InDesign Table Reference

Creating a Table

Tables are contained in a text frame.
There are a few ways to make a new table:

A. With the Type Tool cursor (T)in a text frame, go to **Table > Insert Table** in the menu. It does not need to be an empty frame – a table can be included in the same frame before or after other text.
OR

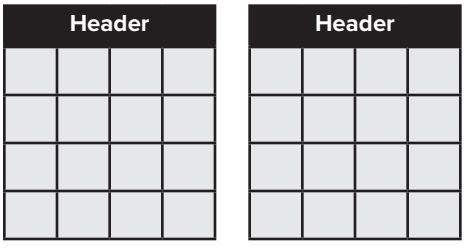
B. If the type cursor is not in a text frame, the **Table** menu will have **Create Table** instead of **Insert Table**. The new table will be "loaded" on the cursor, and you can click to place it on the page, similar to placing image files.
OR

C. If you already have text content for the table: paste or place it into InDesign, select/highlight it with the Type Tool, and choose **Table > Convert Text to Table** in the menu. The formatting of the original text matters, and InDesign can only automatically arrange it into rows + columns based on commas, tabs, or paragraph breaks.

If the content is from a spreadsheet like Excel, Google Sheets, or Numbers, and you're having trouble bringing it correctly into an InDesign table (either pasting into a blank table, or using Convert Text To Table): try saving/exporting it from the original sheet as "comma separated" (.csv) or "tab separated" (.tsv)

Header + Footer Rows

Header (top) and footer (bottom) rows can either be set when a new table is created, or made from existing rows with **Table > Convert Rows.** If a table spans multiple pages or multiple text frames, the header/ footer will automatically appear at the top/ bottom of each.



ABOVE: this is all one table with one header row set up, continuing across 2 text frames.

