

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

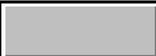
- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker
- Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

-
- Syntax Descriptions
 - Samples and Clip Art

Online Manuals ▼

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- ▶ About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples and Clip Art

Online Manuals ▼

Introducing Help

Getting Help

Navigating through Help

Online manuals

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- ▶ Character Formats
 - Color
 - Conditional Text
 - Cross-References
 - Document Format
 - Equations
 - File Management
 - Find/Change
 - Footnotes
 - FrameMaker Windows
 - Generated Files and Books
- Graphics
 - Importing Graphics and Text
 - Markers
 - Page Design
 - Paragraph Formats
 - Printing
 - QuickAccess Bar
 - Spell Checker & Thesaurus
 - Tables
 - Text Editing
 - Utilities
 - Variables

Syntax Descriptions
Samples and Clip Art

Online Manuals ▼

- Introduction
- Character Catalog
- Character Designer
- New Format
- Global Update Options
- Delete Formats from Catalog
- Copy Character Format
- Font
- Size
- Font Size
- Style

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- ▶ Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples and Clip Art

Online Manuals ▼

- Introduction
- Define Color Views
- Color Definitions
- Common Color Picker
- PANTONE® Colors

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- ▶ Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples
and Clip Art

Online Manuals ▼

- Introduction
- Conditional Text
- Edit Condition Tag
- Show/Hide Conditional Text
- Copy Conditional Text Settings
- Delete Condition Tag
- Remove Condition Tags from Text

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- ▶ Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples
and Clip Art

Online Manuals ▼

- Introduction
- Cross-Reference
- Edit Cross-Reference Format
- Update Cross-References
- Update Unresolved Cross-References
- Convert Cross-References to Text

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- ▶ Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker
- Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples and Clip Art

Online Manuals ▼

- Introduction
- Document Properties
- Import Formats
- Freeze Pagination
- Unfreeze Pagination

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- ▶ Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples
and Clip Art

Online Manuals ▼

- Introduction
- Equations palette
- Equations pop-up menu
- Equation Sizes
- Equation Fonts
- Insert Math Element
- Add Math Element Definition
- Override Definition
- Update Definition
- Symbols page
- Operators page
- Large page
- Delimiters page

▼ More in list...

Index

Shortcuts



Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- ▶ Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples and
Clip Art

Online Manuals ▼

▲ More in list...

- Introduction
- Relations page
- Calculus page
- Matrices page
- Functions page
- Positioning page
- Math Element
- Position Settings

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- ▶ File Management
- Find/Change
- Footnotes
- FrameMaker
- Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples
and Clip Art

Online Manuals ▼

- Introduction
- New
- Custom Blank Paper
- Standard Templates
- Open
- Missing Graphic File
- Document in Use
- Book in Use
- Unknown File Type
- Reading Text File
- Save
- File in Use
- Save Document
- Save As Text
- Save Book
- Description

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- ▶ File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

-
- Syntax Descriptions
 - Samples and Clip Art

Online Manuals ▼

▲ More in list...

- Introduction
- Revert to Saved
- Preferences
- Close/Close Book
- Recently opened files
- Exit

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- ▶ Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples and Clip Art

Online Manuals ▼

- Introduction
- Find/Change
- Find (Change to) Character Format
- Find Conditional Text
- Find Next
- Set Find/Change Parameters

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- ▶ Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples and Clip Art

Online Manuals ▼

- Introduction
- Footnote
- Footnote Properties
- Table Footnote Properties

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- ▶ FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples and Clip Art

Online Manuals ▼

- Introduction
- Application window
- Document window
- Zoom Menu Options
- Borders
- Text Symbols
- Rulers
- Grid Lines
- View Options
- Navigation commands
- Go to Page
- Body Pages
- Master Pages
- Reference Pages

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- ▶ FrameMaker
- Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples and
Clip Art

Online Manuals ▼

▲ More in list...

- Introduction
- Menus
- Menu Customization
- File
- Window menu

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- ▶ Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples and Clip Art

Online Manuals ▼

- Introduction
- Generate/Book
- Book window
- Add File to Book
- Set Up Table of Contents/List/Index
- Set Up File
- Rearrange Files
- Generate/Update Book

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker
- Windows
- Generated Files and Books
- ▶ Graphics
 - Importing Graphics and Text
 - Markers
 - Page Design
 - Paragraph Formats
 - Printing
 - QuickAccess Bar
 - Spell Checker & Thesaurus
 - Tables
 - Text Editing
 - Utilities
 - Variables

Syntax Descriptions
Samples and Clip Art

Online Manuals ▼

- Introduction
- Tools palette
- Drawing tools
- Frame Name
- Fill and Pen
- Line Widths
- Line Width Options
- Line Ends
- Line End Options
- Line Style
- Dashed Line Options
- Color
- Group, Ungroup
- Bring to Front, Send to Back
- Align

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- ▶ Graphics
 - Importing Graphics and Text
 - Markers
 - Page Design
 - Paragraph Formats
 - Printing
 - QuickAccess Bar
 - Spell Checker & Thesaurus
 - Tables
 - Text Editing
 - Utilities
 - Variables

Syntax Descriptions
Samples and
Clip Art

Online Manuals ▼

▲ More in list...

- Introduction
- Distribute
- Reshape
- Smooth, Unsmooth
- Flip Up/Down, Flip Left/Right
- Rotate Selected Objects
- Rotate (frames, equations, table cells)
- Scale
- Set Number of Sides
- Object Properties
- Overprint
- Gravity
- Snap
- Anchored Frame

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- ▶ Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples and Clip Art

Online Manuals ▼

- Introduction
- Import File
- Imported Graphic Scaling
- Paste Special
- Reading Text File

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker
- Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- ▶ Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples and Clip Art

Online Manuals ▼

Introduction

Marker

Marker Types

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- ▶ Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples
and Clip Art

Online Manuals ▼

- Introduction
- Layout palette
- Replace Selected Columns
- Normal Page Layout
- Master Page Usage
- New Master Page
- Update Page Layouts
- Page Layout Warning
- Headers & Footers
- Flow Properties
- Rename Flow
- Add New Text Column
- Add Page commands
- Add Disconnected Pages

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- ▶ Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples and
Clip Art

Online Manuals ▼

▲ More in list...

- Introduction
- Add Master Page
- Add Reference Page
- Delete Pages
- Master Page Name
- Reference Page Name



Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- ▶ Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples
and Clip Art

Online Manuals ▼

- Introduction
- Paragraph Catalog
- Paragraph Designer
- Basic properties
- Edit Tab Stop
- Default Font properties
- Pagination properties
- Side Head Layout for Current Flow
- Numbering properties
- Advanced properties
- Table Cell properties
- Apply Changes
- New Format

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- ▶ Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples and
Clip Art

Online Manuals ▼

▲ More in list...

- Introduction
- Global Update Options
- Some paragraphs use format overrides
- Delete Formats from Catalog
- Formatting bar
- Custom Line Spacing
- Space between Paragraphs
- Update Paragraph Format
- Copy Paragraph Format
- Page Break

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker
- Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- ▶ Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

-
- Syntax Descriptions
 - Samples and Clip Art

Online Manuals ▼

- Introduction
- Print Document/Book
- Set Print Separations
- Halftone Screens
- Print Files in Book
- Print Setup/
Printer Setup

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- ▶ QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples and Clip Art

Online Manuals ▼

- Introduction
- Common commands
- Text editing commands
- Graphics commands
- Graphics editing commands
- Table editing commands

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- ▶ Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples
and Clip Art

Online Manuals ▼

- Introduction
- Spelling Checker
- Spelling Checker Options
- Dictionary Functions
- Write Dictionary to File
- Merge File into Dictionary
- Use File for Personal Dictionary
- Store Spell Checking Results in File
- Thesaurus
- Thesaurus Look Up

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- ▶ Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples
and Clip Art

Online Manuals ▼

- Introduction
- Insert Table
- Table Designer
- Basic properties
- Ruling properties
- Shading properties
- Apply Changes
- New Format
- Global Update Options
- Some tables use format overrides
- Delete Formats from Catalog
- Row Format
- Custom Ruling and Shading

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- ▶ Tables
- Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples and
Clip Art

Online Manuals ▼

▲ More in list...

- Introduction
- Edit Ruling Style
- Current Selection's Settings
- Add Rows or Columns
- Resize Selected Columns
- Straddle/Unstraddle
- Convert to Table/Paragraphs
- Copy Table Column Width
- Clear Table Cells
- Cut Table Cells
- Paste Rows
- Paste Columns

Index

Shortcuts



■ Done

Main Menu

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- ▶ Text Editing
- Utilities
- Variables

Syntax Descriptions
Samples and Clip Art

Online Manuals ▼

- Introduction
- Undo
- Cut
- Copy
- Paste
- Clear
- Select All
- Capitalization
- Change Bars

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- ▶ Utilities
- Variables

Syntax Descriptions
Samples and Clip Art

Online Manuals ▼

- Introduction
- Compare Documents/Books
- Comparison Options
- Document Reports

Main Menu

Click a main topic from the list below.
Then click a subtopic from the list on the right.

- About Help
- Character Formats
- Color
- Conditional Text
- Cross-References
- Document Format
- Equations
- File Management
- Find/Change
- Footnotes
- FrameMaker Windows
- Generated Files and Books
- Graphics
- Importing Graphics and Text
- Markers
- Page Design
- Paragraph Formats
- Printing
- QuickAccess Bar
- Spell Checker & Thesaurus
- Tables
- Text Editing
- Utilities
- ▶ Variables

Syntax Descriptions
Samples and Clip Art

Online Manuals ▼

- Introduction
- Variable
- Edit User Variable
- Edit System Variable
- Convert Variables to Text

Samples and Clip Art

To open a sample document, click its name in the list below.

DemoDoc	Special	Clip Art
Introducing	Activity Table	Arrows
Book	Color Table	Balloons
Contents	Financial Table	Dingbats
Index	Math	Electronic
Letter	Resume	Flowchart
Newsletter	Travel Form	Hardware
Report		Icons
PostScript		Maps
Special Effects		Office Layout
		People
		Symbols
		Transport

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

Add Disconnected Pages dialog box

Add File to Book dialog box

Add Master Page dialog box

Add Math Element Definition dialog box

Add New Text Column dialog box

Add Reference Page dialog box

Add Rows or Columns dialog box

Advanced properties, Paragraph Designer

Align dialog box

Alignment pop-up menu

Anchored Frame dialog box

anchored frames

 finding

 floating

 at insertion point

 in margin

 in text column

application window

Apply Changes dialog box

 for paragraphs

 for tables

applying

 character formats

 paragraph formats

 table formats

Arc tool

arrows

 drawing

 style

As Is setting, described

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

automatic backup on save
automatic save
autonumber building blocks
autonumbering

B

Basic properties
 Paragraph Designer
 Table Designer
body pages
 assigning a master page to
 creating a master page for
Body Pages command
Book in Use dialog box

Book window
books
 adding files to
 closing
 comparing
 creating
 generating files for
 importing formats into
 printing
 rearranging files in
 save formats for
 setting up files for
 setting up generated files for
 updating
Borders command
brackets, in equations
Bring to Front command

Index

Shortcuts



■ Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

building blocks

 autonumber

 cross-reference format

 for date variables

 for filename variables

 for header/footer variables

 for page number variables

 for table sheet variables

C

calculus symbols, in equations

Capitalization dialog box

catalog

 character

 paragraph

 table

cells, in tables

 clearing

 custom margins for

 cutting

 default margins for

 ruling, custom

 shading in, custom

 straddling/unstraddling

 vertical alignment of

change bars

 clearing

 defining

 setting for document

 setting for paragraphs

 setting for text within paragraphs

Change Bars dialog box

Change to Character Format dialog box

Index

Shortcuts



■ Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Character Catalog
Character Designer window
character formats
 applying
 copying
 creating and changing
 in equations
 finding
character tags, finding
characters, typing special
Clear command
Clear Table Cells dialog box
Close Book command
Close command
Color Definitions dialog box

colors
 Common Color Picker
 defining
 objects
 PANTONE
 in paragraph formats
 in tables
 views
columns, in tables
 adding
 copying width of
 pasting
 resizing
 ruling, default
 shading, default
Common Color Picker
Compare Books dialog box

Index

Shortcuts



■ Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Compare Documents dialog box

Comparison Options dialog box

condition tags

- applying

- creating

- deleting from document

- editing

- removing from text

- in text

conditional text

- assigning indicators for

- copying settings of

- finding

- hiding

- making unconditional

- showing

- showing indicators of

Conditional Text window

Connect Columns command

Convert Cross-References to Text dialog box

Convert to Paragraphs dialog box

Convert to Table dialog box

Convert Variables to Text dialog box

converting files from other applications

Copy Character Format command

Copy command

Copy Conditional Text Settings command

Copy Paragraph Format command

Copy Table Column Width command

copying all formats from another document

copying text and objects

Cross-Reference dialog box

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

cross-reference format building blocks

cross-references

 converting to text

 finding

 format definitions of

 generating list of

 inserting

 unresolved

 updating

Current Selection's Settings dialog box

Custom Blank Paper dialog box

Custom Line Spacing dialog box

Custom Ruling and Shading window

Cut command

Cut Table Cells dialog box

D

Dashed Line Options dialog box

dashed lines, drawing

date variables, building blocks for

Default Font properties (Paragraph Designer)

Define Color Views dialog box

Delete Condition Tag dialog box

Delete Formats from Catalog dialog box

 for characters

 for paragraphs

 for tables

Delete Page command, master and reference pages

Delete Pages dialog box

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

deleting

 disconnected body pages

 master pages

 reference pages

 text and objects

delimiters, in equations

Dictionary Functions dialog box

disconnected pages

 adding

 deleting

display units

Distribute dialog box

Document in Use dialog box

Document Properties dialog box

Document Reports dialog box

document window

documents

 closing

 comparing

 creating custom

 creating from a template

 opening

 preferences in

 printing

 properties of

 save formats for

drawing tools

E

Edit Condition Tag dialog box

Edit Cross-Reference Format dialog box

Edit Ruling Style dialog box

Index

Shortcuts



■ Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Edit System Variable dialog box

Edit Tab Stop dialog box

Edit User Variable dialog box

embedded objects, pasting

equal signs, in equations

Equation Fonts dialog box

Equation Sizes dialog box

equations

 alignment in

 changing size of all

 changing size of one

 creating

 evaluating

 line breaks in

 positioning in

 spacing in

Equations palette

Equations pop-up menu

equations, math elements in

 calculus symbols

 delimiters

 equal signs

 functions

 large elements

 lists of expressions

 matrices

 operators

 relation symbols

 strings

 symbols

Exit command

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

F

feathering

File in Use dialog box

filename variables, building blocks for

fill patterns

filtering files from other applications

Find Character Format dialog box

Find Conditional Text dialog box

Find Next command

Find/Change window

finding text and other items

Flip Left/Right command

Flip Up/Down command

Flow Properties dialog box

flows

feathering

renaming

synchronizing baselines in

synchronizing first lines in

Font Size dialog box

Font submenu

footers

current date in

page count in

page numbers in

variables in

Footnote command

Footnote Properties dialog box

footnotes

finding

inserting

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

formats

- character

- importing from another document

- paragraph

- removing overrides when importing

- removing overrides when updating

- table

formatting bar

- Alignment pop-up menu

- Paragraph Format pop-up menu

- Spacing pop-up menu

- tab wells

Frame Name dialog box

Frame tool

Freehand tool

Freeze Pagination command

functions, in equations

G

Generate/Book dialog box

Generate/Update Book dialog box

Global Update Options dialog box

- for characters

- for paragraphs

- for tables

Go to Page dialog box

graphics

- aligning objects in

- bringing objects to front/back in

- color

- distributing objects in

- drawing tools for

- fill and pen patterns for

- flipping objects in

- grouping objects in

- importing

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- overprinting objects in
- reshaping objects in
- resizing objects in
- rotating objects in
- scaling imported images
- scaling objects in
- smoothing objects in
- turning off display of

Gravity command

greeked screen text

Grid Lines command

grid spacing

- snap grid

- visible grid

Group command

H

header/footer variables, building blocks for

headers

- current date in

- page count in

- page numbers in

- variables in

Headers & Footers submenu

headings

- run-in

- side

Help menu

Help, online

- context sensitive

- manuals available in

- navigating in

- using

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

hypertext

commands

creating links in generated documents

hyphenation

changing

turning on and off

hyphens, finding automatic

I

Import File dialog box

Import Formats dialog box

Imported Graphic Scaling dialog box

indexes

generating

generating in books

markers

setting up

specification flow syntax for

Insert Current Date command

Insert Math Element dialog box

Insert Other command

Insert Page # command

Insert Page Count command

Insert Table dialog box

J - K

kerning

L

Layout commands

layout, changing

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Line End Options dialog box

Line tool

Line Width Options dialog box

lines, graphic

ends

styles

widths

lines, in paragraphs

controlling breaks

setting spacing in the Paragraph Designer

setting spacing on the formatting bar

lists

generating

generating in books

setting up

lists of expressions, in equations

M

Marker window

markers

editing

finding

hypertext commands

index

inserting

types of

Master Page Name dialog box

Master Page Usage dialog box

master pages

adding

applying column changes to

assigning to body pages

creating

deleting

naming

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Master Pages command

Math Element Position Settings dialog box

math elements, in equations

- adding definitions of

- changing definitions of

- inserting

- types of

- updating definitions of

math symbols font

matrices, in equations

Menu Customization File dialog box

Menus submenu

Merge File into Dictionary dialog box

Missing Graphic File dialog box

N

navigation commands

New dialog box

New Equation command

New Format dialog box

- for characters

- for paragraphs

- for tables

New Master Page dialog box

Next Page button

Normal Page Layout dialog box

Numbering properties, Paragraph Designer

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

O

Object Properties dialog box

Object Selection tool

objects

- aligning

- bringing to front/back

- color

- distributing

- drawing tools for

- fill and pen patterns for

- flipping

- grouping

- overprinting

- reshaping

- resizing

- rotating

- scaling

- smoothing

OLE objects, pasting

online manuals, viewing

Open dialog box

operators, in equations

Oval tool

Overprint dialog box

Override Definition dialog box

P

Page Break dialog box

page breaks

- inserting

- removing when importing formats

- removing when updating formats

page buttons

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

page count, inserting

page layout

- changing

- single/double sided

- updating

Page Layout Warning dialog box

Page Number area

page number variables, building blocks for

page numbers, inserting

page scrolling, setting

page size, specifying

pages

- deleting disconnected

- rotating

pagination

- adjusting before printing and saving

- changing in a paragraph

- freezing

- setting first number and style for

PANTONE Colors dialog box

Paragraph Catalog

Paragraph Designer window

Paragraph Format pop-up menu

Index

Shortcuts



■ Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

paragraph formats

- changing

- creating

- deleting

- and format overrides

paragraph properties

- alignment

- autonumbering

- case

- change bars

- fonts

- hyphenation

- indents

- keep with

- kerning

- line spacing

- next paragraph tag

- reference frame

- run-in head

- side head

- space above and below

- superscript/subscript

- tab stops

- tag

- window/orphan lines

- word spacing

paragraph tags, finding

parentheses, in equations

Paste Columns dialog box

Paste command

Paste Rows dialog box

Paste Special dialog box

pasting OLE objects

pen patterns

Pick up Object Properties command

Polygon tool

Polyline tool

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Preferences dialog box

Previous Page button

Print dialog box

Print Files in Book dialog box
properties, document

Q - R

QuickAccess bar

common commands

graphics commands

graphics editing commands

table editing commands

text editing commands

using

Reading Text File dialog box
when importing text
when opening text files

Rearrange Files dialog box

recently opened files, list of

Rectangle tool

Reference Page Name dialog box

reference pages

adding

deleting

naming

Reference Pages command

relation symbols, in equations

Remove Condition Tags from Text dialog box

Rename Flow dialog box

Replace Selected Columns dialog box

report, Word Count

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Reset Window from Selection command

- Character Designer

- Paragraph Designer

- Table Designer

Reshape command

Resize Columns dialog box

Revert to Saved command

Rotate dialog box

- for frames, equations, table cells

- for objects

rotating pages

Rounded Rectangle tool

Row Format dialog box

rows, in tables

- adding

- keeping together

- orphan

- pasting

- ruling for body, default

- ruling for heading/footering

- shading for body, default

- shading for heading/footering

- start position for, on text column or page

Rulers command

Ruling properties, Table Designer

ruling, in tables

- body rows

- column

- custom

- heading/footering

- outside edges

- styles, editing

run-in head

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

S

Save As Text dialog box

Save Book Description dialog box

Save command

Save Document dialog box

saving

 automatically

 backup copy

 text files

Scale dialog box

scrolling, setting page

searching for text and other items

Select All command

Send to Back command

Set # Sides command

Set Find/Change Parameters dialog box

Set Up File dialog box

Set Up Index dialog box

Set Up List dialog box

Set Up Table of Contents dialog box

Set Window to As Is command

 Character Designer

 Paragraph Designer

 Table Designer

Shading properties, Table Designer

shading, in tables

 custom

 heading/footing

 rows and columns

Show/Hide Conditional Text dialog box

Shrink-Wrap Equation command

side head

Side Head Layout for Current Flow dialog box

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Size submenu
Smart Quotes
Smart Selection tool
Smart Spaces
Smooth command
Snap command
Space between Paragraphs dialog box
Spacing pop-up menu
special characters in Find/Change dialog box
special characters, typing
Spelling Checker Options dialog box
Spelling Checker window
Standard Templates dialog box
Store Spell Checking Results in File dialog box
Straddle command
strings, in equations

Style submenu
superscript/subscript
 applying in paragraphs
 applying to text within paragraphs
 setting character offset for
symbols, mathematical
synchronizing baselines
Syntax Descriptions menu
system variables, editing

T

tab stops
 setting in the Paragraph Designer
 setting on the formatting bar
Table Catalog
Table Cell properties, Paragraph Designer

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Table Designer

Table Footnote Properties dialog box

table sheet variables, building blocks for

tables

- adding rows or columns to

- alignment

- Basic properties of

- converting text to

- converting to paragraphs

- default cell margins for

- finding

- floating

- format for

- format overrides alert for

- indents for

- numbering within

- properties of

- row format for

- ruling in, custom

- Ruling properties of

- setting of current

- Shading properties of

- shading, custom

- space above and below

- starting on new column or page

- straddling/unstraddling in

- tag for

- title for

tables of contents

- generating

- generating in books

- setting up

- specification flow syntax for

Tag area

Templates, using

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

text

- finding
- importing
- replacing found

Text Column tool

text columns

- adding
- autoconnecting
- connecting
- disconnecting
- feathering
- flow tags for
- margins
- number of
- PostScript code in
- replacing
- splitting
- synchronizing

Text Line tool

Text Symbols command

Thesaurus Look Up dialog box

Thesaurus window

Tools palette

U

Undo command

Unfreeze Pagination command

Ungroup command

Unknown File Type dialog box

Unsmooth command

Unstraddle command

Unwrap Equation command

Update Cross-References dialog box

Update Definition dialog box

Index

Shortcuts



Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Update Page Layouts dialog box
Update Paragraph Format dialog box
Update Unresolved Cross-References dialog box
Use File for Personal Dictionary dialog box
user variables
 creating
 editing

V

variable definition building blocks
Variable dialog box
variables
 converting to text
 creating user

editing system
editing user
finding
inserting

View Only format, saving in
View Options dialog box

W

wildcard characters
window controls
Windows menu
word count report
word spacing
Write Dictionary to File dialog box

Index

Shortcuts



■ Done

Main Menu

INDEX

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

X - Y - Z

zoom buttons

Zoom Menu Options dialog box

Index

Shortcuts



■ Done

Main Menu

Introducing Help

FrameMaker Help is a reference guide to FrameMaker commands and dialog boxes. It explains what each command and dialog box does. For conceptual information, topic overviews, and detailed instructions on completing tasks, see the printed manual *Using FrameMaker*. If you're a new user, read *Getting Started* first. After you become familiar with FrameMaker, use Help to look up detailed information on a particular command or dialog box.

Help describes all FrameMaker commands and dialog boxes. If you're using Quick or Custom menus, some of the items described in Help will not be available on your menus.

Introducing Help

Getting Help

Navigating through
Help

Online manuals

Index

Shortcuts



■ Done

Main Menu

Getting Help

You can get FrameMaker help on any command or dialog box by using one of the following:

Help Menu

Lists Help options. This menu is on the right corner of the menu bar. The options on this menu are:

Context Sensitive Activates context-sensitive Help and changes the insertion point to a question mark. You can click the question mark on any item in a document window, dialog box, or menu to get information on that item.

Contents Displays the Help Main Menu from which you can choose a topic that you would like information on.

Keyboard Shortcuts Displays a menu of keyboard shortcut topics.

How to Use Help Displays information on using Help.

Introducing Help

Getting Help

Navigating through Help

Online manuals

Index

Shortcuts



More



■ Done

Main Menu

Getting Help (continued)

About FrameMaker Displays the FrameMaker Information screen.

A rectangular button with a gray background and a black border, containing the word "Help" in bold black text.

Click the Help button in any dialog box to activate context-sensitive Help. You can also press Shift-F1 to activate context-sensitive Help. The insertion point changes to a question mark. You can use the question mark to click any item in a document window, dialog box, or menu to get information on that item.



Click the Help button on the QuickAccess bar for help on the set of buttons that is currently visible.

Introducing Help

Getting Help

Navigating through Help

Online manuals

Index

Shortcuts



■ Done

Main Menu

Navigating through Help

The reference information in FrameMaker Help is linked together so you can quickly navigate from one topic to another.

Topic Submenus Click a topic on the Main Menu and Help displays a submenu of related topics on the right side of the Help window. Click the submenu topic on which you want information. A topic submenu is available on every Help page, and a blue pointer lets you know your current location in Help at all times.

Index Click the Index button at the bottom of any Help screen. The Help Index is an alphabetic list of topics. Click the letter at the top of the window to display the topics beginning with that letter. Then click the topic on which you want information.

Underlined Words Click  erlined words in text to move to related topics.

Introducing Help

Getting Help

▶ Navigating through Help

Online manuals

Index

Shortcuts



More



■ Done

Main Menu

Navigating through Help (continued)

Buttons

Click the buttons at the bottom of each Help screen to navigate through Help.

This button

Does this



Displays the Help index



Displays a menu of keyboard shortcut topics



Retraces your steps, from topic to topic



Displays the previous page



Displays the next page



Displays the next page, which contains more information on the current topic

Introducing Help

Getting Help

▶ Navigating through Help

Online manuals

Index

Shortcuts



More



■ Done

Main Menu

Navigating through Help (continued)

This button

Does this



Closes the Help window



Displays the Help Main Menu

Introducing Help

Getting Help

▶ Navigating through Help

Online manuals

Index

Shortcuts



■ Done

Main Menu

Online manuals

You can open the following online manuals from the Online Manuals pop-up menu on the Help Main Menu:

Customizing Frame Products describes customizing some features of Frame products such as default values for dialog boxes, the user-interface language, and the window display. It also describes options for substituting or adding fonts that are not available on your system, and customizing the FrameMaker menus.

Using Frame Filters provides information on converting a wide range of documents between FrameMaker and other applications.

Using Frame Products on Multiple Platforms describes the differences in Frame products from platform to platform.

Welcome to FrameMaker presents an overview of FrameMaker features.

What's New describes the new features of FrameMaker.

Release Notes explains any issues in the current release of FrameMaker that you should be aware of.

Introducing Help

Getting Help

Navigating through
Help

Online manuals

Index

Shortcuts



■ Done

Main Menu

Introduction

A FrameMaker book is a file you use to maintain several documents as one larger document or book. Generated files are lists (such as a table of contents, list of figures, or list of tables) or indexes that FrameMaker can generate from a document or book.

Help on generated files and books

For information on generated files and books, click an item in the topic list to the right or click an active area below.

The Generate/Book dialog box contains controls for generating files for a single document and for generating a book file.

The Book window is where you work with the documents in a book. You use book window commands to add, rearrange, set up, generate, and update files in the book. You can also use book window commands to open, print, save, and format the files in the book.

The Set Up dialog boxes contain controls for specifying the contents of generated files and the pagination and numbering of files in a book.

The Generate/Update Book dialog box contains controls for generating files in a book and for updating the documents in a book.

- Introduction
- Generate/Book
- Book window
- Add File to Book
- Set Up Table of Contents/List/Index
- Set Up File
- Rearrange Files
- Generate/Update Book

Generate/Book

File menu > Generate/Book (with a document window active)

Dialog box where you generate lists (such as a table of contents or list of figures) and indexes for a single document. You also use this dialog box to generate a book file from one of the documents you want to include in the book.

List

Shows the types of lists you can generate:

- Lists of paragraphs (including a table of contents, list of figures, and list of tables), which contain the text from the paragraphs you specify, in the order in which they appear in the source document.
- Lists of markers, which contain the marker text from the markers you specify, in the order in which they appear in the source document.
- Alphabetical lists of markers or paragraphs.
- Lists of references, which include condition tags, fonts, imported graphics, external cross-references, and unresolved cross-references.

Introduction

Generate/Book

Book window

Add File to Book

Set Up Table of Contents/List/Index

Set Up File

Rearrange Files

Generate/Update Book

Index

Shortcuts



More



■ Done

Main Menu

Generate/Book (continued)

Index

Shows the types of indexes you can generate:

- Index of markers (including a standard index, subject index, and author index)
- Index of references, which include condition tags, fonts, imported graphics, external cross-references, and unresolved cross-references

Index entries are sorted alphabetically. When entries have the same text, they are combined into one entry with several page references.

New Multifile Book, Including (filename) Creates a book file that includes the current document.

Introduction

Generate/Book

Book window

Add File to Book

Set Up Table of Contents/List/Index

Set Up File

Rearrange Files

Generate/Update Book

Generate/Book (continued)

Generate

If you are generating a list or index, the Generate button opens a Set Up dialog box where you specify the contents of the generated file.

If you are generating a book, the Generate button opens a book window where you manage several files as a single book.

Introduction

Generate/Book

Book window

Add File to Book

Set Up Table of Contents/List/Index

Set Up File

Rearrange Files

Generate/Update Book

Book window

Window where you manage several documents as a single book. This window appears when you use Generate/Book to generate a book from a single document. It also appears when you open a book file.

The book file does not actually contain the files—only their names. You can open, edit, print, and save the document files and generated files individually.

When a book window is active, the File menu contains some of the commands found in the File menu for a document window, as well as commands for adding files to the book, specifying the pagination and numbering for each file in the book, and generating and updating the files.

Introduction

Generate/Book

Book window

Add File to Book

Set Up Table of Contents/List/Index

Set Up File

Rearrange Files

Generate/Update Book

Add File to Book

File menu > Add File (with a book window active)

Dialog box where you add a document or generated file (such as a table of contents or index) to the book.

After you add a document file, use the Set Up File dialog box to specify the pagination and numbering for the file.

When you add a generated file to the book, a Set Up dialog box appears so you can specify the information that should appear in the generated file, as well as the pagination and page numbering for the file. After you add a generated file to a book, use Generate/Update on the File menu to generate the file.

Introduction
Generate/Book
Book window
Add File to Book
Set Up Table of Contents/List/Index
Set Up File
Rearrange Files
Generate/Update Book

Add File to Book (continued)

Generated List

Shows the types of lists you can add to the book:

- Lists of paragraphs (including a table of contents, list of figures, and list of tables), which contain the text from the paragraphs you specify, in the order in which they appear in the book
- List of markers, which contain the marker text from the markers you specify, in the order in which they appear in the book
- Alphabetical list of markers or paragraphs
- List of references, which include condition tags, fonts, imported graphics, external cross-references, and unresolved cross-references

Introduction

Generate/Book

Book window

▶ Add File to Book

Set Up Table of Contents/List/Index

Set Up File

Rearrange Files

Generate/Update Book

Index

Shortcuts



More



■ Done

Main Menu

Add File to Book (continued)

Generated Index Shows the types of indexes you can add to the book:

- Index of markers (including a standard index, subject index, and author index)
- Index of references, which include condition tags, fonts, imported graphics, external cross-references, and unresolved cross-references

Index entries are sorted alphabetically. When entries have the same text, they are combined into one entry with several page references.

Document File Adds a document file to the book. You can select the file in the scroll list or type the filename in the text box.

Introduction

Generate/Book

Book window

▶ Add File to Book

Set Up Table of Contents/List/Index

Set Up File

Rearrange Files

Generate/Update Book

Add File to Book (continued)

Add File Before/ Add File After

Specifies where the file belongs in the book. In the scroll list, select the file that will be adjacent to the file you are adding. Then use the pop-up menu to specify whether the new file should be added before or after the selected file.

Add All Listed Files to Book

Adds all the files in the Document File scroll list to the book. To rearrange or delete files after adding them to the book, use Rearrange Files on the File menu.

Introduction

Generate/Book

Book window

▶ Add File to Book

Set Up Table of
Contents/List/Index

Set Up File

Rearrange Files

Generate/Update
Book

Set Up Table of Contents/List/Index

Dialog box where you specify the contents of a generated file and its setup information—page numbering, pagination, and whether paragraph numbering continues from the previous file in the book. You open this dialog box by:

- Choosing a generated list or index in the Generate/Book dialog box and then clicking **Generate**
- Choosing a generated list or index in the Add File to Book dialog box and then clicking **Add**
- Selecting a generated file in a book window and then choosing **Set Up File** from the **File** menu

After setting up a generated file, use Generate/Update to update the book and generate the file.

Filename Suffix

Shows the suffix FrameMaker attaches to the generated filename. For example, if you are generating a table of contents for a book file named `volume1.doc`, FrameMaker names the generated file `volume1.toc`.

Introduction

Generate/Book

Book window

Add File to Book

Set Up Table of Contents/List/Index

Set Up File

Rearrange Files

Generate/Update Book

Index

Shortcuts



More



■ Done

Main Menu

Set Up Table of Contents/List/Index (continued)

Include

Specifies the paragraph tags, marker types, or references FrameMaker should use to generate the file.

Don't Include

Specifies the paragraph tags, marker types, or references you do not want FrameMaker to use when generating the file.



Arrow buttons for moving items from one scroll list to the other.

Introduction

Generate/Book

Book window

Add File to Book

Set Up Table of Contents/List/Index

Set Up File

Rearrange Files

Generate/Update Book

Set Up Table of Contents/List/Index (continued)

Create Hypertext Links

Creates a clickable hypertext link from each entry in the generated file to the page (in the source document) on which the entry was found.

Page # in All Generated Files (for books only)

Prefix Specifies the numbers or characters that appear immediately before the page number in generated file entries for this file.

Suffix Specifies the numbers or characters that appear immediately after the page number in generated file entries for this file.

Prefix	Suffix	Page number
1-	None	1-1, 1-2, ...
[]	[1], [2], ...

Introduction

Generate/Book

Book window

Add File to Book

Set Up Table of Contents/List/Index

Set Up File

Rearrange Files

Generate/Update Book

Set Up Table of Contents/List/Index (continued)

Starting Page Side (For books only.) Specifies the page side (left or right) you want the generated file to start on. Each file in a book begins on a new page.

Read from File Uses the file's current first page side (specified in the Document Properties dialog box).

Next Available Side Uses the next available page side, based on the previous file's last page side.

Left or Right Makes the first page left or right, regardless of the previous file's last page side. If necessary, FrameMaker adds a blank page to the end of the previous file.

Introduction

Generate/Book

Book window

Add File to Book

Set Up Table of Contents/List/Index

Set Up File

Rearrange Files

Generate/Update Book

Set Up Table of Contents/List/Index (continued)

Page Numbering

(For books only.) Specifies the page numbering for the generated file.

Continue Continues the page numbering from the previous file.

Restart at 1 Starts the page numbering over at 1.

Read from File Uses the file's current first page number (specified in the [Document Properties](#) dialog box). The file's page numbering will not change.

Paragraph Numbering

(For books only.) Specifies the paragraph numbering for the generated file.

Continue Continues the paragraph numbering from the previous file. [Autoconnect](#) must be on for the main text flow in each file, and the flow tags must match from file to file.

Restart Starts the paragraph numbering over.

Introduction

Generate/Book

Book window

Add File to Book

Set Up Table of Contents/List/Index

Set Up File

Rearrange Files

Generate/Update Book

Set Up File

File menu > Set Up File (with a book window active)

Dialog box where you specify the setup information for documents in a book: how page numbers appear in the entries in generated files, how the document should be paginated, and whether paragraph numbering continues from the previous file in the book or starts over.

After setting up a file, use Generate/Update to update the files in the book according to the setup information.

Filename Shows the name of the current document.

Introduction
Generate/Book
Book window
Add File to Book
Set Up Table of Contents/List/Index
Set Up File
Rearrange Files
Generate/Update Book

Set Up File (continued)

Page # in All Generated Files

Prefix Specifies the numbers or characters that appear immediately before the page number in generated file entries.

Suffix Specifies the numbers or characters that appear immediately after the page number in generated file entries.

Prefix	Suffix	Page number
--------	--------	-------------

1-	None	1-1, 1-2, ...
----	------	---------------

[]	[1], [2], ...
---	---	---------------

Introduction

Generate/Book

Book window

Add File to Book

Set Up Table of
Contents/List/Index

▶ Set Up File

Rearrange Files

Generate/Update
Book

Set Up File (continued)

Starting Page Side Specifies the page side (left or right) you want the document to start on. Each file in a book begins on a new page.

Read from File Uses the document's current first page side (specified in the Document Properties dialog box).

Next Available Side Uses the next available page side, based on the previous file's last page side.

Left or Right Makes the first page left or right, regardless of the previous file's last page side. If necessary, FrameMaker adds a blank page to the end of the previous file in the book.

Introduction

Generate/Book

Book window

Add File to Book

Set Up Table of Contents/List/Index

▶ Set Up File

Rearrange Files

Generate/Update Book

Set Up File (continued)

Page Numbering

Specifies the page numbering for the document.

Continue Continues page numbering from the previous file.

Restart at 1 Starts the page numbering over at 1.

Read from File Uses the document's current first page number (specified in the Document Properties dialog box). The document's page numbering will not change.

Paragraph Numbering

Specifies the paragraph numbering for the document.

Continue Continues the paragraph numbering from the previous file. Autoconnect must be on for the main text flow in each file, and the flow tags must match from file to file.

Restart Starts the paragraph numbering over at 1.

Introduction

Generate/Book

Book window

Add File to Book

Set Up Table of Contents/List/Index

Set Up File

Rearrange Files

Generate/Update Book

Rearrange Files

File menu > Rearrange Files (with a book window active)

Dialog box where you can rearrange and delete files in a book.

Files Lists the files in the book.

Move Up/Down Moves the selected file up or down in the scroll list.

Delete Removes the selected file from the book. Does not delete the file itself from your disk.

Introduction
Generate/Book
Book window
Add File to Book
Set Up Table of Contents/List/Index
Set Up File
Rearrange Files
Generate/Update Book

Generate/Update Book

File menu > Generate/Update (with a book window active)

Dialog box where you generate files (such as a table of contents or index) for a book. Also updates the book's page and paragraph numbering and its cross-references. If a file's pagination is frozen, the pagination will not be updated (see [Unfreeze Pagination](#)).

Generate

Specifies the files to generate. If no files are listed, FrameMaker only updates the cross-references and page and paragraph numbers.

Don't Generate

Specifies the files not to generate.



Arrow buttons for moving files from one scroll list to the other.

Introduction

Generate/Book

Book window

Add File to Book

Set Up Table of Contents/List/Index

Set Up File

Rearrange Files

Generate/Update Book



Introduction

A character format determines the properties of selected text within a paragraph or text line without affecting the rest of the paragraph or line. For example, you can use a character format to italicize words that you want emphasized. You define character formats using the Character Designer. You can store character formats in a catalog and apply them to other text.

You can also use commands on the Format menu to format specific text within a paragraph or the entire paragraph, depending on what you select.

Help on character formats

For information on character formats, click an item in the topic list to the right or click an active area below.

The [Character Catalog](#) is where you store character formats.

The [Character Designer](#) contains settings for character properties, as well as controls for applying and editing Character Catalog formats.

[Commands](#) on the Format menu can also be used to format text.

- Introduction
- Character Catalog
- Character Designer
- New Format
- Global Update Options
- Delete Formats from Catalog
- Copy Character Format
- Font
- Size
- Font Size
- Style

Character Catalog

The Character Catalog is where you store character formats. You display the Character Catalog by clicking the  button on the document window border or by choosing Characters > Catalog from the Format menu.

The Character Catalog lists all stored character formats in the document. You can apply a catalog format to selected text by clicking the format in the scroll list. You can also apply a format by choosing it from the Format > Characters submenu.

Delete Opens the Delete Formats from Catalog dialog box where you can delete formats from the Character Catalog.

- Introduction
- Character Catalog**
- Character Designer
- New Format
- Global Update Options
- Delete Formats from Catalog
- Copy Character Format
- Font
- Size
- Font Size
- Style

Character Designer

Format menu > Characters > Designer

Window where you can create and change character formats, store them in the Character Catalog, and apply them to selected text. You can also change the properties of text using commands on the Format menu.

The Character Designer window displays font properties you can set for selected text. If you're creating a new character format that will change only some properties when applied to text, you should change all properties to As Is before setting up the format. Changes you make in the designer window do not take effect in the text until you apply the changes or update the catalog format.

Character Tag

Shows the tag (name) of the selected text. If the text does not already have a character format or includes more than one format, the text box will be empty.

- Introduction
- Character Catalog
- Character Designer
- New Format
- Global Update Options
- Delete Formats from Catalog
- Copy Character Format
- Font
- Size
- Font Size
- Style

Character Designer (continued)

Properties displayed in the designer window are the properties of the selected text. You can choose a different tag from the pop-up menu to display the properties of a particular catalog format, or you can type a new name in the text box to rename or create a format.

If you hold down the Shift key while choosing from the pop-up menu, FrameMaker displays the properties of the chosen catalog format without changing the tag in the text box.

Apply To Selection Applies the properties in the Character Designer (including the tag in the Character Tag text box) to the selected text. The corresponding catalog format is not updated.

If you haven't changed any of the properties, clicking Apply To Selection applies the catalog format displayed in the Character Tag text box to the selected text.

- Introduction
- Character Catalog
- Character Designer
- New Format
- Global Update Options
- Delete Formats from Catalog
- Copy Character Format
- Font
- Size
- Font Size
- Style

Character Designer (continued)

If you have changed any of the properties, clicking **Apply To Selection** creates a format override in the selected text. This means that the text's format no longer matches the catalog format with the same tag.

Update All Formats Tagged

Updates the catalog format that has the tag shown, as well as all text in the document that has the same tag. If the tag in the Character Tag text box is different from the tag shown here, the format is renamed.

Commands

Displays character formatting commands.

New Format Opens the New Format dialog box where you can store the selected text's format in the Character Catalog.

Global Update Options Opens the Global Update Options dialog box where you can specify which character formats you want to update.

- Introduction
- Character Catalog
- Character Designer
- New Format
- Global Update Options
- Delete Formats from Catalog
- Copy Character Format
- Font
- Size
- Font Size
- Style

Character Designer (continued)

Delete Format Opens the Delete Formats from Catalog dialog box where you can delete formats from the Character Catalog.

Set Window to As Is Changes all properties in the Character Designer to As Is. Use this command if you want the catalog format to change only certain properties when applied to text. After changing properties to As Is, set only those properties you want the format to change.

Reset Window from Selection Changes all the properties in the Character Designer to match those of the selected text. Use this command before clicking Apply To Selection or Update All if you don't want to keep the changes you've made and want to return to the original properties.

- Introduction
- Character Catalog
- Character Designer
- New Format
- Global Update Options
- Delete Formats from Catalog
- Copy Character Format
- Font
- Size
- Font Size
- Style

Character Designer (continued)

Family	Specifies the font family. The pop-up menu lists the font families available on your system.
Size	Specifies the font size. You can type a custom point size between 2 and 400 points in the text box or choose a standard point size from the pop-up menu.
Angle	Specifies the font angle (such as Italic). The pop-up menu lists the angles available for the font family.
Weight	Specifies the font weight (such as Bold). The pop-up menu lists the weights available for the font family.
Variation	Specifies the font variation (such as Narrow). The pop-up menu lists the variations available for the font family.

- Introduction
- Character Catalog
- Character Designer
- New Format
- Global Update Options
- Delete Formats from Catalog
- Copy Character Format
- Font
- Size
- Font Size
- Style

Character Designer (continued)

Color Specifies the color of the text. The pop-up menu lists the colors that have been defined in the document. For information on how to define a color, see [Color Definitions](#).

Spread Specifies the extra space added to or subtracted from the text's default space between characters. The value is a percentage of the default font's em space. Negative values decrease the space; positive values increase the space. The normal spread is 0 percent.

Underline Places a single or double line below the text. The pop-up menu lists the styles of underlines available.
Double Underline
Numeric Underline The offset and thickness of both single and double underlines is determined by the weight and size of the default font; however, numeric underlines have the same offset and thickness wherever they appear.

Overline Places a line above the selected text.

- Introduction
- Character Catalog
- Character Designer
- New Format
- Global Update Options
- Delete Formats from Catalog
- Copy Character Format
- Font
- Size
- Font Size
- Style

Character Designer (continued)

Strikethrough	Places a line through the selected text.
Change Bar	Displays a vertical bar in the margin beside the text. To change the width or position of change bars, use the <u>Change Bars</u> command.
Superscript Subscript	Places the selected text ^{above} the baseline (superscript) or _{below} the baseline (subscript). To change the size and position of the superscripted or subscripted text, use the <u>Document</u> command.

- Introduction
- Character Catalog
- Character Designer
- New Format
- Global Update Options
- Delete Formats from Catalog
- Copy Character Format
- Font
- Size
- Font Size
- Style

Character Designer (continued)

Small Caps Lowercase Uppercase

Specifies the capitalization style of the text.

THIS IS SMALL CAPS. this is lowercase.

THIS IS UPPERCASE.

To change the size of small caps, use the Document command.

Pair Kern

Decreases the space between pairs of characters in the selected text and turns on ligatures. The character pairs that are kerned, the amount of kerning, and the ligatures depend on the font and are defined by the font's manufacturer.

Introduction
Character Catalog
Character Designer
New Format
Global Update
Options
Delete Formats
from Catalog
Copy Character
Format
Font
Size
Font Size
Style

New Format

Dialog box where you create a new character format and store it in the Character Catalog. You open this dialog box by choosing New Format from the Commands pop-up menu in the Character Designer. Once the format is stored in the Character Catalog, you can apply it to other text in the document. FrameMaker will update the text's properties to match the format.

Tag Assigns a unique name to the format you're storing.

Store in Catalog Stores the new format in the Character Catalog.
If you don't store the format in the catalog, you can apply it to other text only by copying and pasting. Not storing the format in the catalog is useful if you don't want the format overwritten or copied to another document by using Import Formats.

Apply to Selection Applies the format, including the new tag, to the selected text.

- Introduction
- Character Catalog
- Character Designer
- New Format**
- Global Update Options
- Delete Formats from Catalog
- Copy Character Format
- Font
- Size
- Font Size
- Style

Global Update Options

Dialog box where you can globally retag all text that currently has a different character format or update particular Character Catalog formats. You open this dialog box by choosing Global Update Options from the Commands pop-up menu in the Character Designer.

If you're retagging text, choose the format you want to apply from the Character Tag pop-up menu (in the designer window) before choosing this command. If you're updating catalog formats, delete the tag in the Character Tag text box before choosing the command. Doing this prevents FrameMaker from applying a new tag to text.

Update Character Formats Specifies which character formats should be updated.

All Characters and Catalog Entries Retags or updates all text in the document (including text lines) and all character formats stored in the catalog. FrameMaker also updates the default font properties of all paragraph formats.

- Introduction
- Character Catalog
- Character Designer
- New Format
- Global Update Options**
- Delete Formats from Catalog
- Copy Character Format
- Font
- Size
- Font Size
- Style

Global Update Options (continued)

All Matching Tags in Selection Retags or updates all text in the document that has tags matching those in the selected text. This setting also updates catalog formats that have the same tags.

All Tagged Retags or updates text that has the tag you specify in the text box. The pop-up menu lists all formats in the Character Catalog.

- Introduction
- Character Catalog
- Character Designer
- New Format
- Global Update Options**
- Delete Formats from Catalog
- Copy Character Format
- Font
- Size
- Font Size
- Style

Delete Formats from Catalog

Dialog box where you delete a format from the Character Catalog. You open this dialog box by choosing Delete Format from the Commands pop-up menu in the Character Designer or by clicking Delete in the Character Catalog.

Formats

Lists the formats in the Character Catalog.

Delete

Deletes the selected format from the Character Catalog. You can delete additional formats if you want to. The formats are not actually deleted from the catalog until you click Done.

Introduction
Character Catalog
Character Designer
New Format
Global Update Options
Delete Formats from Catalog
Copy Character Format
Font Size
Font Size
Style

Copy Character Format

Edit menu > Copy Special > Character Format

Command that copies the character format of the selected text (or the text at the insertion point, if no text is selected) to the Clipboard. You can then use the Paste command to apply the format to text in the same or another document. The copied character format remains on the Clipboard until you cut or copy something else.

Note: If the selected text contains a combination of settings, only the settings common to all the selected text will be copied to the Clipboard. For example, if you select text containing 12-point Times, 12-point Times Bold, and 12-point Times Italic, only the common font family, Times, and the common point size, 12 point, will be copied to the Clipboard. When you paste the character format to other text, only the font family and point size of the selected text will be affected.

- Introduction
- Character Catalog
- Character Designer
- New Format
- Global Update Options
- Delete Formats from Catalog
- Copy Character Format**
- Font
- Size
- Font Size
- Style

Font

Format menu > Font

Submenu where you can choose from the available font families. You can apply a font family to selected text or, if no text is selected, to new text you type at the insertion point.

Changes you make with this command do not affect the formats in the Paragraph or Character Catalog. Choosing a font family from this submenu creates a format override in the paragraph or tagged text. For consistent formatting of paragraphs, words, and phrases, create and update formats using the [Paragraph Designer](#) and [Character Designer](#) and apply them using the [Paragraph Catalog](#) and [Character Catalog](#).

- Introduction
- Character Catalog
- Character Designer
- New Format
- Global Update Options
- Delete Formats from Catalog
- Copy Character Format
- Font**
- Size
- Font Size
- Style

Size

Format menu > Size

Submenu where you can choose from the available font sizes. You can apply a size to selected text or, if no text is selected, to new text you type at the insertion point.

Changes you make with this command do not affect the formats in the Paragraph or Character Catalog. Choosing a font size from this submenu creates a format override in the paragraph or tagged text. For consistent formatting of paragraphs, words, and phrases, create and update formats using the [Paragraph Designer](#) and [Character Designer](#) and apply them using the [Paragraph Catalog](#) and [Character Catalog](#).

Other Opens the [Font Size](#) dialog box where you can specify a font size not listed on the submenu.

- Introduction
- Character Catalog
- Character Designer
- New Format
- Global Update Options
- Delete Formats from Catalog
- Copy Character Format
- Font
- Size**
- Font Size
- Style

Font Size

Format menu > Size > Other

Dialog box where you can specify a font size that is not on the Size submenu.

Size Changes selected text to the font size you specify. The size can be between 2 and 400 points and can include a decimal fraction such as 10.5.

- Introduction
- Character Catalog
- Character Designer
- New Format
- Global Update Options
- Delete Formats from Catalog
- Copy Character Format
- Font
- Size
- Font Size**
- Style

Style

Format menu > Style

Submenu where you can choose from the available font styles. You can apply a style to selected text or, if no text is selected, to new text you type at the insertion point.

Changes you make with this command do not affect the formats in the Paragraph or Character Catalog. Choosing a font style from this submenu creates a format override in the paragraph or tagged text. For consistent formatting of paragraphs, words, and phrases, create and update formats using the [Paragraph Designer](#) and [Character Designer](#) and apply them using the [Paragraph Catalog](#) and [Character Catalog](#).

- Introduction
- Character Catalog
- Character Designer
- New Format
- Global Update Options
- Delete Formats from Catalog
- Copy Character Format
- Font
- Size
- Font Size
- Style

Introduction

You can apply color to any text or object in a document. The colors that are available depend on the colors that are defined in the document.

Help on color

For information on the controls to view and define color, click an item in the topic list to the right, or click an active area below.

The [Define Color Views](#) dialog box sets up and displays color views.

The [Color Definitions](#) dialog box defines the colors you can assign to text and objects.

For information on assigning color to text, see [Character Formats](#) and [Paragraph Formats](#). For information on assigning color to objects, see [Graphics](#). For information on printing colors, see [Printing](#).

Introduction

Define Color Views

Color Definitions

Common Color Picker

PANTONE® Colors

Define Color Views

View menu > Color > Views

Dialog box where you create or edit color views. A color view specifies how colors are displayed on the screen. For each view you set up, you specify which colors are visible, which are cut out, and which are not visible at all. Note: On a monochrome monitor, all colors are black when visible.

View 1... View 6 Specifies the color view you want to display or set up.

Normal Lists the colors that are visible in the selected view.

Cutout Lists the colors that are cut out (shown as white when overlapping different colored objects) in the selected view. You may want to view cutout separations if you're working on a monochrome monitor. By cutting out a color when it appears in the foreground of overlapping objects, you can better see how colors are assigned.

