

Group's Kingdom Rock PowerPoint (PPT) Spotlight VBS: PC Version

IMPORTANT: To use this PowerPoint presentation, you must have the full version of Microsoft PowerPoint installed on your computer.

What's in the Spotlight Zip File












There is a single folder, called **Spotlight 2013**.  **Spotlight 2013**

***** Please do not rename or remove any of the files from this folder. The audio files are linked to each presentation. For these links to remain intact, the location and names of all files must remain the same.**

Inside the folder, there are 11 files.

There are six PowerPoint files (.ppt) and five audio (.mp3) files. The first five PowerPoint files listed here are represented by the five buttons in the large image below (**Day 1-Day 5**).



-  ASpotlightMenu.ppt
-  Day 1.mp3
-  Day 1-KingRock.ppt
-  Day 2.mp3
-  Day 2-KingRock.ppt
-  Day 3.mp3
-  Day 3-KingRock.ppt
-  Day 4.mp3
-  Day 4-KingRock.ppt
-  Day 5.mp3
-  Day 5-KingRock.ppt

The first PowerPoint file is **ASpotlightMenu.ppt**. If you wish to just launch and play each day's Spotlight, you will not need to use **ASpotlightMenu.ppt**; just open each day's presentation and play it. There are two ways you'll use **ASpotlightMenu.ppt**:

- If you wish to have Spotlight on screen and you plan to introduce the presentation or need to make announcements, quiet the crowd, etc., then you will want to open and play **ASpotlightMenu.ppt**. This is a one-slide presentation with buttons that will launch each day's presentation. Leave the menu screen up until you're ready to play the day's Spotlight presentation. Click the desired "Day" button, and that Spotlight show will run. When it is finished, PowerPoint will return to the **Spotlight Menu** screen.
- When you are ready to burn your five presentations to CD (or copy them to a flash drive) for the kids to take home, you will want to open only the **ASpotlightMenu.ppt** file for this purpose. Instructions on burning (copying) these files are included in this document.

Installing PowerPoint Spotlight

Download the file **KingdomRockSpotlight2013.zip** to the desktop of your computer.

Extract (unzip) the contents of the zip file to your desktop. One folder, **KingdomRockSpotlight2013**, should appear on your desktop.

Creating, Editing, and Saving Your Shows

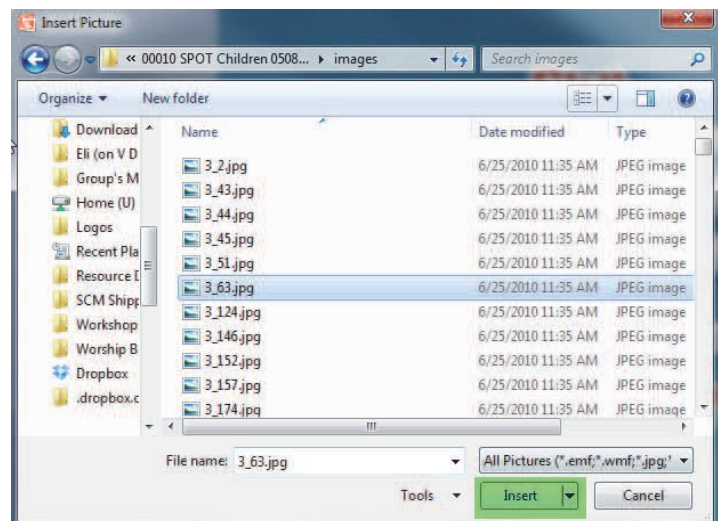
Double-click on the day's file you wish to edit (e.g., Day1-KingRock.ppt).

Scroll down through each slide, inserting a photo where directed as follows:

- On the **Insert** tab, click **Picture** (or for older versions of PowerPoint, click **Insert > Picture > From file**).



- Navigate to the folder where your day's pictures are located. Either select the designated picture and click **Insert** or simply double-click on the designated picture.



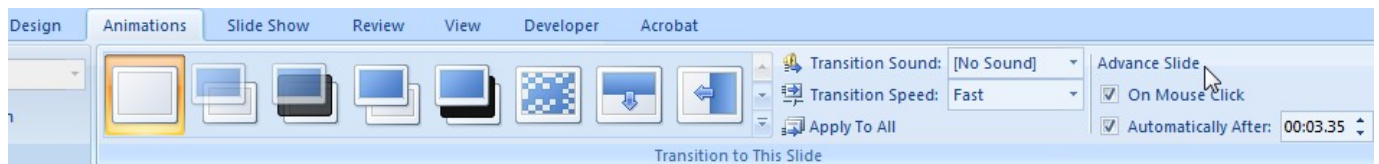
- Place the picture on the slide and size or stretch it to fill the slide.
- Save the presentation (press **Ctrl + S**) occasionally as you work and after you have inserted the final image.
- Scroll down to the next slide designated for you to add your photo, and repeat the process.



