

DOZUKI

How to Use the WYSIWYG Table Editor

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Written By: Dozuki System

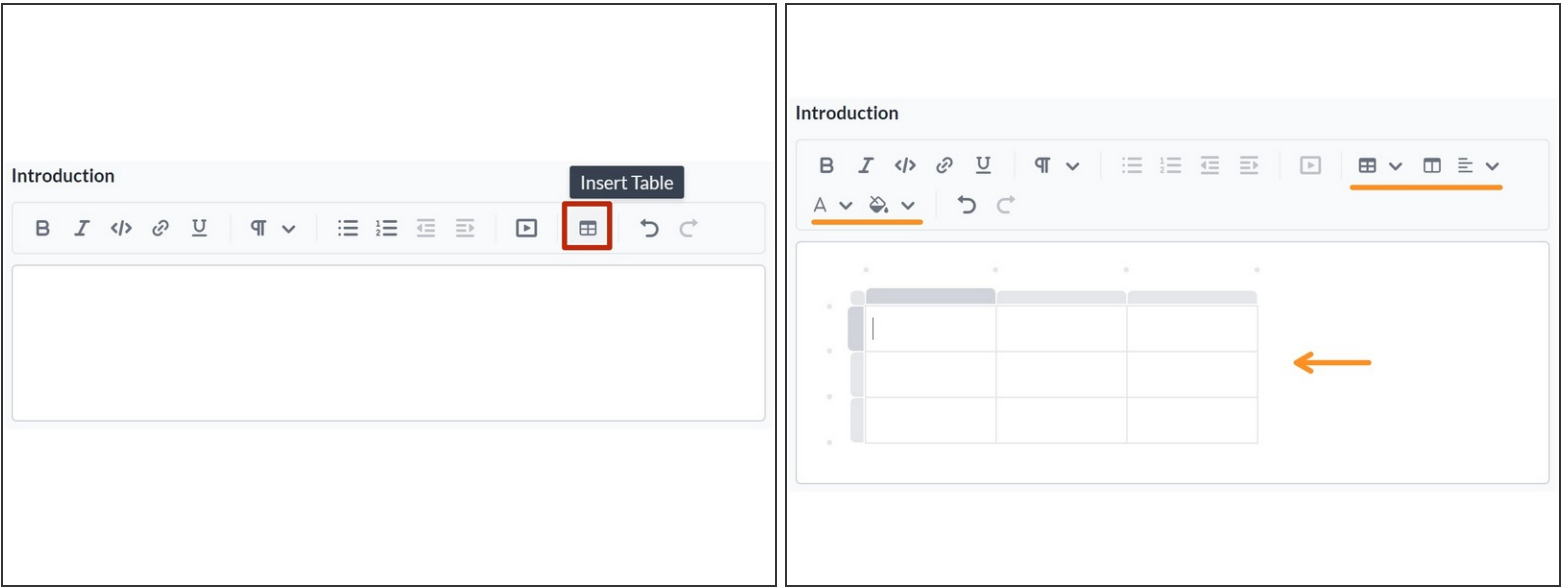


INTRODUCTION

The WYSIWYG table editor is a versatile tool in guide intros and wiki and category pages for organizing and displaying information. WYSIWYG, "What you see is what you get," allows you to build and edit content in the form it appears, rather than having to repeatedly check lines of syntax.

