

## **Adobe PageMaker 6.0 Filters Read Me**

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This document contains basic information on the following import options:

- Microsoft Word 6.0/7.0 for Windows
- Microsoft Excel 4.0-7.0 and Lotus 1-2-3 4.0/5.0
- WordPerfect 6.0/6.1
- Graphics file formats with special import options

### **MICROSOFT WORD 6.0 and 7.0 FOR WINDOWS FILTER**

This filter lets you import files from Word 6.0 for Macintosh and 6.0 or 7.0 for Windows into a PageMaker 6.0 (Windows) publication.

#### **USING THE FILTER**

To import a Word 6.0/7.0 file into PageMaker 6.0, select File > Place and choose a file.

PageMaker lists Word 6.0 and 7.0 files with the .DOC extension. If you want to import a Word file that has a different extension, select All Files in the List Files of Type: list box, then choose the file. PageMaker prompts you for the filter type.

The filter also lets you select various options for importing Word 6.0 and 7.0 files. To select the options, choose Place, then hold down the Shift key and double-click on a Word file. (Word files saved as templates are not supported by this filter.)

All options selected in the dialog box remain in effect until you change them or exit PageMaker.

Select options as follows:

#### **--Import TOC Entries From Outline**

When this option is checked, PageMaker constructs a Table of Contents based on the outline in the imported Word file. This option is selected by default.

#### **--Import Index Entry Fields**

When this option is selected, PageMaker constructs an index from index entries (up to 50 characters) in the imported Word file. This option is selected by default.

#### **--Importing Condensed/Expanded Spacing As**

When Set Width is selected, PageMaker applies the Set Width attribute to any appropriate text in the imported Word file that has the character-spacing attribute set to a non-default value. This option is selected by default.

When Kerning is selected, PageMaker applies manual kerning to text in the imported Word file that has the character-spacing attribute set to a non-default value.

When Tracking is selected, PageMaker applies an equivalent track setting to text in the imported Word file that has the character-spacing attribute set to a non-default value.

#### **--Import a Break Before Paragraph**

When this option and As Page Break Before are selected, PageMaker inserts a page break before paragraphs that have the Page Break Before attribute set in the Word file. This option is selected by default.

When this option and As Column Break Before are selected, PageMaker inserts a column break before paragraphs that have the Page Break Before attribute set in the Word file.

#### --Import Tables

When this option is selected and Marked Tables Only is deselected, PageMaker imports all the tables in the imported Word file.

When this option and Marked Tables Only are selected, PageMaker creates tables only from tables in the imported Word file that are marked. Though Word 6.0 and 7.0 do not support marked tables, the filter imports marked tables from a file created with a previous version of Word. This option is selected by default.

#### FEATURES IMPORTED FROM WORD

##### Fonts

- Size
- Leading
- Width
- Color
- Position
- Case

##### Type style

- Bold
- Italic
- Underline
- Word underline (imported as Underline each)
- Special underline (imported as Underline)
- Reverse
- Strikethrough

##### Type options

- Character spacing
- Super/subscript size
- Superscript position
- Subscript position

##### Paragraph specifications

- Left indents
- First indents
- Right indents
- Hanging indents (imported as Left + First)
- Nested (imported as single indent of appropriate size)
- Paragraph space before and after

##### Alignment

- Left
- Right
- Center
- Justify

##### Options

- Keep lines together
- Column break before
- Page break before
- Include in table of contents
- Keep with next

#### Line Rules

- Spacing
- Color
- Width
- Indent
- Style

#### Paragraph style

- Name
- Based on
- Next
- Custom
- Tab specifications

#### Tab attributes

- Left
- Right
- Center
- Decimal
- Period leader
- Hyphen leader
- Underscore leader
- Tab stops

#### Other text specifications

- Extended ANSI characters (except Macintosh extended ANSI characters)
- Extended ASCII characters
- Hyphens
- Manual kerning
- Column breaks
- Page breaks
- Index
- TOC entries (imported as Include in)
- Footnotes (imported as endnotes)
- Outlines (imported as regular text)
- Tables (imported as tab-delimited text)
- Date and time
- Bullets and numbers

