PAGES 2

EDIT PAGES.....2

POSTS 4

ADD OR EDIT POST.....4

SHOP 6

ADD OR EDIT PRODUCT 6

WOOCOMMERCE 8

SETTINGS 8

TAX 9

SHIPPING.....9

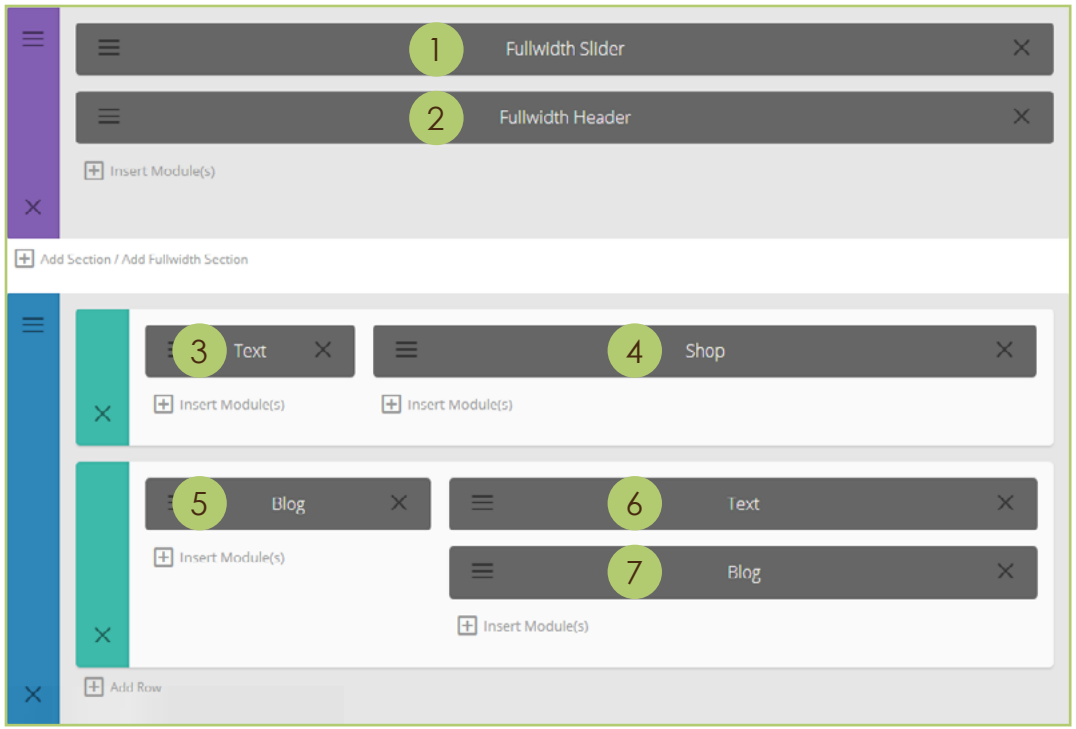
PAYMENTS 10

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.

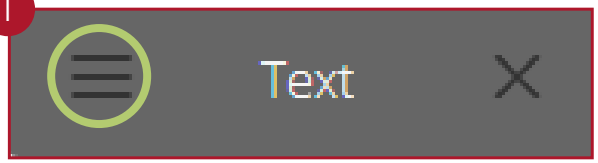


1. Locate the module that contains the text that you want to update. Click the triple-line icon to edit the text in that module.

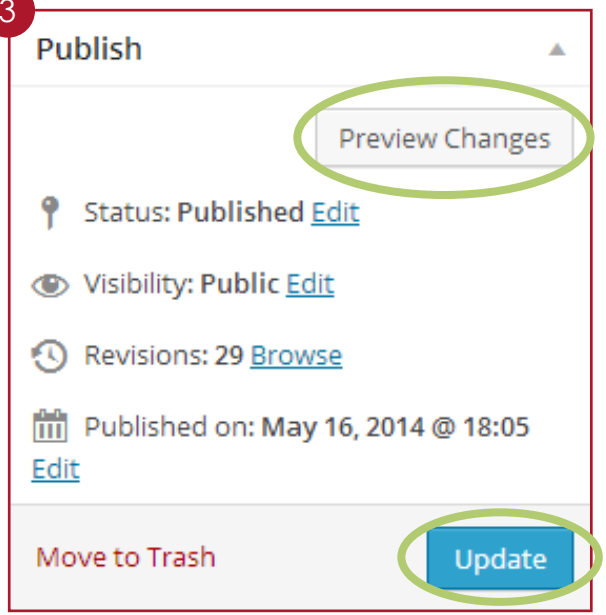
2. The **Text Module Settings** window opens. Make any changes needed, and click **Save** when finished.