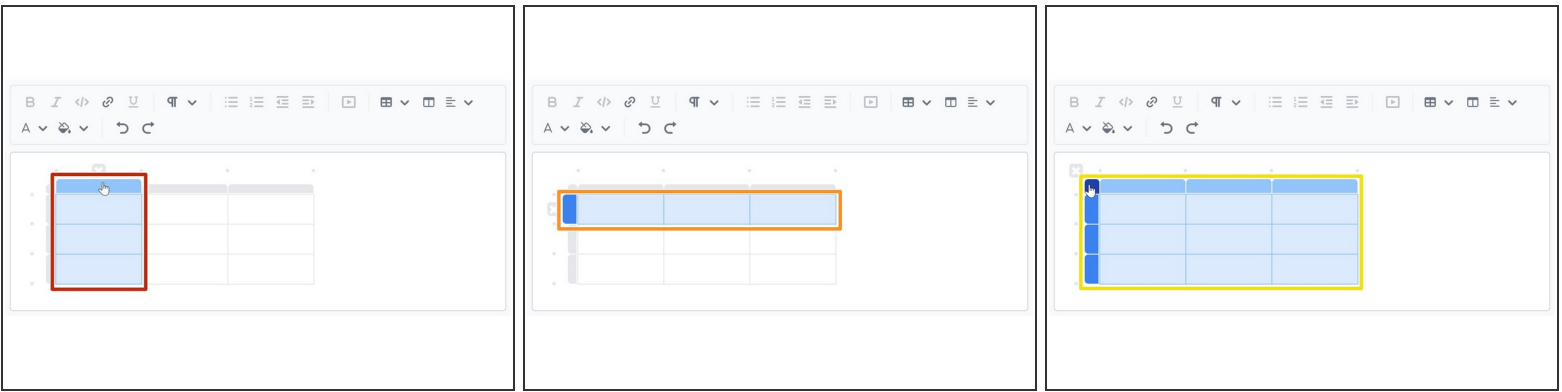
Tables can also be manually created using wiki syntax, which is described in more detail [here on the Tables Category Page](#).

Step 1 — How to Use the WYSIWYG Table Editor



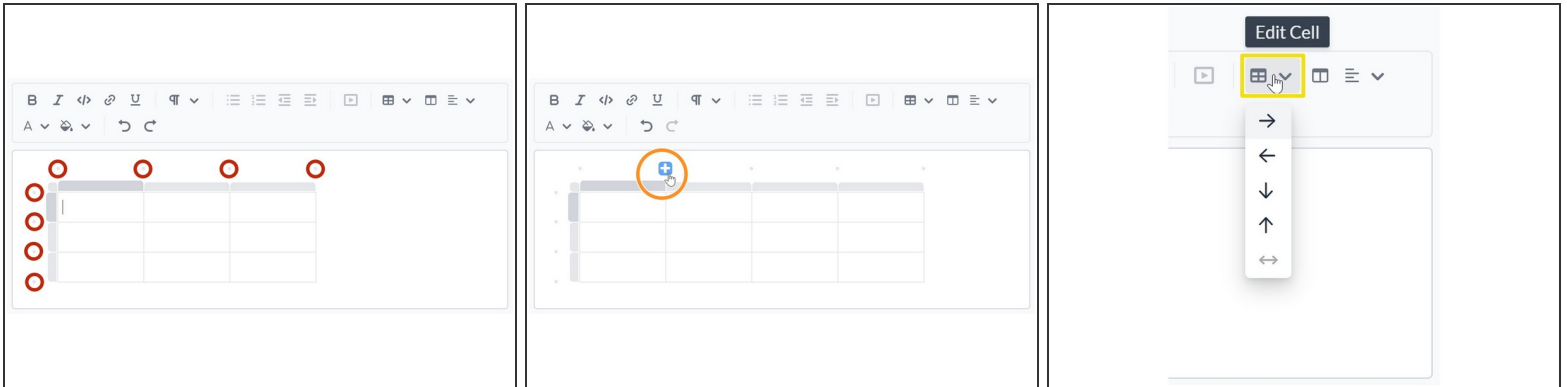
- To begin building a table with the WYSIWYG editor, click on the **Insert Table** button.
- A basic 3x3 table will appear along with additional formatting options.

