

Animations in Brainshark

Adding animations to PowerPoint® can make your Brainshark presentation more dynamic, more memorable, keep your viewers engaged, and emphasize your message. Brainshark makes it easy to time animations to the narrative audio in your presentation.

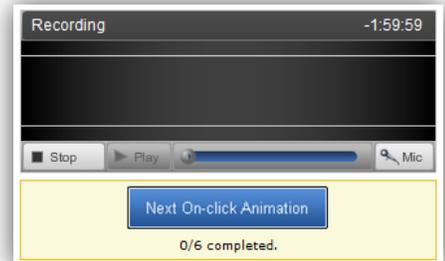
This document will guide you through timing animations and best practices for using animations with Brainshark, provide basic instruction on adding animations in PowerPoint®, answer some frequently asked questions about animations, and provide a list of supported and unsupported animations and features.

Synchronize Audio with Animations in Brainshark

If you set your animation Start types to on click in PowerPoint®, then you will be able to control animation timings in Brainshark. You can synchronize your animations while you are recording your audio or you can add animation timings from the Manage Slides > Edit Slide screen after audio is completed.

While Recording Narrative Audio

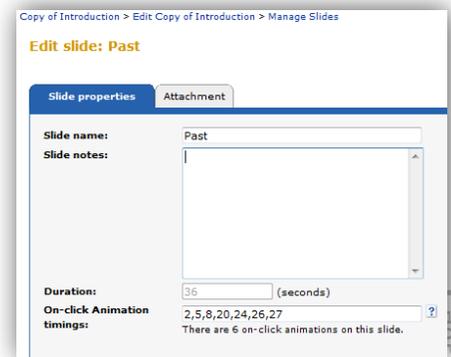
1. After uploading your presentation, or by navigating to **Edit Presentation > or Edit > Manage Audio > Record Audio** you can add audio using the telephone or microphone.
2. Slides that contain animations where the **Start** type was set to *on-click* will display a **Next On-Click Animation** button during recording.
3. As you record, click the **Next On-click Animation** button to trigger each animation.
4. The indicator below the button will display the total number of animations and the number of animations you have timed (it counts up as you trigger each animation).



NOTE: Animations set to start *with previous* and *after previous* are not included in the animation count and timings for those animation start types cannot be adjusted in Brainshark.

After Recording Narrative Audio

1. Navigate to **Edit Presentation > Manage Slides**.
2. Slides that contain animations will have a **Star** icon to the left of the slide thumbnail.
3. Click the **Star** or click **Edit** for that slide.
4. From the **Edit Slide** screen, click the thumbnail to preview the slide.



5. While viewing, note the number of seconds of elapsed duration at which you want the animation to begin.
6. Enter timings in seconds, separated by a comma, into the *On-click Animation* field.
7. Click **Save** to save your changes and return to the *Manage Slides* page, or **Apply** to save your changes and remain on the *Edit Slide* page.

NOTE: The timings are cumulative; the next number in the sequence must always be greater than the previous number. The timings reflect the number of seconds of elapsed duration at which the animation should begin (e.g. 36, 62, and 95). Timings can be modified at any time.

The Basics of PowerPoint® Animations

Create an Animation

Although on-click animations can be timed in Brainshark, animations are created in PowerPoint®. Animations are added the same way to any object including text, pictures, charts, graphs, or shapes.

1. Activate the Animation Pane by selecting the **Animation** menu:
 - a. For PowerPoint® 2003, select **Slide Show > Custom Animation**.
 - b. For PowerPoint® 2007, click **Custom Animation** in the *Animations* section.
 - c. For PowerPoint® 2010 click **Animation Pane** in the *Advanced Animations* section.
2. Select the object you want to animate.
3. Click **Add Animation**.
4. Select the animation type.
5. Adjust the animation settings as needed.

NOTE: On the Animation Pane you will see all animations added to objects on this slide. Select added animations to make changes and otherwise manage animations: reorder, preview or modify settings.

