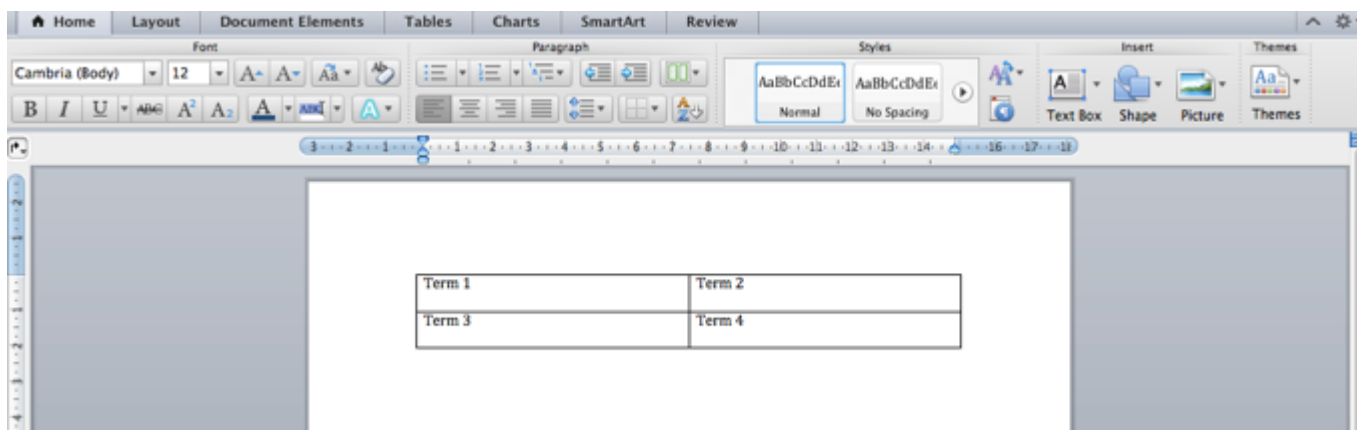


# Working with tables

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There are times when you would like to show your information in a table to maximise the use of your whole page or to keep the formatting looking perfect. It is not too difficult to do this – all you need to do is create the table you would like added to your site in Microsoft Word.

