

# The InDesignSecrets Guide to the InDesign CS4 ACE Exam

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## Sample Chapter



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# Test Objectives, Part 3: Working With Tables

You know frames. You know text. Now let's put text into little frames called cells. Stack 'em in neat columns and rows and you got yourself a table.

Number	Title
3.1	Modify tables.
3.2	Edit and format a table.
3.3	Create, apply, import, modify, and organize <a href="#">cell and table styles</a> .
3.4	Update the information in a table when the original data has changed.

**I**f you're covering the objectives in order, this may feel like a vacation. Right out of the gate you got hit with eleven objectives. Then it was *twelve* last time. Lucky you, you're only facing four objectives for tables. Pass the bonbons.

Someday I'm going to sit down with my son and tell him just how hard life was before the debut of tables in InDesign 2.0. Back in the DTP dark ages, we'd have to walk to and from work (uphill both ways, of course) and when we got there, we'd have to *fake* tables with lots of little grouped boxes and lines. When you ever had to edit one of these things...oh, the humanity!

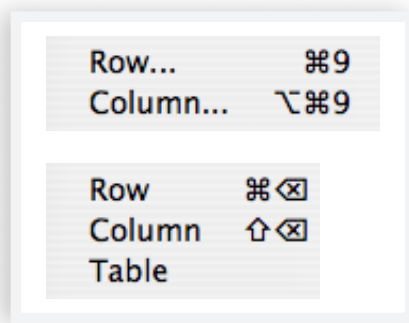
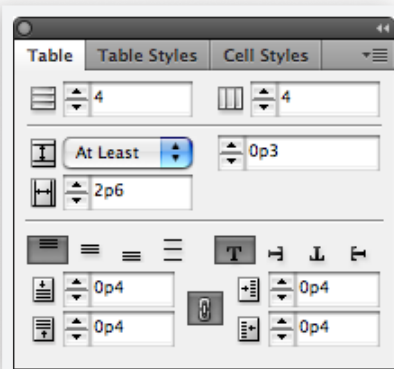


FIGURE 5.1 The Table menu Insert and Delete submenus

FIGURE 5.2 The Control panel buttons for rows and columns



FIGURE 5.3 The Table panel



**Objective 3.1: Modify tables** We begin our whirlwind tour with the basics of how to manage table structure. You need to know things such as how to modify tables by [adding](#) or [removing](#) columns/rows; [merging](#) cells; [splitting](#) cells; [selecting](#) cells).

You almost can't *avoid* InDesign's table editing commands. There are four places where you can go to add or remove columns or rows: the Table menu, the Control panel, the Table panel, and the context menu. (Figure 5.1–Figure 5.4)

You can merge cells to create title cells or header cells that span multiple columns or rows.

- ▶ To merge cells, select them and either choose Merge Cells from the Table menu (or context menu), or press the Merge cells button in the Control panel. When you merge cells, the content of the cells is separated by a paragraph return.
- ▶ You can also unmerge cells by either choosing Unmerge Cells from the Table menu (or context menu), or pressing the Unmerge cells button in the Control panel.

You can equally sub-divide cells into smaller units by splitting them horizontally or vertically.

- ▶ To split cells, select them and either choose Split Cell Vertically or Split Cell Horizontally from the Table menu or context menu.

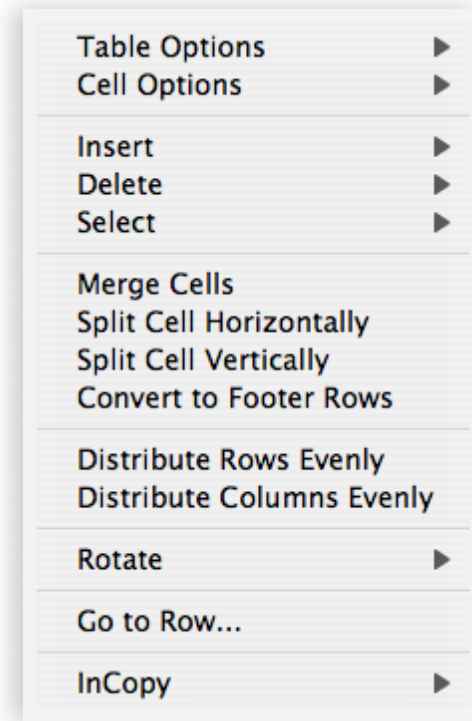


FIGURE 5.4 The context menu, as it appears when you have one or more table cells selected

To select a cell, place your cursor in the cell and press ESC, or Choose Select > Cell from either the Table or context menu. (Figure 5.5, next page)

- ▶ You can also click and drag in the cell. When your cursor gets near a cell boundary, the cell is selected.
- ▶ If you press ESC again, you re-select the text. To select multiple cells, click inside a cell and drag across a cell border.

