



ZoraBots

Powerpoint Reader

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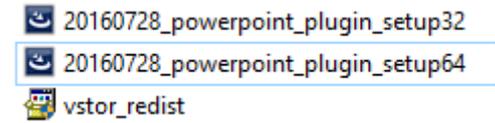
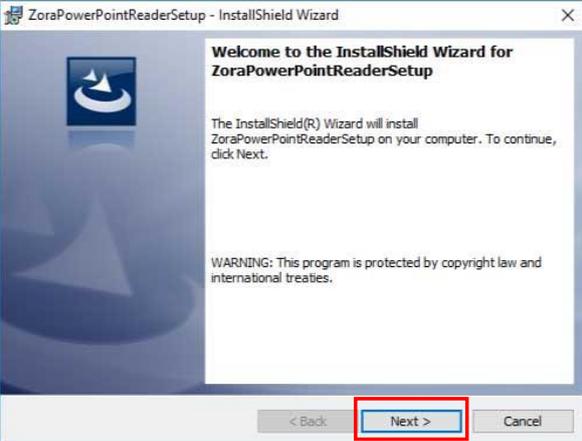
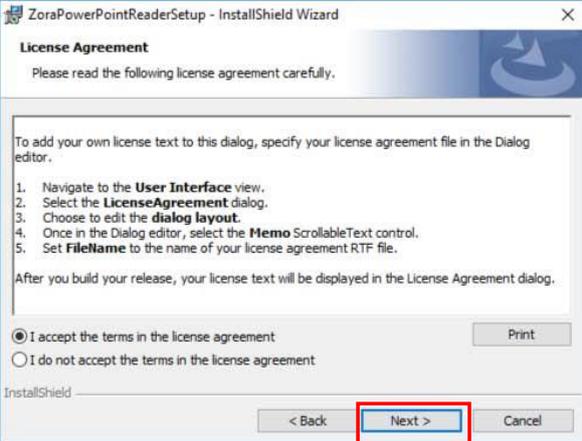
Powerpoint plugin

The Powerpoint plugin is designed to have Zora read the **notes** of a Powerpoint presentation out loud. The installer is included on the USB-stick or downloadable on the Freshdesk website: <https://zorabots.freshdesk.com>.

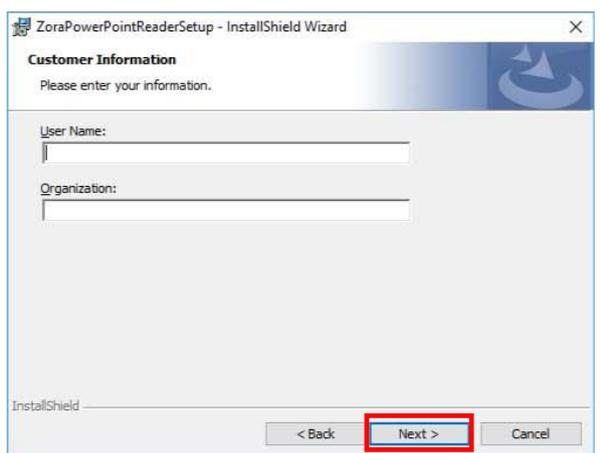
Installing the plugin

This chapter shows how to install the plugin on **Windows** machines.

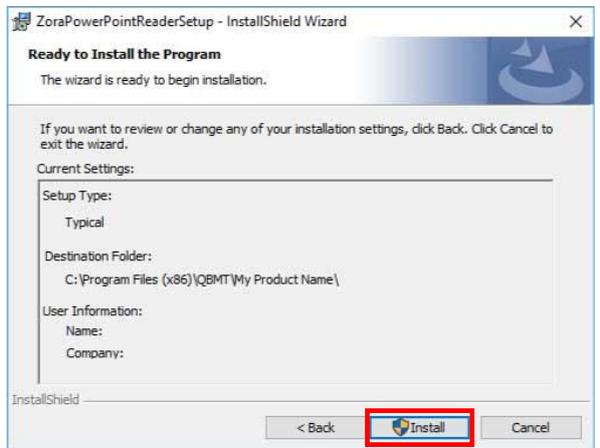
WARNING: Only install the vstor_redist.exe if it an error occurs during the installation of the software.

