Adobe® FrameMaker® Template Series

Template Pack 2 Guide

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Template Pack 2: Certificates, Borders, and Tables

This collection contains 33 templates containing certificates, special "designer" paper for use as letterhead and other document types, decorative borders constructed entirely in FrameMaker, over 30 table formats, and an assortment of documents for personal use (greeting cards, an Academy Awards ballot, recipe sheets, etc.). The collection of table formats is extensive and includes some innovative uses of tables to create special type effects, pull quotes, and other specialized elements.

This packet of templates includes the following files:

♦ Cert1.fm–Cert4.fm: These are four certificates with borders and boilerplate text.

♦ Paper1.fm–Paper6.fm: These generate designer paper for use as letterhead, etc.

♦ Border1.fm–Border13.fm: These are 13 resizable borders, all built using FrameMaker clip art or drawing tools, for use in a variety of other documents.

♦ Tables.fm: This includes over 30 tables that can be pasted into your documents; several are examples of using tables to create text effects.

♦ Newhome.fm: This is a template for a new home listing or info sheet (useful for real estate agents or house owners).

♦ Card1.fm–Card5.fm: These are five cards for birthdays, invitations, etc.

♦ Housesit.fm: This is a guide for your housesitter.

♦ Oscars.fm: This is a ballot for use during Academy Awards parties or for office pools.

♦ Recipe.fm: This is a single-sheet template for recipes with pre-made fractions you can copy and paste into ingredient listings.

Certificates (Cert1.fm–Cert4.fm)

Each of these four templates contains a one-page document decorated with a border and boilerplate text. Although the templates are set up with a particular purpose in mind (employee of the month, certificate of appreciation, etc.), you can easily customize the text on any of these templates to serve for any occasion at hand.

Ready-made certificates for any occasion

One-page documents, such as these certificates and many of the other templates in this second collection, are not the norm for FrameMaker, but the application is fully capable of handling them with aplomb. These certificates are easily-customizable, and set for printing at a moment's notice. Department heads, managers, teachers, and parents alike will find them useful for acknowledging excellence or merit at work or in the home and school.

Nuts & bolts

The text in the certificate templates is composed entirely of text lines, not paragraphs. This approach does not follow the typical FrameMaker way of structured formats, but we felt it gave greater

flexibility in arranging and changing the text layout in these simple documents. You could still use character formats with these text lines, if desired.

The certificates are designed for specific situations or occasions, (but most can be modified for any use):

- ◆ Cert1.fm: in recognition of contribution.
- ◆ Cert2.fm: in recognition of excellence.
- ◆ Cert3.fm: employee of month.
- ◆ Cert4.fm: best athlete

Making it your own

The most common customization is modifying the boilerplate text. To do this, select the text string or words you need to change and type the new text.

Use the Character Designer to change the formatting of any selected text line or words. You can quickly resize text simply by dragging a size handle of a selected text line. This technique gives the term "copyfitting" a whole new meaning.

To align the various text lines or distribute them on the page, select them and then apply settings from Graphics > Align or Graphics > Distribute until they are arranged as desired.

For added pizazz, print the certificates on any colored or textured paper that works with your printer. Or change the color of the border and text.

To make changes to the border (resizing, color, etc.), switch to View > Master Pages and make any desired changes to the border background graphic there. For details and techniques on sizing the borders, see "Borders (Border1.fm–Border13.fm)" on page 5.

Paper (Paper1.fm–Paper6.fm)

The six paper templates are for printing designer paper such as you can find in stationery or specialty paper stores. The templates are not really aimed at producing documents you type in (though you could if you wanted to), but simply at producing attractive paper sheets for use as stationery you write on.

Designer paper from formal to funky

The papers provide a variety of finished styles ranging from formal to funky. Simply open the files, customize as desired, and then print copies for hand-written letters. All of the special graphic accents, borders, and other elements were created entirely within FrameMaker using the program's drawing tools or extensive clip art collection (accessible from Help > Samples & Clip Art).

Nuts & bolts

Since the templates are meant to produce printed paper, there are no custom formats in these templates. Instead of describing the formats, then, we'll briefly describe the papers themselves:

♦ Paper1.fm: lined paper with an interesting faux gradient embellishment created by placing squares down with increasing or decreasing shades of gray.

♦ Paper2.fm: a sheet with lively, colorful geometric accents.

♦ Paper3.fm: a sheet with a more formal, sparse look.

♦ Paper4.fm: a light-hearted, simple sheet with playful accents.

- ◆ Paper5.fm: a sheet with bold line borders and dashed lines.
- ◆ Paper6.fm: a sheet with a bold MEMO graphic corralling the writing area.

