
PROCEDURE FOR CONVERTING PAIRGAIN[®]'S WORD 6.0 DOCUMENTS TO FRAMEMAKER

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Synopsis:

This document provides an overview of the conversion process, using FrameMaker's Word import filter, and describes the procedures I used to convert PairGain[®]'s sample Word 6.0 legacy documents. These procedures, I believe, are generally applicable to converting Word 6.0 documents in which all paragraphs are properly and (reasonably) consistently tagged, and format overrides are not used to substantially alter the intended purpose of the original tag.

The procedure is based on the use of the new FrameMaker template, whose paragraph catalog tag names match (in most cases) those in the legacy Word documents.

Note: There may be cases where PairGain[®] did not use a capability that was available in Word 6.0, or cases where a Word 6.0 capability was used, but was not successfully translated by the FrameMaker import filter. In those cases, I am actually describing the state of the PairGain[®] documents as they exist after being initially imported into FrameMaker, before the FrameMaker template is applied, and before any clean-up work is performed.

Note: This document was originated in FrameMaker, using the same FrameMaker template that was developed for PairGain[®]'s use in converting Word 6.0 documents.

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OVERVIEW

Problems in Converting Word Documents

- **Special Characters:** Some special characters (e.g., trademark and degree symbol) in Word don't translate properly on import to FrameMaker. I recommend creating a sample Word document that just contains instances of the special characters used in your documents. Import the document into FrameMaker, and compare the original with the imported version to determine which special characters are mis-translated.
- **Tables:** There are a number of problems regarding tables. These include:
 - In FrameMaker, the table title is part of the table object. In Word it is not. Consequently, FrameMaker doesn't know whether or not a table needs a table title within the table. FrameMaker resolves this dilemma by creating an empty title line within every table it imports from Word.

In the case of untitled tables, the title line must be deleted.

In the case of titled tables, FrameMaker includes the table title within the table object. This allows the table title to be repeated when the table overflows to a second column or page. Consequently, the title within the **Table Caption** paragraph above the table object must be copied and pasted into the title line within the table. Then, the **Table Caption** paragraph above the table object must be deleted.

FrameMaker tables also specify the gap between the top row of the table and the title line. A default value is applied to imported tables, and this value may have to be adjusted.
 - The ruling of tables in Word does not usually translate properly, and must almost always be modified after the document is imported.
 - In Word, the top/bottom/left/right table cell margins are determined by the paragraph style. In FrameMaker, the default margin settings are established by the pre-defined table format. When FrameMaker imports a Word Table, it inserts a set of default table margin values into the table. These default margin values may have to be changed, and/or the Table Cells panel of the FrameMaker Paragraph Designer may have to be used to specify \pm overrides to the default margins. These overrides may have to be specified for each paragraph style that is used in tables.
 - Tables in FrameMaker can be centered in the text frame, or can be aligned to the left or right edge of the text frame. In the imported document, the proper alignment may have to be applied to each table.
 - Tables in FrameMaker specify the left/right indentations of the table edges within the text frame, and also specify the amount of white space above and below the table. This information is not available in the Word table, consequently FrameMaker sets the left/right indents and space above/below to default values. These values may have to be changed.
 - FrameMaker tables have heading and footing rows, the contents of which are repeated when the table overflows to a second column or page. When FrameMaker imports a Word table, it does not create these heading and footing rows, and instead places the contents of heading and footing rows in ordinary body rows. Consequently, heading and footing rows (as applicable) must be added to the imported table, and then the contents of the corresponding body rows must be cut and pasted into the newly created heading and footing rows.
 - Word has no automated footnote feature for tables. FrameMaker does. The imported Word documents use asterisks, daggers, etc. to indicate footnotes, and the footnote text is placed in the footing row. These footnotes should be converted to FrameMaker table footnotes.
- **Spaces:** Modern publishing standards usually forbid multiple consecutive standard spaces in documents. If a wider space is required, an en-space or em-space should be used. FrameMaker's "smart spaces" option prevents occurrences of multiple spaces when documents that are originated in FrameMaker. However, "smart spaces" cannot eliminate multiple spaces in imported Word documents, which are usually replete with them,

and they should be replaced by either a single standard space or by an en-space or em-space.

