WRIT 4250/5250

Stroupe

**Quick Layout Tables**

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| **1.** In Dreamweaver, format and insert a table in your page. | |
|  | **A.** Choose Insert > Table  **B.** In the Table window, enter numbers for the rows and columns desired  **C.** Next to “Table Width,” enter a number and choose either “percent” or “pixels” from the drop-down menu. *Note that a percentage width means the table’s width will be that percentage of whatever space the table can.*  **D.** Next to “Border Thickness,” enter “0” to make the table invisible in a browser. |

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| **2.** Insert content into the cells and format each to create space | |
|  | **A.** After inserting content into the cells, control+click in one of the cells to select it. *(Alternatively, you can click in the cell, and then click the “<td>” tag in the Tag Inspector on the lower left.*  **B.** With the cell selected, you’ll see the properties of the table cell in the Properties Panel at the bottom.  **C.** In the Properties Panel, find the “Horz” and “Vert” drop-down menus, and change the values there to “Left” and “Top” respectively.  **D.** In the “W” box, enter the number of pixels width of that cell OR a number followed by a “%” sign (no space) for cell width that is percentage of the table’s width.  **E.** Follow the same steps for other cells in the same row, being sure that your pixel widths add up to the table’s total width, or that your percentages add up to 100%. Alternatively, if you leave one cell in the row without a set width, it will automatically expand or contract to whatever width is mathematically left over for it.  F. To insert padding around the inside of a table’s cells, click inside the table, then click the “<table>” tag in the Tag Inspector to select the table, then, in the Properties Panel, enter a number of pixels in the “Cell Pad” box. *Note that to insert padding into individual cells only, you’ll need to create a CSS rule to apply to these cells.* |