

STRUCTURING UNSTRUCTURED DOCUMENTS

ADD STRUCTURE

If Adobe Framemaker is not in structured mode:

1. Choose **File>Preferences>General** from the menu. A dialog window appears.
2. Choose “Structured Framemaker” from the “Product Interface” dropdown list.
3. Click the “Set” button.

About EDDs and Conversion Tables

The *Element Definition Document (EDD)* dictates how structural elements are allowed to be layed out and formatted in a document in accordance with client-specific style guides.

Based on the formatting rules of the EDD, the *Conversion Table* wraps content in the appropriate elements and generates a structured copy of the document.

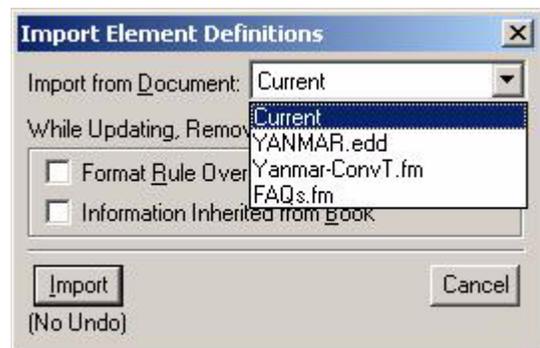
Getting Started

Open the client-specific EDD and Conversion Table in the server folder for that client. Find these files in subfolders titled “EDD” and “Conversion_Table”.

Note: Keep the EDD and Conversion Table open during structured authoring.

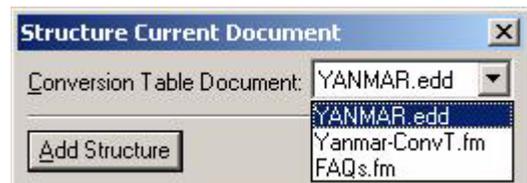
Import the EDD

1. Choose **File>Import>Element Definitions...** from the menu.
2. Choose the EDD file from the dropdown list.
3. Click “Import”.



Structure the Current Document

1. Choose **File>Utilities>Structure Current Document...** from the menu.
2. Choose the Conversion Table Document from the dropdown list.
3. Click “Add Structure”.



EDIT STRUCTURE

 Open the Structure View

 Open the Element Catalog

Manage Elements

Insert an Element

1. Click on the point in the structure view where the element is to be inserted; a black arrow appears.
2. Double-click the element to be inserted from the elements catalog.

Tip: Press a letter on the keyboard to jump to elements beginning with that letter.

Wrap an Element

1. Click on the element in the structure view.
2. Double-click the element in the elements catalog that will wrap the element in the structure.

To select a series of elements to wrap, click on the first element of the series then hold down the “Shift” key and click on the last element of the series.

Unwrap an Element

Right-click an element in the structure view and choose “Unwrap” from the popup menu.

Change an Element

1. Click on the element in the structure view to be changed.
2. Click on an element in the elements catalog and click “Change”.

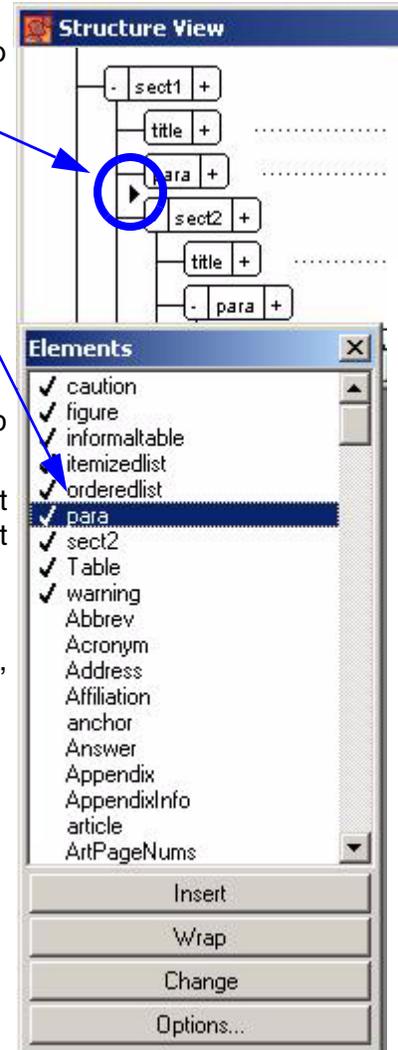
Note: Changing an element name does not change attribute values.

