

# ABOUT THESE TEMPLATES

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## 1 Overview and file structure

### 1.1 Single-file document

The file Doc.fm in the folder Single-File\_Doc is a self contained document, including an embedded company logotype. The rest of this document deals with multifile books.

### 1.2 File structure in a multifile book

The complete template for single-language “books”, consists of 7 files:

- o Book.book
- o FrontMatter.fm
- o TOC.fm
- o Preface.fm
- o Chapter.fm
- o Appendix.fm
- o BackCover.fm

The following 2 files are *not* structured:

- o TOC.fm is a generated file, so it does not become structured.
- o BackCover.fm

All *structured* files use the same *Element Definition Document*—EDD.fm.

All files use logotypes in the folder images.

**Collating several single-language books** The file FrontMatterMultilingual.fm can be edited as a stand-alone document, saved as PDF, and then used as a cover sheet for a collection of single-language PDF-versions of the guide. Each single-language PDF has its own table of contents, its own set of bookmarks, its own page numbering and its own document number. The collated multilingual PDF will not have any common table of contents.

**A single multilingual book** You can make a multilingual book where each part is in a different language, and where the book has a common table of contents. The PDF will automatically get bookmarks to each language section. See [Chapter 4](#) for a detailed procedure. For this purpose, you need three additional files: Book\_Multilingual.book, FrontMatterMultilingual.fm and TOCmultilingual.fm. If you plan to make *both* single-language PDFs *and* a multilingual PDF, create the multilingual PDF from a copy of the originals! Otherwise, saving as PDF will change bookmark properties for the individual languages!

## 2 User variables, plug-ins, fonts, making PDF

*Define user variables* A good idea is to define a variable `ProductName` for the name of the product, and import that variable into all files. Example: `OurProduct\st\st3`, which uses two thin spaces instead of a regular space before the version number; this way, FrameMaker will not break a line between the name and the version number. (You can use a hard space `\`  instead if you like, which typically corresponds to three thin spaces.) It will be easy to update the document whenever the name or the version is changed. The templates do *not* include the variable `ProductName`.

*ABCM and Structure Tools plug-in* A very useful plugin is [ABCM](http://www.weststreetconsulting.com) (Attribute-Based Condition Management) from West Street Consulting (<http://www.weststreetconsulting.com>). It aids in handling conditional texts (such as comments or different product versions or different audiences). The elements `CommentInLine`, `CommentBlock` and `ConditionalInLine` are all meant to be used in conjunction with the ABCM plugin. The comment elements have a hidden attribute called `Comment`, which makes it easy, safe and robust to filter comments in ABCM on the mere existence of the attribute (i.e show or hide all comments in all chapters).

ABCM is free, and has many other features as well. I also recommend *Structure Tools* from the same company, since it has some *very* useful shortcuts.

*Fonts, PDF, settings* Follow instructions in the document *Settings, Making PDF, Tips*.

## 3 Single-language book

### 3.1 Naming and copying files

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**NOTE** The first file in the book — `FrontMatter.fm` — may *not* be renamed!  
Do *not* rename the folder images!

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The other files may *only* be renamed by editing their names in the book window!

(The reason `FrontMatter.fm` may not be renamed is that all other files will look for the title and the document number in that file. In principle, FM can adapt and update such references when you rename files in the book window, but when you add a new chapter file, that new file would not know about the name change. Therefore, `FrontMatter.fm` is the *only* file you may not rename.)

For each new chapter in the book, drag a copy of `Chapter.fm` from the template folder into the target folder, import it into the book window, and then use the book window to rename the file to a name of your choice.

### 3.2 Numbering

The following holds for the single-language book template:

- Page numbering is roman (i, ii, ...) in `FrontMatter.fm` and `TOC.fm`.
- Page numbering starts numeric at 1 in `Preface.fm`.
- Chapter numbering starts at 1 in the first `Chapter.fm`. (That setting belongs to *Document Properties*. The setting in the file is to continue from previous file, which is zero in the files before the first chapter file.)

## 4 Multilingual book—work procedure


The file `FrontMatterMultilingual.fm` can be used as the first file in a single multilingual book, where each chapter is in a different language, each prefaced with a language-adapted version of `FrontMatter.fm`, so that there will be a nice “cover” before each language. The whole book will have one common table of contents and automatic bookmarks to each language. Section numbering may be set to be the same for all languages (i.e every language can have a Section 1.1), while page numbering may be sequential throughout. Follow these procedures:

- Arrange files*
1. Assuming you have followed *Book translation procedure* in the document *Translation Procedure*, you have one folder for each language. Also, you have an images folder shared by all languages along with the `BackCover.fm`.
  2. If you are starting from scratch, copy these 3 files into the same location as `BackCover.fm`:  
`Book_Multilingual.book`, `FrontMatterMultilingual.fm`, `TOCmultilingual.fm`<sup>1</sup>.
  3. Open `Book_Multilingual.book` and add the files for the different languages to the book (such as `DEVFrontMatter.fm` and `DEManual.fm` etcetera).

