



WP MEDIA FOLDER DOCUMENTATION

Introduction

I. WP MEDIA FOLDER INSTALL

- 1.1 Install
- 1.2 Update the plugin
- 1.3 Notification after install

II. WP MEDIA FOLDER COMMON USE

- 2.1 Manage folders from post/page
- 2.2 Manage media
- 2.3 Remove and edit folders
- 2.4 Media view
- 2.5 WordPress media search and filtering
- 2.6 Add remote Youtube video

III. MANAGE GALLERIES

- 3.1 Create a gallery
- 3.2 Add custom links on gallery images
- 3.3 Gallery themes
- 3.4 Image options
- 3.5 NextGEN gallery importer

IV. WP MEDIA FOLDER SETTINGS

- 4.1 General settings
- 4.2 Gallery settings
- 4.3 Media access
- 4.4 Server file importer & sync

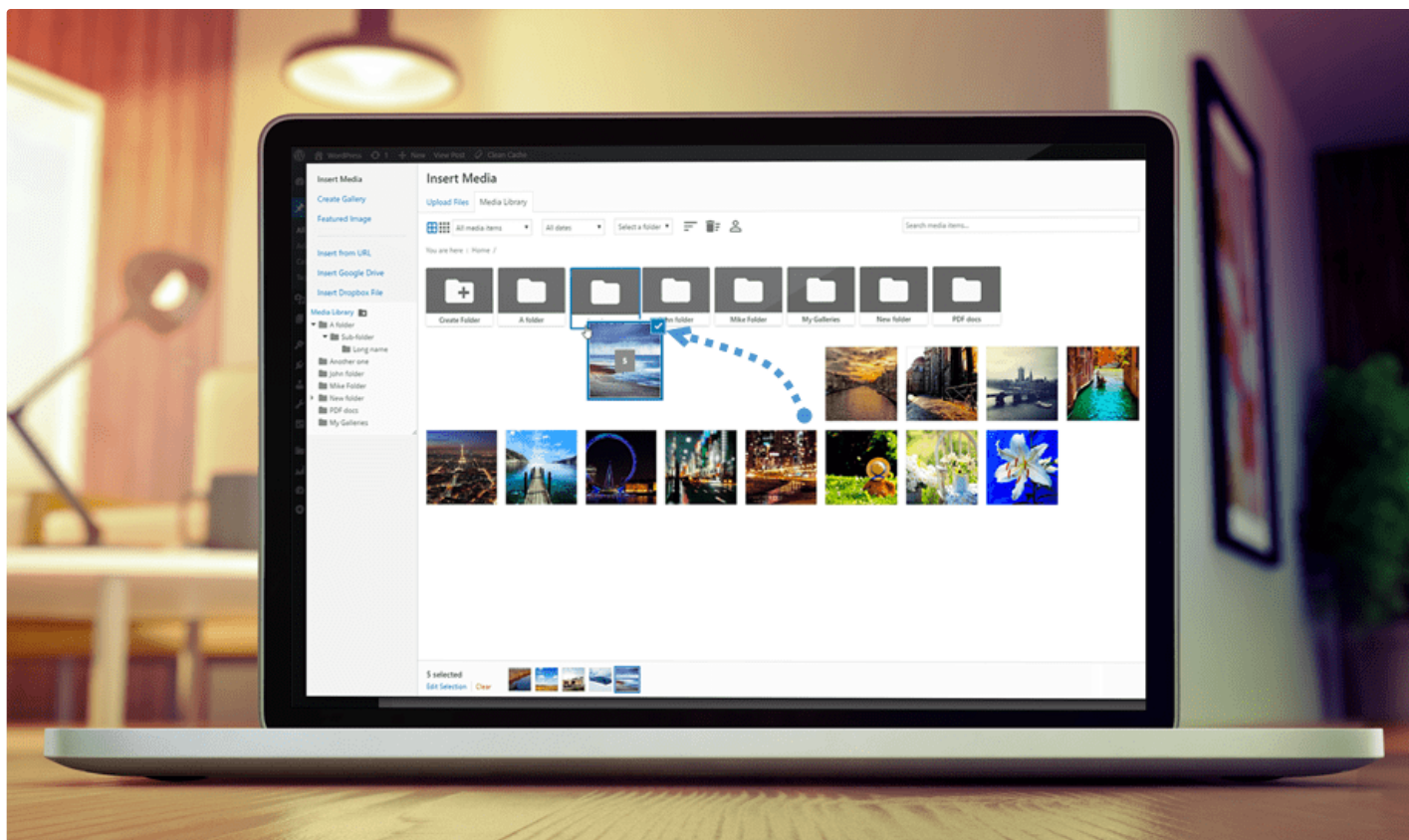
[4.5 Single file design](#)

[4.6 Media rename and remove](#)

[4.7 Image Watermark](#)

Introduction

WP media Folder is a **WordPress** plugin that enhance the **WordPress** media manager by adding a **folder manager** inside.



Main advantages:

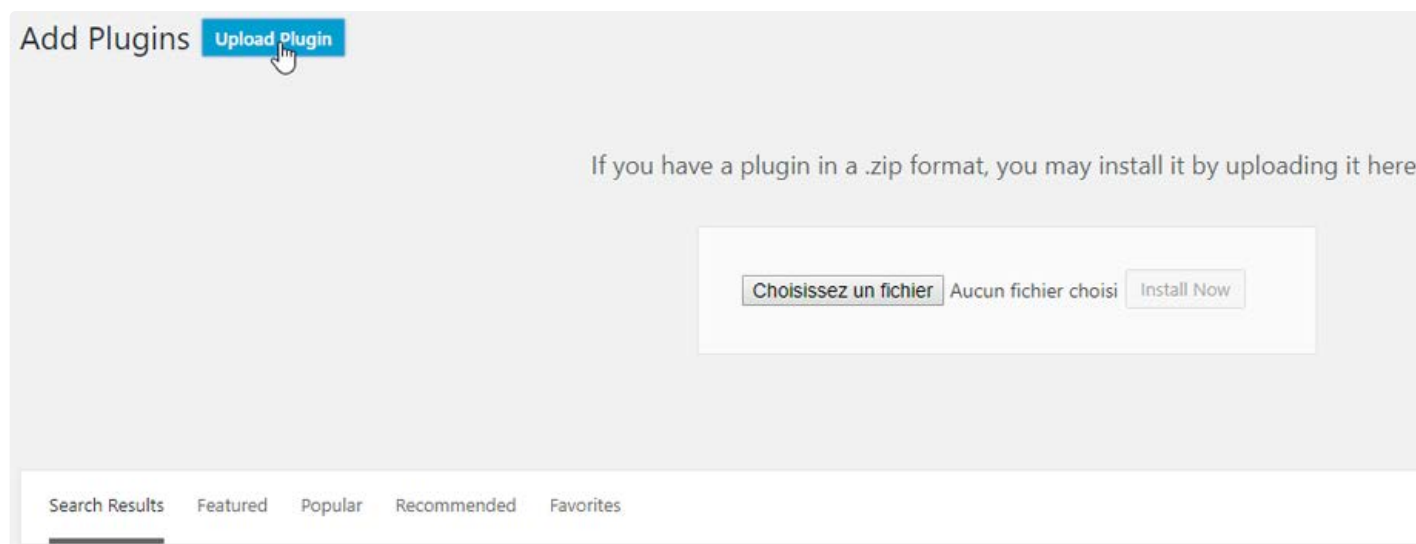
- Multi-level folders
- Move media with drag'n drop
- Multiple media selection and move
- Create galleries from folder
- 4 gallery themes
- NextGEN gallery importer
- Import post categories as folder
- Breadcrumb and folder tree navigation
- Bulk upload in a particular folder
- Nothing lost on uninstall

- WooCommerce support

I. WP MEDIA FOLDER INSTALL

1.1 Install

In order to install our plugin you should use standard WordPress installer or unzip and put all the folder in /wp-content/plugin.



Then click on **activate plugin**, to see WP Media Folder menu appear on the WordPress left menu.

WP Media Folder is accessible from the media menu and the media button above your editor. You also have the parameters under the "Settings" menu.

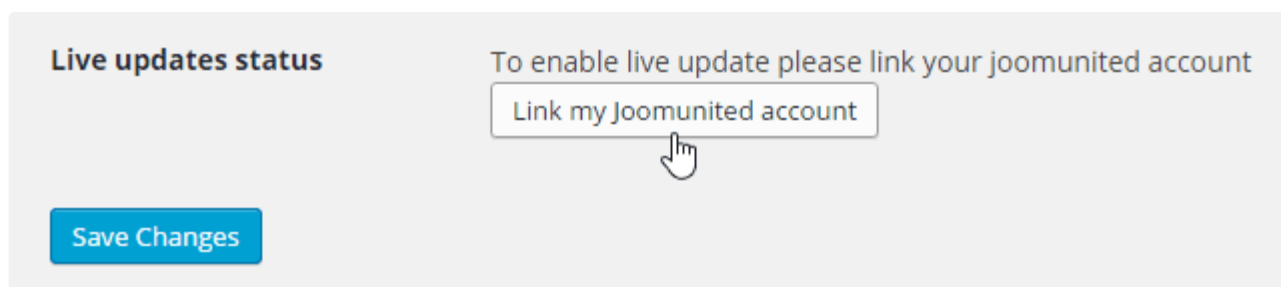
1.2 Update the plugin

In order to update the WP Media Folder, you can use the WordPress default updater. You can also remove and install the new version from a .zip file downloaded on www.joomunited.com. **In any case you won't lose any content because everything is database stored.**

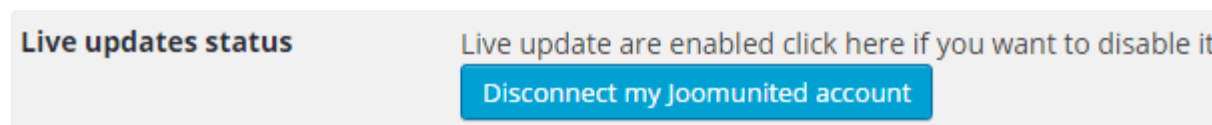


Be sure to always have the latest version to avoid security and stability problem.

To update the paid version, you need to login to your JoomUnited account from the WordPress settings: **Settings > General**



Then use your JoomUnited account login and password. After a successful login the button turns to blue with a text **Disconnect my JoomUnited account**



Then finally, you can update all the JoomUnited commercial plugins from the WordPress standard updated.



1.3 Notification after install

After install you'll get 2 notifications

- Do you want to import the post categories as media folder
- Do you want to import NextGEN galleries as media and folder

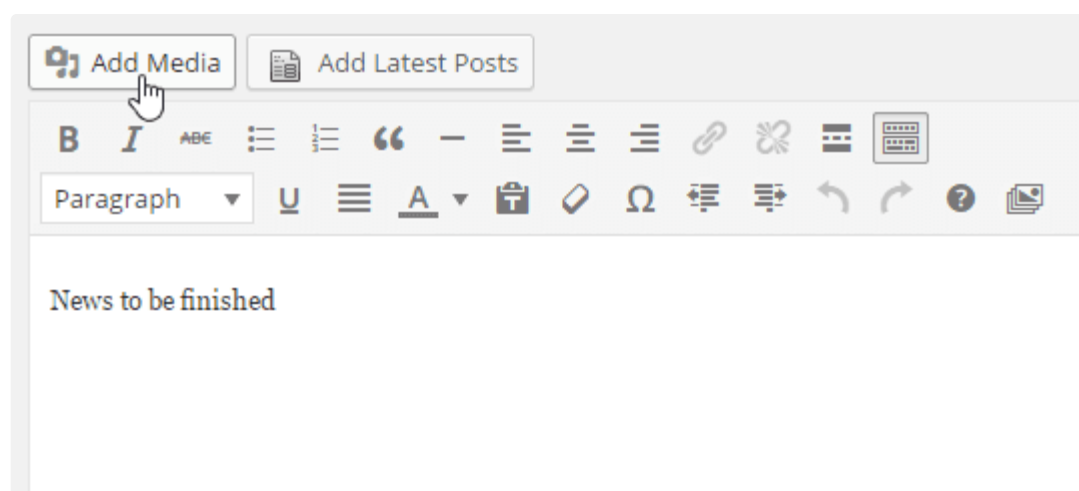
Hit Yes to proceed or Dismiss to ignore.

