

Creating a table from formatted text

You can create a table from formatted text by using **Table > Convert > Text to Table** on the Menu bar. The text to be converted must contain characters to indicate column separators. Paragraph marks indicate an end of a table row.

Tip

Unlike the creation of a table by other methods, conversion from text to table preserves the paragraph style and character style applied to the original text.

- 1) Start by editing the text, if necessary, to ensure the column separator character is where you want it. Select the text you want to convert and choose **Table > Convert > Text to Table** to open the dialog shown in Figure 299.
- 2) The *Separate text at* section has four options for the separator for the columns of text. Select **Other** to choose the default comma (useful if you are importing a .csv file) or type any character in the box.
The *Options* are the same as those in the Insert Table dialog (Figure 297).
- 3) Click **OK** to convert the text.

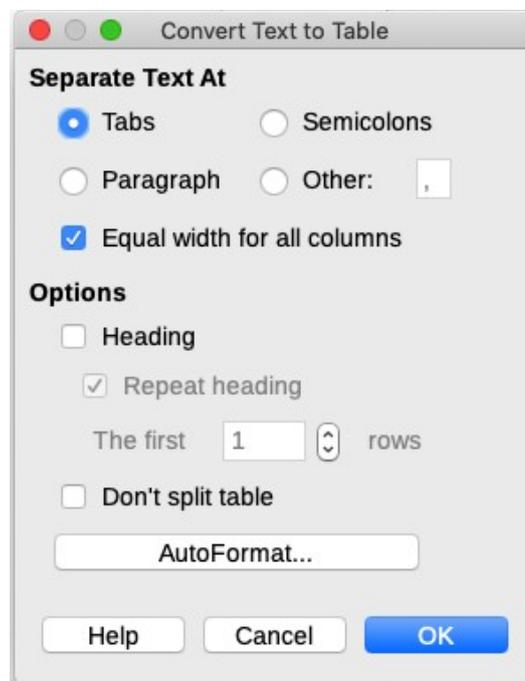


Figure 299: Dialog for text to table conversion

Example

In this example we will convert the following text into a table.

```
Row 1 Column 1; Row 1 Column 2; Row 1 Column 3
Row 2 Column 1; Row 2 Column 2; Row 2 Column 3
```

In this case, the separator between elements is a semicolon. Select the text and choose **Table > Convert > Text to Table**. We obtain the following result.

Row 1 Column 1	Row 1 Column 2	Row 1 Column 3
Row 2 Column 1	Row 2 Column 2	Row 2 Column 3