

Appendix A

Review Questions & Answers

Lesson 1

1 How do you show and hide rulers, borders, and text symbols?

A Choose View > Rulers, View > Borders, and View > Text Symbols. (You can also choose these commands from the context menu when the pointer is in the page margin.)

2 How do you zoom in for a closer look at a document's contents?

A In the status bar, click the Zoom In button or choose a setting from the Zoom pop-up menu.

3 What is the primary difference between paragraph formats and character formats?

A Paragraph formats apply to entire paragraphs; character formats apply to selected text, such as words and phrases.

4 How do you open the Paragraph Catalog and the Character Catalog?

A Click the Paragraph Catalog button and the Character Catalog button in the upper right corner of the document window.

5 How do you apply a paragraph format from the catalog?

A Click to put the insertion point in the paragraph, then click the format's tag in the Paragraph Catalog.

6 How do you apply a character format from the catalog?

A Select the text to which you want to apply the format, then click the format's tag in the Character Catalog.

7 What happens when you create a document from a template?

A FrameMaker creates an untitled copy of the template, leaving the template unchanged. You can give the copy a different filename by using the Save As command.

Lesson 2

1 How do you create a custom new document?

A Choose File > New > Document (Windows and Macintosh) or choose New from the main FrameMaker window (UNIX). Click Custom, set the options for the document, and click Create.

2 What is the effect of turning on the invisible snap grid?

A Items in the ruler and objects in the document snap to the invisible grid when you move them. This helps you position tab stops, indents, and objects at regular intervals.

3 List three options for positioning headings and other paragraphs in a document that has a side-head area.

A The paragraphs may appear in the side-head area, in the body-text area, or across both areas.

4 How do you change a paragraph format?

A In the Paragraph Designer, change properties of the format and click Update All.

5 How do you create a new paragraph format?

A In the Paragraph Designer, choose New Format from the Commands pop-up menu. Enter a tag for the format, specify whether the format is stored in the catalog and applied to the selection, and click Create.

6 What items can you include in an autonumber format?

A An autonumber format may include a series label, a building block for an automatically inserted number or a bullet, a building block for a tab, and text and other items.

Lesson 3

1 What kinds of color definitions can you use for a document?

A All FrameMaker documents include some basic color definitions. You can add custom color definitions by specifying color values or by choosing the colors from a library.

2 How can you make all paragraphs with a particular format (such as chapter titles) appear in color?

A Add color to the paragraph format. To do this, display the Default Font properties of the Paragraph Designer, choose a color from the Color pop-up menu, and click Update All.

3 What is a tint?

A A tint is a lighter shade of another color in the document, defined as a percentage of that color. The tint is displayed and printed in the same manner as the base color, on the same plate.

4 How do you define a character format?

A Display the Character Designer, choose Set Window to As Is from the Commands pop-up menu, and set any properties you want to change. Then choose New Format from the Commands pop-up menu, enter a tag, and click Create.

5 Which properties do you set to As Is when you create a character format?

A You set to As Is the properties that you don't want to change when you apply the character format.

Lesson 4

1 How do you change the page margins of a document?

A Choose Format > Page Layout > Column Layout, specify new margins, and click Update Entire Flow.

2 What are master pages?

A Master pages are pages that contain layouts for body pages. Master pages also contain header and footer information, and they may contain background text or graphics that appear on the corresponding body pages.

3 What are the main differences between the template text frames and background text frames that appear on master pages?

A Template text frames provide layouts for the text frames on body pages. The template text frames have flow tags and are copied to body pages. Background text frames, such as those for headers and footers, have no flow tags and are not copied to body pages. The contents of background text frames appear on body pages, but the contents can be edited only on master pages.

4 How do you insert a page number in a header or footer?

A On a master page, click in a header or footer text frame and choose Format > Headers & Footers > Insert Page #. The actual page number will appear on the body pages that use that master page.

5 What is a running header or footer?

A A running header or footer contains information that depends on the contents of the page (for example, the text of the first Heading1 paragraph on the page).

6 How do you create a running header or footer?

A On a master page, click in a header or footer text frame and choose Format > Headers & Footers > Insert Other. Select one of the four variables for running headers and footers, change its definition if necessary, and click Insert.

Lesson 5

1 How large is a point? A pica?

A There are 72 points—or 6 picas—in an inch. There are 12 points in a pica.

2 What does the Snap command do?

A The Snap command makes objects snap to an invisible grid as you draw, drag, or resize them.

3 What is the difference between importing a graphic by copying it into the document and importing a graphic by reference?

A Importing a copy places a copy of the original graphic into the document. Importing by reference links the document to the original graphic.

