

WORKING WITH ADOBE EXPERIENCE MANAGER COMPONENTS

Adding and Managing the Table component

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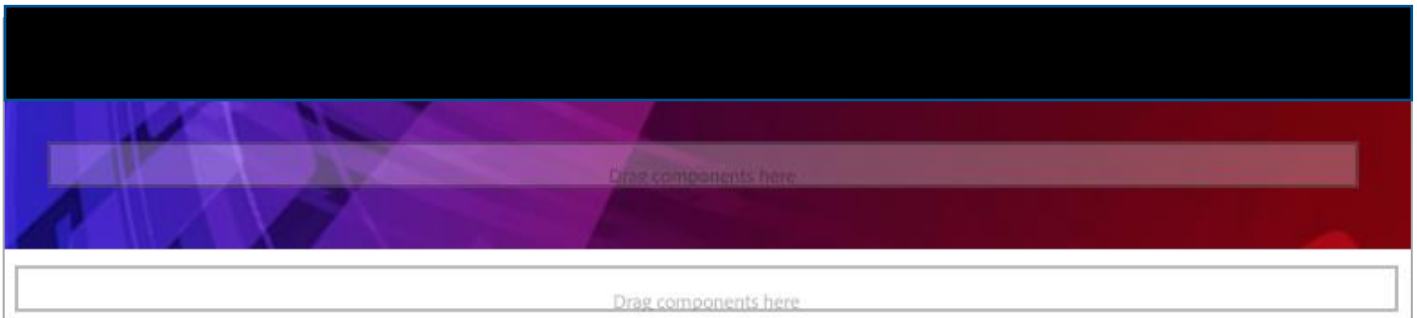
TABLE OF CONTENTS

Adding a table component	2
Adding content to the table component	6
Configuring The New Table Component	10
<i>Adding a row above a selected row</i>	10
<i>Adding a row below a selected row</i>	14
<i>Deleting a Row</i>	19
<i>Adding a column to the left of a selected column</i>	22
Headers	27
<i>Adding a table header:</i>	27
<i>Adding a dark header:</i>	30

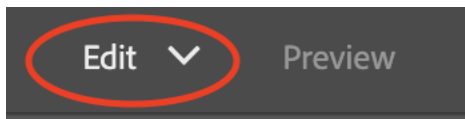
A table is a great way to organize related content in a visually clear and concise manner. This guide will walk you through creating and organizing tables in AEM.

ADDING A TABLE COMPONENT

1. Open the page you need to work with



2. In the upper right-hand corner of the gray header you will see two options, 'Edit' and 'Preview'. Click on 'Edit'

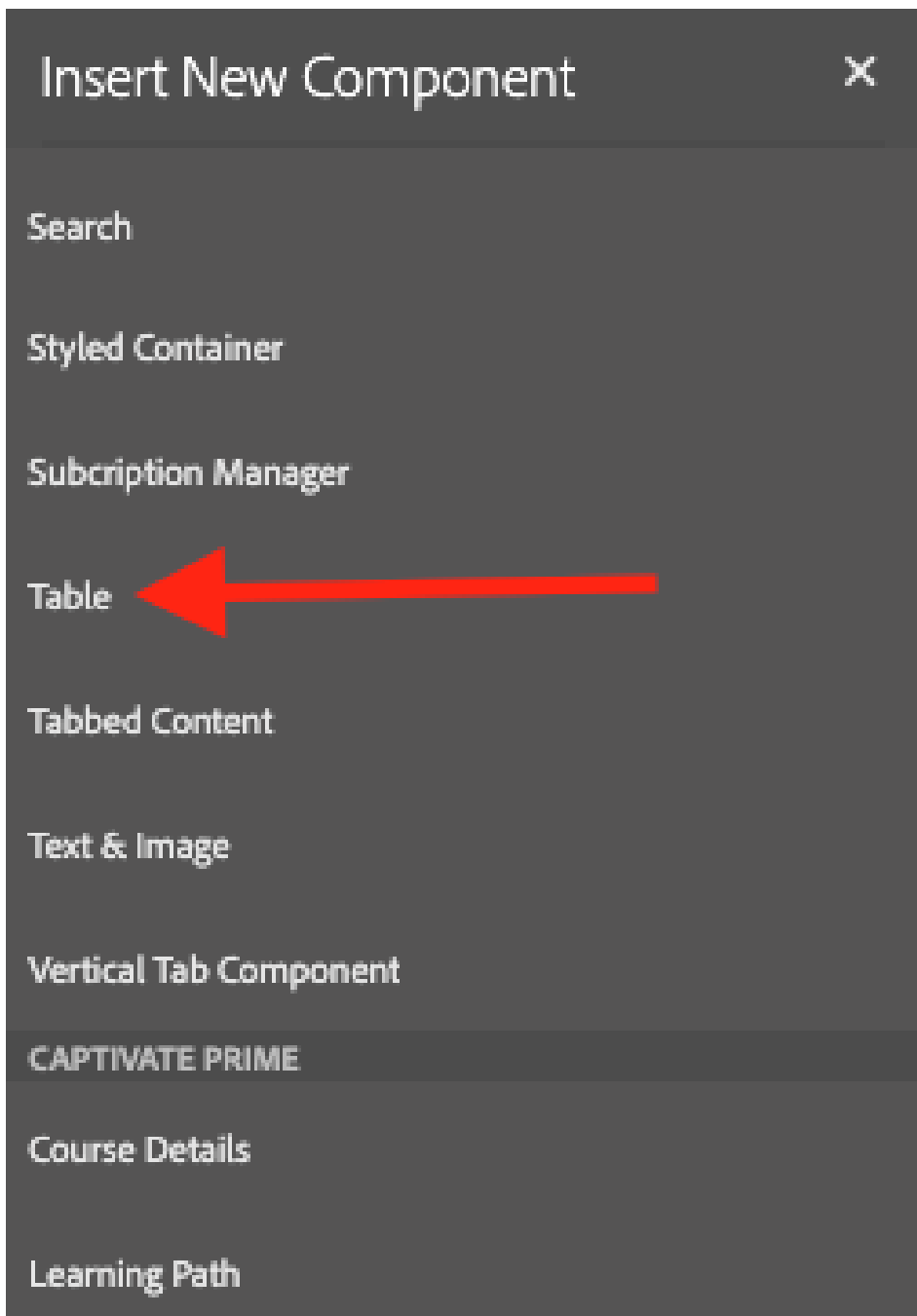


⇒ The page is now in Edit mode, enabling you to add components.

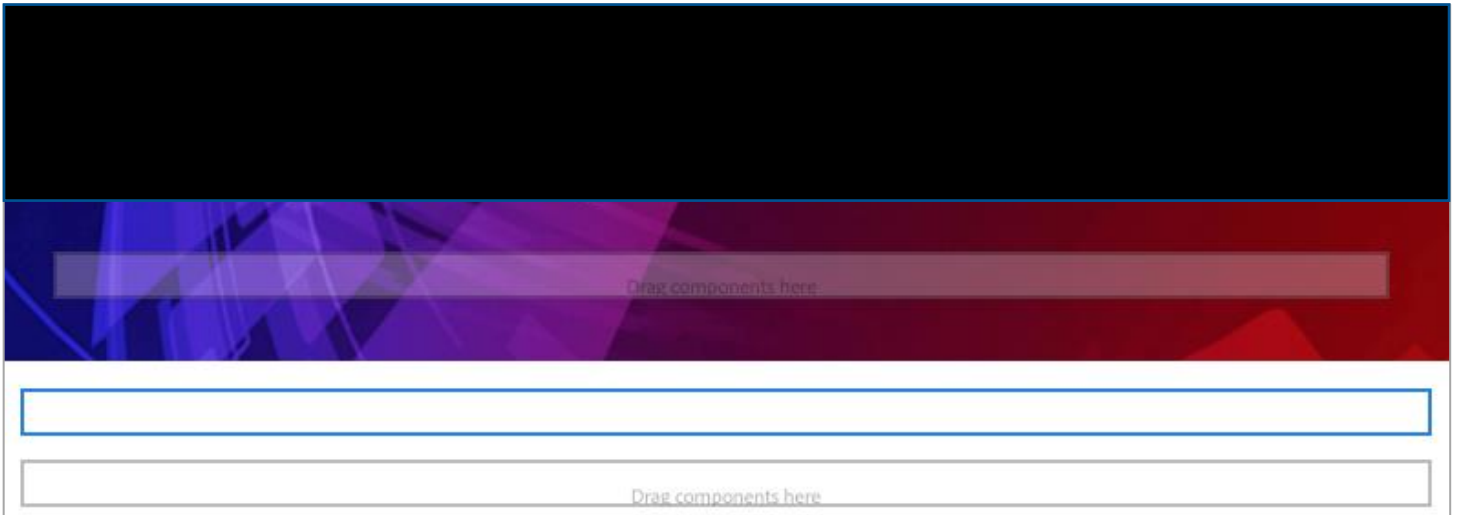
3. Click on the box just below the header, labeled 'Drag components here' then click on the plus sign that appears



4. The 'Insert New Component' box appears showing a list of components to choose from. Scroll down and click on 'Table'

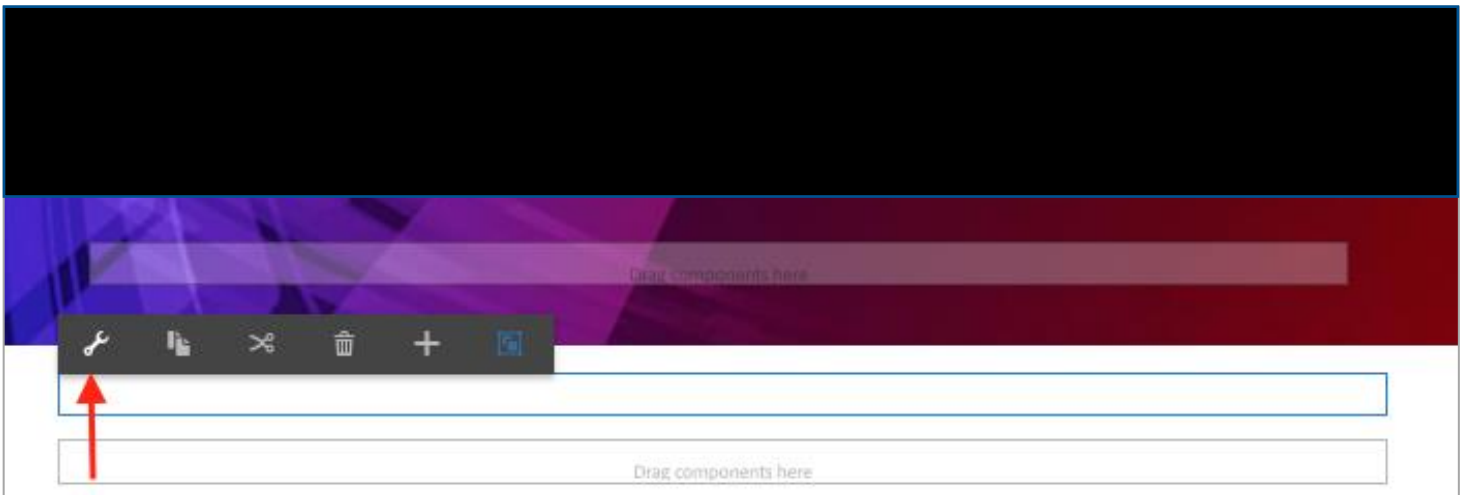


5. Hover just above the 'Drag Components Here' box and notice that the new table component appears, outlined with a blue rectangle. (NOTE: You will only see the new table component if you hover over it)

