



WordPress Popup-Maker User Guide

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Change Control

Date	Version	Author	Change Description
05-06-2017	1.0	Kevin Sullivan	Initial draft
16-06-2017	1.1	Kevin Sullivan	Updates from Melinda Mabbutt
30-06-2017	1.2	Kevin Sullivan	Updated Custom CSS for removing popup table border
06-04-2018	1.3	Adrian Vasilescu	Updated for new PopUp Maker Interface
12-04-2018	1.4	Adrian Vasilescu	Updates from Melinda Mabbutt

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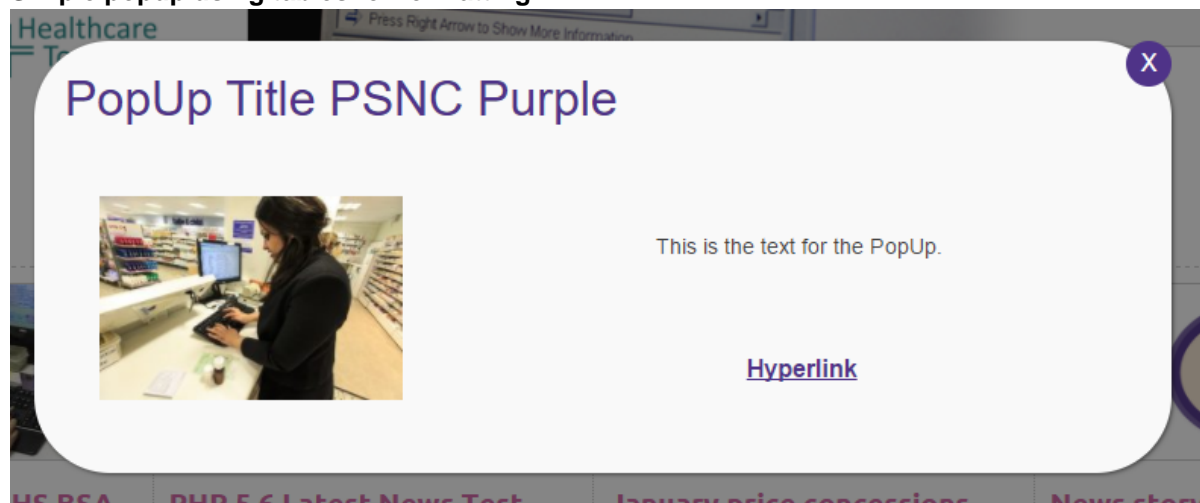
1. Plugin Summary

The WordPress plugin **Popup-Maker** is used to create, customise and program “popup message boxes” which can be used to advertise planned events or to highlight important messages to website visitors.

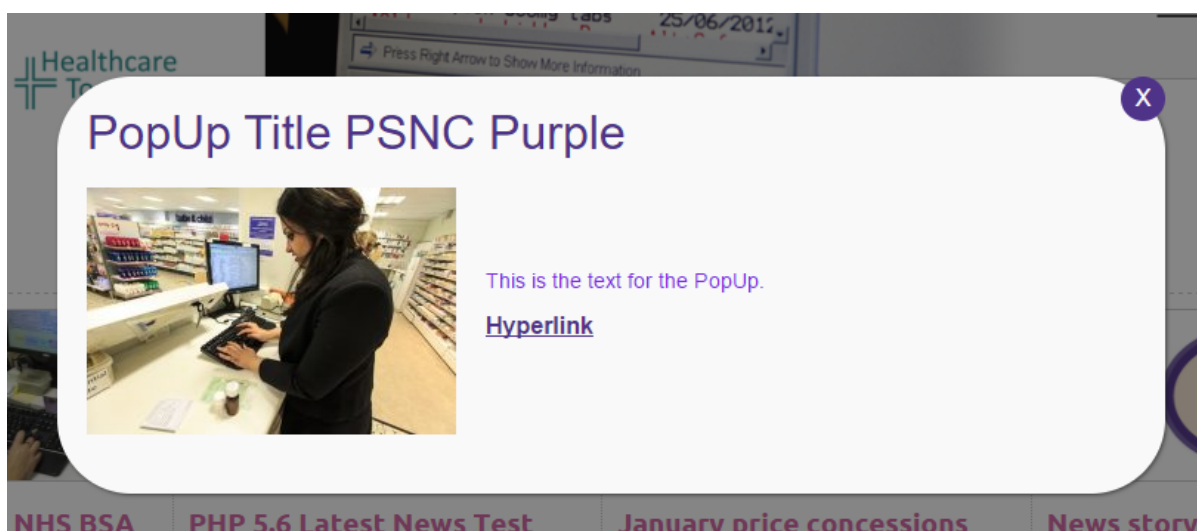
This guide is to be used to provide a breakdown on how to create a simple popup and how to schedule/program when the popup will appear.

