

# FrameMaker Books

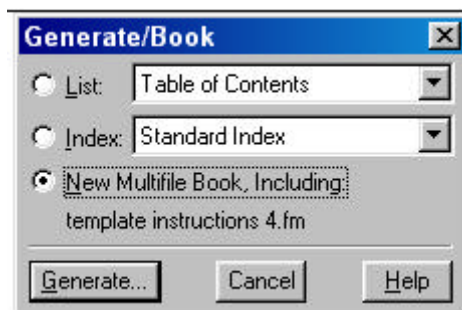
This chapter covers some aspects of working with FrameMaker books. It does not cover everything there is to know about them. For more information, refer to the *Adobe FrameMaker User Guide*.

## Setting Up Books

To set up a book file in FrameMaker, first place all the files for your book in one folder in Windows Explorer, then follow the steps in the following sections.

### *Creating a Book File*

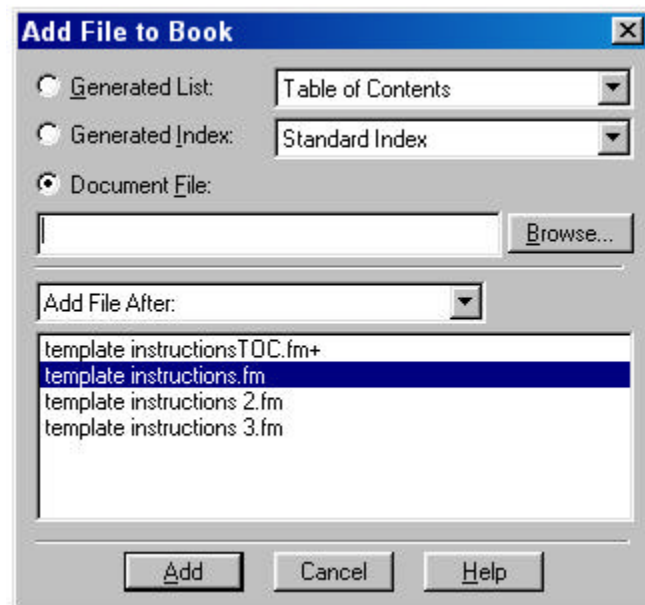
**STEP 1.** Open one of the chapters in your book. From the File menu, select Generate/Book. The Generate/Book window displays.



- STEP 2.** Select the New Multifile Book, Including option. The name of the chapter you have open is displayed below the option.
- STEP 3.** Click the Generate button. The Files in Book window displays with the chapter from which you generated the book listed.
- STEP 4.** FrameMaker names your book the name of the file from which you generated the book with the .book file extension. Select Save As from the File menu, and change the name of your book file to something that makes more sense.

### ***Adding Files to a Book***

- STEP 1.** Open the book file. From the File menu, select Add File. The Add File to Book window displays with the file from with you generated the book listed.

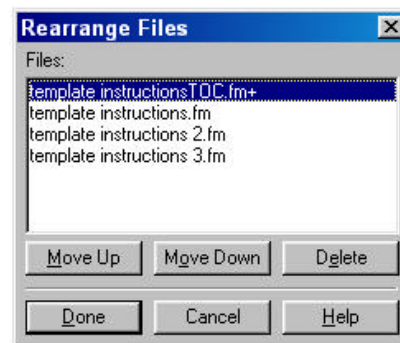


- STEP 2.** Select the Document File option.
- STEP 3.** Click the Browse button. From the widow that displays, select the file(s) you would like to add to the book. To select more than

one file, use the <SHIFT> or <CONTROL> key. Click the Add button.

**STEP 4.** When you have added all the necessary files, click the Add button and then the Done button at the bottom of the Add File to Book window. The book file displays with all the files listed.

**STEP 5.** If the files are not in the order they should be in, use the Rearrange Files feature to place them in the order they should be in for the table of contents. To do so, from the File menu, select Rearrange Files. The Rearrange Files window displays.