<p>Step 1 – Open the file on the USB-stick Select the installer according to the type of Powerpoint that is installed (32- or 64-bit).</p>	 <p>Select the *_setup64.exe to install the 64-bit version, and the *_setup32.exe to install the 32-bit version</p>
<p>Step 2 – Follow the steps of the installer Click Next start the installation</p>	
<p>Step 3 – Select 'I accept the terms in the license agreement' and click Next</p>	

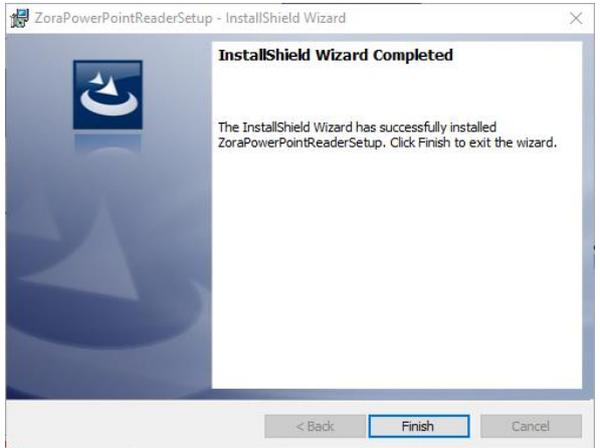
Step 4 – Fill in the username and the name of the organisation in the fields (blank fields can also be used).
Click **Next** to continue.



Step 5 – Install the plugin (with a Windows-administrator-account) by clicking **Install** and entering the password of an administrator-account if needed.



Step 6 – Close the installer by clicking 'Finish' or clicking the 'X' in the top-right-hand corner



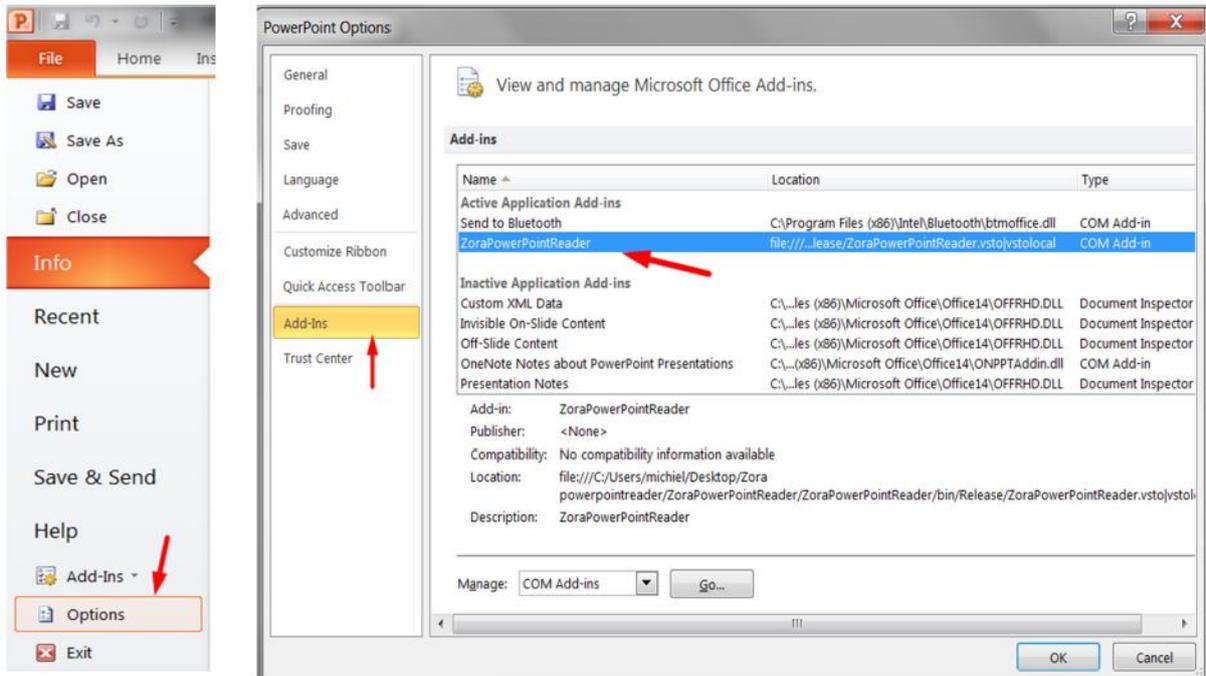
⚠ Currently, the installer only works on:

- Windows 7 systems for Powerpoint 2010 and 2013
- Windows 10 systems for Powerpoint 2010 and 2013