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.

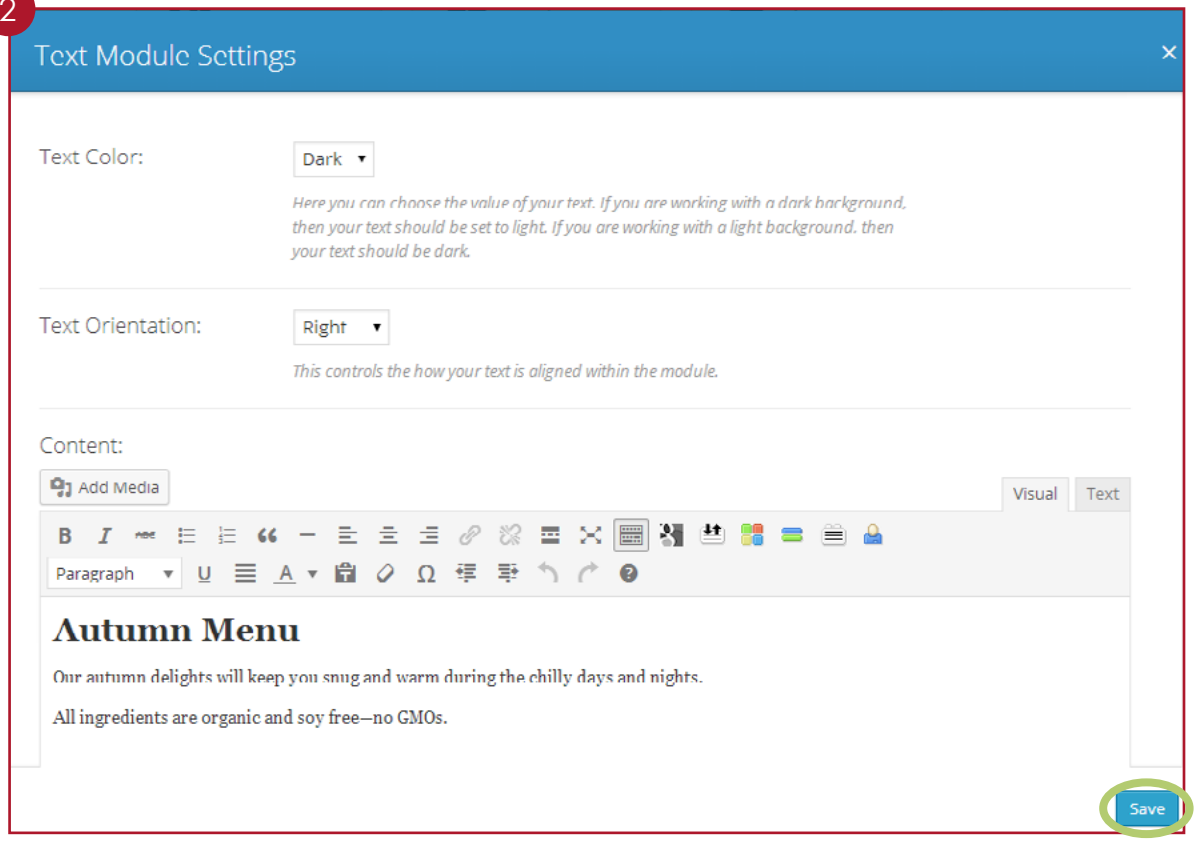
1



3



2

