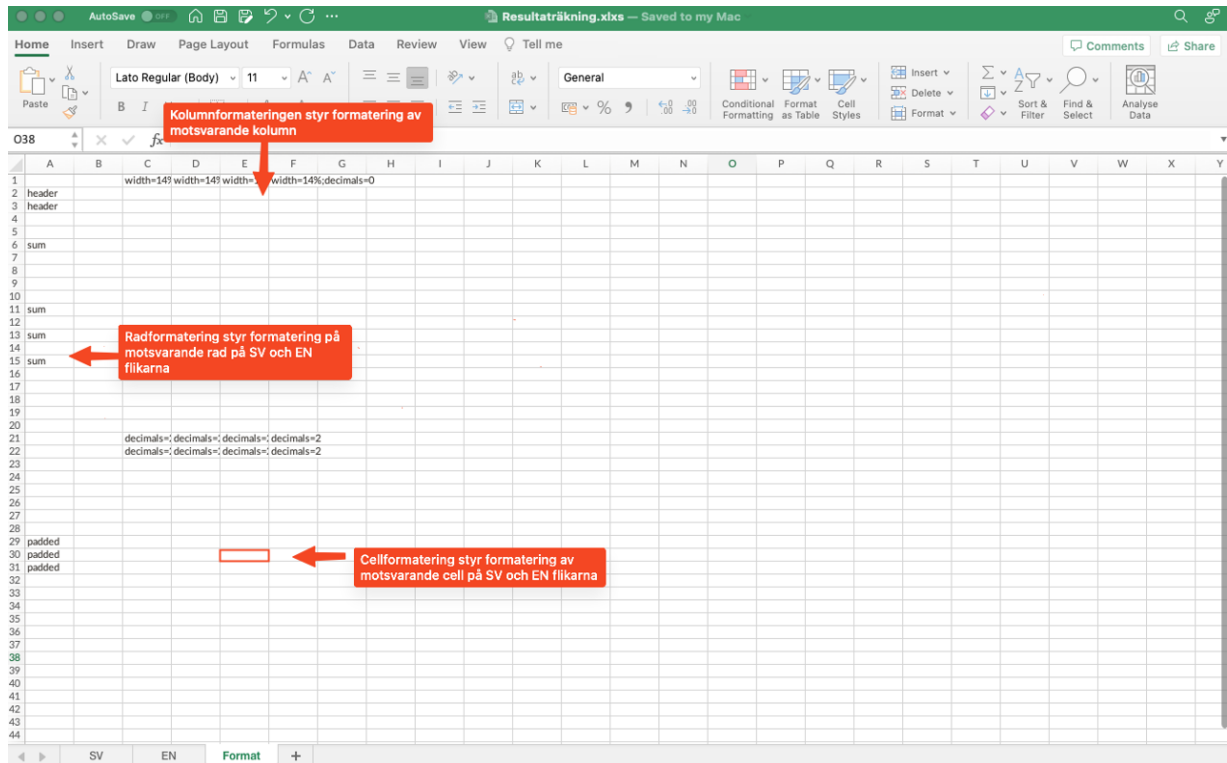


- Each formatting command in the Format sheet controls the corresponding cell, row, or column in the Data sheet. The format templates work in the same way as in Word, where you can change the appearance centrally at the site level.

If necessary, some formatting can be done directly in the Data sheet. The macro will automatically load these formats.



