

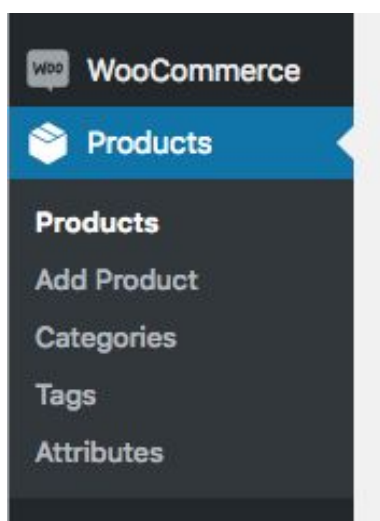


# Adding WooCommerce Variable Product Procedure

This procedure is to assist Simple Pixels clients by allowing them the ability to update their own WordPress website with confidence and accuracy. Whether you duplicate or start a new product from scratch, adding a new product to WooCommerce requires the same fields to be completed. Duplicating a product could save you data entry time, as long as you are cautious with updating the very important fields such as SKU. If your products are often similar and you want to keep the appearance of them uniformed throughout your website, consider the duplicate option.

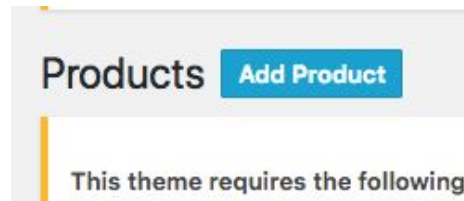
## PART ONE - Adding a new product

1. Log into your website. To do this you go to your website and add **/wp-admin** to the end of the domain name.
2. You will be redirected to a login screen. Enter your username and password.
3. The WordPress menu is along the left hand side of the screen. Beneath the WooCommerce title, you will see 'Products', click on this option.



4. Here is where you have two options. Choose one of the following:

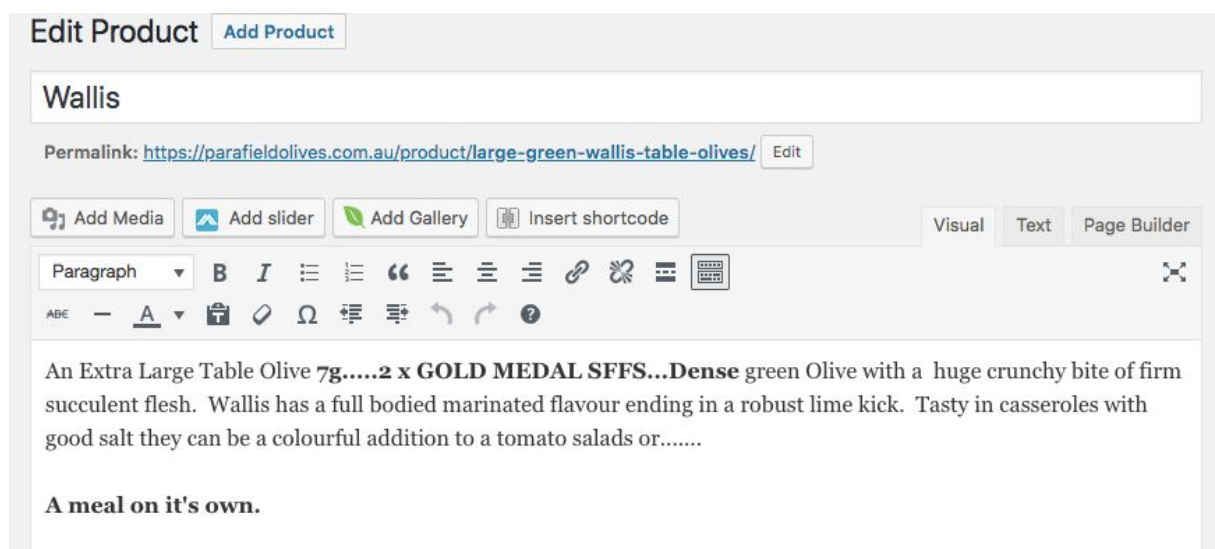
a) Click on the 'add product' button



b) OR Hover over a currently listed product and click on the 'duplicate' option that appears



5. Type in your product name (in the top white text box) and scroll down to add the product description (in the big white text box).



6. As you scroll down the page further, you will see the product categories along the right hand side of the screen. Tick one of the categories.

**Product Categories** ▲

All Product Categories Most Used


Table Olives

[+ Add New Product Category](#)

**Product Tags** ▲

7. Under this you will see Product Image and Product Gallery. Here you can add the main image to Product Image then any additional photos to Product Gallery.


