

7 Tables

12

displayed—to show more detail in the image. A low-resolution image doesn't have as much data to render the same level of detail.



Image resolutions of 72 ppi and 300 ppi.

A higher bitmap image resolution doesn't always produce a better printed image. A bitmap image may contain more data than an output device can represent; therefore it is important to determine the appropriate bitmap image resolution to achieve the best printed results. If the image resolution is too high for an output device, it will take a long time to image; if the image resolution is too low, the quality of the output will be poor.

Image Size	Publication	Resolution (ppi)	Line Screen (lpi)
5 x 5 in.	Newspaper	160	80
	Magazine	266	133
	Art book	350	175

Screen ruling

Screen ruling, also known as screen frequency or halftone frequency, refers to the number of rows or lines

Color and Commercial Printing: Screen ruling

You can use tables to organize information and to make it attractive and easy to understand. FrameMaker documents contain table formats that determine the appearance of tables. You can store table formats in a document's Table Catalog and reuse them as needed.

In this lesson, you'll learn how to do the following:

- Insert an empty table
- Fill in the contents of a table
- Add rows and columns to a table
- Resize columns
- Rearrange rows and columns
- Change a table format
- Straddle table cells

Inserting a table

You'll create a small table that describes recommended print resolutions and line screens for different types of publications.

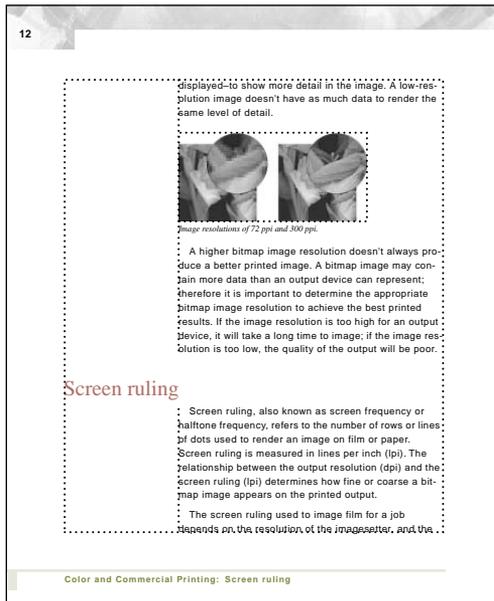
Image Size	Publication	Resolution (ppi)	Line Screen (lpi)
5 x 5 in.	Newspaper	160	80
	Magazine	266	133
	Art book	350	175

Finished table

- 1 Open Tables.fm in the Lesson07 folder.
- 2 Choose Save As, enter the filename **Tables1.fm**, and click Save
- 3 Click the Page Status area in the status bar.

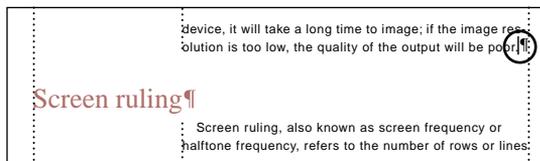


4 Enter 12 in the Page Number text box and click Go. Page 12 of the document appears.



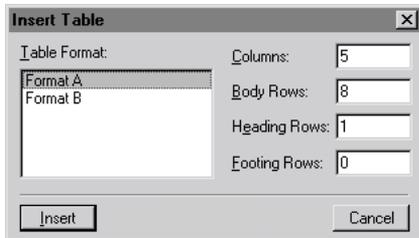
5 Choose View > Text Symbols to display the text symbols.

6 Click at the end of the paragraph just above the heading *Screen ruling*.



7 Choose Table > Insert Table.

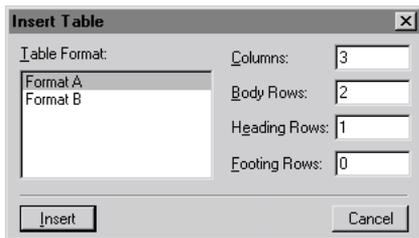
Like paragraph and character formats, table formats are stored in a catalog (the *Table Catalog*). However, unlike the Paragraph Catalog and the Character Catalog, the Table Catalog appears in the scroll list in the Insert Table dialog box rather than in a palette. This document contains two table formats, Format A and Format B.



