



Insert Excel Table

Command Description

The Insert Excel Table command enables you to insert a table from an excel spreadsheet in csv format and customise the display settings that are visible in the graphic plan view.

Excel file:

Table Properties

Upper left location:

Layer:

Title:

Title text style:

Title text color:

Header text color:

Cell text style:

Cell text color:

Grid color:

Hide empty columns

Highlight empty cells

Empty cell color:

Apply Close



At the top of the command pane there is the ability to **load** and **save** a settings file. Once you have populated the command with the appropriate settings you can save it in a file that can be reloaded in the future.

1. Select the  browse icon to choose an **Excel file**.
2. In the file explorer open navigate to the **folder containing the excel table** in **.csv** format. Select the file to **open**.
3. Click in the **Upper Left Location** selection field and select a location in the graphic view or type a coordinate to choose where the upper left-hand corner of the table is inserted. This point will be at the bottom left corner of the Title row.

4. Choose a **layer** or create a new one to select where the table is stored.
5. If required give the table a **Title**.
6. Select a **Title Text Style** or create a new text style.
7. Choose a **Title Text Colour**.
8. Select a **Header Text Colour** to choose the colour of the column headers which is the first row of data in the spreadsheet.
9. Choose a **Cell Text Style** or create a new text style.
10. Select a **Cell Text Colour**.
11. Give the **Grid Lines** a colour.
12. Tick the **Hide empty columns** box if you do not want columns with no values displayed.
13. Tick the **Highlight empty cells** box and select a cell colour if you wish to highlight the empty cells within the table.
14. Click **Apply** to insert the table and turn on the appropriate layer to view.