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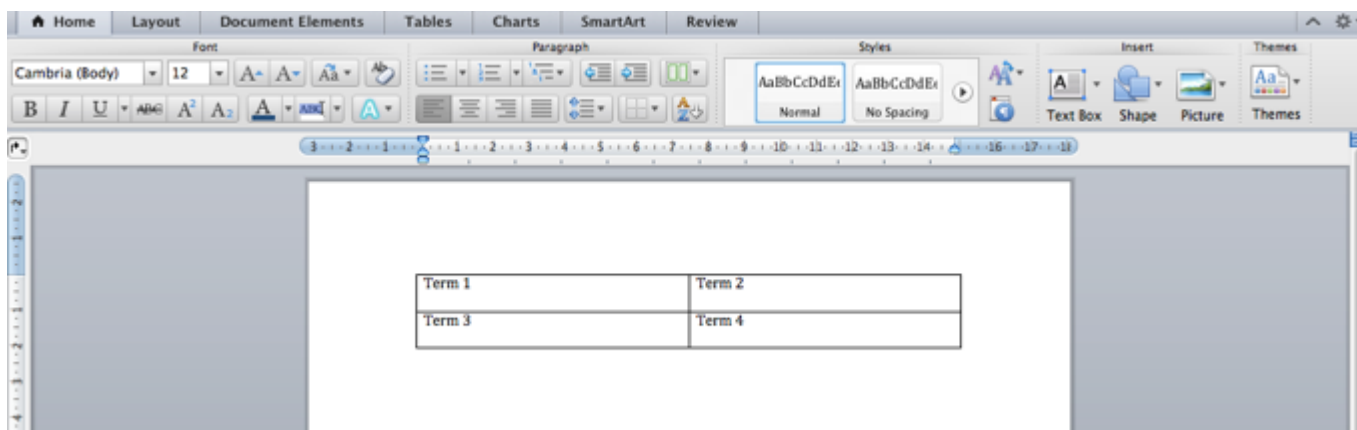
There are times when you would like to show your information in a table to maximise the use of your whole page or to keep the formatting looking perfect. It is not too difficult to do this – all you need to do is create the table you would like added to your site in Microsoft Word.

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

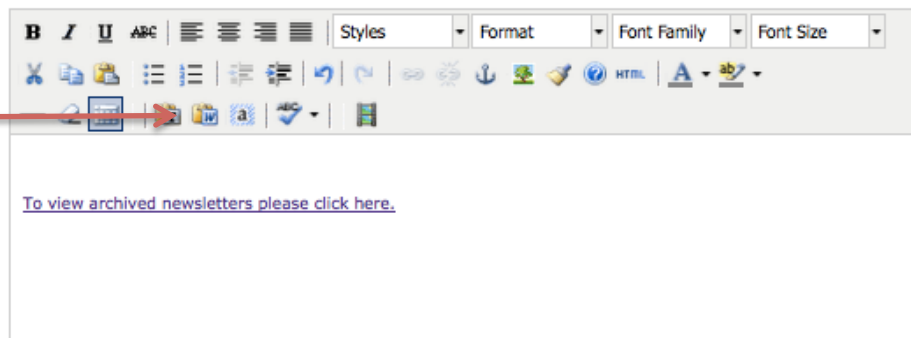**2.** Highlight the table and copy it.

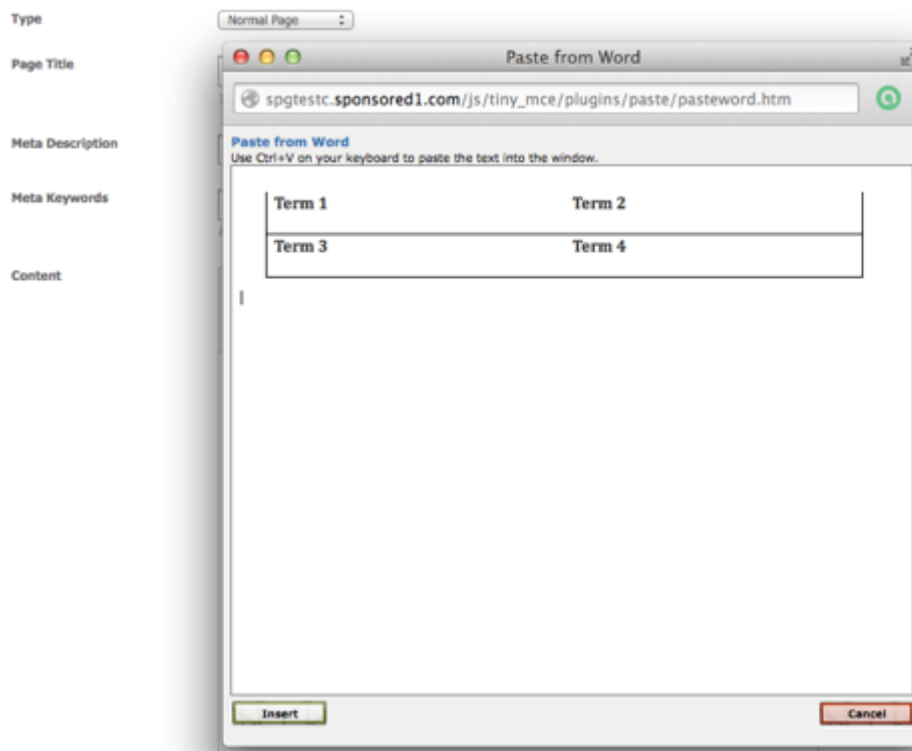| Term 1	Term 2
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3. Go to the CMS of your website and edit the page you wish to add the table to.

