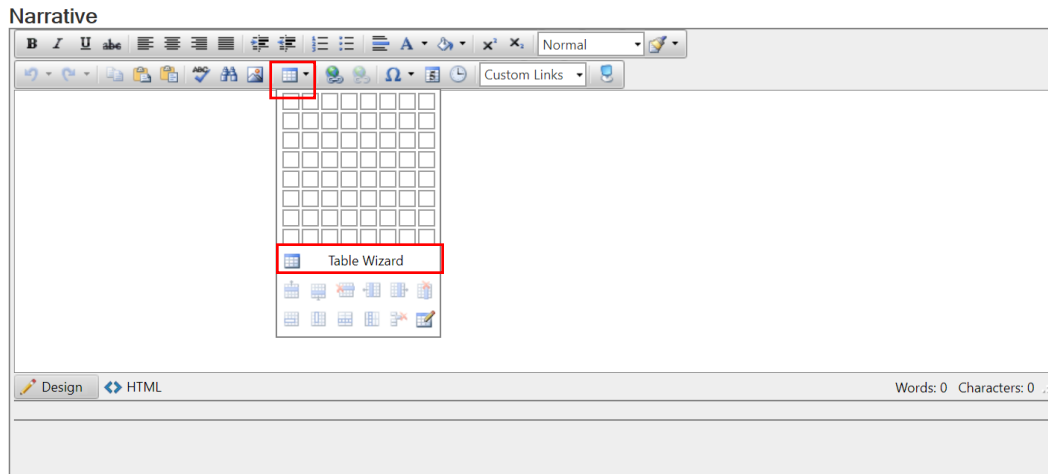
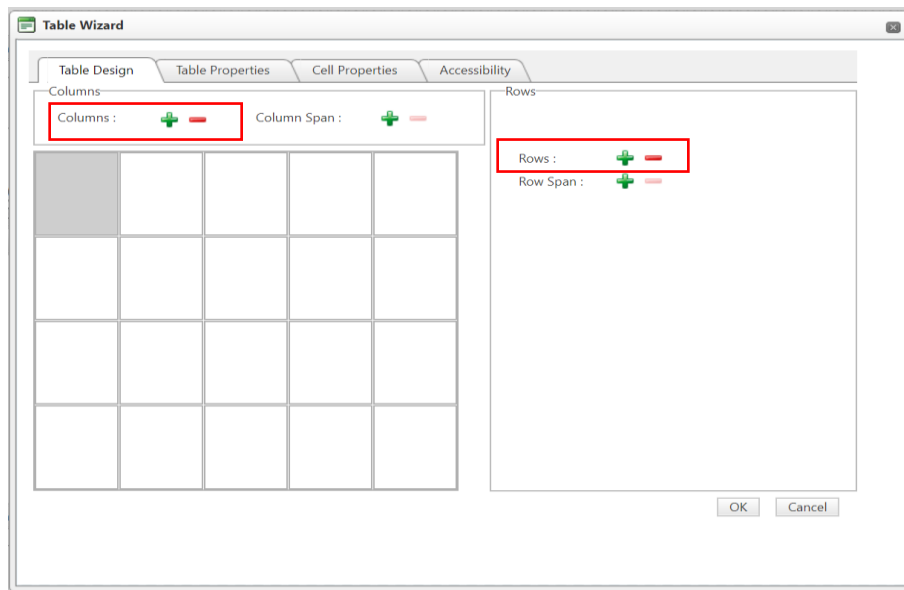


Accreditation: Table Builder User Guide

1. Locate the requirement where you would like to add a table. Go to Options → Edit Item.
2. Navigate to the appropriate text field. Click on the table icon then click on Table Wizard.

