

1.如何置入文件

2.如何設定不公開功能

1.如何置入文件

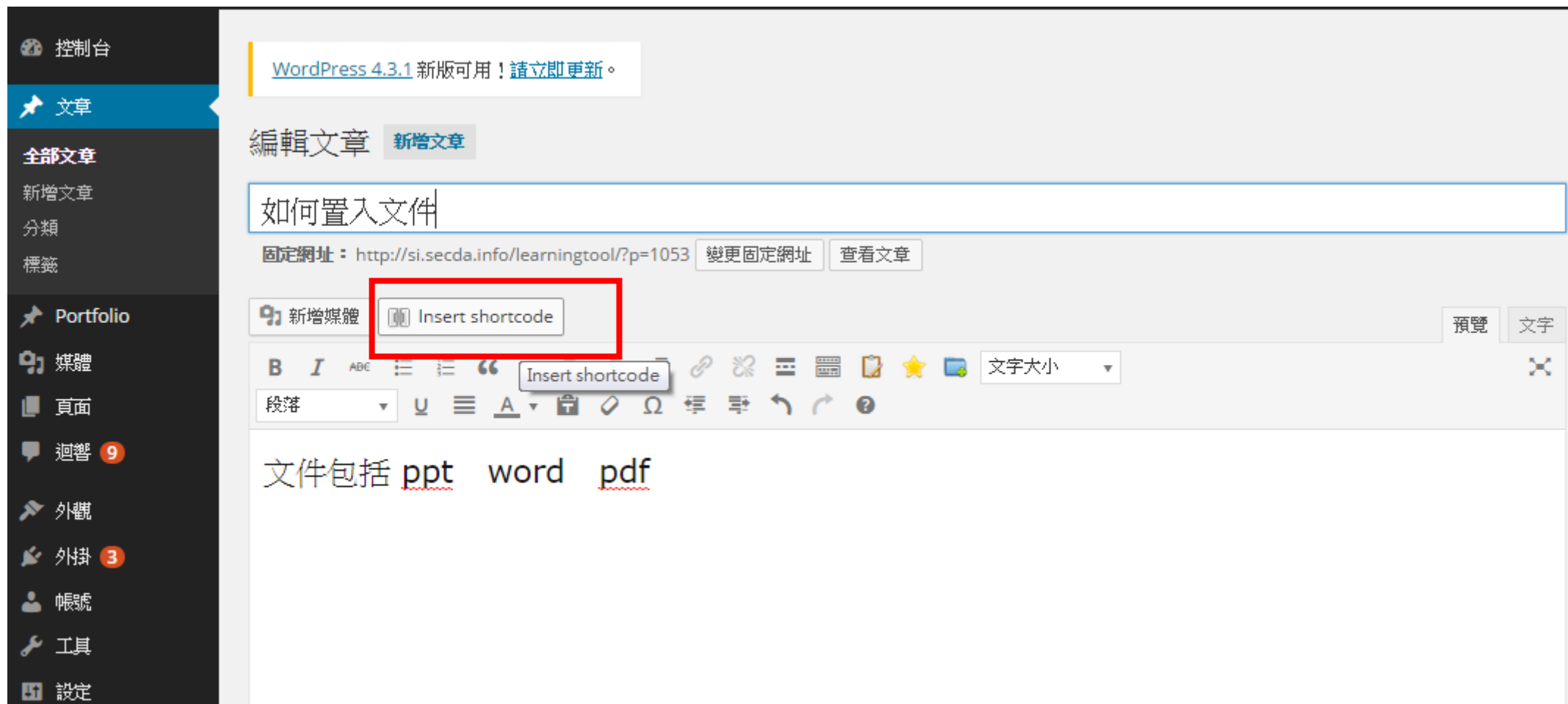
首先確認是否有外掛【shortcodes ultimate】。若無，請到【安裝外掛】搜尋【shortcodes ultimate】並進行安裝。

The image shows a WordPress dashboard with the following elements:

- Left Sidebar:** A dark sidebar with menu items: Portfolio, 媒體, 頁面, 全部頁面, 新增頁面, 標籤, 迴響 (9), 外觀, **外掛 (3)** (highlighted with a red box), 帳號, 工具, 設定, Shortcodes.
- Top Toolbar:** A light grey toolbar with a search icon and the text '新增媒體'. Below it, a red box highlights the 'Insert shortcode' button, which is also highlighted by a red arrow from the plugin card below.
- Main Content Area:**
 - Header:** '安裝外掛' (Install Plugins) with a sub-link '上傳外掛' (Upload Plugin).
 - Filters:** '推薦' (Recommended), '熱門' (Popular), '我的最愛' (My Favorites).
 - Text:** '外掛可以擴展和延伸 WordPress 功能。你可以從 [WordPress 外掛目錄](#) 裡自動安裝，或者在 [此頁面](#) 上傳 .zip 格式的外掛。'
 - Plugin Cards:**
 - Jetpack by WordPress.com:** 'Your WordPress, Streamlined.' by Automattic. 5 stars (709), 19,223,592 downloads. Note: '不相容於你的 WordPress 版本' (Incompatible with your WordPress version).
 - BuddyPress:** 'BuddyPress helps you run any kind of social network on your WordPress, with member profiles, activity streams, user groups, messaging, and more.' by The BuddyPress Community. 4 stars (189), 3,243,435 downloads. Note: '相容於你的 WordPress 版本' (Compatible with your WordPress version).
 - WP Super Cache:** 'A very fast caching engine for WordPress that produces static html files.' by Automattic. 5 stars (189), 3,243,435 downloads.
 - Akismet:** 'Akismet checks your comments against the Akismet Web service to see if they look like spam or not.' by Automattic. 5 stars (189), 3,243,435 downloads.

