

NSO WEB ADMINISTRATORS SEPTEMBER 2019 WORKSHOP

PART XI – DOCUMENT LIBRARY

DOCUMENTS & MEDIA BY WORDPRESS

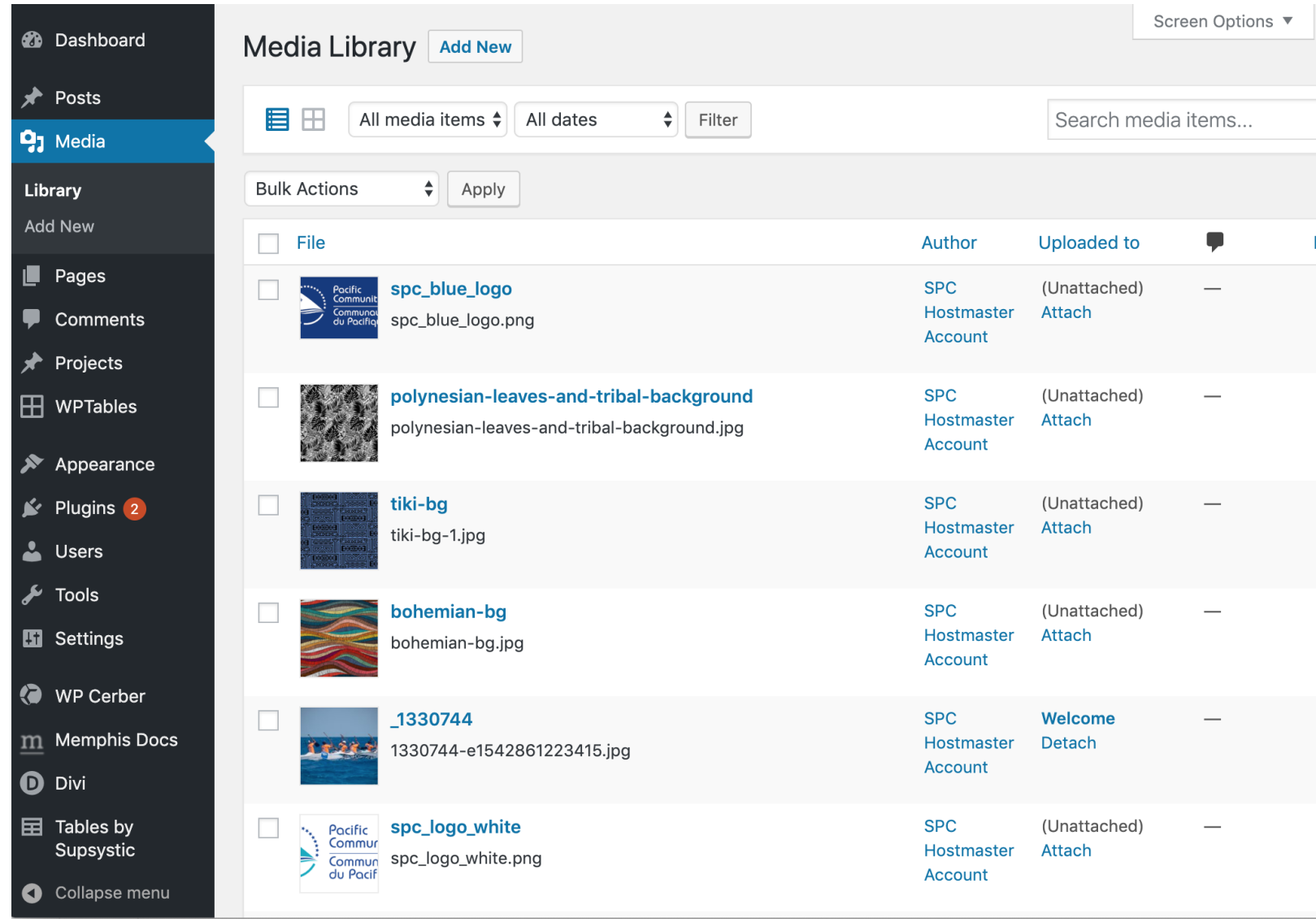
“Media management under Wordpress is very basic.”

Documents & Media under WordPress







Media files

WordPress holds all media content (images, documents, videos, etc) under the Media Menu.

NB: Uploaded to column indicates if media is used within a page or a post.