Kommandon för CSS-formatering av Excelfiler

Radkommandon		
Kommando	Exempel	Beskrivning
header	header	Skapar ett tabellhuvud
title	title	Rubrik 1
title2	title2	Rubrik 2
title3	title3	Rubrik 3
title4	title4	Rubrik 4
sum	sum	Summa 1 - används för att summera det som Rubrik 1 beskriver
sum1	sum1	Summa 2 - används för att summera det som Rubrik 2 beskriver
sum2	sum2	Summa 3 - används för att summera det som Rubrik 3 beskriver
sum3	sum3	Summa 4 - används för att summera det som Rubrik 4 beskriver
info	info	Ny sektion med kursiv text och mellanrum ovanför
noborder	noborder	Används tillsammans med header och sum, tar bort linjen
content	content	Sätter texten till samma formatering som artikeltexten
padded	padded	Första raden är indragen
nohover	nohover	Radmarkör inaktiveras för denna rad (ej implementerad än)
decimals=X	decimals=3	Sätter antalet decimaler för alla celler på raden i fråga
percentage	percentage	Översätter alla tal till procent. Var noga med att formatera talet som procent även i datafliken.
breakafter	breakafter	Skapar sidbrytning efter denna rad
Kolumnkommandon		
Kommando	Exempel	Beskrivning
decimals=X	decimals=3	Sätter antalet decimaler för alla celler i kolumnen
width=X%	width=15%	Sätter en kolumn till en procentsats av tabellens bredd.
percentage	percentage	översätter alla tal till procent. Var noga med att formatera talet som procent även i datafliken.
Cellkommandon		
Kommando	Exempel	Beskrivning
decimals=X	decimals=3	Sätter antalet decimaler för cellen
date	date	Säger åt macrot att cellen innehåller ett datum (se även till att datumet är formaterat som datum i Data-fliken). Detta kommando gäller endast datum t ex 2012-01-01, ej årtal. Årtal kan istället sparas som text genom att sätta apostrof mellanslag innan.
percentage	percentage	översätter alla tal till procent. Var noga med att formatera talet som procent även i datafliken.
Formateringskommandon skriver över varandra i ordningen cell > rad > kolumn. Dvs cell har högst prioritet.		

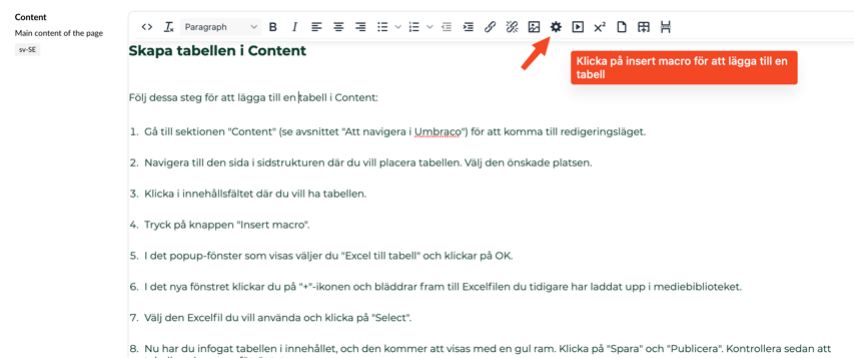
4. Column widths: To achieve a uniform appearance of the tables, default settings for column widths are used for tables with different numbers of columns. Note the following:

- First column: The width does not need to be set, the column takes the space left over.
- For tables with 3 columns: Set the width to 15% for the last two columns.
- For tables with 4 columns: Set the width to 15% for the last three columns.
- For tables with 5 columns: Set the width to 15% for the last four columns.
- For tables with 6 columns: Set the width to 12% for the last five columns.
- For tables with 7 columns: Set the width to 10% for the last six columns.
- For tables with 8 columns: Set the width to 10% for the seven

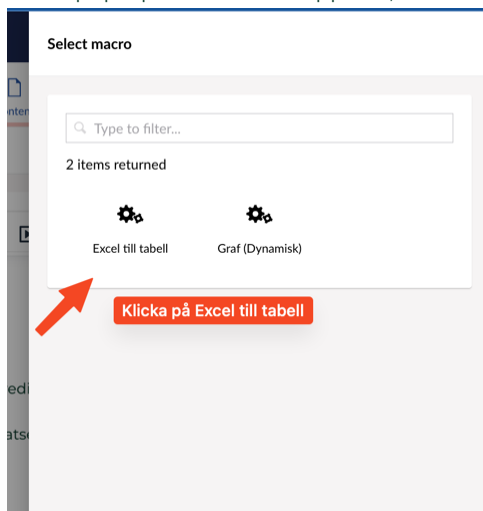
Adding a table to Content

Follow these steps to add a table to Content:

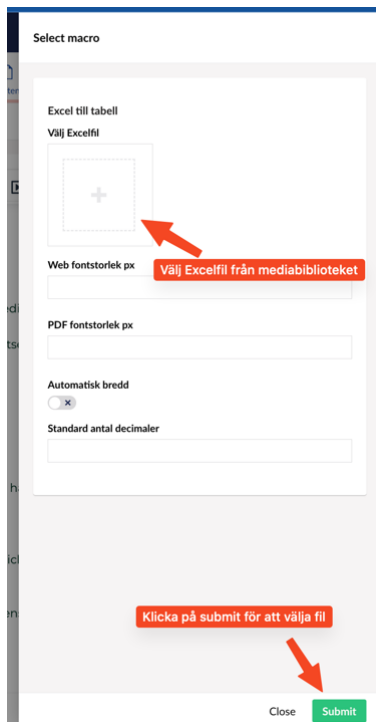
1. Go to the "Content" section (see the "Navigating Umbraco" section) to get to the editing mode.
2. Navigate to the page in the page structure where you want to place the table. Select the desired location.
3. Click in the content field where you want the table.
4. Press the "Insert macro" button.



