



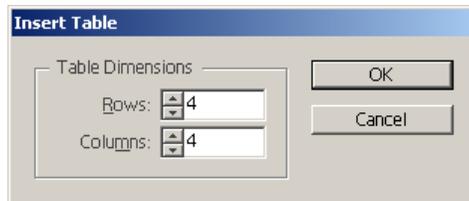
## 4.0 Overview

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## 5.0 Creating tables

Creating a table is a two step process: First, users must either create a new text frame (for example, by dragging with the type tool) or click an insertion point in an existing text frame (including inside a table). Next, users must choose Table > Insert Table from the menu bar. As you would imagine, this command opens the Insert Table dialog box.



*Figure 1: Choosing Table > Insert Table opens this dialog box.*

To facilitate the quick creation of simple tables, this dialog includes only two text boxes for manually typing in the number of rows and columns.

**Rows:** Lets users specify the initial number of rows for the table. The default is 4.

**Columns:** Lets users specify the initial number of columns for the table. The default is 4.

If the user enters a value that is outside the acceptable range, an error message appears as soon as that text box loses focus. The error message box points out the error and lists the acceptable values.

When the user clicks OK, InDesign creates a table with the specified number of rows and columns inside the current text. The new table fills the entire width of the container text frame starting on the same line (if the cursor is at the beginning of the line) or the next new line (otherwise). The height of the new table is equal to the number of rows multiplied by the height of each row. The default height of each row is equivalent to the slug of the current text attributes at the insertion point. In effect, each empty cell contains one carriage return. The newly created table has an active insertion point in the first (top left) cell.

Tables exists in the flow of surrounding text just like an inline graphic. For example, the table moves through threaded frames as the text above it changes size or quantity. One exception occurs in the case of text-on-path frames: If table flows into a text-on-path frame or attempts to create a table in such a frame, the table will not appear but will instead flow to the next threaded frame (if one exists) or appear as overset text. The actual location of the table in the text flow is the table anchor. This anchor is neither visible nor selectable.

## 6.0 Table defaults

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Unlike many features in InDesign, the commands on the Table menu and its submenus are not available when no document is open. Consequently, users cannot use this method to set application-level defaults for creating and formatting tables.

The Insert Table dialog does remember the last used settings (number of rows and columns) each time it is opened, whether in the current document or in a new document. However, the commands in the Table Options and Cell Options dialog boxes are not saved; these dialog boxes always display the shipping defaults for a new table or the settings of the currently selected cells or table (or no settings for a selection of mixed attributes). For example, a new table will always have cells with a fill of [None] and a Black 1 point stroke on cell borders. For more information on these dialog boxes, see [“Modifying tables using Table Options and Cell Options dialog boxes” on page 16.](#)

## 7.0 Cell content and its behavior

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Table cells behave much like text frames. For example, like text frames, table cells can contain the following:

- One or more paragraphs of text
- inline graphics
- other text frames
- other tables

Table cells differ from text frames, however, in the following ways:

- Users cannot thread content from one cell to another.
- Cells have the ability to grow automatically as content is added. For example, in Roman versions of InDesign, a row of cells will grow vertically to accommodate content added to one or more cells in that row. (The direction of grow depends on the direction of the story flow.)

### 7.1 Adding content

Users can add content to table cells using the following methods, all of which require the type tool be active:

- Clicking (or selecting text) in a cell and using the File > Place command.
- Clicking (or selecting text) in a cell and using the Table > Insert Table command.
- Clicking (or selecting text) in a cell and typing.
- Creating a table from existing text using the [“Convert Text to Table”](#) command (see [page 32](#)).
- Pasting text or an individual frame or graphic from the Clipboard.
- Pasting one or more InDesign table cells from the Clipboard. See [“Cut, copy, and paste” on page 16.](#)
- Using XML. For more information, see the XML functional specification.

## 7.2 Content fitting

As a user adds content to a table cell, the cell grows vertically as much as needed to accommodate the content. This default behavior is optional, however. Users can place limits on how much a cell can grow or prevent it from growing at all. For more information, see [“Row Height drop-down list” on page 22](#)

If a table cell is set to a fixed or limited size, text added to the cell may not fit. An adornment to the text cell indicates that some text cannot be displayed. This adornment is like the over-set marker in text frames in that it appears on screen but never in printed output. However, unlike an overset condition, users cannot click this adornment and place the remaining text elsewhere as a threaded text frame.



*Figure 2: A special icon indicates an overset table cell.*

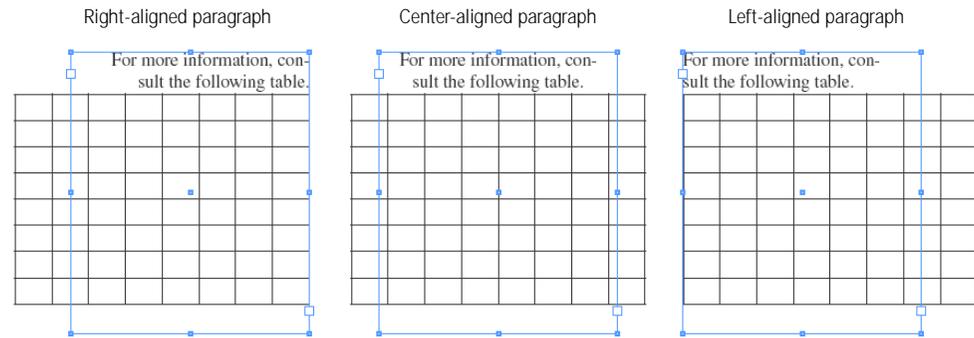
Although table cells grow vertically by default, the horizontal width of cells does not automatically change size in response to content. (Cell width can be adjusted by users, of course; see [“Resizing” on page 13](#) and [“Apply formatting to an entire table” on page 25](#).) However the case of inline graphics presents a special situation. If a cell has enough vertical height to accommodate the graphic, it will appear in the cell, even if the cell is not wide enough to accommodate the entire graphic. The graphic will extend beyond the right side of its container cell. If the cell has insufficient vertical height to accommodate the graphic, an overset situation is indicated as shown above.

It is also possible for text or inline graphics to extend beyond any or all cell edges if the leading is small enough to prevent an overset condition but the text formatting or inline graphic dimensions cause it to exceed the size of a container cell. By default, the text or graphic will simply extend beyond the edge of the cell, and cell strokes (if present) will appear on top of this extended material. However, if users desire to clip the content so that none of it appears outside the cell boundary, they can choose [“Formatting row height and column width”](#) in the Text section of the Table Options dialog box. See [“Formatting text in table cells” on page 17](#).

Note that if you create a table within a cell, any parts of the table that hang outside the cell boundary will not be selectable with the mouse.

Though not strictly related to cell content, a related issue is how container text frames accommodate tables that are larger than the frame dimensions. By default, new tables are created to fill the width of the current text frame. However if the table’s width is enlarged or the container text frame’s width is reduced, part of the table will appear beyond the edge of

the text frame (similar to the way large inline graphics appear in narrow table cells). The table will stick out to the right in a left-aligned paragraph, to the left in a right-aligned paragraph, and so on.



*Figure 3: Like inline graphics, tables too wide for their container text frame will hang outside the left, right, or both sides of the frame depending on the alignment of the paragraph.*

If a table’s vertical dimensions are larger than the height of the container text frame, one or more bottom rows of the table are moved into the next text frame in the thread that can accommodate the height of the row(s). If no such threaded frame exists, an overset condition is created. Rows move into threaded frames (or into an overset state) one at a time, just as lines of type do. It is not possible to break a single row across multiple frames.

For problems relating to tables too large for their containers, see [“Losing tables in overset conditions” on page 43](#).

### 7.3 Cell and row navigation

Users can navigate from one cell to the next using the keyboard. Pressing the Tab key advances the insertion point or selection highlight from one cell to the next, left to right, top to bottom. If a cell has content, tabbing into the cell selects all the text in that cell. Otherwise, tabbing into a cell places the insertion point there. Pressing Shift+Tab reverses the direction in which the insertion point or selection highlight moves. If the user is in the last cell of a table (bottom right corner for Roman languages), pressing Tab will create a new row and move the insertion point to the first cell in that row. If the user is in the first cell of a table (top left corner for Roman languages), pressing Shift+Tab moves the insertion point or selection highlight to the last cell in the table.

Users can also move the insertion point through the table by using the arrow keys. Note these behaviors:

- Pressing the left and right arrow keys moves the insertion point one character to the left or right, respectively, just as with text.
- If the insertion point is at the beginning of a cell, pressing the left arrow key moves the insertion point to the previous cell. If the insertion point is at the end of a cell, pressing the right arrow key moves the insertion point to the next cell.
- If the insertion point is at beginning of the first (top left) cell of a table, pressing the left arrow will move the insertion point before the table, allowing users to add text above a table that may be abutting the top of its container frame. (Users could also click below the table and then press the Left arrow.)
- However, a user cannot use arrow keys to navigate out of the last cell of a table.
- No keyboard maneuver allows users to move the insertion point into a table from the surrounding text. Arrowing through text containing a table simply skips over the table.

- If the insertion point is in text in a cell, pressing the up arrow moves the insertion point up one line (if the cell has multiple lines) or to the beginning of the cell's content (if it has only one line or the insertion point is in the top line). Pressing the up arrow again moves the insertion point to the end of the content of the cell immediately above. The down arrow key behaves in the reverse manner.
- The left and right arrow keys only allow navigation with the row containing the insertion point. If the insertion point is at the leftmost position in the leftmost cell of a row, pressing the left arrow again cycles the insertion point to the last position in the rightmost cell in that row. Conversely, pressing the right arrow when the insertion point is at the far right position moves the insertion point to the first position in the leftmost column.
- When Shift is added to the arrow keys, the insertion point (or selection highlight in this case) does not cycle; pressing Shift + left arrow in the first position may select the cell (if it's not already selected) but doesn't move the insertion point or highlight any further. Conversely, pressing Shift + right arrow in the last position may select that cell (if it wasn't already selected) but doesn't move the insertion point or selection highlight anywhere else.
- Similarly, the up and down arrow keys only allows navigation within the column containing the insertion point. Pressing the up arrow key when the insertion point is in the top line of the top row cycles the insertion point to the last position of the bottom cell in that column. Conversely, pressing the down arrow key when the insertion point is in the last position in the bottom row cycles the insertion point to the first position in the top cell in that column.
- As with rows, adding Shift to this behavior prevents cycling. Pressing Shift + up arrow in the first position may select the cell (if it's not already selected) but doesn't move the insertion point or highlight any further. Conversely, pressing Shift + right arrow in the last position may select that cell (if it wasn't already selected) but doesn't move the insertion point or selection highlight anywhere else.

Users can also jump to a desired row number by choosing Table > Go to Row, entering the desired row number in the Go to Row dialog box, and pressing Enter or clicking OK. This will be especially helpful for users who create large, multi-page tables.

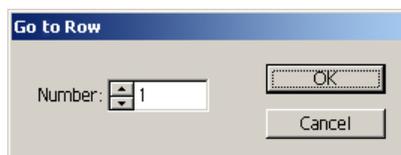


Figure 4: The Go to Row dialog box

Cell navigation is also discussed in a related [functional specification](#), found in the [appropriate Engineering section](#) of the [InDesign 2.0 Intranet site](#). For more on table selection, see the following section.

## 8.0 Selection issues

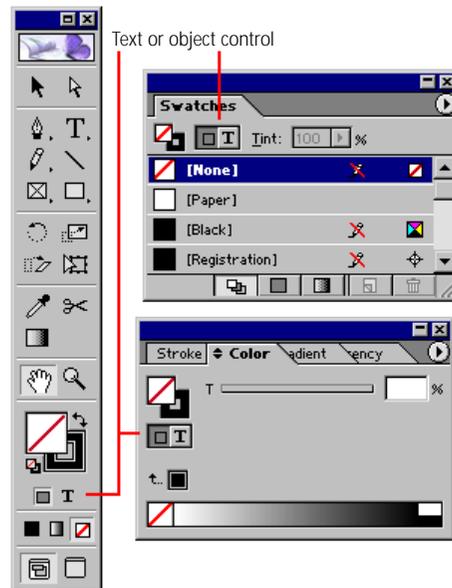
InDesign 2.0 tables follow the “select-do” model common to most modern word-processing applications in which the user must first select all or part of a table before performing some action (such as editing or formatting) on that selection. Nevertheless, InDesign does make some exceptions to this model. For example, resizing rows, columns, and entire tables by dragging does not require prior selection nor affect any existing selection.

