Adobe® FrameMaker®
Template Series
Template Pack 4 Guide
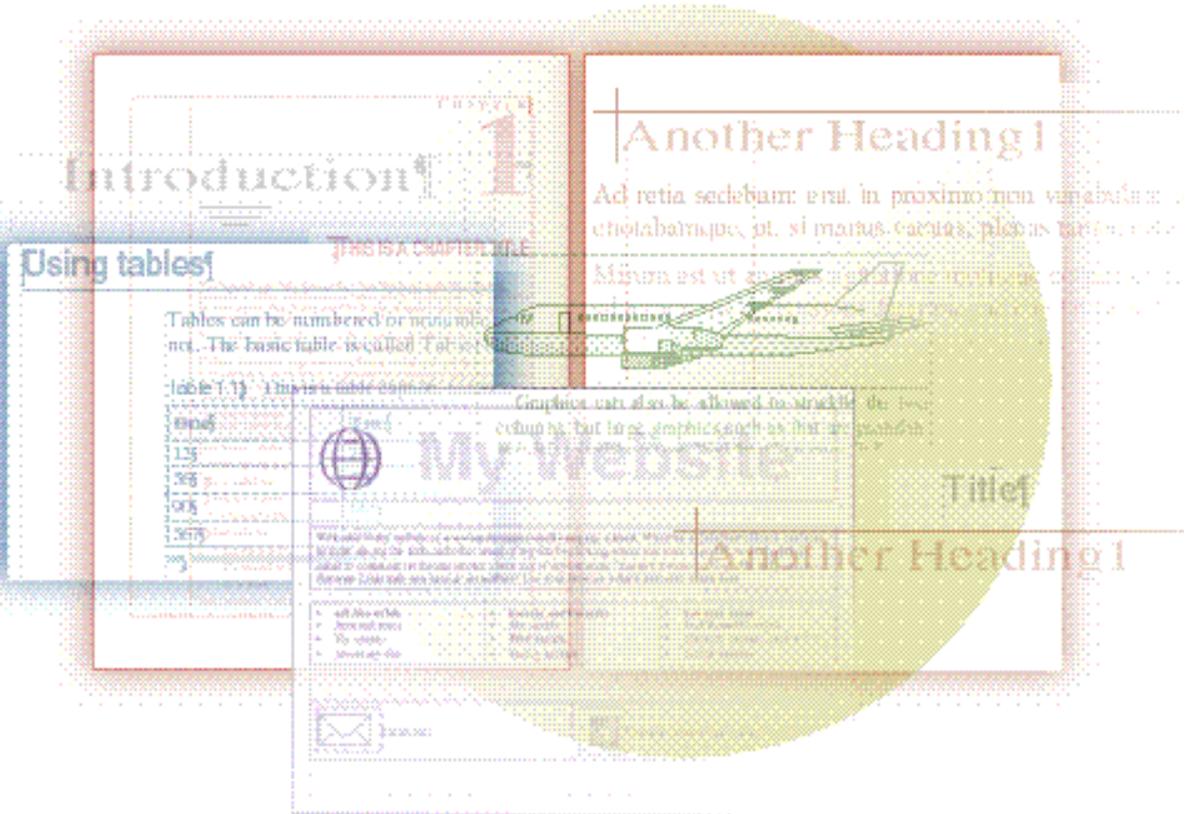
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Template Pack 4: Professional

This collection contains 19 templates aimed at the educational, legal, and other professional fields. It also includes a set of personal letterhead, resume, and fax templates that are suitable for people in those fields or for individuals attempting to find work in those professions. The templates include the following:

♦ Legal: This folder contains four templates for U.S.-specific legal matters: a dunning letter (Collect.fm), complaint for services rendered (Complain.fm), a pleading document (Plead.fm), and a will (Will.fm). If you're not a lawyer yourself, consult with a lawyer or other legal resource to make sure the template meets any special requirements in your state.

♦ Personal: This folder contains letters (Letter1.fm–Letter3.fm), fax cover sheets (Fax1.fm–Fax2.fm), and resumes (Resume1.fm–Resume2.fm) for professional correspondence.

♦ Quiz.fm: This template lets a teacher quickly create multiple-choice or true/false quizzes or tests.

