

Sheets2Table Help Guide

This document serves as an offline and printable guide for Sheets2Table.
Sheets2Table dynamically builds an HTML table from a Google Sheet.

Web-based help documents: <https://dev.tonyhetrick.com/sheets2table-help/>

Video walkthrough (v. 0.4.0): <https://youtu.be/tgnVAp266vk>

Plugin Page: <https://wordpress.org/plugins/sheets2table/>

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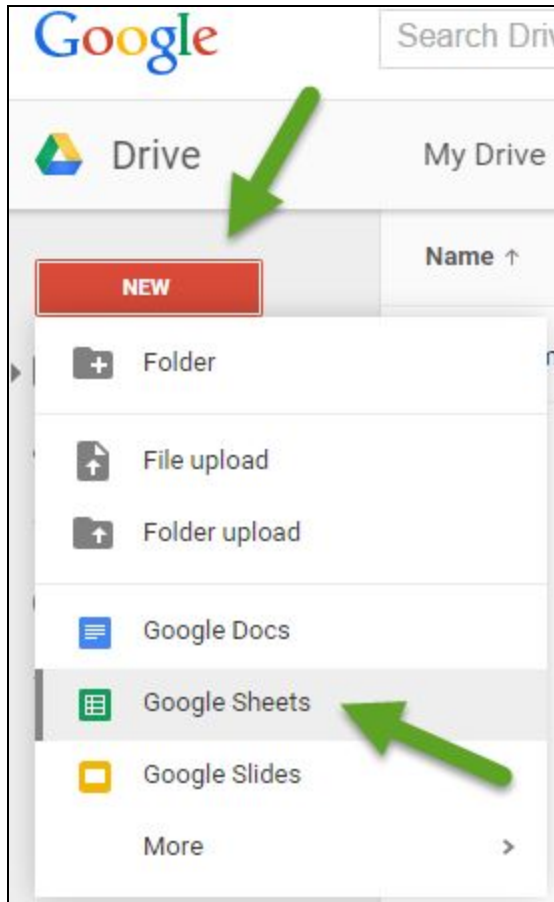
[Configure Shortcode](#)

1. Set up your Google Sheet

The first step in using Sheets2Table is to create a Google Sheet.

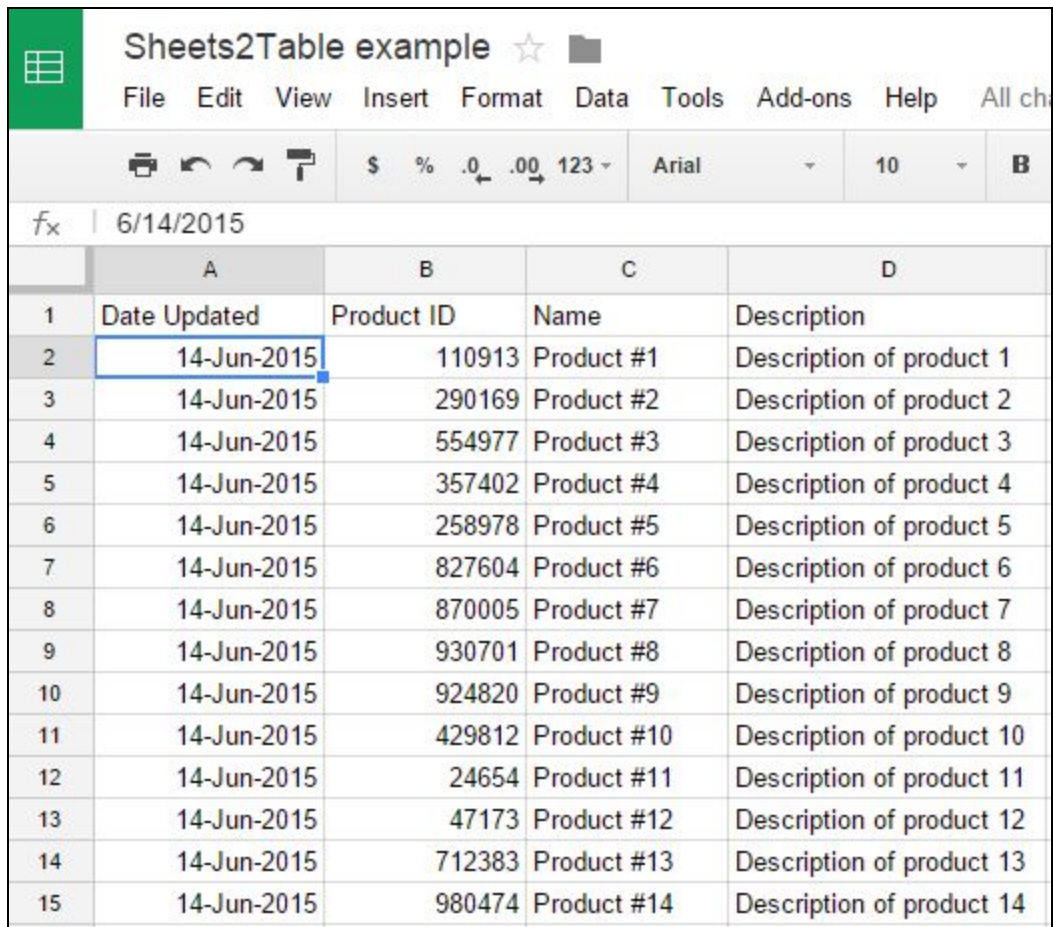
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1. Open up your Google drive page at: <https://drive.google.com>
2. Click on **+**, and select **Google Sheets**
3. Optionally, name your document