Step 2 — Selecting Rows and Columns



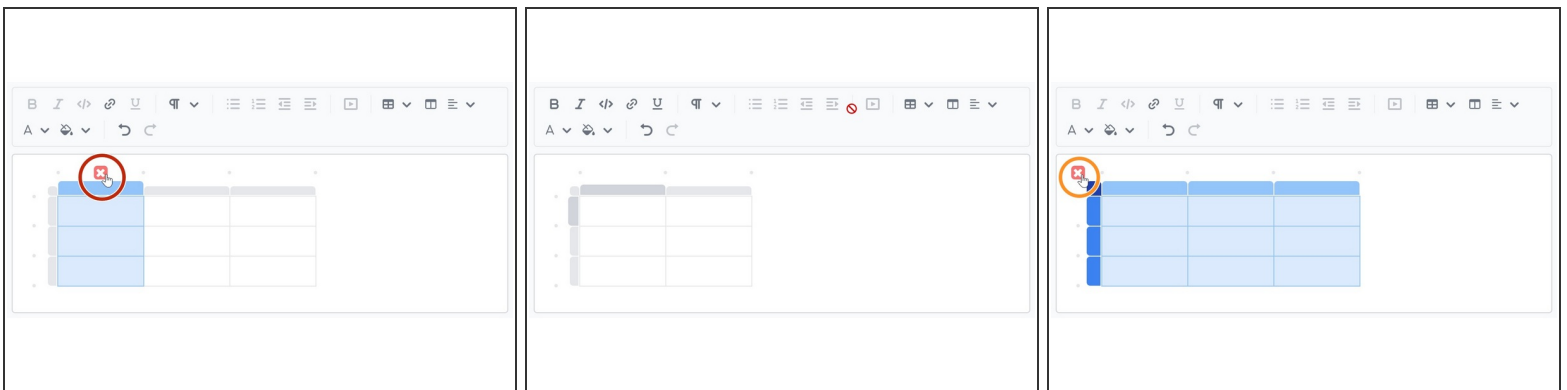
- Click on the top of a column to select the whole column.
- Click on the left side of a row to select the whole row.
- Click on the button in the top-left corner of the table to select the entire table.

Step 3 — Adding Rows and Columns



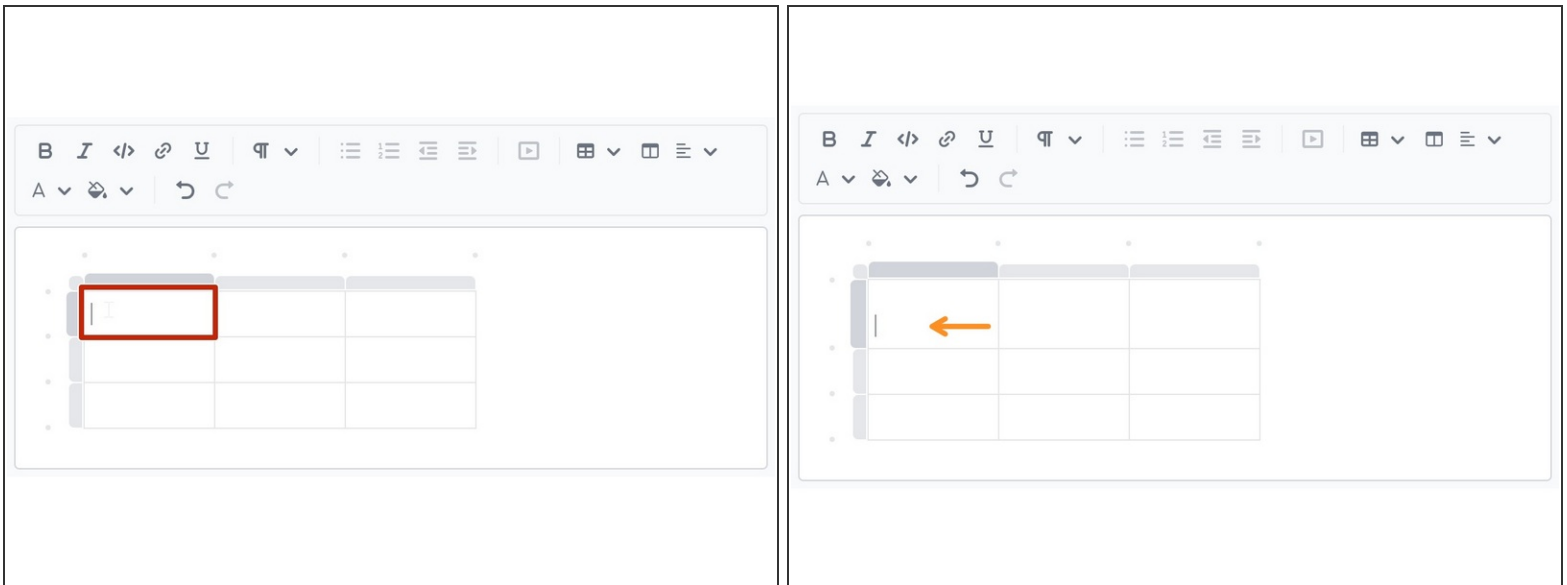
- The dots bordering the table editor are buttons for adding rows and columns.
- Hover over a dot to expand it to a blue Plus, then click the blue Plus to add a new row or column.
- You can also add rows and columns by clicking the **Edit Cell** drop-down menu, which will give you options for manually adding a row or column in the selected direction.

