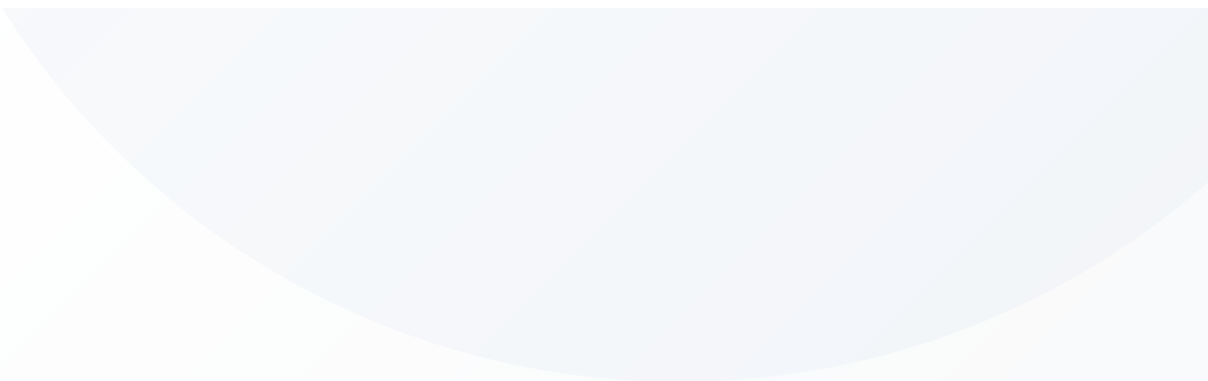




Gixo Presentations - User Guide

March 26, 2026



Table of Contents

- ▶ **Gixo Presentations - User Guide**
 - ▶ What is Gixo Presentations?
 - ▶ Getting Started
 - ▶ *Step 1: Subscribe*
 - ▶ *Step 2: Create Your First Presentation*
 - ▶ *Step 3: Review and Edit*
 - ▶ Creating Presentations
 - ▶ *Quick Create*
 - ▶ *Advanced Create*
 - ▶ *From Existing Content*
 - ▶ Viewing and Navigating Presentations
 - ▶ *Slide Navigation*
 - ▶ *Thumbnail Sidebar*
 - ▶ *Overview Grid*
 - ▶ Editing Slides
 - ▶ *Opening the Editor*
 - ▶ *How Editing Works*
 - ▶ *Editing a Slide*
 - ▶ *AI Assist*
 - ▶ *Adding New Slides*
 - ▶ *Deleting Slides*
 - ▶ *Reordering Slides*

- ▶ *Undo / Redo*
- ▶ Choosing Themes
 - ▶ *Changing the Theme*
 - ▶ *Available Theme Styles*
- ▶ Presentation Mode
 - ▶ *Starting a Presentation*
 - ▶ *Navigation During Presentation*
 - ▶ *Presentation Tools*
 - ▶ *Exiting Presentation Mode*
- ▶ Exporting Your Presentation
 - ▶ *Available Formats*
 - ▶ *Export Progress*
- ▶ Images
 - ▶ *AI-Generated Images*
 - ▶ *Editing Images*
- ▶ Collaboration
 - ▶ *Sharing Presentations*
 - ▶ *Real-Time Collaboration*
 - ▶ *Comments*
- ▶ Slide Layout Types
- ▶ Keyboard Shortcuts Reference
- ▶ Subscription Plans
- ▶ Support

Gixo Presentations - User Guide

What is Gixo Presentations?

Gixo Presentations is an AI-powered slide deck generator that creates complete, professional presentations from a single input. Enter a topic, upload a brief, or paste existing content — Gixo builds a polished, export-ready deck with structured slides, AI-generated images, and consistent theming.

Getting Started

STEP 1: SUBSCRIBE

After purchasing Gixo Presentations through Azure Marketplace, you'll be redirected to the Gixo onboarding page. Sign in or create an account using your work email. Your subscription activates automatically.

STEP 2: CREATE YOUR FIRST PRESENTATION

1. Navigate to **gixo.ai/presentations** or click **Create Presentation** from the dashboard
2. Enter your presentation topic (e.g., "Cloud Migration Strategy for Enterprise")
3. Choose your preferred language (20+ languages supported)
4. Click **Create Presentation**
5. Gixo generates a complete deck (typically 15-30 slides) in under 2 minutes

STEP 3: REVIEW AND EDIT

Your presentation opens in the viewer with all slides ready. From here you can edit individual slides, change the theme, add or remove slides, and export.

