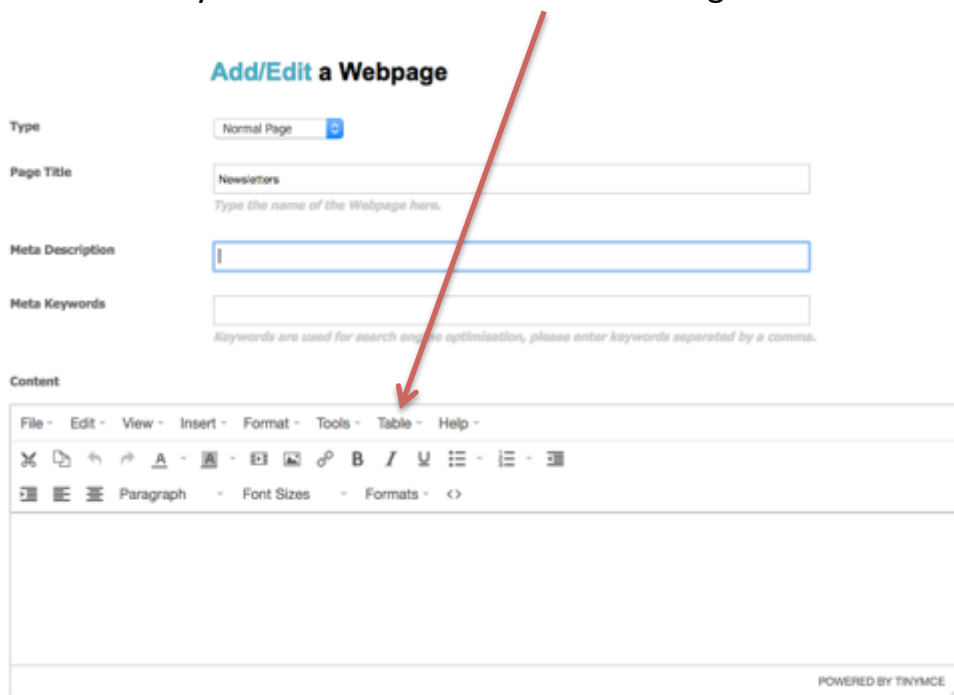


# Adding tables to your website

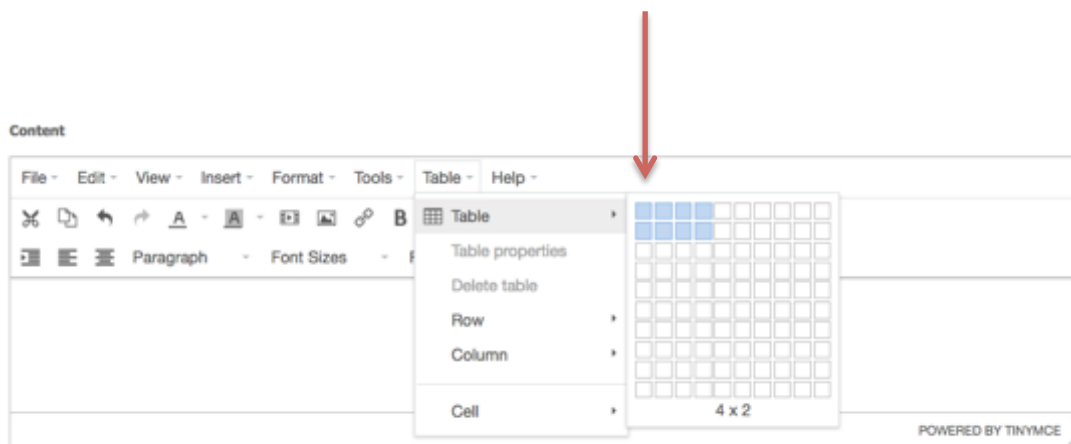
1 / 4

With the 2018 Upgrade comes a new feature – a table creator! Creating tables within your site is now possible! Follow this guide:

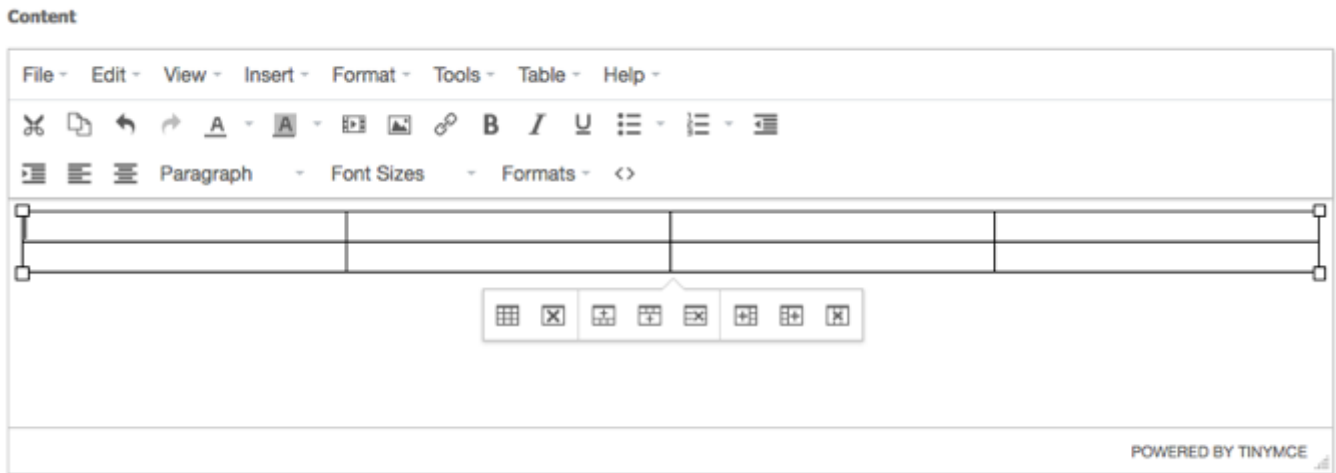
1. Go to the page you wish to create a table and click on the pencil icon to edit the page.
2. In the toolbar you will now see a “Table” heading.



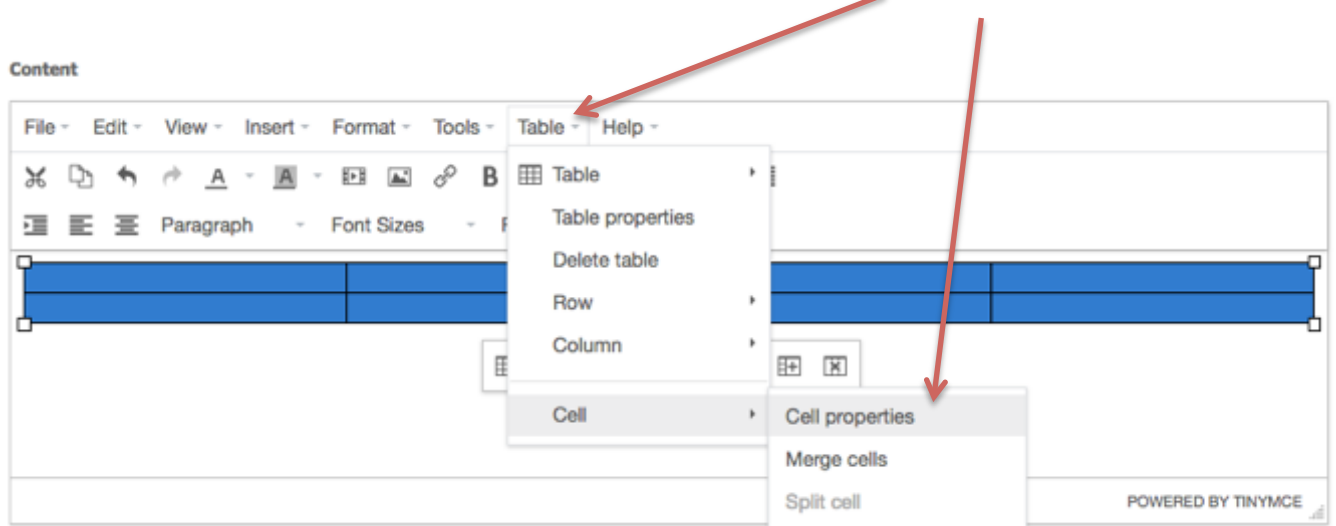
3. Select the desired number of columns and rows.



