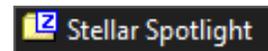


VBS Spotlight Drama Presentation

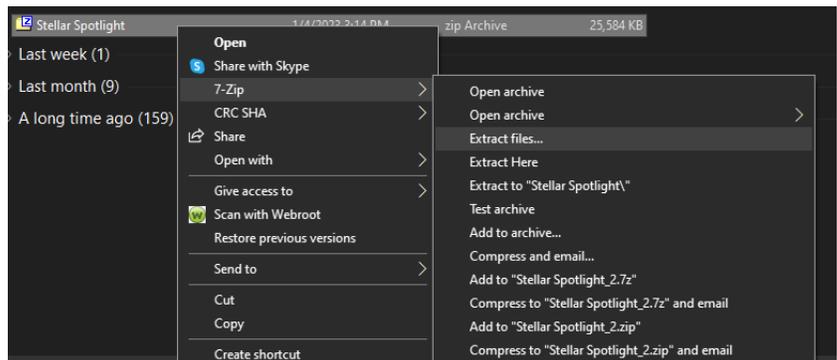
IMPORTANT: To use this ProPresenter presentation, it is best to have version 7 of ProPresenter installed on your computer.

Downloading and Opening Spotlight ProPresenter

- 1) Download the file **Stellar Spotlight.zip** to your desktop from the Digital Download Center (if you purchased the Plus Digital starter kit) or from www.group.com/vbstools.



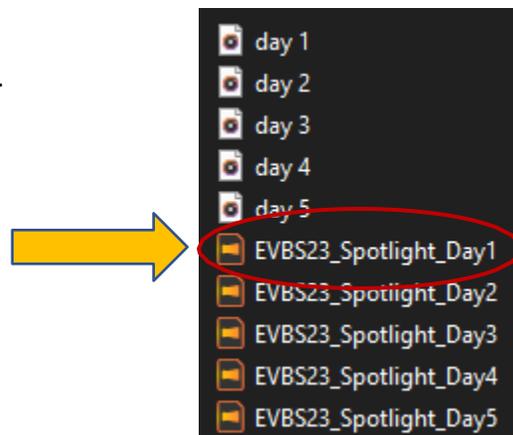
- 2) Once it's downloaded, right-click the zip file and choose "Extract files."



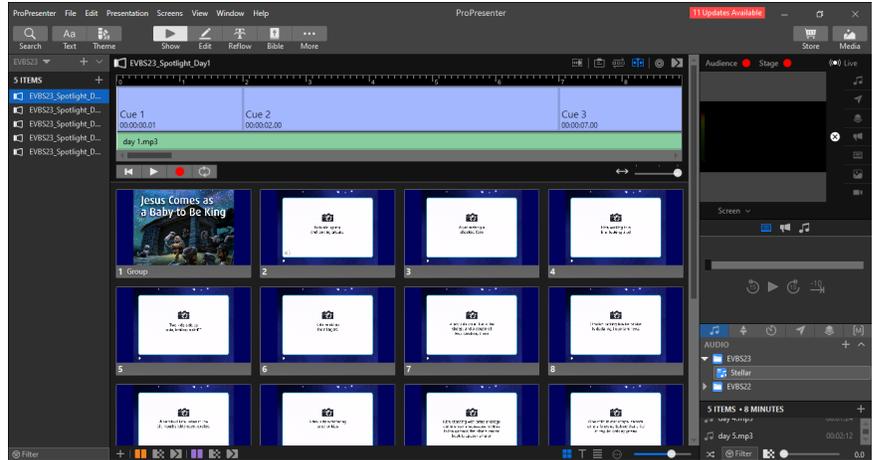
- 3) It will create a separate folder with the same title.



- 4) Click on the file, and it will have the ProPresenter and audio files for each day. Choose the ProPresenter file for Day 1.



- 5) Once opened, the screen should look similar to this.

