



# PowerPoint Add-in

Version 1.4 (03.29.2010)

# Requirements

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PC	<ul style="list-style-type: none"><li>• <b>OS:</b> Windows XP, Vista, Windows 7</li><li>• <b>Browsers:</b> all major browsers supported</li><li>• <b>CPU:</b> 800Mhz or faster</li><li>• <b>Other:</b> Flash Player 9r115 or higher</li></ul>
Macintosh	<ul style="list-style-type: none"><li>• <b>Not Supported</b></li></ul>
Microsoft PowerPoint	<ul style="list-style-type: none"><li>• Microsoft PowerPoint 2003 or higher</li></ul>

# Installation

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## 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 Add-ins. 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

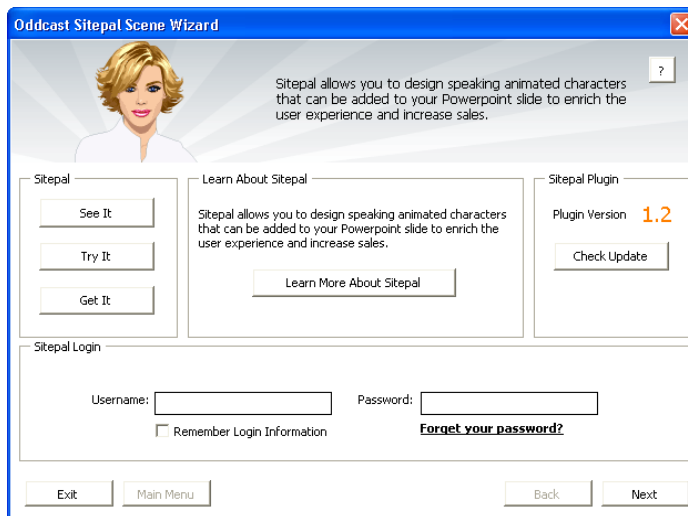
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You can use the SitePal Wizard to add SitePal Scenes to a slide, remove a Scene from a slide, or access your SitePal account at the Oddcast Web site.

## **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.



## **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.

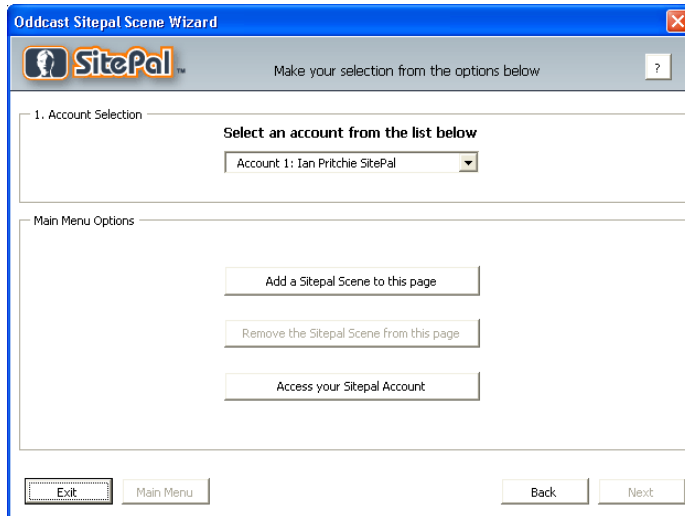
## **Log in and continue with the Scene Wizard**

- 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



### ***Select a different SitePal account:***

1. On the PowerPoint **Tools** menu, click **SitePal Wizard**.  
The **Oddcast SitePal Scene Wizard** appears.
2. 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:***

