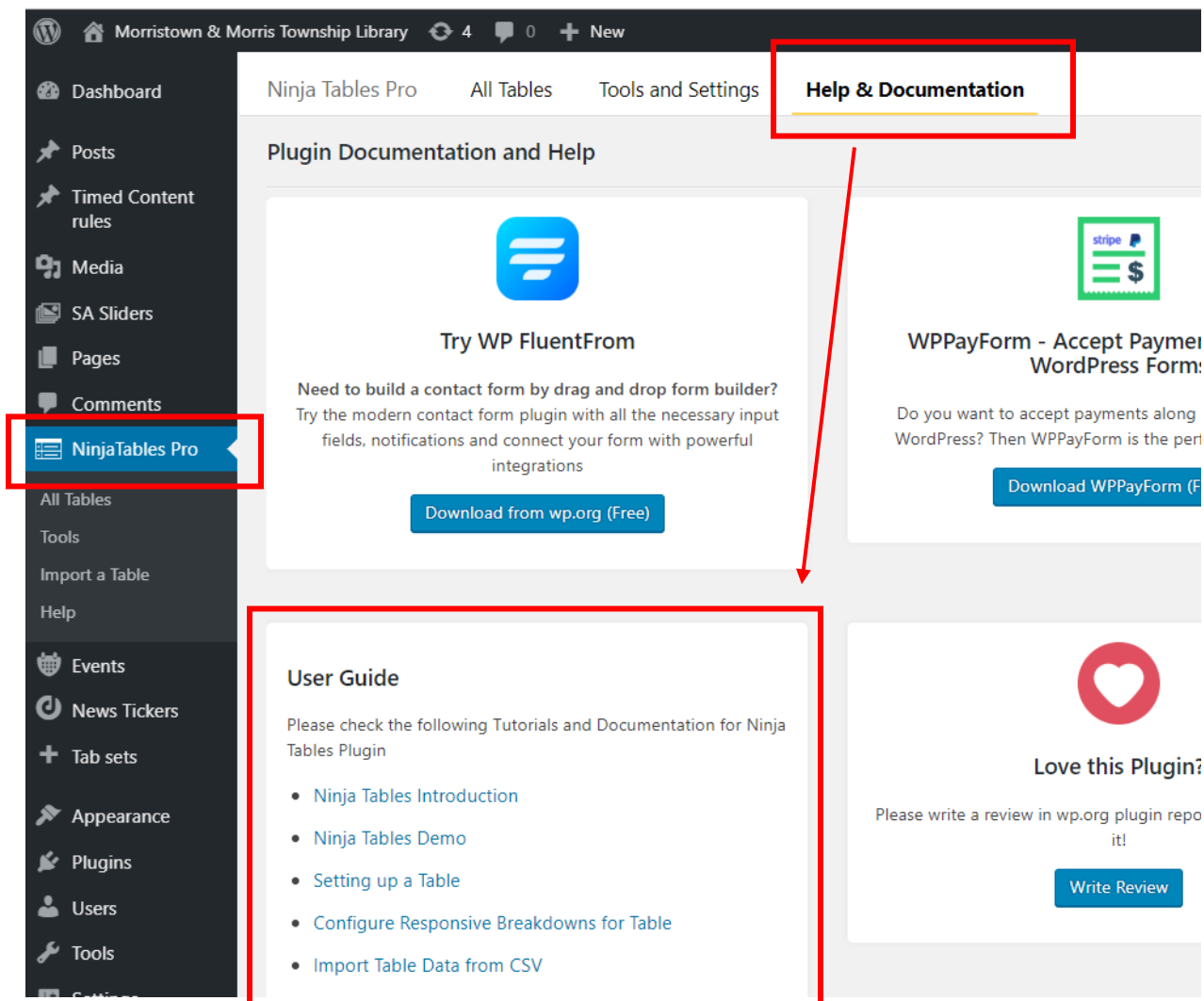


Ninja Tables Pro

This plug-in can be accessed from the left-hand menu while in administrator mode.