Define Color Views (continued)

Invisible

Lists the colors that are hidden in the selected view. Text and objects assigned these colors are not visible.

Get Default

Applies the default settings to the selected view—white appears in the Cutout list, and all other colors appear in the Normal list.



Arrow buttons for moving colors from one scroll list to another.

Introduction

Define Color Views

Color Definitions

Common Color Picker

PANTONE® Colors

Color Definitions

View menu > Color > Definitions

Dialog box where you define, change, and delete colors that are stored with the document. You define colors by mixing the color levels in the color model you're using. You can assign these colors to text and objects in the document.

Name	Specifies the name of the color you're defining, changing, or deleting. You can select an existing color from the pop-up menu or, if you're defining a new color, select New Color and type a name.
Current	Shows the current definition of the color selected in the Name pop-up menu. If you're defining a new color, this swatch is black until you click Set. If you're changing the mixture of an existing color, this swatch shows the color's original definition, which you can compare to the New swatch as you adjust the color.
New	Shows the adjustments made to a color as you define or change it.

Color Definitions (continued)

Color Set

Color Level sliders and text boxes that determine the mixture that makes up the current color. You change a color by adjusting the sliders or typing values in the text boxes.

The color model you're using determines what you enter in the Color Level text boxes:

- For CMYK and RGB, specify a range from 0 to 100 percent.
- For HLS, specify a Hue from 0 to 360 degrees. Lightness and Saturation can range from 0 to 100 percent.

Color Model

Specifies the color model to use when defining a color.

CMYK (Cyan, Magenta, Yellow, Black) Colors used by commercial printers. Use CMYK when creating color separations for four-color process printing.

Introduction

Define Color Views

Color Definitions

Common Color Picker

PANTONE® Colors

Color Definitions (continued)

RGB (Red, Green, Blue) Screen colors. The RGB model is used primarily for documents that will be distributed online.

HLS (Hue, Lightness, Saturation) Traditional color model used by artists. Use this system if you're familiar with color wheels.

Other Choose another color model from this pop-up menu. You can choose the Common Color Picker or PANTONE®.

Common Color Picker displays the Windows Color dialog box. This is the standard way to specify colors in Windows applications.

PANTONE displays the PANTONE Colors dialog box where you choose a PANTONE color. PANTONE (PANTONE MATCHING SYSTEM®) uses ink colors mixed in precise formulas that print shops can match exactly. Use PANTONE when creating spot colors.

Introduction

Define Color Views

Color Definitions

Common Color Picker

PANTONE® Colors

Color Definitions (continued)

Set

Adds the new color to the document or applies the adjustments to the color you changed. You can create or change additional colors if you want to. When you click Done, the changes take effect and are applied to text or objects that use the color.

Delete

Deletes the color in the Name text box from the document. Text or objects that use the deleted color become black.

Introduction

Define Color Views

Color Definitions

Common Color Picker

PANTONE® Colors

Common Color Picker

Dialog box where you define a color. This dialog box appears when you choose Common Color Picker from the Other pop-up menu in the Color Definitions dialog box.

You can click in the large color region to specify a mix of colors. You can click in the vertical color region to the right to specify the luminosity of the color. You can also type values in the text boxes below.

Color Solid	An example of the specified color.
Hue/Sat/Lum	Values for the color (hue), the gray-scale percentage of the color (saturation), and the brightness of the color (luminosity).
Red/Green/Blue	The RGB values for the current color.
Done	Closes the Common Color Picker dialog box and assigns the selected color to the current color definition.

PANTONE® Colors

Dialog box where you choose a specific PANTONE color. You open this dialog box by choosing PANTONE from the Other pop-up menu in the Color Definitions dialog box.

Find PANTONE

Contains the name or number of the color to use. Use the scroll bar at the bottom of the dialog box to display the page containing the color. Click the color to select it. FrameMaker puts the name or number of the color in the Find PANTONE text box.

If you know the name or number of the color, you can type it in the text box. FrameMaker then displays the page of the color picker containing the color.

Done

Closes the PANTONE Colors dialog box and assigns the selected color to the current color definition.

Introduction

You use conditional text to write multiple versions in a single document. You make text and graphics conditional by applying a condition tag to them. You can distinguish conditional text from unconditional text by applying a style or color to text with a condition tag. You can have multiple condition tags in a document, and you can display and print whichever versions you want.

Help on conditional text

For information on working with conditional text, click an item in the topic list to the right, or click an active area below.

The [Conditional Text](#) window displays the condition settings of selected text and graphics and applies new settings.

The [Edit Condition Tag](#) dialog box is where you create, edit, or delete a condition tag.

The [Show/Hide Conditional Text](#) dialog box shows and hides conditional text.

[Copy Conditional Text Settings](#) copies the condition tag and settings of selected conditional text.

Introduction

Conditional Text

Edit Condition Tag

Show/Hide

Conditional Text

Copy Conditional Text
Settings

Delete Condition Tag

Remove Condition
Tags from Text

Conditional Text

Special menu > Conditional Text

Window where you apply or remove condition tags and view the condition tags of selected text. From this window you can open dialog boxes for creating condition tags and for showing or hiding conditional text.

Current Selection Is Indicates whether the selected text is unconditional or conditional. You can change the conditional settings of the selected text.

Unconditional Indicates that there are no condition tags in the selected text. You can click this button to remove condition tags from the selected text, making the text unconditional.

Conditional Indicates that there are condition tags in the selected text. You can click this button to add a condition tag to the selected text, making the text conditional.

Introduction

Conditional Text

Edit Condition Tag

Show/Hide

Conditional Text

Copy Conditional Text
Settings

Delete Condition Tag

Remove Condition
Tags from Text

Conditional Text (continued)

The scroll lists show the conditional settings of the selected text.

A tag in this scroll list

Indicates

In	All text in the selection has this tag.
Not In	None of the text in the selection has this tag.
As Is	Part of the text in the selection has this tag.

To add a tag to selected text, move the tag to the In scroll list. To remove a tag, move the tag to the Not In scroll list. Then click Apply.



Arrow buttons that move condition tags from one list to another.

Introduction

Conditional Text

Edit Condition Tag

Show/Hide

Conditional Text

Copy Conditional Text Settings

Delete Condition Tag

Remove Condition Tags from Text

Conditional Text *(continued)*

Edit Condition Tag Opens the Edit Condition Tag dialog box where you can create, edit, or delete a condition tag.

Show/Hide Opens the Show/Hide Conditional Text dialog box where you can specify what conditional text to display.

Introduction

Conditional Text

Edit Condition Tag

Show/Hide

Conditional Text

Copy Conditional Text
Settings

Delete Condition Tag

Remove Condition
Tags from Text

Edit Condition Tag

Dialog box where you create, edit, or delete a condition tag or change a tag's condition indicators. You open this dialog box by clicking Edit Condition Tag in the Conditional Text window. If you want to delete or edit a condition tag, you must select it in the Conditional Text window before displaying this dialog box.

Tag Assigns a name to the condition tag you are creating or shows the name of the one you are editing or deleting.

Condition Indicators Distinguishes conditional text from unconditional text (and one condition tag from another) by applying a style or color to the text with the condition tag. For example, you can make tags different colors so that you can easily distinguish them. Condition indicators are particularly useful when you want to see all text, both conditional and unconditional, in a document.

If text is part of more than one condition and the condition indicators use different colors, FrameMaker displays and prints the text in magenta.

Introduction

Conditional Text

▶ Edit Condition Tag

Show/Hide

Conditional Text

Copy Conditional Text
Settings

Delete Condition Tag

Remove Condition
Tags from Text

Edit Condition Tag (continued)

To turn the condition indicators on or off, use the Show/Hide Conditional Text dialog box.

Delete

Deletes the condition tag. If text in the document has only that tag, FrameMaker displays the Delete Condition Tag dialog box where you can specify whether to delete the text or make it unconditional.

Introduction

Conditional Text

▶ Edit Condition Tag

Show/Hide

Conditional Text

Copy Conditional Text
Settings

Delete Condition Tag

Remove Condition
Tags from Text

Show/Hide Conditional Text

Dialog box where you specify which conditional text should be visible and whether to display and print condition indicators. Once text is tagged, you can show or hide it to print or display different versions of the document. You open this dialog box by clicking Show/Hide in the [Conditional Text](#) window.

Show All Makes all conditional text visible.

Show Specifies the conditional text you want to display. Text with condition tags in the Show scroll list will be displayed.

Hide Specifies the conditional text you don't want to display. Text with condition tags in the Hide scroll list will not be visible. Hidden text is represented on the screen by a conditional text marker (**T**), which you can see if text symbols are visible.



Arrow buttons that move condition tags from one scroll list to another.

Introduction

Conditional Text

Edit Condition Tag

Show/Hide
Conditional Text

Copy Conditional Text
Settings

Delete Condition Tag

Remove Condition
Tags from Text



Show/Hide Conditional Text (continued)

Show Condition Indicators

Displays and prints conditional text with the condition indicators that were specified in the Edit Condition Tag dialog box.

Introduction

Conditional Text

Edit Condition Tag

Show/Hide
Conditional Text

Copy Conditional Text
Settings

Delete Condition Tag

Remove Condition
Tags from Text

Copy Conditional Text Settings

Edit menu > Copy Special > Conditional Text Settings

Command that copies the conditional text settings of selected text (or text at the insertion point) to the Clipboard. You can then use the Paste command to paste the settings to selected text in the same or another document. The copied settings remain on the Clipboard until you cut or copy something else.

Introduction

Conditional Text

Edit Condition Tag

Show/Hide

Conditional Text

Copy Conditional Text Settings

Delete Condition Tag

Remove Condition Tags from Text

Delete Condition Tag

Dialog box where you specify whether to delete conditional text or make it unconditional. This dialog box appears when you use the Edit Condition Tag dialog box to delete a condition tag from the document and some text in the document has only this tag. If some text has additional tags, the tag is removed from that text.

Make the Text Unconditional Makes text with only this tag unconditional.

Delete the Text Deletes text that has only this tag.

Introduction

Conditional Text

Edit Condition Tag

Show/Hide

Conditional Text

Copy Conditional Text
Settings

Delete Condition Tag

Remove Condition
Tags from Text

Remove Condition Tags from Text

Dialog box where you specify whether to delete conditional text or make it unconditional. This dialog box appears when you use the keyboard shortcut `Esc q D` to remove a condition tag from selected text and the text has only this tag. If the text has additional condition tags, this dialog box does not appear, and the specified condition tag is removed.

Make the Text Unconditional Makes the selected text unconditional.

Delete the Text Deletes the selected text.

Introduction

Conditional Text

Edit Condition Tag

Show/Hide

Conditional Text

Copy Conditional Text
Settings

Delete Condition Tag

Remove Condition
Tags from Text

Introduction

Document format covers properties that affect the formatting of the entire document and options for importing formats from other documents.

Help on document properties and importing formats

For information on setting document properties or importing formats, click an item in the topic list to the right or click an active area below.

The [Document Properties](#) dialog box sets properties that affect the entire document.

The [Import Formats](#) dialog box imports formats from another document.

The [Freeze Pagination](#) dialog box freezes a document's pagination so you can edit the document without changing the current pagination.

Introduction

Document Properties

Import Formats

Freeze Pagination

Unfreeze Pagination

Document Properties

Format menu > Document

Dialog box where you can set several document-wide properties.

Numbering

Specifies the numbering for the document.

1st Page # Sets the starting page number.

Page # Style Sets the numbering style for pages. You can choose from numeric, uppercase or lowercase Roman, or uppercase or lowercase alphabetic.

Restart Paragraph Numbering Restarts the document's paragraph numbering. If the document is part of a book with sequentially numbered paragraphs, use this setting to restart paragraph numbering at the beginning of the current document.

Introduction

Document Properties

Import Formats

Freeze Pagination

Unfreeze Pagination

Document Properties (continued)

Text

Specifies several document-wide text properties.

Smart Quotes Inserts curved quotes (“ ” or ‘ ’) whenever you type a double or single quotation mark.

Smart Spaces Prevents the typing of more than one space in a row.

Allow Line Breaks After Specifies the nonalphabetic characters, such as dashes and hyphens, after which FrameMaker can break a word between lines.

Before Saving & Printing Sets the way blank pages are handled at the end of the document.

- **Delete Empty Pages** Deletes blank pages at the end of a document. FrameMaker deletes a blank page only if it uses the left or right master page, does not contain the start of a flow, and has no layout overrides.
- **Make Page Count Even** Adds a blank page, if necessary, to end a document on an even page.

Introduction

Document Properties

Import Formats

Freeze Pagination

Unfreeze Pagination

Document Properties (continued)

- **Make Page Count Odd** Adds a blank page, if necessary, to end a document on an odd page.
- **Don't Change Page Count** Leaves the page count unchanged.

Size Sets the font size of superscripted, subscripted, and small-capped characters. The size is a percentage of the indicated character's point size. For example, if you specify 80 percent as the size for subscripts, a subscripted 10-point character will shrink to 8 points.

Offset Specifies how far above the baseline superscripted characters should be, and how far below the baseline subscripted characters should be. The offset is a percentage of the superscripted or subscripted character's font size. For example, if you specify 40 percent as the offset for superscripts, a superscripted 10-point character will be 4 points above the baseline.

Import Formats

File menu > Import > Formats

Dialog box where you merge formats from another document with the formats in the current document. Use this dialog box to make global format changes throughout a document. After importing the formats, FrameMaker updates the document using the new formats. If both documents contain an item with the same name, such as a Paragraph Catalog format or a color definition, the imported item replaces the item in the current document.

You can also merge the formats from another document with the formats in some or all documents in a book.

Import from Document

Specifies the document whose formats you want to import. The pop-up menu shows all open documents.

Introduction

Document Properties

Import Formats

Freeze Pagination

Unfreeze Pagination

Import Formats (continued)

Import and Update Specifies the formats you want to import and update.

Paragraph Formats Merges the specified document's Paragraph Catalog into the current document's catalog and updates existing paragraphs to match the catalog formats with the same tags.

Also imports footnote properties, the characters in the Allow Line Breaks After text box in the Document Properties dialog box, and the feather settings in the Flow Properties dialog box.

Character Formats Merges the document's Character Catalog into the current document's catalog and updates tagged text to match the catalog formats with the same tags.

Page Layouts Merges the document's master pages into the current document and updates body pages with the most current layouts.

Introduction

Document Properties

Import Formats

Freeze Pagination

Unfreeze Pagination

Import Formats (continued)

Also imports the display units and the ruler and grid specifications in the View Options dialog box, the numbering properties in the Document Properties dialog box, and the change bar settings in the Change Bars dialog box.

Table Formats Merges the document's Table Catalog and ruling styles into the current document and updates existing tables to match the catalog formats with the same tags. Only properties set in the Table Designer are updated in existing tables.

Color Definitions Merges the document's color definitions into the current document and updates text and objects with the most current definitions.

Reference Pages Merges the document's reference pages into the current document and updates body pages with the most current reference page information.

FrameMath reference pages are not imported. These are imported with Math Definitions.

Introduction

Document Properties

Import Formats

Freeze Pagination

Unfreeze Pagination

Import Formats (continued)

Variable Definitions Merges the document's variable definitions into the current document and updates existing variables with the most current definitions.

If you're importing variable definitions that contain character formats, you should also turn on Character Formats.

Cross-Reference Formats Merges the document's cross-reference formats into the current document and updates existing internal cross-references with the most current definitions.

If you're importing cross-reference formats that contain character formats, you should also turn on Character Formats.

Conditional Text Settings Merges the document's condition tags and Show/Hide settings into the current document and updates existing conditional text with the most current tags and settings.

- Introduction
- Document Properties
- Import Formats
- Freeze Pagination
- Unfreeze Pagination

Import Formats (continued)

Math Definitions Imports the document's math element definitions, FrameMath reference pages, equation sizes, and font settings into the current document and updates the existing equations with the most current formats.

If you're importing math definitions that contain character formats, you should also turn on the Character Formats checkbox.

While Updating, Remove

Removes format and layout overrides when FrameMaker updates paragraphs, tagged text, page layouts, and tables. An override exists when a paragraph, text occurrence, or table in the document does not match its corresponding catalog format, or when a body page does not match its corresponding master page layout.

- Introduction
- Document Properties
- ▶ Import Formats
- Freeze Pagination
- Unfreeze Pagination

Import Formats (continued)

You can also use these settings to remove overrides in a document without importing formats from another document. To do this, choose Current from the Import from Document pop-up menu.

Manual Page Breaks Removes page breaks in the document that are overrides to Paragraph Catalog formats (those that aren't a catalog format property).

Other Format/Layout Overrides Removes paragraph, character, page layout, and table format settings that are overrides to the catalog formats or master page layouts.

Update (For books only.) Specifies the files for updating.

Don't Update (For books only.) Specifies the files you don't want to update.



(For books only.) Arrow buttons for moving files between the Update and Don't Update scroll lists.



Freeze Pagination

Dialog box where you freeze the pagination of a document. You open this dialog box by typing Esc p z.

When you freeze a document's pagination, FrameMaker won't change the document's pagination as you edit. Instead, it inserts revision pages, called point pages, for text that would ordinarily move to the next page. You can create revision pages only in a document that has a single text flow and no body page overrides of master page layouts.

Point Page # Style Sets the numbering style for point pages. FrameMaker numbers point pages based on the number of the page before them. For example, point pages inserted between pages 2 and 3 of the document could be numbered 2.a, 2.b, 2.c, and so on. You can choose from numeric, uppercase or lowercase Roman, or uppercase or lowercase alphabetic.

- Introduction
- Document Properties
- Import Formats
- Freeze Pagination
- Unfreeze Pagination

Unfreeze Pagination

Dialog box where you unfreeze the pagination in a document or change the numbering style for point pages in a frozen document. You open this dialog box by typing Esc p z in a document with frozen pagination.

Point Page # Style Changes the numbering style for point pages. FrameMaker numbers point pages based on the number of the page before them. For example, point pages inserted between pages 2 and 3 of the document could be numbered 2.a, 2.b, 2.c, and so on. You can choose from numeric, uppercase or lowercase Roman, or uppercase or lowercase alphabetic.

To change the point page numbering style, choose the style from the pop-up menu and click Set Page # Style instead of Unfreeze.

- Introduction
- Document Properties
- Import Formats
- Freeze Pagination
- Unfreeze Pagination

UTILITIES

Introduction

FrameMaker provides several utilities for working with documents.

Help on utilities

For information on utilities, click an item in the topic list to the right or click an active area below.

The [Compare Documents](#) dialog box compares two versions of a document.

The [Document Reports](#) dialog box runs report generators that provide information on a document.

Introduction

Compare Documents/Books

Comparison Options

Document Reports

Index

Shortcuts



■ Done

Main Menu

Compare Documents/Books

File menu > Utilities > Compare Documents

File menu > Compare Books (with a book window active)

Dialog box where you compare two versions of a document for differences in text, markers, footnotes, anchored frames, text flows, tables, variables, and cross-references. If FrameMaker finds differences between the documents, it produces the reports you specify.

You can compare documents or book files. In either case, both files must be open in order to compare them. You should run the comparison from the newer version.

Newer Document or **Newer Book** Shows the name of the current document or book file.

Older Document or **Older Book** Specifies the document or book you want to compare to the current one. The pop-up menu lists all open documents or books that have been named.

Introduction

Compare Documents/Books

Comparison Options

Document Reports

Compare Documents/Books (continued)

Create

Summary and Composite Documents Produces both a summary and a composite document. If there are no differences, no documents are produced.

The summary document summarizes the number of insertions and deletions and then shows each difference and the page where it occurs. FrameMaker names the summary document `Summary`.

The composite document is a conditional document that merges the contents of both documents and marks the differences with condition indicators such as underlines, strikethroughs, or colors. FrameMaker names the composite document after the newer document, adding a `.cmp` extension.

When you compare books, FrameMaker produces a single summary document for the book and individual composites for each document in the book.

Summary Document Only Produces only a summary document.

Introduction

Compare Documents/Books

Comparison Options

Document Reports

Compare Documents/Books (continued)

Options

Opens the Comparison Options dialog box where you specify how to distinguish differences in the composite document and whether to add hypertext links in the Summary document. Hypertext links allow you to quickly display a page in either of the versions.

Introduction

Compare Documents/Books

Comparison Options

Document Reports

Index

Shortcuts



■ Done

Main Menu

Comparison Options

Dialog box where you specify how the differences in the composite document are marked and whether hypertext links are inserted in the summary document. You open this dialog box by clicking Options in the [Compare Documents](#) or [Compare Books](#) dialog box.

Mark Insertions With

Conditionalizes inserted text in the composite document so it's easy to identify.

Condition Tag: Inserted Applies the default condition tag Inserted, which displays inserted text in green with an underline.

Custom Condition Tag Applies a custom condition tag to inserted text. You can create your own condition tags using the [Edit Condition Tag](#) dialog box.

Nothing Specifies that the insertions not be conditionalized.

Introduction

Compare
Documents/Books

▶ Comparison Options

Document Reports

Comparison Options (continued)

Mark Deletions With Conditionalizes deleted text in the composite document so it's easy to identify.

Condition Tag: Deleted Applies the default condition tag Deleted, which displays deleted text in red with a strikethrough.

Custom Condition Tag Applies a custom condition tag to deleted text. You create your own condition tags using the Edit Condition Tag dialog box.

Replacement Text Replaces deleted text with the text in this text box. To leave deleted text out of the composite document, click this button and delete the contents of the text box.

Mark Changes with Change Bars Inserts a change bar in the margin of the composite document wherever changes occur.

Introduction

Compare Documents/Books

▶ Comparison Options

Document Reports

Comparison Options (continued)

Create Hypertext Links in Summary

Makes the summary document view only and marks the page numbers with hypertext links. When you click a page number in the summary document, FrameMaker opens the correct document and displays the page in question.

Introduction

Compare Documents/Books

▶ Comparison Options

Document Reports

Index

Shortcuts



■ Done

Main Menu

Document Reports

File menu > Utilities > Document Reports

Dialog box where you start a report generator that has been created and installed on your system. For example, you could have report generators for supplying information on a document's paragraph formats, variable definitions, spot colors, various types of errors, and so on. For information on creating a report generator as a Frame API application, see the Frame Developer's Kit (FDK) documentation. For information on ordering the FDK and its documentation, see Getting Started.

As a sample, the Word Count report generator is provided with FrameMaker. It counts the words on body pages of a FrameMaker document, including words in text lines, variables, cross-references, footnotes, tables, and table titles. The results appear in an alert.

Report

Specifies the report you want to generate. The list displays all report generators available on your system.

Introduction

Compare Documents/Books

Comparison Options

Document Reports

UTILITIES

Document Reports (continued)

About	Displays an alert that briefly describes the selected report generator.
Report...	Generates the report.

- Introduction
- Compare Documents/Books
- Comparison Options
- Document Reports**

Index

Shortcuts



■ Done

Main Menu

Introduction

You can cut, copy, and paste text, tables, graphics, and other objects in FrameMaker documents. You can also change the capitalization of text and place change bars next to changed text.

Help on text editing

For information on text editing, click an item in the topic list to the right, or click an active area below.

The Edit menu contains commands for working with text, graphics, and other objects.

The [Capitalization](#) dialog box changes the capitalization of selected text.

The [Change Bars](#) dialog box defines how change bars look in a document, turns change bars on for the entire document, and clears change bars from the document.

For information on embedding objects or choosing different formats to paste from the Clipboard, see [Paste Special](#).

For information on using the QuickAccess bar to quickly execute text editing commands, see [QuickAccess Bar](#).

Introduction

Undo

Cut

Copy

Paste

Clear

Select All

Capitalization

Change Bars

Undo

Edit menu > Undo

Command that reverses the previous action. You can undo most commands; FrameMaker alerts you before executing a command that you cannot undo. If you use Undo while typing text, FrameMaker removes the text you typed since your last command or action (such as clicking).

When you choose the Undo command, its name changes to Redo on the Edit menu. If you then choose Redo, your document appears as it did before you chose Undo.

Introduction

Undo

Cut

Copy

Paste

Clear

Select All

Capitalization

Change Bars

Cut

Edit menu > Cut

Command that removes selected text or objects and places them on the Clipboard. You use the Paste command to place the cut text or objects elsewhere in the document or in another FrameMaker document. The items you cut remain on the Clipboard until you cut or copy something else.

Introduction

Undo

Cut

Copy

Paste

Clear

Select All

Capitalization

Change Bars



Copy

Edit menu > Copy

Command that copies selected text or objects to the Clipboard. You use the Paste command to place the copied text or objects elsewhere in the document or in another FrameMaker document. The items you copy remain on the Clipboard until you cut or copy something else.

Introduction

Undo

Cut

Copy

Paste

Clear

Select All

Capitalization

Change Bars

Paste

Edit menu > Paste

Command that places the contents of the Clipboard in a document. You can paste text or objects at the insertion point. Graphics pasted at the insertion point are placed in an anchored frame.

To paste objects into an existing frame, select the frame and then paste. To paste an object on the page (not within text or in a frame), click in the page margin and then paste.

Text and objects remain on the Clipboard after you paste, so you can paste them in several locations.

For information on embedding objects or choosing different formats to paste from the Clipboard, see [Paste Special](#).

Introduction

Undo

Cut

Copy

Paste

Clear

Select All

Capitalization

Change Bars

Clear

Edit menu > Clear

Command that deletes selected text or objects without placing them on the Clipboard. Clear does not affect the current contents of the Clipboard.

Introduction

Undo

Cut

Copy

Paste

Clear

Select All

Capitalization

Change Bars

Select All

Edit menu > Select All

Command that selects text, objects, or tables. The command name changes depending on where you put the insertion point or what you select before choosing the command.

If	The menu command changes to	And FrameMaker selects
The insertion point is in a text column	Select All in Flow	All the text in the current text flow
You select an anchored frame or its contents	Select All in Frame	All the objects in the frame
You select a table cell, column, or row	Select All of Table	The entire table
You click outside the text column(s) on a page or select any object other than a frame or its contents	Select All on Page	All objects on the page (including the main text column)

Introduction

Undo

Cut

Copy

Paste

Clear

Select All

Capitalization

Change Bars

Capitalization

Dialog box where you can change the capitalization of selected text. You open this dialog box with the keyboard shortcut Esc e C.

You can also use the text editing commands on the [QuickAccess bar](#) to apply capitalization.

- All Uppercase** Capitalizes the entire selection.
- Initial Capitals** Capitalizes the first letter of each word in the selection.
- All Lowercase** Changes the selected text to lowercase.

Introduction

Undo

Cut

Copy

Paste

Clear

Select All

Capitalization

Change Bars

Change Bars

Format menu > Change Bars

Dialog box where you set the properties for change bars, turn on change bars for the entire document, and remove change bars from the document. With change bars on, changes you make in the document are marked by a vertical line in the margin.

You can also turn on change bars in the [Character Designer](#) or [Paragraph Designer](#).

Distance from Column

Sets the distance between the text column and the change bar.

Thickness

Sets the thickness of the bar.

Position

Designates where the bar will appear.

Left of Column Puts change bars on the left side of the text column.

Right of Column Puts change bars on the right side of the text column.

Introduction

Undo

Cut

Copy

Paste

Clear

Select All

Capitalization

Change Bars

Change Bars (continued)

Side Nearest to Page Edge Puts change bars on the side of the text column nearest to the edge of the page.

Side Farthest from Page Edge Puts change bars on the side of the text column farthest from the edge of the page.

Color Specifies a color for change bars. The pop-up menu lists the colors that have been defined in the document.

Automatic Change Bars Places change bars next to any text you add, change, or delete.

Clear All Change Bars Removes all change bars from the document.

Introduction
Undo
Cut
Copy
Paste
Clear
Select All
Capitalization
Change Bars

Introduction

File management encompasses commands and dialog boxes for creating, opening and saving documents and for setting preferences for working with FrameMaker.

Help on file management

For information on file management, click an item in the topic list to the right or click an active area below.

Commands for creating new documents, opening existing documents, and saving documents appear on the File menu.

The Preferences dialog box sets the automatic save options and specifies how to display text in very small point sizes. The dialog box also has settings that are useful if you are working on a network, or sharing files with other platforms.

Introduction

New

Custom Blank Paper

Standard Templates

Open

Missing Graphic File

Document in Use

Book in Use

Unknown File Type

Reading Text File

Save

File in Use

Save Document

Save As Text

Save Book

Description

▼ More in list...

New

File menu > New

Dialog box where you create a new document, either from blank paper or from a template. Templates contain formats for documents such as faxes, memos, and reports.

Use Blank Paper

Shows three blank-paper templates that each contain a simple page layout and basic paragraph and character formats.

Portrait Creates an untitled blank document that is taller than it is wide.

Landscape Creates an untitled blank document that is wider than it is tall.

Custom Opens the Custom Blank Paper dialog box where you can specify the page size and margins.

Use Template

Specifies a template for the new document. You can type the name of the template file in the text box or select the file from the scroll list.

Introduction

New

Custom Blank Paper

Standard Templates

Open

Missing Graphic File

Document in Use

Book in Use

Unknown File Type

Reading Text File

Save

File in Use

Save Document

Save As Text

Save Book

Description

▼ More in list...

New (continued)

List files of type Restricts the type of files that appear in the scroll list. You can show all files, files with a `.doc` extension, or files with a `.mif` extension.

Directories Specifies which directory is current.

Drives Specifies which drive is current.

Explore Standard Templates Opens the Standard Templates dialog box where you can explore the templates provided with FrameMaker. You can use this dialog box to open blank templates, or to open examples of documents created from the templates.

Introduction

 New

Custom Blank Paper

Standard Templates

Open

Missing Graphic File

Document in Use

Book in Use

Unknown File Type

Reading Text File

Save

File in Use

Save Document

Save As Text

Save Book

Description

 **More in list...**

Custom Blank Paper

Dialog box where you can specify the document's page layout: its page size, number of columns, column margins, and whether it is single-sided or double-sided. You open this dialog box by clicking Custom in the New dialog box.

Page Size

Specifies the paper size. You can choose a common paper size from the pop-up menu or specify custom page dimensions by typing new values in the Width and Height text boxes.

Columns

Sets the number of columns on the page and the gap between them.

Column Margins

Sets the size of the column margins, measured from each edge of the paper. For single-sided documents, the margins are Top, Bottom, Left, and Right. For double-sided documents, the margins are Top, Bottom, Inside, and Outside.

Introduction

New

Custom Blank Paper

Standard Templates

Open

Missing Graphic File

Document in Use

Book in Use

Unknown File Type

Reading Text File

Save

File in Use

Save Document

Save As Text

Save Book

Description

▼ More in list...

Custom Blank Paper (continued)

Pagination

Single-Sided Makes the document single-sided. The document will contain one master page, named Right.

Double-Sided Makes the document double-sided. The document will contain two master pages, named Left and Right.

Left 1st Page and **Right 1st Page** determine whether the document will start on a left page or a right page.

Units

Changes the units used in the text boxes in the dialog box and sets the display units in the new document.

Introduction

New

Custom Blank Paper

Standard Templates

Open

Missing Graphic File

Document in Use

Book in Use

Unknown File Type

Reading Text File

Save

File in Use

Save Document

Save As Text

Save Book

Description

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Standard Templates

Dialog box that lists the templates provided with FrameMaker, shows a thumbnail sketch of the templates, and describes the features of each template. You open this dialog box by clicking Explore Standard Templates in the [New](#) dialog box.

More	Displays more template names in the list.
Create	Creates an empty copy of the selected template in the list. You can save the document with the name you choose and then begin entering text in the document.
Show Sample	Creates a copy of the template with sample text and graphics. You can save the document with a name you choose and then revise the sample content.

- Introduction
- New
- Custom Blank Paper
- Standard Templates
- Open
- Missing Graphic File
- Document in Use
- Book in Use
- Unknown File Type
- Reading Text File
- Save
- File in Use
- Save Document
- Save As Text
- Save Book
- Description

▼ More in list...

Open

File menu > Open

Dialog box where you open a file.

File Specifies the name of the file to open. You can select the file from the scroll list.

List files of type Restricts the type of files that appear in the scroll list. You can show all files, files with a `.doc` extension, or files with a `.mif` extension.

Directories Specifies which directory is current.

Drives Specifies which drive is current.

If the document you're opening was created using FrameBuilder and contains structured text flows, the Document Is Structured dialog box appears. To open the document in a form that you can read, but not edit, click Open as View Only. To remove the structure so you can edit the document, click Remove Structure and Open for Editing. When you save the document, FrameMaker will save it as an unstructured document.

Introduction

New

Custom Blank Paper

Standard Templates

Open

Missing Graphic File

Document in Use

Book in Use

Unknown File Type

Reading Text File

Save

File in Use

Save Document

Save As Text

Save Book

Description

▼ More in list...

Missing Graphic File

Dialog box where you specify the correct location of a graphic file. This dialog box appears if you open a document with graphics that FrameMaker cannot find, which can happen if the document contains graphic files imported by reference (see [Import File](#)).

Looking For Displays the graphic file's pathname that was stored with the document. The pathname is usually stored as a relative pathname—that is, it begins with the document's directory. FrameMaker used the pathname to look for the graphic file, but could not find the file.

Document Directory Displays the pathname of the document you are trying to open.

New Filename Displays the filename of the graphic file FrameMaker cannot find. Type the correct filename of the graphic file or use the scroll list to navigate to the correct file.

Introduction

New

Custom Blank Paper

Standard Templates

Open

▶ Missing Graphic File

Document in Use

Book in Use

Unknown File Type

Reading Text File

Save

File in Use

Save Document

Save As Text

Save Book

Description

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Missing Graphic File (continued)

Options

Specifies how to proceed when a graphic file cannot be found.

Update Document to Use New Path Stores the new pathname you enter for the graphic file and opens the document. If other imported graphics are missing, FrameMaker tries to use the new path to find them.

Skip This Graphic File Skips the missing graphic and opens the document. The missing graphic will appear as a gray rectangle.

Skip All Missing Graphic Files Ignores other graphics that cannot be found and opens the document. The missing graphics will appear as gray rectangles.

Introduction

New

Custom Blank Paper

Standard Templates

Open

▶ Missing Graphic File

Document in Use

Book in Use

Unknown File Type

Reading Text File

Save

File in Use

Save Document

Save As Text

Save Book

Description

▼ More in list...

Document in Use

Dialog box that alerts you when others are working on the document you are trying to open (using the Open command) or change from View Only format to Normal format (using the keyboard shortcut Esc F I k). This dialog box appears only if you turn on Network File Locking in the Preferences dialog box and someone already has the file open.

Open for Viewing Only (Appears only when you are opening a document.)
Opens a view-only copy of the document that you cannot edit.

Open Copy for Editing Opens a document copy named `NoName` to prevent you from overwriting someone else's work. You can save the document with a new name.

Reset Lock and Open Resets ownership of the lock file that FrameMaker created when the document was last opened. The lock file has the extension `.lck`. When you save the document, you may overwrite someone else's edits.

Introduction

New

Custom Blank Paper

Standard Templates

Open

Missing Graphic File

Document in Use

Book in Use

Unknown File Type

Reading Text File

Save

File in Use

Save Document

Save As Text

Save Book

Description

▼ More in list...

Book in Use

Dialog box that alerts you when others are working on the book you are trying to open using the Open command. This dialog box appears only if you turn on Network File Locking in the Preferences dialog box and someone already has the book file open.

Reset Lock and Open

Resets ownership of the lock file that FrameMaker created when the book was last opened. The lock file has the extension `.lck`. When you save the book, you may overwrite someone else's edits.

- Introduction
- New
- Custom Blank Paper
- Standard Templates
- Open
- Missing Graphic File
- Document in Use
- Book in Use**
- Unknown File Type
- Reading Text File
- Save
- File in Use
- Save Document
- Save As Text
- Save Book
- Description

▼ **More in list...**

Unknown File Type

Dialog box where you specify the format of a file you want to open. This dialog box appears when you open a file that is not a FrameMaker document using the Open dialog box or the Import File dialog box.

Convert From Lists the different file formats that FrameMaker can filter. This list is determined by the filters you chose to install when you installed FrameMaker. To learn more about installing filters, see Getting Started.

Convert Opens the file, and converts it into a FrameMaker file using the filter you selected.

Introduction

New

Custom Blank Paper

Standard Templates

Open

Missing Graphic File

Document in Use

Book in Use

Unknown File Type

Reading Text File

Save

File in Use

Save Document

Save As Text

Save Book

Description

▼ More in list...

Reading Text File

Dialog box where you specify how to interpret the text in a text file. This dialog box appears when you open a text file using the Open dialog box.

Merge Lines into Paragraphs

Merges consecutive lines into a single paragraph.
Interprets a blank line as a paragraph break.

Treat Each Line As a Paragraph

Makes each line a paragraph in the FrameMaker document. Use this command to open a line-oriented text file (such as a C program) where you pressed Return to end each line.

Introduction

New

Custom Blank Paper

Standard Templates

Open

Missing Graphic File

Document in Use

Book in Use

Unknown File Type

Reading Text File

Save

File in Use

Save Document

Save As Text

Save Book

Description

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Save

File menu > Save

Command that saves a file in the same directory, with the same filename and format, as when you last saved it.

If you use the Save command for a document that has not been saved before, the Save Document dialog box appears.

Introduction

New

Custom Blank Paper

Standard Templates

Open

Missing Graphic File

Document in Use

Book in Use

Reading Text File

Save

File in Use

Save Document

Save As Text

Save Book

Description

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

File in Use

Dialog box that alerts you when others are working on the document or book you are trying to save using the Save or Save As command. This dialog box appears only if you turned on Network File Locking in the Preferences dialog box and someone on another computer has the file open.

Save As Opens the Save Document dialog box where you can make a copy of the document by giving it a new filename.

Save Anyway Saves the document with your changes. This command will overwrite any changes that have been made by another user. Your changes will also be overwritten if another user later saves the document.

Introduction

New

Custom Blank Paper

Standard Templates

Open

Missing Graphic File

Document in Use

Book in Use

Reading Text File

Save

File in Use

Save Document

Save As Text

Save Book

Description

▼ More in list...

Save Document

File menu > Save As

Dialog box where you save a new document or make a copy of a document by giving it a new filename. You can also use this dialog box to change the format of a document or to save a document in a different format.

- Save in File** Specifies a filename for the document. Type the filename you want in the text box.
- List files of type** Restricts the type of files that appear in the scroll list. You can show all files, files with a `.doc` extension, or files with a `.mif` extension.
- Directories** Specifies which directory is current.
- Drives** Specifies which drive is current.

- Introduction
- New
- Custom Blank Paper
- Standard Templates
- Open
- Missing Graphic File
- Document in Use
- Book in Use
- Reading Text File
- Save
- File in Use
- Save Document**
- Save As Text
- Save Book
- Description

▼ More in list...

Save Document (continued)

Format

Specifies the format of the saved document.

Normal The standard format for FrameMaker documents. This format is the most compact and requires the least amount of time to save and open.

View Only The document can be opened but not edited. This format also makes any hypertext commands in the document active.

Interchange - MIF Maker Interchange Format (MIF) is a readable text format that describes all the text, graphics, formatting, and layout information in the document. MIF allows FrameMaker and other applications to exchange information while preserving the document's content and format.

Text Only Unformatted text. Only the text in text columns is saved. When you choose Text Only and click Save, the Save As Text dialog box appears so you can specify how to save the text.

Introduction

New

Custom Blank Paper

Standard Templates

Open

Missing Graphic File

Document in Use

Book in Use

Reading Text File

Save

File in Use

▶ Save Document

Save As Text

Save Book

Description

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Save Document (continued)

RTF (Rich Text Format) Rich Text Format is a text format that is readable by many word processing and publishing systems. It describes the text and much of the formatting in the document.

- Introduction
- New
- Custom Blank Paper
- Standard Templates
- Open
- Missing Graphic File
- Document in Use
- Book in Use
- Reading Text File
- Save
- File in Use
-  Save Document
- Save As Text
- Save Book
- Description

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Save As Text

Dialog box where you save a document as unformatted text. This dialog box appears when you choose Text Only from the Format pop-up menu in the Save Document dialog box and click Save.

Only text in text columns is saved. Graphics and formatting information are not saved.

Put a Carriage Return

At the End of Each Line Puts a carriage return at the end of each line of text.

Only between Paragraphs Puts a single carriage return only between paragraphs.

Write Table Cells As Paragraphs

Writes the text in each table cell as a paragraph.

Row by Row Starts at the top of the table and proceeds across rows.

Column by Column Starts at the top of the table and proceeds down columns.

Skip Ignores the text in tables.

Introduction

New

Custom Blank Paper

Standard Templates

Open

Missing Graphic File

Document in Use

Book in Use

Reading Text File

Save

File in Use

Save Document

Save As Text

Save Book

Description

▼ More in list...

Save Book Description

File menu > Save As (with a book window active)

Dialog box where you save a new book or make a copy of a book by giving it a new filename. You can also use this dialog box to save a book in a different format.

Save in File Specifies a filename for the book. You can type the filename in the text box or select it from the scroll list.

List files of type Restricts the type of files that appear in the scroll list. You can show all files, files with a `.doc` extension, or files with a `.mif` extension.

Directories Specifies which directory is current.

Drives Specifies which drive is current.

Introduction

New

Custom Blank Paper

Standard Templates

Open

Missing Graphic File

Document in Use

Book in Use

Reading Text File

Save

File in Use

Save Document

Save As Text

Save Book
Description

▼ More in list...

Save Book Description (continued)

Format

Specifies the format of the saved book.

Normal The standard format for FrameMaker books. This format is the most compact and requires the least amount of time to save and open.

Interchange - MIF Maker Interchange Format (MIF) is a readable text format that describes all the setup information in the book. MIF allows FrameMaker and other applications to exchange information while preserving the content and format.

Introduction

New

Custom Blank Paper

Standard Templates

Open

Missing Graphic File

Document in Use

Book in Use

Reading Text File

Save

File in Use

Save Document

Save As Text

Save Book
Description

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Revert to Saved

File menu > Revert to Saved

Command that closes a document or book without saving it and then opens the most recently saved version.

▲ More in list...

Introduction

Revert to Saved

Preferences

Close/Close Book

Recently opened files

Exit

Preferences

File menu > Preferences

Dialog box where you customize your FrameMaker working environment. These settings stay in effect from session to session. Use this dialog box to specify:

- Automatic save and backup functions to protect your work against mistakes, crashes, and power failures
- The minimum point size at which characters can be displayed on the screen
- Whether to save an image of graphics that FrameMaker can display on other platforms
- Whether to lock files when you open them to keep other people from accidentally changing them

Automatic Backup on Save

Makes a backup copy whenever you save a document with the Save command. The filename of this copy will include a percent character (%) at the end, just before the filename suffix. This setting lasts only until you exit FrameMaker.

▲ More in list...

Introduction

Revert to Saved

Preferences

Close/Close Book

Recently opened files

Exit

Preferences (continued)

Automatic Save - Every n Minutes

Periodically saves a copy of all documents you make changes to. The filename of this copy will include a dollar character (\$) at the end, just before the filename suffix. To indicate how often automatic copies should be made, type the number of minutes in the text box.

When you use the Save, Save As, or Revert to Saved command, FrameMaker deletes the automatically saved copy.

If your system crashes or a power failure occurs, you can open the autosave file to recover most, if not all, of your work.

Show File Translation Errors

Displays errors that FrameMaker finds as it opens files that were filtered or as it reads configurable user interface files. A list of unavailable fonts will also display. The messages appear in the FrameMaker console, which is a special window that opens to display error messages.

▲ More in list...

Introduction

Revert to Saved

Preferences

Close/Close Book

Recently opened files

Exit

Preferences (continued)

Greek Screen Text Smaller Than

Sets the minimum point size at which characters will be displayed on the screen. Smaller text will appear greeked—as a gray bar on the screen—but will be printed normally. Pages with greeked text appear more quickly than pages with individually drawn characters.

The current zoom setting affects whether or not the text appears greeked. For example, if you display 12-point text at a zoom setting of 50 percent, FrameMaker uses 6-point characters. If you specify that text smaller than 7 points be greeked, the lines of text appear as gray bars.

▲ More in list...

Introduction

Revert to Saved

Preferences

Close/Close Book

Recently opened files

Exit

Preferences (continued)

Compatibility Preferences

Save FramelImage with Imported Graphics Adds a special FramelImage facet to graphics whose formats are not supported by FrameMaker on other platforms. If needed, the FramelImage facet displays and prints in place of the original graphic format.

Network File Locking Locks files you open so other people are notified that their changes might conflict with your work. A lock file has the name of the file you open, with a `.lock` extension. When somebody tries to open a locked file, FrameMaker displays the Document in Use dialog box.

Network file locking only affects FrameMaker users who are running under Windows, and users on the Macintosh who have their cross-platform compatibility set to work with Windows.

▲ More in list...

Introduction

Revert to Saved

Preferences

Close/Close Book

Recently opened files

Exit

Close/Close Book

File menu > Close

File menu > Close Book (with a book window active)

Command that removes a document window from the screen and from memory. If the document has unsaved changes, FrameMaker asks you whether you want to save the changes before closing the document.

If you hold down Shift when choosing this command, the command changes to Close All Open Files.

Books

When you choose this command with a book window active, it removes the book window from the screen and from memory. If the book has unsaved changes, FrameMaker asks you whether you want to save the changes before closing the book.

If you hold down Shift when choosing this command, the command changes to Close All Files in Book. The book file and all the files in it are closed.

▲ **More in list...**

Introduction

Revert to Saved

Preferences

▶ **Close/Close Book**

Recently opened files

Exit

Recently opened files

File menu > filename

The names of the last five files you opened appear near the bottom of the File menu. The list of recently opened files is updated each time you open another file. To reopen one of these files, choose the filename.

▲ More in list...

Introduction

Revert to Saved

Preferences

Close/Close Book

▶ Recently opened files

Exit

Exit

File menu > Exit

Command that closes any open documents and exits FrameMaker. If any documents have changes that need to be saved, an alert appears asking whether to save the changes.

▲ More in list...

Introduction

Revert to Saved

Preferences

Close/Close Book

Recently opened files

▶ Exit

Introduction

You can find and change text, formats, and other items in a FrameMaker document.

Help on finding and changing

For information on finding and changing items, click an item in the topic list to the right or click an active area below.

The [Find/Change](#) window contains controls to find and change text and other items.

The [Find Character Format](#) dialog box specifies what character format to find.

The [Change to Character Format](#) dialog box specifies what character format is applied to found text.

The [Find Conditional Text](#) dialog box specifies the condition tag settings to find.

See Syntax Descriptions for information on the [wildcards](#) and [special characters](#) that you can use to find items.

Introduction

Find/Change

Find (Change to)
Character Format

Find Conditional Text

Find Next

Set Find/Change
Parameters

Find/Change

Edit menu > Find/Change

Window where you search for text and other items in a document and change them. FrameMaker searches only the page type currently displayed. For example, if a body page is displayed, only body pages are searched. If a master page is displayed, only master pages are searched.

You can use wildcards for any search that requires text in the Find text box.

Find

Specifies the item you want to find.

Text Searches for the text in the text box.

Character Format Opens the Find Character Format dialog box where you can specify what character format to find.

Paragraph Tag Searches for a paragraph with the tag shown in the text box.

Character Tag Searches for text with the character tag shown in the text box.

Any Marker Searches for a marker of any type.

Introduction

Find/Change

Find (Change to)
Character Format

Find Conditional Text

Find Next

Set Find/Change
Parameters

Find/Change (continued)

Marker of Type Searches for the marker type shown in the text box.

Marker Text Searches for a marker containing the word or phrase in the text box.

Any Cross-Reference Searches for a cross-reference with any format.

Cross-Reference of Format Searches for a cross-reference with the format shown in the text box.

Unresolved Cross-Reference Searches for a cross-reference whose source of information was not found. If FrameMaker finds an unresolved cross-reference, it displays the marker text of the cross-reference in the text box.

Any Variable Searches for any variable.

Variable of Name Searches for the variable shown in the text box.

Anchored Frame Searches for an anchored frame.

Introduction

Find/Change

Find (Change to)
Character Format

Find Conditional Text

Find Next

Set Find/Change
Parameters

Find/Change (continued)

Footnote Searches for a footnote.

Any Table Searches for a table with any tag.

Table Tag Searches for a table with the tag shown in the text box.

Conditional Text Opens the Find Conditional Text dialog box where you can specify what condition tag settings to find.

Automatic Hyphen Searches for any hyphen inserted by FrameMaker.

Text & Character Formats on Clipboard Searches for text that matches text on the Clipboard, even in capitalization and character format.

Consider Case

Searches for an item with the same capitalization as the text in the Find text box. Ignores capitalization if this checkbox is turned off.

Introduction

Find/Change

Find (Change to)
Character Format

Find Conditional Text

Find Next

Set Find/Change
Parameters

Find/Change (continued)

- Whole Word** Searches for complete words. For example, use this setting to search for the word hat, but not words containing hat, such as what or that.
- Use Wildcards** Allows the use of wildcards in a search.
- Find Backward** Searches backward, toward the beginning of the document. When FrameMaker reaches the beginning of the document, it wraps around to the end of the document and continues searching backward.

Introduction

Find/Change

Find (Change to)
Character Format

Find Conditional Text

Find Next

Set Find/Change
Parameters



Find/Change (continued)

Change

Pop-up menu that specifies how to change the item you find.

To Text Replaces the found item with the text in the Change text box. The new text uses the same character format as the found text.

To Character Format Opens the Change to Character Format dialog box where you can specify the character format applied to the found text.

By Pasting Replaces the item FrameMaker finds with the contents of the Clipboard.

Clone Case

Gives the replacement text the same capitalization as the found text.

Find

Begins the search. If an item is found, it is selected. When the end of the document is reached, the search continues from the beginning of the document.

Introduction

Find/Change

Find (Change to)
Character Format

Find Conditional Text

Find Next

Set Find/Change
Parameters

Find/Change (continued)

Change	Changes the found text as specified in the Change pop-up menu.
Change & Find	Changes the found text as specified in the Change pop-up menu and continues the search.
Change All In	Changes every instance of the found text as specified in the Change pop-up menu. Document Changes every instance in the entire document. Selection Changes every instance in the selected text.

Introduction

Find/Change

Find (Change to)
Character Format

Find Conditional Text

Find Next

Set Find/Change
Parameters

Find (Change to) Character Format

Dialog box where you specify what character format properties to find or change.

You open the Find Character Format dialog box by choosing Character Format from the Find pop-up menu in the [Find/Change](#) window.

You open the Change to Character Format dialog box by choosing To Character Format from the Change pop-up menu.

You can ignore a property when finding or changing by setting the property to [As Is](#). For more information on these properties and how they are applied to text, see [Character Designer](#).

Family Specifies the font family, such as Helvetica or Times.

Size Specifies the type size.

Angle Specifies the angle, such as italic or oblique.

Weight Specifies the weight, such as bold or black.

Variation Specifies the variation, such as narrow or regular.

Introduction

Find/Change

Find (Change to)
Character Format

Find Conditional Text

Find Next

Set Find/Change
Parameters

Find (Change to) Character Format (continued)

Color	Specifies the color.
Spread	Specifies the space between characters.
Underline Double Underline Numeric Underline	Specifies the underline style.
Overline	Specifies a line over text.
Strikethrough	Specifies a line through text.
Change Bar	Specifies text marked with a vertical change bar in the margin.
Superscript Subscript	Specifies text above the baseline (superscript) or below the baseline (subscript).

- Introduction
- Find/Change
- Find (Change to) Character Format
- Find Conditional Text
- Find Next
- Set Find/Change Parameters

Find (Change to) Character Format (continued)

Small Caps	Specifies the capitalization style.
Lowercase	THIS IS SMALL CAPS. this is lowercase.
Uppercase	THIS IS UPPERCASE.
Pair Kern	Specifies pair kerning.

Introduction

Find/Change

Find (Change to)
Character Format

Find Conditional Text

Find Next

Set Find/Change
Parameters

Find Conditional Text

Dialog box where you specify what condition tag settings to find. You open this dialog box by choosing Conditional Text from the Find pop-up menu in the Find/Change window.

FrameMaker does not search through hidden conditional text. To search through all text in a conditional document, use the Show/Hide Conditional Text dialog box to make all text visible before you start the search.

Unconditional Specifies that FrameMaker should find unconditional text.

Conditional Specifies that FrameMaker should find text with the condition tag settings you specify.

If a tag is in this scroll list **FrameMaker**

In	Searches for text that has this tag
Not In	Searches for text that does not have this tag
As Is	Ignores this tag while searching

Introduction

Find/Change

Find (Change to)
Character Format

Find Conditional Text

Find Next

Set Find/Change
Parameters

Find Conditional Text (continued)



Arrow buttons for moving tags from one scroll list to another.

Introduction

Find/Change

Find (Change to)
Character Format

Find Conditional Text

Find Next

Set Find/Change
Parameters



Find Next

Edit menu > Find Next

Command that finds the next occurrence of the item specified in the Find/Change window. If you haven't specified anything in the Find/Change window, FrameMaker alerts you to specify an item to find.

When you choose Find Next, FrameMaker always searches forward, regardless of the setting in the Find/Change window.

