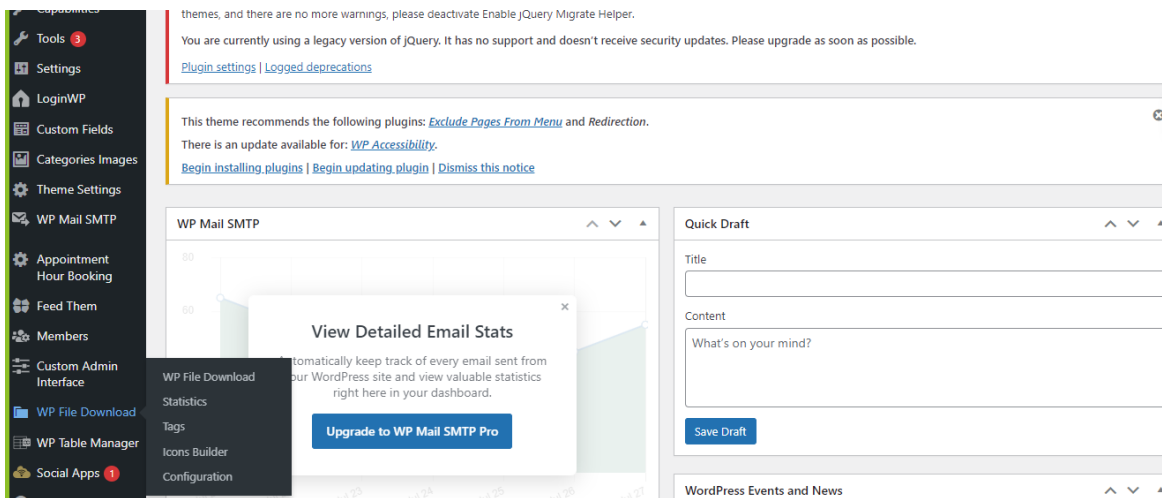


WordPress – Add & Delete WP File Download files & folders.

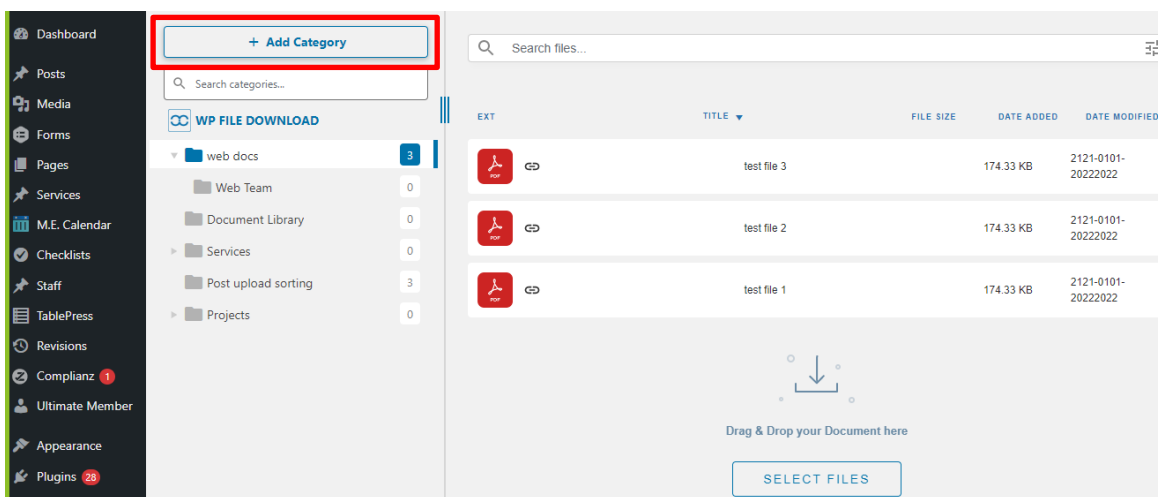
This document will explain how to add & delete files & folders on a WordPress website. This document assume you know how to log into the website and understand the admin area of your WordPress website.

Add a Folder

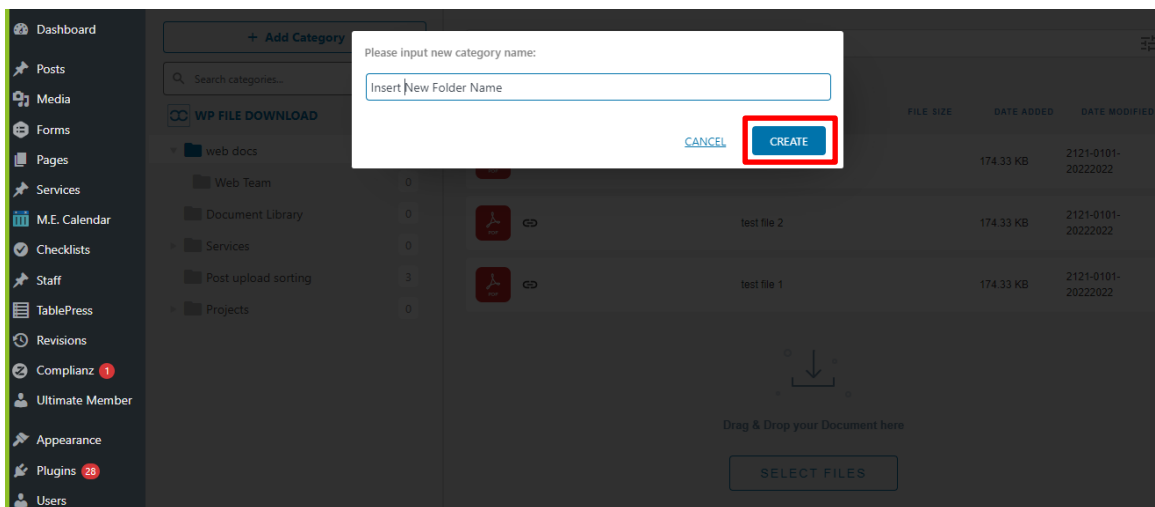
Step 1: Scroll down on the left-hand side and click “WP File Download”



