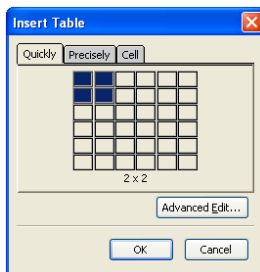
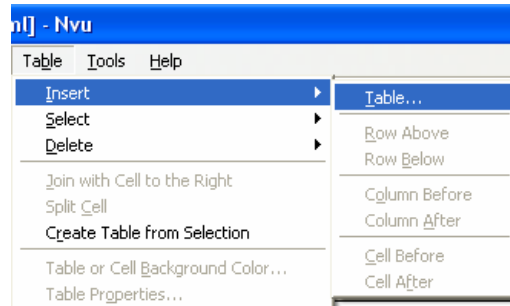
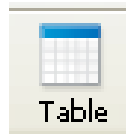


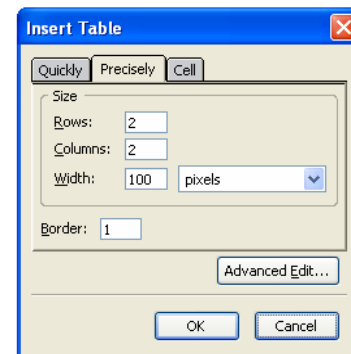
Adding a Table to a Nvu page 4 Steps

This Step-by-Step explains the procedures for adding a table to an existing Nvu page.

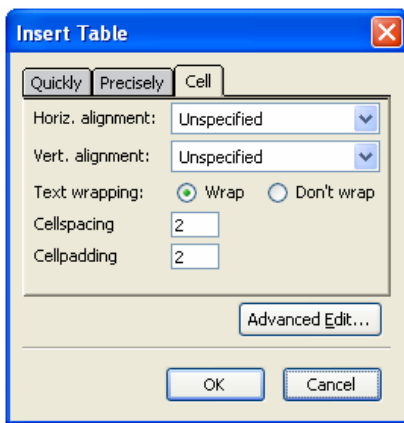
- 1) To add a table to an existing page, select **Table** then **Insert** and finally select **Table...**. Alternatively, click on **Table** on the menu bar.



- 2) Once the **Table** icon/menu item has been selected, a dialog box will appear with a quick way to select a table. Select the size of the table using your mouse.



- 3) Use the **Precisely** tab to precisely define the number of rows and columns, as well as the width (which can be defined in terms of "pixels" or "% of Window"). You also can define the border of the table. 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) Use the **Cell** tab to define the horizontal and vertical alignment. You can also set whether the text will wrap within a cell or not. This is also where you can adjust the cell spacing and the cell padding. 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.

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.

