Add and Manage Audio

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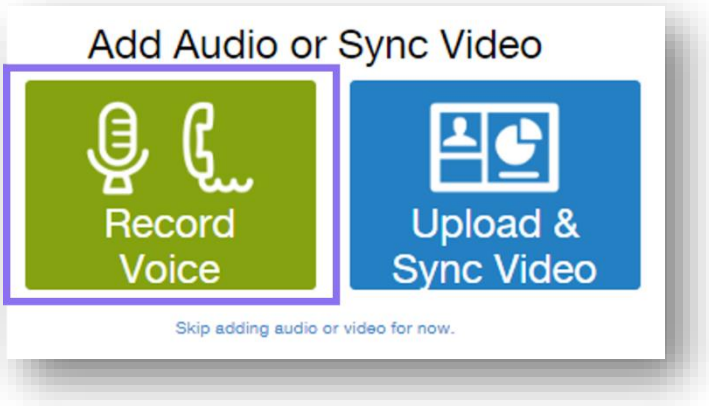
Add Audio using a Microphone

Equipment – A USB microphone or headset will provide higher quality audio than recording with a telephone. When recording plan to record in a quiet location to reduce background noise.

Recording Microphone Audio -

1a. Click **Create->Add Voice to PowerPoint->Upload a PowerPoint->Record Voice**



1b. Click the **Pencil Icon** to edit the presentation ->"Things You Can Do" menu->**Manage Audio->Record Audio**

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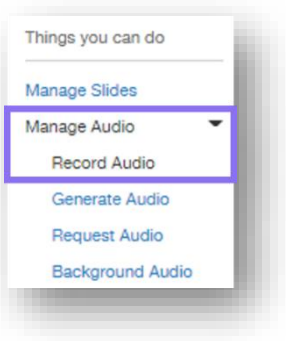

2. When prompted, click “Click here to record using your microphone.”

If this is your first time recording, you may need to allow your web browser permission to access your microphone before recording.

3. You will always start on slide one, but you can click the slide name on the Table of Contents to advance to a specific slide.

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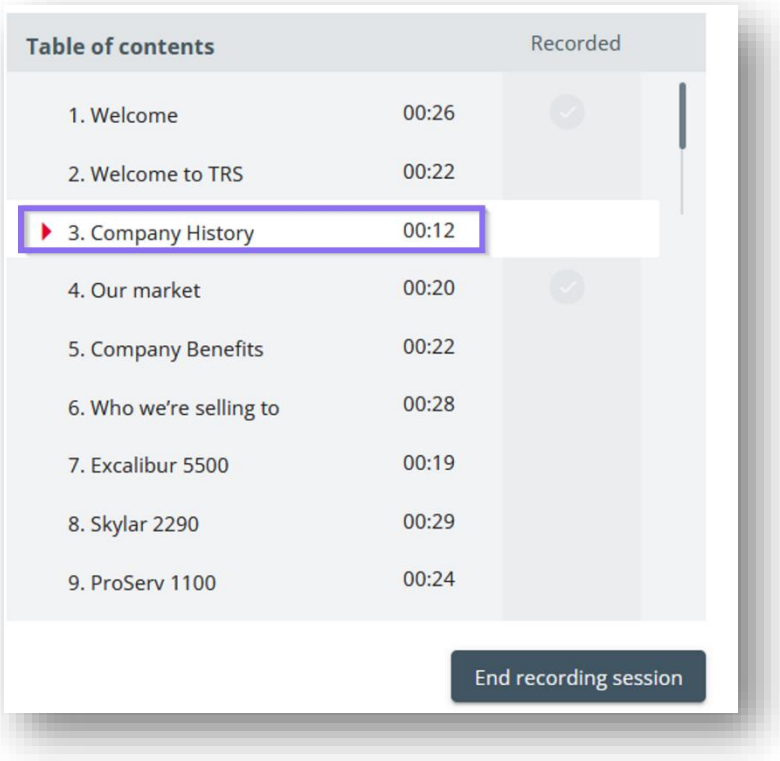
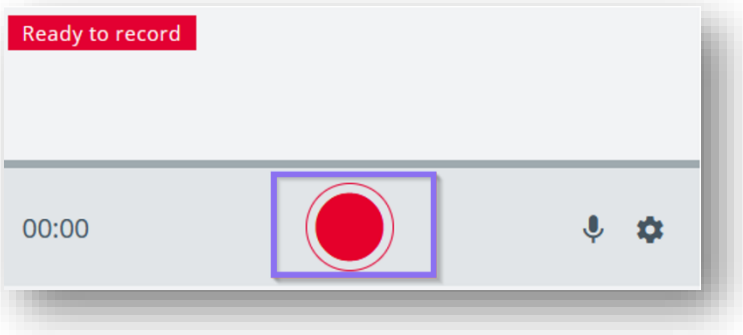


