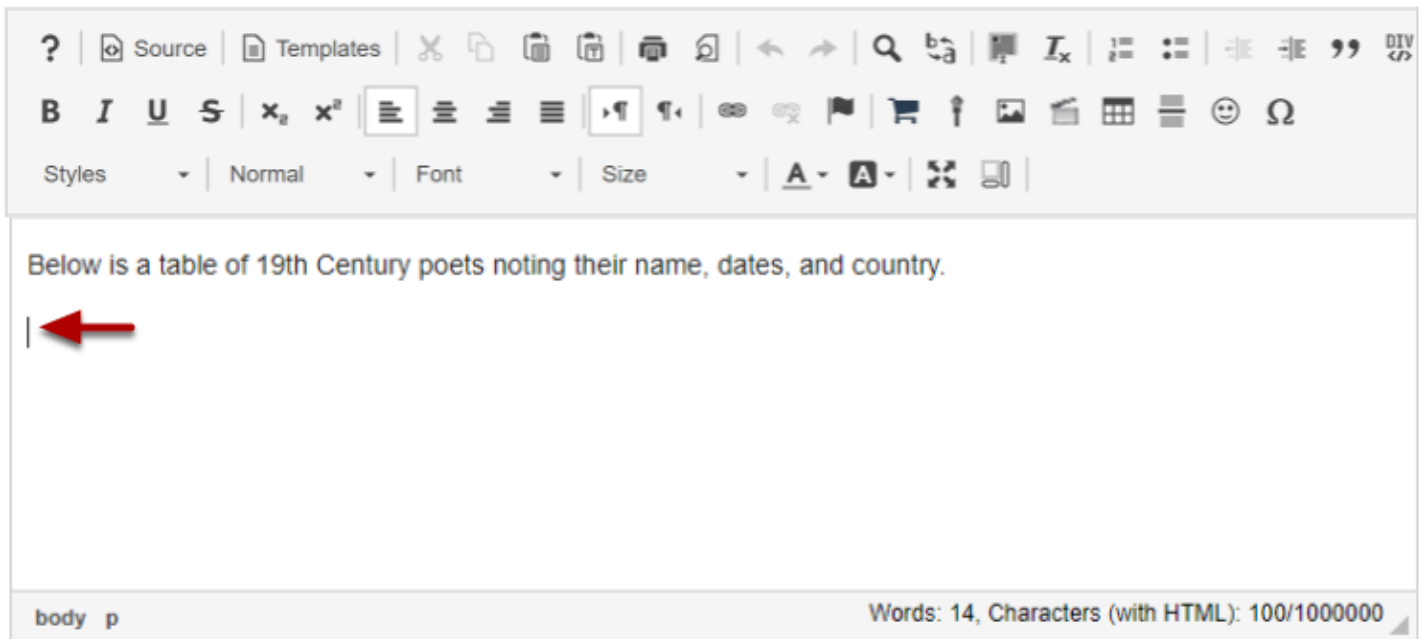


How do I add/edit a table in a text box?

