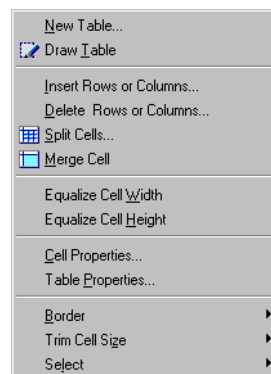


# Table

**T**able menu provides features that help you create and design tables. You will use tables quite often while creating your web site and will be come to be one of the most important elements to the design of your site.

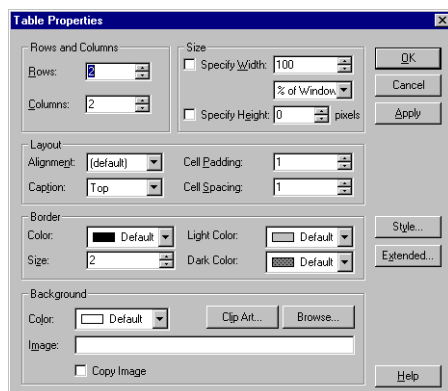


## NEW TABLE

### Table-New Table...

Select this option to create a new table. You will be asked to specify the number of rows and columns you want.

When you select the *New Table* command from the *Table* menu, the *Table Properties* dialog box appears as shown below. Select the options on the table size and appearance from this dialog box, then click *OK*. If you click the *Apply* button, the *Table Properties* dialog box will not disappear and you will be able to see the table behind the dialog box. This way, you can continue creating or adjusting without having to re-open the dialog box.



Rows and Columns	Rows	Specify the number of rows you want.
	Columns	Specify the number of columns you want.
Size	Specify Width	Specify the width of table. You have two options; relative and absolute width. The relative width is decided by the proportion of the table to the full width of a window. The absolute width is one that is measured in pixels. If you specify the width in pixels, the table size will be a fixed size.
	Specify Height	Specify the height of the table in pixels.
Layout	Alignment	You can specify the horizontal position of a table by selecting from the following options; left, right, center. The horizontal position of a table can be specified only in the <i>Table Properties</i> dialog box. It is not available on the align buttons on the <i>Format</i> toolbar. This will decide where on the screen your table will reside.
	Caption	You can specify the location of the caption, which is the description of the table. It can be at the top, bottom, left or right. Since you can't enter or edit the caption in the edit window of the Namo WebEditor, you will need to select the HTML window, then enter or edit the caption directly on the HTML source. By default, the caption is hidden in the edit window. To see the caption, you can use the Preview window or select <i>Preview in Netscape</i> from the <i>View</i> menu.
	Cell Padding	This is the distance between a cell and its content. The default is 1. Below is a sample of tables with different cell spacing.

The cell padding of this table is 0.
--------------------------------------

The cell padding of this table is 5.
--------------------------------------

The cell padding of this table is 10.
---------------------------------------

**Cell Spacing** Specify the border size. This is the distance between the cell and the table. The default is 2. Below is a sample of tables with different border sizes.

The border  
size of this  
table is 0.

The border  
size of this  
table is 5.

The border  
size of this  
table is 10.

## Border

**Color** Specify the color of the border.

**Size** Specify the border thickness. The default is 1; when you specify 0, the border becomes invisible. If you activate the *Format Mark*, from the *Mark Set* command in the *View* menu, the border with 0 thickness will be displayed as a dotted line. Below is a sample of tables with different border thicknesses.

The border  
thickness of  
this table is 1.

The border  
thickness of  
this table is 0.

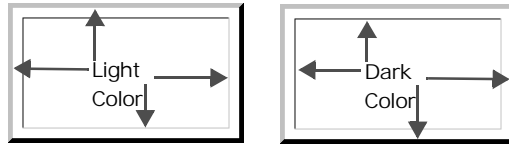
The border  
thickness of  
this table is 5.

**Reference** If you select *Custom* color when choosing colors, you will have the choice of your own colors as well as the 16 suggested colors.

The *Color* dialog box will appear only when the display is set to 256 (or more) colors in Windows. As a precaution, we recommend you stick with the browser safe colors. For more information on colors, see *Color(6-3)*.