Introduction

Find/Change

Find (Change to)
Character Format

Find Conditional Text

Find Next

Set Find/Change
Parameters

Set Find/Change Parameters

Dialog box where you set the Find/Change parameters to use with Find/Change keyboard shortcuts. You open this dialog box with the keyboard shortcut `Esc f i s`.

This dialog box is almost identical to the Find/Change window. However, it does not have any buttons for finding or changing text. Instead it has a **Set** button you use to set the search parameters. Then you can use keyboard shortcuts to find and change your text.

You can use wildcards for any search that requires text in the Find text box. For a list of wildcards and what they find, see Wildcard characters.

Introduction

Find/Change

Find (Change to)
Character Format

Find Conditional Text

Find Next

▶ Set Find/Change
Parameters

Introduction

You can insert footnotes in FrameMaker documents and specify their format and other properties. As you add footnotes or move text with footnote references, the footnote numbering is maintained for you. Footnotes to main document text appear at the bottom of the text column. Footnotes to a table appear at the bottom of the table.

Help on footnotes

For information on typing footnotes and setting footnote properties, click an item in the topic list to the right or click an active area below.

The [Footnote](#) command inserts a footnote reference and moves the insertion point to the bottom of a column or table so you can type the footnote.

The [Footnote Properties](#) dialog box contains controls for setting the properties of document footnotes.

The [Table Footnote Properties](#) dialog box contains controls for setting the properties of table footnotes.

Introduction

Footnote

Footnote Properties

Table Footnote
Properties

FOOTNOTES

Footnote

Special menu > Footnote

Command that inserts a footnote reference at the insertion point and moves the insertion point to the bottom of the column or table so you can type the footnote text. (To move the insertion point back to the main body text, click in the text, choose the command again, or press Esc s f.)

FrameMaker rennumbers footnotes as you insert new ones.

Introduction

Footnote

Footnote Properties

Table Footnote
Properties

Index

Shortcuts



■ Done

Main Menu

Footnote Properties

Format menu > Footnote Properties

Dialog box where you specify properties for footnotes that appear anywhere in a document except a table (see [Table Footnote Properties](#)). This dialog box appears when you choose the command with the insertion point in the main document text—not in a table.

Maximum Height Per Column Sets the maximum space allowed for footnotes. If a footnote doesn't fit in the available space, FrameMaker moves the entire footnote to the next column.

- Introduction
- Footnote
- Footnote Properties**
- Table Footnote Properties

Footnote Properties (continued)

Paragraph Format Specifies the paragraph format used for new footnotes. In all templates provided with FrameMaker, this format is named Footnote. You can change the Footnote paragraph format the same way you change other paragraph formats (see [Paragraph Formats](#)).

If a frame on a reference page has the same name as the paragraph format, FrameMaker uses the frame and its contents above the first footnote in a text column. To increase or decrease the amount of space between the main text and the first footnote, change the height of the frame on the reference page. To include a separator line between the main text and footnotes, draw the line in the frame.

Introduction

Footnote

Footnote Properties

Table Footnote
Properties

Footnote Properties (continued)

Numbering Style

Shows the numbering styles available for the footnote reference in the text. You can choose numeric, alphabetic, or roman style. You can also create a custom numbering style.

Numeric, roman, ROMAN, alphabetic, ALPHABETIC Specifies a numeric, lowercase or uppercase Roman, or lowercase or uppercase alphabetic numbering sequence.

Custom Specifies the characters or symbols, such as asterisks or daggers, used instead of footnote numbers. FrameMaker uses the symbols in the order in which they appear in the text box. If there are more footnotes than symbols, FrameMaker repeats the symbols. For example, if you specify an asterisk and a dagger, FrameMaker uses an asterisk for the first footnote, a dagger for the second, and two asterisks for the third.

Start Over on Each Page Restarts footnote numbering on each page.

Introduction

Footnote

Footnote Properties

Table Footnote
Properties

Footnote Properties (continued)

Sequentially From Numbers footnotes continuously through the document, beginning with the number you type in the text box.

Number Format

Specifies how footnote numbers appear in the main text and in footnote text.

Position Specifies whether the footnote number appears as a superscript, as a subscript, or at the baseline of text.

Prefix, Suffix Specifies the characters used as a prefix and suffix for the footnote number. For example, you might want to enclose the footnote number in square brackets or parentheses.

Introduction

Footnote

Footnote Properties

Table Footnote
Properties

Table Footnote Properties

Format menu > Footnote Properties

Dialog box where you specify properties for footnotes that appear in tables. This dialog box appears when you choose the command with the insertion point in a table—not in the main document text.

Paragraph Format Specifies the paragraph format for footnotes. In all templates provided with FrameMaker, this format is named TableFootnote. You can change the TableFootnote paragraph format the same way you change other paragraph formats (see [Paragraph Formats](#)).

If a frame on a reference page has the same name as the paragraph format, FrameMaker uses the frame and its contents above the first footnote in a table. To increase or decrease the amount of space between the table and the first footnote, change the height of the frame on the reference page. To include a separator line between the table and the footnotes, draw the line in the frame.

- Introduction
- Footnote
- Footnote Properties
- Table Footnote Properties**

Table Footnote Properties (continued)

Numbering Style

Shows the numbering styles available for the footnote reference in the table. You can choose numeric, alphabetic, or roman style. You can also create a custom numbering style.

Numeric, roman, ROMAN, alphabetic, ALPHABETIC Specifies a numeric, lowercase or uppercase Roman, or lowercase or uppercase alphabetic numbering sequence.

Custom Specifies the characters or symbols, such as asterisks or daggers, used instead of footnote numbers. FrameMaker uses the symbols in the order in which they appear in the text box. If there are more footnotes than symbols, FrameMaker repeats the symbols. For example, if you specify an asterisk and a dagger, FrameMaker uses an asterisk for the first footnote, a dagger for the second, and two asterisks for the third.

Introduction

Footnote

Footnote Properties

▶ Table Footnote Properties

Table Footnote Properties (continued)

Number Format

Specifies how footnote numbers appear in table cells and in footnote text.

Position Specifies whether the footnote number appears as a superscript, as a subscript, or at the baseline of text.

Prefix, Suffix Specifies the characters used as a prefix and suffix for the footnote number. For example, you might want to enclose the footnote number in square brackets or parentheses.

Introduction

Footnote

Footnote Properties

▶ Table Footnote Properties

Introduction

You can use the FrameMaker drawing tools to illustrate a document. You use the commands on the Graphics menu to edit objects—for example, to align, distribute, rotate, or reshape them. You can anchor graphics to text, so the graphics move along with the text.

Help on graphics

For information on the Tools palette, the commands on the Graphics menu, and anchored frames, click an item in the topic list to the right or click an active area below.

The Tools palette contains the drawing tools, as well as controls for changing drawing properties such as the pen and fill patterns, line width, and color.

The Graphics menu includes commands for manipulating graphics, as well as drawing aids.

The Anchored Frame command creates and changes anchored frames.

Introduction
Tools palette
Drawing tools
Frame Name
Fill and Pen
Line Widths
Line Width Options
Line Ends
Line End Options
Line Style
Dashed Line Options
Color
Group, Ungroup
Bring to Front,
Send to Back
Align

▼ More in list...

Tools palette

Graphics menu > Tools

Palette where you choose drawing tools and drawing properties. You can also display the Tools palette by clicking the Tools button () on the right side of the document window.

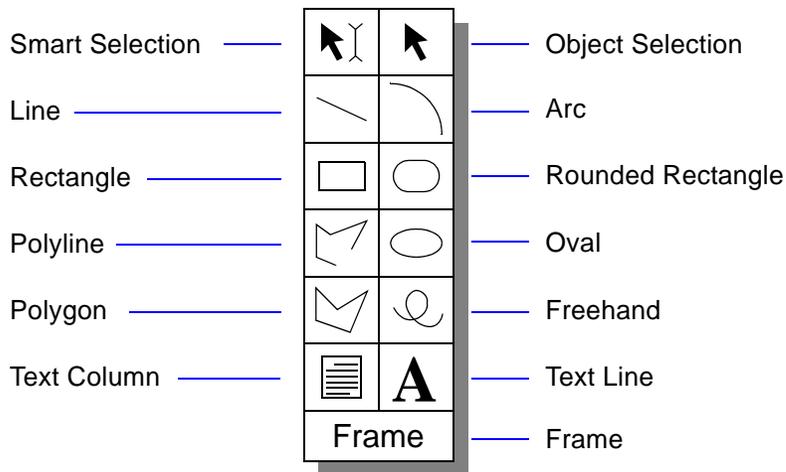
- Introduction
- Tools palette
- Drawing tools
- Frame Name
- Fill and Pen
- Line Widths
- Line Width Options
- Line Ends
- Line End Options
- Line Style
- Dashed Line Options
- Color
- Group, Ungroup
- Bring to Front, Send to Back
- Align

▼ More in list...



Drawing tools

Area on the Tools palette where you choose selection tools that you use to select text and objects, and drawing tools that you use to draw objects. For information on a tool, click the tool in the illustration below.



To draw several objects of the same type (except for text lines) without clicking the tool each time, Shift-click or double-click a tool. To stop using the tool, click another drawing tool or a selection tool.

Introduction

Tools palette

Drawing tools

Frame Name

Fill and Pen

Line Widths

Line Width Options

Line Ends

Line End Options

Line Style

Dashed Line Options

Color

Group, Ungroup

Bring to Front,
Send to Back

Align

▼ More in list...

Drawing tools (continued)

Smart Selection

Selects both objects and text. When the Smart Selection tool is active, the pointer changes shape as you move it, indicating whether you'll place an insertion point in text (⌘) or select an object (⌘) when you click. To select text columns, text lines, or equations as objects when the Smart Selection tool is active, Control-click the text or equation.

Object Selection

Selects only objects. When you click text with the Object Selection tool active, you select the text column or text line as an object instead of putting an insertion point in the text.

Normally, FrameMaker activates the Smart Selection tool when you finish drawing an object. To keep the Object Selection tool active after drawing an object, Shift-click it on the Tools palette.

Introduction

Tools palette

Drawing tools

Frame Name

Fill and Pen

Line Widths

Line Width Options

Line Ends

Line End Options

Line Style

Dashed Line Options

Color

Group, Ungroup

Bring to Front,
Send to Back

Align

▼ More in list...

Drawing tools (continued)

- Line** Draws a line at any angle. To draw a line, click the Line tool. Then drag along the path of the line. To draw a horizontal or vertical line or a line at a 45-degree angle, Shift-drag.
- Arc** Draws a 90-degree arc. To draw an arc, click the Arc tool. Then drag along the path of the arc.
- To change the percentage of a circle that the arc represents, choose Reshape from the Graphics menu.
- Rectangle** Draws a rectangle or square. To draw a rectangle, click the Rectangle tool. Then drag diagonally across the area where you want it to appear. To draw a square, Shift-drag.

- Introduction
- Tools palette
-  Drawing tools
- Frame Name
- Fill and Pen
- Line Widths
- Line Width Options
- Line Ends
- Line End Options
- Line Style
- Dashed Line Options
- Color
- Group, Ungroup
- Bring to Front, Send to Back
- Align

▼ More in list...

Drawing tools (continued)

Rounded Rectangle Draws a rectangle or square with rounded corners. To draw a rounded rectangle, click the Rounded Rectangle tool. Then drag diagonally across the area where you want it to appear. To draw a square with rounded corners, Shift-drag.

To change the curvature (the corner radius) of the corners, choose Object Properties from the Graphics menu.

Polyline Draws a polyline. To draw a polyline, click the Polyline tool. Then click at each vertex of the polyline and double-click at the last vertex. To draw a horizontal or vertical segment or a segment at a 45-degree angle, Shift-click at a vertex.

When you complete the polyline, FrameMaker displays reshape handles so you can reshape it. See Reshape.

Introduction

Tools palette

▶ Drawing tools

Frame Name

Fill and Pen

Line Widths

Line Width Options

Line Ends

Line End Options

Line Style

Dashed Line Options

Color

Group, Ungroup

Bring to Front,
Send to Back

Align

▼ More in list...

Drawing tools (continued)

Oval

Draws an oval or circle. To draw an oval, click the Oval tool. Then drag diagonally across the area you want it to appear in. To draw a circle, Shift-drag.

Polygon

Draws a polygon. To draw a polygon, click the Polygon tool. Then click at each vertex of the polygon, and double-click at the last vertex. To draw a horizontal or vertical segment, or a segment at a 45-degree angle, Shift-click at a vertex.

When you complete the polygon, FrameMaker displays reshape handles so you can reshape it. See [Reshape](#).

To draw a regular polygon, first draw a square or circle. Then choose [Set # Sides](#) from the Graphics menu.

Introduction

Tools palette

Drawing tools

Frame Name

Fill and Pen

Line Widths

Line Width Options

Line Ends

Line End Options

Line Style

Dashed Line Options

Color

Group, Ungroup

Bring to Front,
Send to Back

Align

▼ More in list...

Drawing tools (continued)

Freehand

Draws a curve similar to ones you draw with a pen on paper. Freehand curves in FrameMaker are drawn with Bézier curves. To draw a freehand curve, click the Freehand tool. Then drag along the path of the curve.

When you release the mouse button, FrameMaker displays reshape handles and control points so you can reshape the curve. See [Reshape](#).

You may want to turn off [Snap](#) when drawing a freehand curve. When Snap is on, FrameMaker ignores the snap grid as you draw the curve, but locates the first control point of the curve at a point on the grid.

Introduction

Tools palette

Drawing tools

Frame Name

Fill and Pen

Line Widths

Line Width Options

Line Ends

Line End Options

Line Style

Dashed Line Options

Color

Group, Ungroup

Bring to Front,
Send to Back

Align

▼ More in list...

Drawing tools (continued)

Text Column

Draws a text column. A text column can contain more than one line of text. Use text columns for multiline callouts, paragraphs of text, or any other text you want to wrap automatically from line to line. Also use text columns when you want to insert variables, cross-references, or markers in the text, or when you want to include the text in a generated list.

To draw a text column, click the Text Column tool. Then drag diagonally across the area where you want it to appear. To type text in the text column, double-click to place an insertion point in the column and then type.

Compare [Text Line](#).

- Introduction
- Tools palette
- Drawing tools**
- Frame Name
- Fill and Pen
- Line Widths
- Line Width Options
- Line Ends
- Line End Options
- Line Style
- Dashed Line Options
- Color
- Group, Ungroup
- Bring to Front, Send to Back
- Align

▼ More in list...

Drawing tools (continued)

Text Line

Draws a text line. A text line is a single line of text that FrameMaker treats independently from other text. Text lines grow or shrink in length as you edit them, but they don't wrap around to the next line.

To draw a text line, click the Text Line tool. Then click to place an insertion point and type. FrameMaker uses the last character format you typed or selected in the document.

To create another text line below the first one, press Return and continue typing.

Compare [Text Column](#).

- Introduction
- Tools palette
- Drawing tools**
- Frame Name
- Fill and Pen
- Line Widths
- Line Width Options
- Line Ends
- Line End Options
- Line Style
- Dashed Line Options
- Color
- Group, Ungroup
- Bring to Front,
Send to Back
- Align

▼ More in list...



Drawing tools (continued)

Frame

Draws an unanchored frame. Unanchored frames are attached to the page and do not move as you edit text. Use unanchored frames to crop graphics and to keep reference art on a reference page.

To draw a frame, click the Frame tool. Then drag diagonally across the area where you want it to appear. If you draw the frame on a reference page, the Frame Name dialog box appears so you can name the frame.

Compare Anchored Frame.

Introduction

Tools palette

Drawing tools

Frame Name

Fill and Pen

Line Widths

Line Width Options

Line Ends

Line End Options

Line Style

Dashed Line Options

Color

Group, Ungroup

Bring to Front,
Send to Back

Align

▼ More in list...

Frame Name

Dialog box where you name or rename a frame on a reference page. This dialog box appears when you draw a frame on a reference page. It also appears when you select a frame on a reference page and click the frame name in the status bar.

Name

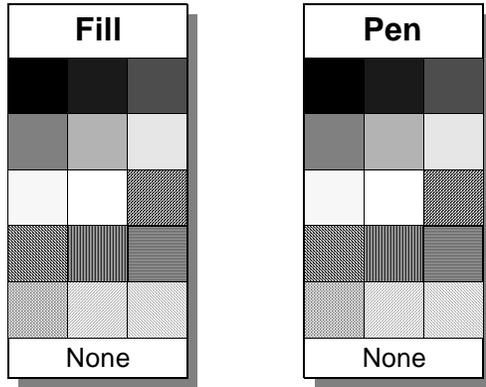
The name of the frame. This name appears in the status bar when you select the frame. You use this name when you include the frame as part of a paragraph format (see [Frame Above](#), [Frame Below](#) in the Advanced Properties of the Paragraph Designer) or when you create or update math element definitions (see [Add Math Element Definition](#)).

- Introduction
- Tools palette
- Drawing tools
- ▶ Frame Name
- Fill and Pen
- Line Widths
- Line Width Options
- Line Ends
- Line End Options
- Line Style
- Dashed Line Options
- Color
- Group, Ungroup
- Bring to Front,
Send to Back
- Align

▼ More in list...

Fill and Pen

Two pop-up menus on the Tools palette where you change the fill and pen patterns of objects and set the patterns to be used for new objects (the current fill and pen patterns). Click  to display the Fill pop-up menu or  to display the Pen pop-up menu. The pop-up menus look as follows:



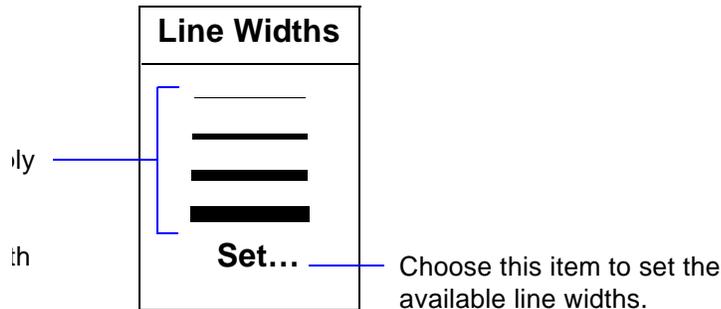
- Introduction
- Tools palette
- Drawing tools
- Frame Name
- Fill and Pen**
- Line Widths
- Line Width Options
- Line Ends
- Line End Options
- Line Style
- Dashed Line Options
- Color
- Group, Ungroup
- Bring to Front, Send to Back
- Align

▼ More in list...

Line Widths

Pop-up menu on the Tools palette where you change the width of lines and object borders, specify the line width to be used for new objects (the current line width), and change the available line widths. The four lines shown on the Line Widths pop-up menu don't represent actual line widths. They represent only the available widths in order.

Click  to display the Line Widths pop-up menu.



- Introduction
- Tools palette
- Drawing tools
- Frame Name
- Fill and Pen
- Line Widths**
- Line Width Options
- Line Ends
- Line End Options
- Line Style
- Dashed Line Options
- Color
- Group, Ungroup
- Bring to Front, Send to Back
- Align

▼ More in list...

Line Width Options

Dialog box where you set the available line widths in the Tools palette. You open this dialog box by choosing Set from the Line Widths pop-up menu, which is displayed by clicking  on the Tools palette.

You can type the line widths in the text boxes in any order. FrameMaker uses these line widths until you change them.

The line and border widths of existing objects are not affected.

Get Defaults Changes the line widths back to the FrameMaker defaults.

- Introduction
- Tools palette
- Drawing tools
- Frame Name
- Fill and Pen
- Line Widths
- Line Width Options**
- Line Ends
- Line End Options
- Line Style
- Dashed Line Options
- Color
- Group, Ungroup
- Bring to Front, Send to Back
- Align

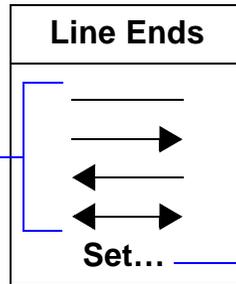
▼ More in list...

Line Ends

Pop-up menu on the Tools palette where you change the ends of arcs, lines, polylines, and freehand curves; specify the line end to be used for new objects (the current line end); and change the arrow style and the line cap (the appearance of line ends that don't have an arrowhead).

The arrow styles shown in the Line Ends pop-up menu don't represent the actual arrows. They represent only the direction of the arrows as the object is drawn. Click  to display the Line Ends pop-up menu.

Choose these items to apply one of the line ends to selected objects and to change the line end for new objects.



Choose this item to set the arrow style and line cap.

- Introduction
- Tools palette
- Drawing tools
- Frame Name
- Fill and Pen
- Line Widths
- Line Width Options
- Line Ends**
- Line End Options
- Line Style
- Dashed Line Options
- Color
- Group, Ungroup
- Bring to Front, Send to Back
- Align

▼ More in list...

Line End Options

Dialog box where you set the arrow style and the appearance of line ends that don't have an arrowhead. You open this dialog box by choosing Set from the Line Ends pop-up menu, which is displayed by clicking  on the Tools palette.

FrameMaker uses this arrow style and cap style until you change them or exit FrameMaker.

Arrow Style

Shows eight preset arrow styles and allows you to define a custom arrow style.

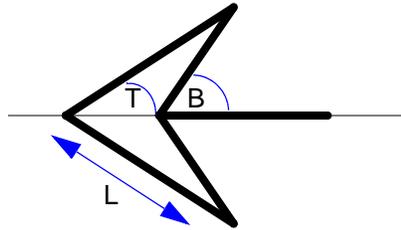
- Introduction
- Tools palette
- Drawing tools
- Frame Name
- Fill and Pen
- Line Widths
- Line Width Options
- Line Ends
-  Line End Options
- Line Style
- Dashed Line Options
- Color
- Group, Ungroup
- Bring to Front, Send to Back
- Align

▼ More in list...

Line End Options (continued)

Custom

Creates a custom arrow style using dimensions you provide for the base angle, tip angle, length, and style.



B = Base angle

T = Tip angle

L = Length

Base ° Can be between 10 and 175 degrees, but must be at least 5 degrees greater than the tip angle.

Tip ° Can be between 5 and 85 degrees.

Length Can be between 0 and 255 points. The length is for a 1-point thick line. The length changes with the line width.

Introduction

Tools palette

Drawing tools

Frame Name

Fill and Pen

Line Widths

Line Width Options

Line Ends

Line End Options

Line Style

Dashed Line Options

Color

Group, Ungroup

Bring to Front,
Send to Back

Align

▼ More in list...

Line End Options (continued)

Style Can be Filled, Hollow, or Stick.



Filled



Hollow



Stick

If you use Stick, FrameMaker ignores the base angle.

Introduction

Tools palette

Drawing tools

Frame Name

Fill and Pen

Line Widths

Line Width Options

Line Ends

▶ Line End Options

Line Style

Dashed Line Options

Color

Group, Ungroup

Bring to Front,
Send to Back

Align

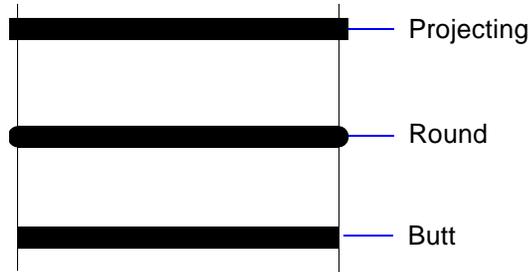
▼ More in list...



Line End Options (continued)

Cap Style

Creates a cap for the ends of lines that don't have an arrowhead. Choose Projecting (for a square cap), Round (for a round cap), or Butt (for no cap). The default line cap is Projecting.



Introduction

Tools palette

Drawing tools

Frame Name

Fill and Pen

Line Widths

Line Width Options

Line Ends

Line End Options

Line Style

Dashed Line Options

Color

Group, Ungroup

Bring to Front,
Send to Back

Align

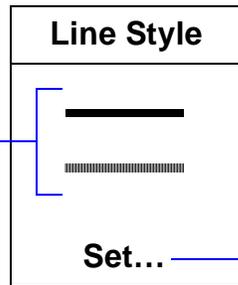
▼ More in list...

Line Style

Pop-up menu on the Tools palette where you make lines and object borders solid or dashed, specify whether a solid or dashed line is to be used for new objects (the current line style), and choose what dashed pattern to use.

Click  to display the Line Style pop-up menu.

Choose these items to apply a solid or dashed line to selected objects and to change the line style for new objects.



Choose this item to set the dashed-line style.

- Introduction
- Tools palette
- Drawing tools
- Frame Name
- Fill and Pen
- Line Widths
- Line Width Options
- Line Ends
- Line End Options
- Line Style**
- Dashed Line Options
- Color
- Group, Ungroup
- Bring to Front, Send to Back
- Align

▼ More in list...

Dashed Line Options

Dialog box where you set the dashed-line style available on the Tools palette. You open this dialog box by clicking **Set** in the Line Style pop-up menu, which is displayed by clicking  on the Tools palette.

FrameMaker uses the line style until you change it or exit FrameMaker.

If the current dashed-line style isn't one of the eight preset styles, the **Picked up From Selection** radio button is turned on. This allows you to use a custom dashed-line style. To pick up a custom style from an object in the same or another document, select the object that has the style. Then hold down **Shift** and choose **Pick up Object Properties** from the Graphics menu.

- Introduction
- Tools palette
- Drawing tools
- Frame Name
- Fill and Pen
- Line Widths
- Line Width Options
- Line Ends
- Line End Options
- Line Style
-  **Dashed Line Options**
- Color
- Group, Ungroup
- Bring to Front, Send to Back
- Align

▼ **More in list...**

Color

Pop-up menu on the Tools palette where you change the color of objects, including text lines.

To define colors, choose Color > Definitions from the View menu.

To set up color views and switch between them, choose Color > Views from the View menu.

To set up color print separations, choose Print from the File menu.

- Introduction
- Tools palette
- Drawing tools
- Frame Name
- Fill and Pen
- Line Widths
- Line Width Options
- Line Ends
- Line End Options
- Line Style
- Dashed Line Options
-  **Color**
- Group, Ungroup
- Bring to Front,
Send to Back
- Align

▼ **More in list...**

Group, Ungroup

Graphics menu > Group, Ungroup

Group is a command that groups a number of objects (except frames) into one object. Once objects are grouped, you can manipulate them as one object using any of the graphics commands except Set # Sides. You can also change the group's object properties.

You can combine a group of objects with other objects to form an even larger group. FrameMaker groups and ungroups objects hierarchically, so the first set of grouped objects is maintained as a set when you group other objects with it.

Ungroup is a command that ungroups objects that were grouped together. When a group has been grouped with other objects, you must choose Ungroup more than once to ungroup all objects.

- Introduction
- Tools palette
- Drawing tools
- Frame Name
- Fill and Pen
- Line Widths
- Line Width Options
- Line Ends
- Line End Options
- Line Style
- Dashed Line Options
- Color
- Group, Ungroup**
- Bring to Front, Send to Back
- Align

▼ More in list...

Bring to Front, Send to Back

Graphics menu > Bring to Front, Send to Back

Bring to Front is a command that moves objects (including text columns and text lines) in front of other objects.

Send to Back is a command that moves objects (including text columns and text lines) behind other objects.

If an object disappears when you use the Send to Back command, it might have moved completely behind other objects. To make it visible, select the objects in front and choose Send to Back again.

- Introduction
- Tools palette
- Drawing tools
- Frame Name
- Fill and Pen
- Line Widths
- Line Width Options
- Line Ends
- Line End Options
- Line Style
- Dashed Line Options
- Color
- Group, Ungroup
- Bring to Front, Send to Back**
- Align

▼ More in list...

Align

Graphics menu > Align

Dialog box where you move several objects (except frames), including equations, so their paths (the centers of their borders) or center points lie on a straight line. You can also use the Align dialog box to align a single object on a page or within a frame.

FrameMaker aligns objects with the last object you select. If you use a selection border to select the objects, FrameMaker aligns them with the frontmost object.

Top/Bottom

As Is Leaves the top/bottom alignment unchanged.

Tops Aligns objects along their top edges.

T/B Centers Aligns objects along their top/bottom center lines.

Bottoms Aligns objects along their bottom edges.

Introduction

Tools palette

Drawing tools

Frame Name

Fill and Pen

Line Widths

Line Width Options

Line Ends

Line End Options

Line Style

Dashed Line Options

Color

Group, Ungroup

Bring to Front,
Send to Back

Align

▼ More in list...

Align (continued)

Left/Right

As Is Leaves the left/right alignment unchanged.

Left Sides Aligns objects along their left sides.

L/R Centers Aligns objects along their left/right center lines.

Right Sides Aligns objects along their right sides.

Introduction

Tools palette

Drawing tools

Frame Name

Fill and Pen

Line Widths

Line Width Options

Line Ends

Line End Options

Line Style

Dashed Line Options

Color

Group, Ungroup

Bring to Front,
Send to Back

Align

▼ More in list...

Distribute

Graphics menu > Distribute

Dialog box where you move objects (except frames) horizontally or vertically so they are equally spaced.

Horizontal Spacing As Is Leaves the horizontal spacing unchanged.

Edge Gap Moves all objects (except the leftmost) to the left or right so the gap between objects equals the value you type in the text box. An edge gap of zero makes objects touch; a negative value makes them overlap.

Equidistant Centers Moves all objects (except the leftmost and rightmost) so their left/right center lines are equally spaced.

Equidistant Edges Moves all objects (except the leftmost and rightmost) so their edges are equally spaced.

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

Snap

Anchored Frame



Distribute (continued)

Vertical Spacing

As Is Leaves the vertical spacing unchanged.

Edge Gap Moves all objects (except the top one) up or down so the gap between objects equals the value you type in the text box. An edge gap of zero makes objects touch; a negative value makes them overlap.

Equidistant Centers Moves all objects (except the top and bottom ones) so their top/bottom center lines are equally spaced.

Equidistant Edges Moves all objects (except the top and bottom ones) so their edges are equally spaced.

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

Snap

Anchored Frame



Reshape

Graphics menu > Reshape

Command that allows you to change the shape of polygons, polylines, arcs, and freehand curves.

When you choose Reshape with a line, polygon, or polyline selected, a reshape handle appears at each point. To reshape the polygon or polyline, drag a reshape handle. To add a corner, press Control and click where you want the corner. To remove a corner, press Control and click the corner.

When you choose Reshape with a freehand curve selected, reshape handles and control points appear. To change the position of the curve, drag a reshape handle. To change the curvature, drag a control point. To add a reshape handle, press Control and click where you want the corner. To remove a reshape handle, press Control and click the corner.

When you choose Reshape with an arc selected, reshape handles appear at both ends of the arc. To change the percentage of a circle that the arc represents, drag a reshape handle.

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

Snap

Anchored Frame

Smooth, Unsmooth

Graphics menu > Smooth, Unsmooth

Smooth is a command that rounds the corners of rectangles and increases the corner radius of rounded rectangles. It also changes polylines and polygons into a series of Bézier curves. After smoothing a polygon or polyline, reshape handles and control points appear so you can reshape the curve. See [Reshape](#) on the Graphics menu.

Unsmooth is a command that decreases the corner radius of a rounded rectangle and changes a freehand curve into a polyline.

▲ More in list...

Introduction

Distribute

Reshape

▶ Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

Snap

Anchored Frame

Flip Up/Down, Flip Left/Right

Graphics menu > Flip Up/Down, Flip Left/Right

Flip Up/Down is a command that flips an object about its horizontal axis so its top is on the bottom.

Flip Left/Right is a command that flips an object about its vertical axis so its left side is on the right.

You can flip all objects except frames, equations, and unrotated text lines and text columns.

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

Snap

Anchored Frame

Rotate Selected Objects

Graphics menu > Rotate

Dialog box where you can rotate all objects except frames, equations, and table cells to any angle you set. You can rotate several objects at a time, whether or not they are grouped.

If you choose the Rotate command with a frame, equation, or table cell selected, a different dialog box appears that allows you to rotate the object in 90-degree increments.

Rotate by Sets the rotation angle. The angle can be a decimal value. A negative value rotates the object in the opposite direction from the one indicated in the Direction area.

Direction **Clockwise** Rotates objects clockwise.
Counterclockwise Rotates objects counterclockwise.

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

▶ Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

Snap

Anchored Frame

Rotate (frames, equations, table cells)

Graphics menu > Rotate

Dialog box where you rotate unanchored frames, table cells, and equations in 90-degree increments.

If you choose the Rotate command with a different type of object selected, a different dialog box appears that allows you to rotate the object to any angle.

Angle

Each radio button shows the angle to which it rotates the object.

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

▶ Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

Snap

Anchored Frame

Scale

Graphics menu > Scale

Dialog box where you resize any object except a text line or an equation to a percentage of its current size or to the dimensions you specify. You can scale several objects at a time, whether or not they are grouped.

Scale Resizes an object to the percentage you type in the text box. 100 percent is the object's current size, 50 percent halves its size, and 200 percent doubles its size.

Unrotated Size Resizes an object to the width and height you type in the text boxes. The text boxes initially contain the object's dimensions before any rotation.

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

Snap

Anchored Frame



Set Number of Sides

Graphics menu > Set # Sides

Dialog box where you change a square or circle to a regular polygon (one with equal sides and equal angles). When you use the Set # Sides command with a polygon, rectangle, or oval, the resulting polygon won't have equal sides and equal angles.

Number of Sides Sets the number of sides for the polygon.

Start Angle Sets the clockwise rotation of a vertex of the polygon.



Number of Sides = 3
Start Angle = 0°

Number of Sides = 3
Start Angle = 45°

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

▶ Set Number of Sides

Object Properties

Overprint

Gravity

Snap

Anchored Frame

Object Properties

Graphics Menu > Object Properties

Dialog box where you inspect and change the properties of an object—for example, its size, position, border or line width, angle of rotation, and color. The items in the Object Properties dialog box depend on the object type.

If you hold down Shift when choosing this command, the command changes to Pick up Object Properties. The Pick up Object Properties command changes the current drawing properties on the Tools palette to match the properties of the selected object.

Type Shows the object type, such as Polygon or Rectangle.

Unrotated Size Shows the width and height of the object before any rotation. The width and height must be between 0.0125 and 3600 points.

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

Snap

Anchored Frame



Object Properties (continued)

Offset From

Shows the object's position on a page or in a frame.

Top The distance from the top of the page or frame to the top of the object.

Left The distance from the left side of the page or frame to the left edge of the object.

Alignment Point Offset From

Top The distance from the top of the page or frame to the baseline of a text line or equation at its alignment point.

Left The distance from the left side of the page or frame to the alignment point of a text line or equation at its baseline.

Alignment

Shows the alignment of a text line (Left, Center, or Right) or equation (Left, Center, Right, or Manual). The alignment is maintained when you edit the text line or equation.

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

Snap

Anchored Frame

Object Properties (continued)

Color	Shows the object's color. To define colors, choose <u>Color > Definitions</u> from the View menu.
Angle	Shows the object's clockwise rotation in degrees.
Border Width	Shows the width of the object's border. The border width must be between 0.015 and 360 points.
Line Width	Shows the thickness of a line or polyline. The line width must be between 0.015 and 360 points.
Corner Radius	Shows the corner radius of a rounded rectangle. The radius can be no larger than 1/2 the length of the rectangle's shortest side. For example, if the rounded rectangle is 2 inches by 4 inches, the largest radius is 1 inch.

▲ More in list...

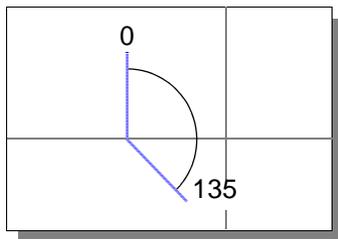
Introduction
Distribute
Reshape
Smooth, Unsmooth
Flip Up/Down,
Flip Left/Right
Rotate Selected
Objects
Rotate (frames,
equations, table cells)
Scale
Set Number of Sides
Object Properties
Overprint
Gravity
Snap
Anchored Frame



Object Properties (continued)

Start Angle/End Angle

Specifies the start and end angles of an arc. The angle is measured clockwise from 12 o'clock.



Facets

Shows the facets that are present for an imported graphic. A facet is one of many representations of a graphic. FrameMaker uses some facets, such as EPSI and FramelImage, to display and print images.

Language

(For text lines only.) Specifies the language used when spell-checking the text line.

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

Snap

Anchored Frame

Object Properties (continued)

Size	(For equations only.) Indicates whether the equation is small, medium, or large.
Automatic Line Break After	(For equations only.) Shows where an equation breaks automatically across lines.
Flow Tag	(For text columns only.) Specifies the name of the <u>text flow</u> .
Autoconnect	(For text columns only.) Specifies whether a page should be added automatically when text fills the last column in the flow. The flow in text columns drawn on a body page with the Text Column tool has Autoconnect turned off.
Name	(For frames on reference pages only.) Shows the name of the reference frame.

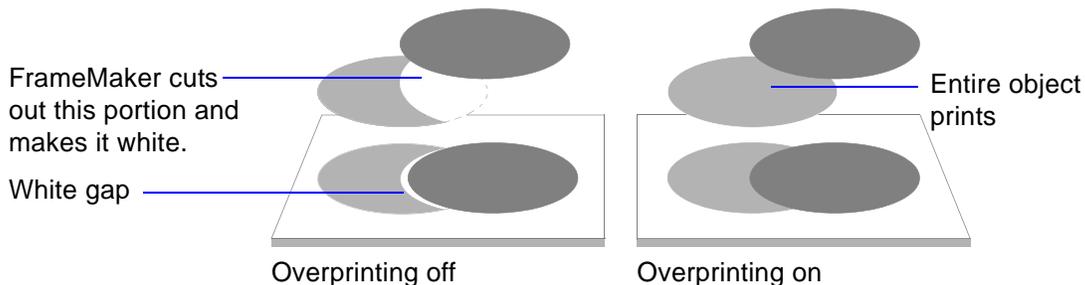
▲ **More in list...**

- Introduction
- Distribute
- Reshape
- Smooth, Unsmooth
- Flip Up/Down,
Flip Left/Right
- Rotate Selected
Objects
- Rotate (frames,
equations, table cells)
- Scale
- Set Number of Sides
- ▶ Object Properties
- Overprint
- Gravity
- Snap
- Anchored Frame

Overprint

Graphics menu > Overprint

Dialog box where you specify whether an object should be printed over or cut out of objects it overlaps when printing color separations. You can set overprinting for several objects at once.



Don't Overprint Turns off overprinting.

Overprint Turns on overprinting.

▲ **More in list...**

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

▶ Overprint

Gravity

Snap

Anchored Frame

Overprint

As Is

Indicates that some, but not all, of the selected objects have overprinting turned on.

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

▶ Gravity

Snap

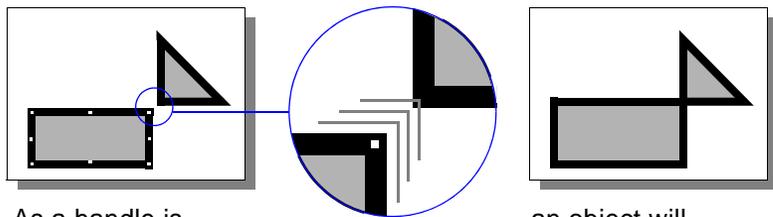
Anchored Frame



Gravity

Graphics menu > Gravity

Command that helps you connect objects to the paths (the center of the borders) of other objects. When Gravity is on, objects attract the pointer when you draw, resize, or reshape an object.



As a handle is dragged closer to a gravity point...

an object will automatically connect to another.

The corners or points (and sometimes the center) of an object exert a stronger pull than the sides. Gravity extends the same distance on the screen regardless of the current zoom setting. If you zoom in, you can place points closer to an object without the object attracting the pointer.

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

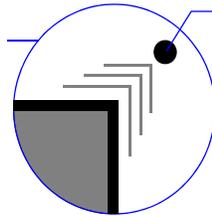
Snap

Anchored Frame

Snap

Graphics menu > Snap

Command that creates an invisible grid with magnetic properties. When you draw, move, resize, or reshape objects, their paths (the centers of their borders) snap to the invisible grid. When you rotate objects, they snap to the rotation grid.



As you move an object closer to a point on the invisible snap grid, the object will align automatically.

To change the snap grid spacing, choose Options from the View menu.

Anchored Frame

Special menu > Anchored Frame

Dialog box where you create or change an anchored frame. Anchored frames can contain graphics and text. When you create an anchored frame, you specify its position and size; FrameMaker inserts an anchor symbol (⌵) at the insertion point. The frame and its contents move with the anchor symbol, so you don't have to reposition the frame when you edit the document.

You can position an anchored frame in the text column, at the insertion point, or in the margin.

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

Snap

▶ Anchored Frame

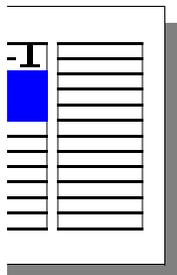
Anchored Frame (continued)

In the text column

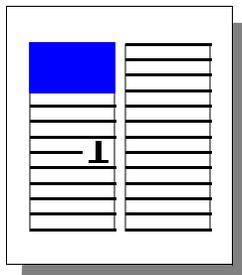
You can position the frame in three places within the text column.

Below Current Line Positions the frame directly below the insertion point.

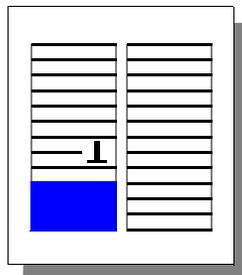
At Top/Bottom of Column Positions the frame at the top or bottom of the column containing the insertion point.



Current Line



At Top of Column



At Bottom of Column

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

Snap

▶ Anchored Frame

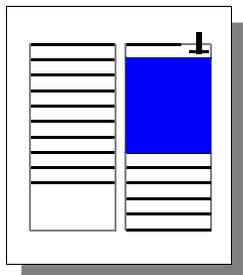
Anchored Frame (continued)

Alignment	Aligns the frame in the text column (at the left edge, centered, or at the right edge).
Cropped	Clips the sides of the anchored frame, if necessary, to fit in the text column.
Floating	Allows the frame to float away from the anchor symbol if there isn't room for both the anchor symbol and the frame in the same column.

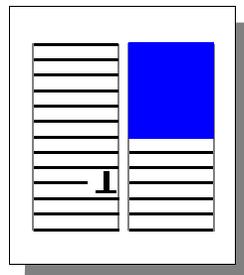
▲ **More in list...**

- Introduction
- Distribute
- Reshape
- Smooth, Unsmooth
- Flip Up/Down,
Flip Left/Right
- Rotate Selected
Objects
- Rotate (frames,
equations, table cells)
- Scale
- Set Number of Sides
- Object Properties
- Overprint
- Gravity
- Snap
- Anchored Frame**

Anchored Frame (continued)



With Floating off, the frame and anchor symbol must be in the same column.



With Floating on, the frame floats to the next column that can hold it.

At the insertion point

You can position the frame immediately after the anchor symbol, as if it were a single character. The frame will move from line to line as you edit the text. If you want the frame to be treated as a one-character word, put a space on either side of the anchor symbol. To make the line spacing grow to accommodate the height of the anchored frame, turn off Fixed Line Spacing in the Custom Line Spacing dialog box or in the Line Spacing area of the

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

Snap

▶ Anchored Frame

Anchored Frame (continued)

Basic properties in the Paragraph Designer.

At Insertion Point Places the frame in the line, immediately after the anchor symbol.

Baseline Offset Sets the distance between the bottom of the anchored frame and the baseline of the text containing the anchor symbol. Zero aligns the bottom of the frame with the baseline, positive numbers move the frame up, and negative numbers move the frame down. You can also drag the frame to a new location.

In the margin

You can position the frame in four places in the margin, as illustrated on the [next page](#).

Left Side of Column Positions the frame at the left side of the column on every page.

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

Snap

▶ Anchored Frame

Anchored Frame (continued)

Right Side of Column

Positions the frame at the right side of the column on every page.

Side Closest to Page Edge

Positions the frame at the side of the column that's closer to the edge of the page. Use this setting to place the frame in the margin of a two-column page.

Side Farthest from Page Edge

Positions the frame at the side of the column that's farther from the page edge. Use this setting to place the frame in the wider margin of the page for a one-column layout.

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

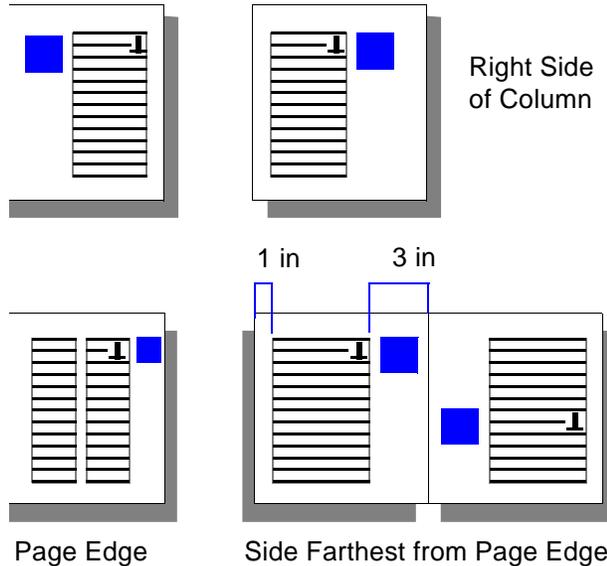
Gravity

Snap

▶ Anchored Frame

Anchored Frame (continued)

The following illustration shows the four locations for an anchored frame in the margin of a text column.



▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

Snap

▶ Anchored Frame

Anchored Frame (continued)

Baseline Offset

Sets the distance between the bottom of the anchored frame and the baseline of the text containing the anchor symbol. Zero aligns the bottom of the frame with the baseline, positive numbers move the frame up, and negative numbers move the frame down. You can also drag the frame to a new location.

Near-Side Offset

Sets the distance between the frame and the text column. Zero aligns the edge of the frame with the edge of the text column, positive numbers move the frame away from the column, and negative numbers move the frame into the column. You can also drag the frame to a new location.

If part of the frame is in the column, the text doesn't adjust to accommodate the frame. If you don't want the frame to obscure text, change the paragraph indents in the ruler or in the Basic properties of the Paragraph Designer.

▲ More in list...

Introduction

Distribute

Reshape

Smooth, Unsmooth

Flip Up/Down,
Flip Left/Right

Rotate Selected
Objects

Rotate (frames,
equations, table cells)

Scale

Set Number of Sides

Object Properties

Overprint

Gravity

Snap

Anchored Frame

Anchored Frame

Size

Sets the width and height of the anchored frame. You can also resize an anchored frame with the mouse.



Introduction

Frame Technology provides tools to outside developers so they can link their own software applications to FrameMaker. This linking is achieved using a component of the Frame Development Kit called the Frame Application Program Interface (API).

If API applications or commands are installed for FrameMaker, they may be listed here.

To get help on an API application, click an item in the list below.

API Commands:

[Index](#)[Shortcuts](#)[■ Done](#)[Main Menu](#)

Introduction

You can import graphics and text files into FrameMaker documents.

Help on importing graphics and text

For information on importing graphics and text, click an item in the topic list to the right or click an active area below.

The [Import File](#) dialog box is where you choose a file to import.

The [Imported Graphic Scaling](#) dialog box scales imported graphics files.

The [Paste Special](#) dialog box pastes objects from the clipboard that use a specific format such as OLE.

The [Reading Text File](#) dialog box contains options for importing text files.

Introduction

Import File

Imported Graphic
Scaling

Paste Special

Reading Text File

Import File

File menu > Import > File

Dialog box where you specify a graphics or text file to import into your document.

File Specifies the name of the file to import. Select the file from the scroll list.

If you specify a bitmapped file, the Imported Graphic Scaling dialog box appears when you click Import.

If you specify a text file, the Reading Text File dialog box appears when you click Import.

List files of type Restricts the type of files that appear in the scroll list. You can show all files, files with a .doc extension, or files with a .mif extension.

Introduction

Import File

Imported Graphic
Scaling

Paste Special

Reading Text File

Import File (continued)

Directories Specifies which directory is current.

Drives Specifies which disk is current.

Import by Reference Imports a graphic file by reference. You cannot import text files by reference, so this setting is ignored when you import a text file.

A file imported by reference is not stored in the document. FrameMaker stores only the pathname of the file in the document. Whenever possible, FrameMaker stores a relative pathname (starting from the document's folder), not an absolute pathname (starting from the root directory).

The graphic is retrieved and displayed whenever you open the document or redisplay the page on which the graphic appears. Importing by reference helps keep the size of documents to a minimum and can reduce the amount of time required to save the document.

Introduction

Import File

Imported Graphic
Scaling

Paste Special

Reading Text File

Import File (continued)

Copy into Document

Copies a graphic file into the document. When you import a text file, the text is always copied into the document.

Introduction

▶ Import File

Imported Graphic
Scaling

Paste Special

Reading Text File

Index

Shortcuts



■ Done

Main Menu

Imported Graphic Scaling

Dialog box where you specify the scale of an imported image. This dialog box appears when you import an image file using the Import File dialog box.

Fit in Selected Rectangle

Scales the image to fit in a selected rectangle.

nn dpi

Scales the image to commonly used scaling values in dots per inch (dpi). The resulting dimensions of the graphic appear next to each dpi setting. For best printed results, choose a dpi value that divides evenly into your printer's resolution. The larger the dpi value, the smaller the graphic appears.

Custom dpi

Scales the image to the dpi value you type in the text box.

Pixel Dimensions

Displays the width and height of the graphic in pixels.

Introduction

Import File

Imported Graphic
Scaling

Paste Special

Reading Text File

Paste Special

Edit menu > Paste Special

Dialog box where you paste the Clipboard's contents into a document, using the specified format.

Use this command to paste an OLE object from another application that supports copying OLE objects to the Clipboard.

Format

Specifies the format to use for the object you will paste. The formats listed depend on the contents of the Clipboard. If the Clipboard contains an OLE object, the OLE format will appear in this list.

The formats that can appear in the list are OLE, META, DIB, BMP, MIF, RTF, and TEXT.

Introduction

Import File

Imported Graphic
Scaling

Paste Special

Reading Text File

Reading Text File

Dialog box where you specify how text should be imported. This dialog box appears when you import a text file using the Import File dialog box.

Merge Lines into Paragraphs Merges consecutive lines into a single paragraph. Interprets a blank line as a paragraph break.

Treat Each Line As a Paragraph Makes each line a paragraph in the FrameMaker document. Use this command to import a line-oriented text file (such as a C program) where you pressed Return to end each line.

Convert to Table Opens the Convert to Table dialog box where you convert the text file to a table.

Introduction

Import File

Imported Graphic
Scaling

Paste Special

▶ Reading Text File

SHORTCUTS: COLOR

Color selection

To	Use this shortcut
Keep color selected after use	Press <code>Shift</code> and choose a color from Color pop-up menu
Assign color to all objects in document	Press <code>Alt-Shift</code> and choose a color from Color pop-up menu

Color selection
Color views

Index

Shortcuts



■ Done

Go To



SHORTCUTS: COLOR

Color views

To	Use this shortcut
Choose view number (1, 2, 3, 4, 5, or 6) from Define Color Views dialog box	Press <code>Alt-Ctrl-v</code> and type the number

Color selection

Color views

Index

Shortcuts



Done

Go To



Document windows

To use these shortcuts, click in any FrameMaker document window.

To	Use this shortcut
Redisplay the document	Ctrl-l (lowercase L), Esc w r
Close the active modeless dialog box, or the application window	Alt-F4
Close the document window	Esc f c, Esc w c, Ctrl-F4

Document windows
Pointer placement
Focus control
Activation and cancellation
Buttons and checkboxes
Pop-up menus
Scroll lists

Pointer placement

Use these shortcuts to display a window and make it active.

To display this window and make it active

Use this shortcut

Current document

Esc F i d, Shift-F7

Find/Change

Esc F i f

Marker

Esc F i m

Spelling Checker

Esc F i s

Paragraph Designer

Esc F i p

Character Designer

Esc F i c

Conditional Text

Esc F i o

Custom Ruling and Shading

Esc F i r

Table Designer

Esc F i t

Document windows

Pointer placement

Focus control

Activation and
cancellation

Buttons and
checkboxes

Pop-up menus

Scroll lists

Focus control

Use these shortcuts for dialog boxes and windows. When using a keyboard shortcut in a dialog box, the effect depends on which setting is currently active. The active setting has a box around it.

