

## Tables

Ole sees tables everywhere. He thinks they're the most common method of presenting text. This quirk is probably due to the time he spent typesetting a magazine devoted to horse racing (and its infamous "stud listing"), but he can be forgiven—tables really *are* everywhere. Looked at the business or sports section of a newspaper lately? Or a data sheet for that nifty new computer you want to buy? Or a calendar?

Tables are everywhere because they're a great way to present information that falls naturally into a set sequence of categories. If tables are so useful, why are they universally hated and despised by desktop publishing users? Since the dawn of the page layout era, creating tables has been a bother—programs that supported tables (Microsoft Word, FrameMaker, and Ventura Publisher, for example) didn't have the typesetting and color management features graphic arts professionals expect; popular page layout programs (such as PageMaker and QuarkXPress) lacked tools for tabular composition. Plug-ins and stand-alone table-editing programs attempted to provide the feature, but, frankly, never worked very well.

The desktop publishing field has been waiting for someone to "do tables right" in a page layout program.

InDesign can create and edit tables, or import tables from Word, Excel, or XML. How good is this feature? It's not perfect, but it's more than good enough to alleviate most of the pain of working with tables in a layout.

### Table Anatomy

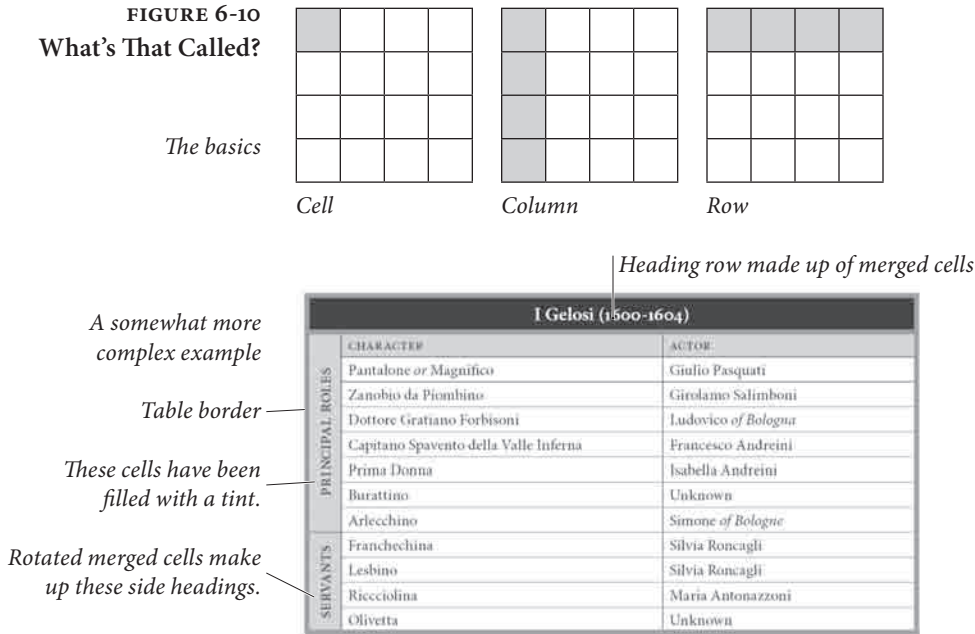
Tables are a matrix; a grid made up of *rows* (horizontal subdivisions) and *columns* (vertical subdivisions). The area defined by the intersection of a given row and column is called a *cell*. InDesign has a complete vocabulary of terms for the various parts of rows, columns, and cells, which we've attempted to explain in Figure 6-10.

### Understanding InDesign Tables

Now that we've got the terminology out of the way, but before we dive into the details of working with tables in InDesign, there are a few conceptual points we'd like to make, as follows.

- ▶ Tables exist inside text frames. There is no "Table tool"—you create a text frame and then add a table to it, or convert text in the text frame to a table.
- ▶ From the point of view of the text frame (or story), a table acts like a single character (albeit a potentially *very large* one). Another way to look at a table is to think of it as a special type

**FIGURE 6-10**  
**What's That Called?**



of inline frame. Like a character, a table changes position as you add or delete text preceding it in its parent story; like an inline frame, you can't apply character formatting (point size, font, or leading) to the character containing the table.

- ▶ Like text, tables can flow from column to column, text frame to text frame, and from page to page. Table header and footer rows can automatically repeat when the table breaks across multiple text objects. An individual table row cannot be broken from one text frame to another or from one column to another.
- ▶ Table cells are something akin to text frames: they can contain text, which can contain inline graphics, text frames, or tables. Any and all of InDesign's typesetting features can be used on the text in a table cell, including character and paragraph styles, indents, tab stops, and character formatting.
- ▶ Table cells can automatically expand (vertically) to display their content.
- ▶ Tables are not only for formatting tabular data—they're useful for a number of other things. Want to put a box around a paragraph? Convert the paragraph to a single-cell table. Want to compose paragraphs "side by side"? Use a two-column table (note that this can be one way to create hanging side heads). The

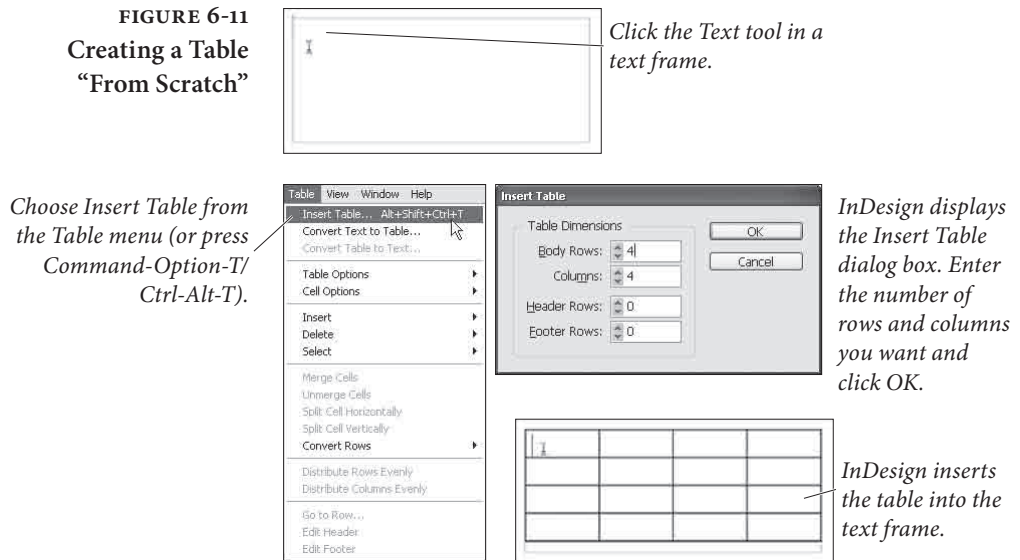
number of possible uses are, as the cliché goes, “limited only by your imagination” and/or good sense/taste. But we’re getting ahead of ourselves, as usual.

## Creating a Table

There are (at least) four ways to create a table.

- **“From scratch.”** Click the Text tool inside an existing text frame, then choose Insert Table from the Table menu. InDesign displays the Insert Table dialog box. Enter the number of rows and columns you want in the corresponding fields and click the OK button. InDesign creates the table (see Figure 6-11).

**FIGURE 6-11**  
Creating a Table  
“From Scratch”

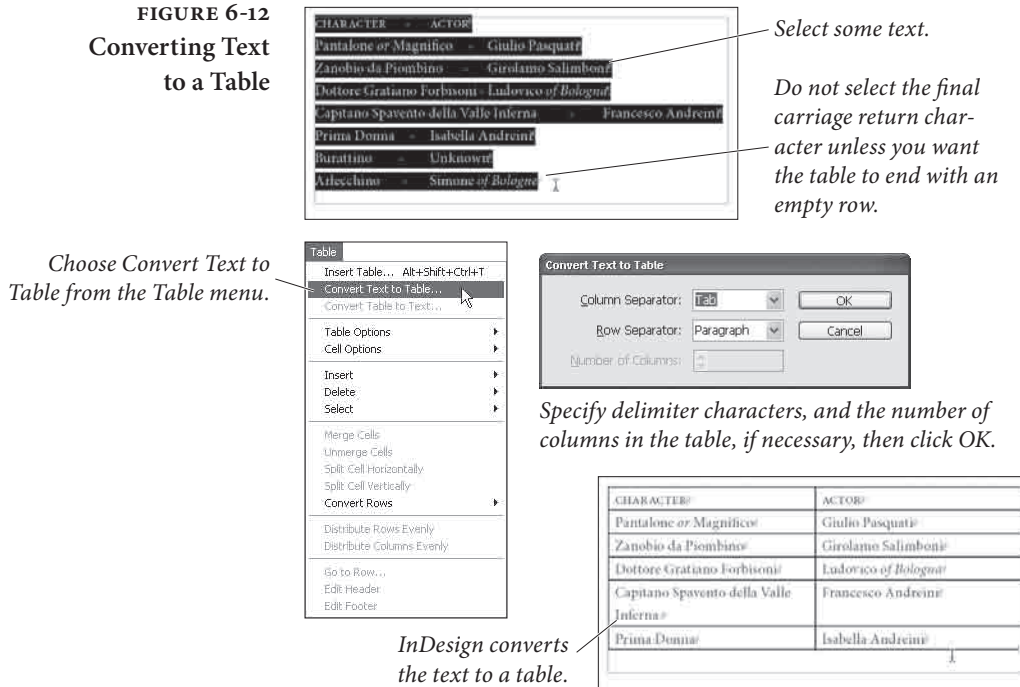


Once you’ve created a table using this approach, you can add text or graphics to the table the same way you would add text to any text frame—click the Text tool inside a cell, then enter text, or paste text or graphics, or place text or graphics into the cell.

- **Converting Text to a Table.** To turn a range of text into a table, select the text and choose Convert Text to Table from the Table Menu. InDesign displays the Convert Text to Table dialog box. Select the delimiter characters you want to use, and specify the number of columns, if necessary (InDesign will only display this field when it cannot determine the number of columns in the

table, given the specified delimiter characters). Click OK, and InDesign converts the selected text to a table, using the delimiter characters to split the text into table rows and columns (see Figure 6-12).

**FIGURE 6-12**  
Converting Text  
to a Table



- **Importing a Table.** Another way to create a table is to import a table you've saved in a Word, Excel, or RTF document. There's no trick to this—select a file containing a table in the Place Document dialog box and place it, just as you'd place any other type of file. If there is a table in the document, InDesign will convert it to an InDesign table as you flow the text onto a page.
- **Pasting a table.** You can also copy and paste tables from Word and Excel, and from HTML pages displayed in your web browser. Again, there's no trick—select the table, then copy, return to InDesign, and paste. (Not all HTML tables seem to convert, nor are the results identical from browser to browser, but it does work, at least some of the time. It won't work unless your browser copies the table to the system clipboard as RTF. David cannot get this to work at all.)

When you create a table, InDesign sets the width of the table to the width of the text frame. But you're not limited to that width—

InDesign tables can be narrower or wider than their containing text frame. As you'd expect, tables take on the alignment of the paragraph containing them (though the text inside the table can be of any alignment). To change the position of the table in (or relative to) the text frame, change the paragraph alignment.

### Overset Cells

Sometimes, when you create or edit a table, you'll see a red dot in one or more of the cells in the table (see Figure 6-13). This means that the content of the cell (the text or graphic inside the cell) has become overset—it's exactly the same as having overset text in a text frame. What can you do? Either resize the cell or set the cell to automatically expand (as described later in this chapter).