II. WP MEDIA FOLDER COMMON USE

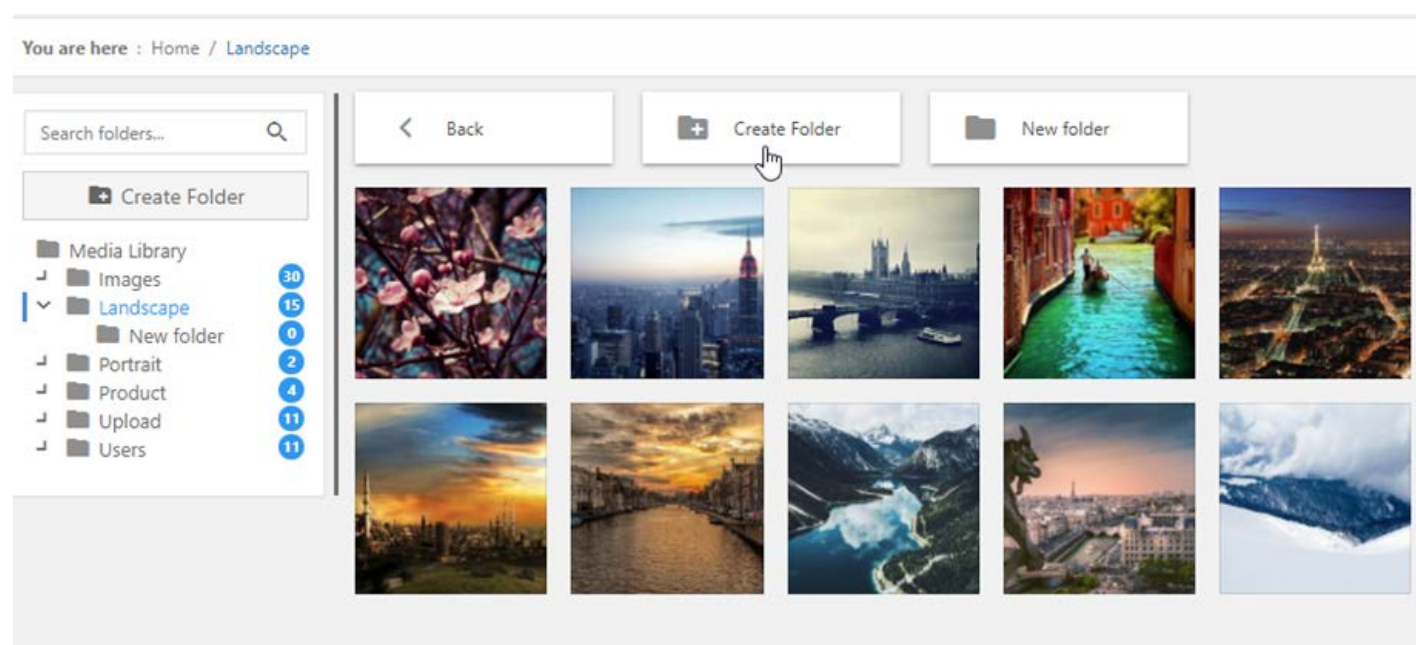
The main idea of WP Media Folder is to classified media directly from the media manager. WP Media Folder works on the native media manager, both public and admin side. For example you can use it in posts and pages.

2.1 Manage folders from post/page

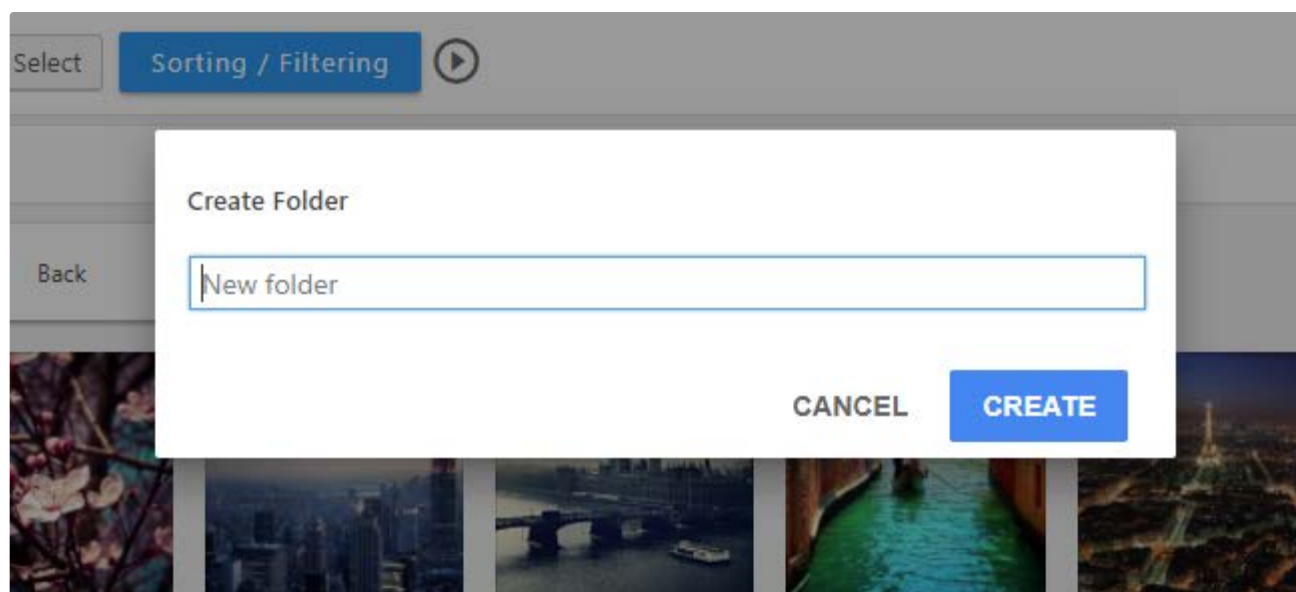
When WP Media Folder just click on the media folder.



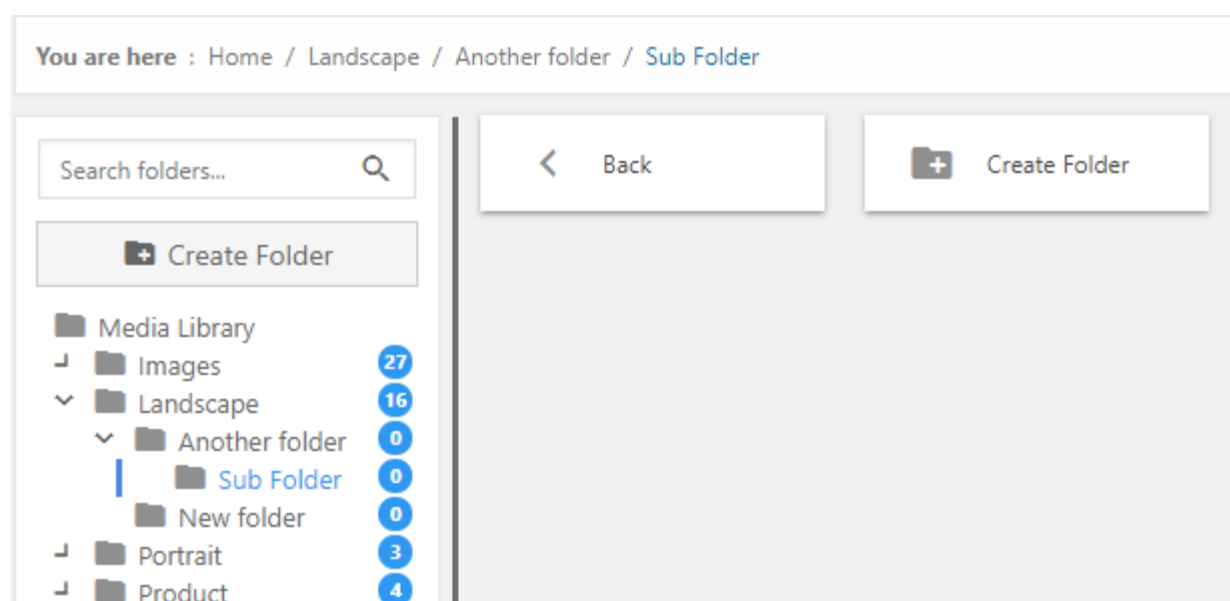
Click on it to open the main media view with the folder management.



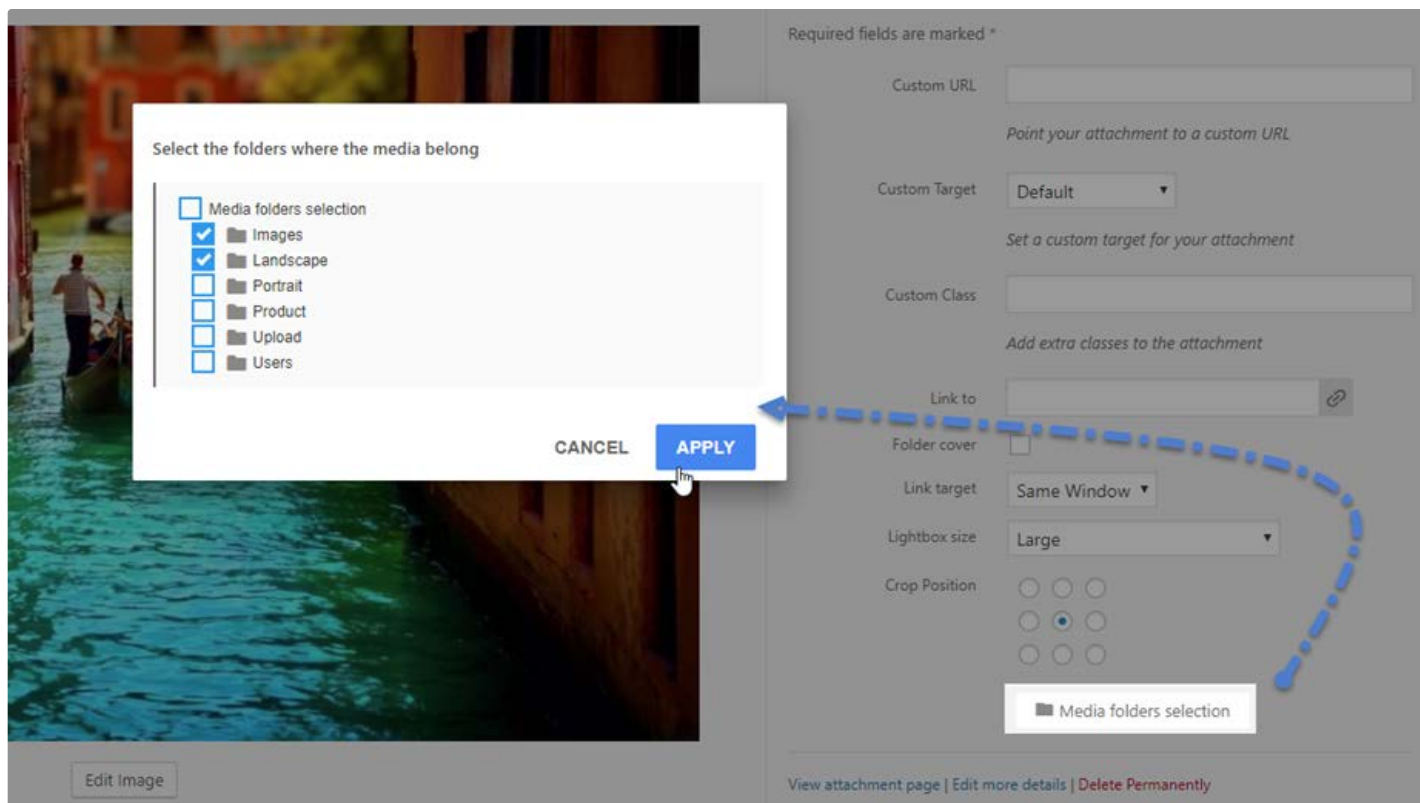
There's a button to create a folder and folder are listed below. When you click on **Create folder** you have to type a name and validate the creation.



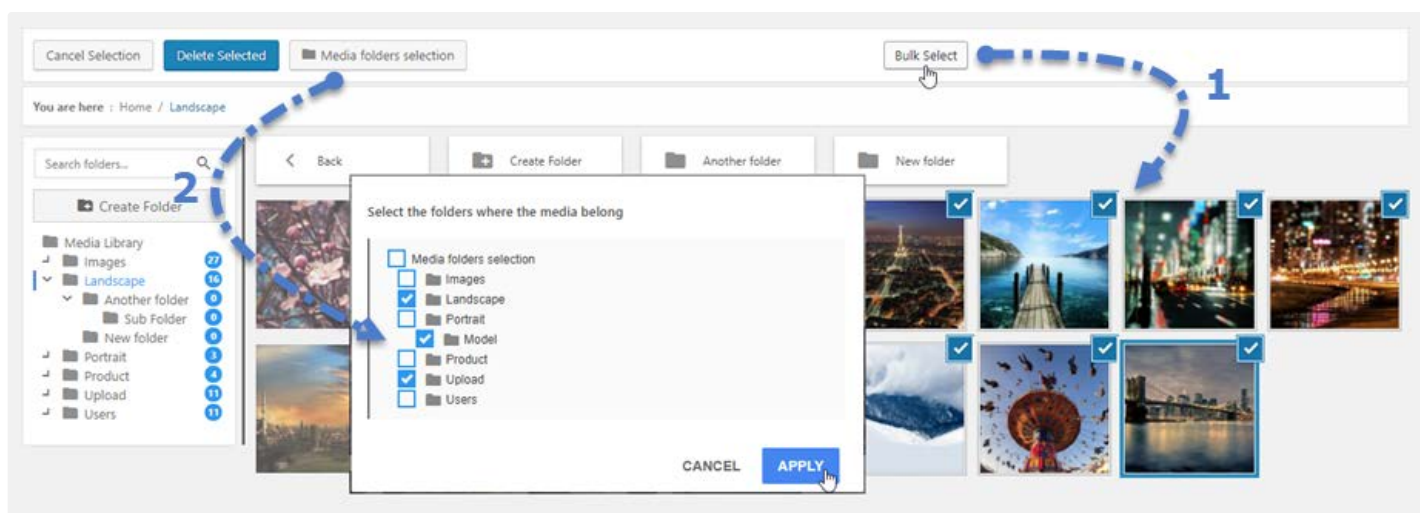
If you want to create a subfolder you just need to enter in a folder and repeat the operation. You can then use the breadcrumb or folder tree not to lose yourself in folder levels :)



A single media can belong to several folders. When you click on a media, in the the right side column, look for the setting **Media Folders selection** and click on it.

