

Tables

Three Table Choices


1 Basic Table

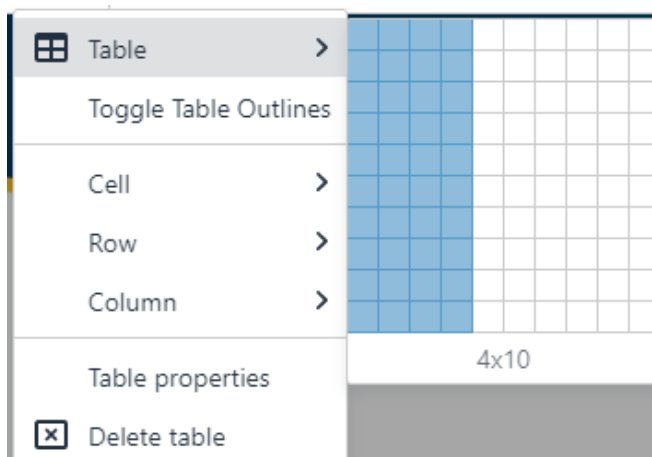
1. Login to the page to be edited
2. Click **Edit**



3. Click the **green buttons** to edit (the button may look different but they all have a pencil icon similar to the ones below)





4. This table can be used as a container for images, text, etc.
5. Click the **Table** icon 
6. Hover over **Table** and select required rows and columns



7. Save **Table**

I			

8. Add images and/or text to table cells

	
<ul style="list-style-type: none">• Campus Life• Arts & Culture• Athletics• Bookstore• Campus Dining	<ul style="list-style-type: none">• Campus Events• Campus Safety• Clubs & Organizations• GCSC• Student Enrollment

9. Preview **Basic Table**



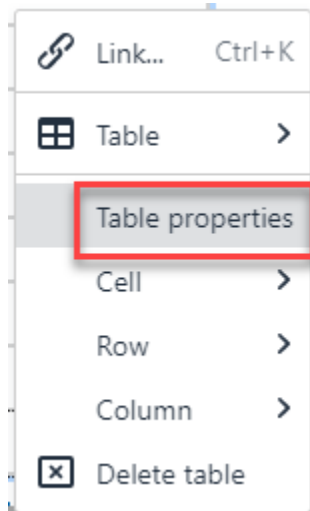
- Campus Life
- Arts & Culture
- Athletics
- Bookstore
- Campus Dining



- Campus Events
- Campus Safety
- Clubs & Organizations
- GCSC
- Student Enrollment

10. Formatting **Basic Table**

- a. Right click in table
- b. Click **Table properties**



i. Edit **Table Properties**

Table Properties ×

General
Advanced

Width	Height
<input type="text"/>	<input type="text"/>
Cell spacing	Cell padding
<input type="text"/>	10px
Border width	Caption
1px	<input type="checkbox"/> Show caption
Alignment	
None ▼	
Class	
(not set) ▼	
Custom Class	
<input type="text"/>	

ii. Edit **Advanced Properties**

Table Properties ✕


General

Advanced


Border style

Solid ▾

Border color



 #000000

Background color



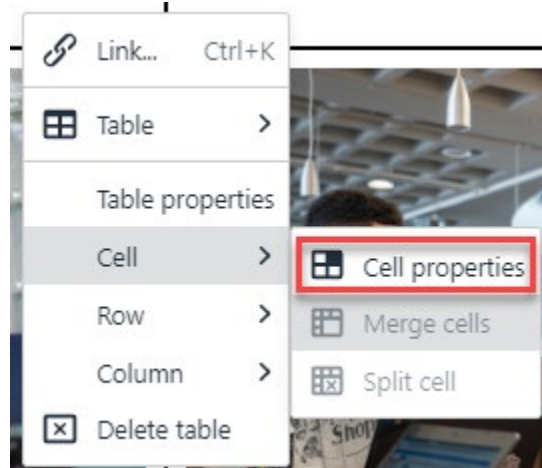
CANCEL SAVE

11. Preview **Basic Table**

	
<ul style="list-style-type: none">• Campus Life• Arts & Culture• Athletics• Bookstore• Campus Dining	<ul style="list-style-type: none">• Campus Events• Campus Safety• Clubs & Organizations• GCSC• Student Enrollment

12. Edit **Cell properties**

- Right click in **Table cell**
- Hover over **Cell**
- Click **Cell properties**



d. Change **Cell type** to **Header cell**

Cell Properties ✕

General
Advanced

Width

Height

Cell type
Header cell ▼

Scope
None ▼



H Align
None ▼

V Align
None ▼

Class
(not set) ▼



Custom Class

e. Preview **Basic Table** Header

Students	
	
<ul style="list-style-type: none"> • Campus Life • Arts & Culture • Athletics • Bookstore • Campus Dining 	<ul style="list-style-type: none"> • Campus Events • Campus Safety • Clubs & Organizations • GCSC • Student Enrollment

