



HICREO.AI USER GUIDE

PART 1

GETTING STARTED

1. Introduction to hiCreo.ai

hiCreo.ai is a powerful tool designed to help you create dynamic and professional presentations with ease. Whether you're crafting a simple slide deck or a complex multimedia presentation, hiCreo.ai offers intuitive tools and AI-powered features to bring your ideas to life.

2. Creating a New Presentation

1. Log in to Your hiCreo.ai Account:
 - Start by logging into your hiCreo.ai account.
 2. Create a New Presentation:
 - In the Presentation section, select either “Create with AI Genie” for AI-assisted content generation or “Create with Templates” for pre-designed slide layouts.
 3. Naming Your Presentation:
 - Once your new presentation is created, click on the presentation title at the top to rename it.
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3. Navigating the hiCreo.ai Editor

1. The Dashboard:
 - Access “My Projects” from the dashboard to view, organize, and manage your presentations.
 2. The Toolbar:
 - The toolbar at the top of the editor provides quick access to features such as Text, Images, Videos, Objects, and hiCloud for storing and accessing your media.
 3. Slide Thumbnails:
 - On the left side of the editor, you'll find the slide thumbnails panel. Here you can add, duplicate, delete, and rearrange slides in your presentation.
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4. Adding Content to Your Slides

1. Adding Text:
 - Click on the “Text” button in the toolbar. You can choose from text templates or add a simple text box. Type in your text, then use the “Editor” tool to customize the font, size, color, and effects.
2. Adding Images:
 - Click the “Image” button in the toolbar to insert images from the stock library, hiCloud, or your desktop. You can also generate AI images using the AI Genie.

3. Adding Videos:
 - Click the “Video” button in the toolbar to add videos from the stock library, hiCloud, or your desktop. Videos can be either set to autoplay or controlled by a video player.
 4. Adding Objects:
 - Click the “Object” button to access a wide variety of icons, shapes, clipart, and more. Browse the object library and insert items to enhance your presentation.
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5. Saving and Organizing Your Work

1. Automatic Saving:
 - hiCreo.ai automatically saves your work in the “My Projects” section.
 2. Organizing Projects:
 - Use folders to organize your presentations by topic, date, or event. Access these options in “My Projects.”
 3. Exporting Your Presentation:
 - To download your presentation, click on the “Download” button and choose the desired file format, such as Stand-Alone, PDF, or PPTX.
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6. Collaborating with Others

1. Sharing a Presentation:
 - To share a presentation, click on “More Options” in “My Projects” or the “Share” icon in the editor. Copy the shareable link or send an email invitation to collaborators.
2. Managing Access:
 - Control who can view or edit your presentation by managing the sharing settings.

PART 2

ADVANCED FEATURES AND CUSTOMIZATION

1. Advanced Text Editing

1. Formatting Text:
 - After selecting a text box, use the “Editor” tool from the bubble menu to change the font, size, color, and alignment. You can also apply bold, italics, and underline styles.
 2. Adjusting Character and Line Spacing:
 - In the “Editor” tool, use the sliders or input fields to adjust character and line spacing. Uncheck “Auto” for more control over line spacing.
 3. Adding Shadows and Effects:
 - Click on “Editor” in the bubble menu and select the desired text effect, such as shadow, glow, or outline, to enhance the visual impact of your text.
 4. Using AI Genie for Text:
 - To rewrite or generate text, click on “AI Genie” in the bubble menu, type your prompt, and press “Send” or hit the Enter key. The generated content will appear on your slide, where you can edit it further.
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2. Working with Images and Videos