Record on the slide displayed

1. Click the "Record" button – After a 3 second countdown recording will begin.



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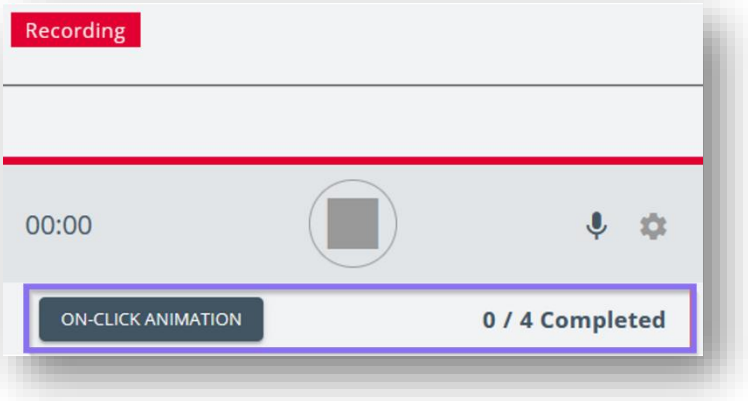
2. To launch animations while recording (optional), click the “On-Click Animation” button to trigger each animation. Brainshark will display the total number of animations on the slide as well as the number of animations already timed.



NOTE: You can focus on delivering a quality recording and time your animations at a later time. View the Time Your Animations tutorial for more information.

4. To end the recording, click the “Stop” button

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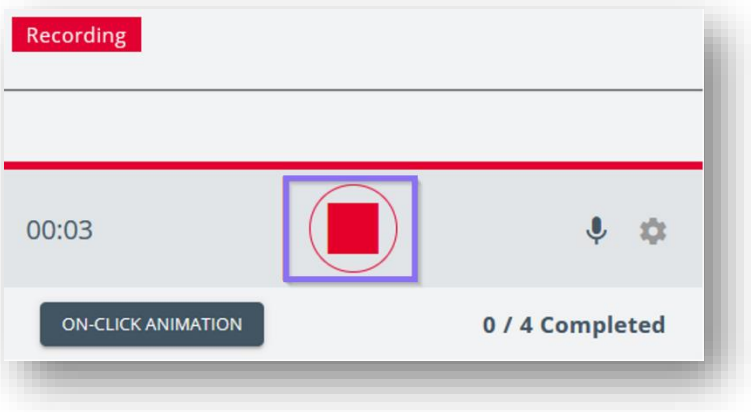
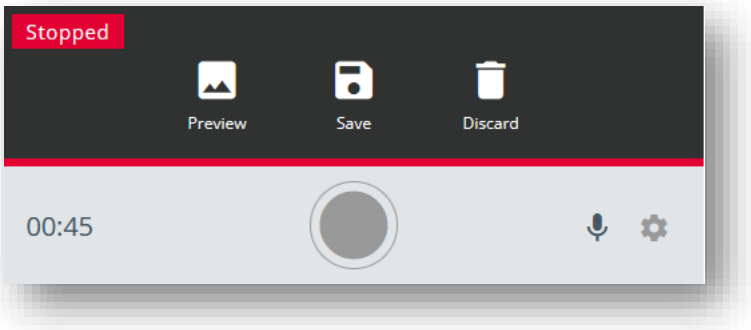


5. You will have the option to Preview, Save, or Discard. You must select one of these options before you can do anything else.



6. When you click **Save**, you will be automatically brought to the next slide.

7. Click **End Recording Session** when the recording is complete; you will automatically be brought to the **Presentation Properties** tab where you can edit your presentation.

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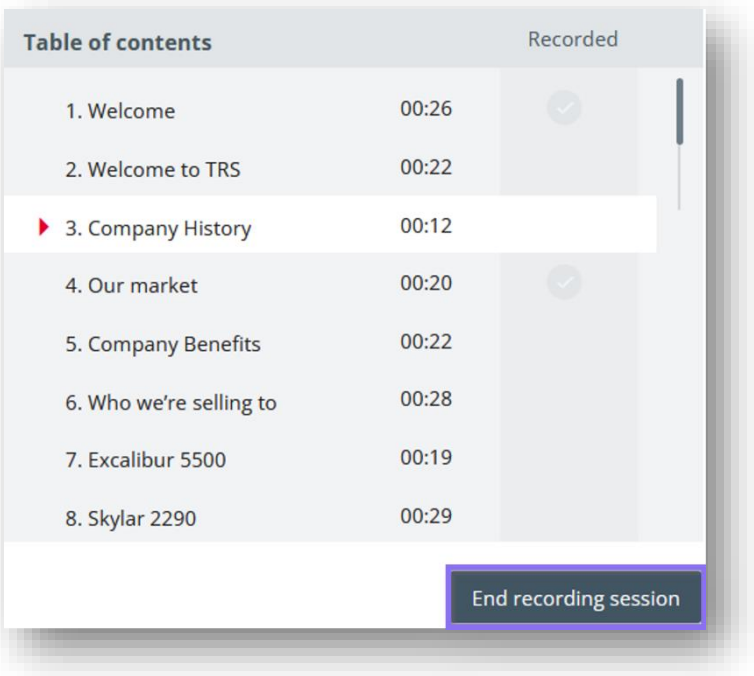

Record on a specific slide -
1. Click on the row of the specific slide in the Table of Contents.
2. Click **Record**.