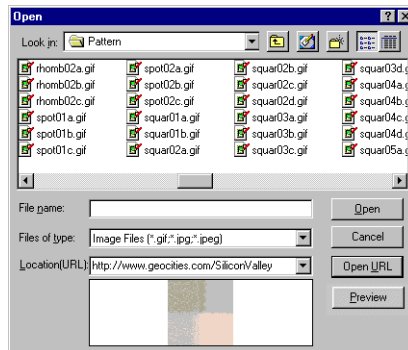
**Light Color** Specify the color for the outer-left, outer-top, inner-right, and inner-bottom of the border.

**Dark Color** Specify the color for the inner-left, inner-top, outer-right, and outer-bottom of the border.

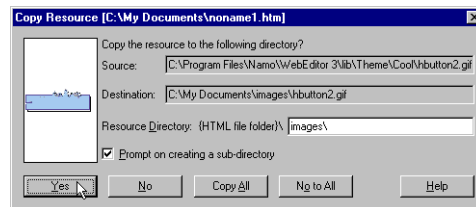


**Reference** In Netscape only one color will be used in the way that the same color is displayed two ways; lighter and darker.

<b>Background</b>	<b>Color</b>	Specify the background color of the table. You can either choose from the 16 colors or delve into the custom color choices.
	<b>Image</b>	You can specify image to be used as the background of your table. Once you select a background image, the background color will no longer be displayed.
	<b>Clip Art</b>	You can chose one of the many clip art images Namor WebEditor provides as a background image for your table. For more information, see <i>Clip Art(5-13)</i> .
	<b>Browse</b>	If you do not know the file name and path, click <i>Browse</i> to search your hard drive for the correct file. For more information on using background images, see <i>Image(5-7)</i> .



**Copy Image** If you select this option, the *Copy Resource* dialog box appears the next time you save the document. The *Copy Resource* dialog box is used for saving image files along with the current documents into a sub folder in your main directory, or the directory that has your index.html file in. The suggested name for the sub folder is 'images', but you can specify your own. This feature not only helps with keeping your site organized, but it guards slightly against file damage.



When you specify a background image to the table, it will be repeatedly displayed horizontally and vertically.



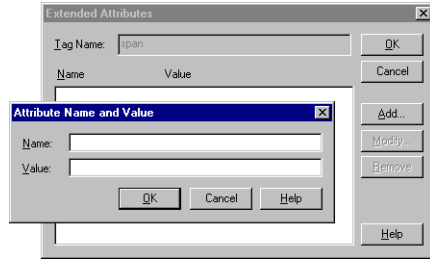
## Style

If you click the *Style...* button in the *Table Properties* dialog box, the *Style* dialog box appears. The options you select here will be applied to the entire table. You can see the list of styles that are specified for the document on the *Class* tab.

The values that you specify in this dialog box will be the default values for your table. For example, if you set blue for the Foreground color, all the characters in the table will be displayed in blue. For more information on the *Style* dialog box, see *Paragraph Style(6-25)*.

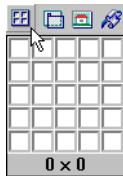
**Extended**

To use a tag, not bound by the HTML rule that the Namo WebEditor supports, click the *Extended...* button. The *Extended Attributes* dialog box will then appear. After clicking the *Add* button, enter the Name and Value of the Attribute and click *OK*.

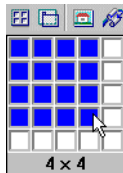


**Reference** You can create a table quickly and easily by using the *Create Table* button on *Standard* toolbar. When using this button, however, you cannot specify the details for the appearance of the table. If you want to adjust these attributes, select *Table Properties...* from the *Table* menu, after creating the table.

- 1 Click the *Create Table* button.



- 2 Select the number of rows and columns that you want by dragging the mouse.



- 3 A table will then be inserted in the edit window at the current cursor position.

## DRAW TABLE

### Table-Draw Table

This allows you to draw or erase a table as you would on paper with a pencil. This makes it simple to insert a new row or column. You can also remove a row or column in a table using this command.