Step 4 — Deleting Rows and Columns



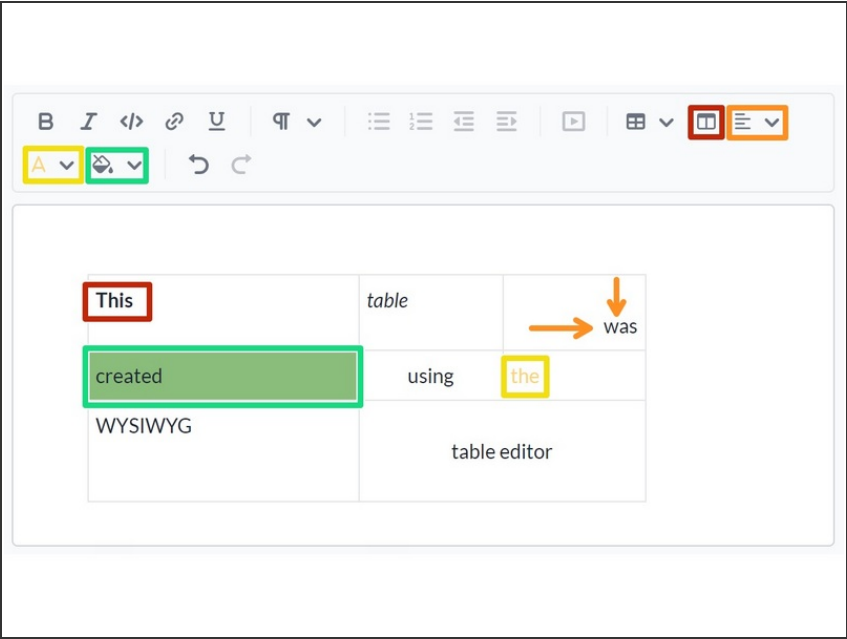
- Select a row or column.
- A red X will appear above or adjacent to the selected row or column. Click the red X to delete the row or column.
- The red X will also appear in the top-left corner when the entire table is selected. Click the red X to delete the entire table
- ☑ The **Backspace** and **Delete** keys will also delete the entire table if selected, so be careful not to delete your work by accident!

Step 5 — Selecting, Editing, and Formatting Individual Cells



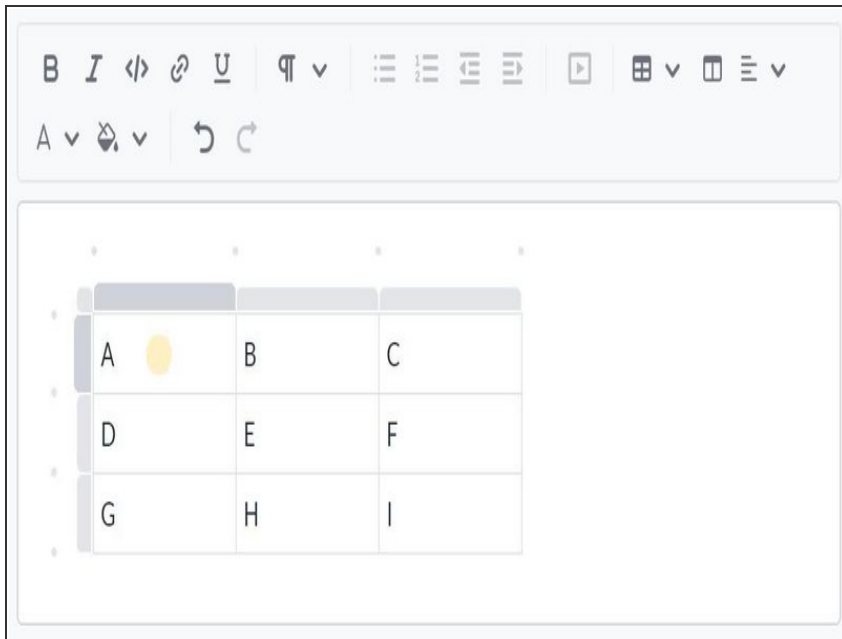
- Click on a cell to begin typing in it.
- ⓘ In a cell, Dozuki's normal wiki formatting toolbar (and the respective hotkeys) work the same as with normal WYSIWYG wiki formatting ([Wiki Formatting and Syntax](#)).
- When typing, you can use the arrow keys to navigate between cells without having to click.
- Use **Shift + Enter** to start a new line within a cell. This will expand the whole row.

