How To Guide for,

Shigo and Trees, Associates LLC

TOUCH TREES™

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Updating slider images

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.
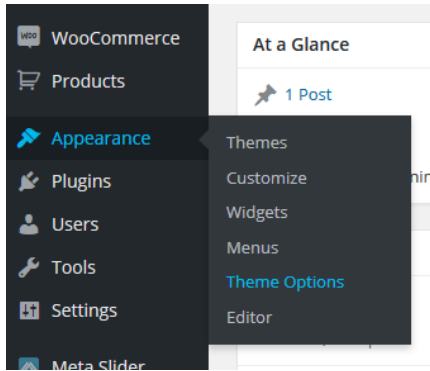
Step One:
Access the homepage slider

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

It's likely you will be brought to the Home Slider Settings tab as that's where we left off, but if not, select it from the new menu that has appeared.
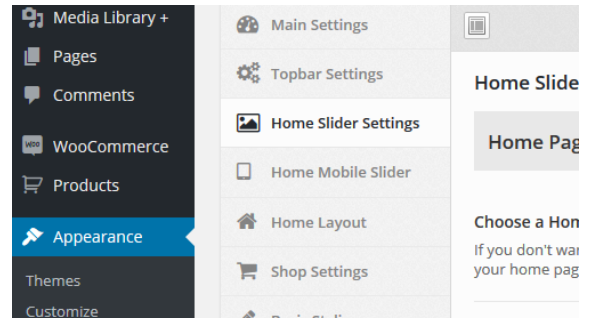
Step Two:
Change the slider images.

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 **change** the slide by selecting the block and clicking 'Upload' or 'Remove.' If you want to DELETE the slide permanently (Say you want to go from four slides down to three and not have an blank slide in the rotation) you would select **delete slide**, which is at the bottom.
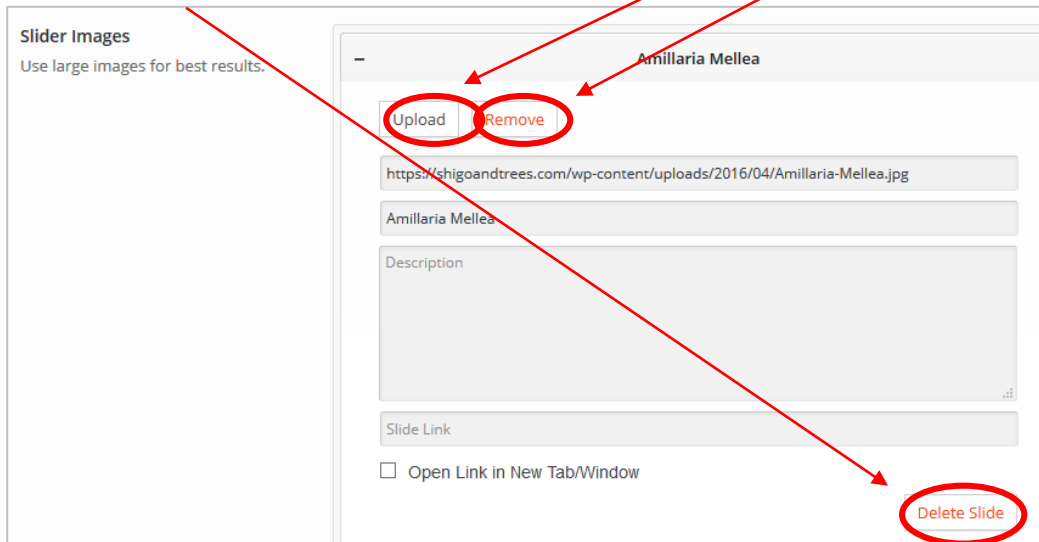
When you select 'Upload' or 'Remove,' the media folder will automatically open. You can then select from whatever image you have already uploaded if it's there, or you can upload a new one.

