

# Uploading Existing Audio

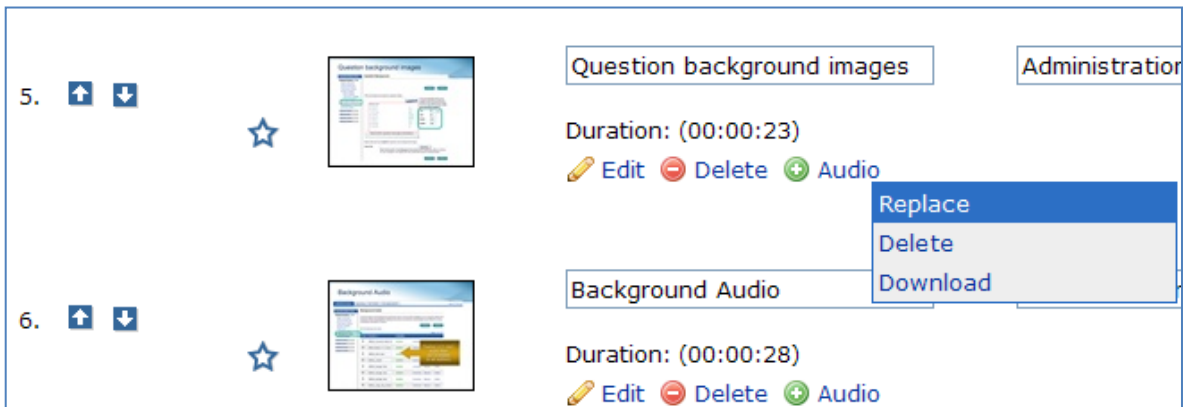
This document will guide you through the **various** ways to upload existing audio files to your Brainshark presentation. Click the link below to jump to that section of this document:

- [Uploading .mp3 Audio to Brainshark](#)
- [Record Audio in PowerPoint](#)
- [Embed .wav audio to PowerPoint](#)
- [Controlling Linked vs. Embedded Audio](#)

## Uploading .mp3 Audio to Brainshark

You can upload .mp3 files directly to a slide in an existing Brainshark presentation:

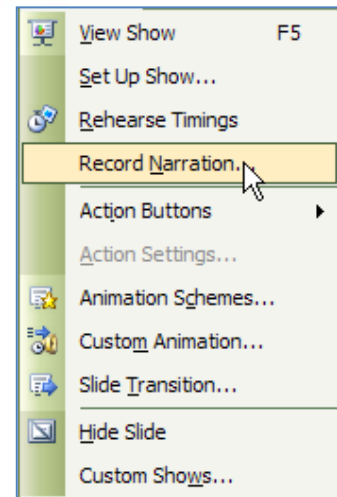
- Log into Brainshark
- Click **Edit** for that Brainshark presentation
- Click **Manage Slides**
- Navigate to the slide and click **Audio**
- Click **Browse** (if there is no existing audio on the slide) or **Replace** (if the slide has audio)
- Locate and select the .mp3 audio file
- Click **Save** or **Apply**



## Record Audio in PowerPoint™

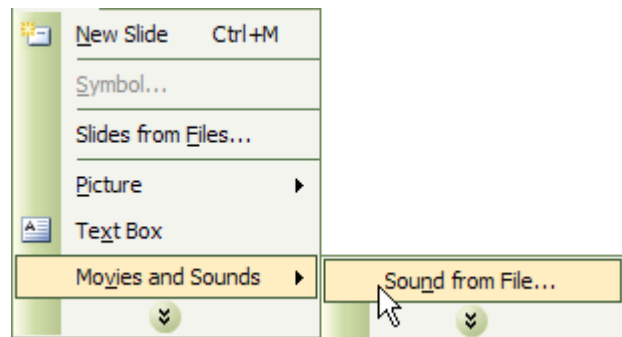
- Open the PowerPoint file
- Select **Slideshow**
- Select **Record Narration**
  - Optionally:
    - Check microphone level
    - Check audio quality
- Check **Link Narrations** (assign folder)
- Begin recording
- Use direction keys to advance slides
- Complete recording and Save file

See the [Controlling Linked vs. Embedded Audio](#) section (below) to ensure the files are contained in the presentation.

