

Add tables

Write articles

Tables make comparisons and reference information easy to scan: plans side by side, settings and what they do, error codes and their fixes.

Who can do this: Owners, Admins and Editors · **Plans:** All plans

Add a table

1. On an empty line, type /table and press Enter. A table with three rows and three columns appears. The first row is the header.
2. Click in a cell and type.
3. Press Tab to move to the next cell, or Shift+Tab to go back. Pressing Tab in the last cell adds a new row.

Tariff overview

Uncategorized

Every plan includes Home Dock support and off-peak pricing.

|



1 Type `/table` and press **Enter**

Tab moves you from cell to cell.

Add or remove rows and columns

Click in any cell and the table toolbar appears:

Button

What it does

Columns

Add column before, Add column after or Delete column.

Rows

Add row before, **Add row after** or **Delete row**.

Merge or split cells

Joins the cells you've selected into one, or splits a merged cell again. Drag across cells to select them.

Toggle header row

Turns the header style on or off for the first row. The button looks pressed while the table has a header row.

Toggle header column

Turns the header style on or off for the first column. The button looks pressed while the table has a header column.

Highlight cell

Tints the selected cells in one of seven tones, from **Gray** to **Purple**. **No highlight** removes the tint.

Table style

Opens the style panel for this table. See below.

Delete table

Removes the whole table.

To change a column's width, drag the border between two columns.

Style a table

Give a table its own look, such as a grid, stripes or a coloured header, without touching the rest of your help center.

1. Click in the table and click **Table style** (the palette icon) in the table toolbar. A panel opens beside the table.
2. Pick a preset: **Theme**, **Grid**, **Minimal**, **Striped**, **Bold** or **Boxed**. **Theme** draws the table the way your help center theme does.
3. Under **Accent**, keep your help center's primary colour or pick one of ten swatches, or any colour from the picker.
4. Open **Customize** to fine-tune the table:

Setting	Choices
Borders	Theme , a line around every cell, lines between rows only, one line around the table, or no lines at all.
Lines	Theme , Subtle , Strong or Accent .
Header	Theme , Plain , Tint , Fill or Line . A table without header cells offers Add a header row instead.
Stripes	Theme , On or Off .
Spacing	Compact , Normal or Roomy .

Tariff overview

Uncategorized

Every plan includes Home Dock support and off-peak pricing.

Plan	Best for	Off-peak window
Flex	Occasional drivers	00:00–05:00
Home Dock	Daily commuters	22:00–06:00

Public
Listed in your help center and in search.

Anyone with the link
Hidden from browsing and search. The link opens it.

Private
Only you and the people you pick can open it.

DETAILS

Maya Chen
Not saved yet

Type



Article

Long-form guide



FAQ

Question and answer

URL AND SEARCH

Save the article to get its publi...

Slug

tariff-overview

1 Click **Table style** in the table toolbar

Pick a look, then fine-tune it under Customize.

Every change applies to this table only, and you can undo each one. To go back to your theme's look, click **Reset to theme**. Press Escape or click elsewhere to close the panel.

Readers see the same style on your help center, in the widget and in embeds, on light and dark themes.

How tables look to readers

Tables fill the width of the article. On a phone, a table that's too wide scrolls sideways inside the article, so the rest of the page stays readable.

Tips for good tables

- Use tables for data that compares or lists things, not to lay out a page. Screen readers read a table cell by cell.
- Give every column a short header, so readers know what they're looking at.
- Keep cells short. A few words or a number reads well; a paragraph does not.
- The fewer the columns, the less readers on a phone have to scroll sideways. Split a wide table into two.

Related articles

- [Add headings, lists and other blocks](#)
- [Add code blocks](#)