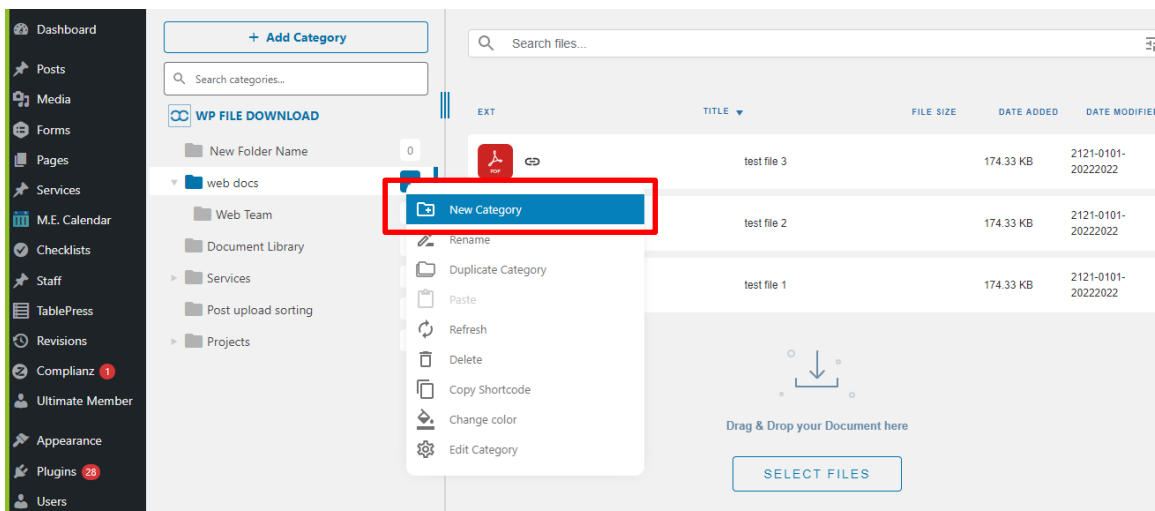
Step 2: Select “+Add Category”



Step 3: Insert the name of the folder and Select “Create”



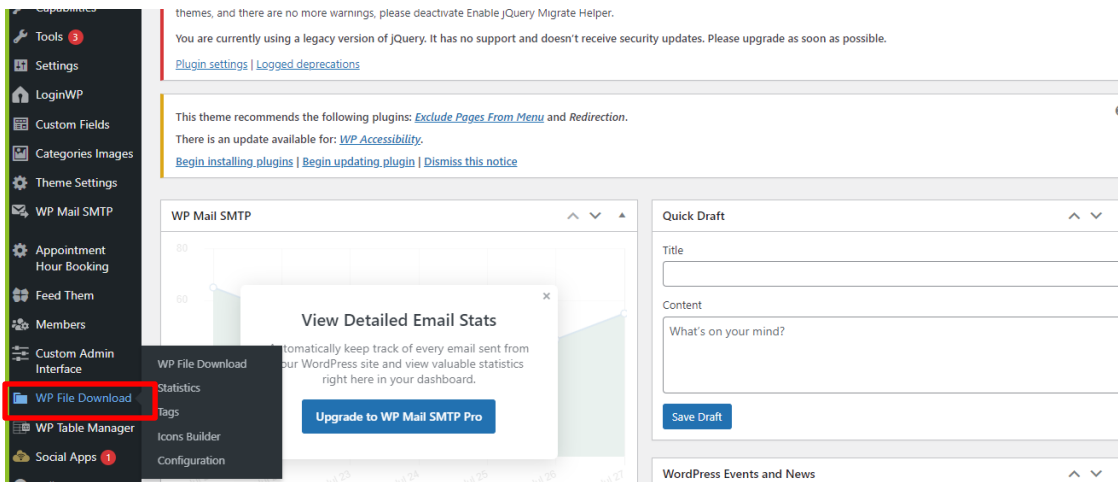
Step 4: To add a new Folder to an existing folder, right click the white square box on the right-hand side and select “Add Category”.



