

SHAREHIM PRESENTATION SYNCHRONIZER SOFTWARE USER GUIDE

November 5, 2009 Version

I. Introduction

This guide describes how to install and use the Presentation Synchronizer software package to present the *Truth for Today, Hope for Tomorrow* sermons preached in a ShareHim campaign.

First, you will install the sermon notes, graphics, and videos using the *Truth for Today, Hope for Tomorrow* Sermon disc. This disc contains audience graphics in one language and notes in several languages. **Second, you will install the Sermon Synchronizer software** using the Sermon Synchronizer disc.

If you will be using a standard DVD player (not a computer) to show the audience graphics, you will need to install the printable sermon notes on a computer and print them out on paper. This process is described in Section III below.

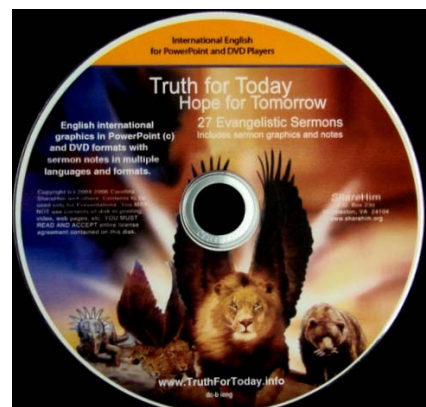
The Sermon Synchronizer DVD-R includes an insert with additional installation tips. Extensive help on many topics is also available by clicking the **Help** button on the Presentation Synchronizer basic control panel. **If you still have trouble, you may call +1-870-342-5341 for technical support** from 7:00 am to 7:00 pm, Central Time. Please email any comments or suggestions about this guide to handbook@sharehim.org.

II. Minimum Computer Requirements

1. Fairly new computer with Windows XP, Windows Vista, or Windows 7 operating system (laptop computer strongly recommended)
2. Video card that supports dual monitors
3. DVD-R drive
4. 2 GB available hard drive space
5. Microsoft PowerPoint 2003 or newer software
6. 512 MB of memory if running Windows XP or 1 GB if running Windows Vista or Windows 7 (1 GB for Windows XP or 2 GB for Windows Vista or Windows 7 recommended)
7. For Macs: Intel Processor and Leopard with Bootcamp (Parallels will not work)

III. Installing the Sermon Notes, Graphics, and Videos


1. Close any programs that are running.
2. Insert the *Truth for Today, Hope for Tomorrow* Sermon DVD-R (shown on right) into your computer's drive.



This disc contains the sermon notes in **multiple languages** in both PowerPoint and printable PDF formats. The disc also contains the audience graphics and video clips in **one language** in both PowerPoint and DVD video formats.

3. Wait a few seconds and the license agreement will be shown.

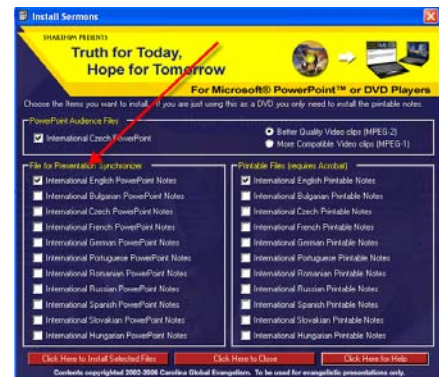
NOTE: If nothing happens, or if your computer automatically begins to play the DVD program and you see a video or sermon images instead of the license agreement:

1. Stop the video and close the video player program.
2. While holding the windows key  (normally on the lower-left-hand side of your keyboard), type the letter **“E”** to open Windows Explorer.
3. **Right click** on the CD/DVD drive (normally drive D).
4. From the drop-down menu, click on **Explore**.
5. Double-click on the file **Setup.exe** to start the install program.

4. Read the license agreement and check the box to agree to the terms. Click **OK**.

5. If you will be using Presentation Synchronizer with a computer to display both your notes and the audience graphics, choose the language in which you will preach from the menu on the left side labeled **File for Presentation Synchronizer** (shown on right). This is **NOT** necessarily the language of the slides that will be shown to the audience.

If you will be using a standard DVD player to show the audience graphics (no computer), you should leave these boxes unchecked and also uncheck the box above in the menu labeled **PowerPoint Audience Files**.



6. If you will be using a standard DVD player to show the audience graphics (no computer), you must print the sermon notes. Those preaching with a computer would be wise to also install and print a copy of the notes in case of computer trouble.

