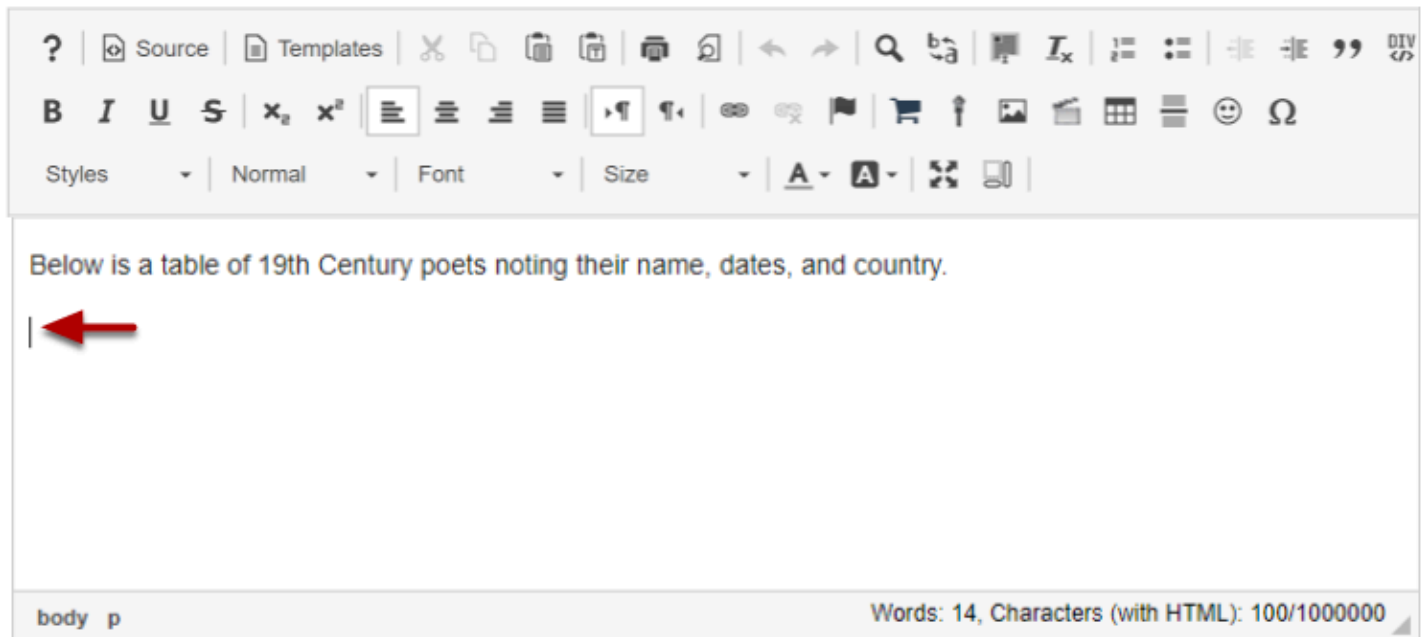


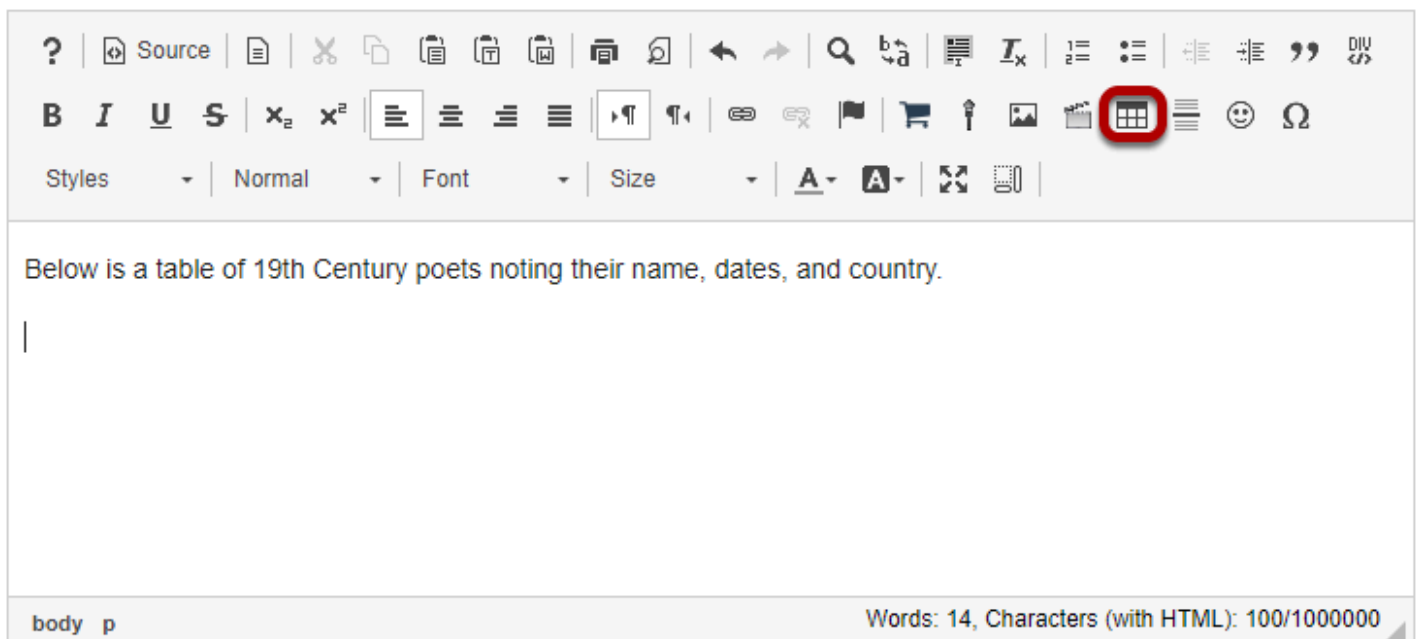
How do I add/edit a table in a text box?

Position the cursor.



