

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; }  
-OR-  
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/7uCbPW>
- <http://goo.gl/RmgAOK>
- <http://goo.gl/c0Y2MW>

Keyboard shortcuts

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

About the presenter

Scott DeLoach is the Founder of Click**Start**, 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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