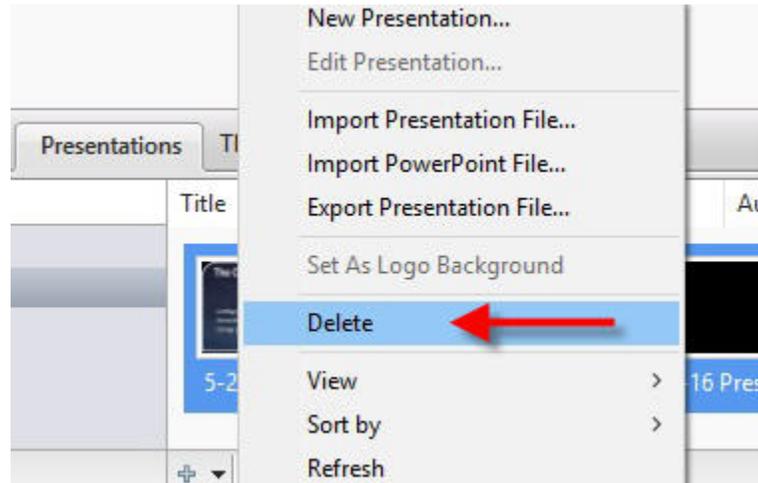


Importing PowerPoint Files in EasyWorship

Substitute Checklist: Computer Technology
Tech Ministry 2016

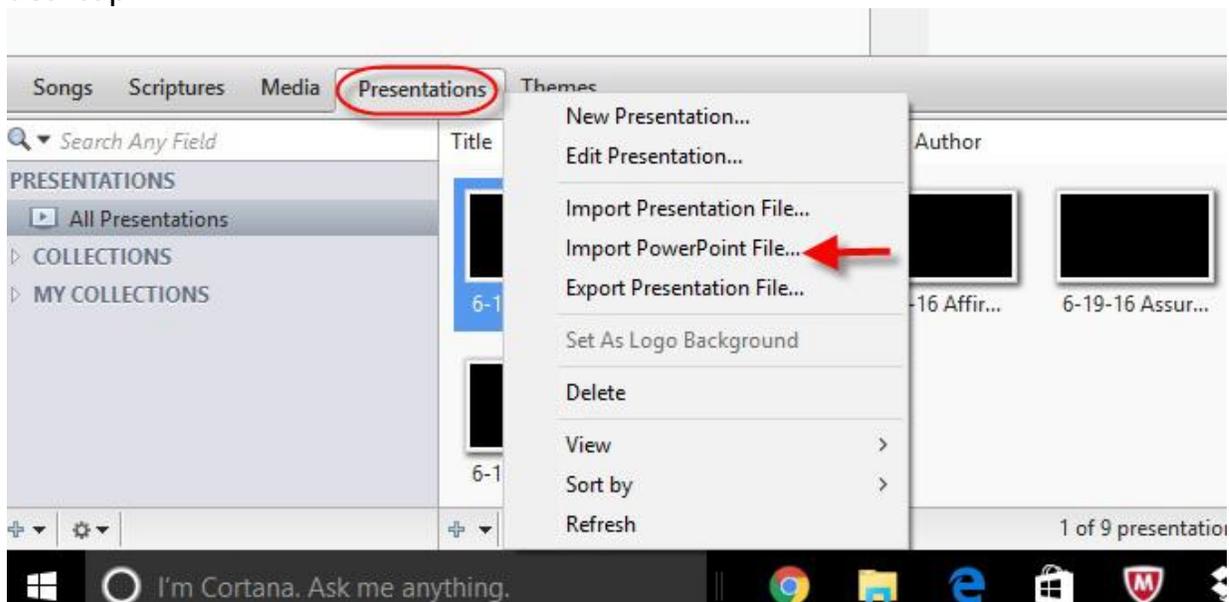
Before Importing PowerPoint files for a service, first delete any old files in the resource area:

- Click the Presentations Resource Tab and look at the Presentations resource area window. If previously used PowerPoints appear in the Resource area, select and delete them (right click/delete).

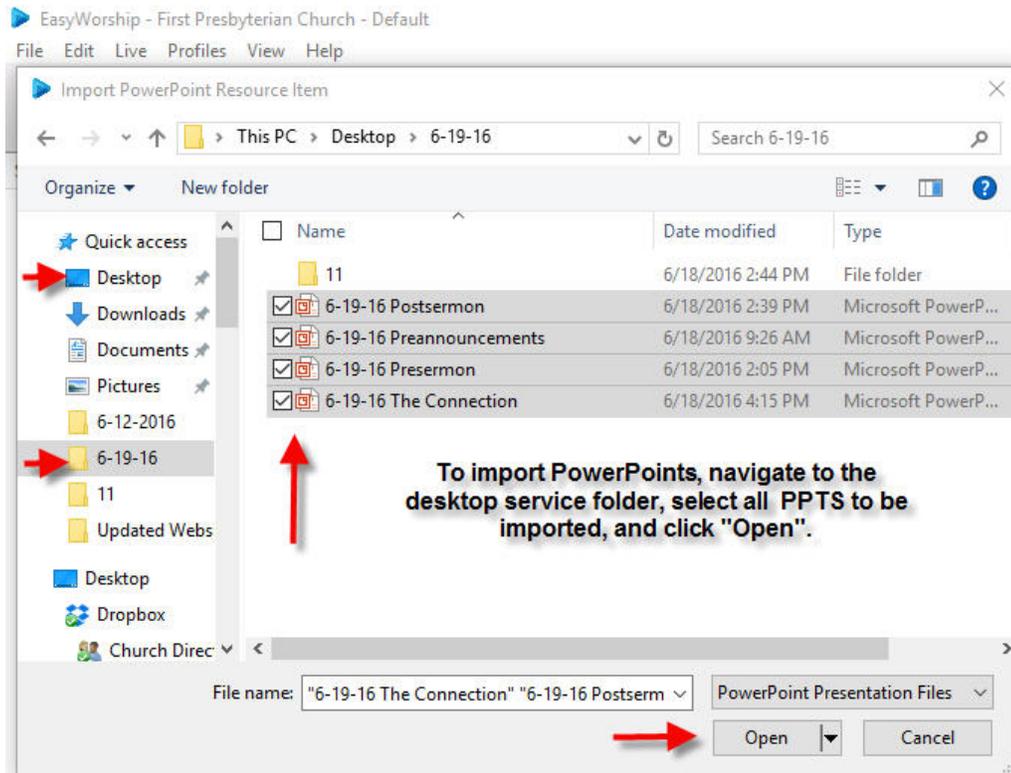


To import new PowerPoint files:

- Click the **gear icon** in the lower left of the resource window to import PowerPoint files from the worship service folder on the desktop.



- Navigate to the desktop and select the PowerPoint(s) to import. To select multiple PowerPoint files, hold down the control key as you select. **Click open.**



- When the PowerPoints are fully imported into the resource area (highlighted in dark blue), drag all PowerPoints to the EW schedule area. Drag to arrange the PowerPoints or right click to move up/down in the EW Schedule according to the order of worship. See 9:00 a.m. and 11:00 a.m. service checklists for the usual order of PowerPoints.