**FIGURE 6-13**  
Overset Cell

CHARACTER	ACTOR
Pantalone or Magnifico	Giulio Pasqua
Zanobio da Piombino	Girolamo Sal
Dottore Gratiano Forbisoni	Ludovico of B
Prima Donna	Isabella Andr
Burattino	Unknown

*The dot (you have to imagine it in red) indicates that the cell content is overset.*

### Converting Tables to Text

To convert a table to text, follow these steps (see Figure 6-14).

1. Select the table, or a cell, row, or column in the table, or click the Text tool anywhere inside the table.
2. Choose Convert Table to Text from the Table menu. InDesign displays the Convert Table to Text dialog box.
3. Enter the delimiter characters you want to use, if necessary, then click the OK button. InDesign converts the table to text.

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## Editing Tables

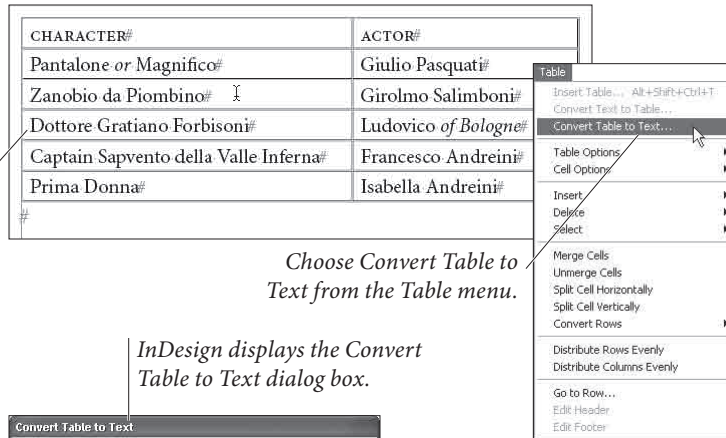
Once you've created a table, you can't just sit and *admire* it (as tempting as that might be for longtime page layout users); you've got to *do something* with it.

Before we talk about that, though, we'd better lay down a few ground rules about cells, rows, and columns.

- A column is always the width of the widest cell in the column. When you change the width of a cell, you're really changing the width of the column containing the cell.

**FIGURE 6-14**  
**Converting a**  
**Table to Text**

Select a table, row, column, or cell, or click the Text tool inside a cell in the table you want to convert.

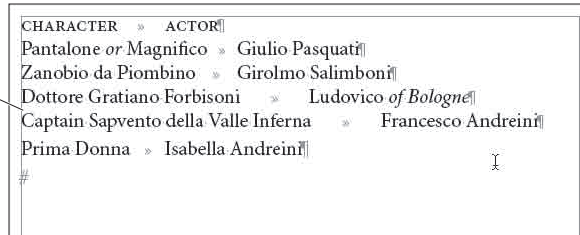


Choose Convert Table to Text from the Table menu.

InDesign displays the Convert Table to Text dialog box.

Specify delimiter characters, if necessary, then click OK.

InDesign converts the table to text, separating the rows and columns with the delimiter characters you specified.



- A row is always the height of the tallest cell in the row. Just as changing the width of a cell changes the width of a column, so changing the height of a cell changes the height of a row.
- In spite of the above restrictions, you can create tables containing cells that are wider than their parent columns or taller than their parent rows. You do this by merging cells, which we'll discuss later, in "Merging Cells."

## Selecting and Editing Table Items

To select elements in a table, or to edit a table's content (text, rows, or columns), click the Text tool in one of the cells of the table. This activates InDesign's table tools. Once you've done this, you can enter and edit text in the cell, paste or place text or graphics in the cell, or even create another table inside the cell.

It's easy to tell when you're in this mode, because the cursor changes shape as you position it above cell, row, column, and table boundaries. What do these different cursors mean? What can you do with these tools? To find out, take a look at Table 6-1.

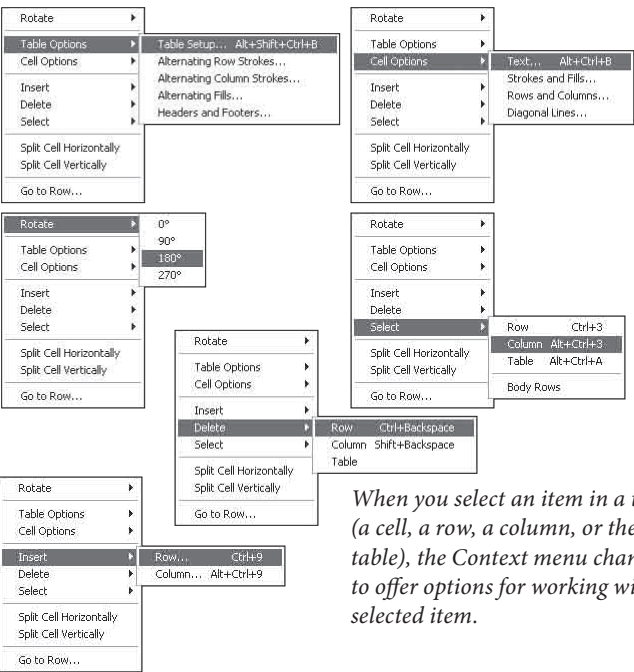
In addition, the Context menu changes to display options related to working with tables (see Figure 6-15).

TABLE 6-1  
Table Editing Cursors

When you see:	Your cursor is:	And you can:
✎	Above the top-left corner of the table	Click to select the table.
➔	Above the left edge of a row	Click to select the row.
⬇	Above the top of a column	Click to select the column.
↔	Above the right or left edge of a cell	Drag to resize the column containing the cell.
↕	Above the top or bottom of a cell	Drag to resize the row containing the cell.

FIGURE 6-15  
Context Menu Options  
for Working with Tables

*When you click the Text tool in a table cell, or select text in a table cell, InDesign adds options to the Context menu.*



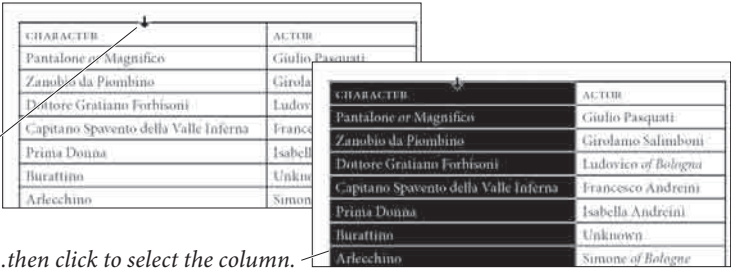
*When you select an item in a table (a cell, a row, a column, or the entire table), the Context menu changes again to offer options for working with the selected item.*

To select a range of cells, drag the text cursor through them. You cannot select noncontiguous cells. Note that dragging the cursor through multiple cells selects *all* of the text in the cells, regardless of the starting or ending position of the cursor.

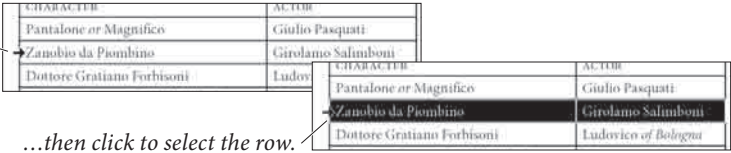
To select a row, position the cursor above the left edge of the first cell in the row, then click; for a column, move the cursor above the top of the first cell in the column, then click (see Figure 6-16).

**FIGURE 6-16**  
**Selecting Rows**  
**and Columns**

*Position the cursor above the top of a column...*



*Position the cursor above the left edge of a row...*



You select text inside a table cell using the same methods you use to select text in a text frame.

**Entering Tab Characters**

How the heck can you enter a tab character in a table cell? When you press Tab, InDesign moves the cursor to the next cell in the table (see “Table Shortcuts,” later in this chapter). If the cursor is in the last cell of the table, pressing Tab creates a new table row. Either way, you don’t get the character you’re looking for.

To enter a tab character, choose Tab from the Insert Special Character submenu of the Context menu (or, if you’re using the Mac OS, press Option-Tab).

**Placing a Graphic in a Table Cell**

You place a graphic in a table cell in exactly the same fashion as you insert a graphic in text: click the Text tool in a cell, or select some text inside a cell, then place a file or paste a graphic you copied to the Clipboard earlier (see Figure 6-17). Note that you must select text or have an active text insertion point; selecting the cell itself will not get the graphic into the cell.

**Table Controls in the Control Palette**

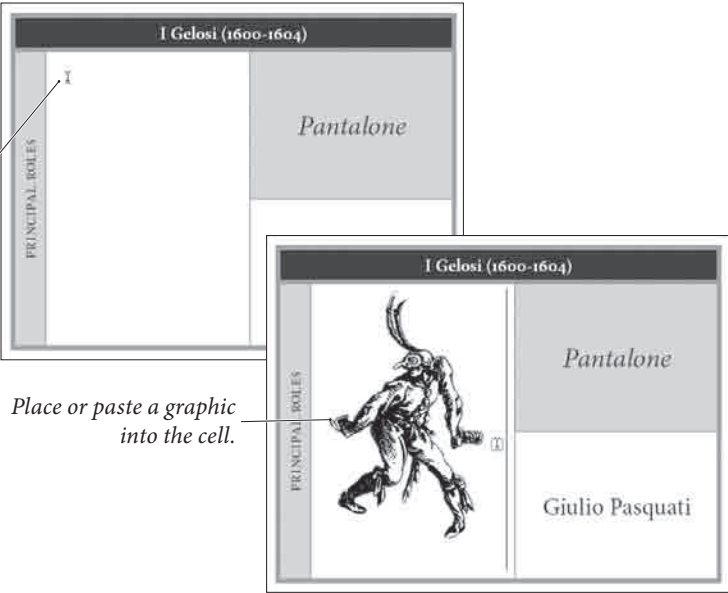
Some of the controls in the Table palette can also be found in the Control palette (see Figure 6-18). You won’t see these controls unless you select a table item—a cell, a row, a column, or a table—when you select text in a table, the Control palette displays text formatting options.

In most of the table-related illustrations in this chapter, we’ll show the Table palette, rather than the Control palette, because the Control palette’s width makes it difficult to fit into our page layout. This doesn’t mean that we prefer the Table palette—in fact, we use the Control palette whenever the options we need are available there.



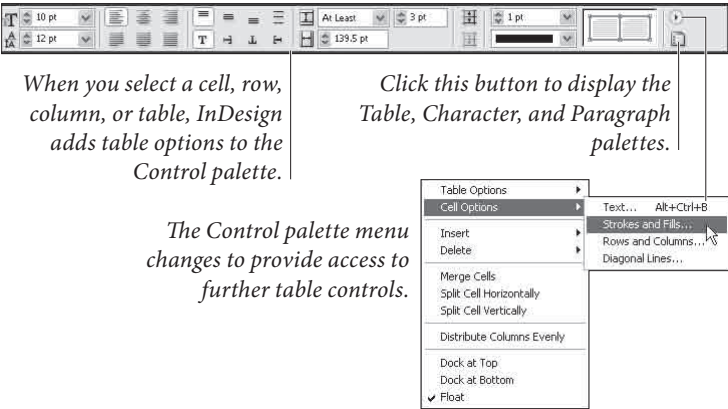
**FIGURE 6-17**  
**Placing a Graphic**  
**in a Cell**

*Click the Text tool inside a table cell.*



*Place or paste a graphic into the cell.*

**FIGURE 6-18**  
**Table Controls in the**  
**Control Palette**



*When you select a cell, row, column, or table, InDesign adds table options to the Control palette.*

*Click this button to display the Table, Character, and Paragraph palettes.*

*The Control palette menu changes to provide access to further table controls.*

### **Adding Table Headers and Footers**

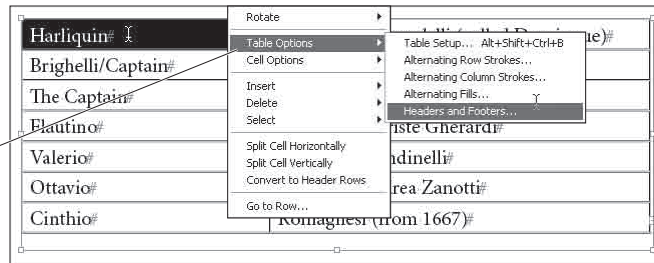
InDesign tables can include header and footer rows, which can repeat as the table breaks across text frames, text columns, or pages. You can add header and footer rows when you create the table, or you can add them to existing tables, or you can convert table body rows to header or footer rows.

