

iMobile

Verso

User Guide

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About this document

This guide explains how a user works with Verso (release of 2026-09-25): signing in, creating a presentation from a prompt or documents, editing slides, using the AI assistant and exporting the result. It applies to both delivery options, the cloud service and the on-premises installation; differences are marked in the text.

Section and button names are given as they appear with the English interface language.

1. Purpose

Verso builds a presentation from a text prompt or uploaded documents. It drafts an outline, picks slide layouts from the selected template, and writes the text, charts, tables, images and icons. The finished presentation can be edited in the browser, presented, and exported to a PowerPoint (PPTX) or PDF file.

Text and images are produced by a language model. The result may contain inaccuracies, so review it before use.

2. Conditions of use

- A workstation with a web browser and access to the product address. Nothing is installed on the workstation.
- An account. On premises it is created by the administrator, who gives you the name and password. The cloud service uses your account on the vendor site.
- In the cloud service: a positive credit balance.
- On premises: a valid licence and a model provider configured by the administrator.

What happens to the data you enter:

- The prompt, instructions, text of attached documents and slide content are sent to the language model chosen by the administrator. With an external provider the data leaves your organisation; with a local model it stays on the server.
- In the cloud service the data is stored and processed on the vendor's servers.
- Your presentations, templates and images are not accessible to other users. The administrator sees usage figures: number of presentations and slides, token and credit spend.

3. Getting started

3.1. Signing in on premises

1. Open the address given by your administrator in a browser.
2. Enter your user name and password and select Sign in.

After several failed attempts in a row, sign-in is blocked for a while. You cannot change or recover the password yourself: the administrator resets it.

3.2. Signing in to the cloud service

1. Sign in to your account on the vendor site: <https://new-imobile.com/account>. If you have no account, register there.
2. Open Verso with the "Open Verso cloud" button on the product page: <https://new-imobile.com/en/verso/>. You are not asked for the password again.

3.3. Main screen

After sign-in the Dashboard section opens with the list of presentations. The side panel holds Dashboard, Templates, Credits and a Help link; the Settings button is in the Dashboard header.

Note. The Help link opens the documentation of the open-source Presenton project that the product is built on. Information there may differ from this guide.

3.4. Interface language

The interface language is chosen under Settings, in the "Interface language" field. English and Russian are fully translated. The language of a presentation is set separately when it is created.

4. Main operations

4.1. Creating a presentation from a prompt

1. In Dashboard, select "Create presentation".
2. In the "Write prompt" field, describe the topic and content.
3. Set the parameters:
 - number of slides: automatic or a set value, up to 50;
 - language: "Auto-detect" or a language from the list;
 - under "Advanced settings": instructions for the model, tone, verbosity, table of contents, title slide.
4. Select "Get started".
5. On the "Select Template" screen, choose a built-in or custom template.
6. Wait for the outline and adjust it if needed (see "Working with the outline").
7. Select "Continue". The program creates the slides and opens the presentation in the editor.

Slides are created on the server. You can close the tab: generation continues and the presentation appears in Dashboard.

4.2. Creating a presentation from documents

1. On the creation screen, drag files into the Attachments area or pick them from disk. Up to 8 files are allowed, each no larger than 100 MB.
2. Supported formats: PDF, TXT, Word documents, PowerPoint presentations, spreadsheets (including CSV), images. Text in scans and images is recognised.
3. If needed, add a prompt saying what to take from the documents.
4. Select "Get started". The program shows the text extracted from the documents; select "Next".
5. Continue as when creating from a prompt.

Large documents may take a few minutes to process.

4.3. Working with the outline

On the "Outline Generation" screen each item corresponds to one slide.

- Edit an item in place; the text uses Markdown.
- Drag items to reorder them; "+ Add New Slide" adds an item.
- "Regenerate outline" drafts the outline again from the changed prompt.
- The AI panel on the right takes requests about the outline: shorten, expand, reorder sections.

- The "Use my text as-is" switch stops the model from rewriting your text: it only chooses the design.

