

How to Install Spotlight Drama

Spotlight Dramas add fun and visual “wow” to your closing programs. Your kids will love seeing themselves on the screen—and you’ll wrap up each day of *Avalanche Ranch* with applause and a smile.

Here’s how to get started with your Spotlight Dramas...

Because you’ll be editing PowerPoint presentations, you’ll need to copy the Spotlight Drama folders to your computer. You won’t be able to create slides until you do this.

We recommend you copy the folders directly onto your computer desktop. This makes it easy to find the folders, and the desktop is a convenient place to put the pictures you take at your VBS, too.

Remember, you’ll take pictures and import them into your Spotlight Drama on a tight deadline every day. It’s easy to do with a bit of practice, but you don’t want to waste time searching for files.

To copy the five folders to your computer, first insert the Spotlight Drama CD into the CD drive on your computer. Different operating systems react differently to a new CD. You can expect to see windows pop up, asking you if you want to view or run the disk. Just close those windows. In a perfect world, nothing at all will pop up when you put in the disk.

If you have other programs or windows open, minimize or close them. You can minimize them one at a time, or use this shortcut: find the “Desktop” icon on your Start Bar. Click the “Desktop” icon one time and you’ll minimize all open windows. A second click will restore all of the windows to their previous state.

Locate the “My Computer” icon on your desktop. If you can’t locate the “My Computer” icon, do this: right mouse click anyplace that’s clear on your desktop. That is, don’t click on an icon—click instead on the desktop area itself.

Then select "Arrange Icons" by "Name."

The "My Computer Icon" should be one of the first few icons in this new order.

Sometimes, computers are set to have the "My Computer" icon hidden. Another way to get to "My Computer" is to click "Start" and then click "My Computer" on the Start bar.

Any of these methods will open a Windows Explorer session, with your hard drive and disk drives displayed. Look for the drive letter that represents your CD or DVD drive. Some computers have more than one CD or DVD drive, but the one with the disk in it should also display text identifying the disk as Spotlight Drama.

Double-click on this drive letter and another window will open showing you the contents of the CD. You'll see five folders, each representing one day's Spotlight Drama for your VBS.

The next step may take a few minutes, depending on the speed of your computer.

The easiest way to get ready for your Spotlight Dramas is to copy all five folders at the same time. That way, you won't need to wonder if you have the one you need on any given day.

Make sure you can see the desktop *and* the window with the five folders. If you cannot see the Desktop, click on the middle button in the upper right hand corner of the window. This reduces the size of the window without minimizing it completely. If you need to reduce the size a bit more so you can easily see the desktop, move your mouse to one of the corners of the window. Click and hold down the left mouse button on this corner and then drag the corner toward the middle of the screen. When you can see the desktop, release the mouse button.

The next step is actually move those five folders. HINT: Move the *complete* folders. Do not open the folders and copy files out of them. All of the contents of each folder must remain in the folder for your Spotlight Dramas to work properly.

To move the folders, click on the top folder in the list, hold down the SHIFT key on your keyboard, and then click the bottom folder in the list. All five folders will be highlighted.

Click and hold the left mouse button anywhere in the highlighted area and then drag the folders over to the desktop. When you have the folders located over a blank portion of the desktop,

release the mouse button, and the copy process will begin. You will see a small window pop up that reports the progress of the copy function. When this window closes, all five folders will be copied to your desktop.

Make sure you watch Movies 2 and 3 if you have questions about how to download your pictures and place them in PowerPoint.

And have a wahoo-wonderful time at Avalanche Ranch!