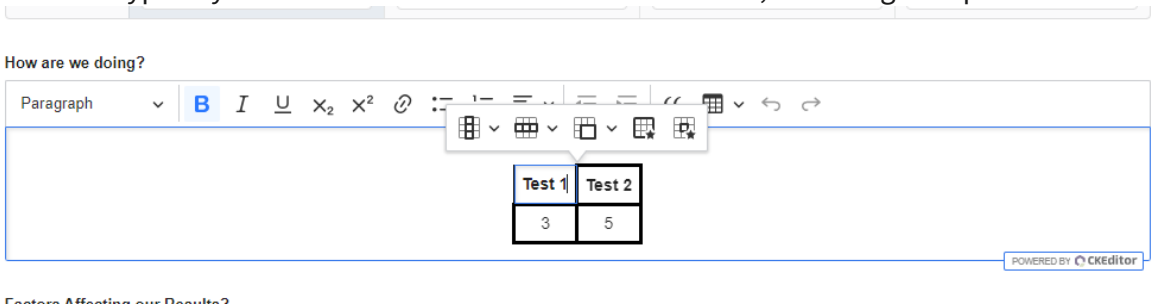
ADDING TABLES TO KPM APPR NARRATIVE SECTIONS

Basic table features

The basic table features allow users to insert tables into Annual Performance Progress Report narratives (“How Are We Doing” and “Factors Affecting Results”), to add or remove columns and rows, and to merge or split table cells.

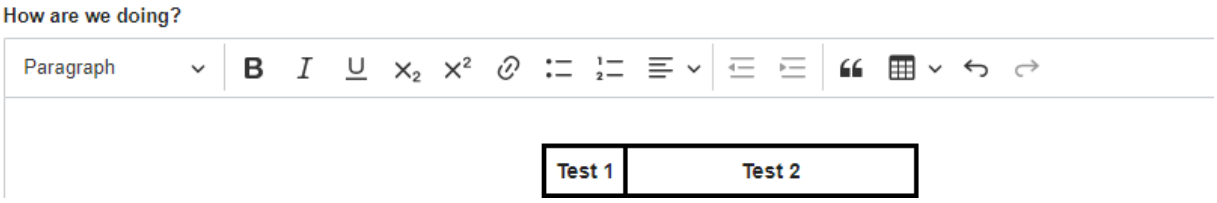
Table toolbar

The toolbar contains various table-related buttons and appears when a table or a cell is selected. These would typically include add or remove columns and rows, and merge or split cells.



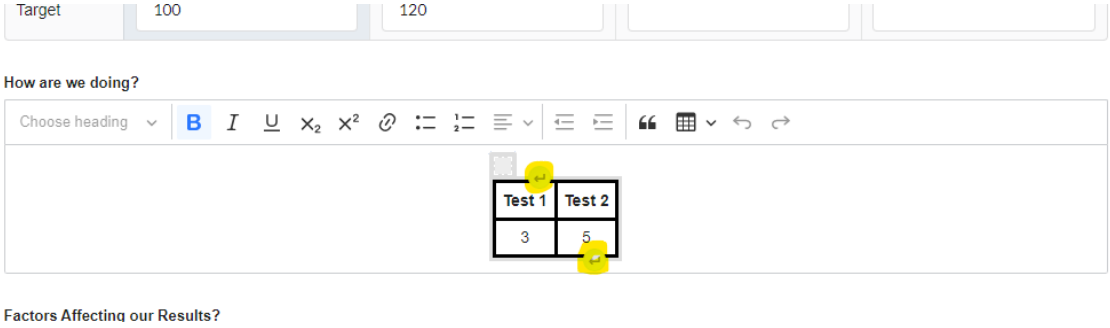
Inserting a Table in Narrative Field

Use the insert table button to insert a new table into the APPR narrative section(s). Click inside the table to open a contextual toolbar. The toolbar lets you add or remove columns and rows. You can also merge or split cells.



Adding text around tables

To add text before or after a table easily, select the table, then press the Arrow key (← or →) once (highlighted below), depending on where you want to add content – before or after the table. The table will no longer be selected, and whatever text you type will appear in the desired position.



Nesting tables

One may nest tables inside another table's cells. This may be used for creating advanced charts or layouts based on tables. The nested table can be formatted just like a regular one. Select the cell into which you wish to add a table (the "add table" functionality is the same with or without nesting).

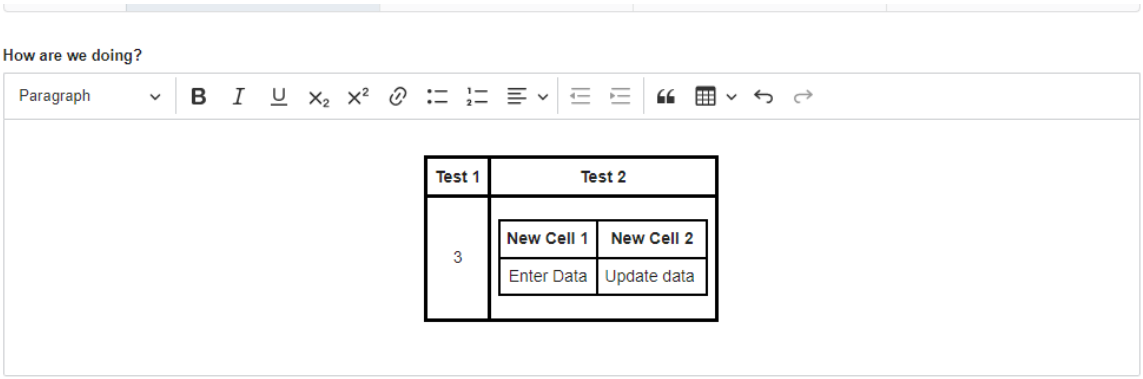


Table and Cell Properties

- Highlight the table rows/columns that you wish to set/change properties for.