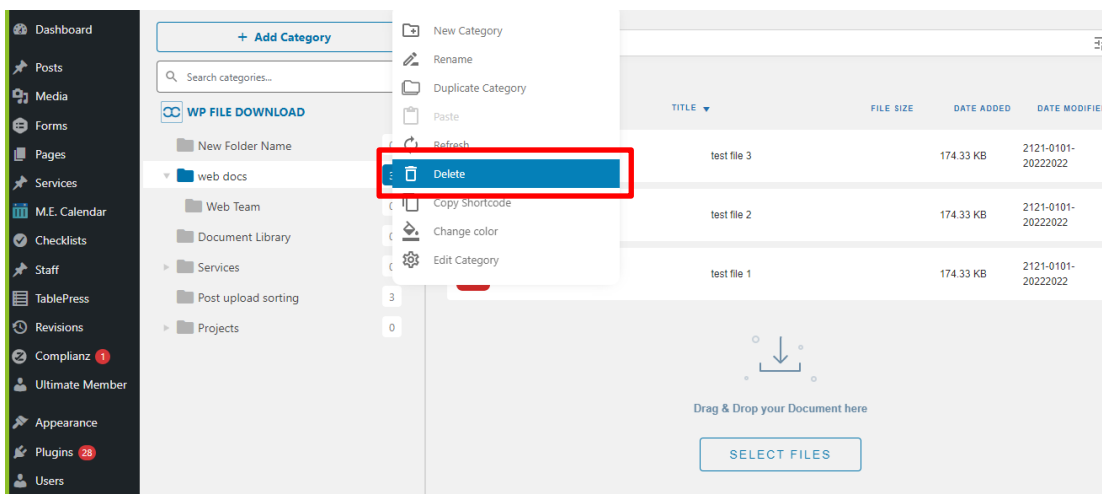
Note: You can also click and drag folders to move them into other folders. This is done by hovering over the folder icon on the left-hand side of the folder name, clicking and then dragging to the new location. You can have as many folders within folders as you would like.

Delete a Folder

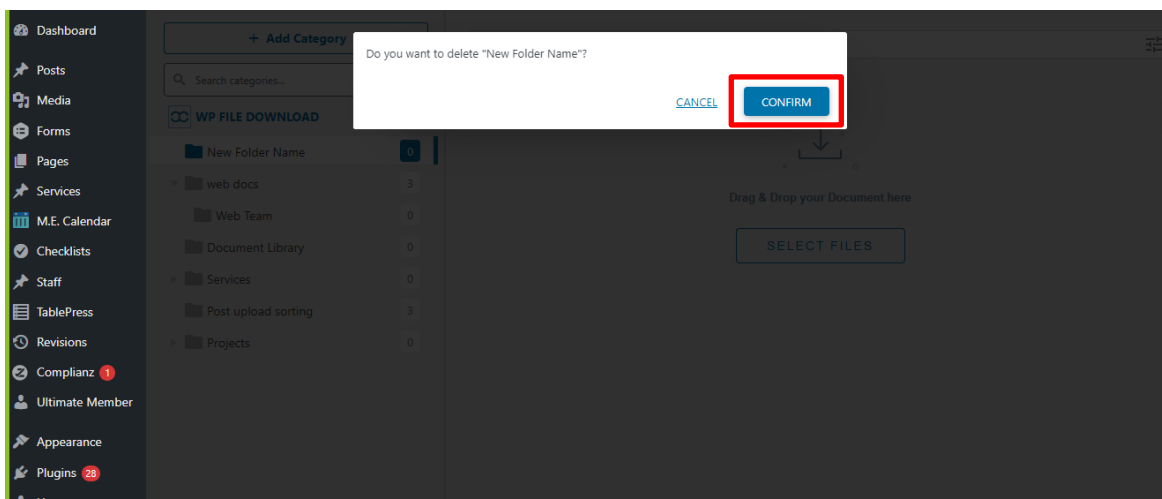
Step 1: Scroll down on the left-hand side and click “WP File Download”



Step 2: Right click on the white box on the right hand side of the folder and select the “Delete” option.

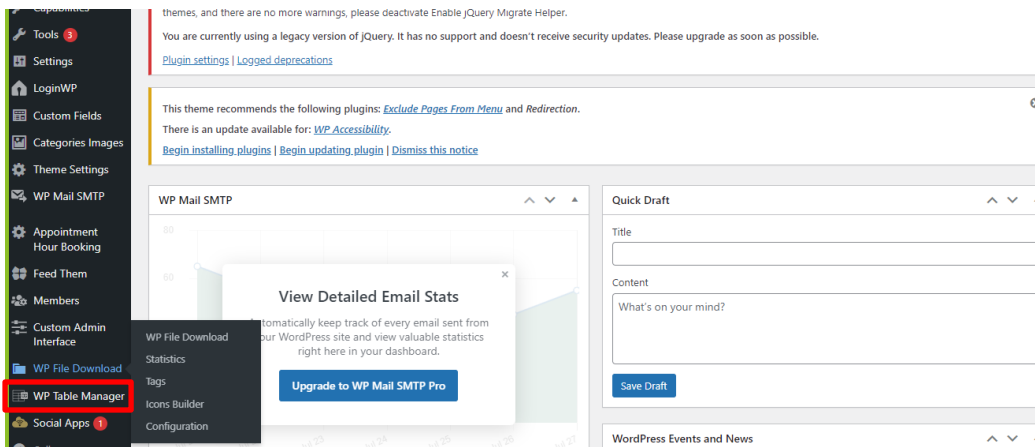


Step 3: If you're sure you want to delete this folder and all the sub folders within it then click confirm.