The screenshot shows the WordPress Media Library interface. On the left is a dark sidebar menu with options: Dashboard, Posts, Media (highlighted), Library, Add New, Pages, Comments, Projects, WPTables, Appearance, Plugins (2), Users, Tools, Settings, WP Cerber, Memphis Docs, Divi, Tables by Supsysic, and Collapse menu. The main area is titled 'Media Library' with an 'Add New' button. Below the title are filters for 'All media items', 'All dates', and a 'Filter' button. A search bar labeled 'Search media items...' is on the right. A 'Bulk Actions' dropdown and an 'Apply' button are also present. The media items are listed in a table with columns: File, Author, Uploaded to, and a status icon. The items listed are:

File	Author	Uploaded to	Status
 spc_blue_logo spc_blue_logo.png	SPC Hostmaster Account	(Unattached)	—
 polynesian-leaves-and-tribal-background polynesian-leaves-and-tribal-background.jpg	SPC Hostmaster Account	(Unattached)	—
 tiki-bg tiki-bg-1.jpg	SPC Hostmaster Account	(Unattached)	—
 bohemian-bg bohemian-bg.jpg	SPC Hostmaster Account	(Unattached)	—
 _1330744 1330744-e1542861223415.jpg	SPC Hostmaster Account	Welcome	—
 spc_logo_white spc_logo_white.png	SPC Hostmaster Account	(Unattached)	—

Documents & Media under WordPress

Media files

By default, WordPress Media management is very basic.

It is not good enough to manage lots of files or create a document library.

PROS

- Drag and drop upload
- Create thumbnails automatically (images, documents)
- Search form

CONS

- One single list (no folders)
- No statistics
- Basic download links
- Poor security