- Select the Table Properties option (table with lower-right star icon) and the properties will open in a popup.
- Set Table Style, Color (border), Width (border cells), Background Color, Table Dimensions (width/height), and finally the Alignment of the text within each cell.
- Hit “Save.”
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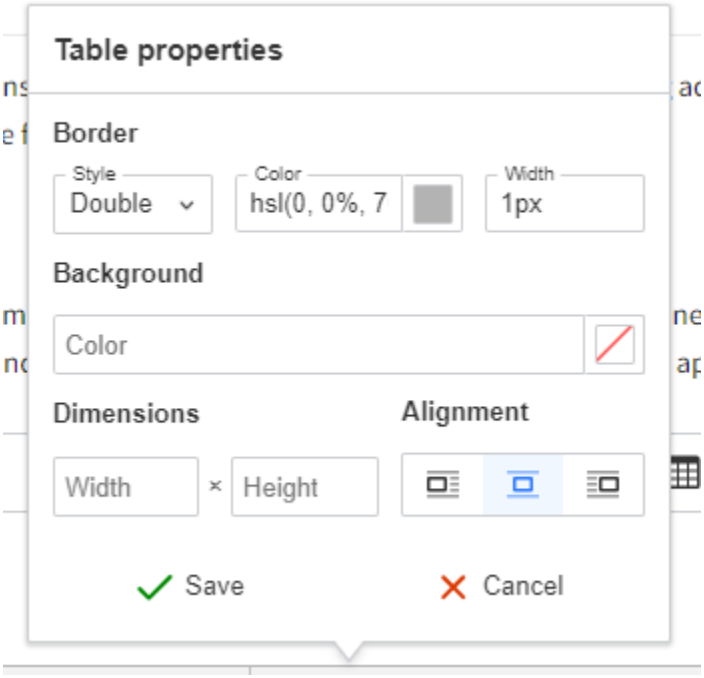
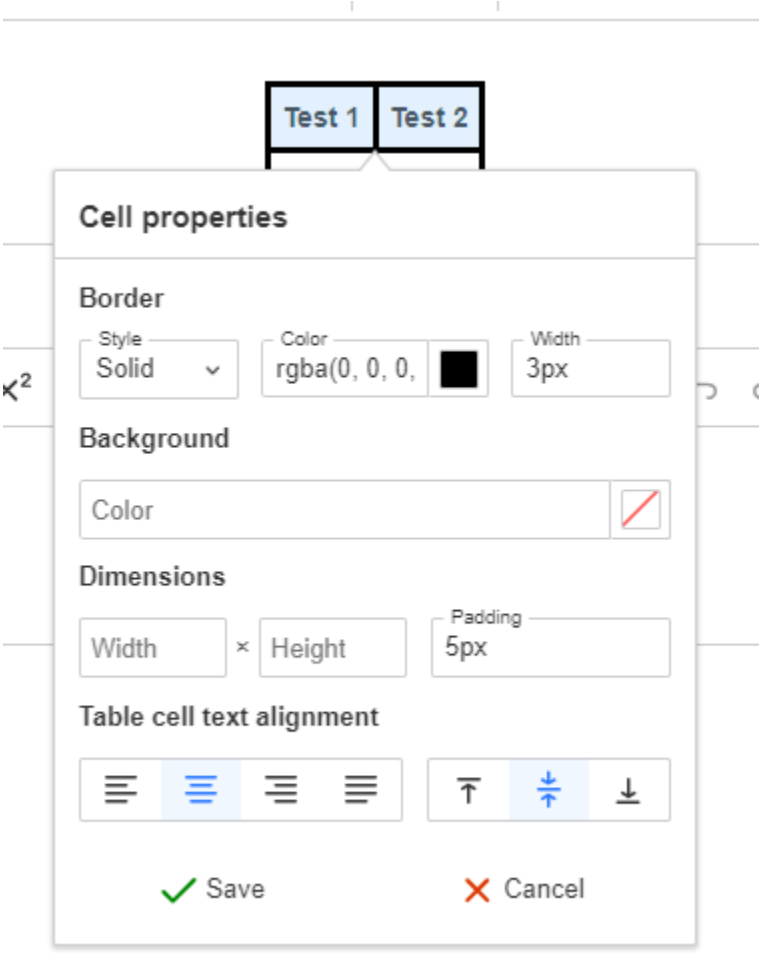


CELL PROPERTIES



- Highlight the cell(s) you wish to set properties for.

- Click on Cell Properties (table with cell highlighted and lower-right star icon) and the properties will open in a popup.
- If setting the border to display, highlight all the cells and select the color you wish otherwise it does not set the border to display.

- Set Table Style, Color (border), Width (border cells), Background Color, Table Dimensions (width/height), and finally the Alignment of the text within each cell.
- Hit “Save.”

If you run into problems, please reach out to the System Administrator.