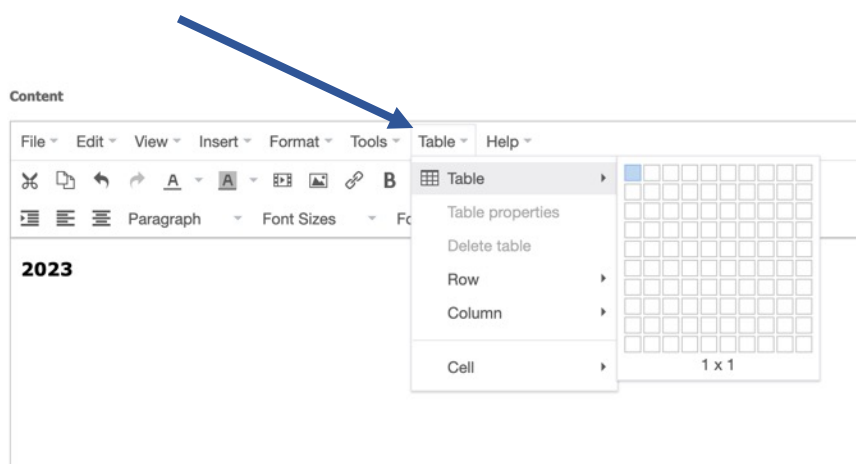


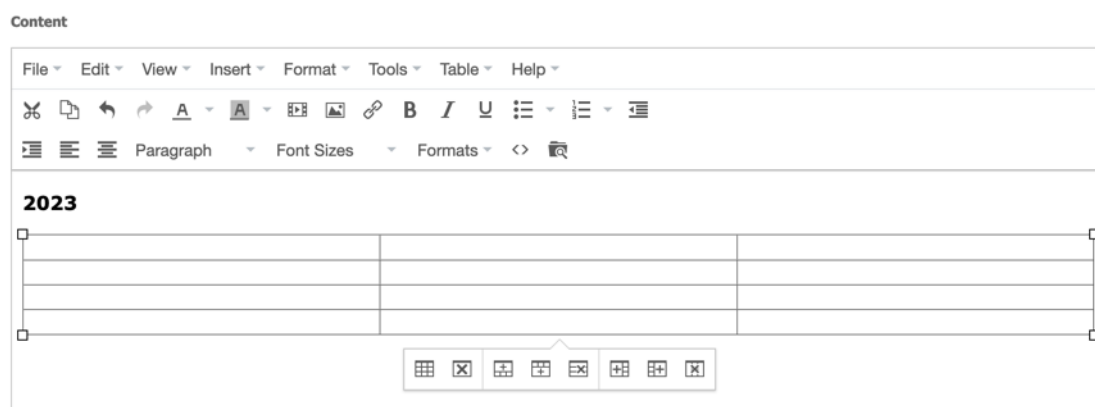
Working with Tables

Tables are handy when you are displaying information that you would like to keep aligned – such as term dates, staff lists or award winners.

- Go to the page you wish the table to appear and click on the pencil icon to edit the page.
- Place your cursor where you would like the table to appear and click on **Table** in the toolbar.



- Choose the number of columns and rows you need.



- Populate the table with the appropriate information.

Content

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Paragraph

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Formats

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2023

Term 1	27th January	6th April
Term 2	24th April	23rd June
Term 3	10th July	15th September
Term 4	2nd October	20th December

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- You can adjust the column or row sizes by dragging the lines to reduce or increase the columns and rows.

Content

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾ Help ▾

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2023

Term 1	27th January	6th April
Term 2	24th April	23rd June
Term 3	10th July	15th September
Term 4	2nd October	20th December

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- Visit your site to view your table

TERM DATES

2023

Term 1	27th January	6th April
Term 2	24th April	23rd June
Term 3	10th July	15th September
Term 4	2nd October	20th December

- If you like the layout, but prefer to display without the table grid lines, these can be removed.
- In the CMS, click on your table then click on **Table Properties** underneath your table.

2023

Term 1	27th January	6th April
Term 2	24th April	23rd June
Term 3	10th July	15th September
Term 4	2nd October	20th December









Table properties

- Change the **Border** to 0. Then click on **Advanced**.