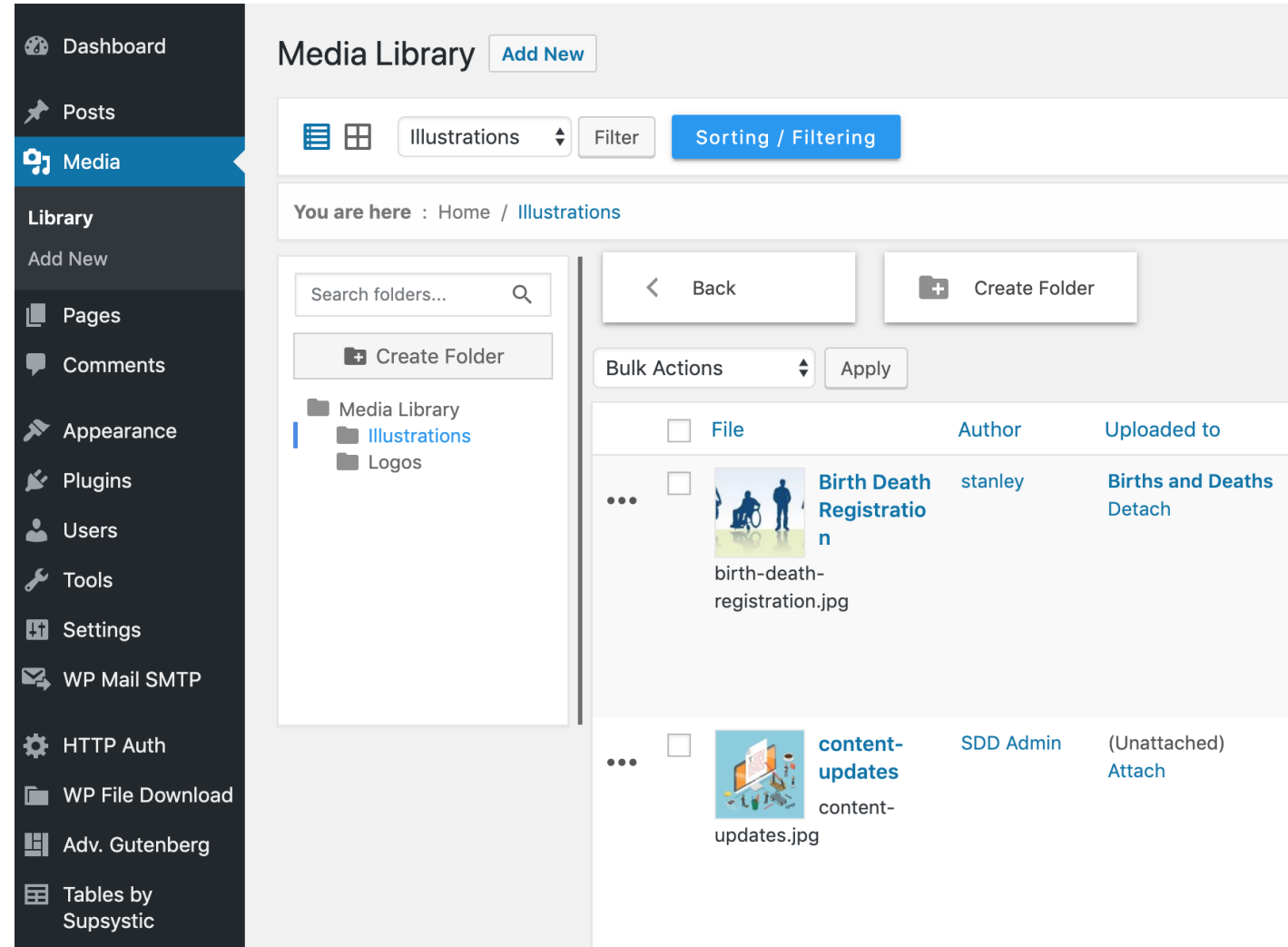
WP Download File plugin

Media folders



In NSO sites (network) we added the *WP Media Folder* plugin to add folders to the media library.

This plugin also adds a few more features:

- Regenerate thumbnails
- Add watermarks
- Better upload
- Embed PDF in Gutenberg
- And more...



The screenshot displays the WordPress Media Library interface. On the left is a dark sidebar with navigation links: Dashboard, Posts, Media (highlighted), Library, Add New, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, WP Mail SMTP, HTTP Auth, WP File Download, Adv. Gutenberg, and Tables by Supsysic. The main content area is titled 'Media Library' with an 'Add New' button. Below the title are view icons, a dropdown set to 'Illustrations', a 'Filter' button, and a 'Sorting / Filtering' button. A breadcrumb trail reads 'You are here : Home / Illustrations'. On the left of the main area is a search bar and a 'Create Folder' button. Below these is a folder tree showing 'Media Library', 'Illustrations' (selected), and 'Logos'. On the right, there are 'Back' and 'Create Folder' buttons, a 'Bulk Actions' dropdown, and an 'Apply' button. The main area displays a table of media items:

<input type="checkbox"/>	File	Author	Uploaded to
<input type="checkbox"/>	 Birth Death Registration birth-death-registration.jpg	stanley	Births and Deaths Detach
<input type="checkbox"/>	 content-updates content-updates.jpg	SDD Admin	(Unattached) Attach

A BETTER DOCUMENT LIBRARY

"We need more features to build a proper document library."

A better document library

The *WP File Download* plugin

This plugin allows you to create a real document library :

- Organize documents per category
- Include single document, single category or full library in page or post
- Synchronize with server uploads
(useful for slow connections, large files or large number of files)
- PDF Viewer
- Download statistics
- Improved security

A better document library

Setting up *WP File Download*

Full documentation is available here :

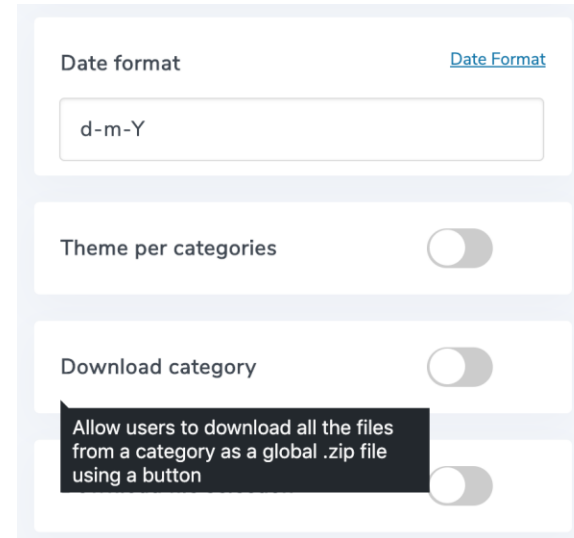
<https://www.joomunited.com/documentation/wp-file-download-documentation>