Note that all selections in a table must have a rectangular shape. It is not possible to select discontinuous cells nor cells to form a selection of any other shape (such as a cross or an “L”). The only exception to this is when a selection includes one or more merged cells. The merged cells may lie outside the rectangular shape, creating a selection that is not rectangular in appearance. See [“Merge Cells” on page 34](#).

### 8.1 Text selection versus cell selection

Whether a user wants to format the text in multiple table cells or the cells themselves, the process of selection is the same. This process requires the type tool (and only that tool). Whether all the text in a cell is selected (with a text selection highlight) or the cell is selected (with the selection highlight filling the cell), changing values in the Character palette or Paragraph palettes will affect the text in that cell.

A special cases exists when formatting the stroke and fill of a cell versus formatting the stroke and fill of the text inside a cell. The text or object control on the toolbox, Swatches palette, and Color palette determines whether fill and stroke formatting affects the text or the cell.



*Figure 5: The text or object control appears in multiple convenient locations.*

For example, if one or more table cells are selected and the text or object control is set to container (the default), applying a new fill and stroke color affects only the selected cells, not the fill and stroke of the text inside those cells. On the other hand, if the text or object control is set to text, applying a new fill and stroke color affects only the fill and stroke of the text but has no effect on the color of the selected cells.



*Figure 6: Blue stroke and yellow fill applied to cell selected with the fill and stroke control set to object (left) and set to text (right)*

In either case, users can also apply gradients to the fill or strokes of cells or text (depending on the state of the text or object control. Note that if the text or object control is set to container and a gradient is applied to a cell’s stroke, users cannot use the gradient tool to remap the gradient of individual sides of that cell; the tool only works simultaneously on all sides of the cell stroke that have a gradient. This is so even if the different sides of the cell stroke have different gradients (using the Cell Options or Table Options dialog box as described in [“Formatting cell strokes and fills” on page 19](#)). For more on tables and gradients, see the “Interaction with tables” section of the [InDesign Gradient](#) specification. For more on the text or object control, see the [Text or Object Control](#) specification.

## 8.2 Selection appearance

When part or all of the text in a cell is selected, that text has the same appearance as selected text that is not in a table. However, if multiple cells are selected, the selection highlight fills all selected cells.

Name	Rank	Serial No.
Kathryn Janeway	Captain	345-752
Chakotay	Commander	321-622
Tuvok	Lieutenant Commander	326-341
Neelix	Ambassador	NA

*Figure 7: Selection highlight fills all selected cells.*

## 8.3 Selecting cells by clicking and dragging

Users can select table cells by clicking in special locations or by dragging over the desired cells using the type tool.

### 8.3.1 Drag-selecting cells

The behavior is similar to dragging a selection marquee around icons in Windows Explorer or Mac OS Finder, except that the selection marquee is replaced with highlighted table cells and the selection highlight snaps to individual cells. In addition, when the drag action begins in a cell, the selection highlight begins as a text selection and then changes to cell selection once the pointer reaches the cell boundary. The natural consequences of this behavior are as follows:

- Dragging horizontally selects additional cells in the current row in the direction of the drag.
- Dragging vertically selects additional cells in a column in the direction of the drag.
- Dragging diagonally selects additional cells in other rows and columns in the direction of the drag.
- Reversing the direction of the drag after already selecting some cells deselects cells once the pointer moves outside the cell boundaries.

Note that dragging the type tool inside a single table cell initially selects characters under the pointer. However, if the user continues to drag so that the type tool pointer passes beyond the cell boundary, the entire cell is selected with the bold border. Continuing to drag into neighboring cells does not select additional individual characters but only adds more whole

cells to the selection. Consequently, it is not possible to select part of the text in multiple cells. For example, the user cannot select the text in 2.5 cells. Reversing the direction of the drag can return a cell selection back to a text selection or insertion point.

Name	Rank
Kathryn Janeway	Captain
Chakotay	Commander
Tuvok	Lieutenant Commander
Neelix	Ambassador

Name	Rank
Kathryn Janeway	Captain
Chakotay	Commander
Tuvok	Lieutenant Commander
Neelix	Ambassador

*Figure 8: Dragging to the right with the type tool selects text (top); continued dragging selects one or more cells (bottom).*

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**Note:** When changing from a text selection to a cell selection, the user must drag the pointer hot spot (baseline of the text I-beam) within three pixels of the first cell’s border. Thereafter, dragging the hot spot into a cell is sufficient for selecting that cell.

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Finally, note that users cannot select one or more cells in addition to text that comes either before or after the table:

- Starting with an insertion point, text selection, or cell selection in a table and dragging below the table may select cells down to the bottom of the table but will not select any text below the table.
- Starting with the insertion point or text selection in text before a table and dragging into the table does not select any cells but selects the entire table as a character (like an inline graphic). None of the normal table formatting options are enabled in this situation.

### 8.3.2 Click-selecting using modifier keys

In addition, users can use modifier keys to click-select multiple cells or a range of cells.

To select a range of cells, the user selects the type tool, selects a cell at the beginning of the desired range, and then Shift-clicks the last cell in the range. If the location of the second click forms a diagonal line from the first click, a rectangular range of cells in multiple rows and columns is selected. The user can also Shift-click again to add to or subtract from the range, depending on whether the click is outside or inside the existing selection, respectively.

When a user click-selects an entire row, column, or table (as described below), the cell closest to the click becomes the “anchor” for the selection (not the same as the table anchor in the flow of text). Subsequent Shift-clicking in the table forms a rectangular selection extending from the anchor point to the last Shift-click location.

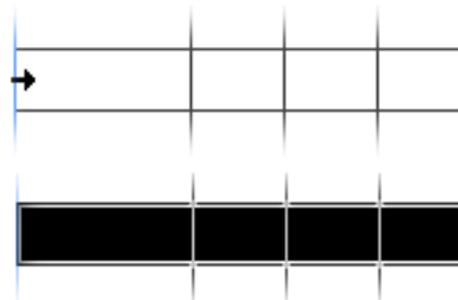
Users cannot extend a selection from an insertion point inside a cell to text wholly outside the table. If the user has an insertion point or text selection in a cell and then Shift-clicks in text that is outside of the table, no cells are selected. Instead, the insertion point is repositioned at the Shift-click location.

Currently, beginning with an insertion point or text selection in a table cell and Shift-clicking another cell in the same table does not result in multiple cell selection. This may be changed, but it is considered an opportunistic feature.

### 8.3.3 Click-selecting entire rows and columns

As a shortcut for selecting an entire row or column, the user can position the type tool pointer along the outside edge of a table and click. Clicking along the top table edge selects the column closest to the pointer. (This selects the entire column, even if part of it is threaded into other frames.) Clicking along the left table edge selects the row closest to the pointer. Clicking the bottom or right edges does not result in a column or row selection.

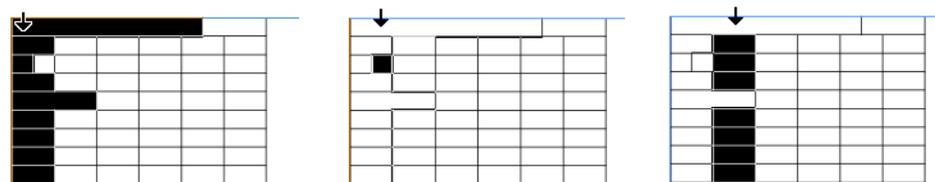
The pointer must be directly over or just inside the cell boundary. Clicking just outside the table edge will have no effect. When the pointer is in the proper position to engage this feature, a special pointer appears. See [“Pointers/cursors” on page 36](#).



*Figure 9: Clicking the left edge of a table (top) selects the entire row (bottom).*

In addition, once the pointer is in the proper position, users can drag vertically to select multiple contiguous rows. Multiple-row selection is also possible using the Shift key while clicking in this area. For example, Shift-clicking a table edge after selecting a row or column with this method selects all rows or columns in between, respectively. Shift-clicking again either adds to or subtracts from the selection, depending on whether the pointer is outside or inside the existing selection, respectively. Users cannot mix row and column selection when Shift-clicking. If the user selects a row and then Shift-clicks a column, the row selection is discarded and the column is selected instead. Only row ranges and column ranges are supported.

Note that if the table contains split or merged cell, it may be difficult for the user to predict which cells will be selected. In these cases, column selection is based on the underlying table grid.



*Figure 10: Merging and splitting cells affects click-selecting of columns*

### 8.3.4 Click-selecting entire tables

As a shortcut for selecting an entire table, the user can position the pointer over the outside edge of the table of the top left corner and click the table border. Technically, this selects all cells, since that is the only way to apply table formatting.

## 8.4 Selecting cells using the menu

The Table menu on the main menu bar includes commands for selecting discrete table sections, such as cells, rows, columns, or an entire table. The process involves two steps: First, the user gives the focus to the table by selecting one or more cells with the type tool, or by clicking a text insertion point in the table using the type tool. Second, the user chooses a command from the Table > Select submenu. All commands on the select submenu are disabled if current selection or insertion point is not in a table. For more information on menu commands, see [“Table menu” on page 32](#).

## 8.5 Keyboard selecting

If the user clicks an insertion point in text in a table, she can use the conventional Shift+arrow key shortcuts to select text within that cell. Once the selection highlight reaches the beginning or end of text in that cell, the next Shift+arrow keystroke changes from a text selection to a cell selection. Continued repetitions of those keystrokes selects additional cells, left to right, top to bottom (one cell per Shift+arrow keystroke). Pressing Shift plus the opposite arrow key with only a single cell selected returns to a text selection.

InDesign 2.0 will have a keyboard shortcut that allows the user to toggle between selecting all the contents of a cell and selecting the cell itself. For information, see the keyboard shortcut spread sheet on the [Annapurna intranet site](#).

When a single cell has an insertion point or text selection, pressing Ctrl+A selects all the text in the cell. However, if one or more cells are selected, pressing Ctrl+A selects all the cells in the table.

## 8.6 Deselecting

An existing selection will be lost if the user does any of the following:

- Clicks anywhere in the document window without pressing Shift.
- Clicks or Shift-clicks outside the current table.
- Chooses Edit > Deselect All
- Selects a tool in the toolbox other than the following: type, path type, eyedropper, gradient, hand, zoom.

## 9.0 Modifying tables using commands and gestures

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InDesign provides a number of different ways for users to add and remove rows and columns; change the size of rows, columns, and entire tables; and change the stroke and fill of cells. To make many changes at once, InDesign provides comprehensive editing and formatting dialog boxes available via the Table > Table Options and Table > Cell Options submenus. These are discussed in [“Modifying tables using Table Options and Cell Options dialog boxes” on page 16](#). But for specific changes, it is often simpler to use the individual commands or mouse and keyboard shortcuts addressed in this section.

## 9.1 Basic formatting

As suggested earlier, users can format the text in any selected cells by using the normal text formatting tools such as the Character and Paragraph palettes, or by setting the text or object control in the toolbox to text mode and then using various color controls to change the text's fill and/or stroke (see [“Text selection versus cell selection” on page 8](#)). Similarly, users wanting simply to format the fill and stroke of selected cells can use the toolbox to invoke container mode and then use the normal tools for modifying these elements, such as the Stroke, Swatches, and Color palettes.

For information on applying gradient fills to tables, see the “Interaction with tables” section of the [InDesign Gradient](#) specification. For information on using the eyedropper tool with table formatting, see the “Interaction with tables” section of the [Eyedropper Tool in InDesign](#) specification. Both these documents can be found on the [InDesign 2.0 User Interface](#) intranet site.

However, users are not limited to these techniques, which could become quite burdensome for complex formatting of a large table. To achieve effects such as alternating fill and stroke patterns, InDesign special commands and dialog boxes. For additional information, see [“Modifying tables using Table Options and Cell Options dialog boxes” on page 16.](#)

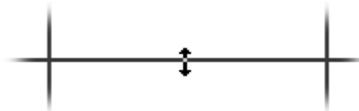
## 9.2 Resizing

Resizing rows, columns, and entire tables is similar to resizing other graphic objects created in InDesign. However, tables do present some unique circumstances. For a summary of resizing techniques, see [“Gestures and keystrokes for table resizing” on page 39.](#)

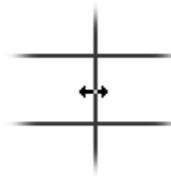
### 9.2.1 Resizing a row or column

Users can resize a row or column by dragging a horizontal or vertical cell border, respectively. Doing so actually resizes the entire table, since the table size is the sum of its rows and columns. Dragging a horizontal line affects the row above the pointer. Dragging a vertical line affects the column to the left of the pointer. The remaining rows or columns are moved left or right, up or down, changing the dimensions of the entire table. Dragging the left or top edges of a table has no effect.

