

## LAB REPORTING USING CHEM-WIKI

### IV. Making page edits using the Visual Toolbar:



Note: If your toolbar does not appear as above, click 'Floating Toolbar'



### (PART 6) Using Tables

1. Click 'edit this page' and move the cursor to where you would like to position the table within the page.



2. Then, click on the 'insert table' icon in the visual editor.

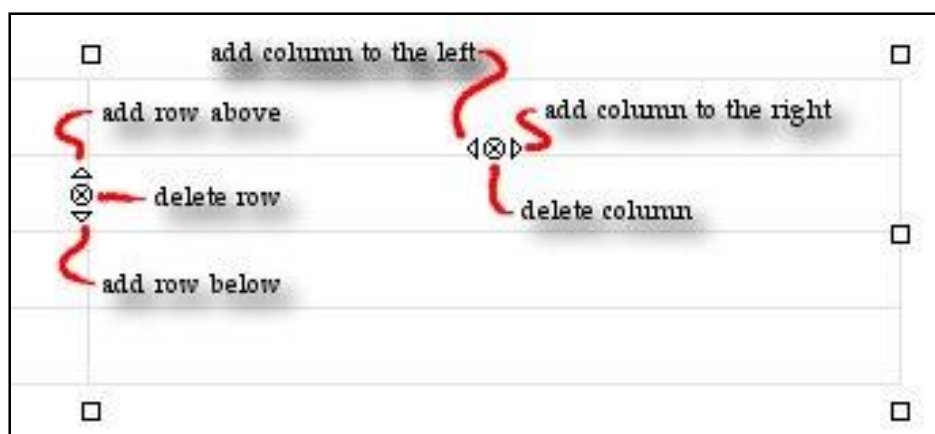


3. The insert table dialog will now appear.

>> You can use this dialog to specify the number of rows and columns in a given table, but as you will see this can be easily changed once the table is created in the editor, so for now simply click 'OK'



4. Now use the controls that appear as you hover over the table to add or subtract rows and columns from the table as you edit.



Hint: In addition to displaying data tables are a useful way of positioning text and pictures on a page. When you use the alignment tools for images but still have difficulty making your images appear where you would like try placing them in a table and using the other cells for your text.