Table Vocabulary

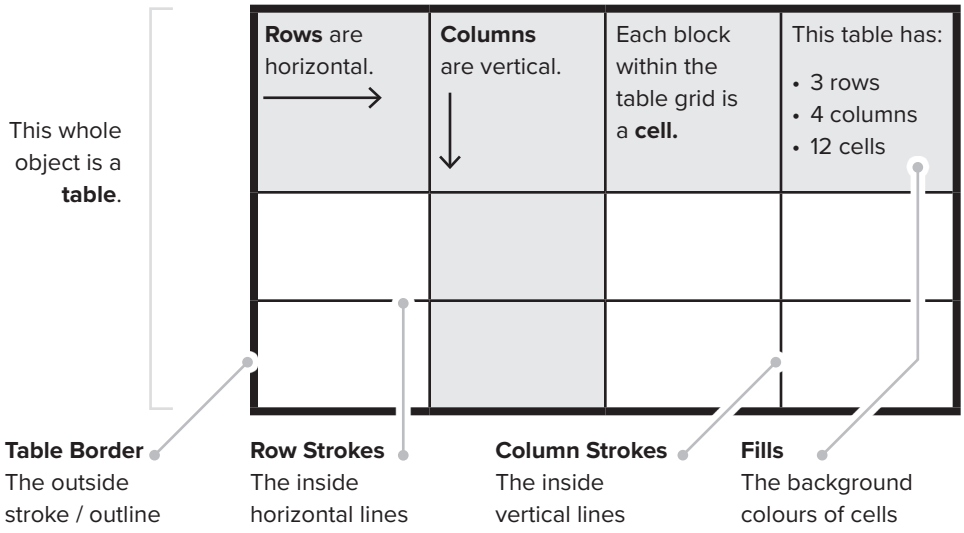


Table Menu

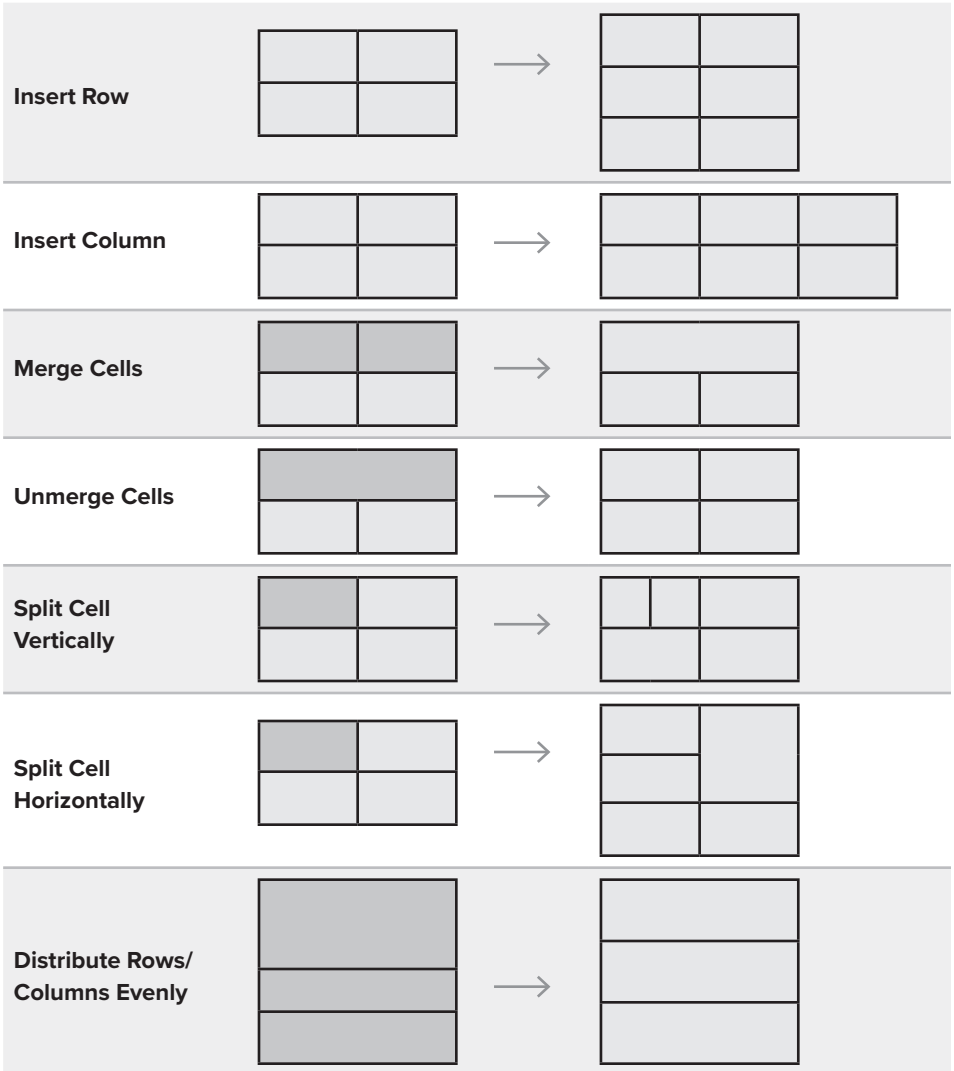


Table Options

These settings are:

- In **Table > Table Options**
- Some appear at the top of the screen when table cells are selected with the Type tool
- Some of these settings can be saved and reused with Win**dow > Styles > Table Styles**

TABLE DIMENSIONS

- Change the number of rows, columns, header rows, or footer rows

TABLE BORDER

- The outside outline of the entire table
- Stroke options inlude weight, colour, and type (solid, dashed, dotted, etc)
- For a borderless table, set the weight to zero, or the colour to none.

TABLE SPACING

- Set the spacing before and after a table in a text frame

ROW STROKES

- The inside horizontal lines
- Stroke options inlude weight, colour, and type (solid, dashed, dotted, etc)
- There are options for alternating patterns
- If you don't want visible lines, set the weight to zero, or the colour to none.

COLUMN STROKES

- The inside vertical lines
- Stroke options inlude weight, colour, and type (solid, dashed, dotted, etc)
- There are options for alternating patterns
- If you don't want visible lines, set the weight to zero, or the colour to none.

FILLS

- Use the alternating patterns here to automatically create striped tables (sometimes called "zebra" tables)
- Under "Alternating Pattern", the options for rows will create horizontal stripes, and columns will create vertical stripes
- The "fills" section of the Table Options menu only contains the settings for alternating patterns. To just choose fill colours for one or more cells, select those cells with the Type tool, and pick the colour from Swatches. There are stroke and fill colour swatch shortcuts in the table options that appear at the top of the screen in most InDesign workspaces when table cells are selected, and stroke/fill colour also appear in Cell Options.

Cell Options

These settings are:

- In **Table > Cell Options**
- In **Window > Type & Tables > Table**
- Some appear at the top of the screen when table cells are selected with the Type tool
- Some of these settings can be saved and reused with **Window > Styles > Cell Styles**

CELL INSETS

- The space between the edge of a cell and its contents.
- Can be different for top, bottom, left and right

Cell insets set to 0. Ihilit officae conseditatis entias et aut quam conseque versped quam fugit ullupta tempero	**Cell insets set to 0.125** Ihilit officae conseditatis entias et aut quam conseque versped quam fugit ullupta tempero

VERTICAL JUSTIFICATION

Top Top Top	Center Center Center
Bottom Bottom Bottom	Justify Justify Justify

TEXT ROTATION

T 0°	90° T
180° T	T 270°

ROW HEIGHT

At Least: Sets the *minimum* height for the selected row(s). Rows can be made bigger, and will automatically stretch to fit longer content.

At Least 0.25"
...but can expand vertically if the text is longer.

Exactly: Sets the *exact* height for the selected row(s). If the text/content is longer, the cell will not stretch, and the extra will be overset and hidden

Exactly 0.25"
No room for more

DIAGONAL LINES

- Lines across a cell that can be styled with weight, colour, and type in the same way as row and column strokes

These cells can still contain text.		