ADDING TABLES

Tables can be added through the WYSIWYG editor, and they will be formatted automatically by the system.

Select the Insert Table button.

Choose the number of Columns and Rows, including Headers.

Select the Advanced tab. You will need to add a Table Summary in order to make the table accessible to screen readers. **DO NOT skip this step!**

Here is a good example of a summary: "Bus Schedule for Grossmont and Cuyamaca colleges. Service begins at 6:00 AM and ends at 11:00 PM. Bus stops are listed in the top row. Find the bus stop closest to your point of departure, then read down that column to find out what time the bus leaves that stop."
Click Insert and the table will be created

<table>
<thead>
<tr>
<th>Ω</th>
<th>☑</th>
<th>☑</th>
<th>☑</th>
<th>☑</th>
<th>☑</th>
<th>☑</th>
</tr>
</thead>
<tbody>
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<td>☑</td>
</tr>
</tbody>
</table>

Lots of good info for the employees.

Now click inside the boxes and enter the data/text you want.

<table>
<thead>
<tr>
<th>Ω</th>
<th>☑</th>
<th>☑</th>
<th>☑</th>
<th>☑</th>
<th>☑</th>
<th>☑</th>
</tr>
</thead>
<tbody>
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<td>☑</td>
</tr>
</tbody>
</table>

Lots of good info for the employees.

- Heading 1
- Heading 2
- Heading 3
- Row Info 1
- Row Info 2
- Row Info 3

**Designate a Header Row**

The first row of a table should contain header labels for the data contained in the table. You will want to identify the top row in the table as a Header Row for accessibility.

To convert a row into a header row, place the cursor into one of the cells in the top row and right-click. Choose Row > Table Row Properties from the popup menu.
On the General tab, change the Row Type to ‘Header’.

Designate the Class format.
Select the Class you want, either “texttable” or “datatable”.
Texttable will align test to the left; Datatable will align text to the right.

Your table will show like this. You may not see all the formatting. Click the submit button.
Now you can see the formatting

<table>
<thead>
<tr>
<th>Heading 1</th>
<th>Heading 2</th>
<th>Heading 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row Info1</td>
<td>Row Info2</td>
<td>Row Info3</td>
</tr>
</tbody>
</table>

To add columns and rows, set cell height and other properties:
Right click on the table, and select the changes you want.

If you have more complicated tables, this web site is very helpful in making your tables accessible:
http://webaim.org/techniques/tables/