

How to import and edit text

Often in the design process, team members will be creating and writing content while others create and design the layout. These writers often draft their text in Microsoft Word or another word processing program. Once text is imported, you can edit in InDesign using the story editor window. Writing and editing in a story editor window allows the entire story to appear in the typeface, size, and spacing that you specify, without layout or formatting distractions.

How to import text from Microsoft Word

You can import text from Word directly into Adobe InDesign 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.

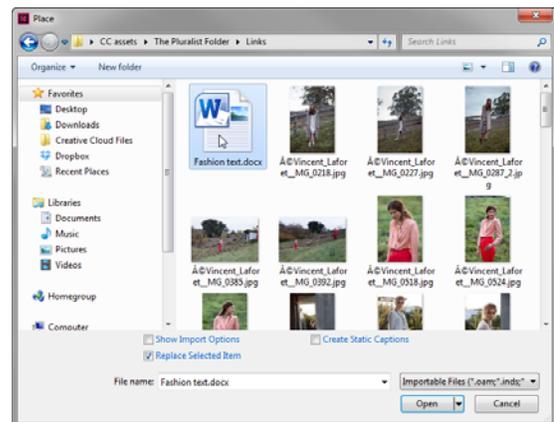


Figure 1 Place dialog box

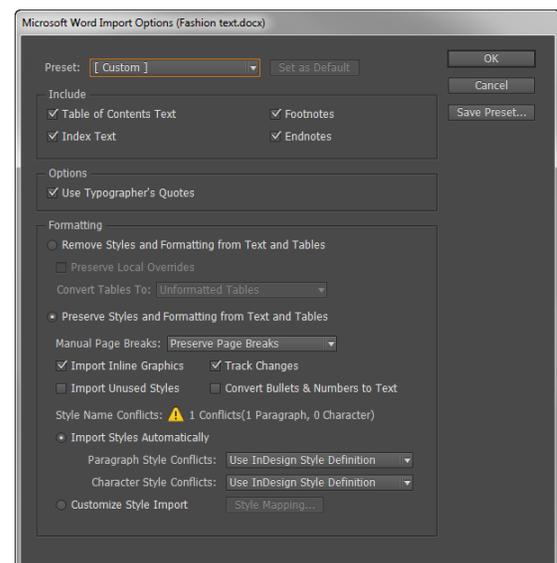


Figure 2 Microsoft Word Import Options dialog box

8. Click OK.

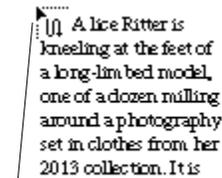
The Microsoft Word Import Options dialog box closes.

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.



Loaded Text icon

Figure 3 Placing the imported text

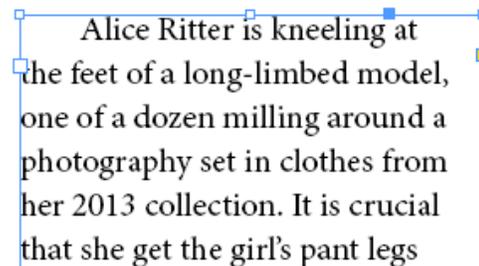


Figure 4 Text frame placed on page

Use the Story Editor

You can edit text in InDesign either on the layout page or in the story editor window. Writing and editing in a story editor window (**Figure 5**) allows the story to appear in the format that you specify in Preferences, without distractions. The Story Editor is also where you can view track changes to text.

