

## Tables

This section teaches you how to draw and manipulate table objects. At the end of this section, you'll know how to perform the following tasks:

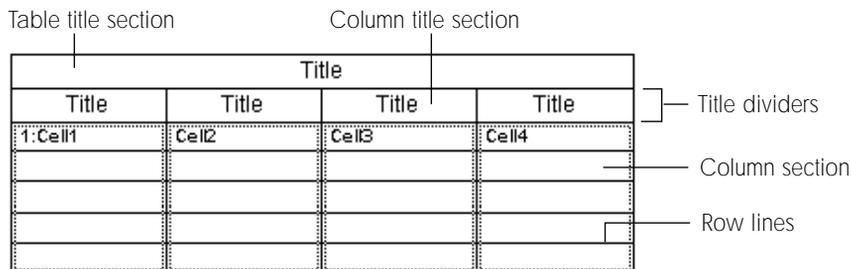
- select a table style
- draw a table
- select and modify the individual parts of a table.

### Overview

Tables are graphic objects that hold information. Each table contains one or more columns and each column contains a cell—a holding place for data. When a form is filled out, information is entered into each cell.

It's recommended that you use tables instead of multiple cells whenever possible. Tables are quicker to draw than multiple cells, they require less memory, and are easier to maintain. For example, it's much easier to adjust the width of a single table column than it is to adjust the width of multiple cells.

Tables are composed of different elements or parts. When you draw a table with Informed Designer's Table tool, these various parts are created automatically.



There are several options that you can use to change the general appearance of a table. For example, you can show or hide the title sections, or you can fill the alternating rows with a color.

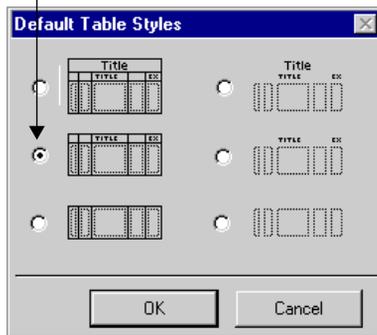
## Drawing a Table

In this exercise, you'll choose a table style and create a table with a title and five columns. The default table style has no title, so you must select a different table style before you begin drawing your table.



- Double-click the Table tool on the Tool palette to display the Default Table Styles dialog box.
- Select the style in the middle of the left column, then click 'OK.'

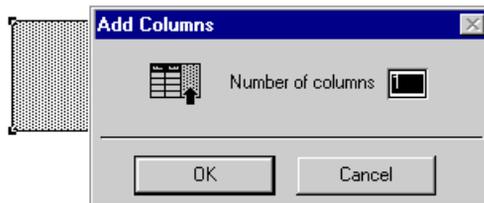
Select this style.



Now draw the table.

- Position the pointer at **4.25** inches from the top and **0.5** inches from the left.
- Click the mouse button and drag the pointer diagonally to draw a table that's **4.0** inches high by **7.5** inches wide.

When you release the mouse button, the Add Columns dialog box appears.



- Enter **4** in the 'Number of columns' text box, then click 'OK.'
- The new table appears as the currently selected object.



- Click and drag the line between the second and third columns to make the second column **4.5** inches wide.
- Make each of the last two columns **1.125** inches wide.

## Modifying the Table Rows

In this exercise, you'll change the pen setting for the rows in the table.

- Select the Pointer tool.
- Click any one of the row divider lines. The row dividers “shimmer” to indicate that they're selected.
- Choose **Pen** from the Style menu and select the 'None' option on the color palette.
- Double-click the Pointer tool on the Tool palette to deselect the table. The row lines are now invisible.

## Changing the Table and Column Titles

In the same way that you changed the title sections of each field on your template, you can also change the titles of the table columns.

- Using the Pointer tool, select the title section of the first column, then choose **Select Same** from the Edit menu to select all the column titles.
- Set the column title type settings to **Arial** (Windows) or **Helvetica** (Mac OS), **9 point**.
- Press Tab to highlight the first column title.
- Type **Qty** then press Tab to highlight the next table column.
- Type **Description** then press Tab.
- Repeat this procedure to name the subsequent columns **Unit Cost** and **Extended Cost**.
- Fill the column title sections with the same color as the field title sections.
- Choose **Save** from the File menu to save your changes.

Your template should now look like this:

		<b>World Corporation</b> 1 Avenue of the Americas New York, NY 10045		<b>PURCHASE ORDER</b>	
				Purchase Order Number 1C all 1	
Supplier Name and Address 2C all 2		Send Invoice To 3C all 3		Deliver Goods To 4C all 4	
				Ship Via 5C all 5	
Special Instructions 6C all 6					
Qty	Description	Unit Cost	Estimated Cost		
10C all 10	Cell 11	Cell 12	Cell 13		
Authorizing Signature 7C all 7		Date issued 8C all 8		Total 9C all 9	

This is the end of the section.

