

Insert a Table

1. Edit the text where you want to insert a table
 - Learn more at [Edit Text Content](#)
2. In the content box, click where you would like to insert your table
 - The position of the cursor marks where the table will appear
3. Click the **Table** icon
 - See [Explore the Content Editor](#) to find the table icon
 - The "Table Properties" window will appear
4. Fill in the number of rows and number of columns
5. Set the which rows and columns will be headers
6. Fill in the rest of the fields
7. To add advanced CSS options, click the **Advanced** tab
 - "Advanced" fields will appear
8. Click **OK**
 - Your table will insert into the text
9. Click **Save**
 - The window will close
 - A message will appear confirming the update