

Figure 21.

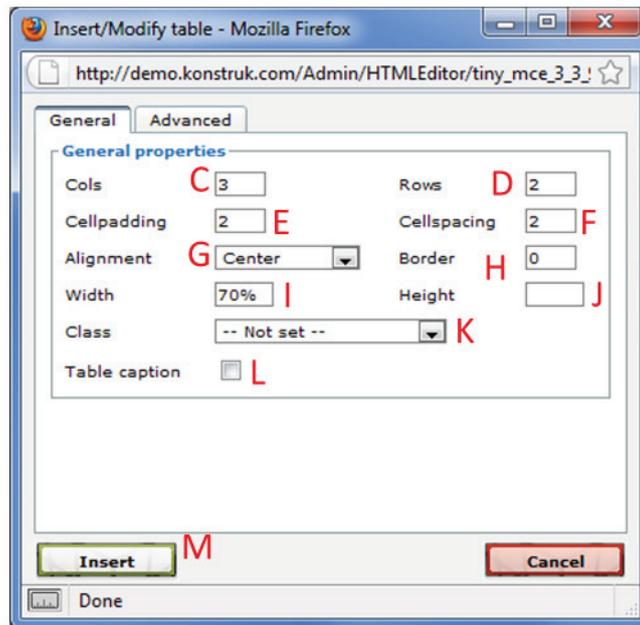


Figure 22.

## Chapter Three - Tables

### Inserting Tables

- *Where to use a table*
- *Inserting a simple table*

### Where to use a table

A table is used when you would like to position items in columns or rows. They are also handy to ensure that images or text are aligned correctly to each other. There are a lot of different browsers out there and they all read content with a slightly different interpretation. To eliminate confusion between browsers use a table when you are whenever you are wishing to align items with each other in a page. When using a table you need to make it as simple as possible for the browser to understand. More complex layouts will consist of many tables inside each other with multiple cells that create the end look you are creating.

### Inserting a simple table

(refer Figure 21)

- Place your cursor anywhere within the page content of the Page Content Tab
- Select the "Inserts a new table" button from the tool bar.

(refer Figure 22)

- Enter how many columns you want
- Enter how many rows you want
- Cellpadding - padding is on the inside of the cell, i.e. between your text/image and the edge of the cell. This defaults to 1px, if you wish your text to be in line with any text outside of the table you will need to place a "0" into this, if you wish to have a border and a gap between the border and the text, try placing "5" in this box.
- Cellspacing - spacing is on the outside of the cell, i.e. between any normal text outside of the table and the table itself as well as the gap between cells. This defaults to 1px, if you wish your text to be in line with any text outside of the table you will need to place a "0" into this, if you wish to have a gap between two cells or further away from normal text, try placing "5" in this box.
- Alignment - do you wish your whole table to be centre, left or right aligned on the page.
  - NB/ recommended to have this as "--Not set --" if you wish a left aligned table or your table is 100% (full width of site)
- Border - defaults to "0", if you wish to have the defaulted style of border place a 1 in this box.
  - NB/ we will show you how to have more control of your borders - see page 35
- Width - tables should be written in with a % of the width that you wish the table to take up of your website. e.g. 100% for the full content width, 50% for half, 75% for 3 quarter, etc
- Height - this is easiest referred to in pixels, normally this would be left blank and is dictated by the height of text or image
- Class - use this if you have had a specific style that you use regularly set up by you developer
- Table caption - leave un-ticked
- Select Advanced Tab - no necessary if you do not require any additional features.