Making it your own

Change any background text to reflect your name or perhaps the purpose of the paper (memo, letter, to-do or grocery list, etc.)
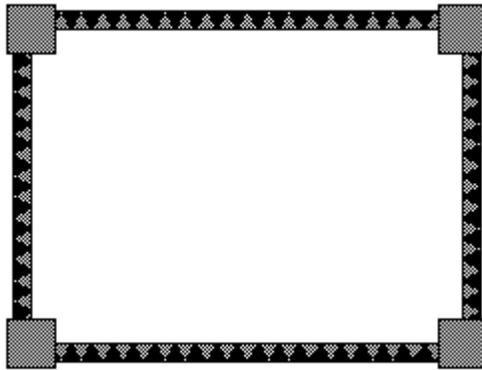
As with the certificate series, print the paper templates on any colored or textured paper that works with your printer.

Although most people will use these templates to create printed paper, all of the templates except for Paper4.fm and Paper6.fm do let you type in the template using the Lines paragraph format.

Borders (Border1.fm–Border13.fm)

The Borders templates are not meant to create documents, but rather serve simply as containers for thirteen borders you can use in other documents or templates.

A variety of ready-made borders

The borders, created entirely with FrameMaker drawing tools or constructed by stringing together symbols and graphics from FrameMaker's clip art collection, reflect a wide variety of styles. You can resize the borders, add color to them, or use them as guides as you create your own. There is one border per file. You'll find brief descriptions of each border in "Nuts & bolts" on page 6. The styles range from elegant to simple to funky. Check each file out carefully

to see some interesting graphic techniques you can use with FrameMaker's built-in tools.

Nuts & bolts

Again, these templates contain no real format structure since they simply hold the border graphics that are meant to be used in other documents and templates. The border styles include:

◆ Border1.fm: bold, black zigzag.

◆ Border2.fm: black & gray triangle pattern.

◆ Border3.fm: checkerboard pattern.

◆ Border4.fm: complex black & white pattern.

◆ Border5.fm: light, feathery loop pattern.

◆ Border6.fm: simple drop shadow box.

◆ Border7.fm: elegant Scotch rule.

◆ Border8.fm: Greek meander design.

◆ Border9.fm: overlapping circles inverted on black background.

◆ Border10.fm: complex interlocking design.

◆ Border11.fm: woven rope design.

◆ Border12.fm: chain-like pattern.

◆ Border13.fm: interlocking rectangles and zigzags.

Making it your own

Most of the borders in this collection are created by repeating the same shape or symbol to form a pattern. You can resize these borders by choosing Graphics > Scale or by dragging, but this could distort the border's appearance, making it appear too dense or crowded. You may have to ungroup a border, delete unwanted segments, and rejoin ends to close the gaps in order to resize it.
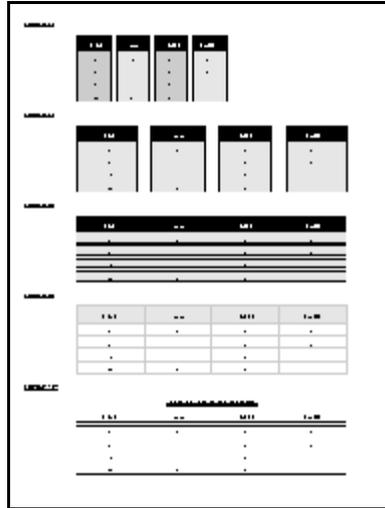
You can change the color of a border to make it fit in better with the color scheme of another document.

To use a border in another document, copy and paste it into that document and resize it as necessary.

Tables (Tables.fm)

The tables template file contains 33 template formats for use in other documents. The styles range from simple lined tables to elaborate ones that rely on shades of gray or color to present their data. There are also several examples of using FrameMaker's table feature to create special effects text (reversed text for headings) or text used for special purposes (pull quotes).

Tables and special effects

All the table formats are in a single document and each format is illustrated with a sample table. They are not grouped in any special way, such as by purpose or style, so you'll need to open the tables.fm document and peruse the 33 examples we have designed for you. Take special note of several of the designs near the bottom of the file. They use the table feature to manipulate or format text in decorative ways you might not have thought possible in FrameMaker. Tables aren't just for tabbed text anymore! You can use tables to display text in a wide variety of ways. Reverse type against a black background, format text for striking pull quotes, or emphasize a paragraph for use as a note, tip, or warning by boxing it. Make a few changes in the Table Designer to the table's ruling or shading and you have text that really stands out! Tables are a great way to add some spice to a document without resorting to other programs and text utilities.

Nuts & bolts

Tables 11-19 all use the Table feature to present text in special ways. There are several examples of text used in tables for pull quotes, notes, and tips. You'll also find examples of reverse-type text and text with background lines that might be appropriate for headings.

