

## Adding and Managing Audio

There are 7 different ways you can add audio to a Brainshark presentation. In addition, you can add background audio to your presentation for just the right finishing touch. This document will help you determine how you will add your audio and then take you through the steps to get it done.

1. [Record via telephone](#)

Recording by telephone is a quick and easy way to add audio to your Brainshark. We suggest using a corded, land-line telephone with a handset for the best quality. Speakerphones and headsets can produce inferior recordings.

2. [Record via microphone](#)

If you have a microphone, you can use it to record audio as easily as you can with a telephone. You can use the microphone already present on your computer, but a good quality external USB microphone will produce a better quality recording.

3. [Upload .mp3 audio files to presentation slides](#)

Have audio files recorded outside of Brainshark: maybe from a recorded live meeting, an old presentation, or something recorded in a studio? You can upload slide-by-slide .mp3 audio files to your presentation.

4. [Embed audio files into PowerPoint slides](#)

If you have .wav audio files that you are unable to compress to .mp3 format, you can embed them into your PowerPoint presentation prior to uploading the file to Brainshark.

5. [Create computer generated audio from your script](#)

Generated audio is useful when you need to send a “finished” Brainshark internally for content approval. Simply replace the generated audio with recorded audio before you share the presentation. If your slide notes are written in Spanish, French, French Canadian, German, you can select a computer generated voice with an accent appropriate for the language.

6. [Merge audio from another Brainshark](#)

You can quickly copy and repurpose audio from an existing Brainshark presentation to a new presentation with a few simple steps.

7. [Request audio from a Guest](#)

If you will not be recording audio for your presentation, Brainshark makes it easy to request audio for your presentation by providing the tools your audio talent needs to get the job done.

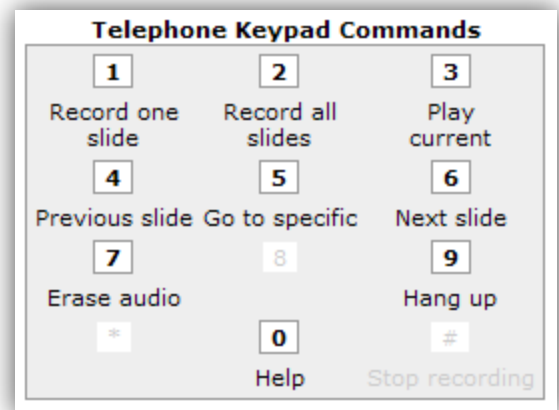
8. [Add background audio or music](#)

You may decide to add background audio as a finishing touch to your presentation. Brainshark provides a selection of pre-populated files, or you can upload your own audio files.

## Add Audio Using Your Telephone

The opportunity to add audio is presented automatically when you create a new presentation, and you can add or edit the audio on a presentation at any time. Using the telephone is a quick and easy way to record audio. Even though Brainshark will record audio from any type of telephone, you will get the best quality audio if you use a corded, land-line telephone, with the handset to your ear. To ensure higher quality, the use of headsets and speakerphones is not recommended. Additionally, you should plan to record in a quiet room to reduce background noise.

1. After uploading your presentation, or by navigating to **Edit > Manage Audio > Record Audio** on an existing presentation, use your telephone to dial the telephone number displayed in your browser window.
2. When prompted, use your telephone keypad to enter the **Presentation Access Code** presented to you. **NOTE:** This code will change each time you select **Record Audio**.
3. While you record, the menu of *Telephone Keypad Commands* (image at right) will display onscreen as a visual indicator of the options available during recording.
4. The system always starts you on slide one of your content.



### *Record audio for the slide displayed*

1. Press **[1]**. Begin speaking at the tone; Brainshark will record your audio.
2. Press **[#]** to stop and save the recording on the current slide. You will automatically be brought to the next slide.
3. When your recording is complete, hang up the phone to save your audio. You will be brought to *Manage Properties* where you can edit your presentation.

### *To move to a specific slide while recording*

1. Press **[5]**, enter the desired slide number, and press **[#]**.
2. Or, press **[4]** to move backwards and **[6]** to advance through the slides one by one.

### *To play the audio for any slide while recording*

1. Move to the desired slide (see instructions: *To move to a specific slide while recording* above).
2. Press **[3]** to play.

### *Launch animations while recording*

Click the **Next On-Click Animation** button to trigger each animation. Brainshark will display the total number of animations on the slide, as well as the number of animations already timed.

