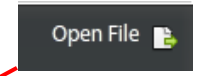
How to use Spotlight VBS, PDF version

(Please download the latest version of Adobe Acrobat from www.adobe.com)

OPENING/SAVING YOUR DAY'S PDF FILES

Spotlight VBS, PDF version comes in an Acrobat Portfolio. It may be helpful to think of the Portfolio as a bookshelf – where each file may be "checked out".

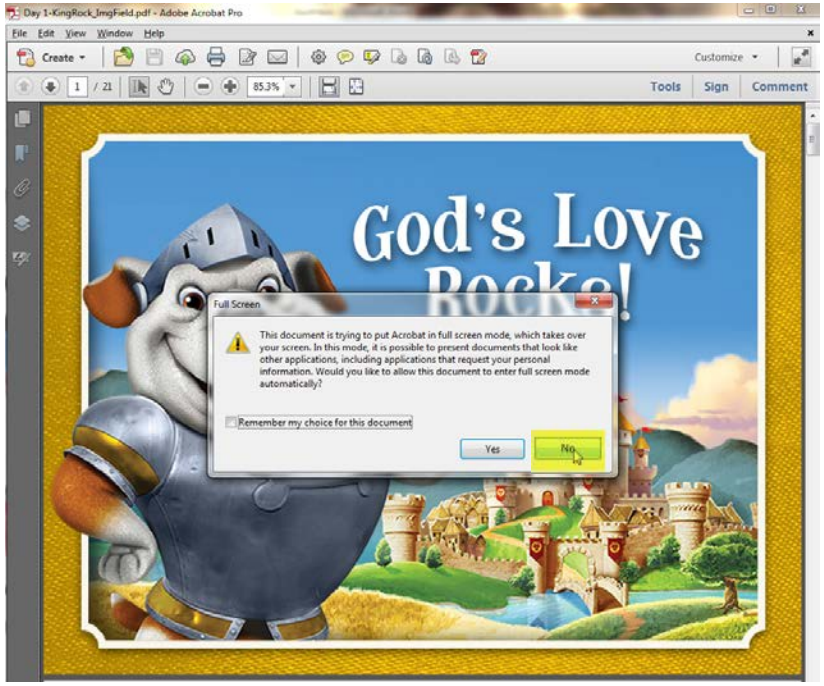
When you double-click on a title, it will open in the portfolio window. However, it is still in the portfolio, much like taking a book off a shelf is not the same thing as taking it home. It will be easier for you to edit and show each Day's Spotlight if you "check out" the Spotlight files before beginning to edit them.



There are two ways to do this:

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

Click the Open File button in the top right corner of the portfolio, and the file will open in its own window.

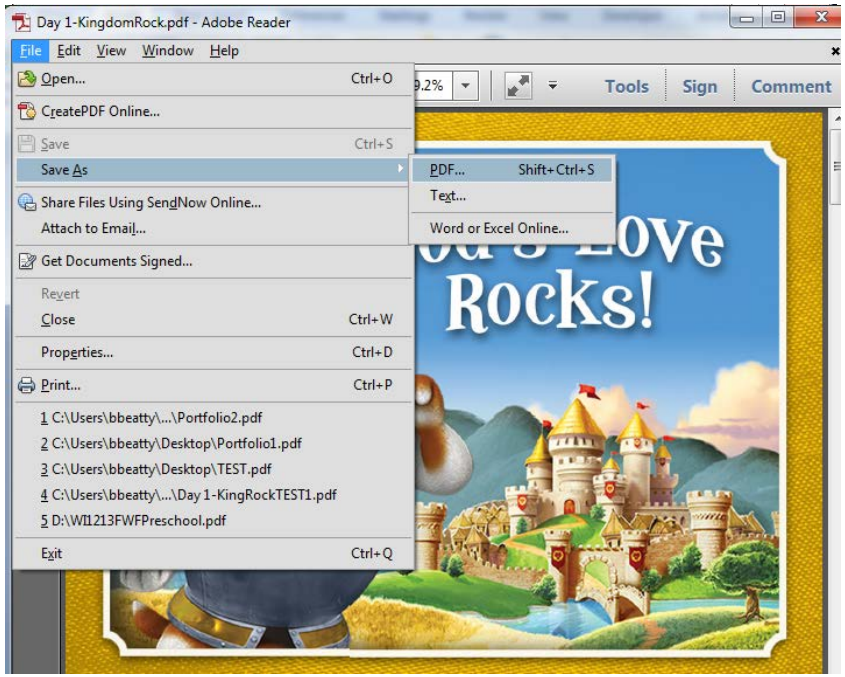


Every time you open one of the Day's PDF files, either from inside the Portfolio or from its single file location, you will be prompted to open the file in Full Screen Mode.

