

How to Customize an Existing Asset

Last Modified on 04/23/2021 10:44 am EDT

Once a document has been uploaded into ClearSlide, there's a possibility that you'll want to make changes to it. Maybe move some slides around, maybe add or remove some slides. You want to tinker, we get it!

From the **Asset** details page for a piece of **Content** that you've uploaded or that you have **Edit Access** to, you'll have a variety of ways to make updates and changes.

1. Insert Slides

If you want to add additional slides to an existing **Asset**, click 'Insert Slides' and select one of the following options from the dropdown:

Upload file: select this option if you'd like to upload a file from your computer

Copy from another ClearSlide Asset: select this option if you'd like to add existing slides from another piece of **Content** or an entire **Asset** that you have access to

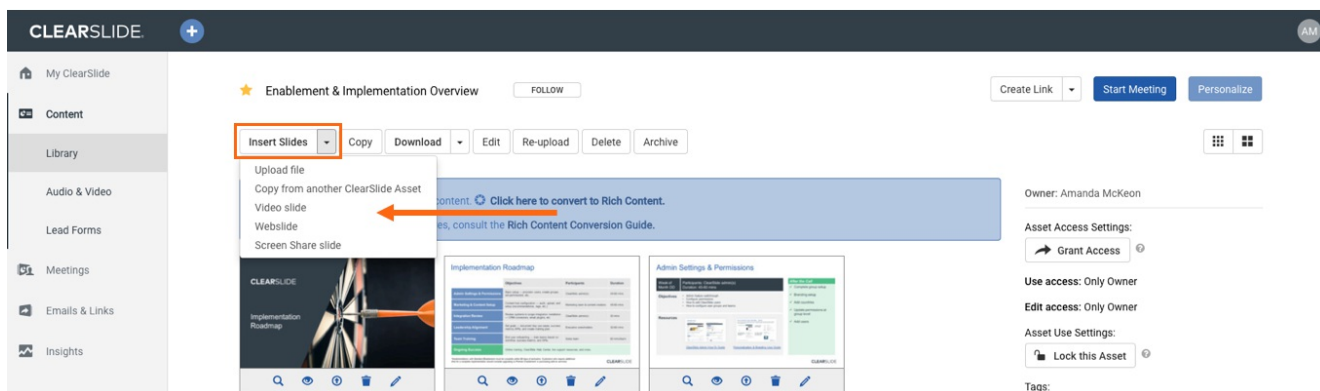
Video slide: select this option if you'd like to add an existing audio or video file from the **Audio & Video Library**

Webslide: select this option if you'd like to add a slide that will redirect to a website of your choosing

Screen Share slide: select this option if you'd like to add a slide that will launch screen share during a **Live Meeting**

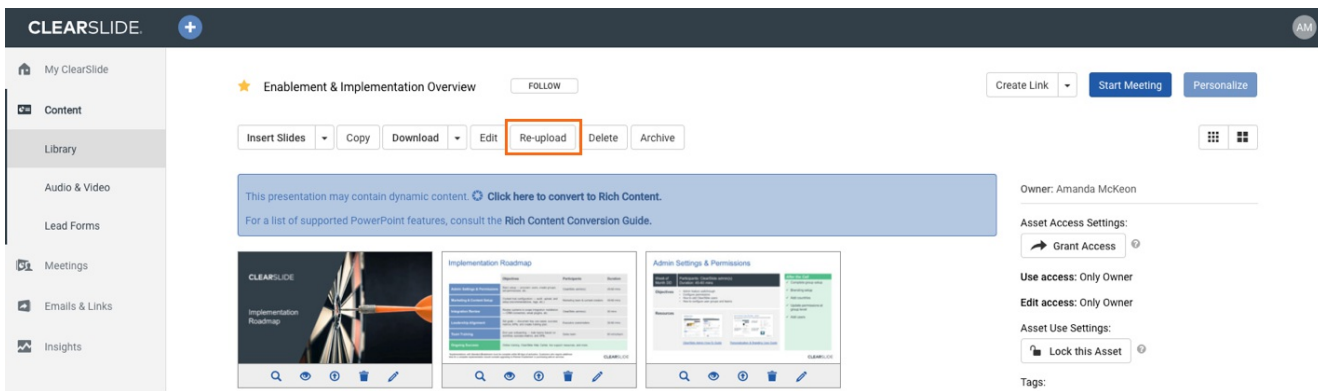
NOTE: *Screen Share can be initiated at any point during a **Live Meeting**, however you can use this slide option as a placeholder to remind you to share your screen at a specific point in your presentation!*

NOTE: *Whenever you **Insert Slides** into your **Asset**, the new slide(s) will be added to the end of your **Asset**. To move the new slide to the desired location, you can drag/drop it.*

