Chapter
11

Using Tables

InDesign provides a table 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.

3 Access the ID SUPPORT FILES, open the CHAPTER 11 folder and load the CHAPTER 11 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 11

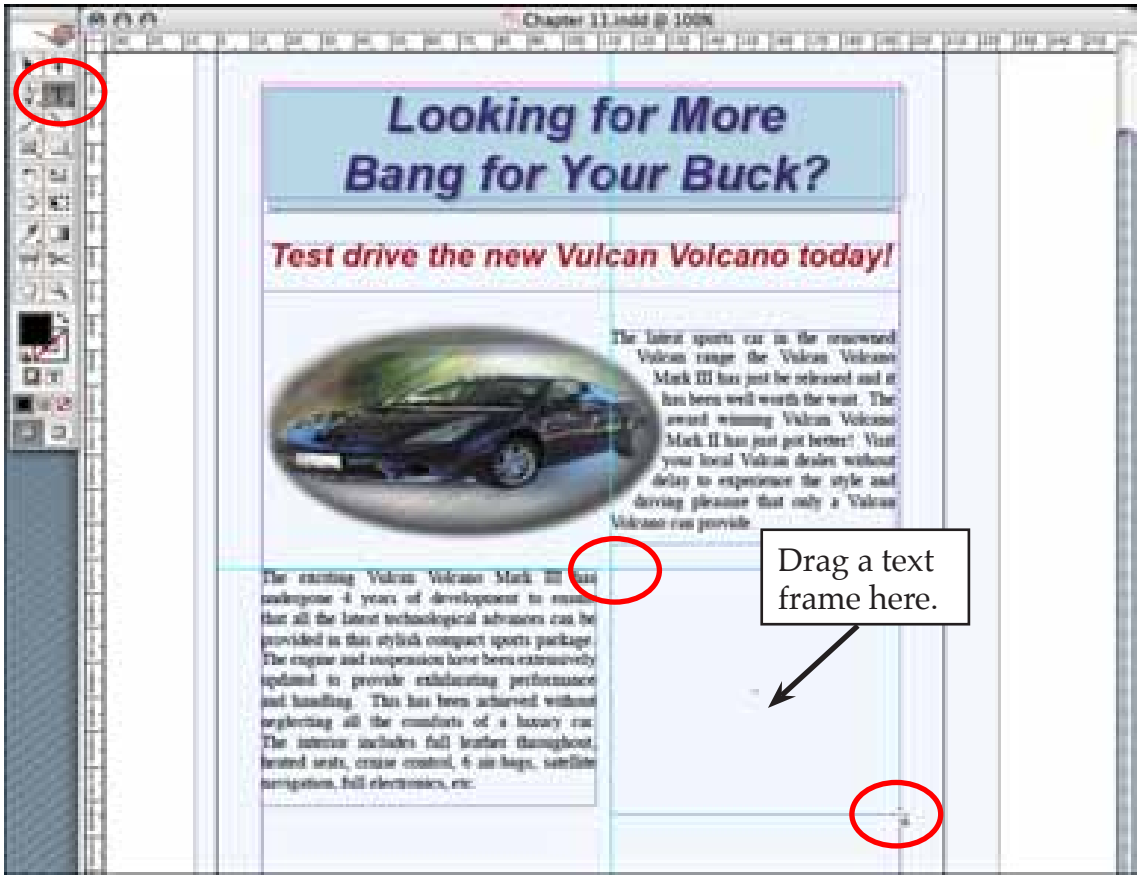
Inserting a Table

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

A Setting the Table Frame

Tables are text orientated so that 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.

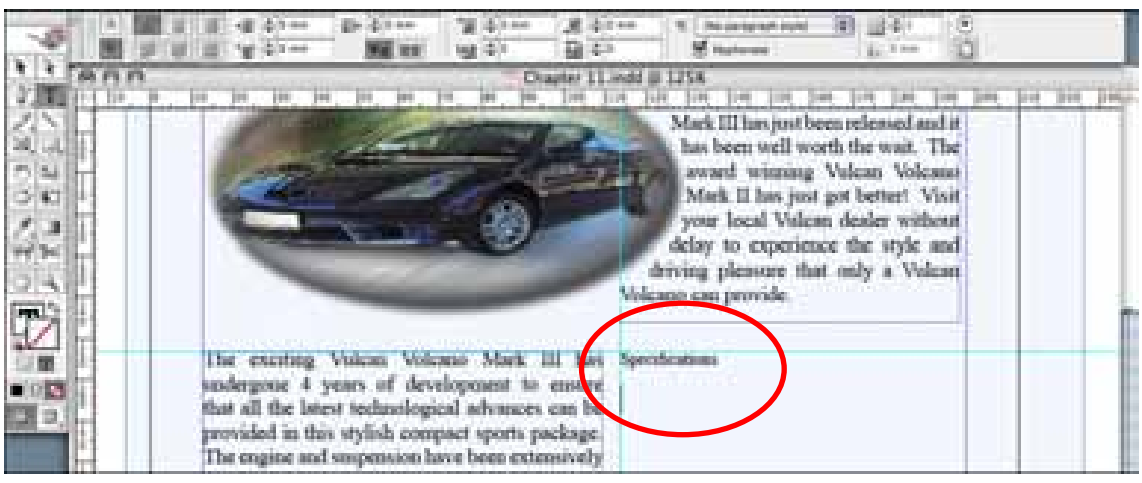
1 Select the TEXT TOOL and drag a text frame to the right of the second text frame as shown in the diagram at the top of the next page.



