



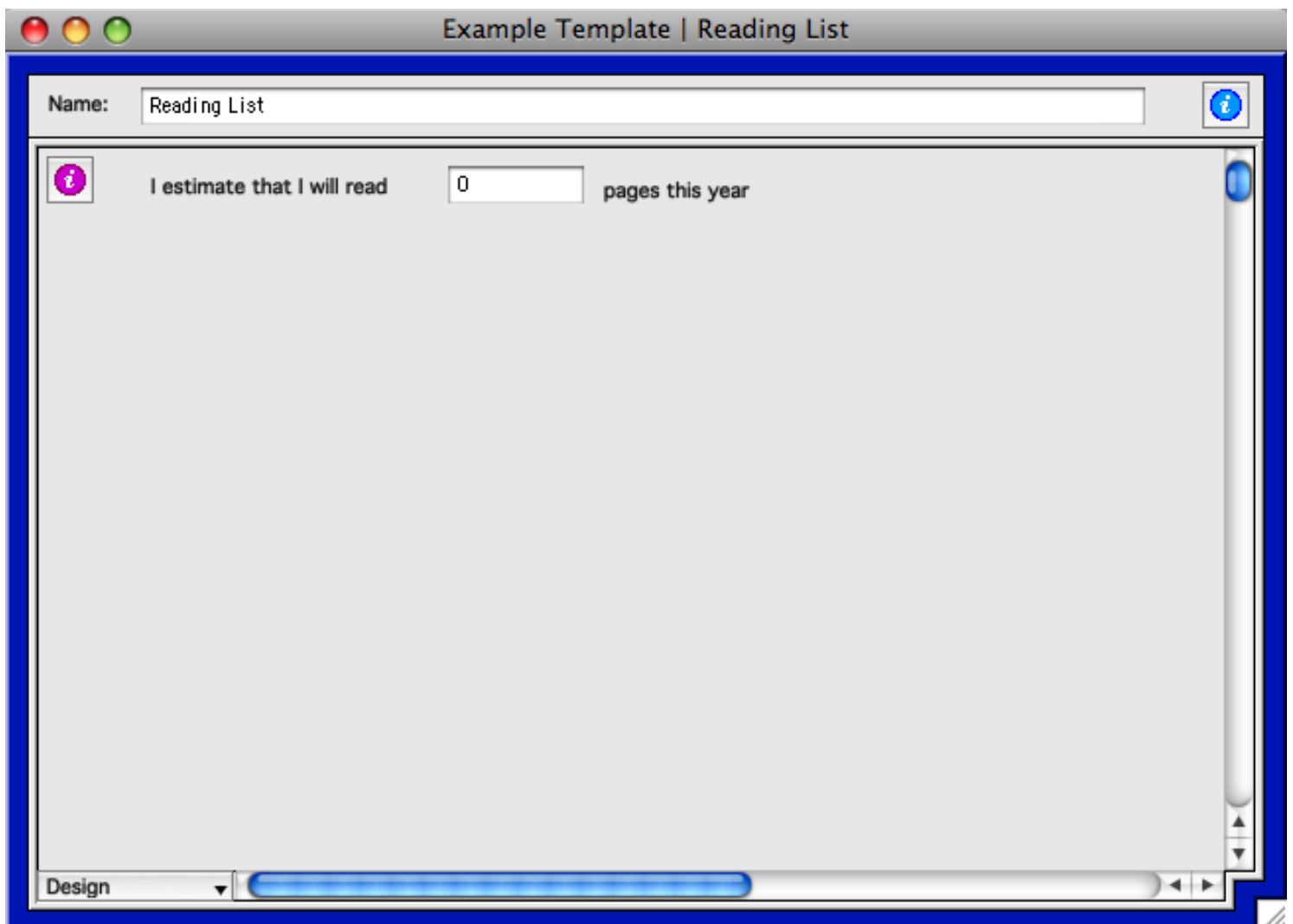
## Tables - Tailoring

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This lesson tells how to tailor a table, if you want to use one in profiles. Tables can be a tidy way to keep a book list, jot meeting summaries, tally awards and achievements, document interventions...