**Product Image** ▲



*Click the image to edit or update*

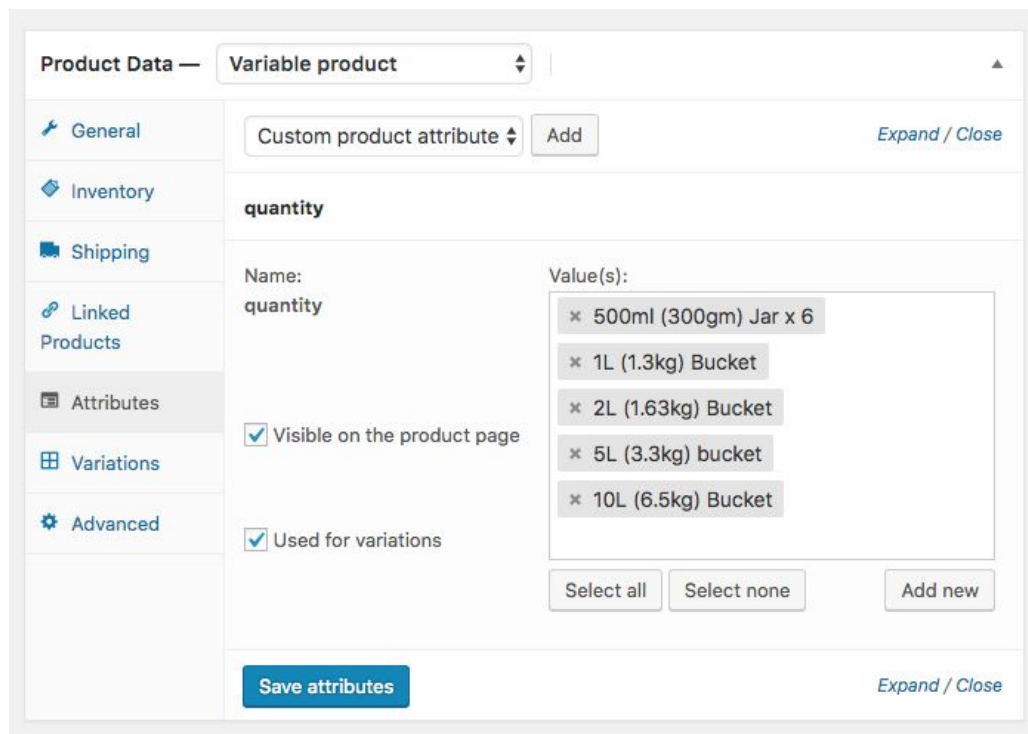
[Remove product image](#)

**Product Gallery** ▲

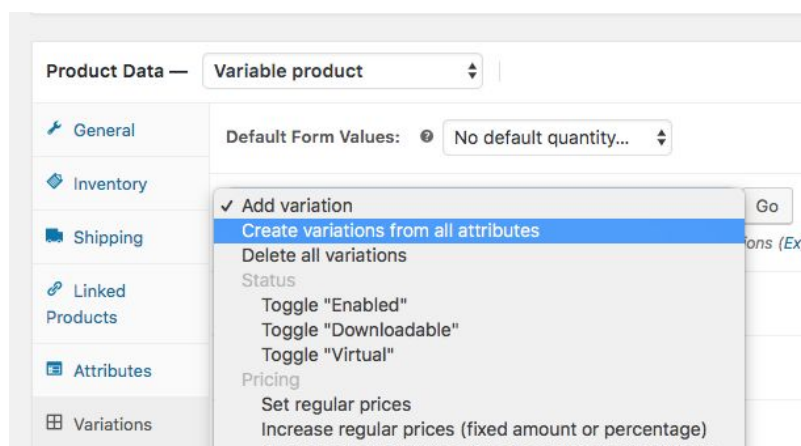


[Add product gallery images](#)

8. Continue to scroll down the page until you see the large 'Product Data' box. This is where you set up all the quantities and shipping details.
9. Click on the attributes tab to setup the quantity values. If you're editing a duplicate product, you will need to expand the 'quantity' title and ensure all the quantity options are listed under 'value':



10. If you're setting up a new product from scratch, you will have to select product data to be variable product, click on custom product attribute drop down and select 'quantity' then add. Click select all. Tick visible on the product page. Save.
11. Next step is to setup the Variations tab.
12. If you're setting up a new product, you will need to click the dropdown menu beside the 'go' button and select 'create variations' then go.



13. Click the expand option to view all the details of each quantity.
14. Here is where to need to ensure each product has its very own SKU. It can't be one that already exist. The other important fields are: regular price, weight and dimensions.

Shipping 5 variations [Expand](#) / [Close](#)


[Linked Products](#)

[Attributes](#)

**Variations**

[Advanced](#)

#1120 500ml (300g)

 SKU [?](#)  
6JarWallis

Enabled  Downloadable [?](#)  Virtual [?](#)  
 Manage stock? [?](#)

Regular price (\$)  Sale price (\$) [Schedule](#)

Stock status [?](#)

Weight (kg) [?](#)  Dimensions (LxWxH) (cm)

Shipping class

Tax class

Variation description

15. Once completed hit the blue save changes under the last product.
16. As a reassurance of your changes, you can also scroll back up the page and hit the blue 'update' button as well, before you exit the screen.

Catalog visibility: **Catalog/search, Featured** [Edit](#)

Readability: **OK**

SEO: **Not available**

[Copy to a new draft](#) [Move to Trash](#) [Update](#)

17. After making changes to your website, we always advise viewing your website afterwards to ensure the changes look okay to the public and you haven't made any accidental errors.

**Well done! You have now uploaded a new product to your website!**

This procedure may seem long the first few times you follow it but once you start adding products on a regular basis, this process will seem so easy. And you will get to the stage where you'll no longer need a procedure.

Regards,

*Simple Pixels Team*