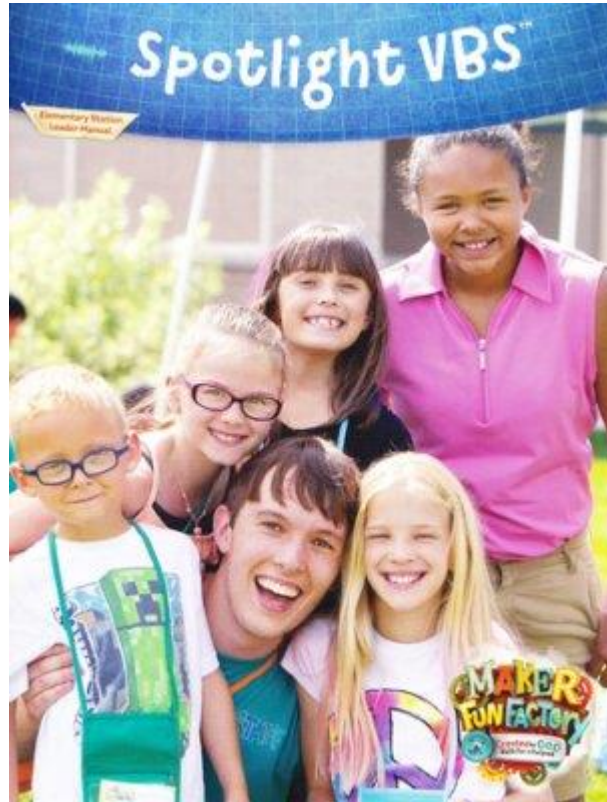


How to Use VBS Spotlight PDF version



****BEFORE YOU START****

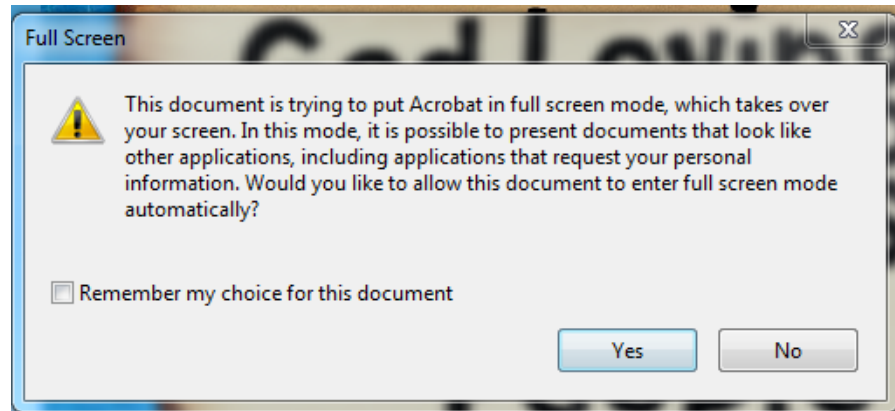
Please download the latest versions of Adobe Reader and Flash from

<http://get.adobe.com/flashplayer/>
<http://get.adobe.com/reader/>

OPENING YOUR DAY'S PDF FILES

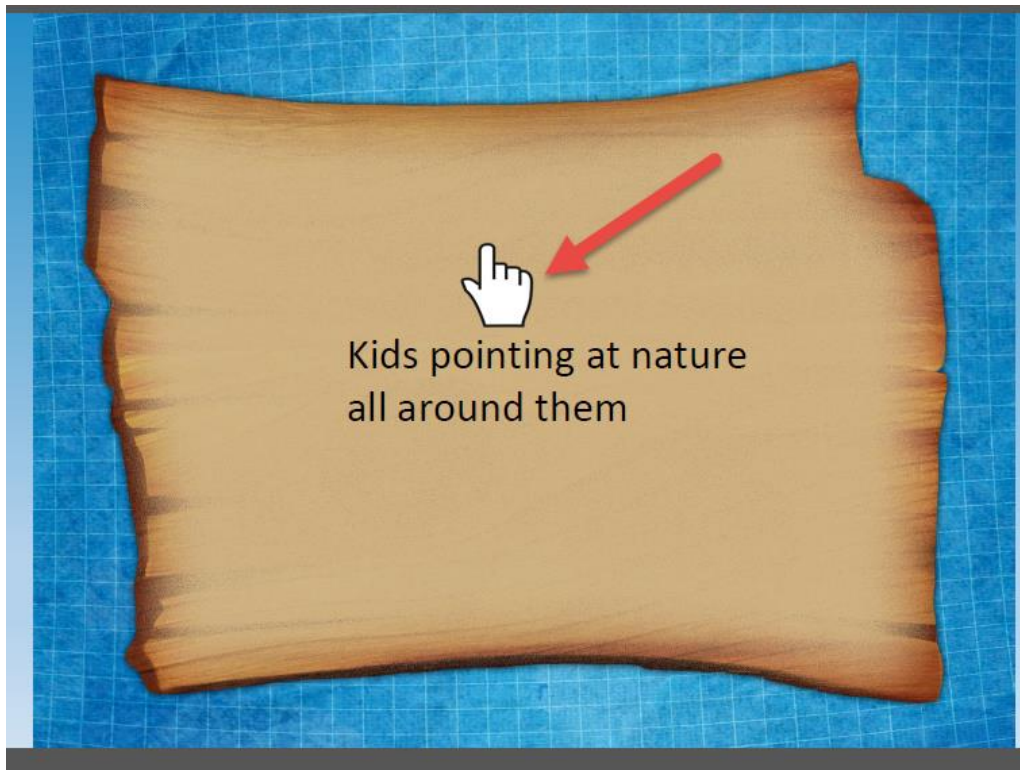
Every time you open one of the day's PDF files, you will be prompted to open the file in Full Screen mode with this message:

TO EDIT THE PDF → Select **NO**
To PLAY THE PDF → Select **YES**



EDITING YOUR 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**.

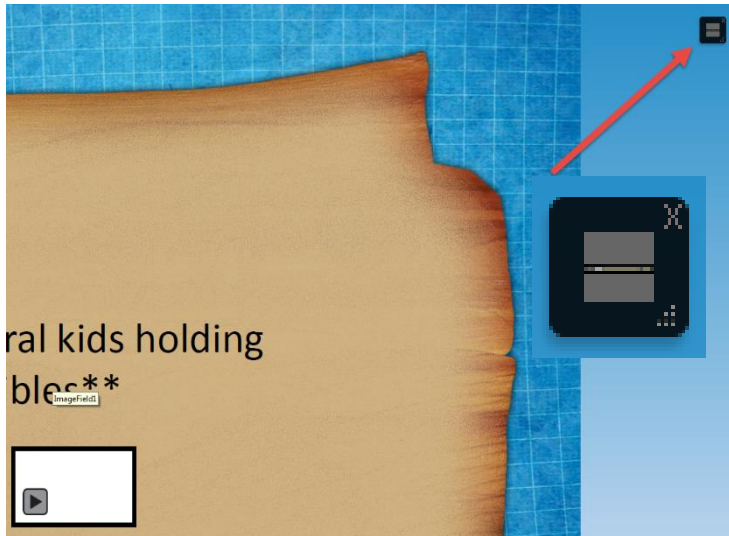
On each page requiring an image, you will see the directions from the script for that particular page.

When you move your mouse over a **User-Provided** page, you will see the cursor change to a hand indicating that this page contains an image field.

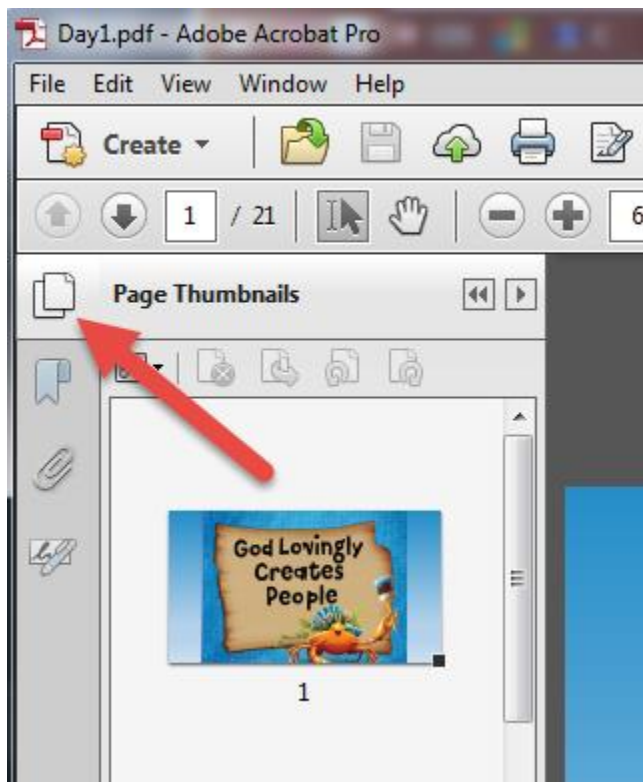
Click anywhere on this page to insert your picture.

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 Spot



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 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.



Whenever page 2 is displayed, the audio file will begin playing. If you would like to avoid having this while you are editing the presentation:

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.

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 spacebar, 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. Then close Acrobat Reader

SAVING AND PLAYING YOUR SPOTLIGHT PDF SHOWS

You can easily save and 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 PDF on the projector screen, press the hotkey to go to Full Screen mode:

(CTRL + L for PCs; COMMAND + L for Macs)

Questions?

productsupport@group.com

1-800-975-4006