

10 Practical Techniques for Single-Sourcing Using FrameMaker: Supplemental Handout

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Create Live Links

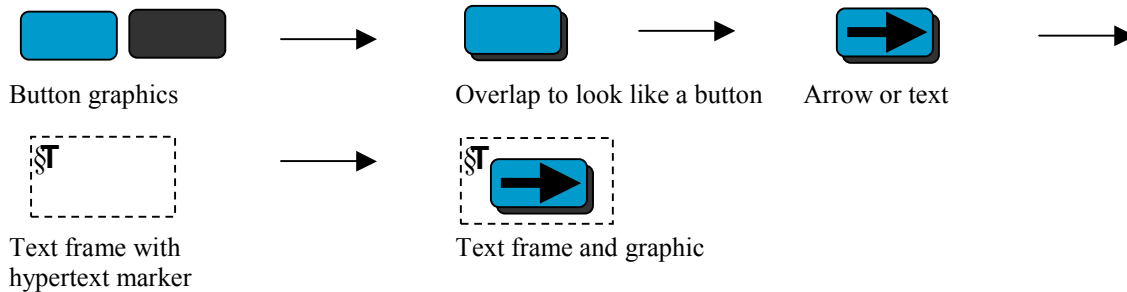
1. In FrameMaker, select the text you want to use as the link.
2. Apply a character tag to the text.
 - Consider using a character tag that applies a color.
3. Select **Special>Hypertext**.
4. From the Command drop-down list, select Go to URL.
5. In the Syntax box, enter the full URL after the “message URL” text.
 - For a mailto link, after “message URL” enter:
mailto:email_address@domain_name.com
6. Click **New Hypertext Marker**.
7. Test the link by pressing and holding **Ctrl+Alt** and clicking the text.
8. When printing to create the PDF, turn on Generate Acrobat Data.

Change the Page Layout and Change the Font


- Remove or reduce indents for headings and body text.
- Change the page size and aspect ratio.
- Reduce the page margins.
- Add colors to headings, cross references, and page references in the index.
- Change fonts to all sans serif.
- Set Acrobat general preference to Fit to Window.

Add Navigation Buttons

Anatomy of a Navigation Button



To create a navigation button:

1. Create button graphics and group.
 - You can use FrameMaker's Tools Palette or a graphic created in another program.
2. Create a new small text frame.
 - Create a new text frame by clicking  from the Tools Palette.
3. Click inside the text frame.
4. Select **Special>Hypertext**.
5. From the Command drop-down list, select the type of link you want.
 - Most commonly used choices include: Jump Back, Jump to Previous Page, Jump to Next Page, Jump to Named Destination.
 - For Jump to Named Destination, create a Specify Named Destination hypertext marker at the beginning of the index (or wherever you want to jump to).
6. If you are creating a Jump to Named Destination, enter the file name and named destination in the Syntax box.
 - Enter the information in the format: file_name.fm:named_destination
7. Click **New Hypertext Marker**.
8. Drag the graphic to the text frame.
9. Select only the graphic and select **Graphics>Send to Back**.
10. Select the text frame and the graphic and select **Graphics>Group**.
11. Test the link by pressing and holding **Ctrl+Alt** and clicking the text frame.