



Websites instructions

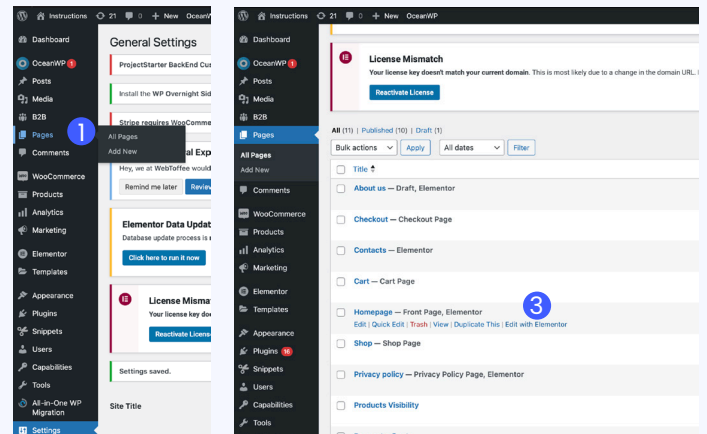
Login to WordPress

- To the domain link, add suffix **wp-admin** (domain-name.com/**wp-admin**)
1. Enter the necessary data
 2. Click to connect.



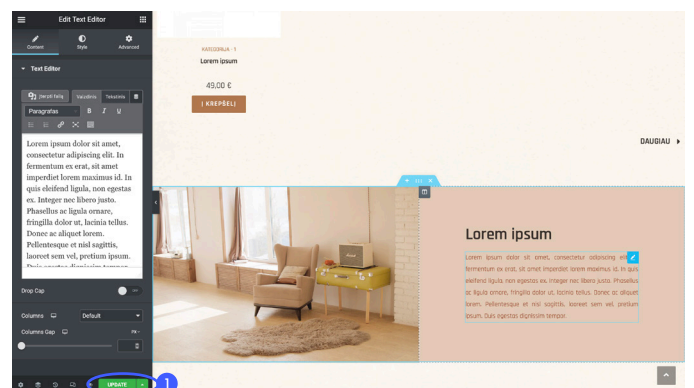
How to open the page you want to edit

1. Select 'Pages' in the control bar
2. Select the page you want to edit
3. Click 'Edit with Elementor'
4. A page opens where corrections can be made.



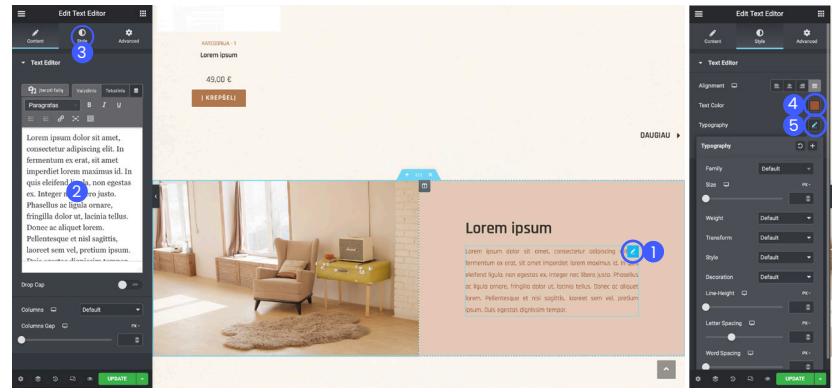
Important!

1. After making changes on the page, click 'Update'.



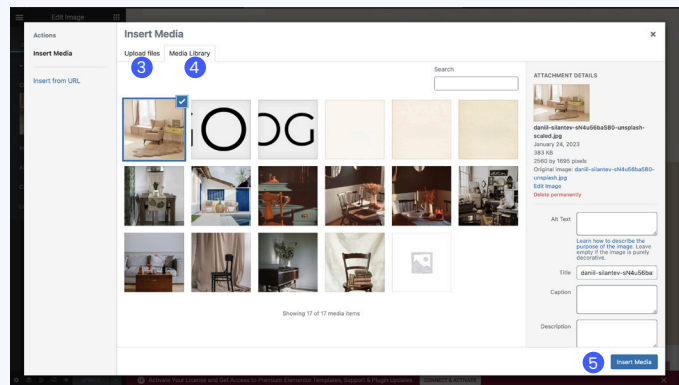
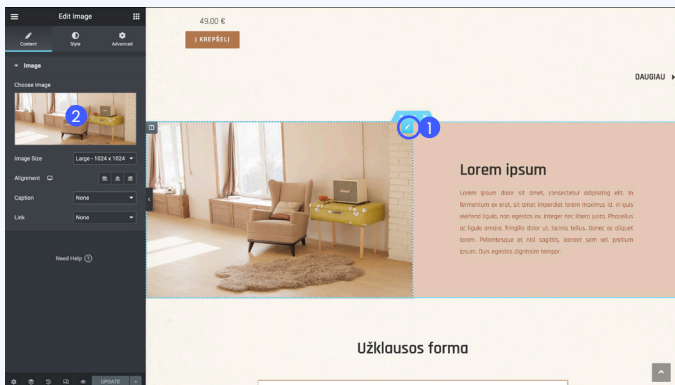
Text editing

1. Select the block of text you want to edit and click the pencil icon
2. Text content editing area
3. Click on 'Style' to edit the appearance of the text
4. Text color editing
5. Font settings.



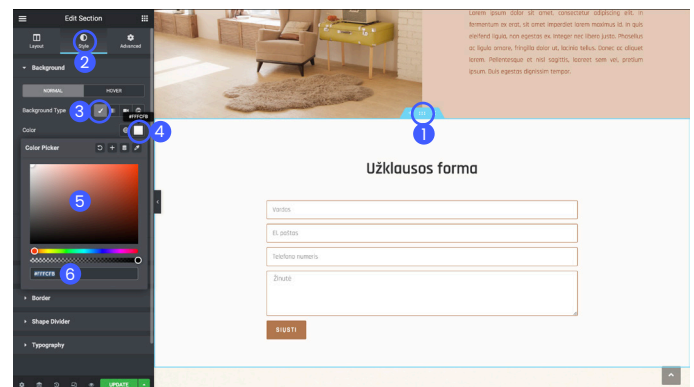
Changing the picture

1. Select the image you want to edit and click the pencil icon
2. Click on the image
3. Upload a file from the computer library
- OR
4. Select an image from the media library
5. After selecting/uploading the image, click 'Insert media'



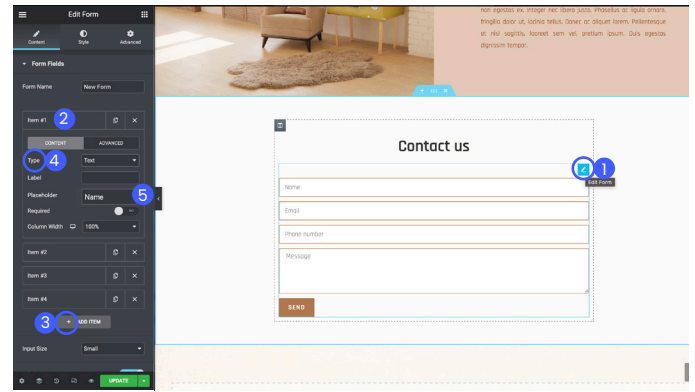
Changing the background color

1. Select the section whose background you want to edit and click on the six dots in the middle.
2. Select 'Style'
3. Click on the brush icon
4. Click on the color square
5. Select the desired color from the color palette
- OR
6. Add the HEX color code.



