

# Using Tables in Publications

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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.

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 IDcs5 SUPPORT FILES, open the CHAPTER 10 folder and load the CHAPTER 10 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 10 Tables

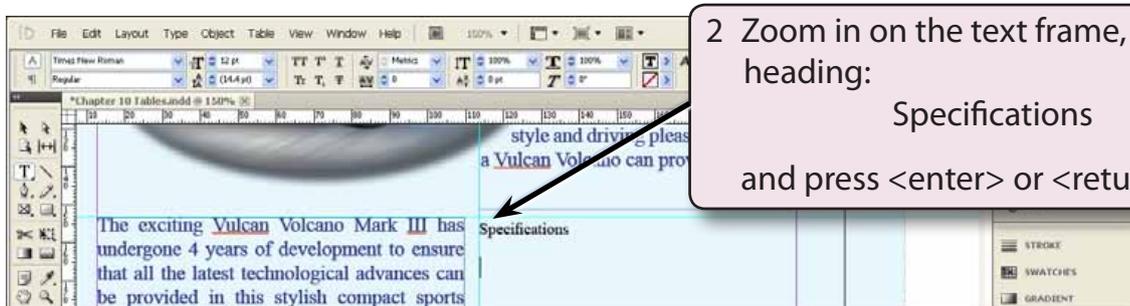
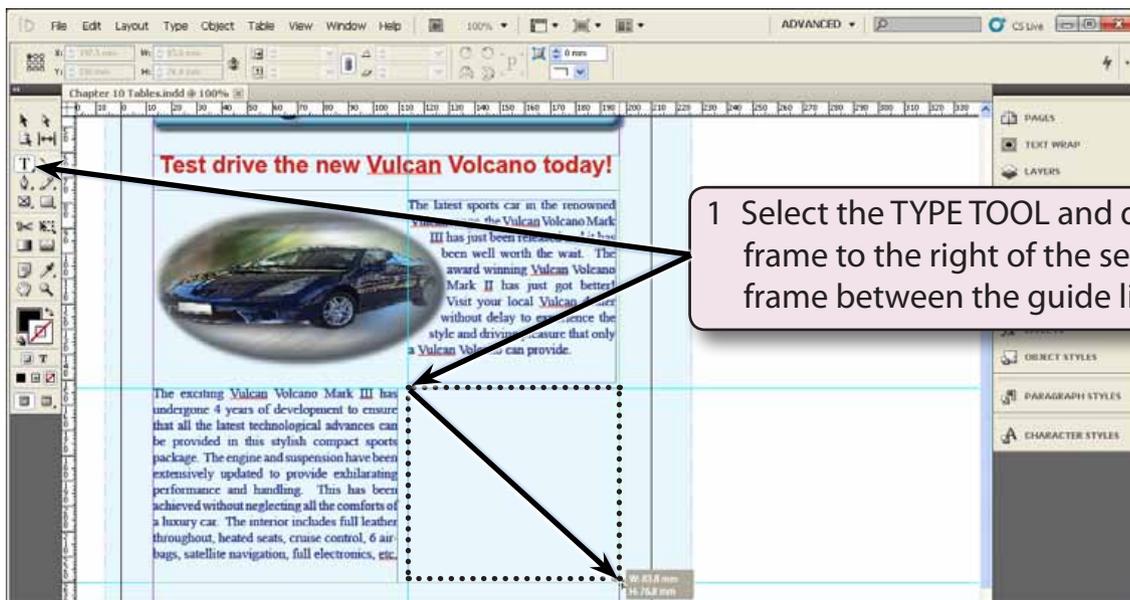
- 6 Check that the screen is set to the ADVANCED workspace.

## 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

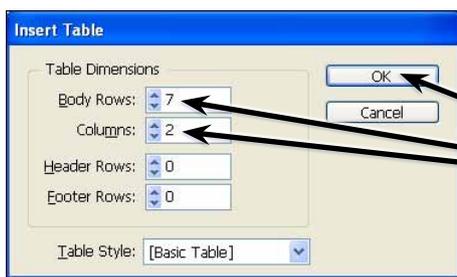
Tables are text orientated so the TYPE TOOL needs to be used when working with tables and those tables are placed in text frames. You can, however, include graphics in table cells when needed.

