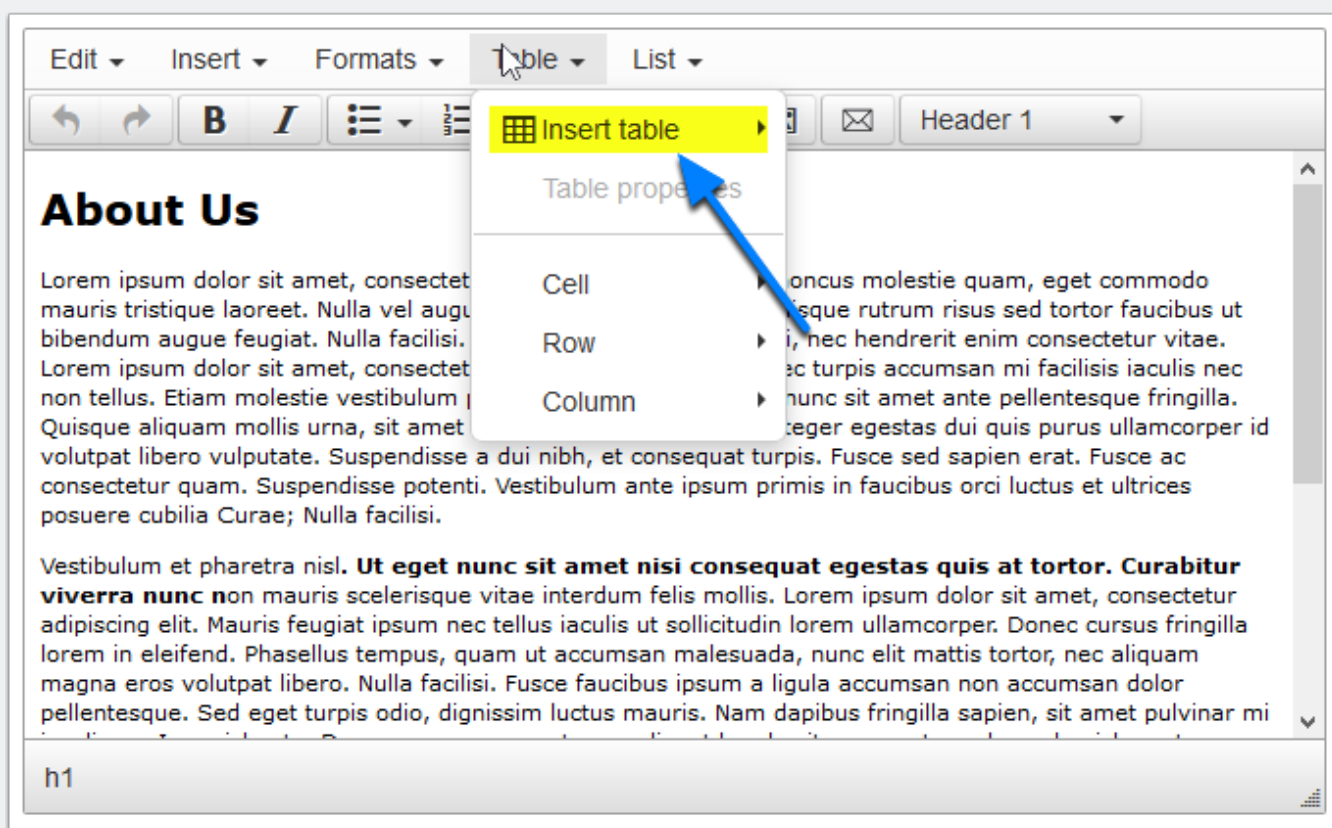


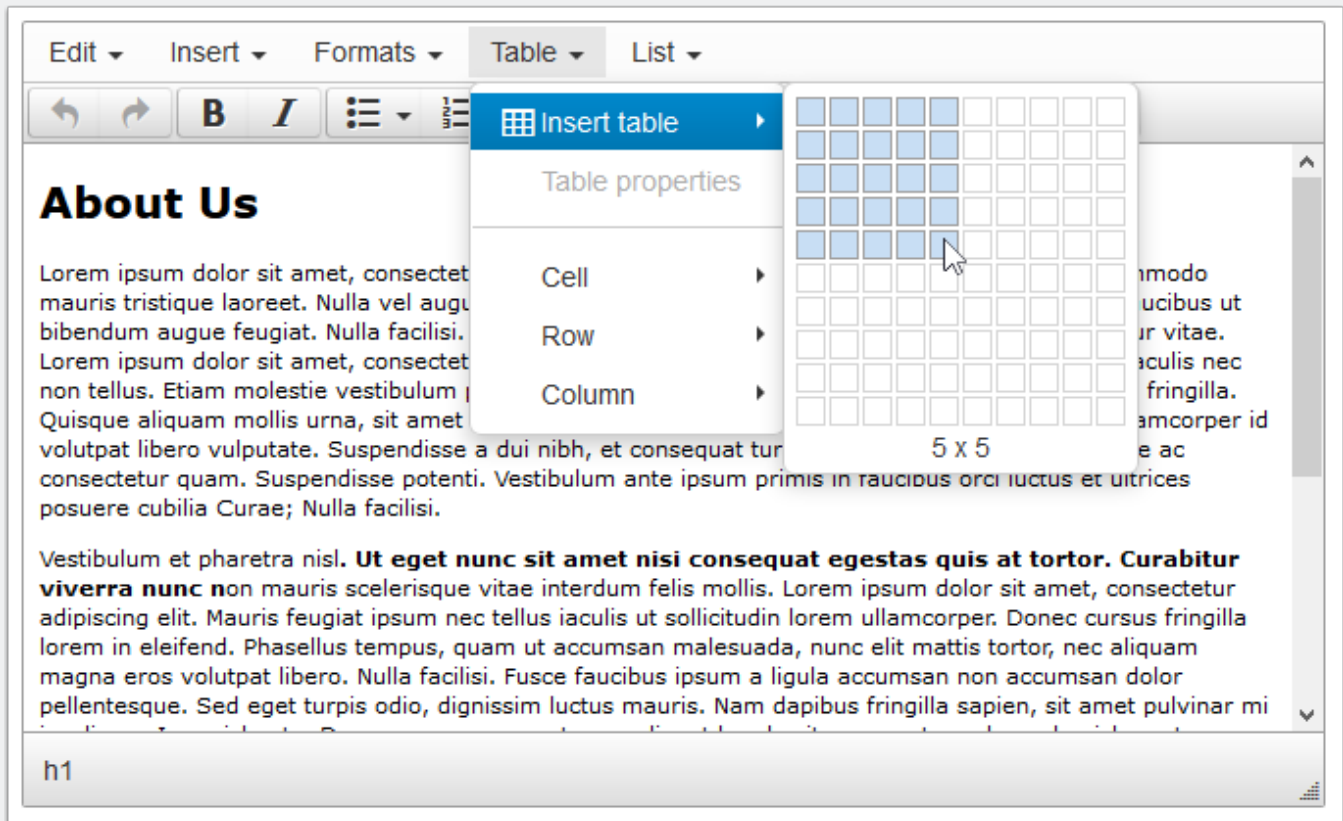
Adding a Table

In My Website, place the cursor where you would like to located your table and click on the Insert Table menu item.



