How To Guide for,

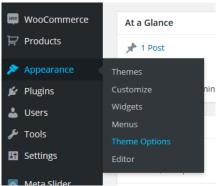


Table of Contents

Updating slider images	3
Updating information on products, and adding new ones	6
Note on the homepage	13
How to add information to pages, including links, and PDF's	14
How to upload and insert media	16
Featured products and how to get them to show on the homepage	21

This is nice and straightforward.

I will walk you through how I do this, though you may feel free to upload all the images at once.



Step One:

Access the homepage slider

From the left-hand side of the screen, select APPEARANCE/THEME OPTIONS.

It's likely you will be brought to the <u>Home Slider Settings</u> tab as that's where we left off, but if not, select it from the new menu that has appeared.

9 Media Library +	Main Settings	
PagesComments	😂 Topbar Settings	Home Slide
WooCommerce	Home Slider Settings	Home Pag
Products	Home Mobile Slider	nome r ag
Appearance	🖀 Home Layout	Choose a Hon
Themes	📜 Shop Settings	lf you don't wai your home pag
Customize	A D I G I	

Step Two: Change the slider images.

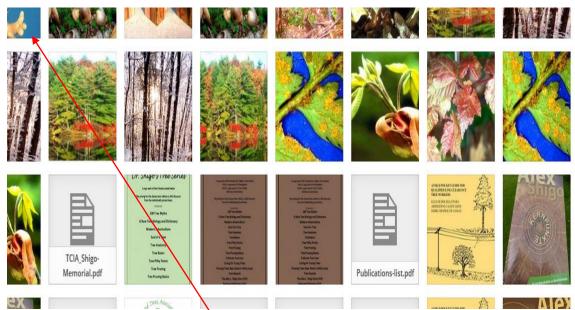
Now that you are on the Home Slider Settings tab, scroll down just a little until you see the text on the left that says 'Slider Images.' To the right there will be a list of slides in rectangular blocks.

You can <u>change</u> the slide by selecting the block and clicking 'Upload' or 'Remove.' If you want to DELETE the slide permantantly (Say you want to go from four slides down to three and not have an blank slide in the rotation) you would select <u>delete slide</u>, which is at the bottom.

Slider Images Use large images for best results.	- Amillaria Mellea
	Upload Remove
	https://chigoandtrees.com/wp-content/uploads/2016/04/Amillaria-Mellea.jpg Amillaria Mellea
	Description
	.:i Slide Link
	Open Link in New Tab/Window Delete Slide

When you select 'Upload' or 'Remove,' the media folder will automatically open. You can then select from whatever image you have already uploaded if it's there, or you can upload a new one.

See next page for images.



This is what will automatically pop up when selecting 'Upload' or 'Remove.'

If you need to upload a file, select 'Upload.' A new dialogue box will appear where you can browse your computer and select the file you would like to use.

Drop files anywhere to upload	
or	
Select Files	
Maximum upload file size: 32 MB.	

Once you have seleted your file ([s] you can upload more than one at a time), it will be automatically deposited into the media library. If you have uploaded more than one, select the one you want to use. Note that information regarding the photo (called attachement details) has appeard on the right hand side of the screen (see below).

This is a great opportunity for you to fill in a title and alternate text about the

image. This will help your SEO and be especially great if visitors to your site do not allow images. The alternate text is what will appear in the images' place, letting the viewer know there is only a book there, not anything scandelous. ⁽²⁾

Once you have filled in the attachment details go ahead and press 'select' and it will insert the photo into your slider slot.

If however, you made a mistake and want to back out, simply press the 'X' at the top right of the screen and you will be taken back to the Home Page Slider screen where you were before.

You can do two things at this point:

- 1) Save your changes by pressing the 'Save your changes' button at the bottom of the screen.
- 2) Link this image to somewhere else on the site, or an external URL away from your stie.

If the first, go ahead an press 'Save changes' and wait for it to save.



100-Tree-Myths_resized.jpg April 5, 2016 27 kB 181 × 270 Edit Image Delete Permanently

URL	https://shigoandtrees.com/\
Title	100 Tree Myths_resized
Caption	
Alt Text	
Description	

If the second, add the URL (link) of where you want the slide to link visitors to in the 'Slide link' space.

Slide Link		.1	
Open Link in New Tab/Window			
		Delete Slide	
+ Forest Rec	ycle		
	Save Changes	Reset Section Reset A	

Once you do this, be sure to select 'Open link in new tab' so viewers are never taken away from your website. That way they can close out of that other tab, but your website will still be open!

