

Resizing and positioning the table

Using the default settings, any newly created table will occupy the entire width of the text area. This is sometimes what you want, or you may prefer a smaller table. To quickly resize a table, first move the mouse to either the left or right edge. When the cursor changes shape into a double arrow, drag the border to the new position. This operation only changes the size of the first or last column; it does not change the alignment of the table on the page.

For more precise control over the size and position of the table on the page, open the Table Properties dialog (Figure 300) by choosing **Table > Properties** or by right-clicking anywhere in the table and choosing **Table Properties** from the context menu.

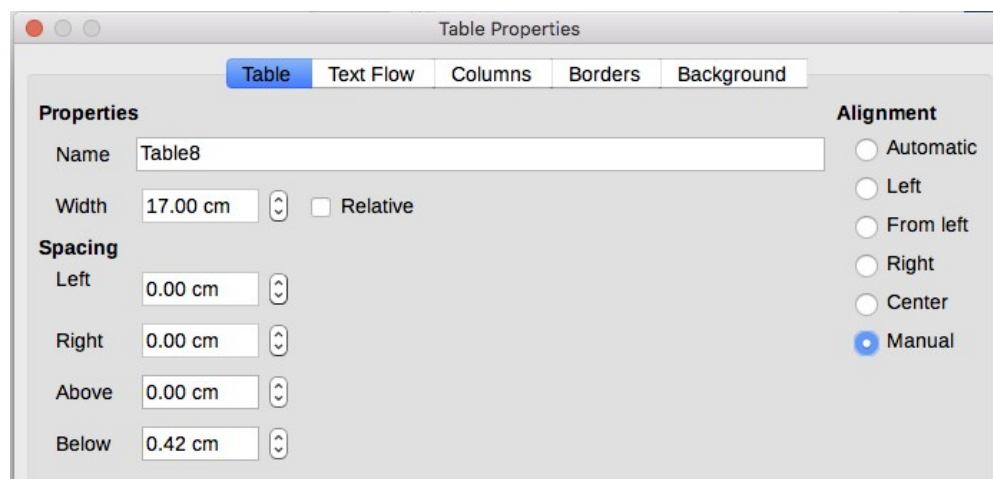


Figure 300: The Table page of the Table Properties dialog

To edit a table on the *Table* page of the dialog (Figure 300), you can set the alignment of the table, choosing among the following options:

- **Automatic:** the default setting for a table, fills the width of the text area.
- **Left:** aligns the table with the left margin.
- **Right:** aligns the table with the right margin.
- **From Left:** lets you specify under Spacing exactly how far from the left margin the table is placed.
- **Center:** aligns the table in the middle between the left and right margins. If the table width is greater than the margin, the table will extend outside of the margins.
- **Manual:** lets you specify the distances from both left and right margins under Spacing.

Selecting an alignment option other than Automatic activates the *Width* field in the *Properties* section, where you can enter the desired size of the table. Select **Relative** to see the width as percentage of the text area.

In the *Spacing* section, use the *Above* and *Below* boxes to modify the separation between the text and the table.

When the size of the table is less than the size of the text area, Writer will insert some values in the *Left* and *Right* boxes. Otherwise these values are not available. You can enter values:

- In both the *Left* and *Right* boxes if you select **Manual** alignment.
- In the *Left* box when you select the **From left**, **Right**, or **Center** alignment.
- In the *Right* box if you select **Left** alignment.