Setting the Timing for Automatic Slide Advancement

Each day's presentation has been set to advance with the audio script linked to the presentation. However, with the wide differences in responsiveness in audio cards and video cards in each computer system, you may find that the timing is off for your presentations. PowerPoint has the capability to quickly fix this problem. Once you have inserted all of your pictures for the day's presentation, play the presentation to test the timing.

- If you find you need to adjust just one or two slides, you can do that from the far right side of the **Animations** tab, under **Advance Slide**.



- The time field has “zero” place holders for minutes and seconds. Seconds can be set to a value of hundredths of a second. The image above represents 3.35 seconds. This means that the selected slide will advance after 3.35 seconds. Keep in mind that whatever time change you make to a slide will impact all following slides.

It will be rare that only one or two slides will need to change. It is more likely that you will want to reset the timings for the entire presentation. This will only take a few minutes, just as long as it takes to go through the presentation one time.

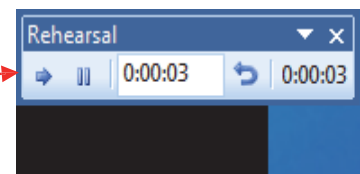
Open the PowerPoint presentation and your Spotlight VBS Leader Manual to the Photographer's Script for the day you are working on.

- To set your own timing in PowerPoint, click on **Slide Show > Rehearse Timings**.

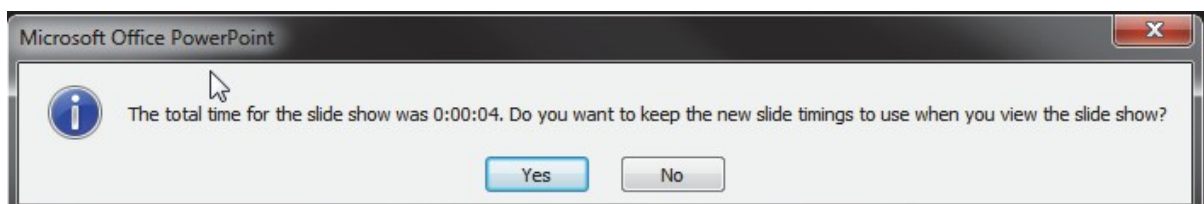


- The slide show will start, and a rehearsal timer window will open.

- Simply listen to the audio, and click the arrow on the left side of the menu bar each time you wish to advance the presentation. If you make a mistake, just press **Esc** and then click **No** on the question that appears.



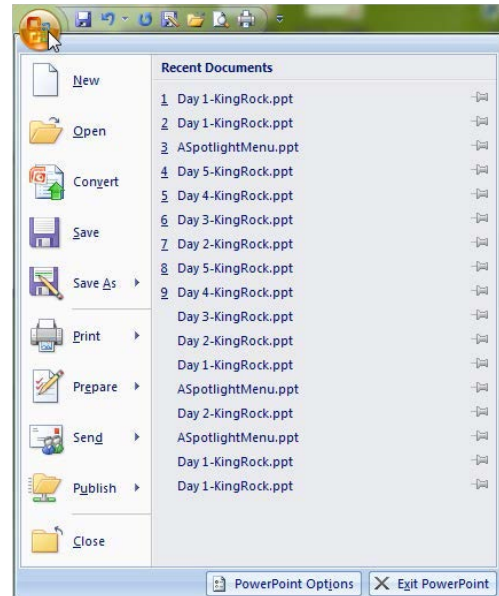
- Once you go completely through the presentation (advance the last slide when the audio clip is finished), a question will pop up. Select **Yes**, and then save your presentation. When you play it again, the timings you entered will be the timings that are used.