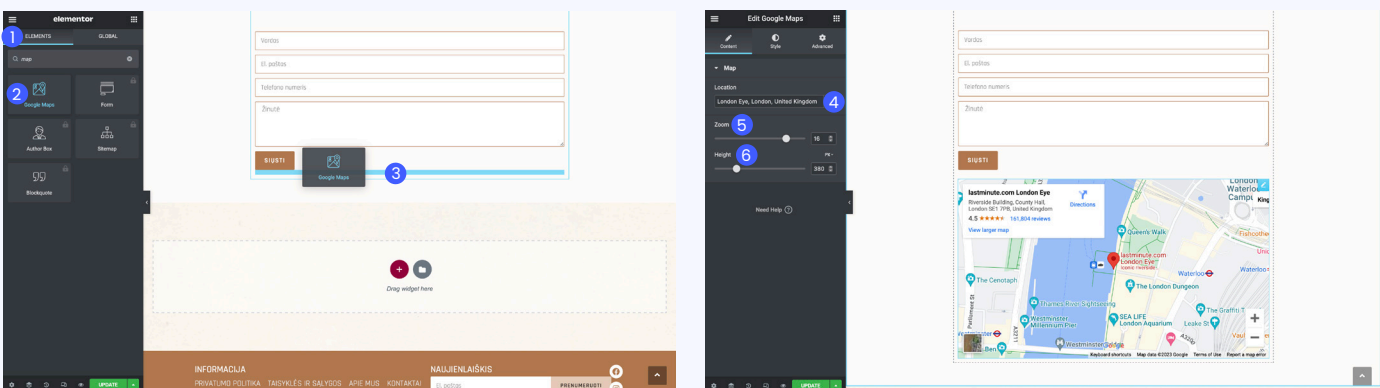
Editing a contact form

1. Select the contact form to edit and press the pencil icon
2. Select the desired field to edit
- OR
3. Add a new field
4. Select the field type (numbers, text, text box...)
5. Enter the name of the field.



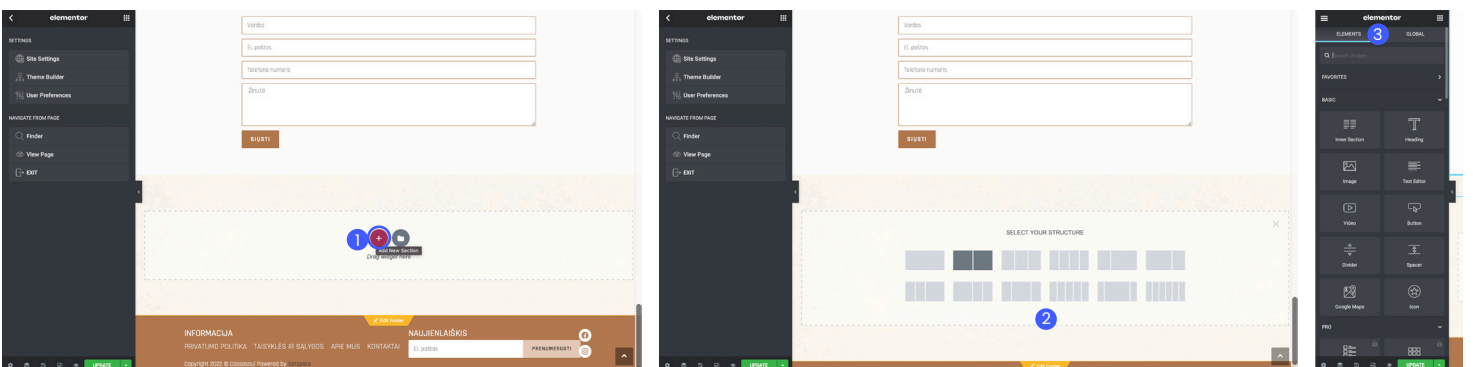
Adding new element

1. To add a map, go to 'Elements'
2. Find a map element
3. Drag the selected element to the desired location
4. Add an address- 5. Adjust the view how close/far you want to show the location
- 6. Adjust the map size.



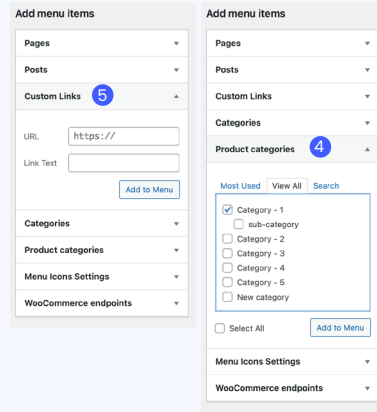
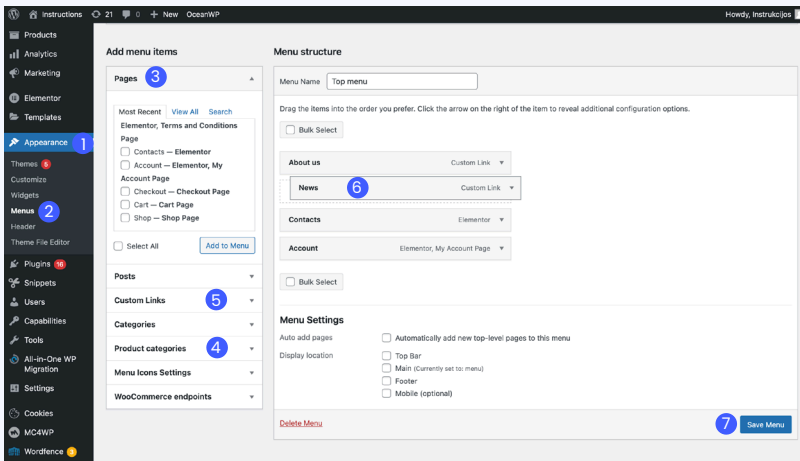
Adding a new section

1. Click on the + icon to add a new section.
2. Select the required structure (how many parts the section will have)
3. Add the necessary blocks from 'Elements.'



