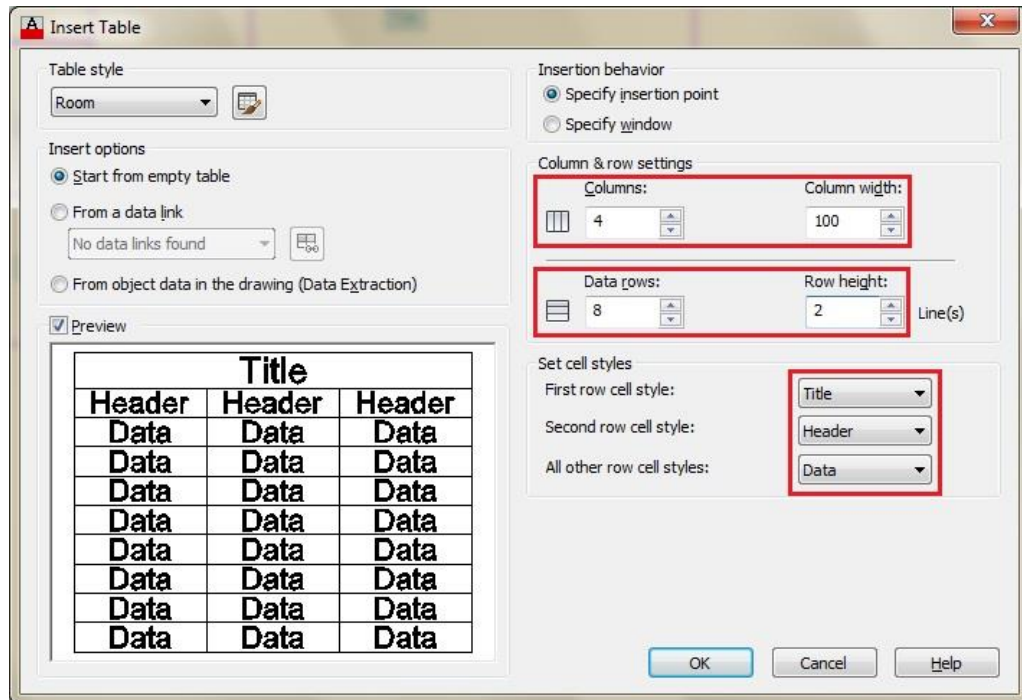
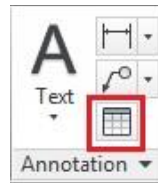


Creating table

Home tab > Annotation panel > Table



Specify the columns and rows, set the cell styles to be display

Position the table in the layout

A Text Editor ribbon appear for you to input the text with the format

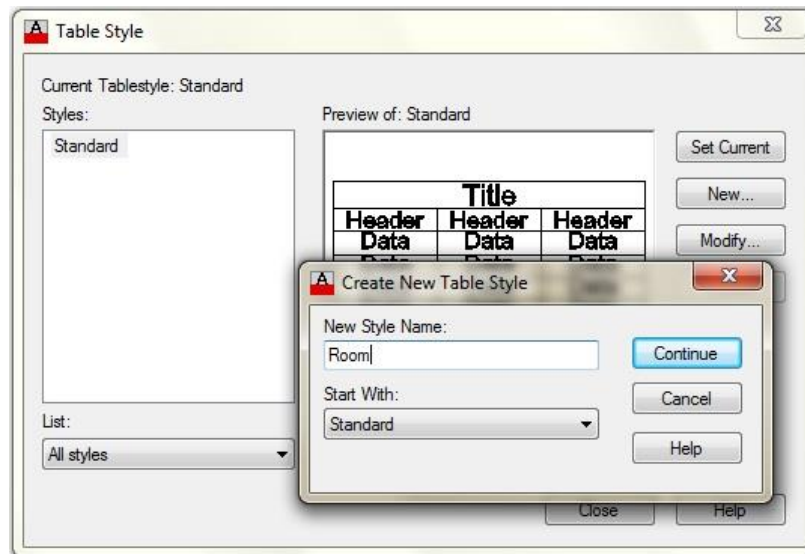
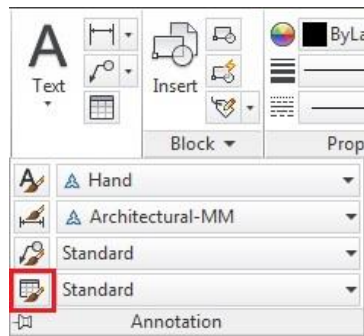
	A	B	C	D
1	Occupancy			
2	Room	Department	Area	Use
3		Marketing		Office
4		Marketing		Office
5		Sales		Office
6		Engineering		Drafting Room
7				Office
8				Office
9				Office
10		Total Area:	Engineering	

