

How to create data tables

In Adobe Dreamweaver CS4, you can use tables to create and format data. Although it is possible to use tables for page layout including text and images, tables are primarily used to display information in simple columns and rows. After you create a table, you can easily modify both its appearance and its structure.

You can insert a new table from the Insert bar, or you can import a spreadsheet table created in a program such as Microsoft Excel.

Inserting a table on a page

You can insert a table anywhere on a page, including within another table. You can quickly insert a standard table with three rows and three columns, or you can modify options to insert a custom table.

When you insert a table, a good idea is to set a header property for a row or column if you will use that row or column to provide labels for the information in the table. A header makes the table more accessible to people with visual impairments, because screen readers can recognize that a header contains labels. (Note that you must set a header row or column to provide such accessibility. It is not sufficient to use bold or centered text.)

To insert a table:

1. Open a document in Dreamweaver.
2. Place the insertion point in your document where you want the table to appear.
3. Select the Layout category in the Insert bar, and make sure Standard mode is selected.
4. Click the Table button on the Insert bar (**Figure 1**).
The Table dialog box opens (**Figure 2**).
5. Enter the number of rows and columns.
6. Make changes to any of the options in the dialog box. For information about the options, click the Help button in the dialog box.

Applying a column header or row header in particular can improve the accessibility of a data table. The browser will display these headers slightly differently, and such headers are read by screen readers.

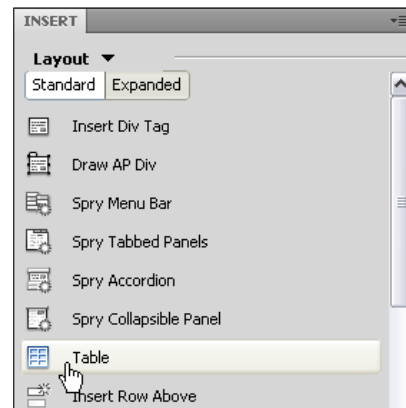


Figure 1 Common category in the Insert bar

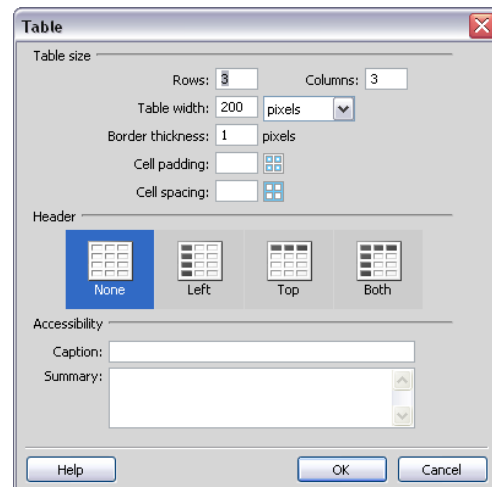


Figure 2 Table dialog box

To set a header row or column:

- In the Table dialog box (**Figure 2**), select one of the options in the Header section.

For example, if you create a table that lists a collection of books, with columns labeled Author, Title, and Year, you should set the top row as a header. By default, header rows or columns are bolded and centered (**Figure 3**). Screen readers can now read this header.

Author	Title	Year
Ernest Hemingway	The Sun Also Rises	1926
Edith Wharton	The House of Mirth	1905

Figure 3 Table with top row set as header

- Click OK.

The table appears in your document.

Selecting table elements

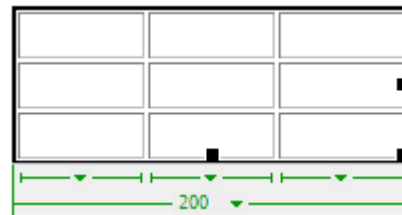
You can select an entire table, a row, or a column, or you can select a contiguous block of cells within a table. After you've selected a table or cells, you can modify the appearance of the selection or of the text contained in the selection.

To select an entire table:

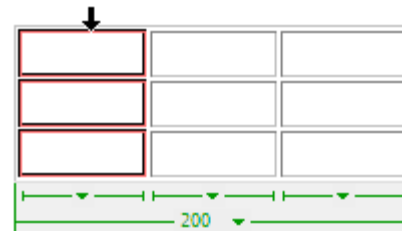
Do one of the following:

- Click the upper left corner of the table or click anywhere on the bottom edge.
- Click in a table cell, and then select **Modify > Table > Select Table**.

Selection handles appear on the selected table's lower and right edges (**Figure 4**).

