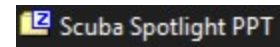


VBS Spotlight Drama Presentation

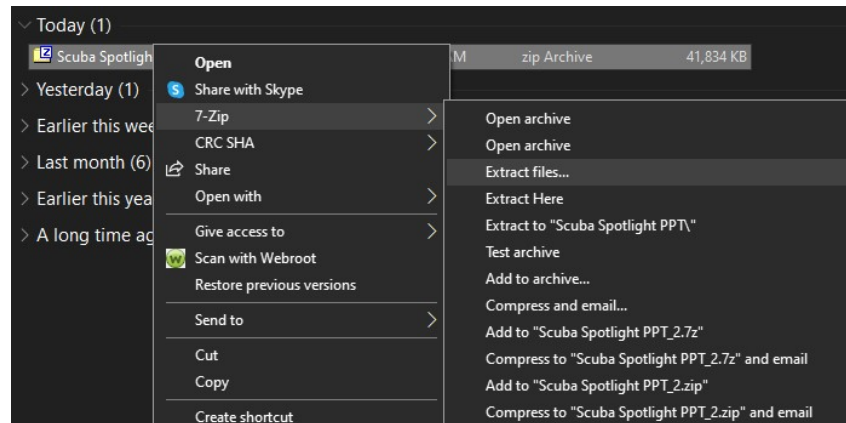
IMPORTANT: To use this PowerPoint presentation, you must have the full version of Microsoft PowerPoint installed on your computer.

Downloading and Opening Spotlight PowerPoint

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



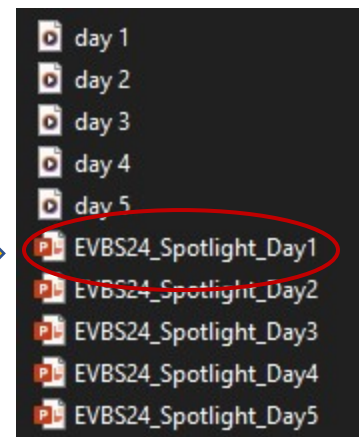
- 2) Once it's downloaded, right-click the zip file and choose "Extract files."



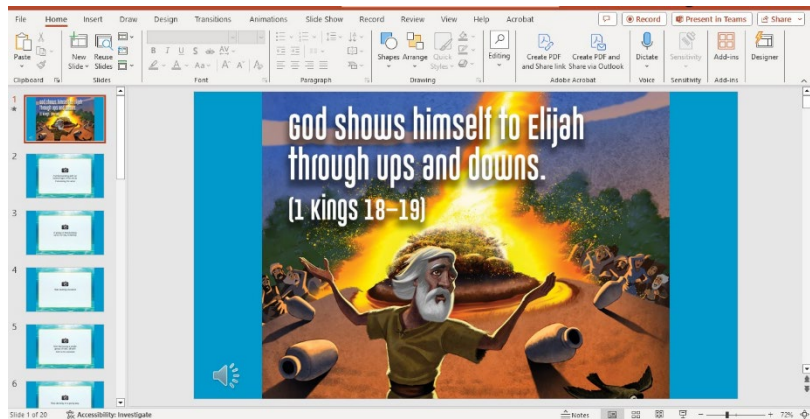
- 3) It will create a separate folder with the same title.



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

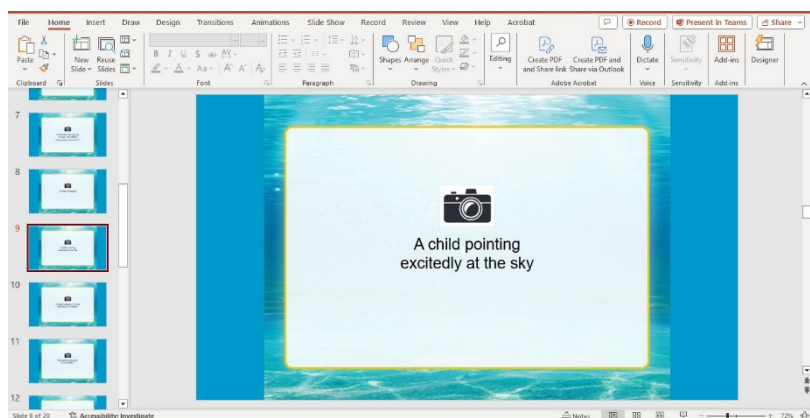


- 5) Once opened, the screen should look similar to this.



