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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.

The screenshot shows the TablePress plugin interface. On the left is a sidebar with a menu. The main content area displays a list of tables. A red arrow points from the 'TablePress' menu item in the sidebar to the main content area. Another red arrow points from the text 'Click on Table Press to access the tables.' to the 'TablePress' menu item. A third red arrow points from the text 'This is the current live directory. Hover over it and click 'Edit'' to the table entry '4-TC-Directory.xlsx-2017-05-15.csv'.

Click on Table Press to access the tables.

ID	Table Name	Description
3	Campus Meeting Schedule	Click H
4	TC-Directory.xlsx	 Do
6	4-TC-Directory.xlsx-2017-05-15.csv	 Do

**This is the current live directory.
Hover over it and click 'Edit'**

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.

The screenshot shows the TablePress plugin interface. At the top, there are navigation tabs: All Tables, Add New, Import, Export, Plugin Options, and About. Below this, there's a section for editing the table content and structure. A red callout box points to the Shortcode field, which contains `[table id=6 /]`. Another red callout box points to the Description field, which contains HTML code for a link and a PDF download button. Below the settings, there's a table with 5 columns: Name, Job Title/Assignment, Email Address, Phone extension, and Fax. The table content is as follows:

	A	B	C	D	E		
1	<input type="checkbox"/>	Name	Job Title/Assignment	Email Address	Phone extension	Fax	1
2	<input type="checkbox"/>	Adema, Lisa	Children's Center		661-763-7850	661-763-7855	2
3	<input type="checkbox"/>	Aguirre, Manuel	Skilled		661-763-7767		3
4	<input type="checkbox"/>	Allikas, Krystal	CalWORKS		661-763-7754	661-763-7758	4
5	<input type="checkbox"/>	Ambrose, Brooke	Transition to		661-763-7922	661-763-7787	5

Replacing the Downloadable PDF of the Campus Phone Directory.

The screenshot shows the WordPress Media Library interface. The search bar at the top right contains the text "phone". Below the search bar, there are three PDF files listed: "Campus-Phone-list.pdf", "12-10-15-Campus-Phone-list.pdf", and "8-21-15-Campus-Phone-list.pdf". A red circle highlights the first file, "Campus-Phone-list.pdf". A red arrow points from the first step of the instructions to the "Media" menu item in the left sidebar. Another red arrow points from the second step to the search bar. A third red arrow points from the third step to the "Campus-Phone-list.pdf" file.

- 1 - Click Media
- 2 - Search for Phone
- 3 - click on Campus-Phone-List.pdf

< > ×

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

URL

Title


Caption

Description

Uploaded By Jason

Required fields are marked *

Replace media

 *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.

The screenshot shows the TablePress interface. On the left is a sidebar with navigation options like Dashboard, Posts, Portfolio, Testimonials, Select Slider, Select Carousel, Media, Forms, Pages, Comments, Events, In-service Events, Job Opportunities, and TablePress. The main area displays a table with 12 rows. Row 347 is highlighted in green, and a green callout box says: "You can reorder rows by clicking and dragging the row number." Below the table is the "Table Manipulation" control panel. It includes buttons for "Insert Link", "Insert Image", and "Advanced Editor". There are also "Combine cells" options for "in a column (rowspan)" and "in a row (colspan)". Under "Selected rows:", there are "Hide" and "Show" buttons. Under "Selected rows:", there are "Duplicate", "Insert", and "Delete" buttons. At the bottom, there are "Add" buttons for "row(s)" and "column(s)". A red callout box explains: "Table Manipulation is where you add/remove rows/columns. In this case you'll generally only be adding new rows or editing current rows. Clicking Insert Link, Insert Image or Advanced Editor will let you use an advanced editor inside any cell you click in. You can hide or show rows, duplicate, insert or delete. Or add a new row at the bottom of the table." A black callout box with orange text says: "For these functions you must select the checkbox for the row you want to action to take place at." An orange arrow points from this callout to the checkboxes in the table.

345	<input type="checkbox"/>	Science 3			661-763-2303		345
346	<input type="checkbox"/>	Science 4					346
347	<input checked="" type="checkbox"/>	Science 6					347
348	<input type="checkbox"/>	Science 7					348
349	<input type="checkbox"/>	Tech Arts 5			661-763-2256		349
350	<input type="checkbox"/>	Tech Arts 9 (Art Lab)					350
351	<input type="checkbox"/>	Tech Arts 10					351
352	<input type="checkbox"/>	Tech Arts 11 (Art Lab)					352
353	<input type="checkbox"/>	Tech Arts 12					353
354	<input type="checkbox"/>	Tech Arts 13					354
355	<input type="checkbox"/>	Tech Arts 14					355
356	<input type="checkbox"/>	Tech Arts 15			661-763-2255		356

Table Manipulation

Insert Link Insert Image Advanced Editor Combine cells: in a column (rowspan) in a row (colspan) ?

Selected rows: Hide Show

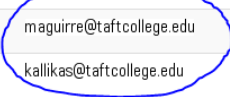
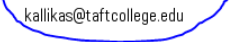
Selected rows: Duplicate Insert Delete

Add 1 row(s) Add Add 1 column(s) Add

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		661-763-7767	
Allikas, Krystal	CalWORKS Technician I		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.

	Name	Title	email address image code.	Phone	Fax #
211	Jafarhian, Abbas	Associate Professor		661-763-7777	
212	Jean, Brian	Professor		661-763-7844	
213	Jiles, Michael	Associate Professor		661-763-7717	
214	Jones, Jane	Professor		661-763-7821	
217	Layne Ph.D., David	Professor		661-763-7777	
218	Lytle Ph.D., Steve	Associate Professor		661-763-7777	
219	Maiocco, Vince	Head Baseball Coach		661-763-7822	661-763-7891
220	Martinez, Julian	Professor		661-763-7702	
221	Martinez, Maria	Professor		661-763-7743	
222	May, James	Associate Professor		661-763-7735	
223	Mayfield, Michael	Professor		661-763-7759	
224	Mendenhall, Janis	DSPS		661-763-7827	661-763-7758

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

```

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

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```

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.