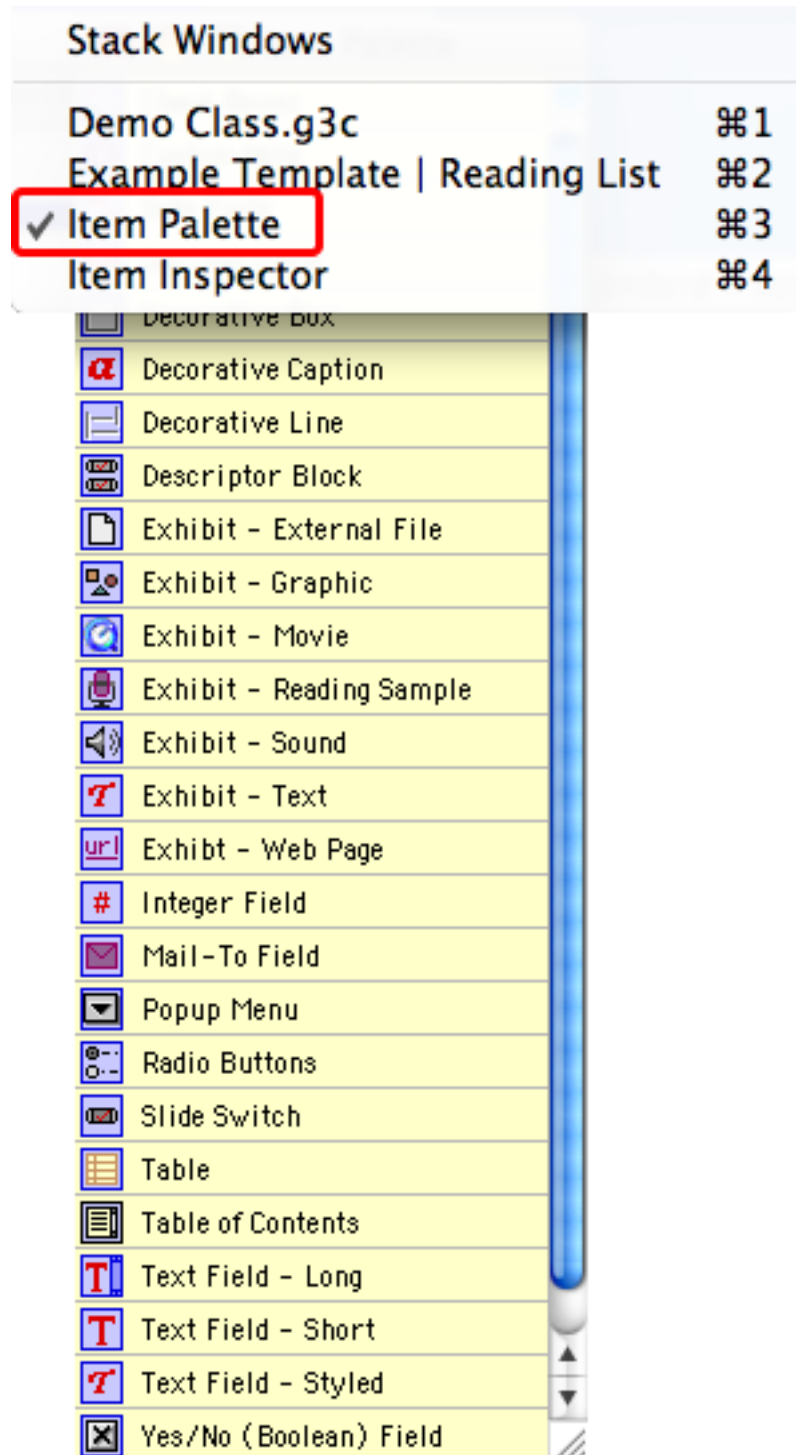
Related lessons: Tables - Using, Descriptor Blocks, Tables of Content.

**In Master Tailor or the Tailoring panel of Profile Manager, open the template that will hold the table.**





On the Window Menu, choose Item Palette.