- If you're using the Insert Table command to create a table, you can use the Header Rows and Footer Rows fields in the Insert Table dialog box to specify the number of header or footer rows as you create the table.

- If you want to add header and/or footer rows to an existing table, select a cell in the table (or a row, or a column, or the table itself) and choose Headers and Footers from the Table Options sub-menu of the Context menu. InDesign displays the Headers and Footers panel of the Table Options dialog box. Enter the number of header and/or footer rows you want, specify the repeat properties of the header/footer rows, and click OK to apply the rows to the table (see Figure 6-19).

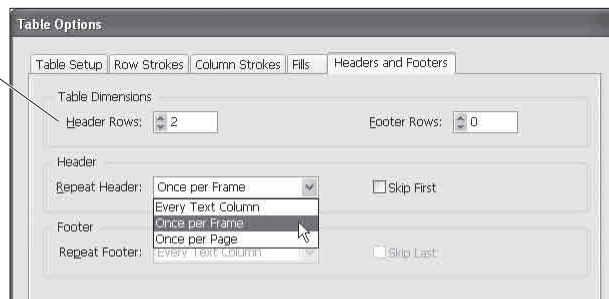
**FIGURE 6-19**  
**Adding a Header Row**

Select a cell, then choose Headers and Footers from the Table Options submenu of the Context menu.



Enter the number of header rows you want, then define the rate at which the rows should repeat.

Click OK to apply the header rows.



InDesign adds the header rows. Enter the header text.

#	#
character#	actor#
Harliquin#	Domenico Biancolelli (called Dominique)#
Brighelli/Captain#	Spinetta#
The Captain#	Francois Mansac#
Flautino#	Giovanni Evariste Gherardi#
Valerio#	Hyacinthe Bendinelli#

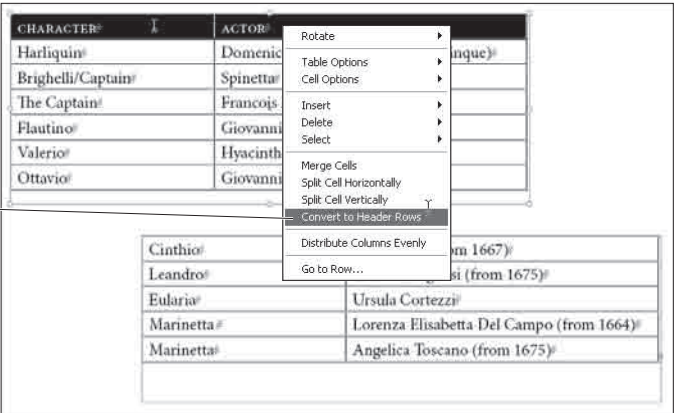
Format the header rows. In this example, we've merged the cells of the first header row.

THE FIORELLI-LOCATELLI TROUPE (1653-1684)#	
CHARACTER#	ACTOR#
Harliquin#	Domenico Biancolelli (called Dominique)#
Brighelli/Captain#	Spinetta#
The Captain#	Francois Mansac#
Flautino#	Giovanni Evariste Gherardi#
Valerio#	Hyacinthe Bendinelli#

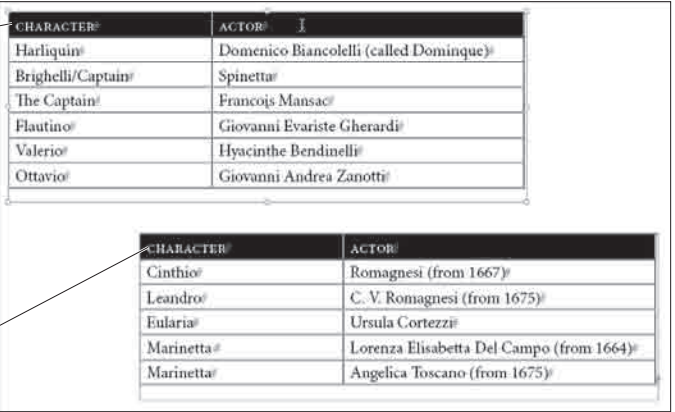
- To convert an existing row to a header row, select the row (it must be the first row in the table) and choose Convert to Header Row from the Context menu (see Figure 6-20). To convert multiple table body rows to header rows, select the rows—again, the first row in the table must be included in the selection (if it's not, the option won't appear on the Context menu). Converting a row (or rows) to a footer row (or rows) works the same way—select the last row (or rows) in the table and choose Convert to Footer Row from the Context menu.

**FIGURE 6-20**  
**Converting a Table Body Row into a Header Row**

*Select the first row in the table, then choose Convert to Header Rows from the Context menu.*



*InDesign converts the selected row to a header row.*



*If the table spans multiple text frames or text columns, the header row will appear at the top of each table section. (You can turn this off, if you like, using the Headers and Footers panel of the Table Options dialog box.)*

### Editing Header and Footer Rows

The first header and footer rows can be edited just as you'd edit any other row—the only difference is that the changes that you make are applied to all instances of the header or footer throughout the table. Subsequent header/footer rows, however, will defy your efforts to get the cursor into them (InDesign coyly displays a lock icon when you move the cursor over the row).

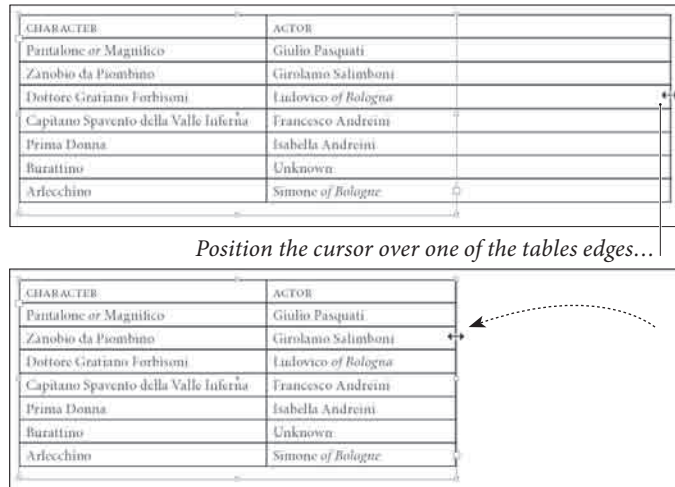
InDesign provides a pair of shortcuts, however, that will take you back to the first header or footer row—Edit Header and Edit Footer on the Context menu.

### Changing the Size of a Table

To resize a table by dragging, follow these steps (see Figure 6-21).

1. Click the Text tool inside the table.
2. Move the cursor over the left or right edge of the table (to change the table's width), or over the top or bottom of the table (to change its height). Position the cursor above the lower-right corner of the table to resize the width and height of the table.
3. Drag the cursor to resize the table. Hold down Shift as you drag to resize the table proportionally.

**FIGURE 6-21**  
Resizing a Table



*Position the cursor over one of the tables edges...*

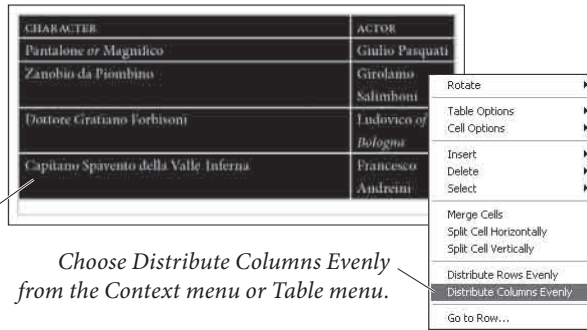
*...and drag. InDesign resizes the table. To resize the table proportionally, hold down Shift as you drag.*

When you resize the table by dragging the lower-right corner of the table, or when you hold down Shift as you drag, InDesign applies the changes in size equally to all of the cells in the table. If you drag the sides of the table without holding down Shift, InDesign only changes the row or column nearest the edge you're dragging. Resizing the table using this technique does not scale the text in the table.

What? You've resized the table and now want all of the columns to be the same width? Don't start dragging columns around. Instead, select the table and choose Distribute Columns Evenly from the Table palette menu or Table menu (see Figure 6-22). If you've changed the height of the table and want to make all of the rows in the table

**FIGURE 6-22**  
Distributing  
Columns Evenly

Select the columns you want to make equal in width. In this example, we've selected the entire table.



Choose Distribute Columns Evenly from the Context menu or Table menu.

InDesign makes the selected columns equal in width.

CHARACTER	ACTOR
Pantalone or Magnifico	Giulio Pasquati
Zanobio da Piombino	Girolamo Salimboni
Dottore Gratiano Forbisoni	Ludovico of Bologna
Capitano Spavento della Valle Inferna	Francesco Andreini
Prima Donna	Isabella Andreini
Burattino	Unknown

the same height, select the table and choose Distribute Rows Evenly (again, from the Table menu or from the Table palette menu).

### Changing the Size of Rows and Columns

To change the height of a row or the width of a column by dragging, follow these steps (see Figure 6-23).

1. Click the Text tool inside a cell.
2. Move the cursor over the top or bottom of the cell to change the height of the row containing the cell, or over the left or right of the cell to change the column width.
3. Drag the cursor up or down to resize a row, or right or left to resize a column.

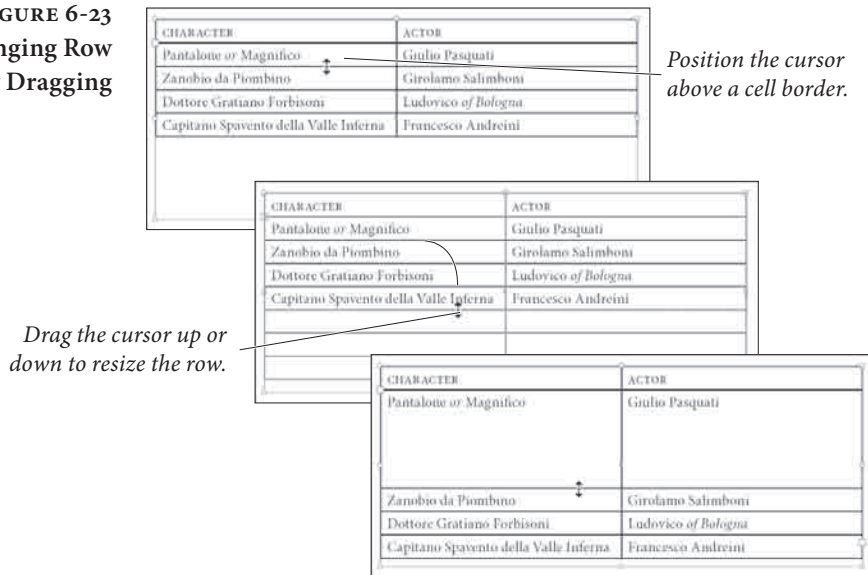
To change the height of a row or the width of a column using the Table palette, follow these steps (see Figure 6-24).

1. Click the Text tool inside a cell.
2. Adjust the values in the Row Height and Column Width fields (you can type values in the fields, or use the arrow buttons associated with the fields to “nudge” the height or width up or down).

To change the height of a row or the width of a column using the Cell Options dialog box follow these steps (see Figure 6-25).