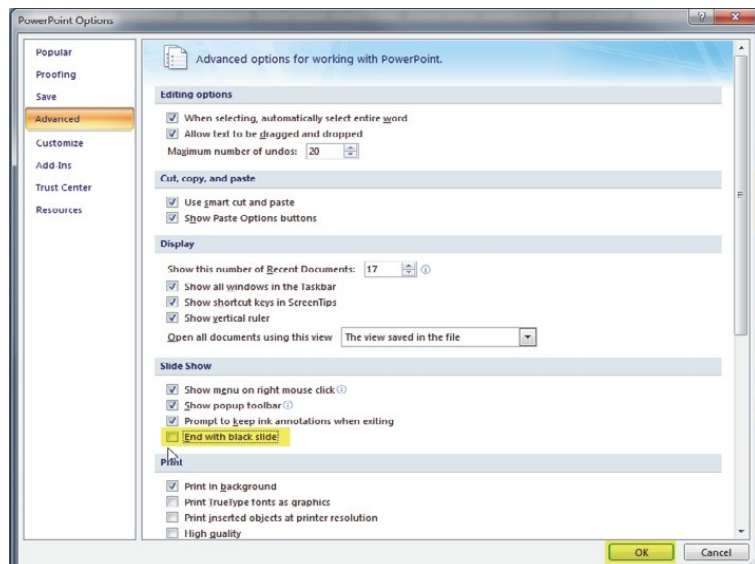
PowerPoint Configuration Option—End With Black Slide

Turning off “End with black slide” is an option for your presentation.

- Click on the “orb” (start button) in the upper left corner of PowerPoint.
- Click on **PowerPoint Options** at the bottom.



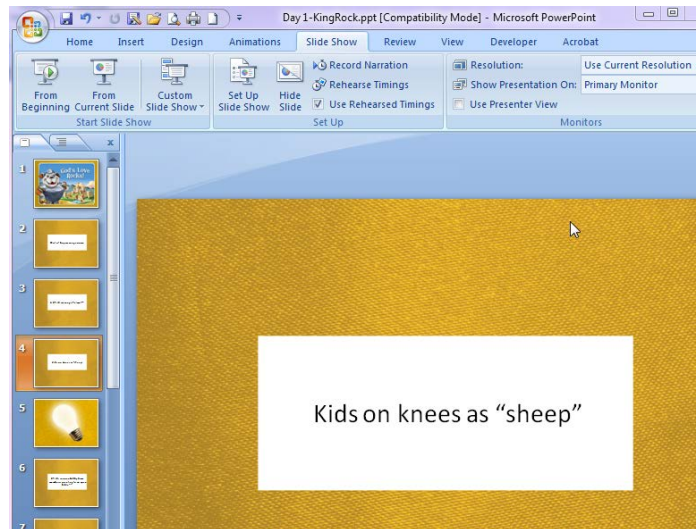
- Click on **Advanced** in the left panel.
- Make sure “End with black slide” is **UNCHECKED**.
- Click **OK**.



Using Presenter View

On the **Slide Show** tab, check the box for **Use Presenter View**. This will allow you to show the presentation on the projector screen and view a “speaker notes” view on the computer screen. The speaker notes view lets you see the sequence of slides as the presentation progresses.

- This is the speaker notes view



- This is the presenter view on the laptop/computer display during the slide show.



- This is the image projected on the screen during the slide show.

NOTE: *If these views are reversed (presenter view shows up on the projector screen), then Esc out of Play mode. On the Slide Show tab, just above and to the right of “Use Presenter View” is an option to select which monitor will show the presentation. Change the drop-down value from whatever is shown to the other option. (You have choice of primary monitor and one other option.)*



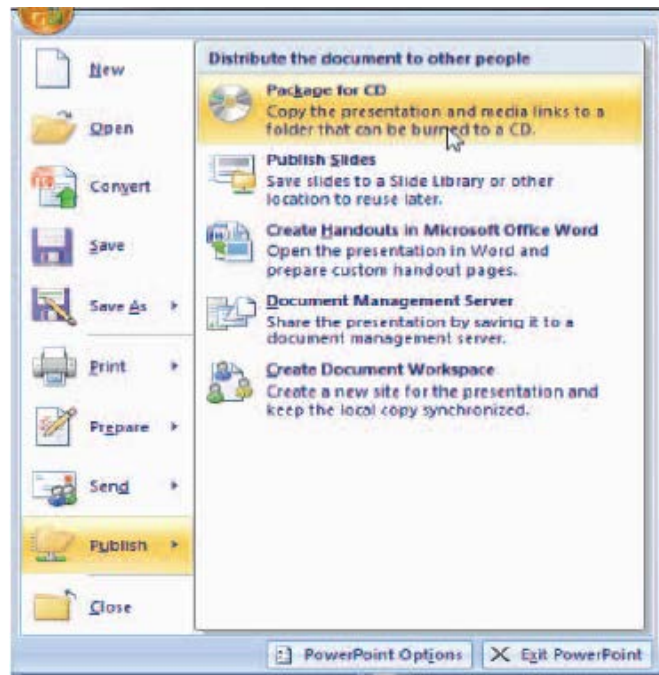
Packaging Your Presentation(s)

