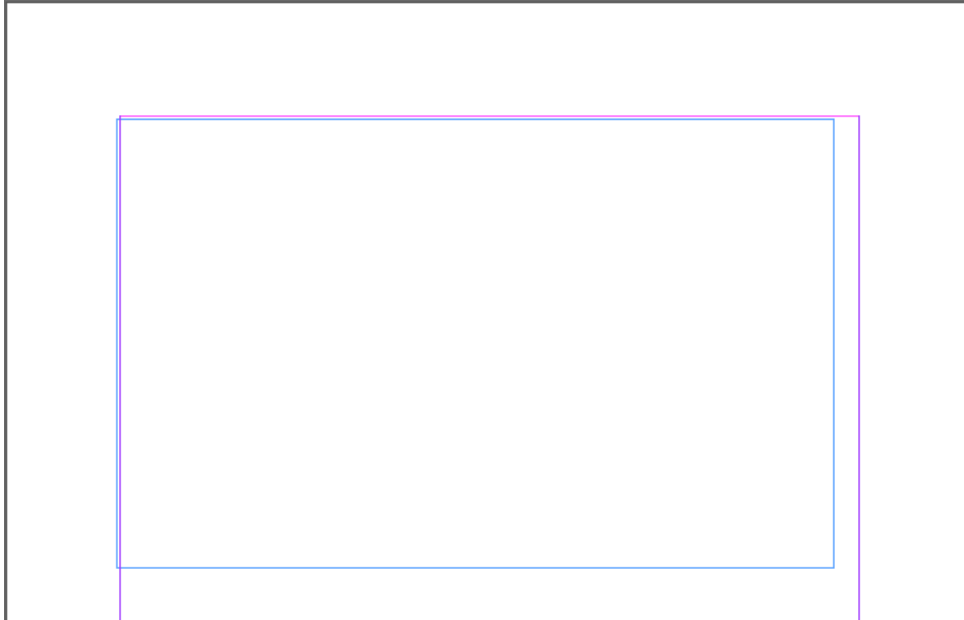




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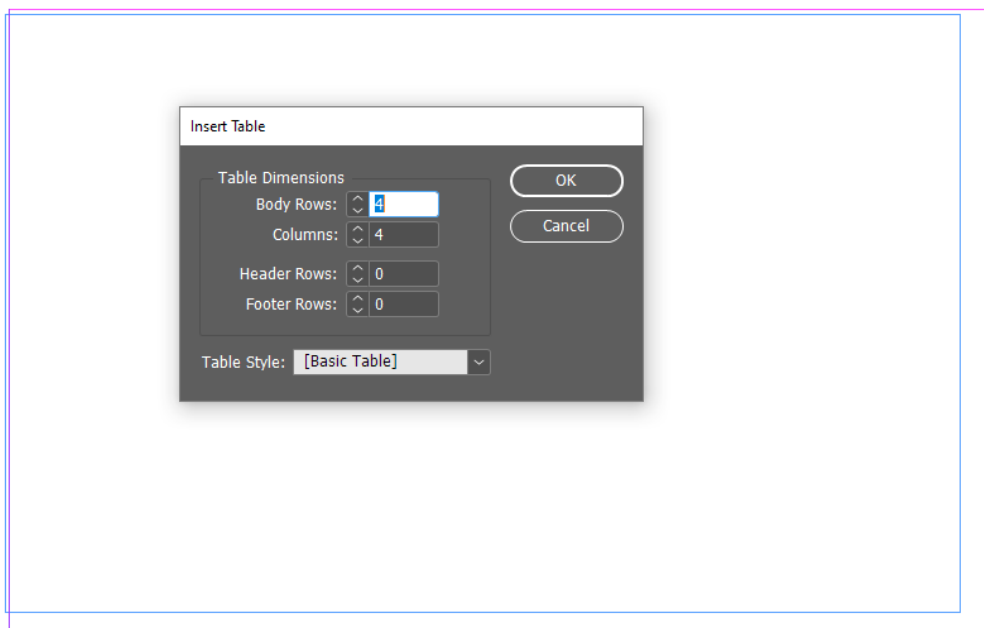
Create a Table

The first step in creating a table is to draw a text frame where you want the table to appear. Use the Type tool to do this, as we've done below. The text frame appears in blue.

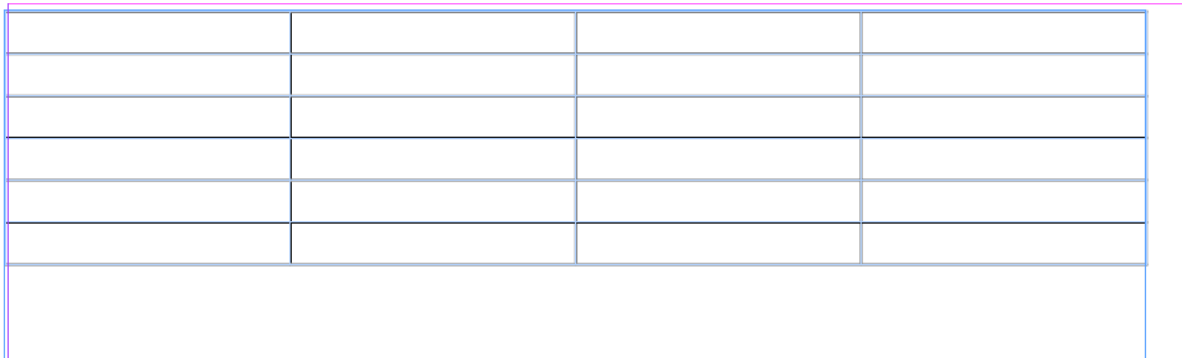


Next, go to Table>Insert Table.

