

# **Chapter 1 Table Editor**


The Table Editor allows you to edit tables in a component format area. This document covers the following topics:

Component format

- Inserting a table
- Adding content to a table
- Formatting a table
- Selecting cells in the Table Editor
- Formatting table cells
- Inserting a row
- Inserting a column
- Removing a row
- Removing a column
- Merging cells
- Splitting cells

## 1.1 Inserting a table

### To insert a table

- 1 In a Component place your cursor in the format area.
- 2 On the Component toolbar, click the Table icon . The Insert Table window appears.

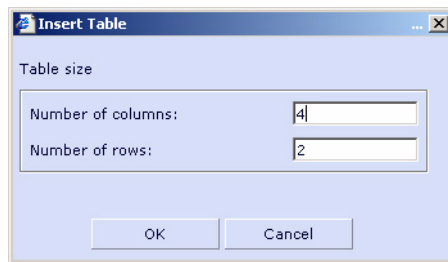


Figure 1-1 Insert Table window

- 3 Enter the number of columns and rows for your table.
- 4 Click **OK**.

The Table Editor window appears with the Table Formatting panel showing.

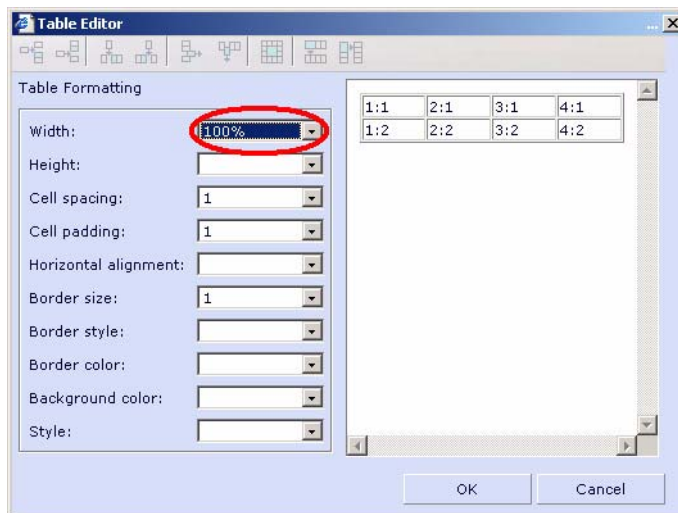


Figure 1-2 Table Editor

- 5 Set the width of your table. Use the width drop-down menu to set the width as a percentage of the Format area, or select **Other** to enter a width not listed.

You can enter a width in one of two ways:

- As a percentage of the format area (60%)
- As a number of pixels (250)

- 6 Set any other table and cell formats needed.

For information on formatting a table, see "Formatting a table" on page 4. For information on formatting a cell, see "Formatting table cells" on page 12.

- 7 Click **OK**.

Your table is inserted in the format area.

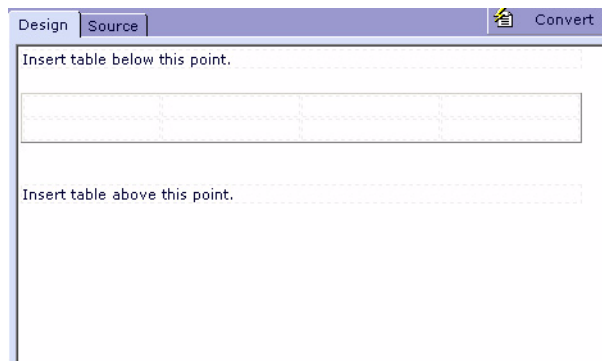


Figure 1-3 Inserted table

## 1.2 Adding content to a table

Once your table is in the format area you can add content as shown in figure 1-4.

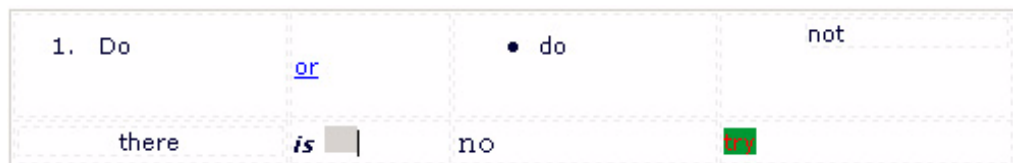


Figure 1-4 Contents in a table

You can use the arrow keys to move within the table cells.

