EXCITING STUFF!
You can’t help but get excited about tabs and tables! When these techniques are mastered, you’re definitely ahead of the competition! Soon, you will be looking for anything you can make into a table.

CHAPTER GOALS
- Differentiate between left, right, center, decimal, repeating, and align to special characters tabs
- Apply tab leaders
- Use the Indent to Here feature
- Build a table
- Create a table from text
- Modify, add, and delete columns and rows
- Add headers and footers

TERMINOLOGY
- Tab
- Tab stop
- Right tab
- Default preset tab
- Decimal tab
- Repeat tab
- Column
- Convert text to table
- Tab
- Tab stop
- Left tab
- Center tab
- Tab leader
- Align to special character tab
- Table
- Cell
- Table options
- Indent to Here
- Row
- Merge cells
- Cell options

PROJECTS
- 05A Tabs Workout
- 05B Family History
- 05C Fun in the Sun
- 05D Regional Football League
- 05E Blue Fire
- 05F Calendar
- 05G Catalog

KEYBOARD SHORTCUTS

<table>
<thead>
<tr>
<th>Function</th>
<th>Mac</th>
<th>Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set tab in text</td>
<td>Press Tab key</td>
<td>Press Tab key</td>
</tr>
<tr>
<td>Set tab in cell</td>
<td>Opt+Tab key</td>
<td>Context menu&gt;Insert Special Character&gt;Other&gt;Tab</td>
</tr>
<tr>
<td>Tabs panel</td>
<td>Shift+Cmd+T</td>
<td>Shift+Ctrl+T</td>
</tr>
<tr>
<td>Insert Table dialog box</td>
<td>Shift+Opt+Cmd+T</td>
<td>Shift+Alt+Ctrl+T</td>
</tr>
<tr>
<td>Indent to Here</td>
<td>Cmd+\</td>
<td>Ctrl+\</td>
</tr>
<tr>
<td>Table Options (3-fingered B)</td>
<td>Shift+Opt+Cmd+B</td>
<td>Shift+Alt+Ctrl+B</td>
</tr>
<tr>
<td>Cell Options (2-fingered B)</td>
<td>Opt+Cmd+B</td>
<td>Alt+Ctrl+B</td>
</tr>
<tr>
<td>Text Frame Options (1-fingered B)</td>
<td>Cmd+B</td>
<td>Ctrl+B</td>
</tr>
<tr>
<td>Right-indent tab</td>
<td>Shift+Tab</td>
<td>Shift+Tab</td>
</tr>
</tbody>
</table>

production tips–tabs
- Mark up tabbed copy. Work with text left aligned.
- Press Tab key only once for each tab!
- When setting tab stops, hold the Option (Mac) or Alt (Win) key and click to sequence through the tab stop settings.
- Turn on Hidden Characters when setting tabs.
- A hard return cancels out an Indent to Here.
- Press Option+Tab (Mac) or Context menu>Insert Special Character>Other>Tab (Windows) to set a tab inside a cell.

production tips–tables
- Delete extra table rows by highlighting them and pressing Command+Delete (Mac) or Control+Backspace (Windows)
- Delete columns by highlighting them and pressing Shift+Delete (Mac) or Shift+Backspace (Windows).
- Hold the Shift key when moving columns to prevent the table from resizing.
- Hold Shift and drag to resize the table and maintain all proportions.
05A TABS WORKOUT

1. Mark up each example below, showing where the Tab key should be pressed, and where each tab stop belongs.
   Use the symbols shown here: Press Tab key → Left tab stop → Center tab stop → Right tab stop

2. Measure each text frame and create to actual size. Add inset and stroke before typing.
   Staple your markup to your completed project.

1. Warm up

   Milk Shakes
   Large ........................................... $2.99

   Sundaes
   Two Scoops ........................................... $2.59

   Floats
   Vanilla Ice Milk ........................................... $1.69

2. A little harder

   Milk Shakes
   Large ................. $1.99 Small ................. $1.29

   Sundaes
   Two Scoops ............... $2.59 One Scoop ............... $2.19

   Floats
   Vanilla Ice Milk ............... $1.69 Milk Chocolate ............... $1.69

3. The hardest tab setting you will ever have

   City _______________________________ State _______ Zip ____________________

   Memorize this:
   City, Tab, Tab • State, Tab, Tab • Zip, Tab, Return

4. Just a variation on number 3

   First name ___________________________ Phone ___________ Age _______ Gender: M F
1. Open the *05B Family History.indt* template found in the *05 Artwork and Resources* folder.

