NSO WEB ADMINISTRATORS
SEPTEMBER 2019 WORKSHOP

PART XI – DOCUMENT LIBRARY

Pacific Community
Communauté du Pacifique

DOCUMENTS & MEDIA BY WORDPRESS

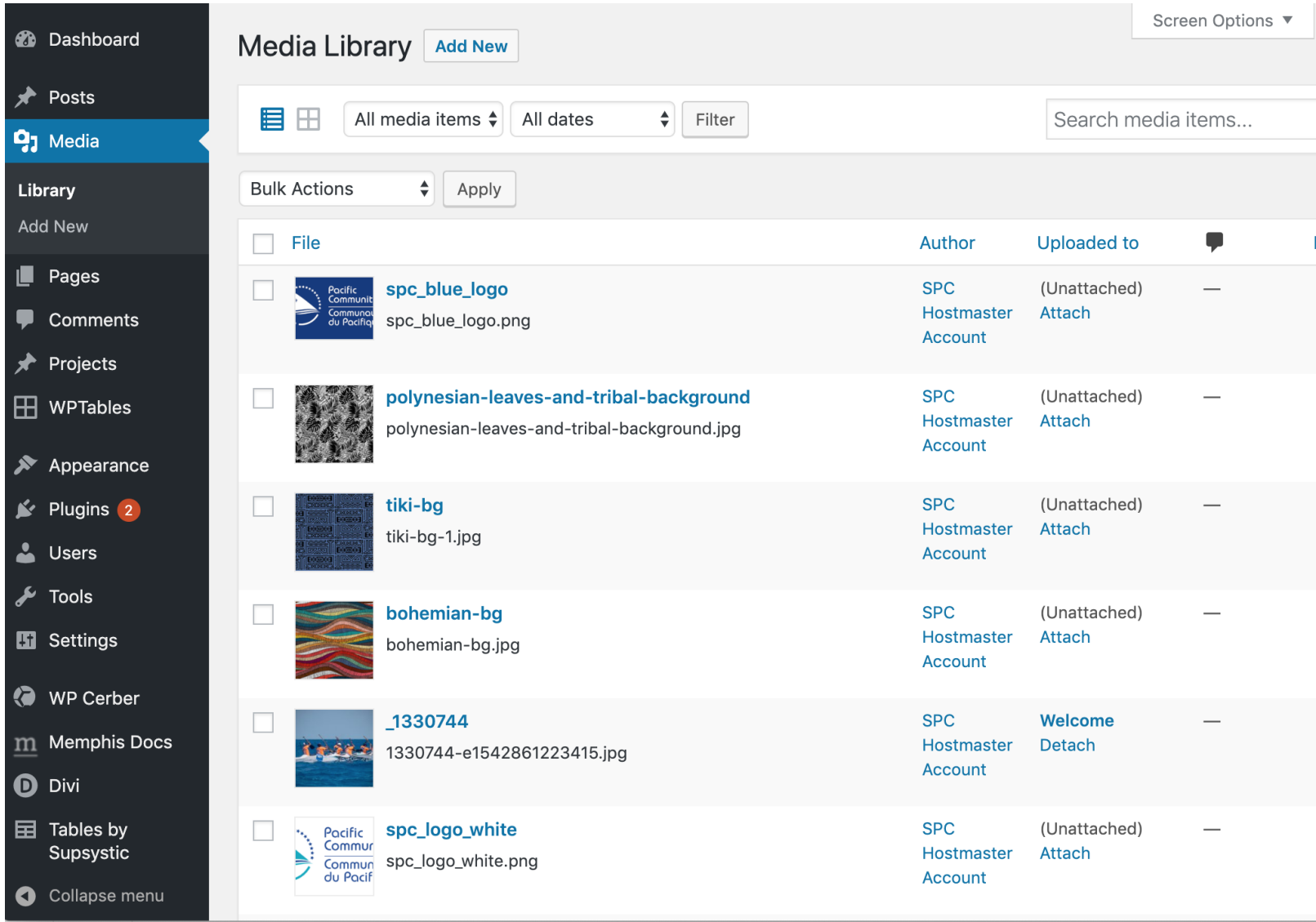
"Media management under Wordpress is very basic."

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.



