Hello and welcome to the tutorial on creating a staff list on your site. For this we will cover inserting a table and images.

From your home page, click ‘site update wizard’ and then click the first option. ‘add a brand new section’.

From the drop-down menu select ‘plain text’. Give the submenu a title – I’d recommend ‘Staff List or Our Team’ for this.

To add a table, select this icon. I will be doing 2 columns and 2 rows for this example.

You can enter your staff list as required.

(can you possibly enter a few names in please to show this?)

If you want to group your staff list for example ‘Senior Management, Clerical, Teaching Staff or Janitors’ you will merge some of the cells. Highlight the cells you’d like to merge, right click and then merge cells.

(Can you populate a few rows showing this?)

For adding images into your staff list the process is the same. If you wish to add pictures of your staff next to their name, we can do this from here.

Select the cell you would like to add an image too, click this icon. Browse server and select the image you have already uploaded to your site. Click finish.

Here you can adjust the image size and width of your image to suit your site. Click ok.

As you enter in data to your table the column and width automatically adjust.

Once you have finished click next.

You will now be asked where you want the table to be placed, you can select from your menus and click finish.

Pause the video and show the staff list on the front side of the site