**Create or update a table video transcript**

1

00:00:00.155 --> 00:00:03.455

In this video on how to use Keystone to author ordinance,

2

00:00:03.995 --> 00:00:06.615

we run through the various options When creating

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00:00:06.835 --> 00:00:10.815

or updating a table, we will take a look at inserting

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00:00:10.835 --> 00:00:12.775

or deleting rows, inserting

5

00:00:12.775 --> 00:00:16.095

and formatting a new table, adjusting column widths,

6

00:00:16.095 --> 00:00:18.135

and row heights in order to fit content,

7

00:00:18.765 --> 00:00:21.055

splitting a table and merging cells.

8

00:00:22.715 --> 00:00:24.295

We will be using a test system

9

00:00:24.525 --> 00:00:27.175

with test data in the following demonstration,

10

00:00:29.965 --> 00:00:31.775

inserting or deleting rows

11

00:00:34.085 --> 00:00:36.535

with the selected content unlocked for editing.

12

00:00:36.925 --> 00:00:38.855

Make sure you click in the table in order

13

00:00:39.075 --> 00:00:40.895

to see the available table control

14

00:00:41.195 --> 00:00:43.135

and design formatting options.

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00:00:44.465 --> 00:00:47.005

The options can be found in the editor toolbar

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00:00:47.345 --> 00:00:51.805

or under the actions menu to insert a new row into a table,

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00:00:52.175 --> 00:00:54.845

place the cursor in the position where you want

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00:00:54.845 --> 00:00:58.005

to insert a new row, either before or after an existing.

19

00:00:59.415 --> 00:01:01.855

Navigate to the table controls in the toolbar

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00:01:02.155 --> 00:01:03.855

and select the required option.

21

00:01:07.115 --> 00:01:09.375

Update the new row with the required data.

22

00:01:11.305 --> 00:01:12.435

When pasting rows

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00:01:12.435 --> 00:01:15.315

of data from a Word document into the table for editing,

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00:01:15.935 --> 00:01:17.715

it is crucial that the copper content

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00:01:18.255 --> 00:01:19.635

has the same column structure

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00:01:20.135 --> 00:01:22.475

as the content being edited in keystone.

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00:01:23.825 --> 00:01:27.425

Additionally, when pasting multiple rows of data, ensure

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00:01:27.425 --> 00:01:29.345

that there are already an equivalent number

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00:01:29.345 --> 00:01:31.105

of rows inserted into the table

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00:01:31.125 --> 00:01:32.785

before pasting the copper content.

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00:01:34.695 --> 00:01:37.355

Simply adding a new paragraph, thinking

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00:01:37.355 --> 00:01:39.035

that it's a new row will not publish

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00:01:39.105 --> 00:01:40.395

with the required borders.

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00:01:41.095 --> 00:01:44.355

You can turn on the boundaries view from the settings option

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00:01:44.655 --> 00:01:48.235

to see paragraph boxes that may have been added incorrectly.

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00:01:50.905 --> 00:01:53.015

Let's now take a look at how to insert

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00:01:53.115 --> 00:01:54.495

and format a new table.

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00:01:55.655 --> 00:01:58.175

A new table can be created in selected content

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00:01:58.675 --> 00:02:00.935

by using the insert new table option.

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00:02:02.005 --> 00:02:04.495

Alternatively, a table may be copied

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00:02:04.595 --> 00:02:08.085

and pasted from word new tables.

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00:02:08.145 --> 00:02:10.525

May need to have some formatting options updated,

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00:02:10.935 --> 00:02:14.245

which may include the styling, applying a header row,

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00:02:14.545 --> 00:02:16.085

or adding a table caption.

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00:02:17.075 --> 00:02:19.485

When pasting a table from words, you may need

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00:02:19.485 --> 00:02:21.045

to clear unwanted formatting.

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00:02:22.045 --> 00:02:23.985

In this example, we are unable

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00:02:23.985 --> 00:02:26.145

to see the white text in the header row.

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00:02:27.265 --> 00:02:28.805

We will need to use the option

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00:02:28.825 --> 00:02:30.645

to clear the cell background color.

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00:02:31.775 --> 00:02:34.625

This option is available under the design section

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00:02:34.725 --> 00:02:35.905

of the actions menu.

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00:02:38.825 --> 00:02:40.465

A reminder that the table control

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00:02:40.685 --> 00:02:44.345

and design formatting options are only available when your

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00:02:44.445 --> 00:02:46.385

cursor is placed into the table.

