Wilmslow Methodist Church - Audio Visual Setup Information for Preachers

An overview of our setup and some pointers to try and minimise any 'Sunday morning panics' for you or us.

AUDIO

We use a fairly standard set up with a wireless lapel microphone for the preacher. The level is controlled from the desk so there is no need for you to do anything once the service is underway. The microphone has a small 'mute' switch on the body-pack ... check with the steward to ensure this is 'unmuted' when you enter the church. If you see frantic waving from the desk at the beginning of the service this is almost certainly because the mike is still muted (don't worry – it won't be the first time this has happened, it's easy to overlook).

We have a CD player if you would like to include an item from a CD in the service (also see below)

PROJECTION Setup

We use the EasyWorship projection software to project items during the service. An EasyWorship 'schedule' is set up for every service which lists, in order, all the items to be included in a service. We have the NRSV bible and the STF hymns and songs in the Easy Worship database and we will add these in to the schedule ahead of the service. Here's an example of what a schedule looks like inside Easy Worship

As you can see we can include other items in the schedule, typically Powerpoint files.

PowerPoint files

Notes on **Powerpoint** files:

1. If you would like PowerPoint items at more than one point in the service please *send the individual items as individual PowerPoint files*
2. If you require any images projected then, ideally, please make them into a PowerPoint file (as below). We don't have an easy way to project 'loose' images.

3. We have a 'Kensington' remote control which will allow you to control a PowerPoint presentation from the pulpit yourself, where this makes more sense than the desk operator trying to coordinate with you. Typically, when you are interleaving the PowerPoint slides in a Sermon.

THE KENSINGTON WIRELESS PRESENTER		
		The controls allow forward / backward and blanking of the presentation – plus a laser pointer. **The preacher can control the presentation** <u>in parallel with the desk</u> – either of you can advance / reverse / blank the presentation

4. See the latter pages of this document for tips on
   a. The simplest way to import images into PowerPoint to create a 'slide show'
   b. Minimising PowerPoint file sizes – for easier sending and faster loading

Audio and Video files & DVDs

We can include **Audio and Video files** in the projection schedule. These can sometimes be problematical so we'd appreciate as much notice as possible of these so we can check things out ahead of time.

The software is also capable of **including 'clips' from DVDs**. Whilst we have used this successfully on a number of occasions we have also hit some issues – so again we would appreciate as much notice as possible and the opportunity to check out and set up the DVD up ahead of time.

We use **dropbox** ourselves to share information and would recommend this as a way of transferring files to us.
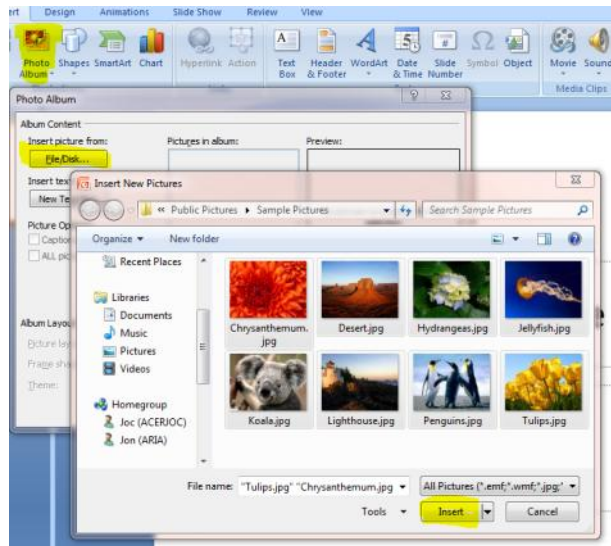
Pulpit Monitor

A monitor installed on the beam (to the left of the projector) reproduces whatever is on the screen so you don't need to keep turning round to see what is being projected. Although not large it is certainly clear enough to identify your position in a PowerPoint and most preachers are able to read the hymn words from it.

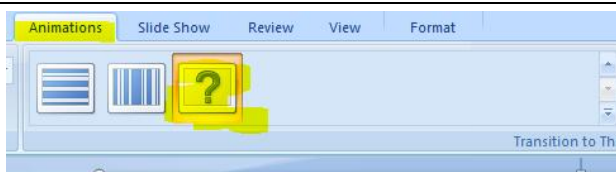|	
CREATING A PHOTO ALBUM SLIDE SHOW IN POWERPOINT	
	Open up PowerPoint
	Select *Insert / Photo Album* **Click *File / Disk*** and browse to folder containing photos Select Photos to include Click *Insert* Click *Create* **The slide show will be built** with a front slide which you can probably just delete or edit. The photos are embedded in the presentation so the original folder / stick / CD is no longer needed. **Save** the presentation
	Compressing the images can reduce file size hugely as the photos may be many times larger than needed. (*extended description of this below*) **Click on a picture** – the Photo Tools tab will appear Click *Compress Pictures* Click *Options* and select *Screen* as the Target Output **Click OK / OK** – there may be a pause while the compression takes place
You may want the slide show to play automatically … see the next section	

