MADCAP FLARE 2024

Tables

THIS PDF WAS CREATED USING MADCAP FLARE.

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APPENDIX

Introduction

Supported In:

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

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CHAPTER 2

General Information for Tables

There are various pieces of general information you should know if you plan to use this feature.

This chapter discusses the following:

▌Table Elements

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

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.

▌Stylesheet and Formatting Options

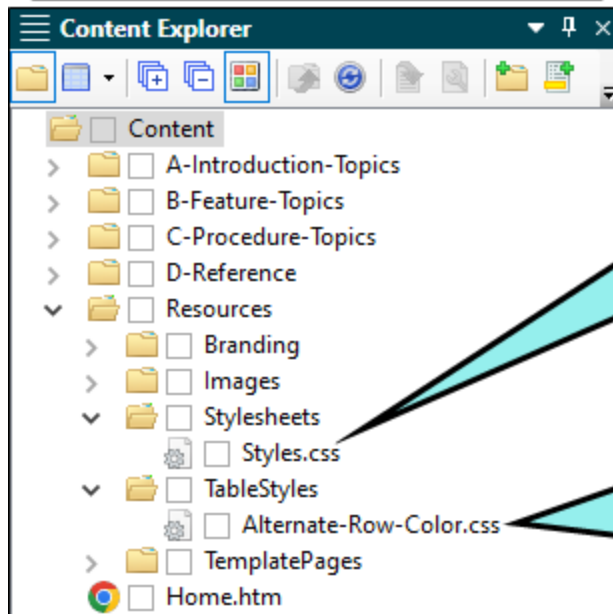You can control the look of tables in the following ways:

- **Branding Stylesheet** This lets you define your project's look and feel for branding purposes, including tables. If you create your project with Start New Project Wizard, the CSS variables are automatically linked to various places throughout the project where they point to the branding stylesheet.

- **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 25.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 123 and "Editing Table Stylesheets" on page 130.

- **Table Properties Dialog** This lets you control the look for a specific table only, by setting options locally. See "Editing Table Properties" on page 115.

- **Other Local Formatting Tools** For virtually any kind of content that you add to a content file (e.g., topic, snippet), there are 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 presentation from the content. 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 many different table designs, and 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.

The recommended location to store regular stylesheets is the Stylesheets folder, and the recommended location to store table stylesheets is the TableStyles folder. But you can place them anywhere else you'd like in the Content Explorer.

Content Explorer

- Content
  - A-Introduction-Topics
  - B-Feature-Topics
  - C-Procedure-Topics
  - D-Reference
  - Resources
    - Branding
    - Images
    - Stylesheets
      - Styles.css
    - TableStyles
      - Alternate-Row-Color.css
    - TemplatePages
  - Home.htm

In this example, a regular stylesheet is stored in the Stylesheets folder.

In this example, the table stylesheet is stored in the TableStyles folder.

What About Conflicts and Precedence?

Because you can often control the look of a table in multiple ways—(1) local formatting tools, (2) local table properties, (3) a table stylesheet, (4) a regular stylesheet, or (5) branding stylesheet—it's possible that you might encounter conflicting settings from time to time. When this happens, the settings closest to the content typically has precedence. So precedence works like this: Local Formatting > Table Stylesheet > Regular Stylesheet > Branding Stylesheet.

☆ **EXAMPLE** 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 3

Main Activities for Tables

Some activities are particularly common and important when it comes to this feature.

This chapter discusses the following:

I 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. In the XML Editor place your cursor where you want to add the table.

2. Select **Table > Insert Table** (face of the button). The Insert Table dialog opens.

3. 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. These rows are automatically repeated at the top of pages in print-based output when a table covers more than one page.

   - **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.

   - **Side** Click in this field and select to place the caption either above or below the table.

   > **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.
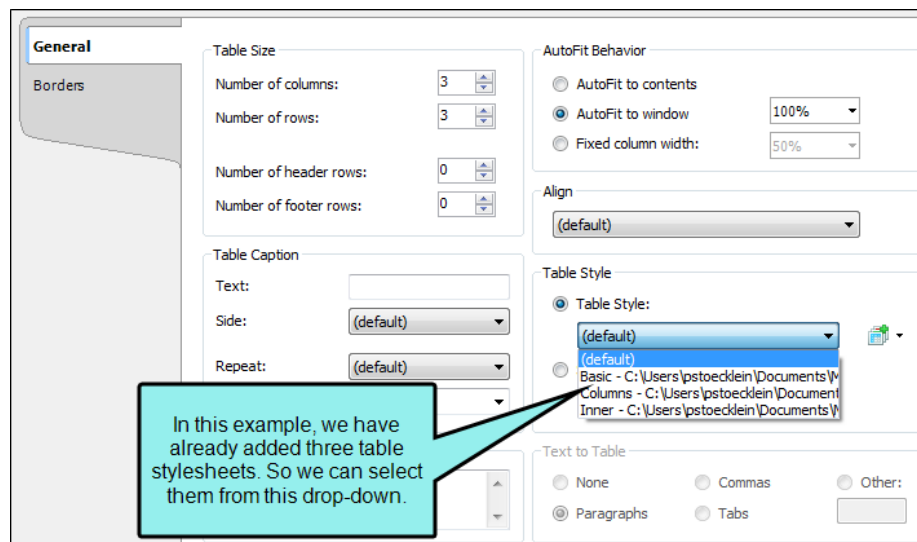
ALIGN

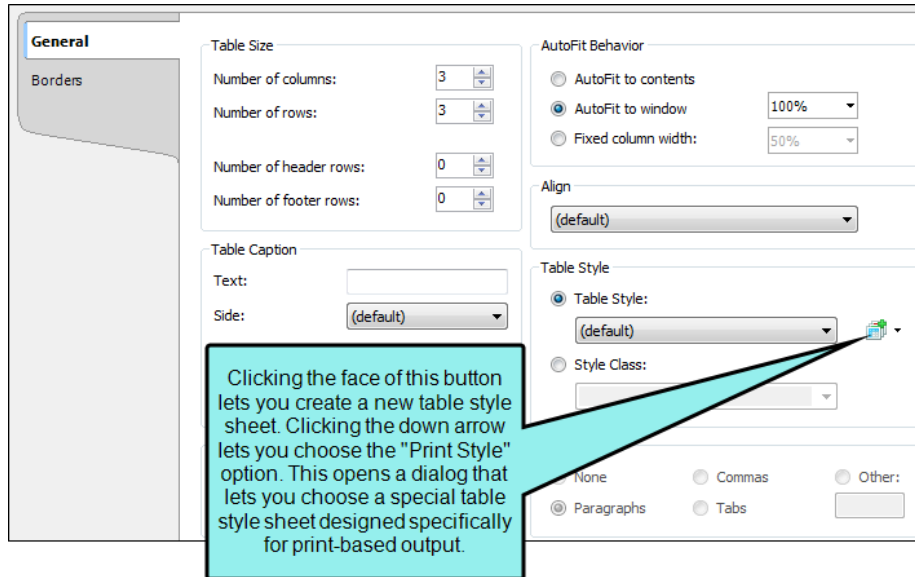Aligns the entire table either to the left, right, or center of the topic.

TABLE STYLE

You can select to use either a special table stylesheet or the 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.
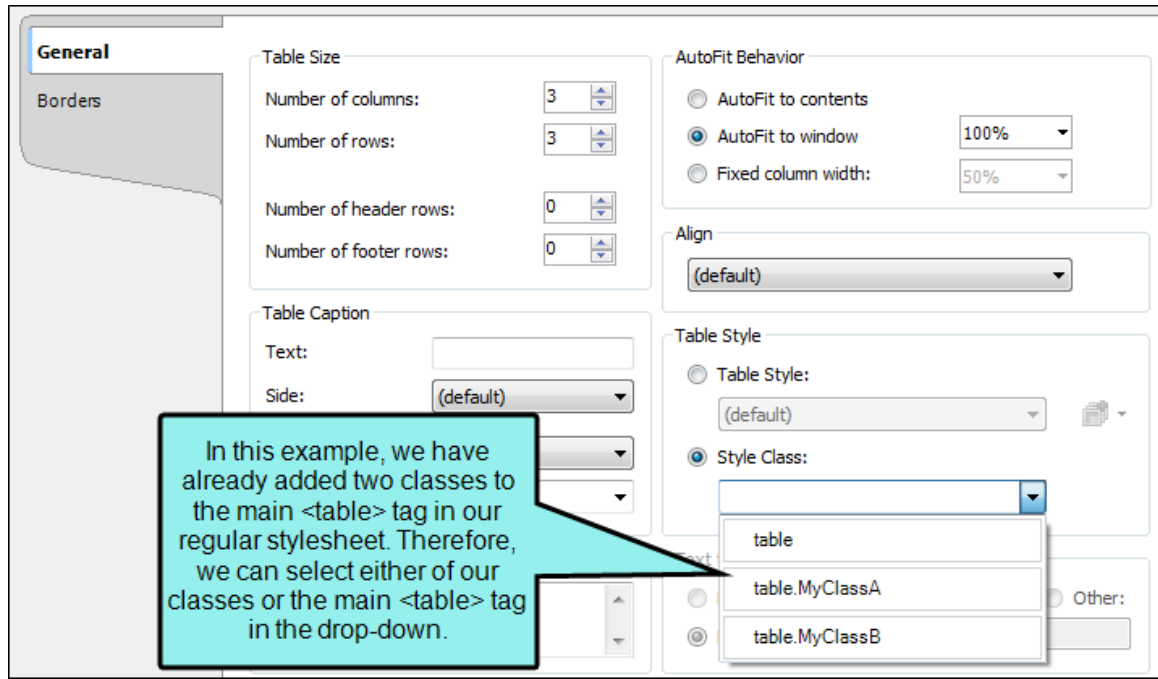

- ■ **Table Style** Select this option if you want to use a table stylesheet to control the look of the table. You can then select an existing table stylesheet from the drop-down list.

- ▪ 🗔 ▾ 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.

Clicking the face of this button lets you create a new table style sheet. Clicking the down arrow lets you choose the "Print Style" option. This opens a dialog that lets you choose a special table style sheet designed specifically for print-based output.

- **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 from the drop-down, or you can select any class that you have added under that style. You can create classes for the table style 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** Creates a table but does not include any of the selected text (i.e., text is removed and replaced with new table).

- **Paragraphs** Converts multiple paragraphs to a table (each paragraph placed in a separate table cell).