Examples

Simple popup using tables for formatting



Simple popup using basic text editor



2. Plugin Setting Overview

To create/manage popups we will need to use the following three main sections of the Popup-Maker.

- All Popups
 - Used to provide an overview of all currently created popups and their status
- Add Popup
 - Used to create new popups and to modify how they are activated
- Popup Themes
 - Used to create/custom theme templates used by the plugin, these will affect font styles, background colours, close button shape/text etc.
 - An LPC specific theme which matches the styling of the standard LPC site template will be created/assigned as a default when a new popup has been created

The other sections of the plugin are for maintenance purposes only and therefore not required in the creation of new popups.

3. Creating A New Popup - Menu Overview

Please find below a breakdown on the options presented when you begin to create a new popup.

- Popup Name (**Mandatory**)
 - Text which will be used by WordPress and displayed within the All Popups section.
- Enter Popup title here (**Optional but recommended**)
 - Text which will be used as the popup title.
 - Please note this will be formatted via the popup theme applied.
- Body (**Mandatory**)
 - This uses the basic text editor found when creating a new page and inserted text will populate your popup.
 - You can use HTML (a website coding language) to manually add extra styling details to certain aspects of the popup.
 - Recommended to use tables to help style popup.
- Popup Settings (**MainWindow**)
 - Triggers (**MenuOption**)
 - Add New Trigger (**Mandatory**)
 - Used to program how a popup is activated.
 - Recommended to use the Auto setting when choosing a type of trigger.
 - Delay is in milliseconds (ms), e.g. 1000ms = 1 second.
 - Add New Cookie (**Mandatory**)
 - Used by the plug to control how often the popup should appear based on cookies (saved locally browser settings) saved by the site.
 - Recommended to use the setting “On Popup Close”.
 - Targeting (**MenuOption**)
 - Conditions (**Optional**) – Now located in Targeting options menu
 - Used to set certain criteria/limits regarding where and who will see the popup, for example the popup will only appear on selected pages.
 - Disable this popup on mobile devices (**Optional**).
 - Disable this popup on tablet devices (**Optional**).
 - Analytics (Information Only) – **Extension currently not available**

- Display (**MenuOption**) - Used to customise certain elements of a popup
 - Appearance -> Popup Theme (**Mandatory**) -
 - Used to choose what theme the popup will use.
 - Automatically set to a Default Theme which matches the styling of the standard LPC site template.
 - Size (if you want it to have a set width limit)
 - Animation type (control if it will fade in or sweep from the side)
 - Position (customise where the popup will appear)
 - Advanced -> Z Index (used to determine which popup should appear on top when you have multiple active popups, the highest number will always appear on top)
- Close (**Optional**)
 - Button
 - Used to customise the close button, such as how long it takes for the popup to disappear when the close button is pressed.
 - Most of this can be controlled via the theme template.
 - Alternate Methods
 - From here the closing method can be set by pressing ESC / F4 keys or by clicking on the popup content

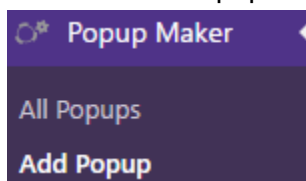
Creating A New Popup - Example

Please find below an example which will display a popup with the following criteria:

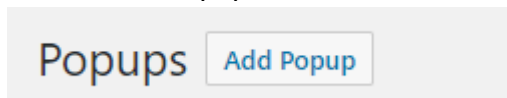
- To appear on a certain page, 1 second after the webpage has loaded.
- Uses a cookie to prevent the popup appearing again until the browser is closed.
- Providing the user with a message informing them about a news post.

1 Click the **Add Popup** button under the Popup Maker menu.

Select under Popup Maker from the left-hand side menu



Or from the Popup Maker's main menu



- 2 Fill in the Popup Name (**Mandatory**) (A) and Title (**optional but recommended**) (B)
- 3 Update the content in the body section, which will be displayed as the popup. (C)

Add New Popup

Popup Name (appears under "Name" column on "All Popups" screen) **A**
(Required) Register a popup name. The CSS class 'popmake-(popup-name)' can be used to set a trigger to display a popup.