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1. Enter your tabular data with row number one being the headers for the columns

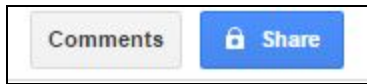



The image shows a screenshot of a Google Sheets spreadsheet. The title bar reads "Sheets2Table example" with a star icon and a folder icon. The menu bar includes "File", "Edit", "View", "Insert", "Format", "Data", "Tools", "Add-ons", "Help", and "All ch...". The toolbar shows icons for print, undo, redo, and text color, along with currency symbols (\$, %), decimal places (.0, .00), a number (123), font face (Arial), font size (10), and bold (B). The formula bar shows "fx" and "6/14/2015". The spreadsheet has a grid with columns A, B, C, and D, and rows 1 through 15. Row 1 contains headers: "Date Updated", "Product ID", "Name", and "Description". Rows 2 through 15 contain data for 14 products, each with a date of "14-Jun-2015", a unique Product ID, a name like "Product #1" through "Product #14", and a description "Description of product 1" through "Description of product 14". The cell at row 2, column A is highlighted with a blue border.

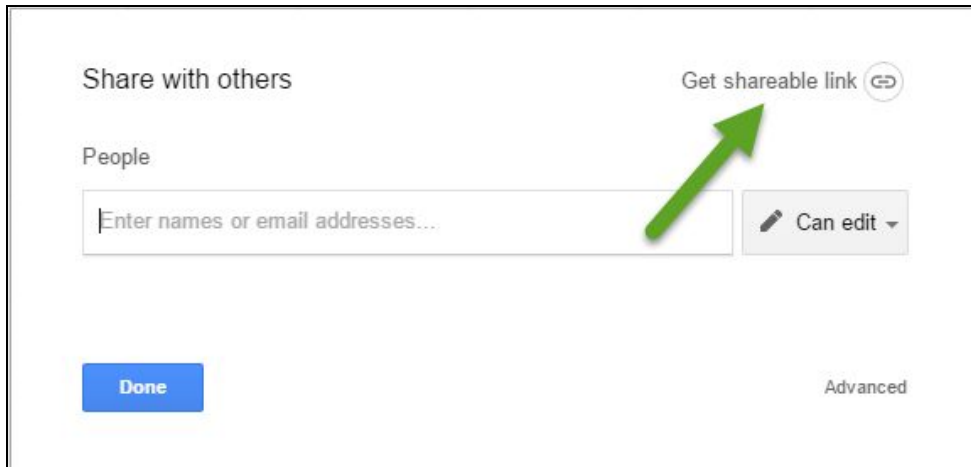
	A	B	C	D
1	Date Updated	Product ID	Name	Description
2	14-Jun-2015	110913	Product #1	Description of product 1
3	14-Jun-2015	290169	Product #2	Description of product 2
4	14-Jun-2015	554977	Product #3	Description of product 3
5	14-Jun-2015	357402	Product #4	Description of product 4
6	14-Jun-2015	258978	Product #5	Description of product 5
7	14-Jun-2015	827604	Product #6	Description of product 6
8	14-Jun-2015	870005	Product #7	Description of product 7
9	14-Jun-2015	930701	Product #8	Description of product 8
10	14-Jun-2015	924820	Product #9	Description of product 9
11	14-Jun-2015	429812	Product #10	Description of product 10
12	14-Jun-2015	24654	Product #11	Description of product 11
13	14-Jun-2015	47173	Product #12	Description of product 12
14	14-Jun-2015	712383	Product #13	Description of product 13
15	14-Jun-2015	980474	Product #14	Description of product 14