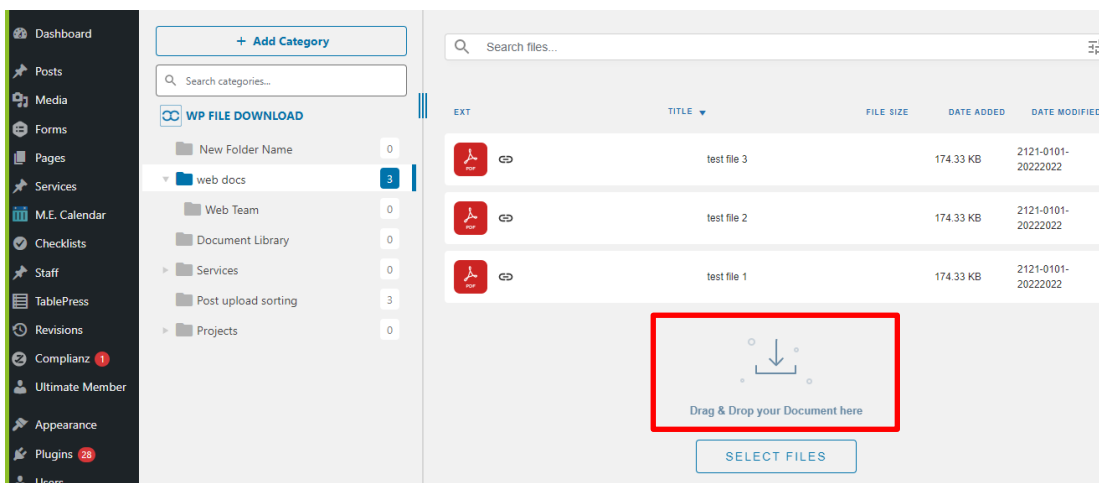


Add a File

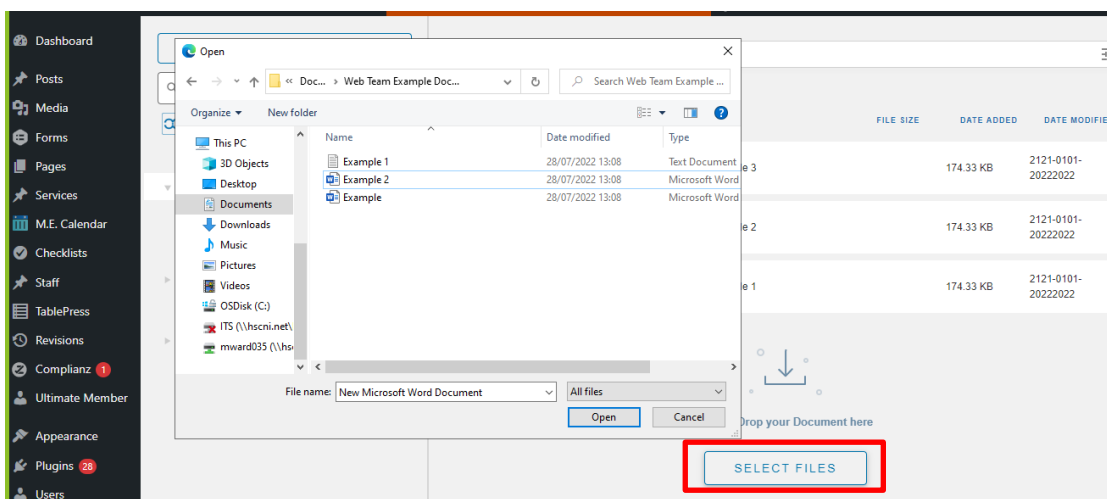
Step 1: Scroll down on the left-hand side and click “WP File Download”



Step 2: You can add files to folders by selecting the folder you would like to insert the files into and then you will have the option to drag files from your PC and drop them.