- **Commas** Converts text separated by commas to a table (each segment of text between a comma placed in a separate table cell).

- **Tabs** Converts text separated by tabs to a table (each segment of text between a tab separator placed in a separate table cell).

- **Other** Converts text separated by a specific text string (e.g., semicolons) to 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.

4. 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. 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 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 to increase or decrease the cell border spacing (in pixels).

5. 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.

6. Click 🖫 to save your work.

How to Create a Table Using the Insert Table Grid

1. In the XML Editor place your cursor where you want to add the table.

2. Select **Table > Insert Table** (down arrow).

3. 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 the next page and "Editing Table Properties" on page 115.

4. Click 💾 to save your work.

What's Noteworthy?

> 🗒 **NOTE** 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, there are a couple of things you can do. First, if you are editing table styles in a regular stylesheet, you can create advanced selectors (e.g., "td p"). Second, you may want to create a special style class of the p style 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 manually 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. However, rather than repeating all these steps each time you create a table, the easiest way to accomplish this is to set a default cell content style. You can do this in a couple of ways: globally or using a table stylesheet. See "Editing Table Styles in Regular Stylesheets" on page 25, "Selecting Styles for Table Cell Contents" on page 63, and "Editing Table Stylesheets" on page 130.

▍Editing Tables

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

- **Branding Stylesheets** You can modify the look and feel of branding elements in your project, including tables, using the branding stylesheet. You can also select CSS variables in the Table Style Editor that point to the Branding.css file.

- **Regular Stylesheets** You can modify the look and feel of multiple tables at once by editing standard HTML table styles (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 the next page.

- **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 130.

> **NOTE** For the differences between branding stylesheets, regular stylesheets, table stylesheets, and local properties—and when you should use one over the other—see "Stylesheet and Formatting Options" on page 10

> **WARNING** When controlling the look of tables, be aware of conflicts that can arise when you are using standard table styles (e.g., tr, td) from a regular stylesheet and you are also inserting proxies in the project. For example, if you set the text-indent property on the td style, it could affect the indentation of a generated table of contents or mini-toc.

Editing Table Styles in Regular Stylesheets

Supported In:

You can modify the look and feel of multiple tables at once by editing standard HTML table styles (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.

2. In the local toolbar, make sure the first button displays [View: Advanced]. If the button displays [View: Simplified] 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 drop-down field and select [Table Styles ▼].

4. From the area below, select the appropriate table style.

   - **caption** Modifies 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** Groups 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** Groups columns together structurally. The number of columns in the column group may be specified by using the element's <span> tag or by the <col> element, which represents one or more columns in the group.

- **table** Modifies an entire table. It contains all other elements that specify caption, rows, content, and formatting.

- **tbody** Modifies 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** Modifies 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** Modifies 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** Modifies 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** Modifies 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** Modifies 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. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view 🔲 or an alphabetical view 🔲.

7. Locate the property you want to change.

   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.

8. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button ⬚ to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.

   For example, you might want to adjust the vertical alignment of text (e.g., top, middle, bottom) in the td and th styles. You can do this by expanding the **Cell** property group and setting the **vertical-align** property.

9. Click ⬚ to save your work.

How to Create Advanced Selectors for Table Styles

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, there are a couple of things you can do. First, if you are editing table styles in a regular stylesheet, you can create advanced selectors (e.g., "td p"). Second, you may want to create a special style class of the p style 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 manually 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.

Following are steps for using advanced selectors in a regular stylesheet. For details on using the Cell Content Style feature, see "Selecting Styles for Table Cell Contents" on page 63.

> 🗒 **NOTE** For most projects, using an advanced selector in a regular stylesheet is probably the best method to control the look of table cell content. Just use it with caution because it will affect all paragraph tags in all tables. If you want to have a different default look for paragraph content depending on the table, it might be better to use the cell content style.

1. In the local toolbar of the Stylesheet Editor, click **Add Selector**.

2. In the dialog, click in the **HTML Element** field and enter a table style (e.g., td, th). Then click the **Advanced Options down** arrow to show more fields.

3. In the **Advanced Selector** field, add a space after the table style, then type p (e.g., td p).

This is a special style where you are telling Flare that when it finds a <p> tag within a table tag (e.g., <td>), you want it to look a certain way.

4. Click **OK**.

5. Filter the Stylesheet Editor to show **All Styles**, and at the top of the list of styles, expand **(Complex Selectors)**.

6. Under **(Complex Selectors)**, scroll down and select your advanced selector (e.g., td p). Then set properties for it on the right side of the editor. You probably want to set the same properties that you set on the main table style. For example, if you set a font size of 12pt on the td style to control content in regular body cells of a table, you likely want to set the same font size on a "td p" advanced selector.

7. Click 💾 to save your work.

Hiding the Bottom Border on Tables When Crossing Page Breaks

Supported In:

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.

Now the "hide" option is being used, so the bottom border of this row is not shown when the table continues on the next page.

How to Hide Table Bottom Borders in a Regular Stylesheet

1. From the Content Explorer, open the stylesheet that you want to modify.

2. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. 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.

    Please note that Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around.

3. In the local toolbar, make sure the first button displays ⬛ View: Advanced . If the button displays ⬛ View: Simplified instead, then click it.

4. In the upper-left corner of the editor, click in the drop-down field and select Table Styles ▾ .

5. On the left side of the editor, 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. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view 🖻 or an alphabetical view 🖻 .

8. If you are using the group view, expand the **Table** group.

9. To the right of **mc-hide-bottom-ruling**, click [···], and select **true**.

10. 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.

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.

2. Click inside the table.

3. Do one of the following, depending on the part of the user interface you are using:

   - **Ribbon** 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.

What's Noteworthy?

NOTE Because you can often control the look of a table in multiple ways—(1) local formatting tools, (2) local table properties, (3) a table stylesheet, (4) a regular stylesheet, or (5) branding stylesheet—it's possible that you might encounter conflicting settings from time to time. When this happens, the settings closest to the content typically has precedence. So precedence works like this: Local Formatting > Table Stylesheet > Regular Stylesheet > Branding Stylesheet.

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.

Setting Page, Column, and Frame Breaks on Tables

Supported In:

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. 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.

How to Set Breaks for Tables in a Regular Stylesheet

1. From the Content Explorer, open the stylesheet that you want to modify.

2. From the **Medium** drop-down in the Stylesheet Editor, make sure the proper medium is selected before you begin. In the Advanced view, you can open multiple mediums at once; you just need to look at the title at the top of the medium pane and make sure you are working in the correct one. 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 and another group of settings for print-based output types. For example, you might use the default medium for your online outputs and the print medium for your print outputs.

   Please note that Flare remembers the last medium that you used when working in the stylesheet, so it may or may not be the one that you want to use the next time around.

3. In the local toolbar, make sure the first button displays View: Advanced. If the button displays View: Simplified instead, then click it.

4. In the upper-left corner of the editor, click in the drop-down field and select 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: All Properties ▾ .

7. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view 🖺 or an alphabetical view 🖺.

8. If you are using the grouped view, expand the **PrintSupport** group.

9. Select the appropriate property and set a value for it. For example, you can click ⬚ to the right of **page-break-inside**, and select **avoid**. If you do this for the tr style, Flare will automatically create a break between rows so that row content does not continue from one page to another.

COLUMN-BREAK-BEFORE

To the right of the property, click ▦ and set a column break *before* the element.

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

COLUMN-BREAK-AFTER

To the right of the property, click ▦ and set a column break *after* the element.

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

COLUMN-BREAK-INSIDE

To the right of the property, click ▦ and set a column break *inside* the "rendering box" of the element.

- **auto** 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.
- **inherit** The break setting of the parent tag is used.

FRAME-BREAK-BEFORE

To the right of the property, click ▦ and set a frame break *before* the element.

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

FRAME-BREAK-AFTER

To the right of the property, click ⬚ and set a frame break *after* the element.

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

FRAME-BREAK-INSIDE

To the right of the property, click ⬚ and set a frame 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.
- **inherit** The break setting of the parent tag is used.

PAGE-BREAK-BEFORE

To the right of the property, click ⬚ and set a page break *before* the element.

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

To the right of the property, click [⋯] and set a page break *after* the element.

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

PAGE-BREAK-INSIDE

To the right of the property, click [⋯] and set a page break *inside* the "rendering box" of the element.

- **auto** 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.
- **inherit** The break setting of the parent tag is used.

10. 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.

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 breaks will occur before the element so that the next page is formatted as a left page.

   - **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.

   AFTER

   You can select one of the options for setting a page or column 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 breaks will occur after the element so that the next page is formatted as a left page.

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

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.

☆ EXAMPLE — Page Break in Regular Stylesheet

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 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 Table Stylesheet

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.

In this case, we have set the rows to always create a page break before them.

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.

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.

Here is a table with the stylesheet applied. Let's say we want this row to use the subheading settings.

☆ 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.

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⭐ 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:

NOTE Because you can often control the look of a table in multiple ways—(1) local formatting tools, (2) local table properties, (3) a table stylesheet, (4) a regular stylesheet, or (5) branding stylesheet—it's possible that you might encounter conflicting settings from time to time. When this happens, the settings closest to the content typically has precedence. So precedence works like this: Local Formatting > Table Stylesheet > Regular Stylesheet > Branding Stylesheet.

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 output.

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.

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 **Home >** (at the bottom of the **Paragraph** section).

   - **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. 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. In the Color Picker you can select a CSS variable.

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.

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

> **NOTE** If you want to select an image file recently inserted into your project, click the down arrow in the field next to the ▫ 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.

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.

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 **Table > Merge Cells**.

   - **Right-Click** Right-click the table and from the context menu, select **Merge Cells**.

6. Click ⊟ to save your work.

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 lets you 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.

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.

   - 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** Paste the copied cells, replacing the cells nearest to where you have placed your cursor.

   - **Paste Table** Paste the copied cells as a separate table. It will be placed within the cell where you have placed your cursor.

   - **Paste (Above)** Paste the copied cells above the cell where you have placed your cursor.

   - **Paste (Below)** Paste the copied cells below the cell where you have placed your cursor.

   - **Paste (Left)** Paste the copied cells to the left of the cell where you have placed your cursor.

   - **Paste (Right)** Paste the copied cells to the right of the cell where you have placed your cursor.

- **Set Default** Open the XML Editor tab in the Options dialog, 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.

