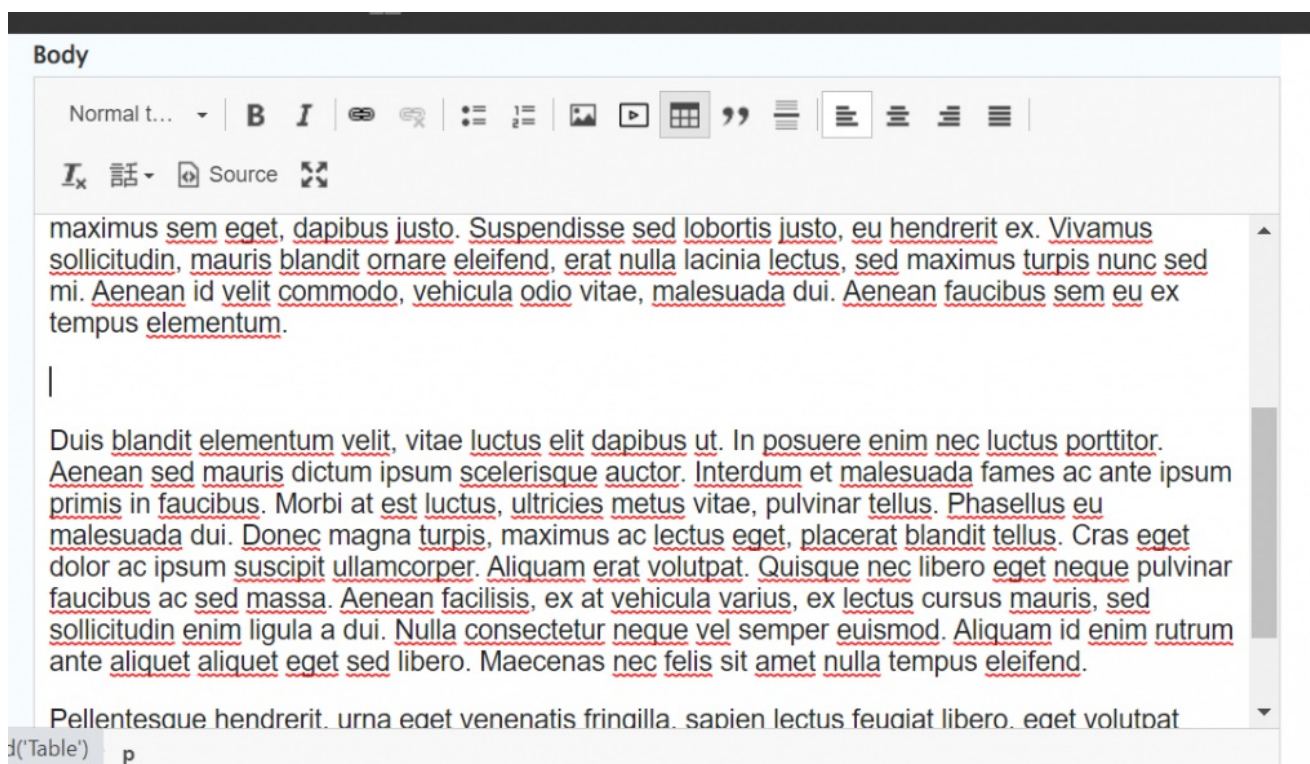


Drupal - Basic: Tables in Drupal

Last Modified on 11/13/2023 3:12 pm EST

Tables in the WYSIWYG

You can also create a table in the WYSIWYG by putting your cursor where you want the table to be inserted and pressing the table icon in the WYSIWYG dashboard:



Once clicked, you will get a Table Properties popup window where you can tell it how many rows and columns you want, as well as if there should be table headers, row headers, a caption or summary