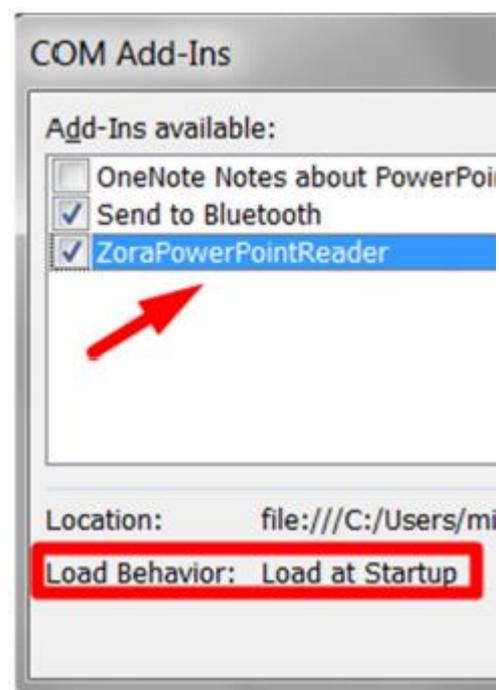
Add-in setup

To check if the installation has succeeded correctly, close ALL Office-products (Word/Excel/Powerpoint/Access/...) and open Powerpoint.

By selecting File -> Options, a popup appears with possible settings. By selecting the Add-Ins tab, all available add-ins are displayed. In the category of COM Add-In, ZoraPowerPointReader should be shown as in the picture below:



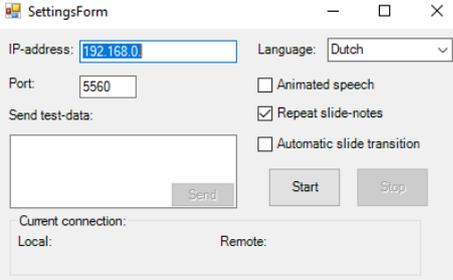
If this add-in is **not active**, by selecting the COM Add-ins in the 'Manage' field and clicking Go, a separate popup appears, which shows all the COM add-ins for Powerpoint



After checking the installation is in order, the following steps are needed to connect to the robot:

Step 1 – Open the Add-in tab on Powerpoint

Step 2 – Click the Zora Powerpoint Reader (top left of the tab)
The following screen appears:

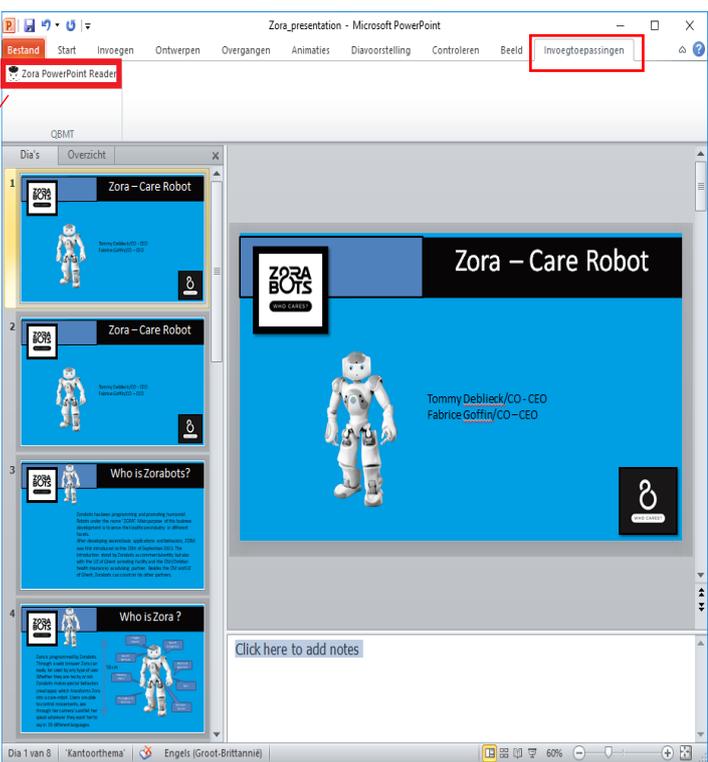


Step 3 – Fill in the following settings:

Fill in the **IP address** of the robot (Port should be **5560**), the system language⁽¹⁾ and the other settings⁽²⁾ and click **Start** to make a connection.

By filling in a test in the field 'Send test-data', the button 'Send' will be enabled.

Do this to check the output (volume, reading speed and voice pitch) after starting the add-in.



⁽¹⁾: Only one language is available for the entire presentation, so try to match the language of the presentation to the language spoken by the robot.

⁽²⁾: Possible options for the settings:

Animated speech

If checked, the robot will gesticulate during the reading of the notes.

Repeat slide-notes

If checked, the robot will speak the notes of the presentation.

Automatic slide transition

If checked, then this option causes the Powerpoint to automatically transition to the next slide once the notes have been read. The delays must be entered manually for each slide so that the slide is not skipped automatically. This may add some delays to your presentation.

