

NSO WEB ADMINISTRATORS SEPTEMBER 2019 WORKSHOP

PART XI – DOCUMENT LIBRARY

DOCUMENTS & MEDIA BY WORDPRESS

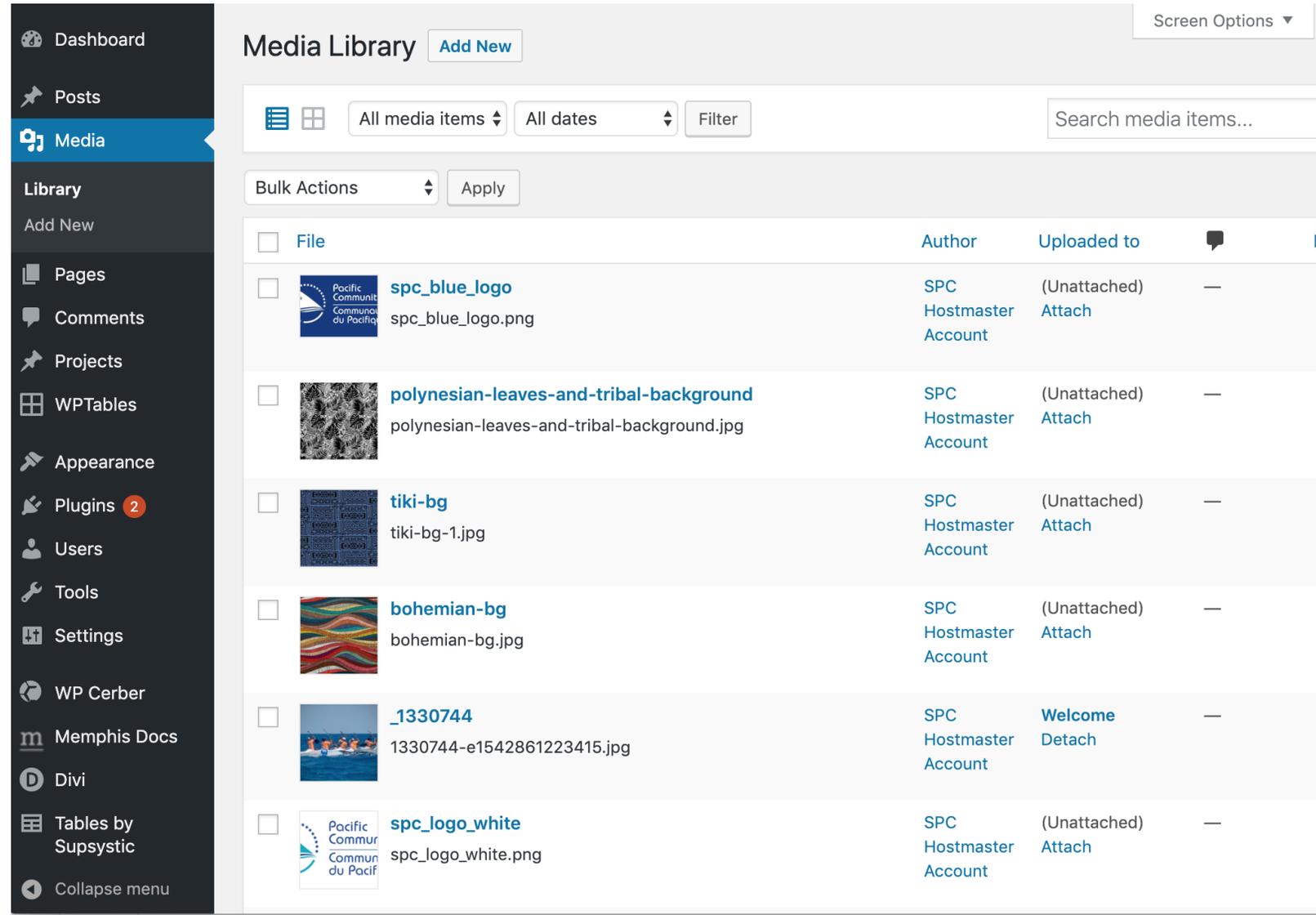
“Media management under Wordpress is very basic.”