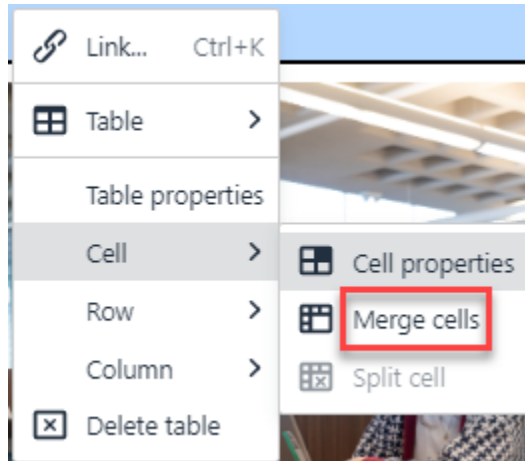
13. Merge **Header cells**

a. Highlight cells to be merged

Students	
	
<ul style="list-style-type: none"> • Campus Life • Arts & Culture • Athletics • Bookstore • Campus Dining 	<ul style="list-style-type: none"> • Campus Events • Campus Safety • Clubs & Organizations • GCSC • Student Enrollment



b. Right click in cell and select **Cell**

c. Select **Merge cells**



14. Save **Basic Table**

15. Preview **Basic Table**

Students	
	
<ul style="list-style-type: none">• Campus Life• Arts & Culture• Athletics• Bookstore• Campus Dining	<ul style="list-style-type: none">• Campus Events• Campus Safety• Clubs & Organizations• GCSC• Student Enrollment


2 Basic Table with Style

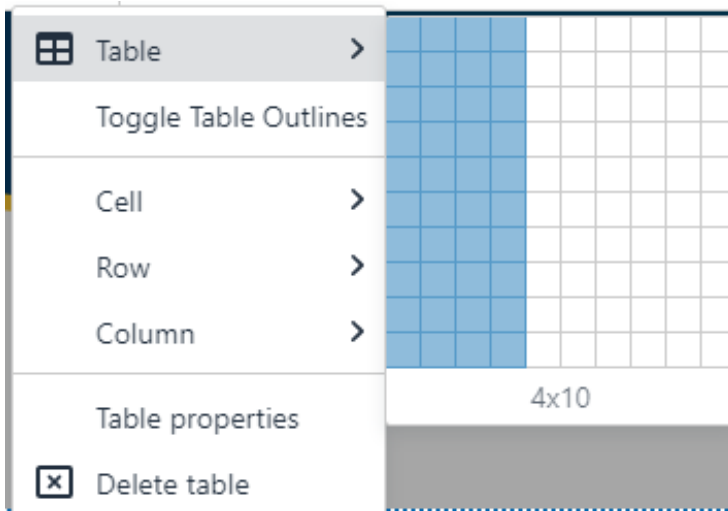
1. Login to the page to edit
2. Click **Edit**



3. Click the **green buttons** to edit (the button may look different but they all have a **pencil icon** similar to the ones below)



4. Click the **Table** icon 
5. Hover over **Table** and select the rows and columns you require

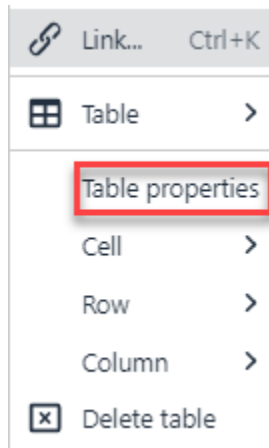


6. Save **Basic Table with Style**

I			

7. Formatting **Basic Table with Style**

- a. Right click in **Table**
- b. Click **Table properties**



- c. Edit **Table properties**
 - i. Change **Class** to **(custom)**

- ii. Enter **gcsc-table** to **Custom Call**

Table Properties

General
Advanced

Width:
Height:
Cell spacing:
Cell padding:
Border width:
Caption: Show caption

Alignment:

Class:

Custom Class:

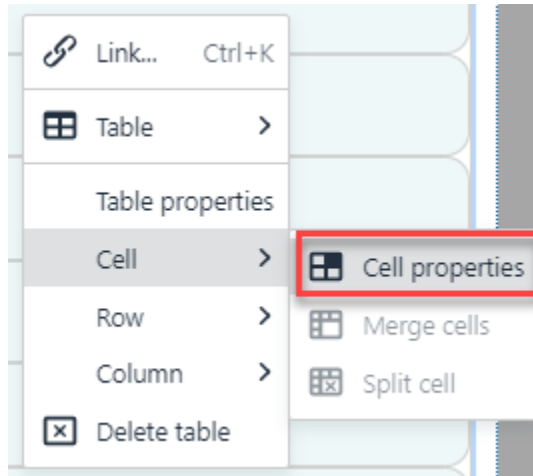
- iii. Preview **Basic Table with Style**

