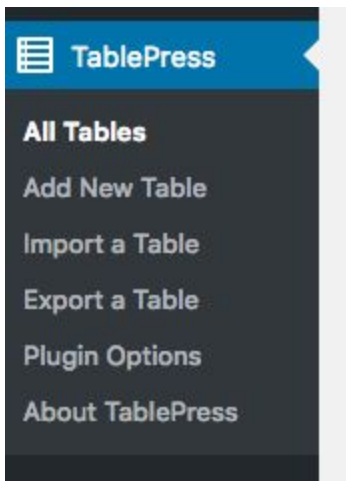


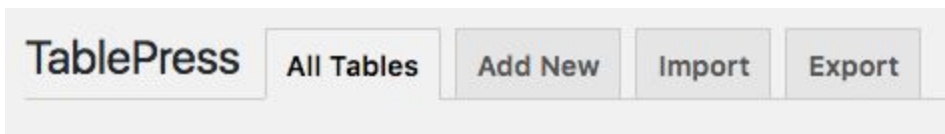
# Creating a Table

A table allows Web publishers to arrange data like text, links, etc. into rows and columns of cells. TablePress is a WordPress plugin that enables Web publishers to create and manage tables on their website. No HTML knowledge is required, as a comfortable interface allows to easily edit table data.

1.) Click on TablePress from the Dashboard sidebar menu.



2.) Select the "Add New" tab on the top to create a new table.



3.) Give the table a name, description (optional), and select the number of rows and columns the table should consist of then click the "Add Table" button. Note: More can rows and columns can be added or removed later.

**TablePress** All Tables Add New Import Export Plugin Options About

To add a new table, enter its name, a description (optional), and the number of rows and columns into the form below.

You can always change the name, description, and size of your table later.

### Add New Table

Table Name:  
  
*The name or title of your table.*

Description (optional):  
  
*A description of the contents of your table.*

Number of Rows:  Number of Columns:   
*The number of rows in your table.*      *The number of columns in your table.*

**Add Table**

4.) Under "Table Content", place the content within the cells of the appropriate rows and columns. Note: The first row (highlighted in blue) is the table header which is required for Website Accessibility.

**Table Content**

	A	B	C	D	E	
1	<input type="checkbox"/> Months	Colors	Home Appliances	Fonts	Countries	1
2	<input type="checkbox"/> January	Red	Toaster	Helvetica	United States	2
3	<input type="checkbox"/> February	Blue	Television	Verdana	Mexico	3
4	<input type="checkbox"/> March	Green	Dishwasher	Courier	Thailand	4
5	<input type="checkbox"/> April	Yellow	Washing Machine	Palatino	Brazil	5

5.) Under "Table Manipulation", the option to add, delete, duplicate, hide, and show rows and columns are available. Also combining columns can be done here as well. Please see below:

- Insert Link - Place an URL to a page inside of a cell.
- Insert Image - Place an image from the Media Library inside of a cell.
- Combine Cells - Adds syntax to span cells across more than one column or row.
- Hide/Show Selected Rows/Columns - Click the checkbox on the row/column first before choosing to hide or show the row/column.
- Duplicate Selected Rows/Columns - Click the checkbox on the row/column first before choosing to duplicate the row/column.
- Insert Selected Rows/Columns - Click the checkbox on the row/column first before choosing to insert a row/column before the selected row/column.
- Delete Selected Rows/Columns - Click the checkbox on the row/column first before choosing to delete the row/column.
- Add Specific Number of Rows/Columns - Adds a specific amount of rows/columns at the end.

### Table Manipulation

<input type="button" value="Insert Link"/>	<input type="button" value="Insert Image"/>	<input type="button" value="Advanced Editor"/>	Combine cells:	<input type="button" value="in a column (rowspan)"/>	<input type="button" value="in a row (colspan)"/>	<input "="" type="button" value="?"/>	
Selected rows:	<input type="button" value="Hide"/>	<input type="button" value="Show"/>	Selected columns:	<input type="button" value="Hide"/>	<input type="button" value="Show"/>		
Selected rows:	<input type="button" value="Duplicate"/>	<input type="button" value="Insert"/>	<input type="button" value="Delete"/>	Selected columns:	<input type="button" value="Duplicate"/>	<input type="button" value="Insert"/>	<input type="button" value="Delete"/>
Add	<input type="text" value="1"/>	<input type="button" value="row(s)"/>	Add	<input type="text" value="1"/>	<input type="button" value="column(s)"/>	Add	

6.) Under "Table Options", modifications for the table's settings are available. Please see below:

- Table Head Row - The first row of the table is the table header. Required for ADA
- Table Foot Row - The last row of the table is the table footer.
- Alternating Row Colors - The background colors of consecutive rows shall alternate.
- Row Hover Highlighting - Highlight a row while the mouse cursor hovers above it by changing its background color.
- Print Table Name - Show the table name above or below the table.
- Print Table Description - Show the table description above or below the table.

