

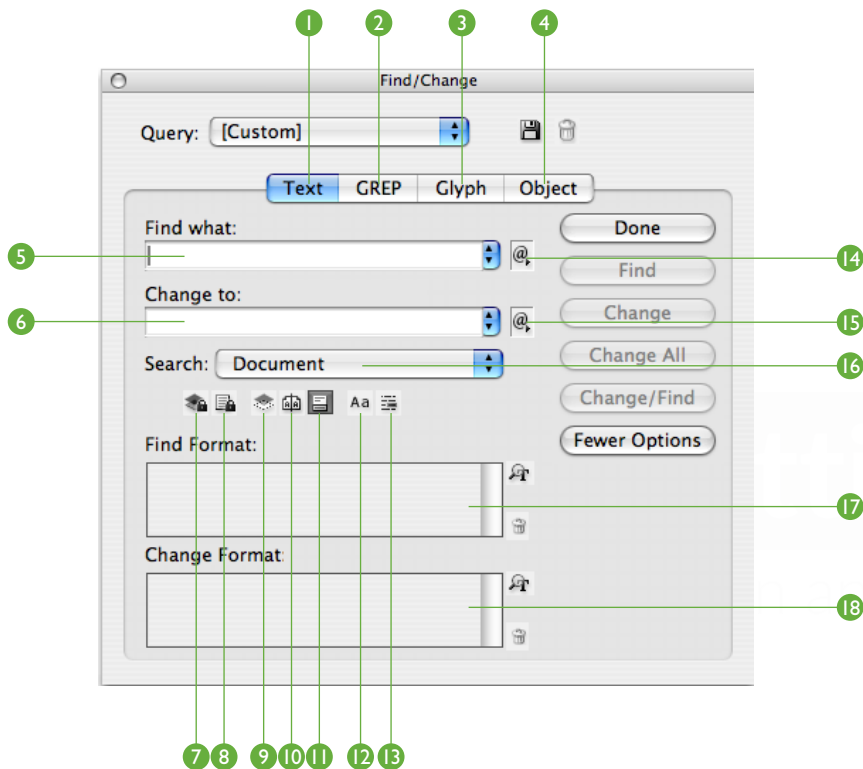
Week 3

WEEK AT A GLANCE

Day 11	Day 12	Day 13	Day 14	Day 15
Find Replace	Working with Layers & Anchored Objects	Fonts and Links	Tables Creating/Converting/Importing	Table: Cell Options, Merging Cells
The Complete Find/Change Command with GREP Features	Working with Layers Anchor Text Wrap Step and Repeat Grouping and Ungrouping Object Styles	Links to Graphic: Re-link, Go to link, update link, Edit original Fonts In InDesign Tracking and Kerning Hyphenation Justification	Creating Tables from Scratch Converting Text to Tables Importing Table from Word and Excel files Cell Styles Tables Styles	Table Options Cell Options Creating/Converting Header Row, Footer Row, Body Row Merging Rows Adding Rules/Color in Cell Placing Pictures to Cell

Find/Change

Find/Change overview



1 Text Search for and change specific occurrences of characters, words, groups of words, or text formatted a certain way. You can also search for and replace special characters such as symbols, markers, and white space characters. Wildcard options help to broaden your search.

2 GREP GREP stands for General Regular Expression Parser. Use advanced, pattern-based search techniques to search for and replace text and formatting. (in next page you will see lots of examples of GREP Find Replaces)

3 Glyph Search for and replace glyphs using Unicode or GID/CID values. This is used very rarely

4 Object Search for and replace formatting effects and attributes in objects and frames. For example, you can find objects with a 4-pt stroke and replace the stroke with a drop shadow.

5 Find what Type here what you have to find

6 Change to Type here what you have to change

7 Include Locked Layers Searches for text on layers that have been locked using the Layer Options dialogue box. Remember: You cannot replace text on locked layers.

8 Include Locked Stories Searches for text in stories that have been checked out in Adobe Version Cue or as part of an InCopy workflow (you will learn about Adobe Version Cue and InCopy later). You cannot replace text in locked stories.

9 Include Hidden Layers Searches for text on layers that have been hidden using the Layer Options dialogue box. When text on a hidden layer is found, you can see highlighting where the text appears, but you cannot see the text. However you can replace text on hidden layers :).

10 Include Master Pages Searches for text on master pages.

11 Include Footnotes Include Footnotes Searches footnote text.

12 Case Sensitive Searches for only the word or words that exactly match the capitalization of the text in the Find What box. For example, a search for PrepPress won't find Prepress, prepress, or PREPRESS.

13 Whole Word Disregards search characters if they are part of another word. For example, if you search for any as a whole word, InDesign disregards many.

14 It give you option to Select lots of special character i.e. bullet, spaces, wildcards etc for Find.

15 It give you option to Select lots of special character i.e. bullet, spaces, wildcards etc for Replace.

16 Search: There are 5 option to search

All Documents to search all open documents.

Documents Search the entire document

Story Search all text in the currently selected frame, including text in other threaded text frames and overset text. Select Stories to search stories in all selected frames. This option appears only if a text frame is selected or an insertion point is placed.

To End of Story Search from the insertion point. This option appears only if an insertion point is placed.

Selection Search only selected text. This option appears only if text is selected.

17 Formatting Search Search for Formatting.

18 Formatting Replace Replace for Formatting.

Mostly Used Find/Change for Cleanup the File

Find	Change	Description
		all double spaces (space space) by a single space (space) until there are no double spaces left in the text <i>Change all</i>
,	,	space comma (,) by comma (,.) <i>Change all</i>
;	;	space semicolon by semicolon <i>Change all</i>
:	:	space colon by colon <i>Change all</i>
?	?	space ? by ? <i>Change all</i>
!	!	space ! by ! <i>Change all</i>
/	/	space / by / <i>Change all</i>
/	/	/ space by / <i>Change all</i>
.	.	space period with period only. <i>(one by one)</i>
((Delete space after (<i>Change all</i>
))	Delete space before) <i>Change all</i>
[[Delete space after [<i>Change all</i>
]]	Delete space before] <i>Change all</i>
)()(add a space between the two parens <i>Change all</i>
^t	^t	all tab space by tab (without space) <i>Change all</i>
^t	^t	all space tab by tab <i>Change all</i>
^p	^p	delete space before starting of paragraph <i>Change all</i>
^p	^p	delete space from last of paragraph. It is useless. <i>Change all</i>
^t^p	^p	Delete tab from last of paragraph <i>Change all</i>
..	.	double period with single period <i>(one by one because you might change three dots (ellipses) by mistake)</i>
,,	,	double comma with single comma <i>Change all</i>
		All double spaces by a single space (space) until there are no double spaces left in the text <i>Change all</i>
= -	= -	change with minus <i>(one by one because of possibilities of hyphen)</i>
=	=	replace=by space=space <i>(One by one : because sometime = comes in website also which needs to be close up i.e. www.ram=online.com</i>
"	"	space closing quote with no space closing quote . <i>(one by one: because sometime it find opening and closing both quotes)</i>
.^\$		find period + alphabet without space . Fix the space between period and alphabet . <i>(one by one: because sometimes you may have the names initial which need to be close up. like "A.R. Rahman" and it may comes in website address too)</i>
,^\$		find comma + letter without space . Fix the space between period and alphabet . <i>(one by one: because it may come in website)</i>
,^9		find comma + any digit without space . Fix the space between period and digit . <i>(one by one because it may comes in numbers specially in dutch)</i>
;^9		find semicolon + any digit without space . Fix the space between semicolon and digit . <i>(Replace all)</i>
:^\$		Find colon and any alphabet . Fix space after Colon <i>(one by one: If Colon is surrounded by digits then it could be close up i.e. 53:12, 515:S150 etc.)</i>
!^\$		find ! + letter without space . Fix the space between ! and alphabet . <i>(one by one because it may come in website)</i>
?^\$		find ? + letter without space . Fix the space between ? and alphabet . <i>(one by one because it may come in website address)</i>
)^\$		find) + letter without space . Fix the space between) and alphabet . <i>(one by one: because sometime you may have the words like point(s), re(think), digit(s). These needs to be close up always}</i>
^\${		find letter + (without space . Fix the space between) and alphabet . <i>(one by one : because sometime you may have the words like point(s), re(think), digit(s). These needs to be close up always}</i>
^9 ^=		Find space n dash space
^9		Replace with: <ul style="list-style-type: none"> • If N dash is surrounding with digits then there must not be any space before and after • If N dash is surrounding with alphabets then there must be space both side of N dash
Fig.^9		For fixing the space between fig and number Find Fig. + any digit

Grep Find/Change

GREP stands for General Regular Expression Parser. A regular expression is a means of describing patterns or conditions within text, and need not necessarily include one word or character of actual text. GREP allows search and replace operations that are based on the those patterns and conditions, not on literal text.

