Follow

Customize a table

OpenCities Product Team

Last updated 2 years ago

We've got a lot to cover, so use this table of contents to jump to what you need:

The basics

When you're editing content in a WYSIWYG, use the **Insert Table** tool to add a table.

Use the grid to select the number of rows and columns you want, or use the Table Wizard.

Once you've added a table, you can customize it by placing your cursor within a cell and using the options at the bottom of the **Insert Table** tool.

These options are: **Insert Row Above**, **Insert Row Below**, **Delete Row**, **Insert Column to the Left**, **Insert Column to the Right**, **Delete Column**, **Merge Cells Horizontally**, **Merge Cells Vertically**, **Split Cell Horizontally**, **Split Cell Vertically**, **Delete Cell**, and **Table Properties**.

You can also do these things in the Table Wizard.

Use the Table Wizard

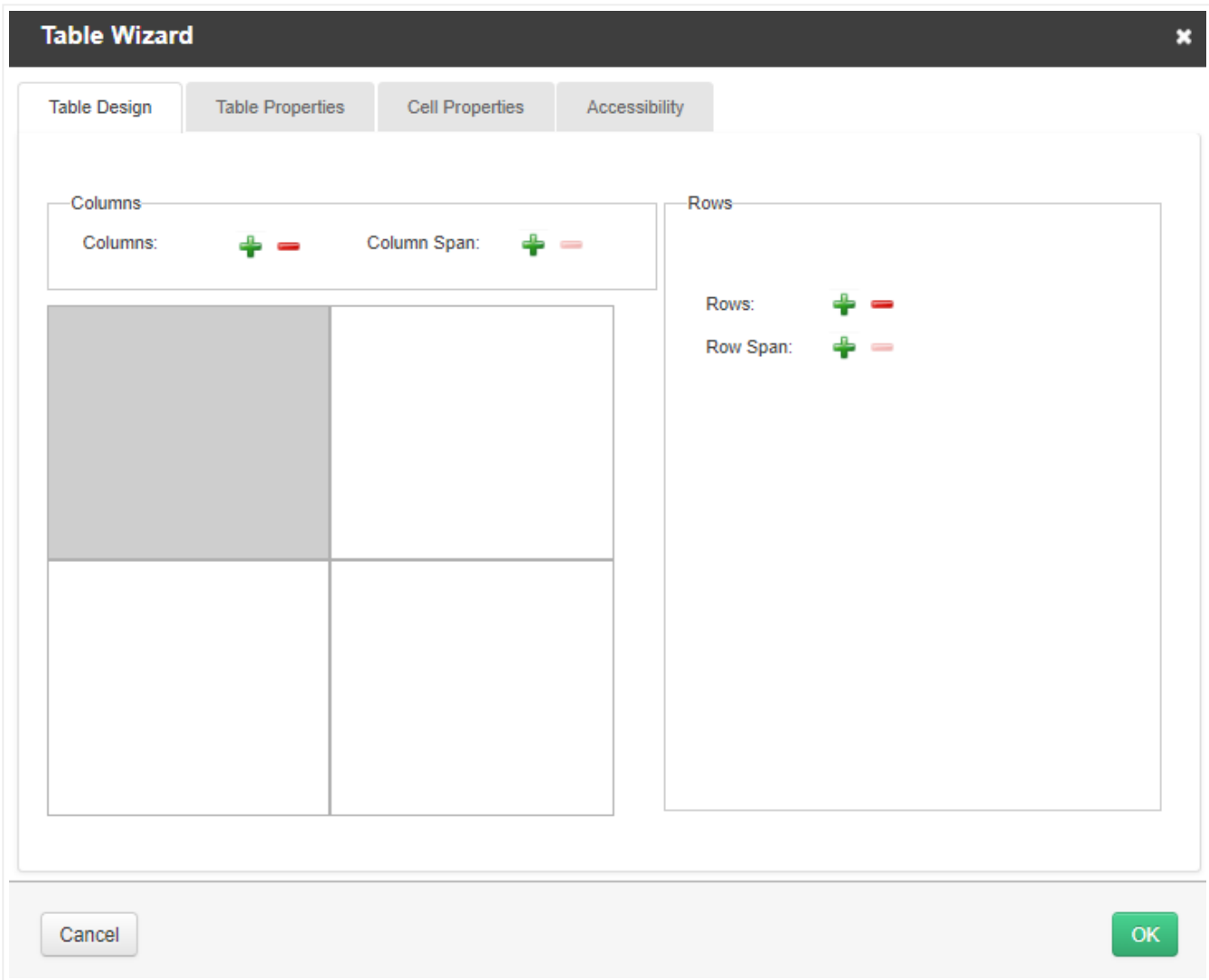To customize every part of your table, open the **Table Wizard**.
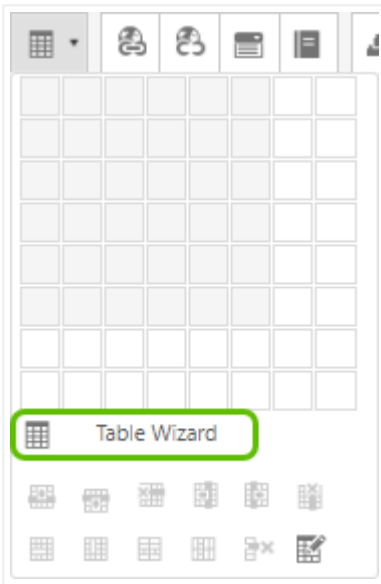
Table Design