Step 1

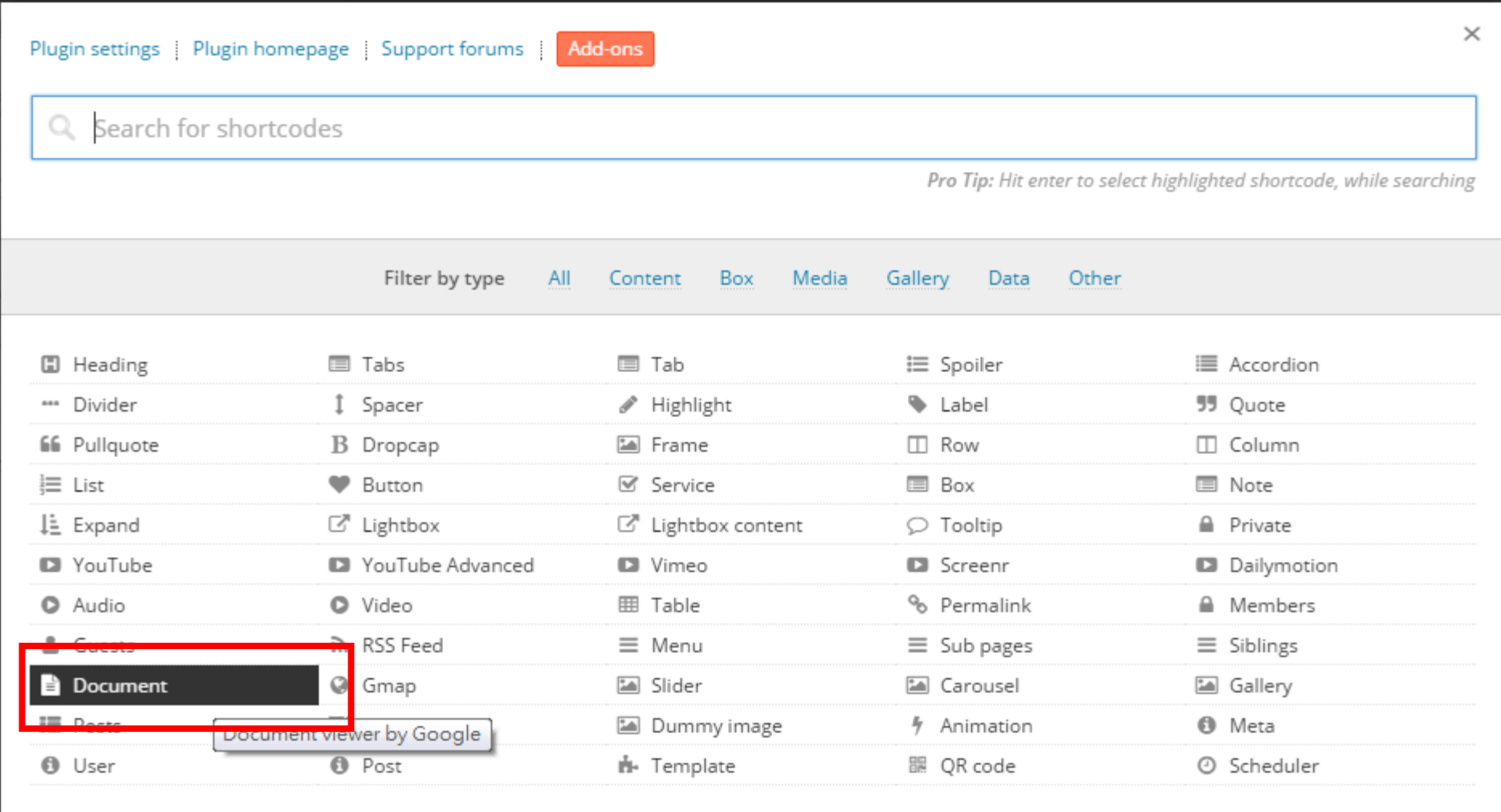
在內文編輯欄，點選【Insert shortcode】



The screenshot displays the WordPress article editor interface. On the left is a dark sidebar with navigation options: 控制台, 文章 (highlighted), 全部文章, 新增文章, 分類, 標籤, Portfolio, 媒體, 頁面, 迴響 (9), 外觀, 外掛 (3), 帳號, 工具, and 設定. The main content area shows a notification for WordPress 4.3.1, followed by '編輯文章' and '新增文章' buttons. The article title is '如何置入文件'. Below the title is the '固定網址' (Permalink) field with the URL 'http://si.secda.info/learningtool/?p=1053' and buttons for '變更固定網址' and '查看文章'. The '新增媒體' (Add Media) section is visible, with the 'Insert shortcode' button highlighted by a red rectangle. The rich text editor toolbar includes options for bold, italic, text color, background color, link, unlink, list, table, image, star, and font size. The main text area contains the sentence '文件包括 ppt word pdf'.