Instructions made by the developers of Ninja Tables Pro can be found in the “Help & Documentation” tab, under the “User Guide” heading.



Any of the links under “User Guide” will bring you to the Ninja Tables Website, where you can also find additional subjects on their Documentation page:

<https://wpmanageninja.com/docs/ninja-tables/>

Our version of Ninja Tables is “Pro” because we purchased it. “Pro” gives us access to all editing abilities and extra features of Ninja Tables, which has been useful for our tables such as the Research Databases table, where we would like to implement custom browsing fields (History, Science, Literature, etc).

Ninja Tables Pro includes a lot of features, so these instructions will cover a couple of the basics. For further information, please see Ninja Tables' documentation:
<https://wpmanageninja.com/docs/ninja-tables/>

From the "All Tables" tab (accessible from left side or top menu) you can *add* a new table or *edit* an existing table.

To edit an existing table, hover over the table name and click "Edit".

The screenshot shows the 'All Tables' interface of Ninja Tables Pro. The sidebar on the left has 'All Tables' highlighted. The top navigation bar also has 'All Tables' selected. The main area displays a table with the following data:

ID	Title	Data Source	ShortCode
1597	Archival & Manuscript Collection Finding Aids	default	[ninja_tables id="1597"]
1175	Research Databases	default	[ninja_tables id="1175"]
1152	Recommended Website and Databases for Books & Literature	default	[ninja_tables id="1152"]
1119	Department Heads	default	[ninja_tables id="1119"]
1117	Administration	default	[ninja_tables id="1117"]

The other most important thing on this screen is the column called ShortCode on the right hand side. If you hover over any of the ninja_table "ids", you will see a tool tip that says "Click to copy shortcode".

Shortcode is important to implement your table on the front end of the website, exactly where you would like it on a particular page.

In order to do so, once a table is created and ready to go, you must copy that table's unique shortcode and then paste it where you would like the table to go on the page. For a more in-depth explanation of this process, proceed to page 3.

For a tour of Ninja Tables features, go to page 5.

Example of Shortcode in WordPress and Ninja Tables Pro

When editing a web page, we can use “shortcodes” from various plugins to implement their features on the page in question. For example: There is a table on the “Reader’s Resources” page, and patrons see the page content, followed by the implemented table, like this:


Book and Literature Databases

Researching your book club pick this month? Looking for suggestions based on your own reading likes and dislikes. The library subscribes to some databases that can help. These databases may be accessed from home, in some instances you will need a Morristown & Morris Township card.

eSequels


eSequels

Provides lists of books that are part of a series. Titles are listed in the order that they were originally published so you can follow in the correct order. (Morristown & Morris Twp card required)



NoveList

NoveList offers book related information including read-alikes, book discussion guides, feature articles, teaching resources, award information and more. You can access NoveList [from the library](#) or [from home](#).



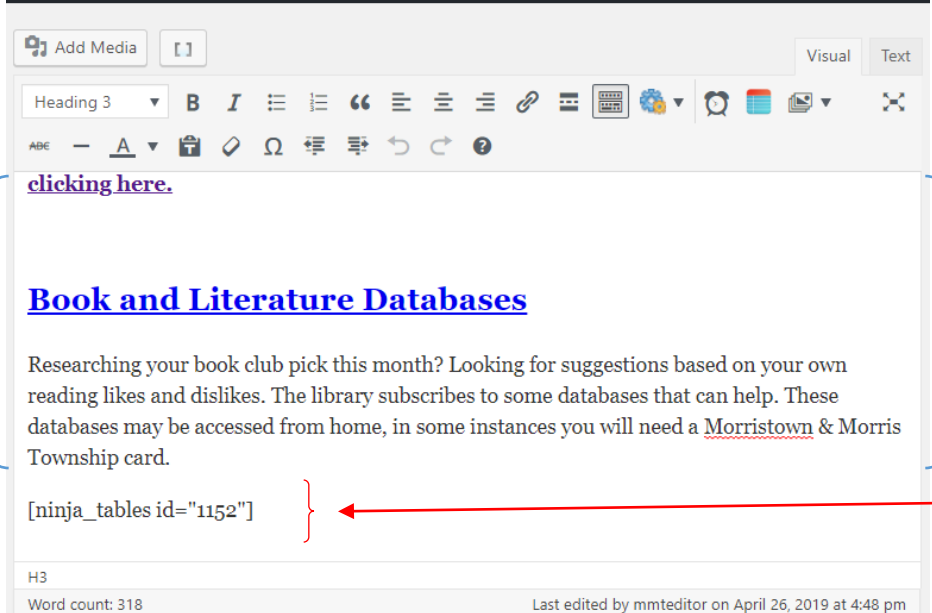
Stop, You're Killing Me!