The fundamental difference between a "text search" and "GREP search" is that a text search looks for exact text and replaces it with other exact text. For example—find every instance of "dog" and replace it with "cat". It's a one-to-one exchange.

Wherever GREP search for patterns. GREP search could look for every instance "dog" or "cat" or "rat" and replace all of them with "pet" in a single Find/Change operation. This is conditional search.

Metacharacters

Special characters or combinations of characters called metacharacters. A pair of characters that represent another character is called Meta-character. If you type a "t" and click Find, you will get a "t". But if you type "\t", you don't get a backslash character followed by a "t" — you get a tab. The backslash makes the lower-case "t" a "metacharacter".

However there are some metacharacters that are comprised of only one character. For example, a period means "any character (except a hard return)", so if you need to include an actual period then you have to add backslash before it. The following table shows single-character metacharacter.

GREP Metacharacter	What it Matches	To Find it Literally (If you find this character)
.	period	Wildcard: Any Character \ .
^	caret	Location: Beginning of Paragraph \ ^
\$	dollar sign	Location: End of Paragraph \ \$
?	question Mark	Repeat: Zero or One Time \ ?
*	asterisk	Repeat: Zero of More Times \ *
+	plus sign	Repeat: One or More Times \ +
	vertical divider	Match: Or \
(opening parenthesis	Match: Marking Subexpression (start) \ (
)	closing parenthesis	Match: Marking Subexpression (end) \)
[opening square bracket	Match: Character Set (begin definition) \ [
]	closing square bracket	Match: Character Set (end definition) \]

Most of the metacharacter are created by adding backslash (\) or tild (~). Have a look on following table (I have included few single character metacharacter too for to avoid skip from mind.

GREP Metacharacter	What it Matches	Explanation
Wildcard		Different Metacharacter perform different function, and they can be organized into different types. The simplest of these type is the Wildcard.s
\\t	tab	
\\d	any digit	
\\s	any white space	
.	any character	
Repetition		Another class of metacharacter controls repetition, meaning how many or how few times something is matched.
?	zero or one time	
*	zero or more time	
+	one or more time	
Wildcard + Repetition		You can combined Wildcard and Repetition for enhance the find/change facility.
\\d*	any digit zero or more time	
\\.+	any character one or more time	
\\d{3}	any three digits	
\\d{3,6}	at least three digit but no more than six digit	Repetition can be controlled by using brackets.
Location		The next class of metacharacter describes a Location.
\\<	Beginning of a word	
\\>	end of a word	
^	Beginning of a paragraph	
\$	end of a paragraph	

GREP Metacharacter	What it Matches	Explanation
<code>^d+\.</code>		<p><code>^</code> Beginning of paragraph <code>d</code> any digit <code>+</code> one or more time <code>.</code> period</p> <p>So it will find: any one or more digit at the beginning of a paragraph that are followed by a period.</p>
Match "[] " "		
<code>[abcd]</code>	"a" and "b" and "c" and "d"	It will find all the character "a" "b" "c" and "d"
<code>Match any</code>	Match OR any Matching OR anything	It will find "Match" and "any". But it will find "Matches", "anything" too. As these character contains same characters.
<code>\<Match\> \<any\></code>	Match OR any	<code>\<</code> and <code>\></code> are used for fixing condition of find whole word. So now It will find ONLY "Match" and "any".
Group "()"		You can define group for maximum benefit of replacing
<code>\$0 to \$9</code>		10 possibilities of replacing. <code>\$0</code> stands for same text, <code>\$1</code> for group 1, <code>\$2-9</code> stands for group 2 to 9
<code>(?<=)</code>	Positive Look behind	whatever character you will type after equal sign...It will find text after that character. And in case if it does not find that character it will not find anything. For example.. <code>(?<=\())</code> : cursor will go after "("
<code>(?=)</code>	Positive Look ahead	whatever character you will type after equal sign...It will go/find text before that character. And in case if it does not find that character it will not find anything. For example.. <code>(?=\))</code> : cursor will go after ")" So now take an complete example <code>(?<=\().+?(?=\))</code> It will find all text between parens. See next pages for more clarity.

LYRESOLVES
 Template design and formatting

GREP Example Used for Enhance Typesetting Output

Available in File	Required	GREP syntax: with explanation
Clipboard Content, Formatted and Unformatted: Sometimes you need to find some word and replace with formatted word. i.e. you have to find " kconsequis and replace that with "kconsequīs". But if you find and replace it will comes like "kconsēquyīs". So in this case you will have to use "Clipboard Content, Formatted. See following example		
Ugait adiam, kconsequis acinit do dolorper at iliqui et la cor sequatem veraesed kconsequis nonum nonsed eliqui ex et eum delit kconsequis in volortie minibh ea alit acincip kconsequyīs ulluptat, quipit velit iriure magna consend ionsequis nis ea kconsequis mmodigna kconsequis venisl do dion essim augiat, vel incidunt praesed del diamcon.	Ugait adiam, kconsequyīs acinit do dolorper at iliqui et la cor sequatem veraesed kconsequyīs nonum nonsed eliqui ex et eum delit kconsequyīs in volortie minibh ea alit acincip kconsequyīs ulluptat, quipit velit iriure magna consend ionsequis nis ea kconsequyīs mmodigna kconsequyīs venisl do dion essim augiat, vel incidunt praesed del diamcon.	Find: kconsēquis Replace: ~c ~c It means it will paste that word with formatting which is available in your clipboard (जो आपने copy कर सत्रा है)
Move group 3 to 2nd place. Find: \d{3}-\d{3}-\d{4} Change to: \$1-\$3-\$2		
800-555-1212 800-555-1250 800-555-1650 888-655-1540	800-1212-555 800-1250-555 800-1650-555 888-1540-655	\d find digit {3} three digit \$1 represent I st group, \$2 represent II nd group \$3 represent III rd group
Fix Thin Space between initial Find: (\u\.)\(\u\.) Change to: \$1\$3 (Repeat multimites to complete)		
M. 1996. Drake, J. A., H. A. Mooney, F. di Castri, R. H. Groves, F. J. H. Kruger, M. Rejmānek, and M. Williamson (eds.). 1989. Biological Invasions: A Global Perspective. Chichester,; John Wiley & Sons.	Drake, J. A., H. A. Mooney, F. di Castri, R. H. Groves, F. J. Kruger, M. Rejmānek, and M. Williamson (eds.). 1989. Biological Invasions: A Global Perspective. Chichester, : John Wiley & Sons.	(\u Any Uppercase Letter \. Period) Closing of Group () Space in second group \$1 Data or Ist Group Thin Space \$3 Data or IIIInd Group
Fix tab before and after of numbers Find: (^\d+\.)\(\) Change to: \t\$1\t		
1. We observe the characteristics of specific objects or events. 2. We organize our observations (as when we turn data into information). 10. Finally, we provisionally conclude that all objects or events. 110. Finally, we provisionally conclude that all objects or events.	1. We observe the characteristics of specific objects or events. 2. We organize our observations (as when we turn data into information). 10. Finally, we provisionally conclude that all objects or events. 110. Finally, we provisionally conclude that all objects or events.	(^ Beginning of Paragraph \d+ any digit(s) \. Period) Closing of Group () Space in second group \t insert tab \$1 Data or Ist Group
Apply Character style (color) to AQ for more visibility Find: <AQ>.+?</AQ> Change to: \$0 (apply character style in Change Format)		
Ugait adiam, consequis acinit do dolorper at iliqui et la cor sequatem veraesed etummy nonum nonsed eliqui ex et eum delit adit in <AQ>volortie minibh ea alit acincip el ulluptat, quipit velit iriure magna consend ionsequis nis ea facillu mmodigna faccum</AQ> venisl do dion essim augiat, vel incidunt praesed del diamcon sequat aliquam, quis num niamcor sequat lobore te delis <AQ>adigna feum etumsan valent nibh ea feugait nullamconse vullan hendrerci eugero od duissetet, sissequate feu faccum</AQ> zzrit loreet	Ugait adiam, consequis acinit do dolorper at iliqui et la cor sequatem veraesed etummy nonum nonsed eliqui ex et eum delit adit in <AQ>volortie minibh ea alit acincip el ulluptat, quipit velit iriure magna consend ionsequis nis ea facillu mmodigna faccum<\AQ> venisl do dion essim augiat, vel incidunt praesed del diamcon sequat aliquam, quis num niamcor sequat lobore te delis <AQ>adigna feum etumsan valent nibh ea feugait nullamconse vullan hendrerci eugero od duissetet, sissequate feu faccum<\AQ> zzrit loreet	<AQ> Find <AQ> .+ Any character(s) ? 0 or more time </AQ> Find </AQ> \$0 Found Text Apply character style as well Remember: If you don't use "?" in find syntax then this will find all text start from <AQ> to </AQ>

