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

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- 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.

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