- iv. Save **Basic Table with Style**

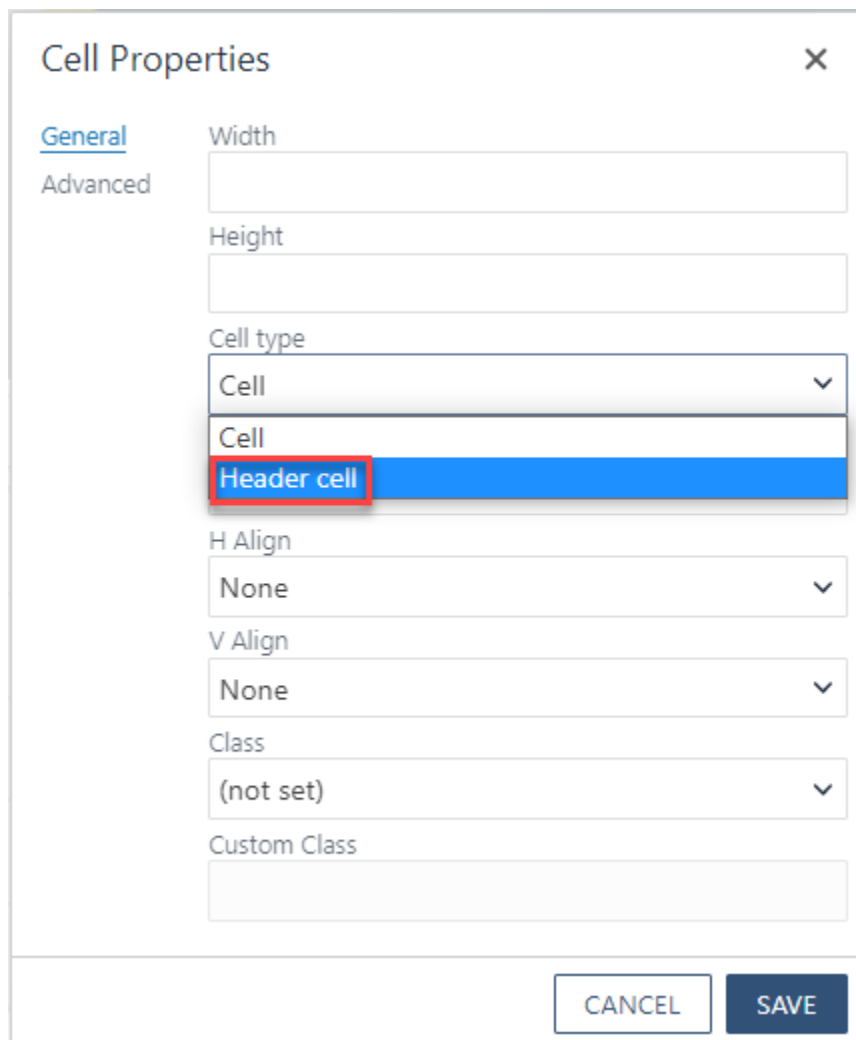
- d. Edit **Cell properties**

- i. Right click in **Table cell**

ii. Click **Cell properties**



iii. Change **Cell type** from **Cell** to **Header cell**

A screenshot of the 'Cell Properties' dialog box. The dialog has a title bar with 'Cell Properties' and a close button. It has two tabs: 'General' (selected) and 'Advanced'. Under 'General', there are fields for 'Width', 'Height', 'Cell type', 'H Align', 'V Align', 'Class', and 'Custom Class'. The 'Cell type' dropdown menu is open, showing 'Cell' as the current selection and 'Header cell' as the selected option, which is highlighted with a blue background and a red border. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

iv. Save **Basic Table with Style**

STUDENTS	
Jane Doe	John Walton
Mary Martin	Mike Smith
John Jones	Shirley Temple
Tyler Woody	Patty Skipper

v. Preview **Basic Table Cell with Style**

STUDENTS	
Jane Doe	John Walton
Mary Martin	Mike Smith
John Jones	Shirley Temple
Tyler Woody	Patty Skipper

