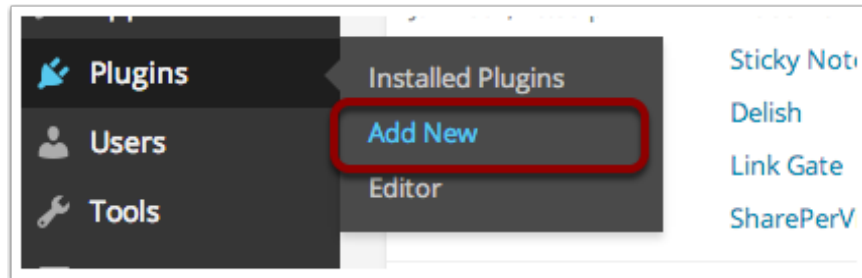


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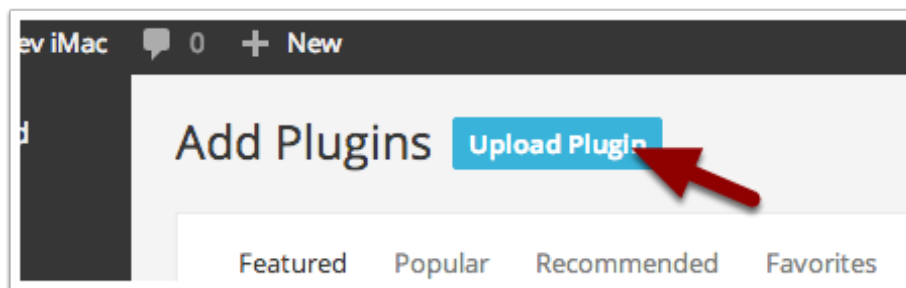
Installing a Plugin

