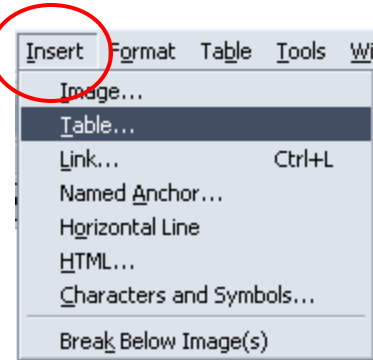


## Netscape Composer (version 7): Adding a Table to a Composer page

4 Steps

This Step-by-Step explains the procedure for adding a table to an existing Netscape Composer page.

- 1) To add a table to an existing page, select the word **Insert** (located at the top of the computer screen on the menu bar), then highlight and select the word **Table....**

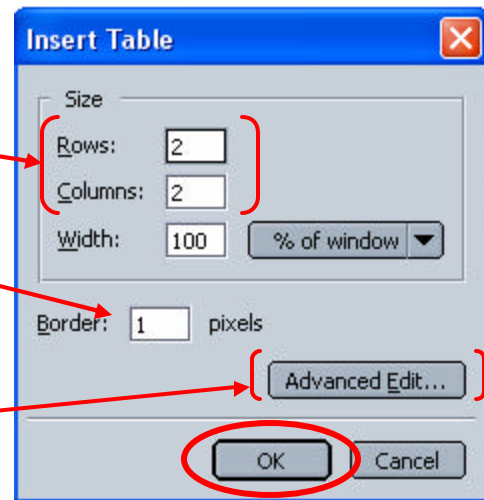


### Alternative method:

Click on the Table icon located on Composer's main menu bar.



- 2) Once Table icon/menu item has been selected, a dialog box will appear with default settings that can be changed. Select the number of rows and columns to be inserted in the table.
- 3) By default, the table will have a **Border** of **1** pixel. Set this value to **0** for no border or to a number greater than **1** for a thicker border.
- 4) To change the amount of space around the items added into the Table, click on **Advanced Edit**. In the Advanced Edit area number values can be added for cell padding and cell spacing. To add space between the edge of the table and the items added to the cells of the table, increase the number for cell spacing.



- 5) Once all changes have been made, click on **Ok**. The table will then appear on the page.

Note: Text and images can copied or inserted directly into the cells. If the table needs to be modified after it has been created, double click the mouse on the table and a table dialog box will reopen.

**You have now added a table into a Netscape Composer page.**