


Library Slides

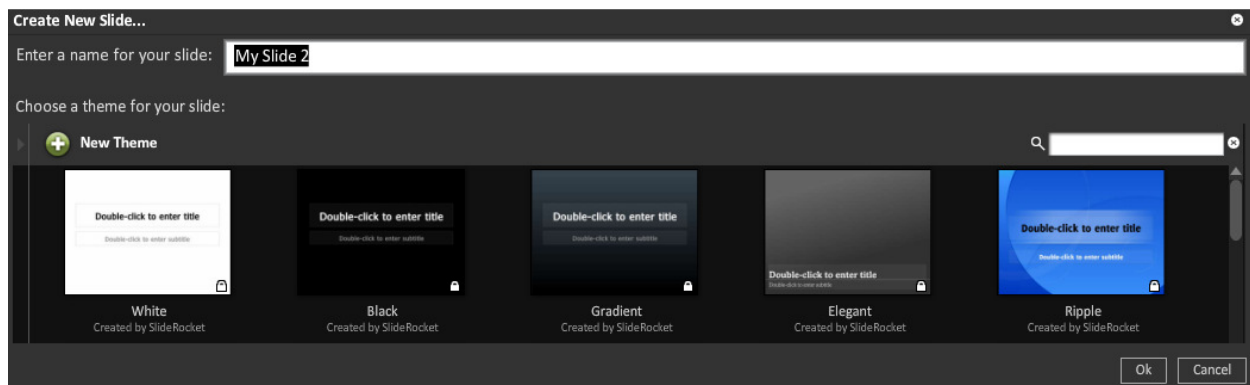
A **library slide** is an individual slide that can be used in multiple presentations. Slides have to be added to the library before they can be used in multiple presentations. When that slide is updated, the updates are applied to every presentation containing that slide.

Creating a New Library Slide


There are two places a **library slide can be created**: the slide library and presentation editor.

1. Slide Library

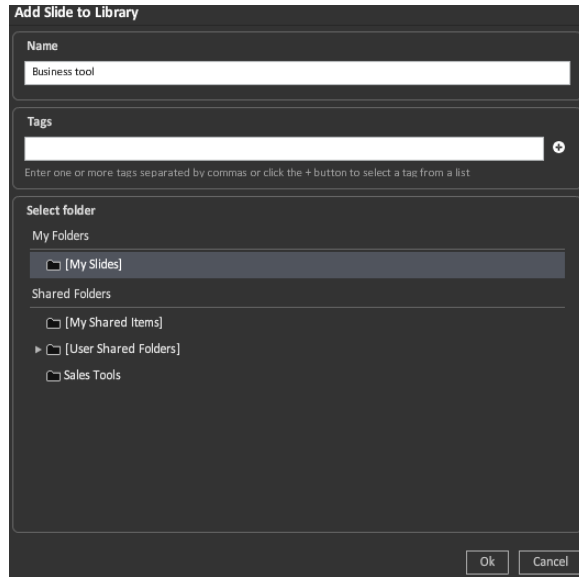
- a. Click on the **Slides** tab
- b. Click on **New Slide** 
- c. Enter a **Name** for the slide
- d. Select a **Theme**
- e. Click **Ok**



2. Presentation Editor

- a. Click on the **Presentations** tab
- b. Double-click on the presentation or right-click and **Open Presentation**
- c. Select a slide
- d. Click **Add slide to library** 
- e. Enter a **Name** for the slide
- f. Provide any **Tags** or keywords
- g. **Select folder** to add the slide
 - i. **My Folders and [My Slides]**: Your personal slides, no one else has access
 - ii. **[My Shared items]**: Shares the slides with other users in your company library or other SlideRocket users
 - iii. **Shared Folders**: The slide will adopt the folder's permissions

h. Click **Ok**



ADVANCED NOTE: A library slide can only be used in each presentation once. If two or more copies are needed, right-click on the library slide and select duplicate. The duplicate will be its own unique copy. Changes made to it will not affect the original.