A resource for lovers of mystery, crime, thriller, spy, and suspense books. It lists over 4,700 authors, with chronological lists of their books (over 54,000 titles), both series (5,500+) and non-series.

content

table

Whereas, when administrators are in the page editor, it looks like this:



The screenshot shows the WordPress Visual editor. The content area contains the heading 'Book and Literature Databases', a paragraph of text, and a shortcode `[ninja_tables id="1152"]` at the bottom. The shortcode is highlighted with a red bracket and an arrow pointing to the word 'table' on the right.

content

table

Shortcode [continued]

While the shortcode remains on the page, any edits we make to the table through the Ninja Tables Pro editor will be reflected on that page. Each table has a unique ID, so if you would like to display multiple tables in a row, you must paste multiple shortcodes in a row.

For example, on the “Contact Us” page, there are three tables, one after another. In the editor, you can see three unique shortcodes pasted in, and the shortcodes pull the information from where we created it in the Ninja Tables editor to the front-end of our website.

Editor View

[ninja_tables id="1110"]

[ninja_tables id="1117"]

[ninja_tables id="1119"]

Library Parking

The library has a small lot with parking, the entrance of which is located off of Miller Rd.

Front end view

Department	Phone #	Extension	Email
Circulation	973-538-6161	101	Send email
Media	973-538-6161	401	
Reference	973-538-2592		Send email
NJ History & Genealogy	973-538-3473		Send email
Childrens	973-538-6161	301	
Teens	973-538-6161	302	
Technical Services	973-538-6161	501	

Administration

Director	Chad Leinaweaver	Send email
Assistant Director	Mary Lynn Becza	Send email

Department Heads

Reference Services	Barbara Gordon	Send email
North Jersey History & Genealogy	James Lewis	Send email
Media Services	Tim Lynch	Send email
Children's Services	Arlene Sprague	Send email
Young Adult Services	Abigail Hsu	Send email
Technical Services	Jim Collins	Send email

Library Parking

The library has a small lot with parking, the entrance of which is located off of Miller Rd.

When editing a live table (meaning its shortcode is already on the page, and it is visible on the front-end of the site), there is no need to adjust the shortcode that already exists in that page's editor. Any edits you make to live tables will automatically appear when the page is refreshed.

Features of Ninja Tables Pro

For a look at some of Ninja Tables features, let's look at the Research Databases table.

Database Image	Title & Description	Subject/s	Actions
	Ward's Business Directory of Canada and Mexico	Business and Investment	+ - x
	TumbleBooks	Children, Literature	+ - x
	Social Science Reference	Social Science	+ - x
	Small Business Reference	Business and Investment	+ - x
	Science Reference	Science and Technology	+ - x
	Scholarships, Fellowships	Business and Investment, Education and Scholarships	+ - x
	Salem Online	Literature	+ - x
	Rosetta Stone	Language Learning	+ - x
	Referencia Latina	Español, Magazines and Newspapers	+ - x
	ReferenceUSA	Business and Investment	+ - x
	RBDigital	Magazines and Newspapers	+ - x
	NovelList	Literature	+ - x
	MyHeritage	Genealogy	+ - x

