Tables

You can add a table to a section using the content type 01. General Purpose Content.

There are various options for formatting tables and each behaves differently on mobile:

- Simple Table (maximum of 3 columns)
- Pivot Table
- Complex Table

Visit our Demo Site to see examples of the table formats and how they should be used - https://www.ncl.ac.uk/digital-design/content-types/general-purpose/tables/

Steps

1. Browse to your Section and add the Content Type General Purpose Content

2. from the toolbar select Insert a new table icon

3. In the Insert/Edit Table window:
   - ensure General tab is selected
   - insert the number of columns and rows to be created
   - go to Class and use the dropdown to select your table style: ‘table-simple’, ‘table-pivot’ or ‘table-complex’ from the dropdown menu
   - tick the checkbox to ‘Make first row a header’

4. Click Insert to create the table:
T4 Content Management System: Tables

5. Add content into each table cell:

![Table Example]

6. Click on the table to select it and then highlight the entire top table cell using your mouse:

![Highlighted Table]

7. With the table cells highlighted, click the Table row properties button:

- within the popup window, ensure the General tab is selected
- locate the label Row Type and select ‘Header’ from the dropdown menu

Continued...
8. **Click Update** button to apply the Header style to the table row properties:

![Table Row Properties](image)

You can **Preview** the styles that have been applied to the table:

**Simple Table**

This is a simple table:

<table>
<thead>
<tr>
<th>Degree Programme</th>
<th>School / Institute / Faculty</th>
<th>Effective from</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Leadership, PGCert</td>
<td>Medical Sciences</td>
<td>Attendance route recruiting from 2013, E-learning route recruiting from 2014 entry</td>
</tr>
<tr>
<td>Cognitive Behavioural Therapy, PGDip, PGCert</td>
<td>Psychology (Judy Watson)</td>
<td>2014</td>
</tr>
<tr>
<td>Praxis Cognitive Behavioural Therapy Studies, PGCert; CPD</td>
<td>Psychology (Judy Watson)</td>
<td>2014</td>
</tr>
<tr>
<td>Educational Leadership, PGCert</td>
<td>Education, Communication and Language Sciences</td>
<td>Jan 14 and Sep 14 (two start dates)</td>
</tr>
</tbody>
</table>

9. Close the Preview, return to the T4 CMS interface and select **Update & Approve** to publish your content to the website.