Install the printable version of the notes by selecting your language from the menu on the right side labeled **Printable Files (requires Acrobat)** (shown on right). If you will be preaching an international ShareHim campaign, you only need to print the notes for the 19 sermons preached, as shown in the [international campaign sermon schedule](#) on the last page of this guide.



7. Click the button labeled **Click Here to Install Selected Files**.

NOTE: Some of the audience slides contain short video clips. There are two different versions of these clips. The higher quality MPEG-2 version will be installed by default. **If you experience problems showing these clips**, reinsert the Sermon DVD-R and install the more compatible MPEG-1 clips by selecting them at the top of the install menu (shown on right).



The sermon notes, graphics, and videos will be installed. After the installation is complete, click the **Click Here to Close** button.

8. To print the sermon notes (required if using a standard DVD player to show the audience graphics), go to **My Documents** on your computer and open the folder **Truth For Today Sermons**. Next open the folder **Adobe Acrobat Format Notes**, then the folder with correct notes language. You can then open and print the notes for each sermon. You will need the Adobe Acrobat Reader program to view and print the notes (download for free at www.adobe.com/products/acrobat/readstep2.html).

NOTE: If you do not wish to print the notes yourself, you can purchase a complete pre-printed set on weather-resistant paper for \$109.00 USD plus shipping from Present Solutions at www.presentsolutions.biz or phone +1-877-280-6414.

9. If you will be using a computer to display your notes while you preach, proceed to Section IV of this guide to install the Presentation Synchronizer software.
10. If you will be using a standard DVD player (no computer), the remaining sections of this guide will not apply to you. Simply insert the sermon disc in your DVD player, select a sermon, and begin. To advance to the next slide, just press the **Play** or **Skip Forward** buttons on your DVD player's remote control. To back up, press the **Skip Back** button. Some DVD players also allow you to skip to a specific slide by pressing the slide number and **Play** or **Enter**.

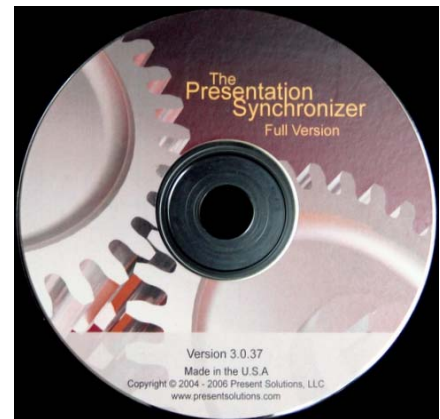
IV. Installing and Running the Presentation Synchronizer Software

NOTE: Before installing the Presentation Synchronizer software, you should install the sermon notes, graphics, and videos as instructed in the previous section.

1. Close any programs that are running.
2. Insert the *Presentation Synchronizer Software* DVD-R (shown on right) into your DVD drive.
3. The opening screen (shown on right) will give you the option to watch a few helpful training videos. When you are done, click the red **Install Software** button. You will then need to click **Next** a few times.

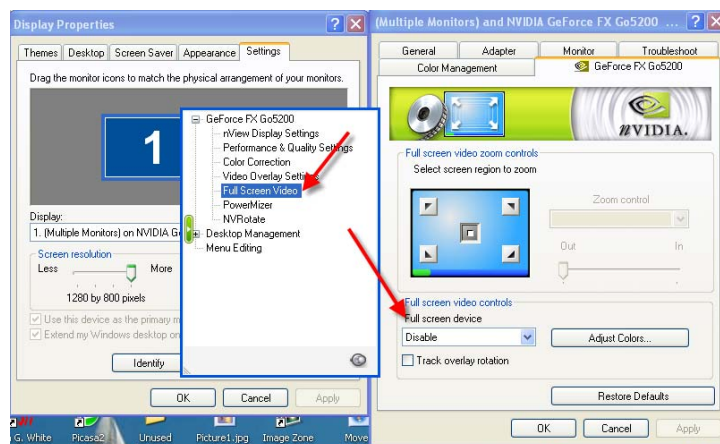
NOTE: A message may appear telling you that Microsoft .NET Framework needs to be installed. (Some computers will have this installed already.) If this happens, do the following:

1. Click **OK**. A window will appear with a button labeled **Click here after the .NET Framework has been installed**. Do not click it yet.
 2. A window will appear asking if you want to install the framework. Click **Yes**.
 3. A license agreement will appear. Click **I agree**.
 4. After the installation is complete, a window will appear. Click **OK**.
 5. Now click the button from number 2, above.
 6. If this procedure does not work, close all windows, remove the DVD-R, reinsert it, and try again.
4. A window will appear when the installation is complete. Click **Close**.
 5. You can download the latest updates to Presentation Synchronizer at the ShareHim website, <http://www.sharehim.org>. To access updates, you must be registered as a speaker for an upcoming campaign. Log in to the ShareHim website using your username and password. Click on **Download Presentation Synchronizer** in the right-hand menu and follow the instructions to download the latest version.