- **Space Above/Below Paragraphs:** Word documents are inconsistent in the way space above/below paragraphs are specified. In FrameMaker, the meaning of space above/below differs somewhat from the meaning in Word. In FrameMaker documents, the most reliable way to control space above/below is to specify a standard space above (typically 6 points) appropriate for most paragraphs, and to set the space below to zero unless the space below exceeds the standard value. When FrameMaker encounters a case where the space above specified in the current paragraph is greater than that specified in the space below of the preceding paragraph, it uses the Space Above specified in the current paragraph. Conversely, if the space above specified in the current paragraph is less than the space below specified in the preceding paragraph, it uses the space below specified in the preceding paragraph.
- **Markers:** Although cross-reference and hypertext markers in the Word document are translated, most, if not all, of them are worthless. Some index markers appear to be translated properly, although it is unlikely that multi-level index markers will work.
- **Page Layout:** FrameMaker creates a default 6 x 9 text frame for the 8¹/₂ x 11 page size in the master pages of the imported Word document, regardless of the original text frame and page size in Word. Also running header/footers don't translate properly, and FrameMaker creates a First master page for the first page of a document. This is master page is an unnecessary Word artifact, since it is (usually) identical to the default Right master page. The First master page should be deleted.

Unless otherwise specified, FrameMaker automatically applies the default Left or Right master page to each page of the document. In special cases (e.g., front and back covers), the user may override the auto-selected Left/Right page layout, and replace it with a custom layout that is associated only with that page.

- **Graphics:** All graphics are imported into FrameMaker in the Windows Metafile (WMF) format, regardless of the graphic format used in the Word document. In most cases, you will want to delete the WMF version, and re-import the graphic in its original (e.g., EPSI) format.
- **Autonumbering:** Imported Word documents do not employ autonumbering for bullets, en-dash bullets, step numbers, figure captions, and table captions. That is, these elements appear as manually-entered text. For purposes of properly using FrameMaker's cross-referencing, generated list, and automatic number updating capabilities, it is crucially important that these items use FrameMaker autonumbering. Consequently, after the document is imported into FrameMaker and the correct autonumber format is applied by importing the FrameMaker template, the manually entered text that is replaced by the autonumbering must be deleted.
- **Bolded Titles for Heading 4 and Bulleted Items:** In the Word documents, the Heading 4 paragraph is a Standard Paragraph with bolding applied to the title. Similarly, for titled bullets, the Hang Indent paragraph is used, with bolding applied to the title. In order to properly cross-reference these items and/or to include them in generated lists so that only the title, and not the text that follows, appears in the cross-reference or generated list, these titles must be converted to FrameMaker's Run-In head format, where the title appears in the Run-In head, and the text that follows is in a separate paragraph (with the proper indentation) that begins on the same line, immediately following the Run-In head. This bulleted item is an example of that approach. It uses the **Hang Indent (Labeled)** paragraph format for the Run-In head containing the title, and the **Indent** paragraph format for the text that follows it. Similarly, the **Heading 4** paragraph style in FrameMaker is a Run-In head, and the text that follows is in a **Standard Paragraph**.
- **Paragraph Tag Names:** In order to optimize the new FrameMaker template for document conversion, all of the paragraph tag names in the FrameMaker template that correspond to a paragraph style in Word must exactly match the tag names in the Word documents. However, the naming conventions used in the Word documents are somewhat inconsistent, and, in many cases are not descriptive of how that tag is used in FrameMaker. For example, the Hang Indent tag in Word actually corresponds to an autonumbered bulleted paragraph in FrameMaker. These compromises in paragraph tag naming must be accepted if the new FrameMaker template is to be used both for effectively importing and reformatting legacy Word documents, and for originating new documents in FrameMaker.

The new FrameMaker template also includes a number of paragraph tags not included in the Word documents. These tags are used primarily to exploit FrameMaker capabilities that were not available in Word. An example is the way Note and Caution icons are produced. In the imported Word documents, the graphic icon

must be imported into each location where it is used, creating a large file overhead. In FrameMaker, these icons are imported only once into a reference page, and special paragraph tags (Icon (Note) and Icon (Caution)) are used instead of the Note Icon tag. When either of the new tags replaces the Note Icon tag, a virtual replica of the graphic icon on the reference page appears at the Icon (Note) or Icon (Caution) insertion point in the document. Not only does this approach reduce file overhead, it also automatically updates all occurrences of the icon if a modified graphic icon is imported into the reference page.