Rearrange Elements

Rearrange elements using the following methods:

Click and Drag

1. Click on the element and hold down the mouse button.
2. Move the mouse to drag the element to another location in the structure.



Cut and Paste

1. Click on the element.
2. Cut the element.



3. Click on the point where the element will be placed. A black arrow appears.
4. Paste the element.



Edit Element Attributes

-  Open the Attributes

Add an Attribute Value

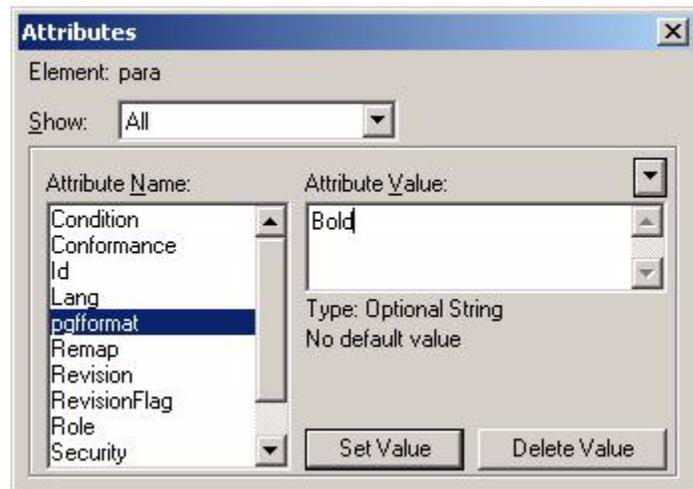
1. Click on an Attribute Name from the list on the left.
2. Enter a value in the text box on the right (as it is defined in the EDD).
3. Click Set Value.

Delete an Attribute Value

1. Click the Attribute Name of the value to be deleted.
2. Click "Delete Value".

Change an Attribute Value

1. Type the new value over the existing value.
2. Click "Set Value".

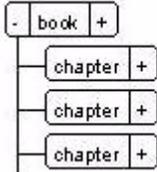


STRUCTURE EXAMPLES

The following figures are examples of valid structure. Specific attributes are shown where they are necessary.

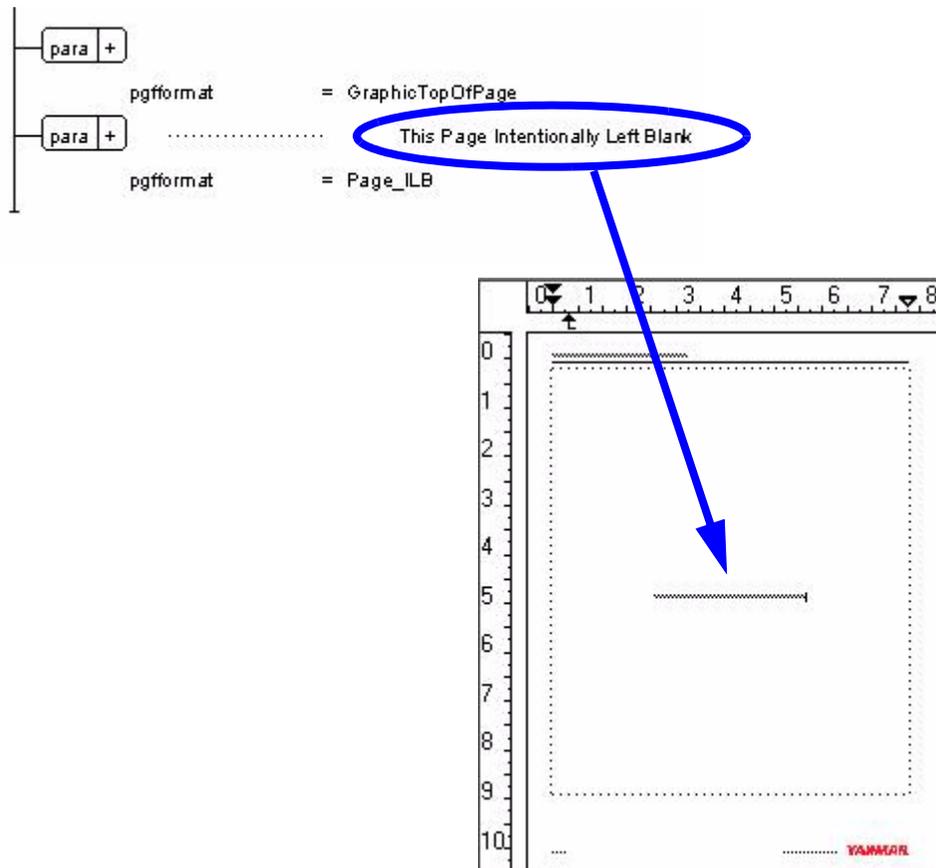
Books

The “book” element is is the highest structural element in a “.book” file, which contains chapters.