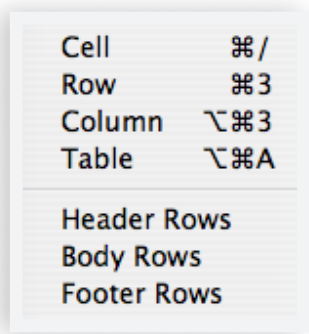


FIGURE 5.5 The Table menu Select options

- ▶ You should also know how to select a single column or row, or an entire table with a single click by clicking above, to the left, or in the upper-left corner of the table.

There are plenty of keyboard shortcuts for working with tables.

- ▶ You can add or remove rows or columns by dragging a cell boundary, *then* holding the Option/ALT key and continuing to drag.
- ▶ When your cursor is in the last cell in a table, you can create a new row by pressing tab.
- ▶ With your cursor in a table, you can delete the entire table from the Table menu, the Table panel, or the context menu.
- ▶ You can clear the contents from cells while leaving those cells intact. Select the cells and press Delete.

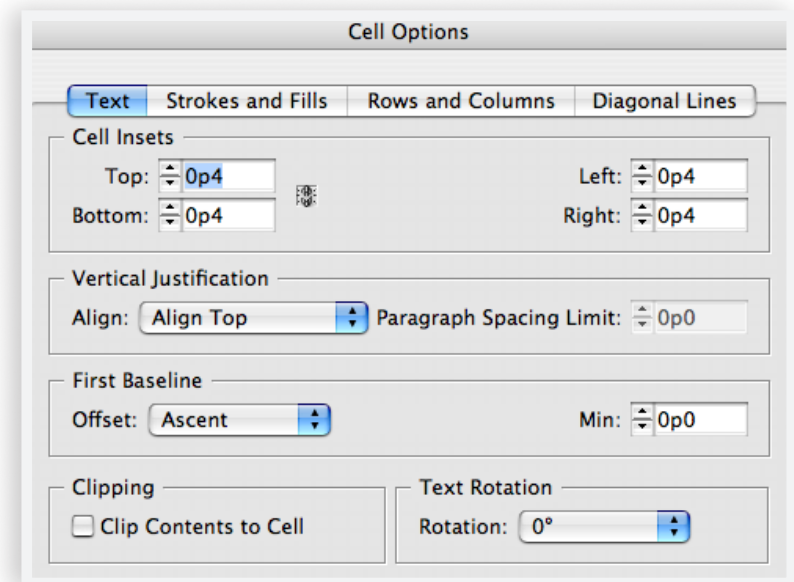
You should also know three ways to create a table in InDesign: converting text to a table, inserting an empty table, or placing a table from Word or Excel.

**Objective 3.2: Edit and format a table** Now that you've got all your cells and rows in place, it's time to focus on what they look like and what goes in 'em. You need to know how to format and align text within a table, edit table content in the [Story Editor](#), add [Notes](#), and format table cells with [strokes and fills](#).

Most of the same methods you use to format text in a text frame also work on text in a table, but there are a few key differences.

- ▶ To align text horizontally in a cell, use the normal paragraph formatting options.
- ▶ To align text vertically in a cell, you use the Vertical Justification and First Baseline settings in the Cell Options dialog box. (Figure 5.6)
- ▶ Pressing tab in a table will move your cursor to the next cell.
- ▶ To insert a tab in a cell you need to choose Type > Insert Special Character > Other > Tab.

FIGURE 5.6 The Cell Options for formatting text



## Y MARKS THE SPOT

You can find your place in a big table by clicking in the cell on the document page, then pressing Command/CTRL-Y to open the Story Editor.

- ▶ You can also add a keyboard shortcut that adds a Tab in the Tables context.
- ▶ Know how to use cell options to rotate text in a cell. You can only rotate text in 90-degree increments.
- ▶ To add a note to a table (also a new feature in CS4), right-click on the table (either in the layout or in the Story Editor) and choose New Note. InDesign does not allow you to place footnotes in a table. If you need footnotes in tables, you will have to set them manually.

