



WP MEDIA FOLDER DOCUMENTATION

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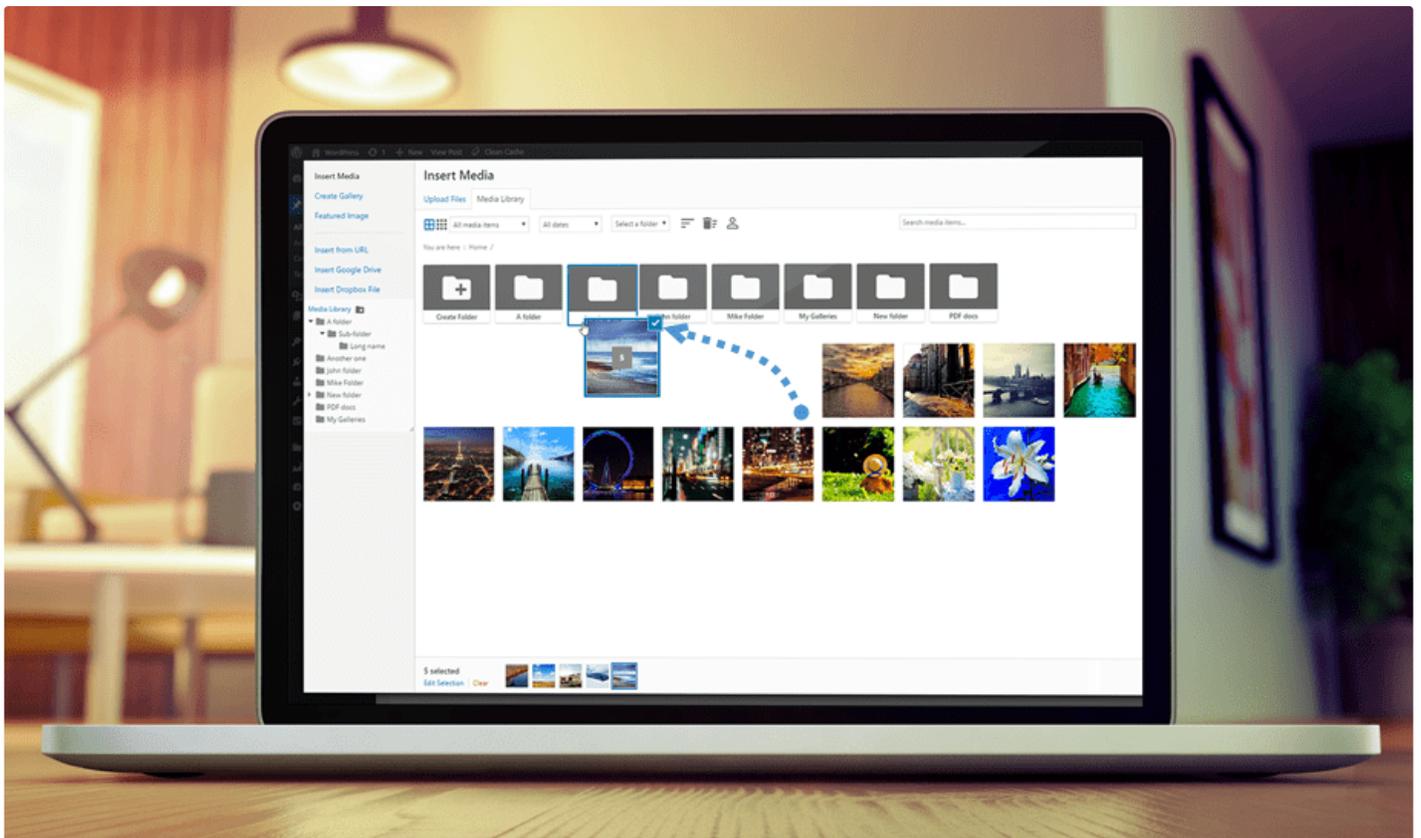
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Introduction

WP Media Folder is a WordPress plugin that enhances the WordPress media manager by adding a folder manager inside.



Main advantages:

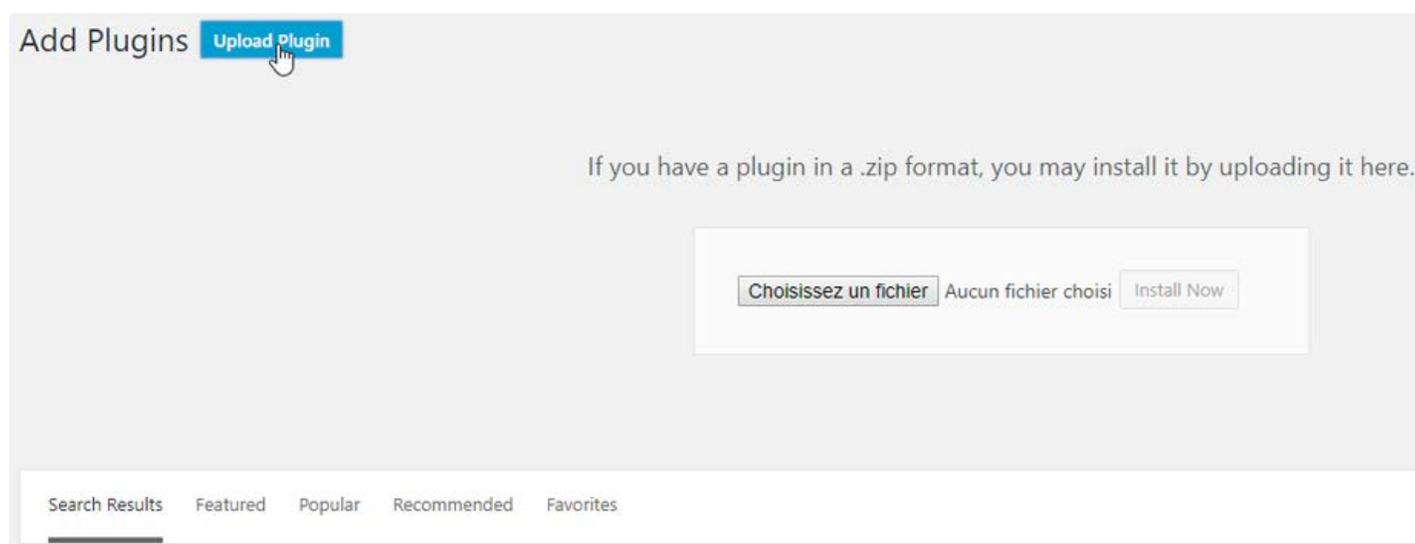
- Multi-level folders
- Move media with drag'n drop controls
- Multiple media selection and move
- Create galleries from folders
- 4 gallery themes
- NextGEN gallery importer
- Import post categories as a folder

- 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 the standard WordPress installer or unzip and put the whole 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 from www.joomunited.com. **In any case**

you won't lose any content because everything is stored in a database.



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

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

The screenshot shows a grey panel with the heading "Live updates status" on the left. To the right, the text reads "To enable live update please link your joomunited account". Below this text is a button labeled "Link my Joomunited account" with a hand cursor pointing to it. In the bottom left corner of the panel is a blue button labeled "Save Changes".

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

The screenshot shows a grey panel with the heading "Live updates status" on the left. To the right, the text reads "Live update are enabled click here if you want to disable it". Below this text is a blue button labeled "Disconnect my Joomunited account".

Finally, you can update all the JoomUnited commercial plugins from the WordPress standard updater.

The screenshot shows a plugin card for "WP Media folder". On the left, there is a checkbox and the text "WP Media folder" with links for "Deactivate" and "Edit". On the right, the description reads: "WP media Folder is a WordPress plugin that enhance the WordPress media manager by adding a folder manager inside." Below the description, it says "Version 4.2.6 | By Joomunited | Visit plugin site | Check for updates".

1.3 Notifications after installation

After installing the plugin you will get 2 notifications

- Do you want to import the post categories as media folders?
- Do you want to import NextGEN galleries as media folders?

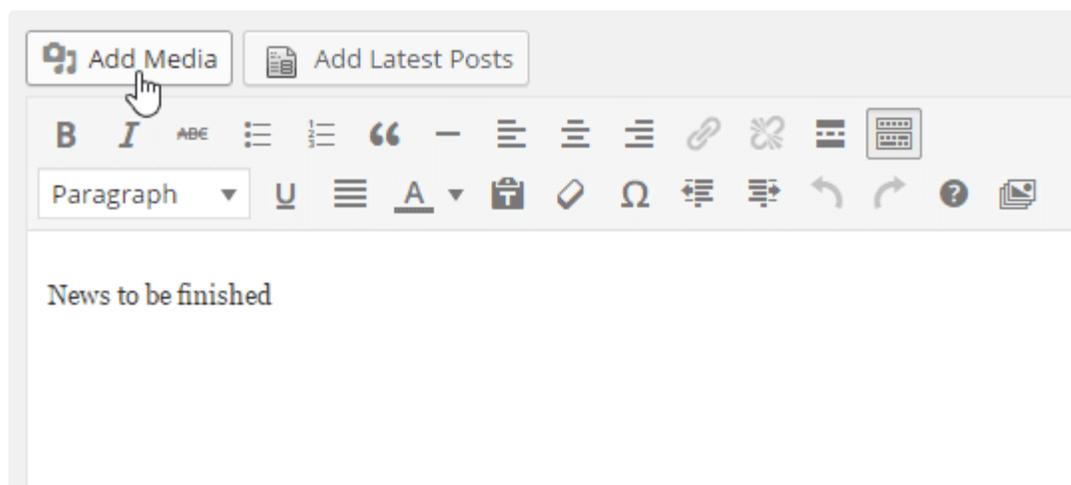
Hit **Yes** to proceed or **Dismiss** to ignore.

II. WP MEDIA FOLDER COMMON USE

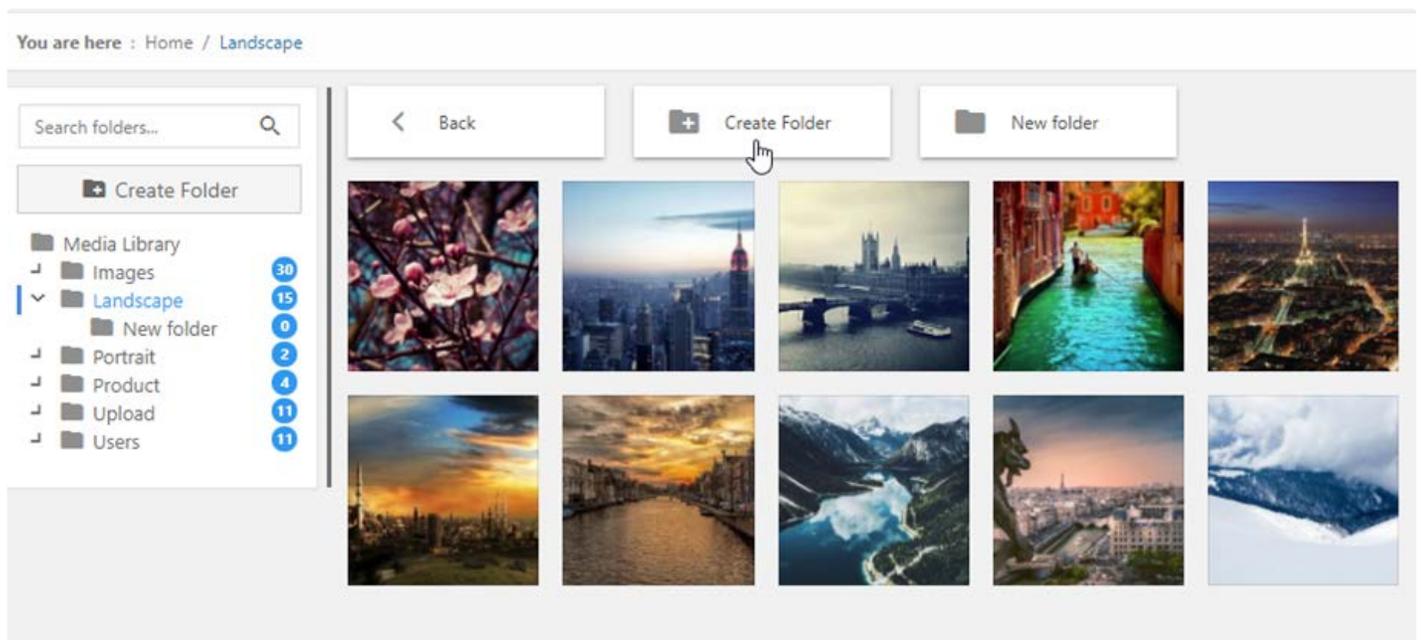
The main idea of WP Media Folder is to classify media directly from the media manager. WP Media Folder works on the native media manager, both from the public and admin side. For example you can use it in posts and pages.

