

MADCAP FLARE DESKTOP 2026

Tables

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CHAPTER 1

Welcome

Approximate Time: 30 minutes

Welcome to the Tables Tutorial.

- **Tutorial Goal** Learning how to create and manage tables.
- **Key Concepts** Inserting tables in different ways, creating and applying table styles, and working with captions.

Famous Austin Folks

Some famous people from Austin are:

TABLE 1: My Table Caption

Names	More Names
Ben Crenshaw	Lyndon Johnson
Bill Hicks	Mike Judge
Dabney Coleman	Renee Zellweger
Dan Rather	Robert Plant
Drew Brees	Sandra Bullock
Eli Wallach	Shawn Colvin
Farrah Fawcett	Stone Cold Steve Austin
Gary Clark, Jr.	Tom Kite
Lady Bird Johnson	Walter Cronkite
Lance Armstrong	Willie Nelson

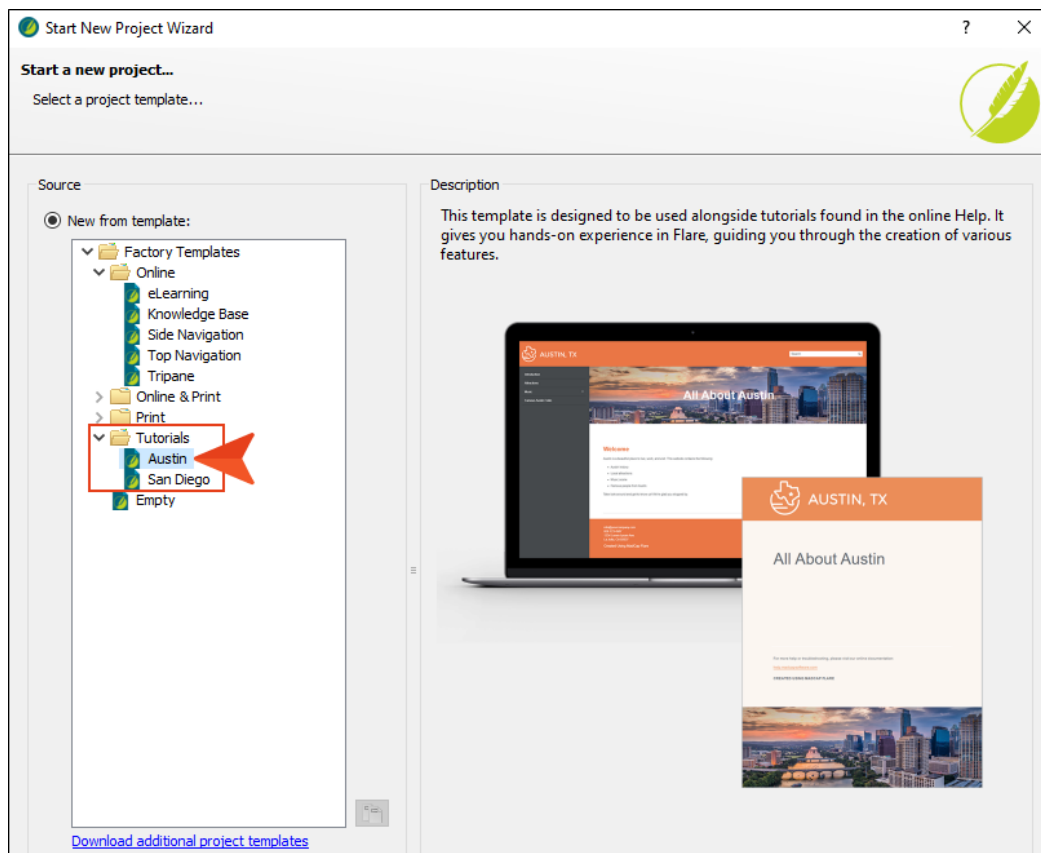
CHAPTER 2

Creating a Project From a Template

To start, let's create a new project based on Flare's Austin template.

I How to Create a New Project From a Template

1. Select **File > New Project**. The Start New Project Wizard opens.
2. In the **Project name** field, give your project any name you want.
3. (Optional) In the **Project folder** field, you can enter a location where you want to save your project. By default, projects are saved in your Documents > My Projects folder.
4. Click **Next**.
5. Under **Factory Templates**, expand the **Tutorials** folder. Select the **Austin** template.



6. Click **Next**.
7. For branding, keep the default settings. (This is where you could customize your project's look with branding, such as colors and logo.) Click **Next**.
8. Click **Finish**. The project is created and loaded into Flare Desktop.

CHAPTER 3

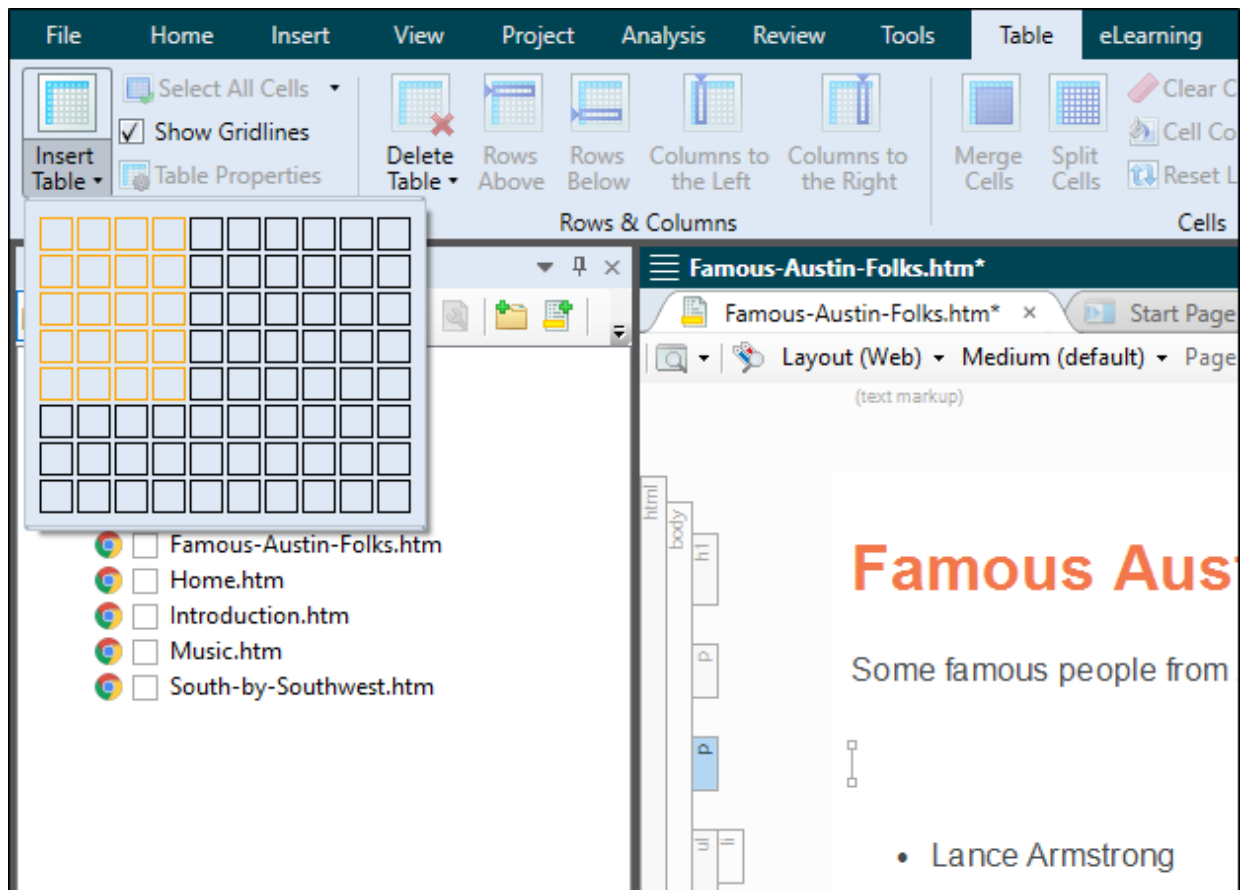
Inserting Tables

There are multiple ways to create a table. Let's use two different methods to add a new table to a topic.

I How to Insert a Table Using the Drop-Down Grid

First, let's use the quick-access table grid found in the Table ribbon. This is the easiest and fastest way to insert a table.

1. From the Content Explorer, open the **Famous-Austin-Folks.htm** topic.
2. After the first paragraph, press **ENTER** to create a new empty paragraph.
3. Select **Table > Insert Table** (down arrow).
4. Hover over the grid to choose four columns and five rows. When you do this, the squares change color to indicate how many rows and columns will be included in the table. Once the correct number of columns and rows are selected, click the mouse.



The table looks very plain because it has no properties or stylesheet associated with it.

Famous Austin Folks

Some famous people from Austin are:

- Lance Armstrong
- Stone Cold Steve Austin
- Drew Brees
- Sandra Bullock

5. From the list below, copy **Lance Armstrong** (even though, you know, that thing about the Tour de France), and paste that text in the first cell of the first column.
6. Copy **Stone Cold Steve Austin** and paste it in the second cell of the first column.

Famous Austin Folks

Some famous people from Austin are:

Lance Armstrong			
Stone Cold Steve Austin			

- Lance Armstrong
- Stone Cold Steve Austin
- Drew Brees
- Sandra Bullock

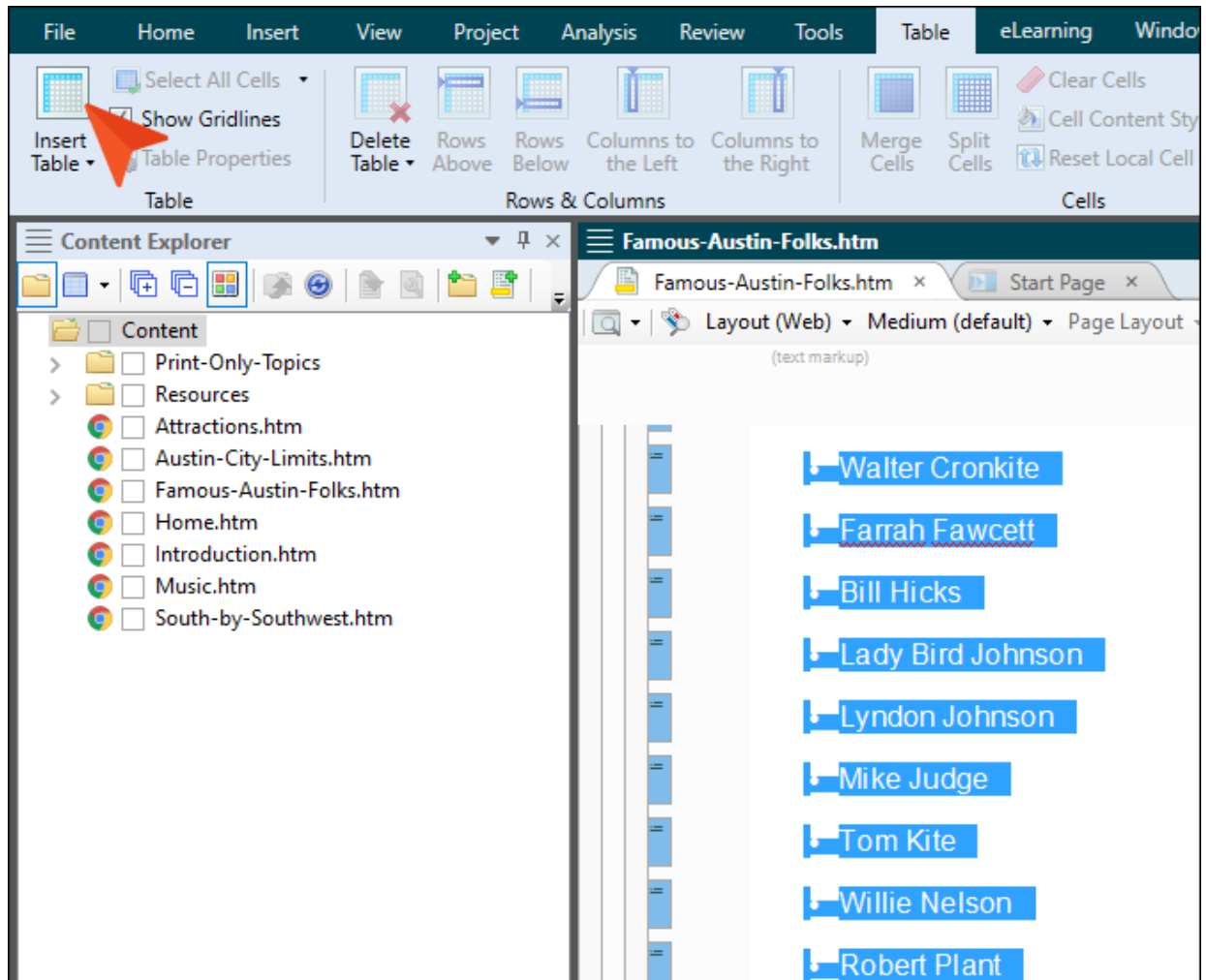
You could continue copying and pasting until all the names are in the table, but there is an easier and quicker way to do the same thing, which you will see in the next set of steps.

7. In the upper-left of the interface, click  repeatedly until all of your changes are undone.

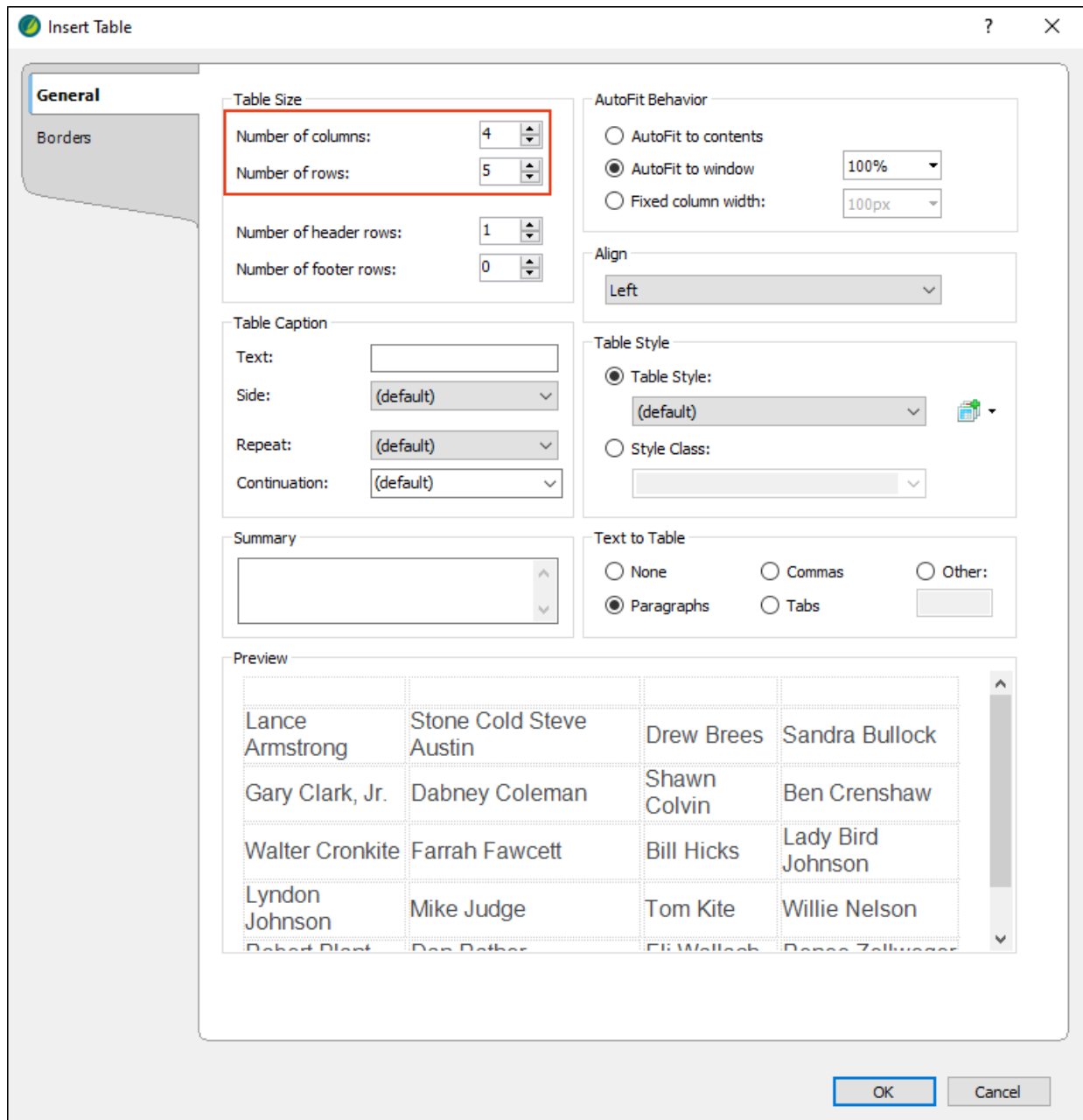
I How to Insert a Table Using the Dialog

If you use the Insert Table dialog instead of the drop-down table grid, you can apply various settings (including headers, footers, and styles) at the same time the table is added to the topic. You can use this method to insert an empty table, just as you did in the previous set of steps, but you can also use it to populate the table immediately with existing text. That's what you will do now.

