



# Voki Presenter User Guide

## **Version 1.0**

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## Preface

**Voki Presenter** is an education tool for expressing yourself on the Web in your own voice using a talking character. Voki allows Teachers and Students to use speaking characters for educations.



**Voki Presenter** is a presentation tool for **Voki**. With Voki Presenter, Voki characters can be added to a presentation and be used to narrate the material. Teachers can customize Vokis to look like you or take on the identity of other types of characters, such as historical figures, animals, monsters, anime, etc.

Voki Presenter is designed to enhance the way you use Voki in your classroom, and the way you teach and led discussion for interactive classroom sessions. In short, Voki Presenter helps Teachers get more from Voki.

Voki Presenter key features include:

- **Create Presentations.** Start a new presentation or duplicate existing one. You can add as many slides as you like. There's no limit!
- **Add Vokis.** Add your favorite Voki to your slides. Now your Voki can be your personal teaching assistant.
- **Unlimited Audio.** Your Voki can say as much as they want. Queue up their speech with different slides. Perfect for reciting a passage or engaging in conversations.
- **Share.** Student missed a class? No problem. Share the presentation with them to get caught up. Why stop there? Share it with parents and other teachers!
- **Easy Access.** All your presentations are stored on the cloud. Play it anywhere, at any time.

This document – the Voki Presenter User Guide – is intended for Teachers, **not** Students. It explains how:

- Voki Presenter works
- To get started with the application
- To use Voki Presenter

This guide does **not** provide instructions on how to create speaking characters with Voki, and assumes some preexisting knowledge on how to use Voki. Rather, this guide explains how to set up and optimize the Voki Presenter environment for you.

# Part 1 – Getting Started with Voki Presenter

This part of the guide explains how to get started with Voki Presenter. It explains how to create a Voki Presenter account, how to log in and log out, and describes the different parts of the user interface (UI). This part of the guide also describes built-in search tools that you may find helpful.

This part of the guide includes the following sections:

- “1.1 Creating Your Voki Presenter Account”
- “1.2 Logging Into (and Out of) Voki Presenter”
- “1.3 Understanding the Voki Presenter User Interface (UI)”
- “1.4 Using the Voki Presenter Search Tools”
- “1.5 Managing Your Account”
- “1.6 Voki Presenter Support”
- “1.7 Providing Voki Presenter Feedback to Oddcast, Inc.”

## 1.1 Creating Your Voki Presenter Account

To create a Voki Presenter account:

1. Go to [www.voki.com/pricing.php](http://www.voki.com/pricing.php).

**Note:** If you already have a Voki account, please log in first.

2. Click the **Get Voki Presenter** button.



3. Follow the prompts.

## 1.2 Logging Into (and Out of) Voki Presenter

This sections explains how to log into (and out of) Voki Presenter. It covers the following topics:

- “2.2.1 Logging Into Voki Presenter”
- “2.2.2 Logging Out of Voki Presenter”

## 1.2.1 Logging Into Voki Presenter

Once you have created your Voki Presenter account, and received your login ID and password, you can log in.

With a Voki Presenter account, you can log in from any page on [www.voki.com](http://www.voki.com), as well as from the Voki Presenter login page ([www.voki.com/presenter](http://www.voki.com/presenter)).

To log in:

1. Go to [www.voki.com](http://www.voki.com).
2. Click on the **Voki Presenter** tab (or go directly to [www.voki.com/presenter](http://www.voki.com/presenter)).
3. Enter your **Username** and **Password**.

**Hint:** If you forget your password, click the **Forget Password?** link and we will reset your password for you.

4. Click the **Login** button. Voki Presenter launches. The **Presentation** page displays by default.

**Note:** If you already use Voki or Voki Classroom, when you log in, you are automatically logged in to Voki Presenter, and vice versa. After logging in, simply click on the Voki, Voki Classroom, or Voki Presenter tab (located at the top right of the page) to switch between the products.

## 1.2.2 Logging Out of Voki Presenter

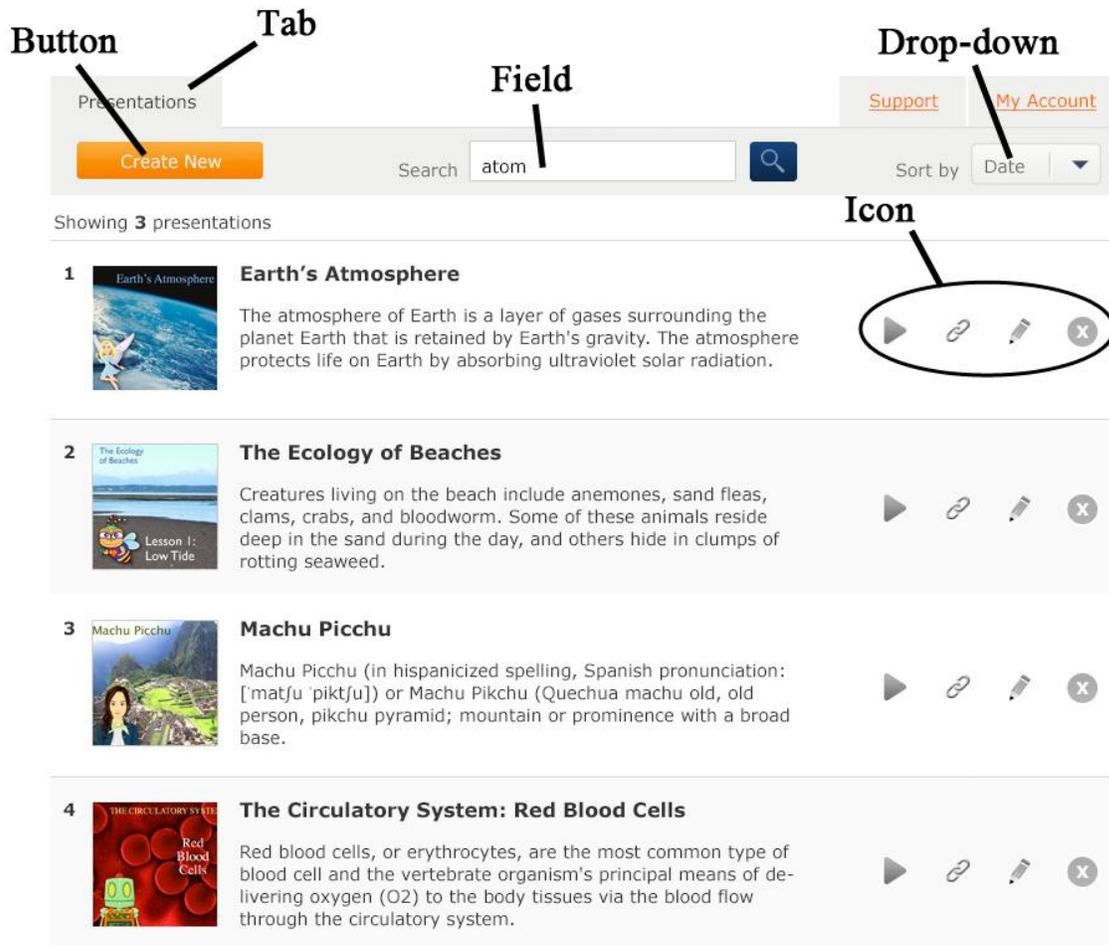
You can log out of Voki Presenter at any time by clicking the **Log Out** button in the top right corner of every Voki Presenter page.



