MadCap Software

Tables Guide

Flare 10

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CHAPTER 1

Introduction

This feature is supported in all outputs.

A table in Flare is much like it is in any word processing program, such as Microsoft Word, or in a printed textbook. A table is a group of intersecting columns and rows that you can add to a topic for various purposes, such as comparing different elements.

This chapter discusses the following:

Table Elements 6

Tasks Associated With Tables 7

Table Elements

Following are explanations of some of the basic elements involved with tables.

Element/Feature	Description
Caption	A caption is a small title or description that you can add either above or below the table. Using a caption above a table helps with accessibility.
Column	A column is a series of vertical cells in a table. For example, this table contains two columns—one starting with the heading text "Element/Feature" and the other starting with the heading text "Description."
Row	A row is a series of horizontal cells in a table. For example, this table contains numerous rows. The second row in this table consists of the cell with the text "Caption" and the cell to the right with the description for that term. The third row consists of the cell with the text "Column" and the cell to the right with the description for that term.
Cell	A cell is a single rectangular or square area within a table, where you can add text and other content. Each cell has its own set of gridlines that separate it from the other cells in the table. For example, the paragraph you are reading is contained in one cell.
Header Row	A header row is the first series of horizontal cells in a table. A header row is used to provide explanatory phrases for each of the columns in the table. For example, this table contains a header row; the first cell of the header row in this table contains the text "Element/Feature," and the second cell of the header row in this table contains the text "Description." Including a header row is optional. Using a header row helps with accessibility.
Footer Row	A footer row is the final series of horizontal cells in a table. A footer row is used to provide footnotes pertaining to the table and its content. This table does not contain a footer row. Including a footer row is optional.
Gridlines	Gridlines are the gray lines that indicate the edges of cells in a table. They appear in the XML Editor so that you can distinguish where rows, columns, and cells are located. Gridlines do not appear in the final output unless you add borders to the table. By default, when you add a table to a topic, the gridlines are shown in the XML Editor lets you easily hide or show the gridlines as necessary.
Table Style Template	A table style template is simply a table style that has already been designed. When you create a new table style, you can use a table style template so that it already has a design to get you started.

Tasks Associated With Tables

Following are the main tasks for using tables in Flare.

- **Insert Tables** You can insert a table using the Insert Table dialog. See "Inserting Tables" on page 9.
- **Edit Tables** In addition to simply clicking in cells and typing text, there are several ways that you can edit tables after inserting them into topics. See "Editing Tables" on page 31.
- **Create a List of Tables** You can use the list-of proxy to generate a list of various types of elements (e.g., tables, images) in your output, with links to the corresponding content. See "Creating a List of Tables" on page 149.

CHAPTER 2

Inserting Tables

You can create a table using the Insert Table dialog, which lets you specify various properties and settings for the table while you create it. Another option is to use the Insert Table grid, which lets you create a simple table by quickly selecting squares displayed from the Insert Table button; this method is faster but does not let you specify properties and settings for the table at the point of creation.

HOW TO CREATE A TABLE USING THE INSERT TABLE DIALOG

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor place your cursor where you want to add the table.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. In the **Table** section click the face of the **Insert Table** button (not the down arrow).

     You can use the Options dialog to switch between ribbons and the classic tool strip layout. For more information see the online Help.

     Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.
   - **Menu** Select **Table>Insert>Table**.
   - **Text Format Toolbar** Click the face of the **Insert Table** button (not the down arrow).

     To open the Text Format toolbar from the menu view, select **View>Toolbars>Text Format**.
4. Select the **General** tab and modify the options as necessary.

   TABLE SIZE

   - **Number of columns** Enter the number of columns for the table.
   - **Number of rows** Enter the number of rows for the table.
   - **Number of header rows** Enter the number of header rows for the table. A header row can be used to hold titles for the different columns in the table.
   - **Number of footer rows** Enter the number of footer rows for the table. A footer row can be used to hold footnote information about the table.

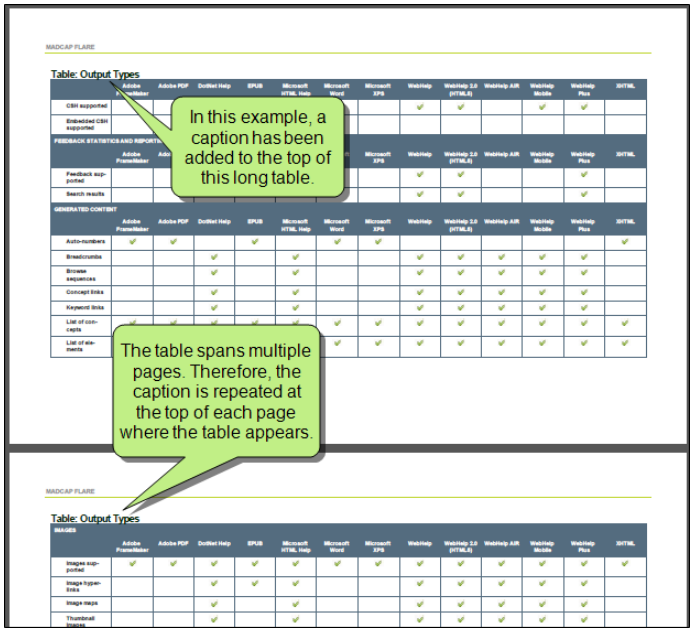
   TABLE CAPTION

   - **Text** Enter a caption (or title) for the table. This caption can be placed above the table or below it.
   - **Side** Click in this field and select to place the caption either above or below the table.

     Note: Due to an issue with Internet Explorer, selecting **Below table** may place the caption *above* the table in outputs based on Internet Explorer.

Note: Different browsers display different results if you have all of the following set on a table: a caption, rounded borders, and a color in the background of the first row. That's because some browsers consider the caption part of the table and others do not. One possible workaround is to set the border-top-left-radius and border-top-right-radius on the top-left and top-right cells.

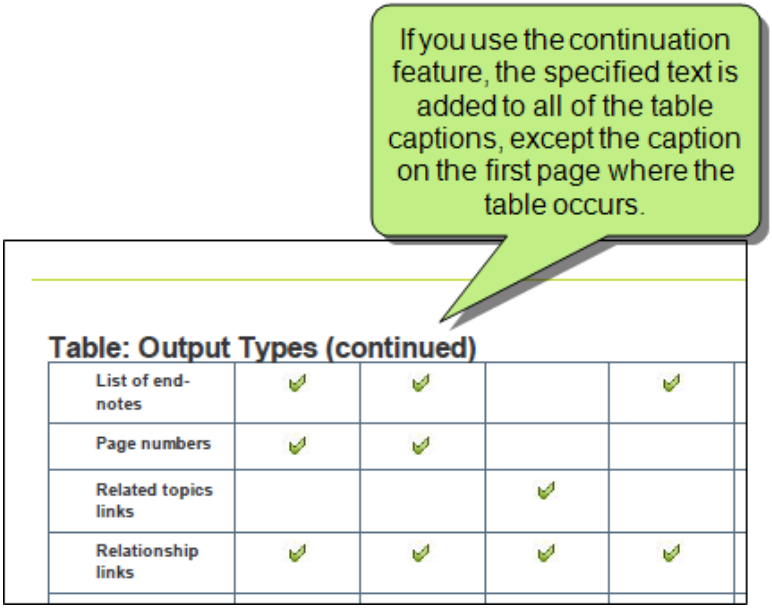
» **Repeat** If you want captions to repeat on tables that span multiple pages in print-based output, select **Repeat** from this field.



Note: You can also edit this option in the regular stylesheet using the **mc-caption-repeat** property.

In addition, you can edit table cell properties in the regular stylesheet.

» **Continuation** In this field, you can enter continuation text to the end of captions that repeat (other than the caption appearing on the first page where a table occurs). Typically this text would be something like "(continued)."



Note: You can also edit this option in the regular stylesheet using the **mc-caption-continuation** property.

In addition, you can edit table cell properties in the regular stylesheet.

SUMMARY

You can enter a summary for a table. This adds the "summary" attribute to the <table> tag and is used to help make your output more accessible to individuals with disabilities.

AUTOFIT BEHAVIOR

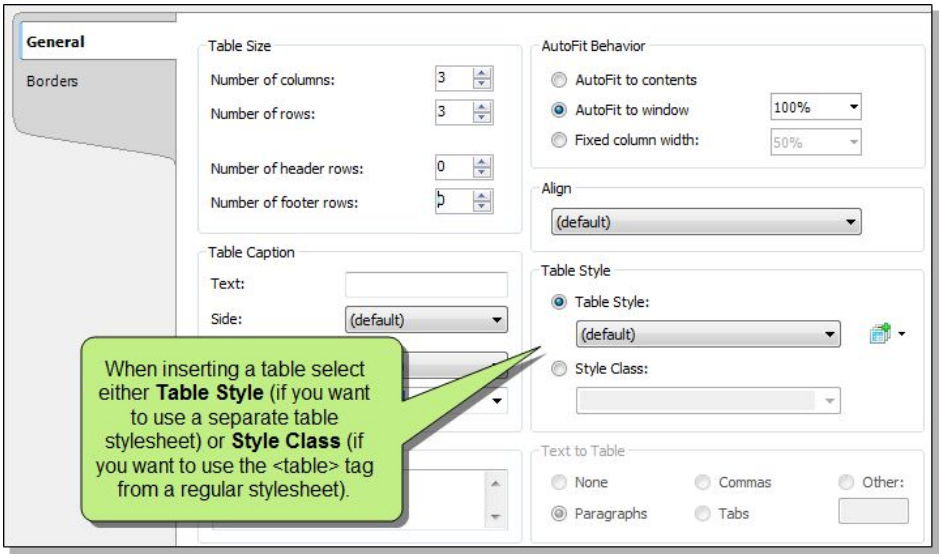
- **AutoFit to contents** Automatically sets the column widths to the same width as the table content.
- **AutoFit to window** Automatically sets the table width to the same width as the output window.
- **Fixed column width** Sets the column widths to the width that you specify. Select the down arrow next to this field and set the width in the popup.

ALIGN

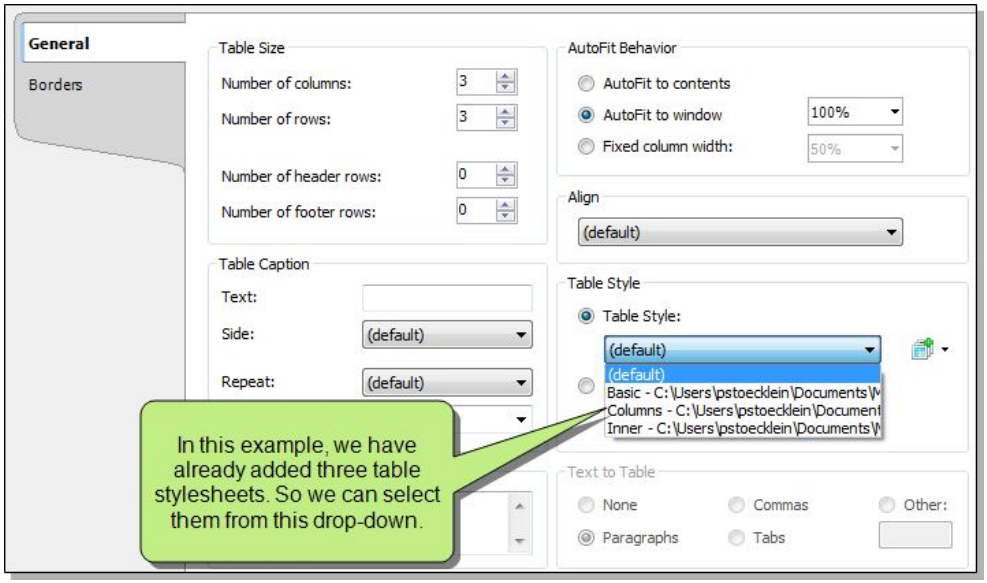
Aligns the entire table either to the left, right, or center of the topic.

TABLE STYLE

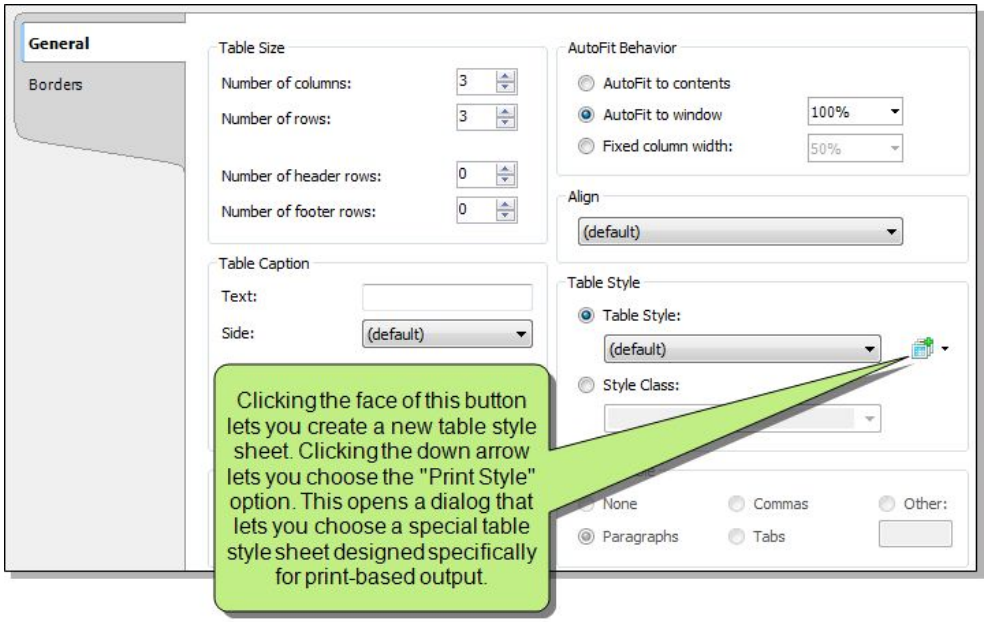
You can select to use either a special table stylesheet or a <table> style from a regular stylesheet. Whichever one you choose will control the look of the table that you insert. When you add a table stylesheet to your project, it is stored in the Resources\TableStyles subfolder in the Content Explorer.



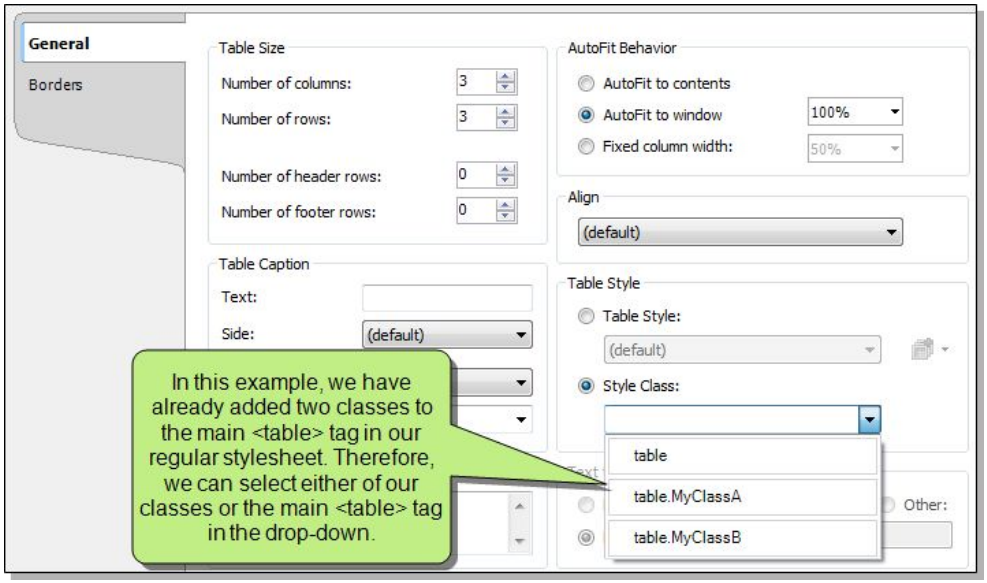
» **Table Style** Select this option if you want to use a table stylesheet to control the look of the table. You can then select an existing table stylesheet from the drop-down list.



» If you do not yet have a table stylesheet that you want to use, click the face of this button to open the Select Table Style Template dialog. This lets you create new table stylesheet. If you click the down arrow next to the button, you can select **Print Style**. This opens the Select Table Style dialog, which you can use to specify another table style to be used specifically for printed output. However, it is recommended that you use a medium instead of the "Print Style" option.



» **Style Class** Select this option if you want to use a regular stylesheet to control the look of the table. You can then select the main <table> style tag from the drop-down, or you can select any class that you have added under that tag. You can create classes for the <table> tag in the Stylesheet Editor; those classes will then become available in this drop-down field.



TO ADD A TABLE STYLE TO THE INSERT TABLE DIALOG

a. In the Insert Table dialog, the face of the **Create New Table Style** button, not the down arrow. The Select Table Style Template dialog opens.

b. In the **Template Folders** area, select a folder.

c. In the **Templates** area, select one of the templates from the folder. You can see a preview of how the table will look in the Preview area below.

d. (Optional) You can type a new name in the **New Style Name** field.

e. Click **OK**. The style is added to the Insert Table dialog.

TEXT TO TABLE

These options are enabled if you have selected text before opening the dialog to insert the table. This lets you create the table and quickly place all of the selected text into table cells.

- **None** Select this option if you want to create a table but not include any of the selected text. In other words, that text is removed and replaced with the new table.
- **Paragraphs** Select this option if you have selected multiple paragraphs and want to convert them into a table. Each paragraph will be placed in a separate table cell.
- **Commas** Select this option if you have selected text separated by commas and want to convert it into a table. Each segment of text between a comma will be placed in a separate table cell.
- **Tabs** Select this option if you have selected text separated by tabs and want to convert it into a table. Each segment of text between a tab separator will be placed in a separate table cell.
- **Other** Select this option if you have selected text separated by a specific text string (e.g., semicolons) and want to convert it into a table. After selecting this option, enter that text string in the field to the right. Each segment of text between the text string that you specify will be placed in a separate table cell.

5. Select the **Borders** tab and modify the options as necessary.

- **Outer Borders** Click in any of the individual fields (**Left**, **Right**, **Top**, **Bottom**) to specify the settings for the table border. If you click the down arrow to the right of all the fields, the settings will be applied to all of the border fields. When you click the down arrow or in one of the individual fields, a small popup displays. Use the lower-left area of the popup to enter a number for the thickness of the border. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered. Use the upper-right area to select a color for the border. And use the lower-right area to select a line type (e.g., solid, double, dashed) for the border. When you are finished, click **OK** in the small popup.
- **Border Radius** These fields let you create rounded corners on the table (see "Creating Rounded Borders on Paragraphs and Tables " on page 60). Click in any of the individual fields (**Top-Left**, **Top-Right**, **Bottom-Right**, **Bottom-Left**) to specify the settings for a particular corner of the table. If you click the down arrow to the right of all the fields, the settings will be applied to all of the fields. When you click that down arrow or in one of the individual fields, a small popup displays.This popup has two halves. you can complete only the left side of the popup if you like. This will create a curve that is equal horizontally and vertically. If you want a border to have more of a curve either horizontally or vertically, you can complete the fields in the right half of the popup as well, so that you have two values (e.g., 10px 15px) instead of one. For more information on using two sets of border-radius properties, see **www.css3.info/preview/rounded-border/**.Use the lower-left area of the popup to enter a number for the amount of curve. The greater the number, the more curve that is applied.Use the area to the right of the number field to select a unit of measurement (e.g., point, pixel, centimeter). If you want to provide a second value for the rounded border, complete the same fields on the right half of the popup. When you are finished, click **OK** in the small popup.

- **Cell Border Collapse** Select whether you want to collapse the cell borders in the table. If you collapse the cell borders, the row and cell borders of a table are joined in a single border. If you do not collapse the cell borders, the row and cell borders of a table are detached. If you use the border radius properties to create rounded borders, this must be set to "Do not collapse cell borders."
- **Cell Border Spacing** Use this area to increase or decrease the amount of spacing for a cell border (in pixels).

6. Click **OK**. The table is added. Now you can click in any cells of the table and add content (e.g., text, images, hyperlinks) as necessary.
7. Click to save your work.

HOW TO CREATE A TABLE USING THE INSERT TABLE GRID

1. Open the content file (e.g., topic, snippet).
2. In the XML Editor place your cursor where you want to add the table.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. In the **Table** section click the down arrow (not the face) of the **Insert Table** button.
   - **Text Format Toolbar** Click the down arrow (not the face) of the **Insert Table** button .

     To open the Text Format toolbar from the menu view, select **View>Toolbars>Text Format**.

   The Insert Table dialog opens.
4. Hover over the grid. When you do this, the squares change color to indicate how many rows and columns will be included in the table. As soon as you click, the new table is inserted.

   The table initially looks very plain because it has no properties or stylesheet associated with it. Therefore, you will likely want to open the Table Properties dialog at some point to specify settings and/or apply a table stylesheet to it. See "Editing Tables" on page 31 and "Editing Table Properties" on page 129.
5. Click to save your work.

Tip: When you insert a table, it is set up by default to use standard table tags in the individual cells (e.g., <th> for table headers, <td> for regular table text). However, if you press Enter at the end of a line, a <p> tag is added within the standard tag. Therefore, in order to keep all of the content in your table cells looking consistent, you may want to create a special style class of the <p> tag to be used for table content (e.g., p.tabletext) and apply that style to all of your cells when you first create a table. You can apply specific styles to tables by selecting the table cells, clicking **Table>Cell Content Style**, and choosing the style to be used for those cells. See "Selecting Styles for Table Cell Contents" on page 50.

CHAPTER 3

Table Stylesheets

A table stylesheet lets you create a look that can be applied to several tables throughout your project. If you need to change the look of general content, you can use a regular stylesheet instead. In fact, a regular stylesheet is another way to control the look of tables.

This chapter discusses the following:

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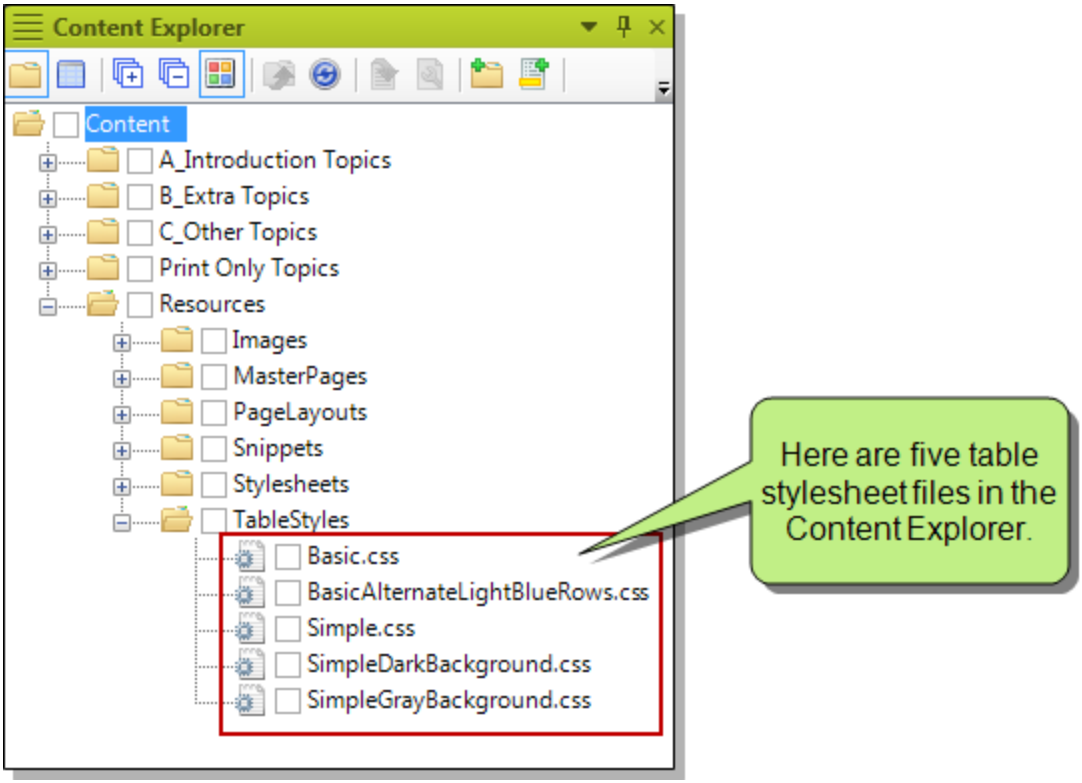
Example 23
Table Style Editor 25
Table Styles and RTL Languages 26
Steps for Using Table Stylesheets 27
Regular Stylesheets, Table Stylesheets, or Local Properties? 28

Where Table Stylesheets are Stored

You can create as many table stylesheets as you need. The traditional location to store a table stylesheet in the Content Explorer is in the Resources\TableStyles folder. However, you can store it anywhere in the Content Explorer that you like.

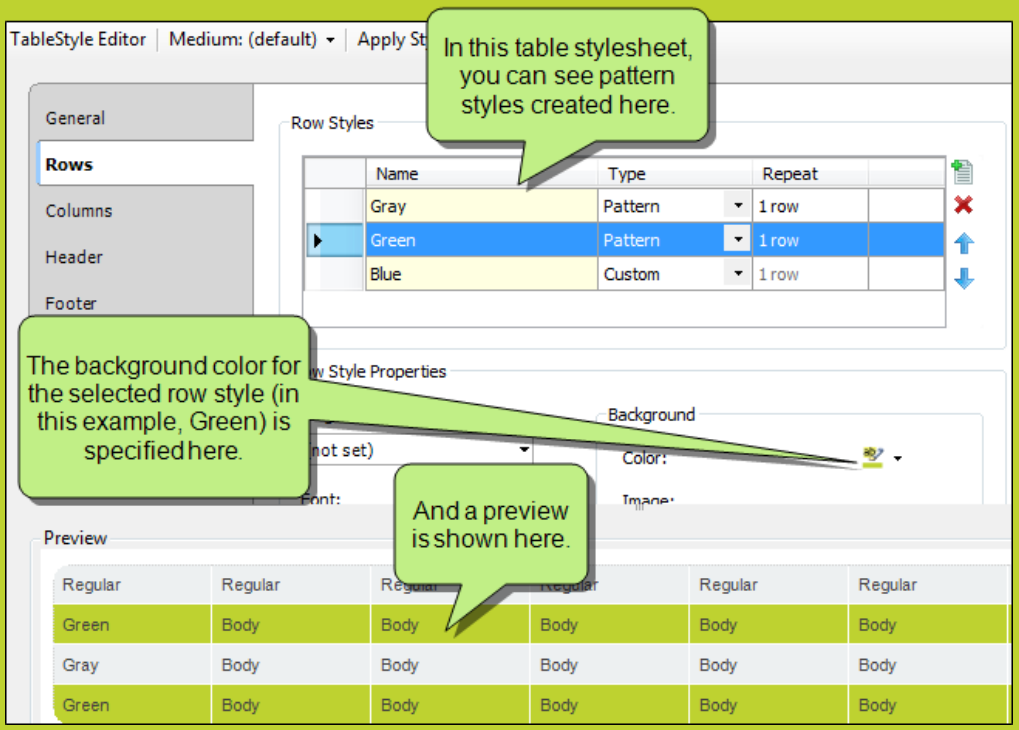


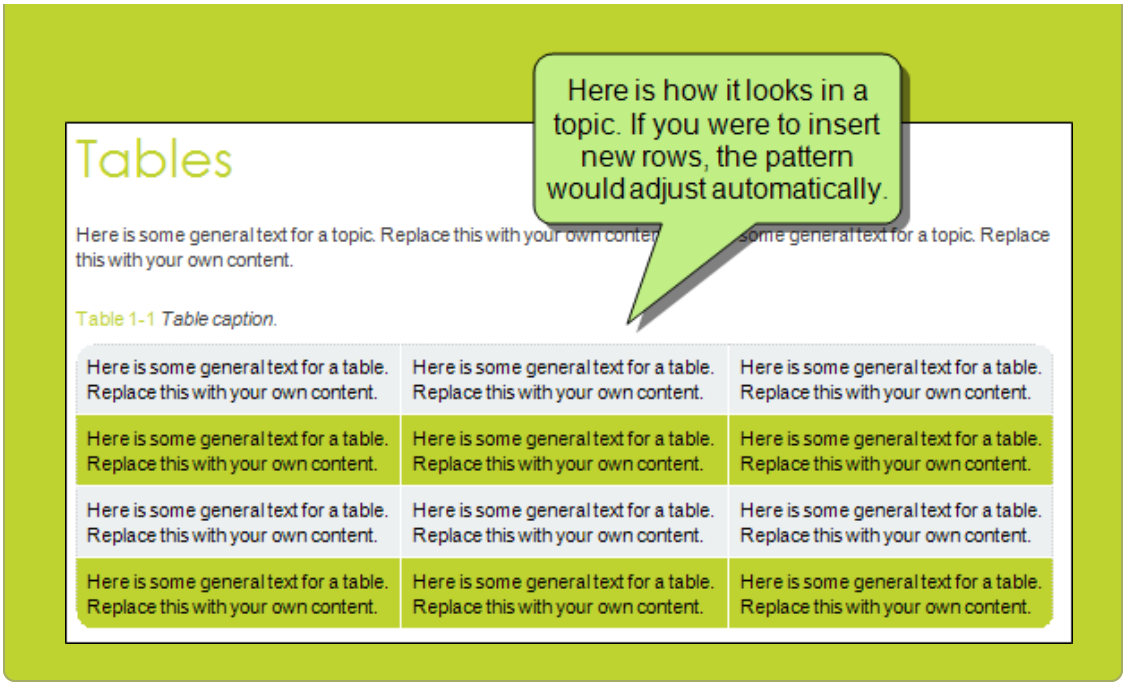
Example

Here is an example showing how you might use table stylesheets.

E X A M P L E

You might use two different types of tables in your project—a basic one (with simple borders and no shading) and a patterned one (with customized borders and colored shading in certain rows and columns). So you create one table stylesheet (let's say it's called "Basic.css") and format it the way you want, and then you create a second table stylesheet (let's say it's called "RowPatternStyleSheet.css") and format it. Then, as you insert tables into your topics, you can associate the new table with one of these two table stylesheets.




Here is how it looks in a topic. If you were to insert new rows, the pattern would adjust automatically.
Tables
Here is some general text for a topic. Replace this with your own conten
some general text for a topic. Replace this with your own content.
Table 1-1 Table caption.
Here is some general text for a table. Replace this with your own content.
Here is some general text for a table. Replace this with your own content.
Here is some general text for a table. Replace this with your own content.
Here is some general text for a table. Replace this with your own content.
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Here is some general text for a table. Replace this with your own content.

Table Style Editor

When you open a table stylesheet, it is displayed in the Table Style Editor, which contains multiple tabs and fields for specifying settings such as patterns, borders, backgrounds, alignment, and margins.

