

Using Tables in Publications

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

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 START SCREEN.
- 3 Access the IDcs3 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 Save the file in your STORAGE folder under the name:

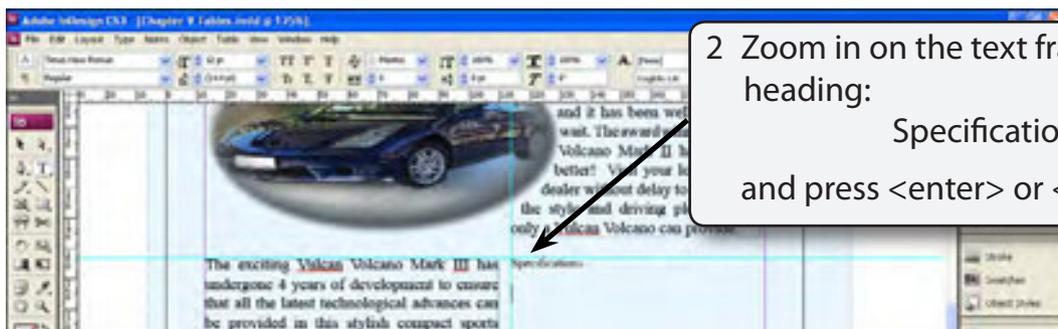
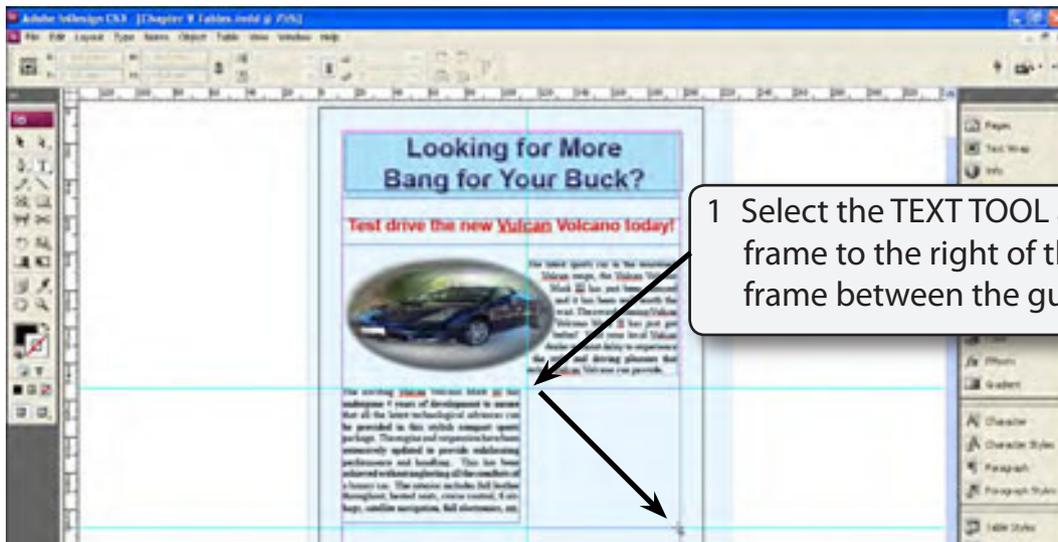
Chapter 9 Tables

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

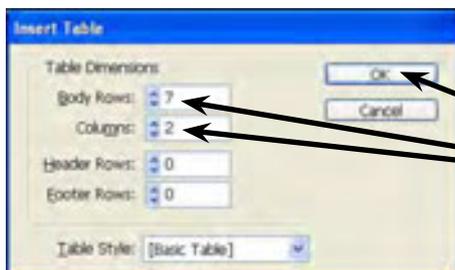
Tables are text orientated so the TEXT TOOL needs to be used when working with tables and those tables are placed in text frames. You can, however, also include graphics in table cells.

