

# QuickSlide for PowerPoint

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Help for Content Managers



# Who is Content Manager?

There are different types of users in QuickSlide: normal "Users", "Content Managers" and "Admins".

**Normal users** work with QuickSlide X and use the predefined contents and settings.

**Content Managers** can manage the content – the assets in the "Asset Library" and templates in the "New Presentation" section.

Multiple Shared Folders can be managed in the way that every folder has its own Content Manager. Or one Content Manager is granted to manage more than one Shared Folder. It depends their permissions given from the Admin.

**Admins** can manage users and their permissions (which Shared Folders they have access to) and they can manage Shared Folders (who can read / edit or delete).

## Other terms that are often used:

**Shared Folder** – a folder containing assets that are accessible to specific users. In QuickSlide X, Shared Folders and their permissions can be set using the QuickSlide Admin App

**Assets** – content in QuickSlide:

- In the Asset Library: presentations, slides, images, icons, pre-made text boxes and charts, etc.
- In the "New Presentation" section: your templates (PowerPoint masters or storyboards, if applicable).



# Agenda

New Presentation	4
Asset Library	12



# Agenda

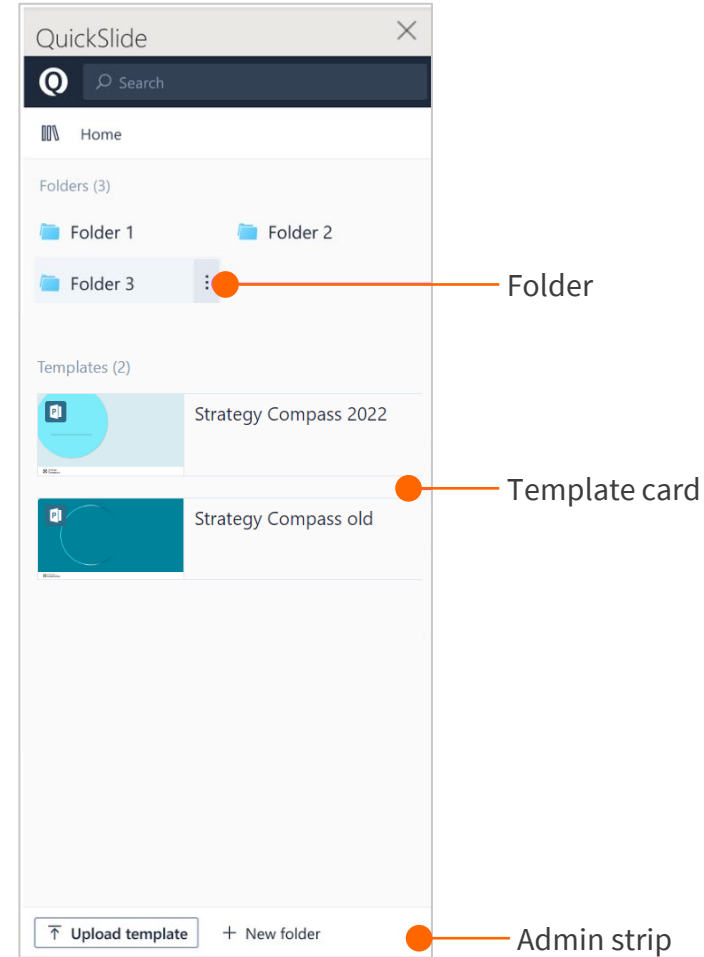
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# New Presentation



Content Managers can manage templates for the organization in the "New Presentation" menu.