2.1 Manage folders from posts or pages

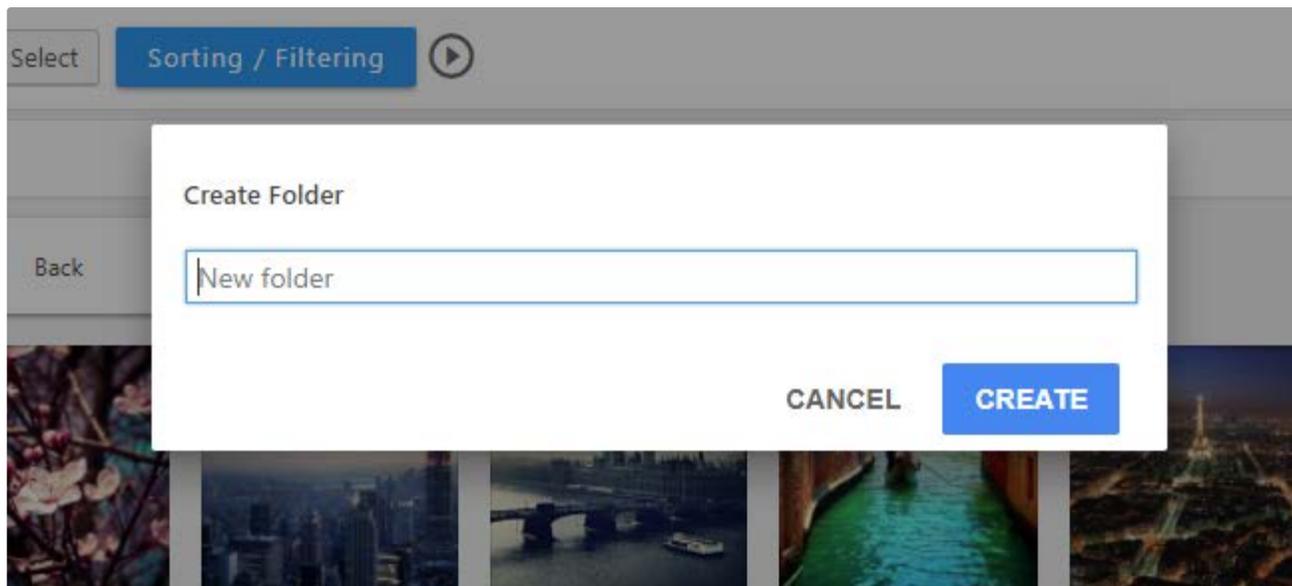
To use WP Media Folder just click on the **Add Media** button.



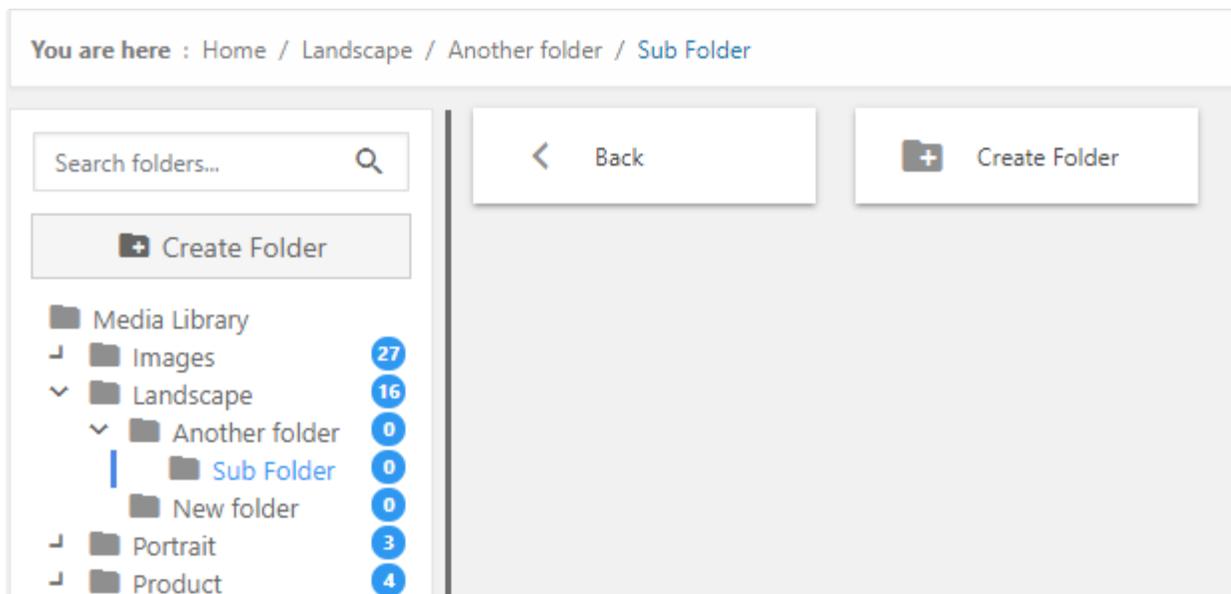
Click on it to open the main media view with the folder management.



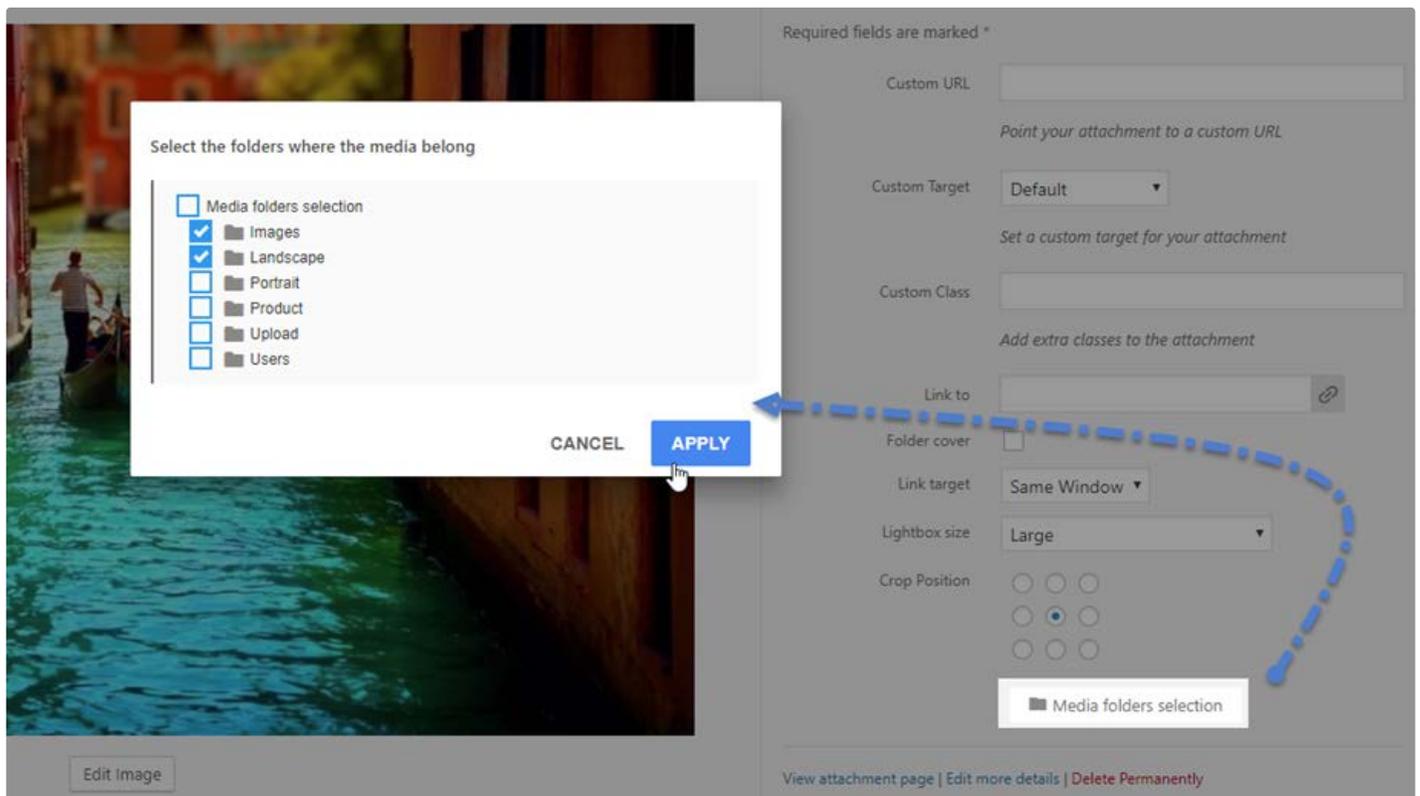
There's a button to create a folder and directories are listed below. When you click on **Create folder** you have to type a name and validate the creation.



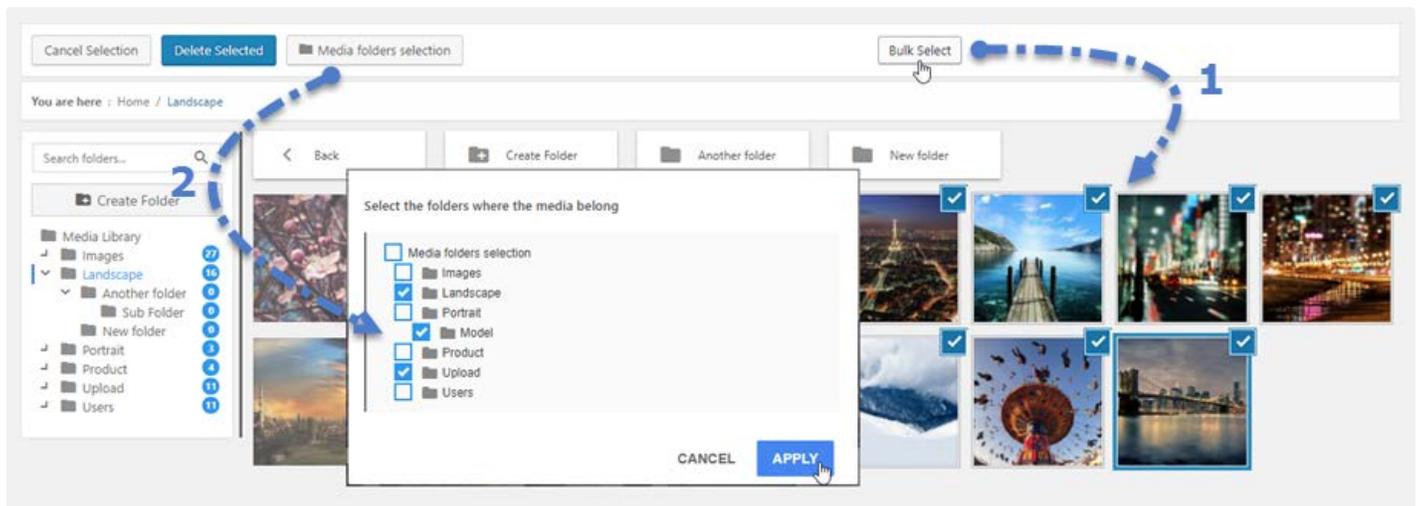
If you want to create a sub-folder you just need to enter in a folder and repeat the operation. You can then use the breadcrumb or folder tree so not to lose yourself in folder levels :)



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

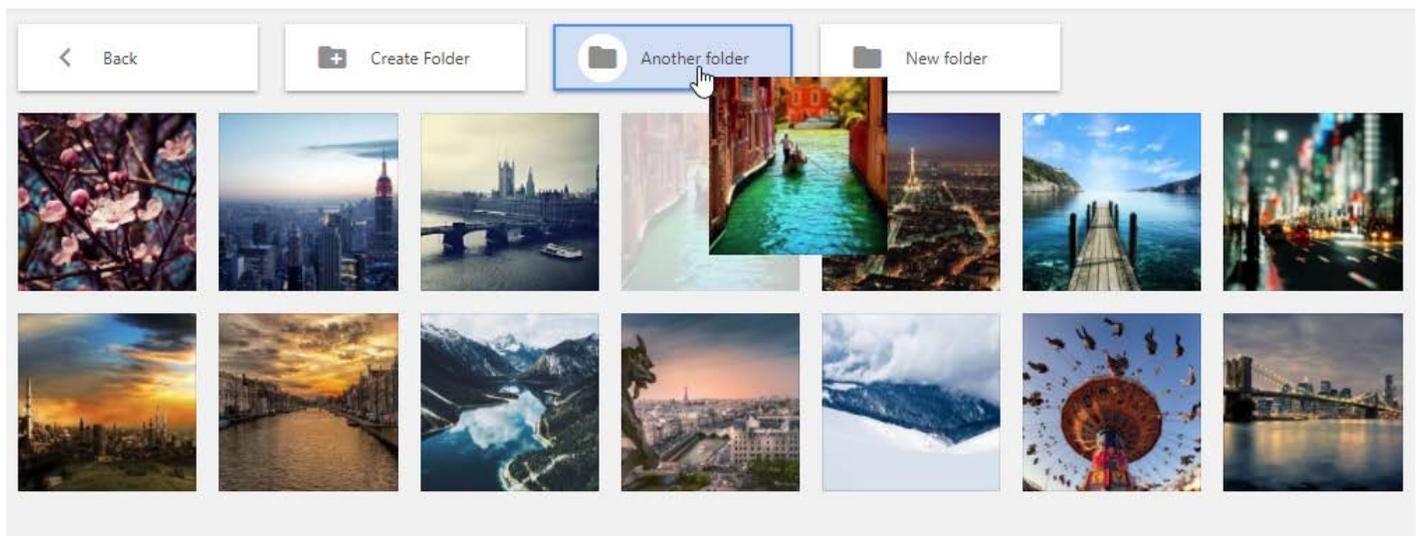


You can also use the WordPress media manager to batch apply multiple folders to multiple media. First, click **Bulk Select**, pick media files and then press the **Media folders selection** button.

