Free Text Editor - Tables

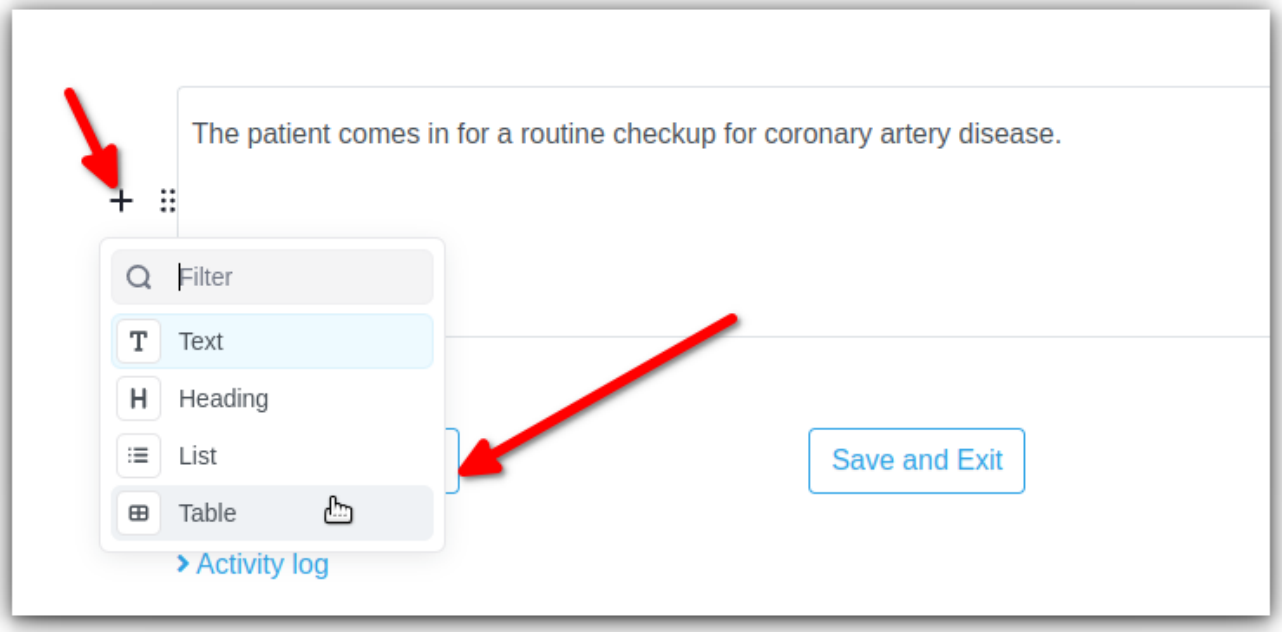
In the MediSign Text Editor you can easily, quickly, and **securely** create a text with **basic formatting**.

Text with basic formatting can also be imported directly from Word (or another Word Processor) with Copy and Paste.

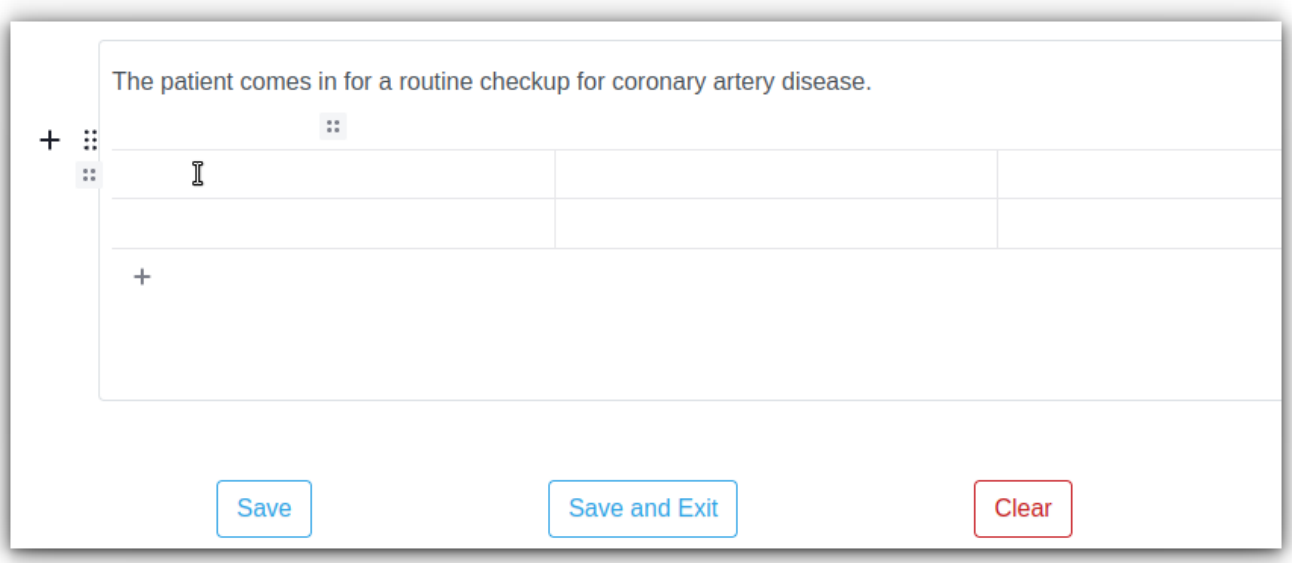
For security reasons, **Tables** cannot be imported from Word and must be created with the built-in tool. Detailed instructions follow.

