

8 Customizing Tables

discontinued businesses, net income increased from \$75.9 million to \$135.6 million, a gain of 79 percent, and earnings per share rose from \$1.07 to \$1.80, a gain of 68 percent.

The fourth quarter included a restructuring charge of \$31.5 million associated with the Farm Supplier's Outlet Corporation acquisition, and a write-off of \$15.0 million for in-process research and development related to the pur-

chase of The Exotic Tradesman, Inc. Exotic flower revenue, which includes whole plants, cut flowers, seedlings and buds, grew 12 percent to \$578.9 million, compared with \$519.0 million in 1998.

During 2000, we expect to expand our flow of product worldwide, including flora optimized for previously inhospitable regions, through hybrid and genetically altered strands of plants.

ASSETS

	FISCAL YEAR			
	1999	1998	1997	1996
Current assets:				
Cash & cash equivalents	203,461	146,992	89,557	72,429
Short-term investments	157,700	90,853	55,650	47,005
Accounts receivable	101,006	72,448	35,543	30,451
Inventories	49,349	30,557	20,512	15,627
Deferred income taxes	32,544	12,953	6,430	350
Other current assets	12,542	9,600	5,398	3,213
Total current assets	556,602	363,403	213,090	169,075
Investments	35,601	51,525	42,508	12,954
Furniture, fixtures, and equipment, net	20,428	10,327	6,972	3,451
Other assets	3,655	2,153	1,078	446
Total assets	616,286	427,408	263,648	185,921

In addition to typing into tables, you can import information into tables from external sources. And besides specifying the table's overall properties, you can also use custom ruling and shading to highlight specific information in the table.

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

- Import text into a table
- Change the paragraph format of table text
- Format body cells
- Indent text within table cells
- Apply custom ruling and shading to a table

You'll also use some of the skills you learned in the previous lesson to move information in a table, resize columns, and set up a table's basic design.

Viewing a sample table

During this lesson, you'll import financial data as a table into an annual report and then format the table. Begin by opening and viewing the finished table.

- 1 Open Finished.fm in the Lesson08 folder.

OUTSTANDING GARDEN COMPANY

Based in the rolling hills of Los Arboles, Oregon, Outstanding Garden Company is the world's third largest retail exotic plant and garden supply company. We import the largest variety of rare plants from the far-off lands of Madasgar and Tanzania and are committed to offering a market-leading, diversified line of exotic plants at affordable prices.




In fiscal 1999, we at Outstanding Garden Company experienced our most challenging year ever. On a normalized basis, we achieved revenue growth of 22 percent and net income growth of 79 percent, while integrating Hierba Tropical Corporation, acquired in August 1997, and preparing to integrate Farm Depot Corporation, acquired in October 1999.

The Farm Supplier's Outlet Corporation acquisition proved to be more complex than anticipated and affected our fourth quarter results. However, the integration is now well underway, and we expect to realize cost savings from this activity over the first two quarters of fiscal 2000.

This report summarizes the activities and nancial results of the joined Outstanding Garden Company and Farm Supplier's Outlet Corporation organization. On a combined basis, revenue reached \$762.3 million in 1999, a 13 percent increase over 1998 revenue of \$675.6 million. On a normalized basis, excluding divested or discontinued businesses, revenue increased 22 percent from 1998 revenue of \$622.4 million.

Reported net income for 1999 totaled \$93.5 million, compared with \$15.3 million in 1998, while earnings per share were \$1.26, compared with \$0.22 in 1998. On a normalized basis, excluding nonrecurring expenses and divested or

1

2 In the status bar, click the Next Page button () to display page 2 of the annual report. You'll re-create the table that appears at the bottom of the page.

	FISCAL YEAR			
	1999	1998	1997	1996
ASSETS				
Current assets:				
Cash & cash equivalents	203,461	146,992	89,557	72,429
Short-term investments	157,700	90,853	55,650	47,005
Accounts receivable	101,006	72,448	35,543	30,451
Inventories	49,349	30,557	20,512	15,627
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Furniture, fixtures, and equipment, net	20,428	10,327	6,972	3,451
Other assets	3,655	2,153	1,078	446
Total assets	616,286	427,408	263,648	185,921

Much of the table's appearance is determined by the table format. For example, the rules around the edge of the table and the rule separating the heading cells from the body of the table are specified in the table format, as are the paragraph formats of the cells. However, the thin rules that extend only partway across two of the rows and the shading for the second column are specified as custom ruling and shading properties for specific parts of the table. Custom ruling and shading are not contained in the table format.

