


Working With Powerpoint Items

This section details the features that are available when working with Powerpoint items. Some of the features detailed are also found in the 'Getting Started' help section.

Powerpoint features are only applicable on Powerpoint items placed on the Worship List.

Please note that on some system you may need to set your Windows Display to **24-bit colour or lower** for Powerpoint items to be displayed properly. This is a issue associated with the Microsoft 2.0 .NET Framework. Alternatively, if you use Dual Monitor, you can run in 32-bit colour so long as you have **Options->Show->No Panel Overlay for Powerpoint** ticked.

Add a Powerpoint Song

1. First of all, type up the song you require in Powerpoint, setting the appropriate fonts, size, colour, etc. To ensure EasiSlides knows where each verse, and the chorus, is, you should make the Powerpoint file EasiSlides-aware.
2. To add the Powerpoint File to the Worship List, click the  button beside the Worship List. Locate and select the required Powerpoint file. When you return to the Main EasiSlides Window, a preview of the Powerpoint file will appear in the Preview Area.

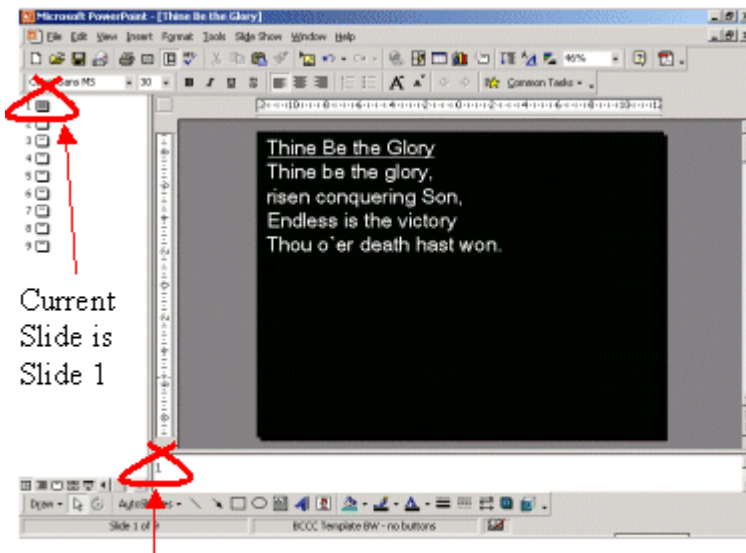
Note 1: Please note that on some system you may need to set your Windows Display to **24-bit colour or lower** for Powerpoint items to be displayed properly. This is a issue associated with the Microsoft 2.0 .NET Framework. Alternatively, if you use Dual Monitor, you can run in 32-bit colour so long as you have **Options->Show->No Panel Overlay for Powerpoint** ticked.

Note 2: When you move to a Powerpoint Item during a Dual Monitor Live Show, you may find that Powerpoint will retain focus and therefore the keyboard navigation keys you normally use in EasiSlides may not function properly. To avoid this problem, on showing of the Powerpoint item in dual monitor, you should use your mouse to click on the first slide in the Output area so as to get EasiSlides back in focus. You can then use the keyboard keys to navigate.

EasiSlides Aware Powerpoint Files

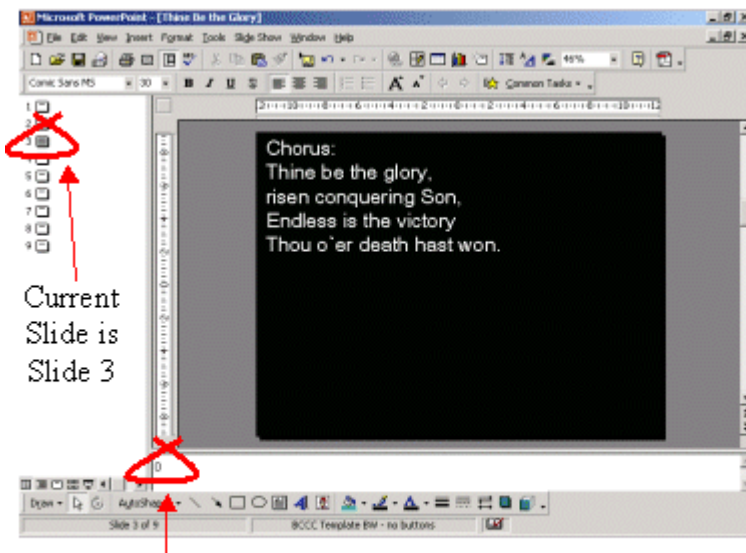
An EasiSlides-Aware file is a PowerPoint file that has indicators linking verse/chorus to a particular slide in the Powerpoint file. If your PowerPoint file is EasiSlides-Aware, you will be able to jump to a particular verse and/or chorus during the EasiSlides Show.

- ✍ To make PowerPoint file EasiSlides-Aware, open the PowerPoint file and add the verse number (any number between 1 and 9) in the notes section of the slide that has the said verse. Or, put in the number 0 if that slide holds the chorus.
- ✍ The following examples shows the PowerPoint song "Thine be the Glory". The notes section of Slide 1 will have the number "1" stored to indicate Slide 1 is where verse 1 is. The notes section of Slide 3 will have the number "0" to indicate that Slide 3 holds the chorus:



Current Slide is Slide 1

Notes Section. Enter Verse number here. In this case, it is "1" for verse 1



Current Slide is Slide 3

Notes Section. In this case, it is "0" since this slide holds the chorus

- It is recommended that each PowerPoint file contains the whole song in singing order, eg. a song which has verses and chorus should be typed as in the pattern: Verse 1, chorus, Verse 2, Chorus, verse 3, chorus, etc. This means the EasiSlides Operator doesn't need to know the order the verse/chorus is sung and therefore just have to progress a slide at a time (unless verses/chorus are repeated). Using the above "Thine be the Glory Example":

Slide Number	The number stored in the Notes Section
1	1
2	
3	0
4	2
5	
6	0

7	3
8	
9	0

Additional Indicators - You can also add the following indicators which are recognised by EasiSlides:

Indicator	Implies
c	chorus
t	chorus 2
e	ending
b	bridge
w	bridge 2
p	prechorus
q	prechorus 2

Edit a Powerpoint Song

From within EasiSlides, you can edit a Powerpoint Song by:

1. Select the song you wish to edit in the Songs Available by clicking on it.
2. Click the **ab** button. This will open the song in Microsoft Powerpoint.
3. Alternatively, you can select the song in either the Songs Available area or Worship List area. Then right click to bring up pop-up menu and select the **Edit** .. option.