2. Create a 3” x 7” rectangle. Apply a 5-pt. stroke. Align stroke to *inside*. Open the Swatches panel (F5), assign the dark brown swatch to the stroke and the light tan color to the fill. Place *05B Family History.psd* inside the frame. Fit proportionately to frame using these keyboard shortcuts:
   - *Shift+Opt+Cmd+E* (Mac) or
   - *Shift+Alt+Ctrl+E* (Windows).

3. Draw a text frame on the lower half of the photo box with the edges flush with the outer frame. Set a 0.125” text inset on all four sides. Do all the typing, using the markup in Chapter 5 as a guide for entering the tabs. Save your document.

4. Center the top four lines. Format them according to specifications, shown at right.

5. Format the tabular copy according to specifications. Set the tabs, referring to the markup in Chapter 5. (Notice the first column is right aligned.)

6. Run spell check, proof carefully, and print.
Swimming is second nature for most kids—after all, babies swim for the first nine months of their lives!

Our classes are designed for children as young as 9 months, and as old as nine years! Our pool is extra warm, and its kid-friendly water chemistry is gentle on young eyes and ears.

Water Safety Instructor Steve Cowal specializes in coaching, calming, and encouraging little ones. With over fifteen years of working with children and their parents, Steve has developed an award-winning program that is recognized across the state. Class sizes are limited so sign up early! Parents are required to be in the pool at each session.

9–12 mos.  16 sessions  $54
Tuesdays ............ 8:30–9:15 a.m.
Wednesdays ........ 9:30–10:15 a.m.
Thursdays .......... 8:30–9:15 a.m.
Classes run from June 1 to July 7.
No classes on July 4.

1–4 yrs.  16 sessions  $74
Tuesdays ............ 9:30–10:15 a.m.
Wednesdays ........ 8:30–9:15 a.m.
Thursdays .......... 9:30–10:15 a.m.
Classes run from June 1 to July 7.
No classes on July 4.
1. Document size: 6" x 9". Top and bottom margins 0.5", left and right margins 0.75". Add a 0.125" bleed on all sides. This function is found under "More Options" in the New Document dialog box. (Bleeds will be covered in detail in Chapter 6.)

2. Place 05C Beach.ai from upper left to lower right bleed edges.

3. Draw a text frame 4" down from the top of the page that extends from margin to margin. Type Fun in the Sun! and Swimming Lessons for Beginners • from Community Education. Press Option+8 (Mac) or Alt+8 (Windows) to make the bullet. Refer to the example on the right for the type specifications. (All these typefaces came with your InDesign software.) Fill “Fun in the Sun” with Yellow. Use the Paragraph Rules function to add a Yellow, wavy line after the sentence “Swimming Lessons for Beginners…”

4. Add a shadow to the type. Select the text frame with the Selection tool and verify that no stroke or fill is applied. With a Selection tool still active, click the Drop Shadow button on the Control panel.

5. Make a text frame below the headline, stretching from margin to margin. Press Cmd+B (Mac) or Ctrl+B (Windows) and set Columns to 2 and Gutter to 0.25". Type the text, as shown in the example on the previous page. Be sure to use the correct dashes and hyphens. Check spelling. When setting the tabbed copy, refer to the hidden characters shown in the example, to the right.

6. All the body copy is Black except for the two swimming lesson session headlines which are Yellow. Add your name in the lower right corner. Run spell check, proof carefully, and print.
1. Document size: 8.5" x 11".
   All margins 0.5".

2. From the Chapter 05 Artwork and Resources folder, place 05D Text.doc from the left to the right margin guides. Change all the type to Myriad Pro Condensed, 9 pt. Delete any unneeded returns that may be at the beginning or at the end of the text block.

3. Select the copy from “District A” to the end of the text block. Under the Table menu, select Convert Text to Table, Column Separator: Tab, Row Separator, Paragraph.

4. The table now needs formatting. The first step is to merge cells. Merge the cells in the top row. Merge the necessary cells in the second row. You will need to cut and paste the words “Overall” and “Points” into the proper cells. Do the same for the “District AA” row and the one below it.

5. Format the text, matching the weight and size shown in the example. You can highlight individual rows and columns to modify the type in one step. Use Cmd + Opt + B or Ctrl + Alt + B to modify cell attributes such as fills. Color the District A and AA type [Paper] and choose a color for the cell background fill. Bottom align the text in these two rows.

6. Press Shift and widen the first column so that all the city names stay on one line. Make the columns for the rest of the information narrower. When they are roughed in, highlight just those columns and use the Contextual menu to Distribute Columns Evenly.