3 Close Finished.fm.

Importing text into a table

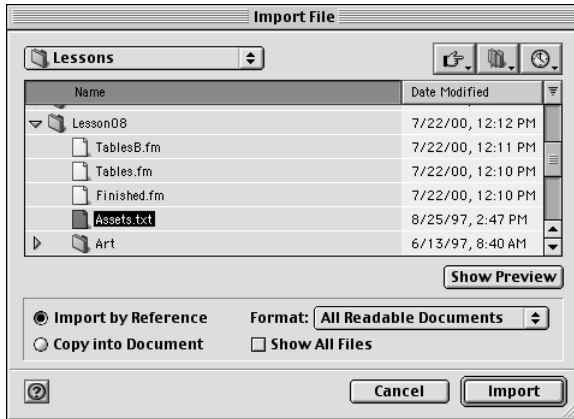
First you'll import some financial data into a table.

- 1 Open Tables.fm in the Lesson08 folder.
- 2 Choose File > Save As, enter the filename **Tables1.fm**, and click Save.
- 3 Display page 2 of the annual report.
- 4 On page 2, click at the end of the text in the right column.

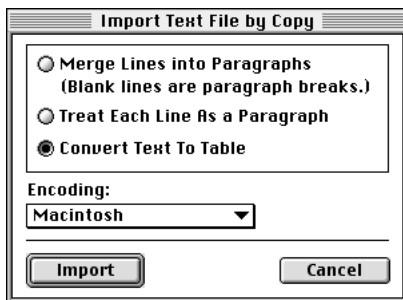
During 2000, we expect to expand our flow of product worldwide, including flora optimized for previously inhospitable regions, through hybrid and genetically altered strands of plants.

5 Choose File > Import > File.

- 6 Select Assets.txt in the Lesson08 folder.
- 7 Select Copy into Document and then click Import.



- 8 If the Unknown File Type dialog box appears, select Text in the scroll list and click Convert.
- 9 Select Convert Text to Table. The Encoding pop-up menu selects the appropriate option depending on whether you are running FrameMaker on Windows, on a Macintosh, or on a UNIX system.



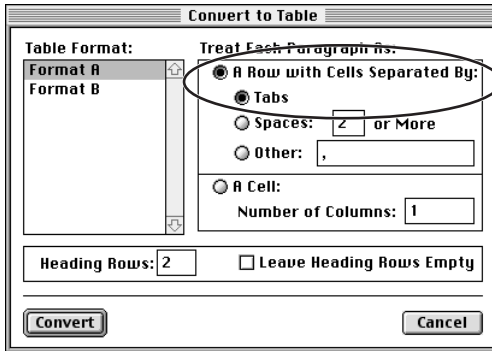
- 10 Click Import.

No table format has been set up for financial data, so you'll use one of the default table formats and then modify it later.

- 11 Select Format A in the Table Format scroll list.

The data is stored as tab-delimited text. That is, each paragraph represents a row of the table, and tabs separate the contents of one cell from another.

12 In the Treat Each Paragraph As area, make sure these options are selected: A Row with Cells Separated By, and Tabs. Then enter **2** in the Heading Rows text box.



13 Click Convert.

The imported information appears in a table.

Fiscal Year	1999	1998	1997	1996
Current assets:				
Cash & cash equivalents	203,461	146,992	89,557	72,429
Short-term investments	157,700	90,853	55,650	47,005
Accounts receivable	101,006	72,448	35,543	30,451
Inventories	49,349	30,557	20,512	15,627

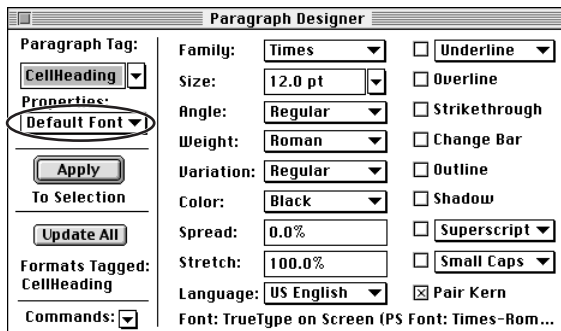
The table extends beyond the right side of the text frame and onto page 3 of the annual report. You'll fix these problems later.

Note: In the next several sections, you'll change the paragraph formats of table cells. This part of the lesson extends the type of formatting you did in "Formatting text in table cells" in Lesson 7, "Tables." However, if you'd like to skip this part of Lesson 8, close *Tables1.fm* (saving your changes if you want). Then open *TablesB.fm* and skip to "Setting basic table properties" on page 172.

Formatting headings

Next you'll change the paragraph format of the table headings.


