**Working with tables in the Aloha Editor**

Creating a table

Use the **Insert Tab** of the editor to draw the number of cells and rows you need. Input information into your table. When done, use the Inspector to apply a class of table and it will properly space your information and underline each row. It will also make your table responsive, so it will change dimensions depending on the user's screen size. Use a class of table table-bordered if you want to outline the table cells instead of underline the rows. Note that when you are working in a table, the editor will have an additional Table tab with tools.
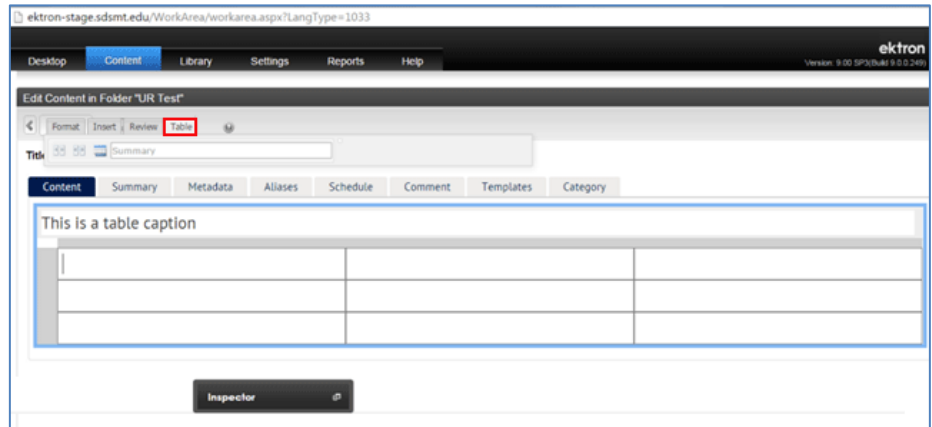
Merging Table Cells

In order to merge cells together, first select multiple cells by selecting a row, column, or using shift select. Then click the merge cells button in the table menu, this will put all the information into a single large cell.

Splitting Cells

Select the cell you wish to split and select the split cell button to add space for your information. However you will need to move the information yourself.

Add and Delete Rows and Columns

To add or delete entire rows, select the row and the editor will bring up several new options. These include *adding rows, deleting rows, and turning a row into a table header*. The same options can be used for columns.

Adding a Table Caption

You can add a caption to the table by clicking the table caption button in the table menu. The captions will be inserted at the top of the table.