ge ★ Shortcuts

Content Structure Groups Help

Body

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body p

Table Properties

Rows*

Width

Columns*

Cell spacing

Headers

Cell padding

Border size

Caption

Summary

e ★ Shortcuts

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Table Properties

Rows*

Width

Columns*

Cell spacing

Cell padding

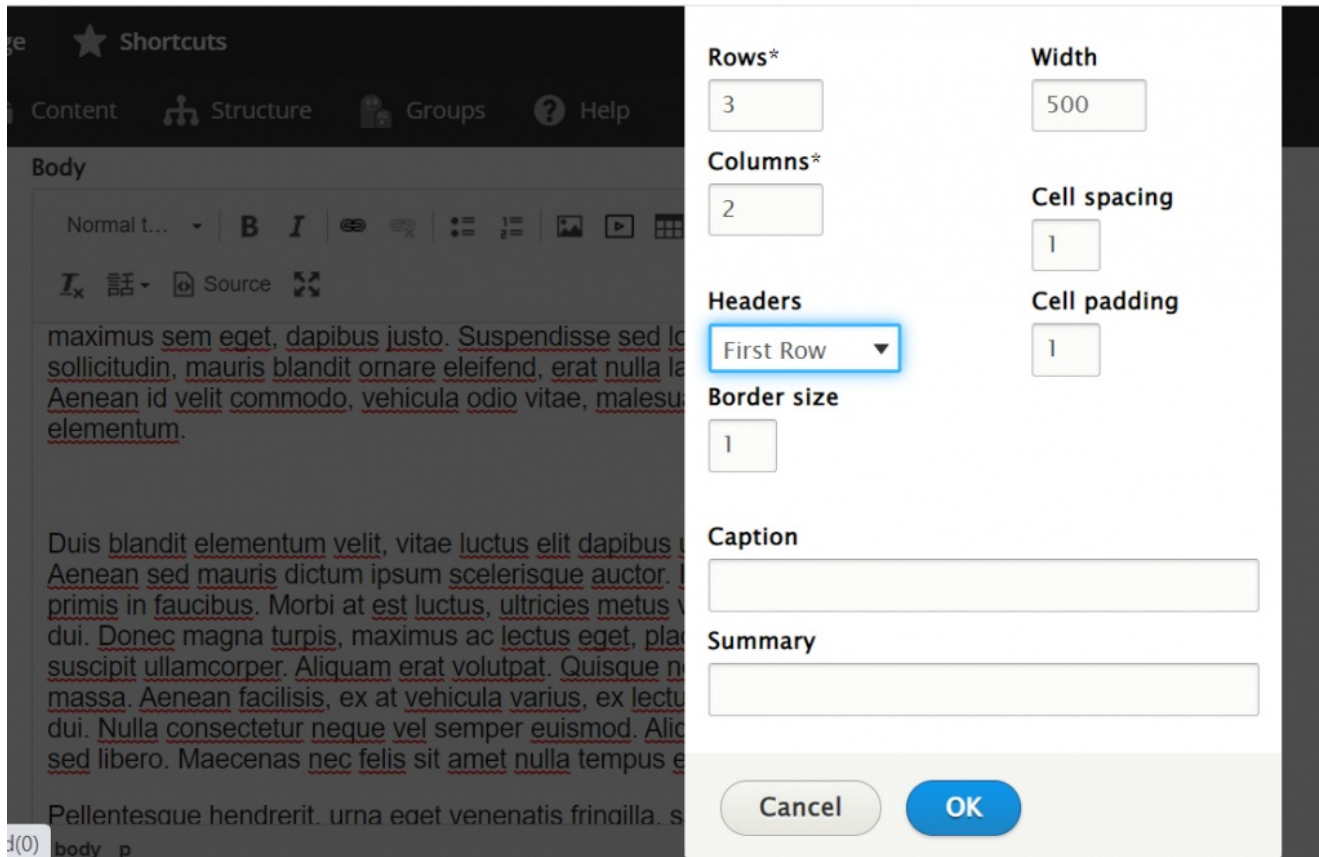
Headers

- None
- First Row
- First column
- Both

Caption

Summary

Once you are satisfied with the properties you entered, you can hit the OK button



Note: All properties may be adjusted later by right clicking (ctrl+click on a Mac) on the table and selecting "Table Properties."

Then you will see the empty table inserted into your text, ready for you to fill out.

Body

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maximus sem eget, dapibus justo. Suspendisse sed lobortis justo, eu hendrerit ex. Vivamus sollicitudin, mauris blandit ornare eleifend, erat nulla lacinia lectus, sed maximus turpis nunc sed mi. Aenean id velit commodo, vehicula odio vitae, malesuada dui. Aenean faucibus sem eu ex tempus elementum.

