

Tables

Tables can be used to align data for easy reading. However, we must keep accessibility in mind. Here's how to show data on a web page in an accessible way.¹

- First, log into Ingeniux and create a new page (or check out an existing page)
- In the Body copy area, click where you would like the table to appear.
- Click on the table icon (upper left, 2nd row) (Fig. 1)
- Set the general properties. (Fig. 2)
 - Cell padding and spacing recommendation: 2-3 px
 - Width is best set as a percentage
 - Border—Enter 1 if you want borders to show. If you want a thicker border, enter a higher number. Also see 'Showing Table Borders' below.
- Click on Insert

Header Rows

- These are used for data tables. Do not use them for a layout table. To create a header row:
 - Right click on the top row
 - Choose Row > Table row properties
 - In the General Tab choose "Table Head" from the first drop down.
 - Click on Update

Width of Column

- Right click in the top cell
- Choose cell > Table cell properties
- Enter a width as a percentage, i.e., 20%
- Click update
- Repeat for each cell in the top row of the table. Remember that the total should add up to 100% or, don't set the width of the last cell.
- You may need to adjust cell widths until your table looks the way you want.

Showing Table Borders

The styling on our website hides table borders. If you want them to show, add the following code by clicking on the HTML button and pasting the code:

```
<style type="text/css"><!--  
table, td, tr {  
border: 1px solid black;  
vertical-align: text-top;  
}  
--></style>
```

¹More information on accessible tables is available here: <http://webaim.org/techniques/tables/>

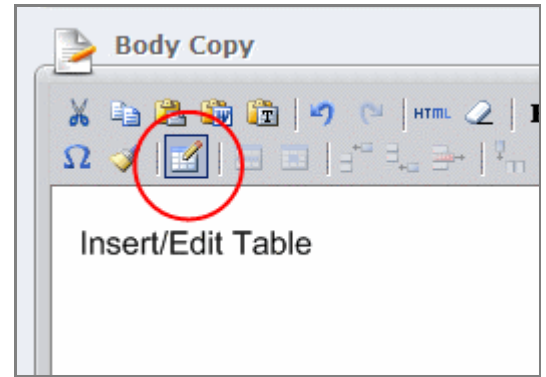


Figure 1.

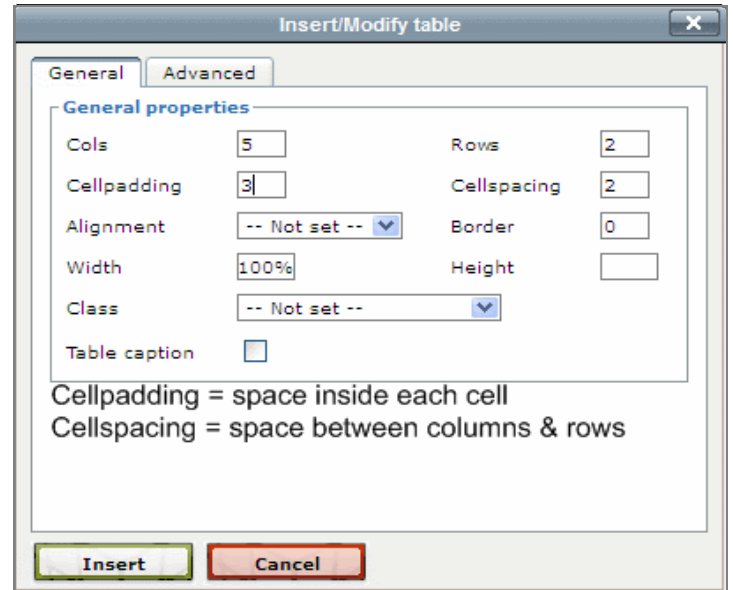


Figure 2.

Editing Tables

To edit the table properties:

Right click on the table and choose properties (This does not work using Firefox on a MacIntosh)

Add or Delete a Row

- Right click on the row
- Choose Row >
- Choose the action you would like to take (Fig. 3)

Add or Delete a Column

- Right click on the column
- Choose Column >
- Choose the action you would like to take (Fig. 4)

There are also editing buttons for all these actions.

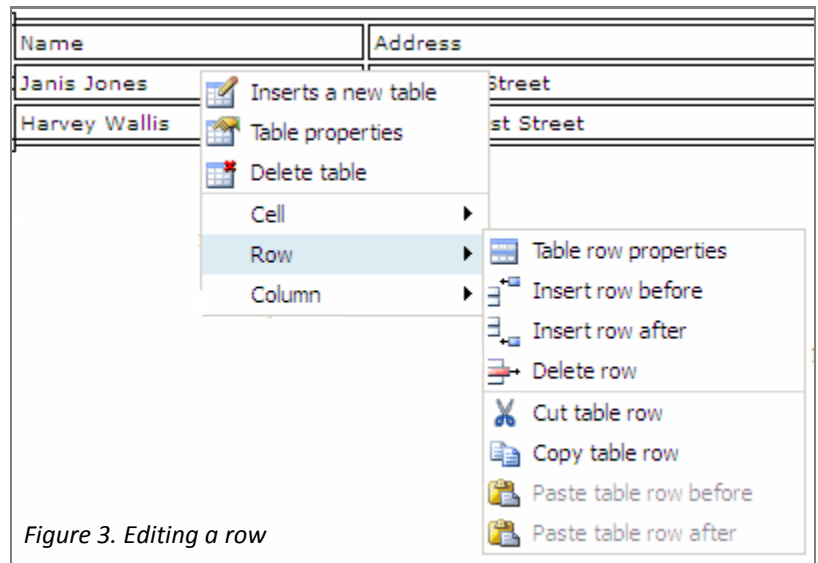


Figure 3. Editing a row

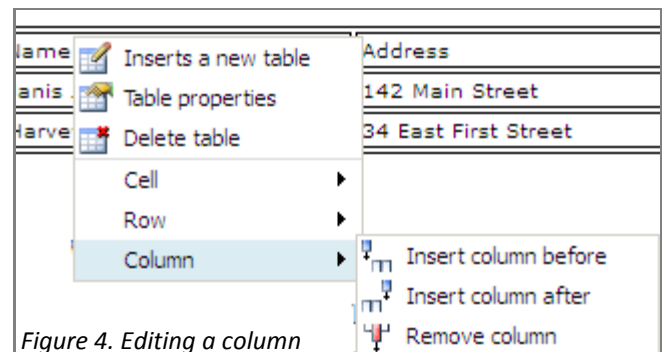


Figure 4. Editing a column