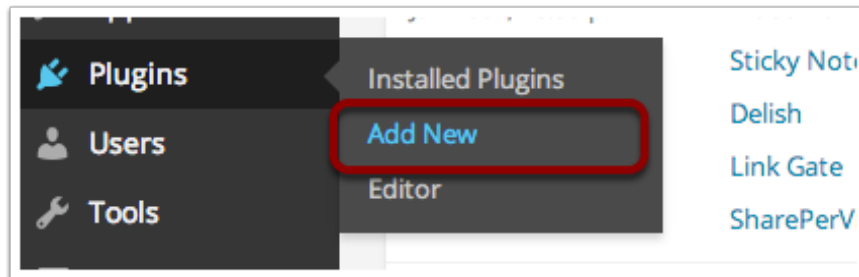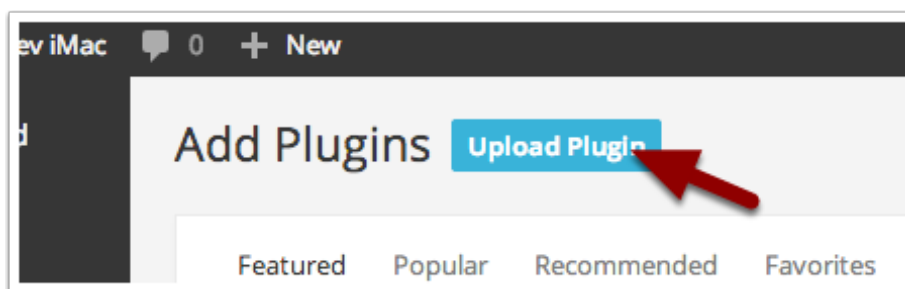# Recently Viewed User Guide

Installing The Plugin

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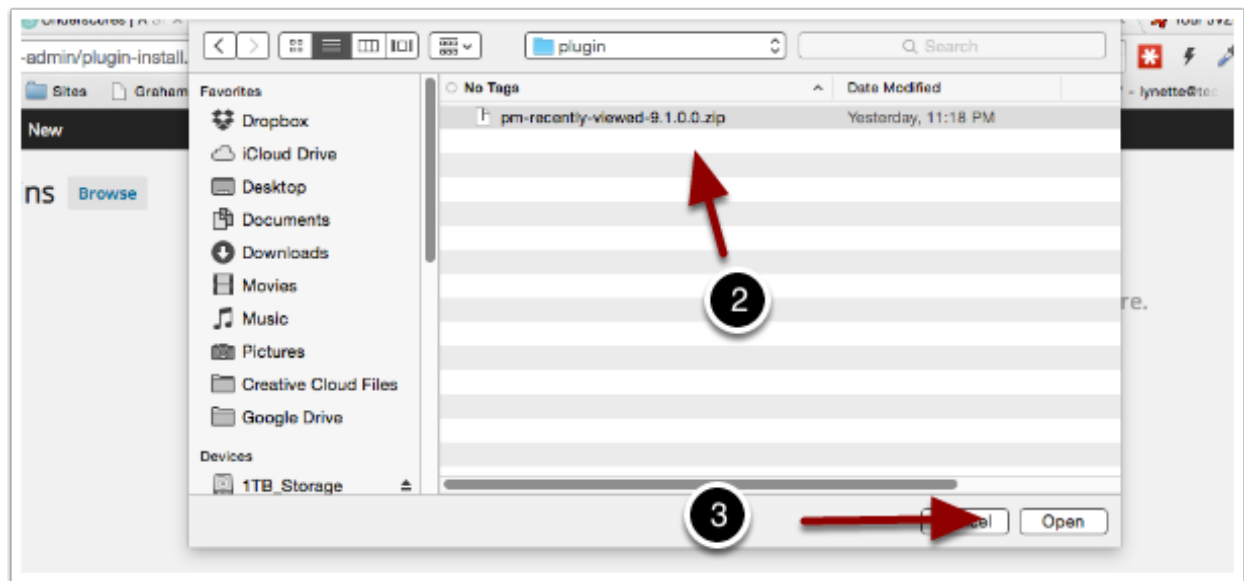
Upload plugin