The screenshot shows the ClearSlide web interface. On the left is a navigation sidebar with options like 'My ClearSlide', 'Content', 'Library', 'Audio & Video', 'Lead Forms', 'Meetings', 'Emails & Links', and 'Insights'. The main area displays an 'Enablement & Implementation Overview' for an asset. At the top of this overview, there is a menu with 'Insert Slides' highlighted and a dropdown menu open. The dropdown menu contains the following options: 'Upload file', 'Copy from another ClearSlide Asset', 'Video slide', 'Webslide', and 'Screen Share slide'. An orange arrow points from the 'Copy from another ClearSlide Asset' option to a blue informational banner that says 'Click here to convert to Rich Content. For more information, consult the Rich Content Conversion Guide.' To the right of the main area, there are buttons for 'Create Link', 'Start Meeting', and 'Personalize', along with user information for 'Amanda McKeon' and access settings like 'Grant Access', 'Use access: Only Owner', 'Edit access: Only Owner', and 'Lock this Asset'.

2. Re-upload

If you want to completely replace an existing **Asset**, click 'Re-upload' and then choose the file you'd like to upload as the new, replacement version of the **Asset**

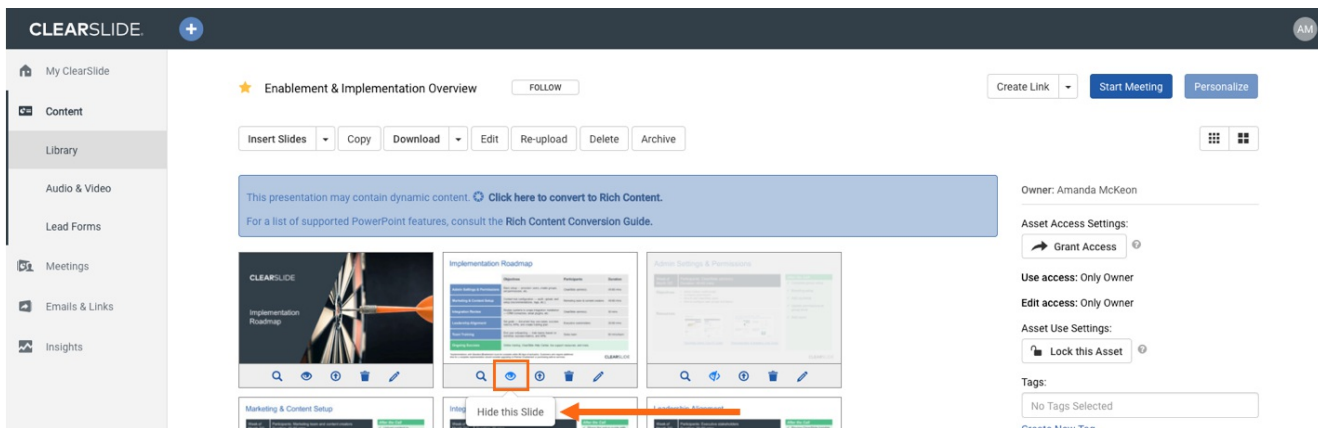


3. Hide a Slide

If you don't want a slide to be visible when presenting an **Asset** via **Live Meeting** or sharing via **Create Link** and **Compose Email**, but you're not ready to completely delete it from the platform, you can hide it!

Locate the slide thumbnail(s) that you'd like to hide, click on the eye icon and select "Hide this Slide"

NOTE: *When a slide is hidden, the slide thumbnail will still be visible within the **Asset** details page, but it will be noticeably grayed out. The third slide thumbnail in the screenshot below has been hidden.*

