

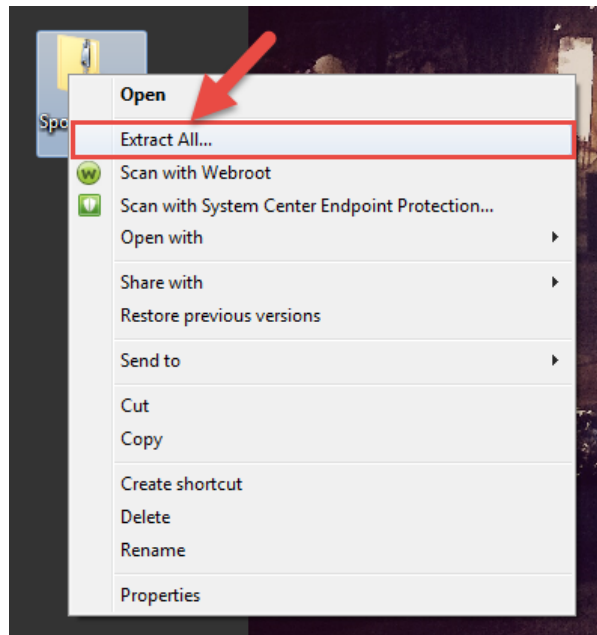


## VBS Spotlight Drama Presentation

**IMPORTANT:** To use this PowerPoint presentation, you must have the full version of Microsoft PowerPoint installed on your computer.

### Downloading and Extracting Spotlight PowerPoint

- 1) Download the file **SpotlightPPT.zip** to the desktop of your computer from the Digital Download Center (if you purchased the Plus Digital starter kit, or from VBS Tools at: [www.group.com/vbstools](http://www.group.com/vbstools))
- Once this folder is on your desktop, right click on the folder and choose “**Extract All**” to unzip.



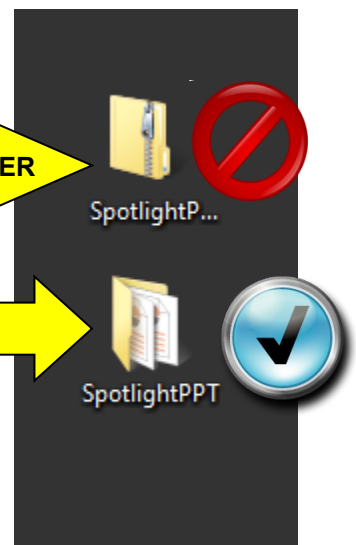
**\*\*Now you will have the zipped folder and unzipped folder on your desktop\*\***

**\*\*You may choose to delete the zipped folder to avoid confusion\*\***

To edit and run Spotlight, please make sure you are only working from the unzipped *folder* (the file folder will appear open with pages instead of zipped up) to ensure the files and the audio works properly.

**DO NOT USE THIS FOLDER**

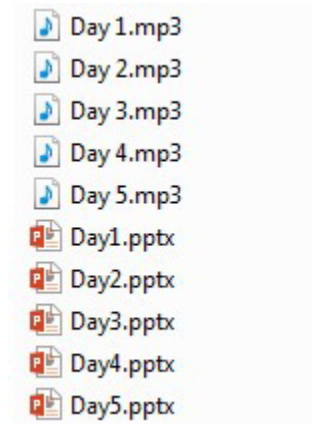
**USE**



***\*If you ever find that you cannot hear the audio, please follow these steps again and work only from the unzipped (open) folder.\****

## What You'll Find in the Spotlight folder:

There are 5 PowerPoint files (.pptx) (1 per day) as well as 5 audio files (.mp3). There may also be instruction files for your reference.



Each daily pptx file can be played separately just open them in Power Point. Make sure the pptx files and the mp3 files are all located in the same folder on your computer.

## Inserting Your Photos

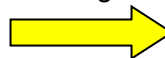
After you have taken the photos (use lower resolution photos—preferred size is 300kb), you will insert each day's Spotlight photos into the individual day's .pptx files.

-First, open the PowerPoint file by double-clicking on it (Day1.pptx, Day2.pptx, Day3.pptx, Day4.pptx, or Day5.pptx). Each individual PowerPoint links to a corresponding audio file.

