



eLeht CMS 2.0

User Guide

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Introduction

eLeht CMS is a software system used for content management. CMS is an abbreviation from *Content Management System*. You don't have to install additional software in your computer, because software system based on Internet. For operation with CMS, the Internet browser and the Internet connection is necessary only.

CMS supports these Internet browsers:



Internet Explorer (from version 5.5)



Firefox (from version 1.0)



Mozilla (from version 1.3)



Netscape (from version 7.1)

NB! We recommend using Internet Explorer or Firefox.

JavaScript support is needed (in most cases is available).

Software product eLeht CMS is protected by copyright law and international treaties.

Software product eLeht CMS is not for sale. Buyer acquires the right of usage of program for unlimited period.

1. Login

Only authorised users can use CMS.
Login window looks like so →



The screenshot shows the login interface for the eLeht CMS. At the top, there is a green banner with the eLeht CMS logo on the left and the text 'Content Management System' on the right. Below the banner, there is a login form. On the left side of the form, there is an icon of a key. To the right of the key icon, there are two input fields: one labeled 'username' and one labeled 'password'. Below these fields is a button labeled 'log in'.

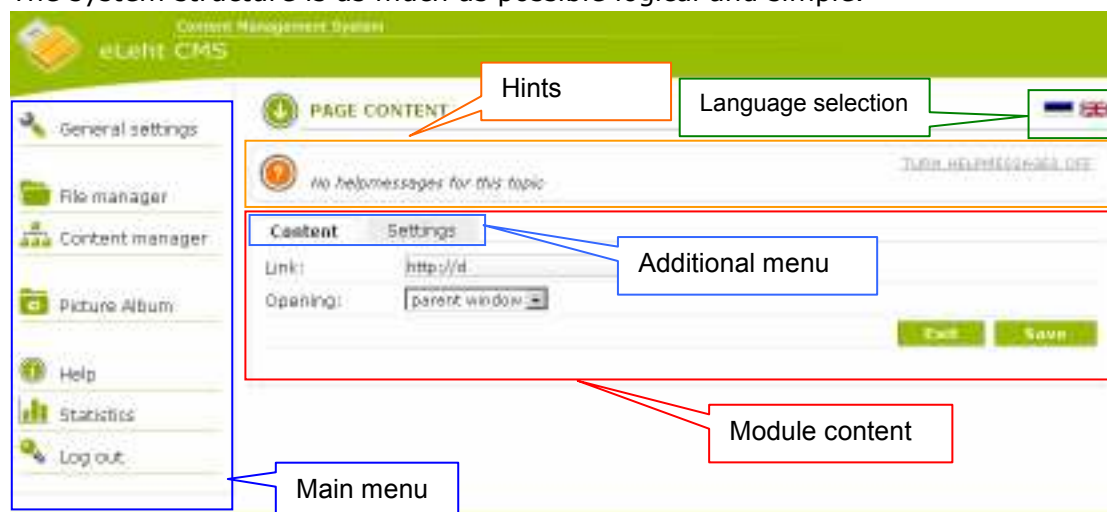
You should enter your *username* and *password* and press *login in* button.

CMS is protected from attacks. After several unsuccessful login attempts (as a rule 5) with incorrect *username*, the system will be blocked. You'll get the appropriate message, for example, „*Adminpanel has been blocked for 10 minutes!*“.

After successful login CMS will be opened.

2. CMS structure

The system structure is as much as possible logical and simple.



System is based on modules. The module is a single part of system. For example, *File manager* and *Content manager* are the main modules which are available in every eLeht CMS, but the *Picture Album*, *Statistics* and other modules are additional modules which are added according to desires of the customer.

The main menu, which includes all modules used on the homepage, is on the left side allocated. On the right side will be language menu if CMS supports some languages. By pressing an appropriate flag, the system will be opened in the selected language.

If module has additional menu, it will be displayed in header of contents of the module.

eLeht CMS includes convenient system of hints which is located under the header. Hints can be switched on and off. The selected customisation (hints on/off) operates within whole system.

NB! Given user guide describes main modules (*General settings*, *File manager*, *Content manager*, *Picture Album*, *Statistics*) only. Other modules use the same style; therefore their usage will not be difficult.

3. Module – General Settings

You can change all main parameters of homepage on this page (module) - homepage name, contact e-mail, homepage language.

Setting	Value
Company / web site name:	<input type="text" value="eLeht CMS"/>
Contact e-mail:	<input type="text" value="info@eleht.ee"/>
Language of home page:	<input type="text" value="English"/> ▾

Names of the company/homepage and contact e-mail are used in design of a site - they substitute appropriate records in design of a site (but not always).

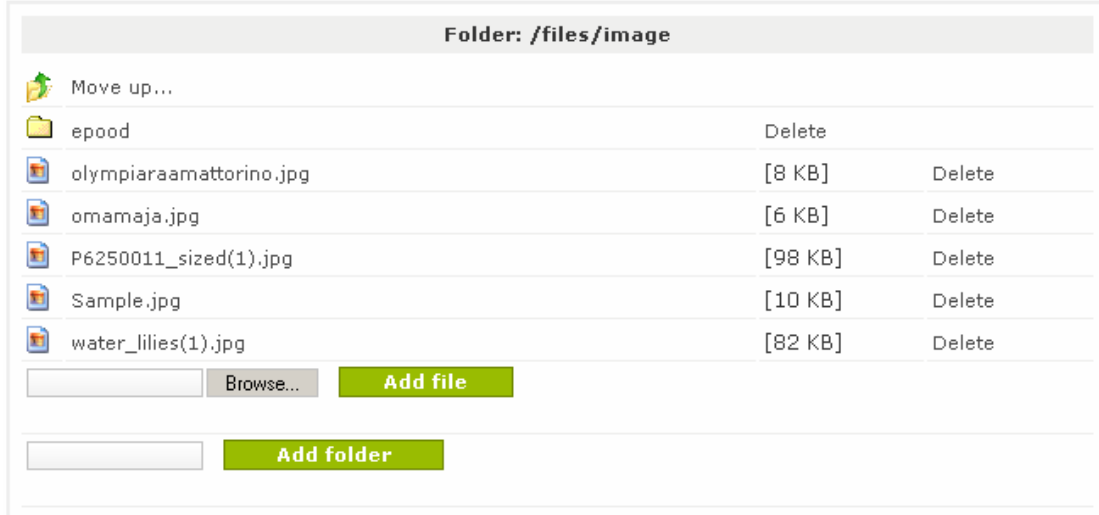
Contact e-mail is used by some additional modules (for example, *feedbackform* – to send e-mail message).

You can define main page default language, if you have some languages installed.

Save parameters by pressing button.

4. Module – File Manager

File Manager is a convenient tool for a file management on server (the computer where homepage is located). It is possible to create directories and upload files. *Content Manager* allows to link files with text.