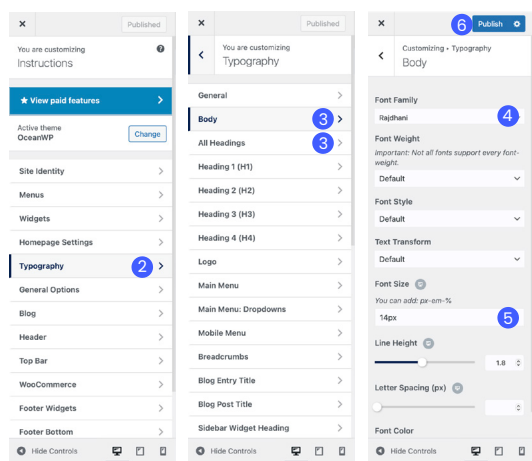
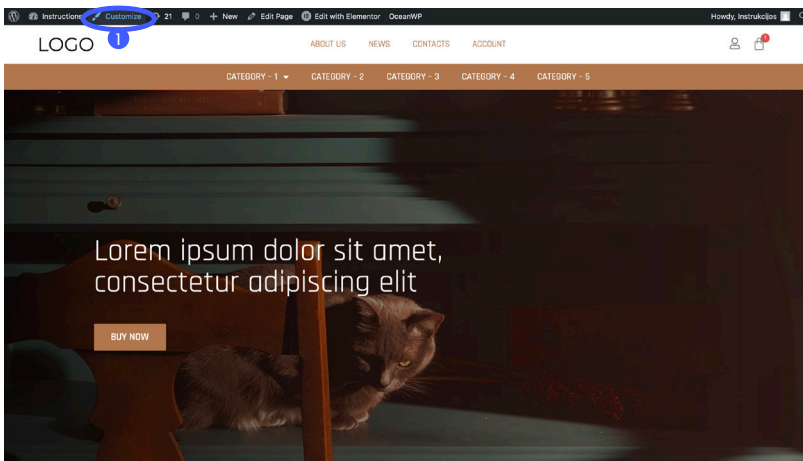
Menu correction

1. Select 'Appearance'
2. Select 'Menu'
3. To add a new page, select the 'Pages' section and click 'Add to menu', and put a checkmark on the page you want to add to the menu. A new menu item appears at the bottom of all pages
4. To add a store category, select 'Product categories' and add the required category
5. You can add your link, which will be visible in the menu by selecting 'Internet links'
6. You can change the menu layout after selecting the required item, and while holding, drag it to the right place; if you pull it to the side a bit, you can add a drop-down menu item.
7. After making all changes, click the 'Save menu.'



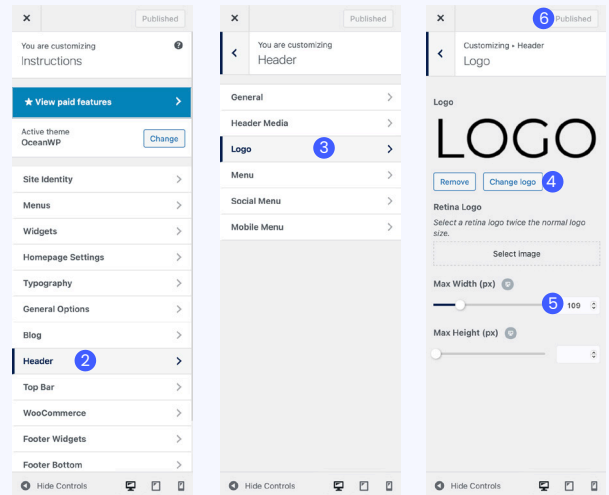
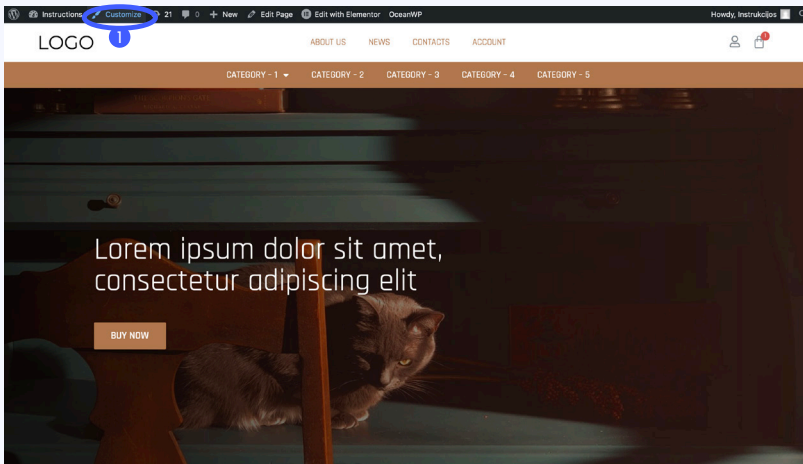
Font change

1. Log in to your website and select 'Configure'
2. Click on 'Typography'
3. Select 'Body' / 'All headings'
4. Select the desired font
5. Change the font size
6. After making all changes, click 'Publish'



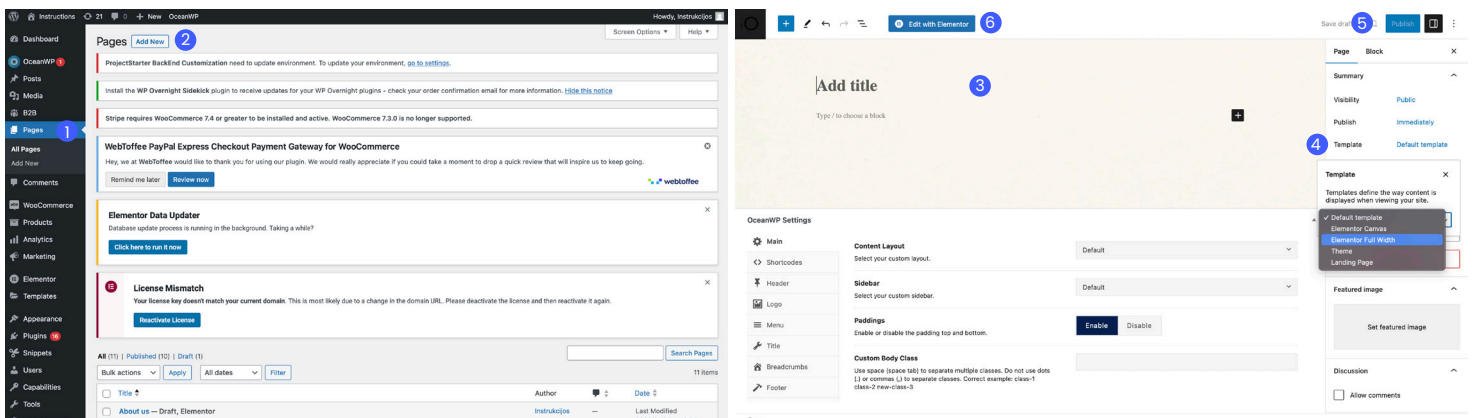
Logo change

1. After connecting to the site, select 'Configure'
2. Click 'Header'
3. Select 'Logo'
4. Click 'Change logo' and upload a new logotype or choose from file storage.
5. Change the size of the logo.
6. After making all changes, click 'Publish.'



