

## Editing TablePress

Draft 7-24-2023

Tables are used primarily for Public Tour Scheduling on our website. But they can be used anywhere on the website where you need a table. Typically the Administrators will set up the table for you and insert it on your page, from where you can edit it.

Once a table is created and inserted in a webpage, you can enter the editing mode by clicking on the red EDIT at the bottom of the table.

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Photography/Video/ Mixed Media Study Group	Mary Scott Amy Chu Finkel	msundead@gmail.com achu46@gmail.com
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**EDIT**

This will take you to TablePress editing mode, which has many field windows. You want to edit Table Content. If you do not see the content you are looking for under that heading, it may be the window is closed. Click on the far-right down arrow to open up Table Content.

Last Modified: Saturday February 18, 2023 12:57 pm by Pam Reed






Table Content 

Table Options 

Now you can place your cursor anywhere there is content and edit it.

Table Content   

	A	B	C
1	Africa, Oceania, and the Americas Study Group	Patricia Daniels Joan Foster Naomi Southard	patriciadaniels2002@gmail.com bothfosters@att.net nosouth@aol.com
2	American Art Study Group	Kathi Walsh Sara McGhie	kathi_walsh@sbcglobal.net saraashley56@gmail.com
3	Ancient Art	Charlotte Read Mike Madrid	cerread@gmail.com heaven4@pacbell.net
4	Dec Arts Study Group	Kathryn Moser Harriett Michael	kemosher01@gmail.com michaelcats3@outlook.c

Once you have finished editing, don't forget to Save Changes then check your work by going to the end user view of the page.

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Preview Save Changes

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