The process of creating and editing tables in InDesign

We realized the importance of styles in the lesson named *The composition of long document.* Their use is also suitable for creating tables. In this lesson, we will focuse on the editing table created in *Microsoft Office Word or OpenOffice Writer* and also on creating table style.

Necessary files

- All necessary files are in the folder named Files.

Insert complete table

Table *tabulka1* which is saved in .doc(x) or .odt, insert to the document via menu File>/Place… (or CTRL+D). If appears a message about missing font, press OK. You will solve this problem later by changing the font. The table will display incorrect due to wrong creating process.

				Plán 2010
				31,8%
				14,9%
				11,9%
				27,6%
				0,6%
				12,2%
				0,6%
				0,5%

Solve this problem by selecting the table and changing its borders' and background color.

- Window>Color. Select black borders and no background color. Now, you should see all text.

Edit table text

There are these typographical mistakes in the text:

- pointless empty line in the last column of table header,
- spaces around the text in parenthesis,
- two dots instead of ellipsis,
- missing space between numbers and symbols for a percent (10% and 10 % have different meaning, the first means ten percentage, the second means ten per cent).

These mistakes can be removed easily:

- delete pointless lines and redundant spaces,
- insert the ellipsis instead of dots (Type>Insert Special Character>Symbols>Ellipsis, or Alt+;),
- insert nonbreaking space between numbers and symbols for a percent (Type>Insert White Space>/Nonbreaking Space, or Ctrl+Alt+X).

Tip: It is better to select all cells with numbers and select menu Edit>Find/Change… Insert a symbol for a percent into filed Find what (bookmark Type) and nonbreaking space and symbol for percent into field Change to (icon next to filed>White Space>Nonbreaking Space). Now, click on Change All.

	2007	2008	2009	Plán 2010
Držáky uhlíků (Robert Bosch)	51,6 %	45,0 %	31,9 %	31,8 %
Držáky uhlíků (AMPRA Praha)	10,4 %	11,9 %	8,9 %	14,9 %
Ostřikovače předních světlometů (AL)	15,9 %	13,8 %	11,9 %	11,9 %
Stěrače zadní, plastové	12,8 %	15,7 %	33,3 %	27,6 %
Vícetrysky	0,3 %	0,4 %	0,6 %	0,6 %
CEBI	2,4 %	6,3 %	10,7 %	12,2 %
SMT	1,3 %	2,5 %	2,2 %	0,6 %
Ostatní (svorkovnice, Busch Jäger, třízení gum, …)	5,3 %	4,5 %	0,4 %	0,5 %

Ellipsis should not be alone on the next line. Correction can be made by several ways:

- move the right border of the first column to the right (the width of columns will be changed automatically and proportionaly)

- change the font (text could be on one line thanks to different font)

- extend the table on page width (move the right border of the table with Shift to protect the proportions).

Font

The table represents a technical matter, so it is necessary to be legible. Choose sans-serif font such as Myriad Pro, 11 pt, regular font style.

Tip: You can select all table by clicking to the upper left corner (cursor has to change to the arrow pointing to the center of the table).

Create style for each table cell:

- mark text in the first column and set align left, font Myriad Pro, 11 pt (if you did not set in the previous step),

- let the text marked and choose menu Type>Paragraph Styles>New Paragraph Style…

- enter the name *tabulka_text*, the other atributes do not set (i.e. font size and alignment), in the filed Based On keep No Paragraph Style,

- use same steps to set header rows and numbers, called *tabulka_zahlavi* a *tabulka_cisla* (for header rows set align center, for numbers align right).

Background and borderes

Define the first rows as header row:

- mark the first line>Table>Convert Rows>To Header.

Mark all table and set background:

- Table>Table Options>Alternating Fills>Every Other Row. For the first rows, set green color and Tint choose 20 %, and choose same color and tint 50 % for the second row.

