

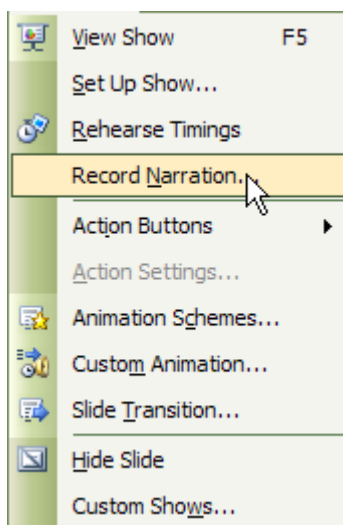
Uploading Existing Audio

This document will guide you through the various ways that you can upload existing audio files to Brainshark.

Microsoft PowerPoint™ Narration

Open your PowerPoint file and follow these steps:

- Select *Slideshow*
- Select *Record Narration*
- Check microphone level (optional)
- Check audio quality (optional)
- Check *Link Narrations (assign folder)*
- Begin on first slide (optional)
- Use direction keys to advance slides
- Complete recording

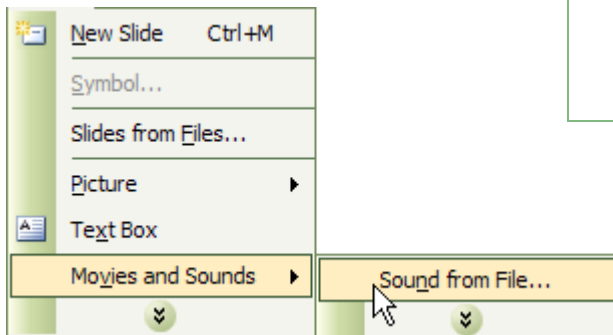


- Check PowerPoint™ Properties>General Tab to make sure audio files are contained in presentation.
- If audio files are contained in presentation, then Login to Brainshark and upload as usual.
- If audio files are linked then use My Brainshark™ plug in to upload slides and audio via PowerPoint™.

Embed Existing .wav Audio Files

Open your PowerPoint™ file and follow these steps:

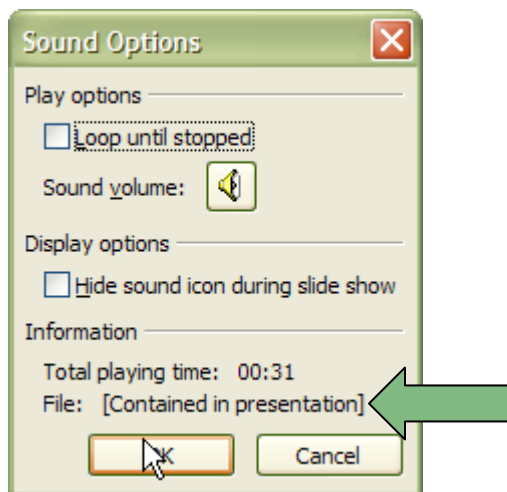
- Select *Insert*
- Select *Movies and Sounds*
- Select *Sound from File*



 If audio files are contained in presentation, then Login to Brainshark and upload as usual.

- Navigate to the audio file and open
- Repeat for each slide

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

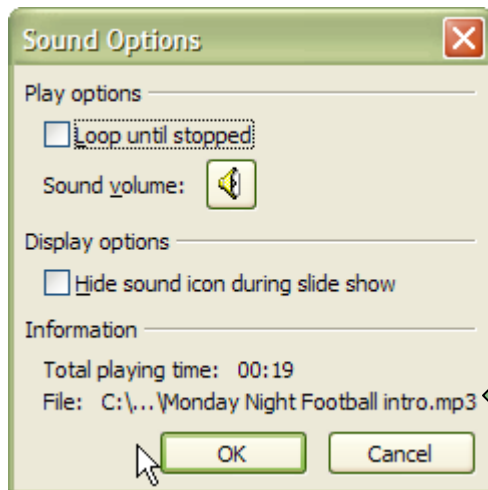


Uploading Existing Audio Using *My Brainshark*TM

If you can't embed .wav files into the presentation, then you can link the audio files and use the My BrainsharkTM plug in to upload to Brainshark.

- Create PowerPointTM presentation
- Create one audio file per slide (.mp3 or .wav)
- Insert audio files (as above)
- Open PPT Presentation and click *File*
- Select *Upload to Brainshark*
- Enter Brainshark password (if necessary)
- Enter Brainshark Presentation Title
- Select the Brainshark folder
- Enter presentation description (optional)
- Check audio files boxes
- Check audio quality (optional)
- Select OK
- Upload will automatically begin

To confirm that file is linked, right click on the sound icon for each slide and select *Edit Sound Object*. Under *Total Playing Time* next to *File* it should read *C:\...\foldername.mp3*







- Check PowerPointTM Properties>General Tab to make sure audio files are linked in presentation.
- If audio files are linked then use My BrainsharkTM plug in to upload slides and audio via PowerPointTM.
- Brainshark will first upload the slides and then upload each audio file separately. You must not navigate away from this window during the upload process.

Uploading Audio per slide




You can upload .mp3 files directly to a slide in Brainshark. To perform this task follow these steps:

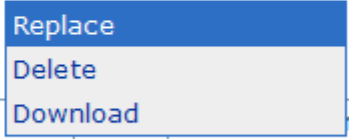
- Login to Brainshark
- Click *Edit* for the appropriate Brainshark presentation
- Click *Manage Slides*
- Navigate to the slide and click *Audio*
- Select *Replace (or Upload if there is no existing audio)*





5.    

