

## Create a Brainshark Presentation

If you've been following along in our tutorial series, you now have fabulous content that is ready and waiting for you to Brainshark It! This document will help you get logged into Brainshark and cover the process steps for uploading your content, no matter what it is. After you get the foundation of your content in Brainshark, refer to the following tutorials to:

- Learn how to add audio to your Brainshark in [Adding & Managing Audio](#)
- Include any additional materials that reinforce your communication message in [Adding & Managing Content](#)
- Polish your communication and get ready to distribute in [Adjust Brainshark Settings](#)

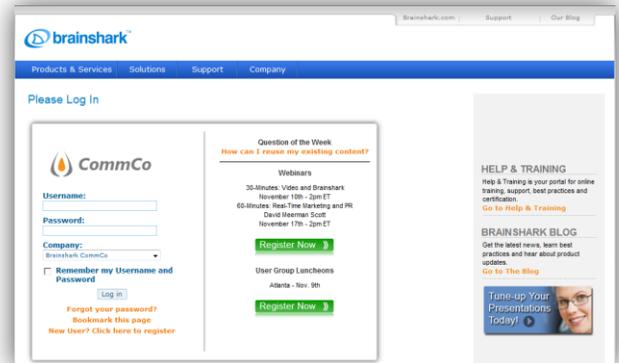
## How to Log into Brainshark

Your Company Administrator will have provided you login information in one of these ways:

- By email
- In an email from Brainshark
- With a self-registration link, which will prompt you to register as a Brainshark user

If you have not received login information, please contact your Company Administrator. If you do not know the name of your Company Administrator, please contact [Brainshark Technical Support](#).

1. Navigate to the Brainshark URL provided by your Company Administrator.
2. Notice the view that you see and compare it to the images to the right. Follow the process steps in this document that correspond to the view you see.



Branded Login



Public Content Portal Login



Basic Login

*Log in: Branded and Basic Views*

1. Enter your username and password in the fields provided.
2. If you are not using a public computer, and if your Company Administrator has enabled the feature, select **Remember my Username and Password** for easier subsequent logins.
3. Click **Log in**.
4. You will be at the **My Presentations** page.

*Log in: Content Portal View*

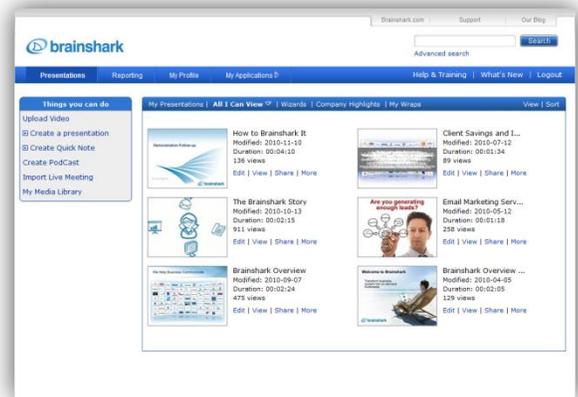
1. Click **Login** in the upper right corner above the green *Search* button.
2. Enter your username and password in the fields provided.
3. If you are not using a public computer, and if your Company Administrator has enabled the feature, select **Remember my Username and Password** for easier subsequent logins.
4. Click **Log in**.
5. You will be in the content portal.

## How to Upload Your Content

Remember you can make changes to anything in your communication at any time. Wrong Presentation title? Change it! Wrong file uploaded? Overwrite it with the correct one! Wrong Folder? Move it! Don't know what to enter for the Description? Skip it and add it later! The steps below will get you started, but you are not locked into anything.

### Upload: Presentation View

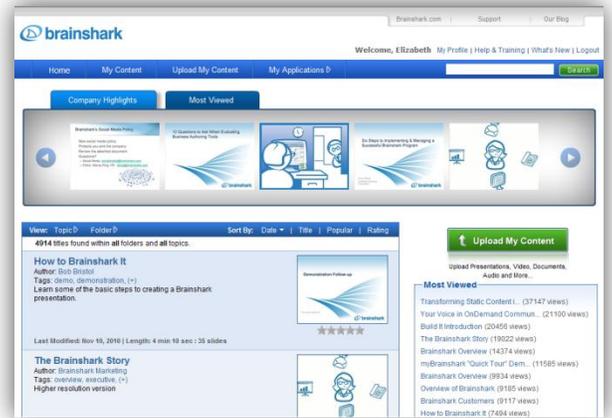
1. Regardless of the format of the anchoring file for your communication, select **Create a presentation > Upload a PowerPoint** from the *Things you can do* menu.
2. Click **Browse**.
3. Navigate to the content that you would like to upload. Content may be in the form of PowerPoint Presentations, videos, photos, images, documents, spreadsheets and more, but must be under 500 MB.
4. Enter a **Presentation title** or have Brainshark use the file name as the title of the presentation.
5. Select the **Folder** where you want to store your presentation. You can move your presentation to another folder later as necessary. For example, you might start off with your presentation in a folder with restricted viewing rights and then move it when the presentation has been approved and is ready for distribution.
6. Enter a short description of the presentation in the **Description** field. This description can be read and searched by viewers on the content portal page of your account.
7. Click **Next**.
8. Brainshark will upload and convert your content to a Brainshark presentation. Upload and conversion time will vary based on the speed of your internet connection and the size of the file you are uploading.
9. Once the file has converted, you will be prompted to add audio. For more information on adding audio please view the [Adding & Managing Audio](#) tutorial and process document. You can:
  - a. Add audio now using your computer microphone or telephone.
  - b. **Skip audio generation** and add your audio later.
10. Regardless of whether you add audio or skip audio generation, your Brainshark presentation can now be viewed, edited and shared.



**Presentation View**

### Upload: Content Portal View

1. Click **Upload My Content**.
2. Choose the appropriate tab for the type of content you would like to upload. Content may be in the form of PowerPoint Presentations, videos, photos, images, documents, spreadsheets and more, but must be under 500 MB. Supported file types are listed in the “Helpful Hints” section on each tab.
3. Click the green **Upload...** or **Record...** button.
4. Locate the file on your computer that you would like to upload and click **Open**.
5. Brainshark will upload and convert your content to a Brainshark presentation. Upload and conversion time will vary based on the speed of your internet connection and the size of the file you are uploading.
6. Enter a **Presentation title** or have Brainshark use the file name as the title of the presentation.
7. Enter a short description of the presentation in the **Description** field. This description can be read and searched by viewers on the content portal page of your account.
8. Select the **Folder** where you want to store your presentation. You can move your presentation to another folder later as necessary. For example, you might start off with your presentation in a folder with restricted viewing rights and then move it when the presentation has been approved and is ready for distribution.
9. Add **Tags**, which are searchable keywords or terms, to help your viewers find your presentation.
10. Click **Next** when you are finished, and the upload and conversion process is complete.
11. Once the file has converted, you will be prompted to add audio. For more information on adding audio please view the [Adding & Managing Audio](#) tutorial and process document. You can:
  - a. Add audio now using your computer microphone or telephone.
  - b. **Skip audio generation** and add your audio later.
12. Regardless of whether you add audio or skip audio generation, your Brainshark presentation can now be viewed, edited and shared.



Content Portal View