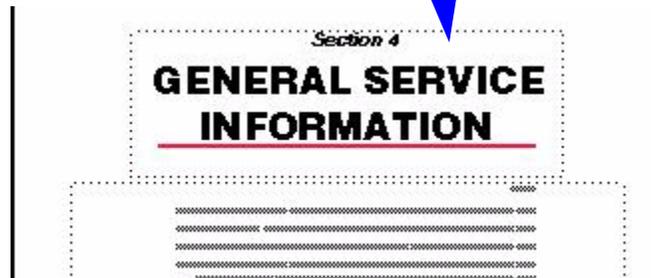
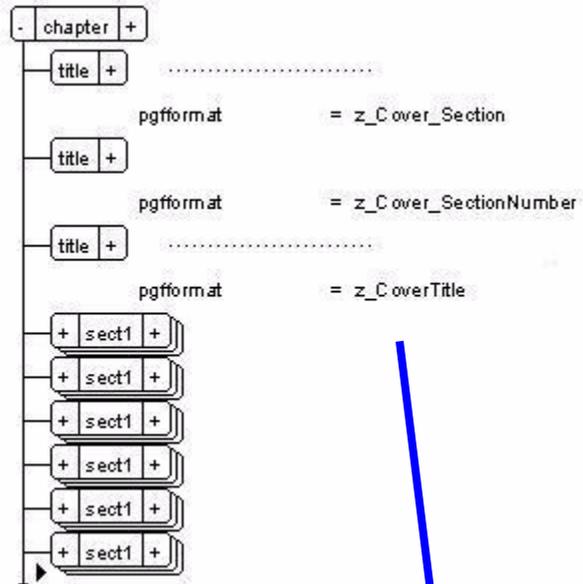
Pages Intentionally Left Blank

Set the “pgformat” attributes of the “para” elements in the structure (left) to correctly format a blank page as it appears in the figure below (right).



Section Title Pages

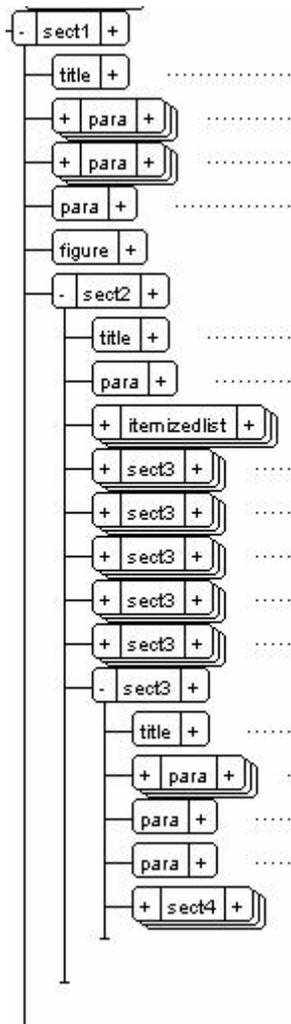
The structure below is a section title page, which contains three individually formatted title elements. The structure in the figure below appears as the title page example below it.



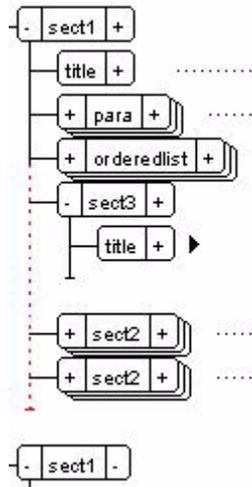
Sections

A title is required at the beginning of each section. The section hierarchy is consecutive, “sect1” being the highest level and “sect 4” being the lowest level. A lower level section cannot contain a higher level section.

