



# MCPS Web Publishing System (Tron) Training

## *How to use tables*

### ***In this document:***

- A. When to use tables, and when not to
- B. Inserting a table
- C. Setting the width of columns
- D. Adding content to table cells
- E. Adding a border to your table
- F. Adjusting the cell padding and cell spacing of your table
- G. Adding or deleting columns and rows
- H. Deleting a table


### ***A. When to use tables, and when not to***

Tables should never be used for layout, such as to align images or position elements on a page. They are ONLY meant to be used to display tabular data, such as what you would see in a spreadsheet. Examples of data tables include charts of data or statistics.

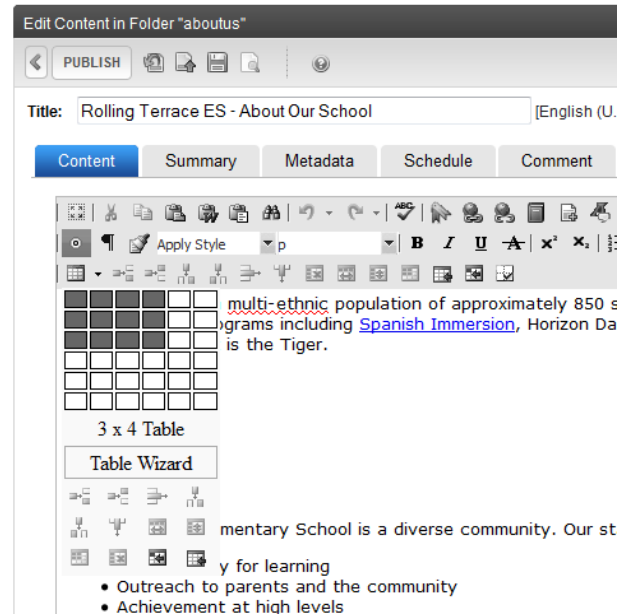
### **Here are some reasons why tables should not be used for layout:**


1. **Tables are not responsive for mobile devices**  
MCPS websites are built with HTML and CSS, which allows the size and positioning of elements to automatically adjust to the viewer's screen, whether it be on a phone or desktop. By trying to layout a page with tables instead, the elements on the page will not adjust and therefore will not display on a phone.
2. **Tables are not accessible**  
Most screen readers read web pages in the order that they are displayed in the HTML. And tables can be very hard for screen readers to parse. MCPS complies with Section 508 of the Rehabilitation Act, which requires Federal agencies to make their electronic and information technology accessible to people with disabilities.
3. **Tables are hard to maintain over time**  
Building the table may seem easy while you're doing it, but then you need to maintain it. This can be difficult as your content changes, and you have to start adjusting cells and rows.
4. **Tables are inflexible**  
When your site is redesigned, Web Services simply changes one CSS file, and the whole site changes. But if you have used tables, each page will have to be adjusted one at a time to adjust the layout.
5. **Tables can hurt search engine optimization**
6. **Tables don't always print well**

### ***B. Inserting a table***

1. When logged in, click on Insert Table icon. 

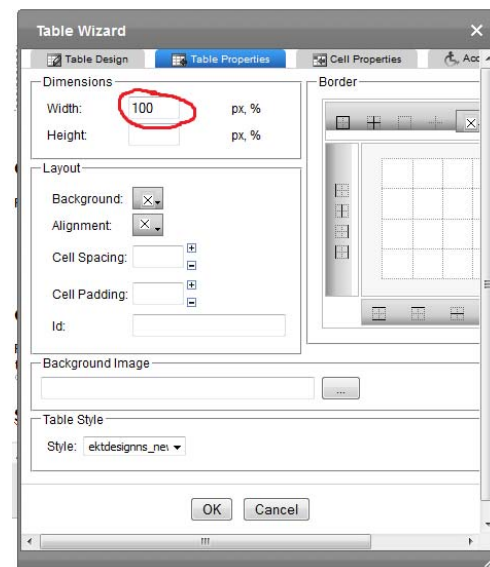
- The table wizard appears. Select the number of columns and rows by hovering over the cells in the table wizard grid.



- Before you add content, adjust the size of the table,
  - Click on Table Properties icon . The table wizard pop up appears.
  - Click on table properties tab
  - Under dimensions, type in 100% (or however wide you would like your table to be) in the width field.

**Important:** Do not use pixels, *always* use percentages.


- Click OK.
- Your table now expands to the width you selected.