Popup Title (appears on front end inside the popup container) **B**
(Optional) Display a title inside the popup container. May be left empty.

File Edit Insert View Format Table

Paragraph 12pt Georgia B I A [List Icons] [Link Icon] [Table Icon] [Undo] [Redo] [Print] [Fullscreen] [Help]

Contractor warning: Unsolicited calls claiming to be from Pricing Authority

The [NHS](#) Business Services Authority (BSA) is warning all community pharmacy contractors that it has received reports of pharmacists being contacted by someone falsely claiming to be from the 'PPA' or from 'Prescription Services'.

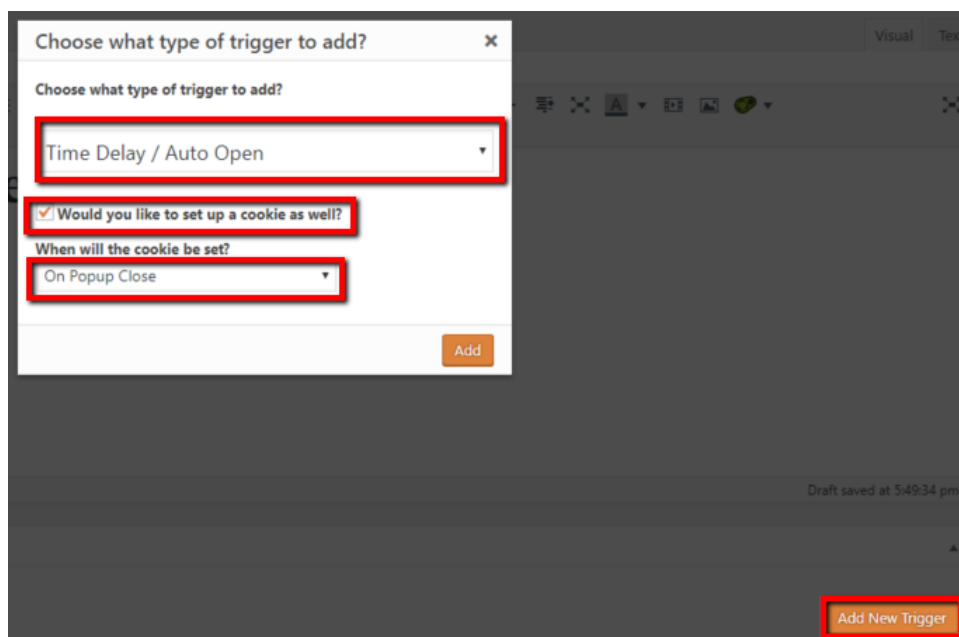
Click [HERE](#) to read more.

C

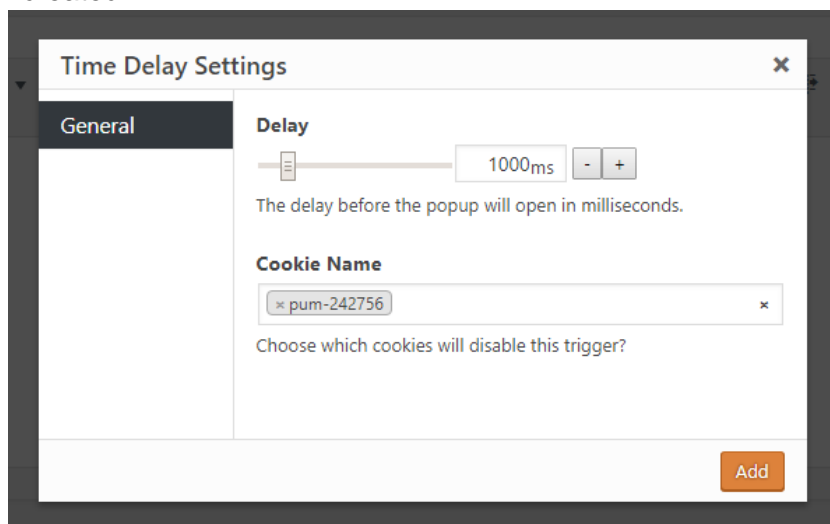
Using the example above, section A will be displayed in the **All Popups** list seen only by those who can edit the website, section B will be the Title displayed on the popup itself (formatting provided via the assigned theme) and C is what will be displayed within the main section of the popup.