For more information on setting permissions, sharing by folder and other collaboration features, refer to the Collaboration and Folders document at <http://www.sliderocket.com/support/documentation.html>

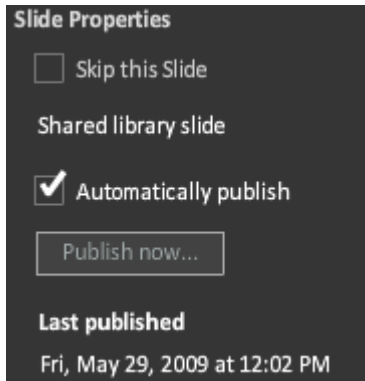
Editing a Library Slide

By default, all library slides are set to automatically publish. By automatically publishing, changes to the slide are applied after each save to every presentation using that slide. These slides can be edited within the presentation or in the slide editor.

By turning the automatically publish feature off, users can **edit a slide** without pushing the changes to the presentations containing the library slide:

1. Click on the **Slides** tab
2. Double-click or right-click and **Open Slide**
3. Uncheck **Automatically publish**

4. Click **Publish Now**. This change made to the slide will update in all presentations using this slide



Slide Groups

A **slide group** is a collection of slides that can be added to a presentation. These slides are in a specific order and can only be created and edited from within the Slide Library. Like library slides, any edits or changes made to the group will update in all presentations using the group.



Creating New Slide Group

New slide groups are created in the Slide Library. The Slide Library Editor allows users to make changes to the individual slides as well as the slide order.

1. Click on **New Slide Group**
2. Enter a name for your slide group
3. Select a **Theme**
4. Click **Ok**



Editing a Slide Group

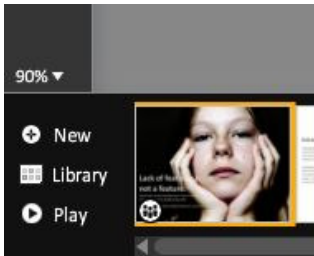
Slide groups can be edited from within the Slide Library Editor. Any changes will update in all presentations containing the group.

1. Double-click or right-click and select **Open Slide** group
2. The slide editor is now open, along with the slide tray, which is used for adding and organizing multiple slides

Add Library Slide to Slide Group

Library slides will maintain their original permissions when **added to a slide group**

1. Double-click or right-click and select **Open Slide**
2. Click on **Library**



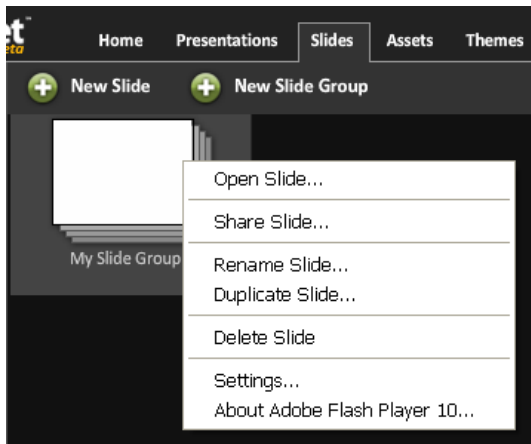
3. Drag and drop library slides into the Slide Sorter
4. Click **Close Library**

ADVANCED NOTE: Each library slide can only be added to each group once.

Duplicating a Slide Group

Creating a **duplicate of a slide group** will create a unique copy. The changes made to the duplicate slide group will not affect the original or any presentations using the original.

1. Within the Slide Library, select a slide group
2. Right-click on the slide group
3. Select **Duplicate Slide**



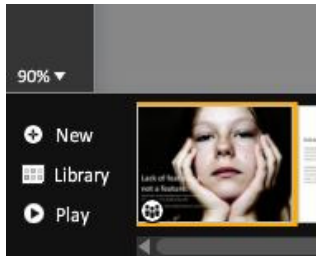
4. Enter a **Name for duplicate**
5. Choose **Folder to duplicate the item into**
6. Click Ok

ADVANCED NOTE: **Slide Groups** cannot be duplicated from within the presentation editor.

Using a Slide Group

Once a slide group is created, it can be **added to presentations**.

