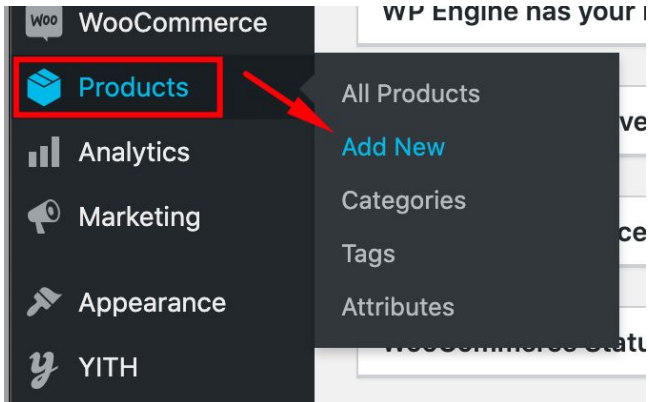


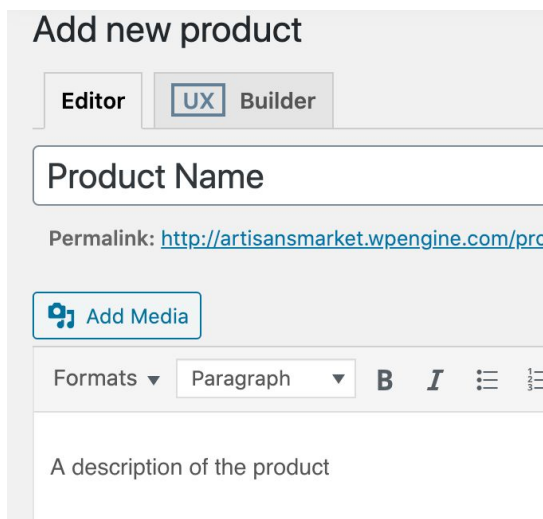
# How To Manually Add in a Simple Product

Official WooCommerce Documentation: <https://docs.woocommerce.com/>

1. Sign into the backend of the website
2. Hover on **Products** and then Click on **Add New**



3. Add in the **Product Name** and **Description**

A screenshot of the 'Add new product' form in the WooCommerce admin dashboard. The form has two tabs: 'Editor' and 'UX Builder'. The 'Product Name' field is visible, with a permalink below it: <http://artisansmarket.wpengine.com/pro>. There is an 'Add Media' button and a rich text editor with a 'Paragraph' format selected and bold/italic buttons. The text 'A description of the product' is visible in the editor area.

4. Scroll down to where you see the **Product Data Box** - here is where you will add the price of your product

Product data — Simple product  Virtual:  Downloadable:

General	Regular price (\$)	<input type="text"/>
Inventory	Sale price (\$)	<input type="text"/> <a href="#">Schedule</a>
Shipping	Tax status	Taxable <input type="checkbox"/> ?
Linked Products	Tax class	Standard <input type="checkbox"/> ?
Attributes		
Advanced		
Get more options		
Extra		

5. Next on this box click on **Shipping** - if you know the dimensions of the product, add them here, if not, skip this step

Product data — Simple product  Virtual:  Downloadable:

General	Weight (lbs)	<input type="text" value="0"/> ?
Inventory	Dimensions (in)	<input type="text" value="Length"/> <input type="text" value="Width"/> <input type="text" value="Height"/> ?
<b>Shipping</b>	Shipping class	<input type="text" value="No shipping class"/> ?
Linked Products		
Attributes		

6. Next click on **Linked Products** - here is where you'll add in similar products that will show with the listing - if you hover over the little question marks they will tell you what

each section does

Product data — Simple product | Virtual:  Downloadable:

General  
Inventory  
Shipping  
**Linked Products**  
Attributes  
Advanced

Upsells

- × Eagle Coin Op Pool Table (#428)
- × The Eagle Pool Table Lift (#336)

Cross-sells

Search for a product...

