
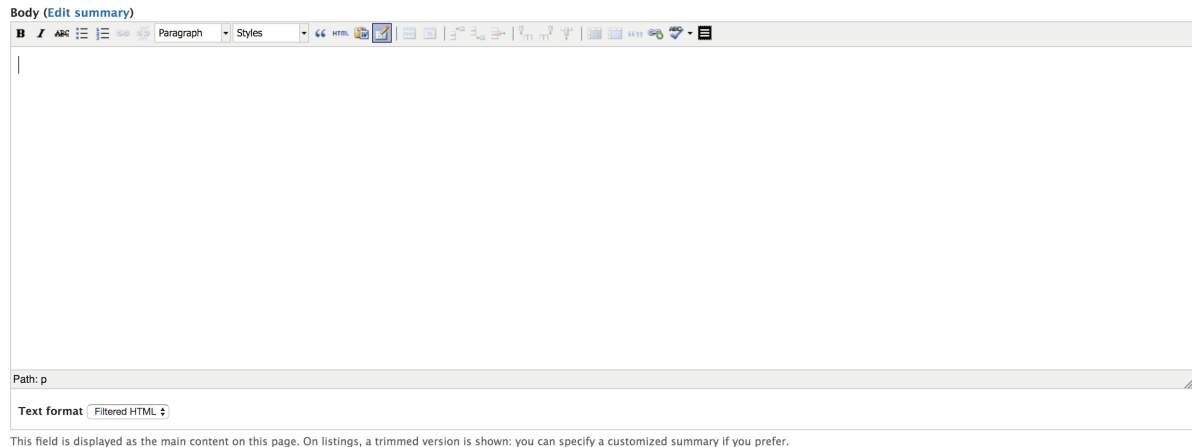


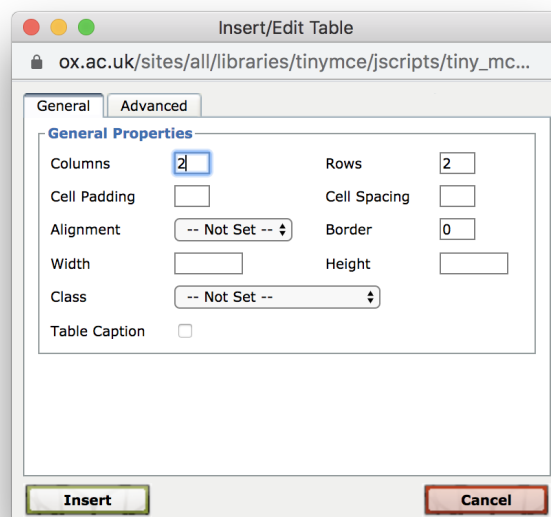
Tables

Creating a table

Place the cursor where you want the table to appear. Click the Table icon  in the text editor.



You will then be presented with a dialogue box. Add the number of rows and columns you want the table to have and click 'Insert'. An empty table will now appear in the text area. You can then add the information you wish to appear directly into each table cell.



Please ensure that the table complies with accessibility guidelines. This means that a table needs a table header (<th>) row and a scope attribute for cells (scope="col")

or scope="row") if the table is complex. A summary <summary> element can also be included. See below for instructions on adding these.

Editing a table

When you select a table in the editor a series of styling option icons appear.

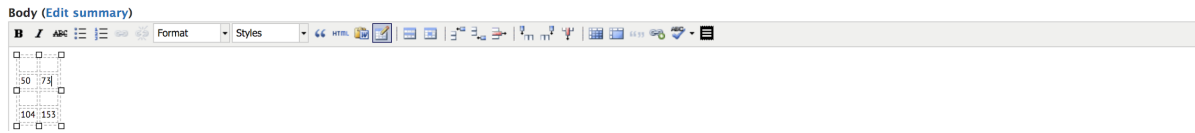


Table Row Properties - this enables you to make changes to the row type, alignment, class (if one has already been created) and height.

Table Cell Properties - this enables you to style a single cell in a table.

