

Welcome to the Haiku Deck Web App! We're so happy to have you in our creative community. Haiku Deck is free, and there are no limits to how many decks you can create. You can use it for anything you can think up - to tell a story, pitch an idea, share some news, give an update, enliven a meeting, inspire a group, teach a lesson, or ignite a movement. You can create an actual presentation or a beautiful slideshow to embed on your blog or share with your social networks - and we're here to help you every step of the way.



If you find yourself looking for more info on any of the topics below, just watch for the icon on the left side of the page. And if you still don't see the answers you need, be sure to drop us a line at support@haikudeck.com!

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Your Haiku Deck Account

Setting up Your haikudeck.com Account

To set up a Haiku Deck account, you can sign in using Facebook, Twitter, or an email address. Just click **SIGN IN** from the top right corner of our site.

SIGN	IN	
You can sign in with em you'll need to sign in the	ail, Facebook, or Twitter. If you're a same way.	using the Haiku Deck iPad App,
	Email Address	new account:
	Password	follow the
	Forgot your password?	count
f Login	with facebook	Login with twitter

Not sure which account to use? That's okay. Once you've set your account up with one method, you can add your email address or connect your Facebook and/or Twitter accounts so that you can sign in with any of them.

Connecting Facebook and Twitter

To connect your Facebook or Twitter account to your haikudeck.com account, simply sign in and click your name in the top right corner. From the menu that pops down, choose **My Account**. Then, click the button on that page to connect your Facebook or Twitter account.

More account resources:

- Haiku Deck Support: About Accounts
- My Account (where you can connect your social networking accounts)
- How can I adjust how many emails I get from Haiku Deck?
- <u>How can I delete my account?</u>
- How can I merge two or more accounts?

The Gallery

We all need a little inspiration sometimes, and the Gallery is the perfect place to find it.



Featured Decks

The Featured Decks are hand-curated by our team and cover a wide range of subjects. They're a great source of inspiration and demonstrate a variety of ways you can use Haiku Deck.

Popular Decks

Popular Decks is where you can see the most commonly shared and viewed decks in our creative community.

My Decks

You can head to My Decks to see the decks you've created on the web, as well as any you've published from an iPad. From here, you can start a new deck. You can also play, edit, delete, or share a deck - just hover your mouse cursor over it and click one of the buttons that appear:



Building and Editing a Haiku Deck

To start a new Haiku Deck, just click the **+ Create New Deck** button in the top right corner of the page. It looks like this:



In the window that pops up, you can name your deck and give it a description. If you're not ready to give it a description yet, that's okay - you can always give it one later.

Getting Help while Editing

In the top right corner of the app, you'll notice a small button that is simply a question mark with a circle around it:

?

You can click this button anytime to show a help overlay. It will also pop up a new button for **More Help** in the top left:



Themes

In the top of the editing window, you'll see a little tab hanging out in the center that says **THEMES**. Clicking that tab will open and close the drawer of themes you can choose from. You can change your theme anytime while you're editing.



Each theme gives your deck's font a unique look, as well as an image filter that you can adjust with the toggle on the right:

Vo		VE SEVEN PURE POETRY	PICAR	ESQUE our WER	ORIGAMI		ZISSOU
Tt	SE	LECT SLIDE TY		thist	ggle to er	nable/	IMAGE FILTER OFF
*		2		DIBE	yiisusuut	Gammana	
		5			IFARN'	MAGE FILTER OFF	ЪF

We recommend playing around with the different themes to find the one that works best for your deck, but here's a brief overview of each theme. You can also click the titles below to check out our Pinterest boards with examples of each theme:

<u>Five Seven Five</u>: Selected by default, Five Seven Five is a simple, straight, elegant font that is clean and crisp.

<u>Volterra</u>: Zip around in style with this theme's classic curves and clean lines. This theme's image filter makes colors bright and warm. For jaunty journals or the perfect panini recipe, live La Vita Bella with Volterra.

<u>Picaresque</u>: The stylish sepia wash of this theme's image filter captures the imagination and steals the scene like a charmingly roguish hero. Whether you're building out the backstory, presenting a retrospective, or bringing a magical new idea to life, Picaresque is pitch perfect.

Origami: Every colorful crane starts with a simple square of paper. This crisp, lighthearted theme with optional shadow-border filter is ideal for illustrating a blog post, enlivening a meeting agenda, or sending a personal message that's truly a work of art.

