

Change Location, Align, and Size Tables

Change the Location of a Table

Tables can easily be moved to other locations the same as other objects in a publication.

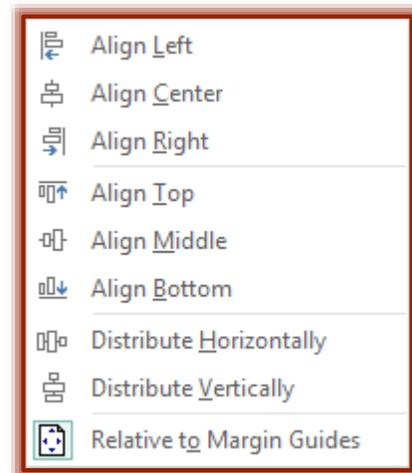
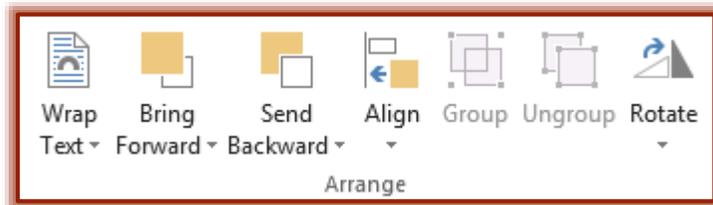
- ✦ Place the mouse pointer on the edge of the **Table Frame**.
- ✦ When the mouse pointer changes to a four headed arrow, drag the table to a new location.
- ✦ When the table is in the correct position, release the mouse button.



Align Table

Tables can be aligned relative to the margins in the publication. Once the option has been chosen, then the alignment can be selected.

- ✦ Click the **Tables Tools Layout Tab**.
- ✦ In the **Arrange Group**, click the **Align** button.
- ✦ Click the **Relative to Margin Guides** option to select it.



- ✦ Click the **Align** button again.
- ✦ Click the **Alignment** that is to be used for the table.

Size Tables

A table can be resized at any time. When the table's width is changed all the column widths will also increase. If the height of the table is changed, the row heights will also change. To resize the table, do the following:

- ✦ Click the table to select it.
- ✦ Place the mouse pointer on the appropriate sizing handle.
- ✦ The adjust icon will appear.
 - ☆ **Left-Right** - This icon is used to change the width of the table from the left and right side.
 - ☆ **Up-Down**- Use this icon to change the height of the table.
 - ☆ **Diagonal**- To change both the width and height of the table, use this icon.
- ✦ Once the arrow appears, drag the mouse to increase or decrease the size of the table.
- ✦ Release the left mouse button when the table is the appropriate size.
- ✦ To maintain the Table's Height/Width Ratio, select one of the Table's corner handles.
 - ☆ The mouse pointer will change to a two-headed diagonal arrow.
 - ☆ Click and drag the mouse to change the width and height of the table.



Size Table Columns and Rows

As stated before, when a table width or height is changed, the row height and column width are automatically changed. It is also possible to control individual row height and column width in a table to better accommodate text entries that are placed in a particular column. To change a column width or row height, follow the steps below.

- ✦ Click the table to select it.
- ✦ Place the mouse pointer on a column divider or to the right of the column or below the row divider that is to be resized.
- ✦ The **Adjust** icon (see illustrations at right) will appear. 
- ✦ Drag the mouse to increase or decrease the width or height of the column or row.
- ✦ Release the mouse button.
- ✦ The column or row will be sized accordingly.
- ✦ To keep the **Table Size** the same width or height when widening columns or rows:
 - ☆ Hold down the **Shift** key while dragging the **Column Width** or **Height** (Adjust) tool.
 - ☆ The table will stay the same size.
 - ☆ Only the column is widened.