Insert Table

To insert a table, click on the + (Add) symbol and select “Table”

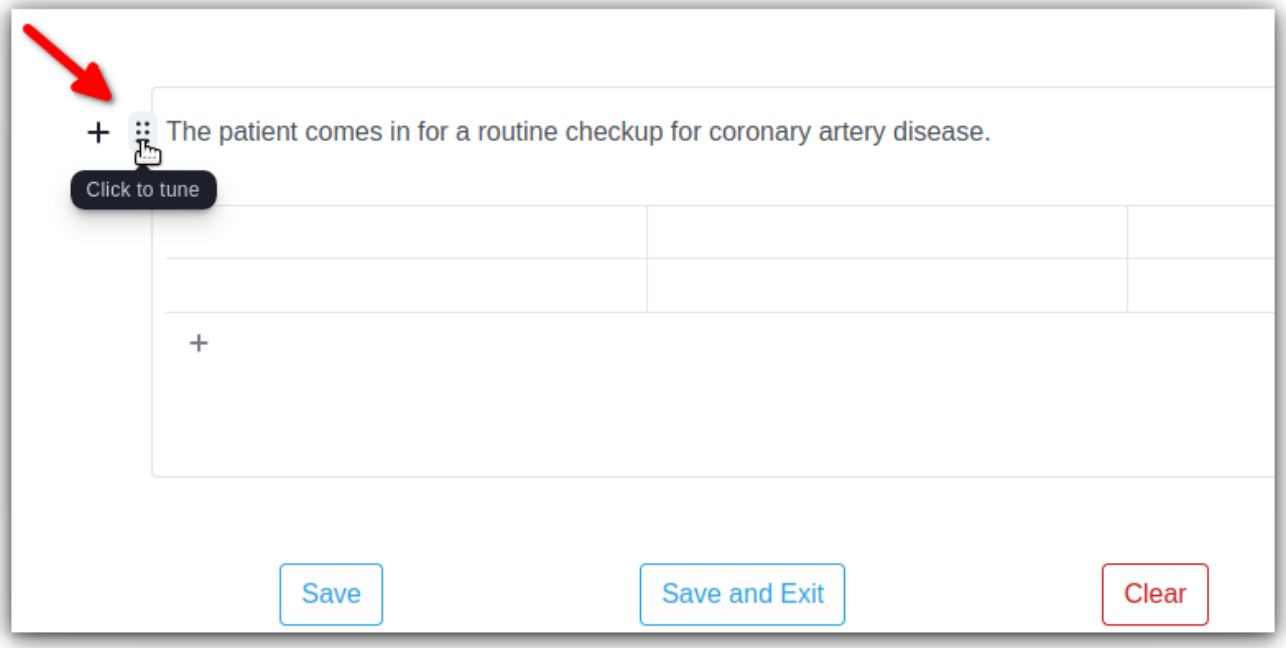


A Table is automatically created with the default number for Rows and Columns (2×3)

