[4 Minute Table App Video](#)

Add a Table App to a Page

Here's how you add a Table App to a page.

1. **In *Site Manager*, navigate to the workspace containing the page to which you wish to add the app.**
2. **Click** Actions **to the right of the page and select Edit Page from the drop-down list. The page opens in Edit mode.**
3. **In Actions, click *Manage Apps & Layout*. The page opens in Design mode.**
4. **Click** Add App**. The Select an App dialog displays.**
5. **Click** Table App **and click** Create New**.**
6. **Enter a name for the app under Create Table App.**
7. **Click** Create**. You are returned to the page in Design mode.**

Edit a Table App

The first time you edit a Table App, you set the number of columns and rows for the table. You can also add a caption and a summary to describe the table. You can choose a table style and activate row and column headers. Here's how you edit a Table App on a page.

1. **In Site Manager, navigate to the page containing the app you wish to edit.**
2. **Click Actions to the right of the page and select Edit Page from the drop-down list. The page opens in Edit mode.**
3. **Click on the app that you wish to edit. The Edit window displays. Note that when you position the cursor on the app, the background color changes and a pencil displays.**
4. **In the dialog that displays, drag your mouse over the squares to size the table and left click. Note that you can add more rows and columns to the table using right-click menu options.**
5. **Expand Set Table Options.**
6. **Enter a Table Caption and a Table Summary if you like. These are optional fields. The Table Caption displays centered above the table on the end-user website; the Table Summary does not display on the end-user website.**
7. **Click a Table Style from the style choices. The style you select shows on the end-user website, not in Site Manager. The default option is no grid lines.**
8. **Activate the Header Row and Header Column check boxes to include headers in the table.**
9. **To add content, double click a cell in the table. A border displays around the cell and you see the cursor within the cell. Enter content and double click the next cell that you wish to edit. Note that you can use the key to navigate the cells within your table. After entering text within a cell, press the key twice to move to the next cell.**
10. **Click Save.**

Insert a Bulleted and Numbered List into a Table in a Table App

Here's how you insert lists within a cell.

1. **From the Insert Toolbar, click either the Unordered (bulleted) or Ordered (numbered) List icon. A bullet or the number 1 displays in the cell.**
2. **Enter text. Press to move to a new bulleted or numbered line.**
3. **Click in a different cell within the table to exit the list.**

Insert an Image into a Table in a Table App

Here's how you insert an image.

1. **From the Insert Toolbar, click the Camera Icon. The Insert Image dialog displays.**
2. **You can choose to upload a new image, choose an existing image or choose a shared image.**
3. **Click Continue.**
4. **Set the height and width of the image. When you resize the image, the aspect ratio is maintained.**
5. **Click Insert Image.**

Using the Editor Toolbar in the Table App

Here's how you call and use the Editor Toolbar to apply attributes to the contents of a table cell.

1. **Enter text into a cell.**
2. **Highlight all or part of the text. The Editor Toolbar displays.**
3. **Select an option from the toolbar. You can apply bold, Italics, underline, a link, left justification, center justification and right justification to the text.**

Repeat these steps to remove an attribute.

Note that when you insert a link, you must use a fully qualified URL. When finished, click the Check Mark icon.