

Manage Slides

Click Manage Slides from the *Things you can do* menu to access editing tools for individual slides

To edit slide titles

- Use the title text box to rename slide titles.
- Click **Apply/Save**

Reorder slides

- Drag and drop or use the arrows to move the slide to its new position.

To upload/replace slide audio

- Click **Audio** then **Upload/Replace**.
- Browse for the .mp3 file and open then click **Apply/Save**.

To download slide audio

- Click **Audio** then **Download**; save the .mp3 file.

To delete slides

- Click **Delete** then click **Apply/Save** to preserve your changes.

When you delete a slide, both the audio and image for that slide are permanently removed. You can choose to only delete the audio component of a slide.

To delete slide audio

- Click **Audio** then **Delete**

Edit Slide

Click **Edit** to the right of the slide to change:

- *Slide name*: the slide title for Table of Contents
- *Slide notes*: recording script and notes visible to viewers if Allow viewers to Read slide notes is enabled for the presentation
- *Duration*: edit when no audio has been recorded for the slide; see [Audio Options](#) to edit the audio
- *On-click Animation timings*: for more information, see this [tutorial](#)
- *Attachments*: see page 2 [here](#)
- *Author*: change Presenter photo and bio which displays to the viewers of the presentation
 - Use presentation author
 - Use image library drop-down to pull presenter information from **My Media Library**
 - Use specific author pulls from all registered site user profiles
 - *Apply author to all remaining slides* instantly applies this selection to the rest of the slides in the presentation.

Note: If the profile selected lacks a photo or title, or if the Display Presenter photo and bio item is unchecked on the Options tab, Presenter information will not appear in the viewing console for this presentation.

Request Audio

Request Audio from anyone and they can add the audio to your presentation using their handheld, landline desktop telephone.

- Edit the presentation
- Click **Manage Audio** from *Things you can do*
- Click **Request Audio**
- Click **Send New Guest Voice Request**
- Enter email address of person who will add the Guest Audio
- Edit Subject and Message fields if you choose, but **do not** alter or remove the information in chevrons: <<GuestAuthoringLink>>
- If Require Login is set to 'Yes', the Guest must have a valid Brainshark username and password.
- Click **Send Invitation**

Note: Only one Guest Audio request can exist for any one presentation, at any one time. Instructions are included in the email template for your convenience.

- Click the **Presentation Title** to manually Set to Complete, Delete the Request, or to Resend the Guest Audio Request.

Note: In each of these cases, the Presentation Access Links and Codes previously sent are inactivated. When audio is declared complete, you receive an email notification.

Add a Question

From *Things you can do*, click **Add a question**

- Edit the Question Title if you choose
- Choose the **Question Type**
- Choose **Question Format** and **Number of Attempts** allowed for this question
- Enter the **Question**
 - *Answers tab*: Enter the corresponding answers for this question. There is no need to number answers; Brainshark will do this for you.

Note: For Examination questions, click the radio button next to the Correct Answer.

- *Branching tab*: decide whether to branch the viewer to another slide in the presentation, to another presentation or to a web page based on the selected answer.

Note: A branch location can be identified for every answer entered, or for none of the answers entered. Branching to another presentation or to the web closes the current presentation.

- *Points and Feedback tab*: determine the appropriate number of points which will be added to the viewers total points achieved for correctly answered questions; enter the feedback which will be given for correct, incorrect and retry messages.
- *Background Image tab*: click to select a background image or Add an Image to My Media Library
- Click **Apply/Save**

Note: Question slides are added to the end of the list of existing slides; drag and drop them to intersperse them throughout your presentation and increase interactivity.

Add Slides

Allows authors to add additional, non-PowerPoint™ slides to presentations. Slides are added to the end of the list of existing slides in the presentation; drag and drop added slides to the desired location.

Add Video or Document slide

- Click the appropriate **Add slide** option
- Click **Browse** to locate the file
- Modify the Title which appears in the presentation
- Click **Save**

Add URL slide

- Click the **Add URL slide**
- Type in the URL to the site
- Modify the Title which appears in the presentation
- Click **Save**

To add PowerPoint® Slides

- Click **Add PowerPoint® Slides**
- Click **Browse** to locate the file
- Modify the Title which appears in the presentation
- Choose whether to **Append to** (add) or **Replace existing slides**.
- Click **Save**

Note: To replace existing slides, select the slide where Brainshark should begin the replacement. Slides will be replaced in sequence, starting with the selected slide; the number of slides in the uploaded file dictates the number of slides which will be replaced. Existing audio and animation timings will be maintained.

Copy Presentation

We recommend making a copy of your presentation prior to significant modifications.

- From the *My Presentations* page, click **More** next to the Thumbnail for the presentation you'd like to copy (in **Detail View**, click the Presentation title and click **Copy**)

Note: Once the presentation is copied, you are brought to the Edit Presentation page for the "copy". The URL for the copied presentation is different than the original presentation URL; edits to this presentation do not impact the original presentation.

Merge Content

Combine slides, audio and/or attachments from one or more existing presentations in your site into your presentation and repurpose existing Brainshark content. For more information, click [here](#).

My Media Library

From *Things you can do*, click **My Media Library**

- *Photos tab*: add presenter photos and information. *Use to add multiple (other) presenter photos and display name, title and photo while the presentation plays.
- *Company logo tab*: upload alternate company logos to be displayed while the presentation plays.
- *Question background tab*: upload background images for question slides in .ppt, .jpg or .gif format. Apply to selected question slides when using the **Add a question** feature.
- *Background audio tab*: upload .mp3 audio files which can be added to slides in the presentation and enhance your presentation content.

Chapter Titles

Chapter Titles organize the slides in your presentation Table of Contents by Chapter. These Chapter Titles appear in bold in the viewing console.

- From Manage Slides, click the **Chapter Titles** checkbox
- Enter your first Chapter Title next to slide 1; hit Tab on your keyboard to auto-fill the remaining title boxes.
- Modify Titles in this manner from the top slide to the bottom slide in the presentation.
- To remove all Titles, uncheck the Chapter Titles checkbox.

Note: Always work top to bottom when adding Chapter Titles. And, be sure to Add Chapter Titles **after** you have completed all other slide ordering or adding. Moving a slide after Titles are added causes the Title to follow the slide, causing Chapters to 'disconnect'. Using Merge Content deletes Chapter Titles.