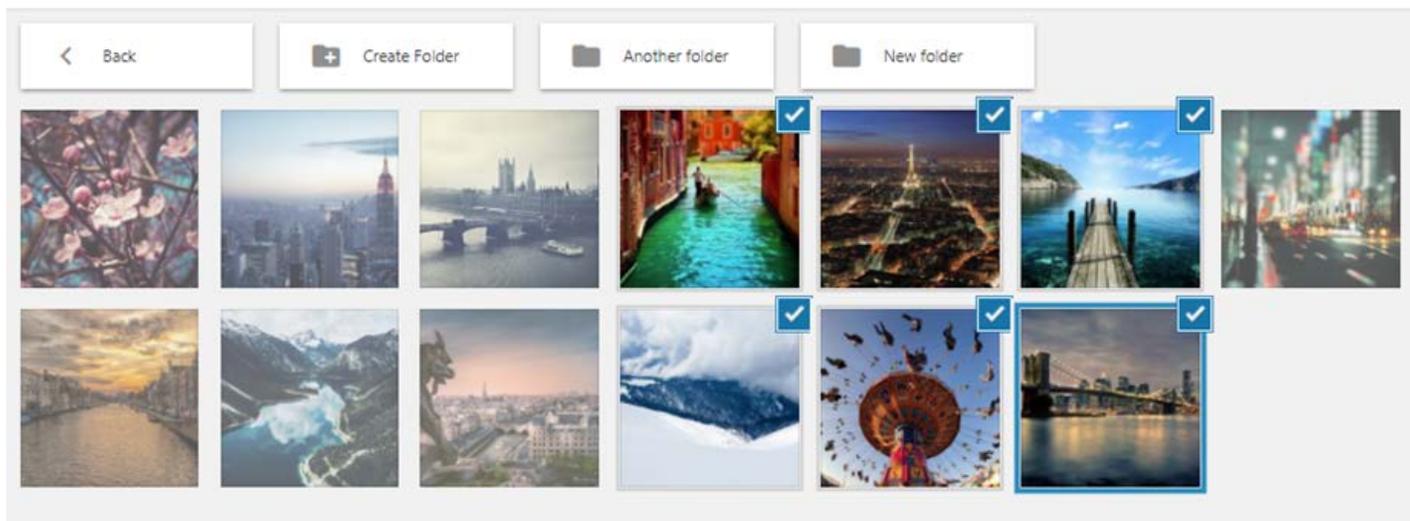


2.2 Manage media

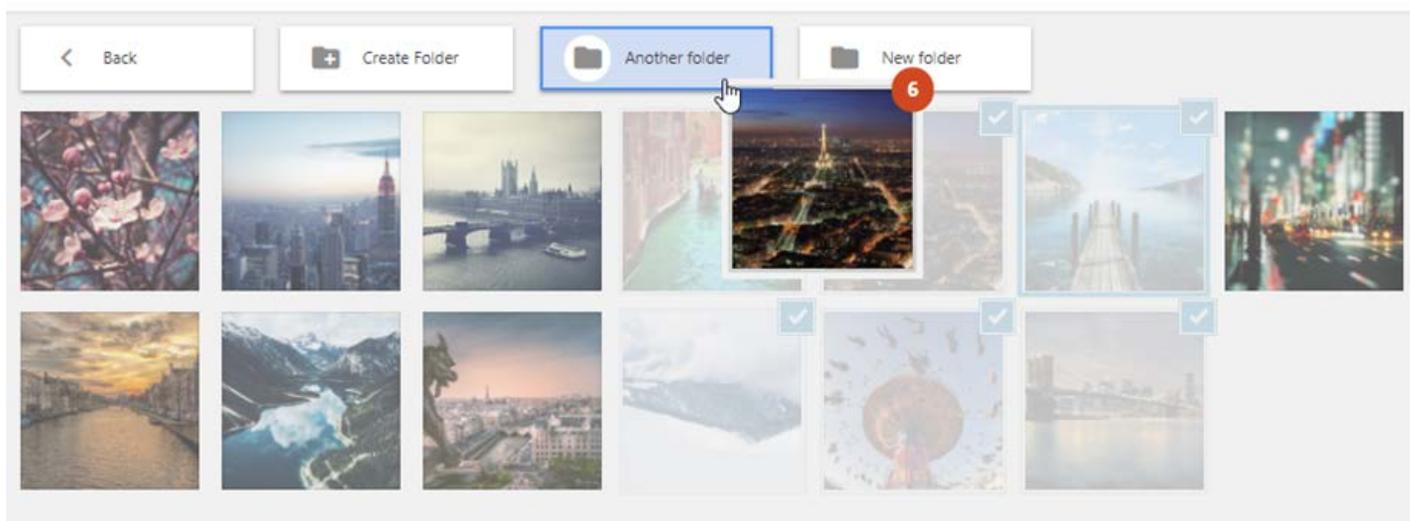
In order to move one or several media in a folder, click on the media and drag it into the folder you want.



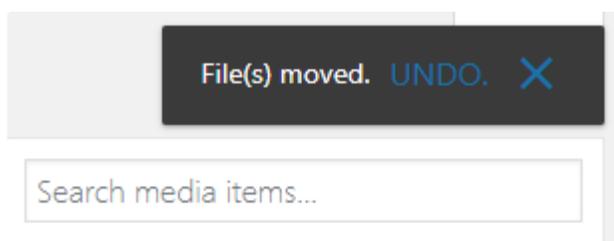
You also have the possibility to drag multiple images into folders or into the folder tree. First select media.



Then drag media into folders.

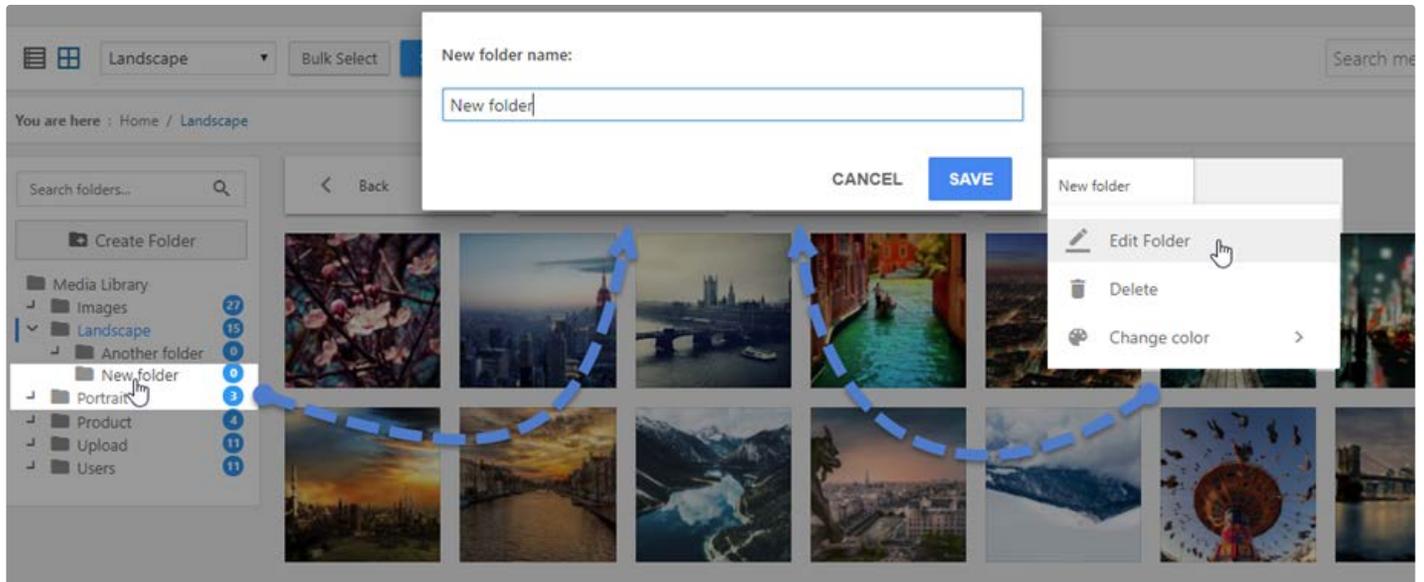


A notification will then be displayed with the possibility to **UNDO** the last media move you've just made.

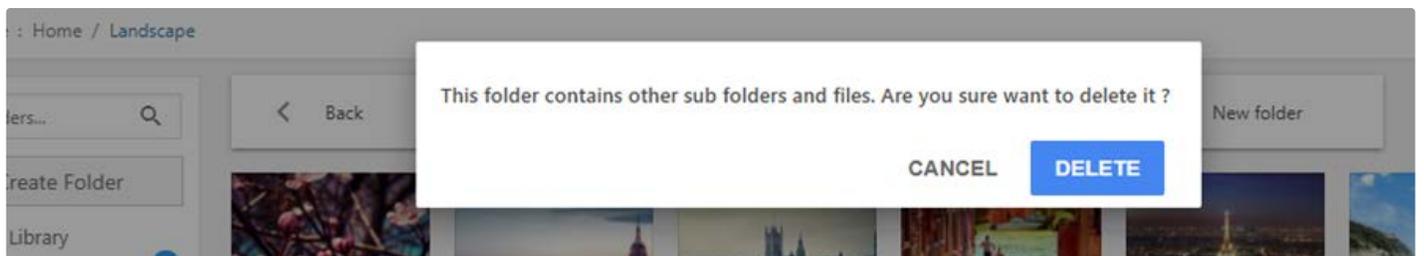


2.3 Remove and edit folders

The folder can be renamed by double clicking on the folder on the left panel or right clicking on the folder and choose **Edit Folder**.

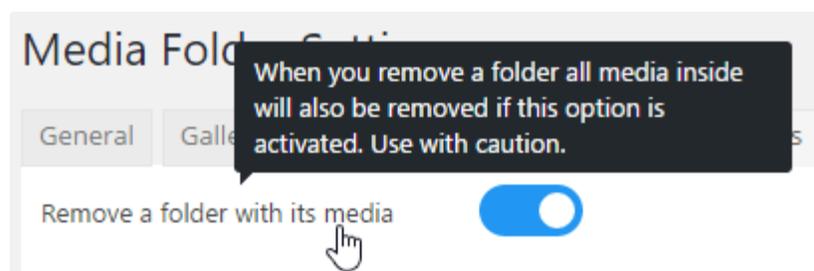


In order to remove media, right click on the folder and click **Delete** button.

