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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.

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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						
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