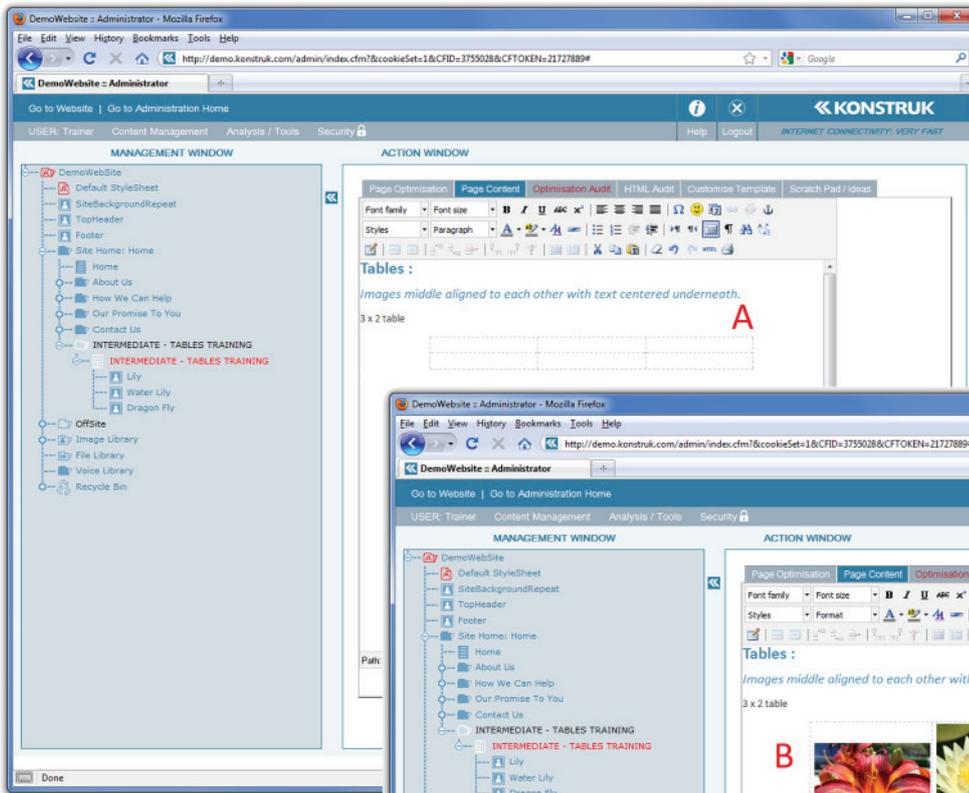


Figure 23.

