

PowerPoint Add-in

Version 1.4 (03.29.2010)

Requirements

PC	•	OS: Windows XP, Vista, Windows 7
	•	Browsers: all major browsers supported
	•	CPU: 800Mhz or faster
	•	Other: Flash Player 9r115 or higher
Macintosh	•	Not Supported
Microsoft PowerPoint	•	Microsoft PowerPoint 2003 or higher

Installation

To install the SitePal Plug-in

- 1. Extract the files from PowerPoint_SP_plugin.zip.
- 2. Double-click Sitepal_Wizard.msi.

The Sitepal Wizard appears.

3. Click **Next** and follow the instructions of the install wizard.

Note: The install folder specified in the install wizard is the default path for PowerPoint Addins. We recommend that you use this path.

To add the SitePal Plug-in to PowerPoint Manually (Office 2003)

- 1. On the **Tools** menu, click **Add-In**.
- 2. Click Add New.
- 3. Double-click the **Oddcast** folder in the PowerPoint **AddIns** folder.
- 4. Double-click the **SitePal Wizard** folder.
- 5. Double-click Sitepal_Wizard.ppa.
- 6. Under Available Add-Ins, select the check box for Sitepal_Wizard.
- 7. Click Close.

The SitePal Wizard option is added to the Tools menu in PowerPoint.

Office 2007 users, who can't find their Add-in panel, follow the steps bellow:

Click the Office button, select PowerPoint options, click Add-Ins, select PowerPoint Add-ins under Manage drop-down and click Go.

To remove the SitePal Plug-in from PowerPoint:

- 1. On the Control Panel, open Add or Remove Programs.
- 2. Under Currently Installed Programs, click SitePal Wizard.
- 3. Click Remove.

User's Guide

You can use the SitePal Wizard to add SitePal Scenes to a slide, remove a Scene from a slide, or access your SitePal account at the Oddcast Web site.

Start the SitePal Wizard

On the PowerPoint Tools (Office 2003) menu or the Add-Ins menu (office 2007), click SitePal Wizard.

The Oddcast SitePal Scene Wizard appears.

Oddcast Sitepal Scene Wizard				
	Sitepal allows you to design speaking anim that can be added to your Powerpoint slic user experience and increase sales.	nated characters ? de to enrich the		
Sitepal	Learn About Sitepal Sitepal Plugin			
See It Try It	Sitepal allows you to design speaking animated characters that can be added to your Powerpoint slide to enrich the user experience and increase sales. Check Update			
Get It	Learn More About Sitepal			
Sitepal Login				
Username: Password: Password: Remember Login Information Forget your password?				
Exit Main Mer	IJ	Back Next		

Checking for Updates

You can make sure that you are using the latest version of the SitePal Plug-in:

• Click Check For Updates.

If you do not have a SitePal account

- Click Learn More About SitePal to see complete product information.
- Click See It to watch a movie about SitePal.
- Click Try It to try a hands-on demonstration of SitePal.
- Click Get It to start a 15-day trial of SitePal with no obligation.

Log in and continue with the Scene Wizard

• Enter your account email address and your password, and then click **Next**. The next page of the **Scene Wizard** appears with the main menu options.

Note:

Check the "Remember Login Information" if you want to save your username and password.

If you forgot your account password click the "forgot your password" link

Oddcast Sitepal Scene Wizar	d	
SitePol	Make your selection from the option	ns below ?
1. Account Selection	Select an account from the list below	
	Account 1: Ian Pritchie SitePal	
Main Menu Options		
	Add a Sitepal Scene to this page	
	Remove the Sitepal Scene from this page	
	Access your Sitepal Account	
Exit Main Menu		Back Next

Select a different SitePal account:

1. On the PowerPoint Tools menu, click SitePal Wizard.

The Oddcast SitePal Scene Wizard appears.

- Enter your account email address and your password, and then click Next.
 The next page of the Scene Wizard appears.
- 3. Under Account Selection, from the drop-down menu, select another SitePal account.

Note: If you only have one account you will not need to select an account from the list

Go to your SitePal account:

- Click Access your SitePal Account. The SitePal Login Page loads in a new browser window.
- Enter the email address and password for your SitePal account, and then click Enter. The home page for your SitePal account loads.
- 3. Click Enter.