Step 2

跳出新視窗，點選【Document】



Plugin settings | Plugin homepage | Support forums | **Add-ons**

Search for shortcodes

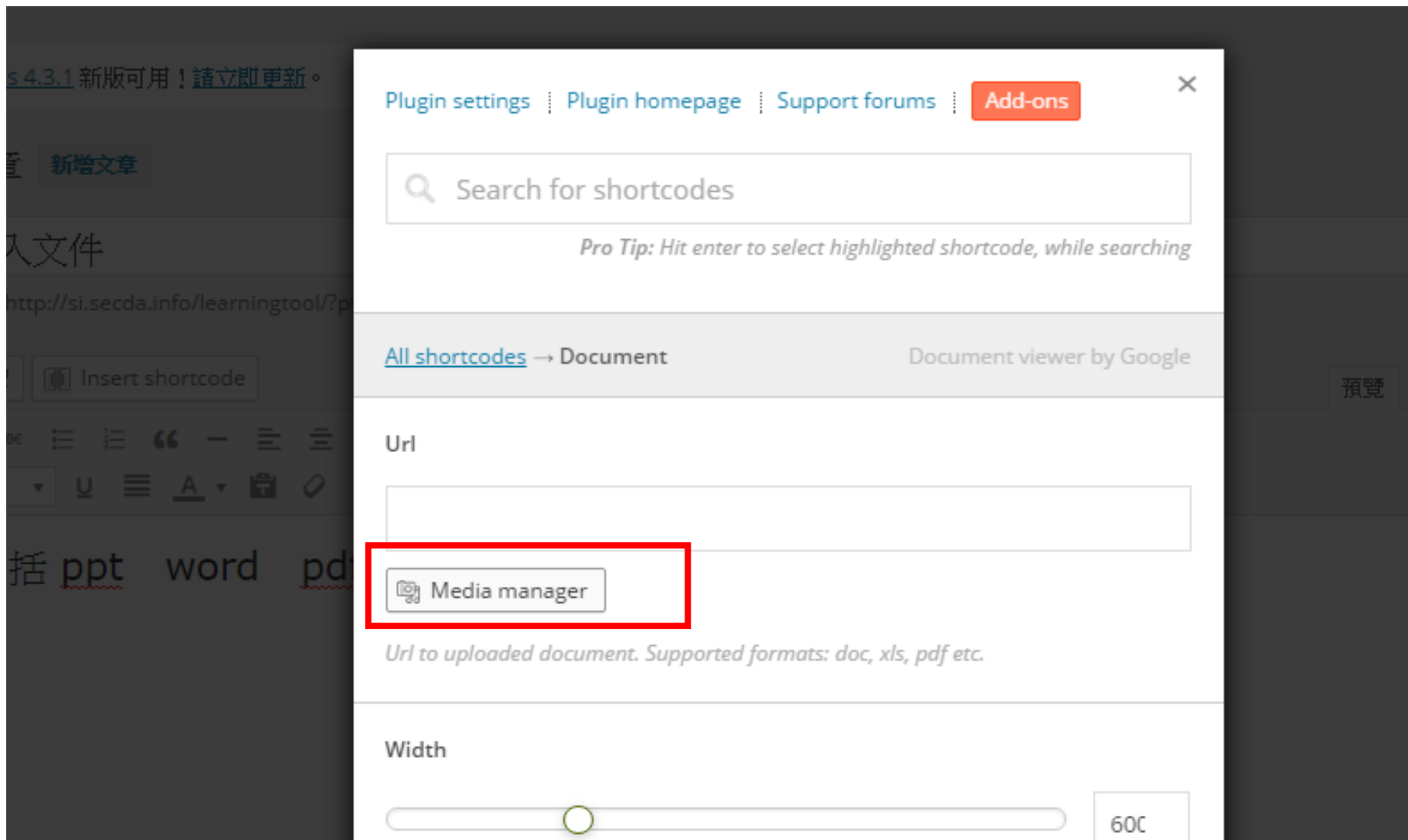
Pro Tip: Hit enter to select highlighted shortcode, while searching

Filter by type: All | Content | Box | Media | Gallery | Data | Other

Heading	Tabs	Tab	Spoiler	Accordion
Divider	Spacer	Highlight	Label	Quote
Pullquote	Dropcap	Frame	Row	Column
List	Button	Service	Box	Note
Expand	Lightbox	Lightbox content	Tooltip	Private
YouTube	YouTube Advanced	Vimeo	Screenr	Dailymotion
Audio	Video	Table	Permalink	Members
Guests	RSS Feed	Menu	Sub pages	Siblings
Document	Gmap	Slider	Carousel	Gallery
Posts	Document viewer by Google	Dummy image	Animation	Meta
User	Post	Template	QR code	Scheduler

Step 3

點選【Media manager】(媒體庫)，上傳檔案



The screenshot shows a dark-themed user interface with a white modal window titled "Plugin settings". The modal has a search bar at the top with the text "Search for shortcodes" and a "Pro Tip" below it: "Hit enter to select highlighted shortcode, while searching". Below the search bar, there are navigation links: "All shortcodes" (with a right arrow) and "Document" (with a right arrow), and a "Document viewer by Google" link. Underneath, there is a "Url" label and an empty text input field. A red rectangular box highlights a button labeled "Media manager" with a camera icon. Below the "Url" field, there is a note: "Url to uploaded document. Supported formats: doc, xls, pdf etc.". At the bottom of the modal, there is a "Width" label and a slider control with a green circle, and a text box containing the number "600".

Step 4

跳出新視窗，點選【上傳檔案】，再點選【選擇檔案】上傳所需文件

平台教學 fhd 23 9 新增 檢視頁面 哈囉，SI 平台管理者

插入媒體

新增藝廊

設定特色圖片

自網址插入

上傳檔案 媒體庫

注意：任何檔案名稱必須是英文字母或數字所組成的

請將檔案拖曳到這裡上傳

或

選擇檔案

最大上傳檔案大小：80 MB

插入到頁面

字數統計：18 草稿已儲存於 02:35:31。最近由 SI 平台管理者 編輯，時間：2015-10-08 於 02:22:22

Step 5

確認選擇之檔案顯示打勾標記，並點選【Insert】

Choose file

上傳檔案 媒體庫

搜尋

facebook-App-ID.pptx

social-media-sharing.pptx

facebook-like.pptx

facebook-comment.pptx

如何操作課程

如何操作學習

附件資訊

facebook-comment.pptx
2014-12-07
3 MB
永久刪除

連結網址

標題

說明

內容說明

Slide link

Shortcodes Ultimate
Use this field to add custom links to slides used with Slider, Carousel and Custom Gallery

Insert

Step 6

【Url】顯示檔案位置，頁面往下拉，點選【Insert shortcode】

All shortcodes → Document Document viewer by Google

Url

Media manager

Url to uploaded document. Supported formats: doc, xls, pdf etc.

