



# Merged FrameMaker Template

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# Why the New Template?

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- Provide consistency across all Altiris documentation.
- Make style tagging easier.

# Advantages of the New Template

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- Single template file.
- Automatic master page assignment.
- Quick tagging.
- Quick cross-reference selection.
- No special table cell tags.
- No special tags for first and last numbered items.
- Side heads in the training template.

# Single Template File

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Before:

Needed to apply different templates to different kinds of files (TOC, Index, Notice, etc.).

Now:

Only 1 template file per page format.

# Automatic Master Page Assignment

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- No need to assign master pages manually.
- Master pages are assigned from a table on the MasterPageMaps reference page.
- How it works: Master pages are mapped to paragraph styles.  
Example: If a page contains the tag IH IndexHead, it becomes an index page.

# Quick Tagging From the Keyboard

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- Paragraph and character tag names have prefixes for easy tagging from the keyboard.
- Once you learn the prefixes, which are as intuitive as possible, you will rarely need to use the paragraph and character catalogs.

# To Tag Paragraphs

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1. Click in the paragraph.
2. Press F9.
3. Type the first few letters of the tag name.  
Example: HC2 for “HC2 Heading2Cond”.  
As you type, the tag name appears at the bottom left of the FrameMaker window.
4. Press Enter.

# To Tag Characters

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1. Select the text to format.
2. Press F8.
3. Type the first few letters of the tag name.  
Example: U for “UI Element”.  
As you type, the tag name appears at the bottom left of the FrameMaker window.
4. Press Enter.



# To Remove Character Formatting

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1. Select the text that has the character formatting.
2. Press F8.  
“Default ¶ Font” appears at the bottom left of the FrameMaker window.
3. Press Enter.

# Quick Cross-Reference Selection

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Paragraph tag prefixes simplify selecting a paragraph tag in Frame's Cross-Reference dialog.

# No Special Table Cell Tags

- Most of the body and bullet styles work within table cells without causing indent problems.
- How it works:
  - Normally, most paragraph styles have a left indent setting to achieve the wide left margin. In a table, this causes the text to indent from the left of the table cell.

<b>Sample§</b>
Body text in a table cell. Left indent causes alignment problem.§

- Now, a negative left cell margin eliminates the left indent when the text is in a table cell.

<b>Sample§</b>
Body text in a table cell. Negative left indent = no alignment problem.§

## No Tags for First and Last Numbered Items

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- Autonumbering is reset by heading and subheading styles that precede a numbered list.
- Writers will not have to remember to re-tag when they reorganize steps in a list.

# Side Heads in the Training Template

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Text added in the side column will remain with the text that it's anchored to, even when the anchoring text reflows.



# About the Page Layout

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# Why Was the Font Changed?

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- Verdana is a Microsoft core font, available on any computer running Windows 98 or later.
- Verdana was designed for the computer screen, but is equally legible in print. Most of our documentation is read on-screen.
- Commonly confused characters are sufficiently distinctive. Examples: lowercase i j l, uppercase I J L and the numeral 1. (Same thing in Verdana: i j l, I J L, 1.)
- The various weights in the typeface family have sufficient contrast from one another, even at small sizes.
- Generous character width and spacing aids reading from the screen.

# What Formats Are Available?

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- 8.5 x 11 – main template.
- 5.5 x 8.5 – printed Getting Started Guides.
- 8.5 x 11 with a side column – training materials.
- 7 x 9 – printed manuals (mainly Wise products).





# Template Tour

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# The Template is Self-Documenting

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- The new Frame template contains:
  - Descriptions of all formats.
  - Details on using certain formats.
  - Sections that map formats from the old Lindon and Plymouth templates to the new formats.
  
- Ways to learn about the template:
  - Open the template file in Frame.
  - Use a .PDF version.
  - Use a .CHM version.

# List of Paragraph Tags

AL AlphaList  
APN AppendixNum  
AS AlsoSee  
ActiveIX  
ActiveTOC  
B Body  
B1 Bull1  
B1B Bull1 Bold  
B2 Bull2  
B2B Bull2 Bold  
B3 Bull3  
B3B Bull3 Bold  
BW BodyWide  
CA Callout  
CB1 CalloutBull1  
CB2 CalloutBull2  
CH ChapterHead  
CH ChapterHeadTOC  
CN ChapterNum  
CNC ChaptNoCont  
CNN ChaptNoNum  
CNN ChaptNoNumTOC

