

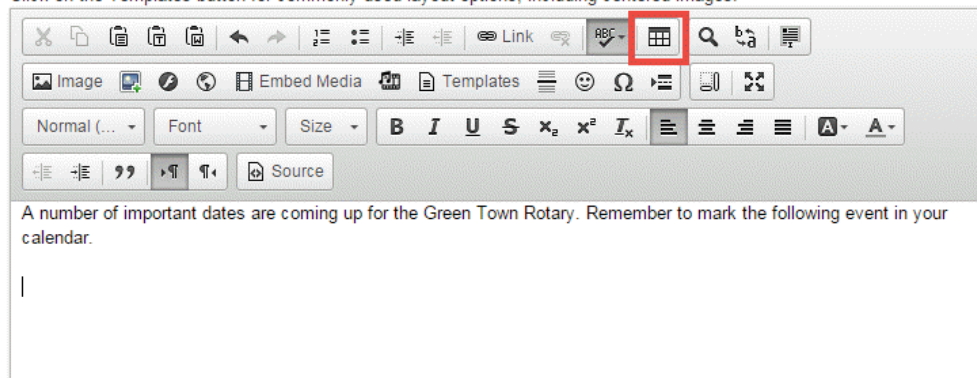
How do I add tables to a story?

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.

The screenshot shows the 'Table Properties' dialog box with the 'Table Properties' tab selected. A red rectangle highlights the 'Rows' (3), 'Columns' (2), 'Width' (100%), and 'Height' (empty) fields. Other settings include 'Headers' (None), 'Border size' (0), 'Align' (<not set>), 'Cell spacing' (1), and 'Cell padding' (1). There are empty text boxes for 'Caption' and 'Summary' at the bottom, and 'OK' and 'Cancel' buttons.

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.

The image shows a 'Table Properties' dialog box with the 'Advanced' tab selected. The 'Headers' dropdown menu is open, displaying a list of options: 'None', 'First Row', 'First column', 'Both', and '<not set>'. The 'None' option is currently selected and highlighted in blue. Other settings in the dialog include 'Rows' set to 3, 'Columns' set to 2, 'Width' set to 80%, 'Height' set to 200px, 'Cell spacing' set to 1, and 'Cell padding' set to 1. The 'Caption' field contains the text 'Date for Green Town', and the 'Summary' field is empty. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

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

Table Properties Advanced

Rows: 4

Columns: 4

Width: 100%

Height: 200px

Headers: First column ▼

Border size: 2

Cell spacing: 1

Cell padding: 1

Align: <not set> ▼

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

Table Properties Advanced

Rows: 4

Columns: 4

Width: 50px

Height: 200px

Headers: First column ▼

Border size: 2

Cell spacing: 5

Cell padding: 1

Align: <not set> ▼

<not set>

Left

Centre

Right

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.

Table Properties

Table Properties Advanced

Rows
3

Columns
2

Width
100%

Height

Headers
None

Border size
1

Align
<not set>

Cell spacing
1

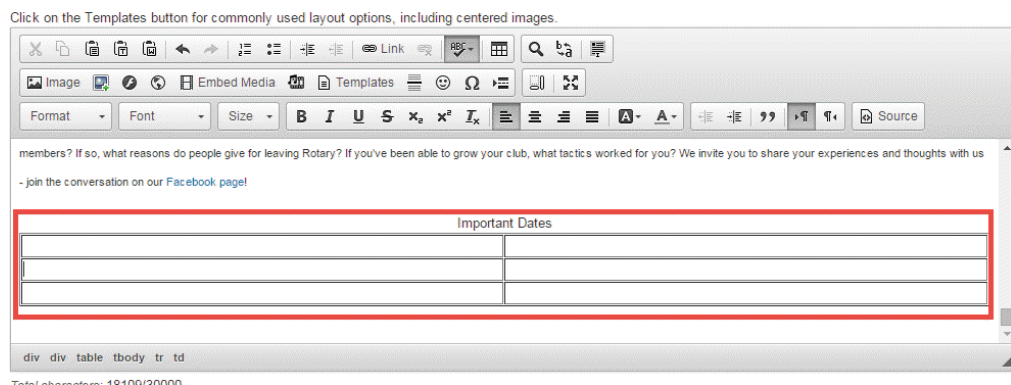
Cell padding
1

Caption
Important Dates

Summary
Dates to Remember

OK Cancel

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



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