

IDUG Notes: 5-27-15

Microsoft Office and Adobe together at last!



Concatenate cells in Excel:

If you're working with lots of information from a database, do your heavy lifting in Excel. Concatenate is available from the formula-thingie at the top of the screen, but you can manually type it using

```
=CONCATENATE (A2; B2 )
```

Note: Open Office - use semi-colons between cell designations, Excel - use commas. If you want a space between the cells to be concatenated, include quote marks and a space between designations, like thus:

```
=CONCATENATE (A2;" ";B2 )
```

Concatenate:

```
(A4;"_";B4)
```

- This equals "Brad_Pitt"
- Drag Formula to apply to other cells

How to take a formula out (Paste Special)

- Data>Text to columns>Delimited>Any time you see a space
- Then Concatenate
- Type 1, 2 (Drag Down)
- Can be done by 5s as well
- Edit>Paste Special
- Gets rid of formulas
- Transpose (flips rows and columns)

Excel files with images in them:

Not the best idea. If you re-size your rows or columns, the images can get distorted. (Don't know if this the same across all versions of Excel. It doesn't work well in Open Office.)

Counter-intuitively, images work better in tables inside a Word (or Open Office-equivalent) document. The table cells resize themselves (which doesn't happen in Excel. Images are more or less floating on top of the Excel file.) Ginny Leigh brought up a good point that you can't sort a table in Word. However, I tried re-sorting information in an Excel database that had images in it. The information resorted, but the images didn't (using Open Office. Don't know if it works in Excel.) If you have to have images in your database, then don't re-sort any of your information. Or use a Digital Asset Manager.

Microsoft Excel is one of the biggest boons to humanity and business since the creation of economic thought and those visors that accountants wear under harsh light.



Importing Excel files into InDesign:

You can place Excel files as easily as placing an image file or a Word document. Decide beforehand whether you want to have the document linked to your InDesign file or not.

Linked document = whoever updates the Excel file will override any changes you make to it in InDesign when you update it. This option found in Preferences -> File Handling -> Create Links When Placing Text and Spreadsheet Files.

Images inside a spreadsheet (or Word file) that is imported into InDesign are brought in as embedded images. When importing excel docs into InDesign: show Import Options. You can choose to import as formatted/unformatted table

If using database (table) with images use MS Word

- **Note:** Excel doesn't update auto-size with row height
- Images become embedded images

My real-world example:

My workplace has a Google Calendar of upcoming events. It helps to have this printed out so we can stand around, looking at it with pen in hand, circling stuff and making notes. (Interesting fact: As it turns out, scientists have done studies and people remember what they've taken notes about when they do it with pen and paper instead of typing on a laptop. Heard this on NPR recently. Also, my coworkers hate looking at things on a computer, which I sympathize with.)

To go from Google Calendar to beautifully formatted print-out:

- Install Mozilla Thunderbird with the Sunbird (calendar) add-on. (It's free. Outlook may work fine for this, but I haven't tested it.)
- Point Sunbird at your Google Calendar. It will take some time to sync. After it syncs, you can export your calendar as a .csv file.
- Place your .csv file into InDesign. Make it pretty in InDesign.

In CS5.5, I find that I have to update my existing (linked) Excel file rather than link a new file to my InDesign document, or else it crashes. In CC14, I don't have this problem. Don't know if it's a computer problem or InDesign problem.

DocsFlow:

There's a fantastic plugin for InDesign called [DocsFlow](#) that allows you to place a Google Doc into an InDesign document. The Google Doc user(s) can make changes while you're working on the formatting in InDesign. If you and the Google Doc user make changes to the same information, you're informed in the Notes panel as to which version of the information you want to use.

Free version works with Google Docs, paid version also includes Google Spreadsheet use.

Extracting original high-res images from Office docs

This works with any type of office X document (xlsx, docx, pptx, etc.). File resolution decreases if you cut and paste from ppt, but from .zip you get the original file size and resolution.

- Change Powerpoint file name to .zip
- Uzip the file
- Makes complex folder of file types
- “media” folder has original high, resolution images
- Raw data from charts as Excel files

How to get charts from Excel

- File>Print>Adobe PDF, then open in illustrator, OR
- Copy Paste data

Making charts in Illustrator

- For typing the year to escape data, add quotations “2014”
- Right-Click on Chart “Type”
- Copy layer. Name “Live Data”
 - Ungroup copy (destroys live data)
- Object > Graph > Design > New > Rename
 - Graph Column make column look like
- New Brush from two rectangle shapes overlayed
 - Save as brush with proportional percentage
 - Apply brush to strokes of circles or other shapes

Charting Font: FF Chartwell

- Take just data and copy into text box
- Add + between digits
- Open Type > Denominator
- Edit > Edit in Story editor
- Add +p or +a to make donut chart



Good Word Cloud Website

JasonDavies.com

This website lets you choose how your chart is generated, and decide angles of the words. You can download an SVG, which you can then open in Illustrator.

- Type > Find Font
 - Change to font you're using
 - Edit > Edit colors (Colors must be in swatch panel)

Word to PDF Consideration

How to fix RGB black in PDFs made from Office Documents

- In Acrobat: Tools > Convert Colors > Preserve Black
- If fonts print fuzzy, that's because the PDF is RGB (with 4-color blacks)

Word to Powerpoint

- In Acrobat: File > Save as Powerpoint Presentation

Plugins:

- **AutoSavior by Astute Graphics:** is autosave for Illustrator
- **Frame Reporter by Rorohiko:** Displays little non-printing tags on your Indesign frames, showing file name, file path, resolution, word count, character count, etc).
- **ID2Office:** Converts an InDesign Document to an Office doc (works with Powerpoint, word, and keynote)