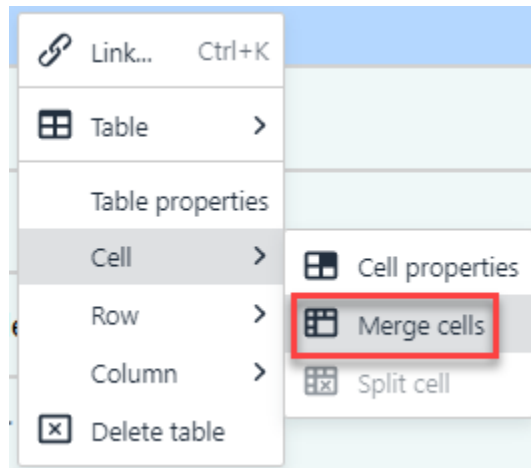
e. **Merge Header cells**

i. Select cells to be merged

STUDENTS	
Jane Doe	John Walton
Mary Martin	Mike Smith
John Jones	Shirley Temple
Tyler Woody	Patty Skipper

ii. Right click in cell and select **Cell**

iii. Select **Merge cells**



f. Save **Basic Table with Style**

g. Preview **Basic Table with Style**

STUDENTS	
Jane Doe	John Walton
Mary Martin	Mike Smith
John Jones	Shirley Temple
Tyler Woody	Patty Skipper

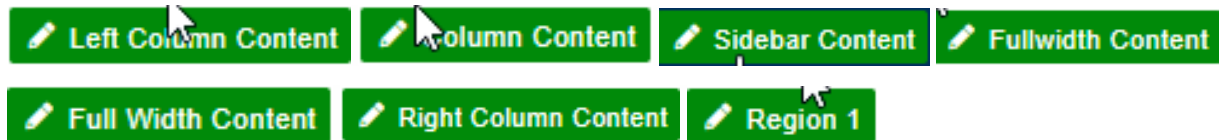
3 Snippet

*Table 1-5 Columns

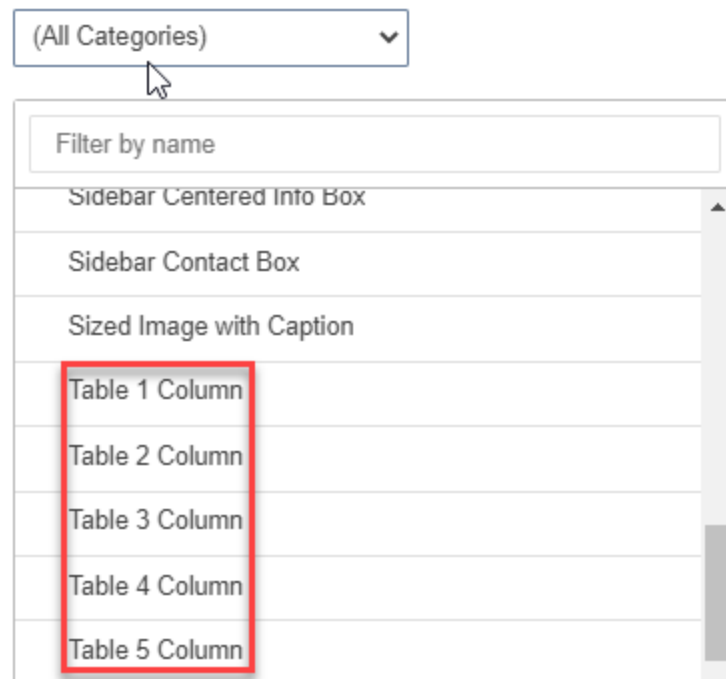
1. Login to the page to edit
2. Click **Edit**



3. Click the **green buttons** to edit (the button may look different but they all have a pencil icon similar to the ones below)



4. Click **Snippet** icon   
5. Select **Table columns 1-5**



6. Enter **Required fields** (must add text to header cells)

3 Column Table		
Section Heading (optional)	Enter text. All styling will be stripped.	
	GCSC Programs	
Associate of Arts	Associate of Science	Bachelors
Enter content freely using the WYSIWYG toolbar.	Enter content freely using the WYSIWYG toolbar.	Enter content freely using the WYSIWYG toolbar.
<ul style="list-style-type: none"> Accounting Computer Science Chemistry Biology 	<ul style="list-style-type: none"> Accounting Technology Criminal Justice Technology Dental Hygiene Cybersecurity 	<ul style="list-style-type: none"> Nursing Digital Media Organizational Management Technology Management

- Section Heading (optional)
- Heading 1-5 (required)
- Info 1-5 (required)

7. Save **1-5 Column Table**

8. Preview **1-5 Column Table**

GCSC PROGRAMS

ASSOCIATE OF ARTS	ASSOCIATE OF SCIENCE	BACHELORS
<ul style="list-style-type: none"> Accounting Computer Science Chemistry Biology 	<ul style="list-style-type: none"> Accounting Technology Criminal Justice Technology Dental Hygiene Cybersecurity 	<ul style="list-style-type: none"> Nursing Digital Media Organizational Management Technology Management

* Table cells cannot be merged