

A GUIDE TO GO LIVE 9

Working with Tables

In this guide you will learn how to:

- Add a table to your site
- Change table settings
- Change cell settings

ADDING A TABLE

To insert a table select the table button from the object menu. Pick up the table button (by clicking down and holding your mouse button) and drag it to where you would like it to appear on your web page.

A table containing three rows and three columns will be inserted into your Web page. To make changes to the table see below.



CHANGING TABLE SETTINGS

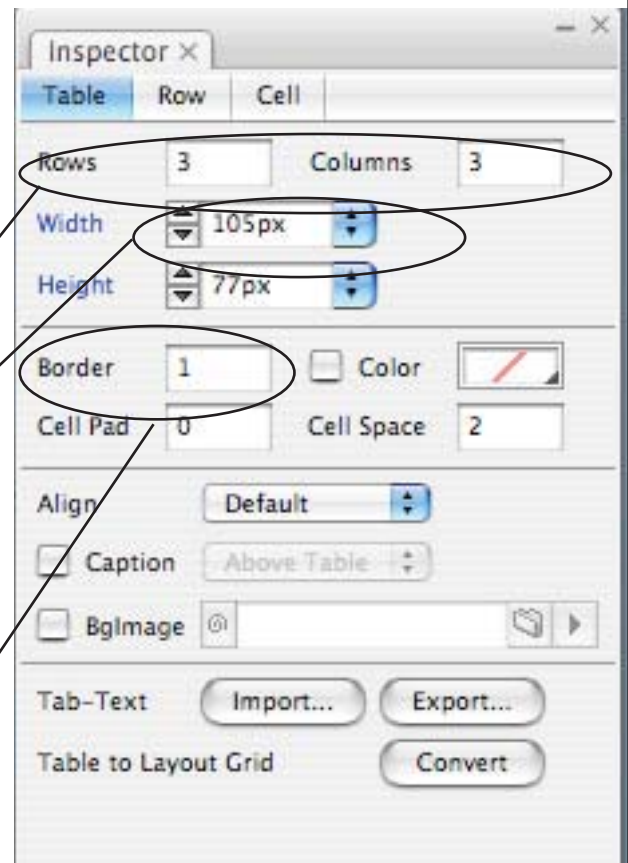
Once you've inserted a table the inspector provides you with the opportunity to make changes to the table's settings.

You can also change the table's settings at any time by clicking on your table with the selection tool. The inspector will then provide you with a number of setting for your table.

Set the number of rows and columns here

Set the width of the table here. Start by using the drop down menu to change the width from pixel to percent. Then enter a number, like 50 or 100.

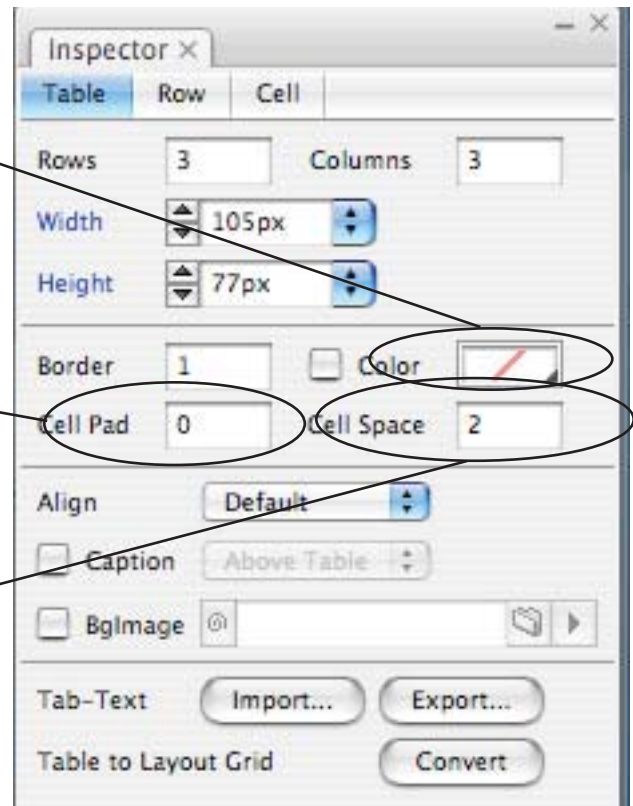
Now choose the size of the border on your table. The bigger the number the larger the border. If you do not want a border enter a 0 (zero).



To add a background color to the entire table use this color selector.

To add a margin inside each cell contained within the table add cell padding to your table. Enter a number - the larger the number the greater the margin.

To add space between the cells in your table add cell spacing to your table. If your table includes a border adding cell spacing will change your border.



CHANGING CELL PROPERTIES

You can also change the settings of a specific cell. Put your cursor inside the cell you want to change and then click on the "table cell" tool in your tool menu. The inspector will now provide you with the opportunity to change the settings of the selected cell.

To move the text in a cell to the top of the cell select "top" from the drop down menu.

To enlarge a cell so that it spans, or includes, a cell next to it or below it change the row or column span.

To change the width of a column use the drop down menu to select percent and then enter a number. This will change the width of the entire column, not just the cell.

To add a background color to the selected cell use this color selector.