This table has three columns, which, in the Ninja Tables editor, we only see a preview of what is in each (image above). If we edit a particular row, the editor for that single row looks like this:

Update Row

Database Image

Add Media

Visual Text

Paragraph B I [List Icons] [Link Icon] [Quote Icon] [Table Icon] [Text Color Icon] [Background Color Icon] [Undo Icon] [Redo Icon]

Title & Description

Add Media

Visual Text

Paragraph B I [List Icons] [Link Icon] [Quote Icon] [Table Icon] [Text Color Icon] [Background Color Icon] [Undo Icon] [Redo Icon]

Ward's Business Directory of Canada and Mexico

(To access this title from home you must have a valid Morristown and Morris Township Library Card.)
Provides company information from Mexico and Canada with emphasis on privately-held companies and hard-to-find data.

Subject/s

Business and Investment

Cancel Update

In this view we can edit each column for a single row in detail.

In the Research Databases table, only two of its column are visible on the front end of the web page. Its third column is where we can create/edit a menu of subjects patrons can browse by.

The screenshot shows the NinjaTables Pro interface for editing a table named "Research Databases". The "Table Configuration" tab is active, displaying the "Table Column Settings". Under "Available Columns", three columns are listed: "Database Image", "Title & Description", and "Subject/s". In the "Basic Settings" section, the "Column Name" is "Subject/s", the "Column Key" is "subject_s", and the "Data Type" is set to "Select Field". The "Responsive Breakpoint" is set to "Totally hidden on all devices". Red boxes highlight the "Table Configuration" tab, the "Data Type" dropdown, and the "Responsive Breakpoint" dropdown.

Under the "Table Configuration" tab is where you set what kind of field (Data Type above) you would like in each column, and each columns visibility on the front end of the website. Here you can see that for the Subject's column, the "Responsive Breakpoint" is set to "Totally hidden on all devices".

By default, the Data Type is set to Single Line Text Field, but if you would like to add **any** links or images to your table you must change the Data Type for that column to HTML.


In the Research Databases table, we have two HTML columns, and one simple “Text area” column. The first HTML column is so that we can insert the image for each database.

The second HTML column is so that we can insert a link to the databases’ website.


The third, simple text column, is where we can choose the subjects associated with that database, in order to create a list of subjects that patrons can browse. This is the front-end view of the table, on our Research Databases page:

[About Us](#)
[Events](#)
[Services & Resources](#)
[Books & Media](#)
[Teens & Kids](#)
[History & Genealogy](#)


Research Databases



America's GenealogyBank
(A Morristown & Morris Township Library Card.) America's GenealogyBank is a collection of historical books, pamphlets, and newspapers.



Brands and Their Companies
(To access this title from home you must have a valid Morristown and Morris Township Library Card.) Lists manufacturers and distributors from small businesses to large corporations, from both the public and private sectors. Provides complete coverage of U.S. consumer brands; manufacturers, importers and distributors; and companies that are out of business, as well as brands that are no longer in production or are now considered generic.



Business Directories
(To access these titles from home you must have a valid Morristown and Morris Township Library Card.) A collection of authoritative directories on companies, publishers, funding sources, associations and more. With these eBooks you can search traditional print titles like a database.

