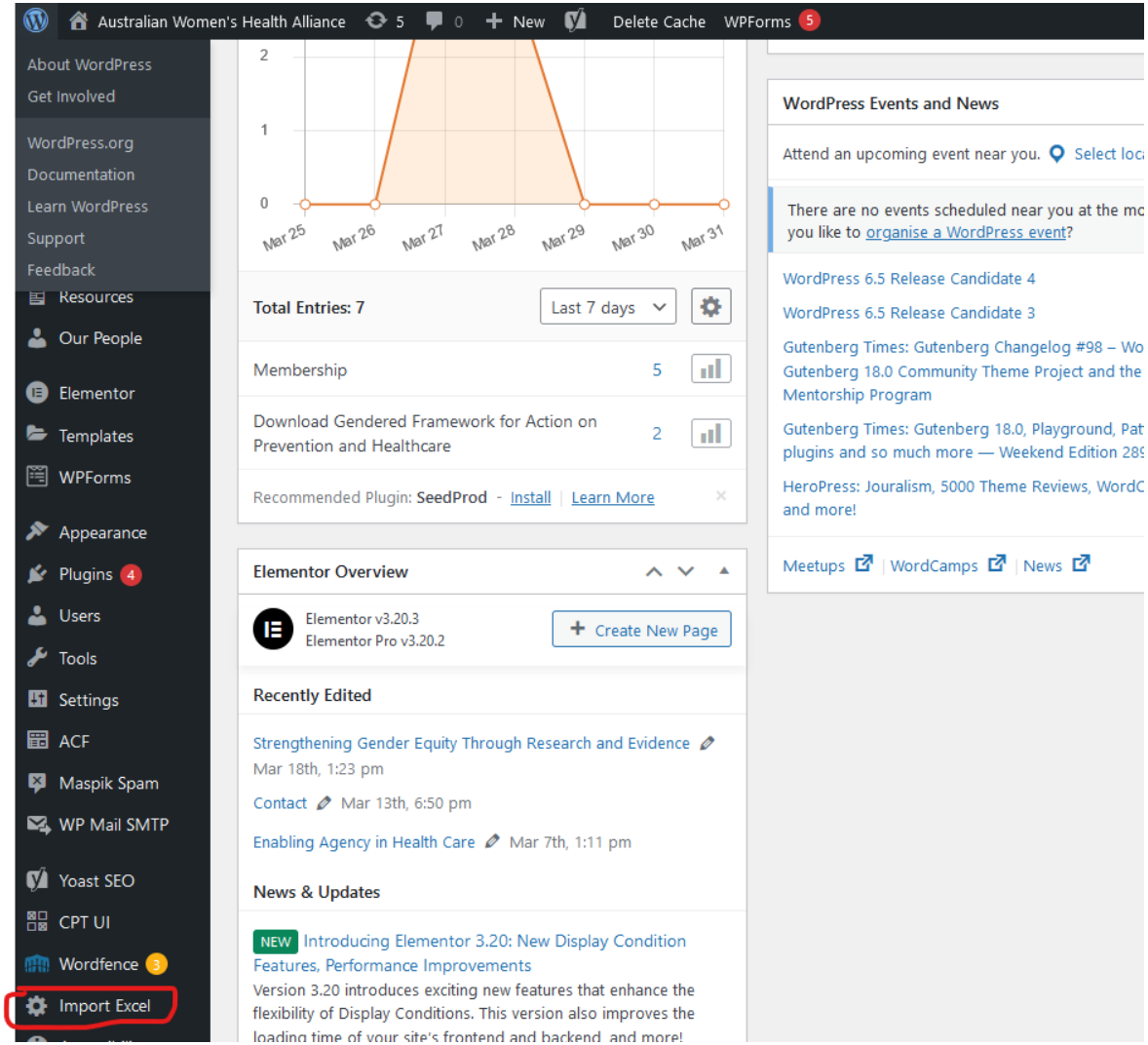
Excel To WP Plugin Documentation

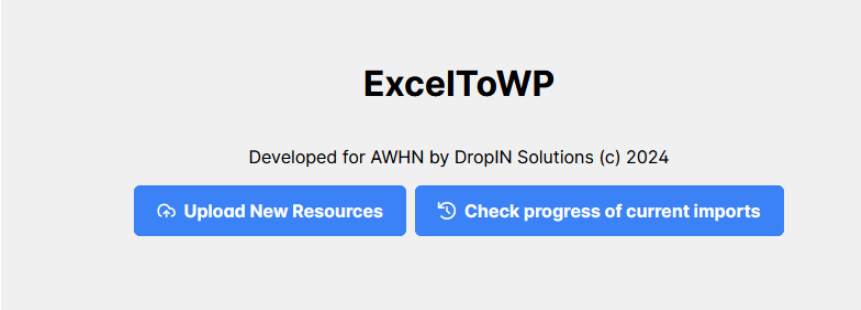
Where to access the plugin?

In your admin dashboard, you can find the plugin in the left hand menu.