5. In the pop-up window that appears, select "Excel to Table" and click OK.



6. In the new window, click the "+" icon and browse to the Excel file you previously uploaded to the media library.
7. Select the Excel file you want to use and click "Select".



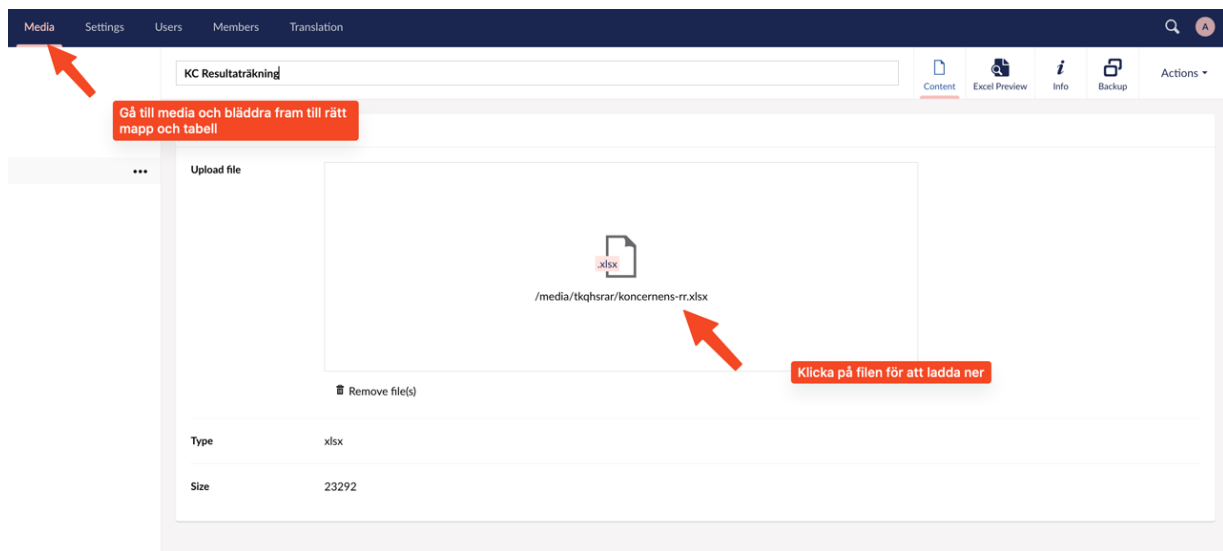
8. Now you have inserted the table into the content, and it will appear with a bright red frame. Click "Save" and "Publish". Then verify that the table appears as expected.

NOTE: In Content, the table will be displayed in English, even if you are in the Swedish content field. It will still look correct both on the web and in the pdf version.

To update an existing Excel table

A. Download the Excel file from which the table draws data

1. Log in to Umbraco and go to Media (the media library, see the "Navigating Umbraco" section).
2. Navigate to the table you want to update.
3. Click the download icon to download the file. Save the file in a suitable location on your computer, for example in the "Downloads" folder.



B. Edit the table in Excel

1. Open the Excel file and make the desired changes. Save the file. If you need to adjust the formatting of the table, see the instructions in the previous section.

Some tips:

- Since the English tab reads numbers from the Swedish, you only need to change numbers in one place.
- If you add a row to the table, make sure you add it to all tabs!

3. Upload the modified file

IMPORTANT: Make sure you are in the correct location in the media library before uploading the edited file. This is to avoid accidentally saving over another file.