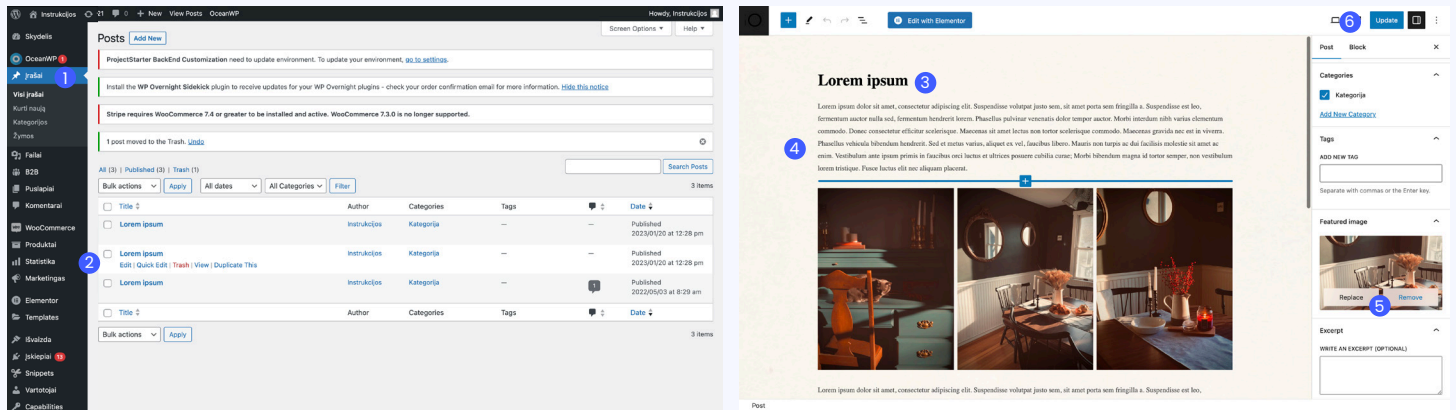
How to add a new page

1. Select 'Pages'
2. Click 'Add New'
3. Enter the name of the page
4. Select the appropriate page template 'Elementor Full Width'
5. Click 'Publish'
6. Click 'Edit with Elementor' - a new box opens where you can create a new page with the required elements.



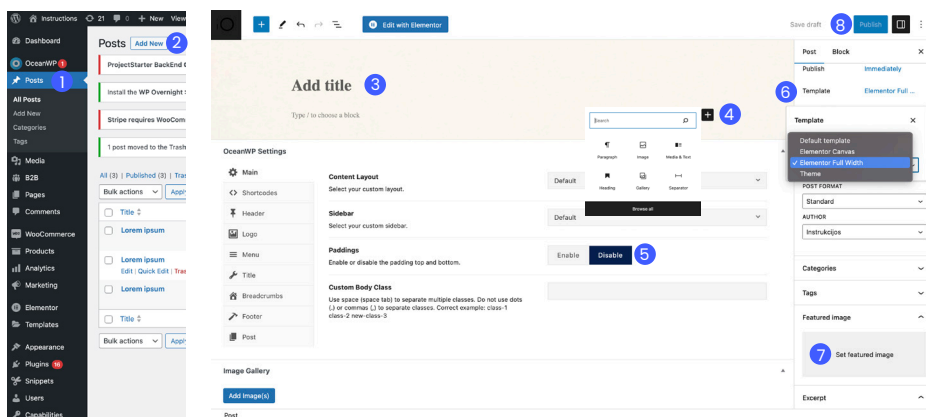
Correction of blog post/news post

1. Select 'Entries'
2. Select the entry you want to edit and click 'Edit'
3. You can change the title of the entry
4. You can edit the entry's content: change pictures, add new text, edit existing text
5. You can change the main image, which is visible in the news archive
6. After making all the changes, press 'Update.'



How to add a new blog post/news post

1. Select 'Posts'
2. Click 'Create new'
3. Enter the name of the post
4. Add the post's content: images, gallery, text block, header
5. Select 'Disable' in the Paddings section
6. Select the appropriate page template 'Elementor Full Width'
7. You can change the main image in the news archive
8. After making all the changes, press 'Publish'.