Documents & Media under WordPress

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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

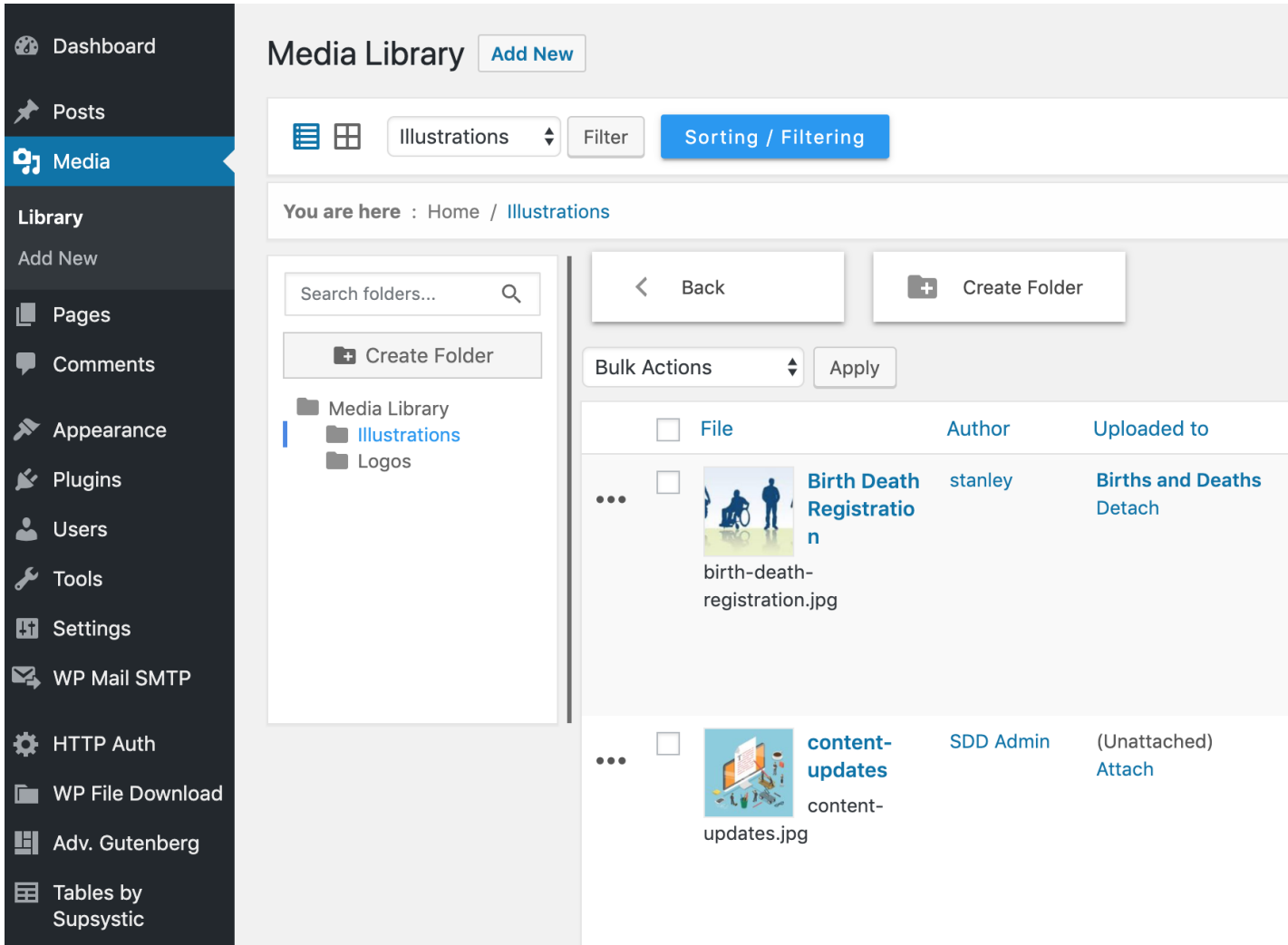
WP Download File plugin

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...



