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Images

Prepare images

Images can be used in both pages and posts, which is why they are a separate chapter in this guide. There are two ways of uploading images: from within the page/post in which you want to insert them, or directly into the media library.

Whichever method you use, you should always make sure that the images have been suitably prepared beforehand:

- Give them a sensible name - when pictures are taken on cameras and uploaded to computers, they are given reference numbers. Always rename them to something appropriate.
- Ensure they are a suitable format - JPEGs (.jpg), GIF files (.gif) or PNG files (.png).
- Make sure that they are a suitable size and shape for where you are using them. If your image is too small, it may be expanded by the site and look fuzzy, and if it is too large or the wrong shape it may be cropped unpredictably leaving a less than ideal shot on the screen
  - Standard images in a blog or page: around 1200 x 900 pixels, up to 1920 pixels maximum
  - Header image: minimum 1200 x 300 pixels, up to 1920 x 480 maximum
  - Featured image: 900 x 500. Try to ensure that the focus of the image is in the centre (with blank space around) - the system auto resizes/crops the featured image to suit various layouts (square/rectangle), so a head shot in the middle of a wide space stands the best chance of being adjusted perfectly in all circumstances!
- If necessary upload more than one version of the same image eg. a very wide one to use as a header image, a different one for the featured image on blog posts.

Media Library

The Media Library holds all the images and other items such as PDFs which have ever been uploaded to your site. They are displayed in date order, and you can use the search box to look for any particular items or topics.
From here, you could edit an existing image e.g. to change the name, add metadata such as Alternative Text and Description, or to delete the item completely. You can also edit the image itself – see page 15.

**Uploading an image**

**From the Media Library**

Open the Media Library and click on the ‘Add New’ button at the top. On the next screen, click the central ‘Select Files’ button.
Navigate to the relevant folder on your computer and select the images you want, then click the 'Open' button.

Once the images have been uploaded, click on the Edit link at the end of the first one to insert additional Metadata.

You should always enter some Alternative Text and a Description, you can also change the Image Title if you want to make it more meaningful.

When finished, click on the 'Update' button.
Once the first image has been updated, click on the X at the top of the tab/page for this item to close it and return to the list of new images, ready to do the same again for the next image.

When you’ve edited the details on the full batch of new images you can click on the Media Library option on the main menu to see the revised library.

Within a Page/Post – Classic Editor

In Classic editor, create a new Page or Post. Click the ‘Add Media’ button.
Then click on the ‘Upload Files’ tab to see the Select Files screen.

Click the ‘Select Files’ button and navigate to the relevant folder on your computer, select your image then click the ‘Open’ button.

This will upload the image and leave you in the Media Library, where you should enter some Alternative Text and a Description etc down the right hand
side before clicking on the ‘Insert into Page’ button.

You can use the buttons on the toolbar to position the image – left with text wrapping, centred, right with text wrapping, left no wrap.

You can remove the image by clicking on the X at the end of the toolbar.

Click on the pencil icon to see more options, including the positioning items, the size of the image on the page, and what you want to happen when a
visitor clicks on the image (generally Media File or Custom URL are most useful):

- None – nothing will happen
- Media File – the full size image will open
- Attachment Page – open another page you have created with detailed information about that image
- Custom URL – a website address, perhaps another page on your site or a direction to another relevant website

After making any changes, click the ‘Update’ button.

You can add further images in the same way in **Classic** mode, but you can get some more visually appealing results by switching to the **Backend/WPBakery** editor.
Within a Page/Post – Backend Editor

In the Backend/WPBakery editor, create a new Page or Post.

Click the ‘Add Element’ button.

In the Single Image Settings box use the + button under Image to select the image from the Media Library or upload it from your computer.
Then click on the ‘Upload Files’ tab to see the Select Files screen.

Click the ‘Select Files’ button and navigate to the relevant folder on your computer and select your image then click the ‘Open’ button.

This will upload the image and leave you in the Media Library, where you should enter some Alternative Text and a Description etc down the right hand side.
After you have selected the image, you may scroll down inside the Single Image Settings box to find useful options for various settings.

