

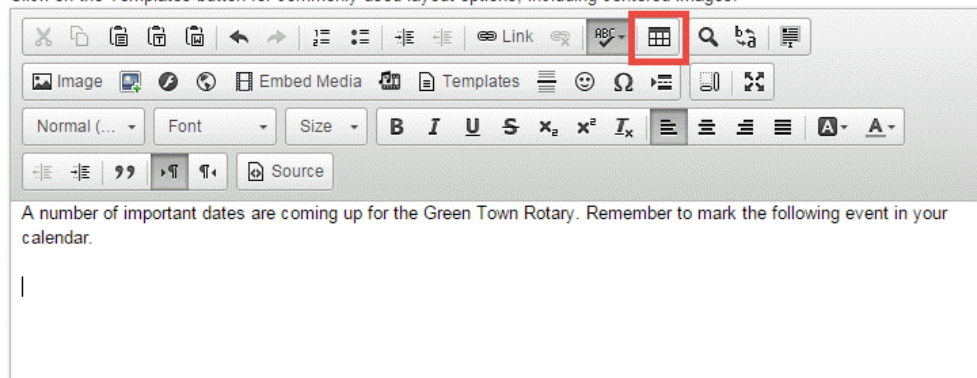
How do I add tables to a story?

Omar S. - 2021-03-05 - Stories & Online Editor

Tables are used with text to help organize the content and make it more legible. These tables take the appearance of multiple text cells arranged in a grid. ClubRunner gives you the ability to place tables in the **Online Editor** for your organization's site.

1. To insert a table into a story or widget, you'll need to be logged into your ClubRunner site. Once there, open the story or widget you wish to edit.
2. To add a template to the story, click the grid-shaped **Tables** button, as highlighted below on the tool bar.

Click on the **Templates** button for commonly used layout options, including centered images.



3. This launches a **Table Properties** window. Here, you may define the properties of the table as you wish it to appear.
 - **Row:** This sets the number of horizontal rows or lines in the table.
 - **Columns:** Use this field to enter the number of columns.
 - **Width:** This field defines the pixels of screen width occupied by the table. You may also set this value in terms of a percentage of the field by using the "%" symbol after the value. Setting Width to 100% would create a table that spread across the entire editing screen.
 - **Height:** Enter in pixels the height of each table row.

Table Properties

Table Properties Advanced

Rows: 3

Columns: 2

Width: 100%

Height:

Headers: None

Border size: 0

Align: <not set>

Cell spacing: 1

Cell padding: 1

Caption:

Summary:

OK Cancel

4. The **Headers** drop down menu allows you to define the appearance of some cells as headers. The text in header cells is automatically centered.
- **None:** The top rows will have the same dimensions as the rows beneath them.
 - **First Row:** The first row of cells will be formatted as headers.
 - **First Column:** The first column of cells will be formatted as headers.
 - **Both:** The first row and column of cells are both formatted as headers.

Table Properties

Table Properties Advanced

Rows
3

Columns
2

Width
80%

Height
200px

Headers
None
None
First Row
First column
Both
<not set>

Cell spacing
1

Cell padding
1

Caption
Date for Green Town

Summary

OK Cancel

5. The **Border** and **Cell** fields further define the appearance of the table.
- **Border Size:** Set in pixels the thickness of the border that surrounds the table.
 - **Cell Spacing:** This value, in pixels, sets a space between each cell in the table.
 - **Cell Padding:** In this field you can define the amount of space separating the cell borders from the content within.

Table Properties [X]

Table Properties | Advanced

Rows: 4

Columns: 4

Width: 100%

Height: 200px

Headers: First column ▾

Border size: 2

Align: <not set> ▾

Cell spacing: 1

Cell padding: 1

Caption:

Summary:

OK Cancel

6. The **Align** drop down menu allows you to set the alignment of the table, either to the left, center, or right side of your story.

Table Properties [X]

Table Properties | Advanced

Rows: 4

Columns: 4

Width: 50px

Height: 200px

Headers: First column ▾

Border size: 2

Align: <not set> ▾

Cell spacing: 5

Cell padding: 1

Caption:

Summary:

OK Cancel

7. The **Caption** and **Summary** fields let you describe the purpose of the table.
- **Caption:** If you enter a caption, the text will appear above your table.
 - **Summary:** This is an accessibility function for visually impaired users using screen readers. You can put in a brief description of the table contents.

The image shows a 'Table Properties' dialog box with two tabs: 'Table Properties' and 'Advanced'. The 'Table Properties' tab is active. It contains several input fields and dropdown menus for configuring a table. The 'Rows' field is set to 3, 'Columns' to 2, 'Width' to 100%, and 'Height' is empty. 'Headers' is set to 'None', 'Border size' to 0, and 'Align' to '<not set>'. 'Cell spacing' is 1 and 'Cell padding' is 1. At the bottom, there are two text input fields labeled 'Caption' and 'Summary', which are highlighted with a red rectangular border. The 'OK' button is green, and the 'Cancel' button is grey.

8. When you're finished setting the table properties, click **OK** to save or click **Cancel** to discard the table.

