



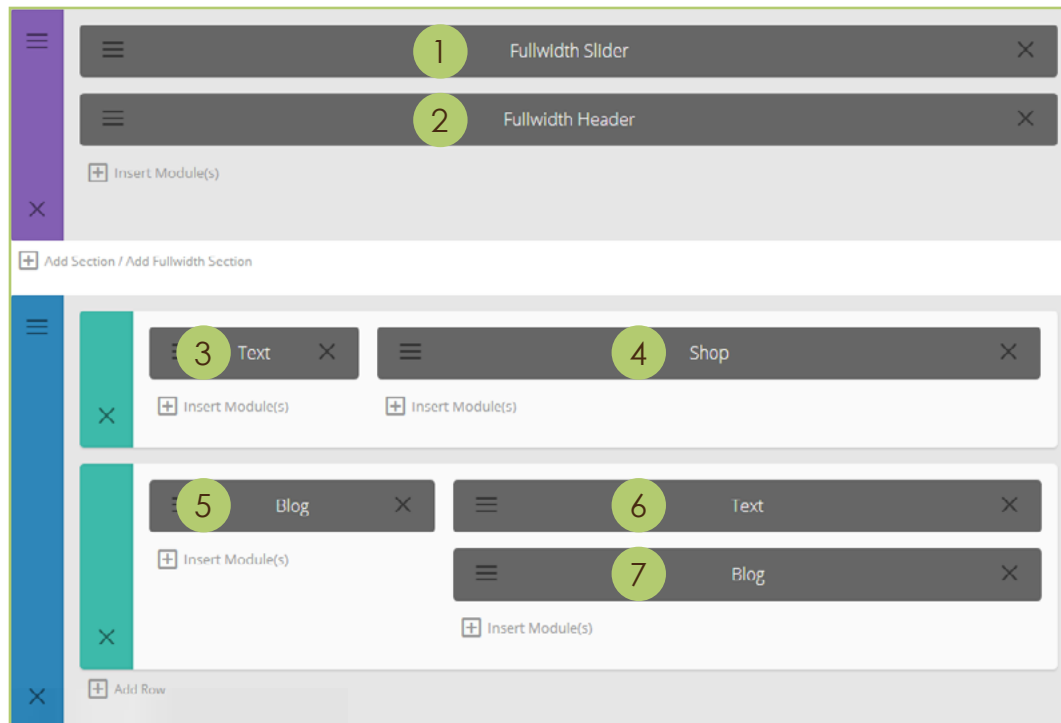
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PAGES

Pages are the content for the high level pages (main menu items): Feed Your Body, Feed Your Soul, Barter Board. You may want/need to update the content on these pages.



