



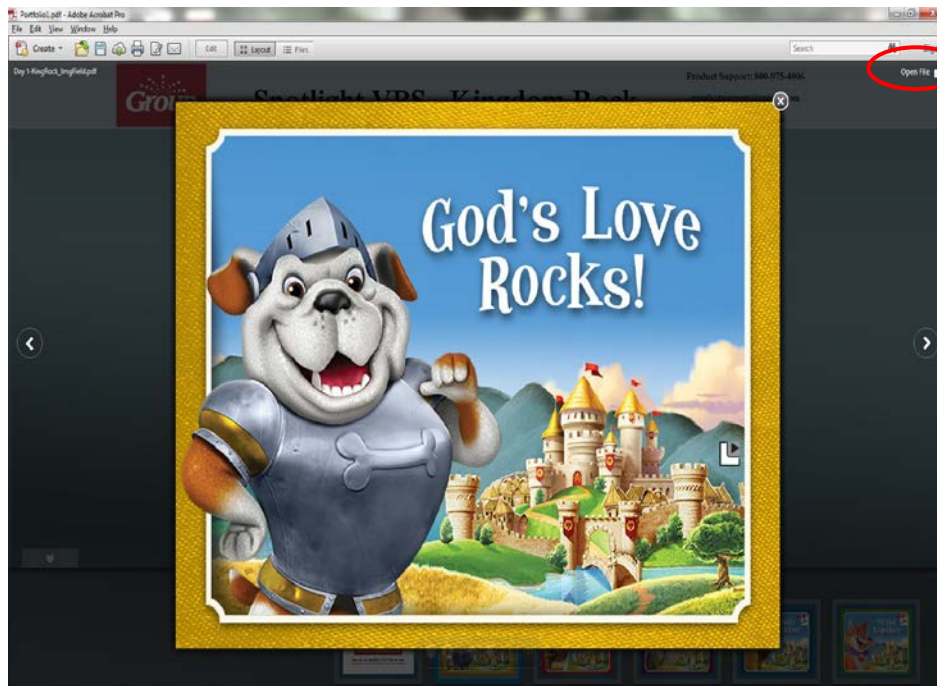
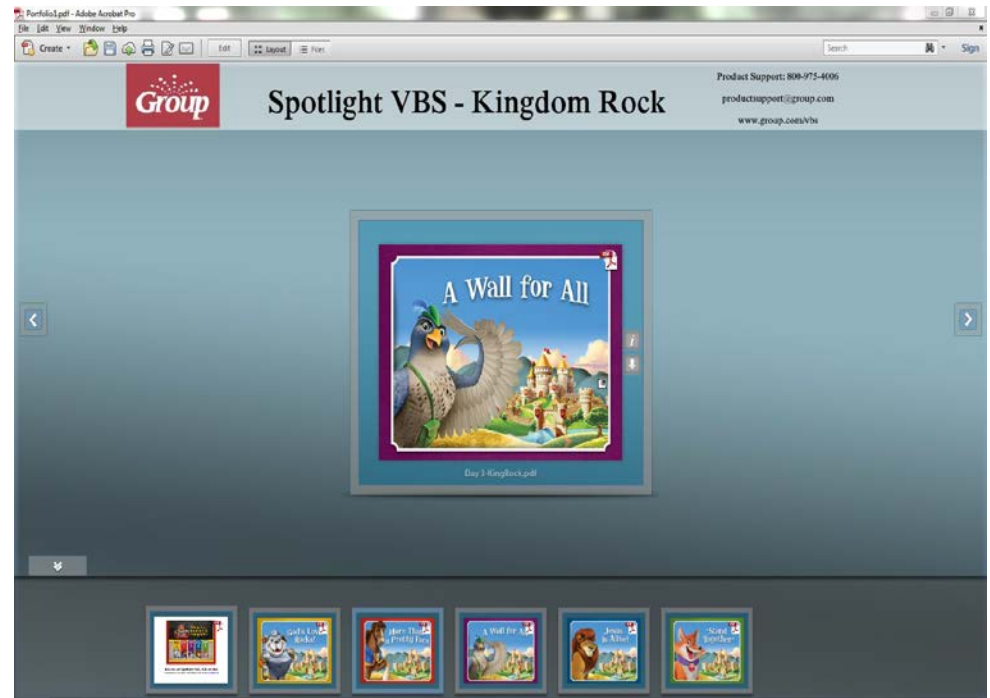
## How to Use Spotlight VBS™, PDF Version


(Please download the latest version of Adobe® Acrobat® from [www.adobe.com](http://www.adobe.com).)