4. Place your cursor where you wish your table to land and click on the Paste from Word button on the toolbar.

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

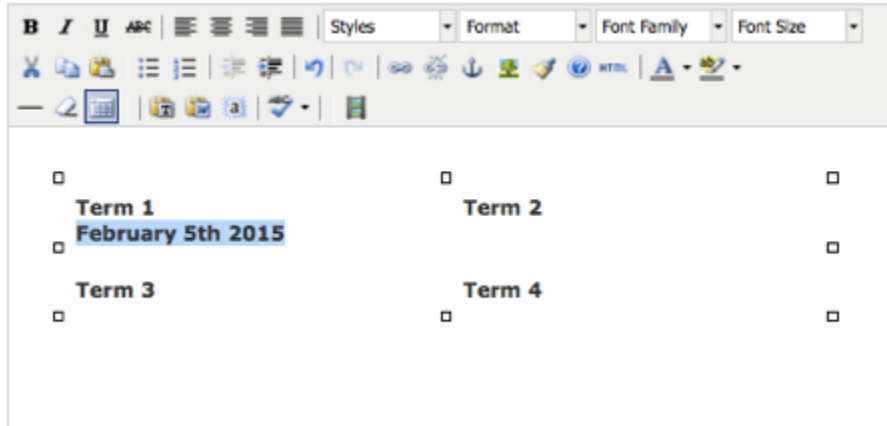**6.** Update your page and VISIT SITE to check out your new table.

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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.

8. 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.
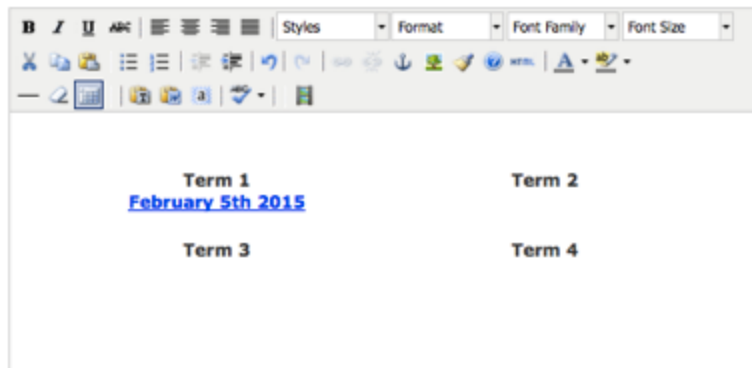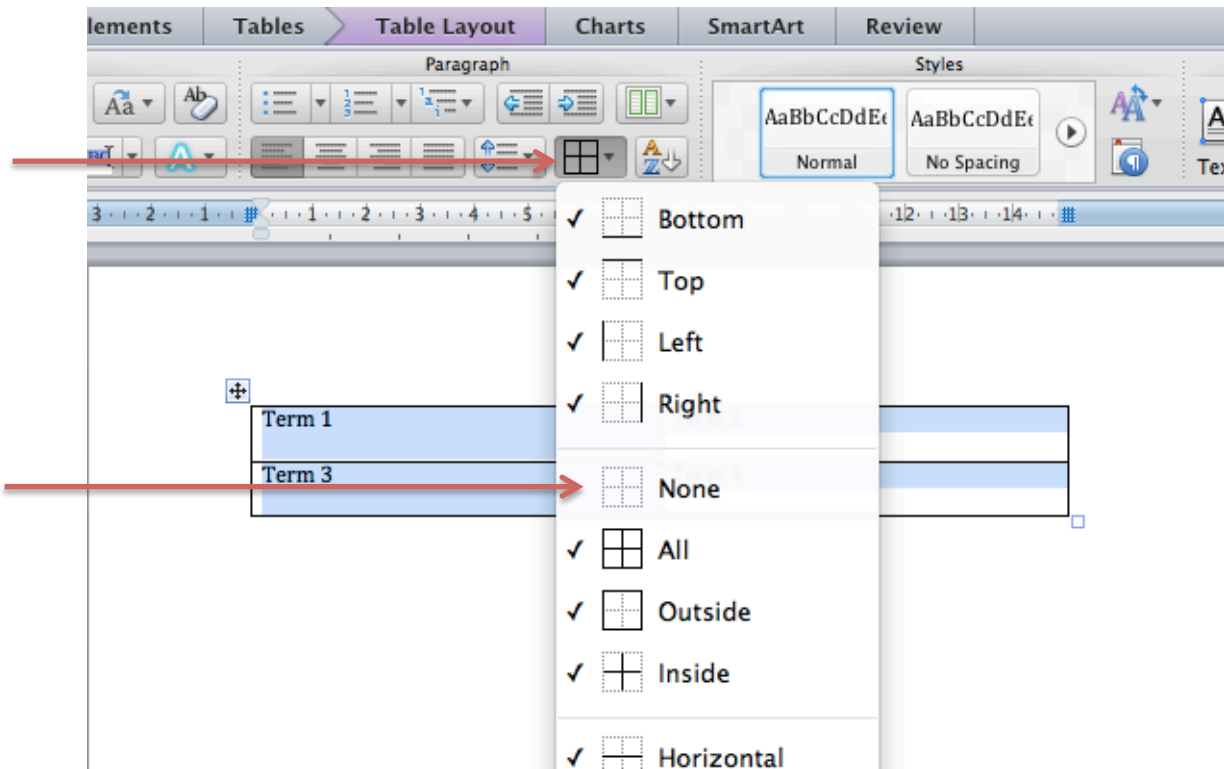

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9. If you prefer a table without the gridlines, before pasting your table into the CMS (Step 4) remove all the gridlines of the table.