Step 6 — Formatting Toolbar



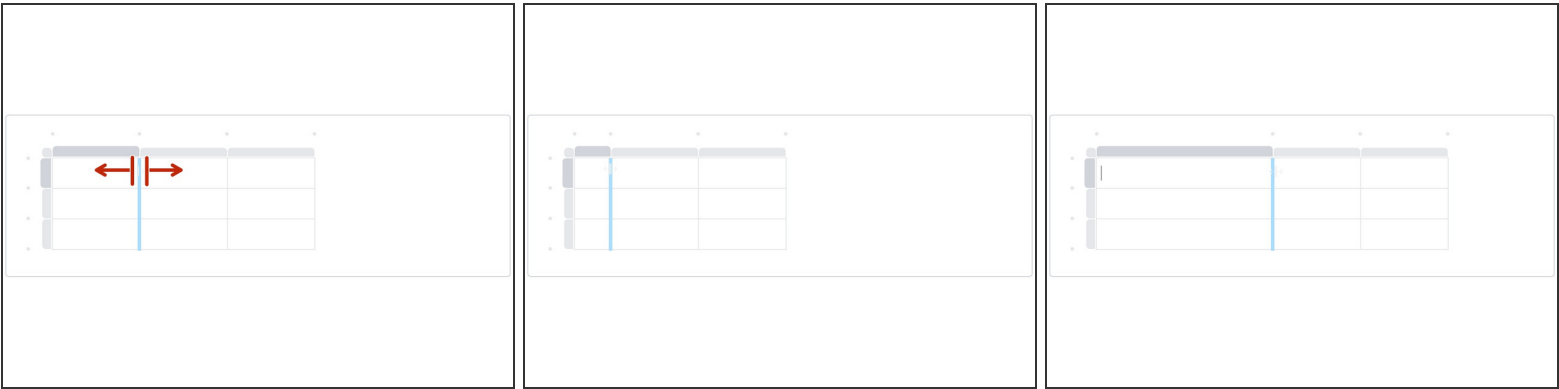
- i** In addition to Dozuki's normal WYSIWYG formatting options, the WYSIWYG table editor has several options for formatting the text within individual cells.
- Toggle Header:** Clicking this will change the selected text to the Custom header HTML as defined under **Configuration > Appearance** in the Management Console (the default is **Bold Text**).
 - Align Text:** This drop-down menu lets you choose the horizontal and vertical alignment of the selected data (the default is top + left alignment).
 - Text Color:** Change the color of the selected text.
 - Background Color:** Change the background color of the selected cells.


Step 7 — Selecting and Formatting Multiple Cells



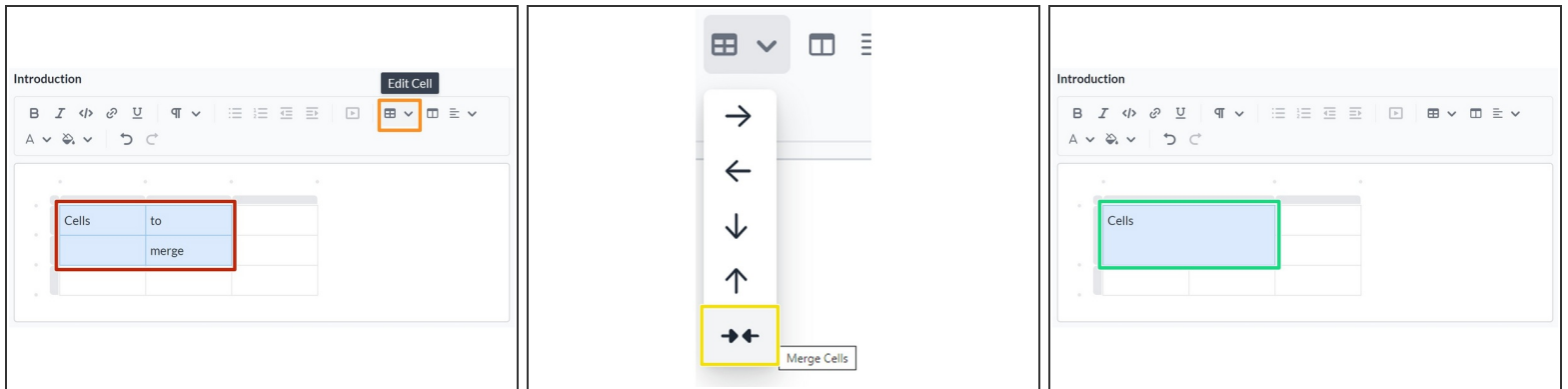
- Triple-click on a cell to highlight it.
- **Shift + click** to select more cells in addition to the highlighted one. You can also use **Shift + arrow keys** to select and deselect.
- ❗ Using either of these inputs will take you out of typing and into highlighting without having to triple-click.
- Use the formatting toolbar or keyboard shortcuts to format the text in all highlighted cells.
- ❗ While you can *format* the text, you cannot edit the *content* of multiple cells at once.
 - Entering text will clear all selected data and enter the text into the last cell selected. Pressing the **Backspace** or **Delete** key will simply clear all data.
- ★ Remember, pressing **Backspace** or **Delete** when the whole table is selected will delete the table!