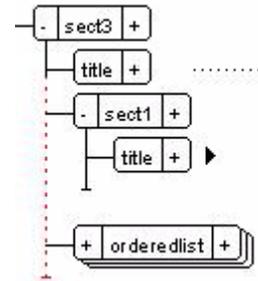
VALID



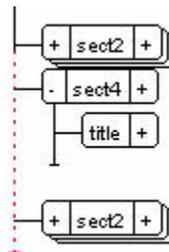
INVALID



INVALID



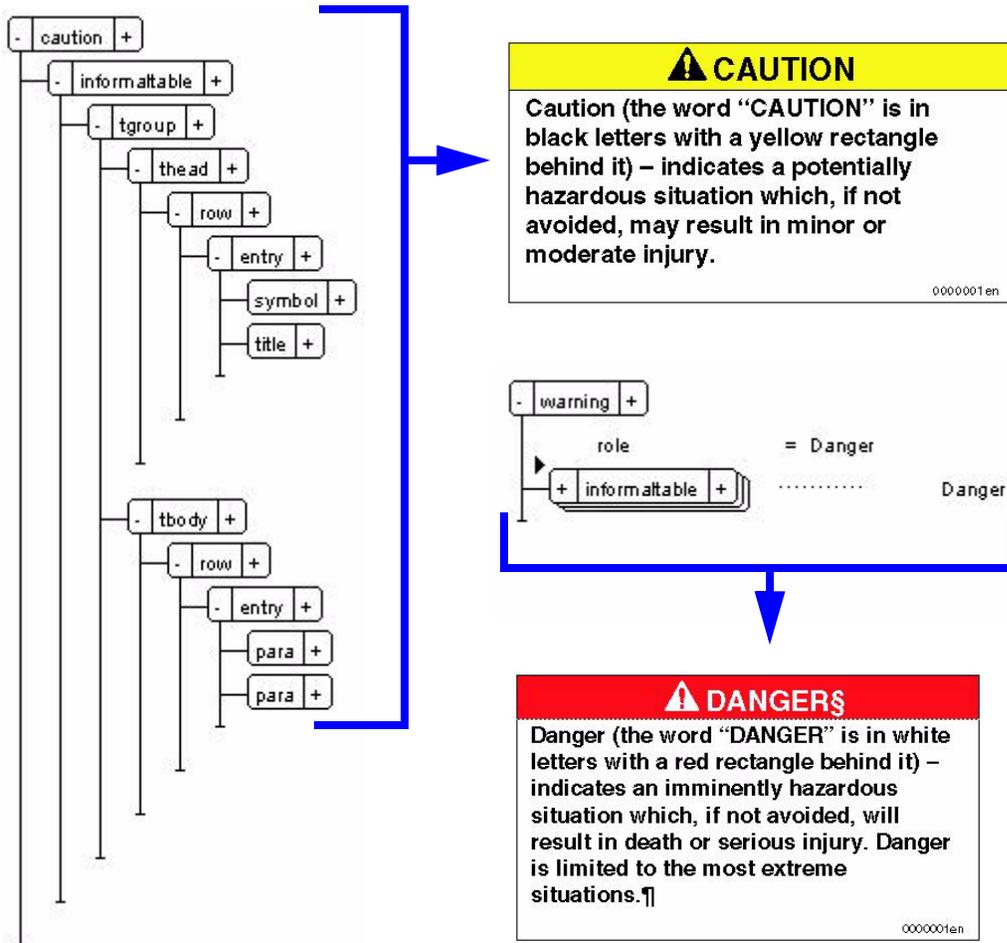
INVALID



Tables and Safety Insets

A table is structured in rows. An “entry” is a table cell, and within each entry is the content of the cells. In a structurally valid table, the “informaltable” element contains a “tbody” element and may contain only one “thead” and “tfoot” element.

A safety inset (example shown below) is a table wrapped in a “warning” or “caution” element. A Danger safety inset is wrapped in a Warning element with a “role” attribute value of “Danger.”



Figures

Use the mediaobject to wrap the figure and the caption together. The caption is comprised of two differently formatted paras: one contains the word “Figure” and the other is a blank para formatted to display the figure number (see examples below).

