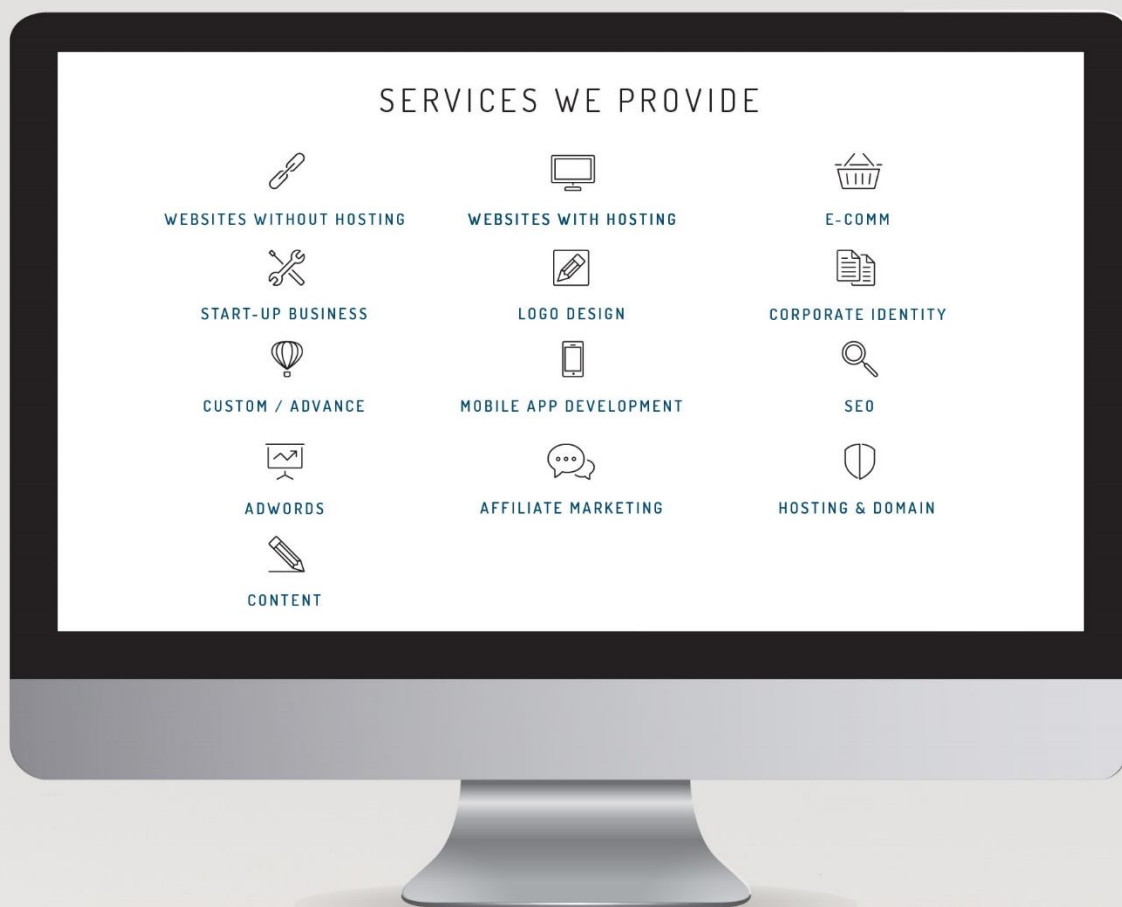


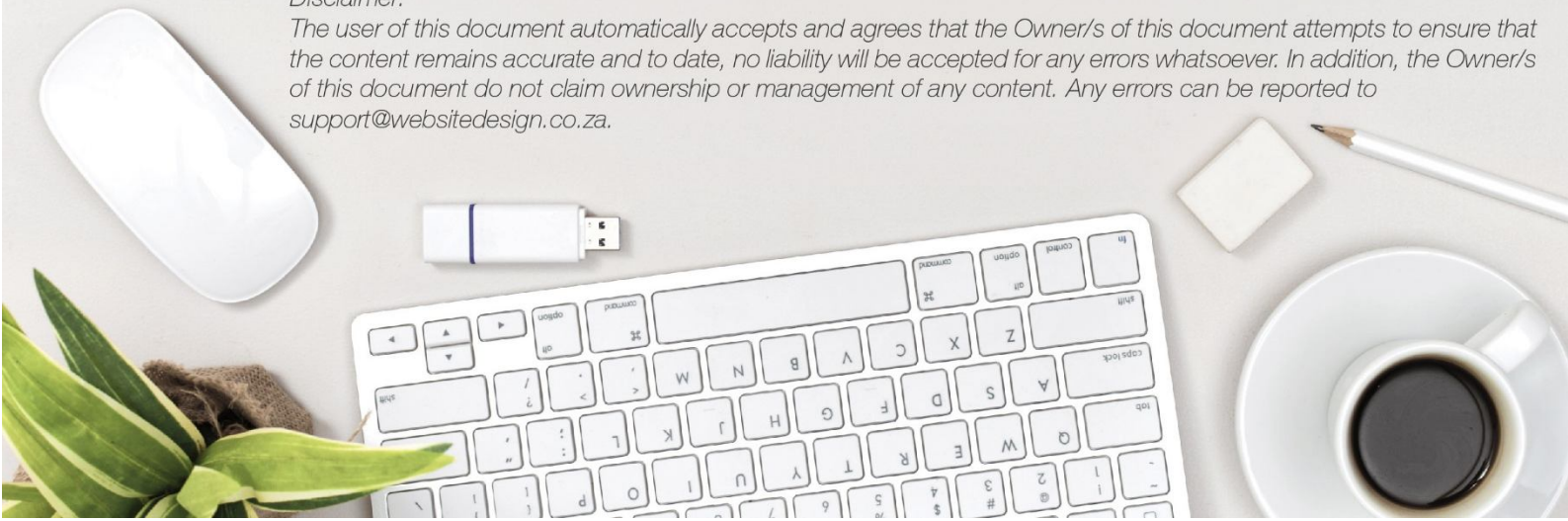
WooCommerce Manual

All information presented in the document has been acquired from
<https://woocommerce.com> to assist you with your website.



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WooCommerce Manual