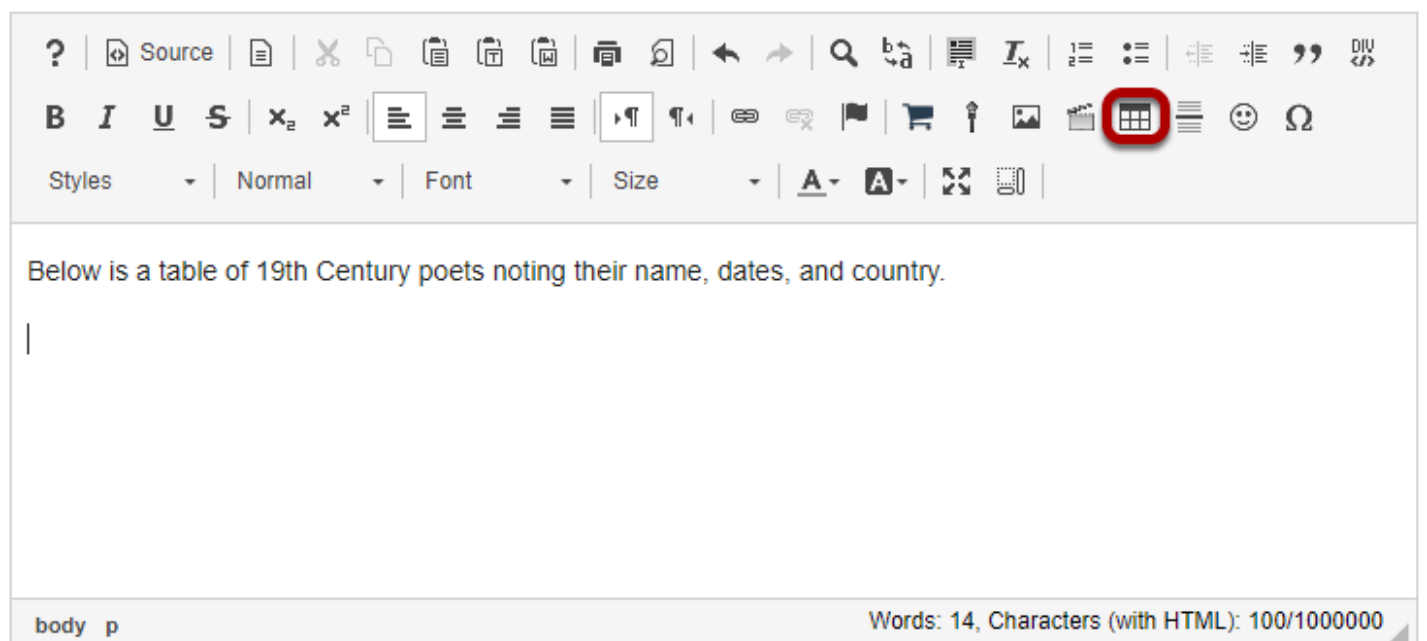
Position the cursor.



A screenshot of a rich text editor interface. The top toolbar contains various icons for editing, including undo, redo, search, and text formatting. Below the toolbar, the text "Below is a table of 19th Century poets noting their name, dates, and country." is displayed. A red arrow points to the vertical cursor line at the beginning of the text box. The status bar at the bottom indicates "body p" and "Words: 14, Characters (with HTML): 100/1000000".

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

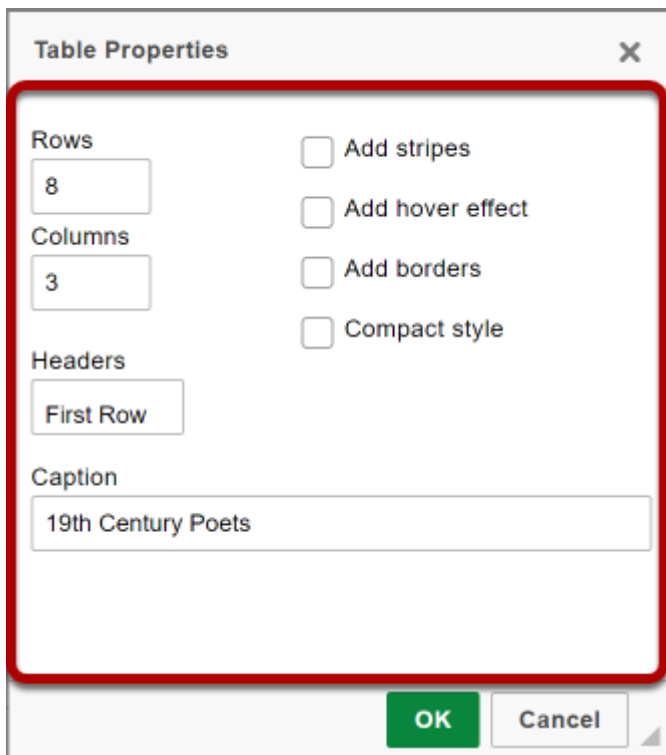
Click Table icon.



A screenshot of the same rich text editor interface. The toolbar is visible, and the "Table" icon, which depicts a grid, is circled in red. The text "Below is a table of 19th Century poets noting their name, dates, and country." is present, and the cursor is at the start of the text box. The status bar at the bottom shows "body p" and "Words: 14, Characters (with HTML): 100/1000000".

This displays the Table Properties dialogue box.