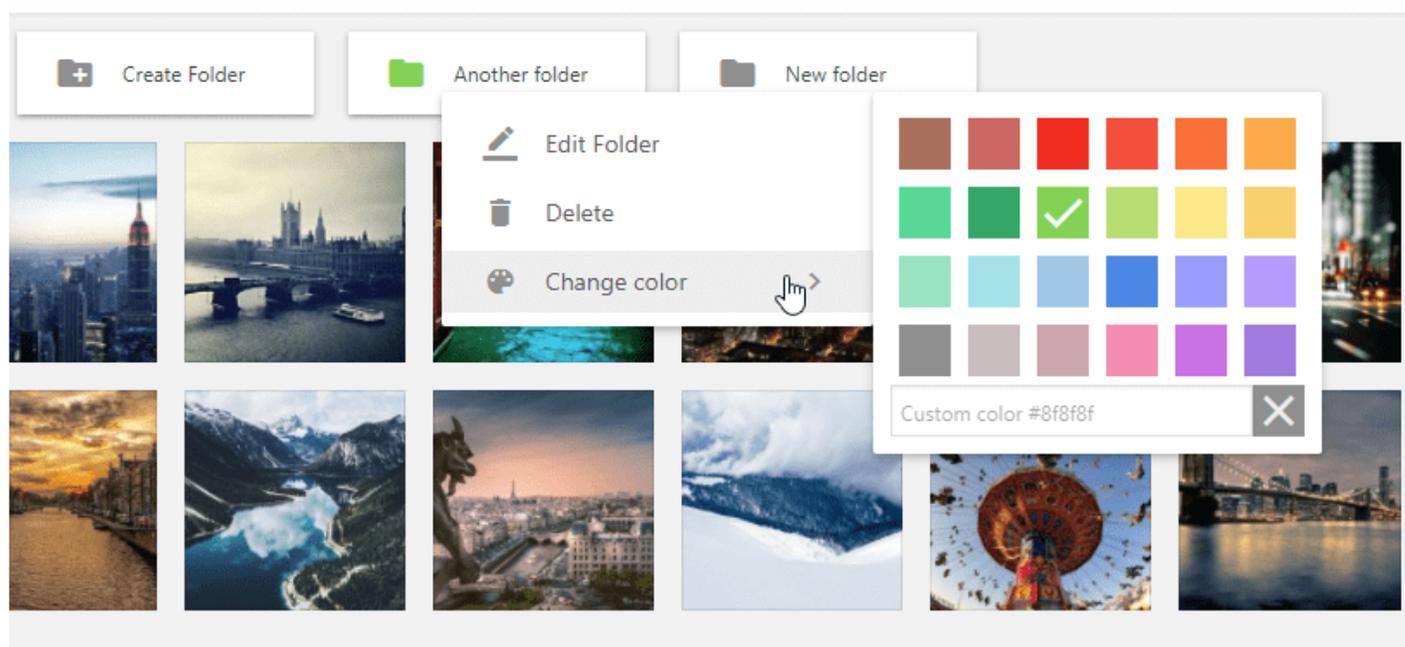


If you remove a folder with media inside, by default all media inside will go back the root of the media manager.

You also have a parameter to remove folder and the media inside the folder - use with caution!

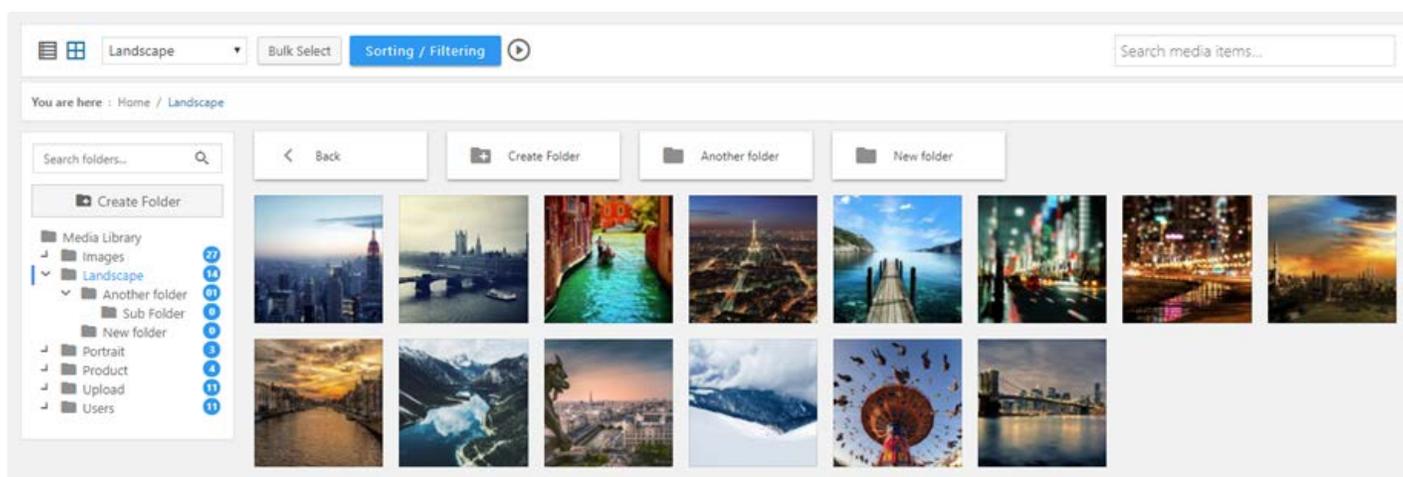


You can also change the color of folder from the **Change color** menu.



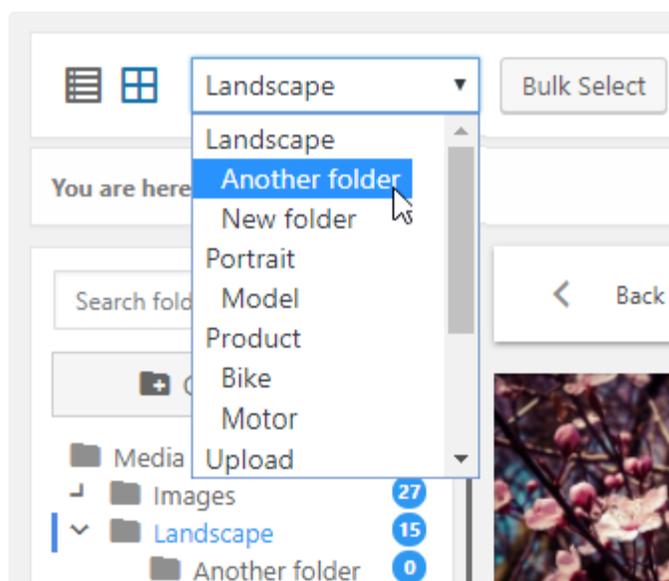
2.4 Media view

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

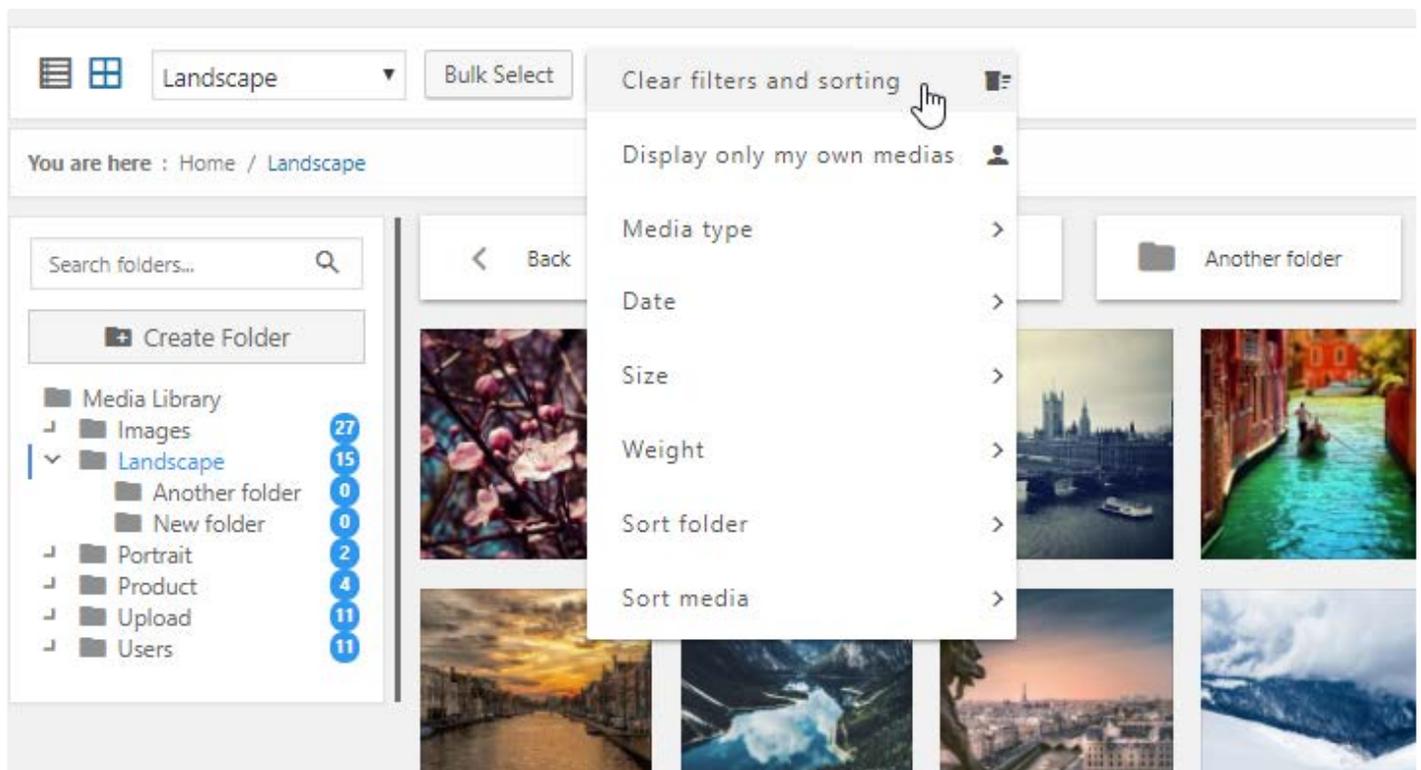


You'll also see existing folders from the media view. Note that article categories are automatically added as folder.

To upload media in particular folders, select one and click on **Add media**. From the folder tree you can ensure that you're in the right folder.



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



2.5 WordPress media searching and filtering

WP Media Folder adds some new features to the default media manager. You'll find all the settings in the plugin configuration. You can use 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)

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

List default filter weight ▲

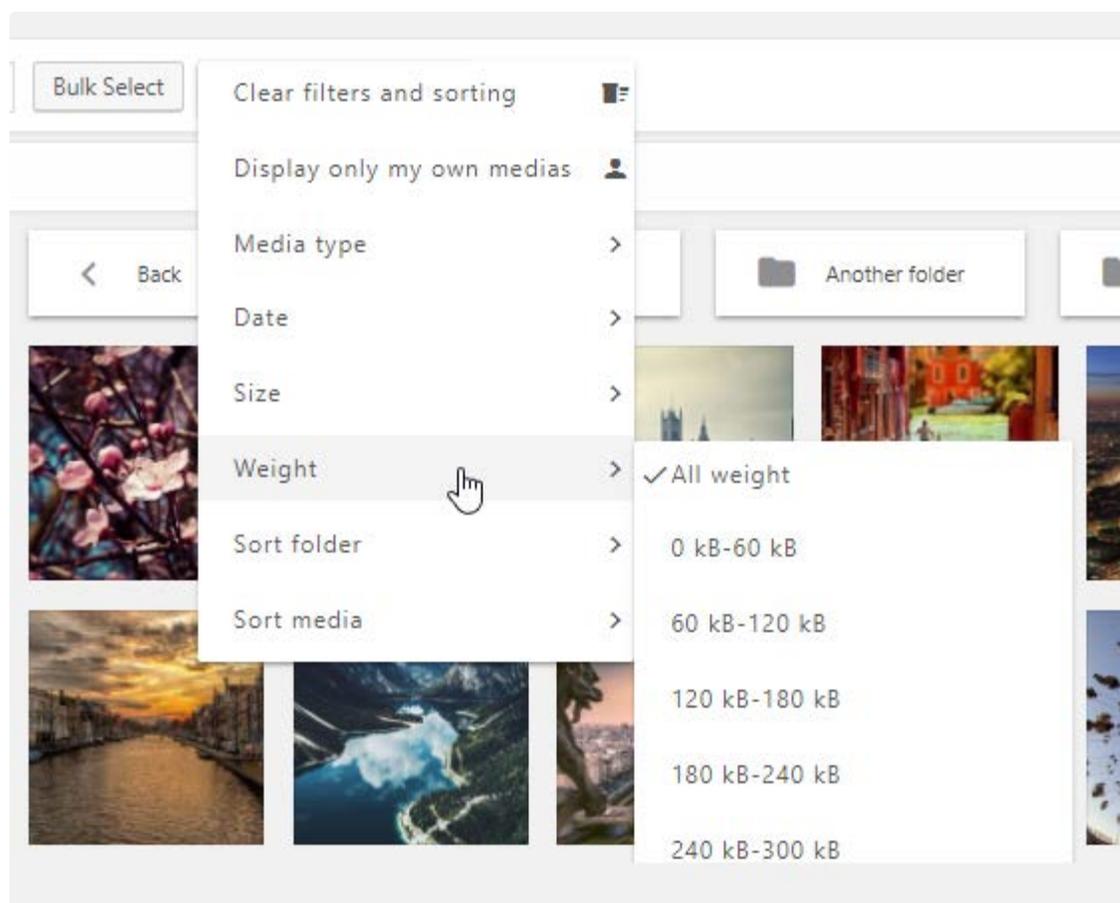
- 0 kB-60 kB ✎
- 60 kB-120 kB ✎
- 120 kB-180 kB ✎
- 180 kB-240 kB ✎
- 240 kB-300 kB ✎