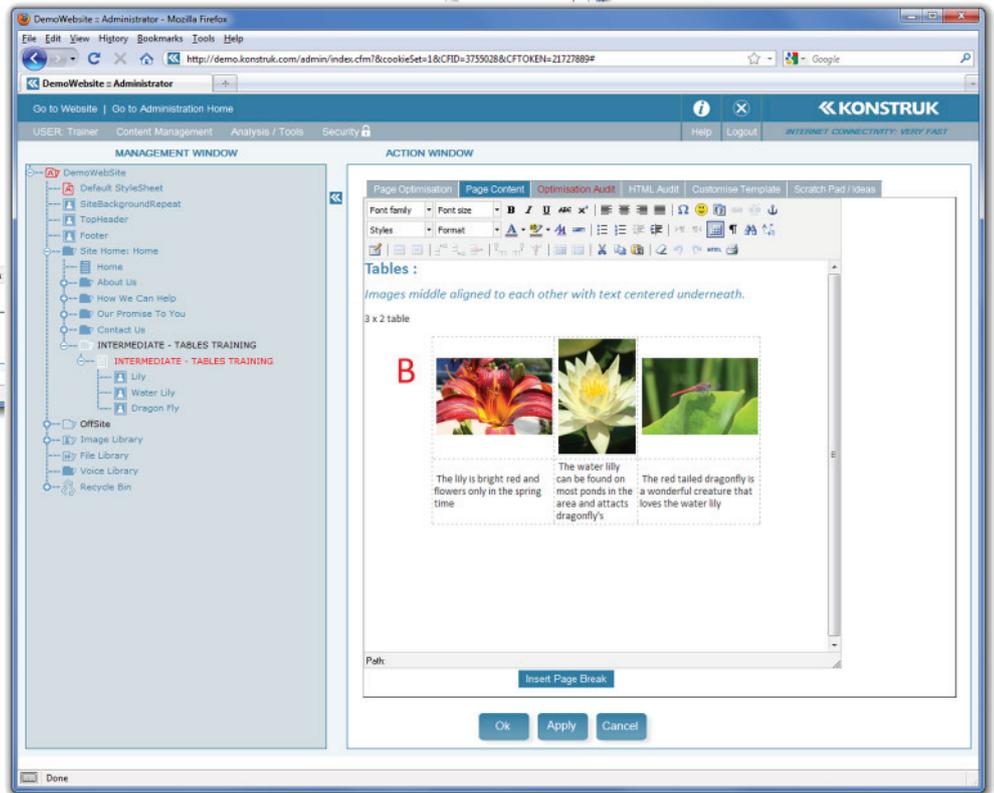
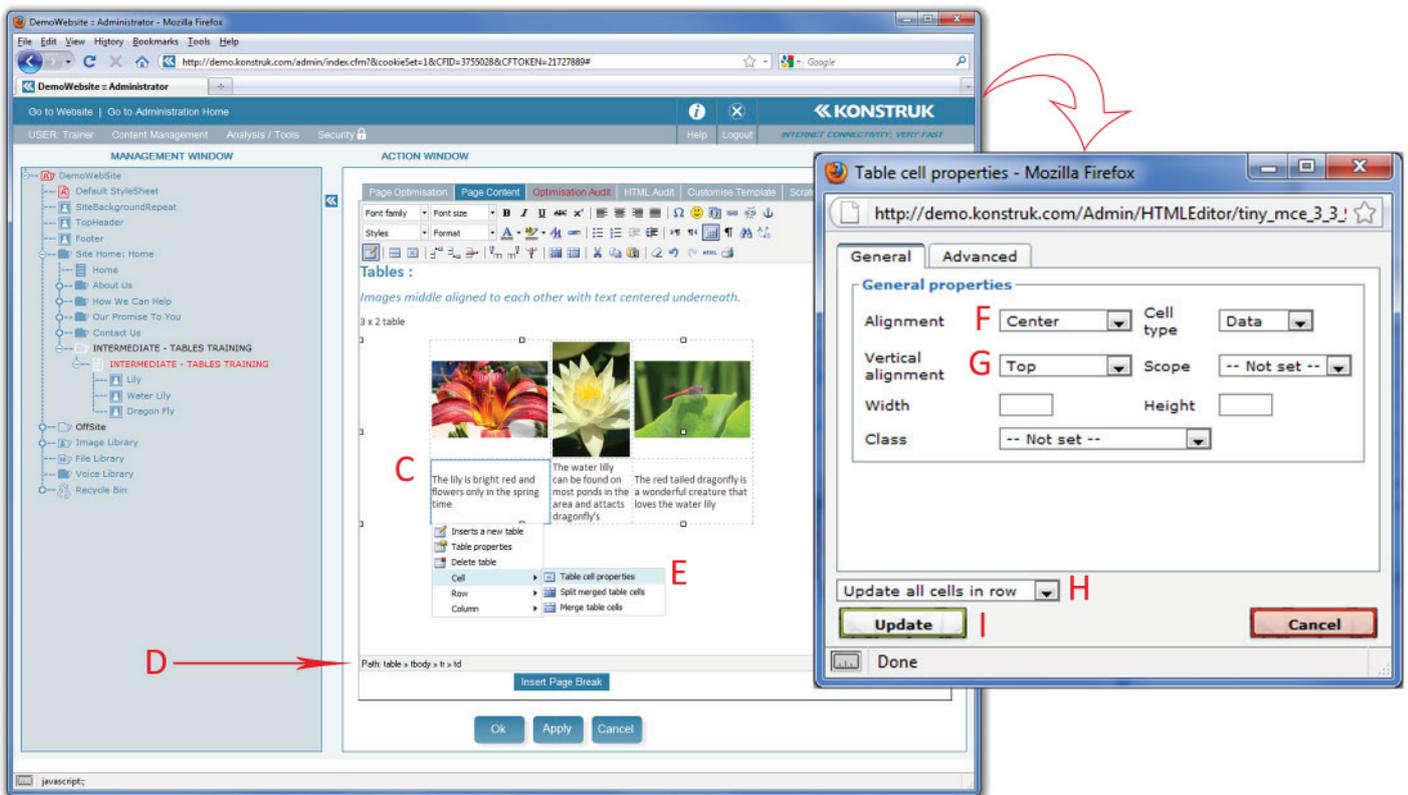


Figure 24.



## Simple Table Manipulation

- Inserting image or text
- Alignment within a cell

Now that your table is inserted into the page you need to think of every cell as a separate **table data** cell of information.

## Inserting images or text into your table

(refer Figure 23)

- Select each individual cell and insert your images as you would normally via right clicking on the image in your administration tree. Or you can place your cursor in the table data cell and type as normal.
  - NB/ every cell has a space defaulted in it, before inserting your image or words you may wish to delete or backspace that default space to ensure it all lines up.
- The defaulted format for all tables is left aligned vertically and middle aligned horizontally.

