

E

Importing from other applications

Overview

Plain text can be imported and formatted according to some rules. In particular, it is possible to convert a TAB delimited text to a table.

Importing objects from other applications uses a filter mechanism, which is still not fully reliable for Word documents and Excel tables. The reason might be the ever changing format of MS office data.

Importing methods

FrameMaker offers various methods of importing text and graphics. The most reasonable method depend on various factors:

Method	Applicable to
Import filter	Graphics and plain text in distinct files
Copy / paste	Text and graphics from Office applications;
OLE	Avoid this method

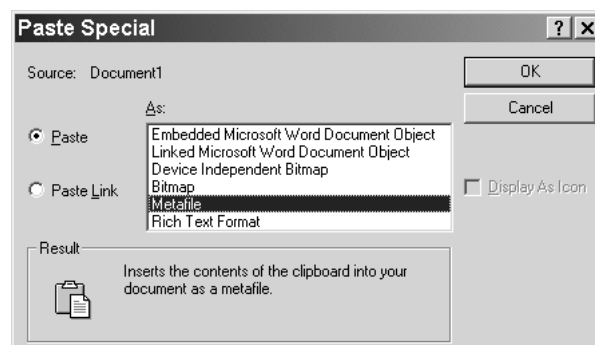
Import filters

With **File > Import > File...** FrameMaker activates import filters which are third party developments. Some file formats are well defined and stable (eps, tiff, txt), but most are proprietary and not well defined. Word for example is not compatible with itself ... On the other hand functions in one application can not easily mapped to functions in another application because of the different object model (e.g. frames in Word vs. frames in FrameMaker).

Another obstacle are naming conventions or user definitions. FrameMaker users are adept to the catalog concept and hence use (in most cases) consistent naming for paragraph and character formats. The great majority of MS Word users are not aware of the capabilities of the product and hence use Word as a heavily overpowered typewriter.

Copy and paste

The paste buffer can contain various forms of a copied object depending on the nature of the object and the creating application. Using just **copy** fills the paste buffer with forms which are specific to the creating application and the setup of which. When using **paste** the target application will take a default format or you specify which format to take by using **paste special**.



Using **copy special** (if available) fills the paste buffer with a specific form (for example an image in tiff format or text in rtf = Rich Text Format). In this case a **paste** will place only this specific form.

- FrameMaker default for paste The FrameMaker default format for pasting is defined (on Windows) in the maker.ini file, section [Preferences]:
- ```
ClipboardFormatsPriorities=FILE, OLE 2, EMF, META, DIB, BMP, MIF, RTF, TEXT
```
- Note the location of OLE: this is the default for pasting anything. Hence If just pasting an object (e.g. from Excel) you get an OLE connection to that Excel object.
- Note:*      *On the macintosh these formats are different*
- Paste special in FrameMaker      When pasting a graphic this might provide the formats bmp (Bit Map), dib (Device Independant Bitmap) or EMF (Enhanced Metafile).
- When pasting a textual object, this might provide emf, rtf (Rich Text Format) or text (plain text).

## Object Linking and Imbedding

Object Linking and Embedding provides a link to the source application. What you see on the screen and will be printed in FrameMaker is an image of the application window.

*Note:*      *On the Macintosh (or UNIX) no such thing exists.*

Depending on the source of the object (same computer, other machine) the image may be just a bitmap. When transferring objects between Windows machines, the object seems to bear a WMF (mixed vector and bitmap) image.

Warning      When planning to use the document on various computers, for example, send to a print shop, avoid OLE at all. The receiver of the document both must have access to the file and the same applications installed - which is often not the case.

- Insert an object
- Select the object in the source application (e.g. Excel) and copy it to the clipboard.
  - In FrameMaker paste it into an anchored frame (if you just paste it to the current cursor location, a default frame is created).
  - When double clicking on the object, the original object window appears on the FrameMaker screen and the menus and buttons are from the source application (Excel). The data can be edited now.
  - To close the application window click somewhere outside the object window. **Do not use File > Save or File > Close**, as this will close the FrameMaker document also.

# Methods in detail

## Text in Source applications

Although the various filters which FrameMaker provide are of high standard, they can not be accurate. Hence it is best practice, to

- 1 Provide the author(s) a template using the same paragraph and character styles as the final FrameMaker document.
- 2 Since most MS Office users are not familiar to templates even with education they will fall into old habits and use individual markup. Hence You will need to clean the document in the source application. A set of macros may help you especially for multiple input.
- 3 Remove special formatting such as Word frames and remove all graphics. Break down large documents into manageable chunks.
- 4 Use this / these cleaned documents for import to FrameMaker.

*Note:* You will need to judge points 1) and 2) and decide to work completely on plain text which you format in FrameMaker.

## Graphics in source applications

Graphics in source applications (e.g. MS Word) may be OLE objects, imported or copied external files or application specific graphics. Depending on the nature handle them differently:

### OLE objects

See *Object Linking and Imbedding* on page E-3.

### Copied into the document

A copied file has lost its relation to the source. You do not have a clue about the original size or resolution in case of a bitmap.

