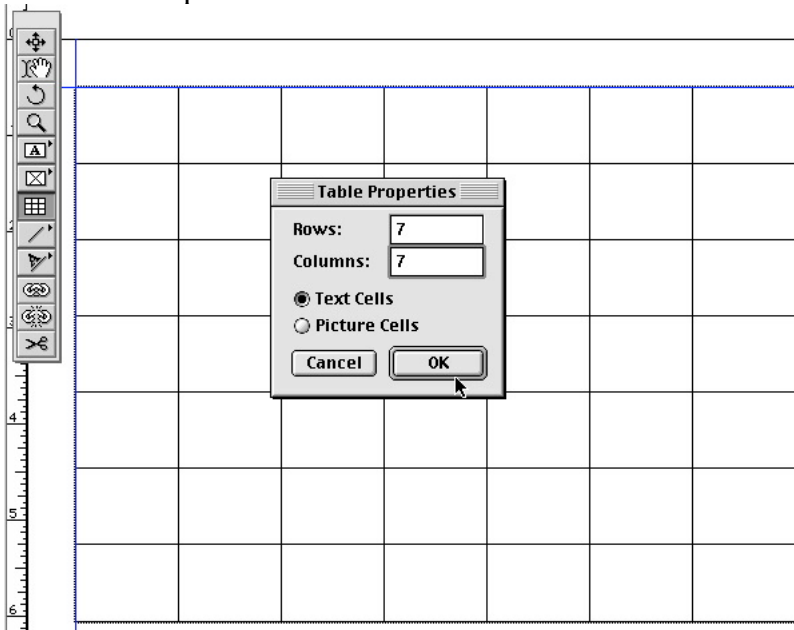


QuarkXPress Table Tutorial by David Creamer

Making tables in previous versions of QuarkXPress was tedious at best — unless you had a third-party plug-in, but even that could be a challenge. Tables consisted of numerous tabs, paragraph rules, and vertical rules. Hopefully, you didn't have too many format changes. Luckily, starting with QuarkXPress 5, as you will see, can make table creation much easier.

Step 1

Create the table by clicking-and-dragging with the Table tool; make the table approximately 7 x 6 inches. When you finish dragging, you can define the number of rows and columns (7 x 7 in this example), plus whether you want text or picture cells (text cells for this example). When dragging, you can reference the Measurement palette to get an exact size to the table. After dragging, you can adjust the size through the Modify dialog box or the Measurement palette.



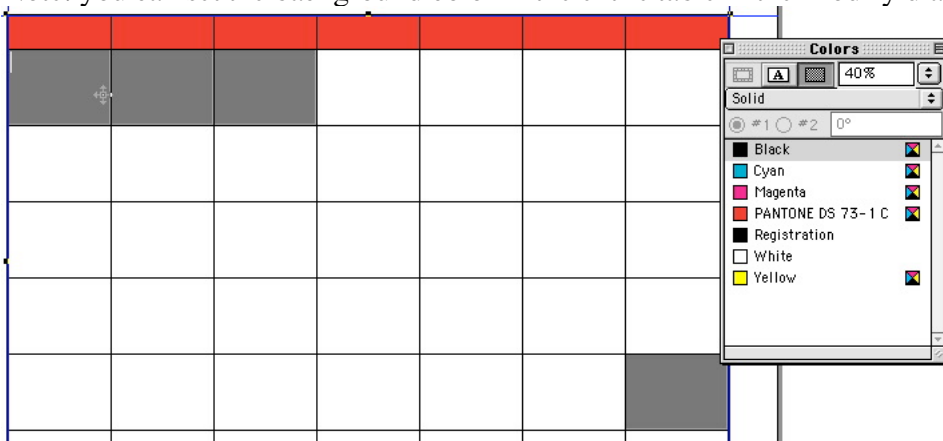
Step 2

You can click-and-drag on the gridline rule to resize your rows and columns. If you need to change a number of rows/columns at once, select them and use the Measurements palette or the Modify dialog box. In order to change the cell measurement but keep the table the same size, you must select "Maintain Geometry" from the Modify dialog box. Usually, you want to have Maintain Geometry on when adjusting column width to keep the table the same width, and turn Maintain Geometry off when adjusting row height.

Step 3

You can click-and-drag to select multiple cells, and then apply a color to all the cells. Select the noncontiguous cells, shift-click on the cells before applying the color.

