DIGIDECK TRAINING GUIDE

I. *NAVIGATING THE HOME PAGE*

a. **MASTER DECK** – The Master Deck is your central hub that houses all of your assets and content. Custom presentations are then created by activating specific slides from your Master Deck that are needed to convey the appropriate information in your presentation.

II. *NAVIGATING THE PRESENTATION LIBRARY*

a. **PRESENTATIONS** – library of all Presentations within your organization.
   i. Search by Title, User or Label to easily filter through all Presentations

b. **IMAGES** – library of images from Master Deck and uploads
   i. Images can be used in any Presentation - JPG or PNG format.
   ii. All Users have access – anyone can upload, edit, and delete images
   iii. Upload Images
      1. You can upload images straight from your device
      2. You will be able to add tags to each image to better organize your assets
      3. *Edit Image* – orientation, cropping, resizing, magic wand (remove background color)
   iv. You can select multiple images at once – tag and delete options will appear

c. **VIDEOS** – library of all videos from Master Deck and uploads - MP4 or MOV format.
   i. You can upload videos straight from your device
   ii. Ability to add tags to videos

d. **AUDIO** – upload audio clips - MP3 format
   i. Ability to add tags to audio clips

III. *CREATING A NEW PRESENTATION*

a. **Select "CREATE PRESENTATION" button to create a custom Presentation**
   i. Create entirely new Presentation by activating slides from Master Deck

b. **Give the Presentation a unique title**
   i. Domino's, Target Recap, FedEx Partnership Summary, etc.

c. **Fill in any option fields** (logo, label, date, etc.)
   i. Upload prospect's logo to incorporate it into Presentation - will auto populate on to Main Menu page

ii. ***Presentation Restrictions***

1. ***Public*** – any deck user can view/edit the Presentation
2. ***Private*** – only creator and deck administration can view/edit the Presentation

d. **Select slides to include it in the Presentation**.

i. SELECT ALL will include all Slides from the Master Deck in the Presentation
ii. Search by Slide Title for quick find
iii. Scroll through slides and select individual ones

e. **Once you have selected all the slides you want, click CREATE PRESENTATION.**

IV. *EDITING YOUR PRESENTATION*

a. **ADD BUTTON** – add new slides to your Presentation

i. *Add Chapters from Master Deck* you may have forgotten
ii. *Add slides from the Master Deck* you didn't include
iii. *Add slides from other Presentations*
   1. Select Presentation you want to pull slides from
   2. Select Slides from Chapters you want to include
iv. *Create new slide*
   1. Select which chapter you'd like your new slide to live in
   2. Add title, choose template

b. **PRESENTATION DROPDOWN** – make general edits to your Presentation.

i. *Edit Presentation Details* – change title, logo, labels, type, date, restrictions
ii. *Reorder Chapters* – drag and drop Chapters to reorder them
iii. *Restore Deleted Slides* – input slides you had deleted
iv. *View Presentation* – view Presentation in web mode to see how edits are coming along from a viewer's perspective
v. *View Stats* – view analytics on who has viewed the Presentation
vi. *Security* – change available security settings for Presentation
vii. *Share* – create and send share links for Presentation
viii. *Navigation* – ability to skip the main menu to go right into the Slides

c. **CHAPTER DROPDOWN** – enter into a CHAPTER to edit details

i. ***Edit Chapter Details*** – change Chapter title (the name that will appear on the Main Menu and Interior Navigation bars) *Must update path to match in order to get accurate analytics.*
ii. ***Delete Chapter*** – will delete all Slides within the Chapter from Presentation

d. **SLIDE DROPDOWN** – select a Slide within the Chapter to edit details

i. ***Edit Slide Details*** – change slide title

ii. ***Delete Slide*** – remove slide from Presentation

iii. ***Change Slide Template*** – change the template of the current slide

iv. ***Duplicate Slide*** – make a copy of the current slide

v. ***Move Slide to Chapter*** – move current Slide to different Chapter.

vi. ***Images*** – select or upload images for the image area. Drag and drop to reorder.

1. *Fit vs Full Image* –

a. Full will take up the entire space and may zoom in on a certain spot.

b. Fit will fit into the contained area

2. *Rotation Speed* – select how fast you want the images to rotate (based on seconds). Default is set to 5 seconds.

vii. ***Popup Images*** – The Popup Button will generate at the bottom of all of your content. You can select as many images as you want to pop up. Change button text to give a unique title.

viii. ***Popup Videos*** – Select video clip to add to slide. The Popup Button will generate at the bottom of all of your content. Change button text to give a unique title.

ix. ***Slide Audio*** - Select audio clip to add to slide. The Popup Button will generate at the bottom of all of your content. Change button text to give a unique title.

e. **TOOLBAR EDITOR** – The toolbar editor appears when editing a content area

i. ***Font Styles vs Font Size –*** fonts/headings are set to a default size

1. Font sizes are “tiny” through “huge” - this is for responsiveness

ii. Clear Formatting – use this when using copy/paste to transfer text

iii. Insert media – embed media from outside sources into text area

iv. Inline Popup Media – have popup content inline with your text

v. ***Custom Colors –*** use RGB/HEX codes to create custom colors for text

f. **SLIDE NAVIGATOR** – Birdseye view of Presentation. Add and re-organize Slides within Chapters.

***V. PRESENTATION OPTIONS* -** On the Presentation Library homepage, click on the three dots to the right of the presentation

i. *Stats* – view analytics on Presentation

ii. *View* – open Presentation in web mode

iii. *Edit* – update and change Presentation details

iv. *Duplicate* – make a copy of the Presentation *v.* ***Sharing***

1. ***Share*** – create share links to send to capture insights and analytics - Able to copy to clipboard
   a. *My Share Links* – all links created by you
   b. *All Share Links* – any link created by other Users
   c. *Edit* – change title, the email to be notified, and the email subject
      i. **Title** – unique name for share link so you know who it was sent to
      ii. **Override Redirect URL** – enabling this will disable dynamic elements of share link that allow it to adapt to Presentation URL changes
      iii. **Email Subject** – how subject line will display when you are notified link was opened
   d. *Stats* – view number of times viewed, what slides were opened, how long they were looked at, etc.
      i. You must create individual share links if you want individual stats
   e. *Email* – opens email to be easily sent to recipient
   f. *Disable* – turn off link so Presentation cannot be viewed. Enable to activate the link again.
   g. *Delete* – deactivate link - you will lose any analytics

VI. SECURITY

a. Located in the ***Presentation dropdown*** is where you can find and enable security features for your Presentation
   i. If the "Publicly Viewable" feature is enabled within your Presentation, this is when you can add additional security features

b. ***Expiration Date -*** set an expiration date to disable public viewing of your presentation
   i. You can set a date and time that the Presentation will be disabled

c. ***Pin Passcode -*** set a four (4) digit pin code that a viewer must enter before viewing your Presentation
   i. copy your set pin to your clipboard to send to the Presentation viewer

VII. SUPPORT

a. **SUPPORT SERVICES** – located in upper right corner
   i. *Support Chat* – live chat available between 8AM and 6PM (CT). Response in a couple of minutes.
   ii. *Help Portal* – frequently asked questions. Step by step tutorials.