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Adding and Formatting Tables

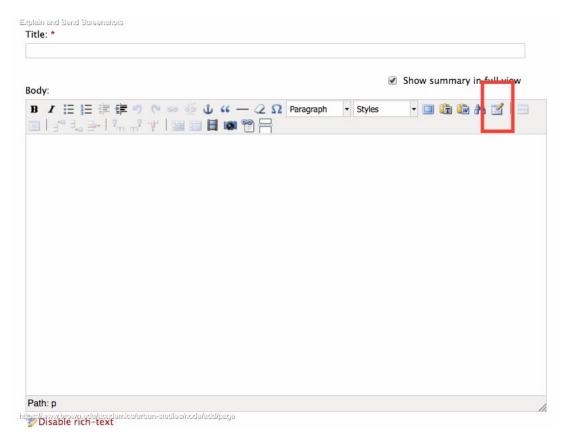
William Bordac - 2017-10-23 - Comments (0) - Create Content

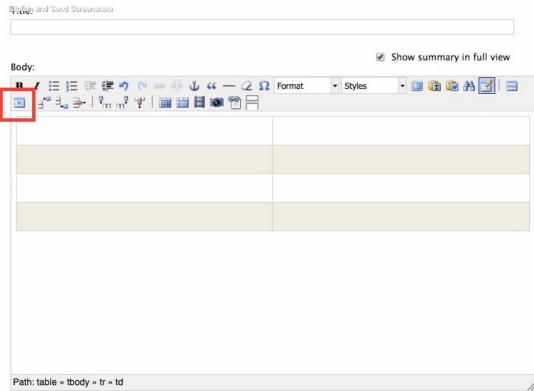
To add a table to a page (when in editing mode):

- 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 hexidecimal 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.





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