

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

## What's in the MACSpotlight Zip File

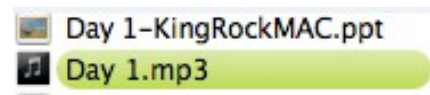
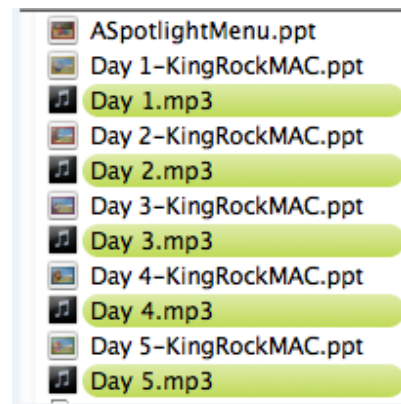
There is one folder, MACSpotlight, with a subfolder for each day.

**\*\*\*Please do not rename or remove any of the files from any of these folders. 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**). There is one audio file that is linked to that presentation file; the image on the right below shows the contents of the folder Day1-KingRockMAC.



## Installing PowerPoint Spotlight

**You must have PowerPoint installed; version 2008 or later is recommended.**

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

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

## Creating, Editing, and Saving Your Shows

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

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

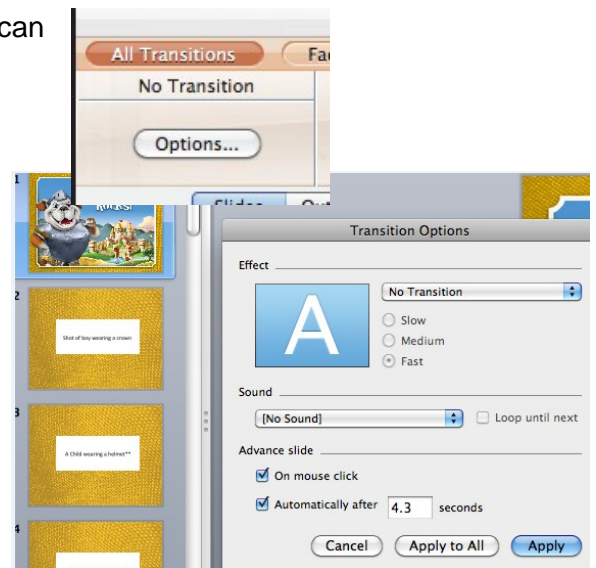
- On the ribbon bar at the top, click **Picture > Insert Picture**
- Navigate to the folder where your day's pictures are located. Either select the designated picture and click **Insert** or simply double-click on the designated picture.
- Place the picture on the slide and size or stretch it to fill the slide.
- Save the presentation (press **Command + 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 **Transitions** bar.
- Click on **Slide Show > Transitions**.
- Then click on the **Options** button on the left side of the ribbon bar. The **Transition Options** window will open. You can adjust the transition time for the slide in question at the bottom of this window. (DO NOT CLICK "APPLY TO ALL." This will set the transition on every slide in the presentation to the time displayed.)
- Click **Apply**.
- This will set the new transition time and then close the **Transition Options** window. Keep in mind that whatever time change you make to a slide will impact all following slides.



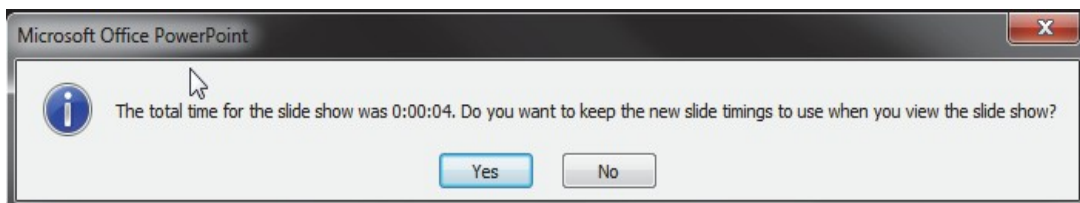
It will be rare that only one or two slides will need to change. It is more likely that you will want to reset the timings for the entire presentation. This will only take a few minutes, just as long as it takes to go through the presentation one time.

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” clock will display on the lower right side of the presentation.



- You will press the slide “advance” button every time the script goes to the next picture.
- Simply listen to the audio, and click the mouse or press the spacebar to advance the presentation as indicated in the leader manual. 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.

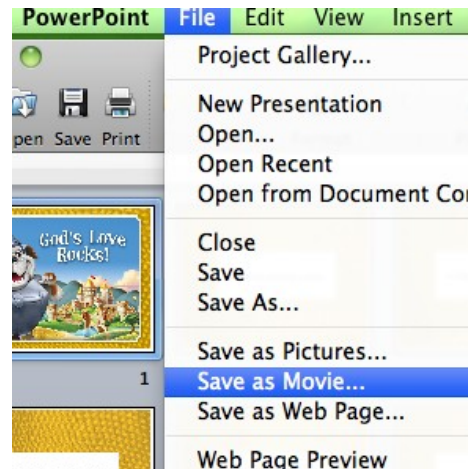
- Click on **PowerPoint > Preferences**.
- Click on the **View** tab.
- Make sure “End with black slide” is **UNCHECKED**.
- Click **OK**.