<u>**Cinematic</u>**: Walk your big idea down the red carpet with this sweeping theme. Whether you're storyboarding a script, thanking your supporters, or projecting your grand vision, Cinematic is the star of the show. Its filter teases out the greens for a cinematographer's touch.</u>

Zissou: Chart your course and explore new depths of meaning with this boldly exquisite theme. Zissou is perfect for presenting a plan, telling a mesmerizing story, and sharing highlights from your adventures, undersea or otherwise.



The premium themes available on the iPad app aren't available on the web yet, but we're working on it!



More theme resources:

- Presentation Templates with Pizzazz: All About Haiku Deck Themes
- Haiku Deck on the iPad vs. the web: what's different?

Adding and Editing Text



Heading to the Tt icon on the left side of the app will allow you to choose which type of text you'd like to have on your slide: a header and sub-header, a numbered list, or a bulleted list.

Tt	SE	LECT SLIDE T	YPE
*		1 2 3 4 5	

Working with Lists

As you finish each line, you have the option to continue adding to your list, with space for up to five list items.

If you want your list to continue onto the next slide, we recommend using the bulleted list format, as the numbers reset to 1 on each slide.

To delete a line, simply click the red circle with the white \mathbf{x} in it to the right side of the list item.

Adding More Text

If the text that you want to include on your slide isn't fitting as well as you'd like, or you really want to include a paragraph of text, don't fret - just skip forward to our section about <u>Notes</u>.



More text resources:

- Presentation Ideas: One Idea Per Slide
- How to Create a Captivating Presentation
- Turn Presentations into Content Assets with Public Notes

Images and Slide Backgrounds



Heading to the photograph icon on the left will take you to all of your background tools. From here, you can search through millions of free, Creative Commonslicensed images to use as a background. You can also use your own pictures, or pick a solid background for your words to stand out on.

Using an Image as a Background



The first tab in this area of the app allows you to search for an image to use as a background, or upload your own.

Searching for an Image

When you search for an image, Haiku Deck will automatically suggest search keywords based on the text on your slide, but you can always search for any word or phrase you like. The search results have matching keyword tags from the photographers that took them.

When you find an image you like, just click it to add it to your slide. If you'd rather use a different image, just select it, or do a new search.

Understanding Creative Commons Image Licensing

Each background image you use from the image search feature in Haiku Deck has its Creative Commons license information automatically stored on each slide, so that the photographers get proper credit for their work - and also so that you can use these images legally. You can view this information by clicking the **(CC)** logo in the top left corner of a slide from your deck's player page (not from the editor):



Using Your Own Images

If you'd like to use an image of your own as a slide background, simply click the **UPLOAD IMAGE** button:



From here, you can upload images from your computer, Facebook, Instagram, Dropbox, Flickr, Picasa, Google Drive, Evernote, or Box.

Simply choose the source you'd like to use on the left side of the Upload Image popup, and follow the prompts. Once you've allowed this interface to connect to one of your accounts with Dropbox, Facebook, etc, you shouldn't need to sign in again.

If you're using an image from your PC or Mac, you can choose **My Computer** and either drag and drop a photo into the designated area in the center of the popup, or click the **Choose File** button to browse through your files. (Tip for Mac users: if you're using iPhoto or Aperture to store your photos, you can click **Choose File** and then choose **Photos** under **Media** on the left side of the window that pops up.)



Adjusting Commercial Image Settings

If you tend to make decks for commercial purposes only, then you probably want to make sure you're only using images that have been licensed for commercial use.

If you click on your name in the top right corner of haikudeck.com and go to **My Account**, you will find a section near the bottom of that page for **Web App Settings**, where you can check a box to only offer image search results that are licensed for commercial use.



Keep in mind that setting your results to commercial images only will greatly reduce the amount of images that you see in your results.

Turning the Text Background On / Off

Your Text Background is a way to help your words stand apart from your background without obstructing it completely.



Turned on by default, you can disable it by using the button under the search field in your image selector:



Graphs (Coming Soon)

The next tab in the slide background area of the app is reserved for charts and graphs, which are currently being developed. Stay tuned!

Solid Colored Backgrounds

The third and final tab in the slide background area allows you to choose from a palette of beautiful, solid colors you can use as a backdrop for your slide. Choose any color you'd like, and if you decide you want to stick with a photo, simply select the top left circle:





More image resources:

- <u>Free Photos for All: How Haiku Deck Puts Creative Commons Images at Your</u> <u>Fingertips</u>
- <u>About Creative Commons at CreativeCommons.org</u>
- Creative Commons Licenses and Flickr.com: What attributions mean
- Haiku Deck Help: Can I put more than one image on a slide?
- <u>Haiku Deck Help: Images aren't coming up in my search results, or in my published</u> <u>decks.</u>
- <u>Haiku Deck Help: Is there a way I can filter potentially offensive images from the image search?</u>
- Haiku Deck Help: Importing: why can't I add this PDF?
- Presentation Inspiration: 3 Power Tips for Selecting Images

Layouts



The **Layouts** button on the left will provide you with a variety of ways to arrange your text on the currently selected slide. Feel free to click on different ones and play around with them to figure out which one works best for your slide.