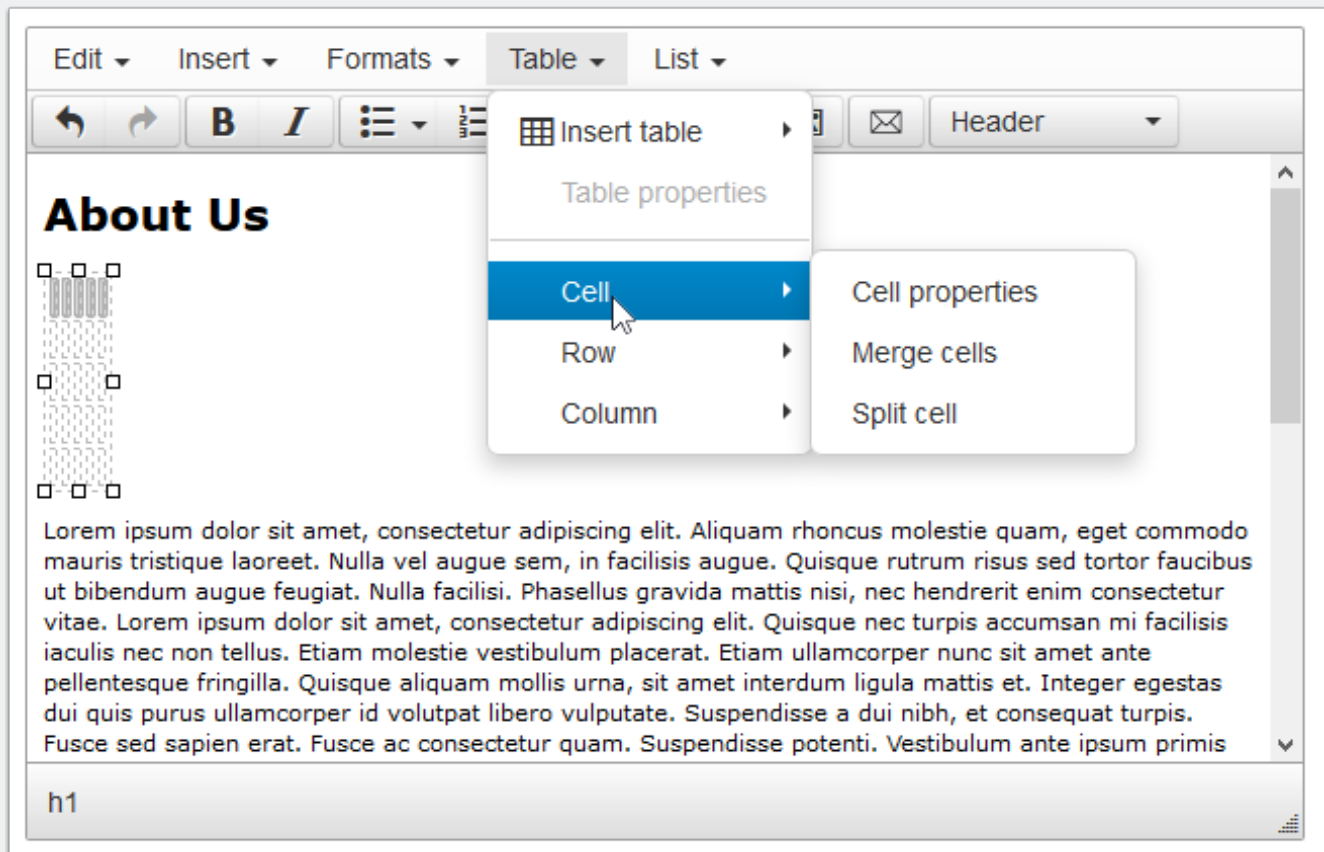
Select the Number of Rows & Columns

Select the amount of rows and columns you would like in your table. Simply do so by moving the cursor to the appropriate location in the grid.



