Setting up WooCommerce in WordPress

What is WordPress and WooCommerce

- WordPress is by far the most popular Content Management System (CMS) in the world:
  - [Well over 1/2](#) of all Content Management Systems users choose WordPress for it's relative ease of use and flexibility
  - There's a huge WordPress community creating plug-ins and themes
  - It's FREE
- WooCommerce is the most popular open source e-commerce plug in for WordPress
- Here are some links that explain more about WooCommerce:
  - https://wordpress.org/plugins/woocommerce/
  - https://woocommerce.com/
  - [WooCommerce Review: Best Wordpress Shopping Cart Plugin](#)

Step 1: Setting up WooCommerce

- WooCommerce has been downloaded and installed on a student site hosted by MiraCosta for you. Follow these directions to set up your initial WooCommerce site.
- You will receive two emails
  - One includes:
    - LInk to your site
    - Your Username and Password
    - Links to your admin account
- Visit your site

Dear User,

Your new CSIT146 Student Blogs site has been successfully set up at:
https://csit146-students.miracosta.edu/test101516/

You can log in to the administrator account with the following information:
Username: test101516
Password: pastNoasudFi
Log in here: https://csit146-students.miracosta.edu/test101516/wp-login.php

We hope you enjoy your new site. Thanks!

--The Team @ CSIT146 Student Blogs

Step 1: Setting up WooCommerce

- When you visit the it site should look similar to this

- If not, when you go to the admin site activate the Twenty Twelve theme

Woo Test

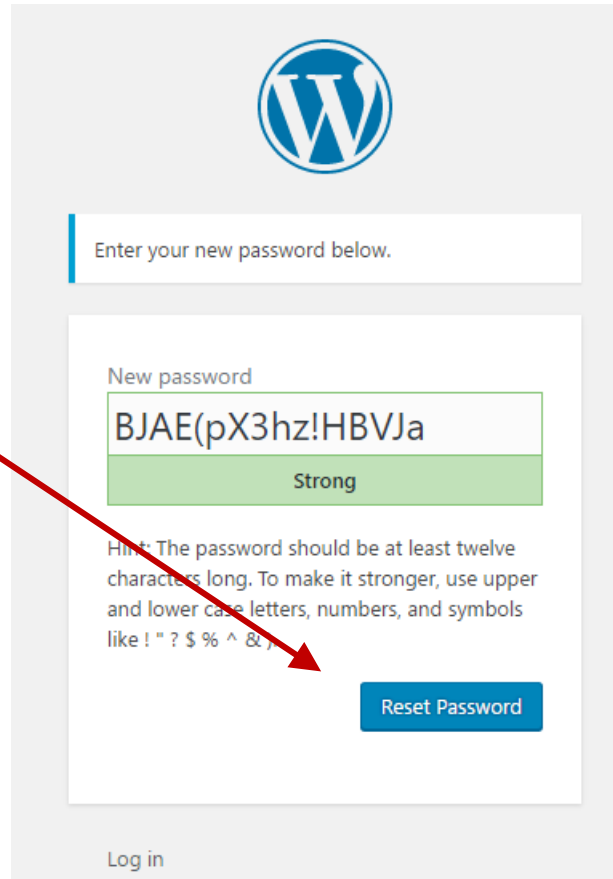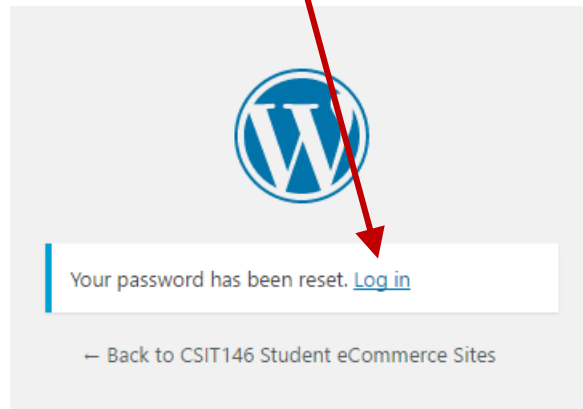Just another CSIT146 Student Blogs site

HOME   SAMPLE PAGE

Hello world!

1 Reply

Welcome to CSIT146 Student Blogs. This is your first post. Edit or delete it, then start blogging!

This entry was posted in Uncategorized on November 2, 2014.Edit

Search

RECENT POSTS

Hello world!
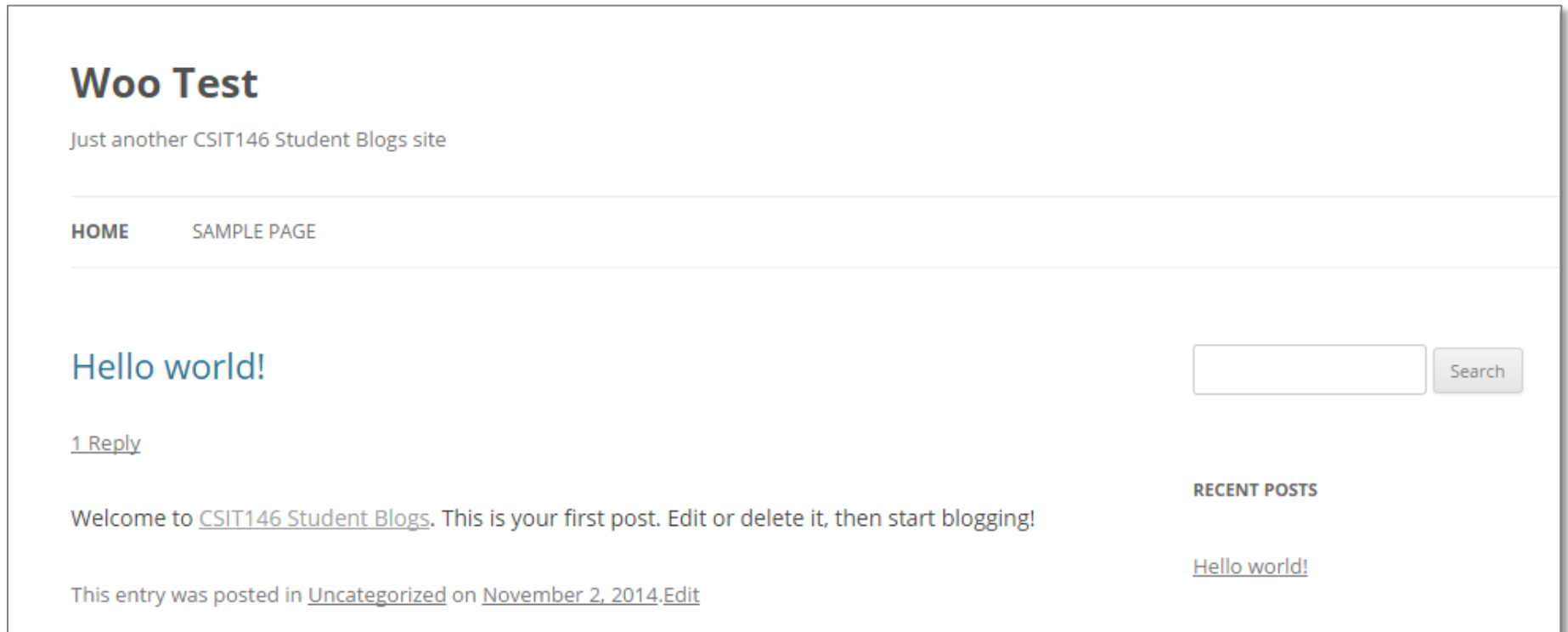
Step 1: Setting up WooCommerce

- The other email has links to reset your password
- And login
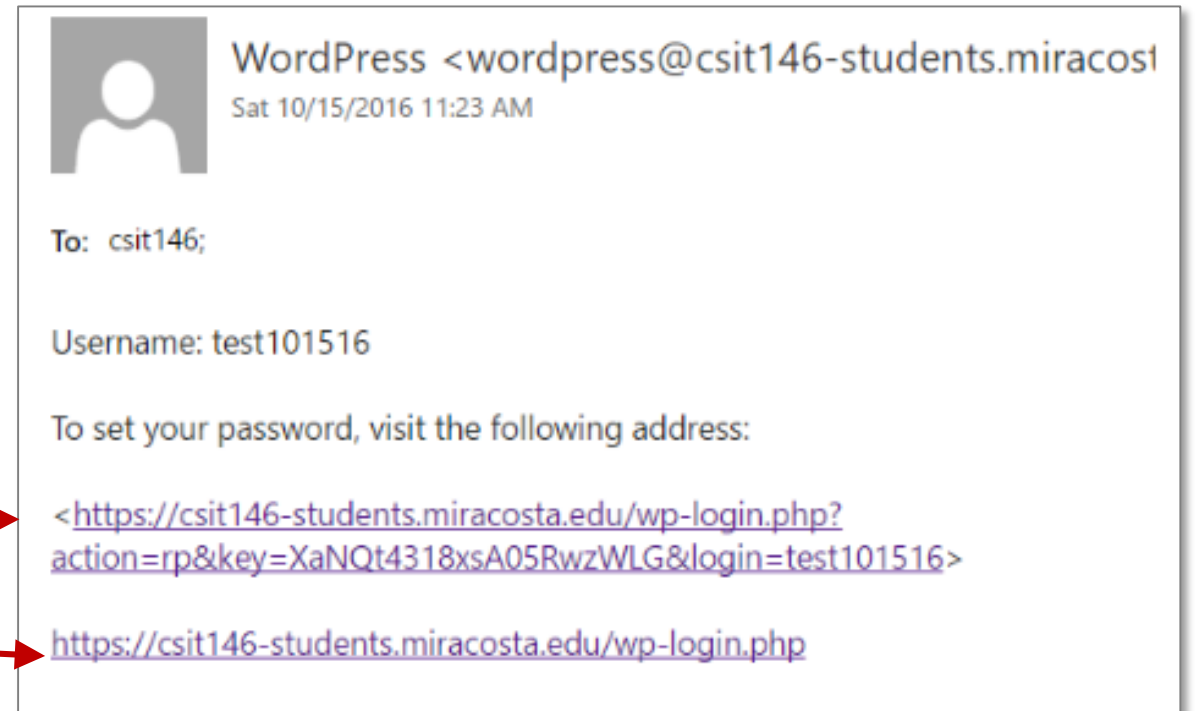
- It's recommended you reset your password to something easier to remember

WordPress <wordpress@csit146-students.miracost
Sat 10/15/2016 11:23 AM

To: csit146;

Username: test101516

To set your password, visit the following address:

<https://csit146-students.miracosta.edu/wp-login.php?action=rp&key=XaNQt4318xsA05RwzWLG&login=test101516>

https://csit146-students.miracosta.edu/wp-login.php

Step 1: Setting up WooCommerce

- Type your new your password here
- Reset Password
- Select Login

- Login to your admin site using the ID from the email and your new password

Enter your new password below.

New password

BJAE(pX3hz!HBVJa

Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? $ % ^ &)

Reset Password

Log in

Your password has been reset. Log in

← Back to CSIT146 Student eCommerce Sites

Username

Password

Remember Me

Log In

Lost your password?

← Back to Woo Test
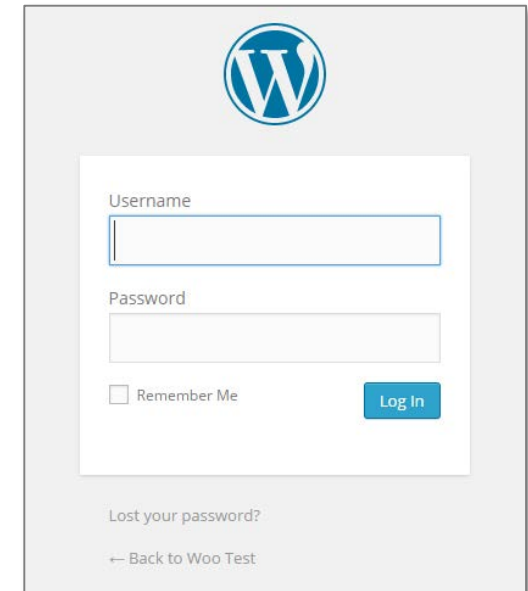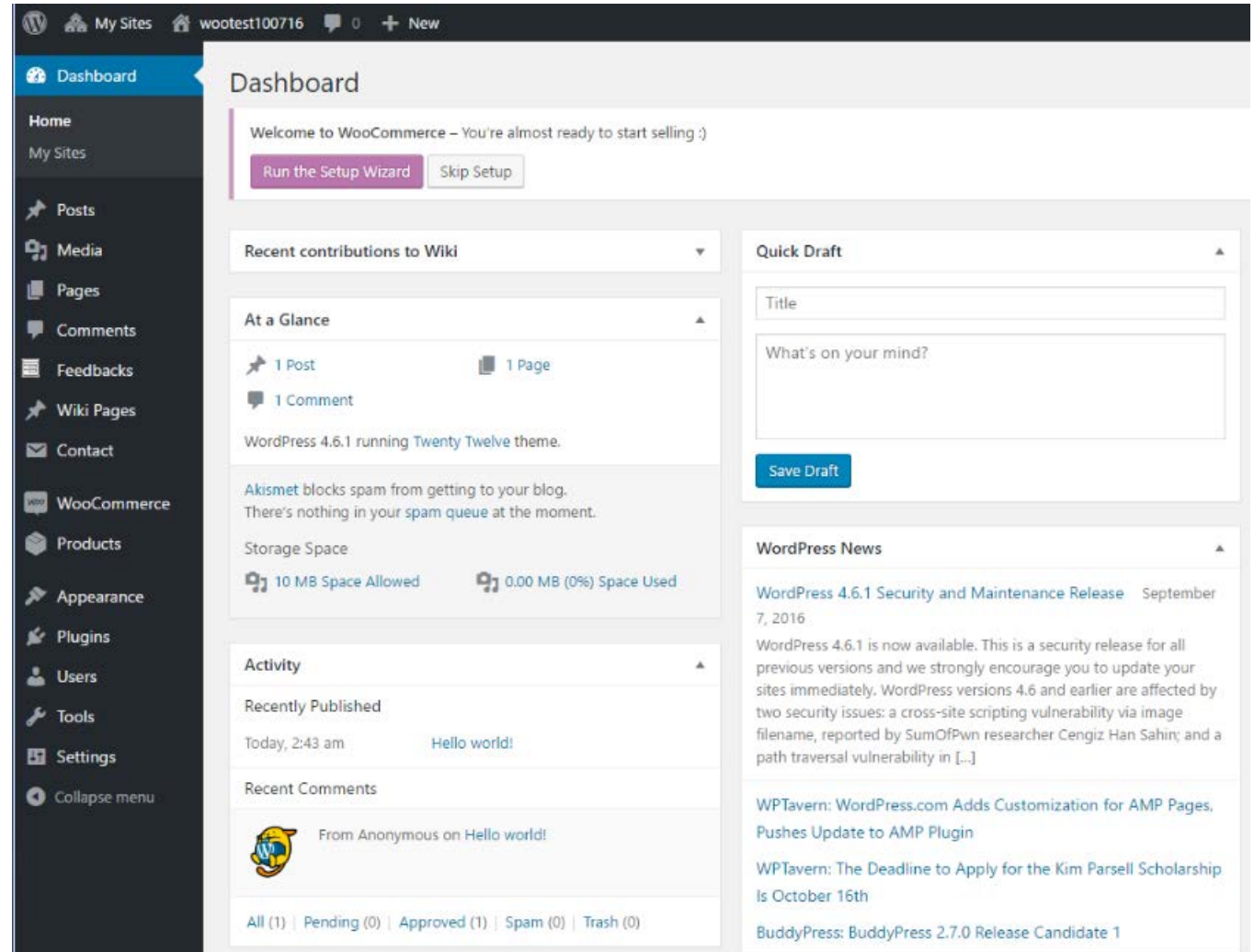
Step 2: Setting up WooCommerce

