

SlideSource vCheck Add-in Instructions

Once enabled, vCheck inserts an indicator above or below every slide in a presentation downloaded from SlideSource telling users if the corresponding slide in their SlideSource library has been updated since the file has been downloaded.

These instructions will cover:

1

Setting up vCheck

- Enabling vCheck in SlideSource
- Installing an enabling vCheck PowerPoint add-in

2

Using vCheck

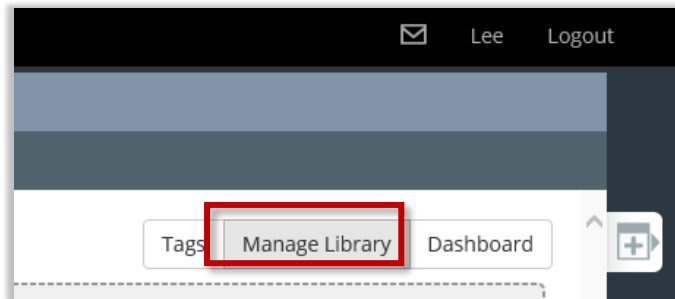
- Change indicators
- Slide status window

1. SETTING UP vCHECK IN SLIDESOURCE

By default, vCheck is turned off in your library. The first step is to enable vCheck and to configure its simple settings.

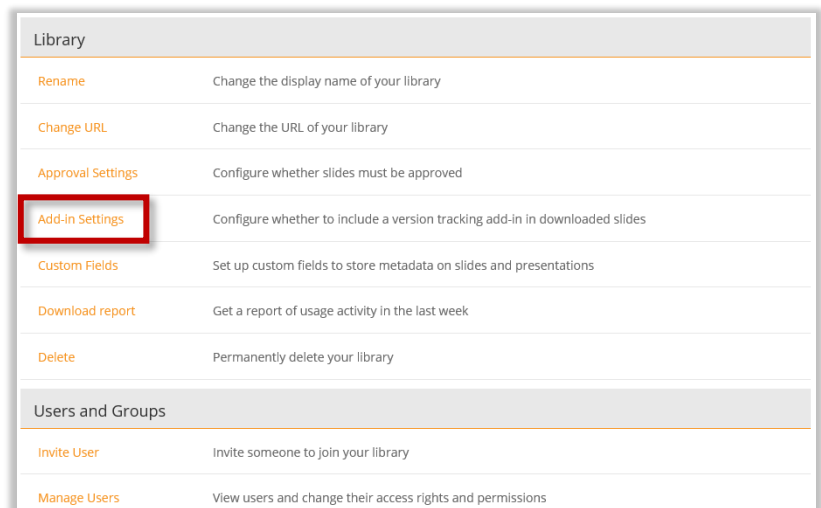
1

In your SlideSource library, click on **Manage Library** in the upper right corner.



