# WooCommerce Installation and Adding Products and Categories

Step 1. How to Properly Install WooCommerce

WooCommerce is a WordPress plugin, so the installation process is similar to any other WordPress plugin.

Simply visit **Plugins » Add New** page in your WordPress admin and search for WooCommerce. WordPress will now show plugin search results. You need to click on the 'Install Now' button next to WooCommerce.
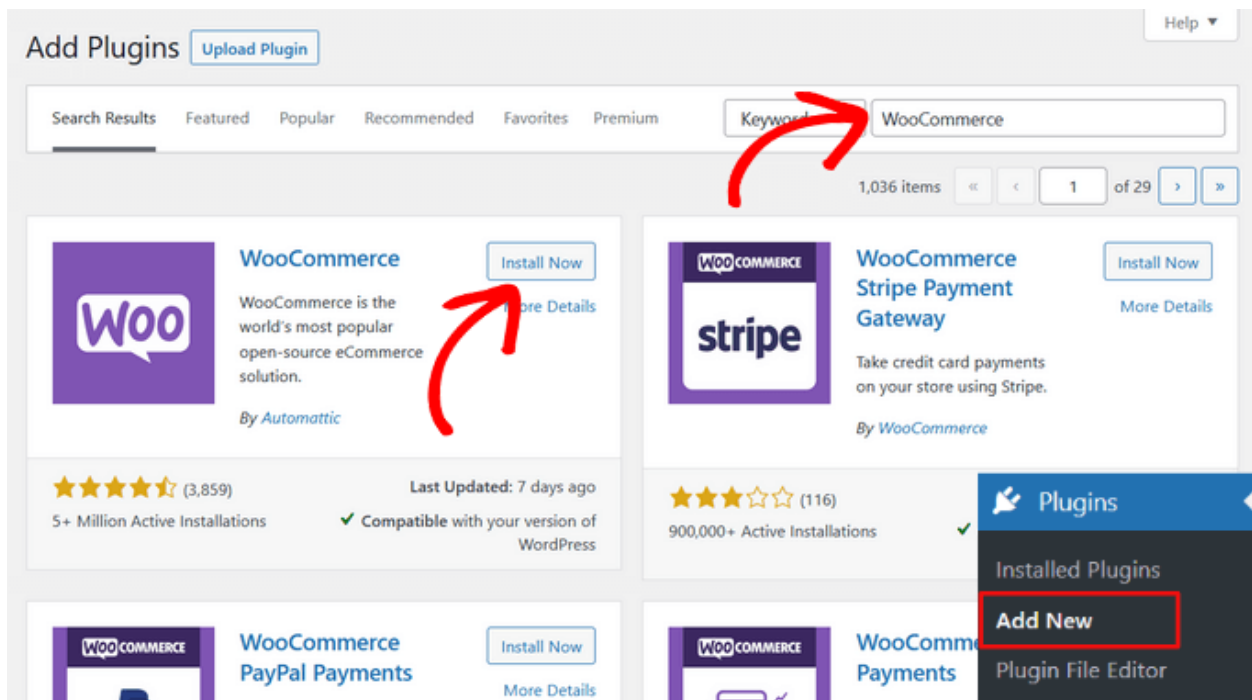
WordPress will now grab the plugin files and install WooCommerce for you.

Once finished, you need to click on the 'Activate' button to start using it.
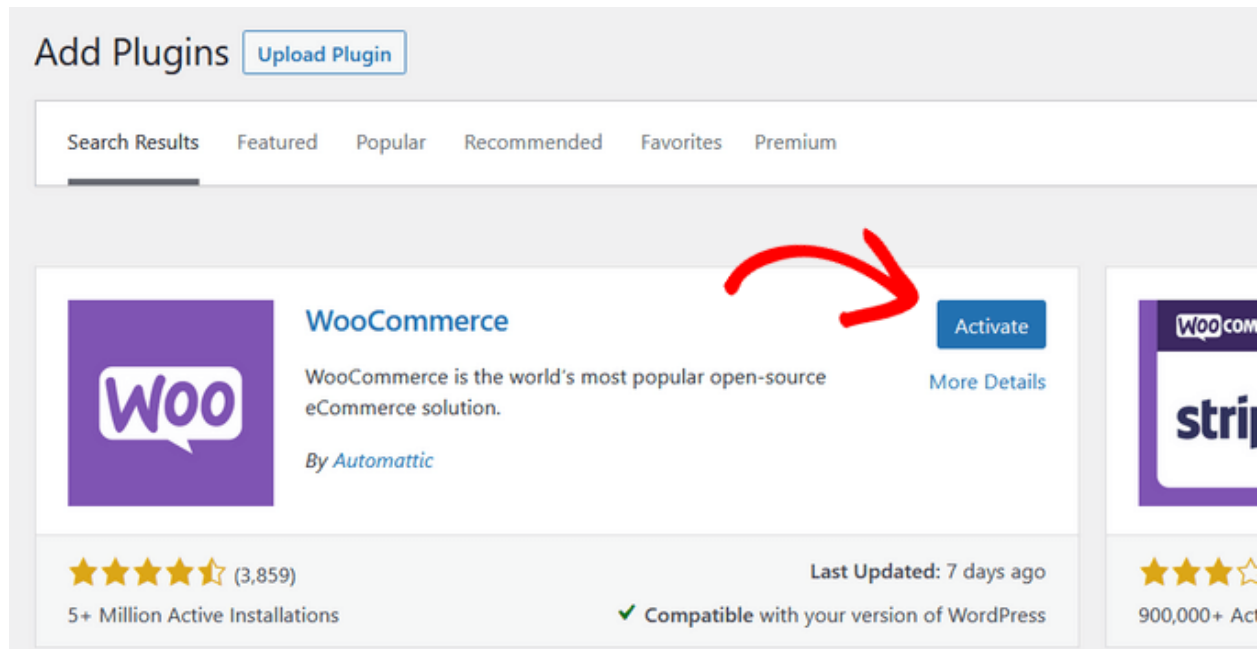
After activation, WooCommerce will launch the WooCommerce setup wizard.

