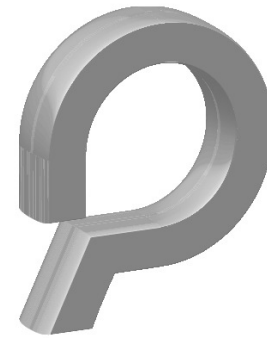


INSTALLATION & QUICKSTART GUIDE



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www.creativelifestyles.com
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Installation

1. Insert the Presentation Manager Program Disc into your CD_ROM drive and the Installer will appear.



2. Read the installation text and then click "Install Presentation Manager".

3. When the installation is done use the dropdown menu to select "PM Data". The install button will change and say "Install PM Data". Click to install.

4. Click "Exit" when complete. The Workspace Launcher icon will appear on your desktop. *Optional: If a second disc came with your software, insert it now to install more data.*



5. Double click the Workspace Launcher icon on the desktop.



6. Select your workspace (typically PM) and hit the "Launch" button. Right-click a workspace to learn more about it.

Note: If the workspace you want to load is not listed, hit "Browse" and locate it on your hard drive.

Text Over Live Video

Live video is easy to setup in PM and even easier to use once it is setup.

Live Video Hardware

In order to run live video through PM the computer must have a video capture device. This is typically a PCI card, separate from the video card, that allows for s-video and/or composite video in.



Live Video in PM

Once the capture device is installed in the computer PM will display the Image Control Toolbar. (Note: This toolbar will display without a video capture device if a DVD player is installed in the computer.) Set the video toggle to "1" and right-click the "Live" button. This will launch the Camera Property Page. Use the top menu to select the capture device your camera is connected to, then hit the "Sel" button to initialize that device. (Note: The "Source" button is used to switch between S-Video and Composite on most cards.)

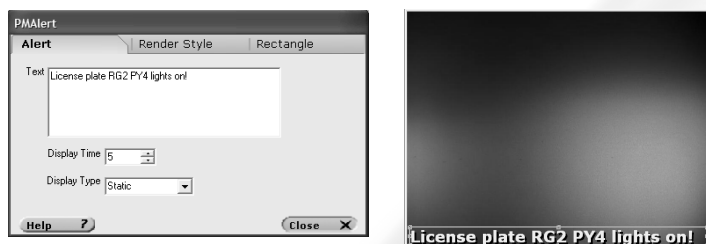


Once the card is initialized, close the property page. Click the "Live" video button to go live.

Nursery Alert

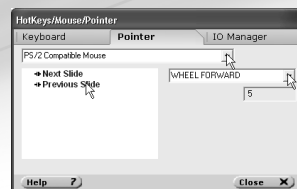
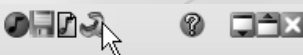
Sometimes a message or nursery alert needs to be projected onto the screen. PM makes this simple.

On the bottom of the Preview Window is a small aqua colored rectangle. Right-click in that box and choose "Edit" to open the nursery alert page. Use the "Render Style" page set the font style and then type the message into the "Alert" text box.



Remote Mouse

A mouse can be used to switch between slides. Click the "Edit Properties" button (the wrench) and choose "Hotkeys Pointers". On the "Pointer" page use the dropdown menu to select a mouse. Click "Next Slide" and "Previous Slide" and use the right menu to set a function.



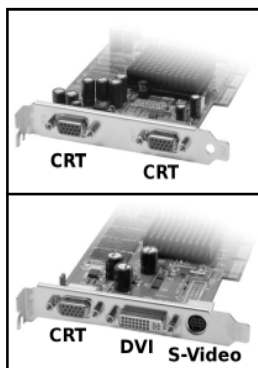
The User Interface



The **Pallet** holds all the data. Songs, Bibles, and backgrounds can be added to a playlist from the pallet, or sent directly to the projector. The **Preview Window** can be used to preview or display what is being sent to the projector. The **Playlist** window allows the user to prepare slides for a service and the **Program** tab manages several playlists at once for easy service organization. The **Toolbar** buttons control various functions.

Set Up Your Computer

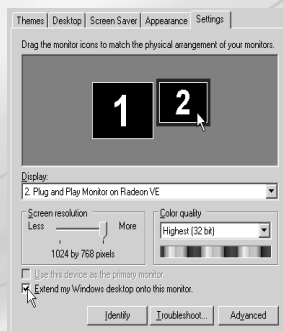
To run PM a PC must have a dual display graphics card. A proper dual display card will have two CRT connectors or a CRT and a DVI. Plug your computer monitor into one of these connectors, your projector into the other, and then start your computer. Note: You only need one monitor to run PM.