## Changing the alignment of a cell

(refer Figure 24)

In this example we wish to have the images middle aligned to each other and the words to be center aligned within the cell but top aligned with the other words in the row. Therefore we need to alter the default of the row with the words on it.

- Place your cursor in the first table data cell of the row you wish to change
- Read at the path at the bottom of the page

PATH: table > tbody > tr > td

Table = the entire table  
tbody = contents of the table  
tr = table row  
**td = table data**

When making changes to the contents within a table row, column or the entire column we always select **td** via this path ... you will see a blue box around the table data cell that your cursor was in once you have clicked on the **td** within the path.

- Hover your mouse over the highlighted cell and right click. In the roll out, hover over **Cell** and then select **Table Cell Properties**

The pop up box is where we are going to play with the alignment of the contents.

- Alignment - drop this down and change to Center
- Vertical Alignment - drop this down and change to Top
- By default the pop up box says "Update Current Cell", drop this down and change to Update all cells in row.
- Select Update

The best way to learn is trial and error - we recommend that you simply have a go and see what happens when playing with the Table cell properties of a table data cell (td).

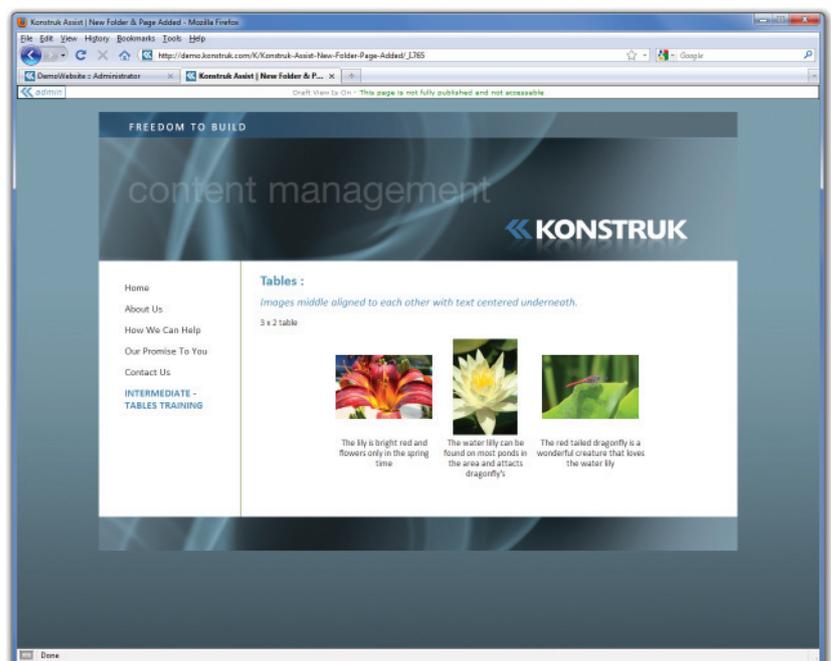


Figure 25.