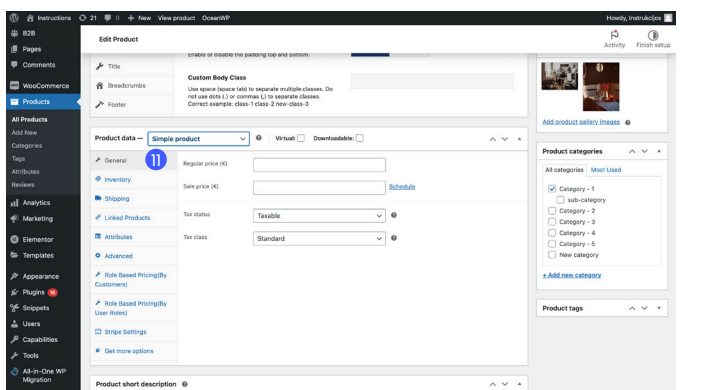
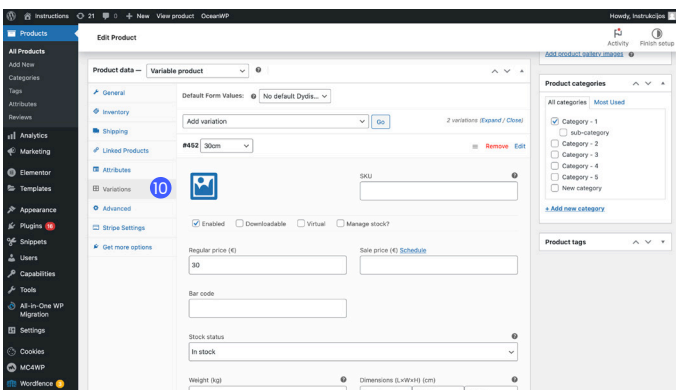
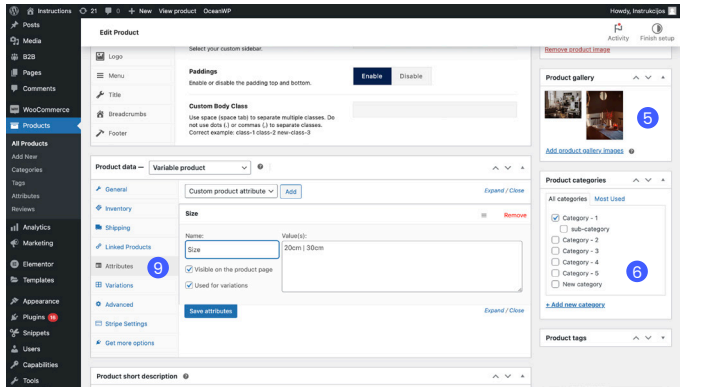
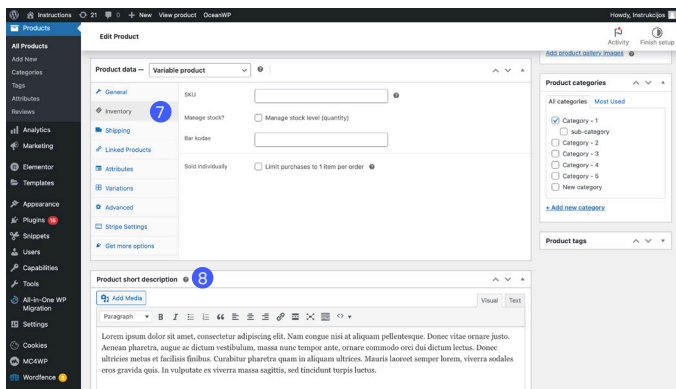
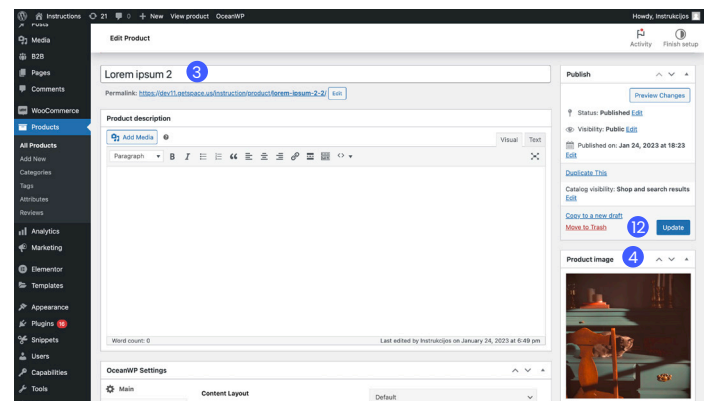
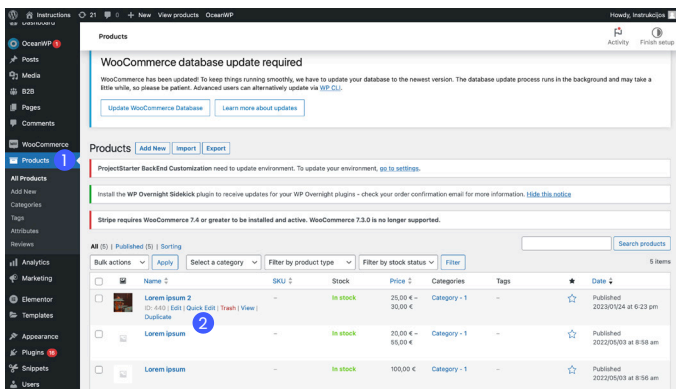




Eshop instructions

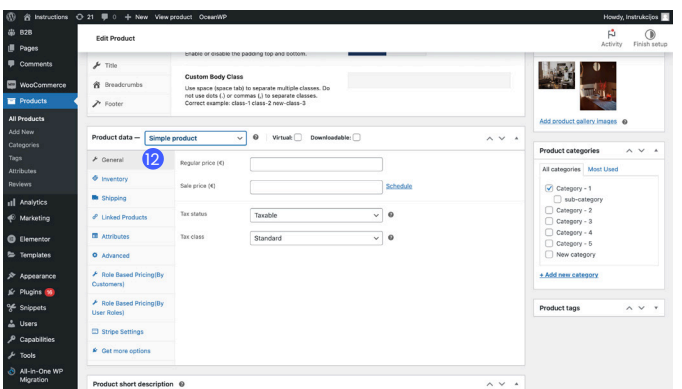
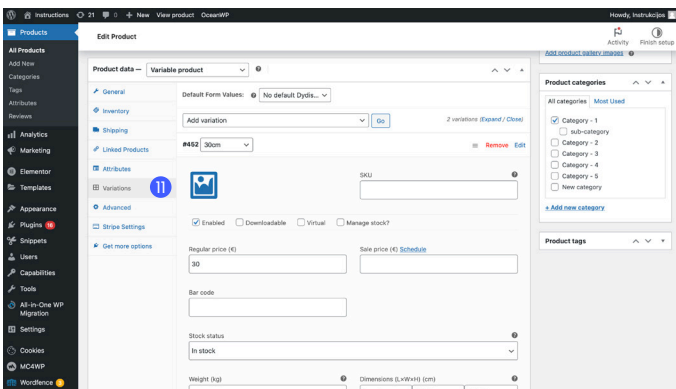
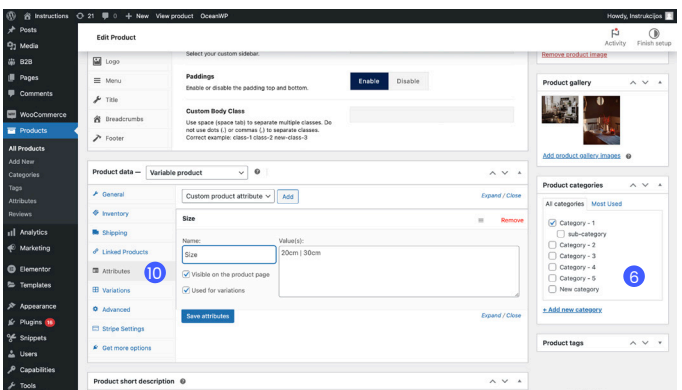
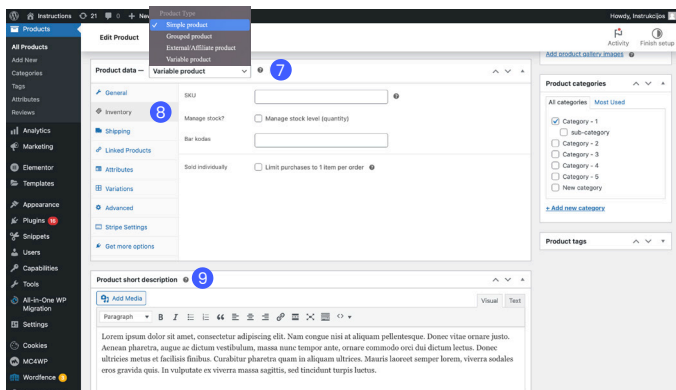
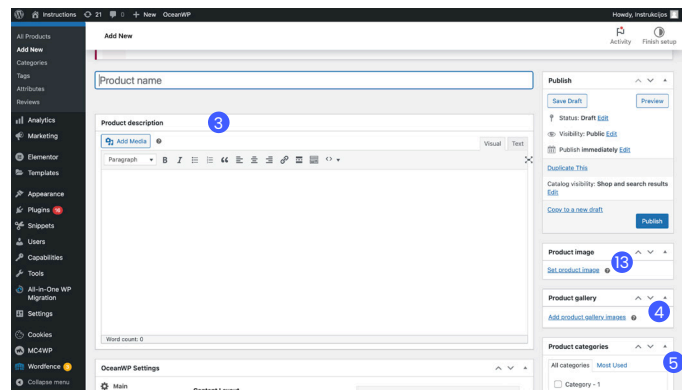
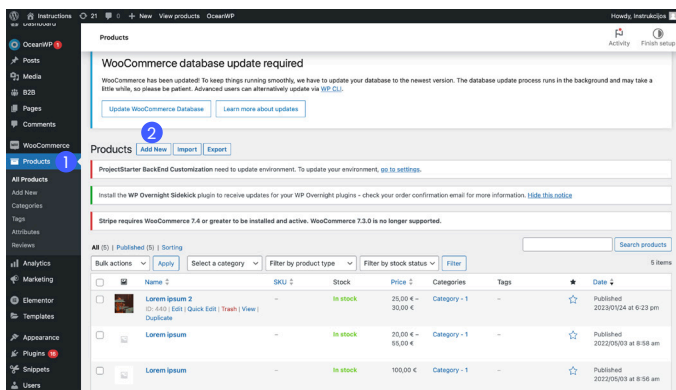
Editing an existing product