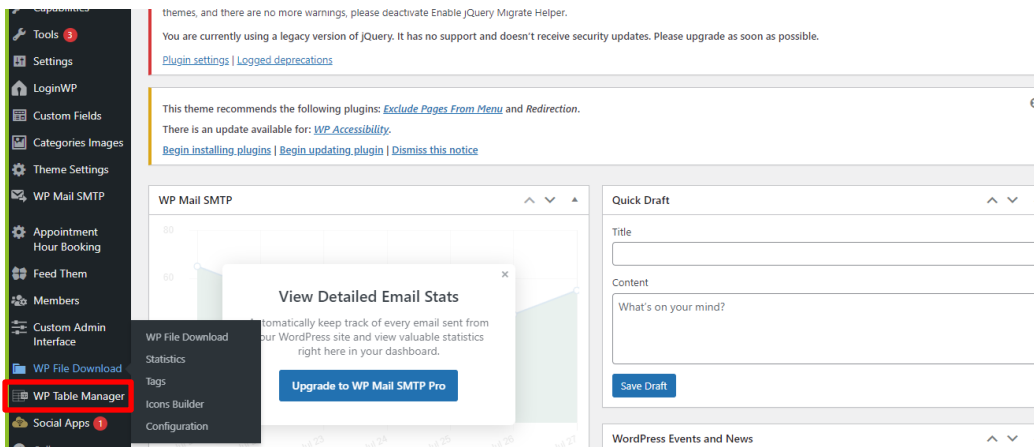


Step 3: Alternatively you can select the “Select Files” button to then search through your PC and locate your documents you would like to upload.

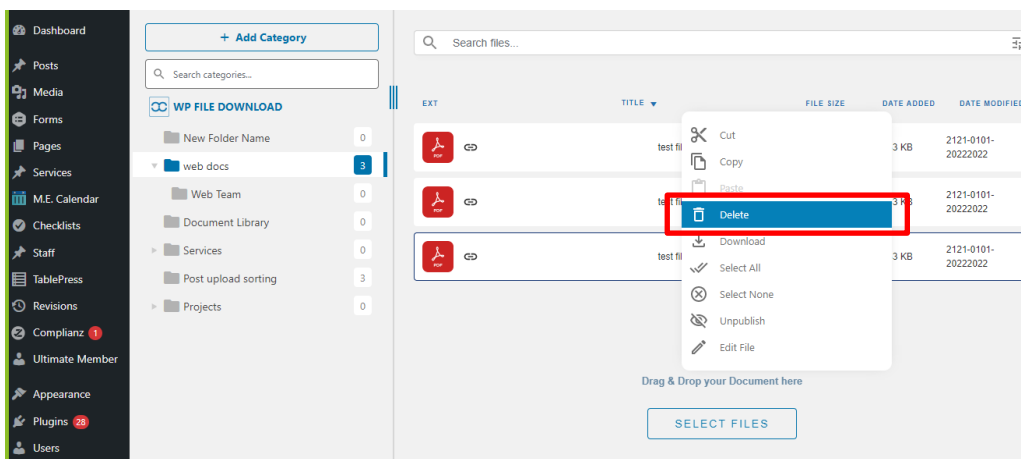


Delete a File

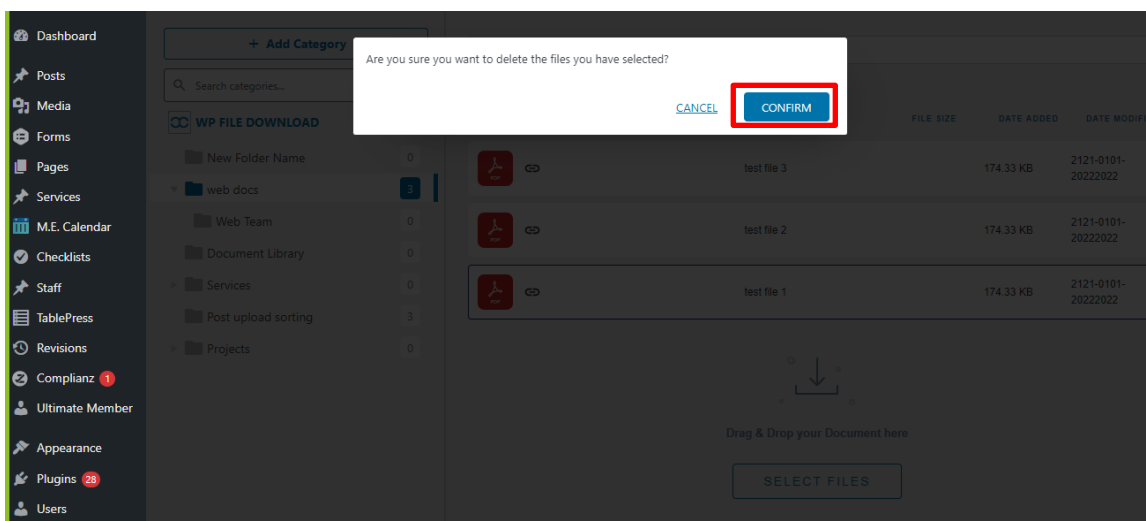
Step 1: Scroll down on the left-hand side and click “WP File Download”



Step 2: Select the file(s) you want to delete, right click them and select the option “Delete”