**Image Size** - There are four size options: full size, large, medium, thumbnail. Depending on the size of your picture when you uploaded it, all options may not be available for the image in question, and the sizes shown against each available option will vary. **Note:** You need to type what you want, this isn’t a list to select by clicking.

**Caption:** the image will be displayed inside a frame, with the caption underneath the picture.
Alignment options – these are a drop down list to select your choice

**None**: the text does not wrap around the picture and the picture is at the LH side

**Left**: the picture is to the left of the text, which wraps around the picture

**Right**: the picture is to the right of the text, which wraps around the picture

**Center**: the picture is centred on the page, but the text does not wrap around it.

**On click action**: choose what happens when a visitor clicks on the image.

**None**: nothing.

**Link to large image**: open up a large version of the image, replacing the page being viewed.

**Open PrettyPhoto**: this opens a large version in a separate screen over the top of the page being viewed (a good choice).

**Open custom link**: enter a web page URL to open up another page on your site or an external site.

When you are happy with the settings, click the ‘Save changes’ button.

For further tips on adding images via WP Bakery, see:

Editing Images through the Media Library

You can edit a picture in the Media Library, which will then retain the changes made when inserted into a page or post at a later date.

In the Media Library, open the picture you wish to edit.

Click the “Edit Image” button beneath the picture.

You can then make various changes to the image.
The main options on the editing toolbar are:

- Crop
- Rotate left (turn through $90^\circ$)
- Rotate right (turn through $90^\circ$)
- Flip vertically (reverse the picture in an up-and-down manner)
- Flip horizontally (reverse the picture in a left-to-right manner)
- Undo a change
- Redo a change

You can also make specific changes to the size of the image, and select whether you want the changes made to apply to all views of the image, just the thumbnail view, or everything except the thumbnail.

When you are happy with the changes made, click on the ‘Update’ button.
Featured Image

All Posts should make use of Featured Images – these are the smallish preview image which appear on the summary pages for news and blog posts. It gives an attractive appearance to the listings, as well as hinting at what the blog post may contain. If an image is not set, the system will allocate a default image which is the generic SIGBI logo in a blue box.

To add a featured image, navigate to posts, and edit your post.

Scroll down to the bottom and click “Set Featured Image” from the RH side Featured Image box:
Once clicked, this brings up the same “uploading a picture” screen that you are used to. Upload or select your desired picture from the Media Library, and click the “Set featured image” button in the bottom right.

Finally click the ‘Update’ button to publish the post again with the featured image in place.
Media Grid

This is an attractive, interactive and responsive (mobile friendly) method of displaying a number of images together on a page/post.

Edit an existing Page/Post or create a new one. If needed, click on the ‘Backend Editor’ button on the Editor strip to get into WPBakery Page Builder.

Select ‘Add element’, either or
Then choose ‘Media Grid’.

Inside the Media Grid Settings box use the + button to add images from the Media Library. Select the images you would like to use by clicking on each one then click the ‘Add Images’ button.

Next select how the images should be displayed using the options presented in the “General” tab.

To change the number of images displayed on a single row, click on the dropdown on the right side and select the number you want (we recommend three).
To change the total number of images that are being displayed by default in the grid use the options presented in the dropdown on the left side.

You can also change the spacing (gap) between the images by clicking on the dropdown next to Gap and choosing a size.

When you are happy with all the settings, click the ‘Save changes’ button.

Then finish the work on your Page/Post and click on the ‘Publish’ or ‘Update’ button, as appropriate.
Image Carousel

This is another way to show a number of images in an attractive manner, this time as a slideshow (similar to the Royal Slider in the old system). Again, it cannot be done in the Classic editor.

Edit an existing Page/Post or create a new one. If needed, click on the ‘Backend Editor’ button on the Editor strip to get into WPBakery Page Builder.

Select ‘Add element’, either

From the list, choose ‘Image Carousel’.
Click on the + sign under the Images heading, to select the images you want to display from the Media Library.

Select the images you would like to use by clicking on each one then click the ‘Add Images’ button.

Next make some changes to the Image Carousel Settings, there are quite a few but these are the ones you are likely to want to use most often:

**Carousel size** – type in either thumbnail, medium, large, or full size to specify how big you want it to look on the page.