Creating Presentations

QUICK CREATE

The fastest way to generate a deck:

- ▶ Enter a topic or title
- ▶ Optionally select a language
- ▶ Click **Create Presentation**
- ▶ Gixo auto-detects the ideal slide count and selects a default theme

ADVANCED CREATE

For more control over your presentation:

- ▶ Upload source documents (PDF, DOCX, or text)
- ▶ Provide detailed prompts or outlines
- ▶ Set team context for shared presentations
- ▶ Choose specific themes before generation

FROM EXISTING CONTENT

Transform existing Gixo content into presentations:

- ▶ Open any article, brief, or report in Gixo
 - ▶ Click **Transform > Slides**
 - ▶ Gixo converts the content into a structured slide deck
-

Viewing and Navigating Presentations

SLIDE NAVIGATION

- ▶ Use the **arrow buttons** or **keyboard arrows** to move between slides
- ▶ Click the **slide counter** (e.g., "5 / 30") to see your position

- ▶ Use **Home** and **End** keys to jump to the first or last slide
- ▶ Press **Cmd+K** (Mac) or **Ctrl+K** (Windows) for quick jump to any slide number

THUMBNAIL SIDEBAR

- ▶ Click the **thumbnails** toggle in the toolbar to show a left sidebar with slide previews
- ▶ Click any thumbnail to jump directly to that slide
- ▶ Drag thumbnails to reorder slides

OVERVIEW GRID

- ▶ Press **G** to see all slides in a grid view
 - ▶ Click any slide to jump to it
 - ▶ Useful for reviewing the overall flow and structure of your deck
-

Editing Slides

OPENING THE EDITOR

Click **Edit Slides** in the toolbar to open the right-side editor panel.

HOW EDITING WORKS

Gixo uses a **field-based editor** — each slide layout has specific content fields (title, subtitle, bullets, paragraphs, etc.) that you fill in. This ensures your content stays within the layout constraints and looks professional.

EDITING A SLIDE

1. Navigate to the slide you want to edit
2. Click **Edit Slides** to open the editor
3. Modify the content fields:
 4. **Title** — Keep it concise (8 words max recommended)
 5. **Subtitle** — Supporting context

6. **Bullets** — 3-5 points, start each with a verb
7. **Paragraphs** — Supporting detail text
8. Click **Save Slide** to apply changes
9. The slide preview updates immediately

AI ASSIST

Use AI to improve individual fields without rewriting the entire slide:

- ▶ **Title** — Rewrite the title for clarity and impact
- ▶ **Bullets** — Restructure bullet points for better flow
- ▶ **Concise** — Shorten verbose content
- ▶ **Subtitle** — Generate a supporting subtitle

Click any AI assist chip in the editor, and Gixo rewrites that specific field while preserving the rest.

ADDING NEW SLIDES

Click **Add a Slide** in the editor with two options:

- ▶ **"Make one for me"** — AI generates a contextual slide based on the presentation
- ▶ **Choose a layout** — Pick from 25 layout types (Title, Bullets, Two Column, Chart, Timeline, etc.)

DELETING SLIDES

Click **Delete Slide** at the bottom of the editor. A confirmation dialog appears before removal.

REORDERING SLIDES

Drag slide thumbnails in the left sidebar to rearrange the order.

UNDO / REDO

- ▶ Click the **Undo** or **Redo** buttons in the toolbar
- ▶ Or use **Ctrl+Z** / **Ctrl+Cmd+Z** keyboard shortcuts
- ▶ Up to 50 actions are tracked in history

Choosing Themes

Gixo includes **30+ curated presentation themes** covering corporate, creative, minimal, and gradient styles.

CHANGING THE THEME

1. Click the **Theme** button in the toolbar
2. Browse the theme grid — each shows a visual preview
3. Click a theme to apply it instantly
4. The theme applies to all slides without regenerating content

AVAILABLE THEME STYLES

- ▶ **Corporate:** Executive Slate, Consulting Pro, Corporate Professional
 - ▶ **Creative:** Creative Gradient, Electric Violet, Sunset Coral
 - ▶ **Minimal:** Minimal White, Serif Luxury, Bento Modular
 - ▶ **Specialized:** Finance Dark, Education Focus, Atlas Geopolitical
 - ▶ **Signature:** Gixo Signature, Gixo Prism Aurora
-

Presentation Mode

STARTING A PRESENTATION

- ▶ Click the **Present** button in the toolbar, or press **F**
- ▶ The presentation goes full-screen with auto-hiding controls