A better document library

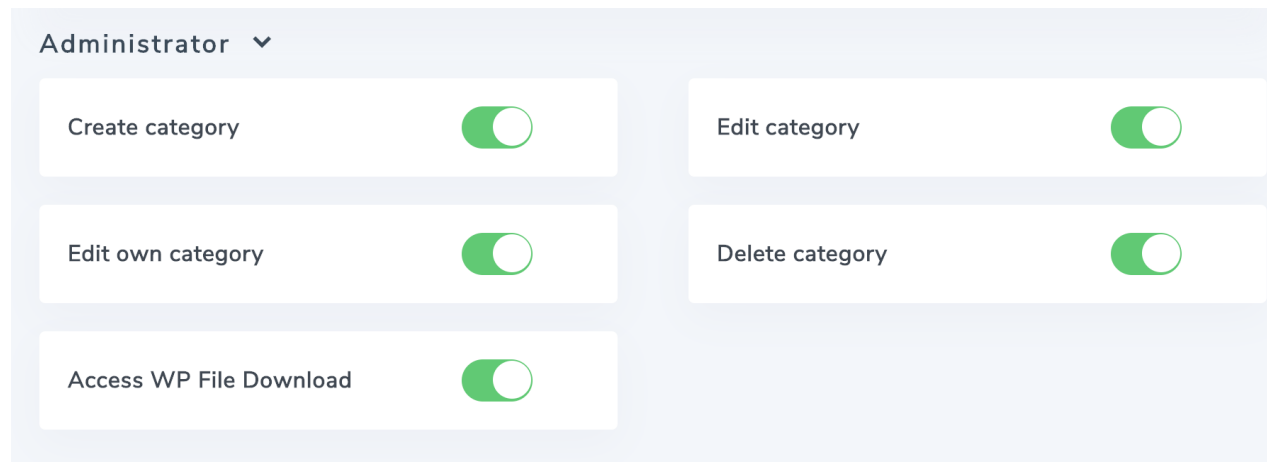
Setting up *WP File Download*

A lot of configuration options available.
Let's go through the major ones :

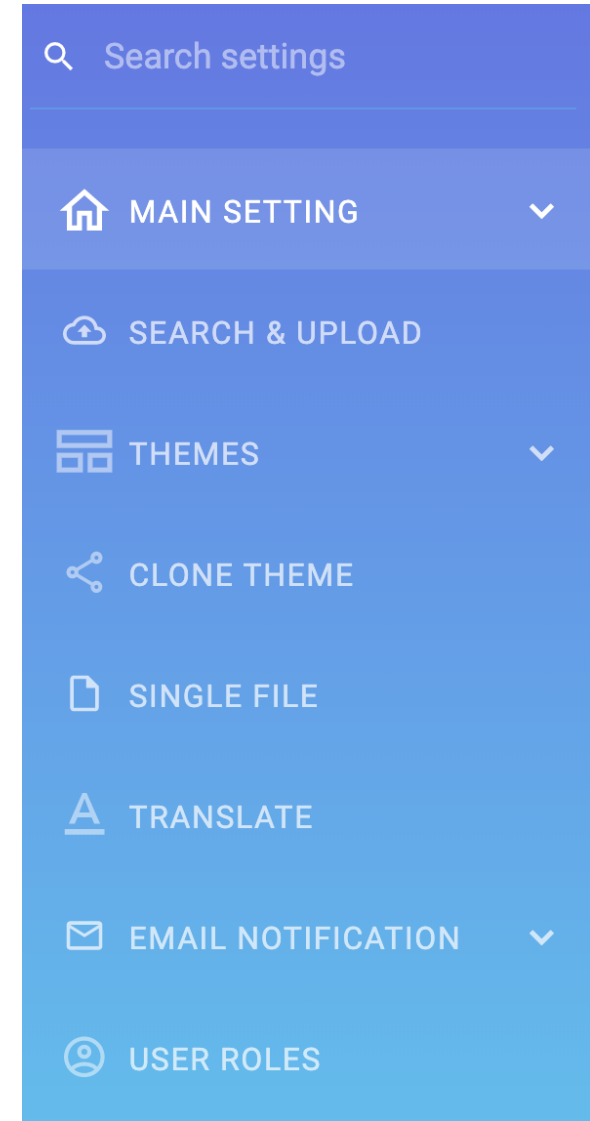
- User roles
- Main settings
- Themes



Settings panel for WP File Download. It includes a 'Date format' field with a dropdown menu showing 'd-m-Y' and a link to 'Date Format'. Below this are three toggle switches: 'Theme per categories', 'Download category', and 'Allow users to download all the files from a category as a global .zip file using a button'. The 'Download category' toggle is currently off, and a tooltip is visible next to it.