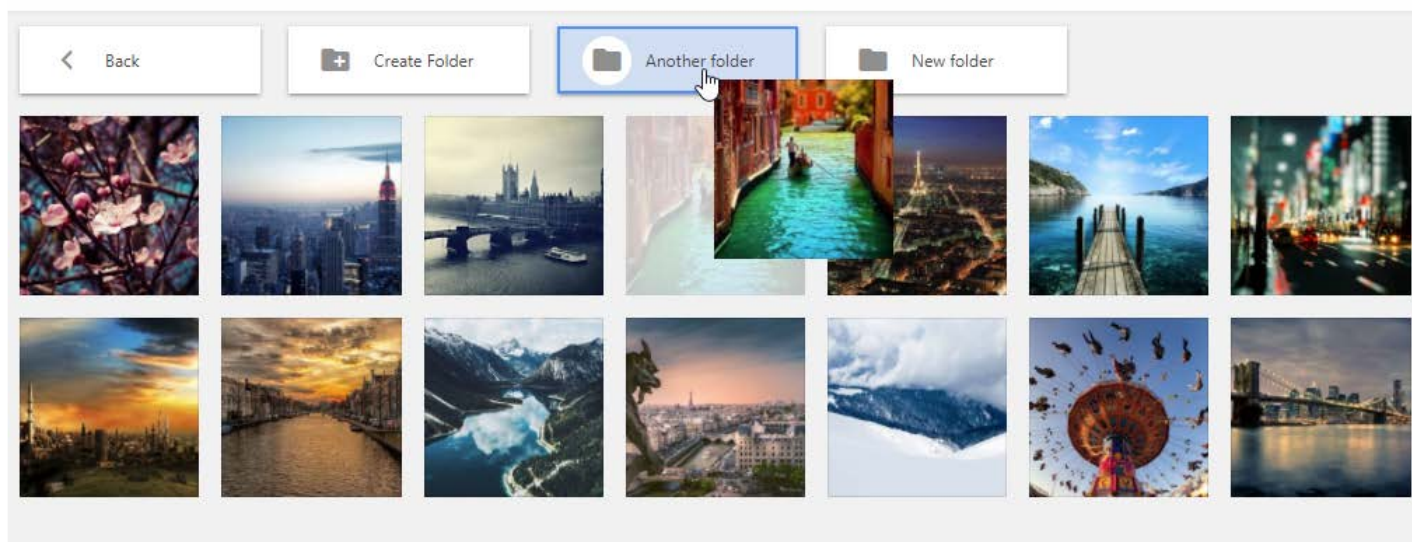


You can also use the WordPress media manager to batch apply multiple folders on multiple media. First, click Bulk Select button, pick media files and then press Media folders selection button.

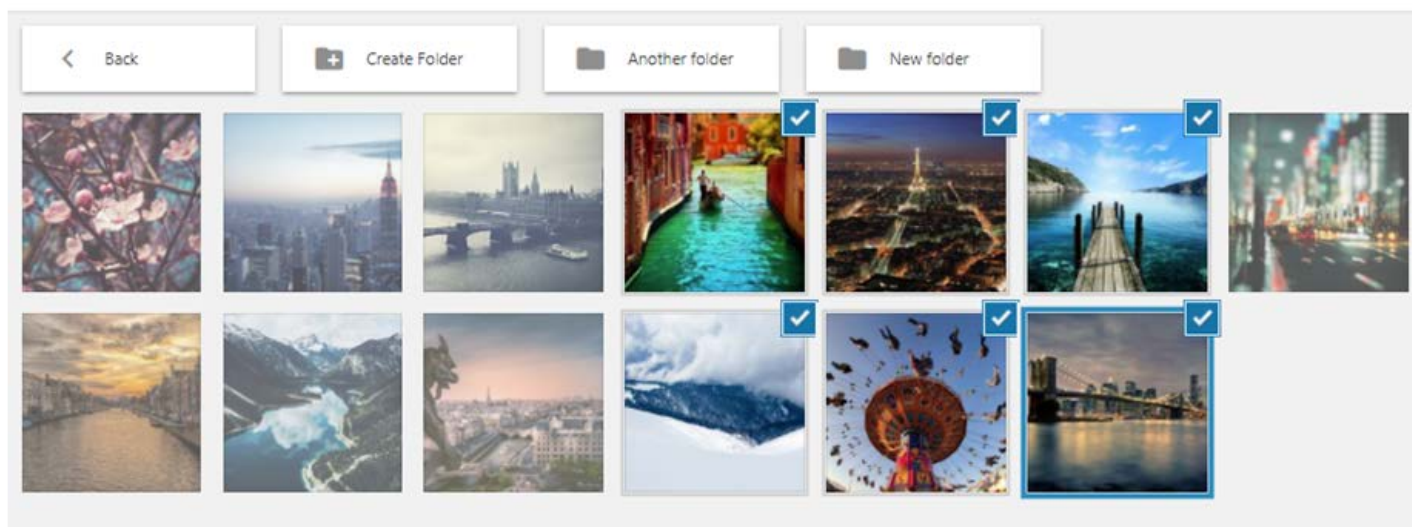


2.2 Manage media

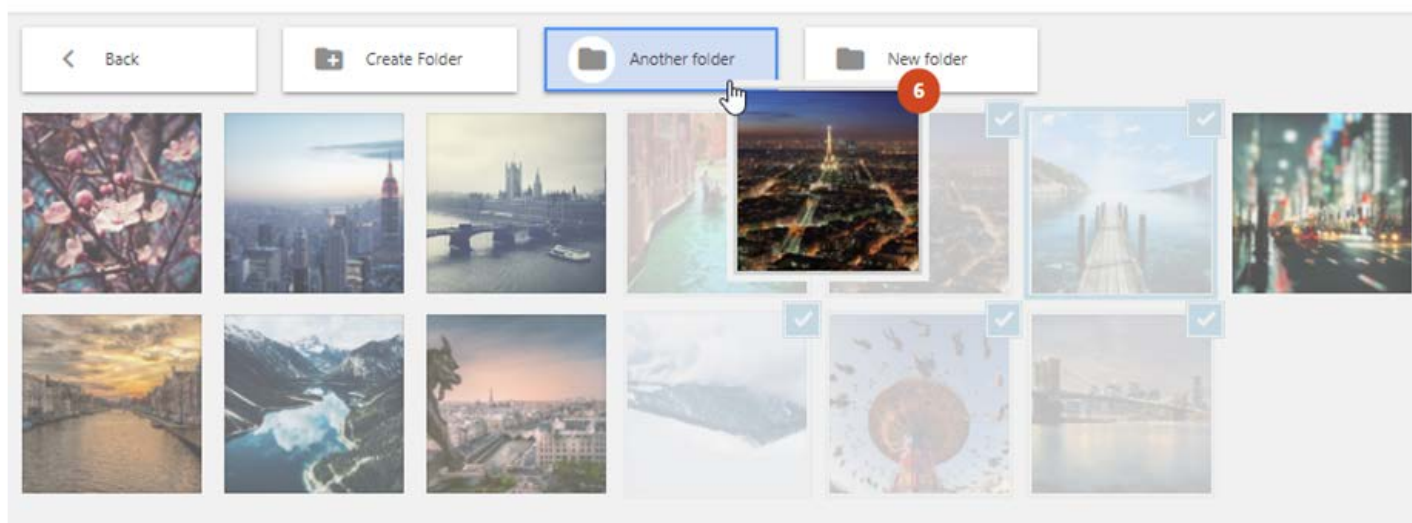
In order to move one or several media in a folder, click on the media and drag it into the folder you want.



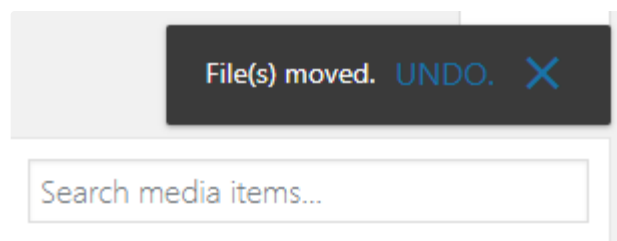
You also have the possibility to drag multiple images in folders or in left folder tree. First select media.



Then drag media into folders.

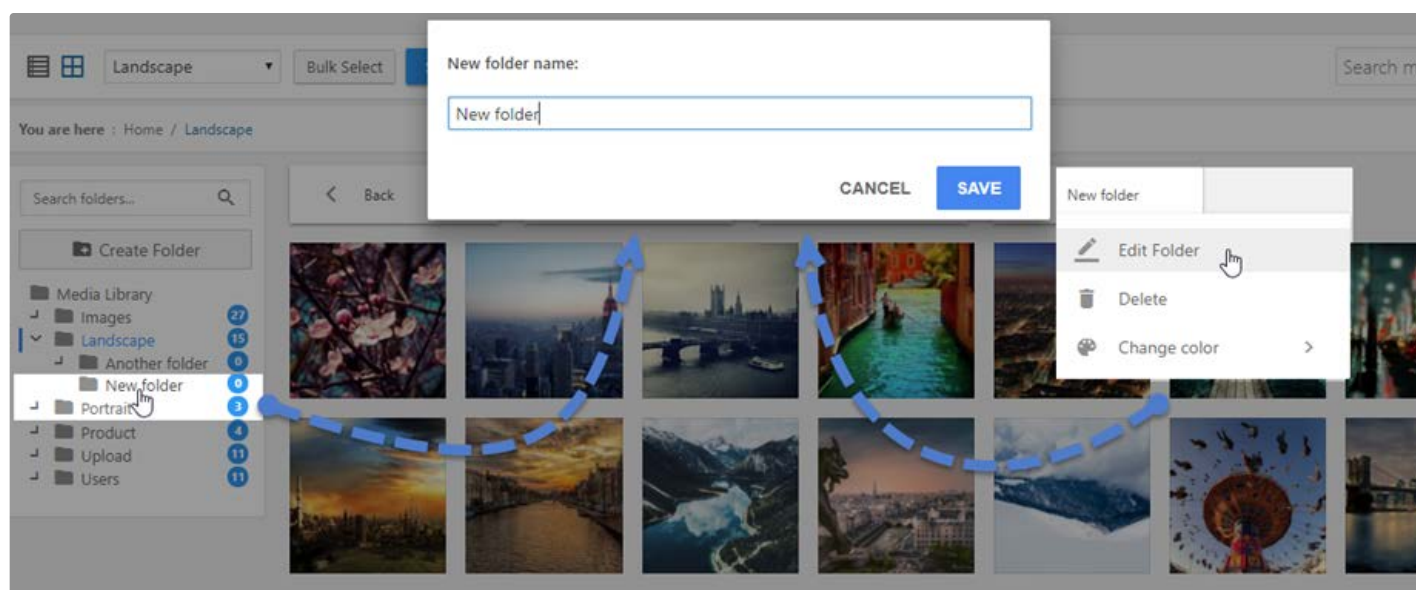


A notification will then be displayed with the possibility to UNDO the last media move you've just made.

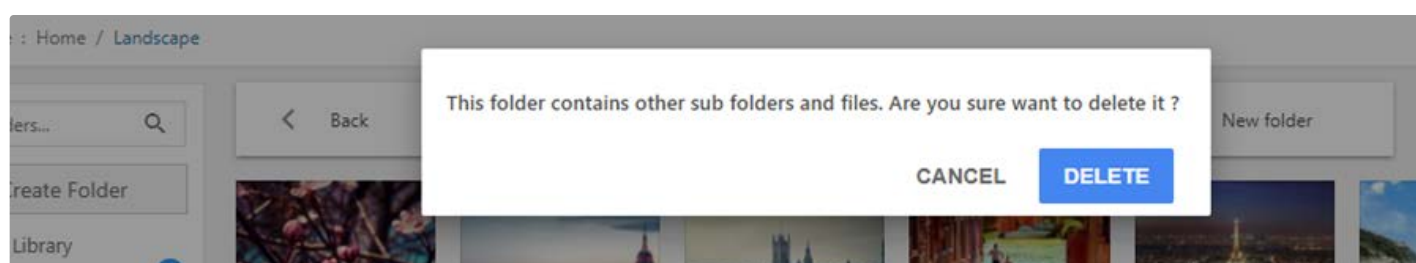


2.3 Remove and edit folders

The folder name can be edited by double clicking on the folder or right clicking on the folder and choose **Edit Folder**.

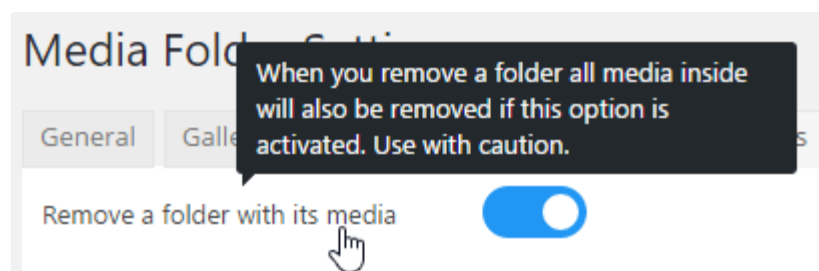


In order to remove media, right click on the folder and click **Delete** button.