Single-click on the cell, click and drag the diamond grip to Auto-Fill Cells

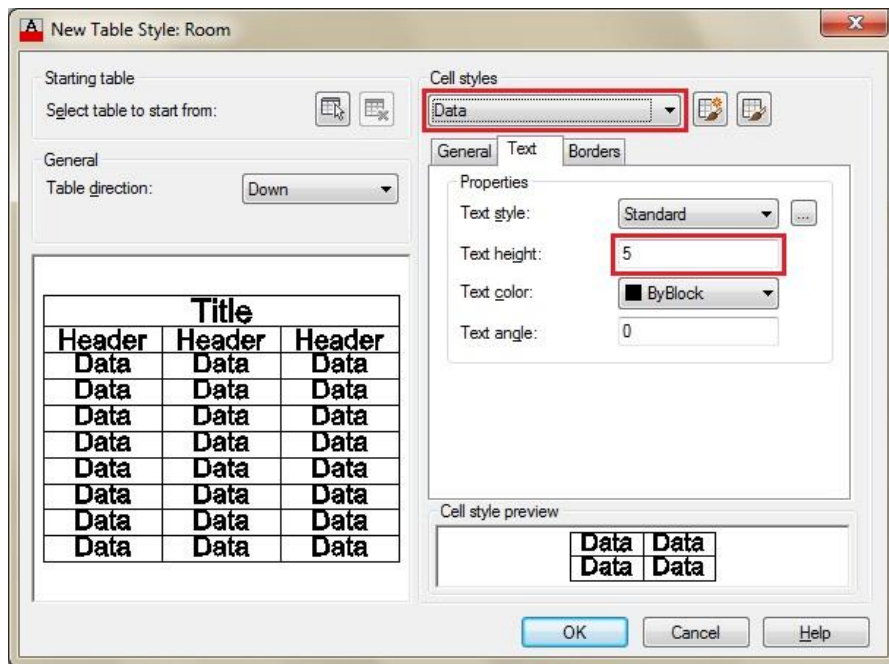
	A	B	C	D
1	Occupancy			
2	Room	Department	Area	Use
3		Marketing		Office
4		Marketing		Office
5		Sales		Office
6		Engineering		Drafting Room
7		Engineering		Office
8		Engineering		Office
9		Engineering		Office
10		Total Area:		

