

## INSERT TABLE

### Table Properties

Rows and Columns: Enter the number of rows and columns required.

Alignment: Select how you want your table placed in the article. If the width is set at 100% the table will fill the entire width of the area. The default aligns the table on the left. Change the width percentage if you want a narrower table.

Insert Table

Size

Rows: 2 Columns: 2

Layout

Alignment: Default

Border size: Default

Cell padding: Right

Cell spacing: 1

Specify width:  100  In pixels  In percent

Specify height:  100  In pixels  In percent

Background

Color: Default

OK Cancel

***Once you've inserted your table, highlight it, go to Table on the tool bar and select Table Properties (or right click)***

Cell padding: Cell padding affects the size of your cell and the amount of white space surrounding your text. If you do not want spacing around the words in your cell, change the cell padding to 0.

Cell spacing: Cell spacing affects the spacing between each individual cell. If you do not want spacing between your cells, change the number to 0.

Specify width/Specify height: Adjust these numbers to create the size of table you desire.

Border Size: If you do not want the lines in the table to appear, change the border size to 0.

Background Color: Choose a background color if desired.

Table Properties

Layout

Alignment: Default

Cell padding: 20

Cell spacing: 10

Specify width:  100  In pixels  In percent

Specify height:  100  In pixels  In percent

Borders

Border size: 1

Background

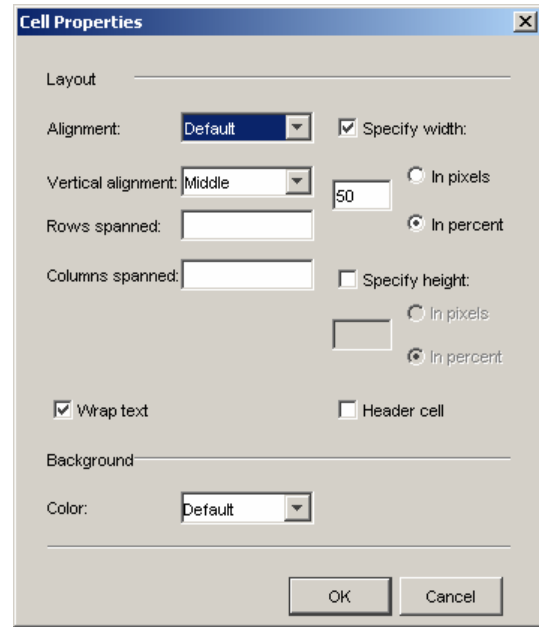
Color: Default

OK Cancel

## Cell Properties

**To set cell properties: Click on a cell and then choose cell properties to make enter specifications. You can do this before or after entering text into the cell.**

|   |
|---|
| Alignment: Select the placement of your text in the cell. The default is Center.          |
| Vertical Alignment: Select the placement of the text within the cell.                     |
| Rows Spanned: Allows you to merge cells.  |
| Columns Spanned: Allows you to merge columns.   |
| Specify width/Specify height: Adjust these numbers to create the size of cell you desire. |
| Wrap text: Automatically wraps at the end of each line in the cell.                       |
| Header cell: Automatically bolds and centers text.  |
| Color: Choose a background color if desired.  |



The screenshot shows the 'Cell Properties' dialog box with the following settings:

- Layout**
  - Alignment: Default (dropdown)
  - Vertical alignment: Middle (dropdown)
  - Rows spanned: (empty text box)
  - Columns spanned: (empty text box)
  - Specify width:  (checked), with a value of 50 and radio buttons for 'In pixels' and 'In percent' (selected).
  - Specify height:  (unchecked), with an empty text box and radio buttons for 'In pixels' and 'In percent'.
  - Wrap text:  (checked)
  - Header cell:  (unchecked)
- Background**
  - Color: Default (dropdown)

Buttons for 'OK' and 'Cancel' are located at the bottom right.