GREP Example Used for Enhance Typesetting Output

Available in File	Required	GREP syntax: with explanation
Apply Style to Figure. Adding Required space between figure number and figure caption. Find: <code>^(Figure Fig)(.+) (\d+\.\d+)()</code> Change to: <code>Figure \$3~></code> (apply caption style in Change Format) (you must have to run this one by one) Same will apply to "Tables" "Boxes" and other floting elements.		
Fig 2.3 Figure Title to be set here Fig 2.6 There is long title Figure 2.2 There is long title Figure-2.2 There is long title Figure-2.2 There is long title Fig. 2.2 There is long title Figure 2.2 shows that Ugait adiam, consequis There is long title acinit do dolorper at iliqui et la cor sequatem veraesed etummy nonum nonsed eliqui ex et eum delit adit.	Figure 2.3 Figure Title to be set here Figure 2.6 There is long title Figure 2.2 There is long title Figure 2.2 There is long title Figure 2.2 There is long title Figure 2.2 There is long title Figure 2.2 There is long title Figure 2.2 shows that Ugait adiam, consequis There is long title acinit do dolorper at iliqui et la cor sequatem veraesed etummy nonum nonsed eliqui ex et eum delit adit.	<code>^</code> Beginning of Paragraph <code>(Figure Fig)</code> Figure OR Fig (group 1) <code>(.+)</code> any character (group 2) <code>(\d+\.\d+)</code> digit(s) period digit(s) (group 3) <code>()</code> space (group 4) Figure \$3 Figure ⇒ sapce ⇒ group 3 <code>~></code> n space (apply caption style "FC") (you must have to run this one by one because it can find the "Figure 2.2" in the beginning of textual paragraph)
Positive Lookahead and Positive lookbehind. <code>(?<= \().+?(?=\))</code>		
Find Matter Inside parens (excluding parens) Ugait adiam, consequis acinit do dolorper at iliqui et la cor sequatem veraesed etummy nonum nonsed eliqui ex et eum delit adit in (Italic Entries) volortie minibh ea alit acincip el ulluptat, quipit velit iriure magna consend ionsequis nis ea facillu mmodigna faccum (Italic Entries) venisl do dion essim augiat, vel incidunt praesed del diamcon.	Find Matter Inside parens (excluding parens) Ugait adiam, consequis acinit do dolorper at iliqui et la cor sequatem veraesed etummy nonum nonsed eliqui ex et eum delit adit in (Italic Entries) volortie minibh ea alit acincip el ulluptat, quipit velit iriure magna consend ionsequis nis ea facillu mmodigna faccum (Italic Entries) venisl do dion essim augiat, vel incidunt praesed del diamcon.	<code>(?<= \()</code> only if "(" is present before the text <code>.+</code> any text <code>?</code> 0 or 1 Time. <code>(?=\))</code> only if ")" is present after the text
<code>(?<=<it>).+?(?=</it>)</code>		
Find Matter Inside parens <it>excluding parens</it> Ugait adiam, consequis acinit do dolorper at iliqui et la cor sequatem veraesed etummy nonum nonsed eliqui ex et eum delit adit in <it>Italic Entries</it> volortie minibh ea alit acincip el ulluptat, quipit velit iriure magna consend ionsequis nis ea facillu mmodigna faccum <it>Italic Entries</it> venisl do dion essim augiat, vel incidunt praesed.	Find Matter Inside parens <it>excluding parens</it> Ugait adiam, consequis acinit do dolorper at iliqui et la cor sequatem veraesed etummy nonum nonsed eliqui ex et eum delit adit in <it>Italic Entries</it> volortie minibh ea alit acincip el ulluptat, quipit velit iriure magna consend ionsequis nis ea facillu mmodigna faccum <it>Italic Entries</it> venisl do dion essim augiat, vel incidunt praesed.	<code>(?<=<it>)</code> only if "<it>" is present before the text <code>.+</code> any text <code>?</code> 0 or 1 Time. <code>(?=</it>)</code> only if "</it>" is present after the text
In the same manner you can find Negative Lookahead and Negative lookbehind. Find Matter Inside parens (excluding parens) this is not present before the text or "this is not present after the text. <code>(?< \().+?(?=\))</code>		
Prevent Bad Break: If you want to avoid hyphenate any conjunction words (i.e logging-including), You can create and then apply "no break" character Style. (please note that or any italic words, you will need to create separate "no break italic" character style <code>(?<=)(\w+)(?=-)</code>		
Mr. Aside was industry—namely mining and logging-including interrogated by the Military Police and an official report has been filed. While hospitalized, the aforementioned Aside passed away. According to the post-mortem examination, Aside died of a shortage of oxygen in the blood.	Mr. Aside was industry—namely mining and logging-including interrogated by the Military Police and an official report has been filed. While hospitalized, the aforementioned Aside passed away. According to the post-mortem examination, Aside died of a shortage of oxygen in the blood.	<code>(?<=)</code> only if "(space) is present before <code>(\w+)</code> any word character <code>(?=-)</code> only if "-"(hyphen) is present after "On the option "no style" character, and apply "no break" character style in Replace
\$2		
To remove all tab before coding <code>(\t)((< .)+?(>))</code>		
<TX>Mr. Aside was industry—namely mining and <H1>logging-including	<TX>Mr. Aside was industry—namely mining and <H1>logging-including	<code>(\t)</code> Find Tab in Group 1 <code>(</code> Group 2 start <code>(< .)</code> < <code>.+?</code> any character <code>(>)</code> > <code>)</code> Group 2 Closes Replace with only Group 2 (\$2)

Working with Layers & Anchored Objects

Working with Layers

Each document includes at least one named layer. By using multiple layers, you can create multiple design/languages/color in the same documents. For example if there is a book for students and teacher edition then you can put/add all elements which is for only teacher into a separate layer. Now when you need only student version then off that layer and get the PDF. So you need no to design a separate InDesign file.

Same apply for multiple language document too. For example there is a broucher in multiple langage with lots of graphic then you can put different languages in different layers. So you will not have to place the graphics again and again. In the sample file you can design all languages.

[Windows](#) ⇒ [Layers](#)

Anchor

You can create an anchored object by pasting or placing an object (or frame) into text using the Type tool or by using the Insert Anchored object command. Adobe InDesign CS3 adds an anchor marker at the insertion point.

