

Upload a Presentation into Brainshark

Brainshark presentations have a limit of 999 slides and a file size limit of 100mb. To upload your file:

- Click **Create a presentation** on the *Things you can do* menu at the left
- OR Click the green **Upload My Content** button

Upload your file

- Click **Browse** to locate the file and click **Next** to upload it
- Upon completion, instructions for recording audio will appear.
- If you do not wish to record audio at this time, you can access **Manage Audio** from the *Things you can do menu* at any time

Create from a Wizard Template:

- Choose your wizard by clicking **Use this Wizard**
- As you follow the Wizard template to build your presentation, you may be able to edit components of the slides and audio
- Upon completion, instructions for recording audio will appear.
- If you do not wish to record audio at this time, you can access **Manage Audio** from the *Things you can do menu* at any time

Audio Options

There are five methods for adding audio:

1. **Record** audio using telephone
2. **Generate audio** from slide notes (only applicable if slide notes are included in the uploaded PowerPoint™ file)
3. **Request audio**
4. **Upload** .mp3 files per slide
5. **Embed** .wav audio in your PowerPoint™ file

To Record Audio via Telephone

Click **Manage Audio** and then **Record Audio**. With the phone number and access code displayed:

- Dial the telephone number from a handheld, landline desktop telephone (handset to your ear)
- Enter the Presentation Access Code (*unique for each recording session)
- Recording options are on the right side of the screen
- Press “1” to record and “#” to stop recording each slide. Ending recording on one slide will save the recording and take you to the next slide.
- Press “99” to end the recording (or just hang up the phone) and save your changes
- When the audio processing is complete, you will be taken to **Manage Properties** where you can modify the default settings.

To Generate Audio

With slide notes for each slide in your presentation, click **Manage Audio** and then **Generate Audio**.

- Select the voice from the drop-down menu
- Click Generate Audio

To Request Audio: [Authoring Guide: Part II](#)

To Upload or Embed Audio: [Uploading Existing Audio](#)

Edit Presentation

Click **Edit** next to the Thumbnail for the presentation you'd like to modify (in **Detail View**, click the Presentation title and click **Edit**)

On the **Presentation Properties** Tab:

- **Current Address:** This is the URL for your presentation. You may copy/paste this link into the body of an email or embed the link on a website, intranet or blog.
- **New Address:** Use this field to specify a unique, alternate identifier for your presentation that will appear at the end of the URL link. The new identifier may be up to 30 characters long; do not use spaces or special characters. Example: if you enter “overview” into the New Address field, your URL becomes:
<http://www.brainshark.com/yourCompany/overview>
- Enable **Notify me when this presentation is viewed** to receive an immediate email notification of your presentation views
- **Require viewers to complete presentation** is useful when there is a minimum viewing requirement for your content. Enable and click **Edit** to customize.
- **Ask Viewer to Register with Guestbook** presents a guestbook to viewers of the presentation; click Edit to customize
 - Select **Guestbook before Viewing** to require the information as a condition of viewing the presentation (recommended).
 - Modify the default message which displays to viewers if you choose (250 characters max)
 - Specify the fields you wish to display and/or require of your viewers

Information collected in a Guestbook is available through various reports.

On the **Security** Tab:

- **Require user ID and password to view presentation:** requires that each viewer must have a Brainshark profile to log in.

- **Set a password for this presentation:** allows the author to specify a password which viewers must enter in order to view the presentation.
- **Set an expiration date:** renders the presentation 'expired' and unavailable for viewing as of 12:01 AM EST on the date entered.
- **Allow authors to copy this presentation:** allows other authors to copy the presentation. Once copied, the new author may edit content, audio and presentation settings. Views on the copy are not included in your reports, but are included in the new author's reports.
- **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:

- **Display** section, when checked:
 - **Company Logo** displays the selected logo during playback of the presentation
 - **Presenter photo and bio** displays the identified presenter information during playback of the presentation
 - **Score to viewer** displays when examination questions are included in the presentation and shows the viewer total points attained out of total possible points.
- **Allow viewers to** section, when checked:
 - **Read slide notes** allows viewers to enable slide notes during playback of the presentation
 - **Email invitation to view presentation** allows viewers to email the presentation link to anyone
 - **Display embed link** enables viewers to obtain the embed code for the presentation
 - **Download presentation** enables viewers to download a copy of the presentation for viewing without an internet connection (*reporting and question responses on views for downloaded copies not available)
 - **E-mail a question to** allows viewers to email a question to the designated email address
 - **Read FAQ** allows viewers to access an FAQ if created by the author
 - **Print Slides** allows viewers to print a copy of the slides in the presentation
 - **Resume views** allows viewers to resume watching presentation (rather than restarting at the beginning with subsequent clicks on URL)
 - **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 (*must be enabled for the site)

- **Comment** enables commenting on presentation content by all registered site users
- **Rate** enables rating of presentation content by all registered site users
- **Allow others to add opening/closing slide** enables registered site users the ability to 'wrap' your presentation content with one opening and one closing slide of their own and then send/distribute the entire presentation (Note: this does not enable edits to your content.)
- **Slide Navigation** allows you to set parameters regarding the order in which slides are viewed
 - **User must click 'play' to advance** requires viewers to click 'play' to move from slide to slide while viewing the presentation

Note: When Creating from Wizard, you may not see the Options tab.

On the **Attachments** Tab:

Tab displays once an attachment is added. Attachments are supporting materials, websites or document files that can be added to your presentation. Each attachment can be up to 100Mb in size.

- Preview an attachment by clicking on its Title
- Click **Edit** to access attachment additional options:
 - Choose to show the attachment on a tab in the presentation viewing console, Show a Link to the attachment on a specific slide, or Auto-Launch the attachment.
 - If an attachment is associated with a specific slide, 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 necessary defaults on the Report Basics tab
- Modify Report Options Tab to dictate report output
- Use Filters to adjust report output
- Click **Run Report**

For additional Reporting information, click [here](#).

Email Presentation

- Choose **Send** from the *Things you can do menu*
- Check the box to 'Send invitation using your email client' and click **Send Invitation**
- Or copy and paste the message template into your email message for easy editing and access to your distribution lists and contacts.