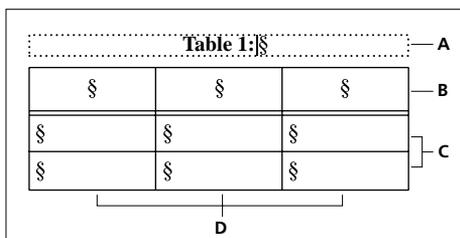
Neither of the table formats exactly meets your needs, so you'll choose one and modify it.

8 Select Format A in the Table Format scroll list.

9 Enter 3 in the Columns text box and 2 in the Body Rows text box. You'll eventually need another column and another row, but you'll add them later.



10 Click Insert. The table's *anchor symbol* (\perp) appears where the insertion point was, and the new empty table appears below the paragraph. The anchor connects the table to the text, so that when you edit the text, the anchor and the table move with it.



A. Table title **B.** Heading row **C.** Body rows **D.** Columns

Filling in the table

Now you'll fill in the heading row and the body rows. You won't need a title for this table, so you'll remove it later.

- 1 Click in the first heading cell and type **Image Size**.

Table 1:		
Image Size		

- 2 Press Tab, type **Publication**, press Tab again, type **Line Screen (lpi)**, and press Tab one more time.

Table 1:		
Image Size	Publication	Line Screen (lpi)

 To move back one cell, press **Shift+Tab**.

The heading row is complete, and the first body cell is highlighted.

- 3 Type **5 x 5 in.**, press Tab, type **Art book**, press Tab, type **175**, and press Tab again to complete the first body row.

Table 1:		
Image Size	Publication	Line Screen (lpi)
5 x 5 in.	Art book	175

- 4 Press Tab to skip the first cell in the second row.

5 Type **Newspaper**, press Tab, and type **80** to complete the second body row.

Table 1:		
Image Size	Publication	Line Screen (lpi)
5 x 5 in.	Art book	175
	Newspaper	80

Adding rows and columns

The table needs another row for the recommended values for magazines and another column for the resolution. First you'll add a row.

1 With the insertion point in the last row of the table, press Control+Return. An empty row is inserted below the insertion point.

Table 1:		
Image Size	Publication	Line Screen (lpi)
5 x 5 in.	Art book	175
	Newspaper	80

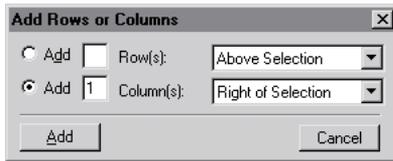
2 Press Tab to skip to the second cell in the new row.

3 Type **Magazine**, press Tab, and type **133**.

Table 1:		
Image Size	Publication	Line Screen (lpi)
5 x 5 in.	Art book	175
	Newspaper	80
	Magazine	133

Now you'll add a column.

- 4 With the insertion point still in the last column, choose Table > Add Rows or Columns.
- 5 Select Add 1 Column, choose Right of Selection from the pop-up menu, and click Add.



A fourth column appears at the right side of the table, and the table moves into the side-head area because it's too wide to fit entirely in the body column. You'll fix this later; the entire table will eventually appear in the body text area.

Table 1: §			
Image Size §	Publication §	Line Screen (lpi) §	§
5 x 5 in. §	Art book §	175 §	§
§	Newspaper §	80 §	§
§	Magazine §	133 §	§

 *The QuickAccess bar contains some commonly used commands for editing tables. To display the QuickAccess bar, choose View > QuickAccess Bar. For online help for the table commands on the QuickAccess Bar, click the question mark on the bar.*

- 6 Click in the empty heading cell at the top of the new column and type **Resolution (ppi)**.

Table 1: §			
Image Size §	Publication §	Line Screen (lpi) §	Resolution (ppi) §
5 x 5 in. §	Art book §	175 §	§
§	Newspaper §	80 §	§
§	Magazine §	133 §	§

- 7 Click in the first body cell below the new heading and type **350**.

- 8 Click in the next empty body cell in the current column and type **160**.
- 9 Click in the last body cell in the current column and type **266**.

Table 1: §			
Image Size §	Publication §	Line Screen (lpi) §	Resolution (ppi) §
5 x 5 in. §	Art book §	175 §	350 §
§	Newspaper §	80 §	160 §
§	Magazine §	133 §	266 §

Rearranging information

In this section, you will rearrange some of the information in the table. You'll move the Line Screen column to the far right, and then move the Art Book row to the bottom of the table.

First, you'll move the column.