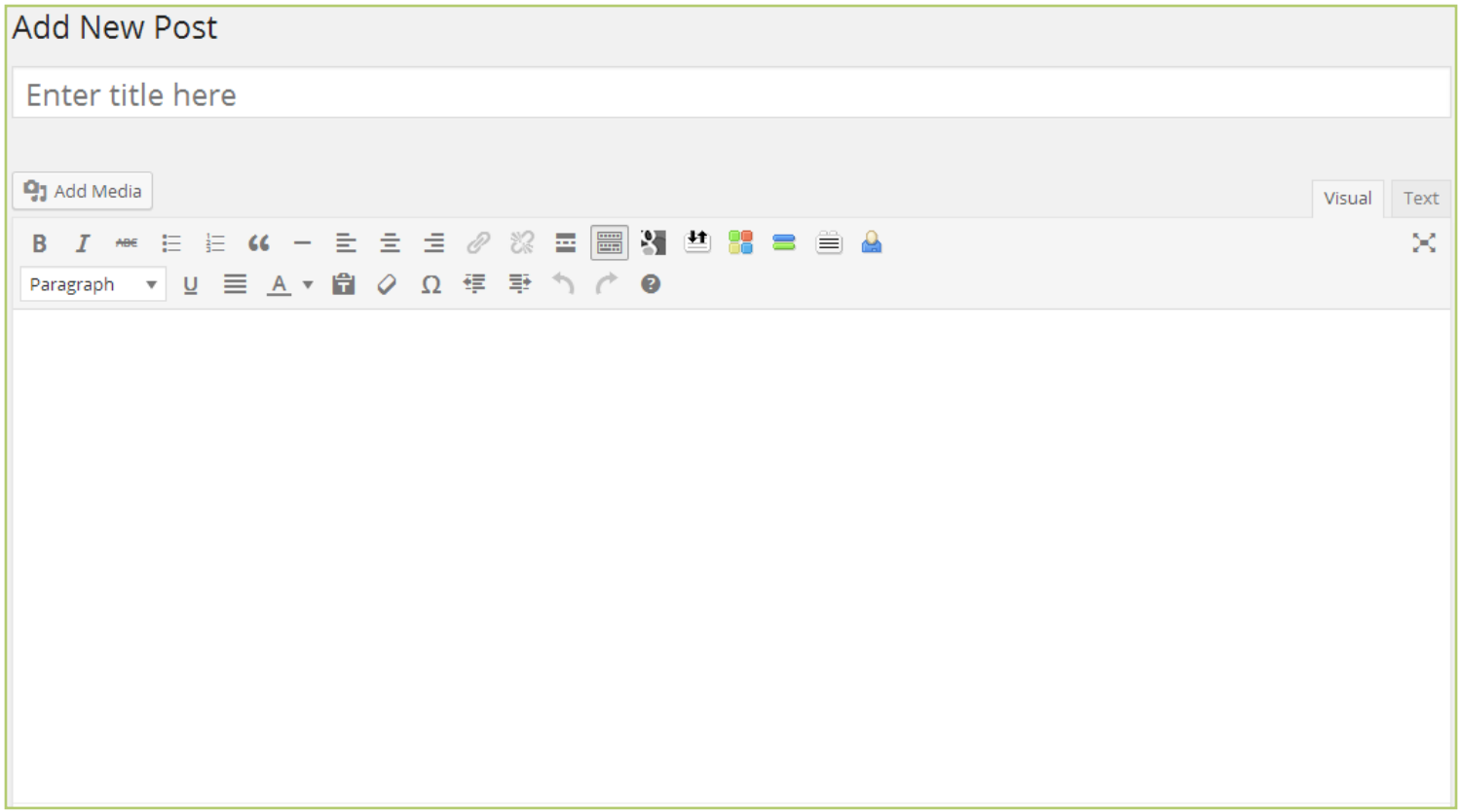


POSTS

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.



