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System Requirements

JMP 12 or higher is required to use the Word Import Tool.

Both Windows and Mac operating systems are supported.
Launch Window
To launch the add-in, click Add-Ins > Word Import Tool

The Word Import Tool’s launch window allows you to start the process for importing text, tables, images, or get a summary of your document.
Import Text

NOTE: The term "document" is used to refer to a collection of words within a row in a data table and the term “Word document” refers to a ‘.docx’ file.

Define What is Considered a Document
To import text from a Word document, first decide what you consider a document. For the Word Import Tool’s Import Text option, you can define a document to be considered an entire Word document’s text, a single page, or a paragraph from the Word document. Text within cells of a table or text boxes will be treated as separate paragraphs.

Choose your document type from the list of options on the launch window before clicking the “Import Text” button.

Result
After selecting your file(s) to be imported, a new data table will be opened with one row per Word document.
Import Tables

What is Imported?

The Import Tables option will look for tables embedded in your Word document(s) and allows you to import each of them as a JMP Data Table.

For example, below is a snippet from what is contained within an example Word document.

<table>
<thead>
<tr>
<th>name</th>
<th>age</th>
<th>sex</th>
<th>height</th>
<th>weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>KATIE</td>
<td>12</td>
<td>F</td>
<td>59</td>
<td>95</td>
</tr>
<tr>
<td>LOUISE</td>
<td>12</td>
<td>F</td>
<td>61</td>
<td>123</td>
</tr>
<tr>
<td>JANE</td>
<td>12</td>
<td>F</td>
<td>55</td>
<td>74</td>
</tr>
<tr>
<td>JACLYN</td>
<td>12</td>
<td>F</td>
<td>66</td>
<td>145</td>
</tr>
</tbody>
</table>

After all tables have been found, a preview window is shown with best guess options applied.
Tables List
On the left, you can select a table to preview. These tables are grouped by Word document and ordered by how they appear in the document.

When a selected table has focus (shown by a black outline), you can use the UP and DOWN arrow keys to cycle through each of the tables.

Data Preview
Below is what an imported table will look like in the data preview mode. The first 20 rows of the data will be displayed along with the column names and data type.

<table>
<thead>
<tr>
<th>name</th>
<th>age</th>
<th>sex</th>
<th>height</th>
<th>weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>KATIE</td>
<td>12</td>
<td>F</td>
<td>59</td>
<td>95</td>
</tr>
<tr>
<td>LOUISE</td>
<td>12</td>
<td>F</td>
<td>61</td>
<td>123</td>
</tr>
<tr>
<td>JANE</td>
<td>12</td>
<td>F</td>
<td>55</td>
<td>74</td>
</tr>
<tr>
<td>JACLYN</td>
<td>12</td>
<td>F</td>
<td>66</td>
<td>145</td>
</tr>
<tr>
<td>LILLIE</td>
<td>12</td>
<td>F</td>
<td>52</td>
<td>64</td>
</tr>
<tr>
<td>TIM</td>
<td>12</td>
<td>M</td>
<td>60</td>
<td>84</td>
</tr>
<tr>
<td>JAMES</td>
<td>12</td>
<td>M</td>
<td>61</td>
<td>128</td>
</tr>
<tr>
<td>ROBERT</td>
<td>12</td>
<td>M</td>
<td>51</td>
<td>79</td>
</tr>
<tr>
<td>BARBARA</td>
<td>13</td>
<td>F</td>
<td>60</td>
<td>112</td>
</tr>
<tr>
<td>ALICE</td>
<td>13</td>
<td>F</td>
<td>61</td>
<td>107</td>
</tr>
<tr>
<td>SUSAN</td>
<td>13</td>
<td>F</td>
<td>56</td>
<td>67</td>
</tr>
<tr>
<td>JOHN</td>
<td>13</td>
<td>M</td>
<td>65</td>
<td>98</td>
</tr>
<tr>
<td>JOE</td>
<td>13</td>
<td>M</td>
<td>63</td>
<td>105</td>
</tr>
<tr>
<td>MICHAEL</td>
<td>13</td>
<td>M</td>
<td>58</td>
<td>95</td>
</tr>
<tr>
<td>DAVID</td>
<td>13</td>
<td>M</td>
<td>59</td>
<td>79</td>
</tr>
<tr>
<td>JUDY</td>
<td>14</td>
<td>F</td>
<td>61</td>
<td>81</td>
</tr>
<tr>
<td>ELIZABETH</td>
<td>14</td>
<td>F</td>
<td>62</td>
<td>91</td>
</tr>
<tr>
<td>LESLIE</td>
<td>14</td>
<td>F</td>
<td>65</td>
<td>142</td>
</tr>
<tr>
<td>CAROL</td>
<td>14</td>
<td>F</td>
<td>63</td>
<td>84</td>
</tr>
</tbody>
</table>

Rows Shown: 20 / 41
Best Guess Data Type
If the first row contains all numeric values or any character string longer than 50 characters, the add-in will guess that the table does not have column headers. Otherwise, it is guessed that column headers are in row 1.

Below is a table showing how data types are determined for each table.

<table>
<thead>
<tr>
<th></th>
<th>First Row is Character</th>
<th>First Row is Numeric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Row is Character</td>
<td>Character</td>
<td>Character</td>
</tr>
<tr>
<td>Second Row is Numeric</td>
<td>Numeric</td>
<td>Numeric</td>
</tr>
</tbody>
</table>

Setting Data Type or Excluding Columns
If the add-in’s best guess did not get the data type correct, you can change it by clicking the icon to the left of the column name. Clicking this icon will cycle through the data type options (and an excluded option). Excluding a column will cause it to not be in the imported table.

Please note that any characters located within a numeric column will not appear as missing until imported as a data table.

Below is a screenshot showing the different icons you can click to change the data type, or exclude a column.

![Settings](Image)

Settings
You can specify whether a table contains column headers or not in row 1.
Miscellaneous
There are two items to know about how certain scenarios are handled.

- Values in merged cells are repeated across all merged cells.
- If a table is located within another table, the nested table cannot be imported and the text within the table will be included in the top parent’s cell value.

Import Images
To import images from a Word document, click the “Import Images” button on the launch window. You can select multiple files or just a single Word document.

Below is the table that is generated by the add-in when importing images from this User’s Guide document.

Note: The ‘Title’ and ‘Description’ columns are grabbed from an image’s Alt Text properties within Microsoft Word. Below is an example table that included an image with Alt Text.
Document Summary

To get a summary of a group of Word documents, click the “Document Summary” button on add-in’s the launch window.

The summary table includes various pieces of information about each document. This information comes from OS level file properties as well as Microsoft Word specific properties.

Below is a list of all columns created in the output data table.

- Filename
- FileSize
- CreateDate
- ModDate
- Creator
- LastModifiedBy
- PageCount
- WordCount
- CharacterCount
- CharacterCountWithSpaces
- LineCount
- ParagraphCount
- TableCount
- ImageCount
- Application
- Template
- Company
- Title
- Subject
- Keywords
- Description
- Revision
- LastPrinted

Below is a portion of a document summary table for two Word documents.

<table>
<thead>
<tr>
<th>Filename</th>
<th>FileSize</th>
<th>CreateDate</th>
<th>ModDate</th>
<th>Creator</th>
<th>LastModifiedBy</th>
<th>PageCount</th>
<th>WordCount</th>
<th>CharacterCount</th>
<th>CharacterCountWithSpaces</th>
<th>LineCount</th>
<th>ParagraphCount</th>
</tr>
</thead>
</table>