First, you will need to enter your store location. After that, click on the 'Continue' button.


In the next steps, you need to select your industry, product type, and other business details.

The setup wizard will also ask you if you want to add recommended business features to your store. These features are free so you can choose to install them and click the 'Continue' button.
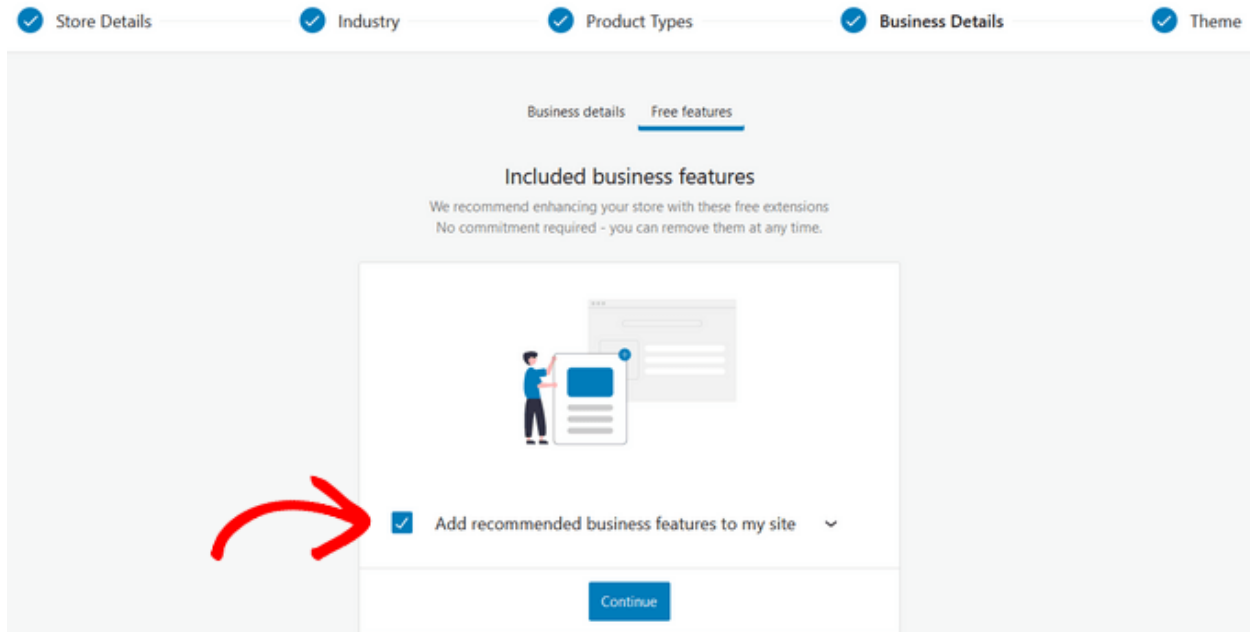
In the last step, you have the option to choose a new WordPress theme or continue with your active theme.

We recommend that you continue with your current theme for now because you can change your theme at any time. We'll also recommend the best WooCommerce themes you can use later in this article.
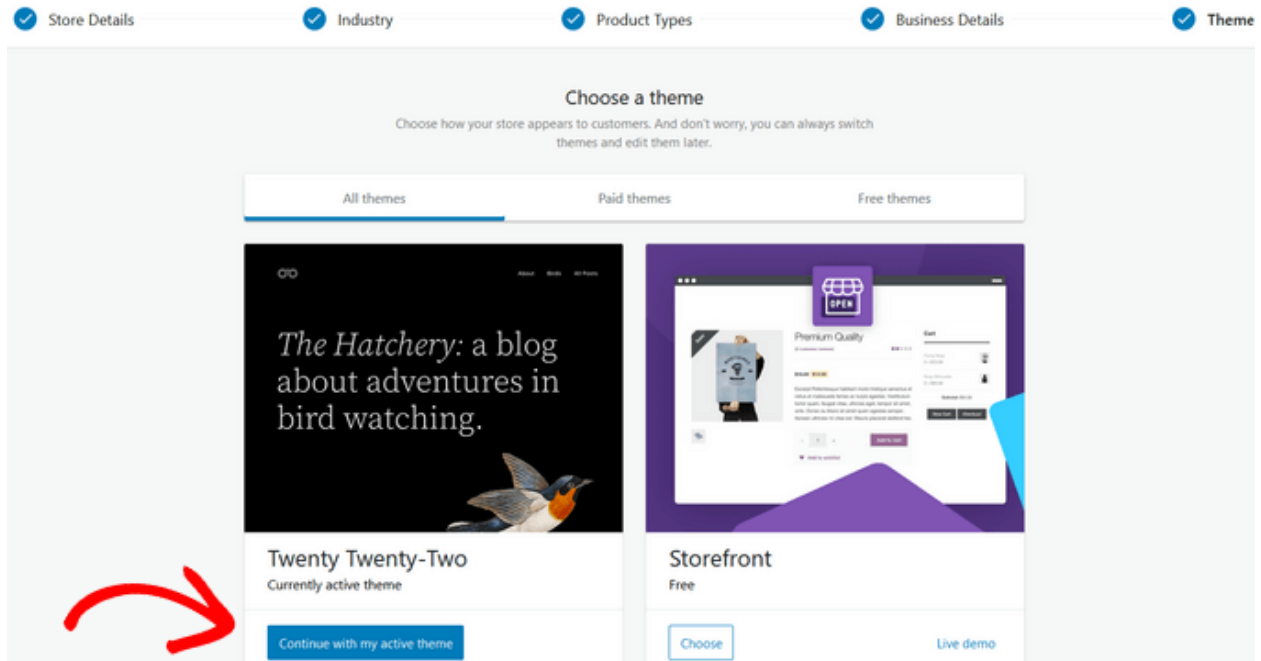
Once you click the 'Continue with my active theme' button, the setup wizard will save all of your WooCommerce settings.

