



IDEAS Resources



Using IDEAS

Introduction

IDEAS are a set of worship resources produced by the Family Friendly Churches Trust which can be downloaded and used in worship. The aim is to supply a breadth of resources so that they can be used whether children and young people are present or not.

IDEAS resources are also compatible with existing products from the trust such as the Digital Hymnbooks, All Included and Video Lectionaries.

We have made agreements with some hymn writers, artists, etc to provide contemporary resources and have a scheme to ensure that they receive some reward for the work that they produce. We now have permission of major copyright administrators, such as Kingsway and Song Solutions (CopyCare and Daybreak) to provide the words of modern worship songs. We have a PRS licence so that we can use recorded backing tracks, etc.

The material is made available to members of IDEAS through the internet and to restrict its use we protect each month's material with a Password and Username. We will email our members weekly reminding them of the current Username and Password. Please do make careful note of the Usernames and Passwords for each month. We will be keeping an archive of past material.

To protect the originators of our resources we insist that our members do not to divulge the Username and Passwords to anyone outside the IDEAS and that they do not pass on the material to 3rd parties outside the scheme. You can see the full terms and conditions at

<http://www.ffctideas.org.uk/signup.php>

The Resources

IDEAS uses 4 different file types

PDF files

The note files are offered as Adobe PDF files. This format is ideal for transferring documents with text and pictures. They can be accessed using the Adobe PDF reader which is usually incorporated into your web browser. From there you should be able to use "File" and then "Save as..." to save the files to a known

folder and, if required, print the documents. Generally to return to IDEAS hit the "Back" button in your web browser. The PDF reader can be downloaded free of charge at

<http://www.adobe.com/products/reader/>

PowerPoint files

Projection files are offered in PowerPoint 97-2003 format. This means that they can be used by all current versions of PowerPoint. They can also be read by Impress which is part of Open Office and used by most of the hymn projection systems such as Easy Worship, Song-Pro or Zionworx – although these will need PowerPoint available on your system to display PowerPoint files. When using PowerPoint our files can be quickly and easily inserted into your own presentations (see below). You are welcome to change the files to meet local needs.

Main video files

The main video files are in MPEG1 format. This is a common format which gives good quality with a reasonable compression and can be viewed in most Media Players. MPEG1 files can also be inserted directly into PowerPoint and become part of your presentation – however, if you are moving the presentation to another computer you must transfer both the PowerPoint file and the video file and this works best if they are held in the same folder. If you need to edit the video you should find that most video editors will accept this format, including MovieMaker which is supplied with Windows.

Sample video files

The sample video files are in WMV format. We use this format because it offers a reasonable quality image yet with a very high compression. This means that when using it with the Windows Media Player the sample videos start almost immediately. These are not designed for use in worship.

IDEAS and other resources

The trust also produces a range of Cds with resources on them and our aim is to provide resources that are compatible with these.

All Included

Is a set of 16 all age communion liturgies provided on a Cd with PowerPoint files and 3 different style booklets in PDF format. It is our aim that the IDEAS resources will match the style and format giving our subscribers the ability to mix and match the resources. You can see more information at:

<http://www.familyfriendlychurches.org.uk/NewSite/resaispec.php>

The Digital Hymnbooks

There are 4 Digital Hymnbooks containing the words over 1,000 hymns and worship songs in PowerPoint format covering a range of hymnbooks. With the exception of Digital Hymnbook 1 we will not be providing the words of these hymns through IDEAS. Digital Hymnbook 1 only matched the words with 3 different books and so we will be providing versions for the other books through IDEAS. You can find out more about the Digital Hymnbooks at:

<http://www.familyfriendlychurches.org.uk/NewSite/tdh.php>

The Lectionary Videos

These are 16 Cds covering a reading a week for the entire 3 year lectionary. They are read from the NRSV version of the bible and are fully compatible with IDEAS. On odd occasions where there is not an appropriate reading covered by the Lectionary Videos we will providing an additional video through IDEAS. You can see more at:

<http://www.familyfriendlychurches.org.uk/NewSite/reslv.php>

Language

Language causes us a real problem. We believe where possible inclusive language should be used, but we also believe that the words on the screen should match the books that are being used in the church. This is vital for those who have some sight impairments. For this reason we produce the readings in NIV format. Our own research shows that around 60% of churches use this version for their pew bibles, with about 35% using the Good News version. Currently less than 3% of churches are using inclusive versions of the biblical text.

