## **Text Administration**

## How to insert / edit text in the description of all the products of a certain category or subcategory?

- 01) Access the Control Panel
- 02) After login click on Tools >> Text Administration
- 03) After clicking on New File

In the Text type field select Text

Select the checkbox Add in the description of all the products

Click on categories and sub-categories with the CTRL key pressed to select more than one option

In the Title field of the Text fill in a title

In the Text Description field, describe the text that you want

After clicking on the INSERT button

Automatically all products of the selected categories or sub-categories will be with this title and text in the description.

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