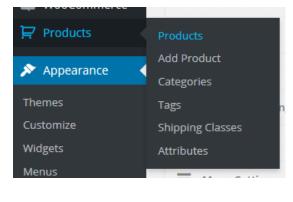
As always, be sure to save your changes before moving on.

You don't have to save your changes after every slide you do. However, I would consider it until

you get the hang of it so you don't accidentally exit out of the browser or the power goes out and you hadn't saved....

That's it for home page slider!

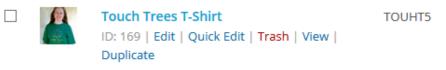
Products are fun, but can be labor intensive.



To Modify an Exisiting Product

Head to Products/products, and you will be taken to the main product page listing all your exisiting products.

Select the product you wish to modify. For this example, we'll use a T-Shirt since clothing is a variable product.



Once you are in the product page, scroll down until you reach the product data section which is the second section on the page. The tabs you will be using in general:

Product Data — Variable pro	oduct 🗸			 General Inventory
I General	SKU	TOUHT5	0	3) Attributes
스 Inventory				 Variations Bulk Discount
🕂 Shipping				
Linked Products				1) The SKU will already
Attributes				have been filled in when
Variations				you entered the product to start. If it's not, simply
Advanced				type it in. That's all it
Bulk Discount				takes!

2) Inventory: if you decide to track inventory, this is where you'll do it. Like we discussed before, you can track individually sizes' stock by enabling this here – where I've checked the box. This will open an option under each size for you to enable stock management. I'll provide a picture for that shortly. As you can see,

Product Data — Variable pro	oduct 🗸	
III General	Manage stock?	Enable stock management at product level
🗠 Inventory	Stock Qty	0 🔹 🤄
D Shipping	Allow Backorders?	Do not allow 🗸 💿
% Linked Products	Allow Backorders.	
E Attributes	Sold Individually	Enable this to only allow one of this item to be bought in a single order
Variations		

3) Attributes: This is where you set the variables for your product. In this instance, our variable (attribute) is size. If you had multiple colors, you would add a second attribute and name it 'color.' To add an attribute, select 'add' and then fill in the information as noted below. In this case, it is size

Product Data — Variab	le product 🗸	
III General	Custom product attribute	Add
🗠 Inventory	Sizes	
井 Shipping	Name:	Value(s):
Linked Products	Sizes	S M L XL 2X
Attributes	 Visible on the product page 	
Variations	 Used for variations 	
Advanced		
Bulk Discount	Save Attributes	

and I've inserted the various sized under values. It's important to separate each value with the pipe symbol/key so the computer recognizes the different values and will separate them in the drop down. Then, check that you do want them visible on the product page, and that you would like them used for variations. This means that each size will be given its own slot on the drop down menu, which also means you have to assign each size a price. Which brings us to #4, variations.

4) This looks daunting, but thankfully, it's not too bad!

Product Data — Variable pro	duct v
III General	Default Form Values: ③ No default Sizes 🗸
Inventory	Add variation
C Shipping	Add variation
Linked Products	Create variations from all attributes Delete all variations Status
Attributes	Toggle "Enabled" Toggle "Downloadable"
Variations	Toggle "Virtual" Pricing
Advanced	Set regular prices Increase regular prices (fixed amount or percentage)
Bulk Discount	Decrease regular prices (fixed amount or percentage) Set sale prices Increase sale prices (fixed amount or percentage) Decrease sale prices (fixed amount or percentage) Set scheduled sale dates
	Inventory Toggle "Manage stock" Stock
Product Short Description	Shipping
🔋 Add Media 🛛 🔼 Add slider	Length Width Heiaht

you would do this on your own ecommerce site. The SKU is filled in automatically.

Again, the price is needed for *each size*. You do this by selecting the down arrow on the right hand side of each size and it will provide the options for you to fill in. If you seleted inventory management earlier, you will have the options to manage that here as well. Below is a screen shot of size small and the various fields.

Step one here is for you to select 'Create varations from all products' and 'Go.' This will pull all possible combinations of your values and match them together to create all sub products (in this case sizes) for the one main product (in this case, T-shirt).

A box will appear will the total number of varations after the computer has calculated. You are asked to confirm. Once you do, they will populate the varations tab.

All that's needed here
then, is for you to fill
in the price for each
size. As you know,
larger sizes in the
range for 2x-4x can
be priced a little
higher. This is where

/ariable product v	
	Default Form Values: ⑦ No default Sizes 🗸
	Add variation
	#174: S 🗸
	#173: M
	#172: L
	#171: XL 🗸
	#170: 2X 🗸
	Save Changes Cancel