- 1 Drag from the heading *Line Screen* down into the first body row to select the entire column. Whenever you drag from the heading into the body, the entire column is selected.

Table 1: §			
Image Size §	Publication §	Resolution (ppi) §	Line Screen (lpi) §
5 x 5 in. §	Art book §	350 §	175 §
§	Newspaper §	160 §	80 §
§	Magazine §	266 §	133 §

- 2 Choose Edit > Cut.

3 In the Cut Table Cells dialog box, select Remove Cells from Table and click Cut.

Image Size §	Publication §	Resolution (ppi) §
5 x 5 in. §	Art book §	350 §
§	Newspaper §	160 §
§	Magazine §	266 §

Note: If the screen display needs redrawing, press Control+l (lowercase L).

- 4 Click anywhere in the last column of the table.
- 5 Choose Edit > Paste.
- 6 Select Insert Right of Current Columns and click Paste.

Image Size §	Publication §	Resolution (ppi) §	Line Screen (lpi) §
5 x 5 in. §	Art book §	350 §	175 §
§	Newspaper §	160 §	80 §
§	Magazine §	266 §	133 §

Third column is pasted to the right.

Now you'll move the row containing art book information.

- 7 To select the entire Art book row, drag from the first cell in the row to the last.

Image Size §	Publication §	Resolution (ppi) §	Line Screen (lpi) §
5 x 5 in. §	Art book §	350 §	175 §
§	Newspaper §	160 §	80 §
§	Magazine §	266 §	133 §

- 8 Choose Edit > Cut.

9 In the Cut Table Cells dialog box, select Remove Cells from Table and click Cut.

Table 1: §			
Image Size §	Publication §	Resolution (ppi) §	Line Screen (lpi) §
§	Newspaper §	160 §	80 §
§	Magazine §	266 §	133 §

10 Click anywhere in the bottom row.

11 Choose Edit > Paste.

12 Select Insert Below Current Rows and click Paste. The Art book row is now at the bottom of the table.

Table 1: §			
Image Size §	Publication §	Resolution (ppi) §	Line Screen (lpi) §
§	Newspaper §	160 §	80 §
§	Magazine §	266 §	133 §
5 x 5 in. §	Art book §	350 §	175 §

First row is pasted at bottom.

Finally, you'll move the Image Size information to the first row.

13 Drag from inside the cell that contains the text *5 x 5 in.* through the border of the next cell, and then back again to select just the one cell. (You can tell that the cell is selected because its entire interior is highlighted, rather than just its contents, and because a selection handle appears at the right side of the cell.)

Image Size §	Publication §	Resolution (ppi) §	Line Screen (lpi) §
§	Newspaper §	160 §	80 §
§	Magazine §	266 §	133 §
5 x 5 in. §	Art book §	350 §	175 §

Entire cell is selected.

 To select a single cell, you can also *Control-click* the cell (Windows and UNIX) or *Option-click* it (Macintosh).

14 Choose Edit > Cut.

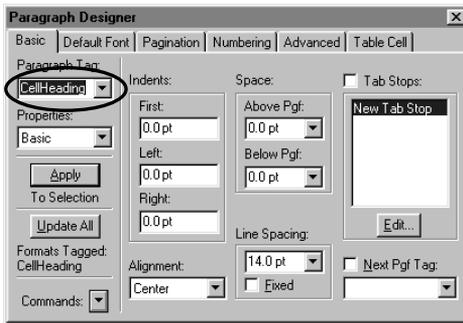
15 Click in the top body cell in the column and choose Edit > Paste.

Image Size §	Publication §	Resolution (ppi) §	Line Screen (lpi) §
5 x 5 in. §	Newspaper §	160 §	80 §
§	Magazine §	266 §	133 §
§	Art book §	350 §	175 §

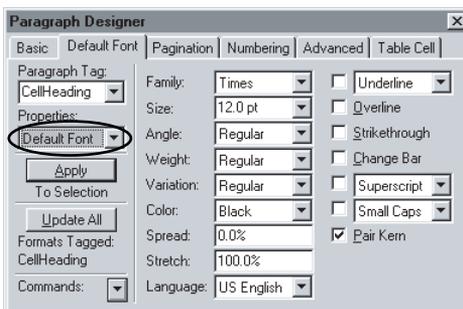
Formatting text in table cells

When you inserted a new table, its cells used a predetermined paragraph format (as defined in its table format). To change the text properties in the table, you can change the paragraph formats the table uses. You'll begin formatting the table by changing the table text to a smaller font.

