


Adobe Dreamweaver CS3: Getting Started with Tables & Adjusting Basic Table Elements & Formatting Options

This document explains how to create tables, add text and images to tables, and select a table or table parts in a Dreamweaver document.

- Creating Tables & Adding and Formatting Table Text
- Inserting Images & Selecting a Table or Table Parts
- Comparing Table & Cell Properties
- Adding, Deleting & Resizing Rows & Columns
- Merging & Splitting Cells
- Adjusting Cell Spacing & Padding
- Working with Borders & Using Header Cells
- Adding Backgrounds


Creating Tables

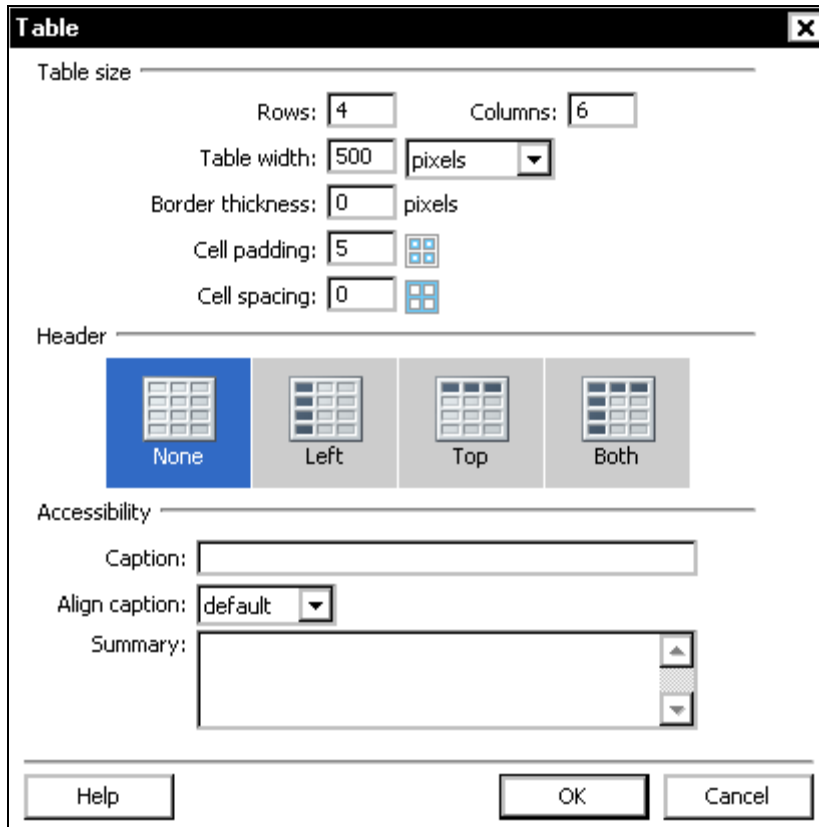
Tables are composed of horizontal rows and vertical columns. When creating tables, you have the option of using the *Insert* menu or the **Table** button  located on the *Insert* bar in the *Common* tab.

Creating Tables

1. Place your insertion point where the table should appear
2. From the *Insert* menu, select **Table**

OR

From the *Insert* bar, in the *Common* tab, click **TABLE** 
The *Table* dialog box appears.



3. In the *Rows* text box, type the desired number of rows
4. In the *Columns* text box, type the desired number of columns
5. OPTIONAL: To alter the width of the table,
 - a. In the *Table width* text box, type the desired size
 - b. From the *Table width* pull-down list, select the unit of measurement

NOTES:

The *Percent* option specifies a percent of the screen the table will take up. Your control over the size is relative because the table will adjust to fit the size of the user's browser.

The *Pixels* option specifies the exact size of the table, giving you more direct control.

6. OPTIONAL: To add a border around the cells of the table, in the *Border thickness* text box, type a number
HINT: For no border, type **0** (zero).
7. OPTIONAL: To adjust the cell padding and cell spacing, in the *Cell padding* and *Cell spacing* text boxes, type the desired numbers
NOTE: *Cell spacing* is the space between adjacent cells. *Cell padding* is the amount of blank space surrounding text or images in a cell. Adjusting either of these options affects the entire table proportionally.
8. Click **OK**
A blank table appears.

Adding the Table ID

To increase the accessibility of your web page, it is recommended that you add a table ID. The table ID is similar to the alternate text of an image; it identifies the object to devices that read web page content.

1. Select the entire table
2. In the *Table Properties* pane, in the *Table Id* text box, type appropriate text by which to identify your table



3. Press **[Enter]**

Adding and Formatting Table Text

Text is added to a table by typing directly in the table's cells. Once text has been added to a table, it is formatted just as any other text in a document would be.

Adding Table Text

1. With the insertion point in the desired cell, type the appropriate text
HINT: To move between table cells, press **[Tab]**
2. Repeat as necessary

Aligning Text within a Cell

You can align text horizontally or vertically within a cell. The horizontal alignment options are left, right, center, and default, which is the alignment of the text when the cell was created. The vertical alignment options are default, top, bottom, middle, and baseline.

HINT: Baseline aligns all the text in the row along the imaginary line at the bottoms of the letters.

1. Place the insertion point in the desired cell
2. From the *Horz* pull-down list, select the desired option
3. To adjust the vertical alignment, from the *Vert* pull-down list, select the desired option

Inserting Images

Images are inserted into tables just as they are inserted anywhere else in a web page. For more information about images refer to [Working with Images](#).

Selecting a Table or Table Parts

A table or parts of a table can be selected so that you can edit or delete certain cells, rows, or columns within a table.

Selecting a Cell

1. [Ctrl] + click in the desired cell
The cell is selected.

Selecting a Row

1. Move the insertion point to the left of the row
A dark arrow appears.
2. Click once. The row is selected.
3. OPTIONAL: To select multiple rows, drag the arrow past the rows you wish to select

Selecting a Column

1. Move the mouse to the top of the column
A dark arrow appears.
2. Click once. The column is selected
3. OPTIONAL: To select multiple columns, drag the arrow past the columns you wish to select

Selecting an Entire Table: Quick Menu Option

1. Right click within the table » select *Table » Select Table*

Selecting an Entire Table: Mouse Option

1. Place the pointer over any border of the table
The pointer becomes a 2 headed arrow with two vertical or horizontal lines (depending on which border you have your insertion point over) between the arrows.
2. Click the border. The entire table is selected.

Tables: Adjusting Basic Table Elements

Once you have created basic table elements, you may want to adjust them. This document explains the difference between table and cell properties and shows how to adjust basic table elements.

- Comparing Table & Cell Properties
- Adding, Deleting & Resizing Rows and Columns
- Merging & Splitting Cells
- Adjusting Cell Spacing and Padding

Comparing Table and Cell Properties

When you adjust tables, you can adjust some properties that affect the entire table and other properties which affect only the cell you are working with. For example, if you want to align the entire table with the center of the page, you would adjust the alignment property of the entire table. If you wanted to align the text in a cell with the center of that cell, you would adjust the alignment property of that individual cell.

Because table properties and cell properties are often called the same thing, it is important to pay attention to which property you want to adjust. The following table summarizes some of the key differences:

	Table Property	Cell Property
Alignment	Aligns the entire table to the right, center, or left of the page	Aligns the text in a cell to the right, center, or left of the cell
Height	Adjusts the height of the entire table	Adjusts the height of the specified cell
Width	Adjusts the width of the entire table	Adjust the width of the specified cell

Adding Rows and Columns

You may add a row or column to a table you have already created. This can be accomplished through the *Modify* menu; however, pressing [**Tab**] in the last cell of the table will also add a new row.

1. To add a row, place the insertion point in the row below where the new row should appear
To add a column, place the insertion point in the column to the right of where the new column should appear

NOTES:

When you insert a row, it will appear above the selected row.

When you insert a column, it will appear to the left of the selected column.

2. From the *Modify* menu, select **Table » Insert Row** or **Insert Column**

OR

Right click the insertion point and select **Table » Insert Row** or **Insert Column**

Deleting Rows and Columns

When you delete a row or column, all cells and their contents are deleted.

