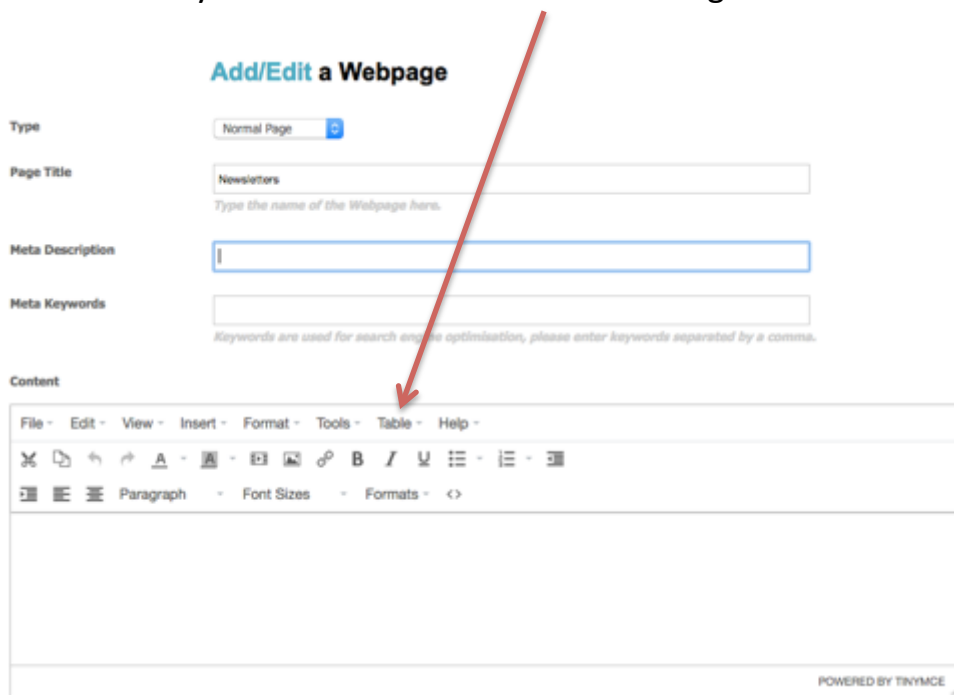


Adding tables to your website

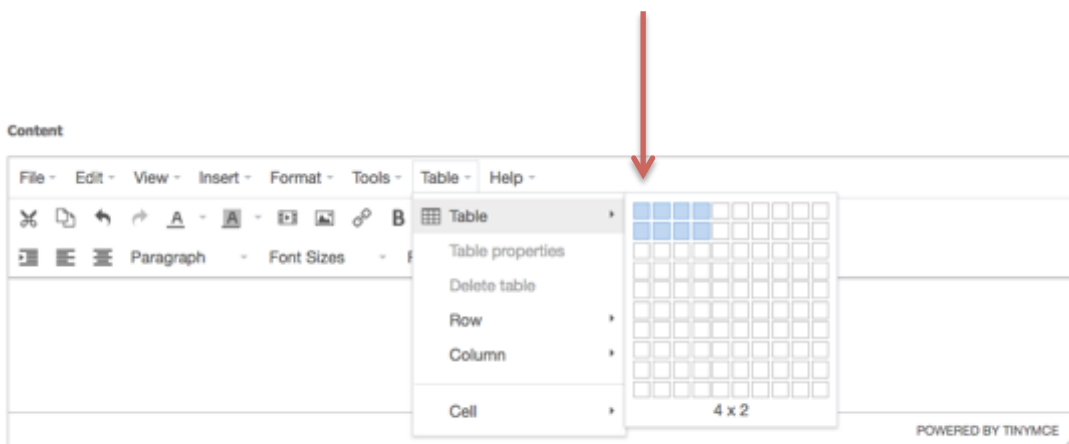
1 / 4

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

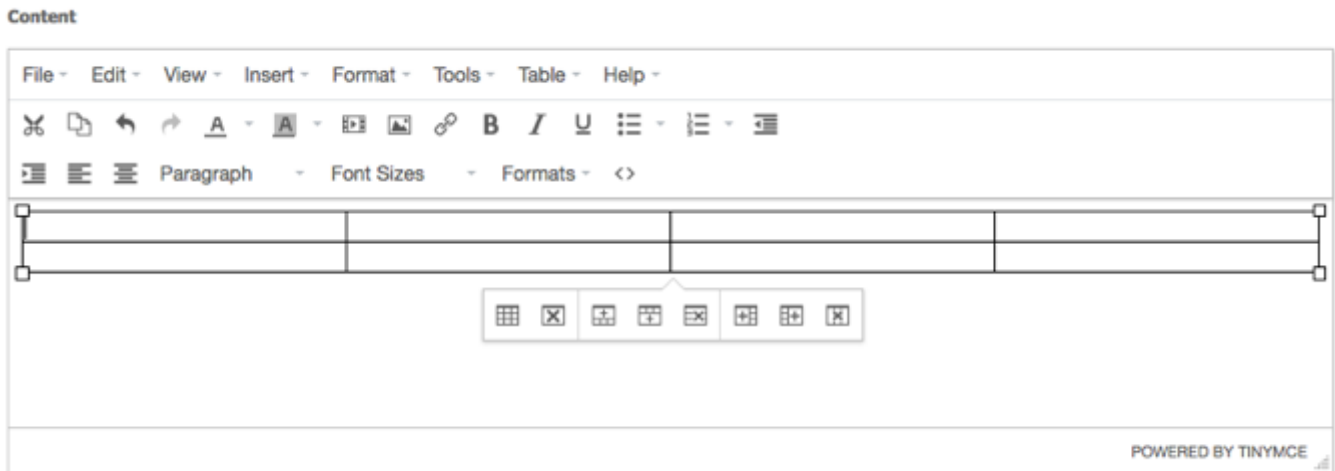