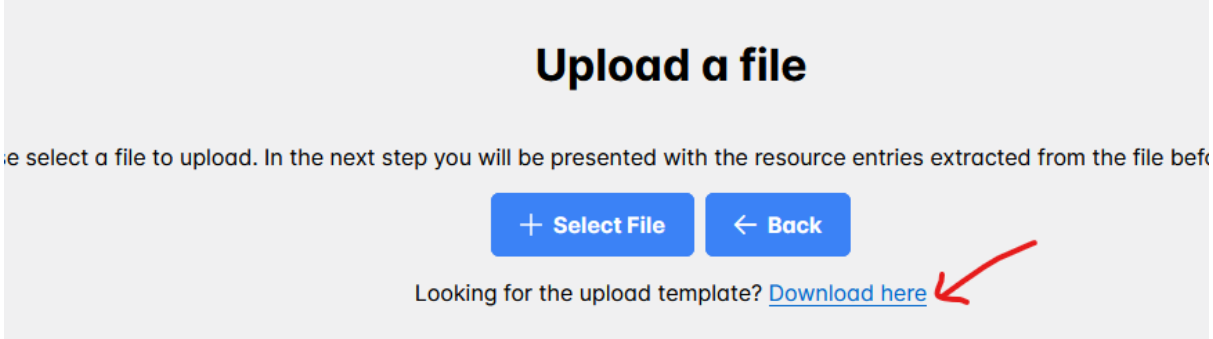


How to upload new files

1. Press the Upload New Resouces button

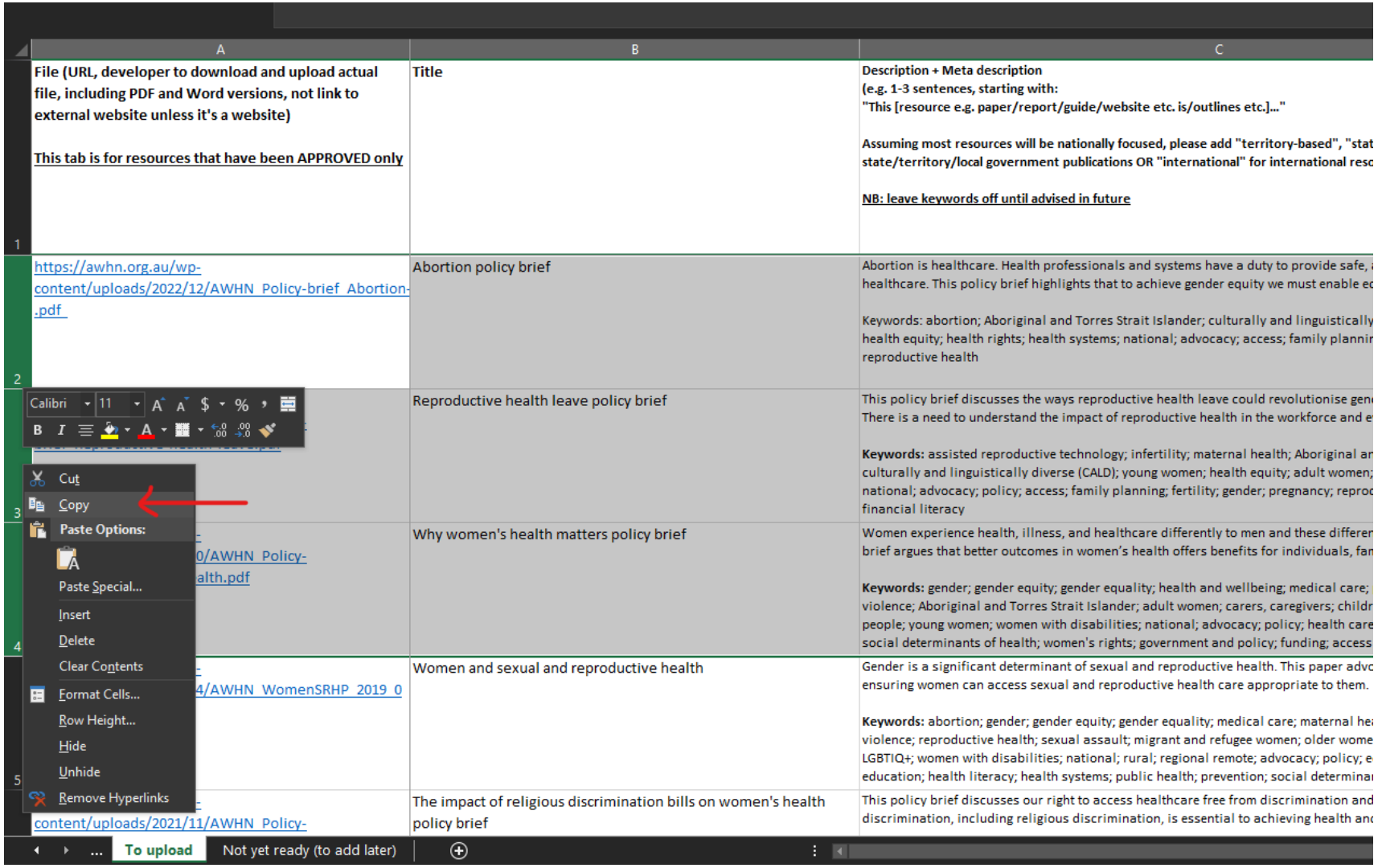


2. If you don’t have the upload template on your computer, please download it. If you already have the template, move on to step 3.