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body table thead tr th

Body

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column 1	column 2
data1	data2
data1a	data2a

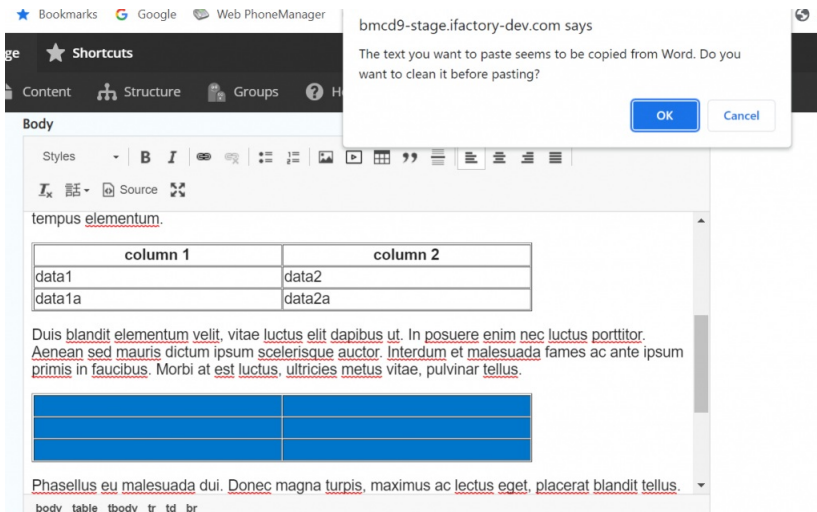
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body

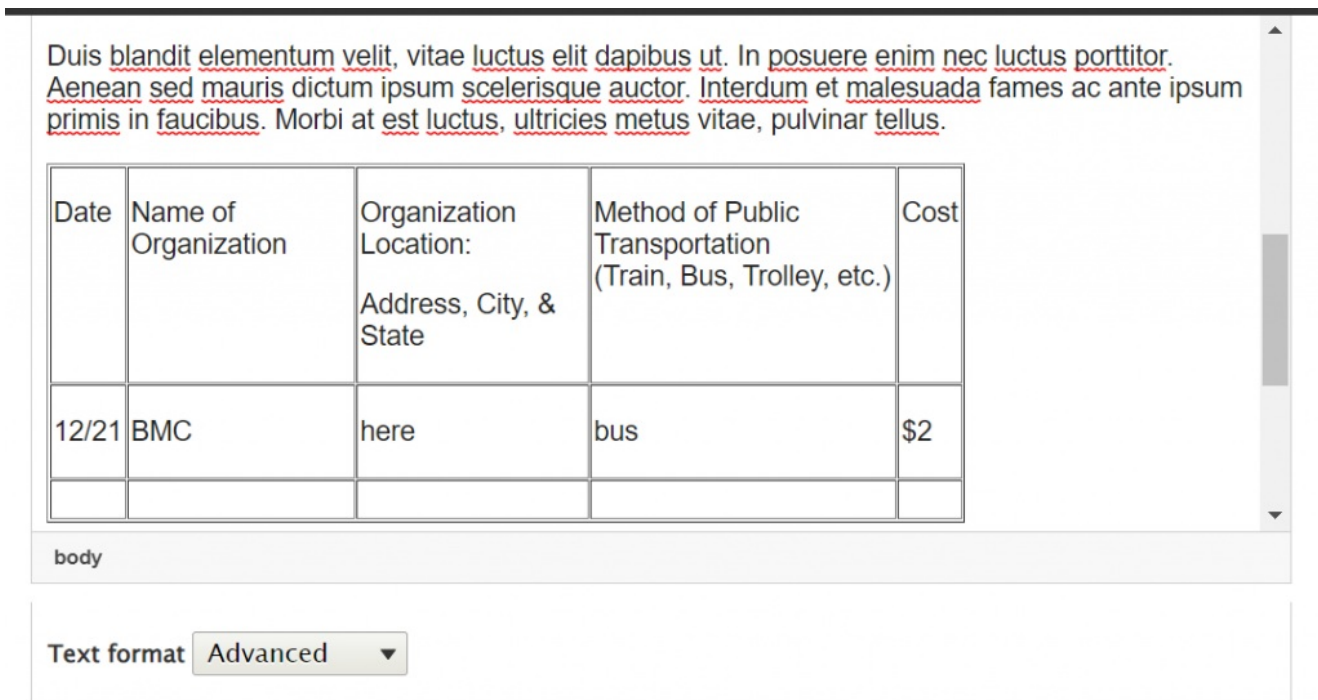
Pasting tables from Word or Excel

You can also insert a table and then paste a table from Word into it by highlighting all the cells. You can also

just put your cursor where you want the table to show up and paste the table from Word right there. Either way, Drupal will popup a message that asks if you'd like the Word extra code to be cleaned up. You should say OK