Min Max

Unit :

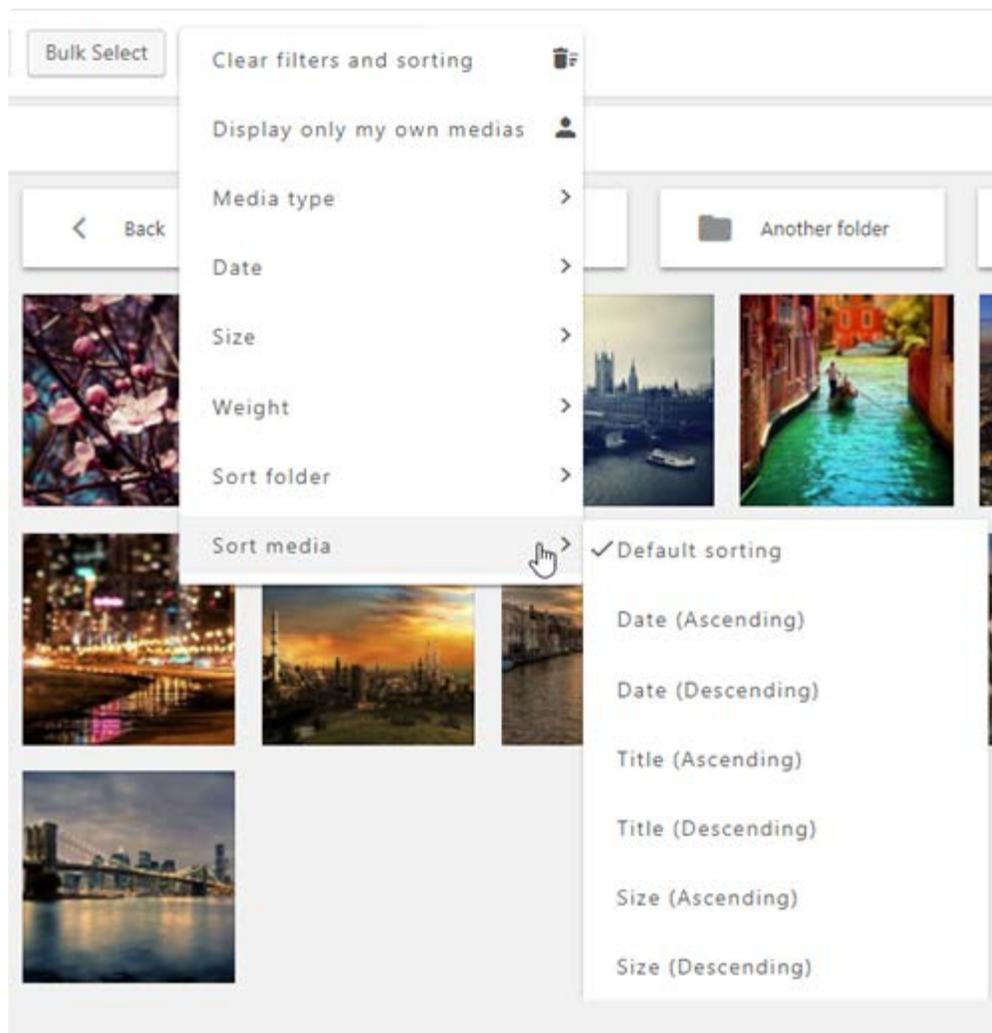
Select weight range which you would like to display in media library filter

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



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

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



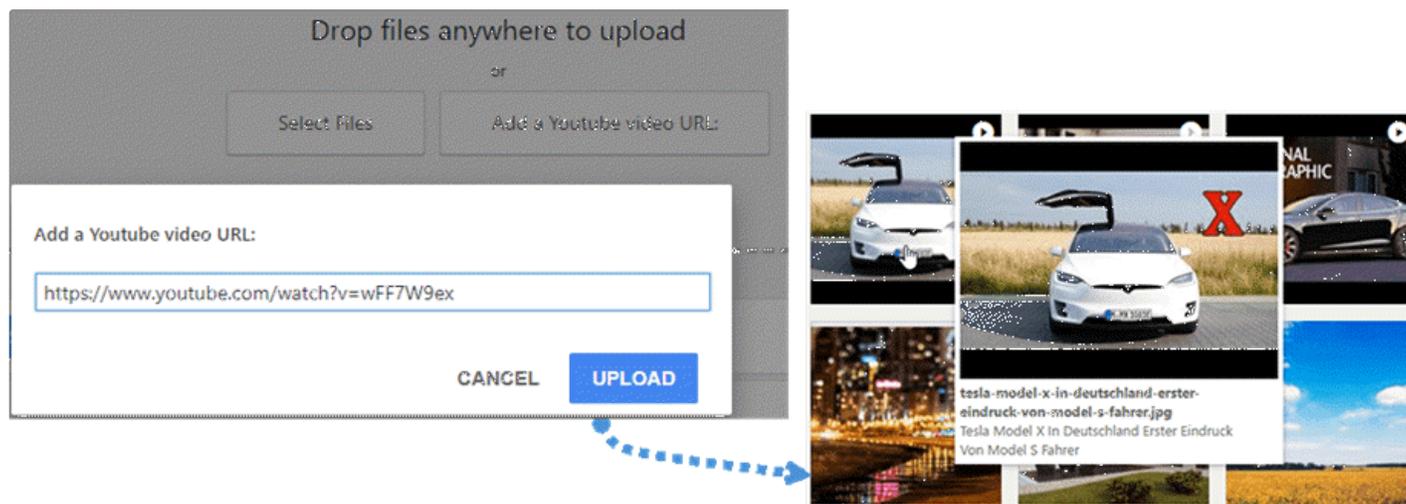
Note: when you apply an ordering it will be automatically saved in your session using cookies. It means that next time you'll open your media manager, the media ordering will remain the same.

2.6 Add remote Youtube video

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



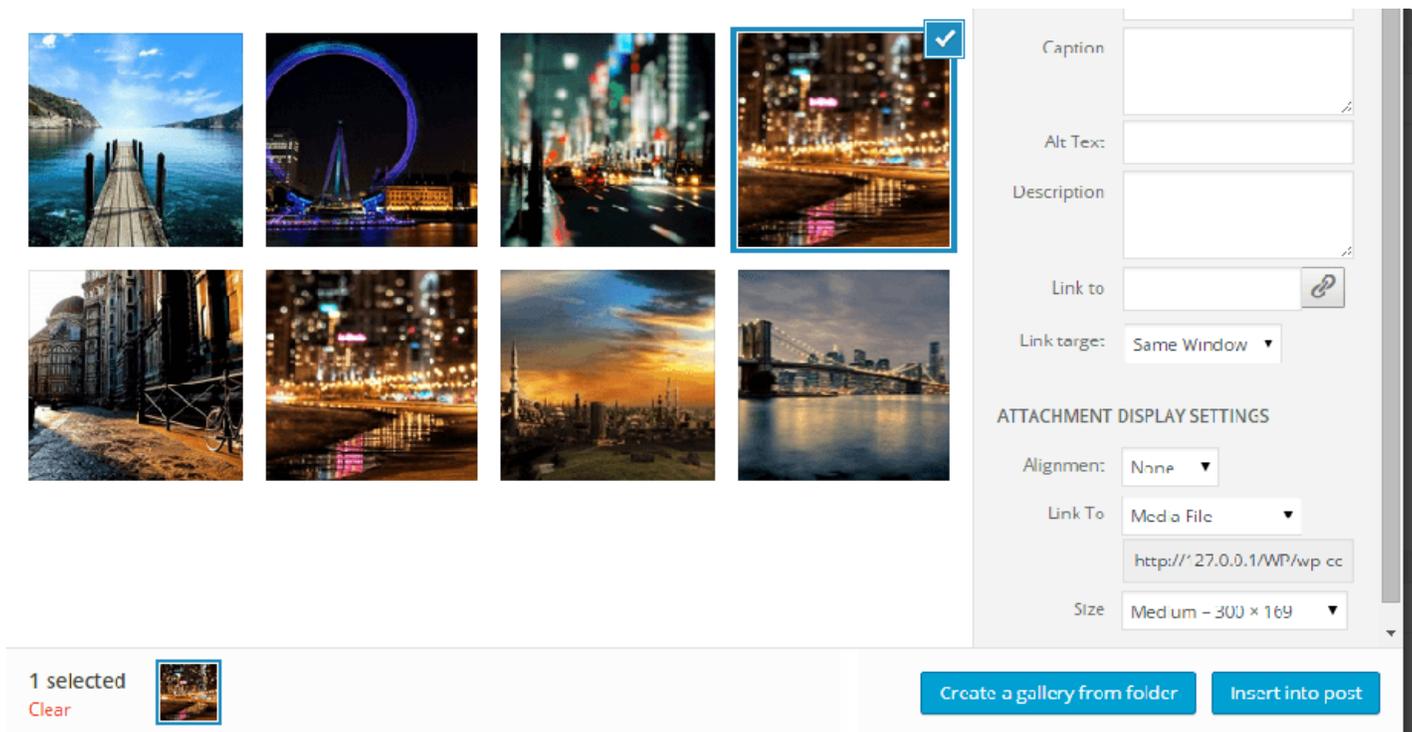
Next, a text box will be displayed on the screen where you can paste the YouTube link. Then you will see a YouTube file among your media.



III. MANAGE GALLERIES

3.1 Create a gallery

WordPress has 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 from a selection of images.



The screenshot displays the WordPress Media Library interface. On the left, there is a grid of 8 image thumbnails. The top-right thumbnail, showing a city night scene with lights reflecting on water, is selected and has a blue checkmark in its top-right corner. To the right of the grid is a settings panel for the selected image. This panel includes fields for 'Caption', 'Alt Text', and 'Description'. Below these are 'Link to' (with a link icon) and 'Link target' (set to 'Same Window'). Under the heading 'ATTACHMENT DISPLAY SETTINGS', there are options for 'Alignment' (set to 'None'), 'Link To' (set to 'Media File'), a text input field containing 'http://127.0.0.1/WP/wp cc', and 'Size' (set to 'Medium - 300 x 169'). At the bottom of the interface, a status bar shows '1 selected' with a 'Clear' link and a small thumbnail of the selected image. Two buttons are visible: 'Create a gallery from folder' and 'Insert into post'.