1. Open the presentation in the editor
2. Click on **Library**



3. Drag the slide group from library into slide tray
4. Click on **Close Library**

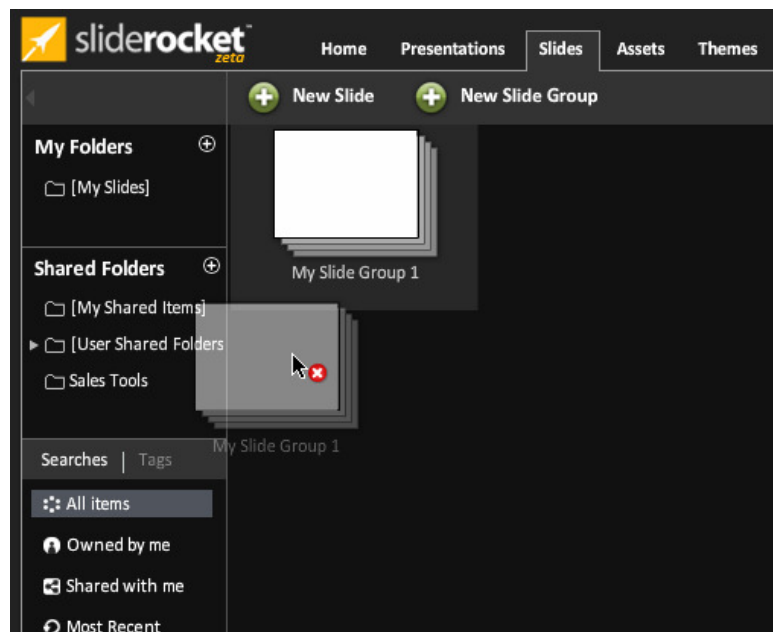
ADVANCED NOTE: Each slide group can only be added to a single presentation once.

Sharing a Slide Group

Slide groups can be **shared** by folder or by item.

1. Share by Folder

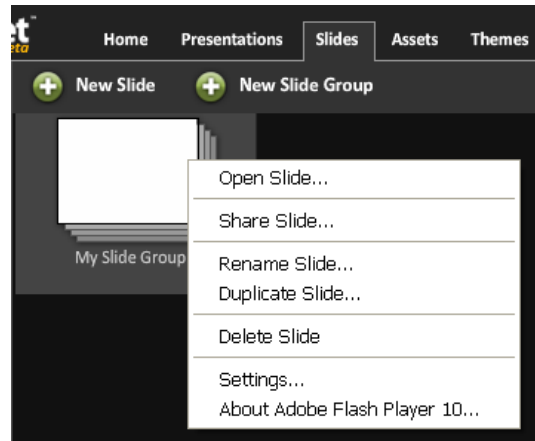
- a. Drag slide group into [My Shared Items]
 - i. User will be prompted to set **Sharing and Permissions** for slide group
- b. Drag slide group into a shared folder
 - i. Slide group automatically adopts the folder permissions



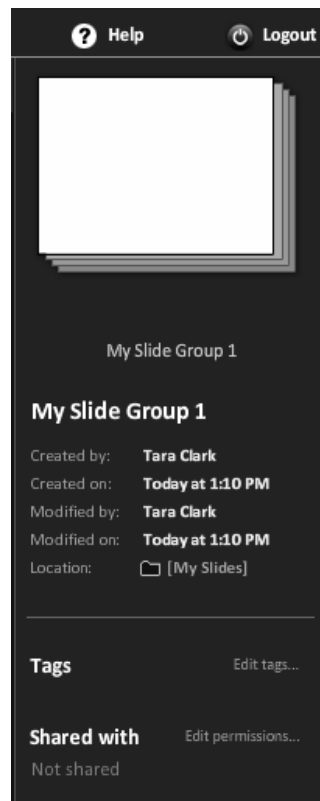
2. Share by Item

- a. Be sure slide group is in a shared folder. If not, drag and drop into a shared folder

- b. Right-click on slide group and select **Share Slide**, or



- c. Click on slide group and in library slide panel across from **Shared With**, click on **Edit permissions...**



ADVANCED NOTES: For more information on sharing permissions, refer to the document Collaboration and Folders at <http://www.sliderocket.com/support/documentation.html>

The only place the aspect ratio can be changed for a **Library Slide** and **Slide Group** is after the slides have been added to a presentation.