- 1 Click in the heading cell that contains the words *Fiscal Year*.
- 2 Choose Format > Paragraphs > Designer.
- 3 Choose Default Font from the Properties pop-up menu. (In Windows, you can just click the Default Font tab at the top of the designer.)



4 Change the Family to Helvetica, the Size to 8, and the Weight to Bold. Then click Update All.

Table 1:


Fiscal Year				
	1999	1998	1997	1996
Current assets:				
Cash & cash equivalents	203,461	146,992	89,557	72,429
Short-term investments	157,700	90,853	55,650	47,005
Accounts receivable	101,006	72,448	35,543	30,451
Inventories	49,349	30,557	20,512	15,627

5 If necessary, click the Zoom In button () in the status bar until you can read the headings easily.

Now you'll move the heading *Fiscal Year* to the right side of the table.

6 Drag from inside the cell that contains the text *Fiscal Year* 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 the entire cell is highlighted, rather than just the text in it, and because a selection handle appears at the right side of the cell.)

Fiscal Year	
	1999
Current assets:	

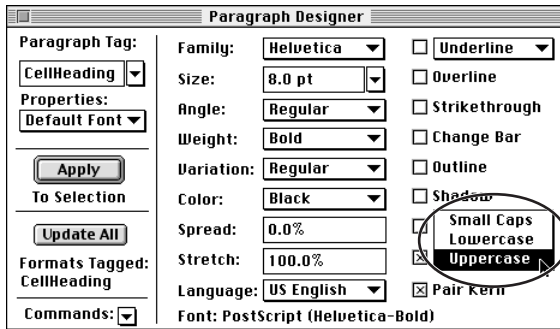
 Another way to select the cell is to Control-click the cell (Windows and UNIX) or Option-click it (Macintosh). This method can be easier for selecting single cells.

7 Choose Edit > Cut, click in the rightmost cell in the row, and choose Edit > Paste. The heading is now in the rightmost cell.

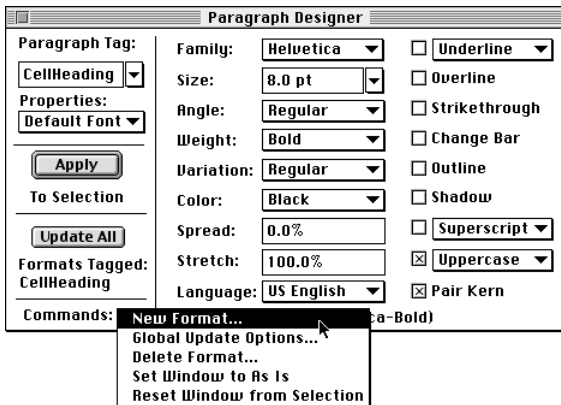
				Fiscal Year
	1999	1998	1997	1996
Current assets:				

Now you'll make the heading right-aligned and in uppercase letters. To leave the other heading cells centered, you'll create a new paragraph format for this heading.

8 In the Paragraph Designer, choose Uppercase from the pop-up menu.

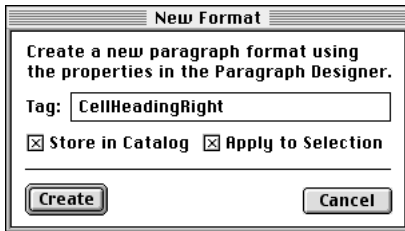


9 Choose New Format from the Commands pop-up menu.



10 Enter **CellHeadingRight** in the Tag text box.

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



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

FISCAL YEAR	
1997	1996

Cell contents appear in uppercase.

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

13 Choose Right from the Alignment pop-up menu. Then click Update All.

Formatting body cells

Next you'll format the table's body cells.

1 Click in the first body cell (the cell that contains *Current assets*).

2 In the Paragraph Designer, choose Default Font from the Properties pop-up menu.

3 Change the Family to Helvetica and the Size to 8. Then click Update All.

	1999	1998
Current assets:		
Cash & cash equivalents	203,461	146,992
Short-term investments	157,700	90,853

You'll need two paragraph formats for the body cells. The numbers will be right-aligned, but the row labels will be left-aligned and will contain tab stops. First you'll create the format for the row labels.

4 Drag downward from the cell that contains the text *Current assets* until all the body cells in that column are selected (including the cells on page 3).