As you can see section C has been create using a table where the first column has two rows and column 2 has a single row, using a table keeps the formatting static.

- 4 Set the popup opening/closing criteria by clicking on “Add New Trigger” option which appears below section C and then from the new window dropdown menu “Choose what type of trigger to add?” and select “Time Delay / Auto Open”.
You can also tick the “Would you like to set up a cookie as well?” option in order to speed up the popup creation and add a cookie straight from here.



After clicking on “Add”, the following menu will open and you can choose the delay length before the popup appears, set this to 1000ms (1 second), then click “Add” and the Cookie is now created.



- Next you will need to edit the newly created cookie in order to prevent the popup appearing every time the user visits the page. To do this, click on the cookie edit pencil icon from the 'Triggers' menu.

After you click on edit cookie you can set the expiration time of the cookie and also how to make the popup show again if the visitor closes their internet browser.

To action this, you will need to select the "Advanced" menu option in the left side of the cookie settings window and select the "Use Session Cookie?" Tick box, as shown below, and click "Update".

The screenshot shows the 'Popup Settings' interface. On the left, there's a sidebar with 'Triggers', 'Targeting', 'Display', and 'Close'. The 'Triggers' tab is active, showing a table with columns: Type, Cookie, Settings, and Actions. The first row is 'Time Delay / Auto Open' with cookie 'pum-242810' and 'Delay: 1000'. A red box highlights a pencil icon in the Actions column with the text 'Pencil icon to be used for editing cookies / triggers'. Below this is another row for 'Cookies control the repeat display of a popup.' with 'On Popup Close' event, 'pum-242810' name, and '1 month' settings. Below the table are two 'Cookie Settings' windows. The left window is in 'General' mode, showing 'Cookie Name' as 'pum-242810' and 'Cookie Time' as '1 month'. The right window is in 'Advanced' mode, showing the 'Use Session Cookie?' checkbox checked and highlighted with a red box. Below it is the 'Sitewide Cookie' checkbox, also checked. At the bottom of each window are 'Cancel' and 'Update' buttons.

- Choosing where the pop-up will be triggered to appear by clicking 'Target' from the left-hand menu and choosing the webpage(s) as a targeted object. The options here range from all pages, through to all posts of a certain type (e.g. news or events), or even just a specific page.

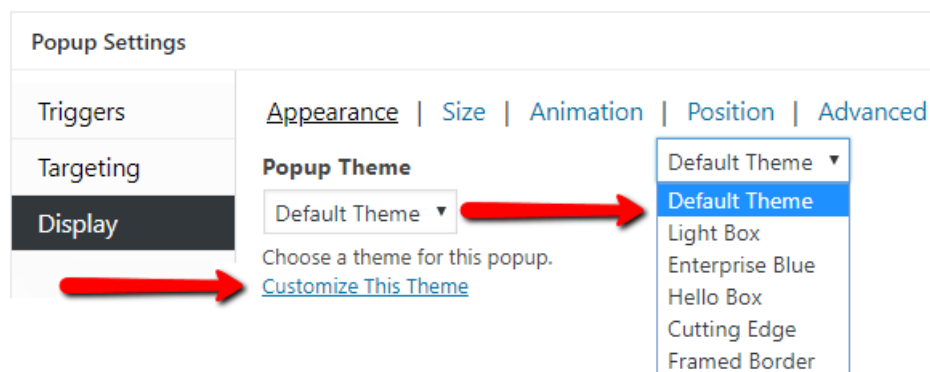
The screenshot shows the 'Popup Settings' interface with the 'Targeting' tab selected in the sidebar. The main area shows 'Conditions allow you to show your popup to a targeted segment of your sites users.' with a list of bullet points: 'By default, this popup will be loaded on every page of your site for all users.', 'Target the popup to a specific segment by adding conditions below.', and 'Click the ⓘ button for any condition to check the opposite of the chosen condition. The button will turn red ⓘ when active.' Below this is a section 'Choose a condition to target your popup to specific content or various other segments.' with a dropdown menu open. The dropdown shows 'Choose a condition' at the top, followed by a list of options: 'General', 'Home Page' (highlighted), 'Search Result Page', '404 Error Page', 'Posts', 'All Posts', 'Posts: Selected', and 'Posts: ID'.