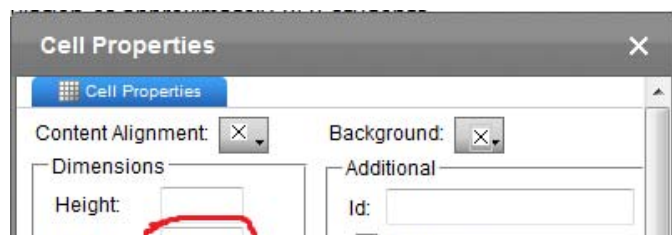
### C. Setting the width of columns

There are two ways to set the width of individual columns: (1) You can add content (text or graphics) into the cells and they will automatically adjust their width, or (2) you can set the width for each column individually.

To set the width individually:

- Click on one of the cells in the column
- Click the Set Cell Properties icon . The Cell properties pop up appears.
- Set the width for the column.

**Important:** Do not use pixels, *always*




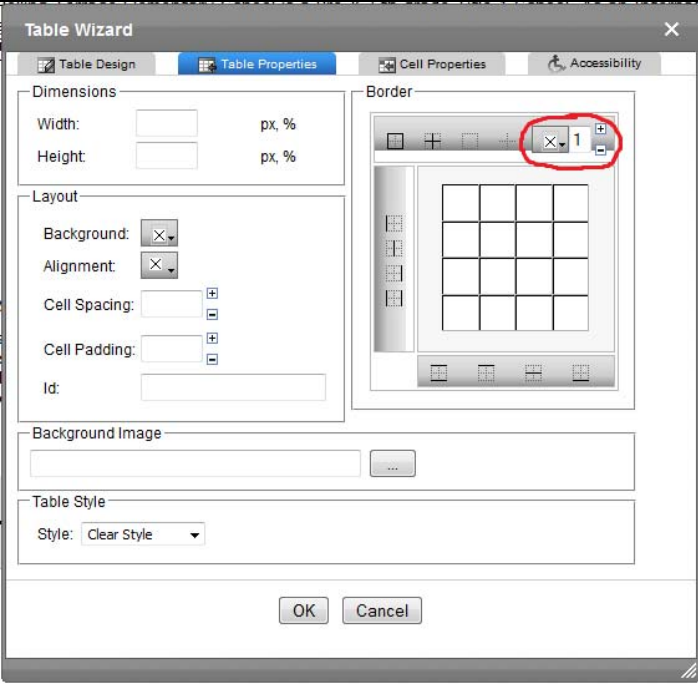
use percentages

4. Click update.
5. Repeat for other columns as necessary.

#### ***D. Adding content to table cells***

Simply click in the cell and type or use the library icon to add graphics.


#### ***E. Adding a border to your table***

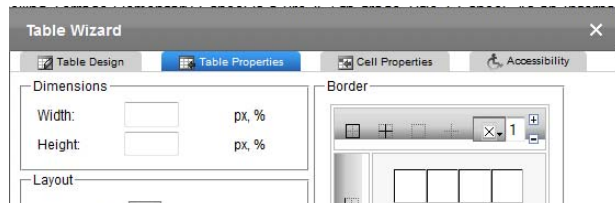
1. Click anywhere in your table.	
2. Click on Table Properties icon  . The table wizard pop up appears.	
3. Click on table properties tab.	
4. Adjust border width by clicking the plus or minus sign in the border area.	
5. Click OK.	

#### ***F. Adjusting the cell padding and cell spacing of your table***

- Cell padding is the space around the content *within* each cell.
- Cell spacing is the space *between* each cell

To adjust either cell padding or cell spacing:

1. Click anywhere in your table.
2. Click on Table Properties icon . The table wizard pop-up appears.
3. Click on the table properties tab.







- Adjust the cell padding and/or cell spacing by clicking the plus or minus sign in the layout area.
- Click OK



### G. Adding or deleting columns and rows

Click anywhere in your table. Click on appropriate icon:

#### Adding columns & rows

- Insert Column to the Right icon 
- Insert Column to the Left icon 
- Insert Row Above icon 
- Insert Row Below icon 

#### Deleting columns & rows

- Delete Column icon 
- Delete Row icon 

### H. Deleting a table

- Create a line of text above the table, and a line of text below the table.
- Click the bottom right of the text below, hold shift, and click the top left of the text above, so the table and all text is selected.
- Press the delete key on your keyboard.

