4. In Structure View, insert a Sect1 element and a child Para element.

5. In Document View, in the space for the heading title, type Rodgers and Hammerstein.

6. In the space for the Para element, type the following text:

   Richard Rodgers and Oscar Hammerstein II began their collaboration with the famously successful Oklahoma! in 1943.

7. Save the composers.fm file.

Figure 8–1 shows what the Structure View for the composers.fm file should look like after you insert these elements.

Figure 8–1   Headings in Composers.fm in Structure View
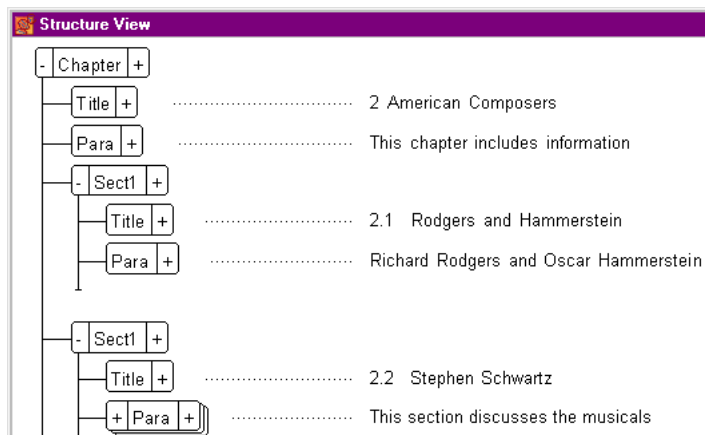
8.1.2 Exercise: Inserting a Formal Table

There are 24 formal table formats. In this exercise, you will use the HRuleFormal table format.
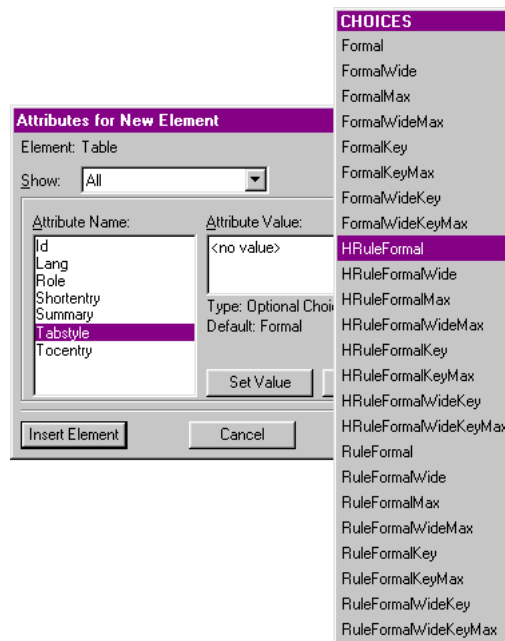
1. In Structure View, place the insertion point below the Para element that you just inserted.

   The next element will be a sibling of the Para element.

2. In the Element Catalog, select **Table**.

3. Click **Insert**.

4. In the Attributes for New Element dialog box, in the Attribute Name list, select **Tabstyle**.

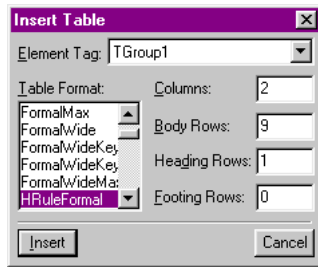5. From the **Attribute Value** menu, choose **HRuleFormal**.

6. Click **Set Value**.

7. In the Attribute Name list, select **Summary**.

8. In the Attribute Value box, type a chronological listing of musicals by Rodgers and Hammerstein.

   The Summary attribute is used in the HTML output. It is added to the `<TABLE>` tag and enables users of assistive technology to obtain a summary of the contents of a table.

9. Click **Set Value**.

10. Click **Insert Element**.

11. In the Insert Table dialog box, enter the number of rows and columns.

    a. In the **Columns** field, type 2.

    b. In the **Body Rows** field, type 9.

    c. In the **Heading Rows** field, type 1.