- When you first enter the Admin site if you see the WooCommerce set up page select "**Not right now**"
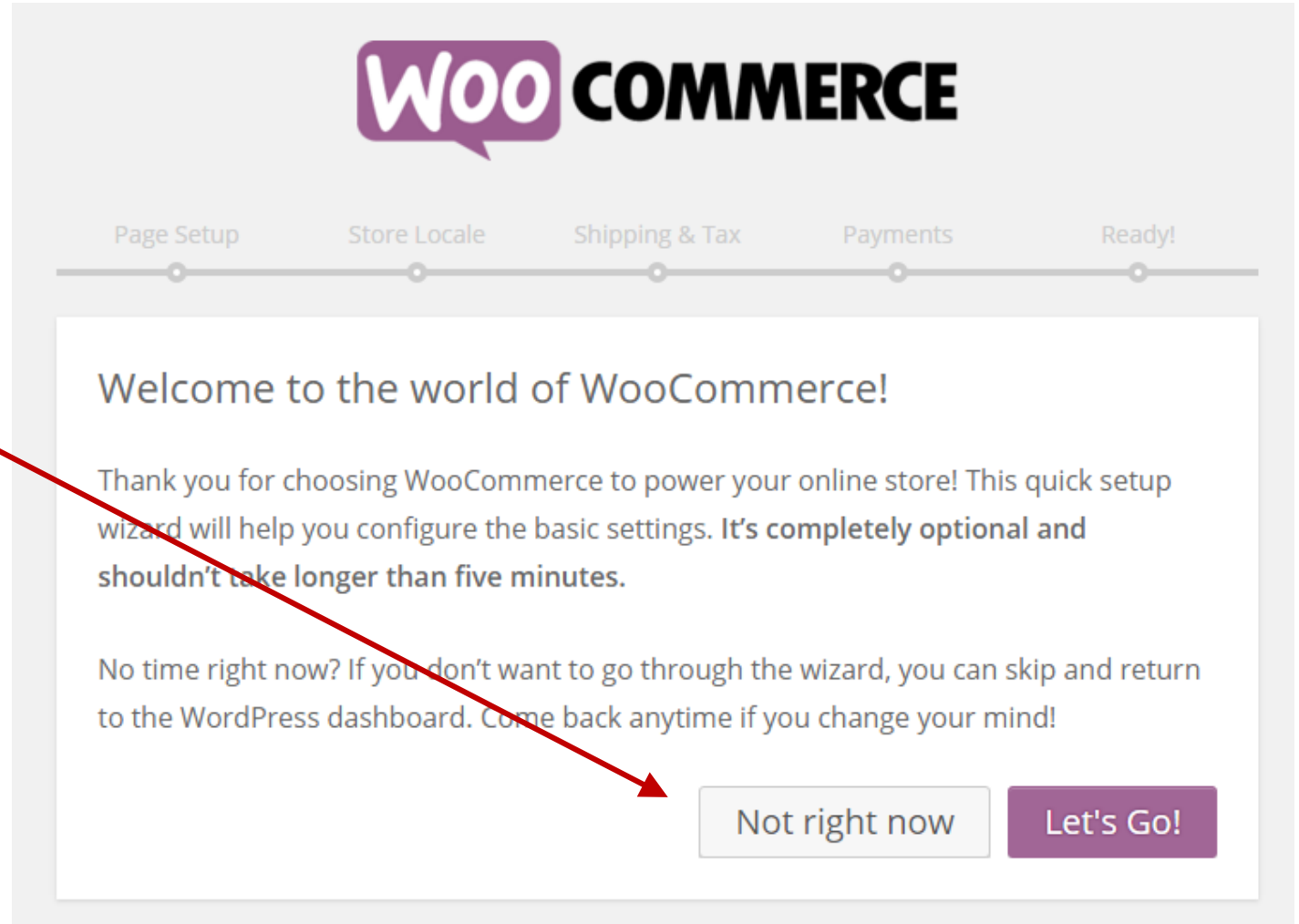
Step 2: Setting up WooCommerce

- You will see your admin **Dashboard**

Step 4: Check Themes

- Before installing the WooCommerce pages it is best to get the site set up as much as possible

- Select **Appearance > Themes** to check the available Themes
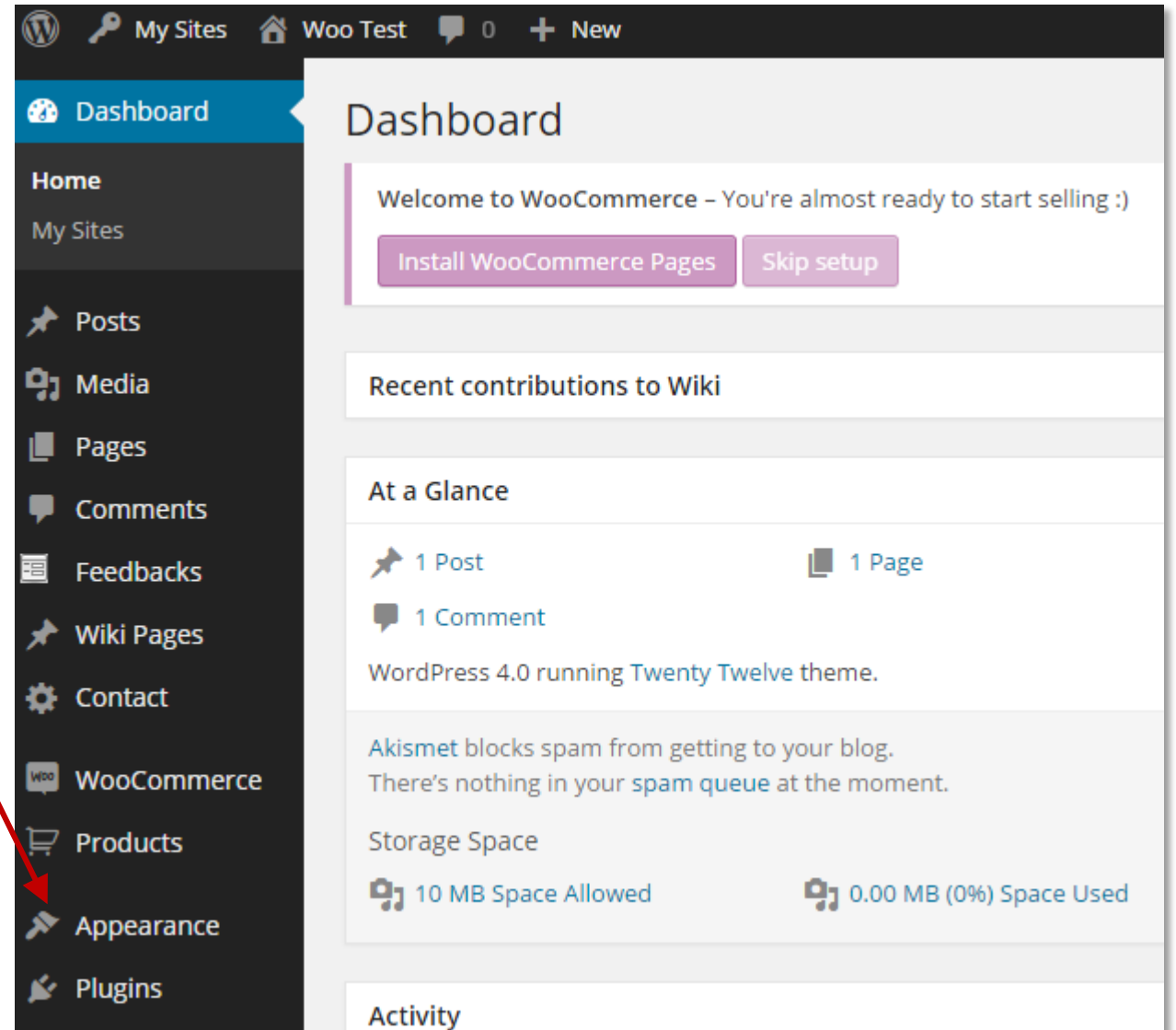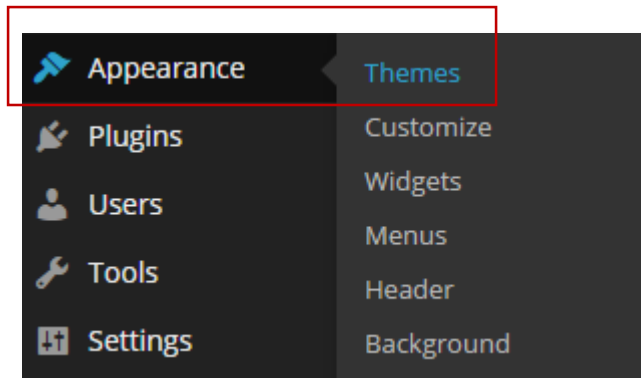
Step 4: Check Themes

- Make sure the **Twenty Twelve** theme is active. If not, activate it.

Note: **We are starting with a simple basic theme.**

After completing this assignment feel free to try out some other themes. If you do, you may need to redo some steps from this lesson.

Step 5: Adding Basic e-Commerce pages

- Add basic e-Commerce pages to the site

- Click on **Pages**

- Delete **Sample Page**
  - Select **Sample Page**
  - Click on **Bulk Actions** dropdown
  - Select **Move to Trash**

- Next to **Pages** select **Add New**
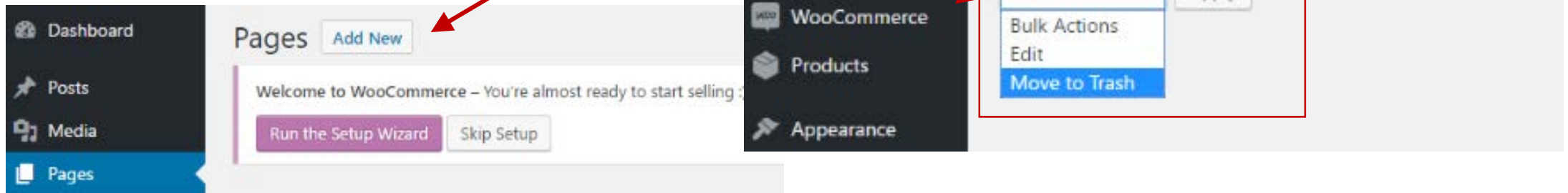
Step 5: Adding Basic e-Commerce pages

- Type **About** in the text box
- Click **Publish** to add page
- Using the same process add the following pages:
  - Privacy Policy
  - Terms and Conditions
  - Contact
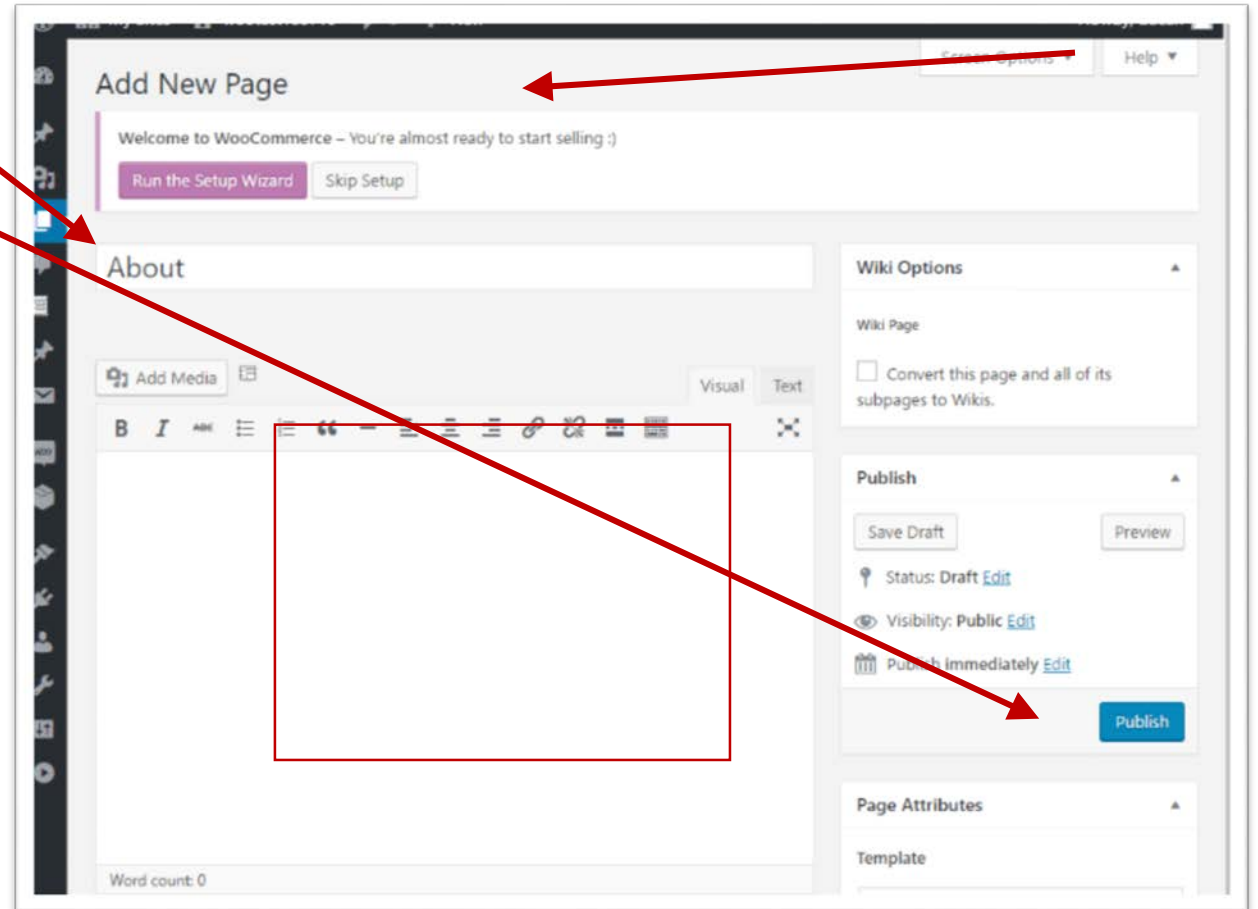
Step 5: Adding Basic e-Commerce pages

- Using the same process add the following other pages:
  - Privacy Policy
  - Terms and Conditions
  - Contact
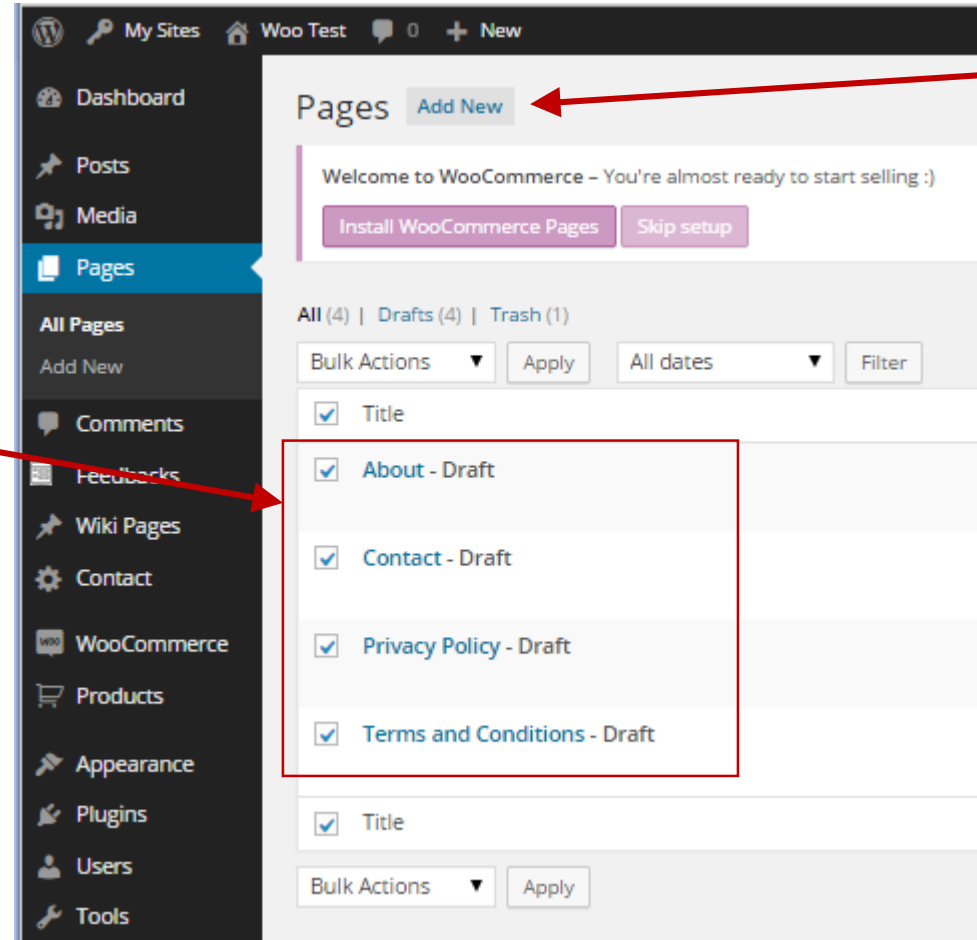
Step 6: Remove Comment Boxes

- Comment boxes are not appropriate for these pages. Let's remove them.