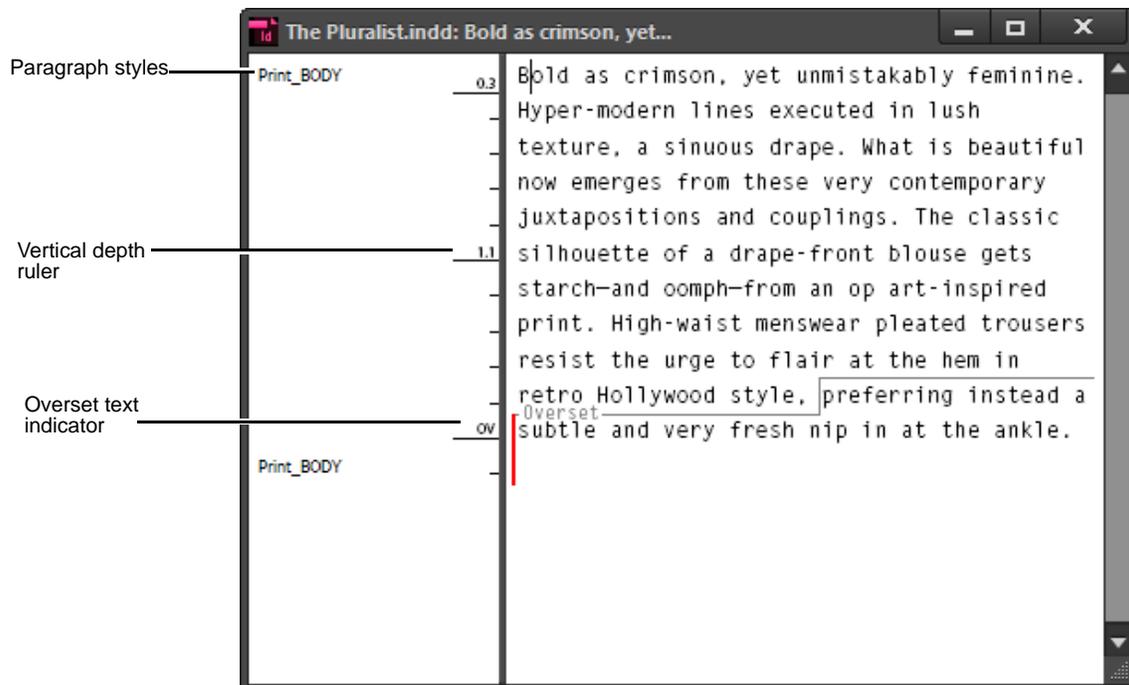


Figure 5 Story Editor window

Each story appears in a different story editor window. All the text in the story appears in the story editor, including overset text. You can open several story editor windows simultaneously, including multiple instances of the same story. A vertical depth ruler indicates how much text is filling the frame, and a line indicates where text is overset.

When you edit a story, changes are reflected in the layout window. Open stories are listed in the Window menu. You cannot create a new story in a story editor window.

It's easy to run the Check Spelling, Find/Change command, and insert special characters in both the layout view and the Story Editor.

How to use the Story Editor:

1. Select the text frame, click an insertion point in the text frame, or select multiple frames from different stories.

2. Choose Edit > Edit In Story Editor.

The Story Editor window opens (**Figure 5**)

3. Edit the text as needed.

4. To review spelling, choose Edit > Spelling > Check Spelling.

The Check Spelling dialog box opens (**Figure 6**).

5. If you want to change the range of your spell-checking, modify the Search parameter to choose between All Documents, Story, and to the End of Story.

6. When unfamiliar or misspelled words or other possible errors are displayed, choose an option:

- Click Skip to continue spell-checking without changing the highlighted word. Click Ignore All to ignore all occurrences of the highlighted word, until InDesign is restarted.
- Select a word from the Suggested Corrections list or type the correct word in the Change To box, and then click Change to change only that occurrence of the misspelled word. You can also click Change All to change all occurrences of the misspelled word in your document.
- To add a word to a dictionary, select the dictionary from the Add To menu, and click Add.
- Click Dictionary to display the Dictionary dialog box, where you can specify the target dictionary and language, and specify hyphenation breaks in the added word. If you want to add the word to all languages, choose All Languages from the Language menu. Click Add.

7. To use the Find/Change command, choose Edit > Find/Change.

The Find/Change dialog box opens (**Figure 7**).