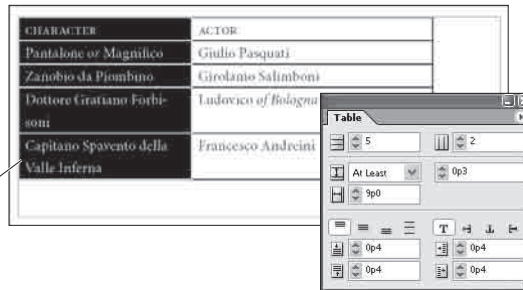
1. Select a cell, a row, a column, or the entire table.

**FIGURE 6-23**  
**Changing Row Height by Dragging**

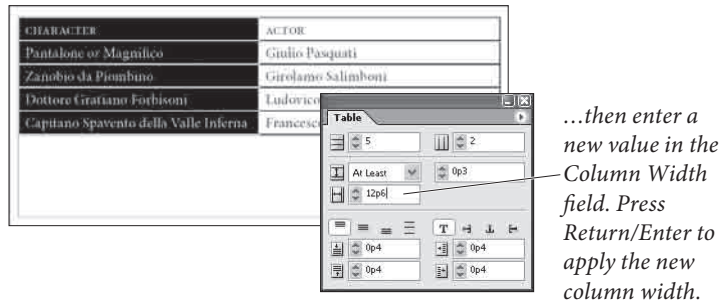


**FIGURE 6-24**  
**Changing Column Width Using the Table Palette**

*Select a column (or any cell in a column)...*



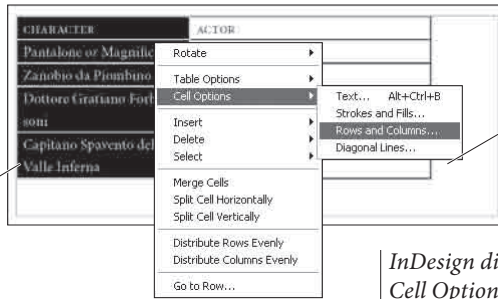
*You can also use the corresponding fields in the Control palette to change column width. To get them to appear, select a cell or column.*



2. Choose Rows and Columns from the Cell Options submenu of the Context menu (or from the Table menu). InDesign displays the Cell Options dialog box.
3. Enter a new value in the Row Height field to change the height of the row, or in the Column Width field to change the width of a column.

**FIGURE 6-25**  
**Changing Column**  
**Width Using the**  
**Cell Options Dialog Box**

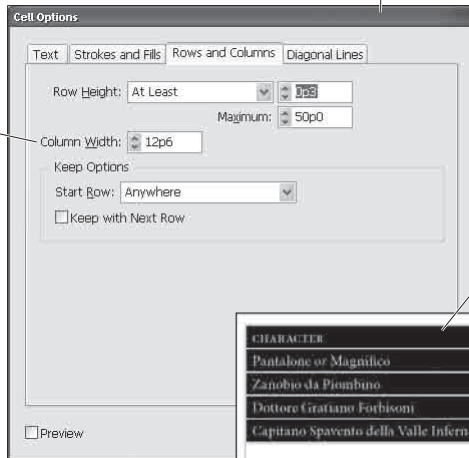
Select a column (or any cell in a column)...



...and choose Rows and Columns from the Cell Options sub-menu of the Context menu.

InDesign displays the Cell Options dialog box.

Enter a new value in the Column Width field and click OK to apply the new column width.



InDesign changes the width of the selected column.

CHARACTER	ACTOR
Pantalone or Magnifico	Giulio Pasquati
Zanobio da Piombino	Girolamo Salimbeni
Dottore Gratiano Forbisoni	Ludovico of Bologna
Capitano Spavento della Valle Inferna	Francesco Andreini

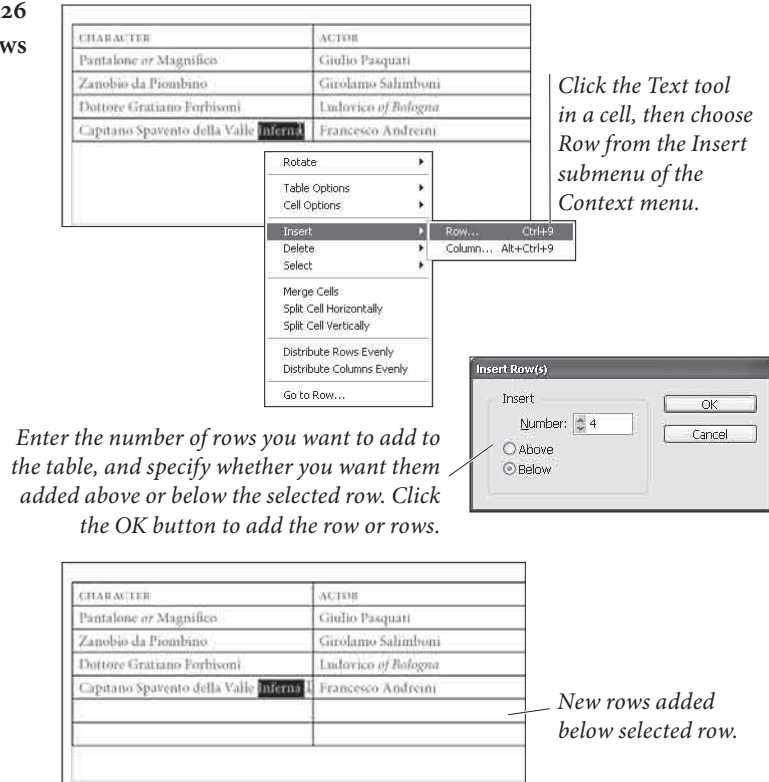
### Adding Rows Or Columns

If you're entering text in a table, and have reached the cell of the last row, you can add a row by simply pressing Tab—InDesign assumes that this means that you want to add a row to the table. If you need to add rows inside an existing table, it's a little bit more complicated.

To add a row or a series of rows to a table, follow these steps (see Figure 6-26).

1. Click the Text tool in a cell in a row that is above or below the point at which you want to add the new rows.
2. Choose Row from the Insert submenu of the Context menu. InDesign displays the Insert Row(s) dialog box.
3. Enter the number of Rows you want to add in the Number field, and choose the Above or Below option to tell InDesign where to put the rows (relative to the selected row).
4. Click the OK button. InDesign adds the empty rows.

**FIGURE 6-26**  
**Adding Rows**



To add a column or a series of columns to a table, follow these steps (see Figure 6-27).

1. Click the Text tool in a cell in a column that is adjacent to the point at which you want to add the new columns.
2. Choose Column from the Insert submenu of the Context menu. InDesign displays the Insert Column(s) dialog box.
3. Enter the number of Columns you want to add in the Number field, then choose the Left or Right option to tell InDesign where to put the rows (relative to the selected row).
4. Click the OK button. InDesign adds the empty columns.

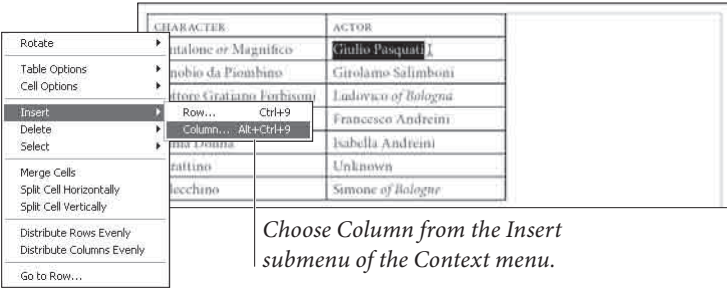
You can also add a row or column by dragging. To do so, follow these steps (see Figure 6-28).

1. Click the Text tool in a cell.
2. To add a column, position the cursor over the left or right side of the cell; to add a row, position the cursor above the top or bottom of the cell.



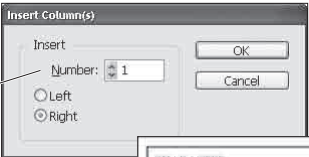
**FIGURE 6-27**  
**Adding a Column**

*Click the Text tool in a cell  
(or select text in a cell).*



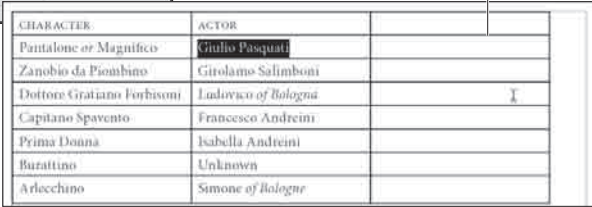
*Choose Column from the Insert  
submenu of the Context menu.*

*Enter the number of columns  
you want to add, and specify  
the location (to the right or  
left of the selected column) at  
which you want to add them.*



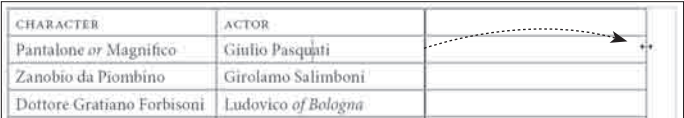
*Click the OK button to  
add the columns.*

*InDesign adds the  
columns to the table.*

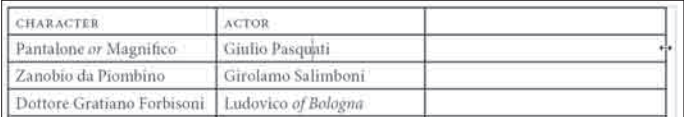


**FIGURE 6-28**  
**Adding a Column  
by Dragging**

*Stop dragging, and InDesign  
adds a column to the table.*



*Position the cursor over a column edge. Hold down the  
mouse button, then press Option/Alt and drag.*



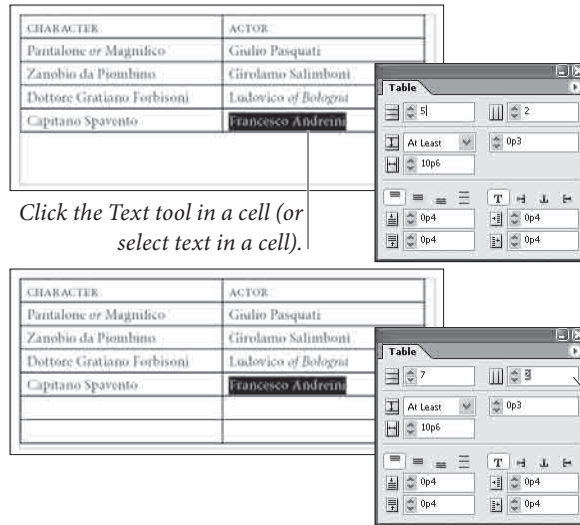
3. Hold down the mouse button, then press Option/Alt and drag.  
InDesign adds a row or column to the table.

To add a row to a table using the Table palette, follow these steps  
(see Figure 6-29).

1. Click the Text tool in a cell.
2. Display the Table palette (press Shift-F9) if it isn't already  
visible, then change the value displayed in the Rows field  
or the Columns field.

When you add a row using this technique, the new row appears  
below the row you selected; when you add a column, the new column  
appears to the right of the selected column.