Change the Animation Type

1. Click the animation type you want to change.
 - a. In PowerPoint®2003 or 2007:
 - i. Click **Change** on the *Custom Animation* menu.
 - ii. Select the new animation type.
 - b. In PowerPoint®2010, select the animation then click a new animation in the *Animation* section.

Change the Animation Start Type

1. Click the animation you want to change.
 - a. In PowerPoint® 2003 or 2007, locate **Start** on the *Custom Animation* menu.
 - b. In PowerPoint® 2010, click the drop-down arrow in the *Animation Pane* or locate **Start** in the *Timing* section on the *Animations* menu.
2. Select the new *Start Type*: On Click, With Previous or After Previous.

Change Animation Timings or Effect Options

1. Right click the animation type and select **Timing** or **Effect Options**.
2. *Effect Options* allows you to change the direction of the effect.
3. *Timing* allows you to change the animation **Start Type**, **Delay**, and **Speed** of the animation.

Remove Animations

1. Right click the animation you want to remove (or first select multiple animations to remove using the **[Ctrl]** key on your keyboard then right click).
2. Select **Remove** from the list of options, or press **[Delete]** on your keyboard.

Brainshark's Animation Best Practices

- ✓ The key is to know when to add animations, and how many animations to add. Too little animation and your viewers are bored and may close out of it before your message is complete. Too much animation and your audience will remember your presentation, but not for the right reason. Determine the types of animations that are going to make the most impact and not distract viewers.
- ✓ For a consistent looking presentation, use only a few animation types. Limiting the number of different animations you apply will help keep the overall visual simple and consistent.
- ✓ When in doubt, select a subtle animation. See the [Supported Animations](#) listing at the end of this document for available “Subtle” animation options.
- ✓ If you notice that an animation is not completing properly in Brainshark, it is likely due to another animation set to display too quickly after the previous animation; or, the duration of your slide isn't long enough for the animations you created. Adjust your on-click animation timings, or slide duration, or length in Brainshark, or change the animation type or duration in PowerPoint®.
- ✓ If you are recording narrative audio in Brainshark, it is helpful to use the Slide Notes in PowerPoint®. You can use the slide notes area to indicate when the animations should be timed. For example, you can bold the appropriate word or section of text. After audio is recorded, view the slide and associate the animation timing as indicated. Bolded slide notes display as plain text during recording and in the viewing console, so your viewer won't see these notations.

FAQs

What Animation Effects options exist and what can they do?

1. **Entrance effects:** This animation type causes an object to appear on the slide. When the animation completes, the object is displayed on the slide.
2. **Exit effects:** These effects cause an object currently on the slide to move out of view. When the animation completes, the object is no longer displayed on the slide.
3. **Emphasis effects:** Emphasis effects cause an object to shrink or grow in size, change color, or spin. The selected object remains displayed on the slide and changes its form or appearance.
4. **Motion Paths:** These effects can be added to cause an object to change location. Motion path animations can start with the image on or off of the slide, causing an image to display or disappear from view.

What types of Animation Effects are used most?

The most common types of effects include entrance and exit animations.

What Animation Start Types are available?

The *Start* type tells PowerPoint® and Brainshark when the animation should begin. There are three start types:

- **On Click:** During a live presentation, *On Click* animations start with a click of the mouse. In Brainshark, this animation begins at the timing, in seconds, you set in the application. On Click animation timings can be adjusted at any time from within Brainshark, so on click animations give you the most control and flexibility. Remember, you can always edit your PowerPoint®, set animations to On Click, and replace the changed slide(s) in Brainshark.
- **With Previous:** This setting causes the animation to commence at the same time as the previous animation on the slide, or, if there are no previous animations, when the slide first appears.
- **After Previous:** This setting causes the animation to commence immediately after the previous animation on the slide has fully completed.

With Previous and *After Previous* animations cannot be timed in Brainshark and occur based on other actions set to take place in the presentation or on the slide.

How do I know which animation start type to use?