Anchored objects are items, such as images or text boxes, that are attached—or anchored—to specific text. The anchored object moves with the text containing the anchor as the text reflows. Use anchored objects for all objects that you want associated with a particular line or block of text, for example, sidebars and callouts, figures, or icons associated with a specific word.

[Object](#) ⇒ [Anchored Objects](#)

Text Wrap

You can wrap text around any object, including text frames, imported images, and objects you draw in InDesign. When you apply a text wrap to an object, InDesign creates a boundary around the object that repels text.

[Windows](#) ⇒ [Text Wrap](#)

Step and Repeat

[Edit](#) ⇒ [Step and Repeat](#)

Grouping and Ungrouping

You can wrap text around any object, including text frames, imported images, and objects you draw in InDesign. When you apply a text wrap to an object, InDesign creates a boundary around the object that repels text.

[Object](#) ⇒ [Group/Ungroup](#)

Object Styles

[Window](#) ⇒ [Object Styles](#)

As you use paragraph and character styles to quickly format text, you can use object styles to quickly format graphics and frames, Anchor Object. Object styles include settings for stroke, color, transparency, drop shadows, paragraph styles, text wrap, and more. You can assign different transparency effects for the object, fill, stroke, and text.

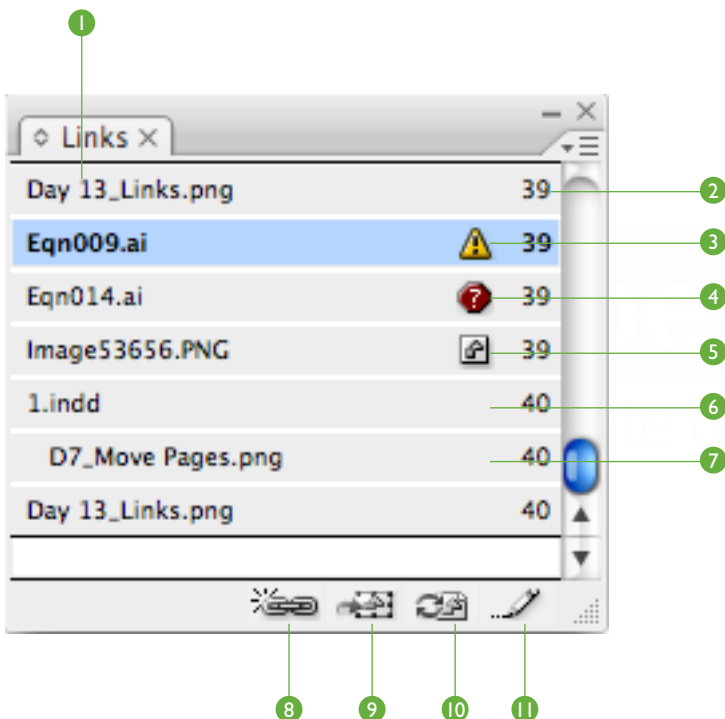
Fonts and Links

Links to Graphic: Re-link, Go to link, update link, Edit original

All files (except textual) placed in a document are listed in the Links panel.

Windows ⇒ Links

Links Panel



- ① **Linked graphic file name:** Up to date link file.
- ② **Page containing linked graphic:** This is the page on which image has been placed.
- ③ **Modified-link icon:** if you import a image into InDesign, and then another artist edits and saves the original graphic in native application (Photoshop or illustrator). So it means placed link is not up to date.
- ④ **Missing-link:** The graphic is no longer in the location from which it was imported, although it may still exist somewhere. This can happen if someone moves the original file to a different folder or server after it's been imported into an InDesign document. If you print or export a document when this icon is displayed, the file may not print or export at full resolution.
- ⑤ **Embedded-link icon:** i. e. if you import any word file which contains the images. This icon will display for those images. You should not use these file in your live project.
- ⑥ **Placed InDesign File:** InDesign gives you facility to import any InDesign File as an image in your document.
- ⑦ **Image from linked .indd file:** This is the image which has been used in placed InDesign file.
- ⑧ **Relink button:** By using this button you can re-link image.
- ⑨ **Go To Link button:** By clicking on this button you can reach to the image in your document.
- ⑩ **Update Link button:** By clicking on this button you can update the image. This button will be highlighted only if image is modified.
- ⑪ **Edit Original button:** By using this option you can edit the original image file in its native application.

Find Fonts (Font Usage)

Type ⇒ Find Font

Use the Find Font command to search for and list the fonts used throughout your document. You can then replace any fonts (except those in imported graphics) with any other fonts available on your system.

To see details about a selected font, click More Info. To hide the details, click Less Info. The Info area is blank if you selected multiple fonts in the list.

To replace a font, select the new font you want to use from the Replace With list, and do one of the following:

- To change just one occurrence of the selected font, click Change. This option is not available if multiple fonts are selected.

- To change the font in that occurrence, and then find the next instance, click Change/Find.

- To change all instances of the font selected in the list, click Change All.

If you want any paragraph or character style that includes the font being searched for to be redefined, select Redefine Style When Changing All.

Tracking and Kerning

Tracking is used loosening or tightening a paragraph of text to gain or loose line. Generally it is used for spread or page align during pagination.

Kerning is the process of adding or subtracting space between specific pairs of characters. Generally Kerning is used to create special characters i. e. ã, á.

Types of kerning

Metrics kerning uses kern pairs, which are included with most fonts. Kern pairs contain information about the spacing of specific pairs of letters. Some of these are: LA, P., To, Tr, Ta, Tu, Te, Ty, Wa, WA, We, Wo, Ya, and Yo. InDesign uses metrics kerning by default so that specific pairs are automatically kerned when you import or type text.

Some foreign language fonts does not contains spaces i.e. Greek, Chinese, Japanese fonts . These fonts use "Optical kerning". Optical Kerning adjusts the spacing automatically in these fonts.

Hyphenation and Justification

The settings you choose for hyphenation and justification affect the horizontal spacing of lines.

Hyphenation options determine whether words can be hyphenated and, if they can, which breaks are allowable.

Justification is controlled by the alignment option you choose, the word spacing and letter spacing you specify, and whether or not you have used glyph scaling. You can also justifying single words in narrow columns of fully justified text.

When you require a word to hyphenate manually. The safest way to hyphenate manually is to insert a **discretionary hyphen**, which is not visible unless the word needs to be broken at the end of a line. Placing a discretionary hyphen at the beginning of a word prevents it from being broken. Using the Type tool, click where you want to insert the hyphen. Choose:

Type ⇒ Insert Special Character ⇒ Hyphens and Dashes ⇒ Discretionary Hyphen.

Note: Entering a discretionary hyphen in a word does not guarantee that the word will be hyphenated. Whether or not the word breaks depends on other hyphenation and composition settings. However, entering a discretionary hyphen in a word does guarantee that the word can be broken only where the discretionary hyphen appears.

Tables: Creating/Converting/Importing

What is a Table?

A table is a collection of information logically organized in rows and columns usually according to content. Using composition software, you can make this information more attractive, readable, and understandable.

A table consists of **rows** and **columns** of **cells**.

Elements of Tables

Rows Horizontal arrangements of characters in straight lines. We will generally use the terms row and line interchangeably.

Column Area containing type that runs vertically on the page. Columns are separated from one another by white space or by white space and vertical rules.

Cell A cell is like a text frame in which you can add text, inline graphics, or other tables.

Gutter (Space between Columns) This term is usually used to refer to the white space between two facing pages in a book. In table composition, however, we use the word gutter to mean the white space between two adjacent columns.

Column Head Word or words at the top of the column which categorize the data in the column.

Straddle Head A head that is placed over more than one of the columns in the table, separate from the table title or main head.

Straddle Rule A rule that spans more than one column in the table. They usually run from the lefthand edge of one column to the right-hand edge of another.

Text Line A patch of type set inside the table body which is neither in any one column nor a straddle head.