Header rows' fill set separately:

- Table>Cell Options>Strokes and Fills>Cell Fill. Choose again green color, tint 70 %.
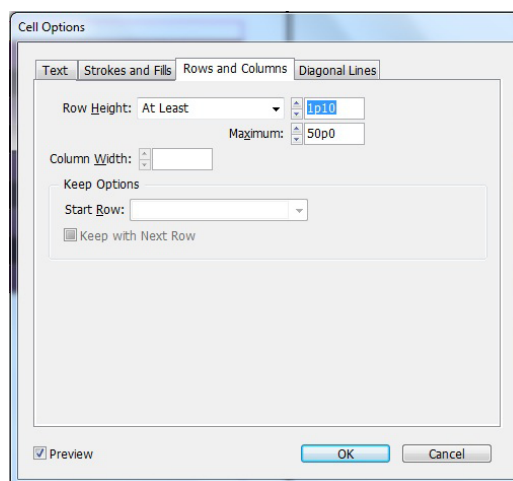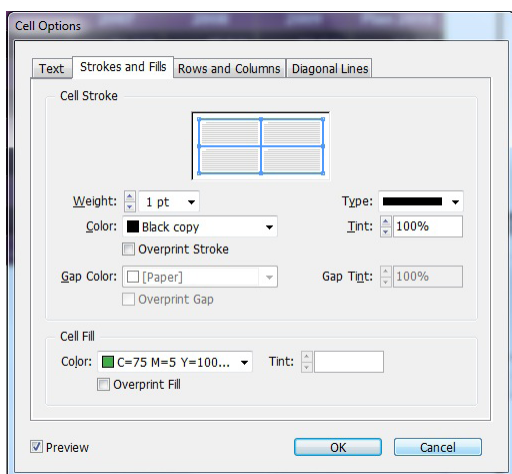
Set the alignment:

- mark all table>Table>V/Cell Options>Text>Vertical Justification>Align Center.

Keep table marked and set borders:

- Table>Cell Options>Strokes and Fills. Weight 1pt, Type Solid, Color Black.

Adjust the row height:

- Table>Cell Options>Rows and Columns>Row Height – choose At Least, 1pt10.

Finished table:

|	2007	2008	2009	Plán 2010
Držáky uhlíků (Robert Bosch)	51,6 %	45,0 %	31,9 %	31,8 %
Držáky uhlíků (AMPRA Praha)	10,4 %	11,9 %	8,9 %	14,9 %
Ostřikovače předních světlometů (AL)	15,9 %	13,8 %	11,9 %	11,9 %
Stěrače zadní, plastové	12,8 %	15,7 %	33,3 %	27,6 %
Vícetrysky	0,3 %	0,4 %	0,6 %	0,6 %
CEBI	2,4 %	6,3 %	10,7 %	12,2 %
SMT	1,3 %	2,5 %	2,2 %	0,6 %
Ostatní (svorkovnice, Busch Jäger, třízení gum, …)	5,3 %	4,5 %	0,4 %	0,5 %

Create table style

Create cell style for each cell of the table, start with heading:

- Window>Type&Tables>Cell Styles>New Cell Style>Style Name: *zahlavi*, Paragraph Style: *tabulka_zahlavi*, Vertical Justification>Align Center.

Use same steps for text (name: *text*, paragraph style: *tabulka_text*) and for numbers (name: *cisla*, paragprah style: *tabulka_cisla*). In the filed Based on has to be selected None.

Make table styles and use adjusted cell styles:

- Window>Type&Tables>Table Style>Name: *moje_tabulka*>Cell Style>Header Rows: choose *zahlavi*, Body Rows: choose *cisla*, Left Column: choose *text*.
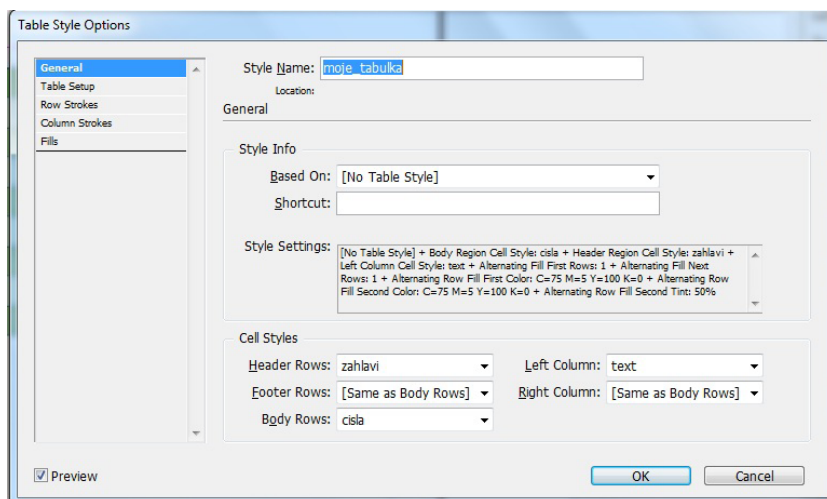
Created table style can be used for any imported table or for table created in InDesign.

Intermediate steps

You can look at files in the folder named *Mezikroky* and control your process of creating table.