Create a Table

Overview

This tutorial will explain how to create a Table. Tables can be created in Items, Pages, Discussion Threads, or any other area that hosts a Content editor.

Quick Steps

Content editor > Insert/Edit Table > Set Options > Insert

Step 1

When using a Content editor, click the Insert/Edit Table button.

Alternatively, you can right-click inside of the Content Editor and select the Insert/Edit Table option from the Contextual menu.
Step 2

From the General tab, you can set the basic properties for a table. Note that after creation, you can continue to edit a table using the table functions and commands present in the Content editor. You can also resize a table by clicking and dragging the table border anchors.

Step 3

Click Insert.

Set the Header Row of the Table

Step 1

Select the first row of the table.

Step 2

Click the Row Properties button to open the Table Row Properties window.

Step 3

Set Row Type to “header”.

Step 4

Click the Update button.