

APPENDIX A

A FrameMaker ENVIRONMENT (Partial)

Appendix A — A FrameMaker Environment (Partial)

Introduction

This appendix is a partial Environment, implemented on paper, for the FrameMaker 3.0 document publishing system. (An Environment for FrameMaker 5.0 is currently in preparation.) Here, on the basis of long experience, the adt index and the content have been merged into an encyclopedic form. But you can always keep the adt index separate and have the entries refer to the relevant text elsewhere. But if you do this for several paper Environments, you will probably begin questioning whether such a separation — such an adherence to the book paradigm — is really necessary, much less as efficient as the present encyclopedic form.

In an on-line implementation with hypertext, there would be no need for the sections to be in alphabetical order, and all the “See...”s would be replaced by hyper-text links.

Note that the Environment does *not* assume the user is windows-literate.

Not all referenced sections are included in this appendix. Those not included are marked by “[not shown]” following the reference.

If your reaction to the organization of this Environment is that it’s too hard to read, that it jumps around too much, that it doesn’t flow, then you haven’t understood the central idea of this book.

FrameMaker Environment

Start Page

If you have never used a manual like this before, please read the Introduction on the following page, then return here.

To use FrameMaker:

1. Install FrameMaker if necessary.
See “FrameMaker, install” [not shown].

2. Turn on FrameMaker if necessary.
See “FrameMaker, turn on.” [not shown]

3. Do the following in any order you wish, as many times as you wish. When you are done, go to step 4.

 Edit an existing document.
 See “document, edit a”.

 Create a new document.
 See “document, create a” [not shown].

 Print a document.
 See “document, print a” [not shown].

4. Exit from FrameMaker if you wish.
 See “FrameMaker, exit from”.

Introduction to a New Kind of Manual

This manual is probably unlike any manual you have used. First, it is a *task-oriented* manual, meaning that, instead of requiring you to read and learn about FrameMaker before you use it, it is organized by the *tasks* you can perform with FrameMaker, so that you can get down to business right away.

Second, the manual is like a large, structured “program” which you, the user, execute. You will always be told where to find the instructions for each “procedure”. After you carry out each procedure, you always return to where you were when you “called” the procedure.

The entire manual is organized *alphabetically*, like an encyclopedia. This means that, if you know the name of the procedure you want to look up — e.g., “document, edit a” — or if you know the term — e.g., “select” — or if you know a synonym — e.g., “output” for “print” — you can simply look it up alphabetically.

You don't need to read this manual before you carry out a task. (You can if you want to, but you don't need to.) You simply begin at the Start page (the one before this one) and proceed from there. Any time you want to look something up, you can. You then return to where you were. You don't have to memorize things you look up because you can always look them up easily whenever you want to!

We have used an informal “Thing-oriented” rule to decide on how to alphabetize things which can be alphabetized in several ways, and you should make use of it when you want to find something fast. This rule is: think of the *Thing* which the task operates on, then look up that Thing.

For example, all the tasks you can perform on a document — e.g., edit an existing document, create a new document, print a document — can be found by looking under “document.” All the tasks you can perform on, or in connection with, an index can be found by looking under “index.”

Certain very common tasks, e.g., printing, can also be looked up directly, so that you don't have to pause and think about what exactly it is you want to perform the task on.

Now return to the Start page and enjoy FrameMaker!

click

“Click *x*” means put the mouse cursor somewhere inside of *x* (*x* is typically a box labeled “*x*” in a menu, but it might be a string of characters) and then press the leftmost button of the mouse once.

Related:

“double click”

dialogue box

A dialogue box is really just a complex menu which, typically, not only allows you to click things, but also to scroll through a set of possible values for a given item in order to click the one you want, and to check or uncheck boxes. In many cases, a given selection will produce a sub-menu or sub-dialogue box.

document

Definition of “document” in FrameMaker

See “document, definition of”

Tasks on documents:

Edit an existing document.

See “document, edit a.”

Create a new document.

See “document, create a” [not shown].

Print a document.

See “document, print a”.

Move around in a document, i.e., scroll forward and backward.

See “scroll”.

document, definition of

In FrameMaker, a document is the text that is contained in a file.