7 Choose the theme (optional).

With every new popup you create, the theme will automatically be set as the Default Theme, which matches the styling of the standard LPC site template.

To use one of the alternative colour options for your LPC site, you will find popup themes have also been created to match these colours, you will just need to select them from the drop-down menu in the 'Display' section.

There are also previews available when selecting 'Customize This Theme' option.



Popup Settings

Triggers | Appearance | Size | Animation | Position | Advanced

Targeting

Display

Popup Theme

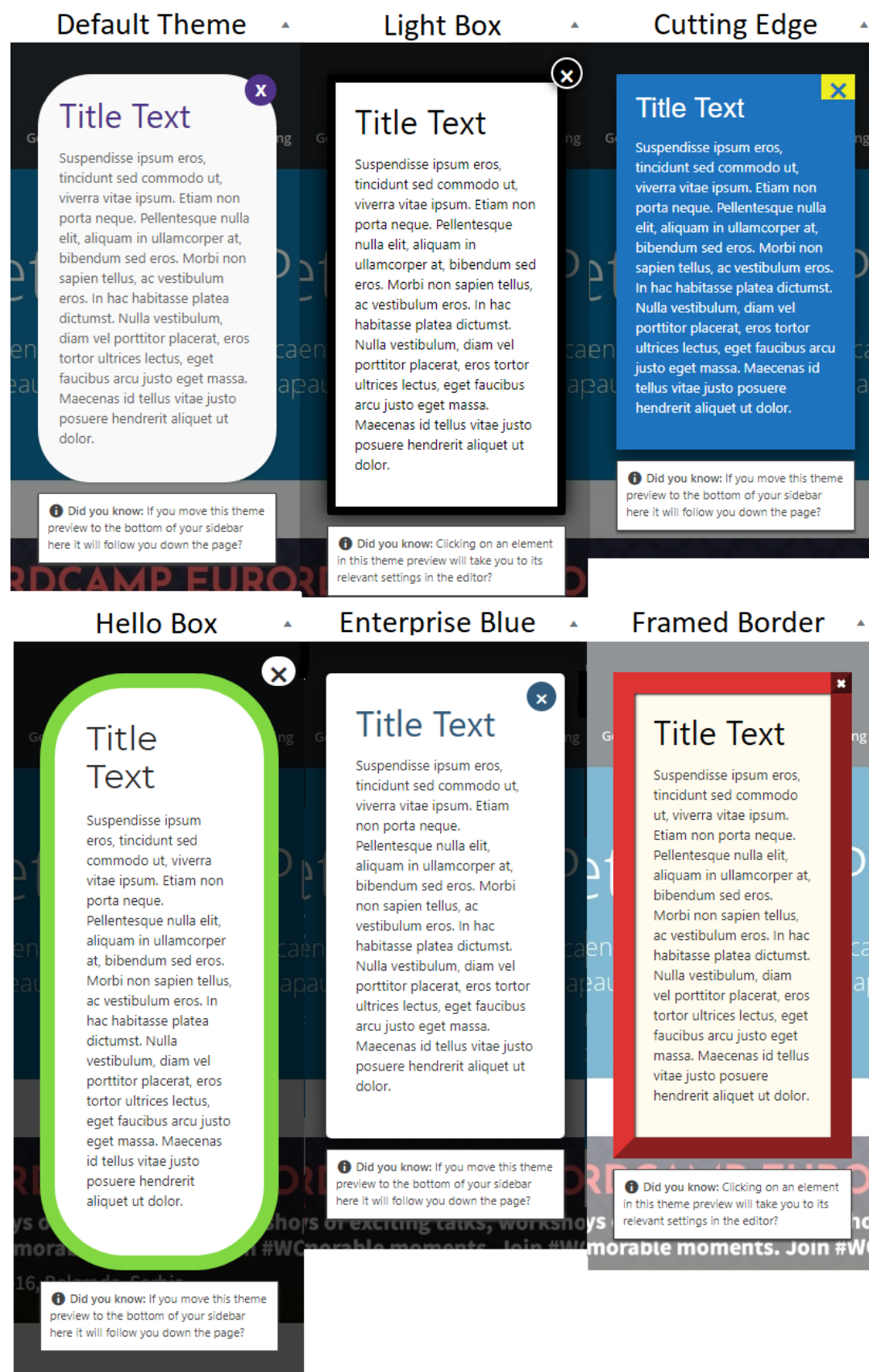
Default Theme ▼

Choose a theme for this popup.