- Select **All Pages**
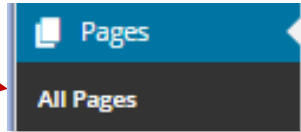
- Select all the pages by selecting the checkbox next to **Title**

- Click on **Bulk Actions** and select **Edit**
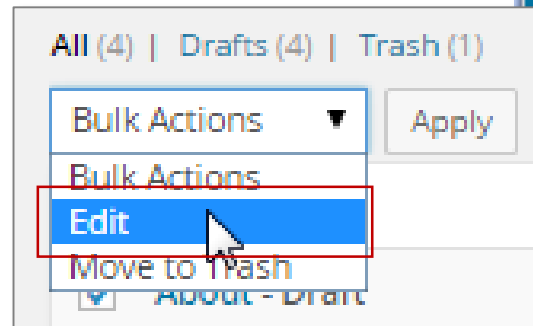
- Click on **Apply**
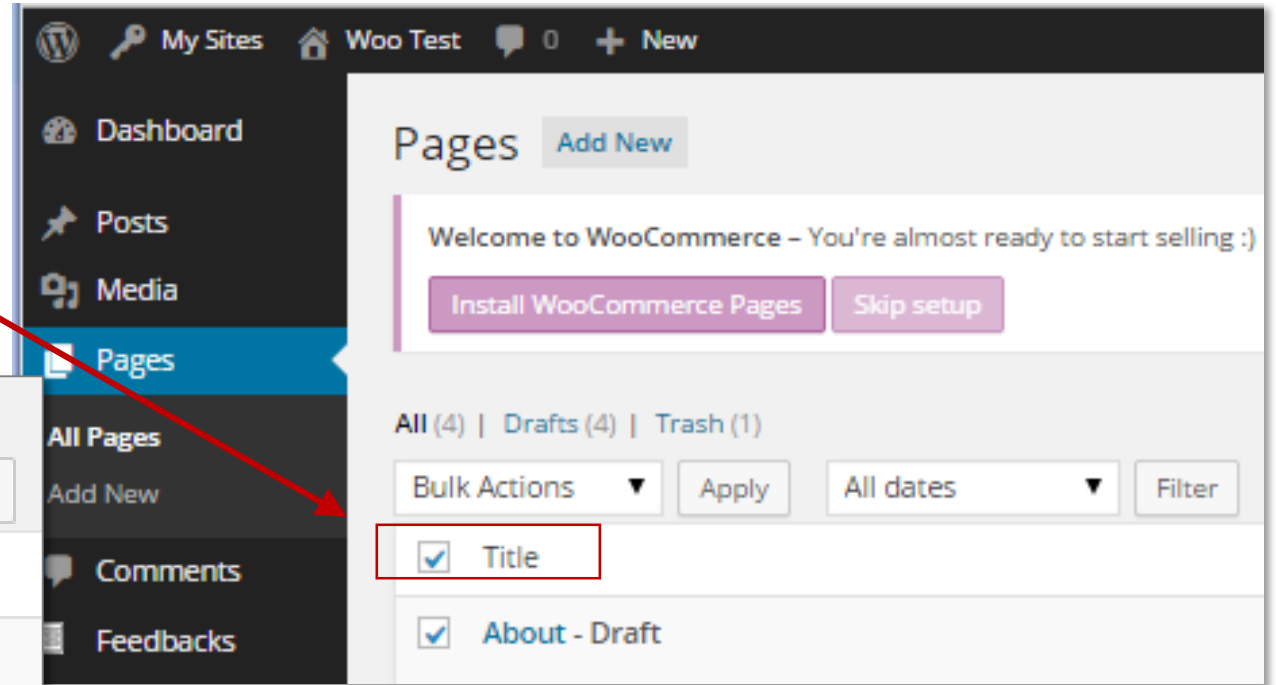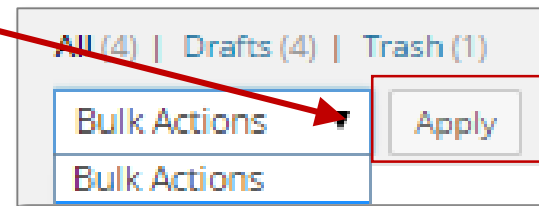
Step 6: Remove Comment Boxes

- Click on the **Comments dropdown** and select **Do not allow**

- Click on **Update**
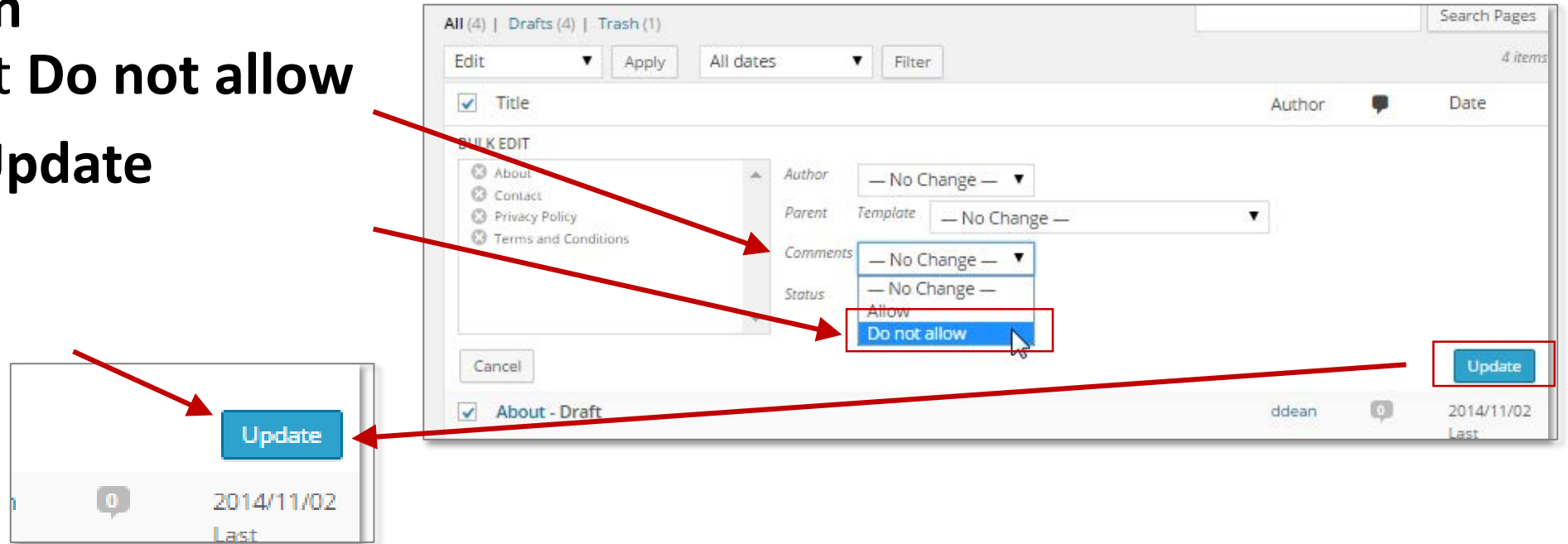
- Check each page to make sure the **comment boxes** no longer display

Step 6: Remove Comment Boxes

- Your pages should now look similar to this:
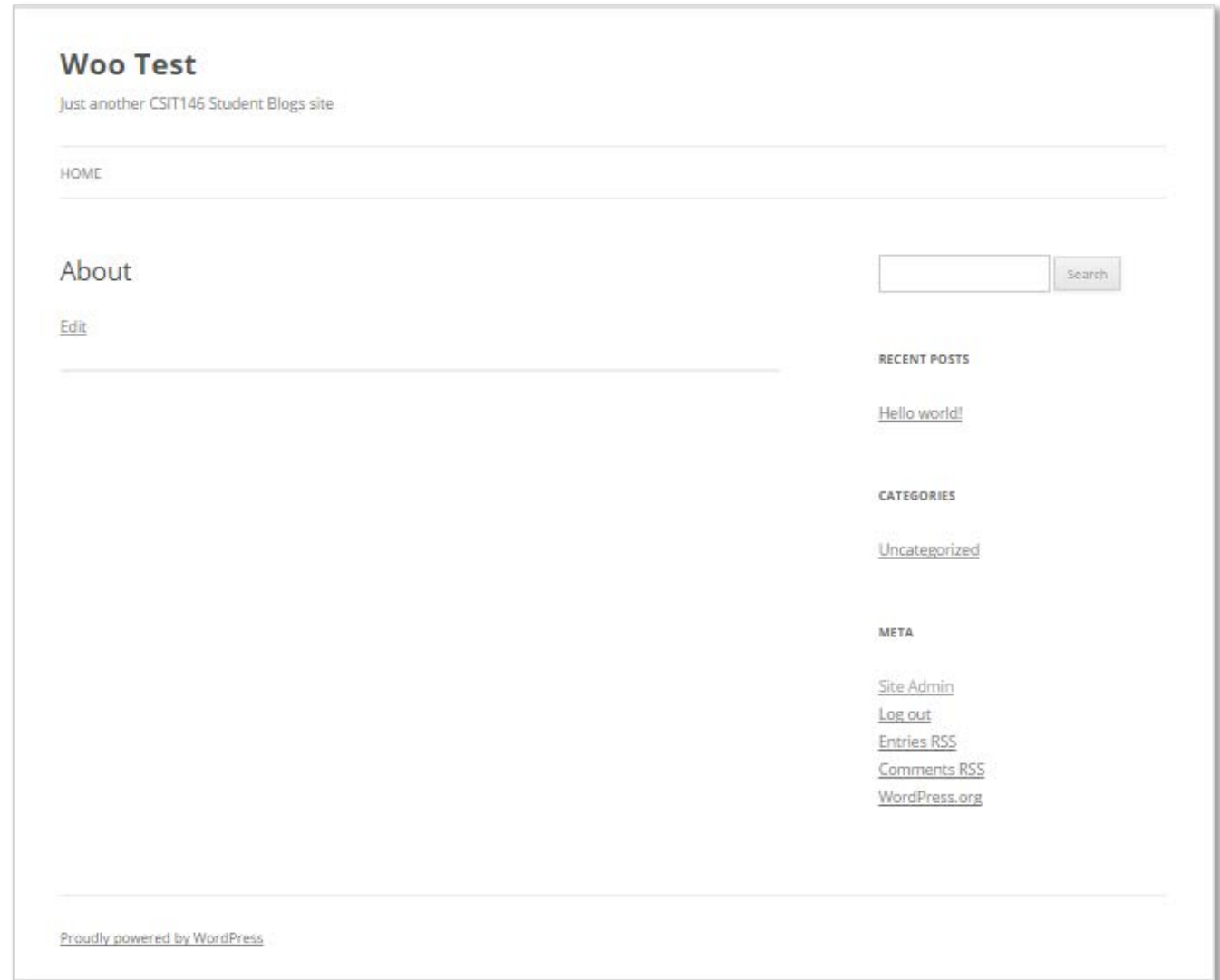
Step 7: Remove Sidebar Widgets

- In order to have the maximum display area you may want to remove the **Sidebar Widgets**

- Select **Appearance > Widgets**

- Drag and drop the **Main Sidebar Widgets** into the **Available Widgets** column until **Main Sidebar** is empty
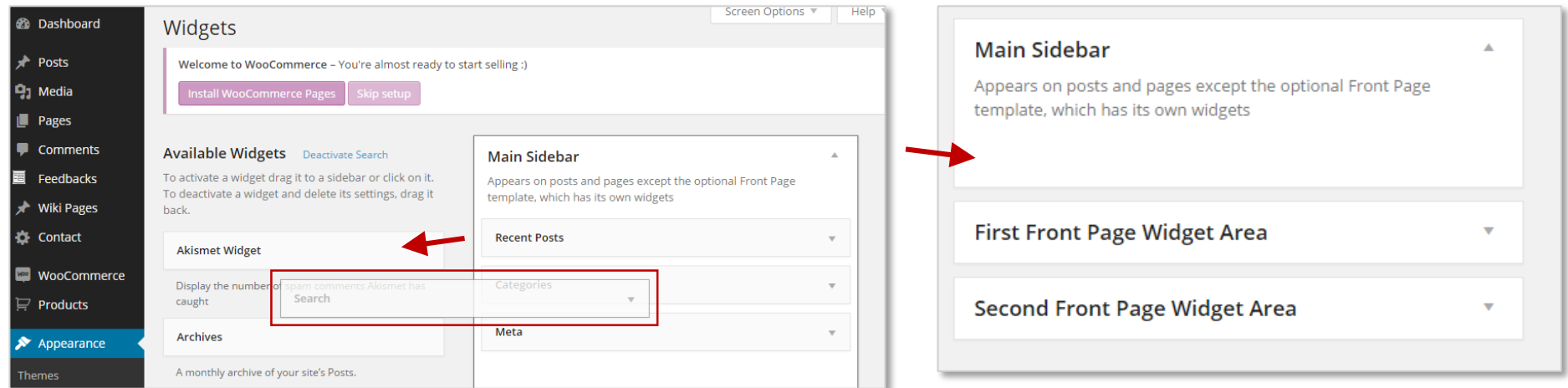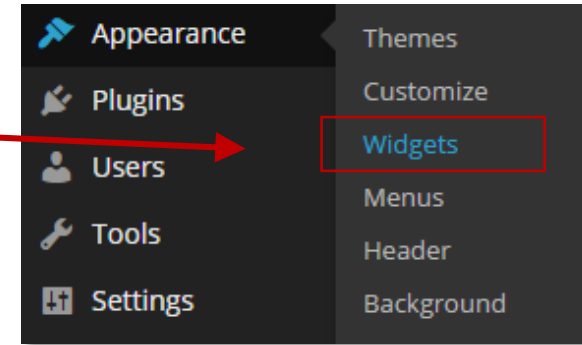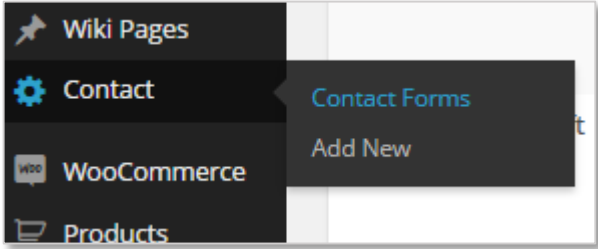
Step 7: Remove Sidebar Widgets

• Your pages should now look similar to this:

Woo Test

Just another CSIT146 Student Blogs site

HOME

About

Edit

Proudly powered by WordPress
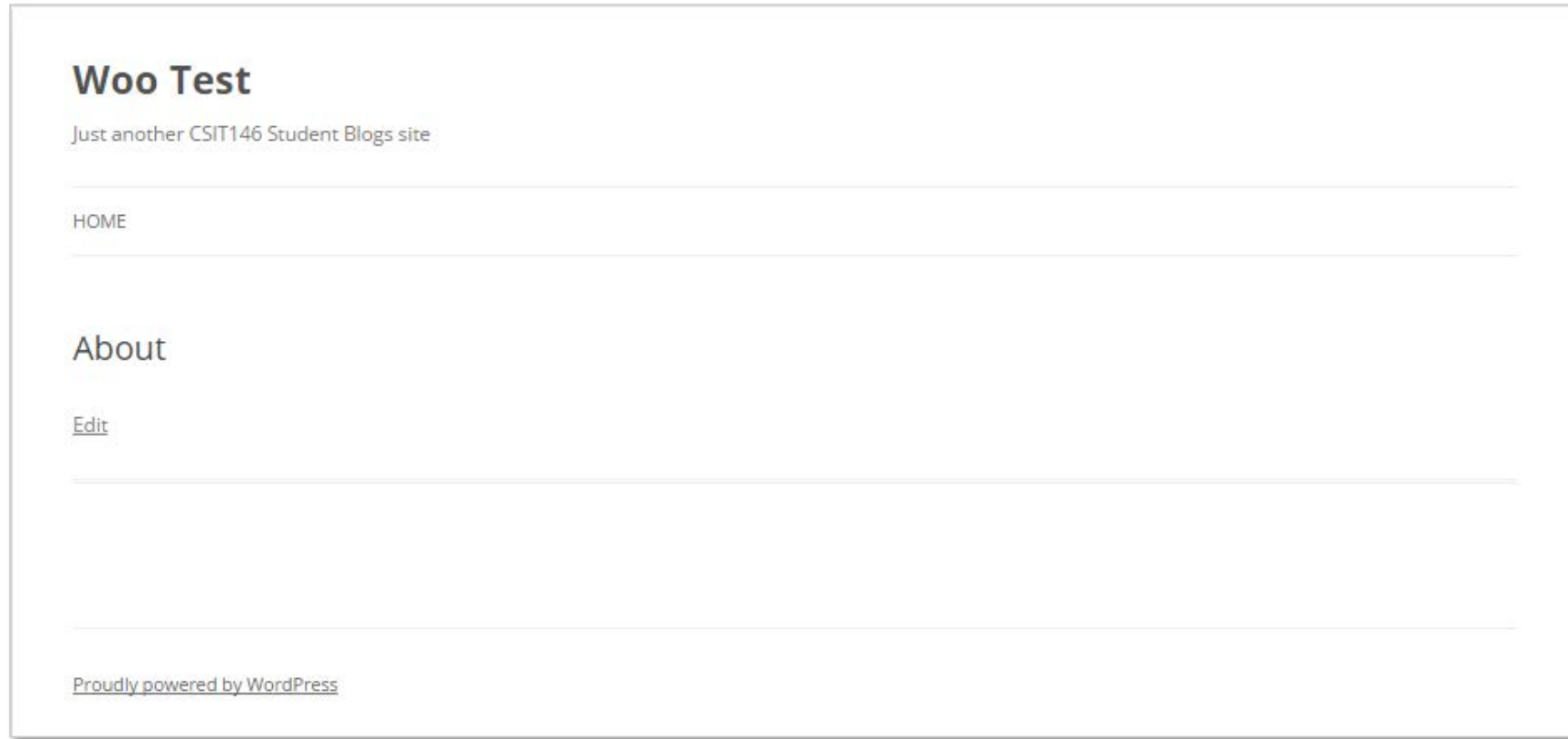
Step 8: Add Contact Form

- WordPress does not have a built in **Contact Form** feature. A Plugin needs to be added. In order to create forms we added the **Contact Form 7** plugin.