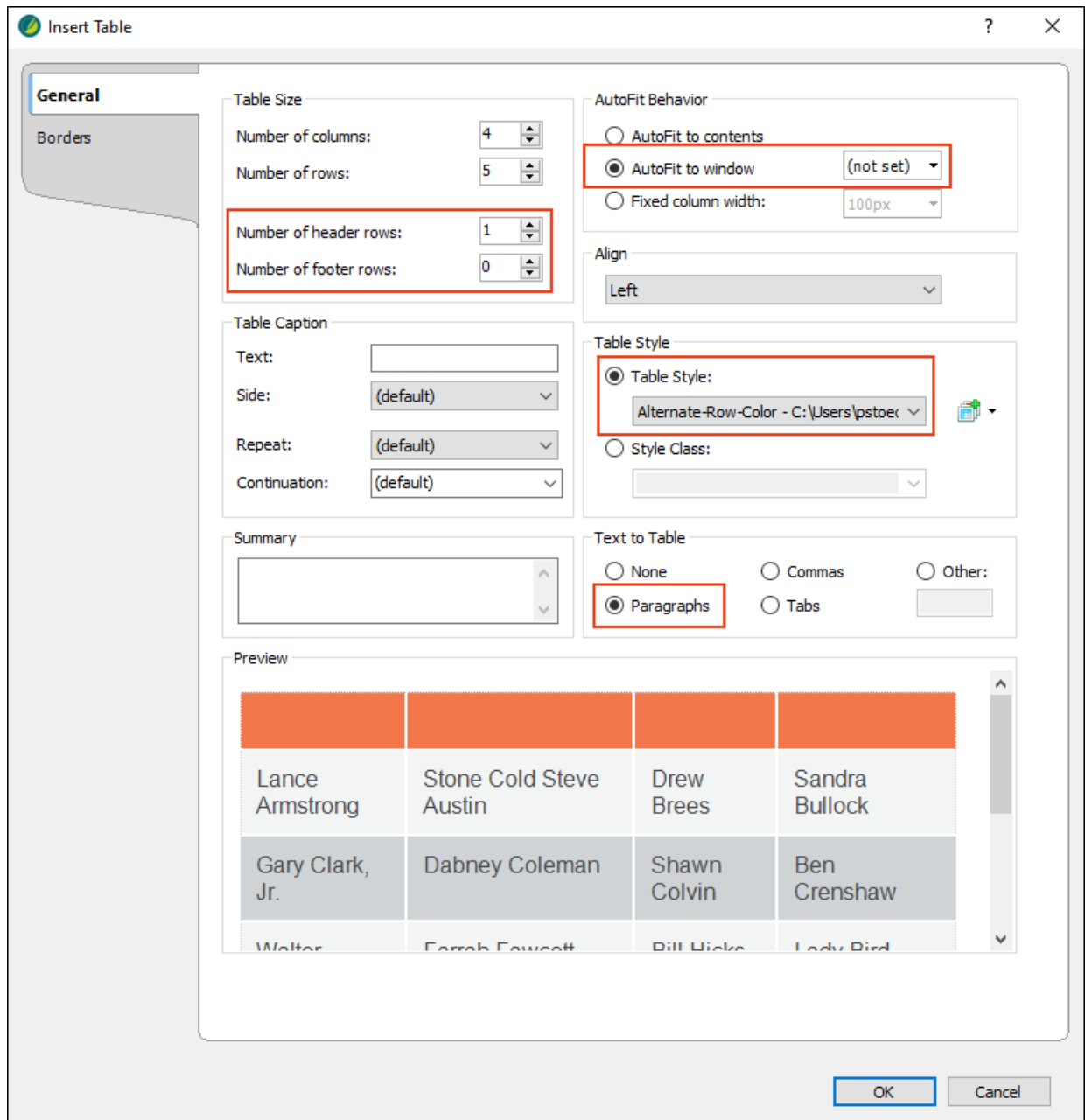
1. Select the entire bulleted list in the topic.
2. Select **Table > Insert Table** (the face of the button, not the drop-down).




3. In the dialog, set the **Number of columns** to 4. Notice that the "Number of rows" field automatically sets to 5 so that it has room for all of the list items that you selected.



4. Set the other fields in the dialog as follows.



 **NOTE** In the **AutoFit to window** field, the way to remove a value—so that it is "(not set)"—is to click the down arrow, then in the popup click the down arrow next to the **Length** field and choose **(default)**.

5. Click **OK**. The table is created and populated with all of the names. It also has a design, which is from the table stylesheet that you selected.

Famous Austin Folks			
Some famous people from Austin are:			
Lance Armstrong	Stone Cold Steve Austin	Drew Brees	Sandra Bullock
Gary Clark, Jr.	Dabney Coleman	Shawn Colvin	Ben Crenshaw
Walter Cronkite	Farrah Fawcett	Bill Hicks	Lady Bird Johnson
Lyndon Johnson	Mike Judge	Tom Kite	Willie Nelson
Robert Plant	Dan Rather	Eli Wallach	Renee Zellweger

How to Make Adjustments to a Table

Let's make some changes to the table, adding text, moving text around, and adding/removing rows and columns.

1. Type `Names` in the first header cell, and `More Names` in the second cell.

Famous Austin Folks

Some famous people from Austin are:


Names	More Names		
Lance Armstrong	Stone Cold Steve Austin	Drew <u>Brees</u>	Sandra Bullock
Gary Clark, Jr.	<u>Dabney Coleman</u>	Shawn <u>Colvin</u>	Ben <u>Crenshaw</u>
Walter Cronkite	<u>Farrah Fawcett</u>	Bill Hicks	Lady Bird Johnson
Lyndon Johnson	Mike Judge	Tom Kite	Willie Nelson
Robert Plant	Dan Rather	Eli <u>Wallach</u>	Renee <u>Zellweger</u>

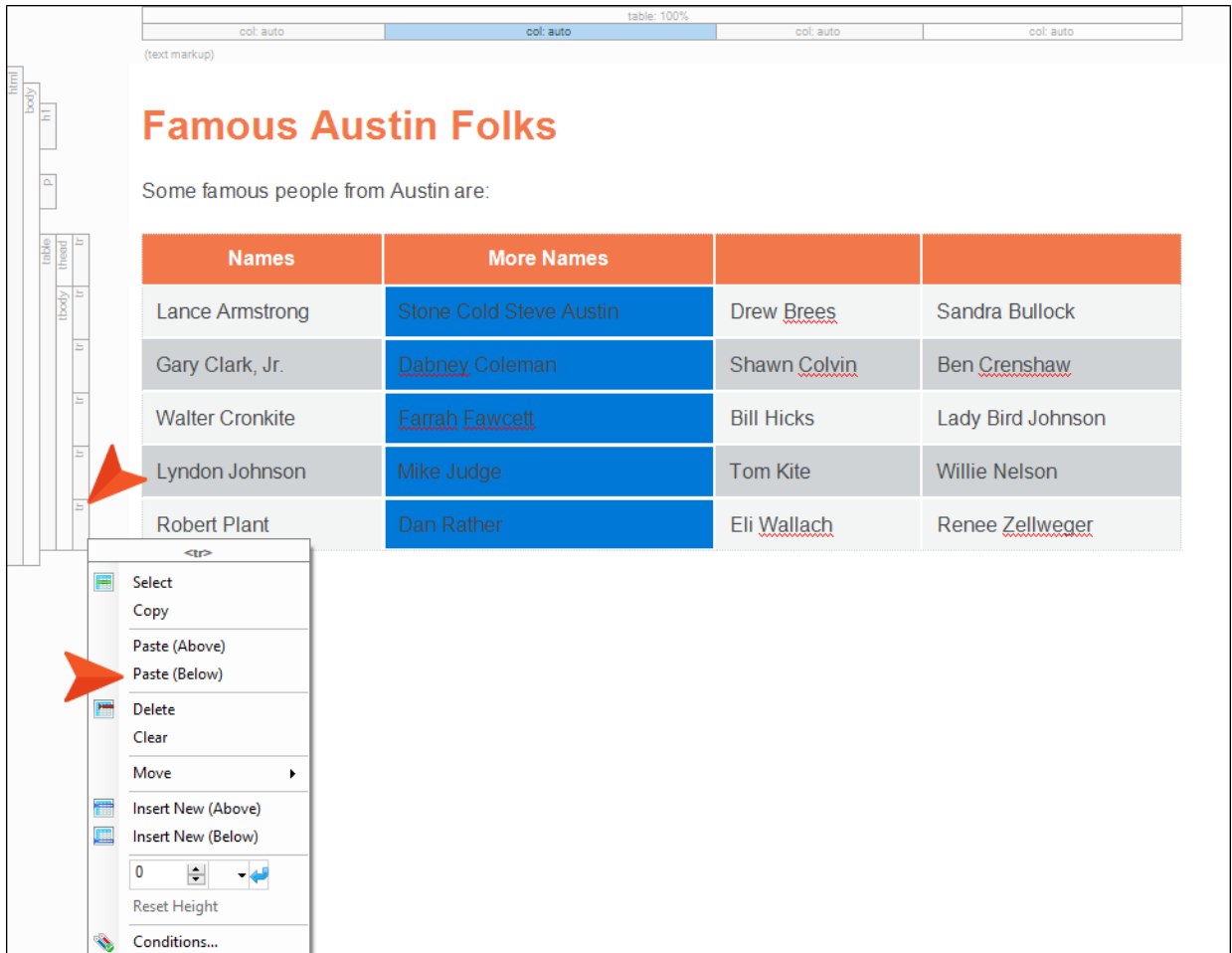
2. Select the cells containing names in the second column, and press **CTRL+C** on your keyboard to copy them.

Famous Austin Folks

Some famous people from Austin are:

Names	More Names		
Lance Armstrong	Stone Cold Steve Austin	Drew <u>Brees</u>	Sandra Bullock
Gary Clark, Jr.	<u>Dabney Coleman</u>	Shawn <u>Colvin</u>	Ben <u>Crenshaw</u>
Walter Cronkite	<u>Farrah Fawcett</u>	Bill Hicks	Lady Bird Johnson
Lyndon Johnson	Mike Judge	Tom Kite	Willie Nelson
Robert Plant	Dan Rather	Eli <u>Wallach</u>	Renee <u>Zellweger</u>

3. Right-click the **tr** structure bar representing the bottom row of the table, and from the context menu select **Paste (Below)**. If the tag block bars are not shown to the left of the content, click  at the bottom of the editor.



The screenshot shows a web editor interface. At the top, there are four columns with the label "col: auto" and a "table: 100%" label. Below this is a "(text markup)" section. The main content area features a heading "Famous Austin Folks" in orange. Below the heading is the text "Some famous people from Austin are:". A table follows with four columns: "Names", "More Names", and two empty columns. The table contains six rows of names. The bottom row is selected, and a context menu is open over it. The menu items are: Select, Copy, Paste (Above), Paste (Below), Delete, Clear, Move, Insert New (Above), Insert New (Below), a height input field with "0", Reset Height, and Conditions... Two red arrows point to the "tr" structure bar for the bottom row and the "Paste (Below)" menu item.

Names	More Names		
Lance Armstrong	Stone Cold Steve Austin	Drew Brees	Sandra Bullock
Gary Clark, Jr.	Dabney Coleman	Shawn Colvin	Ben Crenshaw
Walter Cronkite	Farrah Fawcett	Bill Hicks	Lady Bird Johnson
Lyndon Johnson	Mike Judge	Tom Kite	Willie Nelson
Robert Plant	Dan Rather	Eli Wallach	Renee Zellweger

Flare Desktop adds the text in new rows.

The screenshot shows a web editor interface with a table. The table has 4 columns and 11 rows. The first two columns contain names, and the last two are empty. The table is highlighted in blue. The editor's sidebar on the left shows the document structure: `html`, `body`, `h1`, `p`, `table`, `thead`, `tbody`, and `tr`.

Names	More Names		
Lance Armstrong	Stone Cold Steve Austin	Drew Brees	Sandra Bullock
Gary Clark, Jr.	Dabney Coleman	Shawn Colvin	Ben Crenshaw
Walter Cronkite	Farrah Fawcett	Bill Hicks	Lady Bird Johnson
Lyndon Johnson	Mike Judge	Tom Kite	Willie Nelson
Robert Plant	Dan Rather	Eli Wallach	Renee Zellweger
Stone Cold Steve Austin			
Dabney Coleman			
Farrah Fawcett			
Mike Judge			
Dan Rather			

- Repeat this for the text in the third and fourth columns. This adds even more rows to the bottom of the table.

5. Click in any name cell in the first column (not the header cell), and select **Table > Sort Rows > Ascending**.

The screenshot shows the Microsoft Word interface with the 'Table' tab selected. The 'Sort Rows' dropdown menu is open, showing 'Ascending' selected. The document content includes a table titled 'Famous Austin Folks' with the following data:

Names	More Names		
Lance Armstrong	Stone Cold Steve Austin	Drew Brees	Sandra Bullock
Gary Clark, Jr.	Dabney Coleman	Shawn Colvin	Ben Crenshaw
Walter Cronkite	Farrah Fawcett	Bill Hicks	Lady Bird Johnson
Lyndon Johnson	Mike Judge	Tom Kite	Willie Nelson
Robert Plant	Dan Rather	Eli Wallach	Renee Zellweger
Stone Cold Steve Austin			
Dabney Coleman			

The table is sorted alphabetically according to the first names in the first column.

Famous Austin Folks

Some famous people from Austin are:

Names	More Names		
Ben <u>Crenshaw</u>			
Bill Hicks			
<u>Dabney Coleman</u>			
Dan Rather			
Drew <u>Brees</u>			
Eli <u>Wallach</u>			
<u>Farrah Fawcett</u>			
Gary Clark, Jr.	<u>Dabney Coleman</u>	Shawn <u>Colvin</u>	Ben <u>Crenshaw</u>
Lady Bird Johnson			
Lance Armstrong	Stone Cold Steve Austin	Drew <u>Brees</u>	Sandra Bullock
Lyndon Johnson	Mike Judge	Tom Kite	Willie Nelson

6. In the first column, select the cells from **Lyndon Johnson** to **Willie Nelson**, and press **CTRL+X** on your keyboard to cut them.