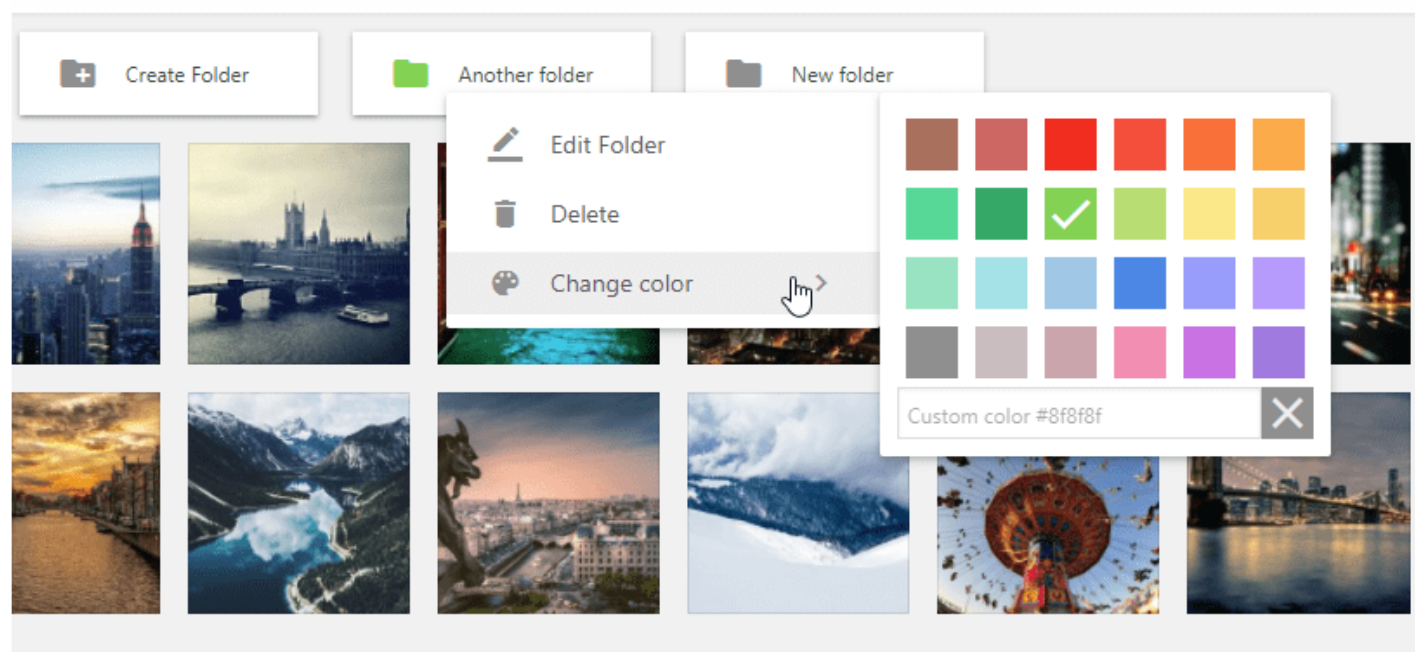


If you remove a folder with media inside, by default, all media inside will go back the root of the media manager.

You also have a parameter to remove folder + media inside the folder, use with caution.

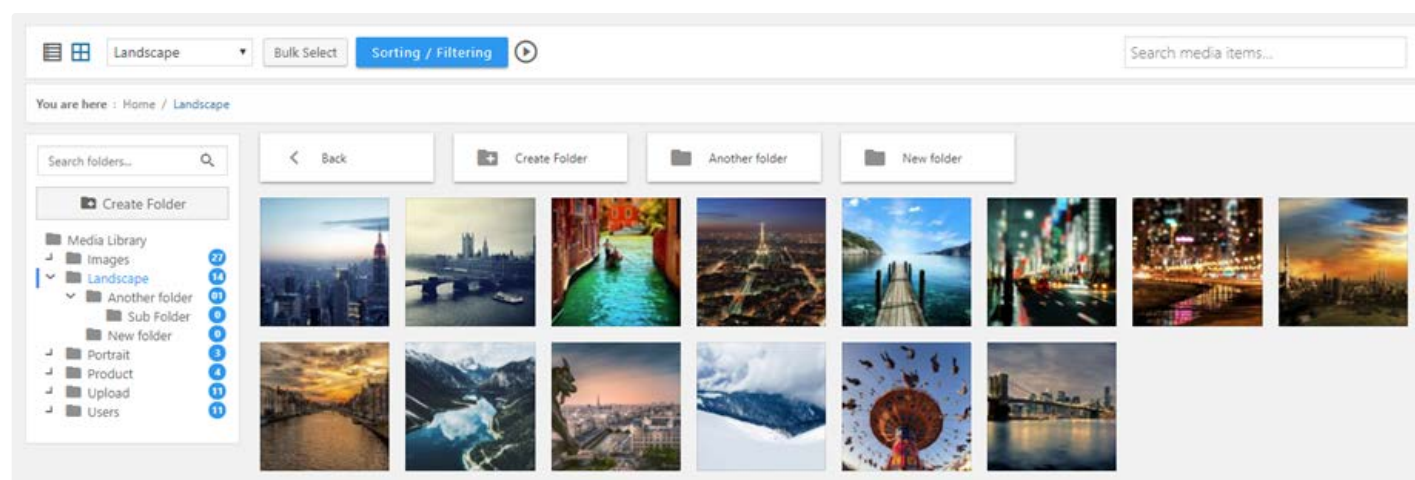


You can also change the color of folder by choose **Change color** button.



2.4 Media view

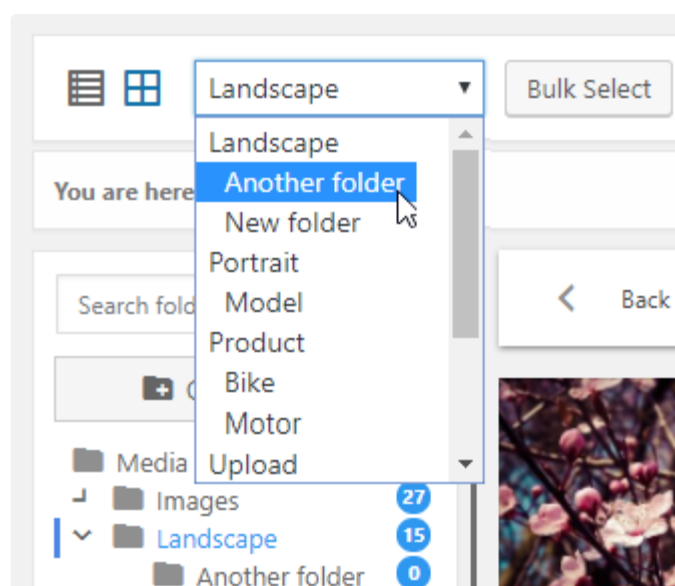
The media and folder can also be managed from the WordPress media manager view.



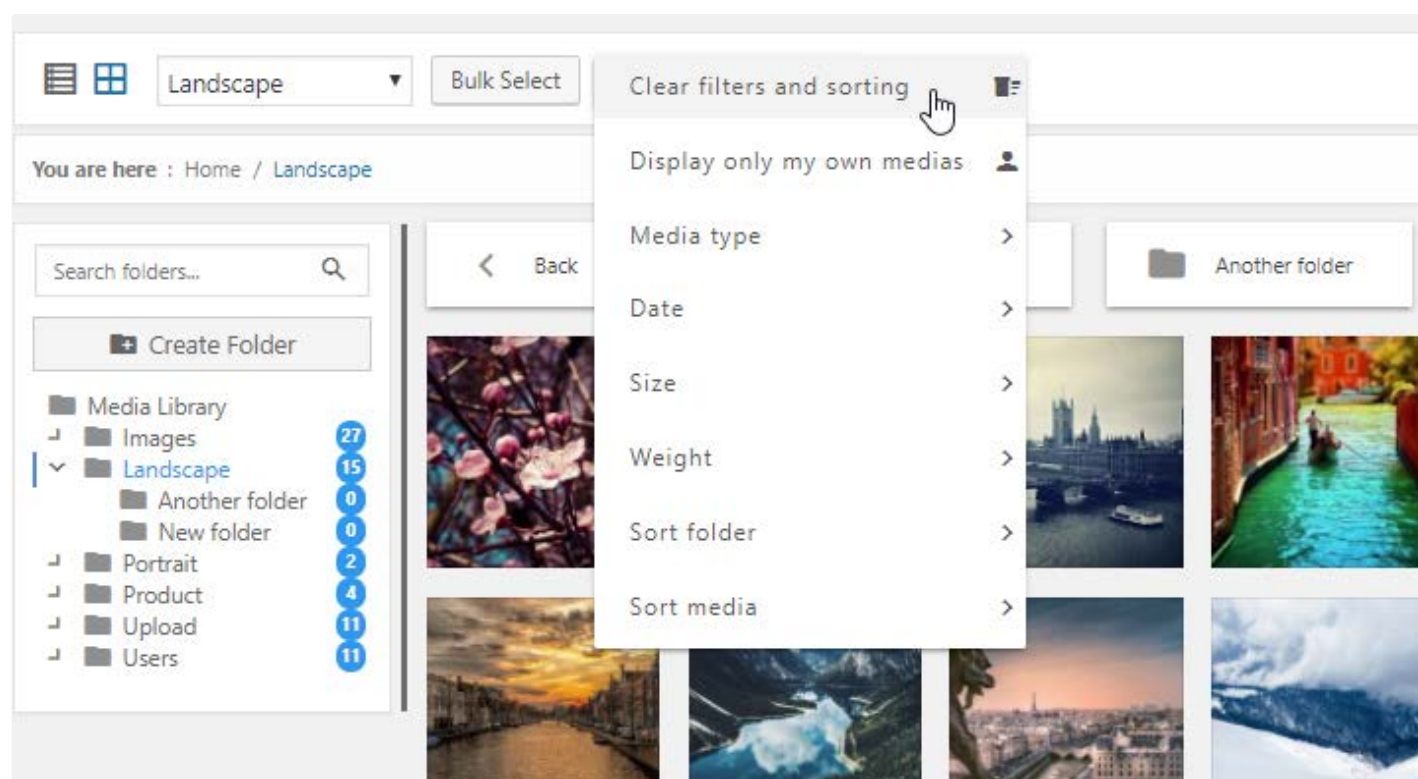
You'll also see existing folder from the media view. Note that article category are automatically added as folder.

To upload media in particular folder, select one and click on **Add media**. You can control with the folder

tree that you're in the right folder.



In order to filter media, you can click **Sorting / Filtering** button. It could be arranged by media type, category, dates, min and max size (in px), weight ranges.




2.5 WordPress media search and filtering

WP Media Folder is adding some new features on default media. You'll find all the settings in the plugin configuration. You can default ones, remove some filters and add you own.


Enable the filter and order feature ☒

List default filter size ▲


☒

 400x300 


☒

 640x480 


☒

 800x600 

☒

 1024x768 

☒

 1600x1200 

Width

Height


(unit : px)

Add new size


Image dimension filtering available in filter.
Display image with a dimension and above.

List default filter weight ▲


☒

 0 kB-60 kB 


☒

 60 kB-120 kB 


☒

 120 kB-180 kB 

☒

 180 kB-240 kB 

☒

 240 kB-300 kB 

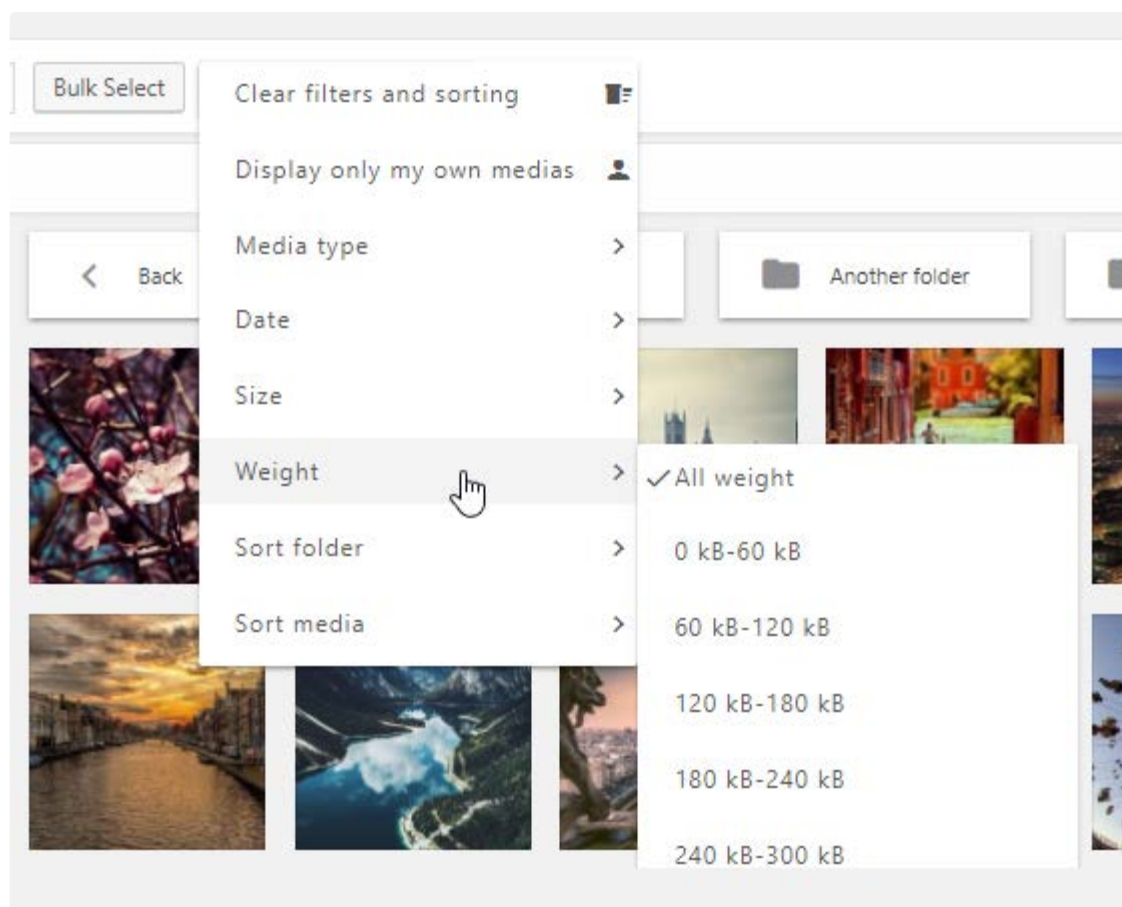
Min

Max

Unit :

