

## Inserting table elements



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Structured tables contain a parent element (Table, for example) and the descendant elements for the table title, each row and cell, and so on. Most structured files are set up so that when you insert the main element for a table, all the descendants are automatically inserted for you.

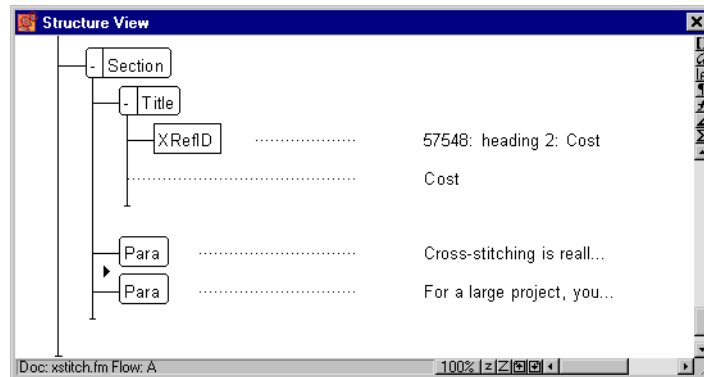
In this exercise, you will insert a table that looks like this in the document window:

**Table 1:** Expenses for a typical counted cross-stitch project

Item	Cost
Dusty Green linen	\$12.06
DMC cotton floss	\$0.46 each for 4 colors
3 #26 twin pointed needles	\$2.77
“Kiss the Cook” pattern by Linda Meyers	\$6.00
Total	\$22.67

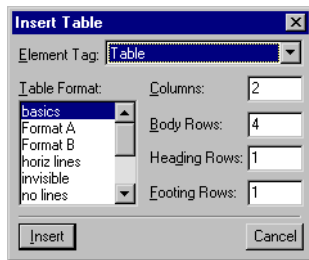
To insert a structured table, follow these steps:

- 1 In the structure view of `xstitch.fm`, position the cursor below the first Para element in the Cost section (Figure 44).



**Figure 44:** Positioning the cursor to insert the Table element

- 2 In the element catalog, select the **Table** element, then select the **Insert** button. The Insert Table dialog box is displayed (Figure 45).



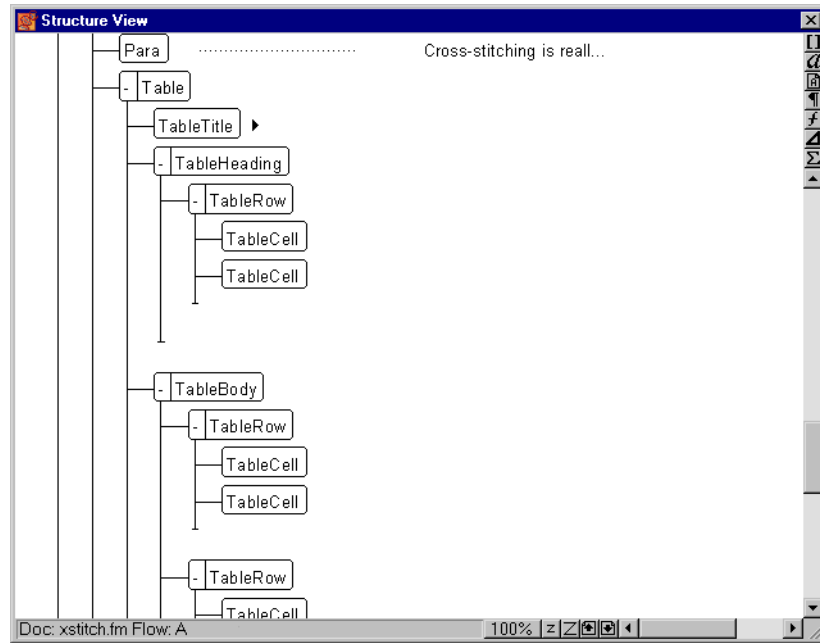
**Figure 45:** Insert Table dialog box

- 3 In the dialog box, specify the table format and the number of columns and rows, as shown in Table 3.