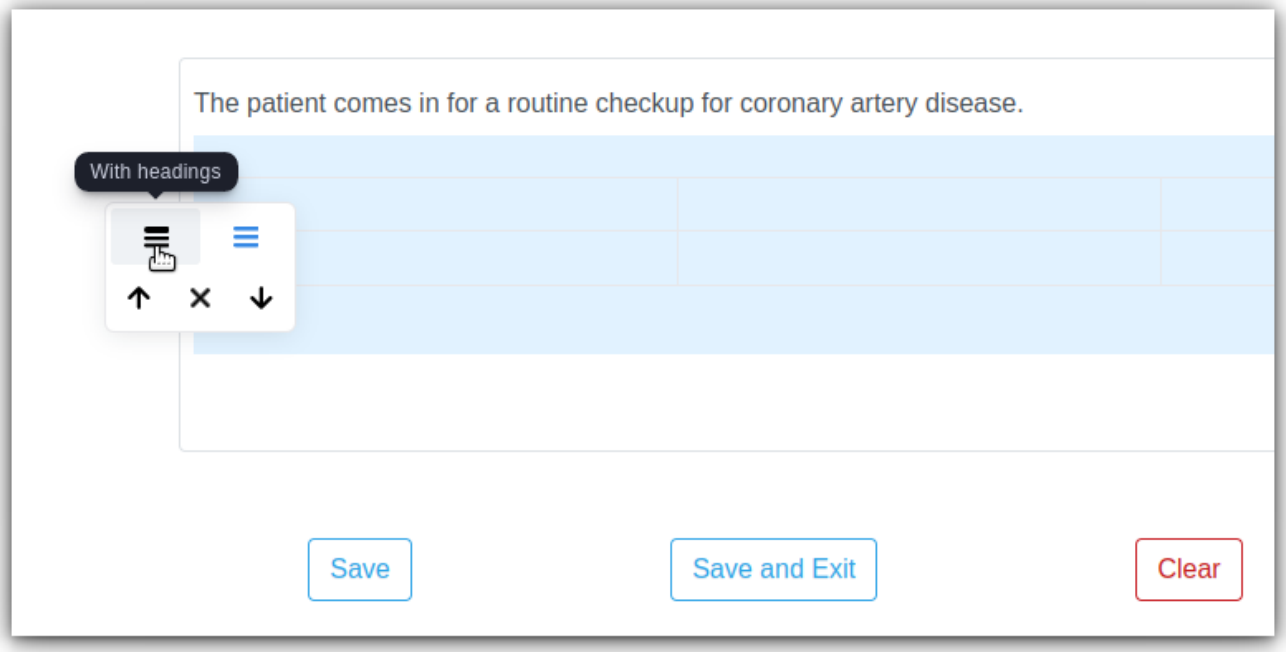


Headings

To choose whether the first Row has Headings (or not), click on the icon with the 6 dots

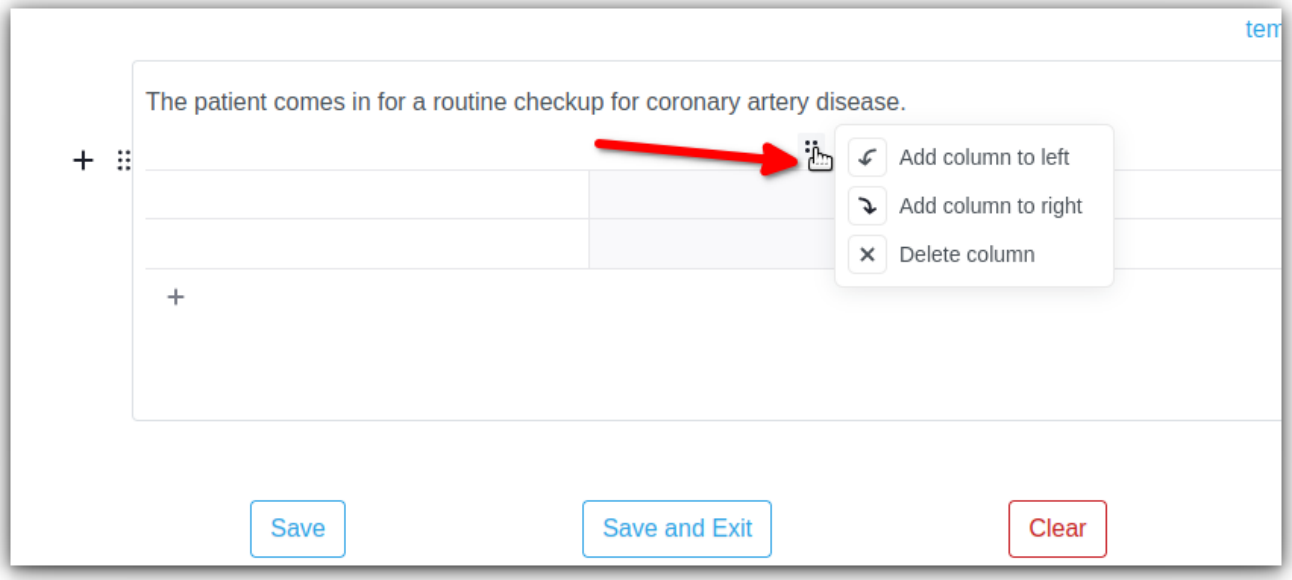


then select appropriate and then press “SAVE”



