

## Inserting a Table on a Text Page

Please follow each of these steps for creating tables in the CMS. Deviation from these instructions may break the responsive design of the templates.

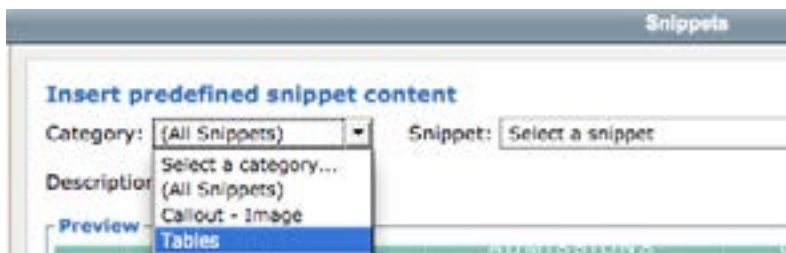
1. Open up the WYSIWYG for the page you want to add a table to.
2. Place the cursor within the WYSIWYG on an empty line where the table should go.

*Note: Make sure to have an extra space underneath your table before inserting. Otherwise, you won't be able to add any text underneath it if you need to.*

3. Click the Snippet icon in the toolbar.



4. Select "Tables" from the Category drop down menu.



Then select the type of table you would like to use (previews of the styles can be found on the next page).

- Bordered and Striped
  - Bordered
  - Striped
  - Default (Lined)
5. Click **Insert**. Your table will appear with filler text in it. You may edit that text and add rows or columns as needed.

*Note: The table may not appear correctly while looking at it in the WYSIWYG Editor. Please do not try to manipulate it as the CMS will automatically style it when saved and published.*

6. Click **Save** icon in WYSIWYG Editor.
7. From the Publish drop down menu, select which action is appropriate for your permission level/workflow (Publish, Schedule, Submit for Approval, etc.).

## Table Styling Options:

### Bordered and Striped

Heading 1	Heading 2	Heading 3
Item 1	Item 2	Item 3
Item 1b	Item 2b	Item 3b

### Bordered

Heading 1	Heading 2	Heading 3
Item 1	Item 2	Item 3
Item 1b	Item 2b	Item 3b

### Striped

Heading 1	Heading 2	Heading 3
Item 1	Item 2	Item 3
Item 1b	Item 2b	Item 3b

### Default (Lined)

Heading 1	Heading 2	Heading 3
Item 1	Item 2	Item 3
Item 1b	Item 2b	Item 3b