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

Specifications

and press <enter> or <return> twice.



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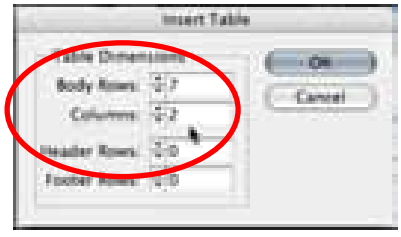
B Setting the Table

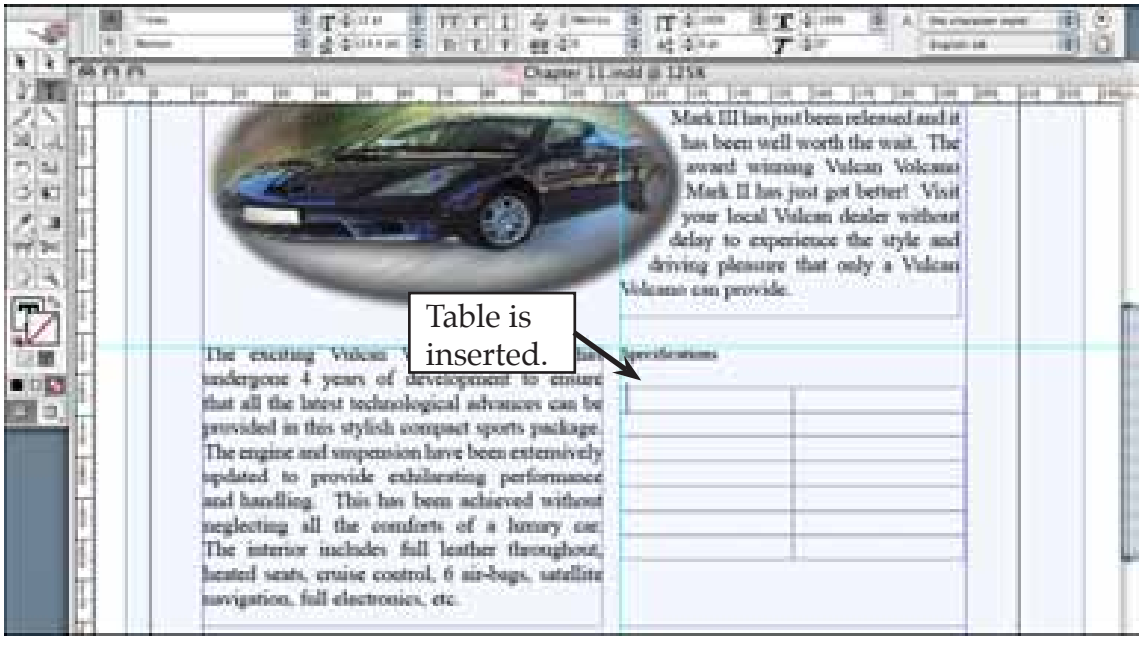
A 7 row and 2 column table will be required.