## 1.3 Formatting a table

### To format a table:

- 1 In a Component format area, select the table by clicking on the table border as shown in figure 1-5.

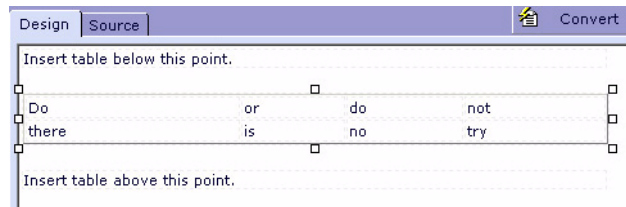



Figure 1-5 Selected table in the format area

- 2 Click on the Table icon .

The Table properties window appears with the Table Formatting panel showing.

- 3 Set the following table properties as appropriate:
  - Width
  - Height
  - Cell spacing
  - Cell padding
  - Horizontal alignment
  - Border size
  - Border style
  - Border color
  - Background color
  - Style

For example, the settings in figure 1-6 will give your table the formats in figure 1-7.

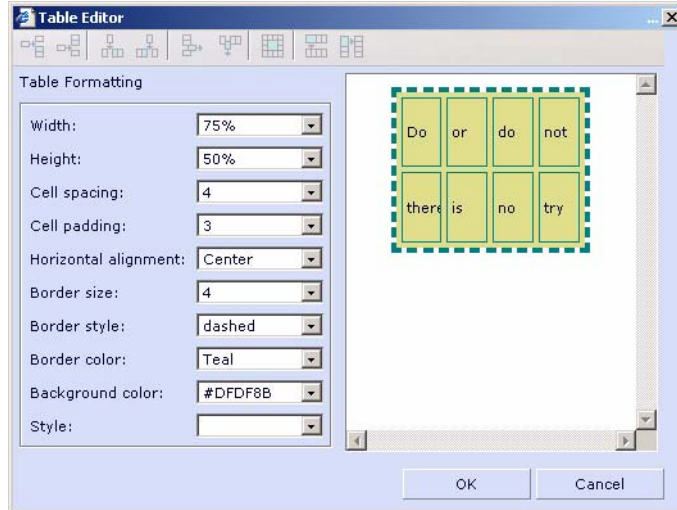


Figure 1-6 Table Formatting settings

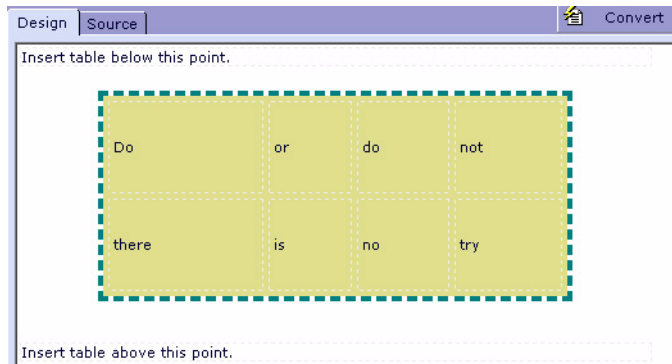


Figure 1-7 Table in format area

- 4 When your table formatting properties are set, click **OK**.

### 1.3.a Width

Use the Width drop-down menu to set the table width as a percentage of the format area. Select **Other** to enter a width not listed.

You can enter a width in one of two ways:

- As a percentage of the format area (60%)
- As a number of pixels (250)

### 1.3.b Height

Use the Height drop-down menu to set the table height as a percentage of the format area. Select **Other** to enter a height not listed.

You can enter a height in one of two ways:

- As a percentage of the format area (60%)
- As a number of pixels (250)

### 1.3.c Cell spacing

Use the Cell spacing drop-down menu to set the spacing around the table cells. Select **Other** to set the spacing to a numeric value other than those listed.

### 1.3.d Cell padding

Use the Cell padding drop-down menu to set the padding between the cell contents and the cell borders. Select **Other** to set the padding to a numeric value other than those listed.