Four basic folders are initially created: *file*, *flash*, *image*, *media*. It will help to find files faster later.

NB! It's impossible to create new folders with basic folder names.

File - intended for documents, file types are not limited

Flash - for Flash-animation (swf, fla)

Image - for graphics (jpg, jpeg, gif, png)

Media - for media (films, graphics and so forth), file types are not limited

NB! There is restriction for uploading some file types for security reasons; for example, exe, php, asp, dll etc.

If you add file with filename which already exists, existing file will not be overwritten, but a serial number will be added to filename, for example image.jpg → image(1).jpg.

It's impossible to remove folders, which contains files (unlike operating systems Windows, Linux etc.). You have to remove all files before folder removal.

To upload file press *Browse...*, find necessary file in PC and press **Add file** button. File upload takes some time. Obviously upload is failed, if upload is not done within ~5 minutes. Avoid big files (>2MB) upload or use FTP programs.

To create folder enter folder name in text box and press **Add folder** button.

NB! System automatically edits folder or file name – it removes overdots, special symbols, spaces and makes all letters lowercase. It provides right file addresses in *Content Manager*. For example, filename „*My Business.doc*“ becomes „*my_business.doc*“.

5. Module – Content Manager


5.1. Menu links management

It is primary module of CMS. You can manage all texts and menus from here. You will see additional menu (with *First* and *Second* names on the picture), if



homepage contains some menus or CMS manages several different homepages.

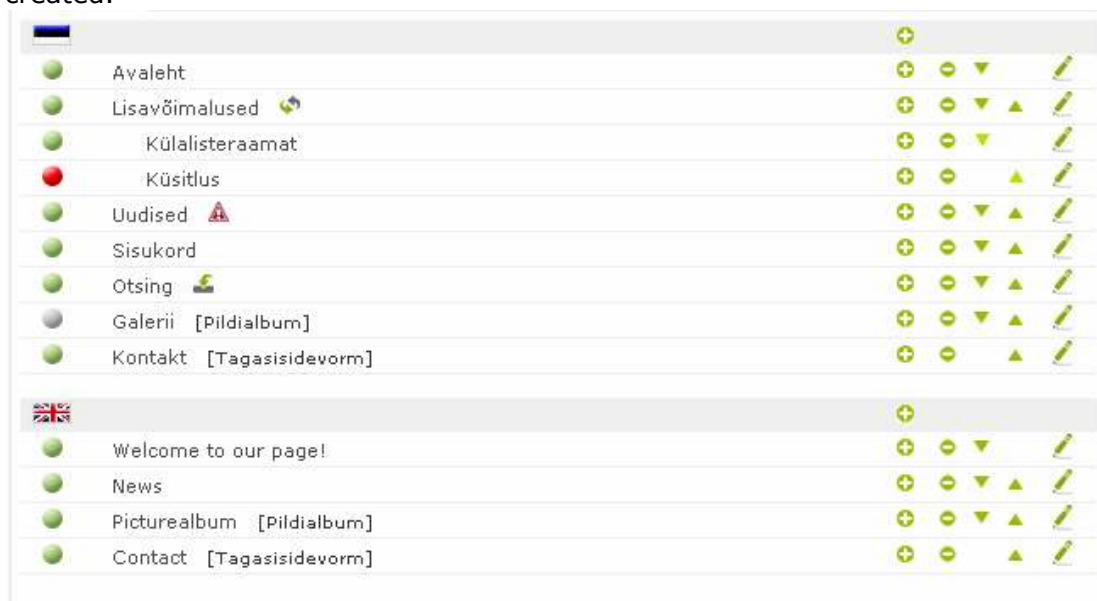
You can make different menus for every language, if you have several languages installed.

To add new menu item press *add new menu item*  button. New window will be opened.












Name of topic:

NB! Every new added topic state is *hidden*. It means menu topic will not be shown on the homepage, but it will be visible in CMS. When you enter all needed texts, you can make topic *opened* by pressing *ball* near the topic name.


There are a lot of opportunities to adjust topics/menu links, after menu is created.

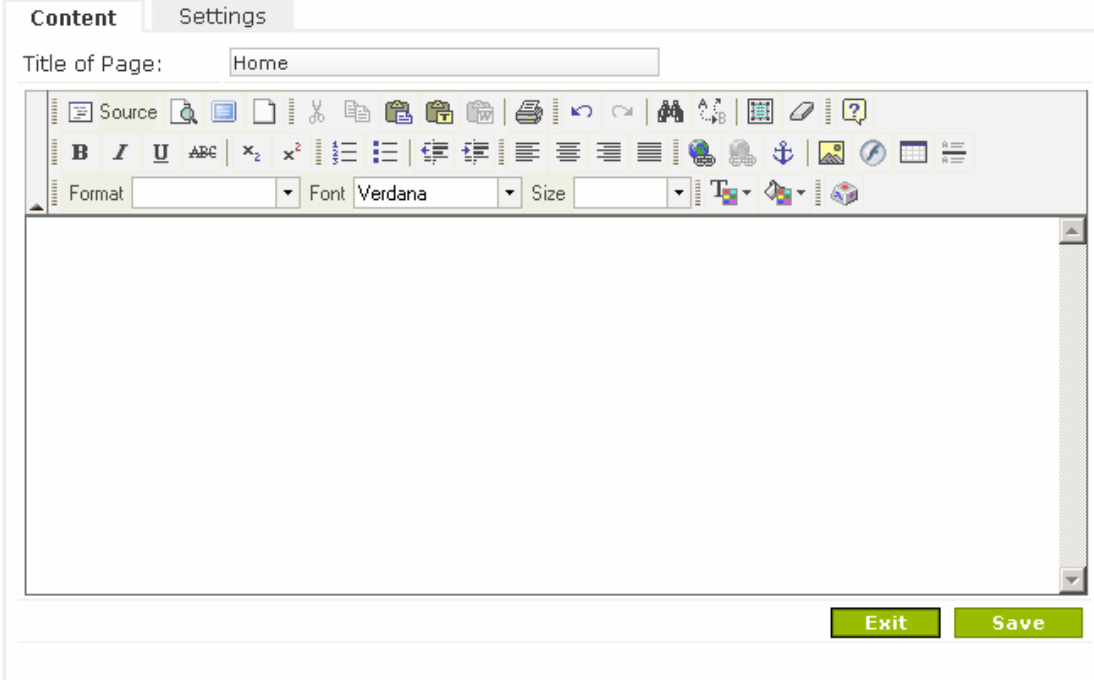


Description of buttons:

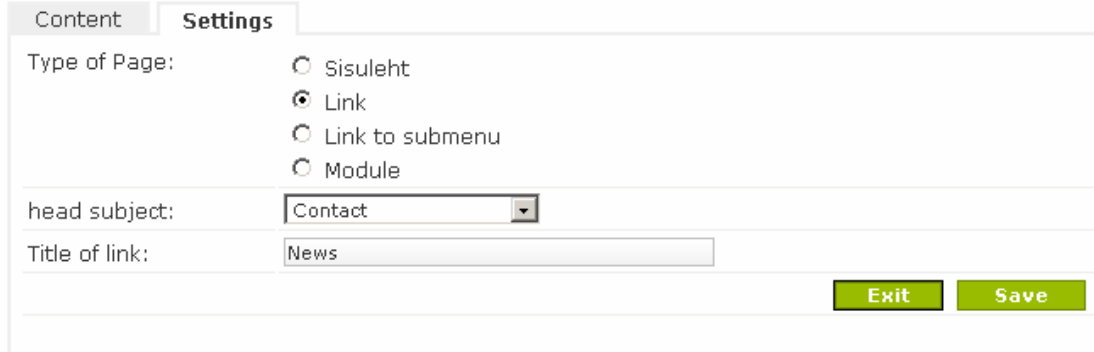
-  - *ball* shows link state. Green ball means visible link (link in menu and content are visible - public topic). Click the *ball* to change state.
-  - Grey ball means hidden menu link (hidden topic). But if you know topic address, you can see its content. This is default state. Click the *ball* to change state.
-  - Red ball means disabled link (link in menu and content are not accessible; disabled topic). Press the *ball* to change state.
-  - Add new link. Press this button near the country flag to add new main topic. Press this button near the other topic name to add new subtopic.
-  - Remove link. All subtopics of topic will be also removed.
-  - Move topic downwards
-  - Move topic top wards
-  - Edit contents and parameters (see § 5.2 and 5.3)
-  - This link automatically forwards to subtopic (see § 5.2 and 5.3)
-  - This link automatically forwards to another address (see § 5.2 and 5.3)
-  - Incorrect link (see § 5.2 and 5.3)
- [...] - Link is linked with module (see § 5.2 and 5.3)

5.2. Link settings

To add content, press  (modify) button in *Content Manager*.
Page type by default is *content item*. You will see new window



To edit page settings press the **Settings** button.



- Content Item** - Page with text and pictures
 - Link** - Link to address
 - Link to submenu** - Link to subtopic. You will be forwarded to subtopic if you press this link. It is good possibility if you want immediately show subtopic content.
 - Module** - Page is linked with module
 - Head subject** - Define main topic of this subtopic (hierarchical move)
 - Title of link** - Link title. Shown in menu.
- Add content when the link is configured.

5.3. Adding content

Content adding depends on page type.

NB! For all page types applies rule: if you press **Exit button the content will not be saved. You should press **Save** button to save content. Same rule applies to settings!!!**

5.3.1. Content item

This page type is intended for content input – text, pictures, tables, links etc. This work is comparable with Microsoft Word text editor.

Title of Page – title shown in title field (not menu).

The screenshot shows the 'Content' editor interface. At the top, there are two tabs: 'Content' (selected) and 'Settings'. Below the tabs is a 'Title of Page:' field. The main area is a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. The font is set to 'Verdana' and the size is visible. The text area contains the following text:

GAAP operating income for the second quarter of 2007 was \$1.10 billion, or 29% of revenues.

This compares to **GAAP** operating income of \$1.22 billion, or 33% of revenues, in the first quarter of 2007. **Non-GAAP** operating income in the second quarter of 2007 was \$1.35 billion, or 35% of revenues. This compares to non-GAAP operating income of \$1.41 billion, or 38% of revenues, in the first quarter of 2007.

At the bottom right of the editor, there are two buttons: 'Exit' and 'Save'.

NB! Text input is described in chapter „8. Text editor usage.“

5.3.2. Link

This page type is used to forward to another page.

The screenshot shows the 'Link' editor interface. At the top, there are two tabs: 'Content' (selected) and 'Settings'. Below the tabs, there is a 'Link:' field containing the text 'http://www.google.com'. Below that is an 'Opening:' dropdown menu with three options: 'new window', 'new window', and 'parent window'. The 'new window' option is currently selected. At the bottom right, there are two buttons: 'Exit' and 'Save'.

Link - Forward address. It should contain http:// in the beginning, for example http://www.google.com

Opening - Open link in new or parent window

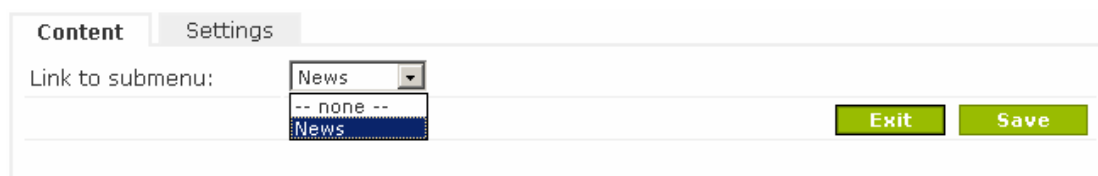
5.3.3. Link to submenu

This page type is used to show subtopic content while pressing the topic.


Example menu:

- Cars
 - Audi A4
 - Audi A6
 - Audi A8

We'll see topic *Audi A4* content if we choose *Cars* link. It is good possibility if you don't want to enter content in topic *Cars*.

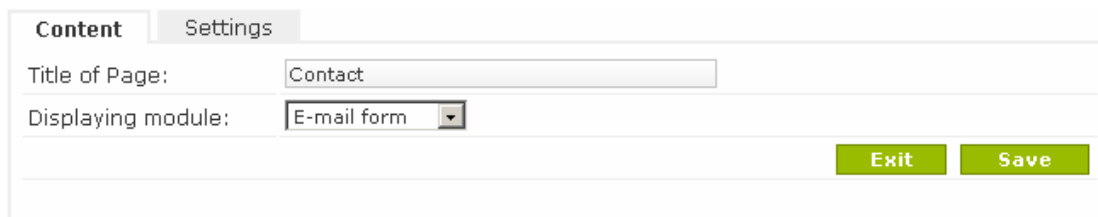


The screenshot shows a configuration form with two tabs: 'Content' and 'Settings'. The 'Content' tab is active. The form has a label 'Link to submenu:' followed by a dropdown menu. The dropdown menu is open, showing three options: 'News', '-- none --', and 'News'. The 'News' option is selected. To the right of the dropdown menu are two buttons: 'Exit' and 'Save'.

NB! If parameter *Link to submenu* is not set, you will see page content (of *Cars* in example), but you will see  sign in *Content Manager* (see [§ 5.1](#)). It means faulty page.

5.3.4. Module


This page type links page with modules (gallery, feedback forma etc.). This page will show module content. If you choose Picture Album, you will see pictures from *Picture Album* module.