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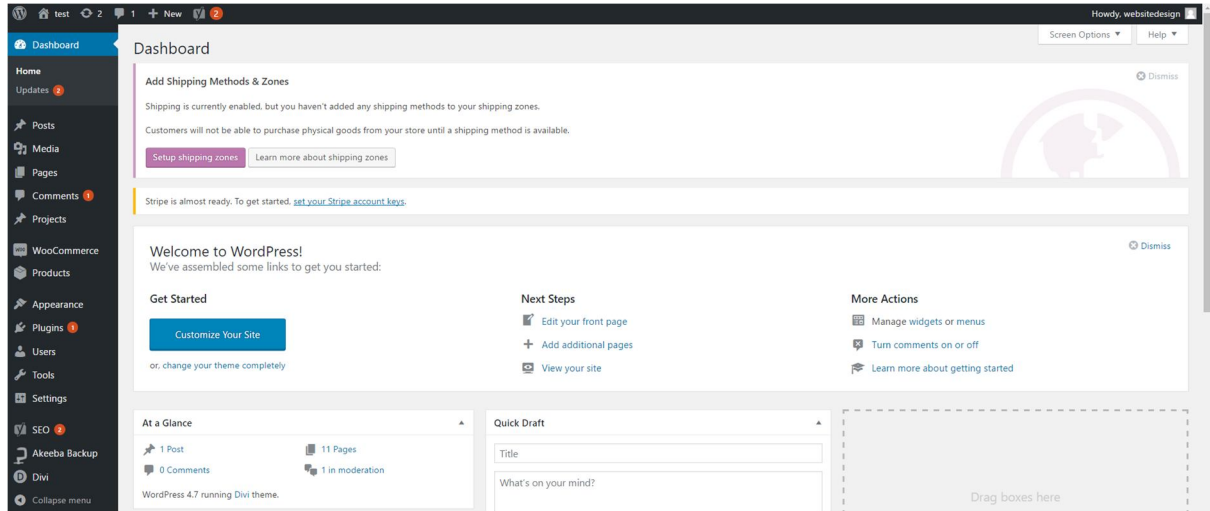
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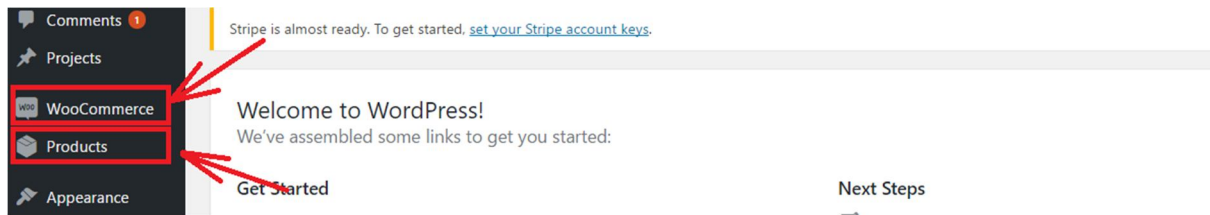
INTRODUCTION

An introduction to Woo Commerce, an ecommerce platform for WordPress.

