

Merge Content

This document highlights the merge content functionality within Brainshark.

When you have multiple presentations which need to contain similar content within your Brainshark site, you do not need to rerecord, or recreate slides you already have in Brainshark. You can use Brainshark's merge content functionality to 'copy' slides, audio or attachments from any one presentation that you can see to any of your presentations, even if the originating presentation was created by a different author. This document will outline the step-by-step process of how to merge your content.

How to Merge

- The **Source Presentation** is the presentation which contains the content (slides, audio, attachments) which you want to copy
- The **Destination Presentation** is your presentation; it is the place where you want to put the content from the Source Presentation



Things you can do

- Content Network Home
- Manage slides
- Manage audio
- Add attachment
- Add a question
- Replace PowerPoint® slides
- Add slides
- Merge content**
- My Media Library
- Download SCORM
- Download presentation
- Print slides
- Report
- View Presentation
- Send
- Delete

Note: An "@" next to a slide title indicates an attachment. This indicator will not be displayed within the viewer.

Note: A "?" next to a slide title indicates that a particular slide is an interaction. This indicator will not be displayed within the viewer.

Source Presentation
Master Tutorials : Master A...

Destination Presentation
Master Tutorials : Master A...

Search for Presentation

Presentation History:
Presentation Wizards - Create from Wizard

Table of Contents

Source Presentation	Destination Presentation
1. 0:14 Presentation Wizards	1. 0:32 HR Bulletin
2. 0:24 Agenda	2. 0:06 Healthcare FSA
3. 0:17 Create a presentation	3. --- @ 1_brainshark_flash video
4. 0:12 Choose Wizard	4. --- ? Examination
5. 0:17 Step 1	5. --- Dependent Care FSA*
6. 0:39 Step 2	6. --- Questions?
7. 0:22 Step 3	
8. 0:10 Step 4 - no edit	
9. 0:21 Attachments	
10. 0:20 Record Audio	
11. 0:41 Recording Audio	
12. 0:16 Edit Presentation	
13. 0:21 Edit Presentation	
14. 0:03 ? Rate This Presentation	
15. 0:04 ? Free Feedback	
16. 0:20 @ CCO	

Copy **Replace** **Image** **Audio** **Attachment**

Move Up **Move Down**

Remove
Slide & Audio
Audio
Attachment

Source Slide **Audio** (Ready 00:00:00) **Destination Slide**

1. **Be sure to make a copy of the Destination Presentation before beginning the Merge process!**
2. Select Edit on the Destination Presentation
3. Choose "Merge Content" under the "Things you can do" Menu at the left
4. The Merge Content screen will appear – the Source Presentation Table of Contents will be on the left and the Destination Presentation Table of Contents will be on the right. When you first come to this screen, the two lists are the same. On this screen, you will only be able to make changes to the Destination Presentation.

5. Click on the “Search for Presentation” button, located above the Source Presentation, to find the presentation from which you want to copy content
6. You will be able to search for the source presentation based on name, author, folder or presentation ID Number

Find a Presentation

Find a presentation by either selecting a folder or by searching. Click the presentation title to select the presentation.
Note: Course titles are shown in *italics*.

Folder: Cancel

Search:


Include inactive and expired presentations

Folder contents:

Title	Author	Folder	Last Modified
How to Train	Kobelski, Karalyn	Kara Kobelski : Brainshark Learning and Development	2009-08-20 13:10
<i>Brainshark L&D</i>	Kobelski, Karalyn	Kara Kobelski : Brainshark Learning and Development	2009-08-21 13:09
1			

7. Click on the Title for the Source Presentation and the Table of Contents on the left will update to reflect the contents for that presentation. Your Destination Presentation Table of Contents (on the right) will remain the same, reflecting the presentation into which you will be copying content.

Brainshark Best Practice

 Before making any changes to a Brainshark Presentation- make a copy of the presentation!

To replace content

1. Highlight the slide on the Source Presentation containing the content you want to copy
2. Highlight the slide on the Destination Presentation to which you want the content copied
 - a. Select “Replace Image” if you want to only replace the slide image and animations on the selected slide in the Destination Presentation. This option maintains the audio on the Destination Slide.
 - b. Select “Replace Audio” if you would like to only replace the audio on the selected slide in the Destination Presentation. This option maintains the slide image and animation timings on the Destination Slide.
 - c. Select “Replace Attachment” to replace only the attachment associated with the selected slide in the Destination Presentation. This option maintains the slide image, the animations and the audio on the Destination Slide.
3. Do this as many times as you need to for each slide on the presentation.
4. Hit “Submit” to save your changes or “Cancel” to ignore the changes
5. ***Note that changes are not final until you hit Submit, so if you realize that you have not yet made a copy of the Destination presentation, you can Cancel and do so now.**

<input style="background-color: #4a7ebb; color: white; padding: 5px; border: none; border-radius: 3px; width: 100%;" type="button" value="Copy"/>	▶▶	←	This will copy all assets of the highlighted slide and be places as the last slide of the Destination presentation
Replace			
<input style="background-color: #4a7ebb; color: white; padding: 5px; border: none; border-radius: 3px; width: 100%;" type="button" value="Image"/>	▶▶	←	This will replace only the image of the destination slide highlighted, audio will remain the same
<input style="background-color: #4a7ebb; color: white; padding: 5px; border: none; border-radius: 3px; width: 100%;" type="button" value="Audio"/>	▶▶	←	This will replace only the audio of the destination slide highlighted, image will remain the same
<input style="background-color: #4a7ebb; color: white; padding: 5px; border: none; border-radius: 3px; width: 100%;" type="button" value="Attachment"/>	▶▶	←	This will replace the attachment associated with a slide in a presentation

To copy slides on the presentation

1. Highlight the slide on the Source Presentation containing the content you want to copy
2. Highlight the slide on the Destination Presentation which you want the copied slide to follow
3. Select "Copy"
4. The copied slide will be placed after the selected Destination Slide
5. You can still use the arrows found to the right of the Destination Presentation to move the Destination Slides to a new position

If you need to enlarge a slide image or play the audio, click a slide and then the thumbnail or the audio play button located below the under the appropriate Table of Contents.

Find your content to merge

making changes to/ merging content into

Source Presentation
Brainshark Learning and Dev...
Search for Presentation

Destination Presentation
Brainshark Learning and Dev...

Table of Contents

1. 0:03 How to Train
2. 0:03 Different Approaches
3. 0:07 Different Approaches
4. 0:05 Different Approaches
5. 0:04 Look At Me
6. 0:03 Sit
7. 0:06 Lie Down
8. 0:06 Roll Over
9. 0:07 Bad Behavior
10. 0:05 Barking
11. 0:04 Chewing
12. 0:05 Biting
13. 0:07 Repeat Repeat Repeat

Table of Contents

1. 0:02 Brainshark Learning and Deve
2. --:-- Certifications
3. --:-- Training

Copy

Replace

Image

Audio

Attachment

Move Up

Move Down

Remove

- Slide & Audio
- Audio
- Attachment

If you copy a slide over, you will need to use these arrows to move it to the correct position in your presentation

Source Slide

Audio
Ready
00:00

Destination Slide

Cancel **Submit**

Thumbnails of the slides, to determine if it is the correct slide to merge

preview audio before replacing