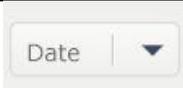
## 1.3 Understanding the Voki Presenter User Interface (UI)

This section explains the different elements of Voki Presenter user interface (UI). Voki Presenter is designed to be user-friendly. But if you are not familiar with using Web-based applications (and the associated terminology), this topic can help.

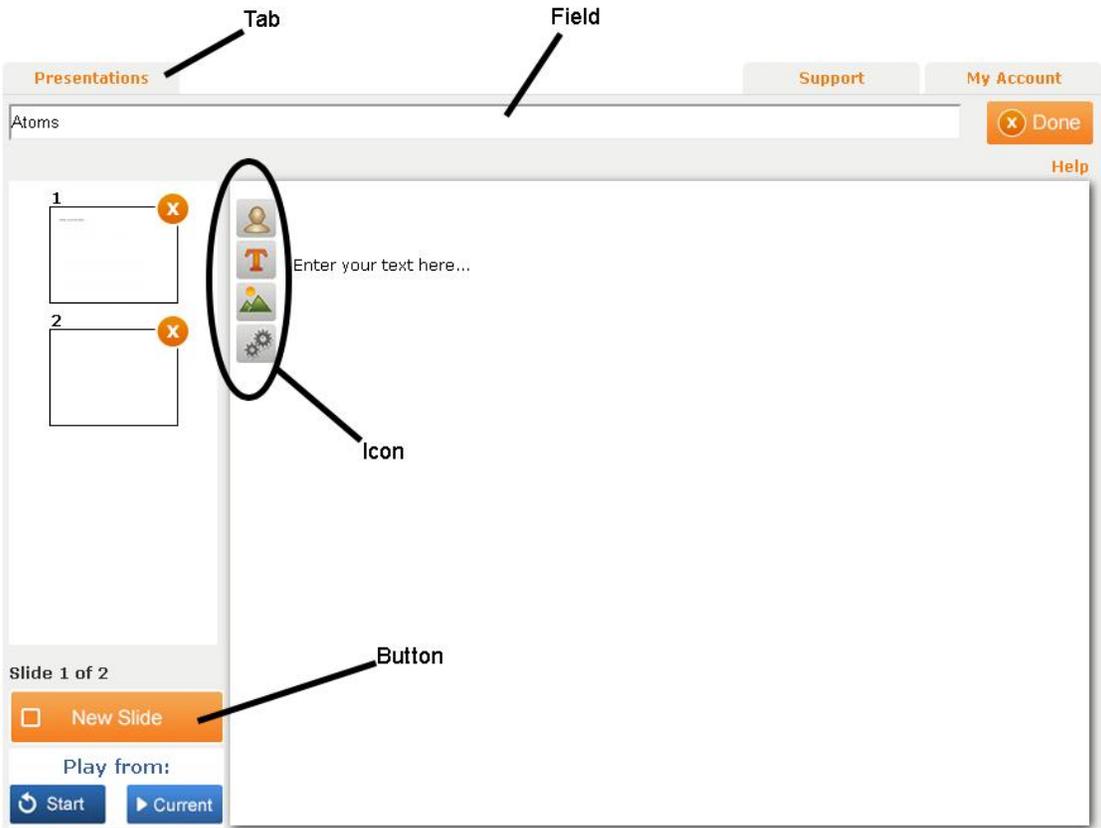
### 1.3.1 Presentations tab



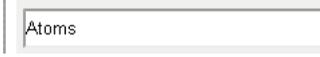
UI element		Description
Tab		Voki Presenter consists only of a <b>Presentation</b> tab, which you can navigate by clicking on it. You can also click on the <b>Support</b> and <b>My Account</b> tabs.
Button		<b>Buttons</b> allow you to save changes, display dialog boxes, etc.
Fields		<b>Fields</b> allow you to enter free-form information, such as Presentation title or Presentation

		description.
Drop-downs		<b>Drop-downs</b> allow you to make a selection from a list.
Icon		Like buttons, <b>icons</b> allow you to play, edit, and share presentations.

### 1.3.2 Presenter Editor

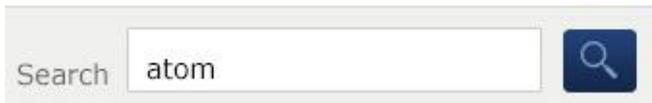


UI element		Description
Tab		Voki Presenter consists only of a <b>Presentation</b> tab, which you can navigate by clicking on it. You can also click on the <b>Support</b> and <b>My Account</b> tabs.
Button		<b>Buttons</b> allow you to save changes, add new slides, etc.

