

Using Dreamweaver MX

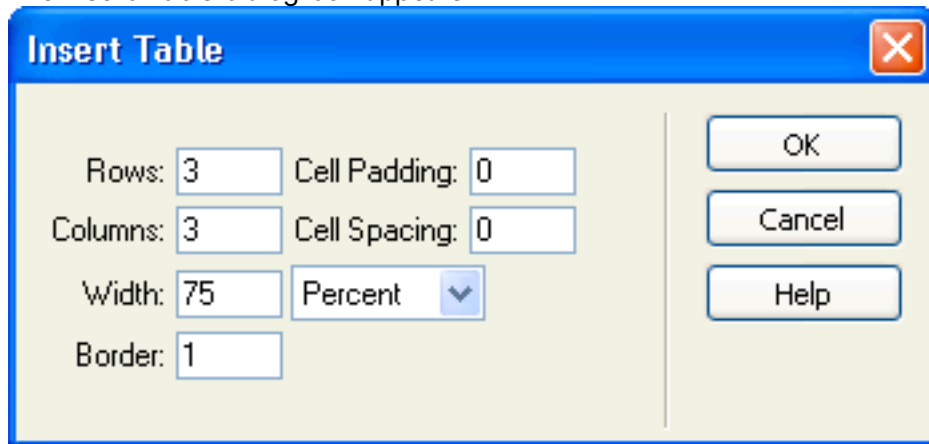
Insert a table

Now you're ready to insert a table in the document.

1. In the Document window, place the insertion point in the document, then do one of the following:
 - o Select Insert > Table.
 - o In the Insert bar's Common category, click the Table icon.



The Insert Table dialog box appears.

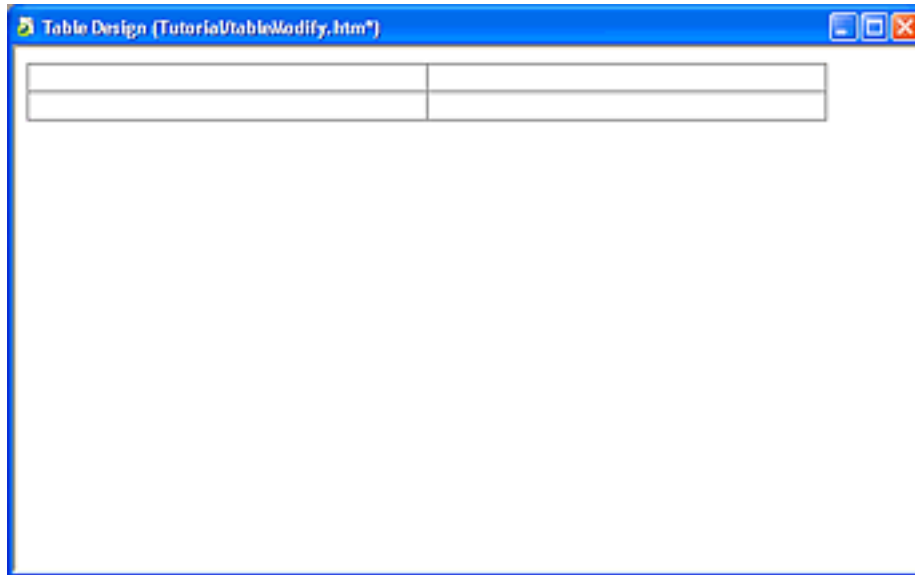


2. In the dialog box, set the following options:
 - o In the Rows text box, type 2.
 - o In the Columns text box, type 2.
 - o In the Width text box, type 600, and then select **Pixels** in the pop-up menu to the right of the Width text box.

Setting the width to 600 pixels creates a fixed width table. We'll discuss table width in more detail a little later in this tutorial.

 - o In the Border text box, type 1 to set a 1-pixel border around the table and table cells.
3. Click OK.

Dreamweaver inserts the table in the document.



4. Save your document by doing one of the following:
 - o Select File > Save.
 - o Press Control+S (Windows) or Command+S (Macintosh).

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Modify the table

Next, you'll modify the table's layout. You'll add rows and columns to the table, and learn how to merge and split cells to create the desired page layout.

1. Click in the top-left cell then drag down to the bottom row to select the left column.

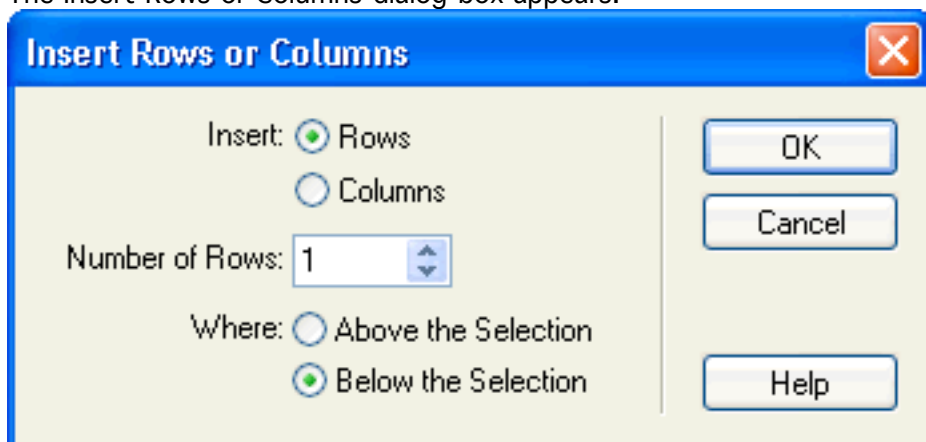


2. Select Modify > Table > Insert Column.

The table now contains three columns.