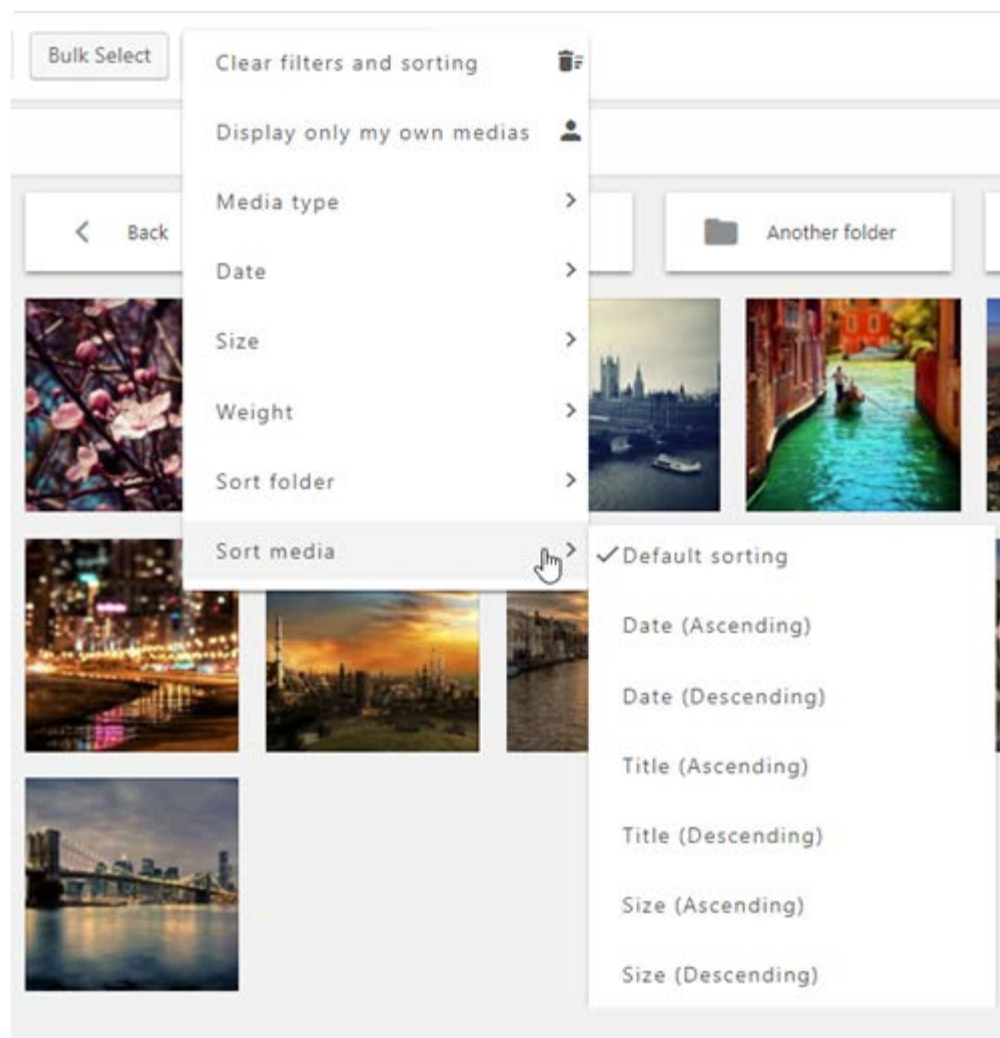
Select weight range which you would like to display in media library filter

From the configuration you can setup the weight and size filters ranges



The sorting dropdown lists will sort images and folders based on:

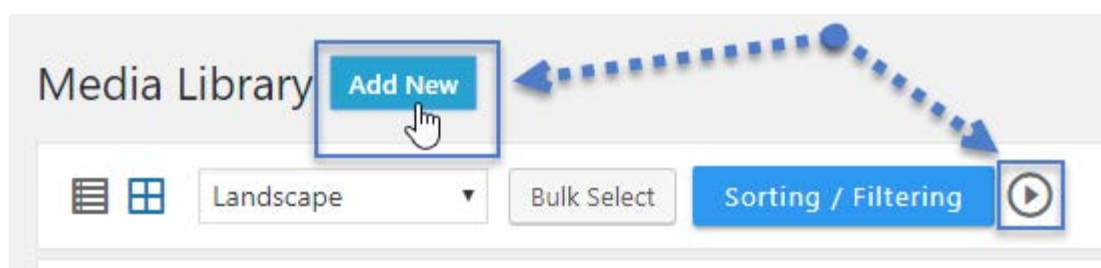
- Media upload date
- Titles of the media
- Size in pixels
- File type (image, zip, pdf...)



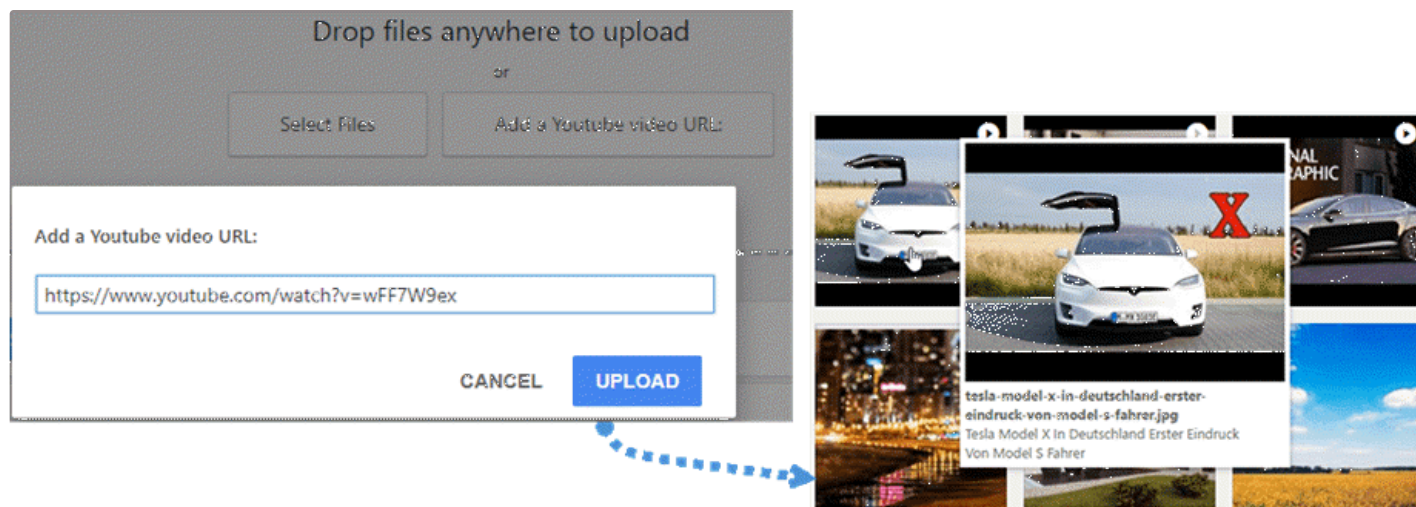
Note: when you apply an ordering it will automatically saved in your session using cookies. It means that next time you'll open your media manager, the media ordering will remain the same.

2.6 Add remote Youtube video

In order to add Youtube video, you can click **Add New** button or **Media** icon as the image below.



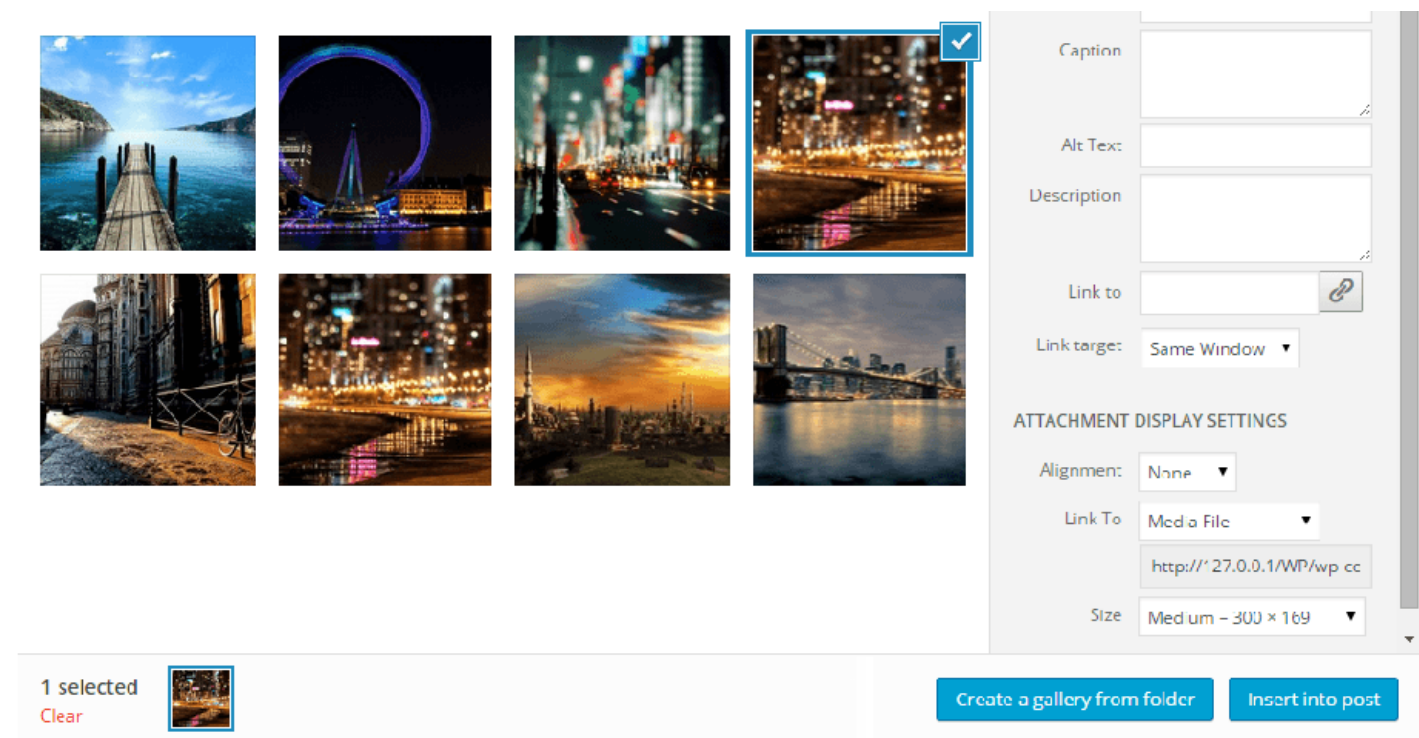
Next, a text box will be displayed on the screen where you paste the Youtube link. And then you will see a Youtube file in your Media.



III. MANAGE GALLERIES

3.1 Create a gallery

WordPress got a native inbuilt gallery function. We've chosen to offer an enhancement of this feature based on the folders. You will be able to create galleries from folders or selection of images.