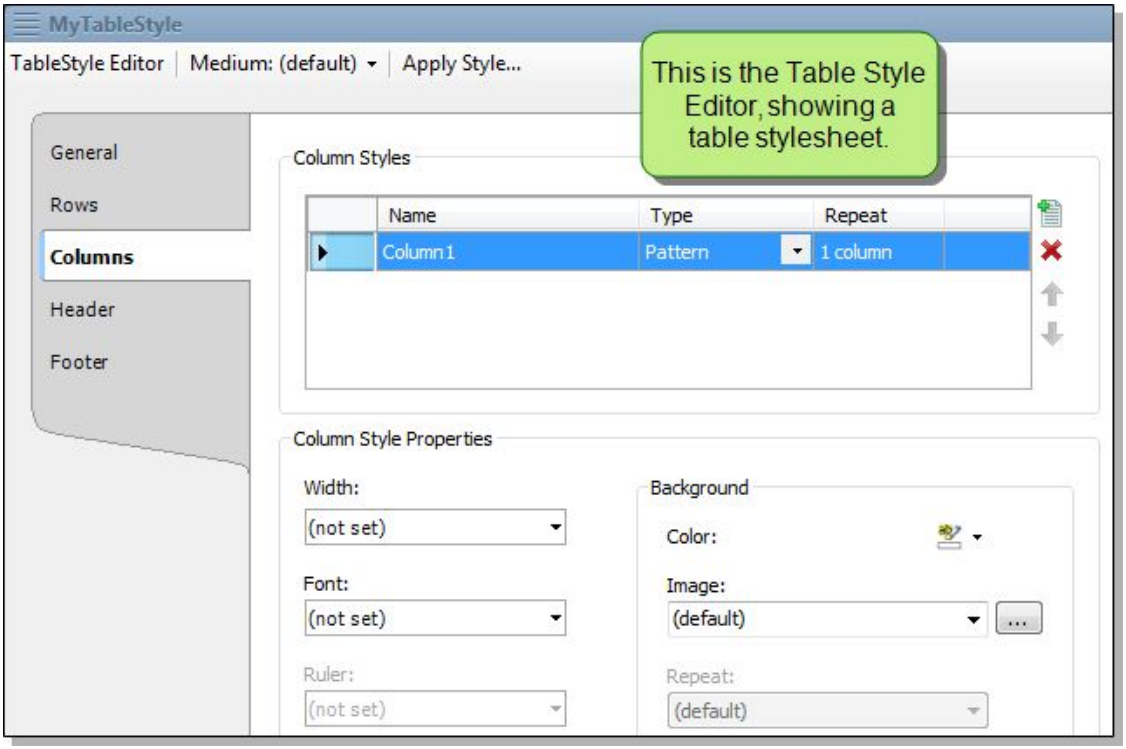


Table Styles and RTL Languages

If you are using a right-to-left (RTL) language, table styles in your project need to write additional CSS rules behind the scenes in order to work correctly with RTL tables. Because this can potentially double the size of the table style file, this behavior does not happen by default if you create and save a new table style. However, the behavior kicks in automatically in the following two scenarios.

- If you open a topic in the XML Editor and an RTL table references an old table stylesheet, Flare updates and saves the table stylesheet in your Content folder.
- If you generate output and an RTL table references an old table stylesheet, the table style in the output will be updated.

Steps for Using Table Stylesheets

Following are the primary tasks associated with table stylesheets.

1. **Create a New Table Stylesheet** You can add a stylesheet to be used specifically for tables. However, if a table stylesheet was already included in the template when you created the project, you can use that one instead of creating a new one.
2. **Edit** After you create a new table stylesheet, you can edit it.
3. **Apply a Table Stylesheet to a Table** After you edit a table stylesheet, you can apply the stylesheet to a table.

Note: For the differences between regular stylesheets, table stylesheets, and local properties—and when you should use one over the other—see "Regular Stylesheets, Table Stylesheets, or Local Properties?" on the next page

Note: If you are importing Adobe FrameMaker documents and have tables that you have formatted in a certain way, you can create matching table styles as a result of the import. This can be specified on the Options page of the Import FrameMaker Wizard. In the Flare project, the new table styles will be named after the format named applied to the table in FrameMaker (e.g., "Format_A.css," "Format_B.css," and so on). You can rename these table stylesheets in Flare after the import. Even if you do not use this mapping feature, the table formatting still comes across when you import the files. The only difference is that table stylesheets make it easier to maintain the formatting of your tables within Flare.

Regular Stylesheets, Table Stylesheets, or Local Properties?

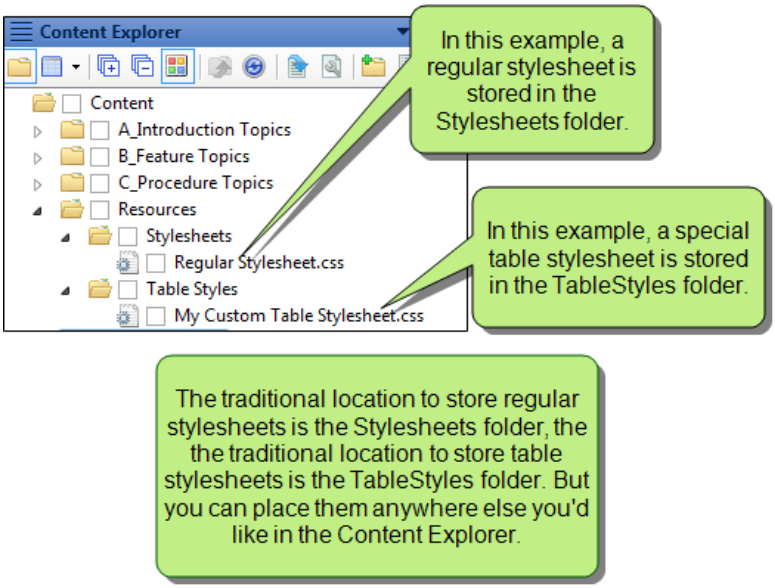
You can control the look of tables in the following ways.

- **Regular Stylesheet** This lets you store styles for general content in your project, including tables, to control how that content looks. See "Editing Table Styles in Regular Stylesheets" on page 34.For more information about regular stylesheets, see the online Help.
- **Table Stylesheet** This lets you control the look for tables only, creating customizable patterns. See "Table Stylesheets" on page 21 and "Editing Table Stylesheets" on page 36.
- **Table Properties Dialog** This lets you control the look for a specific table only, by setting options locally. See "Editing Table Properties" on page 129.
- **Other Local Formatting Tools** For virtually any kind of content you add to a topic or snippet, you can use a variety of local formatting tools to control the look. For example, you can highlight text in a table and use the Home ribbon to change the color. For more information see the Flare online Help.

Which Should I Use?

Using a stylesheet is always preferred over local formatting (i.e., controlling the look of content only at the place where it has been inserted). The good thing about stylesheets is that they let you separate the look of the content from the content itself. That way, you can manage the look from one place, which can save you a lot of time and effort. For example, you can change the padding in 84 tables by changing a setting in a single stylesheet, as opposed to opening each of those 84 tables and changing the padding in each one. Of course, there may be times when you need to make a change in the properties for a single table only, but for the most part, you should try to use stylesheets.

So why are there two kinds of stylesheets for tables? Why do you need to use a *table* stylesheet when you've already got a *regular* stylesheet? You actually do not need to. You can produce a look for tables entirely by using a regular stylesheet. But if you want to create tables that have different patterns (e.g., every other row might have a green background), it can be very difficult to do this in a regular stylesheet. So Flare lets you use these special table stylesheets to accomplish this task much more easily. You might even use both types of stylesheets to control different aspects of your tables.



What About Conflicts/Order of Precedence?

Because you can often control the look of a table in multiple ways—(1) using local table properties, (2) using other local formatting tools, (3) a table stylesheet, or (4) a regular stylesheet—it's possible that you might encounter conflicting settings from time to time. When it comes to situations like this, the settings closest to the content typically has precedence. So any explicit setting in the Table Properties dialog (or other local formatting) has precedence over both stylesheet options, and the table stylesheet setting has precedence over the regular stylesheet setting. For example, let's say you open a regular stylesheet and specify that the outer borders of the table should be green. Then you open the table stylesheet and specify that the outer borders should be red. And then you open the Table Properties dialog and specify that the outer borders should be blue. You've told Flare to do three different things to the same table. So in this case, the table would display blue borders, because the local properties rule over the other settings. But if you remove that setting from the Table Properties dialog and use the default setting, the table would then display red borders, because the table stylesheet has precedence over the regular stylesheet. And finally, if you remove the settings from both the Table Properties dialog and table stylesheet, using the default setting in both, the table would take its command from the regular stylesheet and display green borders.

CHAPTER 4

Editing Tables

In addition to simply clicking in cells and typing text, there are several ways that you can edit tables after inserting them into topics. Following are the ways that you can edit tables using styles.

- **Regular Stylesheets** You can modify the look and feel of multiple tables at once by editing standard HTML table tags (e.g., <table>, <th>, <td>, <tr>) in your regular stylesheet. For example, you might use these styles in order to control the look of the text that appears in your table headings (<th> style) or within the cells (<td> style). See "Editing Table Styles in Regular Stylesheets" on page 34. When you insert a table, it is set up by default to use standard table tags in the individual cells (e.g., <th> for table headers, <td> for regular table text). However, if you press Enter at the end of a line, a <p> tag is added within the standard tag. Therefore, in order to keep all of the content in your table cells looking consistent, you may want to create a special style class of the <p> tag to be used for table content (e.g., p.tabletext) and apply that style to all of your cells when you first create a table. You can apply specific styles to tables by selecting the table cells, clicking **Table>Cell Content Style**, and choosing the style to be used for those cells. See "Selecting Styles for Table Cell Contents" on page 50.
- **Table Stylesheets** You can modify the look and feel of multiple tables at once by editing the properties in a custom table stylesheet. These table stylesheets let you easily and quickly create patterns and different looks for tables. See "Editing Table Stylesheets" on page 36.

Note: For the differences between regular stylesheets, table stylesheets, and local properties—and when you should use one over the other—see "Regular Stylesheets, Table Stylesheets, or Local Properties?" on page 28

Tip: When controlling the look of tables, it is a good idea to choose just one method for styling them. You should use either (A) table stylesheets and perhaps classes of the <p> style (e.g., p.TableText) for table content (see "Selecting Styles for Table Cell Contents" on page 50), or (B) standard table styles from a regular stylesheet.

If you use standard table tags at the parent level (e.g., tr, td), you may run into trouble if you also use proxies in your project. The reason for this is that when proxies are generated, they also use standard parent-level table styles. So any style changes you make to the standard table styles may be seen not only in tables, but also in generated content created via proxies (e.g., TOCs, indexes). In this case, it would be wiser to use classes of the standard table styles (e.g., tr.myclass, td.myclass), instead of table styles at the parent level.

However, if you decide to use classes of standard table styles (e.g., tr.myclass, td.myclass), you may be faced with a different dilemma. This issue occurs when you also use table stylesheets. That's because the table stylesheet settings will overwrite settings on the classes.

- **Breaks—Page, Column, Frame** You can set page, column, and frame breaks on tables using a couple of different options. In regular stylesheets, you can set breaks on the standard HTML table tags. The most common approach is to set breaks on table rows through the <tr> style tag. Another option is that you can set breaks on entire tables and individual rows through a table stylesheet. And because you can create patterns in table stylesheets, each pattern item might have different settings for breaks. See "Setting Page, Column, and Frame Breaks on Tables" on page 102.
- **Converting to Text** If you have a table containing text, you can remove the table but keep the text. When doing this, you can choose how the converted text should be represented: paragraphs, separated with commas, separated with text. See "Converting Tables to Text" on page 79. You can also convert text to a table. See "Converting Text to Tables" on page 83.
- **Cutting Columns and Rows** You can cut entire columns and rows in a table. When you do this, a paste icon after the table. This icon allows you to specify how you would like to handle the content when you cut the columns or rows. You can also set the default behavior for similar actions in the future. See "Cutting Table Columns and Rows" on page 86.
- **Deleting Tables** You can delete a table from a content file (e.g., topic, snippet) . See "Deleting Tables" on page 87.

- **Inserting Rows and Columns** You can easily insert additional rows and columns into an existing table. See "Inserting Table Columns and Rows" on page 88.
- **Merging Table Cells** You can turn multiple cells in a table into one big cell. This is called "merging" cells. You can merge any number of rows and columns in a table, as long as they are adjacent to one another. See "Merging Table Cells" on page 89.
- **Merging Tables** If you have two tables in a topic or snippet that are positioned one after the other, you can merge those tables so that they become one. You can do this by using the paste icon that may appear to the right of the tables. See "Merging Tables" on page 90.
- **Moving Table Columns and Rows** You can use row and column structure bars to move rows and columns. See "Moving Table Columns and Rows" on page 95.
- **Pasting Cells Within a Table** You can copy cells from one table to another. If you copy cells from a table, then place your cursor within a single table cell and paste the contents, a paste icon displays to the right. This icon allows you to specify how you would like to handle the pasted cells. You can also set the default behavior for similar actions in the future. See "Pasting Cells Within a Table" on page 96.
- **Resetting Local Cell Formatting** If you have applied local formatting to a table (e.g., applying background shading to cells directly, not through the use of styles), you can easily remove it. This is possible even if the topic was previously saved and closed. See "Resetting Local Cell Formatting" on page 97.
- **Resizing Tables** You can use row and column structure bars to adjust the height and width of tables, columns, and rows. See "Resizing Tables" on page 98.
- **Rounded Borders** For most output formats, you can use CSS3 border-radius style properties to create rounded borders on tables. See "Creating Rounded Borders on Paragraphs and Tables " on page 60.
- **Selecting Tables** If you've inserted a table, you can select the different parts of it—cells, rows, columns, entire table. See "Selecting Tables" on page 54.
- **Sorting Table Rows** You can sort rows in a table by selecting an option from the Table menu at the top of the interface or from table context menus. Rows can be sorted in ascending or descending order, numerically and alphabetically (numbers are first, then letters). See "Sorting Table Rows" on page 120.
- **Splitting Table Cells** You can turn one cell in a table into many smaller cells by splitting the cell. When you split a cell, you are essentially inserting a smaller table into that cell. See "Splitting Table Cells" on page 123.
- **Table Cell Properties** You can change the properties for cells within a table. This includes changing the borders, text alignment, hyphenation, background, and more. See "Editing Table Cell Properties" on page 125.
- **Table Properties** You can adjust the table properties for a specific table, such as changing the number of rows and columns, borders, and auto-width. See "Editing Table Properties" on page 129.

Editing Table Styles in Regular Stylesheets

This feature is supported in all outputs.

You can modify the look and feel of multiple tables at once by editing standard HTML table tags (e.g., <table>, <th>, <td>, <tr>) in your regular stylesheet. For example, you might use these styles in order to control the look of the text that appears in your table headings (<th> style) or within the cells (<td> style).

HOW TO EDIT TABLE STYLES IN A REGULAR STYLESHEET

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.

   Note: For steps using the Simplified View, see the online Help.

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Table Styles.
4. From the area below, select the appropriate table style.
   - **caption** This tag lets you modify the table caption, which is a short title or description of the table's purpose. When inserting or editing a table, you can add a caption above or below the table.
   - **col** This tag lets you group together attribute specifications for table columns. The <col> elements are empty and serve only as a support for attributes. They may appear inside or outside an explicit column group (i.e., <colgroup> element).
   - **colgroup** This tag lets you group columns together structurally. The number of columns in the column group may be specified by using the element's tag or by the <col> element, which represents one or more columns in the group.
   - **table** This tag lets you modify entire tables. It contains all other elements that specify caption, rows, content, and formatting.
   - **tbody** This tag lets you modify the main rows in a table (i.e., not the header or footer rows). Each <tbody> tag must have at least one <tr> tag within it, which is used to represent a single row.
   - **td** This tag lets you modify the data (or content) in the primary cells of a table. When you press Enter after the first paragraph in a table cell, a paragraph <p> tag is added inside each <td> tag in that cell.

- **tfoot** This tag lets you modify a footer row in a table. When a table requires multiple pages in print layouts and outputs, the footer row is placed at the bottom of the last page. Each <tfoot> tag must have at least one <tr> tag within it, which is used to represent a single row.
- **th** This tag lets you modify the header content in a table. Why not just use the <td> tag for header content as well? First, by having different tags, you can more easily dictate one look for the header text (e.g., bold font) and a different look for the main content in the table (e.g., normal font). Second, using separate tags greatly assists users with visual disabilities, making it possible for multi-modal wireless browsers with limited display capabilities (e.g., Web-enabled pagers and phones) to handle tables. When you press Enter after the first paragraph in a table cell, a paragraph <p> tag is added inside each <th> tag in that cell.
- **thead** This tag lets you modify a header row in a table. When a table requires multiple pages in output, the header row is repeated by default at the top of each page. Each <thead> tag must have at least one <tr> tag within it, which is used to represent a single row.
- **tr** This tag lets you modify single rows that are contained within <tbody>, <tfoot>, and <thead> tags.

For more about each of these tags, please refer to **http://www.w3c.org**.

5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Assorted Relevant Properties. The most relevant properties for that style are shown on the right side of the editor.
6. In the **Properties** section, you can expand the group. Click in the field to the right of a property to change its setting.

   Most of the relevant properties are the same as those used for regular paragraph formatting. For details about using the features on these tabs, see the online Help.

   For the <td> and <th> styles, you also might want to adjust the vertical alignment of text (e.g., top, middle, bottom). You can do this by expanding the Cell property group and setting the **vertical-align** property.
7. Click to save your work.

Editing Table Stylesheets

Following are the basic steps for editing a table stylesheet.

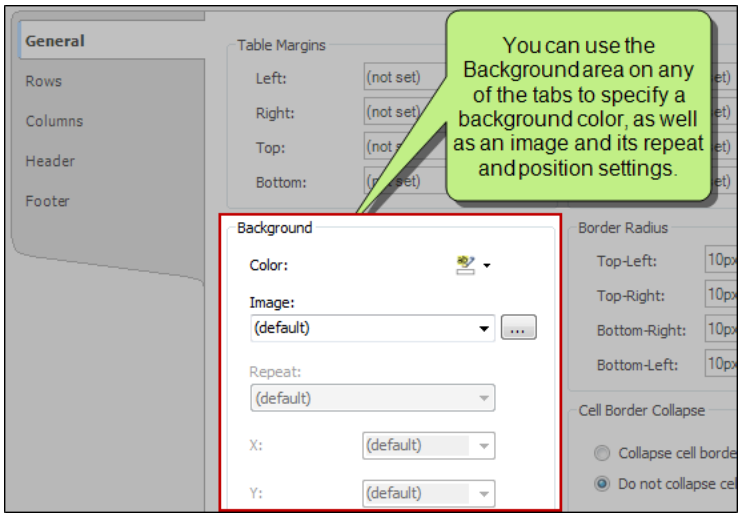
HOW TO EDIT A TABLE STYLESHEET

1. Open the table stylesheet that you want to edit. This is usually found in the **Resources/TableStyles** subfolder in the Content Explorer, but you can store table stylesheets in other folders in the Content Explorer if you like.
2. In the Table Style Editor, set the options for the table style on the tabs available.

   GENERAL TAB

   This tab lets you set border, padding, margin, page layout breaks, and background properties for the entire table style.

   - **Table Margins** Click in any of the individual fields (**Left**, **Right**, **Top**, **Bottom**) to specify the settings for the table margins (the amount of space around the table). In the left side of the field, enter a number for the amount of padding. In the right side of the field, select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered. If you click the down arrow to the right of all the fields, the settings will be applied to all of the table margin fields. When you click that down arrow, a small popup displays. Use the lower-left area of the popup to enter a number for the amount of margin. Use the lower-right area to select a unit of measurement.
   - **Background** Use this area to specify the settings that you want for the table background.



In the **Color** field, click the down arrow and select a color from the popup. For advanced color options, select **MoreColors** and use the fields in the Color Picker dialog. Next to the **Image** field, click [...]. Select an image file to insert and click **OK**.

If you want the background image to repeat, select one of the options from the **Repeat** field. You can also set the image position horizontally and vertically by using the **X** and **Y** fields.

- **Cell Padding** Click in any of the individual fields (**Left**, **Right**, **Top**, **Bottom**) to specify the settings for the cell padding (the amount of space between the edge of the table cell and the content in the cell). In the left side of the field, enter a number for the amount of padding. In the right side of the field, select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered. If you click the down arrow to the right of all the fields, the settings will be applied to all of the cell padding fields. When you click that down arrow, a small popup displays. Use the lower-left area of the popup to enter a number for the amount of padding. Use the lower-right area to select a unit of measurement.
- **Outer Borders** Click in any of the individual fields (**Left**, **Right**, **Top**, **Bottom**) to specify the settings for the table border in the stylesheet. If you click the down arrow to the right of all the fields, the settings will be applied to all of the border fields. When you click that down arrow or in one of the individual fields, a small popup displays. Use the lower-left area of the popup to enter a number for the thickness of the border. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.Use the upper-right area to select a color for the border. And use the lower-right area to select a line type (e.g., solid, double, dashed) for the border. When you are finished, click **OK** in the small popup.
- **Border Radius** These fields let you create rounded corners on the table (see "Creating Rounded Borders on Paragraphs and Tables " on page 60). Click in any of the individual fields (**Top-Left**, **Top-Right**, **Bottom-Right**, **Bottom-Left**) to specify the settings for a particular corner of the table. If you click the down arrow to the right of all the fields, the settings will be applied to all of the fields. When you click that down arrow or in one of the individual fields, a small popup displays. This popup has two halves. you can complete only the left side of the popup if you like. This will create a curve that is equal horizontally and vertically. If you want a border to have more of a curve either horizontally or vertically, you can complete the fields in the right half of the popup as well, so that you have two values (e.g., 10px 15px) instead of one. For more information on using two sets of border-radius properties, see **www.css3.info/preview/rounded-border/**. Use the lower-left area of the popup to enter a number for the amount of curve. The greater the number, the more curve that is applied. Use the area to the right of the number field to select a unit of measurement (e.g., point, pixel, centimeter). If you want to provide a second value for the rounded border, complete the same fields on the right half of the popup. When you are finished, click **OK** in the small popup.
- **Cell Border Collapse** Select whether you want to collapse the cell borders in the stylesheet. If you collapse the cell borders, the row and cell borders of a table are joined in a single border. If you do not collapse the cell borders, the row and cell borders of a table are detached. If you use the border radius properties to create rounded borders, this must be set to "Do not collapse cell borders."

- **Cell Border Spacing** Use this area to increase or decrease the amount of spacing for a cell border.
- **Hide bottom ruling when table crosses a page break** Set this field to True if you want to hide the bottom border when the table continues on another page. See "Hiding the Bottom Border on Tables when Crossing Page Breaks" on page 138.
- **Overflow** This determines what happens if content overflows the table.
  - **Visible** The overflow is not clipped. It renders outside the table. This is default.
  - **Hidden** The overflow is clipped, and the rest of the content will be invisible. If you are using border-radius properties on the table, you must select this option for the rounded corners to be seen properly.
  - **Scroll** The overflow is clipped, but a scroll-bar is added to see the rest of the content.
  - **Auto** If overflow is clipped, a scroll-bar should be added to see the rest of the content.
  - **Inherit** The value of the overflow property is inherited from the parent element.
- **Print Options** Click this button to open the Breaks dialog and set page, column, and breaks for tables.

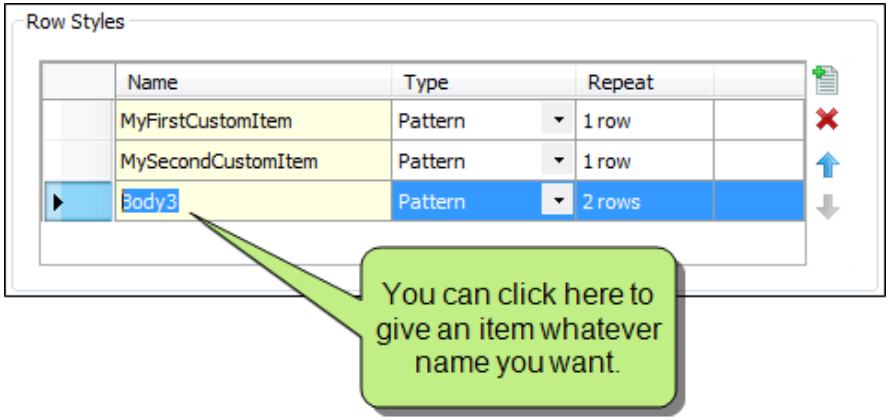
ROWS, COLUMNS, HEADER, AND FOOTER TABS

These tabs let you set properties for the various elements of the table. For any of these elements, you can add multiple repeatable patterns with different colors and text properties. Following are descriptions for the fields that appear on each tab.

ROW/COLUMN/HEADER/FOOTER STYLES

Displays the patterns for the row, column, header, or footer in the stylesheet. Each line represents a different pattern and how many times it is repeated in a table before the next pattern occurs.

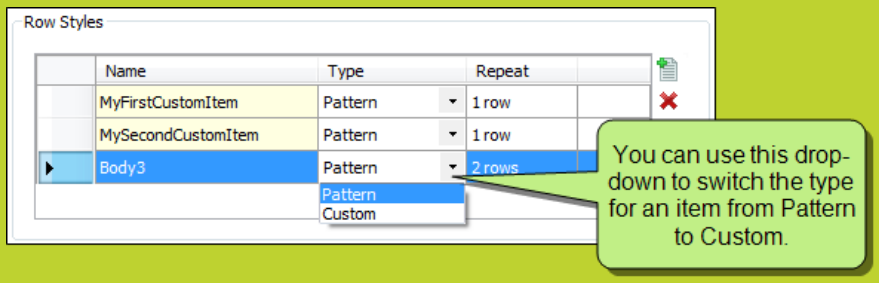
» **Name** Displays the name of each pattern. Depending on which tab you are working on, the default names of the patterns may be Body1, Body2, Body3, etc.… Column1, Column2, Column3, etc.… Header1, Header2, Header3, etc.… Footer1, Footer2, Footer3, etc. You can click in the cell, press F2, and enter a custom name for each pattern if you like.



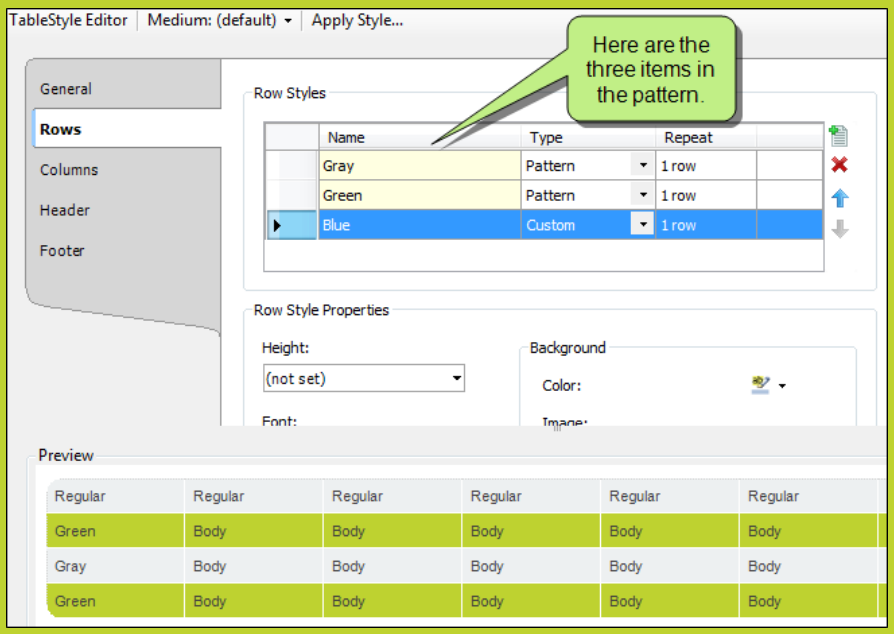
» **Type** Select a type for the item. Most of the time you will probably want to use the Pattern type. This means that the settings for that item will be added automatically to any table using that table stylesheet. But if an item has a Custom type, its settings will not be added to a table automatically; instead, you would need to apply that item manually to the particular areas of the table where you want to use it. The Custom type might be used if you want a particular style for most of your tables, but there might be some tables where the style needs to be changed somewhat. In those cases, you can manually override the style for those specific tables.

E X A M P L E

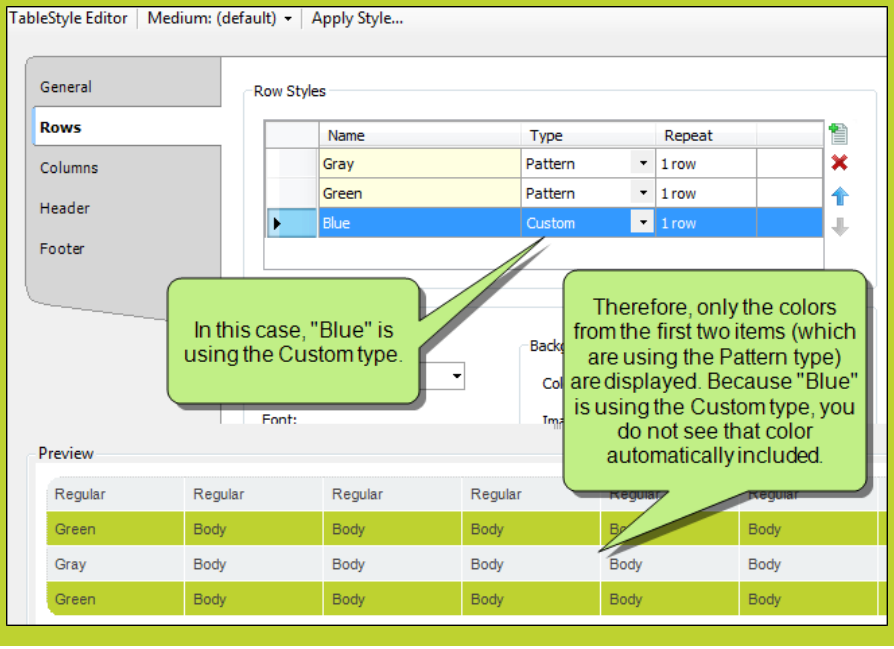
You can switch the type for an item using the drop down menu.



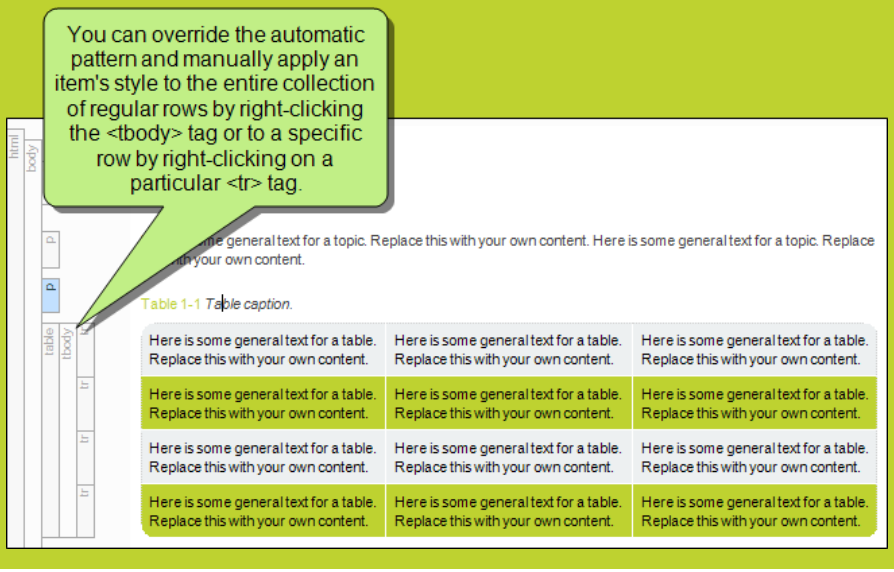
Let's say you have a table stylesheet with three pattern items on the Rows tab (Gray, Green, Blue), with alternating background colors.