Settings panel for WP File Download, showing the 'Administrator' user role selected. It features five toggle switches, all of which are turned on: 'Create category', 'Edit category', 'Edit own category', 'Delete category', and 'Access WP File Download'.



Settings panel for WP File Download, showing the 'Main Setting' menu. The menu items are: 'Search settings', 'MAIN SETTING', 'SEARCH & UPLOAD', 'THEMES', 'CLONE THEME', 'SINGLE FILE', 'TRANSLATE', 'EMAIL NOTIFICATION', and 'USER ROLES'.

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Setting up *WP File Download*

Include library in pages

- Single file
<http://training.nso.spc.int/economy/cpi/cpi-2018-yearly-report/>
- Category
<http://training.nso.spc.int/statistics/population/>
- Search form
<http://training.nso.spc.int/documents-library/>

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Setting up *WP File Download*

Default theme















Default theme category

▼ Default theme category

- ▶ Sub-category 1
- ▶ Sub category 2

Default theme category

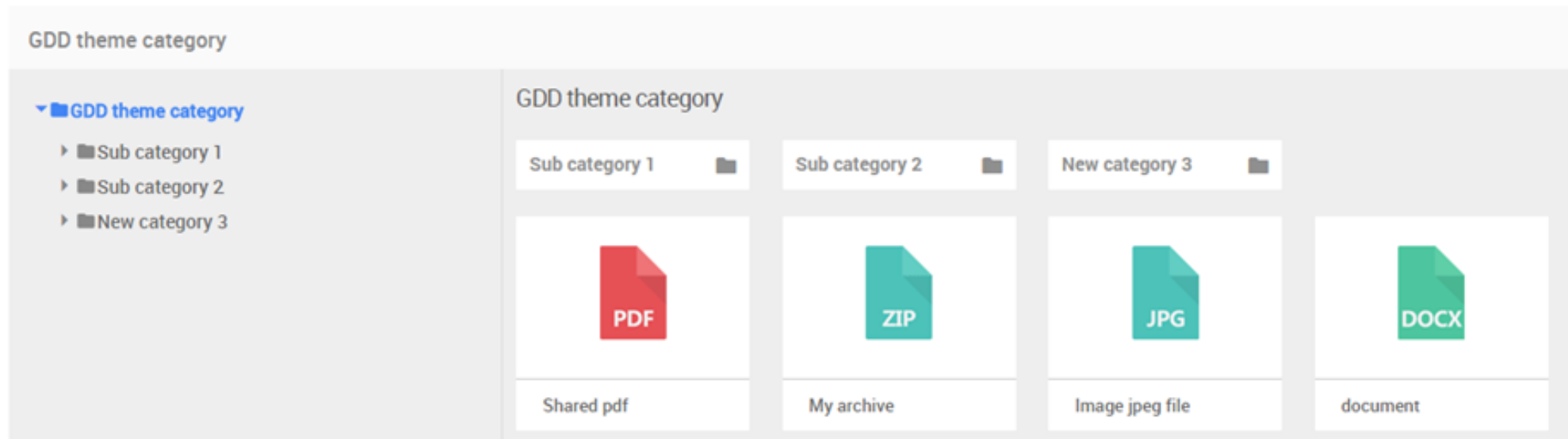
Sub-category 1 Sub category 2

	Word doc Size : 18.39 kb Hits : 2409 Date added : 24-08-2015	Download  Preview 
	Video file Size : 565.22 kb Hits : 951 Date added : 22-11-2015	Download  Preview 
	Portrait image Size : 151.80 kb Hits : 689 Date added : 24-08-2015	Download  Preview 
	PDF doc Size : 267.54 kb Hits : 1090 Date added : 24-08-2015	Download  Preview 
	Archive file Size : 251.00 kb Hits : 189 Date added : 24-08-2015	Download 

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Setting up *WP File Download*

GDD theme





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Setting up *WP File Download*