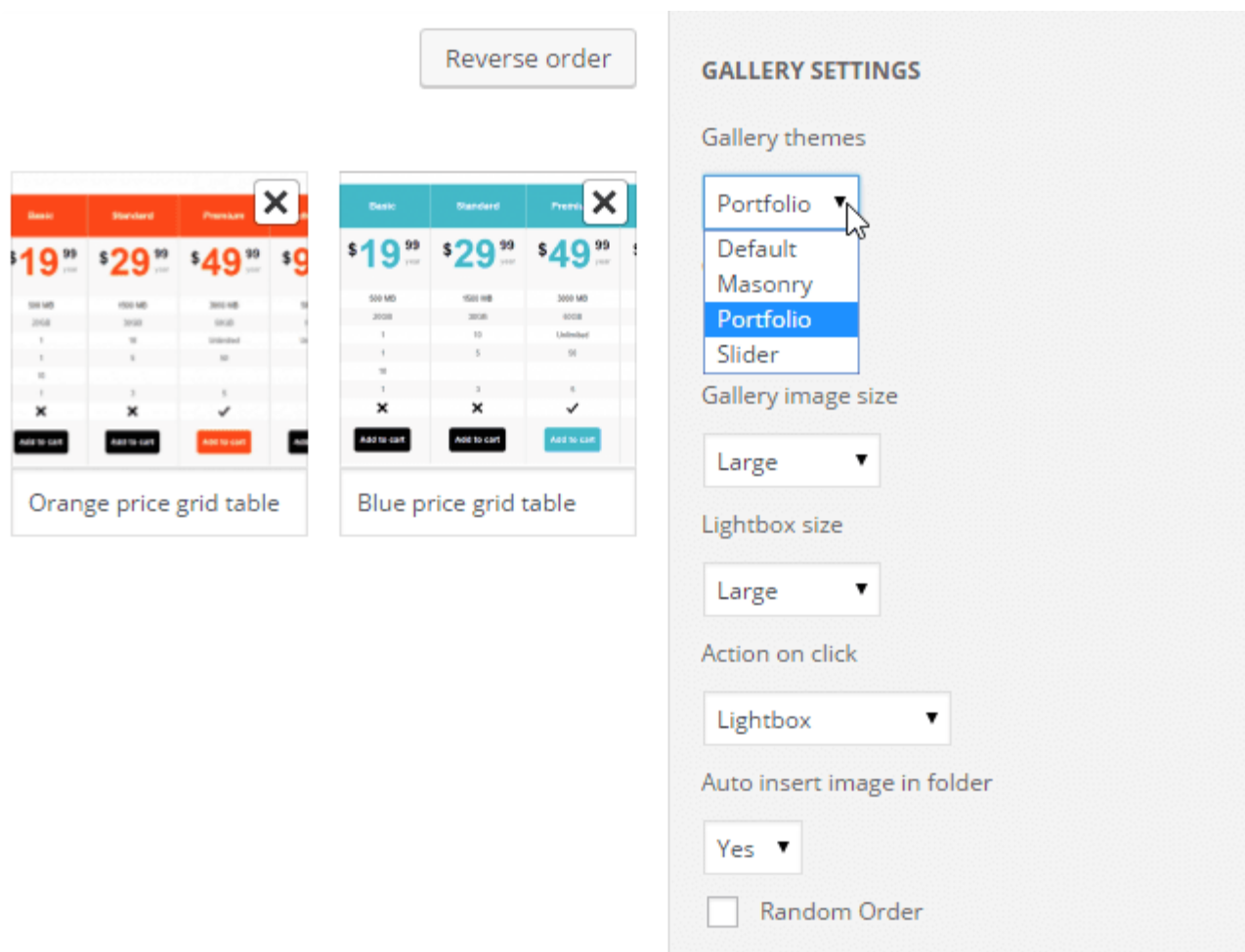


If you open a folder or make an image selection you'll see a button called **Create gallery from**

folder. Once your gallery is created you have several additional options to the WordPress default ones such as:

- Gallery theme: layout for the gallery
- Gallery image thumbnail size: a choice from WordPress default image resizing
- Gallery image lightbox (large) size
- The action on click on an image: open a lightbox, load a separated page or do nothing (a link can also be chosen by clicking on a single image)
- Auto insert image: when you add an image in this folder the can be automatically added to the gallery

If you experience bad quality image in case of big thumbnail display for example a big width gallery on 2 columns we recommend you to load medium or large image

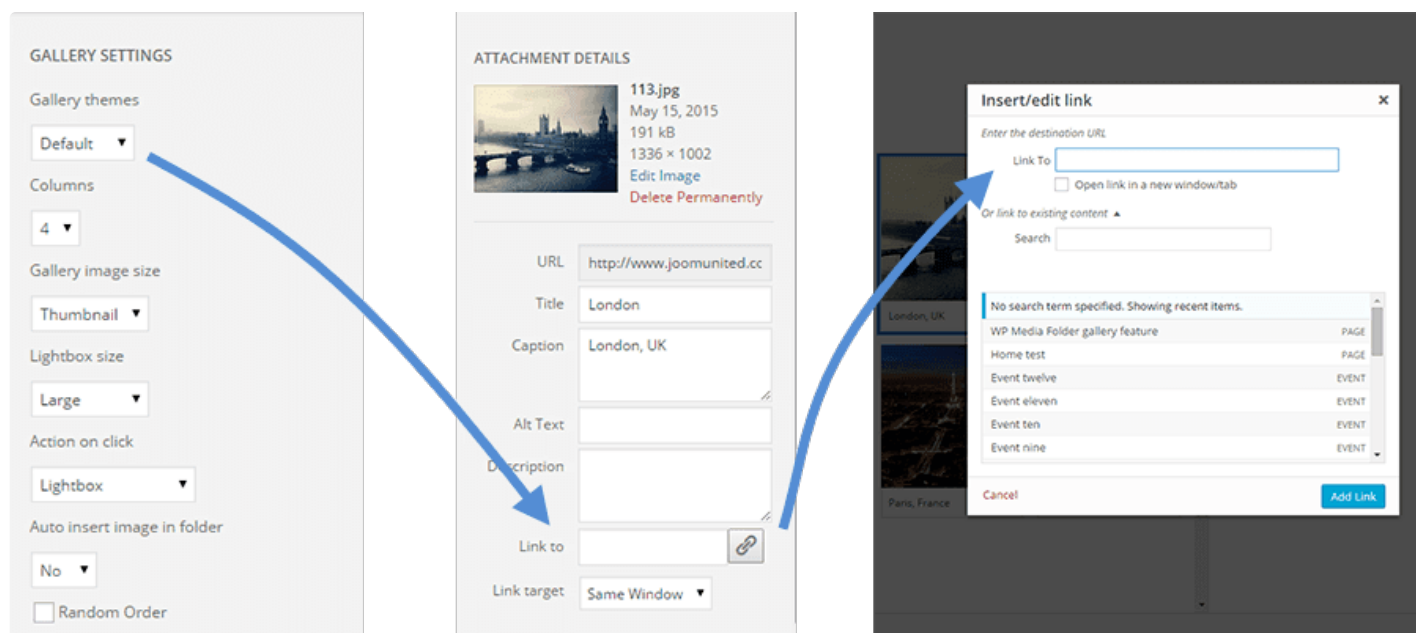


The default gallery will override the WordPress default gallery theme. If your theme have already a styling option for WordPress gallery, you can disable this feature.

3.2 Add custom links on gallery images


You can define custom link per image in the gallery, it can be very useful if you need to create a home page layout based on a gallery that redirect to pages or post.

In the gallery edition, click on a image and look at the right column options.



You can define an internal or external link to this image using the WordPress default link manager. Plus you'll be able to define the target of the link as same or new window (new tab).

ATTACHMENT DETAILS



91.jpg
15 May 2015
50 kB
800 × 600
[Edit Image](#)
[Delete Permanently](#)

URL


Title

Caption

Alt Text

Description

Link to



Link target

Same Window ▼

Same Window

New Window

Update gallery

3.3 Gallery themes

The first gallery option is the theme choice. The default theme is an enhancement of the WordPress default theme, it brings you lightbox on images.



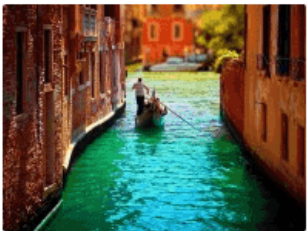
Paris in France



New York, USA



London, UK



Venise, Italy

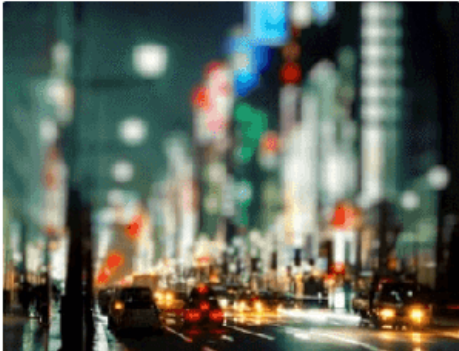


Water view in gallery



City top view

Masonry will display a wall of images with fixed width and fluid height.



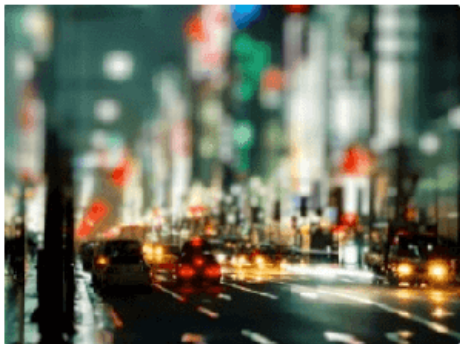
Portfolio theme is a theme with hover effect, title and captions.



New York
YES IT'S THE EMPIRE STATE BUILDING



London
AN OLD STYLE PHOTO



My road
A ROAD AFTER THE RAIN

The slider theme, is a horizontal slider with title and captions.

3.4 Image options

Each image have some option in a gallery. Click on an image to see it.

- Title and caption can be displayed on the gallery depending of the theme you've chosen
- Link to allow you to add for example lightbox on images or add custom link on a single image in a gallery
- The WordPress link manager will help you to do that
- Link target can define if the link will be loaded in the same window or in a new one

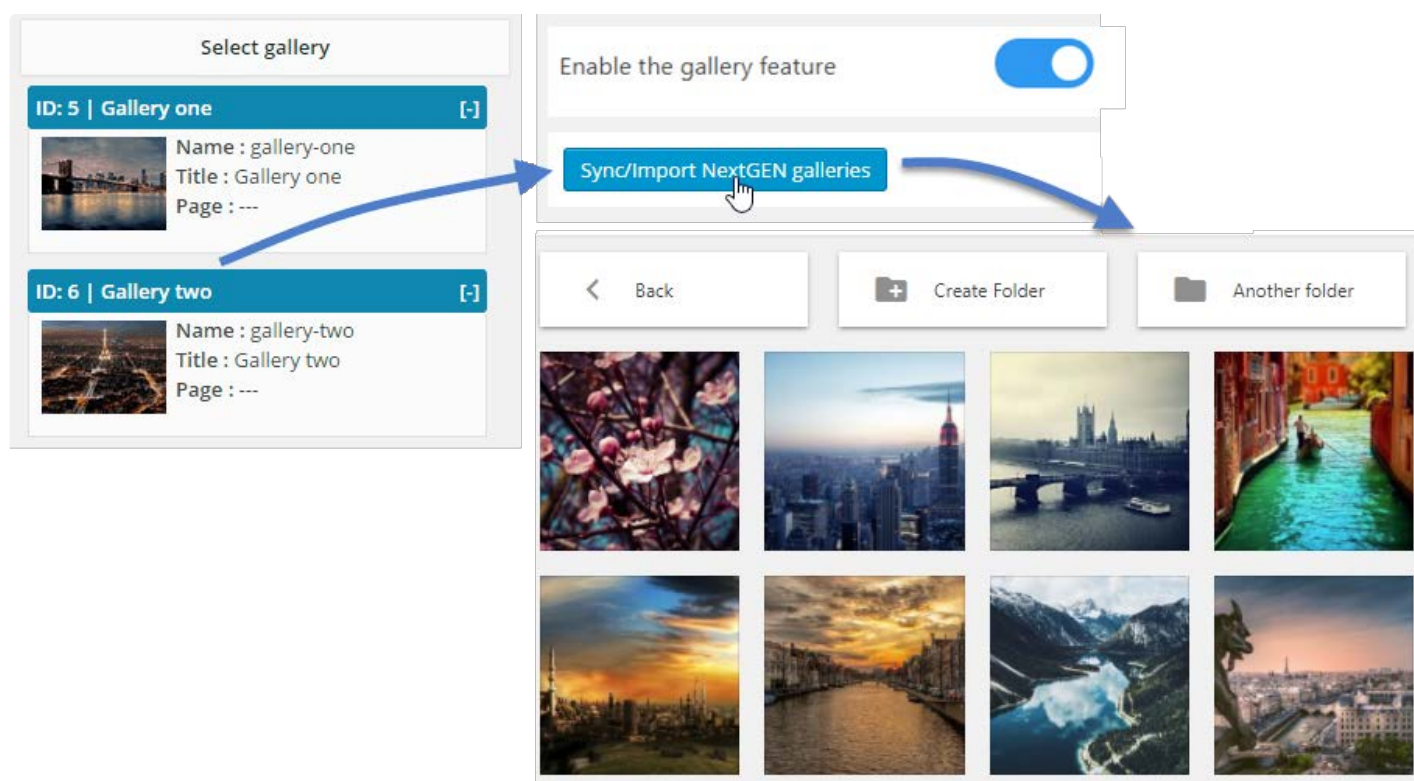
In each gallery you can order your images order by:

- Custom order
- Random order
- Title
- Date

3.5 NextGEN gallery importer

WP Media Folder has a NextGEN gallery importer. Once the plugin is installed, WP Media Folder will detect NextGEN gallery install and you'll get a notice to import galleries.

Each gallery will be imported as a single folder with the name of the gallery as folder name.



IV. WP MEDIA FOLDER SETTINGS

Global settings are available through the menu **Settings > Media Folder**.