Yes

Ignore width and height parameters and make viewer responsive

Class

Extra CSS class

Step 7

內文編輯欄顯示一組程式碼，可點選【預覽】後再點選【發表】

The screenshot shows a content management system editor interface. The main editing area contains a code block for inserting a document, which is highlighted with a red box. The code is: `[su_document url="http://si.secda.info/learningtool/wp-content/uploads/2014/12/facebook-comment.pptx" height="1000"]`. Above the code, there are links for 'ppt', 'word', and 'pdf'. The right sidebar contains a '發表' (Publish) section with buttons for '預覽' (Preview) and '發表' (Publish), both highlighted with red boxes. Other sidebar options include '儲存為草稿' (Save as draft), '狀態: 草稿 編輯' (Status: Draft Edit), '可見度: 公開的 編輯' (Visibility: Public Edit), '立刻發表 編輯' (Publish Immediately Edit), and '移至回收桶' (Move to trash). Below the '發表' section is a '分類' (Categories) section with '全部分類' (All categories) and '熱門分類' (Popular categories) tabs, and a list of categories: '全部文章' (All articles), '1 生活點滴記錄' (1 Life snippets), and '2 我的學習日記' (2 My learning diary).

如何置入文件

固定網址: <http://si.secda.info/learningtool/?p=1053> [變更固定網址](#) [查看文章](#)

新增媒體 [Insert shortcode](#) [預覽](#) [文字](#)

文件包括 [ppt](#) [word](#) [pdf](#)

```
[su_document url="http://si.secda.info/learningtool/wp-content/uploads/2014/12/facebook-comment.pptx" height="1000"]
```

發表

[儲存為草稿](#) [預覽](#)

狀態: [草稿 編輯](#)

可見度: [公開的 編輯](#)

[立刻發表 編輯](#) [發表](#)

移至回收桶

分類

全部分類 [熱門分類](#)

- > 全部文章
- 1 生活點滴記錄
- 2 我的學習日記

前台之畫面。可點選【放大鏡】放大閱讀，或【彈出】進行存檔或列印



2.如何設定不公開功能

Step 7

內文編輯欄的右邊【發表】欄，在【可見度】點選【編輯】，再點選【密碼保護】或完全【私密】

The screenshot shows the WordPress editor interface. The main content area displays a URL: "http://si.secda.info/learningtool/wp-content/uploads/2015/10/12.pptx". The right sidebar, titled "發表" (Publish), is highlighted with a red box and contains the following options:

- 預覽修改 (Preview/Modify)
- 狀態: 已發表 [編輯](#) (Status: Published [Edit](#))
- 可見度: 公開的 (Visibility: Public)
- 公開的 (Public)
- 將本篇文章置頂 (Pin this post)
- 密碼保護 (Password Protected)
- 私密 (Private)
- 確定 (Confirm) [取消](#) (Cancel)
- 文章版本: 3 [瀏覽](#) (Post Version: 3 [View](#))
- 已發表於: 2015年10月08日 11:18:07 [編輯](#) (Published: October 8, 2015 at 11:18:07 [Edit](#))
- 移至回收桶 (Move to Trash) [更新](#) (Update)

前台畫面顯示填寫密碼空百欄，填寫所設定之密碼，放能閱讀此文章

關於我 關於 我的生活記事本 線上教室 生活樂趣 線上學習 雲端小鋪

受保護的文章：如何置入文件

2015-10-08 | > 全部文章 | 輸入你的密碼方能觀看迴響。 | EDIT

該內容受密碼保護。如欲檢視請在下方輸入你的密碼：

密碼：

Enter password to view comments.

與我聯繫：your-email@address

BizzCard Theme by ThemeZee