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00:02:47.525 --> 00:02:49.955

Let's now use the available design options

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00:02:50.055 --> 00:02:51.475

to add a table caption.

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00:02:52.565 --> 00:02:54.745

Select the table caption field to edit.

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00:02:55.245 --> 00:02:58.825

Add the required caption, then tick to save the

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00:02:58.825 --> 00:02:59.825

Table. Caption will

61

00:02:59.825 --> 00:03:01.135

appear above the table.

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00:03:03.305 --> 00:03:05.605

The style that has been applied can be checked

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00:03:05.665 --> 00:03:09.125

by selecting the table style icon located on the toolbar.

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00:03:09.985 --> 00:03:11.655

There are three available styles

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00:03:11.755 --> 00:03:13.215

and each can be previewed

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00:03:13.275 --> 00:03:15.975

by hovering your cursor over the name for each option,

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00:03:17.375 --> 00:03:19.655

creating a table using the keystone option

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00:03:20.315 --> 00:03:21.455

or pasting in a table

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00:03:21.475 --> 00:03:24.615

that's copied from Word will automatically apply the default

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00:03:24.665 --> 00:03:29.625

style to configure a selected row as a header for the table

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00:03:30.245 --> 00:03:33.105

so that it publishes with the required colored background.

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00:03:33.525 --> 00:03:35.265

And at the top of consecutive pages,

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00:03:36.165 --> 00:03:37.665

update the header self flag,

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00:03:37.675 --> 00:03:39.905

which can be found under the design options.

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00:03:41.795 --> 00:03:44.775

Ensure that you confirm any changes made to the content

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00:03:45.115 --> 00:03:47.735

before editing another section or logging out,

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00:03:49.595 --> 00:03:51.095

and a reminder that you can generate

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00:03:51.315 --> 00:03:54.015

and download a PDF of the updated section

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00:03:54.635 --> 00:03:56.055

by selecting the section title

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00:03:56.435 --> 00:03:58.295

and the published section option available

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00:03:58.365 --> 00:03:59.575

from the actions menu.

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00:04:00.845 --> 00:04:02.415

This does not replace the need

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00:04:02.415 --> 00:04:05.415

to generate an interim publish, which are the documents

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00:04:05.525 --> 00:04:06.735

that show the ordinance

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00:04:06.885 --> 00:04:09.935

with the head provision in final form and content.

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00:04:14.085 --> 00:04:15.615

Next, we will take a look at how

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00:04:15.615 --> 00:04:17.735

to adjust column widths and row heights.

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00:04:18.285 --> 00:04:21.825

When reviewing a published version of the ordinance

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00:04:22.275 --> 00:04:25.345

where text in a cell is not displaying as required,

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00:04:25.725 --> 00:04:27.705

you may need to adjust the height of the row

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00:04:27.965 --> 00:04:31.345

or width of the column whilst editing the content.

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00:04:32.085 --> 00:04:34.665

Expand the layout options from the actions menu.

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00:04:35.735 --> 00:04:37.875

The table width can be adjusted if needed.

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00:04:38.575 --> 00:04:41.645

In this example, we are changing the table width

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00:04:41.865 --> 00:04:45.485

to display across 75% of the available space.

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00:04:46.715 --> 00:04:50.095

As this table was copied from Word the row height value

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00:04:50.105 --> 00:04:53.415

needs updating with fit to content being selected

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00:04:53.515 --> 00:04:57.415

as the option, it's recommended to select the entire column

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00:04:57.835 --> 00:04:59.375

and then update the row height.

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00:04:59.605 --> 00:05:02.175

With the fit to content option selected,

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00:05:03.865 --> 00:05:06.085

the column width can be adjusted as needed.

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00:05:07.335 --> 00:05:09.715

For example, you can change to the least

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00:05:09.775 --> 00:05:12.915

and percentage options, then enter the required value.

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00:05:15.665 --> 00:05:17.165

We will now take a look at how

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00:05:17.165 --> 00:05:18.965

to split a table or merge cells.

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00:05:19.705 --> 00:05:21.435

The option

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00:05:21.435 --> 00:05:24.755

to split a table is available from the table controls

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00:05:24.785 --> 00:05:26.115

located on the toolbar.

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00:05:27.045 --> 00:05:29.035

There is also the option to split

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00:05:29.215 --> 00:05:30.595

or merge selected cells

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00:05:33.205 --> 00:05:36.105

for it technical assistance or further information.

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00:05:36.495 --> 00:05:41.225

Contact the team at Planning support@transportvic.gov au.