G\UFY`h\Y`XcW a YbhE

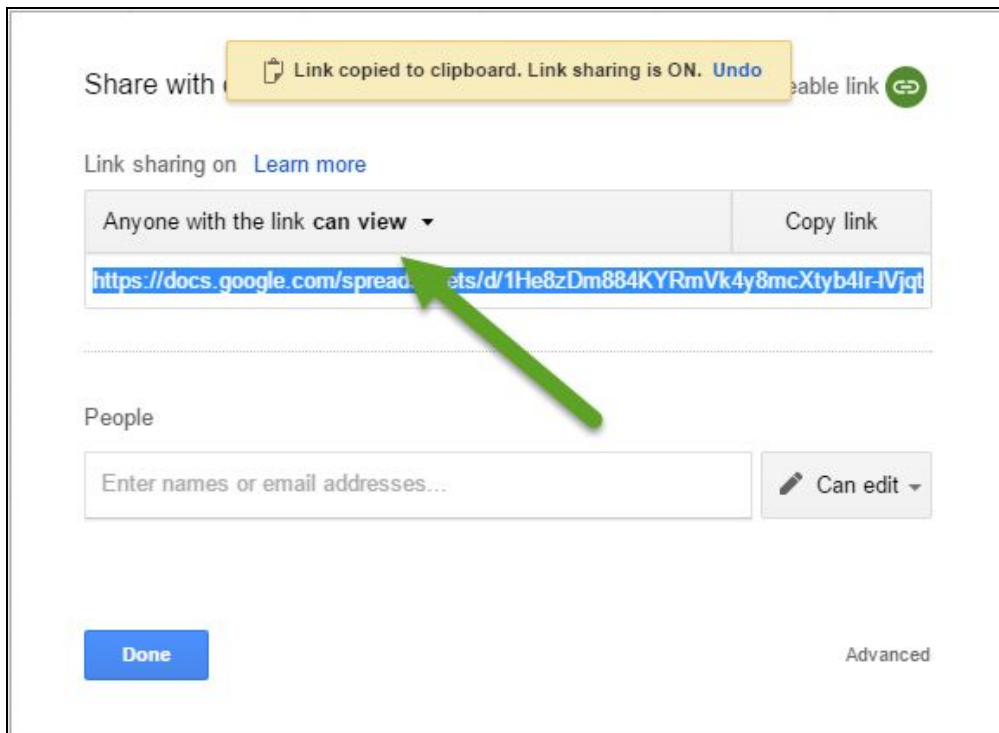
1. Click on the blue  button



2. Click on the  text



3. Verify that the sharing permissions are set to  **can view**



2. Retrieve the Google Sheet data

The next step is to use Sheets2Table to retrieve the data from this Google Sheet and save it as a CSV file.

One can save spreadsheet data in a number of formats. Commonly one saves it in an XLSX file, which is Microsoft's Excel format or Google Sheet which contains formatting information such as colored cells and styled text. However, one can save the raw data in a CSV file.

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1. Open up your WordPress Dashboard (admin site) and navigate to:

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Sheets2Table - Get Data

This sections allows a Wordpress admin to get a remote CSV file from Google Sheet.

Step 1: Enter the Google Spreadsheet ID
https://docs.google.com/spreadsheets/d/ /edit

Step 2: Enter a name to save the file to
.CSV
By default this is the ID of the Google Sheet

Step 3: Retrieve the file from the Google Sheet
Save and View Data

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1. Open up your Google Sheet and copy the Google Sheet ID from the URL and paste it to the `Ú[[*|Á@^oÁ` field

https://docs.google.com/spreadsheets/d/1He8zDm884KYRmVk4y8mcXtyb4lr-IVjqtCbN3anb7N4/edit#gid=0

Sheets2Table example

File Edit View Insert Format Data Tools Add-ons Help Last edit was 5 hours ago

fx | Date Updated

	A	B	C	D	E	F	G	H
1	Date Updated	Product ID	Name	Description				
2	14-Jun-2015	685007	Product #1	Description of product 1				

2. Type in the name to save the CSV file to

Step 1: Enter the Google Spreadsheet ID
[https://docs.google.com/spreadsheets/d/1He8zDm884KYRmVk4y8mcXtyb4Ir-IVjqtCbN3anb7N4](https://docs.google.com/spreadsheets/d/1He8zDm884KYRmVk4y8mcXtyb4Ir-IVjqtCbN3anb7N4/edit) /edit

Step 2: Enter a name to save the file to
 .csv

By default this is the ID of the Google Sheet

3. Click the **Save and View Data** button
4. Verify that file was downloaded and the data is displayed.
5. Get the shortcode by clicking on the [Configure a shortcode](#) link

Step 3: Retrieve the file from the Google Sheet

Save and View Data

Retrieving Google Sheet from
<https://docs.google.com/spreadsheets/d/1He8zDm884KYRmVk4y8mcXtyb4Ir-IVjqtCbN3anb7N4/export?format=csv>

Saved Google Sheet to 'My_demo_file.csv' (819 bytes)

Step 4: [Configure a shortcode](#) and add it to any webpage or blog post.