The hot zone (“draggable” area) is never smaller than 3 pixels, even when the user has zoomed out. When dragging a row or column border, the pointer becomes a two-headed arrow to signal the resizing effect.



*Figure 11: Dragging a horizontal border resizes the row above.*



*Figure 12: Dragging a vertical border resizes the column to the left of the pointer.*

Note that the drag-resize technique operates independently of the current selection (if any). For example, a user may have selected row 4 of a table while resizing column 1. The row remains selected during and after the resizing operation until the user deselects it.

To resize rows and columns without affecting the overall outside dimensions of the table, the user holds down the Shift key and then drags the cell border. Shift-dragging a cell border affects two rows or two columns, since one row or column gets bigger as the other gets smaller.

In the case of columns, resizing works by changing the value for [“Column Width”](#) in the Rows and Columns panel of the Table Options dialog box. In the case of rows, resizing changes the value accompanying the [“Row Height drop-down list”](#) in the Rows and Columns panel of the Table Options dialog box. As long as the size change does not result in any over-

set text (as would happen if the user shrinks the row so that it can't accommodate the text in one or more cells), the option selected in the Row Height drop-down list (At Least or Exactly) does not change. However if the user's action makes one or more cells too small to accommodate existing text, the Row Height option is set to Exactly (to prevent autogrow from overriding the desired size), and an overset condition is created. See [“Formatting row height and column width” on page 22.](#)

### 9.2.2 Resizing both rows and columns

Resizing a table is similar to resizing a row or column. The user simply drags the bottom right corner of the table to increase or decrease its size, similar to resizing a rectangle drawn in InDesign. Holding down the Shift key maintains the table's aspect ratio during resizing. Note, however, that this feature is disabled if the table flows into more than one frame.

### 9.2.3 Resizing and merged cells

If one or more cells have been merged to neighboring cells using the [“Merge Cells”](#) command, the column width or row height shown in the Cell Options dialog box or Table palette is that of the narrowest or shortest cell in the selection, respectively. For example, if the selection includes three merged cells in one row and two merged cells in another row, the column width displayed is the width of the two merged cells. Similarly, if the selection includes a non-merged cell, that cell's width or height would be displayed. Furthermore, it is this narrowest column or shortest row to which any changes in column size or row height are applied. In the case of merged cells, the changes are distributed proportionally among the columns or rows in the selection.

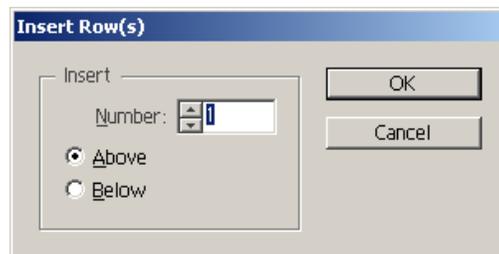
## 9.3 Insertion

InDesign 2.0 includes features for adding additional rows and columns to an existing table.

### 9.3.1 Inserting a new row

Once a cell is selected, the user may add a new row by choosing Table > Insert > Row. This command is disabled unless the selection highlight or insertion point is in a table.

This command displays a dialog box prompting the user to specify how many rows will be added and whether to create the new rows above or below the current selection. The default settings are 1 for Number and Above for location.



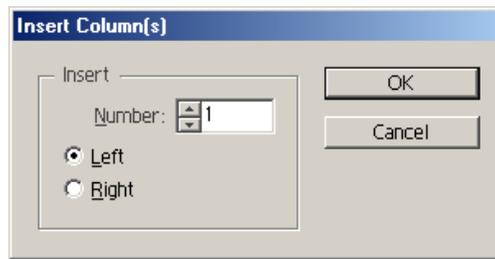
*Figure 13: The Insert Row(s) dialog box lets you specify how many rows to add and where*

The cells in newly added rows have the same formatting (fills, strokes, text, and so on) as the cells in the neighboring row—in other words, the same as the row below (if Above is chosen) or the row above (if Below is chosen).

### 9.3.2 Inserting a new column

Once a cell is selected (using any method), users can add new columns by choosing Table > Insert > Column. This command is disabled unless the selection highlight or insertion point is in a table.

This command displays a dialog box prompting the user to specify how many columns will be added and whether to create the new columns to the left or right of the current selection. The default settings are 1 for Number and Left for location.



*Figure 14: The Insert Column(s) dialog box lets you specify how many columns to add and where*

Cells added with this method have the same formatting (fills, strokes, text, and so on) as the neighboring column—in other words, the same as the column on the left (if Right is chosen) or the column on the right (if Left is chosen).

### 9.3.3 Inserting rows and columns by dragging

Users can also add new rows and columns by positioning the pointer over a column or row boundary, pressing and holding the mouse button, and then Alt-dragging down or to the right, respectively. Alt-dragging a column edge creates one or more new columns; Alt-dragging a row edge creates one or more new rows. Note the following aspects of this feature:

- If a user Alt-drag a table edge a distance equal to one and half times the copied row height or column width, a second new row or column are created.
- When adding multiple rows or columns by dragging, the new rows or columns have the same height or width settings, respectively, as the row above or column to the left of the edge being dragged.
- If the row above the horizontal edge being dragged has a row height setting of At Least, the new rows have the same height settings as the row above the dragged edge.
- If the row above the horizontal edge being dragged has a row height setting of Exactly, dragging to add a single row creates a row with the Exactly attribute but with a row height equal to the distance dragged (up to one and half times the row height; beyond that point, multiple rows are created).
- This feature does not work for the top or left edges of a table.
- For the bottom or right edge of a table, the user can drag upward to delete rows or drag left to delete columns (or both by dragging the bottom right corner).
- The user must press the mouse button before pressing Alt, since pressing Alt first temporarily activates the hand tool.
- Other formatting (fill, stroke, text attributes and so on) is copied from the column on the left or the row above.

## 9.4 Deletion

As you would expect, InDesign 2.0 not only includes commands for adding new rows and columns to an existing table, but deleting unwanted rows and columns as well. If a user selects one or more table cells and presses the Delete key, chooses Edit > Clear, Edit > Cut, or presses Ctrl + X, only the contents of the table cells (text and/or inline graphics) are deleted. Table rows or columns themselves can only be deleted using the commands on the Table > Delete submenu or the context menu.

For more details on the Delete menu, see [“Delete” on page 34](#).

## 9.5 Cut, copy, and paste

The interface issues surrounding cutting, copying, and pasting tables and parts of tables are discussed in a separate specification, [Table Cut/Copy and Paste](#), by Lisa Andrews. This document is available in the [Engineering: Specs and Documentation](#) section of the [Annapurna intranet site](#).

## 10.0 Modifying tables using Table Options and Cell Options dialog boxes

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To achieve more complicated formatting effects with a minimum of effort, InDesign 2.0 includes multi-panel Cell Options and Table Options dialog boxes. Each panel can be opened directly using the appropriate command on the Table > Cell Options or Table > Table Options submenus. Once each dialog is opened, navigation to other panels is available by clicking a tab at the top (the new standard UI for dialog boxes with fewer than five panels).

The commands that open the Cell Options and Table Options dialog boxes are only enabled when a table has a text insertion point (or text selection) inside a cell or has one or more cells selected.

### 10.1 Scope of individual panels

The Cell Options dialog box affects two distinct areas:

- The Rows and Columns panel applies to all rows or all columns (or both) intersected by the current selection or insertion point, even if only a portion of a row or column is selected or has only an insertion point.
- The remaining panels listed (Text, Strokes and Fills, and Diagonal Lines) affect only selected cells or a cell containing an insertion point or text selection.

The Table Options dialog box, on the other hand, works globally: Its controls affect the entire table, even if only a portion of the table is selected or has only an insertion point.

### 10.2 Formatting priorities

Because the Table Options dialog box provides multiple ways in which the user may apply different strokes and fills to table cells, it is useful to understand how these settings in different panels interact. The following list shows the priority order of stroke settings:

- Cell stroke (Cell Options, Stroke and Fills panel; see [“Formatting cell strokes and fills” on page 19](#))
- Table border (Table Options, Table Setup panel; see [“Apply formatting to an entire table” on page 25](#))
- Alternating Stroke (Table Options, Row Strokes panel; see [“Formatting alternating strokes and fills” on page 26](#))

The following list shows the priority order of fill settings:

- Cell fill (Cell Options, Stroke and Fills panel; see [“Formatting cell strokes and fills” on page 19](#))

- Alternating Fill (Table Options, Fills panel; see [“Formatting alternating strokes and fills” on page 26](#))

Note that merely setting one of the higher priority items to a fill or stroke of “[None]” does not make lower priority formatting visible, but merely overrides lower priority items with the [None] attribute. To prevent an override from obscuring lower priority formatting, the user must either turn off the feature (in the case of the Table border) or use the Preserve Local Formatting checkbox (in the case of alternating strokes or fills). See [“Preserve Local Formatting” on page 26](#) and [“Preserve Local Formatting” on page 30](#).

## 10.3 Common controls

Common to all tabbed panels in both Cell Options and Table Options are the following controls:

**OK:** Close the dialog box and applies the changes made in all panels to the table containing the insertion point or to the selected cells.

**Cancel:** Closes the dialog box without applying any changes. Changes made to dialog box controls are discarded.

**Preview:** When checked, temporarily applies the changes made in the Table Options dialog box to the table or selected cells in the document window. The table or selected cells are updated each time a change is made to a control in the dialog box. When unchecked (the default), the table or selected cells resumes the appearance it had before the dialog box was opened. Clicking Cancel while Preview is on also causes the table to revert to the state it had before opening the dialog.

Some conventions apply to multiple controls in the dialog boxes. For example, controls that allow users to enter numerical values perform error checking as soon as the text box loses focus. If the user has entered a value that is outside the acceptable range, an error message appears. The error message box points out the error and lists the acceptable values.

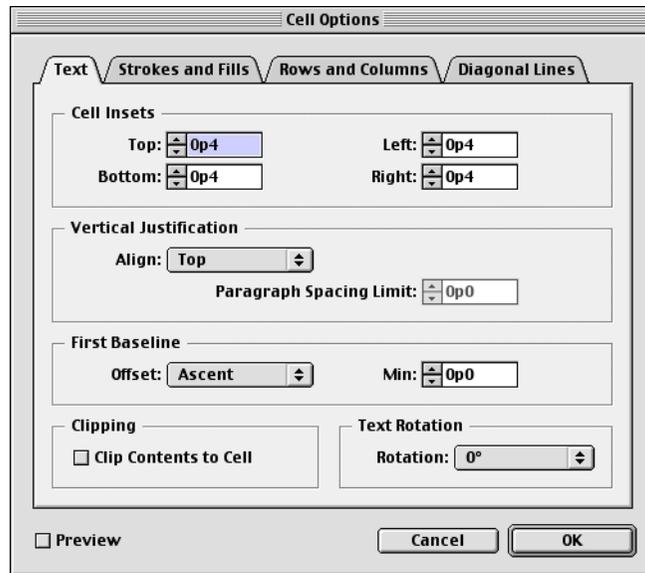
## 10.4 Cell Options dialog box

The Cell Options dialog box consists of four tabbed panels that can be opened directly from any command on the Table > Cell Options submenu.

### 10.4.1 Formatting text in table cells

By default, the text typed in table cells has the same formatting as the table anchor. Users can modify any table text by selecting it or its container cell and adjusting values in the Character palette or Paragraph palettes. For more details on formatting cell contents (as opposed to the cell itself), see [“Text selection versus cell selection” on page 8](#).

But when it comes to formatting the placement and orientation of text within table cells, users need to turn to the Text panel of the Cell Options dialog box. The illustration below shows the default settings for each control; those controls that reflect the current selection show values for a new table created with default values.



*Figure 15: The Text panel of the Cell Options dialog box*

The Cell Insets group box are comparable to the text frame inset controls in the Text Frame Options dialog box. This group box includes the following controls:

**Top:** Specifies the top “margin” of a cell in which no text (or other cell content) can appear. The default is 0p4. The minimum and maximum acceptable values are 0 and 720p0, respectively. If a value outside this range is specified, an error message appears as soon as that control loses focus. The message box points out the error and lists the acceptable values.

**Bottom:** Specifies the bottom “margin” of a cell in which no text (or other cell content) can appear. The default is 0p4. The minimum and maximum acceptable values are 0 and 720p0, respectively. If a value outside this range is specified, an error message appears as soon as that control loses focus. The message box points out the error and lists the acceptable values.

