

Working with Tables in Cascade


In order to line things up on web pages, you often need to use tables.

Table terminology

The terms used to refer to web tables are just like those used to refer to spreadsheets in Excel and similar programs. *Cells* are the individual boxes for holding data, *rows* are horizontal ranges of cells across the table from left to right, and *columns* are vertical ranges of cells down the table from top to bottom. (See the **HTML code for tables** section below for a table diagram.) Once you understand the terminology, many of the options shown below will become self-explanatory.

Cascade's WYSIWYG table tools

Inserting tables

To insert a table on a page in Cascade, click where you want the table, then click the Inserts a new table  button. *Tip:* Press Enter a couple of times before inserting the table, to make sure that you have at least one blank line above and below the table. (You can delete them later if you don't need them.) The button will bring up the Insert/Modify table box shown here. In this box, you specify the number of rows and columns you want for the table, along with these other settings:

Border adds borders to the table, measured in pixels. To turn off the borders, specify a border width of zero. Note that you either have borders for the entire table or not at all.

Cellpadding adds space, measured in pixels, *around* the contents of each cell.

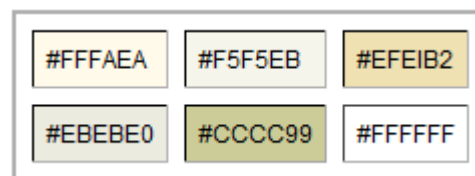
Cellspacing adds space, measured in pixels, *between* the cells.

Alignment is not needed unless the table is narrow and you wish to wrap text around it.

The **Width** and **Height** do not need to be filled in for tables.

On the Advanced tab, the only thing you may need to use is **Background color**. The only approved background colors on the SNC web site are shown here. Note that these colors are not available from the color picker. You'll need to type or paste the codes into the "Background color" box. To see the colors on the live web site, go to

<https://www.snc.edu/techsupport/web/login/tablesamples.html>.



Editing tables

To access the table-editing options in Cascade, right-click on a table and you should see the menu shown here. Pointing at Cell, Row, or Column will bring up a sub-menu of options. Many of the options shown here are self-explanatory.

Table properties

If you choose Table properties from the right-click menu, you will see the Insert/Modify table box shown on the previous page.

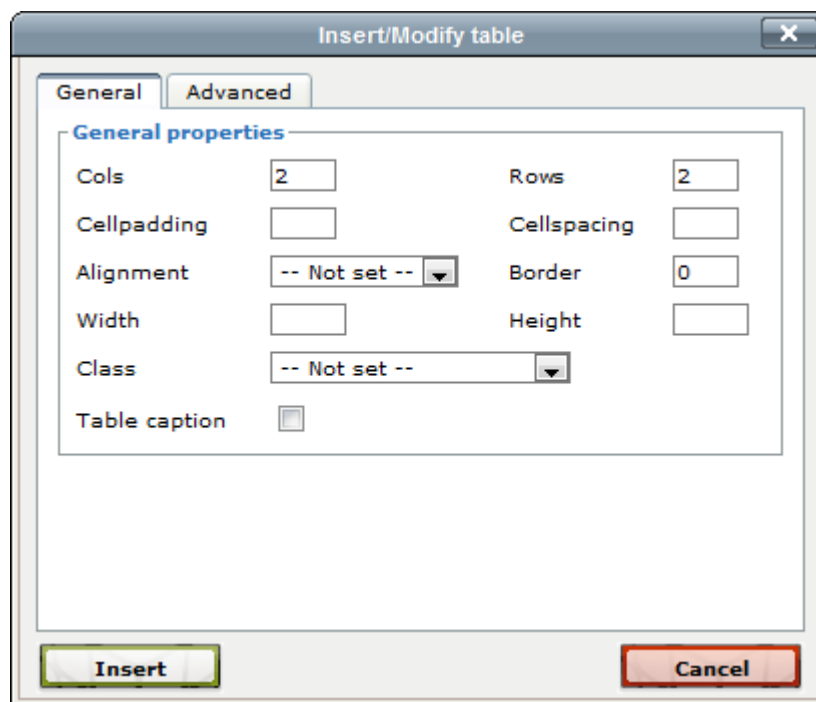
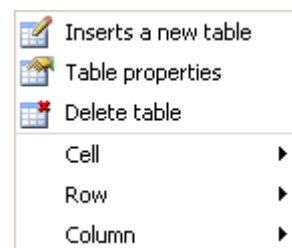


Table cell properties

If you choose Cell ► Table cell properties, you will see additional options for formatting the current cell (not shown), such as alignment and width. You can ignore the Cell type, Scope, Height, and Class fields. On the Advanced tab, you can set the cell background color (ignore everything else on the Advanced tab). Again, only the background colors on the previous page are approved for use on SNC sites. Using the “Update current cell” drop-down box, changes can also be applied to all cells in the current row or all cells in the table. Click Update to apply the changes.

