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# Table Layout Techniques

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## Table Techniques - Introduction

This manual assumes you understand the basics of inserting and editing a table. For more information on this please see the Inserting Tables section of SiteCM Help. First we will give you a brief overview of the functions we will be using and then get right into some examples.

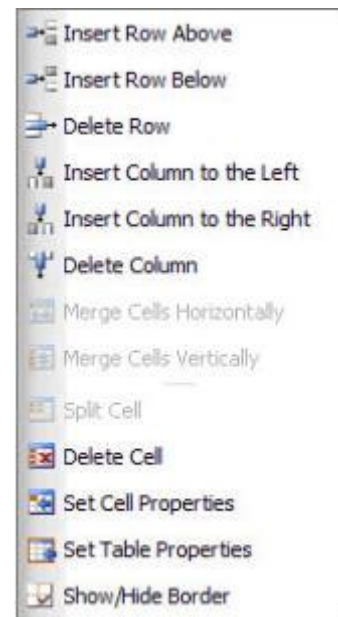
**SiteCM Manager > Content > Pages > Add a New Page> Plain HTML > Content Tab > Inserting Tables**

Right Clicking in any cell of a table brings up this menu:

Here you can choose to add more rows or columns or you can choose to delete rows or columns. There is also a tables toolbar at the top of your editor with similar options.

You will find that some elements are grayed out depending upon your selection.

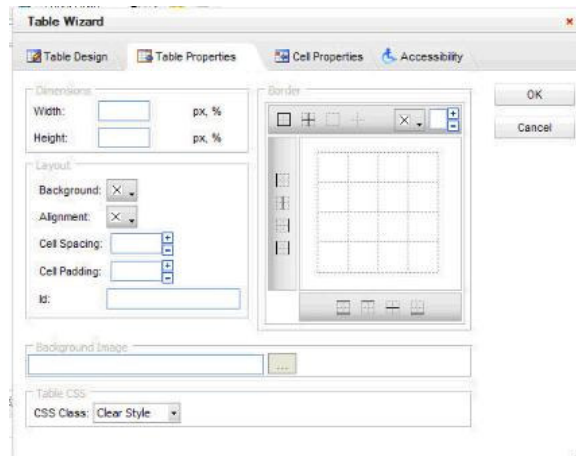
Options such as Insert and Delete will add or remove rows and columns from your table. Merging or more cells together is a way of getting your text or images to span across more than one section of your table.



There are even more options in the Set Table Properties Wizard which will pop up when you select it from this menu or from the property inspector area at the bottom of your screen.

The Table Wizard gives you access to a variety of formatting options. You can set variables such as width, borders, background, alignment and spacing for the entire table as well as individual cells.

From within the Table Wizard there are 4 tabs:



### Table Design - Table Properties Cell Properties - Accessibility

We touched on these briefly before and here we will discuss them a little more in detail.

#### Table Design

This area gives you extremely easy access to changing the structure of your table. Clicking on any of the plus or minus signs will change your layout accordingly.

#### Table Properties

Giving your cells a width helps them to have a uniform appearance and can give you more control over your layout. Widths and heights can be in either pixels(px) or percent(%).

To create space around the text and/or images in your cells give them a spacing value. The unit is measured in pixels and will create that amount of space on all four sides of each cell.

You can also specify stylistic things such as borders and background images and colors.

#### Cell Properties

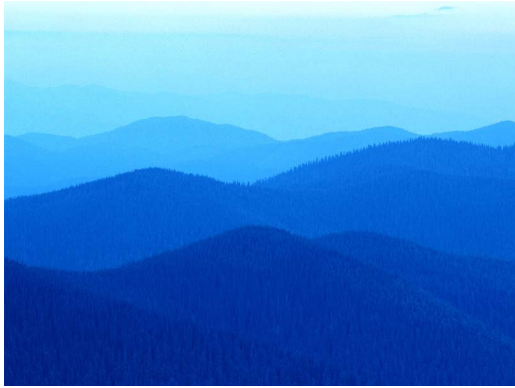
After selecting a cell within your table you can apply the same types of properties you applied to the entire table to just a single cell.







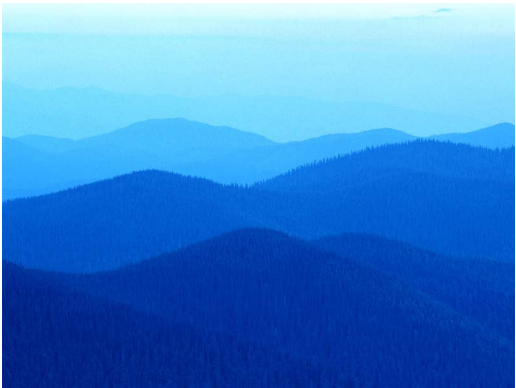



#### Accessibility

The accessibility tab contains fields that are read aloud to the visually impaired who may be read your web page aloud via screen reader. These are clues and descriptions as to what is contained in your table so that they may effectively navigate your site.

**Note:** Unlike Microsoft Word you can paste Excel tables directly into the SiteCM content editor. This will move over all the formatting but be aware it will not move over any formulas.

## Table Examples

<p>This leading paragraph spans over the entire width of the table. I <b>merged</b> the top two cells together to achieve this. I also added 10px of spacing to the entire table. There is a 1px border on this table so that you can more readily see what is happening.</p>	
	<p>This paragraph spans over two cells so that it fills the remainder of the content area. The two cells I wanted to merge were highlighted and I then clicked the <b>merge cells</b> icon.</p> <p>We can have paragraphs within this cell.</p> <h3>Headings</h3> <p>Whatever we decide it is just like a normal content area. And that is that for a fairly basic layout using a table.</p>
<p><i>This cell exists so that a caption can go beneath the photo.</i></p>	

<h3>This can be the heading for the table</h3> <p>If you can master merging, creating and deleting rows, columns and individual cells you will find that formatting your pages with tables is efficient and effective.</p>							
<p>A List:</p> <ul style="list-style-type: none"> <li>• Item one</li> <li>• Item two</li> <li>• Item three</li> </ul> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 30px; text-align: center;"></td> <td>Merge current cell with cell to its right.</td> </tr> <tr> <td style="text-align: center;"></td> <td>Merge current cell with cell beneath it.</td> </tr> <tr> <td style="text-align: center;"></td> <td>This icon opens the Table Wizard</td> </tr> </table>		Merge current cell with cell to its right.		Merge current cell with cell beneath it.		This icon opens the Table Wizard	<p>This is a secondary heading and a link to somewhere within the site.</p> <div style="display: flex; align-items: center; margin-top: 20px;">  <div style="width: 60%; padding-left: 10px;"> <p>And another paragraph related to the image to the left.</p> <p>If you read through the text within the table you will get an idea of how this was accomplished.</p> </div> </div>
	Merge current cell with cell to its right.						
	Merge current cell with cell beneath it.						
	This icon opens the Table Wizard						