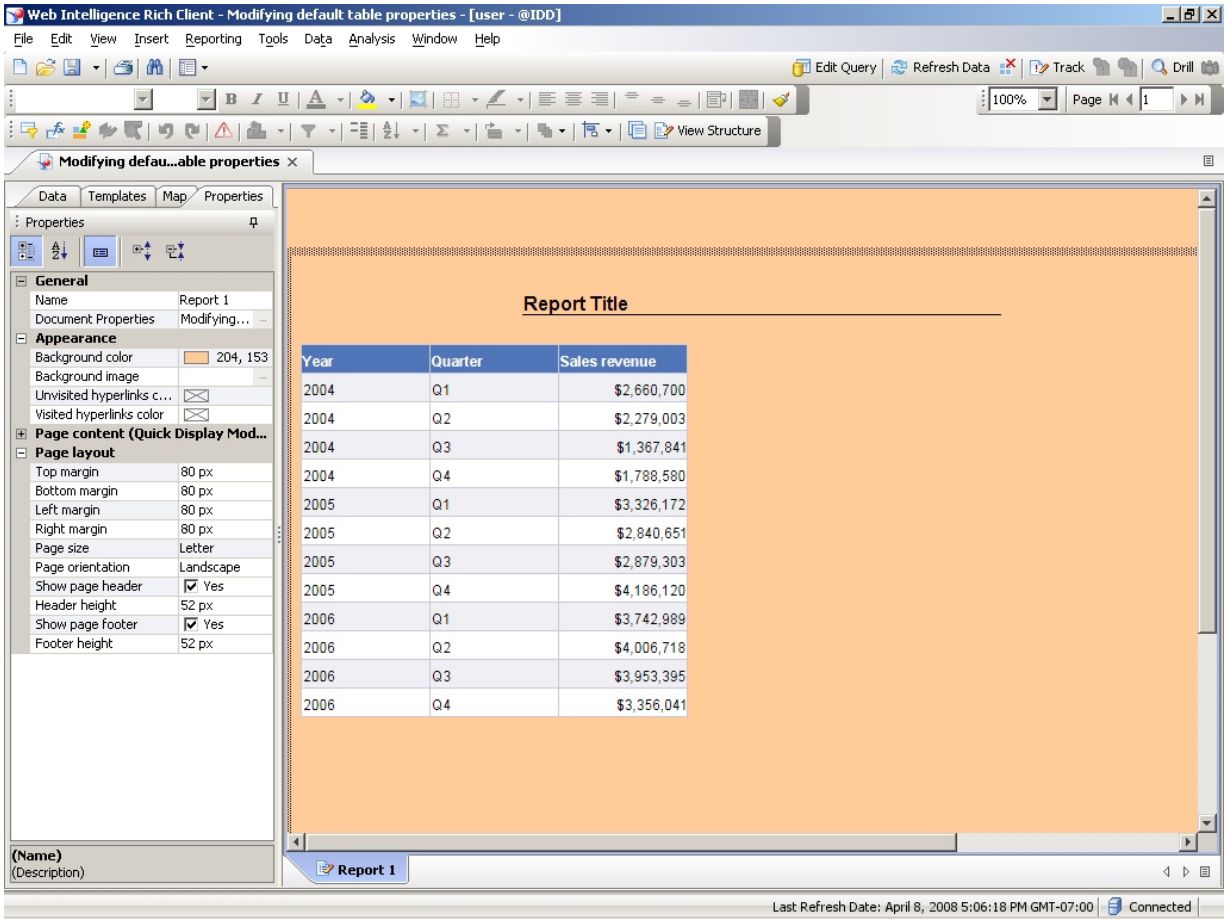
Procedure

1. Start the transaction using the menu path or transaction code.

Table Properties



Year	Quarter	Sales revenue
2004	Q1	$2,660,700
2004	Q2	$2,279,003
2004	Q3	$1,367,841
2004	Q4	$1,788,580
2005	Q1	$3,326,172
2005	Q2	$2,840,651
2005	Q3	$2,879,303
2005	Q4	$4,186,120
2006	Q1	$3,742,989
2006	Q2	$4,006,718
2006	Q3	$3,953,395
2006	Q4	$3,356,041

2. Click the **table** border.

Position the cursor just outside a table until a gray border appears, and then click the border to select the table.