       Heading rows are rows that are repeated at the top of the table if the table spans more than one page.

    d. In the **Footing Rows** field, type 0.

       Footing rows are rows that are repeated at the bottom of the table if the table spans more than one page. Footing rows are not used for table footnotes.

> **Caution:** Do not change the table format in this dialog box.

12. Click **Insert**.
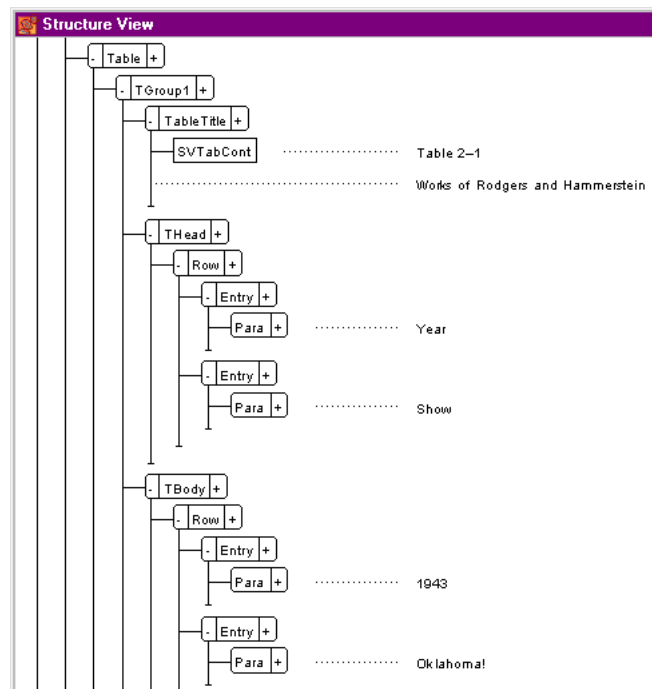
13. In Document View, create the following table:

Table 8–1   Works of Rodgers and Hammerstein

Year	Show
1943	Oklahoma
1945	Carousel
1947	Allegro
1949	South Pacific
1951	The King and I
1953	Me and Juliet
1955	Pipe Dream
1958	Flower Drum Song
1959	The Sound of Music

> **Note:** The table number in your file will be 2-1.

Figure 8–2 shows a portion of the formal table as it appears in Structure View. The SVTabCont element contains the Table Continuation variable. It must be at the beginning of the TableTitle element, before any text.

Figure 8–2   Formal Table in Structure View
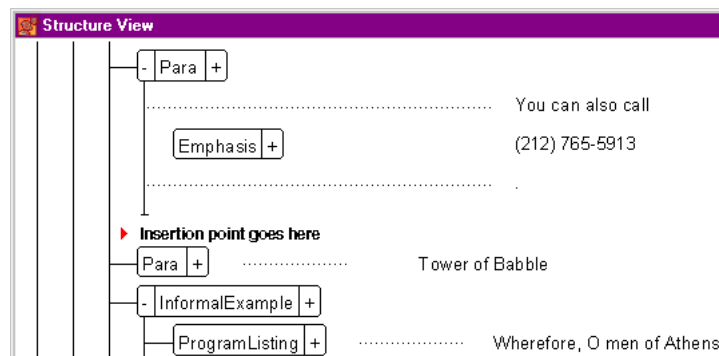

8.2 Step: Inserting Informal Tables

Informal tables do not include titles or numbers. You insert an informal table by inserting the InformalTable element. You choose a format for a table by choosing a value for the Tabstyle attribute.

8.2.1 Exercise: Inserting an Informal Table

There are 20 informal table formats, including syntax and simple table formats. In this exercise, you will use the InformalMax table format.

1. In Structure View, place the insertion point above the Para element that contains *Tower of Babble*.

The next element will be a sibling of the Para element.

2. In the Element Catalog, select **InformalTable**.

3. Click **Insert**.