

WooCommerce PDF Invoices Plugin - Packing Slip & Shipping Label

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1 Installation Guide

This is a quick guide on installation, and updating.

1.1 Plugin Installation

To install WooCommerce Product plugin you must have a working and latest version of WordPress and WooCommerce plugin already installed. For information on installing the WordPress, please see the [WordPress Codex - Installing WordPress](#). For installing the WooCommerce and configure the shop please visit the following link [WooThemes - Installing WooCommerce](#).

- Now the next step is the **WooCommerce PDF Invoices, Packing Slip & Shipping Label**. In the full .ZIP archive you have downloaded from Codecanyon.net you will find file. This file is the installable .ZIP archive you can install via WordPress.

Now is time to install **WooCommerce PDF Invoices, Packing Slip & Shipping Label**, please read these steps carefully.

Installing from WordPress

Follow the steps bellow to install from WordPress Admin Dashboard

- Navigate to Plugins
- Click Install Plugins and click Add New
- Click the Upload Plugin button
- Navigate the .ZIP file on your computer and click Install Now
- When installation is done please click Activate to activate plugin

Installing using FTP

Follow the steps bellow to install using FTP

- Unzip the file to a desired location on your computer. These extracted files will be uploaded later via FTP
- Connect to your server via FTP (Use FileZilla or any other FTP client)
- Navigate to /wp-content/plugins/ server directory
- Locate the local directory where you have unzipped the ext_woo_abandoned_cart.zip archive
- Upload local folder /Extendons-woocommerce-Direct-checkout/ to remote /wp-content/plugins/
- To activate the newly installed plugin navigate to Plugins and click the Activate button within the **WooCommerce PDF Invoices, Packing Slip & Shipping Label**

1.2 Plugin Updates

Update from WordPress Admin

Follow the steps bellow to update from WordPress Admin Dashboard

- Navigate to Plugins
- Find the currently installed **WooCommerce PDF Invoices, Packing Slip & Shipping Label** and click Deactivate
- After deactivation click Delete to remove the old version (your saved setting will not be lost)
- Click Install Plugins and click Add New
- Click the Upload Plugin button
- Navigate the new version archive .ZIP on your computer and click Install Now
- When installation is done please click Activate to activate plugin

Update using FTP

Follow the steps bellow to update using FTP

- Unzip the new version archive .ZIP file to a desired location on your computer. These extracted files will be uploaded later via FTP
- Connect to your server via FTP (Use FileZilla or any other FTP client)
- Navigate to /wp-content/plugins/ server directory and delete the current plugin folde
- Locate the local directory where you have unzipped the new version archive .ZIP file
- Upload local folder to remote /wp-content/plugins/

2 User Guide

After installation of plugin, login to admin panel and flush your cache storage.

2.1 How To Configure The Plugin

At the backend end go to **Extensons PDF Settings**. Here you will find the following configurations.

General Settings

- **Company Name:** Enter Company Name for Invoice.
- **Company Email:** Enter Company Email for Invoice.
- **Company Logo:** Company Logo for invoice.
- **Upload Watermark:** Company Watermark for invoice.
- **Company Phone:** Enter Company Phone Number.
- **Company Fax:** Enter Company Fax Number.
- **Company VAT:** Enter Company VAT Number.
- **Company Business ID:** Enter Company Business ID Number.
- **Display Tax Amount:** Display Tax Amount on invoice.
- **Display Subtotal:** Display Subtotal on invoice.
- **View or Download:** You can choose the option of view or download invoice from order listing page. Default is View.
- **View/Download (My Account):** You can set invoice as view or download in My Account (front-end) page from here. Default is View.
- **View/Download (Order Edit):** You can set invoice as view or download in Order edit page. Default is View.
- **Display Invoice Number on Invoice:** Display invoice number.

General Settings

Company Name

Enter Company Name for Invoice.

Extendons

Company Email

Enter Company Email for Invoice.

inof@extendons.com

Company Logo

Company Logo for invoice.



Remove Logo

Upload Logo

Upload Watermark

Company Watermark for invoice.



Remove Watermark

Upload Watermark

Company Phone

Enter Company Phone Number.

123456789

Company Fax

Enter Company Fax Number.

321654987

Company Vat

Enter Company Vat Number.

1142

Company Business ID

Enter Company Business ID Number.

124578

Display Tax Amount

Display Tax Amount on Invoice.

Enabled

Disable

Display Subtotal

Display Subtotal on Invoice.

Enabled

Disable

View or Download

You can choose the option of view or download Invoice from order listing page. Default is View.

View

Download

View/Download (My Account)

You can set Invoice as view or download in My Account (front-end) page from here. Default is View.