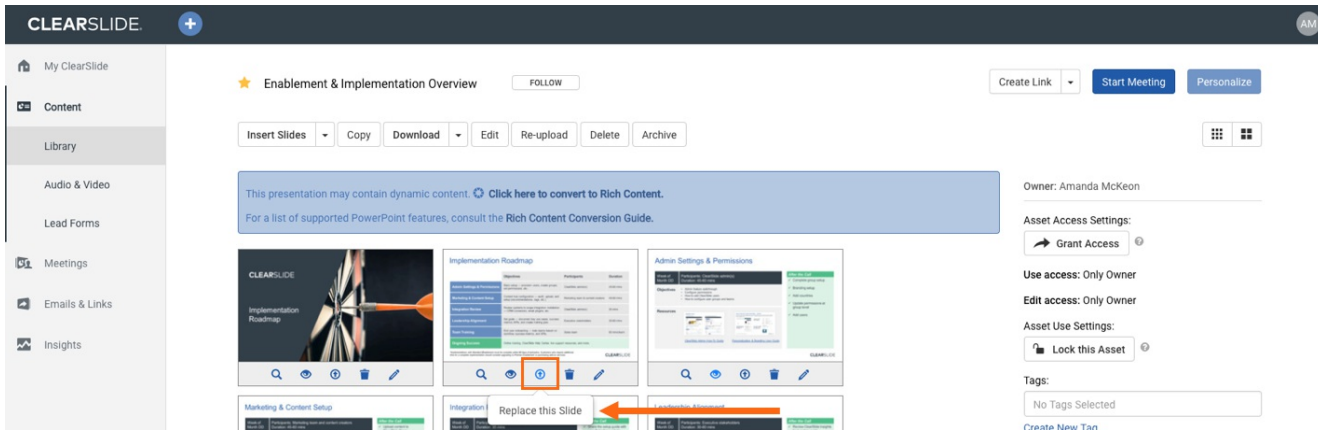


4. Replace a Slide

If you need to swap out a single slide within an existing **Asset** (but don't want to re-upload the entire thing), you can replace it!

Locate the slide thumbnail that you'd like to replace, click on the arrow icon and select "Replace this Slide"

NOTE: *Replacing slides is not 1:1! It is possible to replace a single slide with multiple slides. When you select "Replace this Slide" you'll have the option to upload a brand new file, swap in slides from an existing **Asset**, or swap in a **Video** from the Audio & Video Library.*

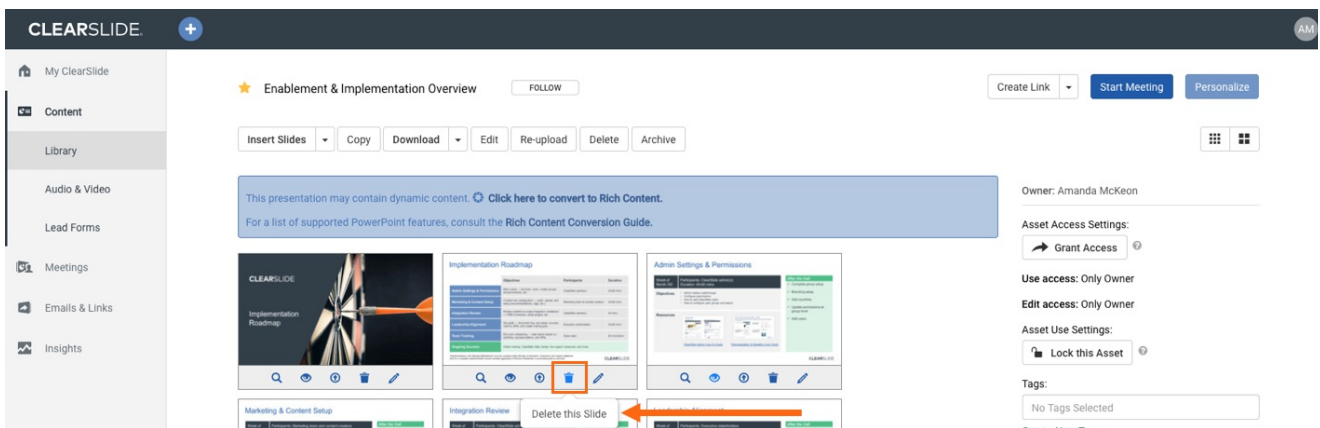


5. Delete a Slide

If you want to permanently remove a slide from your existing **Asset**, you can delete it!

Locate the slide thumbnail that you'd like to delete, click on the trash can icon and select "[Delete this Slide](#)"

NOTE: *Once a slide has been deleted, it cannot be recovered. If you're unsure about deleting a particular slide, use the "Hide this Slide" feature!*



6. Switch to Image

If you've uploaded a PowerPoint or PDF that includes **Rich Content**, you can toggle off Rich Content for a particular slide by reverting to a static image.

Locate that slide thumbnail that you'd like to flatten, click on the hollow circle icon and select "Switch to Image"

NOTE: *This option is only visible if your **Asset** contains **Rich Content**. If you no longer want the slide to display animations, transitions, hyperlinks, etc. switch it to a static image and it will no longer displays those aspects when the Asset is presented via **Live Meeting** or shared via **Create Link** and **Compose Email**.*

CLEARSLIDE + AM

My ClearSlide

Content

Library

Audio & Video

Lead Forms

Meetings


Emails & Links

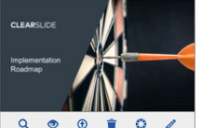


Insights


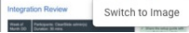

Enablement & Implementation Overview FOLLOW

Create Link Start Meeting Personalize

Insert Slides Copy Download Edit Re-upload Delete Archive

To toggle between the Rich Content and flattened version of a slide, click the  icon. For a list of supported PowerPoint features, consult the [Rich Content Conversion Guide](#).

  Switch to image 

Owner: Amanda McKeon

Asset Access Settings: Grant Access

Use access: Only Owner

Edit access: Only Owner

Asset Use Settings: Lock this Asset

Tags: No Tags Selected