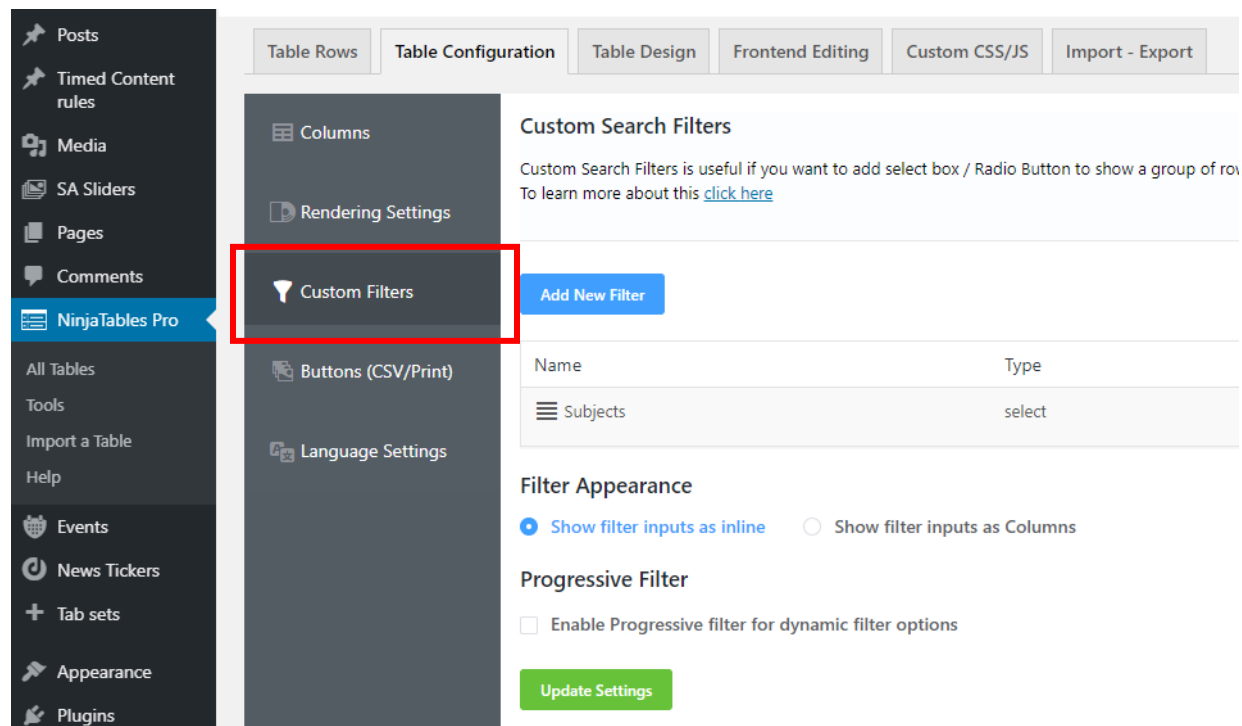
Select Subject:

All
Business & Investment
Education & Scholarships
Español
For Kids
Genealogy
Health & Medicine
History
Jobs & Careers
Language Learning
Legal
Literature
Magazines & Newspapers
Science & Technology
Social Science
...More Databases through NJClicks

We can see two columns, one of images and another of title, link, and description. The third hidden column is being used to generate the drop-down list of subjects, which requires another step to create.

Creating drop-down filter menu's in Ninja Table

Back in our Ninja Tables editor, in our Research Databases table under the “Table Configuration” tab, look for the option in the second left-hand menu titled “Custom Filters”.



From there, you can add new filters, or edit any already in place. For the Research Databases subject drop-down menu, let's look at what settings were used. To view them, click the pencil icon to the right of the filters name:

Name	Type	Target Columns	Action
Subjects	select	Subject/s	

This brings up the editing screen, with multiple fields, some of which you can easily ignore, and each one has a lowercase “i” next to it which, if you hover over it, will explain what that field is for.

“Filter UI Type” is the style of menu you would like to use, and the choice will depend on how you want your table to function. Since I want to filter by subject, I chose “Select dropdown” which will show a dropdown menu of every subject.

Edit Custom Filter

Filter Title ⓘ
Subjects

Filter Label ⓘ
Select Subject

Keep it blank if you don't need any filter instruction at the frontend

Filter UI Type ⓘ
☒ Select Dropdown
☐ Radio
☐ Checkbox
☐ Date Picker
☐ Date Range
☐ Text Input
☐ Number Range
☐ Reset Filter Button

Placeholder ⓘ
All

Value Type ⓘ
Manual Data
Dynamic Data from Table Column

☐ Enable Multi-Select

The “Placeholder” of “All” is default, and can usually be left alone. For this table, since some databases had multiple subjects, I had to create a “Manual Data” filter. That means, under the “Filter Options”, I will manually add each term I want the filter to use.