1. Place the insertion point within the row or column to be deleted

2. From the *Modify* menu, select **Table » Delete Row** or **Delete Column**
OR

Right click the insertion point and select **Table » Delete Row** or **Delete Column**

Resizing Rows and Columns

WARNING: If you use the drag option to resize row height or column width, keep in mind that changes made to one column or row will affect every other column and row proportionally. If you do resize cells using the drag option, note that table widths fixed at greater than 600 pixels may cause the following:

- Table content may be cut off when printing.
- Fixed column width for one or more columns may force awkward spacing that is not intended in other columns.

Fixed row height may cause awkward or uneven spacing between rows. It is better to set and maintain a relative height and width by adjusting rows and columns using the Table Properties Pane.

Adjusting Row Height

You can adjust row height either by clicking and dragging the border or by typing a value in the *Table Properties* pane. It is recommended, to ensure uniform formatting, that the row height be typed rather than dragged.

1. Point to the left of the row you wish to adjust
Your pointer turns into a black arrow.
2. Click to select the row
3. In the *Table Properties* pane, in the *H* text box, type the desired row height
4. Press [**Enter**] The row is adjusted to the specified height.

Adjusting Column Width

You can adjust column width either by clicking and dragging the border or by typing a value in the *Table Properties* pane. It is recommended, to ensure uniform formatting, that the column width be typed rather than dragged.

1. Point above the column you wish to adjust
Your pointer turns into a black arrow.
2. Click to select the column
3. In the *Table Properties* pane, in the *W* text box, type the desired column width
4. Press [**Enter**]
The column is adjusted to the specified width.

Merging Cells

1. Select the cells to be merged
NOTE: To learn how to select cells, see Getting Started with Tables.
2. From the *Modify* menu, select **Table » Merge Cells**

OR

In the *Table Properties* pane, click **MERGES SELECTED CELLS USING SPANS**



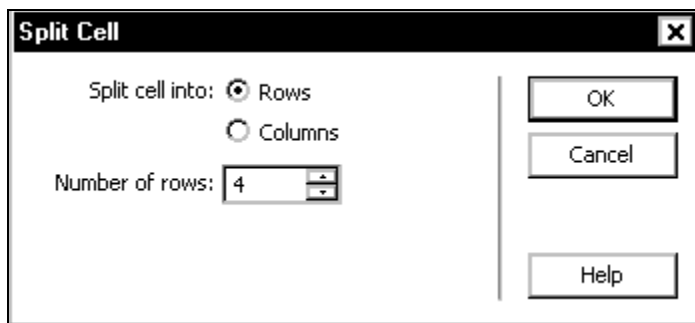
Splitting Cells

1. Select the cell(s) to be split
NOTE: To learn how to select cells, see Getting Started with Tables.
2. From the *Modify* menu, select **Table » Split Cell...**

OR

In the *Table Properties* pane, click **SPLITS CELL INTO ROWS OR COLUMNS**

The *Split Cell* dialog box appears.



3. For *Split cell into*, select **Rows** or **Columns**
4. In the *Number of rows* or *Number of columns* text box, type the desired number
5. Click **OK**

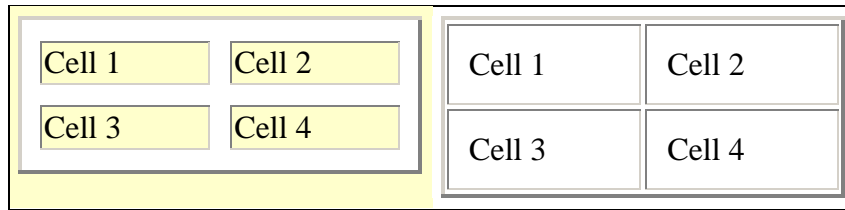
Adjusting Cell Spacing and Padding

Cell spacing is the space between adjacent cells. Cell padding is the amount of blank space surrounding text or images in a cell. Adjusting either of these options affects the entire table.