1. Use *On Click* when:
 - a. You want to synchronize the start of an animation with your spoken audio.
 - b. You want to be able to adjust the animation timings in Brainshark.
2. Use *With Previous* when:
 - a. You want an object to begin animating at the same time as the previous animation.
 - b. You want multiple objects on the slide to start animating at the same time.
3. Use *After Previous* when:
 - a. You want an image to automatically begin to animate as soon as the slide displays or the previous animation completes.
 - b. You want many objects to display during the playback of a short amount of recorded audio (slide duration).
4. Use a combination when:
 - a. You want to control the first animation timing (*On Click*), the remaining animations display automatically relative to the first (either *With Previous* or *After Previous*).
 - b. You want the first animation to begin after the slide displays (either *With Previous* or *After Previous*), and you want to control the start time of a later animation (*On Click*).

How can I group multiple objects so that they animate together?

Select the objects using the *Selection Pane* or by holding down the **[CTRL]** key while you select the objects you'd like to animate as one. Then, right-click and select **Group**. Animate the group using the *Selection Pane* to select it.

How many animations should there be on each slide?

There is no limit to the number of animations that can be added to a slide. However, take into account the following:

- The duration of the audio recorded on the slide, and therefore, the length of the slide.
- The duration of the slide if there is no recorded audio.
- The number of objects on the slide.
- The amount of text on the slide.

Supported Animations

Entrance Effects: Basic		Entrance Effects: Subtle		Entrance Effects: Moderate		Entrance Effects: Exciting	
Appear	✓	Expand	✓	Ascend	✓	Basic Swivel	✓
Blinds	✓	Fade	✓	Basic Zoom	✓	Boomerang	✓
Box	✓	Faded Swirl	✓	Center Revolve	✓	Bounce	✓
Crawl in	✓	Faded Swivel	✓	Color Typewriter	✗	Credits	✓
Checkerboard	✓	Faded Zoom	✓	Compress	✓	Curve Up	✓
Circle	✓			Descend	✓	Drop	✓
Diamond	✓			Ease In	✓	Flip	✓
Dissolve in	✓			Float Down	✓	Float	✓
Flash Once	✓			Float Up	✓	Fold	✓
Fly in	✓			Grow & Turn	✓	Glide	✓
Peek in	✓			Rise Up	✓	Light Speed	✓
Plus	✓			Spinner	✓	Magnify	✓
Random Bars	✓			Stretch	✓	Pinwheel	✓
Random Effects	✗			Unfold	✓	Swish	✗
*Appear						* Fly From Top	
Split	✓					Thread	✓
Strips	✓					Whip	✓
Wedge	✓						
Wheel	✓						
Wipe	✓						
Emphasis Effects: Basic		Emphasis Effects: Subtle		Emphasis Effects: Moderate		Emphasis Effects: Exciting	
Change Fill Color	✓	Bold Flash	✗	Flicker	✓	Blast	✓
Change Font	✓	Brush on Color / Brush	✓	Grow and Shrink	✓	Blink	✓
Change Font Color	✓	Color		Grow with Color	✗	Bold Reveal	✗
Change Font Size	✗	Brush on Underline / Underline	✗	Shimmer	✓	Style Emphasis	✗
*Grow		Underline		Teeter	✓	Wave	✓
Change Font Style	✗	Color Blend	✓				
Change Line Color	✓	Color Wave	✓				
Grow / Shrink	✓	Complementary Color	✓				
Spin	✓	Complementary Color 2	✓				
Transparency	✓	Contrasting Color	✓				
		Darken	✓				
		Desaturate	✓				
		Flash Bulb	✓				
		Lighten	✓				
		Object Color	✓				
		Pulse	✓				
		Color Pulse	✓				
		Vertical Highlight	✓				

