

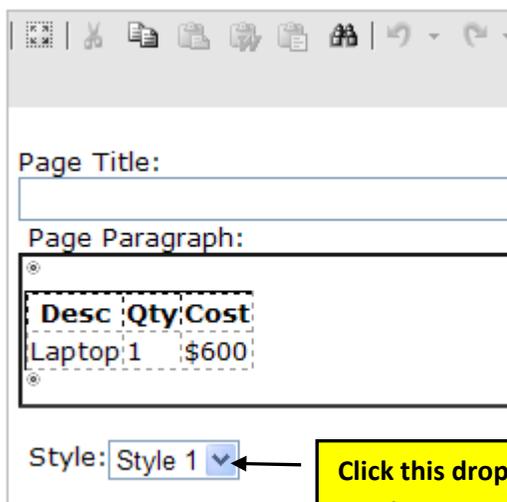
Ektron Website Quick Reference

How to add a Table to a Smart Form

You can add a table to the following Smart Form templates:

- LINKS - Both the **Page Copy field** and the **Category Description** fields will accept tables.
- MEETINGS AND AGENDAS - is already set up as a table for you with 5 columns. You can have as many rows as you like, but are limited to five columns entitled Date, Location, Agenda, Minutes & Attachments.
- PAGE – Only the **Paragraph field** will accept a table.
- STAFF LIST - Both the **Page Copy** field and the **Description fields** will accept tables.
- SERVICE CATALOG – This template already contains a table for rates. However, it will also allow you to add a table in both the **Page Copy** field and the **Description fields**. *PLEASE NOTE: When using this template any tables you create will NOT be formatted the same as the table already contained in the template.*
- PAGE PROGRAM - Only the **Paragraph Copy field** will accept a table.

You can choose from one of two Table styles by selecting the appropriate style in the Smart Form as shown below.



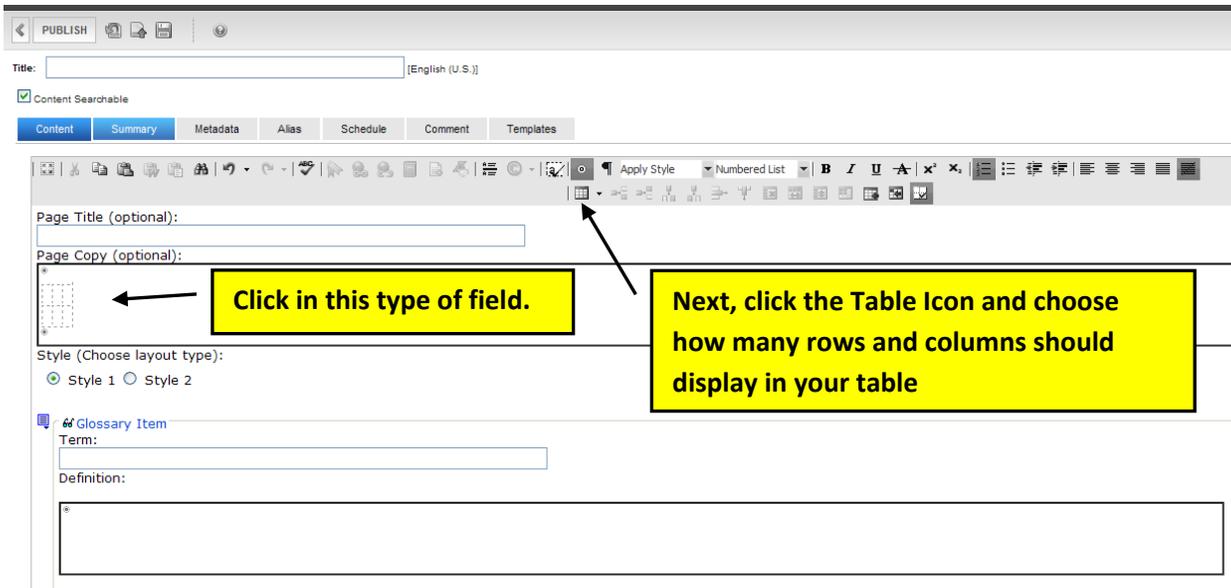
The screenshot shows a Smart Form editor interface. At the top is a toolbar with various icons. Below it are two text input fields: "Page Title:" and "Page Paragraph:". The "Page Paragraph:" field contains a table with the following content:

Desc	Qty	Cost
Laptop	1	\$600

Below the table is a "Style:" label followed by a dropdown menu currently set to "Style 1". An arrow points from a yellow callout box to this dropdown menu.

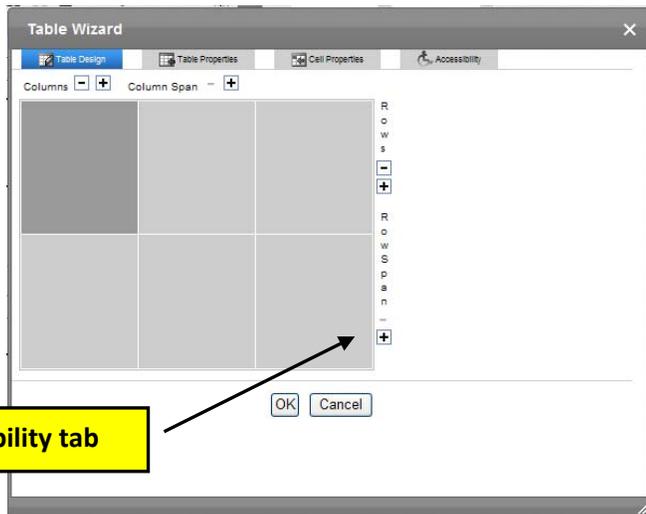
Click this drop-down menu to change the style of the table. You have two options one in orange and one in blue.