<u>Farr</u> ah <u>Fawcett</u>			
Gary Clark, Jr.	<u>Dabney</u> Coleman	Shawn <u>Colvin</u>	Ben <u>Crenshaw</u>
Lady Bird Johnson			
Lance Armstrong	Stone Cold Steve Austin	Drew <u>Brees</u>	Sandra Bullock
Lyndon Johnson	Mike Judge	Tom Kite	Willie Nelson
Mike Judge			
Renee <u>Zellweger</u>			
Robert Plant	Dan Rather	Eli <u>Wallach</u>	Renee <u>Zellweger</u>
Sandra Bullock			
Shawn <u>Colvin</u>			
Stone Cold Steve Austin			
Tom Kite			
Walter Cronkite	<u>Farr</u> ah <u>Fawcett</u>	Bill Hicks	Lady Bird Johnson
Willie Nelson			

7. In the second column, select the first 10 cells and press **CTRL+V** on your keyboard to paste.

Famous Austin Folks

Some famous people from Austin are:

Names	More Names		
Ben Crenshaw			
Bill Hicks			
Dabney Coleman			
Dan Rather			
Drew Brees			
Eli Wallach			
Farrah Fawcett			
Gary Clark, Jr.	Dabney Coleman	Shawn Colvin	Ben Crenshaw
Lady Bird Johnson			
Lance Armstrong	Stone Cold Steve Austin	Drew Brees	Sandra Bullock
	Mike Judge	Tom Kite	Willie Nelson

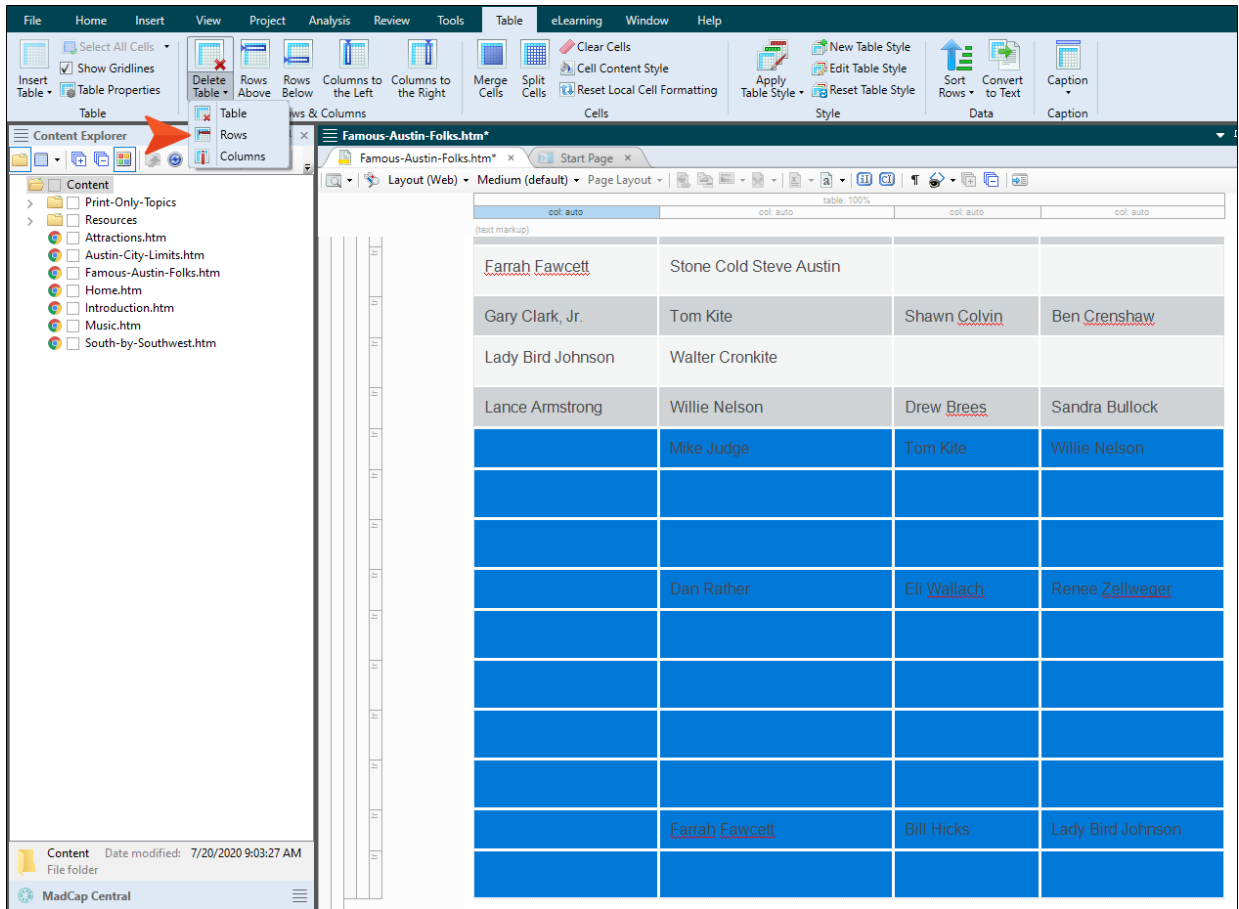
You should now have all of the names in the first 10 cells of the first and second columns.

Famous Austin Folks

Some famous people from Austin are:

Names	More Names		
Ben <u>Crenshaw</u>	Lyndon Johnson		
Bill Hicks	Mike Judge		
<u>Dabney Coleman</u>	Renee <u>Zellweger</u>		
Dan Rather	Robert Plant		
Drew <u>Brees</u>	Sandra Bullock		
Eli <u>Wallach</u>	Shawn <u>Colvin</u>		
<u>Farrah Fawcett</u>	Stone Cold Steve Austin		
Gary Clark, Jr.	Tom Kite	Shawn <u>Colvin</u>	Ben <u>Crenshaw</u>
Lady Bird Johnson	Walter Cronkite		
Lance Armstrong	Willie Nelson	Drew <u>Brees</u>	Sandra Bullock
	Mike Judge	Tom Kite	Willie Nelson

8. Choose the rest of the rows at the bottom of the table, and select **Table > Delete Table > Rows**.



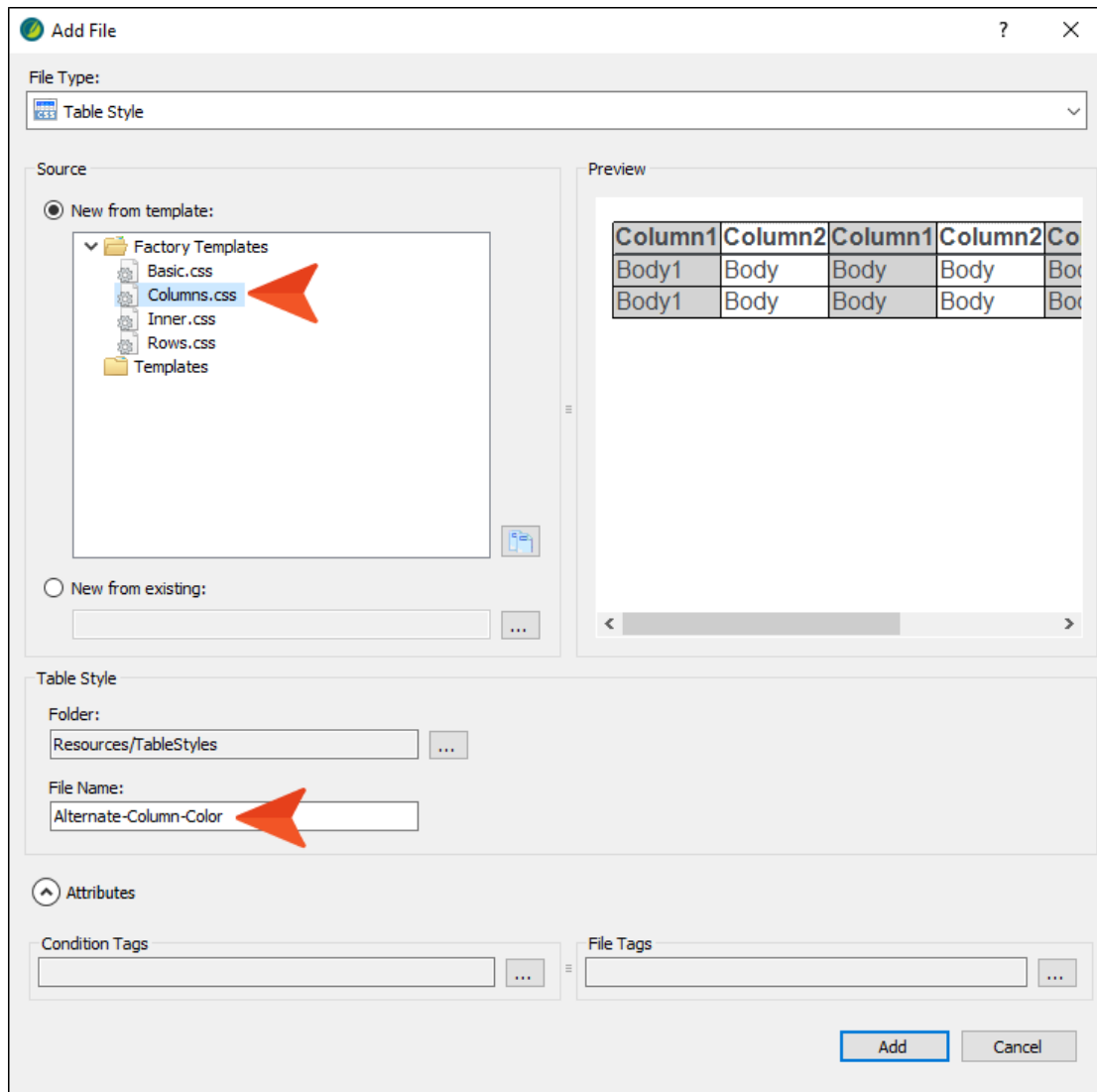
Creating Table Stylesheets

You've already used an existing table stylesheet when you inserted the table in your topic. Let's create another one so that there is a choice in designs whenever inserting new tables.

A table stylesheet is a CSS file, like a regular stylesheet. You might use table stylesheets, regular stylesheets, or branding stylesheets to control the look of your tables. Table stylesheets are just handy because they let you do things, such as create column or row patterns, which would be quite hard to do in a regular stylesheet.

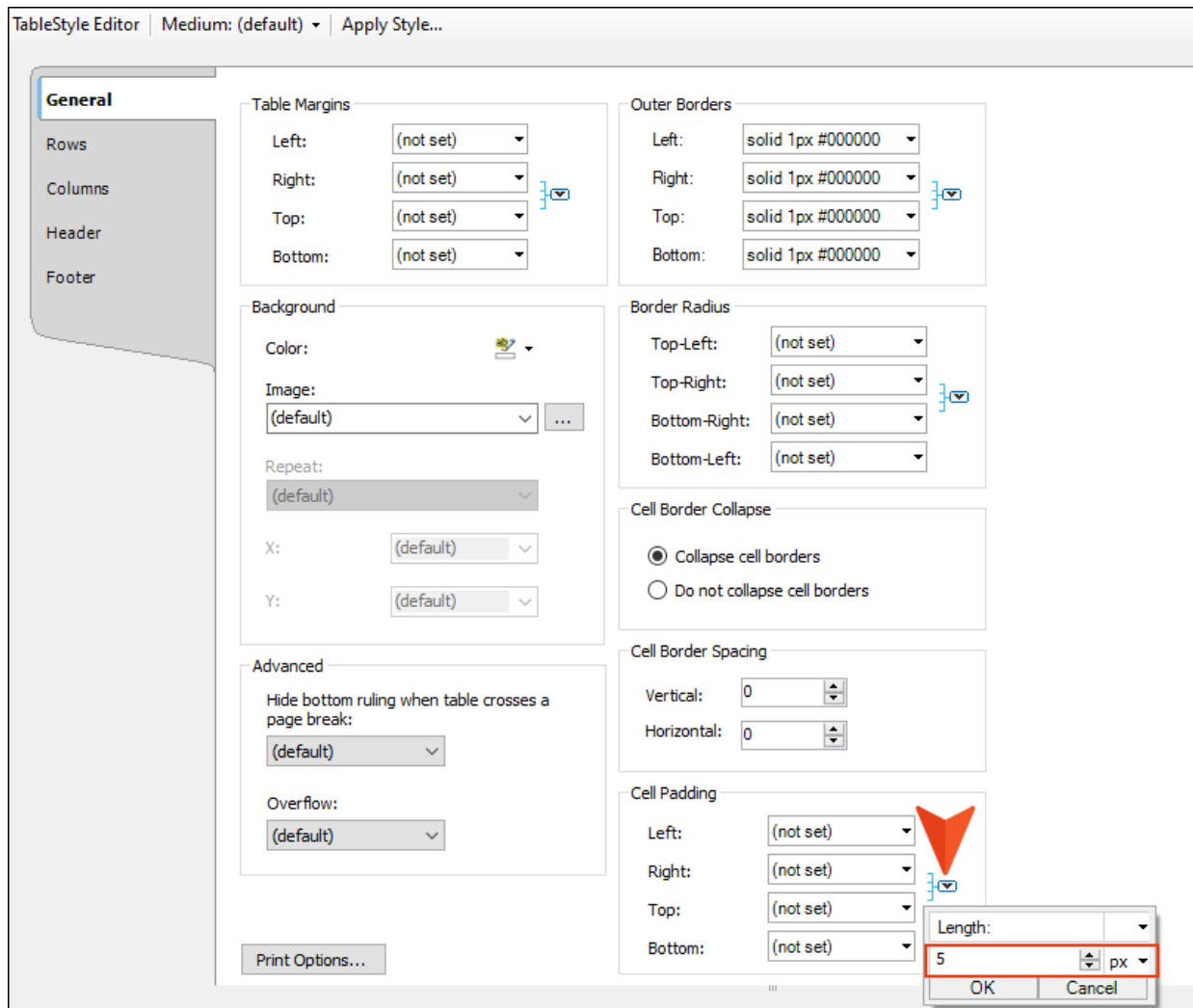
I How to Create a Table Stylesheet

1. In the Content Explorer, expand the **Resources** folder. Then, right-click the **TableStyles** subfolder, and from the context menu select **New > Table Style**.
2. Select the **Columns.css** factory template, and name it `Alternate-Column-Color`.



3. Click **Add**. The table stylesheet is added to the Content Explorer and opens in its own page in the Table Style Editor.
4. Make sure the **General** tab is selected, and scroll down (if necessary) to the **Cell Padding** field.

- To the right of that field, click the down arrow, in the popup enter **5 px**, and click **OK**. This adds the value to each side of the cells.



6. Select the **Columns** tab. Notice that it has two rows in the grid at the top. By having more than one row in the grid, you can create patterns in the table. In this case, the stylesheet is already set up to have two alternative column patterns.

TableStyle Editor | Medium: (default) ▾ | Apply Style...