The screenshot shows a configuration form with two tabs: 'Content' and 'Settings'. The 'Content' tab is active. The form has two fields: 'Title of Page:' with a text input field containing 'Contact', and 'Displaying module:' with a dropdown menu showing 'E-mail form'. To the right of the dropdown menu are two buttons: 'Exit' and 'Save'.

Title of Page – title shown in title field (not menu).

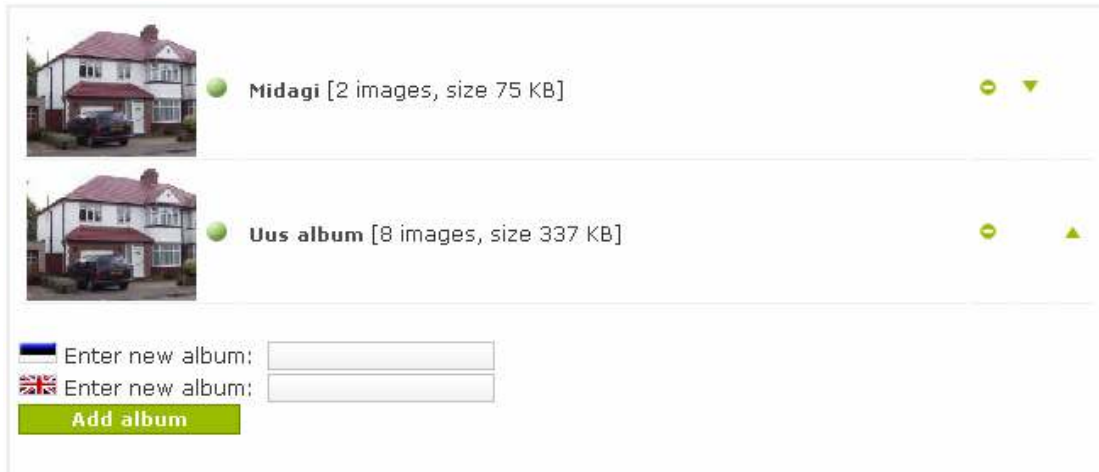
Displaying module – module linked with page

NB! If parameter *Displaying module* is not set, you will see page content, but you will see  sign in *Content Manager* (see [§ 5.1](#)). It means faulty page.

6. Module – Picture Album



6.1. Album management

To add new album input album name in text box and press **Add album** button. You should input album names in several languages, if they are installed.



The screenshot shows a list of albums. The first album is 'Midagi' with 2 images and a size of 75 KB. The second album is 'Uus album' with 8 images and a size of 337 KB. Below the list, there are two text boxes for entering new album names, one with a flag icon and the other with a flag icon. A green 'Add album' button is located below the text boxes.

There is a *ball* in front of album name, which means album state. Press the ball to change state:

- Green ball* – Public album
- Red ball* – Hidden album
-  - Remove album with pictures
-  - Sort albums to show on homepage.

6.2. Picture management

Press album name to add pictures.

« Back to album list



Album: "Midagi"
Add images

Two image thumbnails are shown. Each has a green circle above it, a checkbox to its left, and a pencil icon below it. The first image is a house, and the second is a modern building.

Activities with selected images:

Album: (if you want to move or copy images, select image first, then album)

Move Copy Delete **GO**

-  - Picture state, same as album state (green/red)
- Checkbox. You should mark picture to manage picture (checkmark)
-  - Picture description (description is shown on the homepage under the picture)

Press the appropriate link under album name to **add pictures**.

« Back to album

Album: "Midagi"

Picture 1: Browse...

Picture 2: Browse...

Picture 3: Browse...

Picture 4: Browse...

Picture 5: Browse...

Picture 6: Browse...

ZIP FILE: Browse...

Add to album

You can choose pictures to upload them using shown fields. It's not required to fill in all fields, order is not mandatory too. "ZIP FILE" field is for zip archives. Using it you can upload lots of pictures. Upload limit is 2MB at once. Press **Add to album** button after choice is done.

NB! File upload takes some time. Obviously upload is failed, if upload is not done within ~5 minutes.

You should repeat actions, if you want to add more pictures.

You may **copy** and **move** pictures. Mark necessary pictures () and choose destination album for copy or move and press **GO** button. Act likewise to delete pictures, but you shouldn't choose album, because pictures will be deleted.

« Back to album list


Album: "Midaqi"
Add images



Activities with selected images:

Album: (if you want to move or copy images, select image first, then album)

Move Copy Delete **GO**

Press the  (*Edit description*) button near a picture to **edit description**. You may add descriptions in several languages, if you have installed them (not obligatory, may leave blank).

« Back to album



Description:

Description:

Modify

Press **Modify** button to save changes and return to album using „Back to album” link.

7. Module – Statistics

Statistics module gives review of homepage activity.
Choose period to see report.

Period:	8	2007	OK
Reported period: August 2007			
SUMMARY:			
First visit:	01-08-2007 11:59		
Last visit:	05-08-2007 09:51		
Unique visitors:	4		
Number of visits:	13		
Pages:	127		

Below is a general explanation of your web statistics pages:

- Unique** - Visits from different computers (different IP addresses). Remember, that IP address of a visitor can change and he will be registered again (if computer is behind a router). There is a possibility of some visitor registration as one visitor.
- Visits** - Quantity of visits, i.e. page was closed, but later visitor came back (different sessions)
- Pages** - All click on menu links (also repeating)
- Hosts** - Page addresses, where visitors came from

NB! „Unknown“ browsers may include search engine robots, who visit your homepage.

8. Text editor usage

8.1. Introduction

Text input and format is similar to Microsoft Word (or WordPad).

What given editor does: HTML language is used to format homepages. Example:
 HOMEPAGE TEXT:

Google Inc. was incorporated in *California* in September 1998 and reincorporated in Delaware in August 2003.

The Company maintains the index of web sites and other content, and makes this information **freely** available to anyone with an Internet connection.

NEEDED HTML-CODE:

```
<p><strong>Google Inc.</strong> was incorporated in <em>California </em>in September
<u>1998 </u>and reincorporated in Delaware in August <u>2003</u>. </p>
<p>The Company maintains the index of web sites and other content, and makes this information
<strong>freely</strong> available to anyone with an Internet connection. </p>
```

HTML-CODE GENERATED BY MICROSOFT WORD

```
<p class="MsoNormal" style="MARGIN: 0cm 0cm 0pt"><strong style="mso-bidi-font-weight:
normal"><span style="FONT-SIZE: 10pt; FONT-FAMILY: Verdana">Google
Inc.</span></strong><span style="FONT-SIZE: 10pt; FONT-FAMILY: Verdana"> was incorporated in
<em style="mso-bidi-font-style: normal">California</em> in September <u>1998</u> and
reincorporated in Delaware in August <u>2003</u>. <o:p></o:p></span></p>
<p class="MsoNormal" style="MARGIN: 0cm 0cm 0pt"><span style="FONT-SIZE: 10pt; FONT-
FAMILY: Verdana"><o:p>&nbsp;</o:p></span></p>
<p class="MsoNormal" style="MARGIN: 0cm 0cm 0pt"><span style="FONT-SIZE: 10pt; FONT-
FAMILY: Verdana">The Company maintains the index of web sites and other content, and makes this
information <strong style="mso-bidi-font-weight: normal">freely</strong> available to anyone with
an Internet connection.<span style="FONT-VARIANT: small-
caps"><o:p></o:p></span></span></p>
```

