

Step-by-Step

Working With Tables in Mozilla Composer

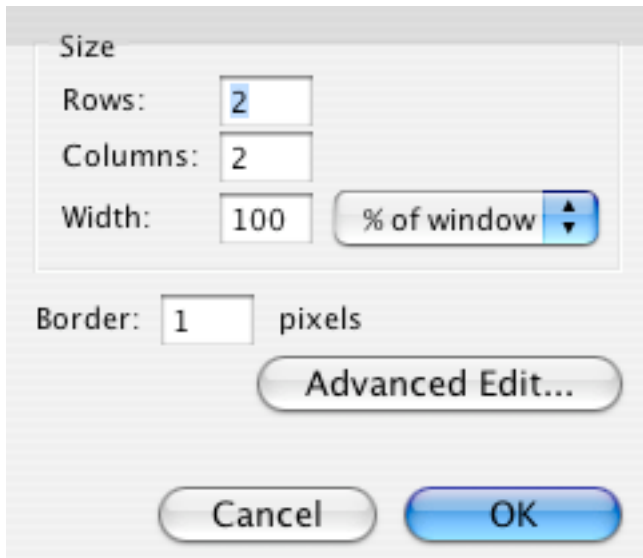
With tables, you can easily organize text, images, and other elements on a Web page. (Without tables, lining up items on Web pages is difficult because you can't use tabs the way you can in a word-processing program.) This Step-by-Step Card explains how to create a new table, add text and images to it, and modify an existing table.

Creating a table

1 Open the Mozilla Composer page on which you want to add a table or, if necessary, create a new page. (To create a new page, open the Mozilla application, then choose New, Composer Page from the File menu.)

2 Position the insertion point where you want to insert the table.

3 Choose Table from the Insert menu. The Insert Table dialog box appears.



4 In the dialog box, enter the number of rows and columns you want for your table. You can also define several other table properties in this dialog box:

Border Line Width: Type 0 if you do not want a border around the cells or enter a number for the border size in pixels.

Table Width: Enter a number in pixels for the width of the table or specify a percentage of the window width for the width of the table, such as 80%.

Note: For information about other table formatting options, refer to the Mozilla Help system. Choose Help Contents from the Help menu. There are Index and Search options available.

5 When you have specified the options you want, click OK. The table appears on the page.

Adding text and graphics to cells

You can add text and graphics to cells in a table. You can also place a table within a table cell or add links to your cell contents.

1 To add text to a table, click in a cell and type new text. You can also paste text that you have copied from another document.

2 Press Return when you want to move to the next line. You can format text using commands in the Format menu or the buttons on the toolbar.

3 Click in a cell to place the insertion point in that cell or press the Tab key to move from one cell to the next. To move back one cell, press Shift-Tab.

4 To add an image to a cell, choose Image from the Insert menu.

5 Click Choose File in the dialog box that appears, navigate to and select the image you want to use, then click Open.

6 Click OK to close the dialog box.

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Adding and deleting table cells, rows, or columns

1 To add a new cell to your table, place the insertion point in the cell. Choose Insert from the Table menu, then choose Cell Before or After from the submenu.

2 To add a new row, place the insertion point in the row where you want the new row to appear. Choose Insert from the Table menu, then choose Row Above or Below from the submenu.

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3 To add a new column, place the insertion point in a column where you want the new column to appear. Choose Insert from the Table menu, then choose Column Before or After from the submenu.

4 To delete all or a portion of a table, place the insertion point in the cell, column, row, or table you want deleted. Choose Delete from the Table menu, then choose Cell, Row, Column, or Table from the submenu. The content of the cells is deleted along with the cells.

Changing a table's formatting

You can apply additional formatting options to the table or change the options you defined when you inserted the table in your page.

1 Position your insertion point in one of the table's cells, then choose Table Properties from the Table menu. (If you want to make changes to a row or to a cell, place the insertion point in that row or cell.)

2 Depending on the changes you want to make, click the Table or Cell tab. For example, you can specify how text is aligned in a row or a cell or add a background color or image to a specific row or cell.

Note: Any changes you make to the Table panel will override the original settings you specified when you inserted the table.

3 In the Table Properties dialog box you can set the Alignment for a table or cell contents. In the Table tab, you can set how you want the table aligned on the page. Select Left, Center, or Right for Table Alignment. To set the content alignment of a cell, click on the Cell tab and choose the Vertical and Horizontal alignment.

4 To preview the changes you make in the Table Properties dialog box, click Apply, then click OK if you want the changes made. If you do not want to preview the changes first, click OK to close the dialog box.

For more information about using tables, see the Mozilla Help system.