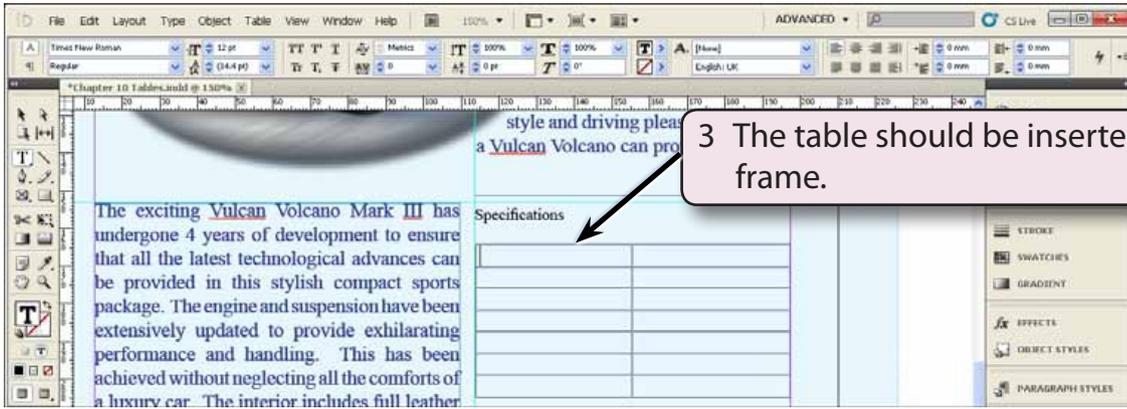


## B Setting the Table

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

- 1 Display the TABLE menu and select INSERT TABLE.

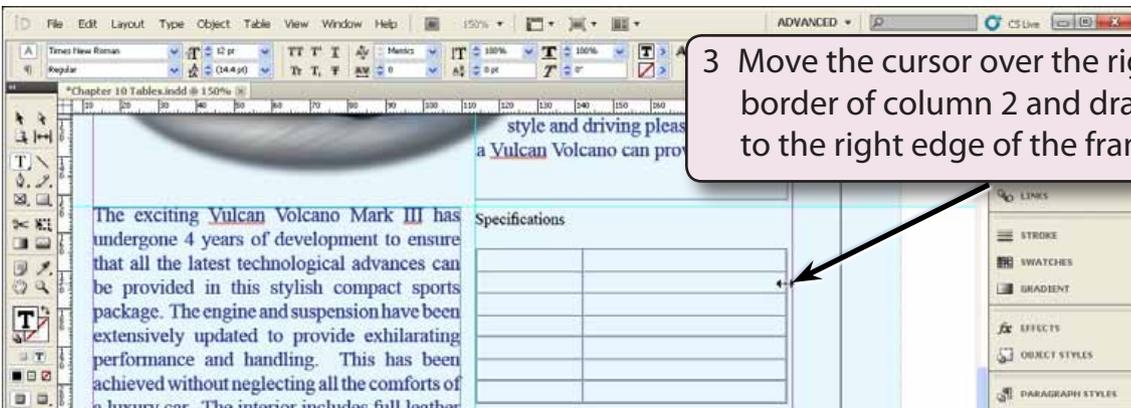
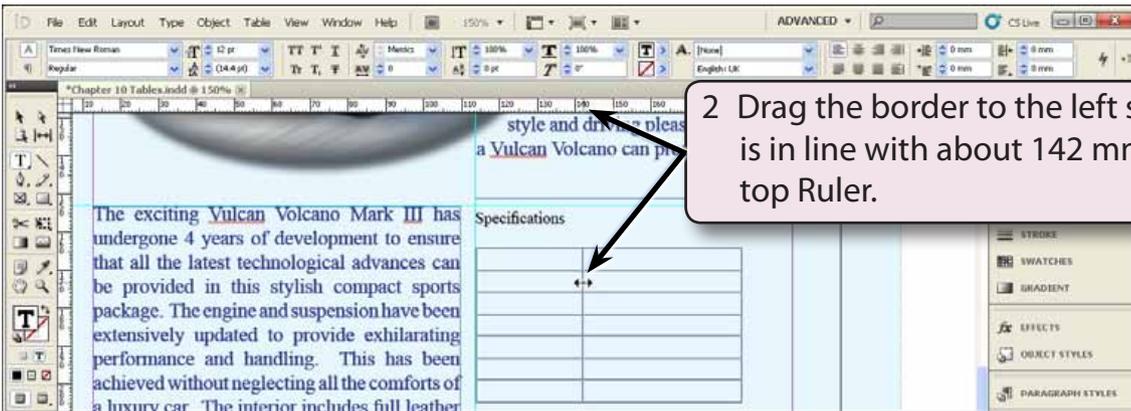