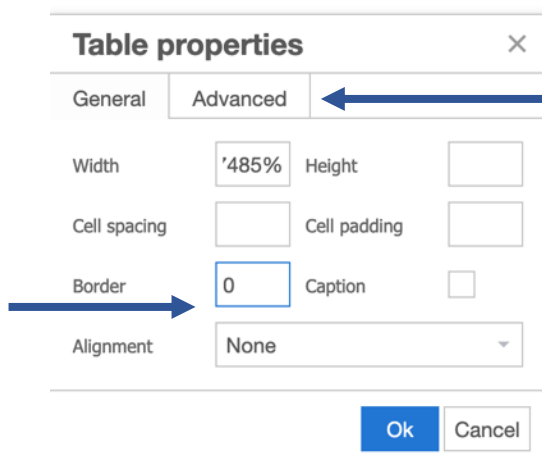


Table properties [X]

General | **Advanced**

Width: 485% Height: []

Cell spacing: [] Cell padding: []

Border: **0** Caption: []

Alignment: None [v]

[Ok] [Cancel]

- Change the style to **Hidden**

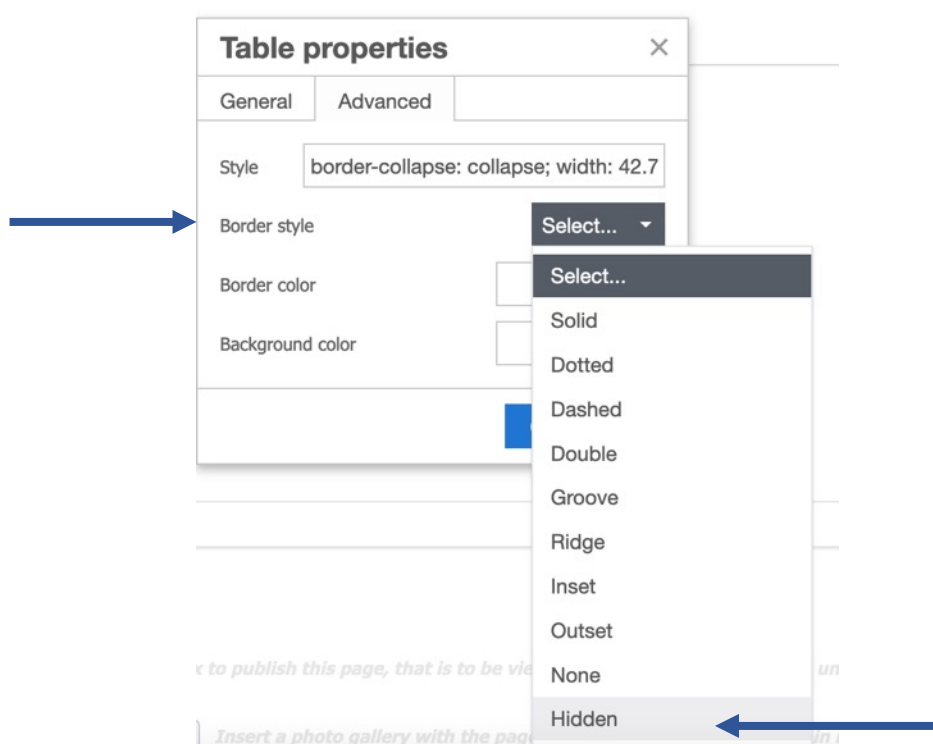


Table properties [X]

General | **Advanced**

Style: border-collapse: collapse; width: 42.7

Border style: [Select...]

Border color: []

Background color: []

[Solid]
[Dotted]
[Dashed]
[Double]
[Groove]
[Ridge]
[Inset]
[Outset]
[None]
[Hidden]

2023		
<input type="checkbox"/> Term 1	27th January	6th April <input type="checkbox"/>
Term 2	24th April	23rd June
Term 3	10th July	15th September
<input type="checkbox"/> Term 4	2nd October	20th December <input type="checkbox"/>

- Update your page and visit your site to see the new table.



TERM DATES

2023

Term 1	27th January	6th April
Term 2	24th April	23rd June
Term 3	10th July	15th September
Term 4	2nd October	20th December

TROUBLESHOOTING

If you have text in a cell that runs over multiple lines it can throw the formatting of your table out, as the cells default to centre the text vertically.