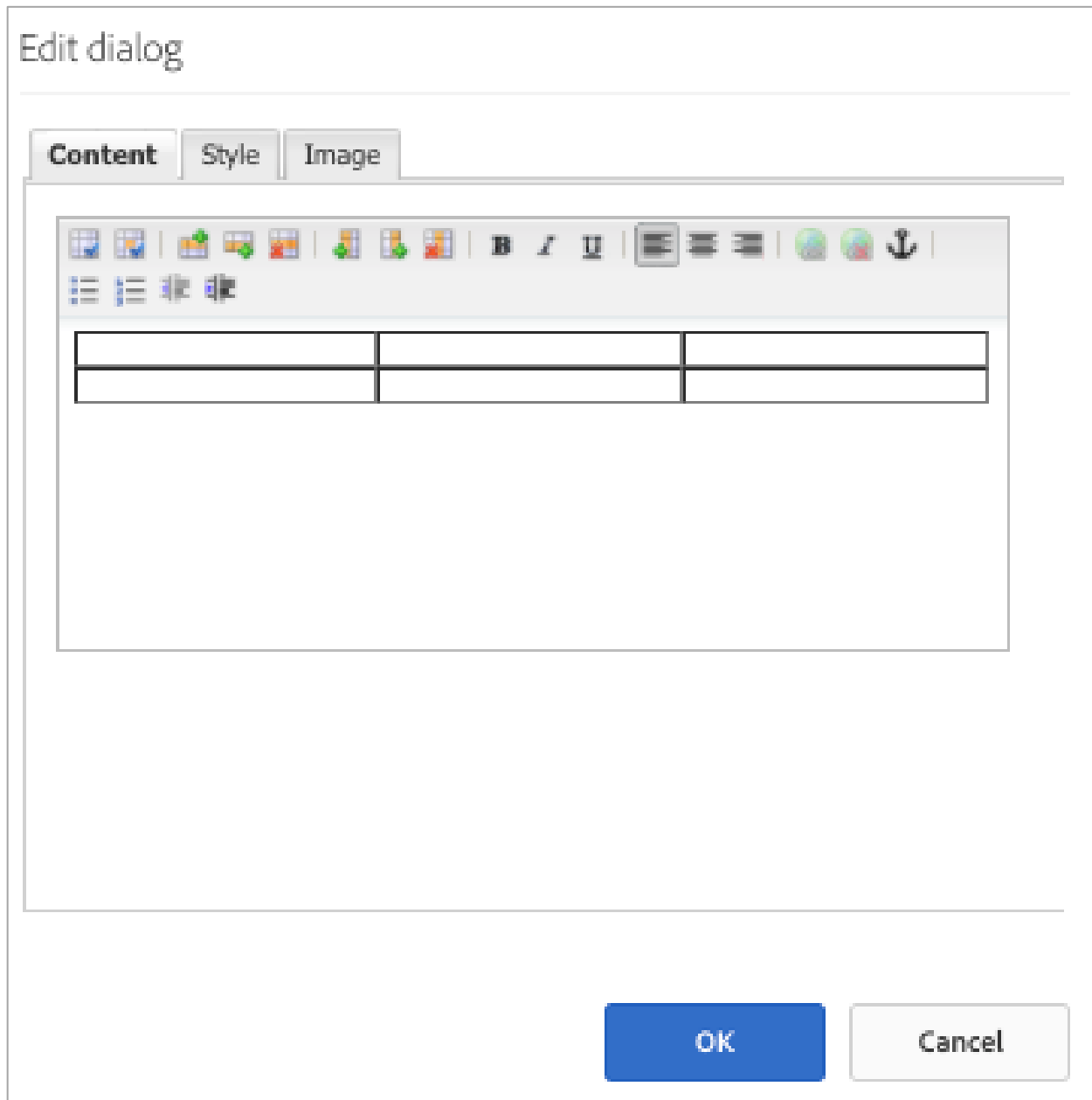


ADDING CONTENT TO THE TABLE COMPONENT

1. Click anywhere within the new table component, then click on the wrench icon



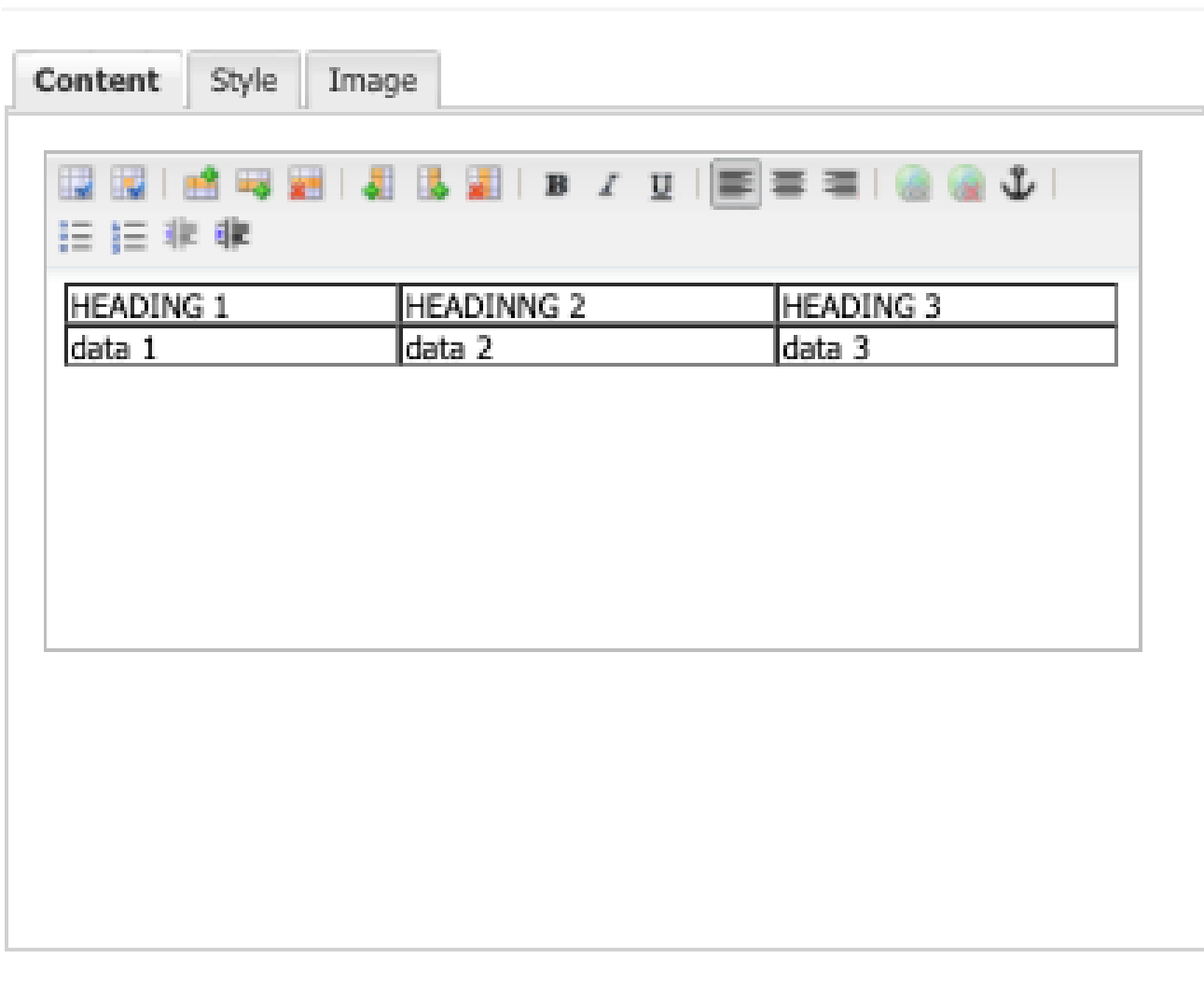
⇒ The 'Edit Dialog Box' opens. The default table contains two horizontal rows and two vertical columns.



2. Type content in the cells:

Edit dialog

Content Style Image



HEADING 1	HEADING 2	HEADING 3
data 1	data 2	data 3

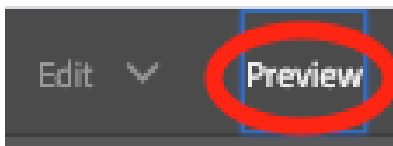
OK Cancel

⇒ **NOTE: The Bold, Italic, Underline, alignment and bullet options function the same as in Microsoft Word**

