

## **OPENING THE POWERPOINT**

Plug in flash drive  
Wait for “autoplay” window to open  
Choose “open folder to view files”  
Open “worship lyrics main”-this is the PP master

Alpha list-songs by name  
Master list-songs by slide #

## **SEARCHING FOR A SONG**

To search-  
*(blank projector while doing this, push the “blank” button on the remote-you might have to stretch your arm to get the remote signal to reach the projector)*

Press Ctrl button and F button together-a search box will pop up in lower right corner

Enter song lyric or title and click on “find next” button or just push enter

The master will pull up the first song with that lyric in it. Many songs have the same phrase in them, for example, “Lord of Lords”. If it is the wrong verse or not the song you are looking for, keep pushing enter. Sometimes it is quicker to just go back to the search box and enter another phrase from the song.

Once you find the song, make note of the number next to the slide box-it’s on the upper left corner. Close the search box, hit the F5 button. The screen will pull up a blank slide. This is slide #1. Enter the number of the song slide and hit enter. The song slide will pop up. Unblank (push “blank” again) the projector screen and the song will pop up on the projector. Use the arrow keys to move from slide to slide in the song. Once the song is over, blank the projector and search for the next.

If any songs that should be in there are missing, or if any words are misspelled, or if any lyrics are missing, jot them down and let Sarah D know after service is over. She will correct them for next time. Do not add, delete, or change stuff without checking with her first.

### ***A tip-***

The worship team leader should give you a song list before service. If you have a few minutes, check the PP master to make sure the songs are there. If not, let Sarah D know immediately. It is also important to remember that the worship team leader will be trying to follow the flow of the Spirit and may not stick to the song sheet they gave you if they feel the Spirit leading in a different direction. Just be flexible and roll with it.

## **TROUBLESHOOTING**

- ***I can’t find the song! What do I do?***

First of all, DON’T PANIC! ☺

If the song does not pop up (you will get a box that says search item isn't found)-

-check your spelling...a misspelled word can throw you off big time

-try entering the lyric a different way...(instead of "My hope is IN you", try "My hope IS you", or simply "My hope"), or try entering a different lyric (ie-"Show me your ways")

-if you still can't find it, check the song title (if you know it) against either the master list (the songs are listed by slide #) or the alpha master (songs are listed alphabetically by name). Both lists are on the flash drive saved as word documents. If you have closed the flash drive window, go to the "My Computer" icon (It's called "Frodo" on Sarah D's computer), double click on it, and a window will open. The flash drive is called "Public". Click on it to open.

-If you STILL can't find it...nothing really you can do...if you have tried all the above, by this point they are probably halfway through the song anyway. Sit tight and keep the screen blank. Let Sarah D know after service a song was missing.

- ***The projector won't unblank! What do I do?***

-Reach further or just stand up and move closer to the projector. From where we sit, most PP volunteers need long arms, heh heh.

- ***There is no picture on the projected screen! It's saying it's not connected! What do I do?***

-The RGB cord may be loose. Check the connections both on Sarah's D computer and the back of the projector.

- ***There is no picture on the projected screen! I KNOW it's connected! What do I do?***

-To get the picture on your computer up on the projected screen, push the Fn (function) and F5 buttons together twice. The picture should pop up. If not, grab Sarah D or Adam.

- ***Oh no! I think I deleted the entire PP master! (Or, I don't have the flash drive/the flash drive isn't working!)***

-There should be a copy of the master list saved to Sarah D's computer, or in a pinch, Adam's. Ask Sarah D for help.