Question background images Administrator

Duration: (00:00:23)




 Edit  Delete  Audio



6.    

Background Audio

Duration: (00:00:28)

 Edit  Delete  Audio

- Select OK (if replacing)
- Click Browse button to locate .mp3 audio file for that slide

5.    

Question background images

Duration: (00:00:23)

 Edit  Delete  Audio

- Open the .mp3 file
- Click *Save or Apply* and Brainshark will process audio files and return to *Manage Slides*

We are now processing your audio files.



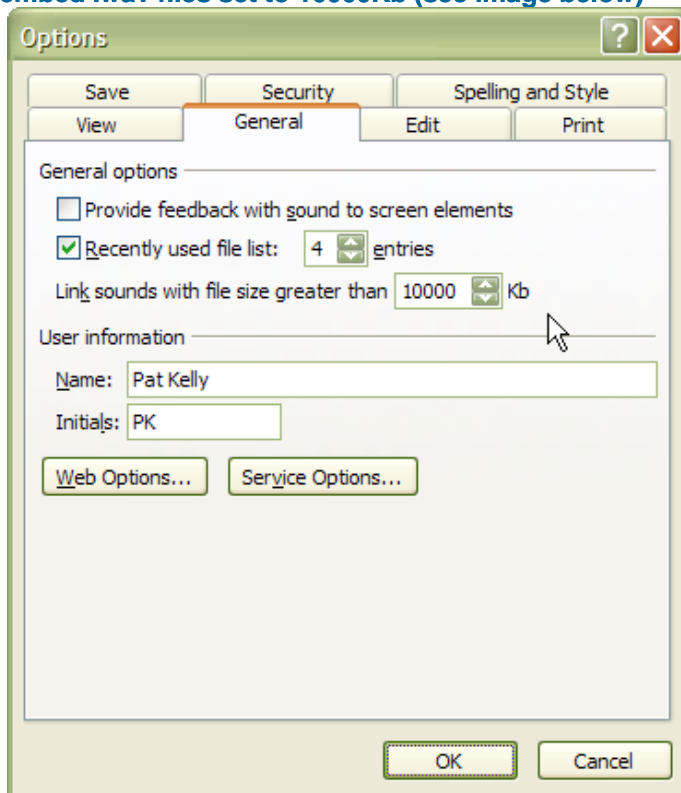
This page will automatically refresh when the audio processing of your presentation is complete.

1. Upload files... completed
2. **Processing files**

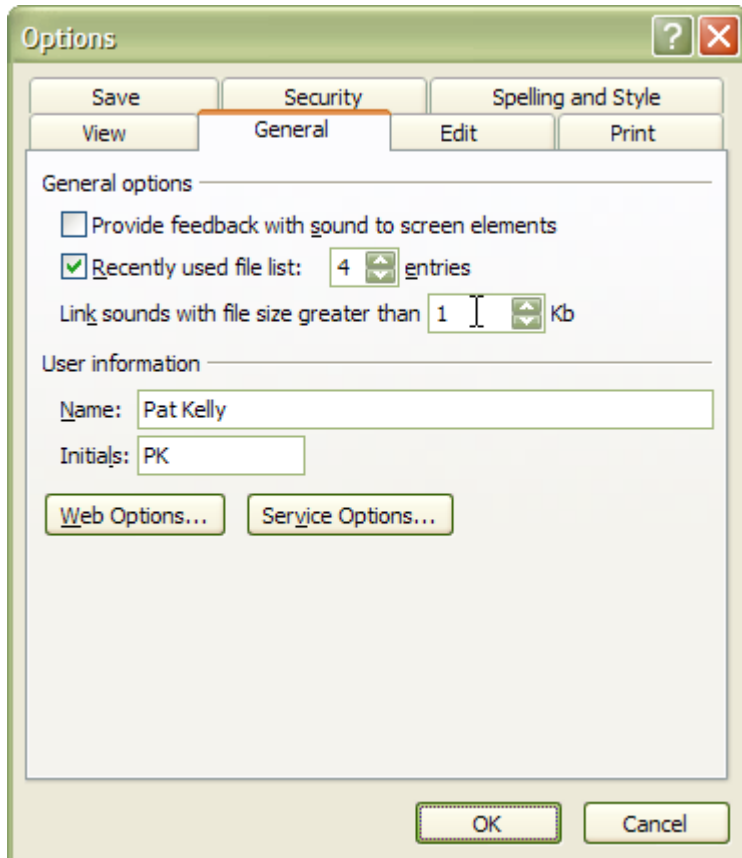
Controlling Linked vs. Embedded Audio in PowerPoint™

You can manage whether or not .wav audio files are contained in the presentation.

- Open the presentation and navigate to **Tools>Options**
- Select the **General** tab
- Under **General Options** modify the setting **“Link sounds with file size greater than.....Kb”**
To embed .wav files set to 10000Kb (see image below)



- To link .wav or .mp3 files set to 1Kb (see image below)



- Click OK

Best Practices

- As a general rule .wav files are larger (Kb) than .mp3 files. This will impact your upload to Brainshark.
- As a general rule 1 minute of .mp3 audio ~ 1MB
- The upload limit of a single presentation to Brainshark is 50MB
- If there is audio embedded in the presentation then the presentation size (MB) can increase dramatically.
- If the presentation is getting large, separate it into 2 or more presentations, upload to Brainshark and then merge together inside Brainshark.
- When Linking audio files, keep 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*