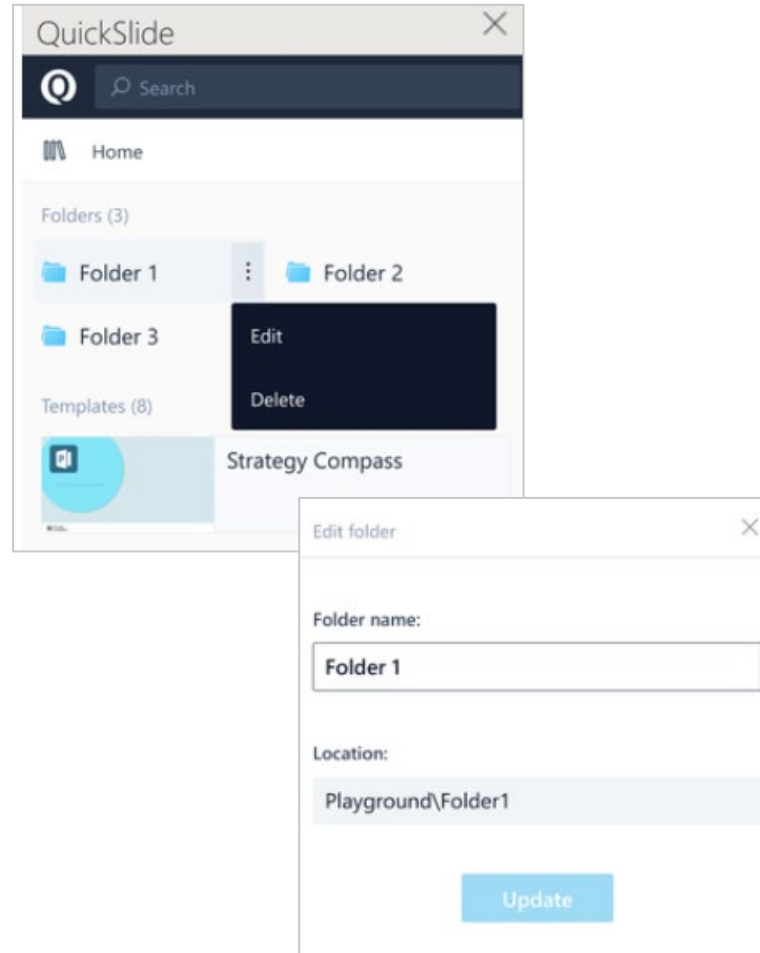
# Folder in New Presentation



## Edit a folder

Content Managers can edit a folder within the New Presentation section. To edit a folder, they must have permission to view and manage assets in the Shared Folders of their organization.

With hovering over a folder next to the name of the folder, you will see a menu (3 dots). When you click on this menu, a drop-down menu appears - click "Edit".



You can change:

- the name of the folder here by simply typing the desired folder name
- Also, the location of the folder will be displayed (this is for information only, you cannot change the location from here)

Once you have made a change, the "Update" button will become active - click it to save the changes.

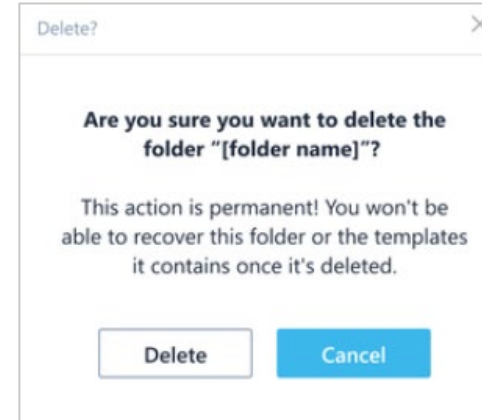
This will save the changes to the cloud and make them visible to all users who have access to the corresponding Shared Folders.

# Delete a folder

Content Managers can delete a folder from their organization's Shared Folder. They must have permission to view and manage assets in their organization's Shared Folders to delete a folder.

## Follow the steps below:

When you hover over a folder, you will see a menu (3 dots) next to the folder name. When you click on this menu, a dropdown menu will appear with the option "Delete". When you click on this option, a dialog box for editing folders is displayed.