Notes



Notes are an awesome way to add richness and supporting detail to your slides without cluttering them up. You can include supporting detail, additional information, and even links. They show up alongside your decks on the web, so they're great if you want to include more text than the slide will normally accommodate:



To add notes to your slide, head to the yellow icon on the left. Then, just type whatever you'd like to appear alongside your slide.

If you include links in your text, make sure to include the **http://** beginning to your URL so that viewers can click on them.

You can also add or edit notes right from the player page when you're viewing your deck later. Sign in, and your deck will have a field to its right that you can make changes to:



Just make sure to click the blue **Save note** button at the bottom to save your notes. This will update the notes in your deck editor, too - whenever you return to editing your deck, any changes you've made from viewing your deck will be reflected.

You can click the gray **Preview** button on the lower right to see what your notes will look like to someone else viewing your deck, since the editing fields and buttons always show when you are signed in and viewing your own decks.

More notes resources:

- Turn Presentations into Content Assets with Public Notes
- Haiku Deck Help: Notes
- Haiku Deck Public Notes Case Studies Pinterest Board
- <u>Haiku Deck Help: Embedding: Linking a screenshot when you can't embed, or your</u> <u>deck has important public notes</u>

Working With Slides

At the bottom of your screen is your slide tray. It will show thumbnail previews of the slides in your deck, and you can scroll left and right to browse through them. Clicking on a slide will bring it up in the editing screen for you to work with.



Adding, Copying, and Deleting Slides

Adding a slide can easily be done with the + button on the right side of the slide tray.

If you hover over a slide thumbnail with your mouse cursor, two buttons will appear on the bottom of the slide for you to copy or delete it:



Rearranging Slides

To rearrange your slides, just drag and drop them left and right in the slide tray at the bottom of your screen. Click and hold one of the thumbnails, and drag it it to where you would like it to go in your slides' order, then drop it.

Previewing Your Deck

If you'd like to scroll through your slides in fullscreen, simply click the play button in the top right corner of the window:



To exit preview mode, simply press the **esc** key on your keyboard, or click this button in the top right to leave fullscreen:



Saving, Publishing, and Sharing Your Deck

So, here's a really cool thing about the Haiku Deck Web App (that is similar to the iPad app as well): any work you do is saved automatically. Just create to your heart's content and whenever you're ready to edit more, share, or view your work later, you can just go back to your Gallery to pull your deck up.

You'll need to publish your deck if you want to view its URL, email it, print it, save it as a PDF, or share it with someone else. And any time you publish a deck, you can always go back and make changes to the published version.

Publishing a Deck

When you're ready to publish your deck, just click the **SHARE** button in the top right corner of the window:



In the window that comes up, you have a few options. You can edit or change your deck's title and description, and set its privacy and category:

EDIT DECK DETAILS		
TITLE	8 Tips For Effective Communication	
PRIVACY	PUBLIC	
DESCRIPTION	Digital-age tips for communicating more effectively. Originally appeared as part of	
	SELECT CATEGORIES BUSINESS EDUCATION SCIENCE AND TECHNOLOGY EVENTS UDV/TO	
	ANCEL	

Titling Your Deck

Think about your deck title as being a headline - it has to catch the attention of your readers, especially if you're sharing it on social networks, and wanting others to be compelled to share it as well.

Deck Description

This is effectively your meta description, and it's the default text that will appear when your deck is shared to social sites like Facebook or LinkedIn.

Understanding Privacy Settings

There are three different privacy settings you can use when publishing, and you can always change the setting anytime you'd like to.

- **Private** decks will only be visible if you're signed into your own account. A good example of when you might want to use this setting is if you'd like to save your deck as a PDF to print or email, but you don't want the deck to actually be visible to anyone else online in any way they can share it.
- **Restricted** decks are only visible to people with the URL. If you don't want your deck to come up in search engine results, but you'd like to be able to link people to it, this is a good setting for you.
- **Public** decks are exactly what they sound like. If you'd like your deck to come up in search engine results and be widely shareable, this is the best privacy setting to choose.