1. Create the table you would like to add to your site in Microsoft Word.



2. Highlight the table and copy it.

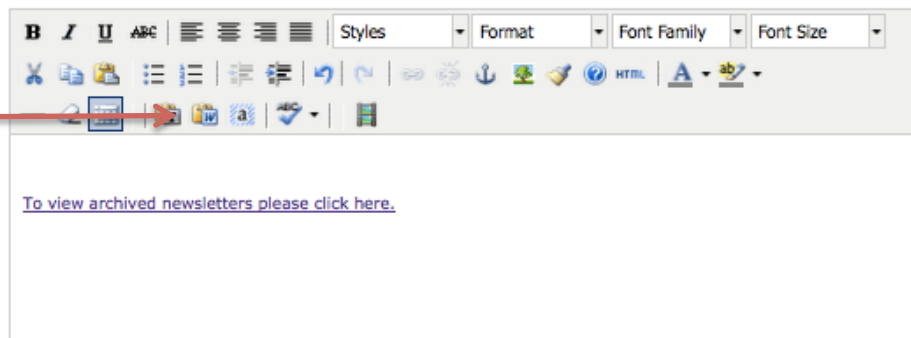
Term 1	Term 2
Term 3	Term 4

# Working with tables

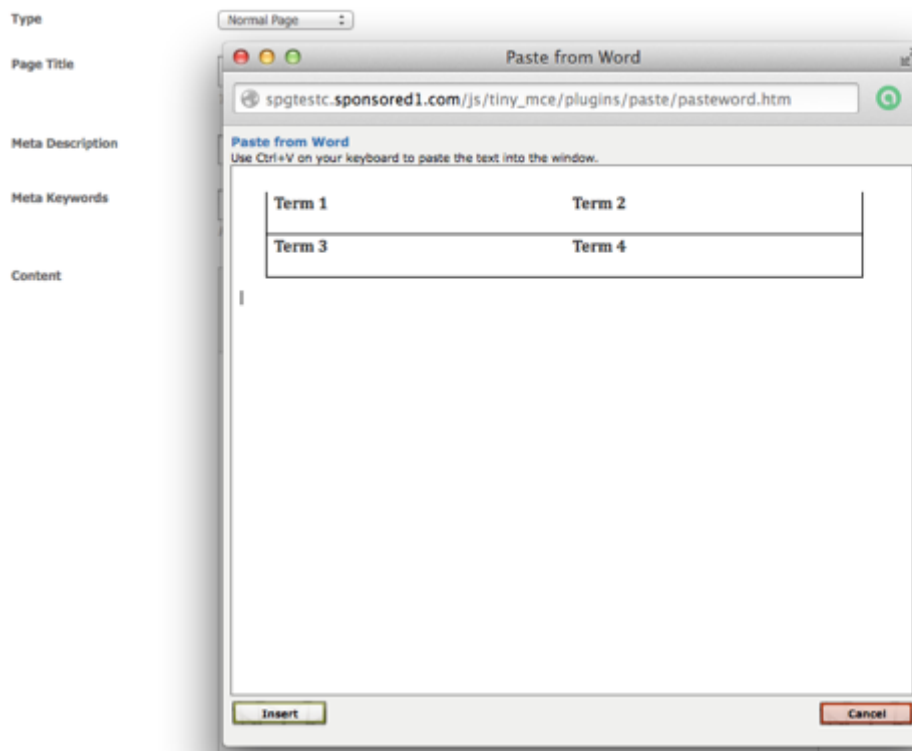
3. Go to the CMS of your website and edit the page you wish to add the table to.
4. Place your cursor where you wish your table to land and click on the Paste from Word button on the toolbar.



Content



5. A pop up window will open, paste the table into this window and then click INSERT.



6. Update your page and VISIT SITE to check out your new table.

# Working with tables

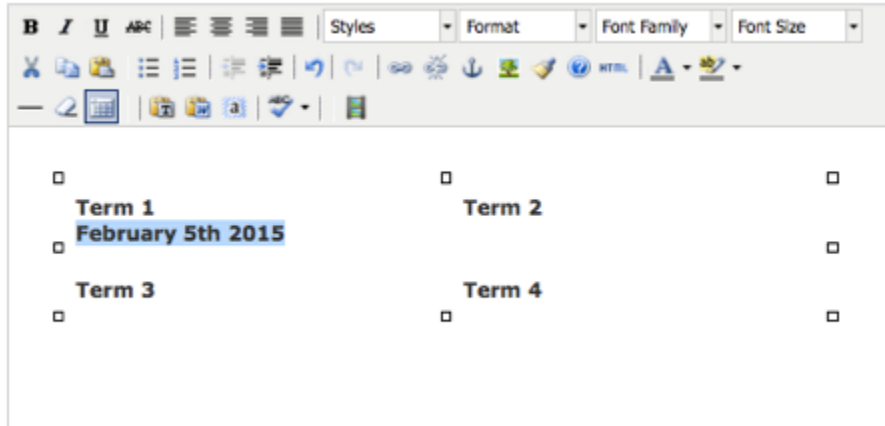
Content

The screenshot shows a WYSIWYG editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. Below the toolbar is a text area containing a table with four cells. Each cell contains a square bullet point followed by a term name: 'Term 1', 'Term 2', 'Term 3', and 'Term 4'. Below the table is a link: 'To view archived newsletters please click here.'

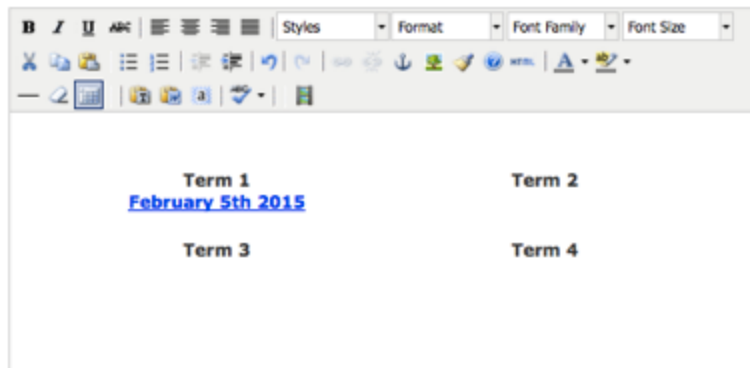
The screenshot shows a website layout. At the top is a dark blue navigation bar with white text links: 'HOME', 'CONTACT', 'PHOTO GALLERY', 'ABOUT US', 'GOING LIVE', and 'TE'. Below the navigation bar is a large white area with a dark blue border on the left and bottom. The main heading is 'Newsletters 2015'. Below the heading is a table with two columns and two rows. The first row contains 'Term 1' and 'Term 2'. The second row contains 'Term 3' and 'Term 4'.