Fields		<b>Fields</b> allow you to enter free-form information, such as Presentation title.
Icon		Like buttons, <b>icons</b> allow you to add Voki, text, background, and slide options.

## 1.4 Using the Voki Presenter Search Tools

Voki Presenter allows you to perform searches. Search bars (such as the one shown below) display on various pages and dialogs.



This particular search tool allows you to:

- Use the **Search**
- Enter your search term in the adjoining field
- Click on the search icon  to perform your search

## 1.5 Managing Your Account

This section explains how to manage your Voki Presenter account, including your personal and account settings. This section covers the following topics:

- “1.5.1 Personal Information”
- “1.5.2 Account Settings”
- “1.5.4 Voki Classroom Settings”
- “1.5.5 Voki Presenter Settings”

**Note:** If you have a Voki Presenter account and Voki Classroom account, information within the **My Account** tab will be shared.

## 1.5.1 Personal Information

When you sign up for your Voki Presenter account, the site will prompt you to enter your first and last name.

If you ever want to update your Voki Presenter account personal information, do the following:

1. With Voki Presenter open in your Web browser, select the **My Account** tab to display **My Account** page.

**Personal Information (?)**

Profile Picture: 

Salutation: [Edit](#)

First Name: Joe [Edit](#)

Last Name: Smith [Edit](#)

Email Address (?): joesmith@smithers.com [Edit](#)

Password (?): \*\*\*\*\* [Edit](#)

2. The following table explains your options:

If you want to:	Do the following:
Upload a profile picture	<ul style="list-style-type: none"> <li>• Locate the <b>Personal Information</b></li> <li>• Click the photo icon, and upload a <b>Profile picture</b> (of yourself, your class, your school logo, etc.) from your computer or network.</li> </ul> <p><b>Tip:</b> Your Voki Presenter profile picture will be resized to 60x60 pixels. For best results, upload a square picture.</p> <p><b>Note:</b> If you also have Voki Classroom, your profile picture will be visible on Lesson page.</p>
Update your salutation	<ul style="list-style-type: none"> <li>• Locate the <b>Personal Information</b></li> <li>• Click the <b>Edit</b> link to modify your <b>Salutation</b> (e.g. <b>Dr., Mr., Ms.,</b> etc.).</li> </ul>
Update your first name	<ul style="list-style-type: none"> <li>• Locate the <b>Personal Information</b></li> <li>• Click the <b>Edit</b> link to modify your <b>First Name</b>.</li> </ul>
Update your last name	<ul style="list-style-type: none"> <li>• Locate the <b>Personal Information</b></li> <li>• Click the <b>Edit</b> link to modify your <b>Last Name</b>.</li> </ul>

Update your email address	<ul style="list-style-type: none"> <li>• Locate the <b>Personal Information</b></li> <li>• Click the <b>Edit</b> link to modify your <b>Email</b>.</li> </ul> <p><b>Note:</b> This is the email address you use to log in to Voki and Voki Classroom. Make sure to use a valid email address, so that you receive important account information.</p>
Update your password	<ul style="list-style-type: none"> <li>• Locate the <b>Personal Information</b></li> <li>• Click the <b>Edit</b> link to modify your <b>Password</b>.</li> </ul> <p><b>Note:</b> This is the password you use to log in to Voki, Voki Classroom, and Voki Presenter. You may change your account password at any time. Please do not share this password with anyone.</p>

## 1.5.2 Account Settings

Your Voki Presenter account includes some standard account settings. Voki Presenter allows you to view your account settings, which include:

- When your account expires (e.g. **2020-01-01**)

**Note:** You can extend your account from the **My Account** page, by clicking the **Extend** link located next to the account expiration date.

- The ability to enable/disable automatic billing
- Your credit card on file
- The date you joined Voki Presenter/Voki Classroom
- Invoices
- What Voki products you are subscribed to

To update your Voki Presenter account settings, do the following:

1. With Voki Presenter open in your Web browser, select the **My Account** tab to display the **My Account** page.

### Account Settings

**Account Expiration:** 2015-04-22 [Extend](#)  
**Payment Method:** No payment method on file [Add](#)  
**Customer Since:** 202011-01-31 [Edit](#)  
**Invoices:**  
  
**Products:** ✘ Voki Classroom [Add](#)  
✔ Voki Presenter

2. The following table explains your options:

If you want to:	Do the following:
See when your Voki Presenter account is due to expire (and extend your account)	<ul style="list-style-type: none"> <li>• Locate the <b>Account Settings</b></li> <li>• The <b>Account Expiration</b> field displays the type of account you have (e.g. <b>2012-01-01</b>).</li> <li>• If your account expires in one month or less, the account expiration date displays in <b>red</b>. You can click the <b>Extend</b> link to display the <b>Choose your Voki Presenter Plan</b> page and extend your Voki Presenter account.</li> </ul> <p><b>Tip:</b> Click the <b>Extend</b> link to extend your Voki Presenter account.</p>
See the date you signed up for Voki Presenter	<ul style="list-style-type: none"> <li>• Locate the <b>Account Settings</b></li> </ul>
Review your invoices	<ul style="list-style-type: none"> <li>• Locate the <b>Account Settings</b></li> <li>• The <b>Invoice</b> field displays links to your Voki Presenter invoices starting with the most recent purchase.</li> </ul> <p><b>Tip:</b> Click an invoice number to display and review a Voki Presenter invoice.</p>

### 1.5.3 Voki Classroom Settings

This information will only display if you subscribed to Voki Classroom. For information on Voki Classroom, please read the [Voki Classroom Getting Started Guide](#) or [Voki Classroom User's Guide](#).

#### **Voki Classroom Settings**

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**Voki Classroom is not enabled for your account**

**Add Voki Classroom**

To find out more about Voki Classroom [Click here](#).

