Navigating a Table

Different parts of a table may be selected at any time. The selection may contain a single cell, multiple cells and dividers, whole rows, whole columns or the entire table. To select a cell or range of cells and dividers, click and drag. To select entire rows or columns, click and drag in the horizontal or vertical rulers. Shift-clicking expands the current selection. To select the entire table, choose Select All from the Edit menu. The selection (but not its contents) can be moved using the arrow keys.

TableText's rulers contain lines to indicate where the boundaries between cells and dividers lie. The number shown over this line is equal to the number of columns or rows contained in the table up to that point. These numbers can help you determine whether the table will fit well into an email message (aim for 76 columns or less) and how many lines it contains.

Editing Cell Contents and Alignment

If a single cell has been selected, it will be highlighted with a rectangular frame, showing that it is ready for editing. To begin editing its contents, either click inside the cell or press the Enter key. Once editing has been completed, click outside the cell or press Enter again. To change the selected cells' alignment, use the Alignment submenu in the Table menu. Note: during editing, cells will always displayed as left-aligned.

Changing Column Widths and Divider Sizes

To change the width of a column, drag the line in the horizontal ruler which represents the column's right edge. To change the size of row or column dividers, drag the line in the ruler which represents the divider's right or bottom edge. TableText will attempt to guess which characters to add or remove but you may need to correct it by setting the divider manually (see next paragraph). If more than one column or row is selected, all the column widths and/or dividers within the selection will be changed together.

Changing Dividers

Apart from resizing dividers by dragging, dividers in the current selection may also be explicitly set using the Row Divider and Column Divider submenus of the Table menu. TableText includes several useful built-in dividers but a custom divider may also be specified using the Custom… item in each submenu. Custom dividers may contain up to 7 characters – for row dividers, the first character is used for the top of the row divider and the last character for the bottom.

Inserting and Deleting Rows and Columns

Insertion and deletion of rows and columns work similarly to a spreadsheet. To insert rows, select the number of rows you wish to insert and choose Insert Cells from the Table menu. The rows will be inserted before the current selection. To insert a row at the end of the table, select the last row divider in the table before choosing Insert Cells. To delete rows, select the rows you wish to delete and choose Delete Cells from the Table menu. For inserting or deleting columns, use a similar process.