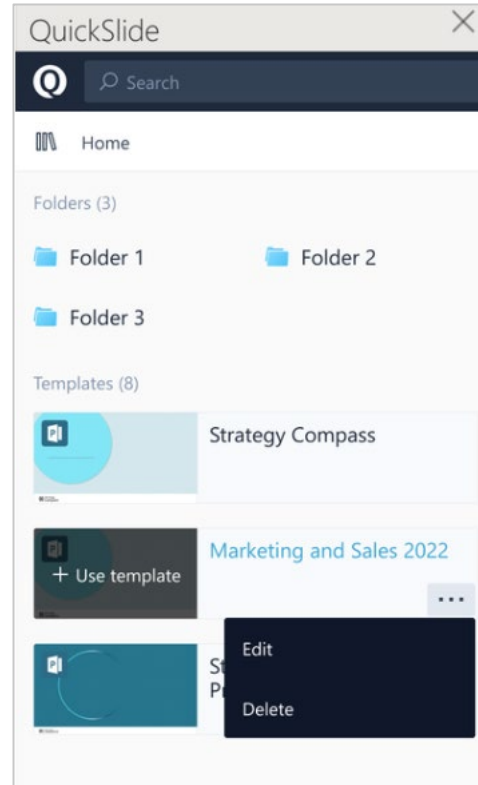
- You must confirm the deletion of the folder by clicking the "Delete" button.
- After successful deletion, the changes are saved in the cloud and the folder is no longer available for all users who have access to the corresponding Shared Folders.
- A success message is displayed once the folder is properly deleted.

# Template card in New Presentation

When you hover the mouse cursor over a template, you will see three dots that serve as a Content Manager menu (horizontal kebab menu), where you can edit or delete the respective template.

## Edit Templates

Content Manager can edit a template within their organization's Shared Folder. In order to edit a template, they must have permission to view and manage assets in their organization's Shared Folders.



When you move the mouse over a template, you will see a menu (3 dots) next to the template name. When you click on this menu, a drop-down menu appears with the options "Edit" and "Delete".

## You can edit:

- the name of the template
- the author (your name, as you are last individual to make changes)
- Change the Shared Folder location of the template

When you edit/upload the template from "Home", you will see a drop-down box where you can select the Shared Folder where you want to upload the template.

As soon as you have made changes, the "Update" button becomes active. Click it to successfully save the changes.

This will save the changes to the cloud and the changes will be visible to all users who have access to the corresponding Shared Folders.



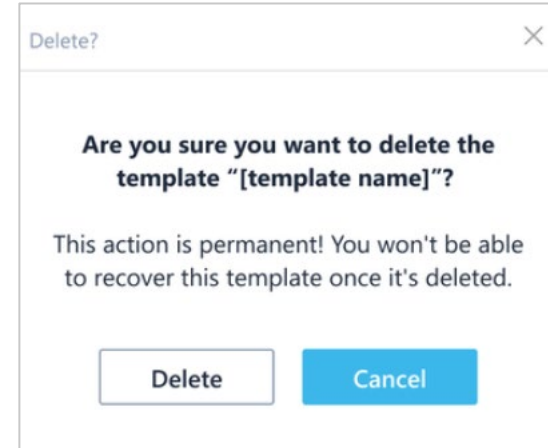
# Delete a template

Content Managers can delete a template from their organization's Shared Folder. They must have permission to view and manage assets in their organization's Shared Folders to delete an asset.

## Follow these steps:

- When you hover over a template, you will see a menu (3 dots) next to the name of an asset. When you click on this menu, a dropdown menu will appear with an option called "Delete". When you click this option, a dialog box appears.
- You will need to confirm the deletion of the template by clicking on the "Delete" button.

Once deleted successfully, the changes will be saved to the cloud and the asset will no longer be available for any users who have access to the respective Shared Folders.



# Admin Strip

Content Managers can upload assets and create new folders into their organization's Shared Folder. Once an asset/folder is uploaded/created, only those users who have been granted permission to view those folders will be able to view them.

## Steps to upload a template:

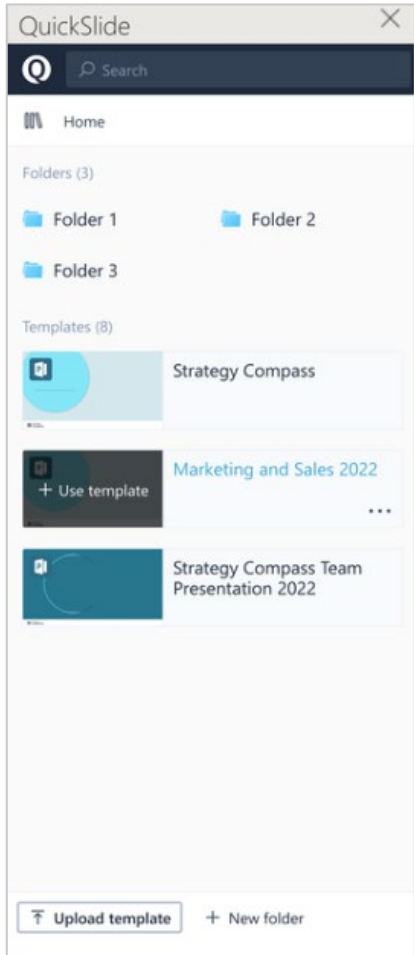
- To upload a template, ensure the appropriate template file is open in your PowerPoint
- Click on the "Upload template" button at the bottom of the QuickSlide X panel (Currently only one template can be uploaded as an individual template, at a time)