### 1.5.4 Voki Presenter Settings

Voki Presenter settings allow you to view your account settings, which include:

- your non-editable Product ID

#### **Voki Presenter Settings**

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**Account ID:** 49506934873

## 1.6 Voki Presenter Support

If you require Voki Presenter support, do the following:

1. With Voki Presenter open in your Web browser, select the **Support** tab to display the **Support** page.

### Support

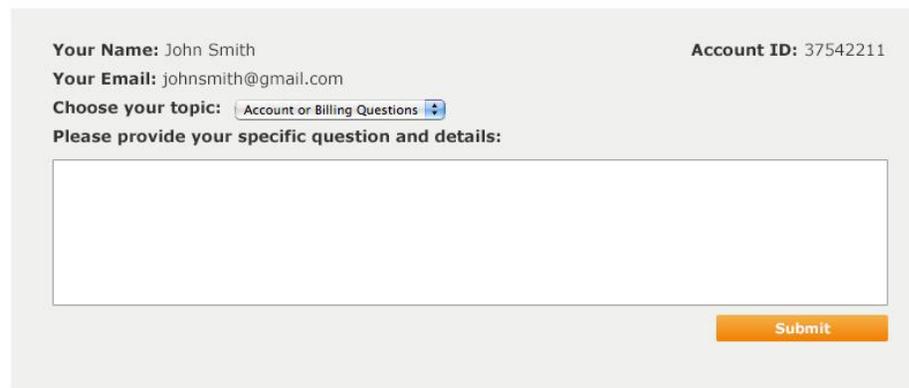
Contact Voki Presenter

Your Voki Presenter account includes online support. Before you submit the form below, please explore some of the available Voki Presenter resources. These resources may provide you with an immediate answer:

- **Voki Presenter FAQ:** Answers to Frequently Asked Questions
- **Getting Started Guide** (pdf): This guide will help you get started
- **Voki Presenter User Guide** (pdf): If you prefer more detailed instructions, read the complete User Guide.
- **Learn:** More about how teachers use Voki

**Please Note:** If you have feedback, such as an idea or a comment, please click the Feedback tab on the right.

If you have additional questions, specific to your account, please fill out this form and our support team will get back to you as soon as possible.



**Your Name:** John Smith **Account ID:** 37542211  
**Your Email:** johnsmith@gmail.com  
**Choose your topic:** Account or Billing Questions  
**Please provide your specific question and details:**

Submit

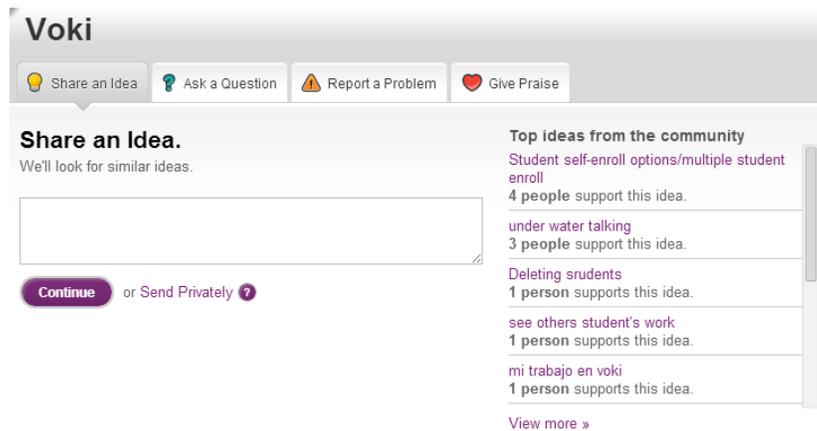
2. The **Support** page includes links to resources and materials (such as this guide) that may be able to help you before you request Voki Presenter support. If you need additional Voki Presenter Support, you can:
  - Use the **Choose a Topic** drop-down to select a support topic (e.g **Account or Billing Questions**)
  - Enter your support question, feature request, etc. in the **Please provide your specific question and details here** field.
  - Click the **Submit** button to submit your support question or issue to Voki Presenter support.

## 1.7 Providing Voki Presenter Feedback to Oddcast, Inc.

We encourage you to send us your feedback on your experience with Voki Presenter. To do so, do the following:

1. With Voki Classroom open in your Web browser, select the **Feedback** tab, located on the side of the screen.

The **Share an idea** feedback page displays:



**Voki**

Share an Idea Ask a Question Report a Problem Give Praise

**Share an Idea.**  
We'll look for similar ideas.

[Continue](#) or [Send Privately](#) ?

**Top ideas from the community**

- Student self-enroll options/multiple student enroll  
4 people support this idea.
- under water talking  
3 people support this idea.
- Deleting srudents  
1 person supports this idea.
- see others student's work  
1 person supports this idea.
- mi trabajo en voki  
1 person supports this idea.

[View more >](#)



The feedback page allows you to submit:

- An **idea**
- A **question**
- A **problem**
- **Praise** for the product

## Part 2 – Using Voki Presenter

This part of the guide explains how to use Voki Presenter. This part of the guide consists of the following sections:

- “2.1 Working with Voki Presenter”

### 2.1 Working with Voki Presenter

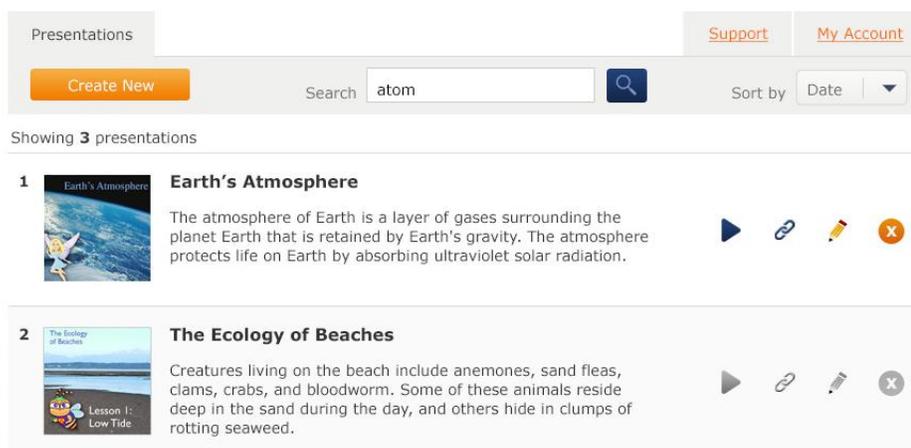
This section explains how to create, modify, and delete your Voki presentations. This section covers the following topics:

- “2.1.1 Creating a Presentation”
- “2.1.2 Editing the Name of a Presentation”
- “2.1.3 Editing a Presentation”
- “2.1.4 Deleting a Presentation”
- “2.1.5 Present a Presentation”
- “2.1.6 Sharing a Presentation”

#### 2.1.1 Creating a Presentation

To create a presentation in Voki Presenter, do the following:

1. With Voki Presenter open in your Web browser, select the **Presentation** tab to display the **Presentation** page.



The screenshot shows the Voki Presenter interface. At the top, there are tabs for "Presentations", "Support", and "My Account". Below the tabs is a "Create New" button, a search bar containing the text "atom", and a "Sort by" dropdown menu set to "Date". Below the search bar, it says "Showing 3 presentations". The first presentation is titled "Earth's Atmosphere" and has a thumbnail image of Earth. The description reads: "The atmosphere of Earth is a layer of gases surrounding the planet Earth that is retained by Earth's gravity. The atmosphere protects life on Earth by absorbing ultraviolet solar radiation." To the right of the description are icons for play, share, edit, and delete. The second presentation is titled "The Ecology of Beaches" and has a thumbnail image of a beach. The description reads: "Creatures living on the beach include anemones, sand fleas, clams, crabs, and bloodworm. Some of these animals reside deep in the sand during the day, and others hide in clumps of rotting seaweed." To the right of the description are icons for play, share, edit, and delete.

2. Click the **Create New** button to display the **Create New** dialog.



The image shows a dialog box titled "Create New Presentation" with a close button (X) in the top right corner. Inside the dialog, there are two input fields: "Name:" and "Description:". Below these fields are two buttons: "OK" and "Cancel".

3. The **Create New** dialog allows you to:

- Enter the **Name** and **Description** of your new presentation
- Duplicate your past presentations

4. Click the **Edit** icon  next to a presentation to enter into the **Presentation Editor**.



5. The **Presentation Editor** allows you to:

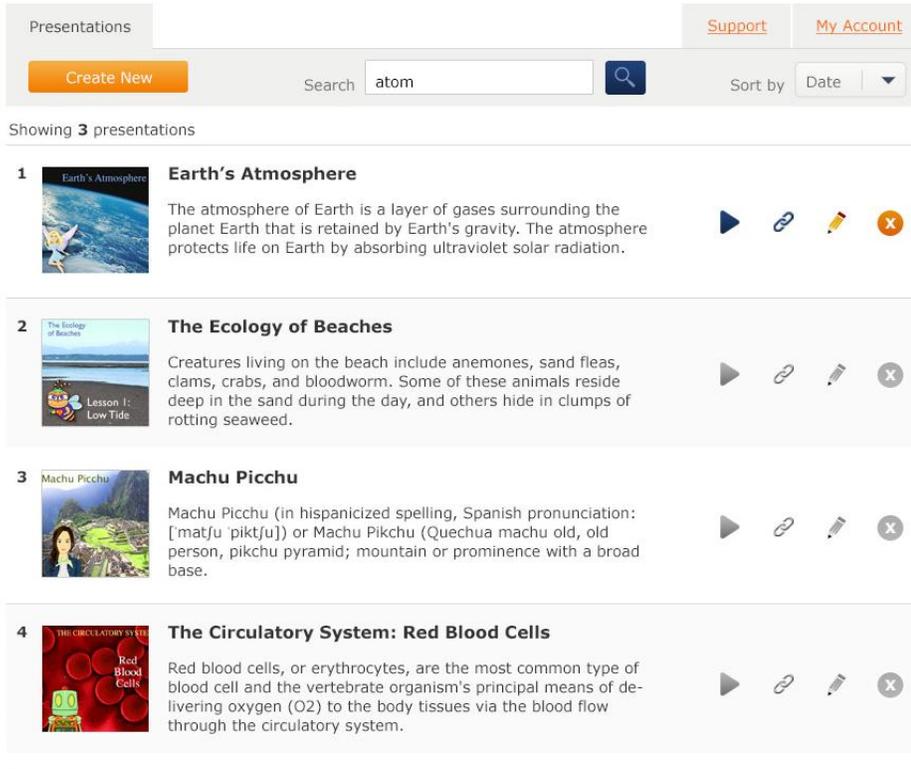
- Edit the name of your presentation
- Add and rearrange new slides
- Add a Voki
- Customize the background
- Enter text
- Play presentation from the beginning or play from current slide

**Hint:** If you need a quick tutorial on the Presenter Editor, click on **Help**.

## 2.1.2 Editing the Name of a Presentation

To edit the name of a presentation in Voki Presentation, do the following:

1. With Voki Presenter open in your Web browser, select the **Presentation** tab to display the **Presentation** page.



The screenshot shows the Voki Presentation interface. At the top, there are tabs for "Presentations", "Support", and "My Account". Below the tabs is a navigation bar with a "Create New" button, a search bar containing the text "atom", and a "Sort by" dropdown menu set to "Date". The main content area displays a list of presentations, each with a thumbnail, a title, a description, and a set of action icons (play, link, edit, delete).

Showing 3 presentations

- 1 Earth's Atmosphere**  
The atmosphere of Earth is a layer of gases surrounding the planet Earth that is retained by Earth's gravity. The atmosphere protects life on Earth by absorbing ultraviolet solar radiation.
- 2 The Ecology of Beaches**  
Creatures living on the beach include anemones, sand fleas, clams, crabs, and bloodworm. Some of these animals reside deep in the sand during the day, and others hide in clumps of rotting seaweed.
- 3 Machu Picchu**  
Machu Picchu (in hispanized spelling, Spanish pronunciation: [ˈmatʃu ˈpiktʃu]) or Machu Pikchu (Quechua machu old, old person, pikchu pyramid; mountain or prominence with a broad base).
- 4 The Circulatory System: Red Blood Cells**  
Red blood cells, or erythrocytes, are the most common type of blood cell and the vertebrate organism's principal means of delivering oxygen (O<sub>2</sub>) to the body tissues via the blood flow through the circulatory system.