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

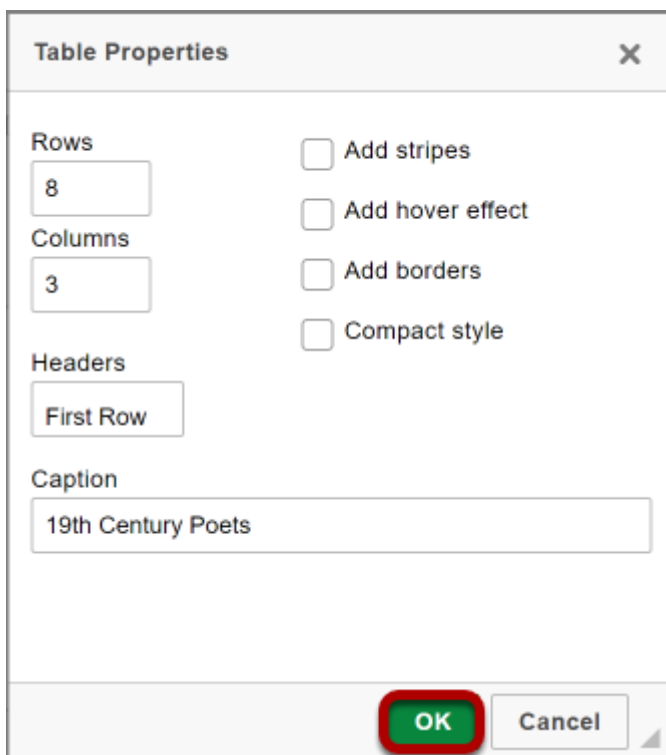


The screenshot shows a 'Table Properties' dialog box with a red border around the main content area. The dialog has a title bar with 'Table Properties' and a close button (X). The main content area contains the following fields and options:

- Rows:** A text input field containing the number '8'.
- Columns:** A text input field containing the number '3'.
- Headers:** A dropdown menu with 'First Row' selected.
- Caption:** A text input field containing '19th Century Poets'.
- Options:** Four checkboxes are listed on the right side:
 - Add stripes
 - Add hover effect
 - Add borders
 - Compact style

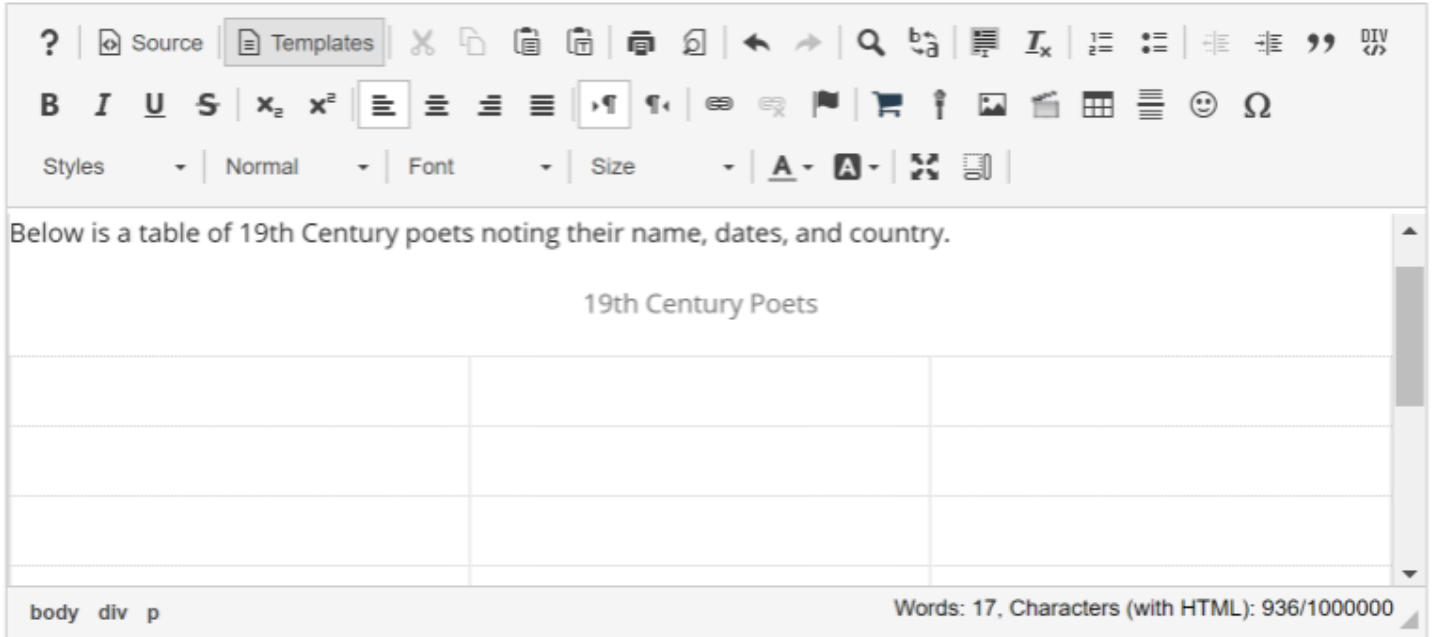
At the bottom of the dialog, there are two buttons: a green 'OK' button and a grey 'Cancel' button.