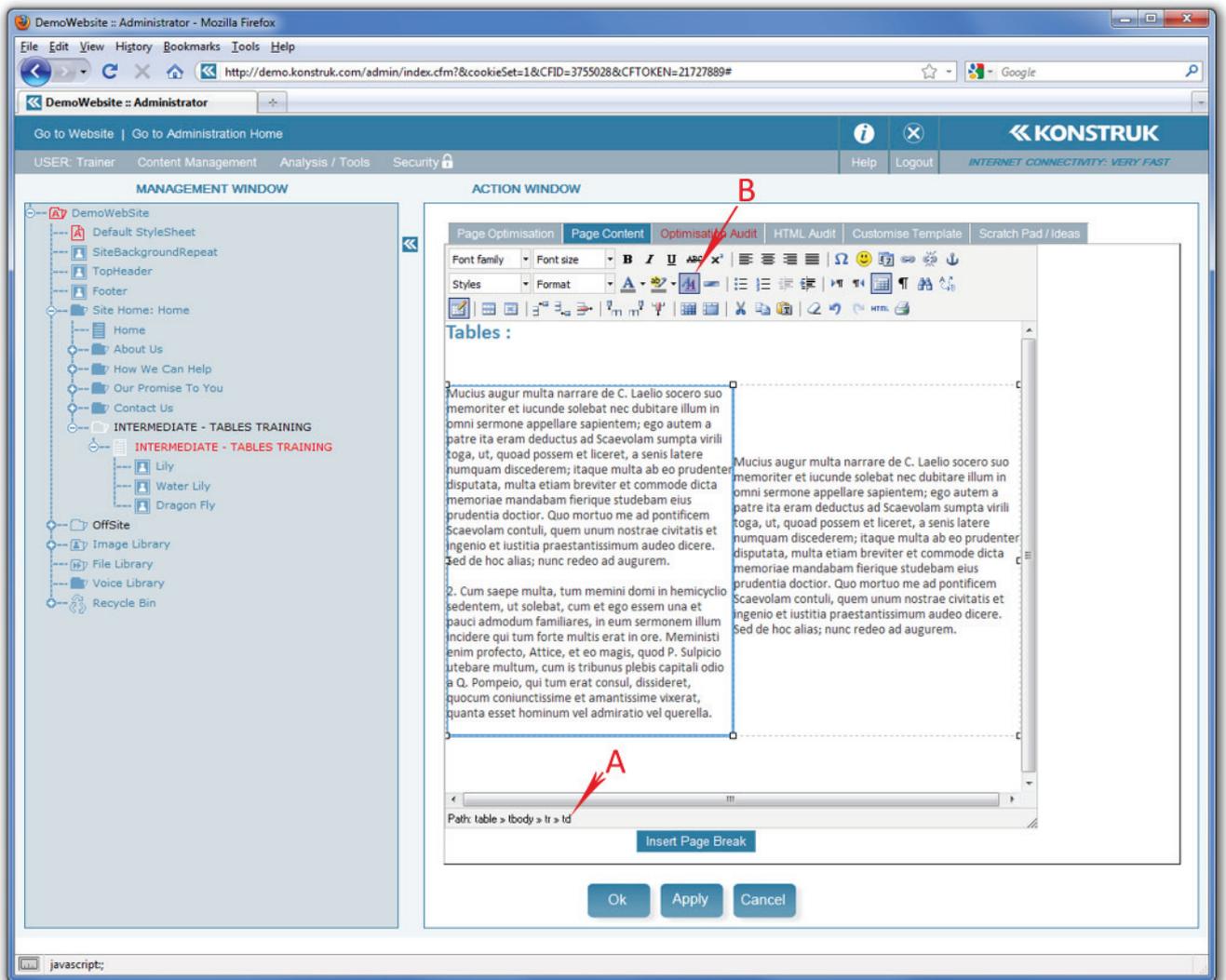


Figure 26.

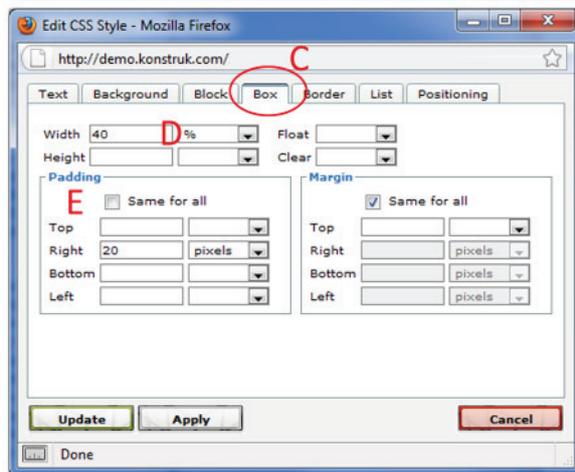


Figure 27.

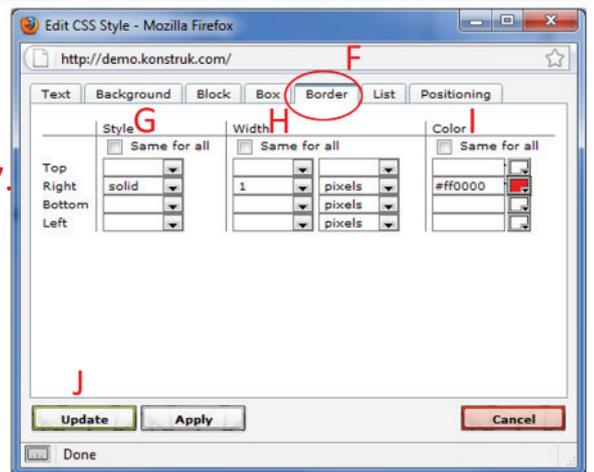


Figure 28.

