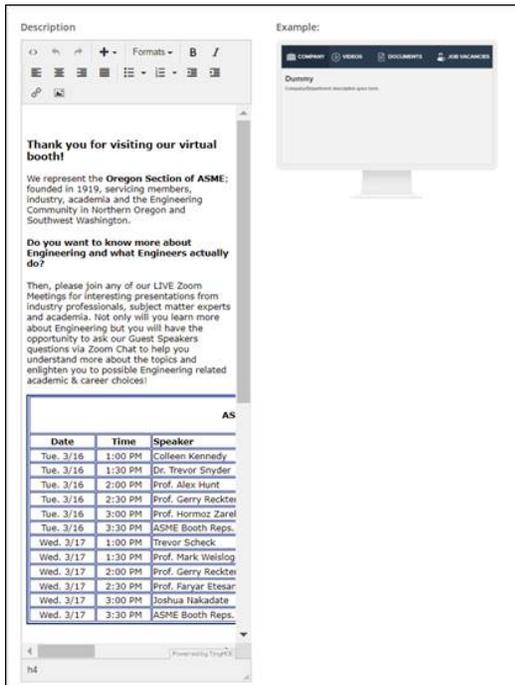


How to insert a table in the Booth Description for Booth Talks



1. Open Word
2. Create a table with the Booth Talk information
3. Save the Word doc as, HTML, or “single file web page.”
4. Open saved “single file web page” in a browser.
5. While viewed in a browser, right click and select, “view page source”
6. Copy and paste that content into Notepad, save as a TXT file.
7. Open Booth Setup link (your unique Booth setup link)
8. In Step 1 “Basic Information” go to the “Description” box.
9. Copy the TXT from the Notepad TXT file (Step 6 above) and paste in the Description Source Code.
 - a. To get to source code in the Description, you’ll need to click on the <> “Not Equals to” symbol.

