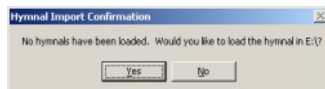
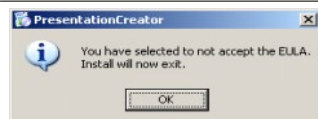

INSTALLATION INSTRUCTIONS

1. **Insert CD.** If CD does not auto run, go to **My Computer**, double click the CD drive, and double-click the **SETUP.EXE** file.
2. The screen to the right will display if the **.Net Framework** is not already installed:
3. If you have a broadband connection to the internet, **click Accept** and follow the prompts. This will automatically download the required software for your computer from Microsoft's web-site.
4. For slower connections, or to install directly from the CD, click **Don't Accept**, then the screen to the right will appear. Click **OK** to exit the installation. (This will **significantly reduce** the time for installation!)
 - a. Go to **My Computer**.
 - b. Right-click on the **CD drive**.
 - c. Click **Open**.
 - d. Double-click the **Microsoft Downloads** folder.
 - e. Double-click **DOTNETFX35.EXE**.
 - f. **Accept** the terms of the license agreement, and .Net Framework 3.5 will install on your computer, and then **click Exit** to close the installation.
5. **Reinsert the CD.** Presentation Creator will install, and then automatically begin the application. It will prompt you with the following screen:



6. **Click Yes**, and the hymnals will import to the program. It will take a few minutes to import the hymnals. (There is a status bar at the bottom of the screen where you can check the progress.)
7. Congratulations! You have successfully installed the electronic hymnal, and Presentation Creator software, and it is ready for use.

CREATING A PRESENTATION

1. In the **Selected Hymnal** dropdown list, make sure to select the correct hymnal where your hymn is located. (Hymns for Worship Revised or Supplement)
2. It is possible to sort the list of hymns by clicking the column header (the dark blue row at the top of the list) i.e. If you want to sort by title, simply click the word **Title** over the list of hymns and it will sort the hymns in Alphabetical order. (A-Z if you click once, or Z-A if you click twice)
3. To begin creating your presentation, simply **right**-click (if you left-click, it will select the text and will not create the presentation correctly) on the hymn and select in the gray dropdown menu from the following options:

Entire Song Options

- ◆ **Standard**- Each verse is followed by the chorus. You may select this mode and choose which verses you would like to sing.
- ◆ **Chorus Only Once**- (Only available when a hymn has a chorus) Select which verses you would like to sing, and the chorus will display only once following the last verse selected.

Single Verse Options

- ◆ **Single Verse**- Displays only the selected verse
 - ◆ **Chorus**- Displays the chorus with no verses
 - ◆ **Coda**- Adds only the coda
 - ◆ **Sanctus** - Adds only the Sanctus
4. After selecting the appropriate hymn and verse combination, the hymn information will appear at the bottom of the screen in the large blue area. Each hymn displays a + sign. Clicking the + sign expands the view to show the selected portions of the hymns in the

order which they will be displayed. You may still edit the selections. To reorder the hymns, right-click on a hymn and select move up or move down. You can also delete the hymn using this function. Verses may also be rearranged or removed using the same process.

6. To save the presentation at any time, click the **File** menu at the top of the screen then click **Save**.

DISPLAYING A PRESENTATION

The program is designed to be able to create a slide show with or without the use of an external viewer such as PowerPoint.

1. To display using the internal viewer, simply click on the **Presentation** menu at the top of the screen, select **Internal Viewer**, then select where you want to begin your presentation.
2. To export your presentation to PowerPoint, simply click the **Presentation** menu, select **Export to PowerPoint**, save it to your drive, then open it using your PowerPoint program. (You can double-click the file and it will open in PowerPoint)

If you are using a version of PowerPoint prior to Office 2007, you will need the compatibility pack. It has been included on the CD for your convenience.

To install from the CD, go to **My Computer**, right-click on the CD drive (HFW should be displayed), click **Open** on the drop-down menu, go to the Microsoft Downloads folder (towards the bottom of the list), double-click the **FileFormatConverters.exe** file, check the box to accept the license agreement, and follow the prompts.

3. To export the images to a folder, simply click on the **Presentation** menu, click on **Export Images to Folder**, and save them to your hard drive. Each image will be saved separately as a PNG file and can be opened with an image viewing program.

EXPERT MODE ENTRY

The Expert Mode Entry toolbar allows the user to enter hymns using numeric notation without manually searching through the list of hymns. For an entire hymn, type the hymn number. To specify specific portions of the hymn, enter a colon (:) then the portions of the hymn. A portion of a hymn is specified by the following notation:

Separate hymns (;). Any number added using expert mode and Hymns can be added using expert mode and mode then rearranged once the screen.

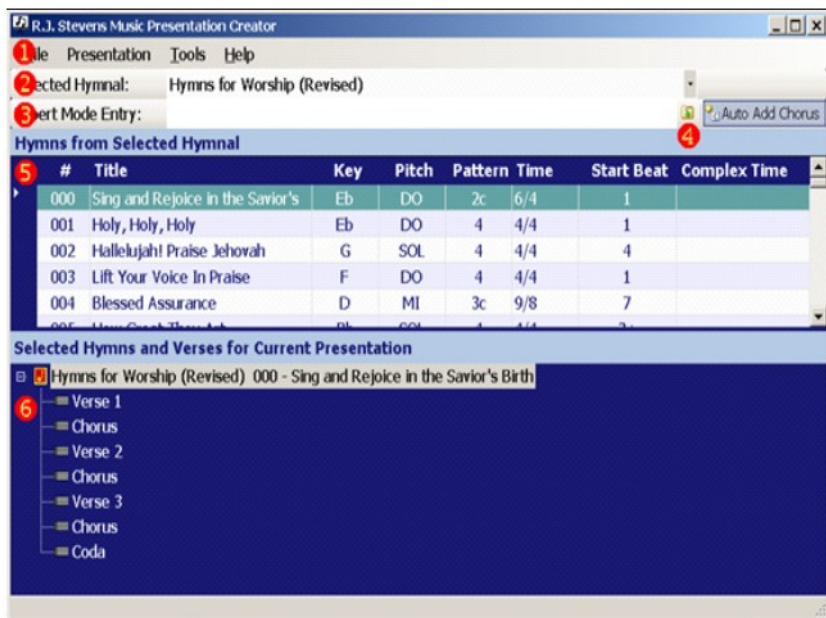
1 ... 9	Verse number
C	Chorus
D	Coda
S	Sanctus
A	Amen

with a semi-colon of hymns can be added using Expert mode. The Traditional ranged once the at the bottom of

For example **0;48:1,3,S;11:1,3,C** would add hymn number 000. The **Auto Add Chorus** selection specifies if the chorus will follow each verse or will be added only once at the end of the hymn. Hymn 48 would then be added with only verse 1 and 3 followed by the Sanctus. Hymn 11 would then be added with verses 1 and 3 followed by the Chorus only once at the end.

Currently the expert mode entries are found in the selected hymnal only. To select hymns from multiple hymnals, enter the hymns from one hymnal, press the **Add** button, then select the other hymnal and repeat.

PRESENTATION CREATOR INTERFACE



- 1 Menu Bar
- 2 Select Hymnal Toolbar
- 3 Expert Mode Entry Toolbar
- 4 Add Button (for Expert Mode Entry)
- 5 Hymns from Selected Hymnal Grid
- 6 Selected Hymns and Verses for Current Presentation Tree

For updates go to www.RJStevensMusic.com.