Using Tables in Publications

InDesign provides a TABLES tool that allows you to insert professional and detailed tables into documents. If you have used the tables features of Microsoft Word before, you will find the InDesign tables feature as easy to use, but with many more functions. You can also insert fully formatted Word and Excel tables into InDesign and have full editing control over them.

To illustrate the use of tables in InDesign, an advertising document for a new car has been prepared for you. Your task will be to add two tables to the document.

Loading the Sample File

1	Load Adobe InDesign or close the current document.

2	Display the FILE menu and select OPEN or click on the OPEN button in the WELCOME SCREEN.

3	Access the IDcs6 SUPPORT FILES, open the CHAPTER 9 folder and load the CHAPTER 9 file.

4	The file provides details about a new car that has just been released.

5	Use SAVE AS from the FILE menu to save the file in your STORAGE folder under the name:
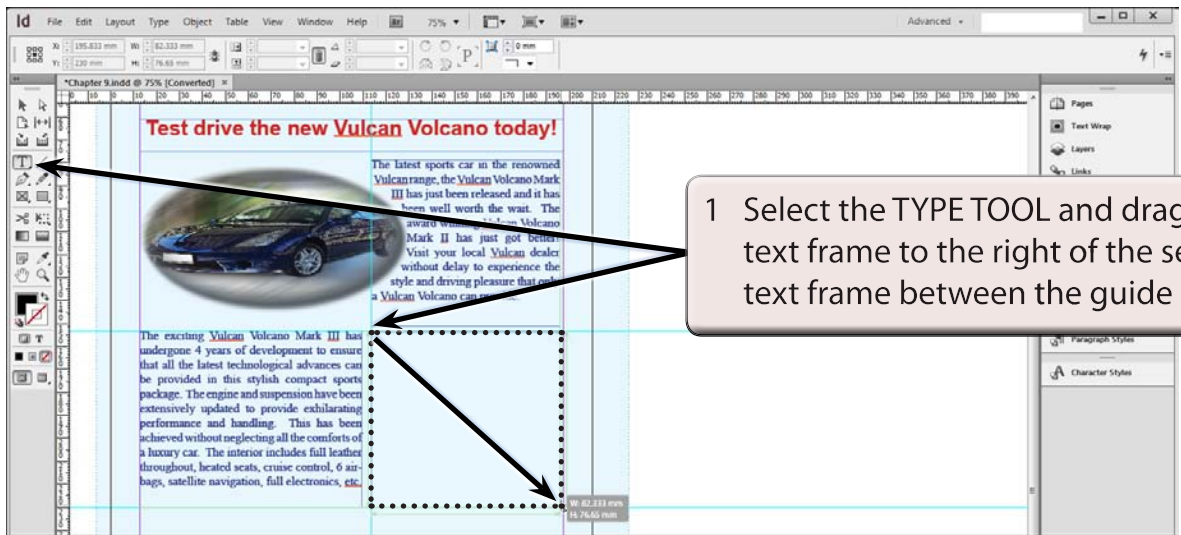
<div align="center">Chapter 9 Tables</div>

