

Powerpoint/OpenOffice Impress training for Sunday Slides

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To prepare the set of slides for a Sunday service you will need to know how to use Microsoft Powerpoint. If you don't have Powerpoint you can download free OpenOffice shareware at www.openoffice.org. The OpenOffice Impress program is very similar to Powerpoint and opens Powerpoint docs, and can save as Powerpoint, too.

Many standard images and hymns, along with some photos for backgrounds, are available for download at the PUUF website: http://www.vistauu.org/pages/in_resources.html. Click on "Download" and it will automatically download to your computer. Double click on the zip folder to unpack the contents. Place all the images you will need in one folder for easy navigation.

Download the Sunday Service Template from the Resources page which contains the basic format and the standard slides used every week. This template has a custom page size that matches the aspect ratio of the screens in the Sanctuary, so be sure to use this template each time for proper display.

To set up a custom page size if not using the template:

Powerpoint: File>Page Setup>Custom; Width 8.00 in; Height: 6.00 in; Landscape

OpenOffice: Format>Page>Paper Format: User; Width: 8.00 in; Height: 6.00 in; Landscape

To have a blank slide – with no text box or image box: Format>Slide Layout; a dialog box appears on the right side; select the blank page choice.

“SAVE AS” – “presentation” or “slideshow”!!

Using prepared Photoshop slides:





Prepare a folder for the service and bring in all the image files you will need for your slideshow.

Insert>Slide (*shortcuts: Powerpoint: Control-M; OpenOffice: click on menu bar icon*).

Working with the Order of Service, start at #1, **Insert>Picture>From file....** Browse to the correct folder for your images. The first slide is always the Welcome slide (the one before the service starts), several variations available. Second slide is the theme of the day. The jpgs imported into the template are smaller than the slides themselves. Scale them up by grabbing a corner and dragging to fill page top to bottom and side to side. They will appear distorted; it's OK. Text in these slides is not editable and does not default to another font.

Insert each hymn slide in correct order in the Powerpoint document – they are numbered by verse and chorus; check against the hymnal for accuracy.

Using new text slides

-  To add text into your Powerpoint/OpenOffice slides, be aware that some decorative fonts are not available on all computers and the PUUF computer may default to something basic. We advise using Arial, Georgia, Helvetica, Tahoma, Times New Roman, or Verdana to avoid this problem.
-  To add text, select a slide layout that includes a text box. The text box will adjust its size to the text entered. Use a size of about 24 to 42 points for best viewing.
-  To add a shadow on your text to help it show better against a patterned background, you can make that selection in the font color dialog box (see below).
-  TIPS: For hymns, each verse has a separate slide; preferably no more than 4 lines per verse. Make line breaks where they fall in the lyrics. If necessary, use Arial Narrow if the lines are long.

Here is an example of how different fonts appear – note line length:

Gather the spirit, harvest the power.	Arial
Gather the spirit, harvest the power.	Arial Narrow
Gather the spirit, harvest the power.	Georgia
Gather the spirit, harvest the power.	Helvetica
Gather the spirit, harvest the power.	Tahoma
Gather the spirit, harvest the power.	Times New Roman
Gather the spirit, harvest the power.	Verdana

Styling Text:

	Powerpoint	OpenOffice
To change the font color	Click the A icon in the menubar to see color selections	Click the A icon in the menubar to see color selections
To change the text box color	Select Format>Autoshape> Colors and Lines and select from color field	select Format>Area>Fill: Color
To change the page color	Select Format>Background and select from color field	select Format>Page> Background: Color

There are some special display styles for fonts – in OpenOffice, access through the Font Gallery suitcase icon at the bottom of the window. Click on a preferred style, then double click on “Font Gallery” and you can type in your text. Color can be changed in the menu bar above. You can also make changes by opening the Fontwork tool box (View menu), and rotate by clicking on the circular arrow at the bottom of the window.

Powerpoint has its own version of this; you'll have to explore this, as I don't have access to the latest versions.

When your slides are all in order, go to the Slideshow menu, select Slide Transition. A dialog box appears on the right of your screen. Scroll through the Slide Transition choices to Fade Smoothly or Fade Through. Select speed of Fast. At the bottom click Apply to All Slides. Do not select any fancy transitions - they are inappropriate for this purpose.

SAVE!!

Finishing Up

Preview your slide show: Scroll to the top of your set in the left-side panel. Use the F5 button to start the slide show, and click your mouse or use the Down Arrow key to move to the next slide. Use Escape to exit the slide show.

Once you have the slide show completed and checked again, annotate the Order of Service with **Xs** to indicate slide changes (and quantity of slides for each song) for the operator's use during the service. (See following pages for sample Order of Service.)

Upload your Powerpoint file and the order of service to Chris Miller's MobileMe site at <http://public.me.com/javastarbuck>, as the file is too large to email. There is an upload button (upward pointing arrow) in the upper part of the screen, and you browse to your file and select it for uploading.

Email the Order of Service to Beth along with notice that the Powerpoint file is available at MobileMe.

Order of Service

welcoming congregation slide

Gathering Together

Theme slide Announcements
 Sounding the Bell
 Welcome
song slides *Opening Hymn
theme slide Call to Worship
 anthem - Palomar Fellowship Choir

Celebrating Tradition

chalice Slide Chalice Lighting
theme slide* Time for All Ages
song slide Children's Recessional
theme slide* Affirming Our Community
 Offertory (music)
song slide Gifts for Beloved Community
J&S slide Joys and Sorrows

theme slide

song slide

theme slide*

Proclaiming Our Message

theme slide sermon
Going Forth in Service
chalice ext slide Extinguishing the Chalice
song slides *Closing Hymn
theme slide *Benediction

Centering

centering hymn

In Words

In Silence

NOTES: This is the usual order for the service. Check with Beth about the Centering segment – will there be any introductory speaking about centering before the song? How does she want the images to flow at this time?

* For these theme slides, you can either use the main title or substitute the segment title instead, i.e. Affirming Our Community, Centering, etc., depending on how comfortable you are about text changes.

NOTE: X = slide changes

*Order of Service
April 17, 2011*

X welcome slide

Gathering Together

Announcements

Sounding the Bell

We ring the bell 3 times. Once for those who have gone before, once for those here today, and once for those who will carry on our living tradition.

X Welcome Kathleen Moscato

X (8) *Opening Hymn *Come and Go With Me* #1018

X Call to Worship rev. beth

Joyful Israeli Cannon Palomar Fellowship Choir

Celebrating Tradition

X Chalice Lighting

X Time for All Ages

Kathleen Moscato

X Children's Recessional

We sing to you

X Affirming Our Community

Offertory Caroline Celia

X Gifts for Beloved Community by Caroline Celia

X Joys and Sorrows

Centering

X (1) *Gathered Here* #389

Centering

X In Words

From *What Does it Mean to Be Human?*

By Virginia Ramey Mollenkott

In Silence

Proclaiming Our Message

X *Trouble* Rev. Dr. Beth Johnson

Going Forth in Service

X Extinguishing the Chalice

Although we extinguish this flame
we carry in our hearts the light of truth,
the warmth of community
and the fire of commitment
until we are together again.

X (6) *Closing Hymn

Standing on the Side of Love #1014

X *Benediction Rev. Beth

Postlude Caroline Celia

NOTE: After completing the slide show, annotate the OoS this way for the sound person to follow during the service.