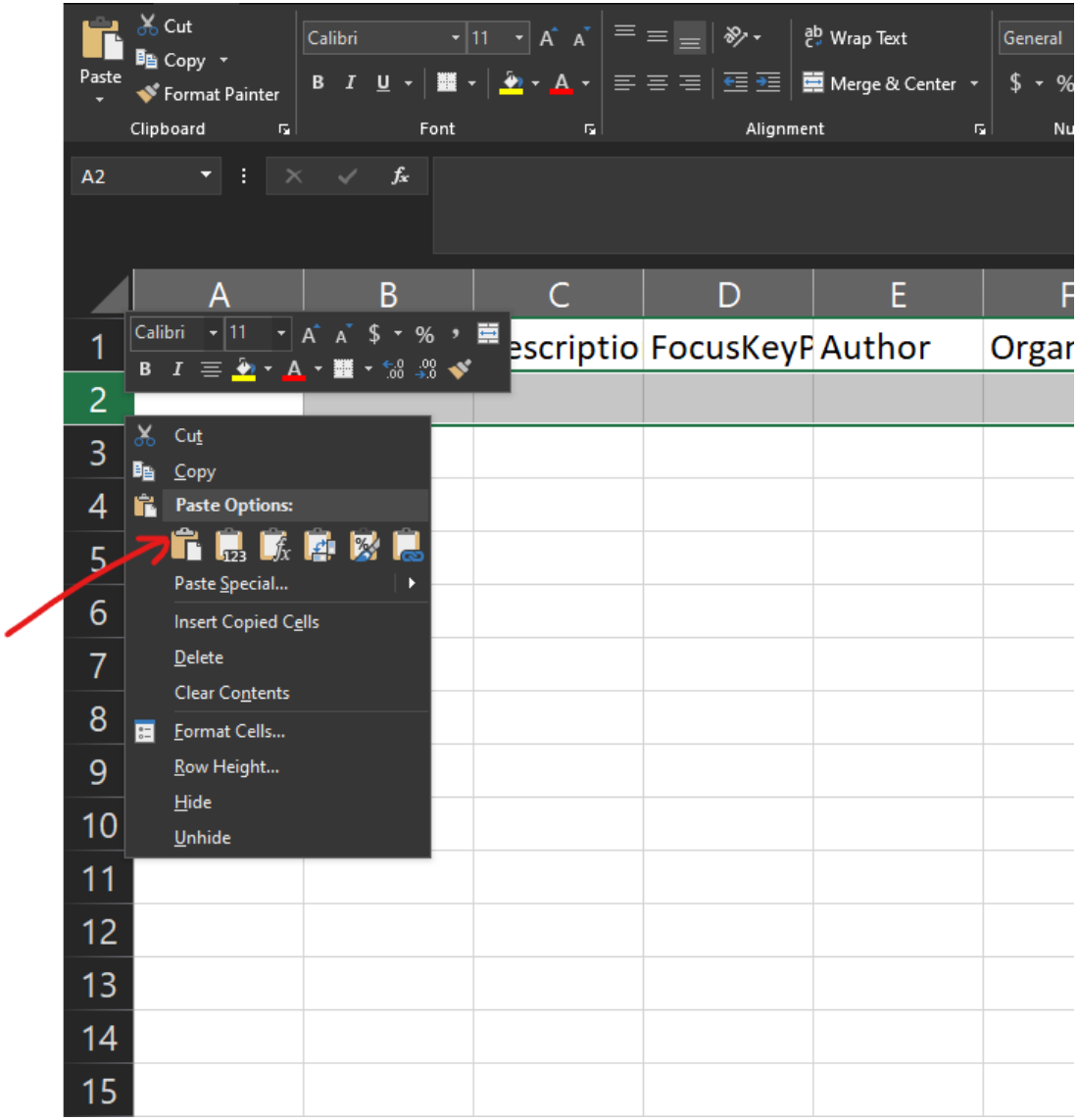
3. Paste your rows of resouces you would like to upload into the upload template.

a. For example in the below screenshot, I copied rows 2,3,4 from the Resources spreadsheet:



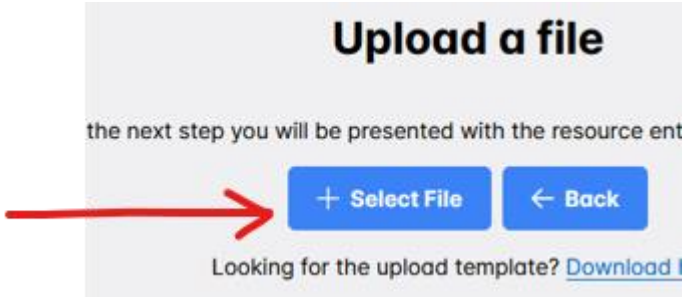
	A	B	C
1	**File (URL, developer to download and upload actual file, including PDF and Word versions, not link to external website unless it's a website)** **This tab is for resources that have been APPROVED only**	**Title**	**Description + Meta description** **(e.g. 1-3 sentences, starting with:** **"This [resource e.g. paper/report/guide/website etc. is/outlines etc.]..."** **Assuming most resources will be nationally focused, please add "territory-based", "stat** **state/territory/local government publications OR "international" for international resc** **NB: leave keywords off until advised in future**
2	https://awhn.org.au/wp-content/uploads/2022/12/AWHN_Policy-brief_Abortion-.pdf	Abortion policy brief	Abortion is healthcare. Health professionals and systems have a duty to provide safe, healthcare. This policy brief highlights that to achieve gender equity we must enable ec Keywords: abortion; Aboriginal and Torres Strait Islander; culturally and linguistically health equity; health rights; health systems; national; advocacy; access; family plannir reproductive health
3		Reproductive health leave policy brief	This policy brief discusses the ways reproductive health leave could revolutionise gen There is a need to understand the impact of reproductive health in the workforce and e **Keywords:** assisted reproductive technology; infertility; maternal health; Aboriginal ar culturally and linguistically diverse (CALD); young women; health equity; adult women; national; advocacy; policy; access; family planning; fertility; gender; pregnancy; reproc financial literacy
4	0/AWHN_Policy-alth.pdf	Why women's health matters policy brief	Women experience health, illness, and healthcare differently to men and these differer brief argues that better outcomes in women's health offers benefits for individuals, fan **Keywords:** gender; gender equity; gender equality; health and wellbeing; medical care; violence; Aboriginal and Torres Strait Islander; adult women; carers, caregivers; childr people; young women; women with disabilities; national; advocacy; policy; health care social determinants of health; women's rights; government and policy; funding; access
5	4/AWHN_WomenSRHP_2019_0	Women and sexual and reproductive health	Gender is a significant determinant of sexual and reproductive health. This paper advc ensuring women can access sexual and reproductive health care appropriate to them. **Keywords:** abortion; gender; gender equity; gender equality; medical care; maternal hea violence; reproductive health; sexual assault; migrant and refugee women; older wome LGBTIQ+; women with disabilities; national; rural; regional remote; advocacy; policy; e education; health literacy; health systems; public health; prevention; social determinar
	content/uploads/2021/11/AWHN_Policy-	The impact of religious discrimination bills on women's health policy brief	This policy brief discusses our right to access healthcare free from discrimination and discrimination, including religious discrimination, is essential to achieving health anc

b. Then paste them into the second row in the upload template (please ensure you do not remove the first row in the upload template:

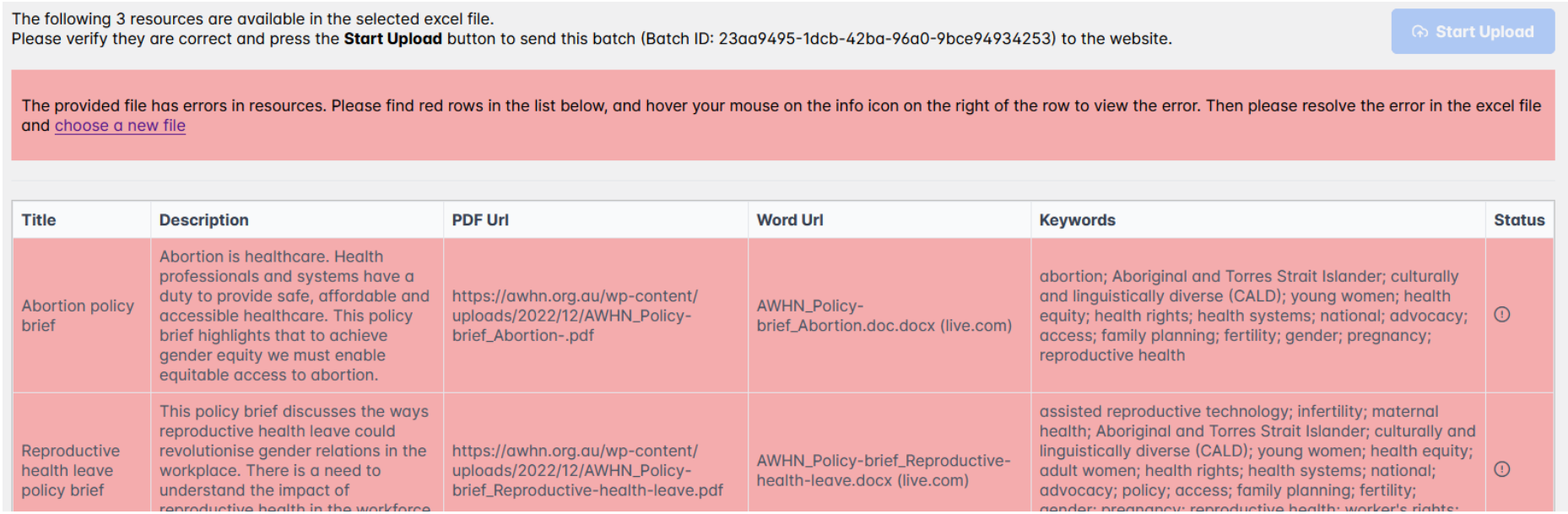


c. Then save the upload template file to your computer

4. Press the blue Select File button on the plugin and choose the file you saved in step 3

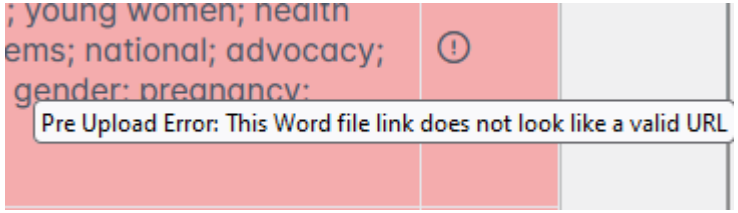


5. The plugin will now show the rows it can read from the uploaded file, and display any errors you need to fix before it can be uploaded:



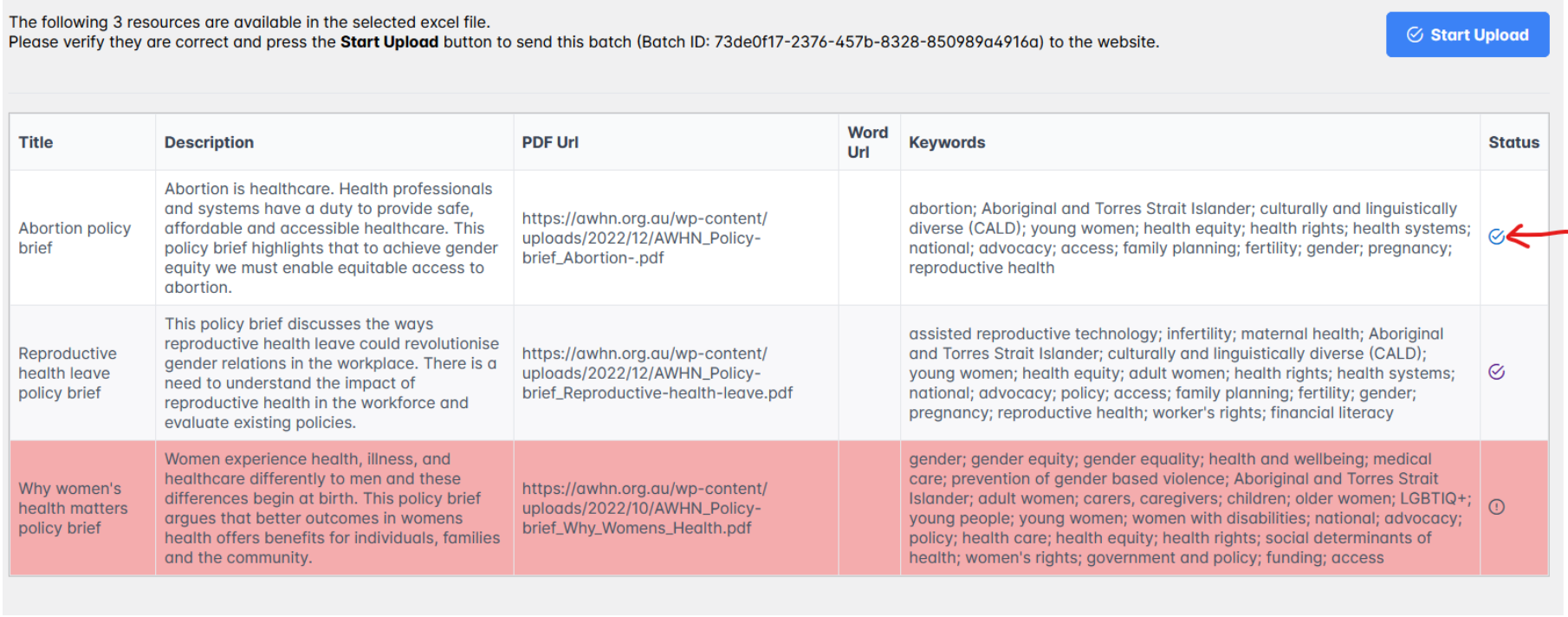
Title	Description	PDF Url	Word Url	Keywords	Status
Abortion policy brief	Abortion is healthcare. Health professionals and systems have a duty to provide safe, affordable and accessible healthcare. This policy brief highlights that to achieve gender equity we must enable equitable access to abortion.	https://awhn.org.au/wp-content/uploads/2022/12/AWHN_Policy-brief_Abortion-.pdf	AWHN_Policy-brief_Abortion.doc.docx (live.com)	abortion; Aboriginal and Torres Strait Islander; culturally and linguistically diverse (CALD); young women; health equity; health rights; health systems; national; advocacy; access; family planning; fertility; gender; pregnancy; reproductive health	ⓘ
Reproductive health leave policy brief	This policy brief discusses the ways reproductive health leave could revolutionise gender relations in the workplace. There is a need to understand the impact of reproductive health in the workforce	https://awhn.org.au/wp-content/uploads/2022/12/AWHN_Policy-brief_Reproductive-health-leave.pdf	AWHN_Policy-brief_Reproductive-health-leave.docx (live.com)	assisted reproductive technology; infertility; maternal health; Aboriginal and Torres Strait Islander; culturally and linguistically diverse (CALD); young women; health equity; adult women; health rights; health systems; national; advocacy; policy; access; family planning; fertility; gender; pregnancy; reproductive health; worker's rights;	ⓘ