♦ Screenpl.fm: This template produces a simple screenplay. Be sure to read the description in this file for hints on modifying the template for specific shows or formats.

♦ Thesis: This folder contains a template for creating all the parts of a graduate dissertation based on the University of California at Berkeley specifications. It is easily customized to meet the specs at other schools.

♦ Submisn.fm: This template lets you format a paper for submission to a scholarly journal.

♦ Interlin.fm: This template lets you create a document with an interlinear translation.

♦ Reports: This folder contains templates (Report1.fm–Report3.fm) for reports such as white papers, book reports, etc.

Legal Documents (Collect.fm, Complain.fm, Plead.fm, Will.fm)

These templates produce four legal documents commonly used by law offices in the United States. As with any legal template, you should check these documents with local laws and ordinances to make sure they comply and are valid in your area.

▶ These templates were based on content provided by the Chicago law firm of Much Shelist Freed Denenberg Ament Bell & Rubenstein P.C. (for information, contact Anthony C. Valiulis at 312-621-1691).
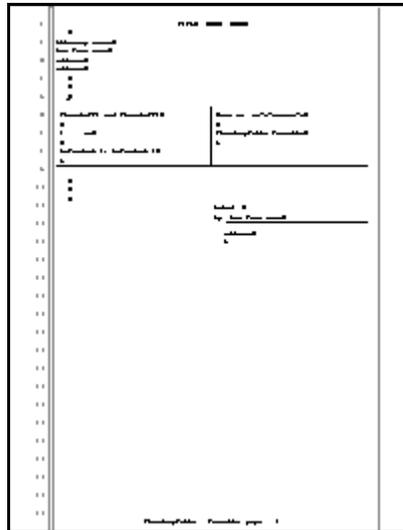
Templates of the Law

The templates are ready-to-use with boilerplate text that may need some minor customization of names, addresses, and details about a specific issue, such as an outstanding debt. In most cases, you will not need to format text (unless you want to, of course). Instead you can simply replace existing text with your own.

Nuts & bolts

Here are some details on the individual templates:

Dunning letter (Collect.fm). This is a typical dunning letter requesting payment of a past due debt. You will have to tweak the

wording for your circumstances, but you will not need to apply formats unless you add your own text.

Complaint for services rendered (Complain.fm). You can customize the template by editing the variables found on the first page. Doing this, you can "build" the document automatically. Again, you'll never need to format text, unless you add new sections.

Pleading sheet (Plead.fm). This U.S. Letter-sized sheet is formatted for use as a pleading sheet with numbering and double rules along the left side of the document. A pleadingtitle variable and boilerplate formatted text build the main structure of the sheet. Formats for numbering and bulleted lists take care of the main body portion.

Last will and testament (Will.fm). This template lets you build a standard last will and testament. Using a variable and easily searchable boilerplate items, you can quickly create a will either for yourself or your clients.

Making it your own

Besides possible changes to the fonts used, you should note the following template-specific instructions and suggestions:

Dunning letter (Collect.fm). Customize this letter with your own contact information. Designed for use in a law firm, the letter could be edited for use in a small business or home office.

Complaint for services rendered (Complain.fm). To use this template, double-click each of the variables on the first page and fill in the appropriate text or item. The variable text will ripple through the actual pages of the document. Then you can delete the variable page by using the Special > Delete Pages command.

Pleading sheet (Plead.fm). Double-click the pleadingtitle variable to change it for a specific document. To change the sheet to legal size paper, choose U.S. Legal in Format > Page Layout > Page Size. Then switch to View > Master Pages to extend the rules and numbered lines text frame. Finally add paragraphs in that text frame after the last numbered line to fill out the page.

Last will and testament (Will.fm). Double-click the name in the opening section of the will to change the WillName variable. Also search through the document for the text strings "xxx" and "zzz" to

find other items that will need to be replaced with personal information. Read through the will completely to make sure its terms are what you intend. If you're not a lawyer, you may want to check the finished will with an attorney.