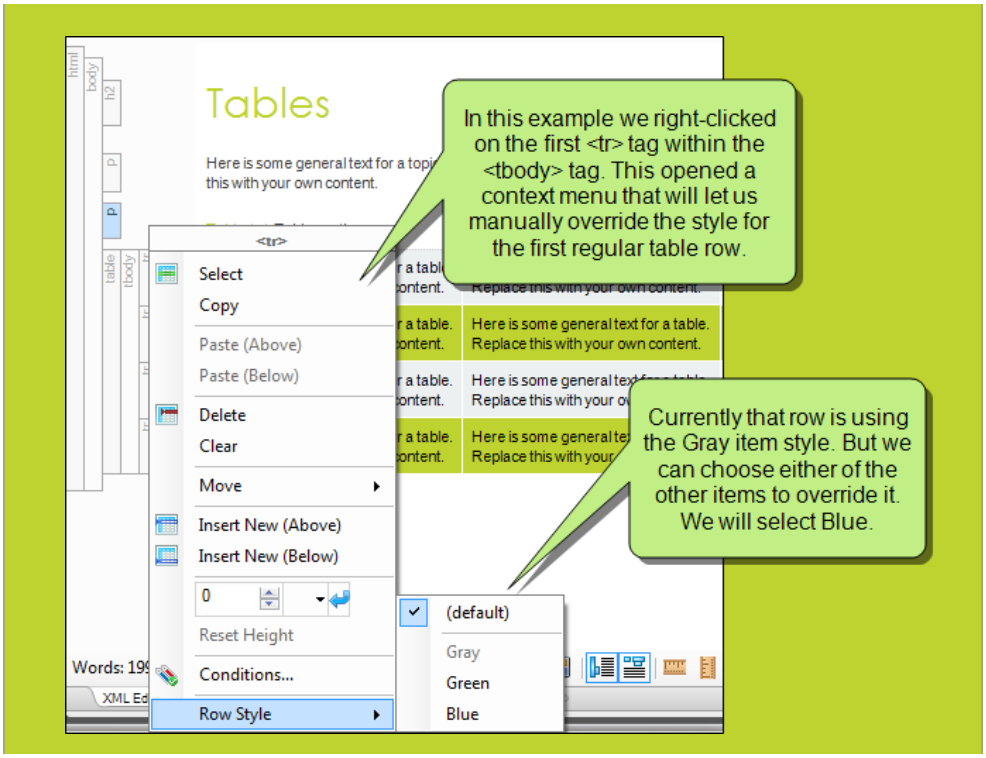


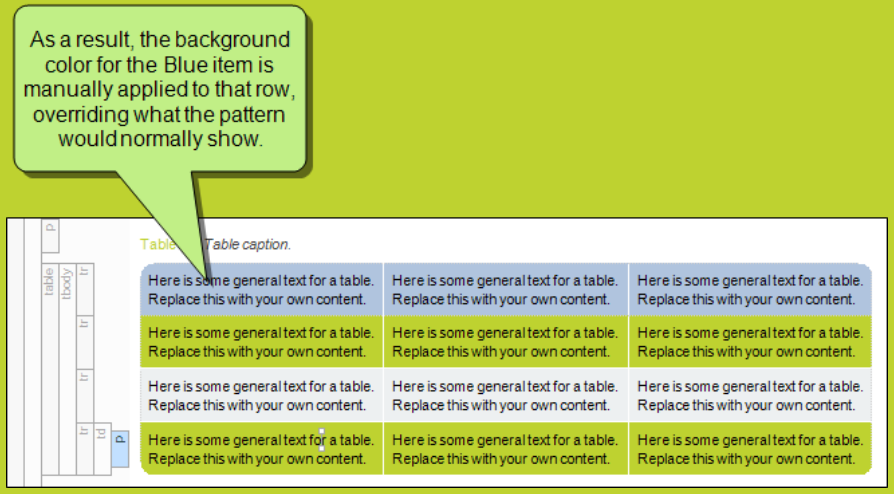
However, only the first two items are using the Pattern type. The third item is using the Custom type. Therefore, when you insert a table and use this stylesheet, the rows alternate between gray and green only.



This particular pattern was created on the Rows tab, which means that it displays only in your body rows, not in any header or footer rows. By right-clicking on the <tbody> tag or any of the <tr> tags within it, you can select Row Style from the context menu. From there, you can select any of the available items in the pattern to override what you already have in the table.

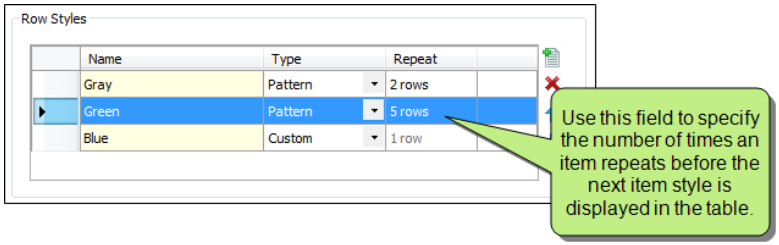



Tables
Here is some general text for a table.
Replace this with your own content.
<tr>
Select
Copy
Paste (Above)
Paste (Below)
Delete
Clear
Move
Insert New (Above)
Insert New (Below)
0
Reset Height
Conditions...
Row Style
(default)
Gray
Green
Blue
In this example we right-clicked on the first <tr> tag within the <tbody> tag. This opened a context menu that will let us manually override the style for the first regular table row.
Currently that row is using the Gray item style. But we can choose either of the other items to override it. We will select Blue.



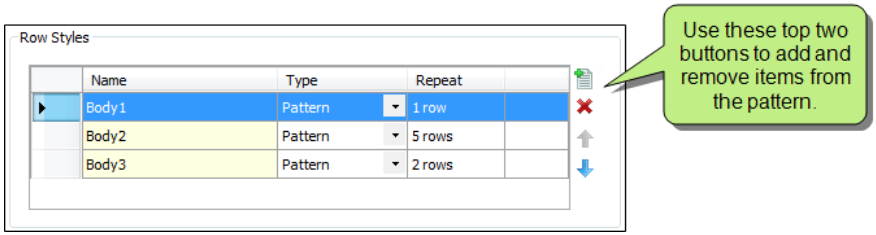
The only difference between the first two items (Gray and Green) and the third item (Blue) is that Blue can be applied only from this context menu manually. Gray and Breen are applied automatically, but can be applied manually from the context menu too.

» **Repeat** Click the up or down numbers to increase or decrease the number of times the pattern occurs in a table before the next pattern is displayed.



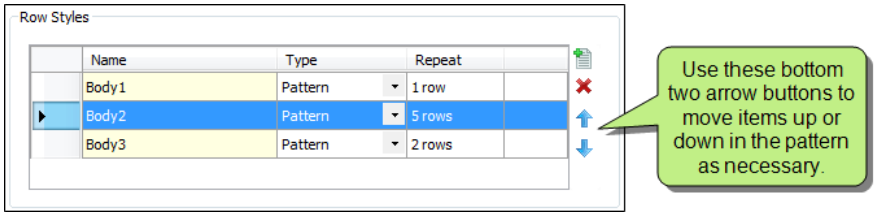
» Adds a new pattern. The new pattern is initially set to repeat just once, but you can change that in the "Repeat" cell.

» Removes the selected pattern from the list.



» Moves the selected pattern up in the list.

» Moves the selected pattern down in the list.



HEIGHT

Select a pattern from the section above. Then click this field to open a small popup, which lets you set properties for the height of the row or width of the column. In the lower-left field enter a number. In the lower-right field, select a unit of measurement (e.g., points, pixels, centimeters) for the number you entered. Then click **OK** to accept the settings, or click **Cancel** to close the window without accepting them.

FONT

Select a pattern from the section above. Then click this field to open a small popup, which lets you set font properties.

- **Weight** Select an option to change the weight of the font (e.g., bold). The numbers from 100 to 900 represent different levels of darkness. The number 400 is the same as a "normal" weight, and the number 700 is the same as the standard "bold" option. "Bolder" means the next weight that is assigned to a font that is darker than the inherited one. "Lighter" means the next weight that is assigned to a font that is lighter than the inherited one.
- **Style** Select an option to change the style of the font (e.g., italic).

  According to the World Wide Web Consortium (w3.org):

  > *The font style specifies whether the text is to be rendered using a normal, italic, or oblique face. Italic is a more cursive companion face to the normal face, but not so cursive as to make it a script face. Oblique is a slanted form of the normal face, and is more commonly used as a companion face to sans-serif. This definition avoids having to label slightly slanted normal faces as oblique, or normal Greek faces as italic.*

- **Color** Click this field and select a color for the text. For advanced color options, select **More colors** and use the fields in the Color Picker dialog.
- **Size** In the top field, select **Length**. Then in the lower-left field enter a number for the size of the text, and in the lower-right select a unit of measurement (e.g., points, pixels, centimeters) for the number.
- **Family** Click in this field and select a font family (e.g., Arial) for the text.

RULER

Select a pattern from the section above. Then click this field to open a small popup, which lets you set properties for a rule (i.e., horizontal line) between the rows or columns in the pattern. In the lower-left field enter a number for the size of the rule. In the lower-middle field, select a unit of measurement (e.g., points, pixels, centimeters) for the number you entered.In the upper-right field, select a color for the rule. In the lower-right field, select a type of line (e.g., solid, double, dashed) for the rule. Then click **OK** to accept the settings, or click **Cancel** to close the window without accepting them.

SEPARATOR

Select a pattern from the section above. Then click this field to open a small popup, which lets you set properties for a separator (i.e., a horizontal line) between the final row or column in the pattern and the first row or column in the next pattern. In the lower-left field enter a number for the size of the separator. In the lower-middle field, select a unit of measurement (e.g., points, pixels, centimeters) for the number you entered. In the upper-right field, select a color for the separator. In the lower-right field, select a type of line (e.g., solid, double, dashed) for the separator. Then click **OK** to accept the settings, or click **Cancel** to close the window without accepting them.

ALIGNMENT

Select an option for aligning text in the row or column horizontally.

- **Left** The text aligns at the left edge of each cell.
- **Center** The text aligns in the center of each cell.
- **Right** The text aligns at the right edge of each cell.
- **Justify** The text aligns both at the left and right edges of each cell.

VERTICAL ALIGNMENT

Select an option for aligning text in the row or column vertically.

- **Top** The text aligns at the top of each cell.
- **Middle** The text aligns in the middle of each cell.
- **Bottom** The text aligns at the bottom of each cell.

PRINT OPTIONS (ROWS ONLY)

Click the **Print Options** button to open the Breaks dialog and set page and column breaks for table row elements.

BACKGROUND

Use this area to specify the settings that you want for the background. In the **Color** field, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog. Next to the **Image** field, click ... . Select an image file to insert and click **OK**. If you want the background image to repeat, select one of the options from the **Repeat** field. You can also set the image position horizontally and vertically by using the **X** and **Y** fields.

CELL PADDING

Click in any of the individual fields (**Left**, **Right**, **Top**, **Bottom**) to specify the settings for the cell padding (the amount of space between the edge of the table cell and the content in the cell). In the left side of the field, enter a number for the amount of padding. In the right side of the field, select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered. If you click the down arrow to the right of all the fields, the settings will be applied to all of the cell padding fields. When you click that down arrow, a small popup displays. Use the lower-left area of the popup to enter a number for the amount of padding. Use the lower-right area to select a unit of measurement.

PATTERN EXAMPLE

Let's say you want the rows in the table to alternate between having no background color and a green background color. In addition, you want a header row to have a blue background. To do this, you would complete the following steps:

a. Select the **Row** tab.

b. In the **Row Styles** section, click . There should now be two patterns (Body1 and Body2).

c. To make the patterns more identifiable, click in the **Name** cell (where "Body1" is shown) and press **F2**. Then replace the existing text and type `NoColor`.

d. Click in the **Name** cell (where "Body2" is shown) and press **F2**. Then replace the existing text and type `Green`.

e. The **Type** cell should already be set to "Pattern" for each, and the **Repeat** cell should already be set to "1" for each. Keep those fields set as they are.

f. Select the **Green** pattern row.

g. In the **Background/Color** field, select a green color.

h. Select the **Header** tab.

i. Click in the **Name** cell and press **F2**. Then replace the existing text and type `Blue`.

j. In the **Background/Color** field, select a blue color.

The Preview section at the bottom of the editor lets you see how the table elements look as you make changes.

3. Click to save your work.

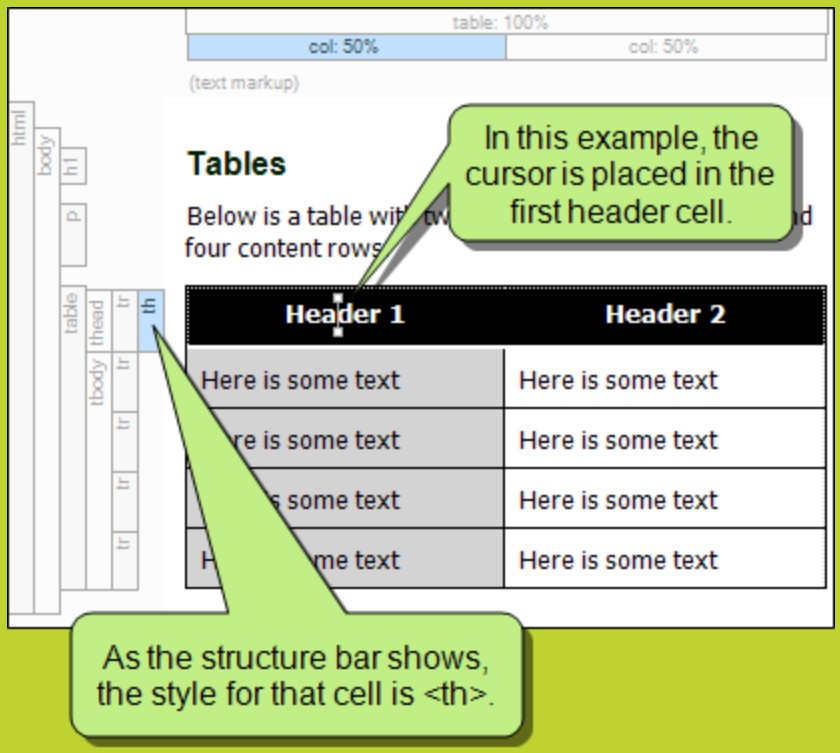
Note: Alternatively, you can edit table styles in a regular stylesheet separately (see "Editing Table Styles in Regular Stylesheets" on page 34). For the differences between regular stylesheets, table stylesheets, and local properties—and when you should use one over the other—see "Regular Stylesheets, Table Stylesheets, or Local Properties?" on page 28

Selecting Styles for Table Cell Contents

When you insert a table, it is set up by default to use standard table tags in the individual cells (e.g., <th> for table headers, <td> for regular table text). However, if you press Enter at the end of a line, a <p> tag is added within the standard tag. Therefore, in order to keep all of the content in your table cells looking consistent, you may want to create a special style class of the <p> tag to be used for table content (e.g., p.tabletext) and apply that style to all of your cells when you first create a table. You can apply specific styles to tables by selecting the table cells, clicking **Table>Cell Content Style**, and choosing the style to be used for those cells.

E X A M P L E

If you select a <td> or <th> style, all cells are converted to "non-p" cells, like this:



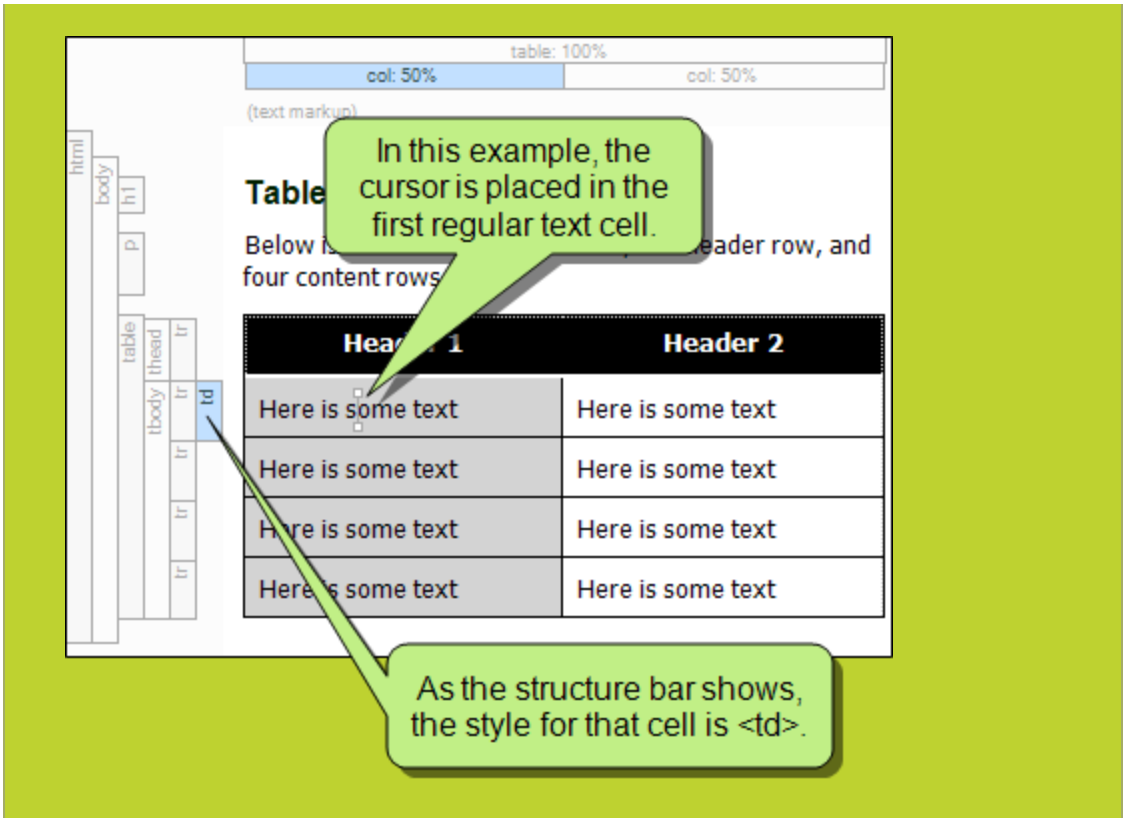
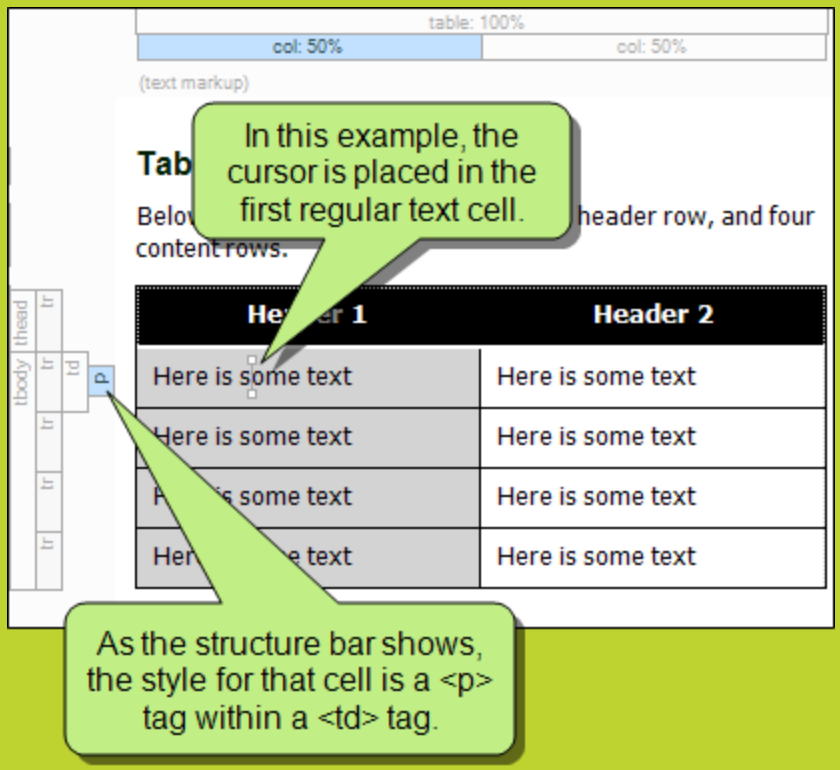


table: 100%
col: 50%
col: 50%
(text markup)
In this example, the cursor is placed in the first regular text cell.
Header 2
Here is some text
Here is some text
Here is some text
Here is some text
Here is some text
Here is some text
Here is some text
Here is some text
As the structure bar shows, the style for that cell is <td>.

If you select a <p> style, all selected cells are converted to "td with p" cells:



HOW TO SELECT STYLES FOR TABLE CELL CONTENTS

1. Open the content file (e.g., topic, snippet).
2. Select the table cells for which you want to use a certain style.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. In the **Cells** section select **Cell Content Style**.
   - **Menu** Select **Table>Cell Content Style**.

   The Table Cell Content Style dialog opens, displaying the available paragraph styles in your stylesheet.
4. From the list, select the style that you want to use for the selected cells. If you select (none), any paragraph style applied will be removed from those cells.
5. Click **OK**.
6. Click to save your work.

Selecting Tables

If you've inserted a table, you can select the different parts of it—cells, rows, columns, entire table.

HOW TO SELECT INDIVIDUAL CELLS IN A TABLE

1. Open the content file (e.g., topic, snippet).
2. Click inside a table cell.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. In the **Table** section, click the down arrow next to **Select All Cells** and choose **Select Cell**.
   - **Menu** Select **Table>Select>Cell**.
   - **Right-click** Right-click and from the context menu, choose **Select>Cell**.
   - **Drag** Click and drag to highlight the cells you want to select, then release the mouse button.

HOW TO SELECT ALL CELLS IN A TABLE

1. Open the content file (e.g., topic, snippet).
2. Click inside the table.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. In the **Table** section, click **Select All Cells**.
   - **Menu** Select **Table>Select>All Cells**.
   - **Right-click** Right-click and from the context menu, choose **Select>All Cells**.
   - **Drag** Click and drag to highlight all the cells in the table, then release the mouse button.
   - **Structure Bars** Make sure the structure bars are visible on the left side of the XML Editor. If they are not, click at the bottom of the local toolbar to show them . Right-click on the **table** structure bar. In the context menu, choose **Select>All Cells**.

HOW TO SELECT TABLE ROWS

1. Open the content file (e.g., topic, snippet).
2. Click inside a table row.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. In the **Table** section, click the down arrow next to **Select All Cells** and choose **Select Row**.
   - **Menu** Select **Table>Select>Row**.
   - **Right-click** Right-click and from the context menu, choose **Select>Row**.
   - **Drag** Click and drag to highlight all cells in the row, then release the mouse button.
   - **Structure Bars** Make sure the structure bars are visible on the left side of the XML Editor. If they are not, click at the bottom of the local toolbar to show them . Right-click on the **tr** structure bar. In the context menu, choose **Select**.

HOW TO SELECT TABLE COLUMNS

1. Open the content file (e.g., topic, snippet).
2. Click inside a table column.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. In the **Table** section, click the down arrow next to **Select All Cells** and choose **Select Column**.
   - **Menu** Select **Table>Select>Column**.
   - **Right-click** Right-click and from the context menu, choose **Select>Column**.
   - **Drag** Click and drag to highlight all cells in the column, then release the mouse button.
   - **Structure Bars** Make sure the structure bars are visible on the left side of the XML Editor. If they are not, click at the bottom of the local toolbar to show them . Right-click on the **col** structure bar. In the context menu, choose **Select**.

HOW TO SELECT AN ENTIRE TABLE

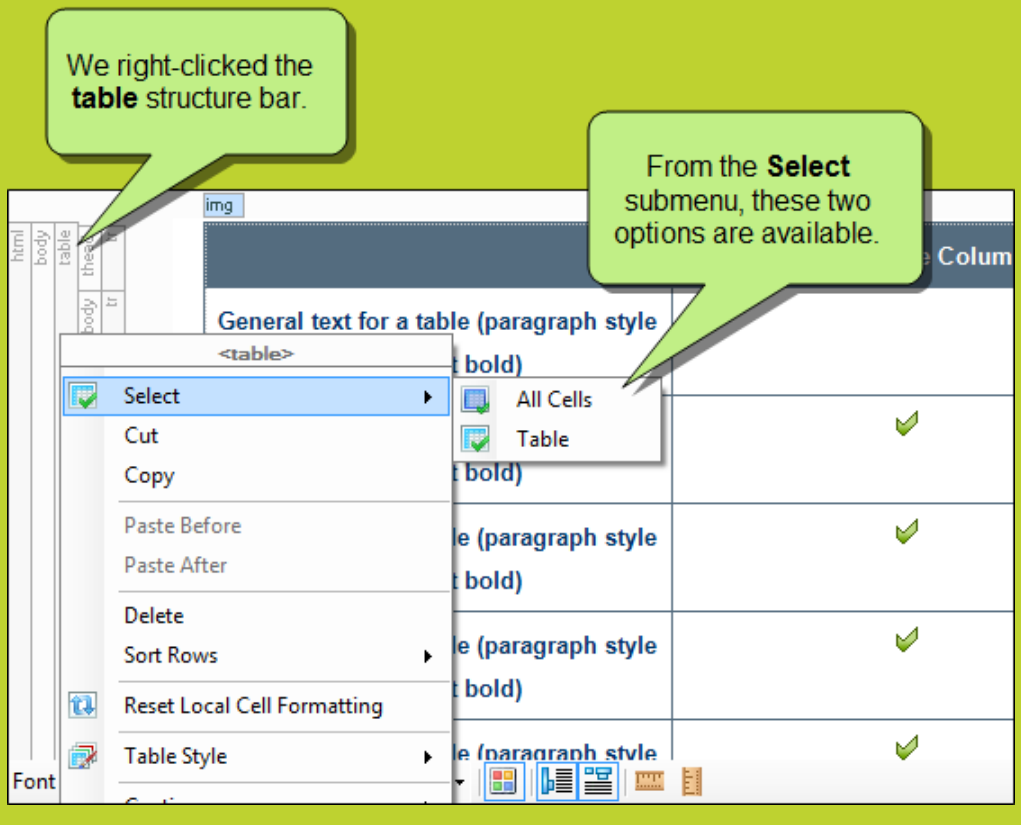
1. Open the content file (e.g., topic, snippet).
2. Click inside the table.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. In the **Table** section, click the down arrow next to **Select All Cells** and choose **Select Table**.
   - **Menu** Select **Table>Select>Table**.
   - **Right-click** Right-click and from the context menu, choose **Select>Table**.
   - **Structure Bars** Make sure the structure bars are visible on the left side of the XML Editor. If they are not, click at the bottom of the local toolbar to show them . Right-click on the **table** structure bar. In the context menu, choose **Select>Table**.

"SELECT ALL CELLS" VERSUS "SELECT TABLE"

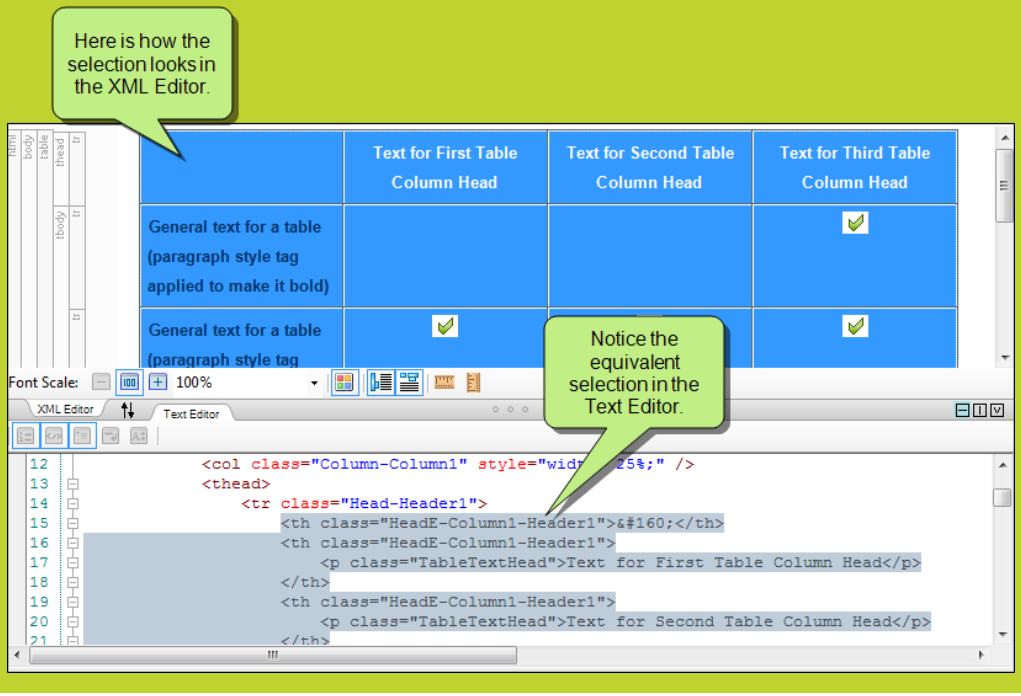
The "Select All Cells" and "Select Table" options seem to be similar, and they are. But they are not the same. The difference lies in which tags in the markup get selected. The "Select Table" option lets you select the outermost <table> tag and everything in it. The "Select All Cells" option selects only the appropriate tags *within* the <table> tag.

E X A M P L E

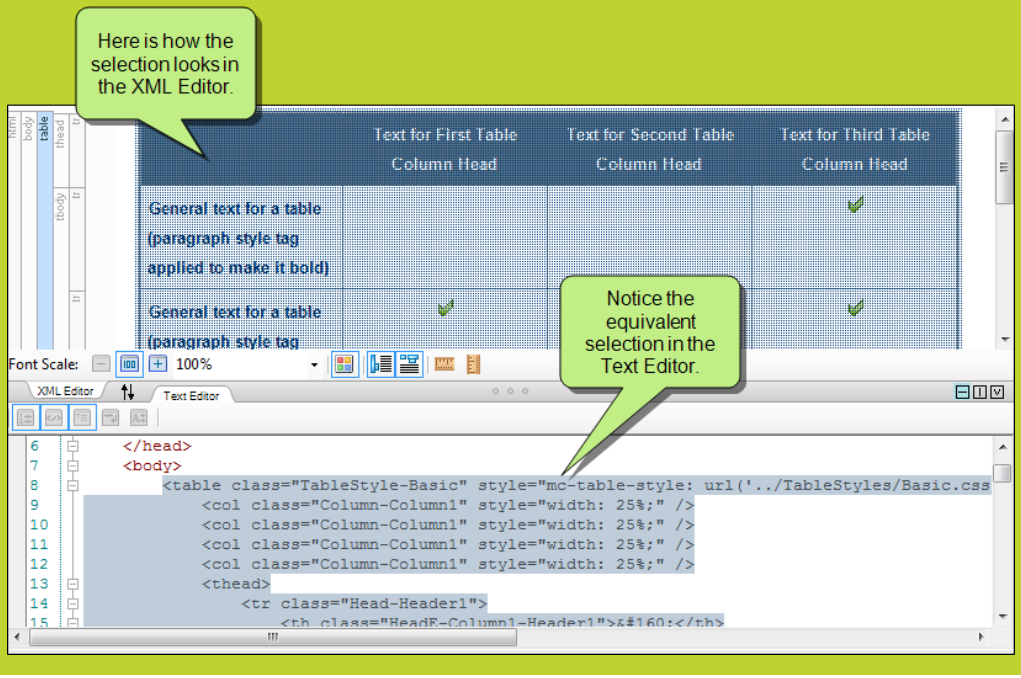
In the following example, we right-clicked on the **table** structure bar.



Choosing **All Cells** selects the individual cells of the table only.