**NOTE:** You do not have to launch animations as you record. You can focus on delivering a quality recording and time your animations at a later time. When you are ready to time animations, view the presentation. Watch the audio counter and note the time that each animation should commence. Enter those timings in **Edit > Manage Slides > Edit** for each slide that has animations. For more details on animations please refer to the [Animations Best Practices](#) document.

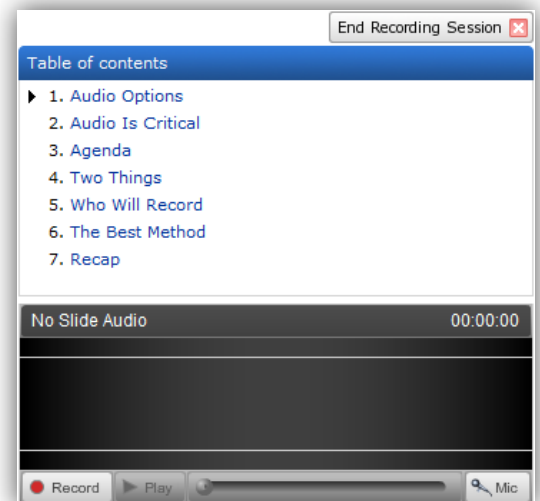
### **Add Audio Using a Microphone**

The opportunity to add audio is presented automatically when you create a new presentation, and you can add or edit the audio on a presentation at any time. Using a USB microphone to record is an easy way to record higher quality audio than you would get with a telephone recording; plan to record in a quiet room to reduce background noise.

1. Upload your presentation, or navigate to **Edit Presentation >** or **Edit > Manage Audio > Record Audio** on an existing presentation.
2. Select **Click here to record using your microphone**.
3. The system always starts you on slide one of your content.

### *Record audio for the slide displayed*

1. Click **Record**. After a 3-second onscreen countdown, recording will begin.
2. During recording, the Recording Controls (image at right) will display onscreen. Use the hyperlinked Table of Contents and the Record and Stop buttons to control the recording.
3. Click **Stop** to end the recording.
4. You will have the option to **Preview, Save, Retry, or Discard**; make your selection for this audio file.
5. When you **Save** the audio, you will automatically be brought to the next slide.
6. Click **End Recording Session** at the top right when the recording is complete; you will be brought to Manage Properties where you can edit your presentation.



### *Record audio for a specific slide*

1. Select the desired slide in the *Table of Contents*. (see image previous page)
2. Click **Record**.

### *To play the audio for any slide*

1. Select the desired slide in the *Table of Contents*. (see image previous page)
2. Click **Play**.

### *Launch animations while recording*

Click the **Next On-Click Animation** button to trigger each animation. Brainshark will display the total number of animations on the slide, as well as the number of animations already timed.

**NOTE:** You do not have to launch animations as you record. You can focus on delivering a quality recording and time your animations at a later time. When you are ready to time animations, view the presentation. Watch the audio counter and note the time that each animation should commence. Enter those timings in **Edit > Manage Slides > Edit** for each slide that has animations. For more details on animations please refer to the [Animations Best Practices](#) document.

### **Upload .mp3 Audio**

You might have access to a studio to record audio, or an audio recording program on your computer. Maybe you have recorded audio at an event and you want to attach that audio to your presentation. However you came by them, existing audio files are easy to repurpose in Brainshark. When you have an .mp3 audio file for each slide in your presentation, follow this process:

1. Navigate to **Edit > Manage slides**.
2. Navigate to the slide where you want to add the audio file; select **Audio**.
3. If there is no audio on the slide, select **Browse**; if you want to change the audio currently on the slide, select **Replace**.
4. Locate and select the .mp3 audio file for the chosen slide. **NOTE:** The upload limit of an individual audio file is 200MB.
5. You can designate multiple audio files before you select **Apply** to preserve your changes and remain on the Manage Slides page, or **Save** your changes and return to the *Presentation Properties* tab.

## Embed .wav Audio

If you have existing .wav audio files that you are unable to compress to .mp3 format, you may be able to embed those slide-by-slide .wav files into your PowerPoint presentation and then upload the file to Brainshark. When a PowerPoint file containing embedded audio is uploaded to Brainshark, the recorded audio will upload with the other content. Once your audio is in Brainshark, it is converted to .mp3 format. The *Embedding Audio to PowerPoint* [document](#) discusses the process to embed .wav audio files; reference also the *Best Practices for Audio* [document](#).