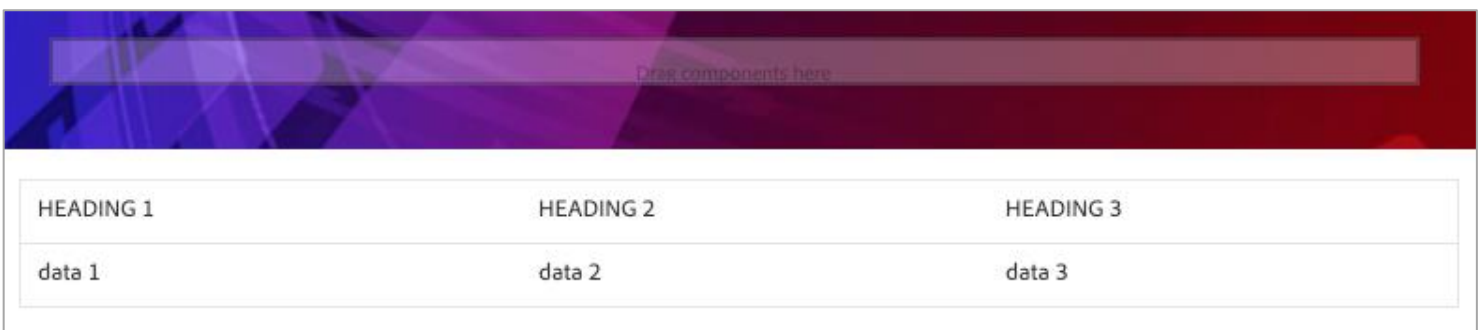
3. Click the blue OK button



4. Click on 'Preview' in the upper right-hand corner



⇒ **The table now contains the text you typed in**

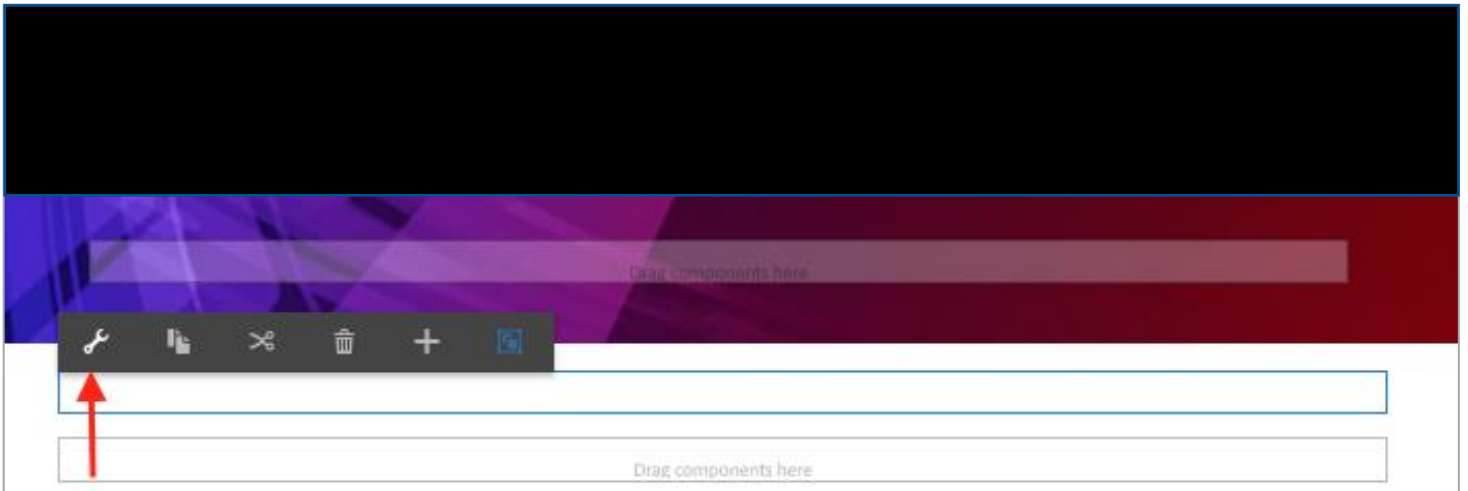


HEADING 1	HEADING 2	HEADING 3
data 1	data 2	data 3

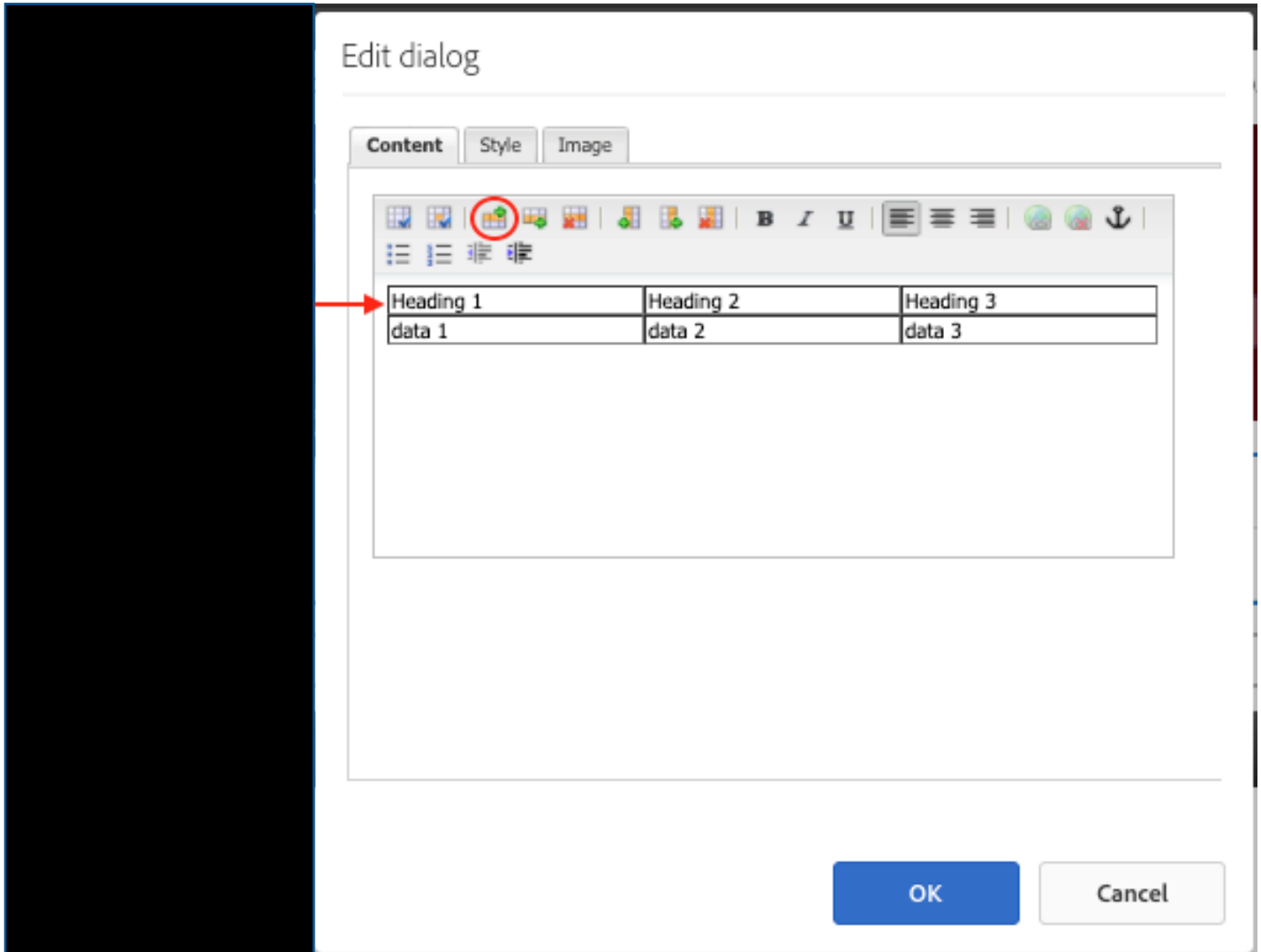
CONFIGURING THE NEW TABLE COMPONENT

ADDING A ROW ABOVE A SELECTED ROW

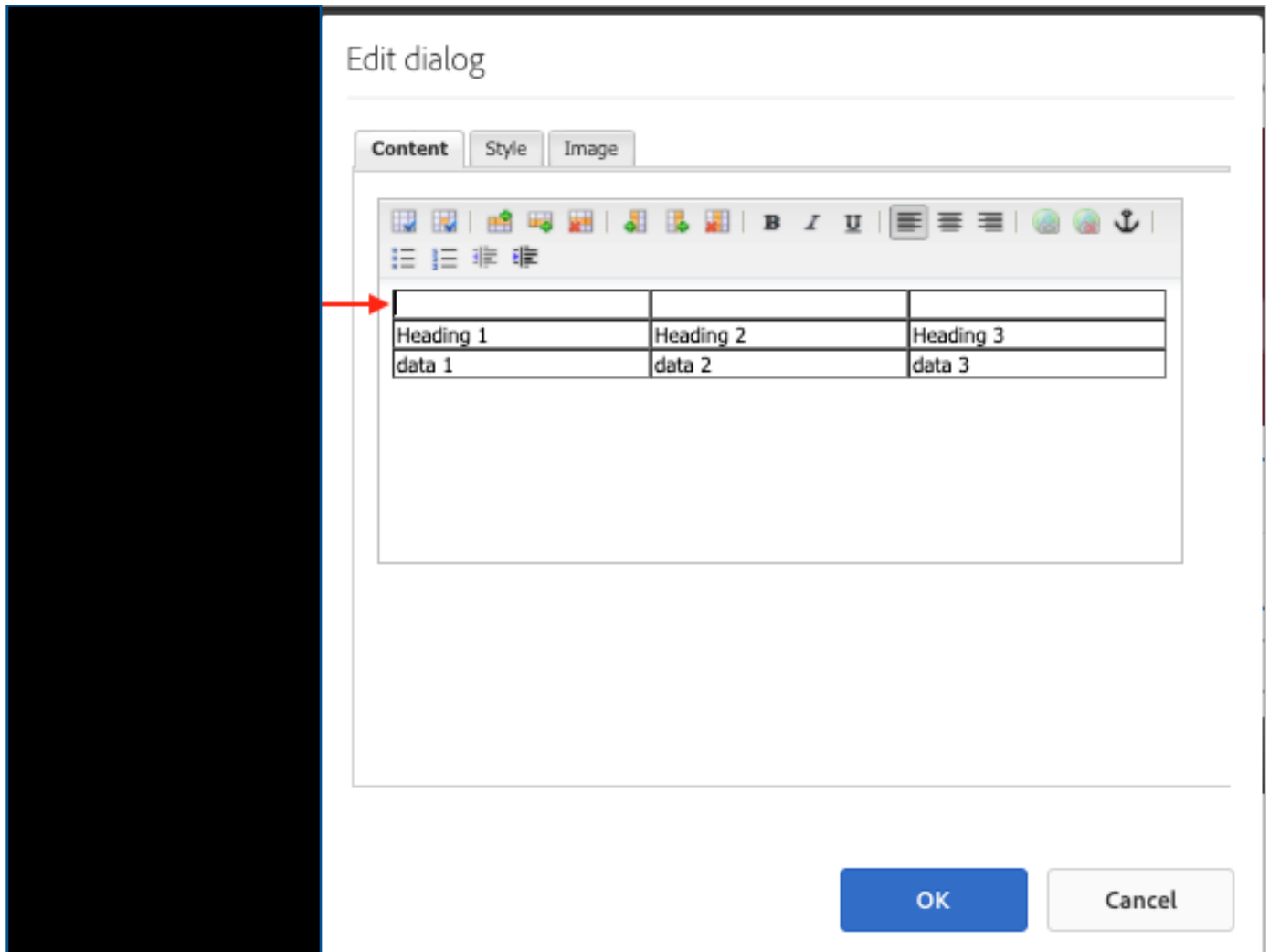
1. Click anywhere within the new table component, then click on the wrench icon



2. Click into the 'Heading 1' cell in the first row (shown with arrow in below screenshot) then click the 'Insert Above' icon (circled)



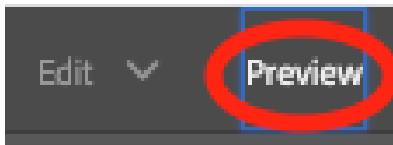
⇒ A new row is inserted above the selected row



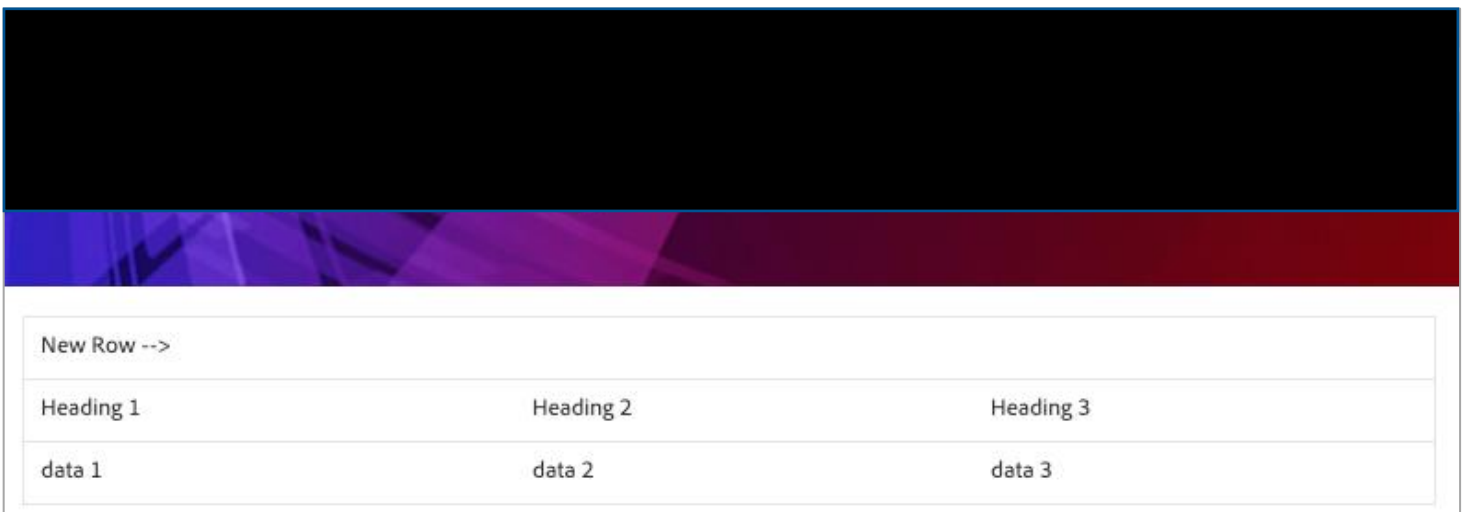
3. Click the blue OK button



4. Click on 'Preview' in the upper right-hand corner



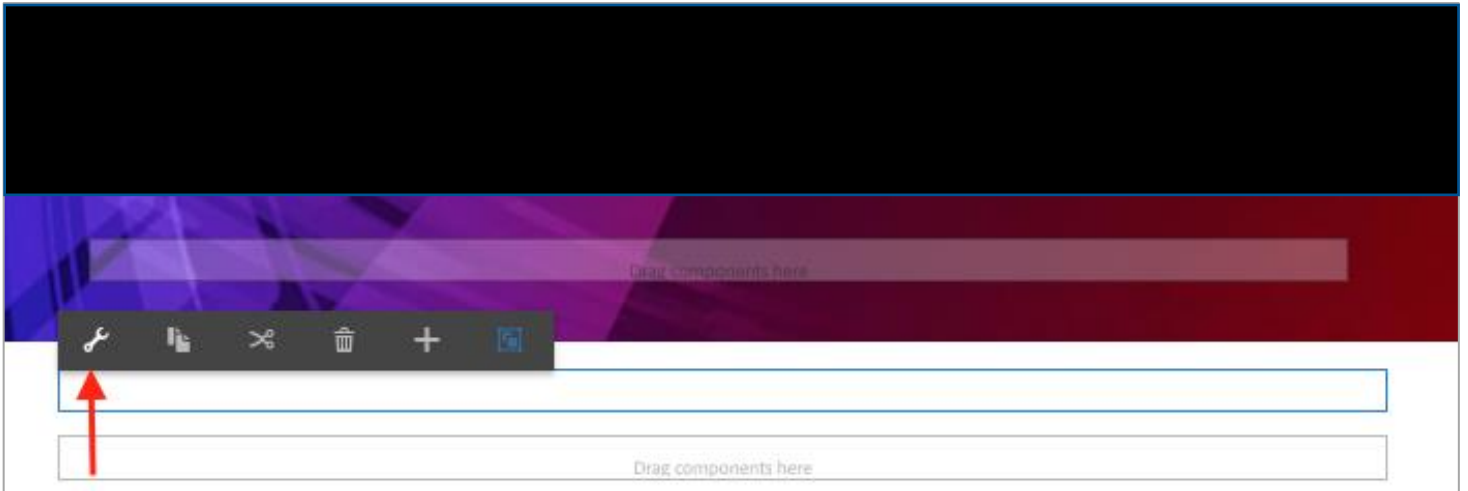
5. The new row appears on the page (the new row has been filled in for clarity; yours will be blank)