### 1.3.e Horizontal alignment

Use the Horizontal alignment drop-down menu to set the horizontal alignment of the table to left, center or right. When the Horizontal alignment property is blank, the setting defaults to Internet Explorer's settings.

### 1.3.f Border size

Use the Border size drop-down menu to set the table border size. Select **Other** to set a size other than those listed.

To remove the table border completely, set the Border size to zero, and make sure the Border style and color properties are empty.

### 1.3.g Border style

Use the Border style drop-down menu to set the table border style. The default setting is a solid line.

### 1.3.h Border color

Use the Border color drop-down menu to set the border color for both the table and cell borders. Select **Custom color** to set a color other than those listed.

For example:

- 1 Select Custom color from the drop-down menu.

The Color window appears.

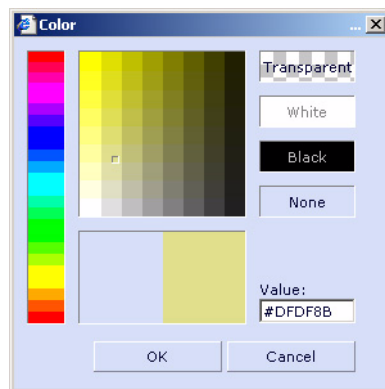


Figure 1-8 Color window

- 2 Select a color with one of the following methods:
  - Click on a shade in the left-side vertical color spectrum.
  - Click on a shade in the square gradient box.
  - Click on Transparent, White, Black, or None.
  - Enter an alphanumeric Web color code in the Value text box.
- 3 Click **OK**.

### 1.3.i Background color

Use the Background color drop-down menu to set the background color for the table. Select **Custom color** to set a color other than those listed. For steps to set custom colors, see "Border color" on page 7.

### 1.3.j Style

Use the Style drop-down menu to set your table formatting to a predefined style.

## 1.4 Selecting cells in the Table Editor

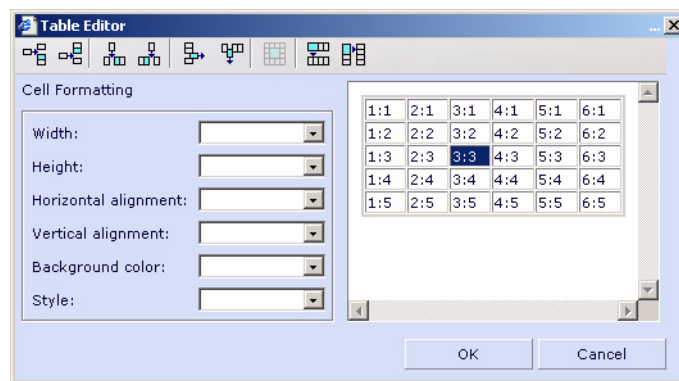
This section describes how to select and deselect cells in the Table Editor preview area and covers these topics:

- Selecting a single cell
- Deselecting a cell
- Expanding a cell block
- Contracting a cell block
- Selecting multiple cells
- Deselecting a single cell with multiple cells selected

### 1.4.a Selecting a single cell

**To select a single cell:**

- 1 Click on a cell.



**Figure 1-9** Single cell selected

## 1.5 Deselecting a cell

### To deselect a cell:

- 1 Do one of two things:
  - Click on a different cell.  
This selects the new cell.

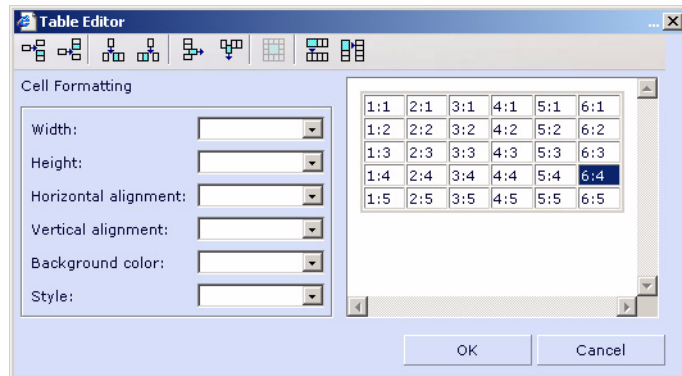


Figure 1-10 Selecting a different single cell

- Click outside the table within the preview area.  
The Table Editor returns to the Table Formatting panel.