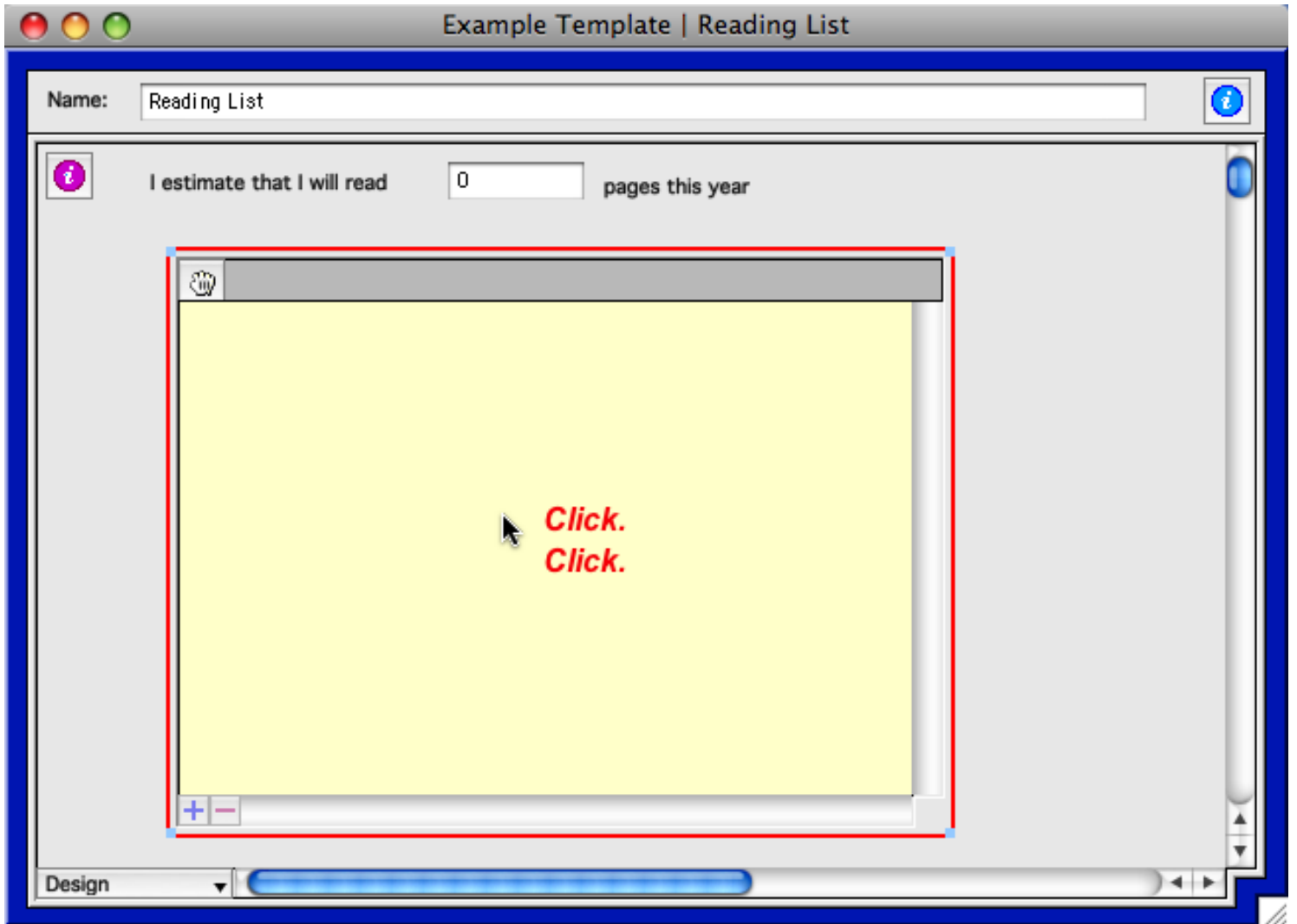
Drag a Table onto the card.

The screenshot shows a software interface for editing a card. The window title is "Demo Class.g3c" and the card title is "Example Template | Reading List". The card name is "Reading List". The card content includes the text "I estimate that I will read" followed by a text input field containing "0" and the text "pages this year". An "Item Palette" is open on the right side of the card, listing various widget options. The "Table" option is highlighted with a red box. A red arrow points from the "Table" icon in the palette to a green plus sign on the card, with the text "Drag a table" next to it.

Item
Exhibit - Movie
Exhibit - Reading Sample
Exhibit - Sound
Exhibit - Text
Exhibit - Web Page
Integer Field
Mail-To Field
Popup Menu
Radio Buttons
Slide Switch
<b>Table</b>
Table of Contents
Text Field - Long
Text Field - Short
Text Field - Styled
Yes/No (Boolean) Field