The following graphics are examples of tables that use cell spacing and cell padding:

Cell Spacing of 10

Cell Padding of 10



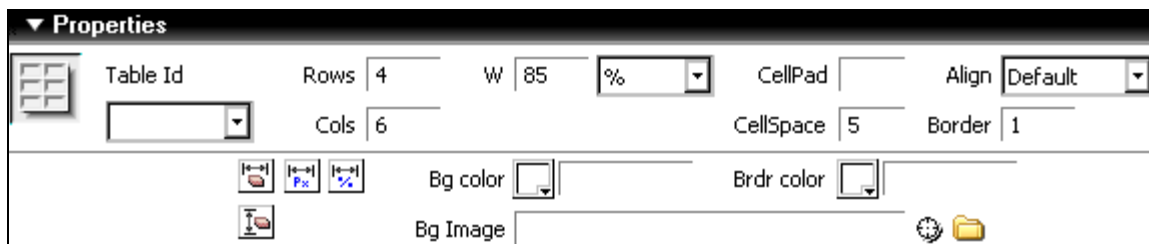
Adjusting Cell Spacing

1. Place the insertion point in the table
2. From the *Modify* menu, select **Table » Select Table**

OR

Right click a cell » select **Table » Select Table**

The *Table Properties* pane appears.



3. In the *CellSpace* text box, type the desired number
4. Press **[Enter]**
Cell space is adjusted.

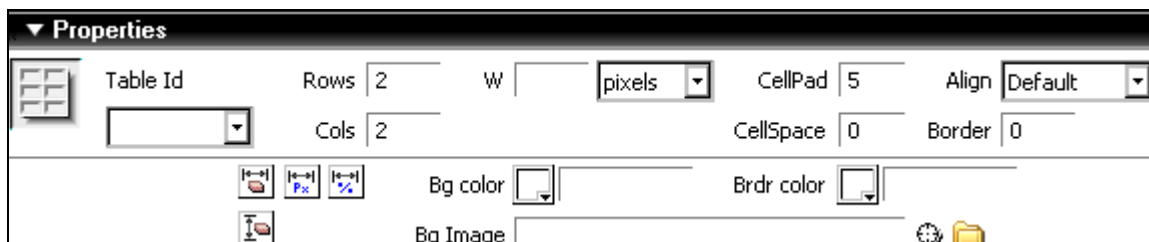
Adjusting Cell Padding

1. Place the insertion point in the table
2. From the *Modify* menu, select **Table » Select Table**

OR

Right click a cell » select **Table » Select Table**

The *Table Properties* pane appears.



3. In the *CellPad* text box, type the desired number
4. Press **[Enter]**

Tables: Formatting Options

In addition to adjusting basic table elements, you can format tables with options such as borders, column/row header cells, and backgrounds.

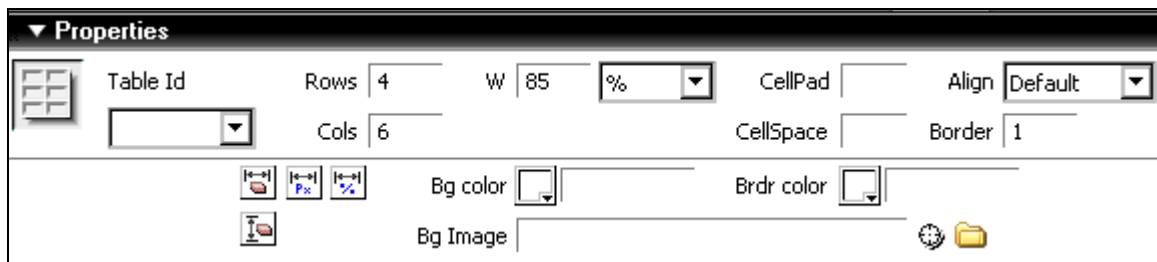
- Working with Borders & Using Header Cells
- Adding Backgrounds

Working with Borders

A border is a group of lines that mark the edges of cells and tables. You can specify the width and color of a border.