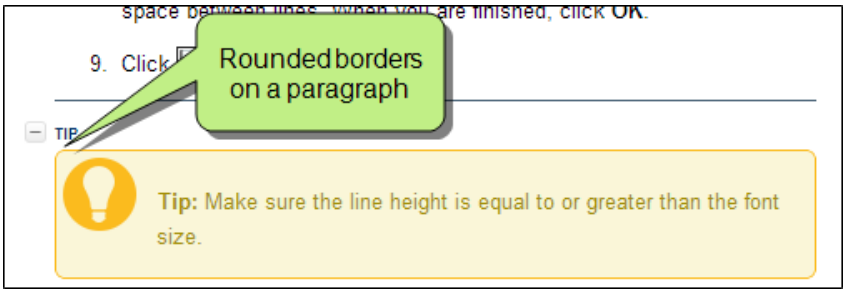
Choosing **Table** selects the <table> tag and everything in it.

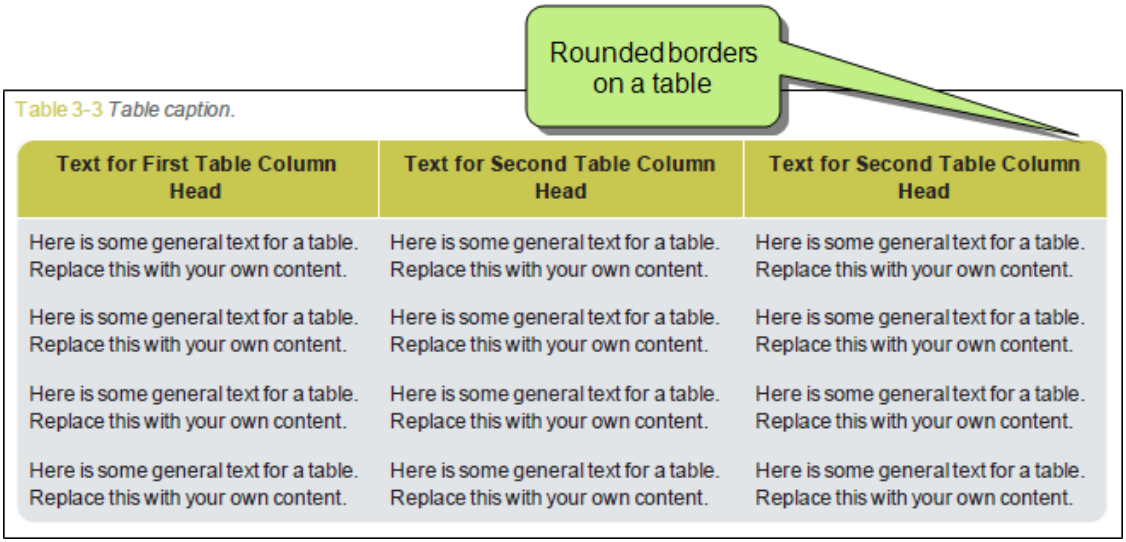


Creating Rounded Borders on Paragraphs and Tables

This feature is supported in all outputs, except Adobe FrameMaker, DITA, and Microsoft Word.

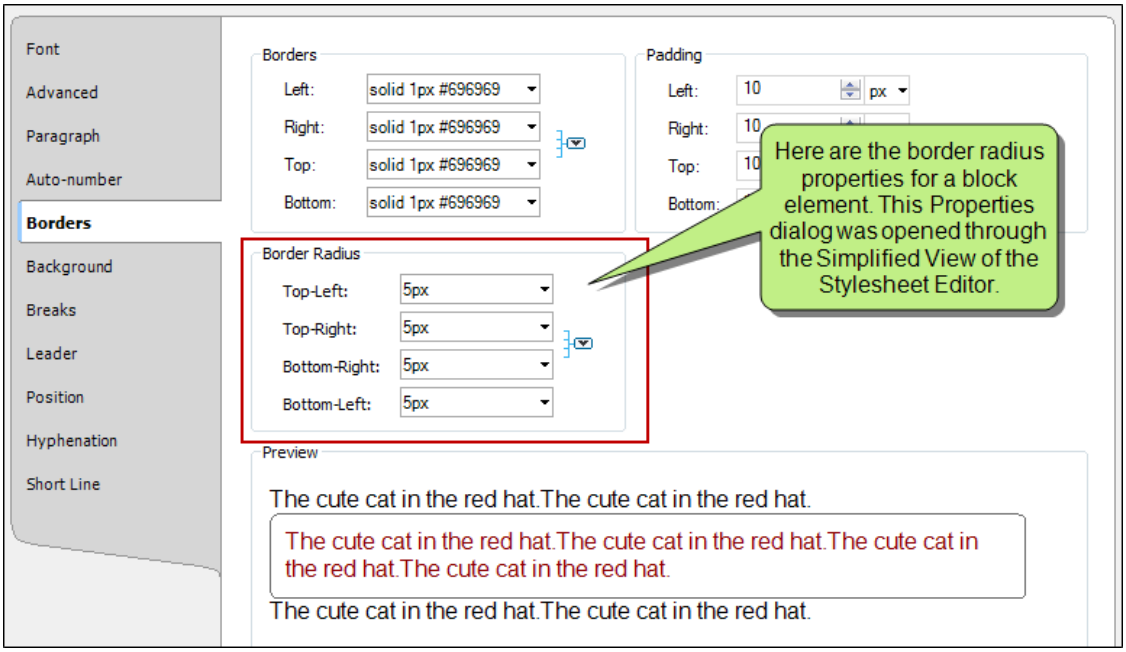
For most output formats, you can use CSS3 border-radius style properties to create rounded borders on block elements, such as paragraphs and blockquotes. You can also use set rounded borders on tables.

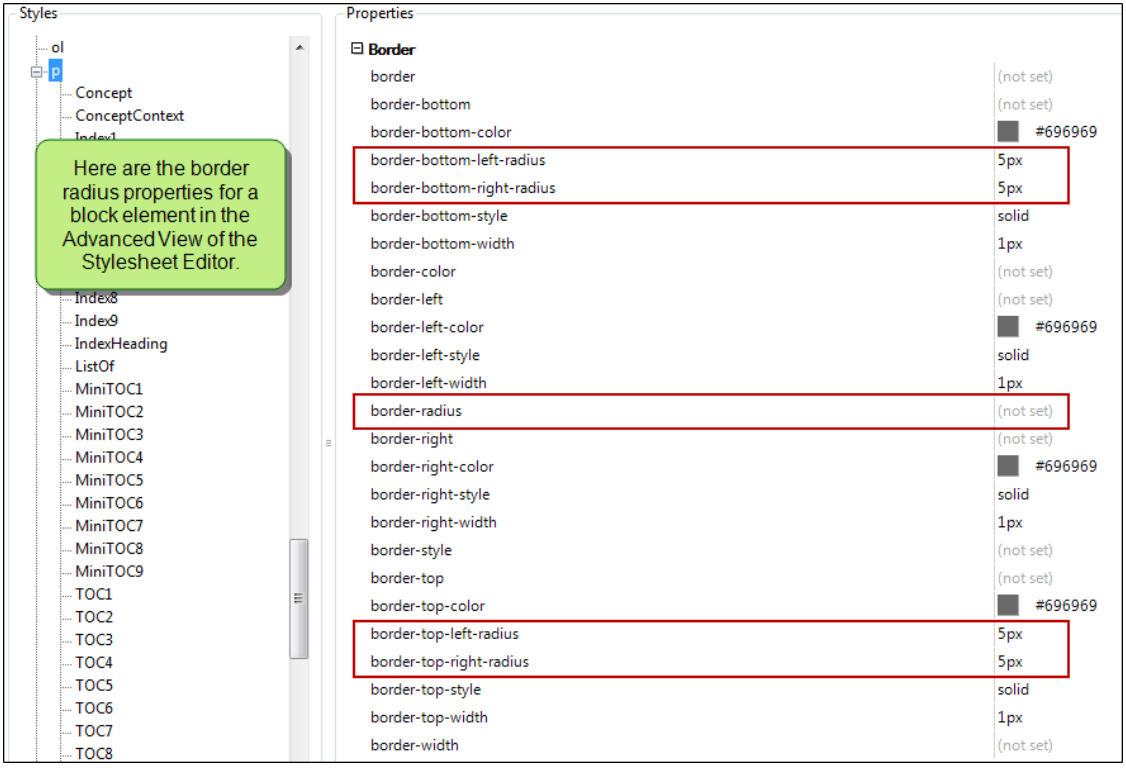




ROUNDED BORDERS AND BLOCK ELEMENTS

The properties for block elements are available in the Stylesheet Editor and in other areas of the user interface, such as the Paragraph Properties dialog.



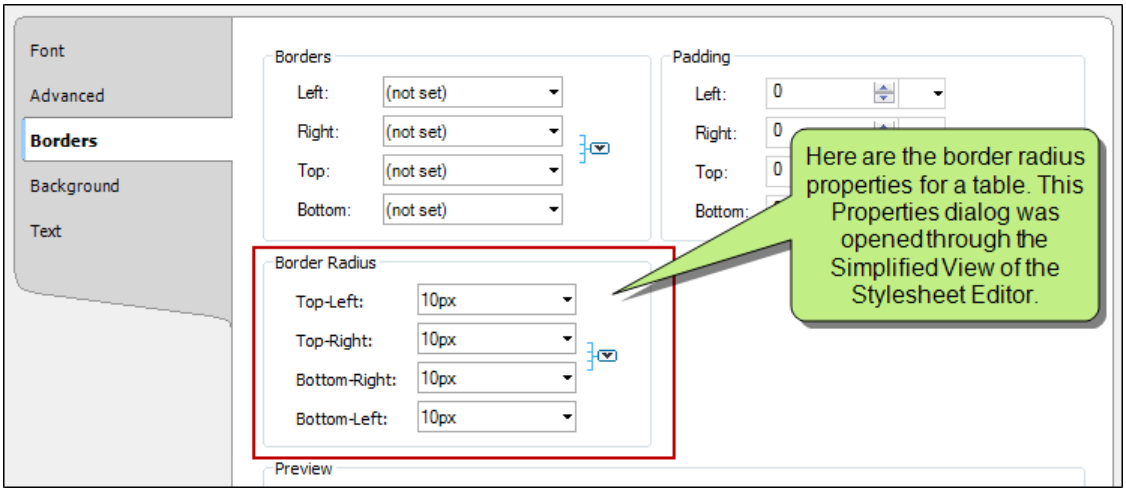

Styles
Properties
ol
p
Concept
ConceptContext
Index1
Index8
Index9
IndexHeading
ListOf
MiniTOC1
MiniTOC2
MiniTOC3
MiniTOC4
MiniTOC5
MiniTOC6
MiniTOC7
MiniTOC8
MiniTOC9
TOC1
TOC2
TOC3
TOC4
TOC5
TOC6
TOC7
TOC8
Here are the border radius properties for a block element in the Advanced View of the Stylesheet Editor.
Border
border (not set)
border-bottom (not set)
border-bottom-color #696969
border-bottom-left-radius 5px
border-bottom-right-radius 5px
border-bottom-style solid
border-bottom-width 1px
border-color (not set)
border-left (not set)
border-left-color #696969
border-left-style solid
border-left-width 1px
border-radius (not set)
border-right (not set)
border-right-color #696969
border-right-style solid
border-right-width 1px
border-style (not set)
border-top (not set)
border-top-color #696969
border-top-left-radius 5px
border-top-right-radius 5px
border-top-style solid
border-top-width 1px
border-width (not set)

ROUNDED BORDERS AND TABLES

For tables, you can set rounded borders in either a regular stylesheet or in a special table stylesheet. You can also set them locally in the Table Properties dialog.

REGULAR STYLESHEET

By setting rounded borders on the <table> style in a regular stylesheet, all of your tables will have the rounded borders.



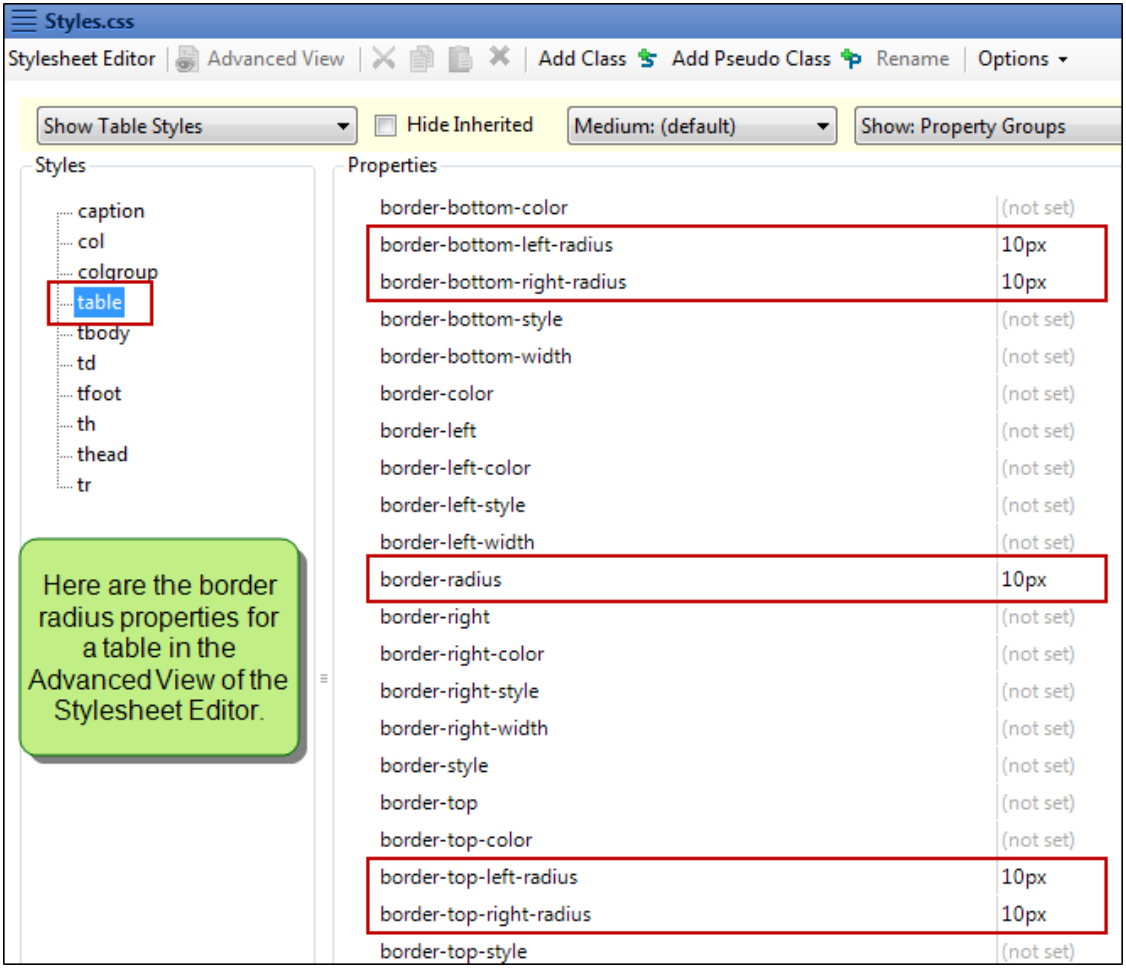
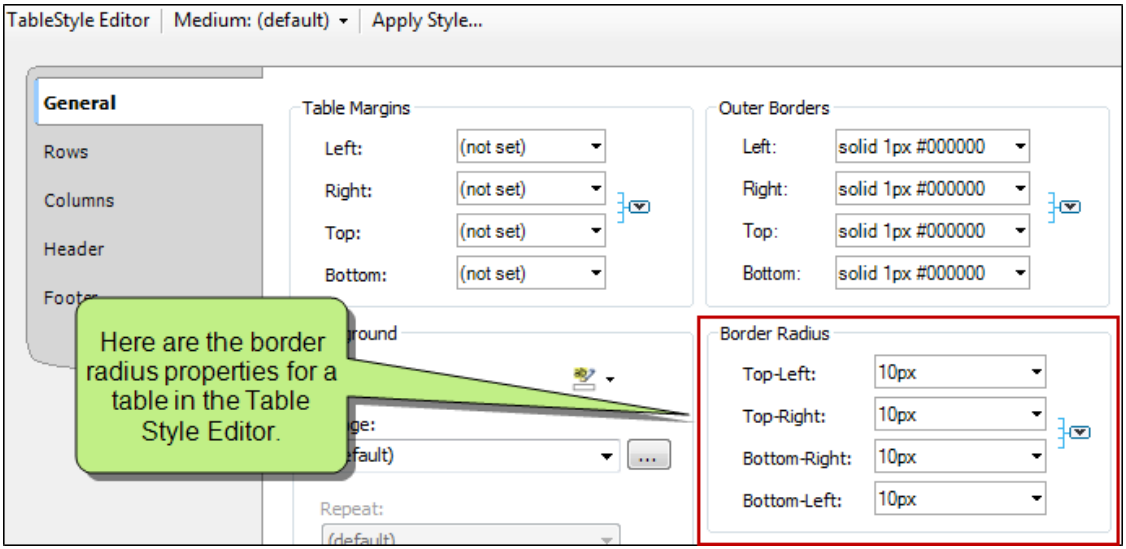

Styles.css
Stylesheet Editor
Advanced View
Add Class
Add Pseudo Class
Rename
Options
Show Table Styles
Hide Inherited
Medium: (default)
Show: Property Groups
Styles
caption
col
colgroup
table
tbody
td
tfoot
th
thead
tr
Properties
border-bottom-color (not set)
border-bottom-left-radius 10px
border-bottom-right-radius 10px
border-bottom-style (not set)
border-bottom-width (not set)
border-color (not set)
border-left (not set)
border-left-color (not set)
border-left-style (not set)
border-left-width (not set)
border-radius 10px
border-right (not set)
border-right-color (not set)
border-right-style (not set)
border-right-width (not set)
border-style (not set)
border-top (not set)
border-top-color (not set)
border-top-left-radius 10px
border-top-right-radius 10px
border-top-style (not set)
Here are the border radius properties for a table in the Advanced View of the Stylesheet Editor.

TABLE STYLESHEET

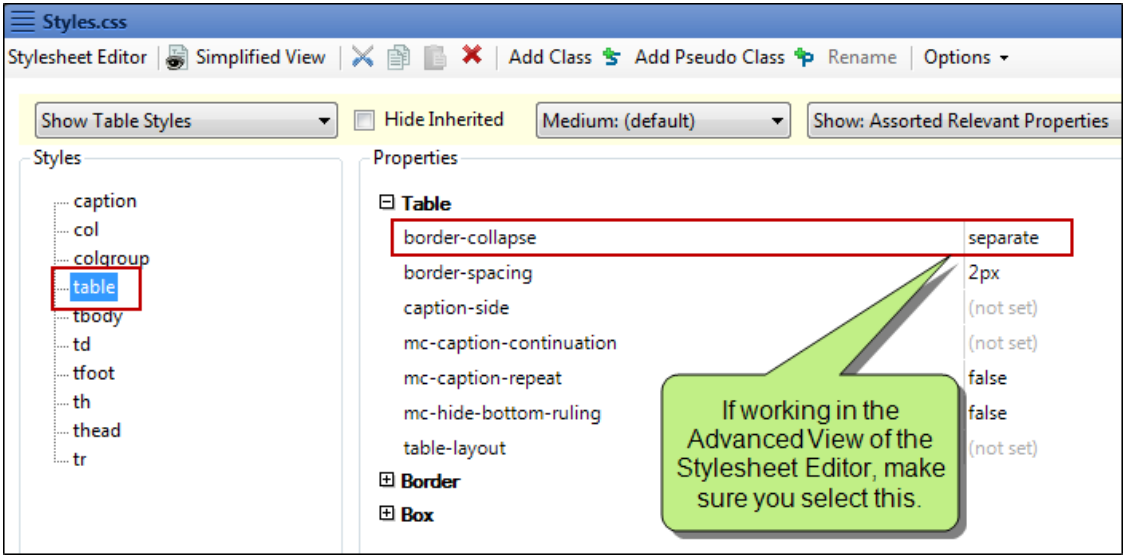
If you set rounded borders in a special table stylesheet, using the Table Style Editor, only the tables using that stylesheet will have rounded borders.

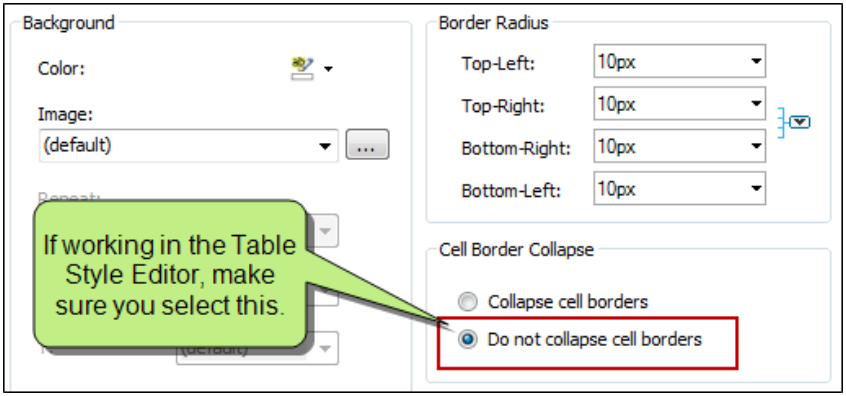


ADDITIONAL REQUIRED SETTINGS FOR ROUNDED BORDERS ON TABLES

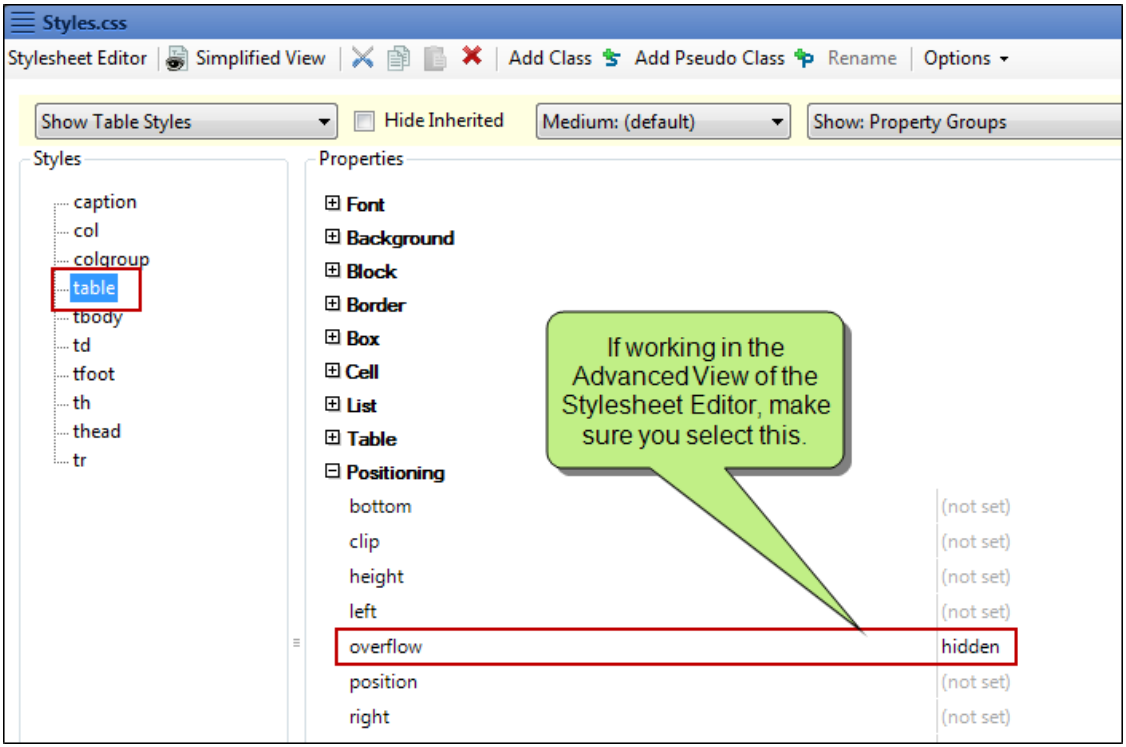
When setting rounded borders on tables, it is essential that you also set two other style properties.

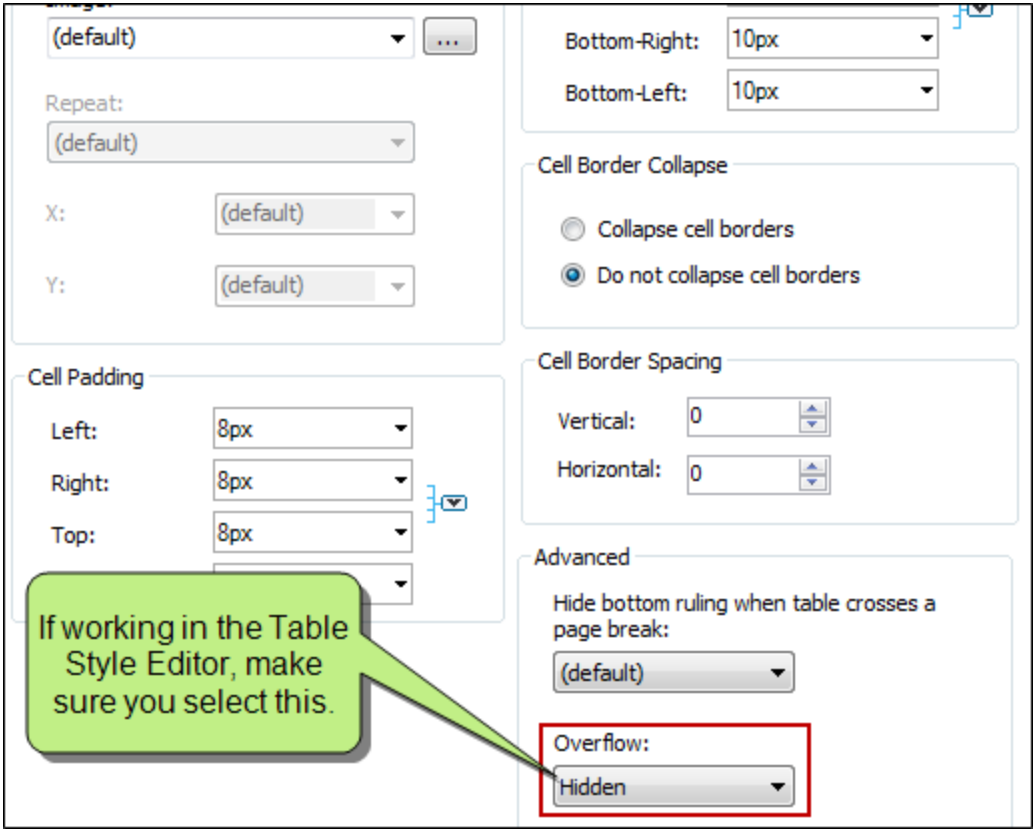
First, you must set the border-collapse property to "separate" (in a regular stylesheet) or "Do not collapse cell borders" (in a table stylesheet or the Table Properties dialog).





Second, you must set the overflow property to "hidden." This property prevents a background color in the table from obstructing the rounded corners, thus making the table look as if it still has square corners.




(default)
Repeat:
(default)
X:
(default)
Y:
(default)
Cell Padding
Left:
8px
Right:
8px
Top:
8px
Bottom-Right:
10px
Bottom-Left:
10px
Cell Border Collapse
Collapse cell borders
Do not collapse cell borders
Cell Border Spacing
Vertical:
0
Horizontal:
0
Advanced
Hide bottom ruling when table crosses a page break:
(default)
Overflow:
Hidden
If working in the Table Style Editor, make sure you select this.

However, Internet Explorer does not respect the overflow setting in tables. So the only way to ensure your tables appear to have rounded borders in Internet Explorer is to not have a background color in the cells at the four corners of the table.

EXAMPLE

Let's say you have set up a table stylesheet to use rounded corners. If you view the output on a Chrome browser, it looks like this:

Heading Text 1	Heading Text 2
Table content	Table content
Table content	Table content
Table content	Table content

As you can see, the rounded borders are shown.

But then you view the same table in Internet Explorer. It looks like this:

Heading Text 1	Heading Text 2
Table content	Table content
Table content	Table content
Table content	Table content

Notice that the rounded corners are obstructed by the background color.

To solve this issue, you remove the background colors from the table. After you do that, the table looks like this in Internet Explorer, as well as in other browsers:

Heading Text 1	Heading Text 2
Table content	Table content
Table content	Table content
Table content	Table content

If you do not want to lose your background color, you might consider creating your tables without an outer border. That way, the rounded borders will still be shown in most browsers and in PDF output, and in Internet Explorer the tables will simply appear with square corners.

EXAMPLE

Let's say you have a table with a colored background, but without outer borders. With rounded corners it looks like this in most newer browsers:

Heading Text 1	Heading Text 2
Table content	Table content
Table content	Table content
Table content	Table content

And in Internet Explorer it looks like this:

Heading Text 1	Heading Text 2
Table content	Table content
Table content	Table content
Table content	Table content

.

HOW TO USE A STYLE TO SET ROUNDED BORDERS ON BLOCK ELEMENTS

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.

   Note: For steps using the Simplified View, see the online Help.

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Paragraph Styles.
4. Select the appropriate paragraph style. For example, you can select the parent **p** tag, or you can select a class that you may have created for that tag (e.g., p.Tip, p.Note).
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Property Groups.
6. In the **Properties** section, expand the **Border** group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
7. Locate the border-radius property that you want to change. Each corner (bottom-left, bottom-right, top-left, top-right) can be set separately (e.g., border-bottom-left-radius, border-top-right-radius). Even better, you can set the main **border-radius** property, which lets you specify the amount of curve for all four corners in one place.

   When you click in the cell to the right of one of the properties, a small popup displays.

   This popup has two halves. you can complete only the left side of the popup if you like. This will create a curve that is equal horizontally and vertically. If you want a border to have more of a curve either horizontally or vertically, you can complete the fields in the right half of the popup as well, so that you have two values (e.g., 10px 15px) instead of one. For more information on using two sets of border-radius properties, see **www.c-ss3.info/preview/rounded-border/**.

   i. Use the lower-left area of the popup to enter a number for the amount of curve. The greater the number, the more curve that is applied.
   ii. Use the area to the right of the number field to select a unit of measurement (e.g., point, pixel, centimeter).
   iii. If you want to provide a second value for the rounded border, complete the same fields on the right half of the popup.
   iv. Click **OK**.
8. In the **Properties** section, expand the **Table** group.
9. Click in the cell to the right of the **border-collapse** property and select **separate**.
10. In the **Properties** section, expand the **Positioning** group.

11. Click in the cell to the right of the **overflow** property and select **hidden**.
12. Click to save your work.

HOW TO USE A TABLE STYLESHEET TO SET ROUNDED BORDERS ON TABLES

1. Open the table stylesheet that you want to edit. This can be found in the **Resources/TableStyles** subfolder in the Content Explorer, but you can store table stylesheets in other folders in the Content Explorer if you like.
2. In the Table Style Editor, select the **General** tab.
3. In the **Cell Border Collapse** area, select **Do not collapse cell borders**.
4. Set the options in the **Border Radius** section.
   a. Click in any of the individual fields (**Top-Left**, **Top-Right**, **Bottom-Right**, **Bottom-Left**) to specify the settings for a particular corner of the table. If you click the down arrow to the right of all the fields, the settings will be applied to all of the fields.

      When you click that down arrow or in one of the individual fields, a small popup displays.