- Add a "Name" and "Author" (your name to help identify who uploaded the template)
- Select the Shared Folder location of the template – If you are uploading the template from the homepage, then you will see a dropdown using which you can select the Shared Folder where you want to upload this template.

Once you have added in the above information, click on the "Upload" button on the bottom of the "New Presentation" task pane.

Once successfully uploaded, the changes will be saved to the cloud and the asset can be viewed and used by all users who have access to that Shared Folder.

# Create a folder in "New Presentation"



Click on "+New Folder" button on the bottom of the QuickSlide X panel, either from home or within the desired folder.

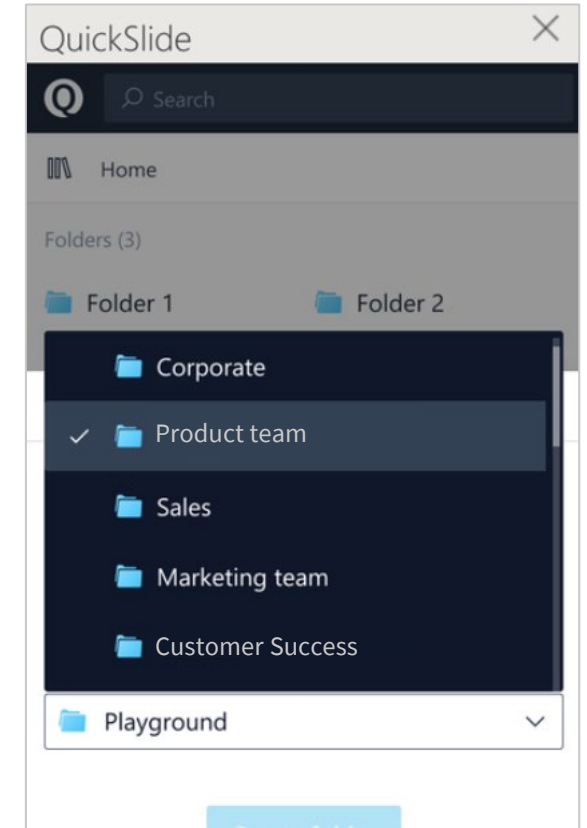
A dialogue box will appear, asking you to do the following:

- Add a "Folder name" (Folders of the same name cannot be created within the same folder)
- Select the Shared Folder location of the template –  
When you upload the template from "home", you will see a dropdown menu where you can select the Shared Folder where you want to upload the template.

If you have already navigated to a folder and are trying to create a subfolder, you will not be able to change the location.

Once you have entered the details, the "Create Folder" button will become active. Click it to successfully create your folder.

After successful creation, the changes are saved to the cloud and the folder can be viewed by all users who have access to this Shared Folder.



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# Asset Library



The Asset Library is the central repository for all the content assets you need to create presentations.

With the "Manage Assets" or "Manage this Shared Folder" permission for one of the Shared Folders, users can manage the content of these folders.

The screenshot shows the QuickSlide Asset Library interface. The breadcrumb and tree view at the top indicates the current location: Sales & Custo... > QuickSlide X. The search bar is located at the top right. The asset filter is set to 'All assets'. The folders section displays four folders: Customer Mi..., Online-Demo, Qualification, and Rfi. The assets section shows six asset cards, each representing a presentation slide. The admin strip at the bottom contains an 'Upload' button and a '+ New folder' button. Callouts on the left side identify the breadcrumb & tree view, asset filter, folders section, assets section, asset cards, and admin strip. Callouts on the right side identify the search bar and views (grid, list, and icon views).

