Selecting and editing a table.

Click on Table Press and you'll be presented with a list of tables. I've highlighted the one we're currently using on the directory page in the figure below.
Just like with pages you can hover over the titles to see which operations you can perform on the tables.

On this screen you can also create a new table, import a table from a CSV or an Excel spreadsheet or export a table to be modified in another program like Excel.

Basics on Table Headers.

On this page you'll see a couple of options at the top, before the table. The Description is in HTML, it contains the linked image that people can click on to download the PDF copy of the directory. You do not need to edit this code, you simply need to replace the the media file in the Media Library. Instructions on that are below.

Also in this area you'll find the Shortcode, this code, copied to a page will display this table on that page.

Replacing the Downloadable PDF of the Campus Phone Directory.

< > ×

File name: Campus-Phone-list.pdf
File type: application/pdf
Uploaded on: February 14, 2017
File size: 43 KB

URL   http://www.taftcollege.edu/human-resources

Title   Campus-Phone-list

Caption

Description

Uploaded By   Jason

Required fields are marked *

Replace media   Upload a new file

To replace the current file, click the link and upload a replacement.

**Click Upload a new File to replace
the old campus phone list /w a new one.**

View attachment page | Edit more details | Delete Permanently

A brief introduction to the table interface

Scrolling down a bit you'll see the table.

Clicking on a row number and dragging will let you reorder that item.
Clicking inside a row item will let you edit the cell.
The Table Manipulation buttons let you edit both the rows and the columns. Generally speaking you won't be editing the columns.
Insert Link, Insert Image and Advanced Editor work by clicking the button, then clicking the cell you want to edit. When you click the button, it'll appear as though nothing has happened. Once you click the button you are meant to click inside the cell you want to edit, and it'll then pop up an advanced editor for that cell that looks more like the original Post editor.

The next few tools require you to select a cell by clicking the checkmark. You can select multiple rows at a time.
Hide, Show will hide or show the selected cell. Visually they will appear Red.
Duplicate, Insert and Delete will do just that, Duplicate the selected row(s), Insert a Row or delete a Row.
Add X rows will add rows to the bottom of the table, this one is unaffected by row selection.

Anatomy of a single record.

The Individual cells are pretty easy to work with. The only cell that might give you some issues is the Email Address field.

We moved from clickable EMAIL Links to an auto generated image that looks like this.

| Aguirre, Manuel | Skilled Maintenance Worker | maguirre@taftcollege.edu | 661-763-7767 | |
| Allikas, Krystal | CalWORKS Technician I | kallikas@taftcollege.edu | 661-763-7754 | 661-763-7758 |

We moved to non-clickable images for email address so robots on the Internet are not able to harvest our email addresses and spam us. However, generating a new image for every person's email address would take a LOT of time. So I wrote a script to do it for us. It's pretty easy to use so I'll break it down for you here.

Zooming in on Brain Jeans email code it looks like this.

By editing the part that says bjean we can change the email image to anything we want.

The script will automatically add the @taftcollege.edu part for you. If you want to preview what an image will look like, you can go to the link directly in your browser. For example.

http://www.taftcollege.edu/imgen/gen.php?name=testimage produces testimage@taftcollege.edu

The script will only allow alphanumerical input, so no punctuation or special characters. So far I haven't run into anyone with punctuation or special characters in their email addresses so it should be fine for the foreseeable future.

As always if you have any questions feel free to give me a call or shoot me an email.