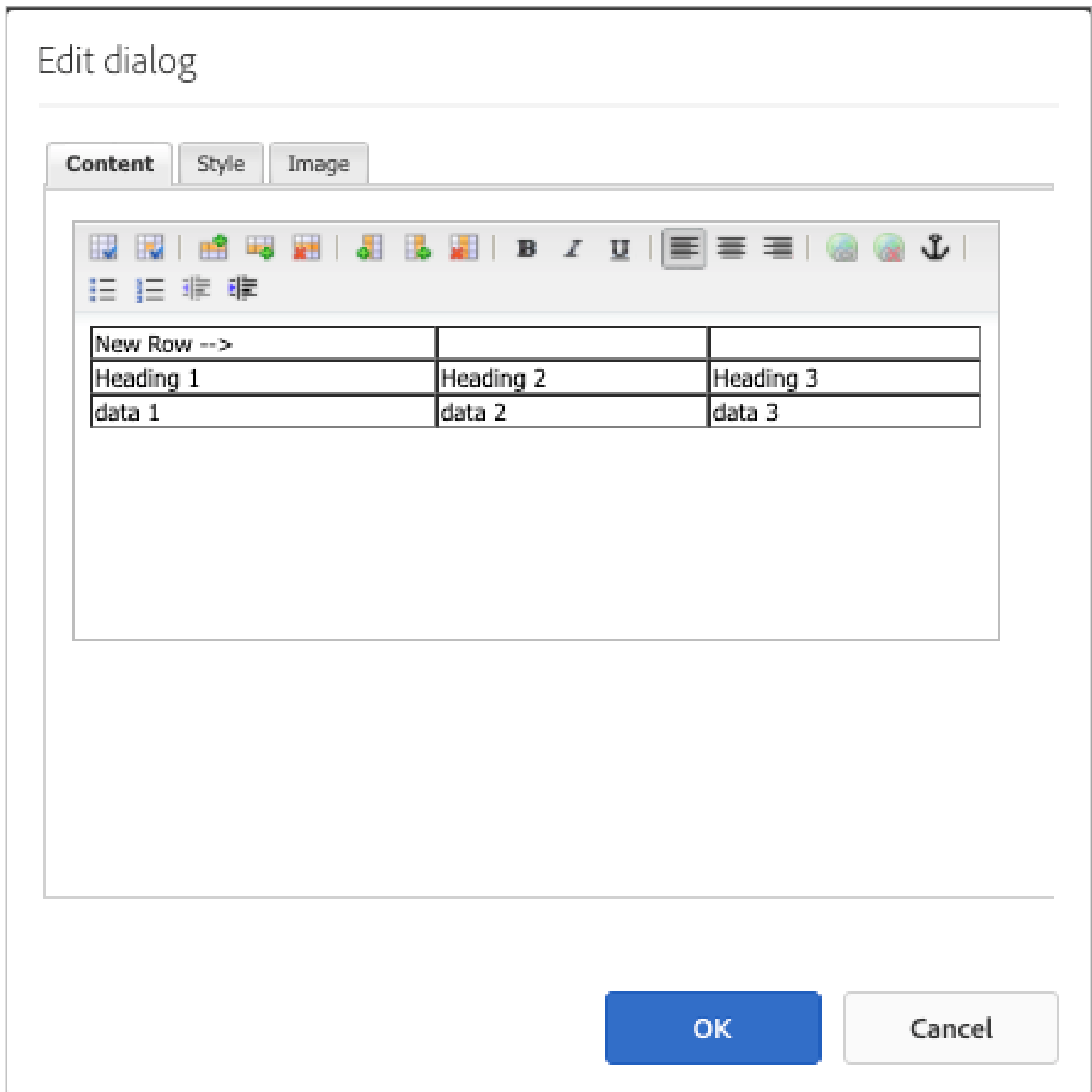
New Row -->		
Heading 1	Heading 2	Heading 3
data 1	data 2	data 3

ADDING A ROW BELOW A SELECTED ROW

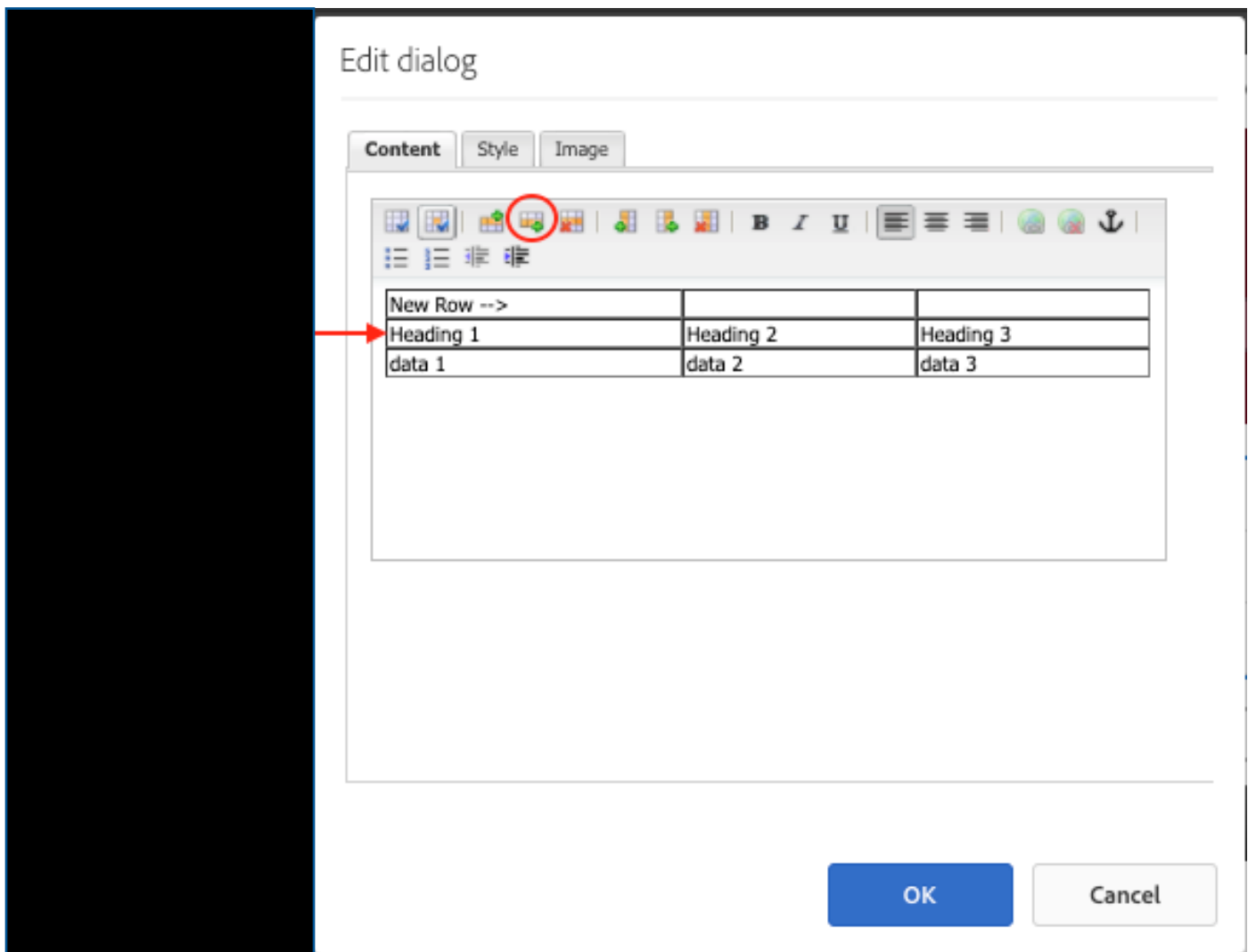
1. Click anywhere within the new table component, then click on the wrench icon



2. The 'Edit Dialog Box' opens.



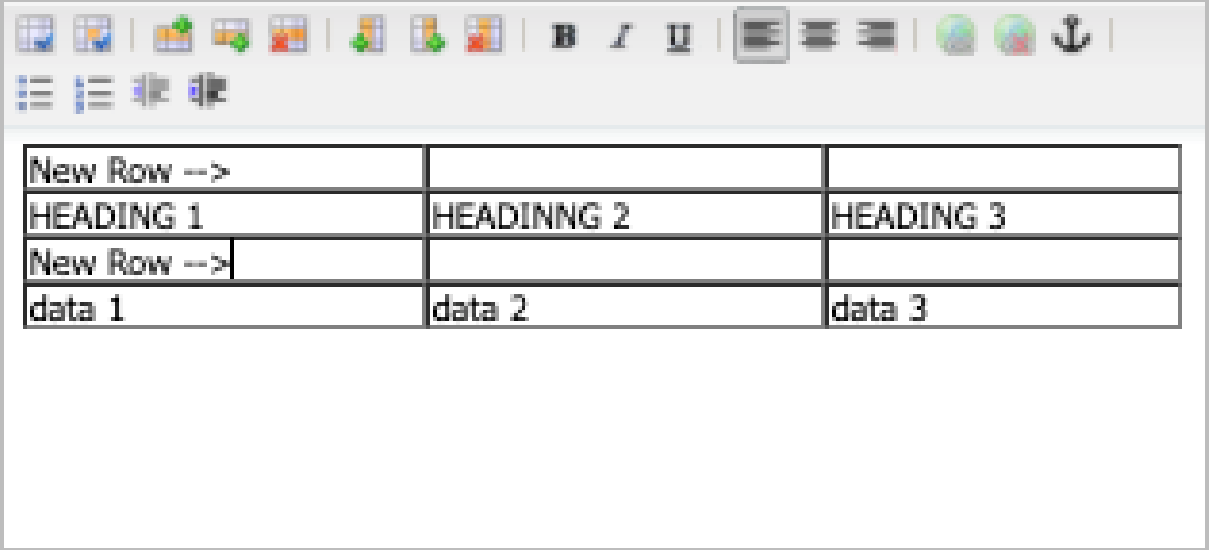
6. Click into the 'Heading 1' cell in the first row (shown with arrow in below screenshot) then click the 'Insert Below' icon (circled)



⇒ A new row appears below the selected row

Edit dialog

Content Style Image



The screenshot shows a dialog box titled "Edit dialog" with three tabs: "Content", "Style", and "Image". The "Content" tab is active. Inside the dialog, there is a toolbar with various icons for table manipulation (insert, delete, add row, add column, etc.) and text formatting (bold, italic, underline, list, etc.). Below the toolbar is a table with the following content:

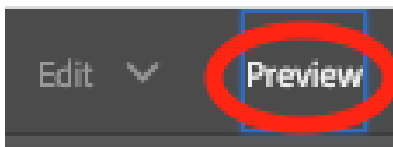
New Row -->		
HEADING 1	HEADINNG 2	HEADING 3
New Row -->		
data 1	data 2	data 3

At the bottom of the dialog, there are two buttons: "OK" (blue) and "Cancel" (grey).