Click Upload Plugin

Choose Upload File

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

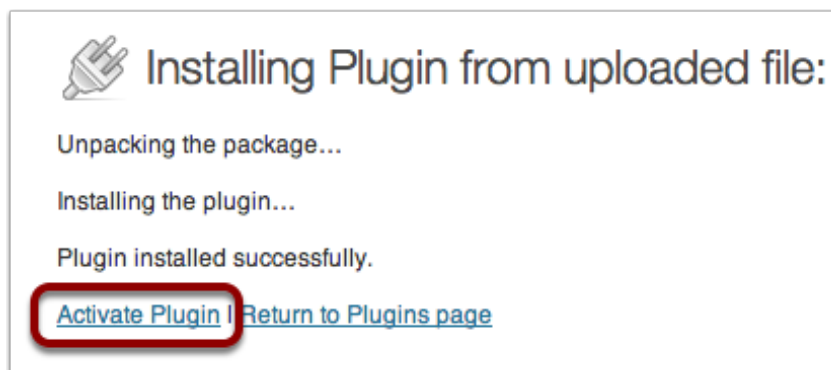# Recently Viewed User Guide

Install The Plugin
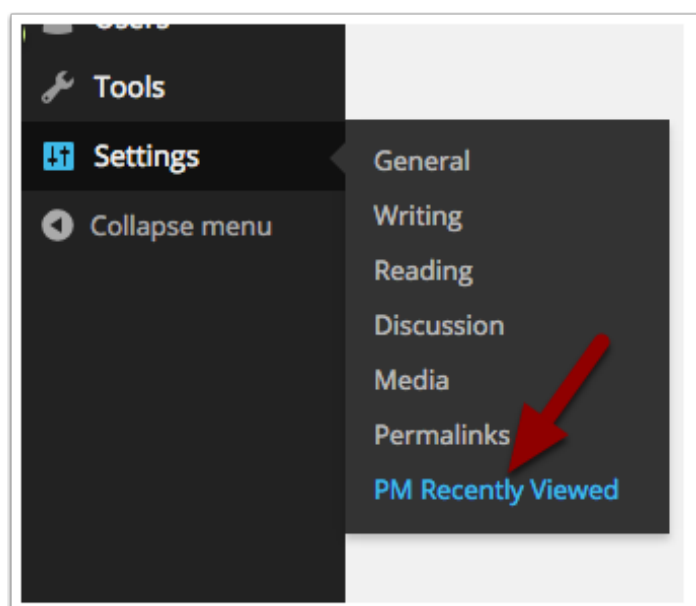
Click Install Now

Activate The Plugin

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

Recently Viewed User Guide

How To Get To The Plugin Settings

After activating the plugin, a new item will appear in the Settings menu. Click the link to go to the settings screen.
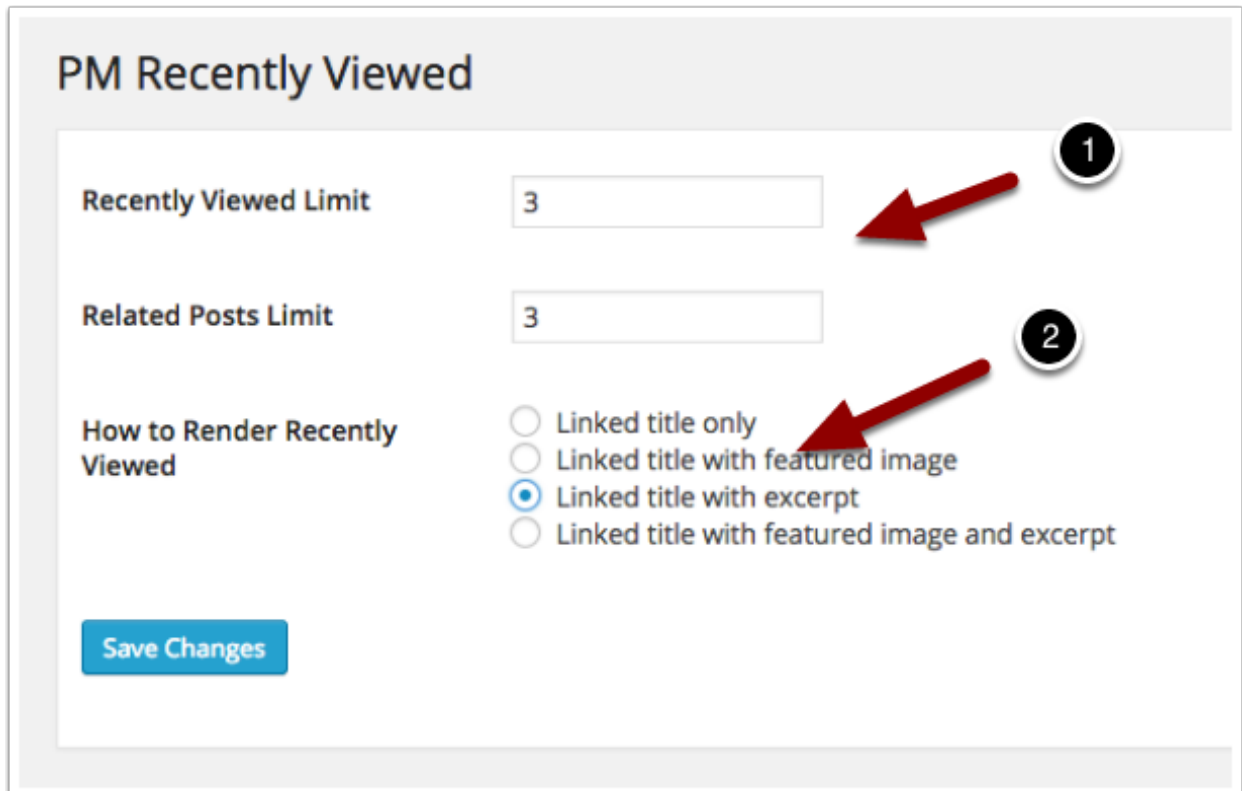

Default Settings and Options

The plugin has two types of "recently viewed" options.

Recently Viewed User Guide

- Recently viewed (no matter what tags the posts share)
- Posts related to recently viewed post (posts that share a common tag)

1. Enter how many posts you want to display for each recently viewed function, the default is 3 posts. This setting will be used for widgets.
2. You can also set it up to display Titles only, with featured image, titles with excerpt or all three.

PM Recently Viewed

|	
Recently Viewed Limit	3
Related Posts Limit	3
How to Render Recently Viewed	○ Linked title only ○ Linked title with featured image ● Linked title with excerpt ○ Linked title with featured image and excerpt

