

## Authoring 2: Quick Reference Guide

This document highlights topics covered in Brainshark Authoring Part 2 Training.

### Request Audio



You can Request Audio from anyone who has an email address and simultaneous access to a telephone and the Internet.

- While editing your presentation, click **Manage Audio** from **Things you can do**
- Click **Send New Guest Voice Request**
- You may edit the Subject and the Message fields, but **DO NOT** alter or remove the <<GuestAuthoringLink>>
- If you choose **Yes** to Require Login, the Guest must have a valid Brainshark username and password.
- Click **Send Invitation**. Once you have submitted a request, an email will be sent to that person. When audio has been declared complete, you will receive email notification.
- To manage the guest audio request, click on the presentation title to manually set to complete, delete the request, or to re-send it.

### Manage Slides

To access editing tools for individual slides, choose Manage Slides from the **Things you can do** menu.

To reorder slides:

- Use the arrows   to move the slide or click on the slide to be moved and drag it to its new position.

To delete slides:

- Click **Delete Slide** then click **Apply** or **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 upload/replace slide audio:

- Click **Audio** then **Upload/Replace**. Browse for the .mp3 file and open then click **Apply** or **Save** to upload the audio. It will process and when complete return to **Manage Slides**.

To download slide audio:

- Click **Audio** then **Download**. Save the .mp3 file.

To edit slide titles:

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

### Edit Slide

Use this option to change the title of the slide, add or edit slide notes, edit the audio duration, add or edit animation timings, change the author per slide and manage attachments for the slide.

- Click **Edit** next to the slide you want to edit.

### Edit Animation Timings

- In the **Animation Timings** field, enter the timings in seconds. Timings must be incremental (for example 2, 4, 6). The timings cannot exceed the duration of the slide.
- Click **Save** or **Apply** to save your changes.

### Edit Author Information

To change the photo and author information that appears with each slide:

- Choose **Use Specific Author** and select the author from the list.
- Click **Save** or **Apply** to save your changes.

## My Media Library

- From the **Things you can do menu**, choose **My Media Library**
- On the Photos tab, you can add a new presenter. If you use multiple presenters, you can display their name, title, and photo in the viewing console.
- On the Company Logo tab, you can upload alternate logos to be displayed in the viewing console.
- On the Question Background tab, you can upload background images for question slides. They must be .ppt, .jpg, or .gif. These images can be selected when creating question slides.
- On the Background Audio tab, you can upload mp3 audio files which can be used to enhance your presentations with background audio.

## Add a Question

- From the **Things you can do menu**, choose **Add A question**.
- Modify or leave the default Title for the slide.
- Choose Question **Type**
- Choose **Format** of question and **Number of Attempts**.
- Enter the Question and Answers.
- Click the radio button next to the Correct Answer if using an examination question.
- Edit/Add points, feedback and branching if applicable.
- The library of question background images can be accessed on the Background images tab.
- Click **Save** or **Apply** to save your changes.

## Add Slides

This feature allows you to add a video, a URL, a document, and/or PowerPoint slide(s). Newly added slides will appear at the bottom of the deck. You may use the arrow keys or drag them to their correct position.

To add a URL, Video, or Document slide:

- Choose appropriate slide type from the list.
- Click **Browse** to locate the file on your computer or type the URL
- Click **Save** or **Apply** to save your changes.

To add PowerPoint® Slides:

- Choose **Add PowerPoint® Slides**.
- Click **Browse** to file.
- Choose whether to **Append to Existing Slides** or **Replace Existing Slides**. Append adds slides to the end of your presentation.
- To replace existing slides, select the slide you wish to replace from the list. Slides will be replaced in order, for as many slides as are uploaded. The audio will not be deleted. Animation timings will need to be reset.
- Click **Save** or **Apply** to save your changes.

## Merge Content

You can combine slides, audio and/or attachments from one or more existing presentations into your presentation.

- Under the **Things You Can Do menu**, click **Merge Content**
- Click **Search for Presentation** to find source presentation.
- Click on the title of the presentation you wish to use as a content source.
- On the merge screen, the source presentation displays on the left; the destination on the right.

To copy slides from one presentation to another:

- Highlight slides in source presentation that will be copied.
- Click **Copy**
- \*You can highlight a slide in the destination presentation as a placeholder for the copied

slides. If you don't, the copied slides will go to the end of the presentation.

## Merge Content (cont.)

To replace a slide image or audio:

- To replace a slide image or audio, highlight a source slide and a destination slide and then click **Image** or **Audio** in the **Replace** box.
- An attachment must be referenced to a slide in the source presentation in order to be copied. Highlight a source slide and a destination slide and then click **Attachment** in the **Replace** box.

When the merge process is complete, click **submit** to save the changes.

## Copy Presentation

We recommend that you make a backup 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**, left click the Presentation title and choose *Copy to Folder*.)
- Once the processing is complete you will see a presentation title "Copy of (original title)." The URL to this copied presentation will be different, all other components will be the same.

## Chapter Titles

Chapter Titles organize the slides in the Table of Contents by Chapter. The titles appear in bold in the viewing console.

- On the Manage Slides screen, check **Chapter Titles**.
- Enter the first Chapter Title and hit Tab to auto-fill the remaining title boxes.
- Modify Titles in this manner from the top to the bottom of the Slide Deck.
- To remove all Titles uncheck the Chapter Titles box.

Be sure to Add Chapter Titles **after** you have completed all editing. If you move a slide up or down after adding Titles, the Chapter Title stays with the slide until you edit it. Merging content will delete Chapter Titles.