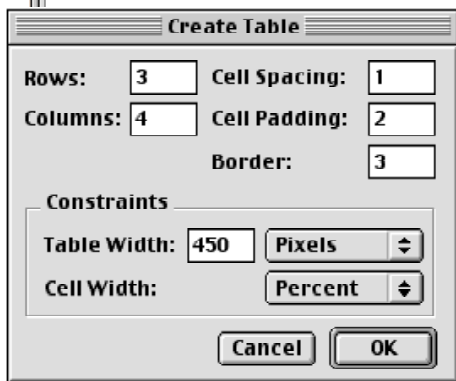
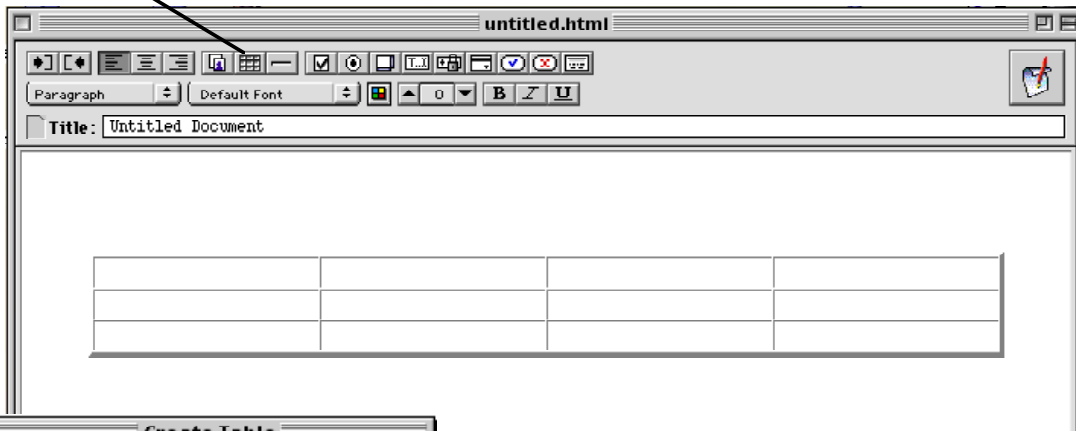


Creating Tables for Web Pages

Tables are a great way to organize information and design your web pages. When you create a table you can set the number of columns and rows in your table. You can also decide on the cell spacing, padding and border size of the table. The other thing you can set is how wide and/or how high your table will be.

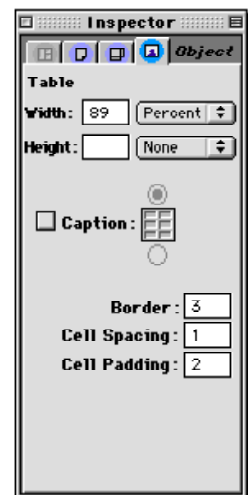
1. To create a table you go to the **Insert** Menu and select Table or click on the Insert Table icon which appears at the top of the page in the Edit Mode.



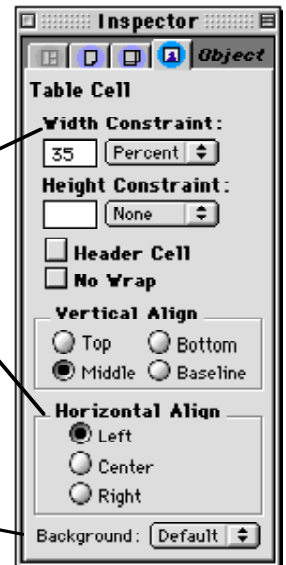
2. When you have completed step 1 a dialog box like the one on the left, Create Table, will appear. You will see fields for entering the number of Rows and Columns. You will also be able to set the Cell Spacing, Cell Padding and Border. Under Constraints you can set the Table Width by Pixels, as shown on the left, or by Percent by using the pull down menu.

3. The table in the Untitled Document image above has the dimensions shown in the **Create Table** dialog box above. **Cell Spacing** refers to the lines between cells. **Cell Padding** refers to the space in the cells. **Border** refers to the lines on the perimeter of the table.