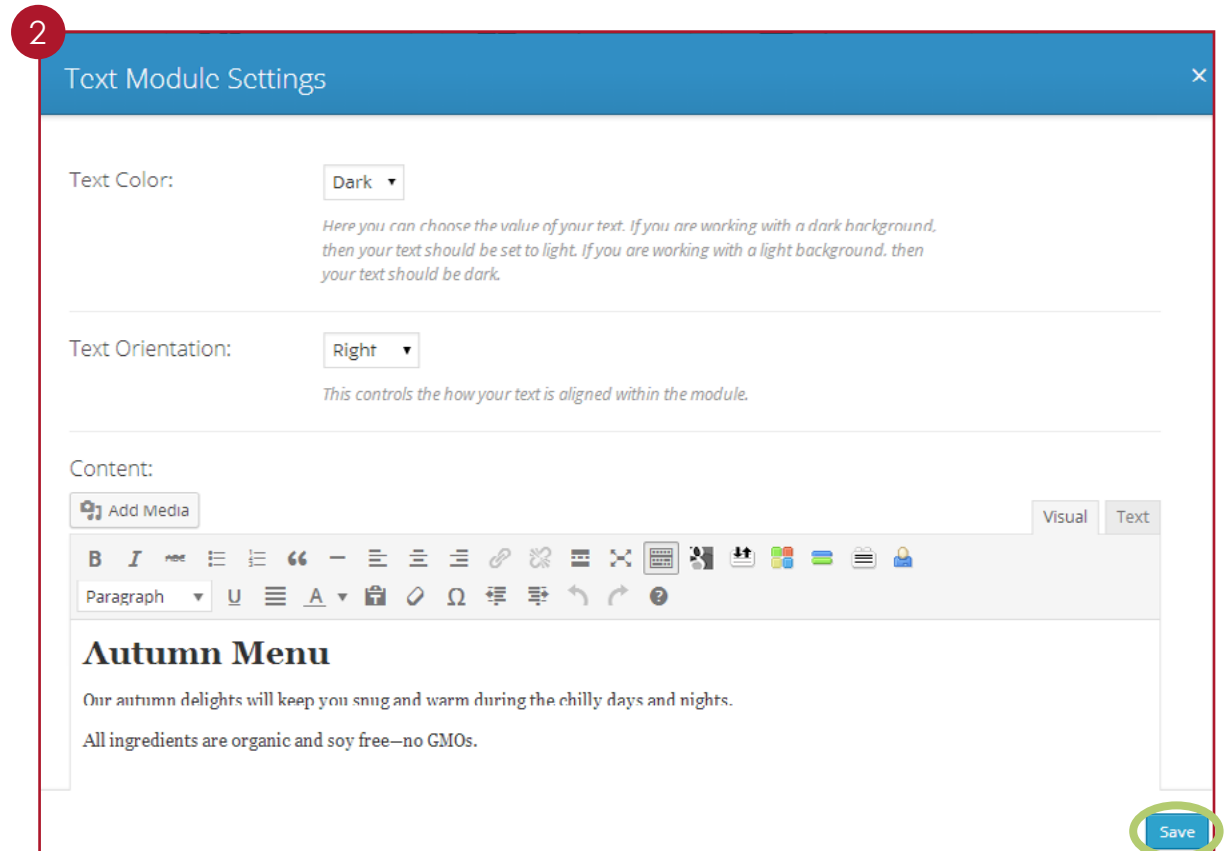
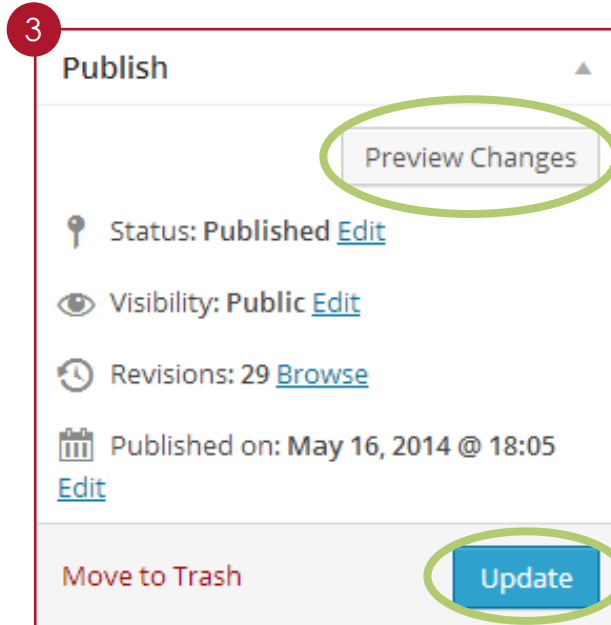
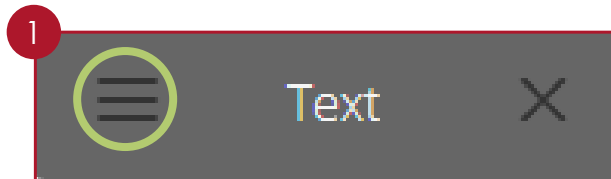
EDIT PAGES

Go into the Dashboard and select **Pages** from the left menu. Locate the high level page to update and click its name (or click Edit which appears when you hover over it). The images below show the layout of the **Feed Your Body** (home) page.



- 1 Locate the module that contains the text that you want to update. Click the triple-line icon to edit the text in that module.
- 2 The **Text Module Settings** window opens. Make any changes needed, and click **Save** when finished.