2. Do one of the following, depending on the part of the user interface you are using:

   - **Ribbon** Select **Table > Reset Local Cell Formatting**.

   - **Right-Click** Right-click inside the table and from the context menu select **Reset Local Cell Formatting**.

   > ☆ **EXAMPLE** 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 🅱ₓ instead.

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, there are a couple of things you can do. First, if you are editing table styles in a regular stylesheet, you can create advanced selectors (e.g., "td p"). Second, you may want to create a special style class of the p style 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 manually 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.

Following are steps for using the Cell Content Style feature. For details on controlling table styles in a regular stylesheet, including creating advanced selectors, see "Editing Table Styles in Regular Stylesheets" on page 25.

> **NOTE** For most projects, using an advanced selector in a regular stylesheet is probably the best method to control the look of table cell content. Just use it with caution because it will affect all paragraph tags in all tables. If you want to have a different default look for paragraph content depending on the table, it might be better to use the cell content style.

How to Manually Select Styles for Table Cell Contents

1. Open the content file.

2. Select the table cells for which you want to use a certain style.

3. 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.

⭐ **EXAMPLE** If you keep the default table styles, you will see something like this:

⭐ If you select all of the regular body rows in a table, open the Table Cell Content Style dialog, and select a p style class, those cells will have that p style within a td style, like this:

However, rather than repeating all these steps each time you create a table, the easiest way to accomplish this is to set a default cell content style. You can do this in a couple of ways: globally or using a table stylesheet.

Global Style Method

When you select **Table > Cell Content Style**, you can select the style you want and click the **Set as default** check box.

Then when you insert a new table, the cells will already have the default style that you set, so you don't need to select that style each time you create a table. This is a very quick and easy solution. However, keep in mind that it is a global setting for all types of rows and all columns in every new table that you insert in that project. For example, if you choose p.tabletext as the default in this dialog, that style will automatically be initially set for all table header, body, and footer cells when you create a table. So if you want different styles for the different parts of the table, you will need to manually replace the default style in those table cells afterward.

If you use this method, none of the existing tables that you've already created and formatted in your project are affected by the default setting. The default style is applied automatically only to new tables and new table cells that are created in the project.

Table Stylesheet Method

You can set defaults in your table stylesheets in the **Cell Content Style** section of the Table Style Editor. In the **Tag** field, select the parent style (p). Then in the **Class** field, either select a style class from the drop-down or type it directly in the field (e.g., TableRowText).

Default table cell styles can be set for any of the following: headers, rows, columns, and footers. In addition, you can have different defaults for each table stylesheet in your project.

Then when you insert a new table using a particular table stylesheet, the various parts of the table (e.g., header, row, footer) will automatically start out with the appropriate styles so that you don't have to set any of them manually.

This feature automatically applies the selected style class only in new tables (and in new cells within existing tables) that are associated with the table stylesheet. It does not affect existing tables.

If you also have a style set in the Table ribbon using the global method, your settings in a table stylesheet override that style.

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.

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 **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. These rows are automatically repeated at the top of pages in print-based output when a table covers more than one page.

    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. 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.

Cutting Table Columns and Rows

You can cut entire columns and rows in a table. When you do this, a paste icon ![icon] displays after the table. This icon lets you 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.

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 ![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** Open the XML Editor tab in the Options dialog, choose the type of behavior you want to use automatically when performing this action in the future, and click **OK**.

5. Click ![icon] to save your work.

Inserting Table Columns and Rows

You can easily insert additional rows and columns into an existing table. You can insert one row or column at a time, or you can insert multiple rows or columns.

How to Insert a Column

1. Open the content file.

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 **Table > Columns to the Left** or **Table > 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

1. Open the content file.

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 **Table > Rows Above** or **Table > 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.

Moving Table Columns and Rows

You can move columns and rows around in a table that you have inserted by dragging and dropping the structure bars. 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.

2. If the tag block bars are not shown to the left of the content, click ![icon] 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 ![icon] to save your work.

How to Move Rows With Keyboard Shortcuts

1. Open the content file.

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 ![icon] to save your work.

What's Noteworthy?

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.

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.

2. Place your cursor somewhere in the table.

3. 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 icon that appears after the text and select the method.

    - **Convert to Paragraphs** Convert the content in each table cell into separate paragraphs.

    - **Separate with Commas** Convert the content in each table cell into text separated by commas.

    - **Separate with Text** Convert the content in each table cell into text separated by a text string that you specify (e.g., a semicolon).

    - **Set Default** Open the XML Editor tab in the Options dialog, choose the type of behavior you want to use automatically when performing this action in the future, and click **OK**.

Table Heading

Table Heading

Lorem ipsum dolor rit amet, consectettr adipiscing elit.

Dondc sagittis elemensum arcu, at gravida puam mollis id.

Eusce blandit sapidn a dolor accumsan `ccumsan.

Suspdndisse lectus augte, auctor in aliqual nec, fringilla id dnlor.

Integer pukvinar lacus libern, eget volutpat enil finibus non.

Aligu`m erat volutpat.

Table to Text

✓ Convert to Paragraphs
Separate with Commas
Separate with Text:

Set Default...

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.

Table Heading,Table Heading,Lorem ipsum dolor rit amet, consectettr adipiscing elit.,Dondc sagittis elemensum arcu, at gravida puam mollis id., Eusce blandit sapidn a dolor accumsan `ccumsan. ,Suspdndisse lectus augte, auctor in aliqual nec, fringilla id dnlor., Integer pukvinar lacus libern, eget volutpat enil finibus non.,Aliqu`m erat volutpat.

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

Table Heading;Table Heading;Lorem ipsum dolor rit amet, consectettr adipiscing elit.;Dondc sagittis elemensum arcu, at gravida puam mollis id.; Eusce blandit sapidn a dolor accumsan `ccumsan. ;Suspdndisse lectus augte, auctor in aliqual nec, fringilla id dnlor.; Integer pukvinar lacus libern, eget volutpat enil finibus non.;Aliqu`m erat volutpat.

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. Select the text to be converted, so that it is highlighted.

2. Select **Table > Insert Table** (face of the button).

3. In the **Text to Table** section, select one of the options.

   - **None** Creates a table but does not include any of the selected text (i.e., text is removed and replaced with new table).

   - **Paragraphs** Converts multiple paragraphs to a table (each paragraph placed in a separate table cell).

   - **Commas** Converts text separated by commas to a table (each segment of text between a comma placed in a separate table cell).

   - **Tabs** Converts text separated by tabs to a table (each segment of text between a tab separator placed in a separate table cell).

   - **Other** Converts text separated by a specific text string (e.g., semicolons) to 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 14.

4. Click **OK**. The text is converted to a table.

Convert Text to Table Example

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

The result is that a table is inserted and populated with the selected text.

5. 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 icon that may appear to the right of the tables.

How to Merge Tables

1. Open the content file.

2. Perform an action to display the floating 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 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 to merge the tables, with the table on the bottom having precedence. 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 to paste the table as a whole. Therefore, you will actually have two separate tables next to each other.

   - **Paste (Above)** Select 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 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** Open the XML Editor tab in the Options dialog, 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.

> 🗒 **NOTE** You cannot merge tables if the column count is different in them.

Repeating Table Captions and Header Rows

For print-based output, table captions and header rows can be repeated so at the top of pages when a table covers more than one page. Repeating table captions is supported in PDF output only. Repeating table header rows is supported in PDF and Word outputs.

How to Repeat Captions in a Single Table

1. Insert a new table, or right-click inside an existing table and select **Table Properties**.

2. On the **General** tab, in the **Table Caption** section, enter a caption in the **Text** field.

3. Select **Repeat**.

4. (Optional) In the **Continuation** field, you can add text to the end of captions that repeat on subsequent pages (e.g., Continued)."

5. Click **OK**.

6. Click to save your work.

How to Repeat Captions in All Tables

1. From the Content Explorer, open the stylesheet that you want to modify.

2. In the local toolbar, make sure the first button displays ![View: Advanced]. If the button displays ![View: Simplified] instead, then click it.

3. In the upper-left corner of the editor, click in the drop-down field and select ![Table Styles].

4. On the left side of the editor, 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. If you are using the group view ![group icon], expand the **Table** group.

7. Locate the property you want to change.

   - **mc-caption-repeat** If you want captions to repeat on tables that span multiple pages in print-based output, click ![button] and select **true**.

   - **mc-caption-continuation** You can add text to the end of captions that repeat on subsequent pages (e.g., continued)."

8. Click ![save icon] to save your work. Captions are repeated for any tables where you have added them in the table properties.

How to Repeat Table Header Rows

1. Insert a new table, or right-click inside an existing table and select **Table Properties**.

2. On the **General** tab, in the **Table Size** section, enter a number in the **Number of header rows** field. Usually this is 1. These rows will automatically be repeated at the top of pages in print-based output.

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 size of tables and individual rows and columns by clicking and dragging the edges of the table bars.

How to Resize Tables via Unit of Measurement

1. If the tag block bars are not shown to the left of the content, click ![icon] at the bottom of the editor.
2. Right-click the **table** tag bar to the left of the table.
3. In the context menu select **Table Size**.
4. Enter a value in the **Reset Width** and/or **Reset Height** field.
5. Click in the drop-down field and select a unit of measurement (e.g., Point, Centimeter, Ems, Percentage).
6. Click ![icon].
7. Click ![icon] to save your work.

How to Resize Tables, Rows, and Columns via Dragging

1. 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.

2. 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.

3. Click 💾 to save your work.

What's Noteworthy?

📝 **NOTE** You can also use "auto-fit" behaviors in the Properties dialog to automatically resize a table. See "Editing Table Properties" on page 115.

📝 **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.

Creating Rounded Borders on Paragraphs and Tables

Supported In:

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 on a table

Table Heading | Table Heading

Lorem ipsum dolor rit amet, consectettr adipiscing elit. | Dondc sagittis elemensum arcu, at gravida puam mollis id.

Eusce blandit sapidn a dolor accumsan `ccumsan. | Suspdndisse lectus augte, auctor in aliqual nec, fringilla id dnlor.

Integer pukvinar lacus libern, eget volutpat enil finibus non. | Aliqu`m erat volutpat.

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.