Save Changes

Using Recently Viewed Widgets

After setting up your defaults, you can now display your recently viewed items. You can choose between widgets, shortcode or both. For widgets, navigate to the widgets screen.
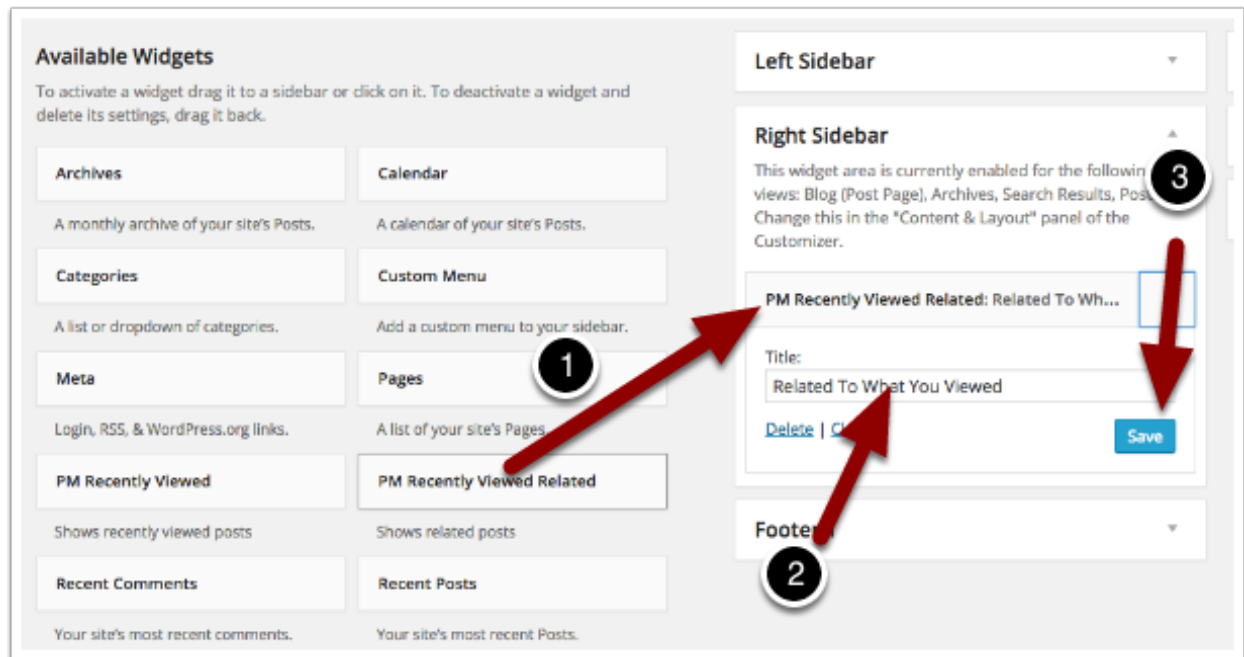
Recently Viewed User Guide
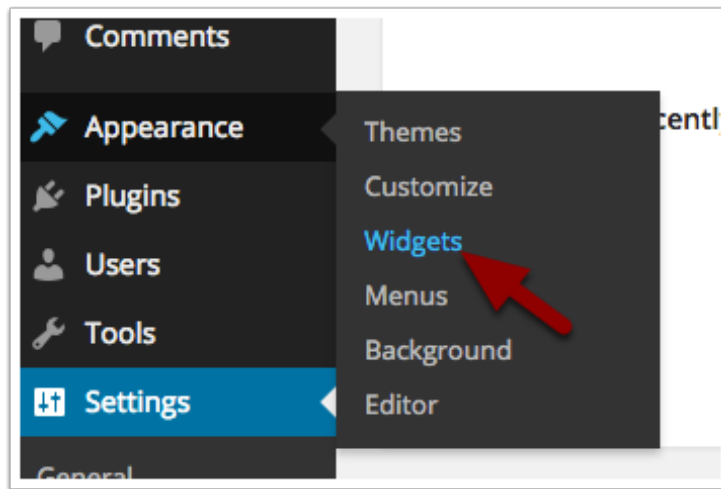
Recently Viewed Related Widget

In the Available Widgets pool, you will find two new widgets to use. PM Recently Viewed and PM Recently Viewed Related.

1. Drag and drop the widget to whichever sidebar or widget area you want to display these posts in.
2. Next, enter a title if you wish
3. Save

Recently Viewed User Guide

Recently Viewed Widget

If you wish to display the Recently Viewed Widget in another widget area, do the same.

