

How to work with Tables in Cascade CMS

Created by SMSU Web Office

What this Presentation Covers

- What are tables used for?
- Creating a table in the Cascade CMS WYSIWYG editor
- Styling the table to fit the website template
- Modifying the table to be mobile friendly
- Tips to make the table accessible for screen readers

Optional table caption.

#	First Name	Last Name	Username
1	Mark	Otto	@mdo
2	Jacob	Thornton	@jthorn
3	Larry	the Bird	@twitter

What are tables used for on a webpage?

Displaying data on the page in a readable format.

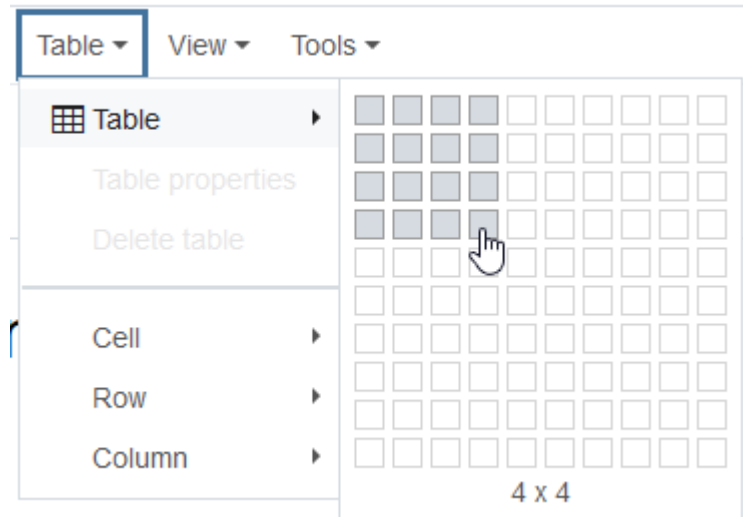
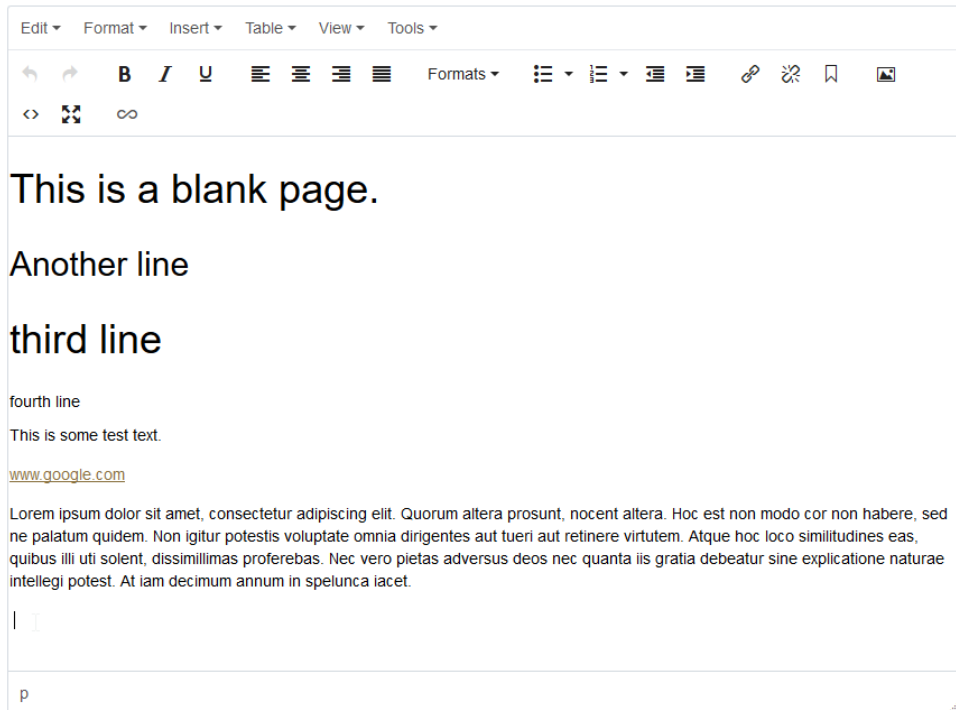
What tables should NOT be used for on a webpage?

Content layout or positioning content on the page.

ie. columns of content, positioning images around text, etc...