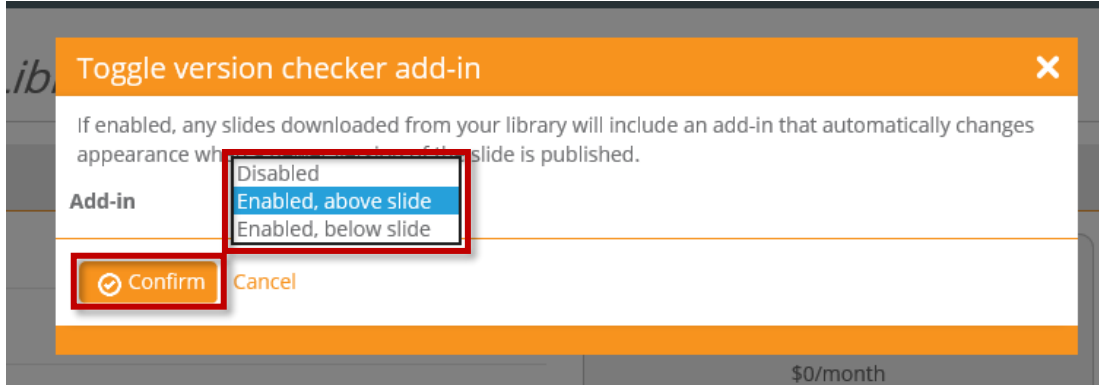
2

Click **Add-in Settings** on the Manage Slide Library page

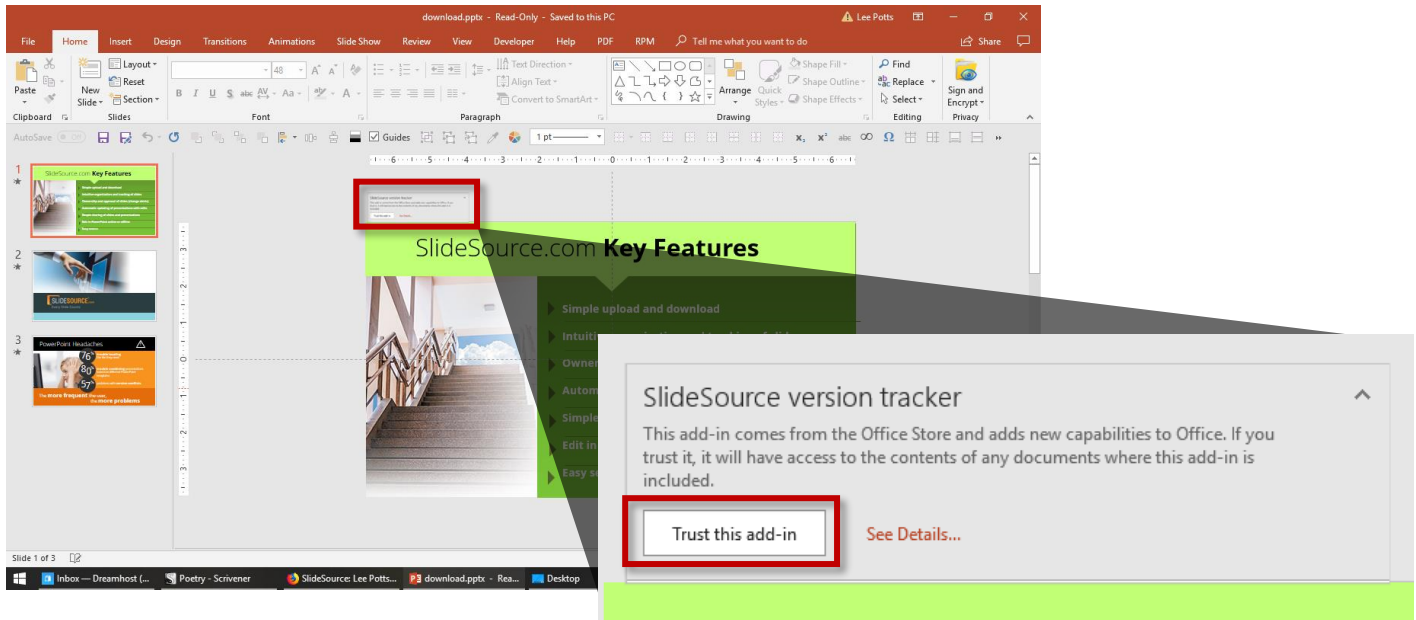


3

In the dropdown menu, select whether you would like the vCheck indicator to appear above or below the downloaded slides. Then click the **Confirm** button.