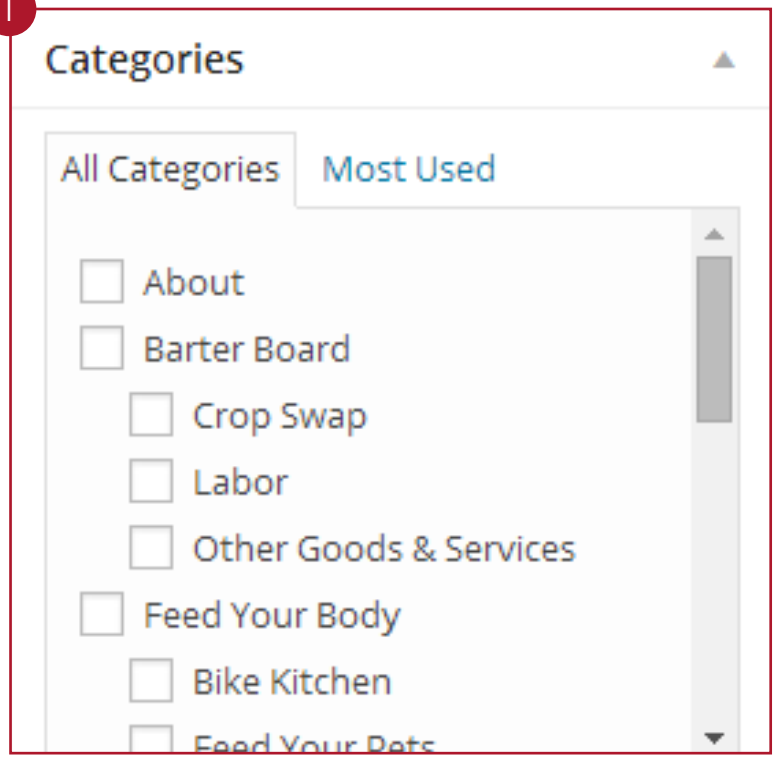
1. After adding/updating the post title and body text, select the appropriate category from the **Categories** list on the right. There is a category for each sub-page.

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 the click the **Set featured image** button.

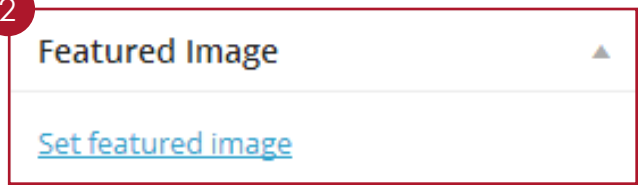
3. If the image isn't there yet, go to the **Upload Files** tab to upload your image. You can either drag-and-drop or click the **Select Files** button to upload.

   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.