The same situation applies to the words of hymns. We provide words to match the main hymnbooks in use in churches. This again is to benefit those with some kind of sight impairment. If you wish to use inclusive versions of the hymns then we would recommend using the hymns from "Rejoice and Sing" as generally these seem to be inclusive. However you should remember to print out paper versions of these for those who cannot see the screen. This can be done easily by copying the whole hymn from the "Outline" tab on the left hand side of the PowerPoint window and then pasting it into your favourite Word Processor. You should then be able to remove any repetitions of choruses and versions.

Downloading

Usually when you click on a link to download IDEAS material you will be taken to a download page that will give you some information. We have to do this in order to count the number of downloads which is a condition of our PRS licence. This

page should automatically start the download of whatever you have selected. When the download is complete it should load the appropriate program for whatever you have chosen. Your file should then be loaded into that program and displayed.

Once it is displayed then you should use "File" and "Save as ..." to save your file in the folder of your choice. Please be sure that you know and remember where you are saving the files so that you can find them later.

If you are sure that the download hasn't started or for some reason did not complete, then click with the RIGHT mouse button where it says "Right Mouse Button on here", and then select "Save Target as ..." or "Save Link as ..." to download the file. This will allow you direct the file to the folder of your choice.

Please note that the video files are large files and will probably take quite a few minutes to download. The most common problem we come across is that users do not wait long enough for the files to download before they give up.

There are many different operating systems and media players which in combination mean that there are a host of different set-ups – and they all work with IDEAS slightly differently.

Mozilla Firefox and Windows Media Player

We recommend the use of Mozilla Firefox as your browser along with Windows Media Player for the videos (MPG and WMV).

In Firefox ensure that the Downloads window is turned on. This can be done by clicking on "Tools" and then "Options" and ticking the box next to "Show the Downloads window when downloading a file". Mozilla Firefox can be downloaded free of charge from

<http://www.mozilla-europe.org/en/>

The advantage of Firefox is that it displays a window showing the progress of a download. This is very helpful as it allows you to monitor the progress during the downloading of a video file. You can go back to the resources page and start new downloads even before the previous one has finished.

In Windows Media Player the sample videos should start almost immediately.

Internet Explorer and Windows Media Player

If you use Internet Explorer with the Windows Media Player then when you download a MPEG video file it may immediately switch to the Media Player and then wait for the video to be completely downloaded. This may take quite a few minutes. You can monitor the progress of the download by watching the light

blue line that grows from the left to the right just above the controls. The video will not start until this line has completed its journey.

Windows Media Player

In later versions of Windows Media Player, for reasons best known to Microsoft the “classic menus”, i.e. the “File View Play Tools Help” menus, are turned off by default. To turn them on click on the black bar at the very top of the Media Player window with the RIGHT mouse button and then select “Show Classic Menus”. These menus will then appear and allow you to select “File” and “Save as ...” to save the IDEAS video.

Quicktime

Although Quicktime works very well as a media player for IDEAS, it does not provide facilities to save the video file in the free version. To save you should click on the video with the right mouse button and you are then presented with a list of options including ones to save the file either in its original format or in Quicktime format. However if you are using the free version of Quicktime at this time you will be invited to purchase the “Pro” version which has these facilities. For this reason we cannot recommend Quicktime for use with IDEAS.

Opera

The above causes a problem for Opera users as its default media player is Quicktime. However it is possible to switch this to Windows Media Player as follows:

Click on “Menu” in the Top Right hand corner, then “Settings” and “Preferences”. Then select the “Advanced” Tab and click on “Downloads” in the left hand pane.

In the right hand pane scroll down, locate and click on "Video mpeg". Select "Edit" and then click on "Open with default application" and this should be set for Windows Media Player.

Click OK twice. All subsequent MPEG1 videos will be downloaded into Windows Media Player which will allow you save video files without buying add-ons. See the notes above to turn on “File, View, etc” menus in later versions of Windows Media Player.

Apple Computers

The IDEAS material is also compatible with Apple computers. However you will need to have Apple iWork, Flip4Mac and Perian installed.

Smart Phones

IDEAS works and can download all resources onto my HTC Touch phone. I'd be interested to hear of other phones that can do the same.

Using the Resources

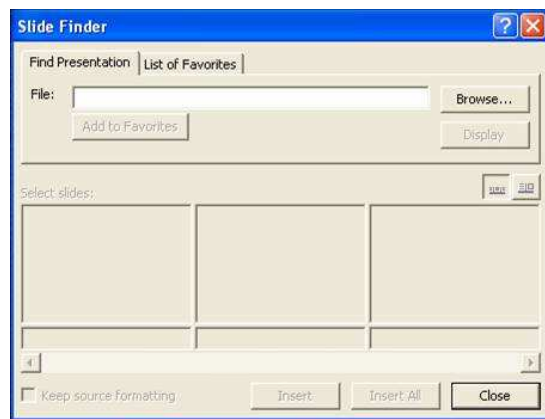
PowerPoint 2002/3

The resources we provide are designed to be used with PowerPoint once they have been downloaded.