Personal correspondence (Fax1.fm–Fax2.fm, Letter1.fm–Letter3.fm, Resume1.fm–Resume2.fm)

The Personal folder contains seven templates for producing resumes, faxes, and letters for professional correspondence, for example, between individuals and possible employers.
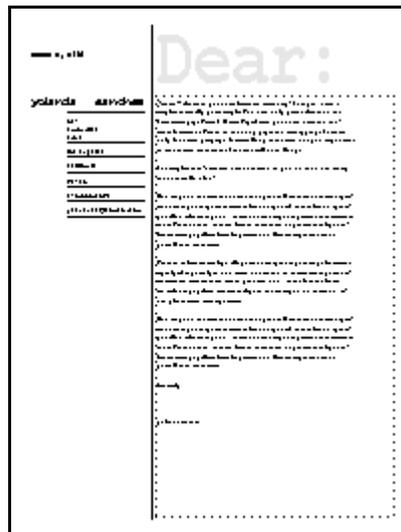
Casual and stylish Aimed at individuals rather than businesses, the templates are somewhat more casual in their design than the Pro series in Template Pack 3 (Business), but still appropriate for correspondence with companies, organizations, and such. The collection, with its matching letters, faxes, and résumés, could even serve as a kind of job hunting kit, containing all the documents you'd need in that common situation.

Nuts & bolts

The format structure is generally obvious in all these templates. Note the following general features:

Letter1.fm, Fax1.fm. These two templates share a common, minimalist style.

Letter2.fm, Fax2.fm. These two templates share a common, decidedly in-your-face, bold style.

➤ Choose View > Master Pages for both of the fax cover sheets to see how we placed the bolded labels (From, To, etc.) in a separate text frame and aligned the entry frame so entered text (an unbolded version of the Form format) would align properly with the labels. When you press Return after the last form entry (Pages), the insertion point jumps to the linked Message content frame.

Letter3.fm. This template is a variation of Letter2.fm. There is no corresponding fax cover sheet, since Fax2.fm can serve as its match in appearance and style.

Resume1.fm–Resume2.fm. These templates produce easy-to-read resumes. Resume1.fm has rotated headers and uses a serif typeface for a formal look. The Resume2.fm template's sans serif face gives the document a more casual look.

Making it your own

Generally, you'll only need to change contact information, if any. To do that, go to the master page (View > Master Pages).

The contact block on the master page of Letter1.fm and Fax1.fm is composed of several rotated text lines that have been aligned with the Graphics > Align command. You have to change the look of these lines in the Character Designer by applying changes made in the Designer to the current selection.

Quiz (Quiz.fm)

This template helps create quizzes and exams. You could easily adapt it for creating questionnaires as well. You can quickly create any of the following types of questions:

◆ Essay questions (open ended). Optionally, you can provide a ruled area for composing on the spot.

♦ True/False questions. The format automatically inserts a bulleted "True" and "False" so you don't have to.

♦ Multiple choice questions. The format automatically goes into an a-b-c format.
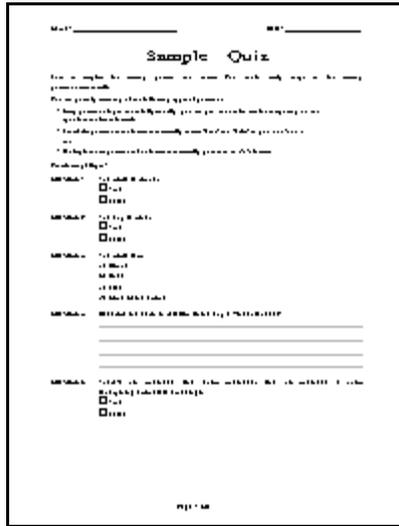
Variety, ease of use   In addition to the variety of test formats, the template features automatic formatting and innovative use of the Advanced property's Frame Below setting to make quiz creation a snap.

Nuts & bolts

You can include three types of questions in any quiz:

True/False (Q-TrueFalse). This format uses the Frame Below setting to automatically insert check boxes with true/false labels.

Multiple choice (Q-Multiple). This formats the question alone. Press Return and the template switches you over to the autonumbered Choices format so you can begin entering possible answers. You can also insert the table format called Multiple for a three-column list of choices.

Essay (Q-Essay). This format is also for the question only. Once you press Return, the template changes over to the Lines format. Keep pressing Return to add as many lines as needed.

Making it your own

You can change the name and date background text by going to View > Master Pages. You could spruce up the quiz or illustrate questions with graphics. The template currently has the Body format resetting numbered series. To prevent that from happening, go to the Numbering property for Body in the Paragraph Designer and delete "< =0>" in the Autonumber Format box.