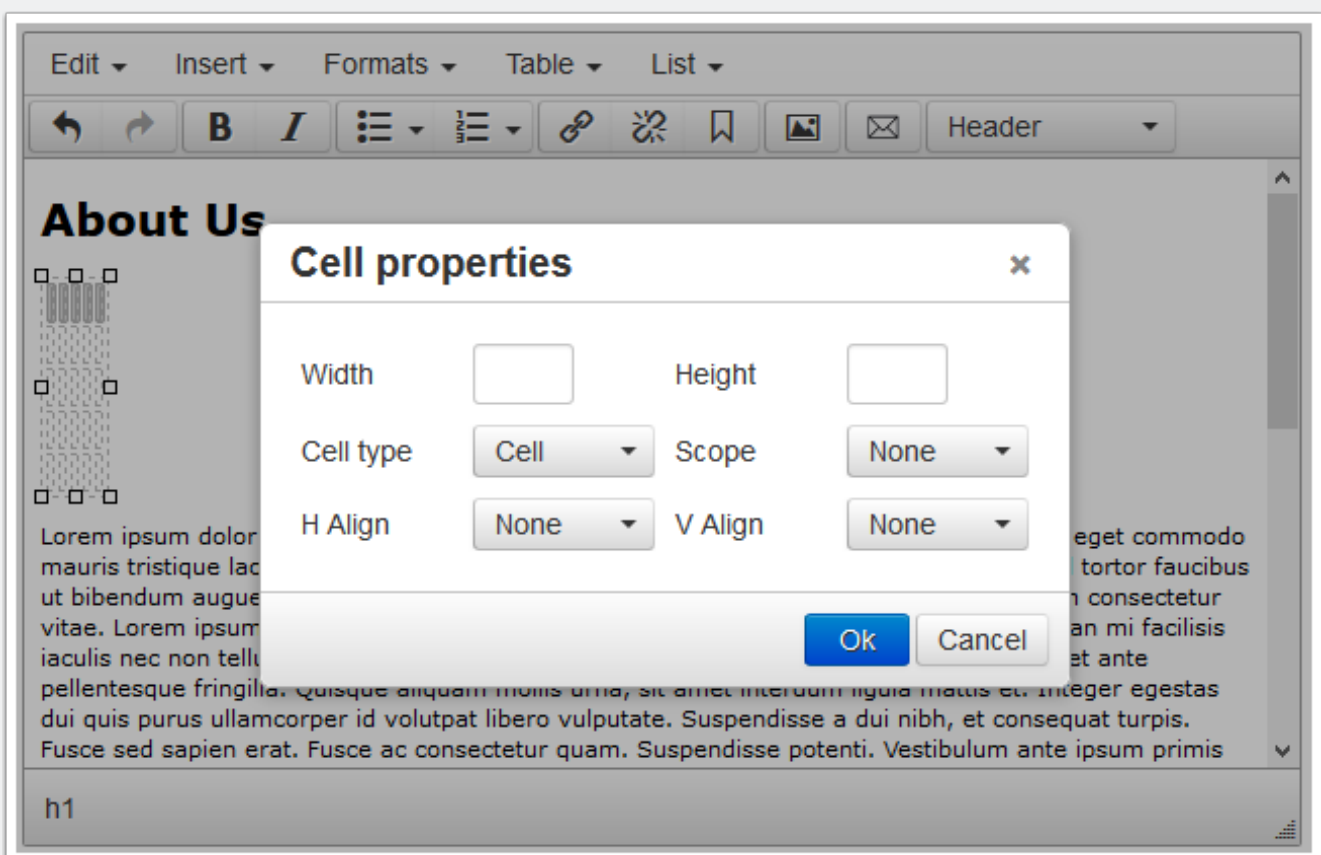
Editing Cells

Once the table has been placed, you have the option of editing the different components of a table. Let's start with the cell.



