

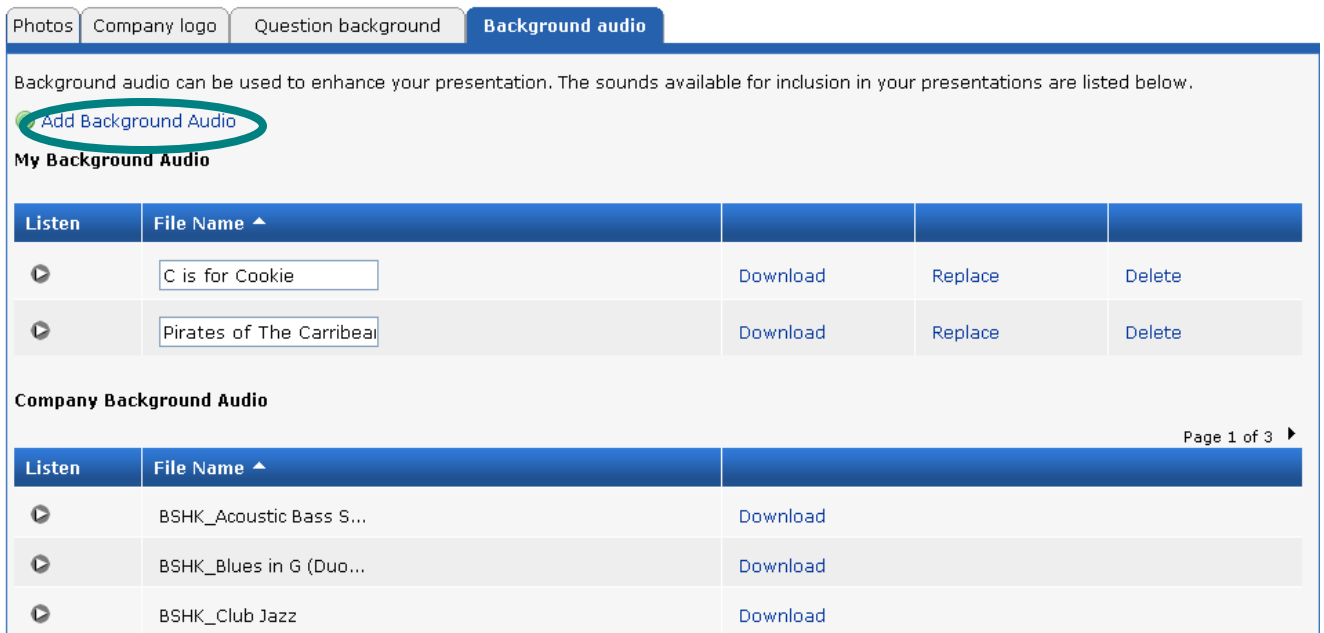
Background Audio

Brainshark allows you to apply background audio to your presentation. All of your Background Audio files are located in your Media Library.

Depending upon the permissions set by your Company Administrator, you may be restricted to choosing only files supplied by your Company Administrator. If you do not have permission to add your own background audio files, then the “Add Background Audio” link will not appear when you select the Background Audio tab in your Media Library.

To add audio files to your Media Library:



1. Click on My Media Library from the Things you can do menu.
2. Select the Background Audio tab.
3. Click the Add Background Audio link.



Background audio can be used to enhance your presentation. The sounds available for inclusion in your presentations are listed below.




[Add Background Audio](#)

My Background Audio

Listen	File Name ^			
	C is for Cookie	Download	Replace	Delete
	Pirates of The Carribean	Download	Replace	Delete

Company Background Audio

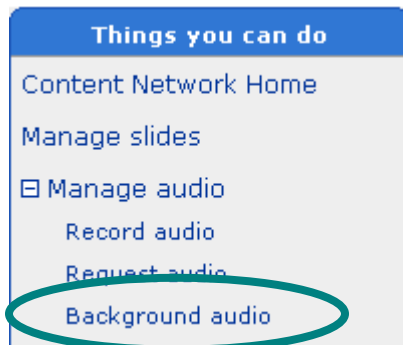
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Listen	File Name ^	
	BSHK_Acoustic Bass S...	Download
	BSHK_Blues in G (Duo...	Download
	BSHK_Club Jazz	Download

4. Browse to find your MP3 audio file.
5. Click Save.

To apply Background Audio to your presentation:

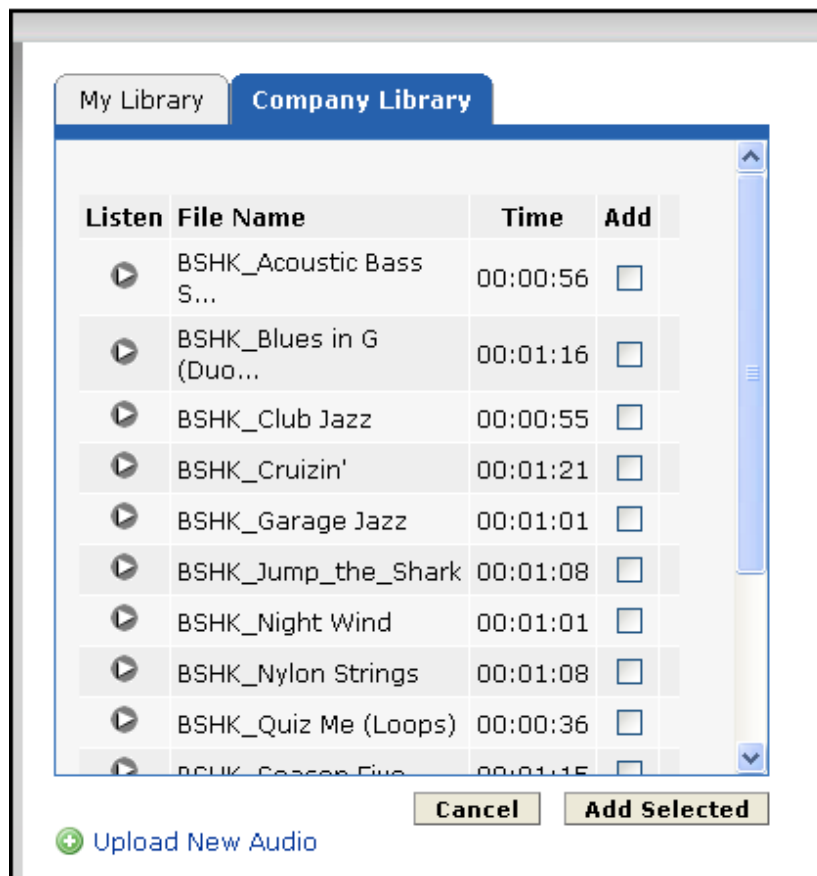
1. Click Manage audio from the Things you can do menu.
2. Click Background audio.



3. Click the Add Background Audio link. The following screen will appear, allowing you to select from either your own library (if available) or your Company Library:

Background Audio Library

[x]



The screenshot shows a dialog box titled "Background Audio Library" with a close button [x]. It has two tabs: "My Library" and "Company Library". The "Company Library" tab is active, showing a table of audio files. At the bottom, there are buttons for "Cancel", "Add Selected", and "Upload New Audio".

Listen	File Name	Time	Add
	BSHK_Acoustic Bass S...	00:00:56	<input type="checkbox"/>
	BSHK_Blues in G (Duo...	00:01:16	<input type="checkbox"/>
	BSHK_Club Jazz	00:00:55	<input type="checkbox"/>
	BSHK_Cruizin'	00:01:21	<input type="checkbox"/>
	BSHK_Garage Jazz	00:01:01	<input type="checkbox"/>
	BSHK_Jump_the_Shark	00:01:08	<input type="checkbox"/>
	BSHK_Night Wind	00:01:01	<input type="checkbox"/>
	BSHK_Nylon Strings	00:01:08	<input type="checkbox"/>
	BSHK_Quiz Me (Loops)	00:00:36	<input type="checkbox"/>
	BSHK_Sea of Five	00:01:15	<input type="checkbox"/>

4. Check the box to the right of the audio file you wish to apply to your presentation. You may select more than one.
5. Click the Add Selected button. The following screen will appear:

Edit "Kids First"

Add Background Audio

Listen	File Name	Playback Mode	Start Slide	End Slide	Volume %	
<input type="checkbox"/>	BSHK_Acoustic Bass S...	Continuous ▾	<input type="text"/>	<input type="text"/>	40 ▾	Delete
<input type="checkbox"/>	BSHK_Club Jazz	Continuous ▾	<input type="text"/>	<input type="text"/>	40 ▾	Delete

6. Choose your settings:
 - Playback Mode**
Continuous will play the audio file continuously until the designated End Slide.
Play once will play the audio file once and then stop.
 - Start Slide**
 The slide you want the audio file to begin at.
 - End Slide**
 The slide you want the audio file to end at.
 - Volume %**
 Brainshark will default to playing the audio file at 40% of your speaking volume. Adjust the volume by clicking the drop-down arrow.
7. Click **Save** to save your settings and return to the Edit Presentation screen.

Deleting Background Audio

To delete an audio track from your presentation:

1. From the Things you can do menu, click **Manage Audio**.
2. Click **Background Audio**.
3. Click the **Delete** link located to the right of the audio track.

Edit "Kids First"

Add Background Audio

Listen	File Name	Playback Mode	Start Slide	End Slide	Volume %	
<input type="checkbox"/>	BSHK_Acoustic Bass S...	Continuous ▾	<input type="text"/>	<input type="text"/>	40 ▾	Delete
<input type="checkbox"/>	BSHK_Club Jazz	Continuous ▾	<input type="text"/>	<input type="text"/>	40 ▾	Delete

Playback Mode

Continuous will play the audio file continuously until the designated End Slide.
 Play once will play the audio file once and then stop.