


## Sharing Files (Continued)

- Implementing
  - Set up the directory structure
  - Decide on file names
  - Create files




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## Sharing Files (Continued)

- Maintaining
  - Be aware of where the file is used
  - Make sure changes fit all uses or use conditional text




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## Sharing Files (Continued)

- Pros
  - Efficient way to reuse similar content
  - Make changes in one place when needed
- Cons
  - Easy to change content and make it wrong for one or more uses
  - May require careful and extensive use of conditional text
  - Requires careful proofreading for each use




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## Text Insets

- What is a text inset?
  - FrameMaker file that you import by reference into another file

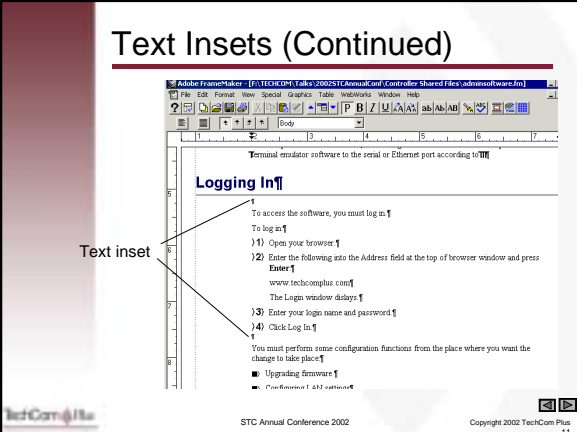


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## Text Insets (Continued)



Text inset




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## Text Insets (Continued)

- Planning
  - Consider smaller sections of text that you need to reuse across books
    - Safety or other general information
    - Tables
    - Notes and cautions
    - Common procedures
  - Determine if the content can be exactly the same or requires variation



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### Conditional Text (Continued)

No condition (black)

Online Only (orange)

Print Only (red)

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### Conditional Text (Continued)

- Planning
  - Best if you know the full product line and documentation requirements
  - Consider what content is alike across products
  - Consider what content is different across products
  - Determine the best way to structure book files

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### Conditional Text (Continued)

- Implementing
  - Determine the number of different tags needed
    - One per product
    - One per type of product
    - Online vs. print
    - Combination of the above
  - Select colors for tags
    - Distinguishable
    - Legible

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### Conditional Text (Continued)

- Implementing (continued)
  - Create tags (Special>Conditional Text)
  - Logical names

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### Conditional Text (Continued)

- Implementing (continued)
  - Apply tags consistently
  - Show/Hide to create wanted version
  - Update book

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
### Conditional Text (Continued)

- Maintaining
  - Be aware of where the file is used when applying conditions
  - Select text carefully
    - Be consistent in selecting the space before or after text
    - Be extra careful if selecting just a few letters
  - Check spelling and proofread each version carefully

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
### Conditional Text (Continued)

- Pros
  - Excellent way to create different versions that are similar
  - Lets you easily handle variations
- Cons
  - Can get complicated
  - Must pay close attention when making revisions

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### Resources

- [www.adobe.com/products/frameMaker/main.html](http://www.adobe.com/products/frameMaker/main.html)
- [www.frameusers.org](http://www.frameusers.org)
- [www.microtype.com](http://www.microtype.com)
- *The Masters Series: FrameMaker 6* by Thomas Neuburger
- *Adobe FrameMaker 6.0 Classroom in a Book*
- *FrameMaker 6: Beyond the Basics* by Lisa Jahred

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