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

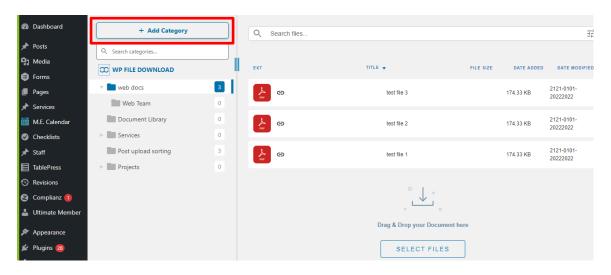
This document will explain how to add & delete files & folders on a WordPress website. This document assume you know how to log into the website and understand the admin area of your WordPress website.

Add a Folder

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

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53	Settings	Plugin settings Logged deprecations										
â	LoginWP											
=	Custom Fields	This theme recommends the following plugins: <u>Exclude Pages From Menu</u> and Redirection.	8									
	Categories Images	There is an update available for: <u>WP Accessibility.</u> Begin installing.plugins Begin updating.plugin Dismiss this notice										
۵	Theme Settings	· · · · · · · · · · · · · · · · · · ·										
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G.	WP File Download	Statistics right here in your dashboard.										
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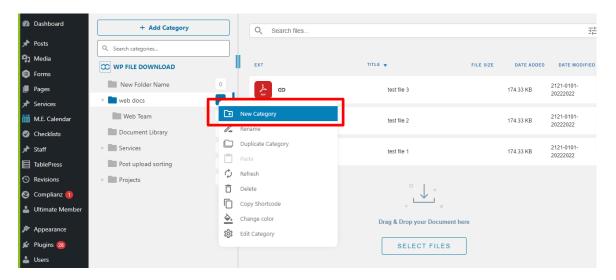
Step 2: Select "+Add Category"



Ste	o 3:	Insert t	he name	of the	folder	and	Select	"Create"
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Dashboard						
	+ Add Category	Please input ne	w category name:			
📌 Posts	Q. Search categories	Insert New Fo	lder Name			
9] Media	C WP FILE DOWNLOAD	libert				
🖨 Forms				CANCEL		
📕 Pages	🔻 🔚 web docs					
🖈 Services						
iii M.E. Calendar						
Checklists						
🖈 Staff						
TablePress						
Revisions						
🥝 Complianz በ						
👗 Ultimate Member						
Appearance						
🖌 Plugins (28)						
_						
📥 Users						

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

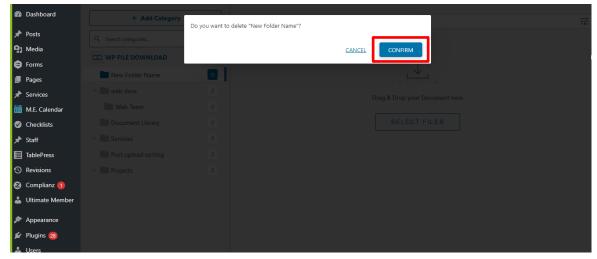
Step 1: Scroll down on the left-hand side and click "WP File Download"

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🖋 Tools 🔕	You are currently using a legacy version of jQuery. It has no support and doesn't receive sec	urity updates. Please upgrade as soon as possible.								
Settings	Plugin settings Logged deprecations									
n LoginWP										
Custom Fields	This theme recommends the following plugins: Exclude Pages From Menu and Redirection.	0								
 	There is an update available for: <u>WP Accessibility</u> .	re is an update available for: <u>WP Accessibility</u> .								
Categories Images	Begin installing plugins Begin updating plugin Dismiss this notice									
🔅 Theme Settings										
🕰 WP Mail SMTP	WP Mail SMTP	Quick Draft ^ V								
Appointment Hour Booking		Title								
🗊 Feed Them	60 ×	Content								
🍰 Members	View Detailed Email Stats	What's on your mind?								
Custom Admin	WP File Download Dur WordPress site and view valuable statistics	whet's on your minu:								
💼 WP File Download	Statistics									
_	Tags Upgrade to WP Mail SMTP Pro	Save Draft								
💼 WP Table Manager	Icons Builder									
💩 Social Apps 🚺	Configuration	WordPress Events and News								
	11 ²⁰ 11 ²⁰ 11 ²⁰ 11 ²⁰ 11 ²⁰ 11 ²⁰	wordpress events and news								

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

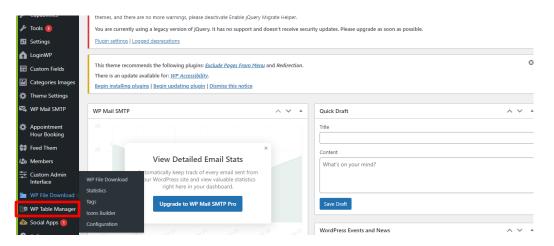
Dashboard	+ Add Category						
✤ Posts ⑦ Media	Q Search categories WP FILE DOWNLOAD	_ ~ ~	Duplicate Category	TITLE 🔻	FILE SIZE	DATE ADDED	DATE MODIFIED
🖨 Forms 📕 Pages	New Folder Name	, ¢	Paste Refresh	test file 3		174.33 KB	2121-0101- 20222022
★ Services M.E. Calendar	• web docs	: 0 (1)	Copy Shortcode	test file 2		174.33 KB	2121-0101- 20222022
✓ Checklists★ Staff	 Document Library Services 	、 全. 、袋	Change color Edit Category	test file 1		174.33 KB	2121-0101- 20222022
 TablePress Revisions 	 Post upload sorting Projects 	3					
 Complianz (1) Ultimate Member 				°↓°			
Appearance				Drag & Drop your Document h	nere		
💅 Plugins 23 👗 Users				SELECT FILES			