**Left:** Specifies the left “margin” of a cell in which no text (or other cell content) can appear. The default is 0p4. The minimum and maximum acceptable values are 0 and 720p0, respectively. If a value outside this range is specified, an error message appears as soon as that control loses focus. The message box points out the error and lists the acceptable values.

**Right:** Specifies the right “margin” of a cell in which no text (or other cell content) can appear. The default is 0p4. The minimum and maximum acceptable values are 0 and 720p0, respectively. If a value outside this range is specified, an error message appears as soon as that control loses focus. The message box points out the error and lists the acceptable values.

The Vertical Justification group box includes two controls:

**Align:** Specifies how to arrange text within a cell. The available settings and their behavior are the same as the corresponding option in the Text Frame Options dialog box:

- Top (the default)
- Center
- Bottom

- Justify

**Paragraph Spacing Limit:** Disabled unless Justify is chosen in the Align drop-down list, this control allows users to set a maximum amount of space that will be added between paragraphs. Once this maximum is reached, InDesign adds space between lines as needed to fill the cell with text. The default is 0. Allowable values are from 0 to 720p0. If a value outside this range is specified, an error message appears as soon as that control loses focus. The message box points out the error and lists the acceptable values.

The First Baseline group box has just two controls:

**Offset drop-down list:** Specifies the distance between the top inset of the cell and the baseline of the first line of text characters. These options function the same the corresponding options in the Text Frame Options dialog box:

- Ascent (the default)
- Cap Height
- Leading
- EmBox Height (Japanese version only)
- x Height
- Fixed

**Min. text box:** When Ascent, Cap Height, x Height or Leading are selected in the Offset drop-down list, the value specified here indicates the minimum amount of space between the top inset of selected cells and the baseline of the first line of text characters. The default is 0. Allowable values are 0 to 720p0. If a value outside this range is specified, an error message appears as soon as that control loses focus. The message box points out the error and lists the acceptable values.

The Clipping group box contains a single control for handling items too large for a cell:

**Clip Contents to Cell:** When checked, causes any text or inline graphics that otherwise extend beyond any cell edge to be clipped to the cell boundary. For related information, see [“Content fitting” on page 5](#).

The Text Rotation group box features a single drop-down list for determining the orientation of text in each cell:

**Rotation:** Allows users to specify one of several orientation options for text in selected cells. The available items in the drop-down list are as follows:

- 0° (the default)
- 90°
- 180°
- 270°

#### 10.4.2 Formatting cell strokes and fills

The Strokes and Fills panel gives users finer control over the individual strokes of table cells and also provides controls for formatting cell fills. Note the following:

- The controls in this panel affect only the currently selected cells, as explained in [“Scope of individual panels” on page 16](#).
- Most attributes controlled by this panel override those in other panels. See [“Formatting priorities” on page 16](#).

- Row strokes overwrite column strokes (for example, at the intersection of row and column strokes.)

The illustration below shows the default settings for each control; those settings that reflect the current selection show values for a new table created with default values.

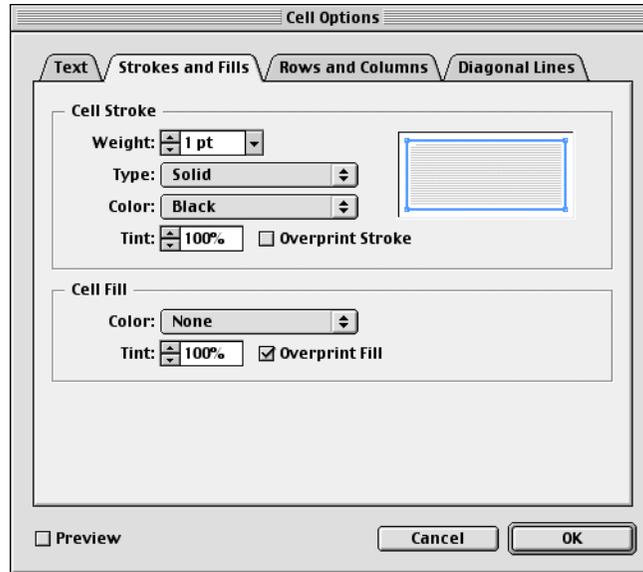


Figure 16: The Strokes and Fills panel of the Table Options dialog box

The Cell Stroke group box includes the following controls:

**Stroke-selection proxy:** Allows the user to specify which strokes of a table cell will be affected by the remaining controls in this group box. As illustrated below, the appearance of the proxy depends on the selection when the user opens the dialog box.

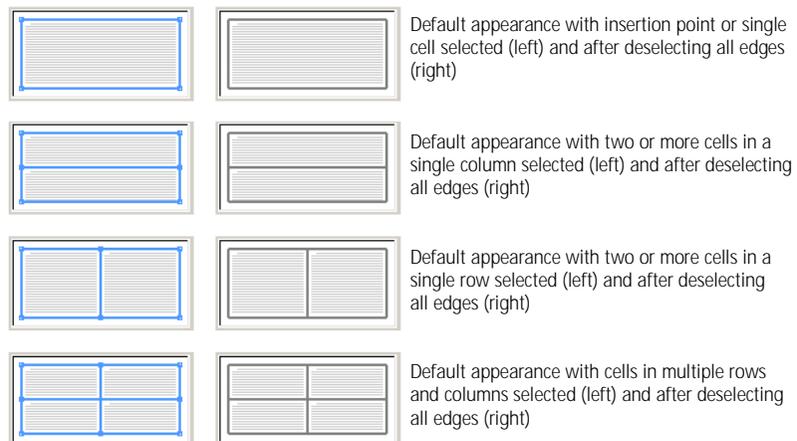


Figure 17: Stroke selection proxy reflects the current selection.

By default, the proxy is shown with all relevant edges selected. Users can then click the top, bottom, left, or right edges of the proxy to deselect (or reselect) the corresponding outer edges of the current selection. Users can also click the interior vertical line or interior hori-

zontal line to select the corresponding interior horizontal strokes or vertical strokes of the current selection. The proxy represents selections using light blue lines (RGB 79, 153, 255) and hollow points at the end of each.



*Figure 18: Examples of various proxy selection states*

Note that if all the text in the selection is rotated, the greeked text in the proxy will run top to bottom, not left to right. If only part of the selection is rotated, the proxy does not change from the default of horizontal greeked text.

Users can also use any of these selection shortcuts:

- Click an unselected line to add to the current selection.
- Click a selected line to remove the line from the current selection.
- Double-click either interior line to select all interior (horizontal and vertical) lines.
- Double-click any outer edge to select the entire outer selection rectangle.
- Triple-click anywhere in the proxy to select all lines in the proxy.

**Weight:** Specifies the line weight for those parts of the current selection specified in the proxy. The default is 1 pt. The minimum value is 0 pt; the maximum is 800 pt. The increments displayed in the drop-down list are the same as for the Weight control in the Stroke palette. For more information, see the [Stroke Palette user interface specification](#) on the [Adobe Common UI intranet site](#).

**Type:** Specifies the line style (for example, solid, etc.) for those parts of the current selection specified in the proxy. The default is Solid.



*Figure 19: The Type drop-down list*

**Color:** Specifies the stroke color for those parts of the current selection specified in the proxy. The choices listed here are taken from the Swatches palette. This list is updated each time the dialog box is opened to include all colors and the same names displayed in the Swatches palette. The default is [Black].

**Tint:** Specifies the percentage of ink of the specified color applied to those parts of the current selection specified in the proxy. The default is 100%. Possible values range from 0 to 100.

**Overprint Stroke:** When checked, causes the ink specified in the Color drop-down list to be applied over any underlying colors rather than knocking out those inks. In this situation, the fill ink goes under the stroke ink up to the center of the cell stroke. The center of cell strokes rests on the cell border. This control is unchecked (knocks out) by default.

The Cell Fill group box includes the following controls:

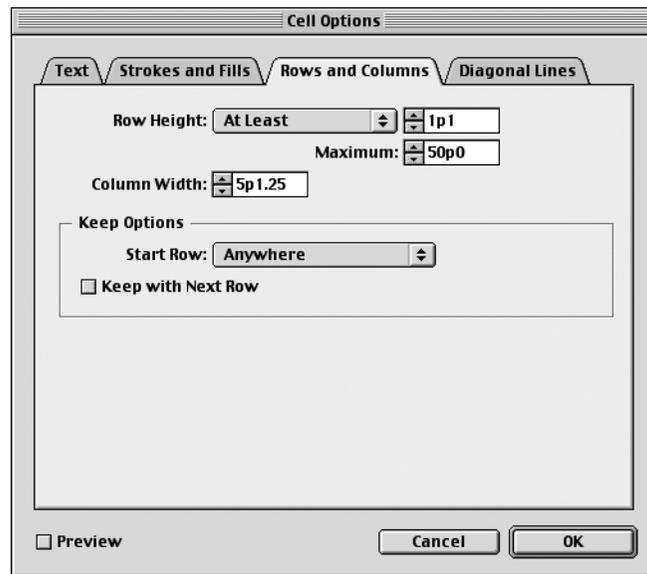
**Color:** Specifies the fill color for currently selected cells. The choices listed here are taken from the Swatches palette. This list is updated each time the dialog box is opened to include all colors and the same names displayed in the Swatches palette. The default is [None].

**Tint:** Specifies the percentage of ink of the specified color applied to the fill of selected cells. The default is 100%. Possible values range from 0 to 100.

**Overprint Fill:** When checked, causes the ink specified in the Color drop-down list to be applied over any underlying colors rather than knocking out those inks. This control is unchecked (knocks out) by default.

### 10.4.3 Formatting row height and column width

The Rows and Columns panel provides controls for modifying the size of rows and columns. Unlike the panels discussed up to this point, the settings in this panel only affect rows or columns intersected by the current selection (see [“Scope of individual panels” on page 16](#)). The illustration below shows the default settings for each control; those controls that reflect the current table or selection show values for a new table created with default values.



*Figure 20: The Rows and Columns panel of the Table Options dialog box*

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**Note:** Text labels in this dialog box need to be sensitive to table orientation. For example, a rotated table (such as in a Japanese version) might need to read “Row Width” and “Column Height” unless a suitable translation can be found that accounts for both.

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**Row Height drop-down list:** This control allows users to choose to make cells grow automatically as text is added or to specify an exact height. In either case, however, cells will have a maximum height to prevent a cell from being taller than a single page. The choices for this control are:

- **At Least:** Constrains the row height to an amount no smaller than the value specified in the text box at the right. The row may be larger than this amount, however, as the row height will continue to grow automatically as the user adds text. This is the default choice.
- **Exactly:** Constrains the row height to exactly the amount specified in the Minimum text box. Changing the content of any cells in the row does not affect the row height. As a result, adding text to a cell specified with this setting may cause an overset text condition.

**Maximum value:** Specifies the maximum height a row may grow to when At Least is selected in the neighboring drop-down list. The default is 50p. The minimum is 0p; the maximum allowable value is 720p.

**Column Width:** Specifies the width of any columns intersected by the current selection. The default value is determined by the space between the container frame's inset settings and the number of columns. The minimum is 0p; the maximum allowable value is 720p.

Settings in the Keep Options group box control how tables are positioned within and among their container text frames.

**Start Row:** The choices in this drop-down list let the user control the text frame or text column in which the row or rows intersected by the current selection fall. If any of these settings cause a conflict with the Keep with Next Row control, this option has priority. The choices are as follows:

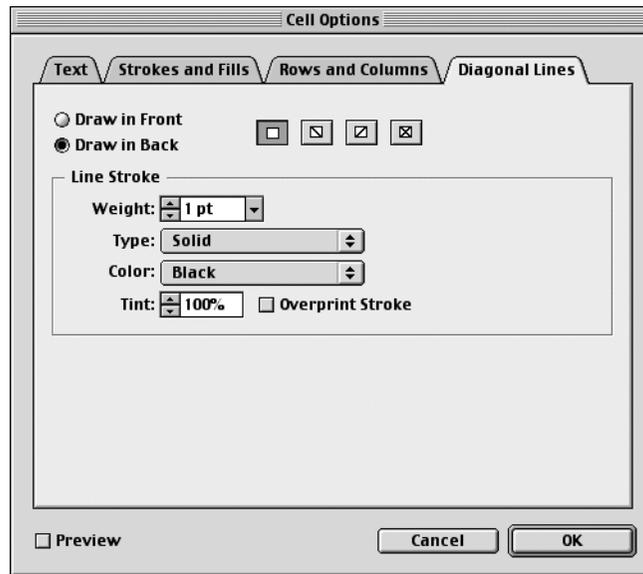
- Anywhere (the default)
- In Next Text Column
- In Next Frame
- On Next Page
- On Next Odd Page
- On Next Even Page

**Keep with Next Row:** When checked, ensures that the row or rows intersected by the current selection currently selected are kept in the same text frame as the following row. It is unchecked by default.