See next page for images.
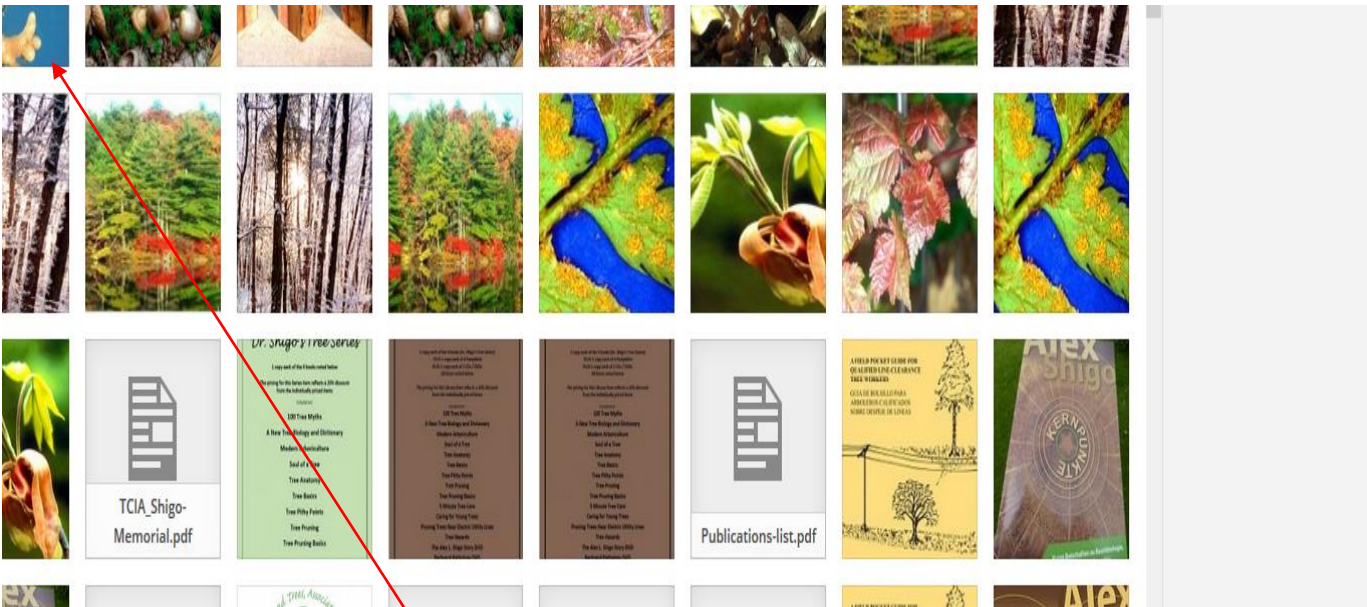
This is what will automatically pop up when selecting 'Upload' or 'Remove.'

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.
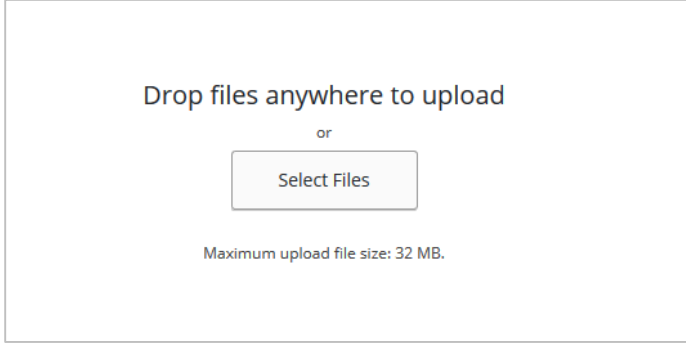
Once you have seleted your file ([s] you can upload more than one at a time), it will be automatically deposited into the media library. If you have uploaded more than one, select the one you want to use. Note that information regarding the photo (called attachement details) has appeard on the right 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. ☺
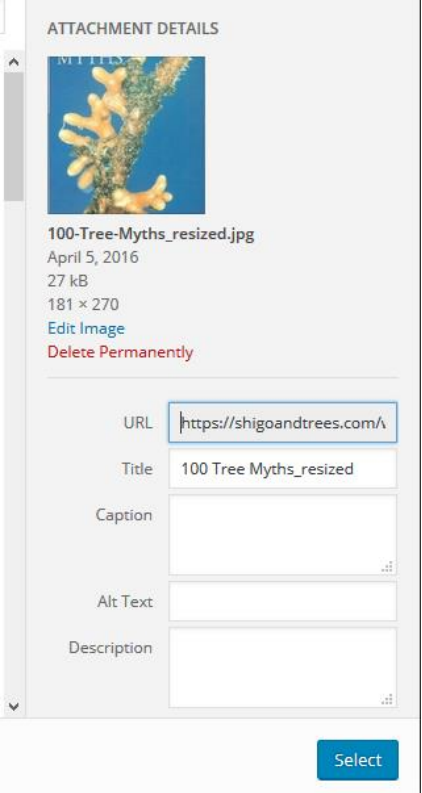
Once you have filled in the attachment details go ahead and press 'select' and it will insert the photo into your slider slot.

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.

ATTACHMENT DETAILS

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

Select

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

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!

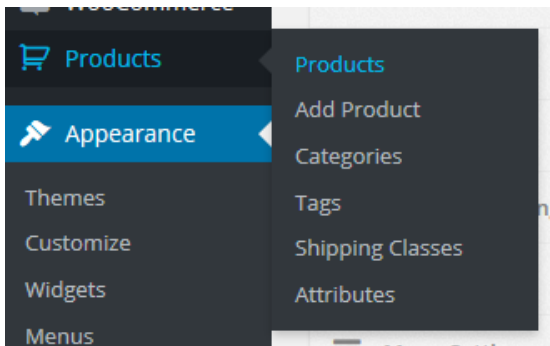As always, be sure to save your changes before moving on.