Step	3: If you're sure	e you want t	o delete t	his folder:	and all the	e sub folders	within it t	hen click
confi	irm.							

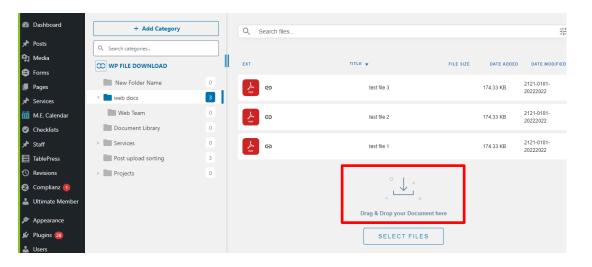


Add a File

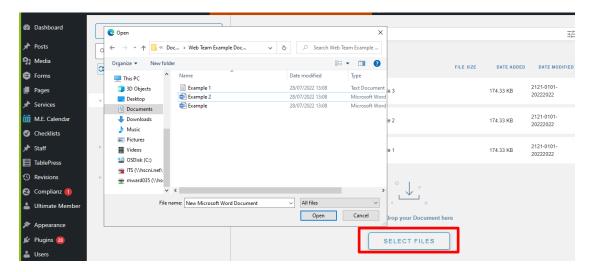
Step 1: Scroll down on the left-hand side and click "WP File Download"



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.

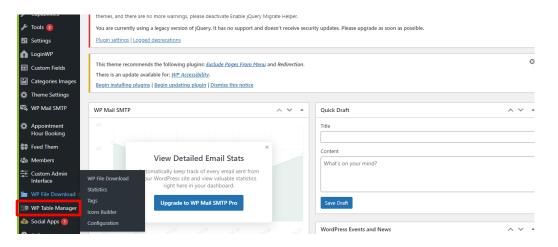


Step 3: Alternatively you can select the "Select Files" button to then search through your PC and locate your documents you would like to upload.



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"

Ø	Dashboard	+ Add C	Category		Q Search files					幸
Ľ	Posts Media	Q Search categories	DAD		EXT	TITLE 👻		FILE SIZE D	ATE ADDED	DATE MODIFIED
Ľ	Forms Pages	New Folder Nam		ľ	e e	test	× ٦	Cut Copy	3 КВ	2121-0101- 20222022
i	Services M.E. Calendar Checklists	Web Team	0	1	e	te <mark>r</mark> t	Ċ	Paste Delete	3 K 8	2121-0101- 20222022
*	Staff TablePress	Services Post upload sorti	0		e	test	fil	Download Select All	з кв	2121-0101- 20222022
3	Revisions Complianz 📵	Projects	0				× ×			
	Ultimate Member Appearance					Drag 8	Drop y	Edit File our Document here		
	Plugins 28 Users						SELE	CT FILES		

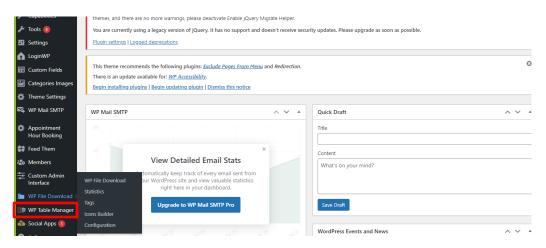
Step 3: If you are sure you would like to delete these files then click the "Confirm" button

B	Dashboard						
		+ Add Category	Are you sure you w	vant to delete the files you have selected?			
*	Posts						
97	Media				CANCEL CONFIRM		
₽	Forms						
۰	Pages		0				
*	Services	v 💼 web docs	3				
iii	M.E. Calendar						
ø	Checklists						
*	Staff						
E	TablePress						
3	Revisions						
ø	Complianz 🚺						
2	Ultimate Member						
*	Appearance						
	Plugins (28)						
1							
-	Users						

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.