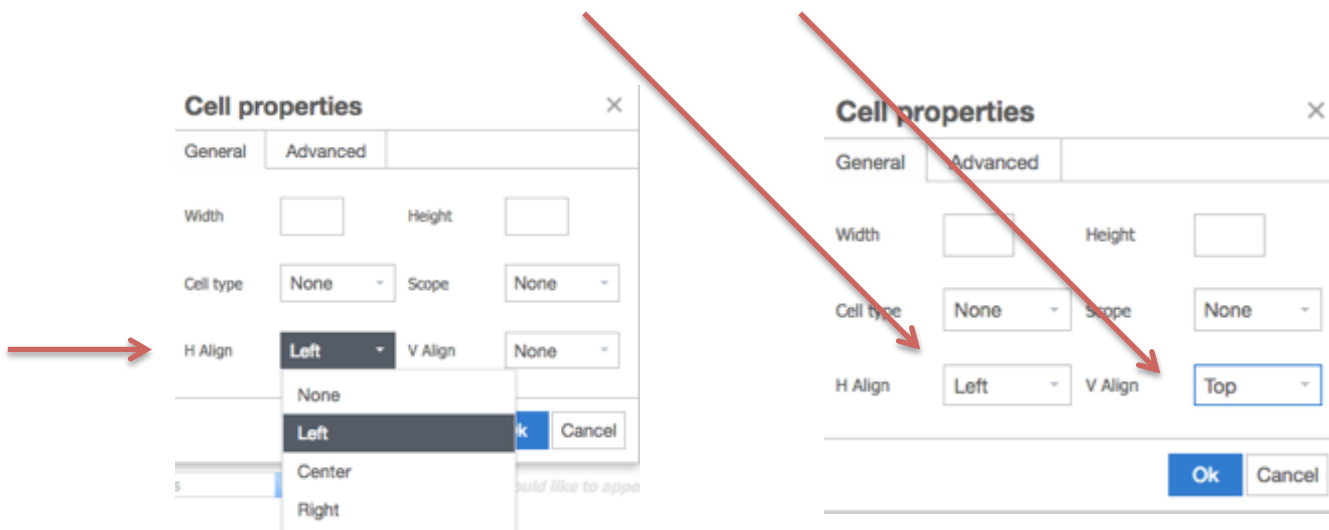
# Adding tables to your website



4. Highlight all cells on your page and go to the toolbar: Table – Cell Properties.



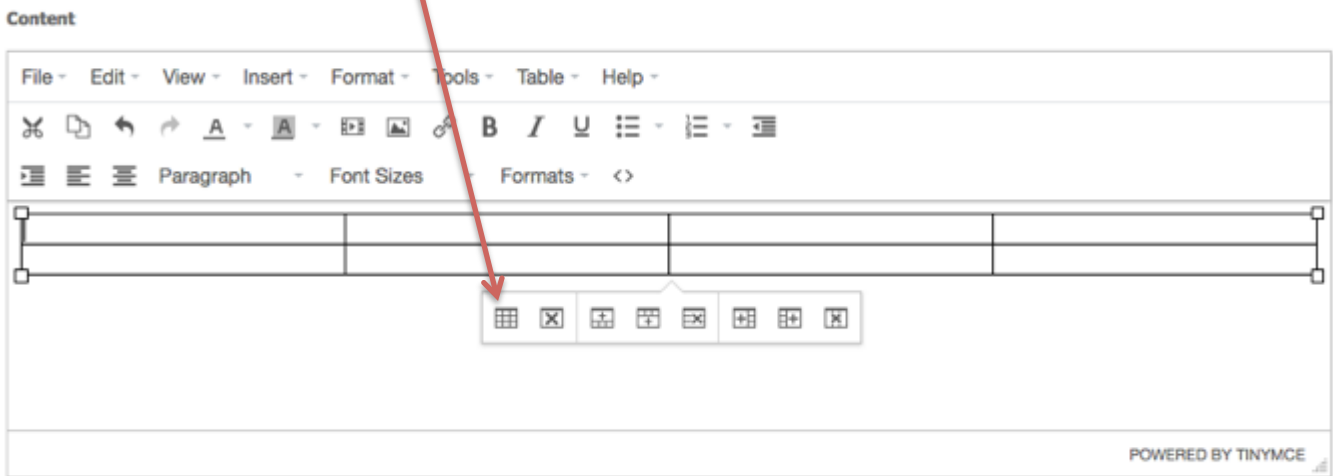
5. For H Align and V Align – use drop down menu to choose text alignment within table. **STANDARD = H Align LEFT and V Align TOP**