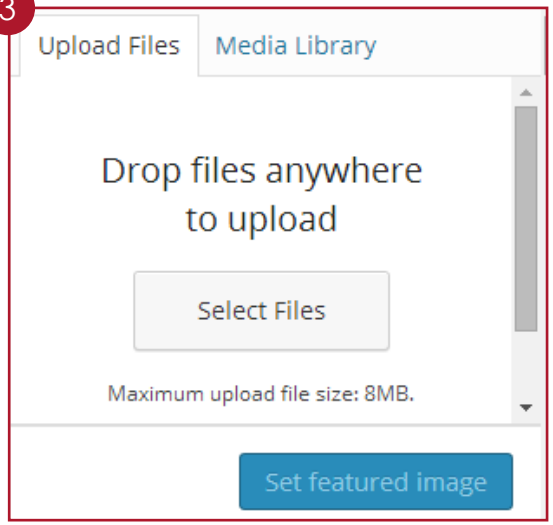
1



2



3

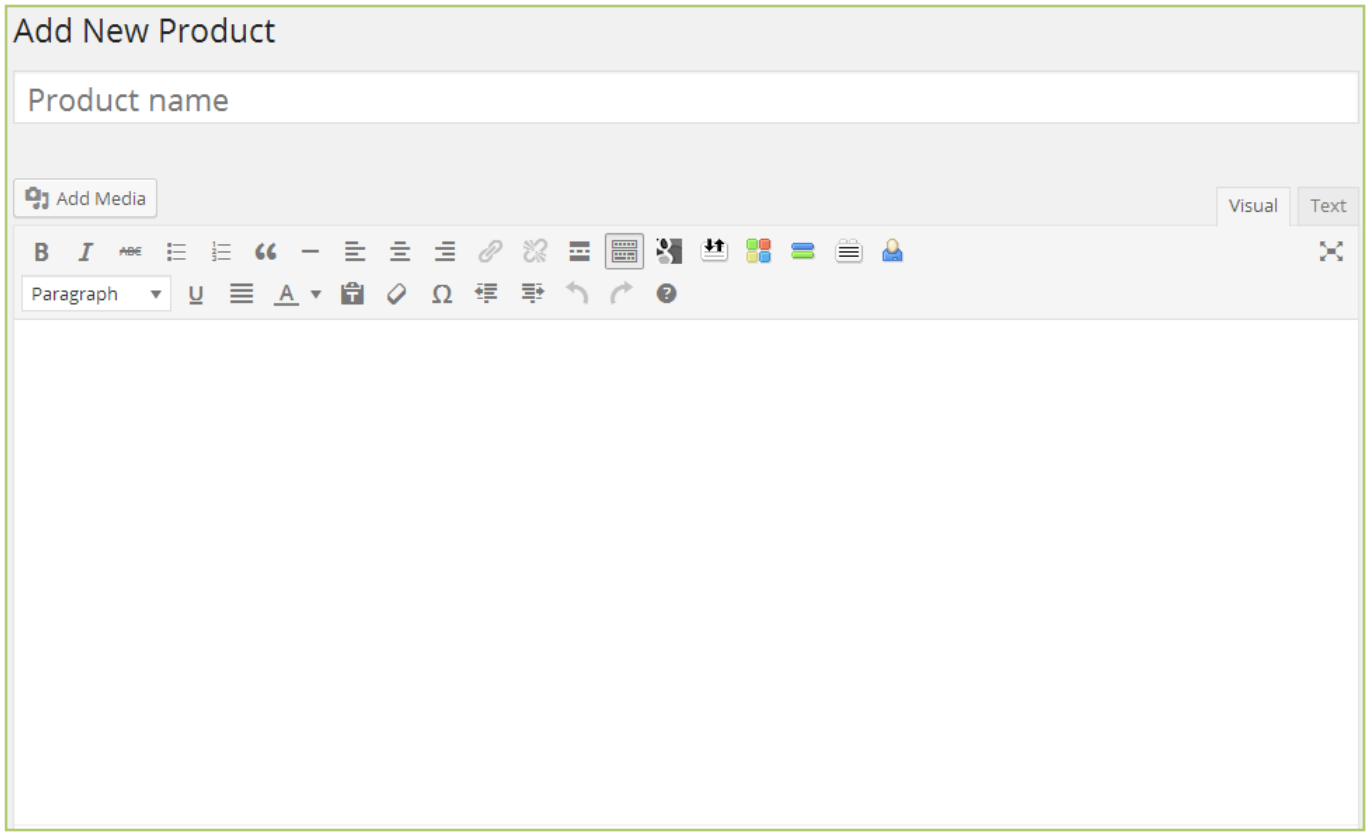


SHOP

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

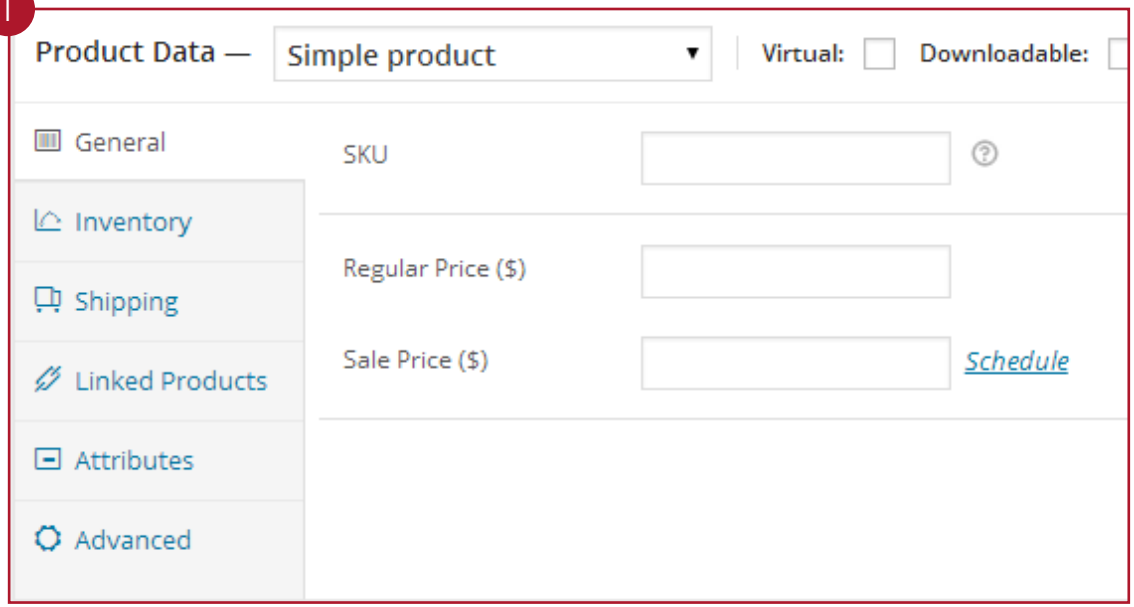
Go into the Dashboard and select **Products** from the left menu. Click **Add Product** (either on the left menu or the top of the Products page) to create a new product, or click the name of an existing product to make changes to a previously created product.