DocumentTitle  
E Edition  
E2 Edition2  
EX Exercise  
EX ExerciseTOC  
FB FrontBody  
FBC FrontBodyCond  
FH FrontHeading  
Footer  
GroupTitlesIX  
H1 Heading1  
H1 Heading1TOC  
H2 Heading2  
H2 Heading2TOC  
H3 Heading3  
H3 Heading3TOC  
H4 Heading4  
HC1 Head1Cond  
HC1 Head1CondTOC  
HC2 Head2Cond  
HC2 Head2CondTOC

HC3 Head3Cond  
HC3 Head3CondTOC  
HC4 Head4Cond  
Header  
I1 Indented1  
I2 Indented2  
IH IndexHead  
IH IndexHeadTOC  
IgnoreCharsIX  
IndexIX  
LB1 ListBody1  
LB2 ListBody2  
LB3 ListBody3  
Level1IX  
Level2IX  
M Monospace  
M1 Monospace1  
M2 Monospace2  
MW MonoWide  
Mapping Table Cell  
Mapping Table Title

N1 Numbered1  
N2 Numbered2  
NB NoteBody  
NB1 NoteBody1  
NB2 NoteBody2  
NBT NoteBodyTable  
NH NoteHead  
NH1 NoteHead1  
NH2 NoteHead2  
NHT NoteHeadTable  
PH PartHead  
PH PartHeadTOC  
PN PartNum  
SH SideHead  
SI SubheadIndent  
SU Subheading  
SW SubheadWide  
SeparatorsIX  
SortOrderIX  
TH TableHead  
Watermark

# Plain Bullets vs. Bold Bullets

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- Use plain bullets for most bulleted lists.
- Use bold bullets for Abreve-style formatting of control descriptions.

Example:

- **Transparent**  
Makes the background of the control transparent.
- **No Prefix**  
Displays any & characters in the control's text.  
Otherwise, & characters do not appear and cause the next character to be underscored.

# Chapter Heads

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- CH ChapterHead — Plain chapter head.
- CNC ChaptNoCont — Does not appear in the TOC; does not autonumber. Example: Contents title.
- CNN ChaptNoNum — Does not autonumber. Examples: Preface, small books with only 1 or 2 chapters.
- FH FrontHeading — Use on Notice page only.
- IH IndexHead — Use in index only. Needed for master page assignment.
- PH PartHead — Use in multi-part books instead of a ChapterHead.

# Indented vs. ListBody

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- “Indented” styles (I1 Indented1, I2 Indented2):
  - Have more space above and below, same as body text.
  - Use for indented paragraphs that are not part of a bullet or numbered list.
  
- “ListBody” styles:
  - Have no extra space above the paragraph, so they are spaced tighter to whatever paragraph precedes them.
  - Use under a bullet or numbered list item.

# Numbered Lists

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1. N1 Numbered1 — First level numbered list. Numbering restarts at 1 as long as it follows any heading or subheading (except chapter heads).
  - a. AL AlphaList — Use for subordinate steps in a procedure, when the order of the steps matters. Always use within an N1 Numbered1 list, or the numbering won't restart.
- You might want a numbered list under a bullet:
  1. N2 Numbered2 — Numbering restarts at 1 only when this tag follows B1 Bull1, B1B Bull1Bold, SI SubheadIndent.

# Numbered Lists in Tables

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You can use N1 Numbered1 within a table cell, with caution:

- If the table appears within a regular numbered list, do not use N1 Numbered1 within the table. It resets the autonumbering for the numbered items that follow the table.
- If you use N1 Numbered1 within multiple cells of the same table, the autonumbering continues from row to row, because there is no heading to reset it.



# Tight Lists

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- To achieve a tight, non-bulleted list:
  - Use one of the body styles and press Shift-Enter at the end of each line.
  - Press Enter at the end of the list to resume normal line spacing.
- Don't use Shift-Enter in a bullet list.
- When tight list items are conditional, be careful to condition the line endings properly. (See template for example.)

# List of Character Tags

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Comment  
Emphasis  
EquationVariables  
LinkColor  
MonoChar  
PageNumber  
Strong  
Symbol  
SymbolEdition  
SymbolSmall  
Title  
Topiclink  
UI Element  
URL  
Variable

# Title Page

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- Graphics on the title page are now referenced instead of embedded.
- Greatly reduces file size:
  - Old Altiris Title page file = 2,826 KB.
  - New Title page file = 87 KB.
- Important: The Cover Graphics folder must be in every book folder. (Only uses 160 KB per instance.)

# About the Conversion

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- The conversion process is still under development.
- We are testing a tool that will convert these formats in 1 batch:
  - Paragraphs
  - Tables
  - Cross-references
  - User variables
  - Characters
  - Conditions
  - Master pages
  - Reference pages

# More on Converting

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Inconsistent source = difficult conversion.