**FIGURE 6-29**  
Adding a Row Using  
the Table Palette



### Deleting Rows, Columns, and Tables

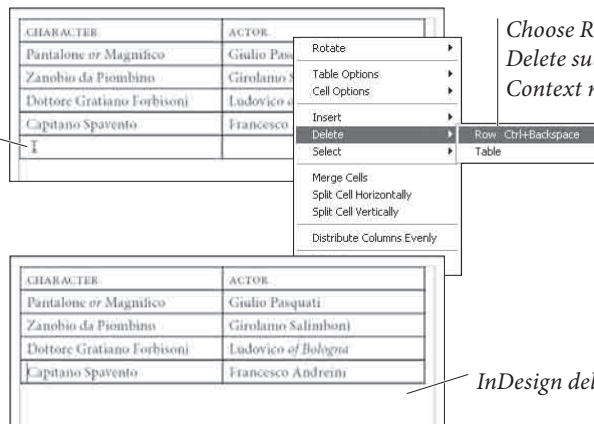
To delete a single row, click the Text tool in a cell in the row, then choose Row from the Delete submenu of the Context menu (see Figure 6-30). There's no need to select the row or cell. To delete more than one row, select at least one cell in each row you want to delete, then choose Row from the Delete submenu of the Context menu.

To delete a single column, click the Text tool in a cell in the column, then choose Column from the Delete submenu of the Context menu (see Figure 6-31). To delete more than one column, select a cell in each column you want to delete, then choose Column from the Delete submenu of the Context menu.

To delete a table, click the Text tool in any cell in the table, and then choose Table from the Delete submenu of the Context menu. InDesign deletes the entire table containing the cell.

**FIGURE 6-30**  
Deleting a Row

Click the Text tool in a cell of the row you want to delete.

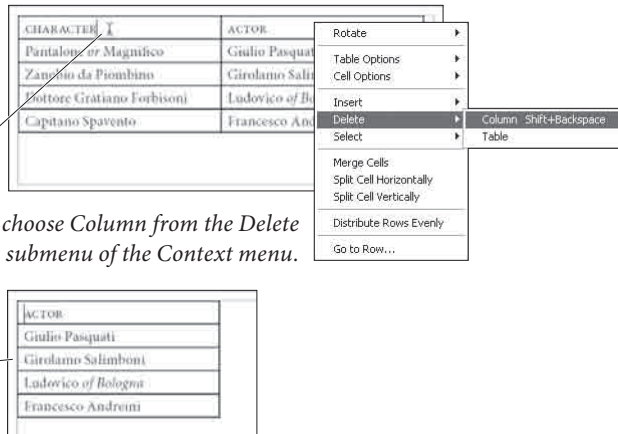


**FIGURE 6-31**  
**Deleting a Column**

*Click the Text tool in a cell of the column you want to delete...*

*...then choose Column from the Delete submenu of the Context menu.*

*InDesign deletes the column.*



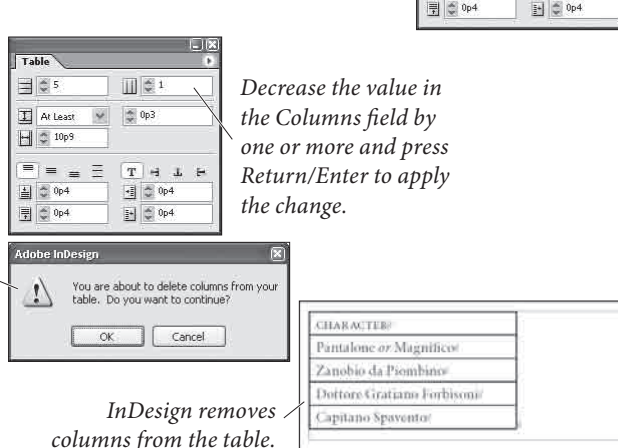
Alternatively, you can use the Text tool to select the character containing the table (remember: though it can be a very *large* character, it's still a single character) and press Delete.

To delete rows or columns using the Table palette, follow these steps (see Figure 6-32).

1. Click the Text tool in a cell.
2. Display the Table palette (press Shift-F9) if it isn't already visible, then reduce the value in either the Rows field or the Columns field. InDesign asks if you're certain you want to remove the row(s). You are certain, so click the OK button.

**FIGURE 6-32**  
**Deleting a Column**  
**Using the Table Palette**

*Click the Text tool in a cell (or select text in a cell, or select a cell, row, or table).*



*InDesign asks if you want to delete the column. You do, so click the OK button.*

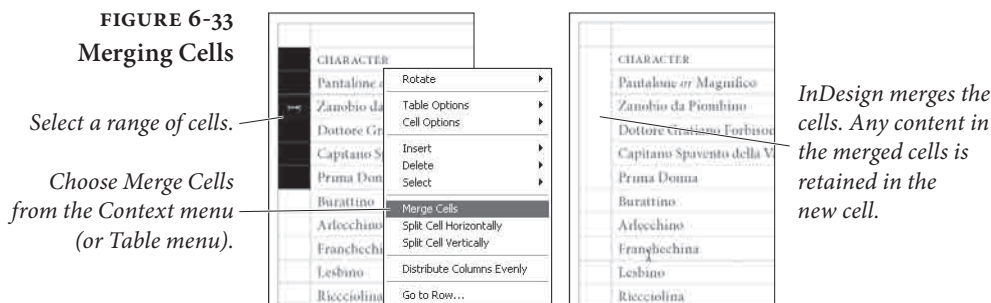
*InDesign removes columns from the table.*

### Merging and Unmerging Table Cells

To merge a series of selected table cells into a single cell, select the cells and choose Merge Cells from the Context menu or Table menu (see Figure 6-33). The text and graphics in the selected cells are placed in the new merged cell.

To unmerge a cell that has been created by merging cells, select the cell and choose Unmerge Cells from the Context menu or Table menu. Note that unmerging a merged cell is very different from splitting the cell, which only divides the cell in half along its horizontal or vertical axis. Unmerging a cell actually returns the cells in the merged cell to their original geometry, though it does not restore their original content.

**FIGURE 6-33**  
Merging Cells

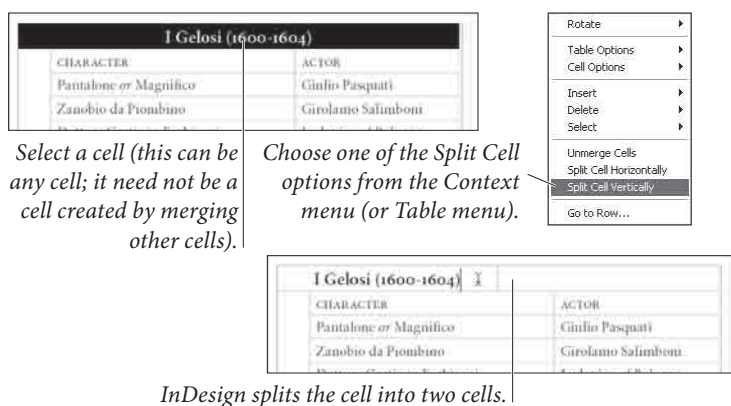


### Splitting Table Cells

To split a cell, select the cell and choose Split Cell Horizontally or Split Cell Vertically from the Context menu (see Figure 6-34).

If you have selected an entire column of cells, you won't see the Split Cell Horizontally option; if you've selected a row of cells, InDesign turns off the Split Cell Vertically option.

**FIGURE 6-34**  
Splitting a Cell

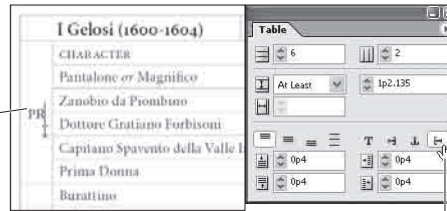


### Rotating Table Cells

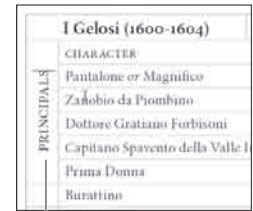
Cells in an InDesign table can be rotated in 90-degree increments (see Figure 6-35). To rotate a cell, select the cell and then choose one of the options (0, 90, 180, 270) on the Rotate submenu of the Context menu (or click the corresponding button in the Table palette).

**FIGURE 6-35**  
**Rotating a Cell**

Select a cell.



Click one of the rotation options in the Table palette (or choose one from the Context menu).



InDesign rotates the content of the cell.

## Two Table Tricks

Earlier, we mentioned two of our favorite uses for tables—hanging side headings and boxed paragraphs. This section is our “best guess” attempt to find a place for these tricks in this chapter’s structure.

### Using a Table to Create a Box Around a Paragraph

Sometimes, you need to place a box around a paragraph—you often see this formatting used to set off notes and warnings in technical manuals. While you could always draw a box behind the paragraph, you would then have to move the box when the paragraph changes its position on the page due to text editing or layout changes. What you really need is a way to “stick” the box to the paragraph, so that it will follow the paragraph wherever it goes.

In the interest of completeness, we’ve shown two other methods for accomplishing this end elsewhere in this chapter (involving paragraph rules and inline frames)—but the best way to put a box around a paragraph is to convert the paragraph to a single-cell table. We do not know if single-cell tables can reproduce by fission, as other single-cell animals can, but they’re certainly useful nonetheless.

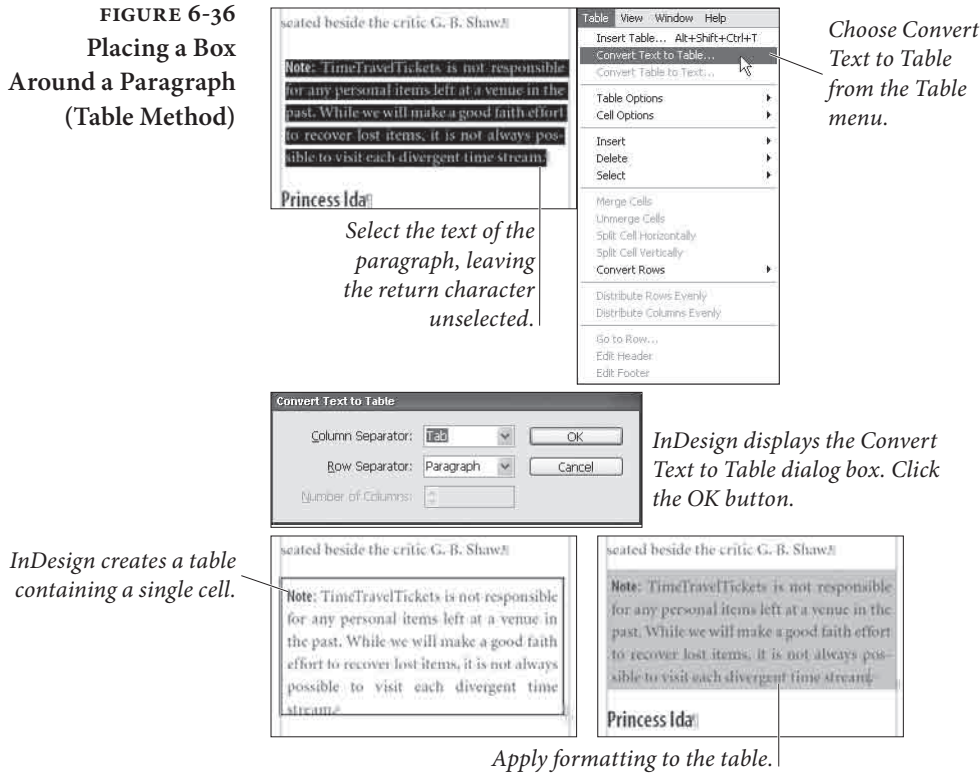
To convert a paragraph to a single-cell table, select all of the text in the paragraph up to, but not including, the return at the end of the paragraph. Then choose Convert Text to Table from the Table menu (see Figure 6-36). Apply whatever formatting you want to the fill and stroke of the table’s single cell.

### Using a Table to Create a Hanging Side Head

To create a hanging side head (like the one attached to this paragraph) using a table, follow these steps (see Figure 6-37).

1. Enter the heading and the body text as separate paragraphs.
2. Replace the return between the two paragraphs with a tab character.
3. Select the text in the paragraph. Do not include the return in the selection.

