Table basics

| **Element/Feature** | **Description** |
| --- | --- |
| **Caption** | A caption is a small title or description that you can add either above or below the table. |
| **Column** | A column is a series of vertical cells in a table. For example, this table contains two columns—one starting with the heading text "Element/Feature" and the other starting with the heading text "Description." |
| **Row** | A row is a series of horizontal cells in a table. For example, this table contains numerous rows. The second row in this table consists of the cell with the text "Caption" and the cell to the right with the description for that term. The third row consists of the cell with the text "Column" and the cell to the right with the description for that term. |
| **Cell** | A cell is a single rectangular or square area within a table, where you can add text and other content. Each cell has its own set of gridlines that separate it from the other cells in the table. For example, the paragraph you are reading is contained in one cell. |
| **Header row** | A header row is the first series of horizontal cells in a table. A header row is used to provide explanatory phrases for each of the columns in the table. For example, this table contains a header row; the first cell of the header row in this table contains the text "Element/Feature," and the second cell of the header row in this table contains the text "Description." Including a header row is optional. |
| **Footer row** | A footer row is the final series of horizontal cells in a table. A footer row is used to provide footnotes pertaining to the table and its content. This table does not contain a footer row. Including a footer row is optional. |
| **Gridlines** | Gridlines are the gray lines that indicate the edges of cells in a table. They appear in the XML Editor so that you can distinguish where rows, columns, and cells are located. Gridlines do not appear in the final output unless you add borders to the table. |
| **Moving columns and rows** | It is very easy to move columns and rows in a table.  To move a row, you simply click and drag the appropriate table row bar and drop it to the location you want.  To move a column, you simply click and drag the appropriate table column bar and drop it to the location you want.  **Note:** You can also [resize an entire table](http://webhelp.madcapsoftware.com/flare6/Content/Tables/More_About_Tables/Resizing_Tables.htm) by clicking and dragging the edges of the table bars. |
| **Inserting columns and rows** | After you add a table to a topic, you can easily [insert additional columns and rows as necessary](http://webhelp.madcapsoftware.com/flare6/Content/Tables/More_About_Tables/Inserting_Table_Columns_and_Rows.htm). |
| **Merging cells** | There may be times when you want to erase some of the gridlines in a table, thereby making one cell out of multiple cells. This is done by selecting two or more cells next to each other in a table and [merging them](http://webhelp.madcapsoftware.com/flare6/Content/Tables/More_About_Tables/Merging_Table_Cells.htm). |
| **Splitting cells** | You can turn one cell in a table into many smaller cells by [splitting the cell](http://webhelp.madcapsoftware.com/flare6/Content/Tables/More_About_Tables/Splitting_Table_Cells.htm). When you split a cell, you are essentially inserting a smaller table into that cell. |
| **Hiding/showing gridlines** | By default, when you add a table to a topic, the gridlines are shown in the XML Editor. Flare lets you easily [hide or show the gridlines](http://webhelp.madcapsoftware.com/flare6/Content/Tables/More_About_Tables/Hiding_and_Showing_Table_Gridlines.htm) as necessary. |
| **Hiding/showing table column bars** | Table column bars let you easily see the size of each column and [move columns around](http://webhelp.madcapsoftware.com/flare6/Content/Tables/More_About_Tables/Moving_Table_Columns_and_Rows.htm). Flare lets you easily [hide or show the table column bars](http://webhelp.madcapsoftware.com/flare6/Content/Tables/More_About_Tables/Hiding_and_Showing_Table_Column_Bars.htm), depending on whether you want to see them when editing a topic. |
| **Hiding/showing table row bars** | Table row bars let you easily see the size of each row and [move rows around](http://webhelp.madcapsoftware.com/flare6/Content/Tables/More_About_Tables/Moving_Table_Columns_and_Rows.htm). Flare lets you easily [hide or show the table row bars](http://webhelp.madcapsoftware.com/flare6/Content/Tables/More_About_Tables/Hiding_and_Showing_Table_Row_Bars.htm), depending on whether you want to see them when editing a topic. |
| **Table style** | Flare lets you select a table style sheet (CSS file) to change the look and feel of a table. You can either use one of the pre-designed table style sheets provided with Flare, or you can add your own style sheet to a table. For more information see[About Styles and Style Sheets](http://webhelp.madcapsoftware.com/flare6/Content/Styles/About_Styles_and_Style_Sheets.htm). |
| **Table style template** | A table style template is simply a table style that has already been designed. When you create a new table style, you can use a table style template so that it already has a design to get you started. For more information see [About Templates](http://webhelp.madcapsoftware.com/flare6/Content/Templates/About_Templates.htm). |
| **AutoFit behavior** | When you insert a table into a topic, you can determine the width of the table. You can set the table to one of the following:   * **AutoFit to contents**This option automatically adjusts the width of the table columns to fit exactly with the contents that you add to the table. * **AutoFit to window** This option automatically adjusts the width of the table columns to fit exactly in the space of the end user's window. * **Fixed column width** This option lets you set the width of the table columns manually to whatever width you want. |
| **Preview** | Based on your selections in the Insert Table dialog, a preview window shows you what the table will look like when you insert it into the topic. |