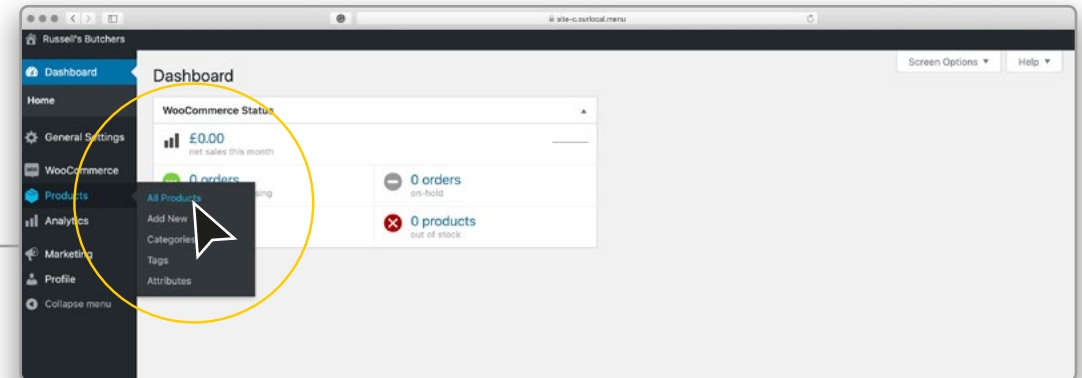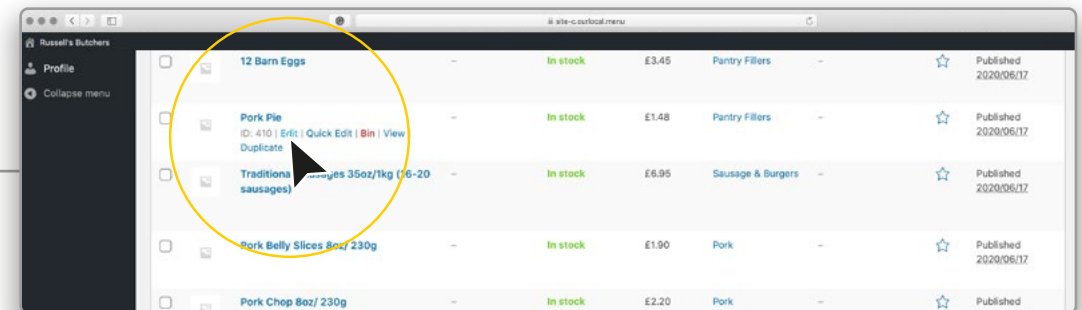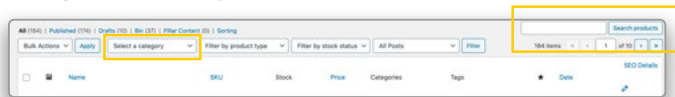## 2.2. How to edit your pre-loaded contents > (Butchers)

1. Edit a Product.

In the Dashboard
> **Click - 'Products'**
> **Click - 'All Products'**

You can filter the products by Selecting a Category/Sub-category or by using the 'Search products' box:

> **Select 'Edit' or 'Quick Edit'**
(When using a Tablet/iPad this option can be found by tapping the screen in an area that is free of any menu's (C))