## Opening/Saving Your Day's PDF Files

The PDF version of Spotlight VBS comes in an Acrobat portfolio. It may be helpful to think of the portfolio as a bookshelf where each file may be “checked out.”

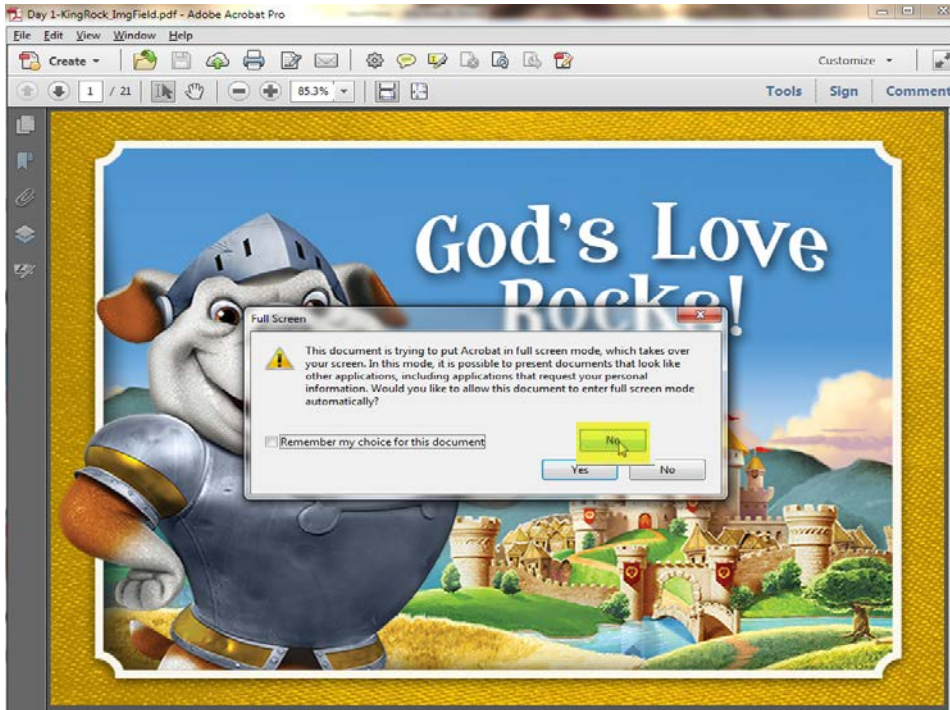
When you double-click on a title, it will open in the portfolio window; however, it is still in the portfolio, much like taking a book off of a shelf is not the same thing as taking it home. It will be easier for you to edit and show each day's Spotlight if you “check out” the Spotlight files before beginning to edit them. There are two ways to do this.



Open File 

In this image, you see the **Day1-Sky.pdf** file “open” in the portfolio, but not “checked out” (that is, it is not open as its own file for editing).

To check out the file, click the **Open File** button in the top right corner of the portfolio, and the file will open in its own window. Or you can right-click over the image and click on **Open File**.

