

Creating a Table from Existing Text

The *Convert Text to Table* feature allows you to create a table from existing text. You specify how columns are defined based on separators (i.e., recurring symbols or breaks) in your text. For example, if strings of text were separated by commas, each such string would be converted into a separate column. Paragraphs generally indicate rows.

EXAMPLE: Text strings separated by commas

Doe,Robin,1234·Main·St.,Anytown,WI,55555¶
Doe,Chris,4321·High·St.,Mytown,WI,44444¶

EXAMPLE: Above text converted to a table

Doe	Robin	1234 Main St.	Anytown	WI	55555
Doe	Chris	4321 High St.	Mytown	WI	44444

To create a table from existing text:

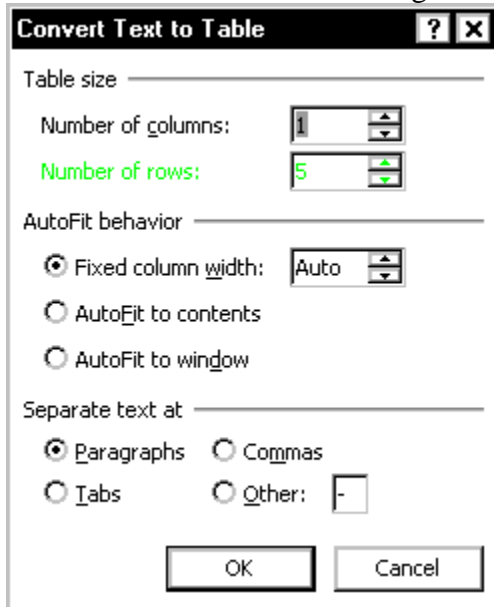
1. Select the text to be converted to a table



Table

2. From the *Insert* tab, in the *Tables* group, click **TABLE** ▾ » select *Convert Text to Table...*

The *Convert Text to Table* dialog box appears.



3. Under *Separate text at*, select where you want Word to divide, your text into table cells
EXAMPLES:

If you select *Paragraphs*, the text between each paragraph break will be given its own row in a single column table.

If you select *Tabs*, the text between each tab will be given its own column.

If you select *Commas*, the text between each comma will be given its own column.

If you select *other*, and type a particular symbol in the corresponding box, the text between each instance of that symbol will be given its own column.

NOTE: As you change the *Separate text at* setting, you will see the *Table size* settings change. This occurs because the table specifications are changing.

4. Under *Table size*, review the number of columns

NOTES:

Since Word automatically updates the *Table Size* based on your *Separate text at* selection, you will want to double-check the number of columns and see if it is correct for your table. If it appears incorrect, return to your text and review the placement and occurrences of the separators.

The number of rows is automatically determined by the selected text and *Separate text at* setting. This setting is grayed out and cannot be changed.

5. Click **OK**
the selected text is converted to a table.
6. OPTIONAL: Adjust the table's appearance to your project's specifications
HINT: For more information working with tables, refer to Table Options or Resizing Table Elements.