Background Audio

There are 7 different ways to add audio to your Brainshark presentation and background audio can add the right finishing touch to your message. Your Brainshark administrator determines whether this option is turned on for your site. Brainshark provides a selection of pre-populated files, or you can upload your own audio files to your Media Library. Be sure to apply our recommended Best Practices for adding audio to your presentation.

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. Choose the library from which you will select your background audio:
    a. *My Library* – the audio files that you have uploaded to Brainshark. (*note: copyright laws apply)
    b. *Company Library* – the audio files Brainshark and/or your Company have made available to you.
4. Or click **Upload New Audio**:

    NOTE: if this option is not available, check with your Company Administrator.

    a. Click **Browse** to search your files and folders for the background audio you wish to upload to Brainshark.
    b. Change the file name if you choose.
    c. Click **Save**.
5. Check the box next to the background audio file you wish to add to your presentation. You may select more than one background audio file.
6. Click **Add Selected**. In the next step, you will indicate the settings for each background audio file.
7. Configure the **Playback Settings** to set 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.

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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.

8. Click **Save** to save your settings and return to the *Edit Presentation* screen.

Delete 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.

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