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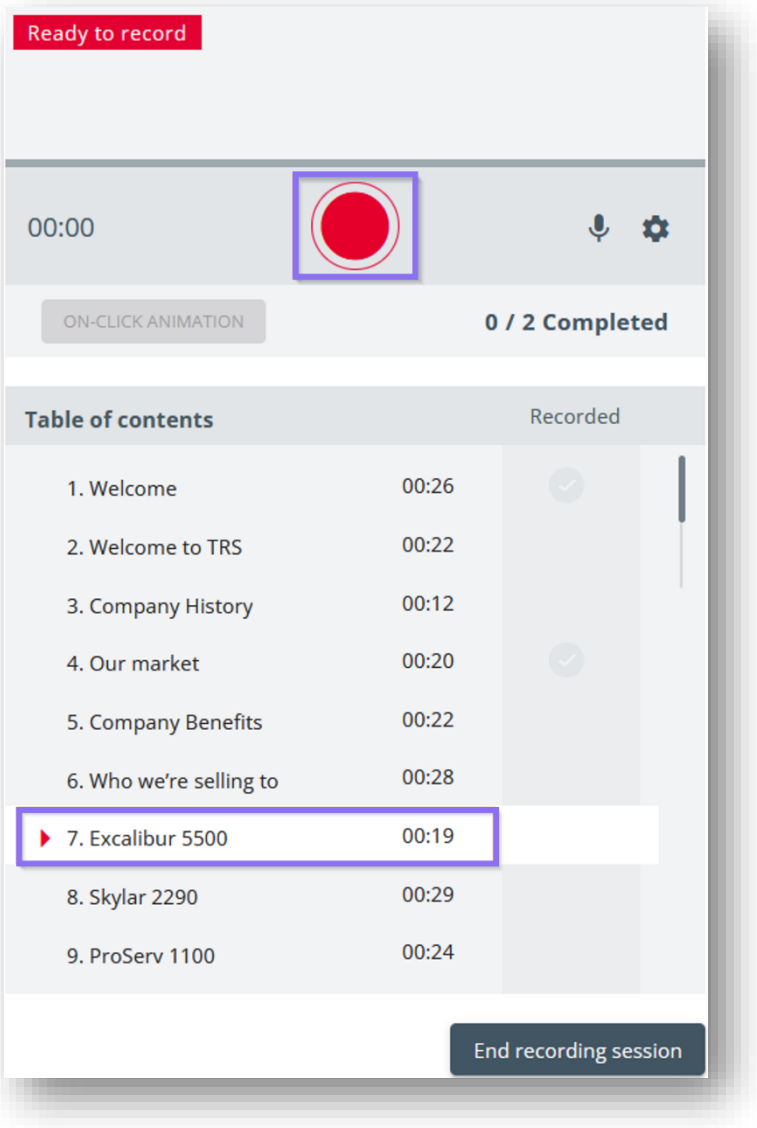

Play audio from a slide

1. Click the row for the slide with any checkmark in the "Recorded" column.
2. Click **Play**.

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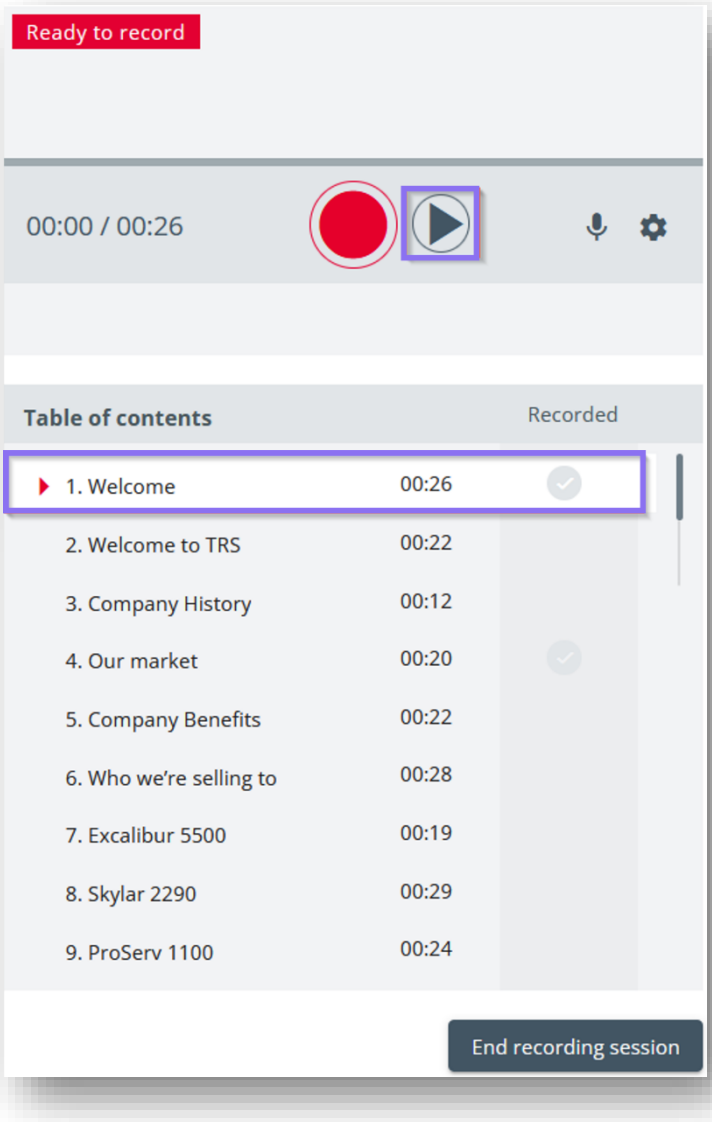

