

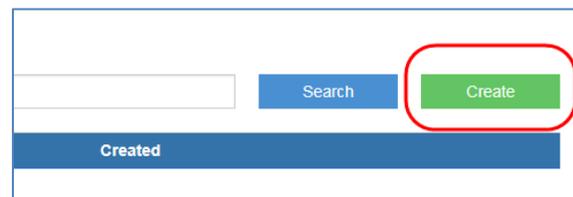
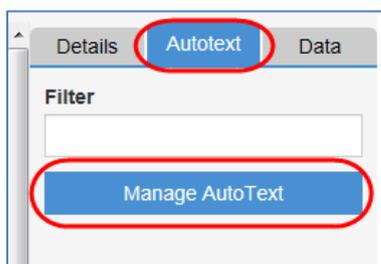
How To - Create Tables in AutoText

Pre-Requisites

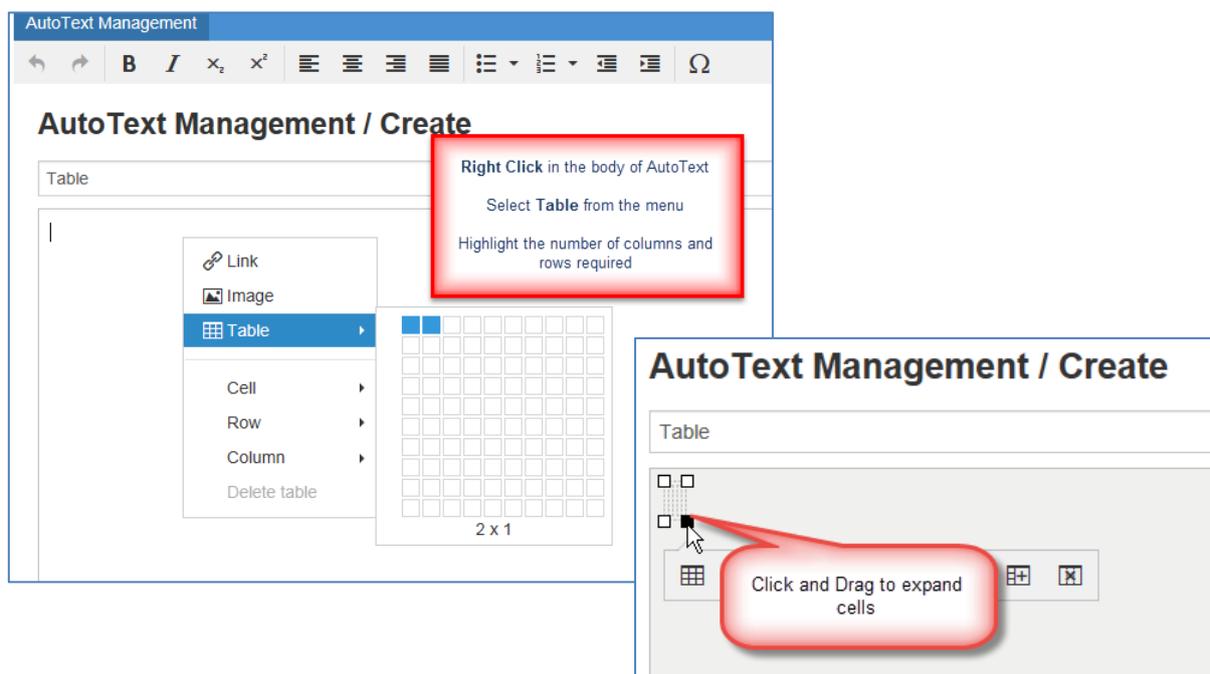
You are logged into **PowerChart, Document Creation** and have started the process of creating a letter. In this example I am creating a blank table using AutoText so that it can be recalled and used time and again.

Instruction

1. Open **AutoText** to create your table, select **Manage AutoText**
2. Select **Create** and name your AutoText (in this example I have named my AutoText "Table")