- 1 Click any text in the heading row and choose Format > Paragraphs > Designer. The paragraphs in the heading cells use the CellHeading paragraph format.



- 2 Choose Default Font from the Properties pop-up menu. (In Windows, you can just click the Default Font tab at the top of the Paragraph Designer.)



- 3 Change the Family to Helvetica, the Size to 8, and the Weight to Bold.

4 Click Update All.

Table 1: §			
Image Size §	Publication §	Resolution (ppi) §	Line Screen (lpi) §
5 x 5 in. §	Newspaper §	160 §	80 §
§	Magazine §	266 §	133 §
§	Art book §	350 §	175 §

5 If the table headings appear as gray bars, click the Zoom In button () in the status bar until the headings are legible.

You're finished with the heading format for now.

6 Click the text in any body cell. The paragraphs in body cells use the CellBody paragraph format.

7 In the Paragraph Designer, change the Family to Helvetica and the Size to 8, and then click Update All.

Table 1: §			
Image Size §	Publication §	Resolution (ppi) §	Line Screen (lpi) §
5 x 5 in. §	Newspaper §	160 §	80 §
§	Magazine §	266 §	133 §
§	Art book §	350 §	175 §

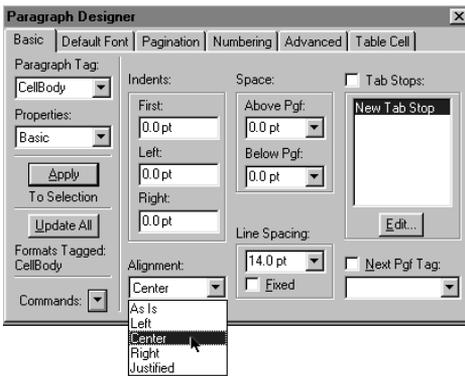
Finally, you'll center the numbers in the last two columns of the table. Because you don't want to center the contents of all the body cells, you'll create a new paragraph format just for the centered body cells.

8 Drag to select all the body cells in the Resolution and Line Screen columns.

Table 1: §			
Image Size §	Publication §	Resolution (ppi) §	Line Screen (lpi) §
5 x 5 in. §	Newspaper §	160 §	80 §
§	Magazine §	266 §	133 §
§	Art book §	350 §	175 §

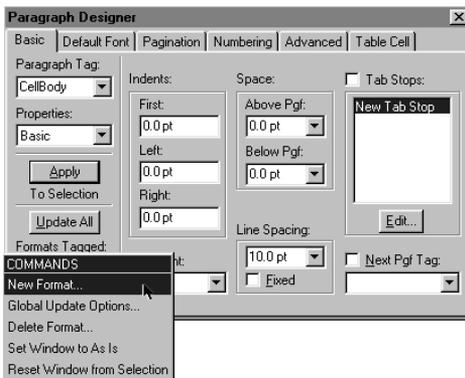
9 In the Paragraph Designer, choose Basic from the Properties pop-up menu.

10 Choose Center from the Alignment pop-up menu and click Apply.



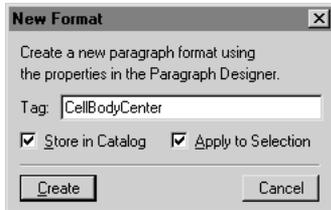
The text in these cells is centered. Now you'll store this style as a new format.

11 Choose New Format from the Commands pop-up menu.



12 Enter **CellBodyCenter** in the Tag text box.

13 Make sure that both options, Store in Catalog and Apply to Selection, are selected and click Create.



The current paragraph's tag changes to CellBodyCenter, and the CellBodyCenter format is added to the Paragraph Catalog.

Image Size§	Publication§	Resolution (ppi)§	Line Screen (lpi)§
5 x 5 in. §	Newspaper§	160 §	80 §
§	Magazine§	266 §	133 §
§	Art book§	350 §	175 §

Cell contents are centered.

14 Close the Paragraph Designer.

Resizing columns

Now that the text formats are finished, you'll resize the columns.

- 1 Drag from the first cell in any row to the last to select an entire row.

