

## READ ME FIRST

### Compassion Sunday PowerPoint Presentation

How to view/play this PowerPoint presentation on your computer.

1. Download the .ppt file on your hard drive.
2. Open Microsoft PowerPoint (or the plug-in “PowerPoint Viewer” a [free download](#)).
3. Choose File | Open and browse your hard drive to find and select the .ppt file.
4. Select Slide Show | View Show to play the presentation.
5. The slide show is timed and set to music, so after clicking “View Show,” the operator will not need to do anything else for the viewing. *(Note: Please turn off the screen saver and/or sleep mode on your computer before playing the PowerPoint so the entire show will play uninterrupted.)*

This four-and-a-half-minute show is intended for use as a supplement to your overall Compassion Sunday presentation.

If you would like to play the presentation without music, right-click on the sound icon (🔊) found in the center of Slide 2 before you begin viewing. Click “Custom Animations” in the drop down menu. A Custom Animation panel will appear on the right side of your screen. Click the “Media 8” tab, then select the arrow that appears. In the menu that appears, select “Effect Options.” A “Play Sound” menu will appear. Select the “Sound Settings” tab, then select “Sound Volume.” Select “mute” in the box that appears.

To run the show manually (without the preset timings), before viewing, select Slide Show | Set Up Show. On the middle right of the resulting menu, you will see an “Advance slides” heading. Change the setting from “Using timings, if present” to “Manually.”

Be sure to view this presentation on the computer in your church ahead of time. Some computer processors are faster than others and this may affect the timing of the music and slide show.