

# Deleting and Inactivating Presentations

What if you no longer need to have people watch a Brainshark presentation? Should you inactivate it or delete it? What if you don't want people to view it but you might need the content for something else later? This document will help you decide what to do and then give you the steps to get it done.

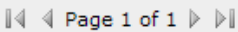

When a presentation is **inactivated**, the content in the presentation (slides, audio, video, attachments) stays on Brainshark. This means that you can reactivate the presentation at any time and you can reuse and repurpose the content, copying it into another presentation or changing the existing presentation to fit future needs.

When you **delete** a Brainshark presentation, everything about the presentation is deleted: all slide images, audio files, video files, attachments are removed from Brainshark. And since Brainshark presentations cannot be downloaded into PowerPoint, once a presentation is deleted, it cannot be restored except to start all over again by uploading the slides and adding audio, video attachments, etc. Therefore, it is important to determine whether you want to delete the presentation or just inactivate it for potential future use of its content.

Reporting about views and the existence of the presentation remain whether you delete or inactivate the presentation. The image below shows the notation difference for inactive, deleted and archived presentations. Active presentations do not have a notation; this is also shown below.

See [this document](#) for assistance in locating reporting information on inactivated and deleted presentations.

Report Catalog: [Brainshark Reports](#) > [Presentation Reports](#) > [Viewing Summary by Presentation](#)

**Report Tools:**  Page 1 of 1  Print (PDF)

## Viewing Summary by Presentation

Presentation Title	Author	# of	# of	Total	Average %	Average %	Average
Adding Questions, Polls & Surveys (#64590399) [inactive]	Patrick Kelly	965	8,401	147:23:21	46	51	
Adding Questions, Polls & Surveys (#803832187)	Shannon Hayward	19	184	2:48:07	51	54	
Adding Slides (#650941391) [archived]	Audrey Polce	4	8	1:11	66	20	
Admin Tutorial (#62188) [deleted]	Customer Success	5	18	2:41:40	18	0	

## Inactivating Presentations

To inactivate a presentation, you have two options:

In Detail View, uncheck the box correlating with the presentation you want to inactivate and confirm your selection. To reactivate the presentation, re-check the box.

Title	Modified ▼	Active	Login Required
Media Library	2009-09-17	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Animation Best Practices	2009-09-17	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Guest Authoring	2009-09-17	<input checked="" type="checkbox"/>	<input type="checkbox"/>

In Thumbnail View, click to Edit the presentation and navigate to the Security tab; uncheck the Presentation is active box and hit Save or Apply to save your changes. To reactivate the presentation, re-check the box.

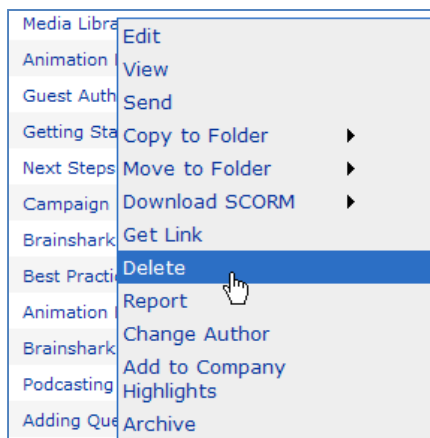
Presentation properties | **Security** | Options | Attachments

- Require User ID and password to view presentation
- Set a password for this presentation
- Set an expiration date
- Presentation is active

## Deleting Presentations

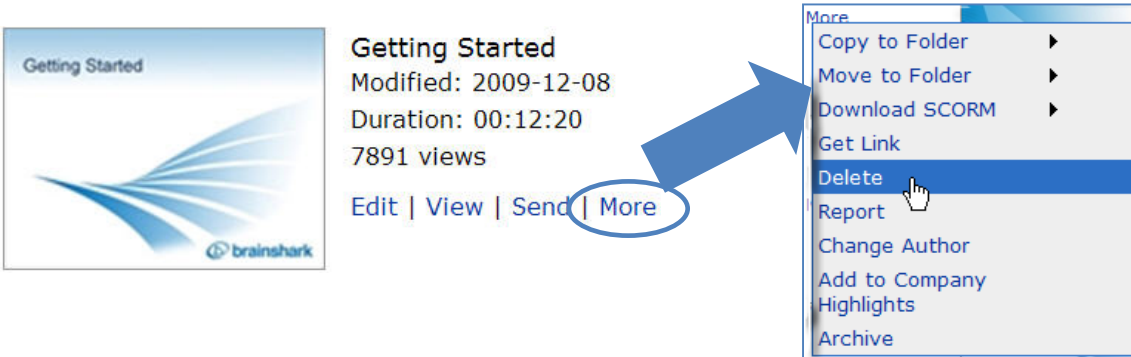
To delete a presentation, you have two options:

In Detail view, click the **Title** of the Presentation and select **Delete**:



*Delete or  
Inactivate?  
That  
is the  
question.*

In Thumbnail view, click the **More** link and select **Delete**:

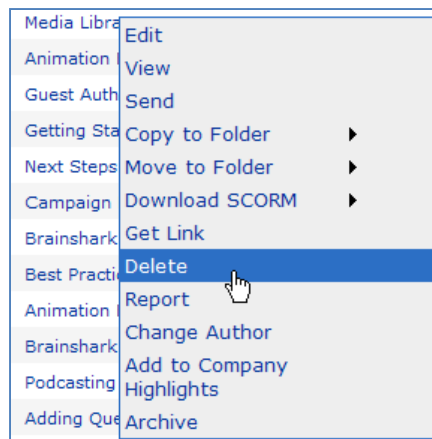


In both cases, you will be prompted to **confirm** the desire to delete the content. (See the third paragraph on the previous page for cautions about deleting presentations.)

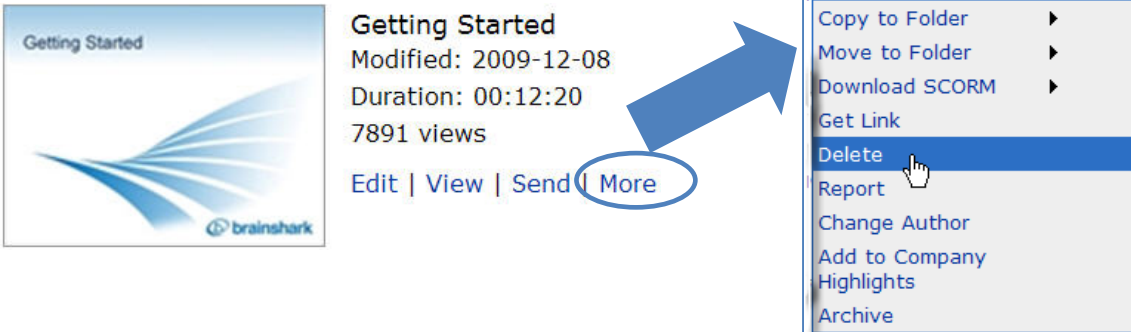
## Edit Presentation

Alternatively, you can delete a presentation while you are editing it:

In Detail view, click the **Title** of the Presentation and select **Delete**.



In Thumbnail view, click the **More** link and select **Delete**.



In both cases, you will be prompted to **confirm** the desire to delete the content. (See the third paragraph on the first page of this document for cautions about deleting presentations.)