Then, you'll be redirected to the WooCommerce dashboard on your site where you can finish setting up your store.

Step 2. Setting up Your WooCommerce Store

In the WooCommerce dashboard, you'll see a checklist of steps you need to take to customize your online store.
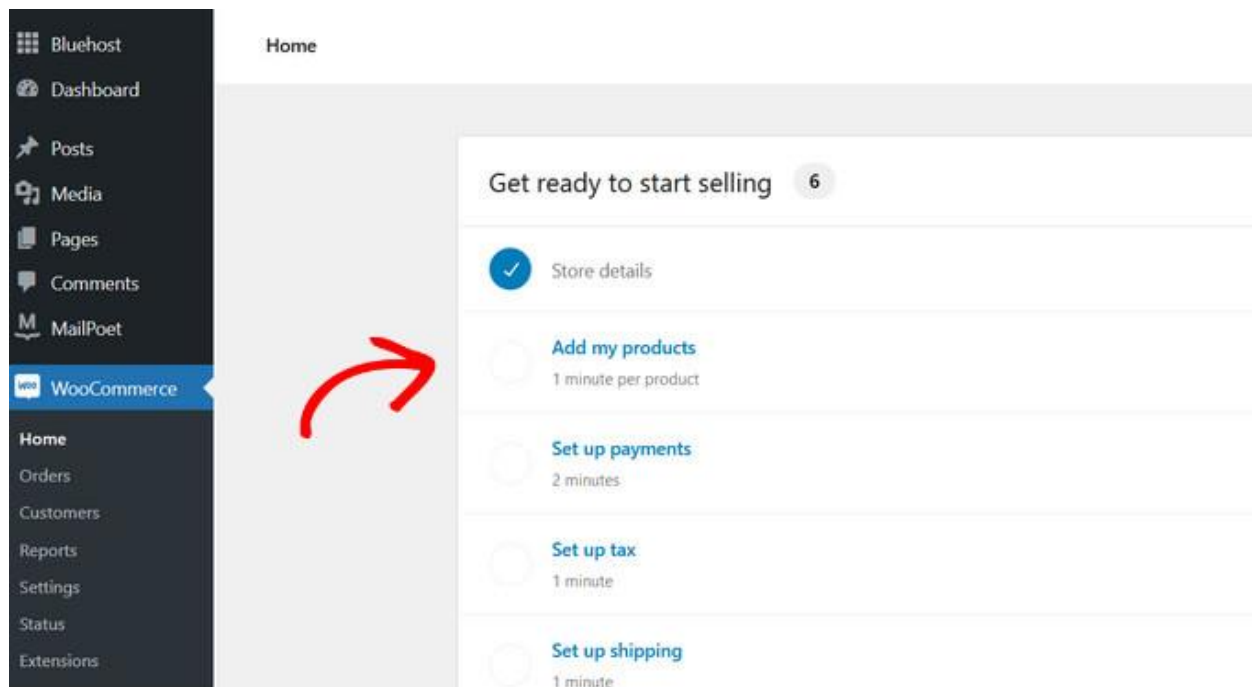
Start by selecting the 'Add my products' task.