1. Select the 'Products' section
2. Select the product you want to edit and click 'Edit'
3. Add the product name
4. Add the main product photo
5. Add the product photo gallery
6. Select the product category
7. If necessary, enter the product code and stock quantity
8. Enter the product description.
9. If it is a product with variants, you can add additional attribute values, change the attribute name, or create a new attribute with values.
10. If a product has options in this section, you can adjust each option separately: add a photo, price, promotional price, product code, and stock quantity.
11. If it is a simple product, add the product price and, if necessary, the promotional price.
12. After making all the changes, click 'Update'.



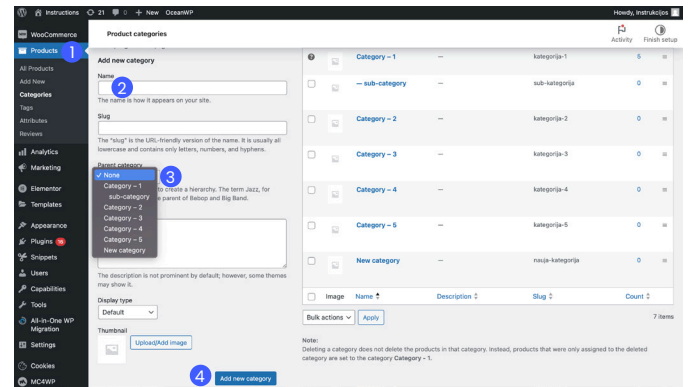
New product development

1. Select the 'Products' section
2. Click 'Add new'
3. Add the product name
4. Add the main product photo
5. Add the product photo gallery
6. Select the product category
7. Select the product type. Simple product - no variations. Product with variants - a product with additional product variations/values
8. If necessary, enter the product code and stock quantity
9. Enter the product description
10. If it is a product with variants, you can add additional attribute values, change the name, or create a new attribute with values.
11. If a product has options in this section, you can adjust each option separately: add a photo, price, promotional price, product code, and stock quantity.
12. If it is a simple product, add the product price and, if necessary, the promotional price.
13. After making all the changes, click 'Announce.'



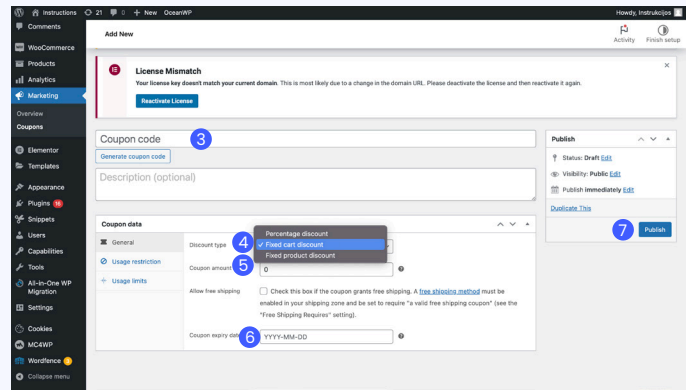
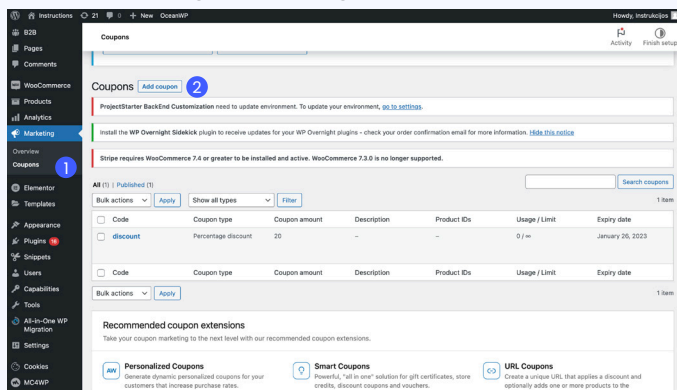
How to add a new product category/subcategory

1. Select the section 'Products' >> 'Categories'
2. Enter the name of the category
3. If it is the main category, select 'None' under the section 'Parent Category.' If you want to create a sub-category, then after choosing one of the main categories,
4. Click on 'Add new category.'