To make	Use this shortcut
Next setting active	Tab
Previous setting active	Shift-Tab

- Document windows
- Pointer placement
- Focus control
- Activation and cancellation
- Buttons and checkboxes
- Pop-up menus
- Scroll lists

Activation and cancellation

To	Use this shortcut
Click the default button	Return
Click the active button	space
Cancel a dialog box (but not a window)	Esc

Document windows
Pointer placement
Focus control
Activation and cancellation
Buttons and checkboxes
Pop-up menus
Scroll lists

Buttons and checkboxes

To	Use this shortcut
Navigate through a group of radio buttons to turn a radio button on	Arrow keys
Cycle through checkbox states (off, on, As Is)	space

Document windows
Pointer placement
Focus control
Activation and cancellation
Buttons and checkboxes
Pop-up menus
Scroll lists

Pop-up menus

To	Use this shortcut
Move focus up or down list of items	Up Arrow or Down Arrow
Search forward for an item starting with a typed letter	Unshifted key

Document windows
Pointer placement
Focus control
Activation and cancellation
Buttons and checkboxes
Pop-up menus
Scroll lists

Index

Shortcuts



■ Done

Go To



Scroll lists

To	Use this shortcut
Select previous or next item in list	Up Arrow or Down Arrow
Select item	space
Search forward and select item starting with typed letter	Unshifted key
Move item in scroll list to opposite scroll list	Double-click the item
Move all items in scroll list to opposite scroll list	Press <i>Shift</i> and click arrow between scroll lists

Document windows
Pointer placement
Focus control
Activation and cancellation
Buttons and checkboxes
Pop-up menus
▶ Scroll lists

Master and reference pages

To	Use this shortcut
Rename master or reference page (display the master or reference page before using this shortcut)	Esc p N
Create master page (display a body or master page before using this shortcut)	Esc p m

Master and reference pages

Page layout and text columns

Import formats

Text flows

SHORTCUTS: DOCUMENT DESIGN

Page layout and text columns

To	Use this shortcut
Update page layouts (display a body page before using this shortcut)	Esc p u
Replace text columns with different number of text columns	Esc C r

Master and reference pages

Page layout and text columns

Import formats

Text flows

Index

Shortcuts



■ Done

Go To



SHORTCUTS: DOCUMENT DESIGN

Import formats

To	Use this shortcut
Import formats from another document	Esc f i o

Master and reference pages

Page layout and text columns

Import formats

Text flows

Index

Shortcuts



■ Done

Go To



SHORTCUTS: DOCUMENT DESIGN

Text flows

To	Use this shortcut
Split current column below insertion point	Esc C S
Split current column to the right of insertion point	Esc C R
Split current column into lines	Esc C L
Disconnect selected column from previous column in flow	Esc C P
Disconnect selected column from next column in flow	Esc C N
Disconnect selected column from both previous and next column	Esc C B
Connect two selected columns	Esc C C

Master and reference pages

Page layout and text columns

Import formats

Text flows

Index

Shortcuts



Done

Go To



SHORTCUTS: DOCUMENTS

Help

To	Use this shortcut
Display Help	Esc f h, Esc ? m, or F1
Activate context-sensitive help pointer	Shift-F1
Display information on using Help	Esc ? h
Display help on keyboard shortcuts	Esc ? k
Display help on using a document window	Esc ? w
Display help on using the templates provided with FrameMaker	Ctrl-n and click Explore Standard Templates

Help
Open
Save and Close
Cancel and Undo
Document navigation
Document display
Zoom
Freeze pagination
View only

Index

Shortcuts



■ Done

Go To



SHORTCUTS: DOCUMENTS

Open

To open

MIF or MML file as text file

Use this shortcut

Press **Ctrl** and click **Open** in the Open dialog box

Document in book file

Double-click the filename in the book window

All files in book (with a book window active)

Esc f O (uppercase o) or press **Shift** and choose **Open All Files in Book** from the File menu

Help

Open

Save and Close

Cancel and Undo

Document navigation

Document display

Zoom

Freeze pagination

View only

Index

Shortcuts



Done

Go To



SHORTCUTS: DOCUMENTS

Save and Close

To	Use this shortcut
Display the Save Document dialog box	Esc f a
Save document or book	Esc f s, Ctrl-s
Save all open files (with a document window active)	Esc f S or press Shift and choose Save All Open Files from the File menu
Save all open files in book (with a book window active)	Esc f S or press Shift and choose Save All Files in Book from the File menu
Close all open files (with a document window active)	Esc f C or press Shift and choose Close All Open Files from the File menu
Close all open files in book (with a book window active)	Esc f C or press Shift and choose Close All Files in Book from the File menu

- Help
- Open
- Save and Close
- Cancel and Undo
- Document navigation
- Document display
- Zoom
- Freeze pagination
- View only

Index

Shortcuts



Done

Go To



SHORTCUTS: DOCUMENTS

Cancel and Undo

To	Use this shortcut
Cancel some FrameMaker commands	Esc
Undo some FrameMaker commands	Esc e u, Ctrl-z, Alt-Backspace

Help
Open
Save and Close
Cancel and Undo
Document navigation
Document display
Zoom
Freeze pagination
View only

Index

Shortcuts



■ Done

Go To



SHORTCUTS: DOCUMENTS

Document navigation

To display	Use this shortcut
Previous page	Esc p p, Pg Up
Next page	Esc p n, Pg Dn
First page	Esc p f, Alt-Pg Up, or press Shift and click the Previous Page button
Last page	Esc p l (lowercase L), Alt-Pg Dn, or press Shift and click the Next Page button
Go To dialog box	Esc v p, Ctrl-g

- Help
- Open
- Save and Close
- Cancel and Undo
- Document navigation
- Document display
- Zoom
- Freeze pagination
- View only

Index

Shortcuts



■ Done

Go To



SHORTCUTS: DOCUMENTS

Document display

To	Use this shortcut
Redisplay document	Esc w r, Ctrl-l (lowercase L)

- Help
- Open
- Save and Close
- Cancel and Undo
- Document navigation
- Document display
- Zoom
- Freeze pagination
- View only

Index

Shortcuts



Done

Go To



SHORTCUTS: DOCUMENTS

Zoom

To zoom	Use this shortcut
In one zoom setting	Esc z i
Out one zoom setting	Esc z o
To fit page in window	Esc z p
To fit window to page	Esc z w
To 100 percent	Esc z z

- Help
- Open
- Save and Close
- Cancel and Undo
- Document navigation
- Document display
- Zoom**
- Freeze pagination
- View only

Index

Shortcuts



■ Done

Go To



SHORTCUTS: DOCUMENTS

Freeze pagination

To	Use this shortcut
Display the Freeze Pagination or Unfreeze Pagination dialog box	Esc p z

- Help
- Open
- Save and Close
- Cancel and Undo
- Document navigation
- Document display
- Zoom
-  Freeze pagination
- View only

Index

Shortcuts



■ Done

Go To



SHORTCUTS: DOCUMENTS

View only

To	Use this shortcut
Go to previous location on the hypertext stack	Esc v P
Go to next location on the hypertext stack	Esc v N
Change document from View Only format to Normal format or from Normal format to View Only format	Esc F l k (lowercase L)

- Help
- Open
- Save and Close
- Cancel and Undo
- Document navigation
- Document display
- Zoom
- Freeze pagination
- View only

Index

Shortcuts



■ Done

Go To



SHORTCUTS: DOCUMENT UTILITIES

Spelling Checker

To	Use this shortcut
Check selected text or word containing insertion point	Esc l (lowercase L) s
Check entire document	Esc l (lowercase L) e
Check current page	Esc l (lowercase L) p
Correct word	Esc l (lowercase L) c w
Add word to personal dictionary (Learn word)	Esc l (lowercase L) a p
Add word to document dictionary	Esc l (lowercase L) a d
Add word to automatic corrections	Esc l (lowercase L) a c
Delete word from personal dictionary (Unlearn word)	Esc l (lowercase L) x p
Delete word from document dictionary	Esc l (lowercase L) x d
Clear automatic corrections	Esc l (lowercase L) c a
Display Spelling Checker Options dialog box	Esc l (lowercase L) o
Display Dictionary Functions dialog box	Esc l (lowercase L) c d

Spelling Checker

Thesaurus

Find/Change

Document
comparison

Document report

Custom menus

Index

Shortcuts



More



Done

Go To



SHORTCUTS: DOCUMENT UTILITIES

Spelling Checker (continued)

To	Use this shortcut
Create file of unknown words	Esc l (lowercase L) b
Mark all paragraphs for rechecking	Esc l (lowercase L) r
Show hyphenation of word	Esc l (lowercase L) hyphen
Suppress hyphenation of word	Esc n s
Rehyphenate document	Esc l (lowercase L) R
Replace questioned word	Double-click word in Correction scroll list in Spelling Checker window

Spelling Checker

Thesaurus

Find/Change

Document
comparison

Document report

Custom menus

Index

Shortcuts



■ Done

Go To



SHORTCUTS: DOCUMENT UTILITIES

Thesaurus

To use this shortcut, make the document window active, not the Thesaurus window.

To	Use this shortcut
Replace selection with Thesaurus selection	Esc T r

Spelling Checker

Thesaurus

Find/Change

Document
comparison

Document report

Custom menus

Index

Shortcuts



■ Done

Go To



SHORTCUTS: DOCUMENT UTILITIES

Find/Change

To	Use this shortcut
Search forward	Esc f i n, Ctrl-Shift-f
Search backward	Esc f i p, Alt-Ctrl-f
Change current selection	Esc r o
Change all occurrences of Find text in document	Esc r g
Change and search again	Esc r a
Change settings to As Is in the Find Character Format and Change to Character Format dialog boxes	Shift-F8
Change settings to match selected text in the Find Character Format and Change to Character Format dialog boxes	Shift-F9
Display Set Find/Change Parameters dialog box	Esc f i s

Spelling Checker

Thesaurus

Find/Change

Document comparison

Document report

Custom menus

Index

Shortcuts



Done

Go To



SHORTCUTS: DOCUMENT UTILITIES

Document comparison

To	Use this shortcut
Display Document Comparison dialog box	Esc f t c

Spelling Checker

Thesaurus

Find/Change

Document
comparison

Document report

Custom menus

Index

Shortcuts



■ Done

Go To



SHORTCUTS: DOCUMENT UTILITIES

Document report

To	Use this shortcut
Display Document Report dialog box	Esc f t r

Spelling Checker

Thesaurus

Find/Change

Document
comparison

Document report

Custom menus

Index

Shortcuts



■ Done

Go To



SHORTCUTS: DOCUMENT UTILITIES

Custom menus

To	Use this shortcut
Display a custom menu bar	Esc v m u

Spelling Checker

Thesaurus

Find/Change

Document
comparison

Document report

Custom menus

Index

Shortcuts



■ Done

Go To



Keyboard Shortcuts

Click a main topic in the menu below.
Then click a subtopic in the list on the right.

Conventions and function keys

Documents

Windows and dialog boxes

Text

Text formats

Tables

Graphics

Color

Document design

Index

Shortcuts



More



■ Done

Main Menu

Keyboard Shortcuts

Click a main topic in the menu below.
Then click a subtopic in the list on the right.

▶ Conventions and function keys

Documents

Windows and dialog boxes

Text

Text formats

Tables

Graphics

Color

Document design

Keys

Shortcuts

Mouse

Function keys

Index

Shortcuts



More



■ Done

Main Menu

Keyboard Shortcuts

Click a main topic in the menu below.
Then click a subtopic in the list on the right.

Conventions and function keys

Documents

▶ Windows and dialog boxes

Text

Text formats

Tables

Graphics

Color

Document design

Help

Open

Save and Close

Cancel and Undo

Document navigation

Document display

Zoom

Freeze pagination

View only



Keyboard Shortcuts

Click a main topic in the menu below.
Then click a subtopic in the list on the right.

Conventions and function keys

Documents

Windows and dialog boxes

▶ Text

Text formats

Tables

Graphics

Color

Document design

Document windows

Pointer placement

Focus control

Activation and
cancellation

Buttons and
checkboxes

Pop-up menus

Scroll lists

Index

Shortcuts



More



■ Done

Main Menu

Keyboard Shortcuts

Click a main topic in the menu below.
Then click a subtopic in the list on the right.

Conventions and function keys

Documents

Windows and dialog boxes

Text

▶ Text formats

Tables

Graphics

Color

Document design

Insertion point
movement

Insertion point
placement

Text selection

Text editing

Text deletion

Capitalization

Special characters



Keyboard Shortcuts

Click a main topic in the menu below.
Then click a subtopic in the list on the right.

Conventions and function keys

Documents

Windows and dialog boxes

Text

Text formats

▶ Tables

Graphics

Color

Document design

Character and
Paragraph Designers

Paragraph formats

Character formats

Index

Shortcuts



More



■ Done

Main Menu

Keyboard Shortcuts

Click a main topic in the menu below.
Then click a subtopic in the list on the right.

Conventions and function keys

Documents

Windows and dialog boxes

Text

Text formats

Tables

▶ Graphics

Color

Document design

Selection in tables

Movement in tables

Tab characters in
cells

Row and column
addition/deletion

Row and column
replacement

Vertical alignment in
cells

Column width

Table Designer

Table formats



Keyboard Shortcuts

Click a main topic in the menu below.
Then click a subtopic in the list on the right.

Conventions and function keys

Documents

Windows and dialog boxes

Text

Text formats

Tables

Graphics

Color

Document design

Drawing tools

Tool usage

Object selection

Fill patterns

Pen patterns

Line widths

Dash patterns

Object manipulation

Object movement

Object alignment

Object rotation

Frames

OLE objects

Index

Shortcuts



More



Done

Main Menu

Keyboard Shortcuts

Click a main topic in the menu below.
Then click a subtopic in the list on the right.

Conventions and function  keys

Documents

Windows and dialog boxes

Text

Text formats

Tables

Graphics

Color

Document design

Color selection

Color views

Index

Shortcuts



More



■ Done

Main Menu

Keyboard Shortcuts

Click a main topic in the menu below.
Then click a subtopic in the list on the right.

Conventions and function keys

Documents



Windows and dialog boxes

Text

Text formats

Tables

Graphics

Color

Document design

Master and reference pages

Page layout and text columns

Import formats

Text flows



Keyboard Shortcuts

Click a main topic in the menu below.
Then click a subtopic in the list on the right.

Conventions and function keys

Documents

Windows and dialog boxes

Text

Text formats

Tables

Graphics

Color

Document design

Spelling Checker

Thesaurus

Find/Change

Document
comparison

Document report

Custom menus

Index

Shortcuts



More



Done

Main Menu

Keyboard Shortcuts

Click a main topic in the menu below.
Then click a subtopic in the list on the right.

Conventions and function keys

Documents

Windows and dialog boxes

Text



Text formats

Tables

Graphics

Color

Document design

Marker insertion

Variable insertion

Index

Shortcuts



More



■ Done

Main Menu

Keyboard Shortcuts

Click a main topic in the menu below.
Then click a subtopic in the list on the right.

Conventions and function keys

Documents

Windows and dialog boxes

Text

Text formats

Tables 

Graphics

Color

Document design

Conditional text
display

Conditional text
window

Condition tags

Index

Shortcuts



More



■ Done

Main Menu

Keyboard Shortcuts

Click a main topic in the menu below.
Then click a subtopic in the list on the right.

Conventions and function keys

Documents

Windows and dialog boxes

Text

Text formats

Tables

Graphics 

Color

Document design

Equations pop-up
menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an
equation

Moving math
elements

Index

Shortcuts



More



■ Done

Main Menu

Keys

To use keyboard shortcuts, Caps Lock must be turned off and, unless otherwise noted, a document window must be active.

The following table defines the Help notation for special keys.

This notation	Means
Arrow	One of the keys labeled ←, →, ↑, and ↓.
Esc	The key labeled Esc.
Ctrl	The key labeled Ctrl or Control.
Alt	The key labeled Alt.
Shift	The key labeled Shift.
F2	The function key labeled F2. (If you are to type F followed by 2, the characters are shown as F 2.)
space	The space bar.
minus or hyphen	The key labeled with a hyphen (-).
period	The key labeled with a period (.).

Keys

Shortcuts

Mouse

Function keys

SHORTCUTS: CONVENTIONS AND FUNCTION KEYS

Keys (continued)

This notation	Means
comma	The key labeled with a comma (,).
zero	The key labeled with the numeral 0.
one	The key labeled with the numeral 1.
l	The unshifted L key.

Keys

Shortcuts

Mouse

Function keys

Index

Shortcuts



■ Done

Go To



Shortcuts

The following table shows examples of the keys you press for given shortcut entries.

This shortcut	Means
Esc T r	Press Esc, then type T and r in succession.
Ctrl-e	Hold down Control and type the letter e.
Shift-Ctrl-hyphen	Hold down Shift and Control and type a hyphen.
Ctrl-n, Shift-Down Arrow	You can use either Ctrl-n or Shift-Down Arrow to accomplish the same thing.

Keys

Shortcuts

Mouse

Function keys

Mouse

The following table lists the notations for mouse actions.

This notation	Means
Click	Click the left mouse button.
Right-click	Click the right mouse button.
Double-click	Click the left mouse button twice rapidly without moving the mouse.
Triple-click	Click the left mouse button three times rapidly without moving the mouse
Shift-click	Hold down the <code>Shift</code> key and click the left mouse button.

Keys

Shortcuts

Mouse

Function keys

Function keys

The following table lists function key assignments. Some keys change function when used with `Alt`, `Ctrl`, `Shift`, or a combination.

Key	Function	Ctrl	Shift	Alt
F1	Help	Align top	Context-sensitive help	
F2	Plain text	Align middle		
F3	Underline	Align bottom	Overline	
F4	Bold		Cascade windows	Exit
F5	Italic		Tile windows	
F6				
F7			Point on document window	

Keys

Shortcuts

Mouse

Function keys

SHORTCUTS: CONVENTIONS AND FUNCTION KEYS

Function keys (continued)

Key	Function	Ctrl	Shift	Alt
F8	Change character format using Tag area		Change settings to As Is	
F9	Change paragraph format using Tag area	Transpose characters	Change settings to match current text	

Keys

Shortcuts

Mouse

Function keys

Index

Shortcuts



■ Done

Go To



Drawing tools

To select this tool	Use this shortcut
Arc	Esc one a
Frame	Esc one m
Freehand	Esc one f
Last tool selected	Esc one one
Line	Esc one l (lowercase L)
Object Selection	Esc one o
Oval	Esc one e
Polygon	Esc one p g
Polyline	Esc one p l (lowercase L)
Rectangle	Esc one r
Rounded Rectangle	Esc one R
Smart Selection	Esc one s
Text Column	Esc one t c
Text Line	Esc one t l (lowercase L)

- Drawing tools
- Tool usage
- Object selection
- Fill patterns
- Pen patterns
- Line widths
- Dash patterns
- Object manipulation
- Object movement
- Object alignment
- Object rotation
- Frames
- OLE objects

SHORTCUTS: GRAPHICS

Drawing tools (continued)

To draw	Use this shortcut
Vertical, horizontal, or diagonal line	Press <code>Shift</code> and draw a line
Square	Press <code>Shift</code> and draw a rectangle
Circle	Press <code>Shift</code> and draw an oval
Circular arc	Press <code>Shift</code> and draw an arc

Drawing tools
Tool usage
Object selection
Fill patterns
Pen patterns
Line widths
Dash patterns
Object manipulation
Object movement
Object alignment
Object rotation
Frames
OLE objects

Index

Shortcuts



■ Done

Go To



Tool usage

To	Use this shortcut
Keep tool active after use	Press <code>Shift</code> and click drawing tool
Return to Object Selection tool after drawing	Press <code>Shift</code> and click Object Selection tool
Display Tools palette	<code>Esc</code> one <code>w</code> , <code>Esc</code> <code>g</code> <code>T</code>

Drawing tools
▶ Tool usage
Object selection
Fill patterns
Pen patterns
Line widths
Dash patterns
Object manipulation
Object movement
Object alignment
Object rotation
Frames
OLE objects

Object selection

Use these shortcuts to select objects on the current page.

To	Use this shortcut
Select text line or column	Press <code>Ctrl</code> and click text line or column
Extend selection	Press <code>Shift</code> and click object
Force selection border to appear	Press <code>Ctrl</code> and draw selection border with the right mouse button
Select the first object in the draw order	<code>Esc</code> o <code>F</code>
Select the next object in the draw order	<code>Esc</code> o <code>n</code>
Extend the selection to the next object in the draw order	<code>Esc</code> o <code>e</code>

- Drawing tools
- Tool usage
- Object selection
- Fill patterns
- Pen patterns
- Line widths
- Dash patterns
- Object manipulation
- Object movement
- Object alignment
- Object rotation
- Frames
- OLE objects

Fill patterns

In these shortcuts, the notation first fill pattern, last fill pattern, next fill pattern, and previous fill pattern refer to positions in the fill area.

To change to	Use this shortcut
First fill pattern (black)	Esc zero f
Last fill pattern (none)	Esc 9 f
Next fill pattern (if at the last pattern, this does nothing)	Esc + f
Previous fill pattern (if at the first pattern, this does nothing)	Esc minus f

- Drawing tools
- Tool usage
- Object selection
- Fill patterns
- Pen patterns
- Line widths
- Dash patterns
- Object manipulation
- Object movement
- Object alignment
- Object rotation
- Frames
- OLE objects

Pen patterns

In these shortcuts, the notation first pen pattern, last pen pattern, next pen pattern, and previous pen pattern refer to positions in the pen area.

To change to	Use this shortcut
First pen pattern (black)	Esc zero p
Last pen pattern (none)	Esc 9 p
Next pen pattern	Esc + p
Previous pen pattern	Esc minus p

Drawing tools

Tool usage

Object selection

Fill patterns

Pen patterns

Line widths

Dash patterns

Object manipulation

Object movement

Object alignment

Object rotation

Frames

OLE objects

Line widths

In these shortcuts, the notation next line width and previous line width refer to positions in the line-width area.

To change to

Use this shortcut

Thinnest line width

Esc zero w

Thickest line width

Esc 9 w

Next line width

Esc + w

Previous line width

Esc minus w

Drawing tools

Tool usage

Object selection

Fill patterns

Pen patterns

Line widths

Dash patterns

Object manipulation

Object movement

Object alignment

Object rotation

Frames

OLE objects

Dash patterns

In these shortcuts, the notation first dash pattern, last dash pattern, next dash pattern, and previous dash pattern refer to positions in the Dashed Line Options dialog box.

To change the pattern on an object, select the pattern from the Dash area.

To	Use this shortcut
Change pattern in dash area to first dash pattern	Esc zero d
Change pattern in dash area to last dash pattern	Esc 9 d
Change pattern in dash area to next dash pattern	Esc + d
Change pattern in dash area to previous dash pattern	Esc minus d
Display Dashed Line Options dialog box	Esc one d i
Change dash pattern of object to solid	Esc one d s
Change dash pattern of object to dashed	Esc one d d

- Drawing tools
- Tool usage
- Object selection
- Fill patterns
- Pen patterns
- Line widths
- Dash patterns**
- Object manipulation
- Object movement
- Object alignment
- Object rotation
- Frames
- OLE objects

Object manipulation

To	Use this shortcut
Move object horizontally or vertically	Press <code>Shift</code> and drag object
Maintain object's proportions while resizing	Press <code>Shift</code> and drag corner handle
Move control point horizontally or vertically	Press <code>Shift</code> and drag control point
Change curve on only one side of reshape handle (crimp curve)	Drag control point with the right mouse button
Quick-copy selected object	Press <code>Alt</code> and drag object
Turn display of graphics off and on	<code>Esc v v</code>
Display reshape handle and control points for selected line, polyline, polygon, or freehand curve	<code>Esc g r, Ctrl-r</code>

Drawing tools
Tool usage
Object selection
Fill patterns
Pen patterns
Line widths
Dash patterns
Object manipulation
Object movement
Object alignment
Object rotation
Frames
OLE objects

SHORTCUTS: GRAPHICS

Object manipulation (continued)

To	Use this shortcut
Add reshape handle and control points	Press Ctrl and click a line, polyline, polygon, or freehand curve
Delete reshape handle	Press Ctrl and click the reshape handle
Display properties of currently selected object in the Tools palette	Press Esc g O (uppercase o) or press Shift and choose Pick up Object Properties from Graphics menu

Drawing tools
Tool usage
Object selection
Fill patterns
Pen patterns
Line widths
Dash patterns
▶ Object manipulation
Object movement
Object alignment
Object rotation
Frames
OLE objects

Index

Shortcuts



■ Done

Go To



Object movement

Use these shortcuts to move selected objects.

To move object

Use this shortcut

One point in specified direction (at 100 percent zoom setting)

Alt-arrow key

Six points in specified direction (at 100 percent zoom setting)

Alt-Shift-arrow key

Drawing tools

Tool usage

Object selection

Fill patterns

Pen patterns

Line widths

Dash patterns

Object manipulation

Object movement

Object alignment

Object rotation

Frames

OLE objects

Object alignment

If only one object is selected, the object is aligned in a frame or on a page.

To align along	Use this shortcut
Tops	Esc j t, Ctrl-F1
Top/bottom centers	Esc j m, Ctrl-F2
Bottoms	Esc j b, Ctrl-F3
Left sides	Esc j l (lowercase L)
Left/right centers	Esc j c
Right sides	Esc j r

Drawing tools

Tool usage

Object selection

Fill patterns

Pen patterns

Line widths

Dash patterns

Object manipulation

Object movement

Object alignment

Object rotation

Frames

OLE objects

Object rotation

To	Use this shortcut
Rotate 90 degrees clockwise	Esc g +
Rotate 90 degrees counterclockwise	Esc g minus
Rotate precisely using the Rotate Selected Objects dialog box	Esc g t
Rotate again	Esc g x
Return object to natural orientation (zero degrees)	Esc g zero
Rerotate object from its natural orientation to previous orientation	Esc g one
Set the current position of a polyline, polygon, or Bezier curve as the natural orientation	Esc g 9
Rotate object arbitrarily	Press Alt and drag a corner or reshape handle
Constrain rotation to 45 degree increments	Press Alt-Shift and drag a corner or reshape handle

Drawing tools
Tool usage
Object selection
Fill patterns
Pen patterns
Line widths
Dash patterns
Object manipulation
Object movement
Object alignment
Object rotation
Frames
OLE objects

SHORTCUTS: GRAPHICS

Object rotation (continued)

To	Use this shortcut
Rotate page clockwise	Esc p O (uppercase o)
Rotate page counterclockwise	Esc p o
Unrotate page	Esc p U

Drawing tools
Tool usage
Object selection
Fill patterns
Pen patterns
Line widths
Dash patterns
Object manipulation
Object movement
Object alignment
Object rotation
Frames
OLE objects

Index

Shortcuts



■ Done

Go To



Frames

To	Use this shortcut
Shrink-wrap anchored frame (shrinks frame to object)	Esc m p
Unwrap anchored frame (enlarges frame)	Esc m e
Rename reference frame (display reference page before using this shortcut)	Click frame name in status bar

- Drawing tools
- Tool usage
- Object selection
- Fill patterns
- Pen patterns
- Line widths
- Dash patterns
- Object manipulation
- Object movement
- Object alignment
- Object rotation
- Frames
- OLE objects

OLE objects

To	Use this shortcut
Edit an OLE object	Double-click the object

- Drawing tools
- Tool usage
- Object selection
- Fill patterns
- Pen patterns
- Line widths
- Dash patterns
- Object manipulation
- Object movement
- Object alignment
- Object rotation
- Frames
- OLE objects**

Marker insertion

To	Use this shortcut
Insert marker	Esc m k

Marker insertion
Variable insertion

Variable insertion

To	Use this shortcut
Insert variable by typing the first characters of its name and pressing Return	Esc q v, Ctrl-zero

Marker insertion

Variable insertion

Index

Shortcuts



Done

Go To



SHORTCUTS: CONDITIONAL TEXT

Conditional text display

To	Use this shortcut
Display Show/Hide Conditional Text dialog box	Esc v C
Turn format overrides on or off	Esc v O (uppercase o)
Select all text around insertion point that has the same condition tags	Esc h C

Conditional text display

Conditional text window

Condition tags

Index

Shortcuts



■ Done

Go To



Conditional text window

To use these shortcuts, click in the Conditional Text window.

To	Use this shortcut
Move all condition tags to As Is scroll list	Shift-F8
Change scroll lists to match condition tag settings of selected text	Shift-F9
Move condition tag between In and Not In scroll lists	Double-click the tag
Move condition tag from As Is to In scroll list	Double-click the tag in the As Is scroll list

Conditional text display

Conditional text window

Condition tags

SHORTCUTS: CONDITIONAL TEXT

Condition tags

Use these shortcuts to change the condition tag settings of selected text or table rows.

To	Use this shortcut
Apply condition tag to selected text by typing the first characters of the tag and pressing Return	Ctrl-4, Esc q C
Remove condition tag from selected text by typing the first characters of the tag and pressing Return	Ctrl-5, Esc q D
Make selected text unconditional	Ctrl-6, Esc q U

Conditional text display

Conditional text window

Condition tags

Index

Shortcuts



■ Done

Go To



SHORTCUTS: EQUATIONS

Equations pop-up menu

Command	Shortcut
New Small Equation	Esc m s
New Medium Equation	Esc m m
New Large Equation	Esc m l (lowercase L)
Shrink-Wrap Equation	Esc m p
Unwrap Equation	Esc m e
Equation Sizes	Esc p e
Equation Fonts	Esc m f
Insert Math Element	Esc m i
Add Definition to Catalog	Esc m c
Update Definition	Esc m U

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



Done

Go To



Symbols page

Greek letters

Press Return to end the backslash sequence shown in the third column.

Element	Shortcut	Backslash sequence
α	Alt-Ctrl-a	<code>\alpha</code>
β	Alt-Ctrl-b	<code>\beta</code>
Γ	Alt-Ctrl-Shift-g	<code>\Gamma</code>
γ	Alt-Ctrl-g	<code>\gamma</code>
Δ	Alt-Ctrl-Shift-d	<code>\Delta</code>
δ	Alt-Ctrl-d	<code>\delta</code>
ϵ	Alt-Ctrl-e	<code>\epsilon</code>
ζ	Alt-Ctrl-z	<code>\zeta</code>
η	Alt-Ctrl-h	<code>\eta</code>
Θ	Alt-Ctrl-Shift-q	<code>\Theta</code>
θ	Alt-Ctrl-q	<code>\theta</code>

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

SHORTCUTS: EQUATIONS

Symbols page (continued)

Greek letters (continued)

Element	Shortcut	Backslash sequence
ϑ	Alt-Ctrl-Shift-j	<code>\vartheta</code>
ι	Alt-Ctrl-i	<code>\iota</code>
κ	Alt-Ctrl-k	<code>\kappa</code>
Λ	Alt-Ctrl-Shift-l (L)	<code>\Lambda</code>
λ	Alt-Ctrl-l (lowercase L)	<code>\lambda</code>
μ	Alt-Ctrl-m	<code>\mu</code>
ν	Alt-Ctrl-n	<code>\nu</code>
Ξ	Alt-Ctrl-Shift-x	<code>\Xi</code>
ξ	Alt-Ctrl-x	<code>\xi</code>
Π	Alt-Ctrl-Shift-p	<code>\Pi</code>
π	Alt-Ctrl-p	<code>\pi</code>
ρ	Alt-Ctrl-r	<code>\rho</code>
Σ	Alt-Ctrl-Shift-s	<code>\Sigma</code>

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Symbols page (continued)

Greek letters (continued)

Element	Shortcut	Backslash sequence
σ	Alt-Ctrl-s	<code>\sigma</code>
ς	Alt-Ctrl-Shift-e	<code>\varsigma</code>
τ	Alt-Ctrl-t	<code>\tau</code>
Υ	Alt-Ctrl-Shift-u	<code>\Upsilon</code>
υ	Alt-Ctrl-u	<code>\upsilon</code>
Φ	Alt-Ctrl-Shift-f	<code>\Phi</code>
ϕ	Alt-Ctrl-f	<code>\phi</code>
φ	Alt-Ctrl-j	<code>\varphi</code>
χ	Alt-Ctrl-c	<code>\chi</code>
Ψ	Alt-Ctrl-Shift-y	<code>\Psi</code>
ψ	Alt-Ctrl-y	<code>\psi</code>
Ω	Alt-Ctrl-Shift-o	<code>\Omega</code>
ω	Alt-Ctrl-o	<code>\omega</code>

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Symbols page (continued)

Greek letters (continued)

Element	Shortcut	Backslash sequence
ϖ	Alt-Ctrl-Shift-i	<code>\varpi</code>
∂	Alt-Ctrl-7	<code>\cpartial</code>

Other special symbols

Press Return to end the backslash sequence shown in the third column.

Element	Shortcut	Backslash sequence
∞	Alt-Ctrl-one	<code>\infty</code>
\perp	Alt-Ctrl-2	<code>\bot</code>
...	Ctrl-g period	<code>\ldots</code>
\aleph	Alt-Ctrl-3	<code>\aleph</code>
\Im	Alt-Ctrl-4	<code>\Im</code>
\Re	Ctrl-m \$	<code>\Re</code>
\wp	Alt-Ctrl-5	<code>\wp</code>
\emptyset	Alt-Ctrl-zero	<code>\emptyset</code>

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Symbols page (continued)

Other special symbols (continued)

Press Return to end the backslash sequence shown in the third column.

Element	Shortcut	Backslash sequence
∇	Alt-Ctrl-6	<code>\nabla</code>
$^{\circ}$	Ctrl-m)	<code>\degree</code>
'	Alt-Ctrl-`	<code>\prime</code>
"	Ctrl-m "	<code>\pprime</code>

Strings

Command	Shortcut	Backslash sequence
Start String	' or "	
End String	Return	

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Symbols page (continued)

Diacritical marks

Element	Shortcut
x'	`
\tilde{x}	~ (tilde)
\bar{x}	Ctrl-g hyphen
\grave{x}	Alt-Ctrl-Shift-v
\hat{x}	Ctrl-g ^
\dot{x}	period
\tilde{x}	Ctrl-g ~ (tilde)
\underline{x}	Ctrl-g _ (underline)
$\rightarrow x$	Ctrl-g Right Arrow
\widehat{x}	Ctrl-g @

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



Done

Go To



SHORTCUTS: EQUATIONS

Operators page

Press Return to end the backslash sequence shown in the third column.

Element or command	Shortcut	Backslash sequence
? + ?	plus	\plus
? - ?	minus (after an operand)	
? x ?	Ctrl-m * (asterisk)	\cross
? · ?	Ctrl-m period	\cdot
? • ?	Ctrl-8	\bullet
Toggle Format	Ctrl-Shift-t	
? / ?	Alt-Ctrl-/	\frac
? ÷ ?	Ctrl-m /	\div
$\frac{?}{?}$	/	\over
? = ?	=	\equal
= ?	Ctrl-g =	\uequal

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Operators page (continued)

Element or command	Shortcut	Backslash sequence
? \diamond ?	Ctrl-j	\jotdot
?, ?	comma	\comma
? \otimes ?	Ctrl-q D	\otimes
? \oplus ?	Ctrl-q E	\oplus
? \wedge ?	Ctrl-q Y	\wedge
? \vee ?	Ctrl-q Z	\vee
? \cap ?	Ctrl-m i	\cap
? \cup ?	Ctrl-m u	\cup
, ?	Ctrl-m comma	\ucomma
; ?	;	\semicolon
- ?	Ctrl-m n	\neg
- ?	Ctrl-hyphen	\minus
\mp ?	Ctrl-m one	\mp

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Operators page (continued)

Element or command	Shortcut	Backslash sequence
\pm ?	Ctrl-q one	<code>\pm</code>
∇ ?	Ctrl-q Q	<code>\grad</code>
∇ ? ?	Ctrl-q Q (and add operand)	
Δ ?	Ctrl-m Ctrl-d	<code>\change</code>
\square ?	Ctrl-m x	<code>\box</code>
$\square \bullet$?	Ctrl-m o	<code>\boxdot</code>
\square^2 ?	Ctrl-m 2	<code>\box2</code>
\forall ?	Ctrl-m a	<code>\forall</code>
\exists ?	Ctrl-m e	<code>\exist</code>
\therefore ?	Ctrl-m t	<code>\therefore</code>
?	Ctrl-a, Esc m v l (lowercase L)	<code>\atop</code>
?		

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Operators page (continued)

Element or command	Shortcut	Backslash sequence
? ?	Ctrl-m ; (semicolon), Esc m h l (lowercase L)	\list
??	* (asterisk)	\times
?	Ctrl-g	\abs
? [?] (superscript)	Esc m ^	
? <u>?</u>	Esc m Ctrl-Shift- <u> </u> (underline)	
? [?]	Ctrl-m Ctrl-Shift-^	
? <u>?</u>	Ctrl-m Ctrl-Shift- <u> </u> (underline)	
$\sqrt{?}$	Ctrl-r	\sqrt
$\sqrt[?]{?}$	Ctrl-r (and add operand)	
? X 10 [?]	Ctrl-Shift-e	\sn

Equations pop-up
menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an
equation

Moving math
elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Operators page (continued)

Element or command	Shortcut	Backslash sequence
? [?] (exponent)	^	\power
? †	Ctrl-m d	\dagger
? !	!	\fact
? *	Ctrl-m s	\ast
∠ ?	Ctrl-q P	\angle

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



Done

Go To



SHORTCUTS: EQUATIONS

Large page

Press Return to end the backslash sequence shown in the third column.

Use these shortcuts to type each element on the Large page with only one operand. Then use Add Operand and Toggle Format as needed.

Element or command	Shortcut	Backslash sequence
Σ ?	Ctrl-Shift-s	<code>\sum</code>
\prod ?	Ctrl-Shift-p	<code>\prod</code>
\int ?	Ctrl-i	<code>\int</code>
\oint ?	Ctrl-Shift-i	<code>\oint</code>
\bigcap ?	Ctrl-m I	<code>\bigcap</code>
\bigcup ?	Ctrl-m U	<code>\bigcup</code>
Add Operand	Ctrl-Shift-n, Esc m n	
Toggle Format	Ctrl-Shift-t	

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



Done

Go To



Delimiters page

Press Return to end the backslash sequence shown in the third column.

Element or command	Shortcut	Backslash sequence
(?)	(\id
[?]	[
{?}	{	
?		\substitution
<?>	Ctrl-m <	\dangle
?	Ctrl-g	\abs
(?)	Ctrl-m (\lparen
[?]	Ctrl-m [
{? }	Ctrl-m {	
? ?	(and add operand)	
?>	Ctrl-m k	\ket

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

SHORTCUTS: EQUATIONS

Delimiters page (continued)

Element or command	Shortcut	Backslash sequence
$\ ?$	Ctrl-m	<code>\norm</code>
$?)$)	<code>\rparen</code>
$?]$]	
$?}$	}	
$? _?$	(and add two operands)	
$\langle?$	Ctrl-m b	<code>\bra</code>
$\lceil?$	Ctrl-q i	<code>\ceil</code>
$(?,?)$	Ctrl-m N	<code>\inprod</code>
$[?,?]$	Ctrl-m C	<code>\cmut</code>
$\{?,?\}$	Ctrl-m A	<code>\acmut</code>
$\bar{?}$	_ (underline)	<code>\overline</code>
$\langle? ?\rangle$	Ctrl-m B	<code>\bket</code>

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Delimiters page (continued)

Element or command	Shortcut	Backslash sequence
$\lfloor ? \rfloor$	Ctrl-q k	<code>\floor</code>
$\left(? \right)$	Ctrl-m h	<code>\choice</code>
\underbrace{x}	Ctrl-m D	<code>\downbrace</code>
\overbrace{x}	Ctrl-m P	<code>\upbrace</code>
Toggle Format	Ctrl-Shift-t	
Remove Parentheses	Esc m r p	

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



Done

Go To



SHORTCUTS: EQUATIONS

Relations page

Press Return to end the backslash sequence shown in the third column.

Element	Shortcut	Backslash sequence
? < ?	<	\lessthan
? > ?	>	\greaterthan
? = ?	=	\equal
? ~ ?	Ctrl-m ~ (tilde)	\sim
? \subset ?	Ctrl-q L	\subset
? \supset ?	Ctrl-q I	\supset
? \leftarrow ?	Ctrl-q comma	\leftarrow
? \rightarrow ?	Ctrl-q period	\rightarrow
? \leftrightarrow ?	Ctrl-q +	\leftrightarrow
? \perp ?	Ctrl-m r	\perp
? \leq ?	Ctrl-g <	\leq
? \geq ?	Ctrl-g >	\geq

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Relations page (continued)

Element	Shortcut	Backslash sequence
$? \equiv ?$	Ctrl-q :	<code>\equiv</code>
$? \approx ?$	Ctrl-q ;	<code>\approx</code>
$? \subseteq ?$	Ctrl-q J	<code>\subseteq</code>
$? \supseteq ?$	Ctrl-q M	<code>\supseteq</code>
$? \leftarrow ?$	Ctrl-q \	<code>\Leftarrow</code>
$? \Rightarrow ?$	Ctrl-q ^	<code>\Rightarrow</code>
$? \Leftrightarrow ?$	Ctrl-q [<code>\Leftrightarrow</code>
$? \parallel ?$	Ctrl-m p	<code>\parallel</code>
$? \ll ?$	Ctrl-q l (lowercase L)	<code>\ll</code>
$? \gg ?$	Ctrl-q g	<code>\gg</code>
$? \neq ?$	Ctrl-q =	<code>\neq</code>
$? \cong ?$	@	<code>\cong</code>
$? \in ?$	Ctrl-q N	<code>\in</code>

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Relations page (continued)

Element	Shortcut	Backslash sequence
? \ni ?	Ctrl-'	<code>\ni</code>
? \notin ?	Ctrl-q O (uppercase o)	<code>\notin</code>
? \neq ?	Ctrl-g =	<code>\neq</code>
? $\not\subset$?	Ctrl-q K	<code>\notsubset</code>
? \propto ?	Ctrl-q 5	<code>\propto</code>

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



Done

Go To



SHORTCUTS: EQUATIONS

Calculus page

Press Return to end the backslash sequence shown in the third column.

Use these shortcuts to type each element on the Large page with only one operand. Then use Add Operand and Toggle Format as needed.

Element or command	Shortcut	Backslash sequence
$\int?$	Ctrl-i	<code>\int</code>
$\oint?$	Ctrl-Shift-i	<code>\oint</code>
Add Operand	Ctrl-Shift-n	
Toggle Format	Ctrl-Shift-t	
$\frac{d}{d}?$	Ctrl-g t	<code>\optotal</code>
$\frac{d}{d}?$	Ctrl-g T	
$\frac{\partial}{\partial}?$	Ctrl-g p	<code>\oppartial</code>

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Calculus page (continued)

Element or command	Shortcut	Backslash sequence
$\frac{\partial}{\partial?}$?	Ctrl-g P	
$\frac{d^?}{d?}$	Ctrl-g t (and add operand)	
$\frac{d^?}{d^?}$?	Ctrl-g T (and add operand)	
$\frac{\partial^?}{\partial?}$	Ctrl-g p (and add operand)	
$\frac{\partial^?}{\partial^?}$?	Ctrl-g P (and add operand)	

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Calculus page (continued)

Element or command	Shortcut	Backslash sequence
δ ?	Alt-Ctrl-d	<code>\var</code>
∇ ?	Ctrl-q Q	<code>\grad</code>
d?	Ctrl-d	<code>\diff</code>
$\nabla \times$?	Ctrl-m c	<code>\curl</code>
∂ ?	Ctrl-Shift-d	<code>\partial</code>
$\nabla \cdot$?	Ctrl-m v	<code>\diver</code>
lim? ?	Ctrl-Shift-l (L)	<code>\lim</code>
∇^2 ?	Ctrl-m l (lowercase L)	<code>\lap</code>

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



Done

Go To



SHORTCUTS: EQUATIONS

Matrices page

To insert a matrix of any size, first insert a 1 by 1 matrix. Then add rows and columns one at a time.

Command	Shortcut
Add/Remove Brackets	Ctrl-Shift-t

Matrix Commands pop-up menu

Command	Shortcut
Create 1 x 1 Matrix	Esc x m
Add Row	Esc x r
Add Column	Ctrl-Shift-c, Esc x c
Matrix Transpose	Esc x t
Matrix Algebra	Esc x a

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Matrices page (continued)

Matrix Row Height pop-up menu

Command	Shortcut
Toggle fixed/proportional	Esc m t r

Matrix Column Width pop-up menu

Command	Shortcut
Toggle fixed/proportional	Esc m t c

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



Done

Go To



SHORTCUTS: EQUATIONS

Functions page

To insert each function (except the general function and limit) from the keyboard, type its name as shown.

Element	Shortcut	Backslash sequence
? (?)	Ctrl-f	\function
lim? ?	Ctrl-Shift-l (L)	\lim

Addition pop-up menu

Command	Shortcut
Add Fractions	Esc m a a
Order Sum	Esc m a o
Order Sum Reverse	Esc m a O (uppercase o)

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Functions page (continued)

Multiplication pop-up menu

Command	Shortcut
Factor	Esc m u f
Factor Some	Esc m u F
Multiply Out	Esc m u m
Multiply Out Once	Esc m u M
Distribute	Esc m u d
Distribute Over Equality	Esc m u D

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Functions page (continued)

Division pop-up menu

Command	Shortcut
Long Division	Esc m d l
Remove Division	Esc m d d
Remove Division 1 Level	Esc m d D
Remove Negative Powers	Esc m d n
Remove Negative Powers 1 Level	Esc m d N

Equations pop-up
menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an
equation

Moving math
elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Functions page (continued)

Evaluation pop-up menu

Command	Shortcut
Number Crunch	Esc m v n
Show All Digits	Esc m v period
Evaluate	Esc m v e
Evaluate Substitution	Esc m v s
Evaluate Integrals	Esc m v i
Evaluate Derivatives	Esc m v d
Evaluate Derivatives 1 Level	Esc m v D

Rules pop-up menu

Command	Shortcut
Enter Rule	Esc m r e
Apply Rule	Esc m r a
Designate Dummy	Esc m r d

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Functions page (continued)

Other Rewrites pop-up menu

Command	Shortcut
Simplify	Esc m o s
Simplify Some	Esc m o S
Isolate Term	Esc m o i
Expand First Term	Esc m o e
Expand All Terms	Esc m o E

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



■ Done

Go To



Positioning page

Micropositioning

The number of points shown in the following table is based on a zoom setting of 100 percent.

To	Use this shortcut
Move up one point	Alt-Up Arrow
Move down one point	Alt-Down Arrow
Move left one point	Alt-Left Arrow
Move right one point	Alt-Right Arrow
Move up six points	Alt-Shift-Up Arrow
Move down six points	Alt-Shift-Down Arrow
Move left six points	Alt-Shift-Left Arrow
Move right six points	Alt-Shift-Right Arrow
Remove micropositioning	Alt-Home

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

SHORTCUTS: EQUATIONS

Positioning page (continued)

Left/Right (Alignment) pop-up menu

Command	Shortcut
Left	Esc m a l
Center	Esc m a c
Right	Esc m a r
Left of =	Esc m a +
Right of =	Esc m a =
Set Manual	Esc m a s
Clear Manual	Esc m a d
Reset Alignment	Esc m a R

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



More



Done

Go To



SHORTCUTS: EQUATIONS

Positioning page (continued)

Up/Down (Alignment) pop-up menu

Command	Shortcut
Top	Esc m a t
Baseline	Esc m a B
Bottom	Esc m a b

Line Breaking pop-up menu

Command	Shortcut
Set Manual	Esc m b s
Clear Manual	Esc m b c

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



Done

Go To



SHORTCUTS: EQUATIONS

Navigating in an equation

Moving the insertion point

To move	Use this shortcut
Left	Left Arrow
Right	Right Arrow
From beside a fraction to the numerator	Down Arrow

Changing the selection

To	Use this shortcut
Select next prompt	Tab
Increase scope of selection	space
Select next element to the left	Left Arrow
Select next element to the right	Right Arrow

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



Done

Go To



SHORTCUTS: EQUATIONS

Moving math elements

Moving math elements while retaining algebraic equivalency

To move	Use this shortcut
Left	Shift-Left Arrow
Right	Shift-Right Arrow
Up	Shift-Up Arrow
Down	Shift-Down Arrow
To far left	Alt-Ctrl-Left Arrow
To far right	Alt-Ctrl-Right Arrow
Left into expression	Ctrl-Shift-Left Arrow
Right into expression	Ctrl-Shift-Right Arrow

Moving math elements without retaining algebraic equivalency

To swap	Use this shortcut
With element on left	Ctrl-m Ctrl-Left Arrow
With element on right	Ctrl-m Ctrl-Right Arrow

Equations pop-up menu

Symbols page

Operators page

Large page

Delimiters page

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Navigating in an equation

Moving math elements

Index

Shortcuts



Done

Go To



Selection in tables

To	Use this shortcut
Select all text in current cell	Esc t h a
Select current cell, then next cell	Esc t h e
Select current row, then next row	Esc t h r
Select current column, then next column	Esc t h c
Select body cells in current column, then next body cells	Esc t h b
Select current table	Esc t h t, press Ctrl and triple-click a cell
Select cell	Press Ctrl and click the cell
Select row	Press Ctrl and double-click column (vertical) border in the row
Select column	Press Ctrl and double-click row (horizontal) border in the row

- Selection in tables
- Movement in tables
- Tab characters in cells
- Row and column addition/deletion
- Row and column replacement
- Vertical alignment in cells
- Column width
- Table Designer
- Table formats

SHORTCUTS: TABLES

Selection in tables (continued)

To	Use this shortcut
Extend selection	Press <code>Ctrl-Shift</code> and click the last cell you want in the selection, or press <code>Ctrl</code> and right-click the cell

Selection in tables

Movement in tables

Tab characters in cells

Row and column addition/deletion

Row and column replacement

Vertical alignment in cells

Column width

Table Designer

Table formats

Index

Shortcuts



■ Done

Go To



SHORTCUTS: TABLES

Movement in tables

Use these shortcuts to move to the indicated cell.

To move to	Use this shortcut
Cell to the right	Esc t m r
Cell to the left	Esc t m l (lowercase L)
Cell below	Esc t m d
Cell above	Esc t m u
Rightmost cell in current row	Esc t m e
Leftmost cell in current row	Esc t m a
Top cell in current column	Esc t m t
Bottom cell in current column	Esc t m b
Top-left selected cell	Esc t m s, Esc t h zero
Top-left cell	Esc t m T
Beginning of cell	Alt-Shift-Pg Up
End of cell	Alt-Shift-Pg Dn

Selection in tables

Movement in tables

Tab characters in cells

Row and column addition/deletion

Row and column replacement

Vertical alignment in cells

Column width

Table Designer

Table formats

Index

Shortcuts



More



Done

Go To



SHORTCUTS: TABLES

Movement in tables (continued)

To move to	Use this shortcut
Next cell and select all text in cell	Tab, Esc t m n
Previous cell and select all text in cell	Shift-Tab, Esc t m p
Cell below and select all text in cell	Alt-Ctrl-Tab
Cell above and select all text in cell	Alt-Ctrl-Shift-Tab
Anchor point of a table	Esc t I (uppercase i)

Selection in tables

Movement in tables

Tab characters in cells

Row and column addition/deletion

Row and column replacement

Vertical alignment in cells

Column width

Table Designer

Table formats

Index

Shortcuts



■ Done

Go To



SHORTCUTS: TABLES

Tab characters in cells

To	Use this shortcut
Type a tab character in cell	Esc Tab

- Selection in tables
- Movement in tables
- Tab characters in cells
- Row and column addition/deletion
- Row and column replacement
- Vertical alignment in cells
- Column width
- Table Designer
- Table formats

Index

Shortcuts



■ Done

Go To



SHORTCUTS: TABLES

Row and column addition/deletion

FrameMaker adds as many rows or columns as are currently selected.

To	Use this shortcut
Add rows above top selected row	Esc t R a
Add rows below bottom selected row	Ctrl-Return, Esc t R b
Add columns to left of leftmost selected column	Esc t c l (lowercase L)
Add columns to right of rightmost selected column	Esc t c r
Delete contents of selected rows or columns, but leave cells in table	Esc t c e
Delete selected rows or columns from table	Esc t c x

- Selection in tables
- Movement in tables
- Tab characters in cells
- Row and column addition/deletion
- Row and column replacement
- Vertical alignment in cells
- Column width
- Table Designer
- Table formats

SHORTCUTS: TABLES

Row and column replacement

If the Clipboard doesn't contain whole rows or columns, these shortcuts always replace the selected cells.

To paste	Use this shortcut
Entire rows and columns and replace current selection	Esc t p r
Entire rows and columns before current selection (above top selected row or to left of leftmost selected column)	Esc t p b
Entire rows and columns after current selection (below bottom selected row or to right of rightmost selected column)	Esc t p a

- Selection in tables
- Movement in tables
- Tab characters in cells
- Row and column addition/deletion
- Row and column replacement
- Vertical alignment in cells
- Column width
- Table Designer
- Table formats

SHORTCUTS: TABLES

Vertical alignment in cells

To use these shortcuts, click in the first paragraph in a cell or select the cell.

To achieve

Use this shortcut

Top alignment

Esc j t, Ctrl-F1

Middle alignment

Esc j m, Ctrl-F2

Bottom alignment

Esc j b, Ctrl-F3

Selection in tables

Movement in tables

Tab characters in cells

Row and column addition/deletion

Row and column replacement

Vertical alignment in cells

Column width

Table Designer

Table formats

Index

Shortcuts



■ Done

Go To



SHORTCUTS: TABLES

Column width

To resize

Columns so no paragraphs in selected cells wrap

Use this shortcut

Esc t w

Selected column without changing table's width (can't change the rightmost column this way)

Press Alt and drag selected cell's handle

Selection in tables

Movement in tables

Tab characters in cells

Row and column addition/deletion

Row and column replacement

Vertical alignment in cells

Column width

Table Designer

Table formats

Index

Shortcuts



Done

Go To



SHORTCUTS: TABLES

Table Designer

To use these shortcuts, click in the Table Designer window.