3. Click in the bottom left cell and then select Modify > Table > Insert Rows or Columns.

The Insert Rows or Columns dialog box appears.



Tip: Select the Insert Rows or Columns option when you want to add a specific number of rows or columns, or to choose where a row or column is inserted in a table.

4. In the dialog box, set the following options:

For Insert, select **Rows**.

In Number of Rows, type 2.

For Where, select **Above the Selection**.

5. Click OK.

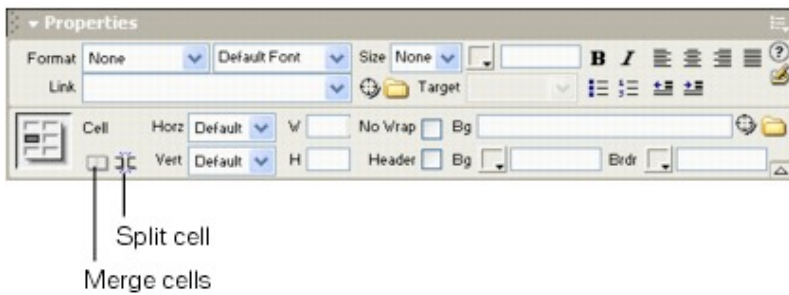
The table updates. You now have a four-row by three-column table.

6. Save your changes (File > Save).

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Merge and split cells

By merging and splitting cells you can customize a table's design to fit your layout needs. Next, you'll see how to use menu options or the Property inspector to merge or split table cells.



1. In the document, select the first two cells in the left column of the table, by dragging your pointer from the top left cell to the cell below it.
2. Choose **Modify > Table > Merge Cells**.

The two cells merge into a single cell.

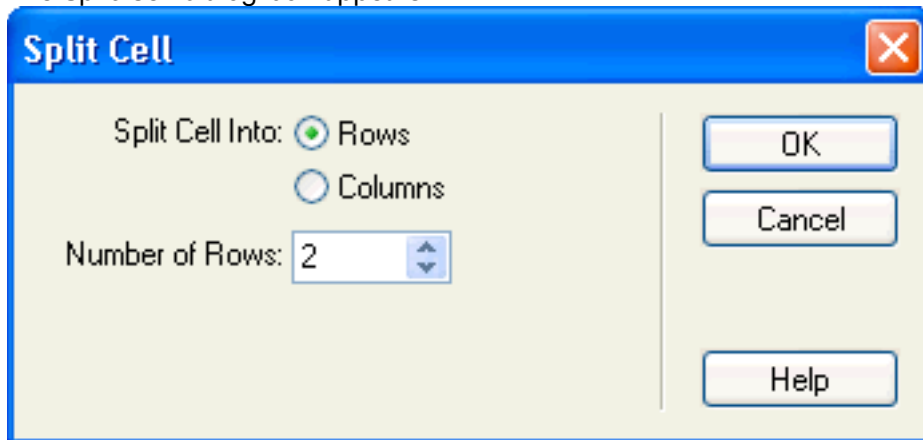
3. Click in the third row of the second column, then drag to the right and down to select the last two rows of cells in the second and third columns.
4. In the Property inspector, click the Merge button to combine the cells.

The selected cells merge into one cell.

You can split a single cell or column.

1. Click in the top left cell.
2. In the Property inspector, click the Split Cell button.

The Split Cell dialog box appears.



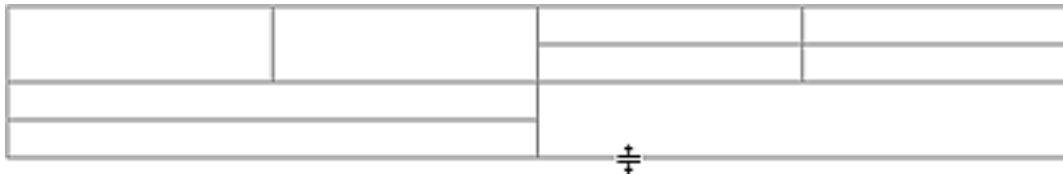
3. In the dialog box, set the following options:
 - o For Split Cell Into, select **Columns**.
 - o In Number of Rows, enter **2**.
4. Click OK.

The table is modified.

Change row height and column width

Let's adjust the table's dimensions. You'll increase the amount of space between the table rows, and adjust the amount of space between the table columns.

1. Move the pointer along the bottom table border until it changes into a border selector, then drag it down to resize the table.



You can use this method to resize the other row heights in the table if you'd like.

2. Move the pointer along a column border until it changes to a border selector, then drag it to the left or right to change a column's width.

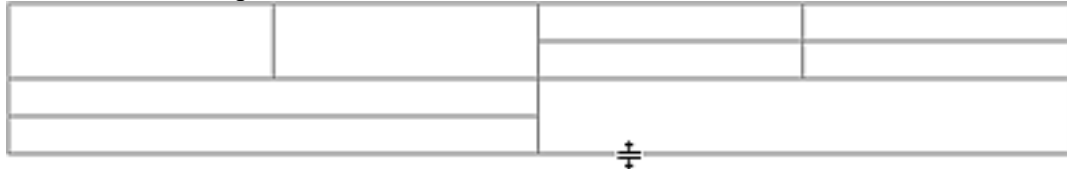
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3. When you are done adjusting your table, save your document.