You can check the box "Remember my answer, and then click either Yes or No, or you can answer it each time it opens. Here is what you need to know.

To edit the PDF file, it should not be in Full Screen mode. So, many may choose the check the box and then click NO. If you do this, then all you need to do to put the file in Full Screen mode is press
For PC: CTRL + L
for MAC: COMMAND + L

Or you may check the box and click YES. If so, all you need to do to leave Full Screen Mode is, press the ESC key.



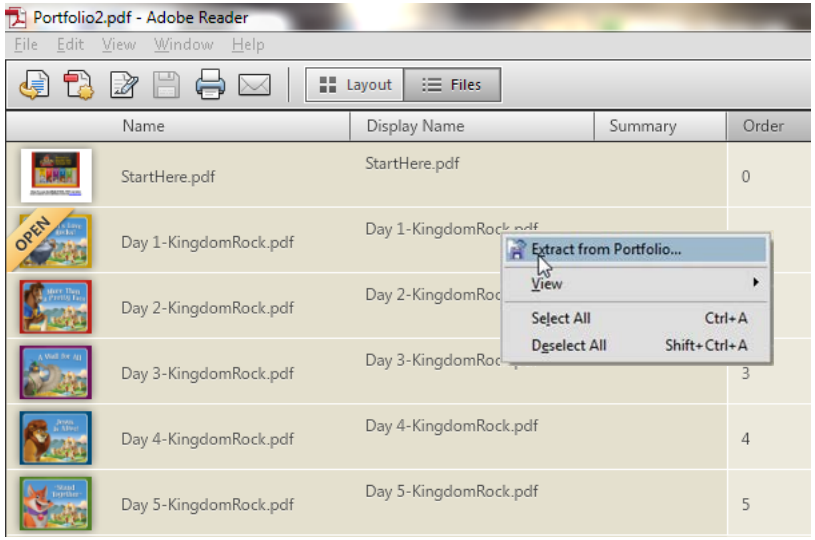
Once the Day's file is open in its own window/session. Simply click

FILE > SAVE AS > PDF

And then navigate to the location (Desktop is good) where you wish to save the file. You may want to create a folder in this location to put all of the files, say, **MY SPOTLIGHT FILES**, for example.

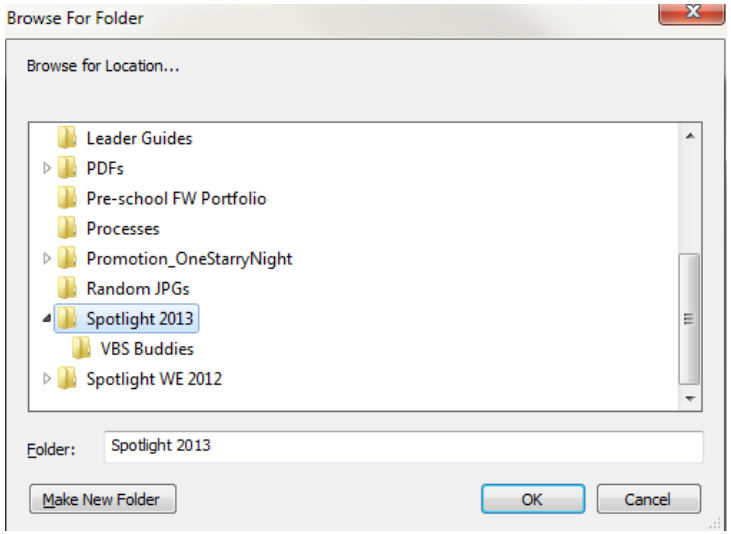
This is a faster way to save ("check out") all of the files at the same time.

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.