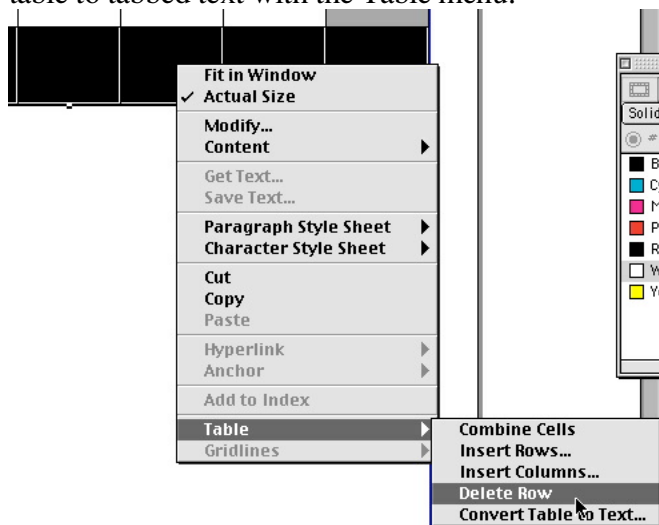
Note: you can set the background color in the entire table in the Modify dialog box.



Step 4

Delete the unnecessary row at the bottom of the table by selecting the row (click-dragging), control-clicking on the row, and select the Table>Delete Row menu (you also can select the Item>Table>Delete Row menu).

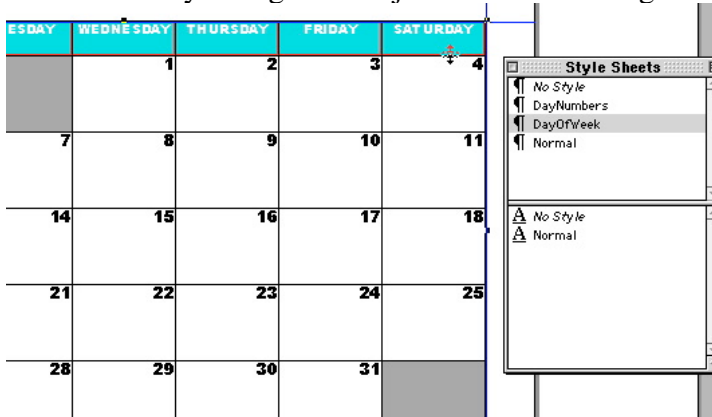
Notice that you have the option to combine cells, insert new row/columns, and convert the table to tabbed text with the Table menu.



Step 5

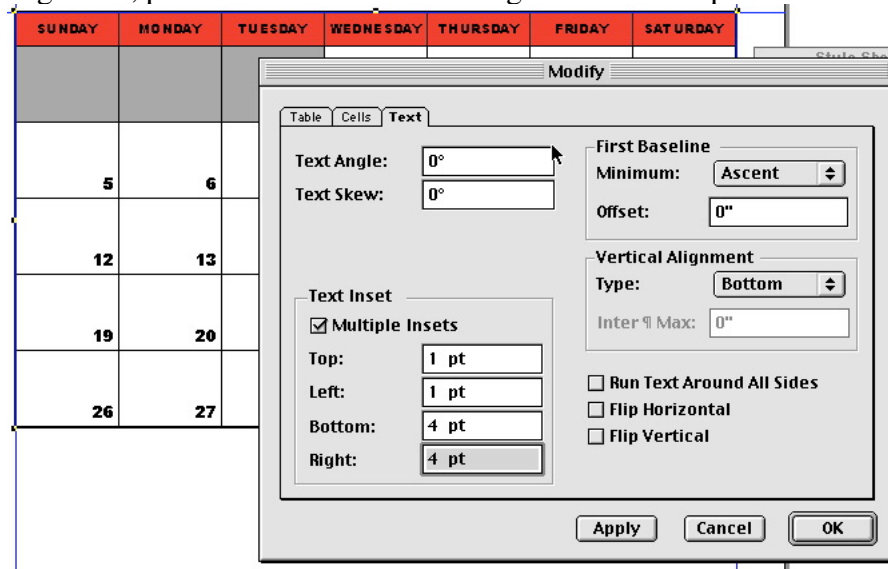
Enter the days of the week in the top row, and page numbers in the others (following a calendar). Use the arrow keys or control-tab to move from cell to cell. Use the same click-and-drag technique to select the cells and apply your type styles. (I would strongly suggest using paragraph/character styles for your tables, but you can use the standard formatting methods.)

Note: Although you can set the left/center/right alignment with type styles, you will need to use the Modify dialog box to adjust the Vertical Alignment for align the text top to bottom.