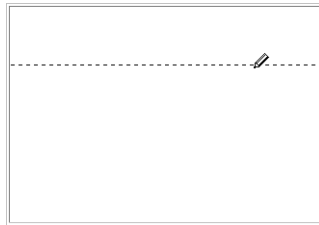
- 1 Select the *Draw Table* command from the *Table* menu. The *Table Tools* toolbar appears, and the pointer changes to a pencil.



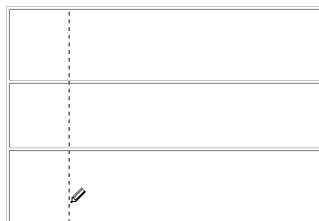
- 2 Drag the mouse to draw a table. A table with one cell is then created.



- 3 Draw the horizontal lines as you want them within the table.



- 4 Draw the vertical lines and place them where you want within the table.



- 5 You can also draw horizontal/vertical lines within part of the table. This feature is indispensable to create complicated tables like this.


### Erasing a Table

To remove part of a table, use the *Erase Table* button on the *Table Tools* toolbar.

- 1 When you click the *Erase Table* button, the pointer then changes to an eraser.
- 2 While holding down on the mouse button, move to the line you want to remove. It will turn red.

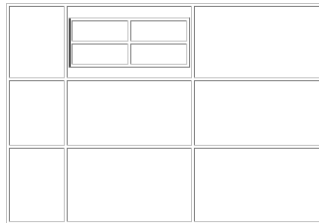

- 3 If you release the mouse button, the line will be deleted.




## Escape Drawing Table

To exit from the drawing function after creating a table, click the *arrow* button on the *Table Tools* toolbar or press <Esc> on your keyboard.

**Reference** To insert a table within a table, you must use the *New Table* command on the *Table* menu or click the *Create Table* button on *Standard toolbar*. You cannot create nested tables with the *Draw Table* feature.

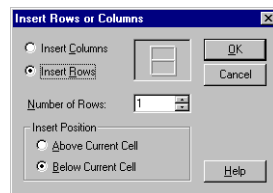


## INSERT ROWS OR COLUMNS

### Table-Insert Rows or Columns... <F10>

This option will allow you to insert a line within a table. You can insert multiple horizontal/vertical lines at a time.

With the cursor inside the table, select the *Insert Rows* or *Columns...* command from the *Table* menu. The *Insert Rows* or *Columns* dialog box will appear. Specify the kind of line, the number of lines and where you want to insert the lines within the table, then click *OK*.



## TABLE

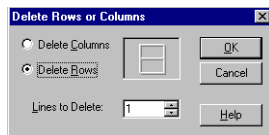
### Delete Rows or Columns

Insert Columns	This will insert a vertical line.
Insert Rows	This will insert a horizontal line.
Number of Columns	Use this to specify the number of lines you want to put in your table.
Insert Position	Specify the location where the lines are to be inserted. When you insert a horizontal line, you can select between the two positions; left or right of current cell. And when you insert a vertical line, you can select either above or below.

## DELETE ROWS OR COLUMNS

### Table-Delete Rows or Columns... <Shift+F10>

This will allow you to delete multiple horizontal/vertical lines of the table. When you select the *Delete Rows* or *Columns...* command on the *Table* menu, while the cursor is inside the cell you want to delete, the *Delete Rows* or *Columns* dialog box will appear. Specify the type and number of lines to delete, then click *OK*.



Delete Columns	This option will delete a vertical line.
Delete Rows	This option will delete a horizontal line.
Lines to Delete	Specify the number of horizontal/vertical lines to delete. Remember that the cell where the cursor position is will be included in which lines are to be deleted. Note that you can always reverse the delete action by selecting the <i>Undo</i> command from the <i>Edit</i> menu.

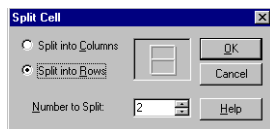
## SPLIT CELL

### Table-Split Cell...



This allows you to split cells into columns or rows. In a vertically split cell, a new cell will be created to the right of the original. In the horizontally split cell, the new cell is created below.

With the cursor inside the table, select the *Split Cells* command from the *Table* menu. The *Split Cell* dialog box will then appear. Specify the direction (horizontal or vertical) and the number of cells to split, then click *OK*.



