How to import text from Microsoft Word

Often in the design process, some team members will be creating and writing content while others create and design the layout. These writers often write their text in Microsoft Word or another word processing program.

You can import text from Word directly into Adobe InDesign CS6 by using the same Place command you've used to import images.

To import text from Microsoft Word:

1. Start InDesign and open a document.
2. Choose one of the following options for placing the text on the page:
   - To import text into an existing text frame, select the text frame and choose File > Place.
   - To import the text and create a new text frame automatically, make sure no frames are selected and choose File > Place.

   The Place dialog box opens (**Figure 1**).
3. Make sure the Show Import Options option is selected.

   You use the Show Import Options option to manage how the Microsoft Word text imports.
4. Browse to the location of the document you want to import.
5. Select the file and click Open.

   The Place dialog box closes.

   The Microsoft Word Import Options dialog box opens (**Figure 2**).

   In the Microsoft Word Import Options dialog box, you determine what imports from the document: text, footnotes, endnotes, table of contents, or index. You can also specify how it imports: with styles, graphics, and so on intact, or as just text. For this guide, you're going to choose just text.
6. Deselect all of the options under Include:
   - Table Of Contents Text
   - Index Text
   - Footnotes
   - Endnotes
7. Under Formatting, select Remove Styles And Formatting From Text And Tables.

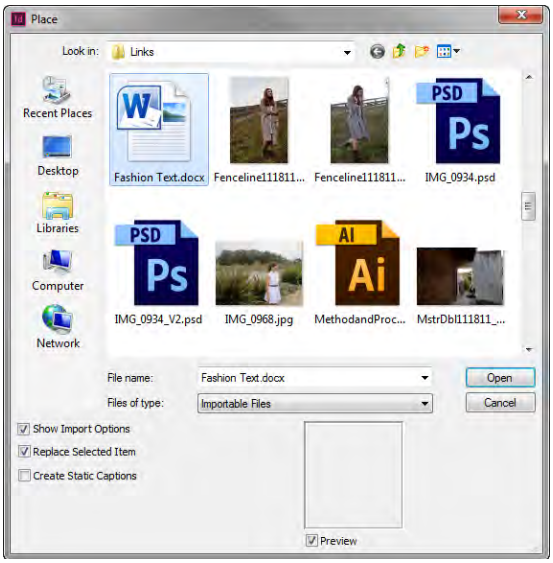

Figure 1 Place dialog box

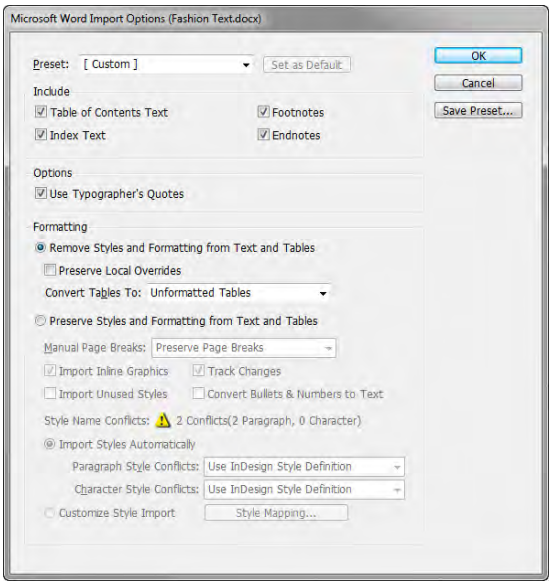

Figure 2 Microsoft Word Import Options dialog box

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8. Click OK.

The Microsoft Word Import Options dialog box closes.

The pointer changes to a Loaded Text icon, with a thumbnail of the text (**Figure 3**). If you chose to import into an existing text frame, the text automatically imports into the frame. You can now format the text as you would any other text in InDesign.

9. If you have not created a text frame, click in the document at the point where you want to put the text.

InDesign creates a text frame that starts at the point you click and fills the rest of the page or column (**Figure 4**).

Once the text is imported, you can format it as you would any other text in InDesign.

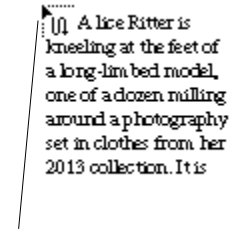

Figure 3 Placing the imported text

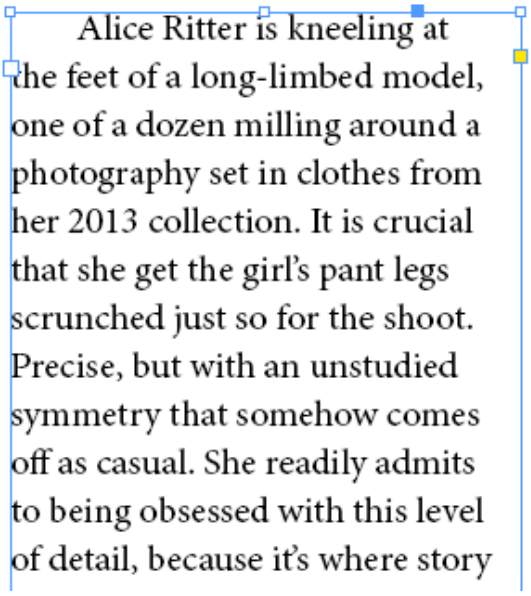

Figure 4 Text frame placed on page

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