



Extollo Music CD HELP



TOPIC	SOLUTION	DATE
Copyrights	Important guidelines for use of song lyrics: Copyright laws permit you to make only one copy of these songs—either for transparencies or for a PowerPoint presentation.	12/01/08
PowerPoint Show Instructions	If Microsoft PowerPoint is not installed on your computer, you must download the Microsoft PowerPoint viewer from www.microsoft.com . This is a free download. Once the viewer is installed, locate the PowerPoint show file on the disc, and double-click on it to open it. It will open automatically in the viewer.	12/01/08
Playing the Songs During the PowerPoint Lyrics Slide Show	To play the songs while you view the slide shows, save the PowerPoint slide shows to your computer. Now you can use the CD to play your music from your boombox or other device.	12/01/08
Modifying PowerPoint Slides	<p>You can view a PowerPoint slide show from the free PowerPoint viewer, but you must have a full version of PowerPoint in order to modify the slides. You cannot modify or print a PowerPoint presentation from the free viewer.</p> <p>If Microsoft PowerPoint is installed on your computer:</p> <p>You can open PowerPoint presentations and PowerPoint shows in the PowerPoint program. If the PowerPoint file has a .ppt extension, then it is a presentation and will open simply by double-clicking on the file. Locate the PowerPoint file in the appropriate folder. Double-click the file to open it. You may run the presentation as is or customize it using the software's features.</p> <p>If the PowerPoint file you are using has a .pps file extension, it is a show file. It can be opened in the PowerPoint program, but you have to open it from within PowerPoint to do so. If you double-click on a .pps file, it will open in the PowerPoint Viewer, not the PowerPoint program. The viewer's capabilities are limited to running a PowerPoint show; you cannot modify or print a presentation from the viewer.</p> <p>Once you have a show opened in PowerPoint, you can save it as a presentation or as a show by selecting the file type from the "Save" menu.</p> <p>To run a PowerPoint show, the computer you are using must have Microsoft PowerPoint or the PowerPoint viewer installed.</p>	12/01/08



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Printing a PowerPoint Presentation	<p>In order to print from a PowerPoint presentation, you must have the full version of PowerPoint on your computer. Open PowerPoint, and then select File>Open and select the presentation to open it. Double-clicking on the file name on your computer will open the file in the viewer but will not allow you to print slides from the presentation.</p> <p>If you double-click on a .pps (show) file, it will open in viewer as described above, even if you have the full PowerPoint program on your computer. If you double-click on a .ppt (presentation) file, it will open in PowerPoint. Presentation files cannot be opened by the viewer.</p>	12/01/08
Song Lyrics for Word Docs	<p>Songs lyrics in Word .doc format are also available on the clip art CD. Click on the "Text" button to locate song lyric files as "RomeSongLyrics.doc."</p>	12/01/08
Need More Help?	<p>In an effort to better serve our customers, we are continually working to improve our products. If you encounter a situation that is not covered in this help section, please check online to see if a solution is posted on our website, group.com/vbs.</p>	12/01/08