1. Editing Images:
 - Select an image and click “Editor” from the bubble menu to access tools for cropping, resizing, and adding effects. You can also apply filters and adjust brightness, contrast, and saturation.
 2. AI-Generated Images:
 - Use AI Genie to generate images by entering a prompt. This feature allows for customized images that match your content needs.
 3. Editing Videos:
 - Select a video and click “Editor” from the bubble menu. Here you can trim, crop, and adjust playback settings. You can also add filters or effects to enhance your video.
 4. Changing Skins for Media Players:
 - For both audio and video players, select the media on your slide, click “Skin” from the bubble menu, and choose a new design from the available options.
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3. Using hiCloud for Asset Management

1. Uploading and Accessing Media:
 - To upload images, videos, or other elements, click “hiCloud” in the toolbox, then either drag and drop your files or use the upload icon. Access these elements anytime from hiCloud.
2. Organizing hiCloud Content:
 - Create folders to organize your media. Click on “Create Folder” in hiCloud and name your folder accordingly. Drag and drop items into these folders for better organization.

3. Searching and Sorting Elements:
 - Use the search bar within hiCloud to quickly find specific items. You can also sort elements by date or alphabetically using the “Sorting and View” icon.
 4. Saving and Renaming Items:
 - Right-click on any element in hiCloud to save it or rename it. This is particularly useful for managing versions and keeping track of edits.
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4. Animations and Motion Effects

1. Adding Animations:
 - Select an element (text, image, video, etc.) and click “Motion” in the bubble menu. Choose from Entrance, Emphasize, or Exit animations. Drag and drop the desired effect onto the element.
 2. Customizing Animations:
 - Adjust the timing and duration of animations by dragging the edges of the animation track in the Timeline. You can also stack multiple animations and arrange their sequence.
 3. Removing Animations:
 - To remove an animation, click “Motion” in the bubble menu, then click the “x” next to the animation in the “Animation” field or drag it back into the options field.
 4. Changing Animation Sequences:
 - For text or elements with multiple animations, rearrange the sequence by dragging animations within the “Animation” field to your desired order.
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5. Managing Layers and Elements

1. Aligning Elements:
 - Select an item and click “Align” in the bubble menu. Use the alignment and distribution options to position the item precisely. To align multiple items, hold down the “Shift” key and select each item.
2. Managing Layers in the Timeline:
 - The Timeline allows you to manage the order and visibility of elements on your slide. Higher layers appear in the foreground, while lower layers are in the background. Drag layers up or down to rearrange them.
3. Locking and Hiding Elements:
 - To prevent accidental changes, click the lock icon in the Timeline to lock an element. To temporarily hide an element, click the eye icon in the Timeline; hidden elements will not appear in the editor but will be visible during preview or in the final presentation.
4. Extending or Shortening Element Duration:
 - Adjust the duration of an element by dragging the edges of its track in the Timeline. This controls how long the element remains visible or active on the slide.

6. Collaborating and Sharing

1. Inviting Collaborators:
 - Share your presentation by clicking on “More Options” in My Projects or using the “Share” icon in the editor. Send an email invitation or copy a shareable link to invite collaborators.
2. Managing Collaboration Permissions:
 - Control who can view or edit your presentation by adjusting the sharing settings. This ensures that only authorized users can make changes to your work.

PART 3

ADVANCED CUSTOMIZATION, EXPORTING, AND TROUBLESHOOTING

1. Advanced Customization

1. Customizing Slide Backgrounds:
 - To change the background of a slide, click on the “Page Properties” icon at the bottom right of the screen. Choose a color, image, or pattern to set as the background. You can apply the background to a single slide or all slides in your presentation.
2. Using Dynamic and Curved Lines:
 - To add dynamic or curved lines to your presentation, click on the “Object” button in the toolbar. Select the “Lines” category and choose the type of line you want. Adjust the length, direction, and complexity of the line by dragging the control points.
3. Inserting and Editing Talk Bubbles:
 - To add a talk bubble, click on the “Object” button and select the “Talk Bubble” category. Position and resize the talk bubble on your slide. Double-click to edit the text inside, and use the “Editor” tool to adjust the font, color, and effects.
4. Creating and Managing Folders in hiCloud:
 - Organize your media assets by creating folders in hiCloud. Click on “hiCloud” in the toolbox, then select “Create Folder.” Name the folder and drag your files into it for easy management.
5. Utilizing AI Genie for Content Creation:
 - AI Genie can generate text, images, and even entire slide content based on your prompts. Access AI Genie via the toolbar, enter your prompt, and customize the generated content as needed.