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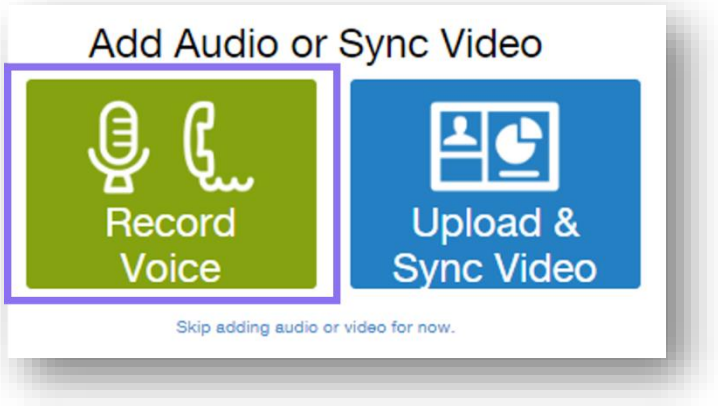
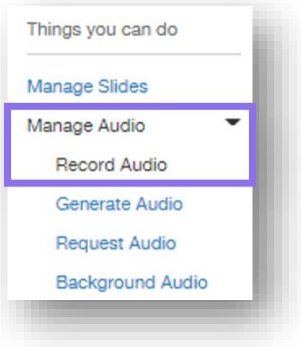
Add Audio Using Your Telephone

The telephone is another method to record your audio. Even though Brainshark will record audio from any type of telephone, you will get the best quality audio if you use a corded, land-line telephone, with the handset to your ear. To ensure higher quality, the use of mobile phones, wireless headsets and speakerphones is not recommended. Additionally, you should plan to record in a quiet room to reduce background noise.

1a. Click **Create->Add Voice to PowerPoint->Upload a Powerpoint->Record Voice**



1b. **Edit Presentation->**"Things You Can Do" menu->**Manage Audio->Record Audio**



2. Using your telephone keypad: Dial the telephone number shown on the screen and when prompted enter the Presentation Access Code.

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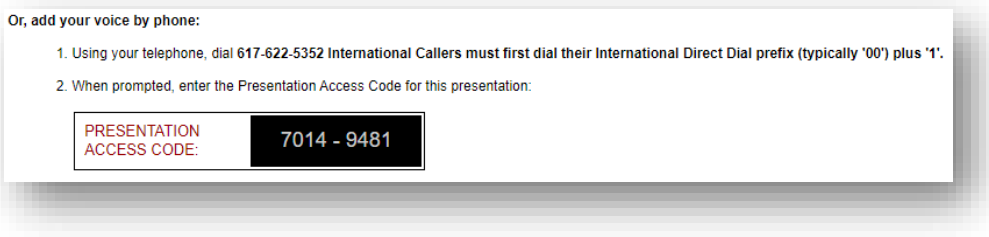

Note: The Presentation Access code changes each time you record audio.

3. While you record, a menu of Telephone Keypad Commands displays onscreen as a visual indicator of the options available during recording. You cannot click the onscreen keypad to execute commands.

4. The system will always start you on slide one of your content.

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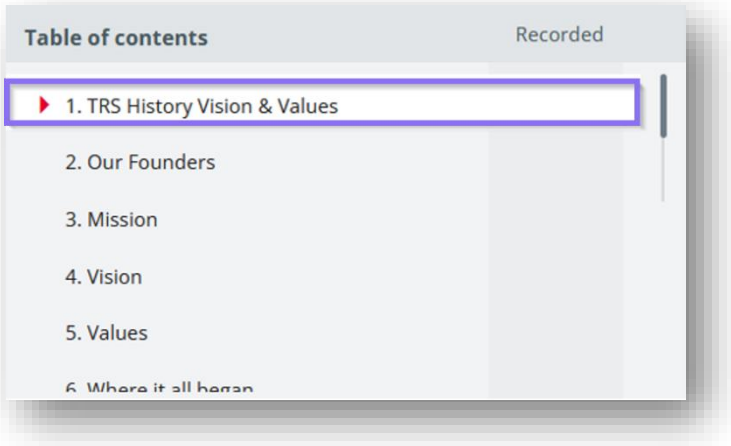
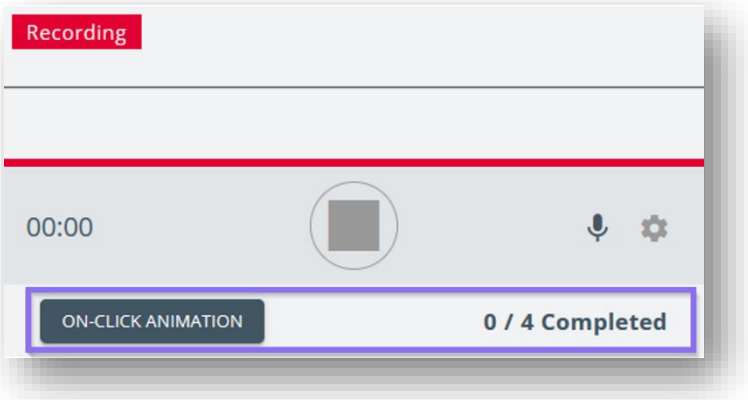


