

## How to: Enhance the Viewing Experience

When you begin to create the content that will become your Brainshark presentation, you spend quite a bit of time thinking about your audience and the experience they will have when they view your message. There are many settings in Brainshark that can enrich the viewer's experience; this document will highlight the more common options and the process steps to follow if you choose to enable them.

**NOTE:** The Brainshark Viewing Console displays your communication for your viewer. There are several settings you can enable (identified by *vc* before the section title) which affect the look and operation of the Viewing Console, some of which may not be available to you as determined by your Company Administrator.

For more information about viewing console options, contact your Company's Administrator; for assistance in determining who that person may be, view the [Designated Brainshark Company Administrator](#) document.

### *vc* Set Your Presentation to Loop Continuously

Setting a presentation to loop is useful when the presentation will be running in a kiosk or at a tradeshow. The presentation will automatically restart after the last slide completes. Be aware that any poll, survey, or question slides will cause the presentation to pause until the viewer submits a response, so you should not include those types of slides in presentations you want to loop continuously.

1. Navigate to **Edit Presentation**.
2. On the *Options* tab, select **Loop Presentation**, in the *Display* section.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

### *vc* Change the Aspect Ratio of the Brainshark Viewing Console

The default ratio for the Brainshark Viewing Console is 4x3, but depending on the native aspect ratio of the file you upload to Brainshark, you may need to adjust the aspect ratio of the Brainshark Viewing Console. For example, if your PowerPoint file or Video file was created with a 16x9 aspect ratio, you could select 16x9 from the drop down to resize the Brainshark Viewing Console to perfectly fit your presentation.

**NOTE:** Question slides will not readjust to the larger size you choose for the remainder of your presentation, and will still be displayed in a 4x3 ratio. There will be a "letterbox" effect around the question slide within the Brainshark Viewing Console.

1. Navigate to **Edit Presentation**.
2. On the *Options* tab, select the **Aspect Ratio** (16x9 or 4x3), in the *Display* section.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

### <sup>VC</sup> *Allow Your Viewers to Print Slides*

Allowing your viewers to print slides allows them keep a copy for future reference, but consider that viewers may be printing out of habit or that allowing viewers to print could violate your company's policies on copyrighted material.

1. Navigate to **Edit Presentation**.
2. On the *Options* tab, select **Print Slides**, in the *Allow viewers to* section. **NOTE:** Enabling Slide Notes in addition to Print Slides allows viewers to print any slide notes associated with each slide.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

### <sup>VC</sup> *Allow Your Viewers to Resume Viewing Your Presentation*

The Resume Viewing setting is useful when viewing is interrupted and the individual wants to pick up viewing where he/she left off, or you want viewers to recognize when they've already seen your message. If you are using a Guestbook or Login to track your viewers, Brainshark Reporting will distinguish between "new" and "resumed" views by the same viewer.

1. Navigate to **Edit Presentation**.
2. On the *Options* tab, select **Resume views**, in the *Allow viewers to* section.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

### <sup>VC</sup> *Customize Slide Navigation Rules*

You can require that your audience view your presentation in order, or allow viewing of slides in any order. Additionally, you can require viewers to click the Play button to advance through slides.

1. Navigate to **Edit Presentation**.
2. On the *Options* tab, select the navigation rule you want in **Resume views**
  - a. **Default: View slides in any order:** viewer can skip around the presentation.
  - b. **Review: View slides in order; user can review slides:** viewer must watch the presentation in order, but can go back to previously viewed slides.
  - c. **Locked: View slides once in order; user cannot review slides:** viewer must watch the presentation in order, and cannot go back to previously viewed slides.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

### <sup>VC</sup> *Add Chapter and Slide Titles*

Slide titles in Brainshark will automatically be populated from titles in your PowerPoint® slides. If you do not have slide titles in your PowerPoint®, or if you have other slide types, you can always change them in Brainshark. Chapter titles help to organize sections of your communication so your audience knows what is coming up next.

1. Navigate to **Edit Presentation**.
2. Select **Manage slides** from the *Things you can do* menu.
3. Select the **Chapter Titles** checkbox on the blue section header.
4. Enter the first chapter title, then press **[Tab]** to auto-fill that chapter title for all slides.
5. Enter the second chapter title for the slide that begins the next section, then press **[Tab]** to auto-fill that chapter title for remaining slides.
6. Continue this process until all chapter titles have been entered.
7. Click **Save** to save the presentation and return to the Presentation Properties tab, or click **Apply** to remain in *Manage slides*.

