Presentation Skills Guide
Oral Roberts University
January 2017
www.e-learningstudios.com
Contents
Downloading the App ................................................................. 2
iOS ............................................................................................ 2
Android .................................................................................... 2
Exporting a PowerPoint - PC ........................................................... 2
Exporting a PowerPoint - Mac ......................................................... 4
Getting the images onto the phone .............................................. Error! Bookmark not defined.
Contact ..................................................................................... 17
Downloading the App

iOS
The Application is available on the AppStore, either click the link below or search for ‘Presentation Skills ORU’ on the store.
Link: https://itunes.apple.com/us/app/presentation-skills-oru/id1154506736?mt=8

Android
The Application is available on the Play Store, either click the link below or search for ‘Presentation Skills ORU’ on the store.

Exporting a PowerPoint - PC

1. Open the PowerPoint file you want to export to use
2. Click on the Office Button / File and select the Save As option.
3. **(For Office 2016 users)** Click ‘This PC’ then Browse to choose your save location.

4. In the **Save As** window, click **Save as type**.

5. Select the **JPEG File Interchange Format (*.jpg)**.

6. Change the file name if required

7. Click the **Save** button.
8. Click **Every Slide**, a folder with the file name you specified in Step 3 will be created with the individual JPG files within it.

![Image](image.png)

9. Now you have exported your images you can continue below to the sections on moving the images to your phone.

**Exporting a PowerPoint - Mac**

1. Open the PowerPoint file you want to use.
2. Click on file in the top left.
3. Click export from the drop down menu.
4. In the export window, click the ‘File Format’ box
5. Click JPEG from the drop down menu

6. Click ‘Save Every Slide’ below the file format drop down

7. Type the name of your presentation in the ‘Export As’ textbox.
8. Click the Export button
Uploading Images to the Phone

Android Users
If you are using an Android phone (for example a Samsung, LG, Nexus, HTC, Sony etc.) then please have the following ready:

- A phone with the presentation skills app installed
- A micro-usb cable (your phone will have come with one and is normally used for charging it)
- The PC/Mac that you have exported your PowerPoint on.

To put the PowerPoint images into the app, follow these instructions:

1. Plug the small end of the micro USB cable into the phone
2. Plug the large end of the micro USB cable into a USB slot on the computer

3. Unlock your phone screen
4. Swipe down from the top of your device to see your notifications
5. Tap the USB connection notification. Then tap Media Device (Transfer files, MTP etc.)
6. (On your computer) Open the file browser
7. Find the device on your computer. On a PC, navigate to My Computer and look for a new removable storage drive. On a Mac, the drive will appear on your desktop.
8. Select the device on your computer
9. Find a folder called either DCIM or Pictures
10. Copy and paste the exported images from your PowerPoint into the chosen folder.
11. Unplug your phone from the computer when the transfer is complete
12. Start the Presentation Skills app.
13. You should now be able to find your PowerPoint images when creating a custom speech.

**iPhone Users**

**Option 1 – iCloud Photo Library & Photos for Mac (Mac Users Only)**

1. On your iPhone. Find the Settings app on your home screen
2. Tap the Settings app to open it
3. Tap iCloud in the side bar
4. Tap Photos in the list
5. (If it is not already enabled) Tap iCloud Photo Library to enable it.
6. (On the Mac) Open Photos for Mac, this will be either a dock icon or in the applications folder.
7. Open the Finder application
8. Find where you saved your presentation pictures
9. Drag the images from the Finder app onto the Photos for Mac app, then you will then see them in your Photos window:

10. (Check that iCloud photo is enabled on your Mac) Select the Photos for Mac window
11. Select the Photos option in the top left
12. Select Preferences from the dropdown menu
13. Click iCloud Photo Library check box, if it is not currently ticked.
14. Once your phone automatically downloads the pictures, they will automatically be saved to the Photos App on your device & can be imported into the Presentation Skills App.
Option 2 – iCloud Photo Library & icloud.com (Windows/Mac)

1. On your iPhone. Find the Settings app on your home screen
2. Tap the Settings app to open it
3. Tap iCloud in the side bar
4. Tap Photos in the list
5. (If it is not already enabled) Tap iCloud Photo Library to enable it.

6. (On your Mac or PC) Open your internet browser
7. Go to icloud.com
8. Log in, using your Apple ID
9. Click the Photos icon:

10. Wait for it to load
11. Click the Upload button in the upper right corner; it looks like a cloud with an arrow.

12. Find the location on your computer where the exported PowerPoint images were saved

13. Select all of the PowerPoint images

14. Click the Choose button to upload.

15. Once your phone automatically downloads the pictures, they will automatically be saved to the Photos app on your device & can be imported into the Presentation Skills App.
iPhone Users – Option 3 – iTunes

This option will only work if iCloud Photo Library is disabled on your iPhone. To check this follow these instructions:

1. On your iPhone, find the Settings app on your home screen
2. Tap the Settings app to open it
3. Tap iCloud in the side bar
4. Tap Photos in the list
5. (If it is not already disabled) Tap iCloud Photo Library to disable it.

Once you have made sure iCloud Photo is disabled, follow these instructions:

1. Connect your iPhone to your computer, using the charging/USB cable for your phone.
2. Open iTunes
3. Click the phone symbol in the top left corner of the iTunes window.
4. Click ‘Photos’ on the left, in the tabs below [Your Name]’s iPhone.
5. Select the folder you exported the images to:
6. Click the Apply button in the bottom right
7. Wait for the photos to transfer

8. Once complete, the pictures will automatically be saved to the Photos app on your device & can be imported into the Presentation Skills App.
Adding Your Presentation

1. Find the Presentation Skills on your home screen or in your apps.
2. Tap the app icon to start it.
3. Click the Add New Presentation Button in the bottom left.

4. Tap the ‘Title’ textbox
5. Type your presentation name.
6. Tap the ‘How Long’ textbox
7. Enter your target time for the presentation (in seconds)

8. Click the ‘Create’ button
9. Click the ‘Add New Slide’ button in the bottom right.
10. This will open your phone’s Photos app
11. Select all the images for your presentation.
12. Click the ok button
13. Wait for the images to import, they should be appearing in the left side panel.
14. Click the 'Use This Presentation' button to begin the Virtual Reality experience.

15. Select ‘Cardboard’ if you have a VR headset or ‘Touch’ if you do not.
16. If you have selected Cardboard, place the phone inside the headset.
Contact

If you experience any problems with the app or getting it setup, please contact:

VRSupport@e-learningstudios.com