2

Deferred income taxes	32,544	12,953	6,430	350
Other current assets	12,542	9,600	5,398	3,213

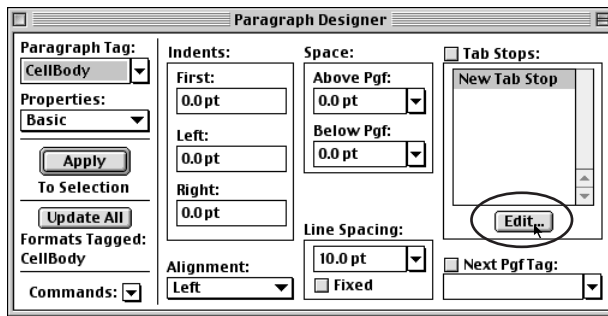
OUTSTANDING GARDEN COMPANY

Table 1:

	FISCAL YEAR			
	1999	1998	1997	1996
Total current assets	556,602	363,403	213,090	169,075
Investments	35,601	51,525	42,508	12,954
Furniture, fixtures, and equipment, net	20,428	10,327	6,972	3,451
Other assets	3,655	2,153	1,078	446
Total assets	616,286	427,408	263,648	185,921

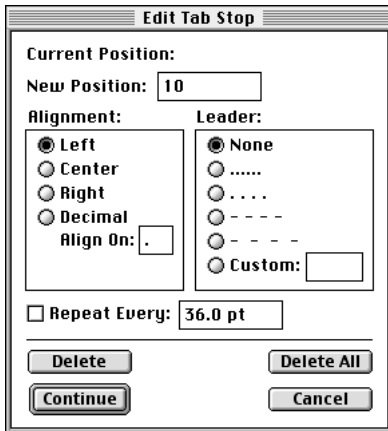
5 In the Paragraph Designer, choose Basic from the Properties pop-up menu.

6 In the Tab Stops area, click Edit.



7 Enter 10 pt in the New Position text box.

8 Make sure that the Alignment is set to Left and that the Leader is set to None. Then click Continue.

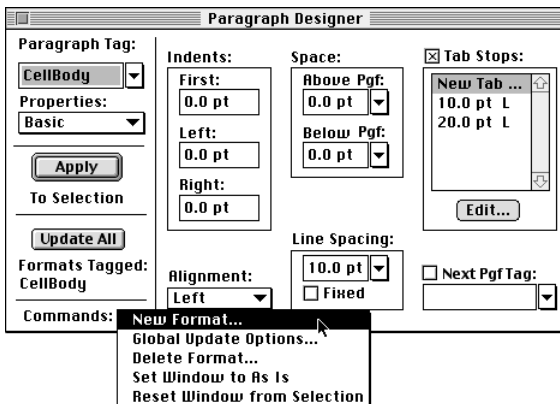


The tab stop appears in the Tab Stops scroll list.

9 With New Tab Stop selected in the Tab Stops scroll list, click Edit again.

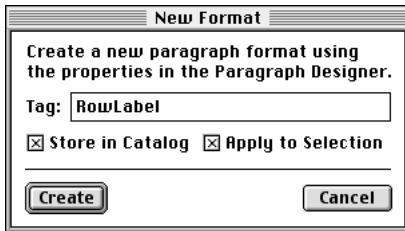
10 Enter 20 in the New Position text box, and click Continue.

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



12 Enter RowLabel in the Tag text box.

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



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

Now you’ll change the format for the remaining body cells.

14 Click in one of the body cells that contains a numerical value.

15 In the Paragraph Designer, choose Right from the Alignment pop-up menu and click Update All.

203,461	146,992	89,557
157,700	90,853	55,650
101,006	72,448	35,543
49,349	30,557	20,512

Body cells are right aligned.

Formatting the table title

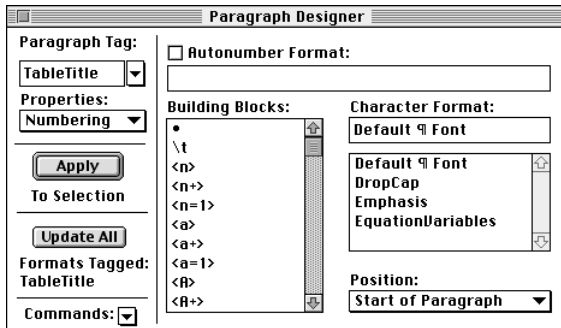
You’ll change one more paragraph format—the table title. You’ll remove the autonumber, left-align the title, and change it to uppercase.

