

# Guided Journal WordPress Plugin - Admin User Manual

## Introduction

The Guided Journal plugin is a comprehensive WordPress solution designed to help users create and maintain a structured journaling experience. This manual will guide you through the plugin's features, configuration, and management.

## Plugin Components

### Core Features

- 365-day guided journaling system
- Customizable journal prompts
- User progress tracking
- Styling and typography customization
- Entry export functionality
- Sharing capabilities

## Installation and Setup

### Initial Installation

1. Download the plugin from the WordPress plugin repository
2. Navigate to Plugins > Add New in your WordPress dashboard
3. Upload the plugin ZIP file
4. Activate the plugin

### Initial Configuration

After activation, the plugin will:

- Create necessary database tables
- Set up default journal roles
- Initialize default styling and settings

# Settings Management

## Journal Settings Page

Located at: WordPress Admin > Journal Settings

### Sections

#### 1. Typography & Colors

- Customize fonts for headings and body text
- Select from a curated list of Google Fonts
- Adjust font weights, sizes, and line heights
- Customize color scheme for:
  - Background
  - Card backgrounds
  - Text colors
  - Accent colors
  - Progress indicators
  - Buttons

#### 2. Spacing and Layout

- Adjust padding for cards and containers
- Set grid spacing
- Configure border radii for cards, buttons, and progress bars

#### 3. Demo Mode

- Install 365 pre-written journal prompts
- Covers various personal development topics

# User Management

## Journal User Roles

The plugin creates two primary roles:

- **Journal User:** Standard journaling user
- **Administrator:** Full access to journal management

## Role Capabilities

- **Journal Users** can:
  - View and complete journal entries
  - Save entries
  - Export entries
- **Administrators** can:
  - Manage all journal settings
  - Add/edit prompts
  - Manage user access

# Journal Prompt Management

## Creating Prompts

1. Navigate to Journal Prompts in WordPress admin
2. Click "Add New Journal Prompt"
3. **IMPORTANT: Set the title as a three-digit number (e.g., 001, 002, 010, 100)**
  - Use leading zeros to ensure correct sorting (001, 002, etc.)
  - This is crucial for the journal grid and navigation to work correctly
4. Write the prompt in the content area
5. Optionally add categories or featured images

## Prompt Title Formatting Example

- ✓ Correct: "001", "010", "100"
- ✗ Incorrect: "1", "10", "Day 1"

**Note:** The numerical title determines the order of prompts and is used for tracking progress and navigation.

# Advanced Configuration

## Shortcodes

### Journal Grid

`[journal_grid]`

- Displays the entire journal grid
- Shows user progress
- Provides access to all journal entries

### Single Journal Entry

`[journal_entry]`

- Renders a specific journal entry page
- Can be used to create custom entry pages

## Export Functionality

- Users can export their journal entries as CSV
- Exports include:
  - Day number
  - Prompt
  - Entry text
  - Date written

## Sharing Entries

### Share Link Generation

- Generate temporary share links for entries
- Configurable expiration (default 24 hours)
- Limit views (default 3 views)

# Performance and Security

## Optimization

- Lightweight, performance-focused design
- Minimal database queries
- Efficient asset loading

## Security Features

- User authentication required for journal access
- Nonce verification for AJAX actions
- Role-based access control

## Maintenance

### Daily Tasks

- Automatically update writing streaks
- Clean up expired share tokens

## Troubleshooting

### Common Issues

1. **Entries not saving**
  - Check user authentication
  - Verify AJAX nonce
  - Check browser console for errors
2. **Styling not applying**
  - Clear WordPress cache
  - Verify color settings
  - Check theme compatibility
3. **Missing prompts**
  - Use Demo Mode to reinstall prompts
  - Manually create prompts if needed

# Uninstallation

## Cleanup Options

- Option to delete all plugin data during uninstall
- Configurable in plugin settings

## Support

For additional support:

- Check plugin documentation
- Visit support forums
- Contact plugin developer

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