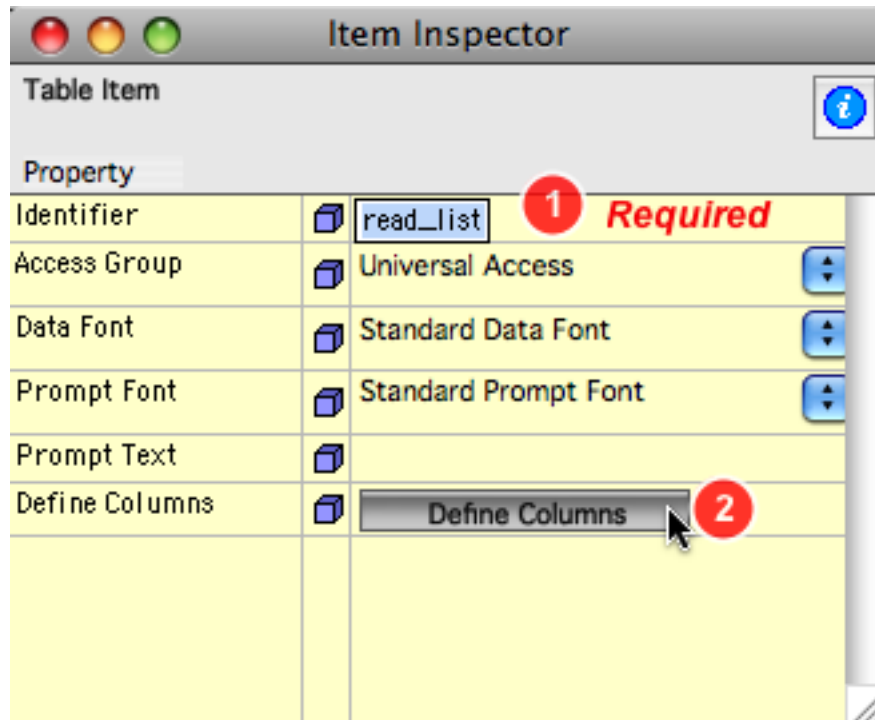


Double-click on the table to see the Item Inspector.





Enter an identifier and click Define Columns.





Click the Add button once for each column you want. Each will be "untitled column."

**Column Editor**

**Columns**

- untitled column
- untitled column
- untitled column
- untitled column
- untitled column
- untitled column

*We'll have 6 columns.*

**+ Add** *Click* **- Remove**

**Definition**

Title:


Column Type:

Column Width:

Accumulate:

**Adjust Column Widths**

untitled column	untitled column	untitled column
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Select the first column. Give it a brief name.

Column Editor

Columns

untitled column
untitled column
untitled column
untitled column
untitled column
untitled column

+ Add      - Remove

Definition

Title:  **2**

*Type a SHORT column title*

Column Type:

Column Width:

Accumulate:

Adjust Column Widths

untitled column	untitled column	untitled column
-----------------	-----------------	-----------------

We're calling this first column 'Date'. See below.



Choose a column 'type'.

**Column Editor**

**Columns**

- Date
- untitled column
- untitled column
- untitled column
- untitled column
- untitled column

**Definition**

Title: Date

Column Type: 

- Text
- Integer
- Decimal
- Check Box
- Date**
- Card Link

Column Width: [Slider]

Accumulate: None

**Adjust Column Widths**

Date	untitled column	untitled column
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Cancel OK

The first column will have a date format. Note the other Type choices - each defines or limits what may go into the column. Most often the Type will be Text.



## Set Column Width.

The screenshot shows the 'Column Editor' dialog box. On the left, a list of columns includes 'Date' and several 'untitled column' entries. Below this list are 'Add' and 'Remove' buttons. On the right, the 'Definition' panel shows the 'Date' column's settings: Title: Date, Column Type: Date, Column Width: 2.77 Inches, and Accumulate: None. A red box highlights the '2.77' value, with a red arrow pointing to it and the text 'Change this number'. Below the dialog, the 'Adjust Column Widths' bar shows a table with columns 'Date', 'untitled column', 'untitled column', and 'untitled column'. A red box highlights the column separator between 'Date' and the first 'untitled column', with a red arrow pointing to it and the text 'Drag the column bar to make it wider or narrower.' The word 'Or,' is written in red between the two methods. At the bottom right are 'Cancel' and 'OK' buttons.

We want the date column to be about 1 inch wide.



Select the next column, enter a title, a column type and width.

**Column Editor**

**Columns**

Date
Book Title
untitled column
untitled column
untitled column
untitled column

**1** *Click to select.*

*This arrangement, top to bottom, works out left to right across the Table.*

**Definition**

Title:  **2** *Give it a title*

Column Type:  **3** *Set column type.*

Column Width:   **4** *Set width.*

Accumulate:

**Adjust Column Widths**

Date	Book Title	untitled column	untitled column
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**Cancel** **OK**



Continue setting up each column. When done, click OK.

Column Editor

Columns

- Date
- Book Title
- Author
- Pages
- Report?
- Reacton (Like? Yes/No Why?)

Definition

Title: Pages

Column Type: Integer

Column Width: 0.59 Inches

Accumulate: Total

Adjust Column Widths

Date	Book Title	Author	Pages	Report?	Reacton (Like? Yes/No Why?)

Cancel OK

*These correspond to these.*

**Note** that the Pages column has Column Type Integer and its the only column to have an Accumulate setting.



Close the Item Inspector and look at your table.

*Drag a blue handle to make the table bigger to see all the columns.*

	Date	Book Title	Author	Pages	Report?	Reacton (Like? Yes/No Why?)



**Test the table: Switch to Preview mode. Try entering some data. Adjust the table as needed.**

Date	Book Title	Author	Pages	Report?	Reacton (Like? Yes/No Why?)
7/16/09	Olive Kitteridge	Strout, Elizabeth	270	<input checked="" type="checkbox"/>	I loved this book of short stories
			270 (Sum)		

Enter some data.

Add a row.

Preview

- Design
- Tab Order
- ✓ Preview

**Remember:** All data entered in Preview mode is lost when you switch back to Design.