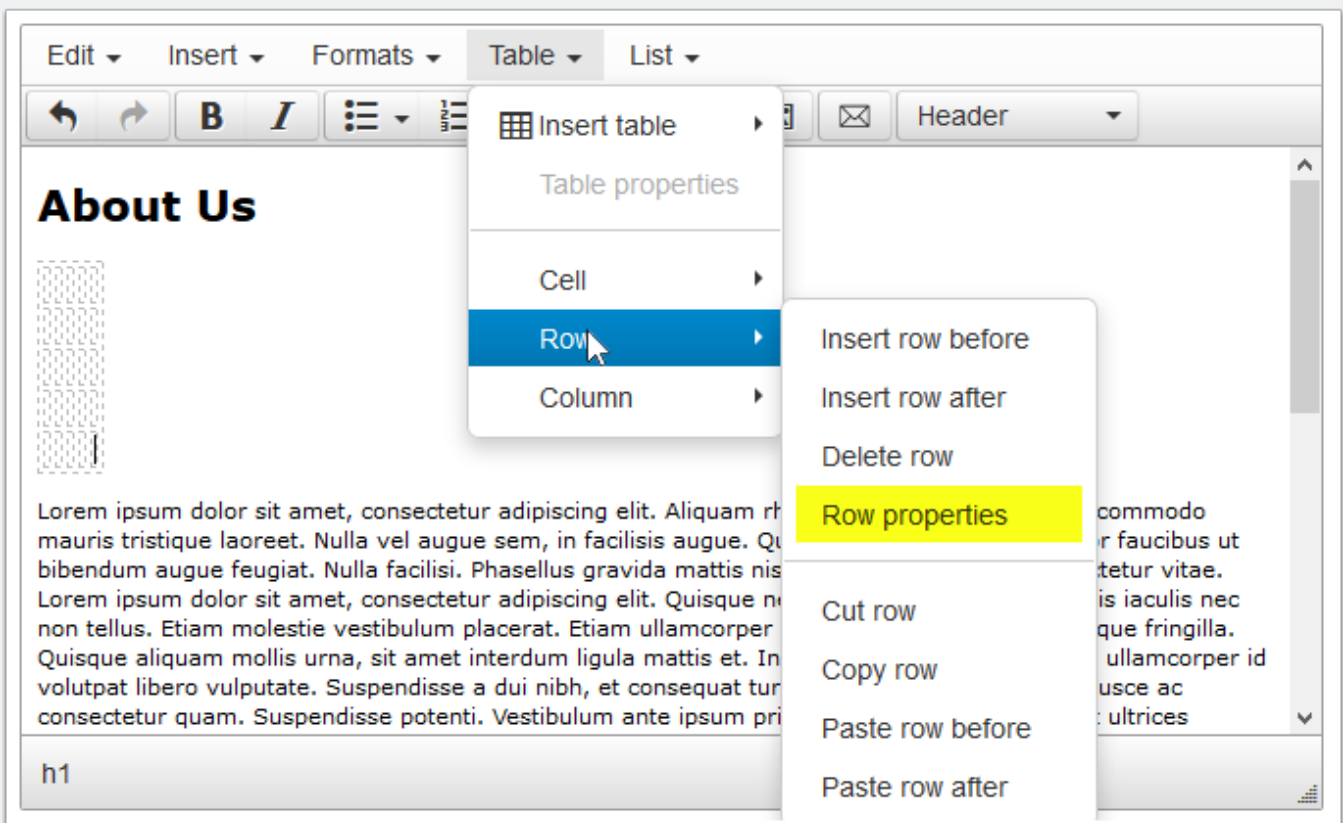
Cell Properties

- **Width:** Here, in pixels, you can assign the width of a cell.
- **Height:** Here, in pixels, you can assign the height of a cell.
- **Cell type:** Choose between a regular cell or a header cell. *You should never really have to use this.*
- **Scope:** Sets the scope of the changes you are making.
- **H Align:** Sets the horizontal alignment for a particular cell.
- **V Align:** Sets the vertical alignment for a particular cell.