## Generate Audio

If you have slide notes on any slide in your presentation, you can use *Generate Audio* to create computer-generated audio for your slides. Generated audio is useful when you need to send a “finished” Brainshark internally for content approval. Typically, the generated audio is replaced by the talent-recorded audio before the presentation is distributed; the [Upload Audio](#) section of this document details the process steps to accomplish this replacement.

**NOTE:** This feature is a computer voice/accent reading the slide notes; it does not translate the slide notes into another language. However, if your slide notes are written in Spanish, French, French Canadian, German, you can select a computer generated voice with an accent appropriate for the language. When you generate audio, the system will create new audio in the ‘voice’ you select for every slide in the presentation that contains slide notes. The system will not generate audio for any text contained between < and >.

1. After uploading your presentation, or on an existing presentation, navigate to **Edit Presentation > or Edit > Manage Audio > Generate Audio**.
2. Select a **Voice** from the drop-down menu and click **Generate Audio** to initiate the process.
3. The system will generate audio for all slides containing slide notes with the exception of slides that already have an associated audio file. If you don’t want audio generated for any slide, remove the slide notes, generate the audio and then re-enter the slide notes, or put the slide notes between < and >.

## Merge Audio

You can repurpose content from existing Brainshark presentations by using the *Merge Content* feature. If you would like to reuse an audio file, please refer to the [Merge Content](#) document for specific process steps.

## Request Audio

Request Audio and any subject matter expert or voice professional can add audio to your presentation. The Guest Speaker does not need to be a Brainshark user or have detailed knowledge of how to use the application; all of the instructions are included in the email Brainshark will send to the Guest and you can also add your own suggestions to that email.

1. After uploading your presentation, simply select **Manage Audio > Request Audio**. For an existing presentation, navigate to **Edit Presentation**, then **Manage Audio > Request Audio**.
2. Initiate a new request by selecting the **Send New Guest Voice Request** link at the right side of the screen. The system will present an email template which includes simple instructions for your Guest.
3. You can modify the email text; however, **do not** alter or remove the information in chevrons <<**GuestAuthoringLink**>>, as this contains the link your Guest will click to record his or her audio.

**NOTE:** Only one Guest Audio request can exist for any one presentation at any one time. If *Require Login* is set to 'Yes', the Guest must have a valid Brainshark username and password in order to access the presentation and record the audio; if the Guest Speaker is not a regular Brainshark user, set *Require Login* to 'No'.

4. Once the audio request has been sent, check its status by navigating to **Edit Presentation > Manage Audio > Request Audio**.
5. You can change the status of the request by clicking the hyperlinked **Title of the presentation** on the *Request Audio* page. After you change the status, the Presentation Access Links and Codes previously sent will be inactivated. When audio is declared complete by the Guest who is recording, you will receive an email notification. However, if the Guest doesn't click the 'Declare Complete' link, you will be still able to inactivate the link.
  - a. **Set to Complete:** If your guest speaker did not complete the recording, possibly because the audio was not recorded in Brainshark or he/she didn't click the 'Declare Complete' link, use this option to complete the request manually.
  - b. **Delete Request:** If you no longer need this Guest to record, use this option to delete the request.
  - c. **Re-send Request:** If your Guest cannot locate the original request email, or needs to rerecord after declaring the audio complete, use this option to resend the audio request.

## Background Audio

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

**NOTE:** Copyright laws apply to any audio or music files uploaded to Brainshark and are the responsibility of the Brainshark User/Author.

### *Add background audio to your presentation*

1. Navigate to **Edit Presentation > Manage audio > Background audio**.
2. Select **Add Background Audio**.
3. Check the box next to the background audio file you wish to apply to your presentation. You may select more than one background audio file.
4. Click **Add Selected**. In the next step, you will indicate the settings for each background audio file.
5. Configure the **Playback Settings**. Once you have added the background audio file to your presentation you need to configure how the audio will play and for which slide(s) it will play.
  - a. **Playback Mode:** there are two playback options for your audio files:
    - i. *Continuous* will play the audio file continuously on the designated slides.
    - ii. *Play once* will play the audio file through one time and then stop.
  - b. **Start Slide:** select the slide where you want the audio file to begin playing.
  - c. **End Slide:** select the slide where you want the audio file to stop playing.
  - d. **Volume %:** select the volume at which the audio file will play. The default is 40% of your speaking volume. Adjust the volume by clicking the drop-down arrow.
6. Click **Save** to save your settings and return to the Edit Presentation screen.

### *Deleting a background audio track from your presentation*

1. Select **Manage Audio** from the Things you can do menu.
2. Select **Background Audio**.
3. Select **Delete** located to the right of the audio track.