

How To: Allow Presentations to be Reused, Copied or Shared

When you create a Brainshark presentation, you choose who has the ability to view it. You could share the link with only a few people, or send it out to your customers, partners and/or employees. Optional settings allow you to control when viewers can share, copy, personalize, embed or download your presentations. This document will discuss each of these options in detail and show you the process steps for making these options available.

While your presentation is active, other Brainshark users may be able to see it just by logging into Brainshark. Their permissions determine whether they see your presentation. Permissions control which folders each Brainshark user has access to view, author, or administer so where you choose to save your presentation will also control who can see it.

NOTE: The *Brainshark Viewing Console* displays your communication for your viewer. There are several settings you can enable (identified by ^{vc} before the section title) which affect the look and operation of the Viewing Console, some of which may not be available to you as determined by your Company Administrator.

For more information about permissions and access to viewing console options, contact your Company Administrator; for assistance in determining who that person may be, view the [Designated Brainshark Company Administrator](#) document.

Allow Other Authors to Copy Your Presentation

Allowing other authors to make copies of your presentation allows them to reuse content you have created in Brainshark. Authors will not be able to edit the original material used for the Brainshark unless you provide it to them either through the *Attachments* tab or direct communication. They will however be able to edit the copy of the presentation using other content they may create; for example, they can create new PowerPoint slides and replace current slides, they can re-record audio and they can add attachments, questions, polls and surveys.

1. Navigate to **Edit Presentation**.
2. On the *Security* tab, select **Allow authors to copy this presentation**.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

Allow Other Authors to Copy Your Presentation Slides, Audio, Attachments or Questions

Once Presentation Copy is turned on, other Authors can Merge Content from oh your accessible presentation to theirs. Once they have the content, they can re-record the audio, make changes to question slides, and repurpose attachments.

Details on how to merge from one presentation to another are found in the [Merge Content Process Document](#).

Make Your Presentation Available Only for Content Personalization

Some Brainshark presentations may only be intended for use as replacement or wrapper slides when another presentation is personalized. You can enable the following setting so the presentation does not appear in your visible folders for viewers to watch, but *is* available when you want to personalize a presentation.

1. Navigate to **Edit Presentation**.
2. On the *Security* tab, select **Allow authors to copy this presentation**.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

Allow Others to Personalize Your Presentation

Presentation personalization means that another author in your Brainshark site can add “wrapper” slides or replace slides of your choosing in your presentation prior to sharing. Personalization will not affect the core presentation and if the core presentation is updated, any personalized copies will be updated as well.

1. Navigate to **Edit Presentation**.
2. On the *Options* tab, select **Allow others to personalize this content**, in the *Allow viewers to* section.
3. Select the type of personalization you want to allow:
 - a. **Wrap core with slides** preserves the core of the presentation and allows for 0 to 20 custom first slides and 0 to 20 custom last slides to be added by the personalizer. Enter the number of slides you want to allow the personalizer to add in front of, and/or in back of your core presentation.
 - b. **Replace existing slides** lets you set which slides in your core presentation you authorize for replacement. Use the drop downs to select which slides are available for replacement.
4. Click **Show Personalization Usage** to see who has personalized your presentation.
5. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

^{vc} *Allow Viewers to Email an Invitation to View Your Presentation*

Enabling this feature allows your viewers to invite others to view your presentation. This option is especially useful if you are planning on offering a link to or embedding your presentation on your website.

1. Navigate to **Edit Presentation**.
2. On the *Options* tab, in the *Allow viewers to* section, select **E-mail invitation to view presentation**.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

^{VC} *Allow Viewers to Embed Your Presentation*

Enabling this feature allows your viewers to embed your presentation on a website of their choosing or in an email. Although the content will update when you make changes in Brainshark, you should consider that you will have no control over where your presentation is embedded.

1. Navigate to **Edit Presentation**.
2. On the *Options* tab, select **Embed presentation**, in the *Allow viewers to* section.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

^{VC} *Allow Viewers to Download Your Presentation*

Presentation Download allows viewers to watch a downloaded copy of your Brainshark presentation. This optional feature (which may not be available on your site) makes accessing your communication easier for people who are away from an internet connection (for example, on an airplane) and want the full Brainshark experience. When a presentation is downloaded, viewing, question, poll, and survey data is not captured and aggregate poll results will not be displayed. Any changes made to content will not be filtered through to downloaded copies of the presentation. Branching to another presentation in your site will not function once the presentation is downloaded.

1. Navigate to **Edit Presentation**.
2. On the *Options* tab, select **Download presentation**, in the *Allow viewers to* section.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.
4. Viewers will find the option to Download your presentation in the Viewing Console:
 - a. Click **?** in the lower right corner of the Brainshark player.
 - b. Select **Download**.
 - c. Select the media player and click **Download**. There will be a slight delay while the presentation prepares to download.
 - d. Click the **click here** link to download the presentation.
 - e. Click **Save** and browse to the location you would like to save the file, then click **Save**.