Table 1:

Image Size	Publication	Resolution (ppi)	Line Screen (lpi)
5 x 5 in.	Newspaper	160	80
	Magazine	266	133
	Art book	350	175

- 2 Drag the selection handle to the left by a full column width. All the columns are resized.

Table 1:

Image Size	Publication	Resolution (ppi)	Line Screen (lpi)
5 x 5 in.	Newspaper	160	80
	Magazine	266	133
	Art book	350	175

Now that the table is narrow enough, it moves back into the body text area.

However, the second column is now too narrow, so you'll widen it.

- 3 Drag down to select one or more cells in the second column.

Table 1:

Image Size	Publication	Resolution (ppi)	Line Screen (lpi)
5 x 5 in.	Newspaper	160	80
	Magazine	266	133
	Art book	350	175

4 Drag a selection handle on the right side of the column to widen the column slightly.

Table 1:

Image Size	Publication	Resolution (ppi)	Line Screen (lpi)
5 x 5 in.	Newspaper	160	80
	Magazine	266	133
	Art book	350	175

The third and fourth columns are also too narrow. You'll resize them so that the two columns are the same width.

5 Drag from anywhere in the third column into the fourth column to select cells in both columns.

Table 1:

Image Size	Publication	Resolution (ppi)	Line Screen (lpi)
5 x 5 in.	Newspaper	160	80
	Magazine	266	133
	Art book	350	175

6 Drag a selection handle about halfway to the right edge of the text frame. Both columns are resized.

Table 1:

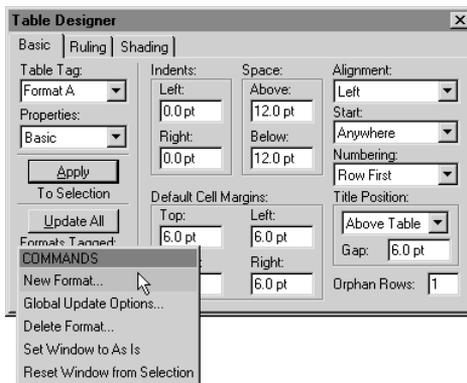
Image Size	Publication	Resolution (ppi)	Line Screen (lpi)
5 x 5 in.	Newspaper	160	80
	Magazine	266	133
	Art book	350	175

Changing the table format

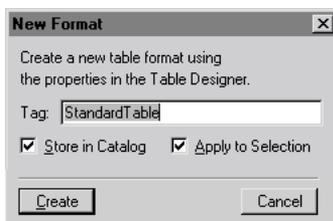
Like paragraph and character formats, you change table formats in a designer dialog box (the *Table Designer*). Like the Paragraph Designer, the Table Designer contains several groups of properties.

When you inserted the table, you used one of the predefined table formats in the document. The first thing you'll do now is create a format specifically for this type of table.

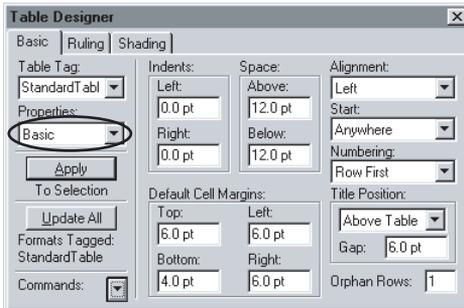
- 1 Click anywhere in the table and choose Table > Table Designer.
- 2 Choose New Format from the Commands pop-up menu.



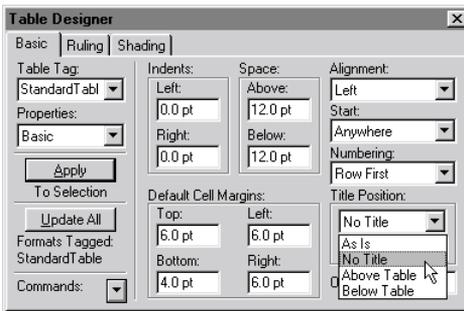
- 3 In the New Format dialog box, enter **StandardTable** in the Tag text box.
- 4 Make sure that both options, Store in Catalog and Apply to Selection, are selected and click Create. The next time you insert a table, the StandardTable format will be available.



5 If the Basic properties aren't displayed in the Table Designer, choose Basic from the Properties pop-up menu.



6 Choose No Title from the pop-up menu in the Title Position area and click Update All.



The title is removed from the table.

