In this session, I will describe advanced techniques for formatting tables.

Creating a table
- Select Insert > Table.
- Select the table options.
- Click OK.

Removing inline formatting in a table
- Click inside the table.
- Select Table > Reset Local Cell Formatting.

Creating rounded corners
- Open your stylesheet in the Advanced View.
- Select the table style.
- Set the border-radius style property.

Setting table widths
- Open your stylesheet in the Advanced View.
- Select the table style.
- Set the width or max-width property.

Aligning tables
- Open your stylesheet in the Advanced View.
- Select the table style.
- Set the margin-left and margin-right properties:
  - left align: margin-left: 0 and margin-right: auto
  - center-align: margin-left: auto and margin-right: auto
  - right-align: margin-left auto and margin-right: 0

Aligning table content
- Open your stylesheet in the Advanced View.
- Select the th (for the header) or td (for content) tag.
- Set the text-align property.

Highlighting rows or cells on hover
- Open your stylesheet in the Internal Text Editor.
- Add the following style definitions:
  tr:hover { background-color: #ffff00; }
  td:hover { background-color: #ffff00; }

-OR-
  tr:hover { background-color: #ffff00; }
  td:hover { background-color: #ffff00; }
Formatting a cell in a table

- Open your stylesheet in the Advanced View.
- Select the td style.
- Click Add Class.
- Type a class name and click OK.

Print: repeating table headers across pages

- Open your stylesheet in the Advanced View.
- Select the thead style.
- Set the display property to table-header-group.

Print: repeating table captions across pages

- Open your stylesheet in the Advanced View.
- Select the caption style.
- Set the caption-side property to top or bottom.
- Set the mc-caption-repeat property to true.
- If you want to append text to the caption, select mc-caption-continuation and type the text.

Print: preventing page breaks inside tables or rows

- Open a table style.
- Select the General tab.
- Click Advanced.
- Set the Page Break Inside property to Avoid.
- OR-
- Open a stylesheet.
- Select the table or tr tag.
- Set the Page Break Inside property to Avoid.

Print: showing/hiding bottom border when table spans multiple pages

- Open your stylesheet in the Advanced View.
- Select the table tag.
- Set the mc-hide-bottom-ruling property.

Creating a table style

- Select File > New.
- For File Type, select Table Style.
- Select a Template.
- Type a Name.
- Click OK.

Formatting header rows

All tables

- Open your stylesheet in the Advanced View.
- Select the th tag.
Table styles
- Open a table style.
- Select the Header tab.

Formatting without a “header” row
- Open a table style.
- Select the Row tab.
- Add a new row style.
- Set the Row1 style properties.
- Set the Row2 style to repeat 99 times.

Formatting sub-header rows
- Open a table style.
- Select the Row tab.
- Add a new row style.
- Set the Type to Custom.

Setting width of first column
- Open a table style.
- Select the Columns tab.
- Add a new column style.
- Set the Column1 style’s Width.
- Set the Column2 style to repeat 99 times.

Highlighting the first column in a table
- Create a table style.
- On the Columns tab, set the first column’s background color.
- Add a 2nd column style and set it to repeat 99 times.
- Format the 2nd column style.

“Zebra stripping” rows or columns
- Open a table style.
- Select the Rows or Columns tab.
- Add a new row/column style.
- Set each row/column style’s Background Color.

Different borders in table header row
```
th:nth-last-of-type(1n+2) { border-right: 1px white solid !important; }
```

Note: you won’t see the formatting in the XML Editor, and this trick is only for modern browsers (not print targets).

Formatting captions

All tables
caption tag
Table styles
```
table.TableStyle-yourtablestyle caption { ... }
```

Numbering captions
- Open your stylesheet in the Advanced View.
- Select the `caption` tag.
- Set the `mc-auto-number-format` property.

Responsive design
You can use JQuery to automatically adjust your tables for different displays and to add interactive features such as content sorting by columns. I recommend the following free scripts:
- [http://goo.gl/hFegY0](http://goo.gl/hFegY0)
- [http://goo.gl/7uCbPW](http://goo.gl/7uCbPW)
- [http://goo.gl/RmgAOK](http://goo.gl/RmgAOK)
- [http://goo.gl/c0Y2MW](http://goo.gl/c0Y2MW)

Keyboard shortcuts
<table>
<thead>
<tr>
<th>Action</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert table</td>
<td>Alt, B, T</td>
</tr>
<tr>
<td>Open table properties</td>
<td>Alt, B, O</td>
</tr>
<tr>
<td>Insert table caption</td>
<td>Alt, B, C, P</td>
</tr>
<tr>
<td>Show/hide gridlines</td>
<td>Alt, B, S, G</td>
</tr>
<tr>
<td>Add new row</td>
<td>Tab (if the cursor is inside the last table cell)</td>
</tr>
<tr>
<td>Select next cell</td>
<td>Tab</td>
</tr>
<tr>
<td>Select previous cell</td>
<td>Shift+Tab</td>
</tr>
<tr>
<td>Select all cells</td>
<td>Alt, B, S, T</td>
</tr>
<tr>
<td>Move selected rows up</td>
<td>Alt+Shift+Down arrow</td>
</tr>
<tr>
<td>Move selected rows down</td>
<td>Alt+Shift+Up arrow</td>
</tr>
<tr>
<td>Insert row above</td>
<td>Alt, B, A</td>
</tr>
<tr>
<td>Insert row below</td>
<td>Alt, B, B</td>
</tr>
<tr>
<td>Insert column to the left</td>
<td>Alt, B, L</td>
</tr>
<tr>
<td>Insert column to the left</td>
<td>Alt, B, R</td>
</tr>
<tr>
<td>Merge selected cells</td>
<td>Alt, B, M</td>
</tr>
<tr>
<td>Split cell</td>
<td>Alt, B, S, C</td>
</tr>
<tr>
<td>Sort table content</td>
<td>Alt, B, S, R</td>
</tr>
<tr>
<td>Clear cell content</td>
<td>Alt, B, C, C</td>
</tr>
<tr>
<td>Remove cell style</td>
<td>Alt, B, C, Y</td>
</tr>
<tr>
<td>Clear cell inline formatting</td>
<td>Alt, B, S, F</td>
</tr>
<tr>
<td>Apply table style</td>
<td>Alt, B, P</td>
</tr>
<tr>
<td>Convert table to text</td>
<td>Alt, B, V</td>
</tr>
<tr>
<td>Delete Table</td>
<td>Alt, B, D, D</td>
</tr>
</tbody>
</table>
### About the presenter

Scott DeLoach is the Founder of ClickStart, where he provides training and consulting for MadCap Flare, Adobe Captivate, embedded user assistance (UA), CSS, HTML5, and Microsoft Word. He has been developing browser-based UA since 1997, and he has received four STC “Best in Show” awards for his work.

Scott is a certified Flare instructor, and he manages the MAD for Flare certification program. Scott is the author of MadCap software’s training guides, *MadCap Flare Developer’s Guide*, *CSS to the Point*, *HTML5 to the Point*, and *Word 2013 to the Point*.

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