If you open a folder or select an image you will see a button called **Create a gallery from folder**. Once your gallery is created you have several new options in addition 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, it can be automatically added to the gallery

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

Reverse order

Basic	Standard	Premium
\$19.99	\$29.99	\$49.99
100 MB	1000 MB	3000 MB
20GB	30GB	50GB
1	10	Unlimited
1	5	50
1	3	5
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="Add to cart"/>	<input type="button" value="Add to cart"/>	<input type="button" value="Add to cart"/>

Orange price grid table

Basic	Standard	Premium
\$19.99	\$29.99	\$49.99
100 MB	1000 MB	3000 MB
20GB	30GB	50GB
1	10	Unlimited
1	5	50
1	3	5
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="Add to cart"/>	<input type="button" value="Add to cart"/>	<input type="button" value="Add to cart"/>

Blue price grid table

GALLERY SETTINGS

Gallery themes

- Portfolio
- Default
- Masonry
- Portfolio
- Slider

Gallery image size

Large

Lightbox size

Large

Action on click

Lightbox

Auto insert image in folder

Yes

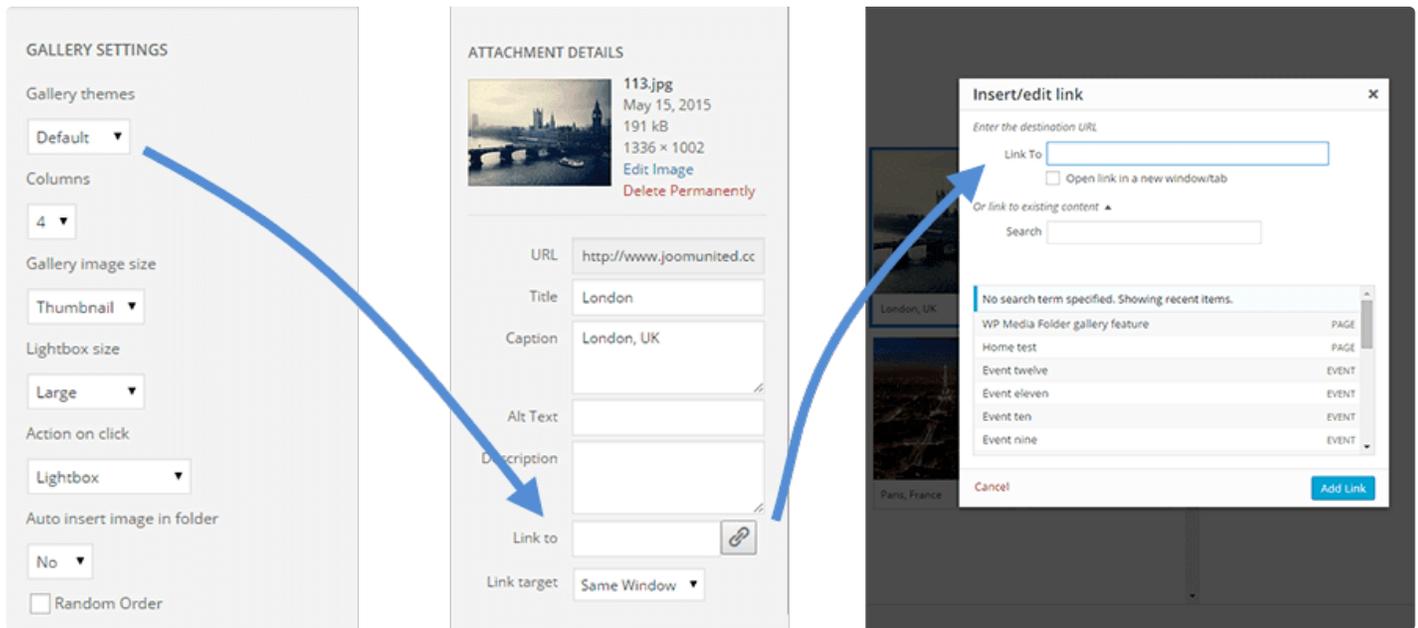
Random Order

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

3.2 Add custom links to gallery images

You can define custom links per image in the gallery, which can be very useful if you need to create a homepage layout based on a gallery that redirects to pages or posts.

While editing galleries, click on an 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. You will also be able to define the target where the link will open as the same window, or a 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

New Window

3.3 Gallery themes

The first gallery option is the theme choice. The default theme is an enhancement of the WordPress default theme, bringing you lightboxes to 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 stylish gallery with hover effects, titles and captions.



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

3.4 Image options

Each image has some options in a gallery. Click on an image to see them.

- Title and caption can be displayed in the gallery depending of the theme you've chosen
- Link to allow you to add, for example, lightboxes to images or add custom links to individual images 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

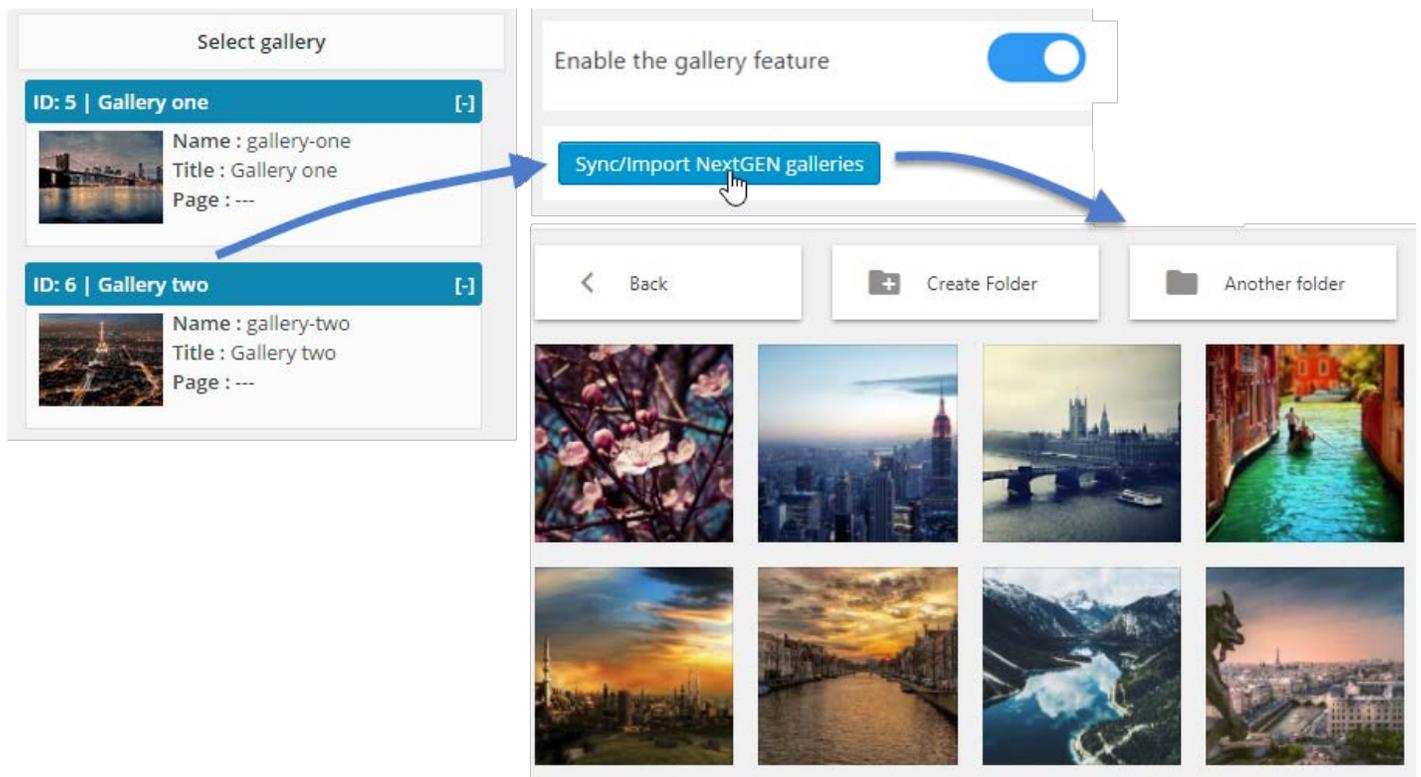
In each gallery you can order your images by:

- 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 the NextGEN gallery installation 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 the folder name.



IV. WP MEDIA FOLDER SETTINGS

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

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

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

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

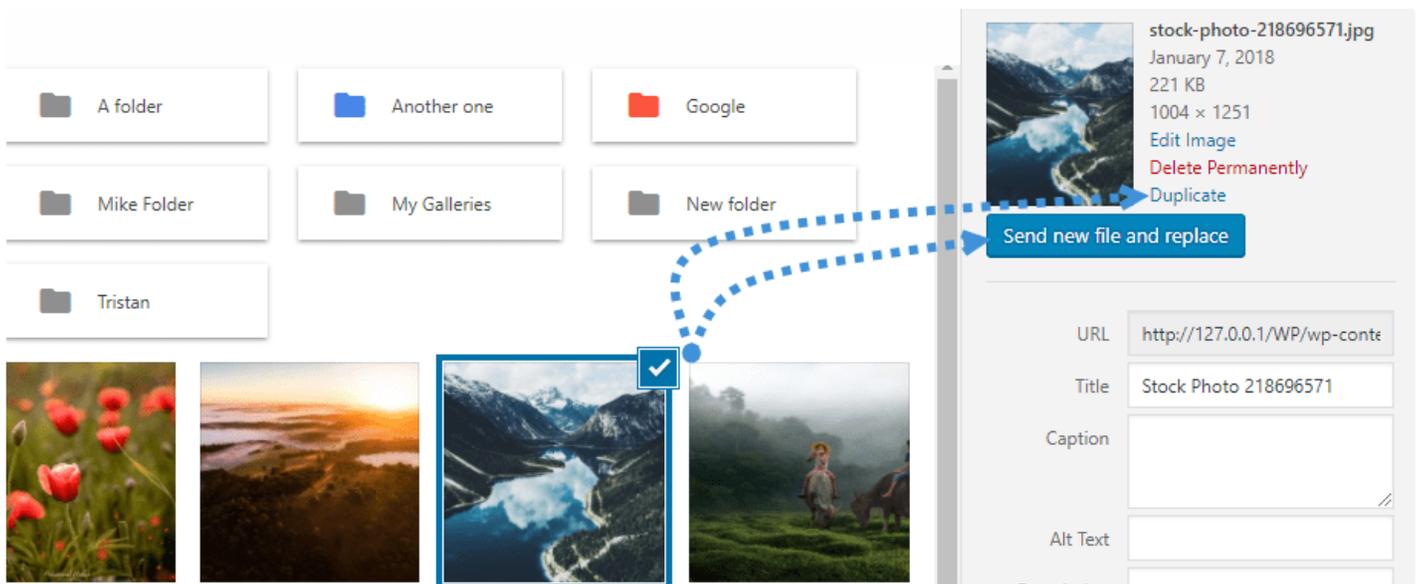
SAVE CHANGES

4.1 General settings

- **Activate WP Media Folder on frontend:** If you're using a page builder that is available on the 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:** Import or re-import your existing post or media categories as a folder
- **Media search:** The media search engine (in the media manager) can search in the whole library or only on

the current folder (default parameter)

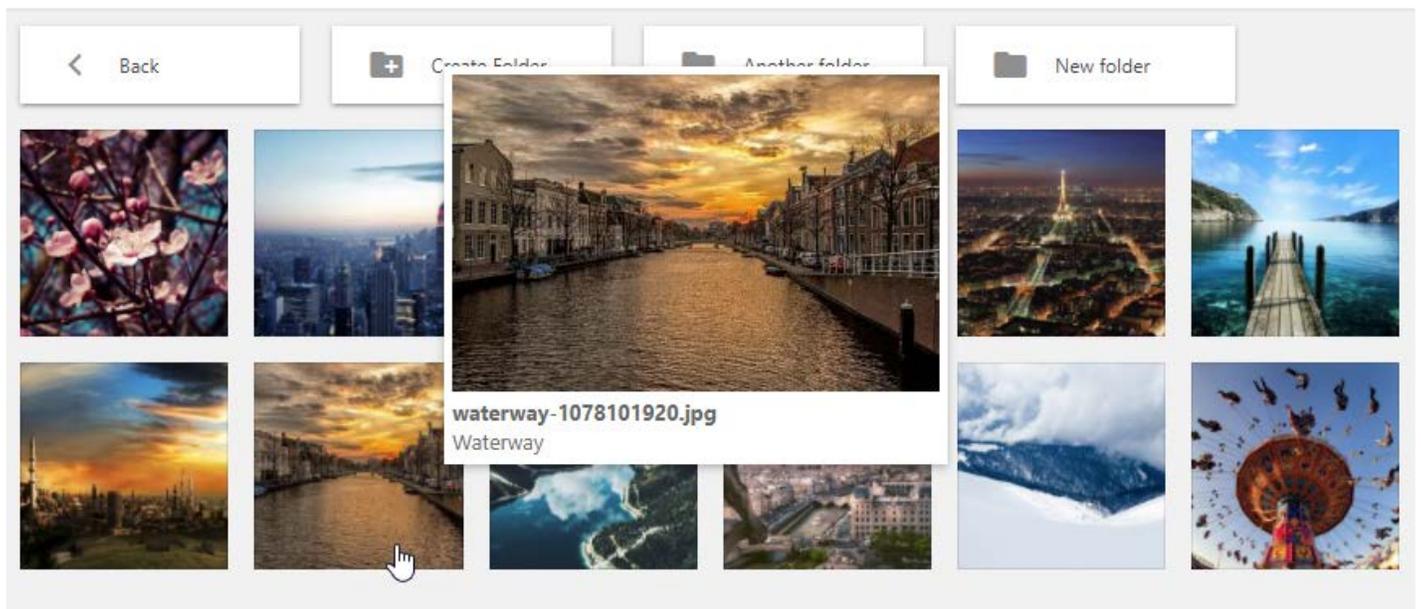
- **Override file:** Replace an existing file with another without generating broken links (same format allowed, for example from .jpg to .png)