New in CS4 is the ability to edit tables in the Story Editor. Click the triangle to the left of the table icon to show or hide the table content. (Figure 5.7) This means you can easily drag and drop items from one cell into another.

- ▶ You cannot select columns or rows in Story Editor, but you can right-click on the table icon to sort the table content by rows or columns.

You can use the Table Setup settings in the Table Options dialog box to control a table's basic structure and formatting.

- ▶ You can set the number of rows and columns, the table border, spacing before and after the table, and how row and column strokes are joined. (Figure 5.8)

FIGURE 5.7 Table content displayed in the Story Editor

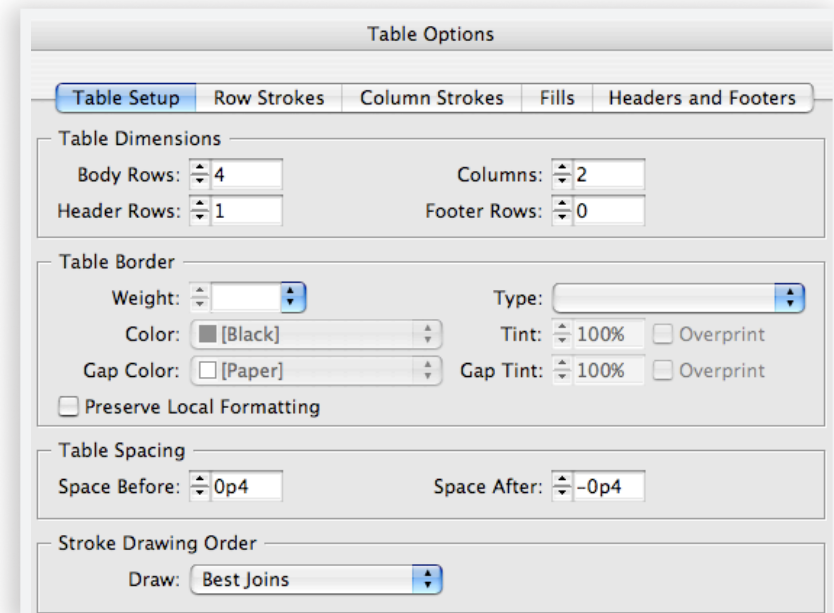
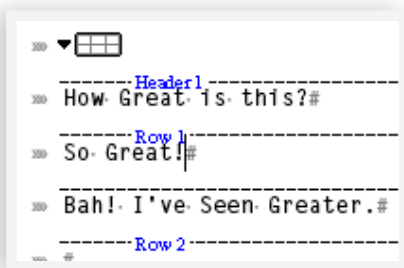


FIGURE 5.8 Table Setup settings in the Table Options dialog box

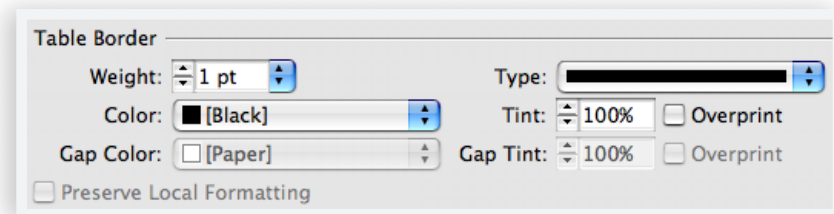


FIGURE 5.9 Table Border settings in the Table Setup dialog box

- ▶ You can change the table border by using either the Table Setup dialog box or the Stroke panel. (Figure 5.9)
- ▶ You can use the Fills controls in the Table Options dialog box to set patterns of alternating fills to improve the readability of a table.