To create bold text, surround it with `Bold text` symbols; to create italic text, surround it with `italic text` etc. You can see, the HTML-code generated by MS Word is not so correct (see description in § 8.2. *Paste from Word*)

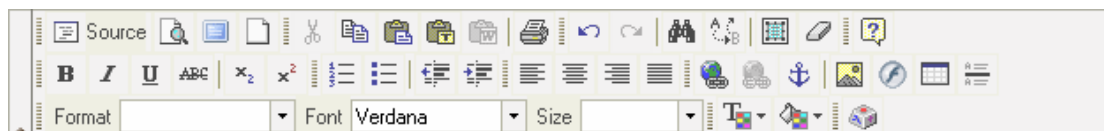
Editor generates this code automatically. You don't have to do anything. This example is for introduction only.

8.2. Text entry and format

There is a small difference with text entry in Internet browser editors. Biggest of them: Internet browser editors use empty string to specify new paragraph instead of `
`.





















If you press *Enter* for new paragraph, there will be added empty string. Press *Shift + Enter* (first press *Shift* button and then *Enter* button) button combination to start new string (paragraph) without adding empty string.




Text format menu is:



Below is a general explanation of buttons (from left to down, from top to down):


Button	Name	Description
	Source	View html-code (see § 8.1)
	Preview	Preview content (in new window)
	Maximize the editor size	Start editor in full screen to edit text in bigger window. Press button again to return to initial window size.
	New Page	Start editor from blank page
	Cut	Cut text. Original text will disappear (see Copy)
	Copy	Copy text. Original text will remain.
	Paste	Paste cut or copied text.
	Paste as plain text	Paste cut or copied unformatted text. NB! We advise to use this button instead of <i>Paste</i> button and format text using text editor.
	Paste from Word	Paste text cut or copied from Microsoft Word. MS Word adds own <i>dirty</i> HTML-code (see § 8.1). Use this button to remove MS Word generated code and generate new code. NB! By default, this item is disabled. All texts are pasted as regular text to avoid incorrect text on homepage.
	Print	Print content
	Undo	Undo last action. If you have formatted bold text and press this button, it will be returned to initial state – bold format will be deleted.
	Redo	Restore cancelled action.
	Find	Find word/phrases in text
	Replace	Replace word/phrases in text. For example, to replace „yes" with „no".
	Select All	Select all content
	Remove Format	Remove text formatting
	About FCKeditor	About FCKeditor
	Bold	Make bold text and vice versa Regular → Bold Bold → Regular

	<i>Italic</i>	Make italic text and vice versa Regular → <i>Italic</i> <i>Italic</i> → Regular
	<u>Underline</u>	Make underlined text and vice versa Regular → <u>Underlined</u> <u>Underlined</u> → Regular
	Strikethrough	Make strikethrough text and vice versa Regular → Strikethrough Strikethrough → Regular
	<i>Subscript</i>	Make subscripted text and vice versa H ₂ O → H ₂ O H ₂ O → H ₂ O
	<i>Superscript</i>	Make superscripted text and vice versa 3 ₂ → 3 ² 3 ² → 3 ₂
	<i>Insert/Remove Numbered List</i>	Insert numbered list. You should before enter a list (without numeration), select it and press the button. 1. TV 2. Radio 3. Computer
	<i>Insert/Remove Bulleted List</i>	Insert bulleted list: • TV • Radio • Computer
	<i>Decrease Indent</i>	Decrease indent (space) from left edge. You should before add indent (see Next button description)
	<i>Increase Indent</i>	Increase indent (space) from left edge. <i>This is indented sentence.</i> <i>This is not indented sentence.</i>
	<i>Left Justify</i>	Align text by left edge (you don't have to select sentence, it's enough to put cursor inside of sentence).
	<i>Centre Justify</i>	Align text by centre.
	<i>Right Justify</i>	Align text by right edge.
	<i>Block Justify</i>	Align text by both edges.
	<i>Insert/Edit Link</i>	Insert or edit link to text or picture (see § 8.3).
	<i>Remove Link</i>	Remove link.
	<i>Insert/Edit Anchor</i>	Insert or edit anchor (see § 8.3).
	<i>Insert/Edit Image</i>	Insert or edit picture into the selected place (see § 8.4.).
	<i>Insert/Edit Flash</i>	Insert or edit Flash-animation into selected place (see § 8.5.).
	<i>Insert/Edit Table</i>	Insert or edit table into selected place (see § 8.6.)
	<i>Insert Horizontal Line</i>	Insert horizontal line (see example under the text) <hr/>
Format <input type="text"/>		Set selected text format.
Font <input type="text" value="Verdana"/>		Set selected text font.
Size <input type="text"/>		Set selected text size.

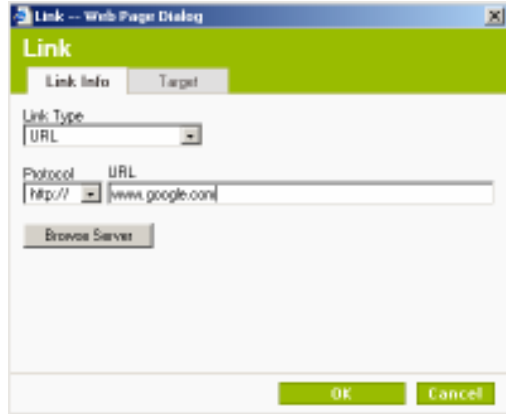
		NB! We don't recommend using three last menu items for text format, because, as a rule, homepage contains format and style. Use bold, italic, underline or colour text only for important text parts to leave design intact !!!
	<i>Text Color</i>	Set selected text color. Choose <i>Automatic</i> to remove set color.
	<i>Background Color</i>	Set selected text background color. Choose <i>Automatic</i> to remove set background color.
	<i>Insert Special Character</i>	Insert special character like © ® ± ¼ ¾ ⇒ ☒

8.3. Link management

Select text to add link (**selected text**). To add link for picture select picture (see § 8.4).

Now, press *Insert/Edit Link* () button. New window with link parameters will be opened.

