



## Quick Start Guide to:

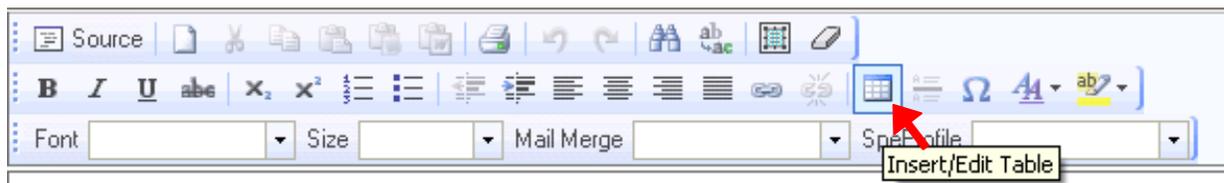
### Creating and Using Tables in Swiftpage's Online Editor

Tables can be a very useful tool within your email template. The following are some uses of tables:

- Creating the appearance of multiple columns;
- Arranging a lot of information in a clear manner;
- Using spreadsheets within an email.

#### To create a table within the Swiftpage online editor, follow these steps:

1. With your email template open, select the Swiftwindow in which you want the table to appear and then click on Content Editor > Text Options > Edit Text.
2. Click on the Insert/Edit Table button in the toolbar:



3. A menu will appear asking you to establish the Table Properties. Most important here, are the number of rows and columns (you can always add and delete them later), the alignment of the table within the template and the overall width of the table. **Note:** your table should not be wider than the Swiftwindow you are putting it in. If it is, it will force the Swiftwindow wide, which may have undesirable results for the overall look of your template.

A screenshot of the 'Table Properties' dialog box. The dialog has a blue title bar and contains several input fields and dropdown menus. The fields are: Rows (set to 2), Columns (set to 2), Headers (set to None), Border size (set to 1), Alignment (set to <Not set>), Width (set to 200 pixels), Height (empty), Cell spacing (set to 1), and Cell padding (set to 1). There are also text boxes for Caption and Summary. At the bottom right, there are 'OK' and 'Cancel' buttons.

4. Once you have set the Table Properties, click OK. Your table will then appear in your template and you can type information in. Use the arrow keys on your keyboard to move

between different cells in the table. The cells will adjust automatically in width and height as you type.

### **Other Table Features**

1. To insert a new row or delete a row, right-click on the table, select the Row menu and then click on the appropriate option (Insert Row Before, Insert Row After or Delete Rows).
2. To insert a new column or delete a column, right-click on the table, select the Column menu and then click on the appropriate option (Insert Column Before, Insert Column After or Delete Columns).
3. To change the properties of a table once it has been created, right-click on the table and select Table Properties. This returns you to the Table Properties screen shown above, where you can adjust factors like the width, border size and so on.
4. You can merge cells together, insert new cells or change the properties for a single cell (including its color) by right-clicking on the table and selecting the Cell menu. (Options like cell color, text alignment within a cell and so on.)