

Managing Attachments

Attachments are files or web links that you add to your Brainshark presentation so that your viewers can access the content. Depending on the type of attachment, your viewers download the documents or click on the specific Web Links you provide. Attached files must be less than 200MB; if your file is larger than that, consider dividing it into parts or compressing the size of the document before you upload it. There is no limit to the total number of attachments you can add to a presentation.

Adding Attachments

To add an attachment:

- Click Edit on the presentation
- On the *Things You Can Do* menu, click **Add Attachment**
- Browse for the document OR type in the web link you would like to add
- Use the Drag and Drop functionality to rearrange your attachment order

Editing Attachment Properties

By default, attachments display on the Attachments Tab of the presentation. To change the behavior for any Attachment, click Edit to the right of the Attachment title.

Options include:

- Hide the attachment from the Attachments Tab by de-selecting *Show link on attachments tab*.
- Display a link to an attachment during playback of a specific slide:
 - Check *Show link with slide* and highlight the appropriate slide. (*Note that there can only be one attachment per slide.)
 - Determine if auto-launching the attachment is appropriate:
 - Auto-launch before the slide audio starts
 - Auto-launch after audio completes
 - Consider pausing audio to allow viewers time to peruse the attachment by checking *Pause after slide audio completes*. (*Tip: Use the audio on the slide to tell viewers to click *Play* to resume viewing the presentation.)
- *Auto-Launch when presentation is closed*: For each presentation you create, one attachment can be auto-launched when the viewer closes the presentation. In this case, the attachment will open regardless of how much of the presentation is viewed. (*Ex: an attachment set to 'auto-launch on close' will open whether the viewer sees the whole presentation or only one second of one slide, and any duration in between.)
- Attachments can be deleted from a presentation at any time.

For any auto-launched attachment, consider whether viewers might have pop-up blockers enabled. *Tip: use the audio to alert the viewer; viewers can also add www.brainshark.com as a trusted site.

Edit Attachment 'Help and Training'

URL:

Title:

Attachment type: Windows Media Video
 Flash Movie (SWF)
 Other

Options:

Show link on attachments tab
 Show link with slide:

1. *Brainshark Certification Program
 2. Agenda
 3. Certification Requirements for Brainshark Authors
 4. Certification Requirements for Brainshark Administrators
 5. Certification Requirements for Rapid Learning™ Administrators

 Auto-Launch
 Pause after slide audio completes
 Auto-Launch when presentation is closed
 Preserve original width and height of the video

*Slides in red are already associated with an attachment. A slide may reference only a single attachment; choosing such a slide will remove the existing reference.

Attachments in the Viewing Console

By default, attachments appear on the Attachments Tab of the presentation as illustrated below:

Figure 1. Attachment linked to a slide



Figure 2: Attachments shown on attachments tab