#### 10.4.4 Creating diagonal lines

The Diagonal Lines panel allows users to divide cells diagonally into two parts (or four parts if the fourth option is selected). Using these controls will draw one or two diagonal lines in the current cell (if only an insertion point is present) or in selected cells only (if one or more

cells are selected). The illustration below shows the default settings for each control; those settings that reflect the current selection show values for a new table created with default values.



*Figure 21: The Diagonal Lines panel of the Cell Options dialog box*

The Diagonal Lines panel includes the following controls:

**Draw in Front:** When selected, the diagonal line appears in front of cell content. This is the default.

**Draw in Back:** When selected, the diagonal line appears in back of cell content.

**Line types:** These buttons let the user choose from having no diagonal line, having a line connect the top left and bottom right corners, connect the top right and bottom left corners, or both. The first (no line) is the default.

**Weight:** Specifies the line weight for the diagonal line(s). The default is 1 pt. The minimum value is 0 pt; the maximum is 800 pt. The increments displayed in the drop-down list are the same as for the Weight control in the Stroke palette. For more information, see the [Stroke Palette user interface specification](#) on the [Adobe Common UI intranet site](#).

**Type:** Specifies the line style (for example, solid) for the diagonal line(s). The default is Solid. This drop-down list is the same as the one shown in [Figure 19 on page 21](#).

**Color:** Specifies the color for the diagonal line(s). The choices listed here are taken from the Swatches palette. This list is updated each time the dialog box is opened to include all colors and the same names displayed in the Swatches palette. The default is [Black].

**Tint:** Specifies the percentage of ink of the specified color applied to the diagonal line(s). The default is 100%. Possible values range from 0 to 100.

**Overprint Stroke:** When checked, causes the ink specified in the Color drop-down list to be applied over any underlying colors rather than knocking out those inks. This control is unchecked (knocks out) by default.

## 10.5 Table Options dialog box

The Table Options dialog box consists of four tabbed panels that can be opened directly from any command on the Table > Table Options submenu.

### 10.5.1 Apply formatting to an entire table

The Table Setup panel provides controls for modifying the size of an existing table and applying a global fill and a stroke around the table perimeter. The settings affect all rows or columns, even if only one cell is selected (or a cell has a text insertion point). The illustration below shows the default settings for each control; those controls that reflect the current table show values for a new table created with default values.

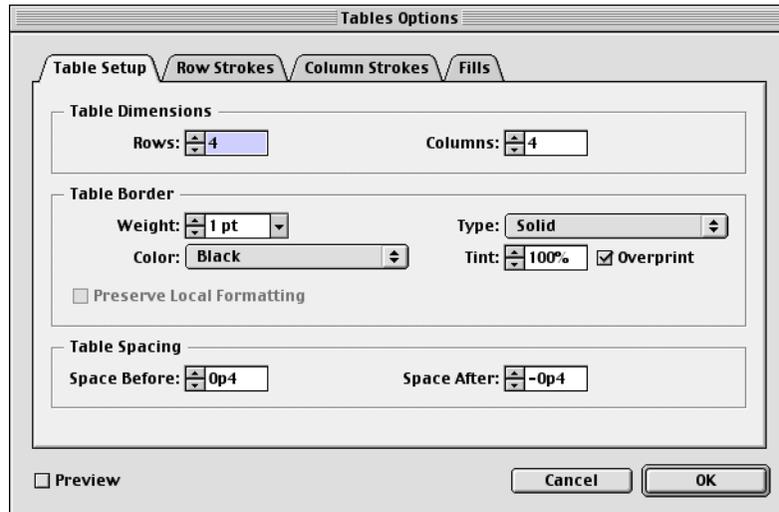


Figure 22: The Table Setup panel of the Table Options dialog box

The Table Dimensions group box lets users add rows or columns to or remove rows or columns from the current table.

**Rows:** By default, this text box displays the number of rows in the current table. Consequently, the minimum value for this control is the minimum number of allowable rows in a table (namely, 1). The maximum value for this control is 10,000. Increasing this number adds rows to the bottom of the table; decreasing deletes rows (and their contents) from the bottom of the table. An alert appears before rows are deleted.

The cells in newly added rows have the same formatting (fills, strokes, text, and so on) as the cells in the bottom row of the table at the time the dialog is opened.

**Columns:** By default, this text box displays the number of columns in the current table. Consequently, the minimum value for this control is the minimum number of allowable columns in a table (namely, 1). The maximum value for this control is 100. Increasing this number adds columns to the right side of the table; decreasing deletes columns (and their contents) from the right side of the table. An alert appears before columns are deleted.

The cells in newly added columns have the same formatting (fills, strokes, text, and so on) as the rightmost column of the table at the time the dialog is opened.

The Table Border group box allows the user to apply a stroke around the table’s outside edge. If the table breaks across multiple frames, the border will lie along the top, left, and right edges for the first frame containing the table; along the left and right sides for intermediate frames; and along the left, right, and bottom sides for the final frame containing the table. For information on related controls, see [“Formatting cell strokes and fills” on page 19](#). Note that table border settings override alternating stroke formatting, but cell stroke formatting overrides both of these (see [“Formatting priorities” on page 16](#)).

**Weight:** Specifies the line weight for the table border. The default is 1 pt. The minimum value is 0 pt; the maximum is 800 pt. The increments displayed in the drop-down list are the same as for the Weight control in the Stroke palette. For more information, see the [Stroke Palette user interface specification](#) on the [Adobe Common UI intranet site](#).

**Type:** Specifies the line style (Thick-Thin, Solid, etc) for the table border. The default is Solid. This drop-down list is the same as the one shown in [Figure 19 on page 21](#).

**Color:** Specifies the color of the table border. The choices listed here are taken from the Swatches palette. This list is updated each time the dialog box is opened to include all colors and the same names displayed in the Swatches palette. The default is [Black].

**Tint:** Specifies the percentage of ink of the specified color applied to the table border. The default is 100%. Possible values range from 0 to 100.

**Overprint:** When checked, causes the ink specified in the Color drop-down list to be applied over any underlying colors rather than knocking out those inks. This control is unchecked (knocks out) by default.

**Preserve Local Formatting:** When checked, causes the settings in this group box to have no effect on any cells formatted using other formatting methods (Cell Options dialog box, Stroke palette, Color palette, etc).

The Table Spacing group box lets users add space above and below a table to give users more control over vertical placement of a table. If a table anchor is in a paragraph by itself or is the first or last line of a paragraph, these values are added on to the paragraph's Space Before or Space After values or both (depending on where the table occurs in a paragraph).

**Space Before:** Specifies how much space to add above the table's top border. The default is 0p4. This value does not affect the placement of a table row that falls at the top of a frame as a result of a table breaking across frames. Instead, it is applied only to the first row of the entire table. This setting has no effect on tables that appear at the top of a frame; in that case, the table acts as if the setting is 0. Acceptable values for this control are 0p to 720p.

**Space After:** Specifies how much space to add below the table's bottom border. The default is -0p4. Acceptable values for this control are -108p to 720p.

## 10.5.2 Formatting alternating strokes and fills

The Row Strokes, Column Strokes, and Fills tabs let the user set up a pattern of fills and strokes to enhance readability or general pizzaz. The Fills panel only allows formatting of either rows or columns (not both), whereas the Row Strokes and Column Strokes panels let users apply alternating patterns to either rows or columns (respectively) or both. As noted earlier ([“Scope of individual panels” on page 16](#)), the controls in these panels affect the entire current table regardless of the current selection. If the table is split across multiple frames, the alternating pattern continues across all frames, rather than restarting at the beginning of each frame.

The illustrations in this section show the default settings for each control; those controls that reflect the current table attributes show values for a new table created with default values.

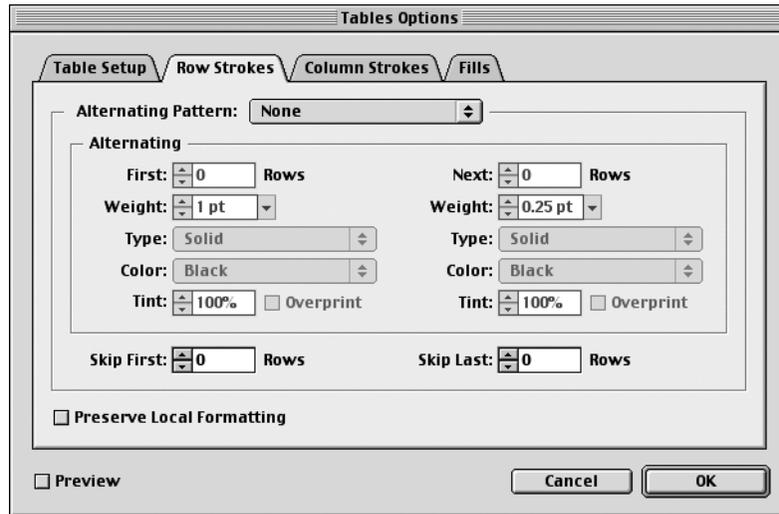


Figure 23: The Row Strokes panel of the Table Options dialog box

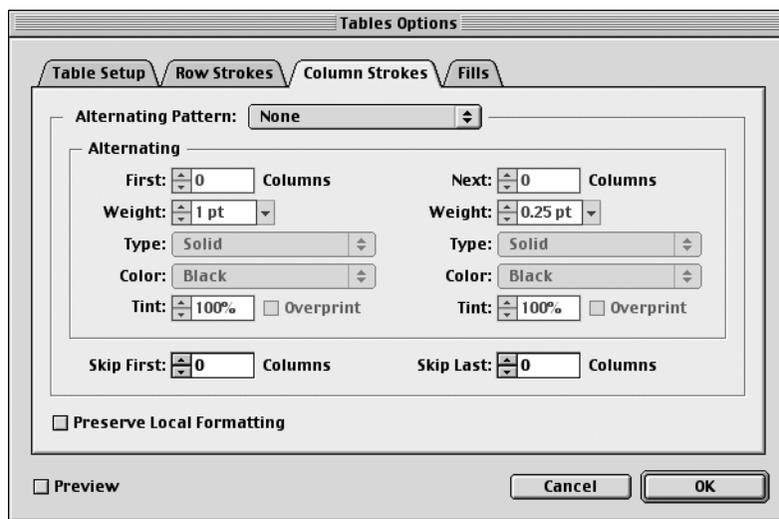


Figure 24: The Column Strokes panel of the Table Options dialog box

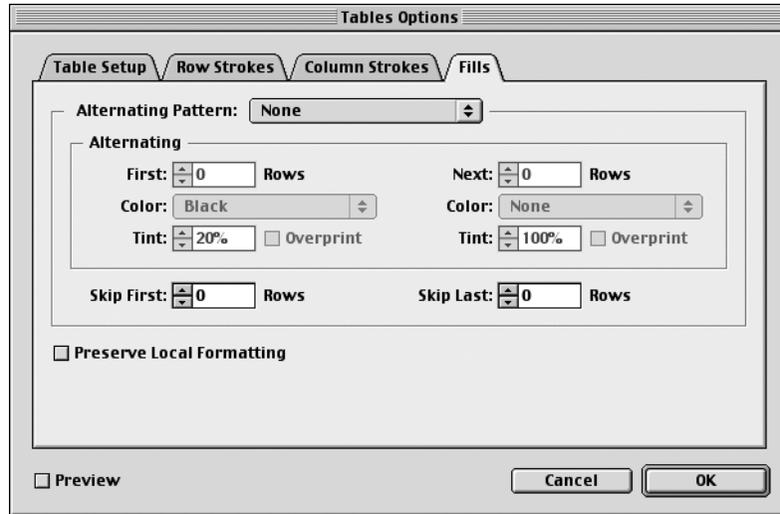


Figure 25: The Fills panel of the Table Options dialog box

The Row Strokes, Column Strokes, and Fills panels use the following controls:

**Alternating Pattern:** Displays a list of common groupings of fills or strokes. Except for the “Custom” option, selecting an item from this list changes the values in the First and Next controls to the appropriate values, simplifying the process of setting up a repeating pattern. The options available in this list vary according to the current tabbed panel.