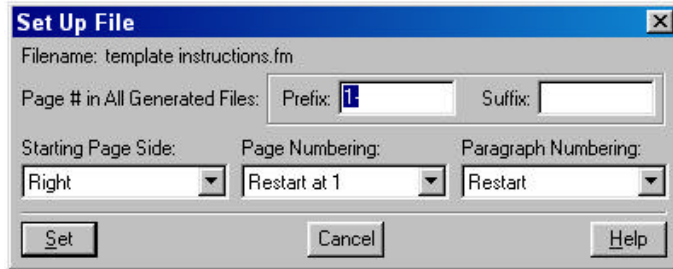


**STEP 6.** Use the Move Up, Move Down, and Delete buttons as necessary to order the files. Click the Done button when you are finished.

## ***Setting Up Individual Files Within the Book***

**STEP 1.** Open the book file and click one of the file names to highlight it.

**STEP 2.** From the File menu, select Set Up File. The Set Up File window displays.



**STEP 3.** If you are setting up a chapter or appendix file, add the appropriate information in the Prefix field. For example, for chapter 1, you would type 1- as shown above, and for appendix B, you would type B-.

**STEP 4.** For all files, select Right in the Starting Page Side field and Restart at 1 in the Page Numbering field. For chapter 1 and appendix A, select Restart in the Paragraph Numbering field; for all other files in the book, select Continue.

**STEP 5.** Click the Set button.

**STEP 6.** Follow steps 1–5 for each file in the book.

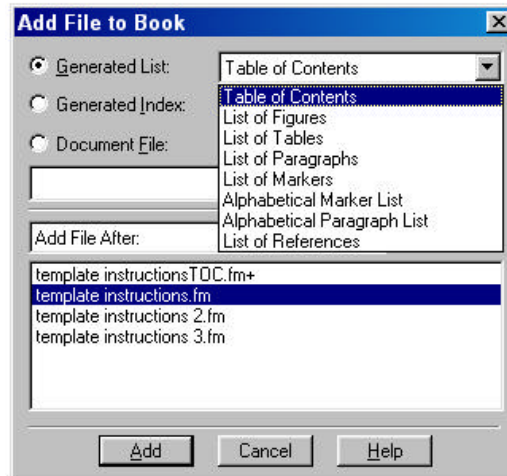
**NOTE**

*If you have problems with the numbering in the table of contents for your book, double-check to make sure you correctly followed the information in steps 3 and 4.*

### ***Adding Generated Lists to the Book***

For each book, add the table of contents, list of tables, and list of figures.

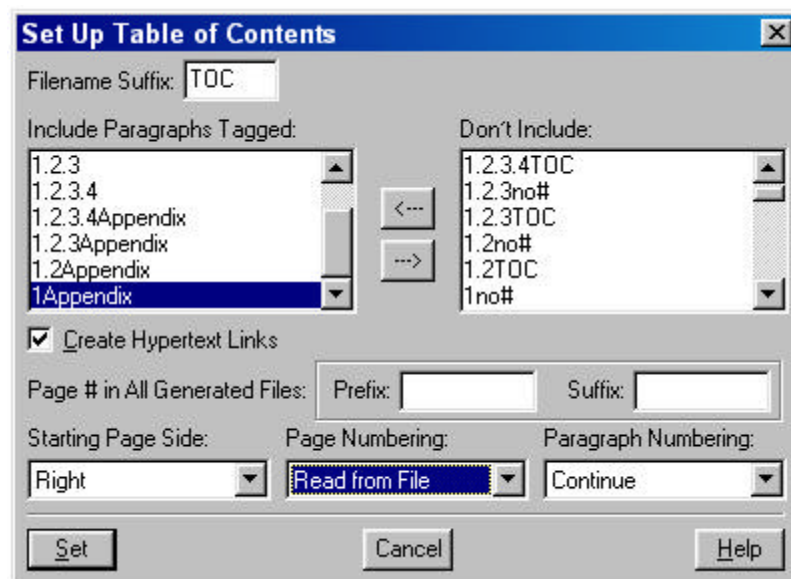
- STEP 1.** Open the book file. From the File menu, select Add File. The Add File to Book window displays.



