

Tables in Adobe FrameMaker: A Basic Tutorial

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This tutorial covers some basic concepts of tables in Adobe FrameMaker, including creating tables, adding rows, columns, and titles, and using the Table Designer to change the appearance of tables.

These instructions were tested in FrameMaker version 7.2 on Windows XP; other versions of the program may vary.

Many commands are accessed from the Table menu, which can be found in two locations: in the menu bar at the top of the window, and from the context menu. (Right click in the document to bring up the context menu.)

Insert a New Table

To create a new table in FrameMaker, put the cursor at the point in the document where the table will be inserted. Then:

1. From the Table menu, select **Insert Table** to open the Insert Table dialog.

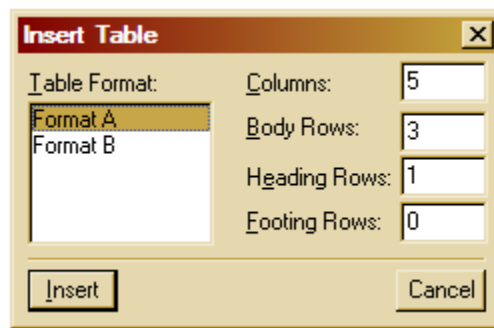


Figure 1: Insert Table Dialog

2. Select a format from the list on the left. The formatting can be changed later.
3. Enter the number of columns and body rows (rows that will contain data rather than column headings) in the boxes on the right. Enter the number of heading and footing rows, if any. Rows and columns can be added or removed later as well.
4. Click **Insert**. A blank table appears in the document.

To add text to the table, simply put the cursor in the appropriate cell and type. A title, if the table format includes one, can be added in the same way.

Move a Table

To move the table, select its anchor, the upside-down “T” that appears at the end of the paragraph before the table. That anchor tells FrameMaker where to put the table.

If the anchor is not visible, make sure that the Text Symbols option on the View menu is checked.

Highlighting the anchor highlights the whole table. Type ctrl-x to cut the table, put the cursor in the new location, and type ctrl-v to paste the table.

Add or Delete Rows and Columns

Add a Row or Column

To add a row or column, put the cursor in a cell adjacent to where the new row or column will be added. Then:

1. From the Table menu, select **Add Rows or Columns** to open the Add Rows or Columns dialog.

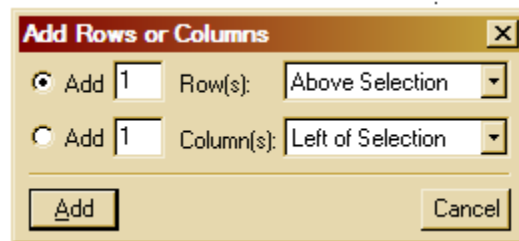


Figure 2: Add Rows or Columns Dialog

2. Select the option for either rows or columns and type the number to be added.
3. From the drop-down list at the right, select the appropriate location for the new rows or columns. Rows can be added above or below the cursor, and columns can be added to the right or the left of the cursor.
4. When the options have been set, click **Add**.

Delete a Row or Column

To delete a row or column, select the row or column to be deleted. Then:

1. From the Edit menu, select **Cut** (or type ctrl-x). The Cut Table Cells dialog appears.
2. Select **Remove Cells from Table**.
3. Click **Cut**.

Add or Delete Headings and Footings

Adding or deleting a heading or footing row is done in a similar way as adding or deleting other rows and columns.

Add a Heading or Footing

To add a heading or footing, put the cursor in the table. The exact location does not matter. Then:

1. From the Table menu, select **Add Rows or Columns**.
2. Select the option to add rows and type the number desired.
3. From the drop-down list at the right, select either **To Heading** or **To Footing**.
4. When the options have been set, click **Add**.

Delete a Heading or Footing

To delete a heading or footing, follow the steps given above for deleting a row.