## Creating/Sharing an MOV Presentation

PowerPoint for MAC gives you the ability to create an MOV file from the presentation. This file can be played in QuickTime, MediaShout, ProPresenter, and many other video players.

The **Save As > MOV** command does not capture the audio as part of the presentation. However, you can select the audio file in the “Save As” process to quickly produce your video file.

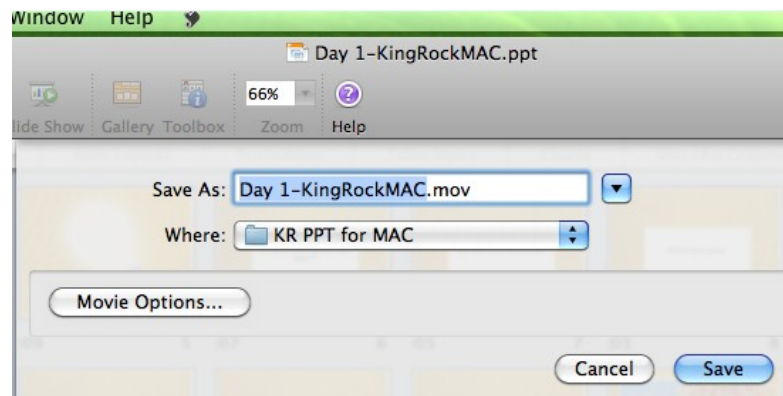
- Click **File > Save as Movie....**



- The “Save As” dialogue box will open.

The “Save As” file name can be changed to whatever you choose or can remain as the default that’s based on the day’s PowerPoint file name.

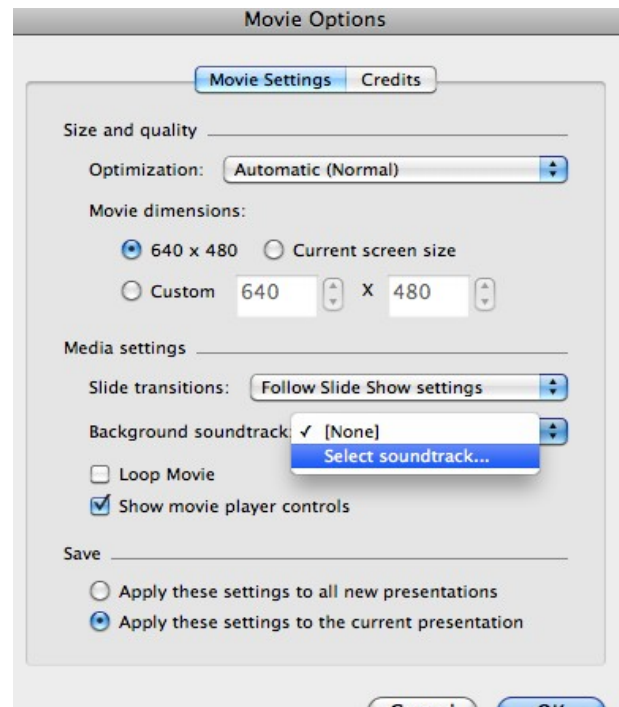
You can navigate to a new location (including a flash drive) for the file or leave it in the day’s PowerPoint folder.



- Click **Movie Options....**  
The Movie Options dialogue box will open.

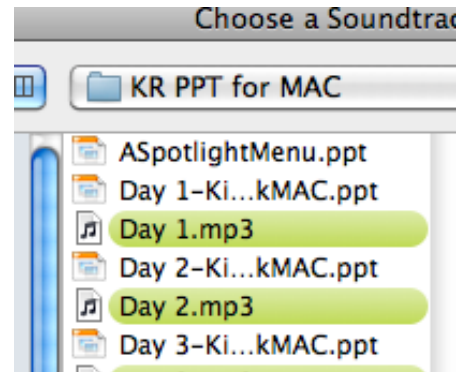
Choose whether or not you wish to **Show movie player controls** (or screen fade controls) by checking or unchecking the box.

- Click on **Background soundtrack** and then **Select soundtrack.**



- At the bottom of the **Choose a Soundtrack** window, select **All Files** in the **Enable** field.