Record on the slide displayed
Using your telephone key pad:
1. Press [1]. Begin speaking at the tone. Brainshark will record your audio.
2. Press [#] to stop and save the recording for the current slide. You will automatically advance to the next slide.
3. To launch animations while recording (optional), click the **On-Click Animation** button to trigger each animation. Brainshark will display the total number of animations on the slide as well as the number of animations already timed.



Note: *You can focus on delivering a quality recording and time your animations at a later time. View the Time Your Animations tutorial for more information.*

Move to a specific slide
Using your telephone key pad:
1. Press [5], enter the desired slide number, and press [#]

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2. Or, press [4] to move backwards and [6] to advance through the slides one by one.

Play the audio for any slide

Using your telephone key pad:
1. Move to the desired slide (refer to instructions above)
2. Press [3] to play.

End the recording session

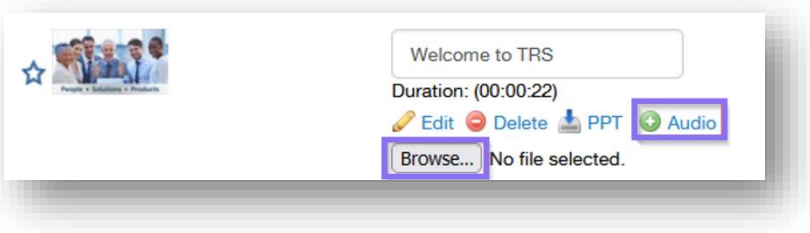
Using your telephone key pad:
1. Press [9] to end recording.
2. Or, hang up the telephone

Upload .MP3 audio

Pre-recorded .MP3 audio files

To upload pre-recorded audio files to your presentation, you must have one .MP3 file per each slide in the presentation.

1. Click the **Pencil Icon** to edit the presentation.
2. Click **Manage Slides** on the "Things You Can Do" menu.
3. For the slide you want add the .mp3 file, Click the **Audio** button. If there is no audio, click **Browse**.



4. Select the option depending on whether the slide do not have recorded audio or has audio you want to change. If there is No audio, click **Browse**. To change the existing audio, click **Replace**.

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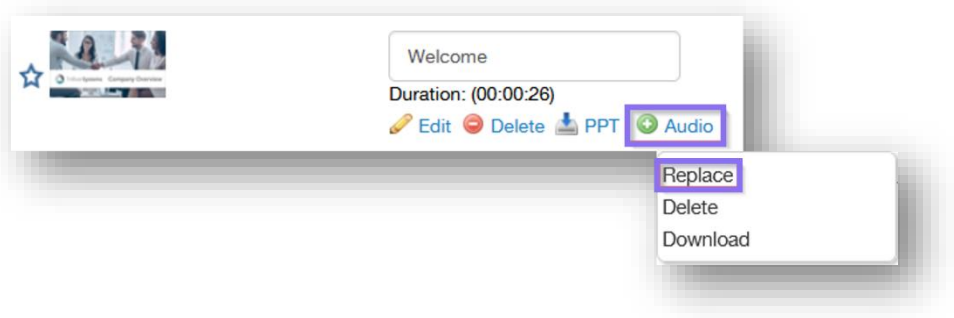

5. Locate and select the .MP3 audio file for the slide.
Note: The upload limit for an individual audio file is 500 MB.
6. Click **Apply** to preserve your changes and remain on the Manage Slides page or **Save** to return to the Presentation Properties tab.

Embed .WAV audio

If you have existing .WAV audio files that you are unable to compress to .MP3 format, you may be able to embed those .WAV files slide-by-slide into your PowerPoint presentation and then upload the PowerPoint file to Brainshark. When a PowerPoint file containing embedded audio is uploaded to Brainshark, the recorded audio will upload with the other content. Once your audio is in Brainshark, it is converted to .mp3 format.

The *Embed Audio to PowerPoint* document discusses the process to embed .WAV audio files; reference also the *Best Practices for Audio* document

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Generate Audio

If you have slide notes on any slide in your presentation, you can use Generate Audio to create computer-generated audio for your slides. Generated audio is useful when you need to send a "finished" Brainshark internally for content approval. Typically, the generated audio is replaced by the talent-recorded audio before the presentation is distributed; the Upload .MP3 Audio section of this document details the process steps to accomplish this replacement.