To install a plugin, go to Plugins >> Add New



Upload Plugin

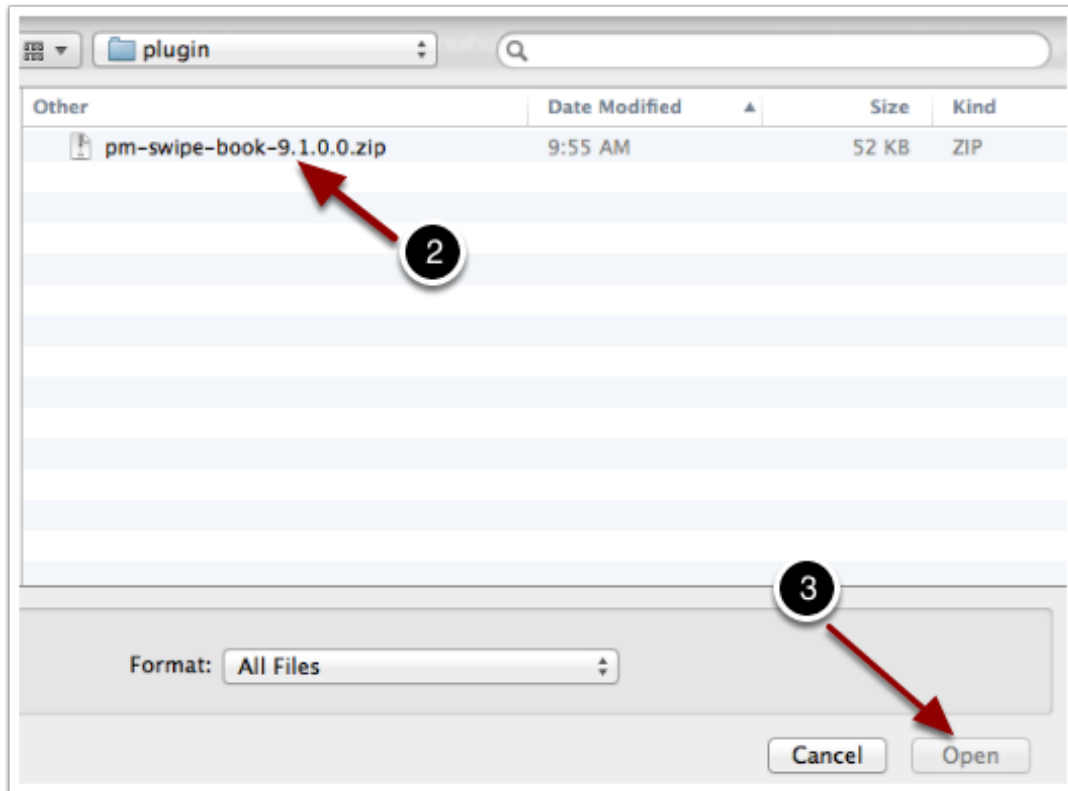
Click Upload Plugin



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Choose Upload File

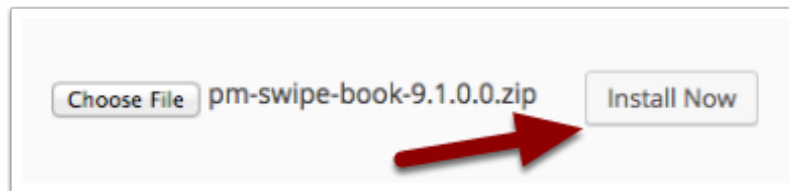
1. Click Choose File
2. Locate the zipped file of the plugin you'd like to install
3. Click Open



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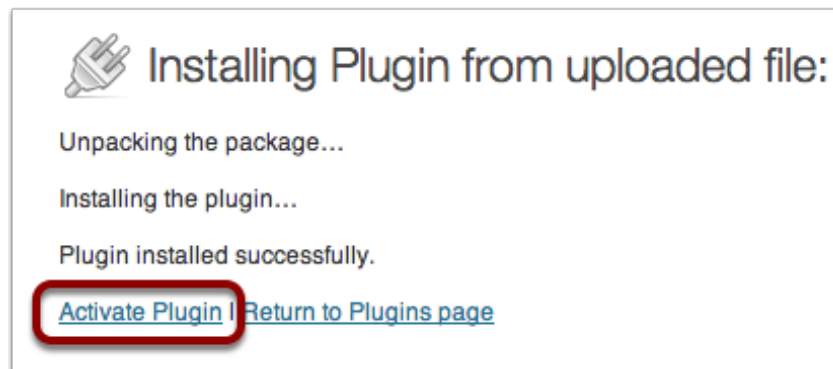
Install The Plugin

Click Install Now



Activate The Plugin

After successfully unpacking and installing the plugin, click *Activate Plugin*.

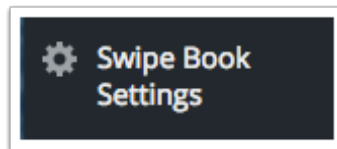


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Swipe Book Settings

After activating the plugin, you will find the Swipe Book settings in the left side menu.

Click on 'Swipe Book Settings' to display your options.

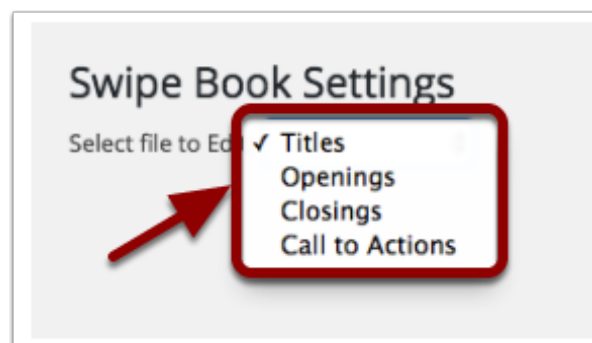


Swipe Book Settings - Select File to Edit

In the Swipe Book settings, select the type of swipe file you would like to add or edit from the dropdown:

Select File to Edit:

- **Titles** - Will display all existing 'title' options currently available
- **Openings** - Will display all existing 'opening' options currently available
- **Closings** - Will display all existing 'closing' options currently available
- **Call to Actions** - Will display all existing 'call to action' options currently available



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Swipe Book Settings - Import File