To	Use this shortcut
Change all settings to As Is	Shift-F8
Change all settings to match the selected table	Shift-F9
Display previous page of properties	Pg Up
Display next page of properties	Pg Dn
Apply only the current group of properties	Press Ctrl and click Apply

- Selection in tables
- Movement in tables
- Tab characters in cells
- Row and column addition/deletion
- Row and column replacement
- Vertical alignment in cells
- Column width
- Table Designer
- Table formats

Index

Shortcuts



■ Done

Go To



SHORTCUTS: TABLES

Table formats

To	Use this shortcut
Apply current table's format to catalog and to all tables that have the same tag	Esc t u t
Display Edit Ruling Style dialog box	Esc t e

- Selection in tables
- Movement in tables
- Tab characters in cells
- Row and column addition/deletion
- Row and column replacement
- Vertical alignment in cells
- Column width
- Table Designer
- Table formats

Index

Shortcuts



■ Done

Go To



SHORTCUTS: TEXT

Insertion point movement

Use these shortcuts to move the insertion point.

To move to

Use this shortcut

Next character

Right Arrow

Previous character

Left Arrow

Start of word

Ctrl-Left Arrow

End of word

Ctrl-Right Arrow

Start of next word

Esc b w

Start of line

Home

End of line

End

Previous line

Up Arrow

Next line

Down Arrow

Start of sentence

Ctrl-Home

End of sentence

Ctrl-End

Start of next sentence

Esc b s

Insertion point movement

Insertion point placement

Text selection

Text editing

Text deletion

Capitalization

Special characters

Index

Shortcuts



More



Done

Go To



SHORTCUTS: TEXT

Insertion point movement (continued)

To move to	Use this shortcut
Start of paragraph	Ctrl-Up Arrow
End of current paragraph	Ctrl-Down Arrow
Start of next paragraph	Esc b p
Top of column	Ctrl-Pg Up
Bottom of column	Ctrl-Pg Dn
Start of flow	Alt-Shift-Pg Up
End of flow	Alt-Shift-Pg Dn
Start of first visible text flow	Ctrl-Shift-i

Insertion point movement

Insertion point placement

Text selection

Text editing

Text deletion

Capitalization

Special characters

Index

Shortcuts



■ Done

Go To



SHORTCUTS: TEXT

Insertion point placement

Use these shortcuts to put the insertion point in an unrotated column on the current page. The draw order is the order in which objects were drawn on a page; the first object in the draw order is the one farthest to the back.

To move to

Use this shortcut

First column in draw order

Esc b f

Next column in draw order

Esc b n

Insertion point movement

Insertion point placement

Text selection

Text editing

Text deletion

Capitalization

Special characters

Index

Shortcuts



■ Done

Go To



SHORTCUTS: TEXT

Text selection

To select	Use this shortcut
Next character	Esc h c, Shift-Right Arrow
Previous character	Esc H C, Shift-Left Arrow
Current word, then next word	Esc h w, Ctrl-Shift-Right Arrow
Current word, then previous word	Esc H W Ctrl-Shift-Left Arrow
Current line, then next line	Esc h l (lowercase L), Shift-End
Current line, then previous line	Esc H L, Shift-Home
One line width of text, starting at insertion point	Esc h d, Shift-Down Arrow
One line width of text, ending at insertion point	Esc h u, Shift-Up Arrow
Current sentence, then next sentence	Esc h s, Ctrl-Shift-End

Insertion point
movement

Insertion point
placement

Text selection

Text editing

Text deletion

Capitalization

Special characters

Index

Shortcuts



More



Done

Go To



SHORTCUTS: TEXT

Text selection (continued)

To select	Use this shortcut
Current sentence, then previous sentence	Esc H S, Ctrl-Shift-Home
Current paragraph, then next paragraph	Esc h p, Ctrl-Shift-Down Arrow
Current paragraph, then previous paragraph	Esc H P, Ctrl-Shift-Up Arrow
Remove highlighting	Esc h zero
To top of column	Esc h t, Shift-Pg Up
To bottom of column	Esc h m, Shift-Pg Dn
To beginning of flow	Esc h g, Ctrl-Shift-Pg Up
To end of flow	Esc h n, Ctrl-Shift-Pg Dn
All text around the insertion point that has the same character format	Esc h F

Insertion point movement

Insertion point placement

Text selection

Text editing

Text deletion

Capitalization

Special characters

Index

Shortcuts



More



Done

Go To



SHORTCUTS: TEXT

Text selection (continued)

To	Use this shortcut
Extend or shorten text selection	Shift and click
Select word	Double-click word
Put insertion point in text line or text column that is currently selected	Double-click in text line or text column
To shift the selection	Use this shortcut
Right one character	Esc h f
Left one character	Esc h b

Insertion point movement

Insertion point placement

Text selection

Text editing

Text deletion

Capitalization

Special characters

Index

Shortcuts



■ Done

Go To



SHORTCUTS: TEXT

Text editing

To	Use this shortcut
Transpose characters	Ctrl-F9
Cut	Esc e x, Ctrl-x, Shift-Delete
Copy	Esc e c, Ctrl-c, Ctrl-Insert
Paste text that you cut or copied	Esc e p, Shift-Insert, Ctrl-v, Ctrl-y
Quick-copy selected text	Click where you want to place the copied text. Then hold down Alt and drag through the text you want to copy and paste.

Insertion point
movement

Insertion point
placement

Text selection

Text editing

Text deletion

Capitalization

Special characters

Index

Shortcuts



Done

Go To



SHORTCUTS: TEXT

Text deletion

To delete	Use this shortcut
Previous character	Backspace
Backward to end of previous word	Ctrl-Backspace
Backward to start of line	Shift-Backspace
Backward to end of previous sentence	Esc k a
Next character	Delete
Forward to end of current word	Esc k f, Ctrl-Delete
Forward to end of line	Ctrl-Shift-Delete
Forward to start of next sentence	Esc k s

Insertion point movement

Insertion point placement

Text selection

Text editing

Text deletion

Capitalization

Special characters

Index

Shortcuts



■ Done

Go To



SHORTCUTS: TEXT

Capitalization

Use these shortcuts to change the capitalization of selected text.

To	Use this shortcut
Change to all lowercase	Alt-Ctrl-l (lowercase L)
Change to all uppercase	Alt-Ctrl-u
Change to all initial caps	Alt-Ctrl-c
Display Capitalization dialog box	Esc e C

Insertion point
movement

Insertion point
placement

Text selection

Text editing

Text deletion

Capitalization

Special characters

Index

Shortcuts



■ Done

Go To



Special characters

For a complete list of special characters, see Chapter 3, “Character Sets” in the Quick Reference.

To type	Use this shortcut
• (bullet)	Ctrl-q %,
† (dagger)	Ctrl-q space
‡ (double dagger)	Ctrl-q `
— (em dash)	Ctrl-q Q
– (en dash)	Ctrl-q P
' (straight apostrophe, when Smart Quotes are on)	Ctrl-'
" (straight quotation mark, when Smart Quotes are on)	Esc "
“ (left double quotation mark, when Smart Quotes are off or in a dialog box)	Ctrl-q R, Alt-Ctrl-`

Insertion point movement

Insertion point placement

Text selection

Text editing

Text deletion

Capitalization

Special characters

SHORTCUTS: TEXT

Special characters (continued)

To type	Use this shortcut
” (right double quotation mark, when Smart Quotes are off or in a dialog box)	Ctrl-q S, Alt-Ctrl-'
Em space	Esc space m, Ctrl-Shift-space
En space	Esc space n, Alt-Ctrl-space
Numeric space (width of the font's zero)	Esc space one
Thin space (1/12 of an em space)	Esc space t
To display	Use this shortcut
Nonbreaking space	Esc space h, Ctrl-space
Nonbreaking hyphen	Esc hyphen h
Suppress hyphenation symbol	Esc n s
Discretionary hyphen	Esc hyphen D, Ctrl-hyphen
Forced return	Shift-Return

Insertion point movement

Insertion point placement

Text selection

Text editing

Text deletion

Capitalization

Special characters

Index

Shortcuts



Done

Go To



Character and Paragraph Designers

To	Use this shortcut
Change all settings to As Is	Shift-F8
Change all settings to match selected text	Shift-F9

In the Paragraph Designer:

To	Use this shortcut
Display previous set of properties	Pg Up
Display next set of properties	Pg Dn
Apply only the current group of properties	Press Ctrl and click Apply

Character and Paragraph Designers
Paragraph formats
Character formats

Paragraph formats

Use these shortcuts to format selected paragraphs or the paragraph containing the insertion point.

To	Use this shortcut
Apply paragraph format by typing the first characters of its name and pressing Return	Esc q p, F9, Ctrl-9
Center paragraph	Esc j c
Left align paragraph	Esc j l (lowercase L)
Right align paragraph	Esc j r
Justify paragraph (on left and right)	Esc j f
Position paragraph in the normal-text area	Esc j p n
Change current paragraph to run-in head	Esc j p r
Change current paragraph to side head	Esc j p s
Change current paragraph to full-width head	Esc j p t
Change line spacing to single spacing	Esc j one
Change line spacing to 1 1/2 spacing	Esc j /

Character and Paragraph Designers

Paragraph formats

Character formats

SHORTCUTS: TEXT FORMATS

Paragraph formats (continued)

To	Use this shortcut
Change line spacing to double spacing	Esc j 2
Change line spacing to fixed (default font size plus leading)	Esc j x
Change line spacing to floating (largest font size plus leading)	Esc j o
Increase leading by one point	Esc j +, Esc + one
Decrease leading by one point	Esc j minus, Esc minus one
Update catalog format to match current paragraph's properties and update existing paragraphs that have the same tag (unify)	Esc j U
Repeat last paragraph-related command	Esc j j
Start paragraph anywhere	Esc j A
Start paragraph at top of column	Esc j C
Start paragraph at top of page	Esc j P
Start paragraph at top of left page	Esc j L

Character and Paragraph Designers

Paragraph formats

Character formats

Index

Shortcuts



More



Done

Go To



SHORTCUTS: TEXT FORMATS

Paragraph formats (continued)

To	Use this shortcut
Start paragraph at top of right page	Esc j R
Turn on hyphenation	Esc j h
Turn off hyphenation	Esc j n
Repeat last paragraph-related command	Esc j j

To display	Use this shortcut
Paragraph Catalog	Esc o p c
Update Paragraph Format dialog box	Esc o p u
Space Between Paragraphs dialog box	Esc j w
Custom Line Spacing dialog box	Esc j u
Side Head Layout dialog box	Esc j p S

Character and
Paragraph Designers

Paragraph formats

Character formats

Index

Shortcuts



Done

Go To



Character formats

Use these shortcuts to change the character format of selected text or of text you are about to type.

To	Use this shortcut
Apply character format by typing the first characters of its name and pressing Return	Esc q c, F8, Ctrl-8
Change text to default paragraph font; remove character tag from text in a text line	Esc o c p
Turn bold on and off	Esc c b, F4, Ctrl-b
Turn italic on and off	Esc c i, F5, Ctrl-i
Turn underline on and off	Esc c u, F3, Ctrl-u
Turn double underline on and off	Esc c d
Turn numeric underline on and off	Esc c 2
Turn strikethrough on and off	Esc c s, Ctrl-/-
Turn overline on and off	Esc c o, Shift-F3
Change text to plain	Esc c p, F2

Character and Paragraph Designers

Paragraph formats

Character formats

SHORTCUTS: TEXT FORMATS

Character formats (continued)

To	Use this shortcut
Turn superscript on or off	Esc c +
Turn subscript on or off	Esc c minus
Put text on baseline	Esc c =
Change text to small caps	Esc c m
Turn change bars on and off	Esc c h
Turn pair kerning on and off	Esc c k
Manually kern text one point in specified direction (at 100 percent zoom setting)	Alt-arrow key
Manually kern text six points in specified direction (at 100 percent zoom setting)	Alt-Shift-arrow key
Remove all manual kerning	Alt-Home
Increase size by one point	Esc c] (right bracket)
Decrease size by one point	Esc c [(left bracket)

Character and Paragraph Designers
Paragraph formats
Character formats

Index

Shortcuts



More



Done

Go To



SHORTCUTS: TEXT FORMATS

Character formats (continued)

To	Use this shortcut
Squeeze 20 percent of an em space	Esc [D (left bracket)
Spread 20 percent of an em space	Esc] C (right bracket)
Repeat last font-related command	Esc c c
Display Character Catalog	Esc o c c

Character and
Paragraph Designers

Paragraph formats

Character formats

Index

Shortcuts



■ Done

Go To



Introduction

You design pages by laying out text columns, placing background text and objects such as headers, footers, and logo art, and determining how text flows through columns. There are three types of pages—body pages are for adding text and illustrations, master pages are for page design, and reference pages are for storing graphics and formatting information.

Help on page design

For information on page design, click an item in the topic list to the right, or click an active area below.

The Layout commands create and update master pages; connect, disconnect, and split columns; and rotate pages.

The Flow Properties dialog box is where you assign flow tags and set other flow properties.

The Special menu contains commands for adding and deleting master pages, reference pages, and disconnected body pages.

The Headers & Footers submenu contains commands for inserting variables in headers and footers.

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Layout palette

Format menu > Pages > Layout Commands

Palette of commands you use to create new master pages and update pages with new layouts. The layout commands also modify text columns and rotate pages.

If you change page layout on a master page, FrameMaker automatically updates all associated body pages. If you change layout on a body page, you choose whether to update the corresponding master page and associated body pages (see [Update Page Layouts](#)).

Basic

Connect Columns Connects two text columns. Before choosing the command, you should select columns in the order in which you want text to flow—text flows from the first column selected to the second. The columns do not need to be on the same page. When you connect two columns, FrameMaker uses the [flow tag](#) of the first column selected.

Replace Columns Opens the [Replace Selected Columns](#) dialog box where you can change the number of columns and their margins on a page.

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Layout palette (continued)

Normal Page Layout Opens the Normal Page Layout dialog box where you specify the page layout you most commonly use in a document.

Master Page Usage Opens the Master Page Usage dialog box where you apply the normal page layout or a custom master page to body pages.

New Master Page Opens the New Master Page dialog box where you create a new master page based on the layout of the current page.

Update Page Layouts Opens the Update Page Layouts dialog box where you apply the layout of the current body page to its master page and to any other body pages that use the same master page.

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Layout palette (continued)

Split Current Column

Splits the current column into two or more columns with no gap between them. When FrameMaker splits a column, the resulting columns remain connected as part of the same flow. After splitting columns, you can disconnect them (see Disconnect Current Column).

Below Selection Splits the column horizontally below the insertion point.

Right of Selection Splits the column vertically at the insertion point into two side-by-side columns.

Into Lines Splits the column into multiple columns—one for each line of text. After splitting the column into one-line text columns, you can resize the text columns so they fit around an object of any shape.

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Layout palette (continued)

Disconnect Current Column

Disconnects the current column from the text flow. If the columns are on the same page, the flows become untagged, and Autoconnect is turned off in each one. If the columns are on different pages, the flows will have the same tag, and Autoconnect is affected differently depending on how the columns were split.

Existing text remains in the same columns, so you may have to move it after disconnecting columns.

From Previous Disconnects the column from the previous column in the flow. If the columns are on different pages, Autoconnect is turned on in the current flow and off in the previous flow.

From Next Disconnects the column from the next column in the flow. If the columns are on different pages, Autoconnect is turned off in the current flow and on in the next flow.

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Layout palette (continued)

From Both Disconnects the column from both the previous and next columns in the flow. If the columns are on different pages, Autoconnect is turned off in the current and previous flows and on in the next flow.

Rotate Page

Rotates the current page in 90-degree increments. You can type in text columns that are on rotated pages.

Clockwise Rotates the page clockwise 90 degrees.

Counterclockwise Rotates the page counterclockwise 90 degrees.

Unrotate Returns the rotated page to its normal orientation.

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Replace Selected Columns

Dialog box where you can replace one or more columns on a page with a different number of columns and change column margins on the page. The affected columns remain in the same text flow, and existing text automatically flows through them. You open this dialog box by choosing Replace Columns from the Basic pop-up menu on the Layout palette.

If the columns are on a master page, FrameMaker automatically updates all associated body pages. If the columns are on a body page, you choose whether to update the corresponding master page and associated body pages (see Update Page Layouts).

Number of Selected Columns Displays the number of selected columns.

Replace with Columns

Number Specifies the number of columns you want to appear in place of the selected columns. If you're changing only margins, specify the same number as for the Number of Selected Columns.

Gap Sets the size of the gap between the columns.

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Replace Selected Columns (continued)

Column Margins

Sets the distance from the top, bottom, left, and right edges of the page to the text columns. On a multicolumn page, the left margin is for the leftmost column, and the right margin is for the rightmost column. Adjusting the gap between columns sets the individual column widths.

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Normal Page Layout

Format menu > Pages > Normal Page Layout

Dialog box where you can change the layout of a document's left and right master pages without having to display them. You can also open this dialog box by choosing it from the Basic pop-up menu on the [Layout palette](#).

When you create a new document, you start with standard master pages that determine the document's normal page layout, including page size, number of columns, column margins, and whether the document is single or double sided. A single-sided document has one right master page, and a double-sided document has a left and a right master page. As body pages are added to the document, FrameMaker automatically uses the page layout from the correct left or right master page.

Page Size

Specifies the page size. The pop-up menu lists standard paper sizes. You can specify a custom width and height by typing new values in the text boxes. A custom page size can be very small, depending on the margin settings, or as large as 216 by 216 inches.

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Normal Page Layout (continued)

If the page size you specify is too small for the existing text columns on the left and right master pages, FrameMaker automatically adjusts the column sizes. If the document has custom master pages, FrameMaker won't let you specify a size that's too small.

Columns

Specifies the number of columns you want on each page and the gap between them.

Column Margins

Sets the distance from the top, bottom, left, and right edges of each page to the text columns. For a double-sided document, you set the top, bottom, inside, and outside margins.

In a multicolumn document, the left margin is for the leftmost column, and the right margin is for the rightmost column. Adjusting the gap between columns sets the individual column widths.

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Normal Page Layout (continued)

Pagination

Single-Sided Makes the document single sided. It will have only a right master page.

Double-Sided Makes the document double sided. It will have both a left and right master page.

Left 1st Page / Right 1st Page Specifies whether the first page of a double-sided document is a right or left page.

Units

Sets the unit of measurement FrameMaker uses when measuring distances. This display unit is used everywhere in the document.

Introduction

Layout palette

Replace Selected Columns

▶ Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Master Page Usage

Format menu > Pages > Master Page Usage

Dialog box where you assign a different master page to body pages in the document. You can also open this dialog box by choosing it from the Basic pop-up menu on the [Layout palette](#).

Master pages store the document's page designs. They contain the text columns for the main text, headers, and footers; graphic elements; and the variables used for headers, footers, and page numbers. Some of these design elements, such as headers, footers, and artwork, are called background. Background text and objects are displayed on body pages but can be changed only on master pages.

In a basic document with only a left and right master page, FrameMaker automatically uses the correct master page as new body pages are added. You manually assign master pages only when using custom master pages. For information on creating custom master pages, see [New Master Page](#) and [Add Master Page](#).

Introduction

Layout palette

Replace Selected
Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected
Pages

▼ More in list...

Master Page Usage (continued)

Use	<p>Specifies which master page you want to use.</p> <p>Normal Page Layout Assigns the appropriate left or right master page to the body pages. Use this setting to remove the layout of a custom master page from body pages.</p> <p>You specify the layout of the left and right master pages when you create a new custom document or when you use the <u>Normal Page Layout</u> dialog box.</p> <p>Custom Master Page Assigns a custom master page to the body pages. The pop-up menu lists all master pages in the document. You create custom master pages using either the <u>New Master Page</u> or <u>Add Master Page</u> dialog box.</p> <p>None Assigns no master page to the body pages. These body pages will have no background text or graphics. If they already have existing text columns, the columns remain connected to their current flows.</p>
------------	--

- Introduction
- Layout palette
- Replace Selected Columns
- Normal Page Layout
-  Master Page Usage
- New Master Page
- Update Page Layouts
- Page Layout Warning
- Headers & Footers
- Flow Properties
- Rename Flow
- Add New Text Column
- Add Page commands
- Add Disconnected Pages

▼ More in list...

Master Page Usage (continued)

- On** Specifies the body pages to which you want to assign the master page:
- The current page
 - A range of pages
 - Odd or even pages within the specified range
 - Pages within the specified range that currently use the master page you choose from the pop-up menu

- Introduction
- Layout palette
- Replace Selected Columns
- Normal Page Layout
- Master Page Usage**
- New Master Page
- Update Page Layouts
- Page Layout Warning
- Headers & Footers
- Flow Properties
- Rename Flow
- Add New Text Column
- Add Page commands
- Add Disconnected Pages

▼ More in list...

New Master Page

Dialog box where you create a new master page based on the layout of the currently displayed body page. You open this dialog box by choosing it from the Basic pop-up menu on the Layout palette.

Use this dialog box if you've made column layout changes on a body page and want to create a corresponding master page that you can assign to other body pages. You can create a new blank master page or a master page based on an existing one by using the Add Master Page command on the Special menu.

Master Page Name Specifies a name for the new master page.

Introduction

Layout palette

Replace Selected
Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected
Pages

▼ More in list...

Update Page Layouts

Dialog box where you can apply column layout changes from the current body page to the corresponding master page and to all other body pages using that master page. You open this dialog box by choosing it from the Basic pop-up menu on the [Layout palette](#).

If you make column layout changes on a body page and don't update the corresponding master page, the body page will have a layout override. In some situations, you may want a page to have a layout override, for example, if you want to lengthen the text column to fit one more line of text on the page. If you make changes to a master page, FrameMaker lets you choose whether to keep format overrides on body pages that use that master page (see [Page Layout Warning](#)).

- Introduction
- Layout palette
- Replace Selected Columns
- Normal Page Layout
- Master Page Usage
- New Master Page
-  Update Page Layouts
- Page Layout Warning
- Headers & Footers
- Flow Properties
- Rename Flow
- Add New Text Column
- Add Page commands
- Add Disconnected Pages

▼ More in list...

Page Layout Warning

Dialog box where you choose whether to retain layout overrides on body pages. This dialog box appears if you update body pages with master page changes and FrameMaker detects overrides. Body pages are updated with master page changes when you:

- Use the Update Page Layouts command.
- Change the layout of a master page and then switch back to body pages.

Keep Overrides

Does not apply the master page layout to body pages that have layout overrides. However, this setting does apply the master page's background text and graphics.

Remove Overrides

Applies the master page layout, removing layout overrides from body pages.

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Headers & Footers

Format menu > Headers & Footers

Submenu of commands that insert variables into headers and footers. Before choosing a command, click in the header or footer text column (on the master page) where you want the variable inserted. The values of the variables appear on the corresponding body pages.

- Insert Page #** Inserts the variable for displaying the current page number. You can include text with the page number to produce numbering such as page 1.
- Insert Page Count** Inserts the variable for displaying the total number of pages in the document file. You can use the page count with the page number and text to produce numbering such as page 3 of 4.
- Insert Current Date** Inserts the variable for displaying the current date in short form (for example, 9/17/93).
- Insert Other** Opens the Variable dialog box where you can select another variable to insert or create a new variable.

- Introduction
- Layout palette
- Replace Selected Columns
- Normal Page Layout
- Master Page Usage
- New Master Page
- Update Page Layouts
- Page Layout Warning
- Headers & Footers**
- Flow Properties
- Rename Flow
- Add New Text Column
- Add Page commands
- Add Disconnected Pages

▼ More in list...

Flow Properties

Format menu > Flow

Dialog box where you assign a flow tag to a text column and specify the properties of the flow. A text flow is a series of connected columns through which text flows. Most documents have only one text flow, but documents such as newsletters can have many flows.

Flow Tag

Displays the name of the current column's text flow. If the flow is untagged, the text box is empty. You can specify a new name for the flow. The current column's flow tag is also displayed in the Tag area of the document window's status bar.

On master pages, text columns with tagged flows are the template columns used on body pages. Master page text columns with no flow tags are background columns—for example, for headers and footers. You can type in background text columns only on master pages.

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Flow Properties (continued)

Autoconnect Specifies that FrameMaker should automatically add a new page when text fills the last column in the flow.

PostScript Code Interprets PostScript code in the text column and displays it as an image when you print the document to a PostScript printer. FrameMaker doesn't display the image in your document.

Baseline Synchronization Aligns the baselines of the first lines of certain paragraphs in a flow with an invisible column grid.

Synchronize ¶'s with Line Spacing Of Determines the size of the invisible column grid. Only paragraphs that have this line spacing are synchronized to the grid, so you should use the same line spacing as the main body paragraph format (see [Line Spacing](#) in the Paragraph Designer).

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Flow Properties (continued)

First-Line Synchronization Limit Sets an allowance for paragraphs with larger fonts when the paragraphs appear at the top of text columns. For example, if the line spacing of the main body paragraphs is 12 points and headings have a line spacing of 16 points, specify 16 in this text box. FrameMaker will synchronize any heading that appears at the top of a column by allowing the top of the line to extend above the column border.

Feather

Adds extra space first between paragraphs in a flow and then between lines to fill entire text columns evenly. Space is adjusted so the last line of text in each column reaches the bottom margin. Feathering overrides synchronization if both properties are turned on for a flow.

Maximum Interline Padding Sets the maximum amount of space (padding) FrameMaker can add between lines.

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

▶ Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Flow Properties (continued)

Maximum Inter-¶ Padding Sets the maximum amount of space (padding) FrameMaker can add between paragraphs.

If it's not possible to feather text in a column without exceeding the padding limits, FrameMaker won't feather that column.

Introduction

Layout palette

Replace Selected
Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

▶ Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected
Pages

▼ More in list...

Rename Flow

Dialog box where you determine how you want flows renamed. This dialog box appears if the document contains more than one flow with the current column's flow tag, and you specify a new tag in the [Flow Properties](#) dialog box.

Options

Determines whether you want to rename all flows that have the current column's flow tag or only the current flow. If you rename all flows with the current tag, flows on both body and master pages are affected.

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Add New Text Column

Dialog box where you designate a newly drawn text column as a background column or connect it to an existing flow. This dialog box appears if you draw a text column on a master page. If you draw a column on a body page, you can use the [Connect Columns](#) command on the Layout palette to connect it to an existing flow.

To Master Page Shows the name of the currently displayed master page.

Column Type Determines how you want to use the new column in the page layout.

Background Text Makes the text column a background column, for example, for use as a header or footer. You create and edit background text columns on master pages. Their contents are displayed on body pages, but you cannot edit them there.

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

▶ Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Add New Text Column (continued)

Template for Body Page Text Column Makes the new column a template for a text column you can type in on a body page. A template column must have a flow tag (see [Flow Properties](#)).

Flow Tag Assigns a flow tag to the new text column. The pop-up menu lists all flow tags in the document.

Autoconnect Specifies that FrameMaker should automatically add a new body page when text fills the last column in the flow.

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

▶ Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...

Add Page commands

Special menu > Add Disconnected Pages
Add Master Page
Add Reference Page

Commands that add disconnected pages to a document. Different commands appear on the Special menu depending on the type of pages you are currently displaying.

To see help for each command, click its name in the following table:

If you are displaying	This command appears on the Special menu
Body pages	<u>Add Disconnected Pages</u>
Master pages	<u>Add Master Page</u>
Reference pages	<u>Add Reference Page</u>

Introduction

Layout palette

Replace Selected
Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected
Pages

▼ More in list...

Add Disconnected Pages

Special menu > Add Disconnected Pages

Dialog box where you can add disconnected body pages to a document. The text flow on the pages you add is not connected to the text flow of surrounding pages—text on surrounding pages bypasses the new disconnected page.

In most cases, FrameMaker adds new connected body pages automatically when text reaches the end of the last column in the flow. If you want to manually add a new connected body page, you can insert a page break (see [Page Break](#)).

Add Specifies where to add the page—before or after the body page shown in the text box.

Number of Pages To Add Specifies the number of body pages you want to add to the document.

Use Master Page Specifies which master page you want the new page to use. The pop-up menu lists the master pages in the document.

Introduction

Layout palette

Replace Selected Columns

Normal Page Layout

Master Page Usage

New Master Page

Update Page Layouts

Page Layout Warning

Headers & Footers

Flow Properties

Rename Flow

Add New Text Column

Add Page commands

Add Disconnected Pages

▼ More in list...



Add Master Page

Special menu > Add Master Page

Dialog box where you can add a new master page to the document. This command appears on the Special menu only when master pages are displayed. To create a new master page based on body page layout changes, use the New Master Page command.

Name Specifies a name for the new master page.

Initial Page Layout **Copy from Master Page** Bases the new master page on the column layout and background of an existing master page. The pop-up menu lists the master pages in the document.

Empty Creates a new blank master page.

▲ More in list...

Introduction

Add Master Page

Add Reference Page

Delete Pages

Master Page Name

Reference Page Name

Add Reference Page

Special menu > Add Reference Page

Dialog box where you add a new reference page to the document. This command appears on the Special menu only when reference pages are displayed.

Reference pages are for storing graphics that you use on body or master pages, allowing you to use one set of graphics consistently throughout a document. Reference page graphics include lines that appear above or below paragraphs such as headings and table titles, or that appear between body text and footnotes. Reference pages also store formatting information for generated documents.

Name Specifies a name for the new reference page.

▲ **More in list...**

Introduction

Add Master Page

▶ Add Reference Page

Delete Pages

Master Page Name

Reference Page Name

Delete Pages

Special menu > Delete Pages

Dialog box where you can delete normal body pages and disconnected body pages from a document. When you delete a page, its contents are also deleted. You can delete empty pages at the end of a document each time you save the document by using the Document Properties dialog box.

Start Page/End Page Specifies the range of pages you want to delete. Type the first and last page numbers of the range in the text boxes.

Master pages and reference pages

When you are on a master page or reference page, this command changes to **Delete Page (name)**. Then the command deletes the current master page or reference page.

You cannot delete the left or right master page.

▲ More in list...

Introduction

Add Master Page

Add Reference Page

Delete Pages

Master Page Name

Reference Page Name

Master Page Name

Dialog box where you change the name of a master page. This dialog box appears when you click the name of a master page in the status bar.

You cannot change the names of the left and right master pages.

▲ **More in list...**

Introduction

Add Master Page

Add Reference Page

Delete Pages

▶ **Master Page Name**

Reference Page
Name



Reference Page Name

Dialog box where you change the name of a reference page. This dialog box appears when you click the name of a reference page in the status bar.

▲ **More in list...**

- Introduction
- Add Master Page
- Add Reference Page
- Delete Pages
- Master Page Name
- Reference Page Name**



Introduction

FrameMaker uses markers to identify areas in your document to use as the source of cross-references, index entries, and running headers and footers. Markers are also used to identify active areas for hypertext commands and to identify text as conditional.

Help on markers

For information on markers, click an item in the topic list to the right, or click an active area below.

The Marker window inserts markers in text. You also use this window to enter and edit marker text. The marker types that you can insert are listed in the Marker Types pop-up menu.

For information on hypertext commands, see Hypertext commands in Syntax Descriptions. For examples of index entries and the marker text that creates them, see Index markers in Syntax Descriptions.

Introduction

Marker

Marker Types

Marker

Special menu > Marker

Window where you insert or edit a marker. If you select text before choosing the command, FrameMaker inserts the marker to the left of the selected text.

Marker Type Lists the types of markers (see [Marker Types](#)).

Marker Text Contains text associated with the marker. You can type up to 255 characters, including spaces.

If you select text in the document before choosing the command, the selected text appears in the text box. If you leave this text box empty and generate an index, FrameMaker extracts the word in the document to the right of the marker.

MARKERS

Marker (continued)

New Marker/ Edit Marker

Inserts the marker into the text at the insertion point or edits the selected marker.

Introduction

Marker

Marker Types

Index

Shortcuts



■ Done

Main Menu

Marker Types

Markers identify specific locations in the document, and they include text or instructions that FrameMaker uses. For example, index markers identify the page number that an index entry refers to. They also include the text of the entry, as well as instructions for the appearance of that entry. When you generate an index, FrameMaker finds the index markers and uses their location and content to compile the index entries.

Use markers to:

- Note text for an entry in a generated file, such as an index, glossary, or bibliography
- Mark the source of a spot cross-reference
- Insert a hypertext command at some location in the document
- Designate text for running headers and footers

The remaining pages in this section list the markers and what they do.

Marker Types (continued)

Marker type	Where to use it	How it works
Header/Footer\$1 Header/Footer\$2	Use these markers in the body of a document wherever you want the text of a header or footer to change.	These markers are read by the \$marker1 and \$marker2 building blocks in a Running H/F system variable. The variable picks up the text from the Header/Footer marker and displays it in the header or footer. See Edit System Variable for more information.
Index	Use this marker in the body of a document wherever you want the source of an index entry.	When you generate an index, FrameMaker uses the marker text for the index entry and uses the location of the marker for the page number. See Index markers in Syntax Descriptions for more information.

Marker Types (continued)

Marker type	Where to use it	How it works
Equation	Use this marker in the body of a document to mark the location of each equation in a document.	The text of an equation marker can include the text that will appear in the list. When you generate the list of markers, FrameMaker uses the entry to build the list.
Hypertext	Use this marker in a hypertext document for commands that link and display related information.	You type the hypertext command in the Marker Text box. See Hypertext commands in Syntax Descriptions for more information.
Cross-Ref	Use this marker to insert a spot cross-reference in a document.	This marker marks the text that is referred to in a cross-reference. The text you enter in the Marker text box will appear in the Reference Source scroll list in the Cross-Reference dialog box.

Marker Types (continued)

Marker type	Where to use it	How it works
Subject, Author, Glossary	Use these markers with the Generate command to create a list or index of markers showing authors, subjects, and glossary terms.	A list of these markers is useful for creating a list of authors, a subject index, or a glossary. A list of markers will contain the marker text exactly as it is typed. An index of markers can also include the sort order, format, and page range. See Generated Files and Books for more information.
Comment	Use this marker in the body of a document where you want to include a comment that will not appear in the printed document.	The text you enter in the Marker Text box is the comment.

Marker Types (continued)

Marker type	Where to use it	How it works
Type 11 through 25	Use these markers for your own categories of lists or indexes	Other names for these markers can be specified in the maker.ini file. For more information, see the online manual, Customizing Frame Products.
Conditional Text	FrameMaker inserts this marker when you make text conditional.	This is a special marker that FrameMaker inserts in your document. You cannot insert or edit markers of this type.

Introduction

You use the Equations palette to typeset, format, and evaluate mathematical expressions in a document.

Help on equations

For information on using the math elements and commands on the Equations palette, click an item in the topic list to the right or click an active area below:

The Equations pop-up menu contains the commands you use to insert equation objects; shrinkwrap equations; change equation fonts throughout the document; and create, insert, and edit custom math element definitions.

Most pages of the Equations palette contain buttons you can click to insert math elements into an equation.

The Functions page contains commands for evaluating mathematical expressions.

The Positioning page contains commands for changing the position and spacing of expressions and the alignment and line breaks of lists, multiline equations, and matrices.

Introduction

Equations palette

Equations pop-up menu

Equation Sizes

Equation Fonts

Insert Math Element

Add Math Element Definition

Override Definition

Update Definition

Symbols page

Operators page

Large page

Delimiters page

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

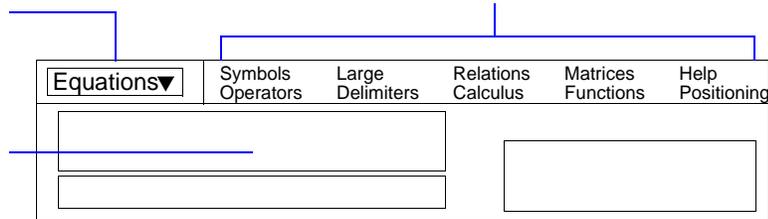
Equations palette

Special menu > Equations

Palette you use to create equations, insert math elements in equations, align equations and position expressions in them, and transform and evaluate equations.

You can also display the Equations palette by clicking the Equations button () on the right side of the document window.

Click a button to display a different page of the palette.



Introduction

Equations palette

Equations pop-up menu

Equation Sizes

Equation Fonts

Insert Math Element

Add Math Element Definition

Override Definition

Update Definition

Symbols page

Operators page

Large page

Delimiters page

▼ More in list...

Equations pop-up menu

Pop-up menu on the [Equations](#) palette where you insert equations, shrinkwrap and unwrap equations, and make global font changes in equations throughout a document. You also use the Equations pop-up menu to create, insert, and edit custom math elements.

New Equation

Inserts a new small, medium, or large equation in the document. A question mark prompt (?) appears in a frame anchored at the insertion point and placed below the current line. To insert math elements in the equation, click them on the [Equations](#) palette.

Introduction

Equations palette

Equations pop-up menu

Equation Sizes

Equation Fonts

Insert Math Element

Add Math Element
Definition

Override Definition

Update Definition

Symbols page

Operators page

Large page

Delimiters page

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Equations pop-up menu (continued)

Shrink-Wrap Equation	Shrinks the equation's anchored frame to the size of the equation and places the frame at the insertion point.
Unwrap Equation	Enlarges the equation's anchored frame to make room for editing the equation and places the frame below the current line.
Equation Sizes	Opens the Equation Sizes dialog box where you specify the font size and spacing of elements in all small, medium, and large equations in a document.
Equation Fonts	Opens the Equation Fonts dialog box where you specify character formatting to use in equations.
Insert Math Element	Opens the Insert Math Element dialog box where you insert custom math elements into an equation.

Introduction
Equations palette
Equations pop-up menu
Equation Sizes
Equation Fonts
Insert Math Element
Add Math Element Definition
Override Definition
Update Definition
Symbols page
Operators page
Large page
Delimiters page

▼ More in list...

Equations pop-up menu (continued)

- Add Definition to Catalog** Opens the Add Math Element Definition dialog box or the Override Definition dialog box where you add custom math elements to the Math Element Catalog or override the definitions of default math elements.
- Update Definition** Opens the Update Definition dialog box where you change the spacing of every occurrence of a math element in your document.

Introduction
Equations palette
Equations pop-up menu
Equation Sizes
Equation Fonts
Insert Math Element
Add Math Element Definition
Override Definition
Update Definition
Symbols page
Operators page
Large page
Delimiters page

▼ More in list...

Equation Sizes

Dialog box where you change the size and spacing of elements in small, medium, and large equations throughout a document. You open this dialog box by choosing Equation Sizes from the Equations pop-up menu on the Equations palette.

Small/Medium/ Large

Sets the size and spacing for elements in each equation size you can create.

Integral

Specifies the font size for the integral symbol.

Sigma

Specifies the font size for the summation, product, union, and intersection symbols.

Level 1/2/3

Specifies the font size for symbols and for two levels of superscripts or subscripts.

Horizontal Spread

Specifies the horizontal space added around math elements. Spread is expressed as a percentage of the font size. You can use positive or negative values.

Introduction

Equations palette

Equations pop-up menu

Equation Sizes

Equation Fonts

Insert Math Element

Add Math Element Definition

Override Definition

Update Definition

Symbols page

Operators page

Large page

Delimiters page

▼ More in list...

Equation Sizes (continued)

Vertical Spread Specifies the vertical space added around math elements. Spread is expressed as a percentage of the font size. You can use positive or negative values.

Get Defaults Returns all the settings to the FrameMaker-supplied defaults.

Introduction

Equations palette

Equations pop-up menu

Equation Sizes

Equation Fonts

Insert Math Element

Add Math Element Definition

Override Definition

Update Definition

Symbols page

Operators page

Large page

Delimiters page

▼ More in list...

Equation Fonts

Dialog box where you specify the font family used for mathematical symbols and the character formats used for other math elements. You open this dialog box by choosing Equation Fonts from the Equations pop-up menu on the Equations palette.

When you click Set, FrameMaker reformats all equations in the document to use the fonts specified in the dialog box and reshrinkwraps the equations, if necessary.

You change the character format of a specific expression in an equation the same way you do in text. See Character Formats.

Math Symbols

Specifies the font family used for symbols such as α or Σ . Only the fonts appropriate for math symbols appear in the list. FrameMaker supports the following equation fonts: Symbol, Mathematical Pi, and Lucida New Math. These fonts appear only if the fonts are installed. For information on installing fonts, see your Windows system or Adobe Type Manager documentation.

Introduction

Equations palette

Equations pop-up menu

Equation Sizes

Equation Fonts

Insert Math Element

Add Math Element Definition

Override Definition

Update Definition

Symbols page

Operators page

Large page

Delimiters page

▼ More in list...

Equation Fonts (continued)

Functions, Numbers, Strings, Variables

Specifies the character format for functions, numbers, strings, and variables. The character formats can change all properties except spread, superscript, subscript, change bar, capitalization, and pair kerning.

The character formats must be stored in the Character Catalog. To create a character format and store it in the Character Catalog, use the [Character Designer](#).

Introduction

Equations palette

Equations pop-up menu

Equation Sizes

Equation Fonts

Insert Math Element

Add Math Element Definition

Override Definition

Update Definition

Symbols page

Operators page

Large page

Delimiters page

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

EQUATIONS

Insert Math Element

Dialog box where you can insert a math element into an equation. You open this dialog box by choosing Insert Math Element from the Equations pop-up menu on the Equations palette.

You use this dialog box to insert custom math elements. You can insert a built-in math element directly by clicking it on the Equations palette or by typing a keyboard shortcut.

Before you insert a custom math element, it must be defined in the document using the Add Math Element Definition dialog box.

- | | |
|-------------------------|---|
| Element | Specifies which math element to insert. Shows the math elements defined for the current document. |
| Show Custom Only | Specifies whether to show all math elements or just the custom math elements. |

Introduction

Equations palette

Equations pop-up menu

Equation Sizes

Equation Fonts

▶ Insert Math Element

Add Math Element Definition

Override Definition

Update Definition

Symbols page

Operators page

Large page

Delimiters page

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Add Math Element Definition

Dialog box where you add a custom math element definition to the Math Element Catalog. You open this dialog box by choosing Add Definition to Catalog from the Equations pop-up menu on the Equations palette.

A custom math element is text that you can insert into an equation.

Before you use the Add Definition to Catalog command, draw a frame on a reference page. (The name of the reference page must begin with FrameMath.) The name of the math element is the same as the frame's name. (When you draw a frame on a reference page, the Frame Name dialog box appears for you to name the frame.) Then create the math element using a text line in the frame. You can use any characters and character formatting you want. You can also change the position of characters using the micropositioning shortcuts.

For all math elements except delimiters, the text line represents just the mathematical symbol, not the operands. When you later insert the element in an equation, FrameMaker places the operands in the appropriate places, based on the type of the math element.

To add an element to the Math Element Catalog, select the frame and choose Add Definition to Catalog from the Equations pop-up menu. If the

Introduction

Equations palette

Equations pop-up menu

Equation Sizes

Equation Fonts

Insert Math Element

▶ Add Math Element Definition

Override Definition

Update Definition

Symbols page

Operators page

Large page

Delimiters page

▼ More in list...

Add Math Element Definition (continued)

frame name is the same as a built-in math element, the [Override Definition](#) dialog box appears.

Type Specifies the type of element you're adding to the Math Element Catalog. The type indicates how the element behaves in relation to other elements.

You can define custom math elements of the following types.

Type	Example	Operands
Atom	α	None
Infix	$\alpha + \beta$	Two: one to the left and one to the right of the element
Prefix	$-\alpha$	One: to the right of the element
Postfix	$\alpha!$	One: to the left of the element

Introduction

Equations palette

Equations pop-up menu

Equation Sizes

Equation Fonts

Insert Math Element

Add Math Element Definition

Override Definition

Update Definition

Symbols page

Operators page

Large page

Delimiters page

▼ More in list...

Add Math Element Definition (continued)

Type	Example	Operands
Delimiter	(α)	One, between the delimiters
Large	$\int_0^{\infty} x$ or $\sum_1^{\infty} x^2$	Up to three: one each above, below, and to the right of the element
Vertical List	α β γ	Variable: arranged one above another (the custom math element defines the separator between items in the list)
Function	$\sin(\alpha)$	One: to the right of the element
Limit	$\lim_{x \rightarrow \infty} \frac{1}{x^2}$	Up to two: one below and one to the right of the element

Introduction

Equations palette

Equations pop-up menu

Equation Sizes

Equation Fonts

Insert Math Element

Add Math Element Definition

Override Definition

Update Definition

Symbols page

Operators page

Large page

Delimiters page

▼ More in list...

Override Definition

Dialog box where you change the definition of a built-in math element.

This dialog box appears if you add a custom math element whose frame has the same name as a built-in math element. This dialog box opens when you choose Add Definition to Catalog from the [Equations](#) pop-up menu on the Equations palette.

For more information, see [Add Math Element Definition](#).

Introduction

Equations palette

Equations pop-up menu

Equation Sizes

Equation Fonts

Insert Math Element

Add Math Element Definition

▶ **Override Definition**

Update Definition

Symbols page

Operators page

Large page

Delimiters page

▼ **More in list...**

Update Definition

Dialog box where you change the spacing for every occurrence of a math element in a document. You open this dialog box by choosing Update Definition from the Equations pop-up menu on the Equations palette. Before you choose the command, select the math element in an equation and set its spacing using the Spacing controls on the Positioning page on the Equations palette. To set the spacing around an operator, adjust the spacing around its operands.

You can update the spacing around math elements of type infix, prefix, postfix, and large, as well as around superscripts, subscripts, and the division bar. For examples of math element types, click [here](#).

Go to Frame Displays the FrameMath reference page that contains the definition for the selected element.

Get Default Changes the spacing back to the FrameMaker-supplied default.

- Introduction
- Equations palette
- Equations pop-up menu
- Equation Sizes
- Equation Fonts
- Insert Math Element
- Add Math Element Definition
- Override Definition
- Update Definition
- Symbols page
- Operators page
- Large page
- Delimiters page

▼ More in list...

Symbols page

Page of the [Equations](#) palette where you insert Greek letters, diacritical marks, and other symbols in an equation. The Symbols page also contains controls for inserting a text string (a series of characters that FrameMaker interprets as a unit) in an equation. You display this page by clicking Symbols at the top of the Equations palette.

To insert a symbol, select an expression or put the insertion point in an equation. Then click the symbol on the Symbols page. Diacritical marks appear on the element to the left of the insertion point or on variables in the selection. Other elements appear at the insertion point or question mark prompt or are multiplied by the selection.

To insert a summation (Σ), product (\prod), or partial differential (∂) element you can evaluate mathematically rather than as a Greek letter, use the elements on the [Large](#) page and the [Calculus](#) page.

You can use [shortcuts](#) to insert symbols in equations.

- Introduction
- Equations palette
- Equations pop-up menu
- Equation Sizes
- Equation Fonts
- Insert Math Element
- Add Math Element Definition
- Override Definition
- Update Definition
-  Symbols page
- Operators page
- Large page
- Delimiters page

▼ More in list...

[Index](#)[Shortcuts](#)[More](#)[Done](#)[Main Menu](#)

Symbols page (continued)

Start String, End String

Begins and ends a text string. To insert a text string, select an expression or put the insertion point in an equation. Click Start String, type the string, and then click End String. You can also type an apostrophe or quotation mark to start the string and press Return to end it.

Introduction

Equations palette

Equations pop-up
menu

Equation Sizes

Equation Fonts

Insert Math Element

Add Math Element
Definition

Override Definition

Update Definition

► Symbols page

Operators page

Large page

Delimiters page

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Operators page

Page of the [Equations](#) palette where you insert commonly used operators for addition, subtraction, multiplication, and division in an equation as well as roots, powers, signs, subscripts, superscripts, and logic symbols. You display this page by clicking Operators at the top of the Equations palette.

To insert an operator, select an expression or put the insertion point in an equation. Then click the operator on the Operators page. If more than one question mark prompt appears in the equation when you click, press Tab to move from one prompt to another.

You can use [shortcuts](#) to insert operators in equations.

Toggle Format

Switches the appearance of a selected division symbol between the three available formats shown below Toggle Format on the Operators page.

Introduction

Equations palette

Equations pop-up menu

Equation Sizes

Equation Fonts

Insert Math Element

Add Math Element Definition

Override Definition

Update Definition

Symbols page

Operators page

Large page

Delimiters page

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Operators page (continued)

Horizontal and vertical lists

To add a horizontal or vertical list to an equation, select the expression you want to be the first item in the list. Then click the horizontal list element ($\boxed{? ?}$) or vertical list element ($\boxed{\begin{matrix} ? \\ ? \end{matrix}}$) on the Operators page. To add an item to a horizontal or vertical list, select one of the items in the list and click the element on the Operators page again.

- Introduction
- Equations palette
- Equations pop-up menu
- Equation Sizes
- Equation Fonts
- Insert Math Element
- Add Math Element Definition
- Override Definition
- Update Definition
- Symbols page
- Operators page**
- Large page
- Delimiters page

▼ More in list...

EQUATIONS

Large page

Page of the [Equations](#) palette where you insert large elements such as sums, products, integrals, intersections, and unions in an equation. You display this page by clicking Large at the top of the Equations palette.

To insert a math element from the Large page, select an expression or put the insertion point in an equation. Then click the element on the Large page. FrameMaker places the element at the insertion point or applies it to the selection. If more than one question mark prompt appears in the equation when you click, press Tab to move from one prompt to another.

You can use [shortcuts](#) to insert large math elements in equations.

Add Operand

Adds an operand to the selected element or to the element to the left of the insertion point. For example, if you select an integral symbol with a lower bound but no upper bound and click Add Operand, a question mark prompt appears for the upper bound.

Toggle Format

Switches the appearance of the selected integral between the formats shown on the Large page.

Introduction

Equations palette

Equations pop-up menu

Equation Sizes

Equation Fonts

Insert Math Element

Add Math Element Definition

Override Definition

Update Definition

Symbols page

Operators page

Large page

Delimiters page

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Delimiters page

Page of the [Equations](#) palette where you insert delimiters such as parentheses, brackets ([]), and braces ({}) in an equation. You display this page by clicking Delimiters at the top of the Equations palette.

To insert a delimiter, select an expression or put the insertion point in an equation. Then click the delimiter on the Delimiters page. FrameMaker places delimiters at the insertion point or around the selection. If more than one question mark prompt appears in the equation when you click, press Tab to move from one prompt to another.

To remove a delimiter, put the insertion point to the right of it and press Delete.

You can use [shortcuts](#) to insert delimiters in equations.

Toggle Format Switches the appearance of the selected delimiters among parentheses, brackets, and braces.

Remove Parentheses Removes all parentheses, braces, and brackets in the selected expression. If you later use evaluation commands, FrameMaker evaluates the expression as if the delimiters were still present.

Introduction

Equations palette

Equations pop-up menu

Equation Sizes

Equation Fonts

Insert Math Element

Add Math Element Definition

Override Definition

Update Definition

Symbols page

Operators page

Large page

Delimiters page

▼ More in list...

Relations page

Page of the Equations palette where you insert relation symbols such as =, <, >, ≈, ≡, ∈, ⊃, and ⊂ in an equation. You display this page by clicking Relations at the top of the Equations palette.

To insert a relation, select an expression or put the insertion point in an equation. Then click the relation on the Relations page. All relations except the binary equal sign () apply to the character to the left or right of the insertion point or to the selection. If you insert a relation between multiplied elements, the relation applies to the elements on either side of the insertion point. If more than one question mark prompt appears in the equation when you click, press Tab to move from one prompt to another.

You can use shortcuts to insert relations in equations.

▲ More in list...

Introduction

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Math Element

Position Settings

Relations page (continued)

Equal signs

Binary equal signs appear to the right of the current expression. If the insertion point or selection is in a subscript, the equal sign appears to the right of the subscript.

To insert a binary equal sign at the insertion point rather than to the right of the expression, press Esc m = instead of clicking the binary equal sign on the Equations palette.

▲ More in list...

Introduction

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Math Element

Position Settings

Calculus page

Page of the [Equations](#) palette where you insert integrals, derivatives, gradients, and limits in an equation. You display this page by clicking Calculus at the top of the Equations palette.

To insert a calculus symbol, select an expression or put the insertion point in an equation. Then click the element on the Calculus page. FrameMaker places the calculus symbol at the insertion point or applies it to the selection. If more than one question mark prompt appears in the equation when you click, press Tab to move from one prompt to another.

You can use [shortcuts](#) to insert calculus elements in equations.

Add Operand

Adds an operand to the selected element or to the element to the left of the insertion point. For example, if you select an integral symbol with a lower bound but no upper bound and click Add Operand, a question mark prompt appears for the upper bound.

Toggle Format

Switches the appearance of the selected integral among the formats shown on the Calculus page.

▲ More in list...

Introduction

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Math Element

Position Settings

Matrices page

Page of the [Equations](#) palette where you insert matrices ranging in size from 1 x 1 to 3 x 3 in an equation, and where you use commands to change matrices. You display this page by clicking Matrices at the top of the Equations palette.

To insert a matrix, select an expression or put the insertion point in an equation. Then click the matrix on the Matrices page. FrameMaker places the matrix at the insertion point. If an expression is selected, it becomes the first cell in the matrix. To move from one question mark prompt in the matrix to another, press Tab.

You can use [shortcuts](#) to insert matrices in equations and to execute matrix commands.

Add/Remove Brackets Adds or removes brackets around a matrix.

Matrix Commands Perform operations on the current matrix.

