

My BrainShark Recording

1. After you have saved pictures that will complement your script, log into your Brainshark account.
2. Click **Upload Content in the blue taskbar**.
3. Click **Make a Photo Album**.
4. Click **Upload Photos**. Locate where you saved your photos. Hold down the CTRL button and click each photo you want. Then click **Open** to upload all at once.
5. While you are waiting for your files to convert, add a **Title** for your presentation. Click **Next** when the conversion is done.
6. Click the **Skip Adding Audio** for now so that you can organize your slides.
7. Once you are at the home page, click **Edit Presentation**.
8. Click **Manage Slides** and put your slides in the correct order. Use the arrow buttons to move slides up and down.
9. Once your slides are in order, click **Record Audio** and then choose **Click here to record using the microphone**.
10. A window opens; check the box beside "Don't show this message again" and then click **Continue**.
11. Wait until a small window opens and click **Allow**. Then click the **Allow** button that will be right under the URL at the top of your screen.
12. Now you are ready to record. You will record each slide separately. For the first slide, click **Record** button, wait while it counts down, read the script for slide one, and click **Stop** (this is the same button as the Record button). Click **Preview** to listen to your recording. If you like it, click **Save**. If not, click **Discard** and try again.
13. Once you saved a slide, the program will go automatically to the next slide for you to record. When you have finished all the recordings, click **End Recording Session**. You can skip to a different slide by clicking on it.
14. After you have finished all the recordings, listen to your entire video. If you want to re-record one slide, click **Edit Presentation** and then click **Record Audio**.
15. Add **Background Music** (under Edit Presentation). Be sure to choose a song that is longer than your script, and adjust the volume that we can hear your voice over the music.