

# Authoring 1: Quick Reference Guide

This document highlights topics covered in Brainshark Authoring Part 1 Training.

## Upload a Presentation into Brainshark

Brainshark presentations have a limit of 999 slides and a file size limit of 50mb. To upload your file, follow the directions below:

- When you log into Brainshark, you will default to the **My Presentations** page.
- Under *Things you can do* click on **Create a presentation**

### From PowerPoint:

- Click **Browse** to locate the PowerPoint™ file and then click **Next**
- Upon completion of the upload, a window will appear with instructions for recording audio. There are three methods by which audio can be added: record audio using telephone, generate audio from slide notes (only applicable if slide notes are included in the .ppt file), and request audio. The section below outlines the process for recording audio via the telephone.
- If you do not wish to record audio at this time, you can access the **Manage Audio** feature from the *Things you can do menu* as you edit your presentation

### From Wizard

- Choose your wizard by clicking the *Use this Wizard* link
- Title your presentation, choose a folder, and fill in the description (optional)
- You will be able to edit components of the slide, depending on how the wizard was built.
- After clicking *Finish*, the presentation will process and a window will appear with instructions for recording audio. There are three methods by which audio can be added: record audio using telephone, generate audio from slide notes (only applicable if slide notes are included in the .ppt file), and request audio. The section below outlines the process for recording audio via the telephone.

- If you do not wish to record audio at this time, you can access the **Manage Audio** feature from the *Things you can do menu* as you edit your presentation

## Recording Audio

To complete this step, an author must have simultaneous access to a telephone and the Internet.

- Dial the telephone number displayed on the screen.
- Enter the **Presentation Access Code\*** (\*Code is unique for each recording session)
- The Recording screen appears with the recording options on the right side of the screen
- Press “1” to record and “#” to stop, which automatically takes you to the next slide.
- Press “99” to end the recording session.
- When the audio processing is complete, you will be taken to the **Manage Properties** screen where you can modify the default settings.

## Edit Presentation

From the *My Presentations* page, click **Edit** next to the Thumbnail for the presentation you'd like to modify (in **Detail View**, left click the Presentation title and left click **Edit**).

On the **Presentation Properties** Tab:

- **Current Address:** This is the URL for your presentation. You may cut/paste this link into the body of an email or embed the link on a website, intranet, or blog. You can easily copy/paste the provided syntax into another site. Click the **Embed** link for a helpful document that outlines the many parameters you can add to your presentation URL to enforce particular viewer behaviors and experiences.
- **New Address:** Use this field to specify a unique alternate identifier for your presentation that will appear at the end of the URL link. For example, if you enter “overview” into this field, your presentation URL becomes:  
<http://www.brainshark.com/yourCompany/overview>  
the new identifier may be up to 30 characters long. Do not use spaces or special characters.

- Enable *Notify me when this presentation is viewed* to receive an immediate email notification of your presentation views.
- *Ask Viewer to Register with Guestbook:*
  - Click the check box to present a guestbook to viewers of this presentation; click the Edit link to customize. Select Guestbook before Viewing when you want to require the information as a condition of viewing the presentation (recommended).
  - You may modify the default message which displays to viewers. There is a 250 character limit.
  - Specify the fields you wish to display and require of your viewers. Information collected will be available to you through various reports.

#### On the **Security** Tab:

- *Require user ID and password to view presentation:* If this feature is checked, each viewer must have a Brainshark profile to log in.
- *Set a password for this presentation:* When checked, allow you to create a password which viewers must enter in order to view the presentation.
- *Set an expiration date:* Renders the presentation unavailable for viewing as of 12:01 AM on the date entered.
- *Presentation is active:* A presentation must be *active* to be viewed by anyone other than its author.

Note: When creating from wizard, you may not see the Security tab.

#### On the **Options** Tab:

- If you do not wish to show your company logo and/or presenter information in the viewing console, uncheck the option in the **Display** section.
- In the **Allow viewers to** section, check the features that will be available to your viewers.
  - *Read slides* allows viewers to view the slide notes

- *Email invitation to view presentation* allows viewers to email a link to view the presentation
- *Download presentation* allows viewers the option to make the presentation viewable without an internet connection
- *Add to Favorites* allows viewers to bookmark the presentation
- *E-mail a question* to allows viewers to email a question to the email address designated
- *Read FAQ* allows viewers to access an FAQ if created by the author
- *Print Slides* allows viewers to print the slides for use as a hard copy reference
- *Resume views* allows viewers to resume watching presentation where left off
- *Use Telephone Playback* allows viewers, who can not or do not wish to utilize their speakers, to use their telephone to listen to the audio while viewing

- **Slide Navigation** allows you to set parameters regarding the order in which slides are viewed. Note: When creating from wizard, you may not see the Options tab.

#### On the **Attachments** Tab:

The Attachments tab will display only if you add an attachment from the **Things you can do** menu. Attachments are supporting materials, websites or document files that can be added to your presentation. Each attachment can be 50Mb or less in size with a maximum of 99 attachments per presentation.

- Preview an attachment by clicking on the Title.
- Click *Edit* to access attachment options for display and auto launching in the presentation.
  - Choose whether you'd like to link the attachment to this slide, whether to *Launch before or after Audio* completes and/or **Pause after Audio Completes**.
  - If the Auto Launch checkbox is unchecked and you have a Slide Position identified, a link to the attachment will appear beneath the Table of Contents when the slide is viewed.

## Run Report

To run a **Viewing Details by Presentation** report:

- Choose **Report** from the **Things you can do menu**.
- Modify the defaults on the Report Basics tab as necessary.
- The Report Options Tab allows you to sort and identify the information that will be displayed in the report.
- The Filters Tab allows you to narrow down the amount of information in your report.
- Click Run Report.

## Email Presentation

- Choose **Send** from the **Things you can do menu**.
- It is recommended that you check the box next to 'Send invitation using your email client' and click **Send Invitation**. The message will then open in Microsoft Outlook for easy editing and access to distribution lists and contacts.
- If you do not use Microsoft Outlook, you may wish to copy and paste the message template including the link to your Brainshark presentation into a blank message.