4. As required, complete/review the following fields:

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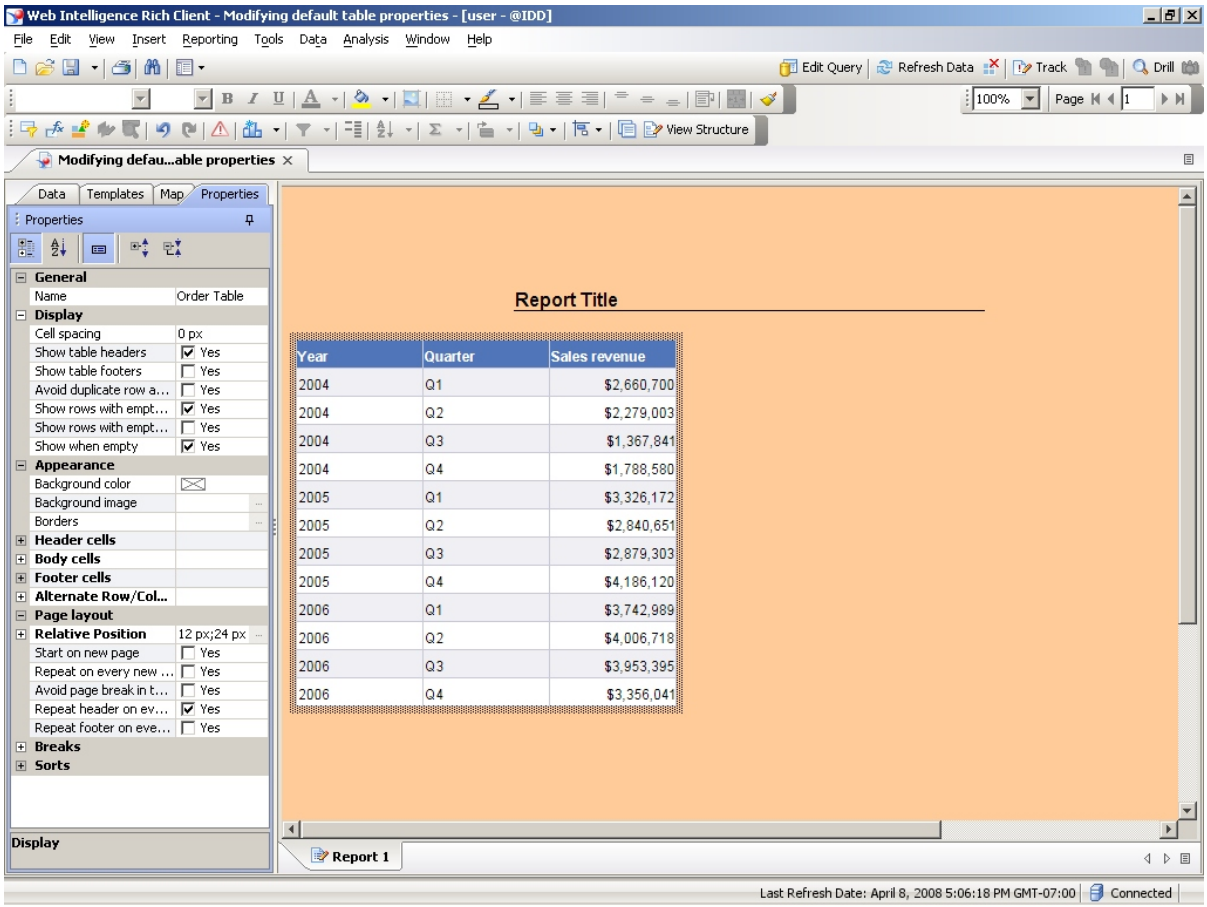
Field	R/O/C	Description
	R	**Example:** Order Table

Change the name of the table to Order Table and then press Enter to apply the change immediately.