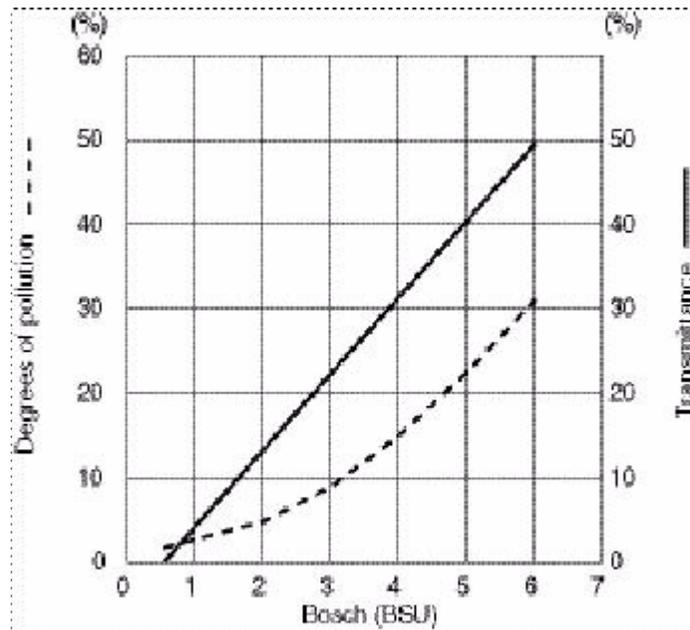
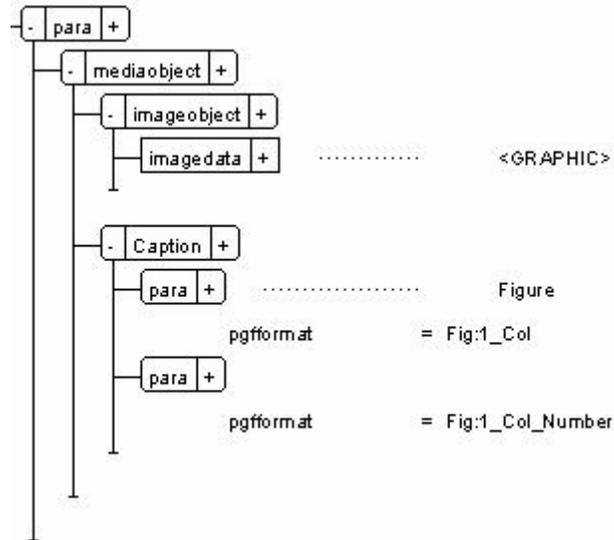