# Adding tables to your website

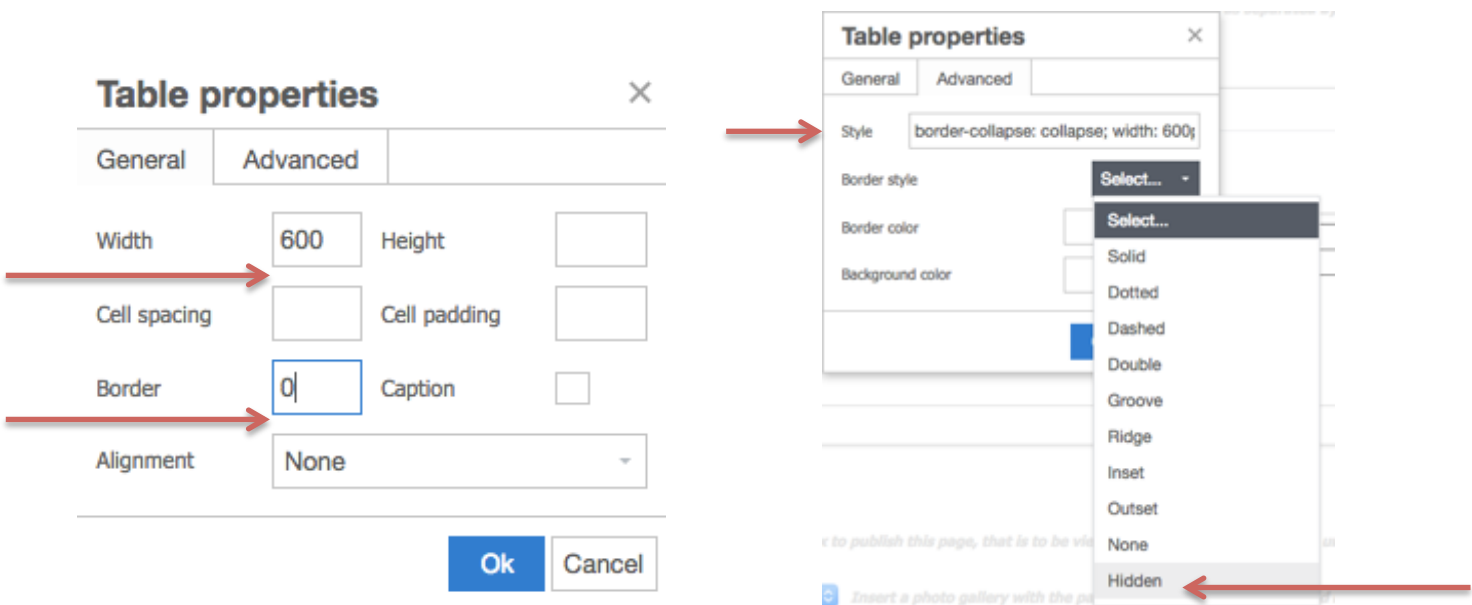
6. A good table width that works well on mobile devices as well as looking good on a computer screen is 600 pixels wide.