- STEP 2.** Select the Generated List option.

- STEP 3.** In the Generated List field, select Table of Contents, List of Figures, or List of Tables as appropriate.

- STEP 4.** Click the Add button. The Set Up *Generated List* window displays.



- STEP 5.** In the Don't Include list, double-click all the paragraph styles for the headings you want to include in the generated list to move them to the Include Paragraphs Tagged field.
- STEP 6.** Make sure there is a check mark in the Create Hypertext Links field.
- STEP 7.** For the table of contents, select Right in the Starting Page Side field and Read from File in the Page Numbering field (the starting page number for the table of contents will vary depending on the length of the Abbreviations list). It does not matter what Paragraph Numbering is set as. For lists of tables and figures, don't worry about these settings—the lists generated will be imported into the table of contents.
- STEP 8.** Click the Set button.
- STEP 9.** Repeat steps 1–8 for each generated list in your book.
- STEP 10.** Click the Done button.

**NOTE**

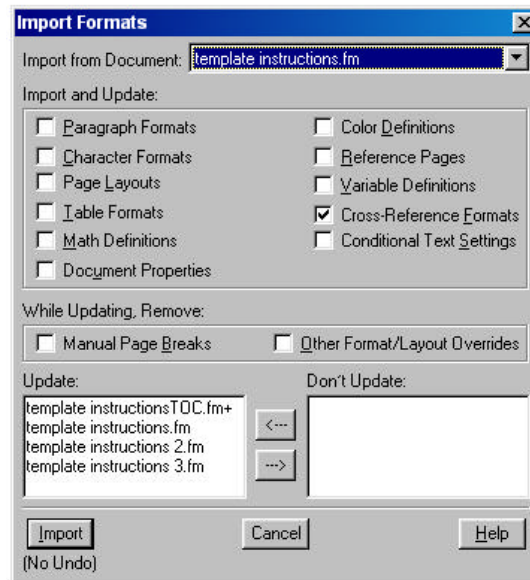
*Though you have added these files to the book, they do not actually exist until you have generated them. See [Generating and Updating Book Files on page 8](#).*

## Importing Templates and Styles to Multiple Files

Once you have all the files for your document in a book, you can quickly and easily import formats into all the files.

- STEP 1.** Open the template file from which you want to import formats.

- STEP 2.** Open the book file. From the File menu, select Import, then Formats. The Import Formats window displays.



- STEP 3.** In the Import from Document field, select the name of the file from which you want to import the formats. The file does not have to be part of your book, but it does have to be open.
- STEP 4.** In the Import and Update section of the window, click to place a check mark in the boxes by the types of formatting attributes you want to import. In the example in step 2, we are importing only the cross-reference formats.
- STEP 5.** In the Update field, all the files in your book are listed. If you don't want to import the formats into some of the files, double-click the file names to move them into the Don't Update field.
- STEP 6.** Click the Import button.

**NOTE**

*Note that you cannot undo this action. Take your time in this process to make sure you are doing what you intend to do.*

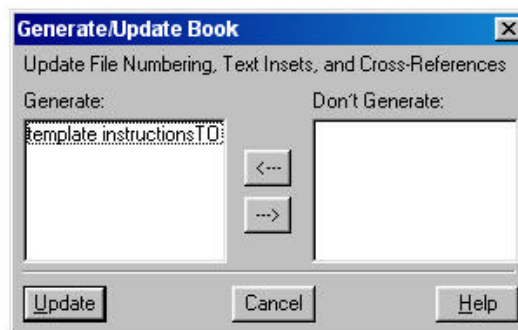
## Generating and Updating Book Files

Book files are very useful for updating information such as cross-references in the files within your books and for generating tables of contents and indexes.

### **Updating Cross-References**

Follow these steps to update cross-references in all the files in your book:

- STEP 1.** Open the book file. Select Generate/Update from the File menu. The Generate/Update Book window displays.