Link Type - URL



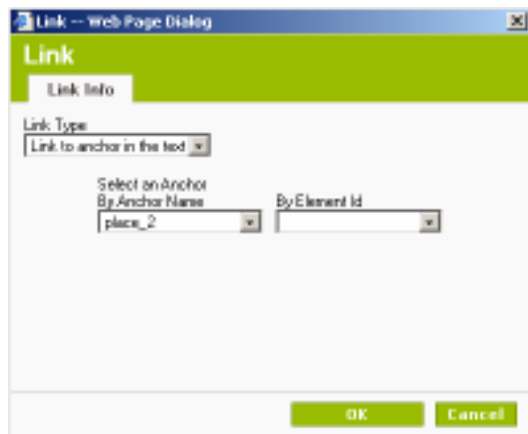
URL – forward address.

Use *Browse Server* button to open *File manager* (see § 4.) and choose file to be linked.

Use **Target** menu to define link open type:


- <popup window> - Popup window. You should define popup window size and browser menus to show.
 - NB!** We do not recommend using it, because most of browsers prevent popups.
- New Window - Open link in new window (recommended)
- Topmost Window - Open link in topmost window
- Same Window - Open link in same window
- Parent Window - Open link in parent window


Link Type – Link to anchor in the text



You should define anchor on page before adding link **anchor**.

Anchor is the link to place in text. It is necessary for big texts, where you need table of contents with links to chapters.

To add anchor put the cursor in needed position (recommended in front of chapter title) and press *Insert/Edit Anchor* () button. New window will be opened for anchor name (**NB!** Don't use spaces or letters with overdots. For example *place_7*). On place of anchor

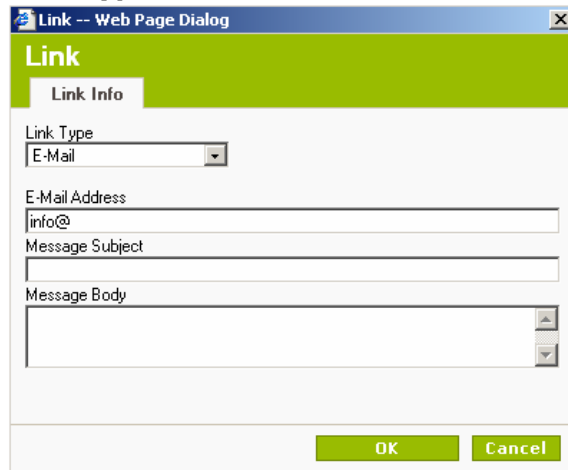
will be shown  symbol (it will be invisible on homepage). Now, you may add link for this anchor:

Link Type → Link to anchor in the text

Select an Anchor, By Anchor Name → choose anchor name from the list (for example *place_7*).

This link will not open new page, but forwards you to place in the document (to anchor).


Link Type – E-Mail




The screenshot shows a dialog box titled "Link -- Web Page Dialog" with a tab labeled "Link Info". The "Link Type" dropdown menu is set to "E-Mail". Below this, there are three text input fields: "E-Mail Address" containing "info@", "Message Subject", and "Message Body". At the bottom of the dialog are two buttons: "OK" and "Cancel".

This type of link opens user mail program (if he uses) (*Outlook Express, Microsoft Outlook*).


New window contains *E-Mail Address, Message Subject* and *Message Body* fields (*E-Mail address is required*).

Press  button to save parameters.




Select text and press *Insert/Edit Link* () button to **edit link**.

Select text and press *Remove Link* () button to **remove link**.

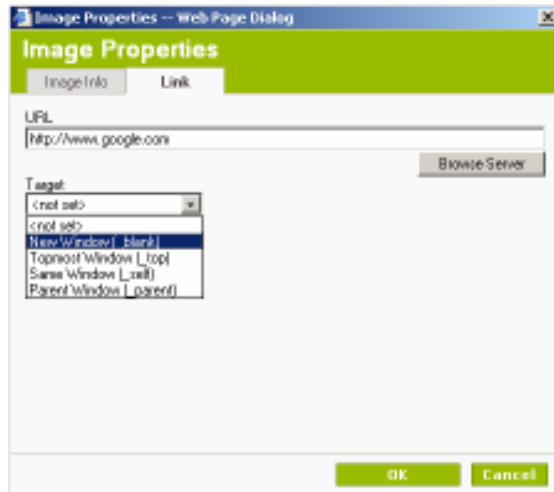
8.4. Inserting pictures

Place cursor in desired place and press *Insert/Edit Image* () button to insert picture. New window appears for picture parameters.



- URL**
- Picture address. By pressing *Browse Server* button opens *File Manager* → *image* folder (see § 4.), where you should choose picture. Click desired picture.
- Alternative Text**
- This text will be shown when mouse cursor is over picture
- Width**
- Picture width in pixels.
NB! For assistance: *OK* button width is 100 pixels.
- Height**
- Picture height in pixels.
 - Lock icon helps observe proportions of picture: you should enter just on size of picture (width or height), second size will be added automatically. If you click lock, it opens  and now picture sizes are independent.
NB! We recommend keeping lock closed  to guarantee correct mapping of a picture.
- 
- Border**
- Press this button to maximize picture size
 - Border (black) around a picture in pixels. We recommend 0 (*null*) value.
- HSpace**
- Free space left and right from picture. We recommend setting this value to 5, when the picture is near the text.
- VSpace**
- Free space top and bottom from picture.
- Align**
- Picture alignment inside of text. You will see result in preview window. We recommend choosing *Left* or *Right*.
- Preview**
- Preview window (it is a random text around the picture)

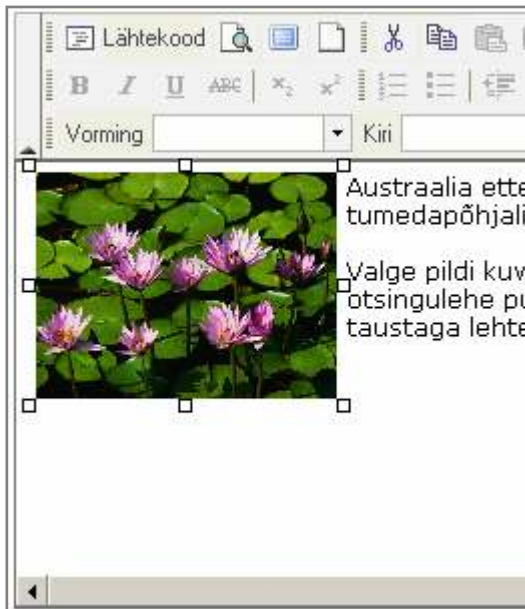
To add link to a picture, press *Link* menu.



Enter address in **URL** field (starting with http://) or press *Browse Server* and choose suitable file for link.

Target field defines link open type (see § 8.3).

NB! It is possible to add link after picture insert: select picture – click it → selected picture has white squares on edges (example on the picture).