Screenplay (Screenpl.fm)

This template lets you create a screenplay, using the general conventions of screenplay formatting.
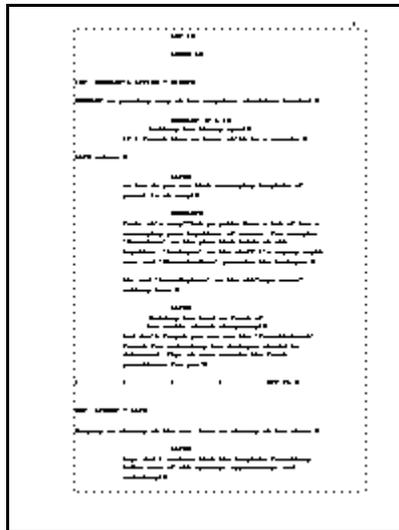
Saves time and tedious formatting

The template provides all the basic screenplay formats so your finished product can be professional in appearance. Note that many television shows have their own special requirements which may require you to customize this template. Be sure to check with the show for special requirements before submitting a screenplay.

◊ The Web teems with resources for would-be screenwriters, including information on submission contacts and requirements for specific shows. Due to the Web's mercurial nature, we can't guarantee that these links will be active, but check out the Screenwriters and Playwrights Home Page at http://www.teleport.com/~cdeemer/scrwriter.html. This site has a tremendous number of links and other resources you won't want to miss. Or turn to one of the Internet search services and use the phrase "screenplay format" for your search.

Nuts & bolts

"The play's the thing!" and not a bunch of tedious formatting. This template doesn't replace dedicated scriptwriting software, but it's probably sufficient for freelancers who can't shell out hundreds of dollars for a niche, one-use product. The template's formats all have names corresponding to standard parts of a typical screenplay: CutTo, DissolveTo, Dialogue, Narrative, Parenthetical, Character-Name, and so on. Each is formatted according to basic screenwriting conventions. The template formatting takes care of all spacing, uppercasing, and indenting. CharacterName and SceneCaption are all-caps, for example. The formats are smart-linked so Character-Name automatically switches to Dialogue, CutTo to SceneCaption, and so on. Be sure to read the mini-play within the template itself for examples of how the formats all fit together and also check out the online resources mentioned earlier.

Making it your own

As indicated earlier, you may have to modify this template to meet the requirements of a specific show. Some of the requirements for particular shows are listed at the Screenwriters and Playwrights Home Page Web site. For others, check with the show's reps directly.

Be sure to change the personal contact information on the title page of the template.

The collection of nine templates linked within a book file creates a graduate-level dissertation following the specifications of the University of California at Berkeley. Although every university will have its own variations, starting from this template instead of creating a template from scratch will still be a major time-saver.
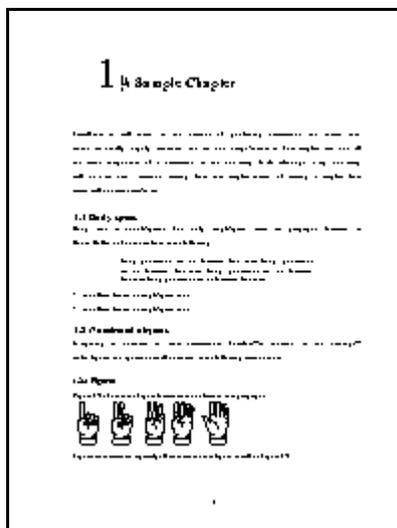
Abstract, lists, approval page

The nine templates comprising the complete thesis book file (Diss.bk) include all the parts and elements generally required in a graduate-level dissertation: title page (Title.fm), approval page (Approval.fm), copyright page (Copyrite.fm), abstract (Abstract.fm), table of contents (DissTOC.fm), list of figures (Diss-LOF.fm), list of tables (DissLOT.fm), chapter (Chapter.fm), and bibliography (Biblio.fm).

Nuts & bolts

The format structure is easily understandable, but do note the following:

♦ The template numbers headings in addition to illustrations.

♦ The template includes an Equation format for inserting mathematical text. Equations, like headings and illustrations, are autonumbered.