Font
Advanced
Paragraph
Auto-number
Borders
Background
Breaks
Leader
Position
Hyphenation
Short Line

Borders
Left: solid 1px #696969
Right: solid 1px #696969
Top: solid 1px #696969
Bottom: solid 1px #696969

Padding
Left: 10 px
Right: 10
Top: 10
Bottom:

Here are the border radius properties for a block element. This Properties dialog was opened through the Simplified view of the Stylesheet Editor.

Border Radius
Top-Left: 5px
Top-Right: 5px
Bottom-Right: 5px
Bottom-Left: 5px

Preview
The cute cat in the red hat.The cute cat in the red hat.
The cute cat in the red hat.The cute cat in the red hat.The cute cat in the red hat.The cute cat in the red hat.
The cute cat in the red hat.The cute cat in the red hat.

Here are the border radius properties for a block element in the Advanced view of the Stylesheet Editor.

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.

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.

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.

☆ **EXAMPLE** 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

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.

2. In the local toolbar, make sure the first button displays ![View: Advanced]. If the button displays ![View: Simplified] instead, then click it.

   > 📝 **NOTE** For steps using the Simplified view, see the online Help.

3. In the upper-left corner of the Stylesheet Editor, click in the drop-down field and select ![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: All Properties ▼].

6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view ![icon] or an alphabetical view ![icon].

7. If you are using the grouped view, expand the **Border** group.

8. Locate and select 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.

9. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button ![icon] to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.

   In the popup, you can enter the amount of curve you want in the **H** field (for Horizontal) and the **V** field (for Vertical). If you are setting values for the main border-radius property, you will see a small icon ![icon] in the upper-left corner of the popup. If you click this icon, the popup changes, showing individual H and V fields for the four corners (Top Left, Top Right, Bottom Left, Bottom Right). For more information on using multiple sets of border radius properties, see www.css3.info/preview/rounded-border/.

10. If you are using the grouped view, expand the **Table** group.

11. For the **border-collapse** property, select **separate**.

12. If you are using the grouped view, expand the **Positioning** group.

13. For the **overflow** property, select **hidden**.

14. 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 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 ![save icon] 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.

2. In the local toolbar, make sure the first button displays ![View: Advanced]. If the button displays ![View: Simplified] 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 drop-down field and select ![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: All Properties ▾].

6. (Optional) You can use the toggle button in the local toolbar to show properties below in a group view ![group icon] or an alphabetical view ![alphabetical icon].

7. If you are using the grouped view, expand the **Border** group.

8. Locate and select 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.

9. The area to the right of the property is used for selecting and entering values. If you know how to enter the information correctly, you can click in the value field and type it directly. Otherwise, click the ellipsis button ![...] to the right of the property. Depending on the type of property, the appropriate controls and options display, allowing you to choose or enter values (e.g., select from a drop-down list, click a button, complete fields in a dialog or popup). If you completed values in a popup, click **OK** at the bottom of the box.

   In the popup, you can enter the amount of curve you want in the **H** field (for Horizontal) and the **V** field (for Vertical). If you are setting values for the main border-radius property, you will see a small icon ![icon] in the upper-left corner of the popup. If you click this icon, the popup changes, showing individual H and V fields for the four corners (Top Left, Top Right, Bottom Left, Bottom Right). For more information on using multiple sets of border radius properties, see www.css3.info/preview/rounded-border/.

10. Click ![save icon] to save your work.

What's Noteworthy?

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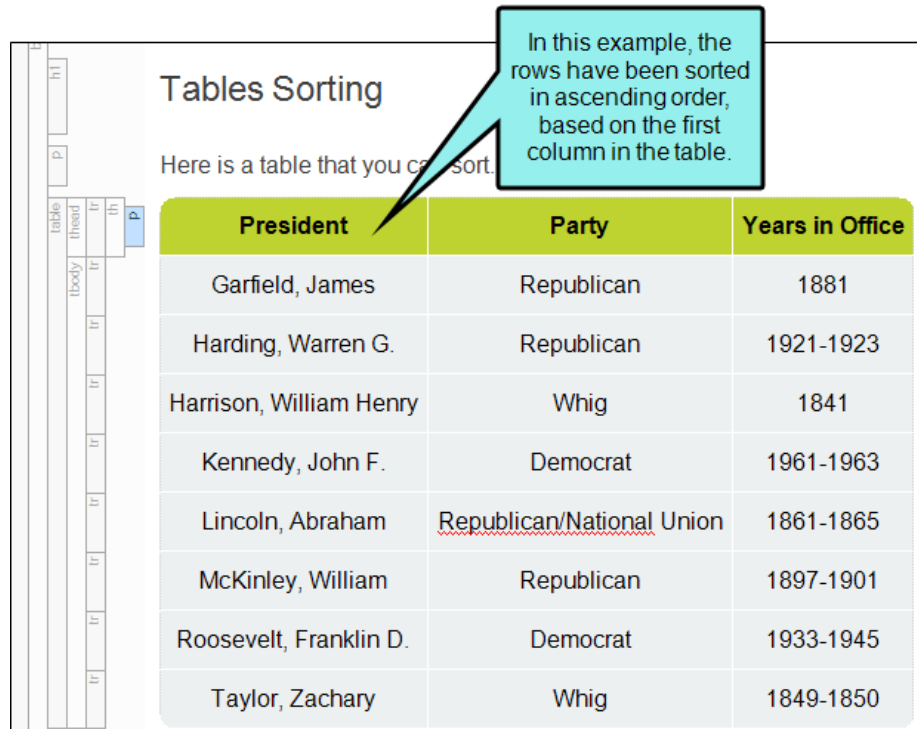
NOTE Different browsers display different results if you have all of the following set on a table: a caption, rounded borders, and a color in the background of the first row. That's because some browsers consider the caption part of the table and others do not. One possible workaround is to set the border-top-left-radius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

Sorting Tables

You can sort a table by selecting an option from the Table ribbon at the top of the interface or from table context menus. Tables can be sorted using a simple or more advanced method.

How to Sort Tables—Simple

1. Open the content file.

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.

- 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 **Table > Ascending > Ascending** or **Table > Ascending > 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**.

  - 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.

How to Sort Tables—Advanced

1. Open the content file.

2. Place your cursor inside the table.

3. Do one of the following, depending on the part of the user interface you are using:

   - **Ribbon** Select **Table > Ascending > Advanced Sorting Options**.

   - **Right-Click** Do one of the following:

     - Right-click inside the table and from the context menu, select **Sort Rows > Advanced Sorting Options**.

       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 > Advanced Sorting Options**.

   The Advanced Sorting Options dialog opens.

4. Click . A row is added to the grid on the right.

5. In the **Column** cell, click the down arrow and choose the column to sort by. Then in the **Direction** cell choose **ascending** or **descending**.

6. (Optional) If you want to add another row, telling Flare which column to sort by next, click again. In the **Column** cell, click the down arrow and choose the column to sort by next. Then in the **Direction** cell choose **ascending** or **descending**. Repeat this for each additional row you want to add to the grid.

7. (Optional) Use the buttons on the right side of the dialog if you want to remove or rearrange the order of any of the rows in the grid.

8. (Optional) If you want Flare to automatically update the table sorting when you generate output, select **Apply at compile time**. This can be useful in case you make changes to the table in the XML Editor and want Flare to automatically make the changes so you don't have to.

9. (Optional) If you want Flare to apply the sorting rules to the table right away in the XML Editor, click **Apply now**.

10. Click **OK**.

11. Click to save your work.

☆ EXAMPLE You have a table listing winners of the New York Marathon for a 10-year period, like this:

Tables Sorting

Here is a table that you can sort.

Year	Name	Country	Time
2006	Gomes dos Santos, Marilson	Brazil	2:09:58
2007	Lel, Martin	Kenya	2:09:04
2008	Gomes dos Santos, Marilson	Brazil	2:08:43
2009	Keflezighi, Meb	USA	2:09:15
2010	Gebremariam, Gebregziabher	Ethiopia	2:08:14
2011	Mutai, Geoffrey	Kenya	2:05:06
2012	Cancelled	NA	NA
2013	Mutai, Geoffrey	Kenya	2:08:24
2014	Kipsang, Wilson	Kenya	2:10:59
2015	Biwott, Stanley	Kenya	2:10:34

Suppose you want to re-organize the information in this table. Maybe you want to sort first of all by the country of each runner (the third column) in ascending order.
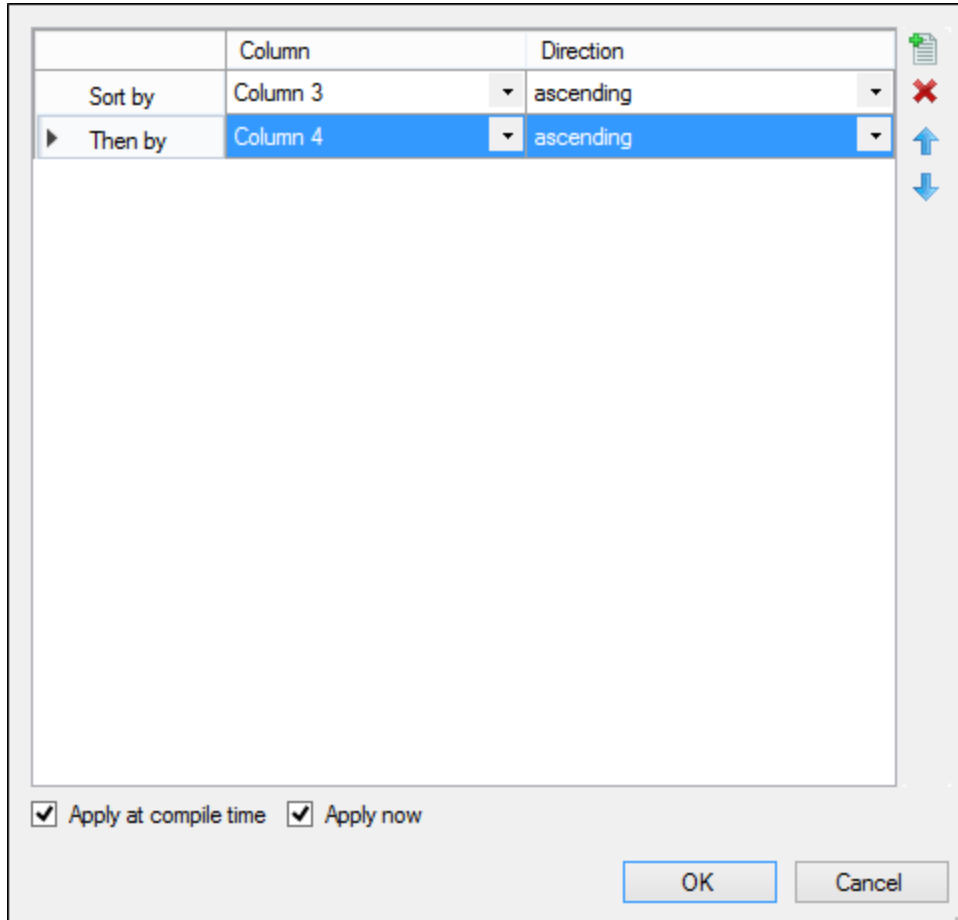
With the third column organized, you then want the rows to be organized once more according to the best times (the fourth column) in ascending order.