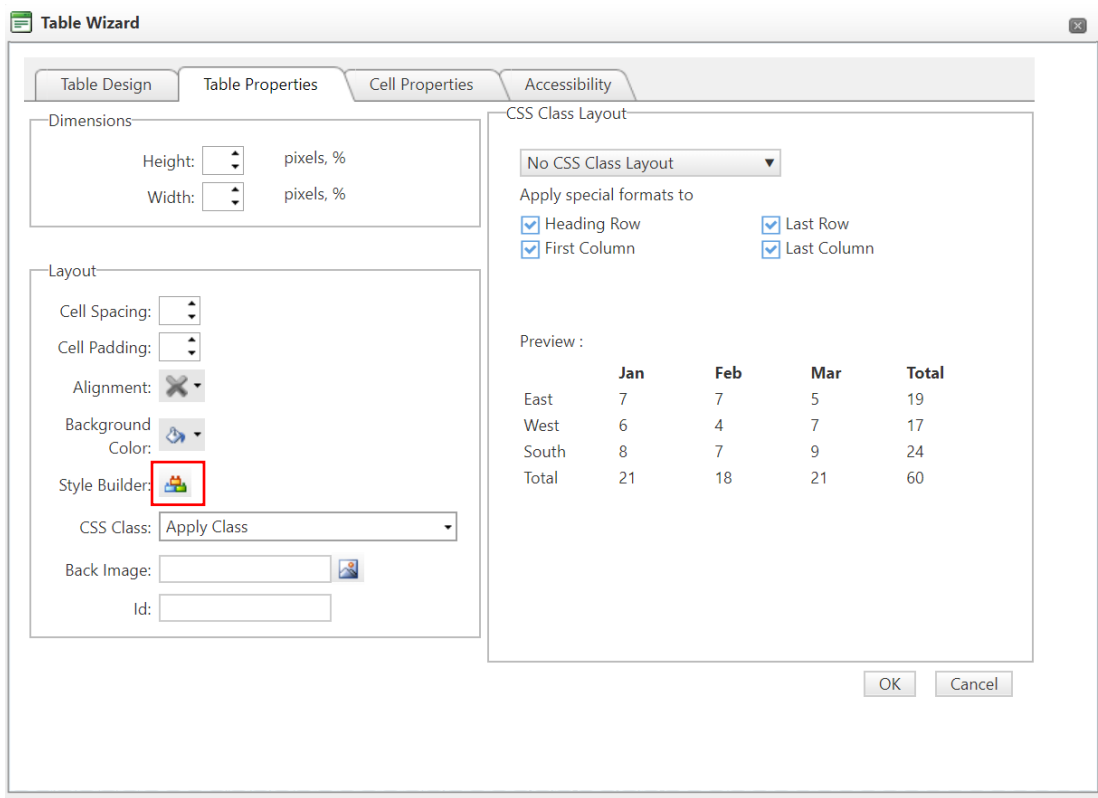


3. **Table Design tab:** Here you will determine the general shape and size of your table. Click on the plus (+) button to add the number of rows and columns you need. Click the minus (-) button to remove a row or column.



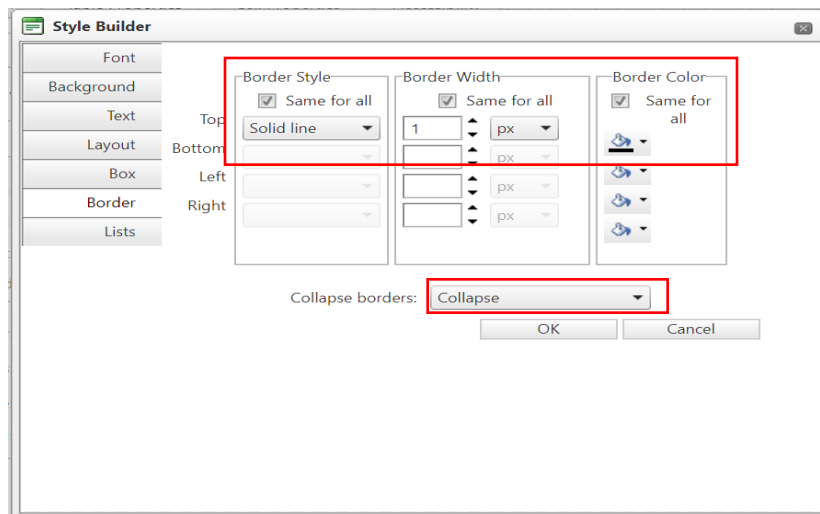
Note: When you have added the desired number of columns and rows, move on to the Table Properties and Cell Properties tabs to the right of Table Design before clicking the OK button shown on this page.

4. Table Properties tab: Here you will apply settings for the table as a whole, such as the border style and color. Click on the Table Properties tab, then click on the Style Builder icon.