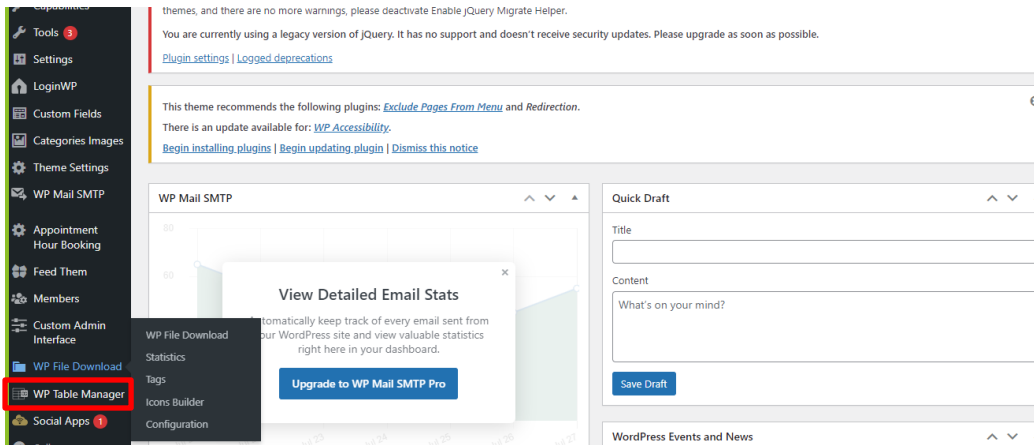
Step 3: If you are sure you would like to delete these files then click the “Confirm” button



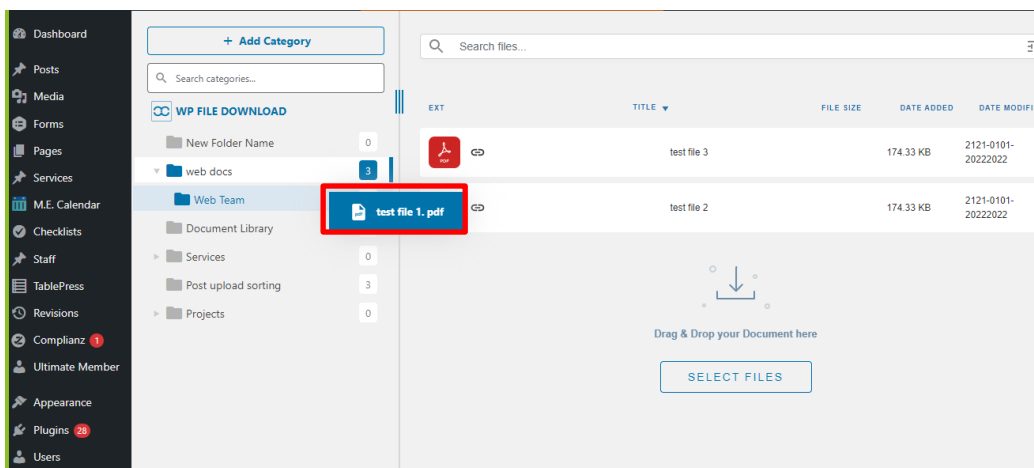
Note: To select multiple files at a time, hold down the “SHIFT” key and use your mouse to click and select the files you would like to select.

Moving Files between folders

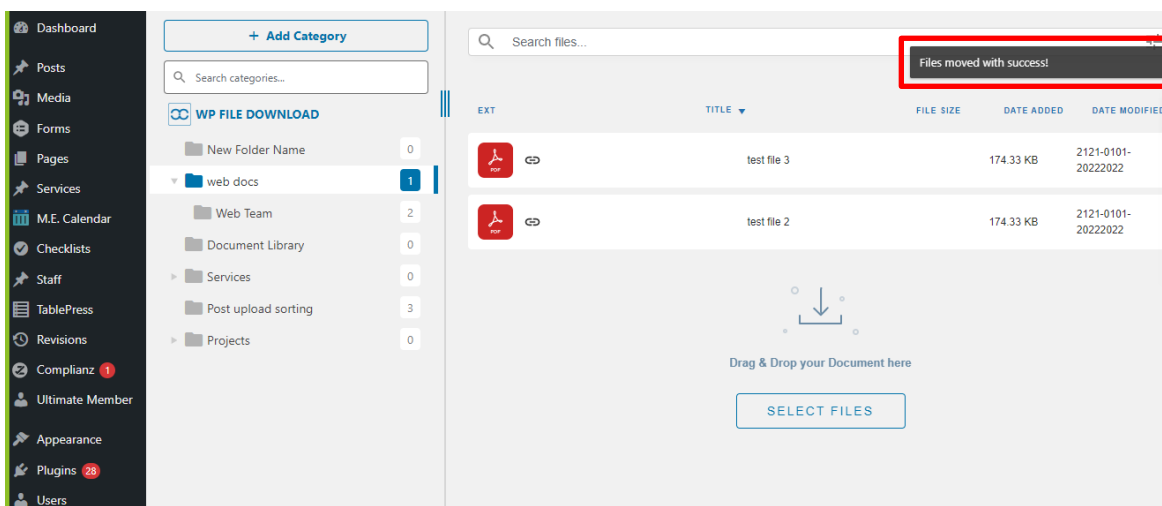
Step 1: Scroll down on the left-hand side and click “WP File Download”



Step 2: Select the file(s) you want to move, then click and drag the files to the folder you would like to move them too.

