



Adding Products - Woocommerce

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This document outlines the various methods for

- 1. Adding Product Categories*
- 2. Adding Basic Products*
- 3. Adding Variable Products*
- 4. Removing Products*

If you have any questions or would like to discuss something, please don't hesitate to contact us - we'd be happy to help.

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To start off your Woocommerce website you'll need some categories. These categories are the types of products you'll sell, for instance a jewellery website may use categories such as "Necklaces", "Bracelets" and "Bangles".

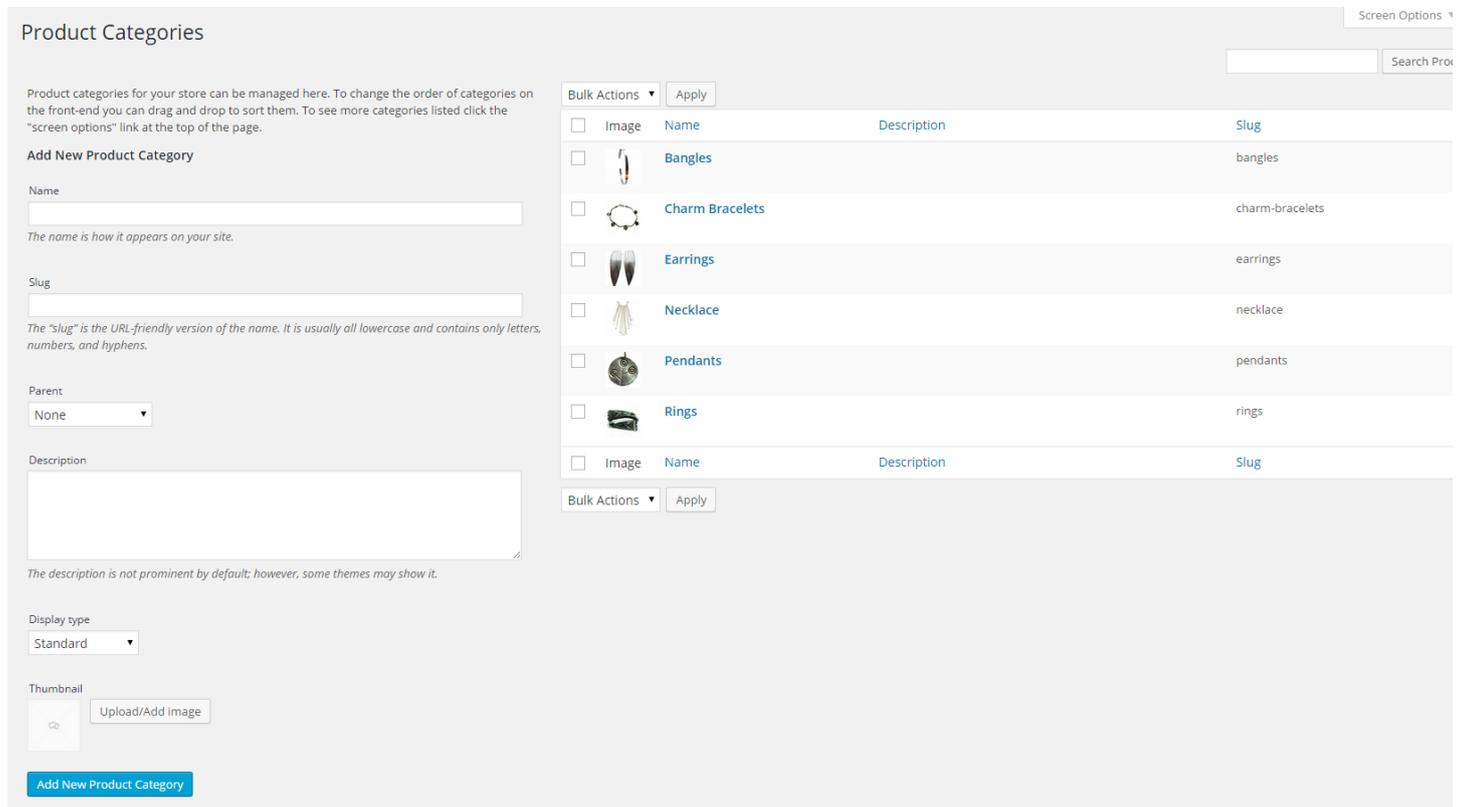
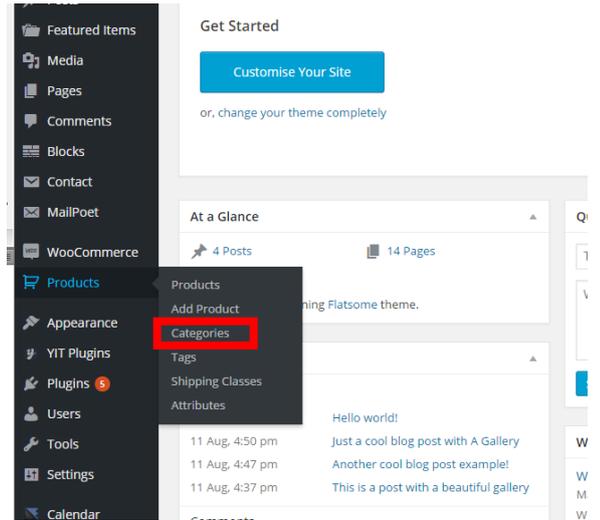
To add Product Categories you'll need to login to your Wordpress dashboard with the login details we provide.

