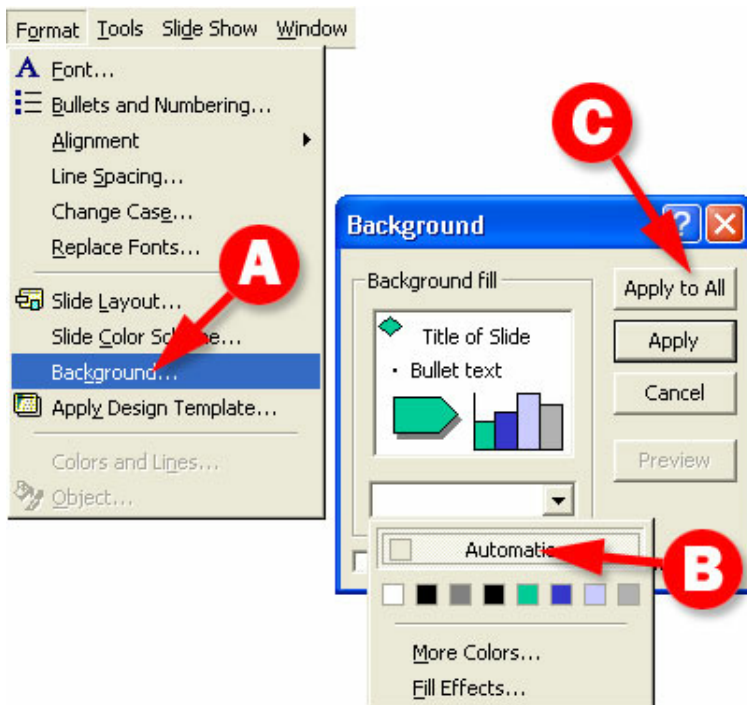


USING THE POWERPOINT WORSHIP PHOTOS



Intro

In this tutorial we describe one way of quickly inserting songs and having them adapt to the properties in the worship photos.

Steps 1 and 2 explain how to modify your own files.

Step 3 provides a PowerPoint template that works well for creating songs.

Steps 4 through 8 explain how to insert the files created above into the worship photos.

Step 1

This step will allow your PowerPoint file to adapt to the default background setting in the Worship Photos. In an existing or new PowerPoint file, ensure the settings are as follows:

A

From the Format drop down choose Background...

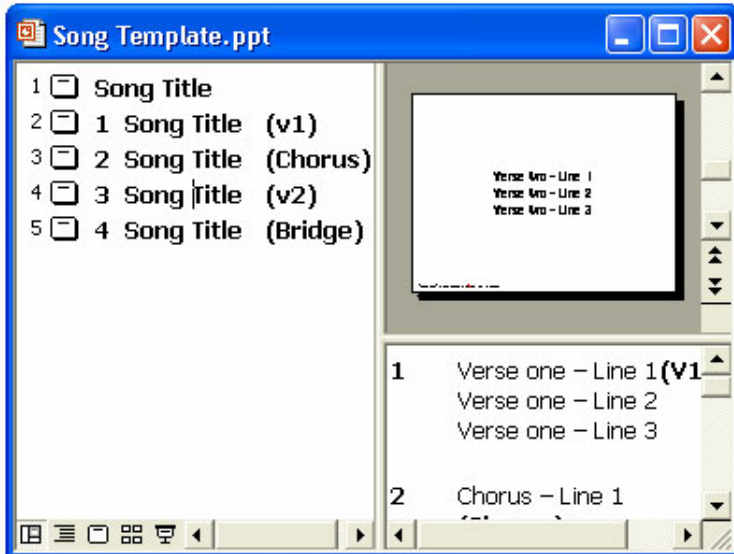
B

Click on the down arrow shown to the left and choose Automatic.

C

Click on the Apply to All button.