- STEP 2.** If you don't want to update your generated lists at this time, double-click the file names to move them into the Don't Generate field. If you want to update them as well as the cross-references, leave them in the Generate field.

- STEP 3.** Click the Update button.

#### **NOTE**

*If you have unresolved cross-references, you cannot fix them using this method. To fix unresolved cross-references, open the file that contains unresolved cross-references and search for them using the Find/Change feature. Reset the cross-references as necessary.*

## Compiling a Table of Contents

To compile your table of contents, first follow the steps in [Adding Generated Lists to the Book on page 4](#). Be sure to add a list of figures and list of tables, not just the table of contents, if your book contains figures and tables. After you have added your file to the book, you must generate it for the first time. To do so, follow the steps in [Updating Cross-References on page 8](#).

From then on, to compile an updated table of contents, follow these steps:

- STEP 1.** Open the book file. Select Generate/Update from the File menu. The Generate/Update Book window displays with all your generated lists in the Generate field.
- STEP 2.** Click the update button.
- STEP 3.** At the end of the table of contents, import the list of figures and list of tables. To do so, from the File menu, select Import, then File. The Import window displays.
- STEP 4.** Select the file you would like to import (you can import only one at a time).
- STEP 5.** Select the Import by Reference option at the bottom of the window.

**NOTE**

*It is important to select Import by Reference if you want the list entries to be automatically updated when you generate/update the generated lists.*

- STEP 6.** Click the Import button. The Import Text Flow by Reference displays.
- STEP 7.** Select the Body Page Flow, Reformat Using Current Document's Formats, and Automatic options.
- STEP 8.** Click the Import button.

## Troubleshooting Tips

Here are some tips you help you solve problems you might run into when working with books:

- If you can't generate a TOC or a PDF because a file won't open, open the file, leave it open, and try generating again.
- If the chapter number won't come through as part of the page number in your TOC, make sure you entered a prefix when setting up the file in the book.
- Reference pages can be very tricky! If you can't get yours to work, try the following:
  - For each heading you intend to list in the TOC, LOF, or LOT, you must have two paragraph styles: one you use in the body text and one the generated list uses. The second paragraph style must have the same name as the first with TOC, LOF, or LOT (as appropriate) at the end. If you do not create a generated list paragraph style for each heading and place it on the reference page, FrameMaker will create one for you—it probably won't look the way you intend.
  - Instead of adding a reference page for your table of contents, let FrameMaker generate one for you, then modify it as necessary.
  - If you would like to color only part of an entry in your generated list to denote that it is a hypertext link when you've converted it to PDF, use a character format on the reference page to apply the color.
  - If a paragraph style on your TOC reference page has an asterisk (\*) by it in the paragraph list and it is formatted correctly as is, open the Paragraph Designer and click Update All.
  - Even if you are generating separate LOFs and LOTs, include all generated list paragraph styles on your **TOC** reference page.

The following is an example of a TOC reference page. It is used to generate the table of contents on the following page.