Login Link: <http://www.xxxxx.co.uk/wp-admin>

Username: N/A

Password: N/A

Once you're in here go to your left hand toolbox and find the Products tab (image right). Once in here select the categories tab and you'll see a screen like the one below.



Now on the left you can add your new product category and here's what the list of attributes means:

Name: This is the name of the product that will show up on the website, so Bracelets or Pendants.

Add New Product Category

Name

The name is how it appears on your site.

Slug: This is the name Wordpress will read, this is automatically generated if you leave it blank so no need worry about it.

Slug

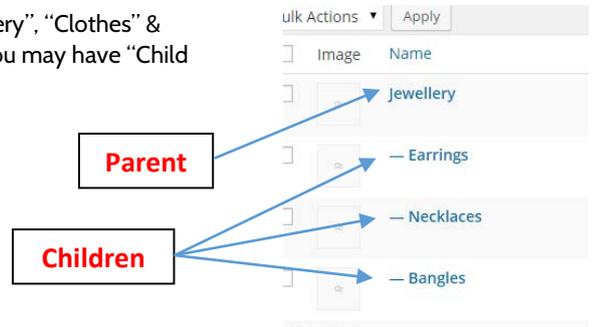
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent: If you sell a broad number of items you may have Categories such as "Jewellery", "Clothes" & "Makeup". These would be called parent categories. Inside these parent categories you may have "Child categories" For instance (**image right**):

So to create subcategories just select the parent in this dropdown box.

Parent

None



Description: This is the text to describe a category, rarely shown on your website but it's always useful to fill in for future reference.

Description

The description is not prominent by default; however, some themes may show it.

Display Type: This how the page will display the data. Default is almost 99% going to be the one you need, we'll let you know otherwise.

Display type

Default

Thumbnail: This is the image that will be shown alongside the category name. These should really be the same size across the categories so you don't end up with a wonky website.

Thumbnail



Upload/Add image Remove image

Add New Product Category

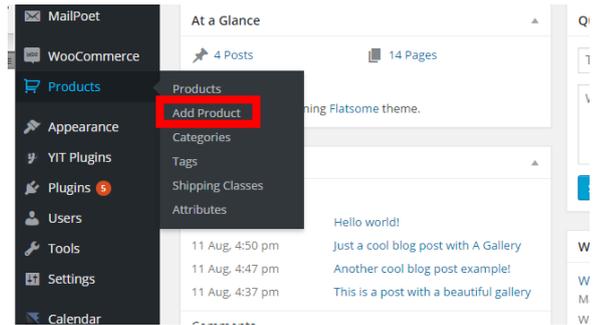
Once you've added all the data you need select the "Add New Product Category" button and you're done.

If you need any more help visit our video tutorial @ www.youtube.co.uk/ajlasdf91847129

“Basic Products” are single priced items that you’ll sell on your website. It has no variables to edit such as sizes or colours. For products that have variations such as sizes or colours go to “Adding Variable Products” below.

So once you’ve added your categories you can now go onto adding Products. Go to the “Products” tab on your Wordpress Dashboard and select “Add Product”.

This product page is a lot like your usual post/page screen for Wordpress. You get a lot more options to alter and we’ll run through them box by box.



Basic Product Set Up

1. Add the products name at the top
 2. Add a long description for the product in the top box
 3. Select a category for the product
 4. In the Product data tab enter a price, and/or a sale price (to set a sale select in the box below)
 5. Set the products featured image
 6. Set the products gallery images
 7. Enter the short description that’ll be shown next to a product.
- Optional:** Add Tags, Inventory & Linked Products

Attribute Description

Main Content

Product Name: This is the name of the product that will be displayed on the website.

Add New Product

Product Long Description: This is the longer description that’ll give the customer a broader view of the product.

Add Media

Rich text editor toolbar with options like Bold, Italic, Paragraph, and Flatsome theme.

Product Data

General: This is where you add your SKU (for power-sellers), price, sale price and sale dates (by clicking schedule). You can also set the product out as a virtual product or a download from this window.

