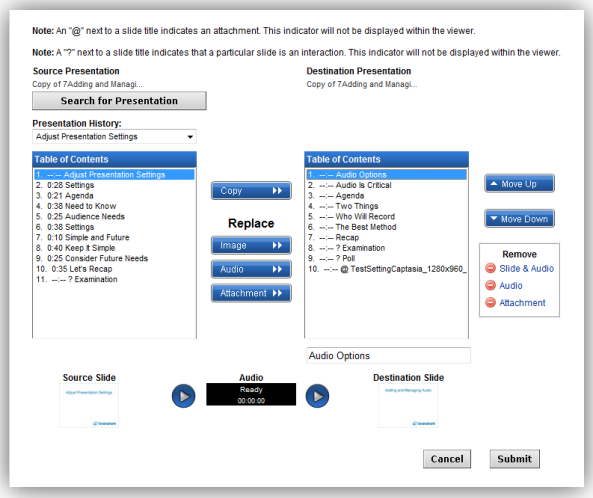
Merging Content

The Merge Content feature in Brainshark makes it easy to repurpose existing content in your Brainshark site. Whether it is just the audio on one slide, or an entire Brainshark, you can merge that content into your current Brainshark communication to save time and reduce duplication of efforts. **Before you begin, make a copy of the Destination Presentation before beginning the Merge process as any changes are permanent.** Note that you will only be able to make changes to the Destination Presentation and that changes are not final until you click **Submit**.

- The **Source Presentation** is the presentation which will provide the content (slides, audio, or attachments) to be copied.
- The **Destination Presentation** is the presentation that will receive content from the Source Presentation.

Process Steps



1. Navigate to **Edit > Merge content** on the Destination Presentation.
2. The *Source Presentation Table of Contents* (left) and the *Destination Presentation Table of Contents* (right) are populated initially by the Destination Presentation.
3. Click **Search for Presentation** to locate the presentation from which you will copy content.
4. Search for the source presentation by name, author, folder, or presentation ID number.
5. Select the presentation title of the desired *Source Presentation*.
6. The title for the **Source Presentation** and the *Table of Contents* on the left will update to reflect the contents for that presentation.
7. Select the **slide** on the *Source Presentation* containing the content you want to copy.
8. Select the **slide** on the *Destination Presentation* that will receive the content selection.
9. Click **Copy** to copy an entire slide from Source to Destination.
10. Under **Replace,** click **Image, Audio,** or **Attachment** to replace the image, audio, or attachment on the selected slide in the Destination Presentation. This option maintains the other content not replaced on the Destination Slide.
11. Click **Submit** to save your changes. If you make a mistake, click **Cancel** to ignore all changes.

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