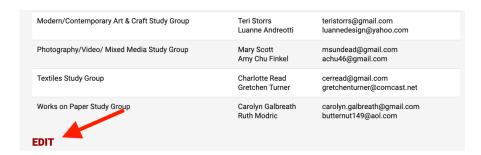
Editing TablePress

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.

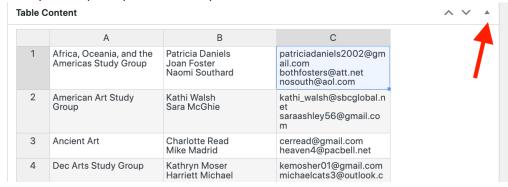
Once a table is created and inserted in a webpage, you can enter the editing mode by clicking on the red EDIT at the bottom of the table.



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.



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



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.