      This popup has two halves. you can complete only the left side of the popup if you like. This will create a curve that is equal horizontally and vertically. If you want a border to have more of a curve either horizontally or vertically, you can complete the fields in the right half of the popup as well, so that you have two values (e.g., 10px 15px) instead of one. For more information on using two sets of border-radius properties, see **www.css3.info/preview/rounded-border/**.

   b. Use the lower-left area of the popup to enter a number for the amount of curve. The greater the number, the more curve that is applied.
   c. Use the area to the right of the number field to select a unit of measurement (e.g., point, pixel, centimeter).
   d. If you want to provide a second value for the rounded border, complete the same fields on the right half of the popup.
   e. Click **OK**.
5. Scroll down to the bottom of the tab, and in the **Advanced** area, click in the **Overflow** drop-down and select **Hidden**.
6. Click to save your work.

HOW TO USE A REGULAR STYLESHEET TO SET ROUNDED BORDERS ON TABLES

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.

2. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.

   Note: For steps using the Simplified View, see the online Help.

3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Table Styles.
4. In the grid below, select **table**.
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Property Groups.
6. In the **Properties** section, expand the **Border** group. The property name is shown in the left column. The right column is used for selecting and entering values for the property.
7. Locate the border-radius property that you want to change. Each corner (bottom-left, bottom-right, top-left, top-right) can be set separately (e.g., border-bottom-left-radius, border-top-right-radius). Even better, you can set the main **border-radius** property, which lets you specify the amount of curve for all four corners in one place.

   When you click in the cell to the right of one of the properties, a small popup displays.

   This popup has two halves. you can complete only the left side of the popup if you like. This will create a curve that is equal horizontally and vertically. If you want a border to have more of a curve either horizontally or vertically, you can complete the fields in the right half of the popup as well, so that you have two values (e.g., 10px 15px) instead of one. For more information on using two sets of border-radius properties, see **www.c-ss3.info/preview/rounded-border/**.

   i. Use the lower-left area of the popup to enter a number for the amount of curve. The greater the number, the more curve that is applied.
   ii. Use the area to the right of the number field to select a unit of measurement (e.g., point, pixel, centimeter).
   iii. If you want to provide a second value for the rounded border, complete the same fields on the right half of the popup.
   iv. Click **OK**.

8. Click to save your work.

Note: Some older browsers may not support rounded borders, so even if you create the rounded borders for your content, they may display as rounded in some browsers but square in others.

Note: Different browsers display different results if you have all of the following set on a table: a caption, rounded borders, and a color in the background of the first row. That's because some browsers consider the caption part of the table and others do not. One possible workaround is to set the border-top-left-radius and border-top-right-radius on the top-left and top-right cells.

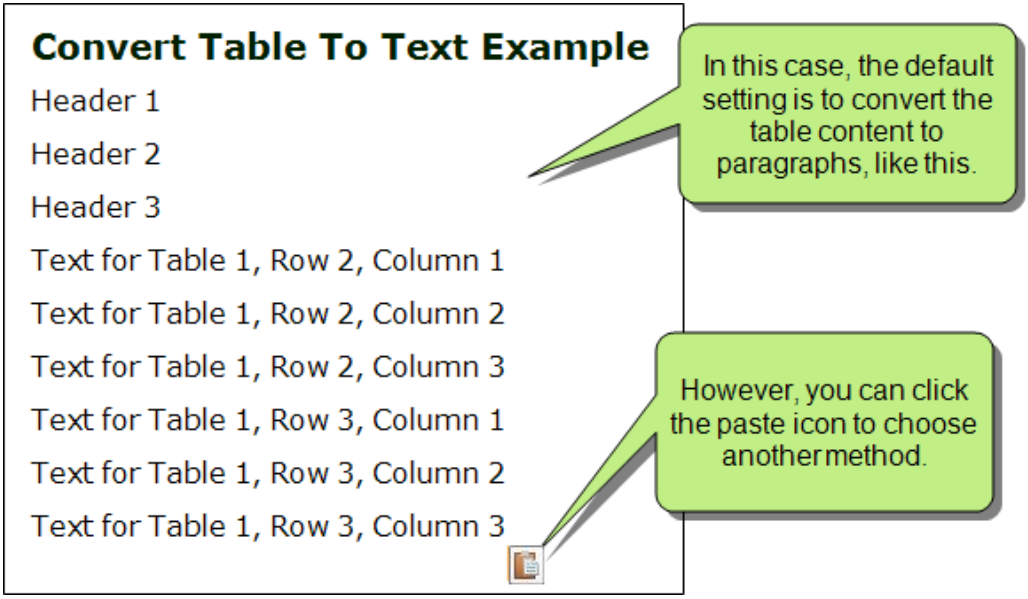
Converting Tables to Text

If you have a table containing text, you can remove the table but keep the text. When doing this, you can choose how the converted text should be represented: paragraphs, separated with commas, separated with text.

HOW TO CONVERT A TABLE TO TEXT

1. Open the content file (e.g., topic, snippet).
2. Place your cursor somewhere in the table.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. In the **Data** section select **Convert to Text**.
   - **Menu** Select **Table>Convert to Text**.

   The table is converted to text using the default method—convert to paragraphs, with commas, or with text string.
4. (Optional) If you want the conversion to use a different method, click the **Paste** icon that appears after the text and select the method.
   - **Convert to Paragraphs** Select this option to convert the content in each table cell into separate paragraphs.
   - **Separate with Commas** Select this option to convert the content in each table cell into text separated by commas.
   - **Separate with Text** Select this option to convert the content in each table cell into text separated by a text string that you specify (e.g., a semicolon).
   - **Set Default** Select this option to open the Default Behavior dialog. Then choose the type of behavior you want to use automatically when performing this action in the future, and click **OK**.


Convert Table To Text Example
Header 1
Header 2
Header 3
Text for Table 1, Row 2, Column 1
Text for Table 1, Row 2, Column 2
Text for Table 1, Row 2, Column 3
Text for Table 1, Row 3, Column 1
Text for Table 1, Row 3, Column 2
Text for Table 1, Row 3, Column 3
In this case, the default setting is to convert the table content to paragraphs, like this.
However, you can click the paste icon to choose another method.

Convert Table To Text Example

Header 1

Header 2

Header 3

Text for Table 1, Row 2, Column 1

Text for Table 1, Row 2, Column 2

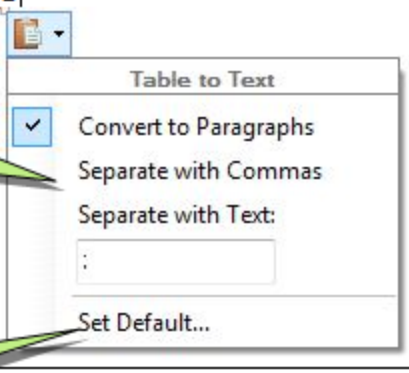
Text for Table 1, Row 2, Column 3

Text for Table 1, Row 3, Column 1

Text for Table 1, Row 3, Column 2

Text for Table 1, Row 3, Column 3

Alternatively, you could choose to separate the converted text with commas or with a custom text string that you provide.



This option lets you specify the default conversion method for the next time.

Convert Table To Text Example

Header 1,Header 2,Header 3,Text for Table 1, Row 2, Column 1,Text for Table 1, Row 2, Column 2,Text for Table 1, Row 2, Column 3,Text for Table 1, Row 3, Column 1,Text for Table 1, Row 3, Column 2,Text for Table 1, Row 3, Column 3

This is how the same content looks when separated with commas.

Convert Table To Text Example

Header 1;Header 2;Header 3;Text for Table 1, Row 2, Column 1;Text for Table 1, Row 2, Column 2;Text for Table 1, Row 2, Column 3;Text for Table 1, Row 3, Column 1;Text for Table 1, Row 3, Column 2;Text for Table 1, Row 3, Column 3

This is how the same content looks when separated with a custom text string (in this case, semicolons).

5. Click to save your work.

Converting Text to Tables

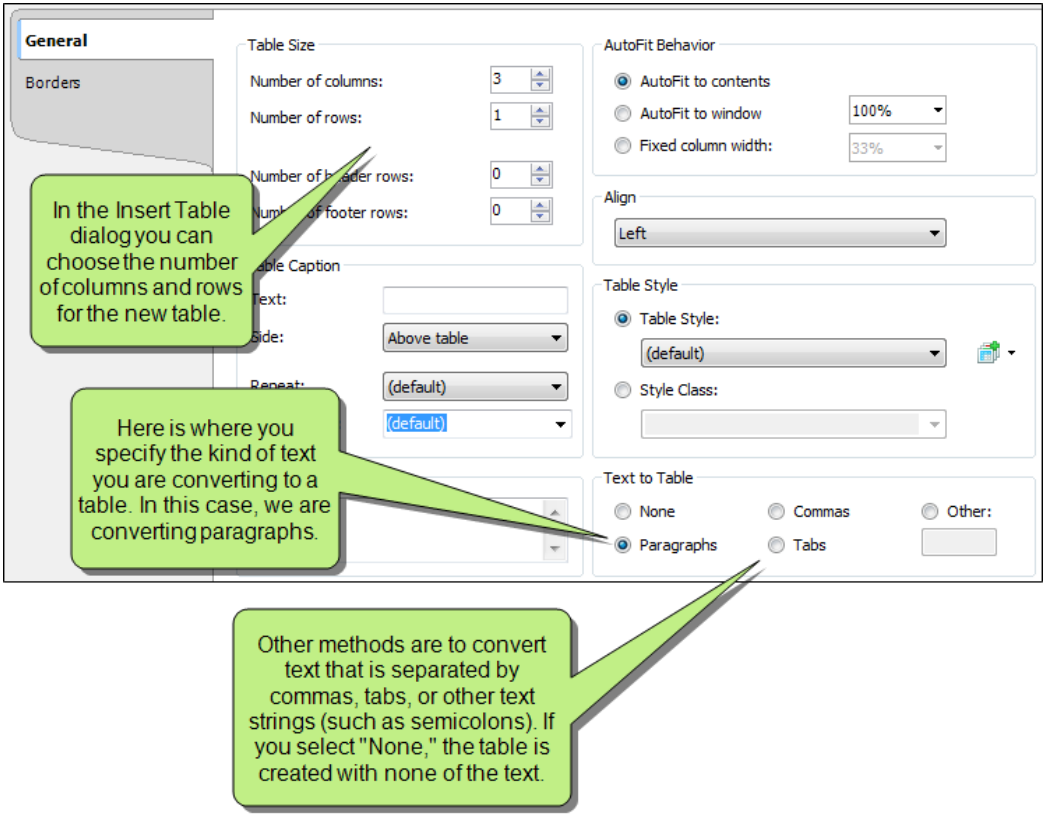
If you have a series of paragraphs or some text separated by commas or other strings, you can quickly place all of it into a table.

HOW TO CONVERT TEXT TO A TABLE

1. Open the content file (e.g., topic, snippet).
2. Drag and select the text to be converted, so that it is highlighted.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. In the **Table** section click the face of the **Insert Table** button (not the down arrow).
   - **Menu** Select **Table>Insert>Table**.
   - **Text Format toolbar** Click the face of the **Insert Table** button (not the down arrow).

     To open the Text Format toolbar from the menu view, select **View>Toolbars>Text Format**.

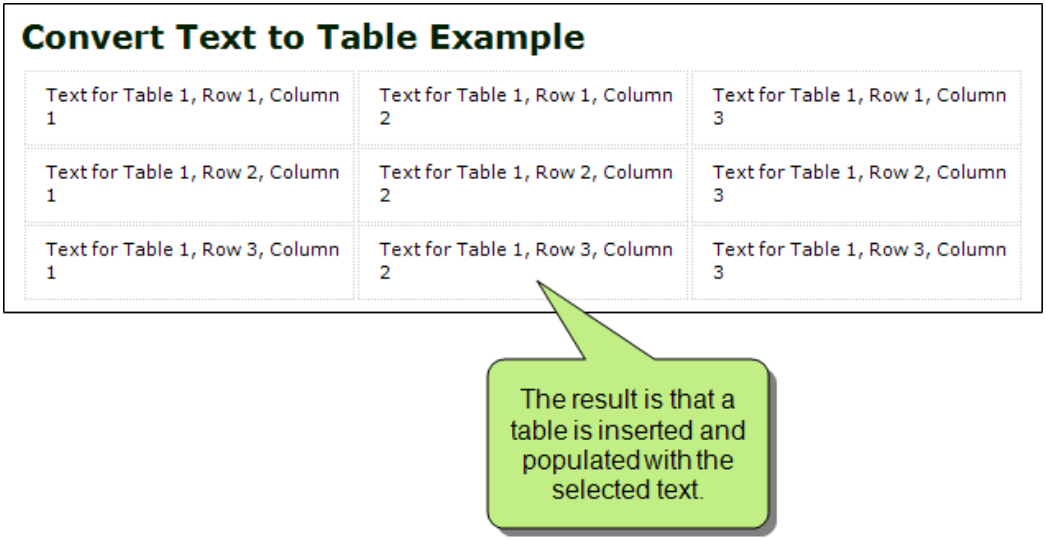
   The Insert Table dialog opens.
4. In the **Text to Table** section, select one of the options.
   - **None** Select this option if you want to create a table but not include any of the selected text. In other words, that text is removed and replaced with the new table.
   - **Paragraphs** Select this option if you have selected multiple paragraphs and want to convert them into a table. Each paragraph will be placed in a separate table cell.
   - **Commas** Select this option if you have selected text separated by commas and want to convert it into a table. Each segment of text between a comma will be placed in a separate table cell.
   - **Tabs** Select this option if you have selected text separated by tabs and want to convert it into a table. Each segment of text between a tab separator will be placed in a separate table cell.
   - **Other** Select this option if you have selected text separated by a specific text string (e.g., semicolons) and want to convert it into a table. After selecting this option, enter that text string in the field to the right. Each segment of text between the text string that you specify will be placed in a separate table cell.



You can also complete any of the other fields in the dialog as necessary. For more information about the other settings, see "Inserting Tables" on page 9.

5. Click **OK**.

   The text is converted to a table.



6. Click to save your work.

Cutting Table Columns and Rows

You can cut entire columns and rows in a table. When you do this, a paste icon displays after the table. This icon allows you to specify how you would like to handle the content when you cut the columns or rows. You can also set the default behavior for similar actions in the future.

HOW TO CUT TABLE COLUMNS AND ROWS

1. Open the content file (e.g., topic, snippet).
2. Select the column or row that you want to cut so that the cells are highlighted.
3. Press **CTRL+X** on your keyboard.
4. (Optional) You can click on the Paste icon and select any of the following options from the menu, depending on whether you cut columns and/or rows.
   - **Cut Columns** Select this option to entirely cut the selected columns, removing both the columns and content from the table.
   - **Cut Rows** Select this option to entirely cut the selected rows, removing both the rows and content from the table.
   - **Cut Cell Contents** Select this option to cut only the content from the selected columns or rows, leaving the empty columns in the table.
   - **Set Default** Select this option to open the Default Behavior dialog. Then choose the type of behavior you want to use automatically when performing this action in the future, and click **OK**.
5. Click to save your work.

Deleting Tables

Use the following steps to delete a table from a content file (e.g., topic, snippet) .

HOW TO DELETE A TABLE FROM A TOPIC

1. Open the content file (e.g., topic, snippet).
2. Make sure the block bars are shown in the XML Editor. If they are not, click in the local toolbar at the bottom of the editor.
3. Right-click the block bar labeled "table" to the left of the table that you want to delete or the table itself.
4. From the context menu, click **Delete**. The table is deleted.
5. Click to save your work.

Inserting Table Columns and Rows

The following steps show you how to insert columns and rows into a table that you have inserted into a topic. You can insert one row or column at a time, or you can insert multiple rows or columns.

HOW TO INSERT A COLUMN INTO A TABLE

1. Open the content file (e.g., topic, snippet).
2. Do one of the following:
   - Place your cursor in the table where you want to insert the column. Doing this will insert only one column.
   - In a table, click and drag to select the number of columns you want to add (e.g., if you want to insert three columns, select three in the table). You do not need to select entire columns, just portions of them.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. Then select **Columns to the Left** or **Columns to the Right**, depending on where you want to insert the column(s).
   - **Menu** Select **Table>Insert**. Then select **Columns to the Left** or **Columns to the Right**, depending on where you want to insert the column(s).
   - **Right-Click** Right-click the table and select **Insert>Columns to the Left** or **Insert>Columns to the Right**, depending on where you want to insert the column(s).
4. Click to save your work.

HOW TO INSERT A ROW INTO A TABLE

1. Open the content file (e.g., topic, snippet).
2. Do one of the following:
   - Place your cursor inside the table where you want to insert the row. Doing this will insert only one row when you are finished.
   - In a table, click and drag to select the number of rows you want to add (e.g., if you want to insert three rows, select three in the table). You do not need to select entire rows, just portions of them.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. Then select **Rows Above** or **Rows Below**, depending on where you want to insert the row(s).
   - **Menu** Select **Table>Insert**. Then select **Rows Above** or **Rows Below**, depending on where you want to insert the row(s).
   - **Right-Click** Right-click the table and select **Insert>Rows Above** or **Insert>Rows Below**, depending on where you want to insert the row(s).
4. Click to save your work.

Merging Table Cells

You can turn multiple cells in a table into one big cell. This is called "merging" cells. You can merge any number of rows and columns in a table, as long as they are adjacent to one another.

You might want to merge cells, for example, to create a wide cell that serves as a heading for a group of columns under it.

HOW TO MERGE CELLS IN A TABLE

1. Open the content file (e.g., topic, snippet).
2. Click inside a cell that will be on the outside edge of the new, bigger cell.
3. Hold down the mouse button and drag it to select surrounding cells. The cells that you select are shaded.
4. Release the mouse button.
5. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. In the **Cells** section select **Merge Cells**.
   - **Menu** Select **Table>Merge Cells**.
   - **Right-click** Right-click the table and from the context menu, select **Merge Cells**.
6. Click to save your work.

Merging Tables

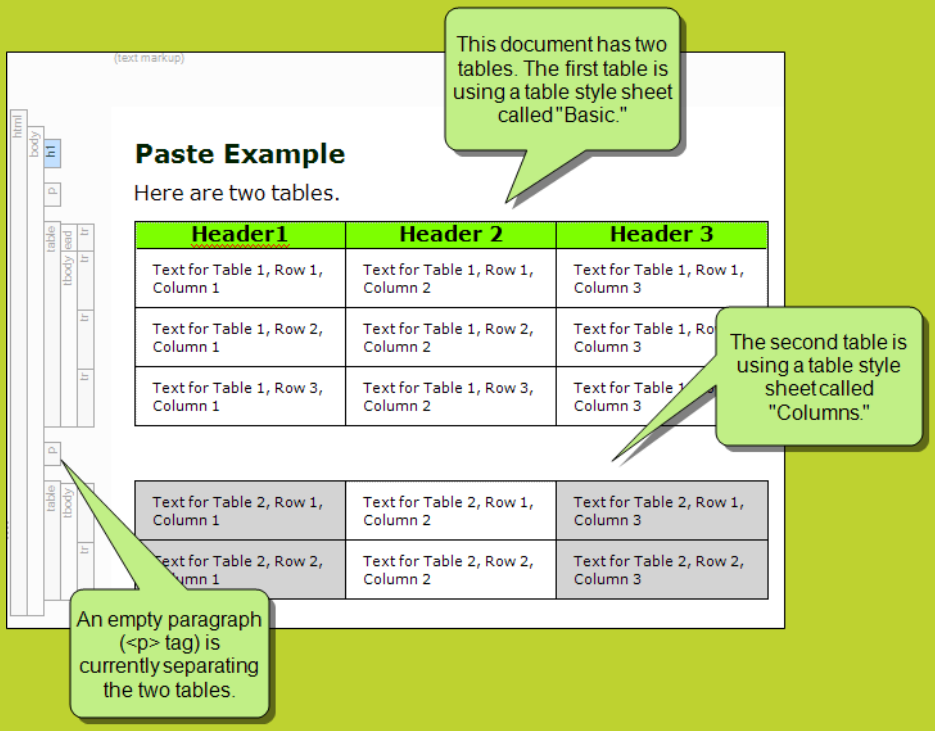
If you have two tables in a content file (e.g., topic, snippet) that are positioned one after the other, you can merge those tables so that they become one. You can do this by using the paste icon that may appear to the right of the tables.

HOW TO MERGE TABLES

1. Open the content file (e.g., topic, snippet).
2. Perform an action to display the paste icon. Usually this means removing content between two tables so that they become adjacent, or copying and pasting one table before or after another.
3. Click the paste icon to the right of the tables.
4. Select the option that best suits your needs, depending on the type of action that you performed.
   - **Merge Table Up** Select this option to merge the tables, with the table on top having precedence. Therefore, the merged table will use the table stylesheet from that table.
   - **Merge Table Down** Select this option to merge the tables, with the table on the bottom having precedence. Therefore, the merged table will use the table stylesheet from that table.
   - **Don't Merge Tables** Select this option to allow the tables to appear one after the other, without being merged into one table.
   - **Paste Table** Select this option to paste the table as a whole. Therefore, you will actually have two separate tables next to each other.
   - **Paste (Above)** Select this option to merge the rows and columns from the copied table into the existing one, above the rows from the other table. The table that was there first will have precedence. Therefore, the merged table will use the table stylesheet from that table.
   - **Paste (Below)** Select this option to merge the rows and columns from the copied table into the existing one, below the rows from the other table. The table that was there first will have precedence. Therefore, the merged table will use the table stylesheet from that table.
   - **Set Default** Select this option to open the Default Behavior dialog. Then choose the type of behavior you want to use automatically when performing this action in the future, and click **OK**.

E X A M P L E

Let's say you have two tables in a content file (e.g., topic, snippet) and those tables are placed one after the other, as a result of removing content between the tables. When this occurs, you see a paste icon to the right of the tables.



The empty paragraph was removed. As a result, the two tables were merged into one (leaving one <table> tag) and the style from the first table is used, because that is the default behavior.

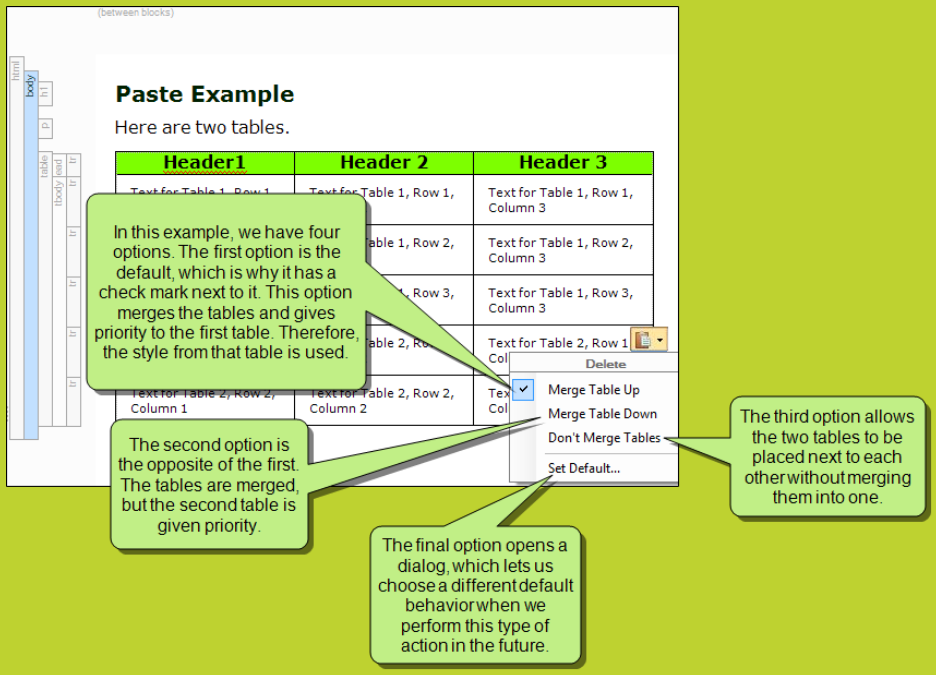
Paste Example

Here are two tables.

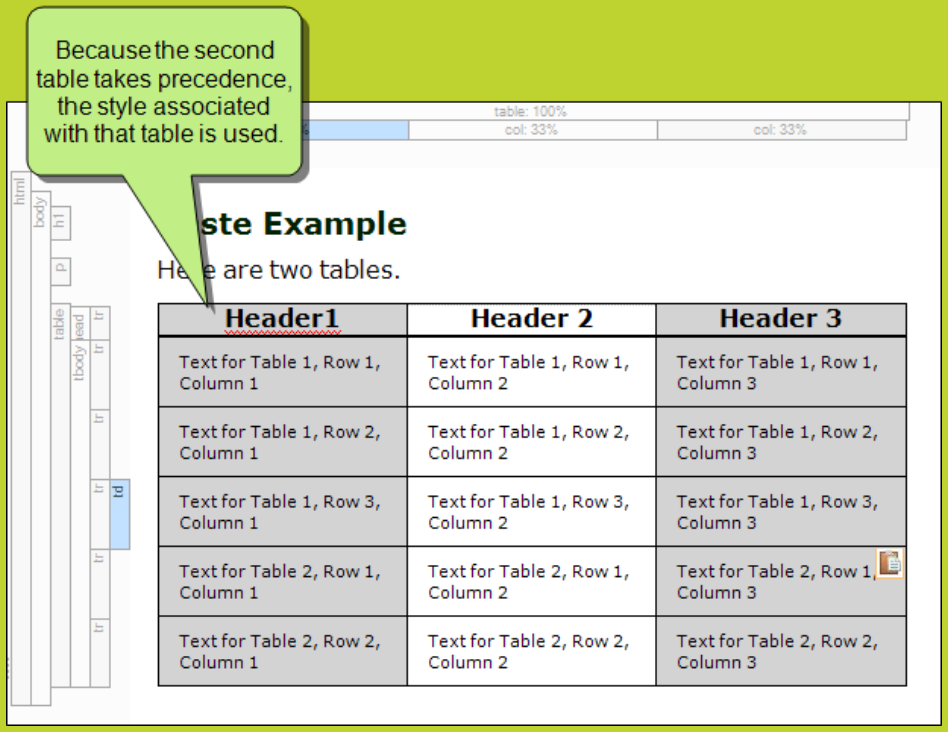
Header1	Header 2	Header 3
Text for Table 1, Row 1, Column 1	Text for Table 1, Row 1, Column 2	Text for Table 1, Row 1, Column 3
Text for Table 1, Row 2, Column 1	Text for Table 1, Row 2, Column 2	Text for Table 1, Row 2, Column 3
Text for Table 1, Row 3, Column 1	Text for Table 1, Row 3, Column 2	Text for Table 1, Row 3, Column 3
Text for Table 2, Row 1, Column 1	Text for Table 2, Row 1, Column 2	Text for Table 2, Row 1, Column 3
Text for Table 2, Row 2, Column 1	Text for Table 2, Row 2, Column 2	Text for Table 2, Row 2, Column 3

Also, the paste icon displays to the right of the table.

If you click on the icon, you can select from various options to specify how the tables should be merged, or not merged.



Suppose we tell Flare to "Merge Table Down." In this case the look of the table would change because the second table is given priority.



5. Click to save your work.

Note: You cannot merge tables if the column count is different in them.

Moving Table Columns and Rows

You can move columns and rows around in a table that you have inserted by dragging and dropping them. You can also move table rows by using keyboard shortcuts.

HOW TO MOVE COLUMNS AND ROWS BY DRAGGING AND DROPPING

1. Open the content file (e.g., topic, snippet).
2. Make sure that the tag bars and span bars are shown to the left of the table and above the table, respectively. If they are not shown, click (to show the tag bars), and click (to show the span bars) at the bottom of the editor.
3. Click the appropriate tag bar to the left of the topic or column bar (in the span area) above the topic, and drag the row or column to the place where you want to move it. A blue arrow helps guide you, showing you where the row or column will be inserted when you release the mouse button.
4. Release the mouse button to drop the row or column to its new location in the table. The row or column is moved to its new location.
5. Click to save your work.

HOW TO MOVE ROWS WITH KEYBOARD SHORTCUTS

1. Open the content file (e.g., topic, snippet).
2. In a table, click and drag to select the number of rows you want to move (e.g., if you want to move three rows, select three in the table). You do not need to select entire rows, just portions of them.
3. Hold down **ALT+SHIFT** on your keyboard and press the **Up** or **Down** arrow key.
4. Click to save your work.

Note: You can move table columns and rows only within the same table. If you want to move a column or row from one table to another, you need to use the copy and paste options, and then delete the column or row from the original table. To copy a column or row, right-click on the bar and select **Copy**. To paste the column or row in the other table, right-click on a bar next to the column or row where you want to paste it and select **Paste (Above)**, **(Below)**, **(Left)**, or **(Right)**. There is no cut option.

Pasting Cells Within a Table

You can copy cells from one table to another. If you copy cells from a table, then place your cursor within a single table cell and paste the contents, a paste icon displays to the right. This icon allows you to specify how you would like to handle the pasted cells. You can also set the default behavior for similar actions in the future.

HOW TO PASTE CELLS WITHIN A TABLE

1. Open the content file (e.g., topic, snippet).
2. Select the cells so that they are highlighted.
3. Press **CTRL+C** on your keyboard.
4. Open the content file (e.g., topic, snippet) containing the table that you want to paste into.
5. Do one of the following:
   - You can select the same number of cells if you simply want to transfer the cell text into them.

     OR
   - Click in a single table cell.
6. Press **CTRL+V** on your keyboard.
7. (Optional) You can click on the Paste icon and select any of the following options from the menu.
   - **Paste Cells** Select this option to paste the copied cells, replacing the cells nearest to where you have placed your cursor.
   - **Paste Table** Select this option to paste the copied cells as a separate table. It will be placed within the cell where you have placed your cursor.
   - **Paste (Above)** Select this option to paste the copied cells above the cell where you have placed your cursor.
   - **Paste (Below)** Select this option to paste the copied cells below the cell where you have placed your cursor.
   - **Paste (Left)** Select this option to paste the copied cells to the left of the cell where you have placed your cursor.
   - **Paste (Right)** Select this option to paste the copied cells to the right of the cell where you have placed your cursor.
   - **Set Default** Select this option to open the Default Behavior dialog. Then choose the type of behavior you want to use automatically when performing this action in the future, and click **OK**.
8. Click to save your work.

Resetting Local Cell Formatting

If you have applied local formatting to a table (e.g., applying background shading to cells directly, not through the use of styles), you can easily remove it. This is possible even if the topic was previously saved and closed.

HOW TO RESET LOCAL CELL FORMATTING

1. Open the content file (e.g., topic, snippet).
2. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. In the **Cells** section select **Reset Local Cell Formatting**.
   - **Menu** Select **Table>Reset Local Cell Formatting**.
   - **Right-click** Right-click inside the table and from the context menu select **Reset Local Cell Formatting**.

   E X A M P L E

   Let's say you have a table with three columns and you have locally added a different background color for each column. If you want to remove the background colors for all of the columns, you simply need to place your cursor somewhere in the table, right-click, and select **Reset Local Cell Formatting**.

   However, let's say instead that you want to remove the background color for only the middle column. In that case, you can select that column so that it is highlighted, right-click, and then select **Reset Local Cell Formatting**.

3. Click to save your work.

Note: This option resets formatting placed on the entire cell (e.g., a background color added to cells would be removed). However, local formatting on content (e.g., bold text) is not affected. If you would like to remove local formatting for cells as well as cell content, you can use the Remove Inline Formatting button instead.

