

# Tables management step-by-step

## Overview

Explain how the tables can be updated within Solvay ONE.



### data table vs layout table

You should use tables only to present some data. We do not recommend to use it as a layout, to just split your page design in several sections.

## Table of contents

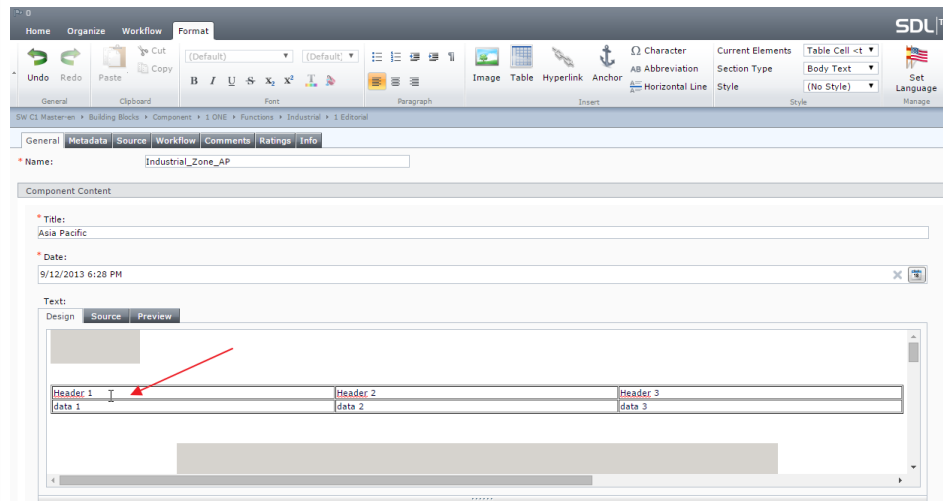
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## Step-by-step

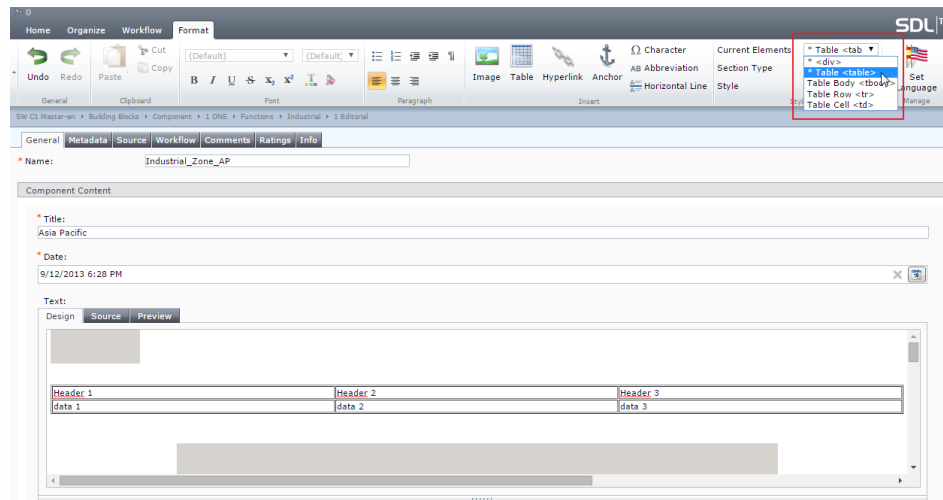
### Step 1: Access the Table Editor

Open the concerned component, using the [Use the Advanced editing \(Open in form view\)](#).

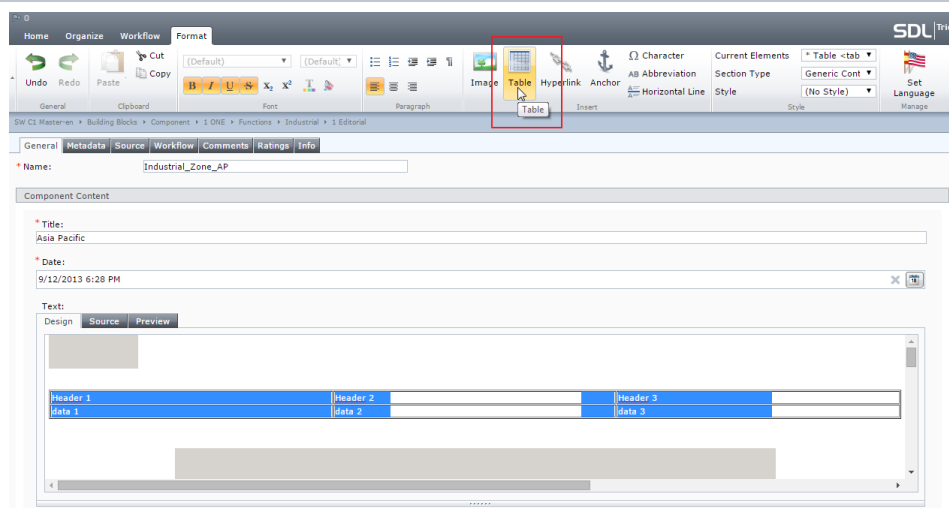
Click in any cell of the concerned table.



In the "Current Elements" list, select "\*\* Table <table>".

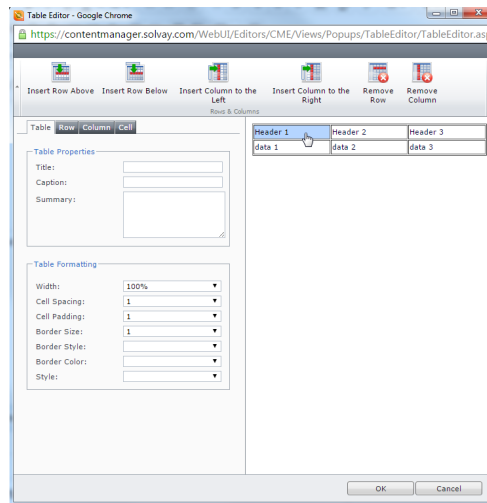


Press the "Table" button.

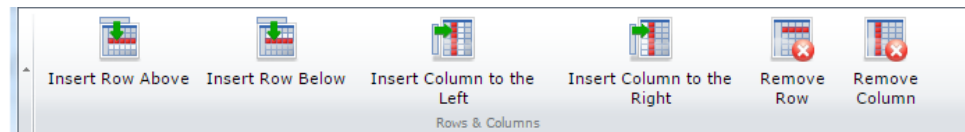


## Step 2: Use the Table Editor

Click in a cell of the table.



Click one of the top buttons, to Insert or Remove rows or columns.



Use any other needed properties of this table editor.

## Step 3: Finish Editing

Press "OK" to leave the Table Editor

Refer to the [Advanced editing \(open in form view\) article, steps 2 and 3](#), to properly finish the editing.

Related articles

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- [Web support contact](#)