# 2.1. Quick-start to editing your pre-loaded content. (Butchers)

### How to Edit the Prices of your Products

In the Dashboard Area

> Click - 'Products'

> Click - 'All Products'



Select a Product Category you wish to edit. (i.e. Beef Joints)

- > Click 'Select Category'
- > Click 'Sub category' (i.e Beef Joints) (A)
- > Click 'Filter'

B



Select the Product you wish to edit. (i.e. Topside Joint of Beef)

- > Move your Cursor over 'Product Name' (Topside Joint of Beef)
- > Click 'Quick Edit'

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	0		French trimmed fore rib of beef	з	In stock	£15.00	Beef, Joints
	0	1	Brisket on-the-bone joint	2	in stock	£2.00	Beef, Joints

# How to Edit the Prices of your Products (cont)

Select the Product you wish to edit. (i.e. Topside Joint of Beef)

> Type in your Price



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> Click 'Update'

IMPORTANT

Remember to ALWAYS click 'update' to ensure the changes are actioned.

You can now move your cursor to the next product you wish to Edit.

# How to Hide Products

If you don't want the product to appear in your Online Shop, but might add it in future, you can Hide it by making the product a 'Draft' item.

Select the Product using the Quick Edit tool (as shown on page 1)

- > Click 'Status' (Published)
- > Select 'Draft' from the drop down menu

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#### > Click 'Update'

This product will still show in the Admin area product list but will not appear on your website.

To turn it back on, simply change the Status to 'Published'

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#### IMPORTANT

Remember to ALWAYS click 'update' to ensure the changes are actioned.

### How to Edit Product Descriptions or Titles

If you want to change the Title or Description of the Product, you need to Use the 'Edit' function.

> Move your Cursor over the Product you wish to Edit

> Click 'Edit'

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cs	0	8	Slow roast of beef	6	In stock	£2.50	Beef, Joints
9	0		Sirloin joint of beef	5	in stock	£5.98	Beef, Joints
	0		Rib of beef boned and rolled	4	In stock	£3.98	Beef, Joints
	0		French trimmed fore rib of beef	3	In stock	£15.00	Beef, Joints
	0		Brisket on-the-bone joint	2	in stock	£2.00	Beef, Joints
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You can now make changes to all Product details.

- > A) Product Title
- > B) Product Description (Not also change short description to match)
- > C) Short Description
- > D) Size/Weight
- > E) Price

#### .... ii site-c.ourlocal.me Russel's Butchers Products Add New Import Expor WooCommerce Products $(\mathbf{A})$ Topside Joint of beef nt-of-beef/ Edit Permalink: https://de ourlocal.uk/p Add New Paragraph - B I 🗄 🗶 ፋ 🗄 🗄 🖉 🔤 📓 Analytics Traditional British roast beef joint for slicing. B Marketing 🛓 Profile Collapse menu Extra product information Size D 8oz (230g) Product data - Simple product Virtual: Downloadable: $(\mathbf{E})$ ⊁ General Regular price (£ 2.80 6 In Sale price (£) Schedule Shipping P Linked Products Attributer O Advanced Product short description Paragraph 🔻 B / I 🗄 🗄 ፋ 🗄 🖆 🖉 🔤 🔀 🧱 $\bigcirc$ Traditional British roust beef joint for slicing

#### IMPORTANT

Remember to ALWAYS click 'update' to ensure the changes are actioned.

## How to Delete Products

If you don't want the product to appear in your Online Shop, and are confident you definitely don't want it in the future, you can Delete it easily.

- > Click the 'Tick box' next to the Item you want to delete (A)
- > Click 'Bulk Actions' (B)
  > Select 'Move to Bin'

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	0	French trimmed fore rib of beef	3	In stock	£15.00	Beef, Joints
	0	Brisket on-the-bone joint	2	In stock	£2.00	Beef, Joints

> Click 'Apply'

These products will now NOT show in the Admin area product list and will NOT appear on your website.

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menu	Rib of beef boned and rolled	4	In stock	£3.98	Beef, Joint
0	French trimmed fore rib of beef	3	in stock	£15.00	Beef, Joint
0	Brisket on-the-bone joint	2	in stock	£2.00	Beef, Joint
0	Brisket joint (rolled)	1	in stock	£2.50	Beef, Joint
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