Inserting Photos

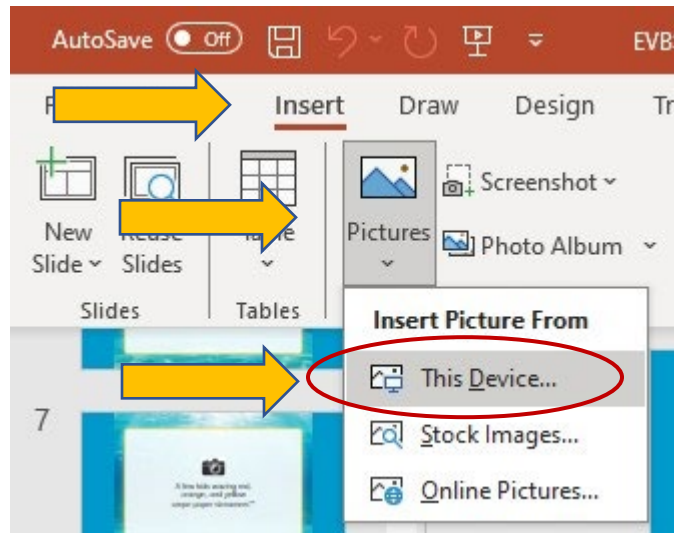
- 1) Go to the slide you want to add your photo to. Using horizontal photos is best to fill the space.



- 2) Once you are on the slide, go to the top bar and choose the "Insert" tab.

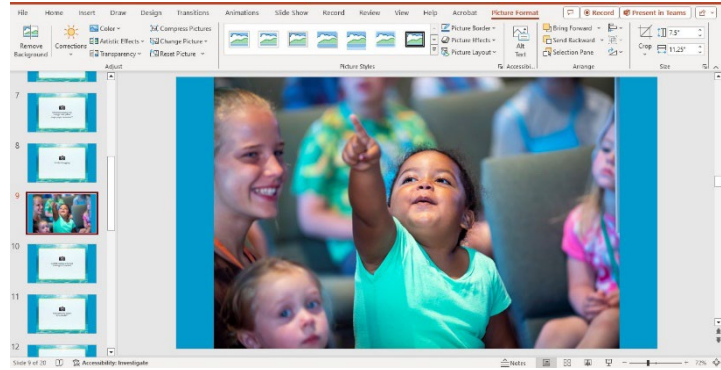
- 3) From this tab, choose "Pictures," then "This Device."

- 4) Choose the photo from your files.



5) Once you've opened the photo, you may need to size the picture to fit the slide.

6) Repeat this process for each photo.

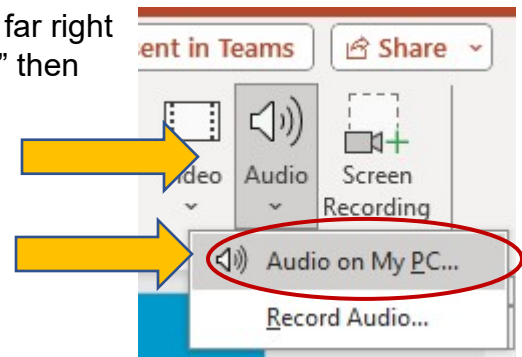


Audio and Timing of Presentation

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 differences in responsiveness to audio and video in each computer system, you may find that the timing is off in your presentations. If that is the case, follow these steps to adjust the audio and timing of your slides.