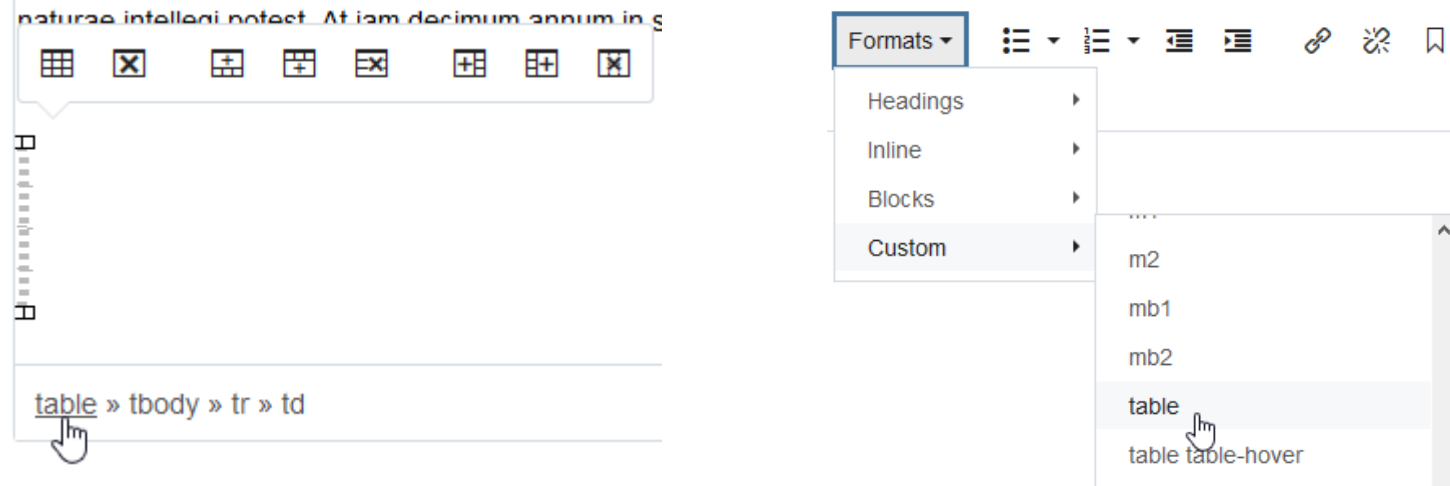
Step 1: Create a table

1. Navigate to a current page and click in to edit the page. Or you can create a new page.
2. Click in the WYSIWYG editor where you would like to place a table. *ie. On a new line after a paragraph of text.*
3. Click on the “Table” menu option > Then under “Table” again > Then Select how many columns and rows you want the table to be.