Resizing Tables

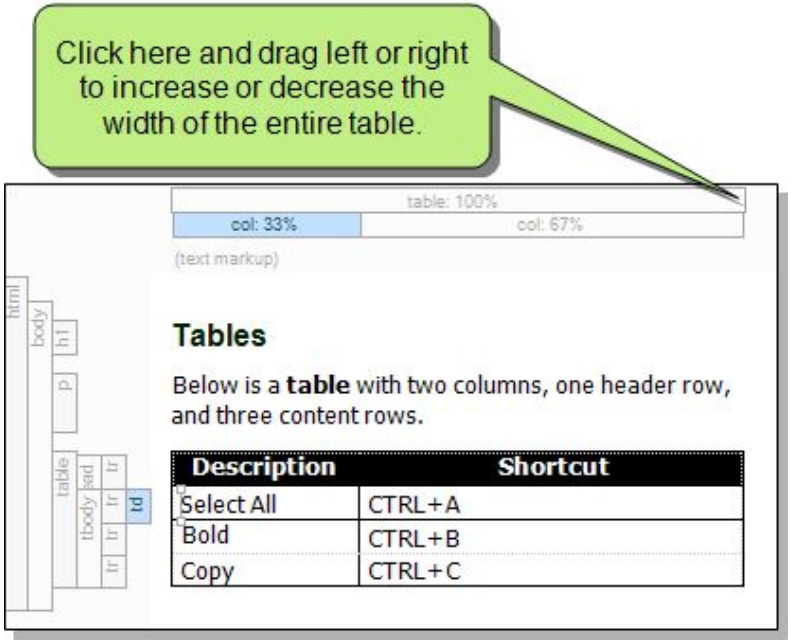
You can change the height and width of tables by applying an absolute or relative unit of measurement. You can also change the height of tables and individual rows and columns by clicking and dragging the edges of the table bars.

HOW TO RESIZE TABLES BY APPLYING A UNIT OF MEASUREMENT

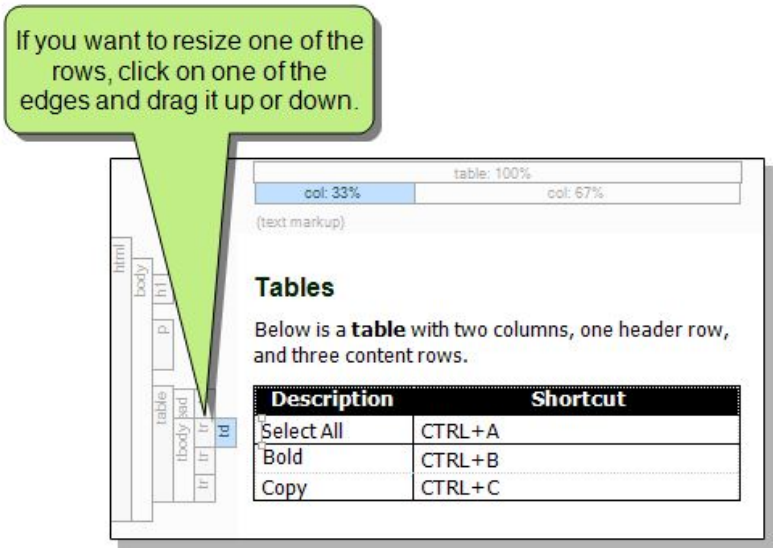
1. Open the content file (e.g., topic, snippet).
2. Make sure that the tag bars are shown to the left of the table and other content. If they are not shown, click .
3. Right-click the **table** tag bar to the left of the table.
4. In the context menu select **Table Size**.
5. Enter a value in the **Reset Width** and/or **Reset Height** field.
6. Click in the drop-down field and select a unit of measurement (e.g., Point, Centimeter, Ems, Percentage).
7. Click .
8. Click to save your work.

HOW TO RESIZE TABLES, ROWS, AND COLUMNS BY CLICKING AND DRAGGING

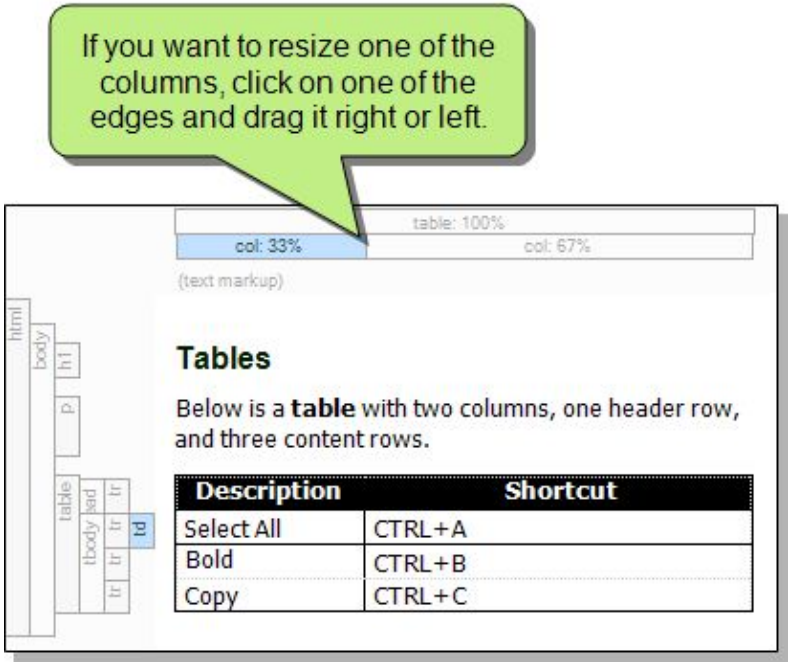
1. Open the content file (e.g., topic, snippet).
2. Make sure that the tag bars and span bars are shown to the left of the table and above the table, respectively. If they are not shown, click (to show the tag bars), and click (to show the span bars) at the bottom of the editor.
3. Do any of the following:
   - **To Resize the Width of the Entire Table** Click inside the table. Then click the far right edge of the bar for the entire table (the top bar) and drag it right or left.



» **To Resize an Individual Table Row** Click the upper or lower edge of the row bar and drag it up or down.



» **To Resize an Individual Table Column** Click inside the table. Then click the left or right edge of the column bar and drag it right or left.



4. Click to save your work.

Note: You can also use "auto-fit" behaviors in the Properties dialog to automatically resize a table. See "Editing Table Properties" on page 129.

Note: If you set a table to a specific height, that height may not be represented accurately if you are viewing the topic in Print Layout mode.

Setting Page, Column, and Frame Breaks on Tables

This feature is supported in all print outputs (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, and XHTML).

You can set page, column, and frame breaks on tables using a couple of different options. For additional information about frame breaks and why you might use them, see the online Help.

In regular stylesheets, you can set breaks on the standard HTML table tags. The most common approach for page breaks is to set them on table rows through the <tr> style tag. Another option is that you can set breaks on rows (and on entire tables) through a table stylesheet. And because you can create patterns in table stylesheets, each pattern item might have different settings for breaks.

You might use standard HTML table tags in a regular stylesheet if you want all tables to follow the same behavior when it comes to breaks. On the other hand, you might use table style settings if you have complex tables and patterns requiring some table elements to break in a certain way and other elements to behave differently.

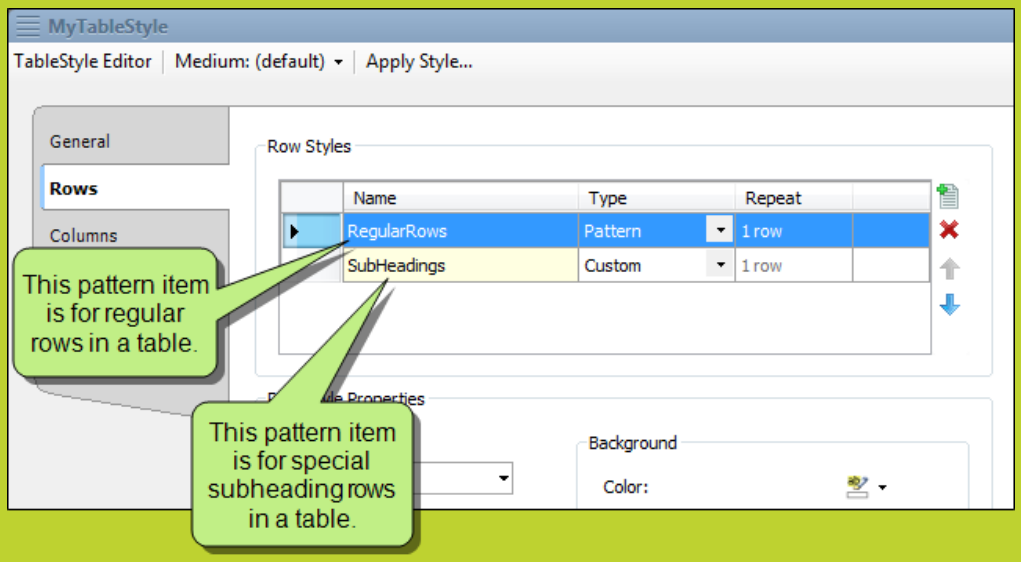
EXAMPLE—PAGE BREAK IN REGULAR STYLESHEET

Let's say you have a long table. In the output, the first part of the table might be shown on page 14, and the second part of it is shown on page 15. Suppose the final table row on page 14 has so much content that it wraps around to page 15, in essence splitting that row. If you would rather not split rows such as this, but rather keep them entirely on one page or another, you can set a page break on the <tr> style tag in a regular stylesheet. In this situation, you would set the "page-break-inside" property to "avoid." Therefore, all tables in your output would simply break automatically at the end of pages when necessary.

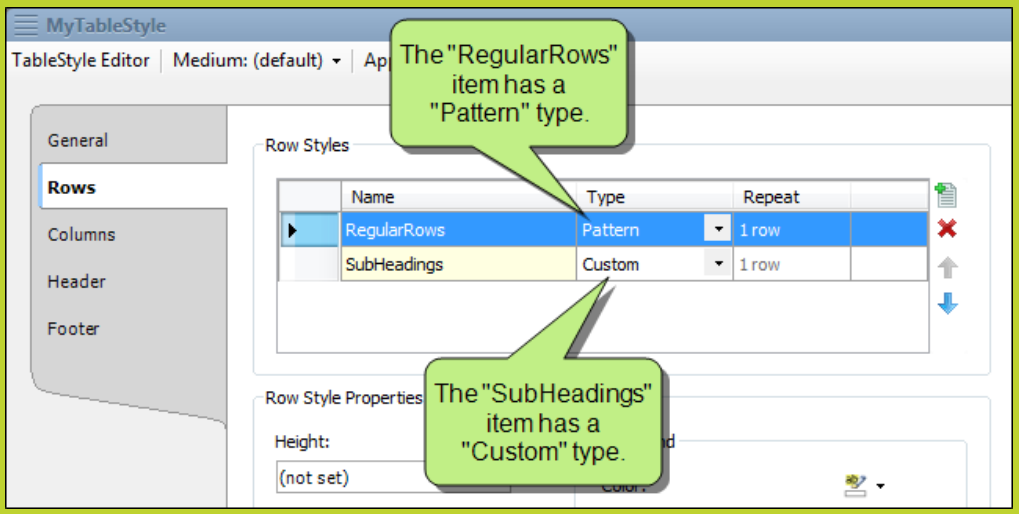
EXAMPLE—PAGE BREAK IN SPECIAL TABLE STYLESHEET

Let's say you have many tables where you have not only main headings with a gray background at the top of each table, but subheadings with a blue background every so many rows. And whenever a new subheading is needed, you want a page break to occur before it so that the subheading row begins a new page.

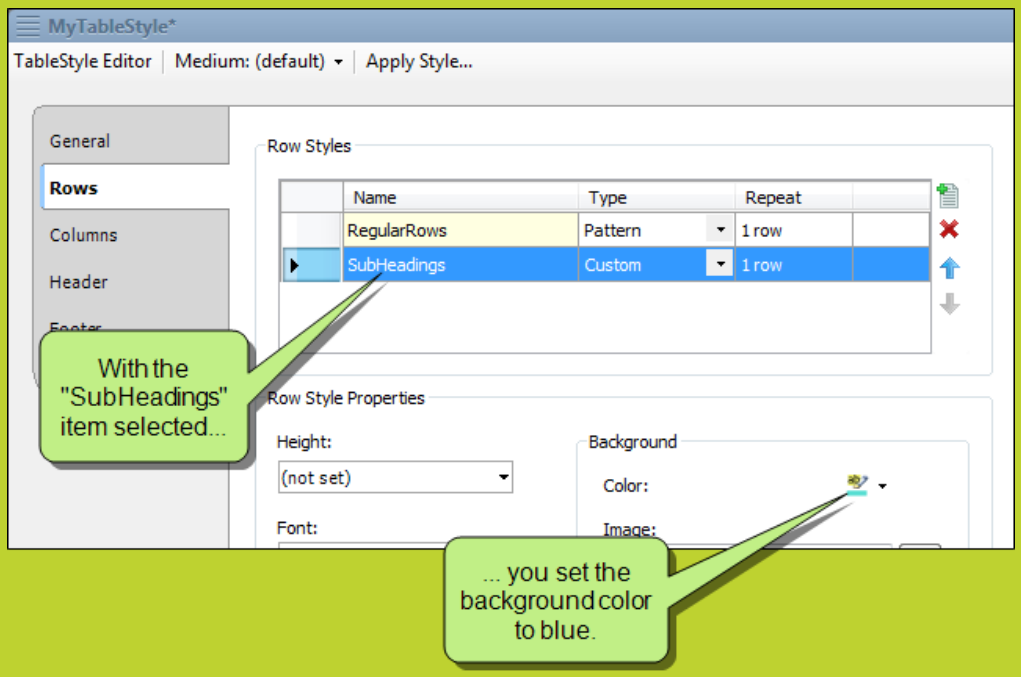
After designing your main header row in the Header tab of the Table Style Editor, you open the Rows tab. In the Rows tab you create two pattern items—one for the main table rows and another for rows used as subheadings.



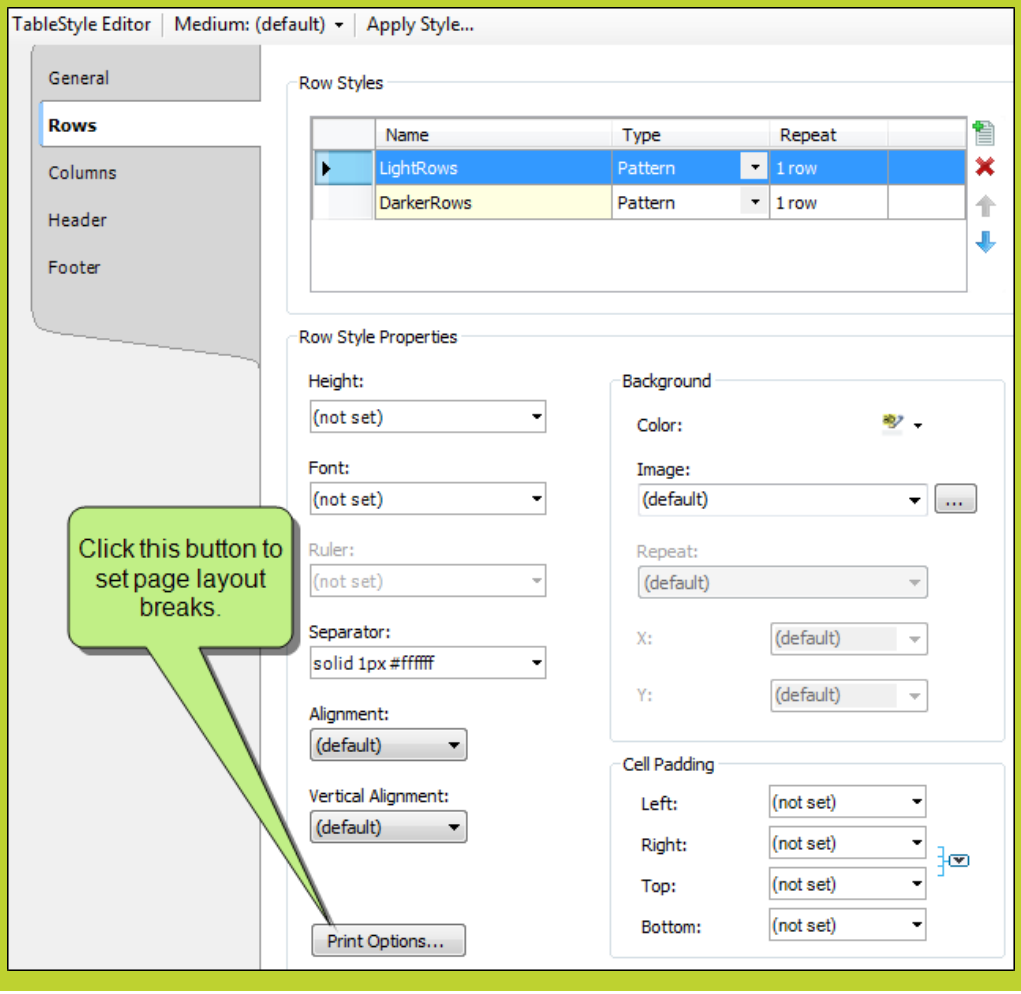
You leave the "RegularRows" item set as a "Pattern" type, which means that this style will be applied to rows in the table automatically. On the other hand, you change the type of the "SubHeadings" item to "Custom." This means that the style will not automatically be applied to rows to be used as subheadings; instead, you must apply the style to those rows manually. Why? Because you can't predict when you're going to need a subheading in a table. So you simply apply that look whenever it's needed.



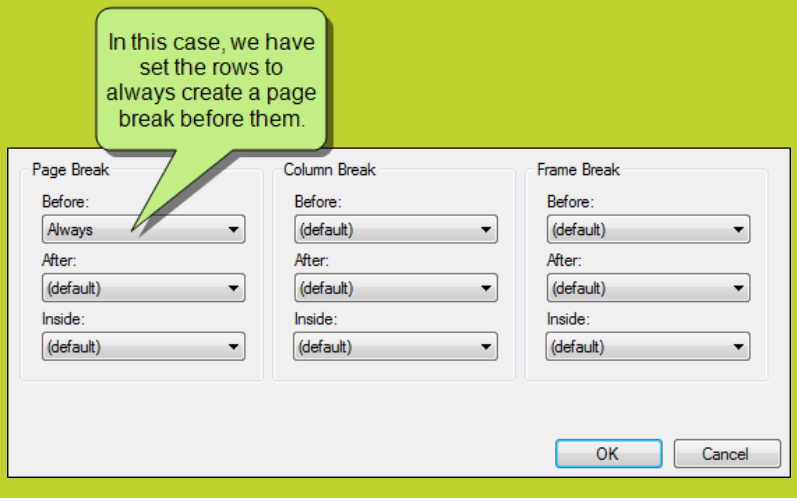
As mentioned, subheading rows should have a blue background, so that's what you set in the **Background** area.



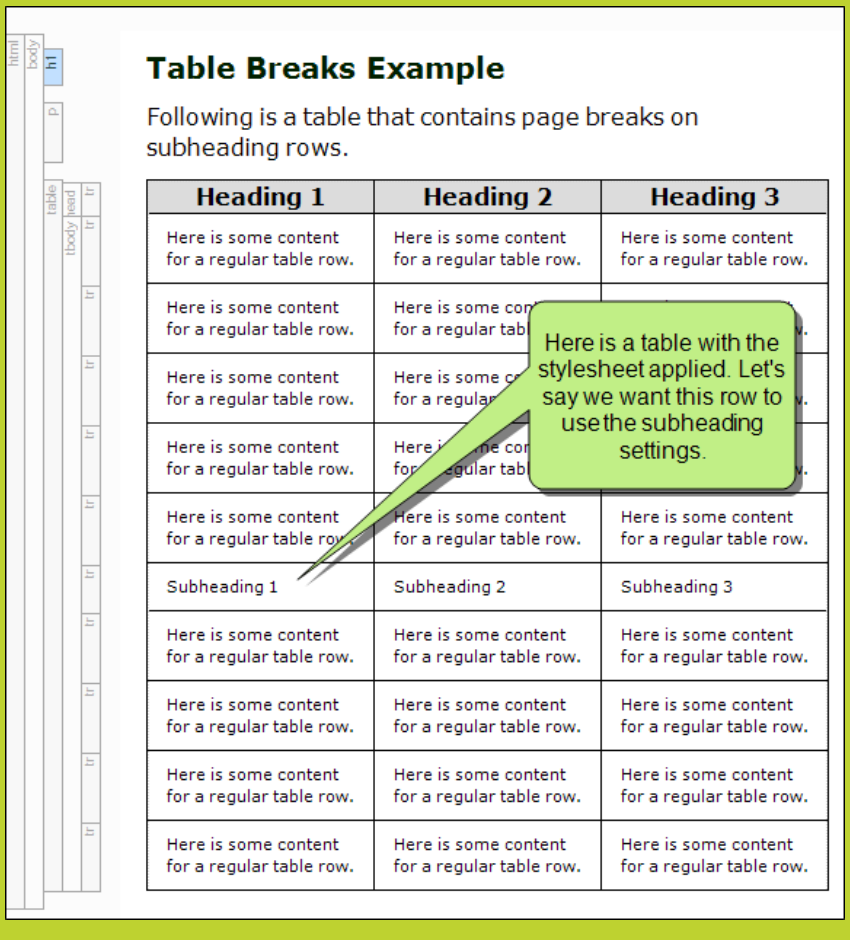
With the "SubHeadings" item still selected, you can click the **Print Options** button at the bottom of the tab.



In the Breaks dialog you select **Always** in the **Before** field in the **Page Break** section.



After you are finished designing your table stylesheet, you insert a table into a topic and apply the table stylesheet to it. But because the "SubHeading" pattern item was set to "Custom," none of the rows initially have the blue background or the page break setting.



In PDF output the table might look like this:

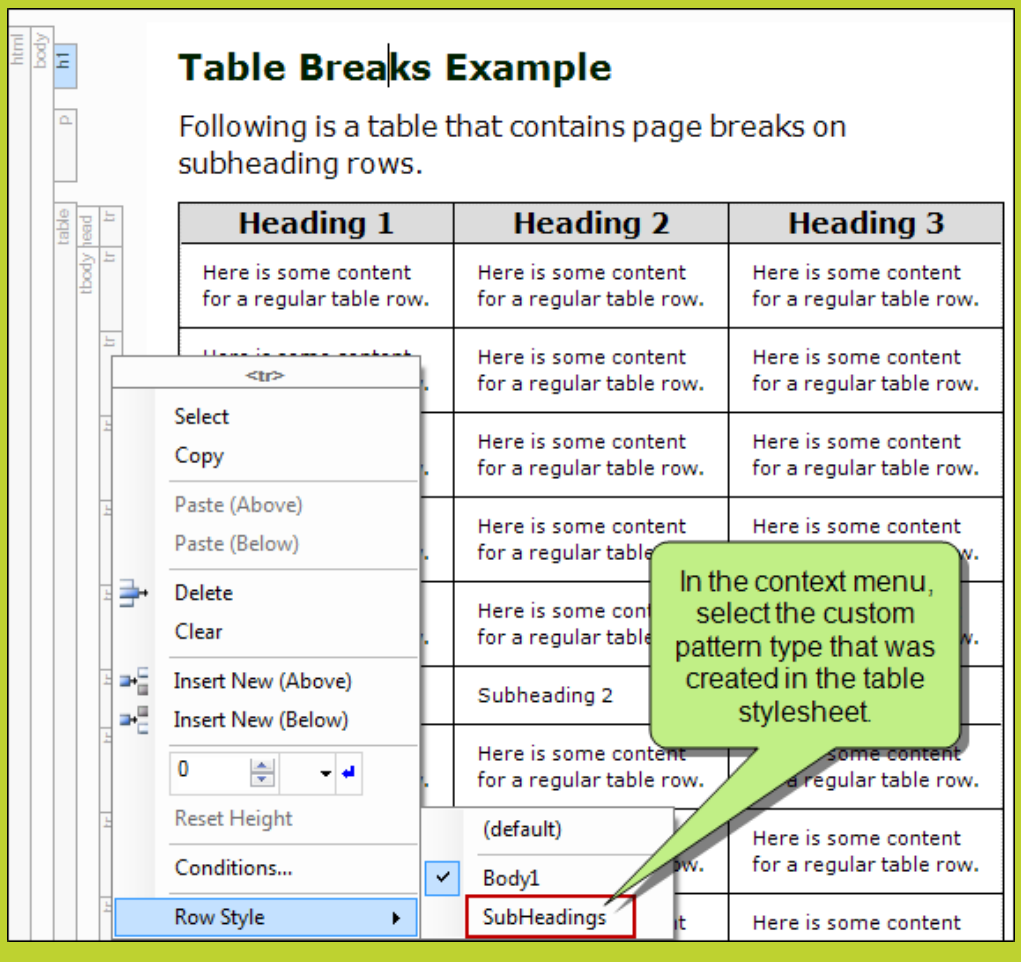
Table Breaks Example

Following is a table that contains page breaks on subheading rows.

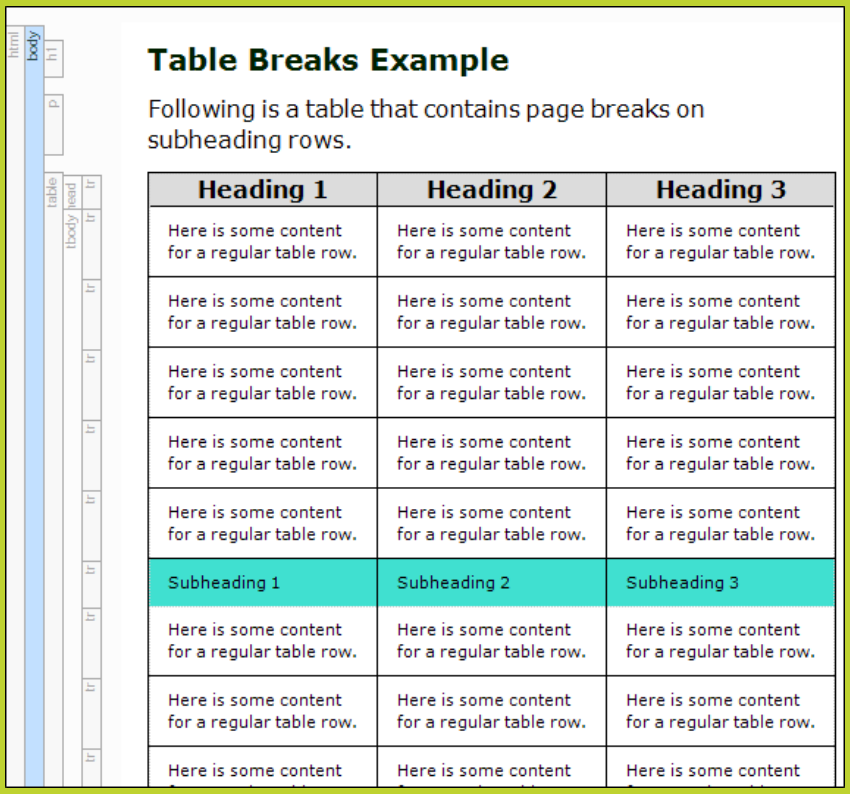
Heading 1	Heading 2	Heading 3
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Subheading 1	Subheading 2	Subheading 3
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.

- 1 -

In order for a row to be treated as a subheading row with a page break, you need to right-click on the **tr** tag bar and select the custom "SubHeadings" style.



In the XML Editor, the table might now look like this (in this example, the topic is being viewed with the Default medium, which is why we don't see the page break in action):



And in the PDF output, it would look like this:

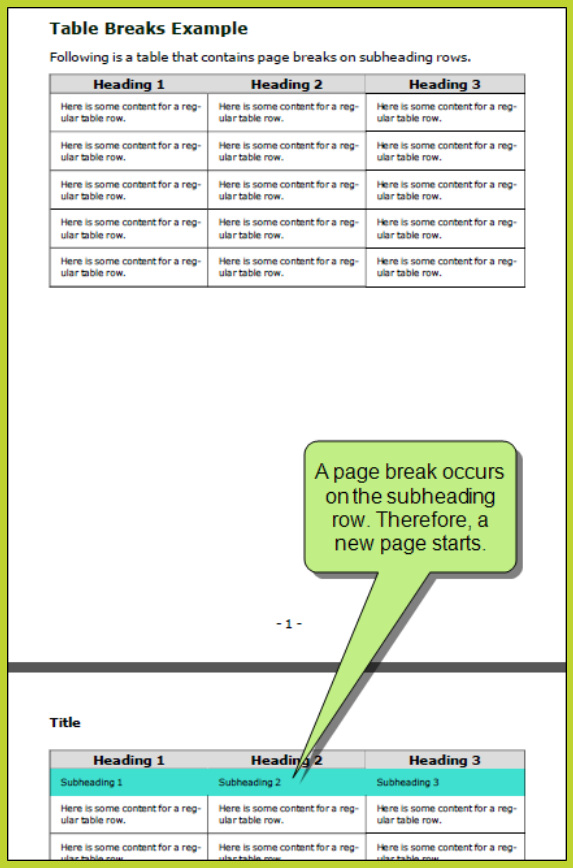


Table Breaks Example

Following is a table that contains page breaks on subheading rows.

Heading 1	Heading 2	Heading 3
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.

A page break occurs on the subheading row. Therefore, a new page starts.

- 1 -

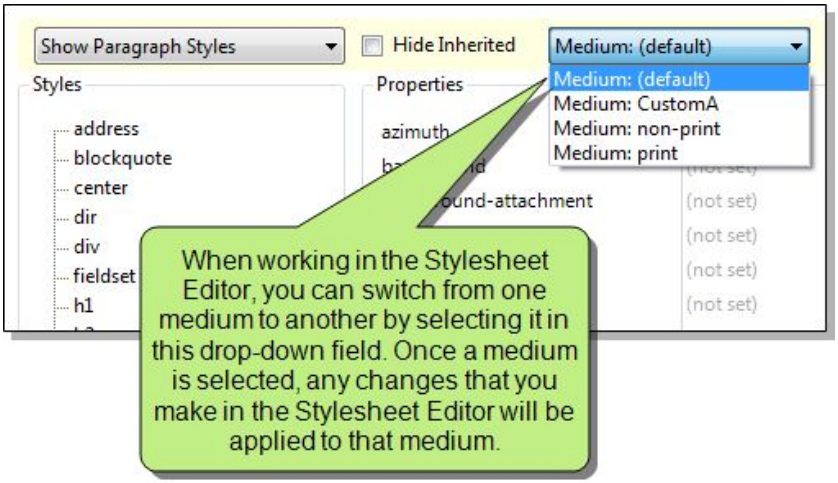
Title

Heading 1	Heading 2	Heading 3
Subheading 1	Subheading 2	Subheading 3
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.
Here is some content for a regular table row.	Here is some content for a regular table row.	Here is some content for a regular table row.

HOW TO SET BREAKS FOR TABLES IN A REGULAR STYLESHEET

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.

   Mediums can be used if you want to use one group of settings for online output types (DotNet Help, Eclipse Help, Microsoft HTML Help, HTML5, WebHelp, WebHelp AIR, WebHelp Mobile, WebHelp Plus) and another group of settings for print-based output types (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, XHTML). For example, you might use the "default" medium for your online outputs and you might use the "print" medium for your print outputs.



3. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Table Styles.
5. From the list below, select the appropriate style. Usually you want to put a break on <table> (which sets the break on the entire table) or <tr> (which sets the break on rows, allowing you to easily end a page with one row due to the amount of content, and begin the next page with the following row).
6. From the **Show** drop-down list on the upper-right side of the editor, select Show: Property Groups.

7. In the **Properties** section, expand the **PrintSupport** group.

   The property name is shown in the left column. The right column is used for selecting and entering values for the property.

