

Add Audio to a Presentation

This document is to be used as an aid for adding spoken audio to your Brainshark presentation via the telephone. Please note that the access code will change each time you dial in to the IVR (Integrated Voice Recording) system. This technology allows a computer to detect voice and keypad inputs.

Recording Audio

After uploading your presentation, or by navigating to **Edit>Manage Audio>Record Audio** on an existing presentation, use your telephone to dial the telephone number displayed in your browser window. When prompted, use your telephone keypad to enter the Presentation Access Code. The telephone keypad, as displayed below, will guide you through the audio recording commands.

1	2	3
Record one slide	Record all slides	Play current
4	5	6
Previous slide	Go to specific	Next slide
7	8	9
Erase audio		Hang up
*	0	#
	Help	Stop recording

Slide-by-Slide Recording

Use this method if you want to record your slides one at a time, in any order. Initially, you will be positioned on your first slide.

- To record audio for that slide, press [1] and begin speaking at the tone. When you are finished recording, press #. You will automatically be brought to the next slide.
- To record a specific slide, press [5], and enter the slide number followed by the # sign.

- When you are finished recording audio for a slide, you may listen to it:
- - Press [4] to go back to the previous slide and then press [3] to play. If you wish to re-record then press [1], if you are satisfied with the recording go to the next slide by pressing [6].

Continuous Recording

Use this method if you want to record more than one slide at a time in sequence, advancing slides while you are recording. Initially, you will be positioned on your first slide.

- Press [2] and begin speaking at the tone.
- At the end of each slide recording, press [2] again to advance to the next slide. You will hear a beep to signal that the system is ready to record your audio.
- Continue this process until you've reached the end of the presentation, or the last slide you would like to record.

Audio Processing

Once you have completed your audio recording session, press [9] twice to end your session and then hang up. The application will process the audio files. The page will automatically refresh when the audio processing is complete. You may then preview, send, or edit your presentation. If you do not wish to stay on the page, then you may leave the application and return to the presentation at a later time to preview and edit.

Best Practices

- Start with a script.
- Practice by reading the script out loud.
- Speak conversationally.
- Bring energy and enthusiasm to the content.
- Listen to it upon completion.
- Try to keep slides to 30 seconds or less.
- Let your voice bring life to the presentation.
- Impact the audience with your voice.