***Note**: This feature is a computer voice/accent reading the slide notes; it does not translate the slide notes into another language. However, if your slide notes are written in Spanish, French, French Canadian, or German you can select a computer generated voice with an accent appropriate for the language. When you generate audio, the system will create new audio in the*

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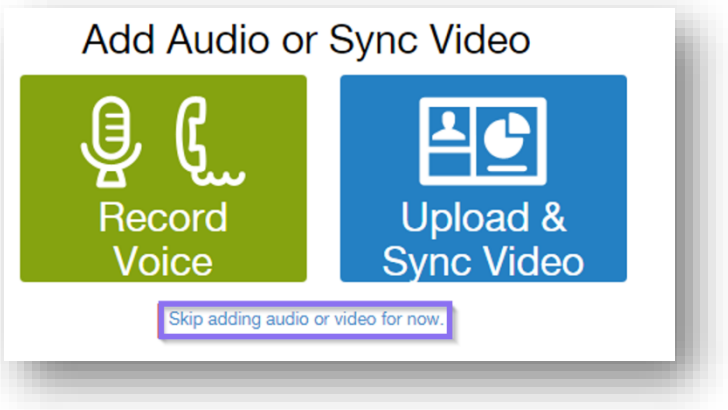
'voice' you select for every slide in the presentation that contains slide notes. The system will not generate audio for any text contained by chevrons.

1a. New Presentation
Click **Create->Add Voice to PowerPoint->Upload a Powerpoint->**click **"Skip adding audio or video for now."**



You'll be brought to the Presentation Properties.

1b. Existing Presentation
Click the **Pencil Icon** to go to the edit menu of the presentation.

2. Select **Manage Audio**, from the "Things You Can Do" menu click **Generate Audio.**

3. Select a Voice from the drop-down menu and click **Generate Audio** to initiate the process.

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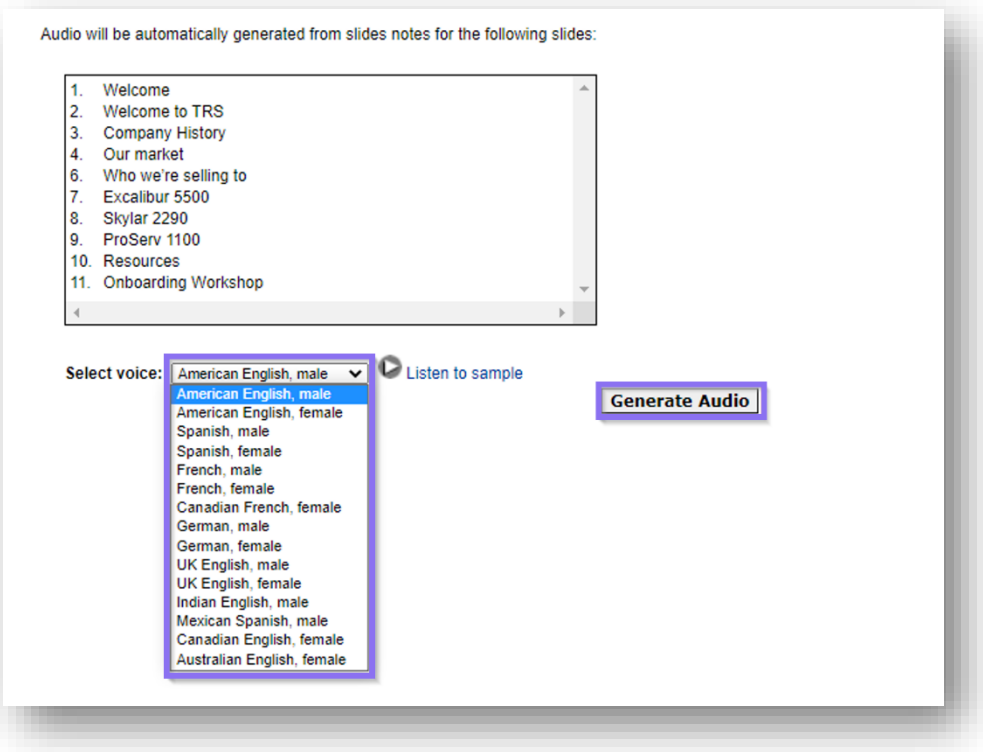

4. The system will generate audio for all slides containing slides notes, with the exception of slides that already have an associated audio file. If you don't want audio generated for any slide, put a chevron at the beginning and end of the slide notes. *Example: <Welcome to this presentation>*

Merge Audio

You can repurpose audio from existing Brainshark presentation to another presentation using the Merge Content feature. Please refer to the Merge Content tutorial and document for additional information.