Step 8 — Changing the Table Layout



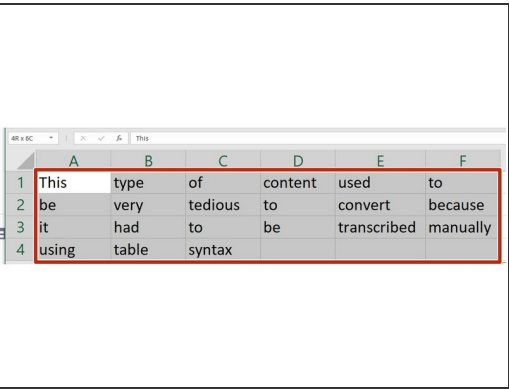
-  You can click and drag to change the width of individual columns.
- Hover over the border between columns until the cursor changes, then click and drag left or right for the desired width.
 - You cannot edit rows by clicking and dragging, but you can achieve a similar effect by adding carriage returns with **Shift + Enter** as described in [Step 5](#).

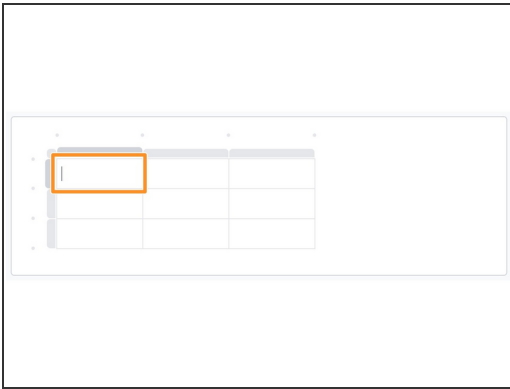
Step 9 — Merging Cells

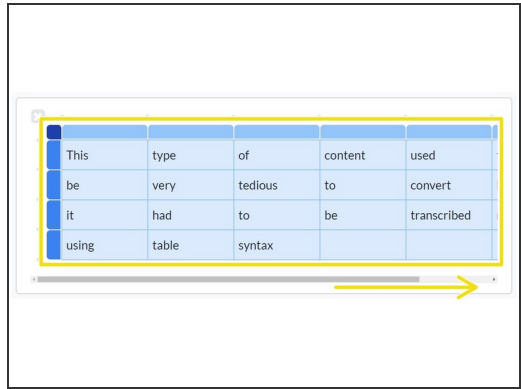



- Select two or more cells.
- Click on the **Edit Cell** drop-down menu.
- Click the inward-pointing arrows to merge the selected content into one cell.
- The data within the new cell will default to the data that was in the top-left of the selected group of cells.
- ☑ Data in all other cells will be cleared.

Step 10 — Adding Data From Another Table







-  You can easily copy and paste data from other tables into the WYSIWYG table editor, both from Dozuki and from other applications such as Google Sheets or Microsoft Excel.
- Highlight the relevant data in the table you wish to copy from, then **Copy** (Ctrl+ C/⌘+ C)
 - Select a cell within the WYSIWYG table editor and **Paste** (Ctrl+ V/⌘+ V).
 - The table will automatically populate the selected data.