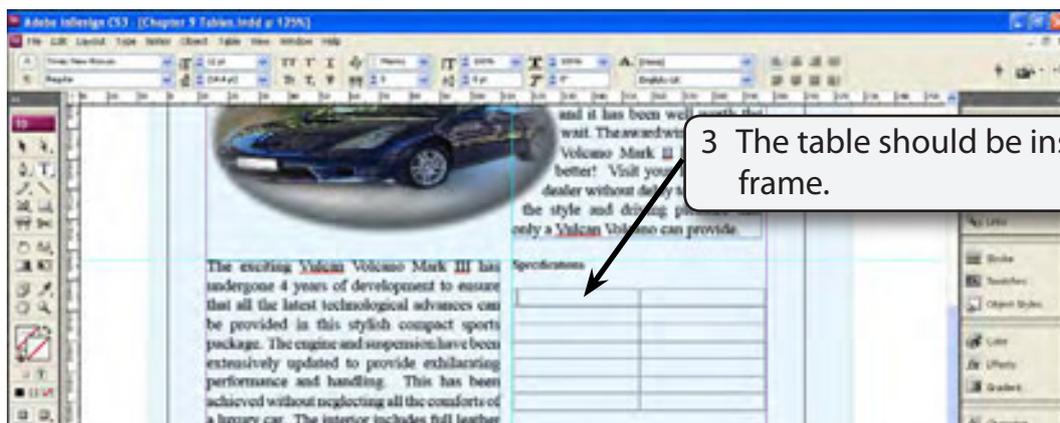


B Setting the Table

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

- 1 Display the TABLE menu and select INSERT TABLE.

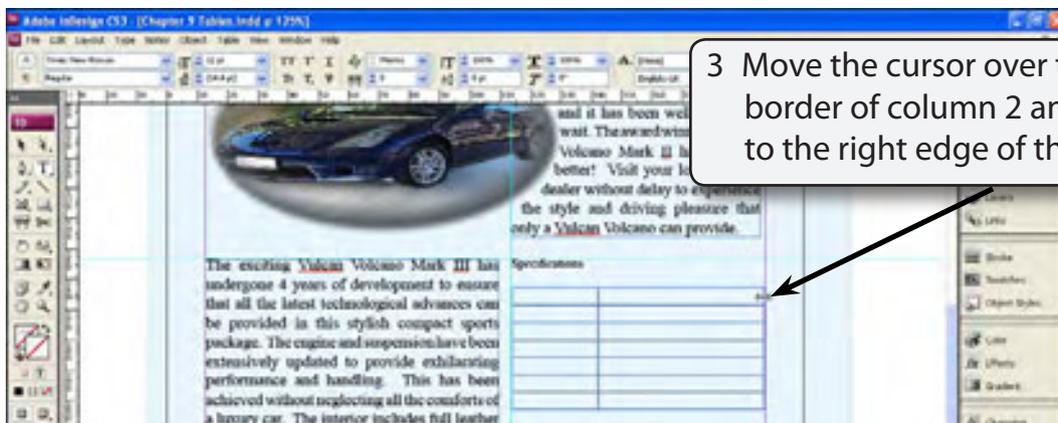
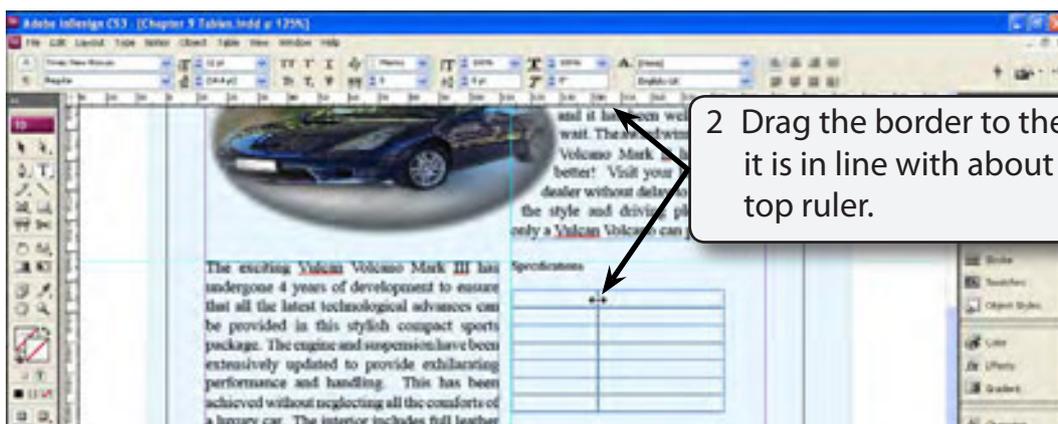