Figure 8-10

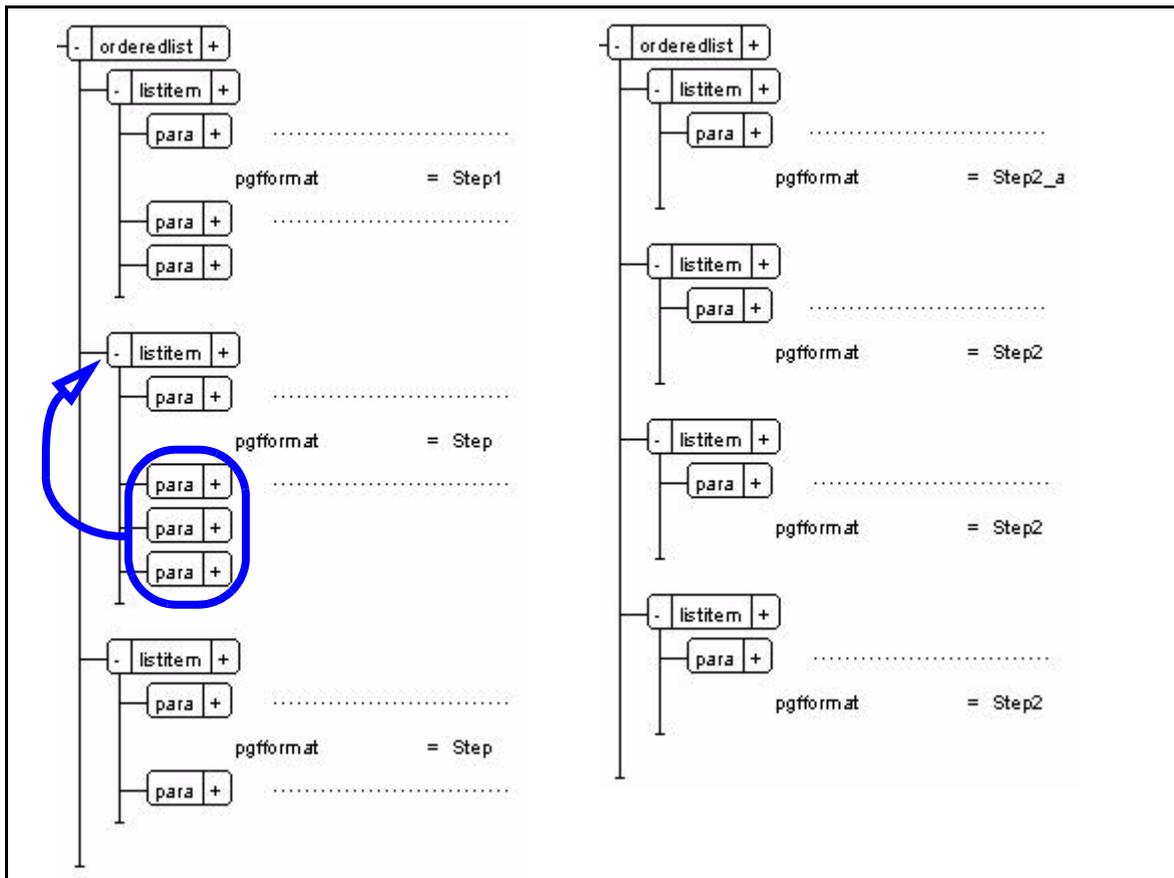
Lists

Structure lists using one of the following formats:

- **Ordered--Numbered:** use “Step1” for the first step and “Step” for subsequent steps
- **Ordered--Alphabetical:** use “Step2_a” for the first step and “Step2” for subsequent steps
- **Itemized:** use “Bulleted” for each step

Note: Do not use more than one “orderedlist” or “itemizedlist” element within a single list.
Move all elements inbetween the steps or bulleted items in a list, such as figures or additional paras, into the “listitem” element above. *See left example below.*

Below are examples of a numbered list (left) and an alphabetical list (right).

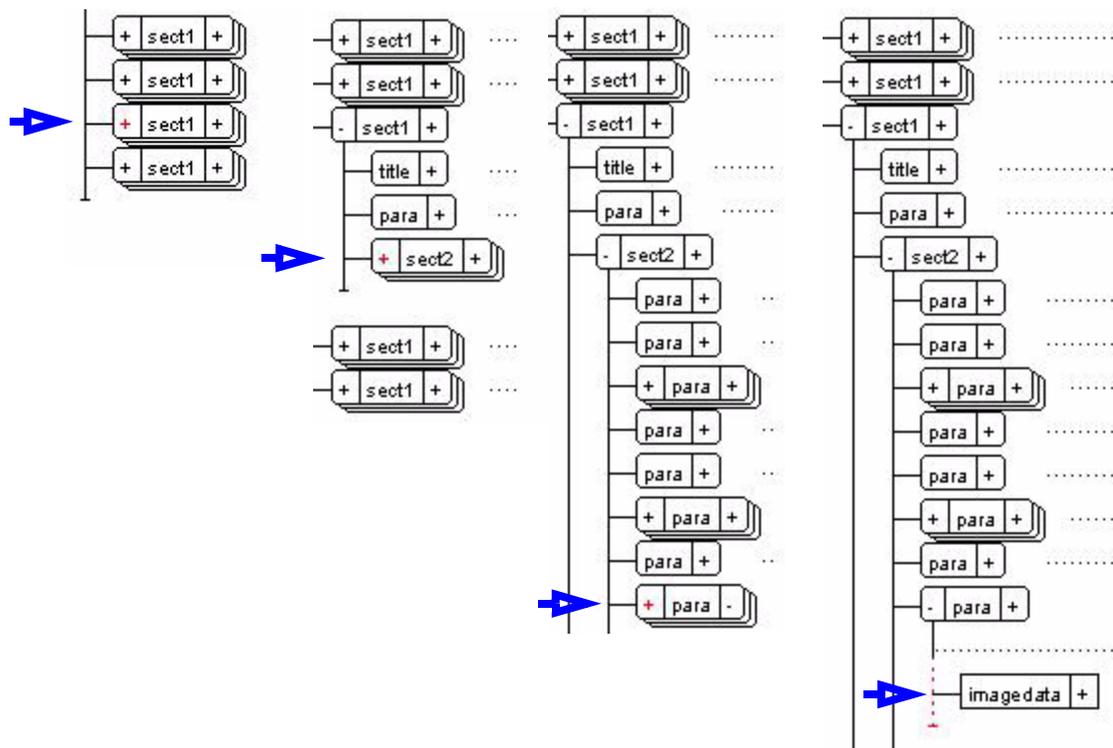


VALIDATING STRUCTURE

Identify Invalid Structure

Elements that are incorrectly positioned in the structure are flagged with a red dotted line. A collapsed element that contains incorrectly positioned elements is marked by a red plus sign on the left side of the element. Click on the red plus signs to locate the invalid structure. The invalid structure may lie several structural levels deep as demonstrated below. In the following example, the path to the invalid structure is sect1>sect2>para>imagedata.