Data preview

Date Updated	Product ID	Name	Description
14-Jun-2015	951350	Product #1	Description of product 1
14-Jun-2015	772455	Product #2	Description of product 2
14-Jun-2015	453901	Product #3	Description of product 3
14-Jun-2015	292745	Product #4	Description of product 4
14-Jun-2015	18927	Product #5	Description of product 5

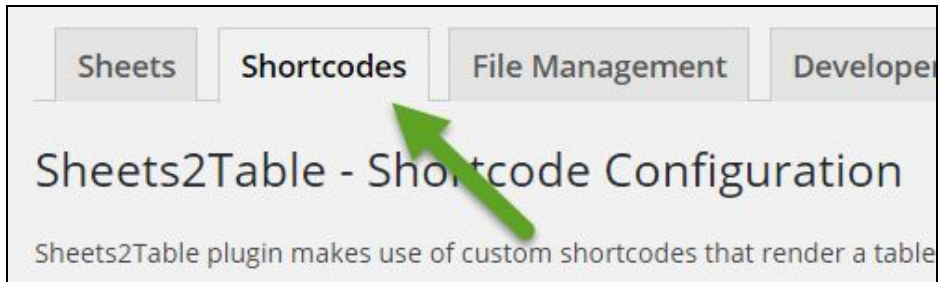
3. Display tabular data in a page or post

Once you have downloaded the data from Google Sheets, the next step is to display this data in a desired page or post.

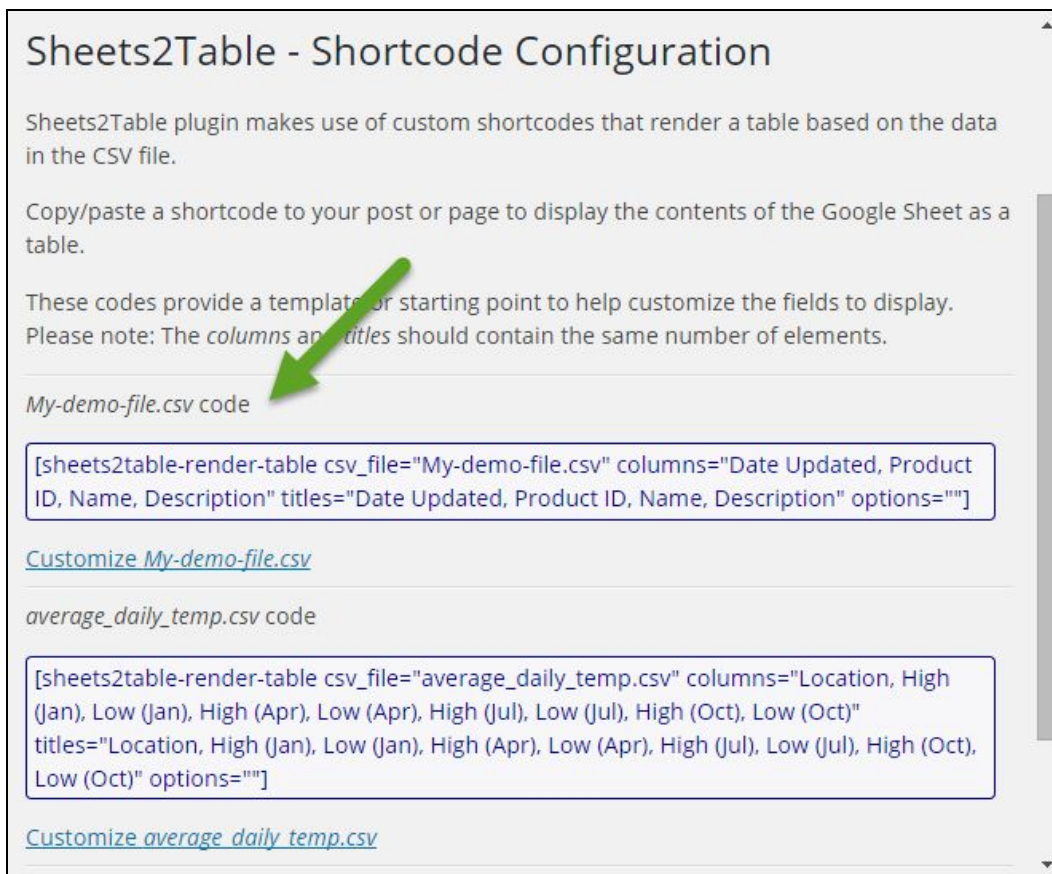
WordPress uses shortcodes that are used as a macros. Sheets2Table uses shortcodes to dynamically build an HTML using information stored in a shortcode.

