

Tables

You can copy and paste tables from Word or other software applications into the VFE of TeamSite templates, or create a table from within the VFE. You can also insert images into TeamSite tables by following the steps in the Images instruction sheet.

DAS maintains standards regarding table formatting. This includes instructions on cell padding, borders and use of background colors. Consult the Web Style Guide for the latest guidance:

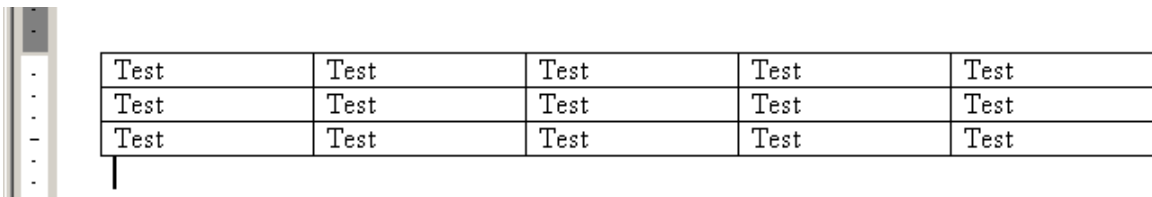
<http://oregon.gov/DAS/webguide.shtml#Tables>.

Navigation Tips:

- You cannot tab from field to field in a TeamSite table. *Click* in a field to edit it.
- You must use the Table drop-down menu to add or delete fields.
- Save your work frequently when working with tables.


Instructions (Copy and Paste):

1. To **copy and paste** a table into a template, click within the VFE to open it.
2. Position your cursor where you want to insert the table, and copy and paste from its existing application. See Figure 1 to view a “before and after” sample using the copy and paste method.
3. To modify a table’s properties, click in any table field, click the Table drop-down menu, and click Table Properties. See page 2 for instructions on inserting color into tables.
4. To modify a cell’s properties, click in that cell, click the Table drop-down menu, and click Cell Properties.



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Test	Test	Test	Test	Test

Figure 1 – BEFORE: The table above, done in Word, appears very differently when copied and pasted into the TeamSite VFE (see below).



Body ?

Clipboard icons: Undo, Redo, ABC, ABC, Insert Image, Insert Table, nbsp (c) (r) TM, Print, Refresh, Stop

Formatting icons: Bold (B), Italic (I), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Text Color, Background Color

Test	Test	Test	Test	Test
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Figure 1 continued – AFTER: Although the appearance is different, the table is usable, the fields expandable.

Instructions (Create New Table):

1. To **create** a table in a template, click within the VFE to open it.
2. Position your cursor where you want to insert a table, click the Table drop-down menu, click Insert Table.
3. Confirm or modify the table properties and click OK. (See Figure 2)
4. To modify a table's properties, click in any field, click the Table drop-down menu, click Table Properties.
5. To modify a cell's properties, click in that cell, click the Table drop-down menu, click Cell Properties.

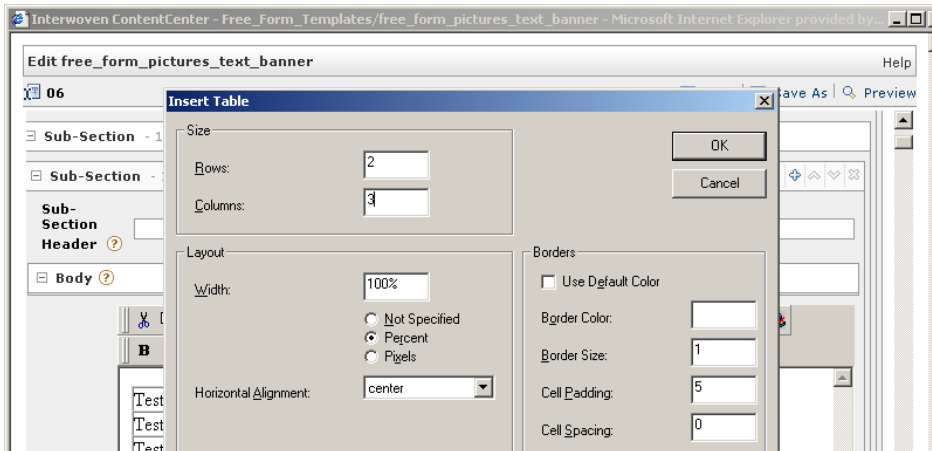


Figure 2 – The Table Properties dialog box

Background Colors:

6. You can insert color into an entire table, or select cells. Refer to steps 4 or 5 above to access the dialog box.
7. With the Table or Cell Properties dialog box open, click anywhere on the Background Color palette. This opens the Color dialog box.
8. Select a background color by clicking on it or click Define Custom Colors. (See Figure 3) *Note: Most of the palette colors are too dark by DAS standards. Use the lightest color possible, to ensure readability.*
9. Once you are satisfied with the color, click OK. Refer to step 7 to make further color changes.
10. You can change the color of your table border following these same steps. For borders, use the color palette on the right side of the Table Properties dialog box. (See Figure 3)

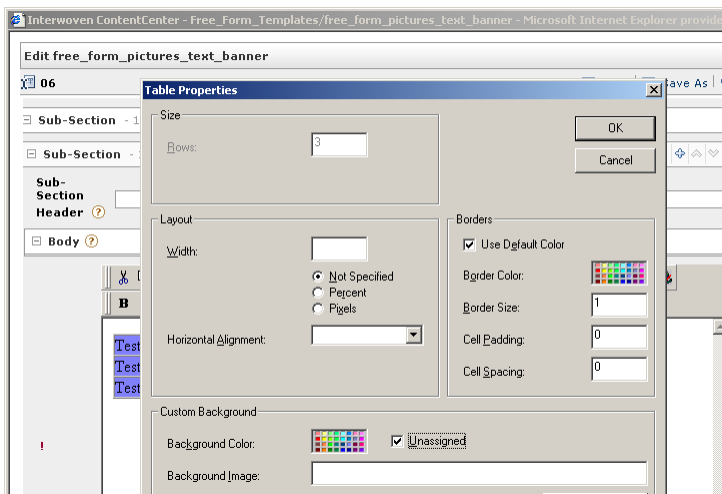


Figure 3 –The **Background Color** is unassigned, i.e., no color has been selected. Unless otherwise selected, the default **Border Color** is black. .