

✓ Note

The background selected for a cell will be in front of the row background which in turn will be in front of (and hide) the table background.

To set the background for a cell, row, or table:

- 1) Place the cursor anywhere inside the cell, row, or table you want to work with. If you want to apply a background to a group of cells, select the group.
- 2) Right-click and choose **Table Properties** in the context menu, or choose **Table > Properties** on the Menu bar, or click the **More Options** icon on the Table panel of the Properties deck on the Sidebar.
- 3) In the Table Properties dialog, select the *Background* tab (Figure 306).

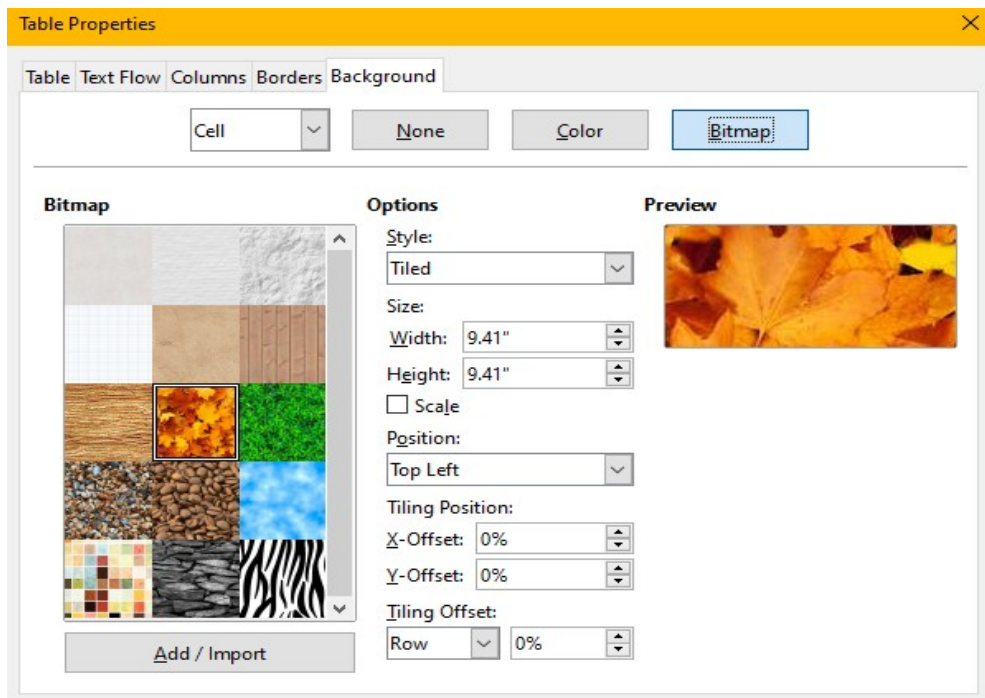


Figure 306: Table Properties dialog: inserting an image as background

- 4) Choose whether to apply the settings to cell, row, or table.
 - **Cell**: changes apply only to the selected cells, or the cell where the cursor currently resides. Even when a group of cells is selected, the background settings are applied to each cell individually.
 - **Row**: changes affect the entire row where the cursor resides.
 - **Table**: changes will set the background for the entire table, regardless of the cursor position or selected cells.
- 5) To apply a color, click the **Color** button, select the color, and click **OK**.
To apply a bitmap (image), click the **Bitmap** button. Then,
 - a) Select from the given bitmaps or use the **Add/Import** button.
 - b) Under *Options*, select the type of placement for the image.
 - **Style** – select the way the image has to appear: custom position/size, tiled, or stretched.
 - **Size** – select the required Image aspect ratio or the Scale option.
 - **Position** – select where the image is to be displayed.
 - c) To apply the image, click **OK**.