

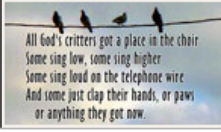
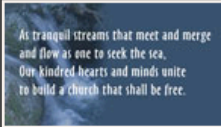


# Sunday Service Slide Directions

To prepare the set of slides for a Sunday service you will need to know how to use Microsoft Powerpoint. 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.

**Sunday Service Slides**

Materials for the creation of Powerpoint slides for our Sunday Morning Services.

	<b>Instructions</b> - The process of preparing the Sunday Service Slides.	<a href="#">Download</a>
	<b>Sunday Service Template</b> - Powerpoint with commonly used slides, including chalice lighting, singing the children out, joys and sorrows, and chalice extinguishing words.	<a href="#">Download</a>
	<b>All God's Critters #???</b> - JPEGs and Photoshop file.	<a href="#">Download</a>
	<b>As Tranquil Streams #???</b> - JPEGs and Photoshop file.	<a href="#">Download</a>

The Resources Page also contains a library of slides for hymns; download the jpg files for the hymns you will be using. Hymns are also provided as Photoshop files for those users who wish to create a different background. The text is included in separate layers for each verse. After creating a new background, turn off all text layers except the first verse and Save As a jpg file (number each jpg file according to verse, e.g. "title-1.jpg" "title2.jpg" etc.) Do the same for each verse and insert each slide in correct order in the Powerpoint document.

The jpgs imported into the template are smaller than the slides themselves. Scale them up by grabbing a corner and holding down the Command key on a Mac and the Control Key on a PC.

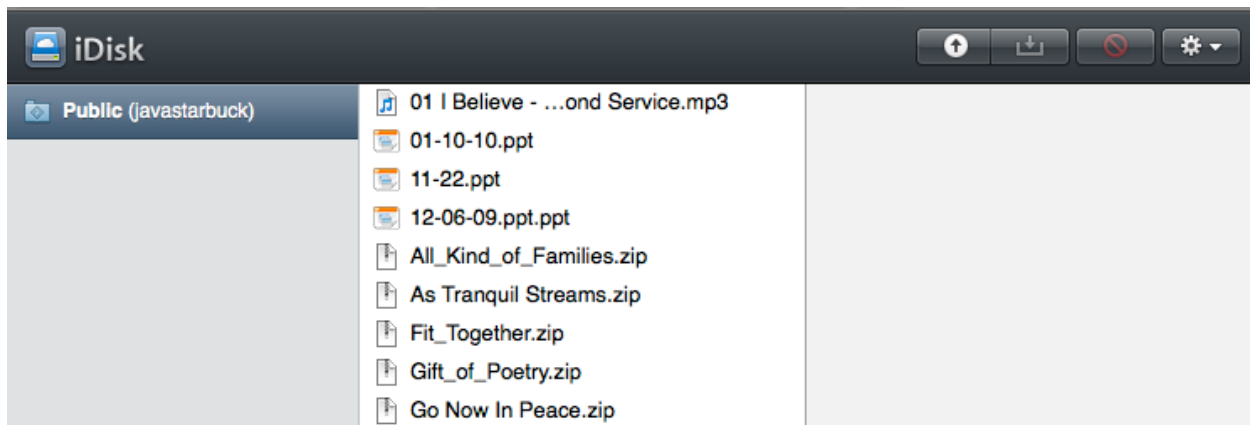
If you create a new title or hymn slide, in Photoshop (or other image editor) open a new document with these dimensions: Width = 4 in. Height = 2.25 in. Resolution 300 ppi. Images downloaded from the internet should be medium or large in size so that the quality is sufficient for a good result. Be sure to proofread and spell check any new text!

If you add text into your Powerpoint slides, be aware that some decorative fonts are not available on all computers and Powerpoint may default to something basic. We advise using Arial, Georgia, Helvetica, Tahoma, Times New Roman, or Verdana to avoid this problem. If you use text in Photoshop, there is no problem with fonts.

Set up your Powerpoint slide show according to the Order of Service. The main title slide is used for the Welcome, Call to Worship, Choir Anthem, Offertory, Centering, Sermon, and Benediction, unless otherwise requested. Apply the Transition "Fade Through" to the entire set. Once you have the slide show completed and checked again, annotate the Order of Service with the slide numbers in **RED AND BOLD** for the operator's use during the service.

The laptops that run the presentations have a different aspect ratio (the ratio of the width to the height of the image on a television screen) than the screens in the Sanctuary. The next step takes this into account by squashing the slides to the standard aspect of a laptop. When displayed on the Sanctuary screens they will be stretched out and appear normal. Do a "Save As" with your finished presentation and give it a different name (I usually add "-Final" to the end), then from the File>Page Setup select "Onscreen Show" and click "OK." Save again and close.

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



Notify Al Cox that it is available by emailing him at [al@cox.org](mailto:al@cox.org). Alternatively, provide the file on a flash drive or CD and be sure Al receives it by Saturday. If you have questions, contact [Karen Holmgren](#) for help.

Note: Make sure the laptop running the Powerpoint is set to a resolution of 640 x 480.

Last Updated: Wednesday, May 26, 2010