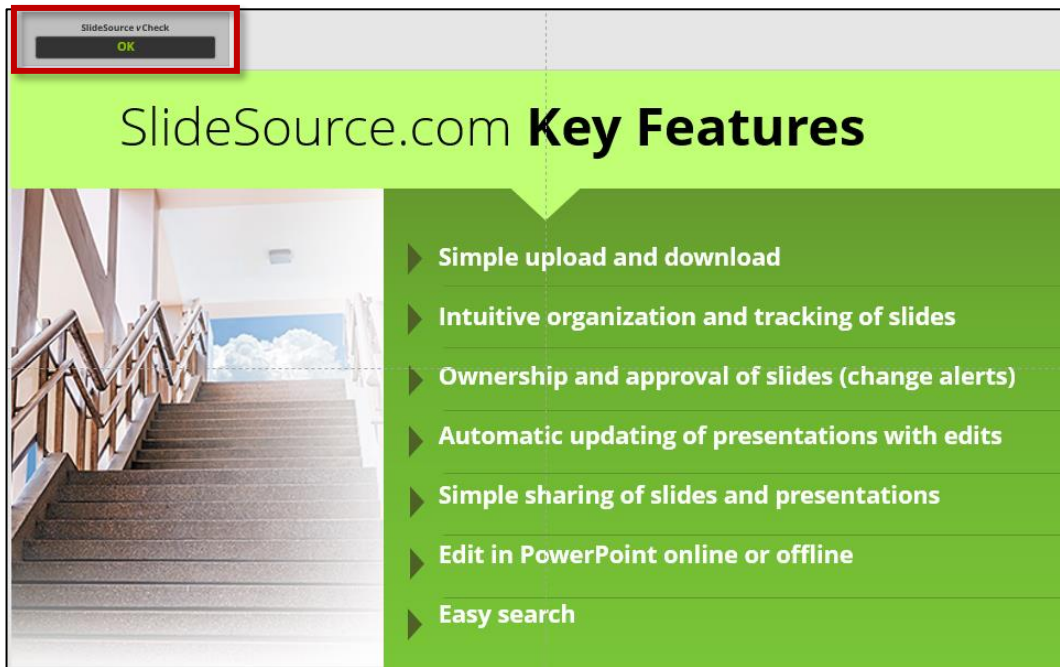
Now that vCheck is enabled, the very first time a presentation is downloaded from SlideSource and opened in PowerPoint, the vCheck companion add-in will be installed from the Microsoft App Store. **[Note: This will only occur once for each PowerPoint installation]** As part of the installation process, the user will need to approve the installation of the add-in. Simply click “Trust this Add-in” in the dialog box that opens either above or below any slide in the presentation based on the location select when vCheck was enabled in the step above.



Once this is done, the dialog box will be replaced with the slide status indicator as describe below and all future presentation downloaded from SlideSource onto that computer will be able to use vCheck features.

2. USING vCHECK

Once enabled and installed, you will see vCheck in action every time you open a file downloaded from SlideSource. Above every slide (or below it depending on which was selected when you enabled vCheck in the manage library settings) will be an indicator telling you if the slide matches the current version in SlideSource or if the version in SlideSource has been changed since the last time the file has been opened.



Indicator Key:

vCheck has three indicators showing the status of a downloaded slide:

<p>SlideSource vCheck</p> <p>OK</p>	<p>This slide in the presentation matches the current version in SlideSource and is up to date.</p>
<p>SlideSource vCheck</p> <p>Update Available</p>	<p>This slide in the presentation does not match the current version in SlideSource and is out of date.</p>
<p>SlideSource vCheck</p> <p>Deleted</p>	<p>This slide been deleted from the SlideSource Library.</p>

The “OK” button will also indicate if there are other slides in the presentation that are out of date in SlideSource. The message “Other slides need updates” will appear in the indicator if this is the case.

<p>SlideSource vCheck</p> <p>OK Other slides have updates</p>	<p>This slide in the presentation matches the current version in SlideSource and is up to date <i>but there is at least one slide in the presentation that does not.</i></p>
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NOTE: Slides that changed may no longer be in the local copy of the presentation you are currently working on, but it is still part of the presentation as it is in the SlideSource library.

Slide Status Window

Clicking on the indicator will open a SlideSource window providing various information about the status of the slides in the file. This includes a summary count showing the number of slides that are up-to-date, that need to be updated, or have been rejected or accepted. It also displays specific details about which slides have or have not changed. This display is divided into two section. The top shows the status of current slide, the bottoms displays a convenient overview of all slides in the file.

There is also a button that makes it simple and easy to download an updated version of the presentation.

NOTE: The new downloaded version will not include any changes that you may have made to the local copy since it was originally downloaded.

vCheck Slide Status Window


SlideSource vCheck: Slide Updates

- ✔ 2 slides up-to-date
- ⊕ 1 slide can be updated
- ✘ 0 slides rejected
- 🗑 0 slides deleted




[Download updated presentation](#)

Warning: The updated presentation will not reflect any of your local changes.

Current Slide

	Version in Presentation	Current Version	Thumbnail	ID	Title	Editor	Modified
⊕	4.0	5.0		H7	PowerPoint Headaches	Lee Potts	Today at 3:48 PM

All Slides

	Version in Presentation	Current Version	Thumbnail	ID	Title	Editor	Modified
✔	7.0	7.0		H5	Slide 1	Lee Potts	Today at 3:03 PM
✔	4.0	4.0		H6	Untitled Slide	Lee Potts	Today at 2:57 PM
⊕	4.0	5.0		H7	PowerPoint Headaches	Lee Potts	Today at 3:48 PM