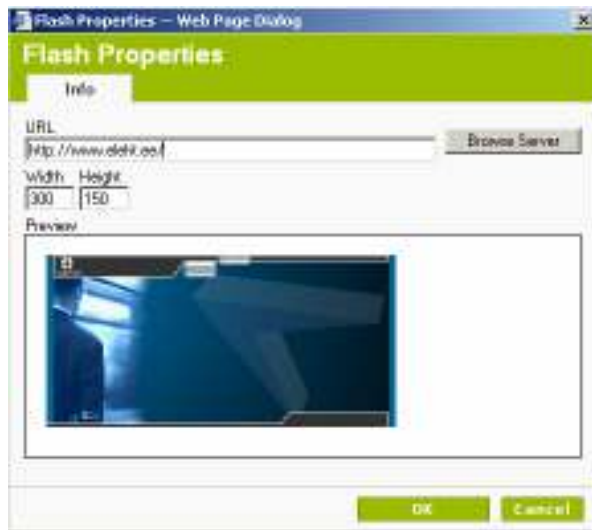
Press *Insert/Edit Link* (🌐) button to open link insert window (see § 8.3).

Select picture and press *Insert/Edit Image* (🖼️) button **to edit picture parameters**. Picture parameters window will be opened.

Select picture and press keyboard key *Delete* **to delete picture**.

8.5. Inserting Flash

Flash is animated files. Press *Insert/Edit Flash* () button to add Flash animation.



Enter Flash-animation address in **URL** field (starting with http://).

To find uploaded by *File Manager* Flash-animation, press *Browse Server* button, which opens *flash* folder of *File manager* (see § 4.).

Enter size of Flash-animation in **Width/Height** fields (in pixels).

To save parameters, press **OK** button.

8.6. Tables

8.6.1. Inserting table

This tutorial uses example of a stock: we have to make table like that →

Products


Product	Quantity / Price	
Apple	18	5.50
Peach	14	8.40
Melon	12	15.20

First, count rows and columns → 4 rows and 3 columns (do not count header).


Press *Insert/Edit Table* () button to open table insert window.

- Rows** - Amount of rows
- Columns** - Amount of columns
- Width** - Possible units of table width are percents and pixels. Percents – how much percents of homepage width occupies table.
Pixels – for assistance: *OK* button width is 100 pixels
- Height** - Table height in pixels (is not required to define)
- Border size** - Cells border size. Define value to 0 to hide border
- Alignment** - Table alignment. To allocate text to the right of table, choose *Left* (table is on the left, text is on the right). To allocate text on the left of table, choose *Right* (table is on the right, text is on the left). To allocate table in the centre, choose *Centre*. If you do not wish to allocate text near table choose *Not set*
- Cell spacing** - Cell spacing (free space between cells).


Cell spacing 5



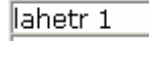
Cell spacing 0


- Cell padding** - Cell padding (spacing between the boundary of the cell and the text inside the cell)

Cell padding 5



Cell padding 0


- Caption** - Table caption, printed before table (not obligatory)
- Summary** - Table summary: it's not visible on homepage, but exists in HTML-code (needed for search engine robots) – not obligatory

Let's continue our tutorial and enter parameters:

Rows: 4
 Columns: 3
 Width: 300 pixels (width is 3 OK button widths)
 Height: (leave empty)
 Border size: 1
 Cell spacing: 0 (simple border)
 Cell padding: 2
 Alignment: <Not set> (we need no text near the table)
 Caption: Products
 Summary: (not set)

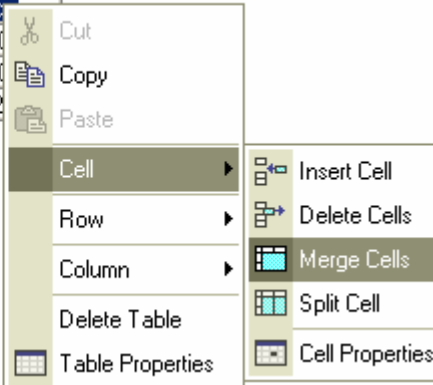
Result is:

Product	Quantity	Price
Apple	18	5.50
Peach	14	8.40
Melon	12	15.20

Let's merge second and third cell of first row and set its value *Quantity/Price*. Select these cells, right click on selected text and choose *Cell → Merge Cells* in appeared menu.

Enter *Quantity/Price* value in new cell – the table is finished.

Product	Quantity	Price
Apple	18	5.50
Peach	14	8.40
Melon	12	15.20



You may split cells too: right click required cell and choose *Cell → Split Cells* in menu.

8.6.2. Inserting and removing rows and columns

You are not able to use „*Insert/Edit Table*” button to change row/column quantity.

Products		
Product	Quantity/Price	
Apple	18	5.50
Peach	14	8.40
Melon		15.20

To add a row, right click row after you want to insert a new row.

Now, select *Row* → *Insert Row*.

Result:

Products		
Product	Quantity/Price	
Apple	18	5.50
Peach	14	8.40
Melon	12	15.20

Products		
Product	Quantity/Price	
Apple	18	5.50
Peach	14	8.40
Melon		15.20

To remove a row, right click required row.

Now, select *Row* → *Delete Rows*.

Result:

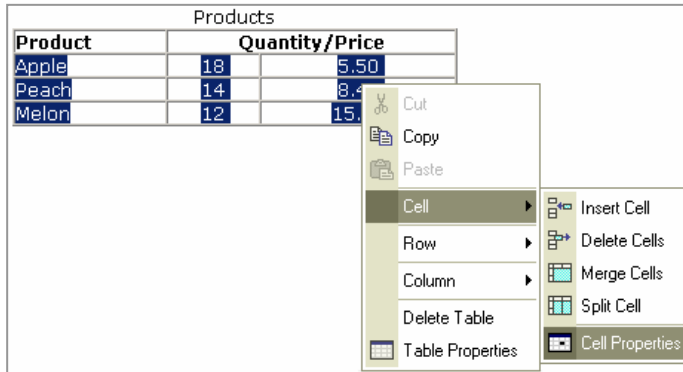
Products		
Product	Quantity	Price
Apple	18	5.50
Peach	14	8.40
Melon	12	15.20

To add a column, right click column after you want to insert a new column. Now, select *Column* → *Insert Column*.

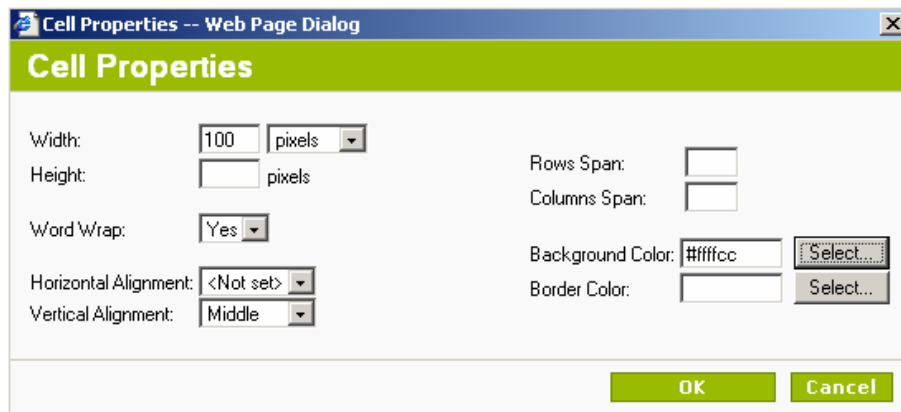
To remove a row, right click required column and choose *Column* → *Delete Columns*.