6	Check that the screen is set to the ADVANCED workspace.
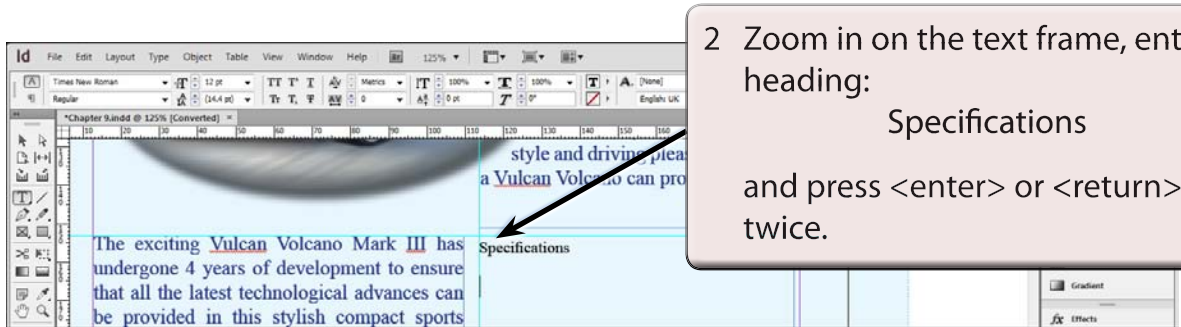
Inserting a Table

Let's place a table to the right of the second text frame to display the specifications of the car.

### A	Setting the Table Frame

Tables are text orientated so the TYPE TOOL needs to be used when working with tables and those tables are placed in text frames. You can, however, include graphics in table cells when needed.

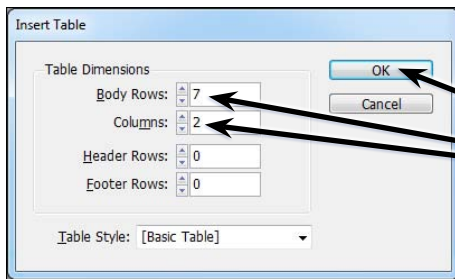1 Select the TYPE TOOL and drag a text frame to the right of the second text frame between the guide lines.

2 Zoom in on the text frame, enter the heading:

       Specifications
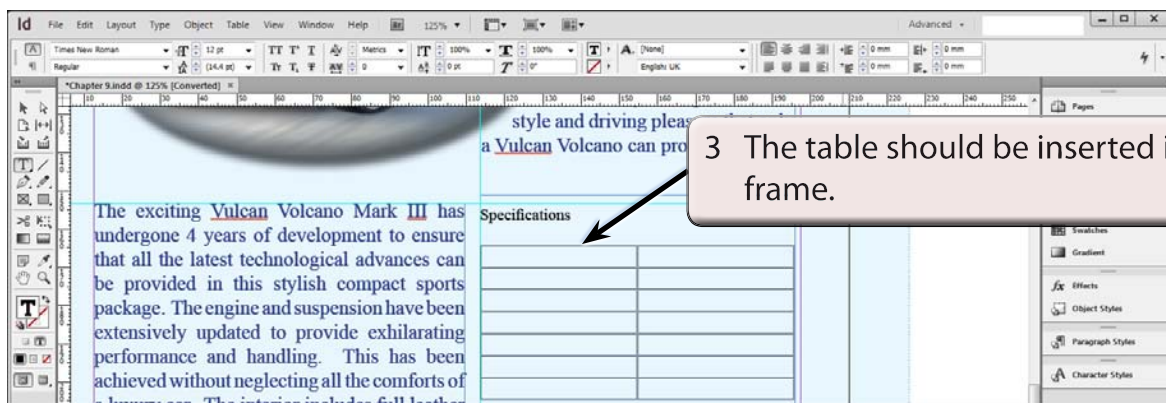
and press <enter> or <return> twice.

B Setting the Table

A table with 7 rows and 2 columns will be required.