Once you have logged into WordPress you should see something similar to this:



In this manual we will only be concerned about these two tabs:

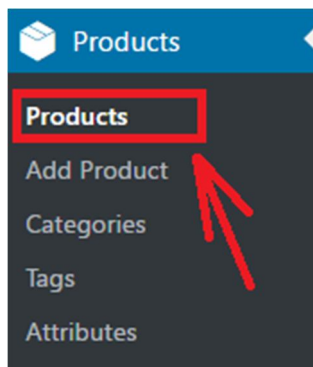


PRODUCTS

Editing existing products

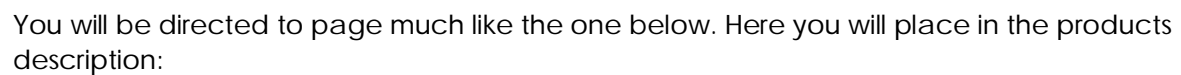
From time to time you may need to edit an existing product such the price, specifications, the image/s or simply to remove the product entirely. We will deal with that in this chapter.

First head to the products tab as mentioned in the previous chapter and then click on the "products" sub heading:



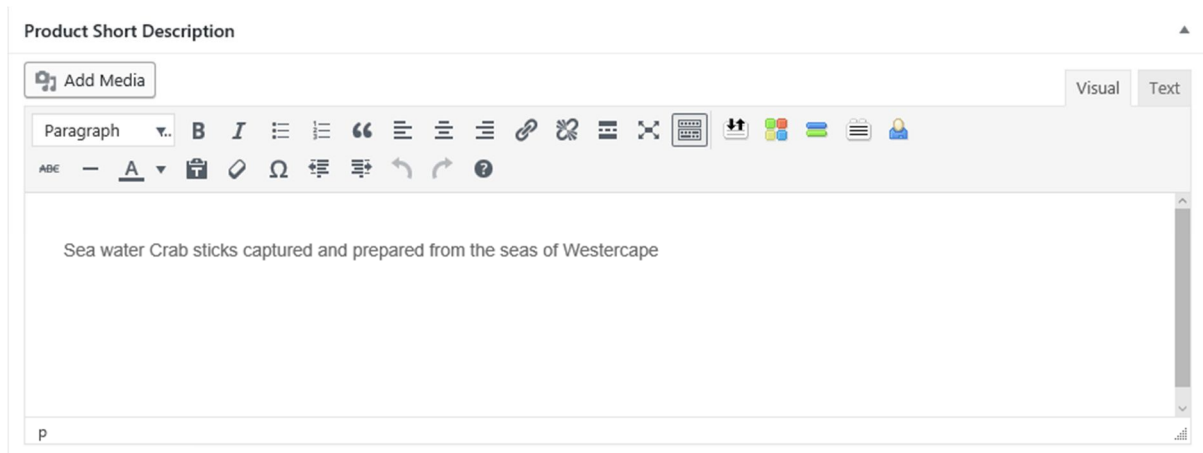
As we can see below we have a product below named "Crab sticks". We will be adding an image to this product and then giving it a description:

First we will add an image and a description. Click on the image icon:

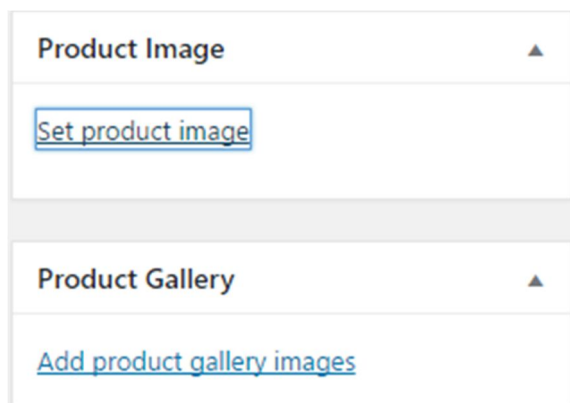


- 3 -

At the bottom of the screen you will see another text box labelled “Product Short description” here you can add a further description.



On the right hand panels you have further options to edit this product such as the “Product Categories” and “Product Tags”. These are used to further categorise your products. We are concerned about the Product Image and “Product Gallery”

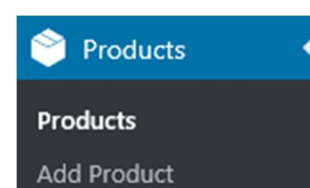


Uploading an image under the “product image” will upload a profile image for the product. Uploading an image under the “Products Gallery” will upload a thumbnail under the profile image.

Please remember to hit the Update button on the right hand side once you have edited your product in order to save your changes

Creating new products

You can add new products by click on either the “Add Products” under the “Products” Tab or by clicking on the “Add Products” Tab.