A typical book-length document, e.g., a manual, should normally be broken into separate chapters, each of which is a document. In this way, you can edit and print each chapter separately.

document, edit a

1. Open the document if necessary (see “document, open a”).
2. Do one or more of the following, in any order you wish, as often as you wish. When you are done, go to step 3.

Edit text

See “text.”

Edit page numbers

See “page numbers” [not shown].

Edit figures

See “figures” [not shown].

Edit headers and/or footers (text at top and/or bottom of page)

See “headers” [not shown] and/or “footers” [not shown].

Edit index

See “index”.

Edit the table of contents

See “table of contents” [not shown].

Warning! You should save your document frequently (see “document, save a”) — say, at least, every five minutes or so — during the course of editing, so that a system crash will not cause you to lose too much work!

Note At any time, you can print one or more pages of the document, as described under “document, print a”.

3. When you are done editing the document, be sure you do a final save to record all your latest changes (see “document, save a”).

document, open a

To open a document means to gain access to it so you can view it, edit it, and/or print it.

To open a document:

1. Click “Open” in the “New Open Help Exit” menu.
2. Scroll the resulting dialogue box until you see the name of the file containing the document you want to open.
3. Click the file name.
4. Click “OK”.

After a few seconds, the document will be displayed on your screen.

Related:

To get an explanation of the symbols, etc., in the margins of the document display, see “document display, explanation of”.

“document, save a”

document, print a

1. Click “File” near top of screen.
2. Click “Print” in resulting menu.
3. Fill in name of printer in appropriate box. (You may have to ask your System Operator what this name is.)
4. Fill in pages you want printed, e.g., by clicking “All,” or by entering the start and stop page numbers.

5. Normally, you will want the pages of your document to be in proper order from first to last. This means that you will want the last page to be printed first, then the second-to-last page, etc. To have this done: click the “Last Page First” box if there isn't an “x” already in it.

If you want the *first* page to be printed first, so that the order of the pages will be reversed, click the “Last Page First” box if there isn't a blank space already in it.

6. When the dialogue box reflects all your wishes, click “OK.” Your document should now be printed.

document, save a

1. Click “File” at the top of the screen.

2. If you want to save the document in the file having the same name as it currently has, then simply click “Save” in the “File” menu.

If you want to save the document in a file having a different name than the current one, then click “Save As” and enter the new name in the indicated box. Then click “OK.”

document, scroll a

The term *scroll* means any forward or backward movement of the display screen over the document.

“Scroll down” = “Scroll forward” = Move the screen in the direction toward the *higher* numbered pages of the document.

“Scroll up” = “Scroll back” = Move the screen in the direction toward the *lower* numbered pages of the document.

To scroll down one page:

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Put the mouse cursor anywhere in the vertical strip at the right-hand side of the document, *below* the little square, and click once.

To scroll up one page:

Put the mouse cursor anywhere in the vertical strip at the right-hand side of the document, *above* the little square, and click once.

To scroll an arbitrary amount up or down:

Put the mouse cursor *on* the little square in the vertical strip at the right-hand side of the document, hold leftmost button of mouse down, and slowly drag the button up or down.

double click

“Double click x ” means put the mouse cursor somewhere inside of x (x is typically a box labelled x in a menu, but it might be a string of characters) and then press the leftmost button of the mouse twice, rapidly.

font

See “typeface.”

FrameMaker, exit from

1. Click “Exit” in the “File” menu.
2. Reply to any questions concerned with the saving of files. (In other words, you don't necessarily have to do a final save of open documents before you click “Exit”: FrameMaker will ask you about each such document before exiting.)
3. Reply “Yes” to the question whether you want to exit FrameMaker.

index

Tasks on indexes

Add an item to an index

See “index, add an item to an.”

Modify an existing index item

See “index, modify an existing item in an.”

Delete an index item

See “index, delete an item in an” [not shown].

Generate an index

See “index, generate an” [not shown].

View an index on screen

See “index, view” [not shown].

Print an index

See “index, print an” [not shown].

Edit a generated index.

