

- The *Behavior of rows/columns* section specifies the effects that changes to rows or columns have on adjacent rows or columns and the entire table. You might need to test these selections to fully understand the effects.

New Table Defaults

☐ Heading

☒ Repeat on each page

☐ Do not split

☒ Border

Input in Tables

☐ Number recognition

☐ Number format recognition

☐ Alignment

Keyboard Handling

Move cells

Row: 0.50 cm

Column: 0.50 cm

Insert cell

Row: 0.50 cm

Column: 2.50 cm

Behavior of rows/columns

☐ Fixed Changes affect the adjacent area only

☐ Fixed, proportional Changes affect the entire table

☒ Variable Changes affect the table size

Figure 442: Choosing default Table options

Changes options

If you plan to use the change-tracking feature of Writer (described in Chapter 3, Working with Text: Advanced), use the *LibreOffice Writer – Changes* page to choose the way changes to text and formatting are marked. Change bars can show wherever a change has been made to a line of text and are formatted under Lines Changed.

Insertions

Attributes: Underlined

Color: By author

Deletions

Attributes: Strikethrough

Color: By author

Changed Attributes

Attributes: Bold

Color: By author

Lines Changed

Mark: Left margin

Color: Black

Figure 443: Choosing options for tracking changes