Filter Options ⓘ

	Label	Filter Value	
☰	Business & Investme	Business and Investr	-
☰	Education & Scholar	Education and Schol	-
☰	Español	Español	-

The “Label” column is what will appear in the dropdown menu for patrons to see, and “Filter Value” is what the filter will look for in the column we specify. So, for the “Business & Investment” filter I could have written “BAI” or “B&I” in the actual Subjects column for every Business and Investment database we have. It would have saved on typing time, but for ease of memory and association, I left it simple, only changing “and” to “&” in the Label that patrons see.

The last thing to do is choose which column this filter will search for our terms in.

After we have entered all our search terms (for now, at least. You can always come back later and edit the filter or add more), there is the “Filter Columns” option. If I wanted to, I could check every column in this table. In this case, I chose only the “Subject/s” column, which I curated and I know includes all the appropriate “Filter Values”.

☰	<input type="text" value="Social Science"/>	<input type="text" value="Social Science"/>	-
☰	<input type="text" value="...More Databases through N"/>	<input type="text" value="More"/>	- +

Filter Columns ⓘ ☐ Database Image ☐ Title & Description ☒ Subject/s

☐ Enable Strict Mode (If Enable, Ninja Table will try to match exact value)

Cancel

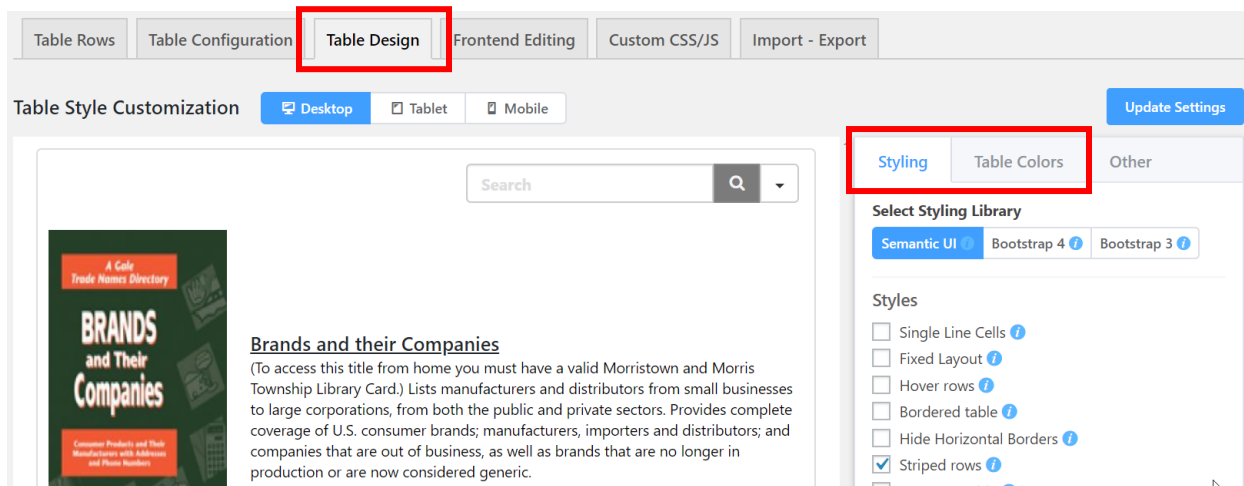
Update

“Strict Mode” is not something I have found necessary, yet.

To finish editing your filter, simply click “Update”. If you are working on a new filter you just created, the blue “Update” button will instead be a blue “Add” button.