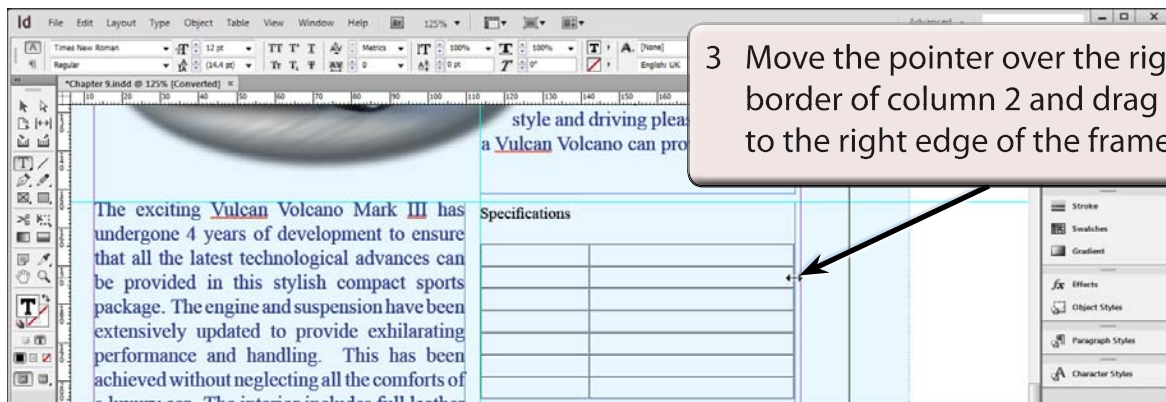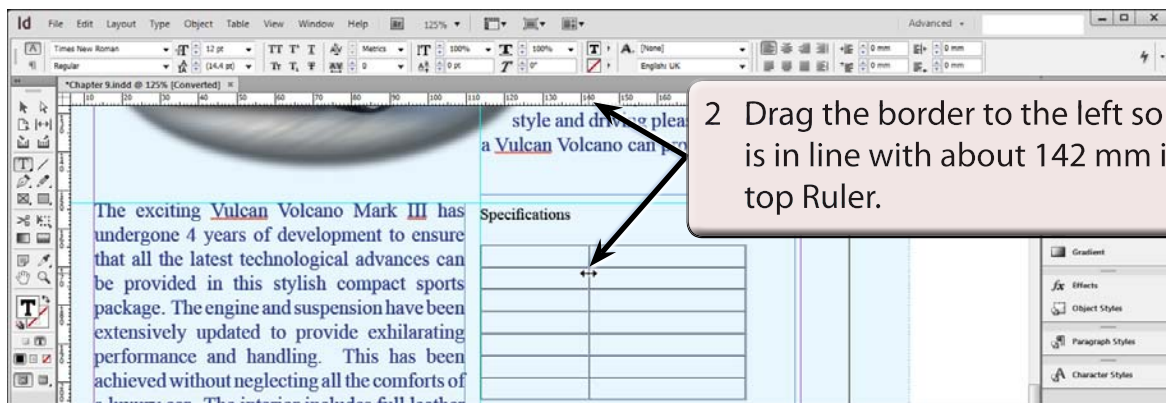1   Display the TABLE menu and select INSERT TABLE.

