

## Adding and Managing Slides & Attachments

Adding slides and attachments to your presentation is a way to enhance your message by including additional information to support your viewers. The only difference between adding slides and adding attachments is how they display. If you have content that already exists in other non-Brainshark forms, you can leverage and incorporate it into your Brainshark presentation!

Slides and attachments might be:

- a PDF from Marketing about your product's features and benefits
- reading material for your new hire orientation
- the registration webpage for your next Client event

There are many options for incorporating supportive content to your presentation. And, you can easily make changes to your content as your needs change, or as the information itself changes. You'll need to analyze your content and determine how you would like to present it in a supporting manner:

- **Do you need to give an overview of a PDF or do your viewers need to download and complete it?** You can give an overview of a PDF by inserting it as a slide. You'll be able to add audio to it just like you did with the main part of your presentation. You can also attach the PDF so it will appear on the attachments tab or with a specific slide in your communication.
- **Do you want your viewers to follow along on your website as you are pointing out key features, or do you want them to have the URL to refer back to?** Again, you can insert a web page as a slide and add your audio to it, and you can also place that webpage URL as an attachment on the Attachments tab. You can also enable the URL to launch on close so when your viewers close your communication and, regardless of how much was watched, they will be directed to that webpage.
- **Were you presented last minute with material that really should be in the PowerPoint® portion of your communication?** You can easily fix that by either appending or replacing one or more PowerPoint® slides.

## How to Add and Manage Attachments

### *Add Attachments*

You can add attachments for documents, webpages, PDFs, and other files so viewers can download them for future use.

1. Navigate to **Edit Presentation**.
2. Select **Add attachment** from the *Things you can do* menu.
3. Click **Browse** to locate a file OR type the *Web URL*.
4. Update the **Title** if desired.
5. Click **Save**.

### *Edit Attachment Properties*

By default, attachments display on the Attachments Tab of the presentation. Brainshark offers several options for attachments including removing the attachment from the Attachments tab, displaying an attachment with a particular slide, and auto-launching an attachment.

1. Once your presentation has an attachment, the *Attachments* tab appears in **Edit Presentation**.
2. Drag and drop attachments to rearrange the order.
3. Click **Delete** to the right of any attachment to delete that attachment.
4. Click **Edit** to the right of any attachment to edit attachment properties.
  - a. De-select **Show link on attachments tab** to hide the attachment on the *Attachments* tab.
  - b. Select **Show link with slide** and select the appropriate slide to display a link to an attachment below the Table of Contents during playback of a specific slide.

**NOTE:** there may be only one attachment per slide.

- i. Select **Auto-Launch** then select **Before slide audio starts** or **After slide audio completes** to auto-launch the attachment when the slide appears.
  - ii. If you choose to auto-launch the attachment, consider selecting **Pause after slide audio completes** to allow viewers time to view the attachment.
- c. Select **Auto-Launch when presentation is closed** to launch an attachment when the viewer closes the *Brainshark Viewing Console* regardless of how much of the presentation was viewed.

**NOTE:** there may be only one attachment auto-launched on close per presentation. And if the viewer has pop-up blockers enabled, [www.brainshark.com](http://www.brainshark.com) must be added as a trusted site.

- d. For video attachments only, select **Preserve original width and height of the video** to avoid having a video smaller than 720 x 540 resized to fit in the *Brainshark Viewing Console*.
- e. Select **Hide seek bar** to hide the seek bar in the *Brainshark Viewing Console*.
- f. Click **Save** to save attachment edits.

## How to Add and Manage Slides

### *Add Slides*

You can add slides to your communication at any time, but they don't have to be just PowerPoint® slides. You can add a webpage slide directly into your communication so viewers can follow along with your audio narration. Add a document slide so your viewers see what you are referring to without having to open an attachment.

1. Navigate to **Edit Presentation**.
2. Select **Add Slides** from the *Things you can do* menu.
3. Select the type of slide you would like to add.
4. For video, URL, document, PowerPoint®, or photo slides:
  - a. Click **Browse** to locate the file or type the web address.
  - b. Enter a **Title** for the slide.
  - c. Click **Save**.
5. When the new slide has been added, you will be prompted to add audio. Begin adding audio or click **Skip audio generation for now** to return to the *Presentation Properties* tab.
6. Click **Save** to save your presentation and exit editing, or **Apply** to save your presentation and remain on the *Presentation Properties* tab.

### *Merging Content*

The Merge Content feature in Brainshark makes it easy to reuse existing content in your Brainshark site. Whether it is just the audio on one slide, an attachment, or an entire Brainshark, you can merge that content into your current Brainshark communication to save time and reduce duplication of efforts. Please see the [Merging Content document](#) for more information and step-by-step instructions.

### *Replace or Append PowerPoint® Slides*

You can replace existing PowerPoint® slides in your Brainshark or add new slides at the end of a presentation. For information on merging content in the middle of your Brainshark presentation, please see the [Merge Content document](#).

1. Navigate to **Edit Presentation**.
2. Select **Replace PowerPoint® slides** from the *Things you can do* menu. Alternatively select **Add slides > Add PowerPoint® slides** from the *Things you can do* menu.
3. Click **Browse** to locate the slide or slides.
4. Select the radio button for:
  - a. **Append to existing slides** to add the new slides to the end of the selected Brainshark presentation.
  - b. **Replace existing slides starting at** to replace current slides in the selected Brainshark presentation beginning at the slide you select from the drop-down. Note: the number of slides replaced will directly correlate with the number of slides in the selected PowerPoint® file.
5. Click **Next** to begin the conversion process.
6. When the process is complete, you will be prompted to add audio. Any existing audio will still be associated with the slides you have replaced, unless you overwrite that audio.
7. Begin adding audio or click **Skip audio generation for now** to return to the *Presentation Properties* tab.
8. Click **Save** to save your presentation and exit editing, or **Apply** to save your presentation and remain on the *Presentation Properties* tab.