- 3 After making changes you can click **Preview Changes** to see what they look like before posting to your website. Once you are happy with the changes, click the **Update** button.





POSTS

Posts are used for individual articles on each sub-page (Daily Menu, Bike Kitchen, Ugly Fruit, and so on). These blog posts should be pretty much identical to WordPress.com blog site.

ADD OR EDIT POST

Go into the Dashboard and select **Posts** from the left menu. Click **Add New** (either on the left menu or at the top of the posts page) to create a new post, or click the name of an existing post to make changes to a previously created post.

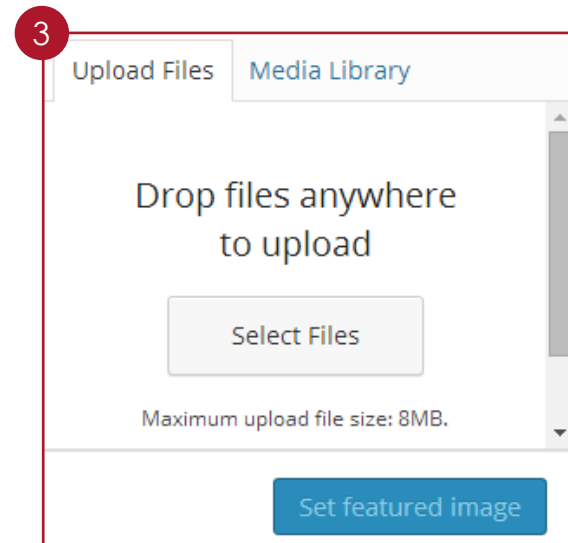
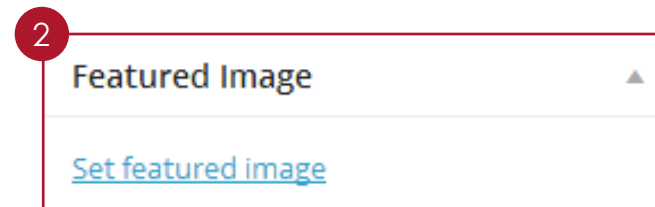
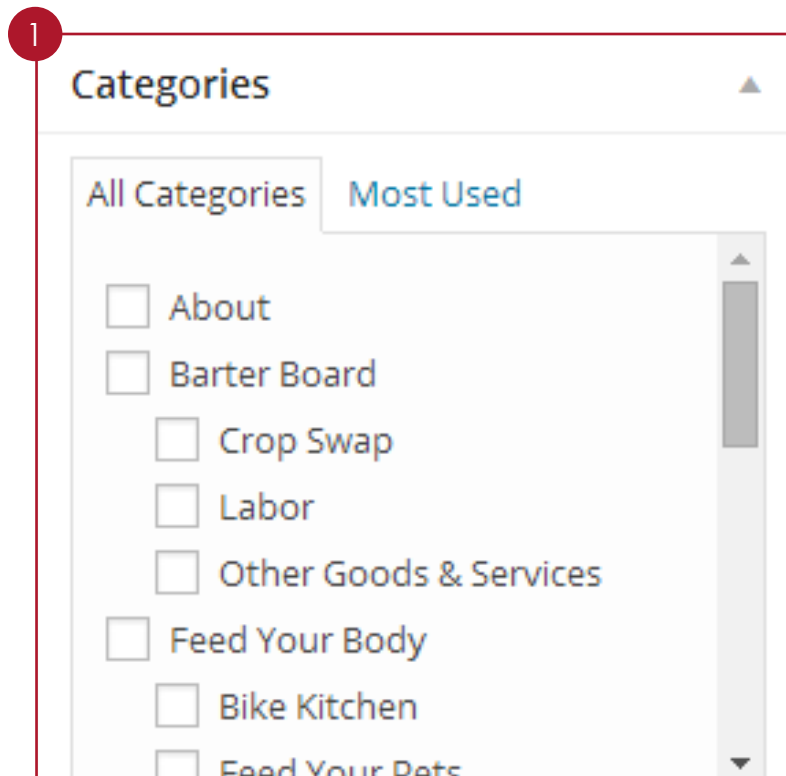
The screenshot shows the 'Add New Post' editor in WordPress. At the top, there is a text input field labeled 'Enter title here'. Below this is a toolbar with an 'Add Media' button on the left and 'Visual' and 'Text' tabs on the right. The main editing area is currently in 'Visual' mode, showing a rich text editor with various icons for bold, italic, text color, background color, bulleted and numbered lists, quote, link, unlink, insert link, insert image, insert video, insert audio, insert gallery, insert table, insert code, undo, redo, and help. The text area below the toolbar is empty.