Add columns and rows using the **Columns** and **Rows** plus and minus buttons.

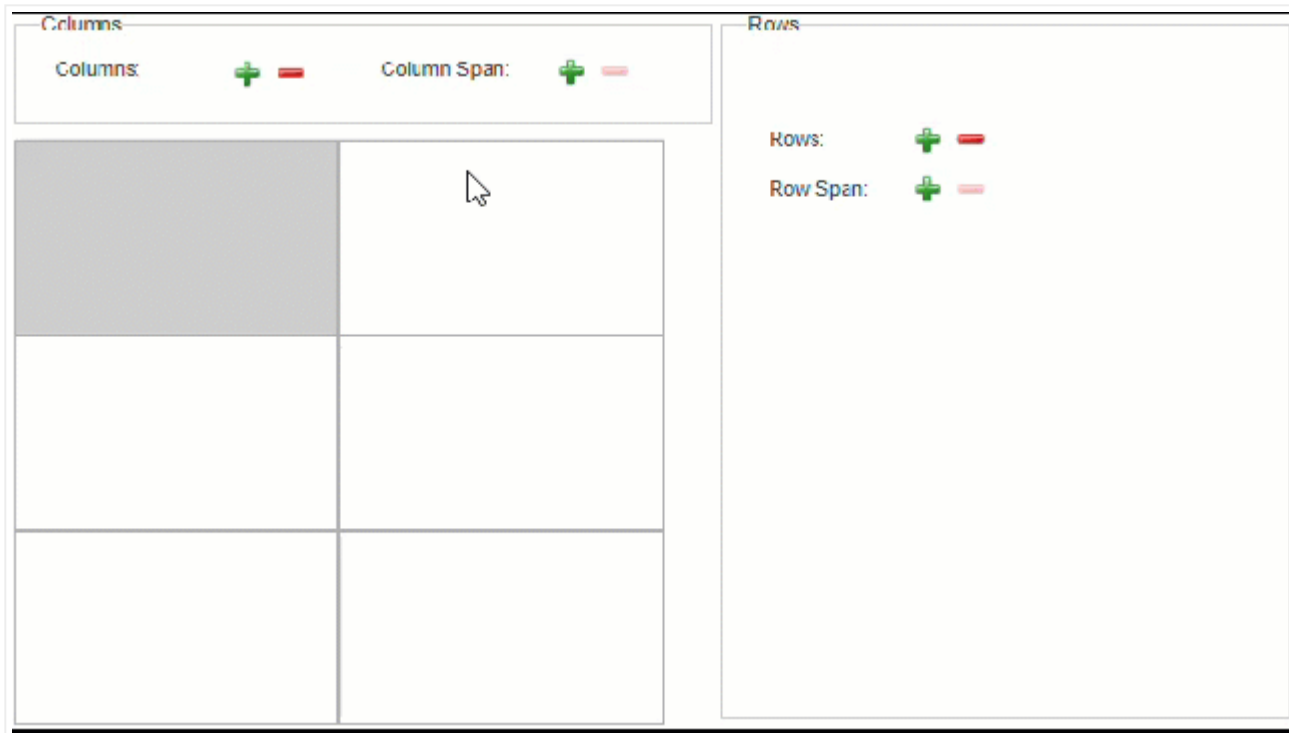Merge cells using the **Column Span** and **Row Span** plus and minus buttons.