Adding Products in WooCommerce

WooCommerce makes it really easy to add products to your store. You can add your first product with a template, manually, import via CSV, or import from another service.
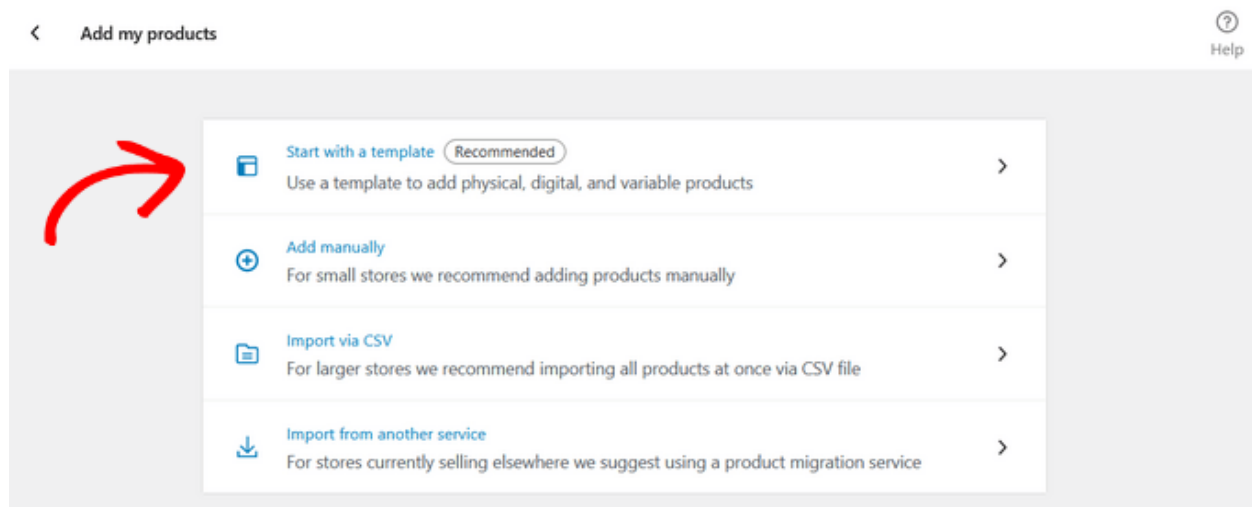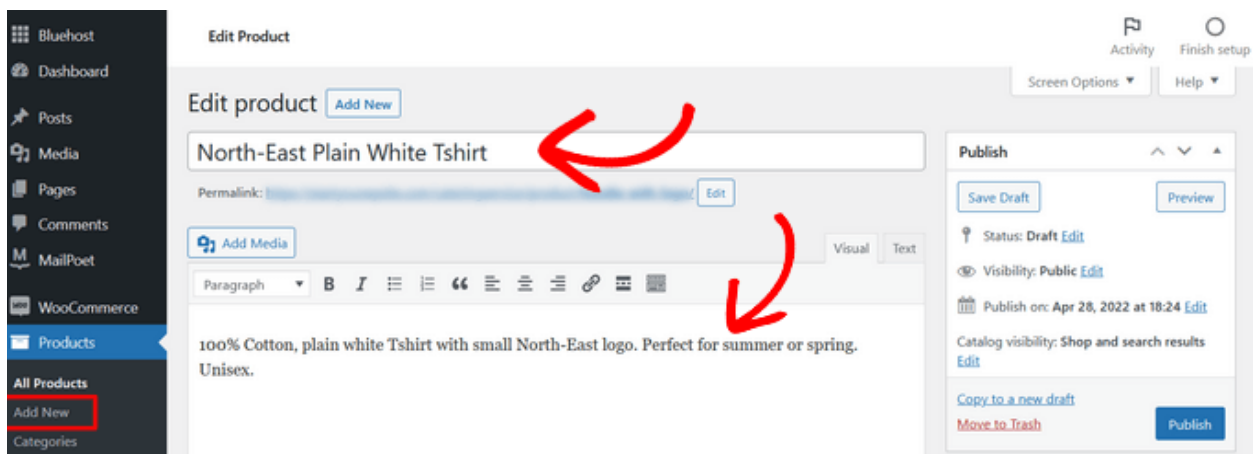

For this tutorial, we'll show you how to add a product with a template.

Next, you can select a template for a physical product, digital product, or variable product.
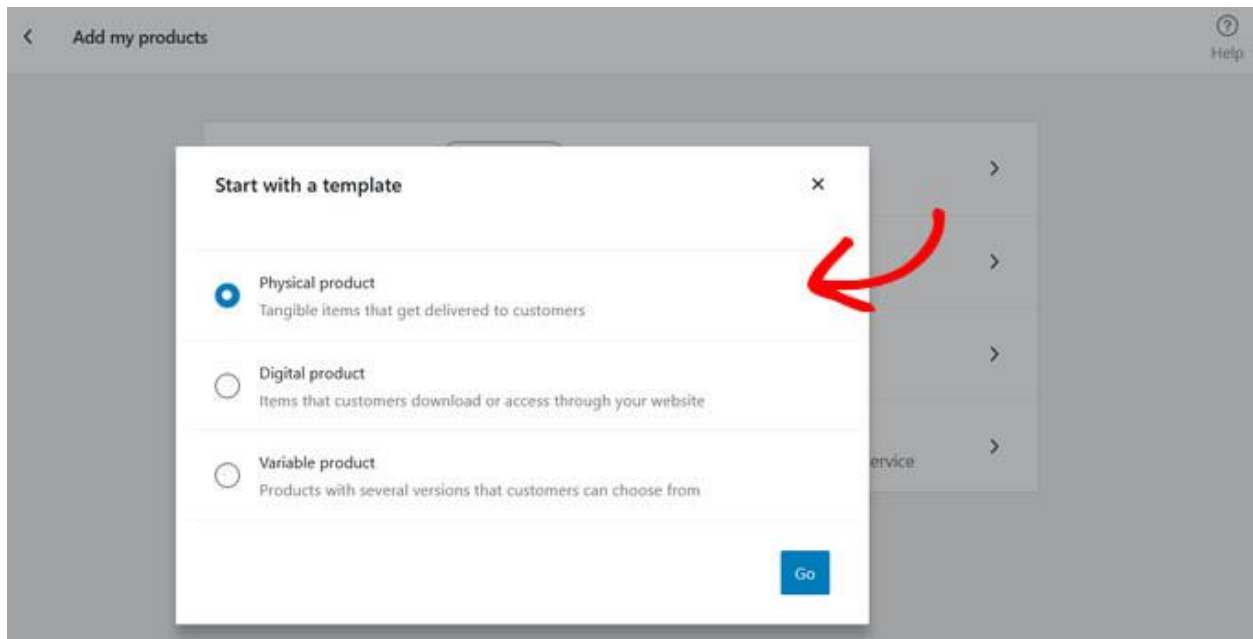
Once you click the 'Go' button, you'll be taken to the product editor. Alternatively, you can add new products by going to the **Products » Add New** page from your WordPress menu.

First, you need to provide a title for your product and then a detailed description.

After that, click on the 'Add new category' link in the right column. You can create a new category for the product you are adding.

Product categories allow your customers to easily browse products on your website.

After that, you need to scroll down a little to the 'Product Data' box. This is where you will select the product type, add product pricing, shipping costs, grouped products, and other information.

