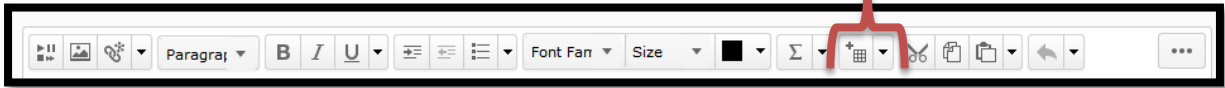


# The Page Tool: Making or Editing Tables

This document outlines making and editing tables

The D2L Text Editor appears in a number of places in D2L, generally being anywhere that you would type text onto the page such as discussion posts, news items, HTML pages, etc. You can create tables using the table tool as shown below.

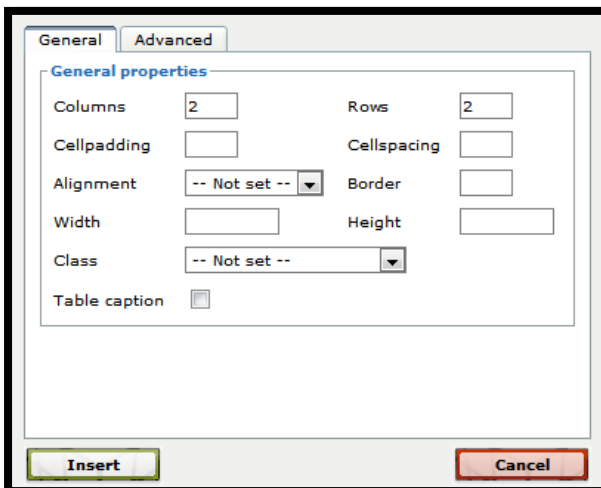


First you should know you can cut and paste tables in from other software programs such as Word or Excel and these generally paste in with formatting intact.

To create a table using the text editor tool click the table icon as shown ->



A popup will appear that allows you to input options for the creation of your table.

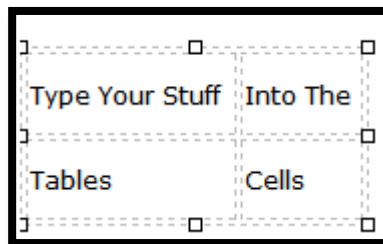
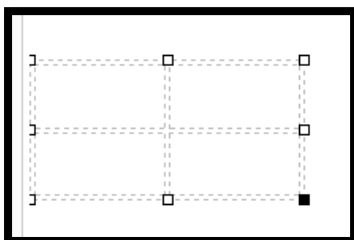


To create your table first choose how many columns and how many rows you'd like to start with. You can add/remove rows and columns later if you need to.

If you'd like your table to have a visible border type a 1 into the field for 'Border'.

If there are options you don't understand just leave at the default. You can leave anything blank other than rows/columns.

Click 'Insert' when you're done on this window.

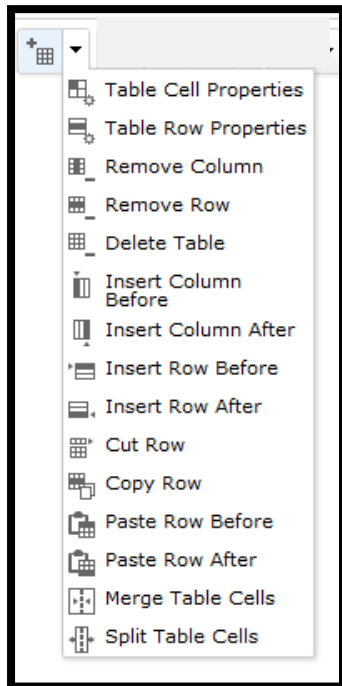


Click on the table and use the little squares around the edge to resize it. Click into a cell to add text etc into the cells.

## Tables

To make changes to any table (ie add/remove a new row or column) first click into the cell closest to where you want a new row/column to appear. Or if you are deleting a row/column click into one of that row's cells.

Then click the dropdown menu next to the table button as shown below. If the options appear greyed out ensure you have clicked into a table cell. (the table should be shown selected indicated by the little squares around the edge as shown in screenshots above)



The first two options in the list allow you to do advanced editing of cell properties if you wish. A popup will appear via which you can choose the 'advanced' tab for background colour or border colour, or the 'basic' tab to set vertical text alignment etc.

Options for editing the table you have selected are shown in the screenshot to the left. Note that options to create and delete rows/columns will be dependent on which cell you have clicked into before choosing the option.

To return to the Table properties options (ie, the popup that you saw when you created the table) click anywhere inside of the table in question then click the Table button again. You will be able to edit some formatting (ie, cell padding) and advanced properties but not rows/columns. To do that use the method above.