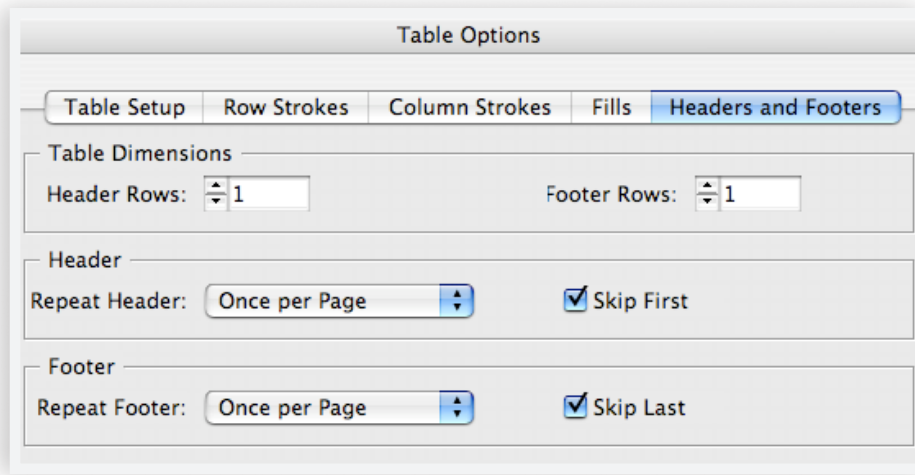


FIGURE 5.10 Headers and Footers settings in the Table Options dialog box

- ▶ You can use the Headers and Footers settings to create rows that repeat information in tables spanning more than one column, frame, or page. (Figure 5.10)
- ▶ You can set the formatting for cell strokes and fills in the Cell Options dialog box, the Control panel, the Strokes panel, and the Swatches panel. (Figure 5.11)
- ▶ You can also use the Diagonal Lines controls in the Cell Options dialog box to add single or crossing diagonal lines to table cells.
- ▶ Know how to use the proxy area to determine which lines will be affected by your stroke settings. (Figure 5.12)
- ▶ You should also know the options for Best Joins, Row Strokes In Front, Column Strokes In Front, and InDesign 2.0 Compatibility.

FIGURE 5.12 The proxy area

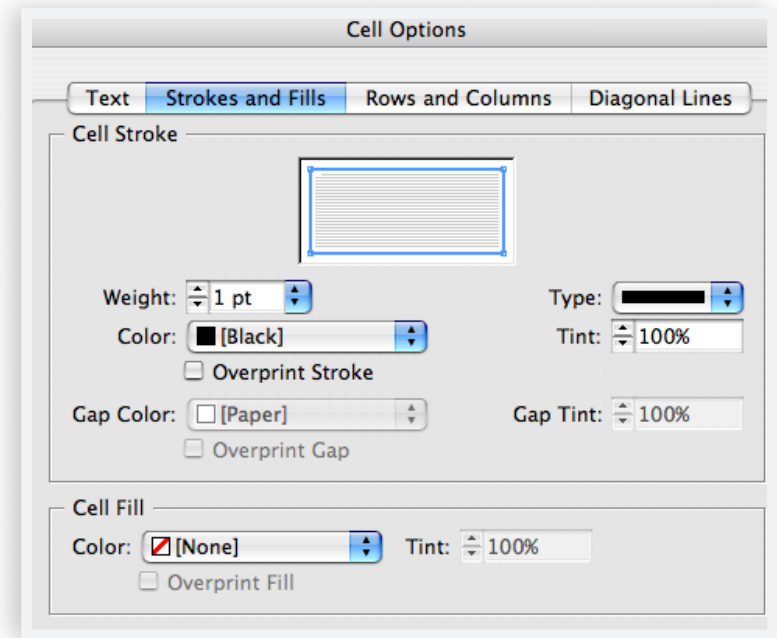
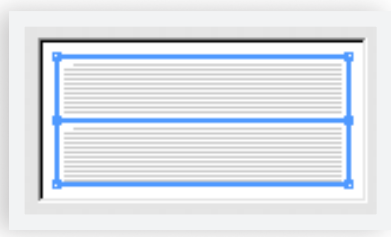


FIGURE 5.11 Cell options for formatting strokes and fills

**Objective 3.3: Cell and table styles** To master cell and table styles, you have either five or ten tasks, depending on how you look at it. Let's say five, it just sounds better. You need to know how to create, apply, import, modify, and organize both [cell and table styles](#).

- ▶ You create cell styles in the Cell Styles panel. You use them to apply attributes like paragraph styles, text spacing, and cell strokes and fills.
- ▶ In general it's best to make cell styles first and then use them as part of the table style definition.
- ▶ You create table styles in the Table Styles panel. You use them to apply attributes like borders, space before and after, and row and column strokes.