63	Dashboard	+ Add Category	Q Search files				::
*	Posts	Q Search categories					
91	Media		EXT	TITLE 👻	FILE SIZE	DATE ADDED	DATE MODIFIED
₽	Forms	C WP FILE DOWNLOAD			1100 3120		DATE MODIFIEL
٠	Pages	New Folder Name	· 🛃 o	test file 3	174		2121-0101- 20222022
*	Services	v 🖿 web docs					LVLLLVLL
iii	M.E. Calendar	🖿 Web Team	test file 1. pdf	test file 2	174		2121-0101- 20222022
ø	Checklists	Document Library					20222022
*	Staff	> Services		0 1			
目	TablePress	Post upload sorting	3	ŭ ↓ °			
3	Revisions	Projects		° 0			
ø	Complianz በ			Drag & Drop your Document here	e		
4	Ultimate Member			SELECT FILES			
~	Appearance			SELECTTIELS			
	Plugins (28)						
۵	Users						

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

đ	Dashboard	+ Add Category		Q Search files					
*	Posts	Q Search categories				Files moved with success!			
	Media	C WP FILE DOWNLOAD		EXT	TITLE 👻	FILE SIZE	DATE ADDED	DATE MODIFIED	
	Forms	New Folder Name	0					2121-0101-	
	Pages Services	v 🖿 web docs	1		test file 3		174.33 KB	20222022	
Ľ	M.E. Calendar	Web Team	2	e e	test file 2		174.33 KB	2121-0101-	
ø	Checklists	Document Library	0	507				20222022	
*	Staff	Services	0		0 1				
E	TablePress	Post upload sorting	3						
3	Revisions	Projects	0		° 0				
Ø	Complianz በ				Drag & Drop your Document h	ere			
*	Ultimate Member				SELECT FILES				
×	Appearance				L				
Ń	Plugins 2								
4	Users								

How to display this on your website

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

② Dashboard	WordPress 6.0.1 is available! Please update now.							
Home	TUTUTTESS U.U.T. IS available: Trease update TUT.							
Updates 11	An automated WordPress update has failed to complete - <u>please attempt the update again r</u>	<u>iow</u> .						
 Posts Media 	Dashboard							
Forms	Forms This theme requires the following plugin: <u>WP Accessibility</u> .							
📕 Pages	This theme recommends the following plugins: <u>Exclude Pages From Menu</u> , <u>Flow-Flow Social Strea</u>	<u>m</u> and <i>Redirection</i> .						
🖈 Services	Begin installing plugins Dismiss this notice							
📌 Staff	At a Glance	Quick Draft						
TablePress	→ 3 Posts	Title						
🔊 Appearance	1 Comment							
🖆 Plugins 7	WordPress 5.2.13 running websiteni-hsc theme. Update to 6.0.1	Content						
👗 Users		What's on your mind?						

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.

93 Media	Add title	Publish
Forms		Save Draft Preview
All Pages Add New Location Types FOI Classification	P: Add Media WP File Download ● Add Form Visual Text File ▼ Edit ▼ View ▼ Insert ▼ Format ▼ Table ▼ Paragraph ● B I ▲ ▼ 臣 ▼ 臣 ▼ 臣 ▼ 臣 ▼ 臣 ▼ 臣 ▼ 臣 ▼ 臣 ▼ 臣 ▼	Save Drait Preview [®] Status: Draft <u>Edit</u> [®] Visibility: Public <u>Edit</u> [®] Publish immediately <u>Edit</u>
⋆ Services⋆ StaffTablePress		Location Types A All Location Types Most Used
 Appearance Plugins (7) Users 		+ Add New Location Type
ToolsSettingsCustom Fields	Word count: 0	All FOI Classifications Most Used
🔅 Theme Settings	word count o	

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

								x
<pre></pre>	+ Add Category		Q Search files		∃‡	INSERT TH	IS CATEGORY	
n Lo	Q. Search categories							
	C WP FILE DOWNLOAD	l	EXT	TITLE 👻	FILE SIZE	DATE ADDED	DATE MODIFIED	
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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.

Pages			
	WPFD Example	Publish	^ ~ *
All Pages	Permalink: https://wptest.hscni.net/wpfd-example/ Edit	Save Draft	Preview
Add New		Save Draft	Preview
Categories	🗣 Add Media 🐺 WP File Download 🔡 WP Table Manager 🧭 🖨 Add Form Visual Text	Status: Draft Edit	
Tags	File v Edit v View v Insert v Format v Tools v Table v	Visibility: Public Edit	
Location Types		Publish immediately Edit	
FOI Classification	Paragraph ▼ B I 66 E ▼ E ▼ E ± ± Ø 22 ℃ □ X	in the second se	
🖈 Services	12pt <u>A</u> ▼ 標 平 − 🛱 ◊ Ω 🏧 ⊞ ▼ 🕑	Move to Bin	Publish
M.E. Calendar			
	Here are some files from WP File Download:	Location Types	
Checklists		Location Types	
🖈 Staff		All Location Types Most Use	d
TablePress			
Revisions	<u> </u>		
_		+ Add New Location Type	
🙆 Complianz 🚺			
👗 Ultimate Member		FOI Classifications	~ × A
. .			
Appearance		All FOI Classifications Most	Used
😰 Plugins 2			

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 > WPFD Example			
	WPFD Example	Contents		
		Home		
	Here are some files from WP File Download:	A-Z Test		
0		Added Content		
т	web docs	Cookies		
	WEB DOCS	DOH News +		
	Web Team	Files		
	test file 3 Sine: 174 33 //p Download	Staffnet Gravity Forms Demo		
	PDF Hits: 0	WPFD Example		
	Preview 😒 Preview 😒	About Us +		