WORKING WITH ADOBE EXPERIENCE MANAGER COMPONENTS

Adding and Managing the Table component

By Michelle Lawson

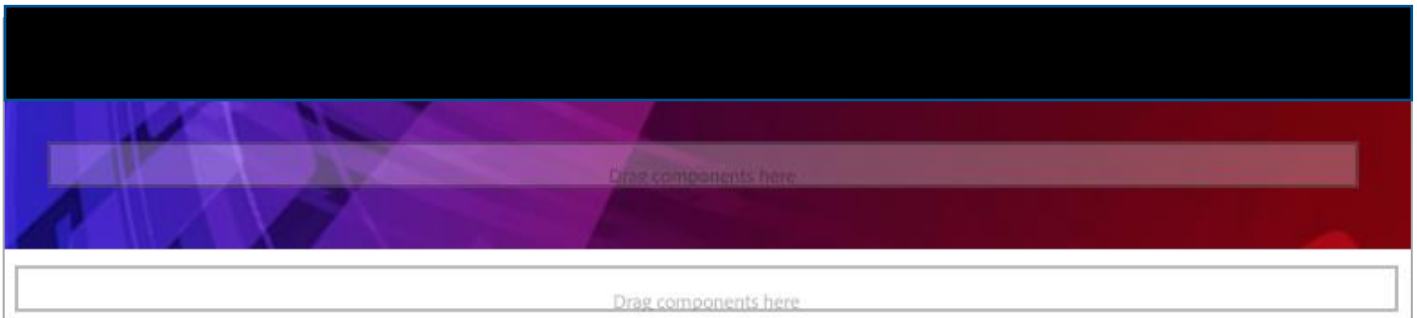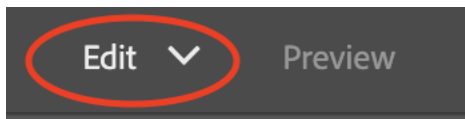**April 2020**

TABLE OF CONTENTS

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'
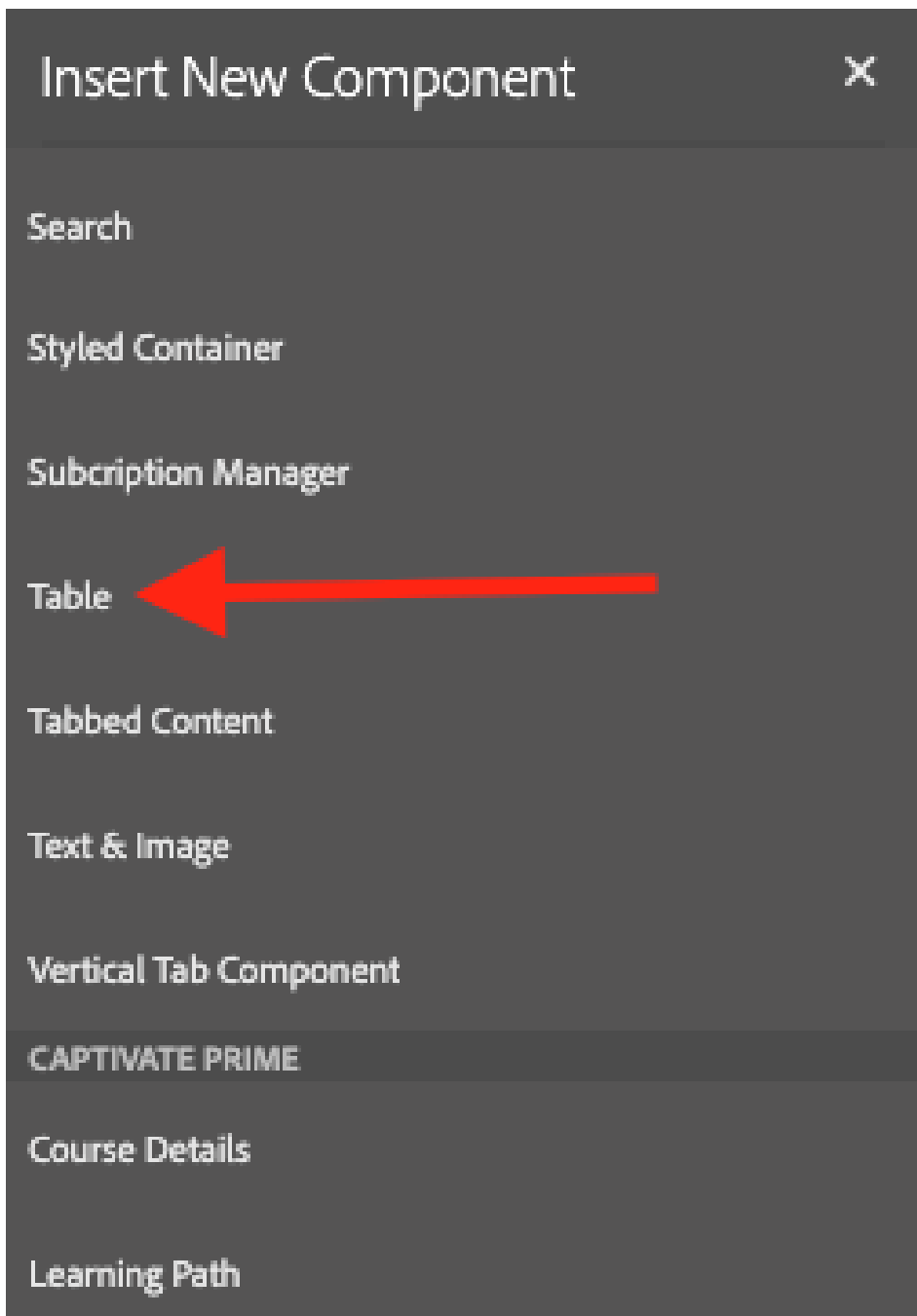

⇒ **The page is now in Edit mode, enabling you to add components**.

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'

Insert New Component   ✕

Search

Styled Container

Subcription Manager

Table

Tabbed Content

Text & Image

Vertical Tab Component

CAPTIVATE PRIME
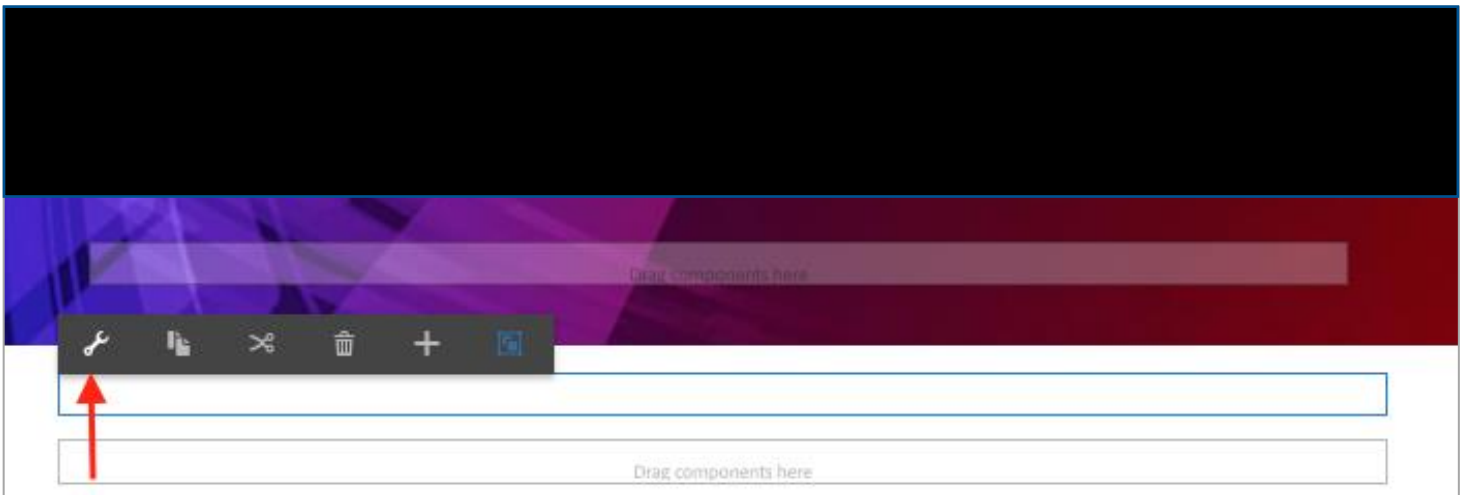
Course Details

Learning Path

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)
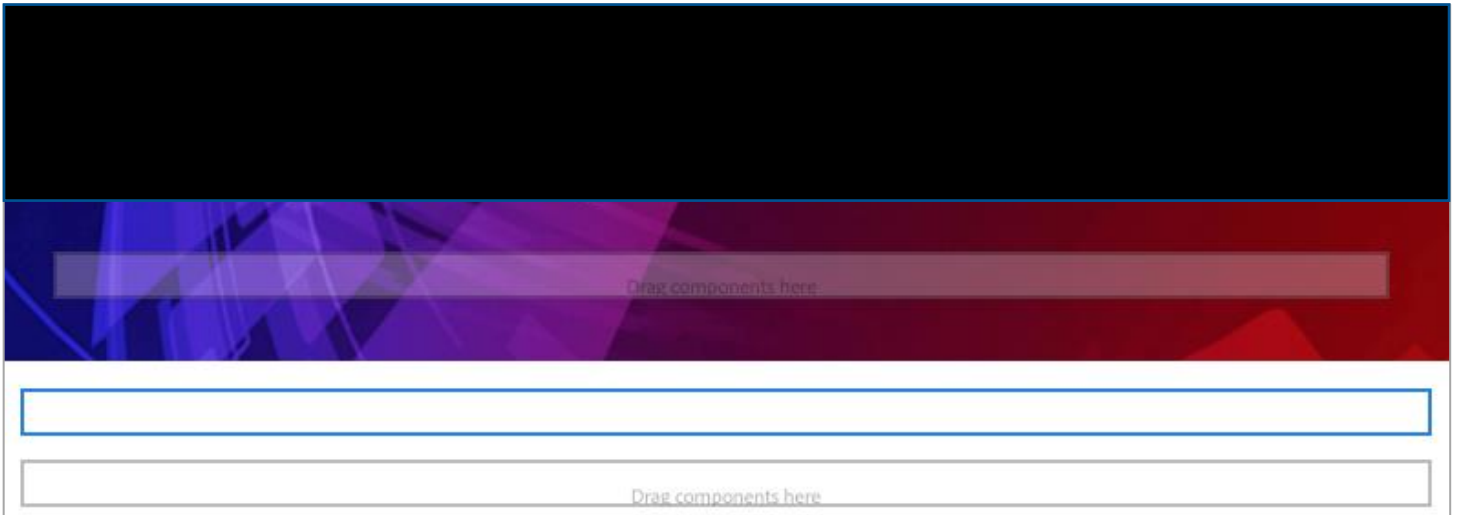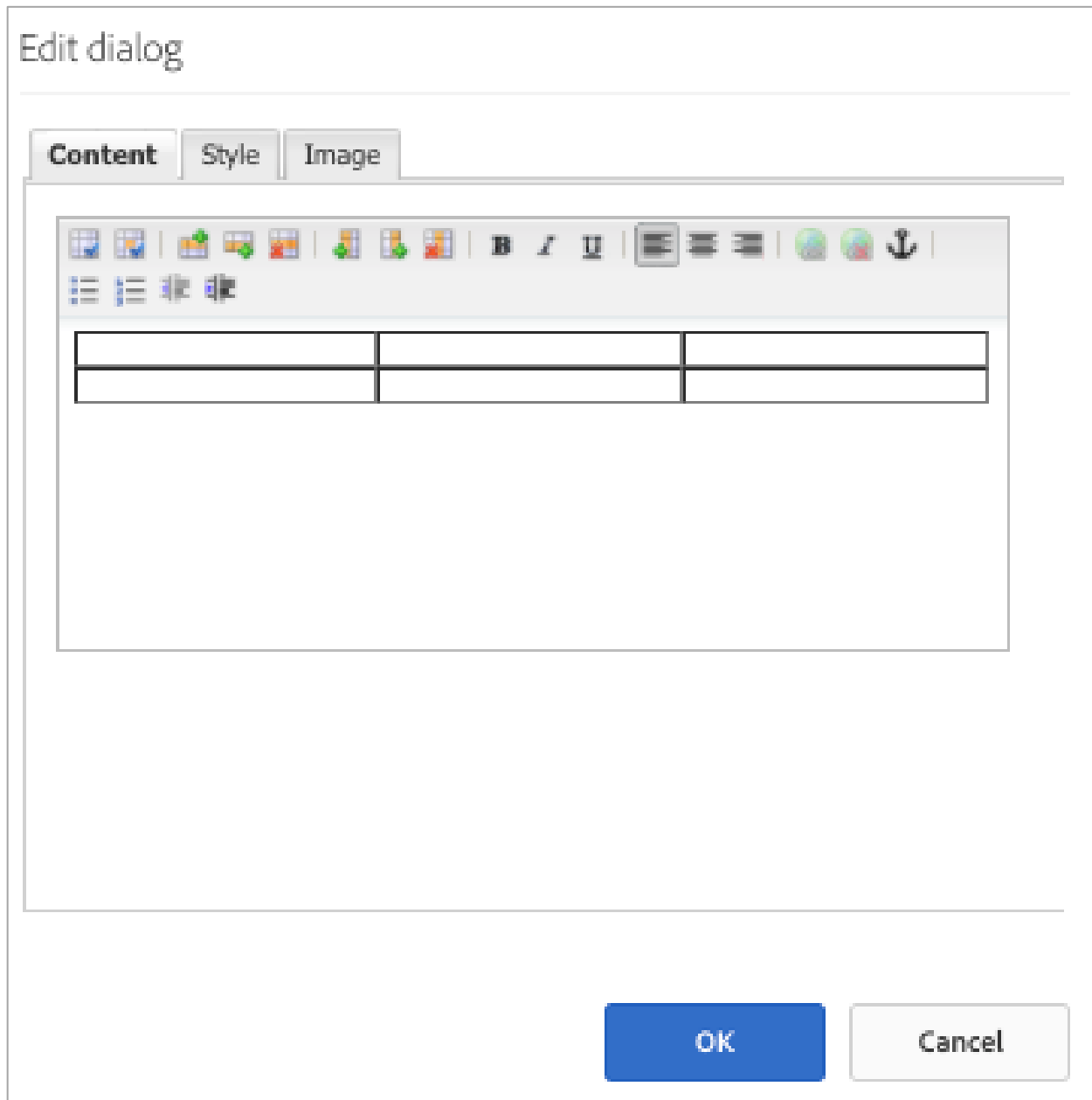
ADDING CONTENT TO THE TABLE COMPONENT