8. Select the appropriate property and value for it. Perhaps the most common setting is to click to the right of **page-break-inside**, and select **avoid**. If you do this for the <tr> tag, Flare will automatically create a break between rows so that row content does not continue from one page to another.

   COLUMN-BREAK-BEFORE

   Click to the right of this property to set a column break before the element (if you are using a multi-column page layout).

   - **always** A column break will always occur before the element.
   - **auto** A column break will neither be forced nor prevented before the element.
   - **avoid** A column break will not occur before the element.
   - **inherit** The column break setting of the parent tag is used.

   COLUMN-BREAK-AFTER

   Click to the right of this property to set a column break after the element (if you are using a multi-column page layout).

   - **always** A column break will always occur after the element.
   - **auto** A column break will neither be forced nor prevented after the element.
   - **avoid** A column break will not occur after the element.
   - **inherit** The column break setting of the parent tag is used.

   COLUMN-BREAK-INSIDE

   Click to the right of this property to set a column break after the element (if you are using a multi-column page layout).

   - **auto** A column break will neither be forced nor prevented inside the rendering box of the element.
   - **avoid** A column break will not occur inside the rendering box of the element.
   - **inherit** The column break setting of the parent tag is used.

   FRAME-BREAK-BEFORE

   Click to the right of this property to set a frame break before the element.

   - **always** A frame break will always occur before the element.
   - **auto** A frame break will neither be forced nor prevented before the element.

- **avoid** A frame break will not occur before the element.
- **inherit** The frame break setting of the parent tag is used.

FRAME-BREAK-AFTER

Click to the right of this property to set a frame break after the element.

- **always** A frame break will always occur after the element.
- **auto** A frame break will neither be forced nor prevented after the element.
- **avoid** A frame break will not occur after the element.
- **inherit** The frame break setting of the parent tag is used.

FRAME-BREAK-INSIDE

You can select one of the options for setting a frame break inside the "rendering box" of the element.

- **automatic** A frame break will neither be forced nor prevented inside the rendering box of the element.
- **avoid** A frame break will not occur inside the rendering box of the element.
- **inherit** The frame break setting of the parent tag is used.

PAGE-BREAK-BEFORE

Click to the right of this property to set a page break before the element.

- **always** A page break will always occur before the element.
- **auto** A page break will neither be forced nor prevented before the element.
- **avoid** A page break will not occur before the element.
- **inherit** The page break setting of the parent tag is used.
- **left** One or two page breaks will occur before the element so that the next page is formatted as a left page.
- **right** One or two page breaks will occur before the element so that the next page is formatted as a right page.

PAGE-BREAK-AFTER

Click to the right of this property to set a page break after the element.

- **always** A page break will always occur after the element.
- **auto** A page break will neither be forced nor prevented after the element.
- **avoid** A page break will not occur after the element.
- **inherit** The page break setting of the parent tag is used.
- **left** One or two page breaks will occur after the element so that the next page is formatted as a left page.

- **right** One or two page breaks will occur after the element so that the next page is formatted as a right page.

PAGE-BREAK-INSIDE

Click to the right of this property to set a page break inside the "rendering box" of the element.

- **auto** A page break will neither be forced nor prevented inside the rendering box of the element.
- **avoid** A page break will not occur inside the rendering box of the element.
- **inherit** The page break setting of the parent tag is used.

9. Click to save your work.

HOW TO SET BREAKS IN A TABLE STYLESHEET

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the Table Style Editor, select the appropriate tab, depending on the table element that you want to create the break for.
   - **General tab** This tab lets you set breaks for the entire table.
   - **Rows tab** This tab lets you set breaks for regular rows in the table.
3. If the tab has multiple pattern items, select the one that you want to set the break for (e.g., in the Row Styles section).
4. Toward the bottom of the tab click the **Print Options** button. (You may need to use the scroll bar to view this button.) The Breaks dialog opens.
5. Use the **Page Break**, **Column Break**, and **Frame Break** sections in the dialog to specify the settings for a page, column, or frame break, respectively.

   BEFORE

   You can select one of the options for setting a page or column break before the element.

   - **Automatic** A break will neither be forced nor prevented before the element.
   - **Always** A break will always occur before the element.
   - **Avoid** A break will not occur before the element.
   - **Force to 'left page'** One or two page breaks will occur before the element so that the next page is formatted as a left page. This option is available only for page breaks, not for column or frame breaks.
   - **Force to 'right page'** One or two page breaks will occur before the element so that the next page is formatted as a right page. This option is available only for page breaks, not for column or frame breaks.

   AFTER

   You can select one of the options for setting a break after the element.

   - **Automatic** A break will neither be forced nor prevented after the element.
   - **Always** A break will always occur after the element.
   - **Avoid** A break will not occur after the element.
   - **Force to 'left page'** One or two page breaks will occur after the element so that the next page is formatted as a left page. This option is available only for page breaks, not for column or frame breaks.
   - **Force to 'right page'** One or two page breaks will occur after the element so that the next page is formatted as a right page. This option is available only for page breaks, not for column or frame breaks.

INSIDE

You can select one of the options for setting a break inside the "rendering box" of the element.

- **Automatic** A break will neither be forced nor prevented inside the rendering box of the element.
- **Avoid** A break will not occur inside the rendering box of the element.

6. (Optional) If you have selected the General tab, you can also set widow and orphan properties for the table. By default, table widows and orphans are set at 1, which means that it is possible for there to be a single row from a table left at the top or bottom of a page or column (if you use multi-column page layouts). But you can change the setting in order to ensure that multiple rows are always shown at the top or bottom of a page or column.
   a. In the **Widows** section, click the down arrow in the upper-right corner and select **Number**. Then enter a number in the field. This determines the number of leftover rows allowed at the top of a page or column.
   b. In the **Orphans** section, click the down arrow in the upper-right corner and select **Number**. Then enter a number in the field. This determines the number of leftover rows allowed at the bottom of a page or column.
7. Click **OK**.
8. Click to save your work.

Note: Because you can often control the look of a table in multiple ways—(1) using local table properties, (2) using other local formatting tools, (3) a table stylesheet, or (4) a regular stylesheet—it's possible that you might encounter conflicting settings from time to time. When it comes to situations like this, the settings closest to the content typically has precedence. So any explicit setting in the Table Properties dialog (or other local formatting) has precedence over both stylesheet options, and the table stylesheet setting has precedence over the regular stylesheet setting. For example, let's say you open a regular stylesheet and specify that the outer borders of the table should be green. Then you open the table stylesheet and specify that the outer borders should be red. And then you open the Table Properties dialog and specify that the outer borders should be blue. You've told Flare to do three different things to the same table. So in this case, the table would display blue borders, because the local properties rule over the other settings. But if you remove that setting from the Table Properties dialog and use the default setting, the table would then display red borders, because the table stylesheet has precedence over the regular stylesheet. And finally, if you remove the settings from both the Table Properties dialog and table stylesheet, using the default setting in both, the table would take its command from the regular stylesheet and display green borders.

Note: If you are using a multi-column page layout and set an "Inside" break to "Avoid," you must specify this in both the "Page Break" and "Column Break" fields.

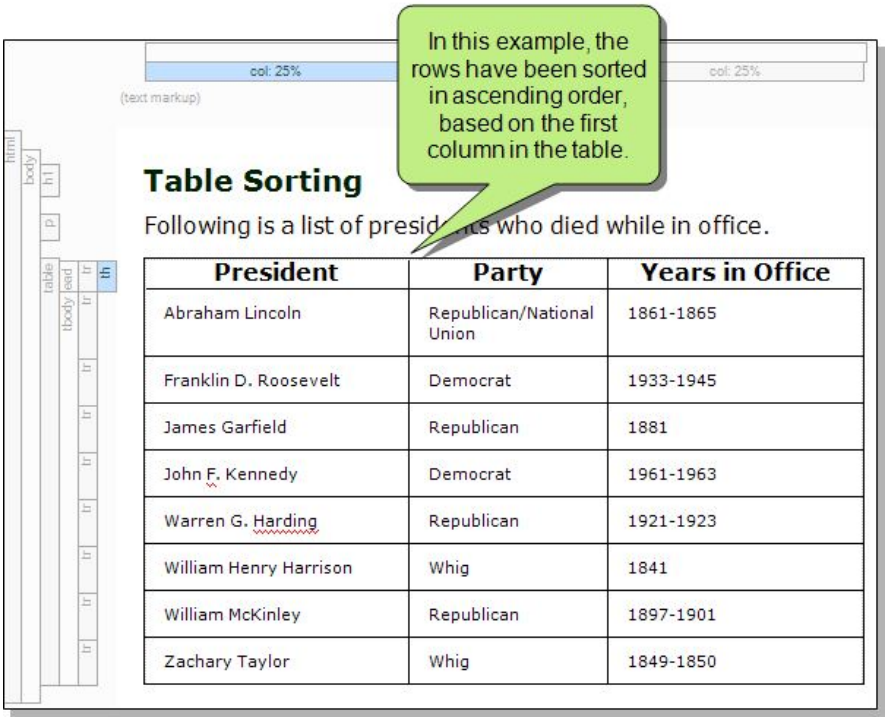
Note: Frame breaks are supported only in PDF, XPS, and XHTML outputs.

Sorting Table Rows

You can sort rows in a table by selecting an option from the Table ribbon or menu at the top of the interface or from table context menus. Rows can be sorted in ascending or descending order, numerically and alphabetically (numbers are first, then letters).

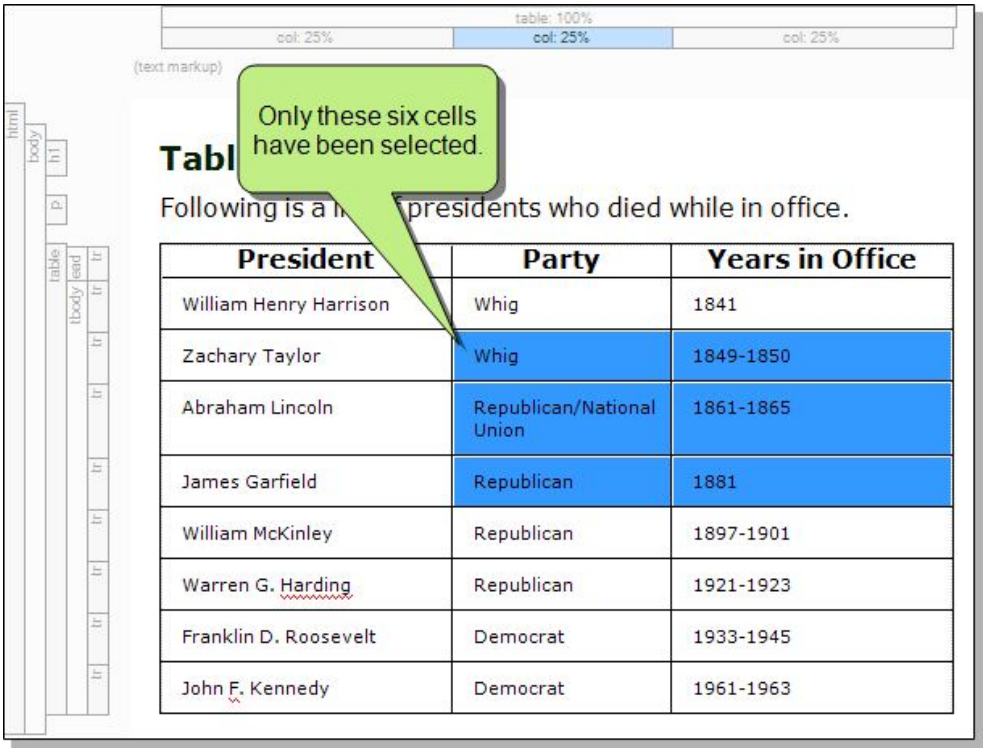
HOW TO SORT TABLE ROWS

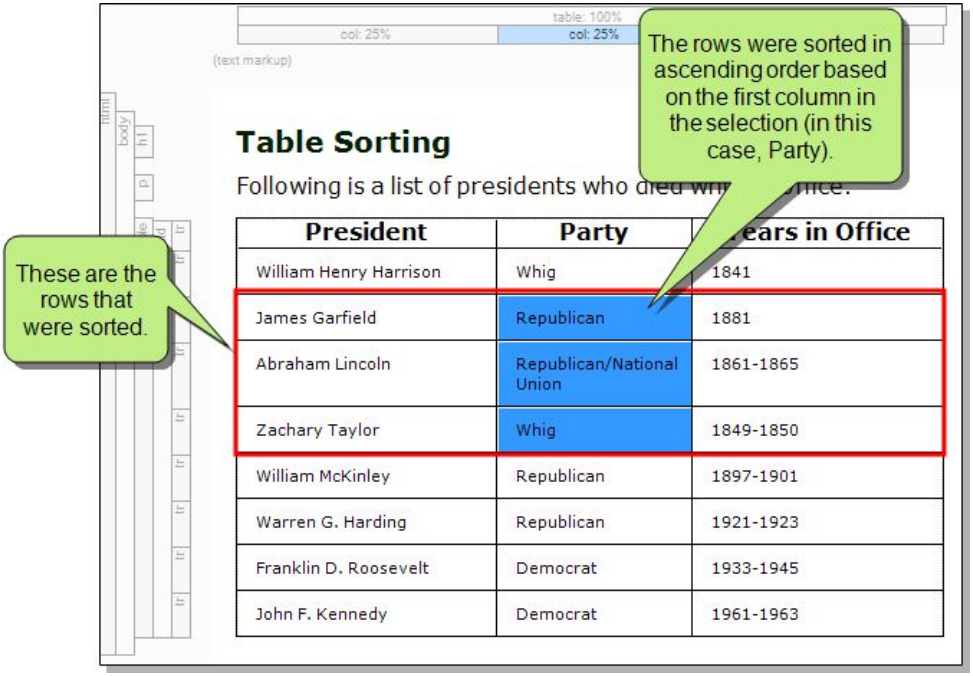
1. Open the content file (e.g., topic, snippet).
2. Do one of the following:
   - » If you want to sort all rows in the table, place your cursor inside the table. The rows will be reordered based on the column where your cursor is placed.



OR

» If you want to sort only certain rows in the table, select those rows so that they are highlighted. The rows will be reordered based on the content of the first column in your selection.





3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. In the **Data** section select **Sort Rows>Ascending** or **Sort Rows>Descending**.
   - **Menu** Select **Table>Sort Rows>Ascending** or **Table>Sort Rows>Descending**.
   - **Right-Click** Do one of the following:
     - Right-click inside the table and from the context menu, select **Sort Rows>Ascending** or **Sort Rows>Descending**.

       OR
     - Right-click one of the appropriate tag bars to the left of the table, depending on the rows you want to sort (e.g., **table**, **thead**, **tfoot**), and from the context menu, select **Sort Rows>Ascending** or **Sort Rows>Descending**.
4. Click to save your work.

Splitting Table Cells

You can turn one cell in a table into many smaller cells by splitting the cell. When you split a cell, you are essentially inserting a smaller table into that cell.

HOW TO SPLIT CELLS IN A TABLE

1. Open the content file (e.g., topic, snippet).
2. Click inside the table cell that you want to split into smaller cells, or select multiple cells if you want.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. In the **Cells** section select **Split Cells**.
   - **Menu** Select **Table>Split Cells**.
   - **Right-Click** Right-click the table and select **Split Cells**.
4. Complete the options in the Split Cells dialog as necessary.

   NUMBER OF COLUMNS

   Enter the number of columns to split the cell into.

   NUMBER OF ROWS

   Enter the number of rows to split the cell into.

   NUMBER OF HEADER ROWS

   Enter the number of header rows to include in the split cell. A header row can be used to hold titles for the different columns.

   NUMBER OF FOOTER ROWS

   Enter the number of footer rows to include in the split cell. A footer row can be used to hold footnote information.

   TABLE STYLE

   Lists the table stylesheets (if any) that have been added to the project. Select a stylesheet to associate it with the split cell area, thus changing the appearance of the columns and rows. If you do not select a table stylesheet, a simple table style is added without borders or other appearance settings. If you want to associate a pre-designed style with the table to affect its look and feel, you must first add the table style to the Split Cells dialog (using the **Add** button described below). After the style is added to the dialog, simply select it from the **Table Style** area.

ADD

Opens the Select Table Style Template dialog, which you can use to add a new table stylesheet. After clicking this button, complete the following steps.

a. In the **Template Folders** area, select a folder.

b. In the **Templates** area, select one of the templates from the folder. You can see a preview of how the table will look in the Preview area below.

c. (Optional) You can type a new name for the style in the **New Style Name** field.

d. Click **OK**. The style is added to the Split Cells dialog. Now you can select it to associate the style with the table.

MERGE CELLS BEFORE SPLIT

Select this option if you have selected multiple cells in the table and want to merge them into one cell before splitting it.

5. Click **OK**.

   The cell is split into new cells according to your selections in the Split Cell dialog. Now you can click in any cells of the table and add content (e.g., text, images, hyperlinks) as necessary.

6. Click to save your work.

Editing Table Cell Properties

After a table is inserted into a content file (e.g., topic, snippet) , you can easily change the properties for cells within that table. This includes changing the borders, text alignment, hyphenation, background, and more.

HOW TO EDIT TABLE CELL PROPERTIES

1. Open the content file (e.g., topic, snippet).
2. Select one or more cells within the table.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Home** ribbon. At the bottom of the **Paragraph** section click .
   - **Menu** Select **Format>Cell**.
   - **Keyboard Shortcut** Press **CTRL+ALT+B**.

     The Cell Properties dialog opens.
4. Using the tabs in the dialog you can change any of the following.

   BORDERS

   a. Select the **Borders** tab.

   b. Set the options in the **Borders** section.

      i. Click in any of the individual fields (**Left**, **Right**, **Top**, **Bottom**) to specify the settings for the border. If you click the down arrow to the right of all the fields, the settings will be applied to all of the border fields.

         When you click that down arrow or in one of the individual fields, a small popup displays.

      ii. Use the lower-left area of the popup to enter a number for the border thickness.

      iii. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.

      iv. Use the upper-right area to select a color for the border.

      v. Use the lower-right area to select a line type (e.g., solid, double, dashed) for the border.

      vi. Click **OK**.

PADDING

a. Select the **Borders** tab.

b. Set the options in the **Padding** section. Click in any of the individual fields (**Left**, **Right**, **Top**, **Bottom**) to specify the settings for the padding. This adds extra space between an image's border and the image itself. This adds extra space between a text box's border and the text within it. In the left side of the field, enter a number for the amount of padding. In the right side of the field, select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered.

   If you click the down arrow to the right of all the fields, the settings will be applied to all of the padding fields. When you click that down arrow, a small popup displays.

TEXT ALIGNMENT

a. Select the **Text** tab.

b. To set the horizontal alignment, in the **Text Alignment** section, select one of the options.
   - **Left** Aligns the text on the left side of the cell.
   - **Center** Aligns the text on the center of the cell.
   - **Right** Aligns the text on the right side of the cell.
   - **Justify** Aligns the text so that it is flush with both the left and right side.

c. To set the vertical alignment, in the **Alignment** section, select one of the options.
   - **Top** The text aligns at the top of each cell.
   - **Middle** The text aligns in the middle of each cell.
   - **Bottom** The text aligns at the bottom of each cell.

TEXT INDENTATION

a. Select the **Text** tab.

b. Use the **First line indent** section. Specify the amount that you want to indent the first line of a paragraph. Select **Length** in the top drop-down list and enter a number value. You can then choose from several different units of measurement (points, pixels, centimeters, etc.).

TEXT LINE HEIGHT

a. Select the **Text** tab.

b. In the **Line height** section, click the down arrow in the upper-right corner and select **Length**.

c. Enter a number in the field and use the down arrow in the lower-right corner to select a unit of measurement.

   This is the amount of space that will be added between lines.

HYPHENATION

a. Select the **Hyphenation** tab.

b. Use the tab to specify the hyphenation settings.

- **Enable Hyphenation** Select whether you always or never want words to be hyphenated at the end of lines.
- **Length of shortest word…** Enter the minimum number of characters that a word must have in order to be hyphenated.
- **The minimum number of characters remaining…** Enter the minimum number of characters that must remain on the initial line when a word is hyphenated. For example, if you enter 4 in this field, a word that normally could be hyphenated after two characters would not be broken at that point. Instead, it would not be broken until at least four letters make an appearance on the first line.
- **The minimum number of characters carried over…** Enter the minimum number of characters that must be carried over to the second line when a word is hyphenated. For example, if you enter 3 in this field, a hyphenated word must have at least three characters on the second line after it has been broken.
- **The maximum number of adjacent lines…** Enter the maximum number of lines next to each other that are allowed to end with a hyphenated word. For example, if you do not mind seeing three consecutive lines ending in a hyphenated word, but you want to avoid seeing a fourth adjacent line with a hyphenated word, you can enter 3 in this field.

BACKGROUND

a. Select the **Background** tab.

b. Use the tab to specify the settings that you want for the background.

SET A COLOR FOR THE BACKGROUND

- In the **Color** field, click the down arrow and select a color from the popup. For advanced color options, select **More Colors** and use the fields in the Color Picker dialog.

ADD AN IMAGE TO THE BACKGROUND

i. Next to the **Image** field, click the **Browse** button. The Insert Image dialog opens.

ii. Select an image file to insert. You can do this in one of the following ways.

- Select an image already in the project by finding and selecting it in the built-in tree.

  OR

- Click ... to find and select an image file outside of the project.

> **Note:** If you want to select an image file that you recently inserted somewhere in your project, click the down arrow in the field next to the Browse button and select the file from the list.

iii. Click **OK**.

iv. If you want the background image to repeat, select one of the options from the **Repeat** field. You can also set the image position horizontally and vertically by using the **X** and **Y** fields.

5. Click **OK**.

6. Click to save your work.

Editing Table Properties

After a table is inserted into a content file (e.g., topic, snippet) , you can easily change the properties of that table. This includes changing the number of columns and cells, the style associated with the table, alignment, borders, and more.

HOW TO EDIT TABLE PROPERTIES

1. Open the content file (e.g., topic, snippet).
2. Click inside the table.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. In the **Table** section select **Table Properties**.
   - **Menu** Select **Table>Table Properties**.
   - **Right-Click** Right-click the table and from the context menu, select **Table Properties**.
4. Select the **General** tab and modify the options as necessary.

   TABLE SIZE

   - **Number of columns** Enter the number of columns for the table.
   - **Number of rows** Enter the number of rows for the table.
   - **Number of header rows** Enter the number of header rows for the table. A header row can be used to hold titles for the different columns in the table.
   - **Number of footer rows** Enter the number of footer rows for the table. A footer row can be used to hold footnote information about the table.

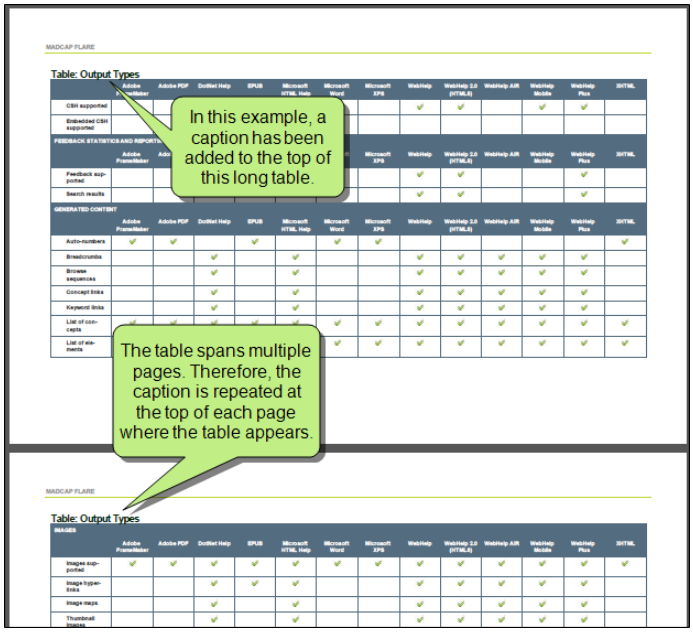
   TABLE CAPTION

   - **Text** Enter a caption (or title) for the table. This caption can be placed above the table or below it.
   - **Side** Click in this field and select to place the caption either above or below the table.

> **Note:** Due to an issue with Internet Explorer, selecting **Below table** may place the caption *above* the table in outputs based on Internet Explorer.

> **Note:** Different browsers display different results if you have all of the following set on a table: a caption, rounded borders, and a color in the background of the first row. That's because some browsers consider the caption part of the table and others do not. One possible workaround is to set the border-top-left-radius and border-top-right-radius on the top-left and top-right cells.

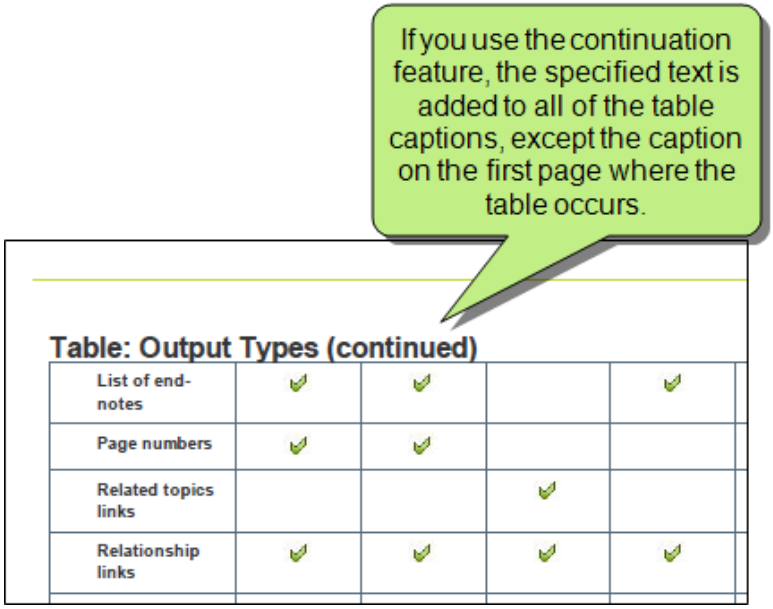
» **Repeat** If you want captions to repeat on tables that span multiple pages in print-based output, select **Repeat** from this field.



Note: You can also edit this option in the regular stylesheet using the **mc-caption-repeat** property.

In addition, you can edit table cell properties in the regular stylesheet.

» **Continuation** In this field, you can enter continuation text to the end of captions that repeat (other than the caption appearing on the first page where a table occurs). Typically this text would be something like "(continued)."



Note: You can also edit this option in the regular stylesheet using the **mc-caption-continuation** property.

In addition, you can edit table cell properties in the regular stylesheet.

SUMMARY

You can enter a summary for a table. This adds the "summary" attribute to the <table> tag and is used to help make your output more accessible to individuals with disabilities.

AUTOFIT BEHAVIOR

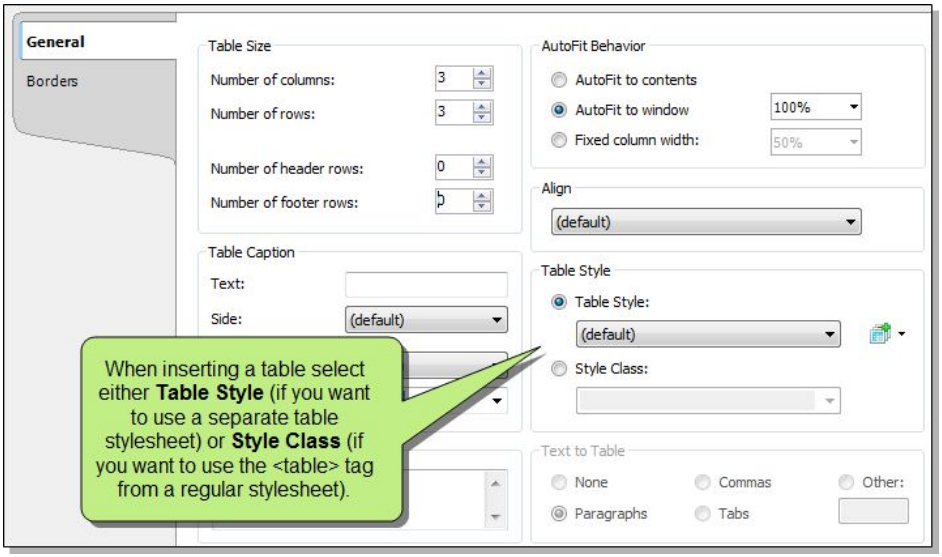
- **AutoFit to contents** Automatically sets the column widths to the same width as the table content.
- **AutoFit to window** Automatically sets the table width to the same width as the output window.
- **Fixed column width** Sets the column widths to the width that you specify. Select the down arrow next to this field and set the width in the popup.

ALIGN

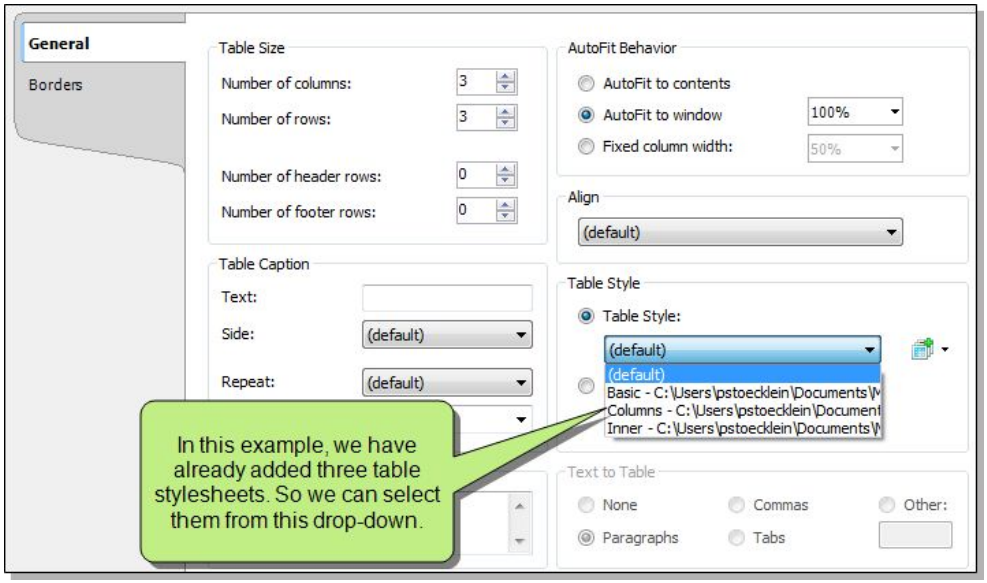
Aligns the entire table either to the left, right, or center of the topic.