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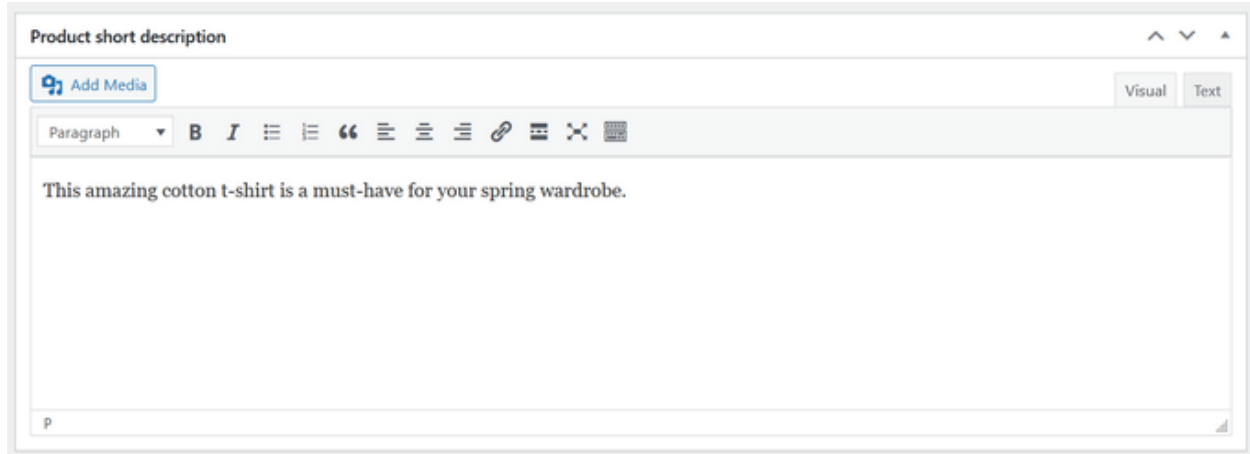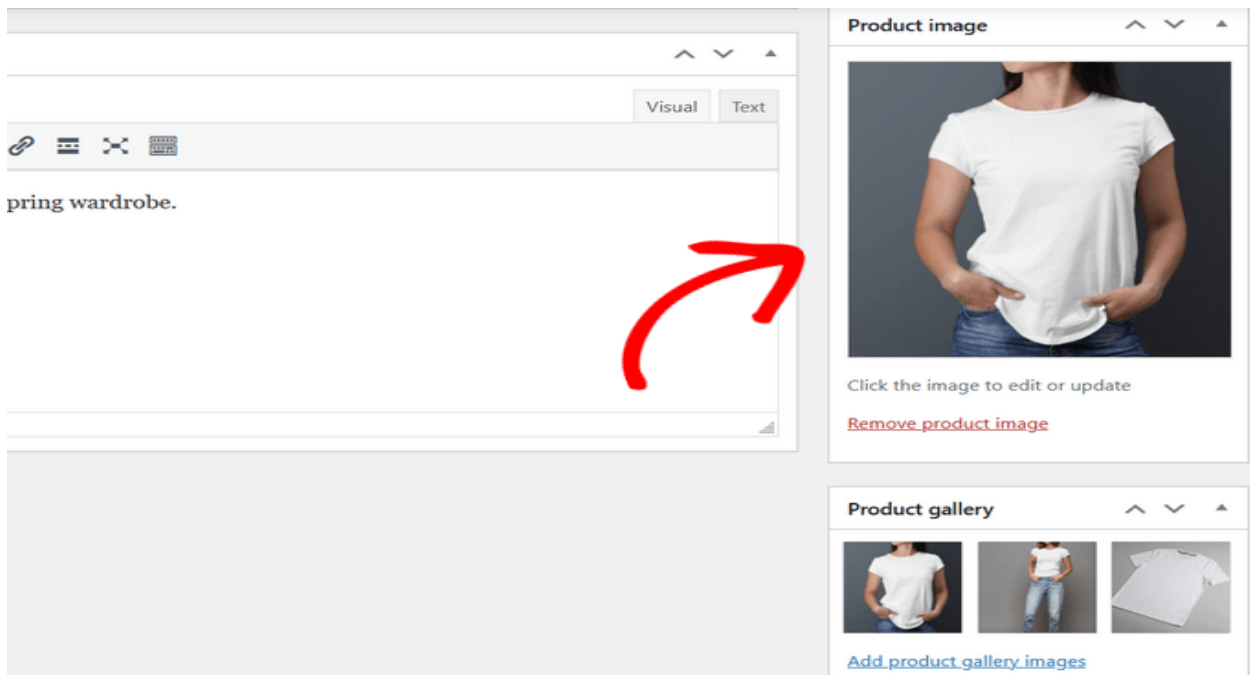

Nothing makes a product page more useful than product images. WooCommerce makes it super simple to add product images and even product image galleries to go along with each product.

First, you need to add the main product image. This will be the main product image that's used on the shop pages across your store.

Below that you can add multiple images to create a product image gallery.

Now review all the product information that you have added so far. If everything looks alright, then you are ready to make this product live on your store.