USING THE POWERPOINT WORSHIP PHOTOS



Step 3

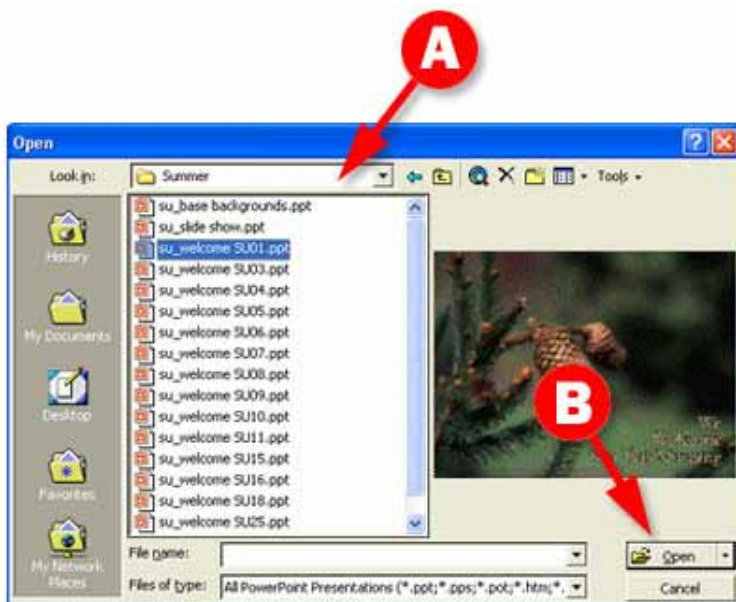
In this step a template is provided which can be used to enter individual songs. Songs created using this template will take on the default properties of the Worship Photos.

Save all of your songs as separate files - this will allow you to quickly locate a song and insert it into the Worship Photos.

Make certain you do not change the font color or the background or they will not take on the properties of the Worship Photos.

Right click on Song Template and click Save Target As to download the file.

Left click on Song Template and click on Open to view the file.



Step 4

A To the right of **Look in:** click on the down arrow to locate the directory containing the files you wish to open.

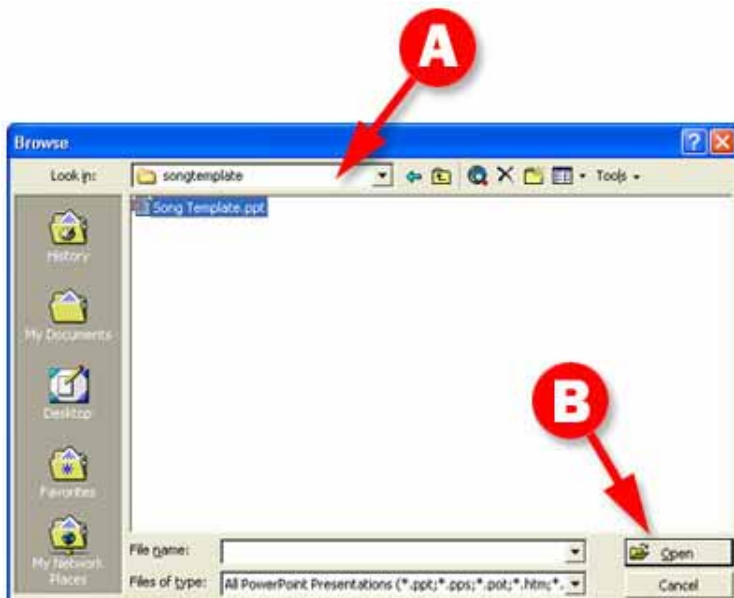
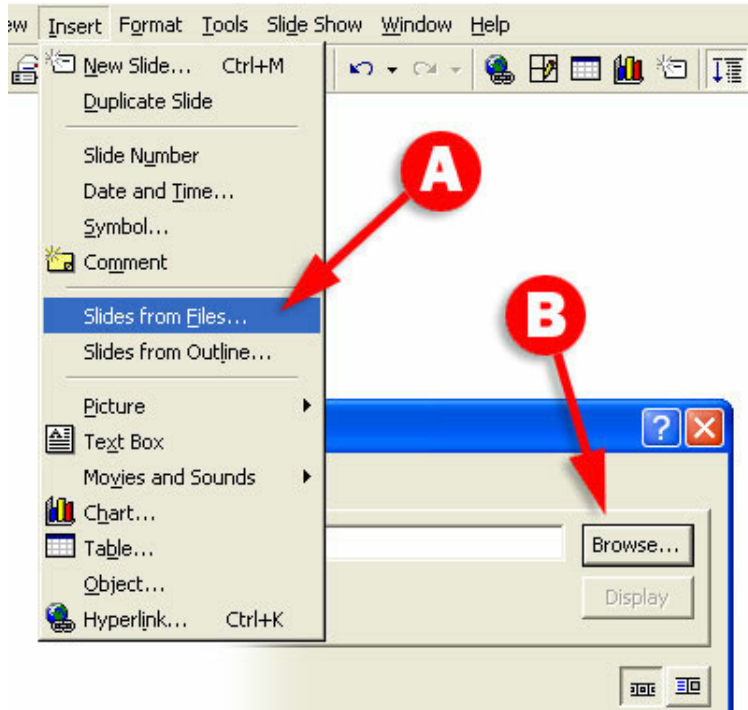
Please use our PreView Browser for directory and file locations:

B Highlight the file with the background you wish to use, and click on the Open button.

