

GIVING TREE DELIVERY

How to add a product?

Login to <http://www.givingtreedelivery.com/wp-admin>

The screenshot shows the WordPress 'Add New Post' interface. The left sidebar contains the 'Posts' menu, with 'Add New' highlighted. The main content area has a 'Product Name' field at the top, followed by a 'Permalink' field. Below these is the 'Visual' editor, which includes a toolbar with 'Upload/Insert' and 'Visual' tabs. The right sidebar contains the 'Publish' section with 'Save Draft' and 'Publish' buttons, and the 'Categories' section with a list of categories including 'Banner', 'Hybrid', 'Indica', 'Sativa', and 'Uncategorized'. Red boxes and arrows highlight the 'Add New' button, the 'Product Name' field, the 'Upload/Insert' button, the 'Visual' tab, the 'Publish' button, and the 'Categories' list.

Annotations:

- Click 'Post' and 'Add New' to add a new product.
- Enter the product name here.
- Click 'Upload/Insert' to insert an image on the content of your product.
- Type the contents of your product here but make sure you are on the 'Visual' tab before typing.
- Click this button to save and publish the new product.
- Check the appropriate category of your new product.

The screenshot shows the 'Product Entry' form. The form includes fields for 'Sku' (unique identification reference eg. abc001), 'Product Description', and 'Product Options'. The 'Product Options' section is a table with columns for '#', 'Option', and 'Price'. The 'Product Settings' section includes checkboxes for 'Featured Product', 'Product in sale', and 'Stock Available'. The 'Form Settings' section includes a 'Show Options as' dropdown menu. The right sidebar contains a 'Featured Image' section with a 'Set featured image' link. Red boxes and arrows highlight the 'Sku' field, the 'Product Description' field, the 'Product Options' table, the 'Product Settings' section, the 'Form Settings' section, the 'Set featured image' link, and the 'Product Entry' bar.

Annotations:

- You can find the 'Product Entry' bar below the content of the products page.
- Data entered here will be viewed on the checkout page.
- Options of the product will be viewed below the content. (e.g. 5 grams, 10 grams, etc.)
- Price is automatically identified as USD (e.g. entering '5' will result to '\$5.00')
- By clicking this link, you can set a thumbnail or a small image for your product which will be viewed on the menu page.

The screenshot shows the WordPress post editor interface. On the left is a sidebar with navigation links: All Posts, Add New, Categories, Tags, Media, Links, Pages, Slides, Comments, Galleries, Contact, Appearance, Plugins (3), and Users. The main editor area is in 'HTML' view, showing placeholder text and a 'Gallery Shortcode' box. The shortcode box contains the text: 'You can add the Single Gallery on the page or in the post by inserting this shortcode in the content: [print_gllr id=169]'. A red box highlights the shortcode, and a red arrow points from a text box to it. The text box says: 'Copy the shortcode and paste it in the Product's HTML content.' Another red box points to the shortcode with the text: 'This is from the galleries page'. The right sidebar contains 'Publish' options (Save Draft, Preview), 'Status: Draft', 'Visibility: Public', 'Publish immediately', 'Move to Trash', 'Publish', 'Format', and 'Categories' (All Categories, Most Used, Uncategorized).

Enter title here

Permalink: <http://www.givingtreedelivery.com/168/> Edit Get Shortlink

Upload/Insert Visual HTML

Copy the shortcode and paste it in the Product's HTML content.

Gallery Shortcode

You can add the Single Gallery on the page or in the post by inserting this shortcode in the content:

[print_gllr id=169]

This is from the galleries page

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Move to Trash Publish

Format

Categories

All Categories Most Used







☒ Uncategorized


Click the '*Publish*' button to save and publish your changes.

How to add/change the slider or scrolling photo set?

Click on the Slides tab

These are the current photos or slides that are used at the home page. Click on the image you would like to change.