C Adjusting the Column Width

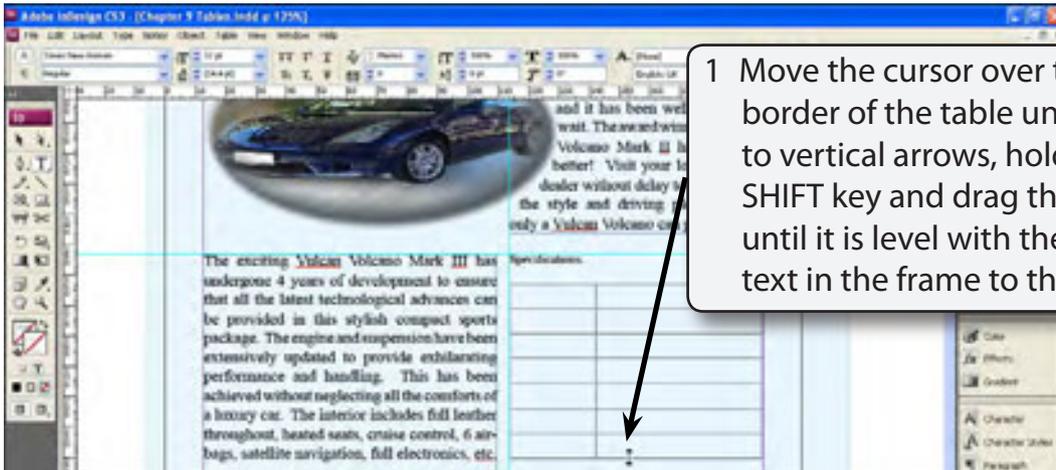
The second column will need to be wider than the first.

- 1 Move the cursor over the border between the two columns until it changes to horizontal arrows.



D Changing the Row Heights

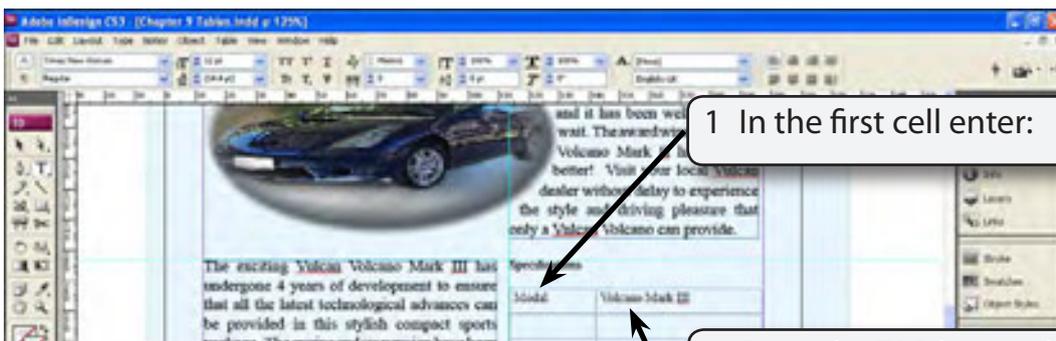
Each row can have its height changed individually or all the rows can be changed proportionally using the SHIFT key.



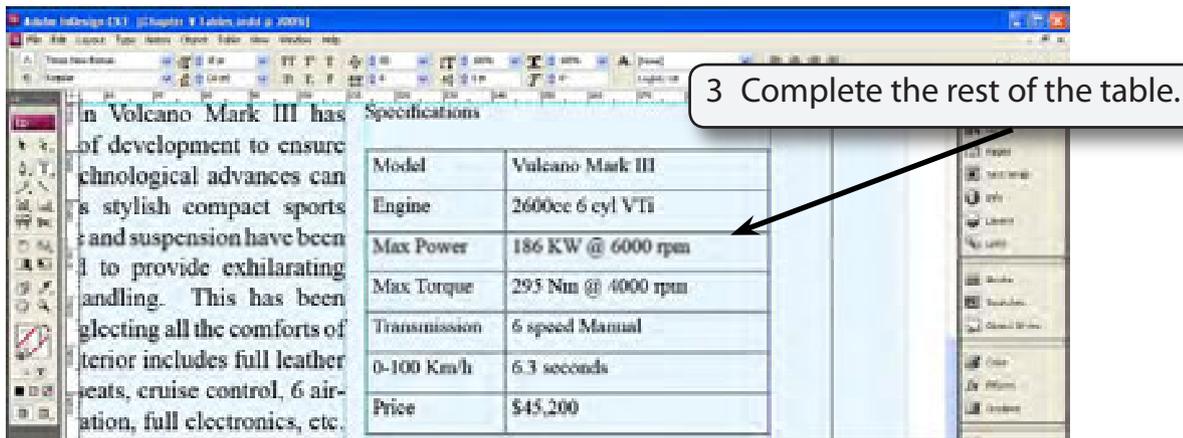
2 The SHIFT key causes all the rows to be equally increased in height.

Completing the Table

Text can now be added to the table and formatted.



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



Formatting the Table

The table can now be made to look much more presentable.

A Shading the First Column

The sub-headings in column 1 will be shaded with dark blue and the text set to white.