2. Exporting and Saving Your Presentation

1. Automatic Saving and Version Control:
 - Your work is automatically saved in “My Projects.” To manage versions, use the “Duplicate” feature in the “More Options” menu. Rename each version to track changes and updates.
2. Exporting Your Presentation:
 - To export your presentation, click on the “Download” button. Choose from formats such as Stand-Alone, PDF, or PPTX. Stand-Alone exports are interactive and maintain the animations and media elements from your presentation.
3. Saving Elements to hiCloud:
 - Save individual elements (images, videos, etc.) to hiCloud for reuse. Right-click on the element in your presentation and select “Save to hiCloud.” This is useful for storing commonly used assets for future presentations.
4. Importing and Reusing Slides:
 - To reuse a slide in another presentation, save it to hiCloud. When creating a new presentation, access hiCloud, locate the saved slide, and import it into your current project.
5. Printing Your Presentation:

- If you need a physical copy, export your presentation as a PDF, which is printer-friendly. Go to the “Download” button, select “PDF,” and then print the file.

3. Troubleshooting and Support

1. Recovering Deleted Presentations:
 - If you accidentally delete a presentation, go to the “Trash” section in “My Projects.” Find the deleted presentation and click “Restore” to recover it.
2. Changing or Updating Login Information:
 - To update your login credentials, go to “My Profile,” select “Manage Account,” and navigate to “Login & Security.” Here you can reset your password or update your email address.
3. Managing Subscriptions and Billing:
 - To update your credit card information or view invoices, go to “My Profile” and select “Manage Account.” In the “My Subscriptions” section, you can edit your payment details and access billing statements.
4. Contacting Customer Support:
 - For any issues or questions, email support@hicro.ai. The support team will respond promptly to help resolve any problems.
5. Accessing Tutorials and Resources:
 - Visit the hiCreo.ai Resource Center for tutorials, video guides, and articles. Use the search bar to find specific instructions or topics that can help you make the most of the platform.
6. Common Issues and Fixes:
 - If you experience lag or performance issues, try clearing your browser cache or using a different browser. For media upload problems, ensure your file formats are supported (e.g., MP3, MP4). If animations are not displaying correctly, check the Timeline for overlapping elements or conflicting settings.
7. Deleting Your hiCreo.ai Account:
 - If you need to cancel your account, go to “My Profile,” select “Manage Account,” and click “Delete Account” under the “Login & Security” section. Confirm your decision by typing “SO LONG” and finalize by clicking “Delete Account.”

4. Best Practices for Creating Engaging Presentations

1. Keep it Simple:
 - Avoid cluttering your slides with too much information. Use bullet points, simple images, and concise text to communicate your message effectively.
2. Consistency is Key:
 - Use consistent fonts, colors, and styles throughout your presentation. This creates a professional look and helps your audience follow along.
3. Engage with Multimedia:

- Incorporate videos, images, and audio to keep your audience engaged. Make sure these elements enhance, rather than distract from, your content.
 - 4. Practice and Preview:
 - Before presenting, use the preview function to ensure everything works as intended. Practice your presentation to get comfortable with the flow and timing of your slides.
 - 5. Use AI Features to Enhance Content:
 - Leverage AI Genie for content suggestions and image generation. This can save time and add a creative touch to your presentation.
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This concludes the comprehensive user guide for hiCreo.ai. By following these steps and tips, you can create professional, dynamic presentations that captivate your audience. Whether you're a beginner or an advanced user, hiCreo.ai offers the tools and flexibility to bring your ideas to life.