Table Properties

Layout

Setting	Description
Cell Spacing	Set the spacing between cells (in px)
Cell Padding	Set the padding between the cell content and the cell border (in px)
Alignment	Choose to have cell content aligned on the left, middle, or right
Background Color	Set the background colour for the whole table
Style Builder	Build a style for the table

CSS Class	Apply a CSS class.
Back Image	Choose an image to use as the background for the whole table
Id	Give your table a one-word ID to use in the HTML

Dimensions

Setting	Description
Height	Set the height of the table
Width	Set the width of the table

Cell Properties

First, select the cell you want to customize, then change its properties.

Setting	Description
Height	Set the height of the cell
Width	Set the width of the cell
Content Alignment	Choose to have cell content aligned on the left, middle, or right

Background Color	Set the background colour for the cell
Style Builder	Build a style for the cell
CSS Class	Apply a CSS class
Back Image	Choose an image to use as the background for the cell
Id	Give your cell a one-word ID to use in the HTML
no text wrapping	Check this box to remove text wrapping

Accessibility

To meet WCAG 2.1 accessibility standards, use the options in this tab to add heading rows and columns.

Choose a number of heading rows and heading columns, then set a caption for the table and choose its alignment. Lastly, give your table a summary to use in the HTML. This summary will be useful for users with screen readers.

Accessibility Options

Heading rows	1	(Max. 4)
Heading columns	1	(Max. 4)
Caption	Opening hours	
Caption Align	✖ ▾	
Summary	Our opening and closing hours.	

☑ Associate cells with headers

Opening hours

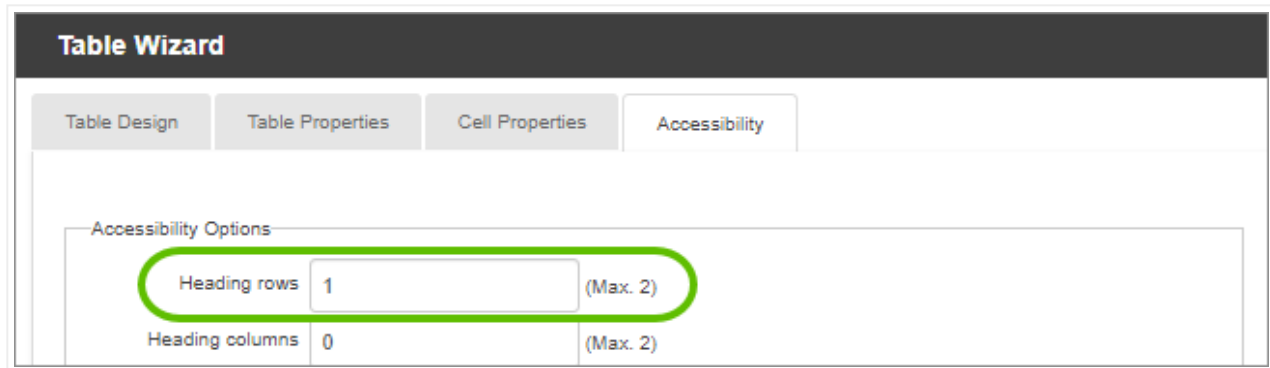|	Opening	Closing	Public Holidays
January	9AM	4PM	Closed
February	9AM	5PM	Closed
March	10AM	5PM	Open as usual