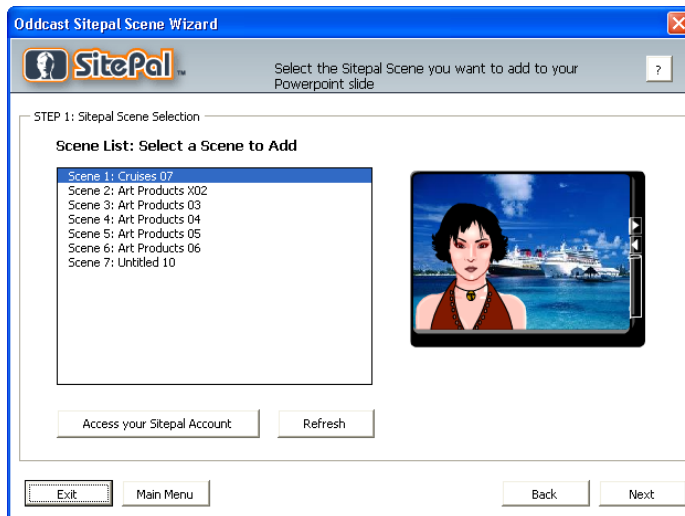
1. Click **Access your SitePal Account**.  
The SitePal Login Page loads in a new browser window.
2. Enter the email address and password for your SitePal account, and then click **Enter**.  
The home page for your SitePal account loads.
3. Click **Enter**.

### ***Add a SitePal Scene to the current slide***

1. On the PowerPoint **Tools** menu, click **SitePal Wizard**.  
The **Oddcast SitePal Scene Wizard** appears.
2. 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**.

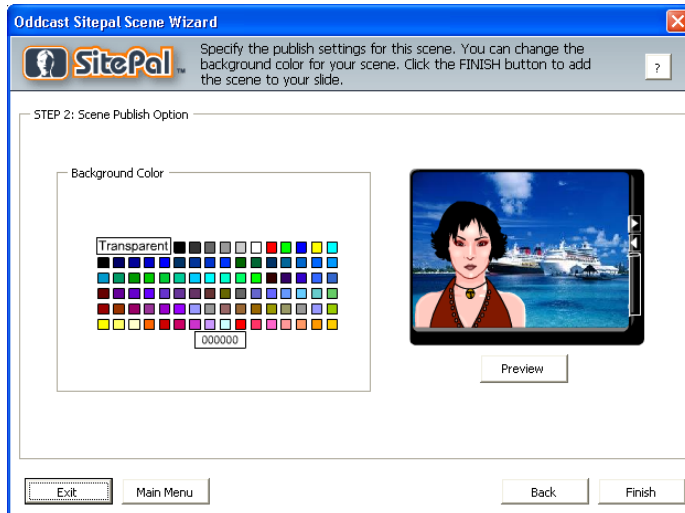
The **SitePal Scene Selection** page appears.



**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.



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***

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

The **Oddcast SitePal Scene Wizard** appears.

2. 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.

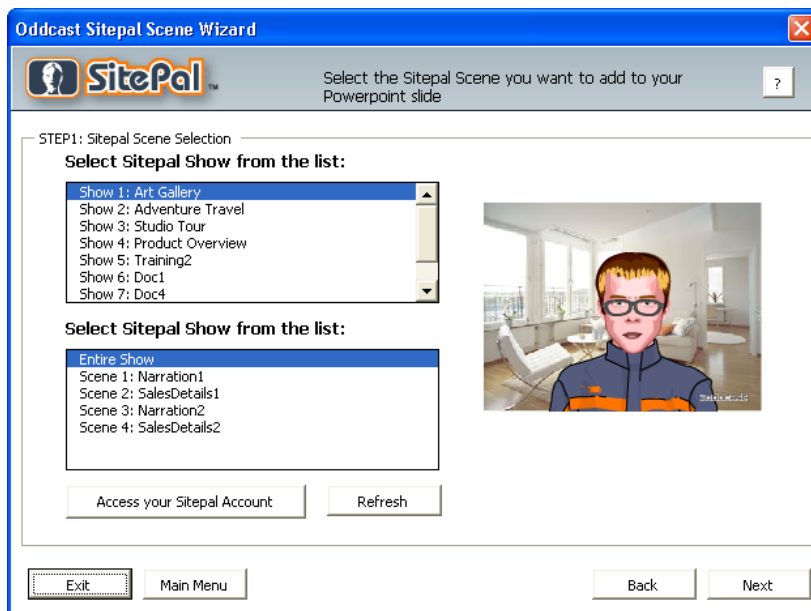
2. Enter your account email address and your password, and then click **Next**.

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.



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**.



