



Voki Presenter

Getting Started Guide

Version 2.0

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I. Introduction

Voki Presenter is a great tool for teachers to deliver content in an engaging way, and can also be used by students as a tool for in-class and homework assignments, special projects, etc. As with other presentation tools, users can edit slides to display text, pictures, and other media as they wish, but the hallmark of Voki Presenter is the ability to insert a Voki avatar which can then recite a message or explanation relating to the slide. This digital “teaching assistant” or “assignment sidekick,” in the case of students, is meant to break up the monotony of material and add a dynamic element to teaching and learning.

Note: Using our Voki Classroom product, you may assign classroom or homework projects to your students. Your students will have full access to all Voki Presenter features in working on their assignments. Read here for more on Voki Classroom [link].

Students do not need to register or purchase anything to use Voki Presenter - they are covered by your subscription!

Voki Presenter requires a paid subscription. First you need to decide which subscription level is right for you. Please review the information on the Pricing page on www.voki.com to examine the available options.

Note: All paid subscription levels provide the same Voki Presenter functionality.

In this 'Getting Started' guide we will walk you through:

- a. Signing up for a paid subscription
- b. Creating your first presentation: "Phases of the Moon"

Let's get started!

II. Get Started by Choosing your Paid Subscription Level (if you haven't already!)

To gain access to Voki Presenter you need to sign up for a paid subscription:

1. Go to www.voki.com and navigate to the [Pricing page](#).
2. Choose the paid subscription level (not Basic!) that reflects your needs.
3. Click the **15-Day Trial** button under the level of your choice.
4. After selecting your plan, you will be directed to the **Log In** or **Sign Up** page.

Step 2: Log In or Sign Up

Current User

Email or Username:

Password:

☒ Remember me?
 [Forgot Password?](#)

LOGIN

New User

First Name:

Last Name:

Email:

An activation link will be sent to this email address.

OR

Password:

Must contain at least 1 alpha and 1 numeric character.

Confirm Password:

I am a:

Please select

Birth Date:

Month

Day

Year

☒ Yes, please sign up for Voki newsletters.

SIGN UP

By clicking 'Sign Up' you agree to our
 [Terms Of Use](#) and
 [Privacy Policy](#)

5.

- If you are new to Voki, create a new account by entering your information on the right hand side of the window.
- If you've already signed up for Basic Voki, log in on the left hand side to continue. You will then be directed to the checkout page.

Note: Your credit card will not be charged until the end of your 15-day free trial period. Once you sign up, your account will be enabled for automatic billing. You will be charged at the end of your 15-day trial unless canceled beforehand. To cancel automatic billing, go to [My Account](#) and turn off automatic billing.

III. Creating Your First Presentation

In this hands-on tutorial, we'll be creating a short presentation called "Phases of the Moon." Please download and use the **Assets Folder** included with this guide to upload

the different elements of the presentation. The folder contains images and audios which you will use to make a full-scale Voki presentation.

Download the assets folder for this tutorial here (.zip file):

[\[Assets Folder\]](#)

Upon completion of this guide, you will have created your first Voki Presentation and learned basic techniques that should serve you well in creating your own Voki Presentations. Let's get started!

Step 1: Create New Presentation

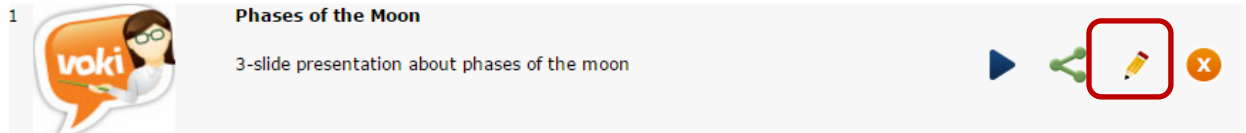
Once you are logged in, click [Presenter](#) in the main menu bar. You'll be taken to the **My Presentations** page. Click **Create New**.



A pop up window will then appear. Go ahead and type in "Phases of the Moon" as the name and "3-slide presentation about the Lunar Phases" as the description. Click **OK**.

