

## Adding and Formatting Tables

William Bordac - 2017-10-23 - Comments (0) - Create Content

To add a table to a page (when in editing mode):

1. Click the Add table button (see image 1)
2. In the pop up, add the number of rows and columns you want.
3. Enter content as desired, including images, headings, links, etc.

If you want to remove the table formatting, the borders and background colors:

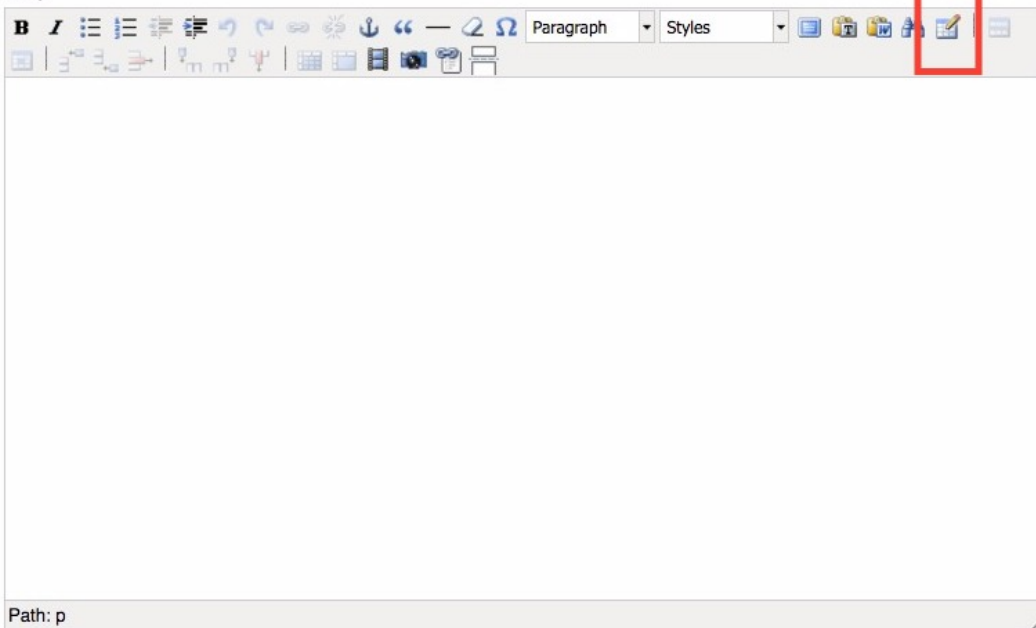
1. Place your cursor in any cell of the table
2. Click the Table Cell Properties button (see image 2)
3. Go to the Advanced tab of the pop up.
4. For both Border Color and Background Color, enter #ffffff (which is the hexadecimal number for white).
5. Before hitting Update- select "Update all cells in table" from the dropdown just above the Update button.
6. Now click Update.

Explain and Send Screenshots

Title: \*

Body:

Show summary in full view



Path: p

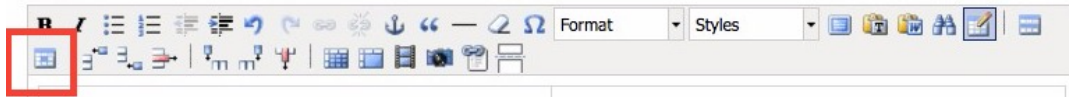
<https://www.brown.edu/academics/urban-studies/node/add/page>

 Disable rich-text

Save and Send Screenshots

Body:

Show summary in full view



The toolbar contains various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link and unlink, insert table, insert image, insert video, insert audio, insert link, insert document, and undo/redo. The table icon is highlighted with a red box.


Path: table » tbody » tr » td

<https://www.brown.edu/academic/surban-studies/node/add/page>

 Disable rich-text