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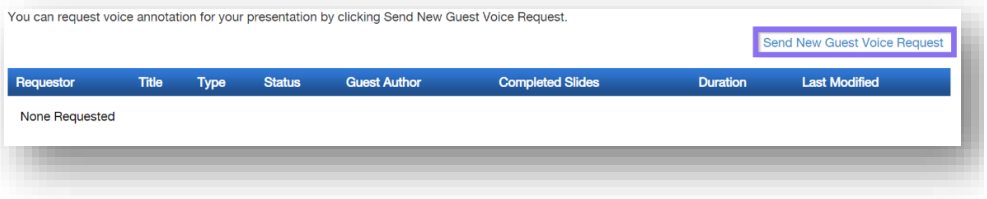
Request Audio

Send Guest Audio

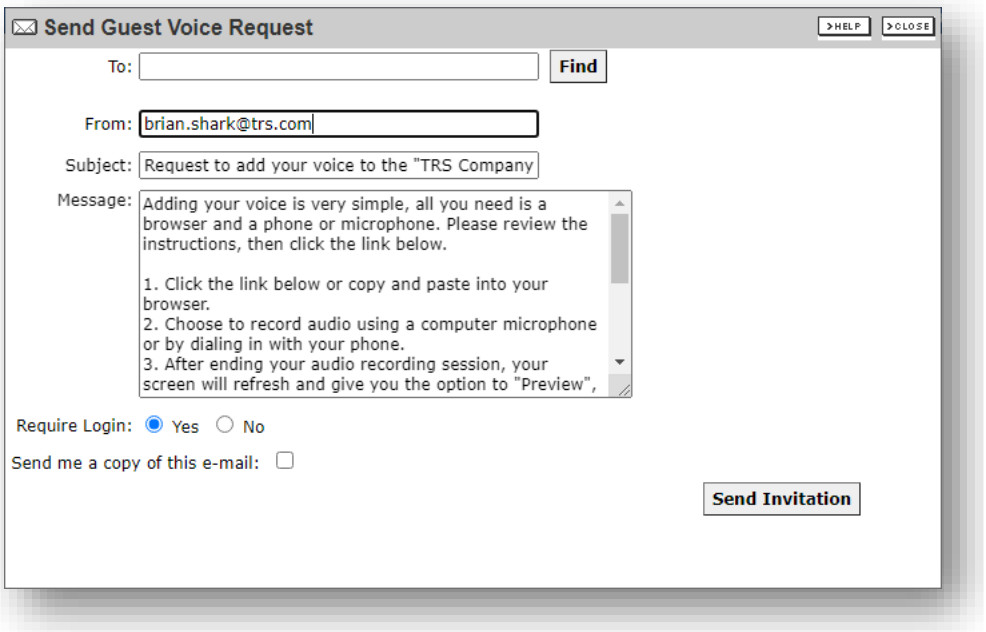
The Request Audio feature allows a subject matter expert or voice professional to add audio to your presentation. The Guest Speaker does not need to be a Brainshark user or have detailed knowledge of how to use the application; all of the instructions are included in the email Brainshark sends to the Guest and you can also add your own suggestions to that email.

1. From the Things you can do menu, click **Manage Audio -> Request Audio**

2. Click **Send New Guest Voice Request**



3. System generated email template contains simple instructions for your guest. Enter only one **Guest's email address** in the "To:" field, or if your Guest is a **registered user** in your Company's Brainshark site, click **Find.**



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4. You can modify the email text; however **do not alter or remove the any information in chevrons**, <<GuestAuthoringLink>>, as this contains the link your Guest will click to record their audio.

- *Require Login* set to YES – select if the Guest **is a registered Brainshark user** (which will require them to enter their Brainshark username and password in order to record the audio).
- **Require Login** set to **NO** – select if the Guest Speaker is **not a registered Brainshark user.**

Tips:

• Only one Guest Audio request can exist for any one presentation at any one time.

• Once the first Guest has completed their recording, you can send another Guest Voice Request.

- If multiple people need to record in the same presentation, consider creating individual presentations, for each Guest containing only their content. This will minimize the risk of someone deleting or rerecording previously recorded audio.

  o Upload only the slides applicable to that Guest and then send them a Guest Audio Request. Repeat for each speaker.

  o When all individual presentations are recorded you can use the Merge feature to create a complete presentation.

Guest Audio Status

After the Guest Audio request is sent, you can check and/or change its status. Navigate to the **Edit Presentation** icon > **Manage Audio** > **Request Audio.**

1. **Status shows Complete** - Guest finished recording and declared it complete.

Notes:
• All Presentation Access Links and Codes in the initial email invitation become inactive.

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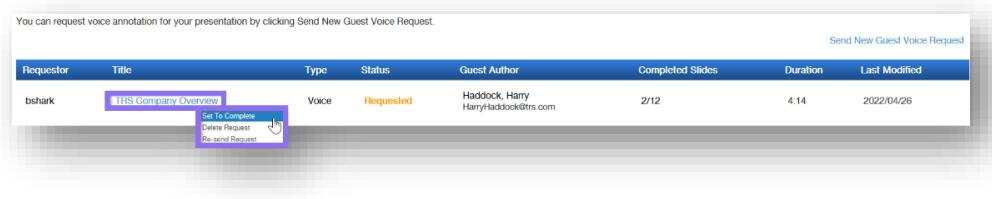
• *You will receive an email indicating the Guest has declared the recording complete.*

2. To change the status: click the **title** of the presentation. From the dropdown menu, select the status.

Note: Changing the status automatically inactivates any Presentation Access Links and Codes previously sent.



