Tables

Insert a table into you document by moving to where you want to place it and select <Table><Insert> then chose how many rows and columns you want, you don't have to be too accurate here as you can add or delete rows and columns later by right clicking in the cell you wish to delete or insert after and selecting row or column, then insert or delete.

Below is an example table;

Notes;

- The styles 'Table Heading' and 'Table Contents' have been used and edited in this table.
- The heading row is set so that it repeats at the top of each page <Table><Heading rows repeat>
- Other cells have been centred, merged and the borders changed.

Column heading 1	Column heading 1
Row 1. He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labour? Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists? He nervously looked all around. Suddenly he saw the alley. Like lightning he darted off to the left and disappeared between the two warehouses almost falling over the bin lying in the middle of the pavement. He tried to nervously tap his way along in the inky darkness and suddenly stiffened: it was a dead-end, he would have to go back the way he had come. The steps got louder and louder, he saw the black outline of a figure coming around the corner. Is this the end of the line? he thought pressing himself back against the wall trying to make himself invisible in the dark, was all that planning and energy wasted? He was dripping with sweat now, cold and wet, he could smell the fear coming off his clothes.	This cell is centred vertically.Right click <Cell><Centre> He heard quiet steps behind him. That didn't bode well.

Column heading 1	Column heading 1
Row 2. He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks.	This cell is at the top. He heard quiet steps behind him. That didn't bode well.
The two cells of this row have been merged, select the cells you want to merge and right click then select <Cell><Merge>. The borders of this new cell have been changed by clicking on the line style in the Table window. He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks.	