General
Rows
Columns
Header
Footer

Column Styles

	Name	Type	Repeat	
▶	Column1	Pattern ▾	1 column	✖
	Column2	Pattern ▾	1 column	↑ ↓

Column Style Properties

Width: (not set) ▾

Font: (not set) ▾

Ruler: (not set) ▾

Background


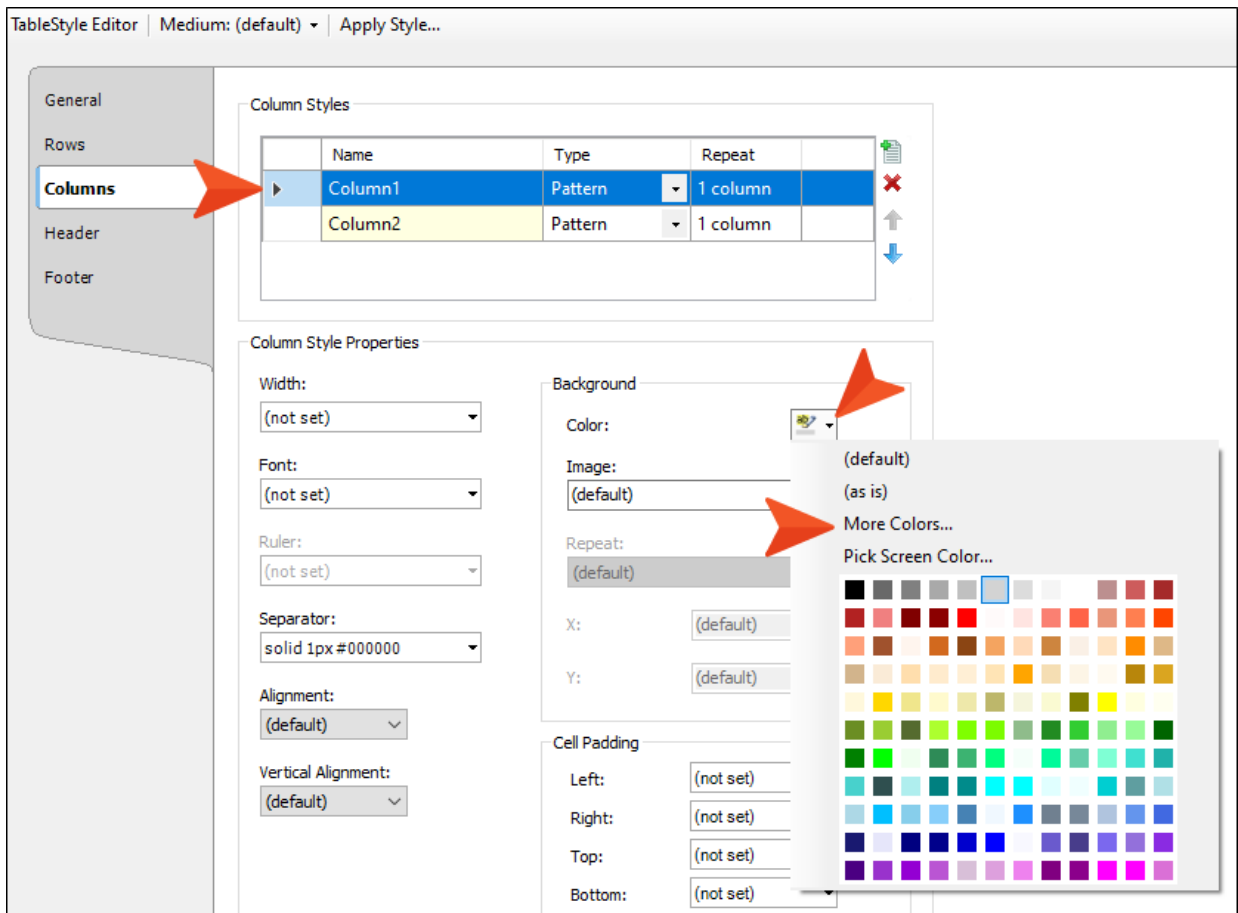
Color:  ▾

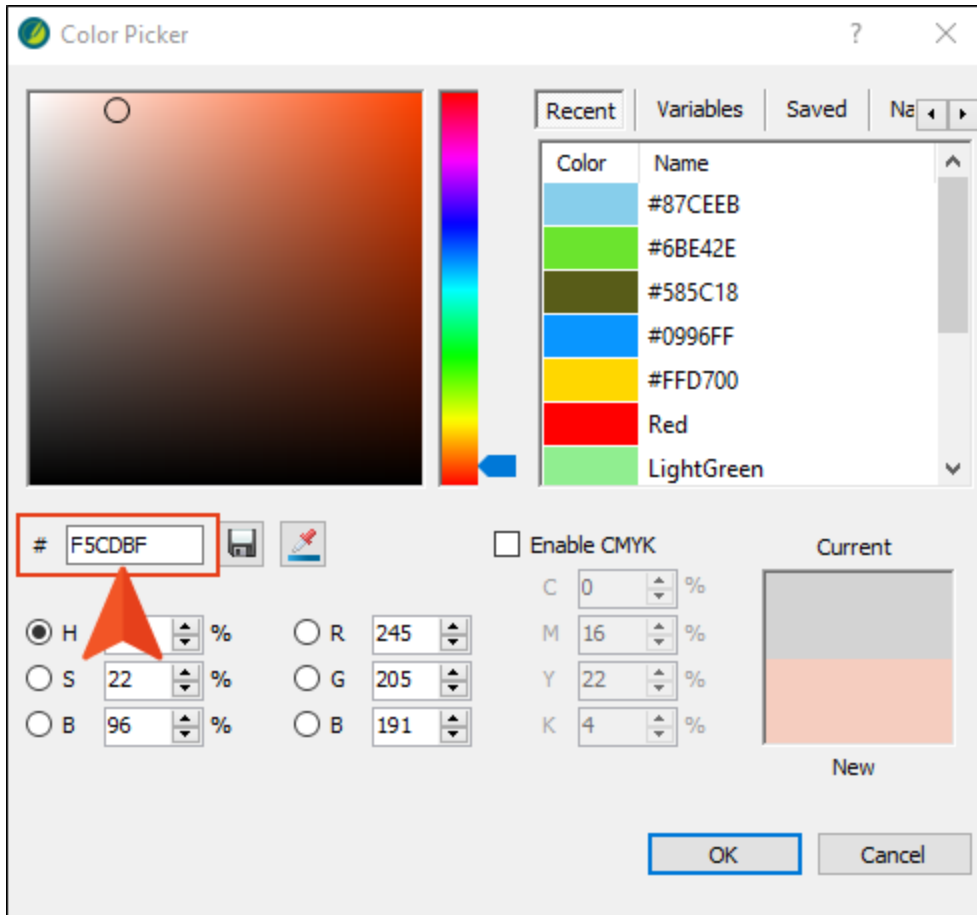
Image: (default) ▾ ...


Repeat: (default) ▾

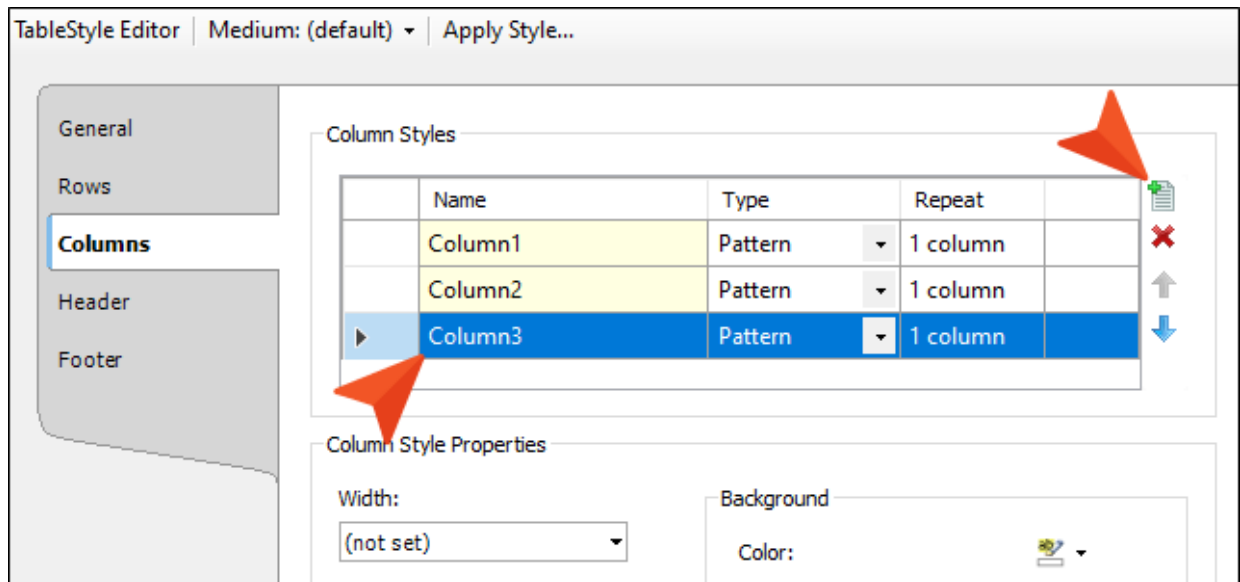
7. With the first row selected, click the down arrow to the right of the **Background Color** field and select **More Colors**.




8. In the dialog set the value to #F5CDBF (which is the hex number of a color). Then click **OK**.



9. In the **Column Styles** area at the top of the editor, click . This adds another row (pattern) and automatically selects it.



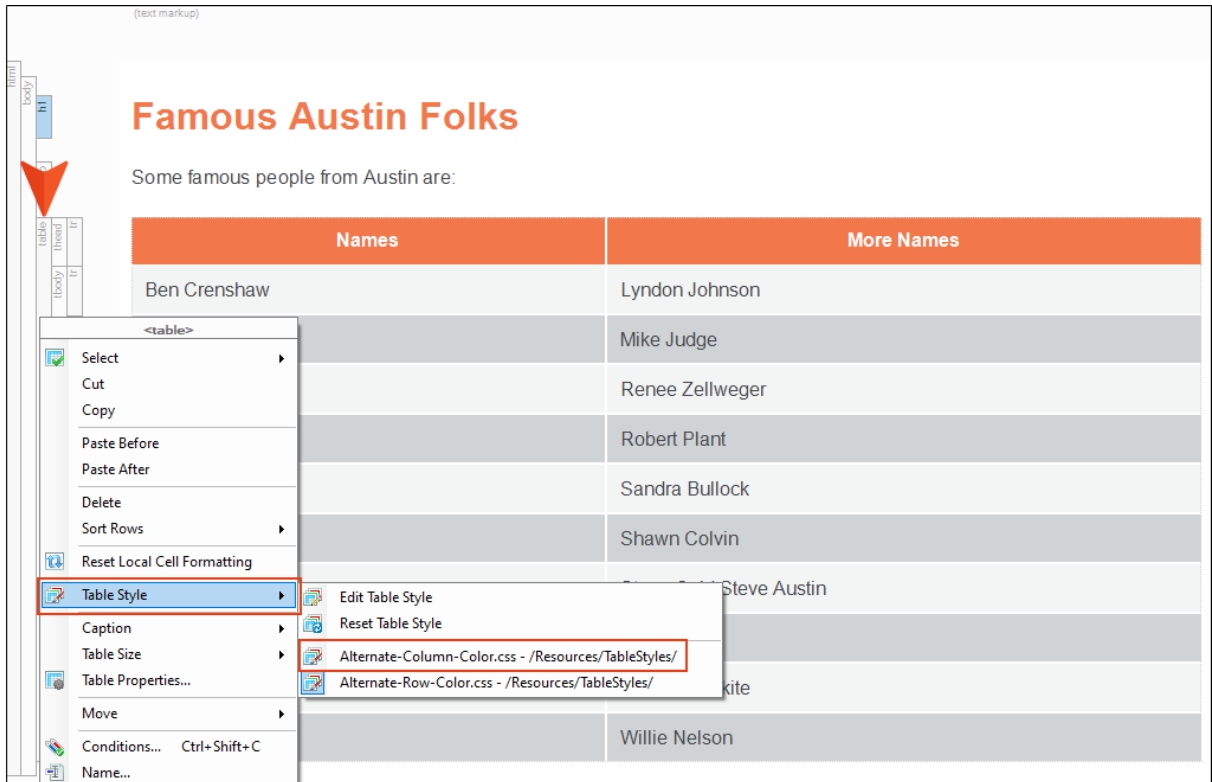
10. Follow the same steps as above to set its background color to #ADD8E6. Notice the design created by the three patterns in the preview.
11. Click  to save your work.

Applying Table Stylesheets

Now that you have a new table stylesheet, you can use it when inserting a new table, or you can apply it to an existing table. Let's do the latter.

I How to Apply a Table Stylesheet

1. Open the Famous-Austin-Folks.htm topic.
2. Right-click the `table` structure bar to the left of the table, and from the context menu select `Table Style > Alternate-Column-Color.css`.



3. From the **Table** ribbon, click **Columns to the Right** four times. Notice the new design.

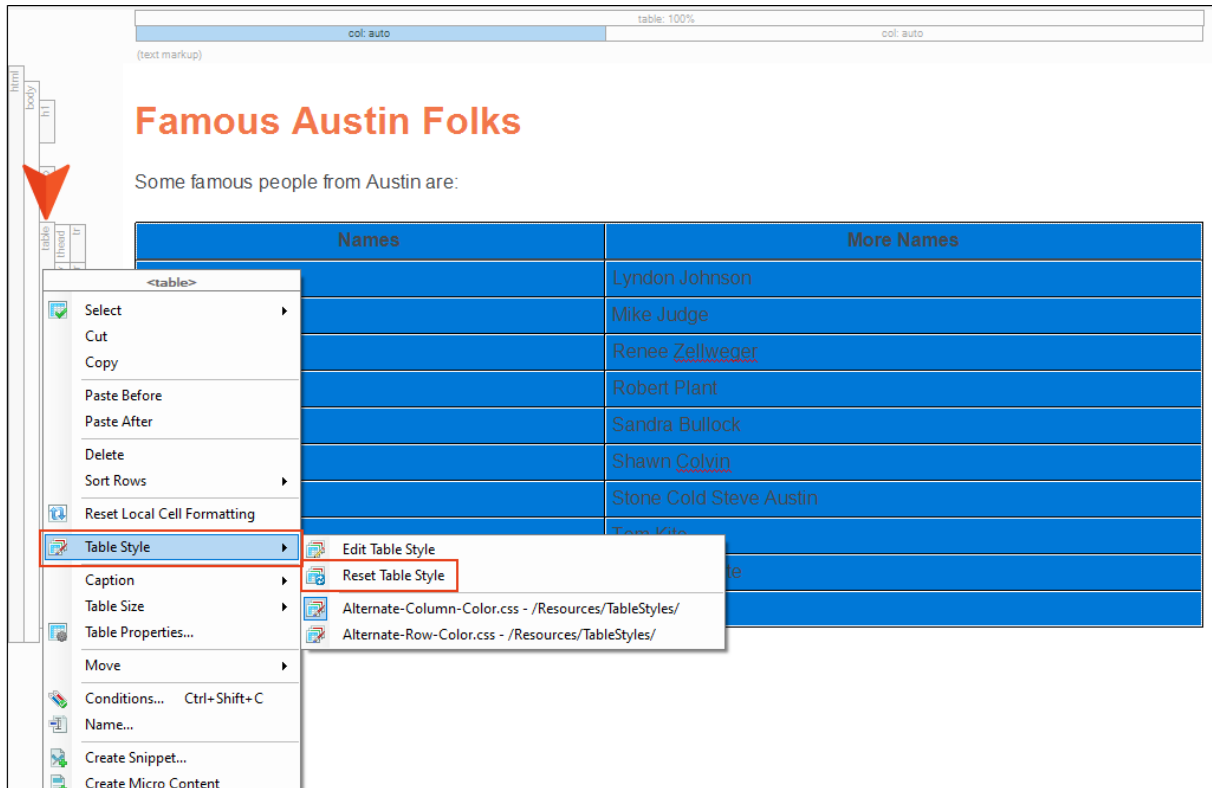
Famous Austin Folks

Some famous people from Austin are:

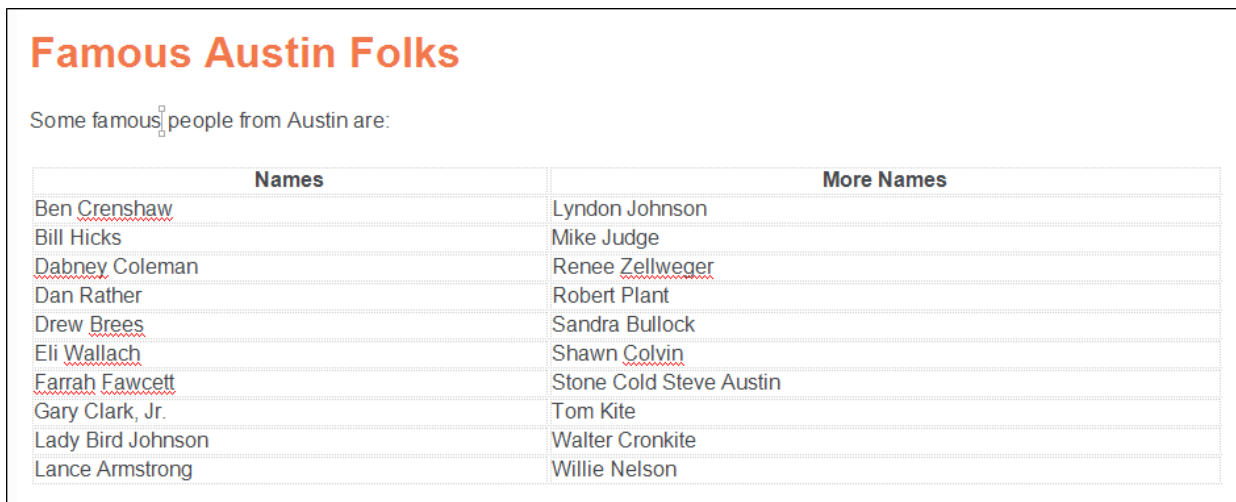
Names	More Names				
<u>Ben Crenshaw</u>	Lyndon Johnson				
Bill Hicks	Mike Judge				
<u>Dabney Coleman</u>	Renee <u>Zellweger</u>				
Dan Rather	Robert Plant				
<u>Drew Brees</u>	Sandra Bullock				
<u>Eli Wallach</u>	Shawn <u>Colvin</u>				
<u>Farrah Fawcett</u>	Stone Cold Steve Austin				
Gary Clark, Jr.	Tom Kite				
Lady Bird Johnson	Walter Cronkite				
Lance Armstrong	Willie Nelson				

4. In the Quick Access toolbar in the upper-left of the interface, click  four times to remove the extra columns.

- Right-click the **table** structure bar to the left of the table. Select **Table Style**, and from the menu select **Reset Table Style**.



- Click off the table and notice that it is now plain, with no table stylesheet applied.



- Right-click the **table** structure bar again, and apply the **Alternate-Row-Color.css** table stylesheet again. Now you're back where you started.

Famous Austin Folks

Some famous people from Austin are:

Names	More Names
Ben Crenshaw	Lyndon Johnson
Bill Hicks	Mike Judge
Dabney Coleman	Renee Zellweger
Dan Rather	Robert Plant
Drew Brees	Sandra Bullock
Eli Wallach	Shawn Colvin
Farrah Fawcett	Stone Cold Steve Austin
Gary Clark, Jr.	Tom Kite
Lady Bird Johnson	Walter Cronkite
Lance Armstrong	Willie Nelson

- Click  to save your work.

Controlling Styles for Table Content

There are multiple ways to control the look of content in tables. In this lesson, let's take a look at using cell content styles, as well as employing advanced selectors in a stylesheet.

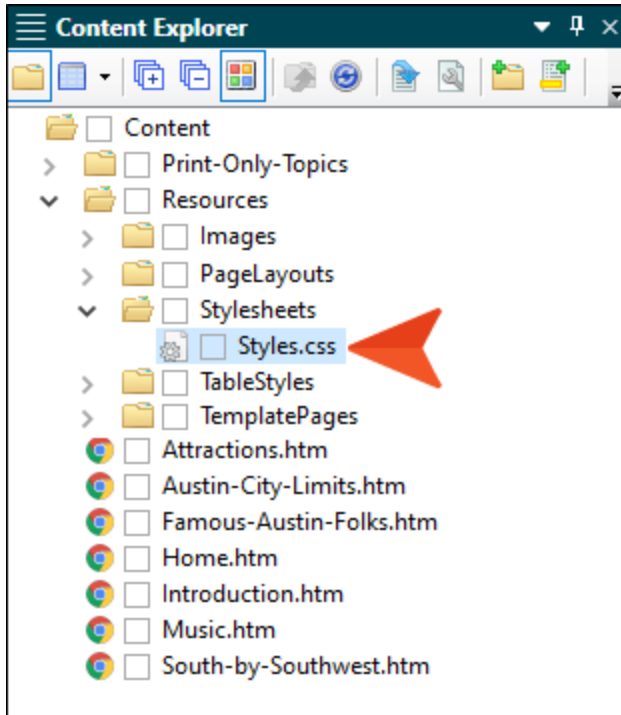
This chapter discusses the following:

How to Adjust Styles in a Regular Stylesheet	38
How to Apply a Cell Content Style	42
How to Use an Advanced Selector to Control Table Cell Content	46

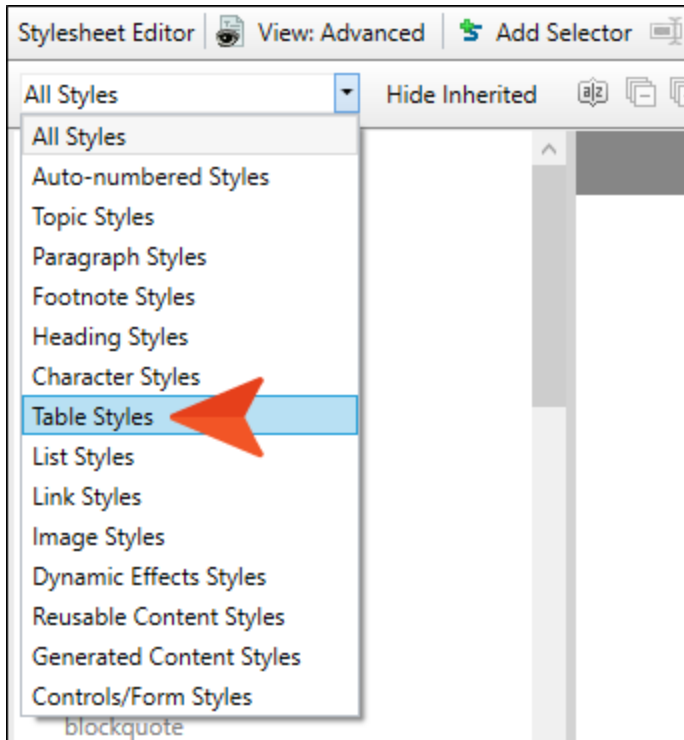
I How to Adjust Styles in a Regular Stylesheet

Before we use a cell content style in a table, let's make some simple adjustments in a regular stylesheet. Doing this will help us more clearly see what happens when you work inside a table.

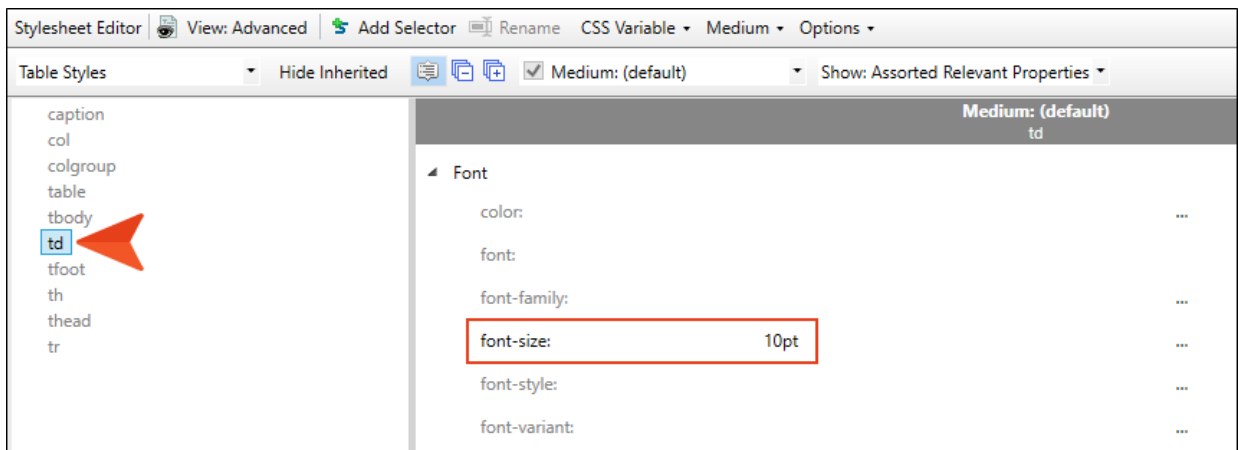
1. In the Content Explorer, expand **Resources > Stylesheets**. Then double-click **Styles.css**.



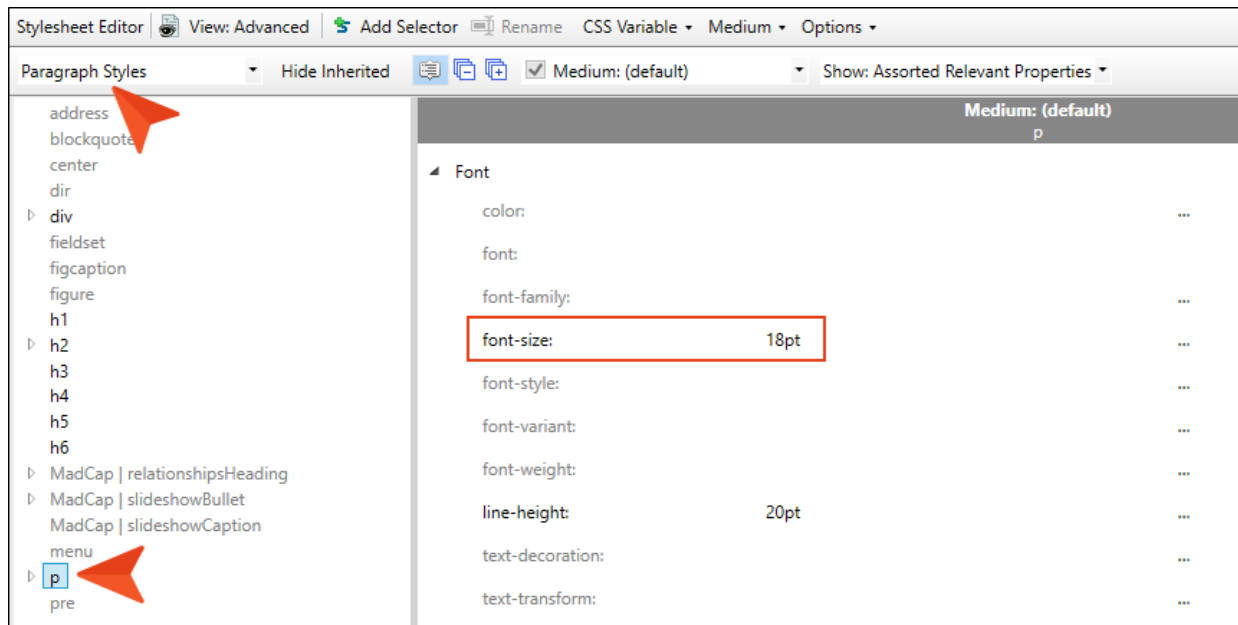
2. On the left side of the local toolbar in the Stylesheet Editor, select **Table Styles**.




3. Select the **td** style, and set the **font-size** property to **10pt**.



4. Change the filter to show **Paragraph Styles**, and set the **p** style to a **font-size** of **18pt**.




5. Click  to save your work.
6. Open the **Famous-Austin-Folks.htm** topic.

- Place your cursor at the end of **Ben Crenshaw** and press **ENTER**. Notice the much larger font size. This happened because each cell of a table uses the `<td>` tag initially to hold content, and the stylesheet is set to display that content at 10 pt. However, each cell can have only one `<td>` tag, so as soon as you press ENTER, Flare Desktop puts the content inside `<p>` tags, which are nested within the `<td>` tag. And because you set the p style at 18 pt, the text is much larger than the text in the rest of the table, where there are not yet `<p>` tags.



The screenshot shows a web editor interface. On the left is a vertical toolbar with various icons. A red box highlights the undo icon (a blue arrow pointing left) in the toolbar. The main content area displays a table with two columns: "Names" and "More Names". The "Names" column contains a list of names, with "Ben Crenshaw" selected and a red box highlighting the undo button in the editor's toolbar. The "More Names" column contains a list of names. The text "Ben Crenshaw" is significantly larger than the other text in the table.

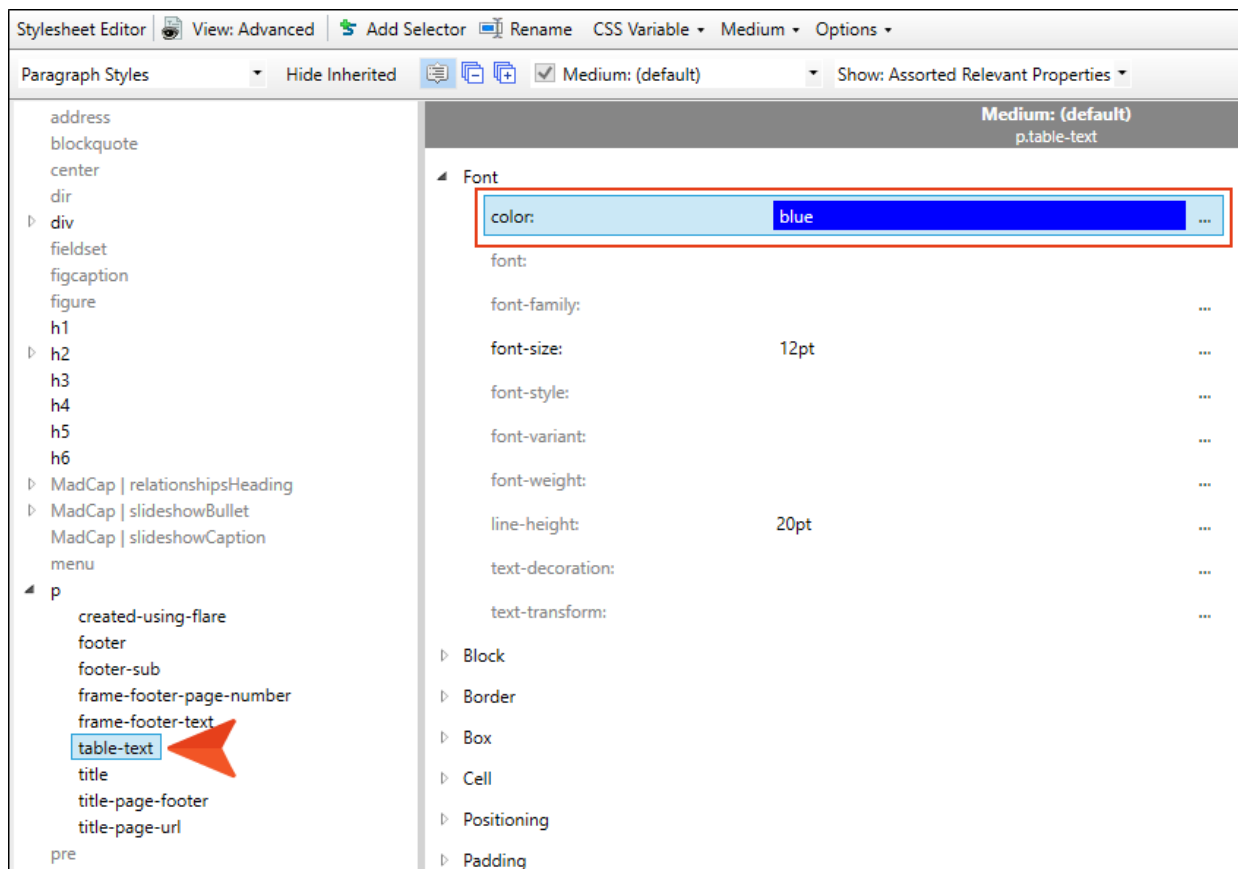
Names	More Names
Ben Crenshaw	Lyndon Johnson
Bill Hicks	Mike Judge
Dabney Coleman	Renee Zellweger
Dan Rather	Robert Plant
Drew Brees	Sandra Bullock
Eli Wallach	Shawn Colvin
Farah Fawcett	Stone Cold Steve Austin
Gary Clark, Jr.	Tom Kite
Lady Bird Johnson	Walter Cronkite
Lance Armstrong	Willie Nelson


- Click  to undo your changes.