Changing a Published Deck's Privacy Setting

To change your privacy once you've published, you can click the **SHARE** button again. This brings up sharing options as well as an **EDIT SETTINGS** button you can click to change your privacy settings:



Updating a Published Deck

Let's say you've published a deck and then made some changes to it. The published version will be out of date until you update it by clicking the **SHARE** button and click the **PUBLISH** button in the lower left once more. The changes you've made will be added to the published version of the deck, and shared / embedded / linked versions of the deck will also reflect those changes.

Changing a Published Deck's Title, Description, or Category

To change your published deck's privacy, title, description, or category, click **SHARE** again. This brings up your sharing options as well as an **EDIT SETTINGS** button that will allow you to change your settings:



Unpublishing a Deck

If you'd like to unpublish a deck, simply click the **SHARE** button in the top right corner and choose the **UNPUBLISH** button in the bottom left.

Sharing, Embedding, and Getting the URL for Your Deck

There are lots of ways you can share your deck, but the Haiku Deck Web App makes it easy to share straight to Facebook, Twitter, LinkedIn, and via Email. Just click the **SHARE** button in the top right (and if your deck hasn't been published yet, publish it). Several blue buttons should pop up for you to share to your deck.

If you click the **Embed** button in the bottom right, you can also get embed codes for WordPress or for any HTML-friendly blog or website. The URL for your deck will also be available to select and copy.

Printing Your Deck, and More Sharing Options

Once your deck has been published, you can download a PDF version of it. To do this, go to your gallery on haikudeck.com, then click the play button on the deck you want to print (do not enter edit mode). Once the page loads for you to play your deck, you might notice some icons to the left of it:



Clicking on the downward-pointing arrow at the bottom of those icons will download a PDF copy of your deck.

The other icons will allow you to share to Facebook, Twitter, Pinterest, Email, LinkedIn, and SlideShare. The **< >** icon will provide you with the embed code for your deck so you can put it on a blog or website.

More publishing, sharing, and privacy resources:

- Haiku Deck Help: Which privacy settings are best for me when publishing to the web?
- Haiku Deck Help: Saving a PDF of your deck
- <u>Haiku Deck Help: Printing a Deck</u>
- Haiku Deck Help: Why can't I share a deck to my Facebook business page?
- Haiku Deck Help: Embedding Haiku Decks in WordPress blogs
- Haiku Deck Help: Embedding Haiku Decks in your blog or other sites
- <u>Haiku Deck Help: Embedding: Linking a screenshot when you can't embed or your</u> <u>deck has important public notes</u>

Presenting Your Deck

Once you've published it, you can present your deck right from your computer, and if you want to, you can connect it to a projector or use AirPlay to stream to an AppleTV. You can also print your deck and its public notes to use as a handout.

To play a deck from your gallery, hover your mouse over its thumbnail and click the play button in the center:



This will pull up the player page for your deck. Your public notes will show on the right side of your slides, and share buttons will show on the left.

To go to fullscreen, click the fullscreen in the top right corner of any slide:



To exit fullscreen mode, simply press the **esc** key on your keyboard, or click the button in the top right to leave fullscreen:

In both normal playback, and fullscreen playback, you can advance your slides by clicking on the right or left half of each slide, or using your spacebar / arrow keys on your keyboard.

To use Airplay to stream to an AppleTV, just click the AppleTV icon on the menu bar of your Mac, choose AppleTV, and play your deck normally from your computer.

Troubleshooting

Publishing Issues

If you're running into trouble publishing a deck, you can try another network, try a different browser, or close your browser and reopen it.

If your deck has been published already and it's not updated, try unpublishing it from the **SHARE** menu and re-publishing it.

Crashing Issues

If your browser is crashing while you're using Haiku Deck, it may be a good idea to try a different browser. We currently recommend (in this order):

- 1. Google Chrome
- 2. Safari (for Mac or PC)

Problems Loading Image Search Results

The most common culprit for users running into trouble loading image search results is a network firewall. Many locations like schools have networks that block certain types of activity, and those firewalls sometimes inadvertently block our software from reaching out to Flickr to get image search results. The best way to see if that's the issue for you would be to try using Haiku Deck on another network.

Published Decks are Missing Text

This issue can typically be fixed by going to the **SHARE** menu in your deck editor, choosing **UNPUBLISH** in the lower left, then re-sharing it. If there is no **UNPUBLISH** option, then just publish your deck.

Published Decks are Missing Images

The most common culprit for users running into trouble loading images is a network firewall. Many locations like schools have networks that block certain types of activity, and those firewalls sometimes inadvertently block our software from reaching out to Flickr to show the images on your slides. The best way to see if that's the issue for you would be to try using Haiku Deck on another network.

Need More Help?

Just visit <u>our support page</u> or email us at <u>support@haikudeck.com</u>. We're always happy to answer questions and help in any way we can!