- Click on **Contact > Contact Forms**

- To learn more about how to use **Contact Form 7** select the **Get Started** links, but for this exercise you can simply follow the directions on the next slide
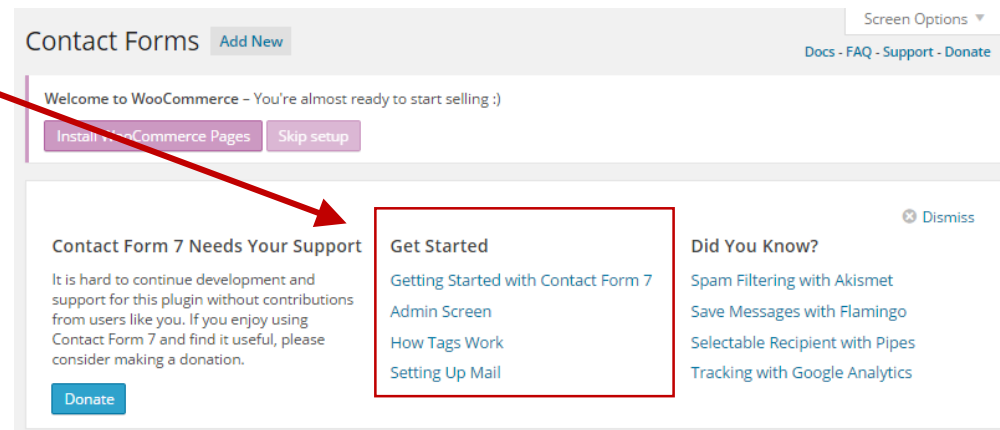
Step 8: Add Contact Form

- Click on **Add New**   Contact Forms Add New
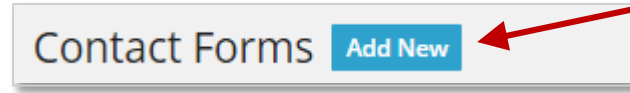
- Give the form an appropriate name

  ### Add New Contact Form
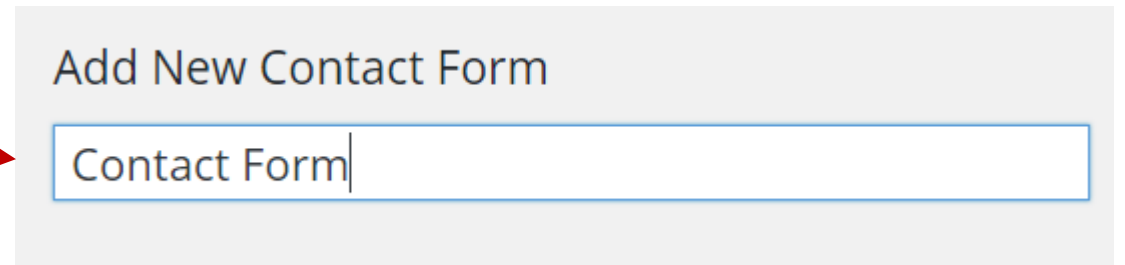
  Contact Form

- Under **Status** select **Save**

  Help ▾

  ### Add New Contact Form

  Enter title here

  Status

  Save

  Form   Mail   Messages   Additional Settings

  Information
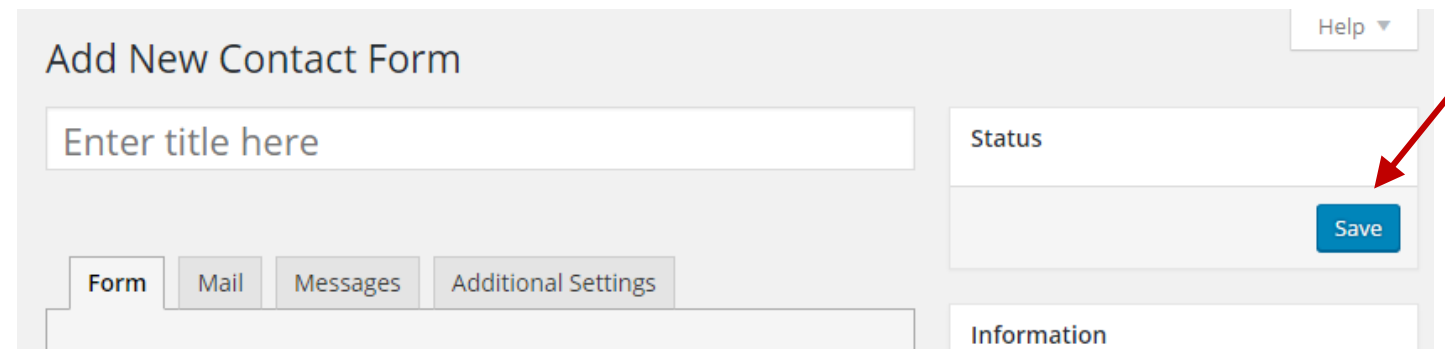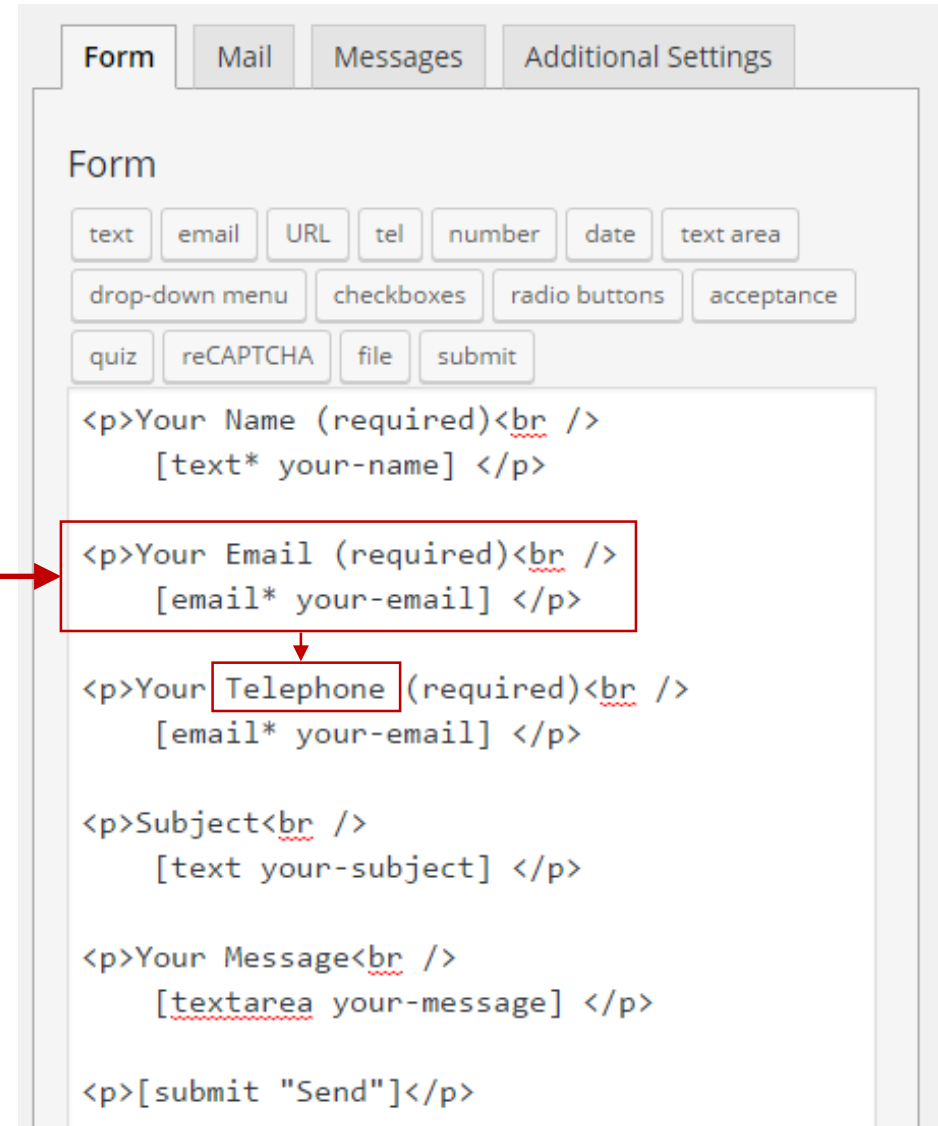
- A new form will be created

  ### Edit Contact Form   Add New

  Contact form created.
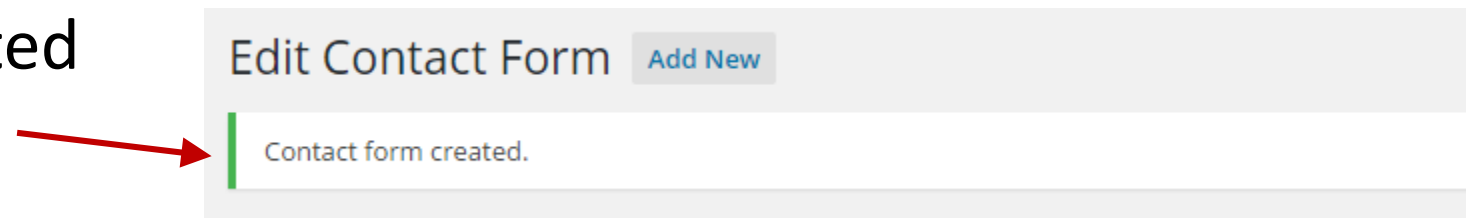
Step 8: Add Contact Form

- Let's customize the form by adding a Telephone number field

- Copy the email script and paste it just below

- In the **instruction text** change the word **"Email"** to **"Telephone"**

Step 8: Add Contact Form

- In the Telephone tag
  Delete [email* your-email]

- Leave the cursor in place

- Click the **"Tel" form tag generator**

```
<p>Your Email (required)<br />
    [email* your-email] </p>

<p>Your Telephone (required)<br />
    [email* your-email] </p>
```

```
<p>Your Email (required)<br />
    [email* your-email] </p>

<p>Your Telephone (required)<br />
    | </p>
```

Form	Mail	Messages	Additional Settings

Form

| text | email | URL | tel | number | date | text area |

| drop-down menu | checkboxes | radio buttons | acceptance | quiz |

| reCAPTCHA | file | submit |

```
<p>Your Name (required)<br />
    [text* your-name] </p>

<p>Your Email (required)<br />
    [email* your-email] </p>

<p>Your Telephone (required)<br />
    | </p>
```

Step 8: Add Contact Form

- For **Field type** select **"Required field"**

- Click on **"Insert Tag"**

- The tag will be inserted where it belongs

Step 8: Add Contact Form

- Click **Save**

- Scroll to the top of the page

- Copy the **shortcode**

```
<p>Your Telephone (required)<br />
    [tel* tel-422] </p>

<p>Subject<br />
    [text your-subject] </p>

<p>Your Message<br />
    [textarea your-message] </p>

<p>[submit "Send"]</p>
```
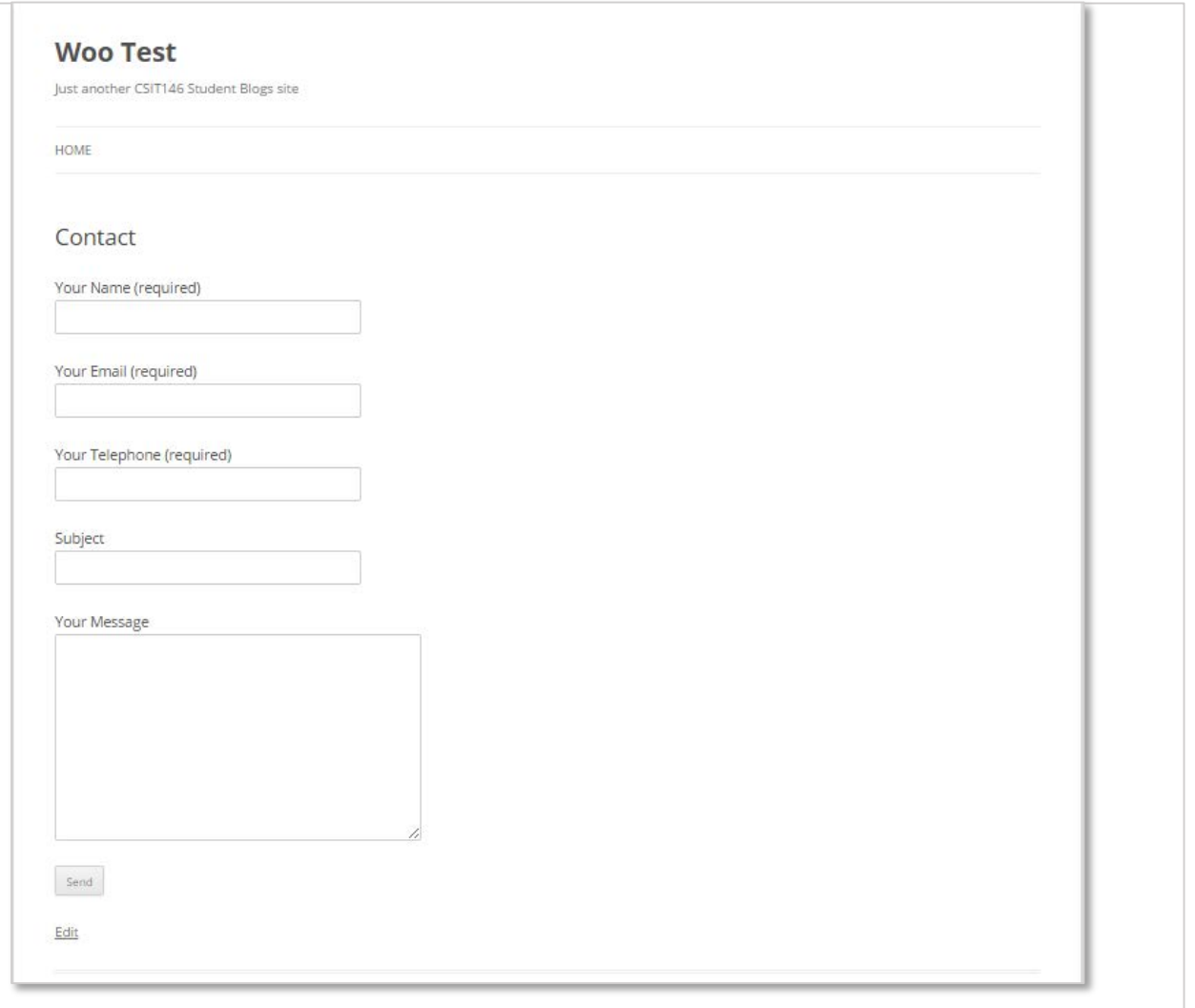
Save

Edit Contact Form   Add New

Contact form saved.

