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## ESP Quick Tip #48: Edit a Shared Presentation

2022-11-18 - Jennifer S - ESP Quick Tips

To edit a shared presentation, log into ESP Web and take the following steps:

1. Click on Projects link from the main toolbar.

| esp          | ESP Web       | Websites Admin    | CRM              | Orders           | Email Marketing      |  |
|--------------|---------------|-------------------|------------------|------------------|----------------------|--|
| Searches -   | Top Sellers - | Projects Presenta | ations – 🕴 New S | Suppliers Suppli | er Catalogs Specials |  |
| Q Search for | Products      |                   | Products -       | Price            | Quantity             |  |

2. In the Projects area, click on Presentations from the options on the left. Then, click on the Shared Presentations tab.

| Projects       |   |  |  |  |  |
|----------------|---|--|--|--|--|
| Create Project | Presentations                             |  |  |  |  |
| My Projects    | All My Presentations Shared Presentations |  |  |  |  |
| Presentations  | Search for Presentations Search           |  |  |  |  |

3. Find the the shared presentation you would like to edit. You can use the search bar at the top to enter the presentation name, use the sort by dropdown, or scroll down.

| Presen   | ntations            |   |          | 🔒 Prin   |
|----------|---------------------|---|----------|----------|
| All      | My Presentations    | Shared Presentations  |          |          |
| Search I | for Presentations S | Search  | Sort By: | Newest 🗸 |
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|          | Last U              | mer: 17Printing<br>Ipdated: 11/18/22<br>d By: Jacob Marlowe |          |          |

4. Click on any product in the presentation to open the editor.

Note: Clicking on the Edit button will enable you to edit the presentation details, such as the presentation name, customer, visibility, etc.

## Presentations

| All My Presentations Shared |                   | ared Presentation | s  |  |  |          |          |       |          |
|-----------------------------|-------------------|-------------------|--|--|--|----------|----------|-------|----------|
| Search                      | for Presentations | Search            |  |  |  |          | Sort By: | Newes | st 🗸     |
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|                             |                   |                   |  |  |  | Download | Edit     | Сору  | Share    |

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