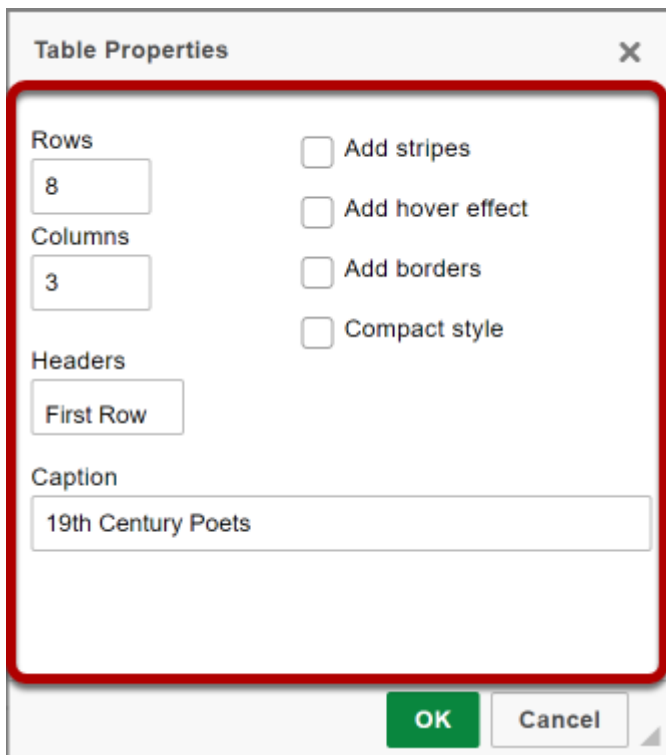
Position your cursor in the text box where you want the table to display.

Click Table icon.



This displays the Table Properties dialogue box.