Most new laptops support dual display. If you are uncertain plug your projector into your laptop, start the computer, then follow the rest of this setup.

Set Up Windows

Once windows has started right-click your desktop and choose "Properties". Click the "Settings" tab. Click the second monitor and select "Extend my desktop". Note: While this is typical, many graphics cards are different. If this does not work click the "Advanced" button and look for options like "Horizontal Span" or "Dual View".

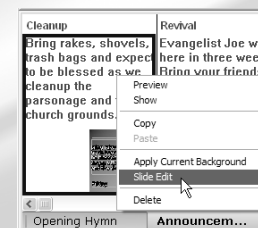


Looping Announcements

Slides can be setup in a playlist with transitions and timings. When the playlist is run it will play though each slide until it reaches the final slide, and then start over.

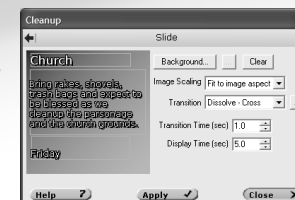
Setting slide timing/transitions

Right-click any slide in a playlist and choose "Slide Edit". In the property page that appears navigate to the "Slide" tab.



Use the "Transition" dropdown menu to select a transition for that slide. The basic blend transition is called "Dissolve—Cross".

The "Transition Time" sets how long the transition will last. The "Display Time" sets how long the slide will display before advancing to the next slide.



Once the timing and transitions are setup use the "Run" button on the "Screen Control" toolbar to loop through all the slides in the playlist.



DVD Playback

PMPro can playback DVD clips from a DVD drive connected to your computer. In order to use this feature the computer must have a DVD drive and DVD playback software. In addition, DVD playback will not function properly unless the Presentation #1 screen is setup on the second monitor (see **Setup the Projector with PM** in this guide).

Setup a Clip

Begin by clicking the “Build” layout button to reveal the Slide Builder. Next, drag the DVD tool off the Slide Builder onto a playlist. Clicking the tool in the playlist will begin DVD playback.



To setup a clip, right-click the new DVD slide in the playlist and choose “Edit”. This will launch the DVD navigation window. Hit the play button to play the DVD in the navigation window. Use the dropdown menus and the slider to find your clip. Use the in/out buttons to set the start and stop points.

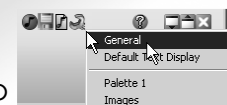


Set Up the Projector with PM

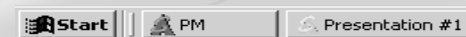
When dual display is setup properly in windows the desktop icons will appear on the computer monitor and not on the projector.

Automatic Setup

PM has an automatic projector setup feature. Click the Edit Properties button and choose “General”. On the “Viewer Setup” tab set PM to “Primary 0” and set Presentation #1 to “Monitor 1”. If “Monitor 1” is not listed the projector can be setup manually.



Manual Setup



When PM is launched the “Presentation #1” window opens as well and can be seen on the Windows start menu. Select this window and drag it off the monitor to the right and it will appear on the projector. Once it is on the projector maximize it to fill the screen.

Save the Settings

Once the Presentation #1 screen is maximized on the projector go to the “General” menu and uncheck “Show Window Border on Viewer”. Save the Workspace by clicking the save button on the toolbar.



The Pallet - View the Data

Clicking the main tab on the Pallet allows the user to switch between the various sets of data; the images, movies, songs, Bibles etc.



Clicking below the main tab, on the subtab, will show the subsets of each category. In this case there are several Bibles available. Clicking where it says "King James Version" reveals a selection menu for the other Bibles. The blue arrows on the right and left of the subtab will also switch between the Bibles. All 5 Pallet categories work this way. →

Click any verse or graphic in the Pallet and it will be displayed on the projector.

Right-click any verse or graphic in the Pallet and it will be shown on the Preview Window, but not the projector. Right-click a song title to edit its text.

Add to the Database

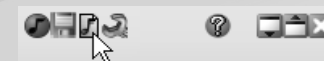
CCLI Song Importer

Songs can be imported from CCLI Song Select online directly into Presentation Manager. Launch PMCCLImport from the Workspace Launcher. Log into Song Select online and use our import button to save songs into one of the Presentation Manager Song folders on your computer. You must be signed up with CCLI Song Select to use this feature. (US Only)



Add a Song Manually

Songs can be typed in manually using the PM Song Editor. Click the New Song button to open the editor. Songs can be typed in or copy and pasted from another program. Be sure to save the song when finished.