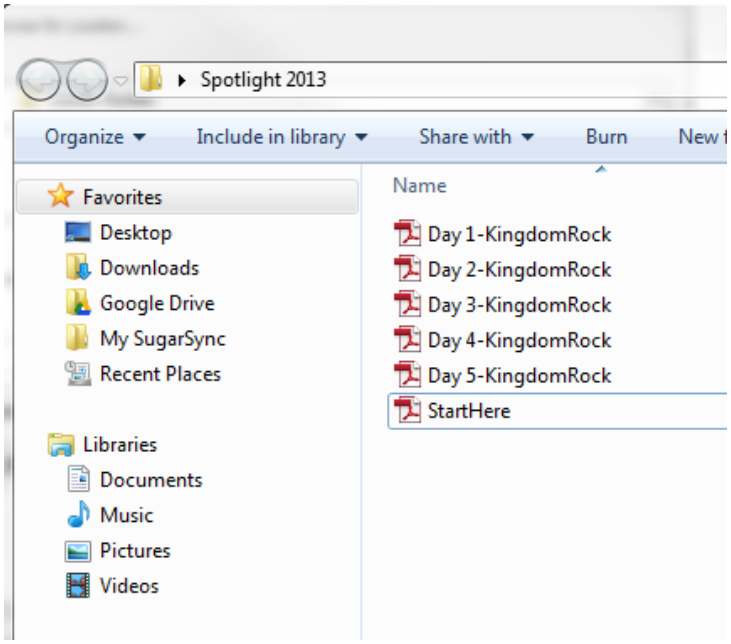
The files will now display in a grid. Click on the first file, hold down the SHFT key, and then click on the last file.

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 and/or Make a New Folder where you would like to save the individual Day's PDF files.

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 in each Day's PDF file: **Provided Images** and **User-Provided Images**.

On each page requiring an image, you will see the directions from the script for that particular page.

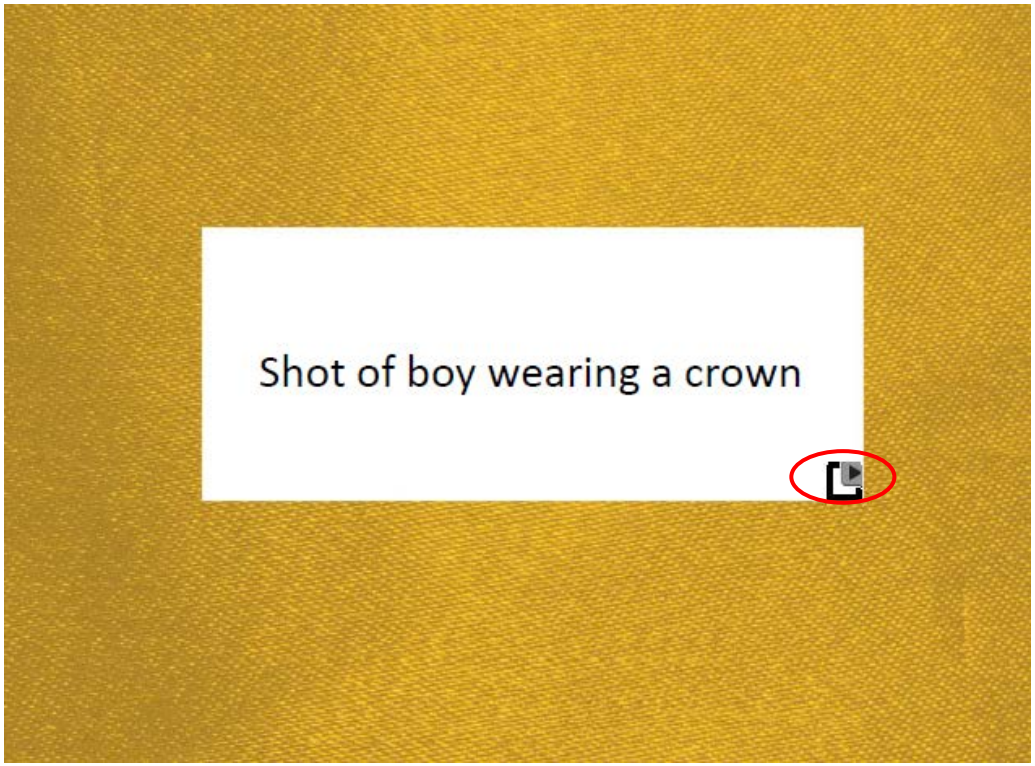
When you move your mouse over a User-Provided page, you will see a tool-tip with the cursor indicating that this page contains an image field.

Click anywhere on this page to insert your picture.