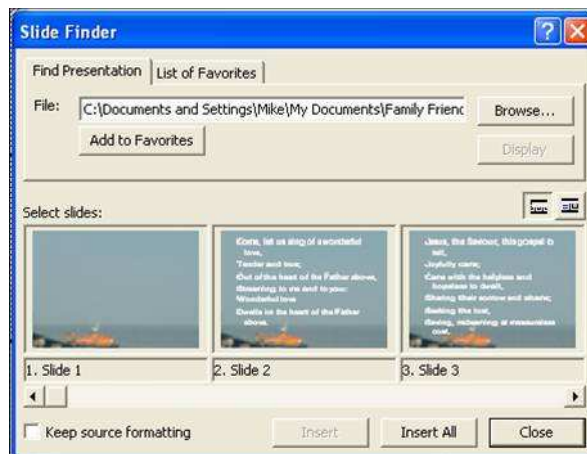
The PowerPoint files can be inserted into you own presentations very rapidly. As follows:

In the 'Slides' pane on the left hand side place the cursor at the point you want the hymn to be inserted. This should be in the gap between two slides.

Then select "Insert" and then "Slides from Files...". The window to the right should then appear. Then select "Browse" and then select the files you wish to use.



Your chosen hymn should now be loaded into this menu.



To insert all the slides select "Insert All".

Otherwise select the slides that you wish to use and select "Insert"

In either case the slides will be inserted in the presentation. To keep the original transitions select "Keep source formatting".

You can then use "Browse" to select another hymn.

PowerPoint 2007

Microsoft have completely changed this facility in PowerPoint 2007.

In the 'Slides' pane place the cursor at the point you want the video slide to be inserted. This should be in the gap between two slides.

Then select "Insert" and then the arrow under "New Slides". Select "Reuse Slide" and then Browse for the video slide that you want. The slide should then appear on the right hand side of the screen

To insert the slide then click on it with the left mouse button. To insert all the slides click on any one with the RIGHT mouse button and then select "Insert all Slides". In either case the slides will be inserted in the presentation. To keep the original transitions select "Keep source formatting". You can then use "Browse" to select another video slide.

Inserting videos into PowerPoint

IDEAS videos can be inserted into PowerPoint by using "Insert", then selecting "Movies and Sounds" followed by "Movie from file". In PowerPoint this is "Insert", then "Movie" followed by "Movie from file". This will allow you to locate your video file. After selection there may be short pause and then the first frame of the video will appear and you will be asked how you want the movie to start. Always answer "Automatically".

You can then move and adjust the size of the video as if it were a picture.

You make some changes to how the video runs under "Slide Show" and "Custom Animation". When you select this for a slide with a video on it, the name of the video will appear in the right hand pane (known as the task plane". Click on the name of the video and then the little down arrow at the end of the name. Selecting "Effect Options" will give you a menu that allows you to make changes to the video, including increasing the volume of the sound. We recommend that you do this.

You can also add an animation such as a fade at the start of the film. When the animation appears in the task plane, then move it above the 2 entries for the videos using the arrows at the bottom of the task plane. This then allows you start the video with the mouse or remote control, the animation will happen and the video starts. If you use a fade this can look really good.

NB We strongly recommend that you keep the video in the same folder as the PowerPoint file that is using it. This is really important if you plan to move the presentation onto a memory stick for use on another computer. When you copy you MUST remember to copy BOTH the PowerPoint file and the video file. It will only work if you copy both files and always keep them in the same folder.

Self Operating with PowerPoint

If you are preparing the slides for a worship leader who will control the presentation themselves then this is the best way of working. This way of working is greatly enhanced by the use of a presentation controller. We would recommend the one made by Kensington.

Controlling PowerPoint for someone else

If you are working the presentation for someone else then it is best to use the presentation manager mode in PowerPoint.

It can be a little tricky to set up. This section explains how this can be done. You will need to have either a laptop with its own internal LCD display or a desktop with 2 or more display cards able to drive a monitor and a projector separately.

First you must ensure that your projector is connected to your PC and turned on. The projector will normally be showing exactly the same as the internal screen or monitor. If the projector is displaying the same wallpaper, but not the 'Start' button or any icons then some of the options are already set.