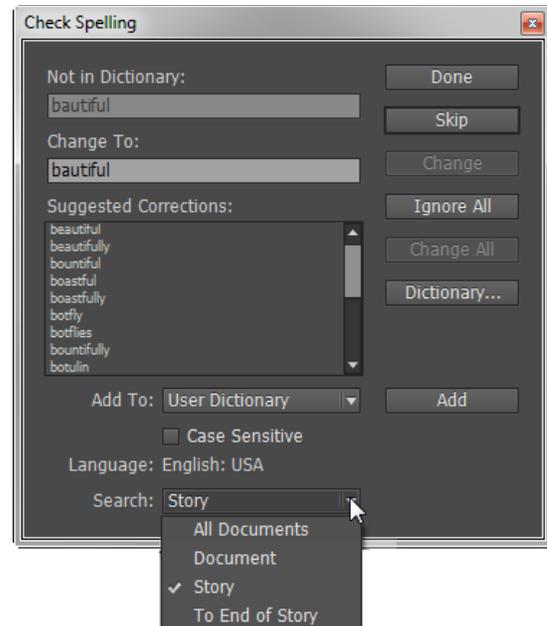


Figure 6 Check Spelling dialog box

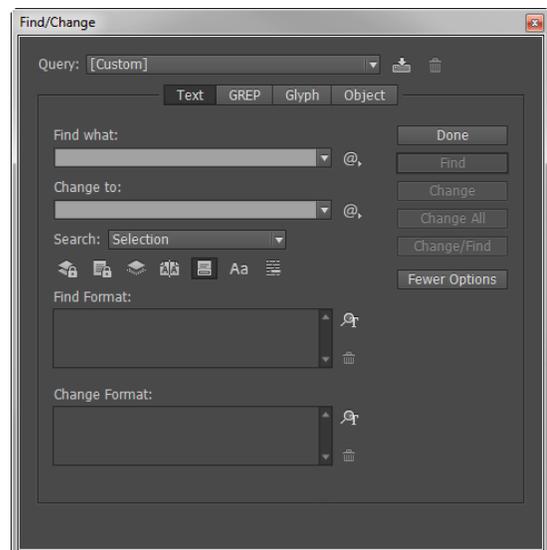


Figure 7 Find/Change dialog box

8. Click the Text tab.
9. Specify the range of your search from the Search menu, and click icons to include locked layers, master pages, footnotes, and other items in the search.
10. In the Find What box, type or paste the text you want to find.

You can also search for or replace tabs, spaces, or other special characters, select a representative character (metacharacter) from the pop-up menu to the right of the Find What box (**Figure 8**). You can also choose wildcard options such as Any Digit or Any Character.

11. In the Change To box, type or paste the replacement text. You can also select a representative character from the pop-up menu to the right of the Change To box.
12. Click Find.
13. To continue searching, click Find Next, Change (to change the current occurrence), Change All (a message indicates the total number of changes), or Change/Find (to change the current occurrence and search for the next one).
14. Click Done to close the Find/Change dialog box.
15. To insert glyphs and special characters into your document use the Type tool and position the insertion point:

- Choose Type > Insert Special Character, and then select an option from any of the categories in the menu (**Figure 9**).
- Choose Type > Glyphs to display the Glyphs panel (**Figure 10**). Scroll through the display of characters until you see the glyph you want to insert. Double-click the character you want to insert. The character appears at the text insertion point.

The glyph or special character is inserted into both the layout view and the Story Editor (**Figure 11**).

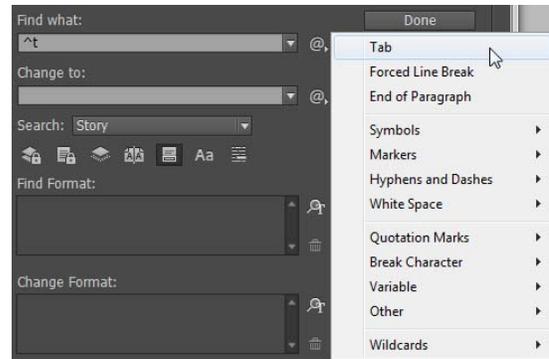


Figure 8 Use metacharacters to search for special characters, such as a tab.

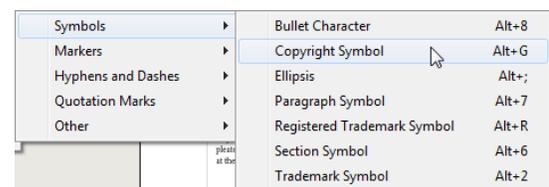


Figure 9 Special Character categories menu



Figure 10 Glyphs panel



Figure 11 Story Editor window