1 After adding/updating the post title and body text, select the appropriate category from the **Categories** list on the right. There is a category for each sub-page.

2 You may also add/change a **Featured Image**. Click the **Set featured image** link. This opens the Media Library. If the image you want is in the library click to select it and then click the **Set featured image** button.

3 If the image isn't there yet, go to the **Upload Files** tab to upload your image. You can either drag-and-drop or click the **Select Files** button to upload.

When finished you can click **Preview Changes** to see what they look like before posting to your website. Once you are happy with the post, click the **Publish** or **Update** button.





SHOP

The items you wish to sell are added to the shop as "products." Product name, description, price, and other attributes are configured and will display when a customer goes to the Shop page.

ADD OR EDIT PRODUCT

Go into the Dashboard and select **Products** from the left menu. Click **Add Product** (either on the left menu or the top of the Products page) to create a new product, or click the name of an existing product to make changes to a previously created product.

The screenshot shows the 'Add New Product' form. At the top, there is a header 'Add New Product'. Below the header is a text input field labeled 'Product name'. Underneath the input field is a toolbar with an 'Add Media' button on the left and 'Visual' and 'Text' tabs on the right. The toolbar contains various icons for text formatting, such as bold (B), italic (I), strikethrough (ABC), bullet points, numbered list, quote, link, unlink, table, image, and other standard rich text editor functions. Below the toolbar is a large empty text area for the product description.

- 1 After adding/updating the **Product name** and **description** (much the same as creating a new post), enter the **Regular Price** and any other information that seems appropriate in the **Product Data** area below the description.
- 2 Select a category from the **Product Categories** list on the right.

- 3 Select an image for the product. Click the **Set Product Image** link. This opens the Media Library.

When finished you can click **Preview Changes** to see what the product will look like before posting to the shop. Once you are happy with the product, click the **Publish** or **Update** button.

1

Product Data — Simple product | Virtual: Downloadable:

General

SKU

Regular Price (\$)

Sale Price (\$) [Schedule](#)

Inventory

Shipping

Linked Products

Attributes

Advanced

2

Product Categories

All Product Categories Most Used

Main Dish

Side Dish

3

Product Image

[Set product image](#)



WOOCOMMERCE

WooCommerce is the plug-in that drives the purchasing system used by the shop.

For more information on WooCommerce:

<http://docs.woothemes.com/document/configuring-woocommerce-settings/>

SETTINGS

Go into the Dashboard and select **WooCommerce** from the left menu. Click **Settings** on the left menu to update currency options, enable ratings and reviews, setup tax information, payment information, etc.

Location and **Currency** settings are on the General tab.

The screenshot shows the 'General' tab of the WooCommerce settings. It is divided into two main sections: 'General Options' and 'Currency Options'.
General Options:
- **Base Location:** A dropdown menu set to 'United States (US) — California'.
- **Selling Location(s):** A dropdown menu set to 'Sell to specific countries only'.
- **Specific Countries:** A text input field containing 'United States (US) X', with 'Select all' and 'Select none' buttons below it.
- **Store Notice:** A checkbox labeled 'Enable site-wide store notice text' which is unchecked.
- **API:** A checkbox labeled 'Enable the REST API' which is checked.
Currency Options:
- A sub-header reads: 'The following options affect how prices are displayed on the frontend.'
- **Currency:** A dropdown menu set to 'US Dollars (\$)'.
- **Currency Position:** A dropdown menu set to 'Left (\$99.99)'.
- **Thousand Separator:** A text input field containing a period '.'.
- **Decimal Separator:** A text input field containing a period '.'.

