Downloading Brainshark Presentations

Allowing your presentation to be downloaded can make it more possible for your audience to your presentation when internet access is not available. The downloaded presentation can be distributed to individuals who may require offline viewing options. Authors can download their presentations from the Things you can do menu and can also allow viewers to download the presentation directly from the Brainshark Viewing Console. Typically, Presentation Authors choose to download a presentation for display at a conference or for sharing with an audience who may not have access to the web.

For the Presentation Author

Enabling Presentation Download

1. Navigate to **Edit Presentation**.

2. On the *Options* tab, in the *Allow viewers to* section, select the **Download Presentation** box.

3. Click **Save** to save the changes and exit *Edit Presentation*, or **Apply** to save your changes and remain in *Edit Presentation*.

4. The Download Presentation option will now display on the *Tools & Help* menu in the Brainshark Viewing Console for that presentation.

Downloading a Presentation

1. Navigate to **Edit Presentation**.

2. Select **Download presentation** from the *Things you can do* menu.

3. Select the format for the download:

    a. **Adobe Flash™**—An executable file that installs a self-contained version of your presentation on your computer. This option preserves the look and behavior of the Brainshark Viewing Console, as well as displaying Attachments and Questions. But, remember even though it looks the same, the presentation is offline, so views and question responses cannot be tracked by Brainshark reporting.

    b. **MP4/3GP**—A condensed video of your presentation. The slides of your presentation are joined together and presented in single video file that can be played in the native media player of your computer, or on a mobile device that cannot stream Brainshark presentations. Please note that these formats are only available if mobile has been enabled for the presentation and that the Brainshark Viewing Console, Table of Contents, and Attachments are not accessible during playback.

4. Click **Download** to prepare the file for downloading.

5. When the page refreshes, click the **Click here** link to begin the download.

6. Click **Save** and select the location to save the file.

7. Click **OK** and the file will be downloaded and saved in the location of your choice.

Repurposing a Downloaded Presentation

1. **Website**—Host the file you downloaded on another website and provide a download link. Viewers will need to follow the instructions for *Playing a Downloaded Presentation* below after saving the file from your website.

2. **Trade-show kiosk**—Enable **Loop presentation** on the *Options* tab prior to downloading the offline version. As long as you have not enabled **Click play to advance,** included any question slides, or set any slides to **Pause after audio completes**, your presentation will play in a continuous loop. Follow the instructions for *Playing a Downloaded Presentation* below for additional instructions.

3. **Archiving a copy**—Although you cannot recreate a Brainshark presentation from a downloaded version, archiving a downloaded copy of a presentation is useful if you need a record of content produced but will never redistribute this content. As an alternative to this, Content Archiving allows for the reactivation of Brainshark Presentations. If Content Archiving is not enabled on your site please ask your Brainshark Company Administrator to contact Brainshark Sales.

Notes

- Remember that any downloaded copies of your presentation will not be updated if you make changes to the presentation in Brainshark.

- Video file formats are only available for download when **Enable mobile** is selected on the *Presentation Properties tab*, and then only when the mobile asset has processed completely.

Features	Adobe Flash™	MP4/3GP
Loop presentation	✓*	X
Question slide	✓**	X
URL slide	X**	X
Document slide	✓	X
Video slide	✓	✓
Attachments	✓	X
Table of Contents	✓	X
Print slides	X	X
Email question	X	X
IM Presence	X	X
Embed Presentation	X	X
Email Presentation	X	X
View Slide Notes	✓	X
Help	X	X
FAQ	✓	X
Presentation details	✓	X
Reporting on views	X	X

*presentation cannot contain question slides or have "Click play to advance" or "Pause after audio completes" enabled
**question responses will not be captured by Brainshark reporting
***a clickable link to the specified URL is displayed in the slide area and can be accessed if an internet connection is available

For the Presentation Viewer

As the Viewer of a presentation, you may choose to download a copy of the presentation if the Author has made the option available to you. Once you have downloaded a copy of the presentation, you can view the content whether or not you have an internet connection. If the presentation Author also sent you a web link to the presentation, you can still click the link and view the presentation on the Web.

Downloading a Presentation from Brainshark Viewing Console

1. View the presentation by clicking the thumbnail or web link.

2. Click the **Question Mark** (**?**) icon at the bottom right corner of the Brainshark Viewing Console to access the *Tools and Help* menu.

3. Select **Download**.

4. The format for the download, **Adobe Flash**, is currently the only available option when downloading from the viewer and includes all questions and attachments created with the presentation.

    Note: Question responses will not be captured by Brainshark reporting.

5. Click **Download** to prepare the file for downloading.

6. When the page refreshes, click the **Click here** link to begin the download.

7. Click **Save** and select the location to save the file.

8. Click **OK** and the file will be downloaded and saved in the location of your choice.

Playing a Downloaded Presentation

1. Navigate to the file you downloaded and double-click the **EXE** file.

2. Click **Continue**.

3. Click **…** to select the folder that you want to contain the presentation or accept the default location (C:\Brainshark\Unhooked) and click **OK**.

4. Click **Yes** to create a new folder for the presentation, titled the same as the presentation title.

5. The presentation will install and will begin playing immediately following the installation.

6. If wish to play the presentation again at a later time, locate the file (location selected in step 6) and double-click the **HTML** file contained in the root folder for the presentation.