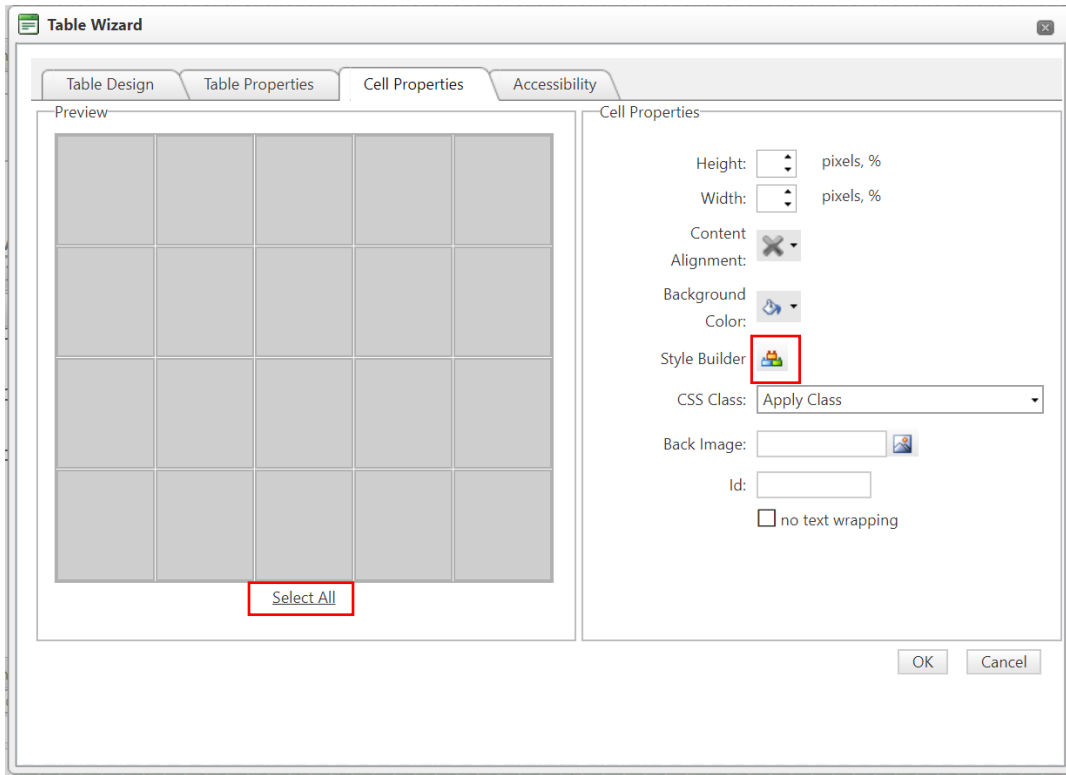
5. Determine how you would like the border style, width, and color to appear. Be sure to check the box "Same for all" so that you only need to provide these property details one time per table.

Campus Labs recommends the following guidelines: **Solid line style, 1px width, black border color.** Additionally, be sure to **collapse the border** so that there is no space between the border of the table and individual cells.



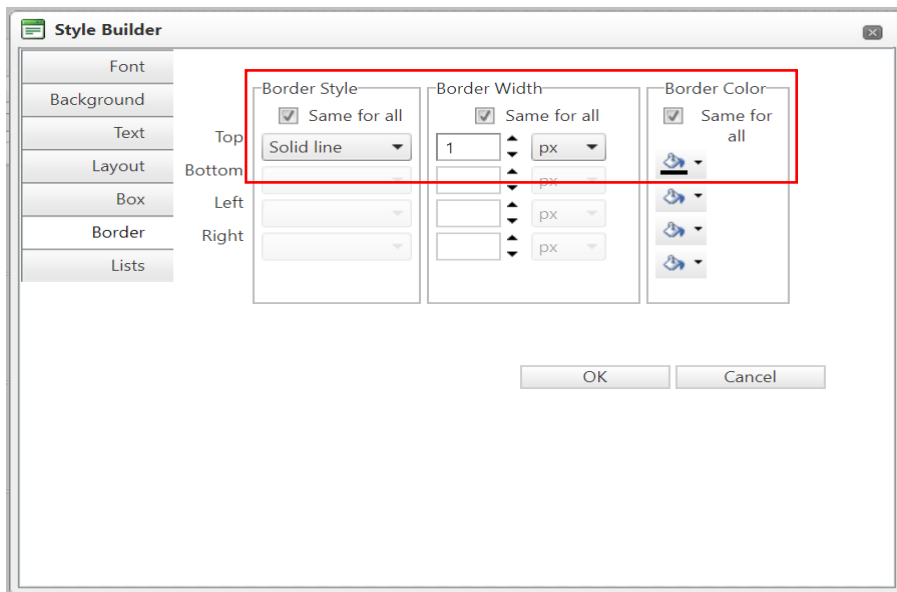
Click OK to save the table properties.

6. Cell Properties tab: Here you will apply settings to the cells, similar to what was completed for the table properties. Click on the Cell Properties tab, click Select All near the bottom of the screen to highlight all cells within the table, then click on the Style Builder icon.