Making it your own

To add a pasted table format to your Table Catalog, do the following steps:

1   Select a table in Tables.fm by double-clicking its anchor and then copy it to the Clipboard. Paste it into your document.

2   Make sure the insertion point is in the pasted table and then choose Table > Table Designer. The Designer dialog box should read the pasted table's format name.

3   In the Designer dialog box choose Commands > New Format. A dialog box appears.

4   Make sure both Store in Catalog and Apply to Selection options are checked, then click Create.

The table format is now part of your new document or template. Use it by choosing Table > Insert Table. You can then delete the pasted sample table if you want.
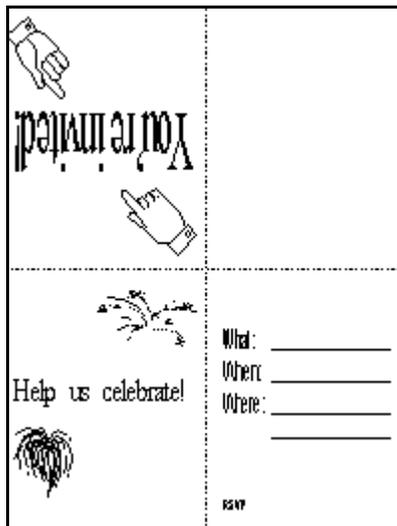
▶   Table 33 uses the Frame Above and Frame Below option in the Paragraph Designer to place graphic accents in the table. These accents are found as named frames on a reference page in the Tables.fm document. You'll need to import the tables.fm reference pages into your current document by using File > Import > Formats. Table 31 has a background graphic you'll need to replace with your own or copy/paste into your current document. It is not part of the table format itself.

You'll most likely want to change the fonts or color schemes used in the table formats so that they reflect your corporate standards or the elements used in another document. If you're not printing to color, you'll want to change the colors to shades of gray. Make sure the insertion point is in the table and choose Table > Table Designer > Shading. Change the fonts and colors as desired and then click Update All in the Table Designer to update the format.

Fun Stuff (Newhome.fm, Cards, Housesit.fm, Oscars.fm, Recipe.fm)

The FunStuff folder contains a variety of templates designed for personal use.

The nine templates in the FunStuff folder include five templates for cards (greeting, invitation, holiday, etc., see figure), a checklist (set up for new home buyers as an example use), a simple guide (set up as a housesitting guide), a party ballot (our example is for the Academy Awards), and a recipe sheet. The templates are not typical FrameMaker documents, but they demonstrate FrameMaker's versatility and ability to serve for personal or home use.

Nuts & bolts

The templates in the Fun Stuff category are self-explanatory and thus do not need separate entries, but here are some brief notes about them:

♦ Newhome.fm: a simple checklist set up so you can track many of the tasks involved in buying or moving into a new house.

♦ Card1.fm–Card5.fm: print cards on standard U.S. letter paper using these templates. Each page folds twice to form a card with printing on front and back (to do this, some art starts off upside down).

- Housesit.fm: a simple guide template we've set up, as an example, to give to a housesitter or friend watching your home.

- Oscars.fm: a handy ballot custom-made for the Academy Awards you can use for parties or for in-office pools.

- Recipe.fm: a single sheet template for a favorite recipe. Complete with pre-fab fractions built in the equation editor. Paste them into the recipe ingredients list or instructions as needed.

Making it your own

Here are some suggestions on customizing the templates included in the Fun Stuff collection:

Newhome.fm. You can add items to the new home checklist or customize the checklist to serve for other purposes (going on a trip, a family or department project, etc.).

Card1.fm–Card5.fm. Print the cards on colored paper for a more festive look. We made the cards with rotated text frames or lines so that the pages could then be folded to produce a card. To edit text in the rotated elements, you should rotate them 180° right-side-up, edit as needed, and then rotate them back (Graphics > Rotate).

Housesit.fm. A very simple guide template that could easily be used for purposes other than housesitting. For example, you could quickly modify it to create a guide for staff in a store or office to describe how to close the enterprise up at the end of the day. If the current icons don't match your needs, be sure to check in FrameMaker's clip art (Help > Samples & Clip Art) for alternatives.

Oscars.fm. Add the nominees for this year's Academy Awards. The checkbox is made from characters in the Symbol font. If you have a dingbats font with a true checkbox, you could replace ours in the Nominee format's Numbering property and change the Checkbox character format to some dingbat font. If you're not into the Oscars, you could modify the ballot for other purposes.

Recipe.fm. The fractions found in some fonts may not transfer well or at all to other computer platforms, so using the fractions in this template (built with FrameMaker's equation editor) bypasses that issue. Enter your own recipe in place of our placeholder text, copying and pasting the pre-fab fractions as needed. When done, delete the "fractions well" from the document.