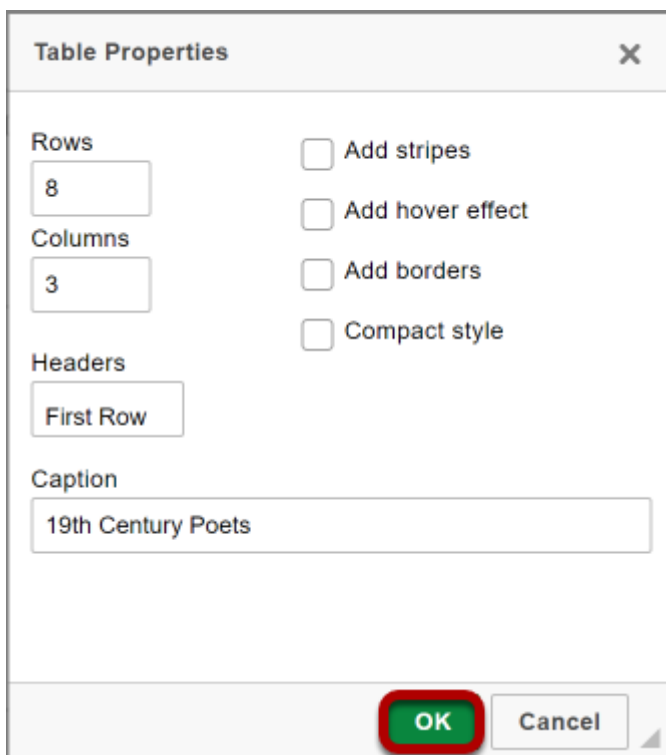
Set the number of Rows, Columns and any other table properties needed.



The 'Table Properties' dialog box is shown with a red border. It contains the following fields and options:

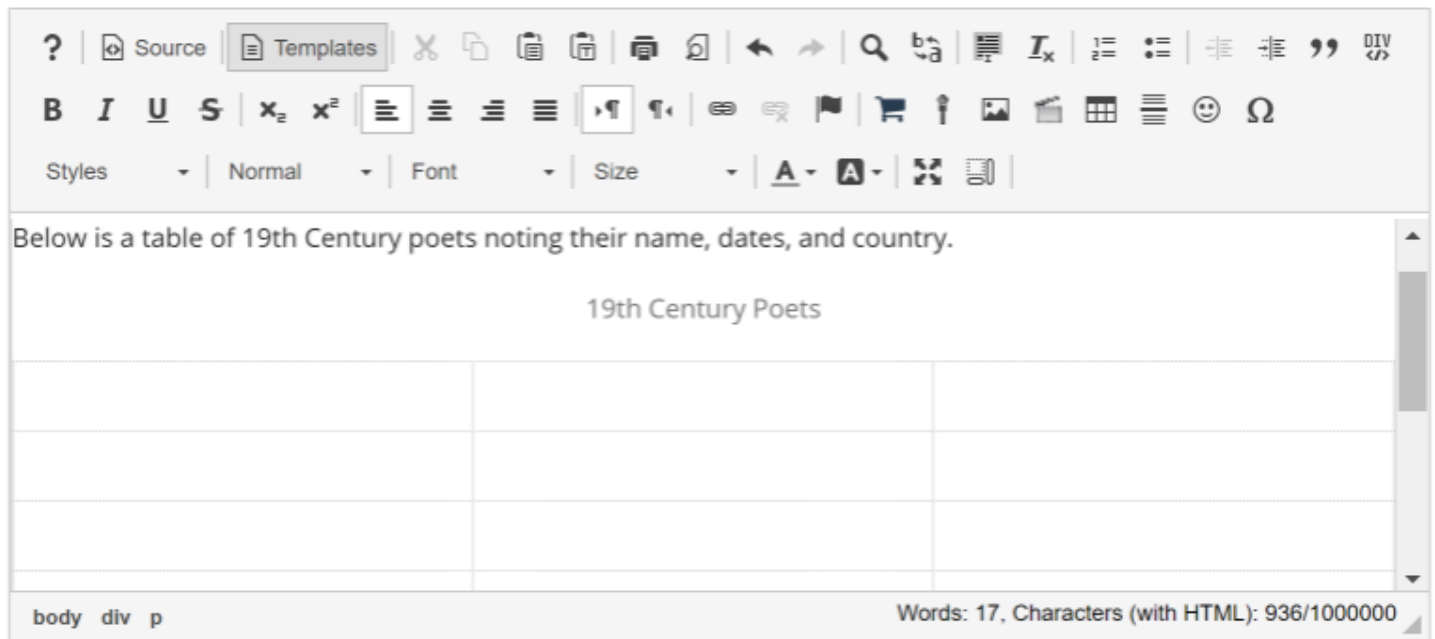
- Rows:** A text box containing the number '8'.
- Columns:** A text box containing the number '3'.
- Headers:** A dropdown menu set to 'First Row'.
- Caption:** A text box containing '19th Century Poets'.
- Options:** Four checkboxes on the right side, all of which are unchecked:
 - ☐ Add stripes
 - ☐ Add hover effect
 - ☐ Add borders
 - ☐ Compact style
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

Click OK.