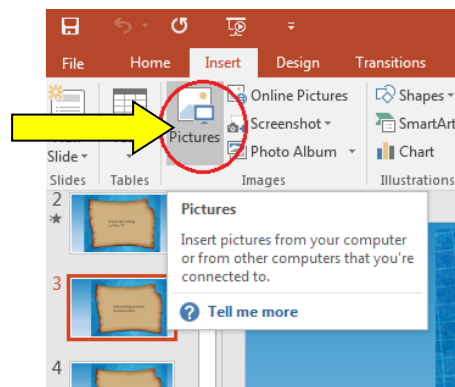
-Go to the slide that is designed to insert a photo.  
Follow the instructions on the next page for **Creating, Editing, and Saving your Shows.**

## Creating, Editing, and Saving Your Shows

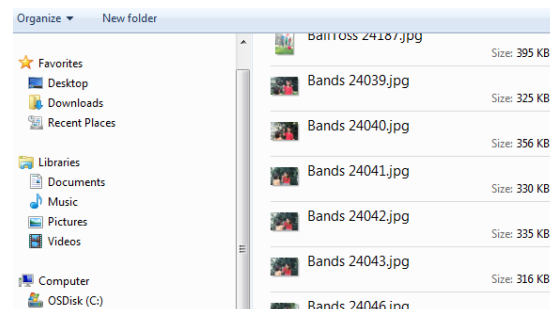
Double-click on the day's file you wish to edit. Scroll down through each slide, inserting a photo where directed as follows:



- On the **Insert** tab, click **Picture** (for older versions of PowerPoint, you may need to click **Insert > Picture > from file**). **\*\*You can also just drag and drop the images into the slide\*\***



- 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. **Lower resolution images (around 300kb) work best for optimal playing of Spotlight.**



- Place the picture on the slide. You may size or stretch the photo to fill the slide. **Take pictures horizontally to fill the slide the best.**
- Save the presentation (using save button or press **Ctrl + S**) occasionally as you work and after you have inserted the final image.
- Scroll down to the next slide designated for you to add a photo, and repeat the process.



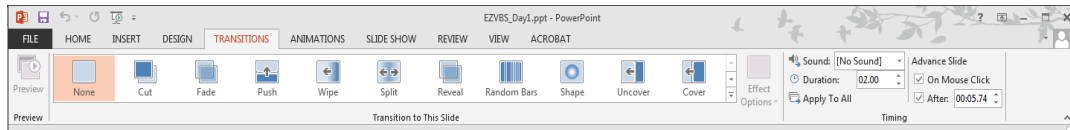
## Resetting the Timing for Automatic Slide Advancement (advanced)

Each day's presentation has been preset to advance with the audio script linked to the presentation. However, with the different versions of PowerPoint and 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 far right side of the **Animations** tab, under **Advance Slide**.



- **Advance Slide** in Office 360 can be found under the **Transitions** tab.



- The time field has “zero” place holders for minutes and seconds. Seconds can be set to a value of hundredths of a second. The image above represents 4.94 seconds. This means that the selected slide will advance after 4.94 seconds. Keep in mind that whatever time change you make to a slide will impact all following slides.

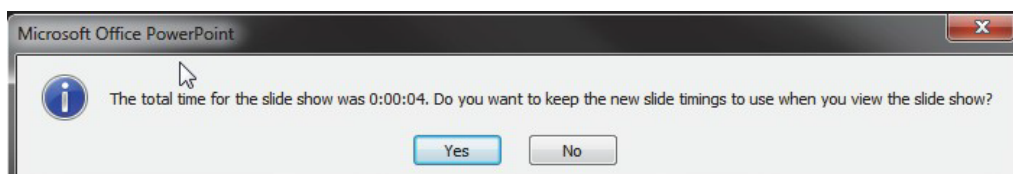
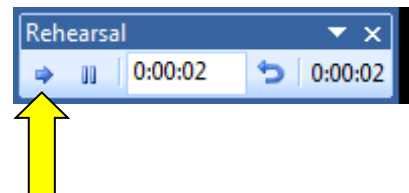
It will be rare that only one or two slides will need to change. It is more likely that you will want to reset the timings for the entire presentation. This will only take a few minutes, just as long as it takes to go through the presentation one time.

To reset all of the timings, 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 window will open.



- Simply listen to the audio, and click the arrow on the left side of the menu bar each time you wish to advance the presentation. If you make a mistake, just press **Esc** and then click **No** on the question that appears asking to keep the new timings.
- Once you go completely through the presentation and you are satisfied with the set timings, advance the last slide when the audio clip is finished and 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.