♦ Open the Diss.bk file first for easy access to all the parts of the thesis from the book file window listing.

Making it your own

Check with your own department about the dissertation format at your university. Although dissertation formats are similar, you may have to make changes. For example, you may have to rearrange the templates within the book file (by choosing File > Rearrange Files when the book file window is open and active), tweak margin settings, and so on. Personalize the template with your own name and departmental information where appropriate.

Make sure you have access to a laser printer. Dot matrix and inkjet printers are not acceptable at many institutions. If this means going to a service bureau that does not support FrameMaker, you can save the dissertation as PDF and take that instead. More and more DTP shops support the PDF format since it saves them from having to support (and purchase) a wide variety of software.

Note how references are inserted: they are placed at the end of a chapter in the Reference format. You then insert a cross-reference to that paragraph in the main chapter as needed.

Generate the list of tables, TOC, and list of figures after you have finished the thesis. Regenerate these files from the book file.

Scholarly journal submission (Submisn.fm)

This template is designed for submissions to scholarly and technical journals.
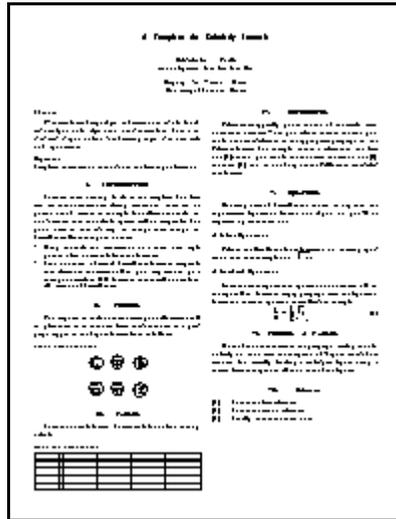
Styling for scholars

Academic and scholarly journals frequently have strict formatting standards for any articles submitted for consideration or publication. This template provides a generic version that can be easily modified to satisfy those standards.

Nuts & bolts

What distinguishes this type of template is similar to traits found in the Thesis template—tables, figures, and headings are all numbered. There are three heading levels; the numbering for all numbered elements happens automatically.

Note especially the method of handling references. It's similar to the method used in the Thesis template. Generally, you are required to place references at the end of the article (in this template formatted as Reference). When you refer to a reference in the text, use the Insert > Cross-Reference command to place a cross-reference to the appropriate paragraph in the Reference format. The template formats the numbering with square brackets, as is usually required.

Making it your own

Personalize the template with your own name and academic credentials to save time when you use the template to create a formatted article for submission.

Check with the journal before submitting anything to see if it has any special requirements you need to make to the template's formats and layout.

Interlinear text (Interlin.fm)

This template provides an example of how to use a FrameMaker 5.5 feature primarily intended for Japanese text to create *interlinear translations*. By using the keyboard shortcuts for "rubi" Japanese text, you can easily achieve effects such as the following paragraph (if you're working on a Japanese system, you can choose Special > Rubi instead of using the shortcut):

Epicurus vero ex animis hominum extraxit radicitus religionem cum
dis inmortalibus et opem et gratiam sustulit. Cum enim optimam et
praestantissimam naturam dei dicat esse, negat idem esse in deo
gratiam: tollit id quod maxime proprium est optimae
praestantissimaeque naturae. Quid enim melius aut quid praestantius
bonitate et beneficentia? Qua cum carere deum vultis, neminem
deo nec deum nec hominem carum, neminem ab eo amari, neminem
diligi vultis. Ita fit ut non modo homines a deis sed ipsi dei
inter se neglegantur.

Cicero, *De Natura Deorum*, I.xliii.

Read between the lines

Doing interlinear text can be handy in foreign language classes where you want to show a literal translation of a text. The technique for doing this in FrameMaker 5.5 or later is useful for teachers and also for students preparing a translation for use as crib notes in a translation class. You could also use this technique to annotate any text with glosses. This template has few formats since it exists mainly to illustrate a technique you can use in *any* template.

Nuts & bolts

Creating the interlinear translation works like this. You select a unit of text in the foreign language (a phrase or word), press Esc s r, and then type the translation or annotation. The interlinear text is "glued" to the text it annotates. The translation appears above the current line so we should probably call this superlinear text! To go back to regular text, press right arrow or click in the main text.