Here you can add your product name and a description. Once you have done so hit the publish button to the right hand side to save your new product.

EDITING PRODUCT DATA

Changing product prices

To add prices to your products click on the “Products” tab on your WordPress dashboard and find the product you want to change. We want to edit a product so either click on the image that has been uploaded or click on “edit”.

Scroll down until you find the “Product data” block:

From this screen you can change your prices.

After placing in your prices you should now see something like this once you have viewed your product:

Home / Crab sticks



Crab sticks

~~R120.67~~ **R99.99**

Sea water Crab sticks captured and prepared from the seas of Westercap

1

Add to cart

Description

Reviews (0)

Product Description

Packaged Crab sticks 500g

Editing Dimensions and inventory

Inventory

Head over to the "Product data" block once more and navigate to the Inventory and shipping tabs on the left hand side:

 Inventory

 Shipping

In the inventory Tab you may set your product as in stock or out of stock. Setting your product to out of stock will display on your products listing.

The screenshot shows the 'Product Data' section for a 'Simple product'. The 'Inventory' tab is selected in the left sidebar. The main content area has the following fields:

- SKU:** A text input field.
- Manage stock?:** A checkbox labeled 'Enable stock management at product level'.
- Stock status:** A dropdown menu currently set to 'In stock'.
- Sold individually:** A checkbox labeled 'Enable this to only allow one of this item to be bought in a single order'.

You may also check the “Sold individually” tab if you running low on stock which allow your customers to purchase only one of this item per order.

Shipping

Let us now head to the shipping tab which will allow you add Dimensions and weight to your products.

The screenshot shows the 'Product Data' section for a 'Simple product'. The 'Shipping' tab is selected in the left sidebar. The main content area has the following fields:

- Weight (kg):** A text input field with the value '0'.
- Dimensions (cm):** Three text input fields for 'Length', 'Width', and 'Height'.
- Shipping class:** A dropdown menu currently set to 'No shipping class'.

The shipping class is used to categorise your products based on your shipping methods.

To change your units of measure you can go to the “Woo Commerce” Tab and then select settings from the drop down. Head to the “Products” tab and you should receive this screen:

The screenshot shows the 'WooCommerce' settings page, specifically the 'Products' tab. The left sidebar shows the 'WooCommerce' menu item is active. The main content area has the following sections:

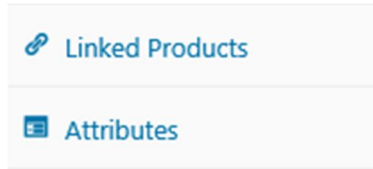
- Measurements:**
 - Weight Unit:** A dropdown menu set to 'kg'.
 - Dimensions Unit:** A dropdown menu set to 'cm'.
- Reviews:** A section for managing reviews.

Here you may edit the weight unit and the Dims unit.

Editing attributes and linked products

linked products

Head to the “Product data” editing screen once more we will now be dealing with Attributes and linked products.



Click on the linked products from here you can place up sell products as well cross sell products on check out.

Attributes



With Attributes you will be able to add additional information to the product. This will create an “Additional Information” tab on the product listing for the edited product.

Click on the “Attributes” tab and then click on the add button next to the drop down menu. you should receive something like this:

A screenshot of the 'Attributes' tab in the 'Product Data' editing screen. The top bar shows 'Product Data' with a dropdown menu set to 'Simple product', and checkboxes for 'Virtual' and 'Downloadable'. On the left is a sidebar with tabs: 'General', 'Inventory', 'Shipping', 'Linked Products', 'Attributes' (selected), and 'Advanced'. The main area has a 'Custom product attribute' dropdown and an 'Add' button. Below this is a form with a 'Name' field, a 'Value(s)' text area with a placeholder 'Enter some text, or some attributes by "|" separating values.', and a checkbox labeled 'Visible on the product page'. At the bottom are a 'Save attributes' button and an 'Expand / Close' link.

Once you have placed in content your product should look similar to the one below:

Sale!



Crab sticks

~~R120.67~~ **R99.99**

Sea water Crab sticks captured and prepared from the seas of Westercape

Out of stock

Description	Additional Information	Reviews (0)	
Additional Information			
Norwegian Crab	Norwegian Crab in stock		

ADDITIONAL INFORMATION

All information presented in the document has been acquired from <https://woocommerce.com> to assist you with your website.

If you need any additional help please do not hesitate to contact from <https://woocommerce.com> if you need any advance changes to the website our you would like to update to look and feel, please email sales@websitedesign.co.za or call 086 111 5596 www.websitedesign.co.za so that we can assist you with a quote.