Contact Form

Copy this shortcode and paste it into your post, page, or text widget content:

[contact-form-7 id="3593" title="Contact Form"]

Form   Mail   Messages   Additional Settings

Step 8: Add Contact Form

- Click on **Pages**
- Open the **Contact** page
- Select Edit
- Paste the code
- Click **Update**
- Click **Preview Changes**

Step 8: Add Contact Form

- Your page should look like this

Woo Test

Just another CSIT146 Student Blogs site

HOME

Contact

Your Name (required)

Your Email (required)

Your Telephone (required)

Subject

Your Message

Send

Edit

Step 9: Create the Menu

- In preparation for adding the WooCommerce pages we need to create a Menu

- If you have not done so publish all the pages created so far

- Select **Edit** for each unpublished page, then click on **Publish**
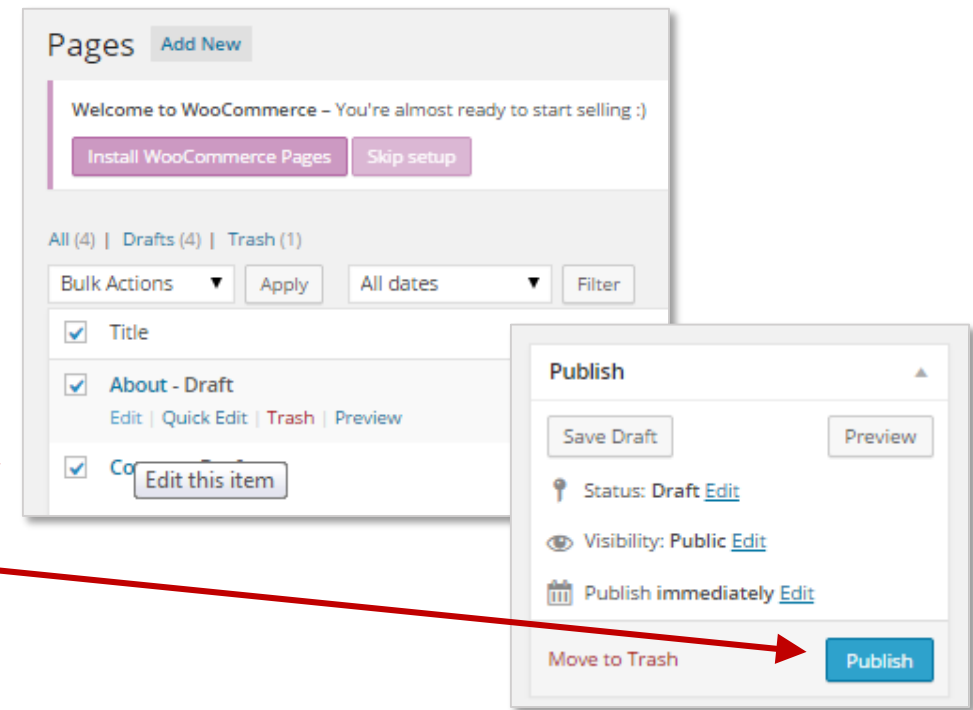
Step 9: Create the Menu

- After publishing each page visit the site by moussing over the name of your site in the top menu bar and selecting **Visit Site** from the dropdown
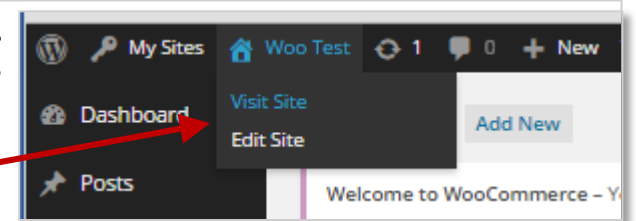
- Your page should look similar to this

- Make sure you can see links to all the pages you created so far
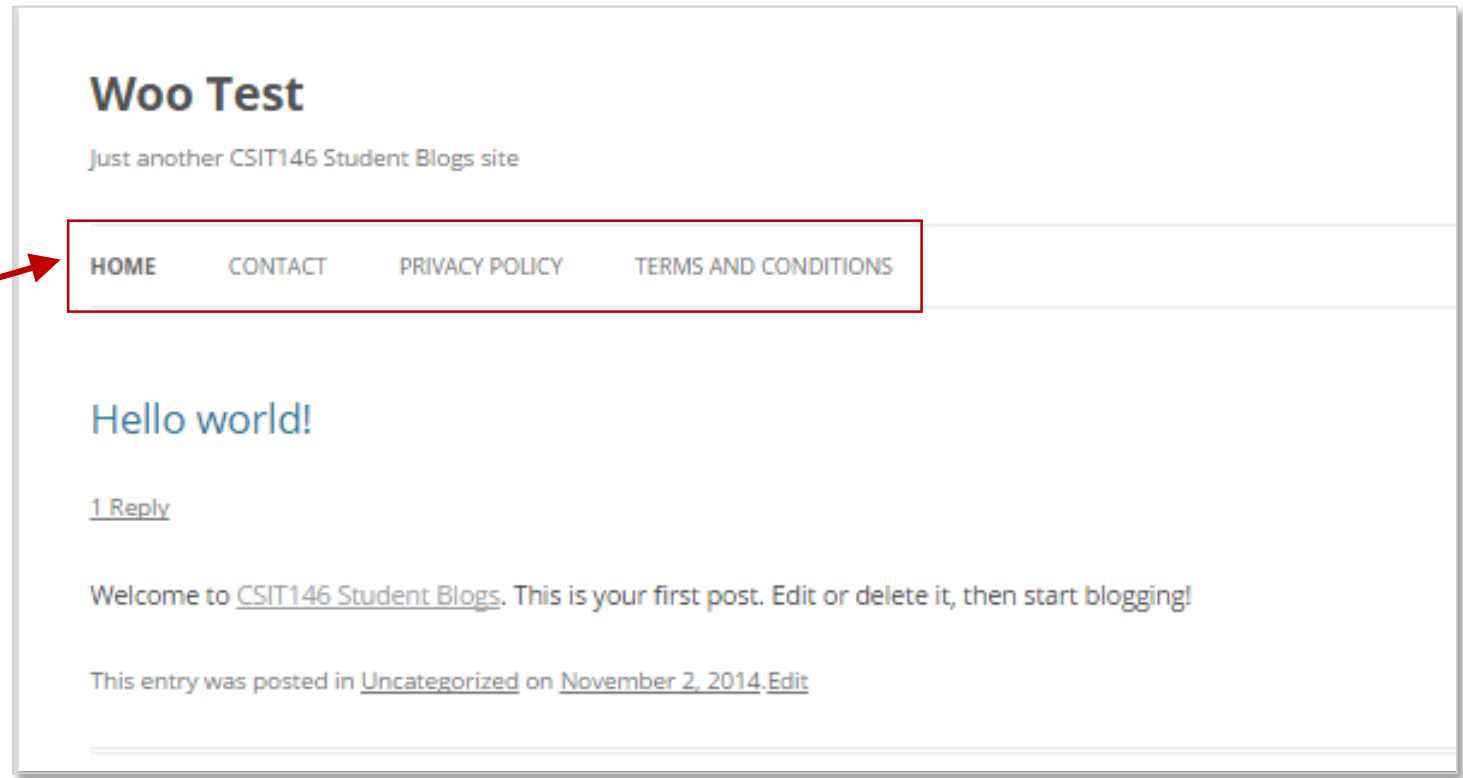
Step 9: Create the Menu

- From the home page mouse over the site name and select **Menus** from the dropdown list

- Or in the Dashboard select
Appearance>Menus
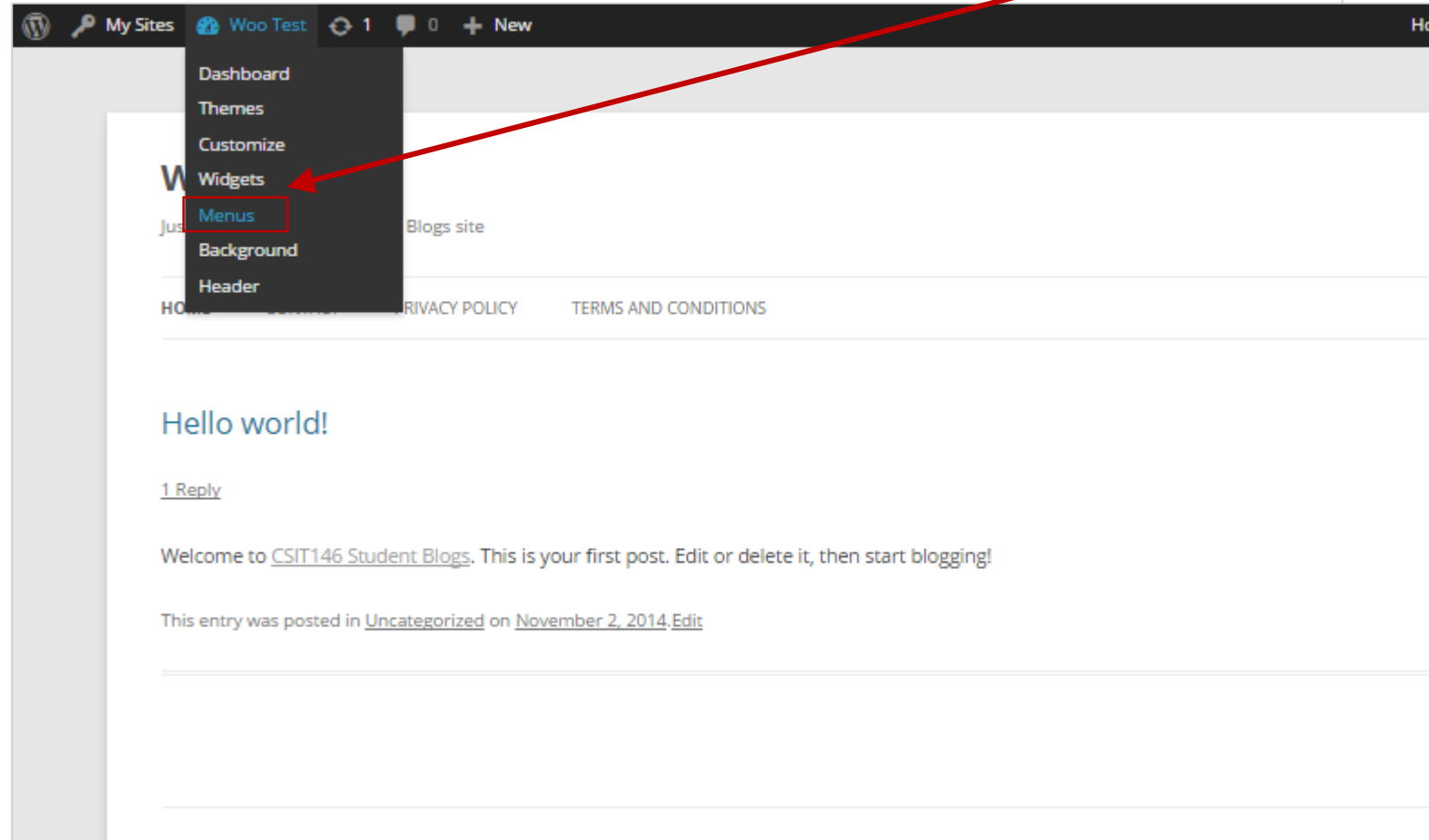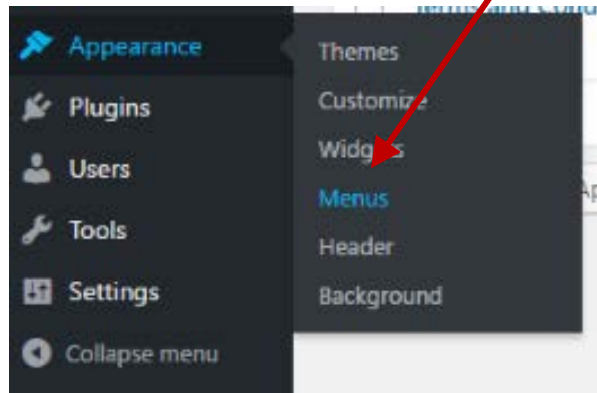
Step 9: Create the Menu

- The **Menus** page appears

- Drag **Contact** below **Terms and Conditions**
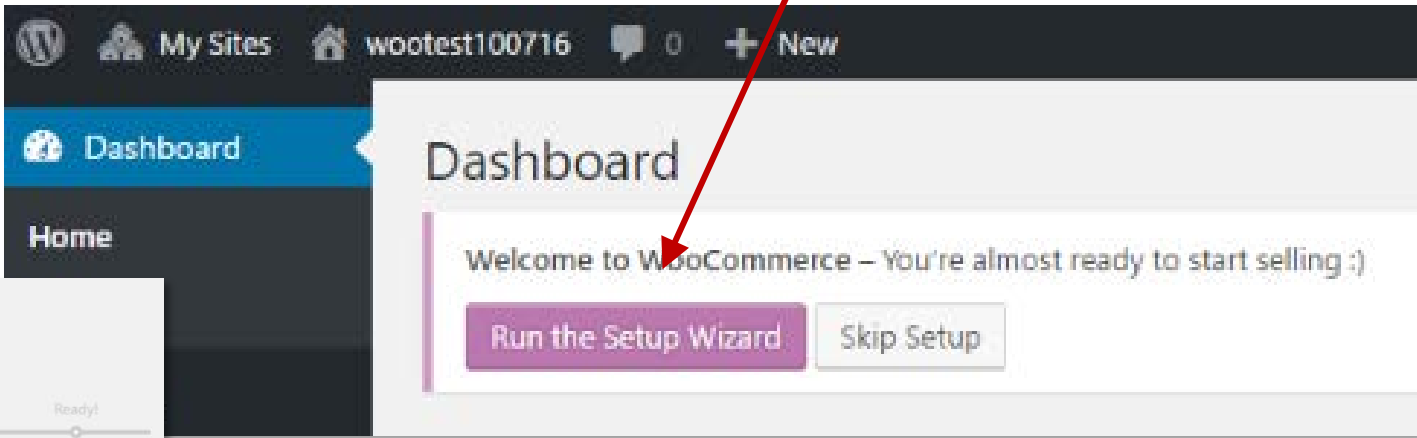
Step 9: Create the Menu

- Click **Create Menu**

- Click in **Primary Menu** checkbox so this menu appears on the page

- Visit the site to check the new order of menu items. **Contact** should now be at the end.

31

Step 10: Install WooCommerce Pages

- You are now ready to install the WooComerce Pages

- Return to the Dashboard and click on **Run the Setup Wizard**

- The **WooCommerce welcome** page appears

- Select **Let's Go!**

Step 10: Install WooCommerce Pages

- **Page Setup** appears
- Accept the default pages by clicking **Continue**

Step 10: Install WooCommerce Pages

- **Store Locale Setup** appears

Step 10: Install WooCommerce Pages

- Click on **United States (US) --- Alabama**

- Type **California** into the textbox (or any state or country you want)

- DoubleClick the desired **County/State**

Step 10: Install WooCommerce Pages

- **Shipping & Tax Setup** appears

- Check if you will be **shipping products** and **charging sales tax**

Step 10: Install WooCommerce Pages

- If you select **charging sales tax** the screen will enlarge to allow you to select whether the product prices will be **inclusive** or **exclusive** of tax. It also shows the tax rate of the state you selected.

- For this exercise keep the default and select **Continue**

Step 10: Install WooCommerce Pages

- **Payments** appears
- Here is where you can select the payment types built into WooCommerce
- You are not limited to these choices. Additional payment methods can be installed later and managed from the **checkout settings screen.**
- For this exercise **Skip this step**
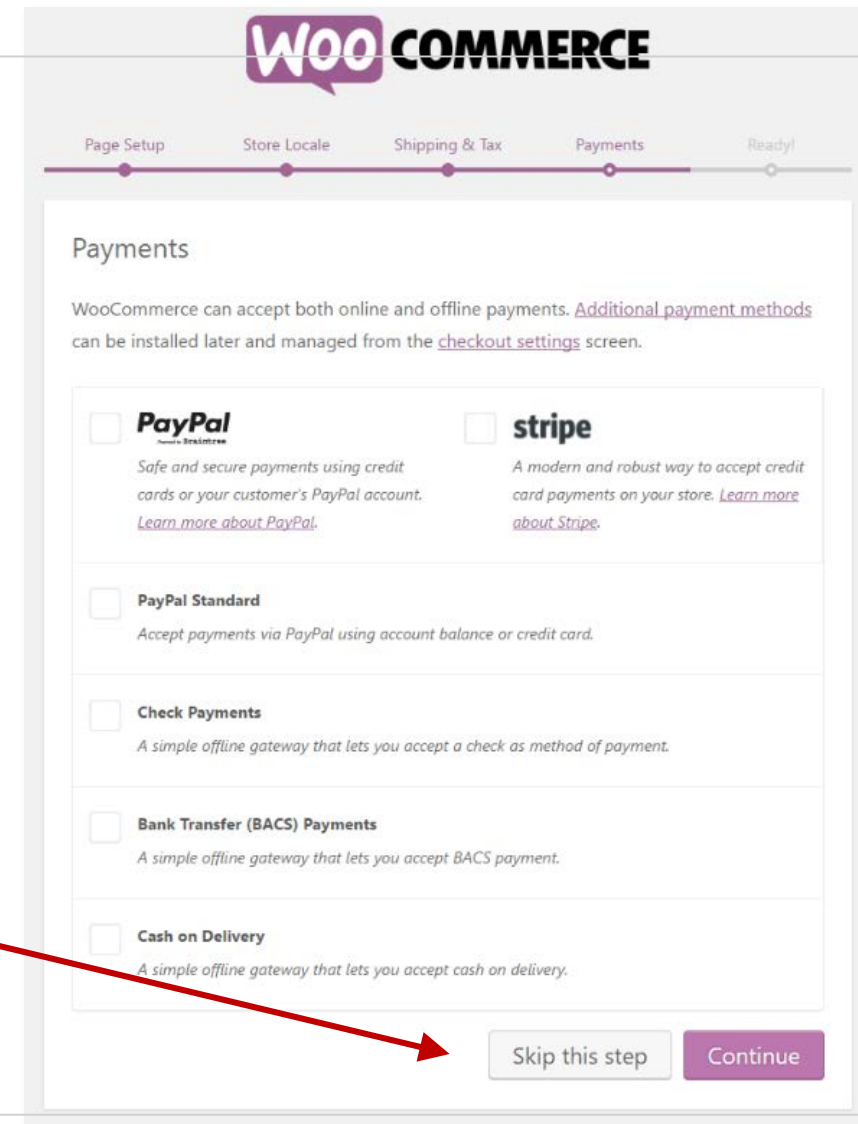
Step 10: Install WooCommerce Pages

