

Tables

Pages in collaborate.green can include multi-row and multi-column tables. You can highlight cells, rows and columns in different colours. When viewing the page, people can sort the table by clicking the column headers.

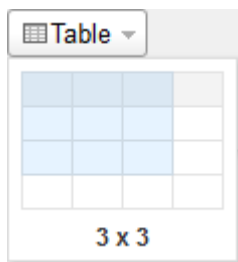
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Inserting a table

To create a table:

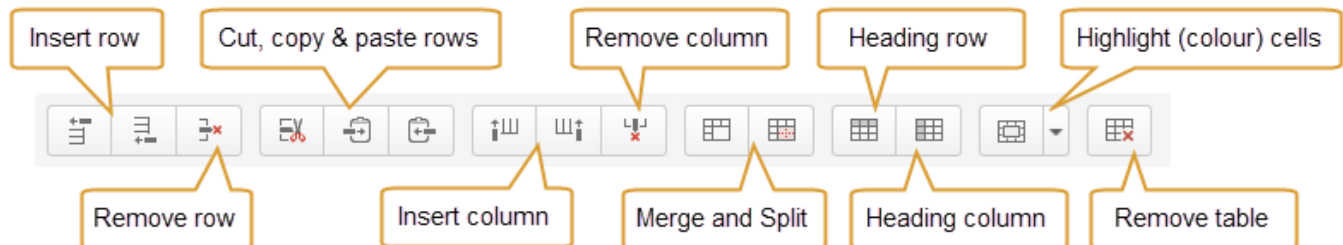
1. While editing the page, place your cursor at the point where you want to insert the table.
2. Choose **Table** on the toolbar.
3. A dropdown menu will appear, showing a table with a variable number of rows and columns. Click in a cell to set the number of columns and rows for your table.
4. Add content and more rows and columns as needed. See below for guidelines on what you can do with your table in the editor.

Screenshot: Inserting a table with 3 rows and 3 columns



What you can do with your table in the editor

While editing a page, place your cursor inside a table to see the table toolbar.



Using the table toolbar you can:

- Insert an empty row above the current one.
- Insert an empty row below the current one.
- Remove the current row.
- Cut the current row and copy it to the clipboard.
- Copy the current row to the clipboard.
- Paste the row from the clipboard to the current row.
- Insert an empty column to the left of the current one.
- Insert an empty column to the right of the current one.
- Remove the current column.
- Merge the selected cells.
- Split the selected merged cells.
- Mark a row as a table header. The cells in the row will be highlighted in grey and the text will be bold.
- Mark a column as a table header. The cells in the column will be highlighted in grey and the text will be bold.
- Highlight cells with a background colour.
- Remove the table.
- Sorting the table in view mode

Sort a table in view mode

When users view a table on a page, they can sort the table by clicking the sort icons in the header row.

Screenshot: A colourful, sortable table

Document	Author	Reviewer
Getting Started	Sandy	Joan
Installation Guide	Sandy	Pete
Upgrade Guide	Juan	Lise