1. Click anywhere within the new table component, then click on the wrench icon
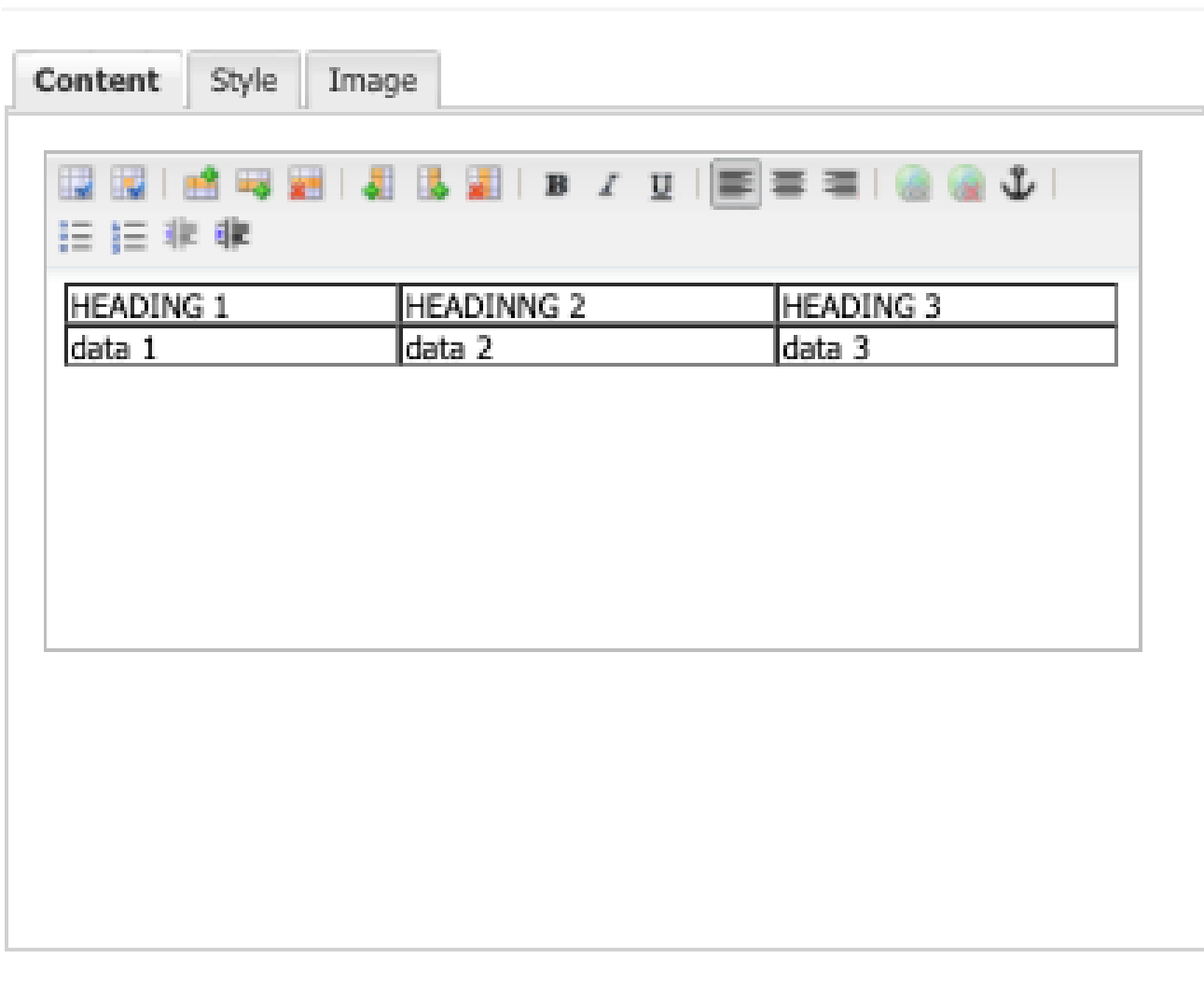
⇒ The 'Edit Dialog Box' opens. The default table contains two horizontal rows and two vertical columns.

Edit dialog

Content Style Image

OK   Cancel

2. Type content in the cells:

Edit dialog

Content   Style   Image

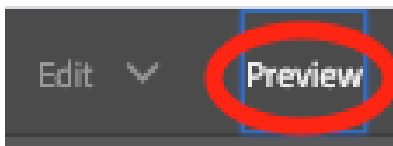| HEADING 1	HEADINNG 2	HEADING 3
data 1	data 2	data 3

OK   Cancel

> ⇒ **NOTE: The Bold, Italic, Underline, alignment and bullet options**
> **function the same as in Microsoft Word**
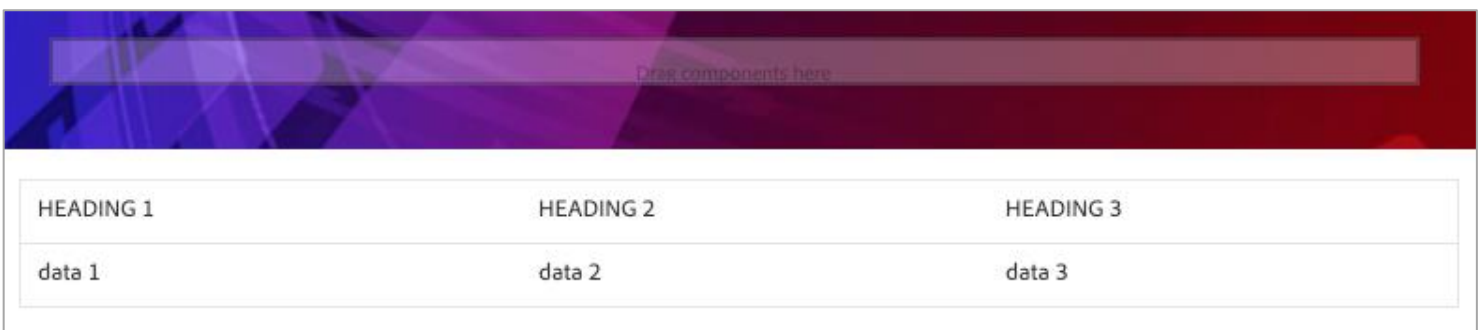
3. Click the blue OK button

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

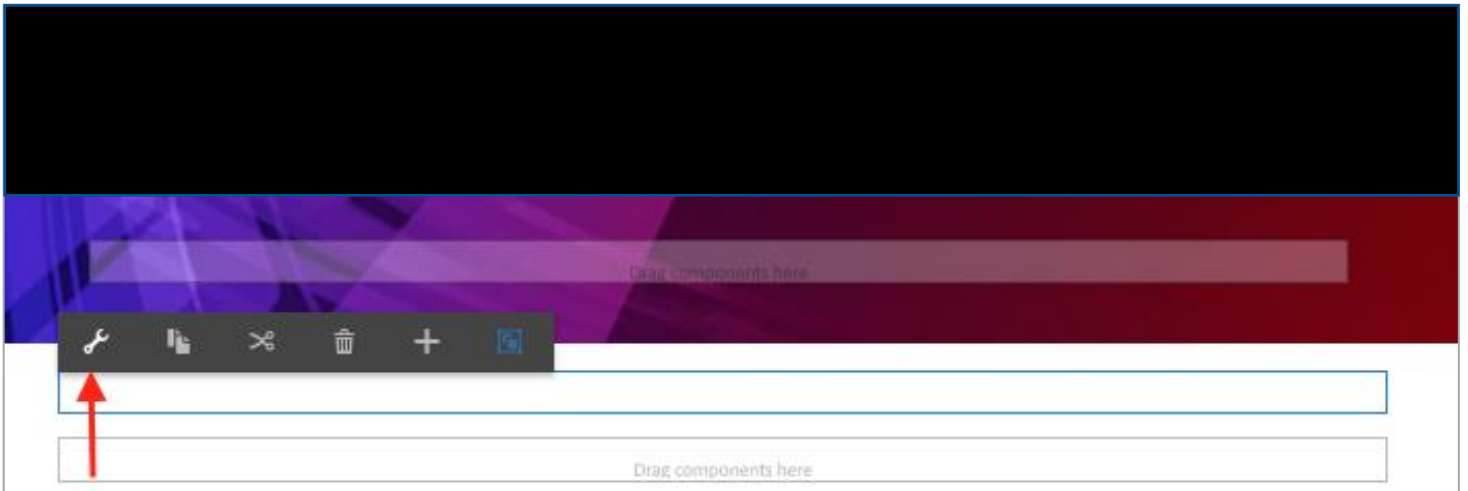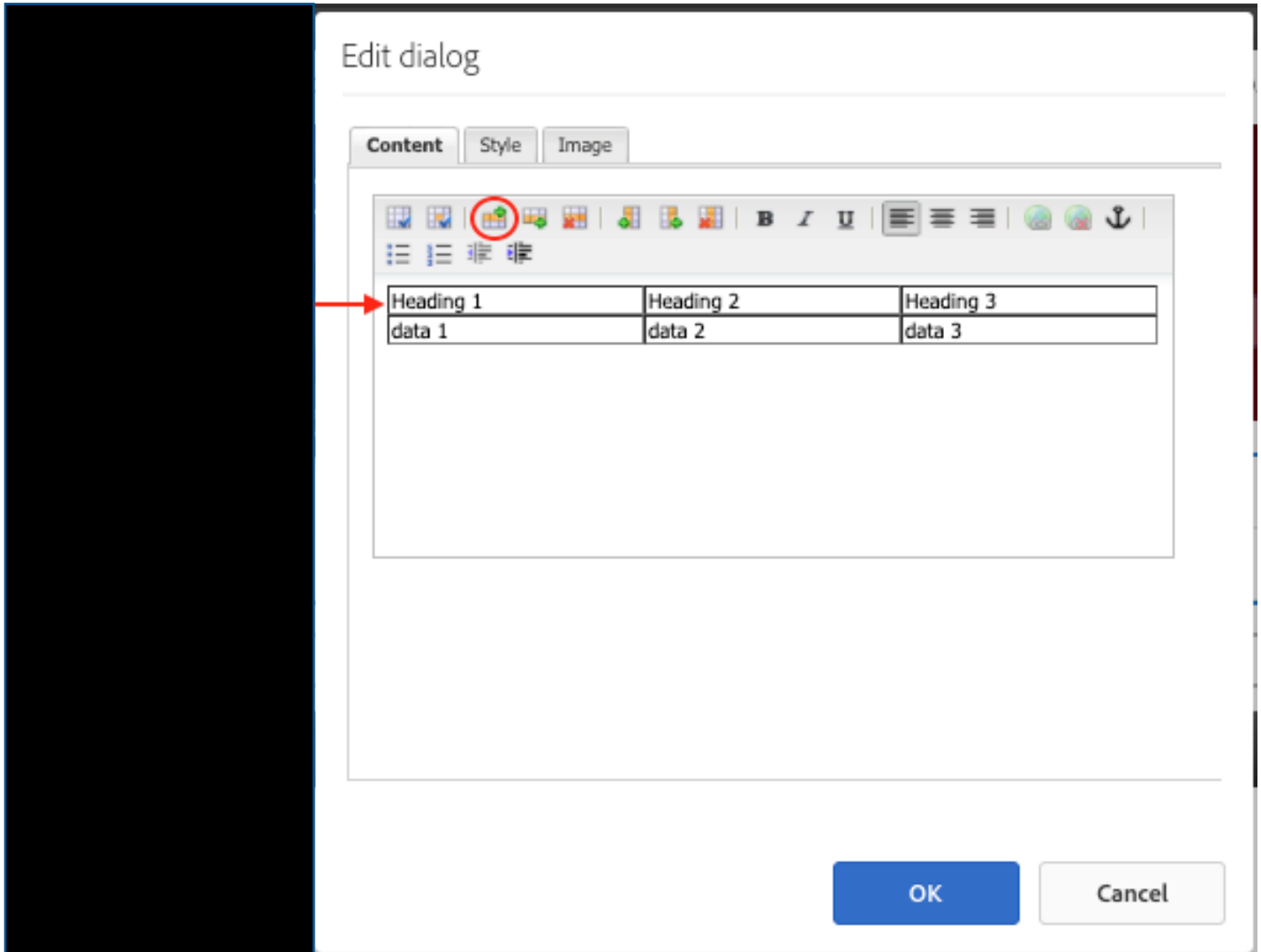> ⇒ **The table now contains the text you typed in**