Check that the structure is valid and make any necessary changes. To ensure consistency throughout the book, and to get PDF hyperlinks from the front page to the respective languages, make cross-references as follows:

- Make cross-references*
1. If the head of the (first) chapter of each language must match the subtitle of that language’s front page (a subtitle such as “User Guide”), make an XRef in the Subtitle element in the `FrontMatter` of each language pointing to the first chapter for that language (using cross-reference format `E-textOnly`).
  2. An XRef in each of the `SubtitleMultilingual` elements in `FrontMatterMultilingual.fm` to the corresponding Subtitle in the `FrontMatter` of each language (using cross-reference format `E-textOnly`).
  3. An XRef in the `DocTag` element in the `FrontMatter` of each language to the `DocTag` in the `FrontMatterMultilingual.fm` (using cross-reference format `E-textOnly`).

Set the numbering of the files to get the page and chapter numbering you like. To update the book and adapt the multilingual table of contents, do the following:

- Fix the table of contents*
1. To set up the table of contents, “right-click” `TOCmultilingual.fm` in the book window and select `Set Up table of Contents...`. Carefully select the items you want. (E.g, you might want to exclude `SingleChapter` if it is the same as `Subtitle`.) Click `Set and Update` (and make sure that `Generate Table of Contents` is selected).
  2. If you skipped step 1, click the `Update Book` button at the bottom of the book window, and tick all items except `Apply Master Pages`. Make sure `TOCmultilingual.fm` is listed in the `Generate list`. Click `Update`.
  3. Open the reference page in `TOCmultilingual.fm` and copy the anchored frame that contains the graphics . Switch back to show body pages.
  4. If you have a `Title()TOC`, delete its first occurrence (it points to the cover page of the book). Paste the graphics in front of each `Title()TOC` or `Subtitle()TOC` and edit the string `GB` to fit each language or country. (Unfortunately, this step must be repeated each time the table of contents is updated.)
  5. If you do not use `FrameMaker 8` with a general enough Unicode font, non-western languages must be manually set to a suitable font, with the major entries set to `Medium`.
  6. Double-Click *Contents* and edit its name to all (or most of) the languages you need, such as `Contents/Inhalt/Innehåll` . . . Click `Change`.

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1. How to adapt a regular TOC into a multilingual TOC is described in the document *Translation Procedure* (see a footnote there).

## 5 Importing formats, layouts and variables in a book

If a format or layout needs to be changed, it may be imported to the other files so as to maintain consistency. However, certain precautions must be taken as to which formats can be imported into which files. Use the following guidelines:

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**NOTE** Do *not* import Page Layouts from a file outside the book folder into *any* of the files! The reason is that there are cross-references in the master pages to the title and to the document number in FrontMatter.fm in the current folder, and there are references to images in the images folder. So any import of Page Layouts could change those pointers! The only allowable import of Page Layouts is from a chapter file to another chapter file or Preface file or Appendix file *within the same file hierarchy*.

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- Color Definitions, Cross-Reference Formats, Conditional Text Settings, Math Definitions are the same in *all* the files, so they may be updated globally from any of the files. In addition, Character Formats, Table Formats and Variable Definitions in Chapter.fm are shared by all files, which means that Chapter.fm can update *all* other files with *all* importable items *except* the 4 items: Paragraph Formats, Page Layouts, Document Properties, Reference Pages.
- Paragraph Formats, Character Formats, Table Formats, Variable Definitions, Reference Pages, and even Page Layout (master pages), are the same in Preface.fm, Chapter.fm and Appendix.fm. The numbering in Document Properties are *not* the same, but the other things there are the same.
- FrontMatter.fm has the same Paragraph Formats and Character Formats as those in Chapter.fm, but it also has some additional formats.
- FrontMatter.fm and TOC.fm have their own master and reference pages. The reference pages in FrontMatter.fm are the sum of those in Chapter.fm, the single reference page in TOC.fm, plus a couple of pages for index creation and html mapping.

### 5.1 Example of how to update formats

- (a) From a Chapter.fm *in the book you are updating*, you can update Preface and all chapters and appendices with *all* importable items except Document Properties (since that one specifies numbering).
- (b) From Chapter.fm in the template book, you can update *all* structured files with *all* importable items *except* Page Layout and Document Properties.
- (c) From Chapter.fm in the template book, you can update *all* other files with *all* importable items *except* the 4 items: Paragraph Formats, Page Layouts, Document Properties, Reference Pages. (Although paragraph formats and reference pages *can* be imported into the unstructured files with no harm, it may unnecessarily clutter the catalogue).
- (d) Element definitions (e.g from EDD.fm) can be imported into all *structured* files, i.e all but TOC.fm and BackCover.fm.

The numbering in Document Properties are *not* the same, but the other things there are the same. *If* you import Document Properties, you will need to reset the Numbering Properties (can be done from the book file), and if you imported the Document Properties from the template, you should check File > File Info... afterwards. When you update the Book, you may see the warning: “Inconsistent Numbering Properties”. Just tick the box “Skip Remaining Inconsistent Numbering Properties Messages” and continue.

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**NOTE** If you import formats, you *must* refresh (reimport) the document’s EDD!

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