1. Drag and drop the widget to whichever sidebar or widget area you want to display these posts in.
2. Next, enter a title if you wish
3. Save

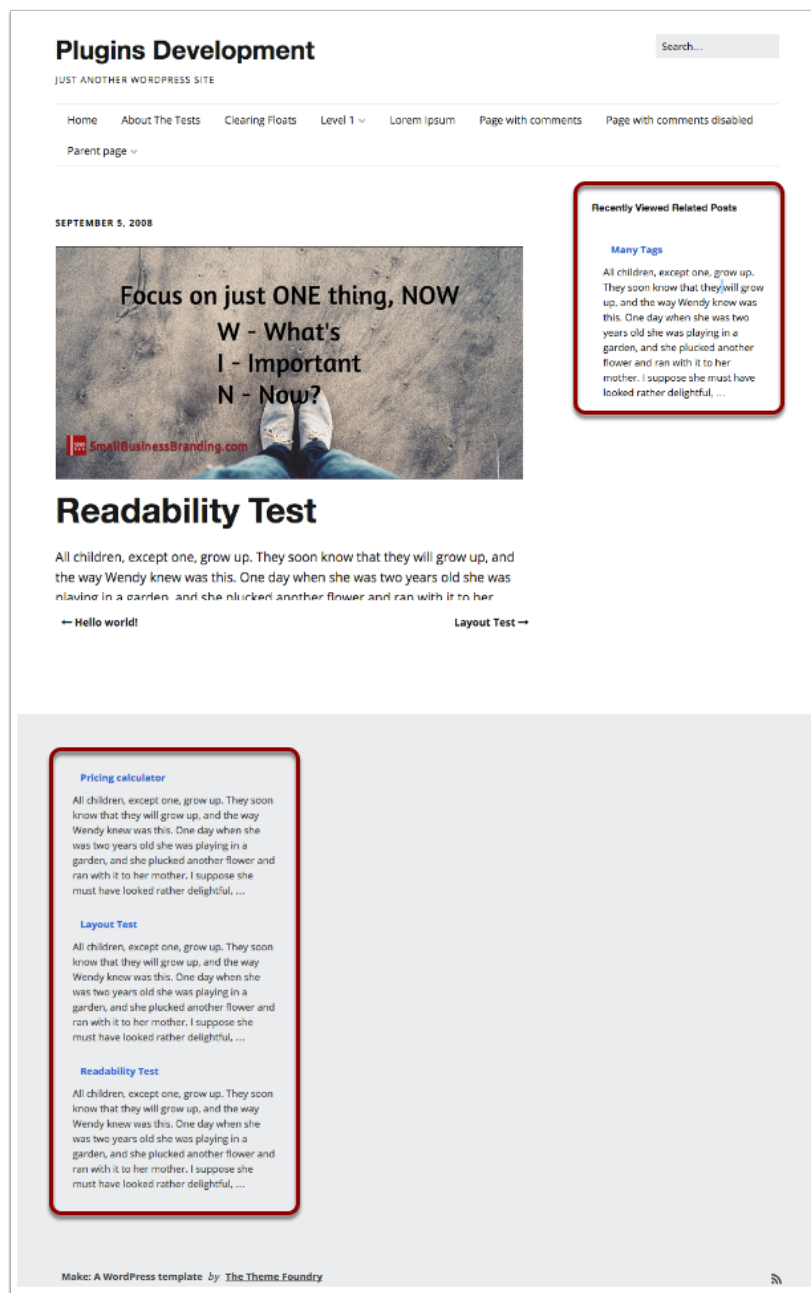# Recently Viewed User Guide

Review

After doing that, visit your website. Click around on several posts. You should start seeing the recently viewed items showing up in the widget areas.

*NOTE: The Recently Viewed Related Posts widget works based on tags. If you do not use tags, or the posts you visit are not tagged, or do not have other posts with the same tag, you may not see anything. The moment you start viewing a post with tags and you have other posts with the same tag, you will see it appear in the widget.

