

Coach's Office Playbook – Tables

The Coach's Office playbook program has an Insert Table function to insert tables with rows and columns into a word box. Type in text, copy and paste text from a word processing program, or copy and paste graphic images from a graphics program. For frequently-used tables, create a page in the playbook with the table(s) and copy and paste the page where needed.

Insert a Table

In the playbook, click the *Word* button, and then click in the word box where the table will go. Click *Insert Table*. In *Insert Functions*, enter the number of rows and columns. (fig. 1a, b)



figure 1a



figure 1b

Enter Information into the Table

Enter information into the table by typing text or copying and pasting from other applications. Make adjustments to the table and the content as needed.

Player	Assignment
PST	mlb, lb, myside
PSG	gap, mlb, double to next level
C	on, down
BSG	pull and trap 1st off colored jersey
BST	mlb, lb my side
Y	mlb, lb my side
QB	open up playside. hand off and carry out option fake
F	take the ball on down hill course, get behind pulling guard, run to daylight
T	carry out option fake
X	block #2

figure 2a

Player	Assignment
PST	mlb, lb, myside
PSG	gap, mlb, double to next level
C	on, down
BSG	pull and trap 1st off colored jersey
BST	mlb, lb my side
Y	mlb, lb my side
QB	open up playside. hand off and carry out option fake
F	take the ball on down hill course, get behind pulling guard, run to daylight
T	carry out option fake
X	block #2
Z	block #2

figure 2b

Edit the Table

Understanding the table attributes can help in determining which edits to make. In addition to editing the table, the content can be edited. (See Edit Text in a Table.)

- The overall size of the table depends on the boundaries of the word box.
- The columns are equally distributed within the width of the word box.
- The initial height of the rows is determined by the last used font. (The larger the font size, the taller the row.)
- Rows and columns can be edited, inserted, deleted.
- Text wraps to the next line within the row.
- If a word box is not large enough to display all the information in the table, a plus (+) sign displays.
- The table border and guide lines display in light gray as non-printing guides, which can be changed to print in black.

Edit columns:

In our example, each of the two columns have 50% of the table width by default. (fig. 2a) It is easy to edit the width of the columns.

- Move the cursor over the left side of a column to get the vertical column guide sign. (fig. 2b) Click and drag the column guide left to the desired width.
- In our example, column two expands to the left, the text flows to adjust to the increased width, and all the rows display (no plus sign). (fig. 2b)

Edit rows:

- Change font attributes for the entire table or a single row.
 - Click and drag through rows and columns to select them and then change the font attributes.
- For additional blank space between rows, consider adding a blank line at the end of an entry by clicking <Enter>.

Edit printing guides:

The non-printing borders and guide lines can be changed to print in black.

- Highlight the entire table by clicking in the top row and column and dragging through the cells to the bottom of the table.
- Click *Borders and Color*. The *Table Properties* display. (fig. 3)
- In the *Frame* section of *Table Properties*, click *All*.

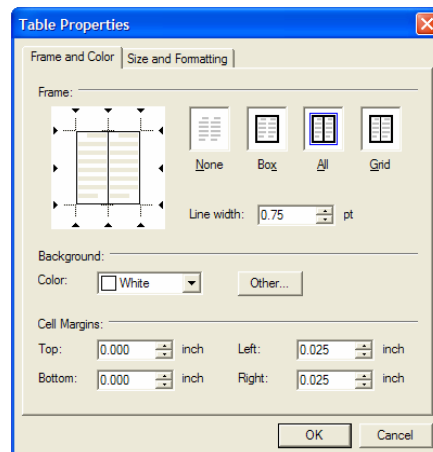


figure 3

Edit table or cell background colors:

Add background colors to the entire table or specific cells. For example, add color to the title row.

- Highlight the row by clicking in the first cell and dragging through all cells to be colored. The text appears in inverse. (fig. 4)
- Click *Borders and Color*. The *Table Properties* display.
- In the *Background* section, click the color. In our example, light gray. For additional colors, click *Other*. (fig. 5)

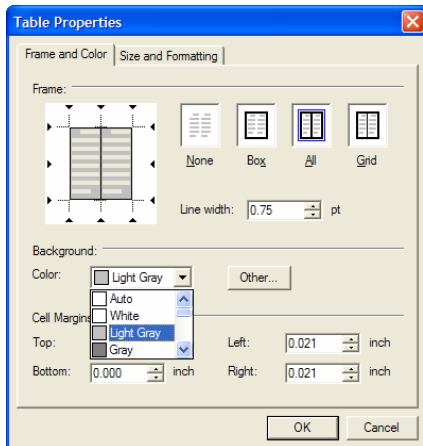


figure 4

Player	Assignment
PST	mib, lb, myside
PSG	gap, mib, double to next level
C	on, down
BSG	pull and trap 1st off colored jersey
BST	mib, lb my side
Y	mib, lb my side
QB	open up playside, hand off and carry out option fake
F	take the ball on down hill course, get behind pulling guard, run to daylight
T	carry out option fake
X	block #2
Z	block #2

figure 5

Edit Text in a Table

Use the same word processing features to edit the text in a table that are available to edit the playbook word boxes – all font attributes, colors, spell checking, more.

Create a Master Page(s) with Tables

For tables that are used regularly, create them in a playbook page and copy and paste the page. Below are some setup guidelines.

1. ***Insert a new chapter*** at the end of the table of contents and name it. (fig. 7) By inserting it last, the chapter can easily be omitted when the print page range is defined.
2. ***Insert new page***
 - a. Choose a page template that suits the needs of the table(s).
 - b. Our example has a title box and 2 large boxes – for the play and table.
3. ***Define the boxes*** on the page
4. ***Name the page***
5. ***Insert the table***
 - a. Enter number of rows and columns; our example has 12 rows and 2 columns.
6. ***Define/edit the master attributes*** for the table. (fig. 8) In our example:
 - a. Make black printing borders and guide lines.
 - b. Add light gray background color for title row.
 - c. Type titles and set font attributes, such as Arial 20 bold center.
 - d. Edit column sizes: drag left guide to increase size of column 2.
 - e. Click in each position row (rows cannot be multi-selected).
 - i. Set font attributes, such as Arial 18 bold center.
 - ii. Type the position.
 - iii. Click down arrow key to go to next row in the column and repeat steps.

Shotgun Series
Quick Traps
Naming Fronts
200 series
Master Tables
19-Player Assignments

Figure 7

Player Assignments	
POSITION	ASSIGNMENT
QB	
H	
F	
X	
Z	
Y	
RT	
RG	
C	
LG	
LT	

Figure 8

Copy a Table Page to Another Chapter

To insert the master table page into another chapter, simply copy the page and paste it into position.

1. Open the chapter with the master table page.
2. In the table of contents, click the desired master table page.
3. In the tool bar, click *Copy Page/Box* and choose *page*.
4. Open the chapter where the page is to be inserted.
 - a. Click the page before where the table page is to be inserted.
 - b. In the tool bar, click *Paste Page/Box*.

The page is inserted. Enter the information into the table and make edits as needed.