- 1 In the source application copy the image
- 2 In FM use **Edit > Paste Special** and select the most appropriate format. If a vector format is available (eps, wmf, emf), use this (with preference to eps)

### Linked to the document

To see whether a file is copied or linked, switch the Field view ON in the source application. A linked file is displayed as something like this:

```
{INCLUDEPICTURE "G:\Graphics&images\!temp\test.wmf"
* MERGEFORMAT \d}
```

Copy the referenced file (G:\Graphics&images\!temp\test.wmf) to an appropriate directory in your FrameMaker project and include the file by reference into FrameMaker.

### Application specific graphics

To handle graphics created directly in the source application, try to export the graphic to a file in a common format (at best: eps).

If this is not possible (as with Word graphics), use the copy and paste method (See *Copied into the document* on page E-4).

## Last resort

None of the above may work in certain circumstances. In this case use PDF as an intermediate format. If the image is a vector image, then the result will be a vector image. Otherwise you get a bit-map.

- 1 Create a PDF. If PDFWriter or PDFMaker seems to get stuck use Print to PS (using the Distiller Printer) and then distill to PDF.
- 2 Open the file in Acrobat (the full product, not just the Reader).
- 3 Crop the page to the size of the image.
- 4 Save the page as eps with preview.
- 5 Import the eps in FrameMaker by reference.

# Application of methods

## Importing Word files (text)

These rules are based on the work of FredRidder@Dialogic.com.

- 1 In the first step remove all graphics, even if they are imported by reference. Handle images completely separate from text.
- 2 Good adherence to the Word stylesheet. Local format overrides are nothing but trouble. If necessary, write Word macros to enforce as much style conformance as possible before attempting to import.
- 3 Remove as much “special” formatting as possible by redefining the Word styles in a special “export” template. In particular, redefine any styles that have autonumbering or bullets in Word so that you don't wind up with duplicate tabs or bullet characters in your Frame files.
- 4 Ensure exact 1-to-1 correspondence between Word style names and Frame style names. This allows you to import *content only* from Word files, leaving all the formatting stuff behind and redefining all the styles in Frame. This sounds like the harder way of doing things, but it works better in the long run because there are a number of format issues that are simply handled too differently in the two tools allow direct translation. (One good example is space before and space after paragraphs, which is additive in Word but not in Frame.)
- 5 Remove any Word frames, that is, resolve them to ordinary text before importing.
- 6 Always import by using **File > New** to start a new Frame document and then **File > Import > File** to convert and copy the Word content into Frame.
- 7 Always select the “Reformat Using Current Document's Formats” option in the “Import Text Flow by Copy” dialogue to apply your clean Frame styles and leave all the Word formatting behind.
- 8 Break large Word files into chapter-size or section-size chunks before importing to Frame. One of the biggest reasons for migrating from Word to Frame is Frame's ability to reliably build large books from smaller files, and the best time to do the chunking is *before* importing into Frame rather than after. In file importing, smaller is always better. (Yes, I'm afraid that size *does* matter...).

## Importing a Word graphic

Word graphics may be of all the kinds described in *Graphics in source applications* on page E-4. Use the methods proposed there.

## Importing an Excel table

MS Excel (or FrameMaker) produced errors when importing sparse arrays (not completely filled table areas). This error is no more present with FrameMaker 6 and Excel 2000.

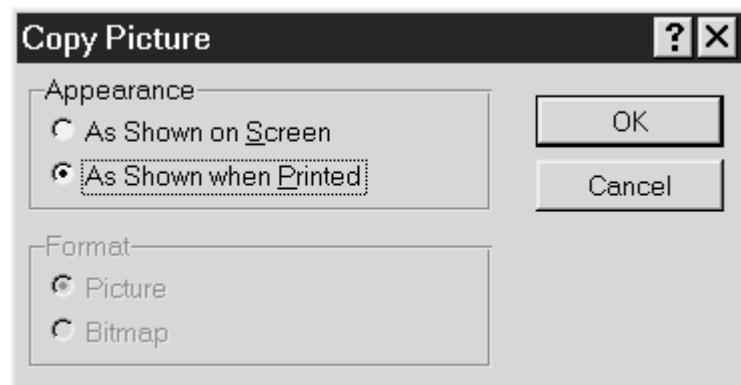
To import an Excel table (or part of):

- 1 In Excel select the table area to be copied
- 2 Copy to the clipboard
- 3 In FrameMaker use **Edit > Paste Special...** and select **text**.
- 4 Convert the tabbed paragraphs to a table with **Table > Convert to Table...**
- 5 Select an appropriate Table format and format the rows according to the needs.

## Importing an Excel graphic

To import a graphic from Excel into FrameMaker:

- 1 In Excel select the graphic (chart)
- 2 **SHIFT-Edit > Copy picture...**



- 3 Select **as shown when printed** to get best results
- 4 In FrameMaker use **Edit > Paste Special...** and select **wmf**.

## Importing a Powerpoint graphic

- 1 In PowerPoint select the graphic or graphic elements.
- 2 Copy to the clipboard
- 3 In FrameMaker Paste (a wmf will be pasted)

**Note:** *If you select text elements (e.g. large headings) these will not be copied. Also backgrounds will not be copied (they can normally not be selected)*