Alignment Point A character in a column which, if present in the column when XTable typesets the table, will be in the same position with respect to the left-hand edge of the column for all lines in that column.

Creating A Table

Lets assume, you have to typeset the following Table:

Tableau 1.9 : Scores moyens aux tests de fin d'année dans cinq pays d'Afrique ^a

	2 ^{ème} année		5 ^{ème} année	
	Français	Mathématiques	Français	Mathématiques
Mauritanie (2003-04)	45.1	31.2	18.7	20.8
Cameroun (2004-05)	66.5	55.8	45.8	46.6
Moyenne des pays ^a	47.3	36.3	30.4	33.3

Sources : PASEC (2008) : graphique 3.2 pour la 2^{ème} année et graphique 3.4 pour la 5^{ème} année.

Step 1: Create Table in Indesign

Using the Type tool, draw a new text frame where you want the table to appear. Choose:

Table ⇒ **Insert Table**

Specify the numbers of rows and columns. (here you have to specify column 6 and 7 rows). However it is not necessary to insert accurate number of column or rows as you can add/delete row or column later too.

Click OK

Without selecting anything, choose Selection Tool and apply "TB" Style . All Cell Contains the style of TB automatically then.

Step 2: Add Text to a Table

Using the Type tool, Place the insertion point in a cell, and type text. Press Enter or Return to create a new paragraph in the same cell.

Move Within a Table

Use the **Tab** or **arrow keys** to move within a table. You can also jump to a specific row, especially useful in long tables. Press **Tab** or **Shift+Tab** to move the insertion point to the next or previous cell, respectively.

Tableau 1.9 : Scores moyens aux tests de fin d'année dans cinq pays d'Afrique a					
	2ème année			5ème année	
	Français	Mathématiques		Français	Mathématiques
Mauritanie (2003-04)	45.1	31.2		18.7	20.8
Cameroun (2004-05)	66.5	55.8		45.8	46.6
Moyenne des pays a	47.3	36.3		30.4	33.3
Sources : PASEC (2008) : graphique 3.2 pour la 2ème année et graphique 3.4 pour la 5ème année.					

Insert Additional Rows and Columns

You can insert rows and columns using a number of different methods.

Insert a Row

Place the insertion point in a row below or above where you want the new row to appear. **Table** ⇒ **Insert** ⇒ **Row**.

Specify the number of rows you want.

Specify whether the new row or rows should appear before or after the current row, and then click OK.

The new cells have the same formatting as the text in the row in which the insertion point was placed.

You can also create a new row by pressing Tab when the insertion point is in the last cell.

Insert A Column

Place the insertion point in a column next to where you want the new column to appear. **Table** ⇒ **Insert** ⇒ **Column**.

Specify the number of columns you want.

Specify whether the new column or columns should appear before or after the current column, and then click OK.

The new cells have the same formatting as the text in the column in which the insertion point was placed.

Delete Rows, Columns, or Tables

To delete a row, column, or table, place the insertion point inside the table, or select text in the table, and then choose

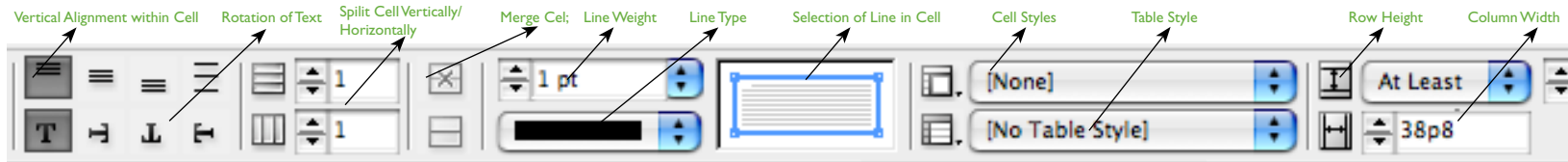
Table ⇒ **Delete** ⇒ **Row, Column, or Table**

Delete Contents of Cell without Deleting Cells

To delete cell contents without deleting cells, select the cells containing the text you want to delete, or use the Type tool to select the text within the cells. Press **Backspace** or **Delete**, or choose **Edit** ⇒ **Clear**.

Step 2: Remove/Add Rule to Table

When You will select Cell or Cells or Table. Control Palette will visible life this:



Select the Table **Table** ⇒ **Select** ⇒ **Table** and fix Line Weight "0" (see 5th option in above control palette)

Step 3: Merging Cells

Select the cells you want to merge, and hit on Merge Cell (4th option in above control palette)

OR using the Type tool, select the cells you want to merge. Choose **Table** ⇒ **Merge Cells**.

Split Cells

You can split cells horizontally or vertically, which is especially useful when creating form tables. You can select multiple cells and split them vertically or horizontally.

Place the insertion point in the cell you want to split, or select a row, column, or block of cells. Choose **Table** ⇒ **Split Cell Vertically** or **Split Cell Horizontally**.

Tableau 1.9 : Scores moyens aux tests de fin d'année dans cinq pays d'Afrique a

	2ème année		5ème année	
	Français	Mathématiques	Français	Mathématiques
Mauritanie (2003-04)	45.1	31.2	18.7	20.8
Cameroun (2004-05)	66.5	55.8	45.8	46.6
Moyenne des pays a	47.3	36.3	30.4	33.3

Sources : PASEC (2008) : graphique 3.2 pour la 2ème année et graphique 3.4 pour la 5ème année.

Step 4: Apply Paragraph Style to Cells I.E. TT, TCH, TB etc.

You can select multiple cells, Rows and Columns **Table** ⇒ **Select** ⇒ **Cell/Row/Column...**

Apply Paragraph Style to Cells i.e. TT, TCH, TB etc.

Tableau 1.9 : Scores moyens aux tests de fin d'année dans cinq pays d'Afrique a

	2ème année (CP2)		5ème année (CM2)	
	Français	Mathématiques	Français	Mathématiques
Mauritanie (2003-04)	45.1	31.2	18.7	20.8
Cameroun (2004-05)	66.5	55.8	45.8	46.6
Moyenne des pays a	47.3	36.3	30.4	33.3

Sources : PASEC (2008) : graphique 3.2 pour la 2ème année et graphique 3.4 pour la 5ème année.

Step 5: Fix Correct Cell Inset Values

Using the Type tool, place the insertion point in or select the cell or cells you want to affect.

Choose **Table** ⇒ **Cell Options** ⇒ **Text**, or display the **Table panel**.

Under Cell Insets, specify values for Top, Bottom, Left, and Right, and then click OK.

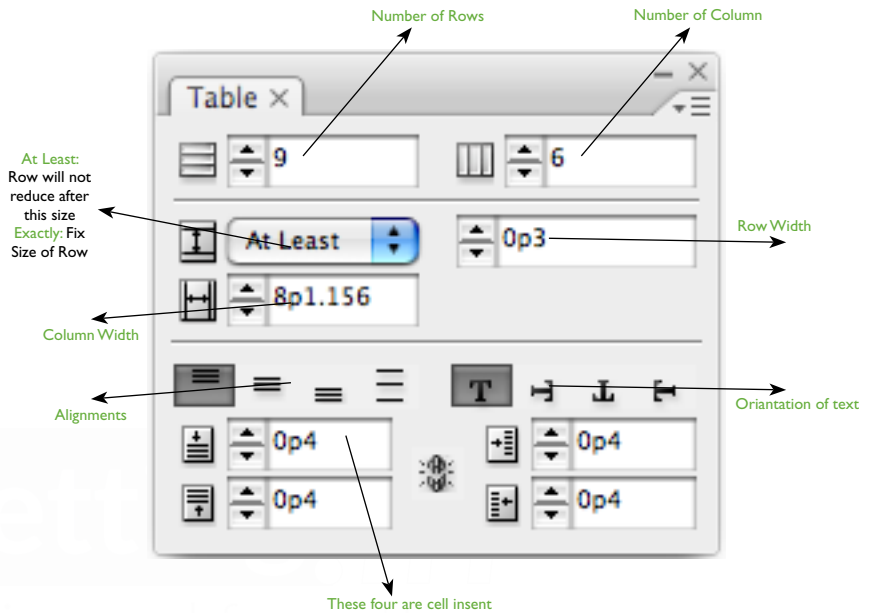
Open **Table Panel** Menu **Window** ⇒ **Type and Tables** ⇒ **Table**

Fix Text Inset "0" to Left and Right. Now you can see your rule is not breaking from middle.