Making it your own

You can change the appearance of the small interlinear text by selecting some of it and then applying character formats to it or by choosing properties from the Format menu. You can change its relative point size globally in the Rubi Properties dialog box, which you open by pressing Esc o r. Just enter a different percentage (the default is 50% of the main text's point size).

If you find pressing Esc s r too awkward for repeated use, you can redefine the shortcut to something more convenient (see the online manual *Customizing FrameMaker Products* for instructions on how to do this).

Reports (Report1.fm–Report3.fm)

These three templates can serve as the basis for creating shorter documents such as book reports, white papers, informal research papers, project or proposal write ups, and so on.
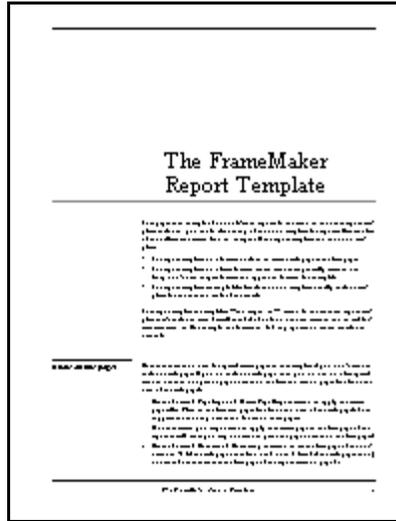
Reports and small documents

These templates are ideal for documents of this kind because they are relatively simple. Unlike the more complicated templates intended for books, these templates let you jump right in. There's no learning curve, no elaborate setup procedures, fewer formats to worry about, and no multiple files to keep in check.

Nuts & bolts

Here are some notes on the individual templates:

Report1.fm. This template is an example of a double-sided report. This report template is a simplified—and improved—version of the side-head report template that's included with FrameMaker 5.5. The running header picks up the Heading1 text. The Numbered1 format resets the numbering for a list. Only tables and figures are numbered; headings are not. There are two table formats: BasicTbl is the one to use most of the time. The Grid table is an "invisible" table for use as a layout device. The overall style is formal with a traditional look.

Report2.fm. This is a variation on the double-sided Report1.fm. A distinctive feature is its use of sans serif typeface for all text. The overall style is casual.

Report3.fm. The running header picks up the Heading1 text. Only tables and figures are numbered; headings are not. The Numbered1 format resets the numbering for a list. There are two table formats: BasicTbl is the one to use most of the time. The Grid table format is an "invisible" table for use as a layout device. Distinctive features are the use of tables to format headers and the page numbers hanging off the right margin instead of at the bottom. Here's how to enter a first level heading in the Report3.fm template:

1   First, insert a table with the format Heading1Tbl.

2   In the large cell in the lower-right, enter the text of the heading. The format for the text—Heading1—is already applied to that cell.

Heading1

Similarly, enter the Heading2 format in the following way:

1   First, insert a table with the format Heading2Tbl.

2   In the large cell on the right, enter the text of the heading. The format for the text—Heading2—is already applied to the cell.

Another Heading2

The overall style is formal with a modern flair.

Making it your own

The format structure is fairly easy to understand, but handling title pages in a single-file document requires some explanation. Note that there is no need for special master pages in these templates if you don't want to include a title page. If you do include a title page, then you have to do a few special tasks in order to not print a page number on the first page (front and back in the double-sided Report1.fm and Report2.fm templates).

1   Use the Format > Page Layout > Master Page Usage command
    to apply the master page called Plain to the first page (first two
    pages, the front and back of the title page in Report1-2.fm).
    This suppresses the running header and footer on these pages.
    (For that matter, you might want to apply this master page to
    the first page of the report as well, since you may not want to
    print the page number on the first page.)

2   Use the Format > Document > Numbering command to set the
    first page of the document to -1 (if the title page has a blank
    back) or to 0 (zero) if the title page has only one side. This
    ensures that the first page of the report starts on page 1.

Of course, if you're starting from the typed-in version of the template, you don't have to do either of these things, because they've already been done for you.

Aside from the lack of headers and footers, the title page uses the same layout as the rest of the report. It looks different from the rest because the formats used on that page are defined as straddling all columns and side heads. To get a blank back to the title page, use the format called TitlePg-back.