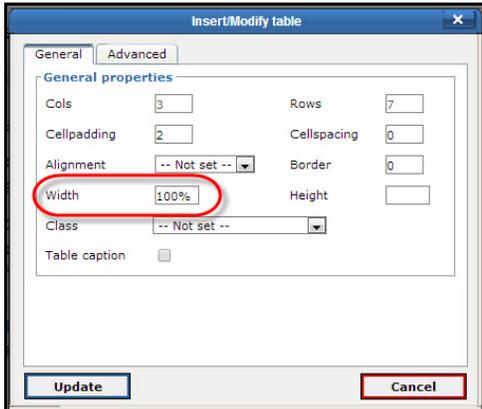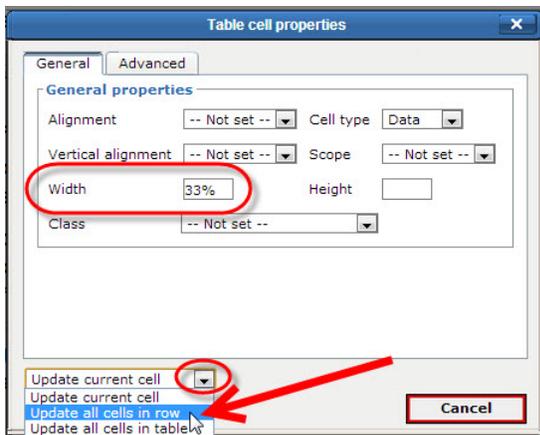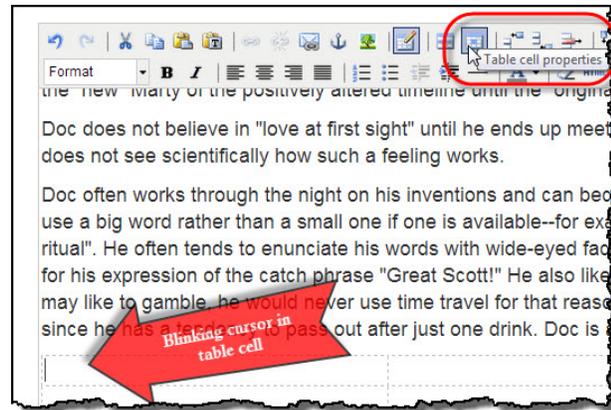# Adjust Column Width

By default, column widths within a table dynamically adjust in order to display data as it is being entered. Though this behavior works well for some applications, many Architeck users prefer to establish fixed widths for each column within a table. Prior to establishing the width for each column within a given table, it is often helpful to specify the overall width of the table itself. **All widths, whether declared for tables or columns, should be specified in percentages only.** Doing so preserves the page's ability to be correctly viewed and printed regardless of the individual user's computer or web browser. In this table, the width has been set to 100% of the available space on the page. Once updated, you may now begin to specify the width of each column.

Though Architeck does not allow for users to click and drag as a means of resizing table columns, this goal can be accomplished through the editing tool bar. To do so, place the blinking cursor in the top cell of the column you wish to adjust. Then select the "**Table cell properties**" icon from within the editing tool bar.

Within the "**Table cell properties**" pop-up window, enter the desired width. *Again, always be sure to use percentages when specifying widths.* This column is to occupy 33%, or one third of the total width of the table. Selecting the "**Update**" button in the lower-left corner of the pop-up window will apply your changes. Setting the width of subsequent columns can be done by repeating this procedure. In this case however, since we will be setting the width of each column to 33%, Architeck allows us to save time by utilizing the drop-down menu in the lower-left corner of the pop-up window. From within this menu, select the "**Update all cells in row**" to quickly apply the same width to each column in the table. Finally, select the "**Update**" button to apply the changes.

The column widths in this table have now been fixed and are ready to be filled with data.

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