**On click action** – this should have defaulted to ‘Open prettyPhoto’, which is the one to use.

**Slider orientation** – Horizontal would be normal, but you could try Vertical for a change.

**Slider speed** – how long to wait before the slide moves on automatically, this is measured in milliseconds so the default value of 5000 means 5 seconds.

**Slider autoplay** – if you want the pictures to slide along automatically, change this to ‘On’.

**Slider loop** – do you want it to go back to the beginning and start again when it finishes?

Click the ‘Save Changes’ button when you have finished.

You can click the ‘Preview’ button to see the Carousel in action.
All clubs started out with a background image in the header section of the club home page and a black bar on other pages. You can change the image header on your club home page and on any other page.
The image used must be at least 1200px wide by 300px tall, to avoid being pixelated.

Open the Page for editing (in either Classic of Backend/WPBakery) then scroll down to the section ‘Page Options’ and select the ‘Title Wrapper’ link.

Scroll down a bit more to **Background Image** and click the 'Upload' button, then select the image you want to use from the Media Library or upload it from your computer.
Once you select the image it will be displayed inside the Background Image section. Scroll back up to the top of the screen and click the ‘Update’ button to apply the changes.

**Note** – this is one change which you can’t actually see in Preview mode, you need to Publish to see it. If you then don’t like it, just go back in and change or Remove the image.

**TIP** – if you are thinking of changing the image shown on your home page, it’s a good idea to test it out first on another page.

**If you don’t like the image** you can remove it – scroll down the relevant Page to the Page Options, click on Title Wrapper and scroll down again to the Background Image section. When you can see either the image or the link pointing to it like this:

![Background Image section](https://sigbi.org/assets/sigbi-local-club-website.jpg)

Just click the red ‘Remove’ button and either upload another one or use the ‘Update’ button to publish the page again with a black bar.

If this is the Home Page and you want to get the original standard image back, you need to copy and paste or type the following url into the box for the image location (it may be showing another one you’ve tried like above or ‘No media selected’).

**https://sigbi.org/assets/sigbi-local-club-website.jpg**

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Links on your Website

You should include links to other pages within your website and where possible to other (good quality) external websites. For example, in a blog post you may be describing a piece of work you have done to raise awareness of a particular local issue. You can include an external link to the website of an organisation you have been assisting or working with on the issue, and perhaps a local newspaper article. You should always finish with a call to action and a suggestion that the viewer could contact the club if they are interested in finding out more about the work you do so a link to your Contact Us page is good.

The process will be same on a Page or Post, and whether you are using Classic or Backend/WPBakery editor.

Type your content, then select the text you wish to be linked from and click on the chain link button on the tool bar.

Internal Links

In the box which appears, start typing the name of the page you want from your own website eg. “contact”, a list of suggestions will appear as you type and when you can see the one you want just click to select it.

Then click the blue bent arrow button to apply the link.

Click anywhere on the page to close the link editor.
**External Links**

If you want to link out to an external site, you should set the link to open in a new browser tab, so that visitors to YOUR site don’t lose your page when you send them off to look at another site.

You can either type the full address directly into the link box OR browse to the site in a separate browser screen and then copy the full URL from the address bar at the top. Go to the linking box for the text you have prepared on your page/post and paste the address.

Now click on the cogwheel button for the link options.

Click on the ‘Open link in a new tab’ entry to put a tick in the box.

Then click the ‘Update’ button, and finally click anywhere on the page to close the link editor.

To change a link you have already inserted, click on the linked text in your page/post and click on the pencil icon to edit or on the broken chain to remove the link.
IMPORTANT - Documents on your website

You should never publish any items to your website in the form of Word documents, Excel spreadsheets, PowerPoint presentations etc unless absolutely necessary eg. if you need to provide a template for members to download and use from your password-protected members area. For virtually all standard uses, material should instead be published as a PDF. You could also save PowerPoints as a video if you need to make them just ‘play’.

- **Security** issues: Office-type documents are the target of many malware attacks. Using a PDF is much safer.