2023

→ **Term 1**

27th January
Students Commence on 28th January

6th April

Term 2

24th April

23rd June

Term 3

10th July

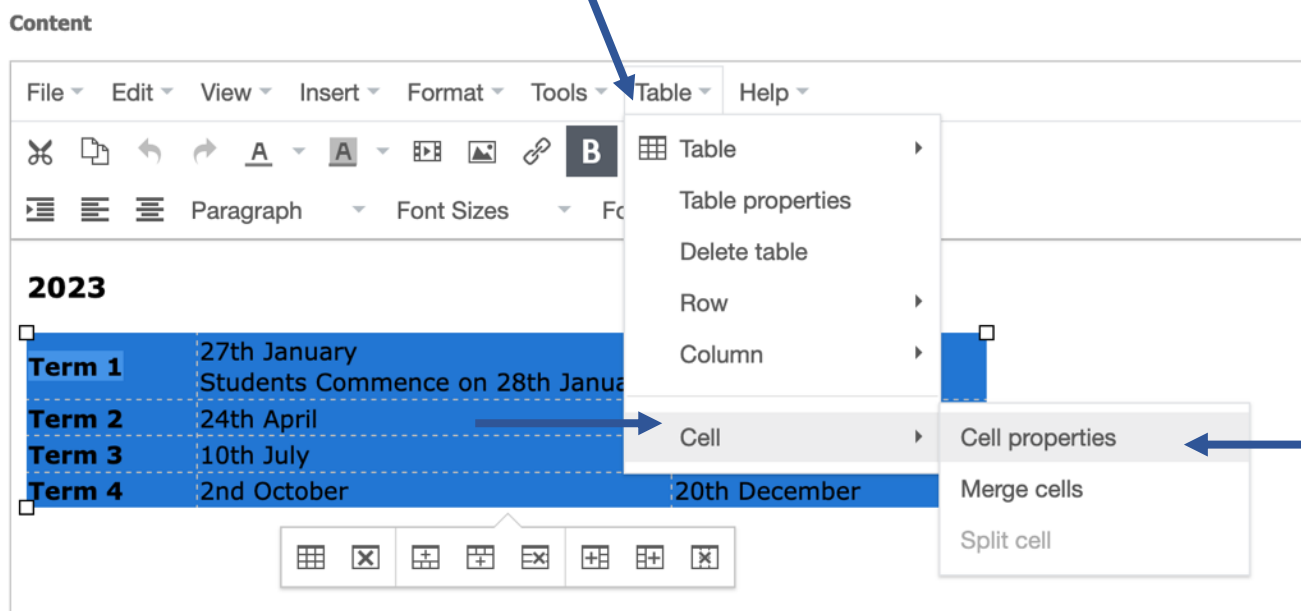
15th September

Term 4

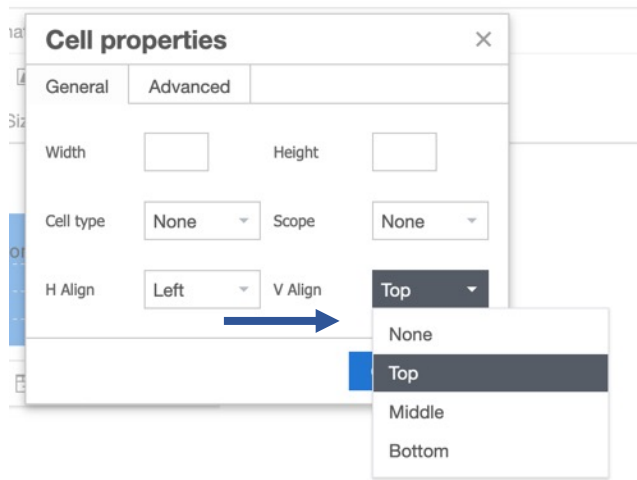
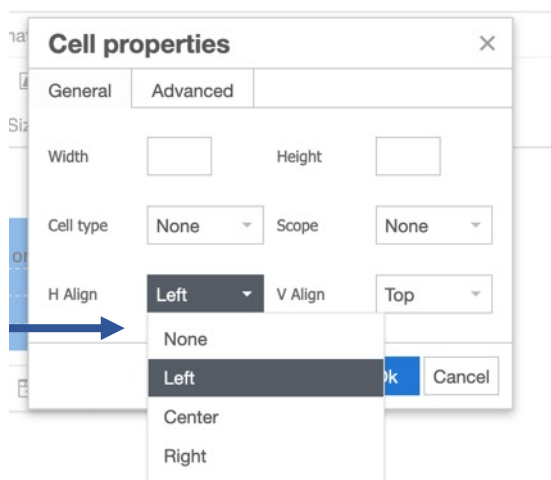
2nd October

20th December

- You can edit the table so that the text in each cell aligns at the top, rather than vertically aligning.
- Highlight the table and click on **Table – Cell – Cell Properties**



- Change Horizontal align to Left and Vertical align to Top. Then click **OK**.



- Visit your site to see the table!

TERM DATES

2023

Term 1	27th January Students Commence on 28th January	6th April
Term 2	24th April	23rd June
Term 3	10th July	15th September
Term 4	2nd October	20th December