1. Go to the page you wish to create a table and click on the pencil icon to edit the page.
2. In the toolbar you will now see a “Table” heading.



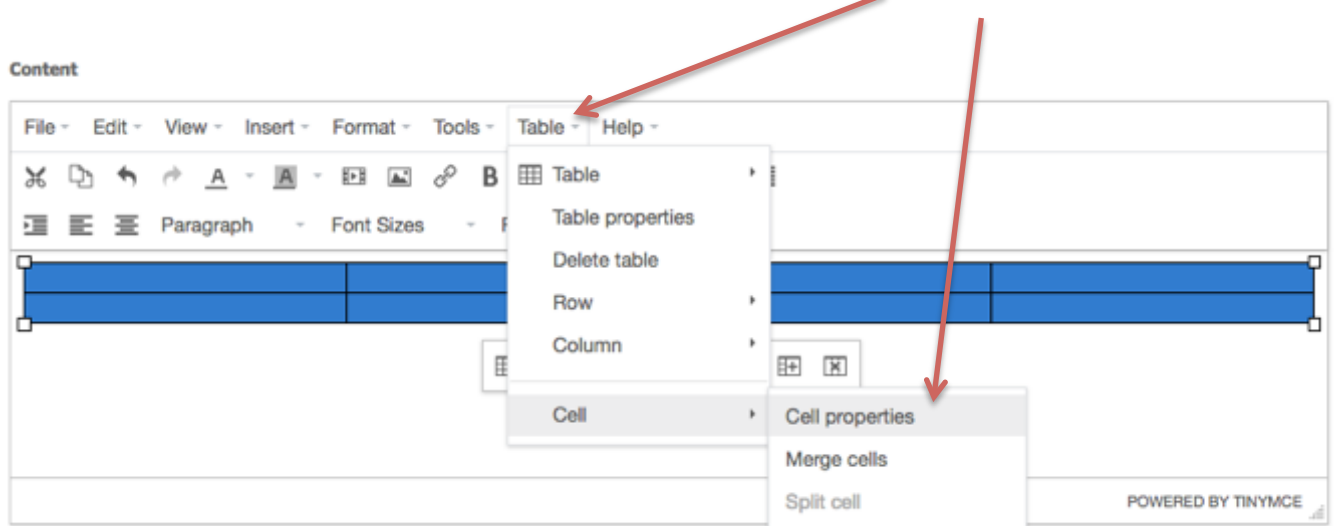
3. Select the desired number of columns and rows.