You will also need a JPEG file that will become your background default image which will appear when you are switching between presentations. This can be the background of your PowerPoint presentation or an attractive photograph. If you wish you can lift a background image from one of our presentations for this purpose.

Select the 'Start' button and then 'Control Panel' and then from the Control Panel select 'Display' by double clicking on the Display icon.

When the Display menu appears select the 'Settings' tab. The menu should then be roughly the same as on the right.

You should then click on the large '2' to select the second display.

Then turn on the 'Extend my Windows desktop onto this monitor' facility by clicking on the square box. There should now be a tick in this box. If this is already present then leave it turned on.

Now click on 'Apply'. Both displays will momentarily go blank and may flash once or twice. When all this has finished then the Primary Display will have the



'Start' bar and all the icons. The projector display should be blank apart from your selected wallpaper.

You can now check that all is OK by moving the pointer off the right hand side of the display. As the pointer disappears from the Primary Display it should appear on the Projector display. You can then move the pointer back onto the Primary Display.

The system is now setup to use the Display Manager.

Select the 'Desktop' tab on the Display Properties menu and the menu should look as on the right.

Select 'Browse' and then use the folder and file options to locate your selected background image and then either double click on it or select it and then click on 'Open'. Your chosen image should appear in the small picture of your display.

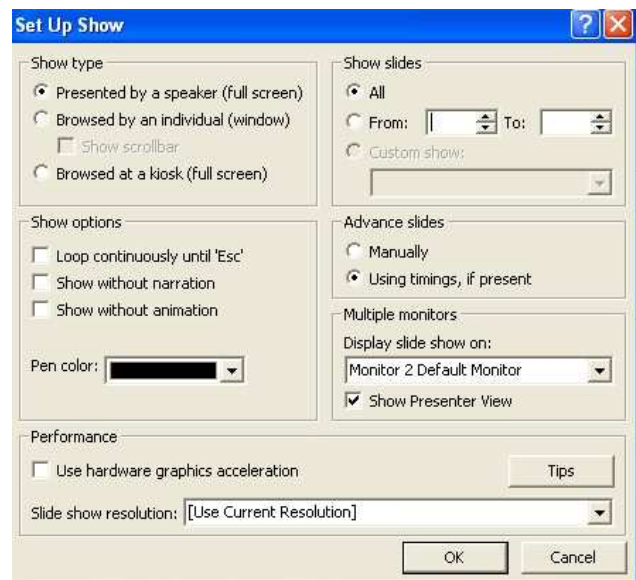
Then click on 'Apply'. Your chosen image should then appear as the background on both the Primary Display and the Projector Display. You can now exit from the Display Properties menu by clicking 'OK'

When you have finished the presentation you may wish to reset these settings so that your system works normally.

Run PowerPoint, load your presentation and click on 'Slide Show' and then 'Set Up Show'. A menu similar to the one on the right should appear. The options that need to be set are in the area labelled 'Multiple Monitors'.

The 'Display slide show on:' needs to be set to 'Monitor 2 Default Monitor' or something similar. Tick the 'Show Presenter View' box and then click OK.

This has now set up PowerPoint to run the presentation on the projector and place the Presentation Manager on the Primary Display.



When you run the presentation the slides will appear on the projector and on the local screen you will have a very straight forward control panel. The arrows move

you backwards and forwards and you can select any slide on the left hand side to be displayed.

When working in this way there are a couple of neat tricks you can do.

You may wish at some point to give control to a preacher or worship leader with a remote control. To do this move the mouse to the extreme right (usually, but can be set to the left) and then go a little bit further and the pointer will then appear on the projection screen. If you now click on this the remote control will be enabled and can be used in the normal way to control the presentation. When you wish to regain control move the pointer back onto the local screen and click anywhere on this and the remote control will be disabled and you have full control once again.

You may want to gain access to Windows whilst running a presentation and not want to interrupt it. To do this press the "Windows" key on the keyboard (it is the one with the Windows logo on it) and the "Start" bar should appear. At this point you can load any program or call up any that is already running. You can even locate the slide that is being displayed and make changes to it. The changes will be displayed on the projector screen as you make them on the local screen.

Questions and Answers

Can I play the tunes of hymns and songs under PowerPoint versions of the words?

Yes, there are several ways of doing this.

The trust provides videos of the words of hymns with tunes through IDEAS. Generally we provide between 2 and 4 a week linked to the lectionary. We are also able to provide some that are in copyright. You can see these at <http://www.ffctideas.org.uk/>

It is possible to put tunes under the words of PowerPoint files of the words. On the 1st slide of the hymn insert the tune file (either a MIDI file or MP3 file) using "Insert", "Movies and Sounds" and "Sound from file...". When it loads choose for it to start "Automatically".

