

Inserting Tables on Xitracs

After you log in to Xitracs and open your template to edit your IE Plan,

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Test 1 [Test]
Goal: Test-G001
Goal #001 Reporting Cycle: 2021-2023 IE Cycle**

7 Mid-Biennium Findings – Outcome Performance Data

Paragraph Times Ne... 12pt

B I U [Rich Text Editor Icons]

Click on the "table icon" to create it

Mark as complete Save Cancel

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Paragraph Times Ne... 12pt

B I U [Rich Text Editor Icons]

A second window will display a drop box, select "Table"

Table properties
Optimize table
Delete table

Cell
Row
Column

10 x 3

At this window, position the mouse over the columns/rows you need, highlighting them, and click "enter"

Cancel

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Test 1 [Test] Reporting Cycle: 2021-2023 IE Cycle**
Goal: Test-G001
Goal #001

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Paragraph Verdana 11pt

B *I* U [Text Alignment] [List] [Table] [Undo] [Redo]



After you insert “the table”, left-click on the corner squares and drag the mouse to the right to stretch the table

Mark as complete Save Cancel

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Paragraph Verdana 11pt

B *I* U [Text Alignment] [List] [Table] [Undo] [Redo]

Now you are able to enter your information into the table

Mark as complete Save Cancel

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Paragraph Verdana 11pt

Example 1	Example 2	Example 3	Example 4
Item 1	Item 2	Item 3	Item 4
		Figure 3	
Image 1			Image 4

See a sample of table with entries

Mark as complete Save Cancel

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Example 1	Example 2	Example 3	Example 4
Item 1	Item 2	Item 3	Item 4
		Figure 3	
Image 1			Image 4

You can modify the contents of the table like a regular WORD document (bold, italic, align, copy, etc.)

Mark as complete Save Cancel



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Example 1	Example 2	Example 3	Example 4
Item 1	Item 2	Item 3	Item 4
		Figure 3	
Image 1			

Table properties

- Table
- Cell
- Row
- Column
- Table properties
- Optimize table
- Delete table

It is recommended to "Optimize" each table. To do so, right-click over the table to display a drop-box and select "Optimize table"

Mark as complete

Save

Cancel



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Example 1	Example 2	Example 3	Example 4
Item 1	Item 2	Item 3	Item 4
		Figure 3	
Image 1			Image 4

Sample of the table optimized

Mark as complete

Save

Cancel

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Example 1	Example 2	Example 3	Example 4
Item 1	Item 2	Item 3	Item 4
		Figure 3	
Image 1			Image 4

Here you will be able to align your table, see next screenshot

This toolbar will allow you to insert or delete columns and/or rows or delete the table

Mark as complete Save Cancel

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4 Action Plan

Paragraph Verdana 11pt

Table properties

General Advanced

Width: 600 Height: 174

Cell spacing: 2 Cell padding: 2

Border: 1


Alignment: Center

- None
- Left
- Center**
- Right

Click "Alignment" select your option and click "OK"

Mark as complete Save Cancel

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Test 1 [Test]
Goal: Test-G00
Goal #001

4 Action Plan

Paragraph Verdana

B I U [Rich Text Editor Icons]

Entering a Title to Your Table

Highlight the cells for your title

Position your mouse over the Table and "right-click" to display a window


Position your mouse over "Cell" and then over "Merge Cells" and "click"

Table

- Cell
 - Cell properties
 - Merge cells
 - Split cell
- Row
 - Table properties
 - Optimize table
 - Delete table
- Column

Mark as complete [Save](#) [Cancel](#)

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Test 1 [Test]
Goal: Test-G001
Goal #001

4 Action Plan

Paragraph Verdana 11pt

B I U [Rich Text Editor Icons]

This is how your "merged cells" will look.

Now you can enter your title, headers, and data

Mark as complete [Save](#) [Cancel](#)