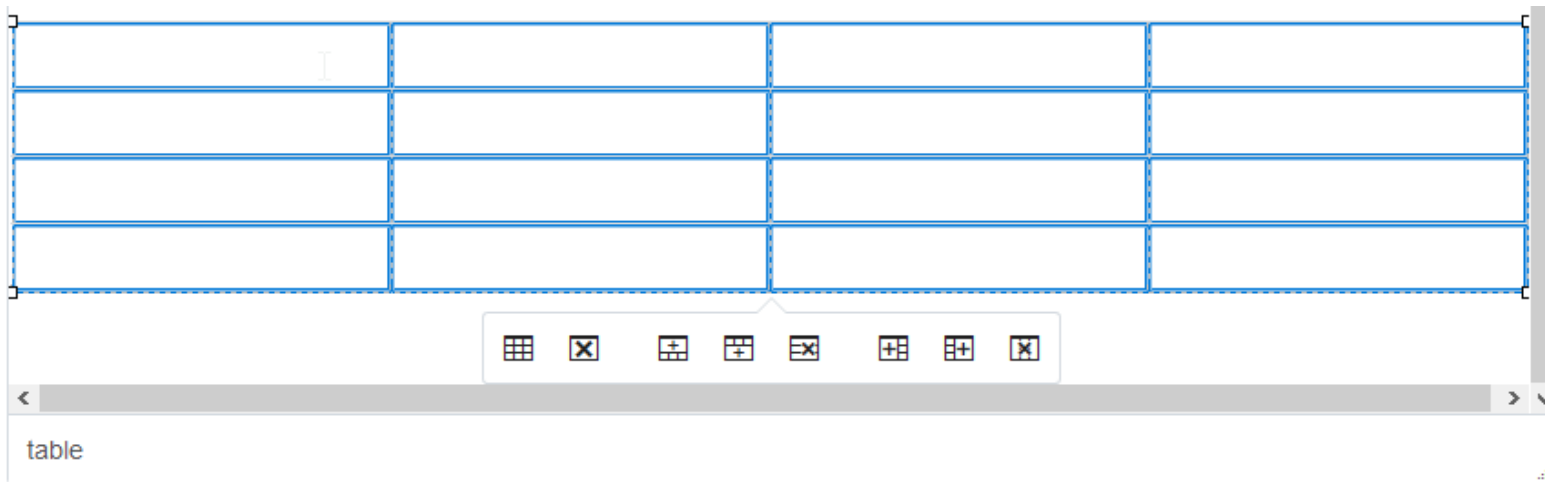


Step 2: Style the table

When the table appears in the WYSIWYG editor, click on the table selector at the bottom of editor in order to select the table



Then click on the “Formats” dropdown, Then “Custom”, Then scroll down and Select “table”. Then your table will look something like the image below:

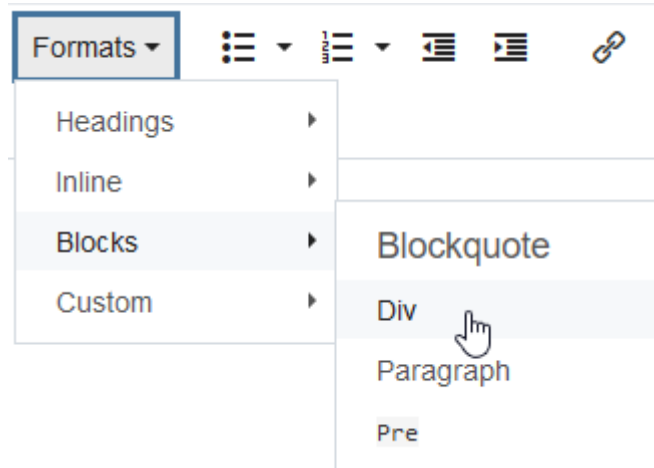


Step 3: Make Mobile Friendly

After you have filled the table cells with your content, Select the table like we did previously by clicking on the table selector at the bottom of the editor

id	first name	last name	office
1	Joe	Mustang	FH 030
2	Jane	Mustang	BA 020
3	Pat	Mustang	ST 010

table



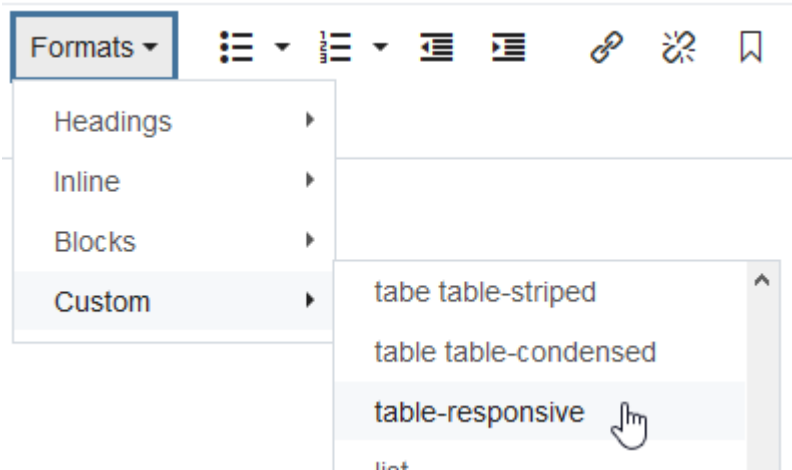
After the table is selected, go up to the “Formats” dropdown again. Then to the “Blocks” item. Then click on “Div”. This adds an html <div> tag around the table in the markup.

Finally select the div like we selected the table.