Enter the desired information into the **Name** field.

5. Click the + button before the **Display** tree item.

Table Properties - Display



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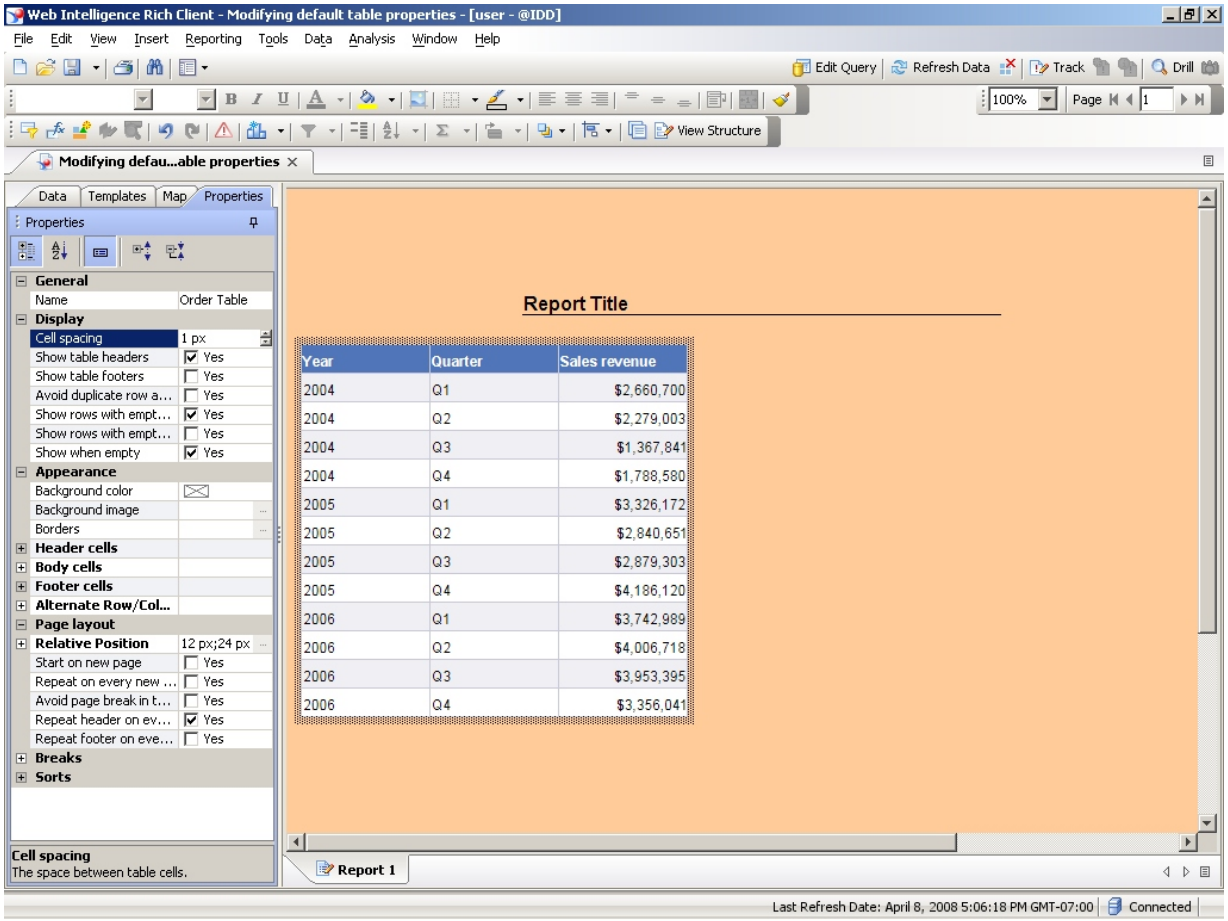
6. Click in the **Cell spacing** field.