### C Adjusting the Column Width

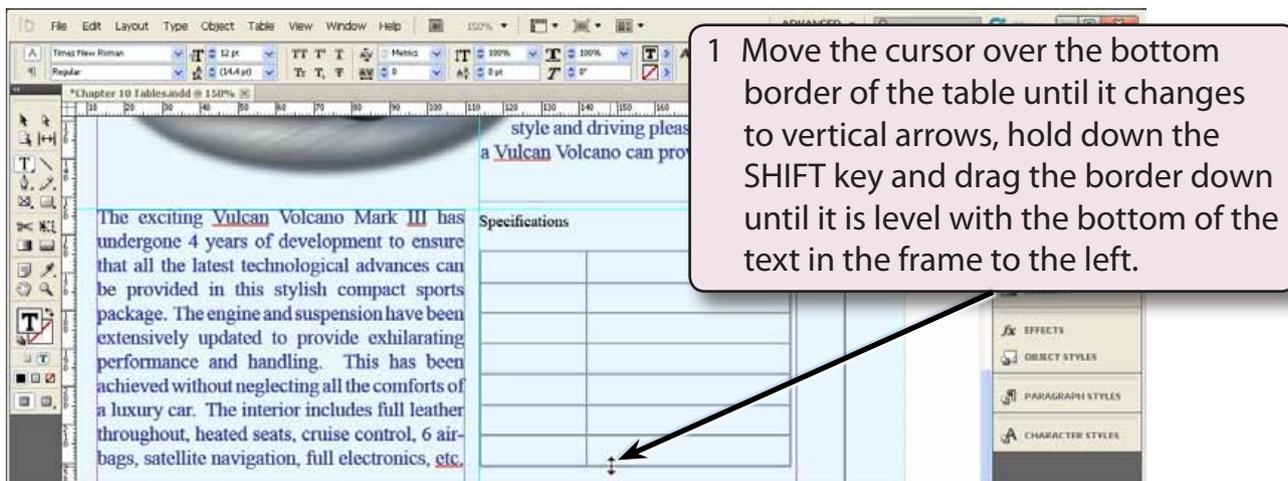
The second column will need to be wider than the first.

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



## D Changing the Row Heights

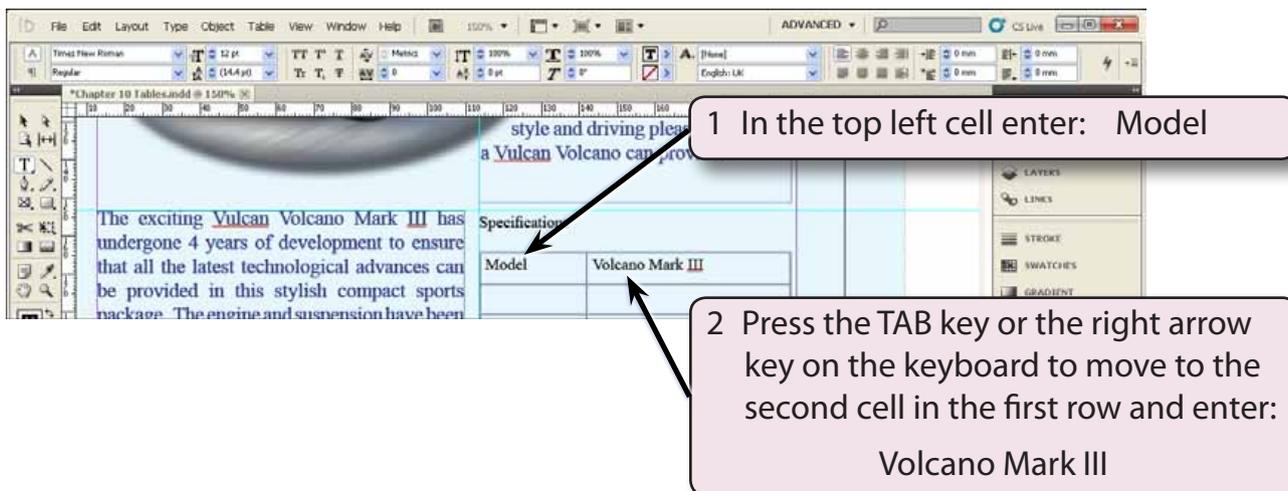
Each row can have its height changed individually or all the rows can be changed proportionally using the SHIFT key.



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.