



WORDPRESS PLUGIN USER GUIDE

Cloud PDF Sync for WordPress

Keep cloud-hosted PDFs synchronised with stable files in the WordPress Media Library

Version 1.1.0

Developed by Spa Web Design

Google Drive • OneDrive • SharePoint

Purpose

Cloud PDF Sync keeps a public Google Drive, OneDrive or SharePoint PDF synchronised with a stable file in the WordPress Media Library. The local PDF can then be used in DearFlip, Elementor, download buttons or other WordPress plugins without giving those tools the cloud sharing link.

At a glance

- The cloud file remains the master copy.
- The plugin creates a normal WordPress Media Library attachment.
- Later checks replace the local file only when its contents have changed.
- The local filename and Media Library URL remain stable, so existing pages and flipbooks keep working.

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Getting started

The setup is deliberately simple: make the source PDF publicly viewable, add its sharing link to the plugin, then create the local Media Library copy.

How the synchronisation works

1	Cloud file stays in control Your Google Drive, OneDrive or SharePoint PDF remains the master copy.
2	WordPress creates a local attachment Cloud PDF Sync downloads the PDF and creates a normal WordPress Media Library item.
3	Updates keep the same local URL When the cloud PDF changes, the plugin replaces the local file without changing its filename or Media Library URL.

Install or replace the earlier plugin

1. If OneDrive PDF Sync is installed, deactivate it first.
2. Go to Plugins > Add Plugin > Upload Plugin.
3. Upload cloud-pdf-sync.zip and activate Cloud PDF Sync for WordPress.
4. Open Media > Cloud PDF Sync.
5. Existing synchronisation settings are retained. After confirming the new plugin works, delete the older plugin.

Prepare the cloud PDF

Google Drive

1. Open the PDF and select Share.
2. Under General access, choose Anyone with the link.
3. Set permission to Viewer and select Copy link.
4. Keep the same Drive file and sharing link when publishing revisions.

OneDrive or SharePoint

1. Select the PDF and choose Share.
2. Open Link settings and choose Anyone with the link, with viewing permission only.
3. Apply the settings and copy the normal sharing link.
4. If Anyone with the link is unavailable, sign-in-required links cannot be synchronised by this version.

Important

Cloud PDF Sync requires a normal public HTTPS sharing link. Links that require a user to sign in are not supported.

Create and use a PDF synchronisation

Create a synchronisation

1. In WordPress, open Media > Cloud PDF Sync.
2. Complete the four fields shown on the synchronisation card.
3. Select Save synchronisations.
4. Select Sync now. A successful result displays links to edit or view the Media Library PDF.

Field	What to enter
PDF name	A recognisable title, such as Live Yearbook. This becomes the Media Library title.
Synchronisation ID	A unique internal reference using lowercase letters, numbers and hyphens. It is suggested automatically and locked after the first sync.
Cloud sharing link	The normal public sharing link copied from Google Drive, OneDrive or SharePoint.
Local PDF filename	A unique filename ending in .pdf. It is suggested automatically and locked after the first sync to preserve the local URL.

Use the PDF in the Media Library

After the first successful sync, the synchronisation card displays Edit PDF details and View PDF. The same PDF also appears under Media > Library. It is a normal WordPress attachment and can be selected by Elementor, download buttons, PDF viewers, flipbook plugins and other WordPress tools.

Use the synchronised PDF in DearFlip

1. Run Sync now and confirm that the Media Library PDF has been created.
2. Go to DearFlip Books > Add New Book.
3. Enter a title, open Source settings and set Book Source Type to PDF File.
4. In the PDF File field, select Select PDF.
5. Open the Media Library tab, find the local filename shown in Cloud PDF Sync, select the PDF and choose Send to dFlip.
6. Confirm that the local website URL appears in DearFlip's PDF File field.
7. Configure the layout, background, page mode, controls and other DearFlip settings, then publish the Book.
8. Copy DearFlip's shortcode, for example `[dflip id="123"][/dflip]`, into an Elementor Shortcode widget.

Why this matters

DearFlip continues to use the same local WordPress PDF. You update the cloud file; Cloud PDF Sync updates the local copy without forcing you to reselect the source.

Updating, automation and troubleshooting

Update an existing PDF

1. Update or replace the contents of the same cloud file without deleting it or changing its sharing link.
2. Wait for the hourly check or select Sync now for an immediate update.
3. Check Last result. Updated successfully confirms that the website copy changed; no change found means the cloud PDF matches the local copy.
4. If a replacement cloud file has a different sharing link, paste the new link into Cloud PDF Sync, save the synchronisation and run Sync now.

Multiple PDFs and automatic checks

Select Add another PDF for each additional publication. Every entry has its own cloud link, local filename, Media Library item and status. Sync all PDFs appears when more than one entry is configured.

The plugin checks PDFs hourly using WordPress cron. WordPress cron is triggered by website visits, so use Sync now whenever an update must appear immediately.

Removing a synchronisation

Selecting Remove from sync list and saving stops future checks. It does not delete the PDF from the Media Library or remove it from pages and DearFlip Books. Delete the Media Library item separately only when it is no longer used.

Troubleshooting

Problem	What to check
Invalid sharing link	Use a normal Google Drive, OneDrive or SharePoint HTTPS sharing link. Other storage providers are not currently supported.
A web page was returned instead of a PDF	Change the cloud permission to Anyone with the link can view, then save and sync again.
The PDF is not in the Media Library	Confirm that Last result reports success. The Media Library attachment is created only after a valid PDF is downloaded.
An older PDF is still visible	Run Sync now, clear any WordPress or CDN cache and refresh the page. DearFlip may also retain a browser-cached copy temporarily.
Changes to fields are ignored	Select Save synchronisations before selecting Sync now.
Automatic sync is delayed	WordPress cron runs when the website receives a visit. Use Sync now for time-sensitive changes.

Need more help?

Visit spawebdesign.co.uk for plugin information, updates and support.