## MERGE CELL

### Table-Merge Cell



This option will merge neighboring cells into one. The content of the cells is not deleted by the merge action.

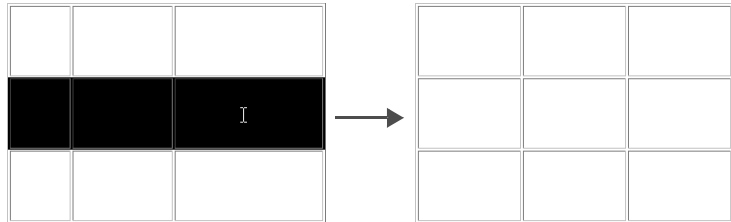
- 1 In the group of cells you are planning to merge, place the cursor in the one that is at the margin.
- 2 While holding the <Shift> key, select other cells by clicking on them at a time. All the lines between the selected cells will then be selected.
- 3 Select the *Merge Cell* command from the *Table* menu. The selected cells will now be merged into one.

**Reference** You can also select the cells by dragging the mouse or clicking while pressing the <Shift> key. Choose the way you prefer.

## EQUALIZE CELL WIDTH

### Table-Equalize Cell Width

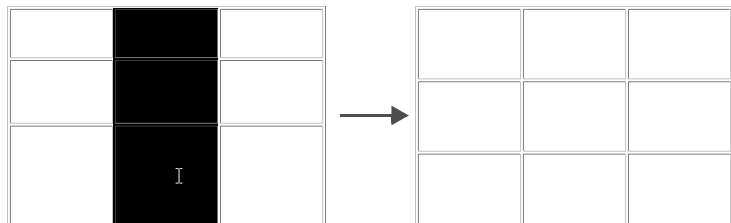
This will allow you to equalize the width of neighboring cells. After selecting the rows you want to equalize, choose *Equalize Cell Width* from the *Table* menu.



## EQUALIZE CELL HEIGHT

### Table-Equalize Cell Height

This is the same as equalizing the width, but rather than affect the width, the height is equalized. After selecting the columns to equalize, choose the *Equalize Cell Height* command on the *Table* menu.

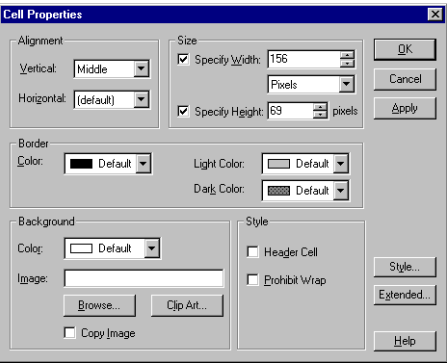


## CELL PROPERTIES

### Table-Cell Properties...

This option allows you to adjust the cell properties. It is used mostly to adjust properties of small parts in a table. If you want to modify the entire table, select *Table Properties* from the *Table* menu.

When you select the *Cell Properties* command from the *Table* menu, the *Cell Properties* dialog box will appear as shown below. Choose between the various options and click *OK*. If you click the *Apply* button, the *Cell Properties* dialog box will not disappear after you have made your selections, and you can continue working on the properties.



### Alignment

#### Vertical

Specify the vertical alignment position of the cell contents. You can select from top, middle, bottom and baseline.

HTML Headache Killer, Namo WebEditor 3.0 !	HTML Headache Killer, Namo WebEditor 3.0 !	HTML Headache Killer, Namo WebEditor 3.0 !	HTML Headache Killer, Namo WebEditor 3.0 !
Top	Middle	Bottom	Baseline

#### Horizontal

Specify the horizontal alignment position of the cell contents. You can select from left, right and center.

HTML Headache Killer, Namo WebEditor 3.0 !	HTML Headache Killer, Namo WebEditor 3.0 !	HTML Headache Killer, Namo WebEditor 3.0 !
Left	Right	Center

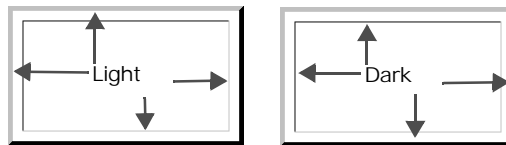
**Reference** When the cell contents consist of one single paragraph, the difference between the results of *Horizontal Alignment* cell alignment versus the Paragraph alignment is hardly visible. But when the contents make two paragraphs, the differences become very visible. If you use the *Horizontal Alignment* options in the *Cell properties* dialog box, you can adjust the contents of entire cells. When you use the *Align* options in the *Paragraph Properties* dialog box, you can align each paragraph differently.