### Table Options

Table Head Row:	<input checked="" type="checkbox"/>	The first row of the table is the table header.
Table Foot Row:	<input type="checkbox"/>	The last row of the table is the table footer.
Alternating Row Colors:	<input checked="" type="checkbox"/>	The background colors of consecutive rows shall alternate.
Row Hover Highlighting:	<input checked="" type="checkbox"/>	Highlight a row while the mouse cursor hovers above it by changing its background color.
Print Table Name:	<input type="checkbox"/>	Show the table name <input type="text" value="above"/> the table.
Print Table Description:	<input type="checkbox"/>	Show the table description <input type="text" value="below"/> the table.

7.) Under "Features of the DataTables Javascript Library", features and functionality of the table can be changed. Please see below:

- Use DataTables - Use the following features of the DataTables JavaScript library with this table. Note: This MUST be checked in order to use any of the features in this section.
- Sorting - Enable sorting of the table by the visitor.
- Search/Filtering - Enable the visitor to filter or search the table. Only rows with the search word in them are shown.
- Pagination - Enable pagination of the table (viewing only a certain number of rows at a time) by the visitor. The number of rows displayed can be changed here.
- Pagination Length Change - Allow the visitor to change the number of rows shown when using pagination.
- Info - Enable the table information display, with information about the currently visible data, like the number of rows.
- Horizontal Scrolling - Enable horizontal scrolling, to make viewing tables with many columns easier.

### Features of the DataTables JavaScript library

Use DataTables:	<input type="checkbox"/> Use the following features of the DataTables JavaScript library with this table:
Sorting:	<input checked="" type="checkbox"/> Enable sorting of the table by the visitor.
Search/Filtering:	<input checked="" type="checkbox"/> Enable the visitor to filter or search the table. Only rows with the search word in them are shown.
Pagination:	<input checked="" type="checkbox"/> Enable pagination of the table (viewing only a certain number of rows at a time) by the visitor. Show <input type="text" value="10"/> rows per page.
Pagination Length Change:	<input checked="" type="checkbox"/> Allow the visitor to change the number of rows shown when using pagination.
Info:	<input checked="" type="checkbox"/> Enable the table information display, with information about the currently visible data, like the number of rows.
Horizontal Scrolling:	<input type="checkbox"/> Enable horizontal scrolling, to make viewing tables with many columns easier.

8.) Click "Save Changes" to update the tables with all changes done.

9.) To edit an existing table, hover over the table name on the "TablePress" main screen, then click the "Edit" link.

The screenshot shows the TablePress plugin interface. At the top, there is a navigation bar with the following buttons: "TablePress", "All Tables", "Add New", "Import", "Export", "Plugin Options", and "Abc". Below the navigation bar, there is a text block that reads: "This is a list of your tables. Click the corresponding links within the list to edit, copy, delete, or preview a table. To insert a table into a page, post, or text widget, copy its Shortcode `[table id=<ID> /` and paste it at the desired location." Below this text, there is a "Bulk Actions" dropdown menu and an "Apply" button. The main content area displays a list of tables. The first table is "Test Table" with ID 1. The second table is "TablePress Stepper" with ID 6, and it has several action links: "Edit", "Show Shortcode", "Copy", "Export", "Delete", and "Preview". The "Edit" link for the "TablePress Stepper" table is highlighted with a mouse cursor, and a tooltip appears that says "Edit 'TablePress Stepper'". Below the list, there is another "Bulk Actions" dropdown menu and an "Apply" button.

10.) To duplicate an existing table, hover over the table name on the "TablePress" main screen, then click the "Copy" link.

**TablePress** All Tables Add New Import Export Plugin Options Abc

This is a list of your tables. Click the corresponding links within the list to edit, copy, delete, or preview a  
To insert a table into a page, post, or text widget, copy its Shortcode **[table id=<ID> /** and paste it at th

Bulk Actions ▾ Apply

<input type="checkbox"/>	ID	Table Name
<input type="checkbox"/>	1	Test Table
<input type="checkbox"/>	6	TablePress Stepper <a href="#">Edit</a>   <a href="#">Show Shortcode</a>   <a href="#">Copy</a>   <a href="#">Export</a>   <a href="#">Delete</a>   <a href="#">Preview</a>
<input type="checkbox"/>	7	Copy of Test Table <span>Copy "TablePress Stepper"</span>
<input type="checkbox"/>	ID	Table Name

Bulk Actions ▾ Apply

11.) To delete an existing table, hover over the table name on the "TablePress" main screen, then click the "Delete" link.