CONFIGURING THE NEW TABLE COMPONENT
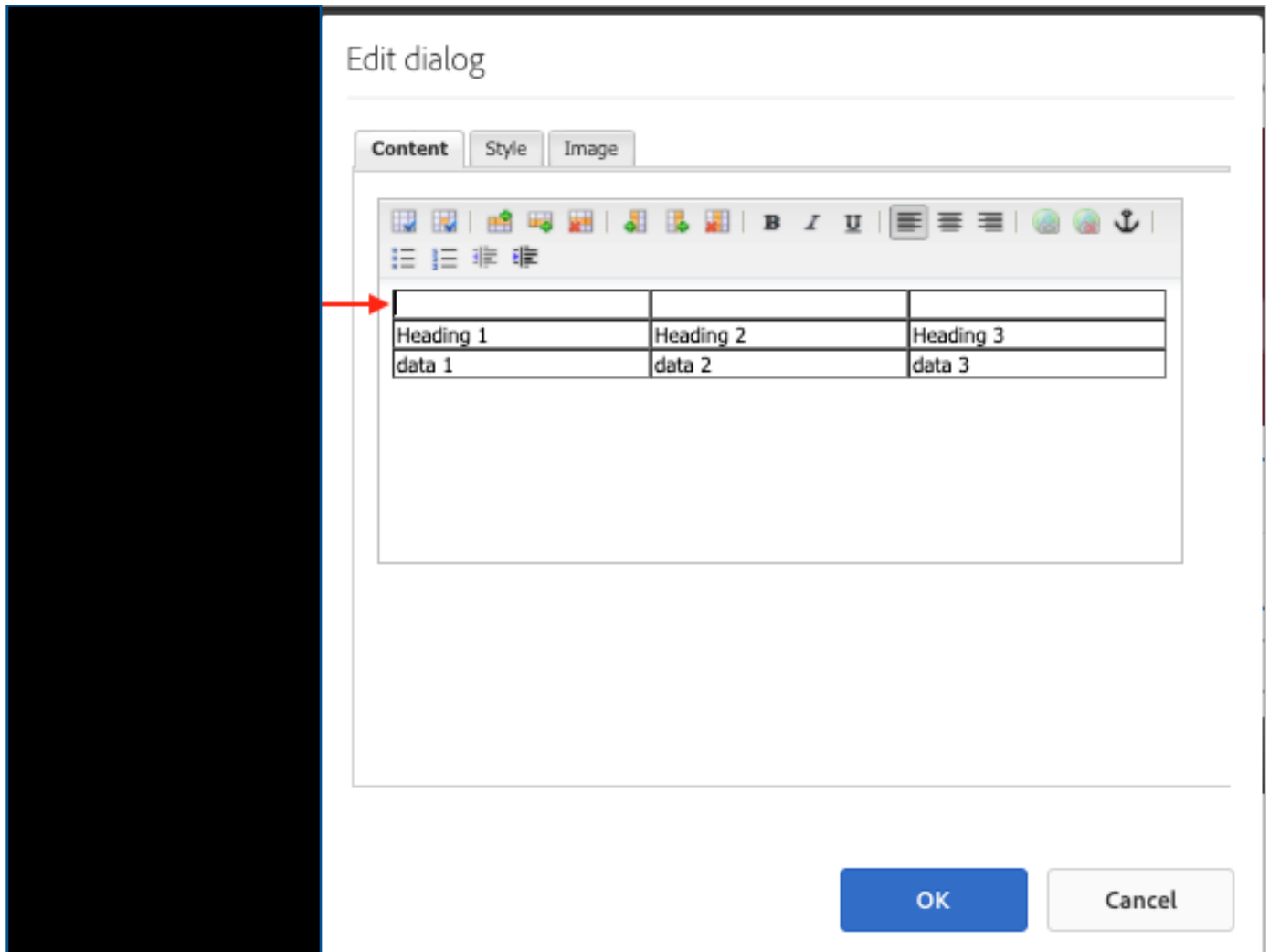
ADDING A ROW ABOVE A SELECTED ROW

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)
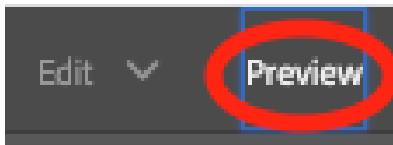
⇒ A new row is inserted above the selected row

Edit dialog

Content | Style | Image

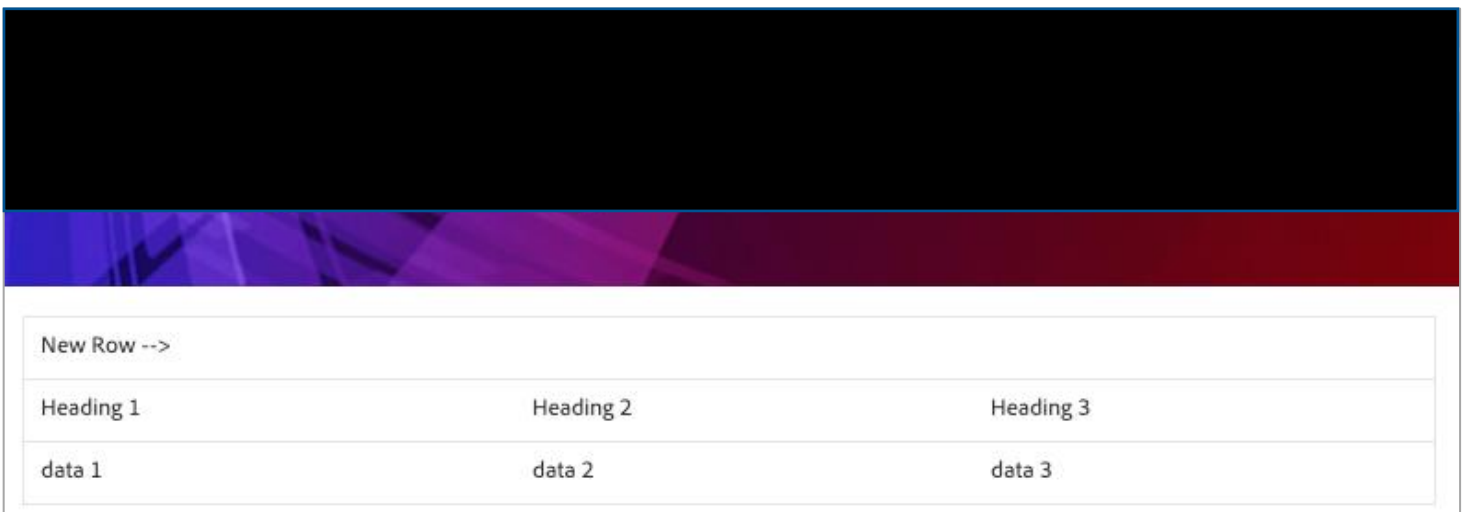|		
Heading 1	Heading 2	Heading 3
data 1	data 2	data 3

OK   Cancel

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)
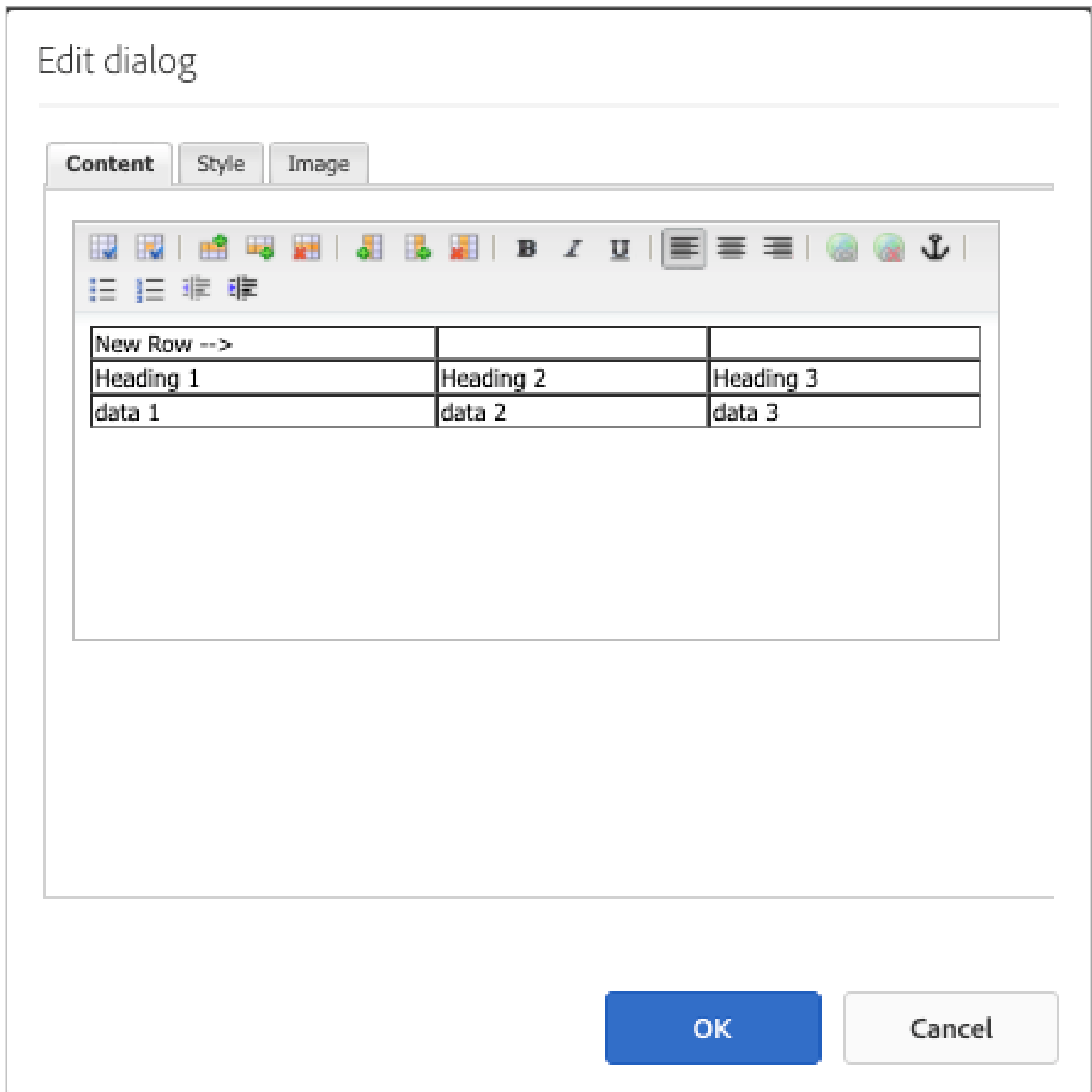