**FIGURE 6-36**  
**Placing a Box**  
**Around a Paragraph**  
**(Table Method)**



4. Choose Convert Text to Table from the Table menu.
5. Format the table.

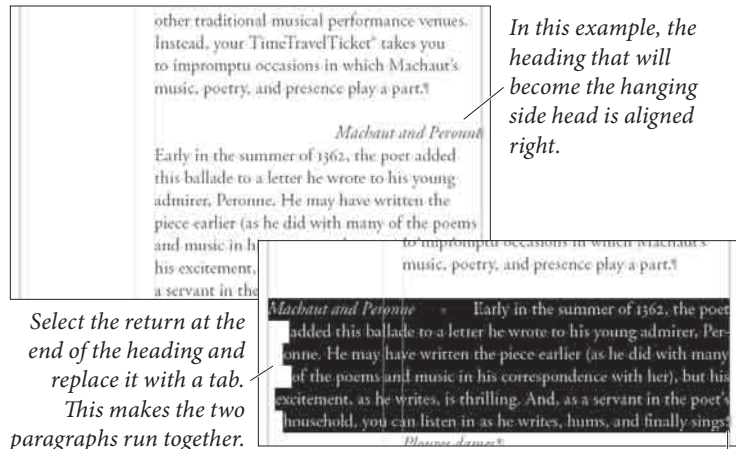
## Table Shortcuts

As you might expect, InDesign has a number of keyboard shortcuts related to working with tables (see Table 6-2). Note that there are some very cool shortcuts that, by default, have no key assigned to them. Go to Row, in particular, is worth sacrificing an existing default shortcut for.

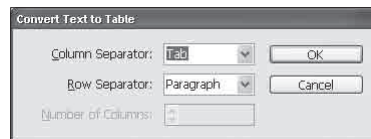
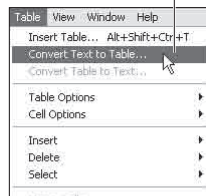
## Formatting Tables

Earlier, we mentioned that table cells are similar to InDesign text frames—and we now want to point out that that similarity extends to the realm of formatting, as well. Table cells can be filled using any fill you could apply to a frame, and can use all of the strokes in InDesign's Stroke palette (including custom stroke styles).

**FIGURE 6-37**  
**Creating a**  
**Hanging Side Head**  
**(Table Method)**

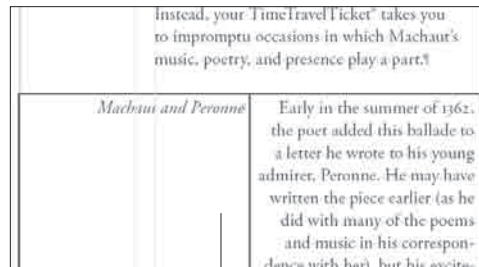


Choose Convert Text  
to Table from the  
Table menu.



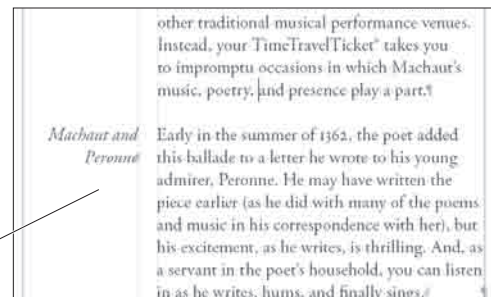
Select the text of the paragraph,  
leaving the return unselected.

InDesign displays the Convert  
Text to Table dialog box.  
Click the OK button.



InDesign converts  
the selected text to a  
two-column table.

InDesign applies the (boring)  
default table formatting, so  
you'll probably need to format  
the table to fit your layout.



To format table cells, however, you don't (usually) use the same controls you use to format text frames, rectangles, ellipses, or other page items. Instead, you use a special set of table formatting controls, most of which you'll find in the Table Options (see Figure 6-38) and Cell Options dialog boxes (see Figure 6-39).



**TABLE 6-2**  
**Table Shortcuts**

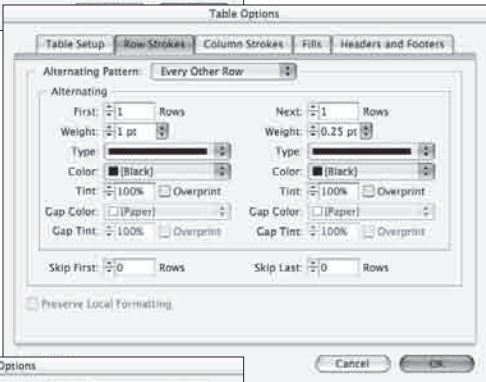
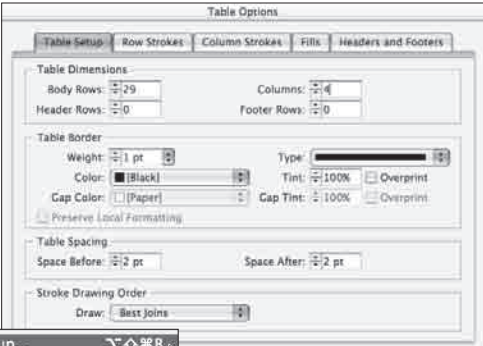
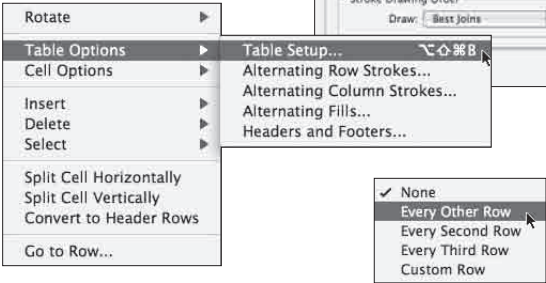
<b>Function</b>	<b>Shortcut</b>
Diagonal Lines Options	not defined
Rows and Columns Options	not defined
Strokes and Fills Options	not defined
Text Options	Command-Option-B/Ctrl-Alt-B*
Convert Table to Text	not defined
Convert Text to Table	not defined
Delete Column	Shift-Backspace*
Delete Row	Command-Backspace/ Ctrl-Backspace*
Delete Table	not defined
Distribute Columns Evenly	not defined
Distribute Rows Evenly	not defined
Go to Row	not defined
Insert Table	Command-Shift-Option-T/ Ctrl-Alt-Shift-T
Insert Column	Command-Option-9/Ctrl-Alt-9*
Insert Row	Command-9/Ctrl-9*
Merge Cells	not defined
Next Cell	Tab
Previous Cell	Shift-Tab
Select Cell	Command-/ (slash)/ Ctrl-/ (slash) or Esc*
Select Column	Command-Option-3/Ctrl-Alt-3*
Select Row	Command-3/Ctrl-3*
Select Table	Command-Option-A/Ctrl-Alt-A
Split Cell Horizontally	not defined
Split Cell Vertically	not defined
Alternating Column Strokes	not defined
Alternating Fills	not defined
Alternating Row Strokes	not defined
Table Setup	Command-Option-T/Ctrl-Alt-T*

\* This command is only active when you have an active text insertion point in a text frame or table cell.



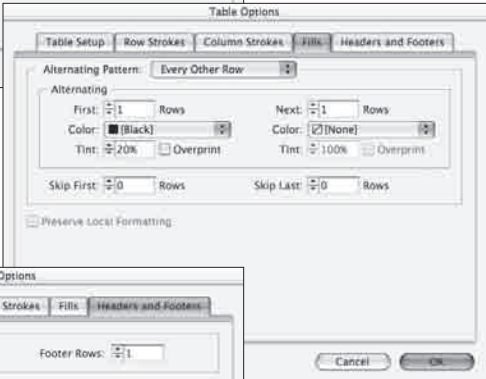
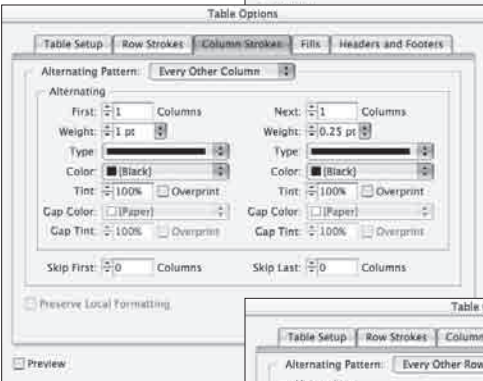
**FIGURE 6-38**  
**Table Options**

To open the Table Options dialog box, select a cell and choose one of the items on the Table Options submenu of the Context menu (or Table menu).

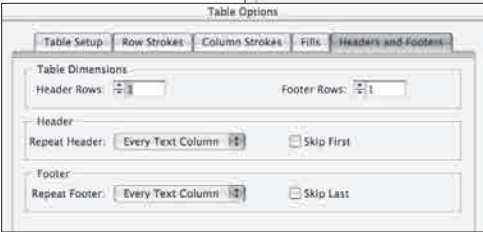


When you choose one of the Alternating Pattern options, you can use the First and Next fields to define the pattern of alternation.

The Row Strokes, Column Strokes, and Fills panels all feature an Alternating Pattern pop-up menu, which gives you a way to make the corresponding formatting vary in a predetermined fashion.

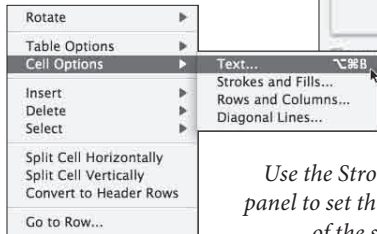


The Skip First and Skip Last fields give you a way to exclude certain table features (header and footer cells, for example) from the alternating pattern of formatting.



**FIGURE 6-39**  
**Cell Options**

To open the Cell Options dialog box, select a cell and choose one of the items on the Cell Options submenu of the Context menu (or Table menu).



Use the Strokes and Fills panel to set the formatting of the selected cells.

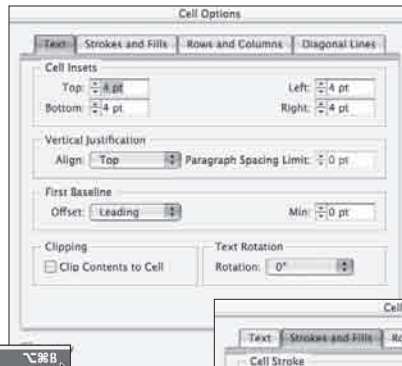


The stroke proxy gives you a way to specify which cell borders are affected by the formatting.

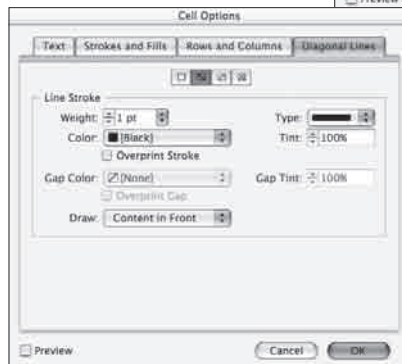
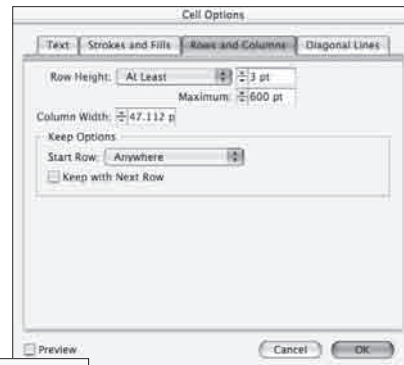
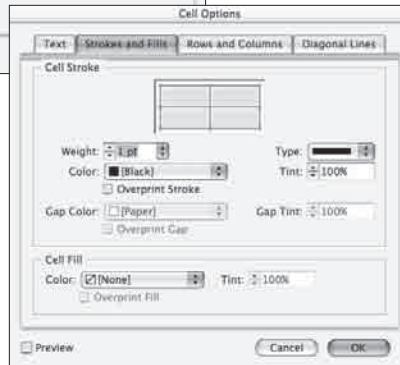


If you have more than one cell selected, the stroke proxy changes to include row and column strokes.

