


# User manual

Installation and everyday use

**MailPoet Tables Plugin**
WordPress plugin name: MailPoet Case Tables
For plugin version 1.8.2 | 21 October 2026

Create reusable tables, change cell text to sentence case or uppercase, and highlight website rows on hover.

## Quick start

**1.** Upload and activate **mailpoet-case-tables.zip** in WordPress.

**2.** Open **MailPoet Table- Case change**, add a table, type directly into the cells, and publish it.

**3.** Copy the shortcode shown in **Table settings** to your page or classic MailPoet newsletter.

## In this guide

2 Install the plugin and create a manual table

3 Format text and display a table on your website

4 Use a table in a MailPoet newsletter

5 Troubleshoot and maintain your tables

> Tables display up to **10 populated data rows**, plus the heading row. Newsletter compatibility and troubleshooting are explained on pages 4-5.

# Install and create a table

## Before you install

You need WordPress administrator access and PHP 7.4 or later. Ask your host to use a currently supported PHP release. Install and activate MailPoet if you want to use newsletter tables; website tables work without MailPoet. Back up your site before installing or replacing a plugin.

## Install the ZIP

**1.** Sign in to your WordPress dashboard. Go to **Plugins > Add New** (or **Add New Plugin**) > **Upload Plugin**.

**2.** Choose **mailpoet-case-tables.zip**, then select **Install Now**. Upload the ZIP itself; do not unzip it first.

**3.** Select **Activate Plugin**. A **MailPoet Table- Case change** menu appears in the dashboard.

When updating an existing installation, upload the newer ZIP and use WordPress's replacement option if offered. Then confirm that the plugin is active and your saved tables still display.

## Create a table with the visual editor

**1.** Open **MailPoet Table- Case change > Add Case Table** and give the table a descriptive title.

**2.** Under **Build your table**, replace Column 1, Column 2 and Column 3 with your headings. Type your content directly into the cells below.

**3.** Select **Add row** or **Add column** as needed. Remove buttons delete a row or column; populated rows and columns ask you to confirm.

**4.** Choose **Cell text case** and a **Website row hover color**. Check the live preview, then select **Publish** or **Update** to save.

The live preview shows up to 10 populated data rows using the selected case formatting. The top row contains the column headings. You can edit existing tables in the same grid. Keep cell text on one line; pipe characters and tabs are reserved for the saved table format.

## Optional: paste table text

Set **Edit using** to **Paste table text (advanced)** to use the original fields. Leave **Column headings (optional)** empty and paste the example into **Rows**. Choose **Table cells (easy)** to return to the grid.

```
Header 1 | Header 2 | Header 3
Tab 1 | Tab 2 | Tab 3
Tab 1 | Tab 2 | Tab 3
```

> The table cells remain editable and saveable if JavaScript fails to load. New tables have 10 blank rows in this fallback. Add/remove buttons and the live preview need JavaScript. Up to 20 columns are supported.

# Format and display your table

## Choose how the cell text appears

**Sentence case:** capitalises the first letter and letters after a full stop, question mark or exclamation mark, and lowercases other letters. Example: HELLO WORLD becomes Hello world.

**UPPERCASE:** converts cell text to capital letters. Example: Hello world becomes HELLO WORLD.

**As entered:** preserves the capitalisation you typed. Use this for names, acronyms and branded wording.

Conversion happens when the table is displayed. Your saved source text is preserved, and column headings stay as entered. PHP mbstring improves conversion of non-ASCII characters.

## Find the table ID

Open the published table under **MailPoet Table- Case change**. The **Table settings** box shows both shortcodes with the correct ID already filled in. Copy the appropriate one. The ID belongs to the saved table, not to a MailPoet newsletter.

## Add the table to a WordPress page or post

**1.** Edit the page or post where the table should appear.

**2.** Add a WordPress **Shortcode** block. In the classic WordPress editor, paste the shortcode into the content.

```
[mailpoet_case_table id="123"]
```

**3.** Replace **123** with your table ID, then update or publish the page. Preview the public page.

## Row limits and hover colour

The first 10 populated manual data rows are displayed in the order entered. Empty lines and rows whose displayed cells are all blank do not count. There is no pagination or next-page control. The heading row is additional.