How to Apply a Cell Content Style

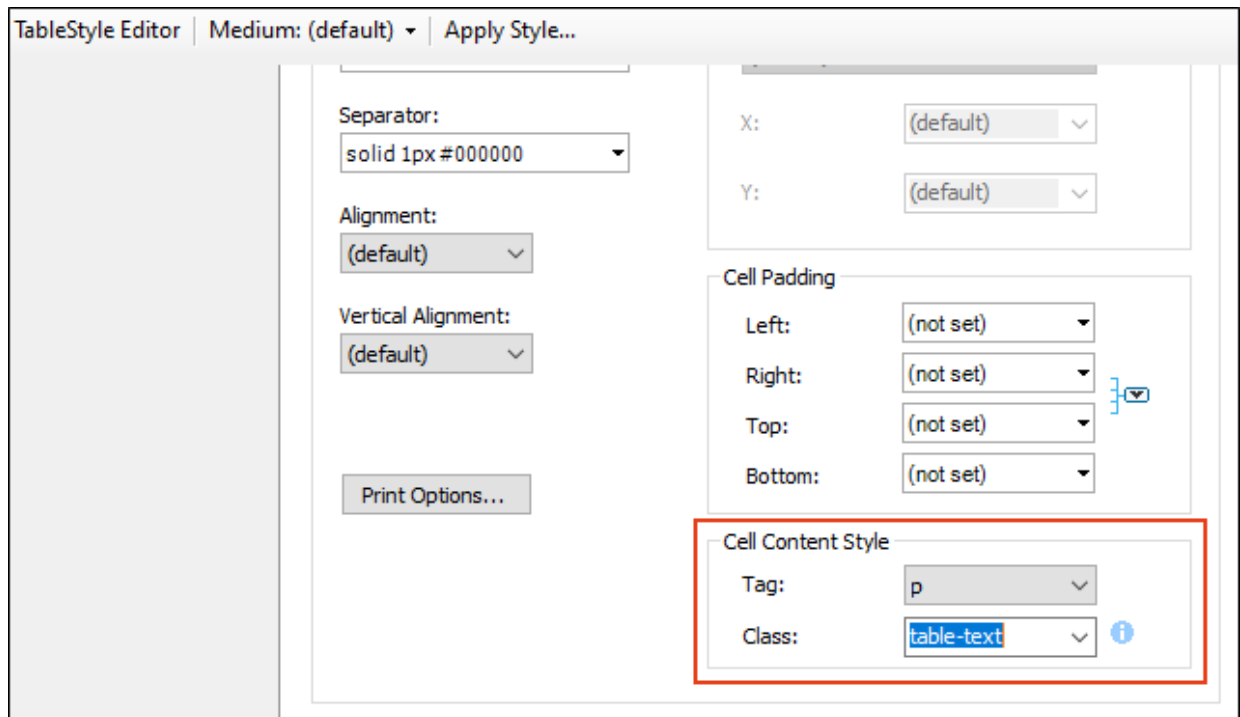
One way to get around the dilemma from the previous set of steps is to use a cell content style for your tables.


1. Go back to the **Styles.css** stylesheet.
2. On the left side of the Stylesheet Editor, expand the **p** style, and under it select the **table-text** class. Then set the **color** property to **blue**.




3. Click  to save your work.
4. From the Content Explorer, expand **TableStyles** and double-click **Alternate-Column-Color.css**.
5. In the TableStyle Editor, select the **Rows** tab. Notice that this stylesheet only has one row pattern (i.e., one row in the grid at the top of the editor), which means you only have to set the cell content style once. If you had more row patterns, you would need to set the style on each of them.

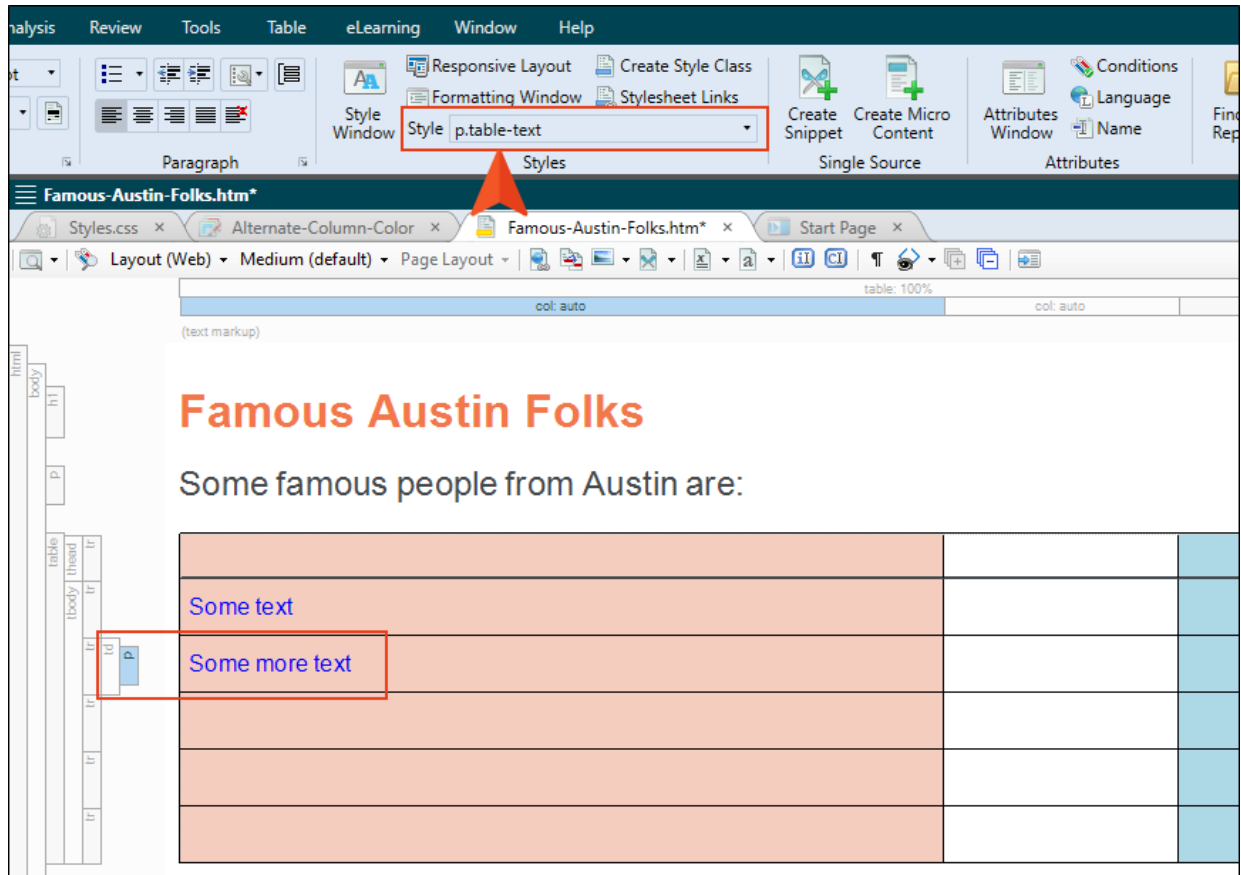
6. Scroll down in the field portion of the editor to the **Cell Content Style** field. In the **Tag** field select **p**, and in the **Class** field select **table-text**.



 **NOTE** If you were to open the Alternate-Row-Color.css table stylesheet, you would see that the same cell content style has already been set for both of the row patterns.

7. Click  to save your work.
8. Go back to the **Famous-Austin-Folks.htm** topic.

9. Insert a new table in the topic, associating the **Alternate-Column-Color.css** stylesheet with it when you do. Then once the table is inserted, type some text in the cells. Notice that each cell of the regular rows already has the `p.table-text` class in it, and the font is therefore blue.



10. Click  repeatedly until the new table is removed.

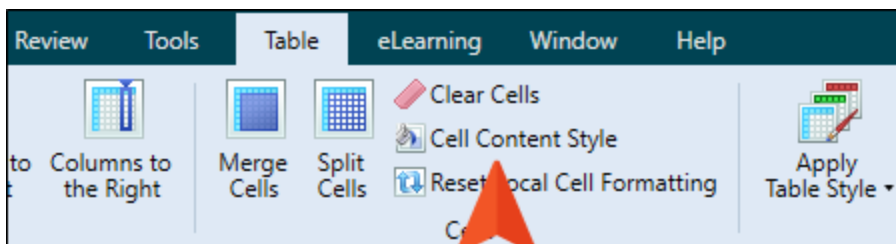
11. Notice that the existing table still has text without the blue color. You can update an existing table to use that cell content style. First, select all of the regular body cells in the table.

Famous Austin Folks

Some famous people from Austin are:


Names	More Names
Ben <u>Crenshaw</u>	Lyndon Johnson
Bill Hicks	Mike Judge
<u>Dabney</u> Coleman	Renee <u>Zellweger</u>
Dan Rather	Robert Plant
Drew <u>Brees</u>	Sandra Bullock
Eli <u>Wallach</u>	Shawn <u>Colvin</u>
<u>Farah</u> Fawcett	Stone Cold Steve Austin
Gary Clark, Jr.	Tom Kite
Lady Bird Johnson	Walter Cronkite
Lance Armstrong	Willie Nelson

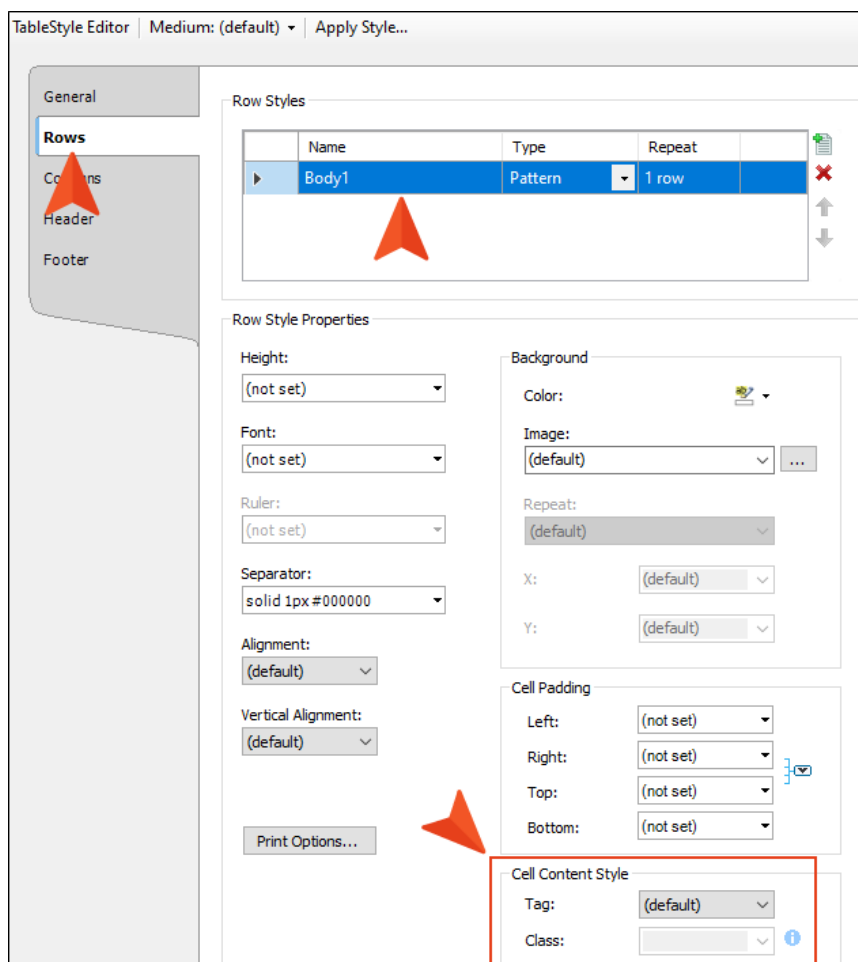
12. In the **Table** ribbon, click **Cell Content Style**.



13. Scroll down in the dialog and select **p.table-text**. Then click **OK**.
14. Click off the table and notice that all of the cell text is blue, even if you press ENTER after one of the names and type more text.

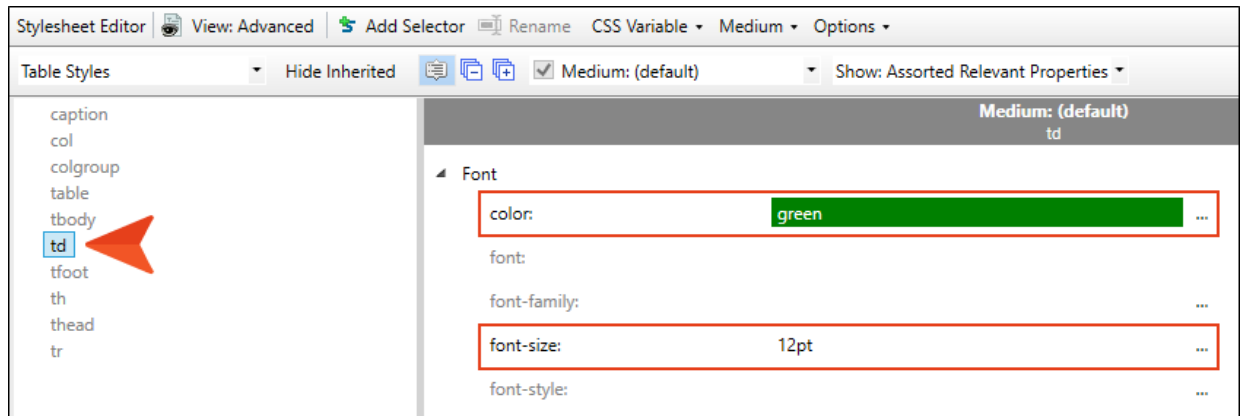
I How to Use an Advanced Selector to Control Table Cell Content

1. In the Famous-Austin-Folks.htm topic, click  repeatedly until the blue text is removed from the table.
2. Open the `Alternate-Column-Color.css` and `Alternate-Row-Color.css` stylesheets, and on the **Rows** tab remove the values in the **Cell Content Style** fields (i.e., you can delete the class from the second field and set the first field to **(default)**). Remember, in the `Alternate-Row-Color.css` stylesheet, you need to do this for each of the row patterns on that tab (i.e., select the first row pattern and remove the cell content style, then select the second row and remove the cell content style from it as well).