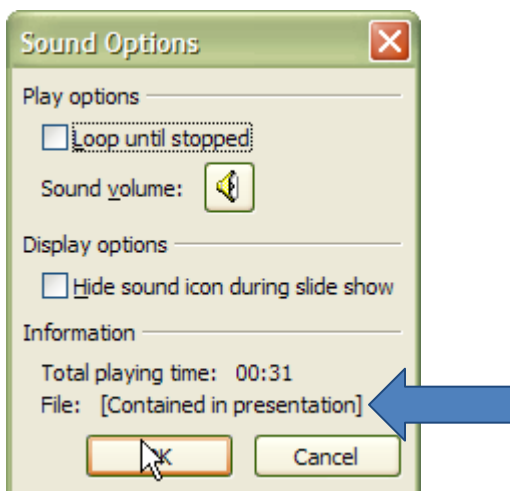


## Embed Existing .wav Audio Files to PowerPoint™

- Open the PowerPoint file
- Select **Insert**
- Select **Movies and Sounds**
- Select **Sound from File**
- Navigate to the audio file and click **Open**  
(Repeat for each slide)



To confirm the file is embedded (contained), right click the sound icon on each slide and select **Edit Sound Object**. Under **Total Playing Time**, next to **File** it should read *Contained in Presentation* (shown below).

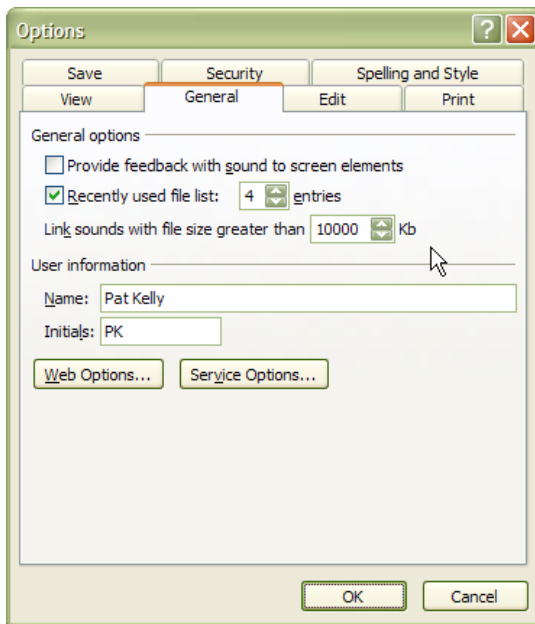


## Controlling Linked vs. Embedded Audio in PowerPoint™

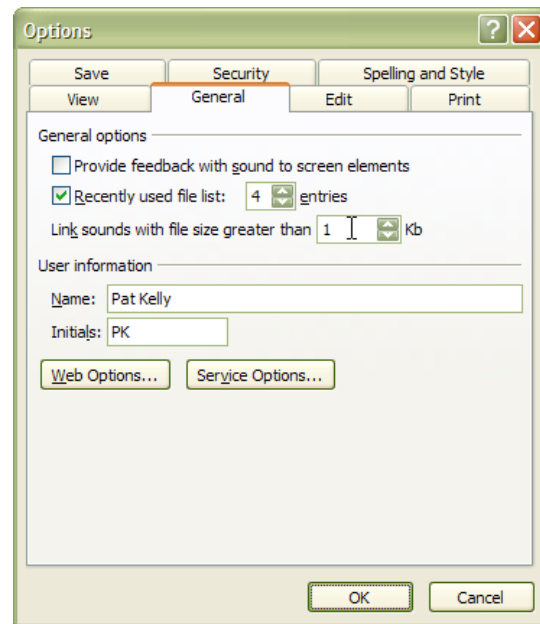
If you see something other than '[Contained in presentation]', check the following settings to ensure that the audio files are embedded in PowerPoint.

- Open the PowerPoint file
- Navigate to **Tools > Options**
- Select the **General** tab
- Under **General Options** modify the setting *Link sounds with file size greater than...Kb* (see below)
- Click **OK**

To embed .wav files set to 10000Kb:



To embed .wav or .mp3 files set to 1Kb:



### Notes and Tips:

- The upload limit of a single presentation to Brainshark is 100MB.
- The upload limit of an individual audio file to Brainshark is 100MB.
- As a general rule, 1 minute of .mp3 audio equals approximately 1MB and .wav files are larger (Kb) than .mp3 files. This will impact the file size and speed of upload to Brainshark.
- If the presentation is getting too large, separate it into 2 or more presentations; upload each to Brainshark and then use [Merge Content](#) to merge them together.
- When embedding audio files, keep the presentation and audio files in the same folder.
- Use standard Mono audio quality with sampling rates of 22050Hz or 44100Hz.
- Recommended .wav file is *Microsoft 16Bit PCM*.