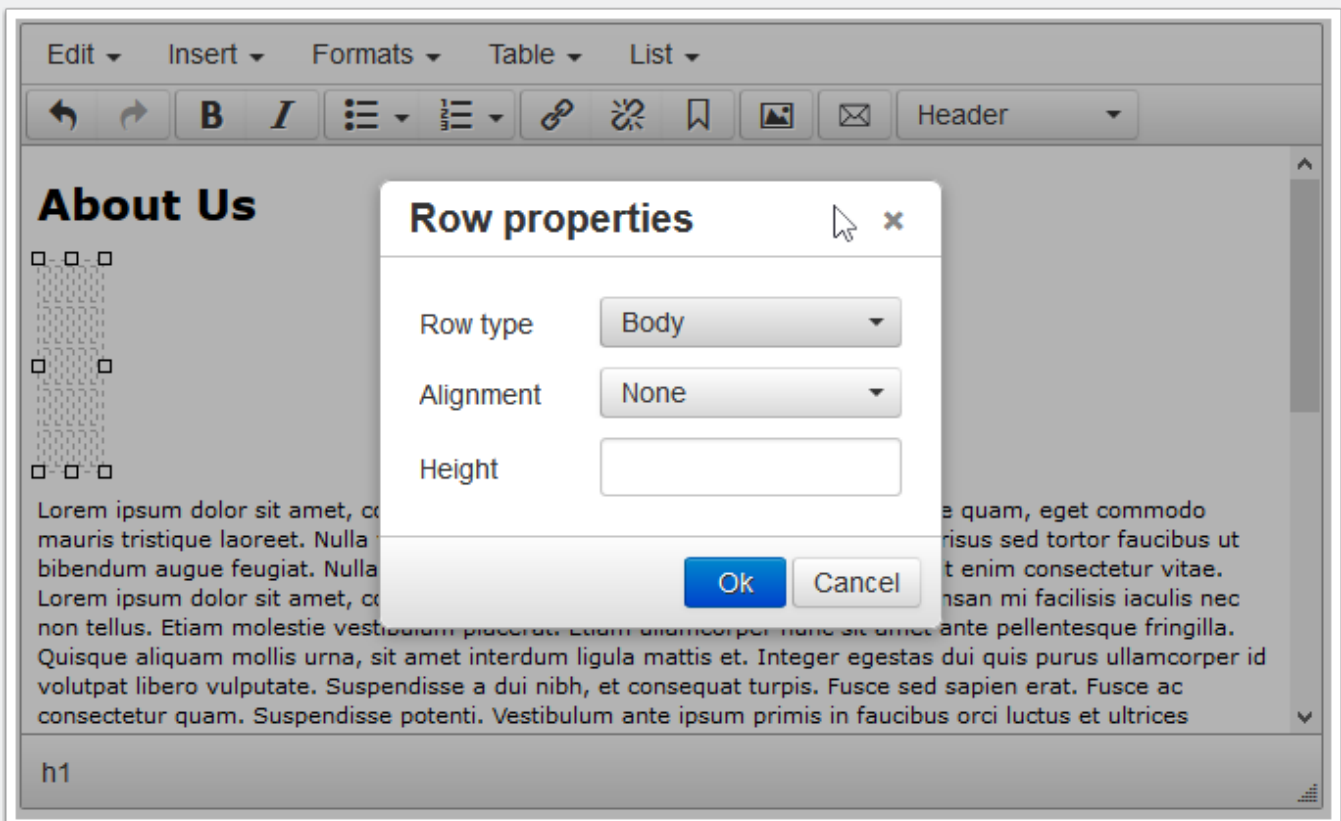
Editing Rows

Next you can edit particular rows in a table. The more common tasks (ie: Inserting and deleting rows) are separate menu items. If you need more specific settings, click on Row Properties



Row Properties

- **Row type:** Choose between a body row, header row or footer row. *You should never really have to use this.*
- **Alignment:** Sets the vertical alignment for a particular row.
- **Height:** Here, in pixels, you can assign the height of a row.



Column Properties

Next you can edit particular columns in a table. Simply click on one of the described options in the menu.