Create Table Style

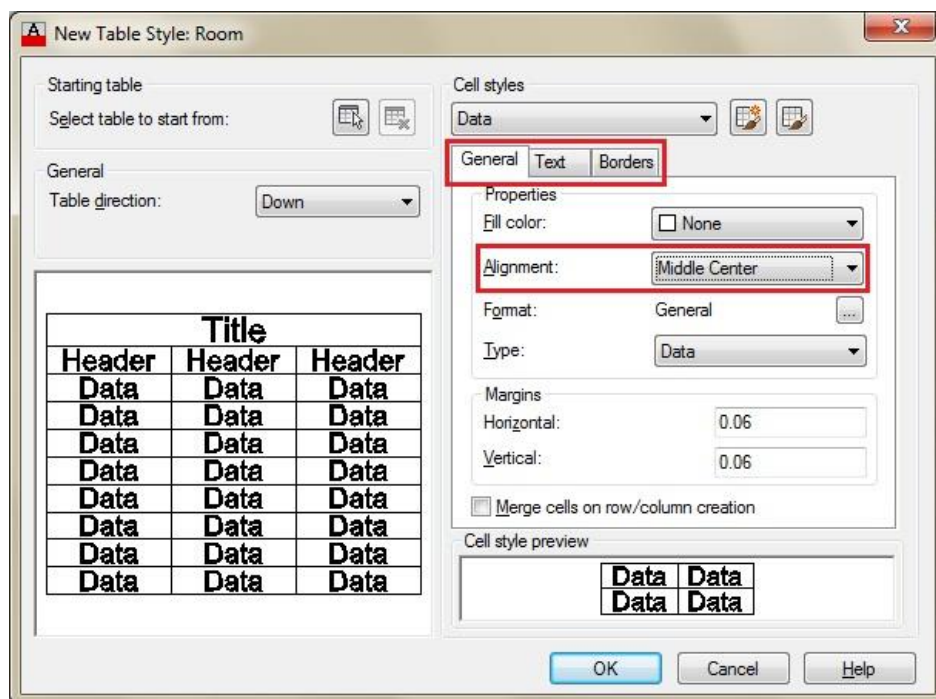
Home tab > Annotation panel expand > **Table Style**



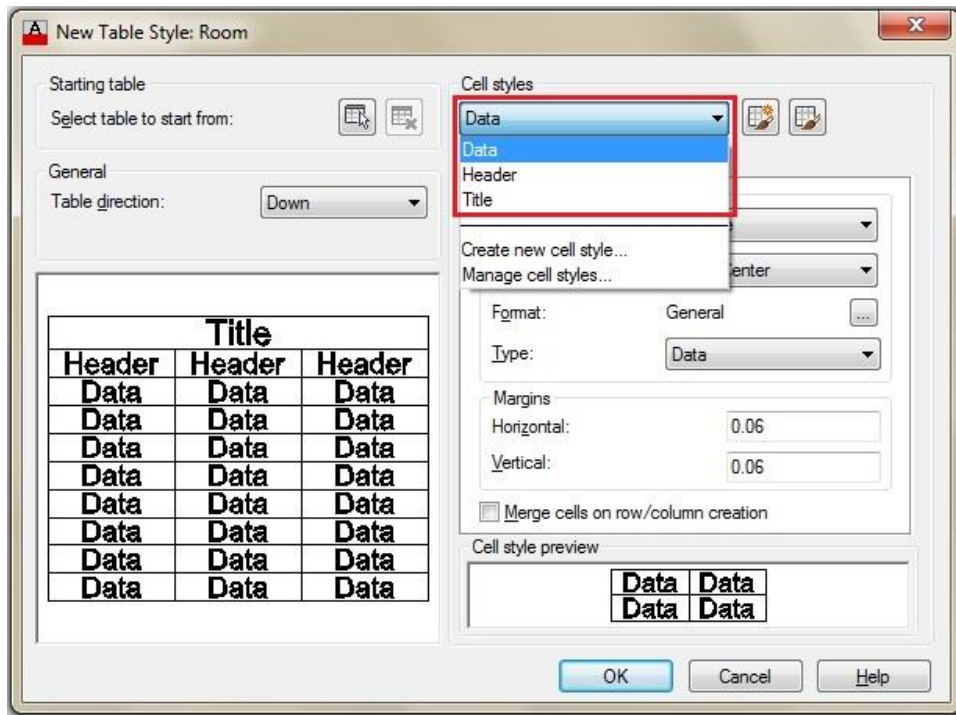
Click New, then input the New Style Name



Select Cell Style from the list, specify the Text Height



Changes to General tab, Select the Alignment from the list



Repeat the same steps on the other cell styles