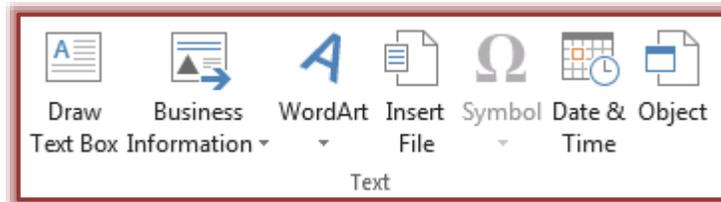


IMPORT/INSERT TEXT FROM ANOTHER FILE

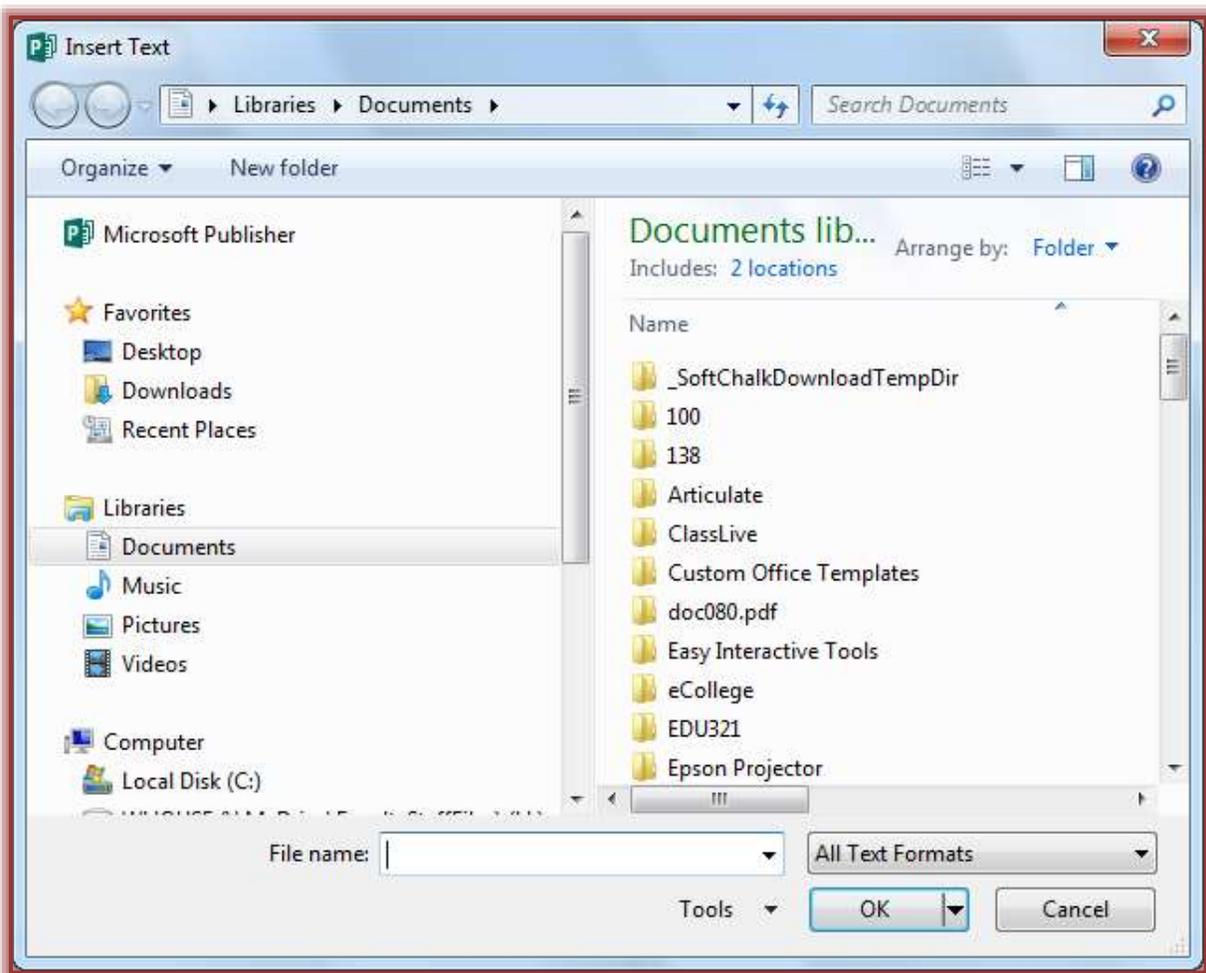
It is possible to save time when creating a Publisher publication by inserting a file that has already been created and stored from another program, such as Word or Excel. It is also possible to import files from Lotus 1-2-3, Word for the Macintosh, and earlier versions of Word. Additionally, it is possible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

Insert Text from Another File

- † Place the insertion point in the text frame where the file is to be inserted.
- † Click the **Insert Tab**.
- † In the **Text Group**, click the **Insert File** button (see illustration).



- † The **Insert Text** dialog box will appear.

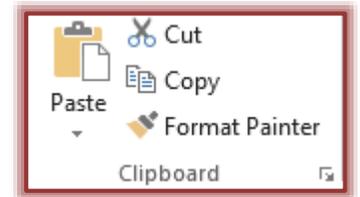


- † Locate the folder where the file is located.
- † Click on the name of the file that is to be imported.
- † Click **OK** to exit the dialog box.

- † A message may appear saying Publisher is converting the file.
- † If a specific file type filter was not installed, Publisher will prompt the person who is installing the program for the installation disk.

Copy 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 or click the **Paste** button in the **Clipboard Group** on the **Home Tab**.
- † To paste text into a new text frame:
 - ☆ Click the page outside any objects.
 - ☆ Right-click and choose **Paste** from the list of options or click the **Paste** button in the **Clipboard Group** on the **Home Tab**.



NOTE: It is also possible to use **Ctrl + V** to insert text from the clipboard into a publication.