

# Import & Export Filters ReadMe

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## OVERVIEW

This document contains basic information on importing and exporting files to and from the following applications or file formats:

- Plain text: import and export
- Rich Text Format (RTF): import and export
- Microsoft Word 97–98, 2000–2007, and Word X-2004 & 2008 for Mac: import only
- Microsoft Excel 97–98, 2000–2007, and Excel X-2004 & 2008 for Mac: import only

Please refer to the InCopy and InDesign Help documentation or User Guide for instructions on importing and exporting files.

## ENHANCEMENTS & NEW FEATURES

Below are additional enhancements and new features added to Import Word/RTF/Excel and Export RTF that may not already be covered by the InDesign CS4 or InCopy CS4 User Guides.

### Support for Importing Cross-References in Word/RTF Import

Please note:

1. The options in Word map to InDesign's preset formats.
2. If the targeted paragraphs in Word are numbered, the import results depend on whether the user has selected to convert bullets and numbers to text (the option in the Word Import Options dialog).
3. If the options is turned on, paragraph numbers will be maintained in cross-reference sources when needed in the form of full context number.

## PLAIN TEXT

### Importing Plain Text

The Text import filter allows you to specify the character set and dictionary language to use when importing a text file. This option is useful if the imported text includes character set-specific special characters. If you do not specify the character set in which these special characters are encoded, the characters may get mapped to other characters. Please note that if the imported text file contains BOM (Byte Order Mask) of UTF-8 or of UTF-16, the character set and platform dropdown will be grayed out.

Supported character sets are as follows:

- Unicode UTF-8
- Unicode UTF-16
- ShiftJIS 83pv
- ShiftJIS 90pv
- ShiftJIS 90ms
- GB2312
- GB18030
- KSC5601
- Chinese Big 5
- Macintosh CE
- Macintosh Cyrillic
- Macintosh Greek
- Windows Cyrillic
- Windows EE
- Windows Greek
- Windows CE
- Windows Turkish
- Macintosh Turkish
- Windows Baltic
- Macintosh Croatian
- Macintosh Icelandic
- Macintosh Roman
- Macintosh Romanian
- Macintosh Ukrainian
- Macintosh CE
- Cyrillic (KOI8R)
- Cyrillic (KOI8U)
- Cyrillic (ISO)
- DOS Latin 2
- Greek (ISO)
- Central European (ISO)
- Turkish (ISO)
- Cyrillic (CP855)

## Exporting Plain Text

The Text Export filter allows you to export text to “Text Only” format. The filter allows you to specify the target platform (Macintosh or PC), and the target encoding. Note: when exporting as UTF-8 the platform dropdown is grayed out.

- Unicode (UTF-8) encoding
- Unicode (UTF-16) encoding
- Default encoding

Default encoding translates the text from Unicode to platform multibyte encoding depending on the font applied to the text.

## Microsoft WORD, EXCEL & RICH TEXT FORMAT (RTF) IMPORT

The Word import filter allows you to import Word 97–98, Word 2000–2007, Word X-2004 & 2008 for Mac documents.

The Excel import filter allows you to import Excel 97–98, 2000–2007, and Excel X-2004 & 2008 for Mac documents.

The RTF import filter allows you to import RTF version 1.4, 1.5, 1.6, 1.8, and RTF-J (Japanese) files. If your files include unusual characters, and they become mishandled when imported, you should save the file in Word format from the source application then re-import the file. The RTF export filter allows you to export text to RTF version 1.6 and RTF-J.

Supported Word, Excel and RTF features that can be imported or exported are as follows:

Supported Feature	Word & RTF Import	Excel Import	RTF Export
<b>Font and Style Options</b>			
• Family	✓	✓	✓
• Size	✓	✓	✓
• Color	✓	✓	✓
• Case (all caps, small caps)	✓	✓	✓
• Style (bold, italic, bold italic)	✓	✓	✓
• Underline	✓	✓	✓
• Outline	✓		✓
• Strikethrough	✓	✓	✓
• Superscript and subscript	✓	✓	✓

Supported Feature	Word & RTF Import	Excel Import	RTF Export
• Japanese emphasis mark (as Kenten) - Japanese versions only	✓		✓
• Character spacing	✓		✓
• Position (baseline shift)	✓		✓
• Character scaling	✓		✓
<b>Special Characters</b>			
• Em dashes and en dashes	✓	✓	✓
• Single and double quotation marks	✓	✓	✓
• Hyphens	✓	✓	✓
• White spaces	✓	✓	✓
• Ellipses	✓	✓	✓
• Copyright, trademark, and registered trademark symbols	✓	✓	✓
• Bullets characters and symbols	✓	✓	✓
<b>Document Properties</b>			
• Paper size: width and height			✓
• Margins: top, bottom, left and right			✓
• Orientation: portrait and landscape			✓
<b>Paragraph Indents</b>			
• First	✓	✓	✓
• Left	✓		✓
• Right	✓	✓	✓
• Hanging (imported as left and first indents)	✓		✓
• Nested (imported as single indents of proportional size)	✓		✓