Product Data — Simple product | Virtual: Downloadable:

General	SKU	<input type="text"/>
Inventory	Regular Price (£)	<input type="text"/>
Shipping	Sale Price (£)	<input type="text"/> Schedule
Linked Products		
Attributes		

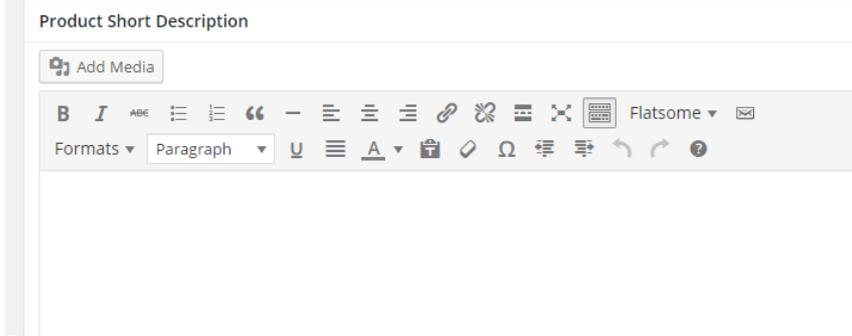
Inventory: Enabling stock management means you can set a number of products in inventory, this is then reduced as the products are bought.

Product Data — Simple product | Virtual: Downloadable:

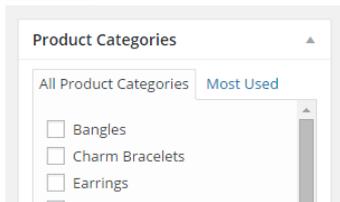
General	Manage stock?	<input type="checkbox"/> Enable stock management at product level
Inventory	Stock status	<input type="text" value="In stock"/>
Shipping	Sold Individually	<input type="checkbox"/> Enable this to only allow one of this item to be bought in a single order
Linked Products		

All other tabs: These extra attributes are for power sellers, if you need any help with these let us know.

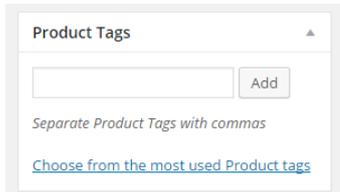
Product Short Description: This is the description that goes alongside the product on the product page.



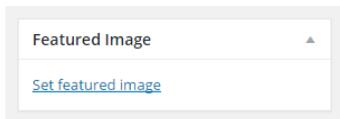
Sidebar



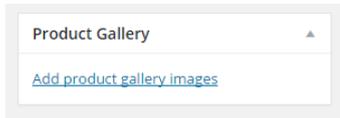
Product Categories: These are the categories the products are placed into for users to search. More on this in the previous section.



Product Tags: These tags are optional, they are attributes you can add to products such as a colour or material that may link to other products. This is so users can search your site for specific things.



Featured Image: This is the main product image. It's important that all your sites product images are the same size. This is to ensure that you website looks clean and consistent and also so that none of the product is cut off if Wordpress needs to crop the image.



Product Gallery: These are extra images to show off you product, this can be alternative views or model pictures.

Once all of these have been filled in press **“Update”** in the top right of your screen and you're done.

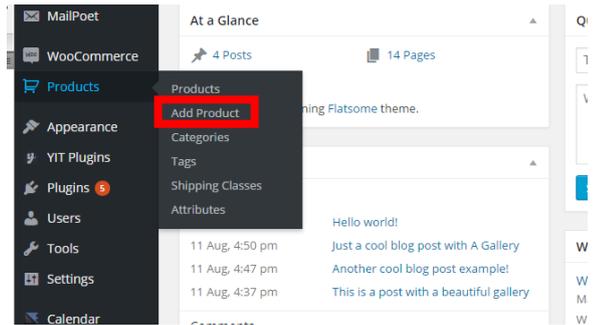
For a video version of the basic product set-up visit this link:

<http://www.youtube.co.uk/asduiyasodf78134>

“Variable Products” are variably priced items that you’ll sell on your website. It has variable attributes that you can define to change the price for instance size or material. For a single priced items with no variations see “Adding Basic Products” previous to this section.

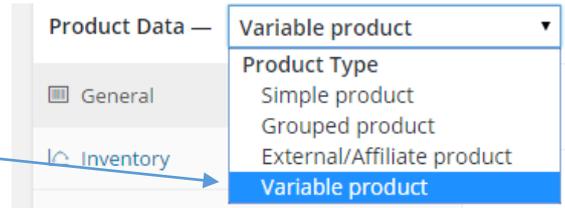
So once you’ve added your categories you can now go onto adding Products. Go to the “Products” tab on your Wordpress Dashboard and select “Add Product”.