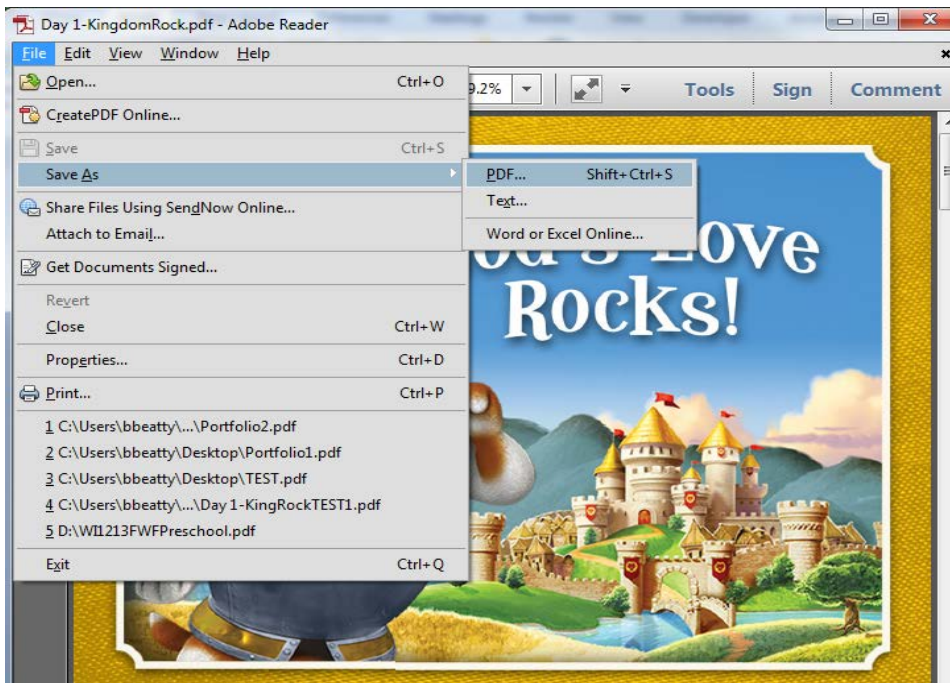


Every time you open one of the day's PDF files, either from inside the portfolio or from its single file location, you will see a prompt box asking whether you want to open the file in full screen mode.

You can check the box **Remember my choice for this document** and then click either **Yes** or **No**, or you can answer it each time it opens. Here is what you need to consider.

TO EDIT THE PDF FILE, IT SHOULD NOT BE IN FULL SCREEN MODE, so you might choose to check the box and then click **No**. If you do this, then all you need to do to put the file into full screen mode is press **Ctrl + L** for a PC or **COMMAND + L** for a Mac.

Or you may check the box and click **Yes**. To leave full screen mode, press the **Esc** key.

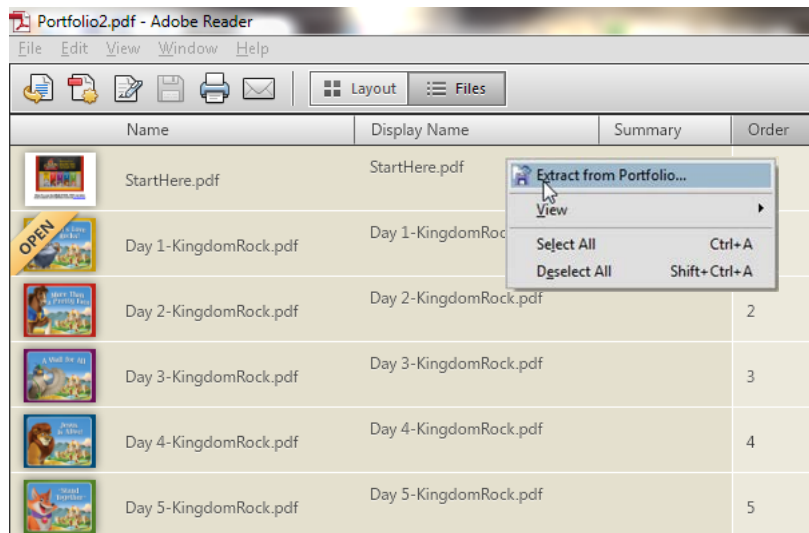


Once the day's file is open in its own window/session, simply click **File > Save As > PDF**. Then navigate to the location where you wish to save the file (desktop is good).

You may want to create a folder in this location to put all of the files, say, "My Spotlight Files," for example. This is a faster way to save ("check out") all of the files at the same time.

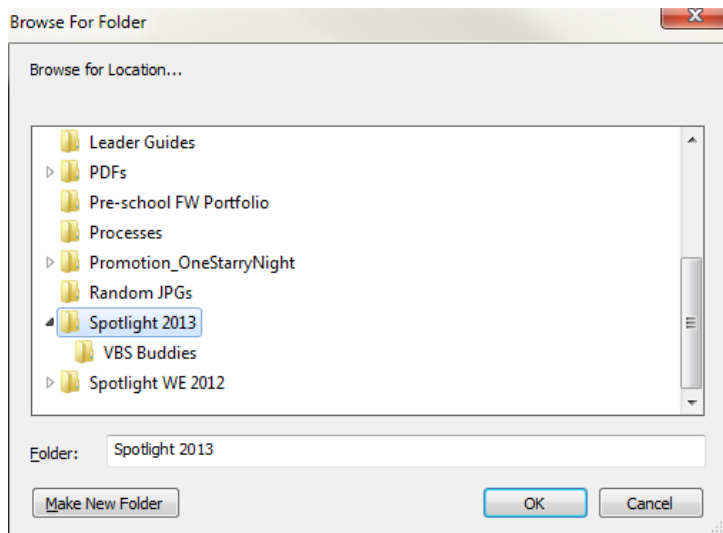


When you first opened the portfolio, it was in layout mode. To extract (“check out”) all of the individual files from the portfolio, click on the **Files** button to the right of the **Layout** button on the top toolbar.



