



WooCommerce User Manual

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Overview

This manual teaches users about the WooCommerce plug-in within WordPress in order to understand its necessity and how it can be utilized when creating a web shop from shop setup to advanced features.

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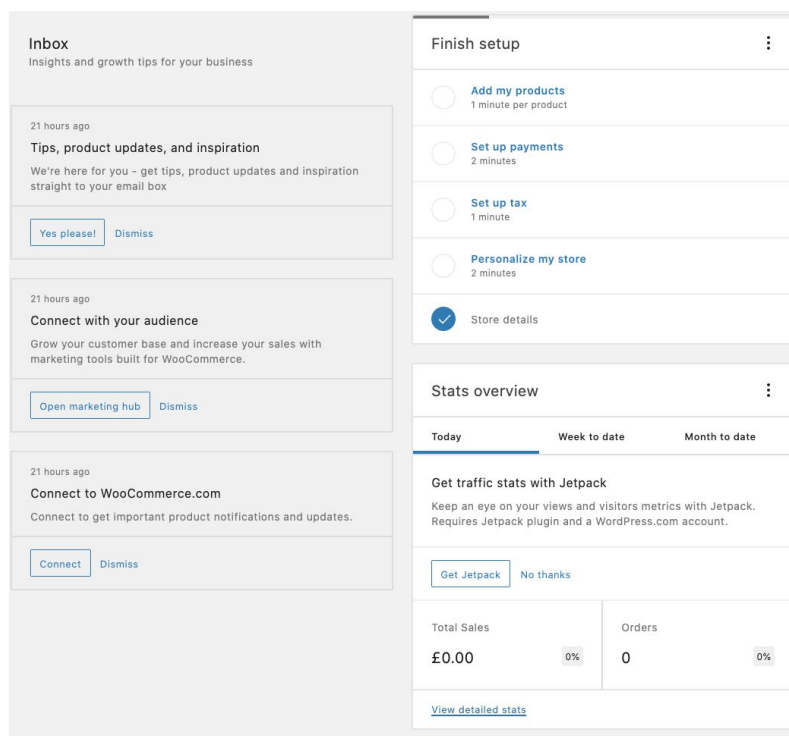
WooCommerce Tab

Objectives

- To learn to blah blah
- To effdjfsl

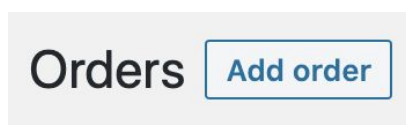
1.1 Home

- Home is the tab that lets you see what is in your Inbox, Finish setup, and Stats overview.



1.2 Orders

- Click on **Add Order** so that you are able to access the next page.



- You will be presented to the Add new order page where you can edit your new order.

- Under Order #XX details, You are able to see General, Billing, and Shipping.

Order #16 details

- In General, you are able to edit the date created, status, and customer of your order.
- In Billing, you are able to edit the billing address as well as the payment method and transaction ID for your order. If you click on **Load billing address**, you are able to load existing customer information if it exists. Otherwise, information must be placed manually.



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1.7 Status

Products Tab

Objectives

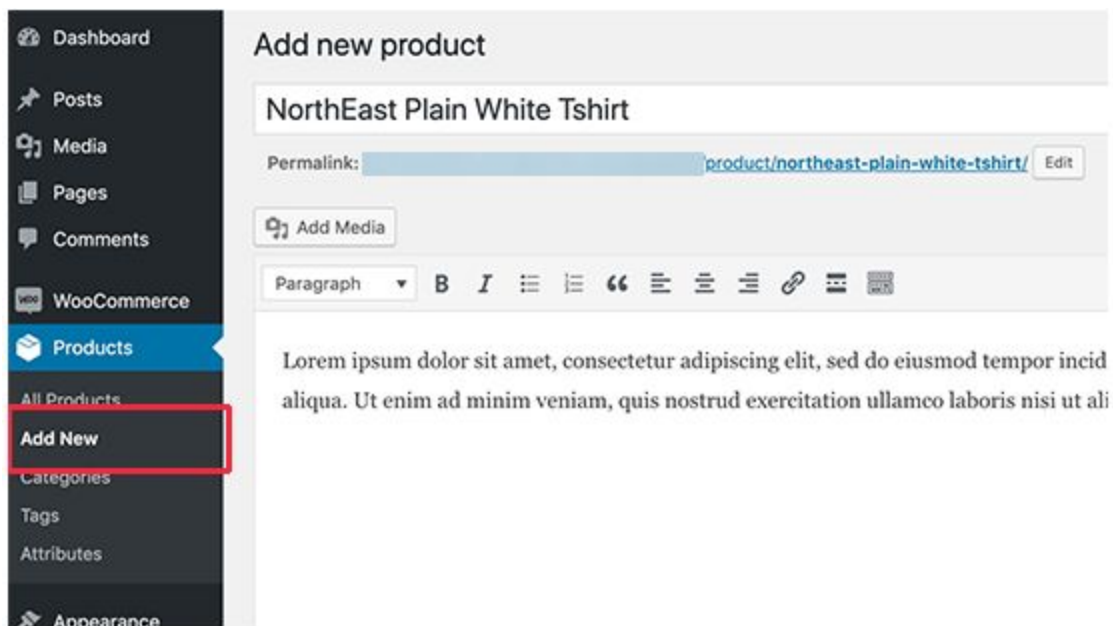
- Learn how to add products to your store.
- Learn to select appropriate categories to allow your customers to easily browse products on your website.
- Learn to add product images and even product image galleries to go along with each product.

2.1 All Products

- Let's you view all the current products already added in your store.

