Threaded Text Frames

Text in a frame can be independent of other frames (text boxes), or it can flow between connected frames. To make the text flow between connected frames, you need to connect those up. Connected frames can be on the same page, or another page of the same document. The process of connecting or linking up frames to flow text in is called ***Threading Text.***

It is also referred to as linking text frames or linking text boxes.

Each frame contains one '**IN**' and one '**OUT**' port, which you can use to connect to other text boxes.
If you see an empty 'in' or 'out'-port, this means generally the beginning/end of a story.
An arrow in a port means that the frame is linked to another frame.

A red 'plus' sign in an out-port indicates that there is more text than fits in the box. This is called 'overset text'.
·   You can click the red plus sign (+) (means Overset Text) to re-load the remainder of the text into your clipboard. (First activate the Selection Tool/ Black arrow, then click the red plus sign.)
·   Then, click inside a new text frame place the text again.

Placing Text
·   Select the frame/text box you want the text to be placed in
·   Go >File >Place (Select a Rich Text Format or Word file)
·   Click on the frame you choose to place the text in. (If you previously selected a text box, the text will be automatically placed.
If you didn't create text boxes before you placed, you can use the Flowing commands described **

Linked or Embedded text files

By default, placed text in Indesign is not linked to the original text file.

When updating a linked file, any editing/formatting of this file in Indesign will be lost. When updating a file, the linked Rich Text file inside Indesign is not automatically updated for this reason.

To be able to see placed text files in the Links Panel, tick the 'Create Links' option before placing text /spreadsheet in the File Handling preferences.   Go: >Indesign >Preferences >File Handling Preferences >'Create Links'
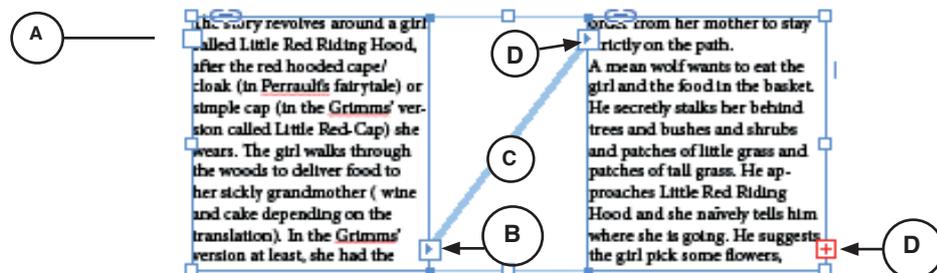
Threaded frames
A. In-port at beginning of story **B**. Out-port indicating thread to next frame
C. Text thread **D.** In-port indicating thread from previous frame **E.** Out-port indicating overset text

Choose View > Extras > Show Text Threads to see the threaded frames.
You can thread text frames whether or not they contain text.

File:_____   Date: 00/00/00

Adding Frames to the Thread

1. Use the Selection Tool (Black Arrow) to select a frame
2. Click the in- or out-port of the Text Frame, then hover over the new Text Frame you want to link to. (This should change your cursor, to a link icon (Fig 1.)as soon as you hover over the other Text frame)
3. Click to create the thread.
4. If you do not have another text frame to link to yet, (You will see a 'Loaded Text Icon' now - Fig 2.) Click where you would like a new Text Frame to appear, this will create a new Text Frame, which is threaded to your previous Text Frame.

Deleting Frames from a Thread

When you delete a text frame that is part of a thread, no text is deleted: it is overset or it flows into the next frame in succession.
If the text frame isn't connected to any other frame, the frame and text are deleted.

Two ways of deleting a frame;

1. To select a frame, Click the frame with the Selection Tool (Black Arrow), then press Backspace or Delete.
2. Using the Type tool, hold down Command, and then click the frame, then press Backspace or Delete.

Unlink Threaded Frames

•   Use the Selection Tool, Double-click on an in- or out-port to break the link. Or, alternatively, first click either the in- or out-port of the frames you want to un-link, then a second click inside one of the frame you want to un-thread. (Fig 3.)

| ! | When you un-thread text frames, you break the connection between the linked Text frames. Any text previously flowing will be stopped where you break the Thread. The extra text will become 'Overset Text'. A red plus will then appear in the out-port.
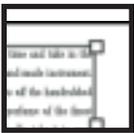

Fig 1.

Link Icon
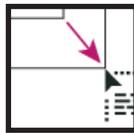
Fig 2.

Loaded Text Icon

Fig 3.

Un-thread Icon