8.6.3. Cell properties

To decorate the table, it is possible to change properties of cells. Every cell may have various properties, however, is more reasonable to change properties on several cells.



Select required cell/cells, right click selected text and choose *Cell* → *Cell Properties*.



- Width**
 - Cell width
 - Percent – percent of table width. To get table with equal three columns, input value 33 percent
 - Pixels – For assistance: *OK* button width is 100 pixels.
- Height**
 - Cell height, pixels
- Rows Span**
 - Extend row across multiple other rows.
 - NB!** Do not change, if you don't know HTML
- Columns Span**
 - Extend column across multiple other columns.
 - NB!** Do not change, if you don't know HTML
- Word Wrap**
 - Increases height of cell to keep your text in one cell without increasing its width (*No* – will be increasing cell width for long text)
- Horizontal Alignment**
 - Horizontal alignment of text inside cell
- Vertical Alignment**
 - Vertical alignment of text inside cell
- Background Color**
 - Cell background color
- Border Color**
 - Cell border color

8.6.4. Transforming list into a table

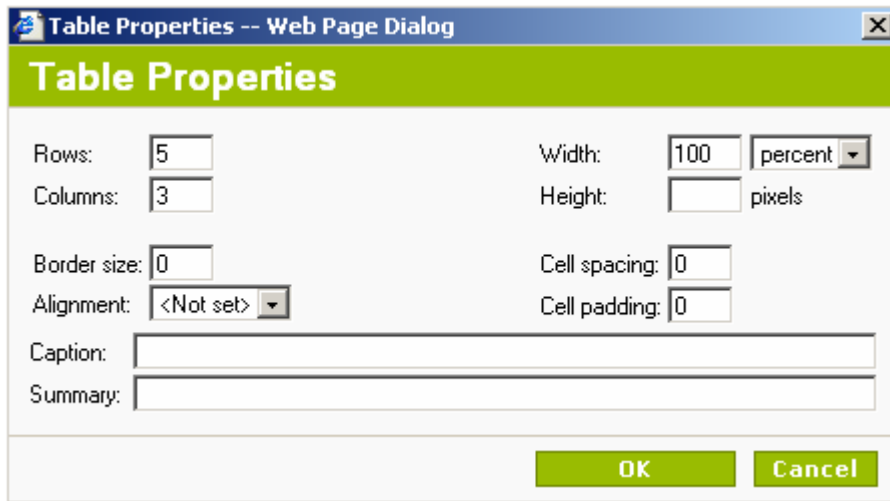
Sometimes we have to allocate list like that:

- "Apollo" - Intel Pentium 4 524 (3,0GHz), 512MB DDR, HDD 160GB 7200rpm videokaart 256MB nVidia GeForce 7600GT DDR3 TV-out
- "Atlantis" - AMD Athlon 64 3200+ (64bit.), 512MB DDR, HDD 160GB, videokaart 256MB nVidia GeForce 7600GT DDR3 TV-out
- "Centris" - AMD Sempron 3000+, 512MB DDR, HDD 160GB
- "Champion DC" - Intel Pentium D 805 Dual Core, 1GB DDRII, HDD 250GB, videokaart 256MB nVidia GeForce 7600GT DDR3 TV-out
- "Cursor" - AMD Athlon 64 X2 3800+ Dual Core, 1GB DDR 320GB

If we use text, we'll get this result:

- "Apollo" - Intel Pentium 4 524 (3,0GHz), 512MB DDR, HDD 160GB 7200rpm videokaart 256MB nVidia GeForce 7600GT DDR3 TV-out
- "Atlantis" - AMD Athlon 64 3200+ (64bit.), 512MB DDR, HDD 160GB, videokaart 256MB nVidia GeForce 7600GT DDR3 TV-out
- "Centris" - AMD Sempron 3000+, 512MB DDR, HDD 160GB
- "Champion DC" - Intel Pentium D 805 Dual Core, 1GB DDRII, HDD 250GB, videokaart 256MB nVidia GeForce 7600GT DDR3 TV-out
- "Cursor" - AMD Athlon 64 X2 3800+ Dual Core, 1GB DDR 320GB

Much better, if we make hidden table:




- Rows:** As required (example uses 5)
- Columns:** 3 (caption, dash, description)
- Width:** 100 percent (whole window width)
- Border size:** 0 (to hide table border)
- Cell spacing:** 0
- Cell padding:** 0
- Caption:** Leave blank

Now we'll get this result:

"Apollo"	-	Intel Pentium 4 524 (3,0GHz), 512MB DDR, HDD 160GB 7200rpm videokaart 256MB nVidia GeForce 7600GT DDR3 TV-out
"Atlantis"	-	AMD Athlon 64 3200+ (64bit.), 512MB DDR, HDD 160GB, videokaart 256MB nVidia GeForce 7600GT DDR3 TV-out
"Centris"	-	AMD Sempron 3000+, 512MB DDR, HDD 160GB
"Champion DC"	-	Intel Pentium D 805 Dual Core, 1GB DDRII, HDD 250GB, videokaart 256MB nVidia GeForce 7600GT DDR3 TV-out
"Cursor"	-	

Text editor shows table border even if you set *Border size = 0*, because grey color means no color and the grey color of border helps you edit table.

To see table real preview, press *Preview* () button.

To improve table appearance:

Select whole table and set:

Vertical Alignment - Top

For the first column set:

Word Wrap - No (do not wrap rows). Its enough to set this parameter for cell with longest text, in example it is „Champion DC“)

For the first cell of second column set:

Width - 20 pixels (adds space between dash and text)

Make more work – get better result !!!

"Apollo"	-	Intel Pentium 4 524 (3,0GHz), 512MB DDR, HDD 160GB 7200rpm videokaart 256MB nVidia GeForce 7600GT DDR3 TV-out
"Atlantis"	-	AMD Athlon 64 3200+ (64bit.), 512MB DDR, HDD 160GB, videokaart 256MB nVidia GeForce 7600GT DDR3 TV-out
"Centris"	-	AMD Sempron 3000+, 512MB DDR, HDD 160GB
"Champion DC"	-	Intel Pentium D 805 Dual Core, 1GB DDRII, HDD 250GB, videokaart 256MB nVidia GeForce 7600GT DDR3 TV-out
"Cursor"	-	AMD Athlon 64 X2 3800+ Dual Core, 1GB DDR 320GB