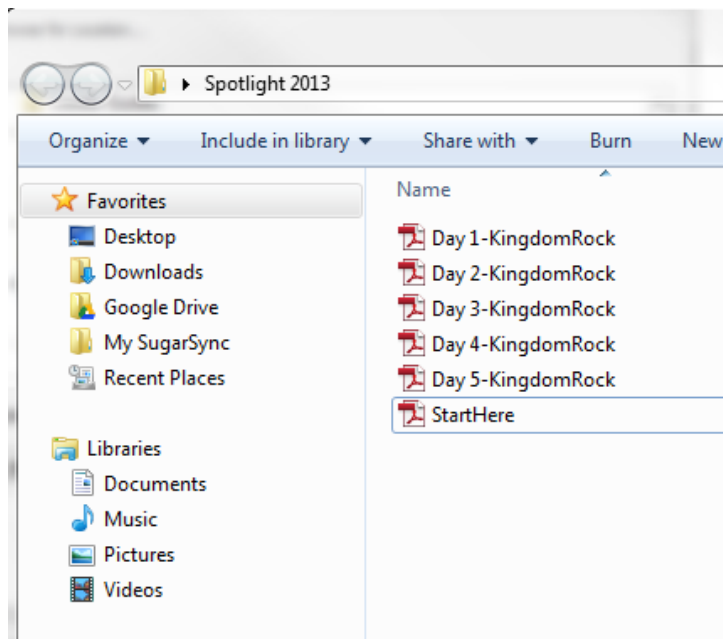
The files will now display in a grid. Click on the first file, hold down the **Shift** key, and then click on the last file.

With all rows selected, right-mouse-click anywhere in the selected grid, and then select **Extract from Portfolio...** from the pop-up menu.



Browse to the folder where you would like to save the individual day's PDF files, or click on **Make New Folder**.

Once you have the folder of choice selected, click **OK**.



All of the files in the portfolio will copy into the selected folder.

## Editing Your Day's PDF Files

**NOTE: Image fields are formatted for Landscape (wide) pictures. Any picture you insert will automatically stretch to fit the field. Please take all pictures in Landscape rather than Portrait (tall) mode.**

There are two types of pages (slides) in each day's PDF file: provided images and user-provided images (pages in which you will insert a photo).

On each page requiring you to insert an image, you will see the directions from the script in the Spotlight VBS Leader Manual for that particular page. When you move your mouse over a user-provided page, you will see a tool-tip with the cursor indicating that this page contains an image field. Click anywhere on this page to insert your picture. Browse to the folder where you have saved your VBS photos, and select the appropriate picture.

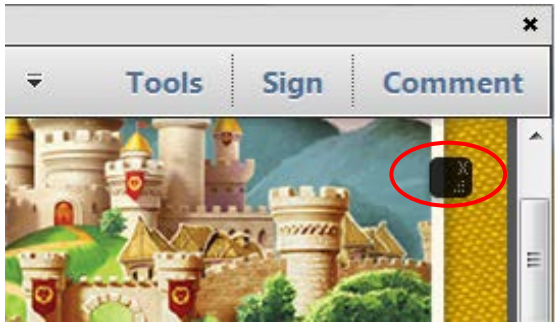
If you insert the wrong picture or want to select a different photo, simply click on the slide again to navigate to the correct picture. You can change the pictures as often as you need to.

You will not be able to zoom, crop, or rotate pictures in this image field. There are many free tools available, like Google's Picasa, where images can be edited before being inserted into Spotlight.

Provided image pages do not have an image field; you will not be able to make changes to those pages.