You'll see the Insert Table dialogue box.



Enter how many rows and columns you want the table to have.
Enter how many header rows and footer rows you want the table to have.
Then, select a table style from the Table Style dropdown menu.
We've selected 4 rows and 4 columns for our table. We've also selected one header and one footer row.



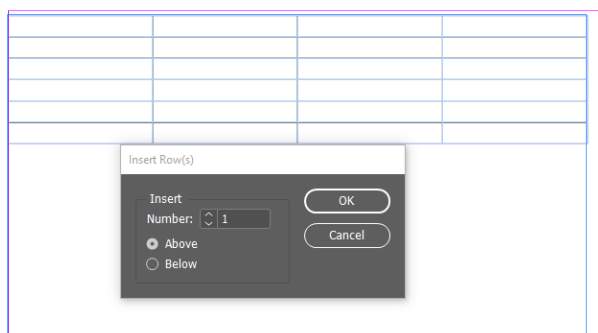
Entering Text into a Table

You enter text into a table by using the Type tool and clicking in the cell where you want to start adding text. To move from one cell to the next, use the Tab key on your keyboard.

Adding Rows and Columns

To add rows and columns to a table that's already been created, you can go to Table>Insert, then select Row or Column.

Let's insert a row. First, click in a cell that will serve as your insertion point. Use the Type tool to do this. Then go to Table>Insert.

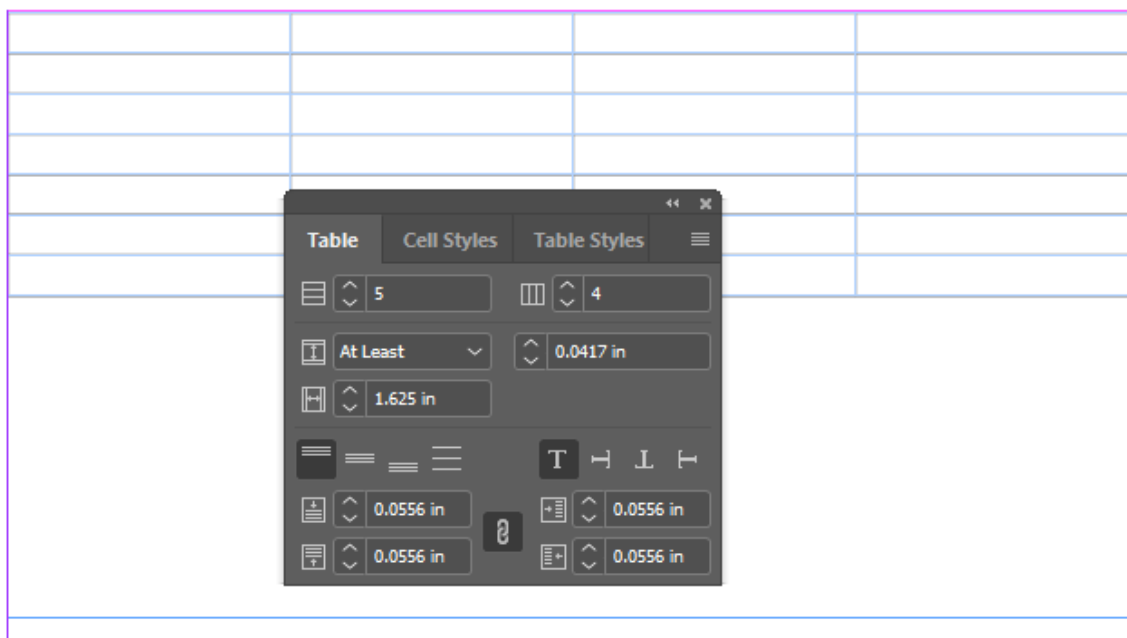


As you can see in the above dialogue, InDesign asks how many rows you want to insert. Then, it wants to know if you want the new row above or below the row where you've made the insertion point.

Enter your specifications, then click OK.

To delete a row or table, specify the row or column you want to delete by using the Type tool to enter an insertion point, then go to Table>Delete, then choose Row or Column.

You can also use the Table panel to add rows and columns. Go to Window>Type & Tables>Table.



You can see in the panel that we have ten rows (horizontal) and ten columns (vertical). To add one row or column, simply change the number to eleven. It will add a new row or column to the bottom of your table if you add a row - or the right side of your table if you add a column.

Adjusting Rows and Columns

Want to learn more? Take an online course in Adobe InDesign. You can also use the Table panel to adjust the size of your rows and columns. Right now, we see that our rows are at least 0p3 in height.