- **Usability** issues: you have no control over how the item will appear when a visitor to your site clicks on the item. Do they have the same version of Word, do they not have Word at all, maybe they are running on a Mac or viewing on a mobile phone, all of which could handle such a document differently or not at all. With a PDF, everyone will see it in exactly the same way as you intended as all operating systems, browsers, devices etc should know what to do with a PDF.

- **Integrity** issues: if someone downloads an item as a Word document, it is very easy for them to accidentally or deliberately change the content, so you can’t be sure they are using/disseminating accurate information.

Creating PDFs

You can create PDFs using specialist software such as Adobe Acrobat Professional, but in Windows 10 you can also create a PDF from any program on your computer. This is done by choosing to send your document etc to print using the **Microsoft Print to PDF** printer instead of your normal printer.

For example, in Microsoft Word, you can select FILE then PRINT.

Under the heading of Printer, click the downward pointing triangle to see a list of all the printer options and choose ‘Microsoft Print to PDF’.

Then click on the ‘Print’ button, and you will see the standard boxes for giving the document a name and choosing where to file it.
Maximum size of PDF document

PDF documents uploaded should be no larger than 7Mb. This is more than ample size for most documents. If you have any issues, please contact the Federation Office for assistance.

Creating a reduced size PDF

If you have an application which can edit PDFs (not just read them) eg. Adobe Acrobat Professional, you can create a reduced size PDF, which will save space in your Media Library, and may reduce the PDF from a non-loadable size to a loadable size. Some other software packages may also offer this facility, but unfortunately it is not available using Acrobat Reader.

Uploading PDFs

You can upload a PDF in the same way as adding an image into a page or post, using the Add Media button, or you can add it directly to the media library before you start.

From within the page/post, click on the 'Add Media' button.

Select the "Upload Files" tab, then the 'Select Files' button to find the PDF file from your computer.

Tip: Once you’ve finished creating PDFs, don’t forget to choose your normal printer again when you want to do some ‘real’ printing!
When you have found the file that you want, click on the ‘Open’ button.

After the document is uploaded, you will be back on the Add Media screen, the PDF you have just uploaded will already be selected.

On the right hand side there are the file details. The title will already be completed with the filename, but you can change this if required. Fill in the File Description and then click the “Insert into page (or post)” button.

This will insert the text that is in the Title of the PDF and automatically link to the PDF from that text. You can change the text to display something more helpful or appropriate simply by changing the text on the page/post.

To change a link you have already inserted, click on the linked text in your page/post and click on the pencil icon to edit or on the broken chain to remove the link.
**Videos**

**Video Storage**

The best way of putting videos onto your Club website is to set up a YouTube channel (preferably in the name of your club, not in your own name) and load the videos onto that. This means that they are not stored on your website, so you do not use up your space allocation, and then you can either link to them, so that visitors are taken away from your website to YouTube to watch the video, or embed them into your website so that they can be run whilst the visitor remains on your website.

You can set up a YouTube account by going to [www.youtube.com](http://www.youtube.com) and clicking “Set up an Account”. It is best to follow the instructions that YouTube provide for doing this, and for uploading your videos. The videos should be MP4 format, and the dimensions should be at least 610 pixels wide by 433 pixels high.

You can also save PowerPoint presentations as a video, including any with embedded videos, and upload them to YouTube in the same way for use within your website. (See the [SiGBI Website Tutorials](https://www.sibit.org.uk) for guidance).

If you create a new YouTube account, you will initially be limited to uploading videos with a maximum length of 15 minutes. However, follow the online instructions to verify the account and you will be able to upload longer videos.

**Linking to videos on YouTube**

You can link to videos stored externally in the same way as any other website links or PDFs etc. Firstly browse to the video in a separate browser screen and then copy the full URL from the address bar at the top.

Or Open the YouTube video that you want to link in your Web Browser and click on Share (under the video).
Click **Copy** in the popup that shows up.

To create a link from text on a page, type your content, then select the text you wish to be linked from and click on the chain link button on the toolbar.

In the linking box, paste the address of the video from YouTube.

Now click on the cogwheel button for the link options.

Click on the ‘Open link in a new tab’ entry to put a tick in the box.

Then click the ‘Update’ button, and finally click anywhere on the page to close the link editor.