## Size

**Specify Width** Specify the width of a cell. You have two options; relative and absolute width. The relative size is the proportion of cell to the width of a table. The absolute width is measured in pixels. If you specify the width in pixels, the total size of the cell widths must be smaller than that of the whole table. To explain, if your table is 600 pixels, your cell widths have to be 599 or less. If there is a problem in the size and you cannot get the cell to change even after you have adjusted it, use the *Select Column* on the *Select* command on the *Table* menu. This way you can select all the cells in a column and change their widths.

**Specify Height** Specify the height of cell in pixels. When all the cells in a row have different heights, they can be set at the size of the largest. If you are unable to fix this even after you have adjusted the height of that particular cell, try using *Select row* on the *Select* command on the *Table* menu. This way you can select all the cells in a row and change their height as a group.

<b>Border</b>	<b>Color</b>	Specify the border color of the current cell or all selected cells. You can choose to use custom colors here as well. If you select custom colors, you will have a selection of over 256. But if the <i>Light/Dark Colors</i> are specified, no border color will be displayed.
	<b>Light Color</b>	Specify the color for the outer-left, outer-top, inner-right, and inner-bottom of the border.
	<b>Dark Color</b>	Specify the color for the inner-left, inner-top, outer-right, and outer-bottom of the border.

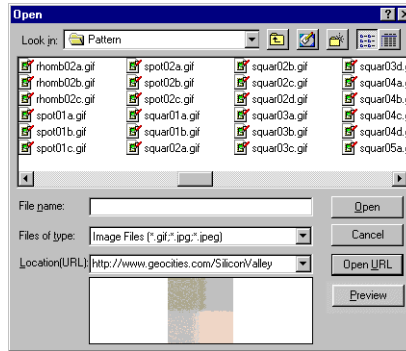


**Reference** In Netscape, only the same color will instead of separate light and dark colors. One color will simply be lighter than the other.

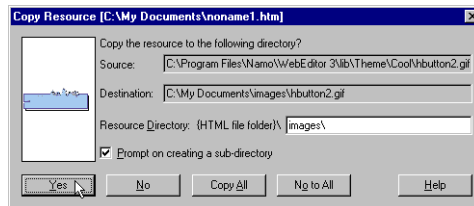
<b>Background</b>	<b>Color</b>	Specify the background color of the cell. You can use Custom color as well as the 16 suggested colors. When the background colors are different between the cell and the table, the background color of the cell will be displayed.
	<b>Image</b>	You can specify an image file to be used as the background image. If you choose a background image for the cell and table and select a background color of a cell at the same time, the background image of the cell will be what is displayed.
	<b>Clip Art</b>	You can select one of the various clip art images supplied by the Namo WebEditor as a background image. For more information on this, see <i>Clip Art(5-13)</i> .

**Browse**

You can specify the background image by entering the location of an image file. You can not only choose an image file from your hard drive, but you can also take a file straight from the internet simply by inputting the correct URL. For more information on how to do this, see *Image(5-7)*.


**Copy Image**

If this option is active, the *Copy Resource* dialog box will appear after you save any document. The *Copy Resource* dialog box helps in organizing your directories. It gives you the option to save all your image files into a sub directory of your main HTML directory (whatever you specified to save your original document in). The suggested name for this folder is 'images', but you can change it to something else.



When you specify a background image to the cell, it will be repeatedly displayed horizontally and vertically. Note that the size of the cell has to be large enough for the background image to be displayed.



	<b>New Books</b>	
<i>Fiction</i>	<i>Culture</i>	<i>Science</i>
<i>Non-Fiction</i>	<i>Entertainment</i>	<i>Technology</i>

## Style

**Header Cell** If you select this option, the contents in the cell will be changed with a bold look.

**Prohibit Wrap** This prevents a line from even flowing onto another line without hitting enter. It will move the cell walls over to compensate for whatever space it needs. The default is for this to be in the off mode as it is not cross-browser compatible.