2. You can modify any of the following existing Presentation values:

- **Presentation name**
- **Presentation description**

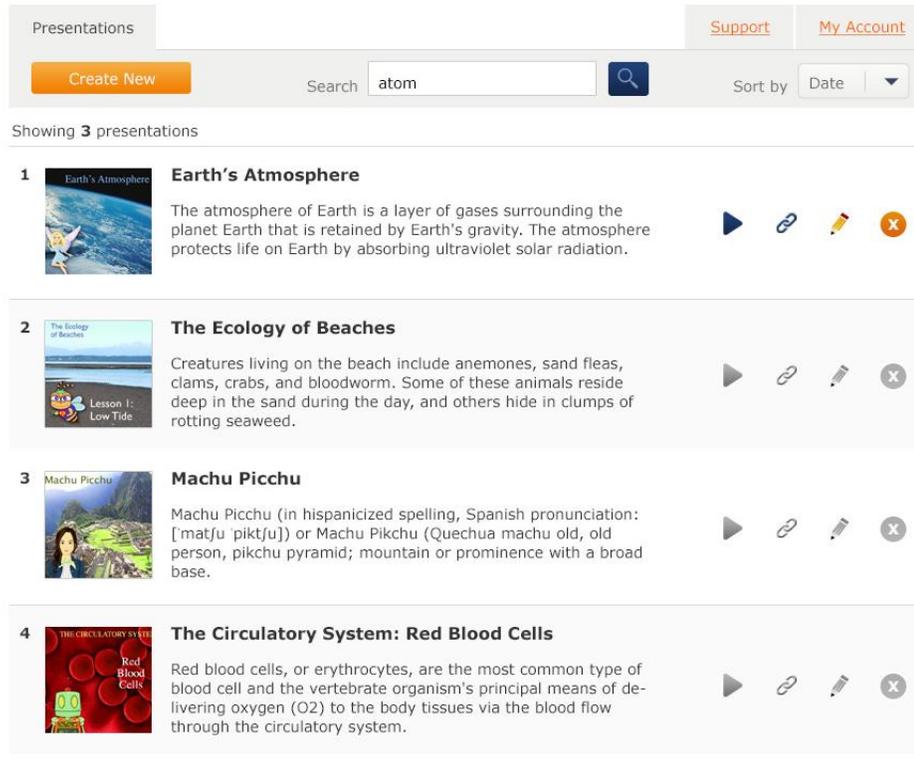
3. To modify the **Presentation name** or **Presentation description**, hover and click the **Edit** icon . Clicking outside of the box will save your text.

What Are Atoms? 

## 2.1.3 Editing a Presentation

To edit a presentation in Voki Presentation, do the following:

1. With Voki Presenter open in your Web browser, select the **Presentation** tab to display the **Presentation** page.



The screenshot shows the Voki Presentation interface. At the top, there are tabs for "Presentations", "Support", and "My Account". Below the tabs is a "Create New" button, a search bar containing the text "atom", and a "Sort by" dropdown menu set to "Date". The main content area displays "Showing 3 presentations" and lists four presentations:

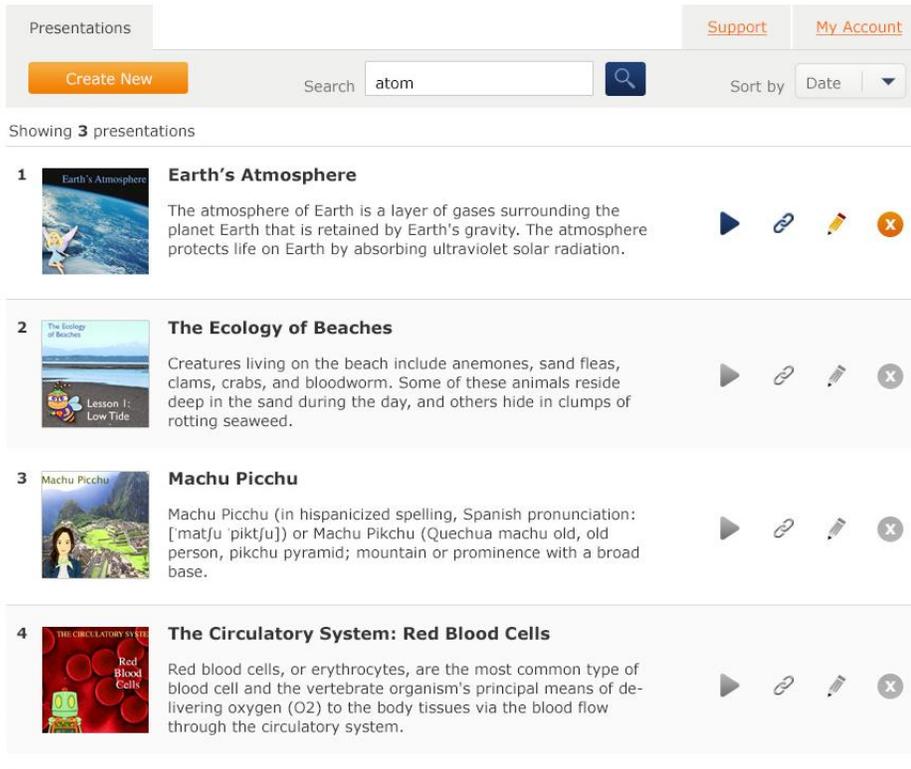
- 1 Earth's Atmosphere**  
The atmosphere of Earth is a layer of gases surrounding the planet Earth that is retained by Earth's gravity. The atmosphere protects life on Earth by absorbing ultraviolet solar radiation.
- 2 The Ecology of Beaches**  
Creatures living on the beach include anemones, sand fleas, clams, crabs, and bloodworm. Some of these animals reside deep in the sand during the day, and others hide in clumps of rotting seaweed.
- 3 Machu Picchu**  
Machu Picchu (in hispanicized spelling, Spanish pronunciation: [ˈmatʃu ˈpiktʃu]) or Machu Pikchu (Quechua machu old, old person, pikchu pyramid; mountain or prominence with a broad base).
- 4 The Circulatory System: Red Blood Cells**  
Red blood cells, or erythrocytes, are the most common type of blood cell and the vertebrate organism's principal means of delivering oxygen (O<sub>2</sub>) to the body tissues via the blood flow through the circulatory system.