[Customize This Theme](#)

Default Theme ▼

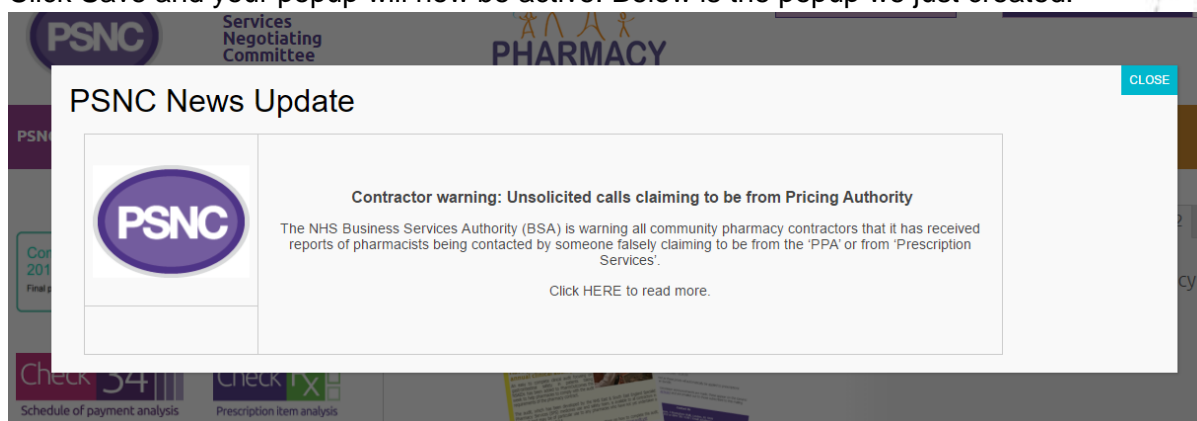
- Default Theme
- Light Box
- Enterprise Blue
- Hello Box
- Cutting Edge
- Framed Border



- 8 As mentioned in the beginning of the guide you also have the option of choosing how a website visitor can close the pop-up.
- From the 'Button' header you can choose what text the 'Close' button will have and also the delay until it can be seen.
- From the 'Alternate Methods' header you can choose how the user can close the pop-up on screen, either by clicking on the pop-up or by pressing ESC / F4 keys.

Popup Settings		Popup Settings	
Triggers	Button Alternate Methods	Triggers	Button Alternate Methods
Targeting	Close Text	Targeting	<input type="checkbox"/> Click Overlay to Close
Display	<input type="text" value="Close"/>	Display	Checking this will cause popup to close when user clicks on overlay.
Close	Override the default close text.	Close	<input type="checkbox"/> Press ESC to Close
	Close Button Delay		Checking this will cause popup to close when user presses ESC key.
	<input type="text" value="0ms"/> - +		<input type="checkbox"/> Press F4 to Close
	This delays the display of the close button.		Checking this will cause popup to close when user presses F4 key.

- 9 Click Save and your popup will now be active. Below is the popup we just created.

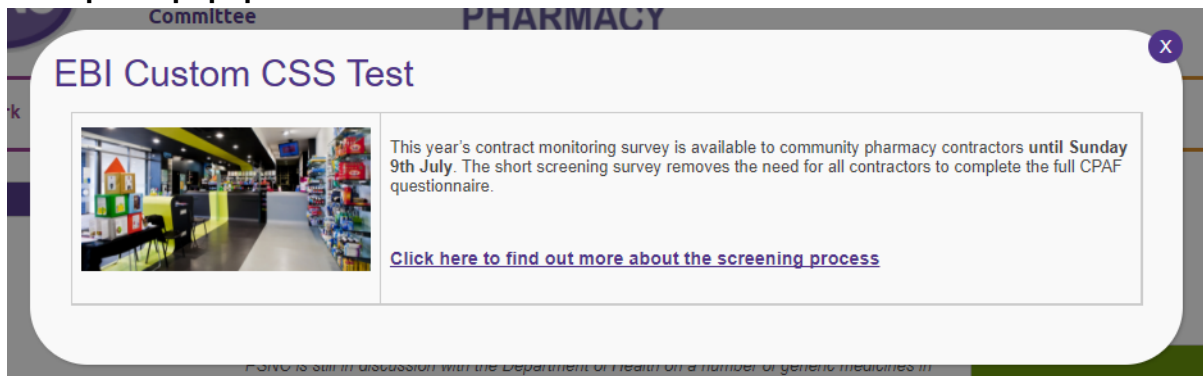


- 10 See below a few tweaks that can be made to improve the overall look of the popup, for example removing the table border and setting the width.

