

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. You can also 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 IDcs4 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:

Chapter 9 Tables

6 Check that the screen is set to the ADVANCED workspace.

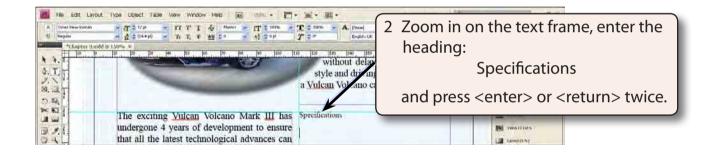
Inserting a Table

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.

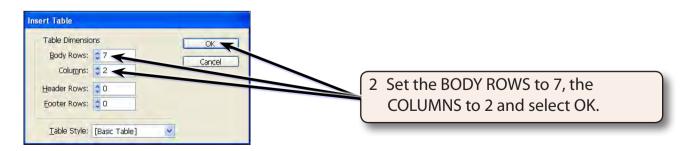
8 7 1 4 <u>1</u> 10 10 10 10 10 10 10 10 10 10 10 10 10 1		+ -a		
	Looking for More Bang for Your Buck?	In the states		
	Ibe Used tports car in the numbers Microsoft the Wile Wolcow Mark II has put been velocities and the been will work the way of the send training Ville volcows Mark II has a got been	 Select the TYPE TOOL and drag a text frame to the right of the second text frame between the guide lines. 		
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B Setting the Table

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

1 Display the TABLE menu and select INSERT TABLE.

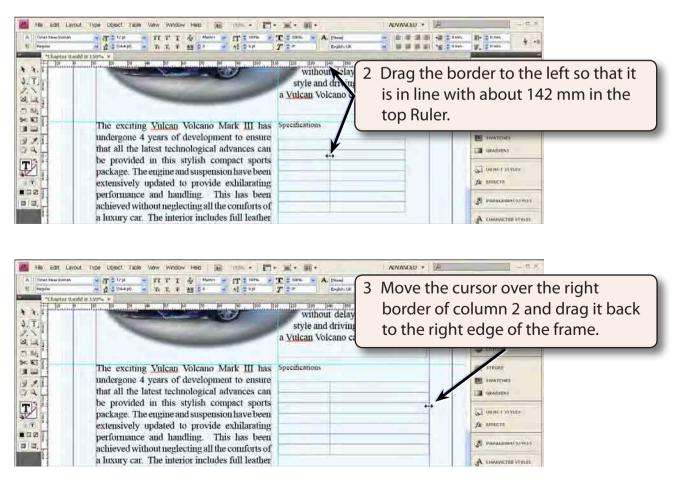


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		without dela style and drivin a <u>Vulcan</u> Volcano	The table sho frame.	ould be inse	rted in the
	The exciting <u>Vulcan</u> Volcano Mark III has undergone 4 years of development to ensure that all the latest technological advances can be provided in this stylish compact sports package. The engine and suspension have been extensively updated to provide exhilarating performance and handling. This has been achieved without neglecting all the comforts of a luxury car. The interior includes full leather	Specifications			

C Adjusting the Column Width

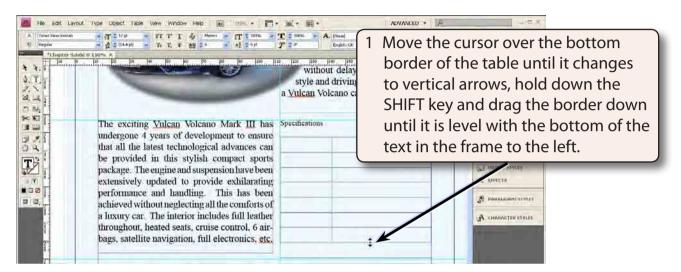
The second column will need to be wider than the first.

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



D Changing the Row Heights

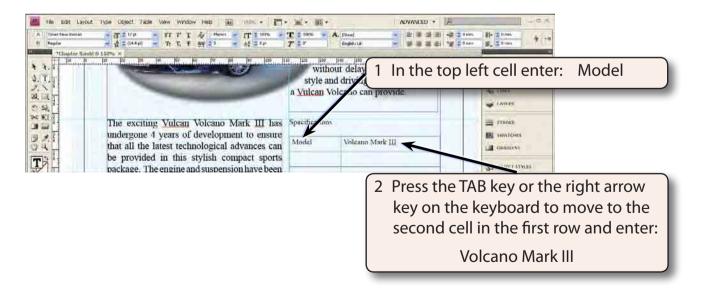
Each row can have its height changed individually or all the rows can be changed proportionally using the SHIFT key.



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.