See “index, edit a generated” [not shown].

index, add an entry to an

1. Click “Special” at top of screen.
2. Click “Marker” in resulting menu.
3. In “Marker Type” box, scroll down to “Index” and select it.
4. Put insertion point at start of word (or text line or paragraph) to be indexed.
5. Put cursor in “Marker Text” box.

6. Click left mouse button.

7. Type what you want to appear in the index. Here are a few examples. More elaborate examples can be found under “index entries, types of.”

Type:

turning on the system

database: inputting data to a

Get, in index:

turning on the system

database
inputting data to a

8. Click “New Marker.”

9. To index another item on the same or another page, repeat steps 4 through 8.

index, modify an existing item in an

1. Click “Special” at top of screen.

2. Select “Marker” in resulting menu.

3. In “Marker Type” box, scroll down to “Index” and select it.

4. Click “Edit” at top of screen.

(If necessary, move “Search” menu so that Marker box remains visible.)

5. Click “Search.”

6. Select “Any Marker” from “Search For” list.

7. From existing index, determine page containing index item to be modified.

Set insertion point at *start* of that page.

(This is important because, even though index items are marked by large “T” symbols, a single “T” symbol can mark the location of more than one item. The only way of being sure of finding the item you are after is by starting the search from the top of the page.)

8. Click “Search” in “Search” box, observe text that appears in “Marker Text” box. Repeat until text is that of index item you want to change.

9. Position cursor in “Marker Text” box, modify entry.

10. Click “Edit Marker”.

mouse cursor

This is the cursor that moves when you move the mouse. Sometimes it looks like an “I,” sometimes it is an arrow.

output

See “print.”

print

To print one or more pages of a document, or the entire document, see “document, print a.”

To print an entire book composed of more than one document see “book, print a ” [not shown].

quote marks

To stop FrameMaker from automatically changing a single forward quote, " ' ", to a single backward quote, “ ”:

1. Click “Format” near top of screen.

2. Click “Document” in resulting menu.
3. Deselect “Smart Quotes” in resulting menu.
4. Click “OK.”

There is no way to have FrameMaker automatically convert all “‘s, to “`”s, or vice versa. You must change each one using the procedure described under “string, change a.”

scroll

To scroll a document, see “document, scroll a.”

To scroll a list in a dialogue box, see “dialogue box, scroll a list in a” [not shown].

select

To select a character or a “small” piece of text in a document (typically, less than a page):

1. Put the mouse pointer immediately to the left of the character or to the left of start of the text you want to select.
2. Press the leftmost button of the mouse and slowly drag the mouse pointer through the text you want to select. The selected text should be covered with a black background. Release the button when you come to the last character in what you want to select.

To select a large piece of text, e.g., several pages:

1. Put the insertion point immediately to the left of the start of the text.

2. Scroll to the end of the text.

3. Position the mouse cursor immediately to the right of the last character in the text you want to select, then hold down the “Shift” key and click once. The selected text should be covered by a black background.

text

Note! In this manual, *text* means one or more successive characters. *String* means a short text, i.e., one whose length is one to, say, ten or twenty characters.

Tasks on text:

Add text:

1. Place insertion point where you want to start adding text.

2. Type. (You need not double-space after periods. FrameMaker does that for you automatically.)

Delete text:

Warning! There is no “undelete” capability in FrameMaker. Once you delete text, it is permanently gone, unless it exists in the previously saved version of the present document.

To delete one or more characters immediately to the left of where the insertion point currently is, use the Backspace key.

In general, to delete any text:

1. Select the text you want to delete.

2. Press the Delete key.

Move text:

1. Select the text you want to move.
2. Click “Edit” at the top of the screen.
3. Click “Cut” in the resulting menu.
The text should now disappear. (It has been transferred to the Clipboard.)
4. Place insertion point where you want the text moved to, i.e., where you want the text to start.
5. Click “Paste” in the above menu.
The text should appear.

typeface

Tasks on typefaces

Set a given piece of text in a given typeface, or change the typeface in which an existing piece of text is set.

See “typeface, setting a” [not shown]

Identify a typeface, i.e., find out what name a given typeface is listed under in the Character Catalog.

See “typeface, identify a” [not shown]

Related:

“symbols” (e.g., math symbols, arrows, pointing fingers, etc.) [not shown]

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