Use **Website row hover color** in Table settings to choose the highlight colour. On a website, a data row changes colour when a pointer moves over it. A touch screen may not show a persistent hover effect.

> Publish the Case Table before using either shortcode. A draft table or a table without headings and a data row produces no table output.

# Use a table in MailPoet

## Classic MailPoet email designer

**1.** Confirm that both **MailPoet** and **MailPoet Case Tables** are active, and that your Case Table is published.

**2.** Open a newsletter in MailPoet's **classic email designer**. Add a **Text** block where the table should appear.

**3.** Paste only the MailPoet shortcode from the table editor, using your own table ID:

```
[custom:case_table id="123"]
```

**4.** Select **Preview** and send a test email to yourself. The editing canvas may still display the shortcode text. Check the actual received email before sending to your list.

Use the MailPoet shortcode above in the classic newsletter designer. Do not paste the pipe-separated rows or the WordPress page shortcode into a newsletter and expect the plugin to import them.

## Newer MailPoet block email editor

Version 1.8.2 of this plugin does not automatically import saved tables into MailPoet's newer block email editor. If that editor offers a built-in **Table** block, enter the content there manually, or use a classic newsletter when that option is available in your installation.

## What readers receive

Emails receive a styled HTML table. Hover colour changes are not dependable in email clients. Layout may vary by email app, so keep headings short and test on a phone as well as a desktop.

A sent email is a snapshot: it does not update when you later edit a table. Send a fresh test email after any changes and check it before sending the campaign.

> **Two shortcodes, two destinations**
> Website: [mailpoet_case_table id="123"]
> Classic MailPoet: [custom:case_table id="123"]
> Replace 123 with the **table ID** shown in Table settings.

## If the table does not appear

Check the editor type, the shortcode spelling and the published table ID. Verify the table on a website page first. If it displays there but not in a newsletter preview, check that you are using the classic designer and its MailPoet shortcode.

# Troubleshooting

**Plugin menu is missing**
Check Plugins and activate MailPoet Case Tables. If activation fails, ask your host to check PHP compatibility and the WordPress error log.

**A table is blank**
Publish the table. Check the table ID and make sure there is a heading line and at least one populated data row. If headings are left empty, the first nonblank line in Rows is used as the headings.

**The visual editor is missing**
Confirm that version 1.8.2 is active. Reload the editor and expand Table settings. In the classic editor, open Screen Options and tick Table settings if the panel is hidden. Cells work without JavaScript; buttons and preview need it.

**Only 10 data rows appear**
This is the intended display limit. Blank rows are skipped and the heading row does not count. Reorder your saved rows to choose which populated rows appear first.

**Some cells are missing**
Each row is matched to the heading count. Extra cells are ignored and missing cells display blank. Keep column counts consistent.

**Names or acronyms lose capitals**
Choose As entered in Cell text case. Sentence case lowercases other letters and does not automatically preserve proper names or acronyms.

**The shortcode is visible in the email**
Check the MailPoet Preview and send a test email. Use the classic designer and the custom:case_table shortcode. The newer block email editor does not automatically import the saved table.

**Hover colour does not change**
Test on the public website with a mouse pointer. Email clients and touch interfaces may not show the effect. If it fails on the website, check whether theme styles override the plugin stylesheet.

## Guide and plugin links

In the Plugins list, Guide and Settings both open this PDF. By SPS Web Designs and View details link to https://sps-webdesin.co.uk. The admin menu is MailPoet Table- Case change.

## When asking for help

Provide the plugin version, WordPress and MailPoet versions, newsletter editor type, whether the website shortcode works and the exact error or unexpected output. Include a sample of your headings and rows without private information. This guide describes the supplied code; successful operation on your particular site still needs a live test.

## Official reference links

MailPoet custom shortcodes