ClubRunner
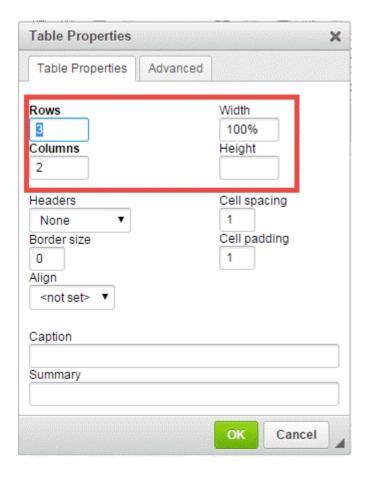
How do I add tables to a story?

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.
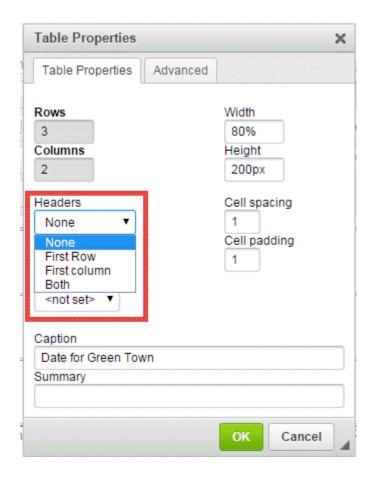
1. To insert a table into a story or widget, you'll need to be logged into your ClubRunner site. Once there, open the story or widget you wish to edit.

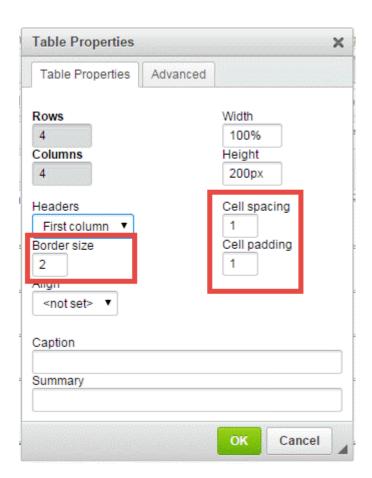2. To add a template to the story, click the grid-shaped **Tables** button, as highlighted below on the tool bar.

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.
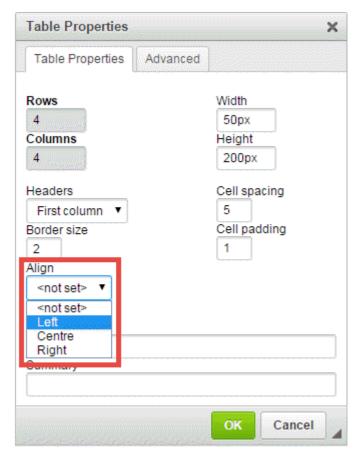   - **Height:** Enter in pixels the height of each table row.

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.
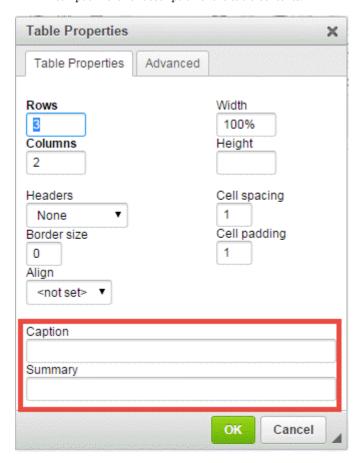- **Both:** The first row and column of cells are both formatted as headers.

5. The **Border** and **Cell** fields further define the appearance of the table.

    o **Border Size:** Set in pixels the thickness of the border that surrounds the table.
    o **Cell Spacing:** This value, in pixels, sets a space between each cell in the table.
    o **Cell Padding:** In this field you can define the amount of space separating the cell borders from the content within.
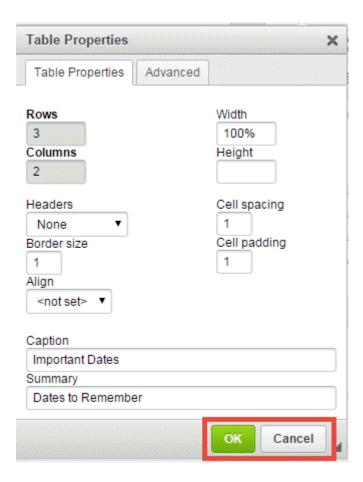
6. The **Align** drop down menu allows you to set the alignment of the table, either to the left, center, or right side of your story.
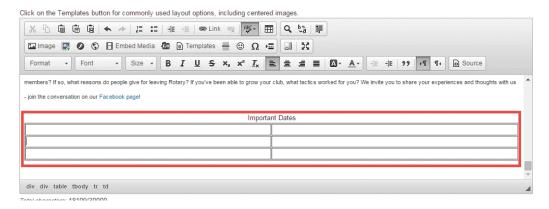
7. The **Caption** and **Summary** fields let you describe the purpose of the table.

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

Table Properties   ✖

| Table Properties | Advanced |

Rows
3

Width
100%

Columns
2

Height

Headers
None ▾

Cell spacing
1

Border size
0

Cell padding
1

Align
<not set> ▾

Caption

Summary

OK   Cancel

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

9. Your table now appears within the Online Editor. You may now enter content in any of the cells.

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