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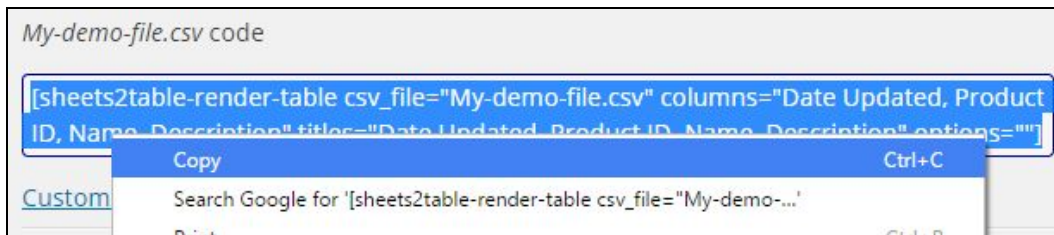
1. Click on the **Shortcodes** tab in the Sheets2Table plugin



2. Locate the file associated with the Google Sheet data that you want to display

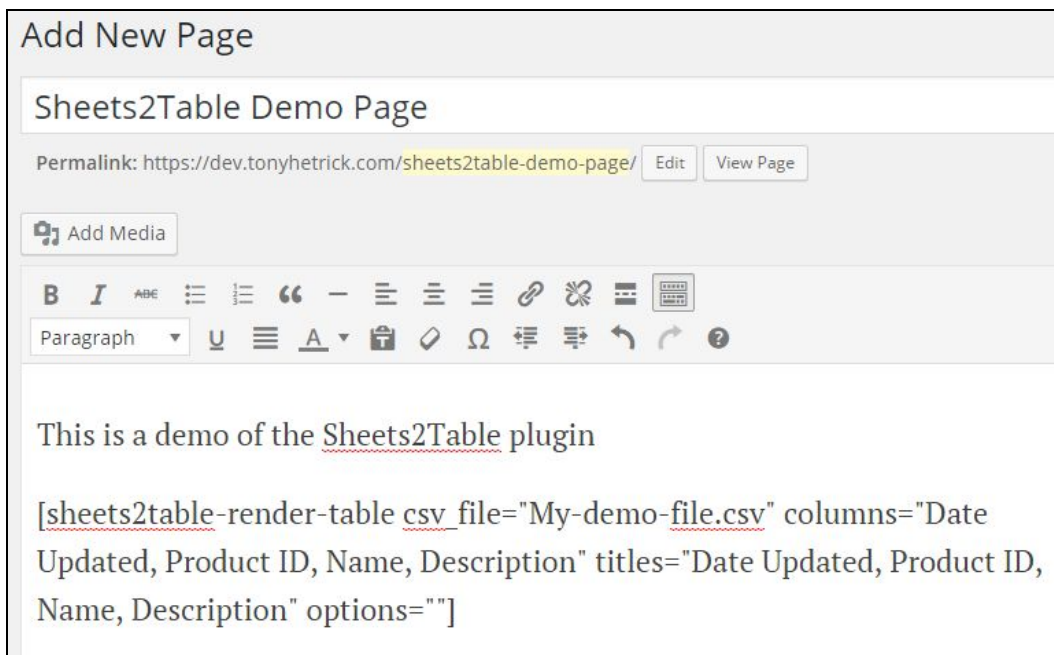


3. Select that data in its entirety and copy it to the clipboard



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1. Locate your desired page or post to display the data in
2. Paste the shortcode to that page