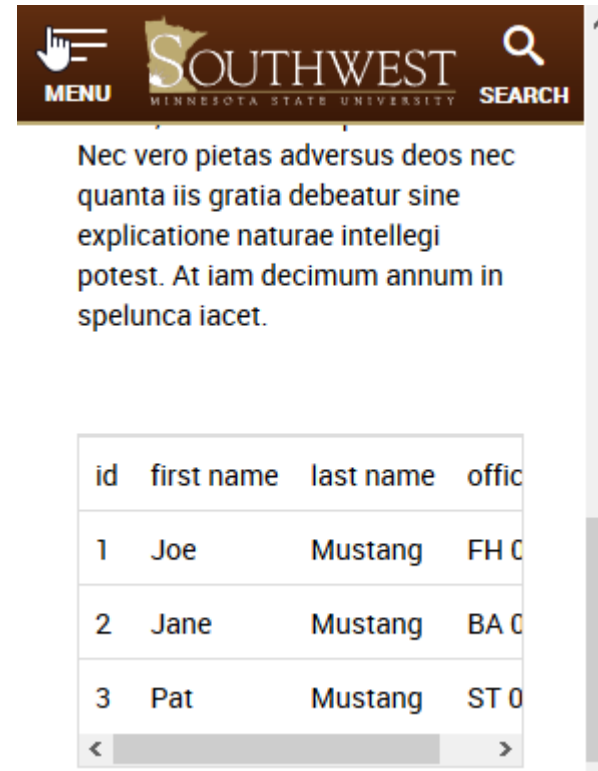
div » table » tbody » tr » td

Step 3: Continued...

When the new <div> is selected, go back up to the “Formats” menu. Then to “Custom” and finally click on “table-responsive”.



This will allow the table to horizontally scroll on mobile screens.



Step 4: Accessibility

Why should we be concerned about accessibility for tables?

- Pretend you are using a screen reader to find out where a class is being held and you navigate to a page and this block is read to you:

Table with 10 columns and 7 rows. Department Code, Class Number, Section, Max Enrollment, Current Enrollment, Room Number, Days, Start Time, End Time, Instructor, BIO, 100, 1, 15, 13, 5, Mon,Wed,Fri, 10:00, 11:00, Magde, 100, 2, 15, 7, 5, Tue,Thu, 11:00, 12:30, Indge, 205, 1, 15, 9, 6, Tue,Thu, 09:00, 10:30, Magde, 315, 1, 12, 3, 6, Mon,Wed,Fri, 13:00, 14:00, Indge, BUS, 150, 1, 15, 15, 13, Mon,Wed,Fri, 09:00, 10:00, Roberts, 210, 1, 10, 9, 13, Mon,Wed,Fri, 08:00, 09:00, Rasid.

Source: <https://webaim.org/techniques/tables/>

- Would you understand where any class was being held from that table?

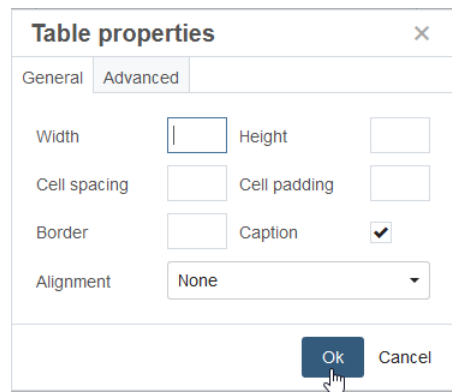
Step 4: Accessibility Continued...

Add a caption. Captions briefly describe with the data in the table is about.

- Click into one of the cells in the table and a tooltip menu will appear either above or below the table