This is a very useful feature to draw people's attention to a similar post, based on what they've already read.
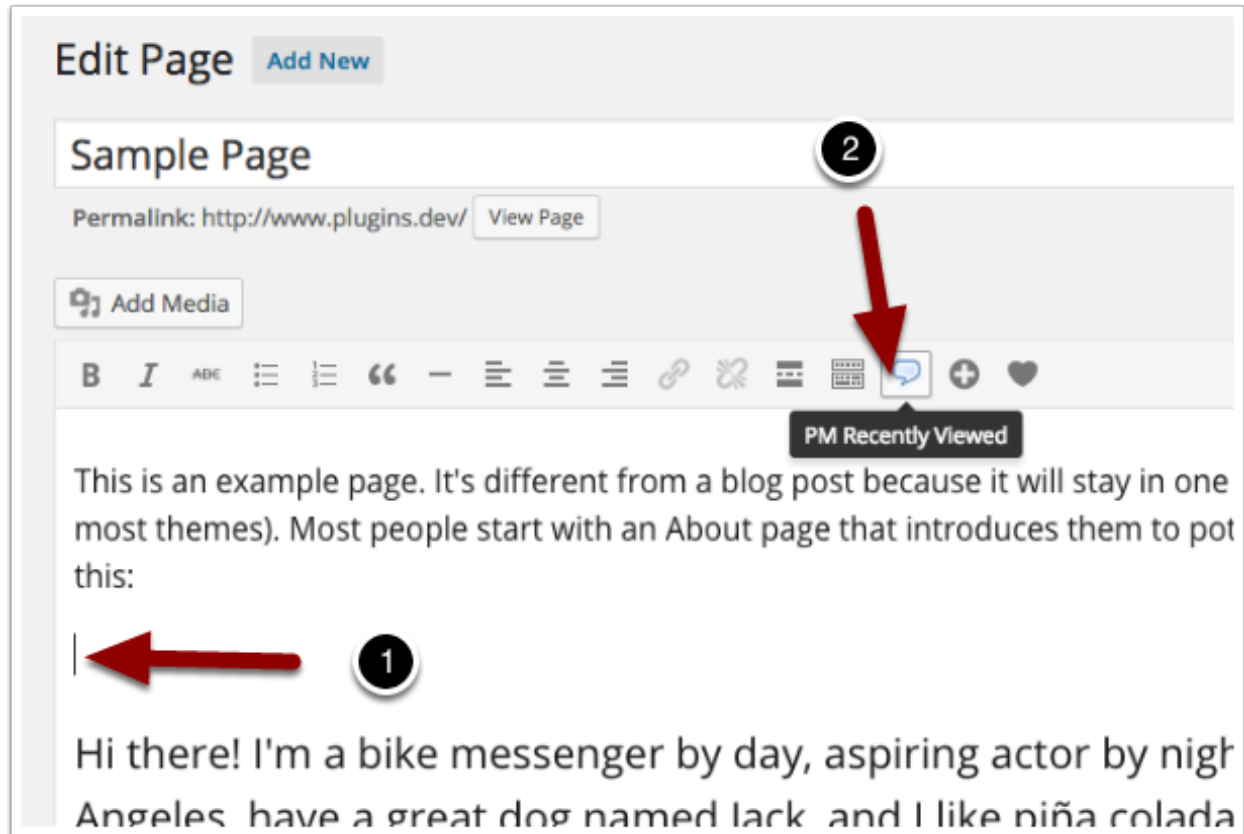
Recently Viewed User Guide

Displaying Recently Posts In A Post or Page

You can also add recently viewed posts directly into a post or page. Navigate to the post or page you want to edit.

Recently Viewed User Guide

1. Place your cursor where you want the recently viewed posts to appear
2. Click on the Recently Viewed icon

Recently Viewed Shortcode Dialog

A popup dialog box will appear.

1. You can now choose if you want to display all recently viewed posts or only recently viewed related posts.
2. Enter a label (optional)
3. Override the default number of posts to display (optional)
4. Click Insert

Recently Viewed User Guide

Shortcode Entered

After clicking Insert, you will see the shortcode entered into your post. Save your post/page.