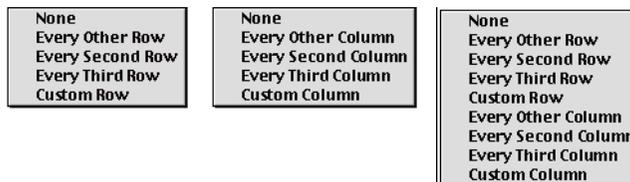


Figure 26: Left to right: The Alternating Pattern drop-down list in the Row Strokes, Column Strokes, and Fills panels, respectively

Specifically, the commands have the following effects:

- None (the default) sets both First and Next controls to 0. It also sets all the controls in the Alternating group box to their defaults and disables them.
- Every Other Row/Column sets both First and Next controls to 1.
- Every Second Row/Column sets both First and Next to 2.
- Every Third Row/Column sets both First and Next to 3.
- Custom Row/Column sets First to 1 and Next to 2. Users can adjust the First and Next to other values if desired.

As noted below, if users select one of other options and then changes one of the values in First or Next, the Alternating Pattern control is automatically changed to Custom. In addition, if the user manually sets the First and Next controls to values that conform to one of the above patterns, the appropriate pattern name will automatically be selected in this control. For example, if the user sets First to 2 and Next to 2, Alternating Pattern becomes “Every Second Row” or “Every Second Column.”

In addition, the static text following the First, Next, Skip First, and Skip Last controls in the Fills panel changes from “Rows” to “Columns” or vice-versa, depending on the Alternating Pattern choice.

**First:** Specifies how many consecutive rows or columns that will receive the formatting specified in the Weight, Type, Color, Tint, and Overprint controls immediately below. Allowable values are 0 to the number of rows or columns currently in the table. As explained in [“Alternating Pattern”](#) above, the value displayed for this and the Next control may change when the user chooses an option from the Alternating Pattern drop-down list. If the user manually changes this number, the Alternating Pattern setting automatically changes to Custom Column/Row. This control is disabled if None is chosen in the Alternating Pattern drop-down list.

**Next:** Specifies how many consecutive rows or columns that will receive the formatting specified in the Weight, Type, Color, Tint, and Overprint controls immediately below. Allowable values are 0 to the number of rows or columns currently in the table. As explained in [“Alternating Pattern”](#) above, the value displayed for this and the First control may change when the user chooses an option from the Alternating Pattern drop-down list. If the user manually changes this number, the Alternating Pattern setting automatically changes to Custom Column/Row. This control is disabled if None is chosen in the Alternating Pattern drop-down list.

**Weight:** Specifies the line weight for all cell borders in the current group. The default is 1 pt. The minimum value is 0 pt; the maximum is 800 pt. The increments displayed in the drop-down list are the same as for the Weight control in the Stroke palette. For more information, see the [Stroke Palette user interface specification](#) on the [Adobe Common UI intranet site](#).

**Type:** Specifies the line style (Thick-Thin, Solid, etc) for all cell borders in the current group. The default is Solid. This drop-down list is the same as the one shown in [Figure 19 on page 21](#).

**Color:** Specifies the color for all cell borders in the current group. The choices listed here are taken from the Swatches palette. This list is updated each time the dialog box is opened to include all colors and the same names displayed in the Swatches palette. The default is [Black].

**Tint:** Specifies the percentage of ink of the specified color applied to all cell borders in the current group. The default is 100%. Possible values range from 0 to 100.

**Overprint Stroke:** When checked, causes the ink specified in the Color drop-down list to be applied over any underlying colors rather than knocking out those inks. This control is unchecked (knocks out) by default.

**Skip First:** Specifies how many top rows or left columns to which the settings in this panel will not be applied. If a value outside this range is specified, an error message appears as soon as that control loses focus. The message box points out the error and lists the acceptable values. The default is 0.

**Skip Last:** Specifies how many bottom rows or right columns to which the settings in this panel will not be applied. If a value outside this range is specified, an error message appears as soon as that control loses focus. The message box points out the error and lists the acceptable values. The default is 0.

The Stroke Group 1 and Stroke Group 2 group boxes let users format the first set of alternating strokes. Because each of these group boxes contain the same controls, they are enumerated here only once each:

**Preserve Local Formatting:** When checked, causes the settings in this tabbed panel to have no effect on any cells formatted using other formatting methods (Cell Options dialog box, Stroke palette, Color palette, etc).

## 11.0 Table palette

The Table palette provides an alternate interface for users to modify the look of a table. Although the palette does not provide any controls that are not already found elsewhere in InDesign 2.0, the palette include the most commonly controls to speed the formatting of table appearance.

### 11.1 Appearance

The palette is displayed by choosing Window > Table. By default, all options are visible; users can choose Hide Options from the palette menu to hide the bottom half. Upon doing so, the Hide Options command becomes “Show Options.”

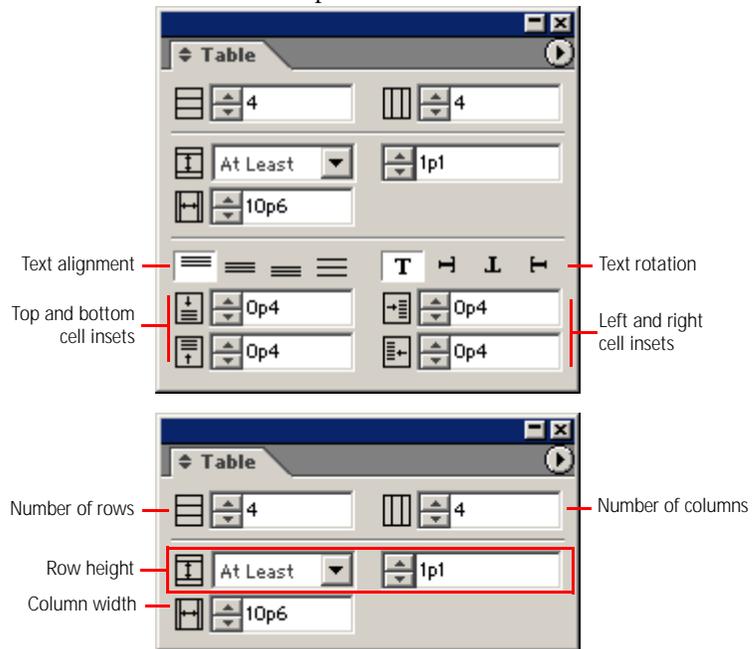


Figure 27: The Table palette in default mode (top) and with options hidden (bottom)

### 11.2 Palette menu

The table palette menu includes the following commands:

<b>Show / Hide Options</b>	
<b>Table Options</b>	▶
<b>Cell Options</b>	▶▶
<b>Insert</b>	▶▶▶
<b>Delete</b>	▶▶▶▶
<b>Merge Cells</b>	
<b>Split Cell Horizontally</b>	
<b>Split Cell Vertically</b>	
<b>Distribute Rows Evenly</b>	
<b>Distribute Columns Evenly</b>	

**Show / Hide Options:** As explained in the previous section, this command toggles the visibility of the bottom section of the palette. By default the entire palette is visible and the command reads “Hide Options.” When chosen, it changes to read “Show Options.”

**Table Options:** Displays the same submenu as the Table > Table Options command in the main menu bar. See [“Table Options” on page 33.](#)

**Cell Options:** Displays the same submenu as the Table > Cell Options command in the main menu bar. See [“Cell Options” on page 33.](#)

**Insert:** Displays the same submenu as the Table > Insert command in the main menu bar. See [“Insert” on page 33.](#)

**Delete:** Displays the same submenu as the Table > Delete command in the main menu bar. See [“Delete” on page 34.](#)

**Merge Cells:** Performs the same function as the Table > Merge Cells command in the main menu bar. See [“Merge Cells” on page 34.](#)

**Split Cell Horizontally:** Performs the same function as the Table > Split Cell Horizontally command in the main menu bar. See [“Split Cell Horizontally” on page 34.](#)

**Split Cell Vertically:** Performs the same function as the Table > Split Cell Vertically command in the main menu bar. See [“Split Cell Vertically” on page 35.](#)

**Distribute Rows Evenly:** Performs the same function as the Table > Distribute Rows Evenly command in the main menu bar. See [“Distribute Rows Evenly” on page 35.](#)

**Distribute Columns Evenly:** Performs the same function as the Table > Distribute Columns Evenly command in the main menu bar. See [“Distribute Columns Evenly” on page 35.](#)

### 11.3 Tool tips and functions

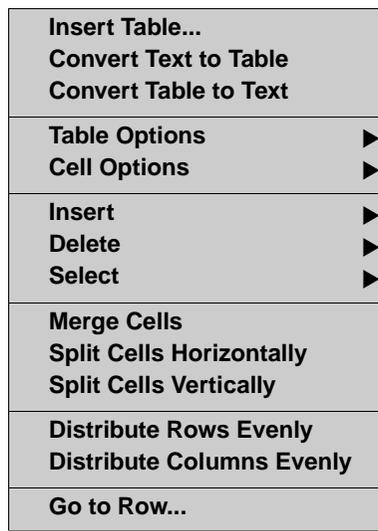
The Table palette includes the controls listed in the following table. These are discussed in full in the [“Modifying tables using commands and gestures” on page 12.](#)

Icon	Tool tip	Function
	Number of Rows	See <a href="#">“Rows” on page 25.</a>
	Number of Columns	See <a href="#">“Columns” on page 25.</a>
	Row Height	See <a href="#">“Row Height drop-down list” on page 22.</a>
	Column Width	See <a href="#">“Column Width” on page 23.</a>
	Align Top	See <a href="#">“Align” on page 18.</a>
	Align Center	
	Align Bottom	
	Align Justify	
	Rotate 0°	
	Rotate 90°	
	Rotate 180°	
	Rotate 270°	

Icon	Tool tip	Function
	Top Inset Spacing	See the discussion of the Cell Insets group box on <a href="#">page 18</a> .
	Bottom Inset Spacing	
	Left Inset Spacing	
	Right Inset Spacing	

## 12.0 Table menu

The Table menu on the main menu bar provides most of the commands for creating and editing tables.



**Insert Table:** Displays the Insert Table dialog box for specifying the attributes of a new table (see [Figure 1 on page 3](#)). This command is unavailable if there is no active text insertion point in the current document. Consequently, users cannot choose this command with no insertion point in order to set the default number of rows and columns as might be expected given the usual convention for setting defaults in InDesign. If a text selection is present when the user chooses this command, any table created as a result will replace the selected text. For more on table creation, [“Creating tables” on page 3](#).

**Convert Text to Table:** Available only when one or more characters in a text frame are selected, this command creates a new table in the current text frame and places the selected text in the table cells. In making the conversion, tab characters are treated as column boundaries and carriage returns are treated as row boundaries. If text on a path is converted to a table, the table will not appear on the path, but will flow into the next threaded text frame (if one exists) or becomes overset text.

**Convert Table to Text:** Available only when a table has an insertion point or text selection or one or more cells are selected, this command converts the entire table into tab-delimited text (with carriage returns separating rows). Conversion of only part of a table is not supported. Note that if a user converts a table to text and then back to a table, the result won't be the same as the original table, since formatting and effects like split and merged cells would be lost.

**Table Options:** Displays the following submenu for adjusting table attributes and formatting. These commands are unavailable if there is no active text insertion point in an existing table or if there is no active table selection. Consequently, users cannot choose these command with no insertion point present to set defaults as is the norm with other InDesign commands. For more information, see [“Modifying tables using Table Options and Cell Options dialog boxes” on page 16.](#)

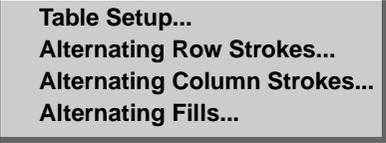
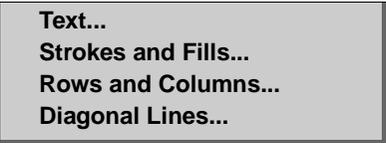


Table Setup...  
 Alternating Row Strokes...  
 Alternating Column Strokes...  
 Alternating Fills...