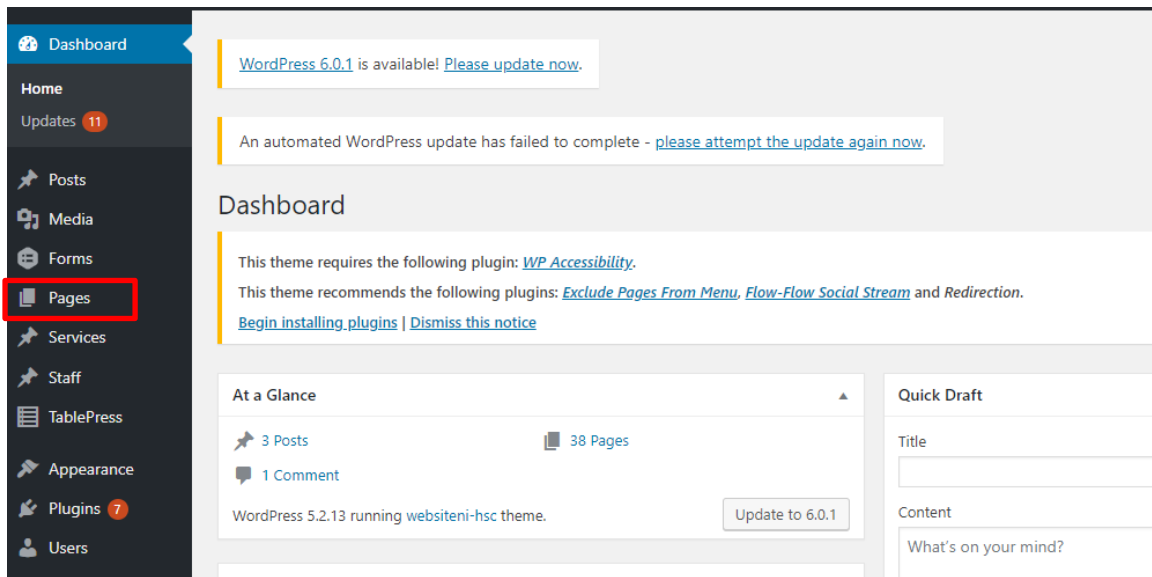


Step 3: Once the move is complete you will get a notification in the top right corner to say it has been moved successfully.

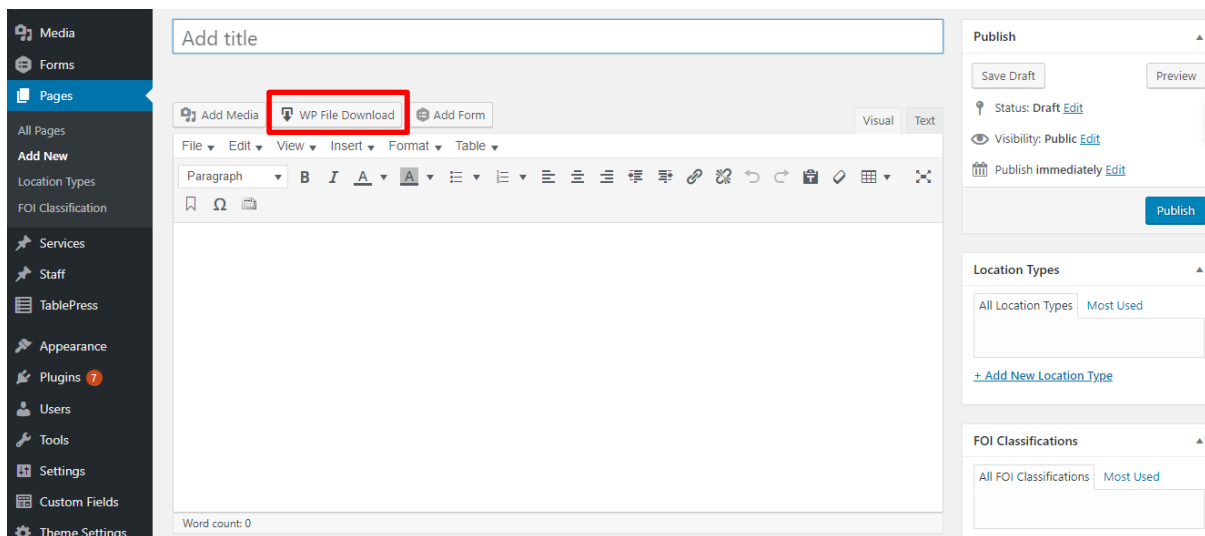


How to display this on your website

Step 1: Select “Pages” on the left-hand side bar.

