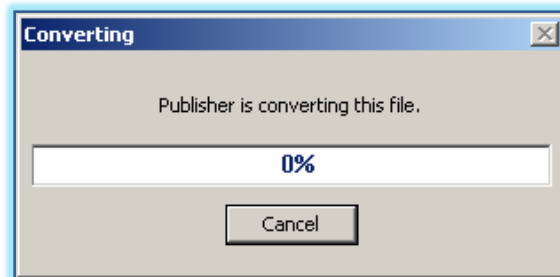


## IMPORTING/INSERTING TEXT FROM ANOTHER FILE

It is possible to save time when creating a Publisher publication by inserting a file that has already been created and stored from another program. It is also possible to import files from Lotus 1-2-3, Word for the Macintosh, and earlier versions of Word. Additionally, it is possible to insert text from other Publisher publications.

### Inserting Text from Another File

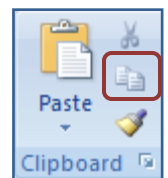
- ❖ Place the insertion point in the text frame where the file is to be inserted.
- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Click the **Text File** option from the list of choices.
- ❖ The **Insert Text** dialog box will appear.
- ❖ If necessary, click the **Files of Type** drop-down arrow.
- ❖ Select the format of the file in the dialog box.
- ❖ Click on the name of the file that is to be imported.
- ❖ Click **OK** to exit the dialog box.
- ❖ A message may appear saying Publisher is converting the file (see illustration below).



- ❖ If a specific file type filter was not installed, Publisher will prompt the person who is installing the program for the installation disk.

### Copying Text from a Windows-Based Program

- ❖ Open or switch to the program that contains the text.
- ❖ Open the file, and then highlight the text that is to be copied.
- ❖ Do one of the following:
  - Click the **Home Tab** and in the **Clipboard Group**, click the **Copy** button (see illustration at right).
  - Hold down the **Ctrl** key and press the letter **C**.
  - Right-click the mouse button and then choose **Copy**.
- ❖ Switch to the Publisher publication.
- ❖ To **Paste** text into an existing frame:
  - Click in the text or table frame where the text is to appear.
  - Right-click and choose **Paste** from the list of options.
- ❖ To paste text into a new text frame:
  - Click the page outside any objects
  - Right-click the page, and then click **Paste**.



**NOTE:** It is also possible to use **Ctrl + V** or the **Paste** button on the **Standard** toolbar to insert text from the clipboard into a publication.