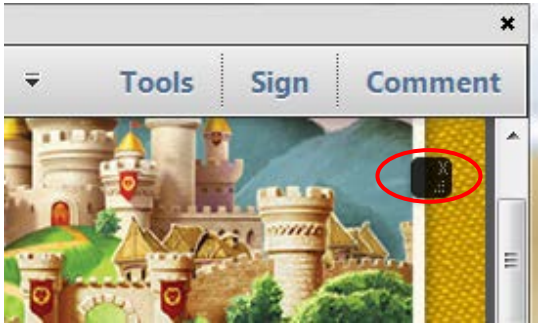
If you insert the wrong picture, simply click on the slide again to navigate to the correct picture. You can change the pictures as often as you need to.

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.



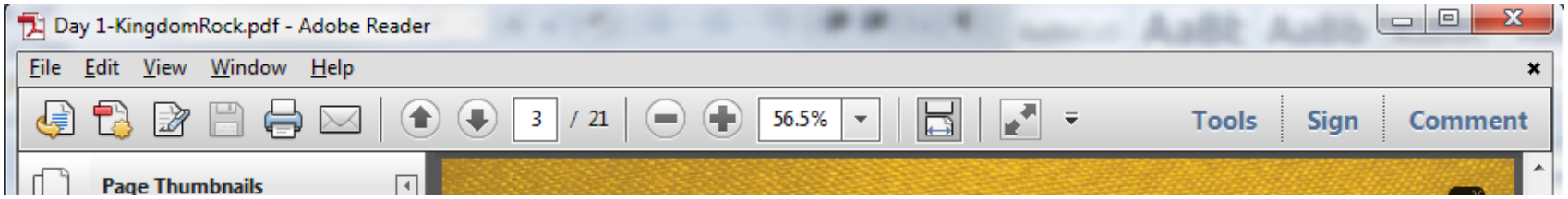
The second page of each Day's PDF file contains the sound file for the presentation. You will see a small icon in the lower right corner of this slide.



You will notice a little black square in the Acrobat window. This is the audio play back control. The lower right corner of this control is a "handle" that you can drag to increase the size of the control. You won't 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; 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 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 (this image 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 page3 (or any other page) to jump to that page.

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. You can 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/or 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, then you will need open the PDF in normal mode. Then drag the PDF window over to the projector screen display.

(If you have Window 7, you can move the PDF window by using the Window Key (between CTRL and Alt beside the Spacebar) 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 setup 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 to go to Full Screen mode (CTRL + L for PCs; COMMAND + L for MACs).

If you use MediaShout or some other presentation software, you can use the ALT + TAB function to seamless toggle between your presentation software and Spotlight. (See pages 11 and following for the ALT + TAB function. MAC users: comparable key command is COMMAND + Tab).

Sharing Your Spotlight PDF Shows

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

Questions:

productsupport@group.com

800-975-4006

ALT+TAB: Seamless Presentation from Two or More Programs

The Issue How to Set Up Your Comptuer:

MediaShout, ProPresenter, PowerPoint™, as well as other presentation packages, has a limited capability of embedding various types of files for playback within a presentation.

The cost of producing, managing and distributing all of our videos in all available formats would be significant, and would result in pricing our customers out of the market for these products.

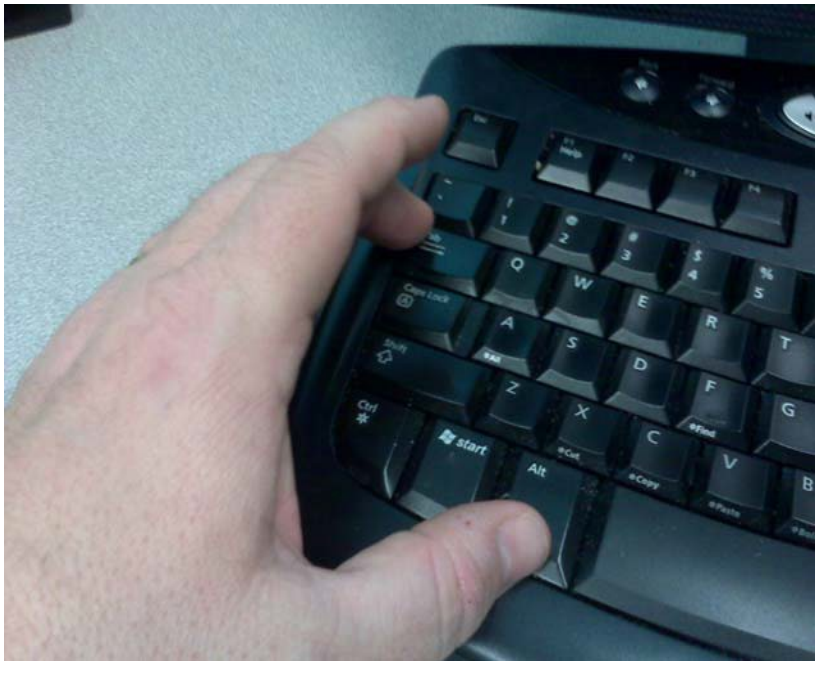
Window operating systems have a native keystroke sequence that solves this problem (in most cases).

