

WooCommerce Tutorial

Adding a product

Navigate to **Products**, select **Add Product**

Adding a title

This is the text field with the placeholder "product name".

Product Description

This is the main description of the product. It will appear in the **Product Description** section on the website. To edit this, use the text box editor directly below the Product Title. Images can be added here, but is not recommended.

Product Category

To the right hand side, you will see section. Here you can select one or many categories for the product. To add a new category, click + **Add New Product Category**. A text field will appear. This is the category name. Leaving the drop down menu at **Parent Product Category** create a new product category. To add a subcategory, choose a category from the drop down list. Click **Add New Product Category** to save.

Price

Under Product Data, select **General** > **regular price** and **sale price**.

Stock

Under Product Data, select **Inventory**. Here you can give it unlimited stock or a limited stock. When customers buy the product, it will decrease automiacally. You can also change the stock status.

Shipping

Under Product Data, select **Shipping**. You can adjust the weight and dimensions of the product. Each product can have its own shipping price. Enable **Per-product shipping** and keep shipping class to "no shipping class". To add price to shipping, click **insert row**, fill in country etc. and enter price in "Item Cost (Excl. Tax)".

Other Product Info

Under Product Data, select **Advanced**. Here you can add a note to the selected item. The note is shown to the customer once they purchase the item. You can enable and disable reviews for the selected product.

Product Short Description

This is a description that will appear next to the main image on the website. It should be short, precise and only contain key information. Images can be added here, but is not recommended.

Product Tags

These are terms to describe a product, like colours. The **Product Tags** can be used as search terms as well. If you want the product to be searchable by a specific word, this is the place to add it. Multiple tags can be added. Please seperate them with commas.

Product Image

This is found to the bottom right. Here you should upload an image. This will be the main image for your product. To add multiple images for the product, choose a main image first. Then, under **Product Gallery**, add other images. These images will be displayed under the main image on the website.