



HOW TO INSTALL

the MI4P Wordpress Plugin

Congratulations!

You've made the smart choice to gain access to content and online ordering solutions for your WordPress website that will help you sell more printing!

This guide will provide you with step-by-step instructions for the plugin and how to explore its functionality through the free "What's News?" subscription.

Ready to get started? Let's go!

How to Install Your WordPress Plugin

To begin your WordPress Plugin installation, you need to have the folder you downloaded from <https://www.marketingideasforprinters.com/plugin/wordpress-plugin-download> handy. This is the same folder you found the file of this guide in that you're now reading. Once you've located this folder and know where to access it from, proceed with the following steps:

✔ **Log in to your WordPress website at <https://www.<yourwordpresssite>.com/wp-login.php>**

You should now be looking at the back end of your WordPress website where you can edit and update any information on your website (Dashboard).

✔ **Locate the "Plugins" option listed within the left sidebar and select it.**

You should now be viewing all of the existing plugins on your WordPress website. At the top of the page, you'll see "Plugins" and then a button to the righthand side of it that says, "Add New." That's your next step.

✔ **Select "Add New".**

Now, the top of your page says, "Add Plugins" and there's a button to the righthand side of it that says, "Upload."

✔ **Select "Upload" at the top of the "Add Plugins" page.**

At the top, you'll see an option to "Choose file" or "Browse" depending on your computer.

✔ **Select "Choose file" or "Browse" to upload your plugin file.**

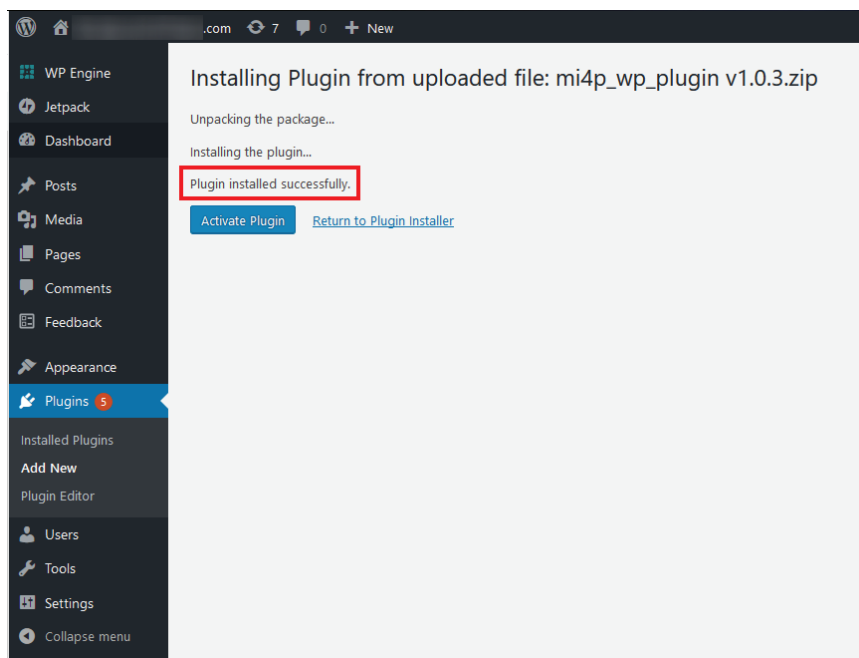
By selecting the "Choose file" or "Browse" button, your computer should've opened your file manager program. Here's where you'll need to find the plugin folder you downloaded from the Marketing Ideas For Printers website.

✔ Select the `mi4p_wp_plugin v1.1.2.zip*` file as the file you want to upload and then select “Open” from within your file manager program. (*Your version number may be different than the version number listed in these instructions.)

Your `mi4p_wp_plugin` zip file will now be displayed next to the “Choose File” or “Browse” button you selected earlier. This indicates that the plugin file is ready to be installed.

✔ Select “Install Now”

Your installation will now begin. Once the installation has completed, you’ll see the following message displayed on your screen: “Plugin installed successfully.”



✔ You Did it!

And there you have it; you just installed a WordPress plugin that will help you grow your business and increase your print sales!

Things not go as planned? No worries. We love to help!

If you hit a technology snag during the installation process, we’re here to help! Simply reach out to us at TechSupport@MI4P.com or at (800) 738-0688.