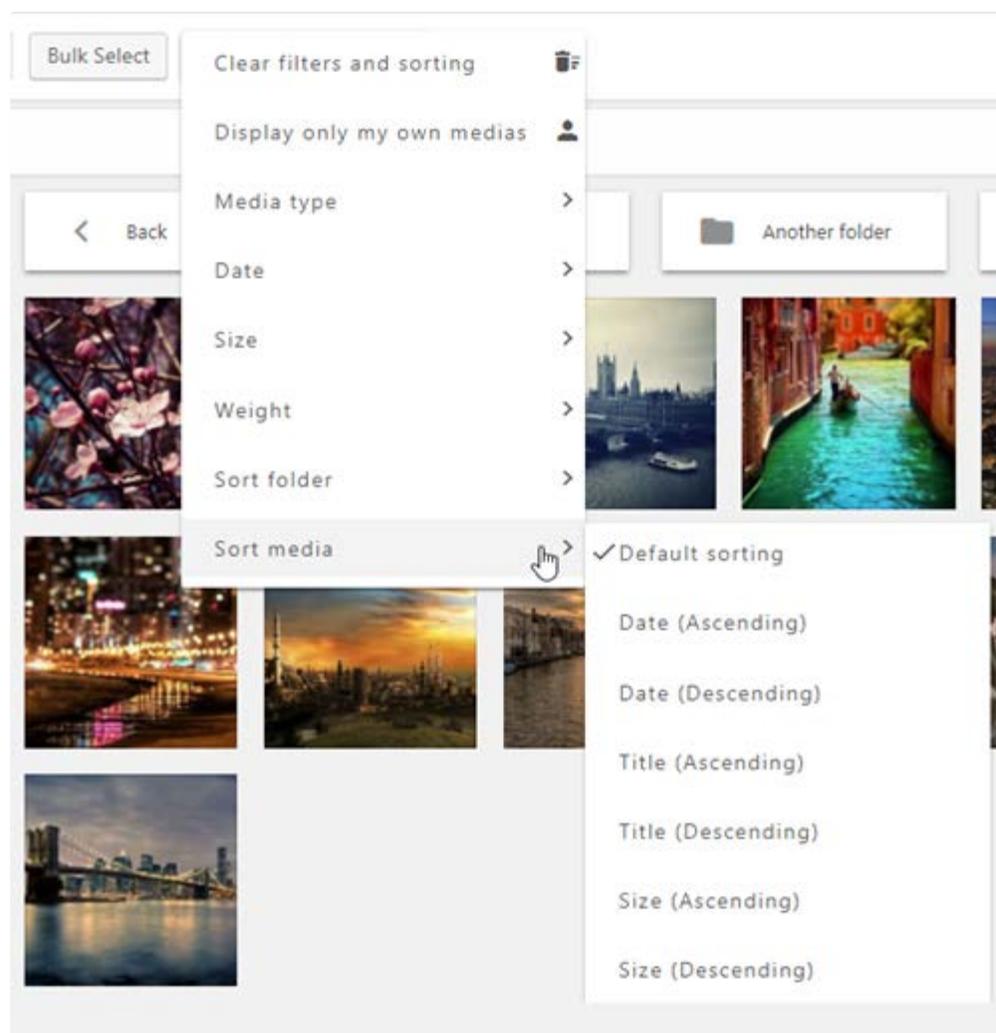
- **Duplicate file:** Duplicate a media file



- **Hover image:** Display a hover effect that displays the image in a medium size on mouse hover in the administration panel



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



- **Media size filter and weigh filters:** Add, remove or define filtering range

List default filter size ▲

- 400x300
- 640x480
- 800x600
- 1024x768
- 1600x1200

Width Height
(unit : px)

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: Enable or disable gallery functions (create gallery by folder, gallery themes...)

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

Enable the gallery feature

Lightbox in galleries

Slider Animation

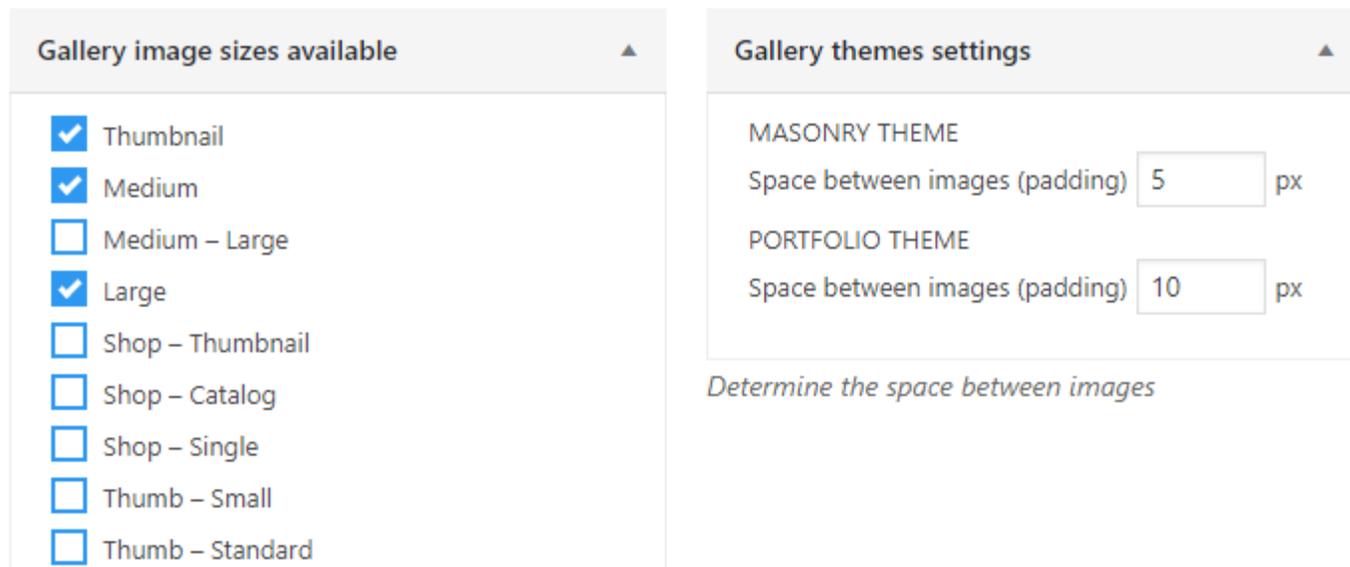
Slide

Fade

Slider Animation: Slide or fade

Gallery image size and settings: Choose which image sizes will be available to be chosen in

galleries. WordPress has 3 sizes of images defined by default in the media settings. Once you install new plugins, a new size can be added. For example WooCommerce is adding a custom size for its products. You can choose which size to load in the image galleries here.



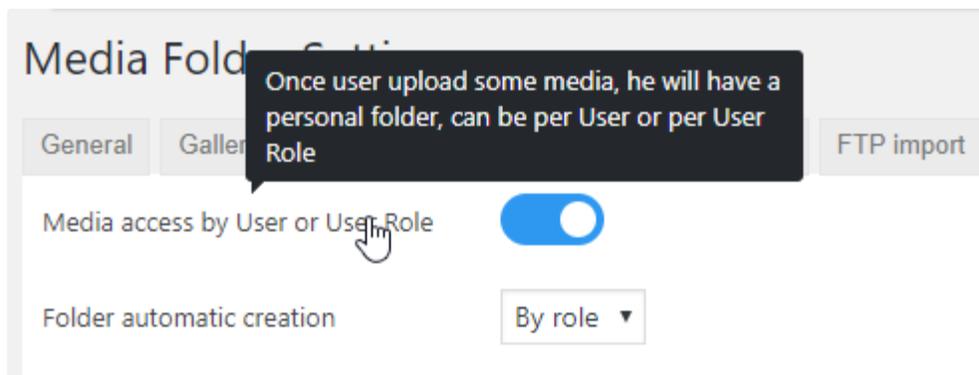
Sync/import NextGEN galleries: Only displayed if the plugin is installed - import or make a new sync of the NextGEN galleries available on the website

4.3 Media access

WP Media Folder has an option to limit media display and management to the user's own media only. When a new user is created, a root media folder is generated for them, with their name and all their media inside. They can create subfolders inside. As an administrator you have an option to display or 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)

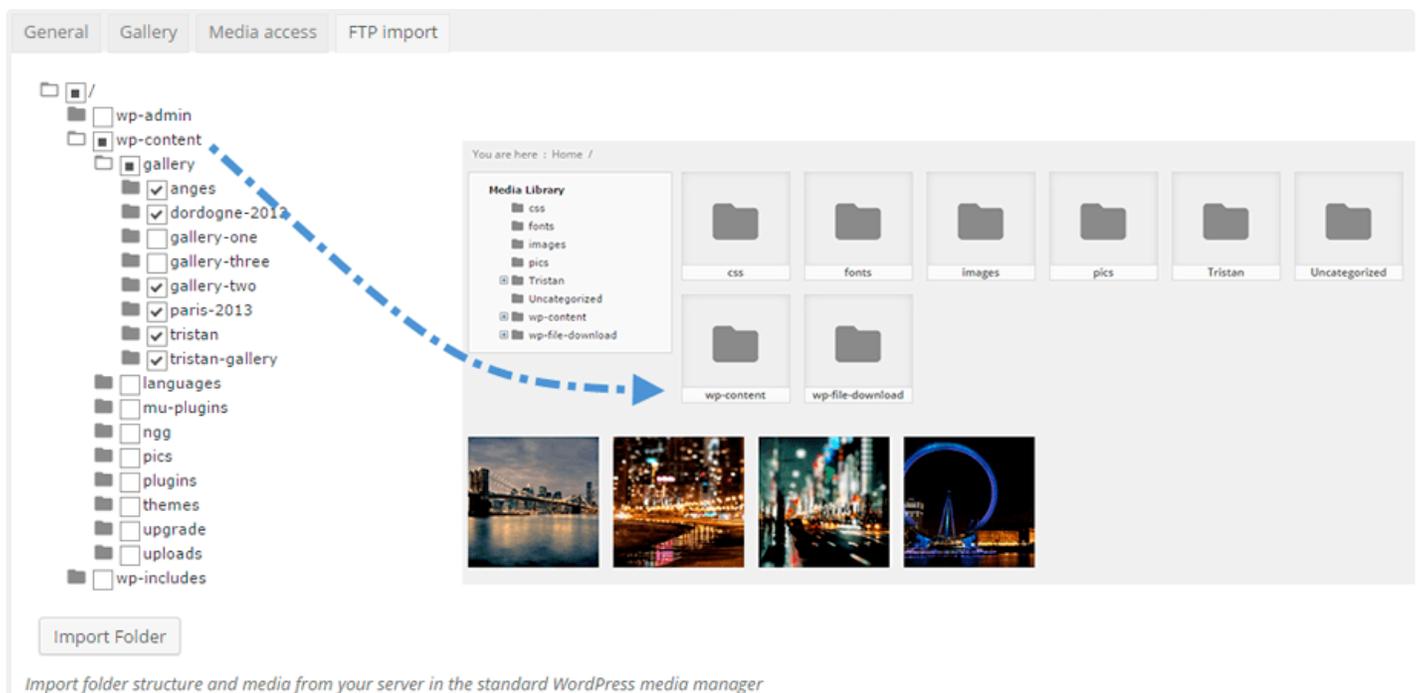


4.4 Server file importer & sync

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.