	Title	Order	Link	Date
	DARE TO ADMIT MARIJUANA IS SAFER THAN ALCOHOL	0		2012/06/14 Published
	DARE TO ADMIT MARIJUANA IS SAFER THAN ALCOHOL	0		2012/06/14 Published
	DARE TO ADMIT MARIJUANA IS SAFER THAN ALCOHOL	0		2012/06/14 Published
	DARE TO ADMIT MARIJUANA IS SAFER THAN ALCOHOL	0		2012/06/14 Published
	DARE TO ADMIT MARIJUANA IS SAFER THAN ALCOHOL	0		2012/06/14 Published
	Image			

Bulk Actions  Apply

5 items

Edit Slide [Add New Slide](#)

DARE TO ADMIT MARIJUANA IS SAFER THAN ALCOHOL

Slide Link

URL:

The URL this slide should link to.

You can also change the title of the slide

Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

 Published on: Jun 14, 2012 @ 6:42 [Edit](#)

[Move to Trash](#) [Update](#)

Slide Image



[Remove featured image](#)

Click to change/remove the image

Set featured image

From Computer

If you have successfully removed an image, clicking 'Set featured image' brings you here.

Add media files from your computer

Drop files here
or
[Select Files](#)

You are using the multi-file uploader. Problems? Try the [help](#).

Maximum upload file size: 32MB. After a file has been uploaded, you can click the 'Set featured image' button to set it as the featured image.

Set featured image

Title *

Alternate Text

Caption

Description

Link URL
[None](#) [File URL](#) [Attachment Post URL](#)
Enter a link URL or click above for presets.

Alignment ☒ None ☐ Left ☐ Center ☐ Right

Size ☐ Thumbnail (150 × 150) ☐ Medium (300 × 183) ☐ Large ☒ Full Size (650 × 398)

[Use as featured image](#) [Delete](#)

Save all changes

If you have uploaded a photo, you will be able to see something like this at the bottom.

An image title is required. All other fields can be left as blank.

The proper size of the slides are in this dimension.

Clicking the 'Use as featured image' sets the image. Click the save all changes when done.

Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: Jun 14, 2012 @ 6:42 [Edit](#)

[Move to Trash](#) [Update](#)

Click the 'Update' button to save changes.

[Remove featured image](#)

How to change the “Today’s Special” sidebar?

This screenshot shows the WordPress 'Widgets' page. On the left sidebar, the 'Appearance' tab is highlighted, and the 'Widgets' sub-tab is selected. A red box around the 'Appearance' tab is annotated with: 'To edit 'Today's Special' sidebar, click the Appearance tab then the Widgets tab.' The main area is titled 'Widgets' and contains 'Available Widgets' on the left and a list of active widgets on the right. The active widgets include 'Primary Widget Area', 'Navigation', 'Footer Navigation', 'Specials', and 'Fourth Footer Widget Area'. The 'Specials' widget is highlighted with a red box and annotated with: 'Click the widget title to display the today's specials.'

This screenshot shows the configuration panel for the 'Image Widget: FIRE OG'. The panel includes fields for 'Title' (FIRE OG), 'Image' (with a 'Change Image' button), 'Caption', 'Link' (http://www.givingtreedelivery.com/menu), and a 'Stay in Window' checkbox. A red box around the 'Image' field is annotated with: 'and the title of the product. The image must not exceed the dimensions 100 x 79. Click save when done.'

How to add a new Menu Section or a new Category?

Categories

To add a new section in the menu page, click on the Posts tab then the Categories tab.

Name
Your new category
The name is how it appears on your site.

Slug
Slug of your new category
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

Description

Bulk Actions Apply 5 items

Name	Description	Slug	Posts
Banner		banner	5
Hybrid		hybrid	1
Indica		indica	1
Sativa		sativa	2
Uncategorized		uncategorized	2

Bulk Actions Apply 5 items

Note:
Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category *Uncategorized*.

These are the current menu sections.

Edit Page Add New

WordPress 3.4.1 is available! [Please update now.](#) Screen Options Help

Go to Pages then All pages. This will display all the pages. Look for the page entitled 'Menu' then click to view this.

This is the title of the menu section

Premium Hybrids

[display-posts category="hybrid" image_size="full"]

Premium Indica

[display-posts category="indica" image_size="full"]

This is the slug of the menu section.

Slug
Slug of your new category
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Preview Changes

Published on: Jun 14, 2012 @ 3:08 [Edit](#)

[Move to Trash](#) [Update](#)

Click the 'Update' button to save all changes.

Parent
(no parent)

Template
Inner Template

Order
0

This is the slug field from the categories page.

Copy the current format for a single section for the menu page and change the title and the slug.