

Inserting and Working with Tables in WordPress

Inserting a Table

1. On the dashboard menu on the left of your dashboard screen, click on tools → WP-Table Reloaded.

2. Click on Add new Table here

3. Enter a name for the table and the number of rows and columns. You can change this later if you need to but accuracy now will save you time later.

Click Add Table.

4. On the next screen you will see your table. Type in the information you want in your table.

NOTE 1: I have not found any way to bold, underline or center things. To compensate for this, you might put your column heads in uppercase letters. You can center by using your space bar.

NOTE 2: If you miscalculated and need to add or delete a row or column, **save** your work first (click blue button here that says Update Changes) or anything you have added will disappear.

Once you have added your information to your table, click Update Changes—blue button, same as above. You'll be back on your dashboard.

Comments
Forum

Appearance
Users
Tools
Tools
Import
Export
WP-Table Reloaded
Settings
StatPress

List of Tables < WP-Table Reloaded

List Tables | [Add new Table](#) | [Import a Table](#) | [Export a Table](#)

This is a list of all available tables. You may add, edit, copy c
If you want to show a table in your pages, posts or text-wide
No tables found.
You might [add](#) or [import](#) one!

Add new Table

List Tables | [Add new Table](#) | [Import a Table](#) | [Export a Table](#) Plug

You can add a new table here. Just enter its name, a description (op
You may add, insert or delete rows and columns later.

Table Name:

Description:

Number of Rows:

Number of Columns:

[Add Table](#)

Table Information

Table Name:
Description:
Last Modified: September 3, 2018 11:01 am by Beth Elgert

[Add New Table](#) [Update Changes](#) [Delete](#)

ONE	TWO	THREE	FOUR	FIVE	SIX	New Post/Update/Dele	Delete Table
						New Post/Update/Dele	Delete Table
						New Post/Update/Dele	Delete Table
						New Post/Update/Dele	Delete Table
						New Post/Update/Dele	Delete Table
						New Post/Update/Dele	Delete Table

5. On the dashboard menu, click on Page or Post. Mouse over the page/post where you want to insert the table and click Edit (note: NOT Quick Edit) On the editing page, above the word processing window, click HTML.

- a. Put your cursor where you want to insert the table. Click on the Table button in the menu at the top of the window. A pop-up window will open. Click Insert next to the table that you want to insert. A strange small list of code will appear that will look something like this: [table id=2 /] Click on Visual. You will still see the same code but when you click on Preview Changes or Visit Site to see what it looks like, it will look something like this: If it looks the way you want it to, return to your dashboard and click Update Post or Publish.

Updating or Deleting Your Table

6. To update your table, on your dashboard menu under Tools, click on WP-Table Reloaded. The tables you've created will open up. Mouse over the table you want to update. Click Edit. Your table will open up.
7. Make the changes to your table and click Update Changes. The table will automatically update on your page. If it does not look updated, refresh your page through your browser.
8. To remove a table, on the dashboard menu click on Tools→WP Table Reloaded. On the list of tables, mouse over the table you want to delete and click Delete. To keep the table in WP-Table Reloaded but take it off your page, just delete the code from the page and click Update Post/Update Page. The table will be available to use elsewhere or later.

The screenshots illustrate the following steps:

- Step 1:** The 'Edit Posts' interface shows the 'Add media' menu with the 'Table' button highlighted.
- Step 2:** A 'List of Tables' pop-up window displays a table with columns: ID, Table Name, and Action. The first row shows ID '2' and Table Name 'Homework'.
- Step 3:** A blog post titled 'Here we go again!' shows a table inserted into the content. The table has columns for days of the week (CORE, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY) and rows for content (Read page 42, 2, 3, I/E).
- Step 4:** The 'Table Information' edit form shows fields for Table ID (2), Table Name (Homework), and Description (Enter Description). It also shows the last modified date and time.
- Step 5:** The 'Table Contents' edit form shows a table grid with columns A and B, and rows 1, 2, 3, and I/E. The content for row 1 is 'CORE' and 'MONDAY'.
- Step 6:** The final screenshot shows the updated blog post with the table content.