How to Install a WordPress Plugin

Automatic Installation

Automatic installation is the easiest method, as WordPress manages the file transfers for you without needing to leave your web browser. To perform an automatic install, follow these steps:

1. Log in to your WordPress admin panel.
2. Navigate to the Plugins menu and click Add New.
3. In the search field, type “Comdev Downloads” and click Search Plugins.
4. Locate the plugin, review details such as its version, rating, and description.
5. Click Install Now to install the plugin.

Manual Installation

Do you know how to use a Zip file (or archive)? Great! That means you can manually install a WordPress plugin. Here’s how:

1. **Download the Plugin**: Go to the plugin page and download the plugin, which will create a Zip file on your computer.
2. **Log into WordPress Admin**: Access your WordPress admin site and navigate to the Plugins section.
3. **Upload the Plugin**: Click on 'Upload' and select the Zip file. WordPress will unpack the contents and place the files in the correct location.
4. **Activate the Plugin**: Activate the plugin within the Plugins section.
5. **Adjust Plugin Settings**: Go back to your WordPress admin menu, scroll down to find the plugin settings, and review the default settings. Make any necessary changes or additions.

Alternatively, you can use an FTP client like CyberDuck or Transmit (a popular choice for Mac users). Both have robust free versions and are favored by WordPress users.

1. **Download the Plugin**: Follow step one above.
2. **Log into FTP Service**: Access your FTP service.

3. **Upload via FTP**: Add the plugin folder to the `wp-content/plugins` directory in your WordPress setup.
4. **Activate the Plugin**: Go into the plugins directory within your WordPress admin to activate the plugin. Depending on your FTP service, you might be able to check the default settings directly; otherwise, log into your WordPress admin and follow step 5 above.

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