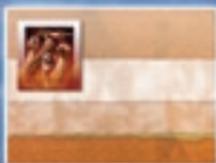




OXYGEN™

Multimedia graphics that breathe life into preaching and worship™



User Guide

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Welcome to OXYGEN™ Vol. 3

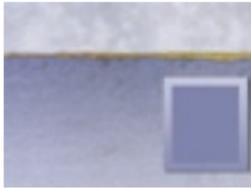
This guide walks you through features
of this multimedia resource.

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To most effectively use this product, you should have a basic understanding of your computer's operating system and Microsoft® PowerPoint® or other presentation software.

Template Themes and Compositions

The foundation for the graphic look of any presentation is the background, so each image in the Oxygen collection is designed in three different background themes. A theme is simply a specific style of background textures and accent graphics:



Each theme is offered in five different compositions, for various uses in preaching and worship:



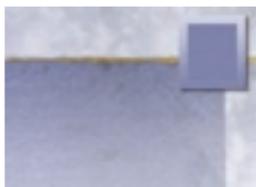
A. Designed for typical PowerPoint® slides, with heading and bullet points, with room for artwork on the side.



B. For title slides, with space for title and subtitle and prominent artwork.



C. Maximizes the area for text, for such uses as worship lyrics or paragraph text, with soft artwork as part of the background.



D. A variation on composition A, for use with a heading and paragraph text, or for a Bible verse or other quotation, with space for a smaller piece of art in the corner.



E. Designed for highlighting a piece of art, or for emphasizing a single headline or title.

Each template theme is available in three color schemes.

The template theme files are 1024 x 768 pixels, and are provided in two different formats:

1. As JPEG files.
2. Pre-placed into PowerPoint template (.POT) files.

Scripture-Inspired Artwork

To help you illustrate your message, Oxygens scripture-inspired artwork comes in three different formats:



As JPEG files, horizontally sized at 1024 x 768 pixels.



Imported into PowerPoint® template (.POT) files.



As PNG files, with soft, feathered edges, in varying sizes. These give you the flexibility to place the artwork on any background template you wish, positioned as you desire.

Background Warehouse

Oxygen saves you hours of labor by providing each piece of artwork tastefully placed by a graphics professional on every template theme and composition. Each of the 5 compositions for each theme places the artwork slightly differently, with the size varying consistently among all template themes:



The background files are 1024 x 768 pixels, and are provided in two different formats:

1. As JPEG files.
2. Imported into PowerPoint® template (.POT) files.

PowerPoint® – Ready Files

Note: To use the PowerPoint-ready files, you must have Microsoft® PowerPoint® presentation software already installed on your computer. (This is part of the Microsoft Office® suite of software.) For best results, you should have a basic understanding of PowerPoint®. Refer to PowerPoint's help feature or reference guide for assistance with specific PowerPoint features.

Oxygen includes all backgrounds and artwork pre-placed into PowerPoint® template (.POT) files, ready to use with text box layouts, font selections and accent colors already completed.

Each .POT file contains five slides, one for each composition. These .POT files can be used in several ways:

Create a New Presentation from Scratch

Simply open the template of your choice, click on the desired text box, and start typing.

Add New Slides to an Existing Presentation

To add new slides from Oxygen to an existing presentation, use the "Insert Slide from File" feature in PowerPoint.

Change the Design Template of an Existing Presentation

To change the design template of an existing presentation to one of the Oxygen template themes, use the "Apply Design Template" feature in PowerPoint, navigating to PowerPoint-Ready folder on the Oxygen CD-ROM.

For more tips look through our Lesson Lab pages on the website at www.oxygenministry.com

Notes

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