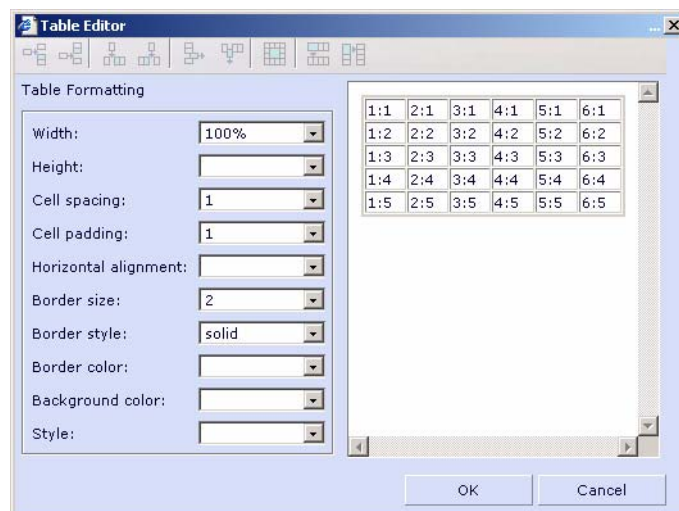


Figure 1-11 Returning to Table Formatting

### 1.5.a Expanding a cell block

#### To expand a cell block

- 1 Click on a cell.
- 2 Press the Shift key and click on another cell.

This will select all cells between the first cell and the second cell.

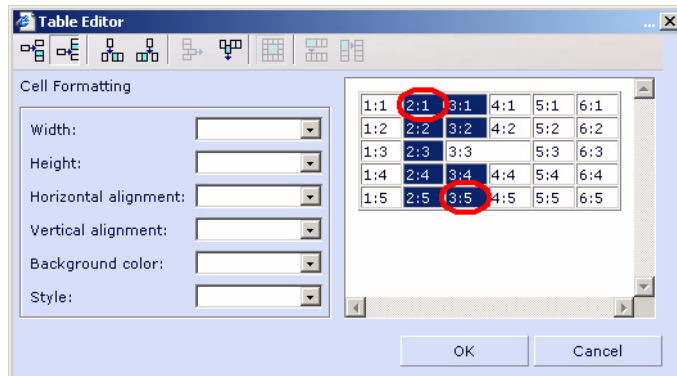


Figure 1-12 Expanding cell block

The selected block contains only the cells that are fully bounded between the two cells.

For example, merged cell 3:3 is not included in the selection because it extends beyond cell 3:5.

### 1.5.b Contracting a cell block

#### To contract a cell block

- 1 Within a cell block, press the Shift key and click on a cell.

This will contract the cell block from the original cell to the selected cell.

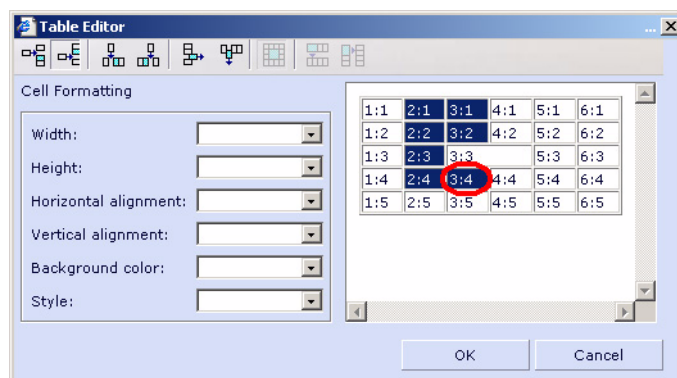


Figure 1-13 Contracting cell block

### 1.5.c Selecting multiple cells

#### To select multiple cells

- 1 Click on a cell.
- 2 Press the Ctrl key and click on a different cell.

This will select both clicked cells.