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 content 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 contains 'Search media items...'. A 'Bulk Actions' dropdown and 'Apply' button are also present. The media items are listed in a table with columns: File, Author, and Uploaded to. Each row includes a checkbox, a thumbnail, the file name, the author (SPC Hostmaster Account), and the upload status (Unattached) with an 'Attach' link. The last row has a 'Welcome Detach' link instead of 'Attach'.

<input type="checkbox"/>	File	Author	Uploaded to	
<input type="checkbox"/>	 spc_blue_logo spc_blue_logo.png	SPC Hostmaster Account	(Unattached) Attach	—
<input type="checkbox"/>	 polynesian-leaves-and-tribal-background polynesian-leaves-and-tribal-background.jpg	SPC Hostmaster Account	(Unattached) Attach	—
<input type="checkbox"/>	 tiki-bg tiki-bg-1.jpg	SPC Hostmaster Account	(Unattached) Attach	—
<input type="checkbox"/>	 bohemian-bg bohemian-bg.jpg	SPC Hostmaster Account	(Unattached) Attach	—
<input type="checkbox"/>	 _1330744 1330744-e1542861223415.jpg	SPC Hostmaster Account	Welcome Detach	—
<input type="checkbox"/>	 spc_logo_white spc_logo_white.png	SPC Hostmaster Account	(Unattached) Attach	—