Fix blank space in empty cells. So that paragraph style get applied on those blank cells too. Use Shift Enter to align Rule at bottom

No you will see that there is a need to fix space above and between rows. For this you have to use Text Inset Top and Bottom.

Now you need to resize the width of Cells or Columns. When you will put your cursor on any boundary you cursor will changed to both side arrow rule. then you can drag the boundry and resize the column or cell. Use Shift to reduce or increase particular cell.



Formatting/Alignment Table

Use the Control panel or Character panel to format text within a table—just like formatting text outside a table. In addition, two main dialog boxes help you format the table itself: Table Options and Cell Options. Use these dialog boxes to change the number of rows and columns, to change the appearance of the table border and fill, to determine the spacing above and below the table, to edit header and footer rows, and to add other table formatting.

Use the Table panel, the Control panel, or the context menu to format the table structure. Select one or more cells and then right-click (Windows) or Control-click (Mac OS) to display a context menu with table options.

Use the Table panel, the Control panel, or the context menu to format the table structure. Select one or more cells and then right-click (Windows) or Control-click (Mac OS) to display a context menu with table options.

Change the Spacing Before or After a Table

Place the insertion point in the table and choose **Table** ⇒ **Table Options** ⇒ **Table Setup**

Under Table Spacing, specify different values for Space Before and Space After, and then click OK.

Distribute Columns and Rows Evenly

Select cells in the columns or rows that should be the same width or height.

Choose **Table** ⇒ **Distribute Rows Evenly** or **Distribute Columns Evenly**

Resize Columns and Rows and Tables

You can resize columns, rows, and tables using a number of different methods.

Select cells in the columns and rows you want to resize.

Do one of the following:

In the **Table Panel**, specify "Column Width" and "Row Height" settings. (see Row Width and Column Width in image on previous page)

Or Choose **Table** ⇒ **Cell Options** ⇒ **Rows And Columns**, specify Row Height and Column Width options, and then click OK.

Note: If you select At Least to set a minimum row height, rows increase in height as you add text or increase the point size. If you select Exactly to set a fixed row height, the row height does not change when you add or remove text. A fixed row height often results in an overset condition in the cell.

So whenever you find any issue about overset in row OR blank excess size of row height then you can select the table and select at least (fix p3) and then

Resize Rows or Columns Without Changing the Table Width

Hold down **Shift** while dragging an inside row or column edge (not the table boundary). One row or column gets bigger as the other gets smaller.

To resize rows or columns proportionally, **hold down Shift** while dragging the right table border or bottom table edge.

Holding down **Shift** while dragging the right table edge will resize all the columns proportionally; **holding down Shift** while dragging the bottom table edge will resize all rows proportionally.

Resize the Entire Table

Using the **Type tool**, position the pointer over the lower right corner of the table so that the pointer becomes an arrow shape, and then drag to increase or decrease the table size. **Hold down Shift** to maintain the table's height and width proportions.

Note: If the table spans more than one frame in a story, you cannot use the pointer to resize the entire table.

Tableau 1.9 : Scores moyens aux tests de fin d'année dans cinq pays d'Afrique^a

	2 ^{ème} année		5 ^{ème} année	
	Français	Mathématiques	Français	Mathématiques
Mauritanie (2003-04)	45,1	31,2	18,7	20,8
Cameroun (2004-05)	66,5	55,8	45,8	46,6
Moyenne des pay	47,3	36,3	30,4	33,3

Sources : PASEC (2008) : graphique 3.2 pour la 2^{ème} année et graphique 3.4 pour la 5^{ème} année.

Break Tables Across Frames (How to Use Keep Options)

Use Keep options to determine how many rows should remain together, or to specify where a row breaks, such as at the top of a column or frame.

Position the insertion point in the appropriate row, or select a range of cells in the rows you want to keep together.

Choose **Table** ⇒ **Cell Options** ⇒ **Rows And Columns**.

To keep the selected rows together, select **Keep With Next Row**.

Add Table Headers and Footers

When you create a long table, the table may span/run on more than one column, frame, or page. You can use headers or footers to repeat the information at the top or bottom of each divided portion of the table.

You can add header and footer rows when you create the table. You can also use the Table Options dialog box to add header and footer rows and change how they appear in the table. You can convert body rows to header or footer rows.

Unmerge Cells

Place the insertion point in the merged cell and choose **Table** ⇒ **Unmerge Cells**.

Add Graphics to a Table

Position the insertion point where you want the graphic, choose **File** ⇒ **Place**

and then double-click the graphic's filename.

Position the insertion point where you want the graphic, choose **Object** ⇒ **Anchored Object** ⇒ **Insert**

and then specify settings. You can later add a graphic to the anchored object.

When you add a graphic that is larger than the cell, the cell height expands to accommodate the graphic, but the width of the cell doesn't change—the graphic may extend beyond the right side of the cell. If the row in which the graphic is placed is set to a fixed height, a graphic that is taller than the row height causes the cell to be overset.

Combine Tables

Use the Paste command to merge two or more tables into a single table.

In the target table, insert at least as many blank rows as you'll be pasting from the other tables. (If you insert fewer rows than are copied, you cannot paste.)

In the source table, select the cells you want to copy. (If you copy more column cells than are available in the target table, you cannot paste.)

Select at least one cell where you want the incoming rows to be inserted, and then choose **Edit > Paste**.

If the pasted rows use different formatting than the rest of the table, define one or more cell styles, and then apply the cell styles to the pasted cells. Hold down **Alt** (Windows) or **Option** (Mac OS) while clicking the cell style to override existing formatting.

Insert Tabs into a Table Cell

When the insertion point is in a table, pressing **Tab** moves the insertion point to the next cell.

Using the **Type** tool, place the insertion point where you want to insert a tab. Choose **Type ⇒ Insert Special Character ⇒ Other ⇒ Tab**.

Work with Overset Cells

In most cases, a table cell will expand vertically to accommodate new text and graphics being added. However, if you set a fixed row height and add text or graphics that are too large for the cell, a small red dot appears in the lower right corner of the cell, indicating that the cell is overset.

You cannot flow overset text into another cell. Instead, edit or resize the contents, or expand the cell or the text frame in which the table appears.

In the case of inline graphics or text with fixed leading, it is possible for the cell contents to extend beyond cell edges. You can select the **Clip Contents To Cell** option, so that any text or inline graphics that otherwise extend beyond any cell edge are clipped to the cell boundary. However, when inline graphics are overset to extend beyond cell bottom edges (**Horizontal**) this does not apply.

Display the Contents of an Overset Cell

Do one of the following:

Increase the size of the cell.

Change the text formatting. To select the cell's contents, click in the overset cell, press **Esc**, and then use the **Control** panel to format the text.

Cell Styles

Windows ⇒ Type and Tables ⇒ Cell Styles

जिस प्रकार आप paragraph style बनाते हो तो वो style cursor की सारी specification अपने आप ले लेता है उसी तरह जब आप cell की सारी specification जैसे inset spacing, cell color, cell border rule. इत्यादि define कर लें तो बस cell style में जायें और नया cell style बना लें।

आपको अपनी जरूरत के हिसाब से केवल cell style में paragraph style define करना होता है। ताकि केवल cell style लगाने से ही paragraph style भी अपने आप लग जायें।

Generally you have to create the following cell Styles:

table straddle head

table column head

table body first

table body last

table footnotes

Generall it will be better if you keep Table Title out of table so that you can define the table header. If you keep table title within the table then you will not be able to fix "continued" with table title on next continued pages.

Table Styles

Same funda applies with Table Style.