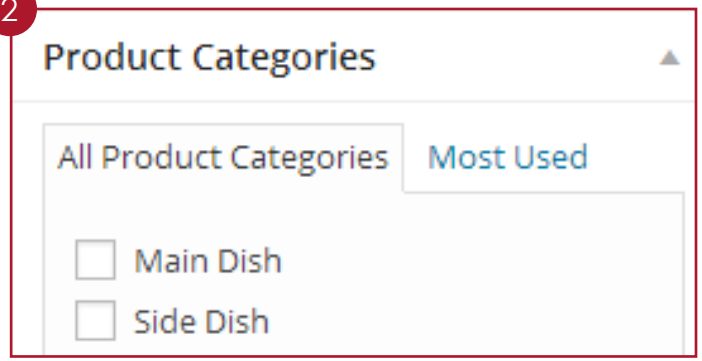
1. After adding/updating the **Product name** and **description** (much the same as creating a new post), enter the **Regular Price** and any other information that seems appropriate in the **Product Data** area below the description.
2. Select a category from the **Product Categories** list on the right.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

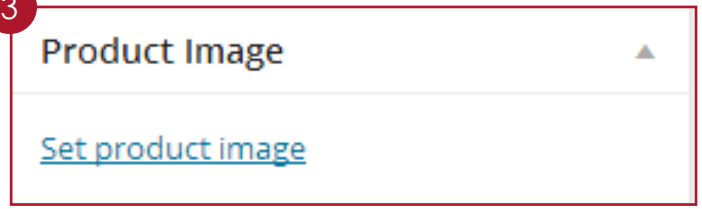
1



2



3



WOOCOMMERCE

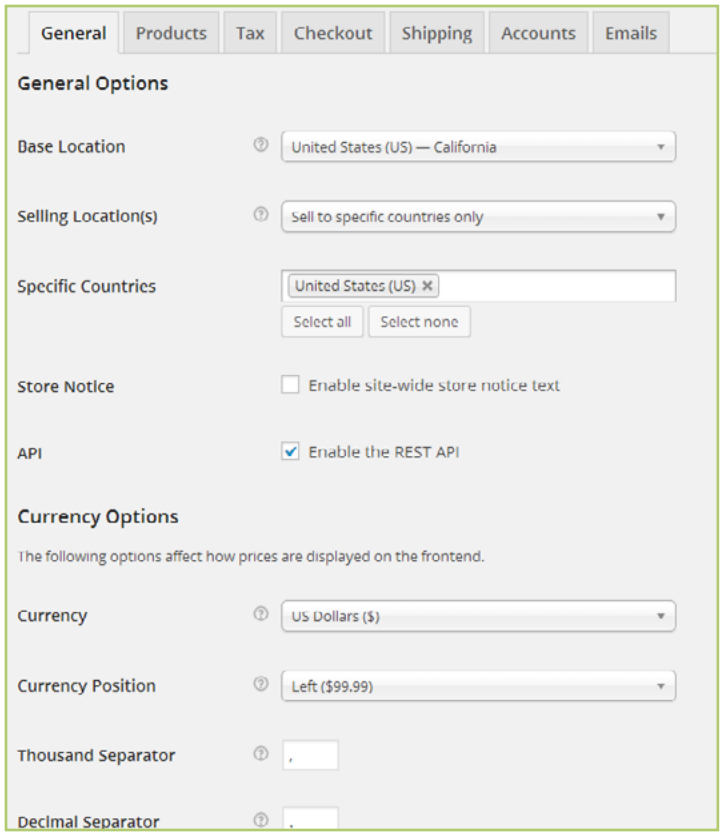
WooCommerce is the plug-in that drives the purchasing system used by the shop.

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.