The controls in the Rows and Columns panel set the number of rows and columns in the table and their height/width. As most of these controls are duplicated in the Table palette, the main reason you'll need to come here is the Keep Options section, especially Keep with Next Row, which you can use to force a row to the next page or text frame.



The options in the Text panel control the way that InDesign composes text in the cell—they're very similar to the options in the Text Frame Options dialog box.



Diagonal lines are often used to fill in empty cells in some table designs—the Diagonal Lines panel, as you'd expect, provides formatting options for this feature.

### Table Cell Strokes and Fills

Before we start talking about table formatting, it's important that you understand that applying a stroke to a column is exactly the same as applying a stroke to the left and right edges of all of the cells in that column. There are not separate stroke properties for rows and columns. If you change the stroke property of a column, the strokes on the corresponding cell borders in the column also change. The same is true for table border strokes—these properties apply to the outside edges of the cells at the top, right, bottom, and left edges of the table.

**Applying Strokes to Cells.** InDesign offers a number of different ways to set the fill or stroke of a cell. You can set the stroke weight using the Stroke palette, or the Strokes and Fills panel of the Cell Options dialog box, or from the table controls in the Control palette. You can set the fill of a cell using the Swatches palette, the Color palette, or the Strokes and Fills panel of the Cell Options dialog box. This is not a complete listing of the different methods you can use to format cells, but we think you get the idea.

When you want to apply a stroke to all of the borders of a cell or cells, follow these steps (see Figure 6-40).

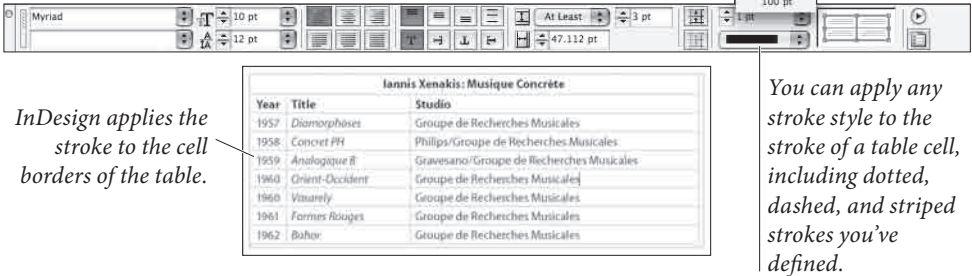
1. Select a range of cells.

**FIGURE 6-40**  
**Applying a Stroke to All Cell Borders**

*Click the Text tool in the table, then choose Table from the Select submenu of the Options menu.*

*There are many ways to apply cell formatting; we usually use the options in the Control palette.*

*Enter a stroke weight in the Weight field of the Control palette, or choose a stroke weight from the associated pop-up menu.*



2. Display the Stroke palette or display the Strokes and Fills panel of the Cell Options dialog box (choose Strokes and Fills from the Cell Options submenu of the Context menu), or display the Control palette.
3. Enter a stroke weight in the Weight field and press Return/Enter (or otherwise apply the new value).
4. Apply a stroke color. If you're applying the stroke using the Stroke palette or the Control palette, you can use the Swatches palette, the Color palette, the Gradient palette, or any of the other color controls. If you're using the Strokes and Fills panel of the Cell Options dialog box, you can use the Color pop-up menu.

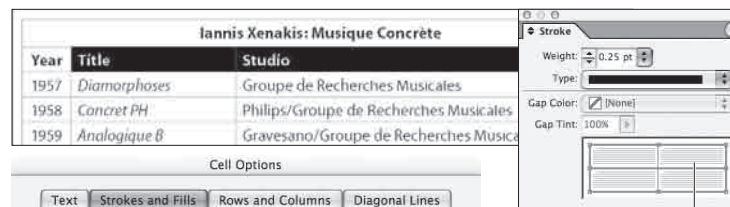
Each border of a cell in an InDesign table can have a different stroke. Note, however, that cells share borders with adjacent cells. Applying a stroke to the right border of a cell affects the left border of the next cell in the row.

The Cell Proxy (in the Strokes panel of the Cell Options dialog box, or in the Control palette or Stroke palette) is the way that you tell InDesign which border you want to work with (see Figure 6-41). Just as the Proxy in the Transform palette “stands in” for the current selection, the Cell Proxy represents the selected cell or cell range.

**FIGURE 6-41**  
Cell Proxy

*Actually, we don't know what this control is supposed to be called—we could find no reference to it in any “official” documentation. So we're calling it the “Cell Proxy.” You got a problem with that?*

*Cell Proxy in the Cell Options dialog box*



*Cell Proxy in the Stroke palette.*

*Cell Proxy in the Control palette.*



*Click a cell border in the Cell Proxy to exclude the cell edges from formatting. Click again to activate the cell border.*

*Double-click to deactivate a group of cell borders, or triple-click to deactivate all cell borders.*



When the borders in the Cell Proxy are highlighted (in light blue), changes you make to the stroke color or stroke weight will affect the corresponding cell borders. To prevent formatting from affecting a cell border, click the corresponding active border in the Cell Proxy. To make an inactive border active again, click it again.

If you want to apply a stroke to some, but not all, of the borders of a cell, follow these steps (see Figure 6-42).

1. Select the cell or range of cells you want to format.
2. Display the Stroke palette or display the Strokes and Fills panel of the Cell Options dialog box (choose Strokes and Fills from the Cell Options submenu of the Context menu).
3. Use the Cell Proxy to select the cell borders you want to format.
4. Apply stroke formatting using the Strokes and Fills panel of the Cell Options dialog box, or the Stroke and Swatches palettes.

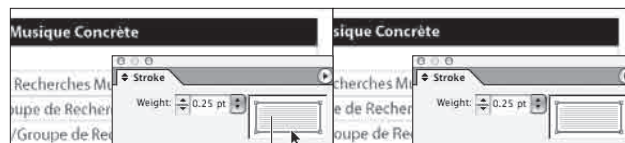
**FIGURE 6-42**  
Applying a Stroke to  
Selected Cell Borders

*In this example, we want to remove the strokes around the outside edges (top, left, and right) of the first row in the table, but we don't want to remove the stroke at the bottom of the row. To do this, we use the Cell Proxy in the Stroke palette.*



*Select the cell you want to format.*

*InDesign displays the Cell Proxy in the Stroke palette.*



*Click the cell border you want to protect from formatting.*

*Apply the stroke.*

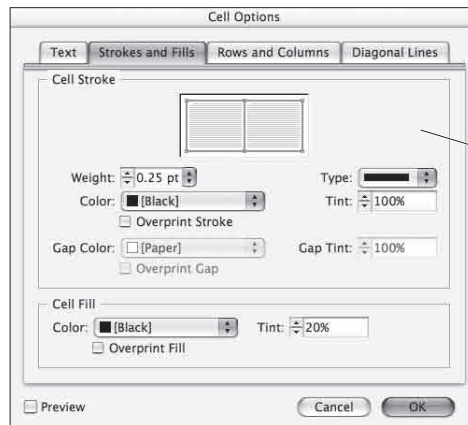
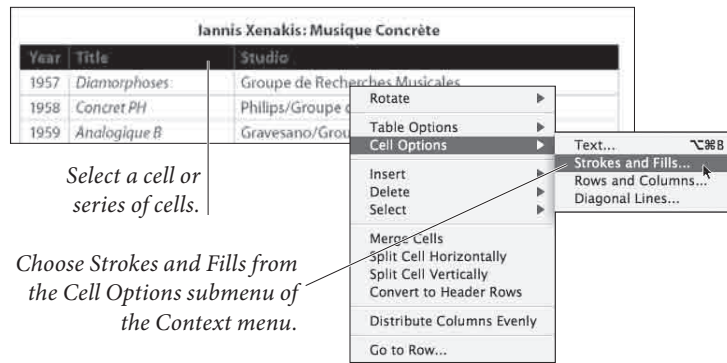
*The top, left, and right borders of the first row have been set to zero point strokes, but the bottom border of the row retains its original stroke weight.*



**Applying Fills to Cells.** To apply a fill to a cell, follow these steps (see Figure 6-43).

1. Select a cell or a range of cells.
2. Display the Strokes and Fills panel of the Cell Options dialog box (to display this panel, choose Strokes and Fills from the Cell Options submenu of the Context menu).
3. Choose a color swatch from the Color pop-up menu, and enter a tint value in the Tint field, if necessary. Note that you can also set the fill to overprint using the Overprint option.
4. Click the OK button to close the dialog box and apply the fill to the selected cells.

**FIGURE 6-43**  
Applying a Fill to a Cell  
(Dialog Box Method)



Iannis Xenakis: Musique Concrète		
Year	Title	Studio
1957	Diamorphoses	Groupe de Recherches Musicales
1958	Concret PH	Phillips/Groupe de Recherches Musicales
1959	Analogique B	Gravesano/Groupe de Recherches Musicales

*InDesign applies the fill to the selected cells.*



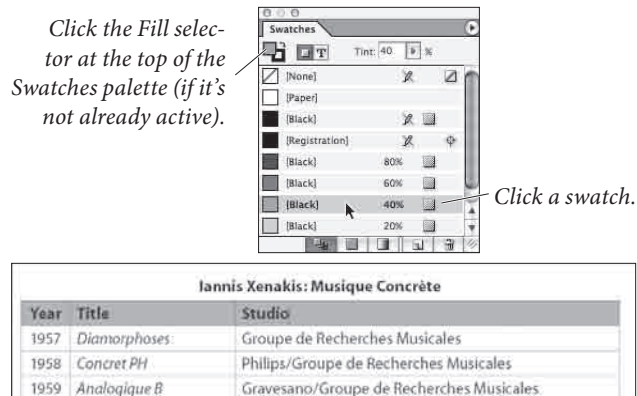
Alternatively, you can apply a fill to a cell using the Swatches palette or Color palette (see Figure 6-44).

1. Select a cell or range of cells.
2. Click the Fill selector at the top of the Swatches palette or Color palette to make it active (if it's not already active).
3. Click the swatch (if you're using the Swatches palette) or define a color (if you're using the Color palette) to apply it to the background of the cell.

**FIGURE 6-44**  
Applying a Fill to a Cell  
(Palette Method)



*Select a cell or a range of cells.*



*InDesign applies the fill to the selected cells.*

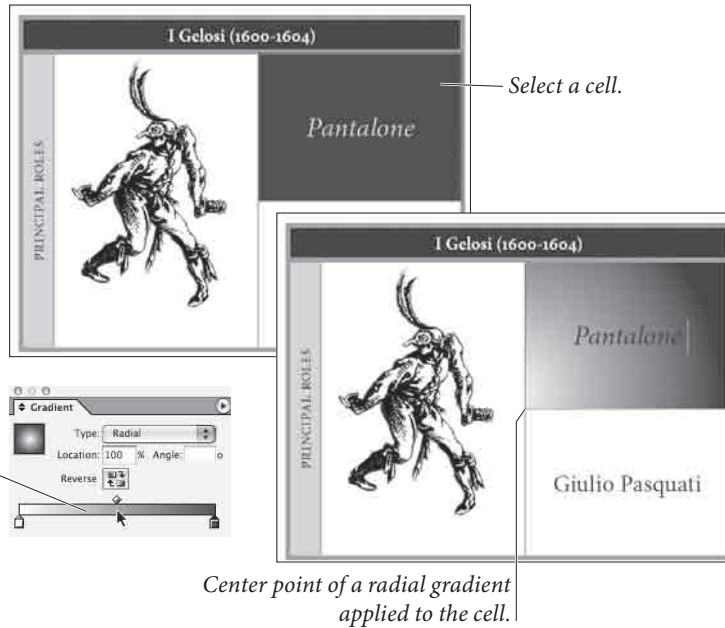
**Applying Gradients to Table Cells.** You can apply a gradient to the fill and stroke of a cell, but the results might not be what you'd expect (see Figure 6-45).

