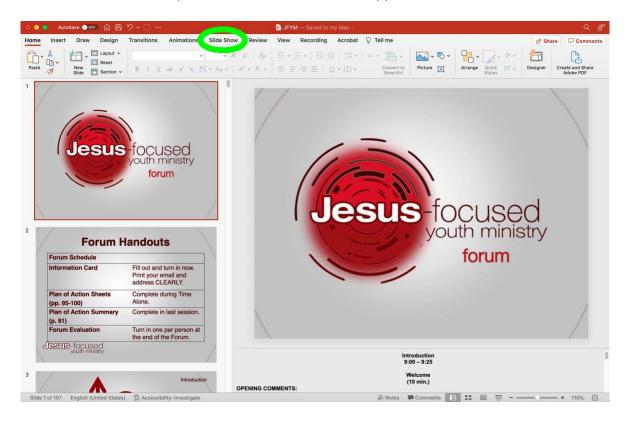
Read Me for JFYM PowerPoint Tips

The file **JFYM.pptx** is a complete presentation of the **Jesus-Focused Youth Ministry** training. It includes 107 slides which correspond to the book by the same title. Notes for the presenter are included with the slides. The presenter will use this script to lead attendees through the **Jesus-Focused Youth Ministry** training.

When the document is opened the standard view will appear like this:

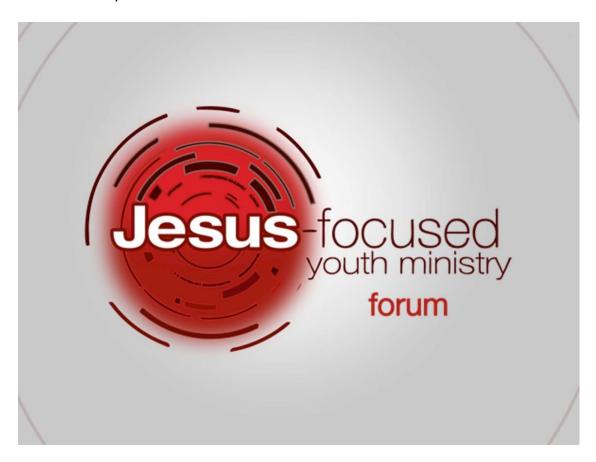


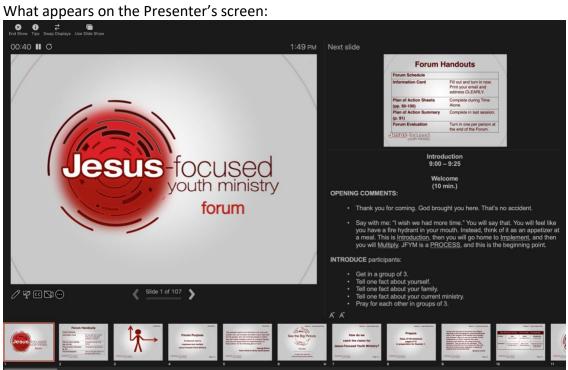
To launch the slide show and access the complete script for each slide, first click on the tab: "Slide Show" circled above. The tool bar will change to appear as shown below:

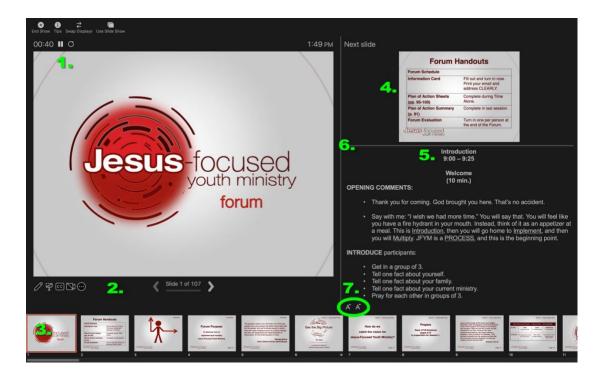


Next, click on the icon: "Presenter View" marked above. This will launch the Presenter's View permitting the presenter to customize the screen he sees while a secondary screen seen by the attendees will be the slides only.

What is seen by the attendees:

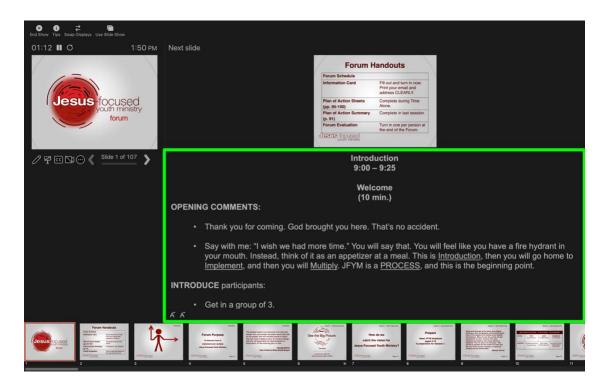




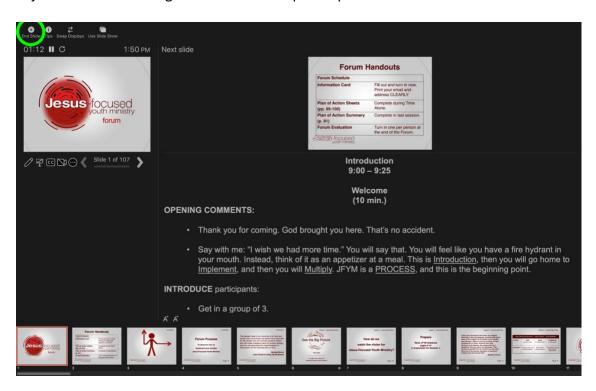


SEVEN HELPFUL FEATURES OF THE PRESENTER VIEW

- 1. On the left pane of this window the Presenter can see what the attendees will see.
- 2. Tools below the current slide allow the presenter to highlight an area of the slide, temporarily turn the slide to black, advance the slide or go backward in the presentation.
- 3. A ribbon of slides across the bottom reveals the progress of the presentation and highlights the current slide being viewed.
- 4. In the top right pane of this window the next slide in sequence is previewed for the presenter.
- 5. The lower pane on the right side displays the presenter's script.
- 6. Faint lines appear between each of the panes. By clicking and holding on either the vertical or horizontal dividing lines between the three panes, the presenter can increase or decrease the space for each of these areas.
- 7. In the lower portion of the notes pane, the presenter can select the A with the up arrow to increase the font size or the A with the down arrow to decrease the font size. (As shown below.)



By adjusting the sizes of individual panes and the size of the font, the presenter can make adjustments for viewing the notes for an optimal presentation.



To exit this view, you may click escape or click EXIT in the top left corner of the Presenter's window.