

# Table Guidance



## Description

Tables are used to help users scan & compare large amounts of data at a glance. When implementing tables into your project, make sure to consider other alternatives that may be optimal for the data you want to display.

### You should use a table if:

- You have a large quantity of data
- You want to implement features such as sorting, filtering
- The user needs to easily compare data quickly & efficiently.

### You should NOT use a table if:

- You do not have much data to display  
 In this case, consider using a **list** or **cards**.
- You want to display a summary of data  
 In this case, consider using **graphs** or **charts**.

## Best Practice

### Text Alignment

For nominal/non-numeric data (e.g., room numbers, zip codes, names)	For data that involves quantity (e.g., counts, dollars, percentages)
Left-align text	Right-align text

### Data

- When there is no data to display, **use “--” or some text** to indicate that the empty state is not a technical bug/glitch
- Implement **Fixed header** if the number of rows exceed 30
- If the number of rows for data exceed 30, put pagination on top and bottom to reduce scrolling

# Table Types

## Standard

A standard, default table.

Standard Table

Project name	Description	Price
Invoice	Add invoice confirmation	\$4,500
Templates	Refactor templates to use the new templating library	\$9,000
Payments	Process payments using third party api	\$5,400
Account Management	Improve account management workflow	\$6,000

## Comfortable

Standard table with extra vertical padding on each row.

Outline Table - table with outside border

Project name	Description	Price
Invoice	Add invoice confirmation	\$4,500
Templates	Refactor templates to use the new templating library	\$9,000
Payments	Process payments using third party api	\$5,400
Account Management	Improve account management workflow	\$6,000

## Condensed

Standard table with less vertical padding on each row.

Condensed Table - table with less padding

Project name	Description	Price
Invoice	Add invoice confirmation	\$4,500
Templates	Refactor templates to use the new templating library	\$9,000
Payments	Process payments using third party api	\$5,400
Account Management	Improve account management workflow	\$6,000

## Table Cell Types

### Outline

This is the standard, default style. It is good for long, vertical datasets as it helps users keep their place in the table.

### Borderless

No lines at all. This style is not encouraged, unless the dataset is small, to minimize distractions.

### Striped

Contains an alternating background color for each row. This style is best for keeping track of horizontal data.

## Accessibility

- Simple tables can have **two levels of headers**. Each header cell should have **scope="col"** or **scope="row"**.
- Complex tables are tables with more than two levels of headers. **Each header should be given a unique id** and **each data cell should have a headers attribute** with each related header cell's id listed.
- When adding **a title to a table, include it in a <caption> tag** inside of the <table> element.
- No column header cells should be blank
- Use **<th>** for table headers