7. You can add content to your table from directly in your site. You can also format the text, make it bold, underlined, coloured, centred etc. as you normally would.

# Working with tables



- Highlight the name of the newsletter and hyperlink to the PDF you have already added in the media folder. (See *Adding a PDF to a page cheat sheet for more detailed instructions*). Update your page and VISIT SITE.

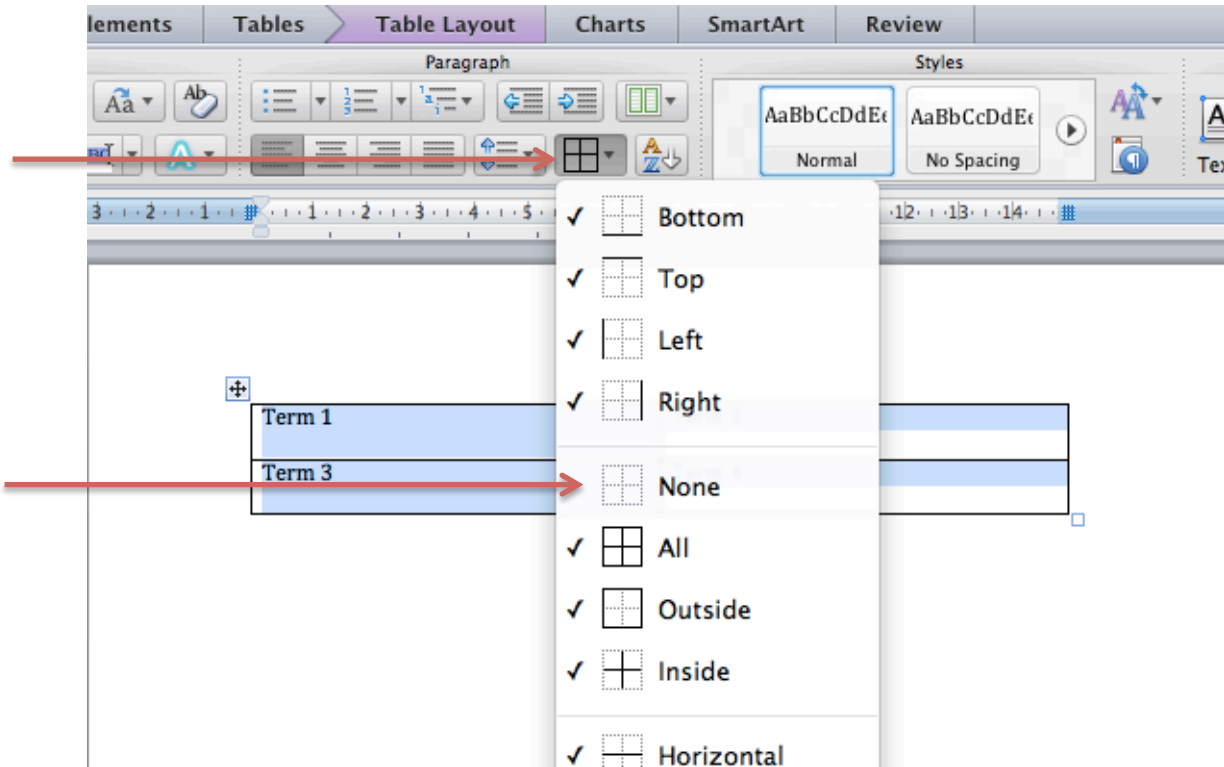


## Newsletters 2015

Term 1 <a href="#">February 5th 2015</a>	Term 2
Term 3	Term 4

# Working with tables

9. If you prefer a table without the gridlines, before pasting your table into the CMS (Step 4) remove all the gridlines of the table.



# Newsletters 2015

**Term 1**

**Term 2**

**February 5<sup>th</sup> 2015**

**Term 3**

**Term 4**