TAX

If you charge tax you'll want to go into this tab and check **Enable Taxes**, then fill in the rest of the options for how you will be calculating tax. You can choose to enter prices on each product including or excluding tax, and tell the system which method you're using. Click the **Save Changes** button when finished.

The screenshot shows the 'Tax' tab in a configuration menu. The 'Tax Options' section includes:

- Enable Taxes:** Enable taxes and tax calculations
- Prices Entered With Tax:** Yes, I will enter prices inclusive of tax; No, I will enter prices exclusive of tax
- Calculate Tax Based On:** (dropdown)
- Default Customer Address:** (dropdown)
- Shipping Tax Class:** (dropdown)
- Rounding:** Round tax at subtotal level, instead of rounding
- Additional Tax Classes:** List additional tax classes below (1 per line). This is:
 - Reduced Rate
 - Zero Rate
- Display prices in the shop:** (dropdown)

SHIPPING

If you want to include your delivery charges on orders, you can enable and configure shipping calculations from this menu.

Click the **Save Changes** button when finished configuring shipping information

The screenshot shows the 'Shipping' tab in a configuration menu. The 'Shipping Options' section includes:

- Shipping Calculations:** Enable shipping; Enable the shipping calculator on the cart page; Hide shipping costs until an address is entered
- Shipping Display Mode:** Display shipping methods with "radio" buttons; Display shipping methods in a dropdown
- Shipping Destination:** Ship to billing address by default; Only ship to the users billing address
- Restrict shipping to Location(s):** (dropdown)
- Shipping Methods:** A table with columns 'Default', 'Name', and 'ID':

Default	Name	ID
<input type="radio"/>	Flat Rate	flat_re
<input type="radio"/>	Free Shipping	free_s
<input type="radio"/>	International Delivery	inter



(WOOCOMMERCE CONT.)

PAYMENTS

You'll need to setup the system for receiving payments. In WooCommerce, go to the **Checkout** tab.

The screenshot shows the 'Checkout' tab in the WooCommerce settings. At the top, there are tabs for 'General', 'Products', 'Tax', 'Checkout', 'Shipping', 'Accounts', and 'Emails'. Below these are links for 'Checkout Options', 'BACS', 'Cheque', 'Cash on Delivery', 'Mijireh Checkout', and 'PayPal'. The 'Checkout Process' section contains three settings: 'Coupons' with a checked box and the text 'Enable the use of coupons' and 'Coupons can be applied from the cart and checkout pages'; 'Checkout' with a checked box and the text 'Enable guest checkout' and 'Allows customers to checkout without creating an account', and an unchecked box with the text 'Force secure checkout' and 'Force SSL (HTTPS) on the checkout pages (an SSL Certificate)'. The 'Checkout Pages' section has a heading and the text 'These pages need to be set so that WooCommerce knows where to send users to checkout.' Below this are three dropdown menus: 'Cart Page' set to 'Cart', 'Checkout Page' set to 'Checkout', and 'Terms and Conditions' set to 'Select a page...'. Each dropdown has a question mark icon on the left and an 'x' icon on the right.

- 1 Scroll down to the bottom and find **Payment Gateways**.

Under **Gateway Display** there is a grid for setting up various types of payment options. You can set up direct bank transfers, credit cards, PayPal, etc. You can choose one or more methods for customers to use.

- 2 Click the area under **Status** to activate or deactivate a payment method.

- 3 Click the **Settings** button to the right to enter account information for an activated payment type.

Click the **Save Changes** button when finished configuring payment types.

1 Payment Gateways

Installed gateways are listed below. Drag and drop gateways to control their display order on the frontend.

Gateway Display	Default	Gateway	Gateway ID	Status	
<input type="radio"/>		Direct Bank Transfer	bacs	▼	3 Settings
<input type="radio"/>		Cheque Payment	cheque	▼	Settings
<input type="radio"/>		Cash on Delivery	cod	-	Settings
<input type="radio"/>		Credit Card	mijireh_checkout	-	Settings
<input type="radio"/>		PayPal	paypal	▼	Settings

Inactive Active