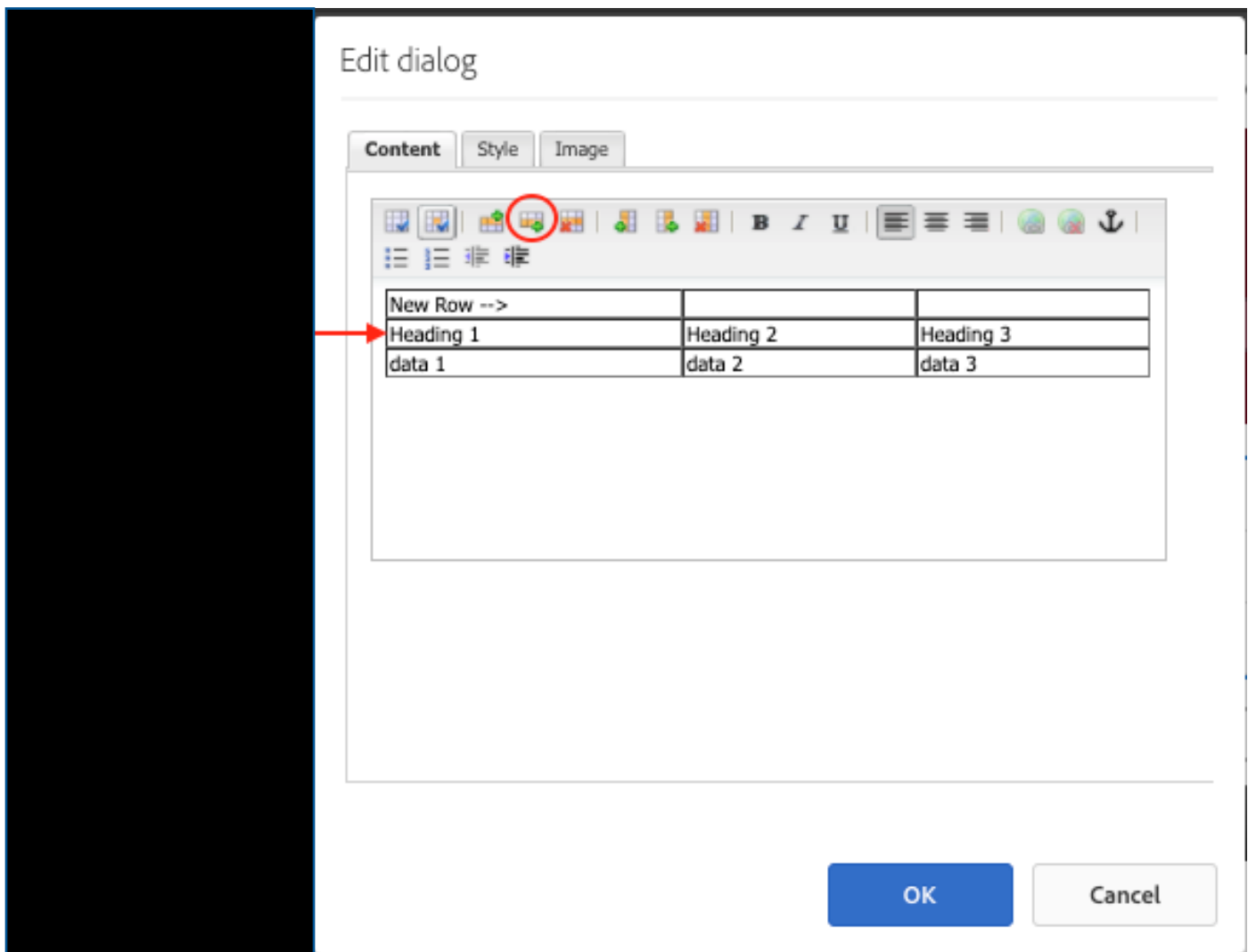| New Row -->		
Heading 1	Heading 2	Heading 3
data 1	data 2	data 3

ADDING A ROW BELOW A SELECTED ROW

1. Click anywhere within the new table component, then click on the wrench icon
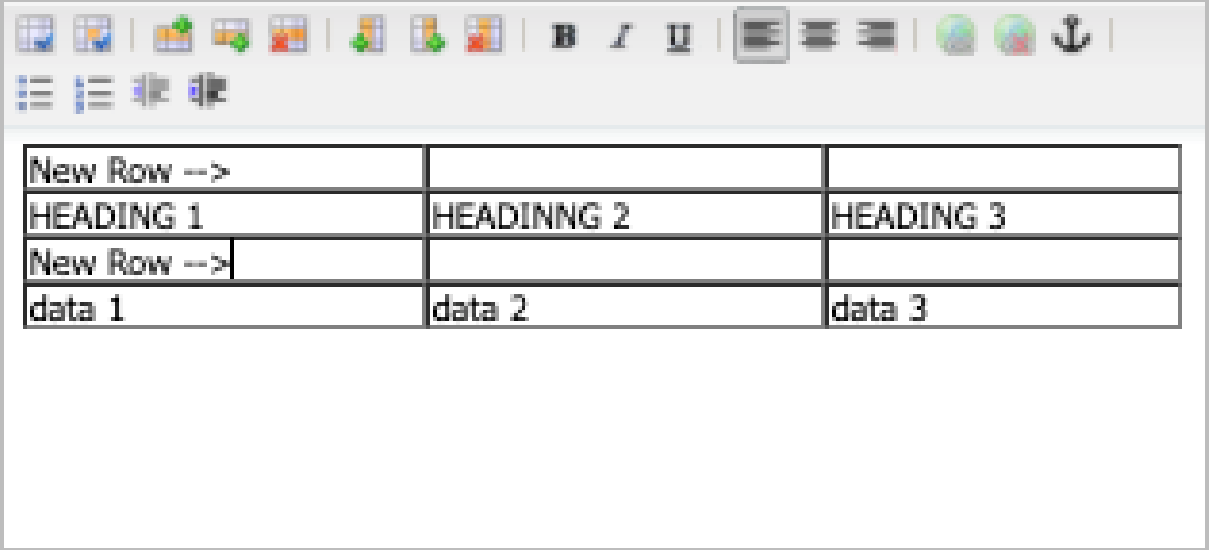
2. The 'Edit Dialog Box' opens.

Edit dialog

Content   Style   Image

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

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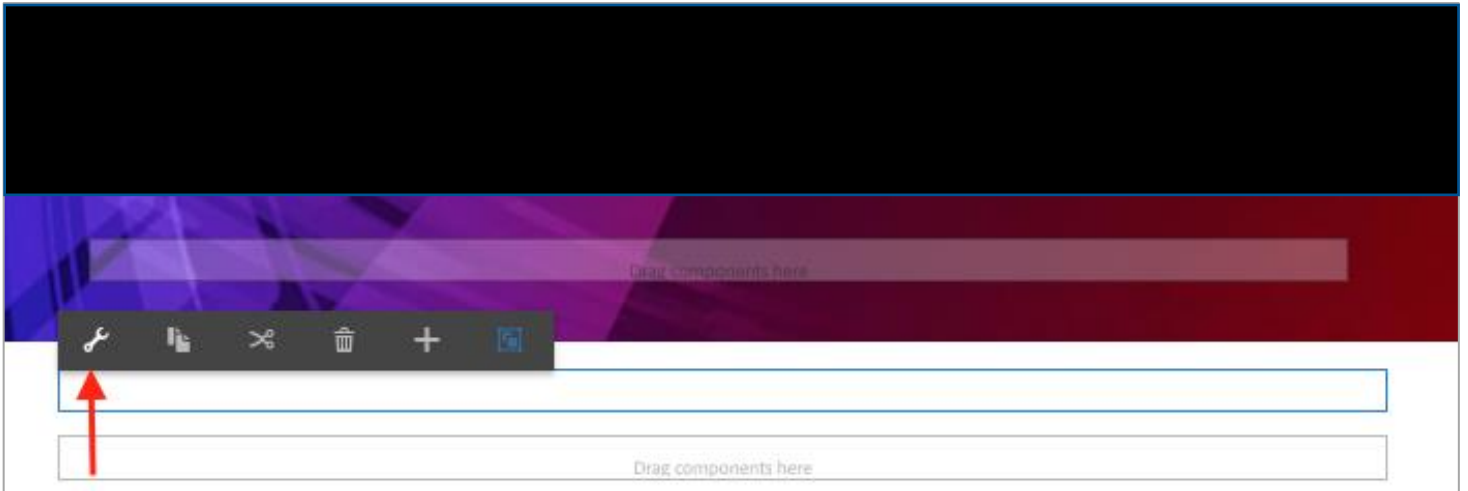
6. Click into the 'Heading 1' cell in the first row (shown with arrow in below screenshot) then click the 'Insert Below' icon (circled)

Edit dialog

Content Style Image

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

OK Cancel

⇒ **A new row appears below the selected row**

Edit dialog

Content Style Image

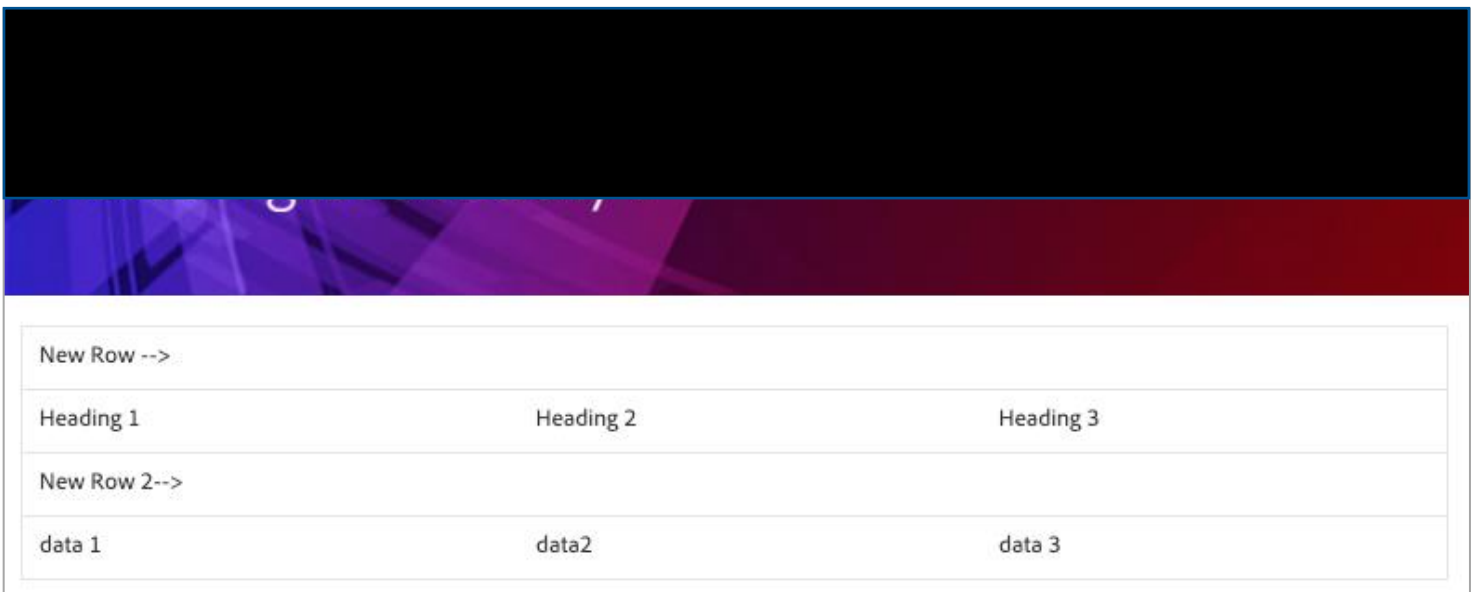| New Row -->		
HEADING 1	HEADINNG 2	HEADING 3
New Row -->		
data 1	data 2	data 3

