# Products and Categories

Using WooCommerce · https://sitecrafter.uk/docs/products/

Managing products effectively is crucial for running a successful online store using WooCommerce. This guide provides a detailed overview of how to add, edit, and manage products within the WordPress backend, ensuring your shop operates smoothly.

## Accessing the Products Section

1. **Log into Your WordPress Admin Dashboard**: Use your credentials to access your site's admin area.
2. **Navigate to Products**: Click on **Products** in the left sidebar. This will display a list of all existing products in your WooCommerce store.

## Adding a New Product

To add a new product, follow these steps:

1. **Select "Add New"**: Click on the **Add New** button at the top of the Products screen.
2. **Enter Product Name**: In the title field at the top, type the name of your product.
3. **Add Product Description**: Below the title, enter a detailed description of the product. This information will be displayed on the product page.
4. **Product Data Section**: Scroll down to find the **Product Data** box, where you can configure various settings:
   - **General Tab**: Set the regular price and sale price if applicable.
   - **Inventory Tab**: Manage stock levels by enabling stock management, setting stock quantity, and defining stock status (in stock or out of stock).
   - **Shipping Tab**: Enter weight and dimensions if applicable for shipping calculations.
   - **Attributes Tab**: Add attributes for variable products (e.g., size, colour).
   - **Linked Products Tab**: Set up upsells or cross-sells to encourage additional purchases.

5. **Set Product Categories and Tags**: On the right sidebar, assign relevant categories and tags to help organise your products.
6. **Add Product Images**: Upload a featured image and additional gallery images to showcase your product visually.
7. **Publish Your Product**: Once you're satisfied with all details, click on the **Publish** button to make it live on your site.

## Editing Existing Products

To modify an existing product:

1. **Go to Products**: Click on **Products** in the left sidebar.
2. **Select Your Product**: Locate and click on the title of the product you want to edit.
3. **Make Changes**: Update any necessary fields in the Product Data section or other settings as needed.
4. **Update Your Product**: After making changes, click on the **Update** button to save your edits.

## Bulk Editing Products

If you need to make changes to multiple products at once:

1. **Select Multiple Products**: Check the boxes next to each product you want to edit from the Products list.
2. **Choose Bulk Actions**: From the "Bulk Actions" dropdown menu at the top, select **Edit**, then click on **Apply**.
3. **Adjust Settings in Bulk Edit Menu**: You can modify various settings such as price, stock status, and categories for all selected products.
4. **Update Changes**: After making desired changes, click on the **Update** button.

## Deleting or Duplicating Products

To remove or duplicate products:

1. **Delete a Product**:
    - Hover over the product title and click on **Trash** to delete it from your store.
    - To permanently delete it, go to the Trash tab and select Delete Permanently.

2. **Duplicate a Product**:
    - Hover over a product title and click on **Duplicate** to create a copy of that product for quick editing.

## Managing Product Visibility

You can control how products are displayed:

- **Featured Products**: To highlight specific items, check the "Featured" option in the product settings.
- **Sorting Products**: Use sorting options in the admin view to arrange how products appear on your site based on criteria like popularity or price.

## Using Plugins for Enhanced Management

Consider utilising plugins for advanced product management features:

- **Smart Manager for WooCommerce**: This plugin allows bulk editing of products in an Excel-like interface, making it easier to manage large inventories efficiently.

By following these steps for managing products in WooCommerce, you can ensure that your online store remains organised and appealing to customers while facilitating smooth operations behind the scenes.