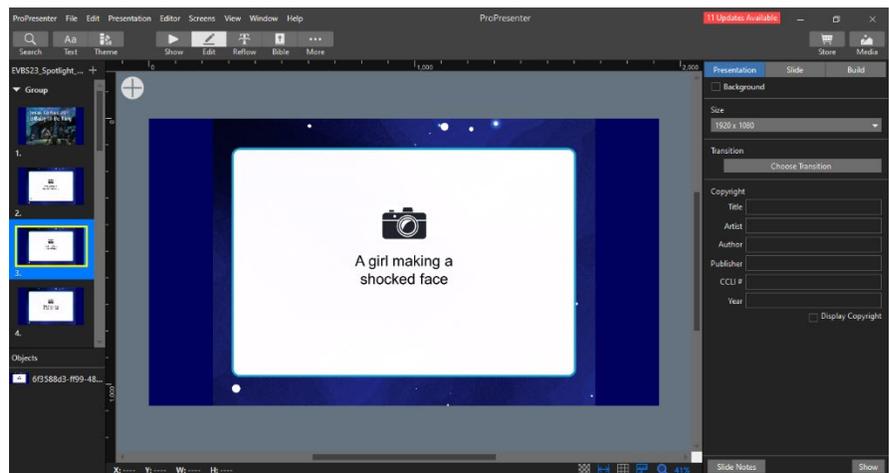


Inserting Photos

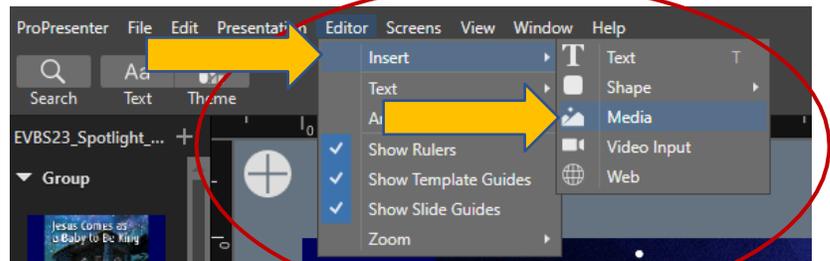
- 1) Near the top of the page, click on the "Edit" icon.



- 2) Go to the slide you want to add your photo to. Using horizontal photos is best to fill the space.

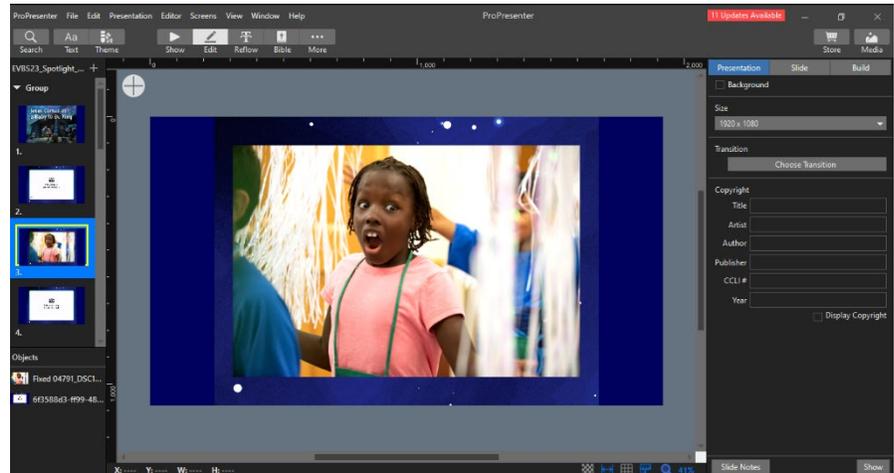


- 3) Once you are on the slide, go to the top bar and choose "Editor." Then choose "Insert" and "Media." This will direct you to your file explorer.