Click OK.



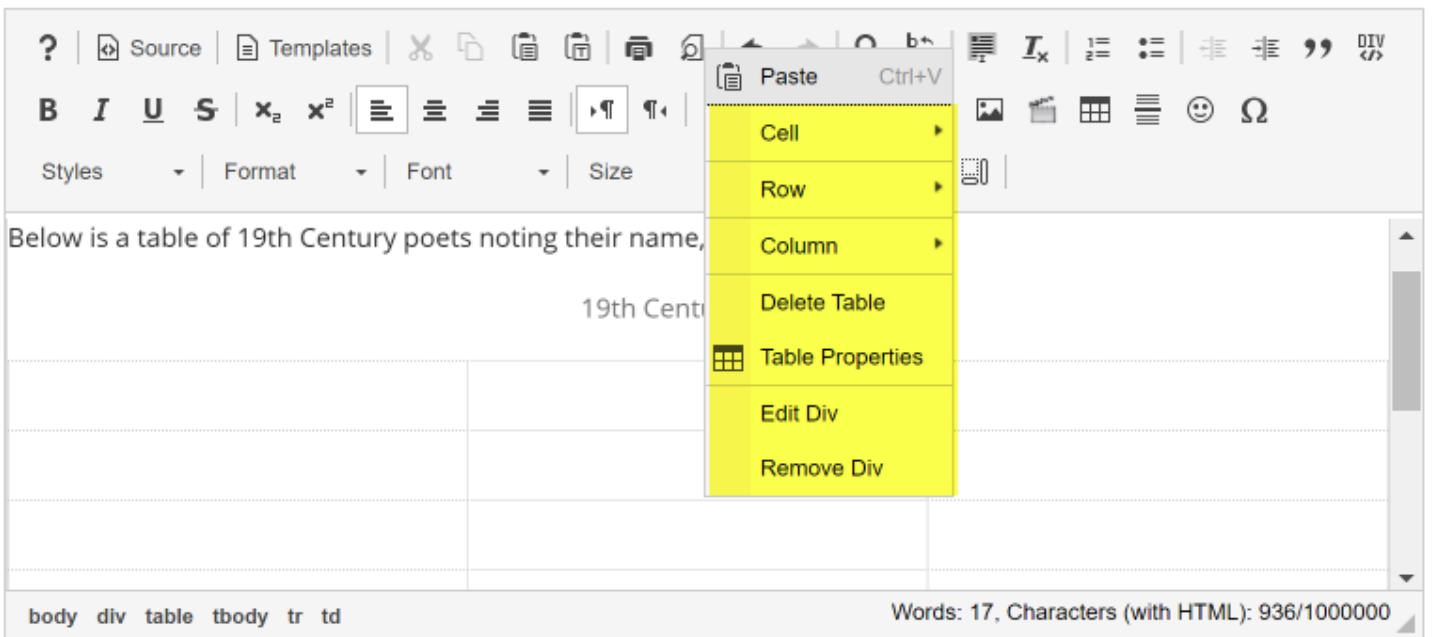
This screenshot is identical to the one above, showing the 'Table Properties' dialog box. The only difference is that the 'OK' button at the bottom is highlighted with a red border, indicating it should be clicked.

View the table.



The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for text formatting and editing. Below the toolbar, the text reads "Below is a table of 19th Century poets noting their name, dates, and country." Below this text is a table with the title "19th Century Poets" centered above it. The table is currently empty, showing only the grid structure. At the bottom of the editor, the status bar shows "body div p" on the left and "Words: 17, Characters (with HTML): 936/1000000" on the right.

Edit the table properties. (Optional)



The 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, Edit Div, and Remove Div. The status bar at the bottom now shows "body div table tbody tr td" on the left, indicating that the table element is selected.

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).