7. Your finished table should be formatted similarly to the example above. Be sure to change all stroke weights to 0.5 pt. (1 pt. strokes look too heavy.)
### Blue Fire • 2012 Season

#### Drum & Bugle Corps

<table>
<thead>
<tr>
<th>JUNE</th>
<th>JULY</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 Northfield, Minnesota</td>
<td>1 Rome, New York</td>
</tr>
<tr>
<td>16 Coon Rapids, Minnesota</td>
<td>3 Nashua, New Hampshire</td>
</tr>
<tr>
<td>17 Menomonie, Wisconsin</td>
<td>4 Beverly, Massachusetts</td>
</tr>
<tr>
<td>19 Sioux Falls, South Dakota</td>
<td>6 Lawrence, Massachusetts</td>
</tr>
<tr>
<td>20 Omaha, Nebraska</td>
<td>8 Allentown, Pennsylvania</td>
</tr>
<tr>
<td>22 Ankeny, Iowa</td>
<td>9 Hershey, Pennsylvania</td>
</tr>
<tr>
<td>23 Rockford, Illinois</td>
<td>10 Salem, Virginia</td>
</tr>
<tr>
<td>24 Belding, Michigan</td>
<td>13 Murfreesboro, Tennessee</td>
</tr>
<tr>
<td>25 Erie, Pennsylvania</td>
<td>14 Atlanta, Georgia</td>
</tr>
<tr>
<td>28 Elizabeth, Pennsylvania</td>
<td>17 Memphis, Tennessee</td>
</tr>
<tr>
<td>29 Westminster, Maryland</td>
<td>18 Siloam Springs, Arkansas</td>
</tr>
<tr>
<td>30 East Rutherford, New Jersey</td>
<td>19 Dallas, Texas</td>
</tr>
</tbody>
</table>
1. Document size: 8.5" x 11". All margins 0.5".

2. Create a 5.5" x 9" rectangle on your document. Place O5E Trumpet.psd and scale to fit proportionately using these keyboard shortcuts: Shift+Opt+Cmd+E (Mac) or Shift+Alt+Ctrl+E (Windows). Align image to the top and add a 0.5 pt Blue stroke to the rectangle.

3. Draw a text frame under the trumpet photo. Make it the same width as the photo box, and about 1" high. Type the first two lines. Blue Fire is in Myriad Pro Regular. Use this keyboard shortcut to create the bullet: Option + 8 (Mac) or Alt + 8 (Windows). Note: there is a space on each side of the bullet. Format Drum & Bugle Corps, using Adobe Caslon Pro Bold Italic. In the Control panel options, choose Open Type>Swash.

4. Create a 2-column text frame under the headline type. It should be about the same width as, and stretch to the bottom of, the photo frame. Place O5E Text.doc, found in the 05 Artwork and Resources folder on the student online companion. Select all the text, and go to Table>Convert Text to Table. Use the defaults.

5. Press Shift as you make the first column narrower. Adjust the text frame height, so that July is at the top of the second column. Merge the top rows, and format your type like the example.

6. Follow this step very carefully. Select the whole table. Locate the Stroke box (shown to the right) in the Table Formatting Controls. Any line that is blue means it is active and will accept the values you place in the Stroke Width or Style boxes. First, remove all strokes from the table by making sure that all the lines are active and then entering 0 in the Stroke Width field. The table lines should disappear.

7. On the Stroke box, click on the outer table strokes and the vertical stroke in the center to deselect them. This means that only the interior lines are active. Enter a .5 in the Stroke Width box. Open the Swatches panel and select a Blue stroke.

8. One more little finishing touch. The line at the top of the July cell needs to be removed. Activate the cell. On the Table Formatting Controls, deactivate all the cell lines except for the top one. Enter 0 in the Width box, and the line should disappear.
1. Open 05F Calendar template.indt from the 05 Artwork and Resources folder. The document has been started for you.

2. Create the calendar by typing the month, the days of the week, and numbers in the right-hand column of the document. Press Tab between the days of the week and the dates. Press Return after Saturday, 1, 8, 15, 22, and 29. Go to Table>Convert Text to Table. If the table doesn’t look right, undo, and check the use of tabs and returns in your text. A tab should separate each number with a return to begin a new row. Change the type to Myriad Pro Regular for the days of the week and Trajan Pro Bold for the numbers and the month. Fill August and the numbers with C76, M96, Y14, K3.

3. Merge the cells in the top row, so that August is centered above the table. Adjust the size of the cells, similar to this example. After you have roughly sized the cells that contain the numbers, open the Context menu, and distribute the space between the rows evenly.