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

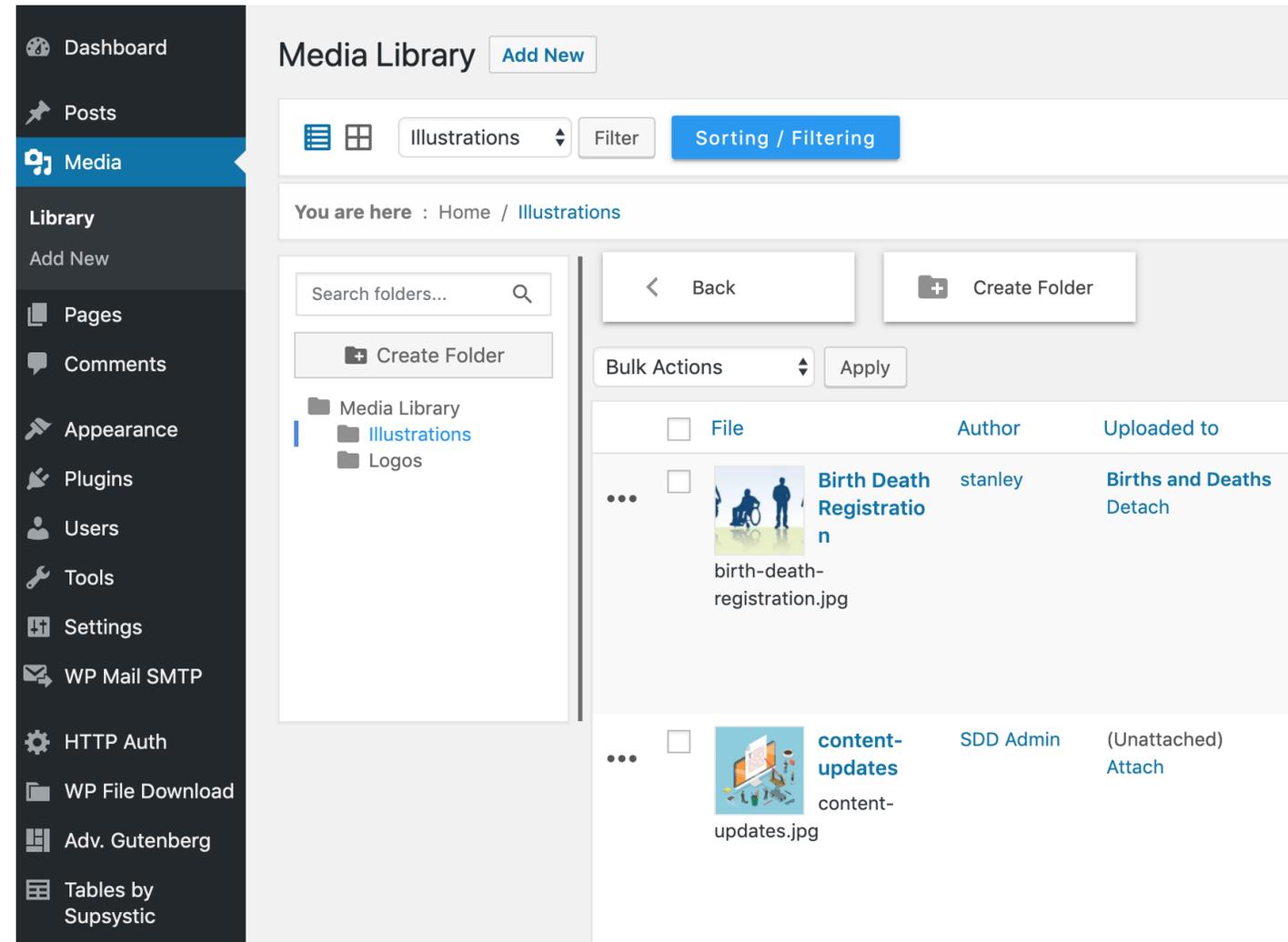
WP Download File plugin

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 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, 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' and includes an 'Add New' button. Below this are view options (grid/list), a dropdown menu set to 'Illustrations', a 'Filter' button, and a 'Sorting / Filtering' button. A breadcrumb trail reads 'You are here : Home / Illustrations'. A search bar labeled 'Search folders...' and a 'Create Folder' button are present. A folder tree on the left shows 'Media Library', 'Illustrations' (selected), and 'Logos'. On the right, there are 'Back' and 'Create Folder' buttons, and a 'Bulk Actions' dropdown with 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 :

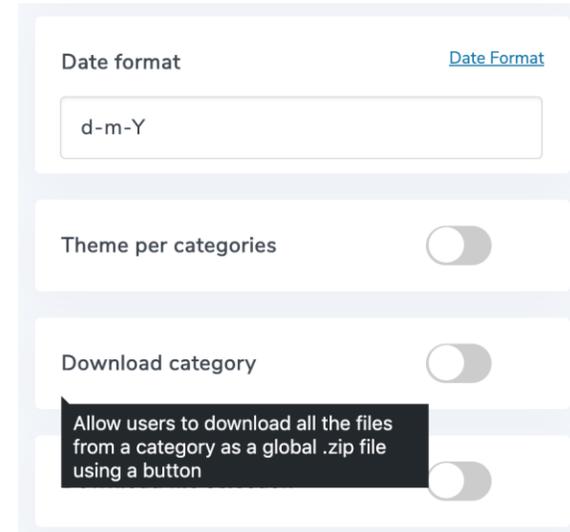
<https://www.joomunited.com/documentation/wp-file-download-documentation>