Then select "Slide Show" at the top and the "Custom Animation". On the right hand side should be the name of the music file. Click on it and then select the down arrow followed by "Effect Options". Under "Stop Playing" select "After" and then the number of slides that you wish it to play over. At the same time you can turn up the volume under "Sound Settings".

We provide words of hymns in and out of copyright through our Digital hymnbooks at:

<http://www.familyfriendlychurches.org.uk/NewSite/tdh.php>

You can download MIDI files and PowerPoint words for many out of copyright hymns from our hymn library at

<http://www.familyfriendlychurches.org.uk/NewSite/dnhl.php>

You can also download in copyright tunes from Kingsway:

<http://www.kingswayshop.com/Shop/Categories/4640/Home/Downloads.aspx>

You can copy music files from Cds using Windows Media Play and selecting "Rip"

You can synchronize the words to the music using "Slide Show" (at the top) and then "Rehearse Timings". Just run through the presentation as you would normally, but PowerPoint will remember the timings you have used.

Can you recommend a Song Projection System?

I find that all the hymn projection systems tend to be too complex for use when actually projecting and that is when errors occur. For that reason I have avoided them all.

I have always used PowerPoint and would recommend that. The main advantage is that it is very easy to use on the day. Preparation may take slightly longer. Having said that I find that by using resources such as the Digital Hymnbooks, At the Breaking of the Bread, All Included and now IDEAS, I find I can put a service together in about 1/2 an hour.

As you have to have it on your system so that the others can display PowerPoint presentations, it is worth exploring fully its capabilities. Hopefully this document will help in this.

I think Easy Worship is slightly more straightforward than Presentation Manager and Song-Pro.

You could always take a look at Zionworx, it doesn't have a library of songs - but they can be added really quickly from the disks provided with Songs of Fellowship.

However it is a free download from <http://www.zionworx.org.uk/>

How can I copy a presentation to another computer using a memory stick?

Place the stick into a USB port.

Wait for the box to appear and select "Open folder to view files". A window will open for the stick.

Open a window for the folder that contains the files you wish to copy and then drag them across from one window to the other and the files will be copied onto the stick. To copy off the stick then simply reverse the direction.

If you are copying PowerPoint presentations that use video or sound files it is vital that you copy both the PowerPoint file and the video and sound files.

In addition everything will work much better if you keep the PowerPoint files, video files and sound files all in the same folder

When I run a video embedded into PowerPoint the video plays on the laptop screen, but all I get on the projector screen is a large black rectangle.

This is a sign that your PC is struggling to show a video simultaneously on 2 screens. Running a video on a PC takes an enormous amount of computer power. Running it on 2 screens simultaneously takes even more.

For some reason if PowerPoint concludes that there is not enough power to run 2 screens simultaneously then it generally runs it in the laptop screen but just leaves a black rectangle on the projector.

Sadly this seems to happen more often under Vista than under XP.

There are a number of things you can do to try and sort it out:

- 1) If turned off then turn on hardware graphics in PowerPoint. This is done by selecting "Slide show" on the menu bar and then "Set up Show". Tick the box marked "Use hardware graphics acceleration". If your PC has this facility then it may solve this problem. If it doesn't then turn it off again.
- 2) Reduce the number of colours to 16 bit. This will make no noticeable difference to the display, but may help in this problem. Use "Control Panel", "Displays" and "Settings" to do this with "Color Quality" (sic)
- 3) Reduce the resolution at the same place. This may reduce picture quality slightly on the screen
- 4) If all else fails. Then place a piece of text on a slide, say the title of the video. Highlight it and select "Slide show" on the menu bar followed by "Action Settings". Select "Hyperlink to ..." then "Other file..." and then locate the file name. When running the presentation click on the text and

your choice of media player will load and then run your video. When complete click on cancel and you should be back at your presentation.

Why do I have to type the password every time I download a resource?

The resources do have to be securely protected because a lot of them are copyright material and the copyright owners have given their consent on this basis.

However you should not need to keep re-entering the passwords. Most browsers will prompt the first time and not again during that session (unless you use material from a different month).

In addition most browsers will give you the option to save passwords. These will then be permanently remembered. The box might still appear, but it will already contain the Username and Password.

IDEAS is a resource for All-Age worship produced each week from the Lectionary by the Family Friendly Churches Trust. You can see more about this from the IDEAS website, www.FFCTIDEAS.org.uk

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