Working with Tables

Tables are used to organize text, images, or text and images together. A table is a great way to organize and display pictures (with or without captions), list office hours, create a contact list, etc. If you see a table you like on one of our web pages, I can copy that to your page and you can edit as needed.

To add a table, click in the white space (where you want to insert) & click the Insert Table icon.

The default fields and entries are shown in the picture to the right. You may leave it like this or edit the fields as you choose. The most common fields to edit are:

Cols: type the # you want (the default is 2)
Rows: type the # you want (the default is 2)
Border: type 1-10 (default is 0 for no border)
Width: type 100% (or 740px) if you want the table to cover the width of the white space. (the default is blank which means the table will expand as needed to accommodate the text/data/image)

Click Insert and the table is added.

Place your cursor in the cells and type your data into the cells or insert images into the cells.

To edit the table, click somewhere in the table and then right-click to get the 1st edit menu and then mouse over Cell, Row, or Column to get the 2nd edit menu - as shown to the right.

The Insert/Edit window shown above defines values needed to create a table. The properties defined there apply to the table as a whole.

To modify a cell, row or column in an existing table, right-click in the cell, row or column of the table you want to modify and use the edit image shown to the right to add, delete or modify properties of that specific area of the table.
FURTHER TABLE FIELD EXPLANATIONS

GENERAL TAB (none of these are required fields except Cols and Rows which default to 2):

- **Columns** – defines number of table columns (default is 2).
- **Rows** – defines the number of table rows (default is 2).
- **Cell Padding** – defines space between cell content & cell border.
- **Cell Spacing** – defines space between cells.
- **Border** – defines line thickness of table border (0=no border).
- **Width** – defined in pixels (max is 730px) or percent (100%).
- **Height** – defined in pixels (generally not used)
- **Class** – not defined yet in this system.
- **Table Caption** - check the box to create an area above the table for a caption to be added (see below)

![Insert/Edit Table dialog]

<table>
<thead>
<tr>
<th>Caption Goes Here</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>text here</td>
<td>text here</td>
<td></td>
</tr>
<tr>
<td>text here</td>
<td>text here</td>
<td></td>
</tr>
</tbody>
</table>

ADVANCED TAB (most of these are not used for general tables):

- **Id** – defines a CSS Id attribute for the entire table.
- **Summary** – inserts and populates a tag used by text readers.
- **Style** – implements table specific formatting.
- **Language code** – inserts and defines a language attribute.
- **Background Image** – inserts an image for the entire table.
- **Frame** - defines scope of Rules attribute for the table or sub-groupings. Only Internet Explorer utilizes this attribute.
- **Rules** – defines the type of Frame formatting applied.
  - **void** – removes the frames from the element grouping.
  - **above** – applies a line above the element grouping.
  - **below** – applies a line below the element grouping.
  - **hsides** – applies a line above and below element grouping.
  - **lhs** – applies a line to the left margin of element grouping.
  - **rhs** – applies a line to the right margin of element grouping.
  - **vsides** – applies a line to the left and right margins of the element grouping.
  - **box** – applies a line to all four margins of the element grouping.
  [Element groupings are defined in the Frame attribute above.]
- **Language Direction** – defines the text justification for all table cells.
  - **Left to Right** – justifies the text to the left cell margin.
  - **Right to Left** - justifies the text to the right cell margin.
- **Border Color** – defines a color for table border. The color selection button launches Select a Color dialog.
- **Background Color** – defines a color for table background. The color selection button launches Select a Color dialog.