V. Connecting Your Video Projector

1. It is important to turn on your computer and video projector in the proper order. The order will depend on the type of video card installed in your computer. To determine what type of video card is installed:
 1. **Right click** at an empty place on the desktop.
 2. Click on **Properties**.
 3. Select the **Settings** tab.
 4. In the middle of the window, in the box labeled **Display**, you will see your type of video card. Common cards include Intel, ATI, S3, and NVIDIA.
2. If you have an **Intel or ATI** video card, start your computer first and then connect your video projector.
3. If you have an **S3** video card, connect your video projector to your computer, turn on the video projector, then start your computer.
4. If you have an **NVIDIA** video card, the order in which you turn on your projector and computer does not matter. You will, however, need to check the following setting to avoid having the projected video clips show up on your computer screen.
 1. Connect your video projector to your computer and turn on both machines.
 2. Right click at an empty place on the desktop.
 3. Click on **Properties**.
 4. Select the **Settings** tab.
 5. Click on **Advanced**.
 6. Select the **GeForce** tab.
 7. In the NVIDIA window (shown below), click on **Full Screen Video** in the left-hand menu.
 8. In the **Full screen device** box, select **Disable**.
 9. Click **Apply**.
 10. Click **OK**.



VI. Preaching a Sermon with Graphics

1. Check to be sure that your projector is on and properly connected to your computer using the instructions in the previous section.
2. Start Presentation Synchronizer by double-clicking the **Presentation Synchronizer** icon on your desktop (shown on right).



Presentation Synchronizer

3. A window will appear (shown on right) stating whether DualView has been enabled. If you wish to present a sermon now, and DualView has not been enabled, check to be sure your projector is on and properly connected, then click the **Enable DualView** button. If you will only be editing or practicing a sermon, your projector need not be connected, and you may click **Close**.



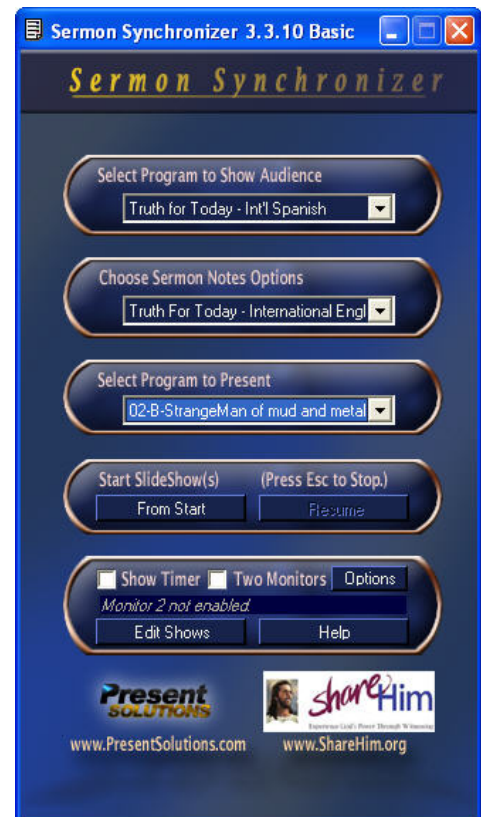
4. The program will open to the basic control panel (shown on right) with the software version shown at the top of the window (e.g. **3.3.10**).

5. Using the basic control panel, select the proper language and program to show the audience (e.g. **Truth for Today – Int'l Spanish**).

6. Select the proper language notes that you will preach from (e.g. **Truth for Today – International English**).

7. Select the program you wish to present (e.g. **02-B Strange Man of Mud and Metal**). In an international ShareHim campaign, not all of the sermons will be used and they will not be presented in numerical order. See the [international campaign sermon schedule](#) on the last page of this guide.

8. Be sure the box labeled **Two Monitors** is checked. If it is not checked, a small version of both the notes and the audience graphics will be shown in a “practice mode” on your computer screen.