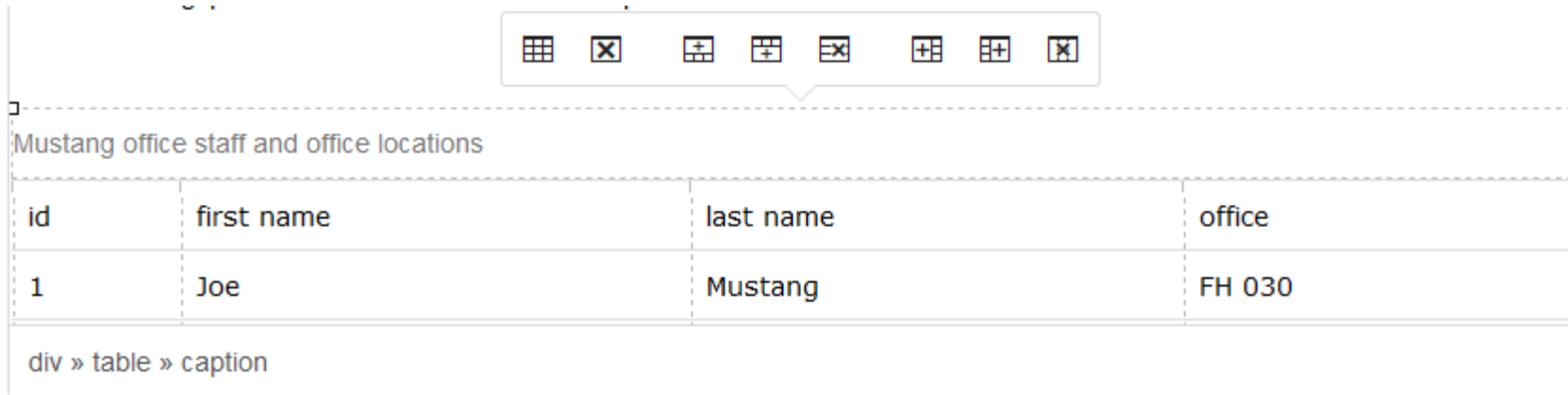


- Click on the first button to go into the “Table Properties”.
- On the “General” tab you will see a checkbox labeled “Caption”. Check that box and click “Ok”.



Step 4: Accessibility Continued...

- Place your cursor in the caption cell and type out your caption



Mustang office staff and office locations

id	first name	last name	office
1	Joe	Mustang	FH 030

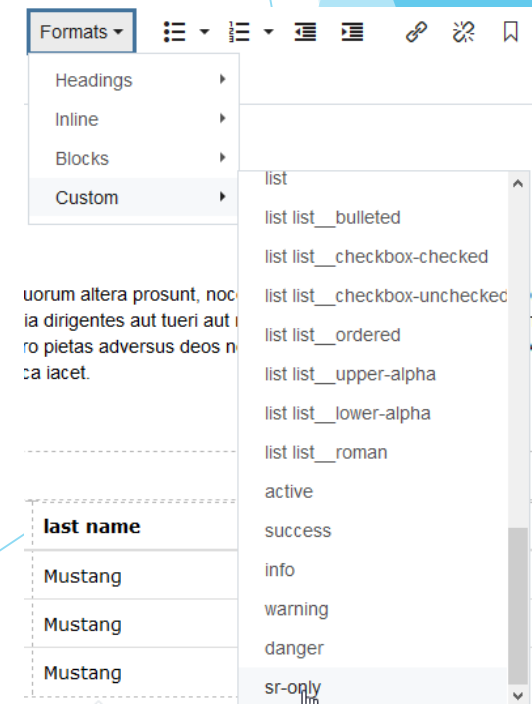
div » table » caption

Tip!

If you want to visually hide the caption but keep it visible to screen readers you can.

- select the caption
- Go to “Formats” > “Custom” > select “sr-only”

You will see the caption disappear from the editor but it is still there in the source code.



Formats

- Headings
- Inline
- Blocks
- Custom
 - list
 - list list__bulleted
 - list list__checkbox-checked
 - list list__checkbox-unchecked
 - list list__ordered
 - list list__upper-alpha
 - list list__lower-alpha
 - list list__roman
 - active
 - success
 - info
 - warning
 - danger
 - sr-only

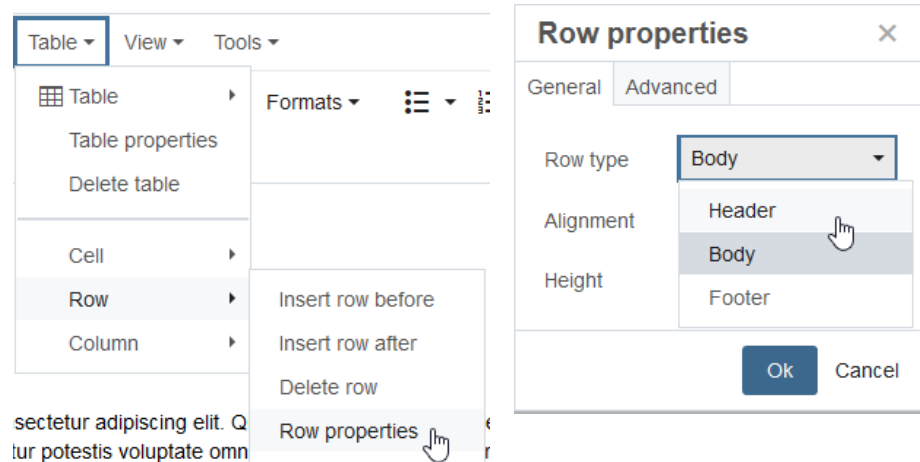
uorum altera prosunt, noc
ia dirigentes aut tueri aut
ro pietas adversus deos n
ca iacet.

last name
Mustang
Mustang
Mustang

Step 4: Accessibility Continued...