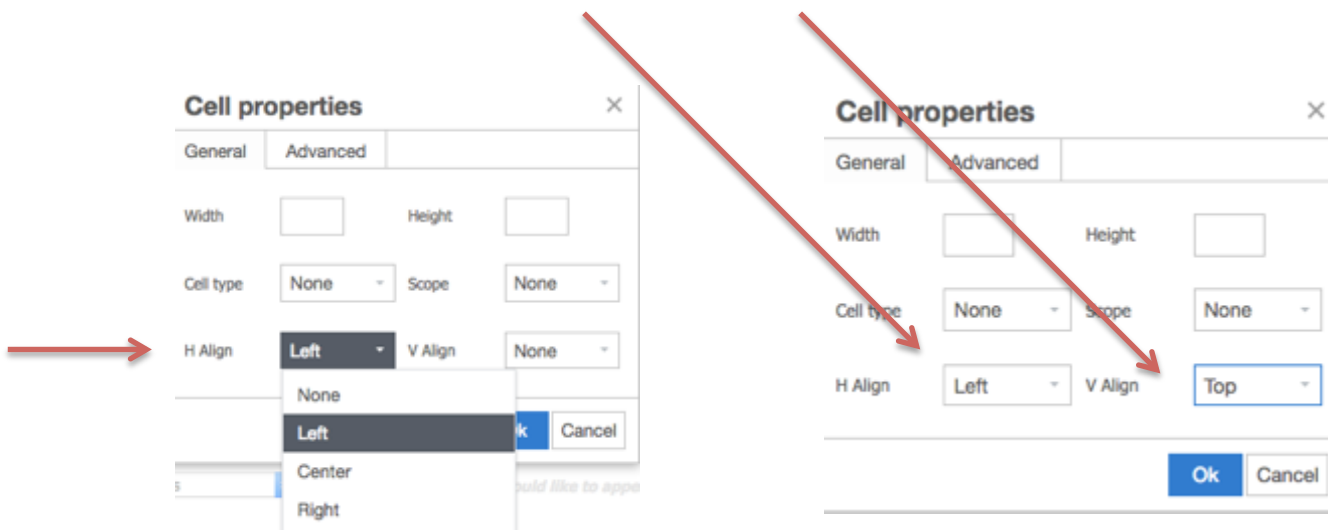
Adding tables to your website



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



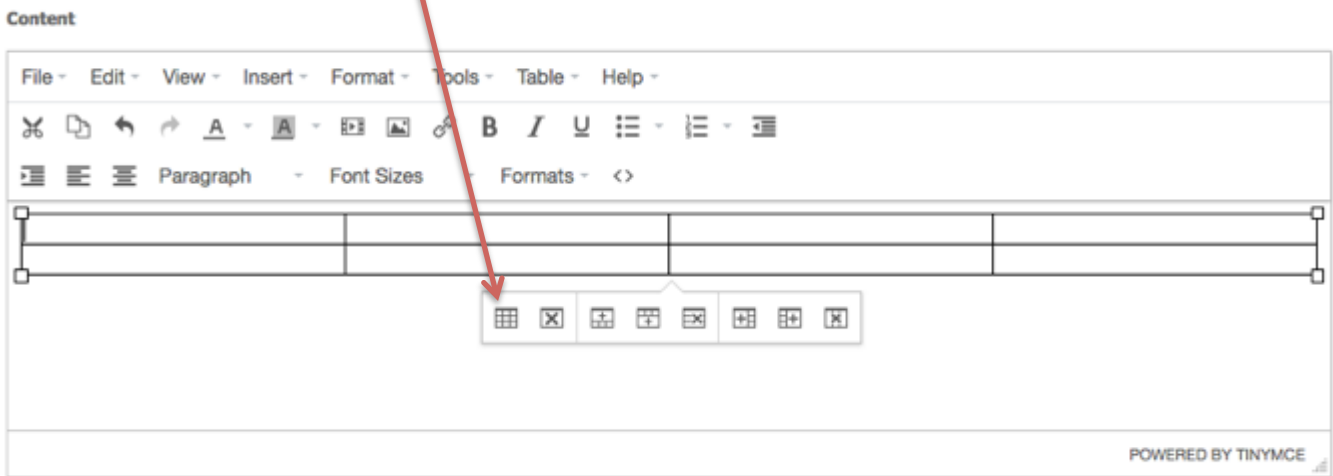
5. For H Align and V Align – use drop down menu to choose text alignment within table. **STANDARD = H Align LEFT and V Align TOP**