9. If you wish to use the on-screen timer, check the box labeled **Show Timer**. The timer can be set to show elapsed time, time remaining, or time of day. The timer settings are controlled

using the options control panel, which is accessed by clicking the **Options** button. For more information about using the timer and other program options, click the **Help** button.

10. Click the **From Start** button under “Start SlideShow(s).”
11. A box will appear with information about how to advance and control the sermon slides. While there are several keyboard keys that can control the sermon slides, you will generally only use your remote control. After reading this information, click **OK**.
12. The sermon should open with the notes presentation on your computer screen and the audience presentation being projected. You are now ready to begin preaching.
13. As you preach, the top portion of your screen will display the number of the current slide, the total number of slides in the presentation, the slide being projected, and the slide that will be projected with the next page of notes.
14. If the word **[--MORE--]** is at the bottom of the current page of notes, it means that there are more notes for the current audience slide than can be shown on one notes page. Advancing the presentation will show the next page of notes without changing the projected slide.
15. If the notes and graphics get out of sync, you can normally put them back in sync by typing the current slide number shown in the upper-left-hand corner of your screen and pressing **Enter**. The program will change the projected image to match your notes. If this does not work, try closing the presentation and restarting.
16. You may return to the basic control panel at any time by hitting the **Esc** key. To resume the presentation where you left off, click the **Resume** button.

VII. Editing a Sermon

NOTE: For more help with editing, click the **Help** button on the basic control panel. If you are a **first-time speaker**, it may be best for you to avoid making edits until you are more familiar with the ShareHim sermons and Presentation Synchronizer software.

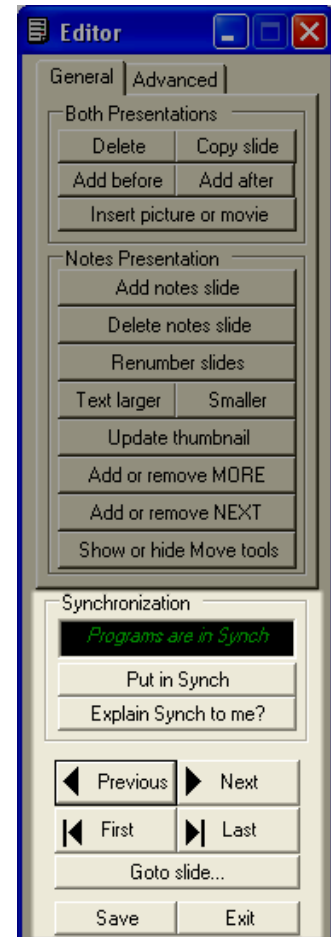
1. Using the basic control panel, select the audience language, notes language, and program you wish to edit.
2. Click the **Edit Shows** button.
3. The editor control panel (shown on right) will appear in the center of your screen, with the notes presentation on the left side of your screen and the audience presentation on the right. You may edit text in the current notes slide by typing directly in the notes area.

NOTE: Other than editing text in notes slides, all editing work should be done using the editor control panel. **DO NOT** attempt to rearrange, renumber, or delete slides without using the editor control panel. This will almost certainly cause your presentations to be out of synch.

4. Click the **Explain Sync to Me?** button for a short presentation on slide synchronization. It is vital to understand this information before beginning any editing.

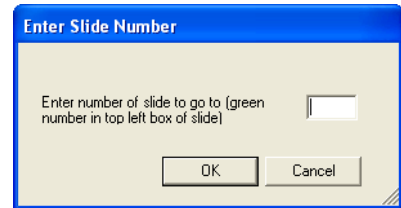
NOTE: If at any time the number of the current audience slide does not match the number shown in the upper left-hand corner of the current notes slide, you will see a flashing **Programs Not in Synch** message. You should correct this by clicking the **Put in Synch** button, which will advance or reverse the audience presentation to match the number shown on the notes slide.

5. You can **navigate through the sermon slides** using the buttons at the bottom of the editor control panel (shown on right).
 - a. **Next** advances the presentations just as if you were preaching. You may also use the page up/down keys and your remote control to advance or reverse the presentations. If the word **[--MORE--]** is at the bottom of the current page of notes, only the notes presentation will advance.
 - b. **Previous** reverses the presentations.
 - c. **Last Slide** advances both presentations to the final slide.



d. **First Slide** sets both presentations to the very first slide.

e. **Goto Slide** allows you to select a slide number to advance both presentations to. A window (shown on right) will appear allowing you to enter the slide number to go to.



f. **Save** saves any changes you have made, but allows you to continue editing.

g. **Exit** returns you to the basic control panel. If you have not saved your changes, the program will ask if you wish to do so.