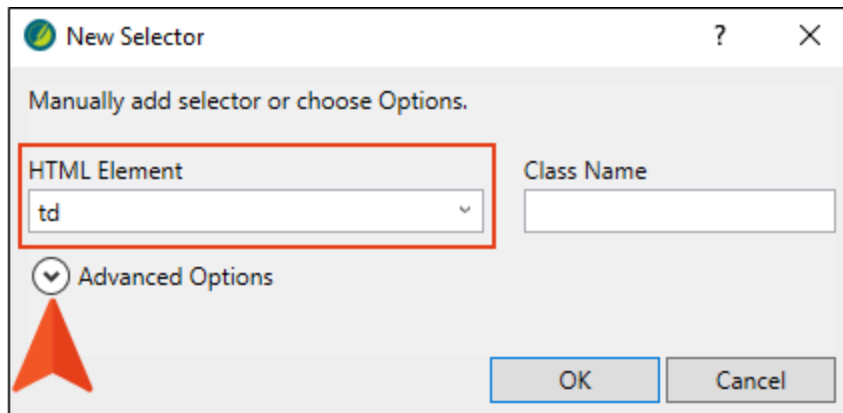
3. Click  to save all files.

4. Open the **Styles.css** stylesheet.
5. On the left side of the Stylesheet Editor, filter for **Table Styles**.
6. Select the **td** style. Then set the **color** to **green** and the **font-size** to **12pt**.

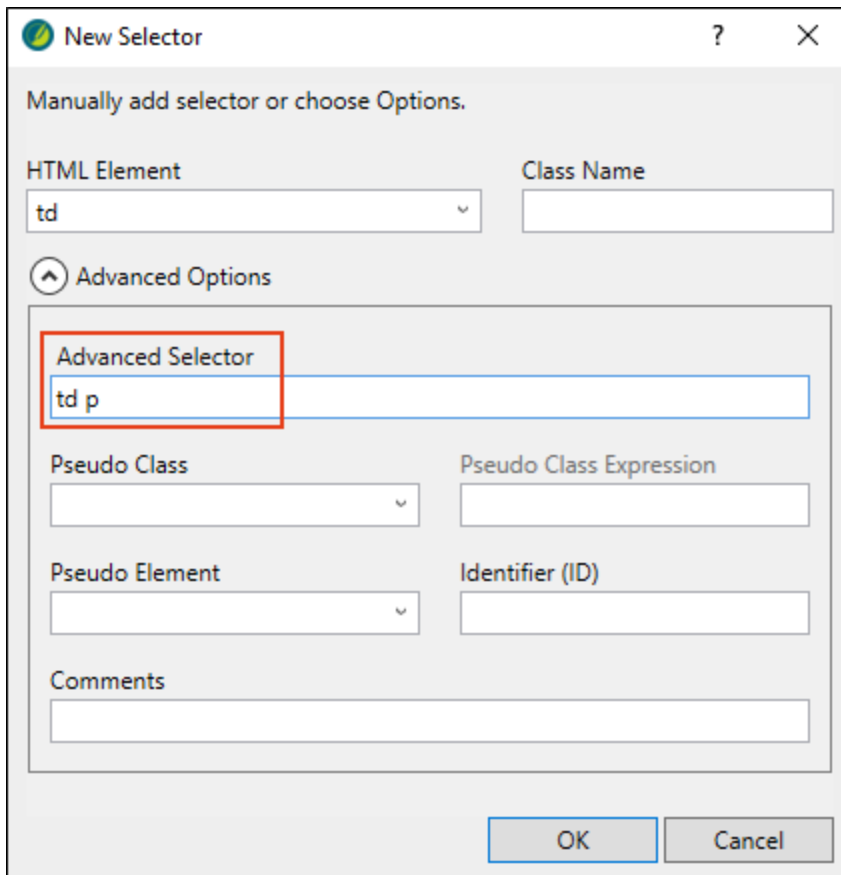


This will automatically use those values in all regular body cells of your tables. But what happens if you press ENTER at the end of text, creating `<p>` tags with the `<td>` tag? That's what we'll take care of next by creating an advanced selector.

7. In the local toolbar of the Stylesheet Editor, click **Add Selector**.
8. In the dialog, click in the **HTML Element** field and enter `td` (if it isn't already there). Then click the **Advanced Options** down arrow to show more fields.



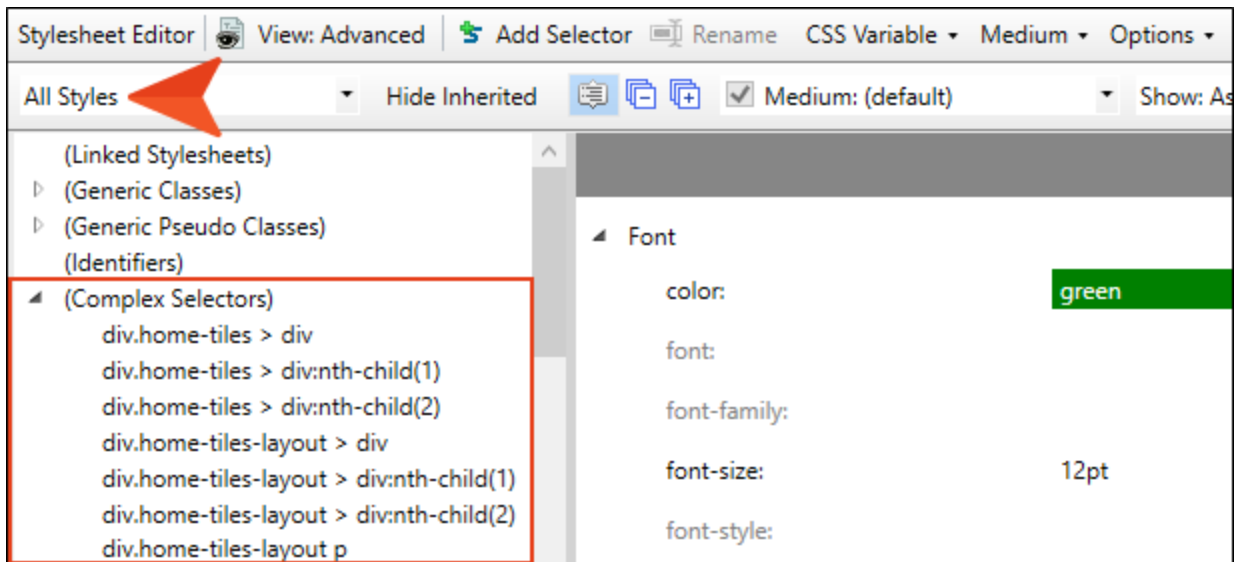
9. In the **Advanced Selector** field, add a space after **td**, then type **p**.



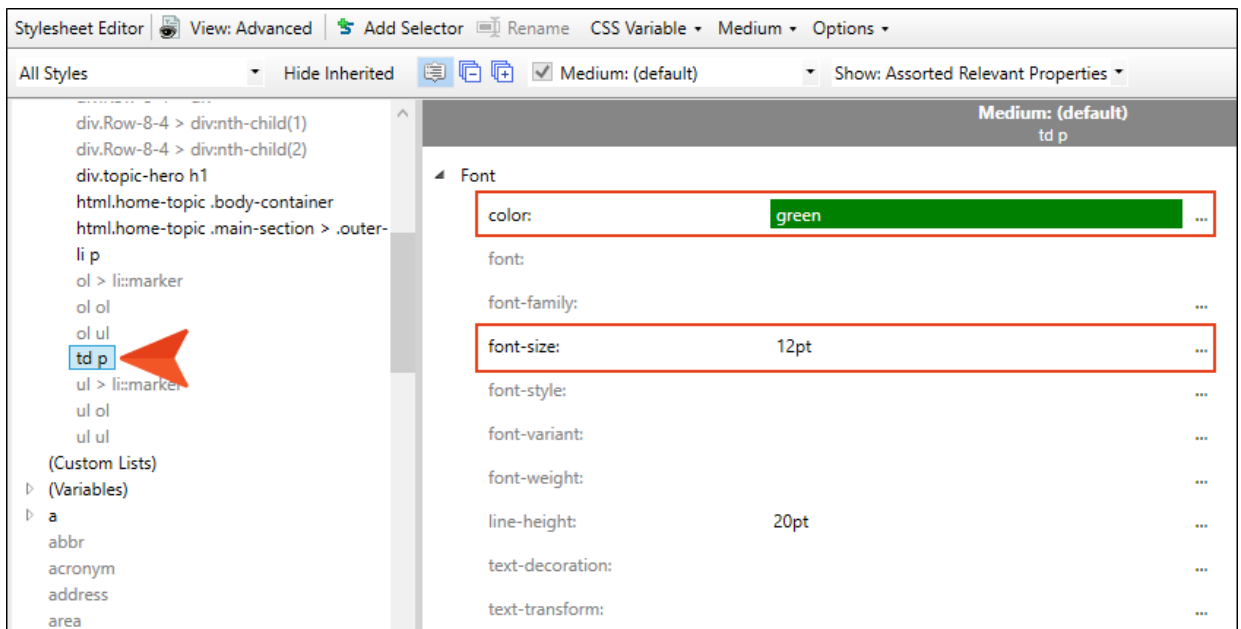
This is a special style where you are telling Flare Desktop that when it finds a `<p>` tag within a `<td>` tag, you want it to look a certain way.

10. Click **OK**.


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




12. Under **(Complex Selectors)**, scroll down and select **td p**. Then set its **color** to **green** and its **font-size** to **12pt**.



13. Click  to save your work.

14. Go back to the **Famous-Austin-Folks.htm** topic, and notice that the table text is now green and 12 pt. Click after any of the names and press **ENTER** to create `<p>` tags and type more content. That text looks the same—green and 12 pt.
15. Click  to save your work.

 **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.

Creating Table Captions

You can add captions to your tables quite easily. Then, you can use your stylesheet to control how those captions look , including applying autonumbering to them.

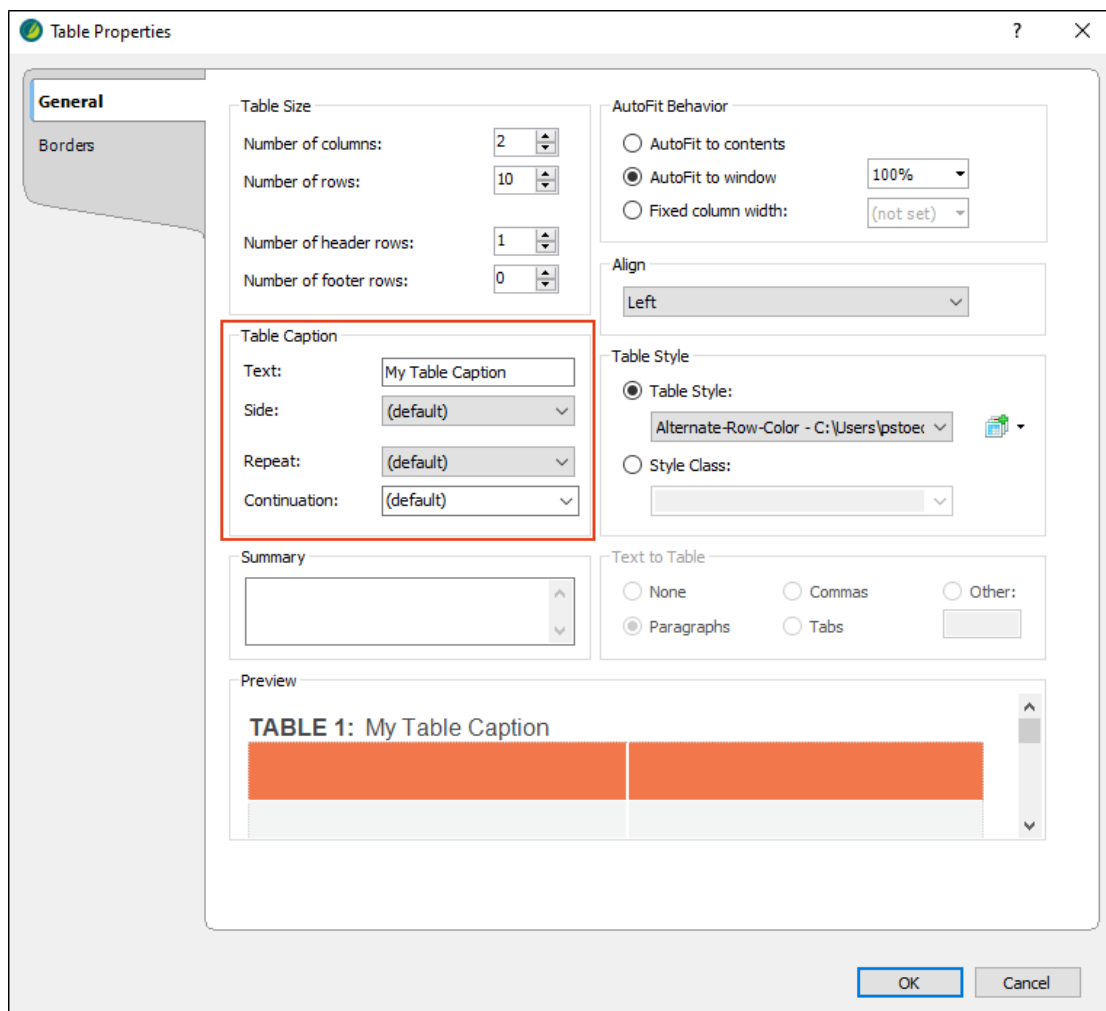
This chapter discusses the following:

How to Add a Caption in the Table Properties	52
How to Use Styles to Control the Look of Table Captions	54

I How to Add a Caption in the Table Properties

1. Open the `Famous-Austin-Folks.htm` topic.
2. Right-click anywhere inside the table and from the context menu select **Table Properties**.
3. On the **General** tab of the dialog, click in the **Table Caption Text** field and enter `My Table Caption`.


Leave the other fields in the Table Caption area as they are. To learn more about those fields, see the Help system.