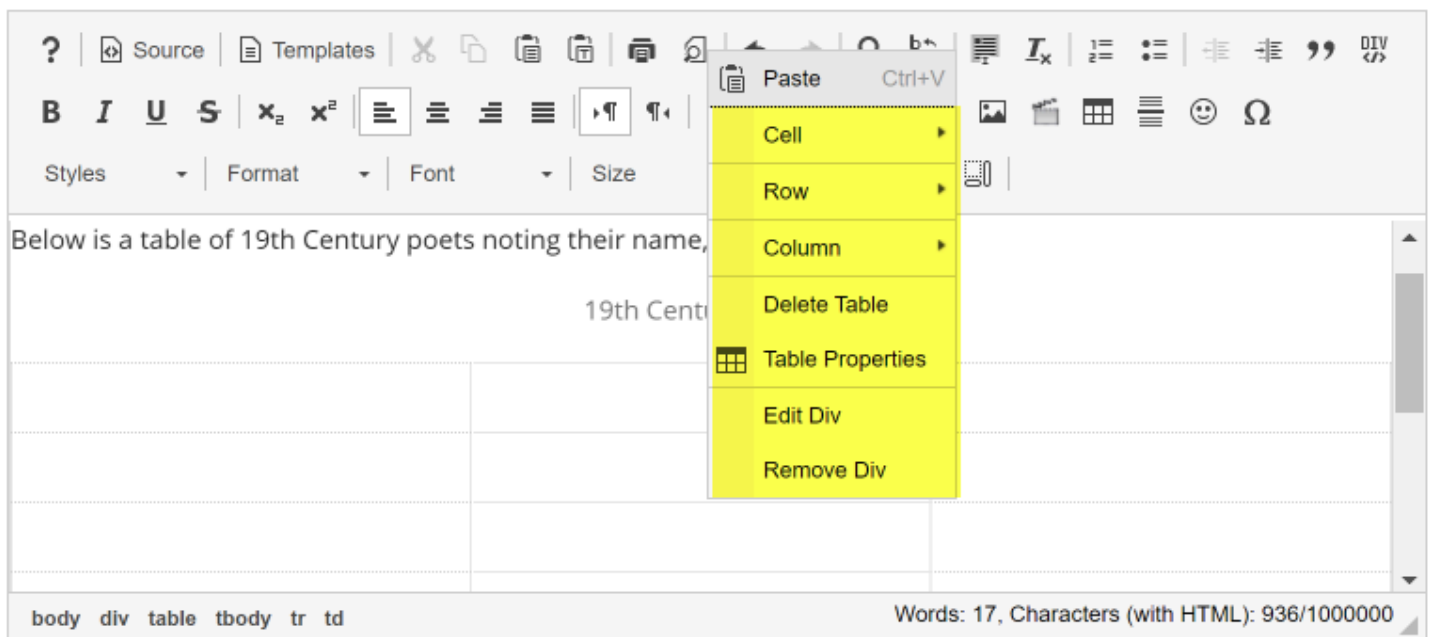
This is another screenshot of the 'Table Properties' dialog box, identical to the one above, but with the 'OK' button highlighted by a red rounded rectangle.

View the table.



The screenshot shows a rich text editor interface. The top toolbar includes options for Source, Templates, and various editing tools. Below the toolbar, the text reads: "Below is a table of 19th Century poets noting their name, dates, and country." The table itself is titled "19th Century Poets" and is currently empty, showing only the table structure with three columns and three rows. The status bar at the bottom indicates "body div p" and "Words: 17, Characters (with HTML): 936/1000000".

Edit the table properties. (Optional)



This screenshot shows the same rich text editor as before, but with a context menu open over the table. The menu options are: Paste (Ctrl+V), Cell, Row, Column, Delete Table, Table Properties (highlighted with a table icon), Edit Div, and Remove Div. The status bar at the bottom now shows "body div table tbody tr td" and "Words: 17, Characters (with HTML): 936/1000000".

To edit the table properties, right-click (CTRL-click for MAC) on the table.

This displays the Edit Table dialog box.

Select the Table Element that you want to edit (Cell, Row, Column,

Delete Table, Table Properties, Edit Div, or Remove Div).