This puts your data right in the table:



You can also copy some cells from an Excel spreadsheet and paste it right into the WYSIWYG or you can insert a table, highlight all the cells and then paste. Here is how they look in the WYSIWYG, but they don't look different in the actual page.

話 Source

primis in faucibus. Morbi at est luctus, ultricies metus vitae, pulvinar tellus.

/cities/archx/05-600/proj/	1	1	401
/cities/archx/05-600/proj/	1	1	401
/cities/archx/05-600/proj/	1	1	401
/iconog/gtn/	2	0	401

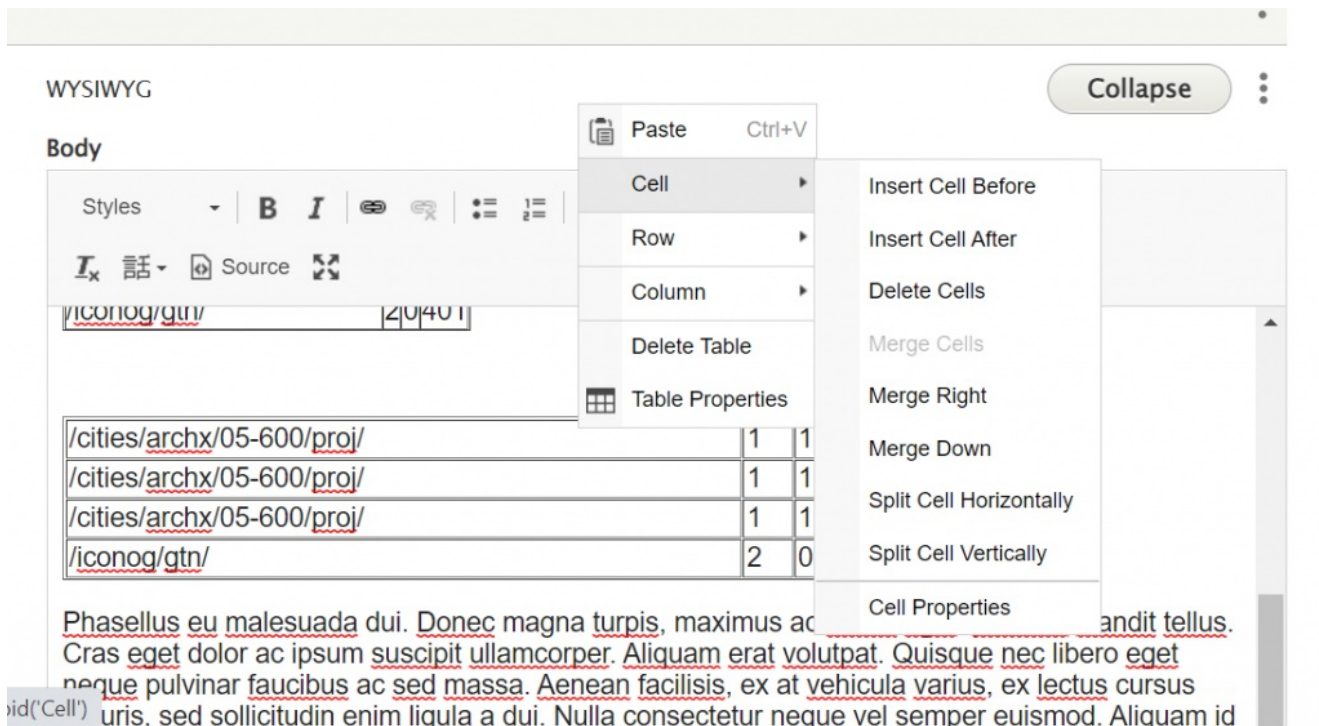
/cities/archx/05-600/proj/	1	1	401
/cities/archx/05-600/proj/	1	1	401
/cities/archx/05-600/proj/	1	1	401
/iconog/gtn/	2	0	401

Phasellus eu malesuada dui. Donec magna turpis, maximus ac lectus eget, placerat blandit tellus.