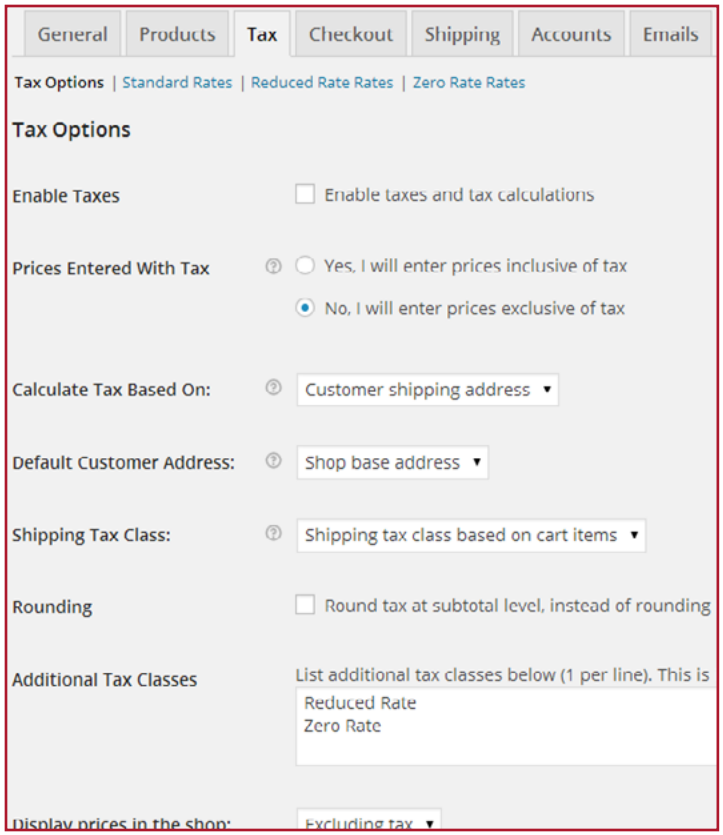
TAX

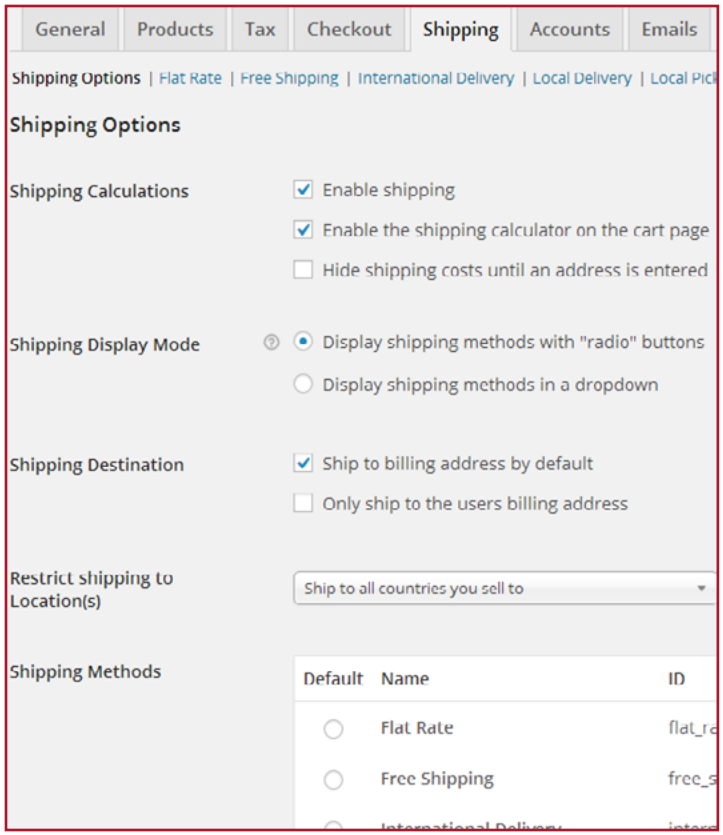
If you charge tax you'll want to go into this tab and check **Enable Taxes**, then fill in the rest of the options for how you will be calculating tax. You can choose to enter prices on each product including or excluding tax, and tell the system which method you're using. Click the **Save Changes**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