#### FEATURES NOT IMPORTED FROM WORD

- Shading, foreground colors, and background colors
- Left and right borders
- Hyphenation attributes at the paragraph level
- Word spacing and letter spacing attributes at the paragraph level
- Color in revision bars
- Drop caps
- Word 6.0 Graphics (created with the drawing commands)
- Table borders
- Repeated row headings on multiple pages
- Objects from Equation Editor 1.0 or 2.0
- OLE 2 objects
- Macros
- Widow/orphan protection
- Hidden text
- Kerning for fonts
- File templates

- Bullets and numbering specified by Word's Bullets and Numbering command or Bullets and Numbering buttons
- Borders above and below table rows

#### Notes

In addition to features not imported, please note the following differences in formatting and styles after importing a Word file:

- Because Word and PageMaker assign line weights to double border lines differently, thick border lines in Word documents appear as thin border lines with wider spacing in PageMaker.
- Character styles are not imported as styles, but any attributes in a character style in Word 6.0 text are applied to the imported text in PageMaker.
- Paragraph attributes are applied to all imported table cells for a particular table. Because PageMaker does not treat individual table cells as paragraphs, paragraph attributes are not applied to individual imported cells.
- Table of Contents entries generated by the "Insert Field..." command are not imported. However, Table of Contents entries generated by applying one of the Table of Contents styles are imported.
- Footnotes beginning with numbers other than 1 default to the number 1 when imported into PageMaker.

### **MICROSOFT EXCEL 5.0/7.0 and LOTUS 1-2-3 3.0-5.0 FILTER**

This filter lets you import files from Excel 4.0 and 5.0 for Macintosh, Excel 4.0-7.0 for Windows, and Lotus 1-2-3 3.0- 5.0 for Windows into a PageMaker 6.0 (Windows) publication.

#### USING THE FILTER

Before you import an Excel file, it is recommended that you apply the AutoFit Selection to all cells; otherwise, some data may not be imported correctly.

To import an Excel or Lotus 1-2-3 file into PageMaker 6.0, select File > Place and choose a file. PageMaker lists Excel files with the .XLS extension and Lotus 1-2-3 files with the .WK3 and .WK4 extensions. If you want to import an Excel or Lotus 1-2-3 file that has a different extension, select All Files in the List Files of Type: list box, then choose the file. PageMaker prompts you for the filter type.

After you choose a file, a dialog box appears that lets you choose various options:

The dialog box lets you import a specific sheet from the selected file, and lets you specify the sheet's cell range and tab override (tab alignment). The default cell range and tab alignment are those of the data in the entire selected sheet. For both Excel and Lotus files, specify a cell range with the format A1:Z12 (for example). If you choose Decimal as the tab alignment, you can also choose the number of decimal places (the default is 3).

You can also choose to apply the selected sheet's default style to the imported file by checking Apply Default Spreadsheet Style. If you want to truncate data at each cell's boundary, check Truncate at Cell Boundary.

Features imported from Excel:

#### Data Types

- Text
- Date
- Time
- Numbers
- Formulas

#### Horizontal alignments

- General

- Left
- Center
- Right

Orientation

- Horizontal

Font

- Font (Arial, Times, etc.)
- Font Style (regular, bold, etc.)
- Size
- Underline
- Strikethrough
- Color

Data

- Sorted
- AutoFilter
- Advanced Filter
- Forms
- Subtotals
- Pivot Tables
- Tables
- Group
- Outline

Number Format Codes

- Custom
- Built in

Row Formatting

- Height (imported as PageMaker leading)
- AutoFit

Column Formatting

- Width
- AutoFit Selection
- Standard Width

Sheet

- Renamed
- AutoFormatted tables

Sheet types

- Worksheet

Features not imported from Excel:

- Notes
- Excel drawings
- Pictures
- Objects
- Charts
- Justified text
- Vertical text
- Outlines
- Patterns

- Vertical alignments
- Protections
- Locked/Unlocked cells
- Hidden text
- Named Styles
- Split screens
- Freeze panes
- Center across selection
- Wrap Text
- Subscripts
- Superscripts
- Page breaks
- Horizontal fill

In addition, the following features are not imported from Excel:

- Macros
- Modules
- Dialogs

Features imported from Lotus 1-2-3:

- Data
- Numbers
- Text
- Query Tables

Horizontal Alignment

- General
- Left
- Right

Orientation

- Horizontal

Font

- Typeface
- Size
- Normal
- Bold
- Italic
- Single underline (single)
- Double underline (imported as single)
- Thick underline (imported as single)
- Color

Number Formats

- Fixed
- Automatic
- Scientific
- Comma
- Currency
- General
- +/-
- Percent
- Text
- Label

#### Other Formating options

- Column width
- Row height

#### Sheet formatting

- Named Ranges
- Named Worksheets

#### Features not imported from Lotus 1-2-3

- Charts
- Draw objects
- Objects
- Vertical text
- Custom text
- Borders/Lines/Patterns
- Background color
- Designer Frames
- Named Styles
- Style templates
- Protections
- Range Versions
- Word wrap Across columns
- Vertical Alignment
- Evenly Spaced text

### **WORDPERFECT 6.1 FILTER**

This filter lets you import files from WordPerfect 6.0 for DOS and WordPerfect 6.0 and 6.1 for Windows into a PageMaker 6.0 (Windows) publication.

#### USING THE FILTER

To import a WordPerfect file into PageMaker 6.0, select File > Place and choose a WordPerfect file. PageMaker lists WordPerfect files with the .WP6 or .WPD extension. If you want to import a WordPerfect file that has a different extension, select All Files in the List Files of Type: list box, then choose the file. PageMaker prompts you for the filter type.

#### IMPORTED FEATURES

- Automatic kerning (on or off)
- Bullets
- Cases
- Colored text or rules
- Font size (up to 650pts)
- Font formats (see note below in the "Fonts and Styles" section)
- Footnotes and End Notes (see note below in the "Formatting" section)
- Hanging indents (if created with WordPerfect's hanging indent option)
- Hypertext links (imported as colored text)
- Hyphenation (on or off)
- Hyphenation zone (only left zone is imported)
- Indents
- Index codes (see note below in the "Indexes" section)
- Insert date (imported as text)
- Insert filename (imported as text)
- Insert path and filename (imported as text)
- Insert counter (imported as text)
- Justification

- Language formatting (with the exception of English-Australia and Croatian)
- Letter spacing (see note below in the "Formatting" section)
- Margins
- Outlines
- Paragraph styles
- Paragraph spacing
- QuickFormat (imported as text)
- Styles (see note below in the "Fonts and Styles" section)
- Tables (see notes below in the "Tables" section)
- Tabs (see note below in the "Tabs" section)
- Table of Contents codes (see note below in the "Formatting" section)
- Text box (text only)
- Underline (special underlining is not imported)
- Strikethru
- Subscript
- Superscript
- Word spacing

## FEATURES AND FILES NOT IMPORTED

### Features

- Barcodes
- Bookmarks
- Diamond, square, and triangle WordPerfect bullets
- Charts
- Comments
- Cross-reference codes. Index codes are imported.
- Dot leaders for indexes, lists, tables of authorities, and table of contents
- Draw objects
- Drop caps
- Equations
- Figures
- Graphics
- Headers and Footers
- Inline graphics
- Kerning
- Named character styles
- Overstrike text
- Page and column breaks
- Right hyphenation zones
- Shading
- Sound
- Table of authorities entries
- Text Art
- Text created with WordPerfect Fonts/Character sets (Arabic, Cyrillic, Greek, Hebrew, Japanese, Multinational, Phonetic)
- Watermarks

### Files

- Files saved in "WordPerfect 6 Export" format from Macintosh WordPerfect 3.0 or 3.1
- Password-protected WordPerfect files

## NOTES

In addition to features not imported, please note the following differences in formatting and styles after importing a WordPerfect file.



## Tabs

- Hard tabs set in WordPerfect are replaced by default tab settings for the line in which they occur.
- The filter imports only a single leader tab character per paragraph. If multiple leader tabs are used in the same paragraph, the leader character of the last leader tab in the paragraph replaces all other leader tab characters in the paragraph.
- The filter will not properly import tab values greater than 22.75", nor will indent values greater than 22.75" have the intended value. Any tab settings beyond the 40th tab on the ruler will be ignored.