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

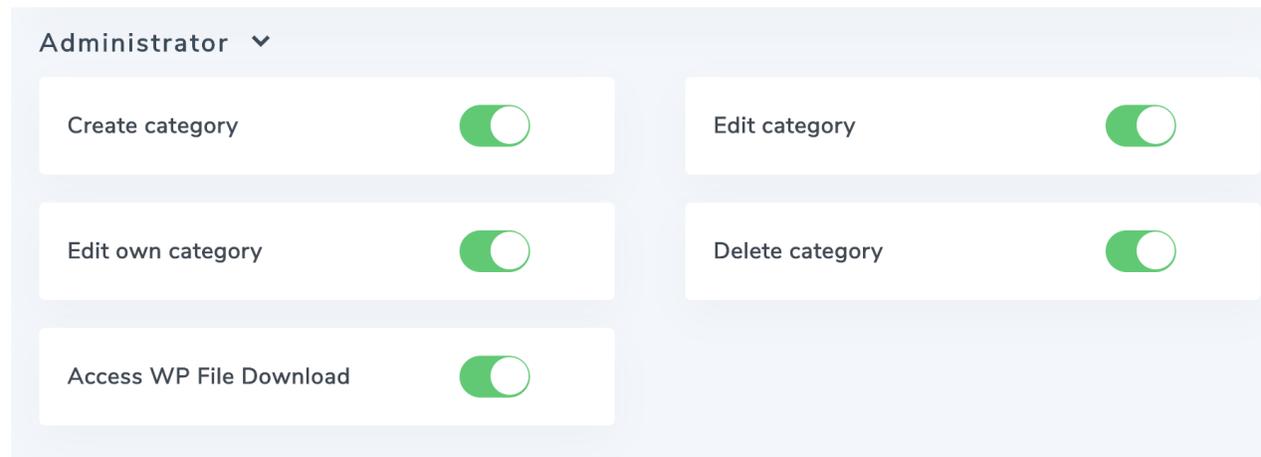


Date format [Date Format](#)
d-m-Y

Theme per categories

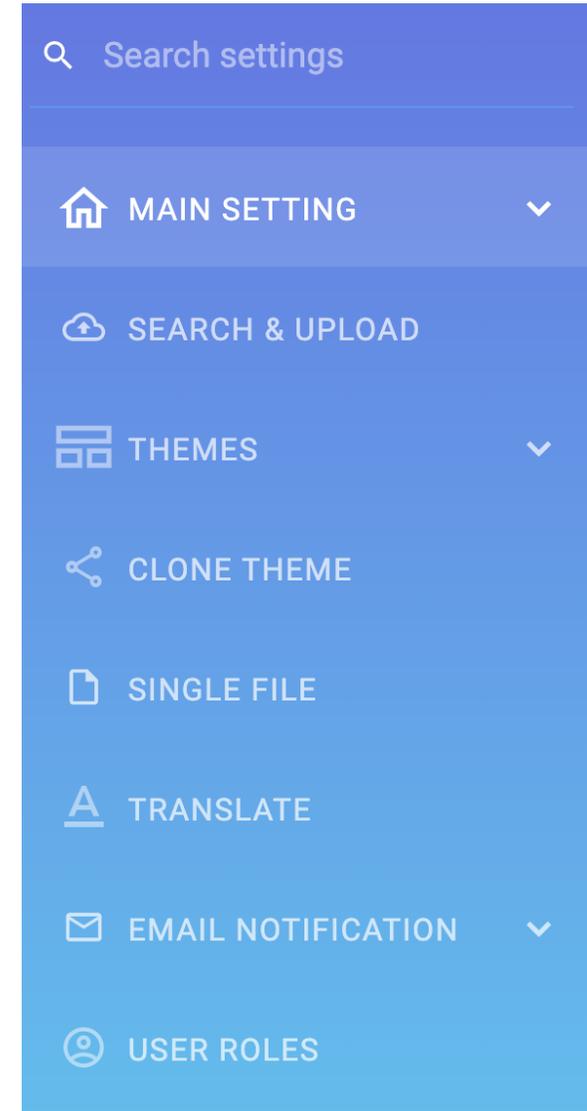
Download category

Allow users to download all the files from a category as a global .zip file using a button



Administrator ▾

Create category <input checked="" type="checkbox"/>	Edit category <input checked="" type="checkbox"/>
Edit own category <input checked="" type="checkbox"/>	Delete category <input checked="" type="checkbox"/>
Access WP File Download <input checked="" type="checkbox"/>	



Search settings

- MAIN SETTING ▾
- SEARCH & UPLOAD
- THEMES ▾
- CLONE THEME
- SINGLE FILE
- TRANSLATE
- EMAIL NOTIFICATION ▾
- USER ROLES