The “imagedata” element is invalidly positioned because it is wrapped in a para element. To validate the structure, wrap the imagedata element with an imageobject element, then wrap the imageobject element with a mediaobject element. (See “Figures” on page 8 for an example.)



Validate Document

The Element Validation function is a quick and all-inclusive means of locating structure errors in a document. This function is especially helpful in locating invalid structure that is not flagged with red dotted lines.

Run Element Validation

1. Choose **Element>Validate...** from the menu. A dialog window will appear.
2. Select a scope and click “Start Validating”.

In the example below, the validation function finds the imagedata element (the same one in the previous example), highlights the element, and lists the reason(s) why the element is invalid.

Element Validation [X]

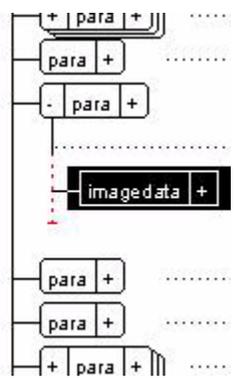
Element: para
<imagedata> not permitted in this element.

Scope:

- Entire Document
- Current Flow
- Current Element

- Ignore Missing Elements
- Ignore Missing Attribute Values

Start Validating Allow as Special Case Clear Special Cases



FINAL STRUCTURING PROCESSES

When the structure of each chapter is valid and the formatting of the content appears correctly, update the cross-references, tables of contents, numbering, and structure of the entire book.