7. Click the up arrow next to the **Cell spacing measurement** field .

Table Properties - Appearance



Year	Quarter	Sales revenue
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2006	Q1	$3,742,989
2006	Q2	$4,006,718
2006	Q3	$3,953,395
2006	Q4	$3,356,041

8. Click in the **Background image** field.

9. Click **Background image ...**.

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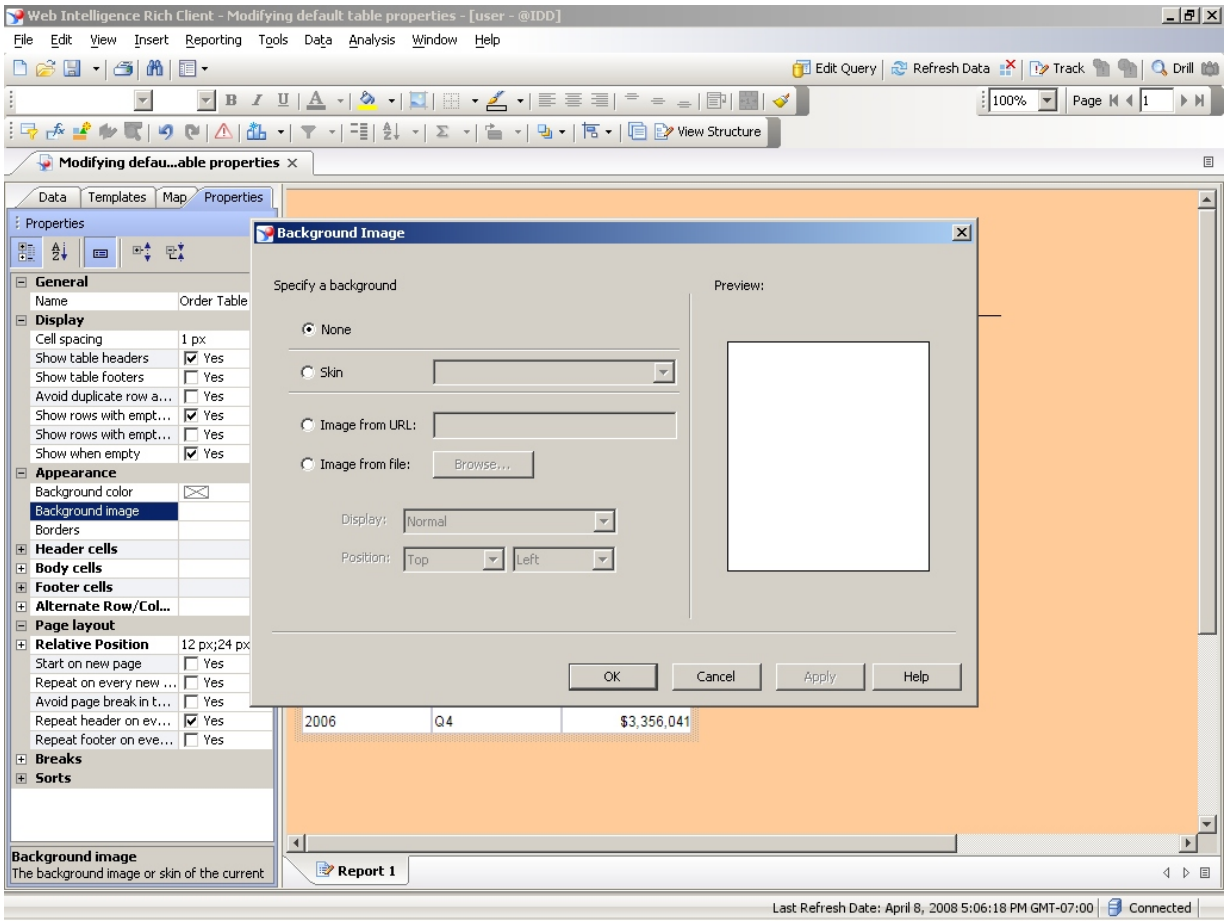
Background Image