ALT + TAB is a key command that lets you toggle between open applications. It happens has fast as a manual transition between PowerPoint™ slides.

ALT+TAB can be managed with one hand.

Set Up the DVD

You can play a DVD on your computer in either full screen mode or in a smaller, manually set screen size. Full screen mode can usually be set by simply double-clicking on the DVD window. However, when you set the DVD playback software to full screen, the software captures the screen and does not allow any other application to be displayed until you set the display out of full screen mode.



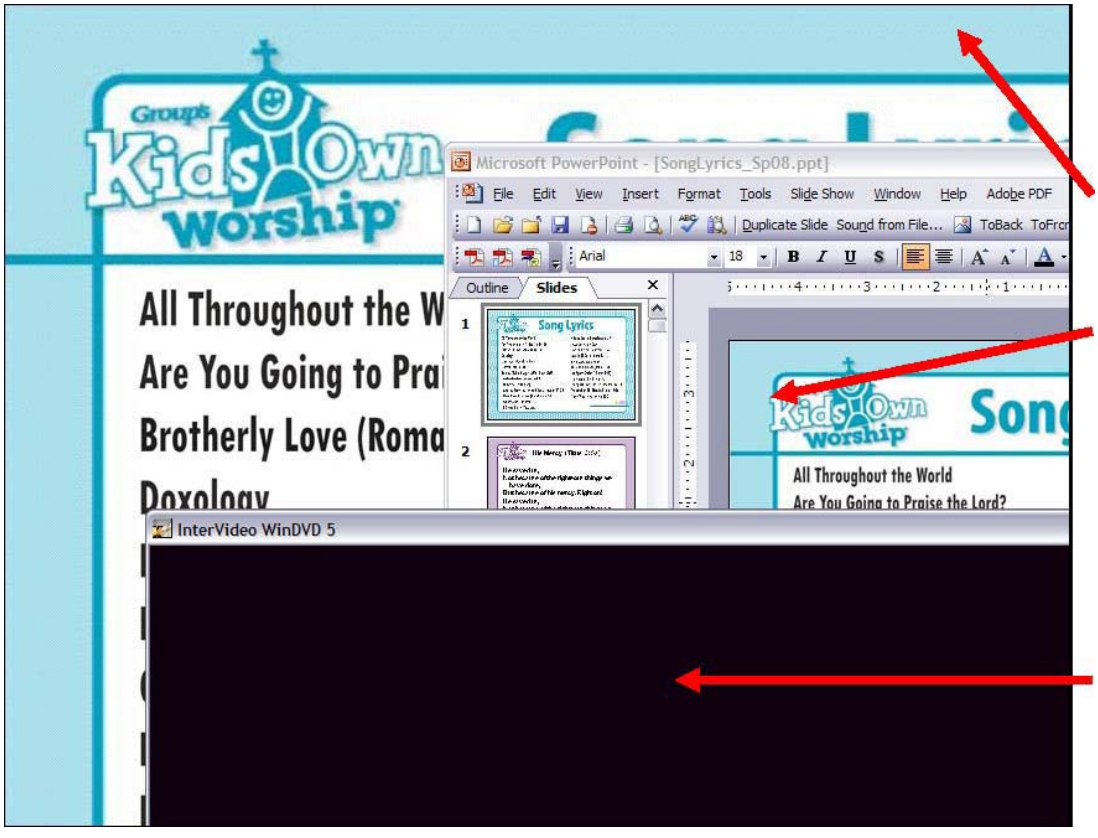
If you are planning to use a DVD along with other presentation software solutions, you will want to manually size the DVD screen to as close to full screen as you can. This may include moving the control panel manually as well. Most DVD playback software has a setting where the size aspect ratios are locked. What that means is, if you stretch the display horizontally, it automatically stretches the display vertically in a proportional distance, so that the shape of the screen is consistent. If you turn off the aspect ratios lock, you can stretch a video display horizontally and vertically as independent actions and sizes.