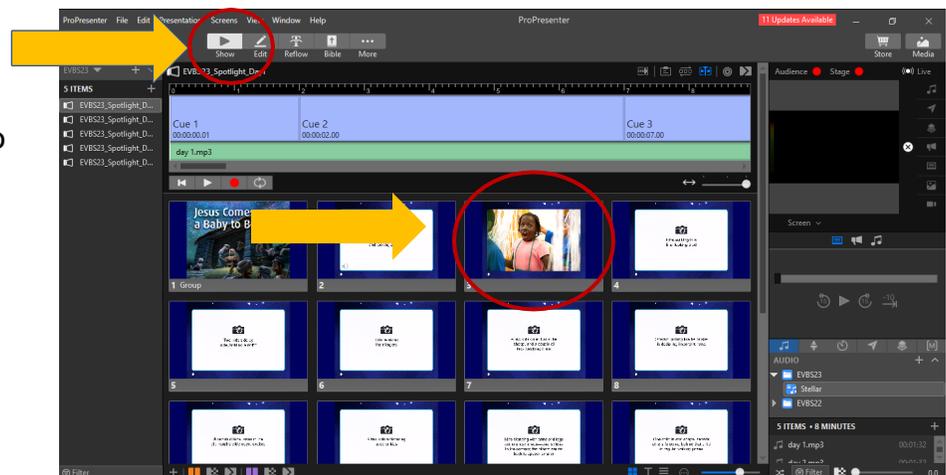
- 4) Choose the photo in your files.

- Once you've opened the photo, you may need to size the photo to best fit the blank space of the slide.

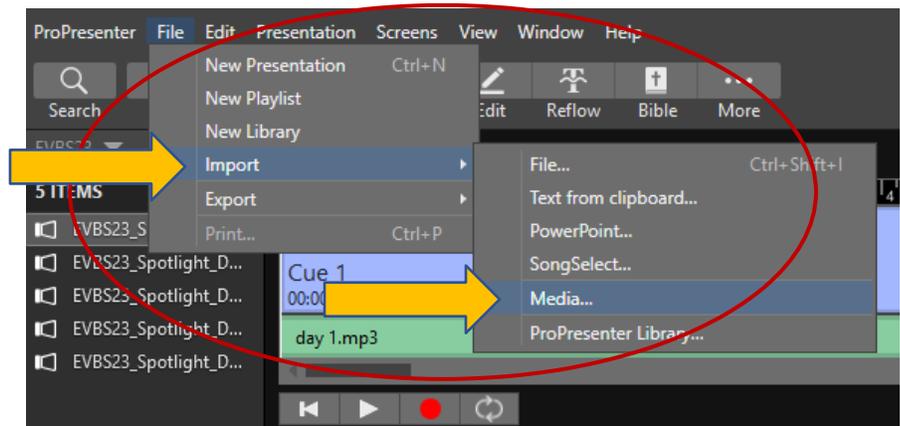


Inserting Audio and Showing the Presentation

- After adding in each photo, you can click on the "Show" icon. This brings you back to the starting point. You can see where you've added in your photo, and that it has taken the place of the template slide.

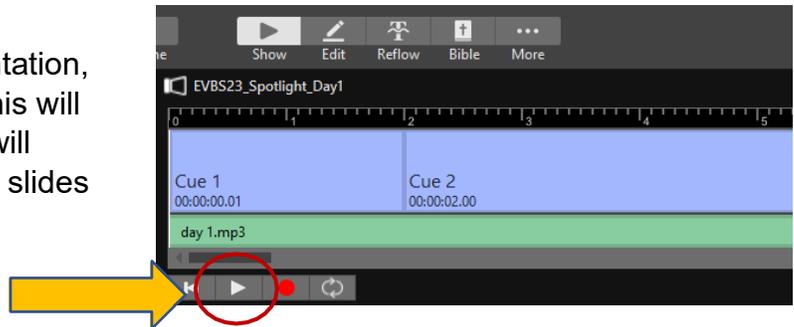


- At this point, you can go to the top bar and find the "File" tab. Choose "Import" and "Media." **