If you want your table to be fully accessible, you also have to make it responsive.
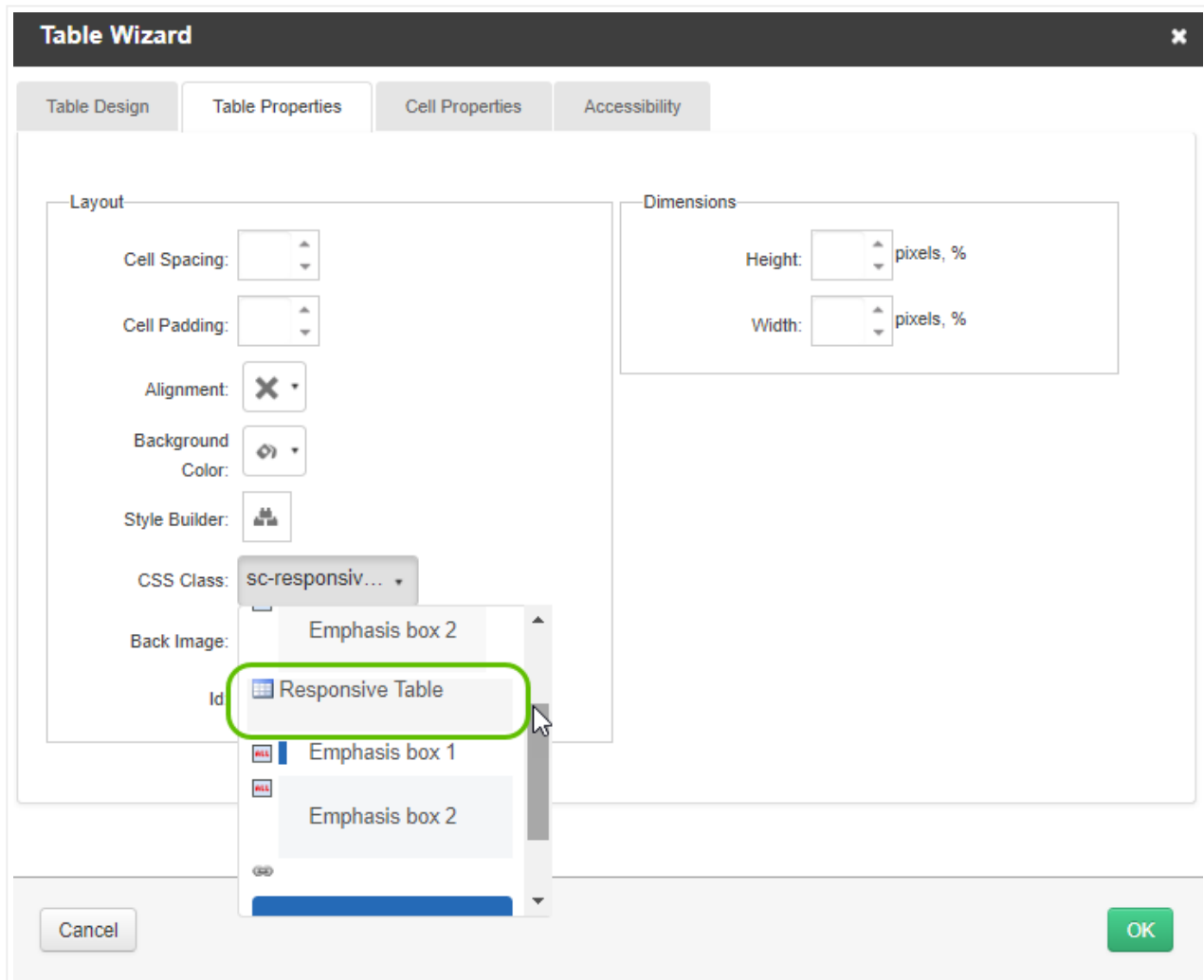
Make your table responsive

Make your table responsive so that it resizes to fit bigger or smaller screens. To do this:

1. Open the Table Wizard and go to the Accessibility tab.

2. Add at least one **Heading row**. If you don't, your table won't be responsive.

3. Go to the Table Properties tab and change the **CSS Class** to **Responsive Table**.

Your table should now be responsive.

What next?

There are many more ways you can get the most out of your content on OpenCities:

- Improve your site's accessibility
- Best practices for images

Was this article helpful?

👍 👎

0 out of 0 found this helpful

Have more questions? Submit a request

RECENTLY VIEWED ARTICLES

The WYSIWYG editor

Set up hyperlinks

RELATED ARTICLES

Set up hyperlinks

Use accordions and tabs to organize page content

Apply emphasis styles to text

What's new in October 2020 (v1.22)

Use featured links to guide navigation