Latest Posts

WP Smart Editor

Media

Pages

Comments

Appearance

Plugins 24

Users

Tools

Settings

General

Writing

Reading

Discussion

Media

Permalinks

Advanced Gutenberg

WP Media Folder

Gutenberg

WP File Download

WP Meta SEO

WP Speed of Light

Table Manager

General Gallery Media access & design Files & Folders FTP import Sync external media

Folder design Material design

WP Media Folder on frontend

Media count

Search through all media folders

Override file

Duplicate file

Hover image

Enable the filter and order feature

List default filter size

400x300

640x480

800x600

1024x768

1600x1200

Width

Height

(unit : px)

Add new size

List default filter weight

0 kB-60 kB

60 kB-120 kB

120 kB-180 kB

180 kB-240 kB

240 kB-300 kB

Min

Max

Unit : kB

Add weight

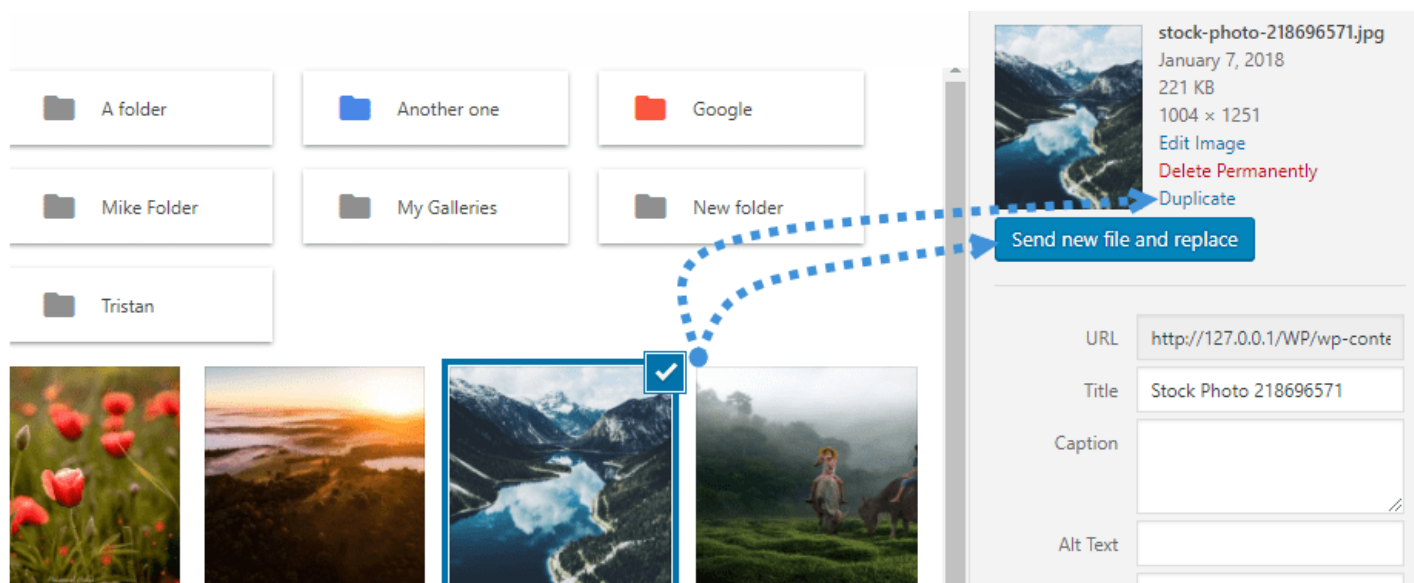
Select weight range which you would like to display in media library filter

SAVE CHANGES

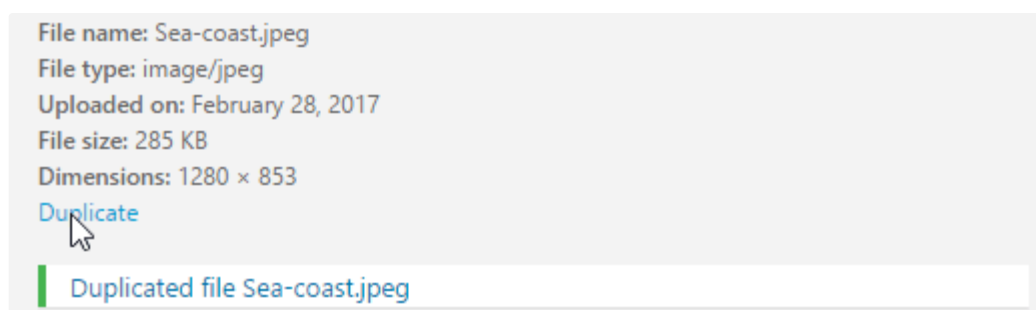
4.1 General settings

- **Activate WP Media Folder on frontend:** If you're using a page builder available on frontend, you can activate this option to use WP Media folder. If not, keep it disabled, you'll get better performance without it.

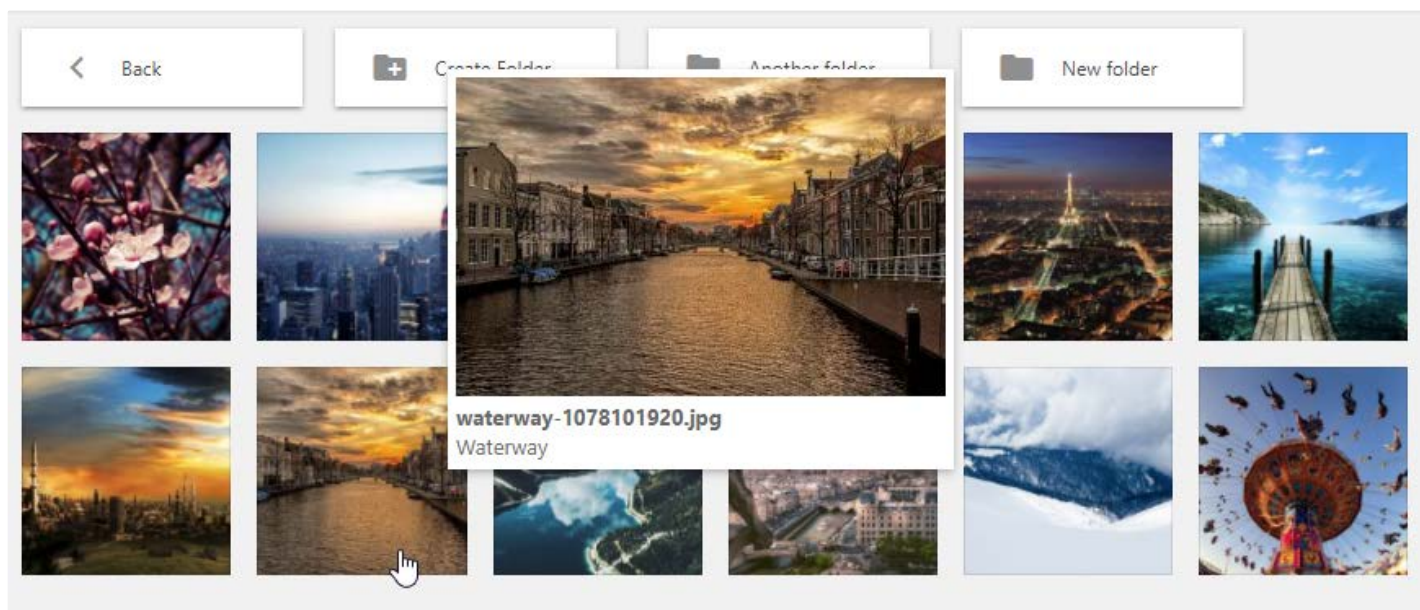
- **Media number:** Display the number of media available in each folder in the folder tree
- **Import categories:** allow you to import or re-import as folder your existing post/media categories
- **Media search:** Media search engine (in the media manager) can search in the whole library or only on the current folder (default parameter)
- **Override file:** allow to replace an existing file by another without generating broken links (same format allowed jpg to jpg...)



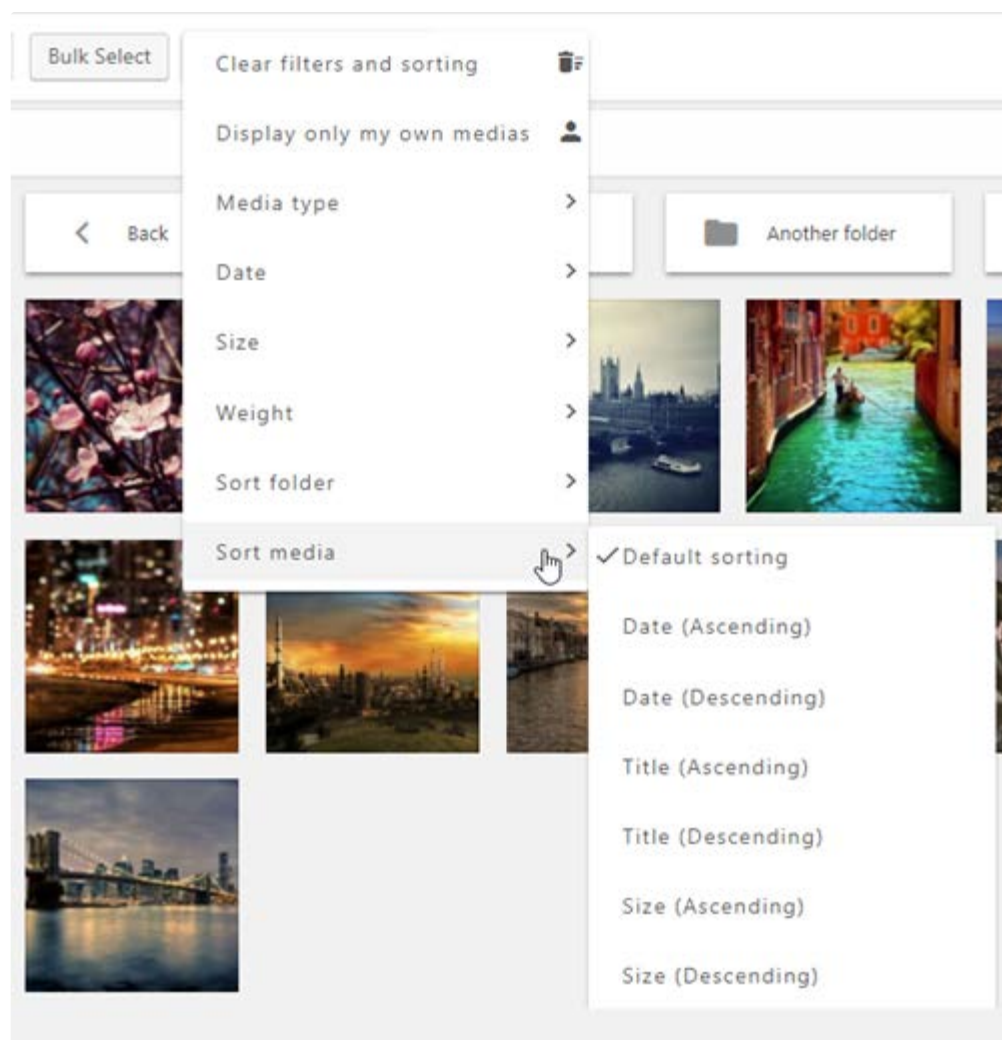
- **Duplicate file:** Add the possibility to duplicate a media



- **Hover image:** Display an hover effect that displays the image medium size on mouse hover in admin part





- **Filter and order feature:** order and filter media activation





- **Media size filter and weigh filters:** add/remove/define filtering range


List default filter size ▲

☒ 400x300 

☒ 640x480 

☒ 800x600 


☒ 1024x768 


☒ 1600x1200 


Width Height
(unit : px)


Add new size


List default filter weight ▲

☒ 0 kB-60 kB 


☒ 60 kB-120 kB 

☒ 120 kB-180 kB 

☒ 180 kB-240 kB 

☒ 240 kB-300 kB 


Min Max


Unit : 

4.2 Gallery settings

Gallery feature: allows you to enable/disable gallery function (gallery by folder, gallery themes...)

Lightbox in galleries: Add lightbox to images in WordPress default galleries

Enable the gallery feature 

Lightbox in galleries 

Slider Animation

☒ Slide
☐ Fade

Slider Animation: Slide or Fade

Gallery image size and settings: witch image size will be available to be chosen in galleries. WordPress have 3 sizes of images defined by default in the media settings. Once you install new plugins, new size can be added. For example WooCommerce is adding custom size for his products. You can choose witch size to load in the image galleries here.

Gallery image sizes available ▲

- ☒ Thumbnail
- ☒ Medium
- ☐ Medium – Large
- ☒ Large
- ☐ Shop – Thumbnail
- ☐ Shop – Catalog
- ☐ Shop – Single
- ☐ Thumb – Small
- ☐ Thumb – Standard

Gallery themes settings ▲

MASONRY THEME
Space between images (padding) px

PORTFOLIO THEME
Space between images (padding) px

Determine the space between images

Sync/import NextGEN galleries: only displayed in the plugin is installed, import or make a new sync of the NextGEN galleries available on the website

4.3 Media access

WP Media Folder has an option to limit media display and management to own user media only. When a new user is created, a root media folder is generated for him, with his name and all his media inside. He can create subfolders inside of course. As admin you have an option to display/hide your own media right inside the media manager.