- **Character Formats:** Character format tags do not exist in the Word documents. Consequently, when a Word document is imported into FrameMaker, formatted strings (e.g., bold, emphasis, underlined) within paragraphs are untagged. FrameMaker, on the other hand, uses character tags to define the formatting of such text strings. Standard practice requires that all document objects, including formatted text strings within paragraphs, be properly tagged. This is particularly true for:
 - Documents having a long life-cycle that are subject to frequent revision
 - Documents that may be re-purposed to meet other delivery requirements requiring different formatting from that of the original document
 - Documents containing information chunks that may be re-used in other publications

In these cases, standard practice dictates that ALL format overrides applied to text strings within paragraphs should use character tags. This practice assures that all document objects can be globally re-formatted. To conform to this standard practice, formatted text strings (other than those created by autonumbering specifications in paragraph formats, which are already tagged) in imported Word documents should be tagged with the appropriate FrameMaker character format tag.

- **Use of Variables:** Word documents do not use variables. FrameMaker uses two types:
 - System Variables. These are pre-defined by FrameMaker, and cannot be deleted. Their format and content can, to a limited extent, be modified from the default formatting. They are used to specify the file-name of the current document, current date, document creation date, last modification date, page number, page count, table continuation and table sheet number for tables that overflow to a second column or page, and running header/footer variables that specify, for instance, the contents of the current heading, or the contents of a special marker within a running header or footer.
 - User-Defined Variables. Variables of this type fall into two categories: (1) commonly used special characters, and (2) information that changes from document-to-document (e.g., part number, model number, release date, revision number, document number, product type, product name, and product nickname). Proper use of variables can greatly improve both document consistency and document management.
- **Cross-References:** Word 6.0 documents do not use automated, updatable, hypertexted cross-references. FrameMaker does. All existing cross-references to tables, figures, steps, and headings in the imported Word documents must be converted to FrameMaker cross-references. This step also permits the rapid location and repair of unresolved cross-references resulting from deleting or copying text that contains a cross-reference source marker.
- **Reference Pages:** Word does not support the concept of reference pages. FrameMaker does. Reference pages in FrameMaker are used for the following purposes:
 - To provide repetitively used graphic elements (e.g., lines, icons) that can be inserted anywhere in a document by special paragraph tags that specify a reference frame graphic in a frame above or below the paragraph. Use of this approach greatly reduces the file overhead, because the graphic hit only occurs once. Not only does this approach reduce file overhead, it also automatically updates all occurrences of the graphic if the graphic is changed on the reference page.
 - To provide other repetitively used graphics that cannot be inserted by the method described above, but which can be copied and pasted anywhere in a document. Keycap labels are an example.
 - To define the complete formatting specifications for generated lists (e.g., table of contents, list of figures, list of tables) and indexes. When a generated list or index is produced, the reference pages from the source document(s) are replicated in the generated list/index, and the applicable format specifications

contained therein are used to format the list or index. Since the new template specifies that generated lists and indexes are to be automatically hypertexted, their utility is greatly enhanced.

The proper use of these reference page features may require modification to the imported Word documents.

How the New FrameMaker Template Assists in the Conversion Process

If the foregoing discussion of the problems in converting Word documents leads you to the conclusion that a FrameMaker template cannot possibly automate the entire process, you are correct. All that can be done is to include in the template everything that will be needed to automate the things that can be automated, and to assist you in doing those things that can't be automated.

What the FrameMaker Template Can Automate

- **Reformatting of Paragraphs:** If the paragraph tag name in the Word document exactly matches a tag name in the FrameMaker template, it will be reformatted to conform to the template. But if the paragraph tag in Word was used (by means of format overrides) improperly for something it was not intended for, FrameMaker will remove those format overrides, and convert it to its intended purpose. That is likely to create problems in deciding which paragraph tag in the template must be applied to restore it to its intended use. Also, if a Word paragraph tag is used in the wrong place (e.g. a paragraph tag intended exclusively for use in tables) is used outside a table, it almost always will be formatted improperly for that deviant use.
- **Adding the Template's Master Page Layouts, and Applying Them:** These master pages (including the correct running header/footer formats) are added to the imported document, and the default Left/Right master pages are applied. However page layouts (e.g., the First master page) that are Word artifacts will remain. If these artifact master pages were applied to any document page, the correct new master page must be applied to it, and then the artifact master page must be deleted. However, the new running header/footer formats use variables for document-specific information (e.g., release date, section number, model number). The existing variable definitions in the Variables catalog imported from the template must be edited to contain the definitions applicable to the imported document.
- **Adding the Template's Reference Pages:** Any paragraph tags that were present in the imported Word document which, in the re-formatted version, use reference page graphics will have the applicable reference page graphic added above or below the paragraph.
- **Adding Other Catalogs:** Includes variable, character format, cross-reference, and table catalogs.