**Figure 4** Selection handles on a selected table**To select rows or columns:**

- Position the pointer to point at the left edge of a row or the top edge of a column.
- When the pointer changes to a selection arrow, click to select the row or column, or drag to select multiple rows or columns (**Figure 5**).

**Figure 5** A selected column in a table**To select a single cell:**

Do one of the following:

- Click in the cell. Then drag to select the cell.
- Click in the cell. Then select **Edit > Select All**.

Adding rows and columns

You can add a single row or column, or you can add multiple rows or columns at the same time.

To add a row:

1. Place the insertion point in a table cell, or select an entire row.
2. Do one of the following:
 - In the Layout category in Insert bar, click the Insert Row Above button or the Insert Row Below button (**Figure 6**).
 - Select Insert > Table Objects > Insert Row Above or Insert > Table Objects > Insert Row Below.

A new row appears above or below the insertion point or the selected row.

To add a column:

1. Place the insertion point in a table cell, or select an entire column.
2. Do one of the following:
 - In the Layout category in the Insert bar, click the Insert Column To The Left button or the Insert Column To The Right button (**Figure 6**).
 - Select Insert > Table Objects > Insert Column To The Left or select Insert > Table Objects > Insert Column To The Right.

A new row appears above or below the insertion point or the selected row.

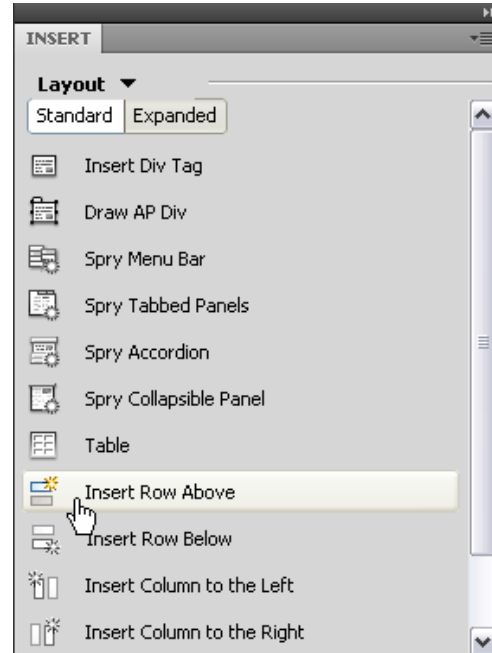


Figure 6 Layout Insert bar

Deleting rows and columns

You can delete a single row or column, or you can delete multiple rows or columns at the same time.

To delete rows or columns from a table:

1. Select one or more rows or columns.
2. Press Delete or Backspace.

To remove cell contents, but leave the cells intact:

1. Select one or more cells.
2. Select Edit > Clear or press Delete.

Note: If you select an entire row or column, and then select Edit > Clear or press Delete, Dreamweaver removes the entire row or column—not just their contents—from the table.

Resizing tables, rows, and columns

You can resize an entire table or individual rows and columns. When you resize an entire table, all the cells in the table resize proportionately.

To resize a table:

Select the table and do one of the following.

- To resize the table horizontally, drag the selection handle in the right.
- To resize the table vertically, drag the selection handle in the bottom.
- To resize in both dimensions, drag the selection handle at the lower right corner.

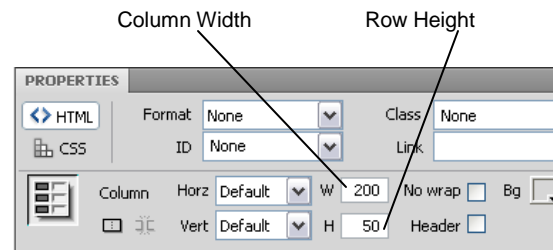


Figure 7 Table Property inspector

To resize a column's width:

Do one of the following:

- Drag the right border of the column.
- Select the column. In the Property inspector (Figure 7), change the number in the Column Width text box.

To resize a row's height:

Do one of the following:

- Drag the lower border of the row.
- Select the row. In the Property inspector (Figure 7), change the number in the Row Height text box.

Modifying table properties

You can modify the properties of a table, its rows and columns, or its cells by using the Property inspector. Attention to table borders and cell padding (the amount of spacing between table cells) in particular can help you create effective table designs.

You can also set a row or column as a header by using the Property inspector. Headers help make tables more useful and accessible.