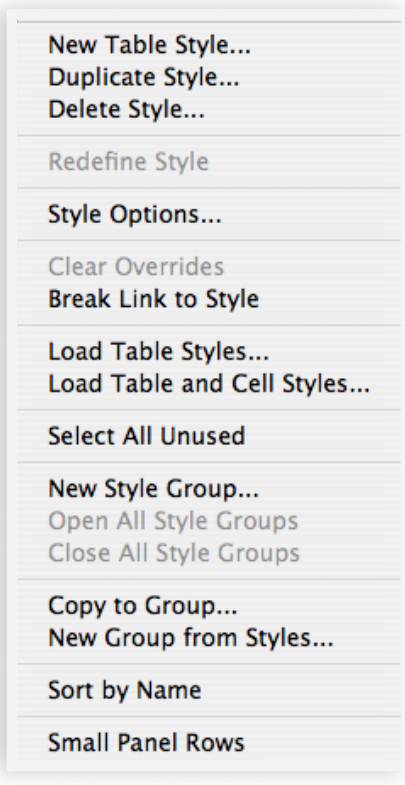
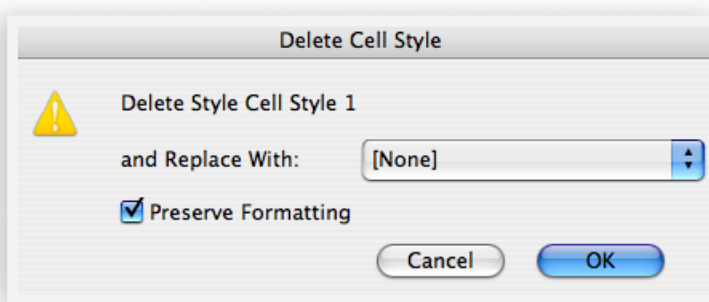


FIGURE 5.13 The Table Style panel menu

- ▶ A table style can apply several cell styles to different parts of the table.
- ▶ When you apply a table or cell style, local overrides are kept.
- ▶ You can import table and cell styles from other documents by choosing Load Table and Cell styles from either the Table Styles panel or the Cell Styles panel.
- ▶ You should understand the functions of [Basic Table] style and the [None] cell style.
- ▶ For both table styles and cell styles, you should also know which formatting takes precedence when there is a conflict.
- ▶ You can use style groups to organize your table and cell styles into folders in their respective panels. Know how to create a style group and add styles to it.

You can modify, duplicate, or delete a table or cell style by right-clicking on it in the panel and choosing the appropriate menu item. You can also find these same commands in the panel menus. (Figure 5.13)

FIGURE 5.14 The Delete Cell Style dialog box



- ▶ Note that you cannot create or modify table and cells styles with your cursor in a text frame.
- ▶ If you delete a style that is in use, you have the option to specify a replacement style,

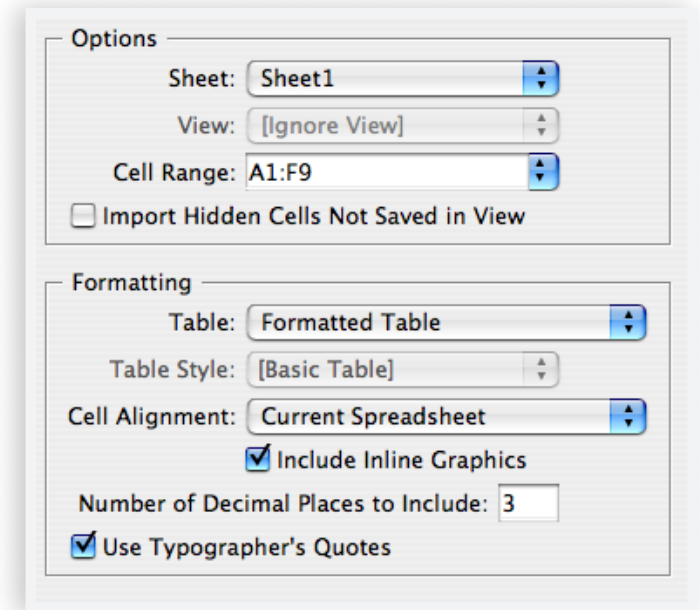


FIGURE 5.15 Import options for an Excel file

or to preserve the formatting the style applied. (Figure 5.14)

- ▶ You should also know how to break the link to a style and how to redefine a style based on a selected table or cell.

**Objective 3.4: Update table content** The last objective in this group is to know how to update information in a table. There are really just two methods of doing this: [linking](#) and [copy/paste](#).