**Table 3:** Table format, column, and row settings

Setting	Value
Table Format	basics
Columns	2
Body Rows	4
Heading Rows	1
Footing Rows	1

- 4 Select the **Insert** button. The table is inserted in the document window, and the structure view shows the inserted Table element and its descendants (Figure 46 on page 48).

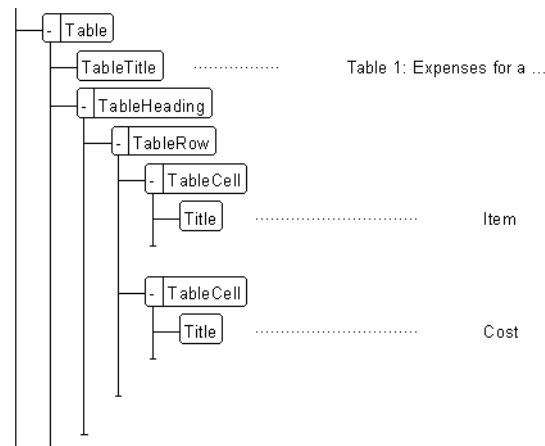


**Figure 46:** Table in structure view

- 5** Click the cursor to the right of the TableTitle element (as shown in Figure 46), and type the following text:

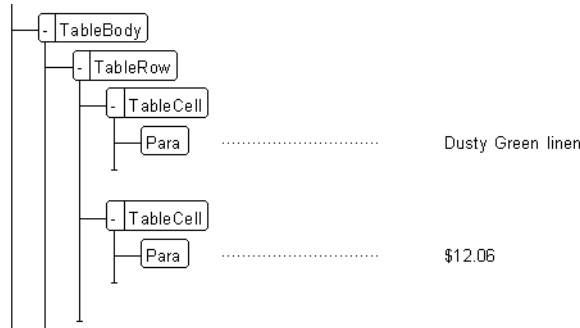
Expenses for a typical counted cross-stitch project

- 6** Modify the descendants of the TableHeading element so that the structure looks like Figure 47. You'll need to insert Title elements and type the text shown.



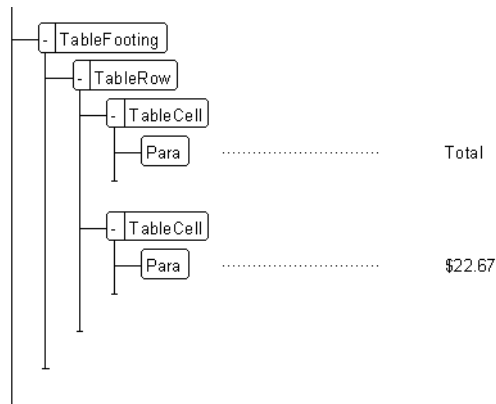
**Figure 47:** TableTitle rows

- 7 Under the `TableBody` element, modify the first `TableRow` section so it looks like Figure 48. You'll need to insert `Para` elements and type the text shown.



**Figure 48:** First row under `TableBody`

- 8 Skip down to the `TableFooting` element, and modify its descendants so that the structure looks like Figure 49.



**Figure 49:** `TableFooting` row

- 9 To finish your table so that it looks like Figure 50 on page 50 in the document window, add the text and `Para` elements for the second, third, and fourth rows in the structure view. (The structure of those rows should be similar to the first `TableBody` row shown in Figure 48.)

**Table 1:** Expenses for a typical counted cross-stitch project

Item	Cost
Dusty Green linen	\$12.06
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3 #26 twin pointed needles	\$2.77
"Kiss the Cook" pattern by Linda Meyers	\$6.00
Total	\$22.67

Add the content for these rows

**Figure 50:** Completed table (document window)



**10** Save xstitch.fm.