WORKING WITH TABLES in a Module Page

OVERVIEW

You may need to use tables for your content. Here are the steps to use tables in a content page.

STEPS

Step 1  Set “Edit Mode” to ON.

Step 2  Click “Modules” on the left panel. Choose the module (e.g., Module 1) you want to add a table to.

Step 3  Click the chevron shaped icon next to Module 1 and select “Edit.”

Step 4  On the Module 1 page, click the “Insert/Edit Table” icon to begin adding a table in the text area.
Step 5  Enter properties for the table.

a)  General Tab
You can set the basic properties for a table.
•  **Columns**: Enter the number of columns for the table.
•  **Rows**: Enter the number of rows for the table.
•  **Cell Padding** (The space between the cell border and its content): Enter a number in pixels for the individual table cells’ padding.
•  **Cell Spacing** (The space between individual cells as well as cells and table borders): Type a number in pixels to separate the table cells.
•  **Alignment**: Select the table alignment: center, left, or right.
•  **Border**: Enter a number in pixels for the width of the table border.
•  **Width**: Set the width of the table in either pixels or percentage.
•  **Height**: Set the height of the table in either pixels or a percentage
•  **Class**: Set the HTML class for the table. If your setup does not need classes, ignore this setting.
•  **Table Caption**: Select the check box so the table is created with a caption cell at the top. If your setup does not need a table caption, ignore this setting.
b) Advanced Tab
You can set additional properties for a table as needed.
• ID: Enter an identifier for the table.
• Summary: Enter a summary or a description for the table.
• Style: Override the size, appearance, and border of the table.
• Language Code: Assign a language code to the table.
• Background Image: You can use an image as a background for a table if desired. You may use an image from your computer or from the course.
• Frame: Set the table frame parameter: void, above, below, hsides, lhs, rhs, vsides, box, or border.
• Rules: Set rules for the table content: none, groups, rows, cols, or all.
• Language Direction: Set whether text entered in the table goes left to right or right to left from the mouse pointer position.
• Border Color: Set the color for the table border.
• Background Color: Set the background color for the table.

Step 6  Click “Update.”

Step 7  Click “Submit.”

Complete Looking  The table will appear on the Module 1 page as highlighted.