Insert Row Before - insert a row before the cursor position.

Insert Row After - insert a row after the cursor position.

Delete Row - delete a row where the cursor is positioned.

Insert Column Before - insert a column before the cursor position.

Insert Column After - insert a column after the cursor position.

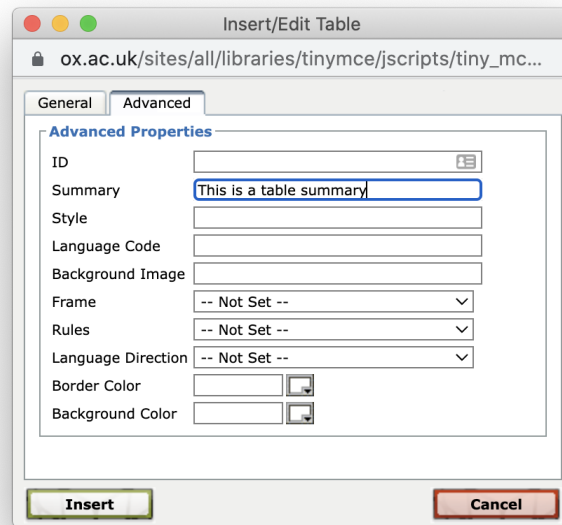
Delete Column - delete a column where the cursor is positioned.

Split Merged Table Cells - split cells that have been merged.

Merge Table Cells - merge cells that have been highlighted.

Any table created on a web page must contain header cells marked up with <th> and data cells marked up with <td> to make them accessible. For more complex tables, explicit associations may be needed using 'scope', and 'id', attributes. A summary attribute can also be used in the <table> tag (<table summary="This is an example of a table summary">).

You can use the 'Advanced' tab of the table properties to add a summary.



Common issues

Deletion of content accidentally deletes a table cell as well - This will make the table formatting go out. It is important that when deleting a piece of content from a table that you highlight only the content not the whole cell. If this happens please contact DigiComms and we will fix it for you.

Content not aligning correctly in a cell - You can use the 'Table Cell Properties' box to change the alignment setting. You just need to highlight the table cell and click the icon.

Table needs a heading - You can create a heading row by highlighting the row and using the 'Table Row Properties' to change the Row type from Body to Heading.

Pale blue strips for a table

This style is useful when you have a long and complex table to add alternating blue stripes.

The class to make a table striped is "table-stripping". This can be selected when creating the table, or by clicking on an existing table, clicking "table" in the "path" at the bottom of the wysiwyg editor and selecting "table stripping" from the "styles" dropdown at the top of the wysiwyg editor.

Sortable table

You can change a table into a sortable table by using the class “sort-table”. This allows the table to be sorted based on the headings. For example the table below can be sorted based on Date, Forename, Surname, Event, Result, Country and College.

The process is a little involved so please contact the DigiComms team about this.

Please note that not all tables are suited to be a sortable table.

Oxonian Olympians

| Date ▾ | Forenames ⚡ | Surname ⚡ | Event ⚡ | Result ⚡ | Country competed for ⚡ | College (where known) ⚡ |
|--------|-------------|-----------|-------------------------------|---------------------------|------------------------|-------------------------|
| 2016 | Michelle | Pearson | Rowing (Single sculls) | 16th | Bermuda | St Cross |
| 2016 | Paul | Bennett | Rowing (Eight) | Gold | GB | Kellogg |
| 2016 | Grace | Clough | Rowing (LTA Mixed Coxed Four) | Gold | GB | Kellogg |
| 2016 | Zoe | de Toledo | Rowing (Eight) | Silver | GB | St Catherine's |
| 2016 | Dan | Fox | Hockey | Eliminated at group stage | GB | St Edmund Hall |
| 2016 | Zoe | Lee | Rowing (Eight) | Silver | GB | Hertford |
| 2016 | Constantine | Louloudis | Rowing (Coxless four) | Gold | GB | Trinity |
| 2016 | Tom | Mitchell | Rugby Sevens (Captain) | Silver | GB | Kellogg |