Applying Borders

1. Place the insertion point in the desired table
2. From the *Modify* menu, select **Table » Select Table**
OR
Right click the cell » select **Table » Select Table**
The *Table Properties* pane appears.

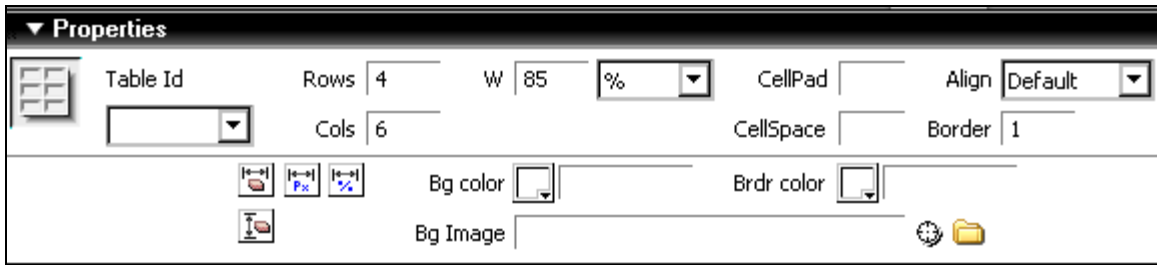


3. For no border, in the *Border* text box, type **0** (zero) or leave the text box blank
To include a border, in the *Border* text box, type a number greater than zero.
NOTE: The larger the number, the wider the border.

Adjusting Border Color

When choosing a border color, keep in mind that not all browsers support colored borders. Also, the borders may look different when viewed from different browsers and from different versions of the same browser.

1. Place the insertion point in the table
2. From the *Modify* menu, select **Table » Select Table**
OR
Right click the cell » select **Table » Select Table**
The *Table Properties* pane appears.



- In the *Brdr color* text box, type the hexadecimal value of the desired color

OR

From the *Brdr color* box , select the desired color

To learn more about hexadecimal color values, refer to [Selecting Colors by Value](#)

Using Header Cells

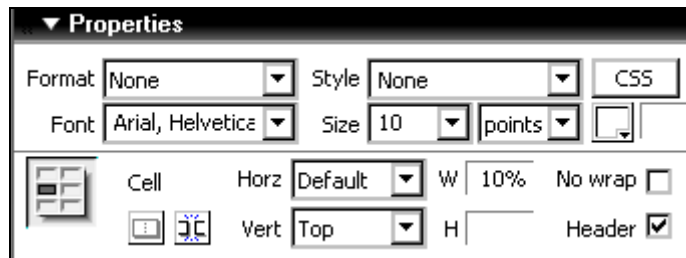
A header cell is a cell that labels its row or column. The text within the header cell is bold and centered. Header cells improve the page's accessibility for vision-impaired users. In the table that follows, the header cells are the cells that contain the class name and the weeks.

Physics					
Week 1	Problem 1	Read Ch 2	Problem 2	Quiz	Discussion of Quiz
Week 2	Read Ch 3	Problems 3 & 4	Read Handout	Problem 5	Discussion of Problems 3,4 & 5
Week 3	Read Ch 4	Problem 6	Reserve Reading	Review for Test	Test #1

- Select the appropriate row, column, or cell(s)

The *Row* or *Column Properties* pane appears.

NOTE: For information on selecting within tables, refer to [Getting Started with Tables](#).



- Select **Header**

NOTE: The header option is selected when a check appears in the *Header* checkbox.

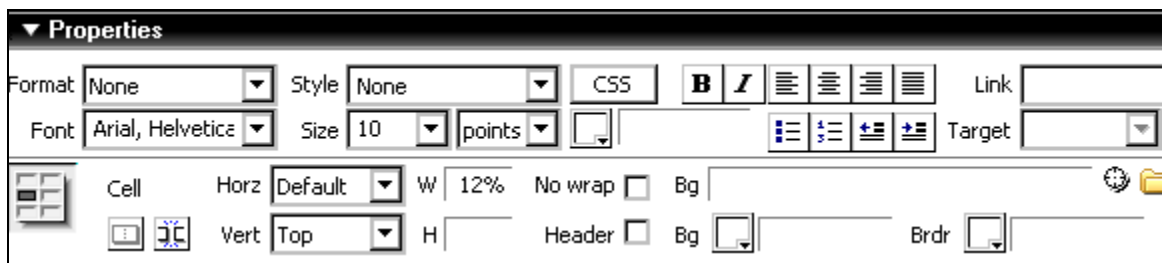
Adding Backgrounds


A background is an image or solid color that appears behind text or images in the table. You can apply a background to an individual cell or to the entire table.