OK   Cancel

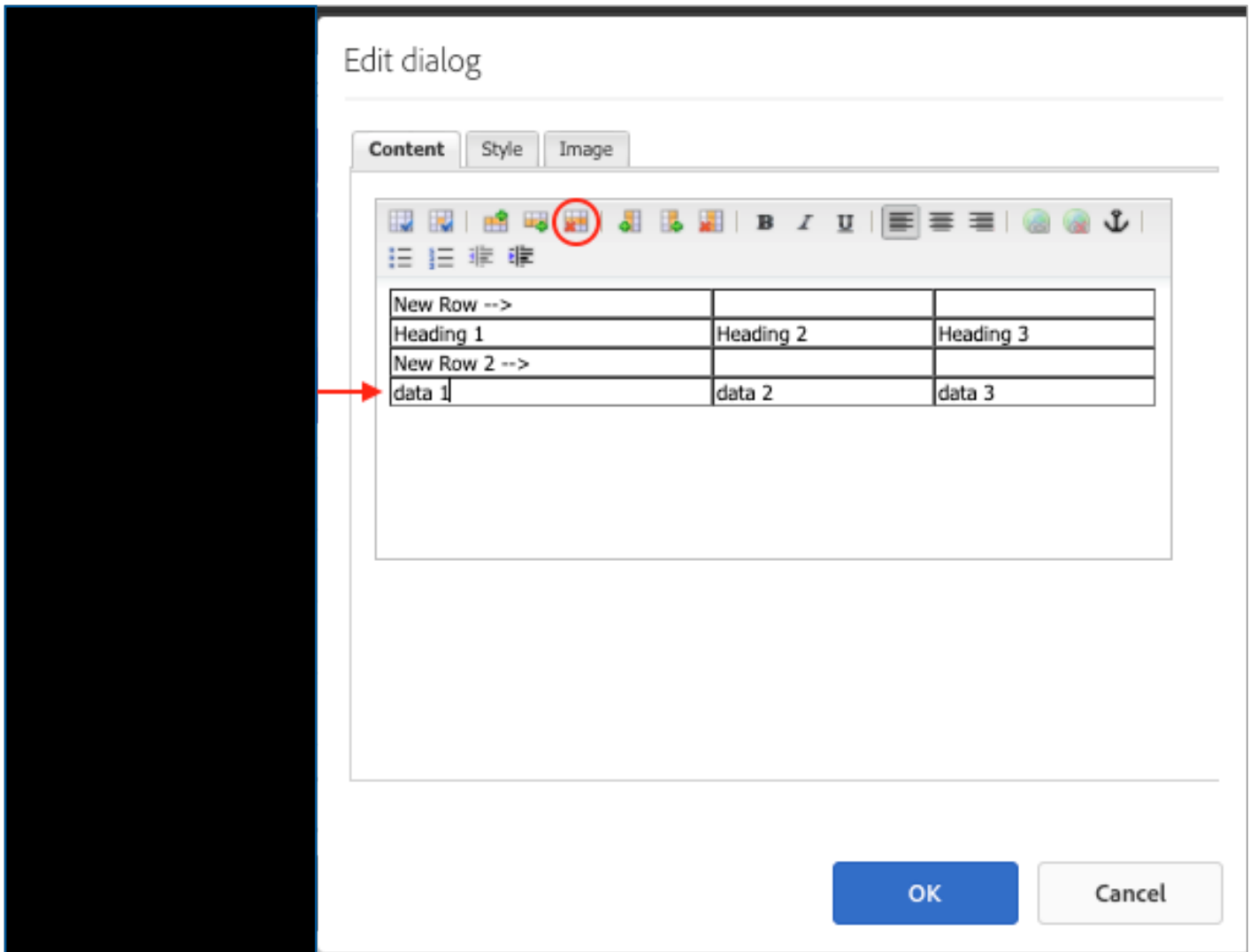7. Click the blue OK button

8. Click on 'Preview' in the upper right-hand corner
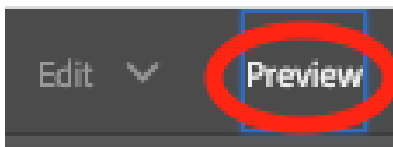
9. The new row appears on the page (the new row has been filled in for clarity; yours will be blank)

| 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)
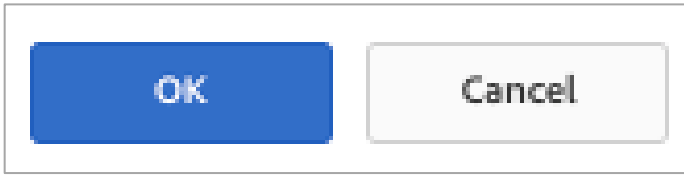
Edit dialog

Content | Style | Image

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

OK   Cancel

⇒ The second row is removed

Edit dialog

| Content | Style | Image |

New Row -->

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

OK   Cancel
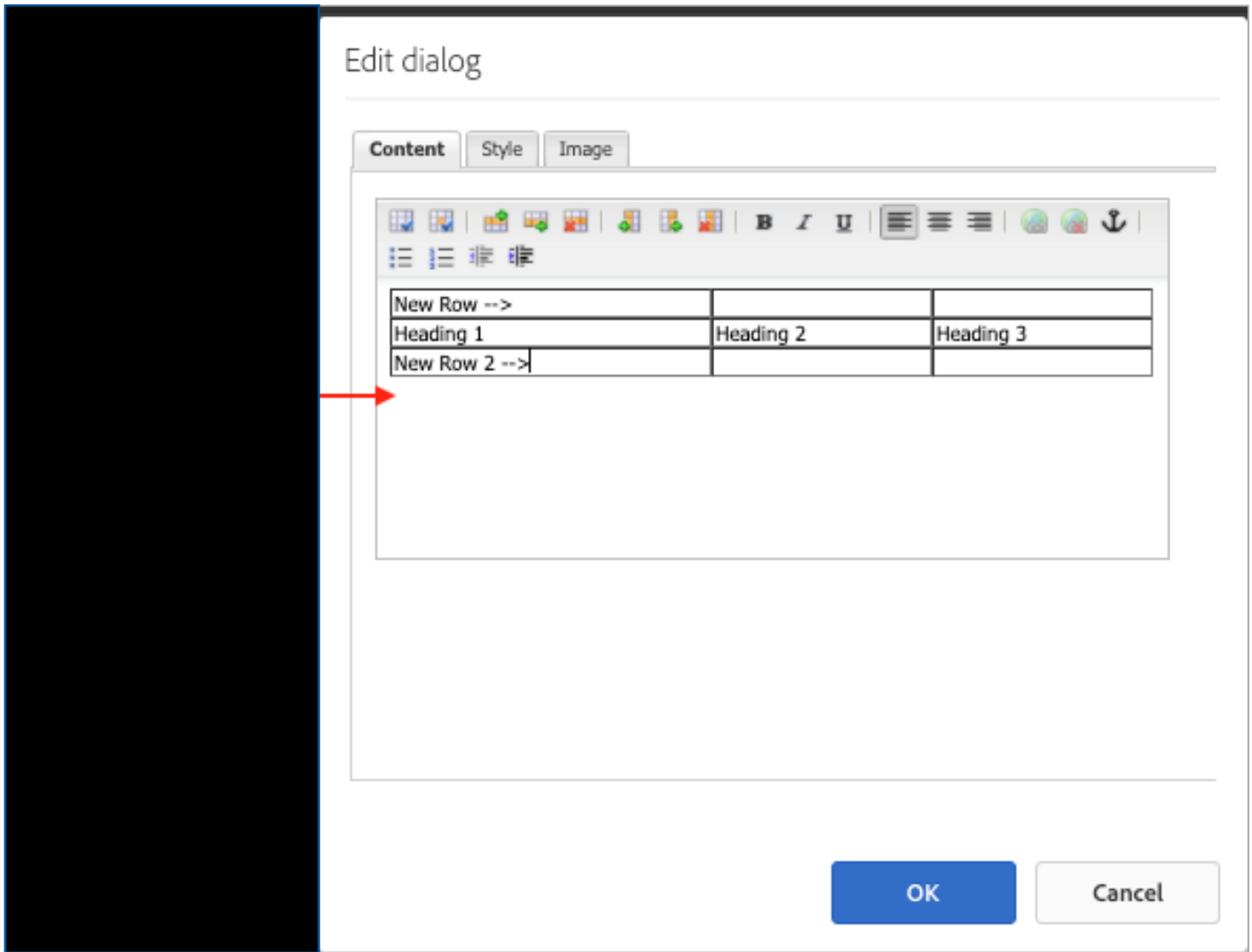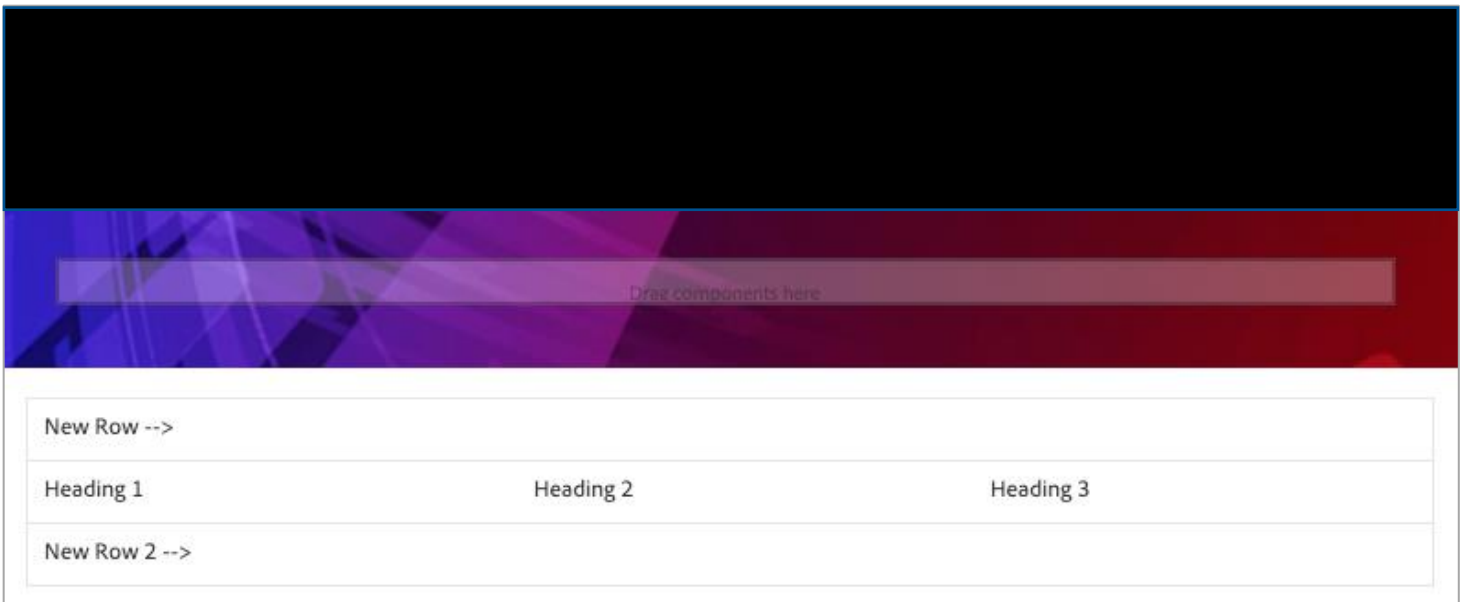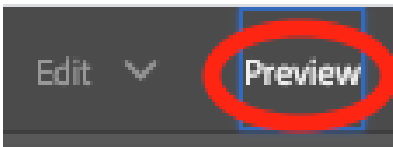
1. Click the blue OK button

