

Introduction

There are two ways to create a table in OU Campus: using a Snippet or creating a table from the Just Edit toolbar. This self-help document will step you through the process of properly creating tables using both methods.

Understanding the Rules

There are a number of important rules to take into consideration when creating a table:

- You should only use a table when you need to display more than two rows and at least two columns. If you have two or less rows or just one column, you should display that content differently.
- Your table will need to have column headers. It cannot have a single merged header row. It should not contain pictures, or be embedded in an accordion snippet or vice versa.
- Each row has to have at least one item in it which means you can't use an empty row just to break up sections of a table.
- If your table is wider than four columns you will need to insert that into the full width section of your site instead of the main content. **Note:** You will need to request a full width section component for this to work.

Creating a Table using the Table Snippet

We recommend using a table snippet for tables. If you use this method, the table will be automatically accessible and mobile friendly.

1. Log into OU Campus and place your page in edit mode as you would normally.
2. In a main content area, click the **Insert Snippet** icon from the **Just Edit Toolbar**.

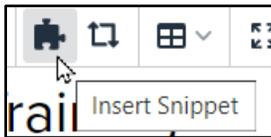


Figure 1

3. Search for the term **table** in the **filter** box, or scroll down until you see the table choice

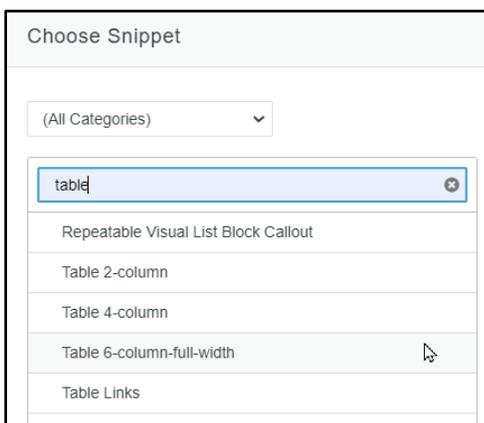


Figure 2

4. Select the desired table snippet and click **INSERT**. In this example, a four column table will be selected.

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5. A blank table will be added to the page.

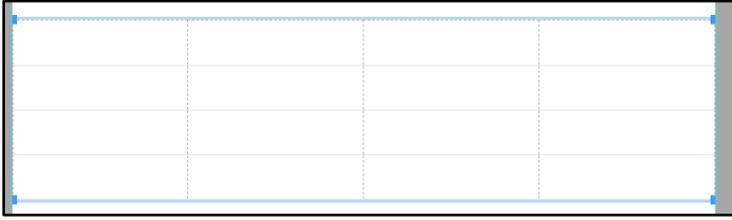


Figure 3

6. Add the data as you would normally, pressing **the arrow key** to move from cell to cell. The table is already populated with the necessary styles.

DATE	LOCATION	TOPIC	PROFESSOR
3/14/2021	LA4410	Understanding Email	Dr. Jones
4/15/2021	CK404A	Office 365	Ms. Smith
May 1, 2021	CK404A	OU Campus	Ms. Caravello

Figure 4

7. When published, your table will look like this.

DATE	LOCATION	TOPIC	PROFESSOR
3/14/2021	LA4410	Understanding Email	Dr. Jones
4/15/2021	CK404A	Office 365	Ms. Smith
May 1, 2021	CK404A	OU Campus	Ms. Caravello

Figure 5

Creating a Table using the Just Edit Toolbar

If you wish to have a slightly larger type font in your table, you can add a table using the **Just Edit** toolbar. However, you must add a header row to make the table accessible.

1. In a main content area, click the **Table** icon on the **Just Edit** toolbar.



Figure 6

2. Hover over **Table** and then move your mouse over the number of columns and rows you would like your table to have.

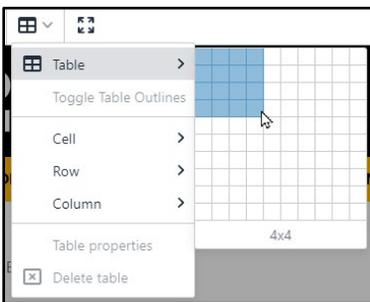


Figure 7

- Click on the last cell in the selection and your table will be added.