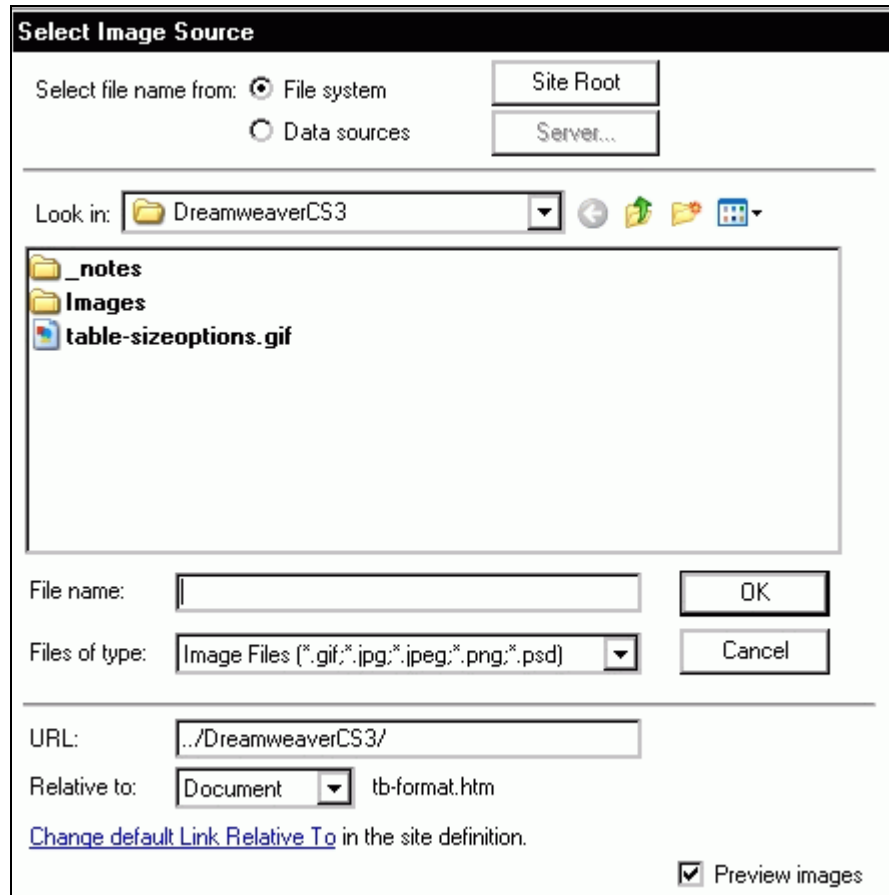
WARNING: Not all browsers support background images for tables or cells. Also, the backgrounds may look different when viewed from different browsers and from different versions of the same browser.

Adding Cell Background Images

1. Place the insertion point in the appropriate cell
The *Cell Properties* pane appears.



2. In the *Bg* text box, type the location of the desired image
OR
To select the image,
 - a. Click **BACKGROUND URL OF CELL** 
The *Select Image Source* dialog box appears.