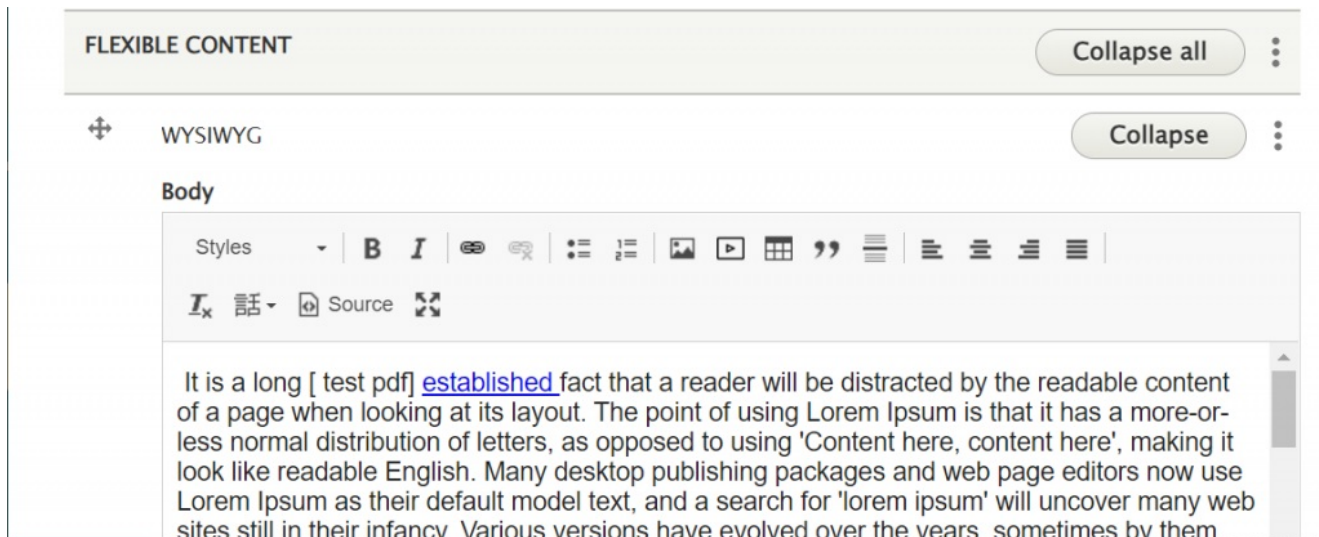
body

Text format Advanced

If you need to edit the table properties to, say, add a header row, you can right click to see what things you can do. You can add cells, rows, columns just by hovering over the triangle on the right to see more options. You can go into the table properties to add header row or header column