You can also include a small image to represent the video, with the option to click on the image and launch the video in the same way.
Add the image in the normal way. For example, in Classic Editor within your page/post, click the ‘Add Media’ button.

Select the image you wish to use then scroll down in the right hand section to the bottom area for ‘Attachment Display Settings’.

Next to ‘Link to:’ click on the down button next to Media File and choose ‘Custom Url’.

In the box under ‘Custom Url’ paste the address of the YouTube video, then click the ‘Insert into Page’ button.

Back on your Page, select the new image and then click on the pencil icon to edit the settings.
Make sure that the image has some Alternative Text at the top.

If you want a Caption under the image on the page, enter some text here.

Finally, most importantly, click to put a tick into the ‘Open link in a new tab’ box.

Then click on the ‘Update’ button.

**Embedding videos from YouTube into your website**

In the **Classic Editor**, this is easily achieved by simply pasting the URL address of the video directly onto your page or post.

Once the link has been pasted, a ‘video’ screen will appear on the page. This will be full-width, there is no control over this aspect in Classic mode.
If you want more control over how the video appears on your page, use the Backend/WPBakery editor.

Select ‘Add Element’.

Select **Video Player** from the list of available elements.
Paste the link to the video in the **Video link** text box.

You can also make some other changes here eg. to put a title on the page for this item and also change the width. Click the ‘Save Changes’ button when you’ve finished.
General Editing Tips

Pasting text from Word

It is often sensible to prepare the content for a new page/post in advance so you can finetune the words etc. This can then be easily copied into the page/post screen for your site. However, content from Microsoft Word can bring extra formatting codes behind the scenes which may result in issues if this ends up on a web page, so you should always copy simple plain text and perform all formatting on the text after it is pasted into the page/post.

In the Backend/WPBakery editor, click ‘Add Element’ to get started.

And select the ‘Text Block’ item.

When the Text Block opens (containing dummy content) click on the tab for ‘Text’ in the top right.

Paste your content in this window - use CTRL + V to paste or right click and select ‘paste’.

Once text is added, click the ‘Visual’ tab to carry on editing and formatting your content.

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Pictures cannot be copied from Word and pasted onto your website – always upload the JPEG (or other allowable formats – see section on Images – page 4).

**Using Bold/Italics**

You can format text using the editor as you would in Microsoft Word or similar applications – highlight the text and then select the B, or I, option in the editor to change as appropriate.

**Bulleted/numbered lists**

Type a list of items, then highlight them and select bullets or numbering as required from the editor toolbar.

To un-bullet select the list and click the bullet/number button again to remove the formatting.
Indenting paragraphs

Highlight the paragraph(s) to be indented, and click the “Indent” button. The right button indents the text, and can be clicked several times to further indent the text. To undo an indent, click the left of the two buttons.

Choosing Font Size

The font sizes have been predefined within the WordPress template in use for Club Websites. However, you can choose to change these by clicking the down arrow as indicated. Do try to be consistent with the font sizes in use.

These are the main editing features you will use but do have a look at the other options available. For example, you can centre or right-justify text, or choose a different font colour etc.
**Working with Tables**

Tables are often useful to lay text out on a Page in a specific structured layout of columns and rows eg. a schedule of meeting dates and venues for the coming year, or the names etc of your management team.

You could use them in Posts as well, but the type of material being presented is probably more suited to a Page.

**Tables in Classic Editor**

There is no specific menu option or tool for tables in Classic, but they can be quickly and easily achieved using copy and paste from Word.

In Word (or a similar package), create your table containing the required number of columns and rows. Then hover over the table until you see a small cross in the top left corner.

Click on the cross, and the whole table will be selected.

Copy this using your normal copy method (eg. Ctrl + C, or right click and choose Copy, or go to the page toolbar at the top and click on Copy).

Then go to the Page in Classic Editor and paste it (Ctrl + V, or right click and Paste).
This will give you a table with faint outlines and the number of columns and rows you wanted.

You can now fill this in with content and use the normal formatting tools to apply bold, colours etc to the text.

To make changes to the structure of the table eg. add or remove columns and rows, you will need to get your hands a little bit dirty with the code behind the scenes. Start by clicking on the ‘Text’ tab at the top right of the editor page.

This will show you the HTML view of the page.

