

# VODIUM

## User Guide 2023

### Overview

Welcome to VODIUM! We're excited you've chosen VODIUM as the app to help you have effective communication. This user guide will show you step by step how to seamlessly use the app on your next virtual presentation, meeting, panel, pre-recorded video, or just because you want the help.

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### Introduction to VODIUM - the how and why

VODIUM is an app built for professionals across all industries. It's here to help you communicate effectively in a virtual setting. Before diving into the nuts and bolts of how to use the app, we want to explore a few different use cases:

- ❑ **Virtual selling** requires new tools and new techniques to ensure reps are effective virtually. Your newer reps will expect training and tools for virtual meetings. VODIUM is the essential tool to virtual communication, allowing your reps to both present seamlessly and take notes.
- ❑ **Virtual events** require new tools and new techniques to ensure speakers are effective virtually. VODIUM enables a more seamless virtual experience by allowing for better pre-recorded keynotes, ensuring virtual speakers are engaging when being piped into a hybrid environment, and being a perk for all speakers and panelists who are joining your event.
- ❑ **Executive virtual communication** is even harder now when trying to keep audiences engaged.. VODIUM helps keep your audience engaged by keeping your executive make eye contact, stay on message, and allowing them to gauge audience reaction behind the transparent app.
- ❑ **Virtual meetings** tend to not be efficient when active members are not engaged or prepped for the meeting. VODIUM makes it seamless by allowing you to look engaged without looking down or at another monitor while reading off an agenda and taking notes.
- ❑ **Pre-recorded videos** have become a popular ask, but the time it takes to get the right take is exhausting. VODIUM cuts down the preparation and recording time by allowing you to read a script or prepared notes with ease.
- ❑ **Powerpoint Presentations** can feel chaotic especially when the notes section isn't right underneath the computer's camera, allowing for you to communicate directly to your audience. VODIUM sits on top of presentations, allowing you to switch slides and easily scroll to your next section of notes so your gaze consistently holds on the audience.

### Downloading VODIUM and getting set up

#### Step 1 - Download VODIUM for your operating system

Once you've signed up for a free trial or purchased VODIUM, you're ready to download the app. Choose the download for your computer's operating system. (*VODIUM is compatible with macOS 10.14 and Windows 8.1 or newer. It will not work on mobile or tablet devices.*)

**Note:** *You don't need an Activation Key during your 14-day free trial. But if you are purchasing VODIUM after a **Free Trial** and have already downloaded the app, there is no need to redownload VODIUM. Once the **Free Trial** is done, the app will prompt you to add in your Activation Key that was sent to your email upon purchasing. Please check your Spam Folder.)*

#### MacOS

- ❑ **Step 1:** Open the downloaded VODIUM from your Downloads folder by double clicking on the downloaded file.
- ❑ **Step 2:** A pop-up window will appear. Drag the VODIUM icon into the Applications folder to install the app.
- ❑ **Step 3:** Then open up your Applications folder, and double-click to open up VODIUM.
- ❑ **Step 4:** A security pop-up will appear checking if you're sure you want to open up an app downloaded from the internet. Our app is completely safe. Hit, "Open". VODIUM will then open.
- ❑ **Step 5:** If you downloaded the **Free Trial**, the trial begins immediately once the app is downloaded. (*You will be prompted in 14 days to enter in an Activation Key. If you wish to keep on using the app, you'll need to go to Buy Now on the website to receive a Key. No need to redownload the app. Just look for your Key in your email.*)
- ❑ **Step 6:** If you **purchased VODIUM**, please check your email for your Activation Key. (*Check Spam*) If you bought VODIUM before the 14-day free trial ended, then you can either wait to enter in the Key until prompted, or go to "Activation Info" on the Settings Panel. And copy and paste it in. Or, enter in your Key once the app prompts you once the trial is done. *\*You must copy & paste, or type the key exactly how it is prompted. With all caps and hyphens. No spaces before or after. XXXX-XXXX-XXXX-XXXX-XXXX-XXXX. When you enter in your Key, you need an internet connection.*

