Using tables for page layout

Writer's tables can serve several purposes, such as holding data as you might see it in a spreadsheet, lining up material, and creating more complex page layouts. For information about using tables of data, see Chapter 13, Tables of Data.

This topic describes how to achieve some common layouts by using tables.

Positioning information in headers or footers

Instead of using tabs or frames, you can use a table in a header or footer to position different elements such as page number, document title, author, and so on. These elements are often inserted using fields, as described in Chapter 17, Fields.

Creating sideheads using tables

Sideheads and marginal notes are commonly used in documents such as resumes and computer user guides. The main body of the text is offset to leave white space (usually on the left-hand side) in which the sideheads or notes are placed. The first paragraph is aligned beside the sidehead, as in Figure 119.

Example of a sidehead	In some cases you may want to put only one or two paragraphs in the table itself and the rest of the text and graphics in ordinary paragraphs (formatted to line up with the paragraphs in the table) so that text and graphics will flow more easily from one page to another when you add or delete material. In other cases, you might put each paragraph in a separate row of the table and allow the table to break between pages.

Figure 119: Example of a sidehead

✅ **Note**

> Sideheads can also be created by placing text in a frame using the Marginalia frame style, as described in Chapter 9, Working with Styles.

Example

To create a table for use with a sidehead:

1) Place the cursor where you want the table to appear and choose **Table > Insert Table** (*Ctrl+F12*).

2) In the Insert Table dialog (Figure 120), define a two-column, one-row table with no heading. Choose **None** under *Styles* so the table will have no border. Click **Insert.**

3) Right-click the table and choose **Table Properties** in the context menu. On the *Columns* tab of the Table Properties dialog (Figure 121), set the column widths.

4) On the *Table* tab of the Table Properties dialog (Figure 122), in the *Spacing* section, make the **Above** and **Below** values the same as the Top and Bottom spacing you have defined for ordinary paragraphs of text. In the *Properties* section, optionally give this table a name. Click **OK** to save your settings.

ℹ️ **Tip**

> To check the top and bottom spacing for a paragraph: position the cursor in the paragraph and open the Properties deck in the Sidebar. In the *Paragraph* section, look under *Spacing* for the values.