1 Click in the table title and type **Assets**.

Table 1: Assets				
	1999	1998	1997	FISCAL YEAR 1996
Current assets:				
Cash & cash equivalents	203,461	146,992	89,557	72,429

2 In the Paragraph Designer, choose Numbering from the Properties pop-up menu.

3 Click the Autonumber Format check box twice to turn it off.

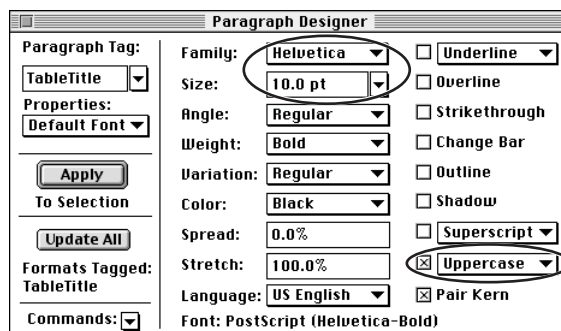


4 Click Update All.

Assets				
	1999	1998	1997	FISCAL YEAR 1996
Current assets:				
Cash & cash equivalents	203,461	146,992	89,557	72,429

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

6 Change the Family to Helvetica and the Size to 10. Then choose Uppercase from the pop-up menu.



7 Click Update All.

8 Chose Basic from the Properties pop-up menu.

9 Choose Left from the Alignment pop-up menu. Then click Update All.

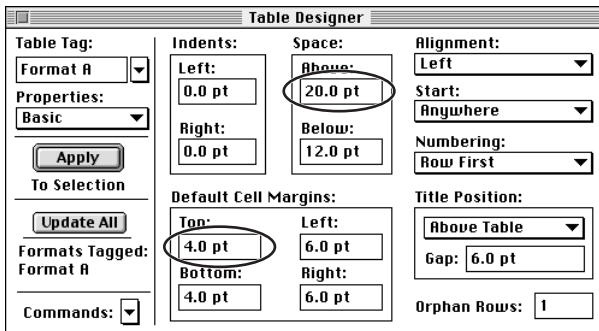
ASSETS				
	FISCAL YEAR			
	1999	1998	1997	1996
Current assets:				
Cash & cash equivalents	203,461	146,992	89,557	72,429

10 Close the Paragraph Designer.

Setting basic table properties

Now you're ready to set overall table properties. First you'll change the space above the table and its cell margins.

- 1 Make sure that the insertion point is in the table.
- 2 Choose Basic from the Properties pop-up menu in the Table Designer. (If the Table Designer is not already open, open it by choosing Table > Table Designer.)
- 3 Change the Space Above to 20 and the Top cell margin to 4.



4 Click Update All.

ASSETS				
	FISCAL YEAR			
	1999	1998	1997	1996
Current assets:				
Cash & cash equivalents	203,461	146,992	89,557	72,429
Short-term investments	157,700	90,853	55,650	47,005
Accounts receivable	101,006	72,448	35,543	30,451
Inventories	49,349	30,557	20,512	15,627
Deferred income taxes	32,544	12,953	6,430	350
Other current assets	12,542	9,600	5,398	3,213
Total current assets	556,602	363,403	213,090	169,075

Note: To redraw the screen if necessary, press Control+l (lowercase letter L).

Resizing columns

Now you'll resize the table columns. To begin, you'll verify that the table is measured in points. (There are 72 points in an inch.)

- 1 Choose View > Options.
- 2 Make sure the Display Units pop-up menu is set to Point and click Set.
- 3 Drag from the heading cell that contains the text *1999* to the rightmost heading cell. The four cells are selected.

	FISCAL YEAR			
	1999	1998	1997	1996

- 4 Choose Table > Resize Columns.
- 5 Enter **42** in the To Width text box. Then click Resize.

6 Drag to select several cells in the first column of the table.

Current assets:	
Cash & cash equivalents	203,461
Short-term investments	157,700
Accounts receivable	101,006
Inventories	49,349

7 Drag a selection handle to the right until the table approximately fills the width of the text frame. (You may need to drag several times.)

ASSETS				
	1999	1998	1997	FISCAL YEAR 1996
Current assets:				
Cash & cash equivalents	203,461	146,992	89,557	72,429
Short-term investments	157,700	90,853	55,650	47,005
Accounts receivable	101,006	72,448	35,543	30,451
Inventories	49,349	30,557	20,512	15,627
Deferred income taxes	32,544	12,953	6,430	350
Other current assets	12,542	9,600	5,398	3,213
Total current assets	556,602	363,403	213,090	169,075
Investments	35,601	51,525	42,508	12,954
Furniture, fixtures, and equipment, net	20,428	10,327	6,972	3,451
Other assets	3,655	2,153	1,078	446

You can make text straddle the cells you select. Here you'll straddle two cells so that the heading fits on one line.

