# READ ME FIRST

- To use this program you must have a Christian Copyright Licensing International (CCLI) License. If your church does not yet have a CCLI license, go to www.ccli.com and follow the links to applying for a license.

- Copyright information must be displayed with each song. The information you will require is included on this disc in Excel and text only format: (Copyright Information for Songs.xls).

- Break Forth Ministries and New Creation Ministries are not legally responsible for any illegal misuses of this product.

HOW TO INSERT FILE INTO POWERPOINT®

1. Open PowerPoint® by clicking on "Start", "Programs", "Microsoft Office" and then "Microsoft PowerPoint ®". Create a new document (blank presentation). Click Okay. Choose what layout you want to use and then click Okay.

2. If you wish to place a picture on top of the template, go to the Menu bar, click "Insert", "Picture", "From File" and then choose the picture you want. Click Okay. Now resize the background picture to fill the whole screen. Below is an example.
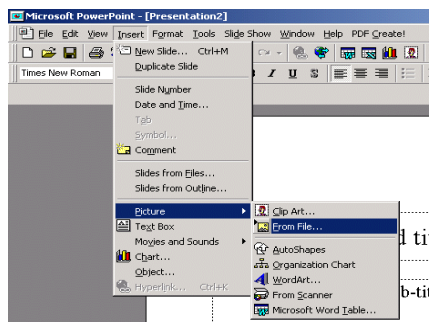

Picture Background

3. Insert "PowerPoint® Melody Line Disc" (if not already inserted).

4. On your first slide, choose "Insert", "Text Box" from your menu bar and then click on the picture in your slide. Type in the title of the song in large bolded letters. Repeat this process for the author and copyright information. Get the CCLI copyright information from the document "Copyright Information for Songs" on your disc and copy over the information. Include your church's CCLI number on the first screen as well (see the example below).
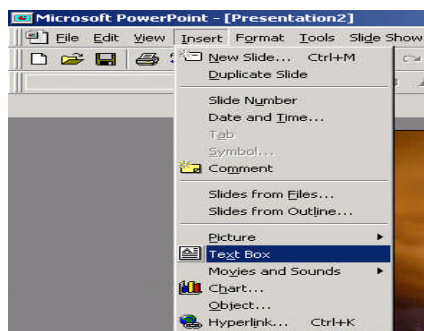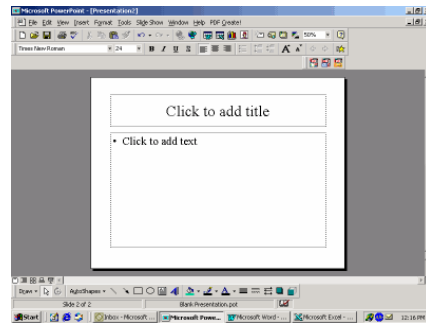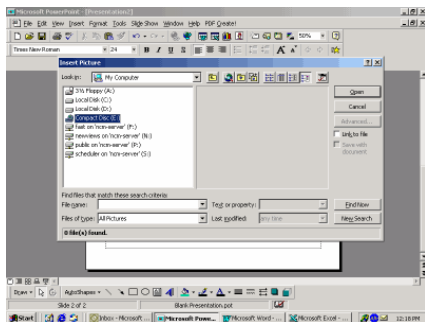

First Slide

5. Return to the menu bar and click on "Insert", "New Slide" and then "Okay". If you wish to have a picture in the background of this slide . . . repeat step 2.
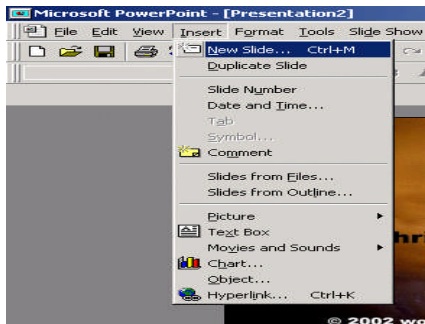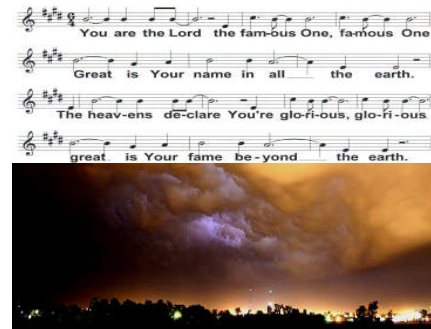

Adding New Slides

6. To insert melody line . . . click on "Insert", "Picture", "From File". Click on your Disc Drive that is holding the CD. Choose the .jpg file you want to insert. Insert the picture and resize like the one below.


PowerPoint® Melody Line Slide

7. Continue to follow steps 5-6 for each section of the song (i.e. verse 2, chorus, bridge, etc.) to complete your song on PowerPoint®.

8. Proceed to the menu bar and click on "File", "Save As" and type in the name of the document and click "Save"!

9. To view your slide show, go to the menu bar and choose "Slide Show", "View Show". To change slides press the spacebar or left and right arrow keys.
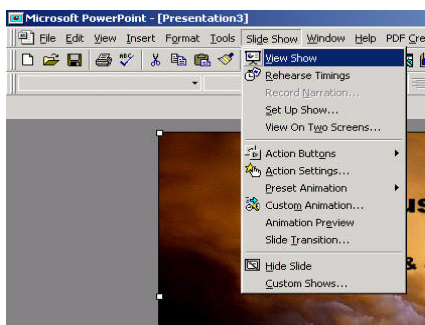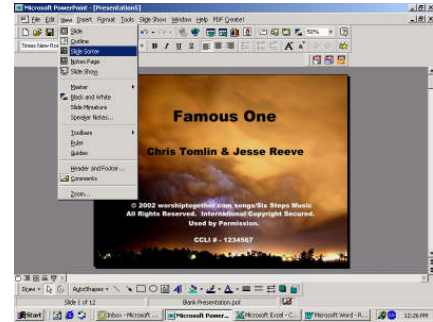

Slide Show

10. To make changes go to "View", "Slide Sorter". Here you can delete, change, move, or copy any part of the program that is needed.
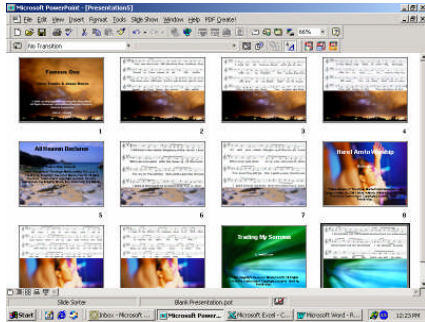
Slide Sorter

If you have any questions, please call us at 780-417-5082 / email info@new-creation.net / fax 780-417-5093 / or mail PO Box 80010 RPO Broadmoor Blvd, Sherwood Park, AB, T8A 5T4.