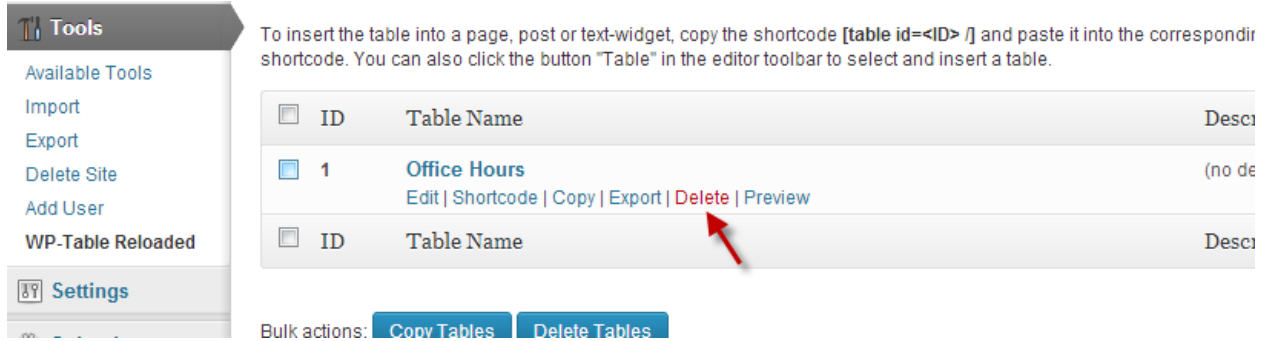


# Create Tables Using TinyMCE

Delete **ALL** tables created by WP-Table Reload.

1. Under Tools > WP-Table Reloaded, delete all tables.

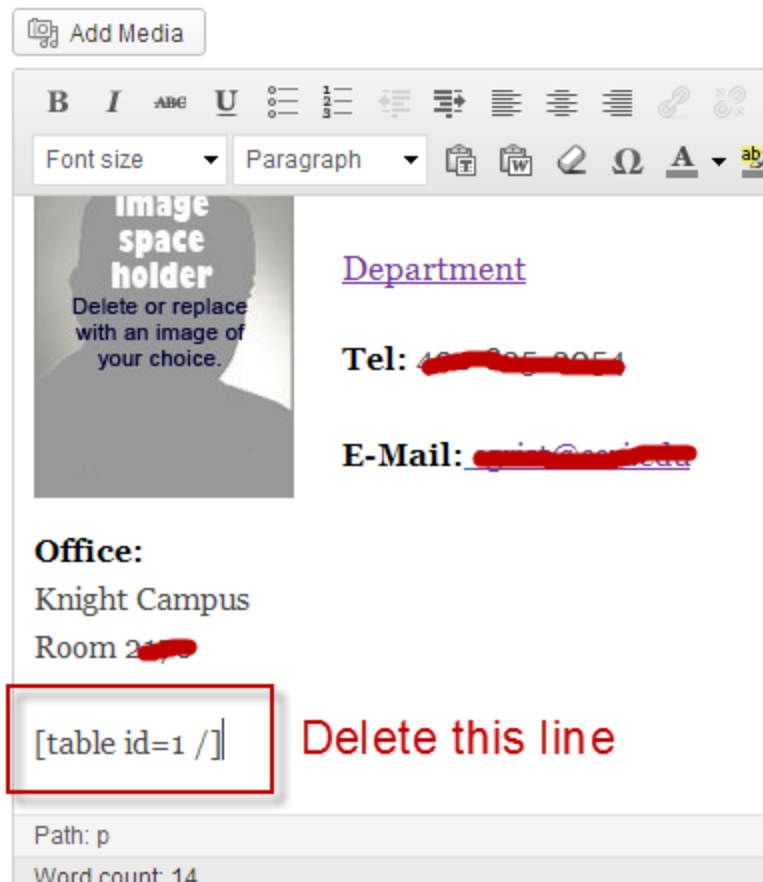


To insert the table into a page, post or text-widget, copy the shortcode `[table id=<ID> /]` and paste it into the corresponding shortcode. You can also click the button "Table" in the editor toolbar to select and insert a table.

<input type="checkbox"/>	ID	Table Name	Descr
<input checked="" type="checkbox"/>	1	Office Hours	(no de
		<a href="#">Edit</a>   <a href="#">Shortcode</a>   <a href="#">Copy</a>   <a href="#">Export</a>   <a href="#">Delete</a>   <a href="#">Preview</a>	
<input type="checkbox"/>	ID	Table Name	Descr

Bulk actions: [Copy Tables](#) [Delete Tables](#)