## Style...

If you click the *Style...* button in the *Cell Properties* dialog box, the *Style* dialog box will appear. The selected options in it will apply to the entire cell. You can see the list of all styles that are specified for a document on the *Class* tab.

The values that you specify in this dialog box will be the default values for the cell. Meaning if you set blue for the Foreground color, all the characters in the cell will be displayed in blue. For more information on the *Style* dialog box, see *Paragraph Style(6-25)*.

## Extended

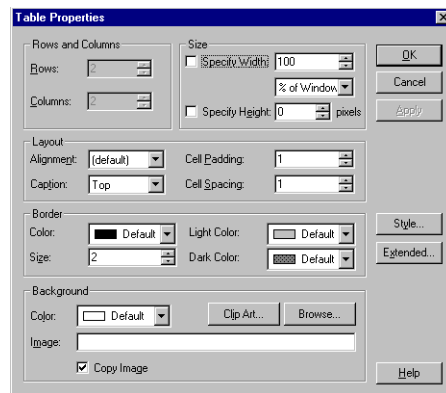
To use a tag, not bound by the HTML rule that Namio WebEditor supports, click the *Extended...* button. Then the *Extended Attributes* dialog box appears. After clicking the *Add...* button here, enter the Name and Value of the Attribute. Then click *OK*.

## TABLE PROPERTIES

### Table-Table Properties...

This will allow you to adjust or check the table properties. For more information on the *Table Properties* dialog box, see *Draw table(7-7)*.

You can adjust the properties of the entire table here. If you wish to modify the properties of specific cells in the table, select the *Cell Properties...* command from the *Table* menu.



## BORDER

### Table-Border

This will allow you to quickly modify the look of the border.

When you select the *Border* command from the table menu, you will have four options. Each one can drastically change the look of the border.

- |               |  |
|---------------|--|
| <b>Normal</b> | Sets the <i>border size</i> to 1, and gives the default value for <i>Light</i> and <i>Dark Color</i> options.          |
| <b>Thin</b>   | Sets the border to 0, <i>Light Color</i> is white, <i>Dark Color</i> is black. This border has a very thin look to it. |

<b>Thick</b>	Sets the <i>border size</i> to 0, <i>Light Color</i> is Black, <i>Dark Color</i> is White. This border has a thicker look to it.
<b>Hide Border</b>	Indicates the <i>Cell Padding</i> is 0 and the Border is invisible.

## TRIM CELL SIZE

### Table-Trim Cell Size

This will trim the cell size to a specific fixed width.

When you select the *Trim Cell Size* command from the *Table* menu, three items appear. Please read how they can change your table settings.

**Trim Cell Size** This trims the inside of the cells. Useful when you want to bring the original width value back after a cell has been modified incorrectly.

#### Remove Width Attribute

Removes the width attributes tag from the Table/Cell Properties.

#### Remove Height Attribute

Removes the height attributes tag from the Table/Cell Properties.

## SELECT

### Table-Select

This option will select certain parts inside the table.

When you choose the *Select* command from the *Table* menu, four items appear. Each one you select will highlight different parts of the table.

- Select Cell** This option will select the current cell.
- Select Row** This will select an entire row. You can alternatively do this by holding down the <Shift> key and dragging the mouse along to select the cells as if you were selecting text.
- Select Column** This will select an entire column. The alternate way to select a column is the same as selecting a row, except this time it is vertical rather than horizontal.
- Select Table** This will select the whole table. Useful to delete or copy all the contents of the table. Very helpful for selecting a table that is nestled inside other tables.

**Reference** Sometimes it may be necessary to delete a table that has been imported from another web document. If you follow these steps, you will be able to do it quickly and easily. Place the cursor inside the table and click. The cursor should be focused inside the table. Once you have done this, press <Shift+Esc> on your keyboard. Then the cursor position will appear on one of the corners of the table. When you see this, press <Delete> or <Backspace> to delete the table. You can also choose *Select Table* from the *Select* command on the *Table* menu and press the <Delete> key after it has been highlighted.