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

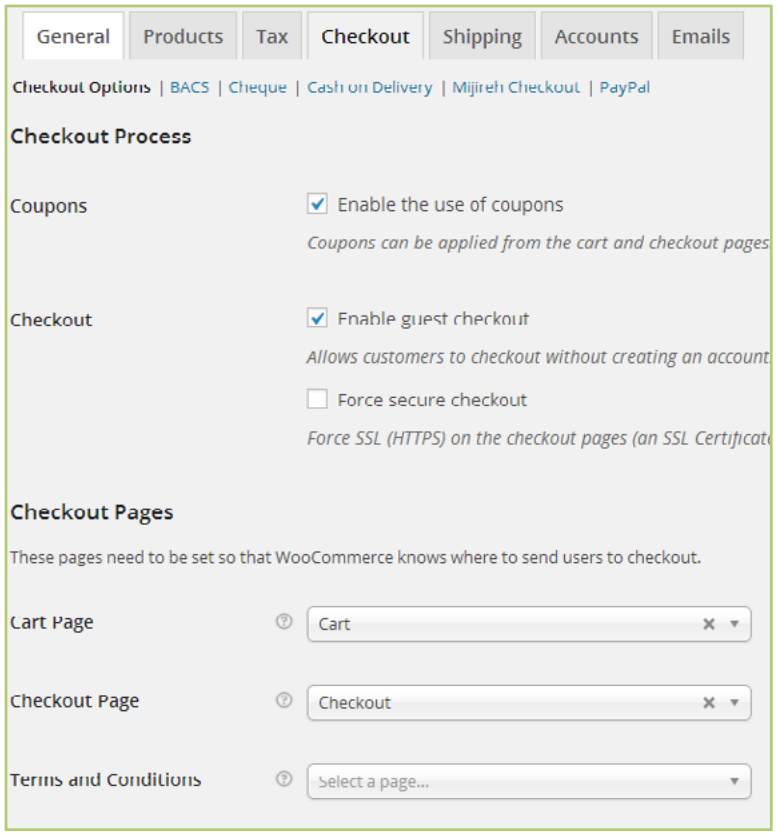




(WOOCOMMERCE CONT.)

PAYMENTS

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



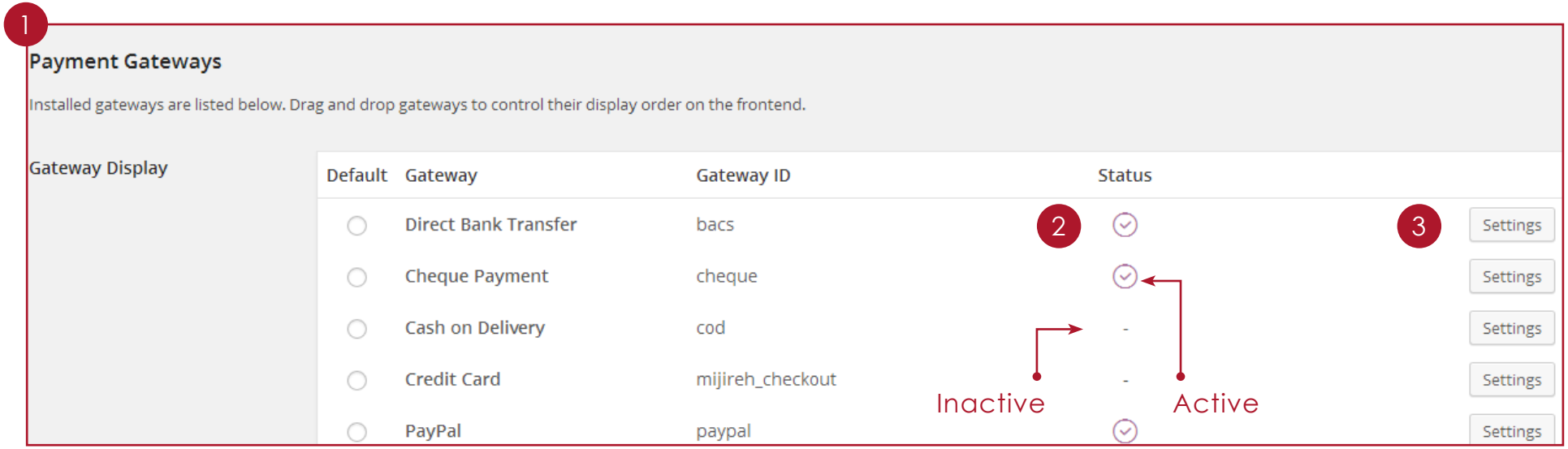
1 Scroll down to the bottom and find **Payment Gateways**.

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.



FEEDING
EACH OTHER