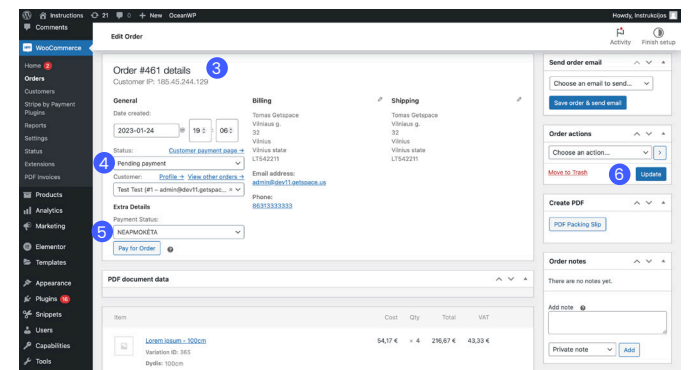
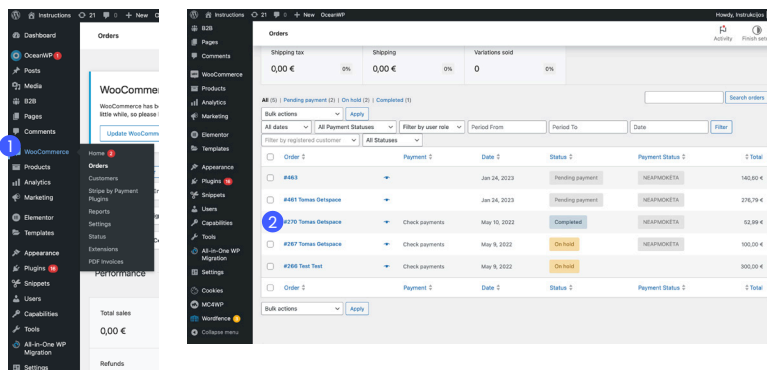
Generating a discount code

1. Select the section 'Marketing' >> 'Discounts'
2. Click 'Create discount'
3. Enter the discount code that you will present to customers.
4. Select the discount condition
5. Enter the discount amount
6. If necessary, enter the validity period
7. After making the changes, click 'Announce.'



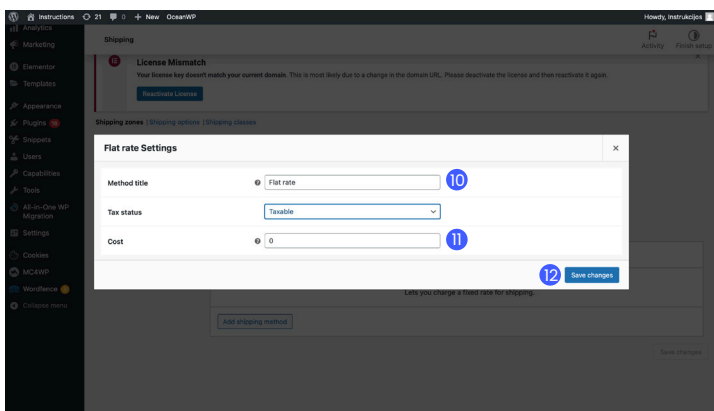
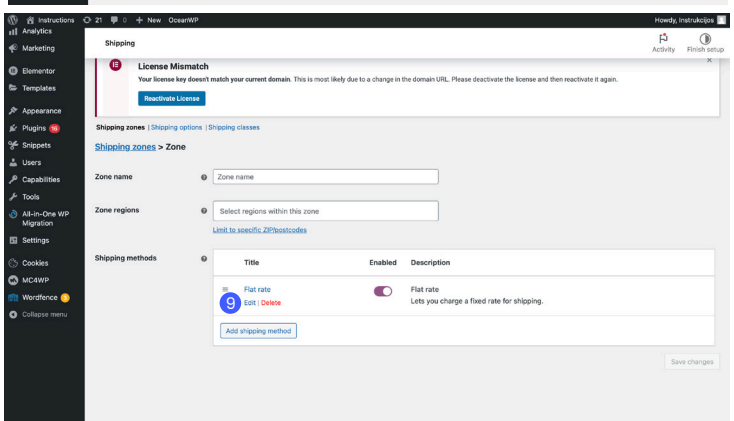
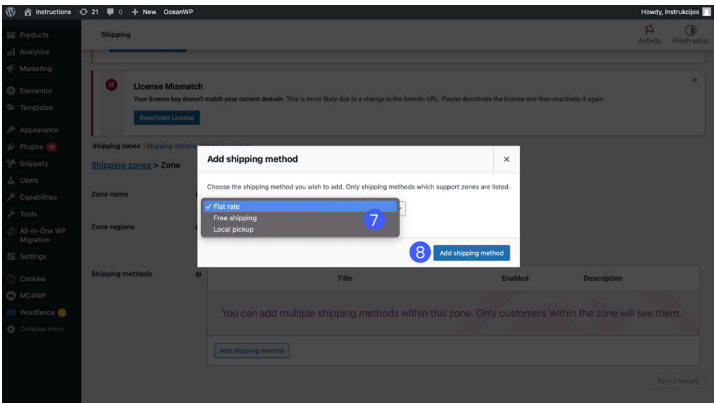
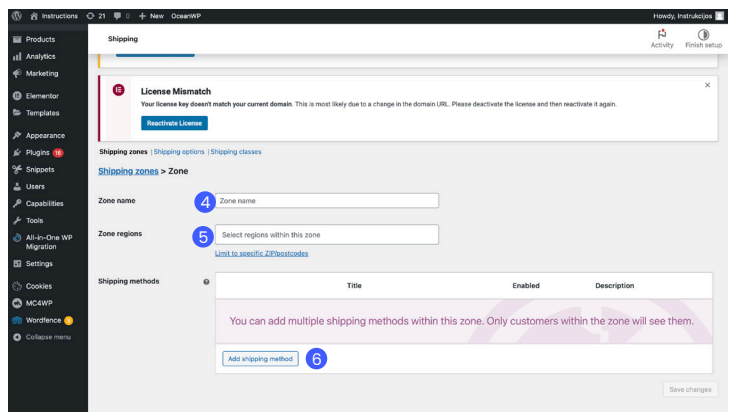
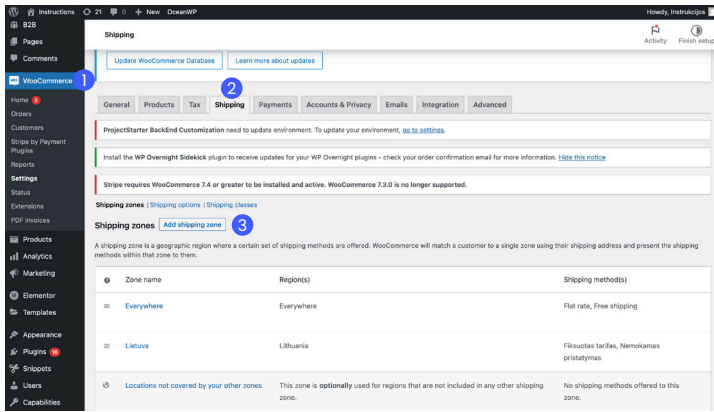
Order management

1. Select the section 'WooCommerce' >> 'Orders'
2. A window opens with all orders and information about payment and order status. To view more detailed information, click on the selected order
3. You can see the detailed order information: buyer, shipping, and purchased product information.
4. You can adjust the order status
5. You can adjust the payment status
6. If changes have been made, click 'Update.'