Click on the 'Publish' button at the top right box on the screen to publish your product.
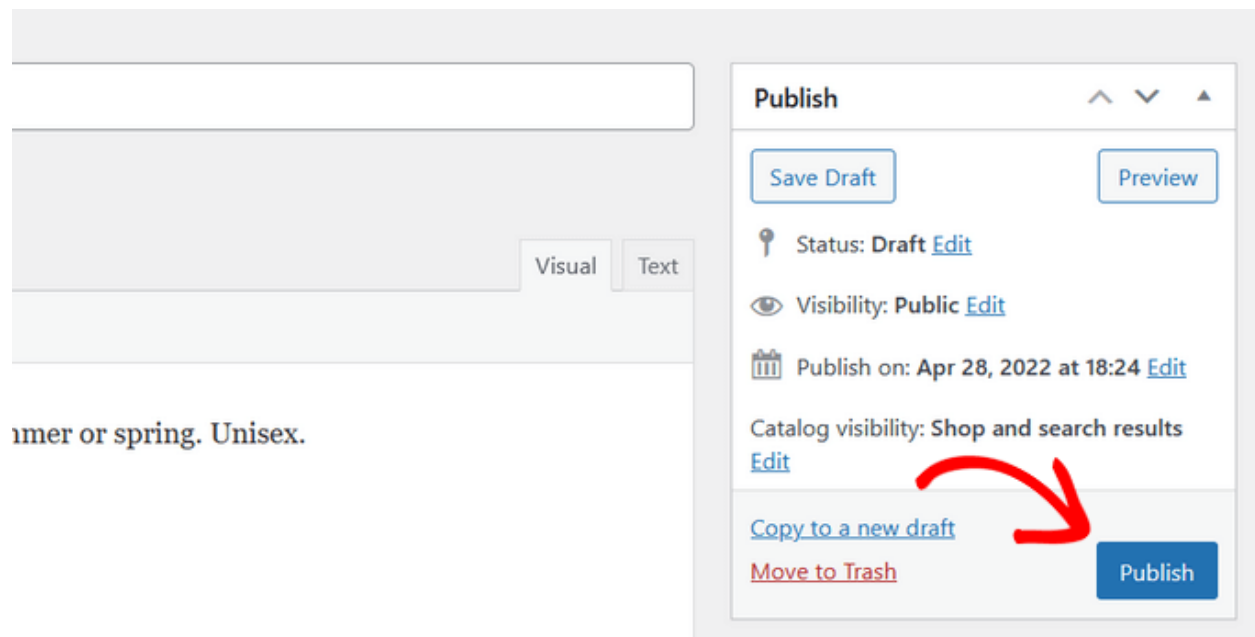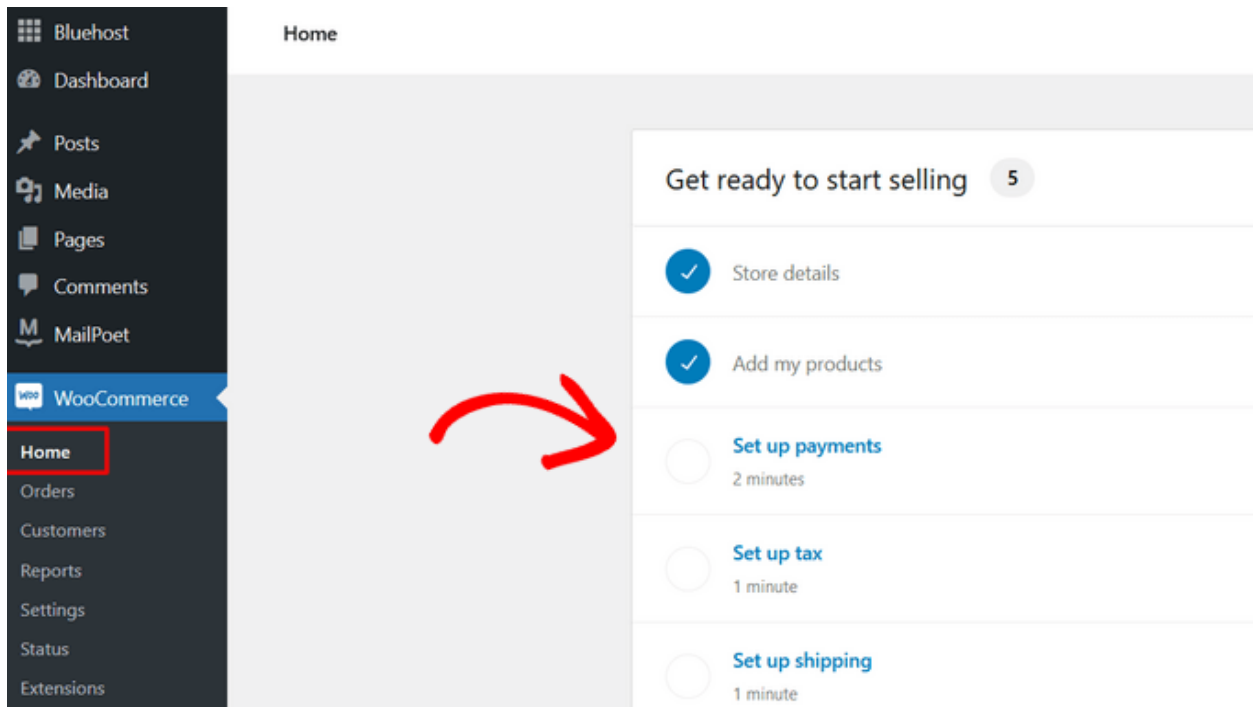

You can now repeat the process to add more products to your website.

Setting up Payments in WooCommerce

Next, you need to add payment options so customers can buy your products online.

Go back to the **WooCommerce » Home** page to see the WooCommerce setup checklist. Click the 'Set up payments' option.