2. Modify a Presentation name or Presentation description.
3. To modify the presentation, click the **Edit** icon  next to a Presentation. This will bring you to the **Presentation Editor**.

## 2.1.4 Deleting a Presentation

To delete a presentation in Voki Presenter, do the following:

1. With Voki Presenter open in your Web browser, select the **Presentation** tab to display the **Presentation** page.



The screenshot shows the Voki Presenter interface. At the top, there are tabs for 'Presentations', 'Support', and 'My Account'. Below the tabs is a 'Create New' button, a search bar containing the text 'atom', and a 'Sort by' dropdown menu set to 'Date'. Below the search bar, it says 'Showing 3 presentations'. The list of presentations includes:

- 1 Earth's Atmosphere**: The atmosphere of Earth is a layer of gases surrounding the planet Earth that is retained by Earth's gravity. The atmosphere protects life on Earth by absorbing ultraviolet solar radiation.
- 2 The Ecology of Beaches**: Creatures living on the beach include anemones, sand fleas, clams, crabs, and bloodworm. Some of these animals reside deep in the sand during the day, and others hide in clumps of rotting seaweed.
- 3 Machu Picchu**: Machu Picchu (in hispanicized spelling, Spanish pronunciation: [ˈmatʃu ˈpiktu]) or Machu Pikchu (Quechua machu old, old person, pikchu pyramid; mountain or prominence with a broad base).
- 4 The Circulatory System: Red Blood Cells**: Red blood cells, or erythrocytes, are the most common type of blood cell and the vertebrate organism's principal means of delivering oxygen (O<sub>2</sub>) to the body tissues via the blood flow through the circulatory system.

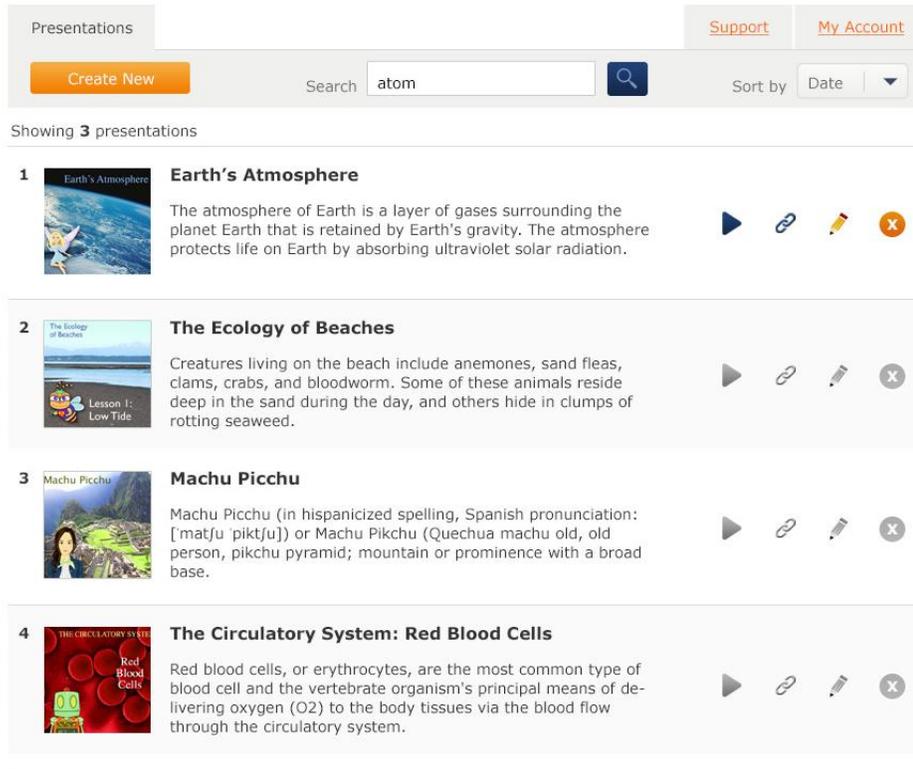
2. Click the Delete icon  next to a Presentation.
3. Voki Presenter prompts you to confirm that you want to delete the Class.
4. If you:
  - Are sure you want to delete the Presentation, click the DELETE button.
  - Want to cancel, click the CANCEL button.

**Note:** If you delete a Presentation, it will no longer display anywhere in the Voki Presenter system.

## 2.1.5 Present a Presentation

To present a presentation in Voki Presenter, do the following:

1. With Voki Presenter open in your Web browser, select the **Presentation** tab to display the **Presentation** page.



The screenshot shows the Voki Presenter interface. At the top, there are tabs for 'Presentations', 'Support', and 'My Account'. Below the tabs is a 'Create New' button, a search bar containing the text 'atom', and a 'Sort by' dropdown menu set to 'Date'. The main content area displays a list of presentations, each with a thumbnail, a title, a description, and a set of icons (play, link, edit, delete).

Showing 3 presentations

- 1 Earth's Atmosphere**  
The atmosphere of Earth is a layer of gases surrounding the planet Earth that is retained by Earth's gravity. The atmosphere protects life on Earth by absorbing ultraviolet solar radiation.
- 2 The Ecology of Beaches**  
Creatures living on the beach include anemones, sand fleas, clams, crabs, and bloodworm. Some of these animals reside deep in the sand during the day, and others hide in clumps of rotting seaweed.
- 3 Machu Picchu**  
Machu Picchu (in hispanicized spelling, Spanish pronunciation: [ˈmatʃu ˈpikʦu]) or Machu Pikchu (Quechua machu old, old person, pikchu pyramid; mountain or prominence with a broad base).

