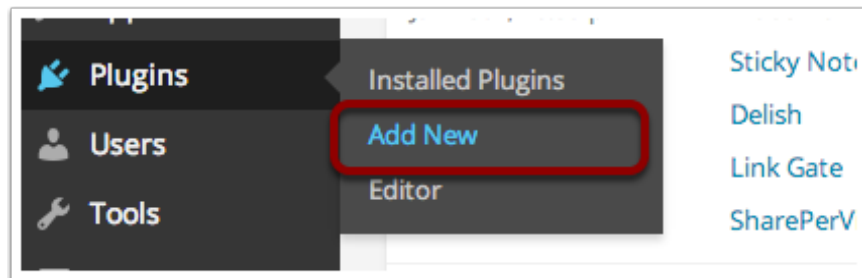


# Content Auditor User Guide

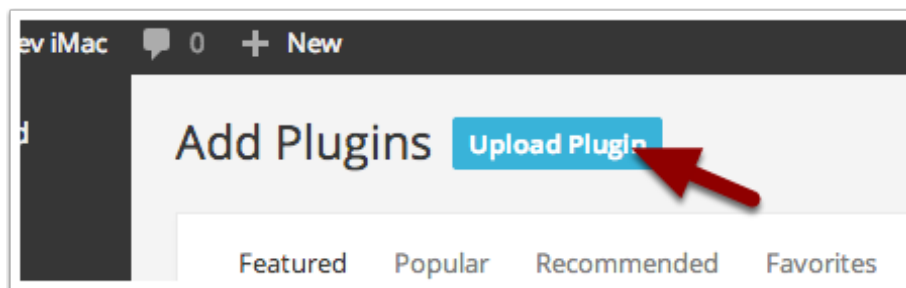
## Installing a Plugin

To install a plugin, go to Plugins >> Add New



## Upload Plugin

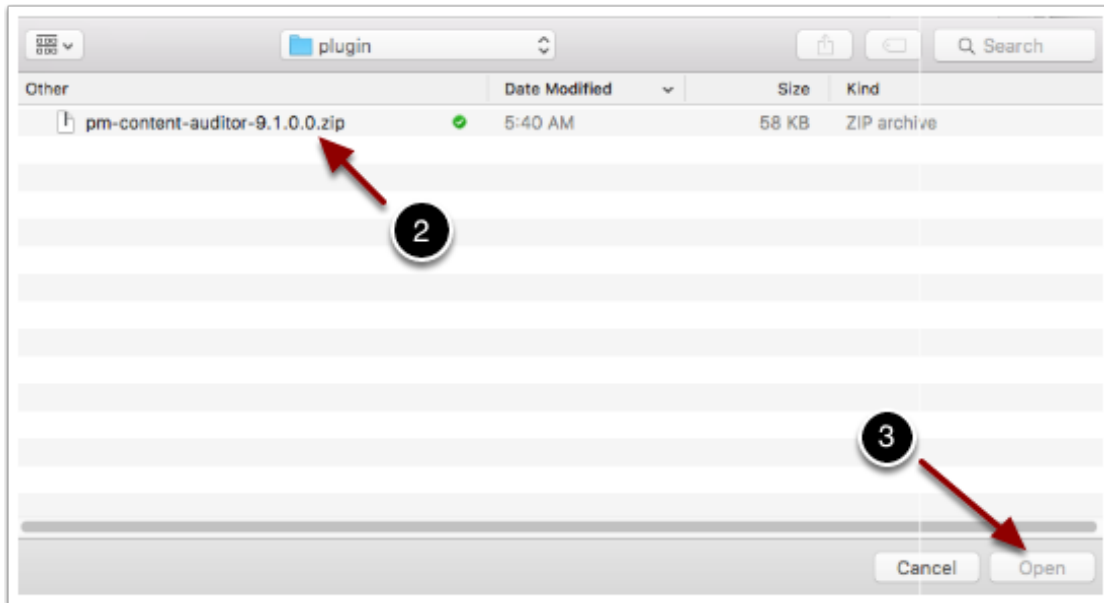
Click Upload Plugin



# Content Auditor User Guide

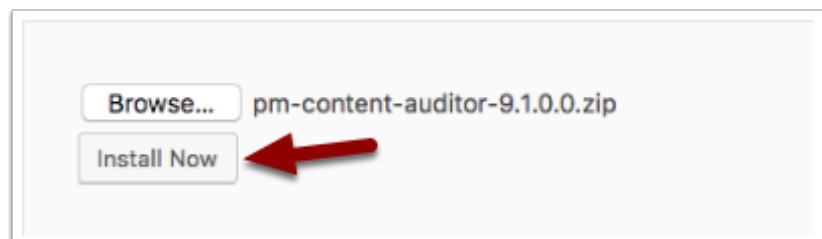
## Choose Upload File

1. Click Choose File
2. Locate the zipped file of the plugin you'd like to install
3. Click Open



## Install The Plugin

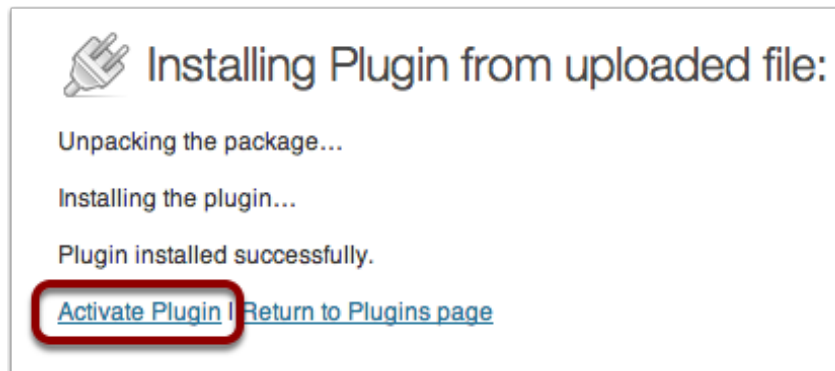
Click Install Now