- **Your Store is Ready!**

- For this exercise select **Return to the WordPress Dashboard**

Step 10: Install WooCommerce Pages

- Select **Appearance > Menus** to return to the Edit Menus page

- Notice the pages that have been added to the list **Checkout**, **Cart** and **Shop**

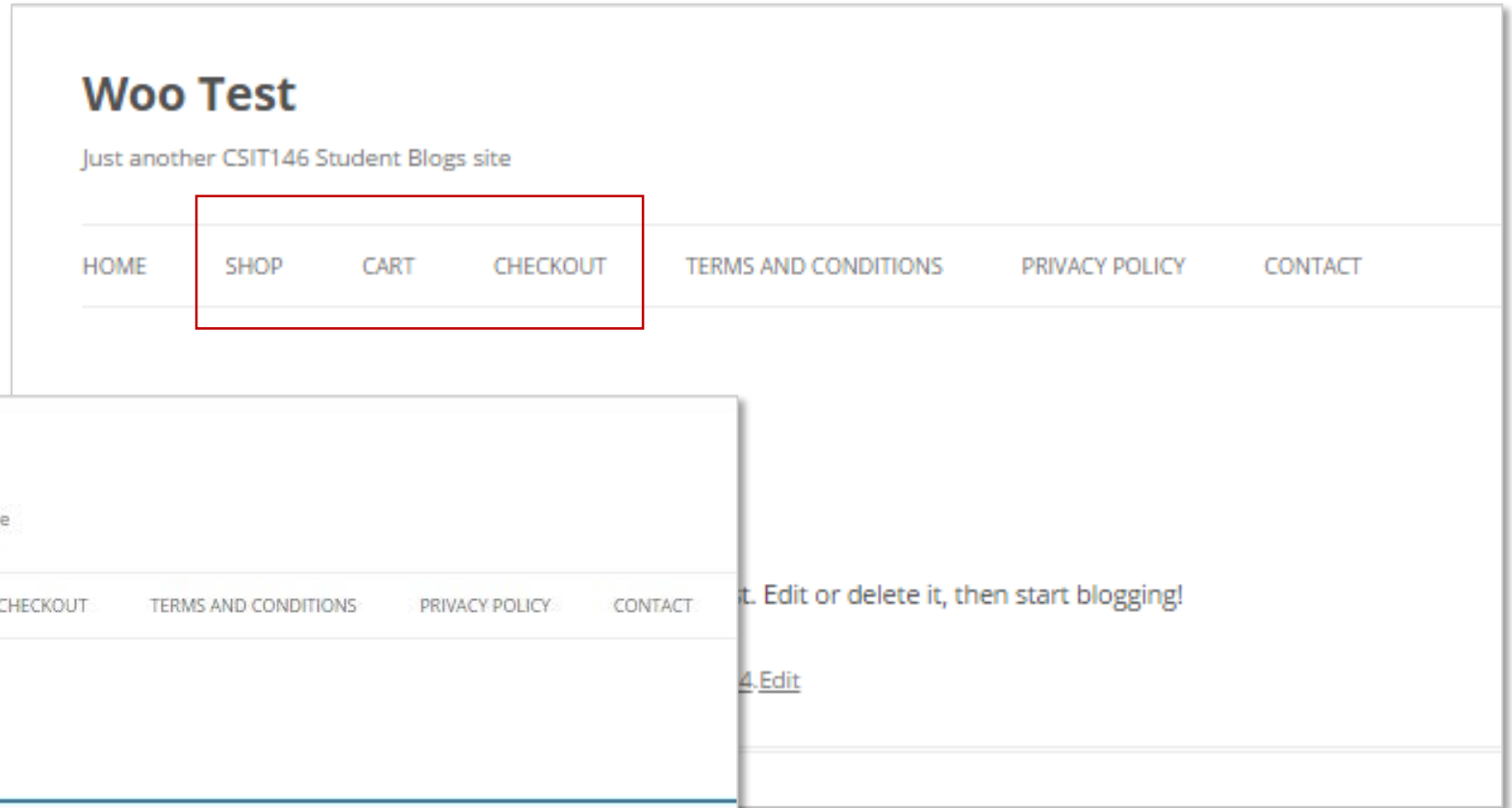- Select them and click **Add to Menu**
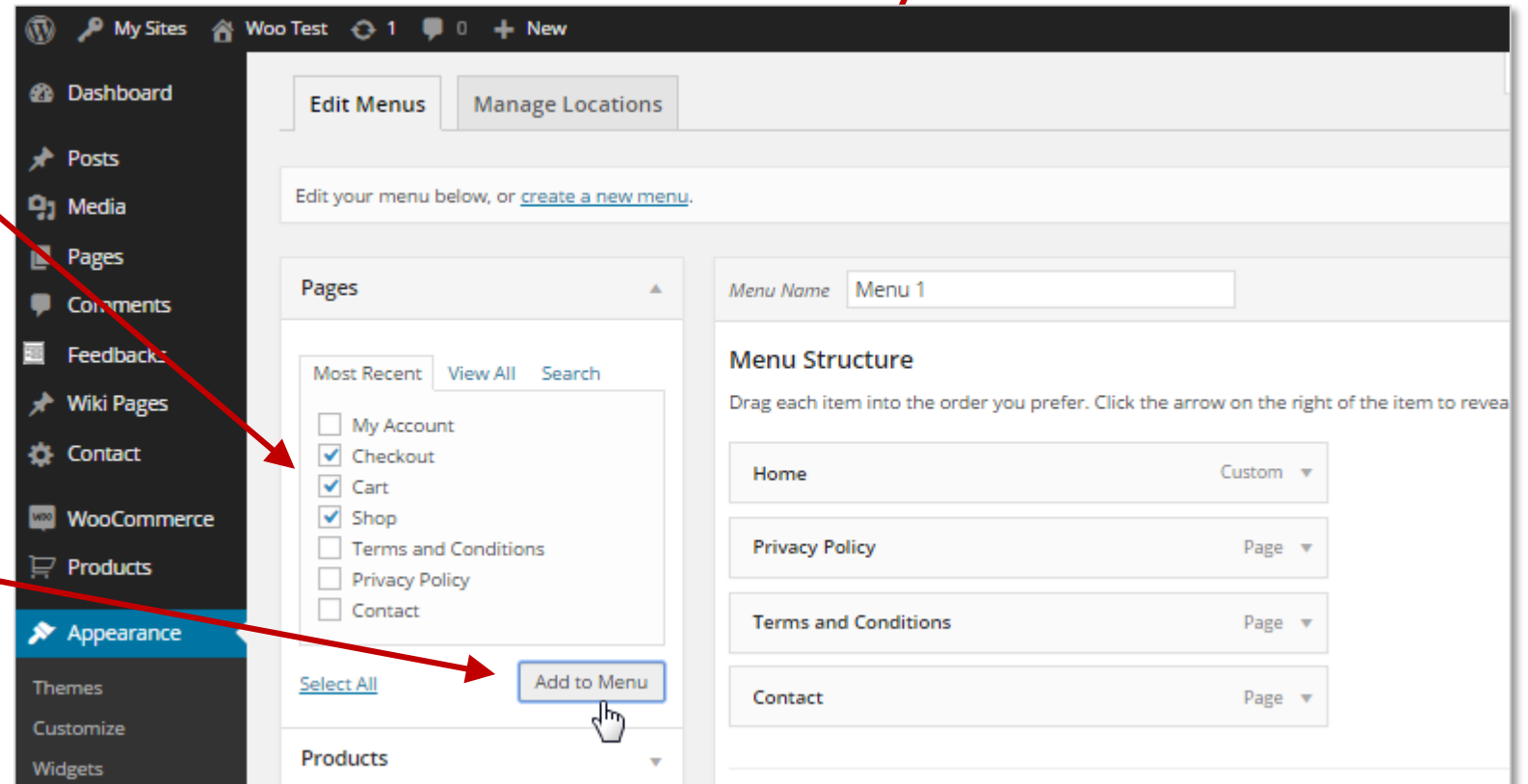
Step 10: Install WooCommerce Pages

- Click **Save Menu** then rearrange the pages in a logical order that makes sense to you

- I moved **Shop, Cart** and **Checkout** beneath **Home**

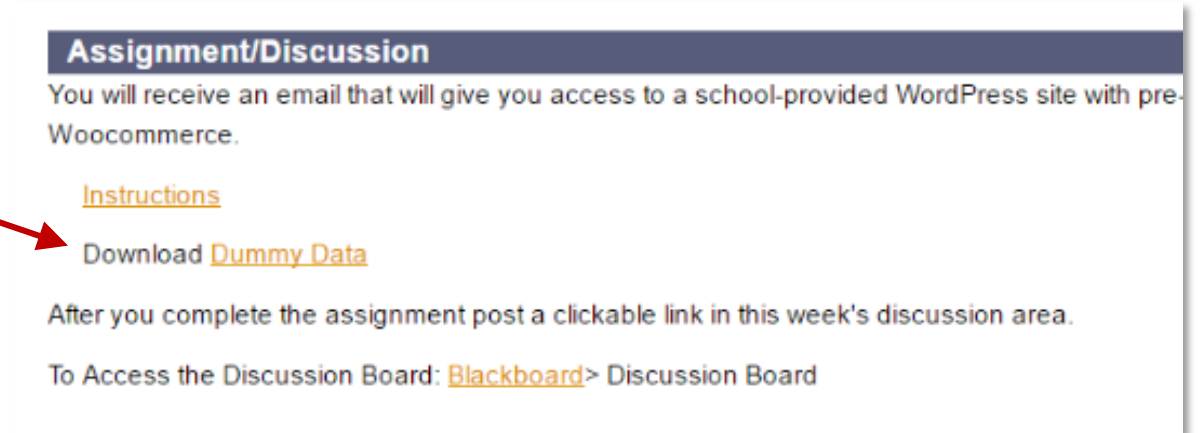- Click **Save Menu** again

Step 10: Install WooCommerce Pages

- Visit the site to see if the order of the menu now matches

- Go to the **Shop** page

- Notice there are no products yet

Step 11: Add products to WooCommerce

- So you can experiment with WooCommerce we are going to add the dummy data that comes with the WooCommerce download

- Create a WooCommerce folder inside your csit146 class folder and

- Download the dummy-data zipped xml file from the Assignment page, into the WooCommerce folder then unzip it

- To install the dummy-data we are going to use a plug-in we installed for you called **WordPress Importer**

Assignment/Discussion

You will receive an email that will give you access to a school-provided WordPress site with pre-Woocommerce.

Instructions

Download Dummy Data

After you complete the assignment post a clickable link in this week's discussion area.

To Access the Discussion Board: Blackboard> Discussion Board

Step 11: Add products to WooCommerce
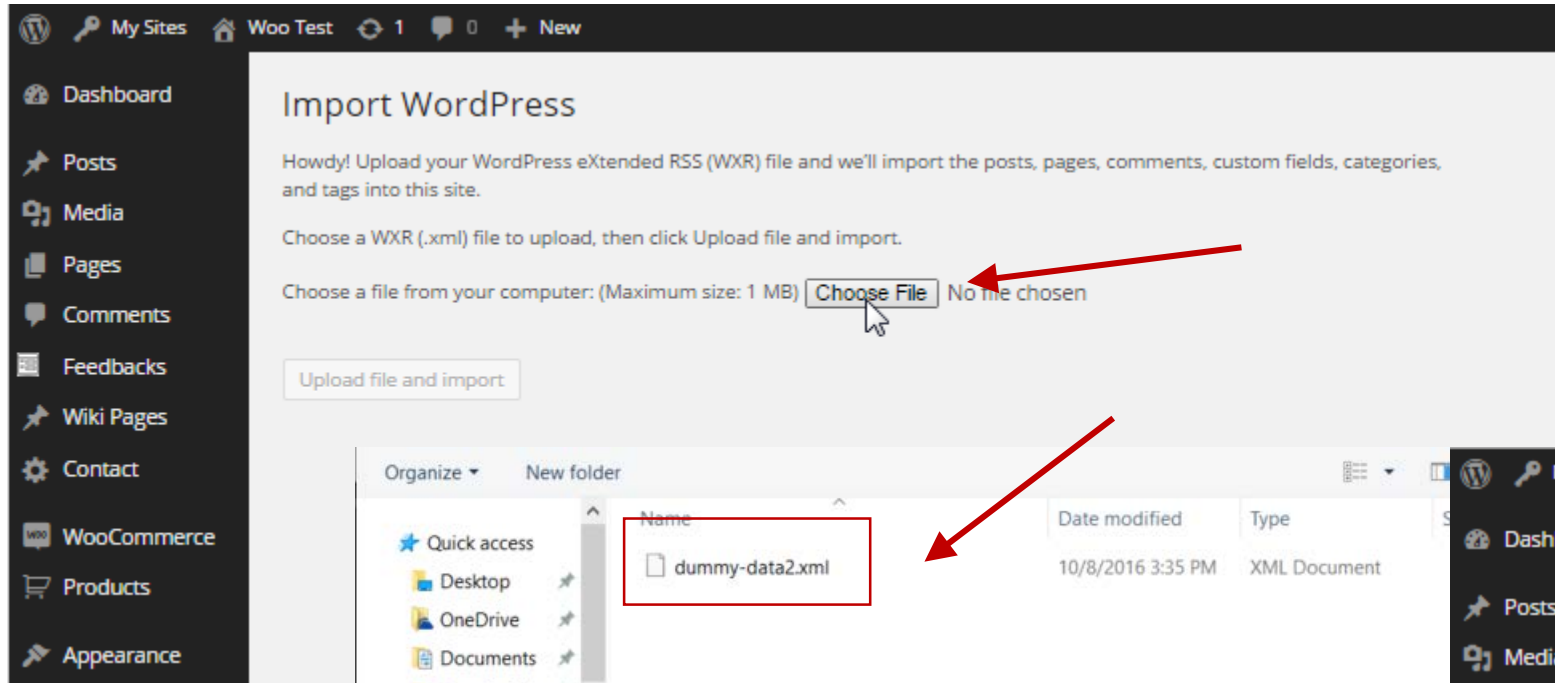
- Click on **Tools** and then **Import**

- Scroll down until you see **WordPress,** a tool used to import pages
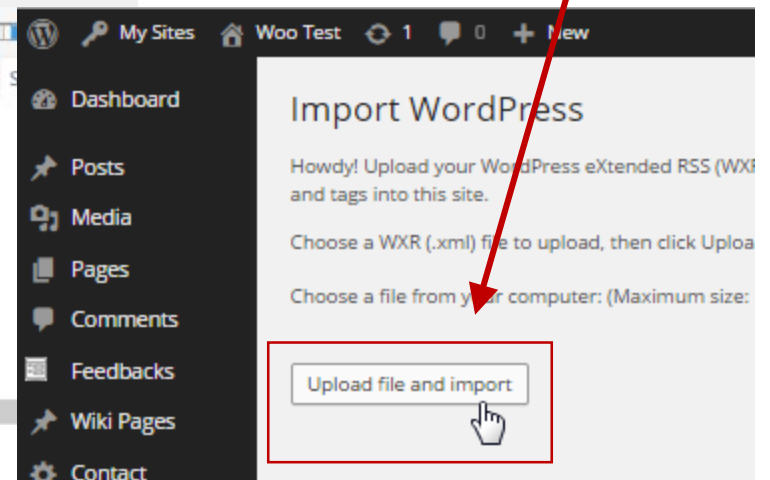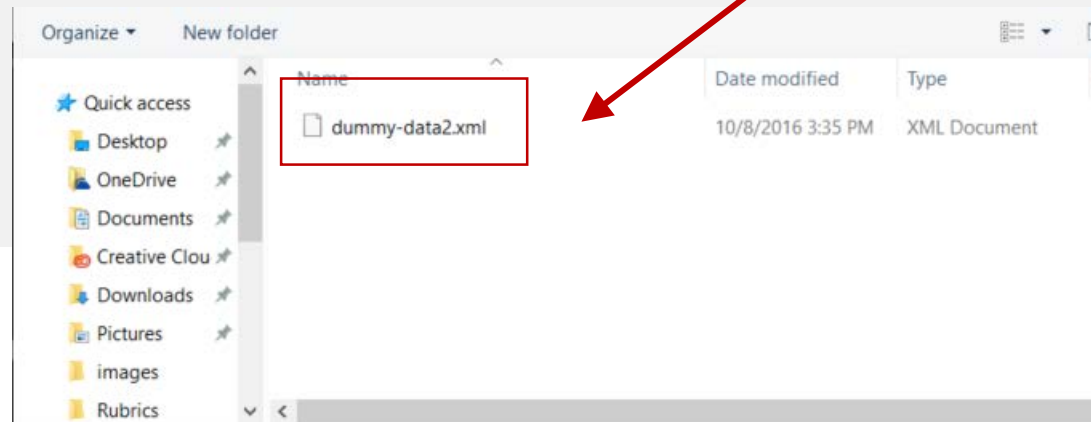
- **Select Run Importer**