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

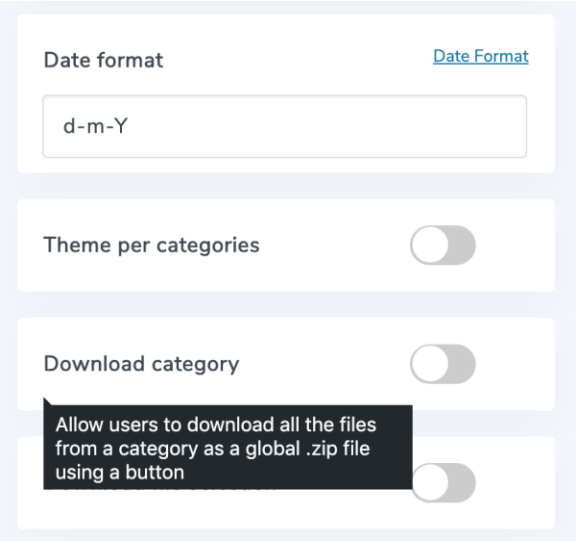
A better document library

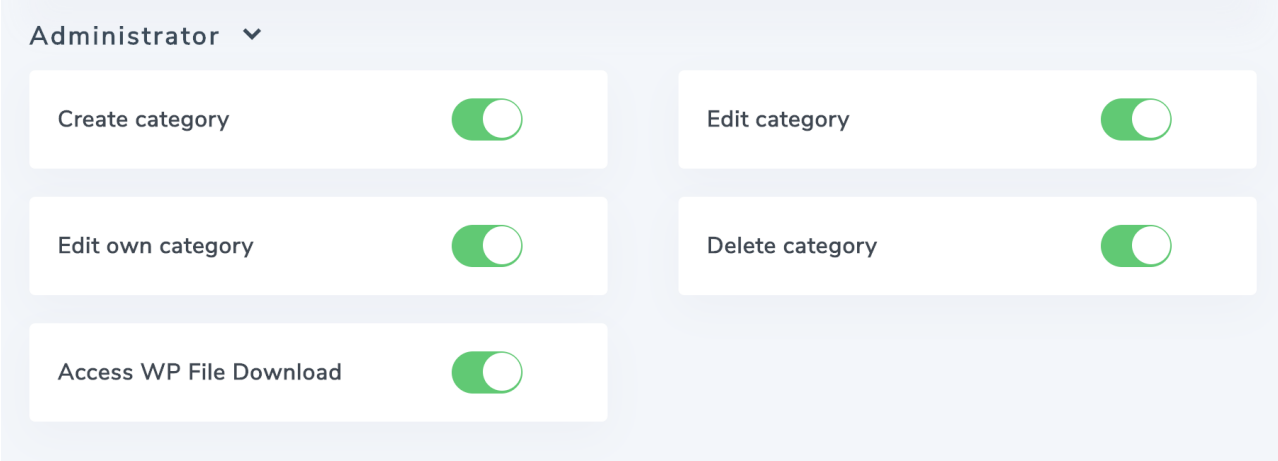
Setting up *WP File Download*

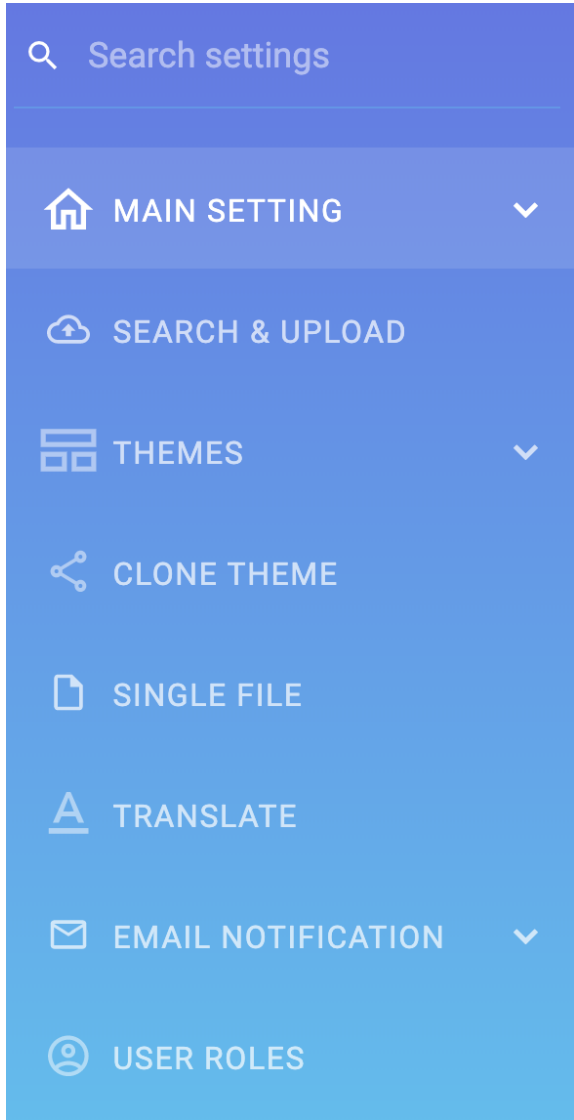
A lot of configuration options available.