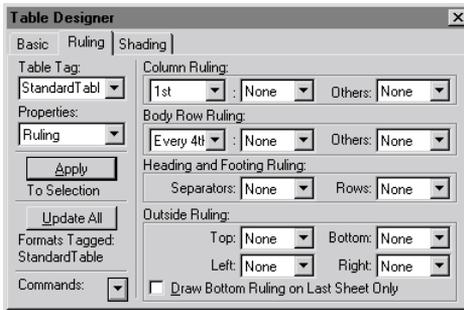
Results. If the image resolution is too high for an output device, it will take a long time to image; if the image resolution is too low, the quality of the output will be poor.

Image Size	Publication	Resolution (ppi)	Line Screen (lpi)
5 x 5 in.	Newspaper	160	80
	Magazine	266	133
	Art book	350	175

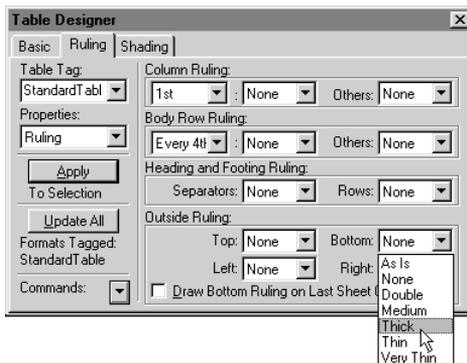
Changing table ruling

The table's ruling (currently a thin line around the table and between body rows, and a double line between the heading and the body) is determined by the table format's Ruling properties, which let you choose from a variety of ruling patterns. You'll remove most of the table ruling, but you'll add a thick rule at the bottom of the table to separate it from the text that follows it.

- 1 In the Table Designer, choose Ruling from the Properties pop-up menu.
- 2 In every pop-up menu that shows Thin or Double, choose None to remove the table ruling.



- 3 Click Update All. All the ruling is removed from the table.
- 4 Choose Thick from the Bottom pop-up menu and click Update All.

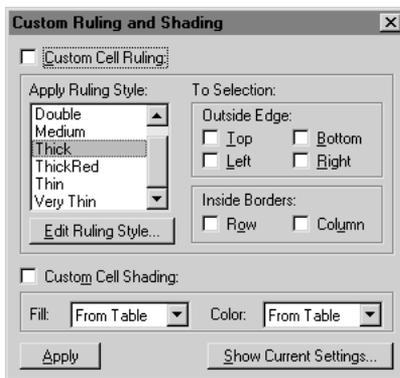


5 Choose View > Borders to hide the dotted cell borders and View > Text Symbols to hide text symbols.

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5 x 5 in.	Newspaper	160	80
	Magazine	266	133
	Art book	350	175

The bottom border is thick enough, but the color is too dark. You'll create your own ruling style that uses a different color.

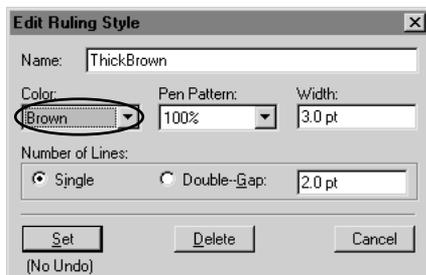
6 With the insertion point still in the table, choose Table > Custom Ruling & Shading. The ruling styles available in the document appear in the Apply Ruling Style scroll list.



7 Select Thick in the Apply Ruling Style scroll list, and click Edit Ruling Style.

8 Enter **ThickBrown** in the Name text box. This will be the name of the ruling style.

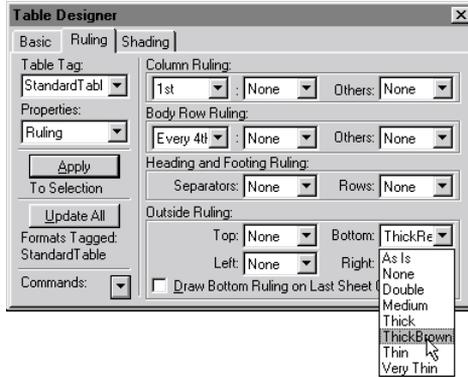
9 Choose Brown from the Color pop-up menu and click Set.



The ThickBrown ruling style is now available for table ruling.

