2. Click the palette's zoom box to open the large Tool palette.
3. The Graphics commands are listed in the large Tools palette.
4. Click the thickest line width and the line ending with an arrow, as circled below.
5. Point in the blank area to the right and hold down the mouse button.

6. Drag diagonally down to draw an arc with an arrowhead.

7. Close the Tools palette and go to the next page.

Graphics with pizzazz

You can combine several FrameMaker documents into a book, and generate tables of contents and indexes. Managing books is easy: you can open, save, or print all documents in a book with one command.

You'll generate a table of contents from this demo document that includes the heading at the top of each page (such as *Books*, at the top-left of this page).

Add some text to the heading of this page, *Books*, as follows:

1. Click to the right of *Books* above this column.
2. Type some text. (It will appear in the table of contents you create.)

To generate a table of contents:

1. From the File menu, choose Generate.
The Generate dialog box appears.
2. Click Generate.
The Set Up Table of Contents dialog box appears.
3. Click OK.

FrameMaker generates and opens a table of contents.

1. Click its close box.

1. Symbols, Operators, Large, etc.
2. The cursor in the middle of the palette. The items are labeled.
3. To see a different page in the Equations palette, click an item in the Equations palette.
4. The Equations palette appears on the right side of the document.

basics 3

footnotes 3

equations 19

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character formats 6

Character 6

catalogs

books 18

automatic text 11

2. In the dialog box that appears, click No.

page, whether it has text or images.

3. Can you zoom in on any part of the page and the mouse?

commands from the keyboard.

document formatting?

and another for layout and design. Do you need one product for word processing, one application, or do you need to publish your documents within a web browser?

1. Can you create, edit, and