1 Display the TABLE menu and select INSERT TABLE.

2 Set the BODY ROWS to 7 and the COLUMNS to 2.

3 Select OK and the table should be inserted as shown in the following diagram.



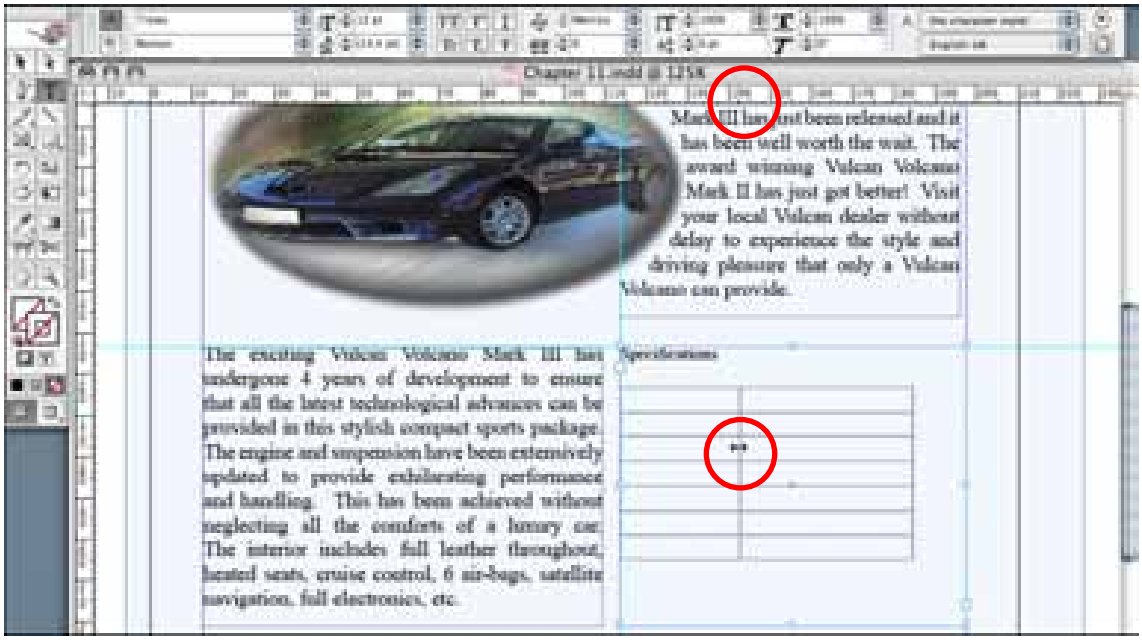


C Adjusting the Column Width

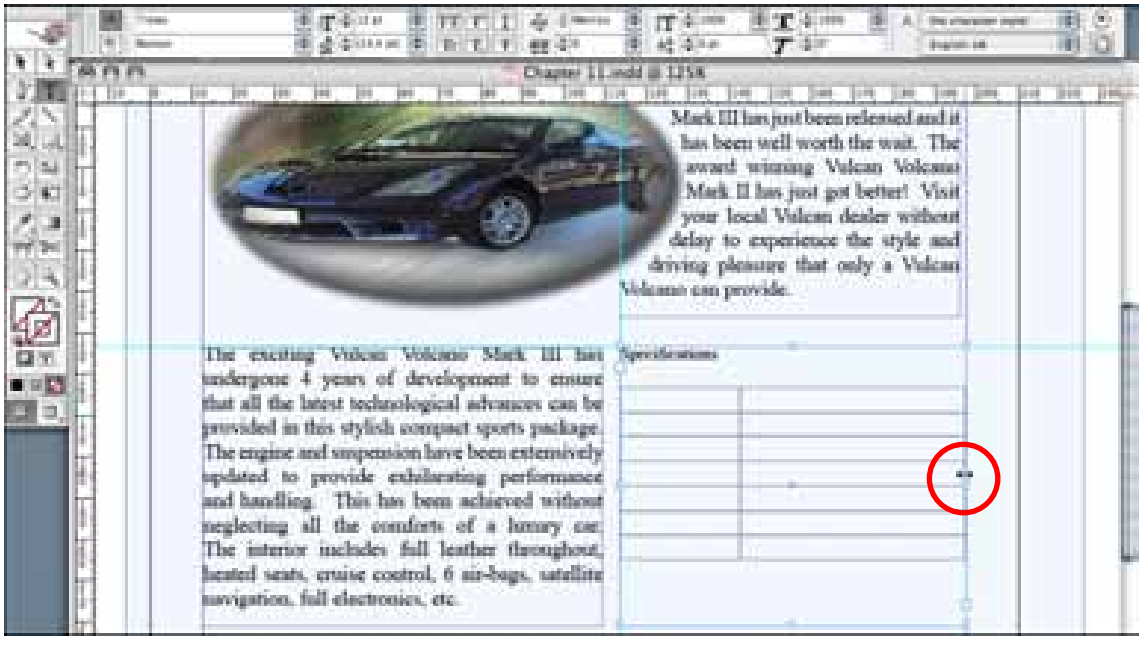
The second column will need to be wider than the first.

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

2 Drag the border to the left so that it is in line with about 142 cm in the top ruler as shown in the diagram at the top of the next page.



3 Move the *cursor* over the right border of column 2 and drag it back to the right edge of the page.



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