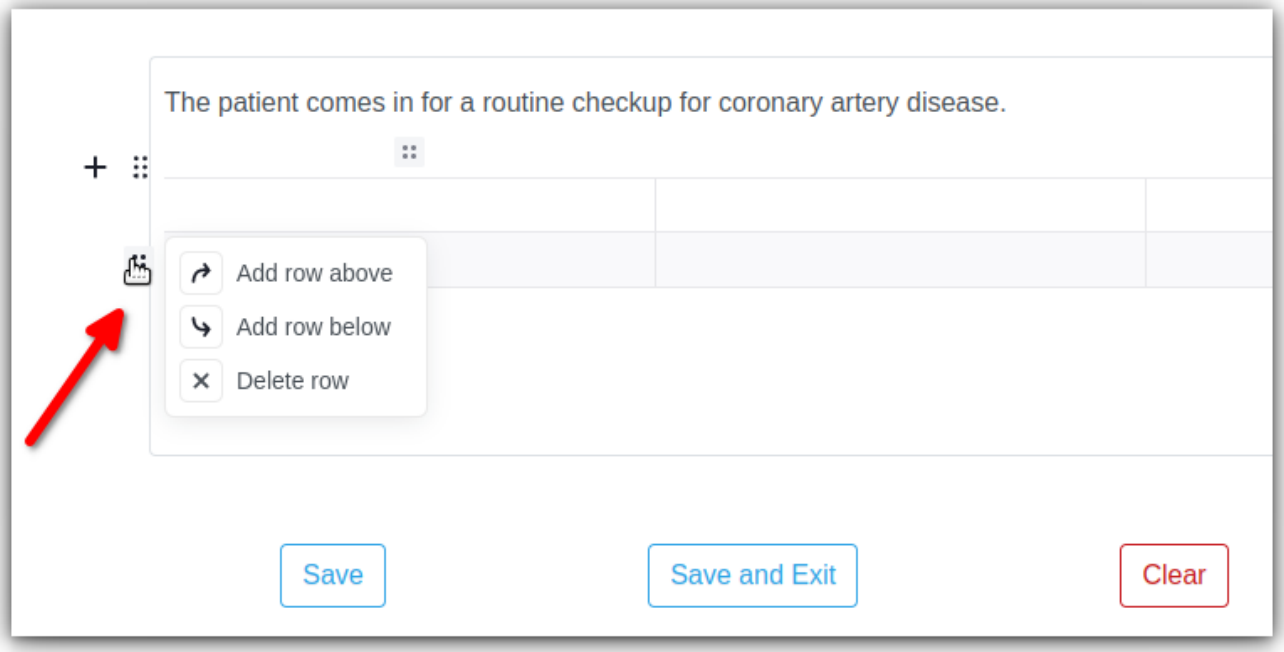
Columns

You can manage the Columns of the table



Rows

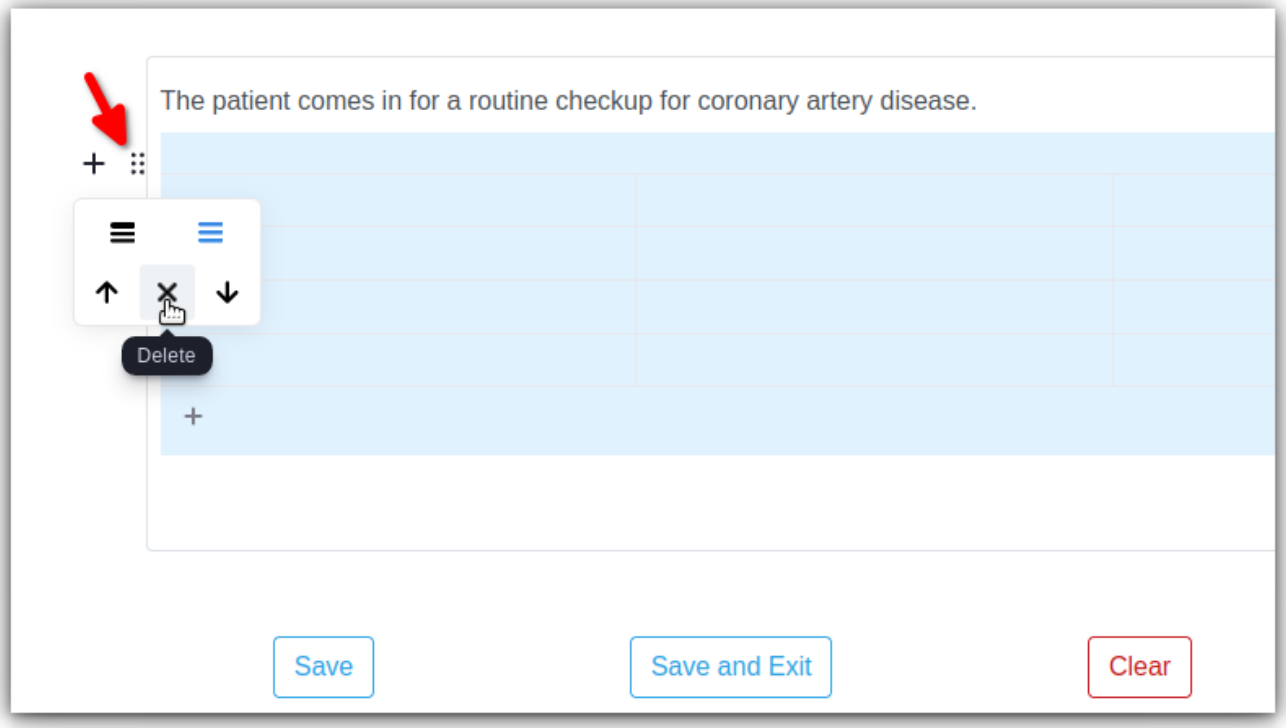
You can also manage the Rows of the table



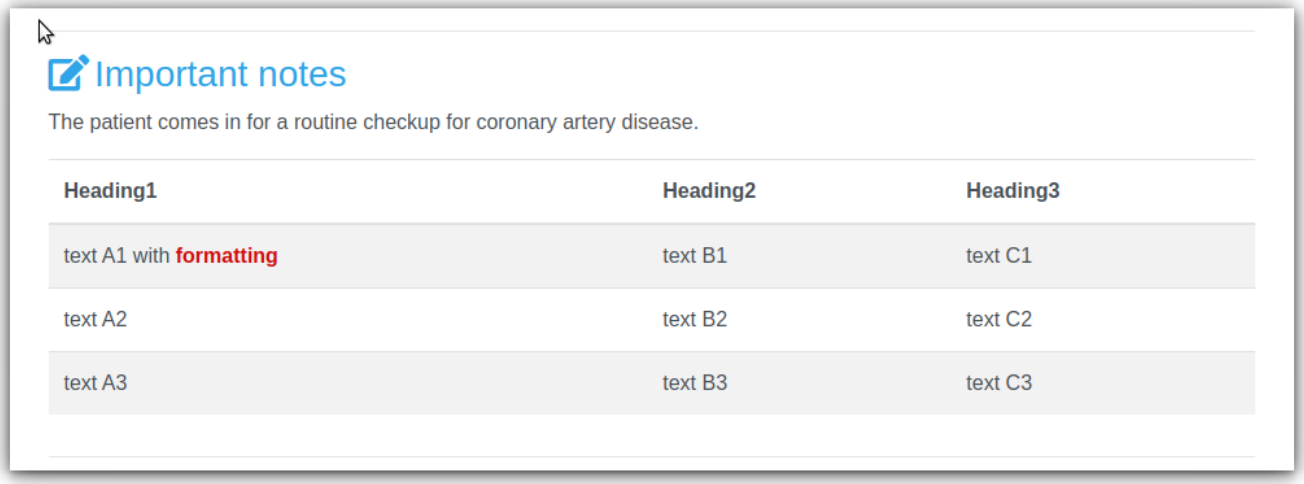
Delete Table

To delete the Table, click on the icon with the 6 dots and then on the X to Delete.

The icon will turn red, asking you to confirm. Press it again to delete.



Example



Related topics

- Free text editor
- History notes templates

From:
https://docs.medisign.com/ - **docs.medisign.com**

Permanent link:
https://docs.medisign.com/manual/free-text-editor/tables

Last update: **2022/09/19 11:22**