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!

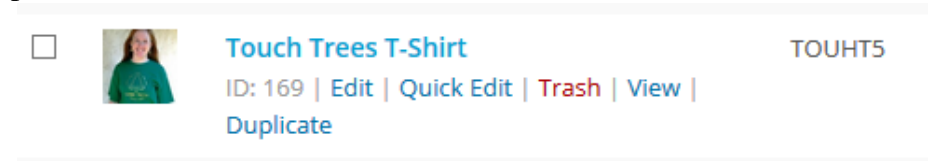Products are fun, but can be labor intensive.

## 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.
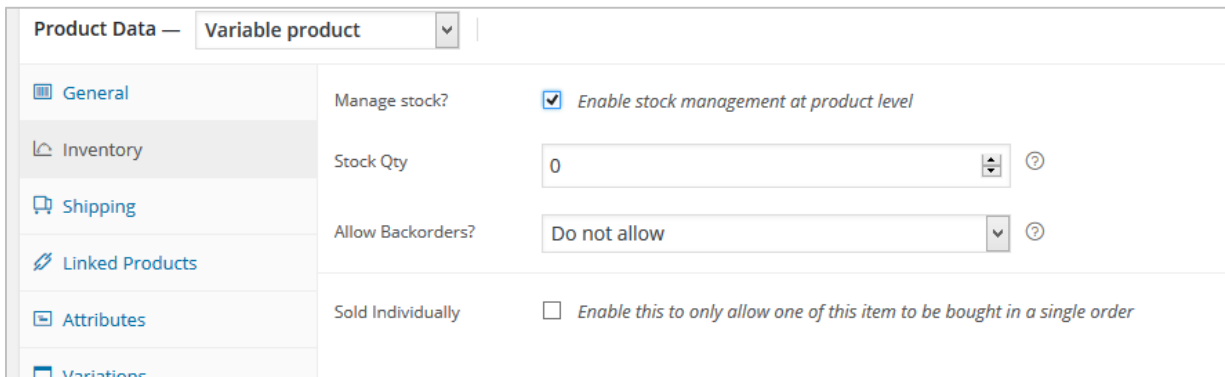For this example, we'll use a T-Shirt since clothing is a variable product.

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:
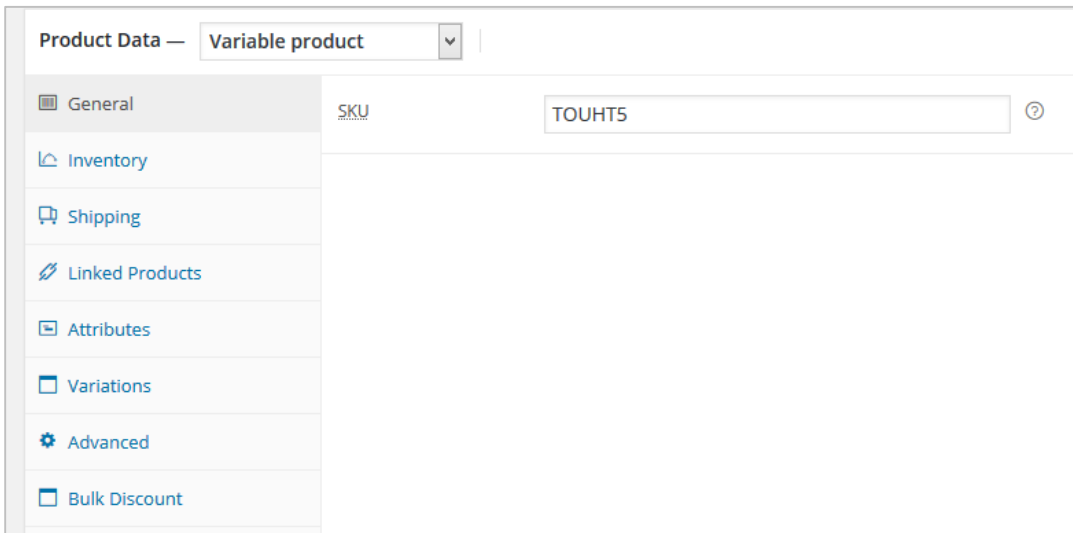
1) General
2) Inventory
3) Attributes
4) Variations
5) Bulk Discount

1) The SKU will already have been filled in when you entered the product to start. If it's not, simply type it in. That's all it 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, you can allow or not allow backorders.

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 atttribute, select 'add' and then fill in the information as noted below. In this case, it is size 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!

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 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.