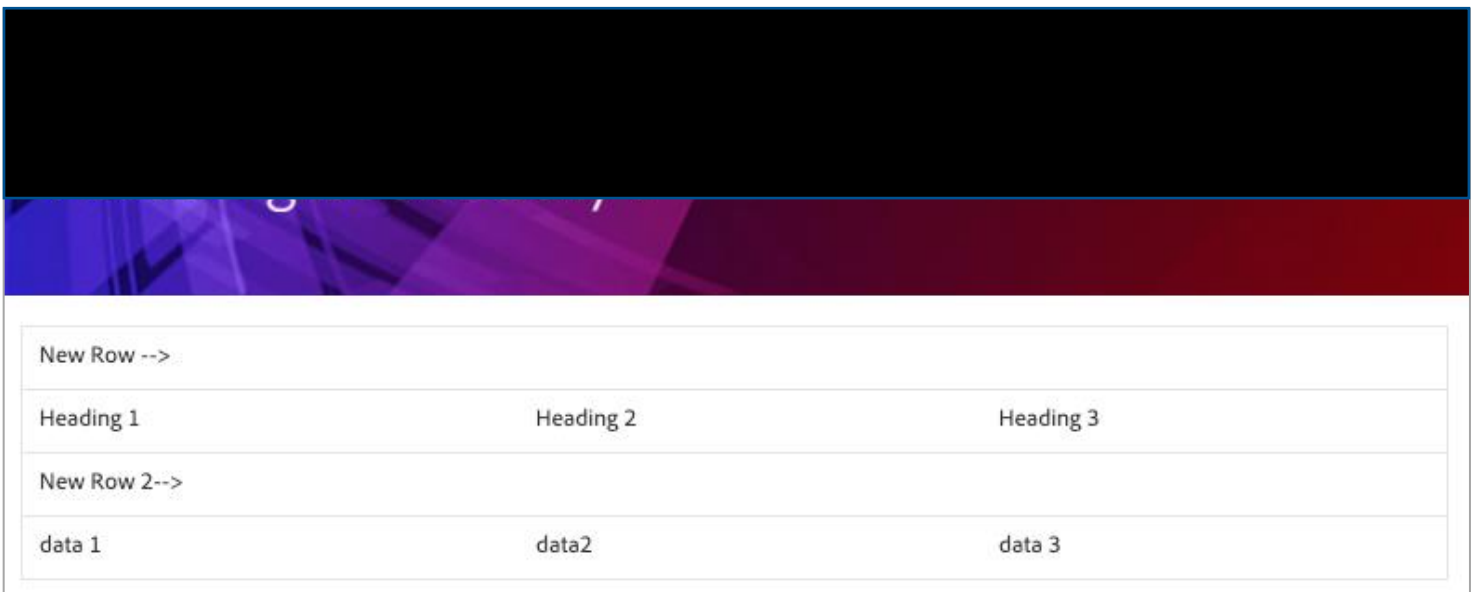
7. Click the blue OK button



8. Click on 'Preview' in the upper right-hand corner



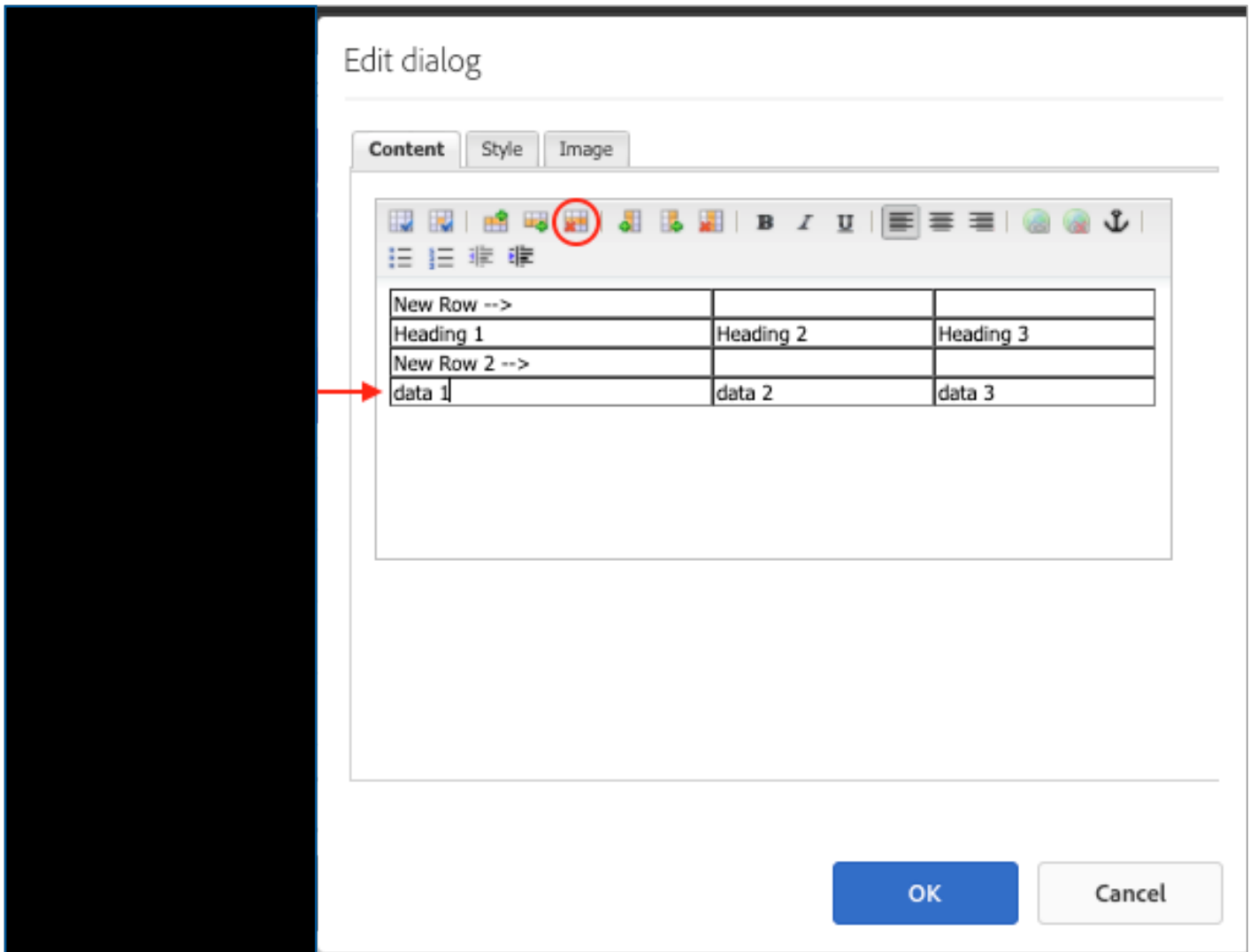
9. The new row appears on the page (the new row has been filled in for clarity; yours will be blank)



New Row -->		
Heading 1	Heading 2	Heading 3
New Row 2-->		
data 1	data2	data 3

DELETING A ROW

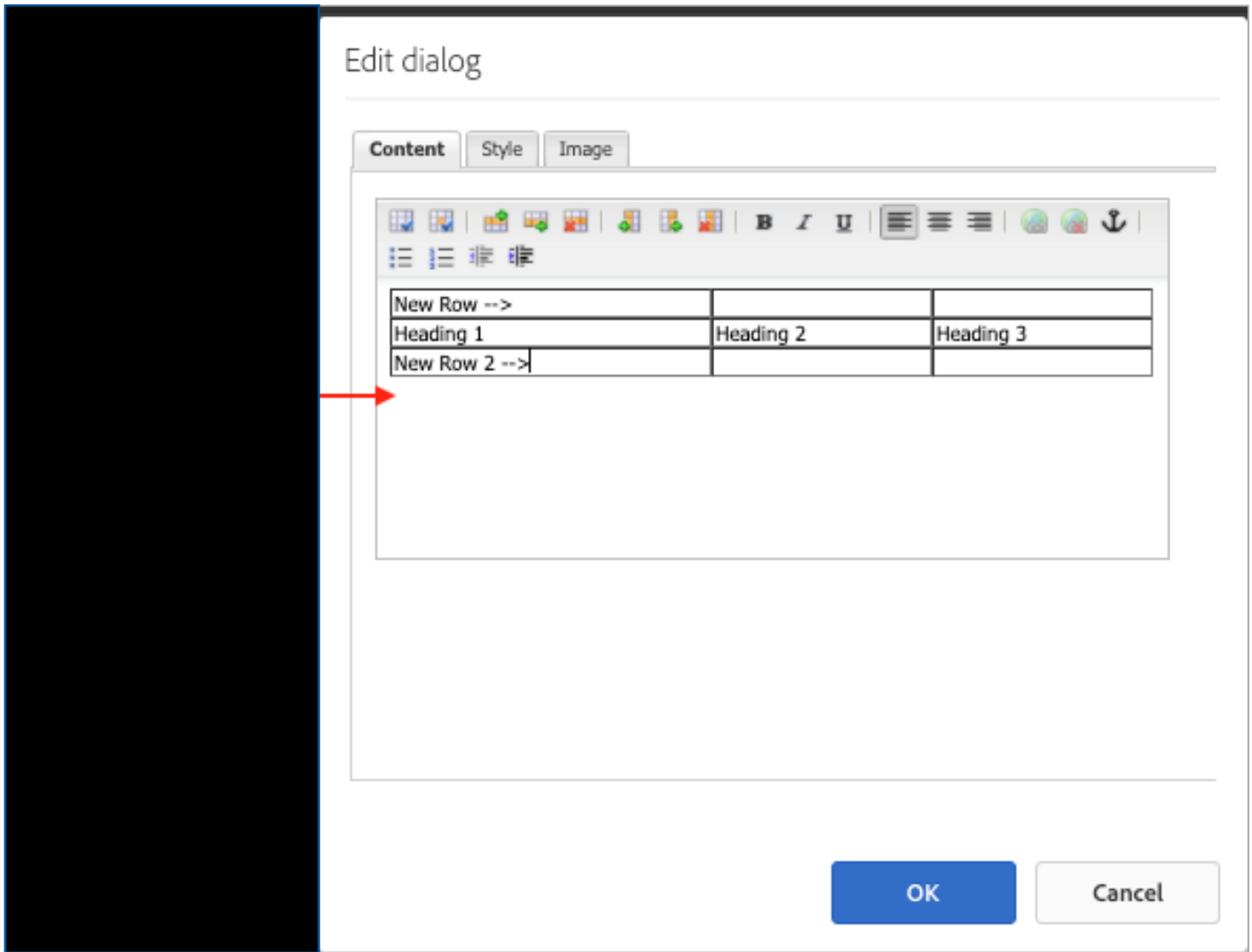
1. Click into the cell labeled “data 1” (shown with arrow in below screenshot) then click the ‘Delete The Current Row’ icon (circled)



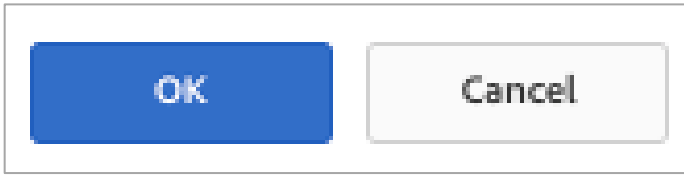
The screenshot shows an 'Edit dialog' window with a table editor. The table has four rows and three columns. The first row is a header row with 'New Row -->' in the first column. The second row has 'Heading 1', 'Heading 2', and 'Heading 3'. The third row is another header row with 'New Row 2 -->'. The fourth row contains 'data 1', 'data 2', and 'data 3'. A red arrow points to the 'data 1' cell. In the toolbar above the table, the 'Delete The Current Row' icon (a table with a red 'X') is circled in red. The dialog also has 'Content', 'Style', and 'Image' tabs, and 'OK' and 'Cancel' buttons at the bottom.