3. Preview the page to verify the data is correct (or publish and view)

Sheets2Table Demo Page


This is a demo of the Sheets2Table plugin

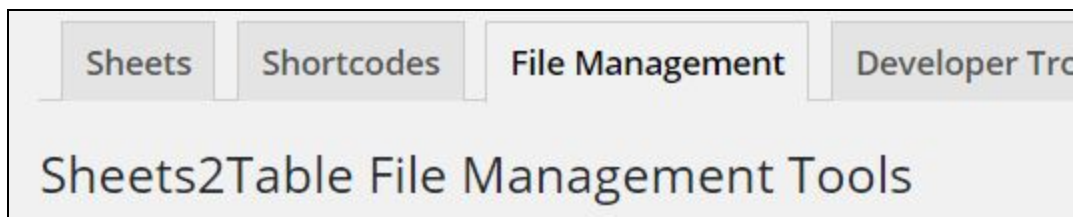
Date Updated	Product ID	Name	Description
14-Jun-2015	664427	Product #1	Description of product 1
14-Jun-2015	557599	Product #2	Description of product 2
14-Jun-2015	131822	Product #3	Description of product 3
14-Jun-2015	634677	Product #4	Description of product 4
14-Jun-2015	619491	Product #5	Description of product 5
14-Jun-2015	39936	Product #6	Description of product 6
14-Jun-2015	407175	Product #7	Description of product 7
14-Jun-2015	538210	Product #8	Description of product 8
14-Jun-2015	75922	Product #9	Description of product 9
14-Jun-2015	820098	Product #10	Description of product 10
14-Jun-2015	111292	Product #11	Description of product 11
14-Jun-2015	505127	Product #12	Description of product 12
14-Jun-2015	696669	Product #13	Description of product 13
14-Jun-2015	475468	Product #14	Description of product 14


4. File management

You can download or remove any CSV file that Sheets2Table loads from Google Sheets.

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1. Click on the  tab in the Sheets2Table plugin






2. Click on the name of your desired file to download the CSV file
3. Click on the  to permanently delete the file

Sheets2Table File Management Tools

Perform basic file-based operations.

CSV File List

Download	Delete
1ZRLl9D8d3YhDsrIheJLigXqRecIj6JzCLWI5TCPJcd0.csv (765 bytes)	
Company-Xs-Widgets2.csv (765 bytes)	
average_daily_temp.csv (2 KB)	
temp-data1.csv (765 bytes)	

4. On delete, you will be prompted to confirm the delete action. Click **Yes** to delete the file. Click **No** to cancel.

Sheets2Table File Management Tools



Perform basic file-based operations.

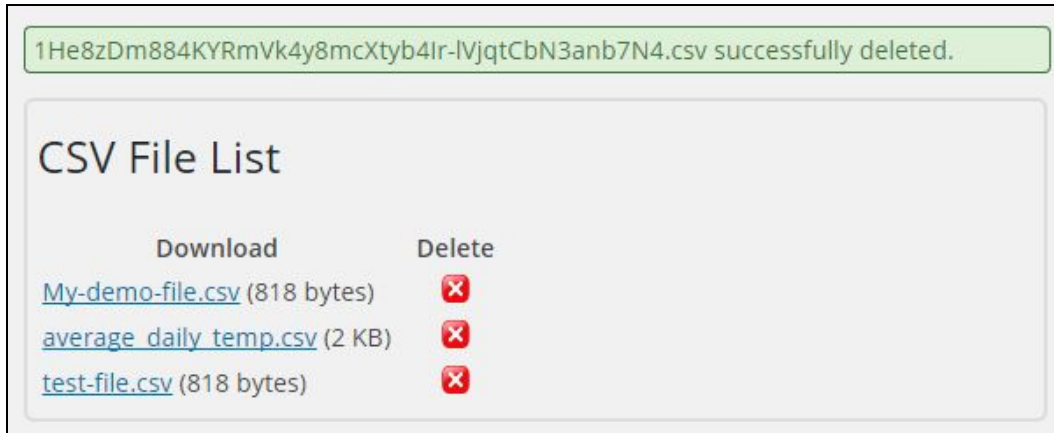
Are you sure you want to permanently delete file [1ZRLl9D8d3YhDsrIheJLigXqRecIj6JzCLWI5TCPJcd0.csv](#) ?

Click **Yes** to delete the file
Click **No** to cancel

Cancelled file delete for '1He8zDm884KYRmVk4y8mcXtyb4Ir-IVjqtCbN3anb7N4.csv'

CSV File List

Download	Delete
1He8zDm884KYRmVk4y8mcXtyb4Ir-IVjqtCbN3anb7N4.csv (818 bytes)	
My-demo-file.csv (818 bytes)	
average_daily_temp.csv (2 KB)	
test-file.csv (818 bytes)	