What the FrameMaker Template Can't Automate, But Can Simplify

- **Table Reformatting:** This is an onerous burden. The table catalog imported from the template contains a number of pre-defined table formats that match up well with commonly used table types in your Word documents. You can look at the imported table and decide which pre-defined format comes closest to the format you want, and apply it to the table. Then, using the FrameMaker Custom Ruling and Shading dialog box, you specify that all ruling should revert to the default ruling specified in the pre-defined table format. This eliminates the (typically) botched-up table ruling in the imported table. Finally, you can then use the Table Designer and Custom Ruling and Shading dialog boxes to modify the ruling and any other settings in the table.
- **Identifying Incompatible Paragraphs:** An incompatible paragraph is one whose tag name was inherited from Word, and that tag name has no counterpart in the new template. Another incompatible type is one whose intended purpose is misused (e.g., a paragraph type intended exclusively for use in tables that is being used outside a table). Such tags must be converted to the appropriate tag in the template. Because of the template design, any such tag that appears outside of tables will typically have the following appearance:

```
Text in offending tag xxxxxxxxxxxxxxxxxxxxxxxxx ; ; xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx ; ; xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
```

Note that the text has been split into two columns, and (if border viewing is enabled) that the two vertical dashed lines appearing in the center of the text frame indicate the gap between the two text columns.

- **Fixing Mis-Translated Special Characters:** The problem is to find them. But when you do find one, you can replace it with the correct one from the Variable catalog imported from the template.
- **Adding Cross-References:** Again, the problem is to find them, since none of them are automated, and there is no format differentiation that identifies them as cross-references. But when you do find one, you can replace it with an automated, hypertexted FrameMaker cross-reference by using the Cross-Reference dialog box. The cross-reference format catalog imported from the template has a number of pre-defined formats.
- **Applying Character Formats to Formatted Strings:** The character catalog imported from the template contains pre-defined formats for almost any type of formatted string. Simply highlight the formatted string within a paragraph, and apply the appropriate character tag to it. This action overrides the artifact formatting inherited from Word. You can apply two or more (non-mutually-exclusive) character tags to the same string to get the combination of all of them.
- **Visual Recognition of Special Types of Document Objects:** The template design utilizes the following visual recognition methods to help you identify special types of document objects:
 - Inserted cross-references are **underlined blue** (Double-clicking on a cross-reference with the left mouse button opens the Cross-Reference dialog box. To go to the cross-reference source, put the cursor in the cross-reference text, type **Ctrl** + **Alt**, and click the left mouse button). You can also use the Find/Change dialog box to find all cross-references.
 - Inserted variables are **dark blue** (double-clicking on a variable opens the Variable dialog box). You can also use the Find/Change dialog box to find all variables.
 - Anchor paragraphs for figures, equations, and tables are **red** (since these paragraphs are small and are normally empty, you can only see them if View > Text Symbols is turned on).
 - Comment conditional text is **red underlined** (you can only see comments if they are not hidden). You can also use the Find/Change dialog box to find conditional text.
 - Question conditional text is **red overlined** (you can only see questions if they are not hidden). You can also use the Find/Change dialog box to find conditional text.

How FrameMaker Features Can Assist the Conversion Process

Find and Replace

In addition to finding strings, you can find paragraph tags, markers, cross-references, unresolved cross-references, and more. For example when there are known culprits in the incompatible paragraph tag category, you can search on the paragraph tag name, and track down each occurrence of it. Most importantly, the Find and Replace Feature lets you clean out all of the artifact manually entered heading, figure, table, and step numbers, as well as bullets and en-dashes, which are replaced by autonumbering specifications in the template's paragraph catalog. You can also use Find and Replace to eliminate multiple consecutive standard spaces.

Converting Multi-Column Text Arrays to FrameMaker Tables

Multi-column arrays are often created in Word by using paragraph tags that have tab stops to separate the columns. In the Word documents, this method is used in technical specifications under each Tecspec Head. These should be converted to tables, using FrameMaker's Convert to Table feature. Simply select all paragraphs in a multi-column array, and choose Table > Convert To Table. The Convert to Table dialog box opens. In this dialog box, select the pre-defined table format you want to use, and click the Convert button. The array is converted to a table. You may have to do some manual clean-up after the conversion takes place.