Click in a field and then choose the table icon and select the number of rows/columns you want the table to display.



NOTE: DO NOT SET ANY CELL OR TABLE SIZES, IT WILL AUTOMATICALLY TAKE CARE OF THAT IN THE

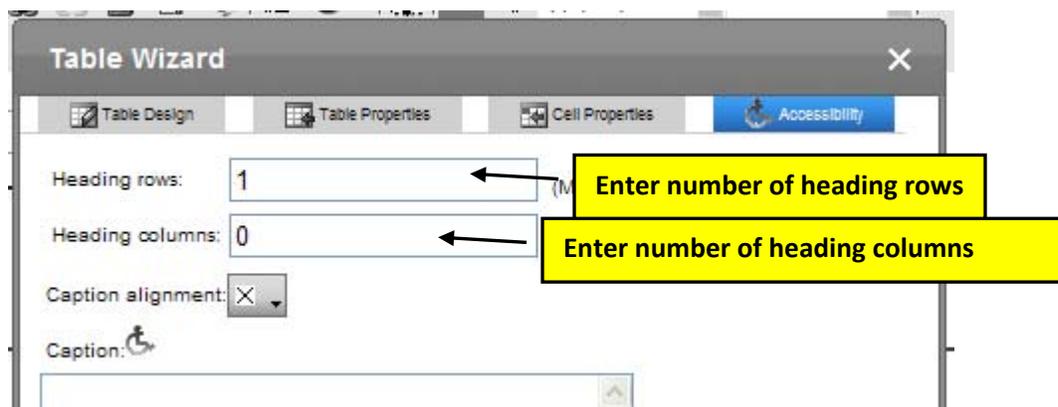
Right-choose dialog Tab.



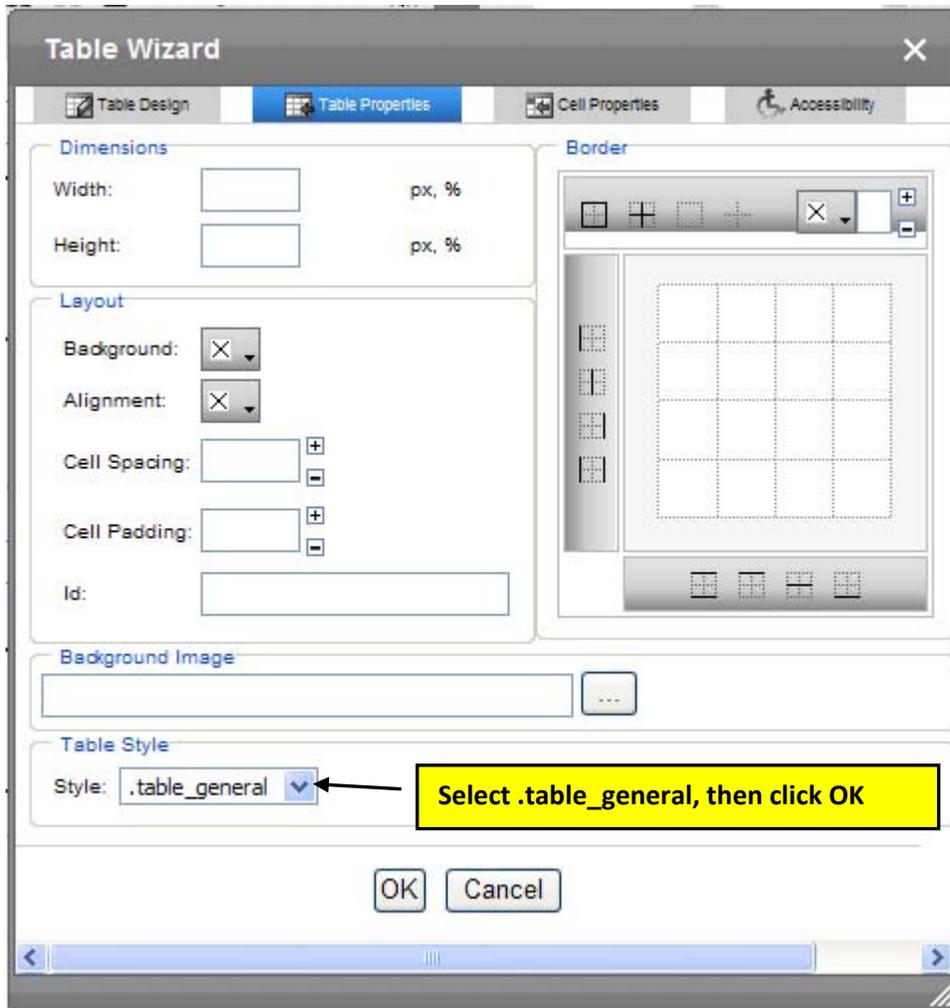
NOT SET ANY CELL OR TABLE AUTOMATICALLY TAKE CARE OF NEXT STEP.

click in a cell in the table just created, and SET TABLE PROPERTIES. The following box will appear. Click on the Accesibility

When the following dialog box will appears. Enter the number of rows or columns you want to appear as table headings in the Heading Rows and Heading Columns fields, then click OK.



Next, click on the Table Properties tab. When the dialog box below appears, under Table Style, choose `.table_general`, then click OK.



Your table will be formatted similar to the tables below when viewed in a browser.

STYLE 1

Tier	From	To	Rate	Amount
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STYLE 2

Desc	Qty	Cost
Desc	Qty	Cost
Laptop	1	\$600