7. Next click on **Attributes** - this is where you can add things like different color options, or different sizing options. When adding attributes be sure to separate them with a | (pipe)

Product data — Simple product | Virtual:  Downloadable:

General  
Inventory  
Shipping  
Linked Products  
**Attributes**  
Advanced  
Get more options  
Extra

Custom product attribute  [Expand / Close](#)

**Color**

Name:  Value(s):

Visible on the product page

[Expand / Close](#)

8. Once you're done with that, scroll down and add in the **Short Description** of the product

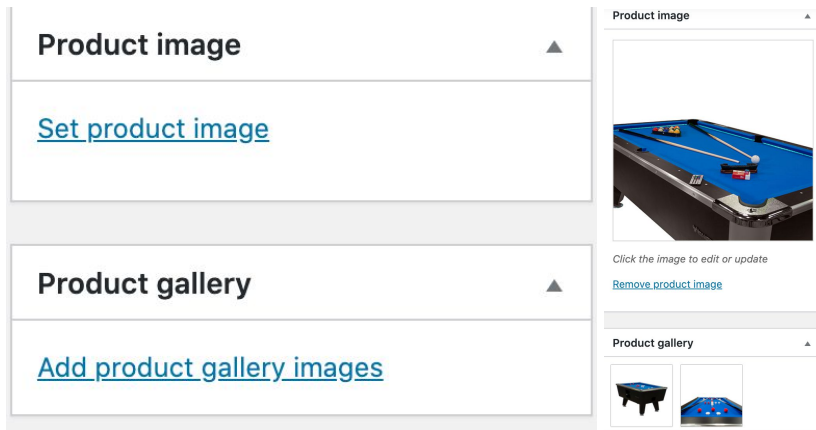
Product short description

Visual Text

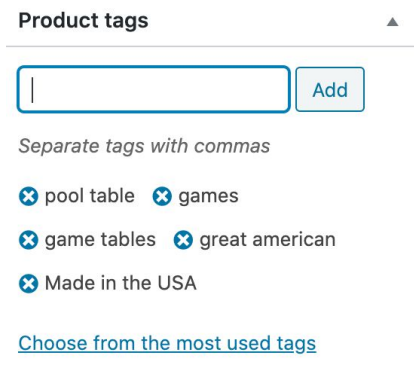
Formats  **B** *I*          Shortcodes

This is a short description.

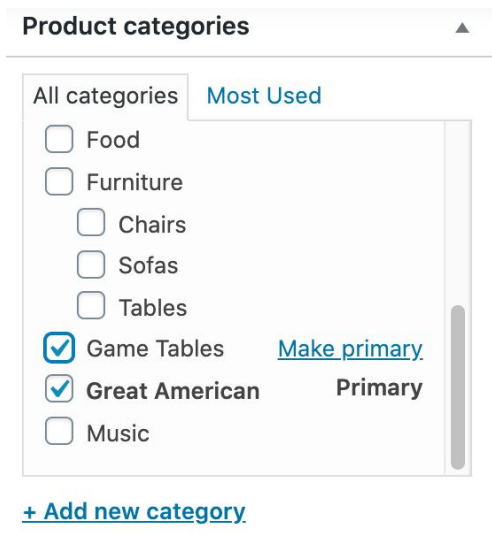
9. Next start scrolling up and set the **Product Image** and **Product Gallery** (if applicable) - the **Product Image** is going to be the MAIN image