6. You can **make changes to both the notes and audience presentations** simultaneously using the buttons at the top of the editor control panel's General tab (shown on right).

a. **Delete** deletes the current audience slide and **all** notes slides associated with it.

b. **Copy slide** creates a second copy of the current audience and notes slides. This is useful if you wish to insert a picture or movie after a slide but then show the same slide again after the inserted picture or movie.

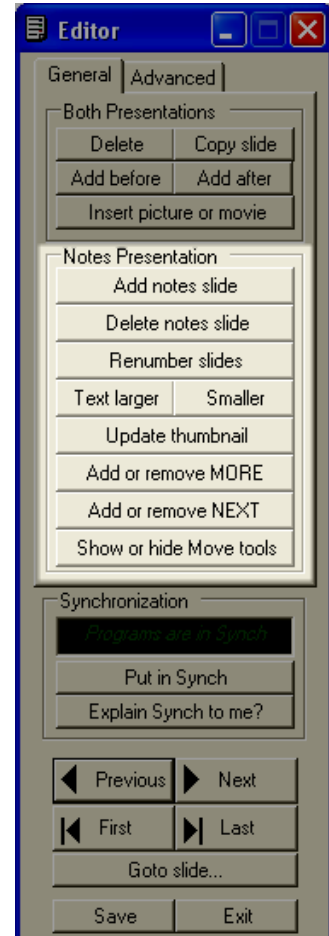
c. **Add before** or **Add after** inserts a blank audience slide with a corresponding blank notes slide before or after the current audience slide. In this way you can create a space to insert an image or video clip and notes into your presentation.

d. **Insert picture or movie** allows you to select a picture or video clip from your computer and insert it into your audience presentation. The picture or video you insert will be placed on top of the current audience slide, and the small thumbnail images on all associated notes slides will be updated to reflect the change. The notes will not change. The inserted image can later be deleted to show the original audience slide.



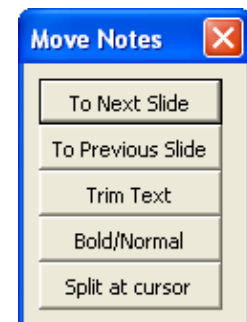
7. You can **make changes affecting only the notes presentation** using the buttons in the middle of the editor control panel's General tab (shown on right).

- a. **Add notes slide** inserts a blank notes slide after the current notes slide. The inserted notes slide will also be associated with the current audience slide.
- b. **Delete notes slide** deletes the current notes slide. This should only be done if multiple notes slides are associated with the current audience slide. Otherwise, the presentation will likely be out of sync.
- c. **Renumber slides** forces a renumbering of the audience slides. Generally the slides will be renumbered automatically as you edit.
- d. **Text larger** and **Smaller** adjust the size of the text on the current notes slide.
- e. **Update thumbnail** updates the small picture of the audience slide shown on the current notes slide. For example, if you delete an image you inserted on top of an existing audience slide, you will need to update the thumbnail to reflect the change on the notes slide.

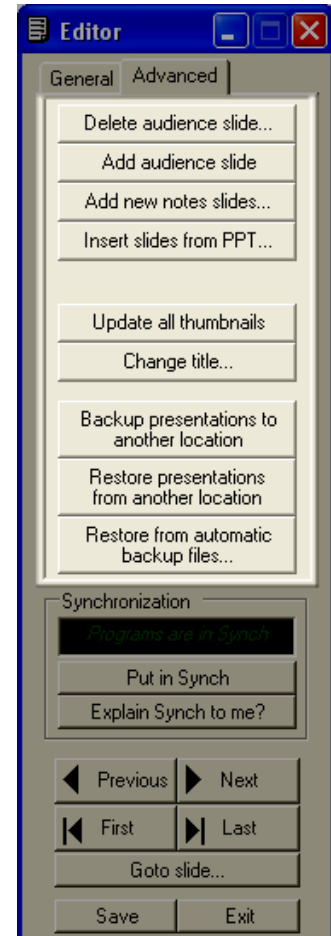


- f. **Add or Remove MORE** allows you to control how Presentation Synchronizer advances the presentations by adding or removing the word **[--MORE--]** on the current notes slide. Whenever **[--MORE--]** is on a notes slide, Presentation Synchronizer will advance to the next notes slide without advancing the audience slide. (For more information, click **Explain Synch to me?**)
- g. **Add or Remove NEXT** allows you to control how animation events are triggered in the audience presentation. Since the ShareHim sermons do not contain animation events, you will probably not use this button.