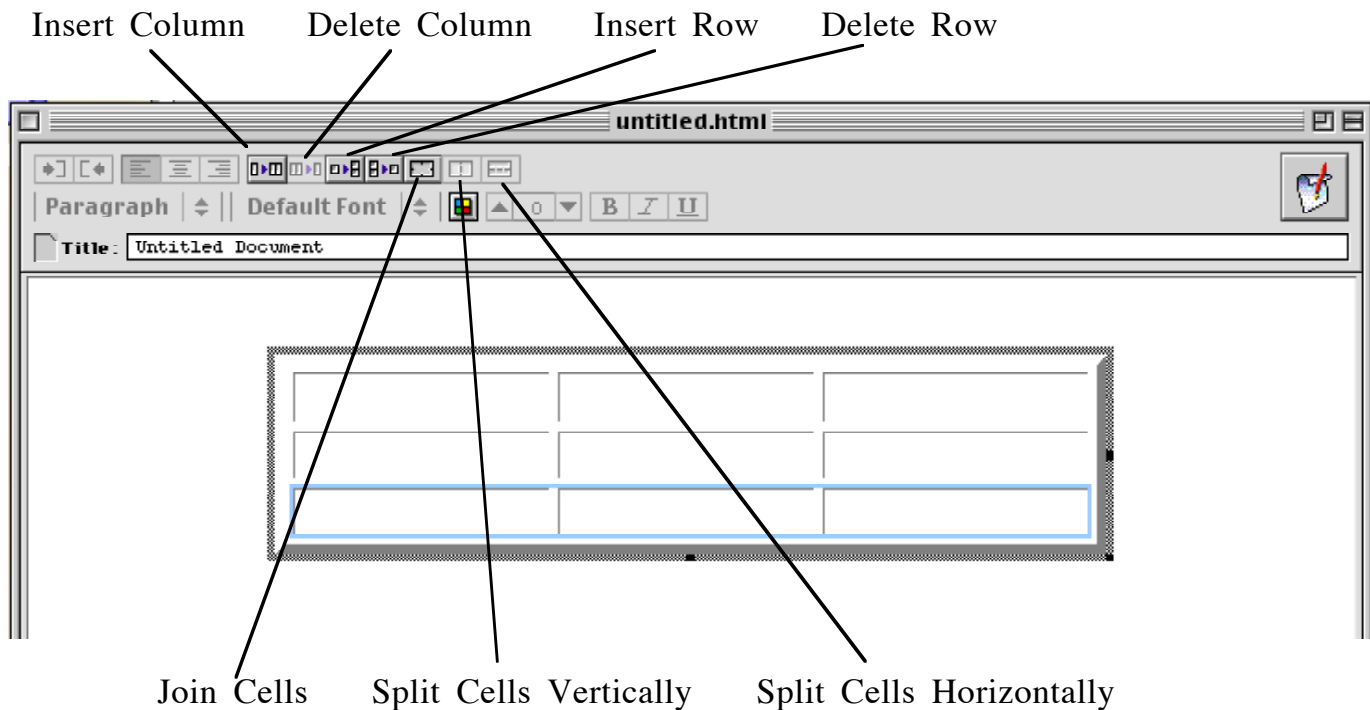
4. If you select your table and go to the **Window** Menu and select **Show Inspector** a window like the one on the right will appear. This window offers similar controls as the Create Table dialog box with the addition of the **Caption** option. Checking **Caption** allows you to add a caption field at the top and/or bottom of your table.



5. If you select a cell or cells in your table the **Inspector** will look like the window on the right. This window offers options for cell size, alignment and color. The **Width Constraint** and **Height Constraint** fields let you set the percent of the width and height of cells. The **Vertical Align** and the **Horizontal Align** check boxes let you set the alignment of the text or images in your cells. At the very bottom of the **Inspector** you see a pull down menu called **Background** which lets you set the background color of a cell.



6. When you select a cell or group of cells in your table in the **Edit** mode a series of buttons like the ones described below will also appear at the top of the page. These buttons enable you to make changes in your table.



Do note that depending on which cells you select certain of the cell options described above may or may not be available to you. If a button is highlight it is available. If a button is ghosted it is not available.