So you right-click the **table** structure bar and choose **Sort Rows**, then **Advanced Sorting Options**.

☆ In the Advanced Sorting Options dialog, your settings would look like this:

	Column	Direction
Sort by	Column 3 ▾	ascending ▾
▶ Then by	Column 4 ▾	ascending ▾

☑ Apply at compile time ☑ Apply now

OK Cancel

As a result, the table would be reorganized to look like this:

Tables Sorting

Here is a table that you can sort.

Year	Name	Country	Time
2008	Gomes dos Santos, Marilson	Brazil	2:08:43
2006	Gomes dos Santos, Marilson	Brazil	2:09:58
2010	Gebremariam, Gebregziabher	Ethiopia	2:08:14
2011	Mutai, Geoffrey	Kenya	2:05:06
2013	Mutai, Geoffrey	Kenya	2:08:24
2007	Lel, Martin	Kenya	2:09:04
2015	Biwott, Stanley	Kenya	2:10:34
2014	Kipsang, Wilson	Kenya	2:10:59
2012	Cancelled	NA	NA
2009	Keflezighi, Meb	USA	2:09:15

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.

2. Click inside the table.

3. Do one of the following, depending on the part of the user interface you are using:

   - **Ribbon** 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. These rows are automatically repeated at the top of pages in print-based output when a table covers more than one page.

   - **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.

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

- **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)."

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.
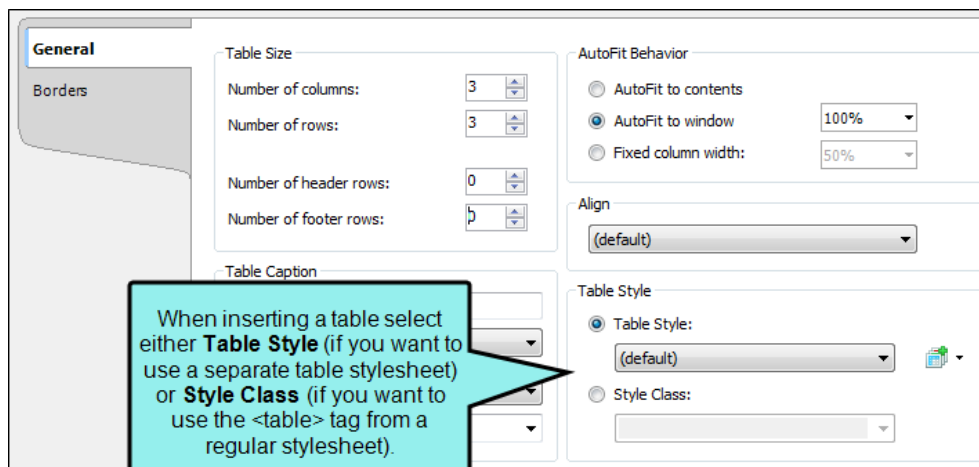
AUTOFIT BEHAVIOR

- **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.
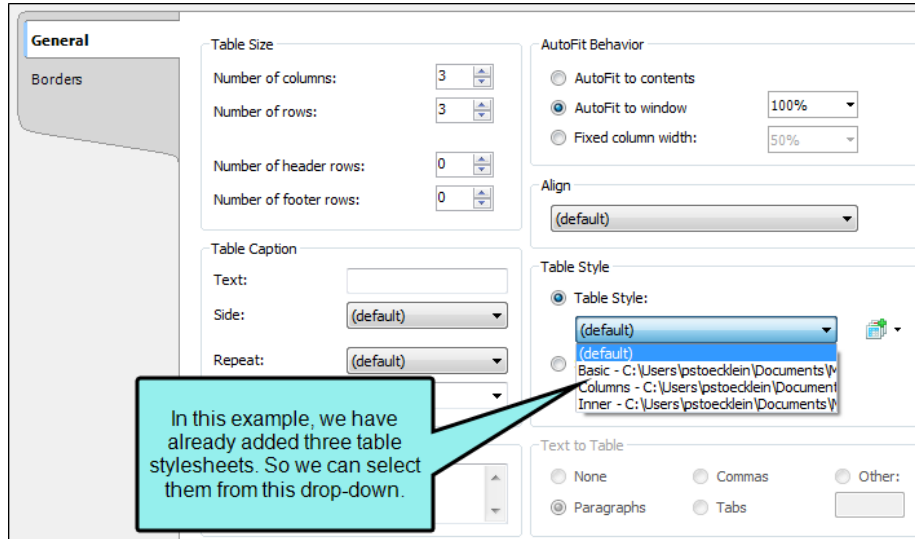
ALIGN

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 the 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 Content Explorer, Resources > TableStyles subfolder.

- **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.

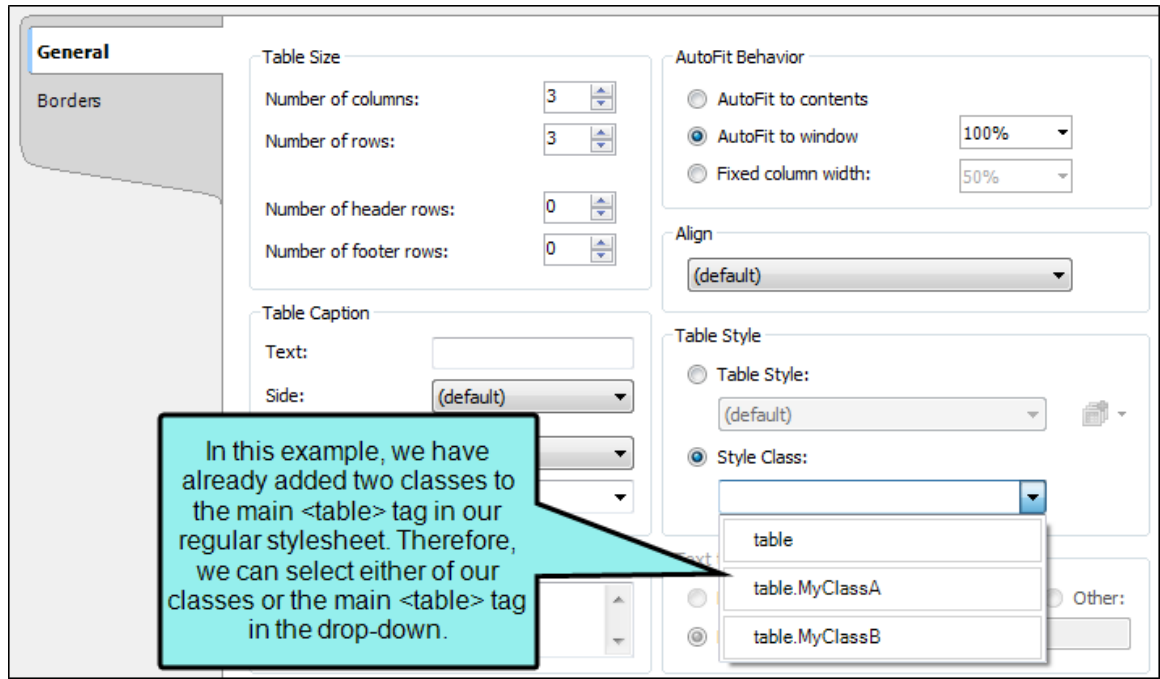- ■ If you do not yet have a table stylesheet that you want to use, click the face of this button to open the Select Table Style Template dialog. This lets you create new table stylesheet. If you click the down arrow next to the button, you can select **Print Style**. This opens the Select Table Style 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.

Clicking the face of this button lets you create a new table style sheet. Clicking the down arrow lets you choose the "Print Style" option. This opens a dialog that lets you choose a special table style sheet designed specifically for print-based output.

- **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 from the drop-down, or you can select any class that you have added under that style. You can create classes for the table style 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** Creates a table but does not include any of the selected text (i.e., text is removed and replaced with new table).

- **Paragraphs** Converts multiple paragraphs to a table (each paragraph placed in a separate table cell).

- **Commas** Converts text separated by commas to a table (each segment of text between a comma placed in a separate table cell).

- **Tabs** Converts text separated by tabs to a table (each segment of text between a tab separator placed in a separate table cell).

- **Other** Converts text separated by a specific text string (e.g., semicolons) to 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.
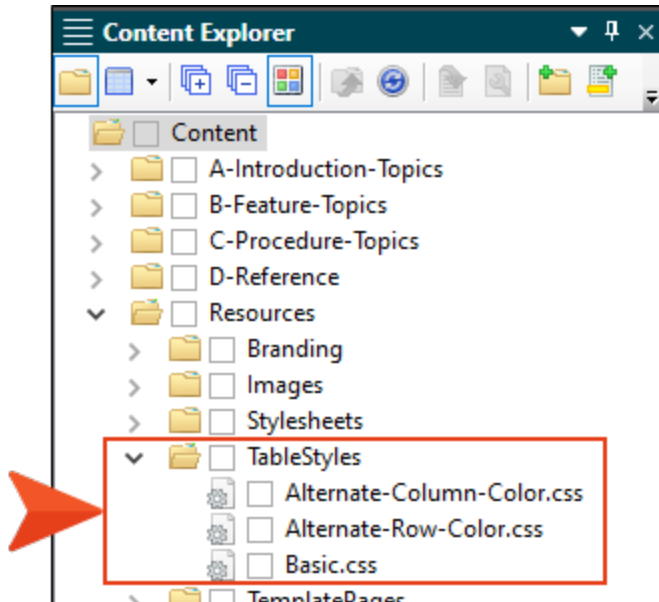
- **Border Radius** These fields let you create rounded corners on the table. Click in any of the individual fields (**Top-Left**, **Top-Right**, **Bottom-Right**, **Bottom-Left**) to specify the settings for a particular corner of the table. If you click the down arrow to the right of all the fields, 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 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 to increase or decrease the cell border spacing (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 30.