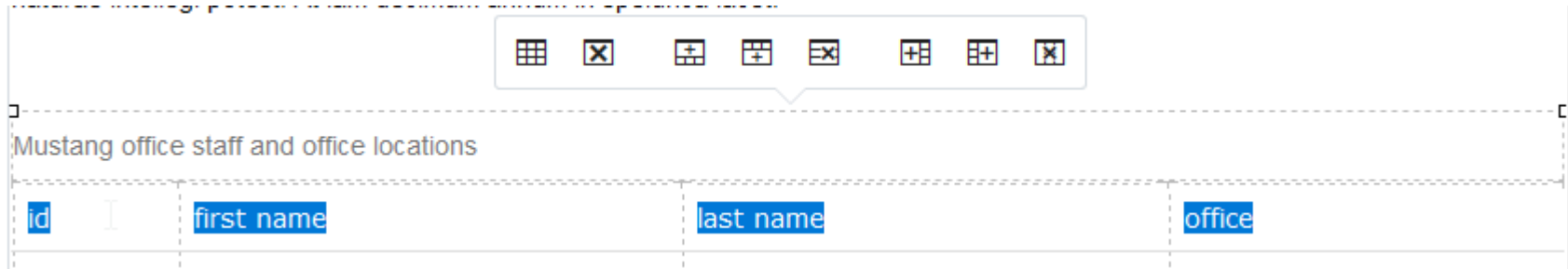
Next we need to convert a row to be a table header

- Place your cursor in a cell on the row you want to convert
- Right click or go to the “Table” Menu at the top of the editor
- Go to Row > Row Properties
- Change the “Row Type” to “Header” and click “Ok”

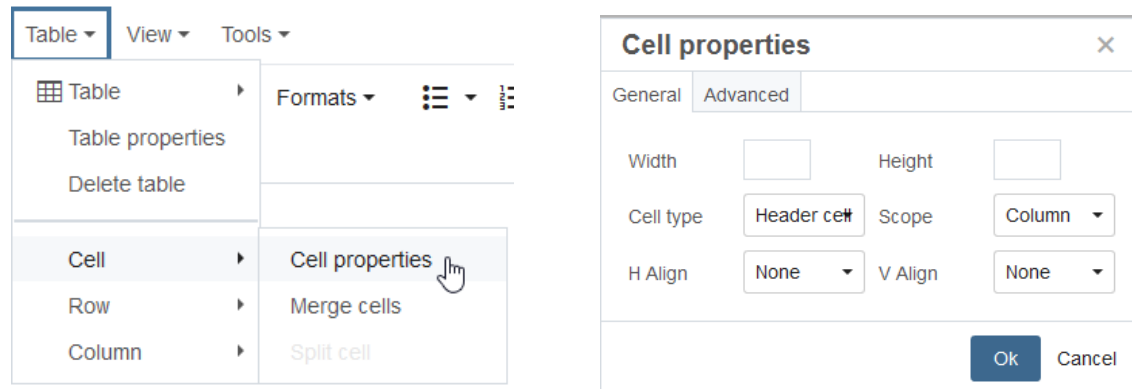


Step 4: Accessibility Continued...

- Next we need to update the type of the cells in the header row to header cells
- Use your cursor and highlight/select all of the cells in the row



- Right click or go to the “Table” Menu at the top of the editor and go to: Cell > Cell Properties
- Change the “Cell Type” to “Header cell” and the scope to “Column” and click Ok



Mustang office staff and office locations

id	first name	last name	office
1	Joe	Mustang	FH 030

Questions?

Please contact the web office with any questions.

Phone: 507-537-6123

Email: webmaster@smsu.edu or joseph.zimmerman@smsu.edu