Table Tools

Tables are a good method to arrange content in rows and columns similar to a spreadsheet. To insert a table into your page, follow these steps:

1. Edit the page and click in the “Page Content” box to edit your content.

2. The “Editing Tools” tab will appear in the ribbon bar and click the “Insert” sub-tab. Then click the “Table Button Menu” to select the number of rows and columns to initially insert for the table similar to Microsoft Word (Figure 1).

3. After hovering and clicking on the number of rows and columns, the table will appear in the “Page Content” area where your cursor was last positioned. Any time the cursor is positioned inside the table, the “Table Tools” tab will appear in the ribbon bar (Figure 2).
Layout Sub-Tab

Table, Merge, and Rows & Columns Sections
These sections / button allow you to modify the structure of the table and work similar to Microsoft Word.

Width & Height Section

Table Width and Height Fields
The “Table Width” value should generally always be 100%. The percent symbol “%” should be entered; otherwise, it will assume a width of 100 pixels (px), which is different and much narrower. The “Table Height” value will vary depending on the number of rows in the table.

Column Width and Row Height Fields
The default “Column Width” value will be approximately 347px. This is a fixed value. Generally it is better practice to use percentage values. For example, if you want two equal width columns, you would specify 50% for each “Column Width” value. The Row Height value will vary depending on the content within the cell.

Properties Section
The “Summary” field is required to be entered with a brief (few words) description of the table for Section 508 compliance.

Design Sub-Tab

Table Style Options Section
By checking these options, special formatting will be automatically applied to certain rows and/or columns in the table. See Figure 3 where the first row becomes a header row with bold and centered text.
Internet Technologies Home

<table>
<thead>
<tr>
<th>Header 1</th>
<th>Header 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row 1 Column 1</td>
<td>Row 1 Column 2</td>
</tr>
</tbody>
</table>

Figure 3

Table Styles Section

Styles Button Menu
This option provides pre-designed styles for the table (Figure 4).

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<table>
<thead>
<tr>
<th>Header 1</th>
<th>Header 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row 1 Column 1</td>
<td>Row 1 Column 2</td>
</tr>
<tr>
<td>Row 2 Column 1</td>
<td>Row 2 Column 2</td>
</tr>
<tr>
<td><strong>Footer Column 1</strong></td>
<td><strong>Footer Column 2</strong></td>
</tr>
</tbody>
</table>

Figure 4 – Table with “Light Banded” table style