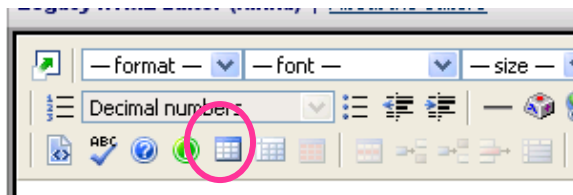
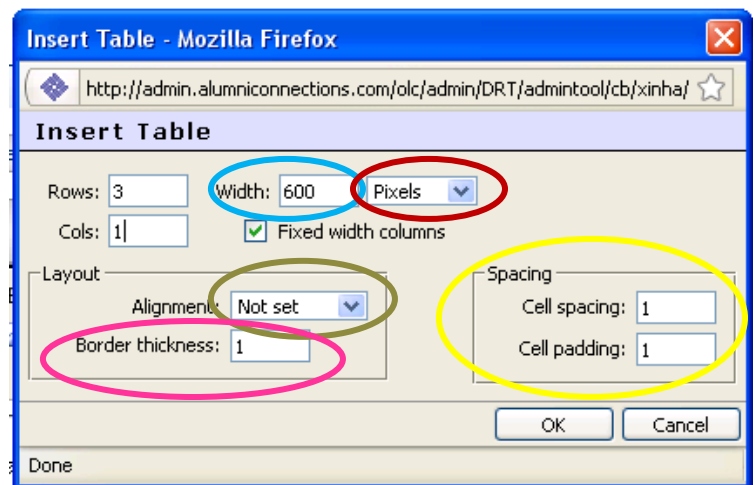


It is recommended to have the header, text and footer in either a 3-part table or three individual tables measuring 600 pixels wide with wrapped text. This document will lead you through the process as well as introducing the properties of the table and the capabilities.

1. Log on to the Harris.
2. On the left hand panel Select **Email Marketing** from the list.
3. Select the second tab "Create Content".
4. Select "Create new Content".
5. Select the **table** icon on the 3rd row of command buttons.

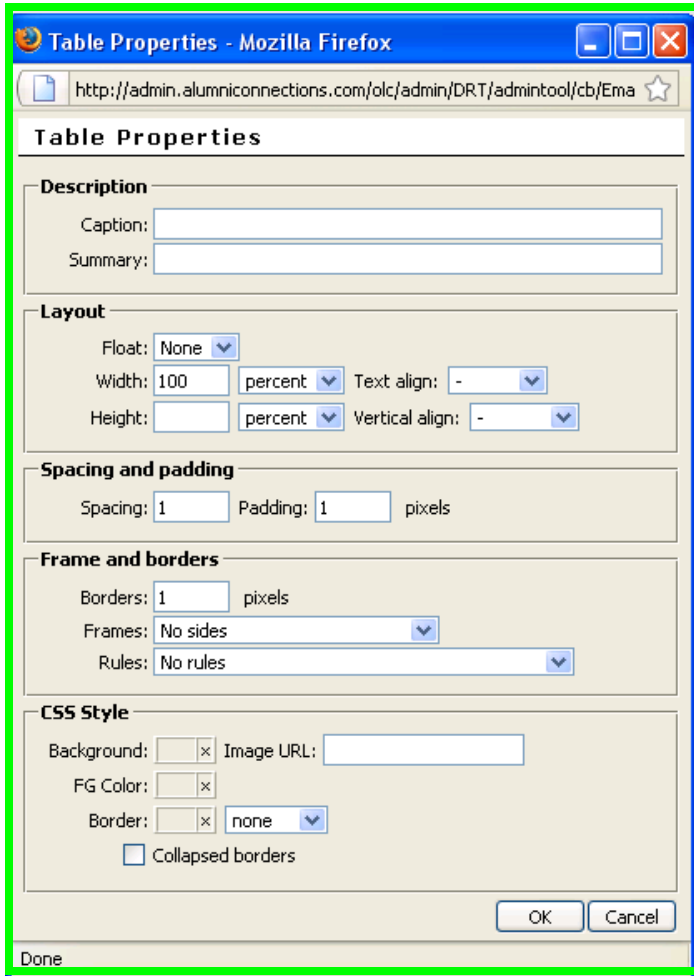
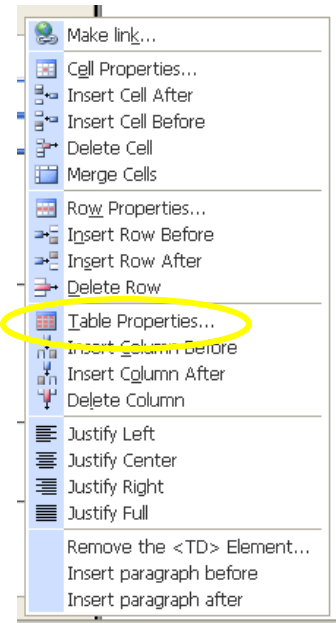


6. Set the table for how many blocks wide you would like it (1 to 2 "cols" is recommended) .
7. Set the number of rows. You can use the rows for a header, body of the text and one for the footer, or place each pieces in a 1-cell table.
8. Set the **width to 600** and change the **width type** to pixels from the drop down menu.
9. From the layout box select your desired **alignment** from the drop down menu.
10. From the layout box select **the border thickness**. If you would like an invisible border set this number to **0**.
11. **Spacing**
 - a. Cell Spacing indicates the number of pixels between the cells (think of it as a column margin).
 - b. Cell padding indicates the number of pixels between the cell wall and the beginning of text or image.
12. Select OK.



13. Once you have been working on the cell and find you want to adjust the alignment, positioning or spacing you will need to make these edits by accessing **the table properties**

- a. Select the table
- b. Right click on the mouse
- c. Select **table properties**
- d. Make the adjustments
- e. Select OK.



Description:

Caption: This defines the table box when a cursor hovers over the outside border.

Summary: this is a synopsis of what the table contains.

Layout:

Float: the position in which the text floats around an object within that cell.

Width: sets the pixels or percentage of space within the cells.

Text align: This defines the text alignment within the cells.

Height: sets the pixels or percentage of space within the cells.

Vertical align This defines the text alignment within the cells.

Spacing:

Spacing: Cell Spacing indicates the number of pixels between the cells (think of it as a column margin).

Padding: Cell padding indicates the number of pixels between the cell wall

and the beginning of text or image.

Frame and Borders:

Borders: Number of pixels thick the border frame appears.

Frames: Select the portions of the table frame that you would like to be visible in the document.

Rules: Select the portions of the table rule that you would like to be visible in the document.

CSS Style

Background: color for the background of the table

Image URL: background image of the table

FG Color: foreground color of the table

Border: border color

Collapsed borders: This will collapse the border settings when there is no data within that table.