4 Name an advantage of each method.

A When you import a graphic by copying, you can move the document without regard to the original source graphic. You can also modify, move, or delete the original graphic without affecting the copy in the document. When you import by reference, you can greatly reduce the document's file size compared to importing the graphic by copying. Importing by reference also updates the graphics in the document whenever the original graphics are updated.

5 What is the function of the Tools palette?

A The Tools palette contains selection tools that control how you select text and objects, drawing tools for drawing various objects, and pop-up menus for changing an object's properties.

6 What does the Group command do?

A The Group command groups two or more objects into a single object. This makes it easier to move, modify, and copy the objects together.

Lesson 6

1 Why might you turn off graphics when editing a document? How do you hide and display graphics?

A Hiding graphics makes pages display faster, which can make it easier to edit text. To specify whether to display graphics, choose View > Options, select or turn off Graphics, and click Set.

2 What is a user variable? Why should you use one?

A A variable is a placeholder for text. Once you define a variable with text—such as with a product name or term—that text appears wherever you insert the variable in your document. If you change the definition later, FrameMaker updates all occurrences of that variable in the

document with the updated text. By changing the variable's definition, you don't have to retype or find and replace each occurrence of text you want to reuse. You also ensure that the text is used consistently in the document.

3 How do you create a user variable?

A To create a variable, choose Special > Variable. Click Create Variable. Enter a name for the variable in the Name text box, and enter the variable text and character format(s) in the Definition text box. Click Add, then click Done. When the new variable appears in the Variable dialog box, click Done.

4 What does the Thesaurus do? How do you open it?

A You use the Thesaurus to look up words with a similar meaning to the word you specify. To open the Thesaurus, choose Edit > Thesaurus.

5 Describe two kinds of dictionaries FrameMaker provides.

A The main dictionary contains words found in a standard dictionary. You can't add or delete words in this dictionary.

A personal dictionary contains words that aren't in the main dictionary, but that you want FrameMaker to allow when it checks a document. You can add and delete words in this dictionary.

A document dictionary contains words that aren't in the main dictionary or personal dictionary, but that you want FrameMaker to allow in the current document. You can add and delete words in this dictionary. However, the document dictionary isn't a separate file; it's part of the document.

6 Name the two types of errors the Spelling Checker looks for. How do you open it?

A The Spelling Checker looks for misspelled words and typographical errors (such as repeated words). To open the Spelling Checker, Choose Edit > Spelling Checker.

Lesson 7

1 Where are table formats stored?

A As with paragraph and character formats, table formats are stored in a catalog (the *Table Catalog*). The Table Catalog appears in a scroll list in the Insert Table dialog box.

2 Name four components that make up a table in FrameMaker.

A FrameMaker tables include such elements as a title, rows, columns, heading rows, heading cells, body rows, body cells, rules, and shading.

3 What two keyboard shortcuts let you move forward and backward between cells?

A To move forward one cell using the keyboard, press Tab. To move backward one cell using the keyboard, press Shift+Tab.

4 What's the quickest way to insert an empty row below an insertion point?

A To insert an empty row below the insertion point, press Control+Return.

5 How do you add a row or column?

A Click in a cell to set the insertion point. Choose Table > Add Rows or Columns. Specify whether you want to add rows or columns, and how many. Then choose where you want the rows or columns to be located in relation to the insertion point, and click Add.

6 How do you select a cell?

A To select a cell using the mouse, drag from inside the cell through the border of the next cell and then back again to select just the one cell. You can also Control-click the cell (Windows and UNIX) or Option-click it (Macintosh).

7 How do you select a column?

A To select an entire column, drag from a heading cell down into the first body row.

Lesson 8

1 What is tab-delimited text?

A In tab-delimited text, each paragraph represents a row of the table, with tabs separating the contents of one cell from another.

2 How do you remove autonumbering, such as in the heading of a table?

A To remove autonumbering, click in the paragraph you want to change and choose Format > Paragraphs > Designer. Choose Numbering from the Properties pop-up menu. Click the Autonumber Format check box twice to turn it off and then click Apply to Selection or Update All.

3 What are two ways to resize columns?

A Select the columns you want to resize. Then either drag a handle at the right side of the column or choose Table > Resize Columns, enter a value in the To Width text box, and click Resize.

4 How do you make the contents of one cell straddle two or more cells?

A Drag from the cell containing the text, through the cells you want the text to straddle. Then choose Table > Straddle.

5 How do you insert tabs in cells?

A Click in the cell where you want to insert the tab and press Esc+Tab. (If you pressed only Tab, the insertion point would move to the next cell.)

6 What is the difference between the normal ruling and shading you can apply from the Table Designer and the custom ruling and shading you can apply from the Custom Ruling and Shading dialog box?

A Only ruling and shading that extend through the entire table or across one or more rows or columns in a repeating pattern can be created and applied with the Table Designer. The ruling and shading are then part of the table format. Ruling and shading that extend only partway across a table or that span individual cells are created and applied with the Custom Ruling and Shading dialog box. Such ruling and shading are not part of the table format.

Lesson 9

1 What is an anchored frame? What does it do?

A An anchored frame is a frame that can contain a graphic or text and is anchored to the text. The frame and its contents move with the anchor, so you don't have to reposition the graphic or text when you edit the document.

2 Name three kinds of places a graphic can be positioned in a document.

A Graphics can appear in several positions, such as between words; between paragraphs; anchored to a spot in the text, but positioned in the page margin; or relative to a spot on the page (such as at the top).

3 If a graphic has a resolution of 72 dpi, and you import it at 144 dpi, what happens to the size of the imported graphic?

A Doubling the dpi makes the imported graphic half the size of the original.

4 Why might you want to reuse—that is, copy and paste—an anchored frame?

A It might contain the graphic that you want to use. It might also have properties that you want to apply to another graphic, such as size and position.

5 What is a drop cap?

A A drop cap is a large capital letter set into a piece of body text. It usually occurs at the beginning of a section of text.

6 What does the text line tool do?

A The text line tool lets you create a single line of text that FrameMaker treats independently from other text.

Lesson 10

1 What are some of the differences between a paragraph cross-reference and a spot cross-reference?

A A paragraph cross-reference refers to the text of an entire paragraph; a spot cross-reference refers to a location within a paragraph. Inserting a paragraph cross-reference places a marker at the source automatically; you must insert a marker manually at the source before you insert a spot cross-reference.

2 How can you quickly display the source of a cross-reference?

A Double-click the cross-reference and then click Go to Source.

3 What controls the wording and appearance of a cross-reference?

A The cross-reference format, which is chosen in the Cross-Reference dialog box, determines the wording and appearance. The cross-reference format is created and edited by clicking Edit Format in that dialog box.

4 What are the two main ways a cross-reference could become unresolved?

A The source of the cross-reference could have been deleted, or it could have been moved to a different document. Also, the source document could be locked by another user and therefore could not be opened.

5 After you've typed the text of a footnote, how can you return to the spot you left off in the body text?

A Choosing Special > Footnote again returns the insertion point to the body text.

6 What controls the look of a footnote?

A The look of a footnote is determined by the settings in the Footnote Properties dialog box and by the paragraph format specified for footnotes.

Lesson 11

1 What are some of the advantages of using a book file?

A A book file makes it easy to create and keep current a bookwide table of contents or index. It also simplifies chapter and page numbering, and maintaining accurate cross-references.

2 Where do you find the commands you need for working with a book file?

A Commands that apply to books appear in the File, Edit, and Add menus when a book window is active (Windows and Macintosh) or appear at the top of a book window (UNIX). Also, you can access a book window's context menu for a subset of the commands.

3 How do you access a context menu for a book window?

A To display a context menu, right-click (Windows and UNIX) or Control-click (Macintosh) in the book window.

4 How can you open the individual files in a book file or open all files in a book?

A You can double-click a filename or you can hold down Shift and choose File > Open All Files in Book.

5 When you set up a table of contents for a book, why do you have to move some tags to the Include Paragraphs Tagged scroll list?

A Moving tags in the Set Up Table of Contents dialog box tells FrameMaker which paragraphs to include when it creates and updates the table of contents.

6 How do you control the pagination of files in a book?

A Select one or more files in the book window and choose Format > Document > Numbering. Then choose Page from the pop-up menu in the Numbering Properties dialog box.

7 When you add a title to a table of contents, why doesn't FrameMaker overwrite it when it updates the file?

A FrameMaker leaves alone any paragraph that appears at the start of a generated file whose tag does not end with *TOC*.

8 What are the two basic steps you need to perform to format entries in a table of contents?

A First, you need to modify the paragraph formats for the entries in the table of contents. Then, you need to modify the special text flow on the reference page.

Lesson 12

1 When you first add an index to a book file, does FrameMaker automatically create that file on disk?

A Adding an index to a book file only sets up some of the properties for the index file, such as its pagination and what markers will be used to compile it. You must use the Update Book dialog box to actually generate (create) the index file for the first time.

2 When you add a title to the index, how does FrameMaker know not to update it as it does for all the other paragraphs?

A As long as the title is at the start of the text flow and its paragraph format does not end in *IX*, FrameMaker will not replace the title text you type.

3 How do you change the text that is used to separate two pages in a page range in an index?

A You edit the SeparatorsIX paragraph on the IX reference page.

4 When you find an error in an index, where do you fix it? In the index or in the source document?

A You should fix index errors in the source document. Then when you generate and update the index again, the correction appears in the index.

