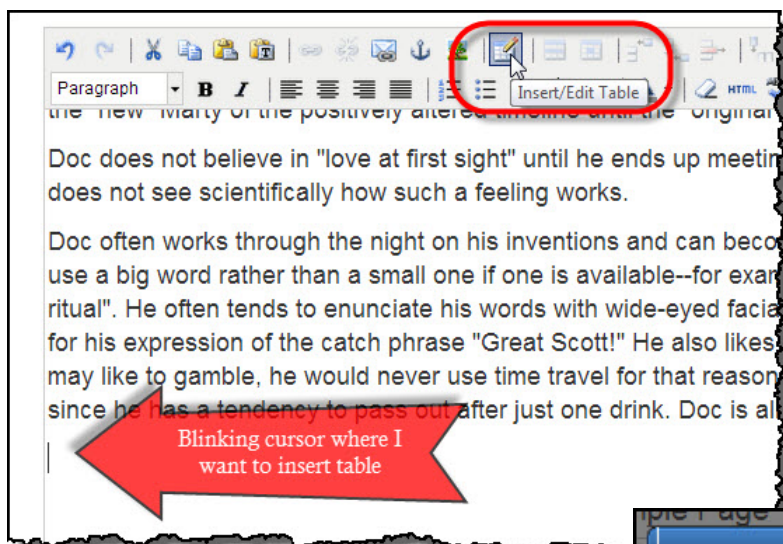
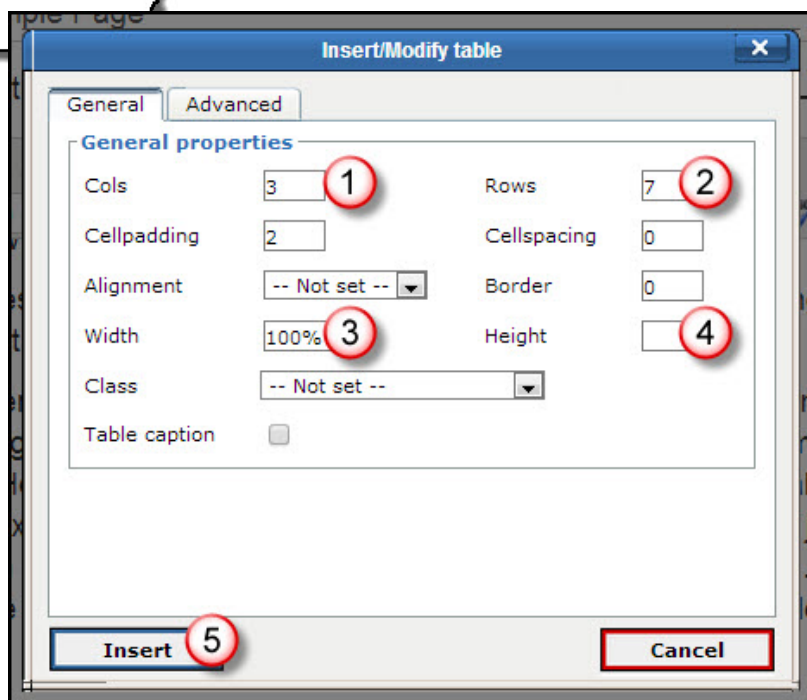


Create a Table



To insert a table, be sure the blinking cursor is positioned within the edit window at the point at which you wish to create the table. Next, select the **"Insert/Edit Table"** icon from the toolbar.

It is from within the **"Insert/Modify table"** pop-up window that tables are configured. (1) This table will require three columns and (2) seven rows. Because this table will be filling the entire width page, (3) a setting of "100%" must be typed within the width field. A common mistake at this point is to forget to include the percent sign. Doing so specifies a table width of 100 pixels, which is roughly only a seventh of the total width of the page.



(4) Although there is a field for setting the height of this table, it is highly recommended to leave this field blank. As text and images are inserted into a table, the table's height automatically adjusts to accommodate the new content. By entering a value in this field, you may be prohibiting your table from automatically adjusting to new data and problems with how the table is displayed on the page are likely to occur.

(5) Once these configurations have been made, select the **"Insert"** button in the lower-left corner of the pop-up window.

