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")

1	Details Autotext Data
	Filter
(Manage AutoText

	Search	Create
Created		

- 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

Table		Right Click in the body of AutoText Select Table from the menu
e Link		Highlight the number of columns and rows required
	Cell	AutoText Management / Create
	Row > Column > Delete table	

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Next you will need to align the table so that text types at the top of each cell, rather than autocentre 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 **O**K
- 8. Save the AutoText

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AutoText Management / Create						
Table Right Click in the table Select Cell / Cell Properties from the menu						
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		Cell prop	perties			×
Cell → Cell properties		General Adv	vanced			
Row Merge cells Column Split cell	I=E	Width	222	Height		
Delete table		Cell type	None	 Scope 	None	•
	÷	H Align	None	V Align	None	•
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You can also add borders to your table if required through Table Properties / Advanced tab

AutoText Management	
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AutoText Management / Create	
- ···	Table properties ×
	Genera Advanced
	Style height: 45px;
	Border color Black
Table properties	Background color
	Ok Cancel

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