When you place a file containing tables, you can select Show Import Options to determine what content is imported, and how it is formatted. (Figure 5.15 and Figure 5.16, next page)

- ▶ Know the four choices for imported table formatting: Formatted Table, Unformatted Table, Unformatted Tabbed Text, and Formatted Only Once.
- ▶ By default, InDesign will embed text and spreadsheet files when you place them. Edits made to the original file will not be automatically reflected in InDesign. You can change this behavior and create a live link, by going to the File Handling preferences and selecting Create Links When Placing Text And Spreadsheet Files (before you place a file). (Figure 5.17)
- ▶ If you set the preference to create text links, then text files appear in the Links panel, along with

graphics files. You can then use the Links panel to update and manage the files. (Figure 5.18)

- ▶ Create Links When Placing Text And Spreadsheet Files is a document-level preference. If you want it to apply to all new documents, close all documents before you set the preference.
- ▶ You can use the Links panel to update a modified link (Figure 5.19), reveal the linked file, relink to another file, or choose an application with which to edit the file. (Figure 5.20)
- ▶ When you update a linked text file, any edits or local formatting applied within InDesign are wiped

FIGURE 5.16 Import options for a Word file

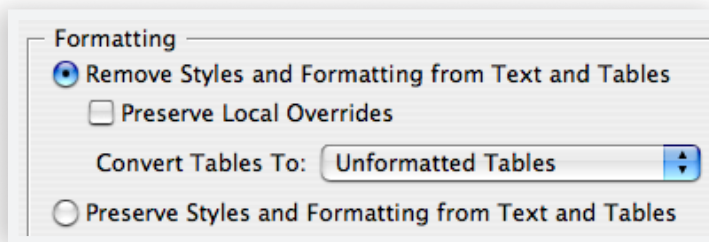


FIGURE 5.17 The file handling Links preferences

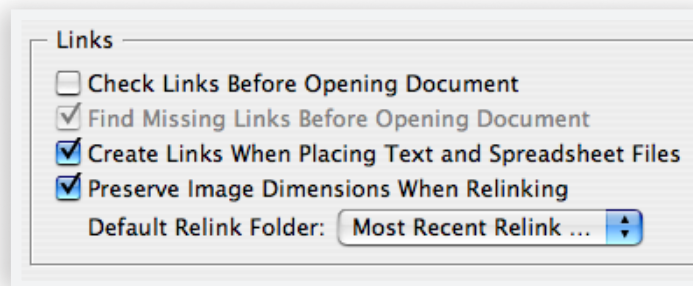


FIGURE 5.20 The Edit With submenu in the Links panel

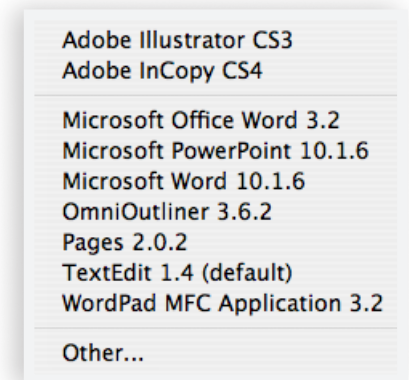


FIGURE 5.18 An Excel file in the Links panel

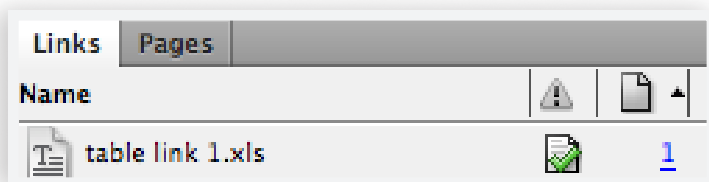
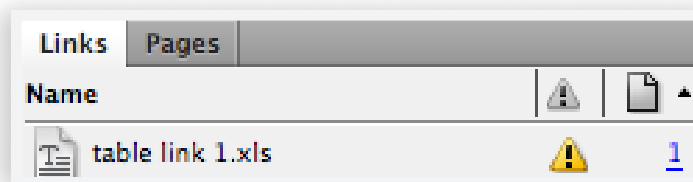
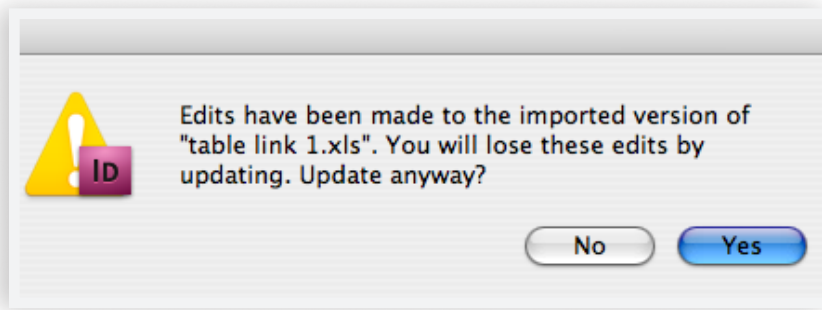