4. Click **OK**. The caption is added above the table.

Famous Austin Folks

Some famous people from Austin are:

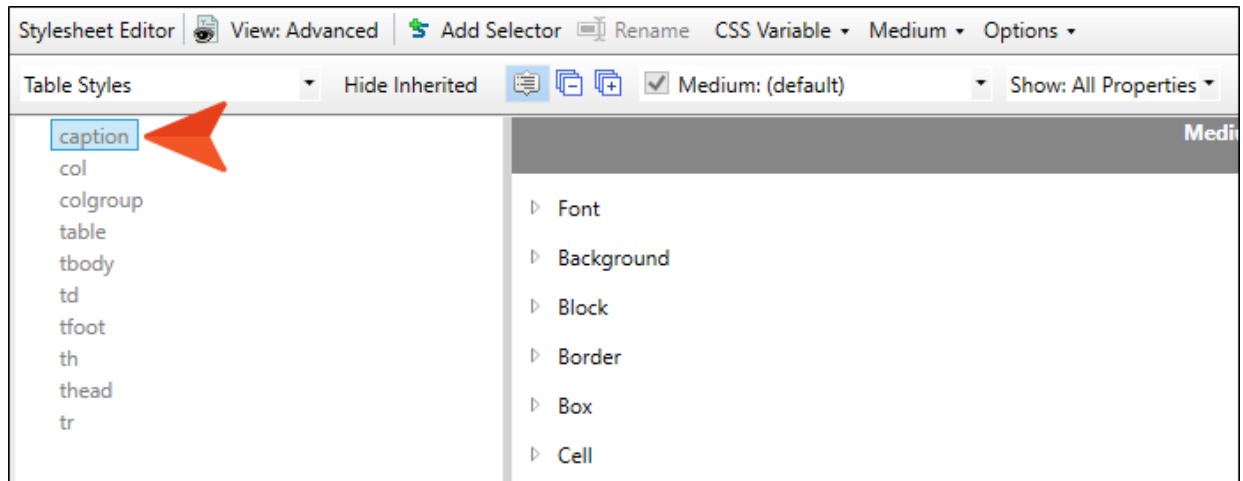
My Table Caption 

Names	More Names
Ben Crenshaw	Lyndon Johnson
Bill Hicks	Mike Judge
Dabney Coleman	Renee Zellweger
Dan Rather	Robert Plant
Drew Brees	Sandra Bullock
Eli Wallach	Shawn Colvin

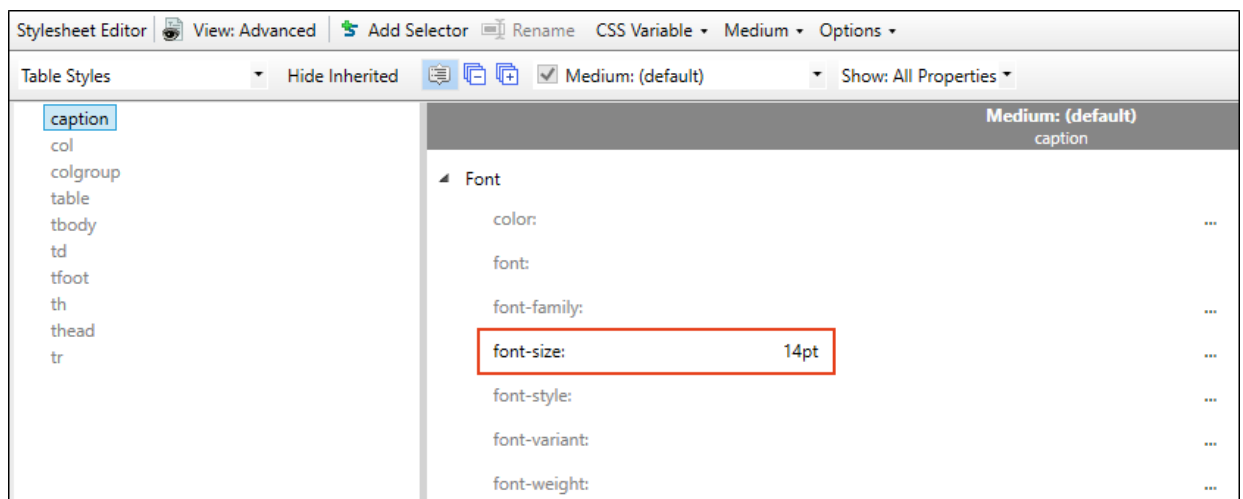
5. Click  to save your work.

How to Use Styles to Control the Look of Table Captions

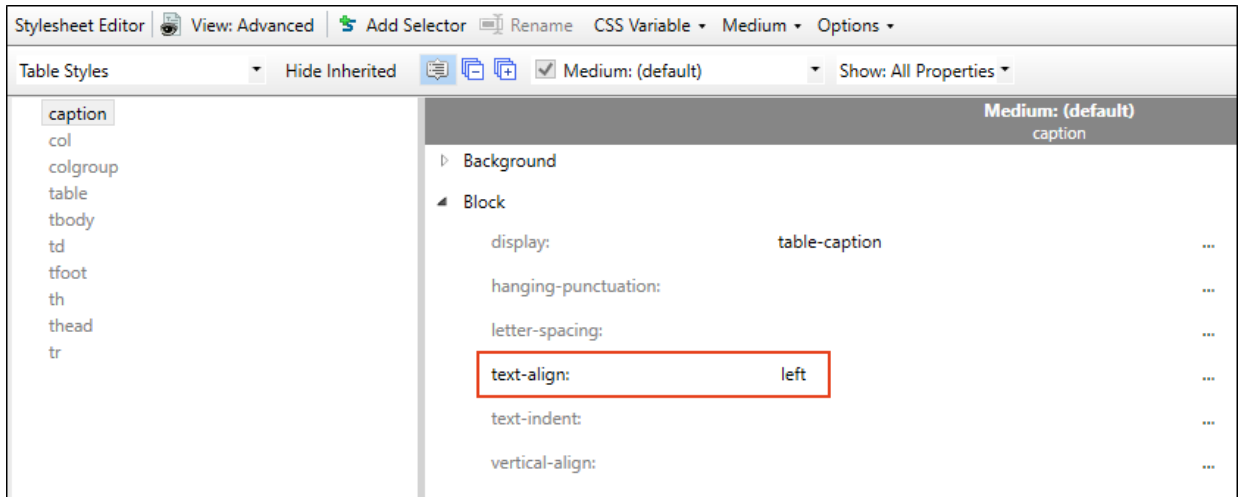
1. Open the `Styles.css` stylesheet.
2. On the left side of the editor, filter the styles to show **Table Styles**. Then select **caption**.



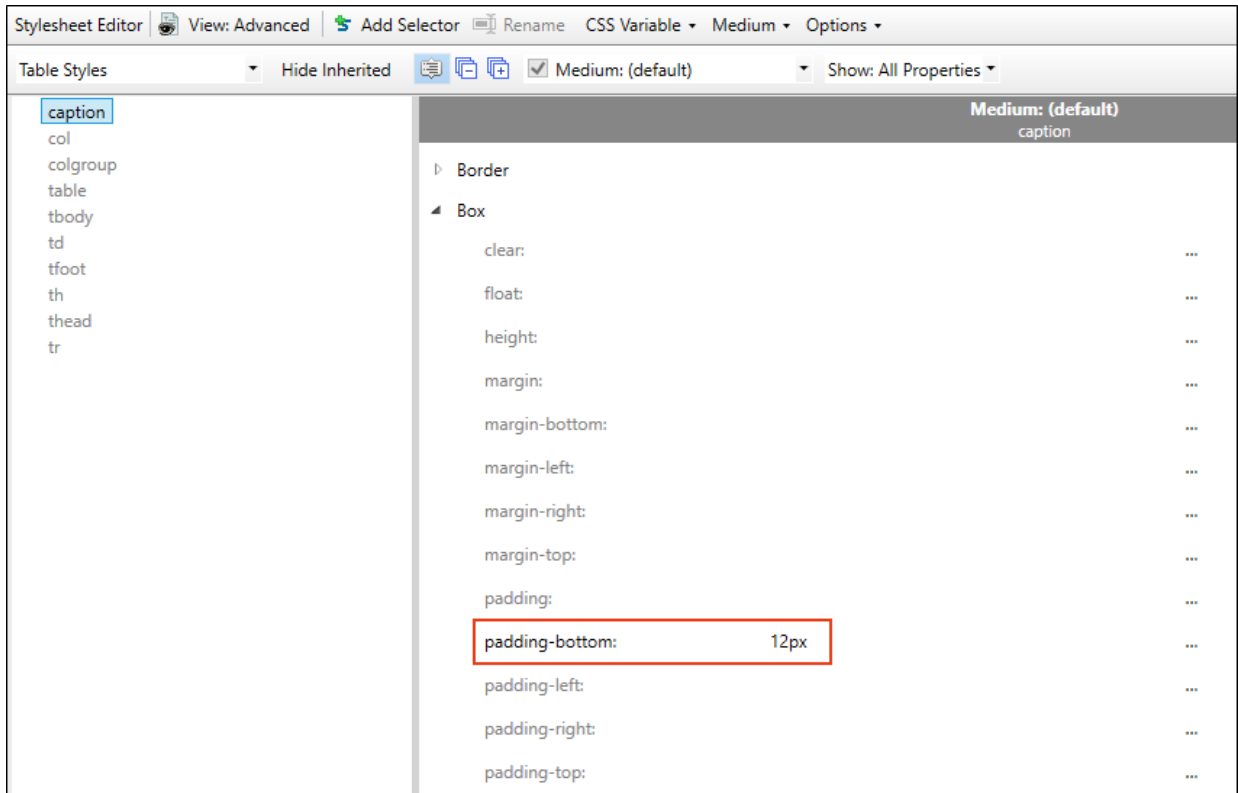
3. Let's give our table captions a larger font, aligned left, with more space between them and the start of the tables. First, expand the **Font** property group (if you are using the group view in the Stylesheet Editor), and set the **font-size** to **14pt**.



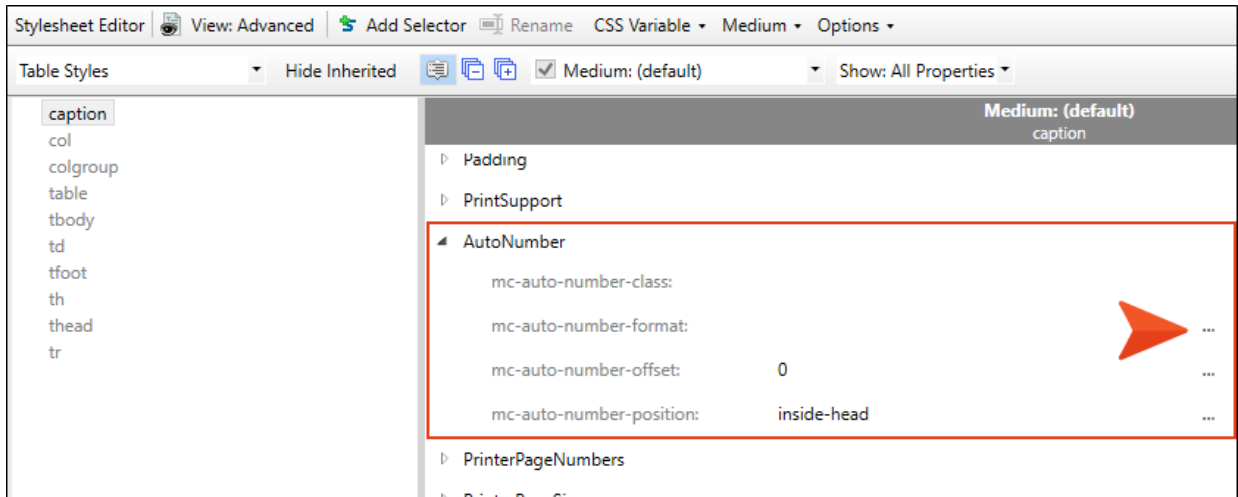
4. In the **Block** group, set the **text-align** property to **left**.



5. In the **Box** group, set the **padding-bottom** property to **12px**.

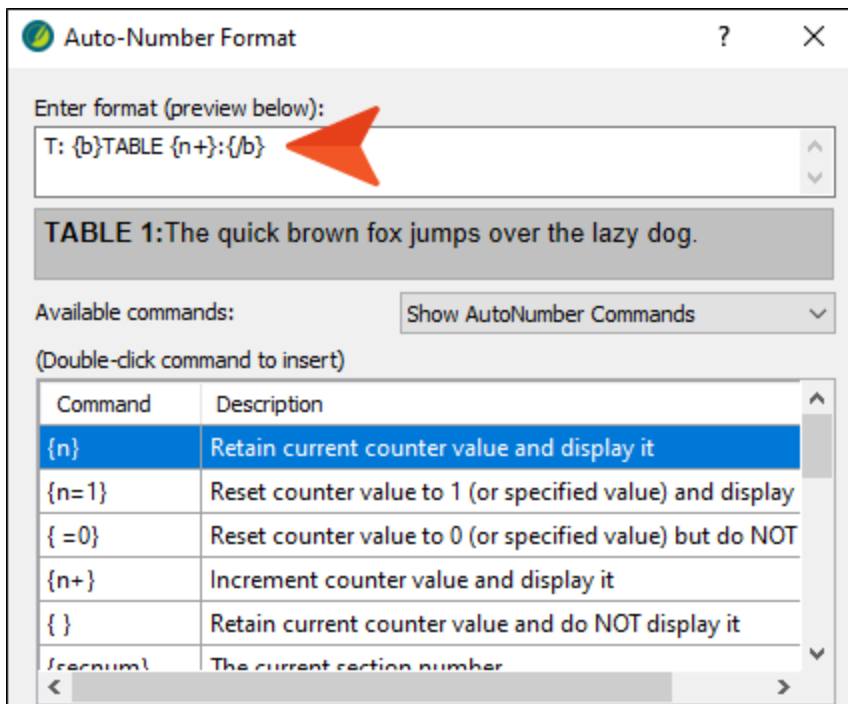


- Now let's add an autonumber to the style so that captions are incremented when you have multiple tables. Scroll down and expand the **AutoNumber** group. Then to the right of **mc-auto-number-format**, click **...**.




- Copy the following format, and paste it into the field at the top of the dialog. Add a couple of spaces at the end of the format (i.e., after `{/b}`).

T: {b}TABLE {n+}:{/b}






NOTE In this example, "T" at the beginning of the format is arbitrary. You can use any letter you want.

- Click **OK**.
- Click  to save your work.
- Go back to the **Famous-Austin-Folks.htm** topic. Notice the changes to the caption.

Famous Austin Folks


Some famous people from Austin are:

TABLE 1: My Table Caption 

Names	More Names
Ben <u>Crenshaw</u>	Lyndon Johnson
Bill Hicks	Mike Judge
<u>Dabney Coleman</u>	Renee <u>Zellweger</u>
Dan Rather	Robert Plant
Drew <u>Brees</u>	Sandra Bullock
Eli <u>Wallach</u>	Shawn <u>Colvin</u>
<u>Farrah Fawcett</u>	Stone Cold Steve Austin
Gary Clark, Jr.	Tom Kite
Lady Bird Johnson	Walter Cronkite
Lance Armstrong	Willie Nelson

- Right-click the **table** structure bar to the left of the table, and from the context menu select **Copy**.
- Then right-click the **table** structure bar again, and this time select **Paste After**.

- Click the floating paste icon  at the bottom-right of the second table, and in the menu make sure **Don't Merge Tables** is selected.

 **NOTE** If the horizontal scroll bar obstructs the icon when you hover over it, clicking at the very top of the icon should open the menu. Another option is to temporarily add a paragraph at the bottom of the topic under the second table so that the scroll bar doesn't get in the way. Then copy and paste the table again.

- Click anywhere on the caption at the top of the second table. Then press the up arrow key on your keyboard to move the cursor between the tables, and press **ENTER**.
- Type `Here is some text`, just to add some content between the tables.
- Notice that the second table caption still says **TABLE 1**. That's because the editor needs to be refreshed to see the correct autonumber. Press **F5**.

Now it says **TABLE 2**, while the caption above the first table says **TABLE 1**.

Lady Bird Johnson	Walter Cronkite
Lance Armstrong	Willie Nelson
Here is some text	
TABLE 2: My Table Caption	
Names	
Ben Crenshaw	Lyndon Johnson
Bill Hicks	Mike Judge
Dabney Coleman	Renee Zellweger

- Click  to save your work.



NOTE You can make more extensive autonumber changes to table captions, such as having a different autonumber format for online vs. print output, or adding chapter numbers. For more details about how this can be done, see the Autonumbers Tutorial. That tutorial explores captions on images, but you can apply the same concepts to table captions.

APPENDIX

PDFs

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

I Tutorials

Autonumbers Tutorial

Back-to-Top Button Tutorial

Context-Sensitive Help Tutorial

Custom Toolbar Tutorial

eLearning Tutorial—Basic

eLearning Tutorial—Advanced

Getting Started Tutorial

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

I 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

*Flare Online Integration
Guide*

Getting Started Guide

Global Project Linking Guide

HTML5 Guide

Images Guide

Import Guide

Indexing Guide

Key Features Guide

Lists 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

SharePoint Guide

Skins Guide

Snippets Guide

Source Control Guide: Git

*Source Control Guide:
Perforce Helix Core*

*Source Control Guide:
Subversion*

*Source Control Guide: Team
Foundation Server*

Styles Guide

Tables Guide

Tables of Contents Guide

Targets Guide

Template Pages Guide

Templates Guide

Topics Guide

Touring the Workspace Guide

*Transition From FrameMaker
Guide*

*Translation and Localization
Guide*

Variables Guide

Videos Guide

What's New Guide