4.4. Editing slides in the editor

- Select a slide in the left panel; "Add Slide" there adds a blank slide or a layout from the template.
- Select text to edit it. Move and resize objects with the mouse; hold Shift to select several objects.
- The insert panel has the groups Texts, Charts, Tables, Images, Elements and Blocks.
- The slide actions menu offers "Speaker notes", "Duplicate Slide", "Move Up", "Move Down" and "Delete Slide".
- Undo and Redo in the header revert and repeat changes. The list of keyboard shortcuts opens with the "?" key.
- Theme changes the colours and fonts of the whole presentation.
- Select the presentation title in the header to rename it.
- "Regenerate Presentation" replaces all slides with a new version. Your edits are lost.

4.5. Images

Selecting an image opens the "Update Image" window with these tabs:

- "Stock search": search by keywords;
- "AI Generate": create an image from a description;
- Upload: your own file of up to 5 MB;
- Edit: fit mode and focus point.

"Stock search" and "AI Generate" work when the administrator has connected the corresponding image provider.

4.6. AI assistant

The "AI Assistant" panel in the editor takes plain-language requests, for example: rewrite a slide for executives, add a chart or table, replace an image, write speaker notes.

1. Select the slide or the objects the request is about.
2. Type the request; attach a file if needed.
3. Review the changes. The original can be restored in the comparison view.

In the cloud service every message to the assistant spends credits.

4.7. Presenting and exporting

- Present opens the presentation full screen; speaker notes are shown with the "Speaker Note" button.
- Export saves the presentation as PPTX or PDF. The browser downloads the file.

Fonts are not embedded in the PPTX file. If the computer where the file is opened lacks the template font, the text is shown in a different font.

4.8. Templates

The Templates section has the Built-in and Custom tabs. A custom template is created from a PPTX file with "New Template": the program shows the slides, asks you to upload missing fonts and uses a model to turn the slides into layouts. Processing takes a few minutes; progress is shown in Templates.

4.9. Managing presentations

In Dashboard, the menu on a presentation card offers Duplicate and Delete. Deletion cannot be undone.

4.10. Credits

The Credits section shows the balance, the part held for generations in progress, and the history of top-ups and spending.

- Credits are reserved when generation starts and charged for the slides actually produced; the reservation is returned on failure.
- In the cloud service the balance is topped up by buying a package (Buy) or entering a code in the "Promo code" field.
- On premises, credit charging is off by default.

4.11. Programmatic access

Presentations can also be created without the interface, through the REST API and the MCP server. The access key is issued by the administrator. The interfaces are described in the Product Description and Functional Specification.

5. Messages and common difficulties

Interface messages appear in the selected language. Messages produced by the server (about credits, the licence, the generation limit) appear in English.

Message or symptom	Cause	Action
"Input required"	No prompt entered and no document attached	Enter a prompt or attach a file
"Some files are not supported"	The file format is not in the list	Convert the file to a supported format
"Maximum file limit reached"	More than 8 files attached	Remove the extra files
"Instance not configured"	No model provider selected	Contact the administrator
"Image provider unavailable"	The image provider does not respond or is not configured	Contact the administrator; a presentation can be created without images
"Not enough credits"	The balance is too low	Top up under Credits
A message that the licence is invalid or has expired	The on-premises installation has no valid licence	Contact the administrator; presentations created earlier remain available
"You already have ... presentations generating"	The limit of simultaneous generations is reached	Wait for the running generation to finish
"Generation was interrupted by a server restart"	The server was restarted during generation	Start generation again; finished slides were kept
"Export failed"	The file could not be produced	Try again; if it repeats, contact the administrator
"Too many failed attempts"	A wrong password was entered several times in a row	Try again in a few minutes
Slide text overflows its frame	The model produced text that is too long	Shorten the text by hand or ask the assistant to do it

If a difficulty persists, contact the administrator of your installation or, for the cloud service, the vendor:
<https://new-imobile.com/contact>.

6. Finishing work

Changes made in the editor are saved on the server; no separate save action is needed.

To sign out, open Settings and select "Sign out". Always sign out on a shared or someone else's computer: otherwise the session stays valid for 30 days.

Document history

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1.0	2026-10-06	2026-09-25 (4bac47a)	First issue