CONVERSION PROCEDURE

Preparation (Prior to Importing Each Word Document)

- 1 Open FrameMaker. Choose File > Preferences. In the Preferences dialog box:
 - a Turn on Automatic Save every 5 minutes.
 - b Turn on Show File Translation Errors.
 - c Turn off Save FrameImage With Imported Graphics.
- 2 On the View menu, turn on Formatting Bar, Borders, and Text Symbols.
- 3 If the Frame Console Log is open, close it.
- 4 Close all open FrameMaker documents.

Import The Word Document

- 1 Choose File > Open, and select the Word document to be imported from the Import File dialog box.
- 2 The Unknown File Type dialog box may open. If it does, choose Microsoft Word, and click the Convert button.
- 3 After the Convert operation is completed, the converted Word document should be displayed.
- 4 Check to see if the Frame Console Log is open, indicating that file translation errors were detected. Hopefully, the log won't open. If the log opens, examine it to see if the translation errors were extensive. The log entries are quite cryptic, but they may give you some clue about what happened.
- 5 Choose File > Save As, and save the imported file under an appropriate name that differs from the name of the Word document (usually, the extension should be .fm).



Steps 6 and 7 below are required to purge the imported Word document of all paragraph and cross-reference formats. This must be done to assure that all artifact Word formats, as well as default FrameMaker formats, are deleted prior to importing the new FrameMaker template into the imported Word document.

- 6 Open the Paragraph Catalog, and click the Delete bar at the bottom to open the Delete Formats From Catalog dialog box. Delete all paragraphs from the catalog, and click Done.
- 7 Choose Special > Cross-Reference to open the Cross-Reference dialog box. Click the Edit Format button to open the Edit Cross-Reference Format dialog box, and delete all formats from the left-hand Formats listbox. Then click Done to close the Edit Cross-Reference Format dialog box, and click Cancel to close the Cross-Reference dialog box.
- 8 Choose File > Save to save the document.



If you perform step 9 below, DO NOT delete the anchored frames that contain the graphics. Delete only the graphic object within the anchored frame. Also, DO NOT delete the graphics or anchored frames for Notes, Cautions, and Warnings, because they will be handled later.

- 9 If you want to delete the imported WMF graphics so that you can later import them in their original formats, do it now. Page through the document to locate the graphics. When you find a graphic, click in the center of the graphic object to select it, and clear it (**Esc**, e, b). After deleting each graphic object, re-save the document (sometimes, FrameMaker crashes when you delete a graphic).

- 10 Choose File > Close, and save the document.

Apply the FrameMaker Template to the Imported Document

- 1 Choose File > Open, and open the FrameMaker template.
- 2 Choose File > Open, and open the imported Word document saved in [Step 10](#) under [“Import The Word Document”](#).
- 3 With input focus in the imported Word document, Choose File > Import > Formats to open the Import formats dialog box. In this dialog box:
 - a Select the template file from the Import From Document menu.
 - b Turn on all check boxes under Import and Update.
 - c Under While Updating Remove, turn off Manual Page Breaks, and turn on Other Format Overrides.
 - d Click the Import button. The import formats action is performed. All catalogs will become filled with the formats from the template, and all paragraphs whose tag names match tag names in the template will be updated to their template-prescribed formats. Also, the master page layouts and reference pages in the template will replace those in the imported Word document.
- 4 Move input focus to the template file opened in step 1. Choose File > Close to close (without saving) the template file.
- 5 Choose File > Save to save the imported document.
- 6 Choose Format > Page Layout > Master Page Usage, and make the following settings in the Master Page Usage dialog box:
 - a Turn on Right/Left under Use Master Page.
 - b Under Apply To, turn on the Pages, Even, and Odd check boxes, and turn off the That Currently Use Master Page check box.
 - c Click the Apply button.
- 7 Choose File > Save to save the imported document.
- 8 If the imported document contains the front matter (i.e., cover, Table of Contents, etc.), go to the first (cover) page of the document, insert the cursor anywhere in the first page, and again choose Format > Page Layout > Master Page Usage. In the Master Page Usage dialog box:
 - a Select the Front master page from the Custom menu under User Master Page.
 - b Under apply to, turn on Current Page.
 - c Click the Apply button.
- 9 Choose View > Master Pages. There should be only six master pages, named Left, Right, Blank, Front, Back, and Blank Before Back. If there are more than six, find the ones that are artifacts from Word (e.g., First), and delete them by displaying the master page to be deleted and choosing Special > Delete Master Page “Name”.
- 10 Choose File > Save to save the imported document.
- 11 For some inexplicable reason, FrameMaker does not import the document-wide format settings from the template. You must now make those settings. Proceed as follows:
 - a Choose Format > Document > Text Options, make the following settings in the Text Options dialog box, and then click the Apply button:

Table 1. Text Options Settings

Parameter	On/Off	Superscript	Subscript	Small Caps
Smart Quotes	On	N/A	N/A	N/A
Smart Spaces	On	N/A	N/A	N/A
Size	N/A	65%	65%	80%
Offset	N/A	35%	25%	N/A

- b Chose Format > Document > Footnote Properties. In the Footnote Properties dialog box, set the numbering of text footnotes to Sequentially from 1, and then click the Set button.
- c If the imported document contains the front matter (i.e., cover, Table of Contents, etc.), choose Format > Document > Numbering. In the Numbering Properties dialog box, choose “roman (iv)” from the Page # Style menu, and then click the Set button.
- 12 Choose File > Save to save the imported document.
- 13 Definitions for the following document-dependent variables must be edited so they are document-specific:
- Revision*
 - Section*
 - Release Date*
 - List No*
 - Product Type*
 - Part Number*
 - Model Number*
 - CLEI Code*
 - Product Name*
 - Product Nickname
 - Copyright Year*

* denotes a variable that is used in the running header/footers and/or (may be) used in the front matter.



Observe the following precautions while editing variable definitions:

- **DO NOT attempt to change any variables other than those listed above.**
- **DO NOT click the Add or Delete button in the Edit User Variable dialog box.**
- **DO NOT click the Create Variable, Convert to Text, Update, or Insert buttons in the Variable dialog box.**

All of these document-dependent variables can be found in the lower-left corner of the first reference page. Select View > Reference Pages, and locate the list of variables to be changed on the first reference page. Proceed as follows to change each variable definition:

- a On the reference page, double-click on the variable whose definition is to be edited. The Variable dialog box opens. Click the Edit Definition button to open the Edit User Variable dialog box.
- b The selected variable’s current definition appears in the Definition slot of the Edit User Variable dialog box. Type in the new definition between <Variable> and <Default ¶ Font> in the Definition slot.
- c Click the Change button, then click the Done button. This returns you to the Variable dialog box. Click the Done button to close the dialog box.

Repeat substeps a thru c for each variable on the reference page.

- 14 Choose File > Save to save the imported document.

Delete Unwanted Artifacts from the Imported Document

This procedure uses the FrameMaker Find and Replace capability to delete artifact strings from the document.



The Find and Replace operations in the table below should be performed exactly in the sequence in which they are listed.

Unless otherwise specified, DO NOT use the Change All In option in the Find/Change dialog box. Instead, initiate the search with the Find button, and each time an instance of the string is found click the Change & Find button if you want to change it, or click the Find button if you don't want to change it.

After completing a find and replace operation for a particular string, re-save the document. This assures that, if you make a mistake during the execution of the next find and replace operation, you can revert to the last saved version of the document.

- 1 Choose Edit > Find/Change to open the Find/Change dialog box. The table below lists the search strings on which find and replace operations are to be performed.

Table 2. Find and Replace Operations (Sheet 1 of 2)

Find Type	Search String ^a (see footnote at bottom of table)	Consider Case	Use Wildcards	Change	Replacement String ^b	Purpose
Text	\b\t	No	Yes	To Text	Empty	Remove manually entered bullets that have been replaced by autonumbered bullets
Text	\b	No	Yes	To Text	Empty	Remove manually entered bullets not followed by a tab stop that have been replaced by autonumbered bullets
Text	\=t	No	Yes	To Text	Empty	Remove manually entered en-dashes that have been replaced by autonumbered en-dashes
Text	\=	No	Yes	To Text	Empty	Remove manually entered en-dashes, not followed by a tab stop, that have been replaced by autonumbered en-dashes
Text	[1-9]\t	No	Yes	To Text	Empty	Remove manually entered step numbers between 1 and 9 that have been replaced by autonumbered step numbers
Text	1[0-9]\t	No	Yes	To Text	Empty	Remove manually entered step numbers between 10 and 19 that have been replaced by autonumbered step numbers
Text	[a-z]\t	Yes	Yes	To Text	Empty	Remove manually entered substep numbers between a and z that have been replaced by autonumbered substep numbers
Text	Figure [1-9]PSS	Yes	Yes	To Text	Empty	Remove manually entered figure numbers between 1 and 9 in Figure Captions that have been replaced by autonumbered figure titles
Text	Figure 1[0-9]PSS	Yes	Yes	To Text	Empty	Remove manually entered figure numbers between 10 and 19 in Figure Captions that have been replaced by autonumbered figure titles