Supported Feature	Word & RTF Import	Excel Import	RTF Export
<b>Paragraph Alignment</b>			
• General		✓	
• Left	✓	✓	✓
• Right	✓	✓	✓
• Center	✓	✓	✓
• Justify	✓	✓	✓
• Force justify	✓	✓	✓
<b>Paragraph Options</b>			
• Keep lines together	✓		✓
• Page break before	✓		
• Keep with next	✓		✓
• Paragraph space before and after	✓		✓
• Leading	✓		✓
• Hyphenation (on/off)	✓		✓
<b>Paragraph Line Rules</b>			
• Weight	✓		✓
• Color	✓		✓
• Style and type	✓		✓
<b>Paragraph Styles</b>			
• Name	✓		✓
• Based on	✓		✓
• Next	✓		✓
• Paragraph attributes	✓		✓
• Character attributes	✓		✓
• Tab specifications	✓		✓

Supported Feature	Word & RTF Import	Excel Import	RTF Export
<b>Character Styles</b>			
• Name	✓		✓
• Based on	✓		✓
• Next	✓		✓
• Character attributes	✓		✓
<b>Tab Attributes</b>			
• Left	✓		✓
• Right	✓		✓
• Center	✓		✓
• Decimal	✓		✓
• Period leader	✓		✓
• Hyphen leader	✓		✓
• Underscore leader	✓		✓
• Tab stops	✓		✓
<b>Japanese Text Features</b>			
• Ruby	✓	✓	✓
• TCY	✓		✓
• Kanten	✓		✓
• Warichu	✓		✓
• Character alignment	✓		✓
• Kinsoku set	✓		✓
<b>Excel Data Types</b>			
• General		✓	
• Number		✓	
• Currency		✓	
• Accounting		✓	
• Date and time (Japanese format is supported)		✓	
• Percentage		✓	
• Fraction		✓	

Supported Feature	Word & RTF Import	Excel Import	RTF Export
• Scientific		✓	
• Text		✓	
• Custom		✓	
<b>Graphics</b>			
• Graphics (BMP, JPG, PNG, TIFF, WMF, PICT, EMF, and GIF files only)	✓	✓	✓
<b>Objects</b>			
• Word HTML & OLE control objects (imported as images; not supported for RTF)	✓		
• Word Autoshapes with added text	✓		
• Excel Charts (via copy-paste or drag and drop)		✓	
<b>Data</b>			
• Sorted		✓	
• AutoFilter		✓	
• Advanced filter		✓	
• Forms		✓	
• Subtotals		✓	
• Pivot tables		✓	
• Tables		✓	
• Group		✓	
• Outline		✓	
• Merged cells		✓	
<b>Table Formatting</b>			
• Repeated row headings on multiple pages	✓		✓
• Border and stroke width, color and style	✓	✓	✓

Supported Feature	Word & RTF Import	Excel Import	RTF Export
<b>Row Formatting</b>			
• Height	✓	✓	✓
• Auto grow	✓	✓	✓
• Border and stroke width, color and style	✓	✓	✓
• Keep together	✓		✓
• Keep with next	✓		✓
<b>Column Formatting</b>			
• Width	✓	✓	✓
• Border and stroke width, color and style	✓	✓	✓
<b>Cell Formatting</b>			
• Background colors and fills	✓	✓	✓
• Border and stroke width, color and style	✓	✓	✓
• Height	✓	✓	✓
• Width	✓	✓	✓
• Horizontal merge	✓	✓	✓
• Vertical merge	✓	✓	✓
• Insets	✓		✓
<b>Cell Vertical Alignments</b>			
• Top	✓	✓	✓
• Bottom	✓	✓	✓
• Center	✓	✓	✓
• Justify	✓	✓	✓
<b>Cell Text Orientation</b>			
• Horizontal	✓	✓	✓

Supported Feature	Word & RTF Import	Excel Import	RTF Export
• Vertical	✓	✓	✓
• Angle of rotation: 0°, 90° and 270° only	✓	✓	✓
<b>Sheets</b>			
• Renamed		✓	
• Auto formatted tables		✓	
• Hidden sheets, rows and columns		✓	
<b>Sheet Types</b>			
• Worksheet		✓	
<b>Other Text Specifications</b>			
• Extended ANSI characters (except Macintosh extended ANSI characters)	✓	✓	✓
• Extended ASCII characters	✓	✓	✓
• Unicode characters	✓	✓	✓
• Hyphens	✓		✓
• Manual kerning	✓		
• Column breaks	✓		
• Page breaks	✓		
• Section breaks (imported as Page Breaks)	✓		
• Index	✓		✓
• TOC entries (imported as regular text)	✓		
• AutoText (imported as regular text)	✓		
• Symbols	✓	✓	✓
• Tracked text (For import, note that the Track Changes checkbox must be selected in the Import Options dialog box)	✓		
• Inserted OLE objects (for supported data types)	✓		
• Drop caps	✓		✓
• Outlines (imported as regular text)	✓		✓

