


Preparing to Create Web Tables

- ***Why Use Tables?***
 - Detailed, categorized information is easier to read and understand in a tabular format
 - Tables are used to give a more attractive design to the layout of web pages - especially when trying to spread text and images (“white space”)
- ***Can All Browsers Read Tables?***
 - No, not all web browsers can read table-formatted text; browser versions Netscape 2.0 and above and Internet Explorer 3.0 and above are capable of reading tables
- ***Alternatives to Tables?***
 - If you must avoid tables but still want to line-up your text into columns, use the “fixed width” HTML format:
 - *In Netscape Composer, click on the arrow next to the Paragraph Style drop-down menu and choose “Formatted” instead of “Normal” style*
 - *Type spaces in between the text you want to line up as “columns”*
 - *Note: The browser fixed width font is set as Courier in the default setting of most users’ browsers; Courier looks like typical “typewriter” text -- you can’t control this!*
- ***Prepare A Mental Picture of Your Table Before You Begin***
 - How many rows and columns?
 - Did you include space for the row and column labels?
 - Will any of the cells have to stretch across more than 1 column? (“span”)
 - Will any of the cells have to span one or more rows?

Creating a New Table

- **Launch Netscape Communicator 4.0**
- **Start a new, blank document to edit**
 - Open the Composer via the menu by clicking on Communicator|Page Composer (or press <Ctrl>+<4>)
 - Type some text then save this page and give it a name by clicking on the Save icon (looks like a floppy disk) and typing a name in the “Save As” dialog box
 - When prompted, enter a Page Title then click OK
- **Click where you wish to insert the table**
- **Go to INSERT/TABLE/TABLE...  or click on the Insert Table icon**
- **In the “New Table Properties” dialog box:**
 - Define the number of rows and columns for your table
 - Choose the alignment and whether to add a caption
 - Leave the other check marks as they are
 - If a table width other than 100% is desired, change this last, **AFTER** you create and enter text into the table:
 - *Tables can be set to use less than 100% of the screen width*
 - *Tables and specific columns (cells) can be set to specific fixed pixel widths*
 - *This will be discussed later in the workshop*
- **Click on “OK”**
- **If you chose to add a caption, click inside the dotted lines above or below the table and type in the caption**

Spanning Cells

- **Spanning a cell over two columns (combine two cells as one):**
 - Click in the left cell of two cells to span or combine
 - Go to **FORMAT | TABLE PROPERTIES...** or right-click in the cell
 - In the “Table Properties” dialog box:
 - Click on the “Cell” tab
 - Change the “Cell spans” from 1 column to 2
 - Click the “Apply” button to view how this affects the table
 - Click “OK” to close the dialog box
- **Fixing the extra cells that are created on the table’s right side:**
 - Right-click on the extra cell at the right
 - Choose **DELETE|CELL** in the pop-up menu
 - Note: Netscape will not warn you if you are deleting cells that contain text; go to **EDIT|UNDO** if you make a mistake!
- **Spanning a cell over two rows:**
 - Right-click in the top cell of two cells to span or combine (Note: throughout this workshop, a right-click inside the cell, row or table is a faster way to get to the Table Properties dialog box)
 - In the “Table Properties” dialog box:
 - Click on the “Cell” tab
 - Change the “Cell spans” from 1 row to 2
 - Click “OK” to save and close the dialog box
- **Follow the above steps to delete the extra cell**

Adding or Deleting Rows, Columns or Cells

- ***Adding:***
 - Click where you want to add the row, column or cell
 - Go to **INSERT|TABLE** and choose either row, column or cell
- ***Deleting:***
 - Click where you want to delete the row, column or cell
 - Go to **EDIT|DELETE TABLE** and choose either row, column or cell
- ***Note for advanced users:***
 - Click where you want to add or delete a row, column or cell, then right-click to bring up a sub-menu from which you can choose to either **INSERT** or **DELETE**
 - Netscape will not warn you if text contained within cells will be deleted in the procedure, so remember the “undo” shortcut: **<Ctrl>+<Z>**
 - Additions go to the immediate right or below the current selection so it may be necessary to cut and paste text to get things where you want them