#### Windows

- ❑ **Step 1:** Open the downloaded VODIUM from your Downloads folder by double clicking on the downloaded file.
- ❑ **Step 2:** Upon download, you may notice a note that says the download was "blocked". This is normal from a app downloaded from the internet. VODIUM is completely safe. Click on the three dots, and hit "Keep". Then go to Show More. And Keep Anyway.
- ❑ **Step 3:** Now, open up VODIUM in the Downloads folder. Another popup will appear letting you know VODIUM is an unrecognized app. Again, this is a normal pop-up from Windows. Click More Info. And then Run Anyway.
- ❑ **Step 5:** If you downloaded the **Free Trial**, the trial begins immediately once the app is downloaded. (*You will be prompted in 14 days to enter in an Activation Key. If you wish to keep on using the app, you'll need to go to Buy Now on the website to receive a Key. No need to redownload the app. Just look for your Key in your email.*)
- ❑ **Step 6:** If you **purchased VODIUM**, please check your email for your Activation Key. (*Check Spam*) If you bought VODIUM before the 14-day free trial ended, then you can either wait to enter in the Key until prompted, or go to "Activation Info" on the Settings Panel. And copy and paste it in. Or, enter in your Key once the app prompts you once the trial is done. *\*You must copy & paste, or type the key exactly how it is prompted. With all caps and hyphens. No spaces before or after. XXXX-XXXX-XXXX-XXXX-XXXX-XXXX. When you enter in your Key, you need an internet connection.*

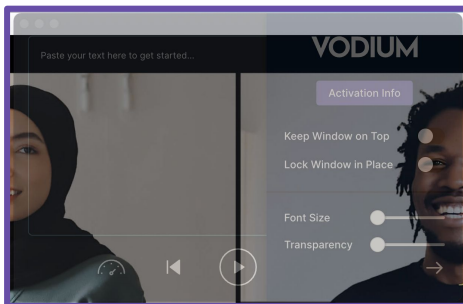
### Using VODIUM - features and functionality

#### Getting Set Up

When VODIUM launches, you'll see two panels in the window: the Settings Panel on the right and the main Control Bar on the left/underneath. To get started, adjust the settings to your preference on the **Settings Panel**:

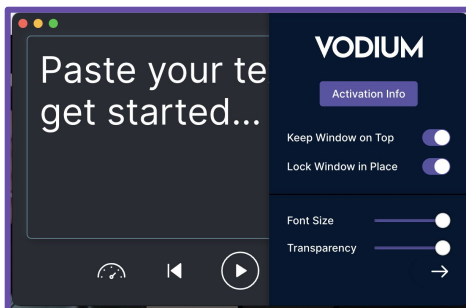
- ❑ **Activation Info/Key:** This is where you control your Activation Key. This is where you can deactivate your Key to use on another computer (For more, page 5). *\*You must copy & paste, or type the key exactly how it is prompted. With all caps and hyphens. No spaces before or after. (XXXX-XXXX-XXXX-XXXX-XXXX-XXXX) When opening up the app, you need an internet connection. If you have any network issues, please contact your IT team and then support@vodium.us.*
- ❑ **Keep Window on Top:** This setting ensures that VODIUM stays on top of all other open applications, regardless of where you click. *Please note that this does not work when you enter full screen mode of another app or platform For example on Zoom, you need to manually expand the screen versus automatically maximizing it so VODIUM can remain on top.*
- ❑ **Lock Window in Place:** This setting ensures that the VODIUM window will never move around the screen. We recommend keeping VODIUM directly underneath your camera.
- ❑ **Font Size:** Select the font size that works best for you, visually and from a speed perspective. You can always add spaces and hyphens to your text to meet your pace and for notes.
- ❑ **Window Transparency:** Dial up or down VODIUM's transparency so you can see your presentation or web conferencing platform behind the app. Likewise, you can keep the app opaque to reduce distraction.
- ❑ **Exit Arrow:** To minimize the Settings Panel, click on the bottom right arrow. This way you can read remarks using the full app window.

Once you've selected your settings on this panel, click the arrow on the tab to close Settings Panel. You can access Settings Panel at any time by clicking the Gear icon on the tab.



#### Settings Example 1

- ❑ **Keep Window on Top:** Off
- ❑ **Lock Window in Place:** Off
- ❑ **Font Size:** Lowest, Size 12
- ❑ **Transparency:** Most Opaque
- ❑ **Bottom Right Gear:** Open Settings Panel



#### Settings Example 2

- ❑ **Keep Window on Top:** On
- ❑ **Lock Window in Place:** On
- ❑ **Font Size:** Highest, Size 48
- ❑ **Transparency:** Least Opaque
- ❑ **Bottom Right Arrow:** Minimize Settings Panel

### Using VODIUM - features and functionality, cont'd

#### Getting Set Up

Once your settings have been selected, you're ready to get started. First, paste in your script or speaker notes. You can also directly type into VODIUM. Then, familiarize yourself with the **Control Bar**:

- ❑ **Automatic Text Scroll:** Present hands-free and adjust the scroll speed to meet you at your pace. Simply click "Play" to begin the scroll, and "Stop" to pause. Remember, VODIUM is here to keep you on pace and on script.
- ❑ **Play/Stop Button:** This is the center round button that you click to begin to read your remarks in hands-free mode. While in "Play", the button will turn to a two-lined button, meaning you can click it to "Stop" at any time. You can use the space-bar on your keyboard to start and stop scrolling.
- ❑ **Scroll Speed:** By adjusting your scroll speed, you can control how slowly or quickly your text moves. Select a speed from 0.5-5. We recommend you practice with a few speeds until you find what works best for you. You can also adjust the Font Size and Window Size to help how your text scrolls up.
- ❑ **Tap to Scroll:** The back and forward arrows enable you to scroll through your text manually. This is a great option if you're using speaker notes versus a full script.
- ❑ **Manual Scroll:** You can also use the scroll bar on the right to manually scroll through your script. Or you can make sure your cursor is within the app's window, and you can scroll with your mouse pad.
- ❑ **Return to Top:** Regardless of if you're using the automatic or tap to scroll, you can use the upwards arrow to return to the top of your text.
- ❑ **Rich Text Formatting:** If you highlight or double click text in the app, a rich text formatting toolbar will appear. You will be able to bold, italicize, or highlight your text. You can change your text to different colors and highlight text. The option to add bullet or numerical points also exists.
- ❑ **Pasting Text:** If you prepare your text with rich text formatting in another document, you can copy and paste it into the app. And you won't lose your formatting. If you have multiple paragraphs and line breaks, you need to make sure that there is no custom spacing in between lines. The app will not capture it and it must be standard spacing. The following list of documents allow VODIUM to apply rich text formatting: Google Documents (macOS, Windows), Google Slides (macOS, Windows), Microsoft Word (macOS, Windows), Microsoft PowerPoint (macOS, Windows), Keynote (macOS), Notes App (macOS), Pages, and TextEdit (macOS). The following platforms at this moment don't allow easy rich text formatting transfers: Preview, Adobe Acrobat, WordPad (Windows).
- ❑ **Gear Icon:** Click on the Gear icon on the lower right corner of the app's window to return to the Settings Panel.
- ❑ **Logs:** When VODIUM is open, you will notice our icon logo in the upper right of your computer screen bar. If something is glitchy with your app, you can send your computer's logs directly to our Development Team so they can look into the issue. For PC computers, the icon will be in the bottom right corner after clicking on an upright arrow. Follow PC directions [here](#). You need an internet connection when sending logs.
- ❑ **Save your Text:** When you close out of VODIUM, your text will now remain in the app. So the next time you close out of it, your previous remarks or notes will still be in VODIUM.

### Tips and troubleshooting

#### Helpful tips and tricks

- ❑ **Tip 1: Stay Close to the Camera** | Ensure that VODIUM is positioned directly underneath your camera. Additionally, allow the text to scroll up, close enough to the camera, to really ensure eye contact with your audience. If you lose your place, use your mouse to manually scroll, and gain back control.
- ❑ **Tip 2: Adjust the Width** | Adjust the width of VODIUM's window to avoid having your eyes obviously follow the text from left to right.
- ❑ **Tip 3: Play with Spacing** | Organize your script or speaker notes by adding line breaks, or hyphens. This will help you with delivery and timing.
- ❑ **Tip 4: Practice!** | Before you use VODIUM, practice with your script or notes. For most users, a teleprompter is a brand new type of tool that takes some time getting used to. We're confident though, with a bit of practice, you'll be using it flawlessly in no time.

#### Common troubleshooting questions

- ❑ **Scenario 1: Sharing Your Screen without Showing VODIUM** | Sometimes users want to use VODIUM while also sharing their screen. We always recommend having someone else share your presentation for you, however, if you need to share your screen and use VODIUM, there's one way to do it. Instead of sharing your full screen or desktop, which would allow your audience to see the VODIUM, simply share the browser tab or window with your Google Slides or share your actual PDF or PPT presentation. Unfortunately, you will not be able to enter 'full screen' or 'presentation mode' in platforms like Google Slides, PowerPoint, Keynote, etc. or in web conferencing platforms like Zoom, Google Meet, Webex, etc. These apps do not support integration of an app like VODIUM to remain on top while in presentation mode.
- ❑ **Scenario 2: My App is Asking for an Activation Key** | After 14 days, the VODIUM app will prompt you for an activation key. If you've purchased the app, please check your email for a note from VODIUM which will include your Activation Key. If you have not yet purchased the app, you can do so at [vodium.us](https://vodium.us), at which point you will be emailed your personal Activation Key.

#### Cancelling your account

If you would like to cancel your VODIUM account, please email [support@vodium.us](mailto:support@vodium.us). You will not be billed for the subsequent month or year after cancellation.

**If you have any further questions or have found any helpful tips for using VODIUM, please email [support@vodium.us](mailto:support@vodium.us). We are here to help and want to hear from you!**