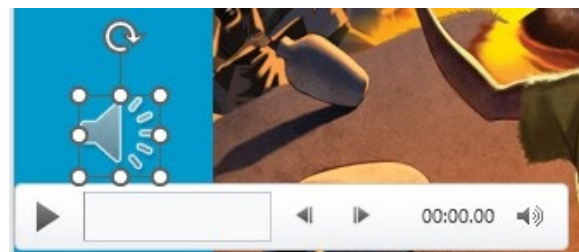
1) If the attached audio file isn't working, consider deleting it from the presentation and inserting again.

2) To do this, click on the "Insert" tab. Go to the far right and find the "Media" section. Choose "Audio," then "Audio on My PC."

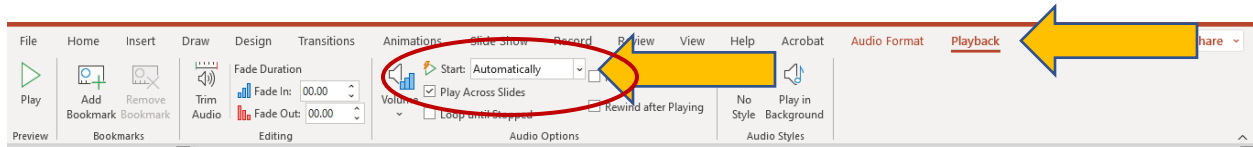


3) Locate the audio file and open it. You can place the icon on the slide wherever you like, but make sure the audio begins on the correct slide. (Refer to your Spotlight script to verify.)

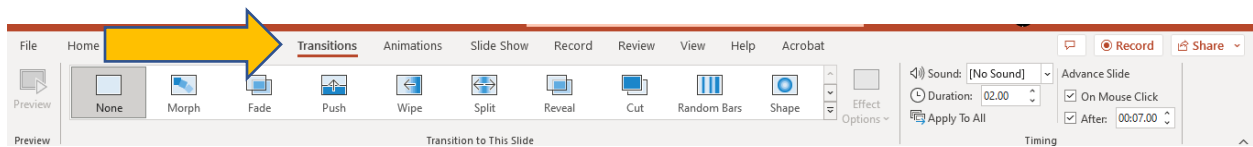
4) Click on the audio icon. It will look like this.



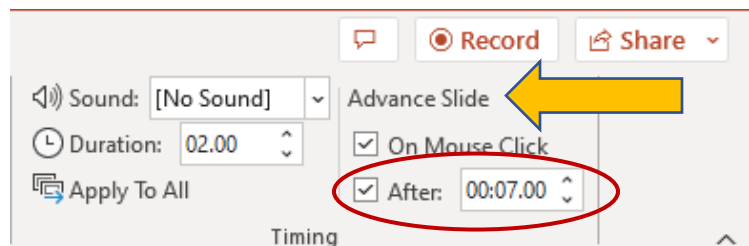
- 5) Go to the top bar and choose “Playback.” Change the Start option from “In Click Sequence” to “Automatically.” Then click the box to “Play Across Slides.”



- 6) To adjust the timing of a slide, go to the top bar and choose the “Transitions” tab.



- 7) On the far right, under “Advance Slide,” you’ll find a box that looks like this. This number represents the amount of time (seconds) the slide shows before moving on to the next one. To adjust the timing of a slide, you’ll do that here.



Additional PowerPoint Resources

Setting Timing and Speed of Transition: <https://support.microsoft.com/en-us/office/set-the-timing-and-speed-of-a-transition-c3c3c66f-4cca-4821-b8b9-7de0f3f6ead1?redirectSourcePath=%252fen-us%252farticle%252fSet-the-speed-and-timing-of-transitions-3e7265da-be4f-4fd7-b640-905c8b5a3514>