- **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 is invisible. If using border-radius properties, select this option for the rounded corners to be seen.
  - **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 is 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.

| Table Stylesheets

A table stylesheet lets you create a look that can be applied to several tables throughout your project. To change the look of general topic content, you can use a regular stylesheet. If you need to change branding for your project, you can use a branding stylesheet. In fact, using these stylesheets are other ways to control the look of tables.

You can create as many table stylesheets as you need. The recommended 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.

Process

1. "Creating Table Stylesheets" on page 126

2. "Editing Table Stylesheets" on page 130

3. "Applying Table Stylesheets to Tables" on page 145

Other Information

- "Table Style Editor" on page 149

- "Table Styles and RTL Languages" on page 150

⭐ **EXAMPLE** 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 "Alternate-Row-Color.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.

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.

Process for Table Stylesheets

Certain tasks must be completed in order when using this feature.

1. "Creating Table Stylesheets" below

2. "Editing Table Stylesheets" on page 130

3. "Applying Table Stylesheets to Tables" on page 145

Creating Table Stylesheets

You can add a stylesheet to be used specifically for tables. 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.

How to Create a Table Stylesheet

1. Do one of the following, depending on the part of the user interface you are using:

   - **(Recommended) Right-Click** In the Content Explorer, right-click on a folder and from the context menu select **New > Table Style**.

     > ✅ **TIP** When adding a new file to the Content Explorer, the recommended method is to right-click on the folder in the Content Explorer and use the **New** menu option. This is the most efficient way to direct the new file to the folder where you want to store it. That's because the Add File dialog opens when you add a new content file, and this method ensures that the folder you want is already selected in that dialog.

   - **Ribbon** Select **Project > New > Table Style**.

   The Add File dialog opens.

2. In the **File Type** field at the top, make sure **Table Style** is selected.

3. In the **Source** area, choose to create the new file based on a template or an existing file.

   - **New From Template** Choose either a factory template file or one of your own custom template files as a starting point. The new file will take on all of the settings contained in the template. If you want to use the factory template provided by Flare, expand the **Factory Templates** folder and click on a template file. If you want to use your own custom template file, expand the appropriate folder and click on a file. For more information about templates, see the online Help.

   - **New From Existing** Choose an existing file of the same type as a starting point for your new file. As with template files, your new file will take on all of the settings contained in the file you select. To use this option, click ▦, use the Open File dialog to find a file, and double-click it.

4. (Optional) The Folder field is automatically populated with the folder that has focus in the Content Explorer. If you want to place the file into a folder that you previously created in the Content Explorer, in the **Folder** field click ▦ and select the subfolder. Otherwise, keep the default location.

   > 🗒 **NOTE** If you want to place non-topic files in a recommended folder, first make sure that folder exists in the Content Explorer. If it does not exist, you can easily add it.

Non-Topic File Type	Recommended Default Folder in Content Explorer
Branding	Resources > Branding
Image	Resources > Images
Micro Content	Resources > MicroContent
Multimedia	Resources > Multimedia
Page Layout	Resources > PageLayouts
Snippet	Resources > Snippets
Stylesheet	Resources > Stylesheets
Table Stylesheet	Resources > TableStyles
Template Page	Resources > TemplatePages

5. In the **File Name** field, type a new name for the stylesheet.

6. (Optional) If you want to apply condition tags to the file, expand the **Attributes** section at the bottom of the dialog. Next to the **Condition Tags** field, click ⬚ and select the conditions you want to apply. Click **OK**.

7. (Optional) If you want to apply file tags, expand the **Attributes** section at the bottom of the dialog. Next to the **File Tags** field, click ⬚ and select the file tags you want to apply. Click **OK**.

8. Click **Add**. The table stylesheet is added and opens in its own page in the Table Style Editor.

NOTE You can create a new table stylesheet while inserting a table into a topic. In the Insert Table dialog, click face of the **Create New Table Style** button (not the down arrow) and complete the options in the Select Table Style Template dialog. After you insert the table, the new stylesheet is added to your project.

Editing 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.
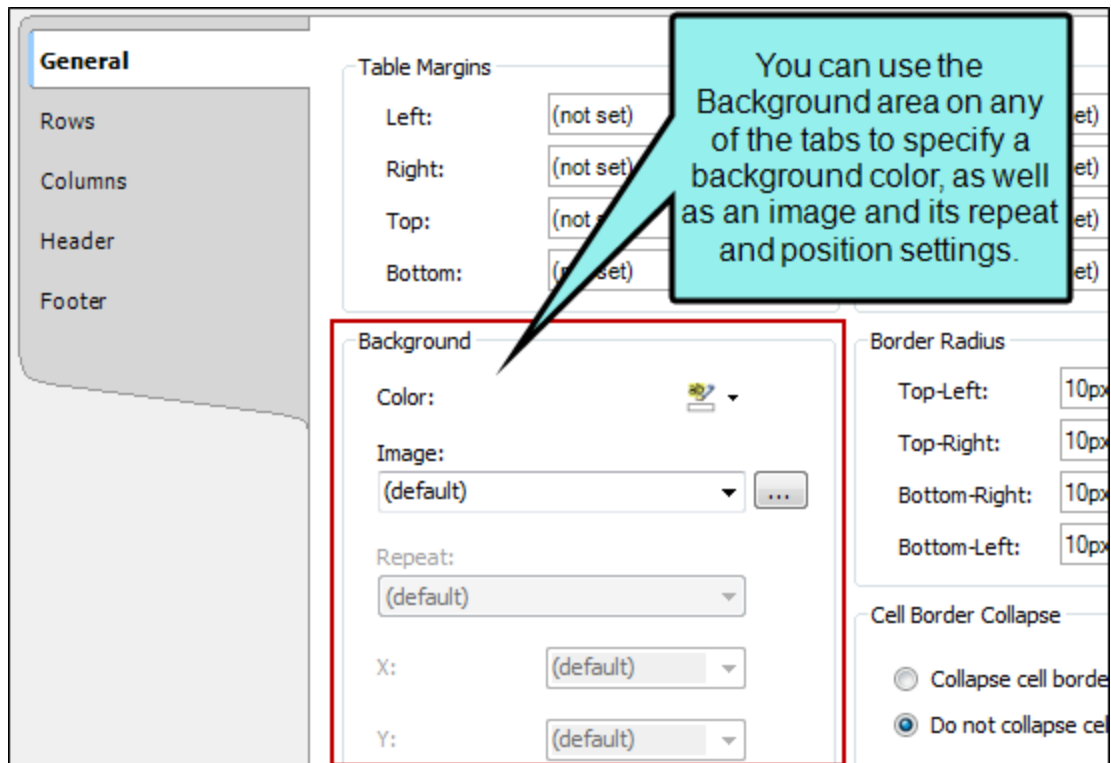
How to Edit a Table Stylesheet

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 **More Colors** and use the fields in the Color Picker dialog. In the Color Picker you can select a CSS variable for the background. 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. Note that in the Color Picker you can select a CSS variable. 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. 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 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.

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

  - **Header** This is available only in the Columns tab. It can be used to indicate that the entire column acts as a header, carrying more weight in a sense than the rest of the columns, which carry equal weight.

- **Pattern** This lets you create automatic patterns in a table (e.g., alternating background colors).

- **Custom** This type 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.

⭐ **EXAMPLE** You have a table stylesheet with three pattern items on the Rows tab (Gray, Green, Blue), with alternating background colors.
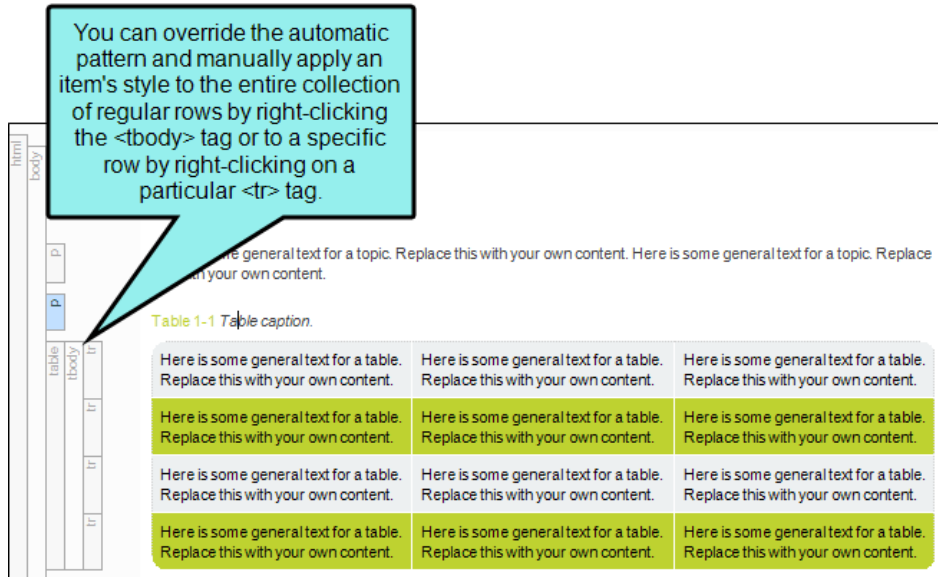

However, only the first two items are using the Pattern type. The third item is using the Custom type. Therefore, when you insert a table and use this stylesheet, the rows alternate between gray and green only.

☆ 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** structure bar or any of the **tr** structure bars 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.

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.
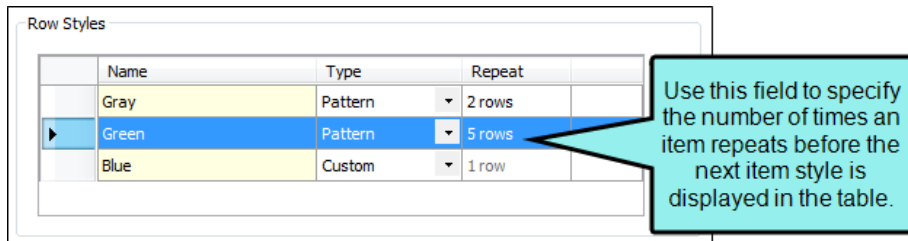
Currently that row is using the Gray item style. But we can choose either of the other items to override it. We will select Blue.

As a result, the background color for the Blue item is manually applied to that row, overriding what the pattern would normally show.

