

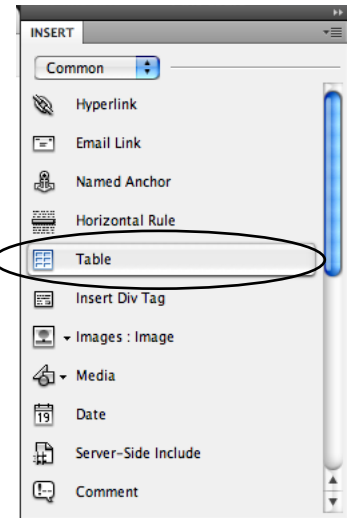
In this guide you will learn how to:

- Add a table to your site
- Change cell settings

ADDING A TABLE

To insert a table in your Web page, place your cursor where you'd like to insert the table. Then click on the table button in the insert menu.

Table button



A window will pop up asking you to set the properties of the table.

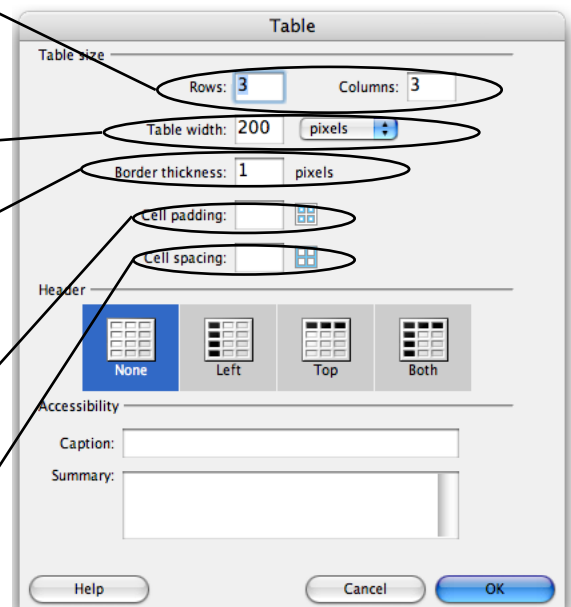
Set the number of rows and columns here

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 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.

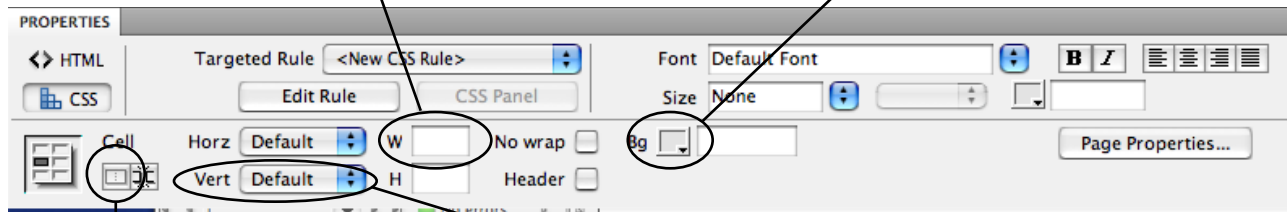


CHANGING CELL PROPERTIES

You can also change the settings of a specific cell. Put your cursor inside the cell you want to change. The properties menu will now provide you with the opportunity to change the settings of the selected cell.

To change the width of a column enter a pixel or percentage in the space provided. This will change the width of the entire column, not just the cell.

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