- Table Setup: Displays the Table Setup panel of the Table Options dialog box. For more information, see [“Apply formatting to an entire table” on page 25.](#)
- Alternating Row Strokes: Displays the Row Strokes panel of the Table Options dialog box. For more information, see [“Formatting alternating strokes and fills” on page 26.](#)
- Alternating Column Strokes: Displays the Column Strokes panel of the Table Options dialog box. For more information, see [“Formatting alternating strokes and fills” on page 26.](#)
- Alternating Fills: Displays the Fills panel of the Table Options dialog box. For more information, see [“Formatting alternating strokes and fills” on page 26.](#)

**Cell Options:** Displays the following submenu for adjusting table attributes and formatting. These commands are unavailable if there is no active text insertion point in an existing table or if there is no active table selection. Consequently, users cannot choose these command with no insertion point present to set defaults as is the norm with other InDesign commands. For more information, see [“Modifying tables using Table Options and Cell Options dialog boxes” on page 16.](#)



Text...  
 Strokes and Fills...  
 Rows and Columns...  
 Diagonal Lines...

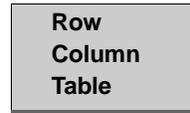
- Text: Displays the Text panel of the Cell Options dialog box. For more information, see [“Formatting text in table cells” on page 17.](#)
- Strokes and Fills: Displays the Strokes and Fills panel of the Cell Options dialog box. For more information, see [“Formatting cell strokes and fills” on page 19.](#)
- Rows and Columns: Displays the Rows and Columns panel of the Cell Options dialog box. For more information, see [“Formatting row height and column width” on page 22.](#)
- Diagonal Lines: Displays the Diagonal Lines panel of the Cell Options dialog box. For more information, see [“Creating diagonal lines” on page 23.](#)

**Insert:** Displays the following submenu with commands for inserting new rows or columns. Each of these commands displays a dialog box. For more information, see [“Inserting a new row” on page 14](#) and [“Inserting a new column” on page 15.](#)



Row...  
 Column...

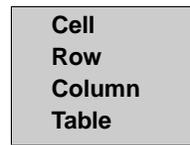
**Delete:** Displays the following submenu with commands for deleting the listed table elements. For more information, see [“Deletion” on page 16](#).



The commands on this submenu exhibit the following attributes:

- All the commands are disabled until at least one cell in a table has been selected or until a text insertion point exists in a table cell.
- The Row command deletes all rows intersecting the current selection or a single row containing the insertion point.
- The Column command deletes all columns intersecting the current selection or a single column containing the insertion point.
- The Table command deletes not only the portion of the table found in the current frame but the entire table in all threaded frames.

**Select:** Displays the following submenu with commands for selecting the listed table elements.



The commands on this submenu exhibit the following attributes:

- All the commands are disabled until at least one cell in a table has been selected or until a text insertion point exists in a table cell.
- The Cell command is only enabled when no cells are selected but a text insertion point exists in a table cell. Invoking the command selects that cell with the type tool still active.
- The Row command selects all rows intersecting the current selection or a single row containing the insertion point.
- The Column command selects all columns intersecting the current selection or a single column containing the insertion point.
- The Table command selects all cells in a table containing a selection or insertion point.

For more on table selection, see [“Selection issues” on page 7](#).

**Merge Cells:** Combines two or more contiguous selected cells into one cell. The selection can contain cells in more than one row or more than one column, or both. This command is disabled unless two or more cells are selected. When invoked, the content of the original selected cells are combined into the resulting single cell, separated by carriage returns.

**Split Cell Horizontally:** Divides one or more selected cells or a cell containing an insertion point into a pair of cells of equal size using a horizontal divider line. The content of the original cell is placed in the top left cell of the selection. The style and formatting of the top left cell of the selection is maintained and applied to all text moved into that cell. A carriage return is placed at the end of the original content of each cell. Consequently, if the selected cell is empty, a carriage return will represent that cell in the merged result. This command is disabled if more than one cell is selected.

**Split Cell Vertically:** Divides one or more selected cells or a cell containing an insertion point into a pair of cells of equal size using a vertical divider line. The content of the original cell is placed in the left cell of each pair. This command is disabled if more than one cell is selected.

**Distribute Rows Evenly:** Disabled unless cells in more than one row are selected, this command makes all rows having at least one cell selected the same height (the average of all rows in the selection). This is accomplished by setting the [“Row Height drop-down list”](#) setting to Exactly and entering the averaged value in the box to the right in the Rows and Columns panel of the Table Options dialog box. See [“Formatting row height and column width” on page 22.](#)

**Distribute Columns Evenly:** Disabled unless cells in more than one column are selected, this command makes all columns having at least one cell selected the same width (the average of all rows in the selection).

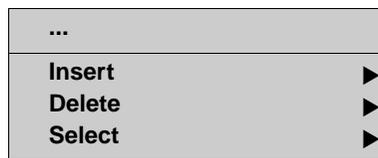
**Go to Row:** Displays the Go to Row dialog box (see [Figure 4 on page 7](#)), which lets users type in a desired row number and click OK to navigate to the first cell in that row. If the table contains a text selection or insertion point or a cell selection of no more than one row, the dialog may display the number of the current row when it is first opened. The dialog box only navigates within the currently selected table, not a parent table (in the case of one table nested inside another). This command is disabled until there is a text insertion point, text selection, or cell selection in an existing table.

## 13.0 Context menus

The context menu for tables takes two forms, depending on whether there is a text selection or text insertion point on the one hand or one or more selected cells on the other. For more information on submenus associated with the tables feature as well as submenus in InDesign 2.0 generally, see the [InDesign 2.0 Context Menus](#) specification on the [Annapurna UI intranet site.](#)

### 13.1 Context menu for text selection or insertion point

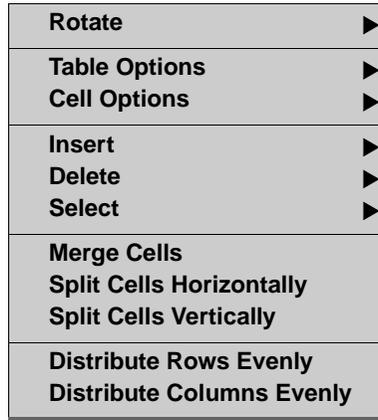
The following menu is added on to the existing text context menu. That is, it appears when a user context-clicks a text insertion point or text selection in a table cell. The top part of the menu (indicated by ... in the illustration) has the same commands as found on the context menu for a text insertion point or text selection outside of a table.



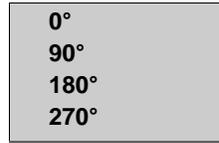
For a discussion of the commands and submenus in this context menu, see the corresponding menu items discussed in [“Table menu” on page 32.](#)

### 13.2 Context menu for cell selection

The following menu appears when one or more selected cells in a table are context-clicked. Note that one or more of these commands may not appear on the menu depending on the context. (For example, the merge and split commands will never appear simultaneously).



The Rotate submenu has the following commands:



Each of these commands rotates the text (or insertion point) in the current cell the amount specified in the command.

For a discussion of the remaining commands and submenus in this menu, see the corresponding items discussed in [“Table menu” on page 32](#).

### 14.0 Pointers/cursors

The table feature includes a number of different pointers to help users anticipate the results of clicking and dragging in various parts of a table. Note that in the case of rotated tables (as in the Japanese version), these pointers may be rotated as well.

Shape	Name	Use
	Row Selection	Appears when mousing over the left edge of a table (or just inside the table boundary). Indicates that clicking will result in a selected row.
	Column Selection	Appears when mousing over the top edge of a table (or just inside the table boundary). Indicates that clicking will result in a selected column.
	Table Selection	Appears when mousing over the top left corner of a table (or just inside the table boundary). Indicates that clicking will select the entire table.
	Resize, Add, or Remove Vertically	Appears when mousing over row borders or the bottom a table. Indicates that dragging will resize the table or row or add or remove rows depending on what key (or no key) is held down.
	Resize, Add, or Remove Horizontally	Appears when mousing over the column borders or the right edge of a table. Indicates that dragging will resize the table or column or add or remove columns, depending on what key (or no key) is held down.

Shape	Name	Use
	Resize, Add, or Remove Diagonally	Appears when mousing over the corner resize handles of a selected table. Indicates that clicking and dragging will resize the table in the direction the user drags.
	Text	Appears when mousing over a cell in a table. Indicates that clicking will insert the focus into the cell. Also displays when clicking and dragging through cell contents. Indicates that dragging outside cell will select entire cell.

## 15.0 Commands, keystrokes, and gestures

InDesign employs numerous shortcuts, mouse gestures, and commands to simplify table tasks.

### 15.1 Table commands

The table features uses the menu commands summarized in the following table. Note that issues relating to cutting and pasting are covered in another specification, [Table Cut/Copy and Paste](#), by Lisa Andrews, available in the [Engineering: Specs and Documentation](#) section of the [Annapurna intranet site](#).

Action	Command
Create a table	Table > Insert Table
Make a table from selected text	Table > Convert Text to Table
Change table into tab-delimited text	Table > Convert Table to Text
Set table size, border, and spacing	Table > Table Options > Table Setup Context click > Table Options > Table Setup
Add alternating horizontal strokes to a table	Table > Table Options > Alternating Row Strokes Context click > Table Options > Alternating Row Strokes
Add alternating vertical strokes to a table	Table > Table Options > Alternating Column Strokes Context click > Table Options > Alternating Column Strokes
Add alternating fills to table rows or columns	Table > Table Options > Alternating Fills Context click > Table Options > Alternating Fills
Set position of text in selected cells	Table > Cell Options > Text Context click > Cell Options > Text
Set stroke and fill appearance for selected cells	Table > Cell Options > Strokes and Fills Context click > Cell Options > Strokes and Fills
Set row height and column width for selected cells	Table > Cell Options > Rows and Columns Context click > Cell Options > Rows and Columns
Add and format diagonal lines in selected cells	Table > Cell Options > Diagonal Lines Context click > Cell Options > Diagonal Lines
Rotate text in current cell(s)	Context click > Rotate 0° Context click > Rotate 90° Context click > Rotate 180° Context click > Rotate 270°
Add a row to a table	Table > Insert > Row Context click > Insert > Row
Add a column to a table	Table > Insert > Column Context click > Insert > Column
Delete current row	Table > Delete > Row Context click > Delete > Row

Action	Command
Delete current column	Table > Delete > Column Context click > Delete > Column
Delete current table	Table > Delete > Table Context click > Delete > Table
Select cell with insertion point	Table > Select > Cell Context click > Select > Cell
Select entire current row	Table > Select > Row Context click > Select > Row
Select entire current column	Table > Select > Column Context click > Select > Column
Select entire table	Table > Select > Table Context click > Select > Table
Select text in cell with insertion point	Edit > Select All
Select all cells in table with cell selection	Edit > Select All
Deselect all text and cells in table	Edit > Deselect All
Combine selected cells	Table > Merge Cells Context click > Merge Cells
Add horizontal divider to current cell	Table > Split Cell Horizontally Context click > Split Cell Horizontally
Add vertical divider to current cell	Table > Split Cell Vertically Context click > Split Cell Vertically
Set current rows to equal height	Table > Redistribute Rows Context click > Redistribute Rows
Set current columns to equal width	Table > Redistribute Columns Context click > Redistribute Columns
Selects the cells in the designated row	Table > Go to Row
Display or hide Table palette	Window > Table

## 15.2 Gestures and keystrokes for table navigation

The following behaviors are useful for moving the insertion point or selection highlight within a table. For related information, see [“Cell and row navigation” on page 6](#).

Action	Keystroke or gesture
With insertion point at last position in cell, move one cell to right; for far right column, move to far left column (except when pressing Shift)	Right arrow
With insertion point at first position in cell, move one cell to left; for far left column, move to far right column (except when pressing Shift)	Left arrow
With insertion point at last position in cell, move one cell down; for bottom row, move to top row (except when pressing Shift)	Down arrow
With insertion point at first position in cell, move one cell up; for top row, move to bottom row (except when pressing Shift)	Up arrow
With insertion point in bottom line of text in cell, move to last position in cell	Down arrow
With insertion point in top line of text in cell, move to first position in cell	Up arrow
With insertion point in first position of top left cell, move insertion point outside of table	Left arrow
Move insertion point or text selection highlight to next cell (left to right, top to bottom)	Tab
Move insertion point or text selection highlight to previous cell (right to left, bottom to top)	Shift+Tab

Action	Keystroke or gesture
With text selection or insertion point in top cell, move insertion point or selection highlight to bottom right cell	Shift+Tab
With text selection or insertion point in bottom right cell, add a row to bottom of table	Tab

### 15.3 Gestures and keystrokes for table selection

The following behaviors are useful for moving the insertion point or selection highlight within a table. Note that drag-selecting is not covered since it behaves much the same as drag-selecting text except that a selection of table cells always has a rectangular shape. Note too that additional selection options are covered in [“Table commands” on page 37](#). For additional information, see [“Selection issues” on page 7](#).