7. Select the styles to be used for the table cells.

Campus Labs recommends the following guidelines: **Solid line style, 1px width, black cell border color.**

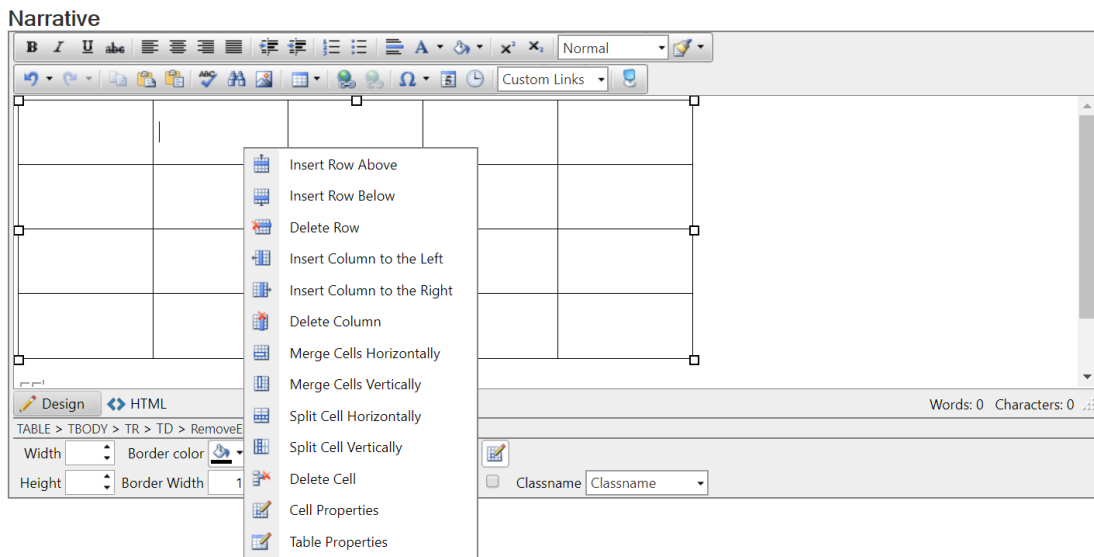


Click OK to save the cell properties.

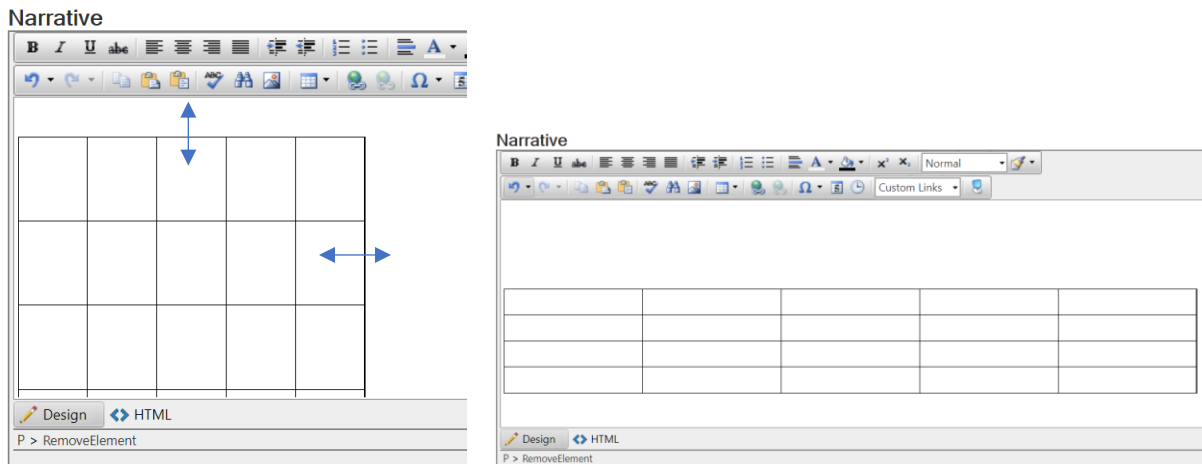
8. Table Wizard final confirmation: Click OK on the Table Wizard screen to save and close your settings and return to the text field. Your table will now be added to the text field, and you can begin filling out your table or applying additional customizations as needed.

Below are some examples of common customizations:

- A. Place your cursor anywhere in the table cells and right-click to open additional editing options. You can insert or delete columns and rows, and merge or split cells to create unique headers or sections within the table.



- B. Click and drag the borders to easily adjust the width and height of the table.
Note: The cells will automatically expand according to the amount of text that is added.



C. Change the cell background color and/or the font color to create a bold header row.

Narrative

The screenshot shows a web editor interface. At the top, there is a toolbar with various icons, including a font color icon (a blue 'A') which is highlighted with a red box. Below the toolbar is a table with five columns labeled "Column A", "Column B", "Column C", "Column D", and "Column E". The first row of the table is highlighted in blue. Below the table, there is a "Design" tab and an "HTML" tab. At the bottom, there is a "Cell Properties" panel with various options, including "Background" which is highlighted with a red box.

Tip: Save your tables and text! Remember to click the save button periodically as you work in the site. Use the save and close button when exiting an item.