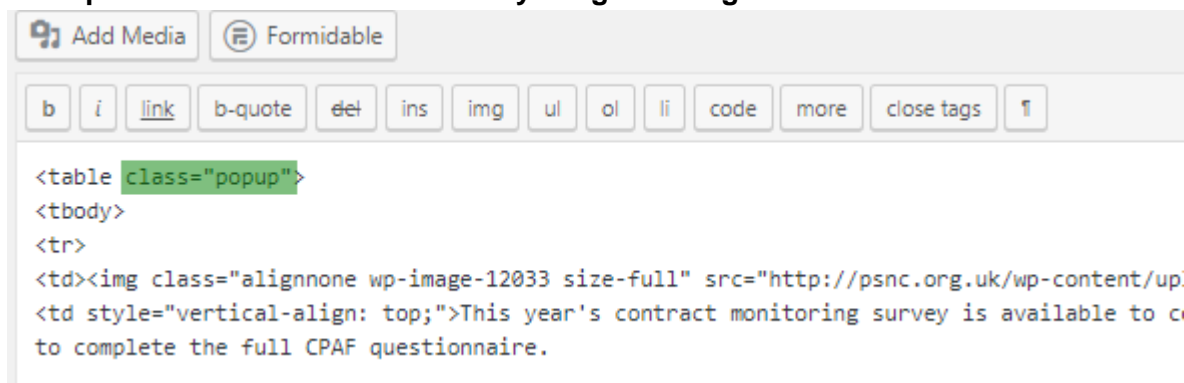
Removing the table border

To remove the table border, you can modify the html code by adding the following code to the text tab. `class="popup"`

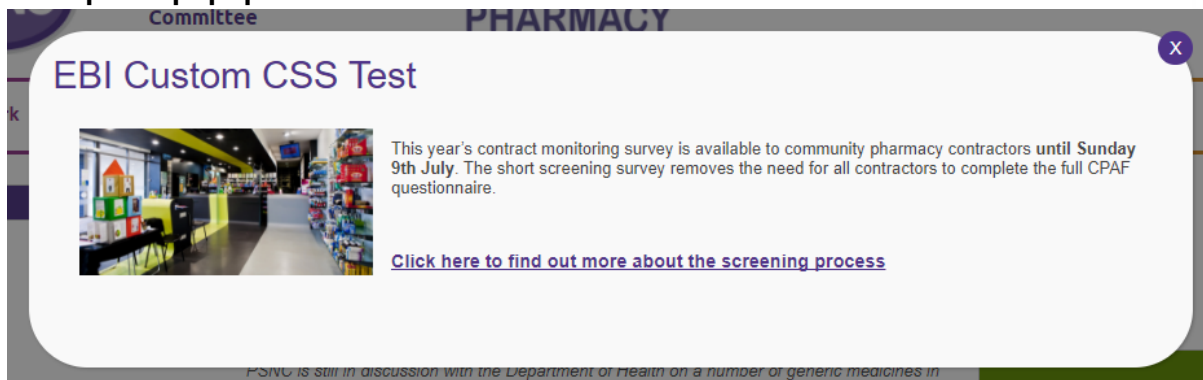
Example of popup with a border



Example to show where the HTML style tag should go



Example of popup with the borders removed



Setting the width

If no custom width is set the popup will scale with the page size, to set the width of a popup you need to change the **Display Settings** to the required width, for example if you require the pop area to only surround the text in the centre of the screen.

Popup Settings	
Triggers	Appearance Size Animation Position Advanced
Targeting	Size
Display	Medium - 60% ▼ Select the size of the popup.
Close	
	Min Width <input type="text" value="500"/> px ▼ Set a minimum width for the popup.
	Max Width <input type="text" value="500"/> px ▼ Set a maximum width for the popup.

Other display settings

You may also want to make changes to how the popup appears (under 'Animation') or where it appears (under 'Position'), these can also be made in the 'Display' section.

Example with custom width (500px)