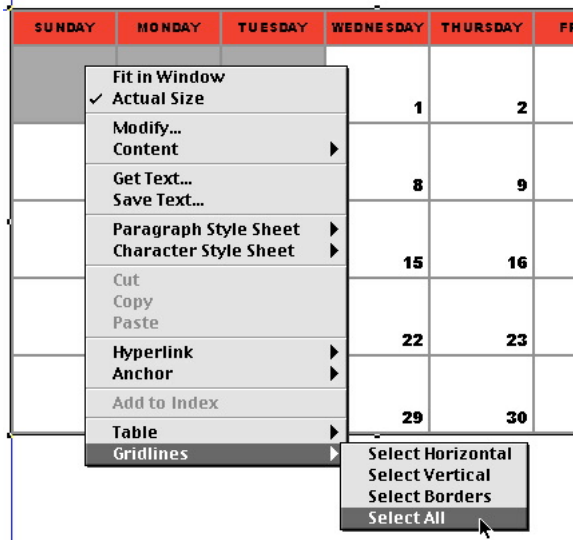
Step 6

Select the cells again if necessary, open the Modify dialog box (either by control-clicking or via the Item menu), and click on the Text tab. The options here are basically the same as the standard Modify>Text options, including vertical alignment and text inset. In this example, choose center vertical alignment for the weekdays; for the day numbers, choose bottom alignment, plus indent the bottom and right text insets 4 points.



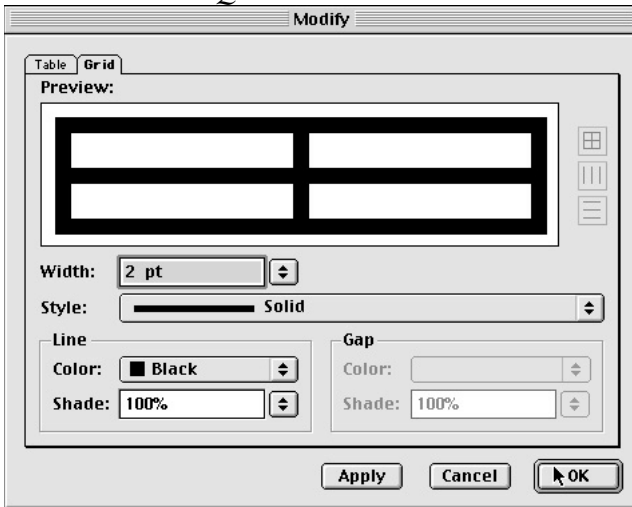
Step 7

Select the gridlines by control-clicking and selecting Gridlines>Select All (you can also use the Item>Gridline menu). Notice the other gridline selection options allow the selection of only the horizontal gridlines, only the vertical gridlines, and the outer border.



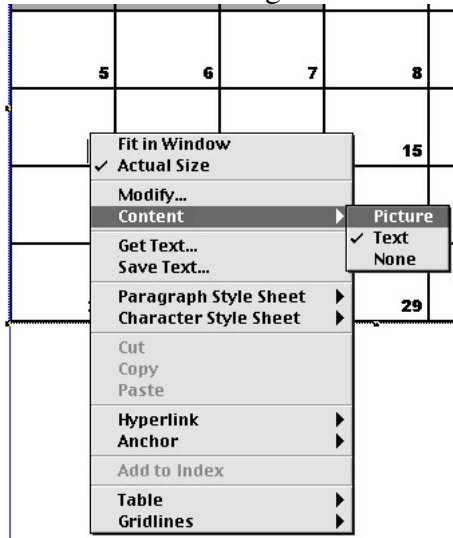
Step 8

With the gridlines selected, open the Modify dialog box (either by control-clicking or via the Item menu), and click on the Grid tab. For this example, change the rule width to 2 points. Select just the first gridline by command-clicking on it and change it to 4 points. *Note: See “New QuarkXPress 6.x Table Features” at the end of this tutorial.*




Step 9

Select a cell (or range of cells), control-click on the cell, and select the Content>Picture menu. This will change the selected cell(s) so they can contain images.



Step 10

Import a graphic and format using the new Style>Fit Picture to Box (Proportionally) menu. That's it! A simple table that can be complete in a couple of minutes — plus it is much easier to update later on.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

New QuarkXPress 6.x Table Features

You can now set Gridline color to None or a width of 0 pts. to make an table with “invisible” gridlines.

You can link text cells in the table. If you choose the Link Cells option when making the table, *all* the cells are linked. You also can use the Link tool to link individual cells after you make the table.

A new feature with Quark 6 is the ability to link to an external Excel file.

To link to an Excel file, create the table with the Table tool like normal, but don't bother entering in any column or row numbers; click on the *Link to external data* option; click OK; browse to select you Excel file; adjust the sheet and cell range settings if necessary; and click OK.

Linked Excel files are now listed under the Usage palette under the Table tab. Linked tables are listed as missing or modified just like pictures. One major issue to keep in mind is that you will lose all Quark-based edits to your table if you update an edited Excel file.

You cannot turn runaround off on tables, only adjust the runaround amount.

Copyright 2004 by David Creamer.
<http://www.IDEAstraining.com>