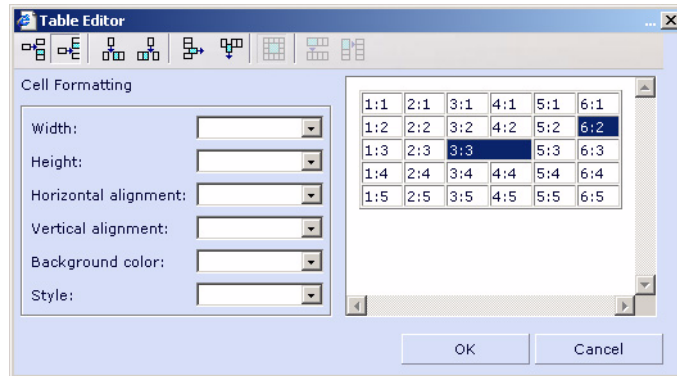


Figure 1-14 Selecting multiple cells

### 1.5.d Deselecting a single cell with multiple cells selected

#### To deselect a single cell with multiple cells selected

- 1 Press the Ctrl key and click on a selected cell.

This deselects the clicked cell.

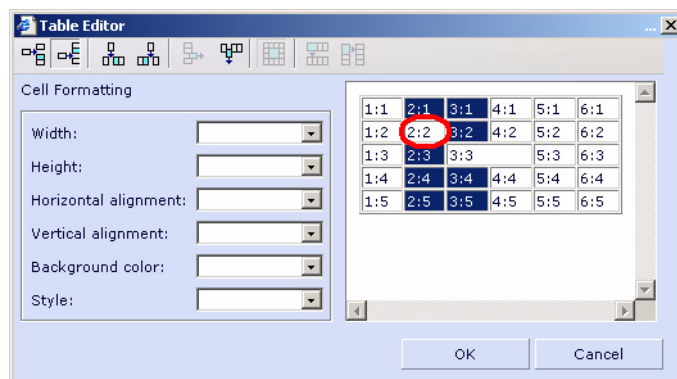


Figure 1-15 Deselected cell in a cell block

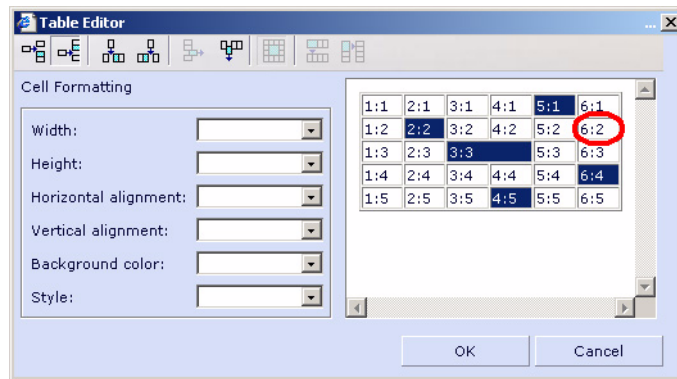



Figure 1-16 Deselected cell with multiple selected cells

## 1.6 Formatting table cells

You can set individual or cell block formatting in the Cell Formatting panel.

### To format cells:

- 1 In a Component format area, select the table by clicking on the table border.
  - 2 Click on the Table icon .
- The Table properties window appears with the Table Formatting panel showing.
- 3 In the Table Editor preview area, click within a cell.

The Cell Formatting panel appears.

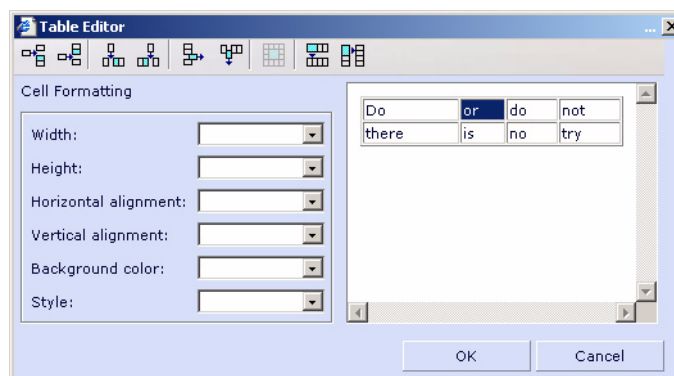


Figure 1-17 Cell Formatting panel

For information on selecting more than one cell see "Selecting cells in the Table Editor" on page 8.