Status Options:

o **Set to Complete**: Use this option to manually set the request to complete when a Guest records the audio outside of Brainshark (created .mp3 files) or they recorded in Brainshark but forgot to designate the recording it as complete.

o **Delete Request**: If you no longer need this Guest to record, use this option to delete the request.

o **Re-send Request**: Use this option if your Guest:
▪ Cannot locate the original request email.
▪ Needs to rerecord after declaring the audio complete.

Upload new Background Audio

If allowed by your Company Administrator, additional **Background Audio** (.MP3) files can be uploaded in **My Media Library**, on the Things you can do menu.

Notes:
• *Maximum .MP3 file size: 500 MB per file.*

• *Copyright laws apply to any audio or music files uploaded to Brainshark and are the responsibility of the Brainshark User/Author*

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Add background audio to a presentation

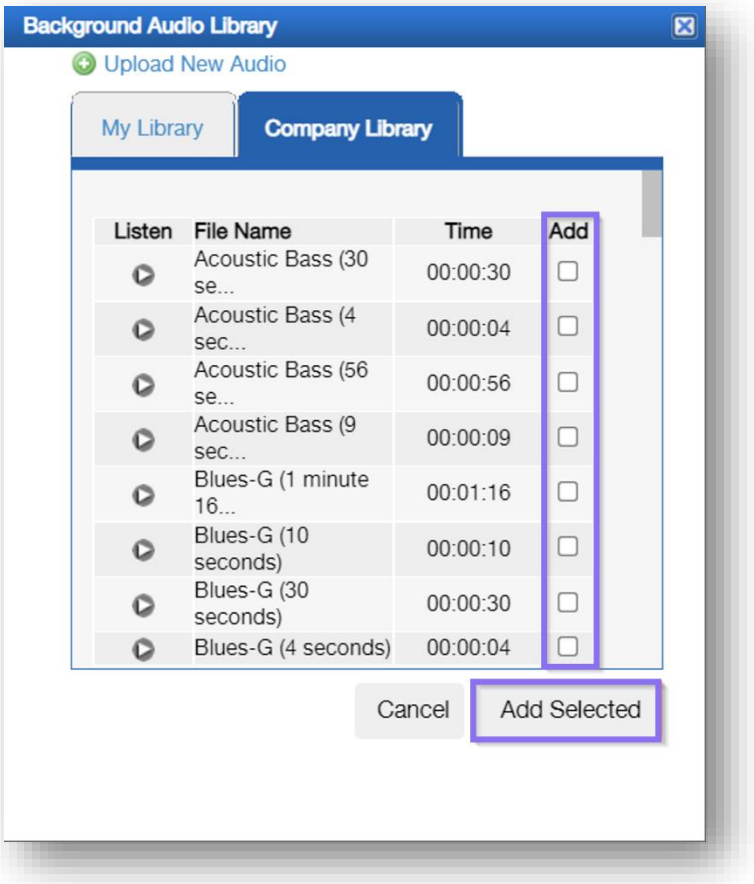
1. Navigation: Click the **Pencil Icon** to edit the presentation > Things You Can Do menu> **Manage Audio** > **Background Audio**

Note: If the Background Audio feature is not enabled, contact your Company Administrator.

2. Click the **Add Background Audio** link.

3. Check the **Add** box(es) to the right of the background audio file(s) you want.

4. Click **Add Selected.**



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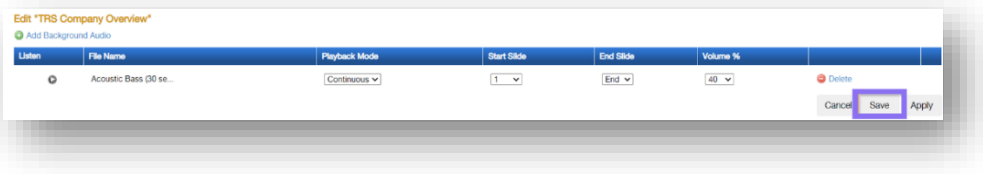
5. Configure the **Playback Settings** by clicking the arrows and selecting from the dropdown menus):

- **Playback mode:**
  - o Continuous – plays the audio file continuously on the designated slides.
  - o Play Once: - plays the audio file through one time and then stops.

- Start Slide: select the slide where you want the audio to begin playing.

- End Slide: select the slide where you want the audio file to stop playing.

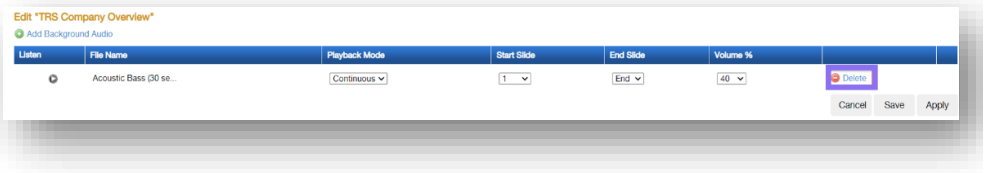
- Volume %: select the volume at which the audio file will play. The default is 40% of your speaking volume. Adjust the volume by clicking the arrow and selecting the percentage from the dropdown menu.



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

Delete Background audio from a presentation

1. Select **Manage Audio**
2. Select **Background Audio**
3. Click **Delete** to the right of the audio track.



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