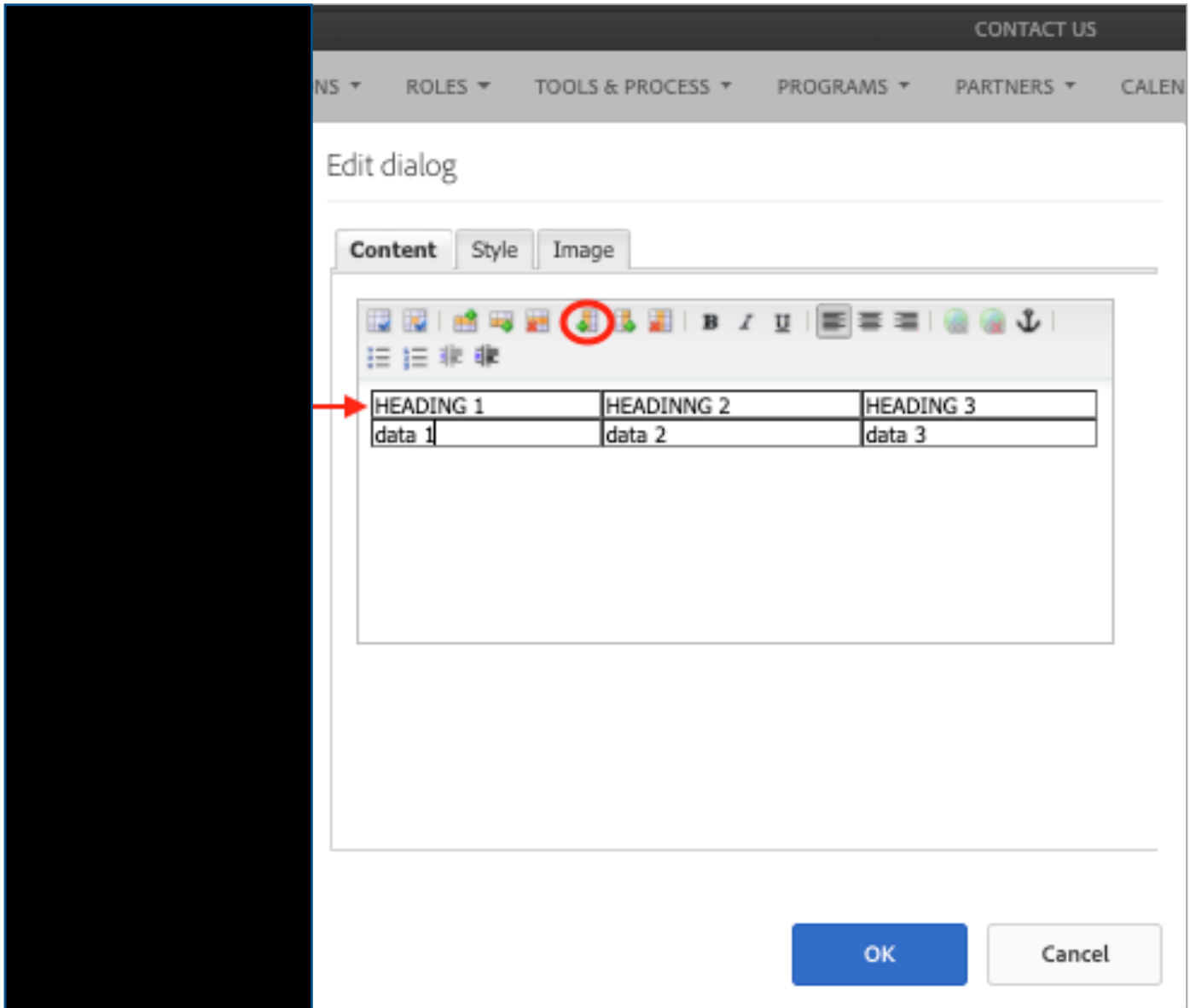2. Click on 'Preview' in the upper right-hand corner

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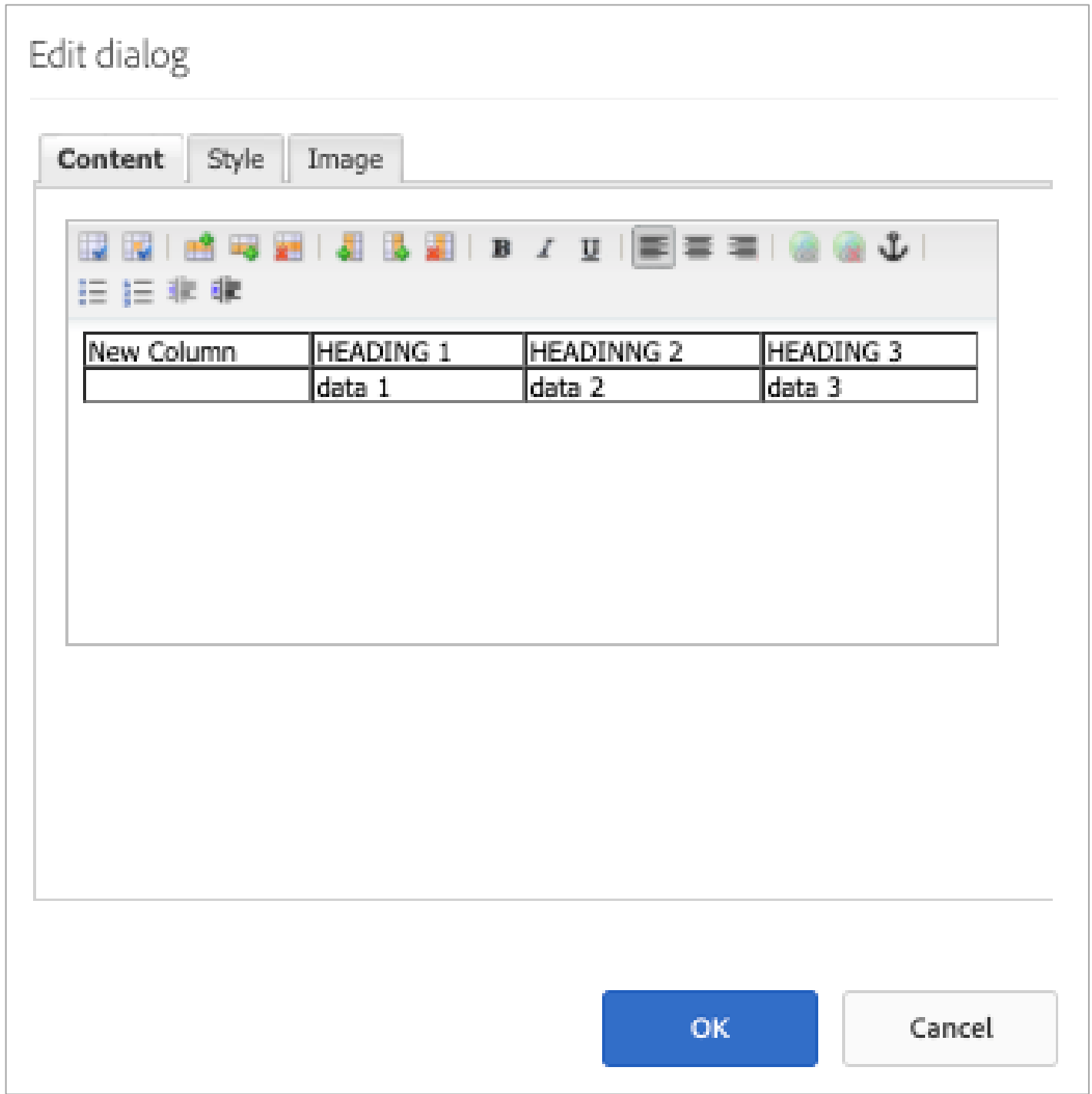
⇒ **A new column appears to the left of the selected column**

Edit dialog

| Content | Style | Image |

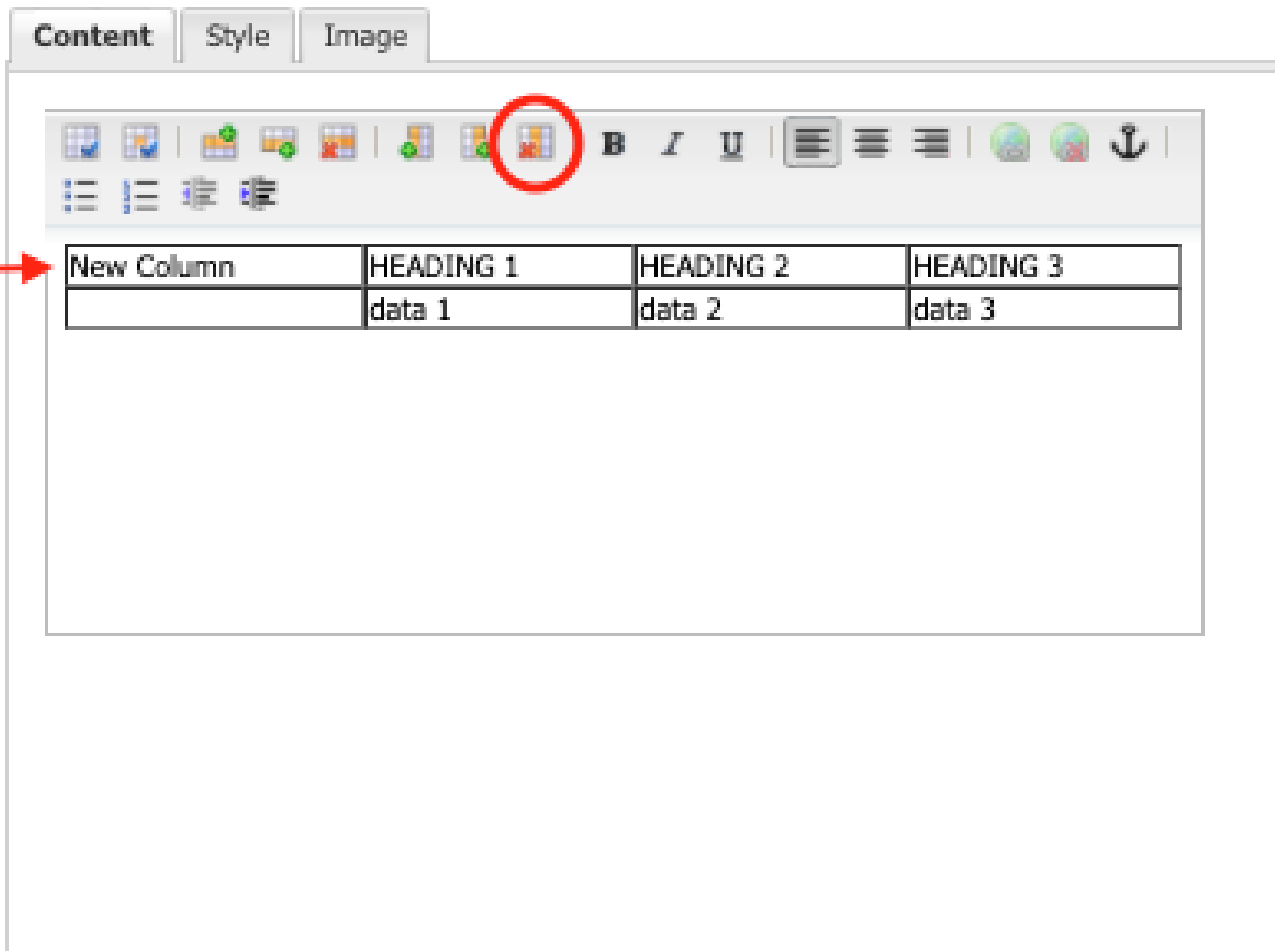| New Column	HEADING 1	HEADINNG 2	HEADING 3
	data 1	data 2	data 3