5 How are the paragraph formats Level1IX and Level2IX created and used?

A FrameMaker automatically creates and assigns these formats to the main index entries (Level1IX) and to subentries (Level2IX). By modifying the properties of these formats, you can quickly format the text of the index entries.

6 What does a colon (:) do when entered in an index marker?

A A colon separates the main entry from a subentry, or separates a subentry from a subsubentry.

Lesson 13

1 What are the advantages of a conditional document?

A A conditional document lets you work in a single source but different versions of the same document. This reduces redundancy and improves efficiency.

2 Why is it useful to work with condition indicators showing?

A Condition indicators make it easy to see what text is in which condition. This reduces the chances of errors when editing.

3 Why is it important to apply conditions to spaces and paragraph symbols carefully?

A If the spaces surrounding conditional text are not also conditional, there may be too many or too few spaces in the versions. Making a paragraph symbol conditional means that the paragraph return will be hidden when that condition is hidden—resulting in the paragraph running into the next.

4 How can you tell if text is conditional?

A The status line displays the condition tag for the selected text or the insertion point.

5 How can you apply a condition to text?

A You can apply a condition by pressing Control+4, typing the letters of the condition tag until it appears in the status line, and then pressing Return. You can also use the Special > Conditional Text command, moving the condition tag to the In scroll list, and then clicking Apply.

6 How can you make text unconditional?

A You can make text unconditional by pressing Control+6.

7 How do you make a graphic conditional?

A Place the graphic in an anchor frame, select the frame, and then apply a condition to the frame just as you do with text.

8 What is the main difference between conditionalizing the contents of a table cell and conditionalizing the entire row?

A When you hide a condition that has been applied to the contents of a table cell, the contents disappear but the cell remains. When you hide a condition that has been applied to the entire row of a table, the whole row disappears.

Lesson 14

1 How can you automatically create hypertext links for an index?

A Select the Create Hypertext Links option when the Set Up Standard Index dialog box appears.

2 What other type of hypertext link does FrameMaker automatically create?

A Any cross-reference you insert into a document automatically becomes a hypertext link in a view-only document.

3 How can you try out a hypertext link when the document is still editable?

A You can use a special keystroke to activate any hypertext command in an editable document. The keystroke is (Windows) Control-Alt-click, (Macintosh) Control-Option-click, or (UNIX) Control-right-click.

4 What are the advantages of placing a graphic on master pages instead of body pages?

A A graphic on a master page is copied in the document only once but appears many times. To achieve the same effect without using master pages, you'd have to copy the graphic on each body page, increasing the document size dramatically. If you need to change the graphic, you can update it in a single place (the master page), and your changes will be automatically reflected on whatever body pages use that master page.

5 How does the previouslink hypertext command differ from the previouspage command?

A The previouspage command displays whatever page precedes the current one. The previouslink command retraces the places you've gone before, regardless of what the page number is.

6 How do you specify Acrobat bookmarks when you save as PDF?

A Whatever paragraph formats you include in the Bookmarks' left scroll box in the Acrobat Setup dialog box become Acrobat bookmarks. The indentations of the paragraph formats in the scroll box determine how the bookmarks are nested in Acrobat.

Lesson 15

1 How do you make FrameMaker automatically set up mappings to HTML elements?

A FrameMaker sets up mappings when you save as HTML or when you choose File > Utilities > HTML Setup.

2 What is the purpose of an HTML stylesheet? What are some of its limitations?

A An HTML stylesheet instructs a Web browser to format the page and text to match the original more closely. For example, text size, weight, and color are retained. Stylesheets do not work with all versions of browsers (they don't work with Navigator 3.0, for example). Also, they do not retain many aspects of page layout, such as number of columns.

3 How can you change the default mappings that FrameMaker sets up?

A You can change a mapping in the HTML Setup dialog box. Advanced users can also change mappings by editing the special tables on the reference pages.

4 What is an image map and how does it work?

A An image map is a graphic that has clickable areas (called hot spots). Each hot spot is an HTML hypertext link. To define a hot spot in FrameMaker, draw a transparent text frame over each area and then insert a FrameMaker hypertext command in it. When you save as HTML, the graphic is converted to a fully functioning HTML image map.

5 Why would you want to split up a document into separate HTML files?

A Splitting up a document makes sense if the original FrameMaker document is long or contains many graphics. That way, users won't have to wait as long to view a file. Also, splitting up a document lets you create a linked contents page, which lets users quickly skim and locate the information of interest to them.

6 What kinds of advanced formatting can you do by editing the tables on the reference pages?

A Editing the reference pages lets you, for example, define buttons and links that appear at the start or end of each subdocument.