Step 11: Add products to WooCommerce

- Click on **Choose File** and select the **dummy-data2.xml** file
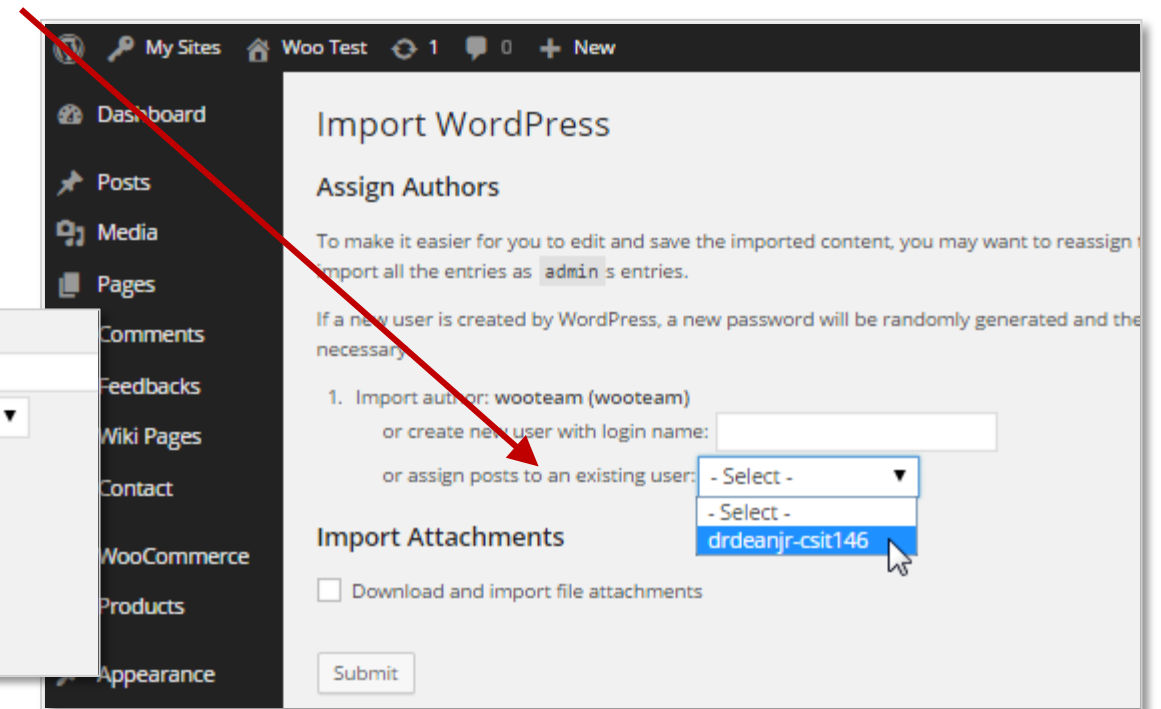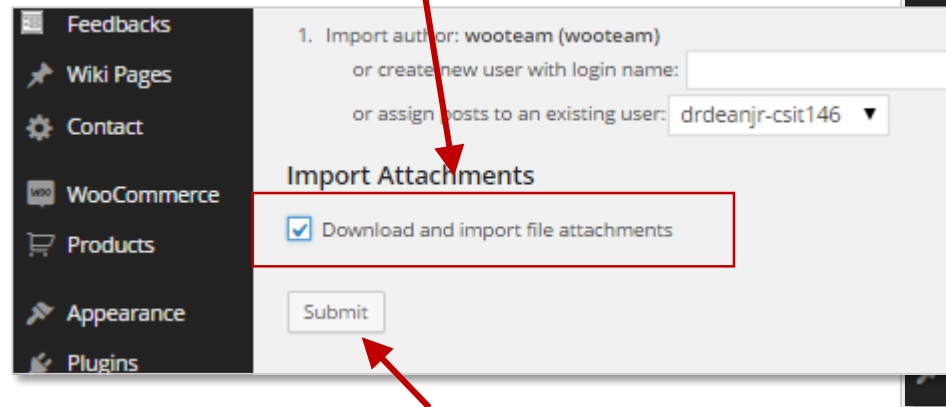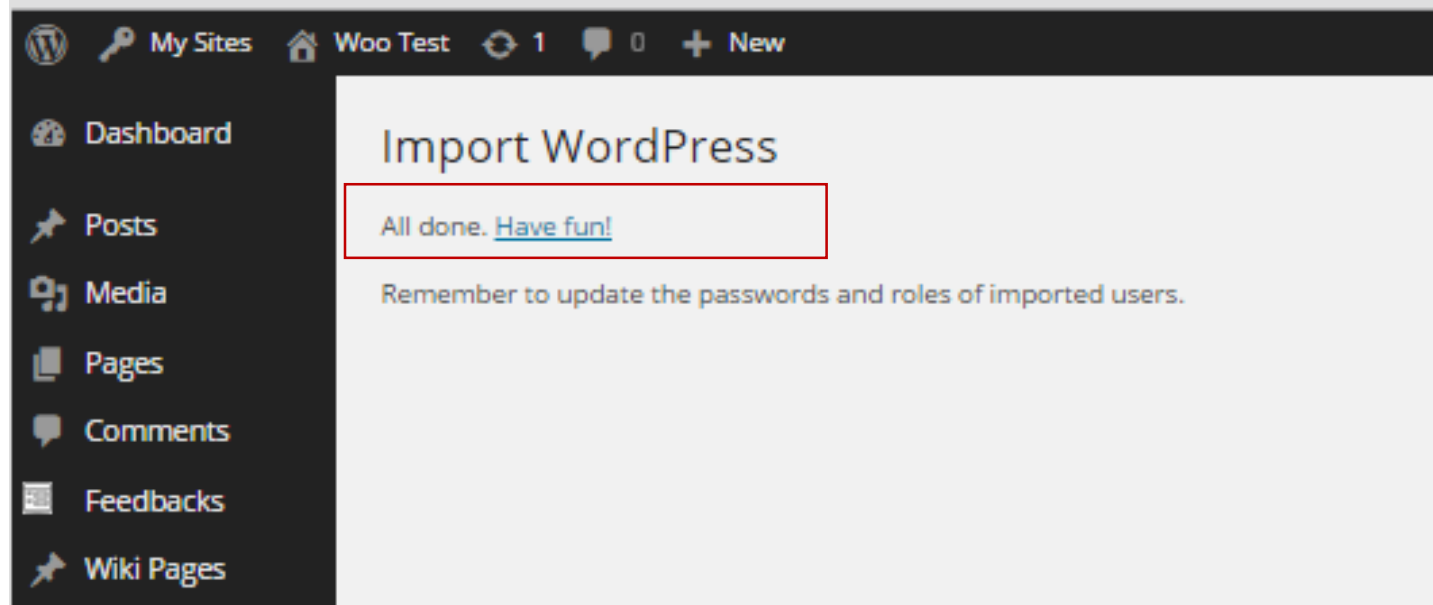

- Click on **Upload File and Import**

Step 11: Add products to WooCommerce

- The **Assign Authors** page appears

- You can either fill in a name or select one from the dropdown

- Check **Download and import file attachments**
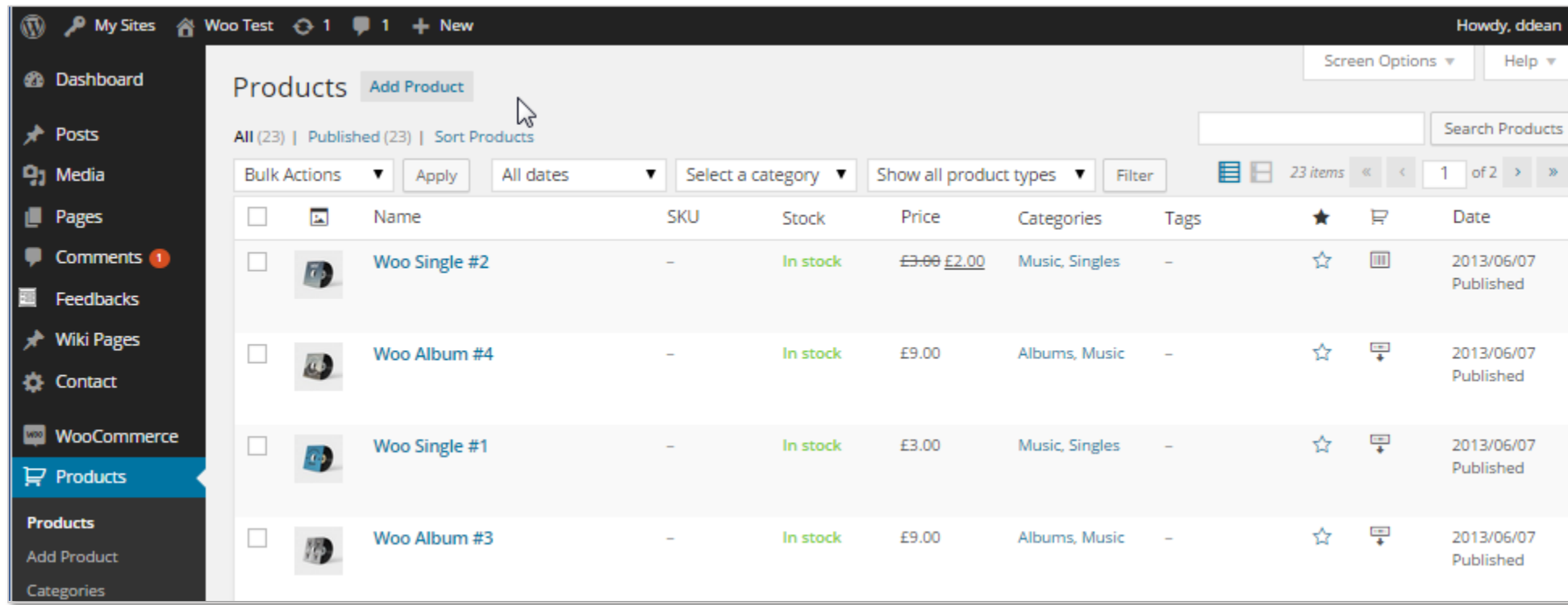
- Click Submit

Step 11: Add products to WooCommerce

- Wait for the **All done page** to appear

- Click on **Have fun!** to return to the Dashboard

Step 11: Add products to WooCommerce

- Click on Products

- Notice that it is now populated with dummy products

Step 11: Add products to WooCommerce

- Visit the site and click on Shop

- Notice that it is now populated with dummy products images and text

Step 11: Add products to WooCommerce

- Click on one of the products to see the individual product page

- Notice the details descriptions and reviews

- Select **Add to Cart**

- Then **View Cart**

Home / Posters / Flying Ninja

✔ "Flying Ninja" has been added to your cart.

View Cart

Sale!
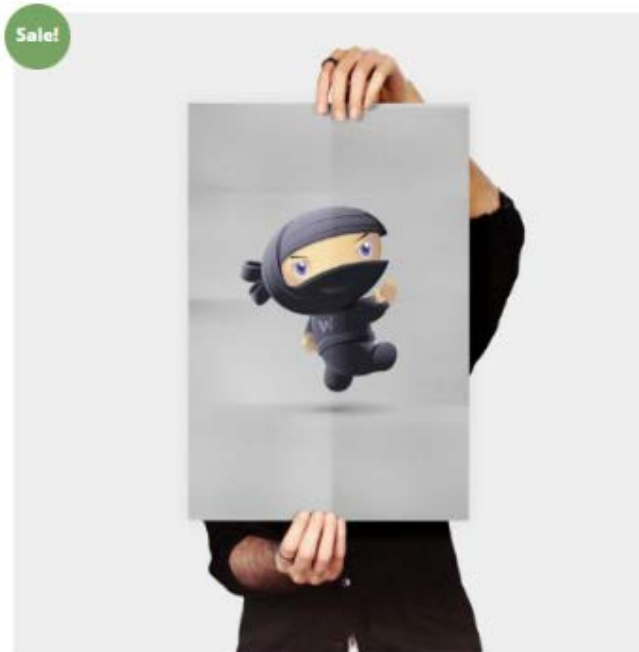
Flying Ninja
★★★★☆ (4 customer reviews)

~~$15.00~~ **$12.00**

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vestibulum tortor quam, feugiat vitae, ultricies eget, tempor sit amet, ante. Donec eu libero sit amet quam egestas semper. Aenean ultricies mi vitae est. Mauris placerat eleifend leo.

1   **Add to cart**

Category: Posters

Step 11: Add products to WooCommerce

- The Shopping Cart is automatically populated
- Click on **Proceed to Checkout**

Step 11: Add products to WooCommerce

- Notice the details on the Checkout Page

Woo Test

Just another CSIT146 Student Blogs site

HOME   SHOP   CART   **CHECKOUT**   TERMS AND CONDITIONS   PRIVACY POLICY   CONTACT

Checkout

> *i* Have a coupon? Click here to enter your code
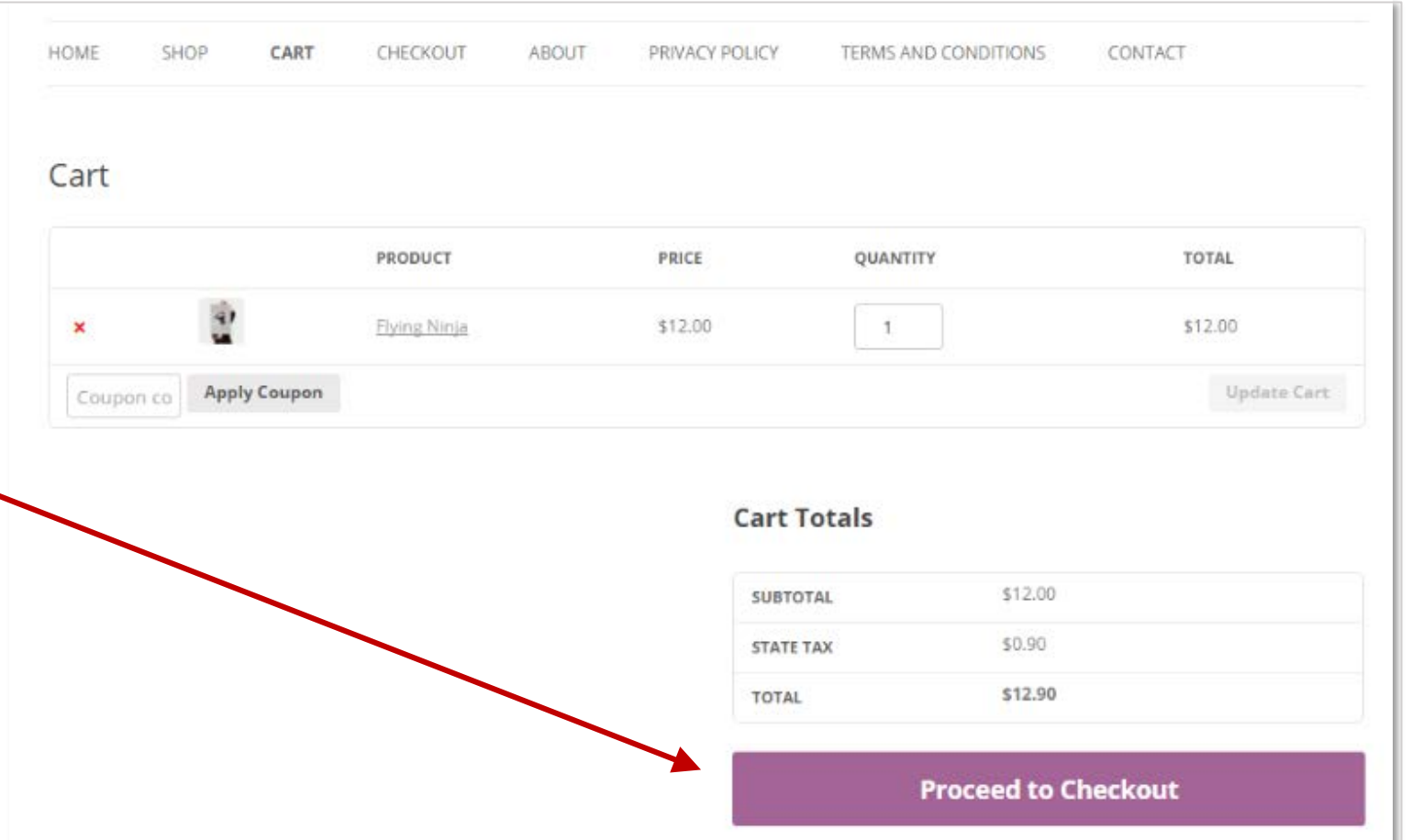
Billing Details   Ship to a different address? ☑