FIGURE 5.19 A modified Excel file in the Links panel





**FIGURE 5.21** The alert that appears when you update a linked text or spreadsheet file.

out. () Because this could possibly ruin your entire day, InDesign does not automatically update linked text files. (Figure 5.21) Formatting applied via table and cell styles is preserved. Unfortunately, table

structure—such as merged cells, or which rows have been defined as headers or footers—is forgotten when you update.

- ▶ If you decide you want to break the link to the original file, but keep the content in InDesign, choose Unlink from the Links panel menu. The text is then embedded.

You can copy and paste table data from other applications into InDesign tables. Your results will vary according to what you have selected in InDesign prior to pasting.

- ▶ If you have your text cursor flashing in a cell, all the copied data will be placed in that cell.
- ▶ If you have one or more cells selected, then InDesign fills as many cells as it needs to place all the data (using the current cell as the first, or upper-left cell for the data).
- ▶ The copied data will replace the data in the selected rows or columns.

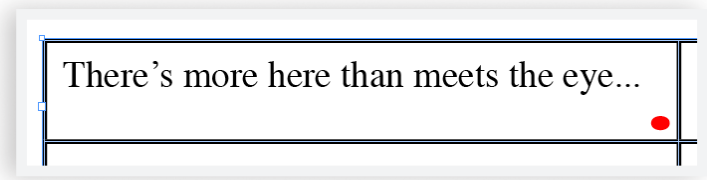
- ▶ If the table does not contain enough cells, new rows or columns are created. InDesign's table formatting will be retained when you paste table data from another application.

Just as with text frames, it is possible to have overset content in table cells. When there is too much content (either text or graphics) in a cell, a red dot appears in the lower right corner. (Figure 5.22)

- ▶ To fix the overset problem, you either have to increase the size of the cell, or change the formatting of the text. Remember, you can easily select all the contents of a cell by clicking in the cell and pressing ESC.
- ▶ To crop an image to the cell, select the cell and choose Table > Cell Options > Text and select Clip Contents To Cell.

If your eyes and mind are weary from so much text about text, then I've got just the thing for you, a brand spankin' new chapter devoted to nothing but graphics! If a picture is truly worth a thousand words, then I ought to be able to illustrate the next set of objectives in one collage. Or maybe I'll lay everything out in rebus. If only there were an InDingbat font!

**FIGURE 5.22** A red dot indicates overset text in a table cell.



## Practice Questions

**Q:** You want to make every row in a table the same height, regardless of its content. After selecting all the rows in the table, what should you do?

- A** In the Table panel or the Control panel, set the Row Height pop-up menu to Exactly, then type in the desired height.
- B** In the Table panel or the Control panel, set the Row Height pop-up menu to At Least, then type in the desired height.
- C** Apply a table style to the table in the Table Styles panel.
- D** Click the Distribute Vertical Space button in the Align panel.

**Q:** Which of the following attributes can be applied with a table style?

- A** Column width
- B** Paragraph style
- C** Number of header rows
- D** Split table after number of rows

**Q:** In the image at right, what is the significance of the red dot?

- A** Hyperlinked cell
- B** Note (see Notes panel)
- C** Header row
- D** Overset text

David	Michael	James
Size 14	Size 16	Size 15
Blue	Green	Red

- Q:** The last row of a one-page table contains copyright information. You shorten the text frame containing the table and flow the overset table rows onto the next page. How can you ensure that the last row (the copyright information) appears on both pages?
- A** Place the type cursor in the last row and choose Object > Lock Position.
  - B** Choose Keep Options from the Control panel (or Paragraph panel) menu.
  - C** Convert the last row to a footer row.
  - D** Use Keep Options in the Rows and Columns tab of the Cell Options dialog box.