Let's go through the major ones :

- User roles
- Main settings
- Themes







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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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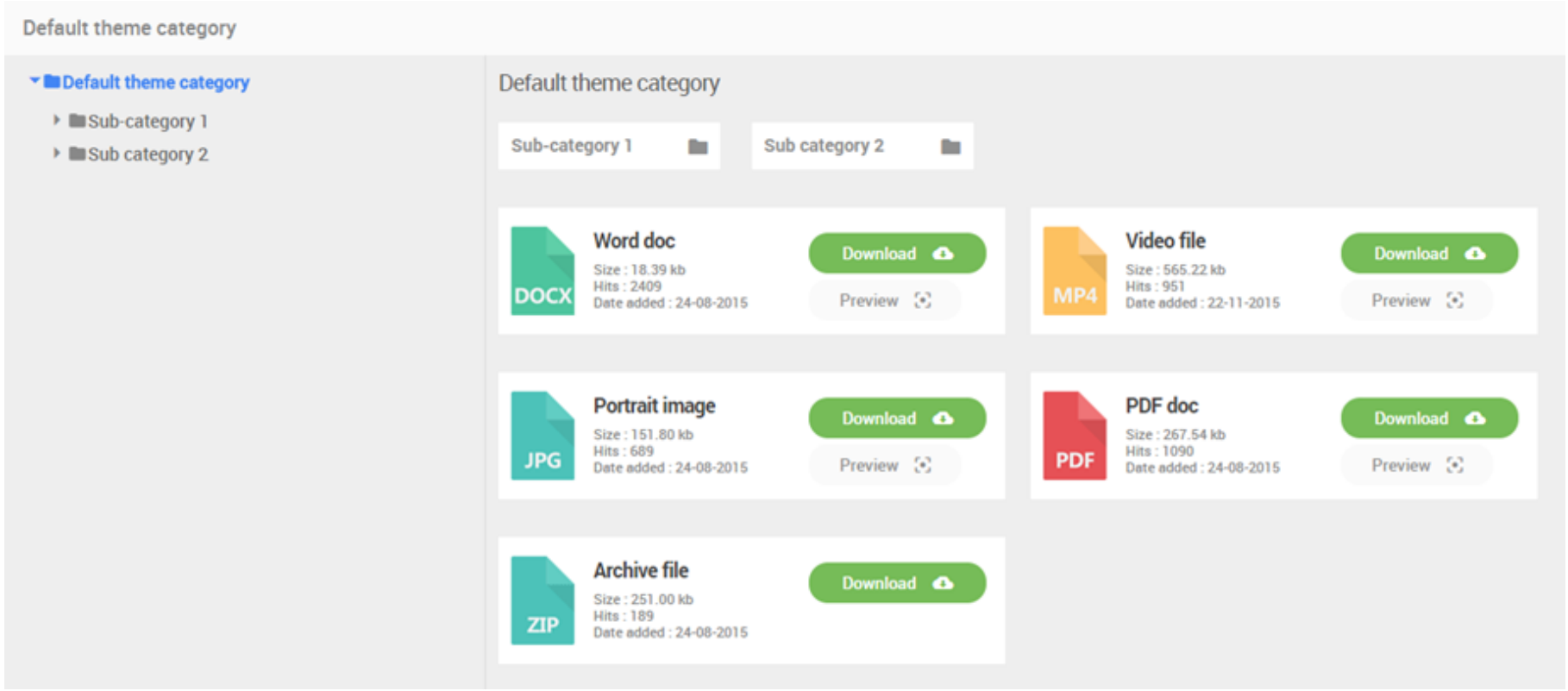
Setting up *WP File Download*