TABLE STYLE

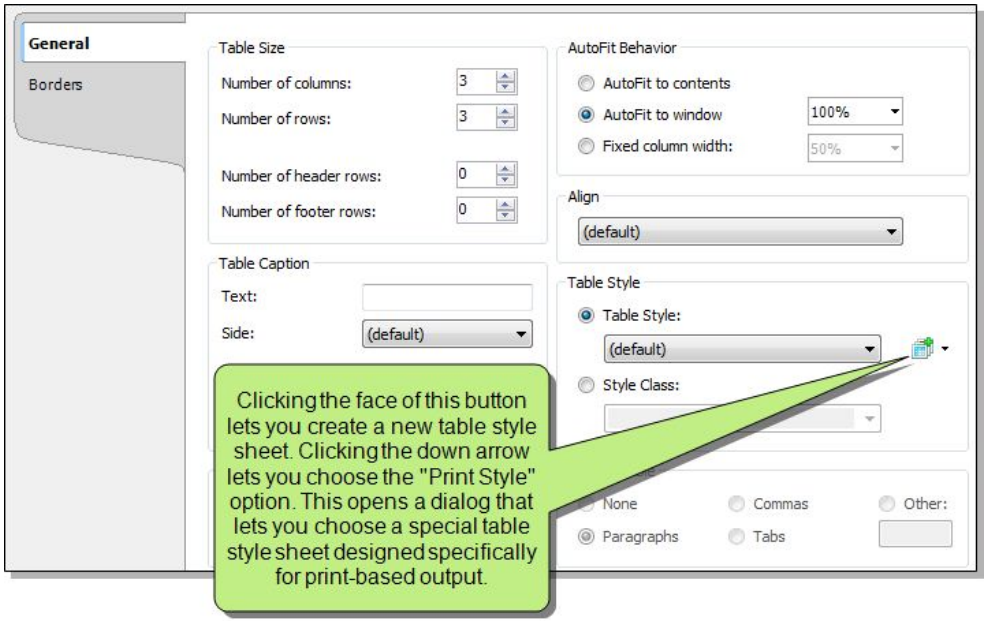
You can select to use either a special table stylesheet or a <table> style from a regular stylesheet. Whichever one you choose will control the look of the table that you insert. When you add a table stylesheet to your project, it is stored in the Resources\TableStyles subfolder in the Content Explorer.



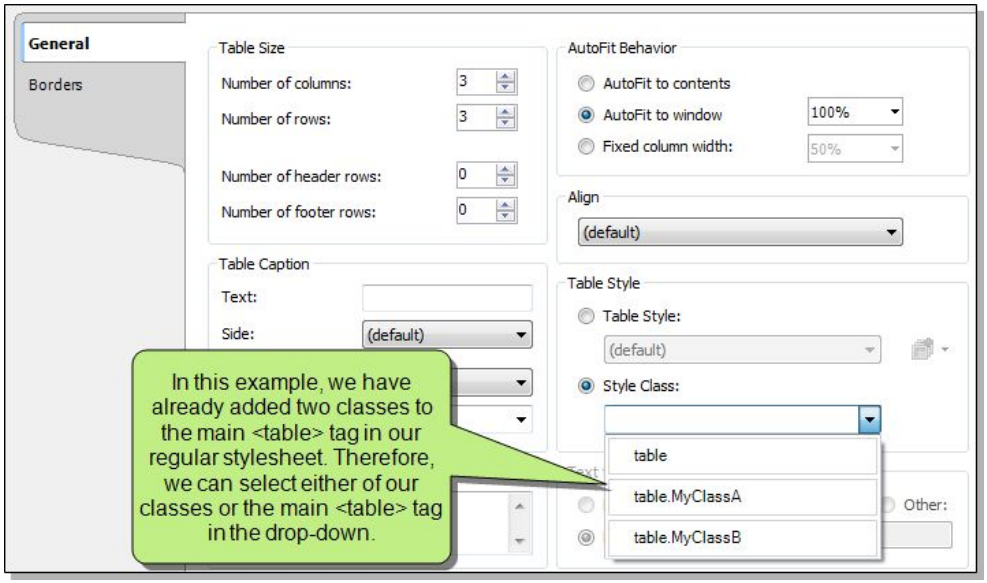
» **Table Style** Select this option if you want to use a table stylesheet to control the look of the table. You can then select an existing table stylesheet from the drop-down list.



» If you do not yet have a table stylesheet that you want to use, click the face of this button to open the Select Table Style Template dialog. This lets you create new table stylesheet. If you click the down arrow next to the button, you can select **Print Style**. This opens the Select Table Style dialog, which you can use to specify another table style to be used specifically for printed output. However, it is recommended that you use a medium instead of the "Print Style" option.



» **Style Class** Select this option if you want to use a regular stylesheet to control the look of the table. You can then select the main <table> style tag from the drop-down, or you can select any class that you have added under that tag. You can create classes for the <table> tag in the Stylesheet Editor; those classes will then become available in this drop-down field.



TEXT TO TABLE

These options are enabled if you have selected text before opening the dialog to insert the table. This lets you create the table and quickly place all of the selected text into table cells.

» **None** Select this option if you want to create a table but not include any of the selected text. In other words, that text is removed and replaced with the new table.

» **Paragraphs** Select this option if you have selected multiple paragraphs and want to convert them into a table. Each paragraph will be placed in a separate table cell.

» **Commas** Select this option if you have selected text separated by commas and want to convert it into a table. Each segment of text between a comma will be placed in a separate table cell.

» **Tabs** Select this option if you have selected text separated by tabs and want to convert it into a table. Each segment of text between a tab separator will be placed in a separate table cell.

- **Other** Select this option if you have selected text separated by a specific text string (e.g., semicolons) and want to convert it into a table. After selecting this option, enter that text string in the field to the right. Each segment of text between the text string that you specify will be placed in a separate table cell.

5. Select the **Borders** tab and modify the options as necessary.
   - **Outer Borders** Click in any of the individual fields (**Left**, **Right**, **Top**, **Bottom**) to specify the settings for the table border. If you click the down arrow to the right of all the fields, the settings will be applied to all of the border fields. When you click the down arrow or in one of the individual fields, a small popup displays. Use the lower-left area of the popup to enter a number for the thickness of the border. Use the lower-middle area to select a unit of measurement (e.g., point, pixel, centimeter) for the number you entered. Use the upper-right area to select a color for the border. And use the lower-right area to select a line type (e.g., solid, double, dashed) for the border. When you are finished, click **OK** in the small popup.
   - **Border Radius** These fields let you create rounded corners on the table (see "Creating Rounded Borders on Paragraphs and Tables " on page 60). Click in any of the individual fields (**Top-Left**, **Top-Right**, **Bottom-Right**, **Bottom-Left**) to specify the settings for a particular corner of the table. If you click the down arrow to the right of all the fields, the settings will be applied to all of the fields. When you click that down arrow or in one of the individual fields, a small popup displays.This popup has two halves. you can complete only the left side of the popup if you like. This will create a curve that is equal horizontally and vertically. If you want a border to have more of a curve either horizontally or vertically, you can complete the fields in the right half of the popup as well, so that you have two values (e.g., 10px 15px) instead of one. For more information on using two sets of border-radius properties, see **www.css3.info/preview/rounded-border/**.Use the lower-left area of the popup to enter a number for the amount of curve. The greater the number, the more curve that is applied.Use the area to the right of the number field to select a unit of measurement (e.g., point, pixel, centimeter). If you want to provide a second value for the rounded border, complete the same fields on the right half of the popup. When you are finished, click **OK** in the small popup.
   - **Cell Border Collapse** Select whether you want to collapse the cell borders in the table. If you collapse the cell borders, the row and cell borders of a table are joined in a single border. If you do not collapse the cell borders, the row and cell borders of a table are detached. If you use the border radius properties to create rounded borders, this must be set to "Do not collapse cell borders."
   - **Cell Border Spacing** Use this area to increase or decrease the amount of spacing for a cell border (in pixels).
   - **Hide bottom ruling when table crosses a page break**Set this field to True if you want to hide the bottom border when the table continues on another page. See "Hiding the Bottom Border on Tables when Crossing Page Breaks" on page 138.
   - **Overflow** This determines what happens if content overflows the table.
     - **Visible** The overflow is not clipped. It renders outside the table. This is default.

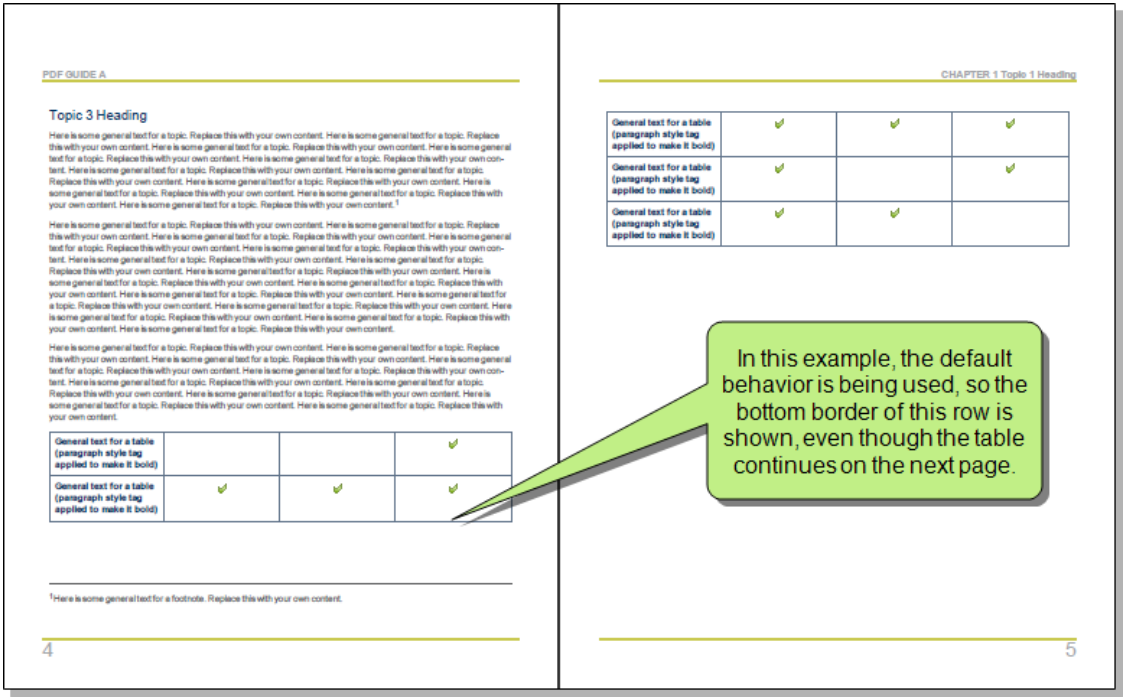
- **Hidden** The overflow is clipped, and the rest of the content will be invisible. If you are using border-radius properties on the table, you must select this option for the rounded corners to be seen properly.
- **Scroll** The overflow is clipped, but a scroll-bar is added to see the rest of the content.
- **Auto** If overflow is clipped, a scroll-bar should be added to see the rest of the content.
- **Inherit** The value of the overflow property is inherited from the parent element.

6. Click **OK**.
7. Click to save your work.

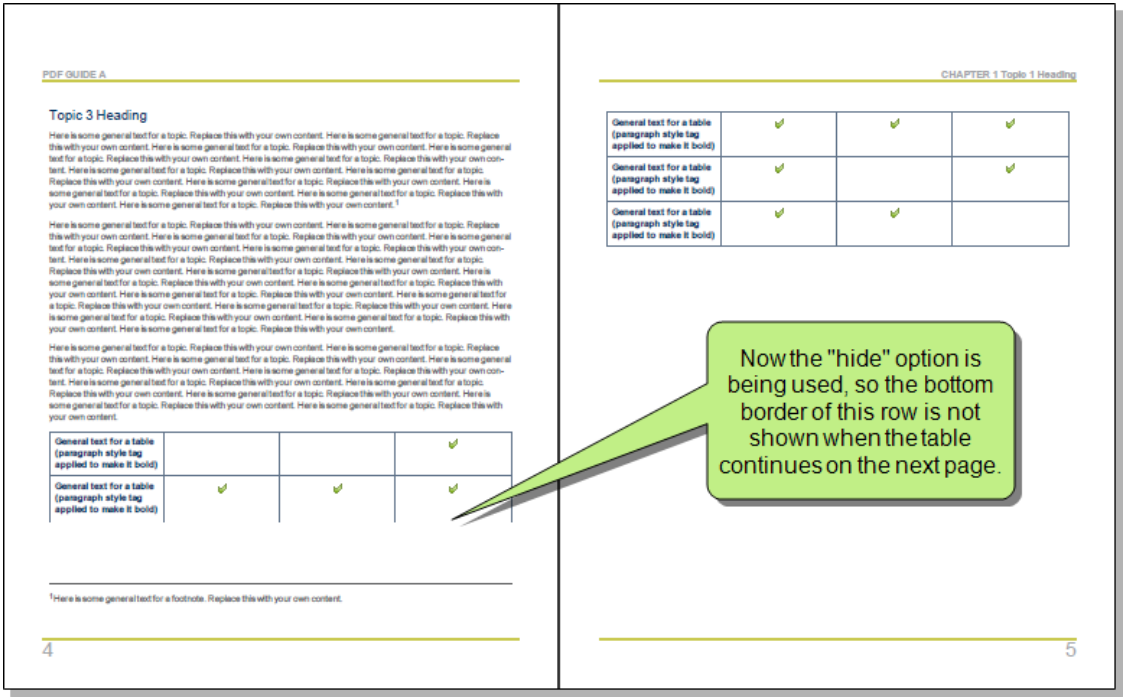
Hiding the Bottom Border on Tables when Crossing Page Breaks

This feature is supported in all print outputs (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, and XHTML).

By default, if you have a table that crosses multiple pages in print-based output, the bottom border is shown before the table continues on the next page.



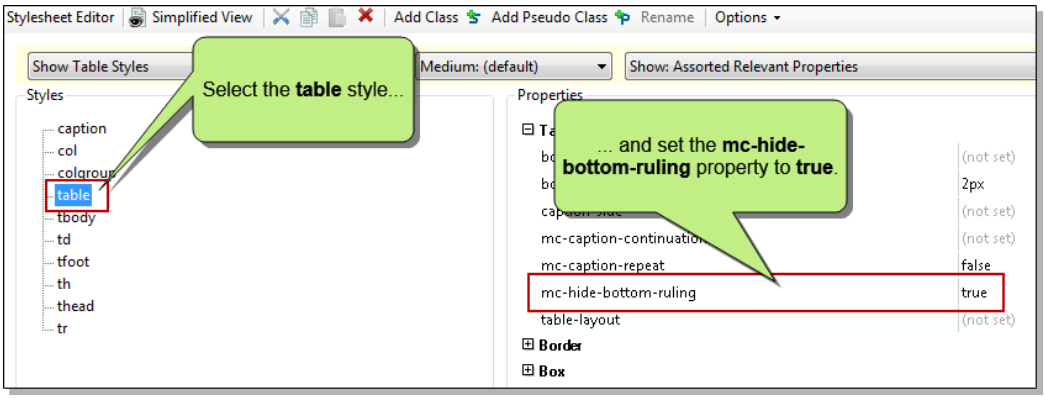
However, you also have the option to hide the bottom border when the table continues on another page.



HOW TO HIDE TABLE BOTTOM BORDERS IN A REGULAR STYLESHEET

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. Make sure the appropriate medium is selected. If you are not using stylesheet mediums for your different outputs or if you want all mediums to have the same settings, just leave the medium set to "default" and continue.
3. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.
4. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Table Styles.
5. From the list below, select the **table** style.
6. From the **Show** drop-down list on the upper-right side of the editor, select Show: Assorted Relevant Properties. The most relevant properties for that style are shown on the right side of the editor.
7. In the **Properties** section, expand the **Table** group.

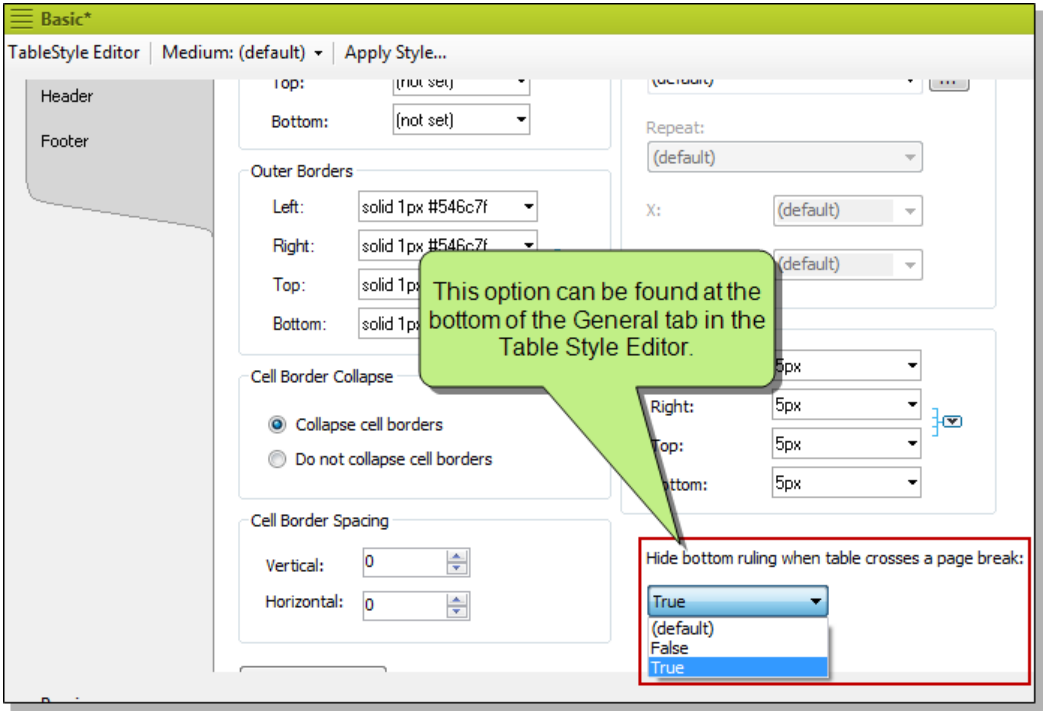
   The property name is shown in the left column. The right column is used for selecting and entering values for the property.
8. Click in the field to the right of **mc-hide-bottom-ruling** to **true**.



9. Click to save your work.

HOW TO HIDE TABLE BOTTOM BORDERS IN A TABLE STYLESHEET

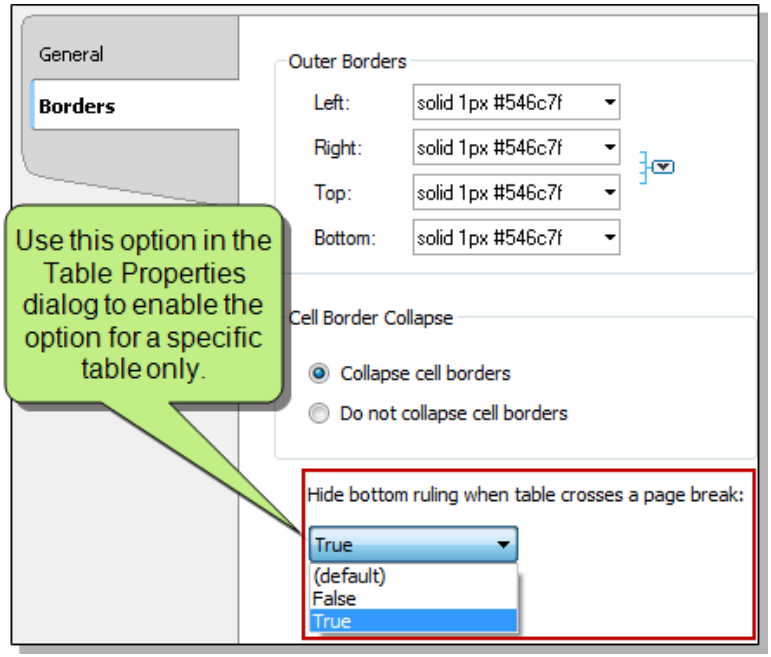
1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the Table Style Editor, select the **General** tab.
3. Toward the bottom of the tab, click the field labeled **Hide bottom ruling when table crosses a page break**, and select **True**.



4. Click to save your work.

HOW TO HIDE TABLE BOTTOM BORDERS LOCALLY IN THE PROPERTIES DIALOG

1. Open the content file (e.g., topic, snippet).
2. Click inside the table.
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Table** ribbon. In the **Table** section select **Table Properties**.
   - **Menu** Select **Table>Table Properties**.
   - **Right-Click** Right-click the table and from the context menu, select **Table Properties**.
4. Select the **Borders** tab.
5. Click the field labeled **Hide bottom ruling when table crosses a page break**, and select **True**.



6. Click **OK**.
7. Click to save your work.

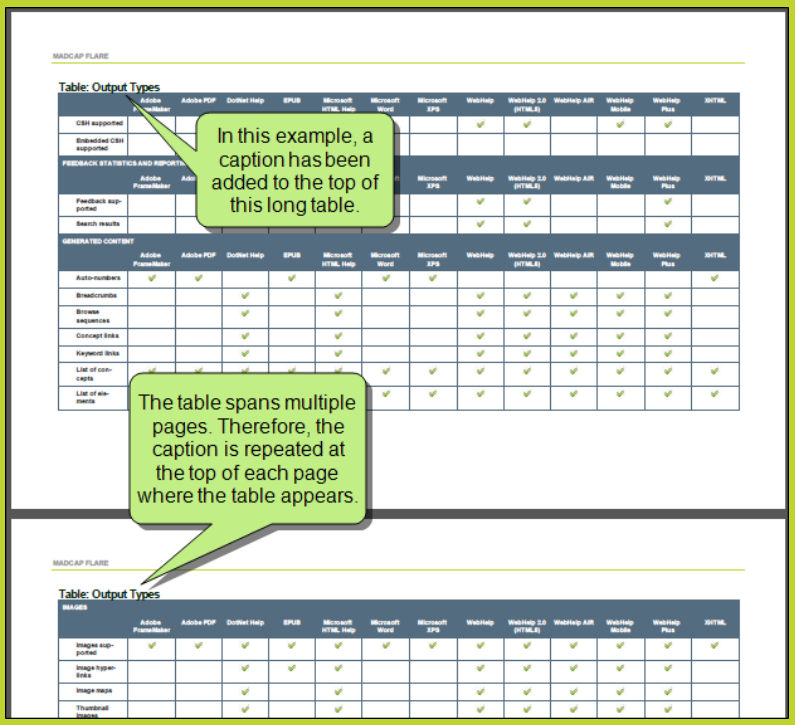
Note: Because you can often control the look of a table in multiple ways—(1) using local table properties, (2) using other local formatting tools, (3) a table stylesheet, or (4) a regular stylesheet—it's possible that you might encounter conflicting settings from time to time. When it comes to situations like this, the settings closest to the content typically has precedence. So any explicit setting in the Table Properties dialog (or other local formatting) has precedence over both stylesheet options, and the table stylesheet setting has precedence over the regular stylesheet setting. For example, let's say you open a regular stylesheet and specify that the outer borders of the table should be green. Then you open the table stylesheet and specify that the outer borders should be red. And then you open the Table Properties dialog and specify that the outer borders should be blue. You've told Flare to do three different things to the same table. So in this case, the table would display blue borders, because the local properties rule over the other settings. But if you remove that setting from the Table Properties dialog and use the default setting, the table would then display red borders, because the table stylesheet has precedence over the regular stylesheet. And finally, if you remove the settings from both the Table Properties dialog and table stylesheet, using the default setting in both, the table would take its command from the regular stylesheet and display green borders.

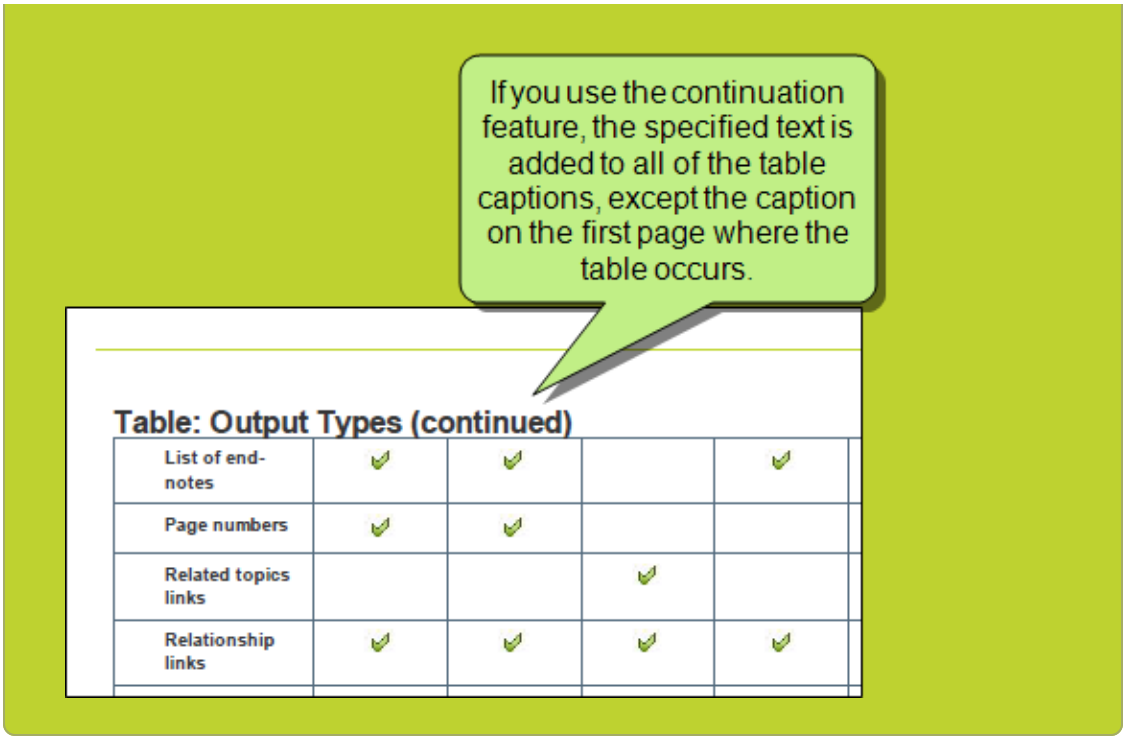
Using Styles to Repeat Table Captions in Print Output

This feature is supported in all print outputs (Adobe FrameMaker, Adobe PDF, Microsoft Word, Microsoft XPS, and XHTML).

You can use styles to repeat captions on tables that span multiple pages in print-based output. Furthermore, you can add continuation text to the end of those captions (other than the caption appearing on the first page where a table occurs). Typically this text would be something like “(continued)."

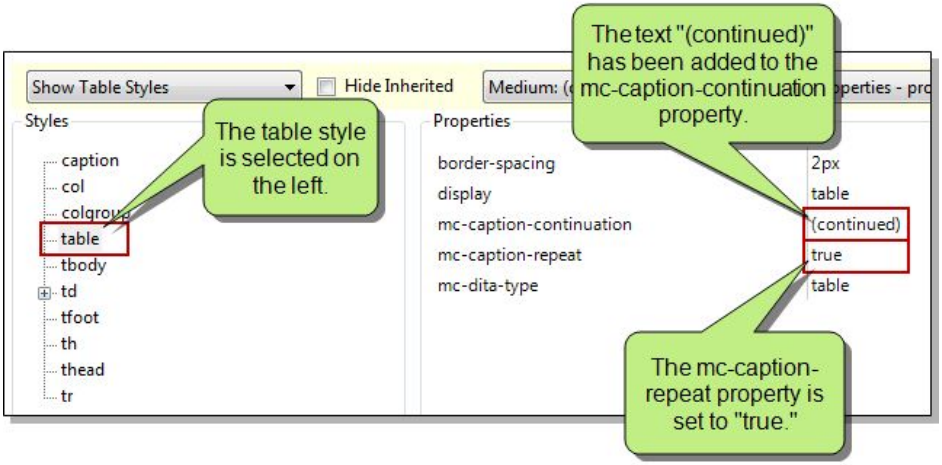
E X A M P L E




If you use the continuation feature, the specified text is added to all of the table captions, except the caption on the first page where the table occurs.
Table: Output Types (continued)
List of end-notes
Page numbers
Related topics links
Relationship links

HOW TO USE STYLES TO REPEAT TABLE CAPTIONS IN PRINT OUTPUT

1. From the Content Explorer, open the stylesheet that you want to modify. By default, stylesheets are stored in the Resources\Stylesheets folder, but you can store them elsewhere if you like.
2. In the local toolbar, make sure the first button displays Simplified View (which means that the Advanced view is currently shown in the editor). If the button displays Advanced View instead, then click it.
3. In the upper-left corner of the editor, click in the **Show Styles** field and select Show Table Styles.
4. From the area below, select **table**.
5. From the **Show** drop-down list on the upper-right side of the editor, select Show: Assorted Relevant Properties. The most relevant properties for that style are shown on the right side of the editor.
6. In the **Properties** section, expand the **Table** group.
7. You can change the following.
   - **mc-caption-repeat** If you want captions to repeat on tables that span multiple pages in print-based output, click in the field to the right and select **true**.
   - **mc-caption-continuation** You can click in the field to the right and enter continuation text for the end of captions that repeat (other than the caption appearing on the first page where a table occurs). Typically this text would be something like "(continued)."



8. Click to save your work.

Note: In addition to using styles, you can enable these repeat/continuation features for a specific table by using the Insert Table dialog or the Table Properties dialog.

CHAPTER 5

Creating a List of Tables

You can use the list-of proxy to generate a list of various types of elements (e.g., tables, images) in your output, with links to the corresponding content.

HOW TO CREATE A LIST OF TABLES

1. Add a new topic as you normally would.
2. At the top of the topic, enter a title for your list (e.g., "List of Tables").
3. Do one of the following, depending on the part of the user interface you are using:
   - **Ribbon** Select the **Insert** ribbon. In the **Proxy** section select **Proxy>List-Of Proxy**.
   - **Menu** Select **Insert>Proxy>Insert List-Of Proxy**.

   The List-Of Proxy dialog opens.
4. In the **Tag Name** field, select the parent style tag to be used for creating the list.

   If you used Flare's built-in caption feature when inserting your tables, you can select **Caption** from this field. The generated list will display the caption that you provided for each table.

   If you did not use Flare's built-in caption feature when inserting your tables, but rather created your own caption, you can select the style that you used for it.
5. (Optional) In the **Tag Class** field, you can select the style class to be used for creating the list. If you selected "Caption" in the previous step, you probably do not need to select a class in this field. If you used a different style for a custom caption, you can select the class from this field (if you created one in the Stylesheet Editor).

6. (Optional) In the **Stylesheet class for each generated entry** field, you can select yet another style class. This class can be used to determine how each item in the generated list looks. You would use this style class, for example, if you want to change the font of the entries or add a leader (e.g., series of dots) between the entries and the page numbers. For more information about using styles, including steps, see the online Help or the Flare *Styles Guide*.
7. (Optional) In the **Stylesheet class for proxy** field, you can select a class to affect the look of the entire list.

   You might create and use a proxy style class, for example, if you want to add a border around the generated list. If you do not select a class from this field, the generated list will use the style settings from the parent <MadCap|listOfProxy> style. You have the option of creating a class for this proxy style in the Stylesheet Editor. To do this, select the **MadCap|listOfProxy** style and click **Add Class** to create a class. The class will then be available from this field.
8. Click **OK**. The proxy is added to the topic.
9. Click to save your work.

If you are creating print-based output, make sure to add the topic with the proxy to the outline TOC. For more information see the online Help.

APPENDIX

PDF Guides

The following PDF guides are available for download from the online Help.

Accessibility Guide
Analyzer Guide
Autonumbers Guide
Condition Tags Guide
Context-sensitive Help Guide
DotNet Help Guide
Eclipse Help Guide
Getting Started Guide
Global Project Linking Guide
HTML Help Guide
HTML5 Guide
Images Guide
Importing Guide
Index Guide
Key Features Guide
Language Support Guide
Movies Guide
Navigation Links Guide
Print-based Output Guide
Project Creation Guide
Pulse Guide
QR Codes Guide
Reports Guide
Reviews & Contributions Guide
Search Guide
SharePoint Guide
Shortcuts Guide
Skins Guide

Snippets Guide

Source Control Guide

Styles Guide

Tables Guide

Tables of Contents Guide

Targets Guide

Templates Guide

Topics Guide

Touring the Workspace Guide

Transition From FrameMaker Guide

Variables Guide

WebHelp Outputs Guide

What's New Guide