Creating a table in the Atto text editor

Inserting a table in a Label or Page is simple and includes options to add a border and grid lines.

To create a table click the Table icon

![create table icon]

Give the table a caption or title, say whether you want to put headers on columns, rows or both, and choose number of rows and columns.

You can choose how you wish to format the table borders and background colour.

Create table

- **Caption**
  - Table to test

- **Caption position**
  - Top ▼

- **Define headers on**
  - Columns ▼

- **Number of rows**
  - 3

- **Number of columns**
  - 3

- **Appearance**
  - **Borders**
    - Around each cell ▼
  - **Style of borders**
    - Solid ▼
  - **Size of borders**
    - 1 px
  - **Border colour**
    - [Select a colour]
  - **Background colour**
    - [Select a colour]
  - **Table width (in %)**
    - [Enter a value]

- **Create table**

It is not possible to format the table with merged cells or in any other way in the ATTO editor.

Queries, comments or questions?
Please contact your local elearning support team.

Phone: (0115 95) 16677
or email: itservicedesk@nottingham.ac.uk

Phone: (0574) 8818 0000 (ext. 8915)
or email: e-learning-support@nottingham.edu.cn

Phone: (03) 8924 81 99
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Incorrect?

If you have any comments on how you think this help can be improved then please email Learning-Technologies@nottingham.ac.uk