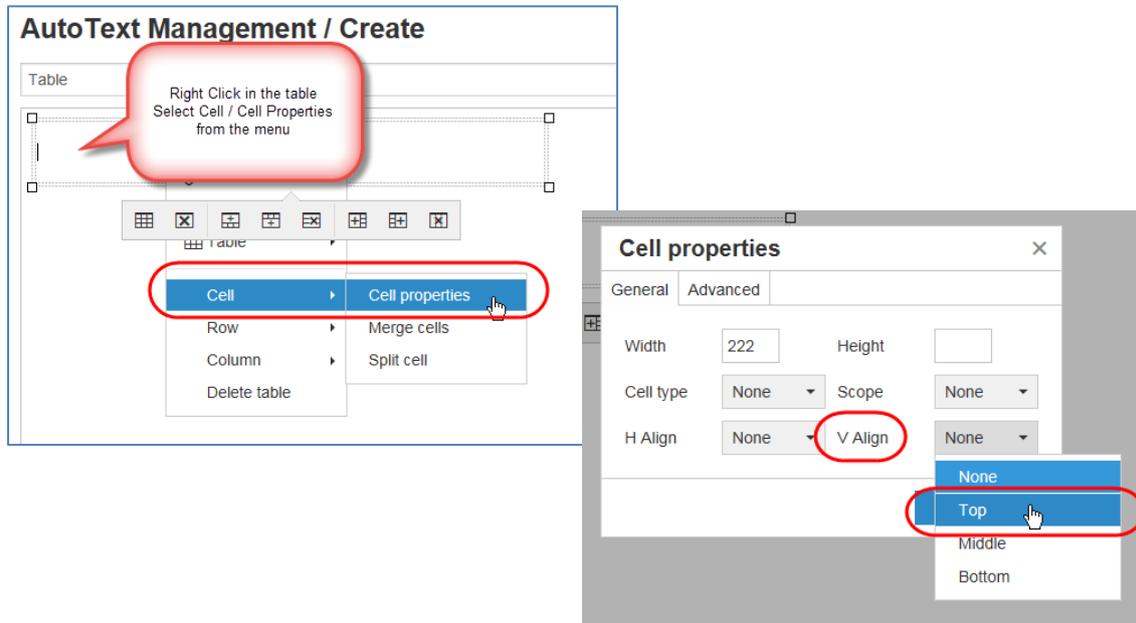


3. **Right Click** in the body of the AutoText and Select **Table** from the menu
4. **Highlight** the number of **columns** and **rows** that you require (my example demonstrates one row. Further rows can be added when using the AutoText)
5. The created table doesn't appear large enough (although this does expand when typed into). **Use the bottom right grab handle and drag to enlarge the table**

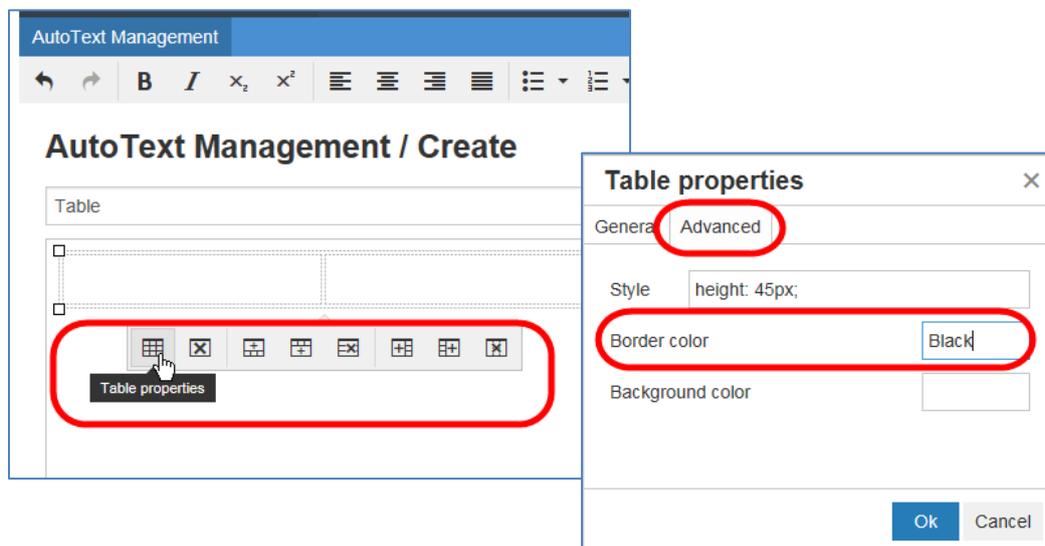


Next you will need to align the table so that text types at the top of each cell, rather than auto-centre as you type

6. Right Click in the table and select **Cell / Cell Properties** from the menu
7. Set the **V Align** to Top – click **OK**
8. **Save the AutoText**



You can also add borders to your table if required through **Table Properties / Advanced tab**



To use the AutoText, insert into your document using the @ symbol as a shortcut to display all of your AutoTexts. To insert additional rows, simply click the **Tab** key