# Edit a folder in the Asset Library

Content Managers can edit a folder by performing the following steps:

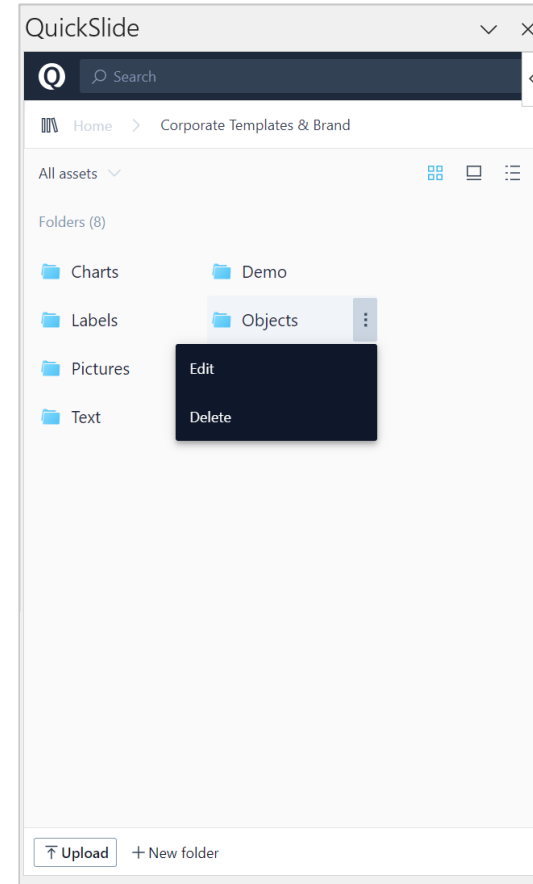
When you move the mouse pointer over a folder, you will see a kebab menu (3 dots) next to the folder name. When you click on this menu, a drop-down menu appears with an option called "Edit". Clicking this option displays a dialog box for editing folders.

You can change the name of the folder by simply typing in the desired folder name.

Once you have made a change, the "Update" button will become active – Click it to save the changes

This will save the changes to the cloud, and the changes will be applied to all users who have access to the corresponding Shared Folders.

Once everything has been updated properly, a success message will be displayed.



# Delete a folder

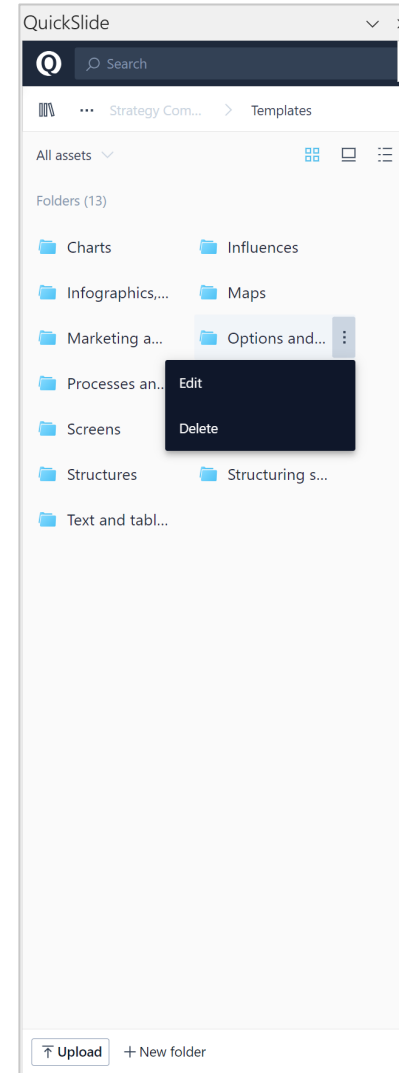
Content Managers can delete a folder by following the steps below:

- When you hover over an asset, you will see a kebab menu (3 dots) next to the name of that folder. When you click on this menu, a drop-down menu appears with the option "Delete". When you click this option, the "Delete Folder" dialog box appears.
- You will need to confirm the deletion of the folder by clicking on the "Delete" button.