New Row -->		
Heading 1	Heading 2	Heading 3
New Row 2 -->		
data 1	data 2	data 3

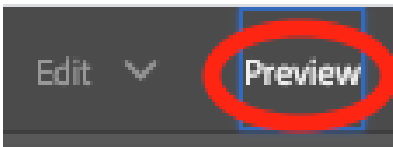
⇒ The second row is removed



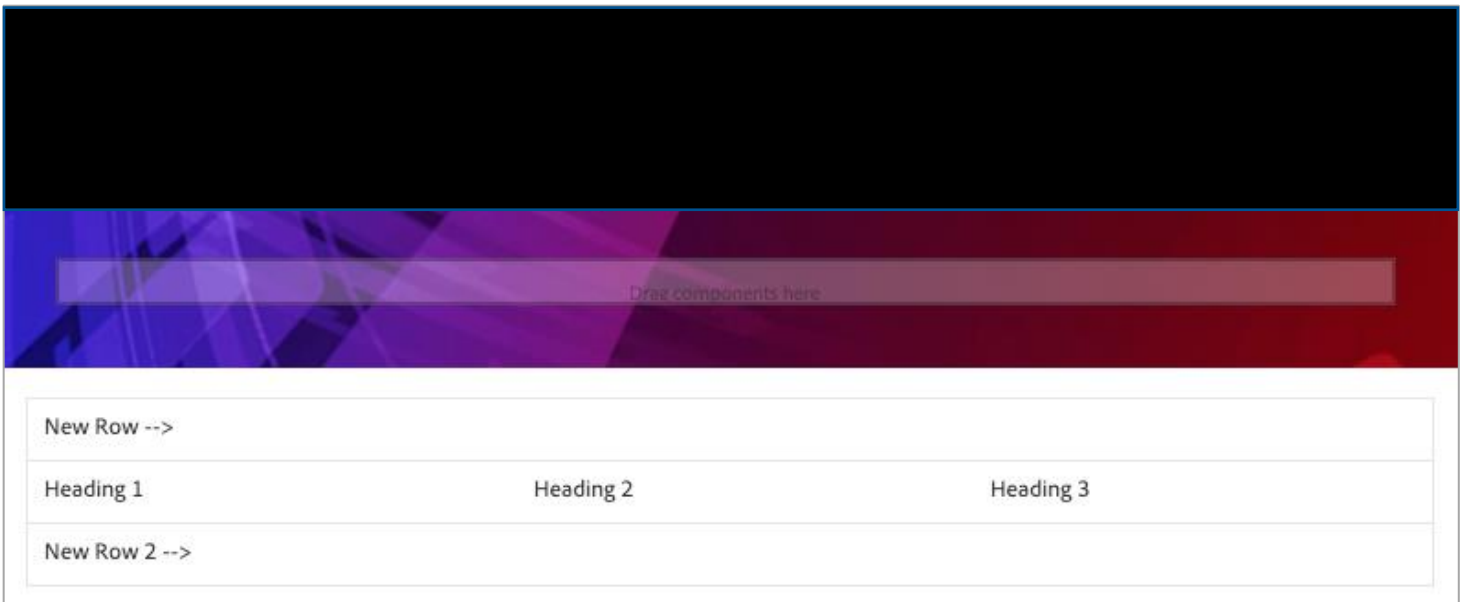
1. Click the blue OK button



2. Click on 'Preview' in the upper right-hand corner

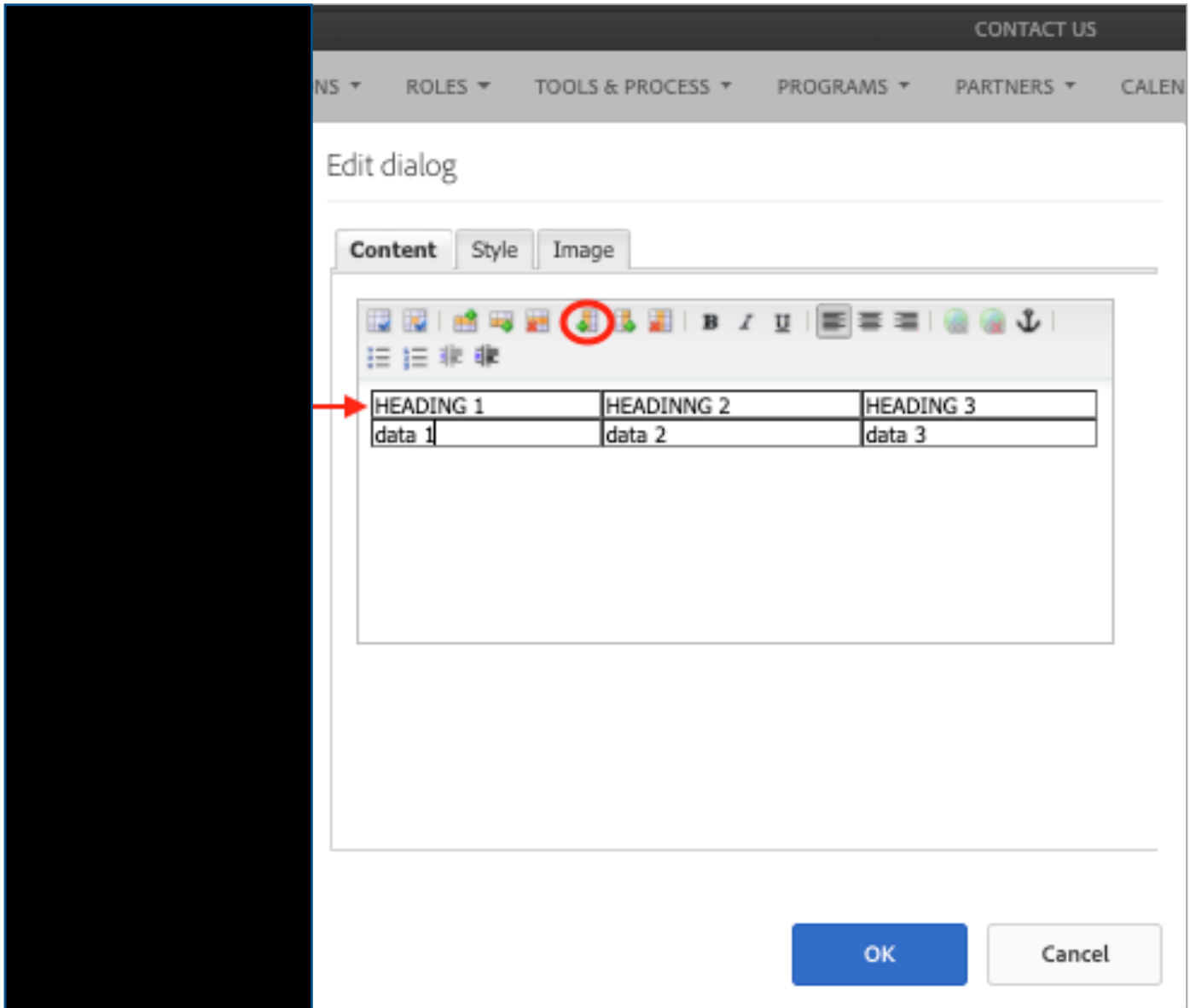


3. The row has been removed from the page



ADDING A COLUMN TO THE LEFT OF A SELECTED COLUMN

1. Click into any cell in the first column (shown with arrow in below screenshot) then click the 'Insert Left' icon (circled)

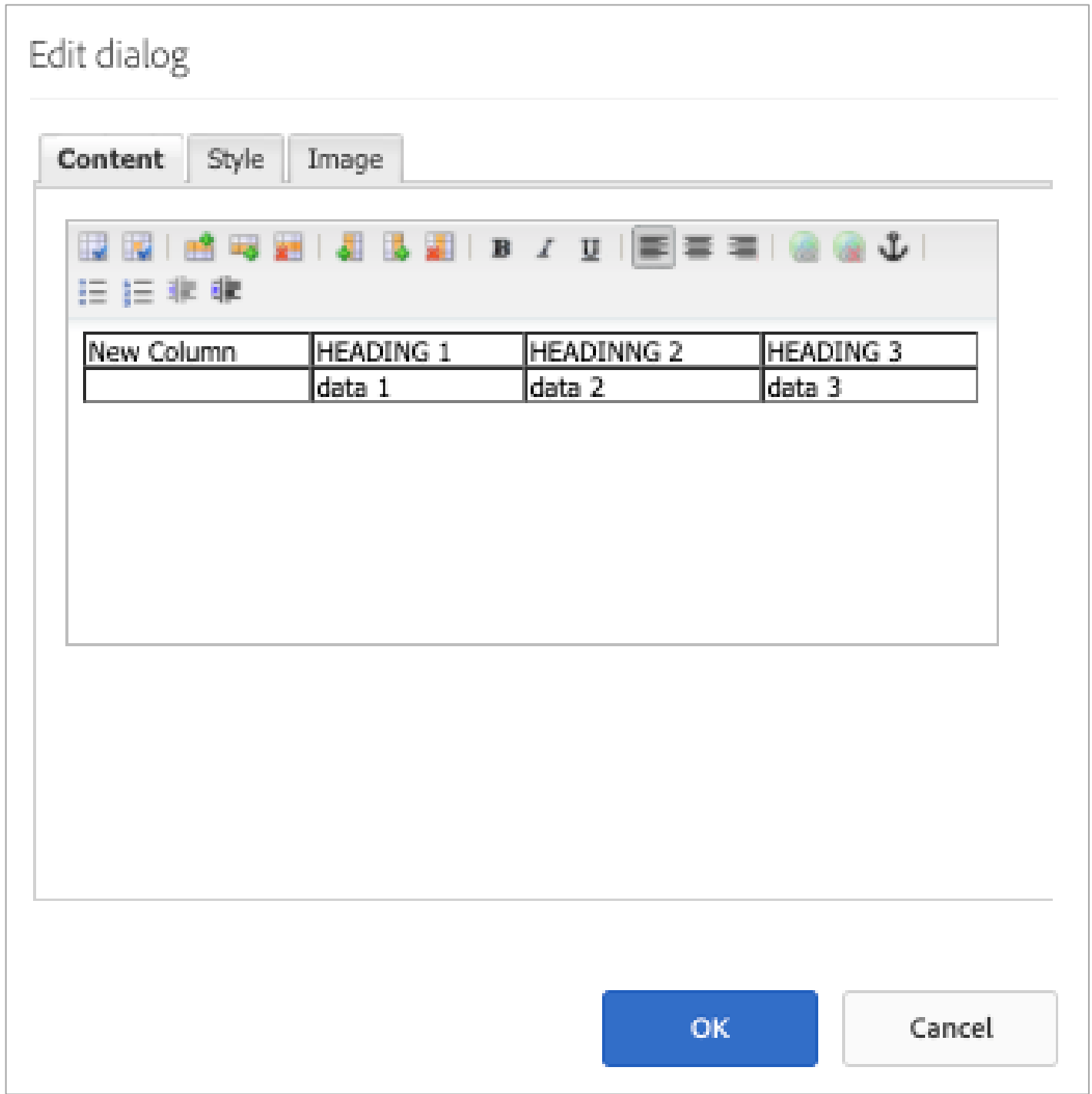


The screenshot shows a software interface with a navigation bar at the top containing 'CONTACT US', 'NS', 'ROLES', 'TOOLS & PROCESS', 'PROGRAMS', 'PARTNERS', and 'CALEN'. Below this is an 'Edit dialog' window with three tabs: 'Content', 'Style', and 'Image'. The 'Content' tab is active, showing a toolbar with various icons. One icon, representing 'Insert Left', is circled in red. Below the toolbar is a table with three columns and two rows. The first column is selected, and a red arrow points to the first cell of this column. The table contains the following text:

HEADING 1	HEADING 2	HEADING 3
data 1	data 2	data 3

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

⇒ A new column appears to the left of the selected column

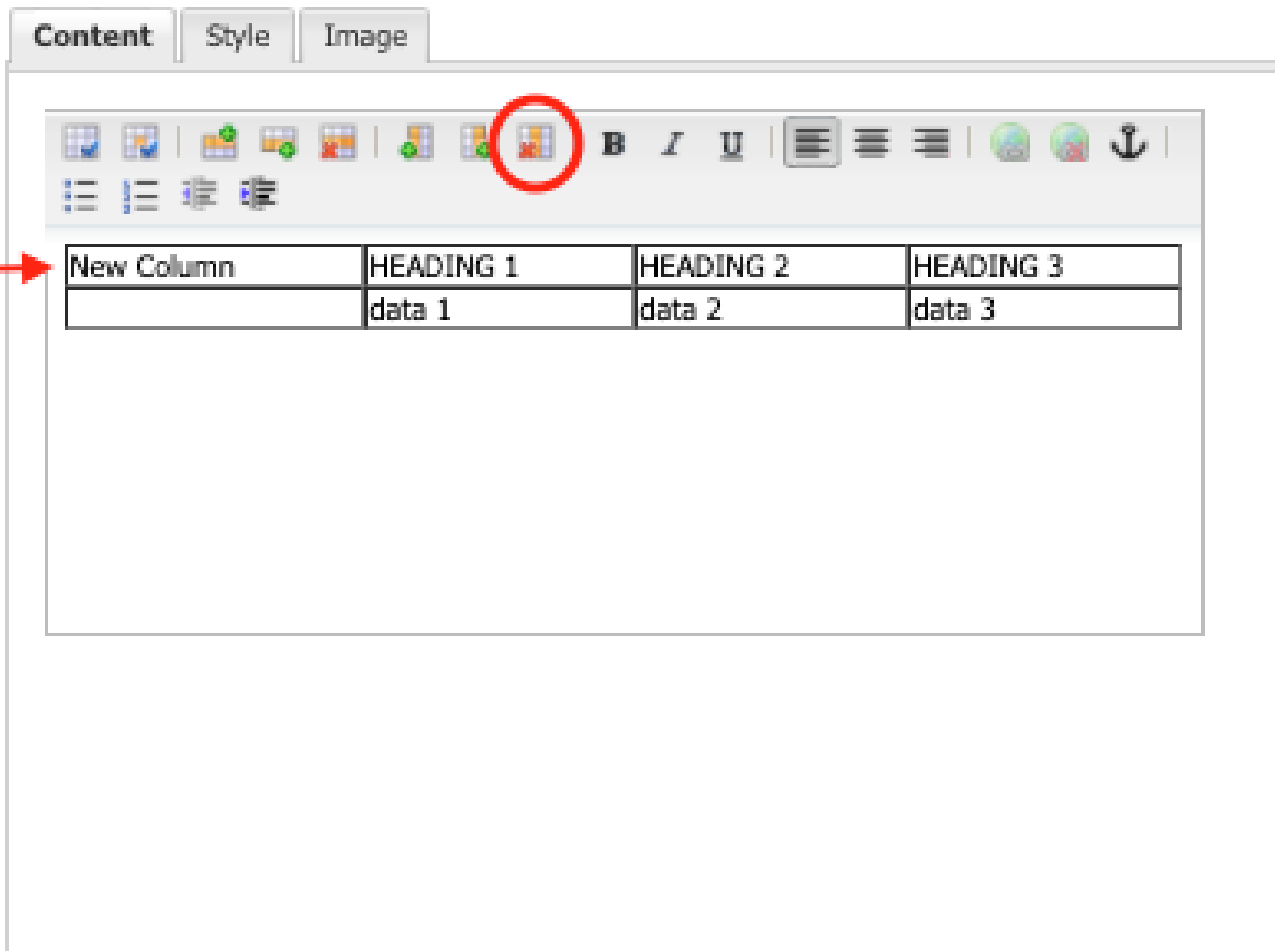


Deleting a column to the left of a selected column:

1. Click into any cell in the first row (shown with arrow in below screenshot) then click the 'Delete Column' icon (circled)

Edit dialog

Content Style Image



The screenshot shows the 'Edit dialog' window with a table. The table has four columns: 'New Column', 'HEADING 1', 'HEADING 2', and 'HEADING 3'. The first row contains these headings, and the second row contains 'data 1', 'data 2', and 'data 3'. A red arrow points to the first cell of the first row. In the toolbar above the table, the 'Delete Column' icon (a grid with a red 'X') is circled in red.