This will open up a page with a list of the payment processors you can connect to. You can choose from Stripe, PayPal, Klarna, and even direct bank transfer or cash on delivery.
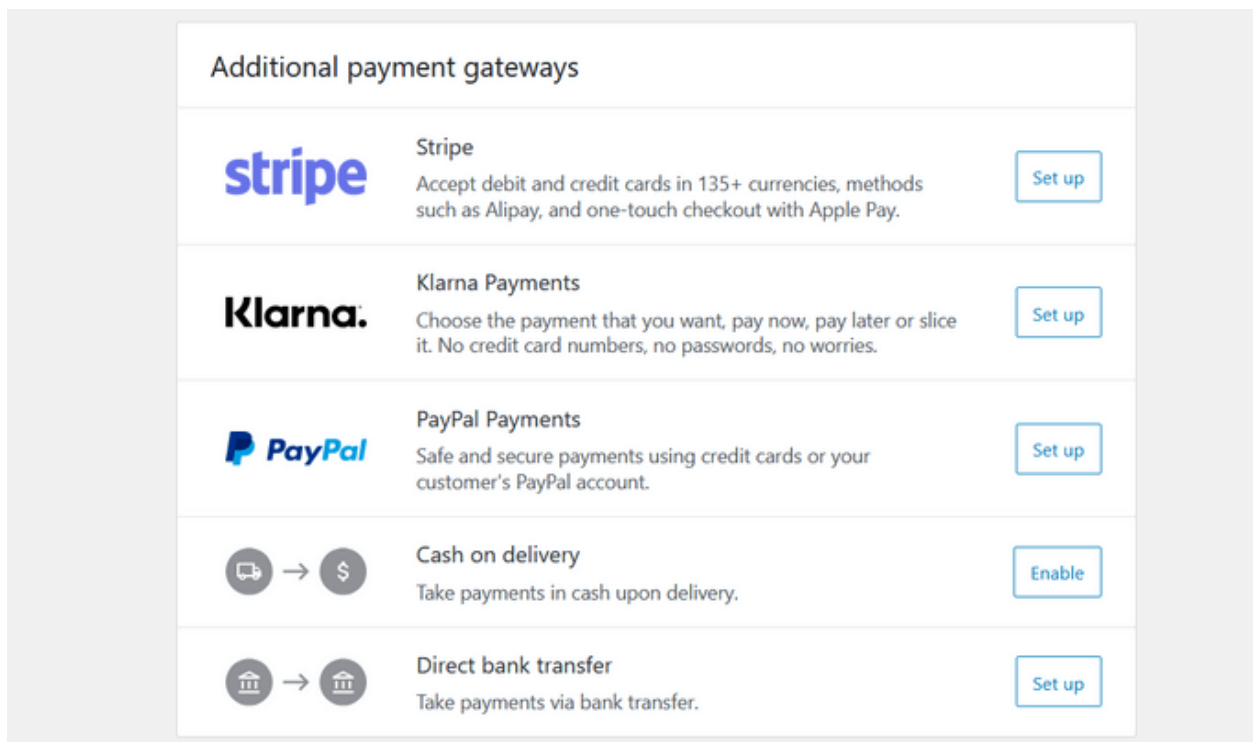
Select the one you want and follow the easy on-screen instructions to set up the payment gateway.

If you want to add a new payment method in the future, you can go to the **WooCommerce » Settings » Payments** tab.
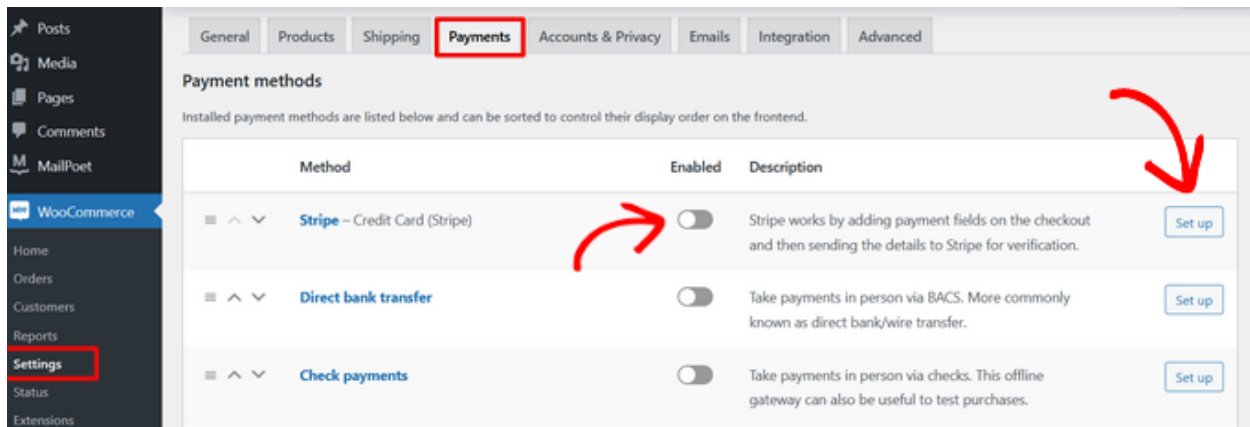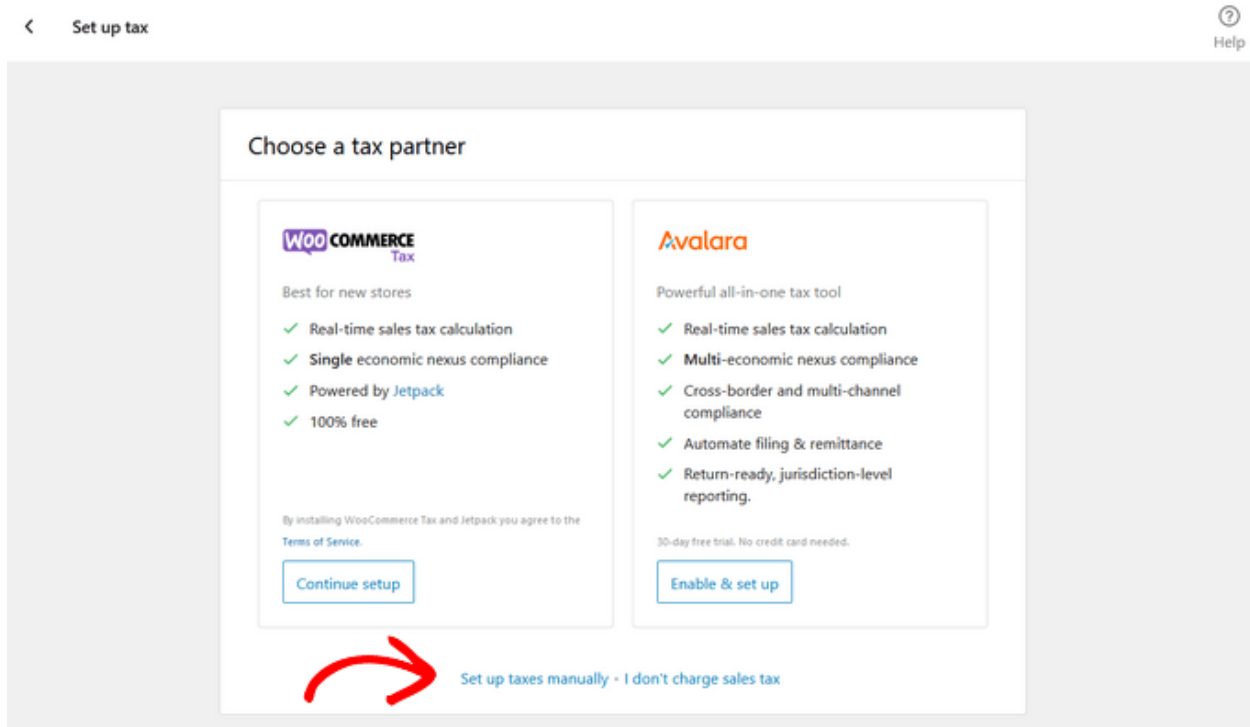