Converting Text to Tables

Using the Type tool, place the insertion point inside the table, or select text in the table.

Table ⇒ **Convert Table To Text**.

For both Column Separator and Row Separator, specify the separators (character) you want to use.

For best results, use a different separator for columns and rows, such as tabs for columns and paragraphs for rows.

Click OK.

Importing Table from Word and Excel files

Importing Table from Word (.Doc)

You can place the word file in two different Format. "Unformatted Tables", and "Unformatted Tabbed Text"

If you need to set the table with InDesign Table Feature then select "Unformatted Tables". Or if you have to set table manually with tab then select "Unformatted Tabbed Text".

Importing Table from Excel (.Xls)

You can choose from these options when importing an Excel file:

Sheet Specifies the worksheet you want to import.

View Specifies whether to import any stored custom or personal views, or to ignore the views.

Cell Range Specifies the range of cells, using a colon (:) to designate the range (such as A1:G15). If there are named ranges within the worksheet, these names appear in the Cell Range menu.

Import Hidden Cells Not Saved in View Includes any cells formatted as hidden cells in the Excel spreadsheet.

Table Specifies how the spreadsheet information appears in the document.

Formatted Table InDesign tries to preserve the same formatting used in Excel, although the formatting of text within each cell may not be preserved. If the spreadsheet is linked rather than embedded, updating the link will override any formatting applied to the table in InDesign.

Unformatted Table The table is imported without any formatting from the spreadsheet, and InDesign formatting is used even if you update a linked table. When this option is selected, you can apply a table style to the imported table.

Unformatted Tabbed Text The table is imported as tab-delimited text, which you can then convert to a table in InDesign or InCopy.

Formatted Only Once InDesign preserves the same formatting used in Excel during the initial import. Whenever you update the link to the table, any formatting changes made to the spreadsheet are ignored in the linked table. This option isn't available in InCopy.

Table Style Applies the table style you specify to the imported document. This option is available only if Unformatted Table is selected.

Cell Alignment Specifies the cell alignment for the imported document.

Include Inline Graphics Preserves inline graphics from the Excel document in InDesign.

Number Of Decimal Places To Include Specifies the number of decimal places of spreadsheet figures.

Use Typographer's Quotes Ensures that imported text includes left and right quotation marks (“ ”) and apostrophes (') instead of straight quotation marks (" ") and apostrophes (').

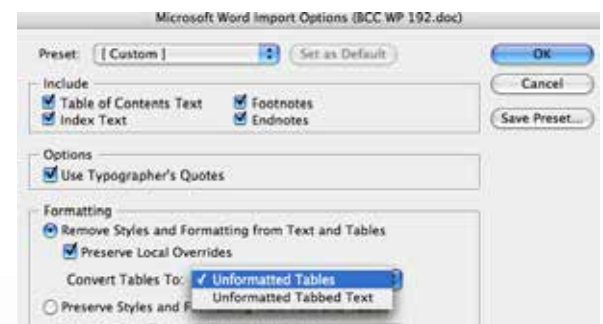
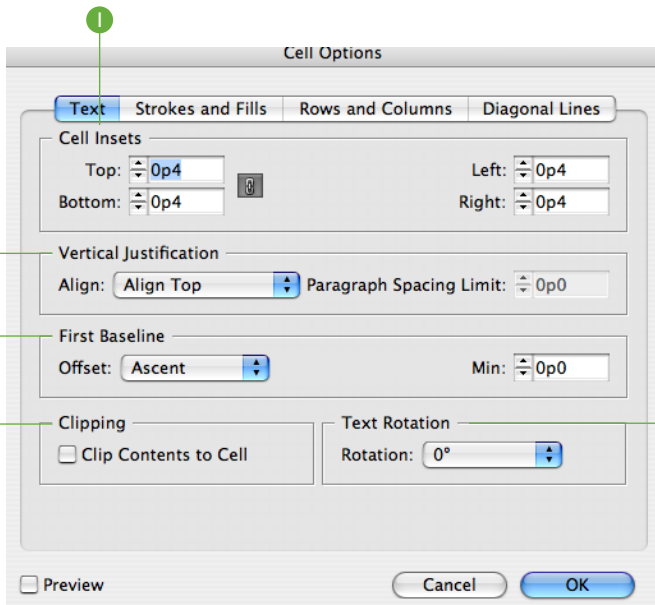
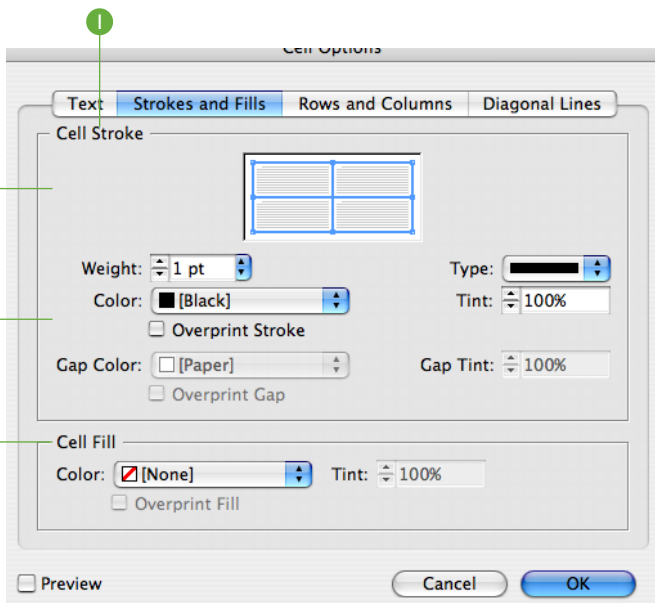


Table: Cell Options, Merging Cells

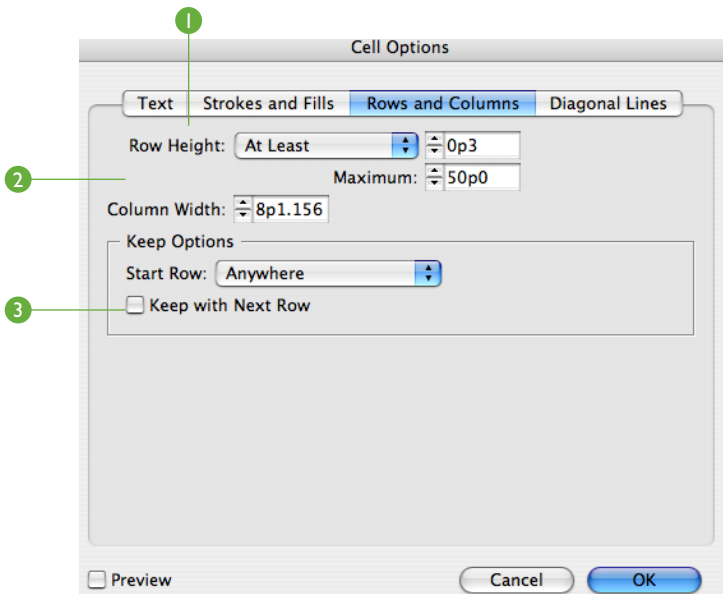
Cell Options



- 1 **Cell Insets** Space around cell. It is used for
- 2 **Vertical Justification** Alignment of text. Generally it is used for Column head, when we want to center the text within column. For rest of table we set top align. This is same vertical option that we have in "text frame option"
- 3 **First Baseline** This is the same option as we have in "text frame option". Generally we keep it remain with Ascent.
- 4 **Clipping** It is used for clip the content to cell.
- 5 **Text Rotation** This option is used generally to the cell in which we want to set text in 90 degree rotation.