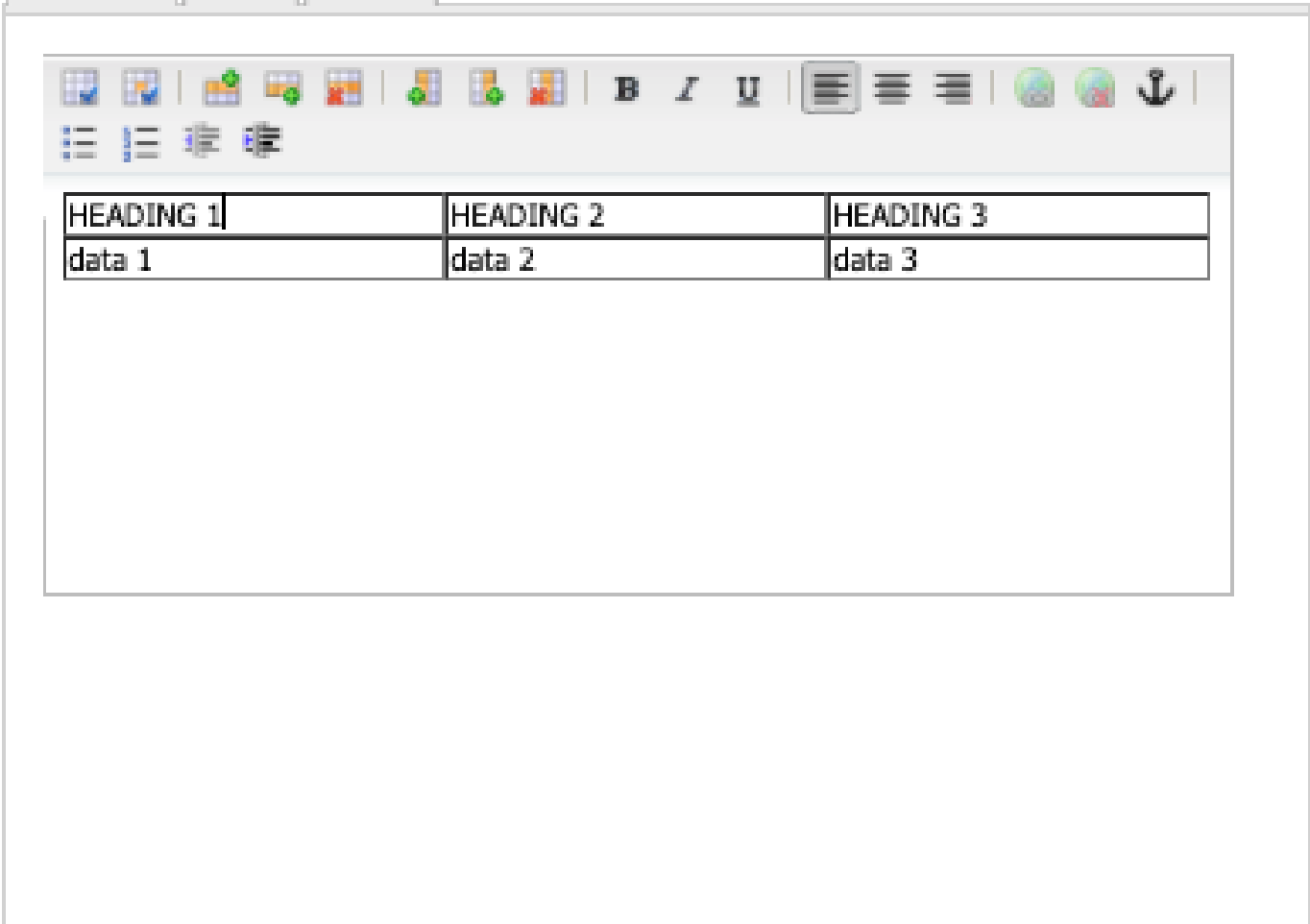
New Column	HEADING 1	HEADING 2	HEADING 3
	data 1	data 2	data 3

OK Cancel

⇒ The selected column disappears

Edit dialog

Content Style Image



The screenshot shows a dialog box titled "Edit dialog" with three tabs: "Content", "Style", and "Image". The "Content" tab is active. Below the tabs is a toolbar with various icons for table manipulation, including a grid, a plus sign, a minus sign, a refresh icon, a bold icon, an italic icon, an underline icon, and alignment options. Below the toolbar is a table with three columns and two rows. The first column is selected, indicated by a blue highlight. The table contains the following text:

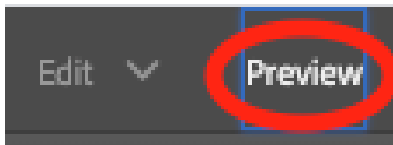
HEADING 1	HEADING 2	HEADING 3
data 1	data 2	data 3

At the bottom of the dialog are two buttons: "OK" (blue) and "Cancel" (grey).