10 Close the Custom Ruling and Shading dialog box.

11 Choose ThickBrown from the Bottom pop-up menu of the Table Designer.



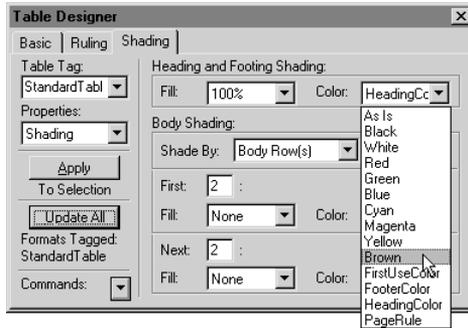
12 Click Update All.

Changing table shading

The table's shading is determined by the format's Shading properties. The table doesn't currently use any shading, but you'll shade the heading row in the same color you used for the bottom ruling.

1 Choose Shading from the Properties pop-up menu in the Table Designer.

2 In the Heading and Footing Shading area, choose 100% from the Fill pop-up menu and Brown from the Color pop-up menu.



3 Click Update All. The heading row is now shaded.

Image Size	Publication	Resolution (ppi)	Line Screen (lpi)
5 x 5 in.	Newspaper	160	80
	Magazine	266	133
	Art book	350	175

4 Close the Table Designer.

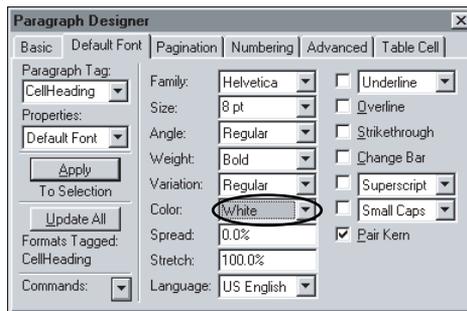
The black text in the heading is hard to read against the brown background, so you'll change the text to white.

5 Click in any heading cell.

6 Choose Format > Paragraphs > Designer.

7 Choose Default Font from the Properties pop-up menu.

8 Choose White from the Color pop-up menu.



9 Click Update All.

The heading row text is now white against the shaded background.

Image Size	Publication	Resolution (ppi)	Line Screen (lpi)
5 x 5 in.	Newspaper	160	80
	Magazine	266	133
	Art book	350	175

10 Close the Paragraph Designer.

You've finished modifying the table format.

Straddling table cells

The contents of the first body cell (*5 x 5 in.*) is intended to apply to all the rows, not just the first one. To make this clear, you'll make the first cell in the column straddle all the others.

- 1 Drag from the cell containing the text *5 x 5 in.* down to the last empty cell in the column.

results. If the image resolution is too high for an output device, it will take a long time to image; if the image resolution is too low, the quality of the output will be poor.

Image Size	Publication	Resolution (ppi)	Line Screen (lpi)
5 x 5 in.	■ Newspaper	160	80
	■ Magazine	266	133
	■ Art book	350	175

- 2 Choose Table > Straddle. The cell now spans all the body cells in the column.

results. If the image resolution is too high for an output device, it will take a long time to image; if the image resolution is too low, the quality of the output will be poor.

Image Size	Publication	Resolution (ppi)	Line Screen (lpi)
5 x 5 in.	Newspaper	160	80
	Magazine	266	133
	Art book	350	175

Reusing a table format

Now that you've set up the table format, you can reuse it whenever you need to.

- 1 Go to the last page of the document.
- 2 Click at the end of the text and choose Table > Insert Table.

- 3 Select StandardTable in the Table Format scroll list and click Insert. The table that appears uses the format you created in this lesson. Because the straddle cell you created is not part of the format, it does not appear in the table.
- 4 If you want, experiment by adding information to the table.
- 5 When you're finished, drag from the first heading cell to any body cell in the last column to select the entire table.
- 6 Choose Edit > Cut.
- 7 Select Remove Cells from Table and click Cut.
- 8 Save and close Tables1.fm.

Moving on

You've completed this lesson. For in-depth information about tables, see Chapter 5, "Tables," in the *Adobe FrameMaker User Guide*.

Review questions

For answers to these questions, see page 375.

- 1 Where are table formats stored?
- 2 Name four components that make up a table in FrameMaker.
- 3 What two keyboard shortcuts let you move forward and backward between cells?
- 4 What's the quickest way to insert an empty row below an insertion point?
- 5 How do you add a row or column?
- 6 How do you select a cell?
- 7 How do you select a column?