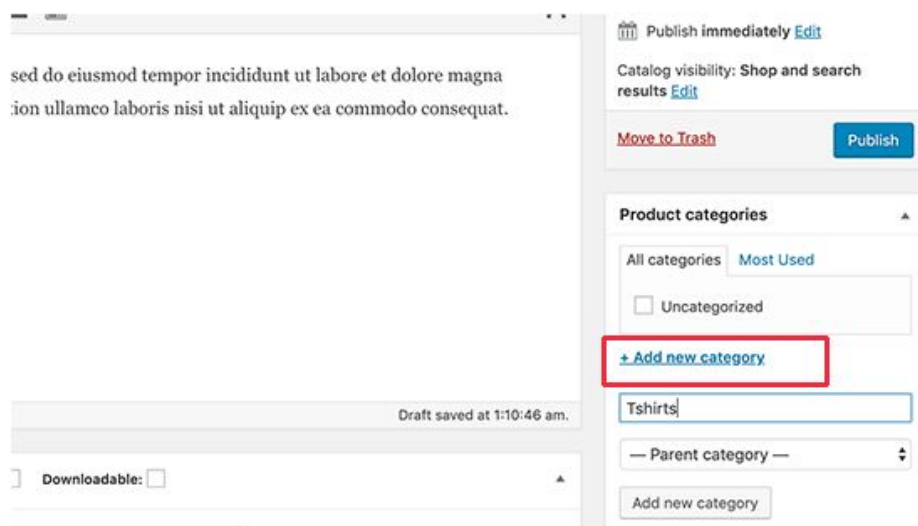
2.2 Add New

- Go to **Products » Add New** page to add your first product.
- Provide a title for your product and then a detailed description.
- Easy to add Products to your store.



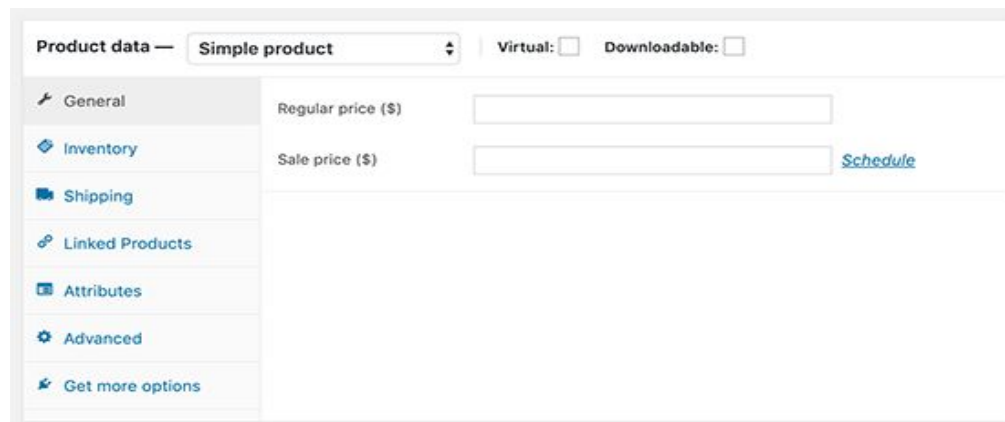
2.3 Categories

- After providing the title and details for the description, click on the 'Add new product category' link in the right column.
- You can create a new category for the product you are adding.



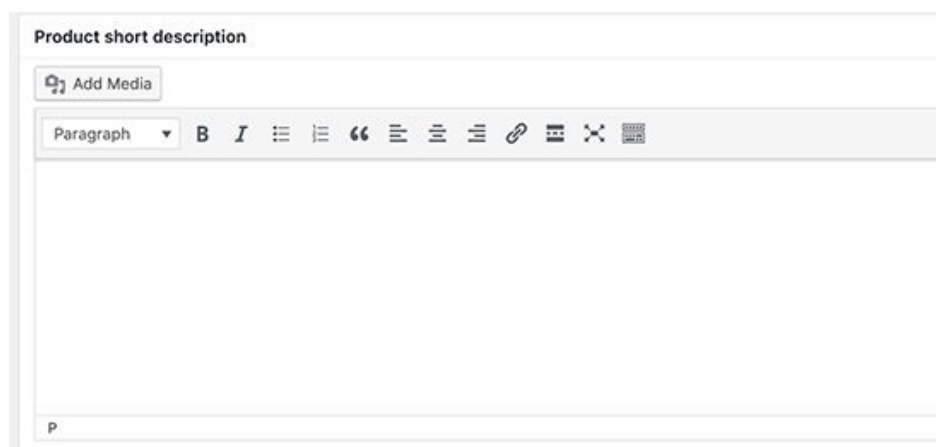
2.4 Tags

- Scroll down a little to the **“Product Data”** box. This is where you will select the product type, add product pricing, shipping, and other information.



The screenshot shows the 'Product data' section of a WooCommerce product edit page. At the top, there's a dropdown menu set to 'Simple product' and two checkboxes for 'Virtual' and 'Downloadable'. Below this is a sidebar with tabs: General, Inventory, Shipping, Linked Products, Attributes, Advanced, and Get more options. The 'General' tab is active, showing input fields for 'Regular price (\$)' and 'Sale price (\$)', with a 'Schedule' link next to the sale price field.

- You will also see a product short description box. This description will also be used on different product pages on your website. You need to add an informative and a catchy short description that helps you get more clicks.



The screenshot shows the 'Product short description' section. It features an 'Add Media' button, a text formatting toolbar with options for Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Indent, Outdent, Link, Unlink, and Table, and a large text area for writing the description. A small 'P' icon is visible at the bottom left of the text area.

2.5 Attributes

Analytics Tab

Coupons

Taxes

Downloads

Stocks

Settings