* Alternative animation

Exit Effects: Basic		Exit Effects: Subtle		Exit Effects: Moderate		Exit Effects: Exciting	
Blinds	✓	Contract	✓	Ascend	✓	Basic Swivel	✓
Box	✓	Fade	✓	Basic Zoom	✓	Boomerang	✓
Checkerboard	✓	Faded Swivel	✓	Center Revolve	✓	Bounce	✓
Circle	✓	Faded Zoom	✓	Collapse	✓	Credits	✓
Crawl Out	✓	Swivel	✓	Color Typewriter	✓	Curve Down	✓
Diamond	✓	Zoom	✓	Descend	✓	Drop	✓
Disappear	✓			Ease Out	✓	Flip	✓
Dissolve Out	✓			Float Down	✓	Float	✓
Flash Once	✓			Float Up	✓	Glide	✓
Fly Out	✓			Grow & Turn	✓	Light Speed	✓
Peek Out	✓			Shrink & Turn	✓	Magnify	✓
Plus	✓			Sink Down	✓	Pinwheel	✓
Random Bars	✓			Spinner	✓	Sling	✓
Random Effects	✗			Stretchy	✓	Spiral out	✓
* Disappear				Unfold	✓	Swish	✓
Split	✓			Zoom	✓	Thread	✓
Strips	✓					Whip	✓
Wedge	✓						
Wheel	✓						
Wipe	✓						

* Alternative animation

Motion Paths: Basic		Motion Paths: Lines & Curves		Motion Paths: Special		Motion Paths: Draw Custom Path	
4 Point Star	✓	Arc down	✓	Bean	✓	Curve	✓
5 Point Star	✓	Arc Left	✓	Boomerang	✓	Freeform	✓
6 Point Star	✓	Arc Right	✓	Bounce	✓	Line	✓
8 Point Star	✓	Arc Up	✓	Buzz Saw	✓	Scribble	✓
Circle	✓	Bounce Left	✓	Credits	✓		
Crescent Moon	✓	Bounce Right	✓	Curve Down	✓		
Diamond	✓	Curvy Left	✓	Curved Square	✓		
Equal Triangle	✓	Curvy Right	✓	Curved X	✓		
Football	✓	Decaying Wave	✓	Curvy Star	✓		
Heart	✓	Diagonal Down Right	✓	Figure 8 Four	✓		
Hexagon	✓	Diagonal Up Right	✓	Flip	✓		
Octagon	✓	Down	✓	Float	✓		
Parallelogram	✓	Funnel	✓	Glide	✓		
Pentagon	✓	Heartbeat	✓	Horizontal Figure 8	✓		
Right Triangle	✓	Left	✓	Inverted Square	✓		
Square	✓	Right	✓	Inverted Triangle	✓		
Teardrop	✓	S Curve 1	✓	Light Speed	✓		
Trapezoid	✓	S Curve 2	✓	Loop de Loop	✓		
		Sine Wave	✓	Magnify	✓		
		Spiral Left	✓	Neutron	✓		
		Spiral Right	✓	Peanut	✓		
		Spring	✓	Pinwheel	✓		
		Stairs Down	✓	Plus	✓		
		Turn Down	✓	Pointy Star	✓		
		Turn Down Right	✓	Sling	✓		
		Turn Up	✓	Spiral out	✓		
		Turn Up Right	✓	Swish	✓		
		Up	✓	Swivel	✓		
		Wave	✓	Swoosh	✓		
		Zigzag	✓	Thread	✓		
				Vertical Figure 8	✓		
				Whip	✓		

NOTE: The information in this document is subject to change. We make every effort to keep this document updated; however, if you have any questions or are having a challenge with a particular animation, contact our [Support Team](#).

Unsupported PowerPoint® Features

As you review the many animations supported by Brainshark on the next few pages, note that the following PowerPoint® features are **NOT** supported:

- Animated Charts
- Transition effects between slides
- Repeat until end of slide or until next click (**NOTE:** Animations set to repeat a specific number of times are supported)
- PowerPoint® sound effects
- Embedded audio and video in PowerPoint® 2010
- Linked audio and video files
- Portrait orientation and custom height and width (**NOTE:** 16x9 resolution is supported but may not be enabled for your site. Contact your Company Administrator for more information.)
- Animations using the trigger *Start effect on click of* can only be invoked once per view
- 3D Effects
- Fonts other than TTF (True Type Fonts) – for custom font requests, please contact our Support Team. (**NOTE:** you can also right click custom font text, select **Save as Picture**, then reinsert the text as a picture.)