Delivery

1. Select 'WooCommerce' >> 'Settings' section
2. Click on 'Delivery'
3. To add a delivery, click on 'Add delivery method.' Several zones can be created with different delivery methods or restrictions.
4. Enter the name of the zone
5. Choose the correct region /country
6. Click 'Add delivery method' (several delivery types can be assigned to one zone)
7. Select the delivery type
8. Click 'Add delivery method'
9. To add delivery conditions/price to the selected method, click 'Edit'
10. If you need to change the name (it will be displayed in the payment section next to the delivery selection)
11. Enter the delivery price.
12. After making the changes, click 'Save changes.'



Payment by PayPal

1. Select 'WooCommerce' >> 'Settings' section
2. Click on 'Payments'
3. Activate PayPal payment.
4. Click on 'Management'
5. Select 'Connection'
6. Enter the relevant data from your PayPal account in all marked fields
7. Click 'Save Changes'.

WooCommerce database update required

WooCommerce has been updated! To keep things running smoothly, we have to update your database to the newest version. The database update process runs in the background and may take a little while, so please be patient. Advanced users can alternatively update via [WP CLI](#).

[Update WooCommerce Database](#) [Learn more about updates](#)

Install the WP Overnight Sidelick plugin to receive updates for your WP Dreamlight plugins - check your order confirmation email for more information. [Hide this notice](#)

Stripe requires WooCommerce 7.4 or greater to be installed and active. WooCommerce 7.3.0 is no longer supported.

Payment Methods

Installed payment methods are listed below and can be sorted to control their display order on the frontend.

Method	Enabled	Description
WooCommerce Payments	<input type="checkbox"/>	Payments made simple, with no monthly fees - designed exclusively for WooCommerce stores. Accept credit cards, debit cards, and other popular payment methods.

By clicking "Install", you agree to the [Terms of Service and Privacy policy](#).

Payments made simple, with no monthly fees - designed exclusively for WooCommerce stores. Accept credit cards, debit cards, and other popular payment methods.

By clicking "Install", you agree to the [Terms of Service and Privacy policy](#).

Direct bank transfer Take payments in person via BACS. More commonly known as direct bank/wire transfer. [Finish set up](#)

Check payments Take payments in person via checks. This offline gateway can also be useful to test purchases. [Manage](#)

Cash on delivery Have your customers pay with cash (or by other means) upon delivery. [Finish set up](#)

PayPal Express - PayPal Allow customers to checkout directly with PayPal Smart Buttons or Express Buttons. [Manage](#)

Stripe Credit Cards - Credit/Debit Cards Credit card gateway that integrates with your Stripe account. [Manage](#)

Stripe Apple Pay - Apple Pay Apple Pay gateway that integrates with your Stripe account. [Manage](#)

Stripe Google Pay - Google Pay Google Pay gateway that integrates with your Stripe account. [Finish set up](#)

Stripe Payment Request - Browser Payments Gateway that renders based on the user's browser. Chrome payment methods, Microsoft pay, etc. [Finish set up](#)

PayPal - The all-in-one checkout solution for WooCommerce

[Documentation](#) [Get Help](#) [Request a feature](#) [Submit a bug](#)

Connection **Standard Payments**

Account Setup

API Credentials

Disconnect from PayPal [Disconnect Account](#)

Click to reset current credentials and use another account.

Sandbox To test your WooCommerce installation, you can use the sandbox mode.

Live Email address

Live Merchant Id

Live Client Id

Live Secret Key

Advanced feature availability & sign-up

Resubscribe webhooks [Resubscribe](#)

Click to remove the current webhook subscription and subscribe again, for example, if the website domain or URL structure changed.

Uninstall/Clear Database

Manage plugin data and scheduled actions stored in database.

Remove PayPal Payments data from Database on uninstall Remove options and scheduled actions from database when uninstalling the plugin.

Remove PayPal Payments data from Database. [Clear now](#)

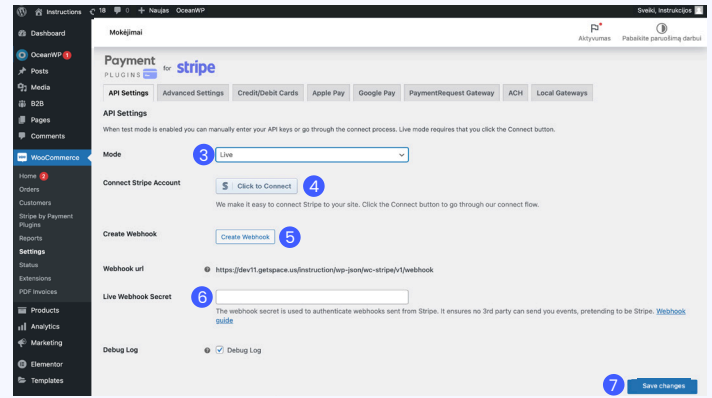
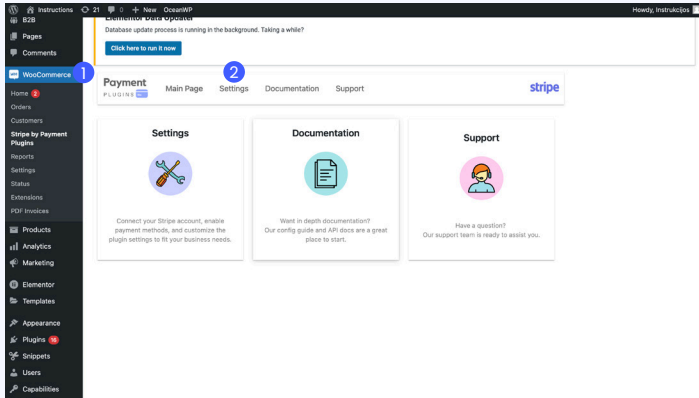
Click to remove options and scheduled actions from database now.

Country availability

[Save changes](#)

Activating a Stripe payment method

1. Select the section 'WooCommerce' >> 'Stripe by Payment Plugins'
2. Click on 'Settings'
3. Select the 'Live' option
4. Activate your Stripe account by following the steps in a new window
5. Create a 'Webhook'
6. Paste the created in the previous step webhook link
7. Click 'Save changes.'



Activating a Apple pay payment method

1. Select 'WooCommerce' >> 'Settings' section
2. Click on 'Payments'
3. Activate 'Stripe Apple Pay'. Also, ensure your Stripe account is activated and all data is entered.