View

Download

View/Download (Order Edit)

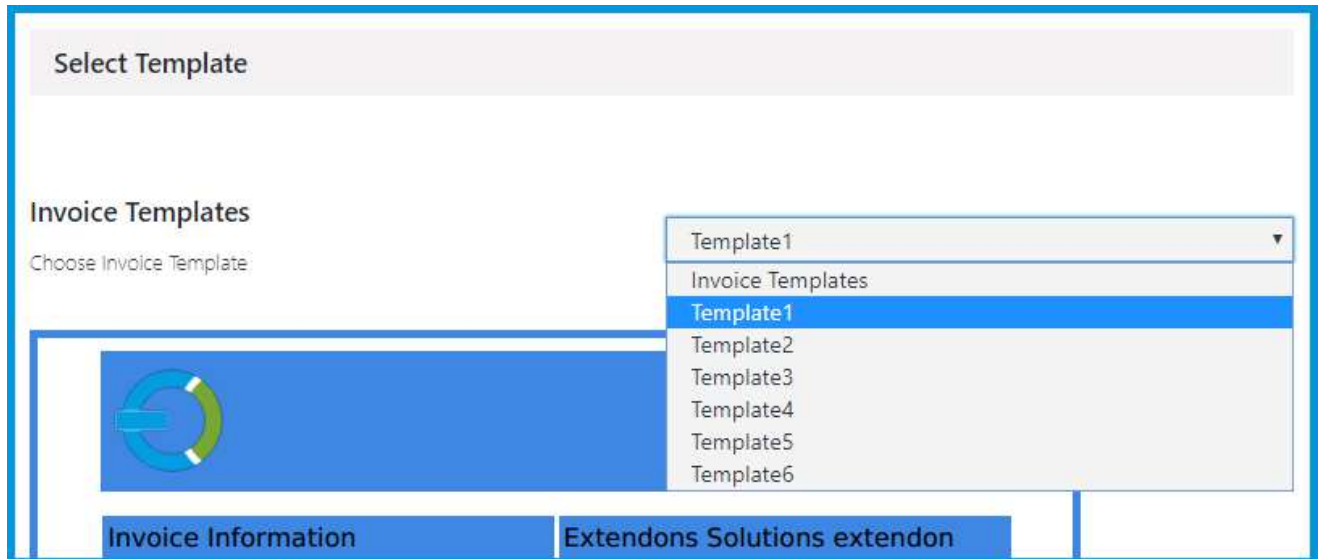
You can set Invoice as view or download in Order edit page. Default is View.

View

Download

Select Template

- **Invoice Templates:** Choose Invoice Template.



The screenshot shows a web interface titled "Select Template". Below the title, there is a section labeled "Invoice Templates" with the instruction "Choose Invoice Template:". A dropdown menu is open, displaying a list of template options: "Template1", "Invoice Templates", "Template1", "Template2", "Template3", "Template4", "Template5", and "Template6". The "Template1" option is currently selected and highlighted in blue. In the background, there is a blue banner with a circular logo and a navigation bar with the text "Invoice Information" and "Extends Solutions extendon".

Template Options

- **Display Customer Shipping Information:** Display Company Shipping Address on invoice or not.
- **Display Customer Billing Information:** Display Company Billing Address on invoice or not.
- **Header Heading:** Enter Company Header Heading.
- **Header Heading Text:** Enter Company Header text.
- **Footer Heading:** Enter Company Footer Heading.
- **Footer Heading Text:** Enter Company Footer text.
- **Company Address:** Company address to display on invoice.
- **Company Terms & Condition:** Company term and condition to display on invoice.
- **Company Note:** Company Note to display on invoice.

Template Options

Display Customer Shipping Information

Display Company Shipping Address on invoice or not

Enabled

Disable

Display Customer Billing Information

Display Company Billing Address on invoice or not

Enabled

Disable

Header Heading

Enter Company Header Heading

Header heading goes here

Header Heading Text

Enter Company Header text

Lorem Ipsum has been the industrys standard dummy text ever since the 1500s,

Footer Heading

Enter Company Footer Heading

Footer heading goes here

Footer Heading Text

Enter Company Footer text

Lorem Ipsum has been the industry's standard dummy text ever since the 1500s.....!

Company Address

Company address to display on invoice.

Company Address goes here.....!

Company Terms & Condition

Company term and condition to display on invoice.

Company terms and condition.....!

Company Note

Company Note to display on invoice.


Company note goes here.....!

Font & Color


- **Template Font Color:** Select template font color.
- **Template Color:** Select template color.
- **Template heading font size:** Select template font heading size Default 18px.
- **Template font size:** Select template font text size Default 12px.

Font & Color

Template Font Color
Select template font color



Template Color
Select template color



Template heading font size
Select template font heading size Default 18px

Template font size
Select template font text size Default 12px