

SlideSync — Install and User Guide

A PowerPoint add-in by XponentShift

SlideSync finds the numbers in your PowerPoint deck that no longer match your charts and tables, marks them on the slides, and fixes them when you say so.

Change a chart, and SlideSync shows you every sentence in the deck that now quotes the wrong figure. Nothing in your deck changes until you click.

1. What you need

- **PowerPoint from Microsoft 365** on Windows or Mac, or **PowerPoint on the web** (free with any Microsoft account at powerpoint.office.com).
- **An internet connection.** SlideSync runs online, so the panel will not open when you are offline.
- Not available on iPad, iPhone or Android.

2. Download

Everything is on one page: <https://ppt-ai.vercel.app/download>

slidesync.zip

For **PowerPoint on Windows**. Contains a one-click installer and this guide.

manifest.xml

For **PowerPoint on the web, Mac, and IT admins** installing it for a whole company.

3. Install on Windows

1. Download **slidesync.zip**.
2. **Extract the zip first.** Right-click **slidesync.zip** → **Extract All...** → choose a folder (Desktop is fine) → **Extract**.
3. In the extracted folder, double-click **Install.cmd**.
If Windows says *"Windows protected your PC"*, click **More info** → **Run anyway**. This appears because the file came from the internet.
4. **Close PowerPoint completely**, then open it again. PowerPoint only looks for new add-ins when it starts.
5. Open any presentation. On the **Home** tab, click **Check deck** (at the far right).

Most common mistake: running **Install.cmd** from inside the zip window without extracting it first. The installer will stop and tell you so. Extract the zip, then run it again from the extracted folder.

No administrator rights are needed. The installer only affects your own Windows account.

4. Install on PowerPoint for the web

1. Download **manifest.xml**.
2. Go to `powerpoint.office.com`, sign in, and open any presentation.
3. On the **Home** tab, click **Add-ins** → **More Add-ins**.
4. In the window that opens, click **My Add-ins**, then **Upload My Add-in** (top right).
5. Click **Browse**, choose **manifest.xml**, then click **Upload**.
6. The **Check deck** button appears on the **Home** tab.

If the button disappears later (for example after clearing your browser data), upload the file again.

5. Install on Mac

1. Download **manifest.xml**.
2. Quit PowerPoint completely (**PowerPoint** menu → **Quit PowerPoint**).
3. Open **Finder**, press **Command + Shift + G**, paste this and press Return:
`~/Library/Containers/com.microsoft.Powerpoint/Data/Documents/`
4. If there is no folder called **wef** there, create one (**File** → **New Folder**, name it **wef**).
5. Copy **manifest.xml** into the **wef** folder.
6. Open PowerPoint and a presentation. On the **Home** tab, click **Add-ins** and choose **SlideSync**. The **Check deck** button then appears on the **Home** tab.

6. Install for a whole company (IT admins)

If your company uses Microsoft 365, your IT admin can install SlideSync for everyone at once. Staff then see the button automatically on Windows, Mac and the web, with nothing to install themselves. This is also the fix when a company laptop blocks the Windows installer.

1. Sign in to `admin.microsoft.com` as an administrator.
2. Go to **Settings** → **Integrated apps** → **Upload custom apps**.
3. Choose **Office Add-in** as the app type.
4. Choose to provide a link to the manifest file and paste:
`https://ppt-ai.vercel.app/files/manifest.xml`
(or upload the downloaded **manifest.xml** instead).
5. Choose who gets it — **Entire organization** or specific groups — and finish the deployment.
6. It can take up to a day to appear for everyone. Users may need to restart PowerPoint.

7. How to use SlideSync

1. **Open your deck.** On the **Home** tab, click **Check deck**. The SlideSync panel opens on the right.
2. **Click Check deck in the panel.** SlideSync reads every slide, chart and table. A short deck takes around fifteen seconds; a progress bar shows how far along it is. Click **Stop** at any time and keep what it has found so far.
3. **See what it found, on your slides.** Wrong words turn red with a wavy underline, with a label beside them showing the fix: **16% → 13%**. The panel lists the same findings with matching numbers. Click a row to jump to that slide.
4. **Decide on each finding:**
 - **Update** — make that change in the deck. Bold, colour and size are kept.
 - **Edit wording** — type exactly what you want the slide to say instead. Your wording always wins.
 - **Ignore** — skip it. SlideSync remembers, and won't raise it again for this deck.
 - **Update all** — apply every remaining finding at once.
5. **Changed your mind?** **Undo** puts the original text back exactly. Ignored items can be brought back with **Show** → **Restore** at the bottom of the panel.
6. **The red marks are not part of your deck.** They disappear when you decide on a finding, click **Clear marks**, or close the panel. Your original formatting is restored.

Tip: open the panel *before* you edit a chart's data. SlideSync then notices the change and shows you every sentence that quoted the old figure.

Good to know

- If SlideSync finds nothing, that is a real answer: your text and charts agree.
- Numbers written as words ("seven years") are not checked.
- Reading table cells needs a recent version of PowerPoint. On older versions the panel tells you tables were skipped.

8. Your privacy

- When you click **Check deck**, the text of your deck and the figures from its charts and tables are sent to **Google Gemini** (an AI service) to be checked.
- **Nothing is stored.** There is no database and slide contents are not logged.
- SlideSync never changes your deck without your click.
- Don't check a deck you are not allowed to share with an online service.

Full details: <https://ppt-ai.vercel.app/privacy>

Optional: use your own free Gemini key

SlideSync works straight away with a built-in key shared by all users. If you see a message that the limit has been reached, or you would rather your slides went straight to Google without passing through our server, use a key of your own:

1. Go to aistudio.google.com/apikey, sign in with a Google account, and click **Create API key**.
2. Copy the key. At the bottom of the SlideSync panel, click **Use my own key** and paste it.

Your key is saved on your computer only. To go back, click **Remove it and use the built-in key**.

9. If something goes wrong

What you see	What to do
Installer says <i>manifest.xml is missing</i>	You ran Install.cmd from inside the zip. Right-click the zip → Extract All... , then run Install.cmd from the extracted folder.
No Check deck button	PowerPoint was not fully closed. Close every PowerPoint window (check Task Manager for POWERPNT.EXE), then open it again.
Installer says the setting <i>did not stick</i>	Your company blocks add-ins installed this way. Ask your IT admin to install it for you (section 6).
"Sorry, we can't load the add-in" or a message about your internet	Check you are online. A company firewall or VPN may block ppt-ai.vercel.app . On Windows, run Check-Setup.cmd from the extracted folder and send us what it shows.
Panel says the limit is reached, or Gemini is busy	Wait a minute and try again, or use your own free key (section 8).
Panel is blank or white	Close the panel and open it again. If it stays blank, email us a screenshot.

10. Remove SlideSync

- **Windows:** double-click **Uninstall.cmd** in the extracted folder, then restart PowerPoint.
- **Web:** **Home** → **Add-ins** → **More Add-ins** → **My Add-ins**, then click ... next to SlideSync → **Remove**.
- **Mac:** delete **manifest.xml** from the **webf** folder (section 5), then restart PowerPoint.

11. Get help

Email info@xponentshift.com with the slide number, what you expected, and the exact text of any error. A copy of the deck (with nothing confidential in it) helps most.

Support page: <https://ppt-ai.vercel.app/support>