Black Hills State University
Web Training
How to create and edit a table

Created by:
BHSU STF Web Team
Information@BHSU.edu
Tables: How to Insert and Format Tables

Note: Tables should be used for DATA, not photos.

1. Start on the page where you want your table to be and in the HTML module you want the table to be in. Click Edit Content

2. In the Rich Text Editor, click Insert/Edit Table.

3. In the Table Properties window, set the properties of the table.

   Some of the properties are explained below.
   a. **Rows:** Horizontal spaces
   b. **Columns:** Vertical spaces
   c. **Headers:**
      This allows you to set a header in your table – it can be the first row, first column, or both. This is useful
when displaying large amounts of data.

<table>
<thead>
<tr>
<th>Other Info 1</th>
<th>Info 1</th>
<th>Info 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Data</td>
<td>Data</td>
</tr>
<tr>
<td>Other Info 2</td>
<td>Data</td>
<td>Data</td>
</tr>
<tr>
<td>Other Info 3</td>
<td>Data</td>
<td>Data</td>
</tr>
</tbody>
</table>

d. **Border size:**
The default for this is 1 but it should be manually set to 0. Otherwise the tables get an unappealing, old fashioned feel to them – so, unless that was your intent, you should set the **Border size** to 0.

e. **Alignment:**
This is where you want your table to be positioned on the page - **Left, Center, or Right**.

f. **Width:**
The default width is set to 200 pixels. This measurement can be in pixels or percent.

g. **Height:**
This property can be set manually or it will adjust with the amount of information that is added to the table.

h. **Cell spacing:**
Cell spacing puts some space between the cells and the border of the table.

i. **Cell padding:**
Cell padding puts some space between the border of the cell and the text.

j. **Caption:**
The caption is the title of the table – it is centered on top of the outside of the table. This is useful when more than one table on a page displays different information.

Note: It is important to realize that tables can look different in different browsers.

4. When you have all of your settings the way you want them, click **OK**.
5. If you want to adjust a table’s settings after you have already made a table, just `right-click` on the table and click **Table Properties**. This will bring back up the Table Properties box. Adjust your settings and click **OK**.

![Table Properties](image1)

**NOTE:** You can also add or delete rows, columns, or single cells by right-clicking on the table. Under **Cell, Row, or Column** there are settings to insert or delete cells, rows, or columns.

6. To change the color of a cell, right-click on the table and select **Cell > Cell Properties**.

![Changing Cell Color](image2)
7. In the Cell Properties window you can change many aspects of a cell. Mainly, this is for changing the color of a cell.

<table>
<thead>
<tr>
<th>Cell Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Width:</td>
</tr>
<tr>
<td>Height:</td>
</tr>
<tr>
<td>Word Wrap:</td>
</tr>
<tr>
<td>Horizontal Alignment:</td>
</tr>
<tr>
<td>Vertical Alignment:</td>
</tr>
</tbody>
</table>

8. If you know the hexadecimal code for the color you need, you can type it in or click on Select…
   a. This brings up the Select Color window. Here, you can either click on the color you want or you can type in the hexadecimal code.

   ![Select Color Window]

   b. Click OK on the Select Color box and click OK on the Cell Properties box to change the color of a cell.