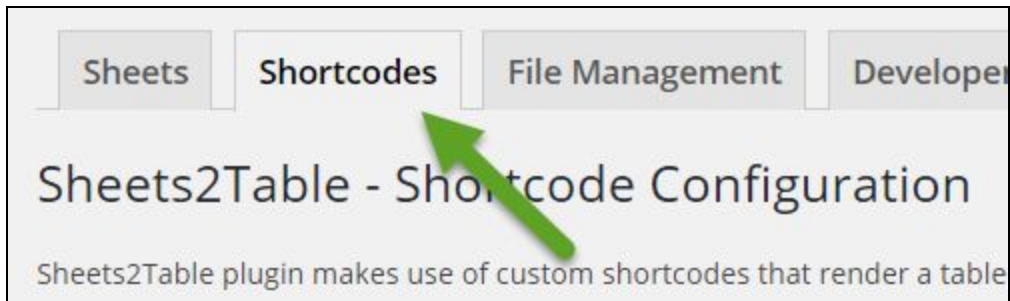



5. Customizing shortcodes

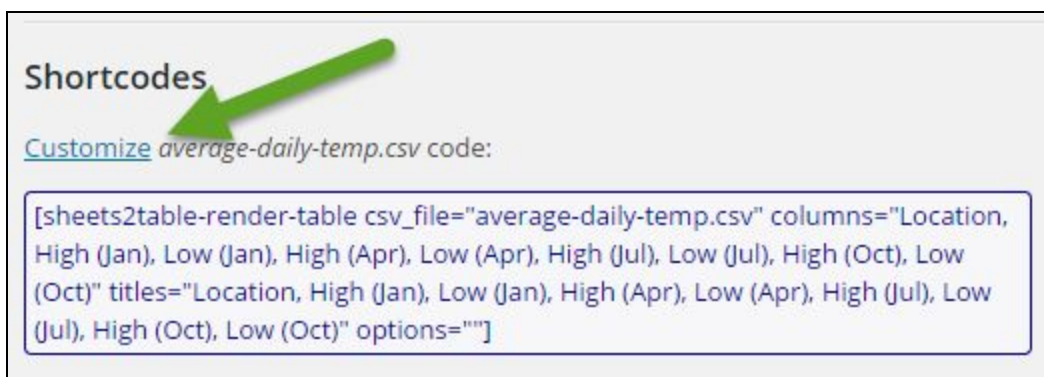
Sheets2Table uses shortcodes to customize the table.

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1. Click on the  tab in the Sheets2Table plugin



2. Locate the file associated with the Google Sheet data that you want to display. Click the  link.



3. Select the columns to display. Press the `↵` button.
4. Copy the updated shortcode and add to a page or post

Customizing shortcode for *average-daily-temp.csv*

Columns to display

Location

High (Jan)

Low (Jan)

High (Apr)

Low (Apr)

High (Jul)

Low (Jul)

High (Oct)

Low (Oct)


Other Options

use-foo-table

get-latest-data

Generate shortcode for 'average-daily-temp.csv'

```
[sheets2table-render-table csv_file="average-daily-temp.csv" columns="Location, High (Jan), High (Apr), High (Jul), High (Oct)" titles="Location, High (Jan), High (Apr), High (Jul), High (Oct)" options="get-latest-data"]
```



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The shortcode customization tool provides a basic level of functionality. There is more that shortcodes offer.

Here is an empty shortcode:

```
ujggvu4vcdng/tgpfgt/vcdng"euxahkng?$$"eqnwopu?$$"vkvngu?$$"qrvkqpu?$$
```

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- `ujggvu4vcdng/tgpfgt/vcdng`: This is the name of shortcode that is registered to the `sheets2table` plugin
- `euxahkng`: The name of the CSV file to display
- `eqnwopu`: The exact name of the column in the CSV file/Google Sheet. Each column is separated by a comma.
- `vkvngu`: The text displayed in the table generated by the shortcode
- `qrvkqpu`: Options such as responsive table and always get latest data

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eqnwopu: Only the columns listed in the shortcode will be displayed. The columns will be displayed in the order they appear in the shortcode.

vkvnngu: The number of elements in the titles should match that in the columns. The text in the title field is what is displayed in the table header.

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Standard shortcode:

For the demo file of city temperature

- Google sheet ID: 1VpIdlyHwFsijdEvLJsUjc9zCwrTJwbRS1mow1Y5yqX8.
- <https://docs.google.com/spreadsheets/d/1VpIdlyHwFsijdEvLJsUjc9zCwrTJwbRS1mow1Y5yqX8/edit?usp=sharing>

```
]ujggvu4vcdng/tgpfgt/vcdng"euxahkng?$cxgtcig/fckn{/vgor0eux$"  
eqnwopu?$Nqecvkqp."Jkij"*Lcp+."Jkij"*Crt+."Jkij"*Lwn+."Jkij"*Qev+$"  
vkvnngu?$Nqecvkqp."Jkij"*Lcp+."Jkij"*Crt+."Jkij"*Lwn+."Jkij"*Qev+$"qrvkqpu?$$_"
```