10. Click the **Skin** option.

11. Click **OK**.

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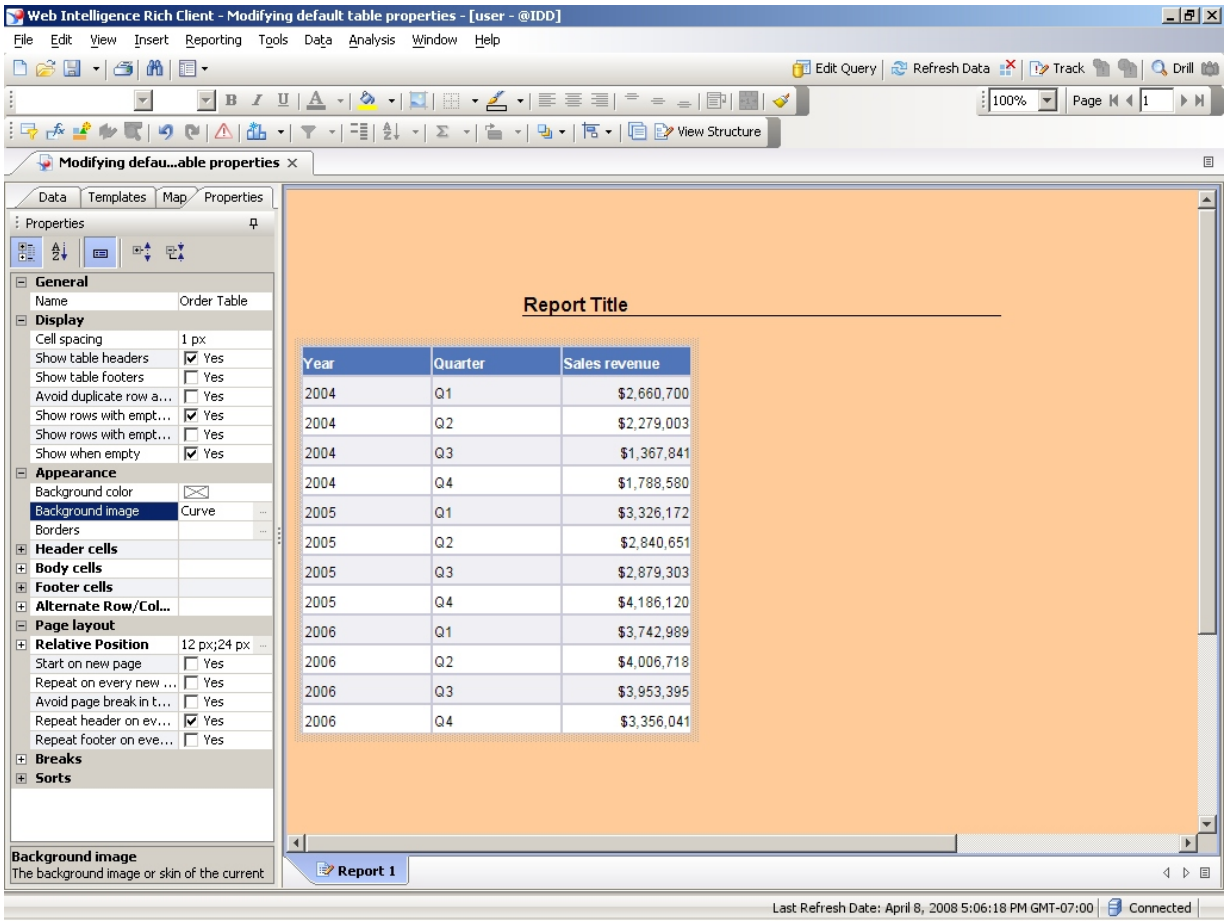
Table Properties - Appearance