OK   Cancel

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

New Column	HEADING 1	HEADING 2	HEADING 3
	data 1	data 2	data 3
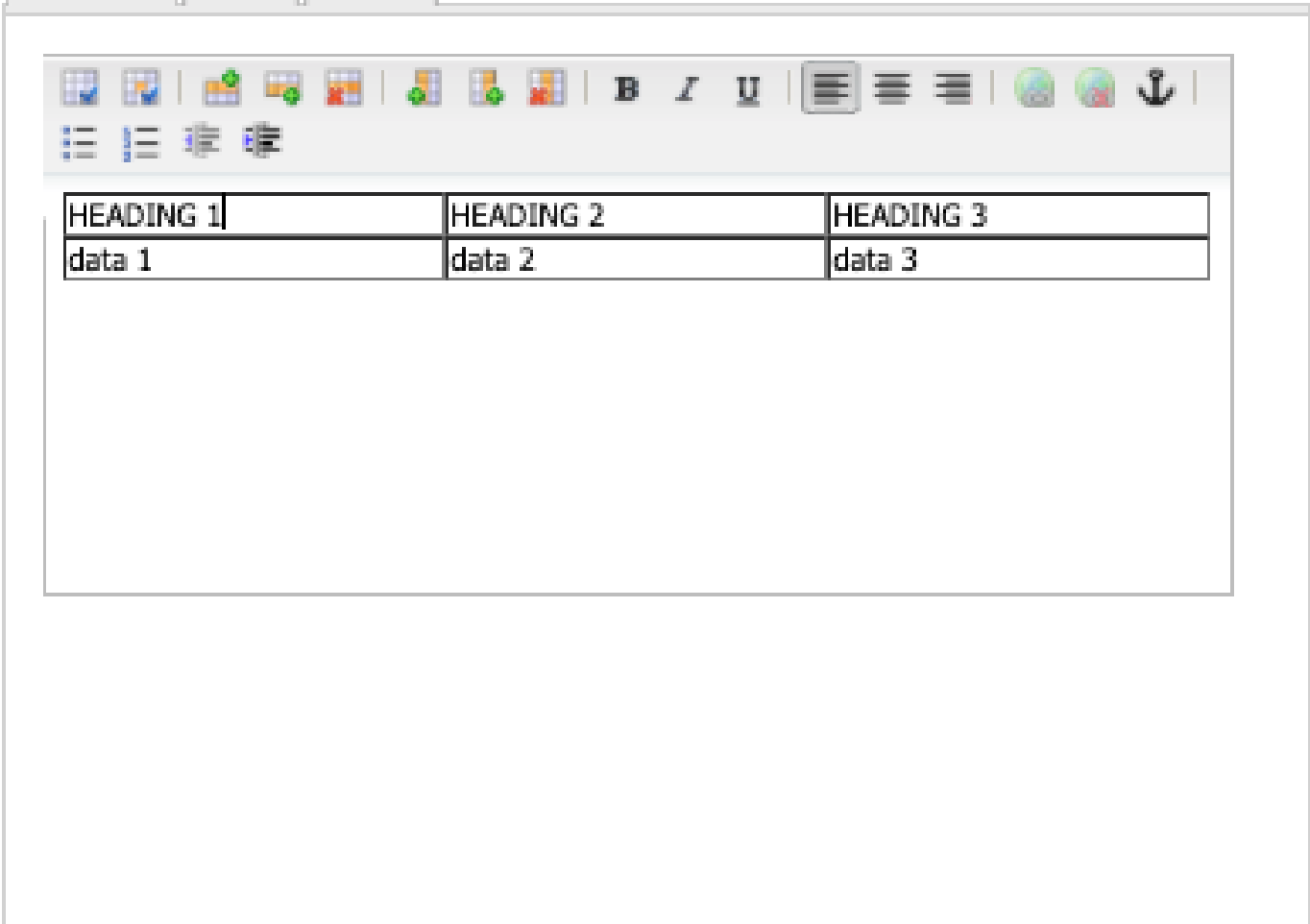
OK   Cancel

⇒ **The selected column disappears**

Edit dialog

Content | Style | Image

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

OK   Cancel

2. Click the blue OK button

3. Click on 'Preview' in the upper right-hand corner
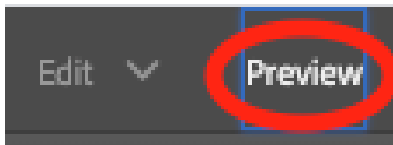
⇒ The deleted column is removed from the page

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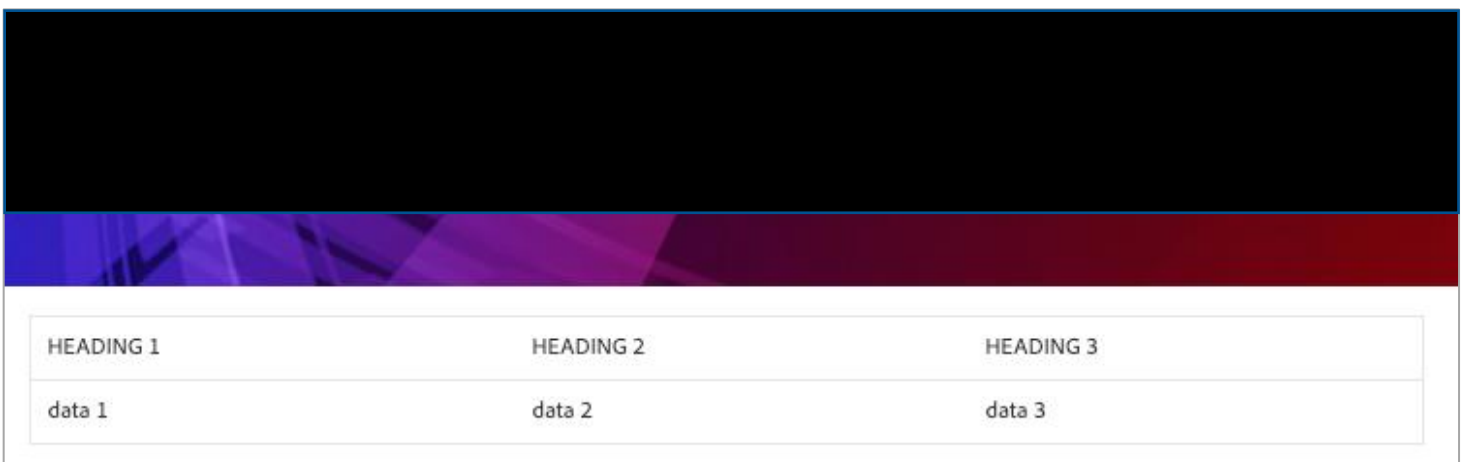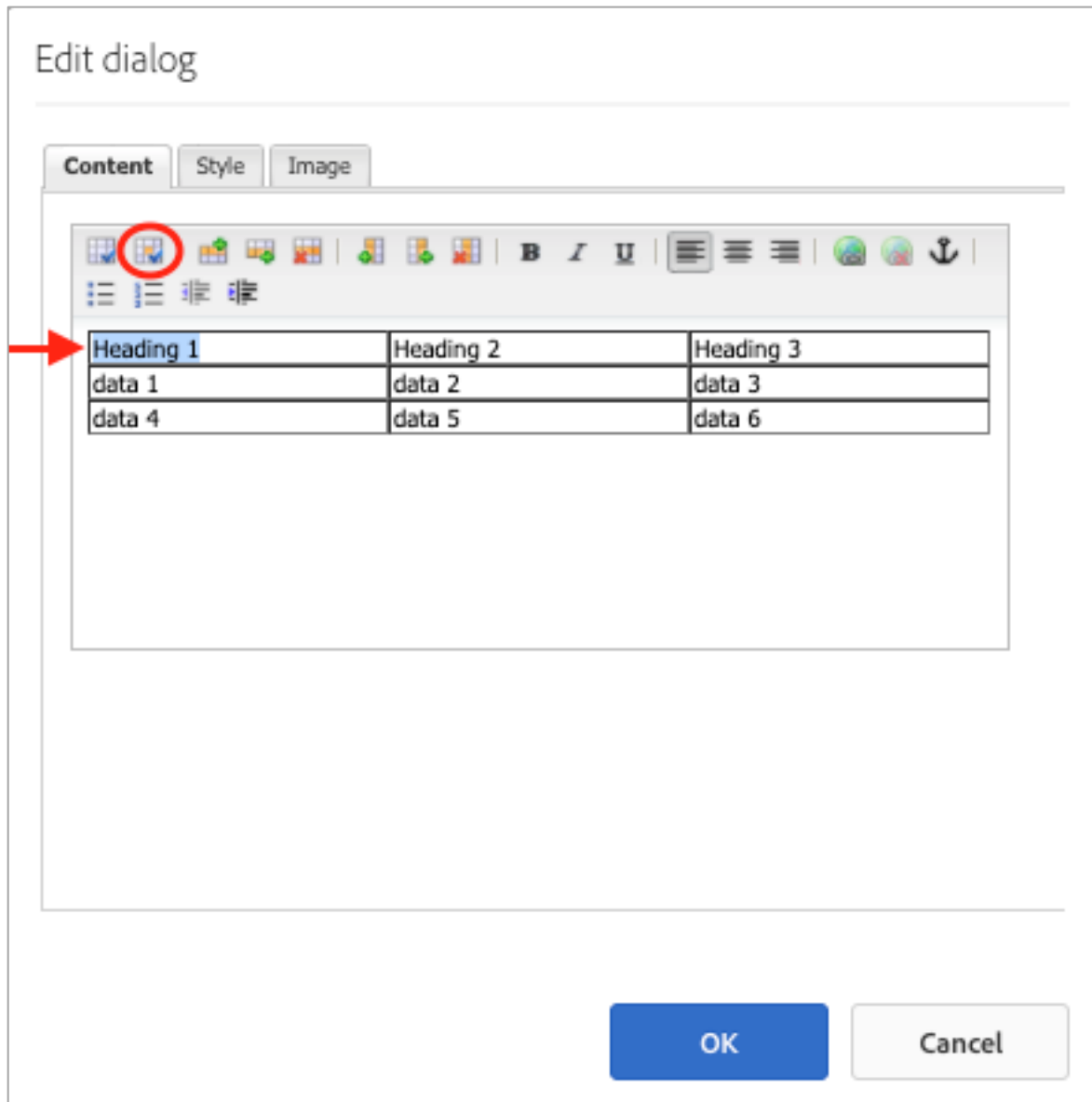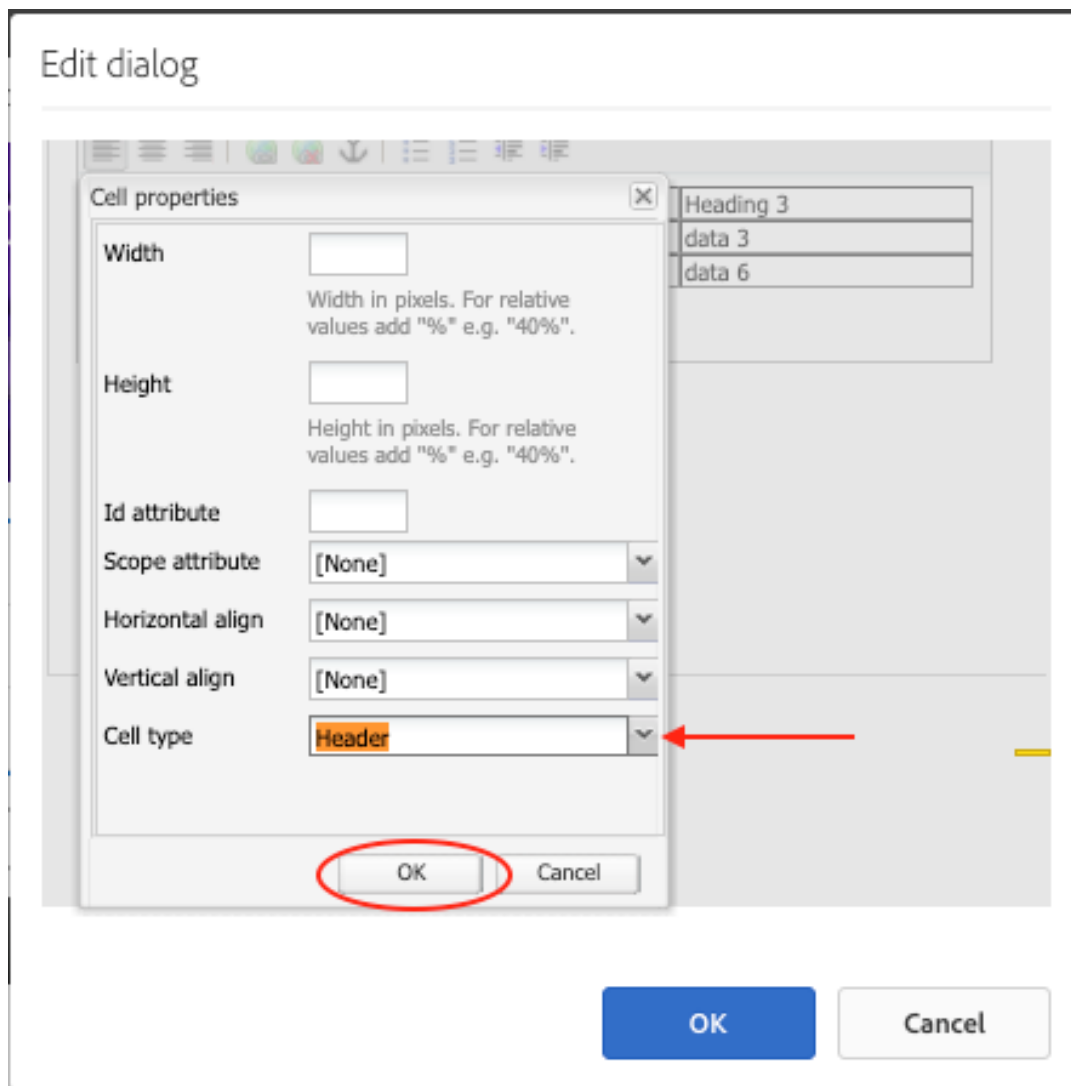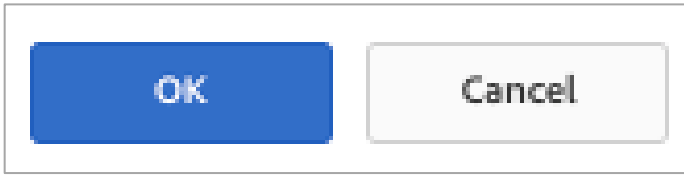
2. Scroll down in the 'Cell properties' window and change 'Cell type' from 'Data' to 'Header' then click OK