Once deleted successfully, the changes will be saved to the cloud and the folder will no longer be available for any users who have access to the respective Shared Folder.

A success message will be displayed.

**Note: This action is permanent! You cannot restore this folder or the assets it contains once it has been deleted.**

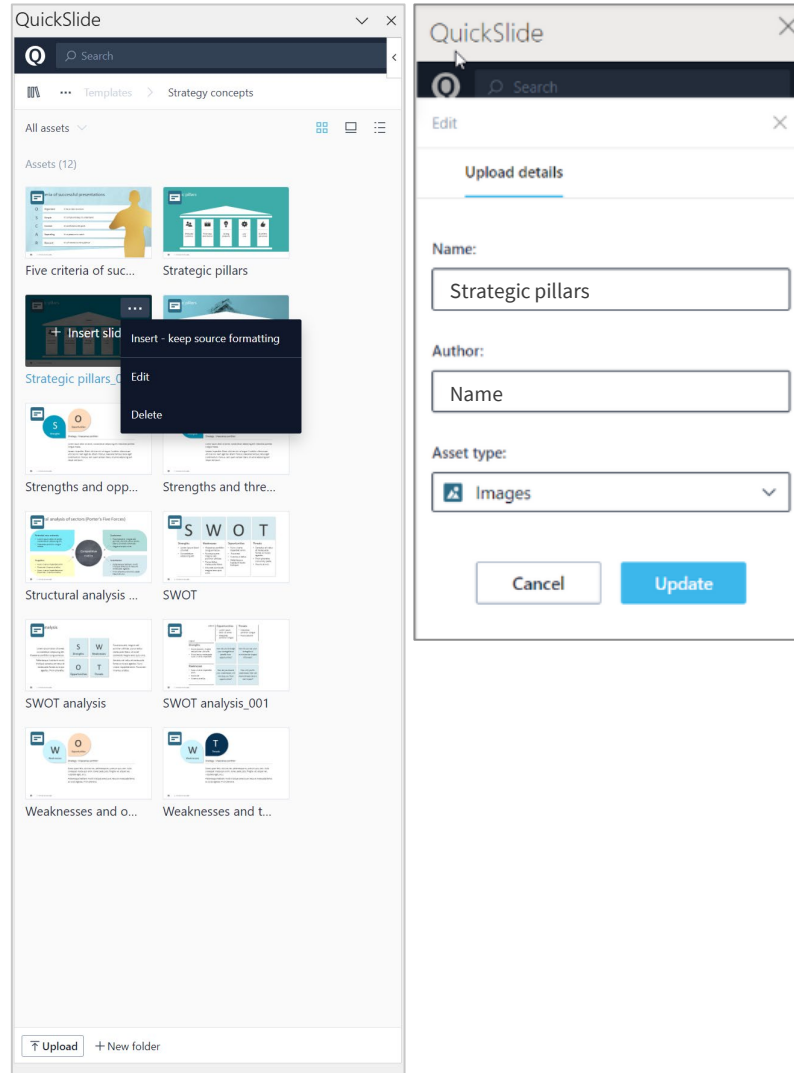


# Asset cards – Edit Assets

If you hover the mouse cursor over any asset card, you will see three dots that serve as a kebab menu for Content Managers (users will see this kebab menu only on the Presentation & Slide asset card, as it contains some additional features for users):

## Edit assets

Content Managers can edit assets in their organization's Shared Folder. Steps: When you hover over an asset card, you will see a kebab menu (3 dots) at the top right of the card. When you click on this menu, a drop-down menu appears with an option called "Edit". When you click this option, an edit dialog box appears.



## You can edit:

- The name of the asset
- The author (usually your name, as you are the last individual to make changes)
- Change the type of asset if you want.

Once you make any changes, the "Update" button will become active.

Click on the "Update" button to successfully save changes.

This will save the changes to the cloud and changes will reflect for all users who have access to the respective Shared Folders.

Once everything has been updated properly, a success message will be displayed.