Below is an example of the Worship Photo file name:

cs01-wp-02.ppt

USING THE POWERPOINT WORSHIP PHOTOS



Step 5

After opening a Worship Photo make sure you save it under a new name. Now delete the two welcome slides that do not apply to your meeting (e.g. morning or today)

Next we will insert the songs or files we created in steps 1 through 3. Make certain you are on slide 2, or on the slide under the welcome titles, before beginning this step.

A

From the Insert drop down menu choose Slides from Files...

B

Click on the Browse button in the window that appears.

Step 6

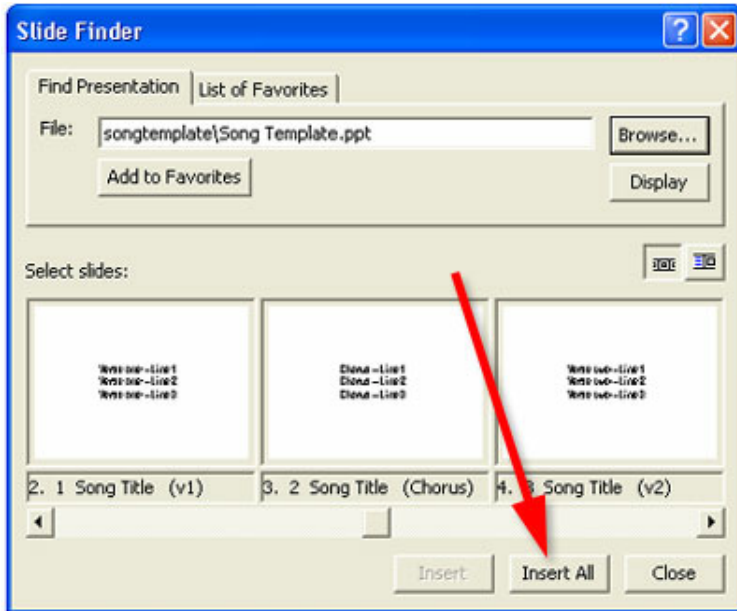
A

To the right of **Look in:** click on the down arrow and locate the directory that contains the files you wish to insert (these would be the files you created in steps 1 through 3).

B

Highlight the file and click on the Open button.

USING THE POWERPOINT WORSHIP PHOTOS

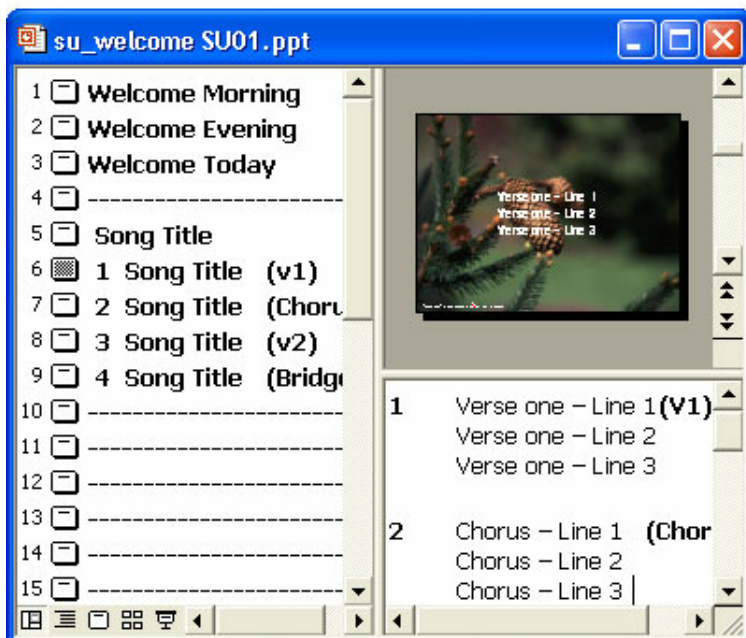


Step 7

In the slide finder window that appears click on the **Insert All** button. This will insert all the slides into the Worship Photo PowerPoint presentation.

Note:

*If you are using PowerPoint 2000 or newer, make certain that the **Keep Source Formatting** box is checked.*



Step 8

Repeat steps 5A, 5B, 6 and 7 until you have all the songs required for your presentation.

To the left is a sample showing the song template. Your final Worship Photo presentation will have the songs you prepared.