> ☆ 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 Green 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 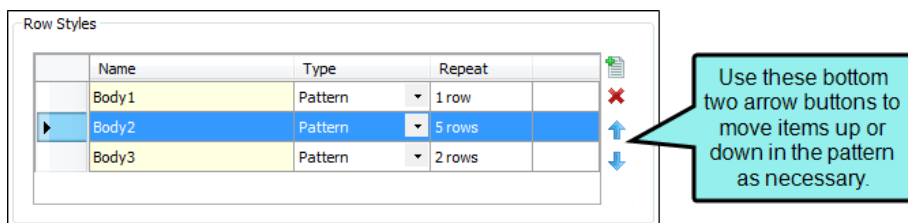the number you entered. Then click **OK** to accept the settings, or click **Cancel** to close the window without accepting them.

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. In the Color Picker, you can select a CSS variable.

- **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.

CELL CONTENT STYLE

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, there are a couple of things you can do. First, if you are editing table styles in a regular stylesheet, you can create advanced selectors (e.g., "td p"). Second, you may want to create a special style class of the p style 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 manually 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.

However, rather than repeating all these steps each time you create a table, the easiest way to accomplish this is to set a default cell content style. You can do this in a couple of ways: globally or using a table stylesheet.

The fields in this section let you set default styles in the table stylesheet for whatever tab you're on (Rows, Columns, Header, Footer). In the **Tag** field, select the parent style (usually p). Then in the **Class** field, select any class that is available for that parent style (e.g., TableRowText).

You can have different defaults for each table stylesheet in your project.

When you insert a new table using a particular table stylesheet, the various parts of the table (e.g., header, row, footer) will automatically start out with the appropriate styles so that you don't have to set any of them manually.

This feature automatically applies the selected style class only in new tables (and in new cells within existing tables) that are associated with the table stylesheet. It does not affect existing tables.

If you also have a style set in the Table ribbon using the global method, your settings in a table stylesheet override that style.

> **NOTE** As an alternative to the Cell Content Style feature, you could use advanced selectors to automatically control the look of content in tables.

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 lets you see how the table elements look as you make changes.
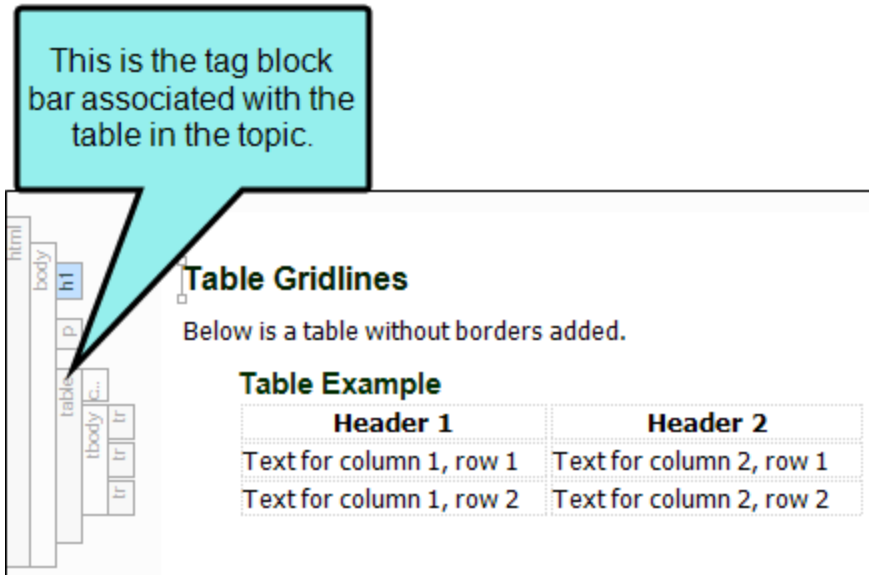
3. Click to save your work.

Applying Table Stylesheets to Tables

After you edit a table stylesheet, you can apply the stylesheet to a table. You can do this to one table at a time, or to multiple tables at the same time.

How to Apply a Table Stylesheet—One Table at a Time

The following steps show how to apply a table stylesheet to one table at a time. Use the next set of steps if instead you want to quickly apply a table stylesheet to many tables in different files.

1. Open the topic where a table has been inserted.

2. If the tag block bars are not shown to the left of the content, click ▦ at the bottom of the editor.

3. Right-click the **table** tag bar.

4. Do one of the following:

- In the context menu select **Table Style** and then select the stylesheet in the submenu.

    OR

    a. In the context menu, select **Table Properties**. The Table Properties dialog opens.

    b. Click **Table Style**, and from the drop-down select the stylesheet.

    > **NOTE** If you have not yet created a table stylesheet yet, you can do so by clicking to the right of the field. Click the face of the button, not the down arrow.
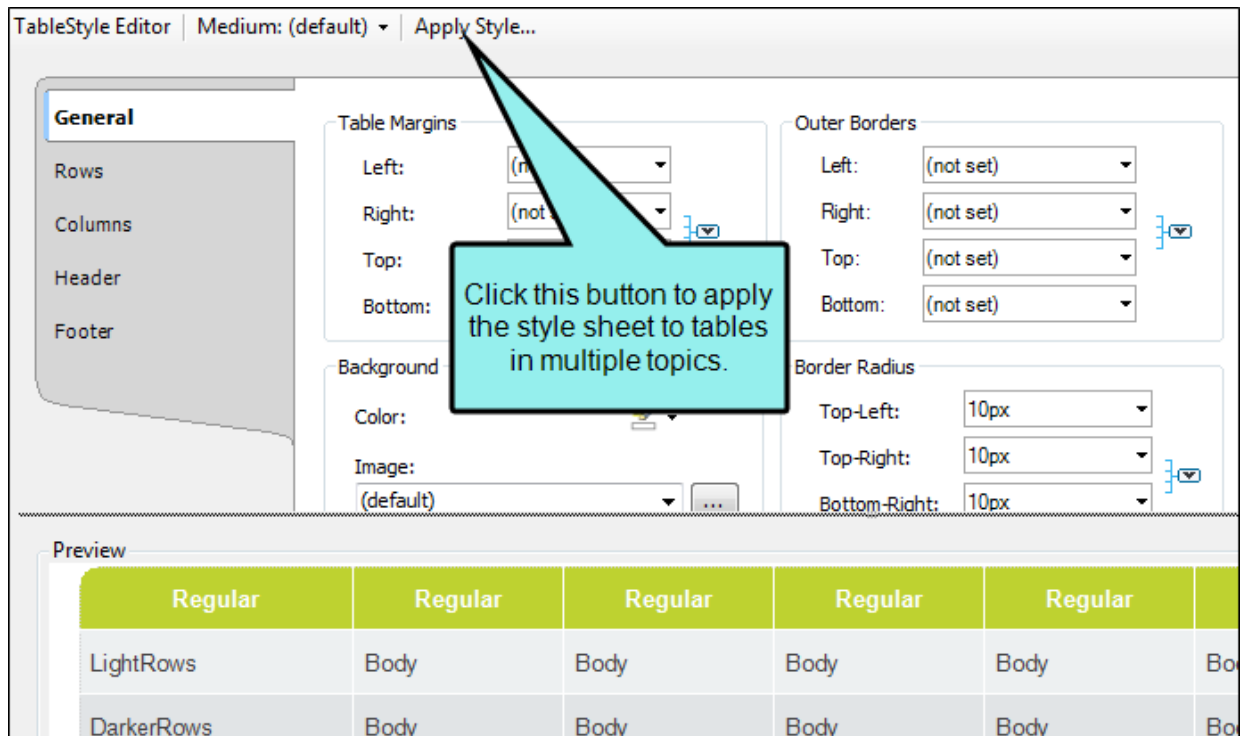
    c. Click **OK**.

5. Click to save your work.

How to Apply a Table Stylesheet—Multiple Tables and Files

The following steps show how to quickly apply a table stylesheet to many tables in different files. Use the previous set of steps if instead you want to apply a table stylesheet to one table at a time.

1. Open the table stylesheet that you want to apply.

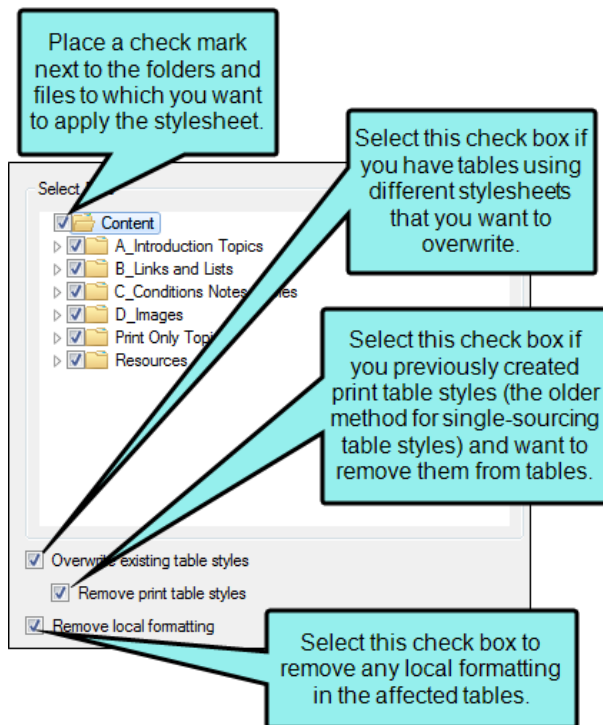2. In the local toolbar of the Table Style Editor, click **Apply Style**.

The Apply Table Style dialog opens, displaying all folders and topic files in your project.

3. Click in the check box next to each folder and/or file containing tables that should use the stylesheet. If you click next to a folder, the stylesheet will be applied to all files and subfolders under it.

You can also select either of the following options in the dialog.

- **Overwrite existing table styles** Select this if you want to overwrite existing table styles in those topics. If you choose this option, you can also select **Remove print table styles**. As of Flare V7, print table styles are no longer the preferred method for single-sourcing tables in online and print output; mediums are now the recommended solution. Therefore, if you used print table styles in the past and want to remove them now, you can use this option. When this option is enabled, print table styles will be removed from any tables updated by this dialog.

- **Remove local formatting** Select this if you have local formatting in tables and want to remove it when the table style is applied.

4. Click **OK**.

Other Information for Table Stylesheets

In addition to the primary concepts, there is some additional information that might help you when working with this feature.