8 Drag to select the cell that contains the text *FISCAL YEAR* and the cell to its left.

	FISCAL YEAR
1997	1996

9 Choose Table > Straddle. The text now spans two cells.

FISCAL YEAR	
1997	1996

Using tabs in table cells

Earlier in this lesson, you added tab stops to the RowLabel paragraph format that’s used for the labels at the left side of each body row. You’ll use these tab stops now.

- 1 Click at the beginning of the second row label (the one that contains the text *Cash & cash equivalents*).

Current assets:
Cash & cash equivalents
Short-term investments

- 2 Press Esc+Tab to insert a tab.

Current assets:
Cash & cash equivalents
Short-term investments

If you had simply pressed the Tab key as you do in regular body text, the next cell would have been selected.

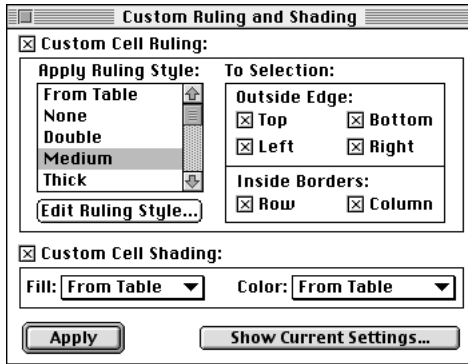
- 3 Click at the beginning of a row label and press Esc+Tab to insert a tab in each row label as needed (see below). In the row labels *Total current assets* and *Total assets*, press Esc+Tab twice to increase the indentation.

Current assets:
Cash & cash equivalents
Short-term investments
Accounts receivable
Inventories
Deferred income taxes
Other current assets
Total current assets
Investments
Furniture, fixtures, and equipment, net
Other assets
Total assets

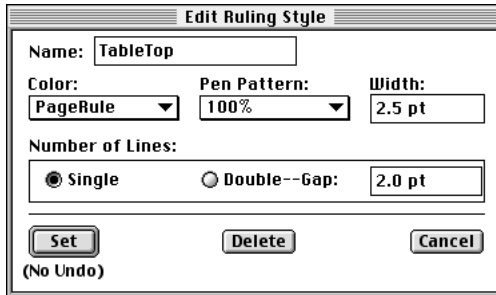
Defining ruling styles

To make the table appear with the ruling called for in the design, you'll need to create two ruling styles.

- 1 Choose Table > Custom Ruling & Shading. The available ruling styles appear in the Apply Ruling Style scroll list.

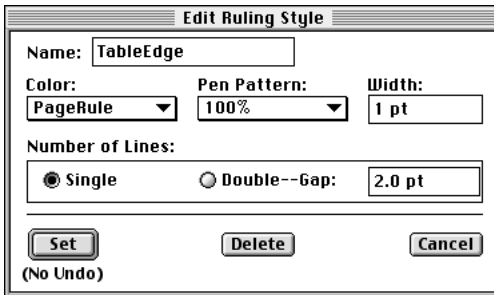


- 2 Select Medium in the Apply Ruling Style scroll list and click Edit Ruling Style.
- 3 Change the Name to TableTop, the Color to PageRule, and the Width to 2.5 points.



- 4 Click Set.
- 5 In the Apply Ruling Style area, select TableTop. Then click Edit Ruling Style again.

- 6 Change the Name to TableEdge and the Width to 1 point. The color is already set to PageRule.

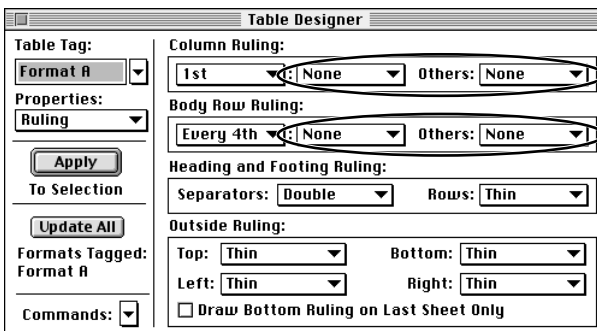


- 7 Click Set.
- 8 Close the Custom Ruling and Shading dialog box.

Setting table ruling

Now you're ready to set up the table ruling.

- 1 Choose View > Borders to hide the borders. Without the borders showing, you'll be able to see the effect of your changes more clearly.
- 2 Make sure the insertion point is in the table.
- 3 In the Table Designer, choose Ruling from the Properties pop-up menu.
- 4 Change the Column Ruling options and Body Row Ruling options to None.