To modify table properties:

1. Select the table you want to modify.
2. Make changes to any of the options in the Property inspector (**Figure 8**).

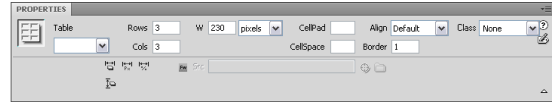


Figure 8 Table Property inspector table

To modify table row or column properties:

1. Select the row or column you want to modify.
2. Make changes to any of the options in the Property inspector.

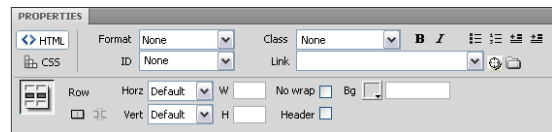


Figure 9 Table row Property inspector

To modify table cell properties:

1. In your document, select the cell or cells you want to modify.
2. Make changes to any of the options in the Property inspector (**Figure 9**).

To set a row or a column as header:

1. Select a row or column.
2. In the Property inspector, select the Header option.
The words in the row or column will appear centered and bolded (**Figure 10**).

Author	Title	Year
Ernest Hemingway	The Sun Also Rises	1926
Edith Wharton	The House of Mirth	1905

Figure 10 Table with top row set as header

Inserting a spreadsheet table

To insert a spreadsheet created in another application, such as Microsoft Excel, save the spreadsheet file in tab-delimited (txt) or comma-separated-values format (csv). These tables are a quick way for setting up the layout for a catalog or directory of information.

To save a spreadsheet in TXT or CSV format:

1. Open a spreadsheet file in the program in which you created it, such as Microsoft Excel.
2. Select File > Save As.
3. For the file format, select either Text (Tab Delimited) or CSV (Comma Delimited) in the Save As Type (Windows) or Format (Mac OS) pop-up menu to save the spreadsheet as a data file.
4. Save and close the spreadsheet program.

To insert the spreadsheet into a Dreamweaver document:

1. Start Dreamweaver and open the document into which you want to insert the spreadsheet table.
2. Select the Data category in the Insert bar and click the Import Tabular Data button (**Figure 11**).

The Import Tabular Data dialog box opens (**Figure 12**).

3. In the dialog box, click Browse and select the spreadsheet file. Click Open.
4. On the Delimiter pop-up menu (**Figure 13**), select Tab if you saved the spreadsheet file in tab-delimited format or select Comma if you saved the file in CSV format.
5. Click OK to close the Insert Tabular Data dialog box.

The contents of the spreadsheet file are displayed in a table on the page.

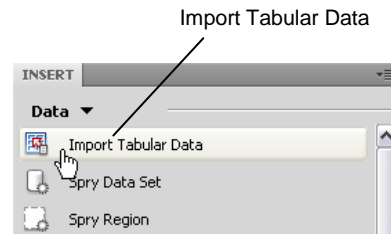


Figure 11 Import Tabular Data button on Insert bar

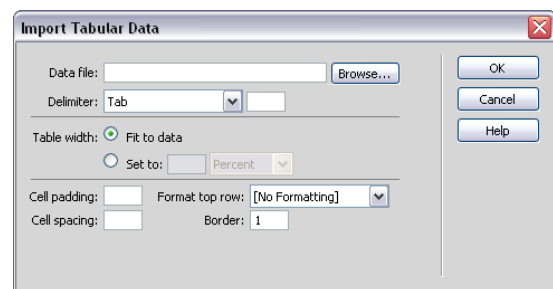


Figure 12 Import Tabular Data dialog box

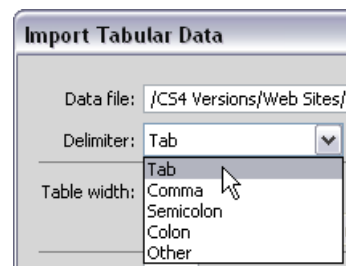


Figure 13 Delimiter pop-up menu

To sort table data:

1. To sort table data, select the table and select Commands > Sort Table.

The Sort Table dialog box opens (**Figure 14**). You can select which column to sort by and sort alphabetically or numerically. You can sort first by one column, and then sort the data further by a second column.

2. Select your sort preferences, and click OK.

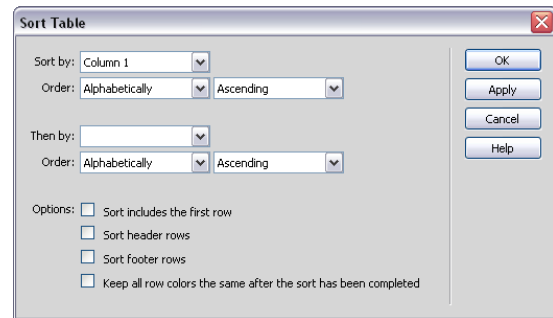


Figure 14 Sort Table dialog box