Creating Tables on Cascade

Why use Tables?
Tables are extremely useful to convey and organize data and information within your website as well as being used to organize information hosted.

**Step 1:** On the Cascade Content Editor, select the icon from the top of the icon ribbon.

**Step 2:** An Insert table pop-up window will appear. Within this pop-up you can customize your table.

*Please note:* A key for the Insert/Modify Table pop-up is on the next page.

**Step 3:** Once inputting your selections, select the Insert button.
Insert/Modify Table Pop-up General Properties Meanings:

**Cols:** How many columns you want on the table.

**Rows:** How many rows you want on the table.

**Cellpadding:** The space inside the cells between your content. Set this at 3.

**Cellspacing:** The space between cells. Set this at 3.

**Alignment:** position of the table.

**Border:** To add a border on the table, simply change the 0 to any value. 
*Please note:* Higher value number = thicker border. 
0 is a nonexistent boarder.

**Width:** width of the table.

**Height:** height of the table.

**Class:** only select Table-Alt-H or Table-Alt-V.

**Table caption:** To add a caption on the table.

**Step 4:** A table will be inserted and will look like a box with dashed-line border.
Step 5: Add content to your table by selecting the appropriate table cell and filling the content in.

Congratulations you just made a table!

Step 6: Mark your table’s categories with Table Headers.

To mark headers, simply highlight the table’s categories.
Step 7: Next, click the “Styles” drop down arrow and select the “Table-Alt-H” option (second to last).

Step 8: Add a Table Summary.
Click the icon and the Insert/Edit Table pop-up will come up.
Select the “Advanced” tab on the top, and type in a short summary of your table in the “Summary” textbox.
Then click “Insert” to apply the changes.

Step 9: Select the “Submit” button at the bottom of the Content Editor page.