Default theme



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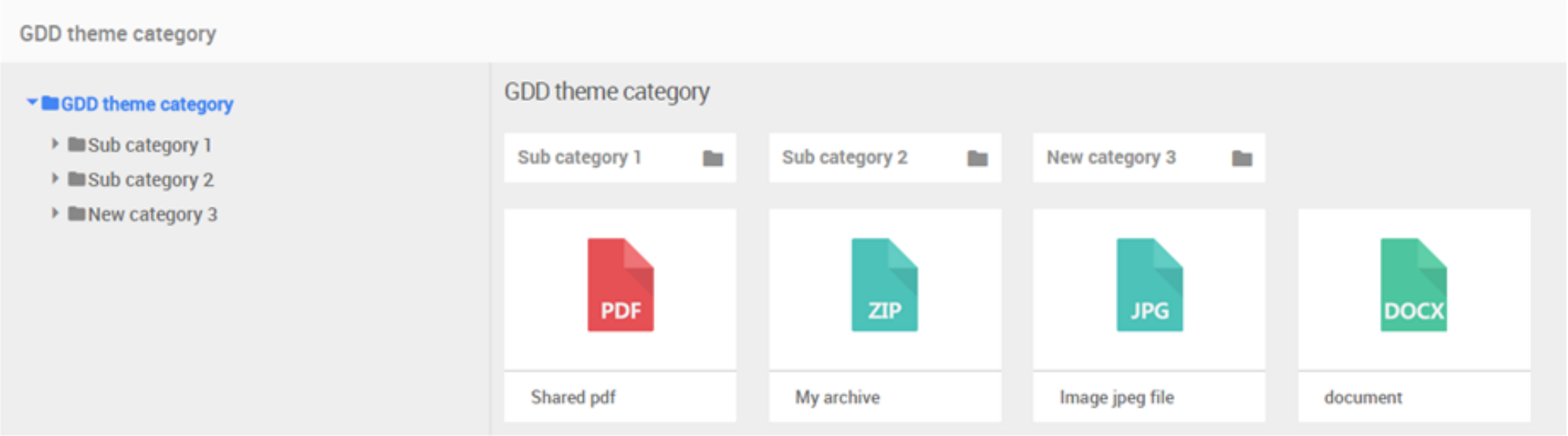
Setting up *WP File Download*

GDD theme



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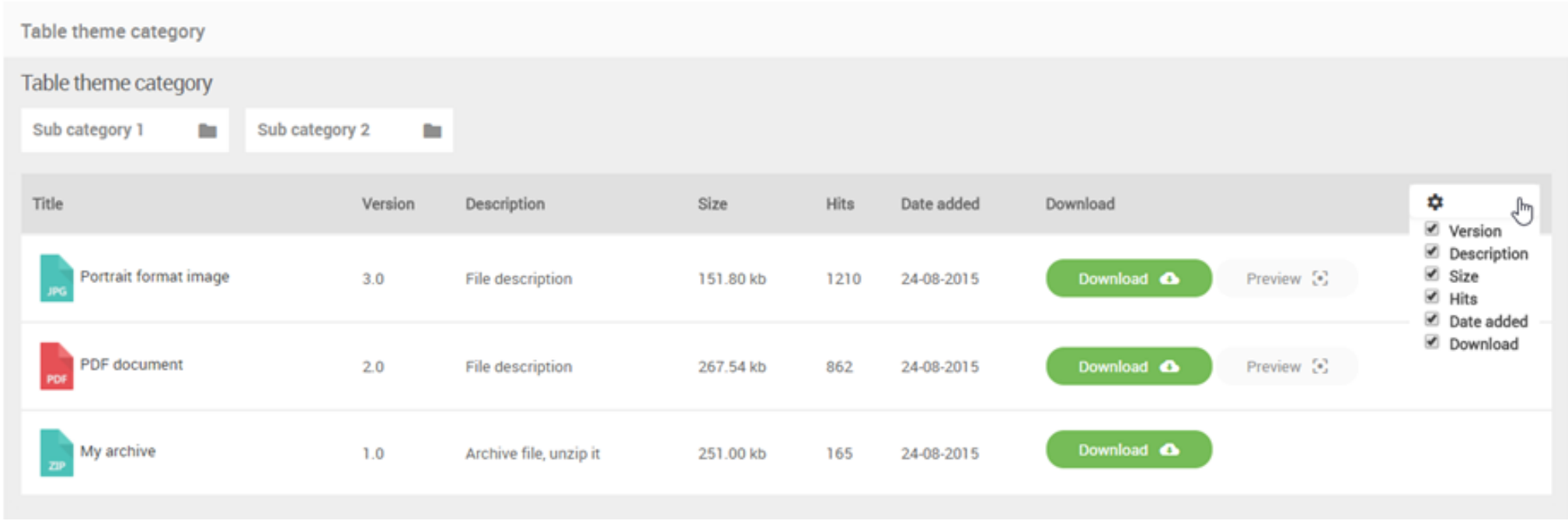
Setting up *WP File Download*

