



Figure 10.15 Use the Align drop-down menu to choose the alignment setting.



Figure 10.16 Type a new number in the Rows and Cols text boxes and then click on the Apply button to add the new items.



Figure 10.17 A right-aligned table, complete with placeholder icon.

Terms of Alignment

If you align a table to the right, a small placeholder icon will appear in the left margin to mark the beginning of the table on the page. This icon may disappear if you change the alignment back to left. You can place the insertion point near this icon to put text to the left of the table, as seen in **Figure 10.17**.

Choosing the default setting will make the table follow the default browser settings.

Changing Table Size and Layout

You can adjust the appearance of your table by resizing or adjusting the number of elements in the table (by adding and removing columns and rows). You can also split or merge existing elements to adjust the layout.

To set table alignment:

1. Display the Properties inspector, if necessary, by selecting Window > Properties from the Document window menu bar. Select the entire table. The Properties inspector will display Table properties.
2. In the Properties inspector, click on the Align drop-down menu, and select Default, Left, Center, or Right (**Figure 10.15**).

Your table will change alignment (hopefully for the forces of good).

Adding cells to a table

There are several ways to add cells to a table. One quick way to change the dimensions of your table is by using the Properties inspector.

To change the number of cells:

1. Select the entire table to display Table properties in the Properties inspector, as seen previously in **Figure 10.10**.
2. To change the number of rows, type a new number in the Rows text box.
3. To adjust the number of columns, type a number in the Cols text box and click on the Apply button (**Figure 10.16**).

Adding Rows and Columns

To add a single row:

1. Click in the table to place the insertion point in a table cell below where you want the new row to appear (**Figure 10.18**).
2. From the Document window menu bar, select **Modify > Table > Insert Row**, or press **Ctrl+M (Command+M)** (**Figure 10.19**). The new row will appear above the insertion point (**Figure 10.20**).

To add a single column:

1. Right-click (**Ctrl+click**) on the column directly to the left of where you want the new column to appear (as in **Figure 10.18**).
2. From the pop-up menu that appears, select **Table > Insert Column** (**Figure 10.21**).

A new column will appear to the left of the column you selected (**Figure 10.22**).

Angela	Barbara
Ethel	Florence

Figure 10.18 Place the insertion point below where you want the new row to appear.



Figure 10.19 From the Document window menu bar, select **Modify > Table > Insert Row**.

Angela	Barbara
Ethel	Florence

Figure 10.20 The new row will appear above the cell you selected.



Figure 10.21 Right-click (**Ctrl+click**) on the table, and choose **Table > Insert Column** from the pop-up menu. You can also add a single row above the insertion point this way.

Angela		Barbara
Ethel		Florence

Figure 10.22 A new column will appear to the left of the column you selected.



Figure 10.23 Use the Insert Rows or Columns dialog box to add more than one row to your table.



Figure 10.24 From the Document window menu bar, select Modify > Table > Delete Row, and the row will disappear. (You can select Delete Column, too.)

To add more than one column or row:

1. Click in the table to place the insertion point adjacent to where you want the new rows to appear.
2. From the Document window menu bar, select Modify > Table > Insert Rows or Columns. The Insert Rows or Columns dialog box will appear (**Figure 10.23**).
3. Click on the Rows radio button to add rows, or the Columns radio button to add columns.
4. In the Number of Rows text box, type the number of rows you want to add.
5. Select the position of the new elements.

Rows: To place the new rows above the selected cell, click on the Above the Selection radio button. To place the new rows below the selected cell, click on the Below the Selection radio button.

Columns: To place the new columns to the left of the selected cell, click on the Before current Column radio button. To place the new columns to the right of the selected cell, click on the After current Column radio button.

6. Click on OK to close the dialog box and add the new rows or columns to your table.

To delete a row:

1. Click to place the insertion point within the row you want to delete.
2. From the Document window menu bar, select Modify > Table > Delete Row (**Figure 10.24**), or press Ctrl+Shift+M (Command+Shift+M). The row and all its contents will disappear.