Adding tables to your website

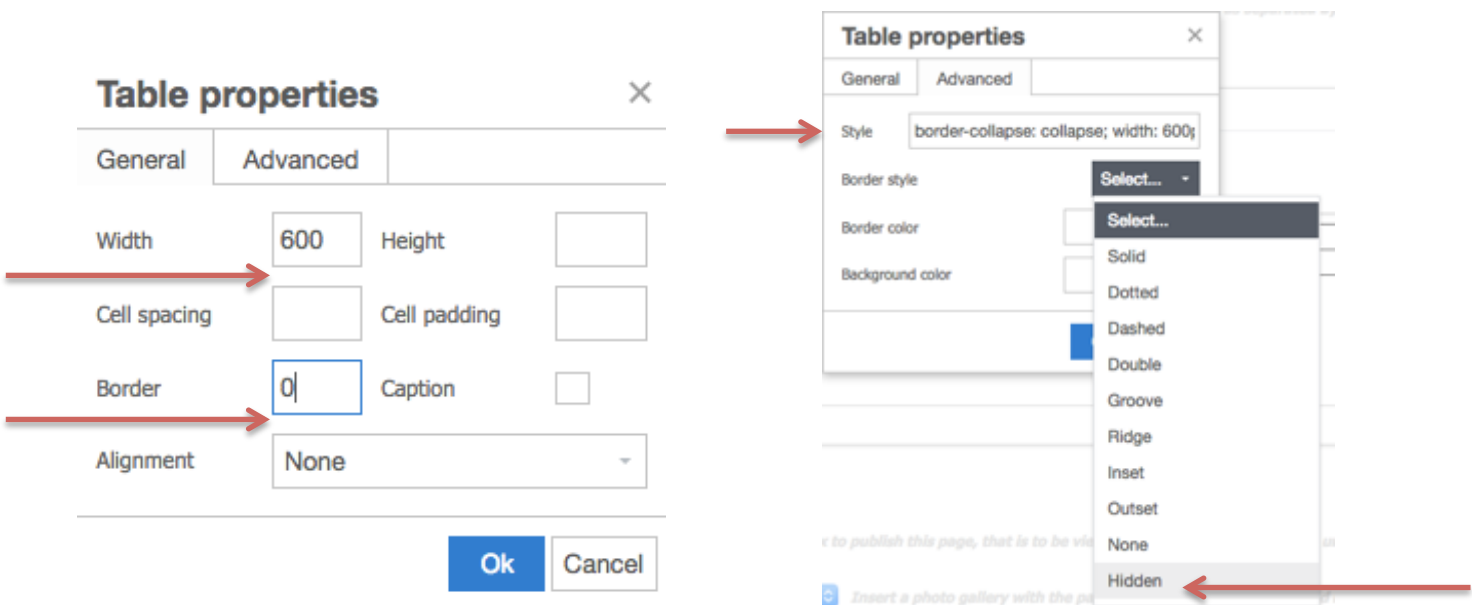
6. A good table width that works well on mobile devices as well as looking good on a computer screen is 600 pixels wide.

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.

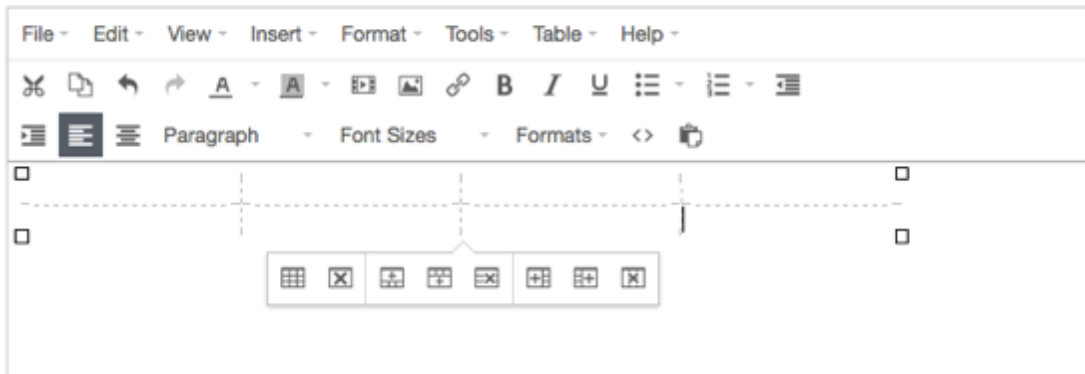
8. In this table – we are hiding the gridlines, so we are choosing 0 in border also. Click on **Advanced** and choose **STYLE** “Hidden” from the drop down menu to hide all gridlines in table.



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

Term 1	Term 2	Term 3	Term 4
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

Term 1	Term 2	Term 3	Term 4
Issue 1	Issue 11	Issue 21	Issue 31
Issue 2	Issue 12	Issue 22	Issue 32
Issue 3	Issue 13	Issue 23	Issue 33