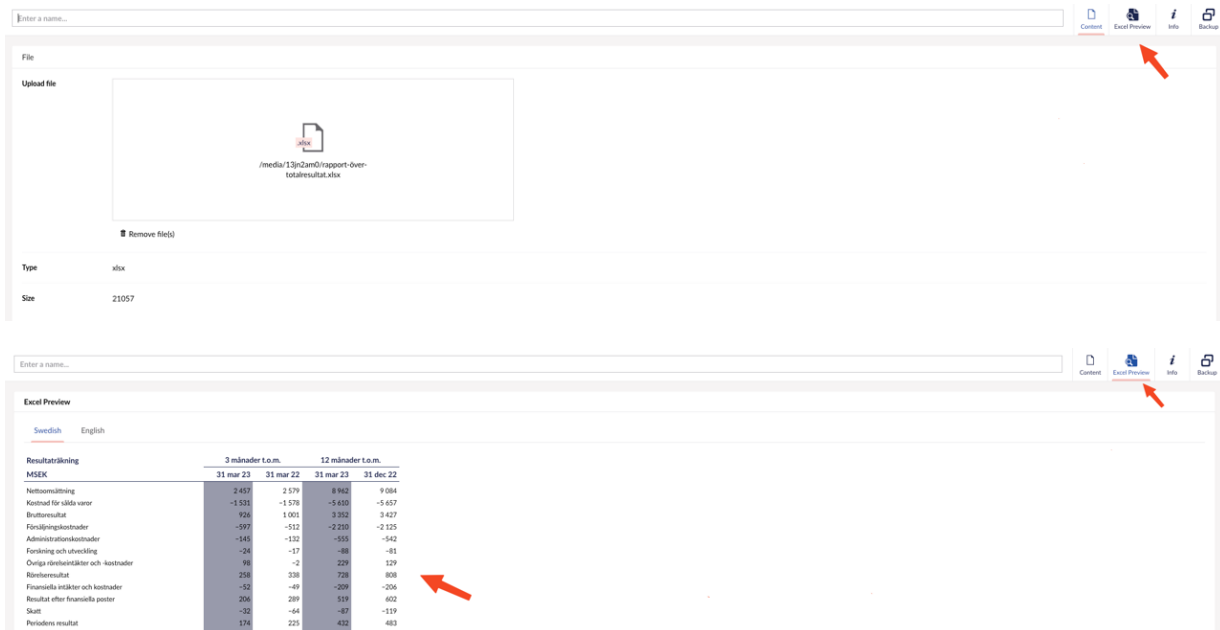
4. Click on "Choose file" and locate the Excel file that you have edited.

5. Save the file! Now the file is uploaded and the table should have updated automatically. However, it is important to preview to check that everything is as it should be.

C. Preview Excel files

Once a new file has been uploaded, the table can be previewed.

1. Upload and select Excel file.
2. Click "Excel preview" in the upper right corner to preview.



Troubleshooting tables

If the changes do not take effect:

1. Check that you have uploaded and saved the correct file in Umbraco.
2. Still not working? Open and resave the file with a different name. You can, for example, put a number in the name (for example Ovrig_Tabell2.xls). Then upload the file again in Umbraco.

To find the media library logically, the names in the tree should reflect the name of the image, graph, or table it contains. However, avoid the letters å, ä and ö, and use "_" instead of spaces.

If it is difficult to remove an Excel table embedded in content:

- Place the cursor at the bottom right of the table and press backspace.
- Try selecting the entire table and pressing backspace.

If a table is behaving strangely in any way—for example, lines that are too long, a large gap under the table to the next paragraph, too many decimal places, or if the table is getting data from the wrong place—you can do the following:

- **Check line breaks** . Make sure there are no extra line breaks before or after the table in the content. Also double-check the HTML code, as there may be invisible line breaks there. A line break in HTML is written `<p> <p>`.
- **Remove hidden code in Excel** . Go into the Excel file and delete a number of rows/columns next to and below the table in Excel. Delete the entire row and the entire column, not just the content. There may still be invisible code or spaces that affect the table in Umbraco.
- **Check the format tab** . Check if everything is correct. Does the formatting describe more columns than are in the table? For example, if the table should only have 6 columns and there is formatting for 7 columns in the format tab, the table may look strange.

- **Save the Excel file in another file format** . Change from .xls to .xlsx or vice versa and see if that fixes the problem.