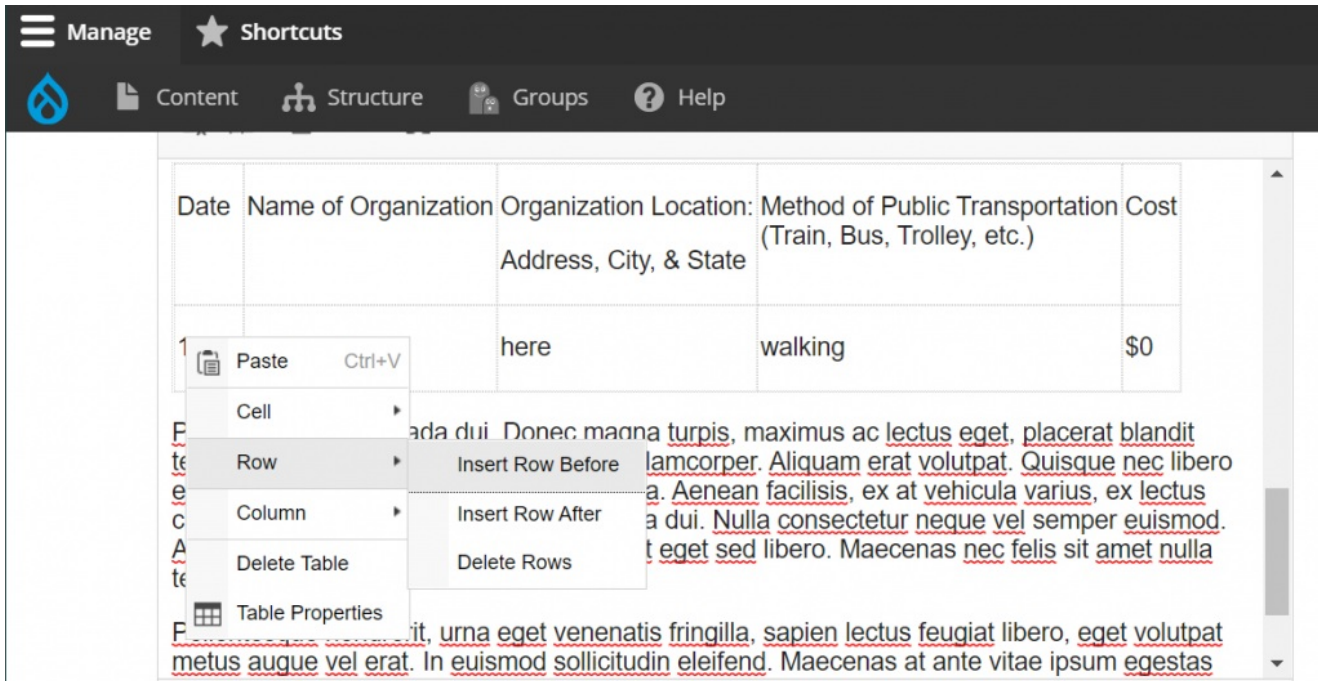
The rest of the things you can do is very similar to what you are used to with a typical WYSIWYG such as bold, italics, text alignment, and bullet points.



Editing an existing table

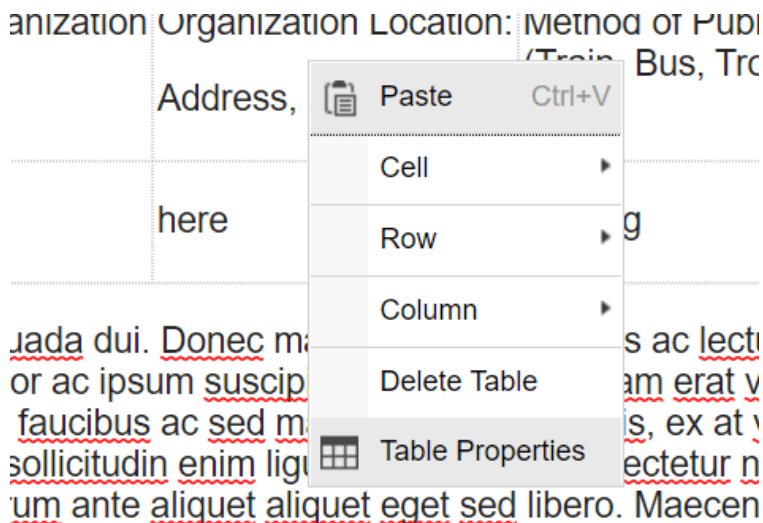
To make your table easier to edit, right click on the table and select "Table Properties," then change Border Size to 1.

Add or delete rows by right clicking on the table and using the row menu.



If you are adding content from another source, paste content into one cell at a time, or type the content into Drupal directly, for best results. It is difficult to paste from a table in Word or other sources and get content into the correct cells.

To edit the properties of your table to add headers or other elements, right click (ctrl+click on a Mac) on the table and select "Table Properties."



This will have a Table Properties modal popup. This is where you can set things like headers and the number of rows and columns.

Table Properties [X]

Rows*

Columns*

Width

Cell spacing

Cell padding

Headers

Border size

Caption

Summary

Select which rows should be headers (e.g. First Row). Row and column headers are recommended for easier reading, and for accessibility to users of screen reading software.

⌂

1

1

Headers

None ▼

None

First Row

First column

Both

Caption

Still need Drupal help? Have more Drupal questions?

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[Schedule a Drupal training session](#) for you or your whole department with our Drupal Trainer.

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