10. Next add in the **Product Tags** - separate tags with a comma when adding multiple

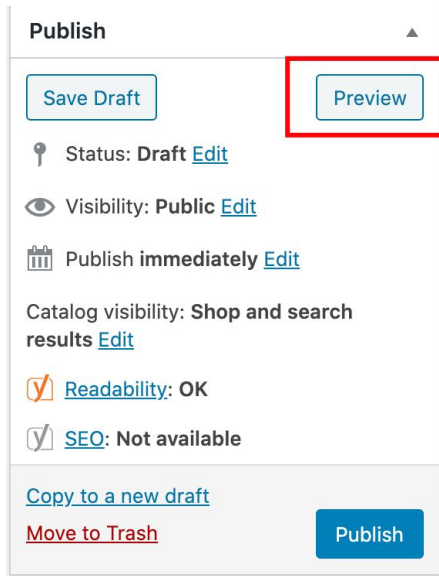


11. Next add in the **Category** - you can add an item to more than one category

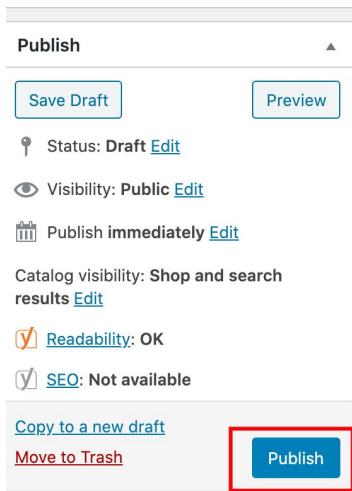


12. Next **PREVIEW** your new product - this will bring you to what the user will see when they land on that product page. Make sure everything looks good and makes sense. Check

for spelling errors as well as any other inconsistencies.



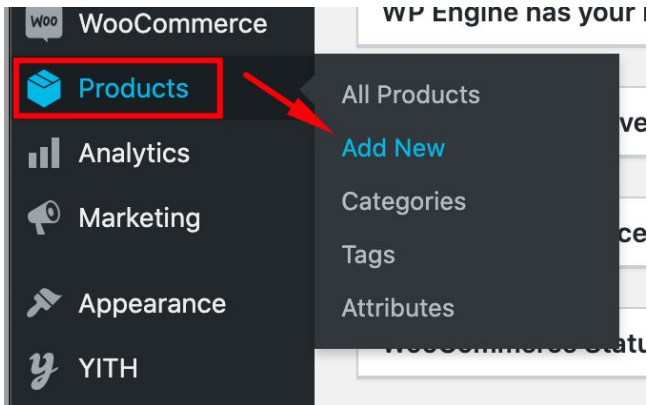
13. After you preview the product and think everything looks good - go ahead and hit that **Publish** button! Congrats - you just added your first product!



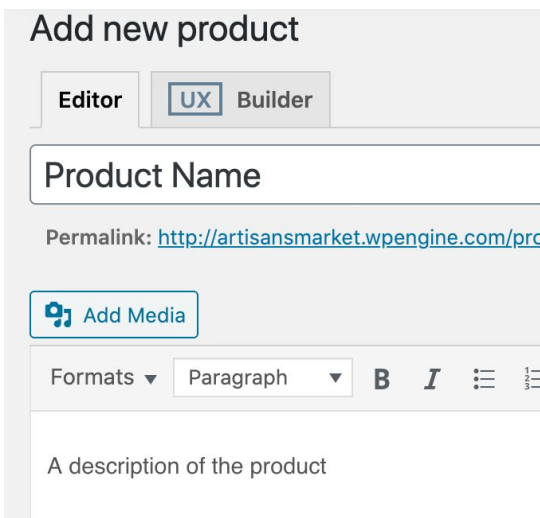
## How To Manually Add in a Variable Product

