

SWITCHING BETWEEN SLIDE SHOWS



The active program is always shown as a depressed button



Intro

This tutorial contains two methods of switching between PowerPoint shows during a service. The first method (**one active show**) assumes you have a background on your desktop that you wish to have displayed through the projector when switching between shows. The second method (**multiple active shows**) allows you to switch between shows and will always keep one of the shows active.

One Active Show - Step 1

Open two PowerPoint presentations: a song list and a sermon outline. Set both files to show on the projector screen. Make the music file active. Your task bar should match the image to the left. See **Display Slide Show On** for instructions on making the show active and displaying it through the projector.

One Active Show - Step 2

Press the Esc key: By pressing the Esc key while in slide show mode in PowerPoint, you will exit slide show mode. The task bar now shows no active program. You will still see the music file on your screen, however Windows does not see it as the active program.

One Active Show - Step 3

Click on the Sermon task in the task bar. This makes it the active program on screen.

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One Active Show - Step 4

Click on the slide show button in PowerPoint.
The sermon now shows as inactive and the PowerPoint Slide show task button shows up on the task bar.

One very powerful feature of the task bar is the ability to switch to another show and edit it while the PowerPoint Slide Show is still displayed through the projector. We use this sometimes to correct spelling mistakes in songs or look ahead in the sermon outline to see what is coming next. When you click on another task, the 'PowerPoint Slide Show' is no longer active. The image shown on the projector will stay, however if there is an animation in the slide show it will stop.

NOTE: You will not be able to use the keyboard to move between your slides.

To reactivate the 'PowerPoint Slide Show', click on the task in the task bar.

You can switch between programs without your audience noticing by using the same background for your song list and your desktop. See the **Windows Desktop Background** tutorial for more information.



PowerPoint Slide Show is inactive



PowerPoint Slide Show is active

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Multiple Active Shows - Step 1

Open a PowerPoint song list. Your task bar should look like the task bar to the left. Active programs always appear as a depressed button.

Multiple Active Shows - Step 2

Make the music file active. Your task bar should look like the task bar to the left. See **Display Slide Show On** for instructions on how to send the show to the projector.

Multiple Active Shows - Step 3

Open a PowerPoint sermon template and set the file to show on the projector screen. Your task bar should look like the task bar to the left. Note: *the song list will still show on the projected screen.*

Multiple Active Shows - Step 4

Make the sermon file active. Your task bar should look like the task bar to the left. The sermon file now takes priority over the song list.

Multiple Active Shows - Step 5

To switch back to the music list, click on the music list in the task bar. This will make it display on your computer monitor.

Next, click on 'PowerPoint slide show' (beside the song list) in the task bar. This makes the song list take priority over the sermon template.

NOTE: You can switch between as many slide show presentations as you like. However, because the task bar does not display the titles for the slide shows, we recommend keeping matching items next to one another to avoid accidentally putting the wrong show through the projector.