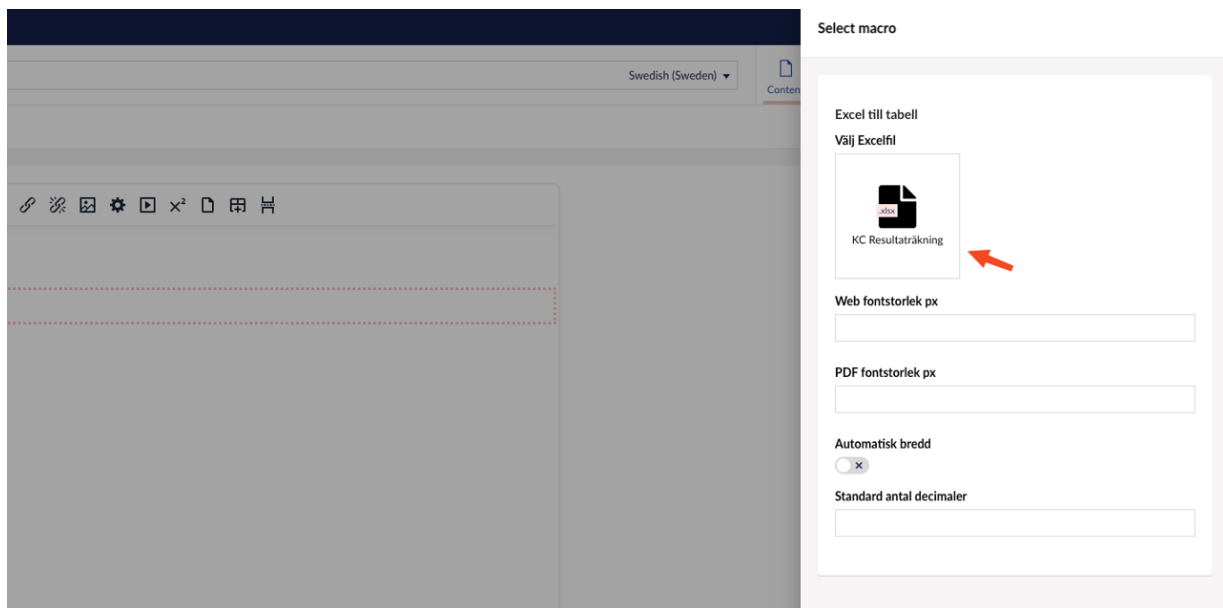
Thousands separators and decimals:

- Numeric numbers are recognized by the engine, and thousands delimiter and decimal handling is done automatically depending on the language of the website where they are displayed.
- Formatting numbers should be done by typing the value numerically (eg 1234) into the cell and then formatting it as a number with a thousands separator (1,234). This way, the value in the cell can be correctly interpreted by the engine.
- Dates must be formatted as dates in Excel and have the CSS formatting "date" in the style sheet.
- Years must be formatted as text to avoid thousands separators.

Backup for excel files

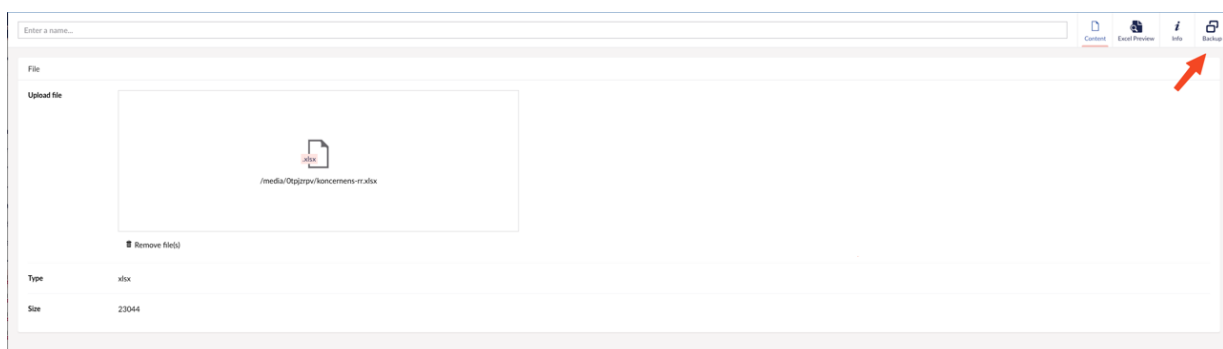
You can restore all uploaded Excel files by using the backup function.

1. Go to the section where the Excel file is uploaded and click on the relevant file.



2. An overview of the uploaded file is then displayed along with relevant information.

3. Click "Backup" to see all available versions of the Excel file.



4. From this view you can then restore, download or delete a file.





Content

Excel Workbook

Info

Backup

Media Backup

File Name	Created By	Created	Action
 kancemansy-en.xlsx	alexander@padraet.com	05/06/2023, 12:05:15	<div>RestoreDownloadDelete</div>
 kancemansy-en.xlsx	alexander@padraet.com	05/06/2023, 11:19:25	<div>RestoreDownloadDelete</div>
 kancemansy-en.xlsx	alexander@padraet.com	05/06/2023, 11:18:44	<div>RestoreDownloadDelete</div>
 kancemansy-en.xlsx	alexander@padraet.com	05/06/2023, 11:12:30	<div>RestoreDownloadDelete</div>