

Reading 22 How to Create a Table for your Template

Note: It is RECOMMENDED FOR ADVANCED USERS ONLY to vary the tables in their template.

What you Can Use Tables For

Tables are used to help with the layout of information on your page. You may want to add text in a table format, split your text table into two so you can add photos into the second table or add a form using a table so that the form parts are lined up.

Tags Used in Tables

The tags used for tables are:

<code><TABLE></TABLE></code>	These are the main tags for your table
<code><TD></TD></code>	These are your column tags
<code><TR></TR></code>	These are your row tags

Table Attributes

Tables also have attributes that you set to individualise them.

Width	how wide the table will be – can be set in pixels or as a percentage of the page.
Height	how high the table will be – can be set in pixels or as a percentage of the page
Border	Normally set to zero – but can be set to one if you would like to see the outline of the table while you are working on it.
Align	Left, Center and Right are the values you can use here
COLSPAN	Used for merging columns
ROWSPAN	Used for merging rows

Table Code Example

If you wanted to create a table that had 3 columns and 4 rows so that it looks like the example below.

You would create the following code.

```
<TABLE>
<TR>
  <TD></TD>
  <TD></TD>
  <TD></TD>
</TR>
<TR>
  <TD></TD>
  <TD></TD>
  <TD></TD>
</TR>
<TR>
  <TD></TD>
  <TD></TD>
  <TD></TD>
</TR>
<TR>
  <TD></TD>
  <TD></TD>
  <TD></TD>
</TR>
</TABLE>
```

Step 1 is to create a Table opening tag <TABLE>

Step 2 is to create the first row opening tag <TR>

Step 3 is to create the number of columns you are after. There are 3 columns in this example eg <TD></TD> <TD></TD> <TD></TD>

Step 4 is to create the close tag for the first row. </TR>

Step 5 – repeat steps 2 – 4 for each additional row.

Step 6 is to create the Table closing tag </TABLE>

Adding Attributes to Tables

The attributes you want to include in your table are included *inside* the opening TABLE tag.

For example:

```
<TABLE WIDTH="100%" HEIGHT="200" BORDER="1" ALIGN="left" >
```

In the above example the width of the table will be **100%**. This means that the table will stretch all the way across the page.

The height of the table will be **200**. This means that it will be 200 pixels in height.

The table will have a border around it that will be visible. The “**1**” shows a border, a “**0**” will hide the border.

The table will be aligned to the **left**.

Adding Content to your Table

After you have laid out the outline for your table the next step is to fill it.

```
<TABLE WIDTH="100%" HEIGHT="200" BORDER="1" ALIGN="left" >
<TR>
  <TD>TEXT OR CODE TO GO INTO COLUMN ONE IN ROW ONE</TD>
  <TD> TEXT OR CODE TO GO INTO COLUMN TWO IN ROW ONE</TD>
  <TD> TEXT OR CODE TO GO INTO COLUMN THREE IN ROW ONE</TD>
</TR>
<TR>
  <TD> TEXT OR CODE TO GO INTO COLUMN ONE IN ROW TWO </TD>
  <TD> TEXT OR CODE TO GO INTO COLUMN TWO IN ROW TWO </TD>
  <TD> TEXT OR CODE TO GO INTO COLUMN THREE IN ROW TWO</TD>
</TR>
<TR>
  <TD> TEXT OR CODE TO GO INTO COLUMN ONE IN ROW THREE </TD>
  <TD> TEXT OR CODE TO GO INTO COLUMN TWO IN ROW THREE </TD>
  <TD> TEXT OR CODE TO GO INTO COLUMN THREE IN ROW THREE</TD>
</TR>
<TR>
  <TD> TEXT OR CODE TO GO INTO COLUMN ONE IN ROW FOUR </TD>
  <TD> TEXT OR CODE TO GO INTO COLUMN TWO IN ROW FOUR </TD>
  <TD> TEXT OR CODE TO GO INTO COLUMN THREE IN ROW FOUR</TD>
</TR>
</TABLE>
```

Placing the Table Code into your template

The final step is choosing the part of your template that you would like to place the new table.

Note that the template itself is constructed using tables. If you place a new table inside your template you may affect the existing structure of your template.

This may mean that you may have to adjust the HEIGHT and WIDTH attributes of your table to get it to “fit” inside your template.

One useful tip is to set the BORDER attribute to “1” so that you can see exactly where the new table is. After you are happy with the placement of your table you can then set the BORDER attribute back to “0” so that the borders are invisible.

Another Way To Create a Table

If you found the earlier steps difficult to follow – try this method.

In word insert a table exactly like you want into a blank document.

Then add the first tags opening and closing table tags. eg

<TABLE>

</TABLE>

Now to add the additional codes we need to add an extra column at the beginning and end of the table. Use the tables menu function to insert the 2 columns

<TABLE>

</TABLE>

Then add the ROW tags. Add one row tag at the beginning of each row and a closing tag at the end of each row (in the extra columns you created).

<TABLE>

<TR>				</TR>
<TR>				</TR>
<TR>				</TR>
<TR>				</TR>

</TABLE>

Now add the TD tags for the columns

An opening and a closing tag goes into every cell.

<TABLE>

<TR>	<TD></TD>	<TD></TD>	<TD></TD>	</TR>
<TR>	<TD></TD>	<TD></TD>	<TD></TD>	</TR>
<TR>	<TD></TD>	<TD></TD>	<TD></TD>	</TR>
<TR>	<TD></TD>	<TD></TD>	<TD></TD>	</TR>

</TABLE>

You now have the code for your table. Cut and Paste the code from table, so that it goes down the page instead of across. This allows you to add in the content in between each column tag.