Table 2. Find and Replace Operations (Sheet 2 of 2)

Find Type	Search String ^a (see footnote at bottom of table)	Consider Case	Use Wildcards	Change	Replacement String ^b	Purpose
Text	Figure 2[0-9]PSS	Yes	Yes	To Text	Empty	Remove manually entered figure numbers between 20 and 29 in Figure Captions that have been replaced by autonumbered figure titles
Text	Table [1-9]PSS	Yes	Yes	To Text	Empty	Remove manually entered table numbers between 1 and 9 in Table Captions that have been replaced by autonumbered table titles
Text	Table 1[0-9]PSS	Yes	Yes	To Text	Empty	Remove manually entered table numbers between 10 and 19 in Table Captions that have been replaced by autonumbered table titles
Text	Table 2[0-9]PSS	Yes	Yes	To Text	Empty	Remove manually entered table numbers between 20 and 29 in Table Captions that have been replaced by autonumbered table titles
Text	SS	No	No	To Text	S	Replace multiple consecutive standard spaces with a single space ^c
Paragraph Tag	Space After Table Grid	Yes	No	To Text	Empty	Delete these empty artifact paragraphs when they appear below a table, because the space below the table is specified in the table format, making these spacing paragraphs unnecessary.

- P and S are used in the Search String and Replacement String columns to represent Periods (.) and standard Spaces respectively. Substitute the period and space characters for P and S.
- The word "Empty" in the Replacement String column means that the replacement string is blank.
- You can select the "Change All In" option in the Find/Change dialog box to replace all multiple consecutive spaces with a single space without having to examine each occurrence.

- Execute the Find/Replace operation on each string, in the order listed in the table above.

Clean Up The Tables

See ["Tables" on page 2](#) for a discussion of the many types of problems produced when tables in Word documents are imported into FrameMaker. The new FrameMaker template contains a number of pre-defined table formats that were designed to match commonly used table types in the Word documents. All of these table types are presented and described in the document named stylguid.fm.

This procedure provides an efficient (but tedious) way to clean up table problems by a process that includes applying the most appropriate pre-defined table type to each table.

- Go to the first page of the document, and put the cursor at the top of that page.
- Choose Edit > Find/Change to open the Find/Change dialog box, and choose Any Table from the Find menu.
- Choose Table > Table Designer to open the Table Designer dialog box. Keep this dialog box open throughout the fix-up process.
- Choose Table > Custom Ruling & Shading to open the Custom Ruling & Shading dialog box. Keep this dialog box open throughout the fix-up process. Make the following settings in the Custom Ruling & Shading dialog box:
 - Turn on the Custom Cell Ruling checkbox, and turn off the Custom Cell Shading checkbox.

from Table, and click the Cut button. The “old” footing row is removed.

- d Put the cursor in the new empty footing row at the bottom of the table, and type **Ctrl+V**. The Paste Rows dialog box appears. Select Replace Current Rows, and click the Paste button. The footing cells now appear in the new footing row.
- 13 Choose File > Save and save the document.
 - 14 Repeat step 5 thru 13 for each table in the imported document.

Converting Note, Caution and Warning Icons

In the imported document, anchored frames contain the graphic icon. The anchored frame and the graphic contained therein must be deleted and replaced by applying either the Icon (Note) or Icon (Caution) paragraph tag. These two paragraph styles specify the applicable icon in a Frame Above. Proceed as follows:

- 1 Open the Find/Change dialog box, and make the following settings to search for occurrences of the Note Icon paragraphs:

Table 3. Find/Change Settings for Finding Icons

Find Type	Search String (see footnote at bottom of table)	Consider Case	Use Wildcards	Change	Replacement String	Purpose
Paragraph Tag	Note Icon	Yes	No	To Text	Empty	Find occurrences of Note, Caution, and Warning Icons.