A screenshot of the 'Create New Presentation' pop-up window. The window has a title bar with the text 'Create New Presentation' and a close button (X). Inside the window, there are two text input fields. The first field is labeled 'Name' and contains the text 'Phases of the Moon'. The second field is labeled 'Description' and contains the text '3-slide presentation about Phases of the Moon'. Below the description field, it says 'Characters Left: 210'. There are two radio buttons: 'New Presentation' (which is selected) and 'Duplicate Presentation'. Next to the 'Duplicate Presentation' radio button is a dropdown menu showing 'demo 2'. At the bottom of the window are two orange buttons: 'OK' and 'Cancel'.

Your new presentation has been created. You are ready to edit your presentation. Click the pencil on the right to begin. This opens the presentation editor.

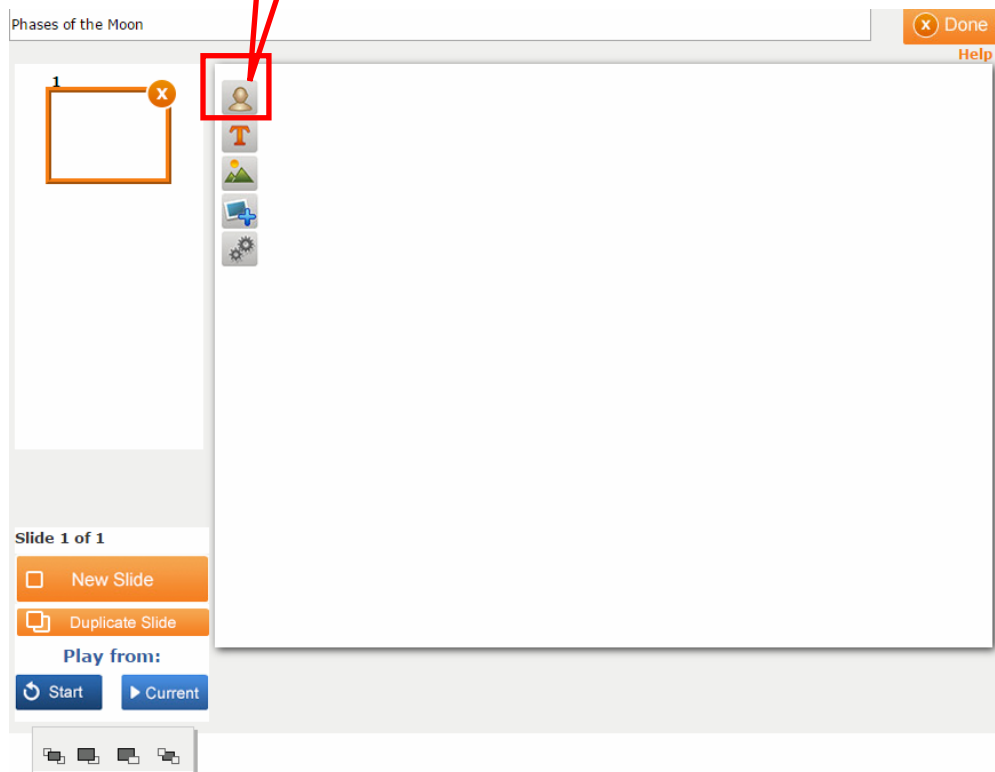


Slide 1 – Create Character

Time to create the star of your slideshow! Due to the theme of this presentation we're going to select an astronaut to narrate. Once the editor is open, follow these steps:

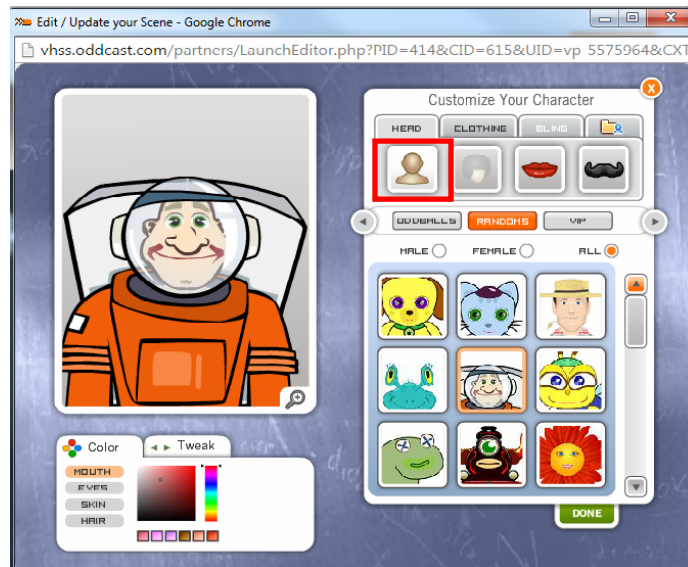
Step 1

Step 1: Click the avatar icon, to open the Voki avatar editor



Step 2: Click the avatar icon once again in the editor

Step 2



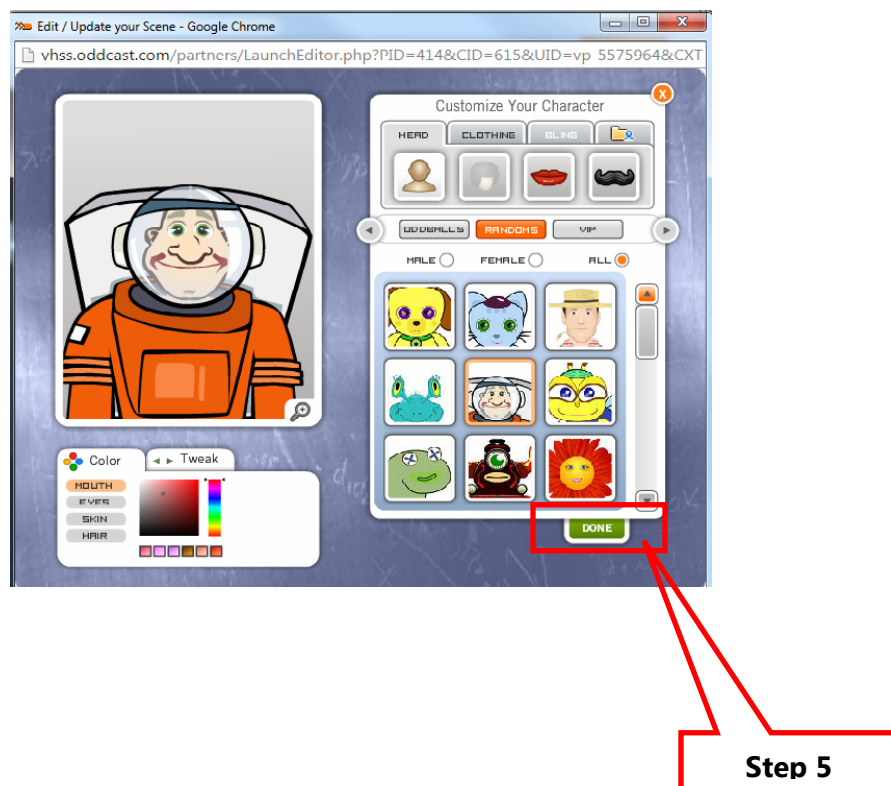
Step 3: Scroll to the category called **Randoms**



Step 4: Browse to the character called "Astro George" and select it



Step 5: Click on **Done** to close the avatar panel



Slide 1 – Upload Audio

For our “Phases of the Moon” presentation, we are going to upload audio bytes for each respective slide that our Voki avatar will use to narrate. To do so:

Step 1: Click the icon of the Audio Library.



Step 2: Click the Browse button. Locate the audio file labeled “**Slide 1 Audio**” located within the **Assets Folder** you recently downloaded and click open.



Step 3: Click Upload. You should see the new audio appear in your library.



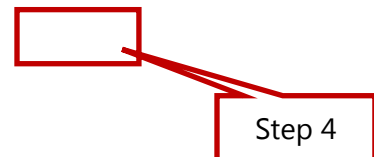
Step 4: Select your new audio from the list, to hear it spoken.



Step 5: Click **Done** to close the audio panel.

Side Note: Keep in mind that there are other ways to give your Voki a voice! You can record by phone, type in text to be spoken, or record by microphone in addition to uploading audio files.

You are now done with avatar selection and you have assigned an audio for your avatar to speak. Click **Save** to close the Voki avatar editor.



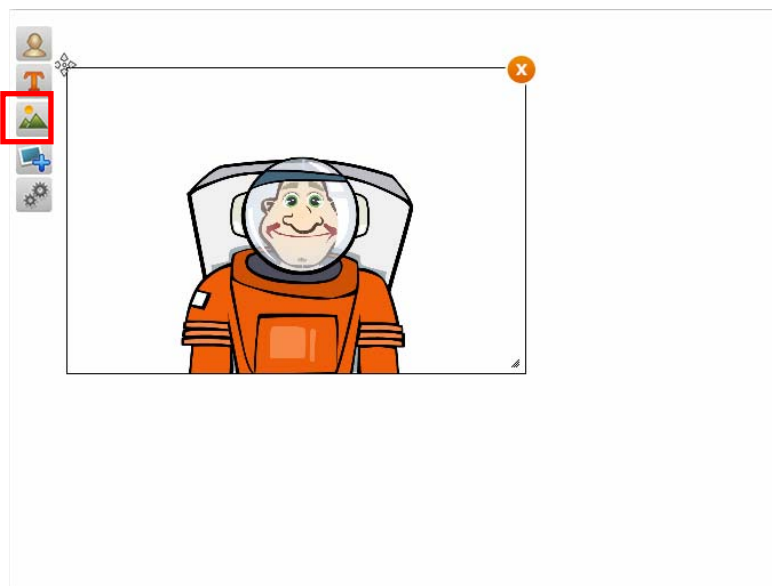


Slide 1 – Upload Background

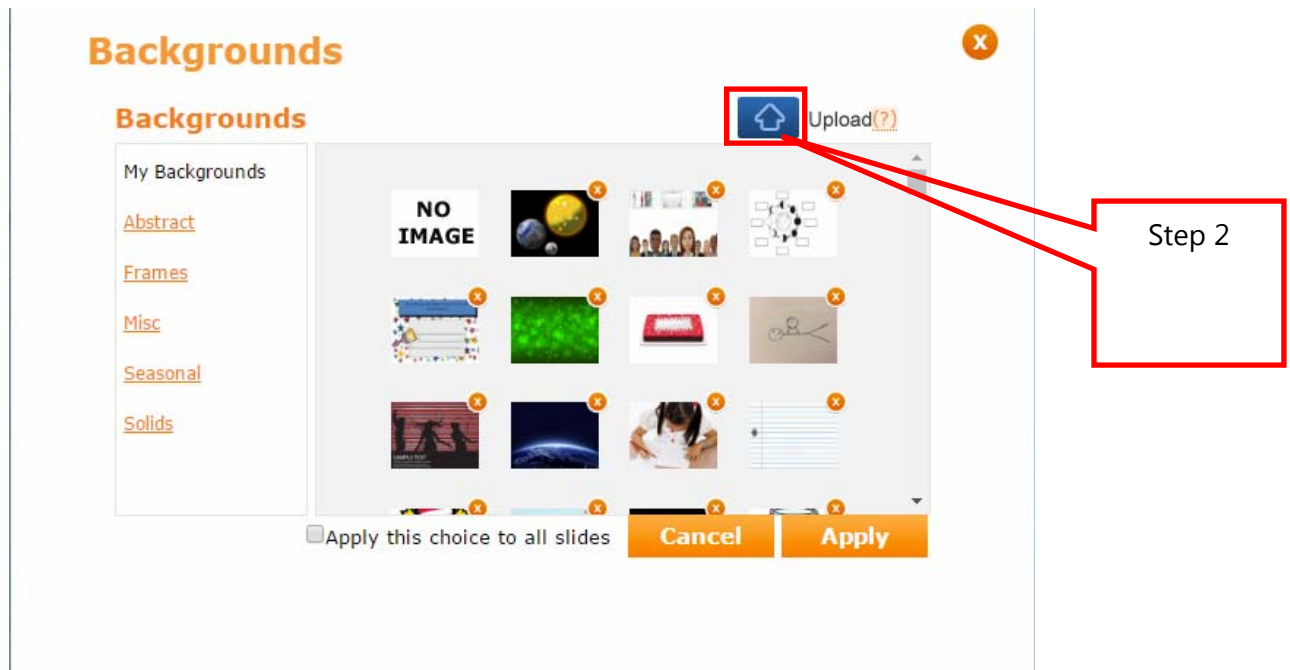
Now that you've created your character, let's add some design to the slide! We're going to add a background so our astronaut isn't floating in empty space! To upload a background image for your first slide:

Step 1

Step 1: Click the **Background** tool - the one that looks like green mountains



Step 2: Click on the **Upload** button



Step 3: Browse to **“Slide 1 Background”** in your **Assets Folder** and select it

Now move your avatar to the bottom right of the scene. Here's what your slide will look like with a background and character!



Slide 1 – Add Title

A title lets your audience know what the presentation is about. To add your title:

Step 1: Click the **Text** tool

Step 2: Enter as your text **Phases of the Moon**

Step 3: Select your text and apply the following font styling

- Font Size: 54 px
- Font Family: Comic Sans
- Font Color: White

Step 1



Step 2

Edit Text

Here's what your Slide 1 finished product will look like! Stellar, right?



After your Slide 1 is completed, you have two options of proceeding:

- **New Slide** (creates a new blank slide)
- **Duplicate Slide** (duplicates a previous slide)

Since we are keeping the same astronaut character throughout the presentation, we're going to select **Duplicate Slide**.



Then, we will simply replace the background, audio and text of **Slide 1**. First, repeat the **Upload Audio** step from **Slide 1**, but this time select "**Slide 2 Audio**" in your **Assets Folder**.

Note: Always remember to hit **Done** and/or **Save** after you complete a step. This will ensure all your changes are saved.

Next, repeat the **Upload Background** step from Slide 1, but this time upload the image labeled **"Slide 2 Background"** in your **Assets Folder**.

Finally, delete the text that was copied from slide 1.

Now time for the new content!

Slide 2 – Add Link

Adding media to your slides can enrich your presentation. In Slide 2, we are going to insert a link to a Youtube video to help illustrate the phases of the moon. To do this, follow these steps:

Step 1: Created a new text box as you did in previous slide. Type in "Phases of the Moon!" and add the following styling:

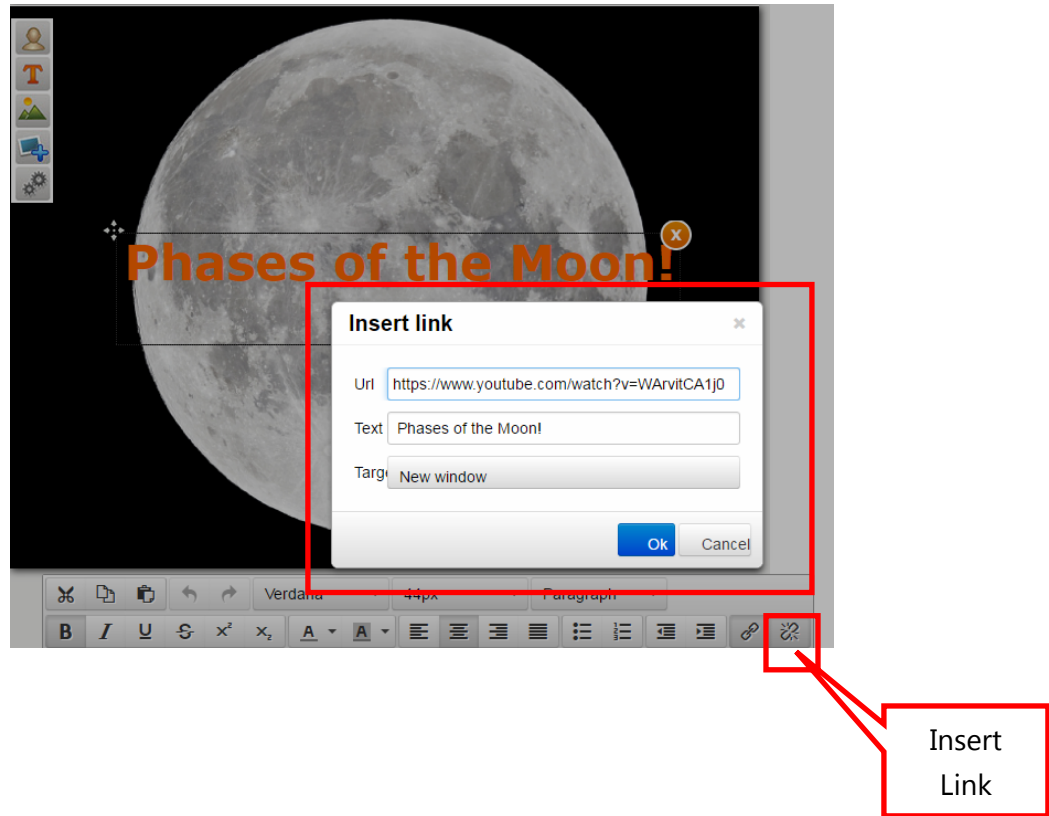
- Font Size: 44 px
- Font Family: Verdana
- Font Color: Orange

Step 2: Highlight text "Phases of the Moon!"

Step 3: Click the insert link icon

Step 4: Add the YouTube link found in your **Assets Folder**

Step 5: Select New Window for the **Target** field



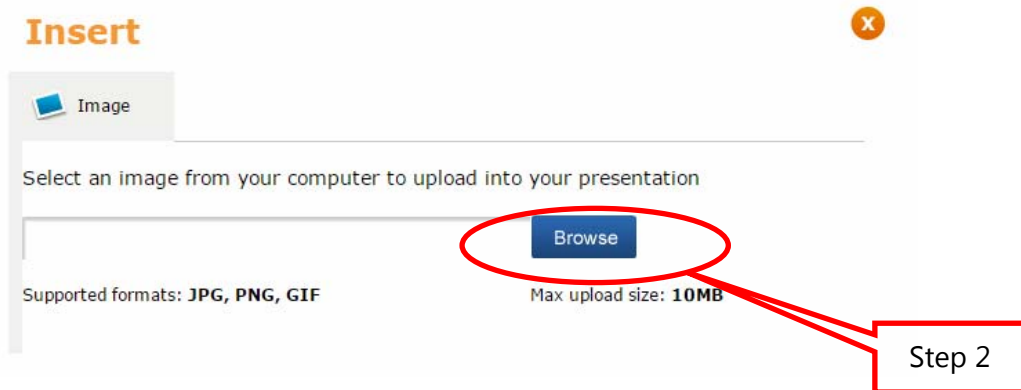
Slide 2 - Add Picture

Apart from adding backgrounds, we are also able to insert images. Since the moon is a naturally conducive canvas, we're going to add a graphic of an astronaut planting a flag on this crater terrain. To do this, simply:

- 1.) Click the icon of the photograph.

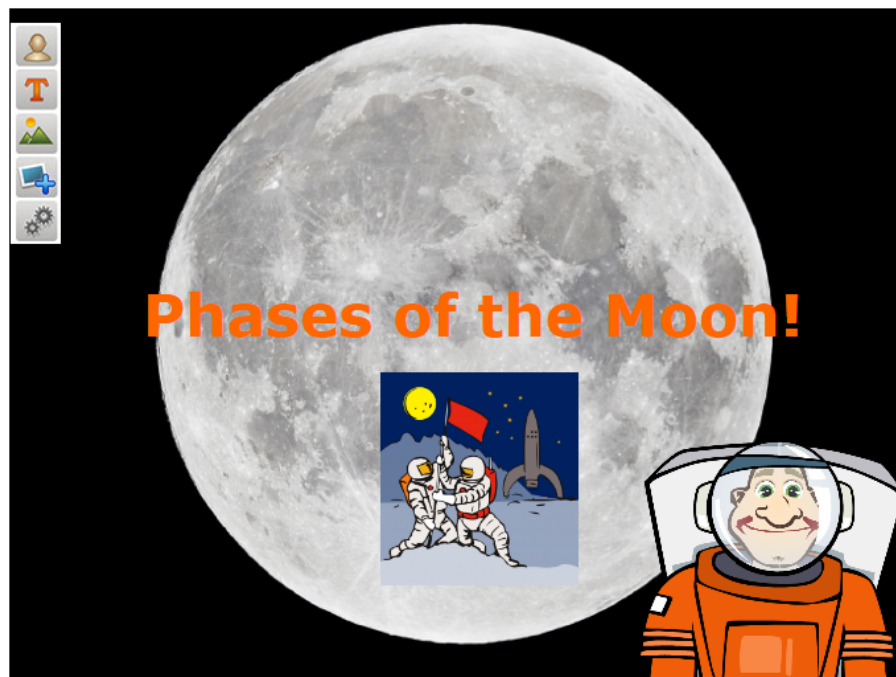


2.) Browse to the image labeled “**astronauts-planting-flag**” in your **Assets Folder**.



3.) Click the **Open** button

Voila! Here is your completed Slide 2! Note: When you click this link, it will open in a new window.



Slide 3 – Wrapping Up

We've made it to Slide 3! Way to go!

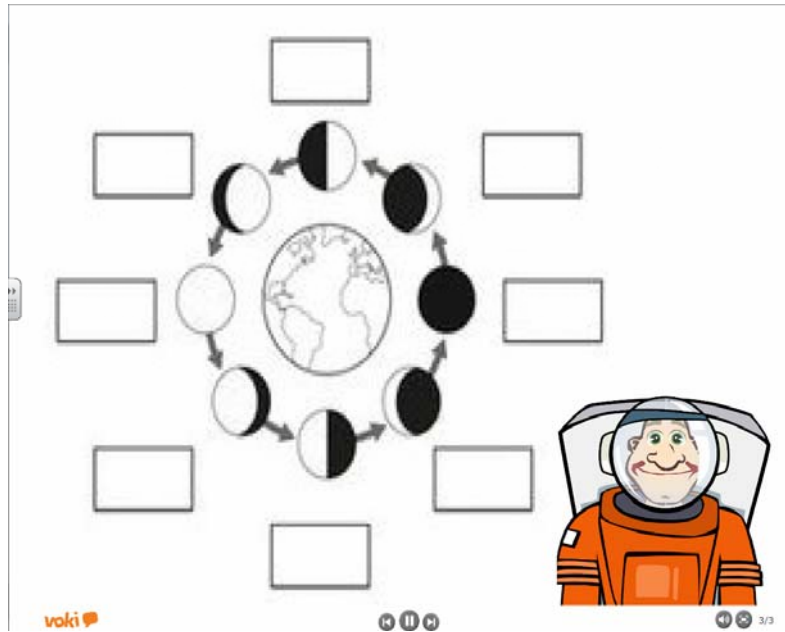
Same drill here. Click **Duplicate Slide** and replace **Audio** and **Background** following the steps from Slide 1.

First, repeat the steps for Slide 1: **Upload Audio**, but this time selecting "**Slide 3 Audio**" in your **Assets Folder**.

Next, repeat the steps for "**Slide 1: Uploading Background**", but this time upload the image labeled "**Slide 3 Background**" in your **Assets Folder**.

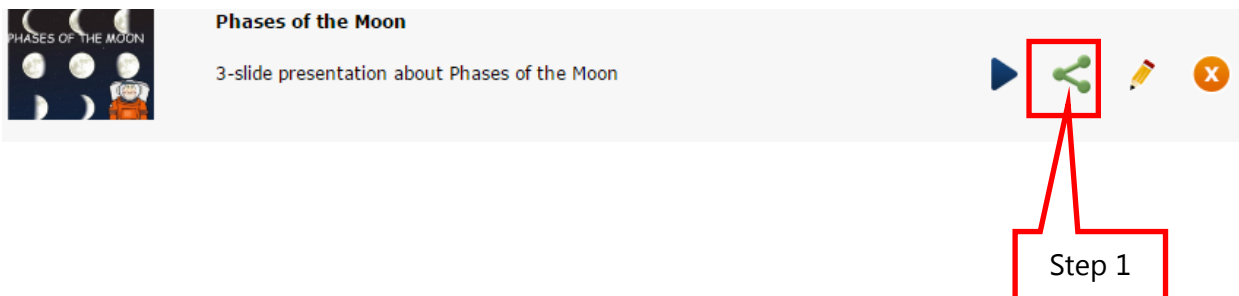
Lastly, delete the text and image from slide 2.

This is what your slide 3 should look like:



Congratulations! You've completed your first Voki Presentation! Now, time to play your presentation and show your friends, family, and colleagues what you've created. Here's how to share your Phases of the Moon Presentation:

Click the green triangle, and you'll be given the option to copy and paste the link, embed, or share your Voki on your favorite social networking site. To watch your presentation right away copy your share link into your web browser.



Step 2

Share This Presentation



Link



Embed



Post

Link to your presentation

You can copy this link and paste it anywhere:

<http://www.voki.com/presenter/playPresentation.php?id=494ad0d24e15c7da81c7ea265c7f4cb4>

IV. Additional Resources

Getting Support

Your Voki Presenter account includes unlimited email support.

To contact the Voki Presenter Support Team, click on the **Contact Us** tab under Support and complete the form.

Tip: Before contacting support, browse the Voki Presenter support materials located in the support tab, which may provide you with an immediate answer to your question(s).

The screenshot shows the 'Contact us' page of the Voki Presenter interface. At the top, there is an orange navigation bar with the Voki logo and links for VOKI, VOKI CLASSROOM, VOKI PRESENTER, VOKI TEACH, PRODUCTS, and PRICING. Below this, a secondary bar contains 'Support', 'Blog', and 'Contact Us' (highlighted), along with a 'Support' link and a 'Welcome Gil Sideman2' message. The main heading is 'Contact us'. The form includes fields for 'Your Name' (filled with 'Gil Sideman2'), 'Your Email' (filled with 'qa@gil.oddcast.com'), and 'Account ID' (filled with '3521'). There is a 'Choose Your Topic' dropdown menu currently set to '--- Select a Topic ---'. A large text area for 'Please provide your specific questions and details: (5000 character limit)' is present, with a '0/5000 characters' indicator at the bottom right. An orange 'Submit' button is at the bottom of the form. Below the form is an orange footer bar with 'FOLLOW US ON' and social media icons, and a 'SIGN UP FOR OUR NEWSLETTER' button with an email icon. A final footer bar contains links for 'About', 'Blog', 'Privacy Policy', 'Terms of Use', 'Community', and 'Newsletter'. The bottom-most section states: 'Voki is intended for non-commercial use. For more info, see our Terms of Use. To use avatars for business, please visit SitePal.com.'

Review your Account Information (My Account)

Managing your Voki Presenter account and viewing your account information is simple. Here are the most common tasks you can do in the [My Account](#) page:

Profile Picture: To do this, navigate to the **Personal Information** section, click **Edit**, and then click on the area where your picture appears and upload a new one.

Name: If, for any reason, you need to change the name of the account holder, simply click **Edit** next to your name and type in a new name.

Email Address*: You can edit the email address associated with your Voki Presenter account.

Password*: You can edit your Voki Presenter password as well.

Note: This change will apply to Voki, Voki Classroom, and Voki Presenter.

This should be more explicit – there should be arrows and numbers matching the elements on the accounts page the functionalities listed below.

The screenshot shows the Voki account settings page. The top navigation bar includes links for VOKI, VOKI CLASSROOM, VOKI PRESENTER, VOKI TEACH, PRODUCTS, and PRICING. The user is logged in as Gil Sideman2. The page is divided into several sections:

- Personal Information:** Fields for First Name (Gil), Last Name (Sideman2), Email, and Password. A "No Photo Available" placeholder is shown. An "EDIT" button is present.
- School/Company Info:** Fields for Name (test1) and Address (test1). A "Tax ID Number" field contains 1234. An "EDIT" button is present.
- Subscription Info:** Shows "Subscription: Level 1" with an "UPGRADE" button. Below it, "Products:" lists Voki, Voki Classroom, and Voki Presenter.
- Account Settings:** Fields for "Expiration Date:" (2016-03-15), "Creation Date:" (2007-05-30), and "Payment Method:". An "EXTEND" button is next to the Expiration Date. Below these are "Invoices:" with a dropdown for the year (2014) and a list of invoice dates and numbers (2014-04-25 #3069, 2014-05-10 #3139). An "Enable Automatic billing" checkbox is checked.
- Voki Classroom Settings:** Fields for "Product ID:" (15181), "Student Account:" (0 of 250), "Level 1 Limit:" (50), "Legacy Accounts:" (50), and "Purchased Accounts:" (150). An "ADD MORE" button is next to the Student Account field.
- Voki Presenter Settings:** Field for "Product ID:" (13902).

Numbered callouts in the image point to the following elements:

- 1: Expiration Date field
- 2: EXTEND button
- 3: Creation Date field
- 4: Invoices dropdown
- 5: Subscription field
- 6: Student Account field

Account Settings:

- **(1) Account Expiration:** This field shows you when your subscription expires.

- **(2) Extend link:** To extend your account, simply click **Extend**, choose your subscription type (monthly or annual), and continue to the payment page.
- **(3) Creation Date:** This field will show you the date at which your subscription began.
- **(4) Invoices:** Click on the invoice number to access a record of past payments.
- **(5) Subscription Level:** This field will show you which Voki subscription level you are currently subscribed to.
- **(6) Product ID:** This field will show you your Voki Presenter product ID, in case you ever need it.