5 Click Update All. The ruling between the body cells is removed.

ASSETS	FISCAL YEAR			
	1999	1998	1997	1996
Current assets:				
Cash & cash equivalents	203,461	146,992	89,557	72,429
Short-term investments	157,700	90,853	55,650	47,005
Accounts receivable	101,006	72,448	35,543	30,451
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Other assets	3,655	2,153	1,078	446
Total assets	616,286	427,408	263,648	185,921

6 In the Heading and Footing Ruling area, change Separators to TableTop and Rows to None.

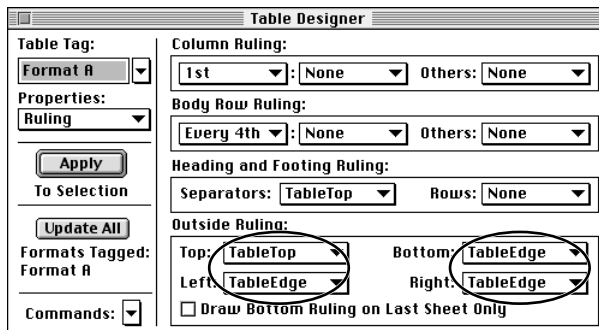
Table Designer

<p>Table Tag: Format # ▼</p> <p>Properties: Ruling ▼</p> <p style="text-align: center;">Apply</p> <p style="text-align: center;">To Selection</p> <p style="text-align: center;">Update All</p> <p>Formats Tagged: Format #</p> <p>Commands: ▼</p>	<p>Column Ruling: 1st ▼: None ▼ Others: None ▼</p> <p>Body Row Ruling: Every 4th ▼: None ▼ Others: None ▼</p> <p>Heading and Footing Ruling: Separators: TableTop ▼ Rows: None ▼</p> <p>Outside Ruling: Top: Thin ▼ Bottom: Thin ▼ Left: Thin ▼ Right: Thin ▼</p> <p><input type="checkbox"/> Draw Bottom Ruling on Last Sheet Only</p>
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7 Click Update All. The ruling between the row *FISCAL YEAR* and the row containing the years is removed, and the ruling between them and the body cells is replaced with the TableTop ruling you created.

	FISCAL YEAR			
	1999	1998	1997	1996
Current assets:				
Cash & cash equivalents	203,461	146,992	89,557	72,429
Short-term investments	157,700	90,853	55,650	47,005
Accounts receivable	101,006	72,448	35,543	30,451
Inventories	49,349	30,557	20,512	15,627
Deferred income taxes	32,544	12,953	6,430	350
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Furniture, fixtures, and equipment, net	20,428	10,327	6,972	3,451
Other assets	3,655	2,153	1,078	446
Total assets	616,286	427,408	263,648	185,921

8 In the Outside Ruling area, change the Top to TableTop, the Bottom to TableEdge, Left to TableEdge, and Right to TableEdge.



9 Click Update All.

	FISCAL YEAR			
	1999	1998	1997	1996
ASSETS				
Current assets:				
Cash & cash equivalents	203,461	146,992	89,557	72,429
Short-term investments	157,700	90,853	55,650	47,005
Accounts receivable	101,006	72,448	35,543	30,451
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Furniture, fixtures, and equipment, net	20,428	10,327	6,972	3,451
Other assets	3,655	2,153	1,078	446
Total assets	616,286	427,408	263,648	185,921

10 Close the Table Designer.

Using custom ruling and shading

The table is almost finished, but you need some additional ruling, and you need to shade the 1999 column to highlight the results. Because the additional ruling and shading you need do not follow a pattern, you can't specify them in the table format. Instead, you'll define some custom ruling and shading for the table.

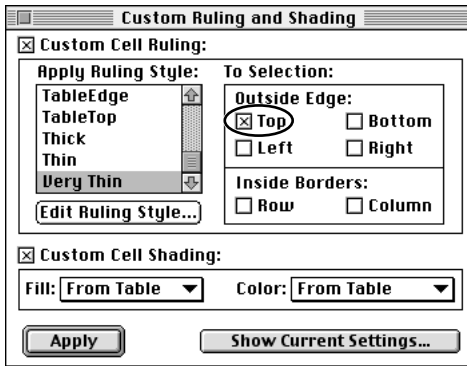
1 Drag from the heading cell that contains the text 1999 to the rightmost heading cell. The four cells are selected.

