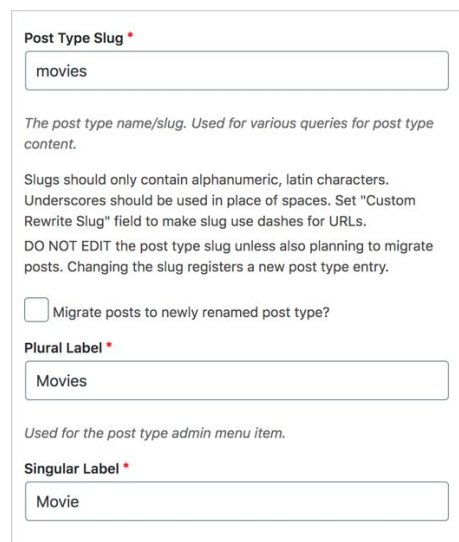


UPLOADING CSV TO WORDPRESS

1. Ensure you have the Custom Post Type UI, Custom Fields, and All import Free plugins installed and running on the WordPress site.
2. Add a void column into the Database. This should be a blank column with a header that can be used to fill the title of the posts later.
3. Ensure that the title of each column on the CSV database is lowercase and either one word or connected using underscores.
4. Open CPT UT to create a new post type to contain the imported data.
 - a. Under **Add New Post Type** fill in the **Post Type Slug** (this is the name of the new post type), **Plural Label**, and **Singular Label**. For example, if I wanted to upload data about movies, I would fill in the fields as follows:



Post Type Slug *

movies

The post type name/slug. Used for various queries for post type content.

Slugs should only contain alphanumeric, latin characters. Underscores should be used in place of spaces. Set "Custom Rewrite Slug" field to make slug use dashes for URLs. DO NOT EDIT the post type slug unless also planning to migrate posts. Changing the slug registers a new post type entry.

☐ Migrate posts to newly renamed post type?

Plural Label *

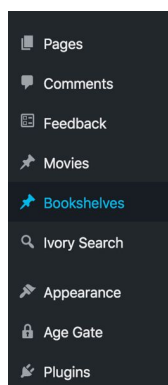
Movies

Used for the post type admin menu item.

Singular Label *

Movie

- b. Click the **Add Post Type** button at the bottom of the page. The new post type should now appear in the main menu on the left-hand side of the screen with a thumbtack icon next to it.



5. Open Custom Fields to create fields to upload data into.
 - a. In the **Add Title** bar, choose a general name for the group of custom fields you are creating.
 - b. In the box that says **Location** it should say “show this field group if Post Type is equal to Post”. Change the Post setting to the custom post type you created in the previous step.

Location

Rules
Create a set of rules to determine which edit screens will use these advanced custom fields

Show this field group if

Post Type is equal to Movie and

or

[Add rule group](#)

- c. Click the + **Add Field** button and choose a **Field label, Field Name, and Field Type**. The field type is specific to the type of data that will be uploaded into that field. The two most common field types are **Text** or **Number** but there are many options for specific kinds of data like URLs, images, etc.
- d. Make sure the names of your custom fields are the exact names of the fields in the CSV file (the first row of your data set in the CSV file).
- e. There are options to set a default value in the field, prepend and append, set character limits and other customizations that can be altered based on the data being uploaded but are usually unnecessary.
- f. Click **Publish** to create the Custom Field group. A published custom field group will look like this:

Details

Order	Label	Name	Type
1	Movie	movie	Text
2	director	director	Text
3	year	year	Number
4	genre	genre	Text
5	rating	rating	Number

[+ Add Field](#)

Publish

Status: Active

Published on: Feb 14, 2020 at 21:55

[Move to Trash](#) [Update](#)

6. Open the post type you created in Step 1 and click the **Add New** button to create a “dummy” post. This will allow WordPress to recognize the custom fields you have created when it uploads the data from you CSV file.
 - a. Enter in the title and fill in custom fields for a post. This does not have to be anything in your data set, it just functions as a placeholder before you upload your data.

- b. Publish the dummy post
- 7. Select new import in All Import and upload the CSV file
- 8. Select the type of post you want your import to be (page, post, custom type, etc.)
- 9. All of your data will be imported. Check to see if it looks correct
- 10. Drag and drop one of the blue elements on the right into the title section
- 11. Format the post using the visual or html editor (I thought it was easier to use the html).
- 12. Drag and drop the blue elements anywhere you want to include the data from that column in the CSV. For example, wherever you drag and drop the element corresponding to the ID number, the ID number for that entry will be placed. The element that will be imported from the CSV will appear in {curly braces}
- 13. Add a unique identifier that is unique for each element you are importing
- 14. Press confirm and run import
- 15. Check to make sure your posts imported correctly