## Fonts and Styles

- Font names in WordPerfect, which include the font family name plus type styles such as italic and bold, are imported as regular fonts in PageMaker, and the type style is then applied to the regular font. Because PageMaker does not recognize "Regular" as a type style, when the WordPerfect font type style is "Regular," the PageMaker PANOSE font substitution dialog box appears and requests a font substitution. You can eliminate the need for this substitution using PageMaker's Preferences dialog box as follows:

1. In the Preferences dialog box, choose Map Fonts.
2. In the PANOSE Font Matching dialog box, choose Exceptions.
3. In the PANOSE Font Matching Exceptions dialog box, choose Add.
4. In the Add Matching Exceptions dialog box, type the Missing Font name as Fontname Regular (for example, Arial Regular) then select or type the Substituted Font (for example, Arial).

- Nesting of character styles within paragraph styles can cause some paragraph style codes to be ignored if the nested character styles contain text, tabs, or indents.
- Only the paired styles at the beginnings of paragraphs are imported and added to the PageMaker style palette. The properties given to characters by open styles or paired styles inside paragraphs are imported, but the styles themselves are not.
- Formatting created by character styles within paragraphs is imported, but character styles themselves are not imported.

## Formatting

- Borders are only minimally supported by the filter. If a paragraph is boxed, PageMaker applies a top and bottom rule.
- The right edge of a story is based on the right margin of the first paragraph of the imported document, while the left edge adheres to the 1" left margin, the standard WordPerfect default setting.
- Hanging indents are imported if they are created with WordPerfect's hanging indent option.
- Some WordPerfect graphics characters that are similar to, but not identical with, ANSI characters are replaced with those ANSI characters when imported into PageMaker. WordPerfect characters that are not similar to any ANSI characters are imported as spaces.
- Double underlines are imported as single underlines. Outlined, shadowed, and red text is imported as normal text.
- Both footnotes and end notes are imported at the end of imported text. Footnotes and end notes are not differentiated. They both appear in the same list, in the order the reference codes appear in the text. Both import with number reference labels, even if letter references were specified in WordPerfect.
- Table of Contents codes import only if they appear at the start of a paragraph. WordPerfect supports five Table of Contents levels. PageMaker supports only one level and imports all five WordPerfect levels as PageMaker level one.
- Parallel columns are imported as linear text, in separate paragraphs.
- Letter spacing in WordPerfect set to any percentage other than 100% may not import at the correct percentage.

## Colors

- Color names are not saved within the WordPerfect 6 file, and therefore cannot be imported. Unique substitute names will be provided by the filter, and will take the form:

R<red value> G<green value> B<blue value>

An example would be: "R241 G45 B10", which is RGB color 241,45,10. You can change an RGB name to a descriptive name (such as "olive green") by using the Element > Define Colors command in PageMaker.

#### Tables

- Tables with cells that are joined or split will be imported with cells not properly aligned. Cell-level alignment and other cell-level formatting will not be imported.  
- Text that wraps in a WordPerfect table cell does not wrap when imported into PageMaker, where it appears on one line in the imported table cell.

#### Language

- Only one language per paragraph is imported.  
- Croatian imports as None instead of srpski-hrvatski.  
- English-Australia imports as Australian English instead of UK English.

#### Indexes

Text marked manually for indexing in WordPerfect imports to PageMaker with index markers. However, text indexed with a concordance file is not imported into PageMaker with index markers.

### **GRAPHICS FILE FORMATS**

Several kinds of files can be imported with special preference settings. This section lists the those formats, and explains the preference settings you can select.

To set a preference, press Shift while you double-click any of the following files or file formats in the Place dialog box:

- .CDR files from CorelDraw versions 3.0-5.0
- AutoCad DXF files
- .GEM files
- HPGL files (such as those saved from CorelDraw or AutoCad)
- Macintosh PICT graphics
- Lotus PIC graphics
- WordPerfect Graphics versions 1 and 2.

The options available in the filter dialog box are:

- Retain Gradients. When checked, a graphic imports with color gradients. Otherwise, a solid color is applied.
- Retain Background. When checked, a graphic imports with the background set by the application that created it. Otherwise, the graphic imports with a white opaque background.
- Emulate Line Style. When checked, a graphic imports with shapes that simulate the various line styles provided in the software that created the graphic. This slows down the import process.
- Import Colors lets you select one of 5 options for handling colors and grays in the graphic.

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