# Content Auditor User Guide

## Activate The Plugin

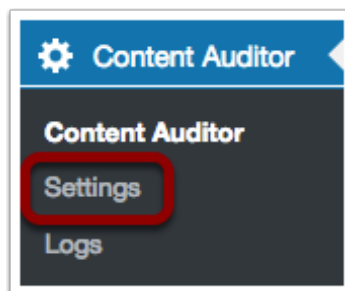
After successfully unpacking and installing the plugin, click *Activate Plugin*.



## Content Auditor Menu

After activating the plugin, you will find the Content Auditor settings menu in the left side menu.

1. Click on Settings first.

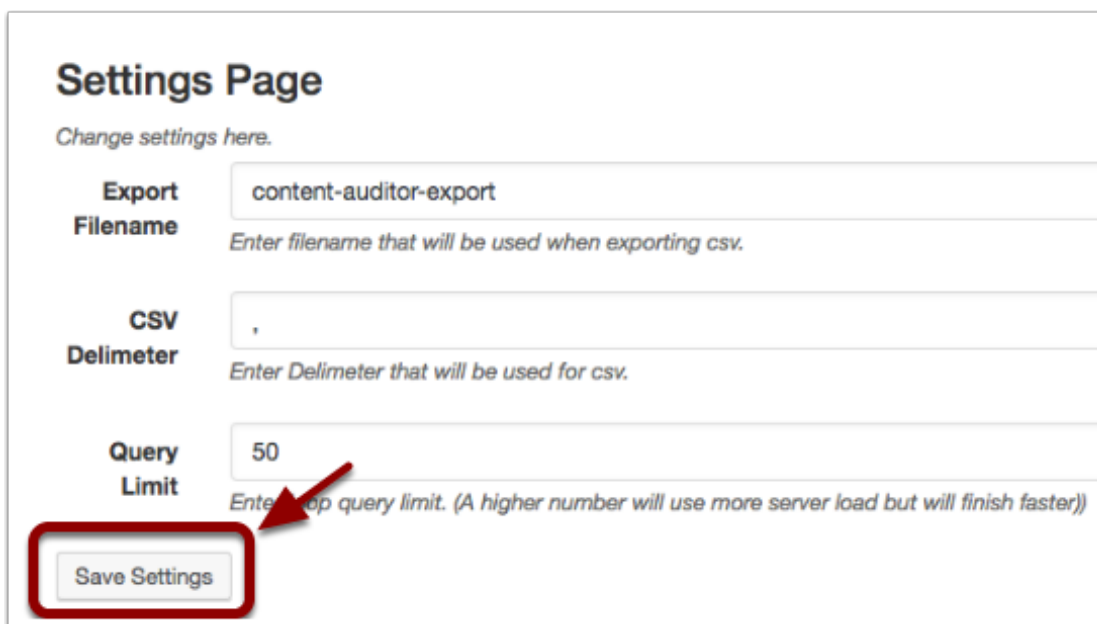


# Content Auditor User Guide

## Content Auditor Settings

On the Settings page, enter the following information. You **MUST** click Save Settings when you first use the plugin in order for the exports to function.