MAKING AN AUTOMATIC SLIDE SHOW

Sometimes you want a slide show to play through automatically ... without having to advance each slide manually. Possibly to fit a piece of music – although this sometimes take a bit of fiddling!
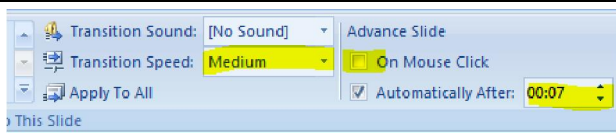
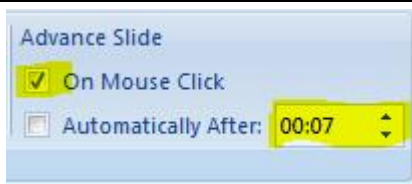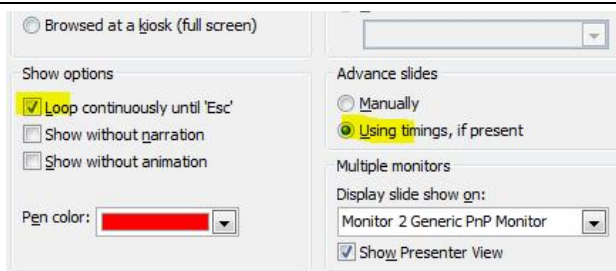|	
	Load the PowerPoint file you want to automate
	Click on the first slide in the *Slides* tab bar on the left hand side **Press *Ctrl+A*** to select all slides Select the *Animations* tab
	Scroll to the end of the *Transitions* box **Select *'?'*** to give random transitions (or your preferred choice)
	Set Transition Speed (suggest Medium) Set *Advance Slide* to (e.g.) 7 secs Uncheck On Mouse Click

<div align="center">

Two possible 'refinements' are described below

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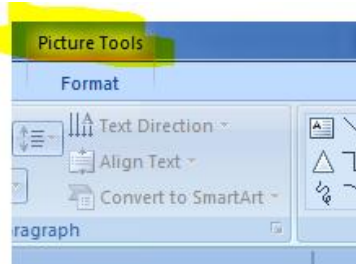|	
	To make the first slide advance under your control then allow the rest of the show to proceed automatically (eg when syncing with a CD) Click on the first slide in the *Slides* tab Check Advance on Mouse Click Uncheck Automatically After
	To make a slideshow that loops continuously Select *Slide Show* tab Check Loop Continuously Until 'Esc' Using timings if present should already be selected You can now start the show as usual and it should continue playing (on the projector screen) until you stop it. Meanwhile you can carry on setting up other items on the laptop screen.

COMPRESSING IMAGES to minimise PP file sizes (PP 2007(?) onwards)

When images are embedded in a PowerPoint file they can be many times larger than is required for projection. By compressing the files you can reduce the size of a PowerPoint file (sometimes considerably) without affecting the quality of the slides.

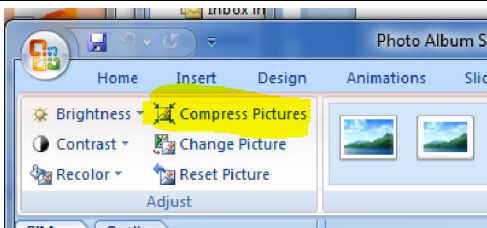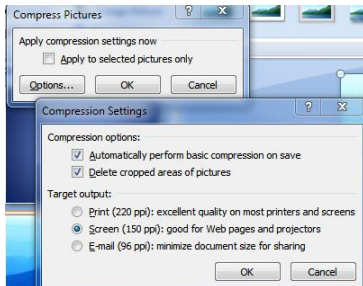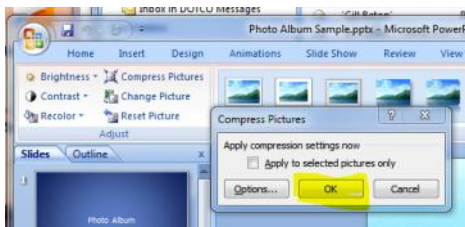|	
	Load the PowerPoint file you want to shrink
	Click ANY image in the presentation to select it. *Picture Tools* option will appear
	Select the *Format* tab
	At the left hand end of the tab locate and click *Compress Pictures* button
	Select *Options* Select *Target Output: Screen* Click *OK*
	Click *OK* and all the images in your file will be compressed to their optimum size. *Save* the file. Usually the file will have shrunk ... but not always (it's not always clear why) ... but it's quick and easy to do and can be very effective in many cases.