NAVIGATION DURING PRESENTATION

- ▶ **Space** or **Right Arrow** — Next slide
- ▶ **Left Arrow** or **Backspace** — Previous slide
- ▶ **Home** — First slide

- ▶ **End** — Last slide

PRESENTATION TOOLS

- ▶ **Timer (T key)**: Shows elapsed time against a target duration (default 30 minutes)
- ▶ **Speaker Notes (N key)**: Shows your notes and a preview of the next slide
- ▶ **Autoplay (P key)**: Automatically advances slides at a set interval (default 10 seconds)
- ▶ **Quick Nav (Cmd+K)**: Jump to a specific slide number
- ▶ **Overview (G key)**: See all slides at a glance

EXITING PRESENTATION MODE

Press **Esc** or **F** to return to the editor view.

Exporting Your Presentation

AVAILABLE FORMATS

Click the **Export** button (download icon) in the toolbar:

FORMAT	DESCRIPTION
PowerPoint (.pptx)	Fully editable in Microsoft PowerPoint and Google Slides. Includes speaker notes and theme styling.
PDF (.pdf)	Print-ready document with all slides as pages
HTML (.html)	Web-ready presentation file
Images (.png)	Individual PNG images for each slide

EXPORT PROGRESS

A progress dialog shows the export status in real-time. Large presentations with many images may take a moment to prepare.

Images

AI-GENERATED IMAGES

Gixo automatically generates contextual images for your slides during creation. Images are tailored to the slide content and layout.

EDITING IMAGES

In the slide editor, click on an image to access the Image Editor:

- ▶ **AI Edit** — Describe changes and let AI modify the image
 - ▶ **Text Removal** — Clean up any text baked into images
 - ▶ **Regenerate** — Create a new image with the same or updated prompt
 - ▶ **Replace** — Paste a URL or upload your own image
-

Collaboration

SHARING PRESENTATIONS

Click the **Share** button to open the sharing dialog:

Public Link:

- ▶ Generate a shareable URL anyone can use to view the presentation
- ▶ Optionally set an expiration date or password

Team Sharing:

- ▶ Share with team members by email
- ▶ Set permissions: View, Comment, Edit, or Suggest

REAL-TIME COLLABORATION

- ▶ See who is currently viewing or editing (avatar indicators in the toolbar)

- ▶ Join a collaboration session to enable live co-editing
- ▶ Leave comments on specific slides
- ▶ Track activity history

COMMENTS

- ▶ Add comments to discuss specific slides
 - ▶ Reply to create threaded discussions
 - ▶ Mark comments as Resolved when addressed
 - ▶ Filter by All, Open, or Resolved
-

| Slide Layout Types

Gixo supports **25 slide layout types** to cover every presentation need:

LAYOUT	BEST FOR
Title	Opening and section divider slides
Title + Content	Main content slides with paragraph text
Bullet List	Key points and takeaways
Two Column	Side-by-side comparisons
Quote	Highlighting key statements
Table	Data presentation
Chart	Visual data representation
Timeline	Historical progression or roadmaps
Process	Step-by-step workflows
Team	Team introductions
Stats	Key metrics and numbers
Icon Grid	Feature or capability overviews
Comparison	Product or option comparisons
Big Number	Highlighting a single impactful statistic
Roadmap	Future plans and milestones
Agenda	Meeting or presentation outlines
Case Study	Customer success stories

LAYOUT	BEST FOR
FAQ	Common questions and answers
Thank You	Closing slides with contact info

Keyboard Shortcuts Reference

SHORTCUT	ACTION
→ or Space	Next slide
← or Backspace	Previous slide
Home	First slide
End	Last slide
F	Present mode
G	Overview grid
N	Speaker notes
T	Timer
P	Autoplay
Cmd/Ctrl+K	Quick navigation
Ctrl+Z	Undo
Ctrl+Shift+Z	Redo
? or H	Keyboard help
Esc	Exit present mode

Subscription Plans

PLAN	MONTHLY	ANNUAL	SEATS
Starter	\$49/seat	\$499/seat	1+ seats
Professional	\$69/seat	\$699/seat	2+ seats
Business	\$79/seat	\$799/seat	5+ seats
Enterprise	\$99/seat	\$999/seat	10+ seats

All plans include a one-month free trial on the Starter plan.

Support

- ▶ **Email:** hardikparikh@gixo.ai
- ▶ **Website:** <https://gixo.ai/support>
- ▶ **Privacy Policy:** <https://gixo.ai/privacy-policy>