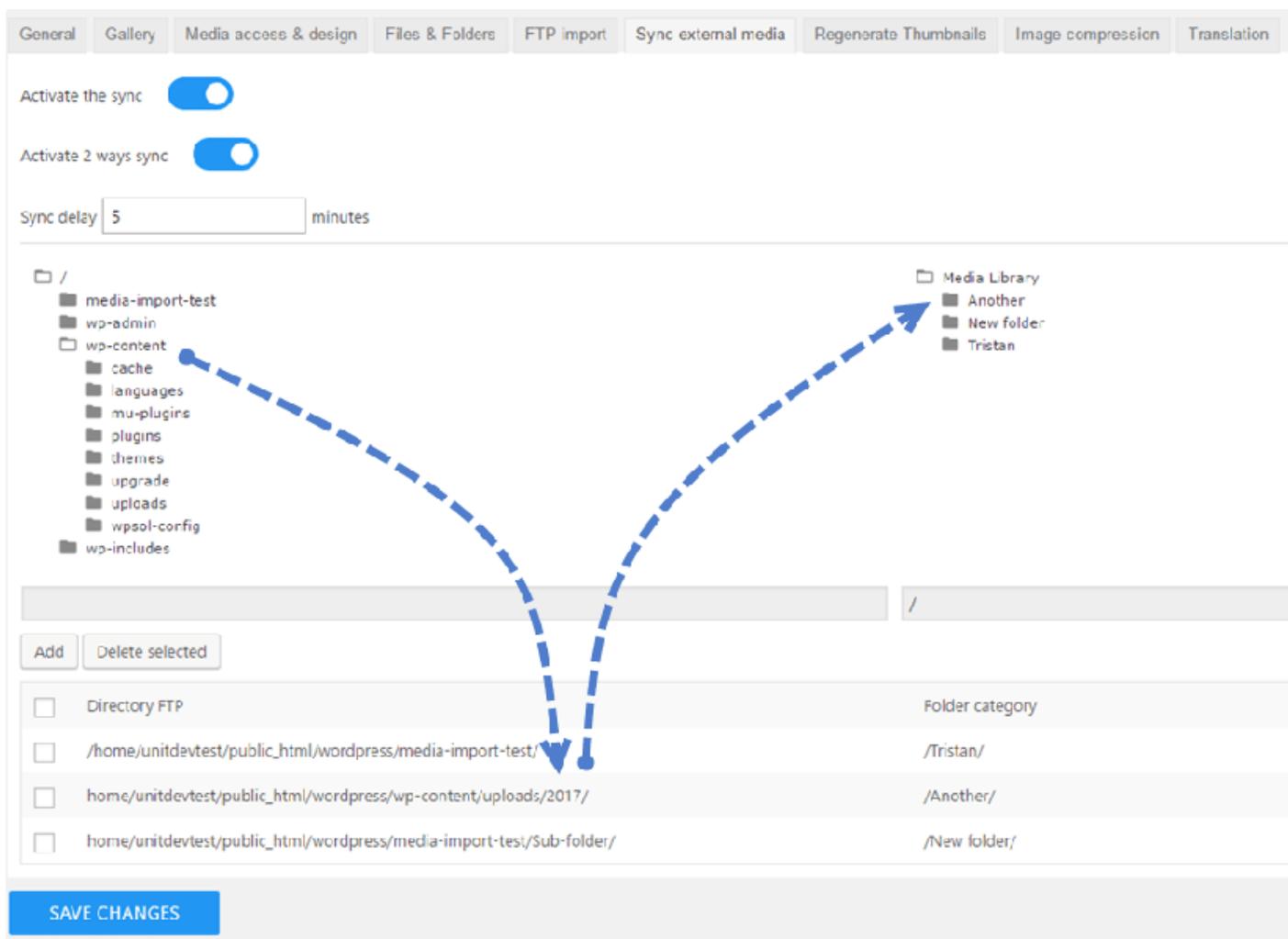
Select a folder and/or subfolder, click on import, and it's done! All the folder structure and media are now available in your native WordPress media manager.

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 folder from the server where your WordPress website is currently installed with a WP Media folder. 2 main settings are available:

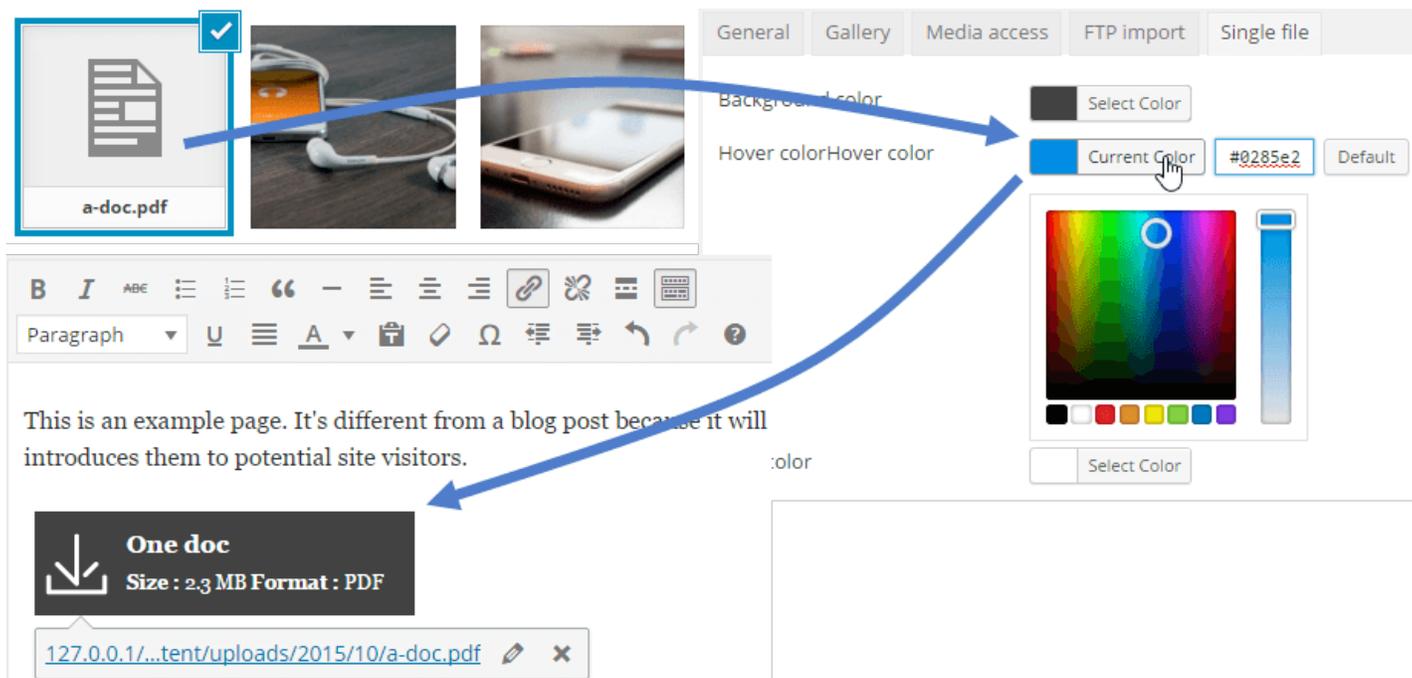
- Synchronization methods: from server to WP Media Folder and vice versa
- The folder source and the destination: local server folder to WP Media Folder directory
- The sync delay: delay to run a sync between those folders



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

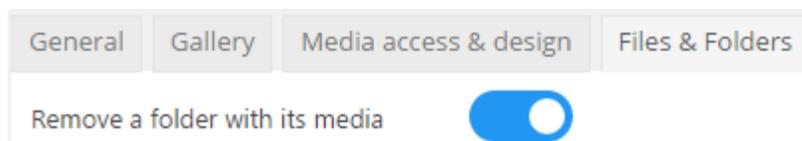
4.5 Single file design

The WordPress media manager handles not only 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 used to activate the possibility to remove a folder that contains media by default. If the option is not activated you'll be forced to remove all media inside a folder to have the possibility to remove the directory itself.



You have an option to automatically rename your media on upload, respecting a pattern you've defined, which is useful 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? (L)
- 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:

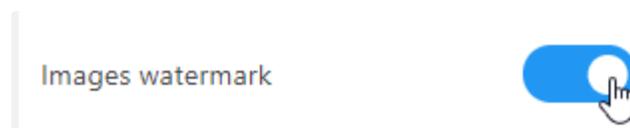
- Copy title to 'Alternative Text' Field? (-)
- Copy title to 'Caption' Field? (␣)
- Copy title to 'Description' Field? (.)

Automatic capitalization:

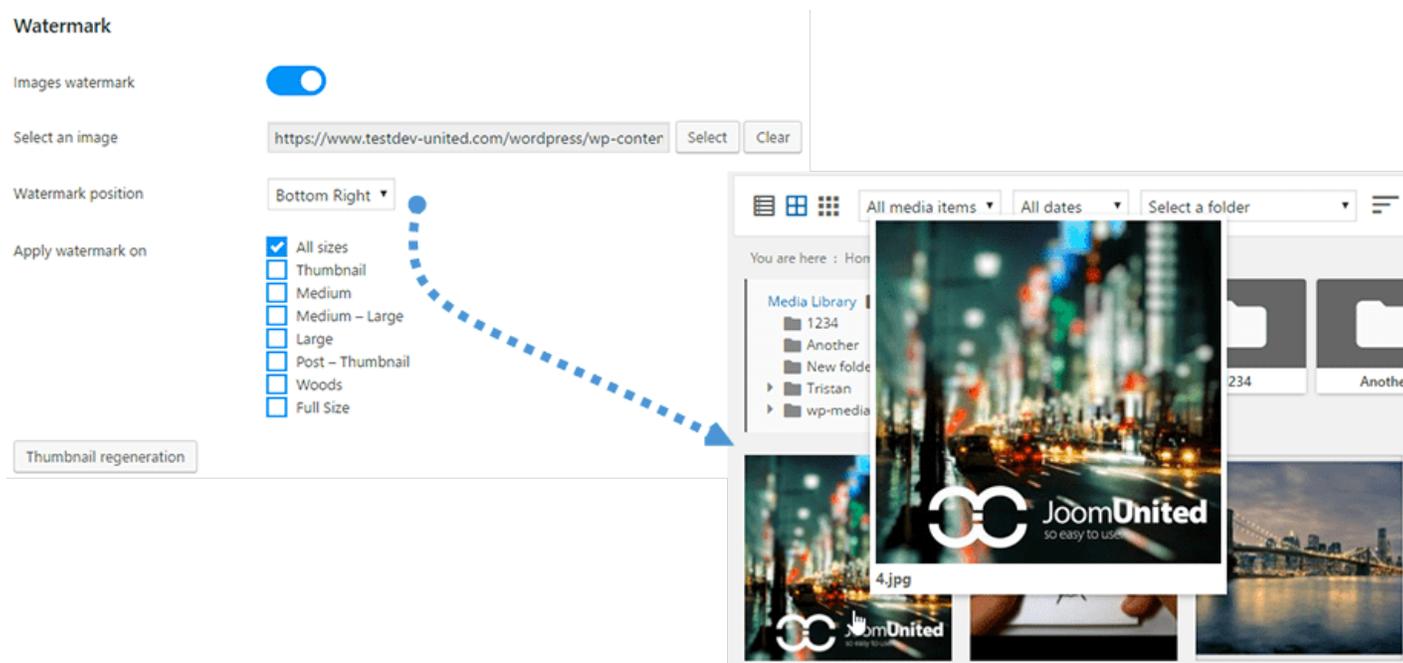
- Capitalize All Words
- Capitalize First Word Only
- All Words Lower Case
- All Words Upper Case
- Don't Alter (title text isn't modified in any way)

4.7 Image watermark

You can apply image watermarks to your media - a non-removable watermark visible by your end-users. First, you need to enable the **Images watermark** feature in *WP Media Folder configuration > Files & Folders tab*.



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

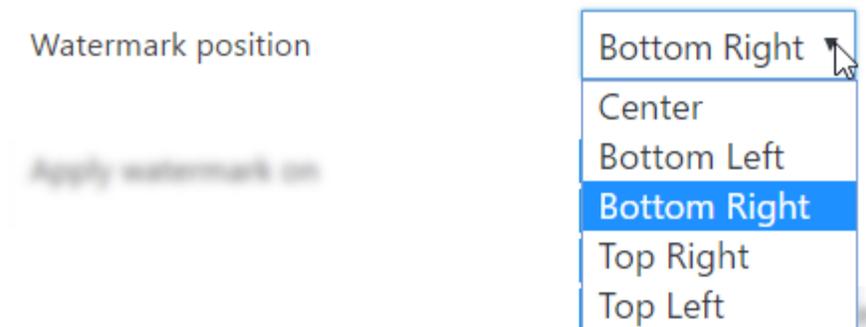


You can choose the position of the watermark:

- Center
- Bottom Left

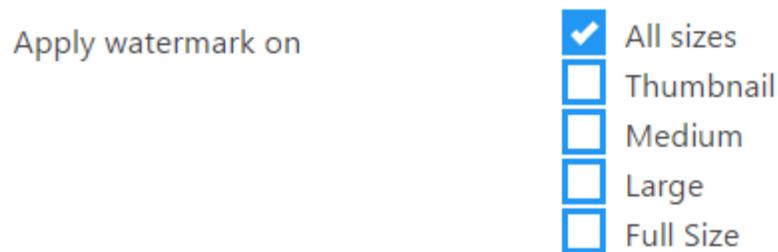
Bottom Right

- Top Right
- Top Left

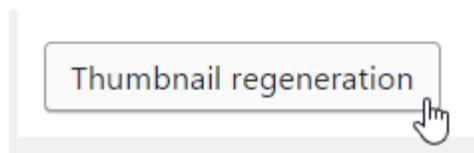


The watermark can be applied on a selection of image sizes:

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



Finally, clicking the **Thumbnail regeneration** button and save the settings - all the images in your media library will be regenerated with a new watermark.



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