All the bits between angled brackets <> are called HTML tags, these tell a web browser what to do with the text in this file, and they are usually in pairs with a start and end for each one.

A complete blank row in a 3 column table would be something like

```
<tr>
    <td width="200">&nbsp;</td>
    <td width="200">&nbsp;</td>
    <td width="200">&nbsp;</td>
</tr>
```
And the same row now with some content in the cells:

```html
<tr>
    <td width="200"><strong>Date</strong></td>
    <td width="200"><strong>Place</strong></td>
    <td width="200"><strong>Speaker or Topic</strong></td>
</tr>
```

So if you want to add another <strong>column</strong>, you need to add a line of text for say
```html
    <td width="50">&nbsp;</td>
```
into each `<tr>` block using copy and paste, putting it where you want the new
column to appear eg.
```html
<tr>
    <td width="200">&nbsp;</td>
    <td width="50">&nbsp;</td>
    <td width="200">&nbsp;</td>
    <td width="200">&nbsp;</td>
</tr>
```

A new <strong>row</strong> works in a similar way, you need to copy a whole `<tr>` to `</tr>` section
and insert it wherever you want the new row – between two others or at the end etc.

To remove a column, in the code in the Text tab carefully delete the appropriate
batch of `<td width="50">&nbsp;</td>` from the same spot in each row group.

To remove a full row, delete the relevant whole `<tr>` to `</tr>` section.

Just be careful not to delete any of the other `<>` codes or split any pairs up.

If you find that it all seems to have gone squiffy when looking at the Visual tab,
DON’T PANIC! Hit the undo button to roll back any changes you have made and try again.

**FINAL NOTE** – you can do some merging of cells etc in Word before you copy
and paste the table across. The resulting code can be rather more complicated
to edit though....
Tables in Backend/ WPBakery Page Builder

If you thought editing code in Classic mode for tables was fiddly, wait till you see what you need to do in Backend/ WPBakery!

Start by opening the relevant Page or Add a new one and insert a Title etc.

Then when you are ready to add the table, click the ‘+’ button to ‘Add Element’.

Select the ‘Row’ element.

Next we need to add a table element INTO this row, so click on the + button which is grey on white (not the very bottom one which is white on grey.)
Choose the ‘Fancy Box Table’ element – if you are struggling to see it, try using the search box in the top right.

The Fancy Box table settings will appear. There is only one setting - if you want the first row of the table to be a ‘heading’ click the “Header?” to yes (set to no as default).

Then click “Save Changes”.

You now have an empty table, but no columns or rows as yet.

To add a column to the “Fancy Box Table” click the ‘+’ icon within the table element.

The ‘Add Element’ screen appears at the top, but there is only one item in the list this time – just click on ‘Fancy Box Cell’ to select it.
No changes to make on this one, just click on the ‘Save changes’ button.

Now we have an empty cell in the table, we need to give a job by adding an element to contain some text.

Click the ‘+’ icon in the middle of the Fancy Box Cell.

Then select a ‘Text Block’ element from the list.

Add some text to be placed in the first cell. Then click “Save Changes”.
To create another column and cell, you can clone (copy) the first cell by clicking the clone icon.

You now have two identical cells (columns) in the table.

If you want a 3-column table, click the clone button again.

Then, edit the contents of the 2\textsuperscript{nd} and 3\textsuperscript{rd} ones by clicking on the pencil edit icon for the TEXT BLOCK (not the cell).

Enter whatever the text should be in these headings, and click on the ‘Save changes’ button.'
Once you have the number of columns required, you need to add a new Row.

The easiest way is to clone the first “Fancy Box Table” – click the clone icon on the table heading.

This gives you a second table with exactly the same content and settings.

It’s probably a good idea at this point to change the settings on the second one so that it doesn’t contain a header row. Click on the edit icon for the second Fancy Box Table.

Click to turn the Header? Item off, then ‘Save changes’.

You can now edit the contents of each TEXT BLOCK in each of the Fancy Box Cells in the second table.

For more rows, clone the last Fancy Box Table and then edit the content of the TEXT BLOCK in each Fancy Box Cell.

Continue in the same way to fill your table, click Preview to see it.