

Installation & Quick Start Guide



presentation manager®

INTEGRATED PROJECTION SOFTWARE FOR
WORSHIP YOUTH SMALL GROUPS CHURCH

Installation

PM can be installed onto a Windows 7 (32 and 64 bit), Windows Vista or Windows XP. Insert the Presentation Manager program disk into your computer's CD-ROM Drive.

Double-click PM.exe. This is a self extracting zip file

Installation Notes

- The software does not use the windows registry.
- To remove the software just delete the installed folder...
- The default installation folder is [c:\]Synapx
- The Help File is locate at [install path]_PresentationManager/PMHelp.html

System Requirements:

- Microsoft Windows 7/Vista/ XP
High end Graphics card
- 1-4Gig Megabytes Physical Memory
- Free Hard Disk Space: 40GB Minimum

Starting



The easiest way to start the PM workspace is to click on the PM Workspace icon.

To select a different workspace configuration use the Workspace Launcher. This program tracks all the available workspaces. To open the Workspace Launcher

double click the Launcher icon on your desktop. Once the Launcher is open, double click the workspace of interest and that workspace will launch.

If you right click on the grey scroll bar, a menu will appear that gives you several options - one allows the user to create a shortcut to an empty workspace Clicking inside an empty workspace will list of all saved workspaces.



Licensing

When you install demo version of Presentation Manager you have a 30-day license. The license for this software is to a user, identified by an email address.

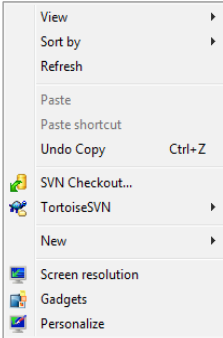
On Line Help

A full search able help file is located in
[install folder = c:\Synapx] _PresentationManager/help/PMMain.html

Setup

Activating Dual Display in Windows

Assuming you have dual display hardware on your computer you will need to activate dual display from within windows.



1. Make sure your projector is connected to your computer and start your machine.
2. Once windows has loaded right-click on the desktop and choose personalize (properties in xp).

Click personalize
Click display
Click adjust resolution

3. In the settings property page you will typically see two monitors. In windows XP Click on the second monitor and check the "Extend my Windows desktop onto this monitor" box. In Windows 7 Select expand my desktop;

Software Setup

Begin by clicking the edit button on the toolbar

- Click on the "Screen Setup"
- Use the "Presentation # 1" on the property page to select which monitor you want the viewer to display on.
- Click the "Set Viewer(s)" button to apply the change you have just made, setting up the Presentation #1 window on your projector.
- Once the viewer is setup on the projector you will need to save the workspace so you will



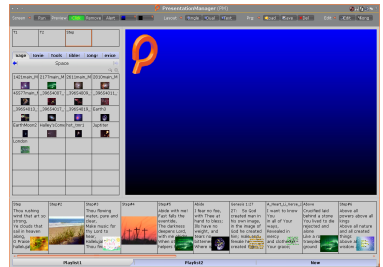
not need to setup the viewer again next time you run Presentation Manager. Click the save button on the toolbar to save the workspace

Features - Layouts

Presentation Manager comes with three styles of layouts, single view, dual mixer view and text view. It is easy to navigate between these layouts by clicking the layout buttons.

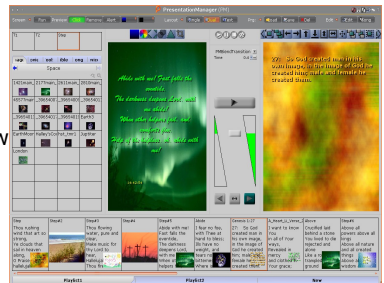
The Single View Layout

is easy/fast to operate layout, similar to previous versions



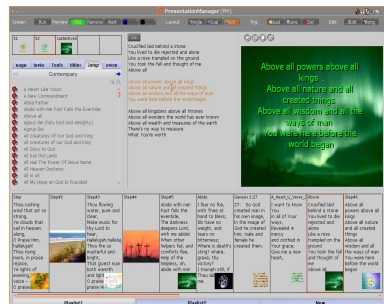
The Dual Mixer View Layout

- Allows moves and images to be mixed manually to the screen
- Allows mixing transitions and times to be selected and run smoothly
- Allows the user to select which preview is used for editing or view
- Allows display for current presentation while preparing another

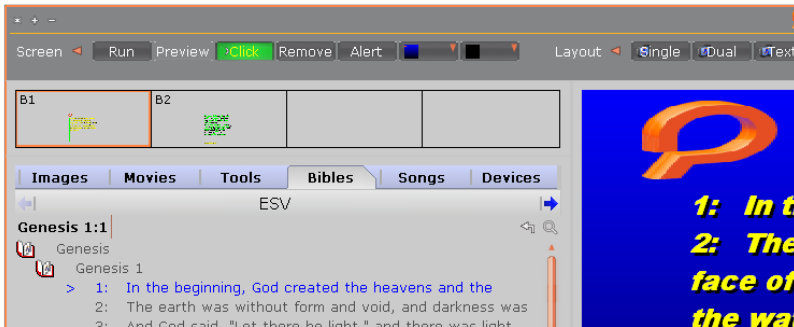


The Text Layout

- Allows text to be displayed when on line
- Allows text to be edited when offline



Features – Templates



Templates define how songs, Scripture or images are displayed .There are different templates depending on whether the palette is pointing to Songs, Bibles or Images.