Resize Columns

Columns can be resized by selecting them and dragging the border to the desired width. The width can also be set more specifically, in one of six ways:

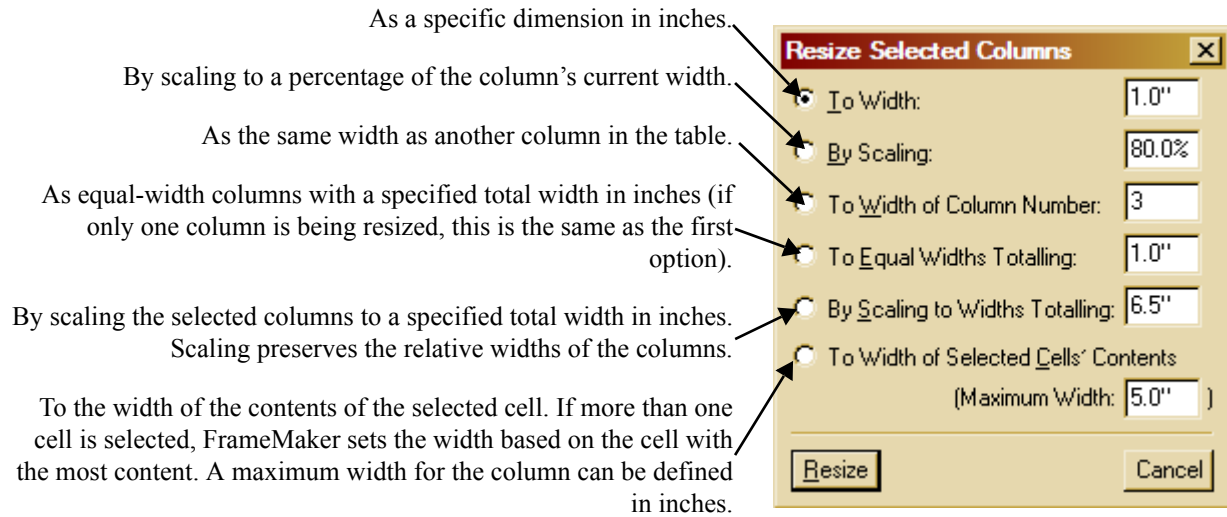


Figure 3: Resize Selected Columns Dialog

To change the width of one or more columns:

1. Select the columns to be resized.
2. From the Table menu, select **Resize Columns** to open the Resize Selected Columns dialog.
3. Select one of the options listed above and enter the appropriate value (inches, percentage, or column number to match).
4. Click **Resize**.

Use Table Designer to Change Other Table Properties

Many table properties can be edited in the Table Designer dialog. Access the Table Designer from the Table menu or by typing ctrl-t.

Table Formats

Tables can be tagged with formats so that changing the properties of one table changes the properties of all tables of the same format. The Table Tag drop-down list in the upper left corner of the Table Designer displays the format being edited.

To save changes in the formatting for the selected table only, click **Apply**. To save changes in the formatting for all tables with the same format tag as the current table, click **Update All**.

To create a new table format, put the cursor in an existing table and open the Table Designer. Then:

1. Click the arrow by Commands in the lower left corner of the Table Designer.

2. Select **New Format** and enter a name for the new format.
3. Click **Create**.

Add or Remove a Title

With the cursor in the table, open the Table Designer. Then:

1. In the lower right corner of the Basic tab, select the appropriate option from the Title Position drop-down list:
 - Select **Above Table** or **Below Table** to put the title above or below the table, or select **No Title** to remove the title.
 - Select **As Is** (the default option) to leave the title in its current position.
2. In the Gap field, enter the desired amount of space between the title and the table contents.

Other Table Properties

Items on the Basic tab include:

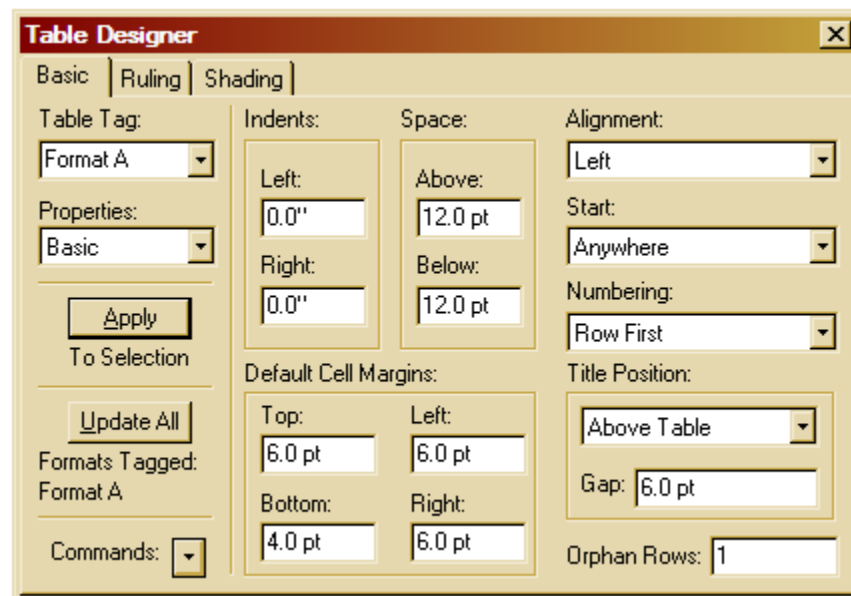


Figure 4: Table Designer - Basic Tab

- Indents—Sets the amount the table should be indented from the left and right margins.
- Space—Sets the amount of white space above and below the table.
- Default Cell Margins—Sets the size of the margins around the contents of the table cells.
- Alignment—Sets the position of the table within its column.
- Start—Indicates whether the table can go anywhere on the page, or must begin at the top of a page or column.
- Numbering—Indicates whether autonumbering goes down columns or across rows first.
- Orphan Rows—Sets the minimum number of table rows that can be left at the bottom of a page before the whole table is moved to the next page.

Items on the Ruling tab include:

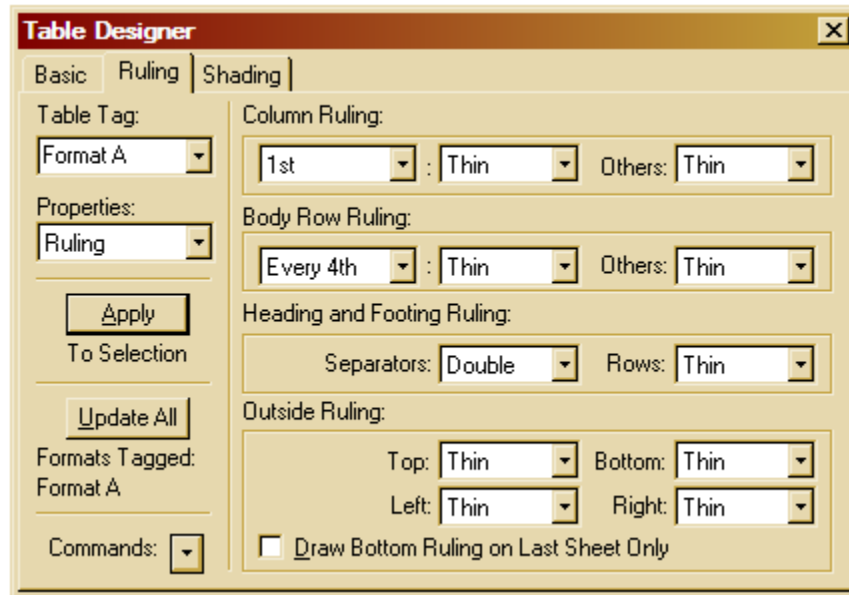


Figure 5: Table Designer - Ruling Tab

- Column Ruling—Sets the thickness or style (single or double line) of the lines between the columns. One column can be set off with a different ruling style than the other columns.
- Body Row Ruling—Sets the thickness or style (single or double line) of the lines between the body rows. Different ruling styles can be set for alternating rows or groups of rows.
- Heading and Footing Ruling—Sets the thickness or style (single or double line) of the lines between the heading and footing and the body rows.
- Outside Ruling—Sets the thickness or style (single or double line) of the lines on the outside borders of the table.

Items on the Shading tab include:

- Heading and Footing Shading—Sets the color and opaqueness for the heading and footing rows.
- Body Shading—Sets the color and opaqueness for the body rows or columns.