

## Creating an Image Table

1. Click TABLE on the menu bar and choose INSERT and slide over to TABLE
2. Use the up/down arrow keys to choose the number of columns and rows you want (4 columns—5 rows)
3. Click OK -The table is now inserted into your document.
4. Label the columns:
  - First Column - **Image**
  - Second Column - **Description**
  - Third Column - **Citation**
  - Fourth Column - **URL**
5. To control the size of the cells in your table, click on one of the cells and then:
  - Click TABLE on the menu bar and choose TABLE PROPERTIES (at the bottom of the list)
  - Choose OPTIONS (bottom right)
  - Click in the box in front of "Automatically resize to fit contents" to remove the checkmark and click OK.
  - Click OK again to return to the table.

### Tips

- \* To move from cell to cell, use the tab or arrow keys or click in the cell that you want
- \* To add a new row or column,
  - Click in the row or column next to where you want to insert
  - Click TABLE on the menu bar and choose INSERT
  - Choose the option you need to add rows or columns