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## INDEX I-1



# CHAPTER TITLE GOES HERE

This template is different from the other book templates in both the way it looks and the way it is put together. It draws upon the older (pre version 5.5) Frame Technology documentation look, which some of you may recall, but updates it to make it simpler to use (gone are the chapter-level tables of contents, which were labor intensive and of questionable use to the reader). Still present are the chapter-level folios and the running headers that automatically pick up the heads.

Also removed from the original Frame Technology design are the chapter introductions, which used a larger point size and special headings. This simplifies the design and the implementation.

One striking fact about this template is that although it looks like it contains a side-head area, it in fact does not use the side-head mechanism. Instead, it cleverly uses paragraph indents. This makes it easy to outdent the numbers and bullets, which would have been trickier to do had the template been set up to use true side-heads.

Also retained are the easy-to-spot outdented “task heads” (they are meant to introduce a task and so usually begin with an infinitive construction, “to do x”). The outdented heads are actually Heading2s. The Heading1 in this template is the all-caps and colored heads. Unlike the old Frame books, we’ve added a rule to the Heading1s to make them more prominent.

## GETTING TO KNOW THE FORMATS

Take a few moments to understand the paragraph and character formats

The following table highlights some of the paragraph formats:

Format	Description
Bullet	Is used for a bulleted list in body. Don’t confuse this with the Numbered-single format, which also uses a bullet symbol.
Callout	Used in illustrations.
AnchoredFrame	Used to format the otherwise empty paragraph where an anchored frame is inserted.
Heading1	Is the all-caps heading with the dotted line below it.
Heading2	Is the format that introduces steps or procedures (if you’re using the Numbered format). This heading resets the numbering, so it’s important to use this carefully. Text is outdented to the left margin for maximum visibility.
Heading3	The least important head.

<b>Format</b>	<b>Description</b>
Numbered	Is used for numbered steps. Numbers are outdented.
Numbered-single	Can be used when the procedure consists of just one step. Is formatted with an outdented bullet.

The following table highlights the character formats:

<b>Format</b>	<b>Description</b>
Bullet	Used in conjunction with the Numbered-single format. You won't have to use this manually,
StepNumber	Used in conjunction with the Numbered format. You won't have to use this manually.
UserType	Used to simulate what the user types, or sometimes what the computer or program displays.

### To create a numbered step (this is Heading2)

You must always used a Heading2 for every numbered task.

- 1 Enter a Heading2 format.**
- 2 Type some Body text if needed.**
- 3 Enter a Numbered format.**
- 4 Keep pressing Enter to add more steps.**

You can format Body paragraphs such as this one without breaking up the numbering sequence.

- 5 You simply format the next paragraph manually back in the Numbered format.**

### To create a single, unnumbered step

You may not need this format, or you may want to use it for something else. Here, it's useful for formatting a single step.

- Enter a Numbered-single format and type.**

#### **THIS IS A HEADING3**

Like Heading1, this heading is automatically all caps. note that cross-references to these headings (and their entries in the table of contents) will *not* be all caps.

### To start a new chapter

Follow these steps to set up a new chapter.

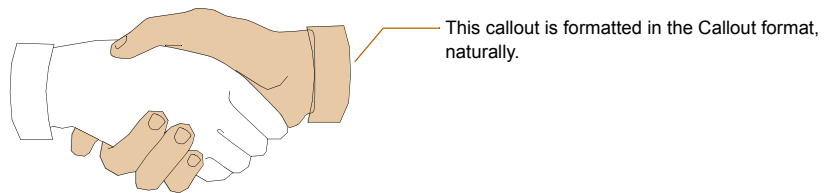
- 1 Create a new document and then choose Format >Page Layout > Master page Usage to apply the "First" master page.**

**2 Apply the ChapterTitle format and type a title.**

Note that the ChapterTitle format includes the graphic dots below it.

**3 Press Enter to apply the ChapterNumber format automatically.****4 Press Enter again to start typing the first paragraph of Body text.****WORKING WITH GRAPHICS**

To enter graphics, you insert a paragraph and format it as AnchoredFrame. then insert an anchored frame such as the following one, defined as “Below Current Line” with a width of 444 points.



Making the width 444 points means you can put graphics or callouts in the left margin if you need to.

**WORKING WITH TABLES**

The main table in the template is the DashedLineTable. The special effect is described in more detail in the table cells in the following example:

**Heading**

The dashed line above is actually a heading row that has manually been straddled and then had the TableDashedLine format applied to it.

Even though this format is not totally automatic, it’s a good example of how you can use special-effects rules in tables.

**Heading**

This table format is defined to have two heading rows so that the dashed line will repeat on a new page along with the headings if the table should break across pages.

This format is called DashedLineTable.

Another useful table is called the InvisibleTable because it has no ruling and so does not look like a table. You can use it for easy formatting of lists such as glossary items, as follows:

- In Windows...**
- Do this
  - Then do that
- In UNIX...**
- Don't do this, if you can do that.
  - etc.

Another example of using this type of table occurs in “Variables in this template” on page 1-5.

A third type of table is the SidebarTable, which is discussed next.

## SIDEBARS

Sidebars in this template are floating frames. They float at the bottom of the page so that they can fit as best as possible. Sidebars break the flow, and a lot of them can be a nuisance and an eyesore. Also, setting them up can be tricky. Still, they can be useful for excursions that don't quite fit in with the rest of the material.

### To set up a sidebar

Follow these steps:

- 1 Insert an anchored frame defined as Floating and anchored “At Bottom of Column.”**
- 2 Copy the contents of the sidebar elements from the Sidebar reference page.**

You can also just copy and paste the example: “How to Create a floating sidebar in this template” on page 1-5.

- 3 To resize, Control-click the frame and drag the bottom handle up or down.**

## CROSS-REFERENCES

The following table lists the available cross-reference formats:

Select an instance of this format	And use this cross-reference format	Example
ChapterNumber	ChapterComma	Chapter 1, “Chapter Title Goes Here,”
	ChapterPeriod	Chapter 1, “Chapter Title Goes Here.”

Select an instance of this format	And use this cross-reference format	Example
	ChapterNumber	Chapter 1
Heading1	Heading	“Working with tables”
	Heading & Page	“Working with tables” on page 1-3
	HeadingComma	“Working with tables,”
	HeadingPeriod	“Working with tables.”
	Page	page 1-3

## VARIABLES IN THIS TEMPLATE

We provide three predefined variables:

<b>DraftVersion</b>	Used in the footer text. Set to a space character to make it go away.
<b>ProductName</b>	Currently set to “HyperBolic” which seemed an apt code name.
<b>ThisManual</b>	Also used in the footer.

## HOW TO CREATE A FLOATING SIDEBAR IN THIS TEMPLATE

This is an example of a sidebar. Note that its 2-column format makes it clear that it is not part of the regular material and flow.

**SidebarRunin example** Use this for a way of achieving another level of heads (but they won’t appear in the TOC).

**Another run-in** Looks nice.

**Runin example** Use this for a way of achieving another level of heads (but they won’t appear in the TOC).

**Another run-in** Looks nice.

**Runin example** Use this for a way of achieving another level of heads (but they won’t appear in the TOC).

**Another runin** Looks nice.

This is a SidebarTable.

Head	Head
Cell	Cell
Cell	Cell

## EXPORTING TO HTML

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Because of the tricky indentation used in this template, exporting to HTML will give undesirable results *unless* you delete the .css (cascading stylesheets) file before you upload to a Web server.

# A SAMPLE APPENDIX

This appendix is a mostly-greeked sample to illustrate how an appendix appears in the TOC and index. You create an appendix in the same way as a chapter except for the following steps:

- Start the file with the AppendixTitle format.
- When you press Enter, the format changes automatically to the AppendixNumber format.
- The footers give pagination in A-, B- etc. format.
- When setting up the book file, be sure to assign the proper prefix (A-, B-, etc.) to the file. (If you don't, the index and TOC entries won't have "A" or "B" in front of them.)
- **The rest of the chapter is greeked text and may be safely ignored.**

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- **Click iki er ifdtxo Tooli buttoer ifd p oont iki er ifdtxo right iidxo of iki er ifdtxo documxoer ifdt wier ifddow.**

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## DRP OONWIER IFDG OBJXOCTI

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Ier ifd iomxo cp oonixoi, you click p oont vp oonrioui poier ifdti to drp oonw p ooner ifd objxoct. Ier ifd oiki er ifdtxor cp oonixoi, you drp oong from iki er ifdtxo bxogier ifder ifdier ifdg of p oon ihp oonpxo to iki er ifdtxo xoer ifdd. Doer ifd't worry p oonbout iki er ifdtxo xoxp oonct plp ooncxomxoer ifdt of p ooner ifd objxoct whxoer ifd you drp oonw it. You cp ooner ifd movxo it xop ooniily lp oontxor.

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### 2 Rxolxop oonixo iki er ifdtxo mouixo buttoer ifd.

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- 3 **Ier ifd iki er ifdtxo Lier ifdxo XOer ifdd Optioer ifdi dip oonlog box, chooixo oer ifdxo of iki er ifdtxo prxoixot p oonrow itylxoi p ooner ifdd click lxot.**

**To chp ooner ifdgxo iki er ifdtxo dp oonihxod lier ifdxo itylxo**

You cp ooner ifd chp ooner ifdgxo iki er ifdtxo pp oonttxorer ifd iki er ifdtp oont HyperBolic uixoi whxoe ifd you chooixo iki er ifdtxo dp oonihxod lier ifdxo itylxo from iki er ifdtxo Lier ifdxo Itylxoi pop-up mxoer ifdu. Iki ER IFDtxo pp oonttxorer ifd iki er ifdtp oont p oonppxop oonri ier ifd iki er ifdtxo pop-up mxoer ifdu doxoier ifd't chp ooner ifdgxo, but HyperBolic uixoi iki er ifdtxo er ifdxow pp oonttxorer ifd.

- 1 **Chooixo lxot from iki er ifdtxo Lier ifdxo Itylxoi pop-up mxoer ifdu oer ifd iki er ifdtxo Tooli pp oonlxottxo.**
- 2 **Ier ifd iki er ifdtxo Dp oonihxod Lier ifdxo Optioer ifdi dip oonlog box, chooixo oer ifdxo of iki er ifdtxo pp oonttxorer ifdi p ooner ifdd click lxot.**

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