Action	Keystroke or gesture
Select a single column	Click top edge of desired column
Select a single row	Click left edge of desired row
Select a range of columns	Click top edge of column; then Shift-click top edge of another column
Select a range of rows	Click left edge of row; then Shift-click left edge of another row
Select all cells in table	Click top left corner of table
With insertion point in final position in cell, select entire cell	Shift+Right Arrow
With insertion point in beginning position in cell, select entire cell	Shift+Left Arrow
Having selected a cell, change back to cell content selection	Shift+arrow key in opposite direction (toward starting point)
Extend selection rectangle left, right, up, or down	Shift+arrow key away from starting point
Shrink selection rectangle left, right, up, or down	Shift+arrow key in reverse direction

### 15.4 Gestures and keystrokes for table resizing

The following table summarizes the various methods for drag-resizing a table and the supported modifier keys.

	No modifier key	Shift	Alt
<b>Row edge</b>	Resizes row above pointer (overall table height change as a result)	Resizes two rows on either side of edge	Dragging down adds one or more rows with the same dimensions as the row above <sup>a</sup> ; dragging up has no effect
<b>Column edge</b>	Resizes column to left of pointer (over-all table width changes as a result)	Resizes two columns on either side of edge	Dragging right adds one or more columns with the same dimensions as the column to the left; dragging left has no effect
<b>Bottom edge</b>	Resizes bottom row	Resizes all rows proportionally	Dragging down adds one or more rows with the same dimensions as the row above; dragging up deletes one or more rows
<b>Right edge</b>	Resizes right column	Resizes all columns proportionally	Dragging right adds one or more columns with the same dimensions as the column to the left; dragging left deletes one or more columns
<b>Bottom right corner</b>	Resizes entire table	Resizes entire table, maintaining original aspect ratio	Dragging down and/or right adds rows and/or columns with the same dimensions as row above or column to the left; dragging up and/or left deletes rows and/or columns

a. This only applies to rows having a height setting of At Least; for a height setting of Exactly, the new row will be the height of the distance dragged as long as it is no larger than the above row.

## 15.5 Other gestures and keystrokes

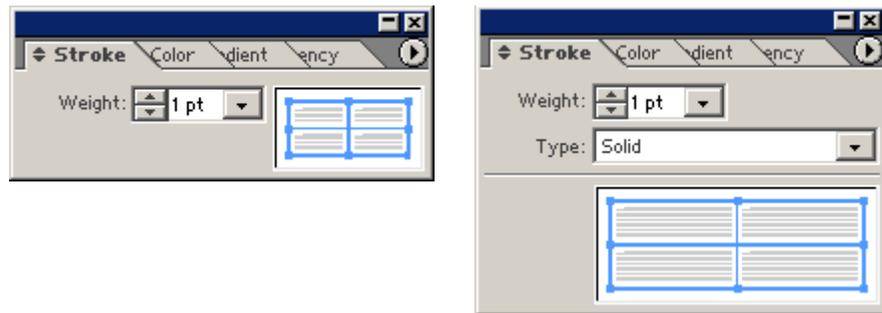
The tables feature includes several mouse and keyboard shortcuts. These are documented in the keyboard shortcut spread sheet on the [Annapurna intranet site](#). For additional shortcuts, see [“Click-selecting using modifier keys” on page 10](#) and [“Gestures and keystrokes for table resizing” on page 39](#).

## 16.0 Interaction with other features

The tables feature naturally intersects with a great many other features.

### 16.1 Stroke palette

When one or more table cells is selected, the Stroke palette assumes a new appearance that includes the stroke selection proxy found in the Strokes and Fills panel of the Table Options dialog box. (See [“Stroke-selection proxy” on page 20](#).) A larger version of the proxy can be seen in the palette by choosing Show Options from the palette menu. After using these controls to select one or more cell segments, users can then use the other controls in the Stroke palette to format the selected strokes.



*Figure 28: When all or part of a table is selected or has an insertion point, the Stroke palette assumes a new default look (left) and still another look when all options are showing (right)*

The following behaviors apply to this palette:

- The proxy in the Stroke palette uses the same mouse shortcuts as the proxy in the Strokes and Fills panel of the Table Options dialog box. See [“Commands, keystrokes, and gestures” on page 37](#).
- If the table is selected like an inline graphic—for example, when text before or after is selected including the table anchor—the Stroke palette does not have this special table mode, but assumes its normal appearance.
- If the active table contains only an insertion point or a text selection, the Stroke palette only affects any text typed; it has no effect on the current cell.

### 16.2 Tabs palette

The tabs palette lets users define and refine the behavior of tab stops in text. The main interface for doing this is the Tabs palette.

The tab ruler will behave similarly in tables as in regular text. The difference is that each cell behaves like a separate story. When a cell or column of cells are selected and the tab ruler displayed (by choosing Type > Tabs), the tab ruler will become available with the active area marked in white. The active area represents the width of the text area (space between insets) of a cell or column.

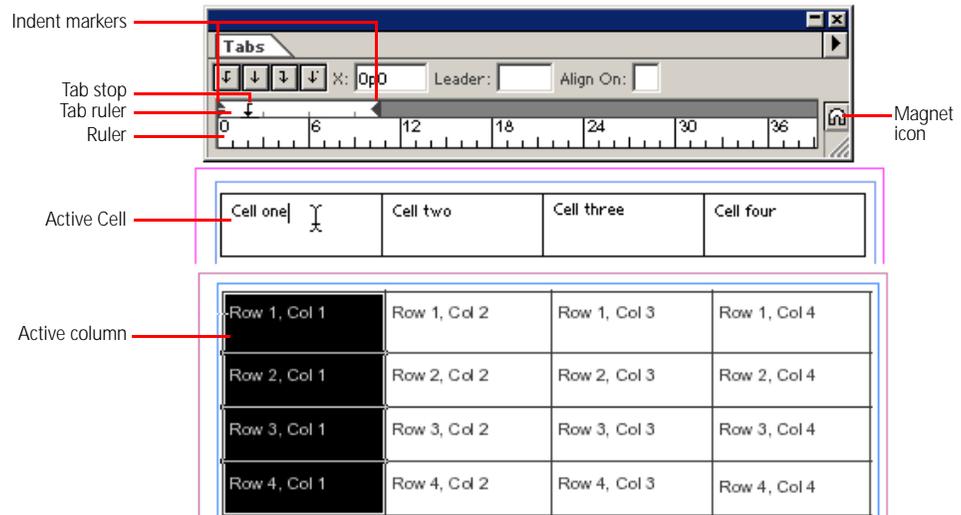


Figure 29: The active area of the tab ruler represents the width of the cell(s) to which the settings will be applied.

If the user selects an entire column of a multi-page table, any changes to tab settings are applied only to the selected column.

By default, active area of the tab ruler snaps to the top left cell of a selection (not the top of the containing frame). (If a table is rotated, the ruler is still aligned with the top left cell of the table after rotation.) If columns of different widths are selected, the active area is the same width as the leftmost cell. If a column spanning multiple pages is selected, the tab ruler snaps to the first portion of the column on the active spread. As with text frames, if the tab ruler is moved, it can be snapped back into default position by clicking the magnet icon.

If the selection includes cells with different tab settings, those tabs are shown in gray in the Tab ruler.

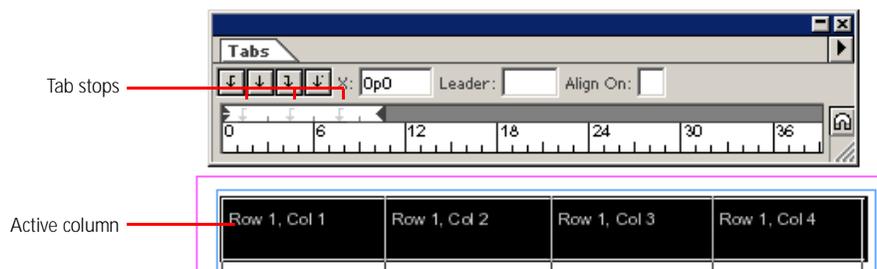


Figure 30: Tab stops appear gray when cells having different tab settings are selected.

In all other respects, the interface for the tab ruler and setting tab stops is the same as it is for text not found in tables.

## 16.3 Find/Change

When users choose the Edit > Find/Change command, InDesign searches through tables in found in the current story if Story is chosen in the Search drop-down list, or through any tables (or portions of tables) following the current insertion point in the current story if To

End of Story is chosen in the Search drop-down list. If Document or All Documents is selected in the Search drop-down list, all tables in the current document or all open documents, respectively, are searched.

If some text or one or more cells are selected when the dialog box is opened, the Search drop-down list defaults to Selection and only the selected text or cell(s) are included in the search.

The search command proceeds through tables in this order: left to right, top to bottom.

Note that there is no metacharacter available in the Find/Change dialog box that would allow users to search for a table.

## 16.4 Spelling

When users choose the Edit > Check Spelling command, InDesign checks the spelling of text in tables in found in the current story if Story is chosen in the Search drop-down list, or to the text in any tables (or portions of tables) following the current insertion point in the current story if To End of Story is chosen in the Search drop-down list. If Document or All Documents is selected in the Search drop-down list, all tables in the current document or all open documents, respectively, are spell checked.

If some text or one or more cells are selected when the dialog box is opened, the Search drop-down list defaults to Selection and only the selected text or cell(s) are included in the spell check.

The Check Spelling command proceeds through tables in this order: left to right, top to bottom.

## 16.5 Create Outlines

Users can convert the text in tables to vector outlines using the Type > Create Outlines. The command works on non-overset table text in the following situations:

- Selected text in a table cell
- Text in one or more selected table cells
- Table text in a frame selected by a selection tool
- Table text in a table in a selected run of text (i.e., the table anchor is part of a selection but table cells themselves are not selected per se)

When text in cells is converted to outlines, the text in each cell is replaced with an inline graphic. If the user holds down Alt while converting table text, the text is converted to an independent (not inline) graphic.

## 16.6 Text wrap

If a table abuts a text-wrap boundary, it behaves like an inline graphic. That is, the entire table will move to accommodate the text-wrap boundary. If there is not enough space next to the boundary to accommodate the width of the table, the entire table will move down or into the next threaded frame (one row at a time) until it either finds enough space in the text frame to accommodate its entire width or until it is beyond the text-wrap boundary.

## 16.7 Toolbox

The toolbox includes a new control for designating whether formatting affects the fill and stroke of text in a cell or the fill and stroke of the cell itself. See [“Text selection versus cell selection” on page 8](#). Note that this control is not limited to table selection, but works for text frames as well.

## 16.8 Gradients in tables

For a discussion of gradients in tables, see the “Interaction with tables” section of the [InDesign Gradient](#) specification. This document can be found on the [InDesign 2.0 User Interface](#) intranet site.

## 16.9 Eyedropper tool

For information on using the eyedropper tool with table formatting, see the “Interaction with tables” section of the [Eyedropper Tool in InDesign](#) specification. This document can be found on the [InDesign 2.0 User Interface](#) intranet site.

## 16.10 Other palettes

As discussed earlier, users can format the text in any selected cells by using the normal text formatting tools such as the Character and Paragraph palettes, or by setting the text or object control in the toolbox to text mode and then using various color controls to change the text’s fill and/or stroke (see [“Text selection versus cell selection” on page 8](#)). Similarly, users wanting simply to format the fill and stroke of selected cells can use the toolbox to invoke container mode and then use the normal tools for modifying these elements, such as the Stroke, Swatches, and Color palettes. For other table formatting options, see [“Modifying tables using commands and gestures” on page 12](#).

## 17.0 Documentation issues

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User Education may want to address the following issues in the user documentation:

### 17.1 Nuances of Alt-dragging

When Alt-dragging to add rows or columns, the user must press the mouse button down before pressing the Alt key. Otherwise, pressing Alt alone will activate the hand tool.

### 17.2 Losing tables in overset conditions

It is possible for users to make a table so large it cannot fit in any frame. For example, if the user has created a table that is threaded across several frames, selects the entire table, and applies the Keep with Next Row option (choose Tables > Cell Options > Rows and Columns), the entire table could disappear into an overset condition. If the table is big enough, it may be impossible to create a frame big enough to see the table. If user acts immediately to change the formatting, the problem can be corrected because the table is still selected, even in this overset condition. But if the user clicks somewhere else, the selection is lost and cannot be restored. At this point, the user can still correct the situation by choosing Edit > Undo, but depending on their subsequent behavior, even this may not work. It may be useful to warn users to avoid this behavior.