

# NYU Law –Web Help: Design Tables

## TOPICS:

Inserting Tables  
Editing Tables

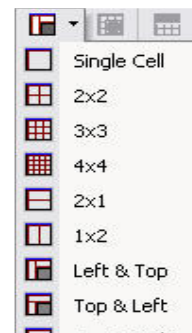
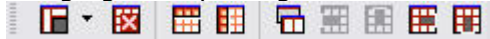


**Tables can be used to organize information on a webpage. Your content may lend itself to a table configuration, such as with columns. Or, you might want to use tables to vary the layout of your information.**


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

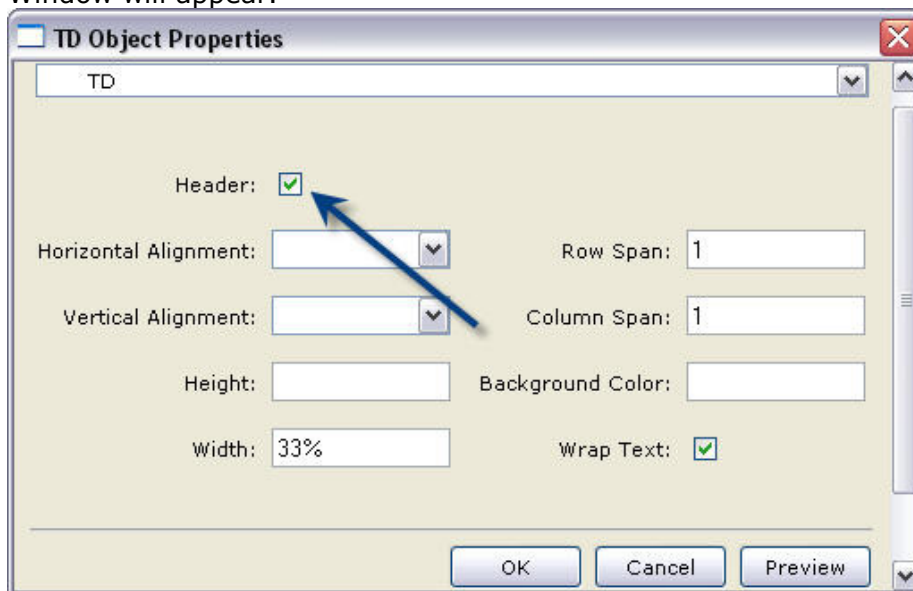
### 1. Add table

- Focus your cursor in the body of your page where you want a table to go.
- Select the arrow to the right of the "insert table" icon in the toolbar. A list of possible table options will display.
- 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 brick colored header can be applied to your table **one cell at a time** by accessing the "html object properties" icon in the toolbar. 
- Place your cursor **at the very beginning** of the table cell. A TD Object Properties Window will appear.



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- 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:

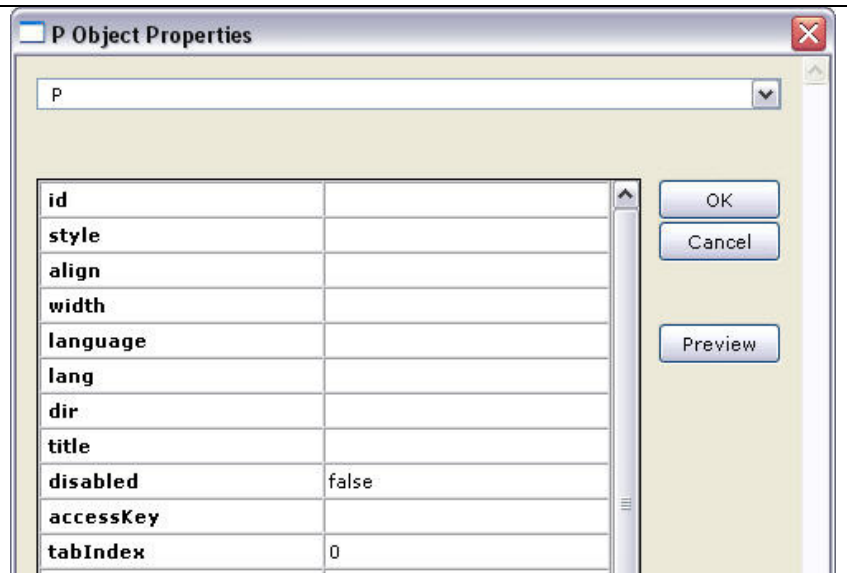
Name	Phone Number	Email Address
John Doe	212-555-2222	<a href="mailto:john@email.com">john@email.com</a>

Editor Preview View:

Name	Phone Number	Email Address
John Doe	212-555-2222	<a href="mailto:john@email.com">john@email.com</a>

## 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.