Add a SitePal Scene to the current slide

1. On the PowerPoint Tools menu, click SitePal Wizard.

The Oddcast SitePal Scene Wizard appears.

Enter your account email address and your password, and then click Next.
 The next page of the Scene Wizard appears.

3. Click Add a SitePal Scene to this page.

The SitePal Scene Selection page appears.

Oddcast Sitepal Scene Wizard	×
SitePal	Select the Sitepal Scene you want to add to your ?
- STEP 1: Sitepal Scene Selection	
Scene List: Select a Scene	to Add
Scene 1: Cruises 07 Scene 2: Art Products X02 Scene 3: Art Products 03 Scene 4: Art Products 04 Scene 5: Art Products 05 Scene 6: Art Products 06 Scene 7: Untitled 10	
Access your Sitepal Account	Refresh
Exit Main Menu	Back Next

Note: If you access your SitePal account from the SitePal Wizard in PowerPoint and you add or remove Scenes, click **Refresh** to update the list of Scenes.

- 4. In the Scene List, click a Scene.
- 5. When you selected the Scene you want to embed in the slide click the Next button.

The Scene Publish Option page appears.

Oddcast Sitepal Scene Wizard	×
Specify the publish settings for this scene. You can change the background color for your scene. Click the FINISH button to add the scene to your side.	
STEP 2: Scene Publish Option	
Background Color	
Transparent 000000 000000 Preview	
Exit Main Menu Back Finish	

6. Under Background Color, select a background color for the Scene.

Note: When a Scene has no background, the preview of the Scene is shaded in light gray. If a Scene has no background, you can set the background to a solid color when you embed your Scene or you can set it to transparent in the Publish Wizard.

7. Click **Finish**.

The SitePal Wizard closes. To play the Scene, on the Slide Show menu, click View Show.

Remove a SitePal Scene from the current slide

- On the PowerPoint Tools menu, click SitePal Wizard. The Oddcast SitePal Scene Wizard appears.
- Enter your account email address and your password, and then click Next.
 The next page of the Scene Wizard appears.
- 3. Click Remove the SitePal Scene from this page.
- 4. Click **Remove**, and then click Yes to confirm that you want to remove the Scene.

Note: Removing a SitePal Scene from your PowerPoint slide does not remove the Scene from your SitePal account.

Add a VHost Studio Show to the current slide

If you have a VHost Studio account, you can add a VHost Show to your PowerPoint presentation. A VHost Show is also called a SitePal Show.

1. On the PowerPoint Tools menu, click SitePal Wizard.

The Oddcast SitePal Scene Wizard appears.

- Enter your account email address and your password, and then click Next. The next page of the Scene Wizard appears.
- 3. Under Account Selection, from the drop-down menu, select your Studio account.
- 4. Click Add a SitePal Scene to this page.

The next page of the Scene Wizard appears.

Oddcast Sitepal Scene Wizard	×
SitePol .	Select the Sitepal Scene you want to add to your ?
STEP1: Sitepal Scene Selection Select Sitepal Show from the I	ist:
Show 1: Art Gallery Show 2: Adventure Travel Show 3: Studio Tour Show 4: Product Overview Show 5: Doc1 Show 7: Doc4 Select Sitepal Show from the I Entire Show Scene 1: Narration1 Scene 2: SalesDetails1 Scene 3: Narration2 Scene 4: SalesDetails2	ist:
Access your Sitepal Account	Refresh
Exit Main Menu	Back Next

5. In the top list box, click a Show, and then click Refresh.

In the lower list box, the Scenes for the selected Show appear.

Note: To add an individual Scene from the selected Show, select the Scene in the lower list box.

- 6. Click Next.
- 7. Under **Background Color**, select a background color for the Scene.

Note: When a Scene has no background, the preview of the Scene is shaded in light gray. If a Scene has no background, you can set the background to a solid color when you embed your Scene or you can set it to transparent in the Publish Wizard.

8. Click Finish.

To play the Show, on the Slide Show menu, click View Show.