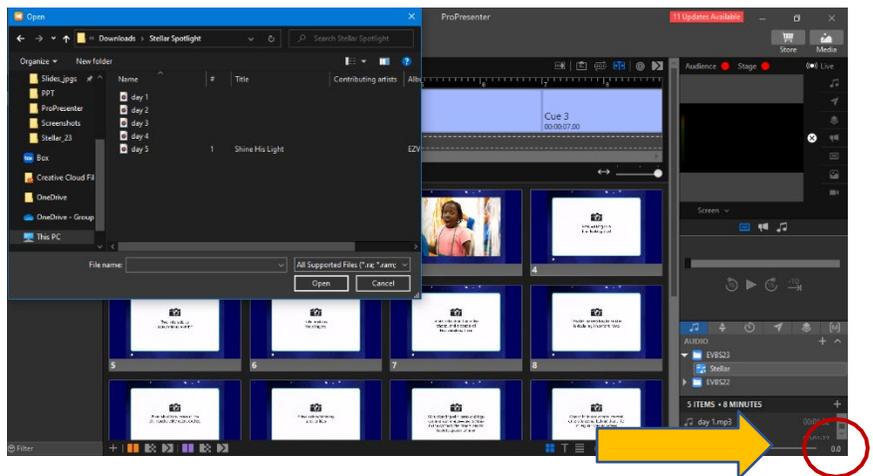
- 3) Once there, locate the audio file titled “day 1” from the Stellar Spotlight folder. Choose the file and open it.
- 4) After you’ve done that, it should automatically attach to the timeline.

- 5) Click on slide 1 of the presentation, then click the play button. This will start your presentation and will automatically go through the slides in sync with the audio.

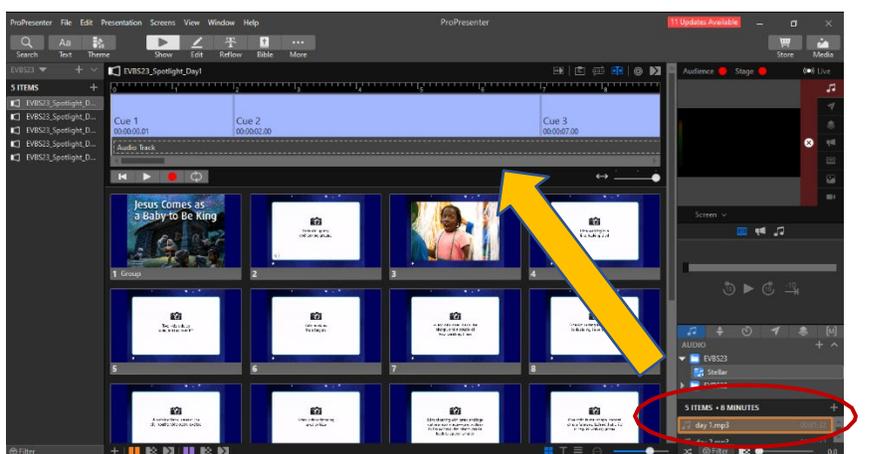


** If you are unable to import audio as suggested in step 2 of this section, please do the following instead:

- 1) Find the button that looks like a plus sign in the lower right corner. Click it.
- 2) Once you’ve clicked it, your library should open. Find the media files from the Stellar Spotlight folder.



- 3) At this point, you should be able to choose the “day 1” mp3 file and load that into your presentation. If it does not automatically attach to the timeline, you’ll need to manually drag it from the lower right corner up to the timeline box.



4) Follow step 5 of this section normally and your presentation should begin.

Additional ProPresenter Resources

Complete Beginner's Guide to ProPresenter:

<https://www.youtube.com/watch?v=tb7UatDBGAI>

Using Timeline in ProPresenter: <https://www.worshiphousemedia.com/church-media-blog/in-church/propresenter-tutorials/using-timeline-propresenter/>