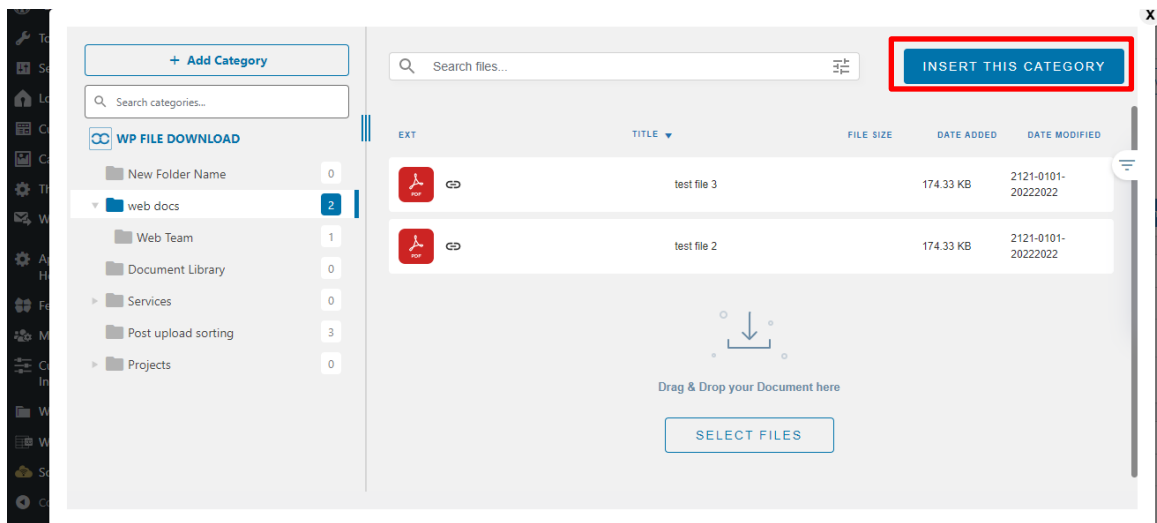


Step 2: You can add a new page or edit a current page to include WP File Download files/folders by selecting the “WP File Download” Button above the content box. If you are not sure how to add or edit a page, please refer to the pages user guide.

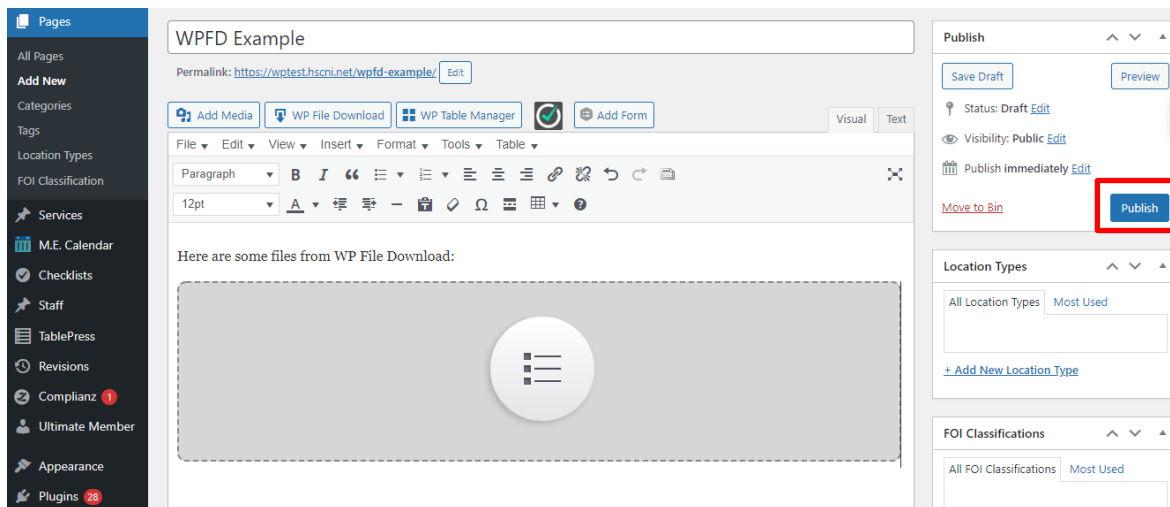


Note: You can add a folder where all files in that folder will display. These will display on the web page in alphabetical order. You can select specific files to display on the web page, these will also display in alphabetical order.

Step 3: Inserting a Folder to display, select the folder you would like to display. You can only add one folder, but this will display all the sub-folders and files within this folder. Once you have selected the folder then select the “Insert This Category” button in the top right



Step 4: Once you have inserted this category, it will look like this on the web page content box, you can add text and formatting into the content box, see below. Once ready Select the “Publish” button to publish the web page.



Note: Ensure you have set up your web page the way you would like it, selected the correct template and correct parent page.

Note: Settings for how this is displayed on the website can be customised within the settings of the plugin. If you are not confident in how to do this please get in touch with the web team via email or logging a vFire call for support and the web team will advise and set up this plugin the way that you would like.

Note: The plugin allows for downloads from the webpage, as well as viewing directly on the web page.

This is an example of how WP File Download will display on the web page:

Home > WPDF Example

WPDF Example

Here are some files from WP File Download:

web docs

WEB DOCS

- Web Team
 - test file 3
 - Size: 174.33 KB
 - Hits: 0
 - Download
 - Preview
 - test file 2
 - Size: 174.33 KB
 - Hits: 1
 - Download
 - Preview

Contents

- Home
- A-Z Test
- Added Content
- Cookies
- DOH News
- Files
- Staffnet Gravity Forms Demo
- WPDF Example
- About Us