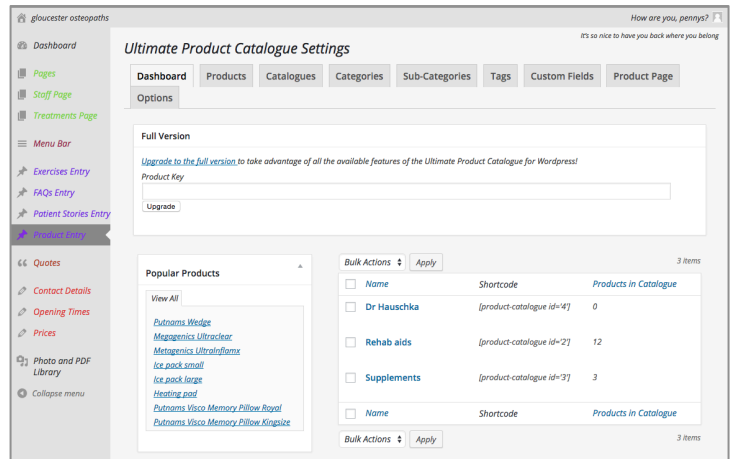




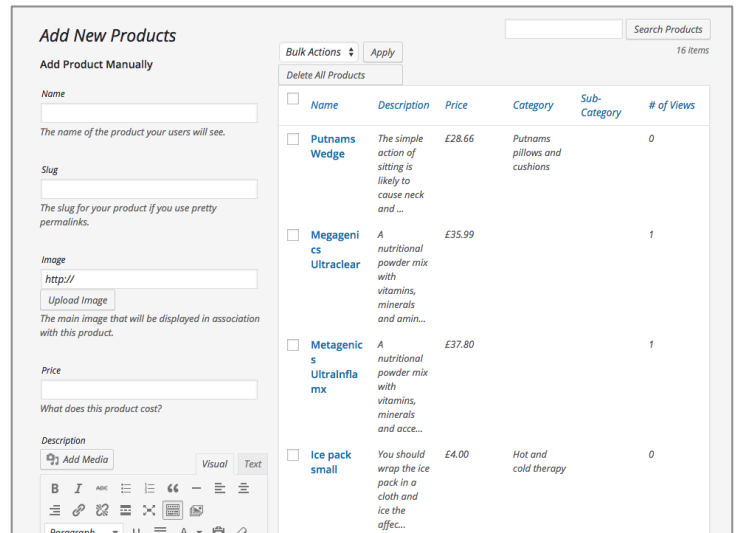
How to... Add or Edit a Product

Click on “**Product Entry**”.

Click on “Product” tab.



This will show you a list of all existing products. Click on any product to edit the information.



To add a New Product, fill in the following fields (continued on next page) – for extra information, you can watch the youtube video <https://www.youtube.com/watch?v=9sdHtGGZpKU>:

Name

(NOT Slug)

Image – click on Upload Image, and this will take you to the Photo Library. You can either add an image from here, or upload a new image. To edit the image, follow the instructions for “How to Add a Photo”.

Price

Description (ignore the Add Media button)

SEO description – this is what Google etc will look at, but it doesn't need to be complicated e.g. Puttnam's Kingsize Pillow provides excellent support for neck and back.

This text **must not** be copied and pasted from other online sources!

(NOT Product Link)

Display Status: Show

Category: Tick the categories that are relevant.

Sub-Category: none set up at present.

Tags: not set up at present.

Related Products: you can add details of other products here.

Next/Previous Products: not necessary, but you can add this if you want.

Click “**Add New Product**”.

(continued)

Add New Products

Add Product Manually

Name

The name of the product your users will see.

Slug

The slug for your product if you use pretty permalinks.

Image

The main image that will be displayed in association with this product.

Price

What does this product cost?

Description
 Visual Text

The description of the product. What is it and what makes it worth getting?

SEO Description

The description to use for this product in the SEO By Yoast meta description tag.

Product Link

A link that will replace the default product page. Useful if you participate in affiliate programs.

Display Status
 Should this item be displayed if it's added to a catalogue?

Category:

What category is this product in? Categories help to organize your product catalogues and help your customers to find what they're looking for.

Sub-Category:

What sub-category is this product in? Sub-categories help to organize your product catalogues and help your customers to find what they're looking for.

Tags:

What tags should this product have? Tags help to describe the attributes of a product.

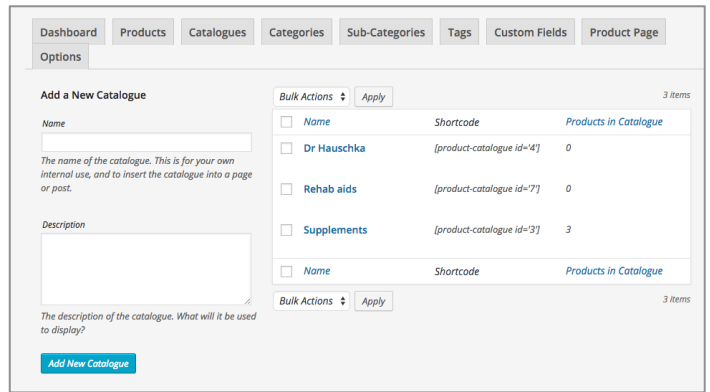
Related Products

What products are related to this one? (premium feature, input product IDs)

Next/Previous Products
Next Product ID:
Previous Product ID:
What products should be listed as the next/previous products? (premium feature, input product IDs)

Now you need to add the new product to the correct catalogue.

Click on the “**Catalogues**” tab. Click on the catalogue that you want to add products to.



Tick any new item/s under the “**Products**” list, then click “Add to Catalogue”.

Don't tick any Categories.

You can also remove any items from this catalogue on this page.

When you have finished adding or removing products from this catalogue, click “**Edit Catalogue**”.

