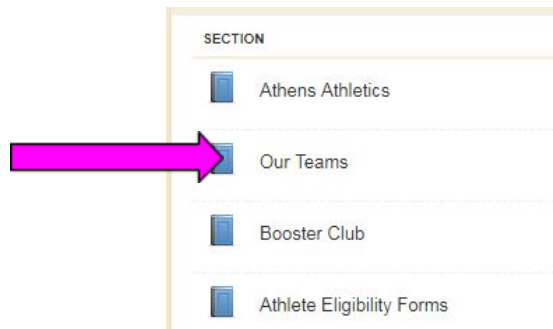


HOW TO ADD/EDIT A TABLE APP ON A PAGE

CHOOSE THE CORRECT SECTION. THIS EXAMPLE USES THE “OUR TEAMS” SECTION OF THE AMS WEBSITE.



IN THE SECTION WORKSPACE, SELECT THE PAGE TO WHICH YOU WANT TO ADD A TABLE.

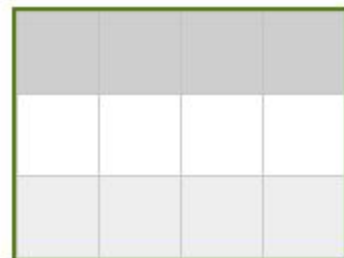
FROM THE RIGHT HAND SIDE OF THE SCREEN IN THE “**APPS**” SECTION, GRAB AND DRAG THE TABLE APP. DROP THE APP IN THE DESIRED LOCATION ON THE PAGE.



CLICK THE **GREEN** EDIT BUTTON.
CHOOSE THE TABLE SIZE (3X5, ETC).

CHOOSE **APP OPTIONS** IN THE TOP RIGHT CORNER.
TYPE THE NAME OF YOUR TABLE.
CLICK “SHOW THE APP NAME ON MY PAGE” BOX.
PRESS **SAVE.**

SET **TABLE OPTIONS** USING THE DROP DOWN.



CHOOSE THE TABLE THAT STACKS GRAY AND WHITE ROWS.
CLICK THE BOX “ACTIVATE ON MY PAGE.”
PRESS **SAVE.**

CHECK THE BOX **“HEADER ROW”**

Header Row Header Column

ENTER YOUR TABLE INFORMATION.

TO ADD ROWS, RIGHT CLICK AND CHOOSE “INSERT ROW BELOW.” REPEAT AS MANY TIMES AS NECESSARY.

Your table will resize automatically to fit viewer screen sizes.

Insert row above
Insert row below
Insert column on the left
Insert column on the right
Remove row
Remove column
Undo
Redo
Read only
Alignment ▶

PRESS **SAVE** WHEN COMPLETE.