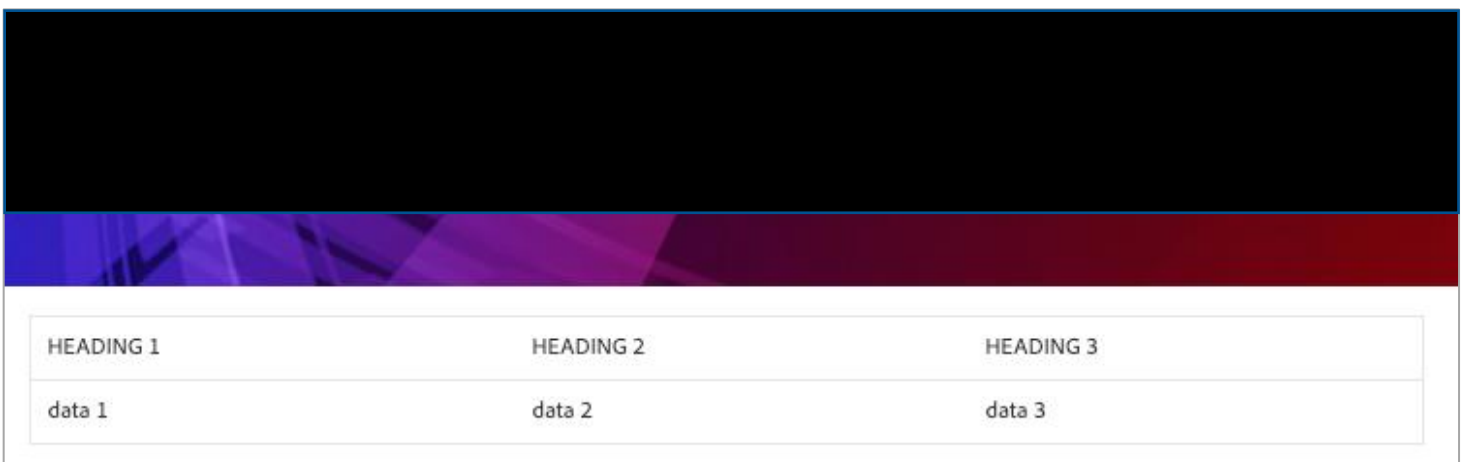
2. Click the blue OK button



3. Click on 'Preview' in the upper right-hand corner



⇒ The deleted column is removed from the page

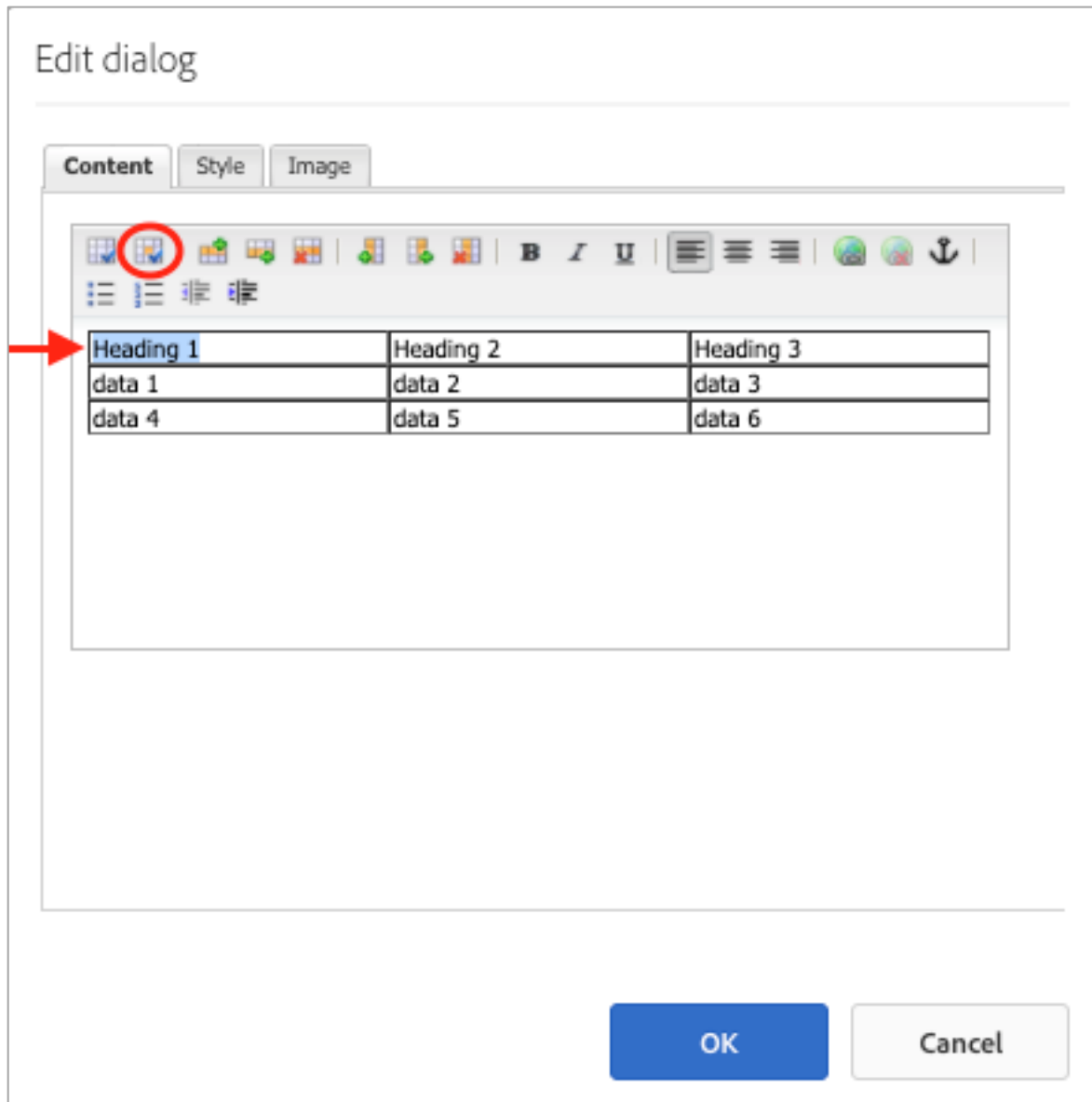


HEADING 1	HEADING 2	HEADING 3
data 1	data 2	data 3

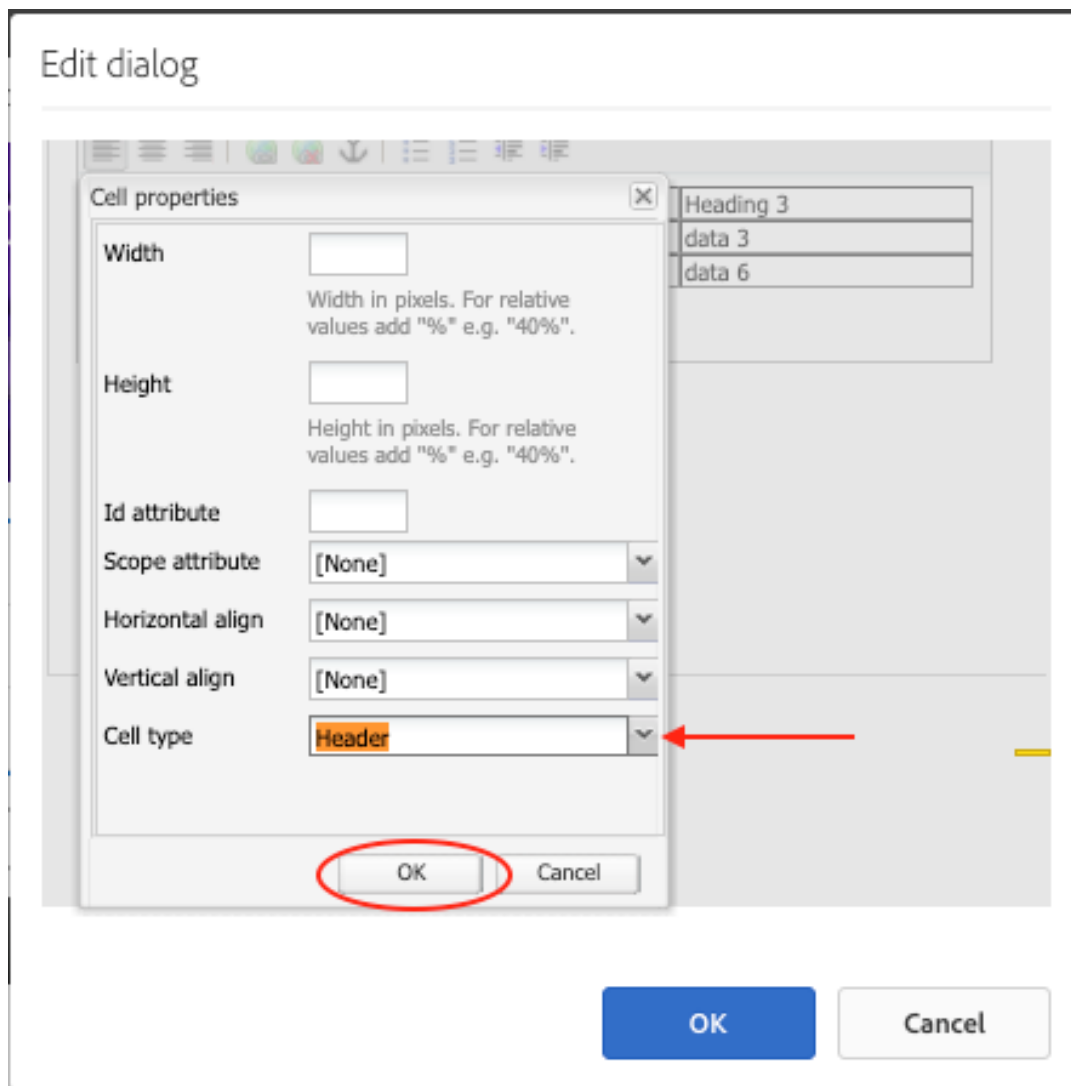
HEADERS

ADDING A TABLE HEADER:

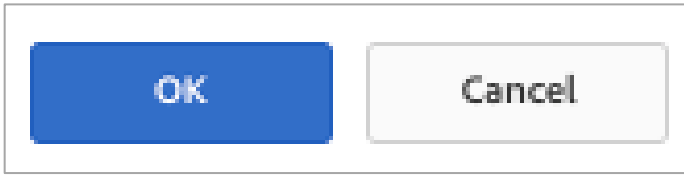
1. Click into any cell in the first row (shown with arrow in below screenshot) then click the 'Cell Properties' icon (circled)



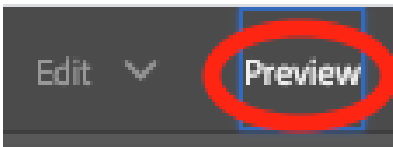
2. Scroll down in the 'Cell properties' window and change 'Cell type' from 'Data' to 'Header' then click OK



3. Click the blue OK button



4. Click on 'Preview' in the upper right-hand corner



5. The selected cell becomes a table header, with a light gray shading that sets it apart from the other cells.



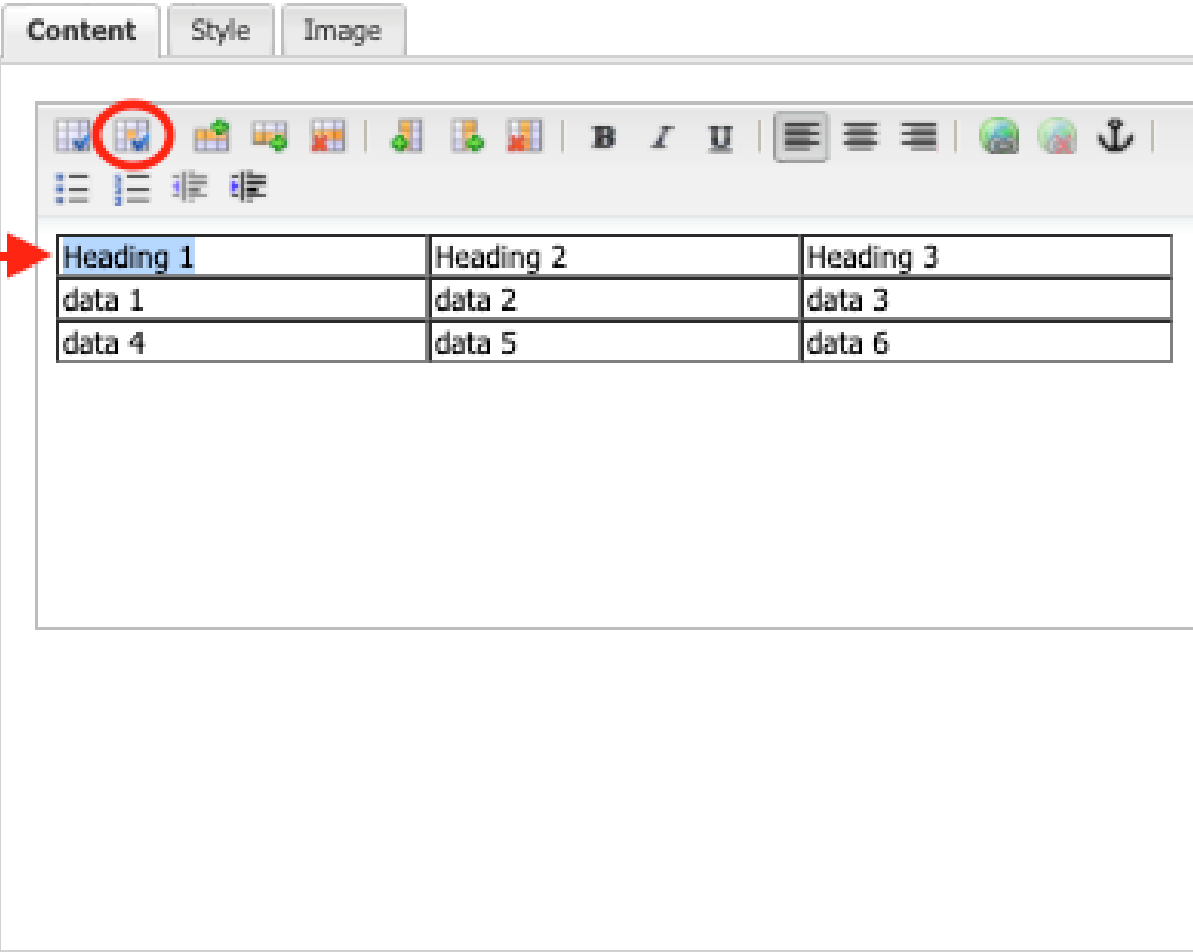
6. Repeat steps 1 – 4 if you wish to make other cells table headers.

ADDING A DARK HEADER:

1. Click into any cell in the first row (shown with arrow in below screenshot) then click the 'Cell Properties' icon (circled)

Edit dialog

Content Style Image

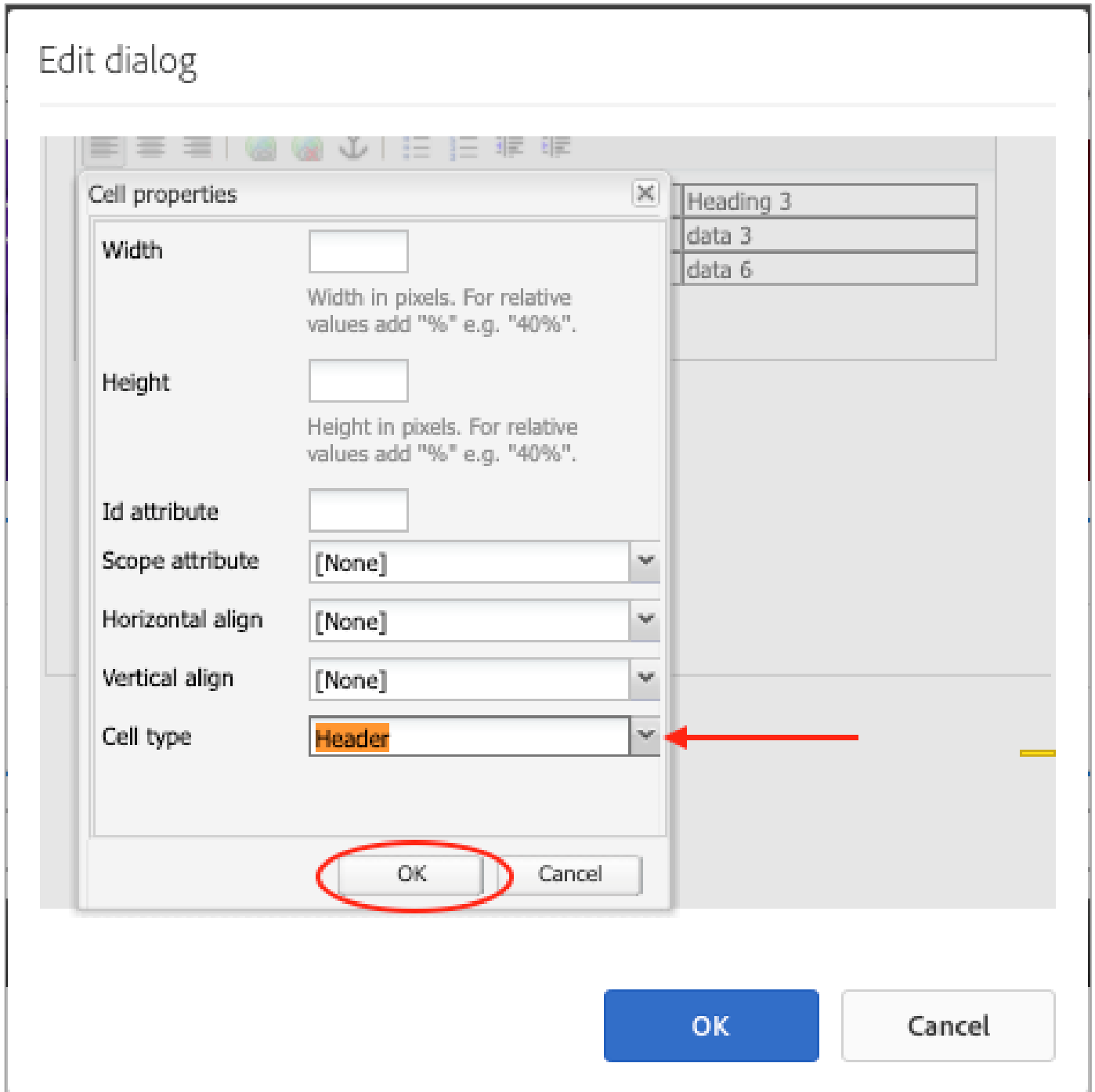


The screenshot shows the 'Edit dialog' window with three tabs: 'Content', 'Style', and 'Image'. The 'Content' tab is active, displaying a toolbar with various icons. One icon, representing a table with a dark header, is circled in red. Below the toolbar is a table with three columns and three rows. The first row contains 'Heading 1', 'Heading 2', and 'Heading 3'. The second row contains 'data 1', 'data 2', and 'data 3'. The third row contains 'data 4', 'data 5', and 'data 6'. A red arrow points to the first cell of the first row, 'Heading 1'. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

Heading 1	Heading 2	Heading 3
data 1	data 2	data 3
data 4	data 5	data 6

OK Cancel

2. In the 'Cell properties' window, change 'Cell type' from 'Data' to 'Header' then scroll down and click 'OK' (be sure to click 'OK' in the 'Cell properties' window. If you click the blue 'OK' button at this point, you will lose your changes)



3. Click on the 'Style' tab in the Edit Dialog box and change the 'Style' setting from 'Table' to 'Dark Header'

Edit dialog

Content | **Style** | Image

Style ←

Top Margin

Enter top margin, leave blank for default.

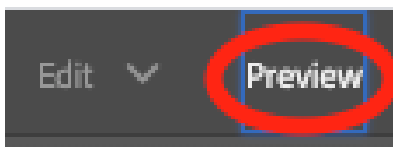
Bottom Margin

Enter bottom margin, leave width blank for default.

4. Click the blue OK button



5. Click on 'Preview' in the upper right-hand corner



7. The selected cell becomes a dark header, with a dark gray shading and white text that sets it apart from the other cells.



Heading 1	Heading 2	Heading 3
data 1	data 2	data 3
data 4	data 5	data 6

8. Repeat steps 1 – 4 to make other cells headers.