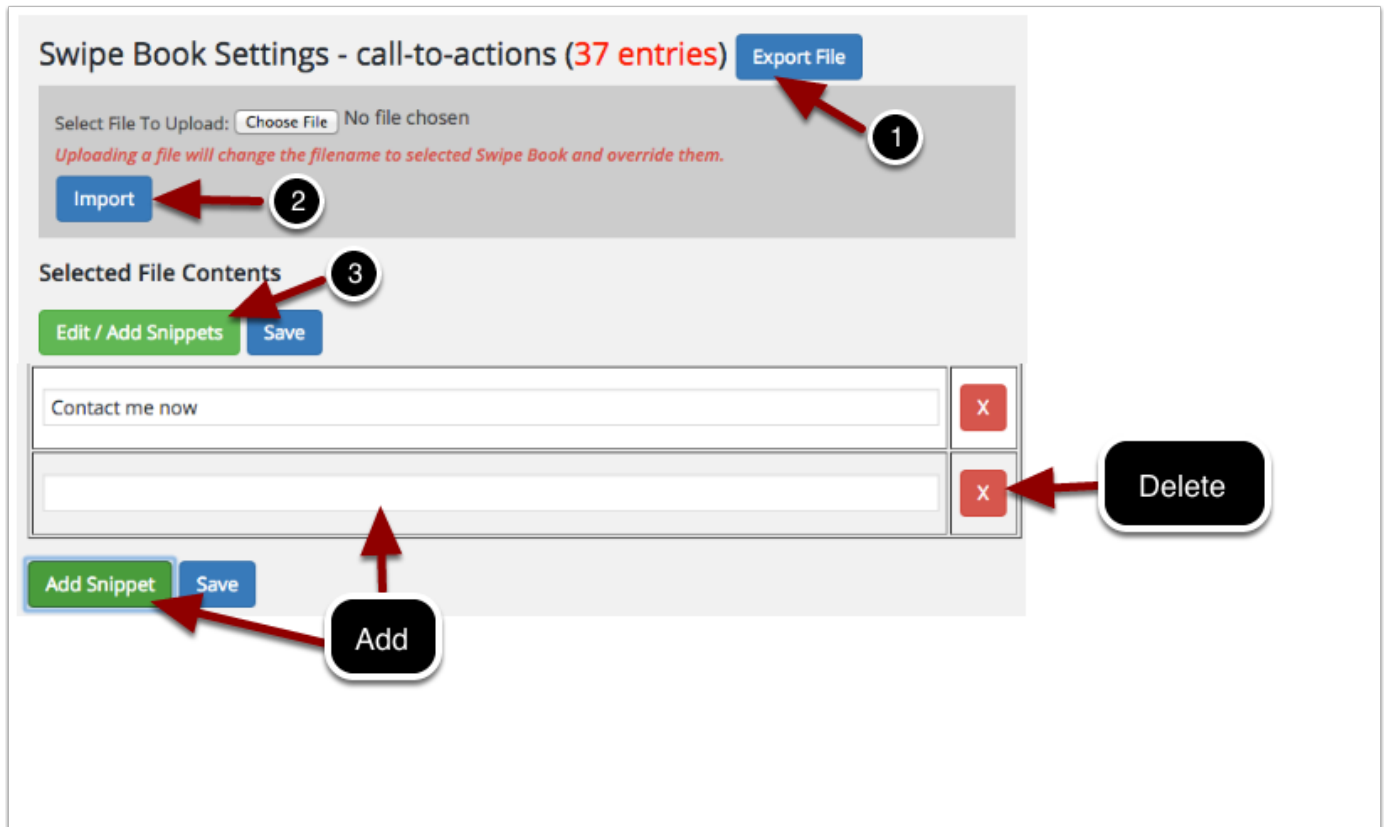
After making your selection above, the file contents will display. The admin user has the following options to make changes:

1. **Export existing file:** This will export the existing .txt file with all suggested options for you to view.
2. **Import a new file:** The custom swipe files must be plain text with each snippet on its own line. **IMPORTANT: It is strongly advised that before you choose a file to import, you first export the current file, edit it and then re-import it.** This way, you can ensure the file is written properly and no issues will arise. Importing a new file will wipe out the contents of the previous file.

When ready, select Choose File then click on Import. You will receive a Success message that your file was uploaded with no issues.

3. **Edit/Add Snippets:** You can also Edit and Add snippets to your Swipe file in the WordPress Editor by clicking on Edit/Add Snippets. This will allow you to make changes to existing snippets, delete them, or add new ones by clicking Add Snippet at the bottom of the grid. Be sure to click Save after making changes.

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Swipe Book - From Within a Page or Post

While you are drafting your page or post, you can easily insert your swipe text.

1. For the Title, click on the Swipe Title button to view a list of suggestions.
2. Click Insert next to the chosen Title and you will see it inserted into your page or post title.
3. In the body of your page/post, click on the Swipe dropdown and select either Openings, Closings or Call to Actions to display the corresponding swipe file.

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4. Click Insert next to the chosen option and you will see it inserted into your page or post.
5. You can also enter a keyword in the Filter Text box. This will narrow down your list of suggestions based on your keyword.