PowerPoint gives you the ability to “package” your presentation, putting all graphics, audio, and video components into a folder structure that can be burned to a CD or saved to a flash drive for easy distribution of the presentation. Packaging also includes the free PowerPoint viewer so that anyone with a PC can watch the presentations, even if they don’t have PowerPoint installed on their computer.

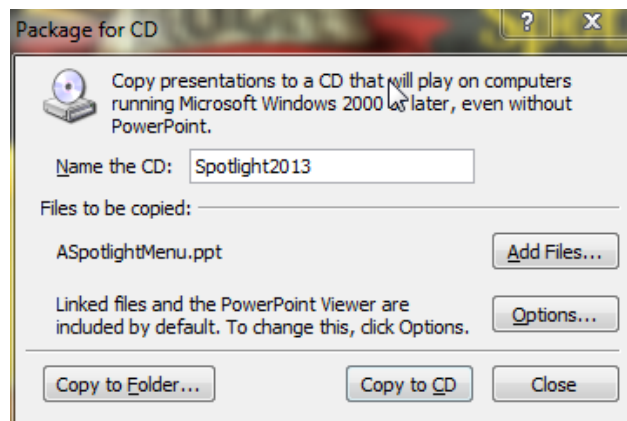
*****DO NOT PACKAGE THE PRESENTATION** if you are editing each day’s Spotlight on a different computer than the one that will be used to display the presentation. If this is your situation, unzip **Spotlight2013.zip** onto the desktop of both computers. Make the changes to the day’s presentation, for example, Day1-KingRock.ppt. Once this is complete, copy just this file to a flash drive. Insert the flash drive into the computer used for playing the presentation, and **OVERWRITE** the file in the Spotlight2013 folder. The links will remain intact if you don’t change the file names.

The reason you don’t want to **PACKAGE** in this scenario is that you will be unable, at the end of the week, to package all five presentations into a single presentation. You don’t want to package packages.

- At the end of your VBS, open the **ASpotlightMenu.ppt** file. It is an one-slide file, with links built into each day’s presentation. Click on the Orb/Start button in the upper left corner of your program.
- Click on **Publish**.
- Select **Package for CD**.

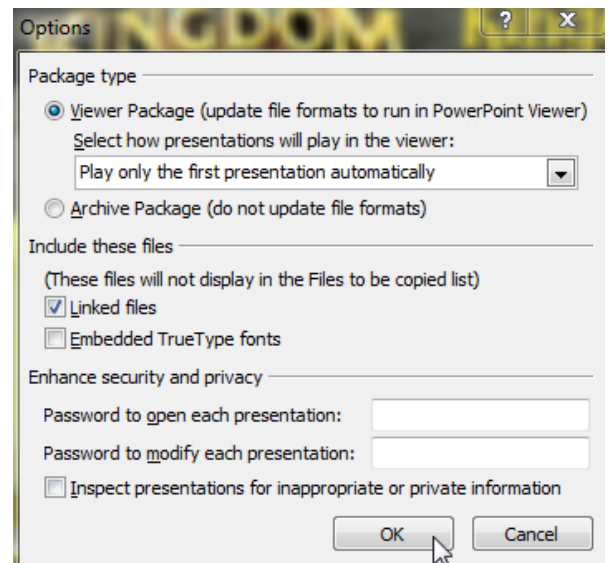


- The **Package for CD** window will open. You have two choices: **Copy to Folder** and **Copy to CD**.
- In the **Name the CD** field, enter the name you wish to use for this disc/folder. If you **Copy to CD**, the name of the CD will be what you type here. If you **Copy to Folder**, this will be the name of the folder that will contain all of the files in your presentations.

