



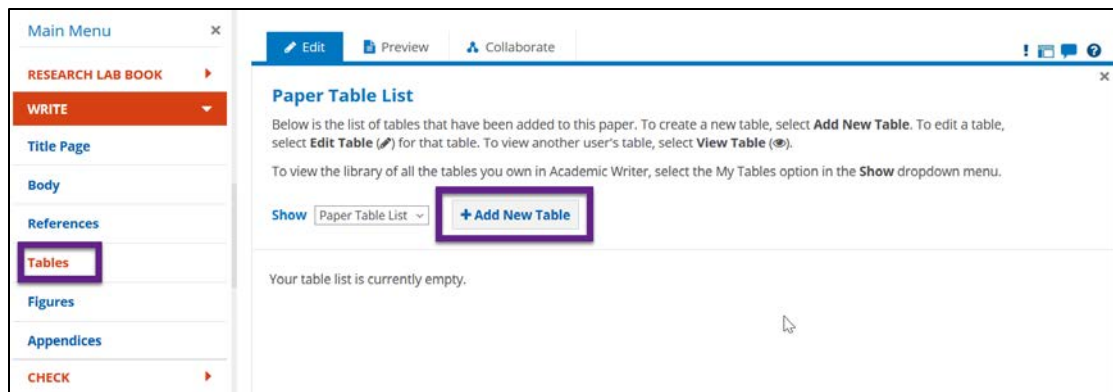
## Adding Tables to Papers


This handout explains how to create, import, and add tables to your paper in Academic Writer.

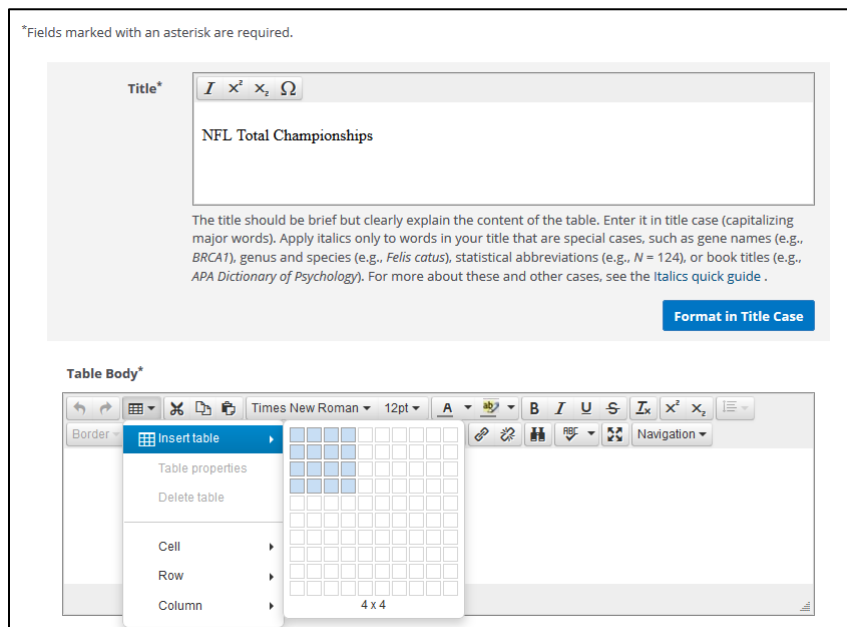
To manage tables in a paper, go to **Tables** in the **Main Menu** on the left side in the Writing Center. You have access to any tables that you create or import in any Academic Writer paper.

## Creating Tables in Academic Writer

Create a table by navigating to the **Tables** menu in the **Write** menu of the Writing Center. Select **+Add New Table** and then **Create Table** to build a new table using the online table editor.



A table requires a title and a table body. Use the  table icon to create the table body with the desired number of rows and columns. Table notes are optional. Once all required fields are complete, scroll to the bottom of the page and select **Save**.

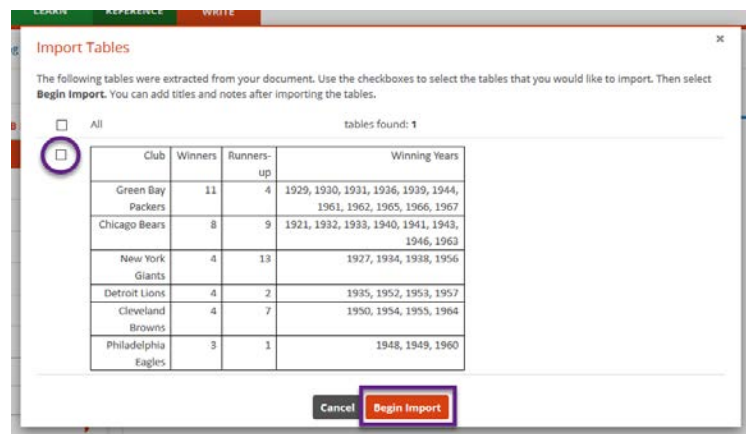


## Importing Tables into Academic Writer

Tables created using Microsoft Word's table tool can be imported into Academic Writer from a .docx document. Tables in .docx documents created in other ways cannot be imported.

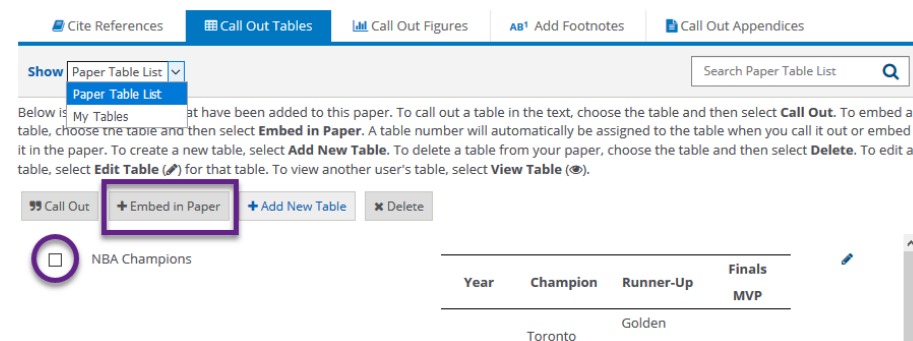
From the **Tables** menu, select **+Add New Table**, and then **Import Tables from Word**.

Once you have selected the .docx file to upload, you will be prompted to choose a table to import. Use the checkboxes to select one or multiple tables to import. Then select **Begin Import**. You can add a table title and notes after importing.



## Adding Tables to a Paper

Each paper in the Writing Center has its own **Paper Table List**, located below the paper editor in the **Call Out Tables** tab. You can add any table saved in your Academic Writer account to your paper. Use the checkboxes to select one or multiple tables that you want to add to your paper. Then select **Embed in Paper**.



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