- "Table Style Editor" below
- "Table Styles and RTL Languages" on the next page

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.
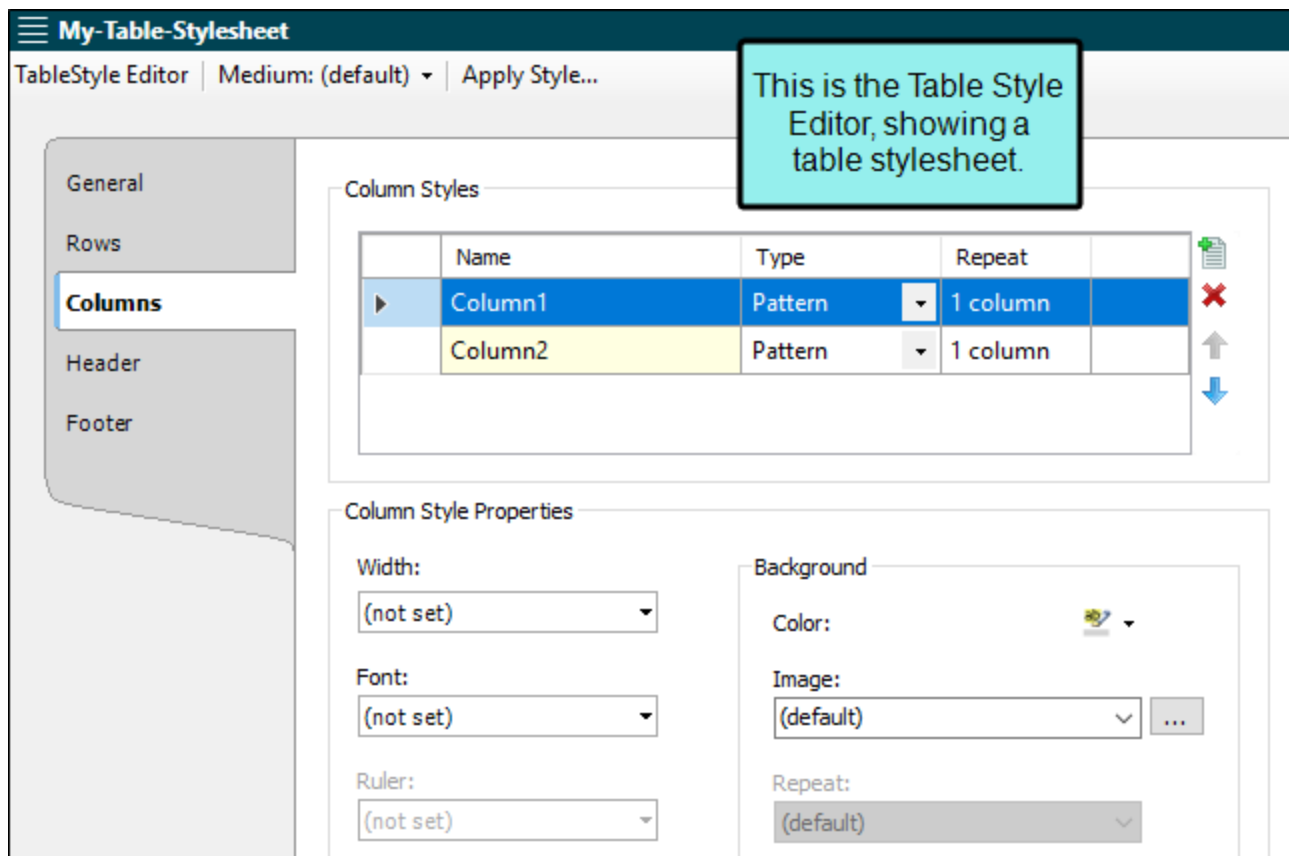
Table Styles and RTL Languages

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.

Other Activities for Tables

In addition to the main activities, there are some other tasks you might perform regarding this feature.

This chapter discusses the following:

▎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.

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 **Table > Select All Cells > 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.

2. Click inside the table.

3. Do one of the following, depending on the part of the user interface you are using:

   - **Ribbon** 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** If the tag block bars are not shown to the left of the content, click at the bottom of the editor. 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.

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 **Table > Select All Cells > 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** If the tag block bars are not shown to the left of the content, click at the bottom of the editor. Right-click on the **tr** structure bar. In the context menu, choose **Select**.

How to Select Table Columns

1. Open the content file.

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 **Table > Select All Cells > 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** If the tag block bars are not shown to the left of the content, click at the bottom of the editor. Right-click on the **col** structure bar. In the context menu, choose **Select**.
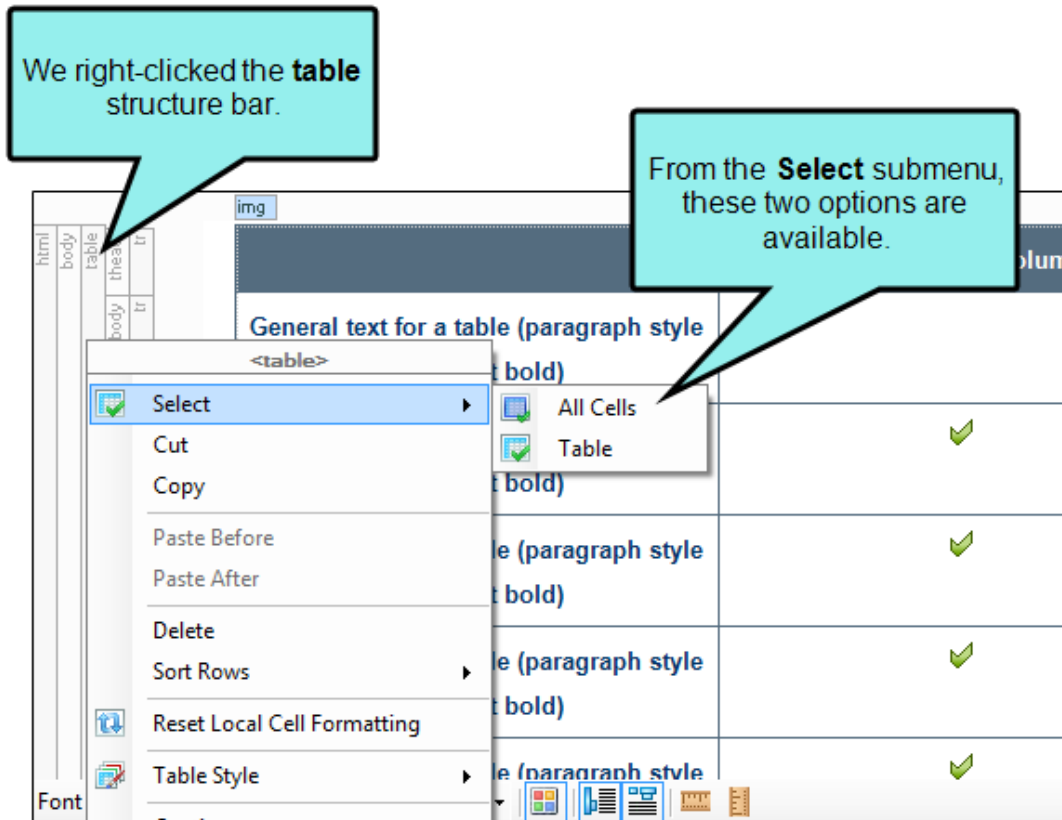
How to Select an Entire Table

1. Open the content file.

2. Click inside the table.

3. Do one of the following, depending on the part of the user interface you are using:

   - **Ribbon** Select **Table > Select All Cells > Select Table**.

   - **Right-Click** Right-click and from the context menu, choose **Select > Table**.

   - **Structure Bars** If the tag block bars are not shown to the left of the content, click at the bottom of the editor. Right-click on the **table** structure bar. In the context menu, choose **Select > Table**.

"Select All Cells" vs. "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.

⭐ **EXAMPLE** 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 a List of Tables

You can use the List-Of proxy to generate a list (or "table") 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. Select **Insert > Proxy > Insert List-Of Proxy**. The List-Of Proxy dialog opens.

4. In the **Tag Name** field, select the parent 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 in the local toolbar click **Add Selector** 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.

What's Next?

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.

❙ Hiding and Showing Table 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.

If you prefer not to see table gridlines, you can easily turn them off. If the gridlines are not shown and you want to see them, you can easily turn them on.

How to Hide or Show Table Gridlines

1. Open the content file.

2. Select **Table > Show Gridlines**.

▎Deleting Tables

You can delete a table from a content file (e.g., topic, snippet).

How to Delete a Table

1. Open the content file.

2. If the tag block bars are not shown to the left of the content, click ▣ 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.

APPENDIX

PDFs

The following PDFs are available for download from the online Help.

| Tutorials

Getting Started Tutorial

Autonumbers Tutorial

Back-to-Top Button Tutorial

Context-Sensitive Help Tutorial

Custom Toolbar Tutorial

eLearning Tutorial—Basic

eLearning Tutorial—Advanced

Image Tooltips Tutorial

Lists Tutorial

Meta Tags Tutorial

Micro Content Tutorial—Basic

Micro Content Tutorial—Advanced

Responsive Output Tutorial

Single-Sourcing Tutorial

Snippet Conditions Tutorial

Styles Tutorials

Tables Tutorial

Word Import Tutorial

Cheat Sheets

Context-Sensitive Help Cheat Sheet

Folders and Files Cheat Sheet

Learning & Development Cheat Sheet

Lists Cheat Sheet

Micro Content Cheat Sheet

Print-Based Output Cheat Sheet

Search Cheat Sheet

Shortcuts Cheat Sheet

Structure Bars Cheat Sheet

Styles Cheat Sheet

▍User Guides

Accessibility Guide

Analysis and Reports Guide

Architecture Guide

Autonumbers Guide

Branding Guide

Condition Tags Guide

Context-Sensitive Help Guide

Eclipse Help Guide

eLearning Guide

Getting Started Guide

Global Project Linking Guide

HTML5 Guide

Images Guide

Import Guide

Indexing Guide

Key Features Guide

Lists Guide

MadCap Central Integration Guide

Meta Tags Guide

Micro Content Guide

Navigation Links Guide

Plug-In API Guide

Print-Based Output Guide

Project Creation Guide

QR Codes Guide

Reviews & Contributions With Contributor Guide

Scripting Guide

Search Guide

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Source Control Guide: Subversion

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