Templates define the font, number lines, font attribute and colors any logo or additional info... There can be several templates so the user can click on the one he wishes. They are easy to edit or add or remove. To Edit, right click on a template

1. Select Show in preview to Edit
2. In the viewer edit/delete add entities to the template slide
3. On the template slide the the transition and transition times are defined

Creating Song or Bible Template

Drag a verse to the template and a new template slide is created

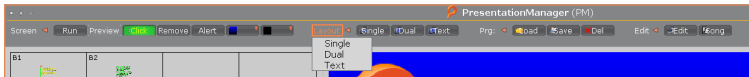
Create an Image Template

To create drag an image into the template area
Clicking on a template slide select that transition...

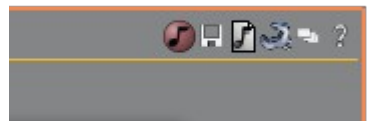
Slide Creation

The template in us, defines how a slide is created when a song, or Bible passage is dragged into the play list

Some Toolbar buttons explained



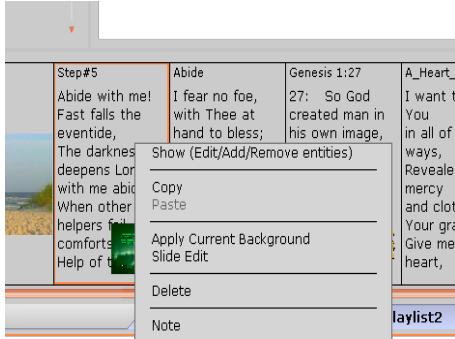
- The "**Run**" button will play the currently showing sequence/playlist. Note The Playing Sequence also displays a playing icon in it's tab
- The "**Preview**" toggles the running playlist to also be shown playing in the selected preview
- The "**Click**" make the user selection in the palette or playlist live to projector. In the mixer layout there are two live modes. "**Click+**" preload the next slide in to the available view. This slide can then be played from the mixer or the playlist. When **Click** is not active the system is in effect frozen
- The "**Remove**" button will remove the text from the screen while keeping the current background.
- The "**Alert**" button will display the Nursery Alert property page.
- **The Default Slides.** The last two buttons on the Screen Control Toolbar are the default slides. These slides can be setup for any purpose, like blanking out the screen or as a welcome screen etc.
- The "**LoadSave**" button loads/save playlists or program (a set of playlists) files.
- The "**Del**" button clears the current playlist.
- The "**Edit**" button allows editing of preferences, Screen Setup and Playlist management and more
- The "**Song**" allows the creation of a new song
- The **mini Toolbar** on the top right of the screen has several buttons, to carry out logging, save of workspace, edit preference, view sermon notes, view help...



Basic Playlist Controls

There are a few basic Playlist controls/key/mouse presses that are very useful.

1. Click on any slide in the playlist to **send it to the projector**. You do not need to click the slides in order.



2. If you would like to preview a slide (in the Preview Window) before you send it to the projector, right-click the slide and choose "Show." In Mixer mode you can select the non live view and clicking on the slide will send it there

3. If you would like to **delete** a slide, right-click the slide and choose delete.

4. The **right and left arrow keys** on your keyboard or pointer will advance to next or previous slide, respectively. If you are at the end of a playlist, the right arrow key will advance to the next playlist. (If so enabled in preferences)

5. The **slides can be rearranged**. Click and drag a slide in front of or behind another slide, and it will move to that location.
6. To **switch between playlists**, click the tab of the playlist you wish to see.
7. You can **select multiple** slides in the playlist by holding the "Shift" key on the first/last slide. You can **select any set of slides** you like by holding the "Ctrl" key and clicking on the slides you want selected.

Adding a Song to the Playlist

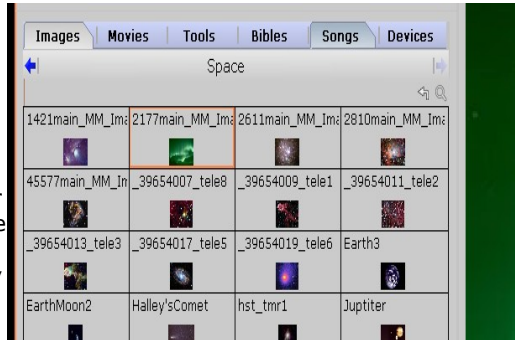
Drag the song title (to add an entire song) or a song verse (to add just that verse) off the palette onto the playlist. The current template selected is used to define how the new slide(s) is(are) created, ie To add a Bible verse to the playlist simply drag a Bible verse off the palette onto the playlist.

Palette - Accessing the Data

All of songs, Bibles, and graphics can be accessed through one window, the palette.

The palette has a very simple navigation system. At the top is has basic categories: Images, Movies, Songs, and Bibles. Click on any of the category tabs to load that category.

Each category has subsets as well. For example, in the Images category there is not just a single set of images, but several. You can see all the subsets by clicking below the category tabs on the subset tab.



An image or movie can be displayed in the Preview Window simply by clicking on it. To display a song or Bible verse click on the picture next to the song title (or Bible book/chapter) and all of the verses for that song will display. Click on a verse to see it in the Preview Window and projector - if "Click Button" is green live

As you type the name of a song (or a book of the Bible) into the search box it will automatically be found for you. *For Bible verses you do not need the entire reference. Type "De 8 3" to locate Deuteronomy 8:3.*

Searching for a Word or Phrase

You can also do a search for a word or phrase. Presentation Manager will search through all of the songs and Bible verses in the selected database for that word or phrase.

Type the word or phrase you want to search for in the search box and hit the search button. Every song or Bible verse with that word or phrase will be listed.



Creative Lifestyles Inc

company web site
product web site
email

creativelifestyles.com
presentationmanager.com
staff@creativelifestyles.com