This month’s Tips and Tricks is focused on aligning images within a table. For websites that don’t use the Roster/Bio pages for their Faculty and Staff pages, the common practice is to use a table to organize the image and bio information for each person. As many of you might know, when creating new entries, the image that you place in the table doesn’t automatically align itself to the top of the table cell. If you would like to align each image so that it does appear at the top of the table cell, here is how you do it.

1. Use your mouse to **Right-click** in the **table cell** that contains the image you would like to align.

2. In the menu that appears, click **Table Cell Properties**

3. In the **Table Cell Properties** dialog that appears, select the **Top** option from the **Vertical Alignment** dropdown.

4. Click **Update**. The image will now align at the top of the table cell.

That is Tips and Tricks for this Month. If you have questions contact Josh Motsinger (913.588.4801)