## Looping Options

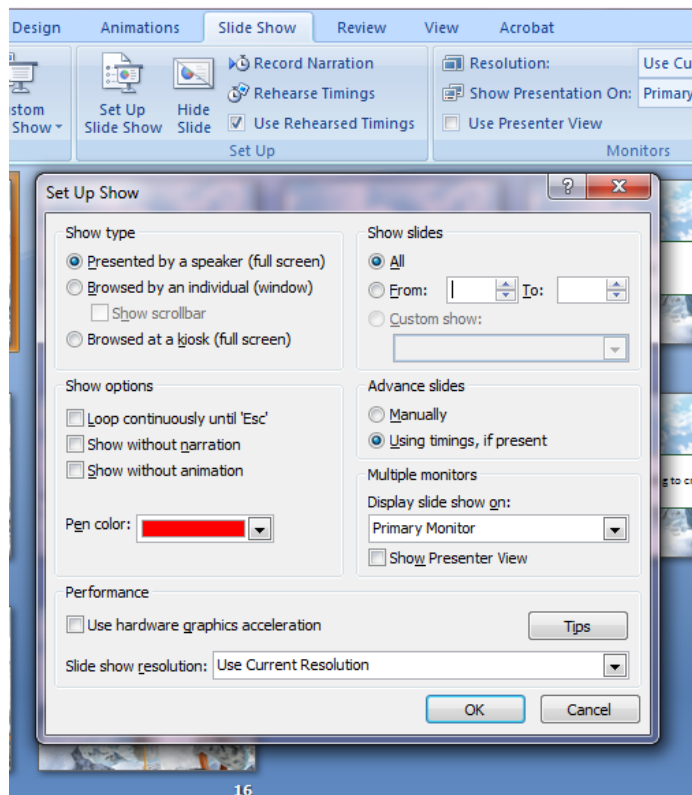
If you wish to show multiple days of the presentation or all days in a loop (repeating cycle), then follow these steps:

1. Open a new blank presentation in PowerPoint.
2. Open each of the presentations you wish to loop together.
3. 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 **Ctrl + A** on the keyboard to select all slides.
4. Press **Ctrl + C** to copy all of the slides.
5. Bring up the new blank presentation. Left click in the left navigation panel, and press **Ctrl + 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've 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 using the kiosk mode described on the next page.



In kiosk mode, if you want to loop just one day (e.g. EVBS22\_Day1.ppt):

- Open the selected day's presentation.
- Click the **Slide Show** tab.
- Click the **Set Up Slide Show**.
- Select **Browsed at a kiosk**. This will automatically check the **Loop continuously until 'Esc'** option.
- Select the monitor on which you'll display the slide show.
- Click **OK**.
- When you play the presentation in this mode, it will loop unattended until you press **Esc**.



## Additional PowerPoint Features

For additional features or help using these features, please refer to the useful Microsoft Online Help.

*\*Please note that not all features are available with all versions of Microsoft PowerPoint.*

### Rehearsing/setting timing for slide transitions (PowerPoint 2007):

<http://office.microsoft.com/en-us/powerpoint-help/rehearse-and-time-the-delivery-of-a-presentation-HA010007217.aspx>

### Rehearsing/setting timing for slide transitions (PowerPoint 2010):

<https://support.office.com/en-us/article/Set-the-timing-and-speed-of-a-transition-c3c3c66f-4cca-4821-b8b9-7de0f3f6ead1>

### Rehearsing/setting timing for slide transitions (PowerPoint 2013/2016):

<https://support.office.com/en-us/article/Set-the-speed-and-timing-of-transitions-3e7265da-be4f-4fd7-b640-905c8b5a3514>

### Packaging the presentations for CD (or flash drive):

There are options within certain versions of Microsoft PPT that allow you to “package” or copy the files and associated linked files to a CD. Please make sure to include linked files in the package.

*\*Please note: You cannot use a rewritable disc.*

Please go to this Office link for the most updated instructions:

<http://office.microsoft.com/en-us/powerpoint-help/package-a-presentation-for-cd-HA010336719.aspx>

*\*Quick tip: After creating the CD package, test the CD by reinserting it into your computer before burning more copies.*

### Turning your presentation into a video (PowerPoint 2010/2013):

There are options within certain versions of PowerPoint that allow you to turn your presentation into a video. Please go to this Office link for the most updated instructions:

<http://office.microsoft.com/en-us/powerpoint-help/turn-your-presentation-into-a-video-HA010336763.aspx?CTT=1>

### Questions?

### Microsoft Office Support and Online Help:

<http://office.microsoft.com/en-us/support/?CTT=97>

### Contact Group's Product Support:

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

800.975.4006