



PowerPoint Add-in

Version 1.2 (03.12.2007)

Requirements

PC	<ul style="list-style-type: none">• OS: Windows 95, 98, ME, NT, 2000 or XP• Browsers: Internet Explorer 5.5, Internet Explorer 6, Firefox, Mozilla, Opera, etc.• CPU: 400Mhz or faster• Other: Flash Player 6 or better
Macintosh	<ul style="list-style-type: none">• Not Supported
Microsoft PowerPoint	<ul style="list-style-type: none">• 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 Add-ins. We recommend that you use this path.

To add the SitePal Plug-in to PowerPoint Manually

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.

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**.

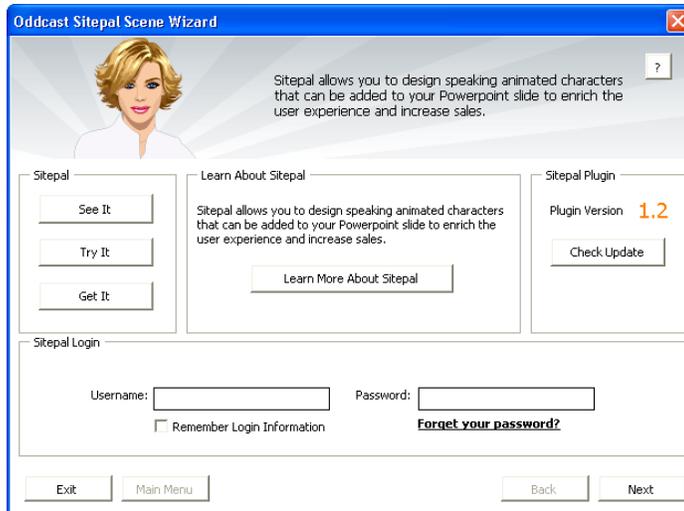
User's Guide

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 menu, 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.

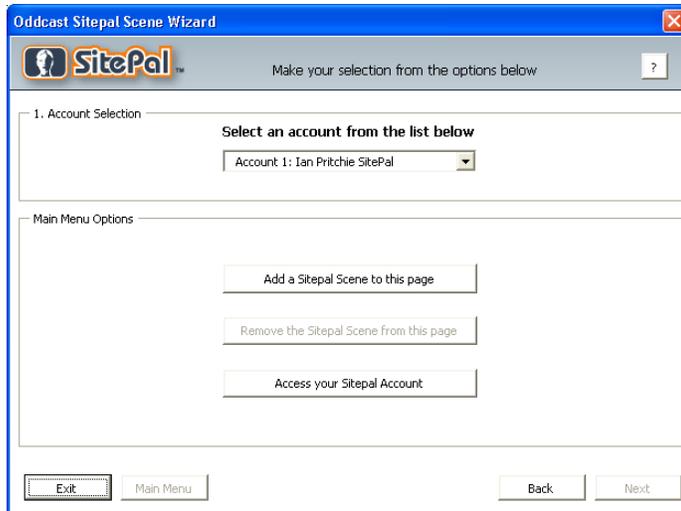
Log in and continue with the Scene Wizard

- 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 wish 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**.

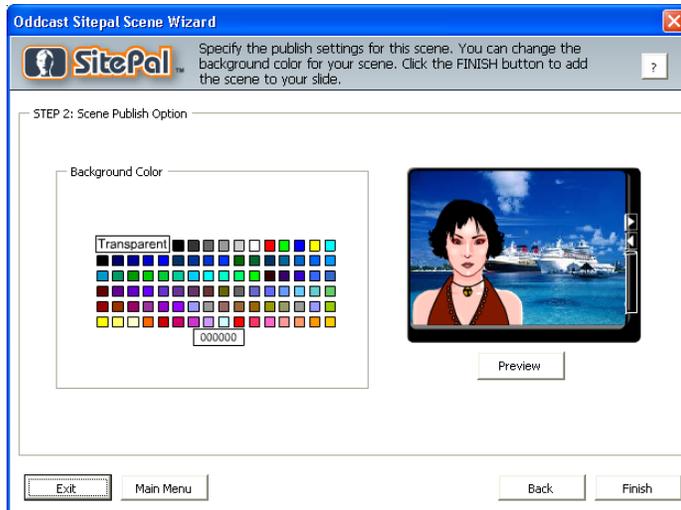
The **SitePal Scene Selection** page appears.



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 wish 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.