- 2 Click the Find button. When an occurrence of a Note Icon paragraph is found, proceed as follows:
 - a Examine the highlighted icon to determine whether it is a Note, Caution, or Warning.
 - b Click the Change button in the Find/Change dialog box to delete the anchored frame containing the icon.
 - c If (as determined in substep a) the graphic icon was for a note, apply the Icon (Note) paragraph tag to the table cell that is to contain the icon; otherwise, apply the Icon (Caution) paragraph tag. The correct graphic icon will appear in the table cell.
- 3 Repeat step 3 until no further occurrences of the Note Icon paragraph are found.
- 4 Choose File > Save to save the document.

Converting Text Arrays to Tables

See [“Converting Multi-Column Text Arrays to FrameMaker Tables” on page 6](#) for a description of the procedure.

Fixing Incompatible Paragraph Formats

See [“Identifying Incompatible Paragraphs” on page 5](#) for a description of how to identify these paragraph types. When an incompatible format is found, examine the content, and determine which paragraph format in the template paragraph catalog should be applied to it.

Creating Run-In Heads for Heading 4 and Titled Bullet Paragraphs

See [“Bolded Titles for Heading 4 and Bulleted Items” on page 3](#) for a description of this problem.

In the imported Word document, a Standard Paragraph with a bolded lead-in title followed by a period, followed by the rest of the text must be converted to a Heading 4 Paragraph. Proceed as follows:

- 1 Delete the period at the end of the bolded title, and the space(s) after the period. Then, hit ENTER to break the Standard Paragraph as this point.
- 2 Put the cursor in the bolded title line, and apply the Heading 4 paragraph tag (Run-In Head format) to it. Note that the unbolded Standard Paragraph now appears on the same line as the bolded title.

In the imported Word document, a Hang Indent paragraph with a bolded lead-in title followed by a colon, followed by the rest of the text must be converted to a Hang Indent (Labeled) paragraph. Proceed as follows:

- 1 Delete the colon at the end of the bolded title, and the space(s) after the colon. Then hit ENTER to break the Hang Indent paragraph at this point.
- 2 Put the cursor in the unbolded text line below the bolded title line, and apply the Indent paragraph tag to it.
- 3 Put the cursor in the bolded title line, and apply the Hang Indent (Labeled) paragraph tag (Run-In Head format) to it. Note that the unbolded Indent Paragraph now appears on the same line as the bolded title.

Miscellaneous Clean-Up

Go through the document looking for any of the following:

- 1 Special characters that should be replaced by variables in the Variable Catalog. Proceed as follows:
 - a Select the text string to be replaced by a variable.
 - b (Choose Special > Variable to open the Variable dialog box.
 - c Select the appropriate variable, and click the Replace button.
- 2 References to headings, steps, labeled bullets, tables, and figures should be replaced by FrameMaker cross-references. Proceed as follows:
 - a Locate references by using Find/Change to search on keywords such as “see”, “figure”, “table”, “step”, and “section”.
 - b When a reference is found, select it, and choose Special > Cross-Reference to open the Cross-Reference dialog box,
 - c In the Cross-Reference dialog box, select from the Paragraph Tags listbox the paragraph tag name (e.g., Heading 1, Step Text, Figure Caption, Table Caption) in which the source is located, and select from the Paragraphs listbox the instance of that paragraph tag that is the source. Then select from the Format menu the cross-reference format you want to use, and click the Insert button to insert the cross-reference.
- 3 Footnotes defined by symbols (*, †, ‡) in the footnote source, where the footnote text (with the same symbol) appears in a footing row at the bottom of the table. These should be converted into FrameMaker table footnotes. Proceed as follows:
 - a Select the symbol (*, †, ‡) in the footnote source (NOT the matching symbol in the footnote text in the footing row), and choose Special > Footnote to replace the symbol with the FrameMaker footnote indicator. This action also creates a blank letter-numbered TableFootnote paragraph below the last row of the table.
 - b Cut the corresponding footnote text (NOT the entire paragraph) in the table footing row to the clipboard, and paste it into the TableFootnote paragraph created below the table, and then remove the symbol (*, †, ‡) from the footnote text. Finally, select the TableFootnote paragraph, and apply the Default ¶ Font character format to it.