To delete a column:

1. Right-click on some empty space in the column you want to delete.
2. From the pop-up menu that appears, select Table > Delete Column (**Figure 10.25**). The column and all its contents will disappear.

To select a column or row:

1. Click inside a cell that's on the end of the column or row you wish to select.
2. Hold down the mouse button and drag up to select a column or across to select a row (**Figure 10.26**).

or

When you mouse over the top or left table border, the cursor will turn into a black arrow (**Figure 10.27**). When this happens, you can single-click to select the entire column or row.

✓ Tip

- After you select two or more cells by clicking and dragging, you can hold down the shift key while clicking to select or deselect blocks of cells (**Figure 10.28**).



Figure 10.25 Choose Table > Delete Column from the pop-up menu, and the column will disappear. (You can select Delete Row, too.)



Figure 10.26 Click and drag to select all or part of a row.



Figure 10.27 When you mouse over the top table border, the mouse pointer turns into an arrow that you can click to select a column. Use the left table border to select a row.

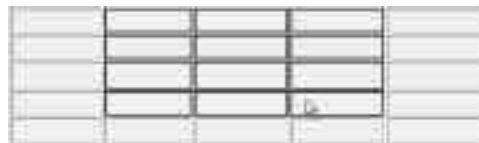


Figure 10.28 By shift-clicking and dragging, you can select blocks of cells.



Figure 10.29
Select the cells you
want to combine.

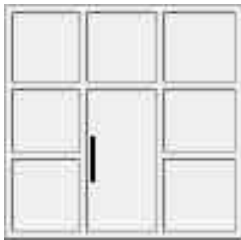


Figure 10.30 Cells in two
rows merge to create one
large cell that spans two
rows.



Figure 10.31 Select the
cell you want to split. It
may already span more
than one row or it may
be a single,
unadulterated cell.




Figure 10.32 In the Split Cell dialog box, you can specify whether to split a cell into columns or rows, and how many.

Merging cells

Each cell generally occupies, or spans, a single row or column. If you'd like a cell to be taller than one row high, or wider than a single column, you can increase the row span by combining two or more cells to make, for example, one cell that's twice as tall.

To merge cells:

1. Select the two or more cells you want to combine (**Figure 10.29**).
2. On the Properties inspector, click on the Merge Cells button: .
or
From the Document window menu bar, select Modify > Table > Merge Cells.

Either way, the cells will merge (**Figure 10.30**).


✓ Tips

- You can select an entire column or row to make a cell that spans the entire height or width of a table.
- If you change your mind, just follow the steps in the sidebar, Mom & Pops's Row & Column Span, on the next page.

Splitting a cell

You can split any cell by decreasing its row span.

To split a cell:

1. Click to place the insertion point in the cell you wish to split (**Figure 10.31**).
2. On the Properties inspector, click on the Split Cell button: .
or
From the Document window menu bar, select Modify > Table > Split Cell.
Either way, the Split Cell dialog box will appear (**Figure 10.32**).

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3. In the Split Cell Into area of the dialog box, choose whether to split the cell into rows or columns by clicking on the appropriate radio button.
4. Type a Number of Rows (or Number of Columns) in the text box.
5. Click on OK to close the Split Cell dialog box and add the cells to the table (**Figure 10.33**).



Figure 10.33 This cell splits and three rows are created.

Mom & Pop's Row & Column Span

Selecting cells and then merging them or splitting them is the easiest way to change column span or row span. However, if you want to do it the old-fashioned way using old-fashioned terminology, you're welcome to. Note that you cannot split a single-span cell using this method.

To increase (or decrease) row span:

1. Click to place the insertion point in the upper of the two cells you want to combine (or in the cell you want to split).
2. From the Document window menu bar, select **Modify > Table > Increase Row Span (Decrease Row Span)**. The table cell will combine with the cell directly below it (split from the table cell it was previously combined with).

To increase (or decrease) column span:

1. Click to place the insertion point in the leftmost of the two cells you want to combine (or in the cell you want to split).
2. From the Document window menu bar, select **Modify > Table > Increase Column Span (Decrease Column Span)**. The table cell will combine with the cell directly to the right of it (split from the table cell it was previously combined with).