

How to start building a presentation for the Sunday service or the new Imagine service on the Church Sanctuary computer: (December 27, 2008)

This document assumes familiarity with Windows, PowerPoint and Sunday Plus
Important: Always carefully look at the folder names when you save files.

1. Create a “build” folder in My Documents called:
 - a. “Sunday 2008 Month Day Build”. (substitute current month and day) or
 - b. “Imagine 2008 Month Day Build”. (substitute current month and day)
 - c. Save all files to this folder until you make a “Go Folder” (Pay attention to folder names. You will be saving (Save As) a lot of files into those folders.)
2. Open Sunday Plus
3. For a template, open last week’s presentation or the last communion Sunday presentation from the Desktop. (“Go folder”)
 - a. Use Sunday Plus File / Open command to open the Go File Folder. (never use the “Load” in Sunday Plus)
 - b. Navigate to the Desktop folder. (most of the stuff on the desktop is actually in a folder named “Desktop”.)
 - c. Select the latest “GO” folder. Folders will have numbers after the “...Go” in their name.. The latest version has the highest number. (view by details helps to see them)
4. “Save As” to the folder that you created above in My Documents
 - a. Name the file on of these names:
 - i. Sunday 2008 Month Day Go.cst
 - ii. Imagine 2008 Month Day Go.cst
 - iii. (Do not add any numbers after the “...Go”.)
5. Delete any pictures, text, or movies in the Sunday Plus bin that do not apply to the new presentations. (delete by right clicking on each in the bins and click remove)
6. Start from the order of worship that the pastor sends out in a Word Document format and begin editing text and creating new text files,
 - a. In Word, center any text that will need to be centered in Sunday Plus Check margins for the text.
 - b. Copy prayers and responses from Word and paste into a Sunday Plus Text file (using the Sunday Plus Text Editor”). Save As into the folder that you created in #1 above.

(Important: carefully look at the folder name. You will have to change it to the folder that you created in #1 above.)
7. Load PowerPoint (ppt) hymns by right clicking on the cue. The Hymnal songs and Faith We Sing songs are all mixed together on the church computer. There are two versions of each hymn. The filenames that start with the hymn name have a picture

background. Filenames that start with numbers have a plain white cross/flame background.

- a. Check hymns for non-English text and the correct number of verses.
 - i. If you have to delete non-English text or verses, right click on an empty cue and click ppt as you did in #7, but do not click the open button.
 - ii. Right click on the Power Point file that you want and click open.
 1. PowerPoint will open and you can make changes to the ppt document.
 2. Save As. Use the same file name but put some indications of the changes after the file name. eg: vs 1-3, English only, etc.
 3. Close PowerPoint
 - b. Continue with opening the file in Sunday Plus. You will find the new ppt file at the very end of the list.
8. Pull in the scripture lessons into the Sunday Plus Text Editor
- a. Format the scripture lessons with page breaks and a font size of 23. Reduce verse number font size to 9. Reduce title font size to 14.
 - b. Save them to the “build” folder.(Pay close attention to the folder names when you save.) Use a descriptive name like “Luke 1 1-5”
9. Read the scripture to get some Idea of what pictures to use.
10. Note the sermon title to get some idea of pictures.
11. Read the opening prayer to get an idea of pictures.
12. When saving pictures that you download from the Internet, save them to the build folder that you created in #1 above. Pay close attention to folder names when saving to be sure that they go into that folder.
13. Open that build folder from My Computer and drag the new pictures to anywhere on Sunday Plus. (Do not attempt to “Load” pictures via the “Load” menu in Sunday Plus – DRAG. This is the best way.)
14. Right click on cues and set transitions to fast or slow depending on how fast they need to display.
15. SAVE frequently.
16. “GO FILE” FOLDER CREATION:
- a. Be sure you saved.
 - b. Click “File” and then ‘Go File”
 - c. Browse to the build folder that you saved the file in step #4 above. Important! Check the date of that file to be sure it’s the one you just saved. Hovering the mouse over the file name usually reveals the date and time. A right click on the file will show the date and time.
 - i. Open the folder and open the cst file that is there (Sunday 2008 Month Day Go.cst or Imagine 2008 Month Day Go.cst. Note that there will be no numbers after that file name.

- ii. A folder with the same name will be created on the desktop. It will contain all of the PowerPoint, picture, movie, and text files that you are using in SundayPlus. If you create another go folder with the same name, it will not over-write the existing, but will create a new one with a number after it.
- d. Copy that go folder, with the latest number after the “.. Go”, to your USB flash drive to take home if you wish.
- e. Take the flash drive to another computer, copy it to the desktop, and open it with Sunday Plus. If you ‘save’, the *.CST file in the “...Go” folder will be updated. When making more changes, you should save files to that “Go Folder” instead of the “. . Build” folder.