Create 1 x 1 Matrix Inserts a single-cell matrix.

Add Row Adds a row at the bottom of the matrix.

▲ More in list...

Introduction

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Math Element

Position Settings

Matrices page (continued)

Add Column Adds a column at the far right of the matrix.

Matrix Transpose Switches the rows and columns.

Matrix Algebra Evaluates the matrix. Performs matrix multiplication and addition and evaluates dot and cross products.

Matrix Row Height Changes the way the row height is calculated.

All Equal Makes each row tall enough to hold the tallest cell in the entire matrix.

Proportional Makes each row tall enough to hold the tallest cell in the row.

Matrix Column Width Changes the way the column width is calculated.

All Equal Makes each column wide enough to hold the widest cell in the entire matrix.

Proportional Makes each column wide enough to hold the widest cell in the column.

▲ More in list...

Introduction

Relations page

Calculus page

▶ Matrices page

Functions page

Positioning page

Math Element

Position Settings

Functions page

Page of the [Equations](#) palette where you insert functions (trigonometric, hyperbolic, logarithmic, and others) in an equation, and where you use commands to evaluate and transform mathematical expressions. You display this page by clicking Functions at the top of the Equations palette.

To insert a function, select an expression or put the insertion point in an equation. Then click the function on the Functions page. FrameMaker places the function at the insertion point or applies it to the selection (except for the limit and general functions). If more than one question mark prompt appears in the equation when you click, press Tab to move from one prompt to another.

You can use [shortcuts](#) to insert functions in equations and to evaluate expressions.

To use a command on the Functions page, select the expression you want to evaluate. Then choose the command from a pop-up menu.

▲ More in list...

Introduction

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Math Element

Position Settings

Functions page (continued)

Addition

Add Fractions Adds fractions, expressing the result as a single fraction. Also combines like terms.

Order Sum Arranges polynomials in decreasing powers of a selected variable.

Order Sum Reverse Arranges polynomials in increasing powers of a selected variable.

Multiplication

Factor Factors a selected term out of a product.

Factor Some Factors a selected term from only those terms that contain it.

Multiply Out Simplifies the selected expression, distributes multiplication over addition, and expands a selected term raised to a positive integral power.

Multiply Out Once Multiplies the first pair of factors on the left side of a selected expression.

▲ More in list...

Introduction

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Math Element

Position Settings

Functions page (continued)

Division

Distribute Distributes division and multiplication over addition and transforms products and quotients involving radicals and exponents into a single expression raised to a power.

Distribute Over Equality Performs the same operation on both sides of the equal sign.

Long Division Performs long division in a fraction containing a polynomial numerator and denominator. Select one variable in the fraction to divide by.

Remove Division Converts division to multiplication by changing positive exponents to negative and vice versa.

Remove Division 1 Level Converts the top level of division to multiplication in a selected expression.

Remove Negative Powers Converts negative exponents to positive by replacing multiplication with division and vice versa.

▲ More in list...

Introduction

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Math Element

Position Settings

Functions page (continued)

Evaluation

Remove Negative Powers 1 Level Converts negative exponents to positive at the top level of the expression. If the selected expression has no negative exponents at the top level, this command has no effect.

Number Crunch Changes integers to floating-point numbers and then evaluates the expression.

Show All Digits Shows the full internal accuracy of a floating-point number.

Evaluate Evaluates expressions, performing a variety of operations depending on the selected expression. For example, this command rewrites an expression raised to a power of less than 20 as a product, computes the factorial of an integer, computes the determinant of a 1×1 or 2×2 matrix, extracts a term from a sum or product, rewrites an Evaluate Between operator as a difference, rewrites

▲ More in list...

Introduction

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Math Element

Position Settings

Functions page (continued)

the logarithm of a product as a sum of logarithms and a logarithm of a power as a product, rewrites a logarithm to a base in terms of natural logarithms, and rewrites a choice function in terms of factorials.

Evaluate Substitution Performs a specified substitution and then simplifies the expression.

Evaluate Integrals Rewrites the selected integral with a polynomial integrand.

Evaluate Derivatives Evaluates a selected derivative, applying the chain rule to complex expressions when necessary. For partial derivatives, all dependencies must be explicitly written. For total derivatives, FrameMaker assumes that elements depend on the variable of differentiation. For nth derivatives, expand the expression with the Evaluate command first.

Evaluate Derivatives 1 Level Evaluates only the top level of a selected derivative.

▲ More in list...

Introduction

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Math Element

Position Settings

Index

Shortcuts



More



■ Done

Main Menu

Functions page (continued)

Rules

Enter Rule Stores a rule for substituting one expression for another. Select the expression you want to store as a rule (such as $a = b + 3$) before choosing Enter Rule.

Apply Rule Substitutes one term ($b + 3$ in the preceding example) or set of terms for another (a in the example) in a selected expression, using the assignment ($a = b + 3$ in the example) stored with the Enter Rule command.

Designate Dummy Designates the selected term in an expression as a dummy variable. The dummy variable appears in boldface.

A dummy variable on the left side of a rule allows you to substitute the expression on the right side for any variable. For example, suppose you select a in $a = b + 3$ and choose Designate Dummy and then

▲ More in list...

Introduction

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Math Element

Position Settings

Functions page (continued)

select the entire expression and choose Enter Rule. When you later select any expression in an equation and choose Apply Rule, FrameMaker substitutes $b + 3$ for the selected expression.

Other Rewrites

Simplify Simplifies expressions, performing a variety of operations depending on the selected expression. For example, this command performs integer arithmetic, groups terms in a sum or product, divides out common factors in a fraction, interprets the complex number i , and distributes exponentiation across multiplication and division.

Simplify Some Simplifies the selected expression, but does not multiply fractions together.

Isolate Term Isolates a selected expression on one side of the equal sign. This command does not combine terms or solve for the selected expression.

Expand First Term Expands the first term of a selected summation (Σ) or product (\prod).

▲ More in list...

Introduction

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Math Element

Position Settings

Functions page (continued)

Expand All Terms Expands all terms of a selected summation (Σ) or product (\prod).

▲ **More in list...**

Introduction

Relations page

Calculus page

Matrices page

▶ Functions page

Positioning page

Math Element

Position Settings

Index

Shortcuts



■ Done

Main Menu

Positioning page

Page of the [Equations](#) palette where you change the position (micropositioning) and spacing for expressions, change the alignment of horizontal and vertical lists and multiline equations, set and clear manual line breaks in multiline equations, and inspect the position and spacing of an expression. You display this page by clicking Positioning at the top of the Equations palette.

Microposition

Repositions an expression so it's closer to or farther away from other elements in an equation.

The large arrows move the selection in the indicated directions. The center button moves the selection back to its original position.

Spacing

Adds or removes white space around the selected expression.

The plus/minus buttons change the white space adjacent to the indicated edges. The center button restores the expression's default white space.

▲ More in list...

Introduction

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Math Element

Position Settings

Positioning page (continued)

Position Settings Opens the Math Element Position Settings dialog box to show the positioning, spacing, and alignment of the selected expression.

**Alignment:
Left/Right** Aligns items in vertical lists, multiline equations, and matrix columns along their left or right edges, their centers, or to the left or right of their equal signs. If you choose Left of = or Right of = and an item, line, or column doesn't have an equal sign, the item aligns along its left side.

To set automatic alignment, click in the list, equation, or matrix and choose an item from the pop-up menu.

To set a manual alignment point at the insertion point, choose Set Manual. The item, line, or column aligns with other items along the manual alignment point.

To clear the manual alignment point, choose Clear Manual with the alignment point selected.

▲ More in list...

Introduction

Relations page

Calculus page

Matrices page

Functions page

Positioning page

Math Element
Position Settings

Positioning page (continued)

Alignment: Up/Down

Aligns horizontal lists and matrix rows along their tops, bottoms, or baselines.

Line Breaking

Sets and clears manual line breaks in an equation.

To force an equation to break across lines, put the insertion point where you want the line break and choose Set Manual.

To clear the line break, select the part of the equation containing the manual line break and choose Clear Manual.

You can specify the length at which an equation breaks automatically across lines. To do so, use the Automatic Line Break After setting in the Object Properties dialog box

▲ More in list...

Introduction

Relations page

Calculus page

Matrices page

Functions page

▶ Positioning page

Math Element

Position Settings

Math Element Position Settings

Dialog box where you inspect and change the position, spacing, and alignment of a math element, expression, or equation. You open this dialog box by clicking Position Settings on the [Positioning](#) page of the Equations palette.

Alignment	Shows the horizontal and vertical alignment for lists, multiline equations, and matrices.
Microposition Offset	Shows the position of an expression in relation to its original position.
Spacing	Shows the amount of white space added or removed at the top, left, bottom, and right of an expression.

▲ More in list...

Introduction

Relations page

Calculus page

Matrices page

Functions page

Positioning page

▶ **Math Element
Position Settings**

Introduction

Every paragraph in a FrameMaker document has a format, which is made up of properties such as the default font, indents, space above and below, and so on. You define a paragraph's format using the Paragraph Designer or the controls on the formatting bar. You can store paragraph formats in a catalog and apply them to other paragraphs. When you apply a format to a paragraph, the paragraph takes on all the properties of that format.

Help on paragraph formats

For information on paragraph formats, click an item in the topic list to the right or click an active area below.

The [Paragraph Catalog](#) is where you store paragraph formats.

The [Paragraph Designer](#) contains settings for all paragraph properties, as well as controls for applying and editing Paragraph Catalog formats.

The [formatting bar](#) provides controls for formatting paragraphs.

For information on the settings you use to format specific characters within a paragraph, see [Character Formats](#).

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font
properties

Pagination properties

Side Head Layout for
Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Paragraph Catalog

The Paragraph Catalog is where you store paragraph formats. You display the Paragraph Catalog by clicking the  button on the document window border or by choosing Paragraphs > Catalog from the Format menu.

The catalog lists all stored paragraph formats in the document. You can apply a catalog format to the current paragraph or to all selected paragraphs by clicking the format in the scroll list. You can also apply a format by choosing it from the Paragraph Format pop-up menu on the formatting bar.

Delete

Opens the Delete Formats from Catalog dialog box where you can delete formats from the Paragraph Catalog.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font
properties

Pagination properties

Side Head Layout for
Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Paragraph Designer

Format menu > Paragraphs> Designer

Window where you can create and change paragraph formats, store them in the Paragraph Catalog, and apply them to paragraphs in the document. You can also create and change paragraph formats using the [formatting bar](#).

The Paragraph Designer window displays all the properties you can set for a paragraph. Changes you make in the designer window do not take effect in the current paragraph until you apply the changes or update the catalog format.

Paragraph Tag

Shows the tag (name) of the current paragraph. The properties displayed in the rest of the designer window are the properties of that paragraph. You can choose a different tag from the pop-up menu to display the properties of a particular catalog format, or you can type a new name in the text box to rename or create a format.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Paragraph Designer (continued)

If you hold down the Shift key while choosing from the pop-up menu, FrameMaker displays the properties of the chosen catalog format without changing the tag in the text box.

Properties

Lists the six groups of properties available in the Paragraph Designer. When you choose a group from the pop-up menu, the properties in that group are displayed in the designer window. You can change property settings to modify a paragraph format or create a new format.

When you click in a paragraph, the designer window displays the properties of that paragraph, which may or may not match the properties of the catalog format with the same tag. To see the properties of the catalog format, choose its tag from the Paragraph Tag pop-up menu in the Paragraph Designer.

Introduction

Paragraph Catalog

▶ Paragraph Designer

Basic properties

Edit Tab Stop

Default Font
properties

Pagination properties

Side Head Layout for
Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Paragraph Designer (continued)

If you change any of the properties in a group, you must apply them to the current paragraph before you can display a different group.

Basic Displays the Basic properties for setting a paragraph's indents, line and paragraph spacing, alignment, tab stops, and next paragraph.

Default Font Displays the Default Font properties for setting a paragraph's default font.

Pagination Displays the Pagination properties for setting a paragraph's placement, page break, and widow and orphan control, and for specifying whether it's a normal paragraph, a side head, or a run-in head.

Numbering Displays the Numbering properties for setting a paragraph's autonumber format. You use autonumbering for numbered and bulleted lists, section headings, table and figure titles, and so on.

Introduction

Paragraph Catalog

▶ Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Paragraph Designer (continued)

Advanced Displays the Advanced properties for controlling hyphenation and word spacing, setting the language used by the spelling checker, and designating a reference frame to appear above or below the paragraph.

Table Cell Displays the Table Cell properties for setting the vertical alignment of the first paragraph within a table cell, and for overriding the table's normal cell margins.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Paragraph Designer (continued)

Apply To Selection Applies all properties from all property groups (including the tag in the Paragraph Tag text box) to the current paragraph or selected paragraphs. The corresponding catalog format is not updated.

If you haven't changed any properties, clicking Apply To Selection simply applies the catalog format displayed in the Paragraph Tag text box to the current paragraph.

If you have changed any properties, clicking Apply To Selection creates a format override in the current paragraph. This means that the paragraph's format no longer matches the catalog format that has the same tag.

In some situations, you may want a paragraph to have format overrides, for example, when inserting page breaks. In most situations, however, you'll eventually want to update the catalog format and all other paragraphs that have the same tag. You can also create a new catalog format.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Paragraph Designer (continued)

Update All Formats Tagged

Updates the catalog format with the tag shown, as well as all paragraphs in the document that have the same tag. All properties from all property groups are updated. If the tag in the Paragraph Tag text box is different from the tag shown here, the format is renamed.

Commands

Displays paragraph formatting commands.

New Format Opens the New Format dialog box where you can store the current paragraph's format in the Paragraph Catalog.

Global Update Options Opens the Global Update Options dialog box where you can specify which properties you want to update for specific catalog formats.

Delete Format Opens the Delete Formats from Catalog dialog box where you can delete formats from the Paragraph Catalog.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Paragraph Designer (continued)

Set Window to As Is Changes all properties in the Paragraph Designer to As Is. Use this command if you want to change only certain properties. After changing properties to As Is, set only those properties you want to change. When you click Apply or Update All, FrameMaker will not update those properties still set to As Is.

Reset Window from Selection Changes all properties in the Paragraph Designer to match those of the current or selected paragraphs. Use this command before clicking Apply or Update All if you don't want to keep the changes you've made and want to return to the original properties.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Basic properties

The Basic property group is where you can set a paragraph's indents, line and paragraph spacing, alignment, and tab stops. You display this group by choosing it from the Properties pop-up menu in the Paragraph Designer.

Indents

Sets the distances from the left and right edges of the text column to the text. The indents are displayed on the ruler.

First Sets the left indent of the paragraph's first line. Use this property to set up numbered and bulleted lists, as well as paragraphs that begin with an indented line.

Left Sets the left indent of all lines in the paragraph except the first.

Right Sets the right indent of all the lines in the paragraph.

Alignment

Determines the paragraph's horizontal position within the left and right indents. Paragraphs can be left aligned, right aligned, centered, or justified.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Basic properties (continued)

Space

Sets the space above and below the paragraph. You can specify a custom spacing in the text boxes, or use the pop-up menus to choose spacing based on the paragraph's font size. Note: Feathering text and synchronizing text baselines can affect the spacing between paragraphs. See [Flow properties](#).

To determine the space between two adjacent paragraphs, FrameMaker uses the space below the first paragraph or the space above the second paragraph, whichever is larger.

If the paragraph is at the top of a column, FrameMaker ignores the Space Above value. If it's at the bottom of a column, FrameMaker ignores the Space Below setting.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Basic properties (continued)

Line Spacing

Sets the space between lines in the paragraph, from baseline to baseline. You can specify a custom line spacing in the text box or choose single, one and one-half, or double spacing from the pop-up menu. The values in the pop-up menu are based on the paragraph's font size.

Fixed Keeps the distance between baselines the same. If line spacing is not fixed, individual line heights expand to accommodate large characters, superscript or subscript characters, or anchored frames.

Tab Stops

Creates and changes tab stops. The scroll list shows the paragraph's tab stops. If you select paragraphs with different tab stops, the scroll list shows the tab stops of the first paragraph in the selection. The tab stops are also displayed on the ruler.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Basic properties (continued)

Edit Opens the Edit Tab Stop dialog box where you can create or delete a tab stop, change its position and alignment, and add a leader to it. Before clicking Edit, select New Tab Stop in the Tab Stops scroll list to create a new tab stop, or select the tab stop you want to edit. You can also create and edit tab stops directly with the formatting bar and ruler.

Next ¶ Tag

Determines the catalog format used for the next paragraph when you press Return. The pop-up menu lists all catalog formats in the document. If you don't specify a tag, or if the tag isn't in the Paragraph Catalog, FrameMaker uses the current paragraph's format.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Edit Tab Stop

Dialog box where you can create or delete a tab stop, change its position and alignment, and add a leader to it. You open this dialog box by selecting a tab stop in the Basic properties of the Paragraph Designer, or by double-clicking a tab stop symbol on the ruler. Changes you make in this dialog box affect only the current tab stop, not all tab stops in the paragraph.

You can also create and edit tab stops by dragging them from the formatting bar into the ruler.

Current Position Shows the current distance from the left edge of the text column to the tab stop you're editing.

New Position Specifies a new position for the tab stop, relative to the left edge of the text column.

Alignment Specifies how tabbed text will align with the tab stop. Tabbed text can be left aligned, centered, right aligned, or decimal aligned.

Align On Specifies an alignment character (such as a period or comma) for decimal-aligned tab stops.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Edit Tab Stop (continued)

Leader	Specifies the leader pattern between the point in text where you press Tab and the tab stop. Custom Creates a leader with the character you specify.
Repeat Every	Adds additional tab stops to the paragraph at the interval you specify.
Delete	Deletes the current tab stop.
Delete All	Deletes all tab stops in the paragraph.
Continue/Edit	Continue Updates the <u>Tab Stops</u> scroll list in the Basic properties of the Paragraph Designer. This button appears only if you clicked Edit in the designer window. The tab stop properties do not take effect in the paragraph until you click <u>Apply</u> or <u>Update All</u> in the Paragraph Designer.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

▶ Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Edit Tab Stop (continued)

Edit Applies the changes to the tab stop. This button appears only if you double-clicked a tab stop on the ruler. The changes take effect immediately.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font
properties

Pagination properties

Side Head Layout for
Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Default Font properties

The Default Font property group is where you can specify a paragraph's font properties. You display this group by choosing it from the Properties pop-up menu in the Paragraph Designer.

You can also set some paragraph font properties by selecting the entire paragraph and choosing a font, size, and style from the Format menu.

Family	Specifies the font family. The pop-up menu lists the font families available on your system.
Size	Specifies the font size. You can type a custom point size between 2 and 400 points in the text box, or choose a standard point size from the pop-up menu.
Angle	Specifies the font angle (such as Italic). The pop-up menu lists the angles available for the font family.
Weight	Specifies the font weight (such as Bold). The pop-up menu lists the weights available for the font family.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Default Font properties (continued)

Variation	Specifies the font variation (such as Condensed). The pop-up menu lists the variations available for the font family.
Color	Specifies the color of the paragraph's text. The pop-up menu lists the colors that have been defined in the document. For information on how to define a color, see Color Definitions .
Spread	Specifies the extra space added to or subtracted from the paragraph's default space between characters. The value is a percentage of the default font's em space. Negative values decrease the space; positive values increase the space. The normal spread is 0 percent.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

▶ Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Default Font properties (continued)

Underline	Places a single or double line below each line of text in the paragraph. The pop-up menu lists the styles of underlines available. The offset and thickness of both single and double underlines is determined by the weight and size of the default font; however, numeric underlines have the same offset and thickness wherever they appear.
Double Underline	
Numeric Underline	
Overline	Places a line above each line in the paragraph.
Strikethrough	Places a line through each line in the paragraph.
Change Bar	Displays a vertical bar in the margin beside the paragraph. To change the width, position, or color of change bars, use the <u>Change Bars</u> command.
Superscript	Places the paragraph ^{above} the baseline (superscript) or _{below} the baseline (subscript).
Subscript	

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Default Font properties (continued)

To change the size and position of the superscripted or subscripted paragraph, use the Document command.

Small Caps
Lowercase
Uppercase

Specifies the capitalization style of the paragraph.

THIS IS SMALL CAPS. this is lowercase.

THIS IS UPPERCASE.

To change the size of small caps, use the Document command.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

▶ Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Default Font properties (continued)

Pair Kern

Decreases the space between pairs of characters in the paragraph and turns on ligatures. The character pairs that are kerned, the amount of kerning, and the ligatures depend on the font and are defined by the font's manufacturer.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

▶ Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Pagination properties

The Pagination property group is where you specify a paragraph's vertical position on the page and set it up as a normal paragraph, a run-in head, or a side head. You display this group by choosing it from the Properties pop-up menu in the Paragraph Designer.

Start

Specifies where the paragraph starts on the page.

Anywhere Begins the paragraph below the preceding one. The paragraph's Widow/Orphan Lines property determines where the paragraph breaks across columns. You can use this setting to remove a page break.

Top of Column Starts the paragraph at the top of the next column.

Top of Page/Top of Left Page/Top of Right Page Starts the paragraph at the top of the next indicated page.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

▶ **Pagination properties**

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ **More in list...**

Pagination properties (continued)

Keep With

Next ¶ Keeps the current paragraph in the same column as the next paragraph. The Widow/Orphan Lines properties of both paragraphs control how many lines of the paragraphs must stay together in the column.

Previous ¶ Keeps the current paragraph in the same column as the previous paragraph. The Widow/Orphan Lines properties of both paragraphs control how many lines of the paragraphs must stay together in the column.

Widow/Orphan Lines

Determines where the paragraph can break between text columns. Widow/Orphan Lines are the minimum number of lines in the paragraph that can appear alone at the top or bottom of a column.

You can use this property to specify that the paragraph should not break between columns. To do this, specify a large number in the Widow/Orphan Lines text box. The maximum setting is 100 lines.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

▶ **Pagination properties**

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ **More in list...**

Index

Shortcuts



More



■ Done

Main Menu

Pagination properties (continued)

Format

Specifies whether the paragraph is a normal paragraph, a run-in head, a side head, or extends across the side-head and normal-text areas. To set up the areas for side-head formatting in a flow, see [Leave Room for Side Heads in Flow](#).

Normal Places the paragraph in the normal-text area. If side-head formatting is turned on for the current flow, the normal-text area is next to the side-head area.

Run-In Head Makes the paragraph a run-in head. The next paragraph appears on the same line as the run-in head.

This is a run-in head: Run-in heads are usually low-level headings that need less emphasis.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

▶ **Pagination properties**

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ **More in list...**

Index

Shortcuts



More



■ Done

Main Menu

Pagination properties (continued)

Default Punctuation Specifies the characters to use between the run-in head and the following paragraph. The default punctuation is initially set to a period followed by an em space. The default punctuation is ignored if the run-in head ends with its own punctuation mark.

Side Head Makes the paragraph a side head. If side-head formatting is turned on for the current flow, side-head paragraphs appear adjacent to the normal paragraphs.

This is a side head. This is a normal body paragraph. A typical side-head layout places the side head to the left of normal text.

To set up the areas for side-head formatting in a flow, see [Leave Room for Side Heads in Flow](#).

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

▶ **Pagination properties**

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

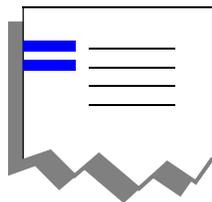
Apply Changes

New Format

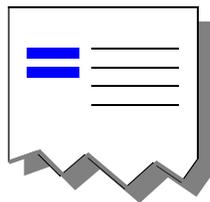
▼ **More in list...**

Pagination properties (continued)

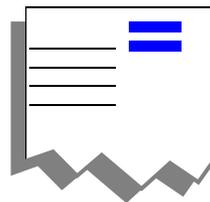
Alignment Vertically aligns the side head with its corresponding normal paragraph.



First baseline



Top edge



Last baseline

Across Side Head and Normal Areas Extends the paragraph across the full width of the side-head and normal-text areas when side-head formatting is turned on for the flow.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Pagination properties (continued)

As Is This setting has two purposes:

- It indicates that you have selected paragraphs with different heading formats.
- It retains the heading property when you update other properties for paragraph formats.

For more information, see [As Is setting in windows and dialog boxes](#).

Leave Room for Side Heads in Flow Turns on the side-head formatting property for the current flow. When side-head formatting is turned on, paragraphs designated as side heads move to the side-head area. Other paragraphs appear in the normal-text area. When side-head formatting is turned off, all paragraphs appear one after another throughout the entire flow.

Layout Opens the [Side Head Layout for Current Flow](#) dialog box where you can set up the area for side heads in the flow.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

▶ **Pagination properties**

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ **More in list...**

Side Head Layout for Current Flow

Dialog box where you designate a separate area for side heads in the current text flow. When side-head formatting is turned on, paragraphs with the side-head property move to the side-head area. Other paragraphs appear in the normal-text area. You open this dialog box with the Layout button in the Pagination properties of the Paragraph Designer.

Leave Room for Side Heads in Flow

Turns on side-head formatting for the current flow, creating a separate area for side heads. You specify the width and gap of the side-head area, and FrameMaker reserves the remainder of the text column for normal body text.

Width Sets the width of the side-head area.

Gap Sets the amount of space between the side-head area and the normal-text area.

Side Designates the location of the side-head area. Side heads can be to the left or right of normal text or on the inside or outside edge of a double-sided page layout.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Numbering properties

The Numbering property group is where you specify a paragraph's autonumber format. An autonumbered paragraph is part of a series such as a sequence of numbered steps or section headings. As you add autonumbered paragraphs to the document, FrameMaker numbers them appropriately. If you move or delete autonumbered paragraphs, FrameMaker rennumbers the list. Autonumbering is also useful for bulleted lists and numbered figure and table titles. You display this group by choosing it from the Properties pop-up menu in the Paragraph Designer.

Autonumber Format

Defines the autonumber format. You can type a format in the text box and/or select items from the Building Blocks scroll list.

A format can (but isn't required to) include a series label, text, counters, and tabs.

Autonumber Format:

Text Counter Tab

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Numbering properties (continued)

A series label distinguishes one series of autonumbering from another within the same flow. For example, to number figures and tables independently of each other, you could use the letters F and T as the series labels for figure and table numbering, respectively.

A counter is a placeholder that FrameMaker replaces with a number or letter in a sequence. For example, the counter <n+> increments the paragraph's number by one.

To include any special character in an autonumber string, use the Hex code equivalent. For more information, see “Character Sets” in the Quick Reference.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Numbering properties (continued)

Building Blocks

Lists the symbols and counters you can use to define an autonumber format. To use a building block in the Autonumber Format text box, click where you want to insert it and then select the building block in the scroll list. For an explanation of these building blocks, see [Autonumber building blocks](#) in Syntax Descriptions.

Character Format

Specifies the character format used for the autonumber. The list shows the character formats stored in the document's Character Catalog.

Position

Specifies where the autonumber appears. An autonumber can be at the beginning or end of the paragraph.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Advanced properties

The Advanced property group is where you determine how a paragraph hyphenates, specify a paragraph's word spacing, and specify a reference frame to appear above or below a paragraph. You display this group by choosing it from the Properties pop-up menu in the Paragraph Designer.

Automatic Hyphenation

Hyphenates words in the paragraph.

Max. # Adjacent Sets the maximum number of consecutive lines in the paragraph that can end with a hyphen.

Shortest Word Sets the minimum length of hyphenated words in the paragraph.

Shortest Prefix Sets the minimum number of letters that must precede a hyphen in the paragraph.

Shortest Suffix Sets the minimum number of letters that must follow a hyphen in the paragraph.

Hyphenate Turns hyphenation on or off for the paragraph.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Advanced properties (continued)

Word Spacing

Language Specifies the language FrameMaker uses for hyphenating and spell-checking the paragraph. The pop-up menu lists the available languages. If you choose None, the paragraph is skipped during spell-checking.

Specifies how much FrameMaker can decrease or increase the paragraph's word spacing. This property affects how many words fit on each line and where lines break.

Word spacing settings are percentages of the standard word space for the paragraph's default font (as defined by the font manufacturer). Values below 100 percent allow a tighter word spacing; values above 100 percent allow a looser spacing.

Minimum Sets the smallest space allowed between words.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Advanced properties (continued)

Maximum Sets the largest space allowed between words before FrameMaker tries to hyphenate words or add space between letters in justified paragraphs.

Optimum Sets the word spacing FrameMaker tries to achieve.

Allow Automatic Letter Spacing Adds space between characters in a line of justified text to keep the space between words from going over the maximum. Otherwise, lines of text in a justified paragraph are allowed to have more than the maximum space between words if a word can't fit on a line and can't be hyphenated.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font
properties

Pagination properties

Side Head Layout for
Current Flow

Numbering properties

▶ Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Advanced properties (continued)

Frame Above ¶ Frame Below ¶

Inserts a reference frame above or below the paragraph. A reference frame is drawn on a reference page and usually contains a line or other graphic element for separating paragraphs. Each pop-up menu lists the names of all frames on the reference pages.

To control the space between the graphic element and the surrounding text, you can adjust the height of the frame on the reference page.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font
properties

Pagination properties

Side Head Layout for
Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

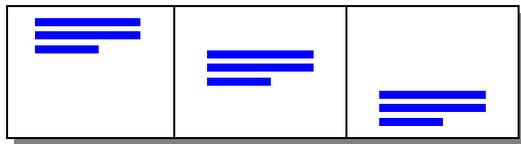
Table Cell properties

The Table Cell property group is where you customize the vertical alignment and margins of text and graphics in an individual table cell. You customize these properties in the first paragraph in the cell; they're ignored in the remaining paragraphs. You display this group by choosing it from the Properties pop-up menu in the Paragraph Designer.

For more information on working with tables, see Tables.

Cell Vertical Alignment

Vertically aligns paragraphs in the cell.



Top

Middle

Bottom

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Table Cell properties (continued)

Cell Margins

Customizes the cell's default margins, which are the space between the borders of a cell and the text. You can customize the top, bottom, left, and right margins.

From Table Format, Plus Adds the distance you specify in the text box to the regular cell margins set in the Table Designer.

Custom Changes the margins to the distance you specify in the text box.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font
properties

Pagination properties

Side Head Layout for
Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Apply Changes

Dialog box where you specify how you want to apply or update the changes you made in the Paragraph Designer window. This dialog box appears if you select a different property group from the Properties pop-up menu without applying changes to the current properties.

Apply Changes To Selection

Applies the properties to the current paragraph but does not update the corresponding Paragraph Catalog format. FrameMaker then displays the group of properties you requested.

Update All Formats Tagged

Updates the properties of the Paragraph Catalog format that has the tag shown and of all paragraphs in the document that have the same tag. FrameMaker then displays the group of properties you requested.

Don't Apply

Disregards the changes you made and displays the requested group of properties. The properties you changed revert to their previous values.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font properties

Pagination properties

Side Head Layout for Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

New Format

▼ More in list...

New Format

Dialog box where you create a new paragraph format and store it in the Paragraph Catalog. You open this dialog box by choosing New Format from the Commands pop-up menu in the Paragraph Designer or from the Paragraph Format pop-up menu on the formatting bar. Once the format is stored in the Paragraph Catalog, you can apply the format to other paragraphs in the document, and FrameMaker will update the paragraphs' properties to match it.

Tag Assigns a unique name to the format you're storing.

Introduction

Paragraph Catalog

Paragraph Designer

Basic properties

Edit Tab Stop

Default Font
properties

Pagination properties

Side Head Layout for
Current Flow

Numbering properties

Advanced properties

Table Cell properties

Apply Changes

 New Format

▼ More in list...

New Format (continued)

- Store in Catalog** Stores the new format in the Paragraph Catalog.
If you don't store the format in the catalog, you can apply it to other paragraphs only by copying and pasting. Not storing the format in the catalog is useful if you don't want the format overwritten or copied to another document by the Import > Formats command.
- Apply to Selection** Applies the format to the current or selected paragraphs

Introduction
Paragraph Catalog
Paragraph Designer
Basic properties
Edit Tab Stop
Default Font properties
Pagination properties
Side Head Layout for Current Flow
Numbering properties
Advanced properties
Table Cell properties
Apply Changes
New Format

▼ More in list...

Global Update Options

Dialog box where you can globally retag all paragraphs that currently have a different format, or update specific properties of particular Paragraph Catalog formats. You open this dialog box by choosing Global Update Options from the Commands pop-up menu in the [Paragraph Designer](#).

If you're retagging paragraphs, choose the format you want to apply from the Paragraph Tag pop-up menu (in the designer window) before choosing this command. If you're updating properties of catalog formats, delete the tag in the Paragraph Tag text box before choosing the command. Doing this prevents FrameMaker from applying a new tag to paragraphs.

Use Properties in the Paragraph Designer

Specifies which properties to update.

All Properties Updates all properties in all property groups. Use this setting if you're retagging paragraphs.

...Only Updates only the current group of properties. Use this setting if you're updating properties of catalog formats. If you want to update only one or two properties in the group, you should change the

▲ More in list...

Introduction

Global Update Options

Some paragraphs use format overrides

Delete Formats from Catalog

Formatting bar

Custom Line Spacing

Space between Paragraphs

Update Paragraph Format

Copy Paragraph Format

Page Break

Global Update Options (continued)

group's properties to As Is in the designer window and then set up the properties you want before displaying this dialog box. Otherwise, all properties in the group will be updated.

Update Paragraph Formats

Specifies which paragraph formats to update.

All Paragraphs and Catalog Entries Retags or updates all paragraphs in the document and all paragraph formats stored in the catalog.

All Matching Tags in Selection Retags or updates all paragraphs in the document and all formats in the catalog that have tags matching those in the selected text.

All Tagged Retags or updates paragraphs that have the tag you specify in the text box. The pop-up menu lists all formats in the Paragraph Catalog.

▲ More in list...

Introduction

Global Update Options

Some paragraphs use format overrides

Delete Formats from Catalog

Formatting bar

Custom Line Spacing

Space between Paragraphs

Update Paragraph Format

Copy Paragraph Format

Page Break

Some paragraphs use format overrides

Alert where you specify how you want to update existing paragraphs with changes to a Paragraph Catalog format. This alert appears if FrameMaker detects format overrides in existing paragraphs when you use the [Paragraph Designer](#) to update a catalog format. (A format override occurs when you apply a property to a paragraph without updating the catalog format that has the same tag.)

Retain Overrides Leaves format overrides intact and updates the paragraph's remaining properties to match the catalog format's properties. Use this option to preserve overrides such as page breaks.

Remove Overrides Removes format overrides and updates the paragraph's format to match the catalog format.

▲ More in list...

Introduction

Global Update
Options

Some paragraphs use
format overrides

Delete Formats from
Catalog

Formatting bar

Custom Line Spacing

Space between
Paragraphs

Update Paragraph
Format

Copy Paragraph
Format

Page Break

Delete Formats from Catalog

Dialog box where you delete a format from the Paragraph Catalog. You open this dialog box by choosing Delete Format from the Commands pop-up menu in the Paragraph Designer or by clicking Delete in the Paragraph Catalog.

Formats

Specifies the format you want to delete from the Paragraph Catalog. The scroll list displays all formats in the catalog.

Delete

Deletes the selected format from the Paragraph Catalog. You can delete additional formats if you want to. The formats are not actually deleted from the catalog until you click Done.

▲ More in list...

Introduction

Global Update
Options

Some paragraphs use
format overrides

Delete Formats from
Catalog

Formatting bar

Custom Line Spacing

Space between
Paragraphs

Update Paragraph
Format

Copy Paragraph
Format

Page Break

Formatting bar

View menu > Formatting Bar

The formatting bar provides quick access to a number of formatting commands in FrameMaker. You can use the formatting bar to change a paragraph's properties quickly as you type.

The formatting bar affects the current paragraphs. When you use the formatting bar to change the properties of a paragraph, you create a format override—the paragraph's format no longer matches the Paragraph Catalog format that has the same tag. You can leave the paragraph with overrides, you can update the corresponding catalog format, or you can create a new catalog format.

For complete formatting control, you can use the Paragraph Designer. The designer window includes all formatting options available on the formatting bar plus settings for additional paragraph properties.



Alignment pop-up menu for aligning the current paragraphs horizontally between the left and right indents. Paragraphs can be left aligned, right aligned, centered, or justified.

▲ More in list...

Introduction

Global Update
Options

Some paragraphs use
format overrides

Delete Formats from
Catalog

▶ Formatting bar

Custom Line Spacing

Space between
Paragraphs

Update Paragraph
Format

Copy Paragraph
Format

Page Break

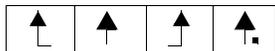
Formatting bar (continued)



Spacing pop-up menu for changing the space between lines in the current paragraphs, from baseline to baseline. You can choose single spacing, one and one-half spacing, or double spacing based on the paragraph's default font size.

Custom Opens the Custom Line Spacing dialog box where you can specify a custom line spacing for the current paragraphs.

Space Between Opens the Space between Paragraphs dialog box where you can set the space between two or more adjacent paragraphs.



Left, right, centered, and decimal tab wells for defining tab stops for the current paragraphs. To add a tab stop to the ruler, click one of the tab wells. To reposition a tab stop, simply drag it to a new location on the ruler. To delete a tab stop, drag it off the bottom of the ruler. For additional tab formatting controls, see Edit Tab Stop.

▲ More in list...

Introduction

Global Update Options

Some paragraphs use format overrides

Delete Formats from Catalog

Formatting bar

Custom Line Spacing

Space between Paragraphs

Update Paragraph Format

Copy Paragraph Format

Page Break

Formatting bar (continued)

Body



Paragraph Format pop-up menu for applying Paragraph Catalog formats to paragraphs. The pop-up menu initially displays the tag of the current paragraph. To apply a different format, choose it from the menu. An asterisk beside the current paragraph's tag indicates that the paragraph has format overrides.

New Format Opens the New Format dialog box where you can create a new catalog format using the current paragraph's properties.

Update All Opens the Update Paragraph Format dialog box where you can use the current paragraph's properties to update the corresponding catalog format and all paragraphs in the document that have the same tag.

▲ More in list...

Introduction

Global Update Options

Some paragraphs use format overrides

Delete Formats from Catalog

Formatting bar

Custom Line Spacing

Space between Paragraphs

Update Paragraph Format

Copy Paragraph Format

Page Break

Custom Line Spacing

Dialog box where you can set the space between lines in a paragraph, from baseline to baseline. You open this dialog box by choosing Custom from the  (Spacing) pop-up menu on the formatting bar.

Spacing

Single, 1.5, and Double calculate the line space based on the size of the paragraph's default font. You can specify a custom spacing in the text box.

Fixed Line Spacing Keeps the distance between baselines the same. If you turn Fixed Line Spacing off, line heights expand to accommodate large characters, superscript or subscript characters, or anchored frames.

▲ More in list...

Introduction

Global Update Options

Some paragraphs use format overrides

Delete Formats from Catalog

Formatting bar

Custom Line Spacing

Space between Paragraphs

Update Paragraph Format

Copy Paragraph Format

Page Break

Space between Paragraphs

Dialog box where you can set the space between two or more selected paragraphs. You open this dialog box by choosing Space Between from the  (Spacing) pop-up menu on the [formatting bar](#).

Spacing

Changes the Space Below property of the first selected paragraph and the Space Above property of the second selected paragraph.

None Uses the same spacing as the paragraph's line spacing.

1 Line and **2 Lines** Creates a space equivalent to one or two lines. The value is based on each paragraph's default font size.

Custom Specifies a custom spacing.

▲ More in list...

Introduction

Global Update
Options

Some paragraphs use
format overrides

Delete Formats from
Catalog

Formatting bar

Custom Line Spacing

▶ Space between
Paragraphs

Update Paragraph
Format

Copy Paragraph
Format

Page Break

Update Paragraph Format

Dialog box where you can use the current paragraph's properties to update the corresponding Paragraph Catalog format and all paragraphs in the document that have the same tag. You open this dialog box by choosing Update All from the Paragraph Format pop-up menu on the formatting bar.

When updating a catalog format, you can choose whether or not you want to remove format overrides in existing paragraphs that have the same tag. A format override is any property that you changed in a paragraph without updating the corresponding catalog format.

Remove from Paragraphs tagged

Manual Page Breaks Removes any page break overrides in paragraphs that have the tag shown here.

Other Paragraph Format Overrides Removes all format overrides except page breaks.

▲ More in list...

Introduction

Global Update Options

Some paragraphs use format overrides

Delete Formats from Catalog

Formatting bar

Custom Line Spacing

Space between Paragraphs

Update Paragraph Format

Copy Paragraph Format

Page Break

Copy Paragraph Format

Edit menu > Copy Special > Paragraph Format

Command that copies the current paragraph's format, including its tag, to the Clipboard. You can then use the Paste command to apply the format to one or more paragraphs in the same or another document. The copied paragraph format remains on the Clipboard until you cut or copy something else.

▲ **More in list...**

Introduction

Global Update
Options

Some paragraphs use
format overrides

Delete Formats from
Catalog

Formatting bar

Custom Line Spacing

Space between
Paragraphs

Update Paragraph
Format

▶ **Copy Paragraph
Format**

Page Break



Page Break

Format menu > Page Break

Dialog box where you can force a page break at the beginning of the current paragraph.

Wherever It Fits Places the paragraph in the first column that has room enough to accommodate it. You can use this option to remove a page break.

At Top of Next Available Moves the paragraph to the top of the next page, column, left page, or right page.

▲ More in list...

Introduction

Global Update Options

Some paragraphs use format overrides

Delete Formats from Catalog

Formatting bar

Custom Line Spacing

Space between Paragraphs

Update Paragraph Format

Copy Paragraph Format

▶ Page Break

Introduction

This section of Help describes controls for printing single documents and books.

Help on printing

For information on printing, click an item in the topic list to the right or click an active area below.

The [Print Document](#) dialog box contains options for printing documents and books.

The [Set Print Separations](#) dialog box contains controls for specifying how to print color separations.

The [Halftone Screens](#) dialog box is where you specify the frequency and angle of halftone screens.

The [Print Files in Book](#) dialog box is where you specify which documents in a book to print.

The [Print Setup](#) dialog box contains options for choosing and setting up the printer you want to use.

Introduction

Print Document/Book

Set Print Separations

Halftone Screens

Print Files in Book

Print Setup/
Printer Setup

Print Document/Book

File menu > Print

Dialog box where you specify how to print documents or books. If you are printing a book, this dialog box opens after you click Print in the Print Files in Book dialog box.

Print Page Range (For single documents only.) Specifies which pages to print.

All Prints the entire document.

Start Page/End Page Specifies a range of pages to print.

Copies Specifies the number of copies to print. If you are printing multiple copies and want FrameMaker to print one complete set before printing another, turn on Collate.

Introduction

Print Document/Book

Set Print Separations

Halftone Screens

Print Files in Book

Print Setup/
Printer Setup

Print Document/Book (continued)

Scale Reduces or enlarges the size of the page image. If the image is larger than the paper size, FrameMaker crops the image to fit the paper.

Thumbnails Prints a reduced image of each page. The image size depends on the number of rows and columns of thumbnail images that you specify be printed on each sheet. The maximum number of thumbnails per page is 256. FrameMaker chooses the page orientation that produces the largest thumbnails.

Rows Specifies the number of thumbnails printed down the page.

Columns Specifies the number of thumbnails printed across the page.

Print Only to File Creates a print file on the disk instead of sending the document to the printer. Type the name of the print file in the text box.

Introduction

Print Document/Book

Set Print Separations

Halftone Screens

Print Files in Book

Print Setup/
Printer Setup

PRINTING

Print Document/Book (continued)

Odd-Numbered/ Even-Numbered Pages

Prints odd- or even-numbered pages. Turn on both checkboxes to print all pages.

Collate

Collates multiple copies of a document. Turn on Collate to print one complete copy before starting the next copy.

Last Sheet First

Prints the last page first. Turn on this checkbox if pages come out of your printer with the printed side face up.

Low-Resolution Images

Prints draft copies of a document. Imported graphics are printed quickly, but with lower quality.

Registration Marks

Prints crop marks and registration marks.

Introduction

Print Document/Book

Set Print Separations

Halftone Screens

Print Files in Book

Print Setup/
Printer Setup

Index

Shortcuts



More



■ Done

Main Menu

Print Document/Book (continued)

- Skip Blank Pages** Tells the printer not to print pages that would be blank.
- Spot Color as Black/White** Ensures that colored items in your document print either 100 percent black or 100 percent white. Many black-and-white printers indicate the use of color by printing shades of gray. This option overrides that effect.
- Print Separations** Prints a separate sheet of paper for each color used on the page, according to the color separations you specify in the Set Print Separations dialog box.
Turn off this checkbox to print all the colors together on a single sheet of paper, called a composite, for each page of the document.
- Set Up Separations** Opens the Set Print Separations dialog box where you can specify which colors should be printed as spot and process colors.

Introduction

Print Document/Book

Set Print Separations

Halftone Screens

Print Files in Book

Print Setup/
Printer Setup

Print Document/Book (continued)

Setup

Opens the Print Setup dialog box where you can select the printer to use, and set the default paper source, paper size, page orientation, and other printing properties.

Introduction

Print Document/Book

Set Print Separations

Halftone Screens

Print Files in Book

Print Setup/
Printer Setup



Set Print Separations

Dialog box where you specify which colors to print as color separations. FrameMaker prints a separate sheet of paper for each color used on the page, according to the color separations you specify. You open this dialog box by clicking Set Up Separations in the Print Document dialog box.

Plate Assignments Specifies how to print the colors in the document.

Print As Process (Appears only if the current printer supports process color) Specifies the colors that will print as process color separations.

Print As Spot Specifies the colors that will print as spot color separations.

Don't Print Specifies the colors that will not print.

Halftone Screens (Appears only if the current printer supports process color) Opens the Halftone Screens dialog box where you can specify the frequency and angle of the dots in halftone screens.



Arrow buttons for moving colors from one list to another.

Introduction

Print Document/Book

Set Print Separations

Halftone Screens

Print Files in Book

Print Setup/
Printer Setup

Halftone Screens

Dialog box where you specify the frequency and angle of the dots that make up halftone screens. You can specify different halftone screen settings for each process color, and one setting for all spot colors.

You open this dialog box by clicking Halftone Screens in the [Set Print Separations](#) dialog box.

Frequency (Lines/Inch) Determines the distance between the centers of dots.

Cyan/Magenta/Yellow/Black The settings used for process color screens.

Spot The setting used for all colors you specified to print as spot colors or for composite pages.

Angle (degrees) Specifies the orientation of the grid of dots.

Cyan/Magenta/Yellow/Black The settings used for process color screens.

Spot The setting used for all colors you specified to print as spot colors or for composite pages.

Introduction

Print Document/Book

Set Print Separations

Halftone Screens

Print Files in Book

Print Setup/
Printer Setup

Print Files in Book

File menu > Print (with a book window active)

Dialog box where you print the files in a book.

Print Specifies which files to print.

Don't Print Specifies which files not to print.



Arrow buttons for moving selected files from one list to another.

Print Opens the Print Book dialog box where you specify printing options.

Introduction

Print Document/Book

Set Print Separations

Halftone Screens

Print Files in Book

Print Setup/
Printer Setup



Print Setup/Printer Setup

File menu > Print Setup

In the Print Setup dialog box, you select the printer to use and set the default paper source, paper size, page orientation, and other printing properties.

In the Printer Setup dialog box, you set most of the same printing properties. The name of the current printer appears in the title bar of this dialog box. You open the Printer Setup dialog box by clicking Setup in the Print Document dialog box.

Because these dialog boxes are controlled by Windows, complete help for them is provided by Windows Help.

Printer (Print Setup only) Specifies which printer to use.

Default Printer is the printer currently set as the default from the Control Panel.

Specific Printer specifies a different printer to use for this document. The printers that appear in the pop-up list are those printers you are currently connected to.

- Introduction
- Print Document/Book
- Set Print Separations
- Halftone Screens
- Print Files in Book
- Print Setup/
Printer Setup**

Print Setup/Printer Setup (continued)

Paper

Size specifies the size of paper to use.

Source specifies what paper tray to use for the selected printer.

Options

Opens the Options dialog box. The settings you can make in this dialog box may differ depending on which printers you have installed. For more help on this dialog box, click its Help button. Because this dialog box is controlled by Windows, the help for it is provided by Windows Help.

Introduction

Print Document/Book

Set Print Separations

Halftone Screens

Print Files in Book

Print Setup/
Printer Setup

Introduction

Use the QuickAccess bar to quickly execute common FrameMaker commands. You can display the QuickAccess bar vertically or horizontally. The QuickAccess bar remains visible until you close it.

The QuickAccess bar has four pages of buttons for text editing, graphics, graphics editing, and table editing commands. The first set of buttons on each page are the same, and are used for common commands.

- To display the QuickAccess bar, choose QuickAccess Bar from the View menu.
- To change its orientation, click  in the QuickAccess bar.
- To display a different page of the QuickAccess bar, click .
- To display Help on the QuickAccess bar, click .
- To close the QuickAccess bar, choose QuickAccess Bar from the View menu.

Introduction

Common commands

Text editing
commands

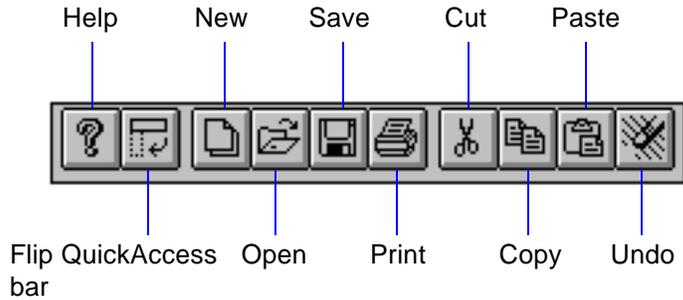
Graphics commands

Graphics editing
commands

Table editing
commands

Common commands

For information about a button, click it below.



Previous or next page of the QuickAccess bar



Introduction

Common commands

Text editing
commands

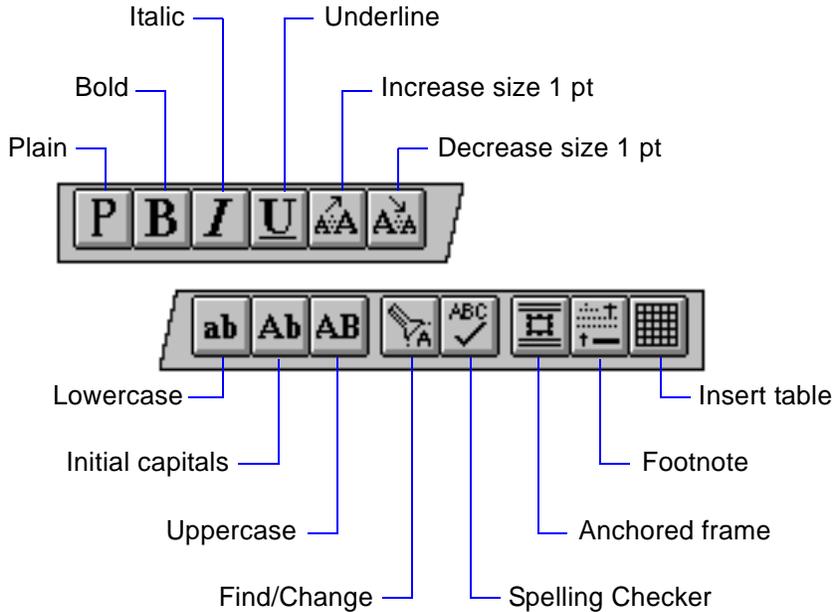
Graphics commands

Graphics editing
commands

Table editing
commands

Text editing commands

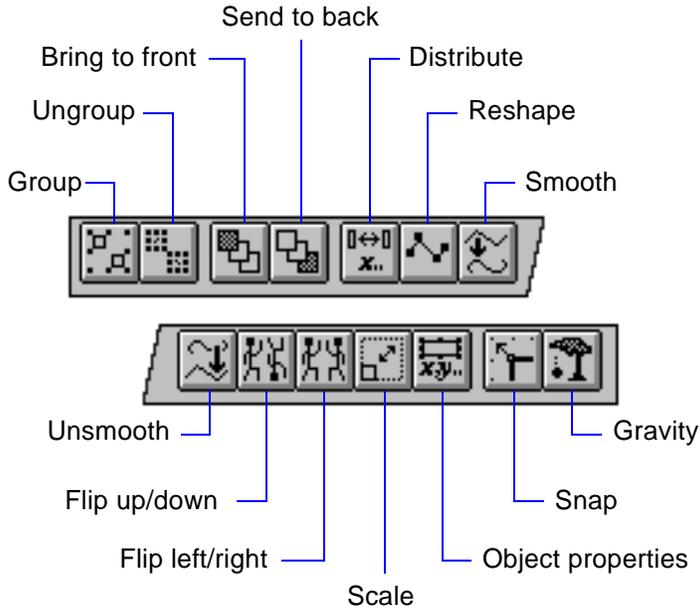
For information about a button, click it below.