14. Sign into the backend of the website

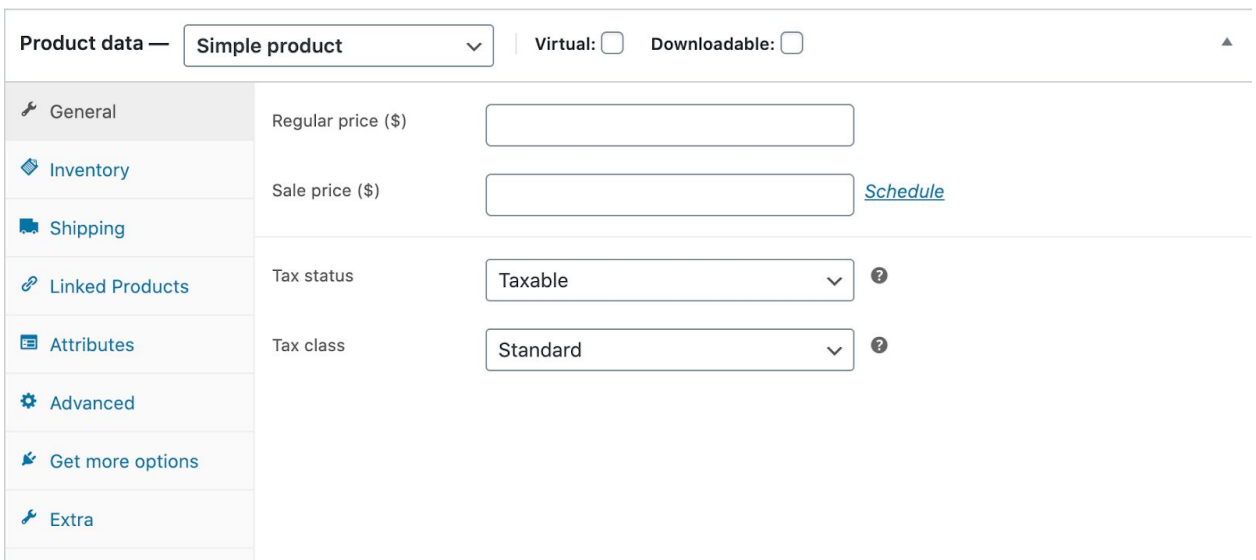
15. Hover on **Products** and then Click on **Add New**



16. Add in the **Product Name** and **Description**



17. Scroll down to where you see the **Product Data Box** - here is where you will add the price of your product



18. Next on this box click on **Shipping** - if you know the dimensions of the product, add them here, if not, skip this step

Product data — Simple product | Virtual:  Downloadable:

General

Weight (lbs) 0 ?

Inventory

Dimensions (in) Length Width Height ?

**Shipping**

Shipping class No shipping class ?

Linked Products

Attributes

19. Next click on **Linked Products** - here is where you'll add in similar products that will show with the listing - if you hover over the little question marks they will tell you what each section does

Product data — Simple product | Virtual:  Downloadable:

General

Upsells

× Eagle Coin Op Pool Table (#428) ?

× The Eagle Pool Table Lift (#336)

Inventory

Shipping

**Linked Products**

Cross-sells

Search for a product... ?

Attributes

Advanced

20. Next click on **Attributes** - this is where you can add things like different color options, or different sizing options. When adding attributes be sure to separate them with a | (pipe)

Product data — Simple product  Virtual:  Downloadable:

General   Expand / Close

Inventory **Color**

Shipping

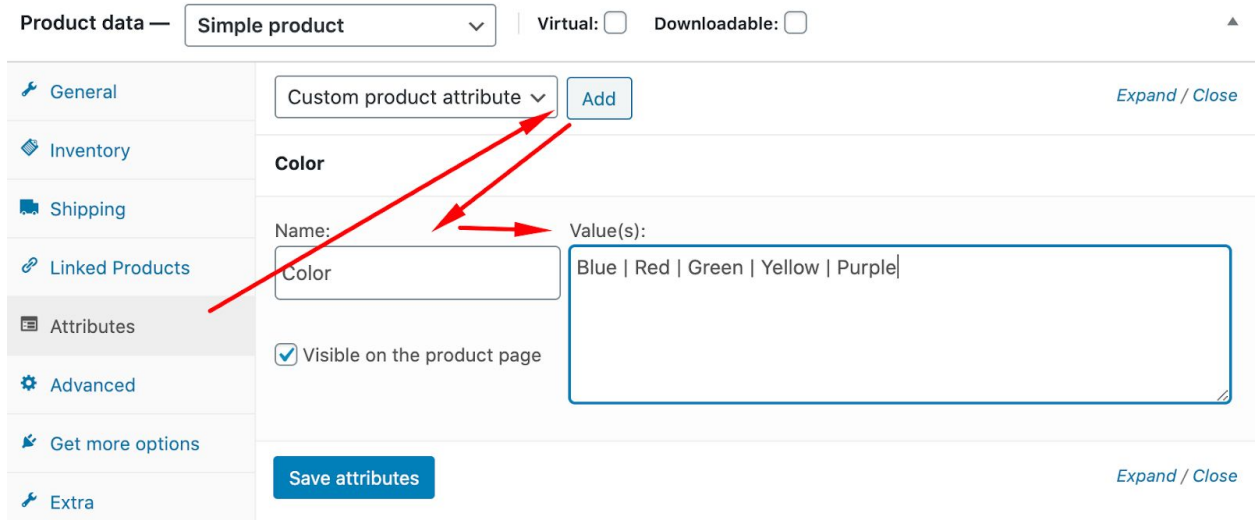
Linked Products

Attributes    Visible on the product page

Advanced

Get more options

Extra  Expand / Close



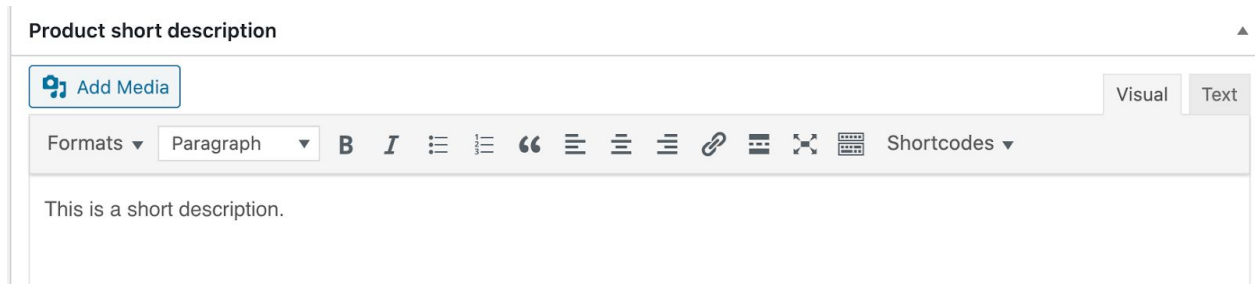
21. Once you're done with that, scroll down and add in the **Short Description** of the product

Product short description

Visual Text

Formats  **B** *I*             Shortcodes

This is a short description.



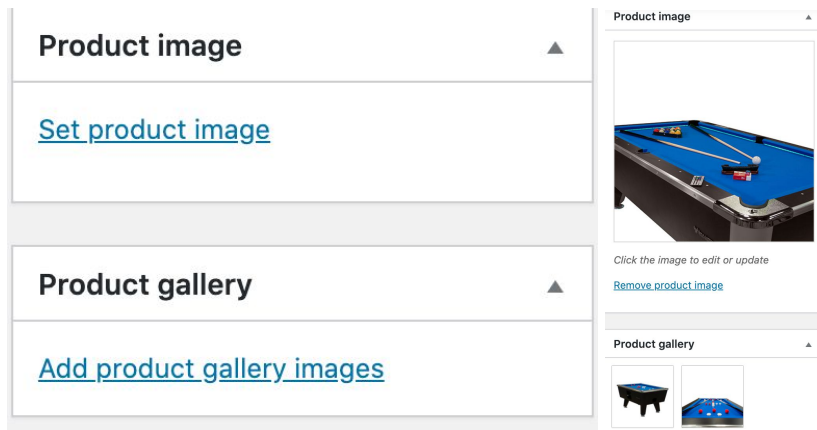
22. Next start scrolling up and set the **Product Image** and **Product Gallery** (if applicable) - the **Product Image** is going to be the MAIN image