Table theme

Table theme category

Table theme category

Sub category 1  Sub category 2 

Title	Version	Description	Size	Hits	Date added	Download	
 Portrait format image	3.0	File description	151.80 kb	1210	24-08-2015	Download 	Preview 
 PDF document	2.0	File description	267.54 kb	862	24-08-2015	Download 	Preview 
 My archive	1.0	Archive file, unzip it	251.00 kb	165	24-08-2015	Download 	

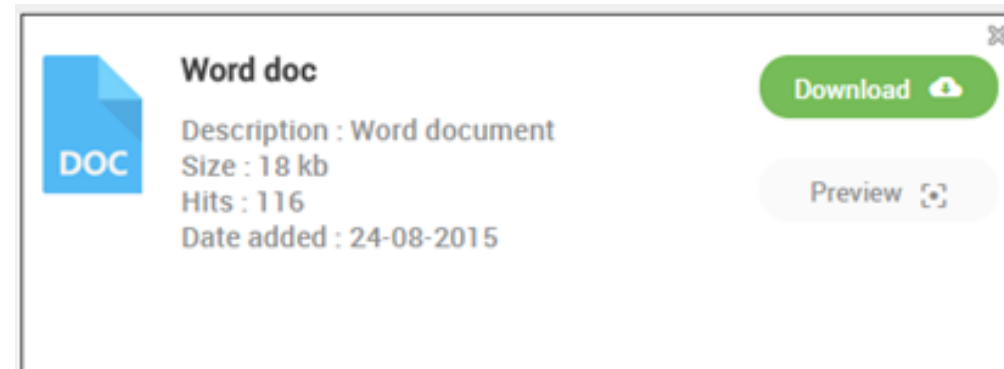
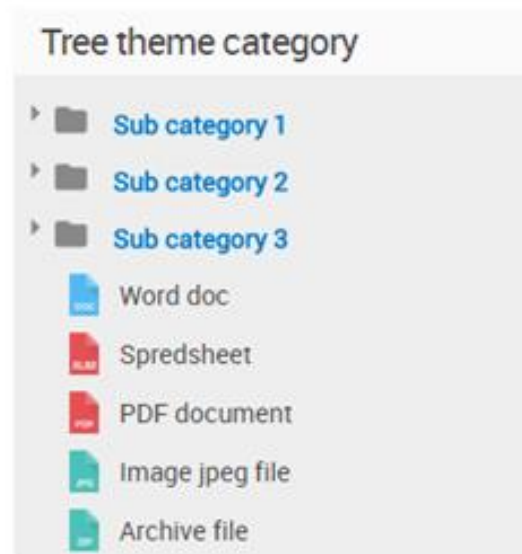


- ☒ Version
- ☒ Description
- ☒ Size
- ☒ Hits
- ☒ Date added
- ☒ Download

A better document library

Setting up *WP File Download*

Tree theme



A better document library

Other features

- Download statistics
- Allow visitors to upload from front-end
- Synchronize with cloud
 - Googlesheets
 - Dropbox
 - Etc.

A better document library

Using *WP File Download*

- Create categories (similar to categories for statistics topics)
- Upload files
- Integrate the document library into a page or a post (using shortcodes generated by the plugin)
 - Link to a single file to download
 - Display an entire category in a page
 - Browse the full list of folders and files

A better document library

Using *WP File Download*

Example : add a list of files from a category into a page

1. Copy shortcode from the backend

Browse your library in admin and copy the shortcode for the selected category (in the right hand side of the screen) :

Category shortcode ^

[wpfd_category id="30"]

2. Paste shortcode in page or post

Edit your page or post, and paste the shortcode somewhere in the body :

Labor Force

[/] Shortcode [wpfd_category id="30"]

A better document library

Using *WP File Download*

Example : add a search form to search through the library



1. Copy shortcode from the backend

- Go to “Search & Upload” menu
- Select your options wisely
- Copy the shortcode at the bottom (above the SAVE button)

1. Paste shortcode in a page

You’d usually have a dedicated page for this, don’t put too much information around this.

Search Engine Shortcode Generator

Filter by category



Search in this category

— Select —

Exclude categories from search

Select Some Options

Filter by tag



Display tag as

Search box

Filter by creation date



Filter by update date



Files per page

5

Shortcode

COPY

[wpfd_search]

SAVE