Read the *entire* instructions before you try to follow them. Knowing where you are going will help.

15a - How to Make and Insert Tables in InDesign

Tables are best created in an Excel document, and then imported into InDesign.

Backlog editions may require some table experimentation. If there are multiple columns of text that require certain alignment in an introduction or appendix, which may or may not be preserved across Word Perfect / Microsoft Word / InDesign, it is time to consider a table.

1. Make an Excel document titled VEName-Edition-Tables and save to Creative Cloud.
2. Add the information that needs to be in table form to the Excel document.
   a. Multiple tables can be stored in the same Excel document. Feel free to keep using this same document as necessary to make new tables for the volume. Make a new sheet for each table for ease of reference.
   b. You may need to work on formatting to make the information work well in Excel.
      i. Make sure to include any needed headings in the table, but do not worry about styling in Excel - just the text will do at this point.
   c. Make note of the cell range of the section you'll be importing. You won't be able to have Excel open to reference when you first import the table, so jot down the range if needed.
3. Import the table into InDesign. **NB: you must close the Excel document** in order to do this.
   a. Click into the text frame where you wish to insert the table.
   b. Use CTRL+D to access the "Place a document" window. Make sure "show import options" is checked
   c. In "Options," select the correct sheet from the Excel document and enter the correct cell range. ID will automatically select a range, but you can manually change this if it is wrong.
   d. In "Formatting," select "Unformatted table." Depending on the kind of table, you can select from different METS pre-set table styles.
      i. Currently, we have METS Grammar Table, which erases all lines between rows and columns. If you need to format manually (see below), use "basic table."
   e. Click Okay.
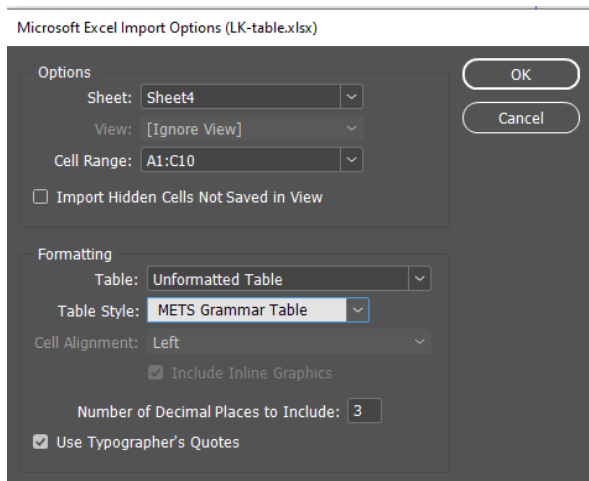
4. Add additional formatting to the table if needed. Access Table Options by using the Table tab on the top menu, then >Table Options > Table Setup
   a. If your table has a header, set Table Dimensions > Header Rows: 1
      i. This will add an extra row above the start of your table. The cells will be blank.
      ii. Copy/Paste or type text that serves as header information into the Header Row.
         1. NB: retyping can preferable because you will otherwise need to redo the header formatting - try copy/paste first and if the formatting doesn't work, try retyping.
      iii. Delete the blank row
         1. Hold your cursor over the left boundary of the row until a small black arrow appears, then click. This will select the entire row
         2. Right click > Delete > Row

REFERENCE: TABLE SETTINGS

METS Grammar Table
This Table Style is designed to preserve backlog formatting that includes rows and columns of grammatical information (typically showing verb conjugation or pronoun declension) that needs to be set up as a table but does not require visible lines.
- Heading Row receives Heading 2 style.
- All Body Cells receive Table Left Align.
- Table Border Type is None with 0pt weight.

Manual Table Formatting

Make sure the stroke weight for any borders is 0.5 pt. This is a two-part step:

1. Click into the table and change the overall border stroke weight.
   - Table > Table Options > Table Setup
   - Set Table Border Weight to 0.5 pt
2. Select all the cells in the table and change the cell stroke weight.
   - Table > Cell Options > Strokes and Fills
   - Set Cell Stroke Weight to 0.5 pt
3. Be sure to add the image to the Table of Contents, along with the page number.