- Introduction
- Common commands
- Text editing commands
- Graphics commands
- Graphics editing commands
- Table editing commands

Graphics commands

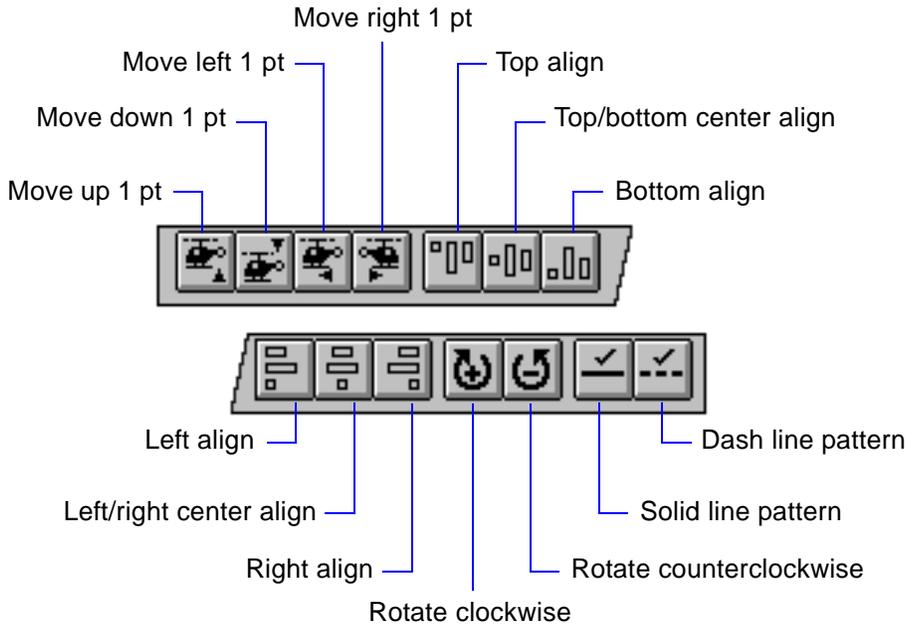
For information about a button, click it below.



- Introduction
- Common commands
- Text editing commands
- Graphics commands
- Graphics editing commands
- Table editing commands

Graphics editing commands

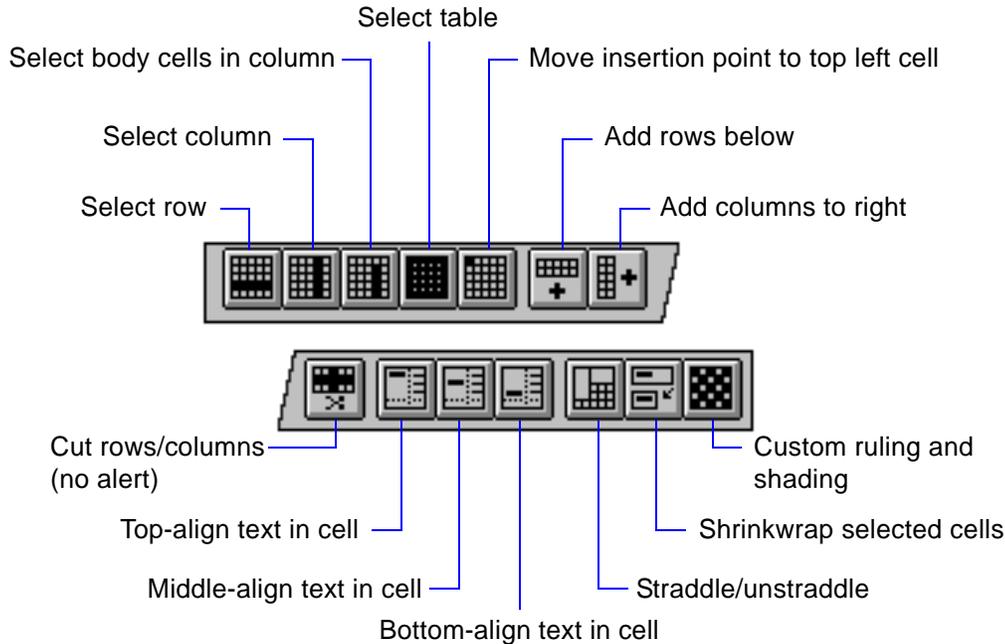
For information about a button, click it below.



- Introduction
- Common commands
- Text editing commands
- Graphics commands
- Graphics editing commands
- Table editing commands

Table editing commands

For information about a button, click it below.



- Introduction
- Common commands
- Text editing commands
- Graphics commands
- Graphics editing commands
- Table editing commands**

Introduction

The FrameMaker application window contains document windows, the menu bar, the QuickAccess bar, and the formatting bar.

Document windows display the pages of an open document. They can also display guides such as text symbols, rulers, and grid lines to help you edit a document.

Help on FrameMaker windows

For information on the application window, or changing your view of a document, click an item in the topic list to the right or click an active area below.

The Zoom Menu Options dialog box specifies the settings for the Zoom buttons and the Zoom pop-up menu.

Commands on the View menu turn on and off the display of document window guides. These are also available in the View Options dialog box.

The Go to Page dialog box contains controls to display a document's body, master, and reference pages.

Menus describes commands that display the full or reduced set of FrameMaker menu commands and read menu customization files.

- Introduction
- Application window
- Document window
- Zoom Menu Options
- Borders
- Text Symbols
- Rulers
- Grid Lines
- View Options
- Navigation commands
- Go to Page
- Body Pages
- Master Pages
- Reference Pages

▼ More in list...

Index

Shortcuts

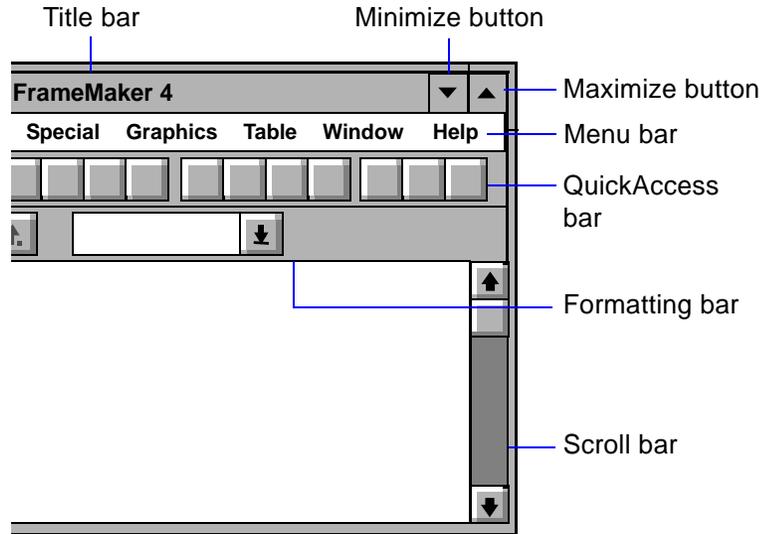


■ Done

Main Menu

Application window

The application window contains the FrameMaker menu bar and document windows. The application window also contains the QuickAccess bar and the formatting bar, which provide immediate access to different functions in FrameMaker.

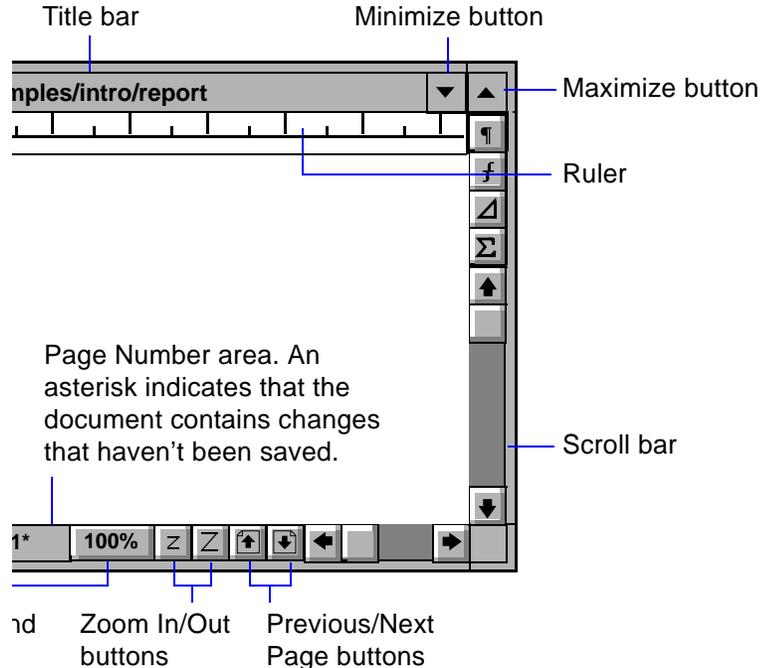


- Introduction
- Application window
- Document window
- Zoom Menu Options
- Borders
- Text Symbols
- Rulers
- Grid Lines
- View Options
- Navigation commands
- Go to Page
- Body Pages
- Master Pages
- Reference Pages

▼ More in list...

Document window

A FrameMaker document window appears when you open a document.



- Introduction
- Application window
- Document window
- Zoom Menu Options
- Borders
- Text Symbols
- Rulers
- Grid Lines
- View Options
- Navigation commands
- Go to Page
- Body Pages
- Master Pages
- Reference Pages

▼ More in list...

Zoom Menu Options

Dialog box where you set the percentages for the zoom   buttons and the zoom settings on the Zoom pop-up menu. The settings remain in effect until you change them or exit FrameMaker. You open this dialog box by choosing Set from the Zoom pop-up menu  on the window border.

Get Defaults Restores the default zoom settings.

Introduction

Application window

Document window

Zoom Menu Options

Borders

Text Symbols

Rulers

Grid Lines

View Options

Navigation
commands

Go to Page

Body Pages

Master Pages

Reference Pages

▼ More in list...

Borders

View menu > Borders

Command that turns the display of borders on and off. Borders appear as dashed or dotted lines around text columns, frames, table cells, and imported images, but they do not print. Use the borders to help you select text and graphics.

- Introduction
- Application window
- Document window
- Zoom Menu Options
- Borders**
- Text Symbols
- Rulers
- Grid Lines
- View Options
- Navigation commands
- Go to Page
- Body Pages
- Master Pages
- Reference Pages

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Text Symbols

View menu > Text Symbols

Command that turns the display of text symbols on and off. The text symbols are shown here.

Symbol	Meaning
¶	End of paragraph
§	End of flow
›	Tab
⌞	Anchor (for anchored frames, tables, and equations)
⦿	Marker
↵	Forced line return
␣	Nonbreaking space
—	Suppress hyphenation (prevents hyphenation of a word)
⦿	Discretionary hyphen (adds a hyphenation point to a word; the hyphenation point is used if necessary)

Introduction

Application window

Document window

Zoom Menu Options

Borders


 Text Symbols

Rulers

Grid Lines

View Options

Navigation
commands

Go to Page

Body Pages

Master Pages

Reference Pages


 More in list...

Rulers

View menu > Rulers

Command that turns the display of rulers on and off.

Use the ruler along with the formatting bar to move tabs and otherwise change paragraph properties quickly as you type.

Use the top and left rulers to help you place objects. When you draw, resize, or move an object, lines in the rulers indicate its position. To change the ruler markings, use the Options command.

- Introduction
- Application window
- Document window
- Zoom Menu Options
- Borders
- Text Symbols
- Rulers**
- Grid Lines
- View Options
- Navigation commands
- Go to Page
- Body Pages
- Master Pages
- Reference Pages

▼ More in list...

Grid Lines

View menu > Grid Lines

Command that turns the display of the visible grid on and off. The visible grid appears on the screen, but does not print. Use it as an aid in placing text and graphics. You change the grid's spacing in the View Options dialog box.

The visible grid is independent of the snap grid.

- Introduction
- Application window
- Document window
- Zoom Menu Options
- Borders
- Text Symbols
- Rulers
- Grid Lines**
- View Options
- Navigation commands
- Go to Page
- Body Pages
- Master Pages
- Reference Pages

▼ More in list...

View Options

View menu > Options

Dialog box where you set the viewing options for the document window.

Display Units

Sets the units FrameMaker uses to display dimensions. You can type the following abbreviations in any dialog box.

Unit	Abbreviation
millimeter	mm
centimeter	cm
inch	" or in
pica	pc or pi
point	pt
didot	dd
cicero	cc

Introduction

Application window

Document window

Zoom Menu Options

Borders

Text Symbols

Rulers

Grid Lines

View Options

Navigation
commands

Go to Page

Body Pages

Master Pages

Reference Pages

▼ More in list...

View Options (continued)

Rulers

Displays rulers along the top and left side of the document. Use rulers to help you place objects. When you draw, resize, or move an object, lines in the rulers indicate its position. Choose the ruler markings from the pop-up menu. To turn the rulers on and off quickly, use the Rulers command on the View menu.

Text Symbols

Displays nonprinting text symbols. To turn text symbols on and off quickly, use the Text Symbols command on the View menu.

Graphics

Displays graphics in the document. If you turn this setting off, graphics do not appear on the screen and will not print. Without graphics, FrameMaker displays pages more quickly.

Introduction

Application window

Document window

Zoom Menu Options

Borders

Text Symbols

Rulers

Grid Lines

View Options

Navigation
commands

Go to Page

Body Pages

Master Pages

Reference Pages

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

View Options (continued)

Borders on Objects

Displays borders around text columns, frames, table cells, and imported images. Borders appear as dashed or dotted lines, but do not print. Use borders to help you select text and graphics. To turn borders on and off quickly, use the Borders command on the View menu.

Page Scrolling

Specifies how FrameMaker displays pages.

Vertical Displays one page above another.

Horizontal Displays one page next to another.

Facing Pages Displays facing pages side by side.

Variable Displays as many pages as will fit in the window from left to right.

Introduction

Application window

Document window

Zoom Menu Options

Borders

Text Symbols

Rulers

Grid Lines

View Options

Navigation commands

Go to Page

Body Pages

Master Pages

Reference Pages

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

View Options (continued)

Grid Lines

Displays a visible grid in the document window. The visible grid appears on the screen, but does not print. Use it to help you place text and graphics. Choose the grid spacing from the pop-up menu. To turn the visible grid on and off quickly, use the Grid Lines command on the Graphics menu.

Snap

Creates an invisible grid to help you draw, move, resize, reshape, or rotate objects. The objects snap to the grid you specify. To turn the snap grid on and off quickly, use the Snap command on the Graphics menu.

For more information about Snap, click [here](#).

Grid Spacing Sets the distance between snap points on the grid.

Snap Rotate Sets the number of degrees between snap points when you rotate an object using the mouse.

Introduction

Application window

Document window

Zoom Menu Options

Borders

Text Symbols

Rulers

Grid Lines

▶ View Options

Navigation commands

Go to Page

Body Pages

Master Pages

Reference Pages

▼ More in list...



Navigation Commands

Commands that display different pages in a document. You choose these commands by clicking buttons at the bottom of the document window. In view-only documents you can also choose them from the Navigation menu.

For more information on buttons on the document window, click [here](#).



Displays the next page in the document. To display the last page, press Shift and click.



Displays the previous page in the document. To display the first page, press Shift and click.

View Only format

The Navigation menu appears in the menu bar when a document is in View Only format. The Next Page, Previous Page, First Page and Last Page commands display the appropriate page.

Go Back

Retraces jumps you made using hypertext links. FrameMaker keeps a log of the jumps you make. Go Back replays that log, one jump at a time.

Introduction

Application window

Document window

Zoom Menu Options

Borders

Text Symbols

Rulers

Grid Lines

View Options

Navigation commands

Go to Page

Body Pages

Master Pages

Reference Pages

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Go to Page

View menu > Go to Page

Dialog box where you display a body, master, or reference page; any line in a text flow; or the page containing the insertion point. You can also open this dialog box by clicking the page number area in the document window when you are on a body page. In a view-only document, you choose this command from the Navigation menu.

The controls in the dialog box differ, depending on whether you are on a body page, master page, or reference page when you choose this command.

Page Number (For body pages only.) Displays the body page you type in the text box.

First Page (For body pages only.) Shows the range of page numbers in the document.
Last Page

Page Containing the Insertion Point (For body pages only.) Displays the page containing the insertion point.

Introduction

Application window

Document window

Zoom Menu Options

Borders

Text Symbols

Rulers

Grid Lines

View Options

Navigation commands

Go to Page

Body Pages

Master Pages

Reference Pages

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Go to Page (continued)

Line Number	(For body pages only.) Displays the line (in the current flow) whose number you type in the text box.
Current Line	(For body pages only.) Shows the number of the line (in the text flow) containing the insertion point.
Master Page	(For master pages only.) Displays the master page you choose from the pop-up menu.
Reference Page	(For reference pages only.) Displays the reference page you choose from the pop-up menu.
Body Pages	(For master or reference pages only.) Returns to the body page you were on.

- Introduction
- Application window
- Document window
- Zoom Menu Options
- Borders
- Text Symbols
- Rulers
- Grid Lines
- View Options
- Navigation commands
- Go to Page**
- Body Pages
- Master Pages
- Reference Pages

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Body Pages

View menu > Body Pages

Command that displays the document's body pages. Use it to return to the most recently displayed body page from a master or reference page.

- Introduction
- Application window
- Document window
- Zoom Menu Options
- Borders
- Text Symbols
- Rulers
- Grid Lines
- View Options
- Navigation commands
- Go to Page
- Body Pages**
- Master Pages
- Reference Pages

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Master Pages

View menu > Master Pages

Command that displays the master page corresponding to the body page you are on. If you are on a reference page, this command displays the document's first master page.

Master pages determine the document's page design. They contain a text column that is used as a template for the main text on body pages, as well as background text and graphics that are used for page headers and footers. Background text and objects cannot be changed on body pages, only on the master pages. For more information, see [Page Design](#).

- Introduction
- Application window
- Document window
- Zoom Menu Options
- Borders
- Text Symbols
- Rulers
- Grid Lines
- View Options
- Navigation commands
- Go to Page
- Body Pages
- Master Pages**
- Reference Pages

▼ More in list...



Reference Pages

View menu > Reference Pages

Command that displays a reference page. If there is more than one reference page, it displays the first one or the one you last used.

Reference pages contain frames that are used by:

- Paragraph formats: You can specify that a frame and its contents appear above or below a paragraph. See [Frame Above ¶](#), [Frame Below ¶](#).
- Footnotes: You can use a frame to separate the first footnote from the main text above it. See [Footnote Properties](#) and [Table Footnote Properties](#).
- Equations: You can use a frame to define custom math elements. See [Add Math Element Definition](#).

Reference pages can contain information that specifies the content and format of generated files.

Reference pages can also hold clip art that you copy and paste onto body or master pages.

Introduction

Application window

Document window

Zoom Menu Options

Borders

Text Symbols

Rulers

Grid Lines

View Options

Navigation commands

Go to Page

Body Pages

Master Pages

Reference Pages

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Menus

View menu > Menu

Submenu of commands that specify the configuration to use for FrameMaker menus and commands.

Quick Displays a subset of the available commands.

Custom Displays a customized set of commands. This option only appears if you have selected a menu customization file. For more information about custom menus, see the online manual, Customizing Frame Products.

Complete Displays the complete set of commands.

Modify Opens the Menu Customization File dialog box where you read a file that changes the menus and commands.

▲ More in list...

Introduction

Menu

Menu Customization
File

Window menu

Menu Customization File

View menu > Menus > Modify

Dialog box where you specify a menu customization file for your work session. For information on creating a menu customization file, see the online manual, Customizing Frame Products.

File Specifies the name of the file that contains the menu customizations you want to use. You can select it from the scroll list.

▲ **More in list...**

Introduction

Menus

Menu Customization
File

Window menu

Window menu

Menu of commands that manage the display of document windows within the FrameMaker application window.

- Cascade** Stacks all the open document windows so that their title bars are all visible.
- Tile** Arranges all the open document windows so they are all visible, side by side.
- Arrange Icons** Evenly spaces all the icons for minimized document windows.
- Refresh** Redraws the document in the active window.
- Currently open files** The bottom of the Window menu lists all the documents that are currently open. Choosing a document name opens the window if it is minimized, or makes it active if the window is open.

▲ **More in list...**

Introduction

Menus

Menu Customization
File

▶ Window menu

Introduction

The Spelling Checker checks your documents for misspellings and other errors. You can use the Thesaurus to look up synonyms and antonyms.

Help on the Spelling Checker and Thesaurus

For information on the Spelling Checker and Thesaurus, click an item in the topic list to the right or click an active area below.

The [Spelling Checker](#) window is where you check your documents for errors.

The [Spelling Checker Options](#) dialog box is where you set the types of errors FrameMaker checks.

The [Dictionary Functions](#) dialog box contains controls for working with the personal and document dictionaries. It also contains settings that affect the spell-checking of the entire document.

The [Thesaurus](#) window is where you look up synonyms and antonyms.

Introduction

Spelling Checker

Spelling Checker
Options

Dictionary Functions

Write Dictionary to
File

Merge File into
Dictionary

Use File for Personal
Dictionary

Store Spell Checking
Results in File

Thesaurus

Thesaurus Look Up

Index

Shortcuts



■ Done

Main Menu

Spelling Checker

Edit menu > Spelling Checker

Window where you can check a document for spelling and punctuation errors or store and maintain spelling and hyphenation dictionaries.

FrameMaker does not spell-check text that was created in a dialog box or another window, such as cross-references, variables, autonumbers, or marker text. It also does not check text in PostScript code columns.

FrameMaker spell-checks only the page type currently displayed. For example, if a body page is displayed, only body pages are checked. If a master page is displayed, only master pages are checked.

You can skip a paragraph or text line when spell-checking by using a Language setting of None (see the [Advanced properties](#) of the Paragraph Designer for paragraphs and [Object Properties](#) for text lines). This feature can be convenient when you want to skip a paragraph of computer code.

You can also specify a different language for FrameMaker to use when spell-checking specific paragraphs or text lines. See the [Advanced properties](#) of the Paragraph Designer for paragraphs and [Object Properties](#) for text lines.

Introduction

Spelling Checker

Spelling Checker
Options

Dictionary Functions

Write Dictionary to
File

Merge File into
Dictionary

Use File for Personal
Dictionary

Store Spell Checking
Results in File

Thesaurus

Thesaurus Look Up

Index

Shortcuts



More



■ Done

Main Menu

Spelling Checker (continued)

Word	Displays a word or character pattern that FrameMaker considers questionable.
Correction	Lists possible corrections in the scroll list. Displays the most likely suggestion in the text box. You can also type your own correction in the text box.
Check	Document Spell-checks the entire document. Current Page Spell-checks only the current page.

Introduction

Spelling Checker

Spelling Checker
Options

Dictionary Functions

Write Dictionary to
File

Merge File into
Dictionary

Use File for Personal
Dictionary

Store Spell Checking
Results in File

Thesaurus

Thesaurus Look Up

Index

Shortcuts



More



■ Done

Main Menu

Spelling Checker (continued)

Show Hyphenation Displays the hyphenation points of the word that is in the Word text box. FrameMaker hyphenates words based on information stored in the dictionaries. If it can't find the word, it calculates the hyphenation points.

To store the new hyphenation in your personal dictionary, change the hyphenation points in the text box and then click Learn.

- To change hyphenation points, type hyphens where you want them in the Word text box.
- To prevent a word from hyphenating, type a hyphen at the beginning of the word.
- To store a hyphenated word (such as spell-check) in the dictionary, type a backslash followed by a hyphen.

Introduction

Spelling Checker

Spelling Checker Options

Dictionary Functions

Write Dictionary to File

Merge File into Dictionary

Use File for Personal Dictionary

Store Spell Checking Results in File

Thesaurus

Thesaurus Look Up

Spelling Checker (continued)

Automatic Correction

Corrects future occurrences of words or punctuation. When you later click Correct, FrameMaker will add the word or punctuation, along with its correction, to an internal list of automatic corrections. The Spelling Checker will use these corrections until you quit FrameMaker.

Options

Opens the Spelling Checker Options dialog box where you specify what FrameMaker finds as an error and what it should ignore.

Dictionaries

Opens the Dictionary Functions dialog box where you manage your personal and document dictionaries, rehyphenate the document, mark all paragraphs for rechecking, or clear the internal list of automatic corrections.

Start Checking

Begins spell-checking. FrameMaker spell-checks a document flow by flow. You also click this command to ignore a questioned word and continue checking.

Introduction

Spelling Checker

Spelling Checker Options

Dictionary Functions

Write Dictionary to File

Merge File into Dictionary

Use File for Personal Dictionary

Store Spell Checking Results in File

Thesaurus

Thesaurus Look Up

Index

Shortcuts



More



■ Done

Main Menu

Spelling Checker (continued)

Correct	Replaces the selected text in the document with the text in the Correction text box.
Learn	Adds the word in the Word text box to your personal dictionary. FrameMaker will no longer question the word in any document you spell-check. You cannot add repeated words or unusual punctuation to the dictionary.
Allow in Document	Adds the word in the Word text box to the document's dictionary. FrameMaker will no longer question the word in the current document.
Unlearn	Removes the word in the Word text box from your personal dictionary and the document's dictionary.

Introduction

Spelling Checker

Spelling Checker
Options

Dictionary Functions

Write Dictionary to
File

Merge File into
Dictionary

Use File for Personal
Dictionary

Store Spell Checking
Results in File

Thesaurus

Thesaurus Look Up

Index

Shortcuts



■ Done

Main Menu

Spelling Checker Options

Dialog box where you specify what kinds of problems you want FrameMaker to find or ignore. You open this dialog box by clicking Options in the Spelling Checker window.

Repeated Words	Finds repeated words and suggests a single-word replacement.
Unusual Hyphenation	Finds hyphenated words that are not in the dictionaries, such as non-partisan. If the checkbox is off, the hyphen is disregarded, and each part of the word is checked separately. If the checkbox is on, FrameMaker considers the hyphenated pair as one word that requires the hyphen.
Unusual Capitalization	Finds words with nonstandard capitalization and suggests alternatives.

- Introduction
- Spelling Checker
- Spelling Checker Options
- Dictionary Functions
- Write Dictionary to File
- Merge File into Dictionary
- Use File for Personal Dictionary
- Store Spell Checking Results in File
- Thesaurus
- Thesaurus Look Up

Spelling Checker Options (continued)

Two in a Row	Finds repeated punctuation and suggests a single character instead. Specify the characters in the text box. FrameMaker ignores more than two punctuation characters in a row.
Straight Quotes	Finds straight quotation marks (") or two single curved quotation marks and suggests double curved quotation marks (“ and ”) as a replacement.
Extra Spaces	Finds two spaces in a row and suggests a single space instead. FrameMaker ignores more than two spaces in a row and does not question em or en spaces.
Space Before/ Space After	Finds spaces before and after the punctuation characters you specify in the text box.
Single-Character Words	Ignores single-character words.

- Introduction
- Spelling Checker
- ▶ Spelling Checker Options
- Dictionary Functions
- Write Dictionary to File
- Merge File into Dictionary
- Use File for Personal Dictionary
- Store Spell Checking Results in File
- Thesaurus
- Thesaurus Look Up

Spelling Checker Options (continued)

Words That Are All Uppercase	Ignores words in all uppercase letters.
Words Containing	Ignores words containing any of the punctuation or other characters in the text box. For example, if you specify a period (.) in the text box, FrameMaker ignores words such as Chapter4.doc.
Roman Numerals	Ignores lowercase and uppercase Roman numerals.
Words with Digits	Ignores words containing numbers, such as File3.
Get Defaults	Restores the settings for the options in this dialog box to what they were when you began the current session.

- Introduction
- Spelling Checker
- Spelling Checker Options
- Dictionary Functions
- Write Dictionary to File
- Merge File into Dictionary
- Use File for Personal Dictionary
- Store Spell Checking Results in File
- Thesaurus
- Thesaurus Look Up

Dictionary Functions

Dialog box where you manage your personal and document dictionaries, rehyphenate the document, mark all paragraphs for rechecking, clear the internal list of automatic corrections, or write all unknown words in the document to a file. You open this dialog box by clicking Dictionaries in the Spelling Checker window.

FrameMaker spell-checks a document against four dictionaries: main, site, personal, and document. The main and site dictionaries in use are determined by their entries in the `maker.ini` file. However, by using this dialog box, you can manage your personal and document dictionaries. For more information about `maker.ini`, see the online manual, Customizing Frame Products.

Your default personal dictionary is in your installation directory. If this dictionary does not exist, FrameMaker creates it the first time you add a word to the dictionary (by clicking Learn in the Spelling Checker window).

FrameMaker automatically creates a dictionary for the current document when you click Allow in Document in the Spelling Checker window. A document dictionary is saved with the document.

Introduction

Spelling Checker

Spelling Checker
Options

Dictionary Functions

Write Dictionary to
File

Merge File into
Dictionary

Use File for Personal
Dictionary

Store Spell Checking
Results in File

Thesaurus

Thesaurus Look Up

Dictionary Functions (continued)

Personal Dictionary

Specifies how to change your personal dictionary.

Set to None Specifies that no personal dictionary be used in spell-checking.

Write to File Opens the Write Personal Dictionary to File dialog box where you create a new dictionary by writing the contents of your personal dictionary to a file.

Merge from File Opens the Merge File into Personal Dictionary dialog box where you merge the contents of another dictionary into your personal dictionary.

Change Dictionary Opens the Use File for Personal Dictionary dialog box where you change your personal dictionary to another dictionary.

Introduction

Spelling Checker

Spelling Checker Options

Dictionary Functions

Write Dictionary to File

Merge File into Dictionary

Use File for Personal Dictionary

Store Spell Checking Results in File

Thesaurus

Thesaurus Look Up

Index

Shortcuts



More



Done

Main Menu

Dictionary Functions (continued)

Document Dictionary

Specifies how to change the document dictionary.

Clear Empties the document dictionary.

Write to File Opens the Write Document Dictionary to File dialog box where you create a new dictionary file by writing the contents of the document dictionary to a new file.

Merge from File Opens the Merge File into Document Dictionary dialog box where you merge the contents of another dictionary into the document dictionary.

Write All Unknown Words to File

Spell-checks the entire document without stopping to make corrections and saves all unknown words in a file. Opens the Store Spell Checking Results in File dialog box where you specify the file.

Clear Automatic Corrections

Clears the internal list of automatic corrections.

Introduction

Spelling Checker

Spelling Checker Options

Dictionary Functions

Write Dictionary to File

Merge File into Dictionary

Use File for Personal Dictionary

Store Spell Checking Results in File

Thesaurus

Thesaurus Look Up

Index

Shortcuts



More



Done

Main Menu

Dictionary Functions (continued)

Mark All Paragraphs for Rechecking

Forces FrameMaker to recheck all paragraphs the next time you spell-check the document. When FrameMaker spell-checks text, it marks the paragraphs that have no spelling errors so it doesn't have to check them again. You may want to mark all paragraphs for rechecking when you change Spelling Checker options.

Rehyphenate Document

Rehyphenates the document. If you change hyphenation points, FrameMaker does not rehyphenate the document until you click this button.

Introduction

Spelling Checker

Spelling Checker Options

Dictionary Functions

Write Dictionary to File

Merge File into Dictionary

Use File for Personal Dictionary

Store Spell Checking Results in File

Thesaurus

Thesaurus Look Up

Write Dictionary to File

Dialog box where you write the contents of your personal or document dictionary to a file. You open this dialog box by choosing Write to File from the Personal Dictionary or Document Dictionary pop-up menu in the Dictionary Functions dialog box.

**Write Personal/
Document
Dictionary to File** Specifies the name of the file to which you'll write your personal dictionary or the document dictionary.
Type the filename in the text box.

Introduction

Spelling Checker

Spelling Checker
Options

Dictionary Functions

Write Dictionary to
File

Merge File into
Dictionary

Use File for Personal
Dictionary

Store Spell Checking
Results in File

Thesaurus

Thesaurus Look Up

Merge File into Dictionary

Dialog box where you merge the contents of another dictionary file into your document or personal dictionary. You open this dialog box by choosing Merge from File from the Personal Dictionary or Document Dictionary pop-up menu in the Dictionary Functions dialog box.

Merge File into Personal/Document Dictionary Specifies the name of the file to merge into your personal dictionary or the document dictionary. Select the file from the list box.

Introduction

Spelling Checker

Spelling Checker Options

Dictionary Functions

Write Dictionary to File

Merge File into Dictionary

Use File for Personal Dictionary

Store Spell Checking Results in File

Thesaurus

Thesaurus Look Up

Use File for Personal Dictionary

Dialog box where you specify a personal dictionary to use for spell-checking. You open this dialog box by choosing Change Dictionary from the Personal Dictionary pop-up menu in the Dictionary Functions dialog box.

Use File for Personal Dictionary

Specifies the name of the file to use as your personal dictionary. Select the file from the list box.

Introduction

Spelling Checker

Spelling Checker
Options

Dictionary Functions

Write Dictionary to
File

Merge File into
Dictionary

**Use File for Personal
Dictionary**

Store Spell Checking
Results in File

Thesaurus

Thesaurus Look Up

Index

Shortcuts



■ Done

Main Menu

Store Spell Checking Results in File

Dialog box where you specify the file in which all unknown words in the document are placed. This dialog box appears when you choose Write All Unknown Words to File in the Dictionary Functions dialog box.

Store Spell Checking Results in File Specifies the name of the file in which all unknown words in the document are placed. Type the filename in the text box.

Introduction

Spelling Checker

Spelling Checker Options

Dictionary Functions

Write Dictionary to File

Merge File into Dictionary

Use File for Personal Dictionary

Store Spell Checking Results in File

Thesaurus

Thesaurus Look Up

Index

Shortcuts



■ Done

Main Menu

Thesaurus

Edit menu > Thesaurus

Window containing definitions, synonyms, antonyms, and related words for the word you look up in the Thesaurus. You can look up and replace a selected word in your document, or you can look up a word typed in the Thesaurus Look Up dialog box and insert one of the alternate word choices.

This window appears when you select a word in a document and choose Thesaurus from the Edit menu or when you click Look Up in the Thesaurus Look Up dialog box.

Word

Displays the word you looked up—either the word you selected before choosing the Thesaurus command or the word you specified in the Thesaurus Look Up dialog box. The pop-up menu lists the last ten words you looked up. If you choose one of these words, FrameMaker looks it up again.

Introduction

Spelling Checker

Spelling Checker
Options

Dictionary Functions

Write Dictionary to
File

Merge File into
Dictionary

Use File for Personal
Dictionary

Store Spell Checking
Results in File

Thesaurus

Thesaurus Look Up

Thesaurus (continued)

Look Up

Opens the Thesaurus Look Up dialog box where you specify a different word to look up and the language you want the Thesaurus to use.

To look up a synonym, antonym, or related word (in bold), click it.

Replace

Replaces the selected text in the document with the word in the Word pop-up menu. If no text is selected, FrameMaker inserts the word at the insertion point.

If you click a synonym, antonym, or related word that appears in the Thesaurus window, that word appears in the Word pop-up menu. Then you can click Replace to insert that word in the document.

Introduction

Spelling Checker

Spelling Checker
Options

Dictionary Functions

Write Dictionary to
File

Merge File into
Dictionary

Use File for Personal
Dictionary

Store Spell Checking
Results in File

Thesaurus

Thesaurus Look Up

Thesaurus Look Up

Dialog box where you specify a word to look up in the Thesaurus. This dialog box appears when you choose Thesaurus from the Edit menu without first selecting a word in a document or when you click Look Up in the Thesaurus window.

Word	Specifies the word to look up.
Language	Specifies the language you want FrameMaker to use when looking up the word. The pop-up menu lists the available language dictionaries.
Look Up	Opens the <u>Thesaurus</u> window and displays synonyms, antonyms, and related words for the word in the Word text box.

- Introduction
- Spelling Checker
- Spelling Checker Options
- Dictionary Functions
- Write Dictionary to File
- Merge File into Dictionary
- Use File for Personal Dictionary
- Store Spell Checking Results in File
- Thesaurus
- Thesaurus Look Up

Menu of Syntax Descriptions

To see a syntax description, click an item in the list below. You can also choose an item from the Go To pop-up menu at the bottom of the page.

As Is setting in windows and dialog boxes

Autonumber building blocks

Cross-reference format building blocks

Variable definition building blocks

Special characters (Find/Change)

Wildcard characters

List specification flows

Index specification flows

Hypertext commands

Index markers



■ Done

Go To



As Is setting in windows and dialog boxes

As Is is a setting you will see in these windows and dialog boxes:

Character Designer

Table Designer

Change to Character Format

Conditional Text

Custom Ruling and Shading

Paragraph Designer

Find Character Format

Find Conditional Text

Row Format

As Is may appear as a scroll list, an option in a pop-up menu, or a button in a window or dialog box. For example, the Conditional Text dialog box contains an As Is scroll list, and As Is appears on the Alignment pop-up menu in the Paragraph Designer.

The As Is setting has three purposes. In one case, FrameMaker changes properties to As Is status, and in the other two cases, you change the properties to As Is.



More



■ Done

Go To



As Is setting in windows and dialog boxes (continued)

When properties are set to As Is, text boxes are empty, checkboxes are gray, and As Is appears in pop-up menus.

When selecting items with different properties If you select paragraphs, text, or tables and they have different values for a property, the dialog box or window displays As Is for that property.

For example, if you select two paragraphs, one centered and the other left aligned, the Alignment pop-up menu in the Paragraph Designer will display As Is.

When changing several properties in designer windows If you want to change some but not all of the properties in the Paragraph, Character, or Table Designer, you can set the properties you don't want to change to As Is. When FrameMaker applies properties, it doesn't change properties set to As Is.

As Is setting in windows and dialog boxes (continued)

For example, if you want to change all headings from centered to left aligned, but you want to leave the rest of their properties in the Paragraph Designer intact, you can turn on As Is, change only the alignment property, and then update all heading formats. FrameMaker will change only the alignment property of those formats.

When creating a character format When you create a character format, you use As Is to set it up so that FrameMaker changes only the designated property when you apply the format to specific text within a paragraph.

For example, you can create a character format called Emphasis that changes selected text to italics while leaving the font family or size as it is. By turning on As Is for these other settings, you tell FrameMaker to leave them as they are when it applies the format to text.

Autonumber building blocks

Special characters

To include any special character in an autonumber string, use its Hex code equivalent. These are listed in “Character Sets” in the Quick Reference.

The scrolling list of building blocks contains the following special characters:

Building block	Effect
<code>\b</code>	Inserts a bullet character
<code>\t</code>	Inserts a tab character



More



■ Done

Go To



Autonumber building blocks (continued)

Counters

Autonumbering displays numeric (n), alphabetic (a or A), and Roman numeral (r or R) counters. Counters specified by a space (< >, < +>, or < =1>) maintain a value, but the value is not displayed.

Building block	Effect
<n>, <a>, <A>, <r>, <R>, or < >	Displays the current counter value.
<n+>, <a+>, <A+>, <r+>, <R+>, or < +>	Adds one to the current counter value.
<n=1>, <a=1>, <A=1>, <r=1>, <R=1>, or < =1>	Resets the counter to the specified value. You can specify any number.

**More****■ Done****Go To**

Autonumber building blocks (continued)

Example

These autonumber formats are for a Harvard outline.

Format	Result	Explanation
<R+>.	I.	The roman numeral counter for the top level of the outline is displayed.
< ><A+>.	A.	The second level counter is displayed. The top level keeps its value, but is not displayed.
< ><A+>.	B.	The second-level counter has one added to it.
<R+>.	II.	The top-level counter has one added to it. There's no second-level counter, so that value is cleared.
< ><A+>.	A.	The second-level counter starts over at one.



Cross-reference format building blocks

Building block	Inserts
<\$pagenum>	The page number of the source paragraph, or the source cross-reference marker.
<\$paratext>	The text of the source paragraph.
<\$paratag>	The tag of the source paragraph.
<\$paranum>	The complete autonumber string of the source paragraph.
<\$paranumonly>	The autonumber string of the source paragraph, excluding any leading or trailing text.
<\$fullfilename>	The source document's full pathname.
<\$filename>	The source document's filename.
<\$pagenum[paratag]>	The page number of the nearest previous paragraph with the specified tag.

**More****■ Done****Go To**

Cross-reference format building blocks (continued)

Building block	Inserts
<code><\$paratext[paratag]></code>	The text of the nearest previous paragraph with the specified tag.
<code><\$paratag[paratag]></code>	The tag of the nearest previous paragraph with the specified tag
<code><\$paranum[paratag]></code>	The autonumber string of the nearest previous paragraph with the specified tag.
<code><\$paranumonly[paratag]></code>	The autonumber value of the nearest previous paragraph with the specified tag.
<code><Default ¶ Font></code> (and all other character format tags)	The character format into the definition. This format is applied to the cross-reference text that follows. The Building Blocks list contains all the formats in the Character Catalog.

**Done****Go To**

Variable definition building blocks

Available building blocks depend on the type of variable you're defining.

Page Number variables

Building block	Inserts
<\$curpagenum>	The current page number.
<\$lastpagenum>	The last page number of the file or book.
<\$paranum[paratag]>	The autonumbering string of the nearest previous paragraph that has the specified tag.
<\$paranumonly[paratag]>	The autonumbering value of the nearest previous paragraph that has the specified tag.
<Default ¶ Font> (and all other character format tags)	The character format into the definition. This format is applied to the variable text that follows. The Building Blocks scroll list contains all the formats in the Character Catalog.



More



Done

Go To



Variable definition building blocks (continued)

Date variables

Building block	Inserts
<\$second>	The second.
<\$second00>	The second, including leading zeros.
<\$minute>	The minute.
<\$minute00>	The minute, including leading zeros.
<\$hour>	The hour from 1 to 12.
<\$hour01>	The hour from 1 to 12, including leading zeros.
<\$hour24>	The hour from 1 to 24.
<\$ampm>	The designation am or pm.
<\$AMPM>	The designation AM or PM.

**More****■ Done****Go To**

Variable definition building blocks (continued)

Date variables (continued)

Building block	Inserts
<\$daynum>	The number of the day.
<\$daynum01>	The number of the day, including leading zeros.
<\$dayname>	The name of the day.
<\$shortdayname>	The abbreviated name of the day.
<\$monthnum>	The number of the month.
<\$monthnum01>	The number of the month, including leading zeros.
<\$monthname>	The name of the month.
<\$shortmonthname>	The abbreviated name of the month.
<\$year>	The four-digit year.

**More****■ Done****Go To**

Variable definition building blocks (continued)

Date variables (continued)

Building block	Inserts
<\$shortyear>	The last two digits of the year.
<Default ¶ Font> (and all other character format tags)	The character format into the definition. This format is applied to the variable text that follows. The Building Blocks scroll list contains all the formats in the Character Catalog.

**More****■ Done****Go To**

Variable definition building blocks (continued)

Filename variables

Building block	Inserts
<\$fullfilename>	The full pathname of the current file.
<\$filename>	The filename of the current file.
<Default ¶ Font> (and all other character format tags)	The character format into the definition. This format is applied to the variable text that follows. The Building Blocks scroll list contains all the formats in the Character Catalog.

**More****■ Done****Go To**

Variable definition building blocks (continued)

Table Sheet variables

Building block	Inserts
<\$tblsheetnum>	The number of the current text column that the table occupies.
<\$tblsheetcount>	The total number of text columns that the table occupies.
<Default ¶ Font> (and all other character format tags)	The character format into the definition. This format is applied to the variable text that follows. The Building Blocks scroll list contains all the formats in the Character Catalog.

**More****Done****Go To**

Variable definition building blocks (continued)

Header/Footer variables

Building block	Inserts
<code><\$marker1></code>	The contents of the nearest previous marker of type Header/Footer\$1.
<code><\$marker2></code>	The contents of the nearest previous marker of type Header/Footer\$2.
<code><\$paratext[paratag]></code>	The text of the nearest previous paragraph with the specified tag.
<code><\$paranum[paratag]></code>	The autonumber string of the nearest previous paragraph with the specified tag.
<code><\$paranumonly[paratag]></code>	The autonumber value, excluding any leading or trailing text, of the nearest previous paragraph with the specified tag.

**More****■ Done****Go To**

Variable definition building blocks (continued)

Header/Footer variables (continued)

Building block	Inserts
<code><\$paratag[paratag]></code>	The tag of the nearest previous paragraph with the specified tag.
<code><\$condtag[hitag,...,lotag, nomatch]></code>	The highest ranking condition tag on the page. Ranking is from hitag to lotag. If no condition tags on the page match, the last entry in the building block (nomatch) is displayed. Note that you must always follow lotag with a comma.
<code><Default ¶ Font></code> (and all other character format tags)	The character format into the definition. This format is applied to the variable text that follows. The Building Blocks scroll list contains all the formats in the Character Catalog.

**Done****Go To**

Special characters (Find/Change)

For a complete list of special characters you can type in a dialog box, see “Character Sets” in the Quick Reference.

This sequence	Searches for
\t	Tab characters
\r	Forced return
\p	End of paragraph
\P	Beginning of paragraph
\st	Thin space
\s#	Numeric space
\sn	En space
\sm	Em space
\\	Backslash

**More****■ Done****Go To**

Special characters (Find/Change) (continued)

This sequence	Searches for
\(space)	Nonbreaking space
\-	Discretionary hyphen
_	Suppress hyphenation symbol
\+	Nonbreaking hyphen
\f	End-of-flow symbol*
\<	Start of word*
\>	End of word*

* You can use these characters only in the Find text box.

Wildcard characters

This character	Finds
* (asterisk)	Zero or more characters, excluding spaces and punctuation
(vertical bar)	One or more spaces and punctuation characters that end a word
?	Any single character, excluding spaces and punctuation
^	Start of line
\$	End of line
[ab]	Any one of the characters in the brackets
[^ab]	Any character not in the brackets
[a-b]	Any one character in a range
\other	Specified character (for example, \ <code>*</code> searches for an asterisk)

**Done****Go To**

List specification flows

Generated lists are formatted according to a special flow that is on a reference page. For each list you generate, FrameMaker creates a new reference page.

The special flow contains paragraphs whose formats are the same as those in the generated list. These paragraphs contain building blocks that determine the contents of each list entry.

Building block	Effect
<code><\$pagenum></code>	Inserts the page number of the listed paragraph
<code><\$nopage></code>	Excludes the page number of the listed paragraph
<code><\$paratext></code>	Inserts the text of the listed paragraph
<code><\$paranum></code>	Inserts the autonumbering string of the listed paragraph
<code><\$paranumonly></code>	Inserts the autonumbering string of the listed paragraph, excluding any leading or trailing text

**More****■ Done****Go To**

List specification flows (continued)

Example

Paragraph tagged

Specifies

Heading1TOC

Section <\$paranumonly><\$nopage>

Heading2TOC

<\$paratext> <\$pagenum>

Heading3TOC

<\$paratext> <\$pagenum>

Based on the preceding reference page specification, the generated table of contents would include the following:

Section 1

First heading 1

A following topic 1

Another following topic 6

Just another heading 11

Section 2



More



Done

Go To



List specification flows (continued)

Hypertext links in lists

When you generate hypertext links in a list, FrameMaker inserts a paragraph in the specification flow to define the type of links generated. For example, when you generate an active table of contents, FrameMaker inserts a paragraph tagged ActiveTOC.

You should type the link definitions exactly as shown. Use the `<$relfilename>` building block to generate a relative pathname from the generated list to the other document. The following examples all use `<$fullfilename>`, which generates the complete path of the file.

You can generate five types of links:

- `gotoObjectId <$fullfilename>:<$Objecttype> <$ObjectId>` displays the selected item centered in the current window.
- `openObjectId <$fullfilename>:<$Objecttype> <$ObjectId>` displays the selected item centered in a new window.



More



Done

Go To



List specification flows (continued)

- `gotopage <$fullfilename>:<$pagenumonly>`
displays the page in the current window with nothing selected.
- `openpage <$fullfilename>:<$pagenumonly>`
displays the page in a new window with nothing selected.
- `alert <$fullfilename>`
displays an alert that shows the filename of the source document.



Index specification flows

A generated index is formatted according to a special flow that is on a reference page.

The special flow contains paragraphs. The formats of these paragraphs determine what aspect of the index the paragraphs specify and the formats of the resulting entries.

Paragraph formats in the index specification flow

Paragraph tagged

Specifies

SeparatorsIX

How to separate the page numbers

Example:

1, 2–3

Multiple page numbers for one entry are separated by a comma and space. Page ranges are separated by a hyphen.



More



■ Done

Go To



Index specification flows (continued)

Paragraph formats in the index specification flow (continued)

Paragraph tagged

Specifies

SortOrderIX

The sort order for the index entries

Example:

<\$symbols><\$numerics><\$alphabetics>

The index will list symbols first, then numeric entries, and then alphabetic entries.

Level1IX

Formatting of the different levels of index entries

Level2IX

Example:

Level1IX

Level2IX

The index has two levels. First-level entries are flush left, and second-level entries are indented.



More



Done

Go To



Index specification flows (continued)

Paragraph formats in the index specification flow (continued)

Paragraph tagged

Specifies

GroupTitlesIX

The title for each sorted group of entries

Example:

Symbols[];Numerics[0];

A;B;C;D;E;F;G;H;I;J;K;L;M;N;O;P;Q;R;S;T;U;V;W;X;Y;Z

Group titles will be bold in the index. Note that each title is separated by a semicolon.

IgnoreCharsIX

The characters to ignore when sorting the index entries

Example:

- - -

Hyphens, en dashes and em dashes are ignored when the entries are sorted.



More



Done

Go To



Index specification flows (continued)

Paragraph formats in the index specification flow (continued)

Paragraph tagged

Specifies

IndexIX

The contents and format of the page number to which each entry refers

Example:

<\$pagenum>

The page number for each entry will be bold in the index.



More



■ Done

Go To



Index specification flows (continued)

The paragraphs on the reference page contain building blocks, as shown here:

Building blocks in the index specification flow

Building block	Effect
<\$symbols> <\$numeric> <\$alphabetics>	Used in the paragraph tagged SortOrderIX to specify how the index entries are sorted. The order ascends from left to right.
<\$pagenum>	Inserts the number of the page containing the index marker. When this building block is in the paragraph tagged IndexIX, page numbers appear for each entry.
<\$nopage>	Excludes the page number of the index marker. When this building block is in the paragraph tagged IndexIX, the index has no page numbers.

**More****■ Done****Go To**

Index specification flows (continued)

Hypertext links in indexes

When you generate hypertext links in an index, FrameMaker inserts a paragraph in the specification flow to define the type of links generated. For example, when you generate an active index, FrameMaker inserts a paragraph tagged ActiveIX.

You should type the link definitions exactly as shown. Use the `<$relfilename>` building block to generate the name of a relative path from the generated file to the other document. The following examples all use `<$fullfilename>`, which generates the complete path of the file.

You can generate five types of links:

- `gotoObjectId <$fullfilename>:<$Objecttype> <$ObjectId>` displays the selected item centered in the current window.
- `openObjectId <$fullfilename>:<$Objecttype> <$ObjectId>` displays the selected item centered in a new window.



More



Done

Go To



Index specification flows (continued)

- `gotopage <$fullfilename>:<$pagenumonly>`
displays the page in the current window with nothing selected.
- `openpage <$fullfilename>:<$pagenumonly>`
displays the page in a new window with nothing selected.
- `alert <$fullfilename>`
displays an alert that shows the filename of the source document.



Hypertext commands

Hypertext markers embed links or commands in a document. When the document is view only, these markers execute the specified commands. The marker text specifies the command.

To see the syntax for a hypertext command, click a command in the list below.

alert

gotolink

gotolink firstpage

gotolink lastpage

gotopage

matrix



More



■ Done

Go To



Hypertext commands (continued)

message system

message winexec

newlink

nextpage

openlink

opennew

openpage

popup

previouslink

previouspage

quit

quitall



More



■ Done

Go To



Hypertext commands (continued)

alert

Displays an alert box.

`alert message`

`message` is the message that appears in the alert box.

gotolink

Displays the page that contains a matching newlink.

`gotolink filename:linkname`

`filename:` identifies the file that contains the matching newlink. If the newlink is in the current file, `filename:` is not needed.

`linkname` is the name of the corresponding newlink.



More



■ Done

Go To



Hypertext commands (continued)

gotolink firstpage

Displays the first page of the document.

```
gotolink filename:firstpage
```

`filename` identifies a file other than the current one. To go to the first page of the current file, `filename:` is not needed.

gotolink lastpage

Displays the last page of the document.

```
gotolink filename:lastpage
```

`filename` identifies a file other than the current one. To go to the last page of the current file, `filename:` is not needed.



More



■ Done

Go To



Hypertext commands (continued)

gotopage

Displays a specific page in the document.

`gotopage filename:pagenumber`

`filename` identifies a file other than the current one. To go to a specific page of the current file, `filename:` is not needed.

`pagenumber` is the number of the page to be displayed.



More



■ Done

Go To



Hypertext commands (continued)

matrix

Divides the text column containing the marker into rows and columns of hypertext buttons. The commands for these buttons are specified in a text column on a reference page.

`matrix rows columns flowname`

`rows` specifies how many rows of buttons the text column will contain.

`columns` specifies the number of columns of buttons the text column will contain.

`flowname` is the name of the flow tag for the corresponding text column on the reference page.

Example:

`matrix 2 3 MyCommands` divides the text column into two rows and three columns of buttons. The hypertext commands are on a reference page in a text column tagged `MyCommands`. Each command is in a separate paragraph:



More



Done

Go To



Hypertext commands (continued)

the first three paragraphs are for row 1, and the second three paragraphs are for row 2.

message system or **message winexec**

Starts another application, or executes any command you can execute from the command line in the Windows Run dialog box.

```
message system application pathname,windowstate
```

```
message winexec application pathname,windowstate
```

`application` is the full pathname and filename of the application.