Country *   Country *

| United Kingdom (UK)   ▾ | | United Kingdom (UK)   ▾ |

First Name *   Last Name *   First Name *   Last Name *

Company Name   Company Name

Address *   Address *

Street address   Street address

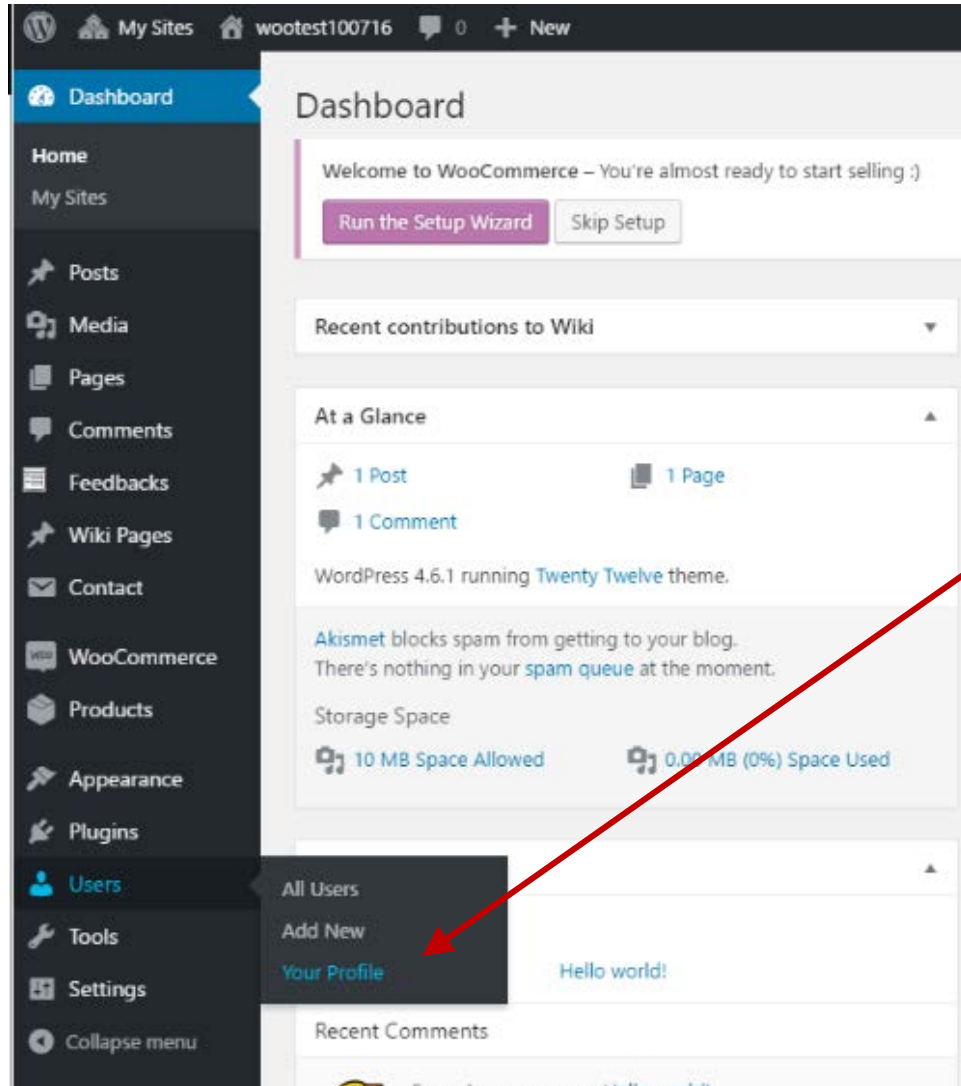Apartment, suite, unit etc. (optional)   Apartment, suite, unit etc. (optional)

Wrap-up

- To complete this assignment paste the URL of your site into the appropriate weekly assignment and answer the following questions:
  - Tell us 3 or more things you liked about WooCommerce. Why?
  - Tell us what you did not like about the WooCommerce. Why?
  - Would you consider using this or something like it for a small business site? Why or why not?
  - Would you like to use this for your final project assignment for this class?
  - If you plan to continue with WooCommerce you will need to configure it further for your needs
  - For info go to http://docs.woothemes.com/document/configuring-Woocommerce-settings/
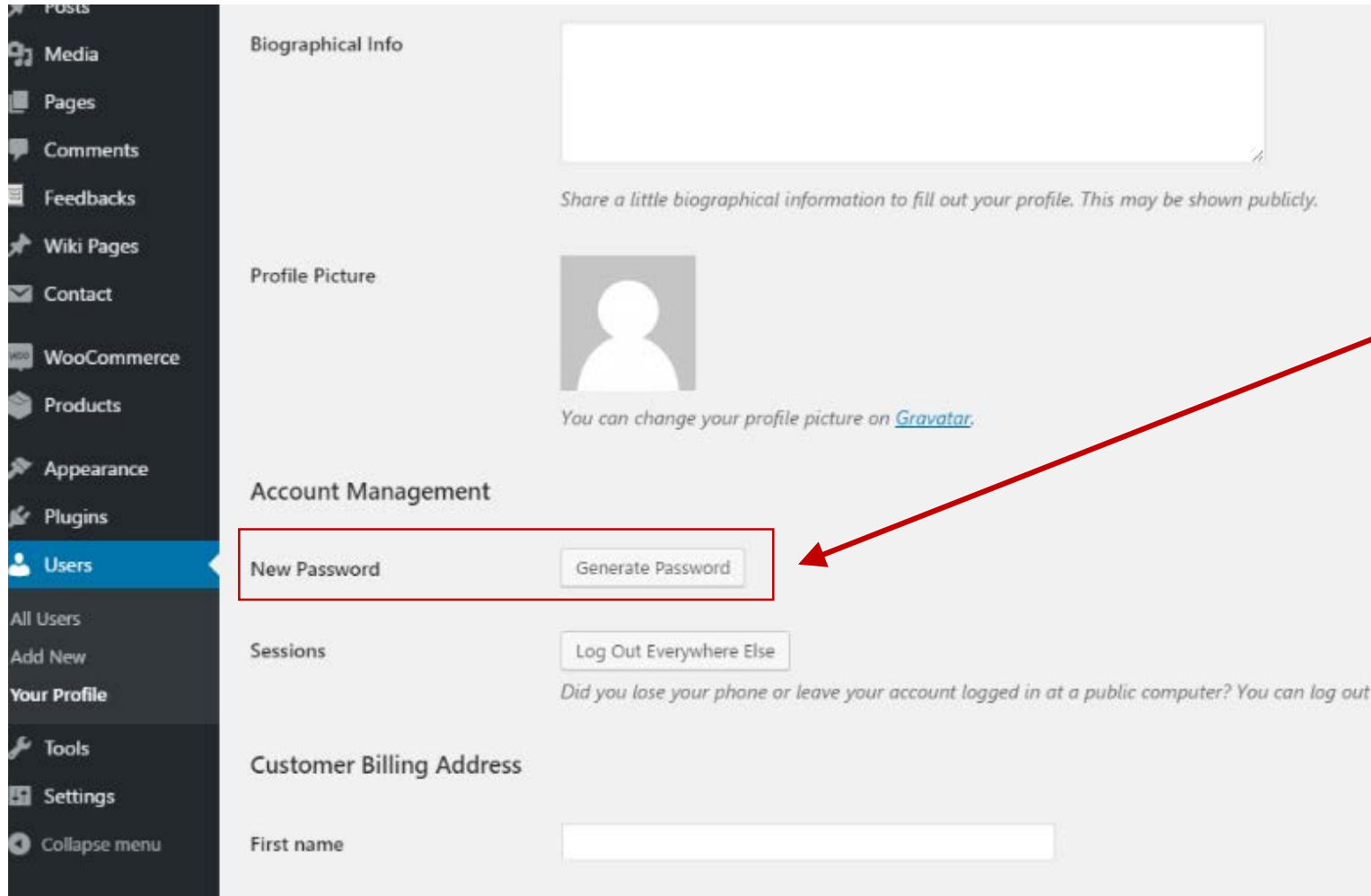
Additional Information

Changing Password Using Admin Site

To change your password:
- In the **Dashboard** menu, go to **Users** and select **Your Profile**.
- On the **Profile** page, scroll down to the **New Password** Select **Generate Password**.
- Type a password you can remember in the textbox or keep auto generated password.
- Press **Enter** to save the password.
- Scroll to the bottom of the page and select the **Update Profile** button.

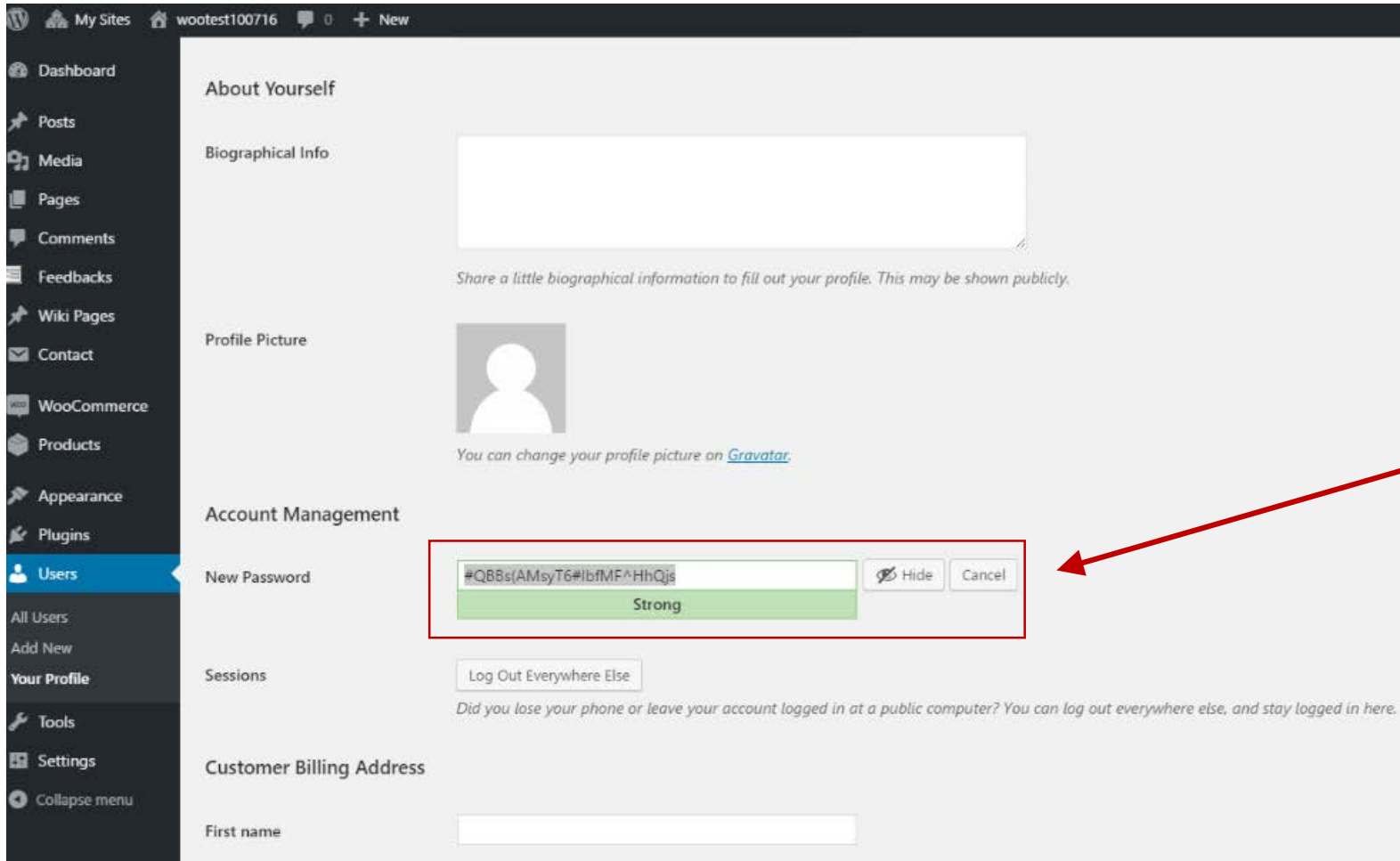# Changing Password Using Admin Site

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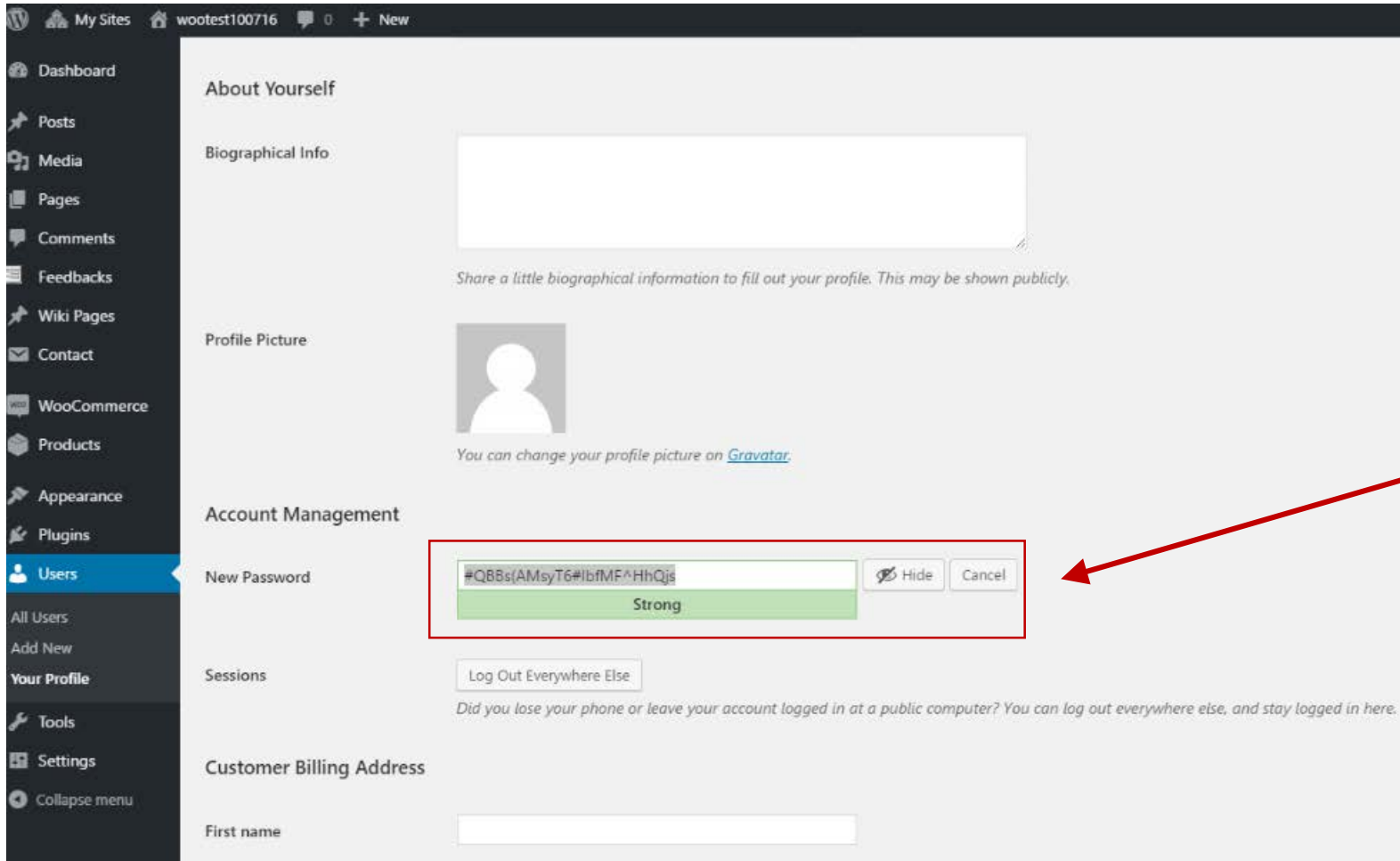
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