FISCAL YEAR			
1999	1998	1997	1996
203,461	146,992	89,557	72,429

2 Choose Table > Custom Ruling & Shading.

3 Select Very Thin in the Apply Ruling Style scroll list.

4 In the To Selection area, select Top, but turn off the other options.



5 At the bottom of the dialog box, make sure the Custom Cell Shading option is off, and click Apply.

6 Click in the body of the table to deselect the cells so you can see the rule above the cells.

FISCAL YEAR			
1999	1998	1997	1996
203,461	146,992	89,557	72,429

Now you'll add the same rule in two other places. Because the Custom Ruling and Shading dialog box is already set up correctly, you won't need to change the settings.

7 Select the four cells to the right of *Total current assets*.

12,542	9,600	5,398	3,213
556,602	363,403	213,090	169,075
35,601	51,525	42,508	12,954

8 In the Custom Ruling and Shading dialog box, click Apply.

Note: (Macintosh only) If the dialog box is hidden behind the document window, choose *Table > Custom Ruling & Shading*.

9 At the bottom of the table, select the four cells to the right of *Total assets*.

3,655	2,153	1,078	446
616,286	427,408	263,648	185,921

10 In the Custom Ruling and Shading dialog box, click Apply.

11 Click outside of the table to deselect the cells.

	FISCAL YEAR			
	1999	1998	1997	1996
Current assets:				
Cash & cash equivalents	203,461	146,992	89,557	72,429
Short-term investments	157,700	90,853	55,650	47,005
Accounts receivable	101,006	72,448	35,543	30,451
Inventories	49,349	30,557	20,512	15,627
Deferred income taxes	32,544	12,953	6,430	350
Other current assets	12,542	9,600	5,398	3,213
Total current assets	556,602	363,403	213,090	169,075
Investments	35,601	51,525	42,508	12,954
Furniture, fixtures, and equipment, net	20,428	10,327	6,972	3,451
Other assets	3,655	2,153	1,078	446
Total assets	616,286	427,408	263,648	185,921

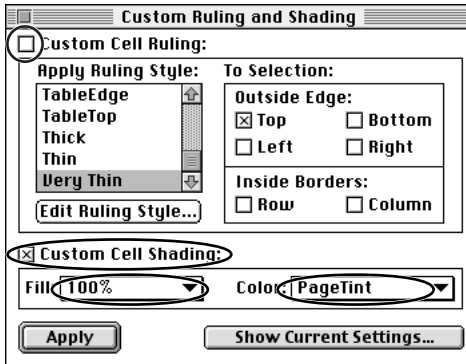
Finally, you'll highlight the information in the 1999 column.

12 Select the body cells below the 1999 heading.

	FISCAL YEAR			
	1999	1998	1997	1996
Current assets:				
Cash & cash equivalents	203,461	146,992	89,557	72,429
Short-term investments	157,700	90,853	55,650	47,005
Accounts receivable	101,006	72,448	35,543	30,451
Inventories	49,349	30,557	20,512	15,627
Deferred income taxes	32,544	12,953	6,430	350
Other current assets	12,542	9,600	5,398	3,213
Total current assets	556,602	363,403	213,090	169,075
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Furniture, fixtures, and equipment, net	20,428	10,327	6,972	3,451
Other assets	3,655	2,153	1,078	446
Total assets	616,286	427,408	263,648	185,921

13 In the Custom Ruling and Shading dialog box, make sure Custom Cell Ruling is turned off.

14 In the Custom Cell Shading area, make sure Custom Cell Shading is selected. Then change the Fill to 100% and the Color to PageTint.



15 Click Apply. Then close the Custom Ruling and Shading dialog box.

16 Click outside of the table to see the results.

	FISCAL YEAR			
	1999	1998	1997	1996
ASSETS				
Current assets:				
Cash & cash equivalents	203,461	146,992	89,557	72,429
Short-term investments	157,700	90,853	55,650	47,005
Accounts receivable	101,006	72,448	35,543	30,451
Inventories	49,349	30,557	20,512	15,627
Deferred income taxes	32,544	12,953	6,430	350
Other current assets	12,542	9,600	5,398	3,213
Total current assets	556,602	363,403	213,090	169,075
Investments	35,601	51,525	42,508	12,954
Furniture, fixtures, and equipment, net	20,428	10,327	6,972	3,451
Other assets	3,655	2,153	1,078	446
Total assets	616,286	427,408	263,648	185,921

You're finished with the table.

17 Save and close the file.

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 376.

- 1 What is tab-delimited text?
- 2 How do you remove autonumbering, such as in the heading of a table?
- 3 What are two ways to resize columns?
- 4 How do you make the contents of one cell straddle two or more cells?
- 5 How do you insert tabs in cells?
- 6 What is the difference between the normal ruling and shading you can apply from the Table Designer and the custom ruling and shading you can apply from the Custom Ruling and Shading dialog box?