A better document library

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/>

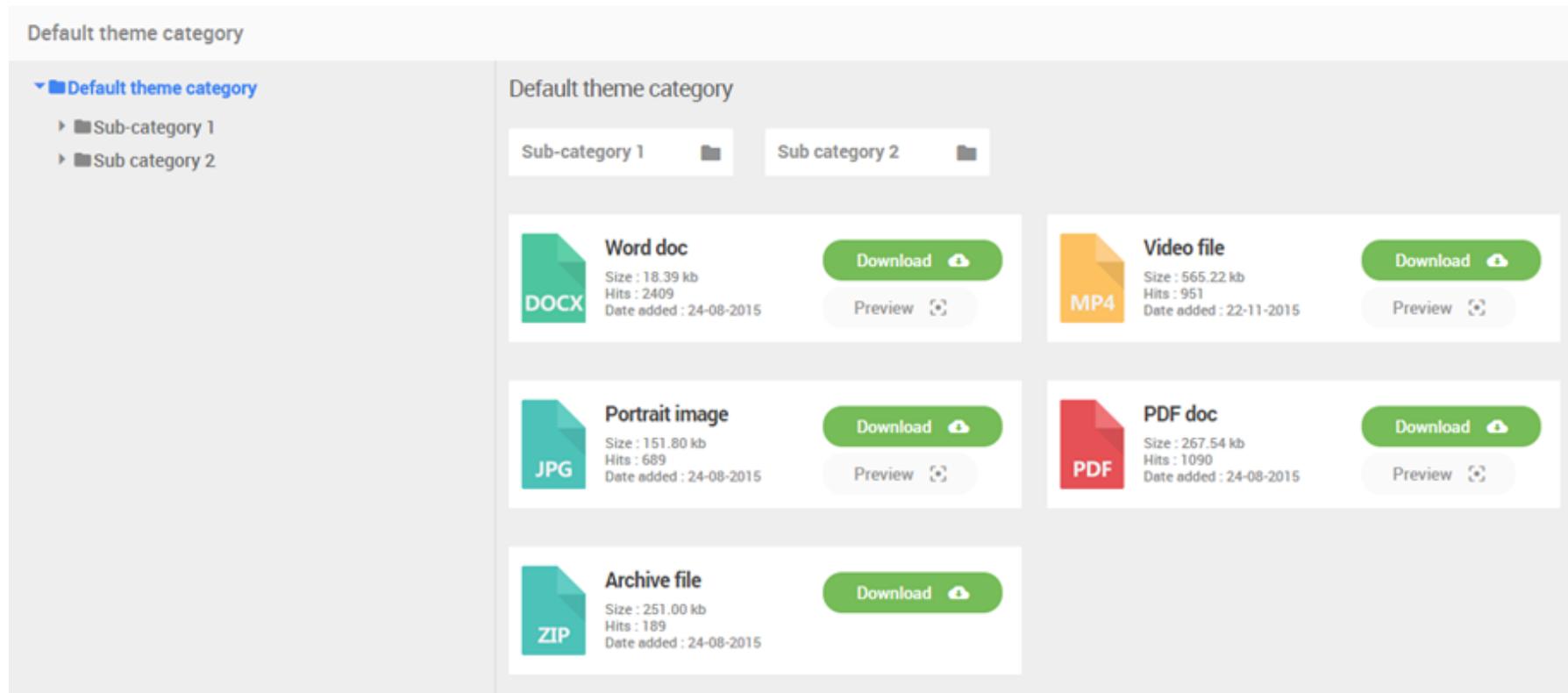
- Search form

<http://training.nso.spc.int/documents-library/>

A better document library

Setting up *WP File Download*

Default theme



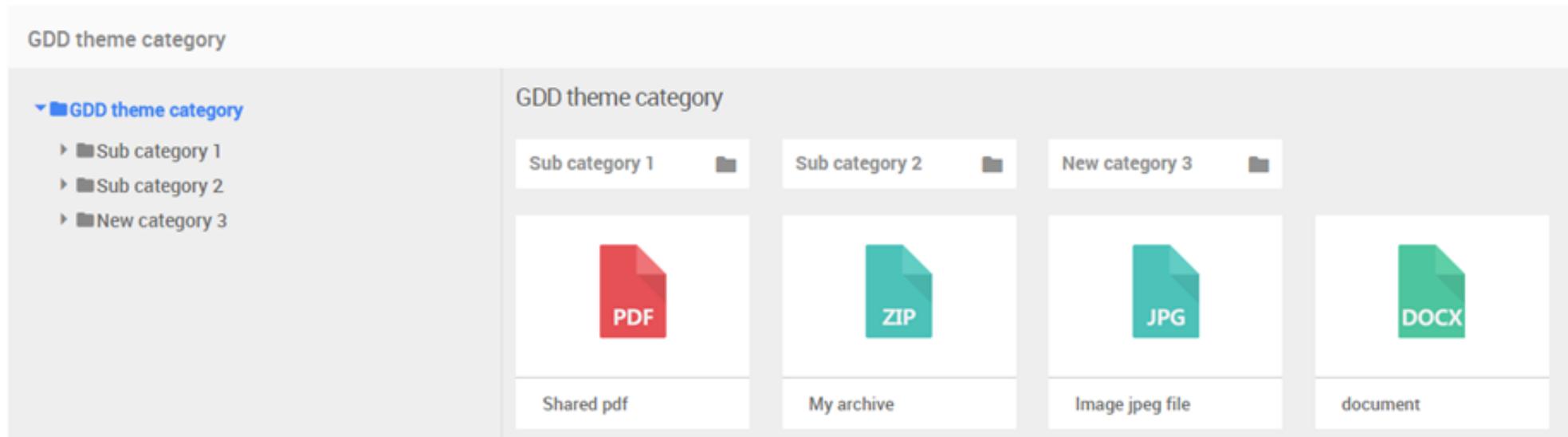
The screenshot displays the WP File Download plugin interface. On the left, a sidebar shows a tree view with 'Default theme category' expanded, containing 'Sub-category 1' and 'Sub-category 2'. The main content area, titled 'Default theme category', features two sub-category filters at the top. Below, five document