



SPOTLIGHT DRAMA HELP



TOPIC	SOLUTION	DATE
Camera Settings	<ul style="list-style-type: none"> ● Plan to start with an empty memory card in your digital camera. This will allow you to use the camera as a backup copy of all the pictures for the Spotlight Drama. If you can, use this camera <i>only</i> for Spotlight Drama pictures. It's likely that parents will want copies of your pictures, and photos will be easier to find if they're all on one camera, with no other photos to search through. ● Make sure you have batteries. And backup batteries! ● Set your camera resolution to 800 x 600 or greater. Lower resolution is fine for slides. (Use a higher resolution for prints.) ● Be prepared to download photos from your camera to your church's computer. Make sure you have all cords and equipment on hand for quick and easy download. 	12/1/08
Taking the Best Photos	<ul style="list-style-type: none"> ● Take pictures horizontally. In the Spotlight Drama presentation, you'll want <i>only</i> horizontal photos so they fill the screen. ● Get close. Whenever possible, take close-up shots that fill the screen. We've designed the script so most shots feature only a few kids. That way you can get a nice tight shot. Kids will <i>love</i> seeing themselves larger than life! 	12/1/08
Downlaoding Photos	<ul style="list-style-type: none"> ● Plan to download (or copy) the pictures from your digital camera to the computer that will be used to run the Spotlight Drama presentation. Create individual folders on your desktop for each day's photos. You can copy the pictures for each day into the appropriate folder to help you keep them organized from the beginning. 	12/1/08
Installing the Spotlight Drama CD-ROM on Your Computer	<ul style="list-style-type: none"> ● Put the Spotlight Drama CD-ROM into your computer. The CD will start up, and you'll see a setup screen. Click "Next." ● Install the Spotlight Drama CD-ROM onto the computer you'll use to show the presentation. This allows the program to run most efficiently. Click "Install." ● After Spotlight Drama is installed and setup is complete, click "Finish." You will now have a new folder on your desktop called Spotlight_Drama. 	12/1/08

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<p>How to Create a Slide Show</p>	<ul style="list-style-type: none"> ● Double click on the icon on your desktop to start Spotlight Drama. The first time you open Spotlight Drama, You need to choose either "New Slide Show" or "Open Existing Slide Show." Day 1, choose "New Slide Show" and name your file. Days 2 through 5, select "Open Existing Show" and select the file you named on Day 1. You have the option of creating five different files. Each file contains one slide show for each day. It is important that you open the same file each day. Each day will have 4 options: <ul style="list-style-type: none"> Watch Edit Clear Loop ● To start Day 1, click on "Edit Day 1." This will start up the slide show one slide at a time. You'll either see a slide with artwork already in place or you'll be prompted to import your own photo. ● The buttons on the left side of the screen will guide you. You'll see the following buttons: Import, Next, Previous, Rotate CW (CW stands for clockwise), Rotate CCW (CCW stands for counterclockwise), and Main Menu. If "Previous" doesn't show up, it's because you're at the beginning of the slide show and can't go back any further. If "Next" doesn't show up, it's because you're at the end of the slide show and can't proceed any further. ● To import a photo, click "Import." A navigation window will appear. Use this to find the folder where you saved your photos, then choose the appropriate photo. Once the photo has been imported into the slide show, you can leave it as is or rotate the photo using the "Rotate CW" (clockwise) or "Rotate CCW" (counterclockwise) buttons. ● Click "Next" to proceed to the next slide, which will either have art already in place (see step 2 above) or prompt you to add your own photo. Repeat until entire slide show is filled. 	<p>12/1/08</p>
<p>Saving Your Slide Show</p>	<p>Spotlight Drama saves your work as you go. If you need to stop working on a project, return to the main menu, or close the program, your work is automatically saved.</p>	<p>12/1/08</p>

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<p>Viewing on an External Screen, using a PC Laptop and a Video Projector</p>	<ul style="list-style-type: none"> ● Right click on your desktop and select "Properties." ● Right click on the "2" box and choose "Attached" in the drop-down menu. Click OK to close menu. ● Double click on the icon to start the Spotlight Drama program...have fun creating your slide show! ● Still unable to view your presentation on the external screen? Try unplugging your video projector, repeat the above steps, then replug in the video projector. Or as another option, press the FN (Function) key and F7. (Your F key for the monitor toggle may be different; choose the F key with the monitor printed on it, regardless of what number it is.) <p>If you're projecting your presentation to two screens, simply repeat Steps 1-3 to select two screens.</p>	<p>12/1/08</p>
<p>Permissions</p>	<p>We encourage you to burn as many copies of your Spotlight Drama presentations as you wish. (They make great souvenirs and fund raisers!) However, it's a good idea to let families know that you'll be photographing their children. We suggest posting a sign at your registration table informing parents that children will be photographed during your VBS. You may want to ask each family to sign a release form. A sample photo release waiver and a photo alert sign are available on the clip art CD.</p>	<p>12/1/08</p>
<p>Contact Us</p>	<p>For further information, resources, and supplies, visit us online at group.com/vbs.</p>	<p>12/1/08</p>