- h. **Show or Hide Move Tools** displays or hides the move notes tools (shown on right), used for quickly moving and formatting text. Instead of copying and pasting, just place the cursor before the text you want to move and click **To Next Slide** to move all text *after* the cursor to the *next* notes slide. Clicking **To Previous Slide** will move all text *before* the cursor to the *previous* notes slide. **Trim Text** removes blank space above the notes. **Bold/Normal** toggles between bold and normal text. **Split at cursor** moves any text after the cursor to a newly created slide after the current notes slide.



8. The editor control panel's Advanced tab (shown on right) includes **additional tools for editing your presentations and restoring your presentations** from manual or automatic backup files.



- a. **Delete audience slide** deletes the current audience slide **without** changing the notes presentation. Since this will normally cause your presentations to be out of synch, you should have a thorough understanding of synchronization before using this function.
- b. **Add audience slide** adds a blank audience slide after the current audience slide **without** a corresponding blank notes slide. The will normally result in your presentations being out of synch and will require additional adjustment.
- c. **Add new notes slides** allows you to add one or more blank notes slides before the current notes slide. The new notes slides **will not** be associated with the current audience slide and will normally cause your presentations to be out of synch.
- d. **Insert slides from PPT** allows you to insert slides from another PowerPoint presentation into your current audience presentation. You can specify which slides are inserted and where. You can also choose to have a blank notes slide created for each inserted audience slide.
- e. **Update all thumbnails** updates the small pictures of the audience slides shown at the top of the notes slides for the entire presentation.
- f. **Change title** allows you to change the title of the presentation that appears in the upper left-hand corner of the notes screen. A window will appear allowing you to enter the new title. You may wish to delete the title to make room for the timer.
- g. **Backup presentations to another location** allows you to save a backup of either the current sermon or all sermons in the same folder. You can specify where you wish to save the backup files.
- h. **Restore presentations from another location** will restore the current presentations using a backup file in the location you specify.
- i. **Restore from automatic backup files** allows you to restore the current presentations to either the original version or the last saved version in case of a major editing mistake or other problem. A window will appear explaining the restore function. You can also attempt to undo the restoration if you restore by mistake.

ShareHim International Campaign Sermon Topics

Week One

Day	Ser #	Sermon Title	Card	Appeal Song (Suggested)
Fri	2-B	The Strange Man of Mud and Metal (Dan. 2)		Turn Your Eyes Upon Jesus
Sat A.M.	3-C	Sleeping Through the Sirens (Christ's Soon Return)		Amazing Grace
Sat P.M.	4-D	Why So Much Suffering? (The Great Controversy)		Precious Lord, Take My Hand
Sun	5-E	Move Your Hand (The Gospel)	X	My Jesus, I Love Thee
Mon	8-H	It All Adds Up (2,300 Day Prophecy)		The Savior is Waiting
Tues	9-I	Your Day in Court (Judgment)	X	I'd Rather Have Jesus
Wed	10-J	Whatever Happened to Right and Wrong?		Jesus, Keep Me Near The Cross
Thu	11-K	Memory Lapse and Monkey Business (Sabbath)		I Will Follow Thee, My Savior
Fri	12-L	Mister One-Day-Late (Dan. 7)	X	I Have Decided to Follow Jesus
Sat A.M.	27-AA	How to Prosper in Health (Health / Tithe)		Jesus, I Come to Thee
Sat P.M.	16-P	How to Start Life Over Again (Baptism)	X	Lord, I'm Coming Home

Week Two

Sun	15-O	Where Do We Go When We Die?		It May Be At Morn
Mon	14-N	A Thousand Years in Jail (The Millennium)		Have Thine Own Way, Lord
Tue	17-Q	Who Framed God? (Hell)		Take My Life and Let It Be
Wed	19-S	Why So Many Denominations?		He Leadeth Me
Thu	21-U	Survivors of the Longest War (Rev. 12)	X	More About Jesus
Fri	25-Y	The Holy Spirit and the Unpardonable Sin	X	Just As I Am
Sat A.M.	7-G	Don't Be Fooled (Christ's Second Coming)		All to Jesus I Surrender
Sat P.M.	26-Z	Is Heaven Real?	X	When We All Get to Heaven

An "X" in the card column indicates that a decision card is prepared for this sermon.