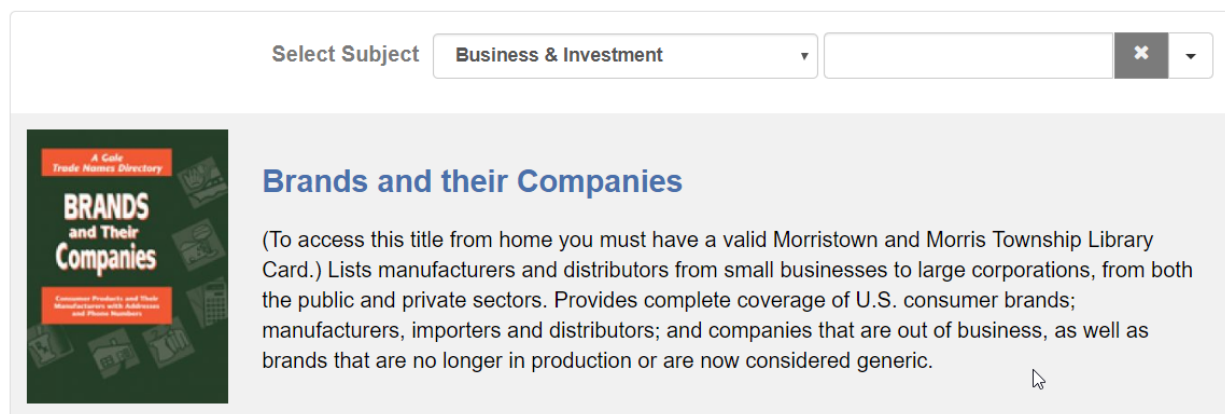
Features in Ninja Tables Pro [continued]

The next tab we want to look at is the “Table Design” tab.



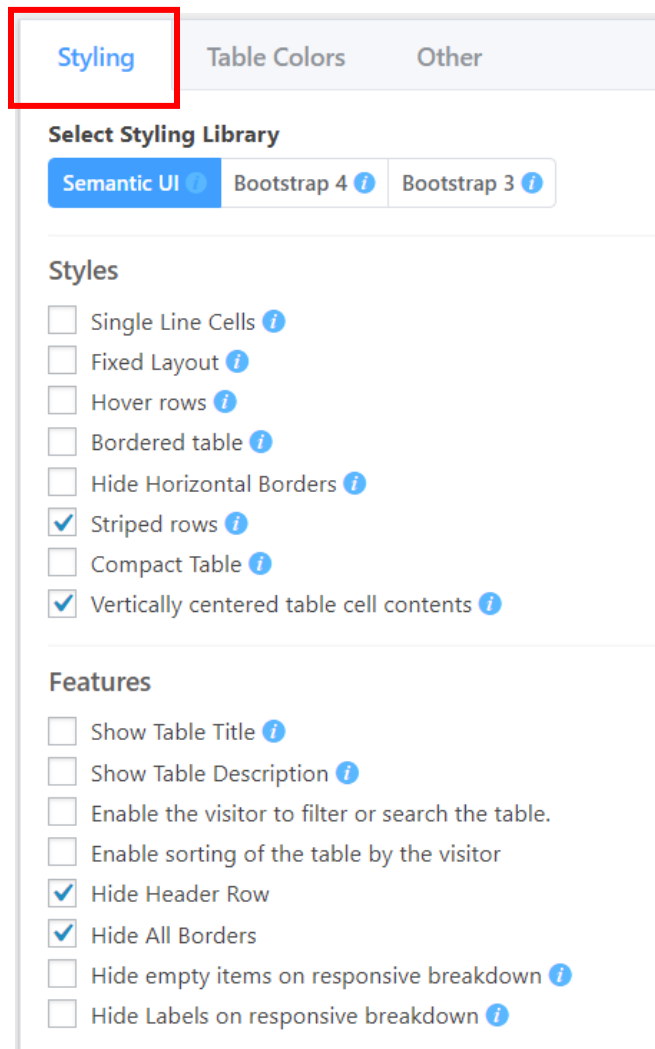
In the “Table Design” tab you have a usually somewhat incorrect preview of your databases, and a further set of tabs for styling it to the right. In this preview, the content is correct, but the picture is elongated, the drop-down filter is not there, and the background/link styling is incorrect.