1. Select the cells.
2. Display the Gradient palette, if it's not already visible.
3. Click in the Gradient Ramp to apply a gradient to the selected cells. Adjust the gradient settings to define the type, color, and angle of the gradient (as discussed in Chapter 5, "Drawing").

**FIGURE 6-45**  
**Applying a**  
**Gradient to a Cell**

*Note that InDesign positions the start and end of the gradient (in this example, the center point of a radial gradient) based on the width and height of the entire table—not the width of the cell itself.*

*Display the Gradient palette and click the Gradient Ramp to apply a gradient fill.*



Note that the gradient is based on the width and height of the table, rather than on the selected cell or cells. This may or may not give you the effect you're looking for. To gain more control over the start/end points of the gradient, create and fill a rectangle, then paste the rectangle into the cell.

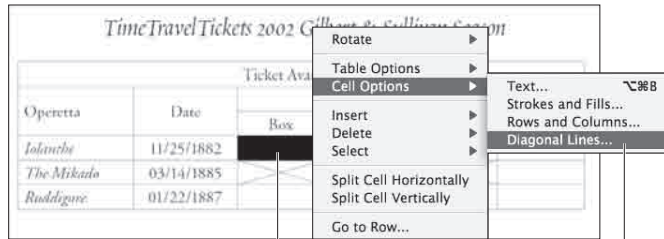
**Applying Diagonal Lines.** To apply diagonal lines to a cell, use the options in the Diagonal Lines panel of the Cell Options dialog box (see Figure 6-46).

1. Select a cell, row, column, or table (table border strokes apply to the entire table, so you need only select part of the table).
2. Display the Diagonal Lines panel of the Cell Options dialog box (choose Diagonal Lines from the Cell Options submenu of the Context menu).
3. Turn on one of the diagonal lines options. Choose a stroke weight, stroke type, color, and tint. If you want the diagonal lines to overprint, turn on the Overprint option. If you want the diagonal lines to appear in front of the table, turn on the Draw in Front option.
4. Click the OK button to apply the diagonal lines.



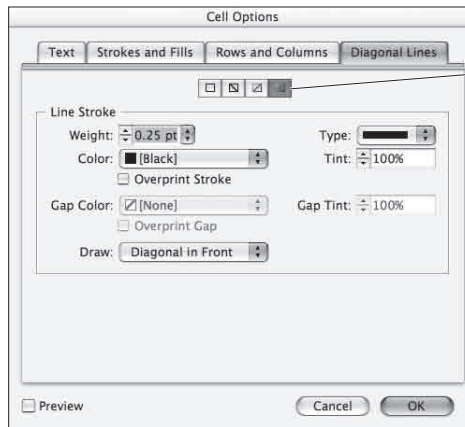
**FIGURE 6-46**  
Applying Diagonal  
Lines to a Cell

*In this example table, a diagonal line in a cell indicates that the seats in that section are no longer available. TimeTravelTickets has run out of seats for the November 11, 1882, premiere of “Iolanthe,” so we have to apply diagonal lines to the corresponding cell.*



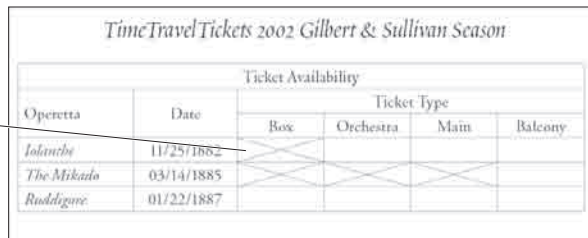
Select a cell.

Choose Diagonal Lines from the Cell Options submenu of the Context menu.



Turn on one of the diagonal lines options and specify the formatting of the lines.

*InDesign applies the diagonal lines to the cell.*



**Formatting Table Borders.** To apply a stroke to the edges of a table, use the options in the Table Border section of the Table Setup panel of the Table Options dialog box (see Figure 6-47).

1. Select a cell, row, column, or table (table border strokes apply to the entire table, so you need only select part of the table).
2. Display the Table Setup panel of the Table Options dialog box (press Command-Option-T/Ctrl-Alt-T).
3. Choose a stroke weight, stroke type, color, and tint. If you want the stroke to overprint, turn on the Overprint option.

**FIGURE 6-47**  
**Applying Strokes to Table Borders**

*Example table without a table border.*

*Select a cell, row, column, or the entire table (as we have in this example).*

*Press Command-Option-T/ Ctrl-Alt-T to display the Table Setup panel of the Table Options dialog box.*

*Turn this option on if you want to retain any formatting you might have applied to the cells in the table.*

*InDesign applies the stroke to the outside borders of the cells at the outside (left, right, top, or bottom) of the table.*

Year	Title	Studio
1957	Diamorphoses	Groupe de Recherches Musicales
1958	Concret PH	Philips/Groupe de Recherches Musicales
1959	Analogique B	Gravesano/Groupe de Recherches Musicales
1960	Orient-Occident	Groupe de Recherches Musicales
1960	Vasarely	Groupe de Recherches Musicales
1961	Formes Rouges	Groupe de Recherches Musicales
1962	Bohor	Groupe de Recherches Musicales

**Table Options**

Table Setup | Row Strokes | Column Strokes | Fills | Headers and Footers

Table Dimensions  
Body Rows: 8 Columns: 3  
Header Rows: 1 Footer Rows: 0

Table Border  
Weight: 2 pt Type: Solid  
Color: Black Tint: 50% Overprint  
Gap Color: Paper Gap Tint: 100% Overprint  
☒ Preserve Local Formatting

Table Spacing  
Space Before: 4 pt Space After: 4 pt

Stroke Drawing Order  
Draw: Best Joins

Preview Cancel OK

*Specify the stroke weight, color, and tint you want to apply to the table borders. Click the OK button to apply your changes.*

Year	Title	Studio
1957	Diamorphoses	Groupe de Recherches Musicales
1958	Concret PH	Philips/Groupe de Recherches Musicales
1959	Analogique B	Gravesano/Groupe de Recherches Musicales
1960	Orient-Occident	Groupe de Recherches Musicales
1960	Vasarely	Groupe de Recherches Musicales
1961	Formes Rouges	Groupe de Recherches Musicales
1962	Bohor	Groupe de Recherches Musicales

4. If you want to prevent the table border formatting from overriding formatting you've applied to the cells in the table (i.e., any formatting other than the default table formatting), turn on the Preserve Local Formatting option.

**Applying Alternating Fills and Strokes.** The options in the Row Strokes, Column Strokes, and Fills panels of the Table Options dialog box provide a way for you to vary the formatting of rows and columns in a table according to a predefined pattern. Shading table rows or columns is often a more visually pleasing way to format a table than using strokes (this depends on the design of the piece in which the table appears).

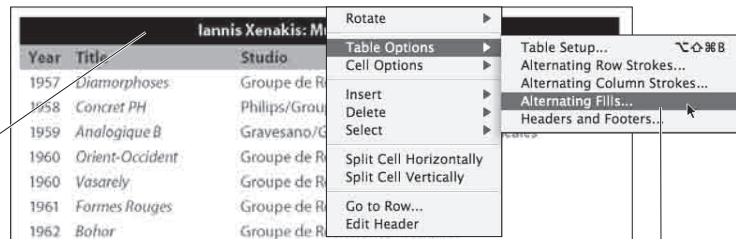
All of these panels work the same way—you select a pattern from the Alternating Pattern menu, and then you specify the formatting applied by that pattern. If the pattern you’ve chosen is None, InDesign does not alternate the corresponding fill or stroke properties in the table. Otherwise, InDesign applies one of two formats to the rows and columns in the table. Formatting you apply using alternating fills or strokes overrides any cell formatting you’ve already applied to the cells in the table (this has no effect on text formatting).

To apply an alternating fill or stroke pattern to a table, follow these steps (see Figure 6-48).

1. Select a cell, row, column, or table (this formatting applies to the entire table, regardless of the selection, so do whatever is easiest for you).

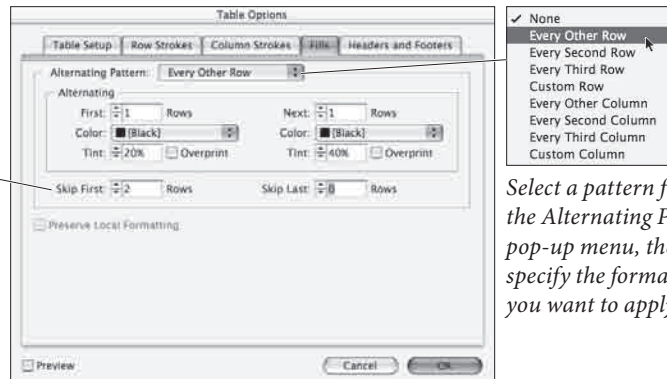
**FIGURE 6-48**  
Applying  
Alternating Fills

Select a cell.



Choose Alternating Fills from the Table Options submenu of the Context menu.

Note that we’ve directed our alternating pattern to skip the first two rows in the table (to avoid the table header row and title).



Select a pattern from the Alternating Pattern pop-up menu, then specify the formatting you want to apply.

InDesign applies the alternating fill pattern to the rows in the table.

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Year	Title	Studio
1957	Diamorphoses	Groupe de Recherches Musicales
1958	Concret PH	Philips/Groupe de Recherches Musicales
1959	Analogique B	Gravesano/Groupe de Recherches Musicales
1960	Orient-Occident	Groupe de Recherches Musicales
1960	Vasarely	Groupe de Recherches Musicales
1961	Formes Rouges	Groupe de Recherches Musicales
1962	Bohor	Groupe de Recherches Musicales

2. Display the panel of the Table Options dialog box that corresponds to the attribute you want to work with (i.e., Row Strokes, Column Strokes, or Fills). You might want to turn on the Preview option—it can help you understand the effect of the formatting options.
3. Choose an option from the Alternating Pattern pop-up menu.
4. Choose a color for the alternating pattern (until you do this, you probably won't see any changes to the table, even if you have turned on the Preview option).
5. If you want the alternating pattern to ignore rows at the beginning or end of the table (for alternating row strokes) or at the left or right edges of the column (if you're working with alternating column strokes), enter the number of cells in the Skip First and Skip Last fields.

It should be clear that quite complex alternating formatting can be applied using these options. We don't mean to avoid the topic, but the only real way to learn how the different alternating formatting features work is to experiment with the settings. So create an example table, open the Table Options dialog box, turn on the Preview option, and play!

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## Text Wrap

Any independent object in an InDesign publication can have a text wrap—a boundary that repels text—applied to it. Wrapping text around an object is something like the opposite of flowing text inside a text frame. When you flow text inside a frame, you want text to stay inside a path; when you apply a text wrap, you want to keep it out. To set the text wrap for an object, follow these steps (see Figure 6-49).

1. Select an object—any frame or group—on an InDesign page.
2. Display the Text Wrap palette, if it's not already visible (press Command-Option-W/Ctrl-Alt-W).
3. Click one of the Text Wrap buttons in the Text Wrap palette. InDesign displays the text wrap boundary around the selected object, and pushes any text falling inside the text wrap boundary to the outside of the boundary. If you applied the text wrap to a text frame, the text in that frame is unaffected by the text wrap boundary.