- 1 **Cell Stroke** We can add Stroke as we want.
- 2 **Selection of Cell Rule** We can select or unselect by just clicking on any rule given
- 3 **Weight, Rule Type, Color, Tint, Gap Color, Gap Tint**
- 4 **Cell Fill** Fill Color to Cell



1 **Row Height** There are two option in it

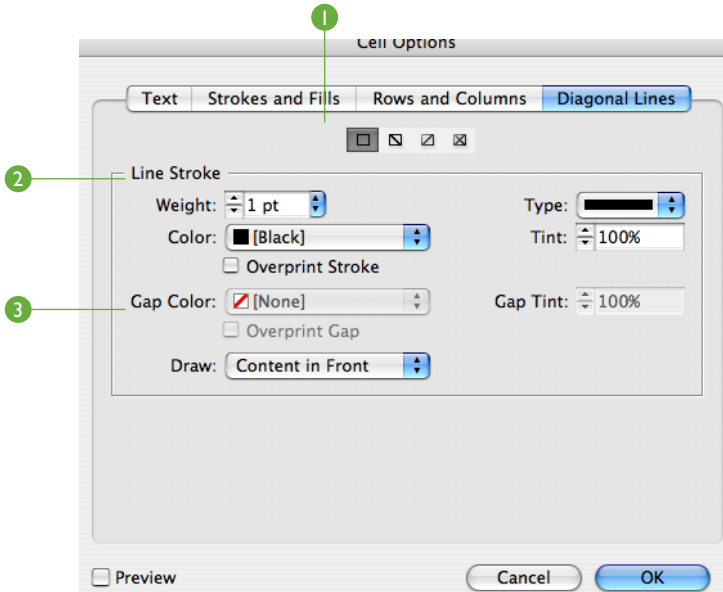
At Least: Row will not reduce below this size

Exactly: Size of Row will be fixed by this size

Maximum: Size of Row will not increased above this value

Column Width: You can reduce, increase

3 **Keep Option** It is used for avoiding bad breaking of rows within tables.

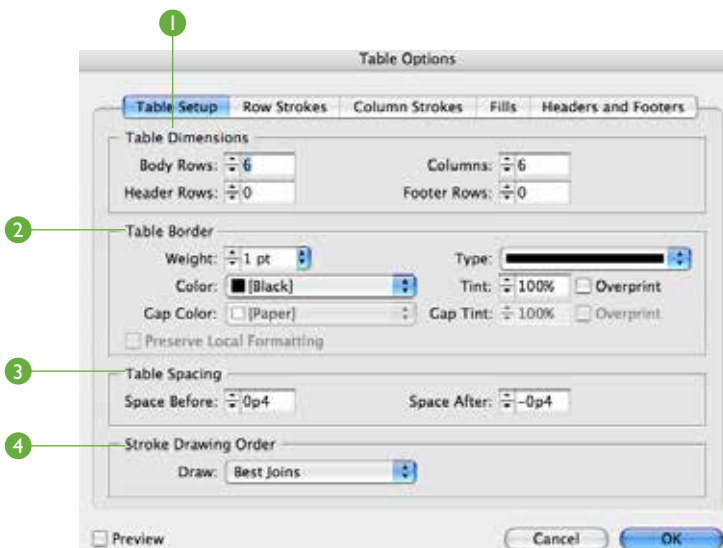


1 **Diagonal Lines** There are 4 types of diagonal lines. None, Top Left to Bottom Right, Top Right to Bottom Left and Double Diagonal Lines

2 **Line Stroke** You can fix specification of Diagonal Rules

3 **Gap Color** This option will be highlighted only if your line type has gap option. (like double line)

Table Options

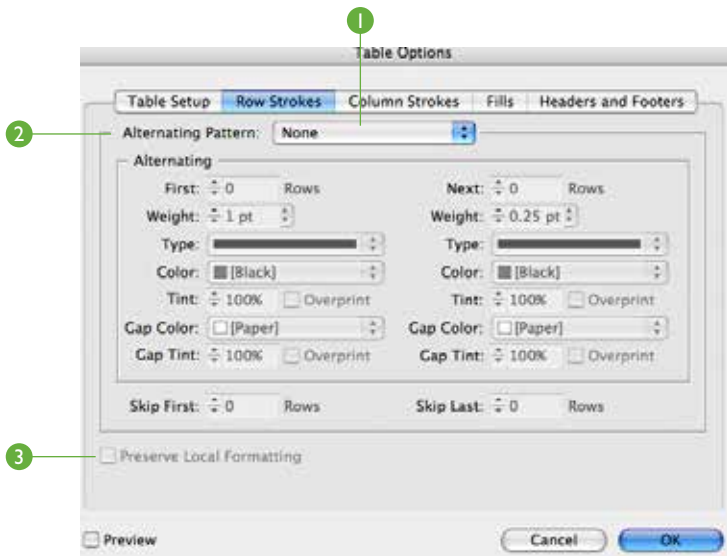


1 **Table Dimensions** It just show the number and types of rows in a selected table.

2 **Table Border** You can fix specification of table border by this option.

3 **Table Spacing** Space above and below of entire table.

4 **Stroke Drawing Order**



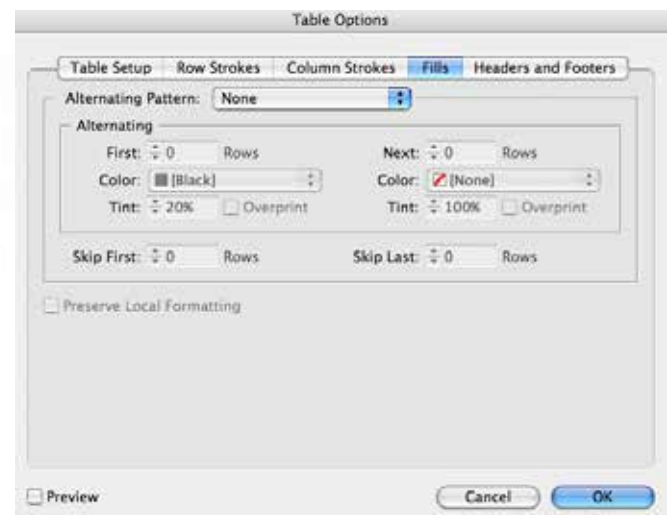
You can alternate **Strokes** and **Fills** to enhance readability or improve the appearance of your table. Adding alternate strokes and fills to table rows does not affect the appearance of the table's header and footer rows. However, adding alternate strokes and fills to columns does affect header and footer rows.

If you want to apply a fill or stroke to every body cell in the table, and not just alternating patterns, you can still use the alternating stroke and fill settings to create such non-alternating patterns. To create such an effect, specify 0 for Next in the second pattern.

1 Alternating Pattern Select Option on which rules you want to apply patterns

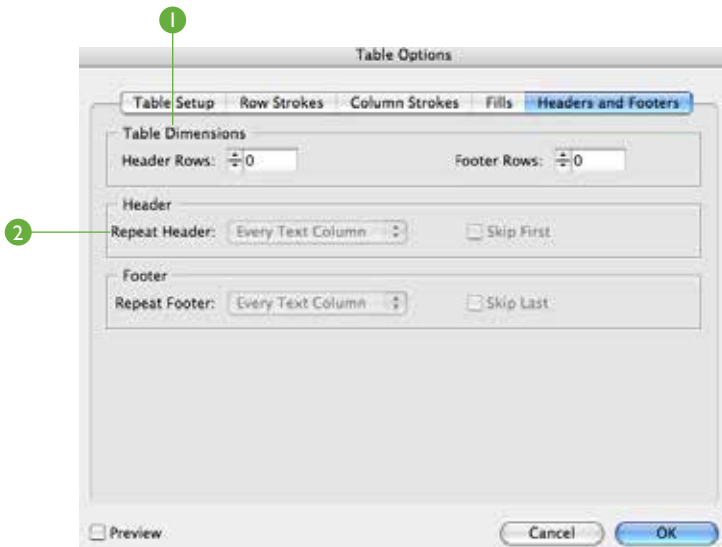
2 Skip You can skip the Rows as you want

3 Preserve Local Formatting Alternating stroke and fill settings override cell stroke formatting, unless you select the Preserve Local Formatting option in the Table Options dialog box.



1 Table Dimensions Define Header and Footer Rows

2 Header/Footer You can repeat Header or Footer as per your requirement.



Thanks



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