Once you have manually set the display to as large as you can, the viewers at your event will not be distracted by anything else on the screen, as the display will fill at least 95% of the screen. You may see your Start Bar at the bottom of the display, but the DVD video will certainly draw their attention away from that.

PowerPoint

Once you have the DVD screen set to your liking, launch your PowerPoint™ presentation. When you enter the **View Show** mode, the presentation fills the screen. The editing mode is still active in the background. If all you are doing is running PowerPoint, this is never a concern. However, if you need to run a seamless PowerPoint and DVD during the same event, you will just need to be aware of the two modes.

(**NOTE:** Even thought PowerPoint presentation mode fills the screen, it does not capture the display like a DVD does in full screen mode.)



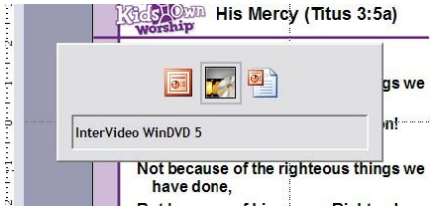
This is a picture of the display of a computer that is running…

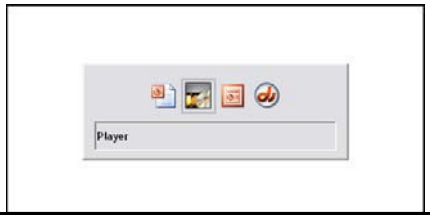
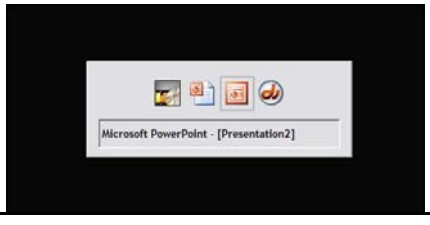
PowerPoint in **View Presentation** Mode

PowerPoint in **Editing Mode**

DVD Screen

CONTROL The Seamless Key Stroke – ALT + TAB (**Note:** Using the ALT key on the left side of the keyboard will allow you to do this with one hand. Thumb on the ALT key, index finger on the TAB key.)
ALT + TAB is a windows shortcut that allows you to toggle between open windows/applications. You should press and hold the ALT key. Then press and release the TAB key.

	A small display will pop up in the middle of your screen. The display will have a shortcut for every window/application open on your computer. In this instance, the first shortcut represents the Editing mode of PowerPoint. The second shortcut is for the DVD player. The third shortcut is for PowerPoint presentation being viewed The shortcut on the left represents the window that is on top; the second shortcut represents the window just below the first one, and so on. Notice the box around the second shortcut. This "box" is the cursor that lets you know which window will move to the top when you release the ALT key. Every time you press and release the TAB key (while continuing to hold down the ALT key), this box/cursor moves to the right one shortcut. When it gets to the last shortcut, it will cycle back to the first shortcut as your continue to press and release the TAB key. Also notice in the text panel beneath the shortcuts, the window/application that is selected by the box/cursor is identified by name. When you have selected the window/application you would like to display on top, release the ALT key. This is almost as fast, and lacking distraction as a PowerPoint slide with a transition overlaid.

	In this image, there are four windows/applications open. The box/cursor has selected: An Adobe Director Application…
	…the DVD Player…
	…PowerPoint Editing Mode…
	…PowerPoint Display Mode.

This the process to get ready for your presentation with DVD and PowerPoint™.

Launch the DVD you wish to display

Manually size the DVD display as large as you can video clip you wish to pay is menu drive, leave that menu on display. If you wish to run a video that is not driven by a menu, start the video and pause the playback at the point you would like to begin showing the video.

Launch PowerPoint

Open the file you wish to use. Press F5 on the keyboard to begin the Presentation mode

Then, use ALT + TAB to switch between these open applications

If you press ALT + TAB and then release both keys, this function
automatically brings the second application on top of the first.

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Another way of saying this is thatDO NOT set it for Full Screen mode, as this will keep the other programs the first two windows swapfrom displaying.
positions, as do their shortcuts in Navigate to the place in the DVD where you wish to begin the video. If the the pop up display.

IF: you are only using PowerPoint and a DVD, you can do ALT + TAB with your eyes closed!

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Launch the DVD
Launch your PowerPoint presentation in View Presentation mode.
Then press and release ALT + TAB (both keys) to swap between these two programs.