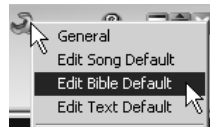
Add Graphics and Movies

All of the images in the pallet are in subfolders in the C:/CreativeLifestyles/MasterData/Images directory. Any images placed in the subfolders in this directory will be accessible through the pallet. New subfolders can be added as well. Movies can be placed in the C:/CreativeLifestyles/MasterData/Movies directory.



The Slide Defaults

When a song, Bible or text slide is added to the playlist or displayed on the Preview Window directly from the Pallet the defaults control how and where the text is displayed.



To edit a Default, click the Edit Properties button and choose one of the "Edit... Default" options. When a Default is selected it will be shown on the Preview Window and a property page will be opened. On the Preview Window the placement of the text, including header and footer text, can be adjusted. In the property page text size, font and color can be changed.

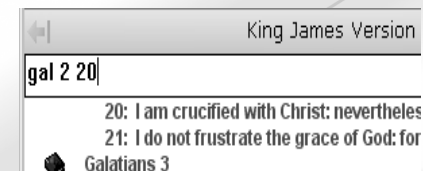
Note: The Defaults do not affect text in a playlist.

Note: The Render Style menu in the Bible Default can change the number of verses displayed on a slide.



The Pallet - Find the Data

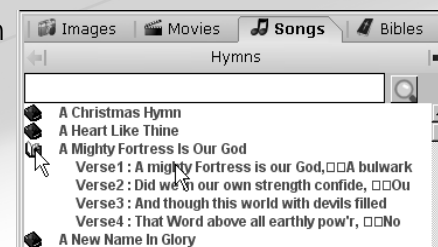
It is easy to find songs and Bible verses in the pallet. As text is typed into the search box the Song or Bible passage is automatically found.



A search can be done for a word or phrase. Type the word or phrase into the search box and then hit the search button. The pallet will then display a list of all the songs/Bible verses with that word or phrase.



Song/Bible verses can be opened manually as well. Click the title of a song or biblical book and chapter to display all its verses.



If you have imported your songs from CCLI online (using our CCLI Song Importer) they will have the song author, category, etc. included. To search by author type "author = Luther" into the search box and then hit the search button.

Prepare a Playlist/Program

Adding Data from the Pallet

Any data can be added to a playlist by dragging it (holding the mouse button down) off the pallet. To create a slide with a background drag an image or movie off the pallet. To create a set of song slides drag a song title onto the playlist.



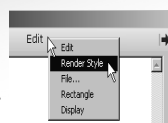
Adding Text (Professional Feature)

Original text can be added to a playlist as well. Click the "Build" layout button to reveal the Slide Builder. Drag a text object off the Slide Builder onto the playlist.



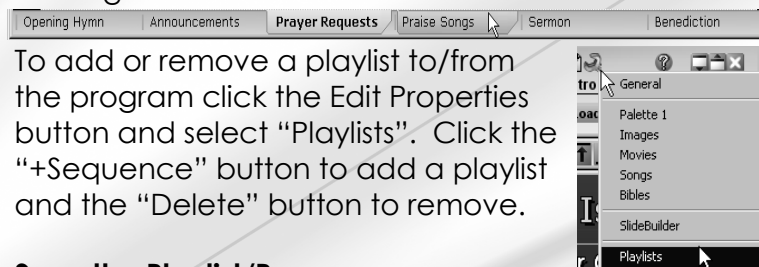
Click the new slide in the playlist and it will appear on the Preview Window with an empty green box. Right-click in the green box to launch the text editor.

After text has been typed in the font can be adjusted using the Render Style menu.



Playlists in the Program

The program tab shows all of the currently loaded playlists. It is easy to switch between playlist by clicking the tabs.



To add or remove a playlist to/from the program click the Edit Properties button and select "Playlists". Click the "+Sequence" button to add a playlist and the "Delete" button to remove.

Save the Playlist/Program

Once a playlist or program is complete it needs to be saved. Click the "Build" layout button to display the Program Control toolbar. Use the "Save" button. In the "Save as Type" menu playlists are saved .seq and programs are saved .prg.



Add a PowerPoint® Presentation to the Program

If PowerPoint® is installed then PowerPoint® files can be loaded in PM. Click the Edit Properties button and select "Playlists". In the Playlists menu click the "+PowerPoint" button. This will add a PowerPoint compatible playlist to the program. Next, click the "Build" layout button to reveal the Program Control buttons on the toolbar. Use the "Load" button to find and open your PowerPoint® file. Multiple PowerPoint® files can be added to a program at one time.