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Decks

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Decks are groups of slides and they determine what is shown on a physical screen. For example, a deck could contain 10 different slides and each slide will be displayed for a predetermined time period. Decks are like 'virtual screens' and can be mapped to any number of physical screens. Any change you make to your deck will instantly be shown on your physical screens.

Creating a Deck

Decks appear as columns within your folder. In order to create a deck click on "**+ NEW DECK**"
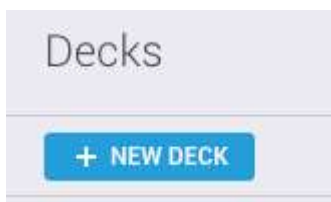
Be sure to name your deck and put it in the desired folder.

From the content management interface there are multiple options in terms of viewing and managing your decks:

1. You can preview the content of decks by clicking anywhere except the title of the deck. This will show you the names, and number of slides within that deck, and how many components in each.

2. You can drag and drop slides between decks.
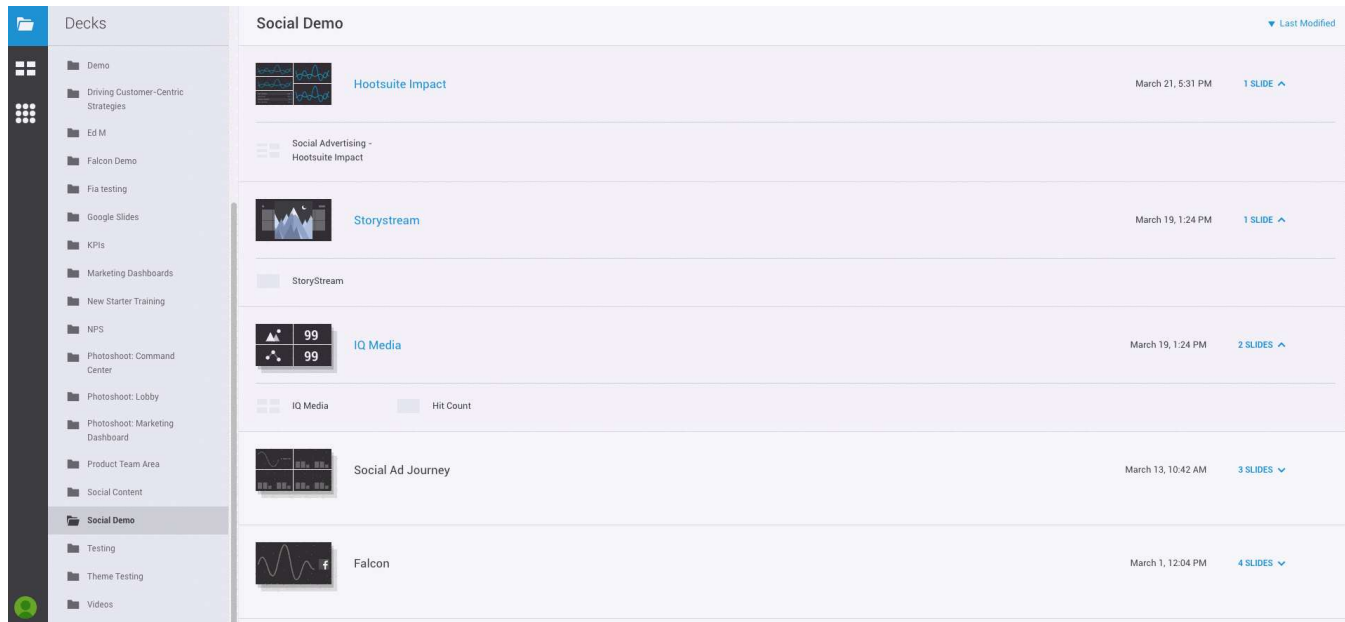
3. You can also open, rename, duplicate (in the same or another folder), move to (a new or existing folder) preview or delete your deck with the click of a button.

Recent Decks

By clicking on "Recent Decks" you will see the 10 most recently edited decks.

From here, You can also quickly rename decks by clicking on the pencil icon that appears when you hover over the current name.

Shared Decks

Shared decks displays the decks that have been shared with you.

Starred Decks

Starred decks contains any decks you have starred. For more information, see the Starred Decks article in the help center.

Deleted Decks

Here you will find any decks that have been deleted within the last 90 days. To learn more, see the **Deleted Decks** article in the help center.

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