Elsa Quick Guide: Create or Upload Tables

You can create tables in Elsa or upload tables from an Excel document.

Location: Project > Chapter > Write

1. Edit the chapter and hover over the page until you can click on the plus sign, then select Table from the dropdown menu.

2. Next, you can choose to Create or Upload your table. Make your selection and follow the instructions to complete your task.

Need help? Visit the Elsa Support Center

service.elsevier.com/app/home/supporthub/elsa/
Elsa Quick Guide:
Insert Tables

Once you have created or uploaded a Table to Elsa, be sure to insert it into your chapter.

Location: Project > Chapter > Write

1. Edit the chapter and hover over the page until you can click on the plus sign, then select Table from the dropdown menu.

2. Next, from the Library tab, choose the Tables you want to insert and then click Insert Selected.

Need help? Visit the Elsa Support Center
service.elsevier.com/app/home/supporthub/elsa/
Elsa Quick Guide: Edit Tables

After you’ve created or uploaded Tables, learn how to edit them.

Location: Project > Chapter > Write

1. You can edit caption and citation from the Write Space, but to edit the Table contents, click on the more icon and Edit. You’ll be taken to the table. Click Done when finished.

2. You’ll be taken to the Tables tab, click on the Write tab to return to your chapter.

Need help? Visit the Elsa Support Center
service.elsevier.com/app/home/supporthub/elsa/