Figure 1: Sample TOC reference page

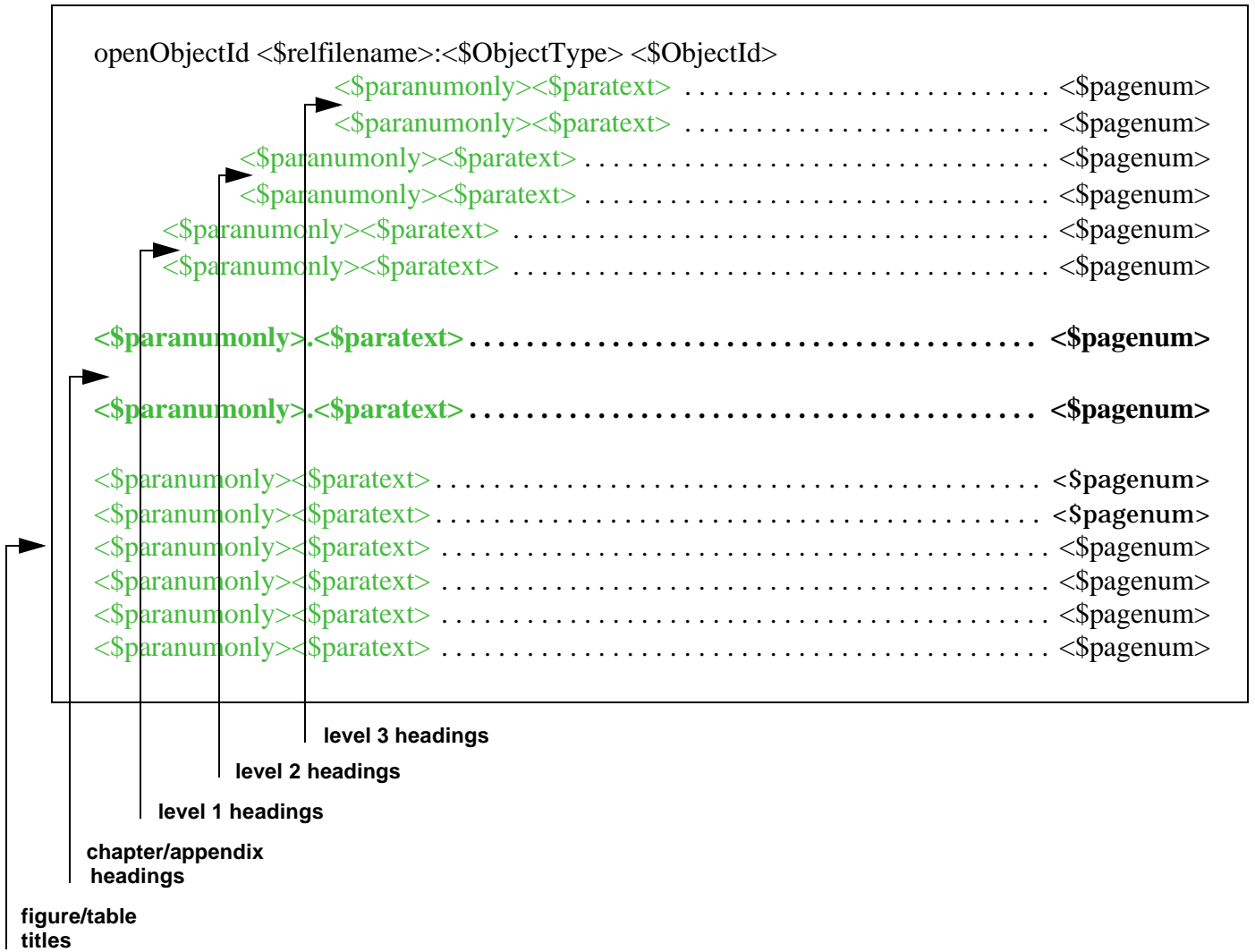


Figure 2: Sample TOC generated from the reference page in figure 1

<b>1.</b>	<b>Using the Paragraph Styles in the RMP Template .....</b>	<b>1-1</b>
1.1	Headings.....	1-1
1.1.1	Chapter- and Section-Level Headings .....	1-2
1.1.1.1	Third-Level Heading Example.....	1-3
1.1.1.2	Other Heading Examples .....	1-3
1.1.2	Appendix Headings.....	1-3
<b>2.</b>	<b>Using the Master Pages and Reference Pages in the RMP Template .....</b>	<b>2-1</b>
2.1	Master Page Descriptions.....	2-1
2.2	Revised Release Master Pages.....	2-6
2.3	Reference Pages.....	2-8
<b>A.</b>	<b>Reference Page Tips .....</b>	<b>A-1</b>
A.1	Using Variable Building Blocks .....	A-1
A.2	Formatting Paragraph Styles for Generated Lists .....	A-1
 <b>Figures</b>		
2-1	Sample master page.....	2-1
2-2	Sample reference page.....	2-3
 <b>Tables</b>		
2-1	Master page descriptions .....	2-2
2-2	Cross-reference formats and examples .....	2-5
A-1	Paragraph styles to include in generated lists.....	A-1