

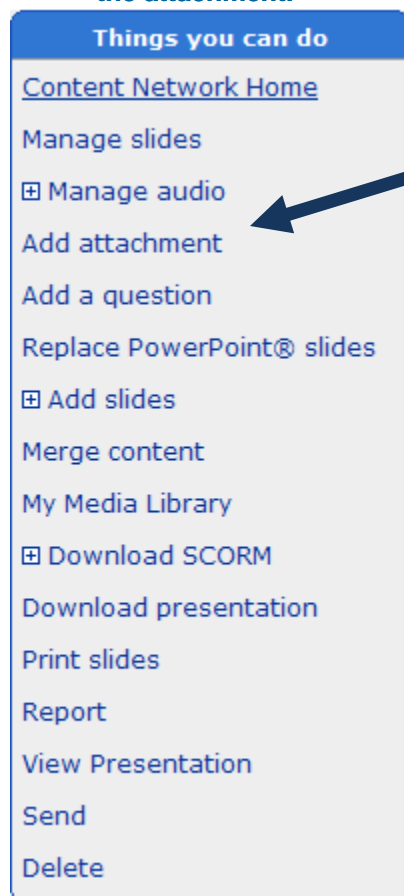
Managing Attachments

Attachments are files or web links that you can add to your Brainshark presentation so that your viewers can download the documents or click on the specific Web Links you provide. Documents and web links can be displayed on the Attachment tab in the viewing console and may also be associated with specific slides. An attachment cannot be greater than 100MB in size. If your file is larger than 100MB, you will have to divide it into parts to upload all of it. There is no limit to the total number of attachments that you may add to a presentation.

Adding Attachments

The following instructions will help you to navigate through adding a document or web link to your presentation:

- Find your presentation and click *edit*
- On the *Things You Can Do* menu, click *Add attachment*
- Browse for a document OR type a web link
- You will be brought to the *Attachments* tab within the presentation manager where you can *edit* or *delete* the attachment.



Editing Attachment Properties

An attachment, by default, will show on the Attachments tab in the viewing console. You have choices for how your attachments will show within the presentation as well as several other options.

- From the *Attachments* tab in the presentation manager, click *edit* on the attachment you wish to manage.
- If you **DO NOT** want your attachment to show on the attachments tab in the viewing console, uncheck *Show link on attachments tab*.
- If you would like to show a link to the attachment on a specific slide, check *Show link with slide* and highlight the appropriate slide. Please note that there can only be one attachment per slide.
- If you are linking an attachment to a slide, you can auto-launch that attachment either before the slide audio starts or after it completes. To do this, check *Auto Launch* and make the appropriate selection.
- You can also pause the presentation after the slide audio completes. For this choice, check *Pause after slide audio completes*. **If you do pause the audio be sure to tell your viewers that they will have to click the Play button to resume watching the presentation.*
- You can auto-launch one of your attachments when the presentation is closed. The attachment will open in a new window regardless of when the presentation is closed (for example, it will open whether the viewer sees the whole presentation or only 1 second). For this choice, check *Auto-Launch when presentation is closed*. **If you are concerned about your viewers having pop-up blockers enabled, then you may wish to tell them that you will be launching a new window and/or be sure to instruct them to add www.brainshark.com as a trusted site.*

Edit Attachment

Edit Attachment 'Test Document'

File: Test Document.doc

Title:

Options:

Show link on attachments tab

Show link with slide:

*Slides in red are already associated with an attachment. A slide may reference only a single attachment; choosing such a slide will remove the existing reference.

Auto-Launch

Pause after slide audio completes

Auto-Launch when presentation is closed

Preserve original width and height of the video

Attachments in the Viewing Console

Attachments in will appear in the viewing console as illustrated below:

Figure 1. Attachment linked to a slide

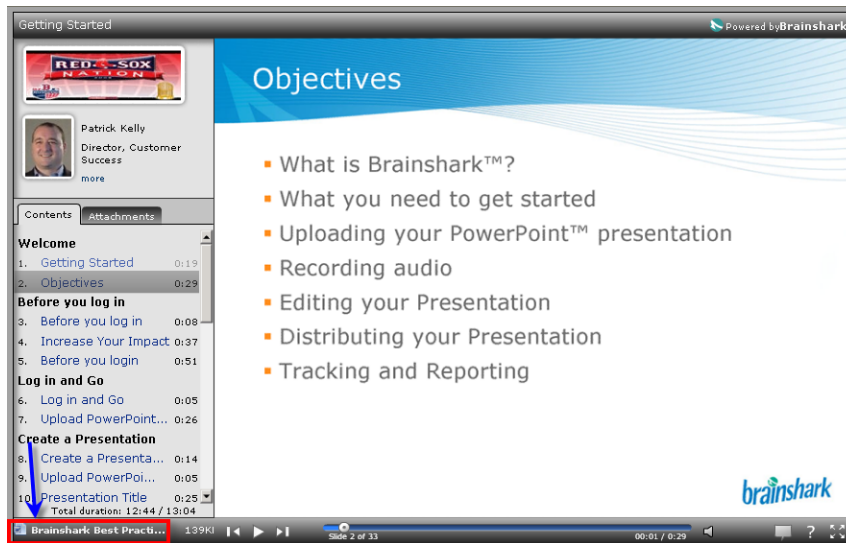


Figure 2: Attachments shown on attachments tab