4 **The Circulatory System: Red Blood Cells**  
Red blood cells, or erythrocytes, are the most common type of blood cell and the vertebrate organism's principal means of delivering oxygen (O<sub>2</sub>) to the body tissues via the blood flow through the circulatory system.

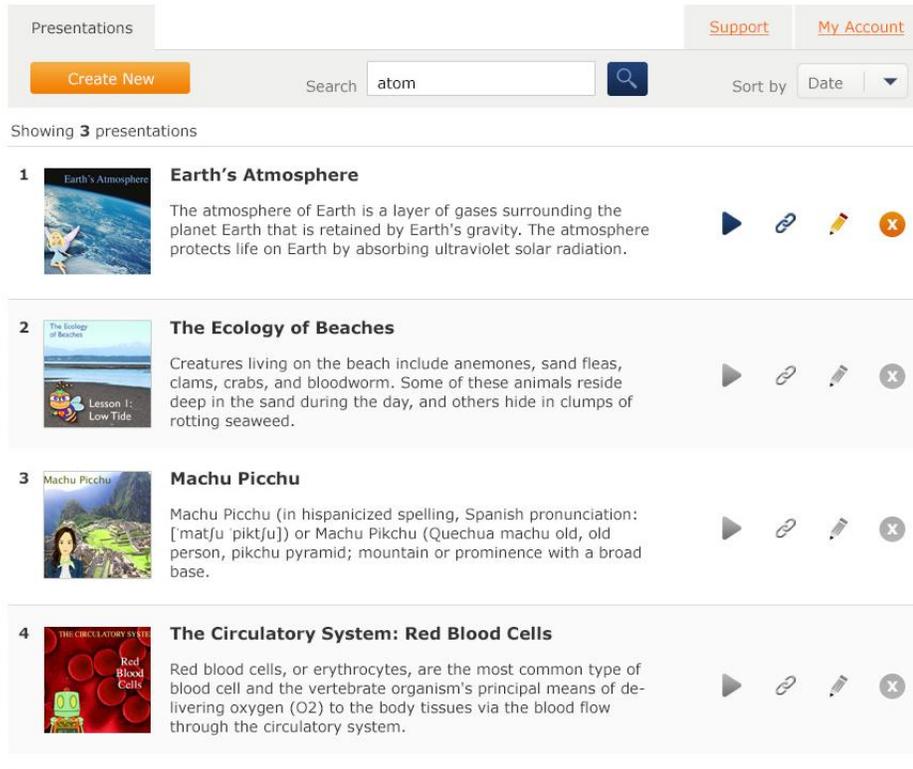
2. Click the Play icon  next to a Presentation. This will open up the presentation dialog.



## 2.1.6 Sharing a Presentation

To share a presentation in Voki Presenter, do the following:

1. With Voki Presenter open in your Web browser, select the **Presentation** tab to display the **Presentation** page.



The screenshot shows the Voki Presenter interface. At the top, there are tabs for 'Presentations', 'Support', and 'My Account'. Below the tabs is a navigation bar with a 'Create New' button, a search bar containing the text 'atom', and a 'Sort by' dropdown menu set to 'Date'. Below the navigation bar, it says 'Showing 3 presentations'. The list of presentations includes:

- 1 Earth's Atmosphere**: The atmosphere of Earth is a layer of gases surrounding the planet Earth that is retained by Earth's gravity. The atmosphere protects life on Earth by absorbing ultraviolet solar radiation.
- 2 The Ecology of Beaches**: Creatures living on the beach include anemones, sand fleas, clams, crabs, and bloodworm. Some of these animals reside deep in the sand during the day, and others hide in clumps of rotting seaweed.
- 3 Machu Picchu**: Machu Picchu (in hispanicized spelling, Spanish pronunciation: [ˈmatʃu ˈpiktʃu]) or Machu Pikchu (Quechua machu old, old person, pikchu pyramid; mountain or prominence with a broad base).
- 4 The Circulatory System: Red Blood Cells**: Red blood cells, or erythrocytes, are the most common type of blood cell and the vertebrate organism's principal means of delivering oxygen (O<sub>2</sub>) to the body tissues via the blood flow through the circulatory system.

2. Click the Link icon  next to a Presentation.
3. Copy the link and share it with teachers, parents, and students.

## Part 3 – Using the Voki Presenter Editor

This part of the guide explains how to use the Voki Presenter editor. This part of the guide consists of the following sections:

- “3.1 Adding a New Slide”
- “3.2 Using the Toolbar”
- “3.3 Saving your Presentation”

### 3.1 Adding a New Slide

To add a new slide to your presentation, do the following:

1. To add a new slide to your presentation, click on **New Slide**.



**Note:** The new slide will be automatically added to the end of presentation.

### 3.2 Using the Toolbar

The toolbar allows you to do the following:

- Add a Voki
- Add textboxes
- Add background
- Select slide options

#### Add a Voki

To add a Voki, do the following:

1. Click on the **Character** button to create a Voki.



2. Create your Voki.
3. Save and close.

### Add textboxes

Textboxes allows you to adding valuable information to your presentation. To add text to your presentation, do the following:

1. Click on the **Text** button to create a textbox.



2. Type in and format your text.



### Add background

To add background to your presentation, do the following:

1. Click on the **Background** button.



2. Choose and apply your background.

**Note:** You can also upload your own background. If your image size is too big or too small, it will be resized to fit the presentation.

### Add Slide Options

Slide Options only applies when a Voki is added to the slide. To change your slide options, do the following:

1. Click on the Slide Option button.



2. Change your slide options. Slide options include:

- **Auto Advance Slide** - When the Voki is finished speaking it will automatically go to the next slide and begin playing the slide.

**Note:** If there is no Voki, the slide will auto advance after 10 seconds.

## 3.3 Saving your Presentation

Presentations are saved every time a change is made. To leave and save your Presentation, click **Done**.