But on the actual Research Databases webpage, it appears like this:



The picture is fine, the drop-down is present, and you can see the styling of background and links. So, when adjusting tables styles, keep the live version of the table open in another tab, so you can compare updates without the faulty preview module. To style tables we will be using the right-hand menu’s options “Styling” and “Table Colors” (Ignore the third tab, “Other”).

While the current settings for the design is not a hard and fast rule, the tables so far on the website have some elements in common, and for consistency sake any new tables should either follow the same style or the old tables should be adjusted to any new preferred styles.



The image shows a 'Styling' tab interface with three sub-tabs: 'Styling' (highlighted with a red box), 'Table Colors', and 'Other'. Under 'Styling', there is a 'Select Styling Library' section with three buttons: 'Semantic UI' (selected), 'Bootstrap 4', and 'Bootstrap 3'. Below this are two sections: 'Styles' and 'Features'. The 'Styles' section has seven checkboxes: 'Single Line Cells', 'Fixed Layout', 'Hover rows', 'Bordered table', 'Hide Horizontal Borders', 'Striped rows' (checked), 'Compact Table', and 'Vertically centered table cell contents' (checked). The 'Features' section has eight checkboxes: 'Show Table Title', 'Show Table Description', 'Enable the visitor to filter or search the table.', 'Enable sorting of the table by the visitor', 'Hide Header Row' (checked), 'Hide All Borders' (checked), 'Hide empty items on responsive breakdown', and 'Hide Labels on responsive breakdown'.

Under the “Styling” tab I use the “Semantic UI” style.

I have “Striped Rows”, “Vertically centered table cell contents”, and “Hide all Borders” checked for every table. For many, I find I can also check “Hide Header Row” as the table is self-explanatory.

For all tables so far, I’ve un-checked “Enable sorting of the table by the visitor” as it is unnecessary in most cases and may just cause patrons confusion.

The only databases that have “Enable the visitor to filter or search the table” on are the Research Databases table and the Archives & Manuscript Collections table, as it is unnecessary on other, smaller tables on the site.

There is only one table I have not only left borders on, but also checked “Bordered table”; that is the Bookmobile schedule table.

Next, under the Table Colors header, some standard colors I have been using (these can be changed in the future to suit new branding schemes, etc).

For consistency's sake, it is best to use the rgba code for the color. Those boxes with the checkered background are set to "transparent".

RGBA Codes:

The screenshot shows the 'Table Colors' configuration panel with the following sections and annotations:

- Table Colors** (Section Header, highlighted with a red box)
- Select Color Scheme**
 - Pre Defined Scheme
 - Custom Scheme (Active)
- Search Bar Colors**
 - Background: Checkered (Transparent)
 - Text: Solid Black
 - Border: Checkered (Transparent) → **123, 123, 123, 1**
- Table Header Colors**
 - Background: Checkered (Transparent)
 - Text: Solid Black
 - Border: Checkered (Transparent)
- Table Body Colors**
 - Background: Solid White → **255, 255, 255, 1**
 - Text: Solid Black
 - Border: Checkered (Transparent)
- Use Alternate Color Schema for Table Rows** (Toggle: On)
- Odd Row Colors**
 - Background: Checkered (Transparent)
 - Text: Solid Black
 - Hover Background: Solid Light Gray → **241, 241, 241, 1**
- Even Row Colors**
 - Background: Checkered (Transparent)
 - Text: Solid Black
 - Hover Background: Solid Light Gray → **241, 241, 241, 1**
- Footer Colors**
 - Background: Checkered (Transparent)
 - Active: Checkered (Transparent)
 - Border: Checkered (Transparent)

Red arrows and brackets indicate the mapping of these color selections to the provided RGBA codes.