Recently Viewed User Guide
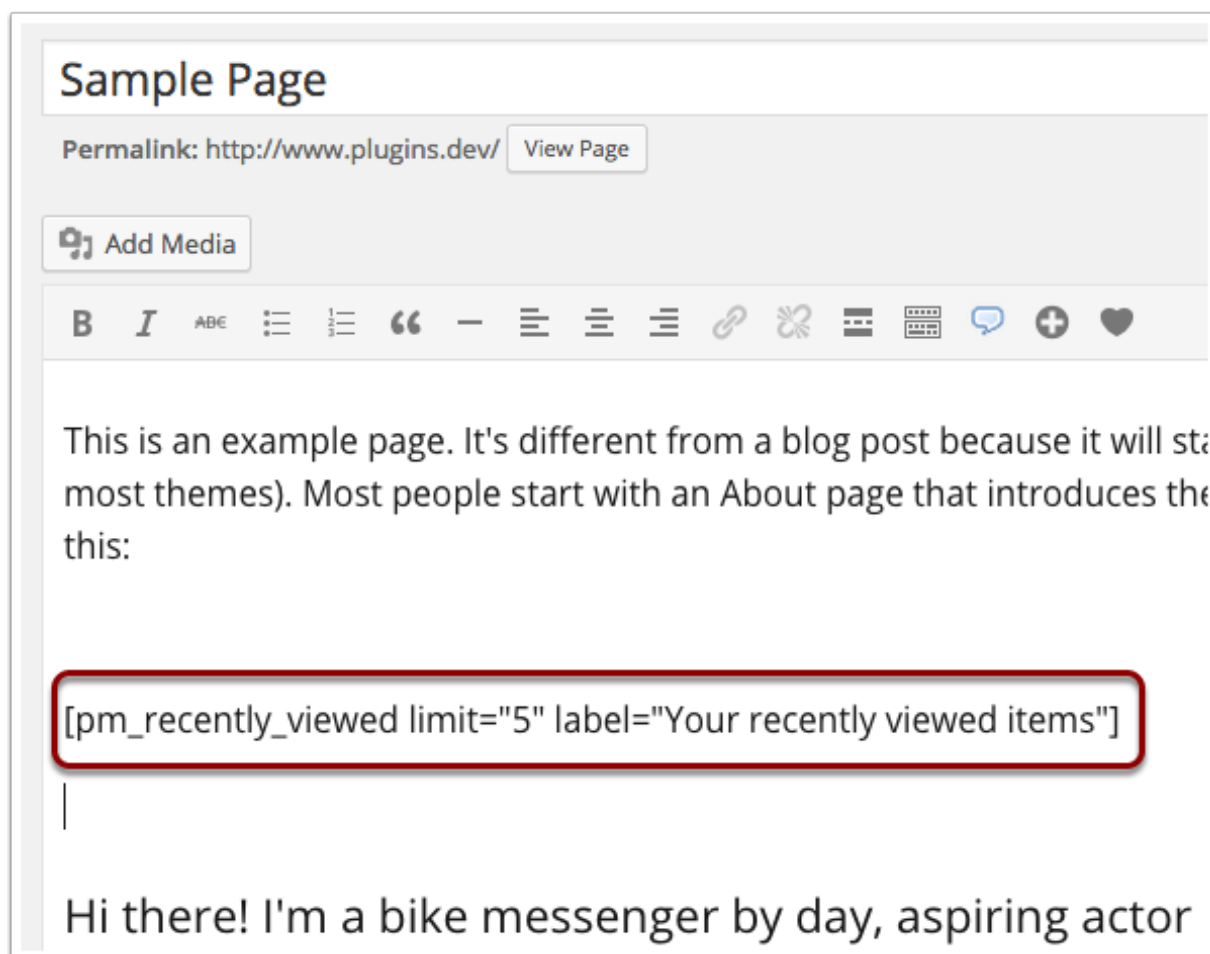
View In Post/Page

Now, navigate to different posts on your site and return to the page you entered the shortcode in. You will find the recently viewed or recently viewed related posts inside of your page.

Recently Viewed User Guide