Table theme



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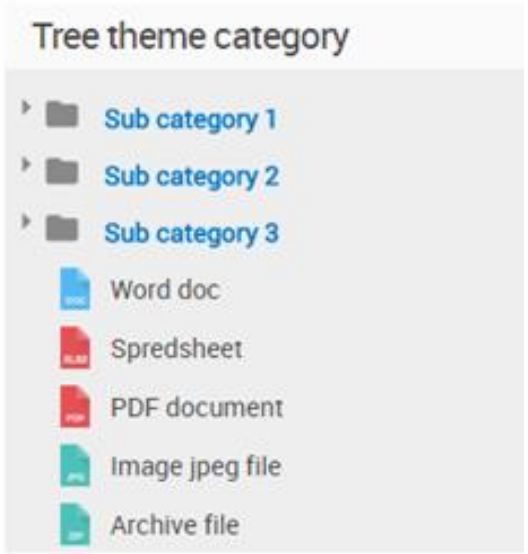
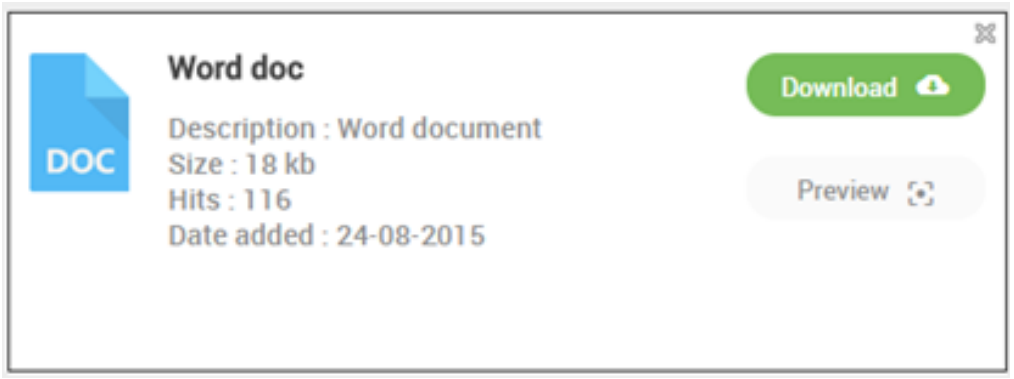
Setting up *WP File Download*