Entering Text

- ***Design note: It's always easier to build the table layout FIRST then add the text AFTER***
- ***Unlike Word's table feature, you cannot type the text first then select it and turn it into a table -- in Netscape you must directly type the text into cells or cut-and-paste the text into each of the cells***
- ***Entering text:***
 - Click where you want to add text
 - Type the text or paste the text from another location:
 - *You can paste from an open Netscape, Word or Notepad document*
 - *Make sure you copy the text from the other document before you switch to the document containing your table and try to paste it!*
 - Use the mouse to move to the next cell or use the left and right arrow keys -- also, the <tab> key DOES WORK to move you between table cells in this version of Netscape!
- ***In the browser view, note that cells will widen and narrow to adjust to the amounts of text in all the cells -- if you need FIXED table and cell widths, it's better to fix the cell widths after entering all text and making all other edits***
 - Setting fixed cell or table width is discussed on Page 10

Headers, Borders and Captions

- ***To make column or row headers stand out:***
 - Click the cell containing the header text
 - Go to **FORMAT|TABLE PROPERTIES** and click the “Cell” tab
 - In the “Text Style” section, put a checkmark in “Header style”
 - Click “Apply” to view changes or “OK” to save and close --> the text is **CENTERED** and **BOLDED**
 - Note: you can only select and apply header formatting to one cell at a time!
- ***To change border widths or make borders invisible:***
 - Select the table by clicking anywhere in the table
 - Go to **FORMAT|TABLE PROPERTIES** and click the “Table” tab
 - Make sure there is a check in the “Border line width” box then set the width to zero for no border; if a visible border is desired enter a 1 or greater
 - Click “Apply” to view changes or “OK” to save
- ***To add a caption to the table:***
 - Select the table by clicking anywhere in the table
 - Go to **FORMAT|TABLE PROPERTIES** and click the “Table” tab
 - Put a checkmark in “Include caption” and choose either the option for captioning “Above” or “Below table”
 - Click “Apply” to view changes or “OK” to save
 - Click inside the dotted lines above or below the table area (the caption area) and just type your caption

Cell Spacing and Padding

- ***Cell spacing = the intercell space; the space between all the individual cells that comprise the table***
- ***Cell padding = the intracell space; the space between a cell's content and its cell border***
- ***Cell spacing or padding are applied to an entire table:***
 - Select the table by clicking anywhere in the table
 - Go to **FORMAT|TABLE PROPERTIES** and click the “Table” tab
 - In the “Cell spacing” box put the number of pixels desired for width between one cell and the next (default is 1)
 - In the “Cell padding” box put the number of pixels desired for width between the cell contents and border (default is 1)
 - Click “Apply” to view changes or “OK” to save and close

Cell Alignment and Line Breaks

- ***Changing alignment for a cell:***
 - Click the cell and go to **FORMAT|TABLE PROPERTIES** and click the “Cell” tab
 - In the “Horizontal Alignment” section, put a checkmark in one of the choices for alignment
 - Next, put a checkmark in one of the choices for “Vertical Alignment”
 - Click “Apply” to view or “OK” to save and close
 - Note: Apply cell alignment to only ONE cell at a time!
- ***Changing alignment for an entire row of cells:***
 - Click the row and go to **FORMAT|TABLE PROPERTIES** and click the “Row” tab
 - In the “Horizontal Alignment” section, put a checkmark in one of the choices for alignment
 - Next, put a checkmark in one of the choices for “Vertical Alignment”
 - Click “Apply” to view or “OK” to save and close
- ***To force line breaks within a cell:***
 - At the desired end of the line, press <shift>+<enter>
- ***To prevent a break in a line (prevent the browser from wrapping a long text line within a cell):***
 - Click within the cell that shouldn’t be wrapped
 - Go to **FORMAT|TABLE PROPERTIES** and click the “Cell” tab
 - In the “Text Style” section, put a checkmark in front of the “Nonbreaking” option
 - Click “Apply” to view or “OK” to save and close