Table row properties

If you choose Row ► Table row properties, you will see options for the alignment of the current row (not shown). You can ignore the Row in table part, Class, and Height fields. On the Advanced tab, you can set the row background color (ignore everything else on the Advanced tab). Again, only the background colors on the previous page are approved for use on SNC sites. Using the “Update current row” drop-down box, changes can also be applied to all of the rows in the table or just the odd or even rows in the table. This is useful for tables where the rows have alternating background colors. Click Update to apply the changes.

Merge table cells/Split table cells

Merging table cells works best if you highlight the cells you wish to merge first, then right-click and select Cell ► Merge table cells. To separate cells that have previously been merged, go to Cell ► Split merged table cells. You may need to experiment with these options to get the effect you want. If things don’t turn out the way you intended, remember that you can always exit the page without saving, or if you save, you can use the Versions tab to go back to a previous version of the page.

HTML code for tables

You should be able to fully edit tables using the Cascade options described above, but if you want to edit tables by working directly with the HTML code, the following information will be useful.

Each table contains three main types of HTML tags:

<TABLE>	Begins the table	</TABLE>	Ends the table
<TR>	Begins a row	</TR>	Ends a row
<TD>	Begins a column/cell	</TD>	Ends a column/cell

The HTML code on the left will create a table like the one on the right, with two rows and three columns:

```
<TABLE BORDER="1">
<TR>
  <TD>Row 1, Column 1</TD>
  <TD>Row 1, Column 2</TD>
  <TD>Row 1, Column 3</TD>
</TR>
<TR>
  <TD>Row 2, Column 1</TD>
  <TD>Row 2, Column 2</TD>
  <TD>Row 2, Column 3</TD>
</TR>
</TABLE>
```

Row 1, Column 1	Row 1, Column 2	Row 1, Column 3
Row 2, Column 1	Row 2, Column 2	Row 2, Column 3

Within table cells, you can put any content that you would put in the body of an HTML page (text, links, graphics, or form elements), as long as all of the content is contained between the <TD> and </TD> codes. Note that columns/cells (<TD>s) must be inside of rows (<TR>s), and the number of columns/cells must be the same in each row of a given table.

Table borders

To add borders to a table, add the BORDER attribute to the TABLE tag. For example, <TABLE BORDER="1"> will give the table a standard border 1 pixel wide. To turn off the borders completely, specify a border width of zero, <TABLE BORDER="0">. Note that you either have borders for the entire table or not at all.

Table and column alignment

To align the *entire table* in the center of the page or at the right side of the page, add the ALIGN attribute to the TABLE tag. (The default alignment is left, and does not need to be specified.) For example, <TABLE ALIGN="CENTER"> will center the table on the page.

To align the *contents of the table cells* to the center or right, add the ALIGN attribute to the TD tag. (The default alignment is left, and does not need to be specified.) For example, <TD ALIGN="RIGHT"> will align the contents of the cell to the right side of the cell.

To vertically align the contents of the cells to the top, bottom, or middle, add the VALIGN attribute to the TD tag. For example, <TD VALIGN="MIDDLE"> will vertically align the contents of the cell in the middle. Note that the word “center” is used for horizontal alignment, while “middle” is used for vertical alignment.

Table and column widths

To control the width of a table and of the cells/columns within the table, you can define them in either pixels or percentages, but do not combine the two (i.e., if you define the table in pixels, then the columns should also be defined in pixels). If you specify columns widths, whether in pixels or percentages, make sure they add up to 100% of the total width of the table. To define widths, add the WIDTH attribute to the TABLE or TD tag. For example:

<TABLE WIDTH="500"> defines the table as 500 pixels wide

<TABLE WIDTH="90%"> defines the table as 90% of the width of the entire page (will resize with window)

<TD WIDTH="125"> defines that column as 125 pixels wide

<TD WIDTH="25%"> defines that column as 25% of the width of the entire table (will resize with window)

Spacing

To add space around the cell contents in a table, so that the contents are separated somewhat, add either the CELLPADDING or CELLSPACING attribute to the TABLE tag. For example, <TABLE CELLPADDING="5"> will add 5 pixels of space *around* the contents of each cell (between the contents and the cell borders), while <TABLE CELLSPACING="5"> will add 5 pixels of space *in between* each cell. If the table has no borders, the result will look the same. You may need to experiment with these settings to get the look you want.

Spanning rows & columns (merging cells)

To make a particular cell span, or spread, across more than one column (like merging cells in Word or Excel), add the COLSPAN attribute to the first cell's TD tag. For example, <TD COLSPAN="2"> will make the cell span horizontally across 2 columns. Make sure the total number of columns is the same in each row.

To make a particular cell span, or spread, across more than one row (like merging cells in Word or Excel), add the ROWSPAN attribute to the first cell's TD tag. For example, <TD ROWSPAN="2"> will make the cell span vertically across 2 rows. Make sure that the total number of rows is the same in each column.

Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or helpdesk@snc.edu. The Help Desk is for St. Norbert College students and employees only.