12. Click + before the **Header cells** tree item.

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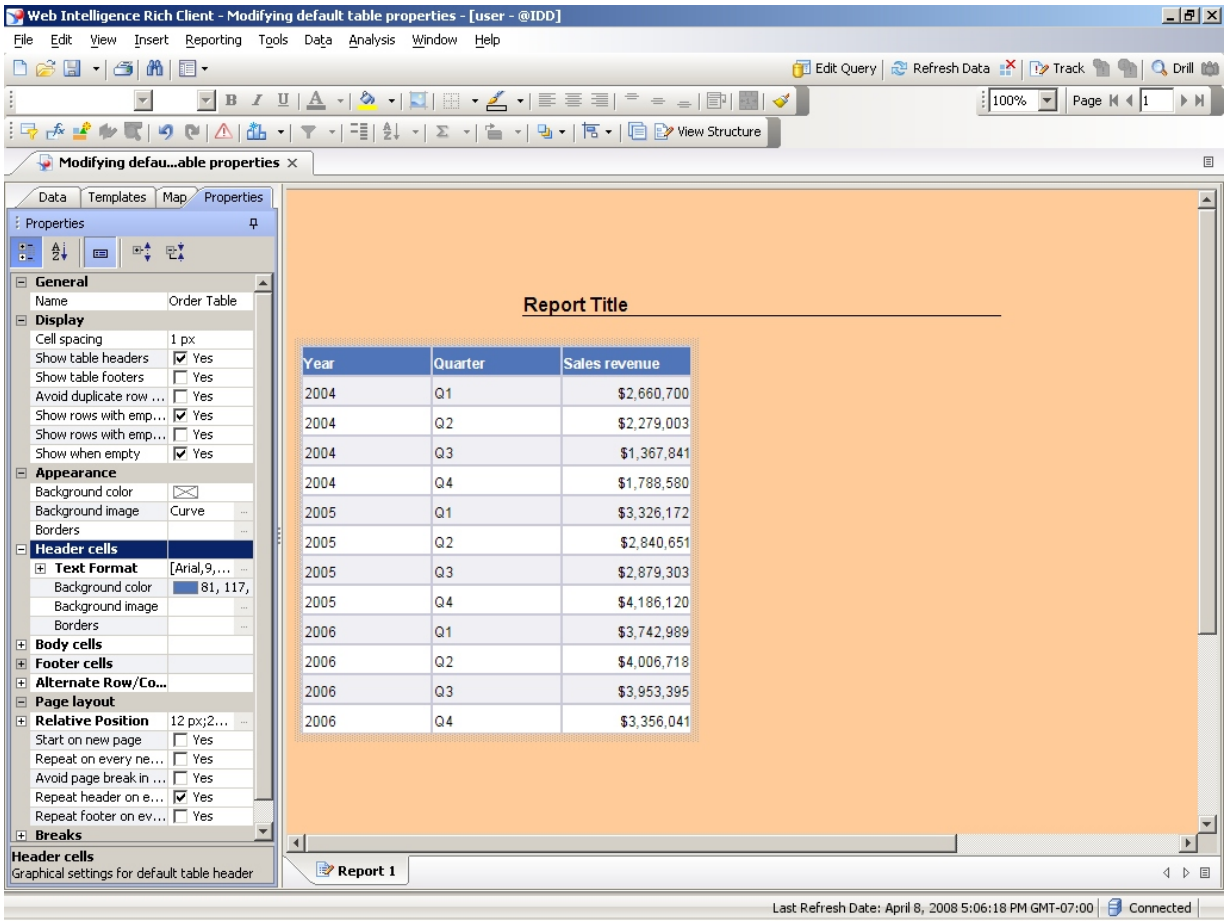
Text format