The screenshot shows the TablePress interface. At the top, there are navigation tabs: "TablePress", "All Tables", "Add New", "Import", "Export", "Plugin Options", and "About". Below the tabs, there is a text block: "This is a list of your tables. Click the corresponding links within the list to edit, copy, delete, or preview a table." and "To insert a table into a page, post, or text widget, copy its Shortcode `[table id=<ID> /` and paste it at the desired location." Below this is a "Bulk Actions" dropdown menu and an "Apply" button. The main content is a table with the following structure:

<input type="checkbox"/>	ID	Table Name	
<input type="checkbox"/>	1	Test Table	
<input type="checkbox"/>	6	TablePress Stepper	Edit   Show Shortcode   Copy   Export   Delete   Preview
<input type="checkbox"/>	7	Copy of Test Table	Delete "TablePress Stepper"
<input type="checkbox"/>	ID	Table Name	

At the bottom, there is another "Bulk Actions" dropdown menu and an "Apply" button.

12.) To export an existing table, select the "Export" tab on the top of the screen.

The screenshot shows the top navigation bar of the TablePress interface. The tabs are: "TablePress", "All Tables", "Add New", "Import", "Export", "Plugin Options", and "About". The "Export" tab is highlighted with a darker background, indicating it is the selected option.

13.) Select the table(s) to want to export, export format, CSV delimiter, and choose whether to create a ZIP file archive. Click "Download Export File" to perform the export.

### Export Tables

Tables to Export:

Select all

ID 1: Test Table

ID 6: TablePress Stepper

ID 7: Copy of Test Table

*You can select multiple tables by holding down the "Ctrl" key.*

Export Format: CSV - Character-Separated Values

CSV Delimiter: , (comma)

ZIP file:  Create a ZIP archive.

[Download Export File](#)

14.) To import a table, select the "Import" tab on the top of the screen.

## TablePress

[All Tables](#) [Add New](#) [Import](#) [Export](#)

15.) Choose the import source ("File Upload" is the most frequently used), import format, and whether to add as a new table or replace existing table.

### Import Tables

Import Source:  File Upload  URL  Manual Input

Select file:  No file selected.

*You can import multiple tables by placing them in a ZIP file.*

Import Format: CSV - Character-Separated Values

Add, Replace, or Append?:  Add as new table  Replace existing table  Append rows to existing table

Table to replace or append to: — Select —

[Import](#)



16.) To insert the table onto the page, "Edit" page and scroll to the editor where the table should reside.

17.) In the toolbar, click on the "Insert a Table from TablePress", then click the "Insert Shortcode" button next to the name of the table to insert it.

**Main Content Editor**  
Use this editor to add the main copy for the page.

Add Media Add Button Add List Add Form

Paragraph **B** *I* [List] [List] [Quote] [List] [List] [List] [Link] [List] [Table] [Anchor] [Comment] [TablePress]

ABC — [Table] [Link] [Omega] [List] [List] [Table] [Undo] [Redo] [Help]

**Insert a Table from TablePress**

## Title 1

>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo,

Insert a Table from TablePress

### List of Tables < TablePress

This is a list of all available tables. You may insert a table into a post or page here.

Click the "Insert Shortcode" button for the desired table to automatically insert the corresponding Shortcode (**[table id=<ID> ]**) into the editor.

Search Tables

3 items

ID	Table Name	Description	Action
1	Test Table	(no description)	Insert Shortcode
6	TablePress Stepper	(no description)	Insert Shortcode
7	Copy of Test Table	(no description)	Insert Shortcode

3 items

18.) Once the shortcode is in the editor (Example of the shortcode is "[table id=# /]"), update the page.

**Main Content Editor**  
Use this editor to add the main copy for the page.

Add Media Add Button Add List Add Form

Paragraph **B** *I* ☰ ☷ “ ☰ ☰ ☰ 🔗 ☰ ☰ 📄 📄

ABC — 📄 ✂️ Ω ☰ ☰ ☰ ☰ ↶ ↷ ?

# Title 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fring

[table id=6 /]

19.) If any modifications need to be done to the table, edit the table through the TablePress screen.