### <sup>VC</sup> *Allow Viewers to Read Slide Notes*

Enabling slide notes provides an additional way for your viewers to receive your communication. Perhaps a viewer cannot watch your message and listen to your audio, but is able to read the slides notes. Or maybe you plan to allow viewers to print a copy of your slides and wish to include slide notes.

1. Navigate to **Edit Presentation**.
2. On the *Options* tab, select **Read slide notes**, in the *Allow viewers to* section.
3. You may want to review your slide notes and remove any extraneous characters. Accomplish this by navigating to **Manage slides > Edit**.
4. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

#### <sup>VC</sup> *Display Your Company Logo during Presentation Playback*

Displaying your logo during presentation playback maintains your company brand and alerts the audience that the presentation is sanctioned by your company. A default logo is generally enabled for every Brainshark site: this is the logo in the upper left corner of the page when you are logged into Brainshark. Further, your Company Administrator may have chosen to allow you to upload additional logos for use when creating presentations. For specific instructions on uploading logos to My Media Library, please see the *Media Library [tutorial](#)*. If that capability is not available to you and you need to use an alternate logo, please contact your Company Administrator.

1. Navigate to **Edit Presentation**.
2. On the *Options* tab, select **Company Logo**, in the *Display* section.
3. If your Company Administrator has allowed it, you can use the drop-down list to select from logos added to the My Media Library or use the Default logo; otherwise, you will not see a drop down list.
4. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

#### <sup>VC</sup> *Display Presenter Information*

You can choose to display presenter information for your presentation, and if you have multiple presenters and your Company Administrator has allowed it, you will be able to assign different presenter profiles on a slide-by-slide basis throughout your presentation. For specific instructions on updating the presenter photo and bio for multiple presenters, please see the *Adding and Managing Content [process document](#)*.

1. Navigate to **Edit Presentation**.
2. On the *Options* tab, select **Presenter photo and bio**, in the *Display* section.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

### <sup>VC</sup> *Allow Viewers to Use Telephone Playback*

Allowing your viewers to hear the audio portion of your communication by the telephone gives them more flexibility when listening to your message, especially if the environment in which they are viewing isn't conducive to playing the content through computer speakers, or if they don't have computer speakers or headphones available.

**NOTE:** This is an optional, paid feature and not available in every site.

1. Navigate to **Edit Presentation**.
2. On the *Options* tab, select **Use Telephone playback**, in the *Allow viewers to* section.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

If you enable Telephone Playback for your presentation, you can direct your viewers to use *Telephone Playback* with the following instructions:

1. View the presentation.
2. Click **?** in the lower right corner of the Brainshark player.
3. Select **Player Settings**.
4. Select **Use telephone playback with Standard player**.
5. Click **Submit**.
6. Brainshark will play a test audio clip and ask if you can hear the clip.
  - a. Select **Yes** to use audio playback through your computer.
  - b. Select **No** to use telephone playback, using the dial-in number and access code displayed on your screen.

### <sup>VC</sup> *Pause the Presentation after Audio Completes for Every Slide*

You can set your presentation to pause after the audio completes on every slide in your presentation so the viewer will need to click the *Play* button to advance to subsequent slides. Since this is not the default functionality for a Brainshark presentation, it is good practice to alert the viewer at the beginning of your presentation, should you choose to enable this feature.

1. Navigate to **Edit Presentation**.
2. On the *Options* tab, select **User must click 'play' to advance**, in the *Slide navigation* section.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

<sup>vc</sup> *Pause the Presentation after Audio Completes on a Particular Slide*

You can set your presentation to pause after a specific slide or slides. It is useful to enable this feature if you have something your viewers will need extra time to view on a particular slide, if you are branching to another presentation, or if you are including video on a slide.

1. Navigate to **Edit Presentation**.
2. Navigate to **Manage slides**.
3. Select **Edit** next to the slide you want set to pause.
4. Select **Pause after audio completes**.
5. Click **Save** to save the changes and return to **Manage slides**, or **Apply** to save your changes and remain in **Edit slide**.