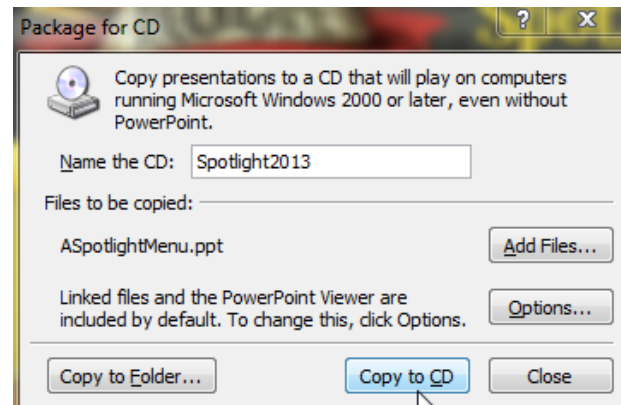


Copying to CD

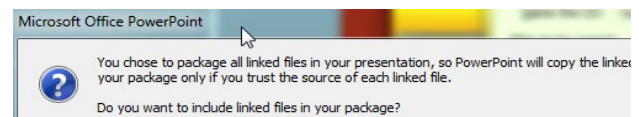
- Click on **Options**. The Options window will open. In the drop-down under **Package type**, check **Viewer Package** and select **Play only the first presentation automatically**.
- Make sure that **Linked files** is checked.
- Click **OK**.



- Insert a blank CD-R into your CD burner.
You cannot use a rewritable disc.
- Press the **Copy to CD** button.



- Press **Yes** to include linked files in the package.



- When the burn process is complete, the disc will automatically eject, and you will be asked if you wish to burn another disc. *If you do, click **Yes** and follow the instructions on screen. If not, click **No**.



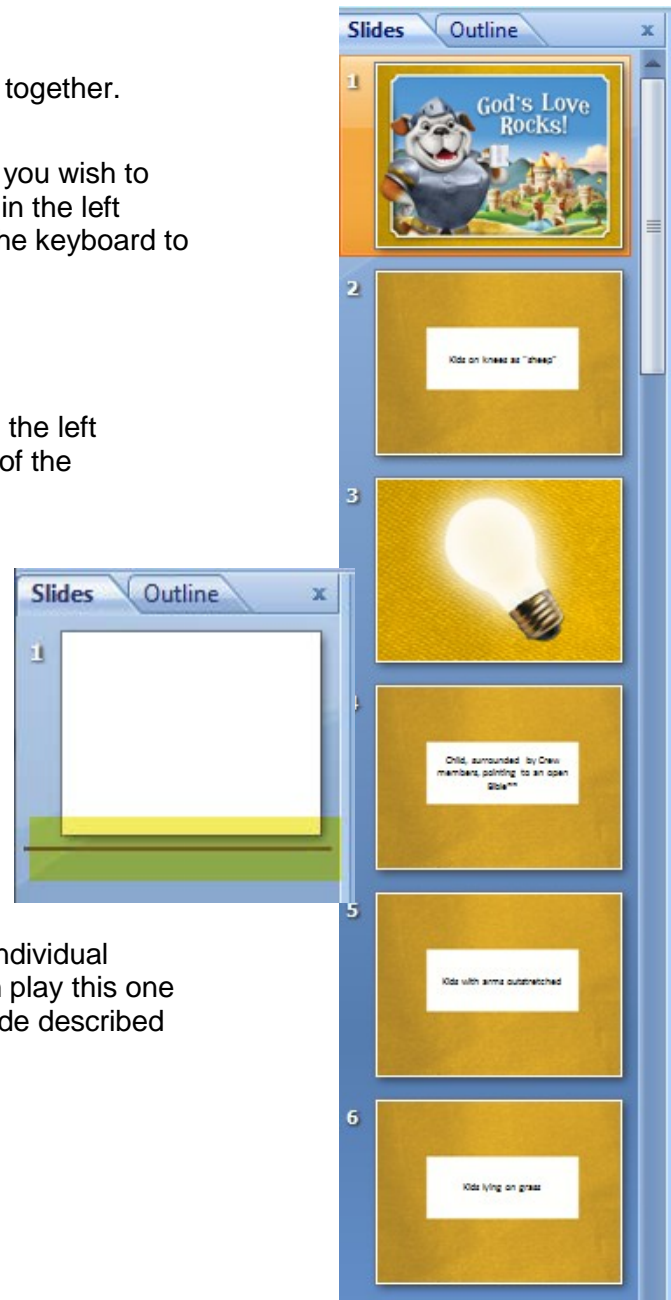
**Note: You can make copies of the first disc with any CD burning software at any time; you don't need to make additional copies at this time unless you want to.*

HINT: Test the CD by reinserting it into your computer before burning more copies.

