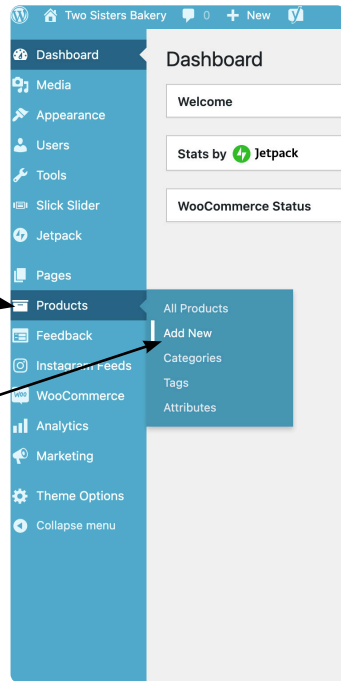




ADDING PRODUCTS

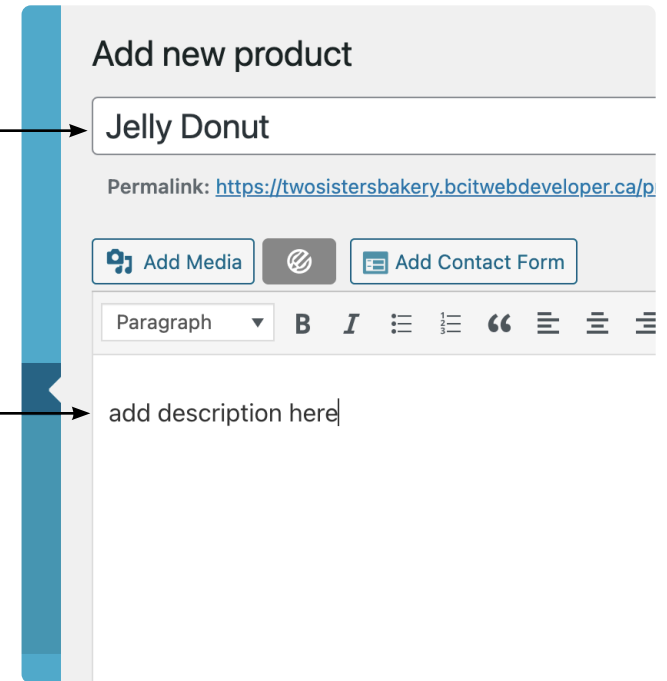
1. Select "Products"

2. From flyout menu, select "Add New"



3. Product Name

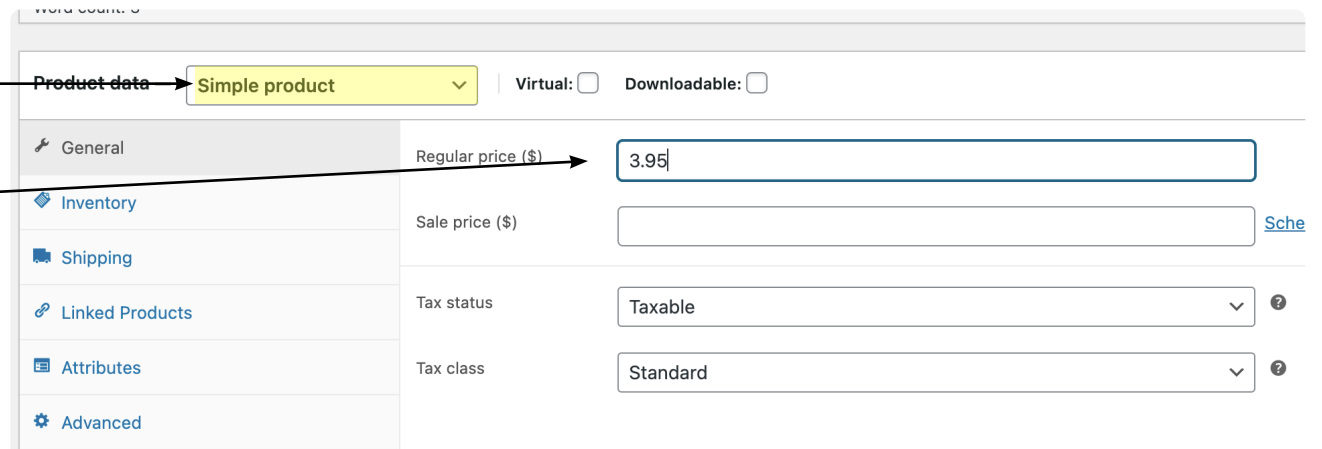
4. Add Description of product.



5. Keep Simple Product Selected

6. Enter the Price

Keep the rest of the fields as default.





7. Select Inventory tab

8. Select "Manage Stock"
and enter Stock Quantity

Word count: 3

Product data — Simple product ▾ | Virtual: ☐ Downloadable: ☐

General

Inventory

SKU

Manage stock? ☒ Enable stock management at product level

Stock quantity

Allow backorders?

Low stock threshold

Sold individually ☐ Enable this to only allow one of this item to be bought in a single order

9. Select the appropriate
categories for your product.

Product categories ^ v ▲

All categories Most Used

☐ Whole Cake

☒ Pastries Primary

☐ Bars

☐ Cookies

☒ Donuts Make primary

☐ Loaves

☐ Pies

☐ Small Treats

☐ Strudels

+ Add new category

10. Set Product Image

Separate tags with commas

[Choose from the most used tags](#)

Product image ^ v ▲

[Set product image](#)

Product gallery ^ v ▲


[Add product gallery images](#)



11. Add the alt text (description of the photo) and click “Set product Image”

< Expand Details

ATTACHMENT DETAILS

 churroDonut.jpg
March 10, 2021
96 KB
[Edit Image](#)
[Delete permanently](#)

Alt Text:
[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title:

Caption:

Description:

File URL:
[Copy URL to clipboard](#)

[Set product image](#)

10. Click on the “Publish” button to make the product appear on your live site.

Alternatively, you can “Save Draft” to publish later.

Publish

[Save Draft](#) [Preview](#)

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

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

[Publish immediately](#) [Edit](#)

[Readability](#): OK

[SEO](#): Not available

Catalog Visibility: **Shop and search results** [Edit](#)

[Copy to a new draft](#)
[Move to Trash](#) [Publish](#)

That’s it! Your product has been added to your site.