4. Fill the header with the C76, M96, Y14, K3 and the number cells with C7, M14, Y72, K0. fill and a 4 pt. Paper stroke.
# Season Clearance

<table>
<thead>
<tr>
<th>Item</th>
<th>Product Name</th>
<th>Each</th>
<th>Sale</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS6123</td>
<td>Veronica Billington Train Case</td>
<td>69.95</td>
<td>49.95</td>
</tr>
<tr>
<td>CS6456</td>
<td>Veronica Billington Carry On</td>
<td>89.95</td>
<td>59.95</td>
</tr>
<tr>
<td>CS6789</td>
<td>Veronica Billington Messenger Bag</td>
<td>129.95</td>
<td>109.95</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Product Name</th>
<th>Each</th>
<th>Sale</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS5123</td>
<td>Nekoosa Martini</td>
<td>69.95/4</td>
<td>49.95/4</td>
</tr>
<tr>
<td>CS5456</td>
<td>Nekoosa Water</td>
<td>69.95/4</td>
<td>49.95/4</td>
</tr>
<tr>
<td>CS5789</td>
<td>Nekoosa Parfait</td>
<td>79.95/4</td>
<td>49.95/4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Product Name</th>
<th>Each</th>
<th>Sale</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS4123</td>
<td>8 x 8 Photo Album</td>
<td>49.95</td>
<td>39.95</td>
</tr>
<tr>
<td>CS4456</td>
<td>8 x 10 Photo Album</td>
<td>59.95</td>
<td>49.95</td>
</tr>
<tr>
<td>CS4789</td>
<td>10 x 12 Photo Album</td>
<td>69.95</td>
<td>59.95</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Product Name</th>
<th>Each</th>
<th>Sale</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS3123</td>
<td>Bath Towel ea.</td>
<td>15.95</td>
<td>11.95</td>
</tr>
<tr>
<td>CS3456</td>
<td>Hand Towel ea.</td>
<td>8.95</td>
<td>6.95</td>
</tr>
<tr>
<td>CS3789</td>
<td>Wash Cloth ea.</td>
<td>6.95</td>
<td>4.95</td>
</tr>
</tbody>
</table>

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**05G Catalog**
1. Most of the document has been built for you. You will focus on formatting the table and creating a header. The document has two layers (more about layers in Chapter 7). As you’re working on this project, you may accidentally click elements from a different layer. If this message appears, choose Cancel, and click on the table area.

2. All the frames for the table are threaded. Therefore, you should be able to select all the copy by using the Select All command. Go to Table>Convert Text to Table and accept the default settings. The table will be unformatted. Adjust the length of each text frame allowing the text to flow so that similar products are grouped together.

3. Select the entire table and enter 0 in the stroke field. Make sure all the grid guides are highlighted when you perform this action.

4. Select the top row in the first table. Refer to the example on the previous page and modify the width of the columns, the cell colors and the type colors. The Sale column is 12 pt. Bold. When the top row is formatted correctly, use the Contextual menu>Convert to Header Rows. The Header will probably appear on all the frames. If it does not, go to Step 5.

5. Go to Table Options>Headers and Footers. In the Header Rows field, enter 1. In the Repeat Header field, choose Every Text Column or Once per Frame. The header should appear above each table.

6. Fine-tune the project, following the example on the previous page. You will probably need to readjust the depth of each frame. As you make type style/color and cell color changes, notice that you can highlight and change the attributes of a specific column in all the frames at once. For the final step, select the entire table and use the Table controls to change the depth of all rows to Exactly 0.25 in.
1. What are the four main types of tabs?

2. How does Indent to Here work?

3. How many times should you press the Tab key to line up text?

4. What is the method of increasing the space between the dots in leaders?

5. Define cells, columns, and rows.

6. What pattern can you see between the keyboard shortcuts for these functions:
   a) Text Frame Options; b) Cell Options; and c) Table Options

7. What technique do you use to insert a tab character inside a cell?

8. What are two methods of removing all the tab stops in selected text?

9. When you are resizing table columns, what key should you press to prevent the 
   outer dimensions of the table from changing?

10. What is the process for removing an outer border on a table?

11. How is mark up helpful when setting complex tabular copy?

12. What are tab stop presets?

13. Memorize the mnemonic for setting the copy shown right. 
    Then mark up the copy using the symbols to the right, 
    showing where you will press the tab key and 
    the location and style of each tab stop.

**City [tab, tab] State [tab,tab] Zip [tab, return]**

City ________________  State ______  Zip __________