2. Also delete its embedded code in the text editor.



**Image space holder**  
Delete or replace with an image of your choice.

Department

**Tel:** 408-995-9954

**E-Mail:** [redacted]

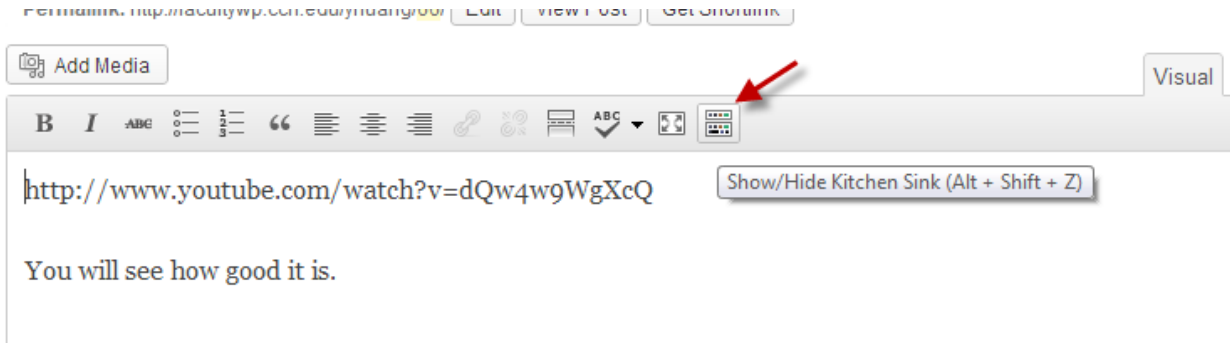
**Office:**  
Knight Campus  
Room 211

`[table id=1 /]` Delete this line

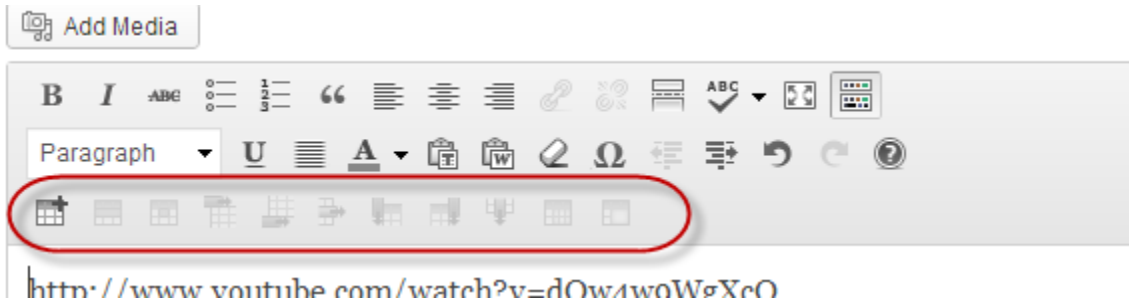
Path: p  
Word count: 14

## Insert new tables

1. When you create a new post, you may see the text editor like this, click on “Show/Hide Kitchen Sink” button and see the whole feature of the text editor.



Here is the full text editor



2. Now let's create a table:

Days	Time
Mon.	07:00 – 13:00
Tue. , Thu, Fri.	14:00 – 15:00
Wed.	08:00 – 09:00

3. Under Posts or Pages. Edit your post/page. Place your cursor to the place you would like to insert table. Click the icon “Insert New Table”.



The default “Rows” is 2, change it to 4.

**To comply with accessibility law, you must do the following:**

- Select “Table Caption”

The screenshot shows the 'Insert/Edit Table' dialog box with the 'General' tab selected. The 'General Properties' section contains the following fields:

Columns	2	Rows	4
Cell Padding		Cell Spacing	
Alignment	-- Not set --	Border	0
Width		Height	
Class	-- Not set --		
Table Caption	<input checked="" type="checkbox"/>		

Buttons for 'Cancel' and 'Insert' are visible at the bottom.

- In the “Advanced” tab, insert Summary

The screenshot shows the 'Insert/Edit Table' dialog box with the 'Advanced' tab selected. The 'Advanced Properties' section contains the following fields:

ID	
Summary	Office Hours
Style	
Language Code	
Background Image	
Frame	-- Not set --
Rules	-- Not set --
Language Direction	-- Not set --
Border Color	
Background Color	

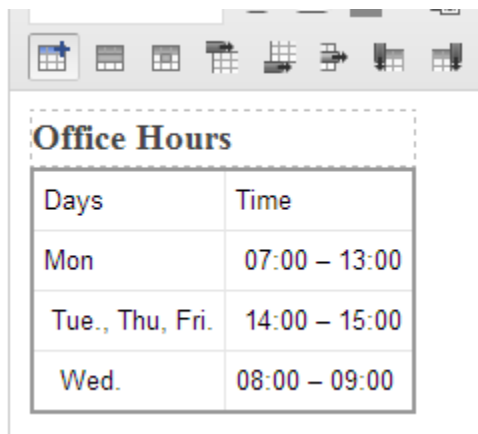
Red circles highlight the 'Advanced' tab and the 'Summary' field. The 'Summary' field contains the text 'Office Hours'. Buttons for 'Cancel' and 'Insert' are visible at the bottom.

After you’ve done so, click “Insert”.

4. You will see a table in the text editor.

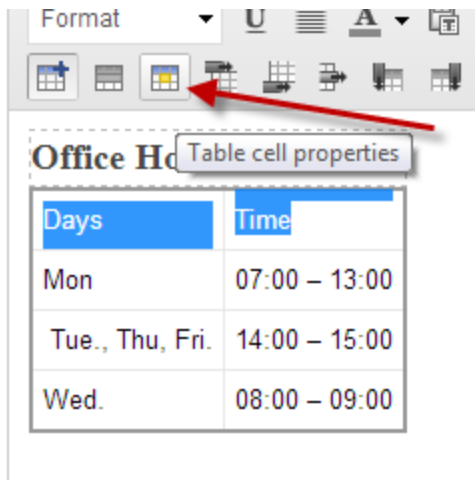


Add text. The first row is the caption of the table. Let's call this table Office Hours.

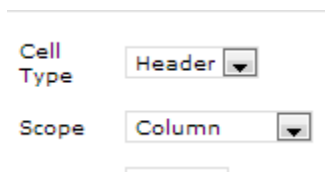


5. **To comply with accessibility law, you must do the following:**

- To set Table Header: Select "Days" and "Time". Click on "Edit Cell Properties" icon.



- Set the “Row Type” to “Header”, “Scope” to “Column”. (Note, if your header is a column of the table, you may set “Scope” as “Row”)



When you finish, click “Update”.

6. Preview the table. It will look like this:

**Office Hours**

Days	Time
Mon	07:00 – 13:00
Tue., Thu, Fri.	14:00 – 15:00
Wed.	08:00 – 09:00

**Tips:** Hover over the toolbar at the editor, you will see how to add/delete a column.

