NYU Law –Web Help: Design Tables

TOPICS:

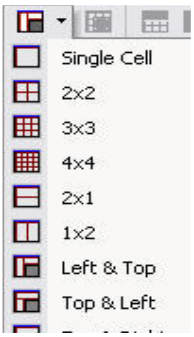
Inserting Tables
Editing Tables

Tables can be used to organize information on a webpage. Your content may lend itself to a table configuration, such as with columns. Or, you might want to use tables to vary the layout of your information.

In the Main Content Editor Screen of the Oracle Site Studio Contributor Mode:

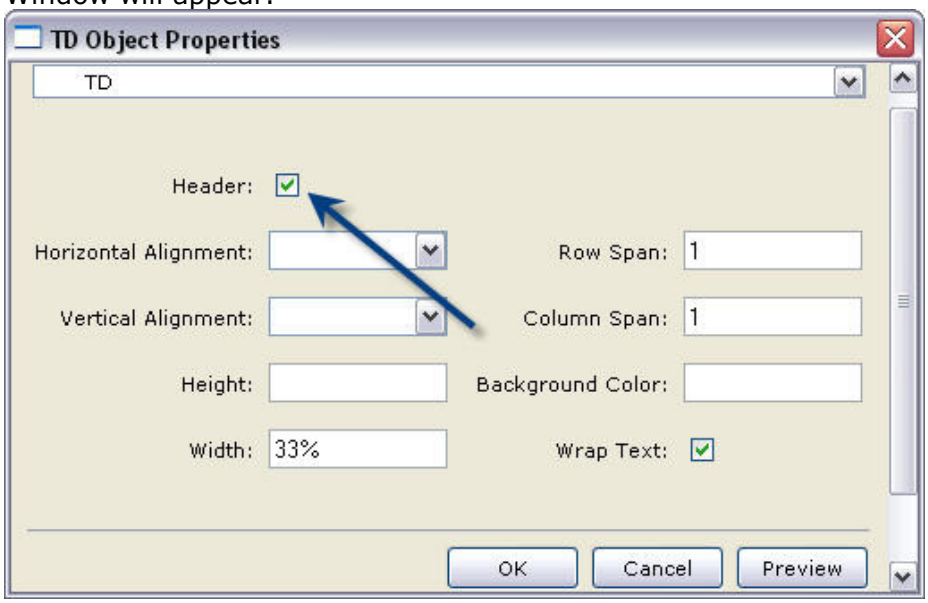
1. Add table

a. Focus your curser in the body of your page where you want a table to go.
b. Select the arrow to the right of the "insert table" icon in the toolbar. A list of possible table options will display.
c. Once you have a table in place, you will have more options on your toolbar for your use such as adding rows, columns, merging and splitting cells and deleting.



2. Add table header:

a. A brick colored header can be applied to your table **one cell at a time** by accessing the "html object properties" icon in the toolbar.
b. Place your curser **at the very beginning** of the table cell. A TD Object Properties Window will appear.



c. Check the "header" checkbox to apply the header style and select "OK". Remember to do this for each cell that needs a header. For our example here, it was added manually to the Name, Phone Number and Email cells.

Editor Form View:

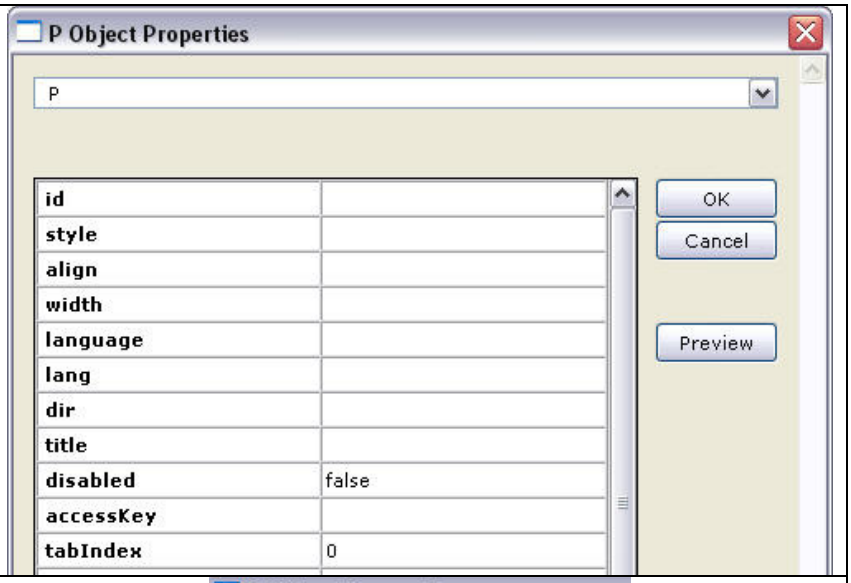
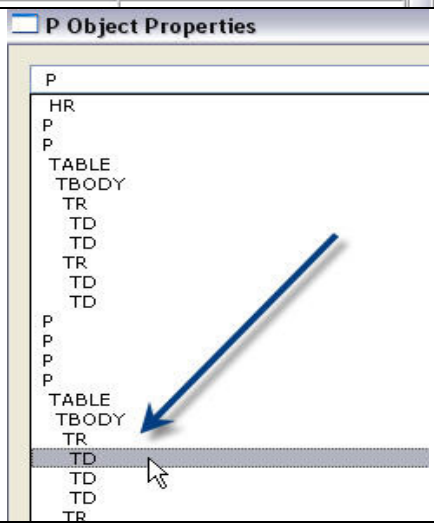
Name	Phone Number	Email Address
John Doe	212-555-2222	john@email.com

Editor Preview View:

Name	Phone Number	Email Address
John Doe	212-555-2222	john@email.com

Troubleshooting:

If the "TD" (or Table Data) window does not display when you select the HTML Object Properties icon, you are probably looking at something like this:



From the dropdown box at the top, navigate to the first "TD" displayed under "TABLE", this will then display the window shown in 2b.