

# Table

## Introducing the table collection

### Working with Tables

Curio’s table feature is an excellent way to show a grid or matrix of data. The data could be several text figures, numbers, or even complex figures such as images and movies. When you need to show tabular data, tables are the answer.

#### Context Menu

Right-clicking on the table or a table cell will show a context menu with lots of frequent operations so be sure to check it out!

#### Create a Table

- Use the Insert popover to create a table via its style and stencil gallery, or use the Insert menu.

#### Edit a Figure Cell

- Double-click the cell or select it and press the Return key.

#### Move Between Figure Cells

- Press Tab or Shift-Tab or move forwards or backwards. You can also use the arrow keys on your keyboard to navigate around the cells.

#### Select Specific Figure Cells

1. Select the first cell then hold Shift while clicking the last cell and all the cells within the rectangular region defined by those two cells will be selected.
2. Or, click on the first cell, then hold Command while clicking other cells to select a disjointed number of cells.

#### Select Specific Rows or Columns

1. Select the figure cells in the rows or columns you wish to select.
2. Right-click and choose Select Row or Select Column, as appropriate.

#### Resize Rows or Columns

1. Select the table — or specific rows and columns — and enter values into the Column Width and Row Height fields in the table Inspector if you want all row and columns to have the same sizing. You can also use the Fit and Distribute to fit or distribute sizes for selected rows or columns, or for the entire table.
2. Or, hover the mouse over the row and column separating lines such that the mouse pointer becomes a resize pointer. Then click and drag to resize that row or column. When you resize a row or column using the mouse by default the table itself is resized as well. However, if you hold the Option key down while resizing, the table will maintain its size and just the individual row or column will be resized.
3. Or, click on the table then drag one of its resize handles. While the table resizes all rows and columns will resize proportionally. Note that certain cells may have minimum sizes due to the display of adornments such as checkboxes and tags.

#### Fit and Distribute

1. Use the Fit buttons to size the row height or column width to the minimum necessary to show the content on that row or column.
2. Use the Distribute buttons to make all rows heights or column widths the same.
3. Check the automatically adjust row heights checkbox if you’d like Curio to adjust row heights as necessary to avoid clipping cell content

#### Add Rows or Columns

1. Select the table.
2. Use the table inspector to change the number or rows or columns in a table. By default Curio will maintain the table's current size. However, if you hold the Shift key while clicking the steppers to change the number of rows or columns, Curio will allow the table to grow or shrink as needed

#### Insert Rows or Columns

1. Select the figure cells in the rows or columns you wish the insert to occur.
2. Right-click and choose Add Row Above, Add Row Below, Add Column Before, or Add Column After, as appropriate.
3. As a note, you can also use the Option-ArrowKey to insert rows and columns if a cell is selected (although not being actively edited), where ArrowKey is the up, down, left, or right arrow keys on your keyboard. Hold the Shift key as well to modify the table size during the insertion, as described above.

#### Delete the Contents of Figure Cells

1. Select the figure cells you wish to clear.
2. Press the Delete or Backspace key or choose Edit > Delete.

#### Delete Specific Rows or Columns

1. Select the figure cells in the rows or columns you wish to delete.
2. Right-click and choose Delete Row or Delete Column, as appropriate.
3. When the deletion occurs the remaining row/columns will increase in size to fill the existing table dimensions. However, if you hold down the Shift while when choosing the context menu option then Curio will shrink the table figure itself instead.