Adding Color to a Table

- ***Color can be applied to the background of a single cell, a table row, or the whole table***
- ***To apply color to the whole table:***
 - Select the table by clicking anywhere in the table
 - Go to **FORMAT|TABLE PROPERTIES** and click the “Table” tab
 - Check the “Use Color” option near the bottom of the dialog and click on the “Choose color” button
 - Select the desired color and click on “OK”
 - Click “Apply” to view changes or “OK” to save
- ***To apply color to a row:***
 - Select the row and go to **FORMAT|TABLE PROPERTIES** and click the “Row” tab
 - Check the “Use Color” option near the bottom of the dialog and click on the “Choose color” button
 - Select the desired color and click on “OK”
 - Click “Apply” to view changes or “OK” to save
- ***To apply color to a cell:***
 - Select the cell and go to **FORMAT|TABLE PROPERTIES** and click the “Cell” tab
 - Check the “Use Color” option near the bottom of the dialog and click on the “Choose color” button
 - Select the desired color and click on “OK”
 - Click “Apply” to view changes or “OK” to save
- ***Order of precedence:***
 - A row color takes precedence over a table color
 - A cell color takes precedence over a row or table color

Changing Table or Cell Width/Height

- ***This “manual adjust” is for advanced users only***
 - Most HTML browsers are smart -- when handling a table they will adjust cell heights and widths as necessary so that cell text is viewable in the window; therefore...
 - It’s safer to let the browser do it’s work and leave the settings as they are -- table width/height as a % of window, cell width/height as a % of table
- ***If you must manually adjust table width/height:***
 - Select the table by clicking anywhere in the table
 - Go to **FORMAT|TABLE PROPERTIES** and click the “Table” tab
 - Put a checkmark in the “Table width” box then put the number of pixels into the box to the right and use the drop-down arrow in the far-right box to set it to “pixels”
 - If you also wish to set the table height, put a checkmark in the “Table min height” box then put the number of pixels into the box to the right and use the drop-down arrow in the far-right box to set it to “pixels”
 - Click “Apply” to view or “OK” to save and close
- ***If you must manually adjust cell width/height:***
 - Select the cell and go to **FORMAT|TABLE PROPERTIES** and click the “Cell” tab
 - Put a checkmark in the “Cell width” box then put the number of pixels into the box to the right and use the drop-down arrow in the far-right box to set it to “pixels”
 - If you also wish to set the cell height, put a checkmark in the “Cell min height” box then put the number of pixels into the box to the right and set it to use “pixels”
 - Click “Apply” to view or “OK” to save and close

More: Table Tags

- **Centering a table**
 - There are now TWO types of tags that can center a table (HTML 3.2); luckily, the old-fashioned <center> tag is one of them:
 - *Right-click on the table, choose “Table Properties” and click the “Table” tab*
 - *In the “Table alignment” section, choose “Center”*
 - Division alignment is the other method:
 - *<DIV ALIGN=CENTER> goes before the <TABLE> opening tag; </DIV> follows the </TABLE> tag*
- **A number of strange things may sometimes happen when using Composer’s table features**
 - It may be faster to fix the table by editing bad tags by hand (you must set up Notepad or Wordpad as the HTML Source editor in the Preferences menu)
 - For a detailed explanation of the fine points of Table Tags see:
<http://webreference.com/html3andns/table.html>
- **Explanation of tags in a typical table:**
 - <table> and </table> begin and end the table
 - <tr> and </tr> begin and end each row
 - <td> and </td> begin and end each cell
 - *the cell text is entered between the <td> and </td> tags*
 - <td align=center> is a cell with center aligned text
 - <td colspan=2> is a cell that spans two columns
 - <td valign=top> is a cell with text aligned to the top
 - <td rowspan=2> is a cell that spans two rows
 - <th> and </th> begin and end HEADER cells

Additional Hints

- ***When using Notepad or Wordpad as the HTML Source Editor from within Netscape, make sure that you remember to SAVE any changes you make to the HTML before you close your Notepad or Wordpad program***
- ***You may already own some other programs that you can also use to create web tables:***
 - ***Create tables in Microsoft Word '97 or Word '98 and then save the document in HTML format (if you still use Word '95 (PC) or Word 6.0.1 (Mac) install the free MS Internet Assistant add-in)***
 - ***Create tables in Microsoft Excel '97 or Excel '98 and then save the document in HTML format (if you still use Excel '95 (PC) or Excel 4 (Mac) install the free MS Internet Assistant add-in)***