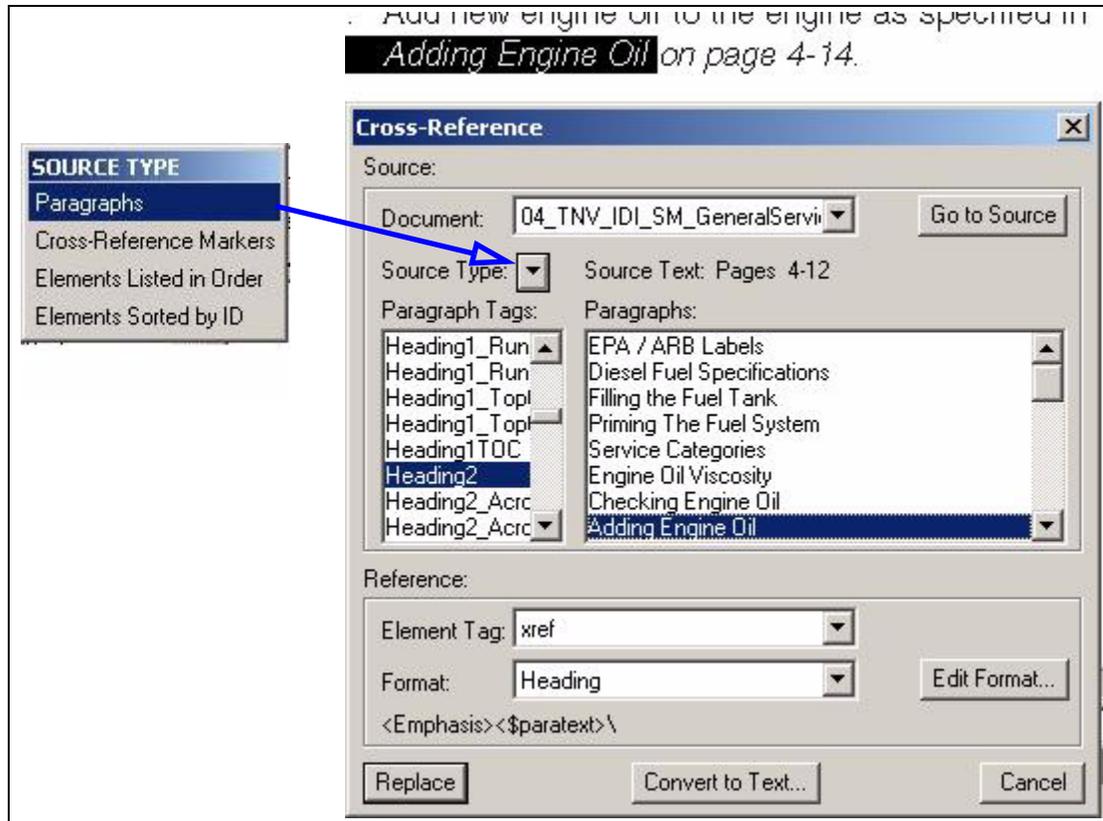
Update Unresolved Cross-references

Update the Cross-reference Text

1. Double-click on the text portion of the cross-reference (highlighted in the figure below).
2. In the dialog window that appears, click on the arrow next to “Source Type” and choose “Paragraphs” from the dropdown list. All paragraph elements are now displayed in the list on the left.
3. If the cross-reference points to a section heading, scroll to the heading paragraph elements in the list (Tip: Jump to the paragraph elements by clicking inside the list and pressing the “h” key.)
If the cross-reference points to a figure, scroll to the “Fig:” paragraph elements in the list on the left. (Tip: Click inside the list and press the “f” key.)
4. Double-click on the different elements in the “Paragraph Tags” list until the item to be referenced appears in the list on the right, then click on the item.
5. Choose “xref” from the “Element Tag” dropdown list and choose the corresponding “Format” from the dropdown list.
If referring to a heading, choose “Heading”.
6. Click Replace.

Update Cross-reference Page Numbers

1. Click on the numerals in the cross-reference.
2. Follow Steps 2-6 above. On step 5, choose “Page” from the “Format” dropdown list.



Auto-generate the Table of Contents (TOC)

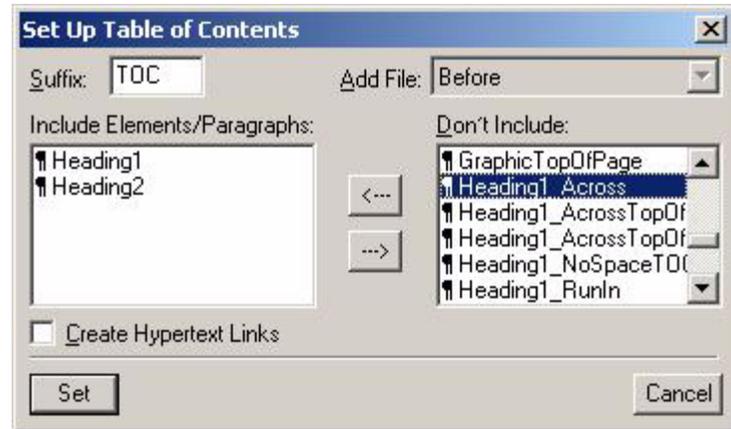
Use autotext to create a standalone TOC then import the TOC into the document as a text inset. If a TOC already exists in the document as a text inset, see “Update the TOC” on page 14.

Generate the TOC

1. Open the document for which the TOC will be created.
2. Choose **Special>Table of Contents...** from the menu. A dialog window appears.
3. Click “Yes” to create a standalone TOC.

A new dialog window appears (see below). The list on the left contains the heading elements that will be cross-referenced in the TOC. The list on the right contains other elements that can be added.

4. Add all “Heading1” and “Heading2” elements by double-clicking on them in the list on the right. **Do not add elements that end with “TOC”.**
5. Click “Set”. A TOC is generated in a new document that is automatically titled with this format:
“[DocumentTitle]TOC.fm”.
6. Save the new document.



Insert the TOC

1. Insert a “para” element where the TOC will be inserted. In the structured view window, click to the right of the para element so that a black arrow appears.
2. Choose **File>Import>File...** from the menu.
3. Find and open the corresponding TOC file. A dialog window appears.
4. Click on “Retain Source’s Formatting”. This option retains correct visual formatting of the TOC as it is imported into the document.

Update the TOC

1. Create a new standalone TOC by following steps 1-6 from “Generate the TOC” on page 13.
2. Double-click the TOC text inset in the document. A dialog window appears.
3. Click “Update Now.” The new TOC has replaced the outdated TOC.

Update the Book

When the cross-references and tables of contents in each chapter are up to date, update the cross-references and numbering across the entire book.

1. Open the book file (.book).
2. Choose **Edit>Update Book...** from the menu. A dialog window appears.
3. Check “Update Numbering” and “Update Cross-References”.
4. Click “Update”.

Update the Structure of the Book

Update the structure of the book by applying the EDD to the book document.

1. Open the book file (.book).
2. Follow the steps to “Import the EDD” on page 1. The document should resemble the example of a “Books” on page 4.