4 Set the following table properties as appropriate:

- Width
- Height
- Horizontal alignment
- Vertical alignment
- Background color
- Style

**Note:** If you have selected more than one cell, the formatting applies to all selected cells.

5 When your cell formatting properties are set, click **OK**.

### 1.6.a Width

Use the Width drop-down menu to set the cell width as a percentage of the table width. Select **Other** to enter a width not listed.

You can enter a width in one of two ways:

- As a percentage of the table width (60%)
- As a number of pixels (250)

**Note:** Setting a cell width to more pixels than that of the table or to a percentage higher than 100%, gives the cell 100% of the table width minus the space needed to accommodate the other columns' contents.

### 1.6.b Height

Use the Height drop-down menu to set the cell height as a percentage of the table height. Select **Other** to enter a height not listed.

You can enter a height in one of two ways:

- As a percentage of the table height (60%)
- As a number of pixels (250)

**Note:** Setting a cell height to more pixels than that of the table or to a percentage higher than 100%, gives the cell 100% of the table height minus the space needed to accommodate the other rows' contents.

### 1.6.c Horizontal alignment

Use the Horizontal alignment drop-down menu to set the horizontal alignment of the cell contents to left, center, or right. When the Horizontal alignment property is blank, the setting defaults to Internet Explorer's settings.

### 1.6.d Vertical alignment

Use the Vertical alignment drop-down menu to set the vertical alignment of the cell contents to top, center, or bottom. When the Vertical alignment property is blank, the setting defaults to Internet Explorer's settings.

### 1.6.e Background color

Use the Background color drop-down menu to set the background color for the selected cells. Select **Custom color** to set a color other than those listed. For steps to set custom colors, see "Border color" on page 7.

### 1.6.f Style



Use the Style drop-down menu to set your cell formatting to a predefined style.

## 1.7 Inserting a row

### To insert a row:

- 1 In the Table Editor preview area, click within a cell above or below where you want to insert a row.

The Cell Formatting panel appears.

- 2 Depending on if you want to insert a row above  or below  the selected cell, click the appropriate icon.

The inserted row takes the properties of the selected row.



The Table Editor returns to the Table Formatting panel.

## 1.8 Inserting a column

### To insert a column:

- 1 In the Table Editor preview area, click within a cell beside where you want to insert a column.

The Cell Formatting panel appears.

- 2 Depending on if you want to insert a column to the left  or to the right  of the selected cell, click the appropriate icon.

The inserted column takes the properties of the selected column.  
The Table Editor returns to the Table Formatting panel.

## 1.9 Removing a row

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**Caution:** Move or delete all contents of a row before removing the row in the Table Editor.

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- 1 In the Table Editor preview area, click within a cell in the row you want to remove.

The Cell Formatting panel appears.

To select more than one cell and remove multiple rows, see “Selecting cells in the Table Editor” on page 8.

- 2 Click the Remove row icon .

The content from the removed row is merged into the cells in the row below. Table Editor returns to the Table Formatting panel.

## 1.10 Removing a column

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**Caution:** Move or delete all contents of a column before removing the column in the Table Editor.

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- 1 In the Table Editor preview area, click within a cell in the column you want to remove.

The Cell Formatting panel appears.

To select more than one cell and remove multiple columns, see “Selecting cells in the Table Editor” on page 8.

- 2 Click the Remove column icon .

The content from the removed column is merged into the cells in the column to the right. Table Editor returns to the Table Formatting panel.

### 1.11 Merging cells

- 1 In the Table Editor preview area, click within a cell you want to merge with another cell or cells.

The Cell Formatting panel appears.

- 2 Select another cell or cells with which you want to merge the original cell.

**Note:** The selected cells must form a solid rectangle.

To select more than one cell, see “Selecting cells in the Table Editor” on page 8.



- 3 Click the Merge cells icon .

The selected cells and their contents are merged, taking the properties of the most top-left cell.

### 1.12 Splitting cells

- 1 In the Table Editor preview area, click within a cell you want to split.

The Cell Formatting panel appears.

- 2 Depending on if you want to split the cell in columns (vertical line)  or in rows (horizontal line) , click the appropriate icon.

The selected cell is split. Its contents remain in the initial cell and the initial cell’s properties are copied to the second cell.