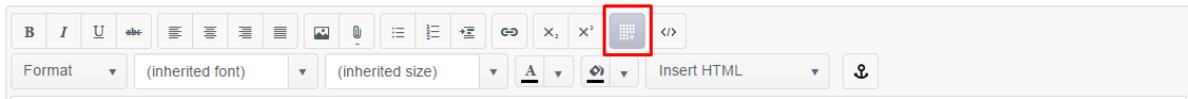
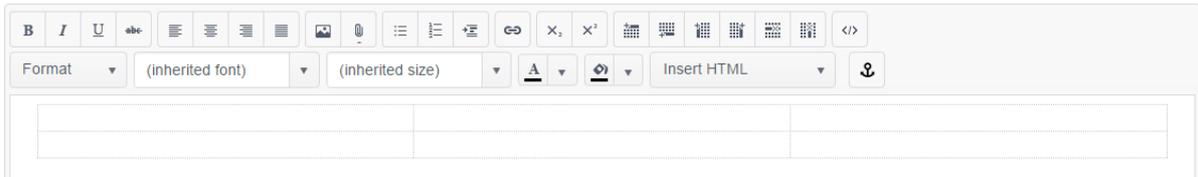


Tables

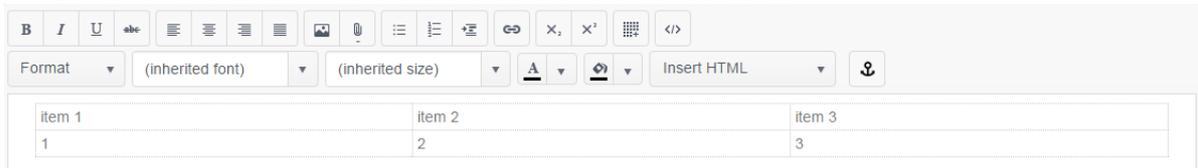
1. Create a table inside the text editor by clicking the table button indicated below



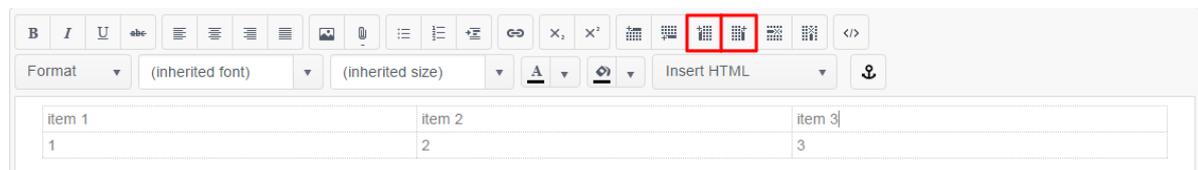
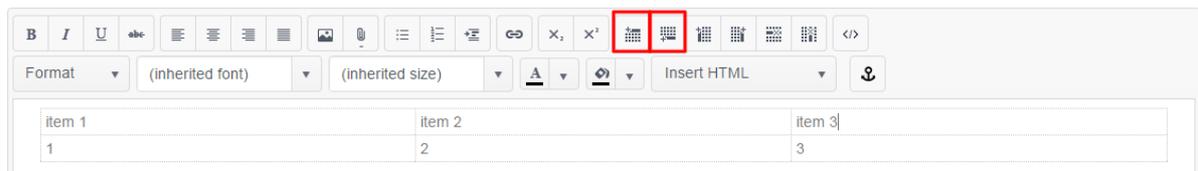
2. This will prompt a dropdown which allows you to choose the number of columns and rows for the table.



3. Click the cursor into the table cells and enter content.



4. If you decide that you would like to add another row, position the cursor inside the table and click either the 'Add row above' or 'Add row below' button in the formatting toolbar. To add a column, use the adjacent 'Add column on the left' and 'Add column on the right' buttons. Note: these buttons will not be visible unless the cursor is positioned in a table cell.



5. To delete a column or row, position the cursor inside the cell of a row or column that you would like to remove, and use the buttons indicated below:

