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.
5. 

a. If you are new to Voki, create a new account by entering your information on the right hand side of the window.

b. 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.

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

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

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 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).

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.

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**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.