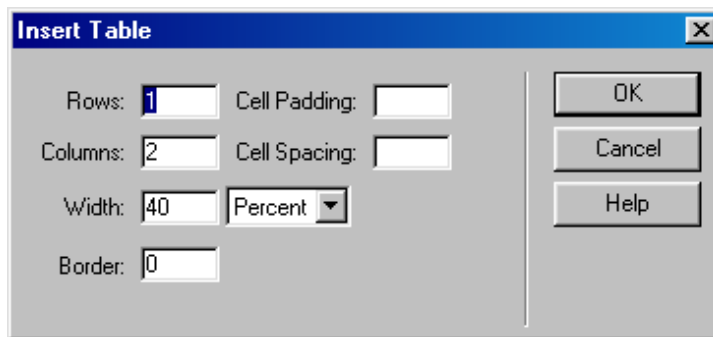




Dreamweaver Table Basics

Tables are useful for displaying pictures, lists, and essential to organizing the entire layout of a web page.

Inserting a table: Choose **Insert, Table**.

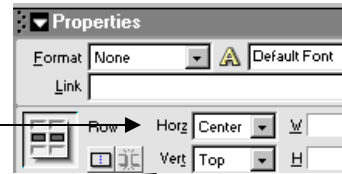


1. Enter the number of rows and columns you want in your table
2. Enter Width (around 700 pixels for a full page table)
 - a. Pixels: The table will be a consistent size independent of the viewers computer settings
 - b. Percent: The table will change with the viewers computer settings
3. Enter border size
 - a. Border size 0 allows the border to be invisible
 - b. If you choose to have a border, your table will look like the image below. This table has a border size of 1.

4. Set value for cell padding
 - a. Cell padding creates a margin of space between the content in the cell space and the cell walls themselves.
5. Set value for cell spacing
 - a. Cell spacing is the distance between the cells
6. Select OK

Aligning tables

1. To align a table with respect to the web page, select the entire table by highlighting with the mouse or by right clicking within table and choosing **Table, Select Table**. Choose (Default) Left, Center, or Right under **Align** in the Properties tool bar at the bottom of the screen. You can only align the table horizontally.
2. To align content within a table, select the cells that you want to align. You can set the horizontal (Horz) or vertical alignment (Vert) in the Properties tool bar at the bottom of the screen. The default setting is Horz: Left, Vert: Middle.



Merging and Splitting Cells

It is possible to merge (combine) or separate (split) a group of adjacent cells, either vertically or horizontally.

1. Merging cells
 - a. Highlight the two or more cells you would like merged.
 - b. Click on the left button under Row on the left side of the Properties toolbar
2. Splitting cells
 - a. Click inside the cell you want to split
 - b. Click on the right button under Row on the left side of the Properties toolbar
3. When planning your page, remember that merging is better than splitting.