This product page is a lot like your usual post/page screen for Wordpress. You get a lot more options to alter and we’ll run through them box by box.



Variable Product Set Up

1. Add the products name at the top
2. Add a long description for the product in the big box
3. Select a category for the product
4. In the Product data choose variable product from the dropdown box.
5. Click the attributes tab and click “Add”.
6. Enter the name of the attribute e.g “Size”
7. Enter the variations in the right hand box divided by a | e.g (Small | Medium | Large | Extra-Large)



Size

Name: Value(s):

Visible on the product page

Used for variations

8. Check the “Used for Variations” box below and then “Save attributes”.
9. Click the variations tab and select “Add variation”.
10. Select your size from the drop down box and add the data beneath. Mainly Regular Price and Sale Price. Repeat 9 & 10 for all variations.

Choose a field to bulk edit... Expand all Close all

#832 —

Enabled Downloadable [?] Virtual [?] Manage stock? [?]

Regular Price: (£) Sale Price: (£)

Stock status [?]

Weight (kg): [?] Dimensions (LxWxH) (cm):

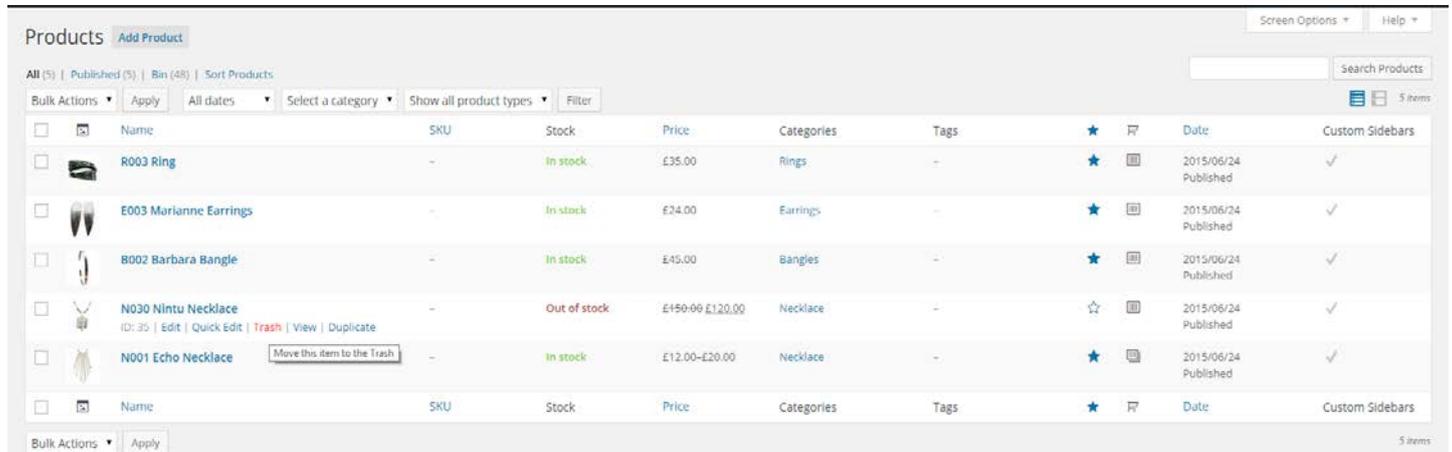
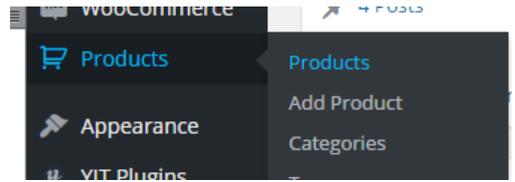
Shipping class:

11. Set the products gallery images
 12. Enter the short description that’ll be shown next to a product.
- Optional:** Add Tags, Inventory & Linked Products

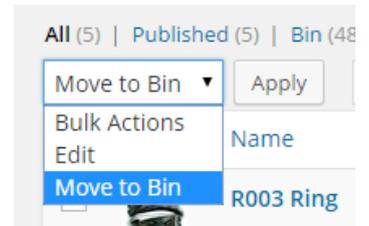
Once all of these have been filled in press “Update” in the top right of your screen and you’re done.
For a video version of the basic product set-up visit this link:
<http://www.youtube.co.uk/asduiyasodf78134>

Removing Products

To remove products select the products tab on the Wordpress Dashboard and click all products. This screen will show displaying your products. Hover over a product and select “Trash”



To bulk delete select the checkboxes to the left of the products you want to delete. Select the bulk actions box and select “Move to Trash/Bin”. Click Apply to complete the deletion. (Image Right).



To recover select the Bin/Trash link above the product table. You can recover items individually or in bulk through the same method but clicking restore.