2 Set the BODY ROWS to 7, the COLUMNS to 2 and select OK.

3 The table should be inserted in the frame.

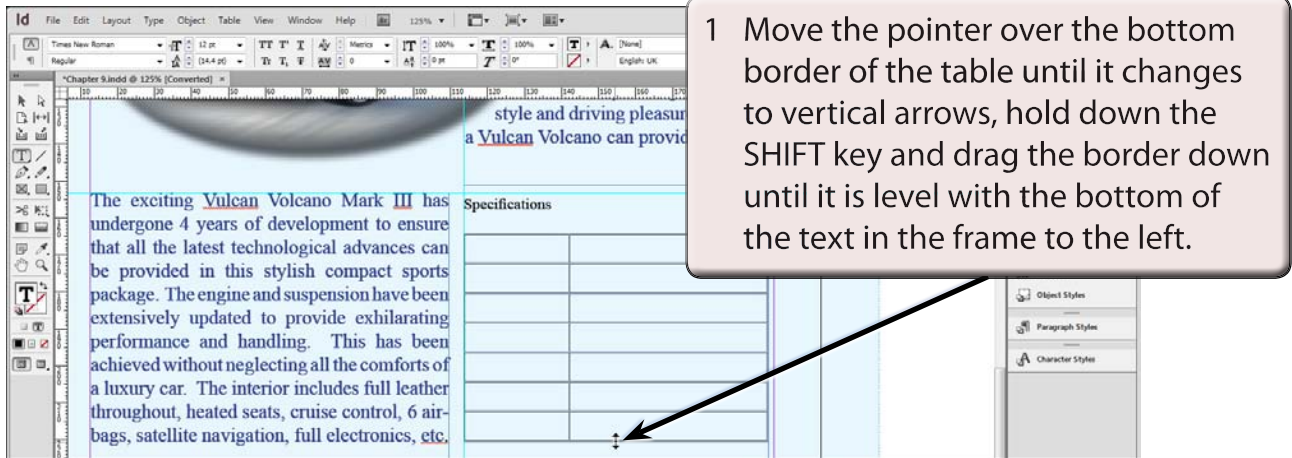## C   Adjusting the Column Width

The second column will need to be wider than the first.

1   Move the pointer over the border between the two columns until the pointer changes to horizontal arrows.
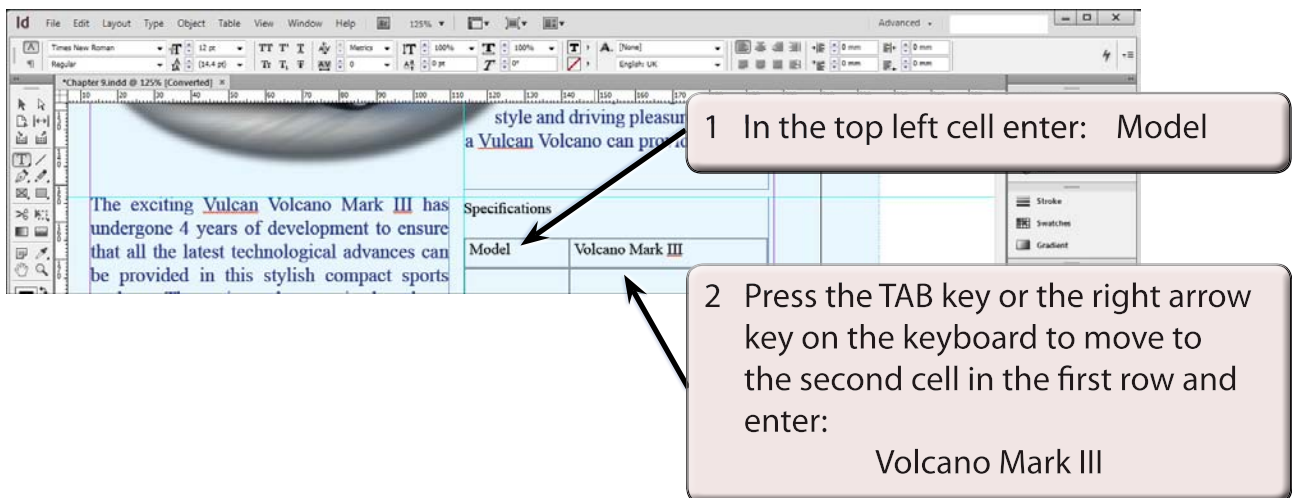

2 Drag the border to the left so that it is in line with about 142 mm in the top Ruler.

3 Move the pointer over the right border of column 2 and drag it back to the right edge of the frame.

D   Changing the Row Heights

Each row can have its height changed individually or all the rows can be changed proportionally using the SHIFT key.

1   Move the pointer over the bottom border of the table until it changes to vertical arrows, hold down the SHIFT key and drag the border down until it is level with the bottom of the text in the frame to the left.

2   The SHIFT key causes all the rows to be equally increased in height.

Completing the Table

Text can now be added to the table and formatted.

1   In the top left cell enter: Model

2   Press the TAB key or the right arrow key on the keyboard to move to the second cell in the first row and enter:
            Volcano Mark III

NOTE: You can use the TAB key, the arrow keys on the keyboard or the mouse to move around the cells in a table.