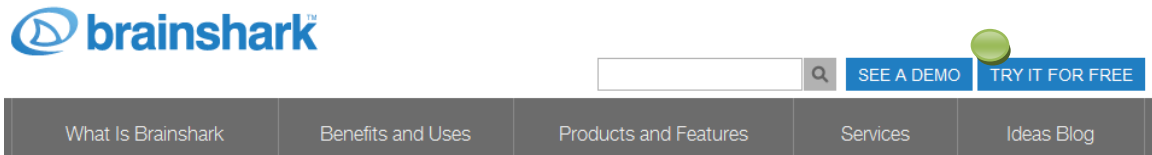## Step-by-Step Brainshark Directions

www.brainshark.com

What is Brainshark? Brainshark is a web-based tool that enables users to easily transform content into voice-enriched video presentations that can be accessed anytime. Users can add voice to a PowerPoint, narrate a document, create a photo album and add voice to each photo, and more.

Step I. Create a Free Account

1. Go to **www.brainshark.com.** Click on *Try It for Free* to create your free account. ⬤
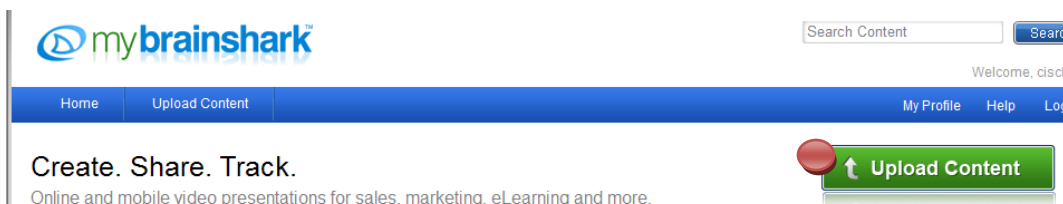

2. On the next screen, select *Sign up for Free.* ⬤

3. Enter a screen name ⬤
4. Enter your email address ⬤
5. Create and confirm a password ⬤
6. Click *Register* ⬤
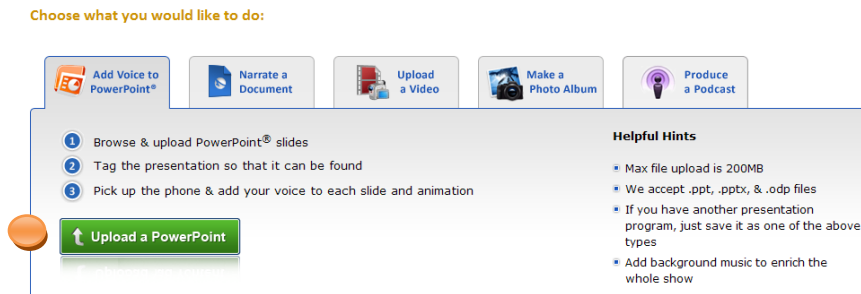

Step II. Log in and begin using Brainshark

1. Once registered, you will automatically be taken to **www.my.brainshark.com** (this is the web-site you will use to access the free version of Brainshark in the future).

2. Once logged in, you may begin creating your voice-enriched presentation!
3. Click on *Upload Content.* ⬤

4. A screen (see below) will appear. Here you can choose what you would like to do (e.g., add voice to PowerPoint, narrate a document).

==**Note:**== For the purpose of this document, the step-by-step instructions will walk you through adding voice to PowerPoint; however, the steps are similar across each option.

5. Click on *Upload a PowerPoint* 🟠

6. Select the file that you would like to upload from your computer.
7. Your file will be opened and converted in just a few seconds. 🔵
8. The *Title* field will be populated with the document name. 🟣

    Note: You can also add a description, categories, and tags.

9. Click on *Next.* 🔴

10. Add Audio:
- by microphone 🟣
- or, by phone 🟢

11. You can also skip adding audio at this time (you can add audio later). 🔴

12. Once your audio has been added, you will be taken to your finished product!

13. From this screen you can:

- Play your voice-enhanced PowerPoint presentation ⬤
- Edit your presentation ⬤
- Monitor your viewing report (Views will be listed as anonymous with the free version of Brainshark). ⬤