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

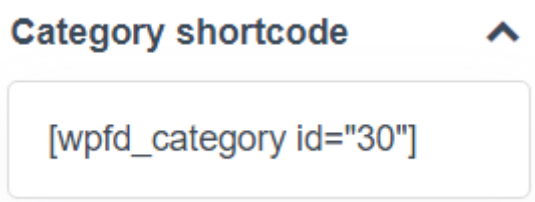
A better document library

Using *WP File Download*

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

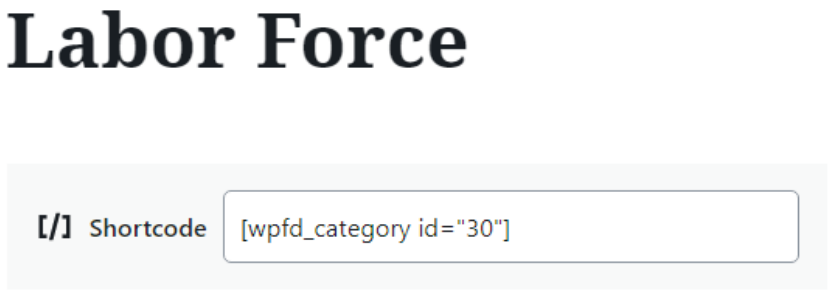
1. Copy shortcode from the backend

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



2. Paste shortcode in page or post

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



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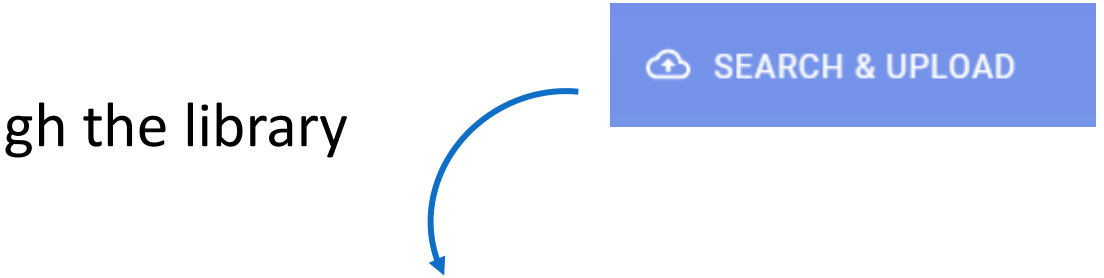
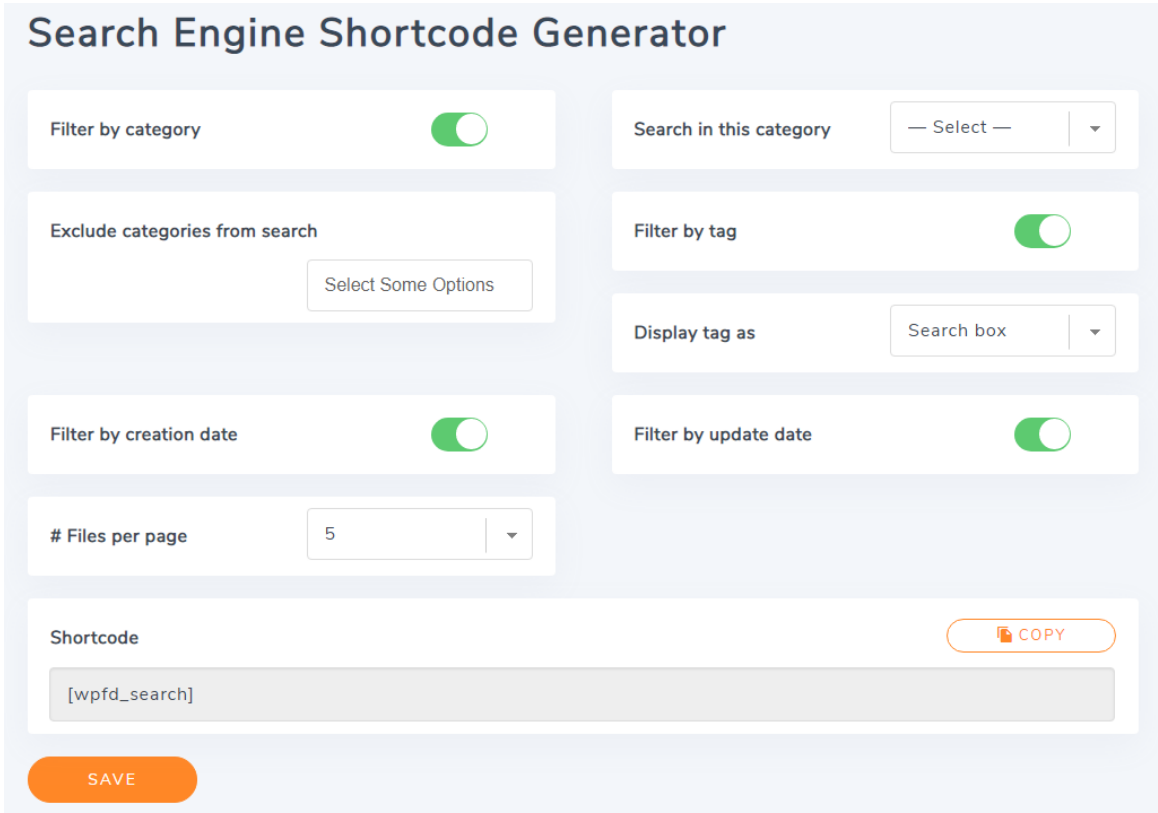
Using *WP File Download*

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.