# Delete an asset

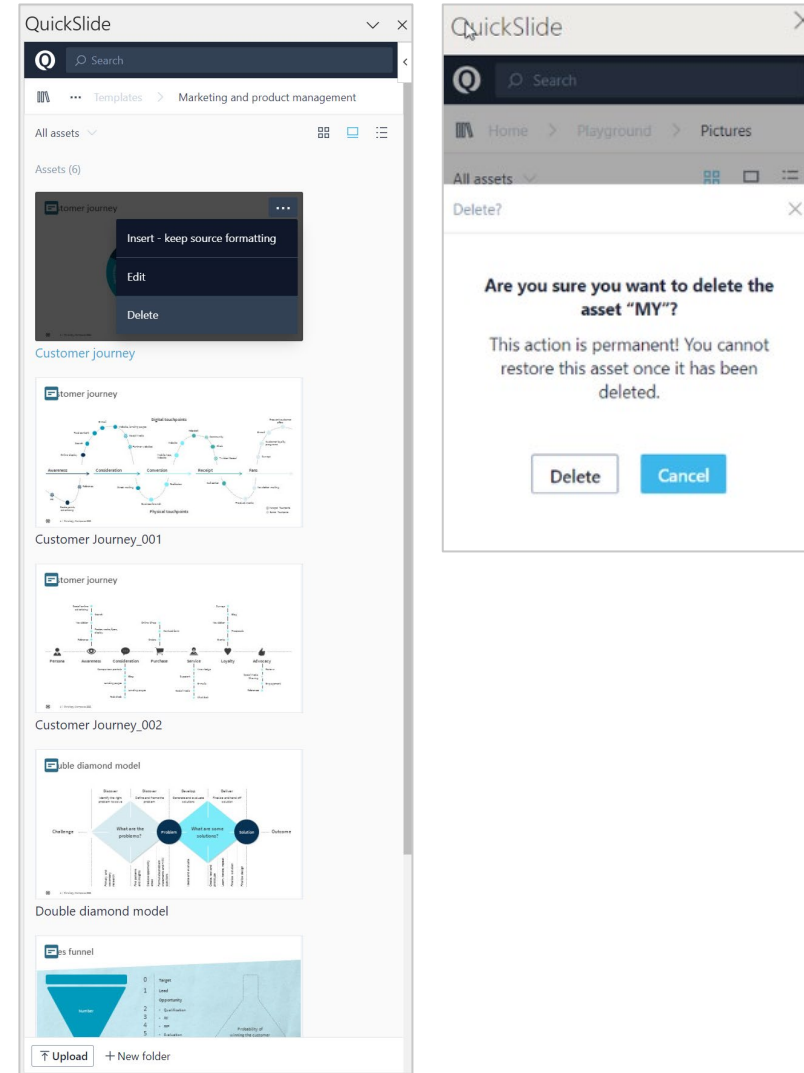
Content Managers can delete an asset from their organization's Shared Folder.

## Follow the steps below:

- When you hover over an asset, you will see a kebab menu (3 dots) next to the asset name. When you click on this menu, a dropdown menu will appear with an option called "Delete". When you click this option, an edit dialog box appears.
- You will need to confirm the deletion of the asset by clicking on the "Delete" button.

Once deleted successfully, the changes will be saved to the cloud and the asset will no longer be available for any users who have access to the respective Shared Folders. A success toast message will appear once the asset gets deleted properly.