cards are displayed in a grid. Each card includes a file icon, title, size, hits, date added, and 'Download' and 'Preview' buttons.

File Type	Size	Hits	Date added
Word doc (DOCX)	18.39 kb	2409	24-08-2015
Video file (MP4)	565.22 kb	951	22-11-2015
Portrait image (JPG)	151.80 kb	689	24-08-2015
PDF doc (PDF)	267.54 kb	1090	24-08-2015
Archive file (ZIP)	251.00 kb	189	24-08-2015

A better document library

Setting up *WP File Download*

GDD theme



A better document library

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 	

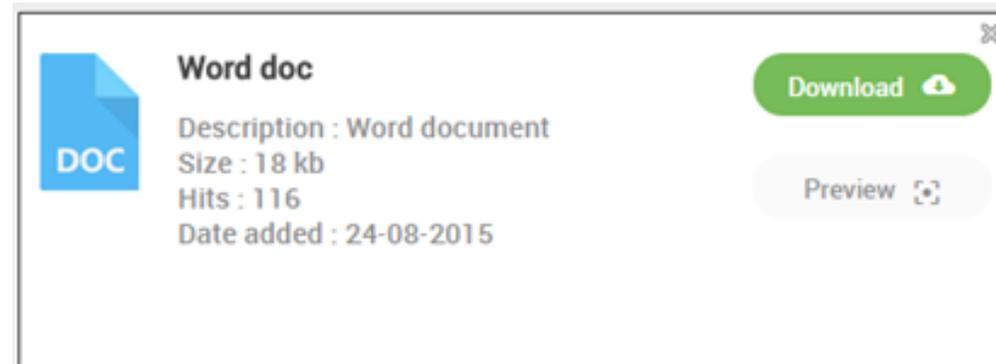
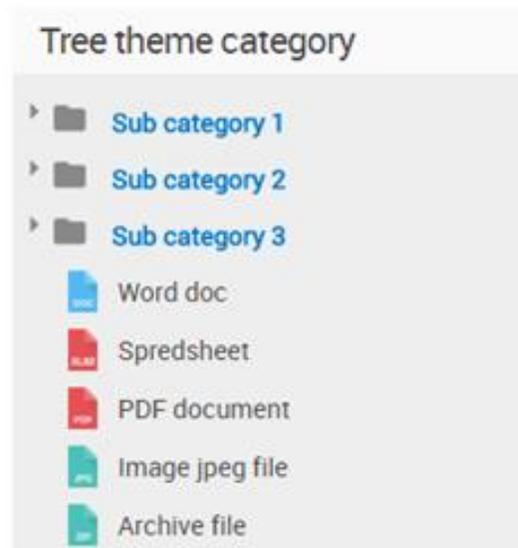