`pathname` is the command-line parameter, if any. This is usually the pathname of a file for the application to open.



More



■ Done

Go To



Hypertext commands (continued)

`windowstate` specifies the state of the window that is opened. If `windowstate` is not specified, the window opens as `SW_SHOWNORMAL`. The values you can use are:

`SW_HIDE`

`SW_SHOWMINIMIZED`

`SW_MINIMIZE`

`SW_SHOWMINNOACTIVE`

`SW_RESTORE`

`SW_SHOWNA`

`SW_SHOW`

`SW_SHOWNOACTIVE`

`SW_SHOWMAXIMIZED`

`SW_SHOWNORMAL`

Example:

`message system pbrush.exe c:\ship.pcx,SW_MINIMIZE`
starts Paintbrush and opens the graphic file `ship.pcx` in a minimized window.



More

Done

Go To

Hypertext commands (continued)

newlink

Identifies a destination for `gotolink` and `openlink` commands.

```
newlink linkname
```

`linkname` is a string that uniquely identifies the newlink. It is the target for `openlink` and `gotolink` commands that use the same `linkname`.

nextpage

Displays the next page of the current document.

```
nextpage
```



More



■ Done

Go To



Hypertext commands (continued)

openlink

Opens a new document window and displays the page that contains a matching newlink.

```
openlink filename:linkname
```

`filename` identifies the file that contains the matching newlink. If the file containing the newlink is already open, this command displays the page without opening a new document window.

`linkname` is the name of the corresponding newlink.

opennew

Opens the specified file as an untitled document in a new document window.

```
opennew filename
```

`filename` identifies the file to be opened.



More



Done

Go To



Hypertext commands (continued)

openpage

Opens a new document window and displays a specific page in the document.

```
openpage filename:pagenumber
```

`filename` identifies a file other than the current one. If the file is already open, this command displays the page without opening a new document window.

`pagenumber` is the page number of the page to display.



More



■ Done

Go To



Hypertext commands (continued)

popup

Displays a pop-up menu whose items execute hypertext commands. The menu items are specified in a text column on a reference page.

`popup flowname`

`flowname` is the name of the flow tag for the corresponding text column on the reference page.

Example:

`popup MyCommands` displays a pop-up menu. The items in the pop-up menu are specified in a text column tagged `MyCommands`. Each item is specified by a separate paragraph. The hypertext command for each item is specified by inserting a hypertext marker into its corresponding paragraph.



More



■ Done

Go To



Hypertext commands (continued)

previouslink

Displays the last page the reader viewed.

`previouslink`

previouspage

Displays the previous page of the current document.

`previouspage`

quit

Removes the current document window from the screen.

`quit`

SYNTAX DESCRIPTIONS

quitall

Removes all view-only document windows from the screen.

```
quitall
```



More



■ Done

Go To



Index markers (continued)

Index markers

The marker text determines what appears in the index, how the entry is sorted, the page number style for the entry, and the font for the entry. The following table shows options for index entries plus sample entries.

You can use building blocks in marker text to control the form of the index entry and its location in the index.

Building block	Effect
: (colon)	Separates levels in an entry
; (semicolon)	Separates entries in a marker
[] (brackets)	Specifies a special sort order for the entry
<\$startrange>	Indicates the beginning of a page range
<\$endrange>	Indicates the end of a page range

**More****■ Done****Go To**

Index markers (continued)

Building block	Effect
<\$npage>	Suppresses the page number in the entry
<\$singlepage>	In a marker that contains several entries, restores the page number for an entry that follows a <\$npage> building block
Character format tag, in angle brackets (<>)	Changes the character format
<Default Para Font>	Restores the paragraph's default font

Examples

Index entry	Marker text	Explanation
coffee 10	coffee	A simple entry is created.



More



Done

Go To



Index markers (continued)

Examples (continued)

Index entry	Marker text	Explanation
tea english 10	tea:english	Multiple levels are allowed. The colon separates levels of the index entry.
english tea 10 tea 10	tea;english tea	Multiple entries are allowed. The semicolon separates entries.
68000 10 (entry under S)	68000[sixtyeight]	The entry is sorted as if it were the text in brackets. The text in brackets can contain multiple entries separated by semicolons.



Done

Go To



Examples (continued)

Examples (continued)

Index entry	Marker text	Explanation
Oolong, see Specialty	Oolong, see Specialty <\$nopage>	The entry doesn't have a page number.
Tea 10–12	<\$startrange>Tea <\$endrange>Tea	The range is specified using two markers. The first marker is on page 10 and the second marker is on page 12.
coffee 10	coffee<bold>	A character format named bold is applied to the page number.

**Done****Go To**

Introduction

Every table in a FrameMaker document has a format, which is made up of properties that determine its appearance, including its regular cell margins, title position, the style of ruling and shading, and default paragraph formats.

Help on Tables

For information on tables, click an item in the topic list to the right, or click an active area below.

The [Insert Table](#) dialog box inserts a new blank table with the format you specify.

The [Table Designer](#) contains controls for creating, editing, and applying table formats.

The [Row Format](#) dialog box customizes a row's height limits and placement.

The [Custom Ruling and Shading](#) dialog box contains controls for changing the ruling and shading of specific cells in a table.

The [Add Rows or Columns](#) and [Resize Selected Columns](#) dialog boxes contain controls for changing the default properties of individual tables.

The [Convert to Table](#) dialog box converts selected text to a table.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

Row Format

Custom Ruling and
Shading

▼ More in list...

Insert Table

Table menu > Insert Table

Dialog box where you insert a new blank table into text. You cannot insert a table in a footnote. You can insert a table in another table if the cell contains a text column within an anchored frame.

Table Tag Specifies the name of the Table Catalog format you want to use for the new table.

Table Format Lists the formats available in the document's Table Catalog. If you select a format in this list, its name appears in the Table Tag text box.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

Row Format

Custom Ruling and
Shading

▼ More in list...

TABLES

Insert Table (continued)

Columns	Sets the number of columns.
Body Rows	Sets the number of rows in the body of the table.
Heading Rows	Sets the number of rows in the table heading.
Footing Rows	Sets the number of rows in the table footing.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

Row Format

Custom Ruling and
Shading

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Table Designer

Table menu > Table Designer

Window where you create and change table formats, store them in the Table Catalog, and apply them to tables in the document.

The Table Designer window displays many of the properties you can set for a table. Changes you make in the designer window do not take effect in the current table until you apply the changes or update the catalog format.

Table Tag

Shows the tag (name) of the current table. You can choose a different tag from the pop-up menu to display the properties of a particular catalog format, or you can type a new name in the text box to rename or create a format.

If you hold down the Shift key while choosing from the pop-up menu, FrameMaker displays the properties of the chosen catalog format without changing the tag in the text box.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

Row Format

Custom Ruling and
Shading

▼ More in list...

Table Designer (continued)

Properties

Lists the three groups of properties available in the Table Designer. When you choose a group from the pop-up menu, the properties in that group are displayed in the designer window. You can change property settings to modify a table format or create a new format.

When you click in a table, the designer window displays the properties of that table, which may or may not match the properties of the catalog format that has the same tag.

If you change any of the properties in a group, you must apply them to the current table before you can display a different group.

Basic Displays Basic properties for setting a table's indents, spacing, alignment, paragraph numbering, title position, default cell margins, and orphan control.

Ruling Displays Ruling properties for setting the table's regular ruling.

Introduction

Insert Table

▶ Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

Row Format

Custom Ruling and
Shading

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Table Designer (continued)

Shading Displays Shading properties for setting the table's regular shading.

Apply To Selection Applies all properties from all property groups (including the tag in the Table Tag text box) to the selected tables. The corresponding catalog format is not updated.

If you haven't changed any properties, clicking Apply To Selection applies the catalog format displayed in the Table Tag text box to the current table. The table's default properties that are not set in the Table Designer, such as the number of rows and columns and paragraph formats, are not changed.

If you have changed any properties, clicking Apply To Selection creates a format override in the current table. This means that the table's format no longer matches the catalog format that has the same tag.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

Row Format

Custom Ruling and
Shading

▼ More in list...

Table Designer (continued)

Update All Formats Tagged

Updates the catalog format that has the tag shown, as well as all tables in the document that have the same tag. All properties from all property groups are updated. If the tag in the Table Tag text box is different from the tag shown here, the format is renamed.

The catalog format's default properties not set in the Table Designer, such as paragraph formats, are also updated, but they are not updated in existing tables.

Commands

Displays table formatting commands.

New Format Opens the New Format dialog box where you can store the current table's format in the Table Catalog.

Global Update Options Opens the Global Update Options dialog box where you can specify which properties to update for specific catalog formats.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

Row Format

Custom Ruling and
Shading

▼ More in list...

Table Designer (continued)

Delete Format Opens the Delete Formats from Catalog dialog box where you can delete formats from the Table Catalog.

Set Window to As Is Changes all properties in the Table Designer to As Is. Use this command if you want to change only certain properties. After changing properties to As Is, set only those properties you want to change. When you click Apply or Update All, FrameMaker will not update properties set to As Is.

Reset Window from Selection Changes all properties in the Table Designer to match those of the current table. Use this command before clicking Apply or Update All if you don't want to keep the changes you've made and want to return to the original properties.

Introduction

Insert Table

▶ Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

Row Format

Custom Ruling and
Shading

▼ More in list...

Index

Shortcuts



■ Done

Main Menu

Basic properties

The Basic property group is where you set a table's position and alignment on the page, regular cell margins, title position, and paragraph numbering. You display this group of properties by choosing it from the Properties pop-up menu in the Table Designer.

Indents

Sets the horizontal position of the table's edge relative to the text column when the table is left aligned, centered, or right aligned. Left-aligned tables ignore the right indent, and right-aligned tables ignore the left indent. Centered tables ignore both indents.

Space

Sets the space above and below the table (including the table title, if there is one). FrameMaker determines the space between the table and the preceding paragraph by using either the paragraph's space below or the table's space above, whichever is larger. Similarly, to determine the space between the table and the following paragraph, it uses either the table's space below or the paragraph's space above, whichever is larger.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

Row Format

Custom Ruling and
Shading

▼ More in list...

Basic properties (continued)

If the table is at the top of a column, FrameMaker ignores the Space Above value. If it's at the bottom of a column, FrameMaker ignores the Space Below setting.

Alignment

Determines the table's horizontal position within the left and right indents. Tables can be left aligned, right aligned, or centered.

Start

Specifies where the table starts on the page.

Anywhere Positions the table in the next place it fits: either in the current text column or at the top of the next column in the flow.

Top of Column Starts the table at the top of the next column.

**Top of Page/
Top of Left Page/
Top of Right Page** Starts the table at the top of the next indicated page.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

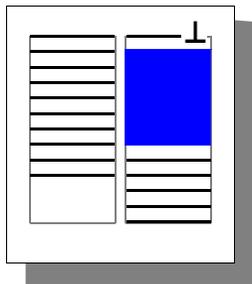
Row Format

Custom Ruling and
Shading

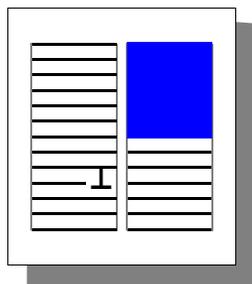
▼ More in list...

Basic properties (continued)

Float Lets the table move to the first column in which it will fit without also moving the line of text containing the table's anchor symbol.



Float on



Float off

With Float turned off, the table and anchor symbol must be in the same column.

With Float turned on, the table floats to the next column that has room.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

Row Format

Custom Ruling and
Shading

▼ More in list...

Basic properties (continued)

Numbering

Specifies the direction of paragraph autonumbering in table cells. This property also directs the numbering of table footnotes.

Row First Numbers paragraphs and footnotes sequentially across rows.

Column First Numbers paragraphs and footnotes sequentially down columns.

Title Position

Positions the title above or below the table or specifies that the table will not have a title.

Gap Sets the distance between the title and the top or bottom of the table.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

Row Format

Custom Ruling and
Shading

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Basic properties (continued)

Orphan Rows

Determines where the table can break between text columns. Orphan Rows are the minimum number of rows that can appear alone at the top or bottom of a column.

You can use this property to specify that a table should not break between columns. To do this, specify a large number in the Orphan Rows text box. The maximum setting is 100 rows.

Default Cell Margins

Sets the distances between the edges of all table cells and text in the cells. To adjust the margins for specific cells, use the [Table Cell properties](#) in the Paragraph Designer.

The [Indent properties](#) of each paragraph in a cell are measured from the cell margins.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update Options

Some tables use format overrides

Delete Formats from Catalog

Row Format

Custom Ruling and Shading

▼ More in list...

Ruling properties

The Ruling property group is where you set a table's regular ruling for columns and rows. You display this group by choosing it from the Properties pop-up menu in the Table Designer.

To change the ruling for specific cells, use the Custom Ruling & Shading command on the Table menu.

Column Ruling

Sets ruling for the right edges of columns.

For example, the first column can have a thick rule, while remaining columns have thin rules.

≡	1992	1993	1994		
—					
≡					
≡					
—					

Left pop-up menu Designates a column for a special ruling.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

Row Format

Custom Ruling and
Shading

▼ More in list...

Ruling properties (continued)

Middle pop-up menu Sets the ruling style for the column specified in the left pop-up menu. If you don't want a special column ruling, choose None.

Others Specifies the ruling style for the remaining columns. If you don't want ruling between columns, choose None.

Body Row Ruling

Sets the ruling between rows in the body of the table. For example, every other body row can have a thick rule, while remaining rows have thin rules.

≡	1992	1993	1994
—			
≡			
≡			
—			
≡			
—			
≡			
—			

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update
OptionsSome tables use
format overridesDelete Formats from
Catalog

Row Format

Custom Ruling and
Shading

▼ More in list...

Ruling properties (continued)

Left pop-up menu Designates a pattern for special ruling between body rows.

Middle pop-up menu Sets the ruling style for the pattern specified in the left pop-up menu. If you don't want a special ruling pattern, choose None.

Others Specifies the ruling style between the remaining body rows. If you don't want ruling between body rows, choose None.

Sets the ruling for heading and footing rows.

For example, heading rows can have a double rule and be separated from body rows by a thick rule.

Heading and Footing Ruling

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update Options

Some tables use format overrides

Delete Formats from Catalog

Row Format

Custom Ruling and Shading

▼ More in list...

Ruling properties (continued)

Separators Specifies the ruling style that separates heading and footing rows from body rows. If you don't want separator ruling, choose None.

Rows Specifies the ruling style between rows in multiple-row headings and footings. If you don't want ruling between heading and footing rows, choose None.

Outside Ruling

Specifies the ruling style for the top, bottom, left, and right edges of the table. If you don't want outside ruling, choose None from the pop-up menus.

Draw Bottom Ruling on Last Sheet Only In multipage tables, draws the bottom rule only on the last page of the table.

Introduction

Insert Table

Table Designer

Basic properties

▶ Ruling properties

Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

Row Format

Custom Ruling and
Shading

▼ More in list...

Shading properties

The Shading property group is where you set a table's regular shading for rows and columns. You display this group by choosing it from the Properties pop-up menu in the Table Designer.

To change the shading for specific cells, use the Custom Ruling & Shading command on the Table menu.

Heading and Footing Shading

Specifies the shading for heading and footing rows.

Fill Fills the rows with white or a percentage of the color set in the Color pop-up menu. If you don't want heading and footing shading, choose None.

Color Specifies the color for heading and footing row shading.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update Options

Some tables use format overrides

Delete Formats from Catalog

Row Format

Custom Ruling and Shading

▼ More in list...

Shading properties (continued)

Body Shading

Specifies a shading pattern for the rows or columns in the body of the table.

Shade By Determines whether the shading pattern you specify is applied to body rows or columns.

First Specifies the row(s) or column(s) where the pattern begins. These rows/columns will have the Fill and Color you specify here.

Fill determines how dark the color will be—the higher the fill percentage, the darker the color. If you don't want shading in these rows/columns, choose None from the Fill pop-up menu.

For an example of a shading pattern, see [Next](#).

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

Row Format

Custom Ruling and
Shading

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Shading properties (continued)

Next Specifies the remainder of the pattern. If you don't want shading in these rows/columns, choose None from the Fill pop-up menu.

For example, to create a shading pattern where every third and fourth rows are a light shade of green, you would use these settings:

Shade By: Body Row(s)

First: 2

Fill: None

Color: Any color

Next: 2

Fill: 10%

Color: Green

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

▶ Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

Row Format

Custom Ruling and
Shading

▼ More in list...

Apply Changes

Dialog box where you specify how you want to apply or update the changes you made in the Table Designer window before you can display a different property group. This dialog box appears if you select a property group from the Properties pop-up menu without applying the current properties.

Apply Changes To Selection

Applies the properties to the current table but does not update the corresponding Table Catalog format. FrameMaker then displays the group of properties you requested.

Update All Formats Tagged:

Updates the properties of the Table Catalog format that has the tag shown and of all tables in the document that have the same tag. FrameMaker then displays the group of properties you requested.

Don't Apply

Disregards the changes you made and displays the requested group of properties. The properties you changed revert to their previous values.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

▶ Apply Changes

New Format

Global Update Options

Some tables use format overrides

Delete Formats from Catalog

Row Format

Custom Ruling and Shading

▼ More in list...

New Format

Dialog box where you create a new table format and store it in the Table Catalog. You open this dialog box by choosing New Format from the Commands pop-up menu in the Table Designer. Once the format is stored in the Table Catalog, you can apply the format to other tables in the document, and FrameMaker will update the tables' properties to match it.

Tag	Assigns a unique name to the format you're storing.
Store in Catalog	Stores the new format in the Table Catalog. You can choose not to store the format in the catalog if you don't want the format overwritten or copied to another document when using the Import > Formats command.
Apply to Selection	Applies the format to the selected tables. The table's default properties that are not set in the Table Designer, such as the number of rows and columns and default paragraph formats, are not updated.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes


 New Format

Global Update Options

Some tables use format overrides

Delete Formats from Catalog

Row Format

Custom Ruling and Shading


 More in list...

Global Update Options

Dialog box where you can globally retag all tables that currently have a different tag or update specific properties of particular Table Catalog formats. You open this dialog box by choosing Global Update Options from the Commands pop-up menu in the [Table Designer](#).

If you're retagging tables, choose the format you want to apply from the Table Tag pop-up menu (in the designer window) before choosing this command. If you're updating properties of catalog formats, delete the tag in the Table Tag text box before choosing the command. Doing this prevents FrameMaker from applying a new tag to tables.

Use Properties in the Table Designer

Specifies which properties to update.

All Properties Updates all properties in all property groups. Use this setting if you're retagging tables.

...Only Updates only the current group of properties. Use this setting if you're updating properties of catalog formats. If you want to update only one or two properties in the group, you should change the

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update Options

Some tables use format overrides

Delete Formats from Catalog

Row Format

Custom Ruling and Shading

▼ More in list...

Global Update Options (continued)

group's properties to As Is in the designer window and then set up the properties you want before displaying this dialog box. Otherwise, all properties in the group will be updated.

Update Table Formats

Specifies which table formats to update.

All Tables and Catalog Entries Retags or updates all tables in the document and all table formats stored in the catalog.

All Matching Tags in Selection Retags or updates all tables in the document and all formats in the catalog that have tags matching those in the selected table.

All Tagged Retags or updates tables that have the tag you specify in the text box. The pop-up menu lists all formats in the Table Catalog.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update Options

Some tables use format overrides

Delete Formats from Catalog

Row Format

Custom Ruling and Shading

▼ More in list...

Some tables use format overrides

Alert where you specify how you want to update existing tables with changes to a Table Catalog format. This alert appears if FrameMaker detects format overrides in existing tables when you use the Table Designer to update a catalog format. (A format override occurs when you apply a property to a table without updating the catalog format that has the same tag.)

- | | |
|-------------------------|--|
| Retain Overrides | Leaves format overrides intact and updates the table's remaining properties to match the catalog format's properties. Use this option to preserve overrides such as page breaks. |
| Remove Overrides | Removes format overrides and updates the table's format to match the catalog format. |

- Introduction
- Insert Table
- Table Designer
 - Basic properties
 - Ruling properties
 - Shading properties
 - Apply Changes
 - New Format
 - Global Update Options
 - Some tables use format overrides
 - Delete Formats from Catalog
 - Row Format
 - Custom Ruling and Shading

▼ More in list...

Delete Formats from Catalog

Dialog box where you delete a format from the Table Catalog. You open this dialog box by choosing Delete Format from the Commands pop-up menu in the [Table Designer](#).

Formats	Specifies the format you want to delete from the Table Catalog. The scroll list displays all formats in the catalog.
Delete	Deletes the selected format from the Table Catalog. You can delete additional formats if you want. The formats are not actually deleted from the catalog until you click Done.

Introduction
Insert Table
Table Designer
Basic properties
Ruling properties
Shading properties
Apply Changes
New Format
Global Update Options
Some tables use format overrides
Delete Formats from Catalog
Row Format
Custom Ruling and Shading

▼ More in list...

Row Format

Table menu > Row Format

Dialog box where you customize the height limits of a row and the page breaks within a table. Custom height limits and page breaks are retained if you apply a new table format to a table.

Height Limits

Minimum Specifies how short the current row can be. If you want to increase the height of a row to add white space, you can specify a larger number here. You can use this setting to make all rows the same height by making each row the height of the tallest row.

Maximum Specifies how tall the current row can be. If a row becomes too tall when you rotate a cell, specify a smaller number here to reduce the row's height and force the text in the cell to wrap.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

▶ Row Format

Custom Ruling and
Shading

▼ More in list...

Index

Shortcuts



More



■ Done

Main Menu

Row Format (continued)

Start Row

Specifies where the current row starts on the page. If the Start setting in the Table Designer window is Float, FrameMaker ignores this setting.

Anywhere Positions the row wherever it fits: either below the preceding row or at the top of the next text column in the flow.

Top of Column Positions the row at the top of the next column.

Top of Page/Top of Left Page/Top of Right Page Starts the row at the top of the next indicated page.

Keep With

Next Row Keeps the current row in the same text column as the next row.

Previous Row Keeps the current row in the same text column as the previous row.

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update
Options

Some tables use
format overrides

Delete Formats from
Catalog

▶ Row Format

Custom Ruling and
Shading

▼ More in list...

Custom Ruling and Shading

Table menu > Custom Ruling & Shading

Window where you customize the ruling and shading for specific cells in a table, restore the regular ruling and shading, show the current ruling and shading for selected cells, and edit the ruling styles available in the document. Custom ruling and shading is retained if you apply a new table format to a table.

Custom Cell Ruling

Specifies the ruling style you want to apply to selected cells and where to apply it.

Apply Ruling Style Determines the ruling style for the specified cell edges. The scroll list displays the ruling styles that have been defined in the document.

- **From Table** Restores the regular ruling specified in the Table Designer.
- **None** Removes ruling.

To Selection Specifies where to apply the ruling style.

- **Outside Edge** Applies the ruling to the top,

Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update Options

Some tables use format overrides

Delete Formats from Catalog

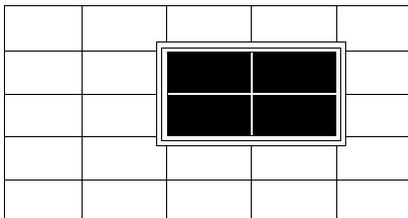
Row Format

Custom Ruling and Shading

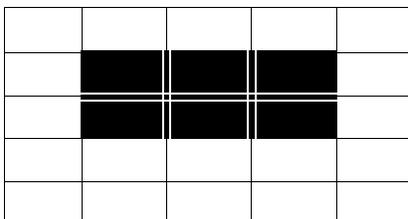
▼ More in list...

Custom Ruling and Shading (continued)

bottom, left, and/or right borders of the selected area.



- **Inside Borders** Applies the ruling to the inside row and/or column borders of the selected area.



Introduction

Insert Table

Table Designer

Basic properties

Ruling properties

Shading properties

Apply Changes

New Format

Global Update

Options

Some tables use
format overrides

Delete Formats from
Catalog

Row Format

Custom Ruling and
Shading

▼ More in list...

Custom Ruling and Shading (continued)

Edit Ruling Style	Opens the <u>Edit Ruling Style</u> dialog box where you create or edit ruling styles.
Custom Cell Shading	<p>Specifies the shading you want to apply to selected cells and where to apply it.</p> <p>Fill Fills the cells with white or a percentage of the color.</p> <ul style="list-style-type: none">• From Table Restores the regular fill specified in the Table Designer.• None Removes the fill. <p>Color Sets the fill color.</p> <ul style="list-style-type: none">• From Table Restores the regular fill color specified in the Table Designer.
Show Current Settings	Opens the <u>Current Selection's Settings</u> dialog box which shows the ruling and shading of the selected cells.

Introduction
Insert Table
Table Designer
Basic properties
Ruling properties
Shading properties
Apply Changes
New Format
Global Update Options
Some tables use format overrides
Delete Formats from Catalog
Row Format
Custom Ruling and Shading

▼ More in list...

Edit Ruling Style

Dialog box where you create, change, or delete ruling styles. You open this dialog box by clicking Edit Ruling Style in the Custom Ruling and Shading window.

Ruling styles are stored with the document. You can see the styles in the Custom Ruling and Shading window, as well as on the pop-up menus in the Ruling properties of the Table Designer. When you change a ruling style, it affects all tables in the document that use that style.

Name Specifies the name of the ruling style you want to create, change, or delete. Initially, this text box contains the name of the ruling style selected from the scroll list in the Custom Ruling and Shading window.

Color Assigns a color to the ruling style. The pop-up menu lists the colors that have been defined in the document.

▲ More in list...

Introduction

Edit Ruling Style

Current Selection's Settings

Add Rows or Columns

Resize Selected Columns

Straddle/Unstraddle

Convert to Table/Paragraphs

Copy Table Column Width

Clear Table Cells

Cut Table Cells

Paste Rows

Paste Columns

Edit Ruling Style (continued)

Pen Pattern	Sets the darkness of the specified color. The pen pattern can be white or a percentage of the color; the higher the percentage, the darker the color.
Width	Specifies the line width of the ruling style. The width can be between 0.015 and 360 points.
Number of Lines	Specifies a single or double line as the ruling style. Gap Sets the space separating the lines in a double-line style. The gap can be between 0.015 and 360 points.
Delete	Deletes the ruling style. If the ruling style is part of a table's <u>regular ruling</u> , FrameMaker changes the occurrences to use no ruling. If it is used for <u>custom ruling</u> , FrameMaker restores the table's regular ruling.

▲ More in list...

Introduction

Edit Ruling Style

Current Selection's Settings

Add Rows or Columns

Resize Selected Columns

Straddle/Unstraddle

Convert to Table/Paragraphs

Copy Table Column Width

Clear Table Cells

Cut Table Cells

Paste Rows

Paste Columns



Current Selection's Settings

Dialog box that displays the ruling styles, fill, and color of selected cells. You open this dialog box by clicking Show Current Settings in the Custom Ruling and Shading window.

Outside Edge Ruling Styles

Shows the ruling styles of the selected cells.

Mixed If you selected multiple cells, the cells use more than one ruling style.

From Table The cells use the regular ruling specified in the Ruling properties of the Table Designer.

(a ruling style) The cells use this ruling instead of the table's regular ruling.

Fill

Shows the fill percentage of the cells.

Mixed If you selected multiple cells, the cells use more than one fill.

From Table The cells use the regular fill specified in the Shading properties of the Table Designer.

▲ More in list...

Introduction

Edit Ruling Style

▶ Current Selection's Settings

Add Rows or Columns

Resize Selected Columns

Straddle/Unstraddle

Convert to Table/Paragraphs

Copy Table Column Width

Clear Table Cells

Cut Table Cells

Paste Rows

Paste Columns

Current Selection's Settings (continued)

	<p>(a fill pattern) The cells use this fill instead of the table's regular fill.</p>
Color	<p>Shows the fill color of the cells.</p> <p>Mixed If you selected multiple cells, the cells use more than one color.</p> <p>From Table The cells use the regular color specified in the <u>Shading</u> properties of the Table Designer.</p> <p>(a color) The cells use this color instead of the table's regular color.</p>

▲ More in list...

Introduction

Edit Ruling Style

▶ Current Selection's Settings

Add Rows or Columns

Resize Selected Columns

Straddle/Unstraddle

Convert to Table/Paragraphs

Copy Table Column Width

Clear Table Cells

Cut Table Cells

Paste Rows

Paste Columns

Add Rows or Columns

Table menu > Add Rows or Columns

Dialog box where you can add rows or columns to a table. New rows and columns take their cell formats from the current row or column.

Add Rows

Determines the number of rows you want to add. Choose from the pop-up menu to specify where to put the new rows. You can add rows above or below the current row or add them to the heading or footing.

Add Columns

Determines the number of columns you want to add. Choose from the pop-up menu to specify where to put the new columns. You can add columns to the left or right of the current column.

▲ More in list...

Introduction

Edit Ruling Style

Current Selection's Settings

▶ Add Rows or Columns

Resize Selected Columns

Straddle/Unstraddle

Convert to Table/ Paragraphs

Copy Table Column Width

Clear Table Cells

Cut Table Cells

Paste Rows

Paste Columns

Resize Selected Columns

Table menu > Resize Columns

Dialog box where you can change the width of selected columns in a table. You can also resize a column by selecting a cell in the column and dragging its handle.

To Width Changes the selected columns to the width specified in the text box. The text box initially shows the width of the leftmost selected column.

By Scaling Scales the selected columns to the percentage specified in the text box. The columns retain their relative proportions.

To Width of Column Number Changes the selected columns to the width of the column specified in the text box. Columns are numbered from left to right.

▲ More in list...

Introduction

Edit Ruling Style

Current Selection's Settings

Add Rows or Columns

▶ Resize Selected Columns

Straddle/Unstraddle

Convert to Table/ Paragraphs

Copy Table Column Width

Clear Table Cells

Cut Table Cells

Paste Rows

Paste Columns



Resize Selected Columns (continued)

To Equal Widths Totalling

Makes the selected columns the same width and fits them within the total width specified in the text box. The text box initially shows the total width of the selected columns.

By Scaling to Widths Totalling

Scales the selected columns so they fit within the total width specified in the text box while retaining their relative proportions. The text box initially shows the total width of the text column containing the table. To make the whole table as wide as the text column, use this initial setting.

To Width of Selected Cells' Contents

Changes each selected column to accommodate the widest content in the selected cells. The text box initially shows the maximum width you can use. To resize a column so none of the paragraphs in the column wrap, use this initial setting. If you selected a single cell such as a column heading, use the initial setting to make the column just wide enough to contain the text in the cell.

▲ More in list...

Introduction

Edit Ruling Style

Current Selection's Settings

Add Rows or Columns

▶ Resize Selected Columns

Straddle/Unstraddle

Convert to Table/Paragraphs

Copy Table Column Width

Clear Table Cells

Cut Table Cells

Paste Rows

Paste Columns

Straddle/Unstraddle

Table menu > Straddle (Unstraddle)

Command that straddles (combines) and unstraddles cells. When you straddle cells, the result is a single cell that is the size of the selected cells combined.

When you straddle selected cells, FrameMaker merges their contents into the new single cell. The content of each straddled cell begins in its own paragraph. You can straddle only cells that are the same type (body, heading, or footing).

When you select a straddled cell, the command name changes to Unstraddle. When you unstraddle selected cells, FrameMaker puts their contents in the new upper-left cells. You can unstraddle more than one cell at a time.

▲ More in list...

Introduction

Edit Ruling Style

Current Selection's Settings

Add Rows or Columns

Resize Selected Columns

▶ Straddle/Unstraddle

Convert to Table/ Paragraphs

Copy Table Column Width

Clear Table Cells

Cut Table Cells

Paste Rows

Paste Columns

Convert to Table/Paragraphs

Table menu > Convert to Table

Table menu > Convert to Paragraphs

The command in the menu changes to reflect the current selection. If text is selected, the command is Convert to Table. If a table is selected, the command is Convert to Paragraphs.

Convert to Table

Dialog box where you can convert paragraphs to a table. This dialog box also appears when you import text files if you turn on Convert to Table in the Reading Text File dialog box.

See Convert to Paragraphs for help on converting a table to paragraphs.

Table Tag Specifies the table format.

▲ More in list...

Introduction

Edit Ruling Style

Current Selection's
Settings

Add Rows or
Columns

Resize Selected
Columns

Straddle/Unstraddle

Convert to Table/
Paragraphs

Copy Table Column
Width

Clear Table Cells

Cut Table Cells

Paste Rows

Paste Columns

Convert to Table/Paragraphs (continued)

Table Format

Lists the formats in the Table Catalog. If you select a format, its tag appears in the Table Tag text box.

Treat Each Paragraph As

Specifies how paragraphs should be divided into cells.

A Row with Cells Separated By Converts each paragraph to a row and specifies the character that separates text into cells.

- **Tabs** Uses the tabs in each paragraph to separate text into cells.
- **Spaces** Uses the number of spaces specified in the text box to separate text into cells.
- **Other** Uses the character specified in the text box to separate text into cells.

A Cell Converts each paragraph to a cell, creating the number of columns specified in the text box. This setting is useful for converting bulleted or other lists to tables.

▲ More in list...

Introduction

Edit Ruling Style

Current Selection's Settings

Add Rows or Columns

Resize Selected Columns

Straddle/Unstraddle

Convert to Table/Paragraphs

Copy Table Column Width

Clear Table Cells

Cut Table Cells

Paste Rows

Paste Columns

Convert to Table/Paragraphs (continued)

Heading Rows

Specifies the number of rows in the heading of the new table. If the text you're converting includes column headings, they will appear in these rows.

Leave Heading Rows Empty

Creates empty heading rows in the new table. Use this setting if the text you're converting doesn't have column headings, but you intend to add them. You can also add heading rows later, after the table is created (see [Add Rows or Columns](#)).

▲ More in list...

Introduction

Edit Ruling Style

Current Selection's Settings

Add Rows or Columns

Resize Selected Columns

Straddle/Unstraddle

▶ Convert to Table/Paragraphs

Copy Table Column Width

Clear Table Cells

Cut Table Cells

Paste Rows

Paste Columns

Convert to Table/Paragraphs (continued)

Convert to Paragraphs

Dialog box where you can convert a table to paragraphs. FrameMaker converts each cell in the table to a separate paragraph.

See [Convert to Table](#) for help on converting paragraphs to a table.

Row by Row

Converts cells to paragraphs one row at a time, starting with the top-left cell. First each cell in row 1 is converted, then each cell in row 2, and so on.

Column by Column

Converts cells one column at a time, starting with the top-left cell. First each cell in column 1 is converted, then each cell in column 2, and so on.

▲ More in list...

Introduction

Edit Ruling Style

Current Selection's Settings

Add Rows or Columns

Resize Selected Columns

Straddle/Unstraddle

Convert to Table/Paragraphs

Copy Table Column Width

Clear Table Cells

Cut Table Cells

Paste Rows

Paste Columns



Copy Table Column Width

Edit menu > Copy Special > Table Column Width

Command that copies the width of the selected table column to the Clipboard. You can then use the Paste command to paste the column width to another column in the same or another table. The copied column width remains on the Clipboard until you cut or copy something else.

▲ More in list...

Introduction

Edit Ruling Style

Current Selection's Settings

Add Rows or Columns

Resize Selected Columns

Straddle/Unstraddle

Convert to Table/Paragraphs

▶ Copy Table Column Width

Clear Table Cells

Cut Table Cells

Paste Rows

Paste Columns

Clear Table Cells

Dialog box where you specify what you want to delete from a table. This dialog box appears when you select a row or column and press Delete or choose Clear from the Edit menu.

Leave Cells Empty Deletes the contents of the cells, but leaves the empty cells in the table.

Remove Cells from Table Deletes the cells and their contents from the table.

▲ More in list...

Introduction

Edit Ruling Style

Current Selection's Settings

Add Rows or Columns

Resize Selected Columns

Straddle/Unstraddle

Convert to Table/Paragraphs

Copy Table Column Width

▶ Clear Table Cells

Cut Table Cells

Paste Rows

Paste Columns



Cut Table Cells

Dialog box where you specify what you want to delete from a table. This dialog box appears when you select a row or column and choose Cut from the Edit menu. The row or column is stored on the Clipboard, so you can paste it elsewhere.

Leave Cells Empty Deletes the contents of the cells, but leaves the empty cells in the table.

Remove Cells from Table Deletes the cells and their contents from the table.

▲ More in list...

Introduction

Edit Ruling Style

Current Selection's Settings

Add Rows or Columns

Resize Selected Columns

Straddle/Unstraddle

Convert to Table/ Paragraphs

Copy Table Column Width

Clear Table Cells

▶ Cut Table Cells

Paste Rows

Paste Columns

TABLES

Paste Rows

Dialog box where you specify where you want to paste table rows. This dialog box appears after you cut or copy entire rows to the Clipboard and then choose the Paste command.

Insert Above Current Rows

Pastes the rows above the current rows.

Insert Below Current Rows

Pastes the rows below the current rows.

Replace Current Rows

Removes the current rows and inserts the rows from the Clipboard in their place.

▲ More in list...

Introduction

Edit Ruling Style

Current Selection's Settings

Add Rows or Columns

Resize Selected Columns

Straddle/Unstraddle

Convert to Table/ Paragraphs

Copy Table Column Width

Clear Table Cells

Cut Table Cells

Paste Rows

Paste Columns

Index

Shortcuts



■ Done

Main Menu

TABLES

Paste Columns

Dialog box where you specify where you want to paste table columns. This dialog box appears after you cut or copy entire columns to the Clipboard and then choose the Paste command.

Insert Left of Current Columns	Pastes the column to the left of the current columns.
Insert Right of Current Columns	Pastes the column to the right of the current columns.
Replace Current Columns	Removes the current columns and inserts the columns from the Clipboard in their place.

▲ More in list...

- Introduction
- Edit Ruling Style
- Current Selection's Settings
- Add Rows or Columns
- Resize Selected Columns
- Straddle/Unstraddle
- Convert to Table/ Paragraphs
- Copy Table Column Width
- Clear Table Cells
- Cut Table Cells
- Paste Rows
- Paste Columns

VARIABLES

Introduction

A variable is a placeholder for text, such as the date or a product name, that you can define once and use repeatedly in a document. When you change the definition, FrameMaker updates it throughout the document.

FrameMaker provides system variables such as the date, filename, and page number. You can also define user variables.

Help on variables

For information on variables, click an item in the topic list to the right or click an active area below.

The [Variable](#) dialog box contains controls for inserting variables and for displaying other dialog boxes to define and maintain variables.

The [Edit User Variable](#) dialog box is where you add, change, and delete user variables.

The [Edit System Variable](#) dialog box is where you change the definition of system variables.

The [Convert Variables to Text](#) dialog box converts variables to editable text.

For a description of the building blocks you use to define variables, see [Variable definition building blocks](#) in Syntax Descriptions.

Introduction

Variable

Edit User Variable

Edit System Variable

Convert Variables to Text

Index

Shortcuts



■ Done

Main Menu

Variable

Special menu > Variable

Dialog box where you can insert or replace a variable in a document and create, edit, or delete a variable definition. You can also convert a variable to editable text and update a system variable on body and reference pages.

A variable is a placeholder for text, such as a date or product name, that you can define once and use repeatedly in a document. When you change the definition, FrameMaker updates it throughout the document.

Variables

Lists system and user variables that are appropriate for the current page type (body, master, or reference).

The definition of the variable selected in the scroll list appears below the scroll list.

Create Variable

Opens the Edit User Variable dialog box where you define, edit, or delete a new user variable.

Edit Definition

Opens the Edit User Variable or Edit System Variable dialog box where you edit the selected variable.

Introduction

Variable

Edit User Variable

Edit System Variable

Convert Variables to Text

VARIABLES

Variable (continued)

Convert to Text	Opens the <u>Convert Variables to Text</u> dialog box where you change variables to editable text.
Update	Updates all system variables on body and reference pages.
Insert	Inserts the variable at the insertion point. If a variable or text is selected when you choose the Variable command, this button changes to Replace. The variable will replace the selected text or variable.

Introduction

Variable

Edit User Variable

Edit System Variable

Convert Variables to Text

Index

Shortcuts



■ Done

Main Menu

Edit User Variable

Dialog box where you define a user variable, edit its definition, or delete it. You open this dialog box by clicking **Create Variable** in the Variable dialog box or by selecting a user variable in the **Variables** scroll list and then clicking **Edit Definition**.

User variables are placeholders for text you define and expect to change later. For example, you can use a variable for the temporary, working name of a manual, and then change the definition later when the manual's official name is determined. When you change the variable's definition, FrameMaker updates the definition in the text.

Name Specifies the name of the variable to create, edit, or delete.

Definition Shows the definition of the variable. The definition can contain text and character formats from the **Character Formats** scroll list. It can be up to 255 characters long. You can add nonbreaking spaces and special hyphenation to it. Spaces and punctuation appear in the document exactly as you type them in the definition.

Introduction

Variable

▶ Edit User Variable

Edit System Variable

Convert Variables to Text

Edit User Variable (continued)

- User Variables** Lists the user variables already defined for the document. When you select one of these variables, its name and definition appear in the text boxes.
- Character Formats** Lists the formats in the Character Catalog.
- To change the character format in the definition, put the insertion point in the Definition text box and click the format in the scroll list. The format affects only the text that follows it in the definition.
- To change back to the paragraph's default font, click <Default ¶ Font> in the scroll list.
- Add** Adds the new definition to the document. If the variable already exists, this command replaces the old definition with the new one. When you click Done, the variable is updated wherever it appears in the document.

Introduction

Variable

▶ Edit User Variable

Edit System Variable

Convert Variables to Text

Edit User Variable (continued)

Change

Applies the changes to the variable shown in the Name text box. When you click Done, the variable is updated wherever it appears in the document.

Delete

Deletes the variable shown in the Name text box. When you click Done, the variable is converted to regular text wherever it appears in the document.

Introduction

Variable

▶ Edit User Variable

Edit System Variable

Convert Variables to Text

Edit System Variable

Dialog box where you change the definition of a system variable. You cannot create system variables or change their names, but you can edit their definitions. You open this dialog box by selecting a system variable in the Variables scroll list (in the Variable dialog box) and then clicking Edit Definition.

System variables have values that FrameMaker can update, such as the current date or current page number. Many system variables are useful in page headers and footers. If the value changes from page to page in the document (for example, the current page number), FrameMaker does not display a value on the master page. Instead, it uses a symbol (such as # for the current page number) or displays the name of the variable (such as Running H/F 1).

After you change a definition, FrameMaker updates the variable's definition to reflect the change wherever it occurs in the document. FrameMaker also updates the value of the variable (for example, the date in a Current Date variable) if it's on a master page. However, to make the correct value appear for system variables inserted directly on body and reference pages, you must use the Update button in the Variable dialog box, or wait for FrameMaker to update them the next time you open the document.

Introduction

Variable

Edit User Variable

Edit System Variable

Convert Variables to Text

Edit System Variable (continued)

Name	Shows the name of the system variable.
Definition	Shows the definition of a variable you want to edit. The definition can contain text and items from the Building Blocks scroll list. It can be up to 255 characters long. You can add nonbreaking spaces and special hyphenation to it. Spaces and punctuation appear in the document exactly as you type them in the definition.
Building Blocks	<p>Lists the system values you can use in the definition. Building blocks begin with a dollar sign (\$). For a description of the building blocks, see Variable definition building blocks in Syntax Descriptions.</p> <p>To insert an item from the scroll list into the definition, put the insertion point in the Definition text box and click the item in the scroll list.</p> <p>The scroll list also includes the character formats in the document's Character Catalog.</p>

Introduction

Variable

Edit User Variable

Edit System Variable

Convert Variables to Text

Edit System Variable (continued)

To change the character format of text in the definition, type the format in angle brackets or insert the format from the Building Blocks scroll list. The format affects only the text that follows it in the definition.

To change back to the paragraph's default font, insert <Default ¶ Font> in the definition.

Introduction

Variable

Edit User Variable

▶ Edit System Variable

Convert Variables to Text

Convert Variables to Text

Dialog box where you convert variables in the document to regular text that you can edit. You open this dialog box by clicking Convert to Text in the Variable dialog box.

You can replace, cut, or copy a variable, but you cannot directly edit it without first converting it to regular text. If you convert a variable to text, FrameMaker will not update the text when the variable's definition changes. You cannot undo this conversion.

Variables in Current Selection Converts only the variables in selected text.

Variables Named Converts all occurrences of the variable selected in the scroll list.

All Variables Converts all variables in the document.

Introduction

Variable

Edit User Variable

Edit System Variable

Convert Variables to Text

Introduction

You can insert cross-references to refer readers to related information in the current or another document. FrameMaker provides page numbers and headings from the source of the cross-reference and can update them if they change.

Help on cross-references

For information on the controls for creating and managing cross-references, click an item in the topic list to the right or click an active area below.

The Cross-Reference dialog box contains controls to insert and maintain cross-references. The Edit Cross-Reference Format dialog box is where you define cross-reference formats.

If text or numbering at the source changes, you use the Update Cross-References dialog box to update cross-references. The Update Unresolved Cross-References dialog box is where you specify the location of source information if FrameMaker can't find it while updating.

The Convert Cross-References to Text dialog box converts references to editable text.

Introduction

Cross-Reference

Edit Cross-Reference
Format

Update Cross-
References

Update Unresolved
Cross-References

Convert Cross-
References to Text

Cross-Reference

Special menu > Cross-Reference

Dialog box where you insert a cross-reference in text; create, edit, or delete cross-reference formats; update cross-references; display the source of a cross-reference; and convert cross-references to editable text.

There are two kinds of cross-references. A paragraph cross-reference refers to a whole paragraph, such as a heading or figure title. When you insert a paragraph cross-reference, FrameMaker puts a cross-reference marker at the beginning of the source paragraph to identify it as the source of a cross-reference.

A spot cross-reference refers to a specific word or phrase. FrameMaker does not insert spot cross-reference markers. You must place a Cross-Ref marker in the text using the Marker window before you insert a spot cross-reference.

Introduction

Cross-Reference

Edit Cross-Reference
Format

Update Cross-
References

Update Unresolved
Cross-References

Convert Cross-
References to Text

Cross-Reference (continued)

- Source Document** Specifies the document that contains the source information for the cross-reference. The pop-up menu lists the documents currently open.
- Source Type** Lists the tags of all paragraph formats in the source document's catalog. Also contains the item Cross-Ref Markers.
- To refer to a paragraph in the source document, click the paragraph's tag. To refer to a spot cross-reference marker, click Cross-Ref Markers.
- Reference Source** Lists the first line of each paragraph in the source document whose tag matches the selection in the Source Type scroll list. If you chose Cross-Ref Markers, this list displays the marker text from all the Cross-Ref markers. Choose an item from the list as the source of your cross-reference.
- The range of pages on which the items in the scroll list appear is above the scroll list.

- Introduction
- ▶ Cross-Reference
- Edit Cross-Reference Format
- Update Cross-References
- Update Unresolved Cross-References
- Convert Cross-References to Text

Cross-Reference (continued)

Format (pop-up menu)	Pop-up menu that specifies the cross-reference format to use. The definition of the format you choose appears to the right of the pop-up menu.
Format (button)	Opens the <u>Edit Cross-Reference Format</u> dialog box where you create, edit, or delete a cross-reference format.
Go To	Displays the source of a selected cross-reference. If necessary, FrameMaker opens the document that contains the source.
Update	Opens the <u>Update Cross-References</u> dialog box where you update cross-references.
Convert	Opens the <u>Convert Cross-References to Text</u> dialog box where you change a cross-reference to editable text.

Introduction

Cross-Reference

Edit Cross-Reference
Format

Update Cross-
References

Update Unresolved
Cross-References

Convert Cross-
References to Text

Cross-Reference (continued)

Insert

Inserts the cross-reference at the insertion point.

If a cross-reference or text is selected when you choose the Cross-Reference command, this button changes to Replace. The cross-reference will replace the selected text or cross-reference.

Introduction

Cross-Reference

Edit Cross-Reference
Format

Update Cross-
References

Update Unresolved
Cross-References

Convert Cross-
References to Text

Edit Cross-Reference Format

Dialog box where you create, change, or delete a cross-reference format. You open this dialog box by clicking the Format button in the Cross-Reference dialog box.

Name Specifies the name of the format to create, edit, or delete.

Definition Shows the definition of the cross-reference format. The definition can contain text and items from the Building Blocks scroll list. It can be up to 255 characters long. You can add nonbreaking spaces and special hyphenation to it. Spaces and punctuation appear in the document exactly as you type them in the definition.

Formats Lists the cross-reference formats that have been created for the document. When you select a format, its name and definition appear in their respective text boxes.

Introduction

Cross-Reference

▶ Edit Cross-Reference Format

Update Cross-References

Update Unresolved Cross-References

Convert Cross-References to Text

Edit Cross-Reference Format (continued)

Building Blocks

Lists the system values you can use in the definition. They begin with a dollar sign (\$). For a description of the building blocks, see [Cross-reference format building blocks](#) in Syntax Descriptions.

To insert a scroll list item into the definition, put the insertion point in the Definition text box and click the item in the scroll list.

The list also includes the character formats in the document's Character Catalog.

To change the character format of text in the definition, type the format or insert it from the Building Blocks scroll list. The format affects only the text that follows it in the definition.

To change back to the paragraph's default font, insert <Default ¶ Font> in the definition.

Introduction

Cross-Reference

▶ Edit Cross-Reference Format

Update Cross-References

Update Unresolved Cross-References

Convert Cross-References to Text

CROSS-REFERENCES

Edit Cross-Reference Format (continued)

Add	Defines a new cross-reference format. The new format appears in the Formats scroll list. When you click Done, the format also appears on the Format pop-up menu in the Cross-Reference dialog box.
Change	Applies the changes to the cross-reference format. When you click Done, cross-references using the format are updated with the new format.
Delete	Deletes the cross-reference format. When you click Done, any cross-references using that format are converted to regular text and can no longer be updated.

Introduction

Cross-Reference

▶ Edit Cross-Reference Format

Update Cross-References

Update Unresolved Cross-References

Convert Cross-References to Text

Index

Shortcuts



■ Done

Main Menu

Update Cross-References

Dialog box where you update the cross-references in a document. You open this dialog box by clicking Update in the Cross-Reference dialog box.

Note: To update cross-references in a book, use Generate/Update Book.

Internal Cross-References

Updates cross-references to information in the current document only.

References to All Open Documents

Updates cross-references to information in any open documents.

References to All Documents

Updates all cross-references in the document.

Unresolved References

Opens the Update Unresolved Cross-References dialog box where you can fix cross-references whose source information FrameMaker could not find while updating.

Introduction

Cross-Reference

Edit Cross-Reference

Format

Update Cross-References

Update Unresolved Cross-References

Convert Cross-References to Text

Update Unresolved Cross-References

Dialog box where you update unresolved cross-references by looking for the source information in other documents. You open this dialog box by clicking Unresolved References in the [Update Cross-References](#) dialog box and then clicking Update.

A cross-reference is unresolved if FrameMaker cannot find the Cross-Ref marker the reference is referring to. Unresolved cross-references occur when a Cross-Ref marker has been deleted or moved to another file, or when the file containing the marker has been moved, renamed, or deleted.

If you cannot find the source of an unresolved cross-reference with this dialog box, use the Find/Change command to locate the cross-reference. Then delete the cross-reference if you no longer need it or replace it with another cross-reference.

You can generate a list of cross-references to help you resolve cross-references. See [Generate/Book](#) for documents or [Add File to Book](#) for books.

Introduction

Cross-Reference

Edit Cross-Reference

Format

Update Cross-References

Update Unresolved Cross-References

Convert Cross-References to Text

Update Unresolved Cross-References (continued)

Total of n Unresolved Cross-References to Files Named

Displays a list of all the source documents referred to in the document's cross-references. The value n is the total number of unresolved cross-references in your document.

n Unresolved Cross-References to File: (filename)

Shows the number of unresolved cross-references to the source document you selected in the scroll list above.

For Cross-References to Selected File, Look In

Directs FrameMaker to the file you type in the text box or the file you select in the scroll list. Use the scroll list to redirect the cross-reference to a new source document if you have:

- Renamed the source document
- Moved source information to another file

Update

Updates the references to reflect the new source document you specified.

Introduction

Cross-Reference

Edit Cross-Reference

Format

Update Cross-References

Update Unresolved Cross-References

Convert Cross-References to Text

Convert Cross-References to Text

Dialog box where you convert a cross-reference to regular text that you can edit. You open this dialog box by clicking **Convert** in the Cross-Reference dialog box.

You can replace, cut, or copy a cross-reference, but you cannot directly edit it without first converting it to regular text. If you convert a cross-reference to text, FrameMaker can no longer update it. You cannot undo this conversion.

References in Current Selection Converts only the cross-references in selected text.

References with Format Converts all cross-references using the format you select from the pop-up menu.

All References Converts all cross-references in the document.

Introduction

Cross-Reference

Edit Cross-Reference
Format

Update Cross-
References

Update Unresolved
Cross-References

Convert Cross-
References to Text