Click on the TABLE PROPERTIES icon at the bottom of your table – or use the TABLE menu in your toolbar.



7. Type 600 into WIDTH.

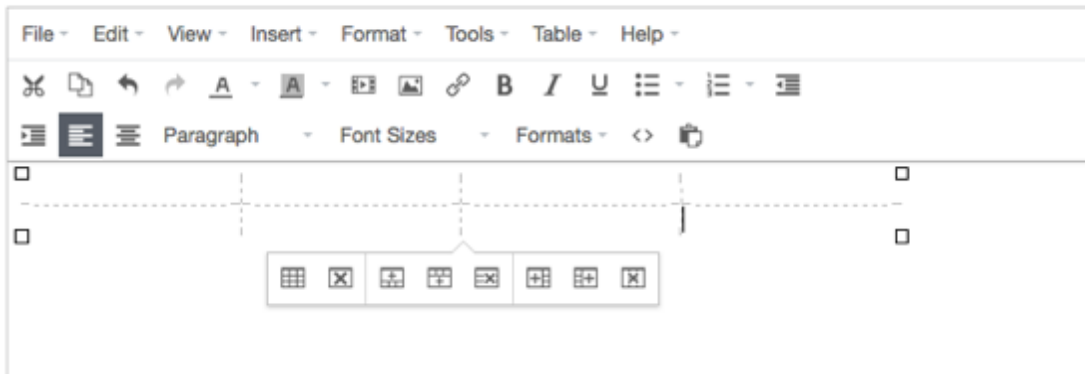
8. In this table – we are hiding the gridlines, so we are choosing 0 in border also. Click on **Advanced** and choose **STYLE** “Hidden” from the drop down menu to hide all gridlines in table.



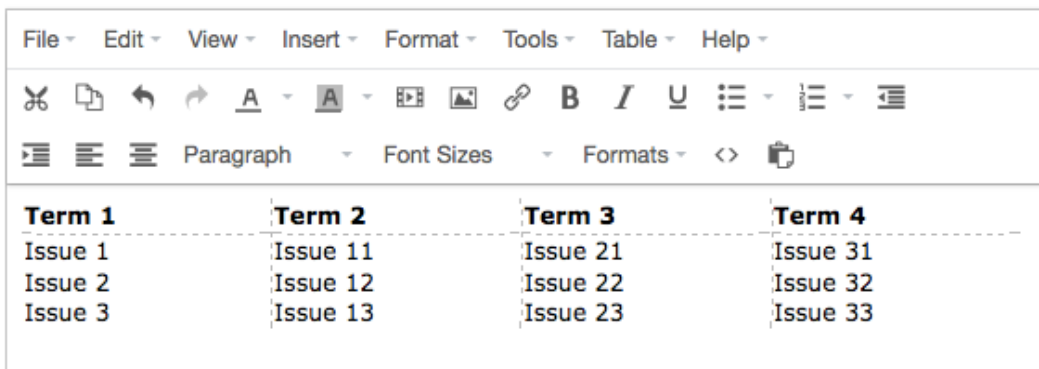
# Adding tables to your website

9. Type information into your table and format as required. In this case I have created a table for newsletters arranged by term. I have made the top row BOLD for the term headings.

Content



Content



The screenshot shows the same WYSIWYG editor interface, but now the table is fully populated with text. The first row contains bolded headers for 'Term 1', 'Term 2', 'Term 3', and 'Term 4'. The subsequent rows list 'Issue 1' through 'Issue 33' in a grid format.

<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
Issue 1	Issue 11	Issue 21	Issue 31
Issue 2	Issue 12	Issue 22	Issue 32
Issue 3	Issue 13	Issue 23	Issue 33

10. Visit your site to see your new table!

## NEWSLETTERS

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<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
Issue 1	Issue 11	Issue 21	Issue 31
Issue 2	Issue 12	Issue 22	Issue 32
Issue 3	Issue 13	Issue 23	Issue 33