13. Click + before the **Text Format** tree item.

14. Click in the **Horizontal text alignment** field.

15. Click the drop-down button for the **Horizontal text alignment** field .

16. Click the **Center** list item.

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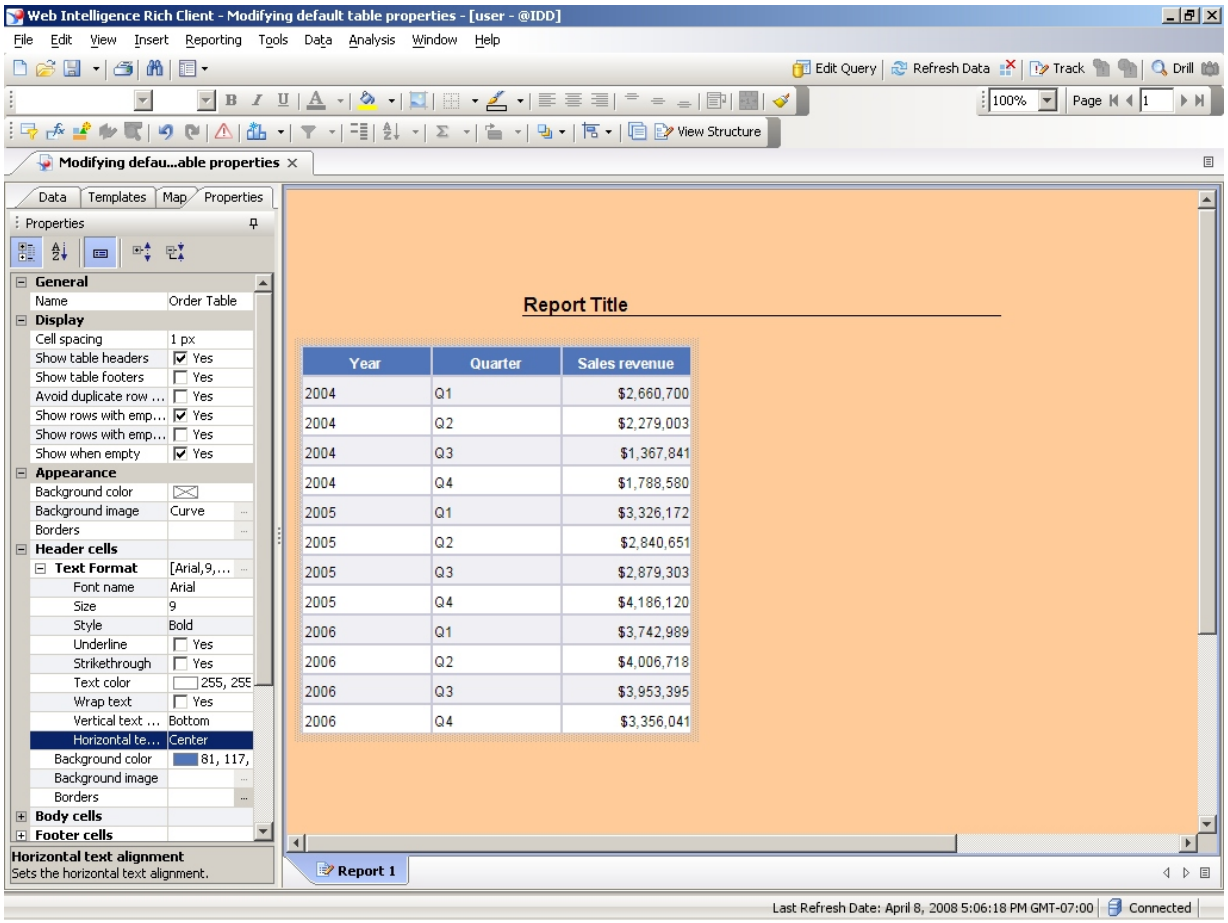
Page layout



17. Click to scroll **down**.

18. Click + before the **Relative Position** tree item.

19. As required, complete/review the following fields:

Field	R/O/C	Description
	R	**Example:** 200

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Enter the desired information into the field.

20. Click in the **Top edge** field.

The position table has shifted to the right.

21. As required, complete/review the following fields:

Field	R/O/C	Description
	R	**Example:** 50

Enter the desired information into the field.

The table is repositioned on the page.

Press **[Enter]** to continue.

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