Shortcode Demo

Location	October	July	April	January
Acapulco (Mexico)	89	89	87	87
Amsterdam (Netherlands)	57	69	53	41
Athens (Greece)	74	90	67	54
Auckland (New Zealand)	63	56	67	73
Bangkok (Thailand)	80	91	94	80

Modified shortcode

```
]ujggvu4vcdng/tgpfgt/vcdng"euxahkng?$cxgtcig/fckn{/vgor0eux$"  
eqnwopu?$Nqecvkqp."Jkij"*Qev+."Jkij"*Lwn+."Jkij"*Crt+."Jkij"*Lcp+$"  
vkvnngu?$Nqecvkqp."Qevdgt"."Lwn{."Crtkn"."Lcpwct{"$"qrvkqpu?$$_"
```


Shortcode Demo

Location	High (Jan)	High (Apr)	High (Jul)	High (Oct)
Acapulco (Mexico)	87	87	89	89
Amsterdam (Netherlands)	41	53	69	57
Athens (Greece)	54	67	90	74
Auckland (New Zealand)	77	67	56	63

6. Shortcode options

Shortcode options provide another level of customization. These options are disabled by default.

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If you want your table to be responsive (work in mobile browsers) or to contain sortable and searchable fields, Sheets2Table will work with FooTable plugin using a shortcode configuration option.

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1. Install FooTable from <https://wordpress.org/plugins/footable/>
2. Verify FooTable is installed (Öæ @ [æ å -> Û ^ æ j * • -> Ø [[V æ ã / ^) and the Öæ & Ø [Á æ ã / ^ • Á æ / å reads **.footable**.



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1. Open up the Sheets2Table Û @ ! æ j å ^ tab (Öæ @ [æ å -> Û ^ æ j * • -> Û @ ^ • G V æ ã / ^ -> Û @ ! æ j å ^ •)
2. Locate the shortcode corresponding to the table you want to make responsive
3. Click on the Ö ~ • q { ã ^ Á æ } æ ^ B • ç link for your filename

My-demo-file.csv code

```
[sheets2table-render-table csv_file="My-demo-file.csv" columns="Date Updated, Product ID, Name, Description" titles="Date Updated, Product ID, Name, Description" options=""]
```

[Customize My-demo-file.csv](#)

4. Select the checkboxes for the columns you want to display
5. Select the use-foo-table checkbox
6. Click the Generate shortcode for 'My-demo-file.csv' button

Customizing shortcode for My-demo-file.csv

Columns to display

- Date Updated
- Product ID
- Name
- Description

Other Options

- use-foo-table

Generate shortcode for 'My-demo-file.csv'

7. Take notice of the updated shortcode. It should now include an option that reads: `options="use-foo-table"`

Customizing shortcode for My-demo-file.csv

Columns to display

- Date Updated
- Product ID
- Name
- Description

Other Options

- use-foo-table

Generate shortcode for 'My-demo-file.csv'

My-demo-file.csv code

```
[sheets2table-render-table csv_file="My-demo-file.csv" columns="Date Updated, Product ID, Name, Description" titles="Date Updated, Product ID, Name, Description" options="use-foo-table"]
```

8. Copy / paste the updated shortcode to your page or post
9. View the page to see the table using FooTable.
 - a. FooTable has different themes and table customizations available. This screenshot is using the *Ulař aQ [Vaa^A@{ ^.*

Sheets2Tables

Demo with FooTable

Here is the demo

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Date Updated ⇅	Product ID ▾
+ 14-Jun-2015	407175
- 14-Jun-2015	475468
Name: Product #14 Description: Description of product 14	
	557599
	75922

Filter / search the contents of the table

Sort the column

Expand to show hidden columns on small devices

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By default, Sheets2Table works from a user-created snapshot of a Google sheet. This works well if the user wants to control when to display the data in WordPress. If the user always wants to publish the data in the Google sheet to WordPress, then the user sets the `igv/ncvguv/fcvc` shortcode option.

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1. Open up the Sheets2Table `Ú@!&f á^` tab (`Öæ @[æá -> Ú^æf *• -> Ú@^•GVæ|/ -> Ú@!&f á^•`)
2. Locate the shortcode corresponding to the table you want to make responsive
3. Click on the `Ô~•q { ã^` link for your filename



4. Select the checkboxes for the columns you want to display
5. Select the `*^•qæ•qæ` checkbox
6. Click the Generate shortcode button
7. Take notice of the updated shortcode. It should now include an option that reads: `qrvkqpu?$igv/ncvguv/fcvc$`

