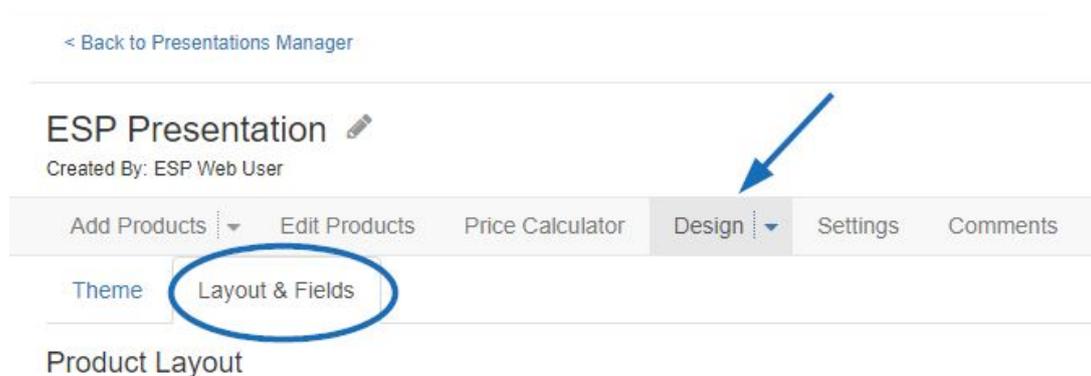# ESP Quick Tip #72: Customize ESP Presentation Fields

2024-05-21 - Jennifer M - ESP Quick Tips

In the ESP Presentation editor, you can customize the fields available within the presentation.

After logging into ESP Web, open the presentation, then click on Design from the presentation toolbar. Next select the Layout & Fields tab.

By default, the standard data fields for each layout are denoted with the eye icon in the Product Fields section. To show or hide a field, use the checkbox in the Visible column to choose which fields to be displayed on the presentation. The order in which the fields appear can also be rearranged by clicking on the three dot icon for the field then dragging and dropping into the desired position. The numbers will change automatically to reflect the new order of the product fields.

Additionally, if you would like to change the name of a field, delete the existing label name and type a new one.

Product Fields

Order	Visible	Field Label	Customize Label Name	
1	☑	Product Name	Product Name	👁
2	☑	Summary	Summary	👁
3	☐	Description	Description	
4	☐	Tradename	Tradename	
5	☑	Material	Material	👁
6	☐	Shape	Shape	
7	☐	Product Number	Product Number	

When you are finished customizing the fields and labels, scroll down and click on the Apply button. If you would like to return to the fields to their standard visibility, order, and labels, click on the Restore All Fields to Default button.

Product Image ☑

Pricing

Visible	Field Label	Customize Label Name	
☑	Price	Price	👁
☐	Net Cost	Net Cost	
☑	Price Includes	Price Includes	👁

Restore All Fields to Default

Adding more than the default number of fields may cause formatting issues. Preview your Presentation to make sure you are happy with the results. For best results, use the suggested number of fields.

Apply

If you would like the layout to appear on all of your presentations going forward, click on the Save as Template option from the sending and sharing options toolbar at the top.

< Back to Presentations Manager   🗐 Copy   💾 Save as Template   ↗ Share   ⬇ Download   📄 Preview   ✉ Send

ESP Presentation ✏

Created By: ESP User

6 Products in this Presentation