**Note: This action is permanent! You cannot restore this asset once it has been deleted.**

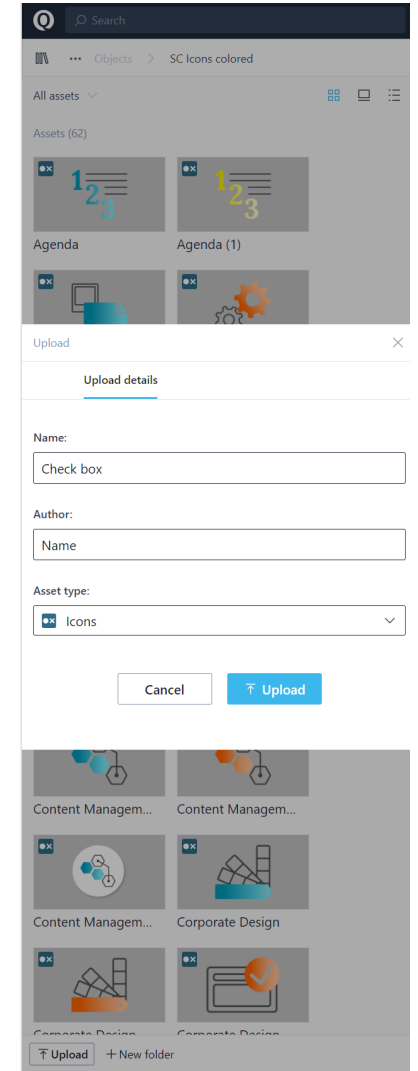


# Admin Strip

Content Managers can upload assets and create a new folder in their organization's Shared Folders. Once an asset/folder is uploaded/created in a Shared Folder, only the users who have been granted permission to view these folders can view the assets. Once a Shared Folder has been created (via the management application), Shared Folder managers can grant permission to users or a group of users to view, edit, manage, and delete these folders.

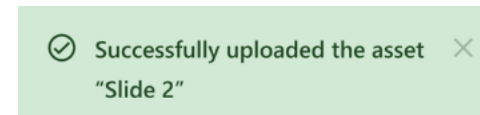
## Steps to upload an asset:

- To upload an asset, click it and click the "Upload" button at the bottom of the QuickSlide X Asset Library.
- A dialog box will appear where you need to specify the following:
  - "Asset Name" to add (assets with the same name can be created in the same folder, but a number starting with "(1)" will be added at the end)
  - "Author" (your name to identify who uploaded the asset). By default, your name is displayed here, which you can change
  - Select from the dropdown menu what type of asset you want to upload it as (either a caption, text element, chart, image, slide, or the entire presentation).
- When uploading presentations, all slides that are currently active in PowerPoint will be uploaded.- Once you have entered the above information, click the "Upload" button at the bottom of the Asset Library.



# Admin Strip

- A message will appear with a progress bar until the asset is uploaded.
- To close the toast message, simply click the close icon in the upper right corner. It is important to note that closing the toast message does not stop the upload process in progress, it simply discards the message. The upload will continue seamlessly in the background.
- After successful upload, the asset is stored in the cloud and can be viewed and used by all users who have access to the Shared Folder.
- A success message appears when the asset is uploaded properly.



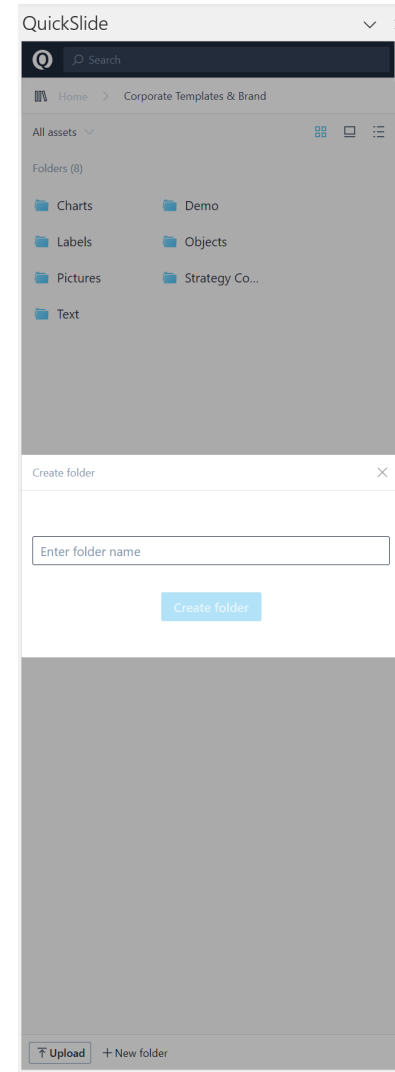
# Create a new folder

Click the "New Folder" button at the bottom of the QuickSlide X Asset Library inside the desired folder where you want to create the new folder.

A dialog box will appear where you have to add a "folder name" (folders with the same name cannot be created within the same folder).

Once you have entered the details, the "Create Folder" button will become active. Click this button to successfully create your folder.

After successful creation, the changes are saved in the cloud and the folder can be viewed by all users who have access to this Shared Folder.





Strategy

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