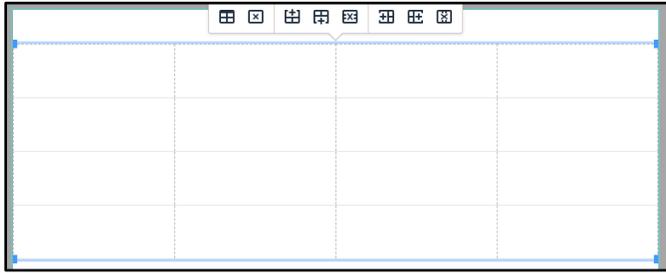


Figure 8

Defining the Header Row

Your table is not complete until the header row has been defined using the steps below.

Note: When adding text to the top row, all text will need to be in upper case.

- Highlight the top row and right-click.



Figure 9

- Hover over **Cell** and then click on **Cell Properties**.

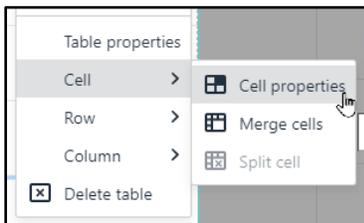


Figure 10

- On the **General** tab under **Cell type**, click the drop down arrow and choose **Header Cell**

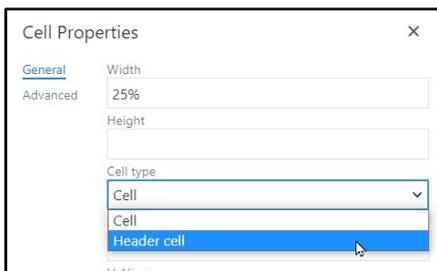


Figure 11

- Click **SAVE**.

You will need to repeat this process one more time but this time define the header row in the header row properties.

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- Highlight the top row.
- Right-click and select **Row** then **Row properties** from the menu.

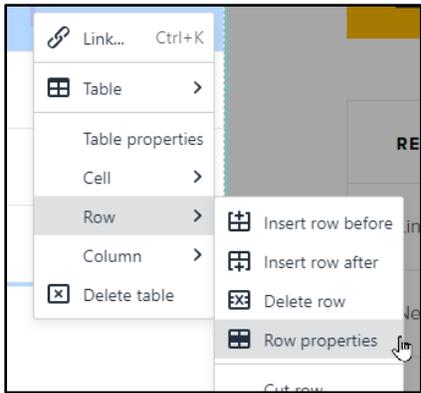


Figure 12

- Under the **Row type** dropdown, select **Header**.

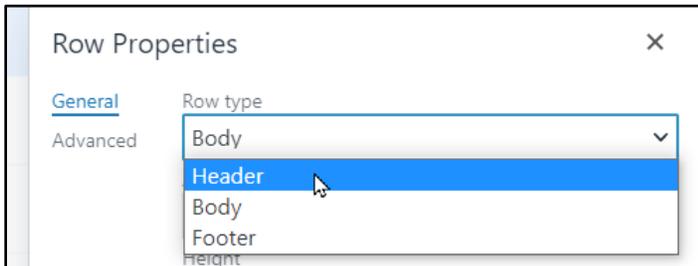


Figure 13

- Click **SAVE**. Your table is now added. Add the data pressing the arrows keys to move from cell to cell.

DATE	LOCATION	TOPIC	PROFESSOR
3/14/2021	LA4410	Understanding Email	Dr. Jones
4/15/2021	CK404A	Office 365	Ms. Smith
May 1, 2021	CK404A	OU Campus	Ms. Caravello

Figure 14

Note: Both the cell properties and the row properties have to be designated as headers for the table to render properly.