Edit dialog

Cell properties   ☒   Heading 3

Width   [   ]   data 3
                                                        data 6
               Width in pixels. For relative
               values add "%" e.g. "40%".

Height   [   ]

               Height in pixels. For relative
               values add "%" e.g. "40%".

Id attribute   [   ]

Scope attribute   [None]   ⌄

Horizontal align [None]   ⌄

Vertical align   [None]   ⌄

Cell type   Header   ⌄   ←

                  OK   Cancel

                                    OK   Cancel

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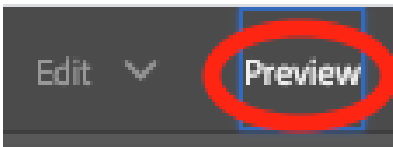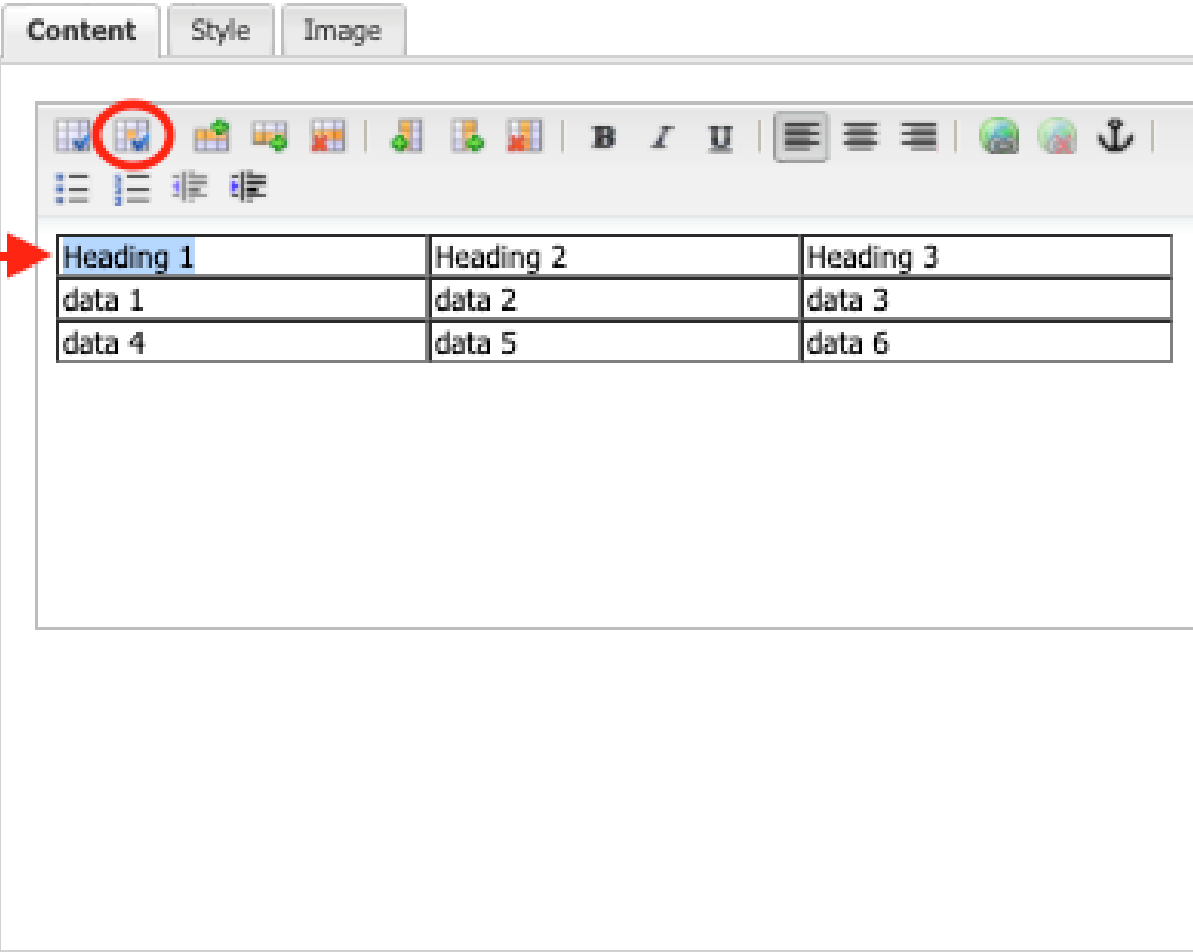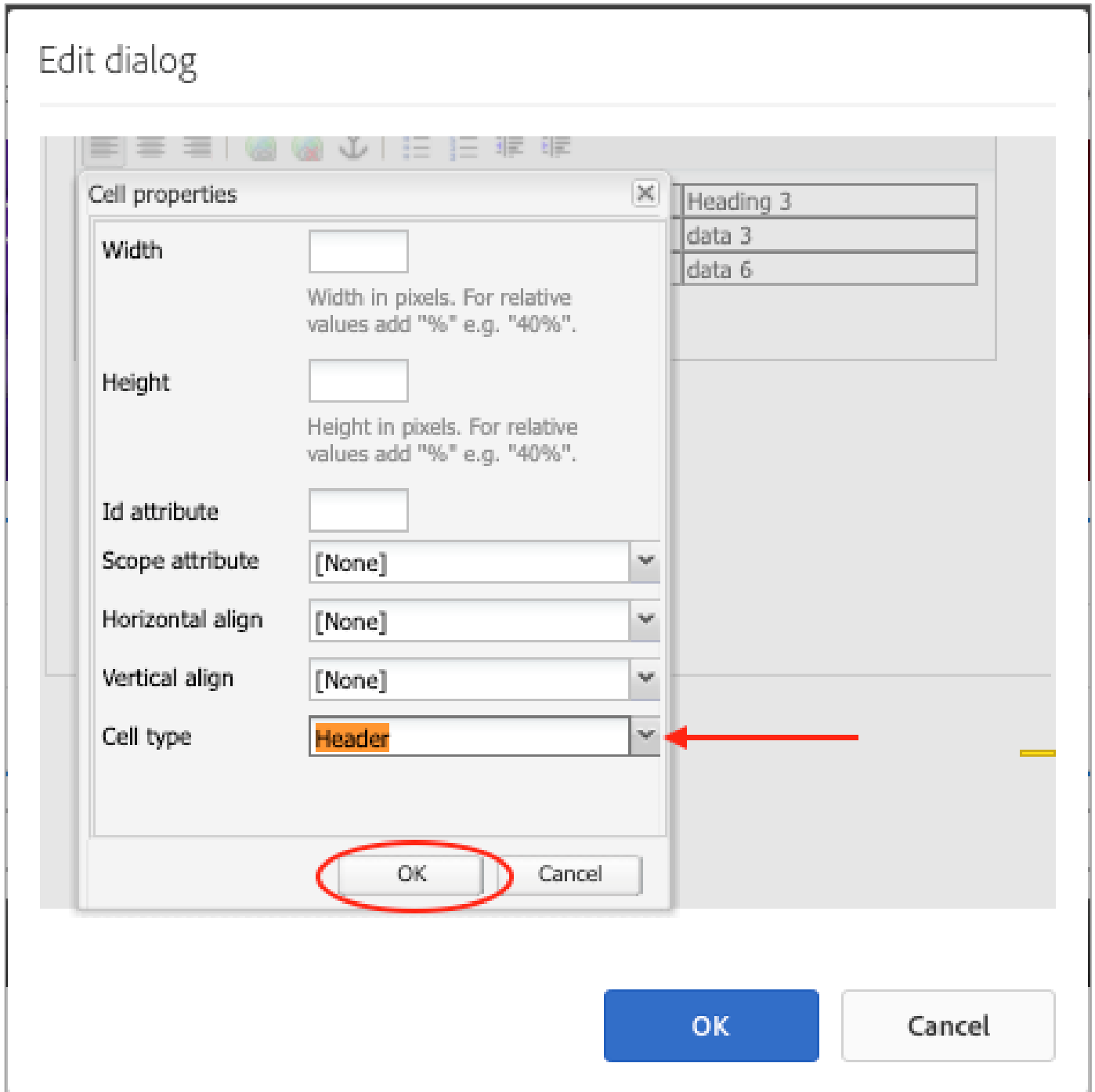
2. In the 'Cell properties' window, change 'Cell type' from 'Data' to 'Header' then scroll down and click 'OK' (be sure to click 'OK' in the 'Cell properties' window. If you click the blue 'OK' button at this point, you will lose your changes)

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

4. Click the blue OK button

5. Click on 'Preview' in the upper right-hand corner
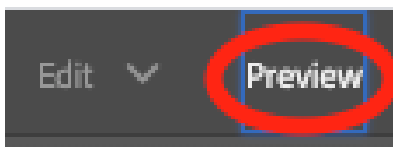
7. The selected cell becomes a dark header, with a dark gray shading and white text that sets it apart from the other cells.

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.