- Version
- Description
- Size
- Hits
- Date added
- Download

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*

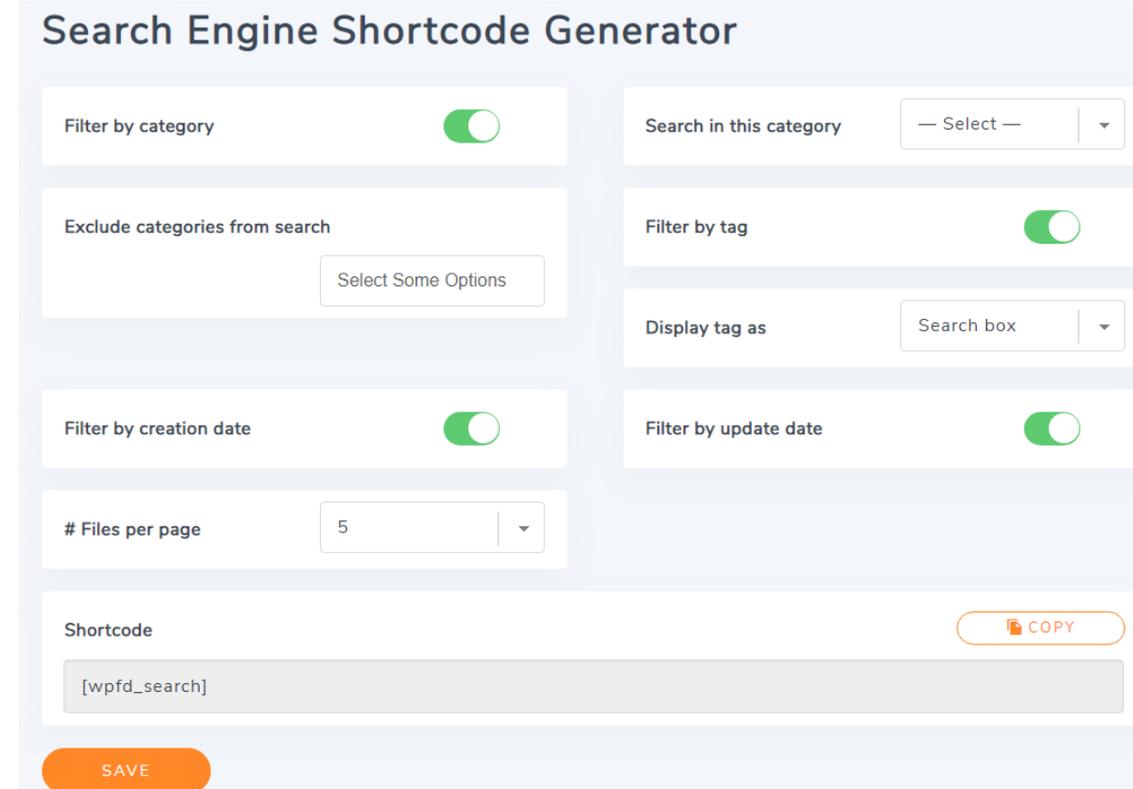
Example : add a search form to search through the library

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.

A screenshot of the "Search Engine Shortcode Generator" interface. It features several toggle switches and dropdown menus for configuring search options. A blue arrow points from the "SEARCH & UPLOAD" button to the "Filter by category" toggle. At the bottom, there is a "Shortcode" field containing "[wpfd_search]" and a "SAVE" button.

Search Engine Shortcode Generator

Filter by category

Search in this category

Exclude categories from search

Filter by tag

Display tag as

Filter by creation date

Filter by update date

Files per page

Shortcode