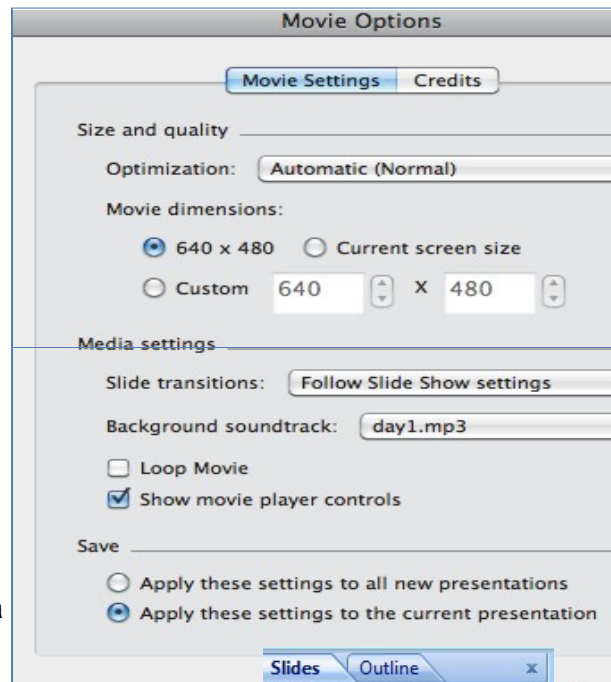
Then browse to the folder for the day's presentation you are working on, and double-click on the .mp3 file (e.g., Day 1.mp3).



- This will return you to the **Movie Options** window.
- Make sure **Slide transitions** is set to **Follow Slide Show settings**.

It is recommended that you create a single-play version for each day's VBS. If you would like a looping version, you can also create that, or know that many video players have a loop control in the player.

- Click **OK**.
- Once you have your movie(s) created, you can use iMovie or another video software package to compile all of your MOV files into a variety of formats for sharing on YouTube, a DVD, etc.

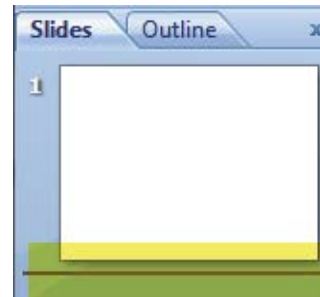


## Looping Options

If you wish to show multiple days or all days in one presentation, then follow these steps:

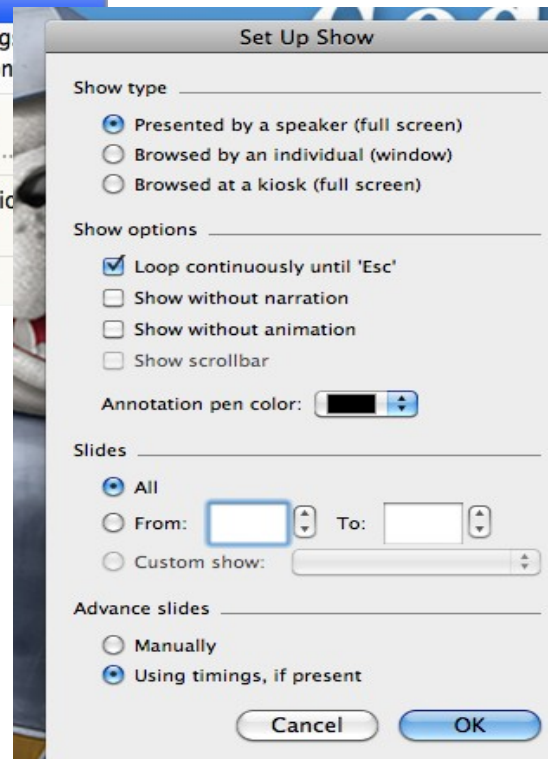
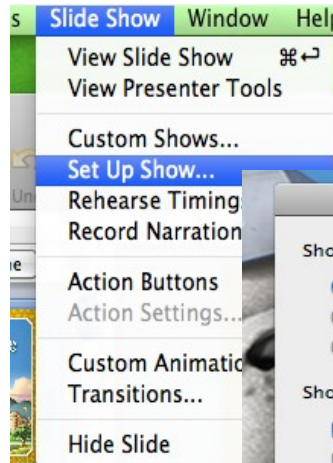
- Open a new blank presentation in PowerPoint.
- Open each of the presentations you wish to loop together.
- Select all of the slides from the first presentation you wish to include. You can do this by clicking on one slide in the left navigation panel and then pressing **Command + A** on the keyboard to select all slides.
- Press **Command + C** to copy all of the slides.
- Bring up the new blank presentation. Left-click in the left navigation panel, and press **Command + 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 have 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 (or you can save it as an MOV file for single play or looping as described on the previous page).

8. Click on **Slide Show > Set Up Show....**



9. In the **Set Up Show** dialogue box, select **Browsed at a kiosk**. This will automatically check the **Loop continuously until 'Esc'** option.

10. Click **OK**.

11. When you play the presentation in this mode, it will loop unattended until you press **Esc**.

If you are having issues with your QuickTime, MediaShout, ProPresenter, or other video players, please reference your help manuals for the specific program.

For Spotlight questions, please contact Product Support at:

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

1-800-975-4006