You can limit media access by:

- User (a folder per user)
- User role (a folder per user role)

Media Folder Settings

General
Galleries
FTP import

Media access by User or User Role ☒

Folder automatic creation

Once user upload some media, he will have a personal folder, can be per User or per User Role

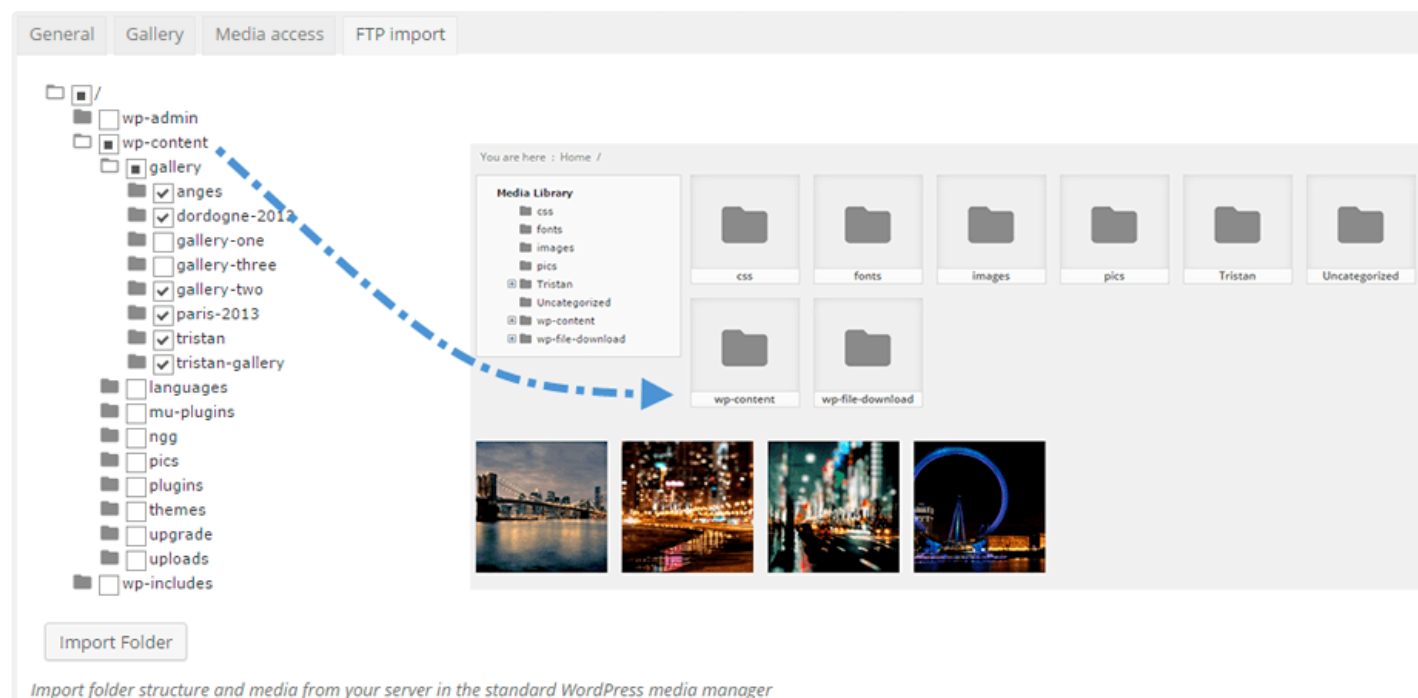
4.4 Server file importer & sync

A tool is included to import a massive amount of media from a server folder in the native WordPress media

manager, from the plugin settings.

Select a folder and/or subfolder, click on import, it's done! All the folder structure and media are now available in your native WordPress media manager.

It imports the folder structure and all media inside.



A sync tool is also available from the plugin settings named "Sync external media". From there you can sync a server folder, where your WordPress website is currently installed, with a WP Media folder. 2 main settings are available:

- Synchronization methods: From server to Media Folder and vice versa
- The folder source and the destination: local server folder to WP Media folder folder
- The sync delay: delay to run a sync between those folders

General
Gallery
Media access & design
Files & Folders
FTP import
Sync external media
Regenerate Thumbnails
Image compression
Translation

Activate the sync

Activate 2 ways sync

Sync delay
5
minutes

/
media-import-test
wp-admin
wp-content
cache
languages
mu-plugins
plugins
themes
upgrade
uploads
wpsol-config
wp-includes

Media Library
Another
New folder
Tristan

Add
Delete selected

☐ Directory FTP
Folder category

☐ /home/unitdevtest/public_html/wordpress/media-import-test/
/Tristan/

☐ home/unitdevtest/public_html/wordpress/wp-content/uploads/2017/
/Another/

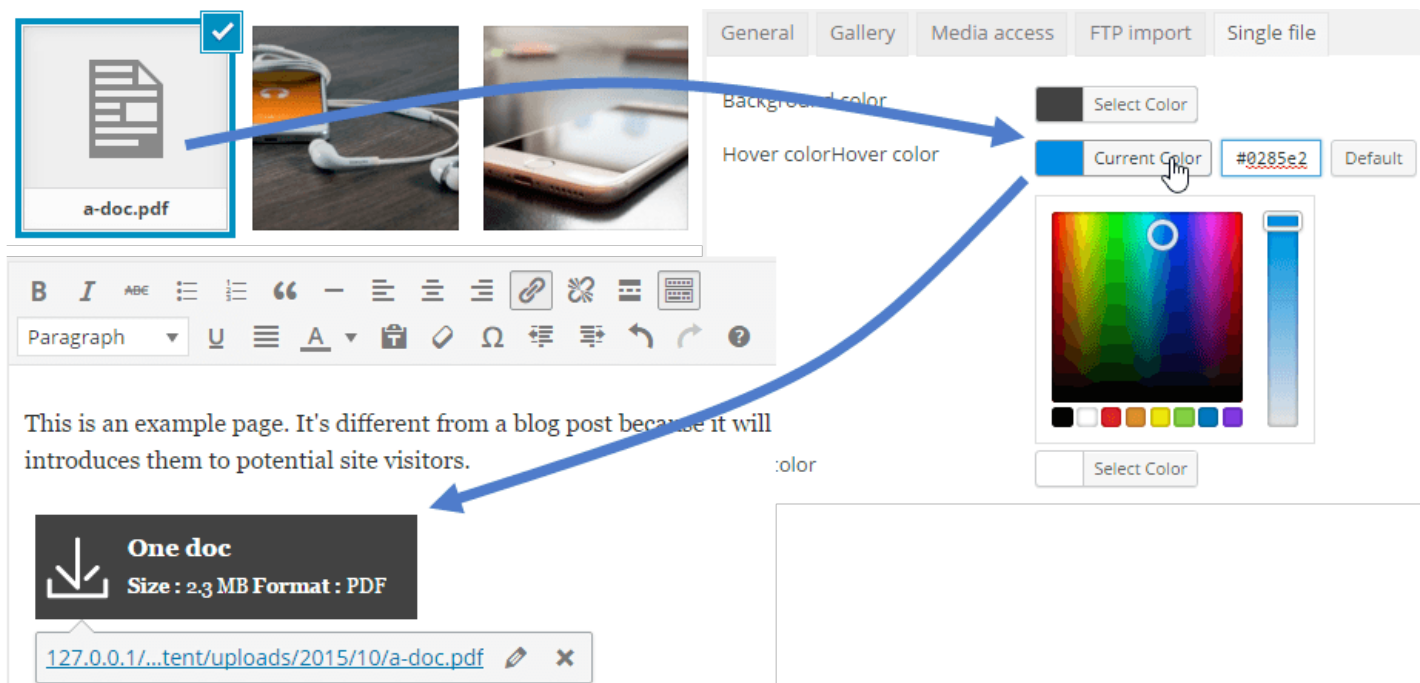
☐ home/unitdevtest/public_html/wordpress/media-import-test/Sub-folder/
/New folder/

SAVE CHANGES

Then just click add, save changes and wait for the next sync.

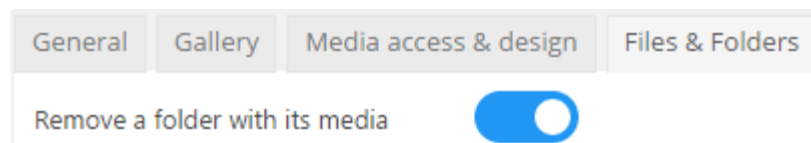
4.5 Single file design

The WordPress media manager handle images but also documents and other file formats (like PDF, zip files). We've included a function to add you design on files. You can define a button and font colors and instead of a basic link to a pdf file for example you'll get a real download button.



4.6 Media rename and remove

The first option is about activate by default the possibility to remove a folder even when there's media inside. If the option is not activated you'll be forced to remove all media inside a folder to have the possibility to remove it.



You have option to rename automatically your media on upload, respecting a pattern you've defined, witch is great for SEO.

Tag available: {sitename} - {foldername} - {date} - {original name}

Note: # will be replaced by increasing numbers

Activate media rename on upload ☒

Pattern

Format Media Titles

Remove Characters

- ☒ Hyphen -
- ☒ Underscore _
- ☐ Period .
- ☐ Tilde ~
- ☒ Plus +
- ☐ Hash/pound #
- ☐ Ampersand @
- ☒ All numbers 0-9
- ☒ Square brackets []
- ☐ Round brackets ()
- ☐ Curly brackets {}

Other options

- ☐ Copy title to 'Alternative Text' Field? (-)
- ☒ Copy title to 'Caption' Field? (.)
- ☐ Copy title to 'Description' Field? (.)

Automatic capitalization

- ☒ Capitalize All Words
- ☐ Capitalize First Word Only
- ☐ All Words Lower Case
- ☐ All Words Upper Case
- ☐ Don't Alter (title text isn't modified in any way)

Remove Characters:

- Hyphen (-)
- Underscore (_)
- Period (.)
- Tilde (~)
- Plus (+)
- Hash/pound (#)
- Ampersand (@)
- All numbers (0-9)
- Square brackets ([])
- Round brackets (())
- Curly brackets ({})

Other options:

- Copy title to 'Alternative Text' Field? (-)

- Copy title to 'Caption' Field? (_)
- Copy title to 'Description' Field? (.)

Automatic capitalization:

- Capitalize All Words
- Capitalize First Word Only
- All Words Lower Case
- All Words Upper Case
- Don't Alter (title text isn't modified in any way)

4.7 Image Watermark

You can apply image watermark on your media, a end-user non-removable watermark.

First, you need to enable **Images watermark** feature in *WP Media Folder configuration > Files & Folders tab*

Images watermark



Then select an image that you want to set as watermark.

Watermark

Images watermark ☒

Select an image

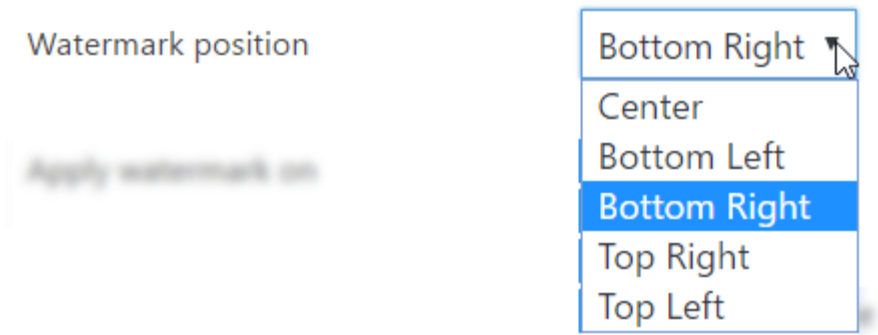
Watermark position

Apply watermark on

- ☒ All sizes
- ☐ Thumbnail
- ☐ Medium
- ☐ Medium – Large
- ☐ Large
- ☐ Post – Thumbnail
- ☐ Woods
- ☐ Full Size

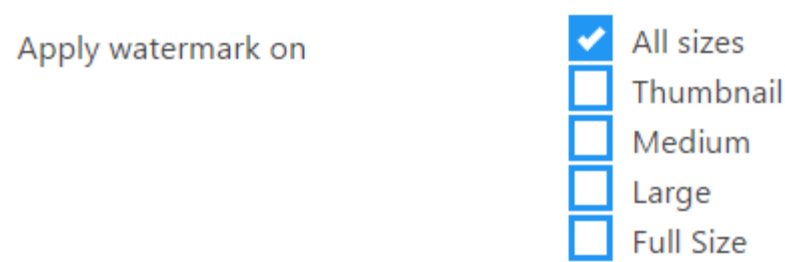
You can choose the position of watermark:

- Center
- Bottom Left
- Bottom Right
- Top Right
- Top Left

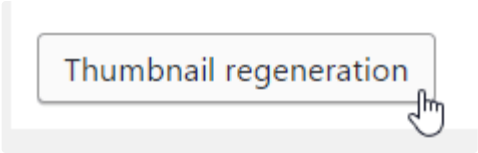


The watermark can be applied on a selection of image sizes:

- All sizes
- Thumbnail
- Medium
- Large
- Full size



Finally, clicking **Thumbnail regeneration** button and saving the settings also, all the images in your Media will be regenerated with a new watermark.



PRODUCTS	SUPPORT	ABOUT US	SPECIAL OFFERS
Terms of Services	Ticket support	Privacy Policy	Bundles
Changelog	Support Policy	Refund Policy	Joomla partner listing
Referral program	Pre-sales forum	Login - Register	WordPress partner listing
Sitemap	Documentation	Contact Us	Affiliate program



Copyright © 2015 JoomUnited | All the respective rights reserved

www.joomunited.com is not affiliated with or endorsed by the Joomla!® Project or [Open Source Matters](#).

The Joomla!® name and logo is used under a limited license granted by [Open Source Matters](#) the trademark holder in the United States and other countries.