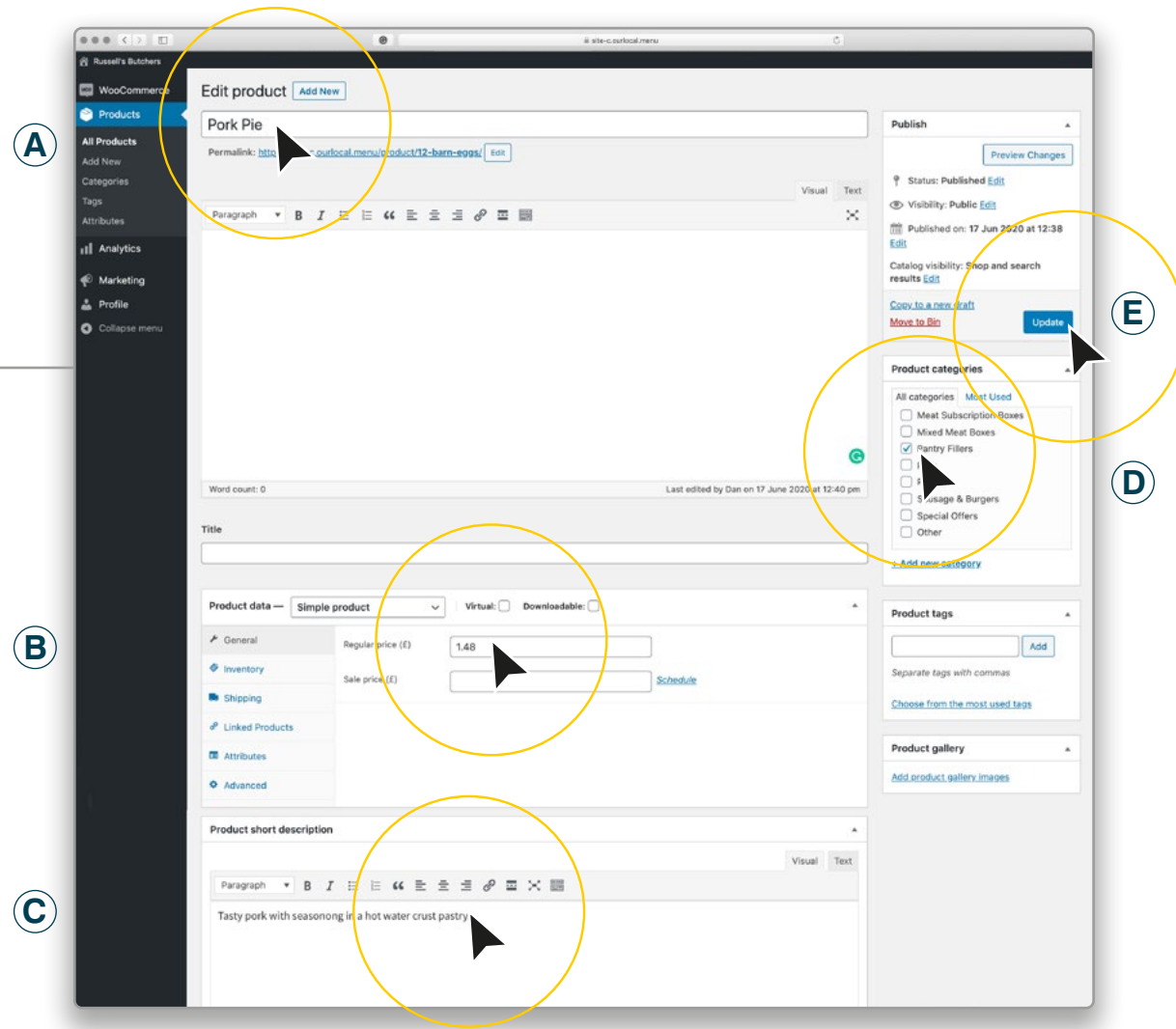> **Edit the product name here. (A)**
> **Edit the product price here. (B)**
> **Edit the product description here. (C)**

> **You can change the category that the product is designated to here. (D)**

IMPORTANT:
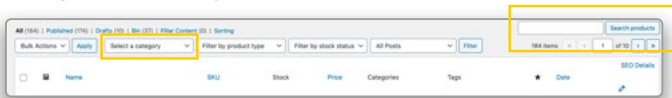> **When finished Click the 'Update' button. (E)**

2. How to 'hide' a Product or mark as 'out of stock'.

If you don't want to delete a product, because you may stock it again in the future, you can disable it.

In the Dashboard

> **Click - 'Products'**
> **Click - 'All Products' (A)**

You can filter the products by Selecting a Category/Sub-category or by using the 'Search products' box:

• Find the product you wish to disable
> **Click - 'Quick Edit' (B)** (When using a Tablet/iPad this option can be found by tapping the screen in an area that is free of any menu's (C))

> **Click - 'In stock' and select 'Out of Stock' from the drop down menu (D)**
The product will now show as 'Out of Stock' on your online shop.

If you wish to hide the product from your online shop, also do the following:
> **Click - 'Status' and select 'Draft' from the drop down menu (E)**

IMPORTANT:
> **When finished Click the 'Update' button. (F)**

To change a product back in to stock and/or to show it on your online shop - switch 'draft' to 'published' and switch 'out of stock' to 'in stock'
Remember to alway Click the 'Update' button. (F)