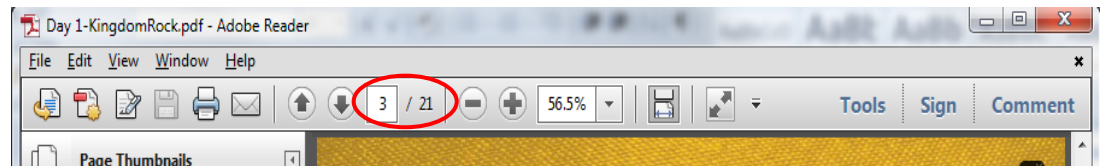
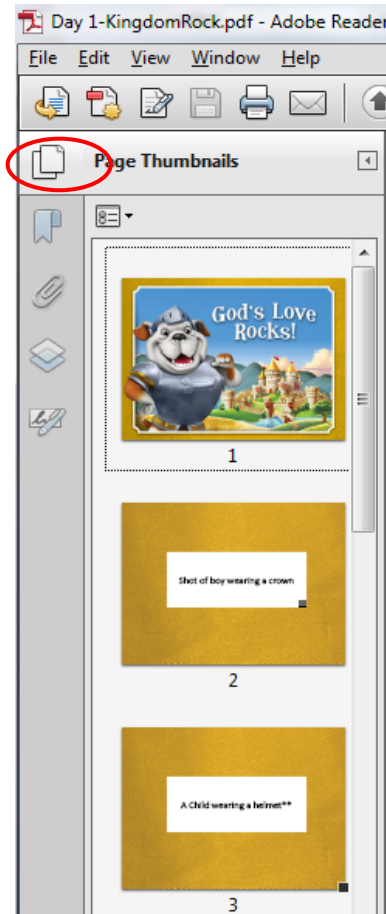
The second page of each day's PDF file contains the sound file for the presentation. You will see a small icon in the lower right corner of this slide.



You will notice a little black square in the Acrobat window. This is the audio playback control. The lower right corner of this control is a “handle” that you can drag to increase the size of the control. You do NOT want to do this deliberately; if you do it accidentally, then you can resize it back down by dragging that corner again. There is no way to hide this control, but you can move it if it is in your way.

If your displays are set to **Clone** or **Duplicate** for presentation purposes, this black square will appear on-screen. Unfortunately, this cannot be avoided.

When the page is displayed in normal mode and full screen mode, the audio file will begin playing. If you would like to avoid having this play while you are editing the presentation, jump to page 3 after opening the document. (However, once you begin inserting pictures into the file, you may need to save, close, and then reopen the file to reset the audio playback.) Simply enter a “3” in the page number field in the toolbar (the image shown represents page 3 of 21 pages) and then press the **Enter** key. The file will jump to page 3.



Optionally, you can use the page thumbnails in the same way. Click on the **Page Thumbnail** button on the left toolbar. Then you can click on page 3 (or any other page) to jump to that page.

To complete your Spotlight slide show, page down through the day's file, inserting the requested picture for each page. Once you are finished, save the file, and then close it.

Reopen the file, and select **Yes** for full screen mode.

The first page of each file is programmed to NOT advance automatically. This allows you to open each day's show and have it ready to run at the appropriate time.

When you are ready to run Spotlight, simply press the space bar, and the presentation will run. Depending on your system resources, it may take a few seconds for the presentation to start. Be patient—it won't take long!

When the day's presentation is over, press the **Esc** key to return to normal mode, and then close Acrobat Reader.

## Playing Your Spotlight PDF Shows

You can easily transfer each day's presentation from one computer to another, allowing you to build each day's presentation on one computer and then move it to the computer used for the presentation system at your church. Once you have the day's PDF edited and saved, copy it to a flash drive. Take the flash drive to the presentation computer for playback. You can use a Mac or PC for editing and playback; the PDF files will work on both platforms.

Once you have the day's PDF on the presentation computer, you need to know if the displays are set to Duplicate (Clone) or Extended.

If they are set to Duplicate, simply open the day's PDF in full screen mode, and press the space bar when you are ready for it to run.

If you have your displays in extended mode, you must open the PDF in normal mode and drag the PDF window over to the projector screen display.

IF YOU HAVE WINDOWS 7, you can move the PDF window by using the Window key (between **Ctrl** and **Alt** beside the space bar) and the left or right arrow key. Hold down the Window key, and press the left arrow key twice. The PDF window should snap to half screen on the computer monitor and then move to the other display. If this does not work, then your system is set up with the projector screen as the right display. Simply press the Window key and the right arrow until the PDF window appears on the projector screen.

Once you have the PDF on the projector screen, press the hotkey for full screen mode (**Ctrl + L**).

If you use MediaShout or some other presentation software, you can use the **Alt + Tab** function to seamlessly toggle between your presentation software and Spotlight. (Mac users: comparable key command is **COMMAND + Tab**.)

## Sharing Your Spotlight PDF Shows

You can share these files by copying them to flash drives or sharing them with cloud-based folders like DropBox or SugarSync, or you can burn them to a CD. Anyone with Acrobat Reader can play the files on their personal computer, either a Mac or a PC.

**Questions?**

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**800-975-4006**