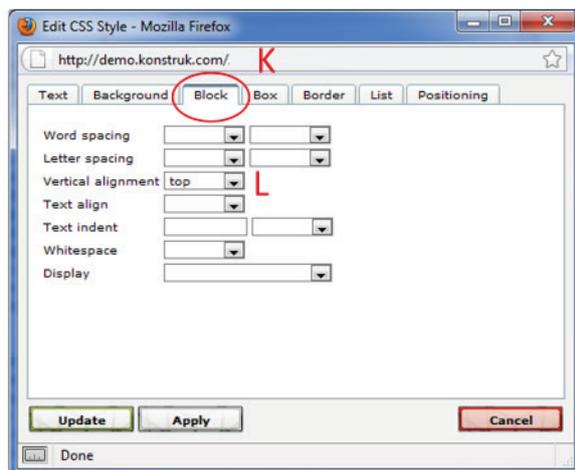
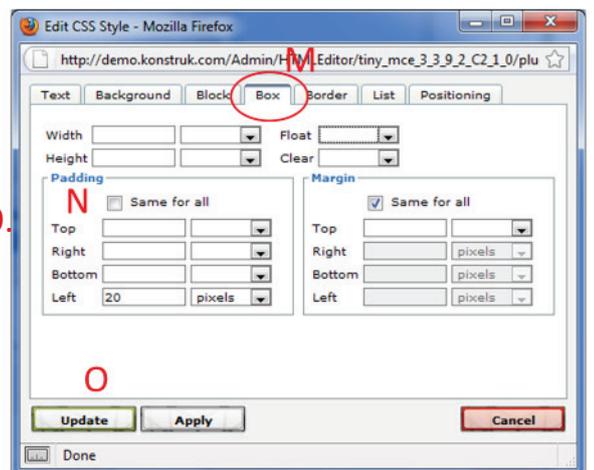


Figure 29.



## Advance Table Manipulation

- Creating uneven column widths
- Adding padding to cells
- Creating a border or divider

In this example we have a two column table with only words in it. We want the left hand column be slightly smaller, need padding on the right and a border. The right hand column will need padding on the left to move it away from the border.

## Smaller column / right padding / border

(refer Figure 25)

- Place cursor in the left hand column and select the td to ensure entire table cell data
- From the tool bar, select the “Edit CSS Style” button

(refer Figure 26)

The pop up box that occurs is where you can do a multitude of things to individual words, images, and tables, the best way to learn in here is by trial and error.

- Thinking about the left hand column of your table only, go to the “Box” tab
- Change the width of that column to be 40% (or your chosen percentage)
  - NB/ we are referring to a percentage of your table, even if your table is 50% wide, the columns will still add up to 100% of the table.
  - NB/ you can use both pixels or percentage, but percentage is the safest way to ensure consistency will different sized monitors.
- Untick the same for all box under padding and place the pixel gap you wish in the “Right” row

(refer Figure 27)

- Go to the “Border” tab

We are going to create a border on the right of this table cell data only as we wish a line between the two columns.

- Untick the “Same for all” box for Style, drop down the box on the “Right” row and select solid
- Untick the “Same for all” box for Width, drop down the box on the “Right” row and select value, type in the pixel width that you want (in the Top row you may also need to select ‘pixels’ if required)
- Untick the “Same for all” box for Color, either type in the RGB FF number (#) or select a color by clicking on the pallet box.
- Tick Update and see your right hand column change in the Page Content Editor

(refer Figure 28)

Select the td for the right hand column and go back into Edit CSS Style. Noticing that the right hand column does not have as much text in it and we wish to have all

- Go to the “Block” tab
- Change the vertical alignment to be “Top” via the drop down options

(refer Figure)

- Go to the “Box” tab
- Untick the same for all box under padding and place the pixel gap you wish in the “Left” row
- Tick Update and check changes.
  - NB/ Always leave one cell blank to allow the computer to calculate the width of the cell. In this instance we only need to tell the left hand cell to be 40% and the computer will know that the only other cell is 60%.