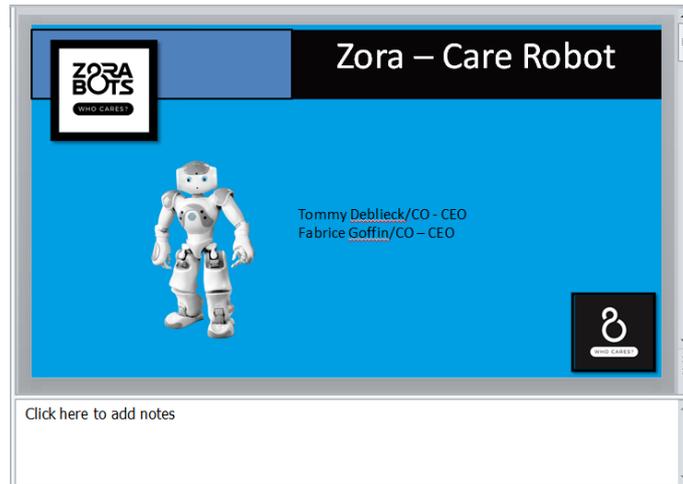
Powerpoint and Zora set up

To use the add-in, the following steps are needed:

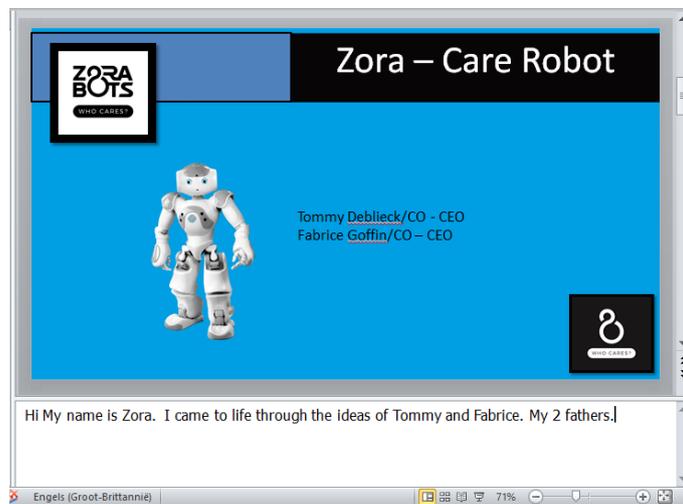
Step 1 – Create the Powerpoint-presentation

Create the presentation with the notes to be spoken out loud by the robot.
An example is supplied on the robot in the steering-tab, in the 'Files' subsection below the camera-field.

An example of a Powerpoint-slide without notes:



An example of a Powerpoint-slide with notes:



<p>Step 2 – Start the behavior 'Powerpoint' in the category 'Productivity' on the robot</p>	<p>Zora will say the behavior is running and will go to the 'crouch'-posture</p>
<div style="border: 1px solid black; padding: 10px;"> <h2 style="margin: 0;">Productivity  </h2> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 10px;"> <div style="text-align: center;">  <p>Read an agenda</p> </div> <div style="text-align: center;">  <p>Weather forecast</p> </div> <div style="text-align: center;">  <p>Which day are we today</p> </div> </div> <div style="margin-top: 10px;"> <div style="border: 2px solid red; padding: 5px; display: inline-block;">  <p>PowerPoint</p> </div> </div> </div>	
<p>Step 3 – Start the plugin on Powerpoint (see steps above)</p>	
<p>Step 4 – Work in concert with the robot for a perfect presentation.</p>	<p>Remember to stop the plugin and behavior - in that order - to place the robot back in a rest-position.</p>

Tips for this add-in

- Always do a dummy run of the presentation to see if the timing is correct.
- If the robot does not say anything for 10 seconds, it will put itself in a resting posture to stop the motors from overheating.
- If you would like the robot not to read out immediately from the first slide (in order to say your own introduction for instance), it is useful to provide your first slide twice, but without notes-text on the first slide. That way, your first slide will just be shown without the robot "presenting" anything as the notes-field is empty. The second slide (which is the same as the first but WITH text in the notes-field) will be presented by the robot.
- Note that if the option Automatic slide transition is checked, ZORA will automatically continue to the next slide when all the text of the notes-field has been read out: an empty slide without text will thus be skipped instantly unless the delay or animations for the slide are entered manually. It is also important to remember that ALL text will be read out from the notes-field, meaning if a lot of text is present in the notes-field, it might take a while for ZORA to read it all out. A PowerPoint with many slides with a lot of text might take a long time to finish this way.
- If the option Automatic slide transition is unchecked, you can navigate between slides yourself: by doing this the current speech will be stopped, and the text of the new current slide will be read out – if the slide's notes-field contains text. You can use this functionality to stop the speech of a certain slide manually.