Supported Feature	Word & RTF Import	Excel Import	RTF Export
• Widow and orphan control (mapped using the Keep Together setting)	✓		✓
• Date and time	✓	✓	
• Bullets and numbers (imported as text)	✓		
• Captions (imported as text)	✓		
• Insert file (text in the inserted file will be included, but will not update if changes are made after importing)	✓		
• Anchored Objects (exported as text boxes in RTF)			✓
• Text boxes and Text frames (contents are imported as Anchored Objects)	✓		
• Text Wrap around Text Box, Text Frames and floating graphics.	✓		✓
• Hyperlinks	✓	✓	✓
• Word spacing and letter spacing attributes at the paragraph level	✓		✓
• Manual page breaks	✓		✓
• Footnotes	✓		✓
<b>Clipboard Support</b>			
• Cut/copy/paste plain text	✓	✓	✓
• Cut/copy/paste Rich Text Format (RTF) text*	✓	✓	✓
• Cut/copy/paste tables and table cells*	✓	✓	✓

\* Ensure that the 'All Information (Index Markers, Styles, Swatches, etc.)' option in the Clipboard Handling panel of the Preferences dialog is enabled to preserve formatting when pasting.

## FEATURES NOT SUPPORTED BY THE WORD AND RTF FILTERS

The following features are not supported by the Word and RTF filters:

- No mapping in InDesign for Table/List Styles created in Microsoft Word.
- Any number formats supported by Microsoft Word but not InDesign CS4 will have InDesign's default numbering style applied.
- Imported Bullets will have a Unicode value for the first character of a bulleted string with the remaining string being treated as text.
- Paragraph shading fill and patterns (style and color)
- Page borders
- Columns
- Headers and footers
- Endnote numbering formatting (imported as regular text at the end of the imported text)
- Table borders (formatting is preserved at cell level for visual similarity)
- Section styles
- Group properties
- HTML and OLE control objects in RTF files
- Hidden text (hidden text is not imported)
- Highlighting
- Document variables, comments and properties
- Bookmarks
- Drawing objects, other than Autoshapes with added text
- Annotation
- Bi-directional language support
- Form fields
- Page numbers
- Color in revision bars
- Objects from Equation Editor version 1.0 or 2.0 (imported as images)
- Macros
- Font kerning
- Document templates
- Word art (imported as images when importing RTF files)
- Word drawings
- Nested tables (for example, a table inside a table cell)
- File protection (password protected files are not imported)
- Hyperlinks applied to Autoshapes and Text Boxes
- Endnotes markers, these get converted to a default numbered sequence (e.g., 1,2, 3.)
- Numbering sequence with outline numbering, in which the numbering is restarted

In addition to these unsupported features, please note the following differences in formatting and styles after importing a Word document:

- Thick border lines in Word documents appear as thin border lines with wider spacing (as Word assigns line weights to double border lines differently).
- Graphics inserted in to Word documents from the Insert Object or Paste Special menu commands in Word will be imported if the particular graphics file format is supported. The graphics will appear at the original position in the imported document.
- Table cell inset values are different for docx & doc files on InDesign import.
- When multilevel bulleted lists from Word are imported into InDesign, the list and level boxes can be edited only by choosing the list type as numbers. Please note that upon import, the list and level bond is broken and an InDesign bullet character is applied for the first character of a bulleted string.

## **FEATURES NOT SUPPORTED BY THE EXCEL FILTER**

The following features are not supported by the Excel filter:

- Microsoft Excel 2007 tables styles
- Drag and Drop of Charts from Excel 2007 to InDesign
- Document properties
- Notes
- Excel drawings
- Objects
- Outlines
- Patterns
- File protection (password protected files are not imported)
- Named styles
- Split screens
- Freeze panes
- Center across selection
- Unwrapped text (text is imported as wrapped by default; unwrapped text imports as wrapped)
- Manual page breaks
- Horizontal fill
- Headers and footers
- Page numbers
- Inserted or Paste Special objects
- Macros
- Modules
- Dialogs
- Comments
- Text boxes
- Conditional formatting
- Shrink to fit

## **ADDITIONAL INFORMATION**

Additional information on general import issues and specific issues with applications or file formats not covered in this document are included in the ReadMe documents located in the InDesign CS4 and InCopy CS4 application folders.

For information on other issues with the software, visit the InDesign or InCopy Support section of the Adobe Web site at <http://www.adobe.com/support/products/indesign.html> for InDesign or <http://www.adobe.com/support/products/incopy.html> for InCopy.

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