- b. Using the *Look in* pull-down list, locate and select the appropriate file
- c. Click **OK**

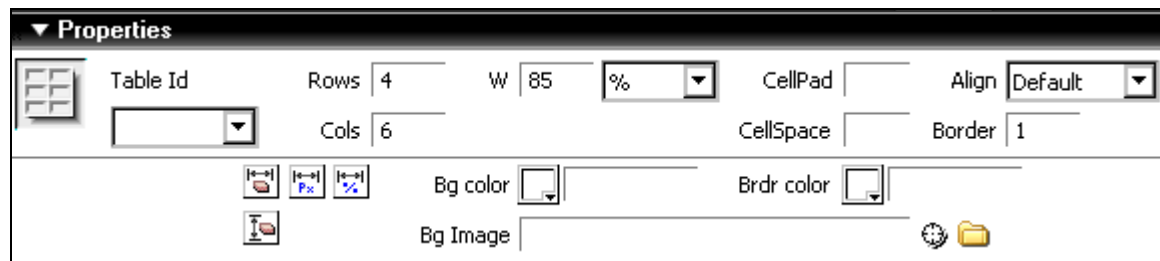
Adding Table Background Images

1. Place the insertion point in the table
2. From the *Modify* menu, select **Table » Select Table**

OR

Right click the cell » select **Table » Select Table**

The *Table Properties* pane appears.



- In the *Bg Image* text box, type the location of the desired image
OR

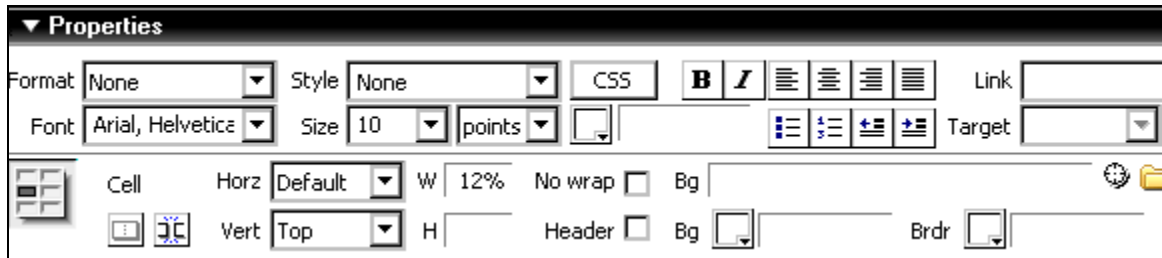
To select the image,

- Click **BROWSE FOR FILE**  Using the *Look in* pull-down list, locate and select the appropriate file Click **OK**

Adding Cell Background Colors

Adding background colors to cells can be very useful. Oftentimes, alternates rows or columns of a table are shaded to allow for easier reading.

- Place the insertion point in the appropriate cell
The *Cell Properties* pane appears.



- In the *Bg* color text box, type the hexadecimal value of the desired color
OR

From the *Bg* color box , select the desired color

To learn more about hexadecimal color values, refer to [Selecting Colors by Value](#)

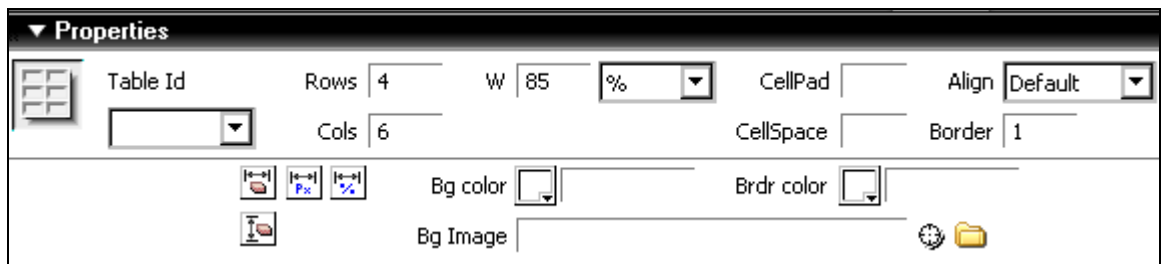
Adding Table Background Colors

- Place the insertion point in the table
- From the *Modify* menu, select **Table » Select Table**


OR

Right click the cell » select **Table » Select Table**

The *Table Properties* pane appears.



- In the *Bg color* text box, type the hexadecimal value of the desired color
OR

From the *Bg color* box , select the desired color
To learn more about hexadecimal color values, refer to [Selecting Colors by Value](#)