Next, we'll show you how to configure your tax rates.
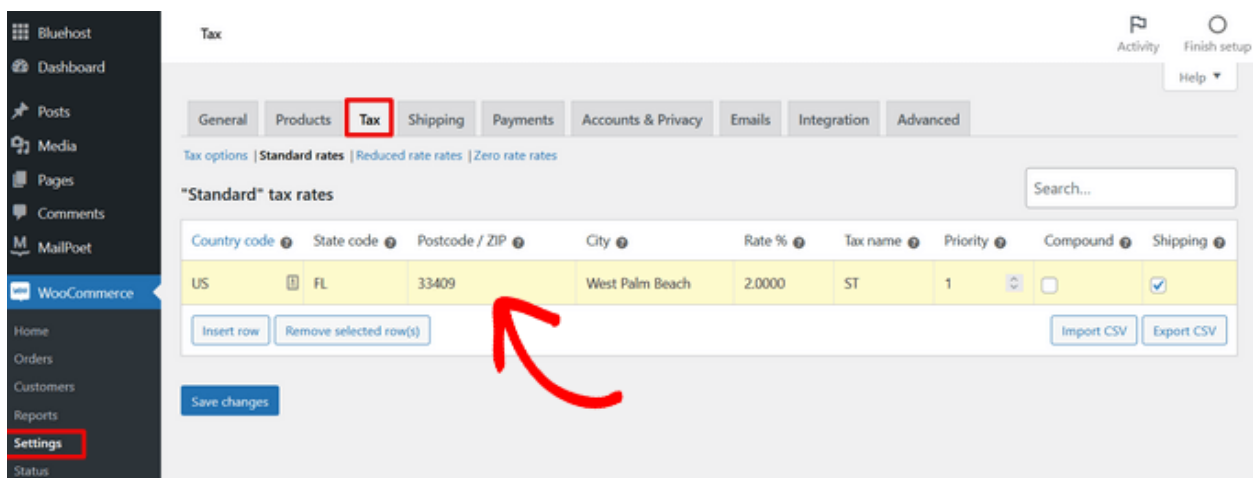
Setting up Tax in WooCommerce

On the WooCommerce home page, the next step in the setup guide is to set up tax.

You can set up taxes with WooCommerce Tax, Avalara, or you can set them up manually. You can also select the 'I don't charge sales tax' option if you don't add taxes.

For this tutorial, we'll show you how to set up taxes manually.

After choosing the manual option, you'll be redirected to the **WooCommerce »
Settings » Tax** tab.

Simply enter your tax details like the country, state, city, and zip code. Then, enter the
tax rate and tax name like sales tax or GST.

Don't forget to click the 'Save changes' button to save your tax details.

Setting up Shipping in WooCommerce

Next, you can add shipping options by going back to the WooCommerce setup guide and clicking on the 'Set up shipping' task.

On this page, you can enter the shipping costs within your country or you can leave the price at zero to offer free shipping. You can also set up shipping classes to offer different rates for different types of products.

If you're planning to ship to other countries, you can enable the 'Rest of the world option' and enter the costs for different shipping zones.

Once you've entered your shipping prices, click the 'Proceed' button.

Next, you can choose to install and enable WooCommerce Shipping to save time by printing shipping labels at home. Or, click 'No thanks' if you don't need that feature.

Now that you're finished setting up WooCommerce, let's take a look at how you can further customize your store.