Product image

Product gallery

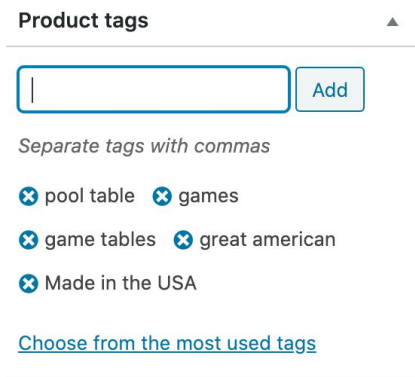
Product image

Product gallery



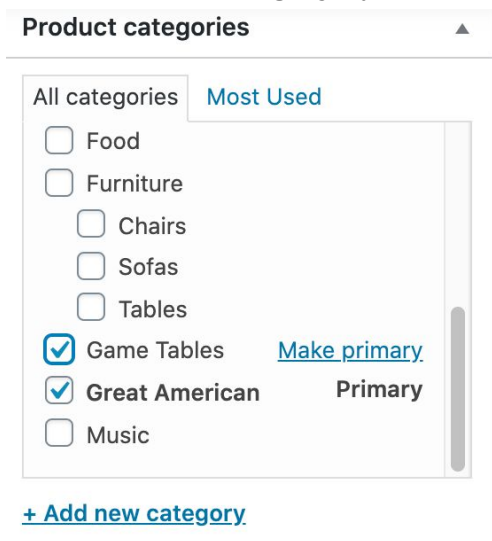


23. Next add in the **Product Tags** - separate tags with a comma when adding multiple



The screenshot shows a 'Product tags' panel. At the top, there is a text input field with a vertical cursor and an 'Add' button to its right. Below the input field, the text 'Separate tags with commas' is displayed. Underneath, there are five tags, each with a small 'x' icon to its left: 'pool table', 'games', 'game tables', 'great american', and 'Made in the USA'. At the bottom of the panel, there is a blue link that says 'Choose from the most used tags'.

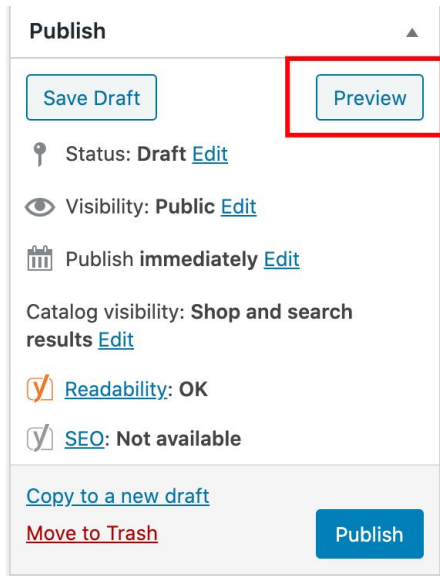
24. Next add in the **Category** - you can add an item to more than one category



The screenshot shows a 'Product categories' panel. At the top, there are two tabs: 'All categories' and 'Most Used', with 'Most Used' being the active tab. Below the tabs, there is a list of categories with checkboxes: 'Food', 'Furniture', 'Chairs', 'Sofas', 'Tables', 'Game Tables', 'Great American', and 'Music'. The 'Game Tables' and 'Great American' categories are checked. To the right of 'Game Tables' is a blue link 'Make primary', and to the right of 'Great American' is the text 'Primary'. At the bottom of the panel, there is a blue link that says '+ Add new category'.

25. Next **PREVIEW** your new product - this will bring you to what the user will see when they land on that product page. Make sure everything looks good and makes sense. Check

for spelling errors as well as any other inconsistencies.



26. After you preview the product and think everything looks good - go ahead and hit that **Publish** button! Congrats - you just added your first product!