1. **Export Filename:** Enter the filename that will be used when exporting the csv file.
2. **CSV Delimiter:** Enter the delimiter that will be used in your csv file.
3. **Query Limit:** Enter the loop query limit. A higher number will use more server load but will finish faster.



The screenshot shows the 'Settings Page' for the Content Auditor plugin. It has a title 'Settings Page' and a subtitle 'Change settings here.' Below this are three input fields: 'Export Filename' with the value 'content-auditor-export', 'CSV Delimiter' with the value ',', and 'Query Limit' with the value '50'. Each field has a descriptive subtitle below it. At the bottom left, there is a 'Save Settings' button, which is highlighted with a red rectangle and a red arrow pointing to it from the right.

**Settings Page**  
*Change settings here.*

**Export Filename**   
*Enter filename that will be used when exporting csv.*

**CSV Delimiter**   
*Enter Delimiter that will be used for csv.*

**Query Limit**   
*Enter loop query limit. (A higher number will use more server load but will finish faster))*

**Save Settings**

## Creating the Export

Click on Content Auditor in the left side menu. Here you will choose the options for your export.

1. **Post Type:** Select Page or Post

# Content Auditor User Guide

2. **Post Range:** Select All Content or Date Range to only include content for a certain time period.
3. **Post Status:** Select the status of the posts you'd like to include in the export:
  - Published
  - Draft
  - Pending
  - Private
  - Future
4. **Primary Fields:** Select the fields you would like to include:
  - Title
  - Date published
  - Post Status
  - Author
  - Category
  - Tags
  - Featured Image (ID)
5. **Social Fields:** Select the Social Media fields you'd like to include:
  - Facebook Shares
  - Google +1s
6. **Yoast SEO Fields:** Select the Yoast SEO fields you'd like to include if you have this plugin installed:
  - Focus Keyword
  - SEO Title
  - Meta Desc
  - Link Dex
  - Content Score
7. **Custom Fields:** Type in a custom field name and click Add to include it in the export. To remove a custom field click on the red box.
8. Click on **Export**. Your file will be processed.
9. Click on **Export CSV** to download your file.

# Content Auditor User Guide

**Export Settings**

**Post Type**  **1**

**Post Range** ☒ All Content **2**  
☐ Date Range

**Post Status** ☒ Published **3**  
☐ Draft  
☐ Pending  
☐ Private  
☐ Future

**Primary Fields**

**Include following** ☒ Title **4**  
☒ Date published  
☒ Post Status  
☒ Author  
☐ Category  
☐ Tags  
☒ Featured Image (ID)

**Social Fields**

**Select Social Fields** ☐ Facebook Shares **5**  
☐ Google +1s

**Yoast SEO Fields**

**Available Fields** ☐ Focus Keyword **6**  
☐ SEO Title  
☐ Meta Desc  
☐ Link Dex  
☐ Content Score

**Custom Fields**

**7**

**8**

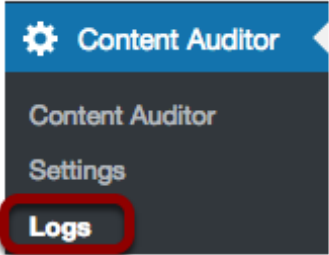
Processing Files to Export. Please wait... (11 posts)

Processing Complete. You can download it here. [Export CSV](#) **9**

# Content Auditor User Guide

## Content Auditor Logs

Click on Logs in the Content Auditor menu to view and download your saved exports.



Content Auditor

Content Auditor

Settings

Logs

File	Total	Time
<a href="#">_1474369006.csv</a>	11	2016-09-20 09:10:33
<a href="#">_1474384438.csv</a>	11	2016-09-20 09:14:15
<a href="#">_1474384536.csv</a>	11	2016-09-20 09:15:43
<a href="#">content-auditor-export_1474385062.csv</a>	14	2016-09-20 09:25:02