Looping Options

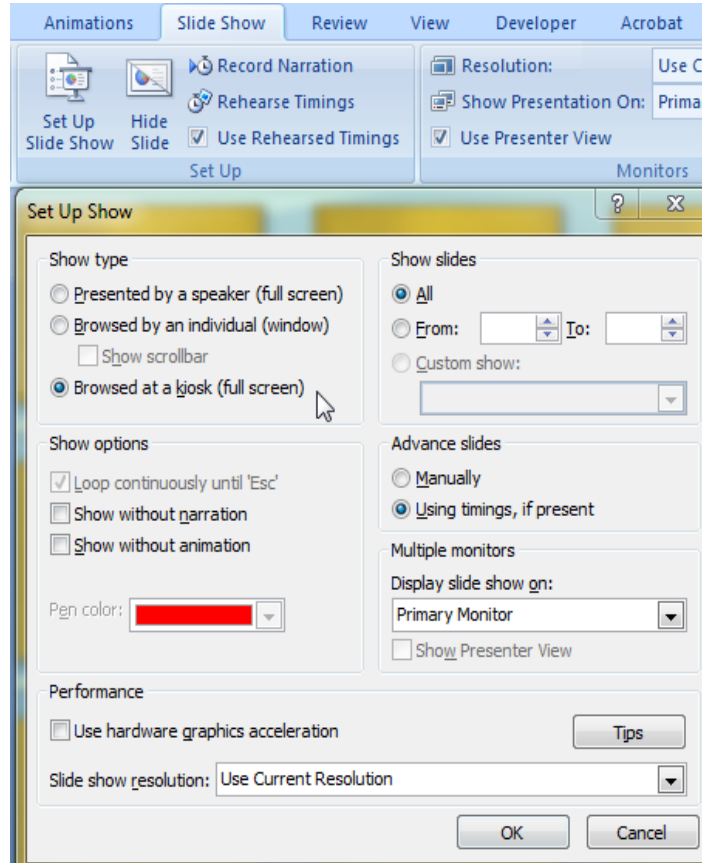
If you wish to show multiple days of the presentation or all days in a loop (repeating cycle), then follow these steps:

1. Open a new blank presentation in PowerPoint.
2. Open each of the presentations you wish to loop together.
3. Select all of the slides from the first presentation you wish to include. You can do this by clicking on one slide in the left navigation panel and then pressing **Ctrl + A** on the keyboard to select all slides.
4. Press **Ctrl + C** to copy all of the slides.
5. Bring up the new blank presentation. Left click in the left navigation panel, and press **Ctrl + V** to paste all of the slides into the new blank presentation.
6. Repeat steps 3-6 for the remaining presentations. Click in the navigation panel either above the first slide in the navigation panel or below the last slide in the navigation panel, so that you keep each day's presentation intact. You can tell where you've clicked by seeing the black cursor bar that appears above or below an existing slide. **SAVE THIS NEW PRESENTATION OCCASIONALLY AS YOU WORK.**
7. Once you have copied all of the slides from the individual presentations into the new presentation, you can play this one time, or you can set it to loop using the kiosk mode described on the next page.



In kiosk mode, if you want to loop just one day (e.g. Day1-KingRock.ppt):

- Open the selected day's presentation.
- Click the **Slide Show** tab.
- Select **Browsed at a kiosk**. This will automatically check the **Loop continuously until 'Esc'** option.
- Select the monitor on which you'll display the slide show.
- Click **OK**.
- When you play the presentation in this mode, it will loop unattended until you press **Esc**.



Microsoft Useful Online Help

PowerPoint 2007/2010

Rehearsing/setting timing for slide transitions:

<http://office.microsoft.com/en-us/powerpoint-help/rehearse-and-time-the-delivery-of-a-presentation-HA010007217.aspx>

Packaging the presentations for CD (or flash drive):

<http://office.microsoft.com/en-us/powerpoint-help/package-a-presentation-for-cd-HA010336719.aspx>

PowerPoint 2003

Rehearsing/setting timing for slide transitions:

<http://office.microsoft.com/en-us/powerpoint-help/time-slides-with-a-timer-HP005195255.aspx>

Packaging the presentations for CD (or flash drive):

<http://office.microsoft.com/en-us/powerpoint-help/about-packaging-and-copying-a-presentation-to-cd-HP005272756.aspx>

Questions?

Contact Product Support at:

[**productsupport@group.com**](mailto:productsupport@group.com)

1-800-975-4006