

How to add a product

1. Log into site using wp-admin link

2. Go Products > Add New

3. Add a Product Title

4. Go Product Data > Attributes > Custom Product Attribute and choose the categories with information to add and click 'Add'. Eg. Flavor Profile.

Product data — Simple product | Virtual: Downloadable:

General | Custom product attribute | Add | [Expand / Close](#)

Inventory

Shipping

Linked Products

Attributes

Advanced

Get more options

Extra

Use

Name: Use

Value(s):

Visible on the product page

Flavor Profile

Name: Flavor Profile

Value(s):

Visible on the product page

[Expand / Close](#)

5. Fill in the data for each category. If it is data that already exists on the site (ex. Flavor Profile: Sweet) then the value will autocomplete. If the data is new to the site use the 'Add New' button to the right of flavor profile.

6. To fill in ingredients, go to Custom Fields and select 'Ingredients'. Then under value put the text for that product eg. 'Salt, Black Pepper, Paprika'

Custom Fields

Name	Value
total_sales	0

Add New Custom Field:

Name	Value
ingredients	Salt, Black Pepper, Paprika

[Enter new](#)
[Add Custom Field](#)

Custom fields can be used to add extra metadata to a post that you can [use in your theme](#).

7. Fill in Product Short Description at the bottom of the page.

8. Under Product categories on the righthand side click to choose one.

Product categories

All categories **Most Used**

- All
- Flours & Breadings
- Herbs
- Other Ingredients
- Seasoning Blends
- Spices

[+ Add new category](#)

9. Under Product Image click 'Set product image' and drag in a high res image

Product image ▲



Click the image to edit or update

[Remove product image](#)

10. Under Publish click Update to save product changes.

Publish ▲

[Preview Changes](#)

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