   a. To view what the error with a given row is, please hover your mouse over the (i) icon on the Status:



b. You will have to edit the excel file you are trying to upload and fix the errors. The most common error is not having a title, or not having a word file link – The wordUrl and pdfUrl columns in the excel file have to be links (instead of text that displays as a normal text and links to somewhere upon clicking).

6. When the file is ready to upload, the “Start Upload” button on the top right will be activated. Please press this button to upload the files.
7. The Status icon for each resource row will change to reflect “processing” and then eventually “success”.
    a. If there are any errors in the upload process, you can hover over the status icon to see what the error is. The plugin is going to try to resolve errors if it can without any significant change to data (eg. it can auto correct special characters to fall back to their similar unspecial versions).
    b. If you notice a lot of errors, please contact us.
8. After the file has upload, you will find all the new resources in the Wordpress admin area under Resources as drafts or click on the Success icon to open that resource in a new tab:



Title	Description	PDF Url	Word Url	Keywords	Status
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Reproductive health leave policy brief	This policy brief discusses the ways reproductive health leave could revolutionise gender relations in the workplace. There is a need to understand the impact of reproductive health in the workforce and evaluate existing policies.	https://awhn.org.au/wp-content/uploads/2022/12/AWHN_Policy-brief_Reproductive-health-leave.pdf		assisted reproductive technology; infertility; maternal health; Aboriginal and Torres Strait Islander; culturally and linguistically diverse (CALD); young women; health equity; adult women; health rights; health systems; national; advocacy; policy; access; family planning; fertility; gender; pregnancy; reproductive health; worker's rights; financial literacy	
Why women's health matters policy brief	Women experience health, illness, and healthcare differently to men and these differences begin at birth. This policy brief argues that better outcomes in womens health offers benefits for individuals, families and the community.	https://awhn.org.au/wp-content/uploads/2022/10/AWHN_Policy-brief_Why_Womens_Health.pdf		gender; gender equity; gender equality; health and wellbeing; medical care; prevention of gender based violence; Aboriginal and Torres Strait Islander; adult women; carers, caregivers; children; older women; LGBTIQ+; young people; young women; women with disabilities; national; advocacy; policy; health care; health equity; health rights; social determinants of health; women's rights; government and policy; funding; access	