

# Your Evangelism CD has arrived!



## Help What Do I Do?

### Definition of terms:

**Desktop Computer:** A computer whose components are all separate. They will include a Monitor, a CPU, a keyboard, a mouse & sometimes speakers. These are illustrated below:



**Monitor:** Where you view your programs it is like a small TV.

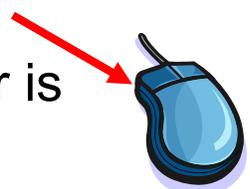
**CPU :** This is what runs your computer everything is connected to this “Tower”. This is also where you will find the various drives where you can put a floppy disc



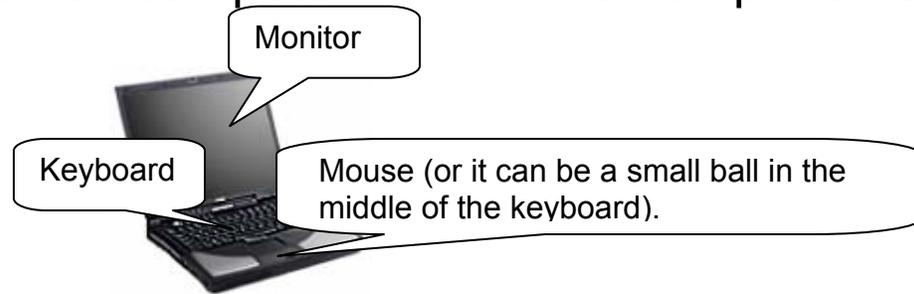
**Keyboard:** Like a typewriter with some extra keys



**Mouse:** This allows you to move to different parts of a program on your Monitor, by moving a “Cursor” (a flashing line on a word document or a white arrow  on the Monitor). When the cursor is on the program that you wish to select 1 or 2 “clicks” on the left button will open the program that the cursor is resting on.



**Laptop:** A small computer with all the components in one unit.



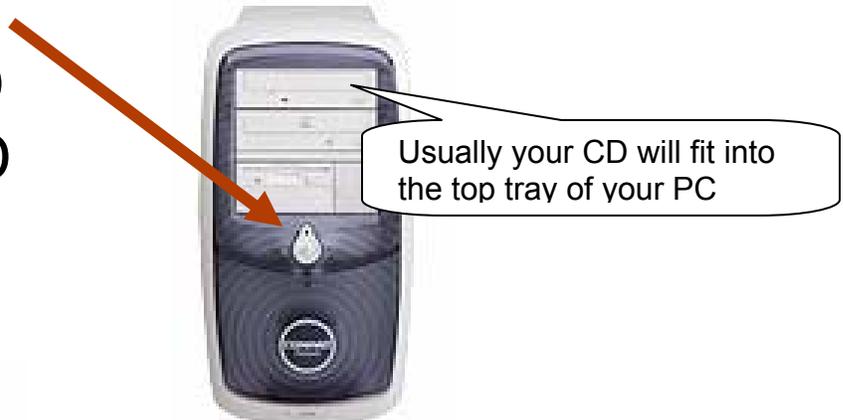
The tray for a floppy & the CD tray can be located on one side or the other or in the front.



# Now lets get started!

If you are working on a Desktop Computer:

1. Turn it on
2. Put the CD into the CD reader.



If you are working on a Laptop:

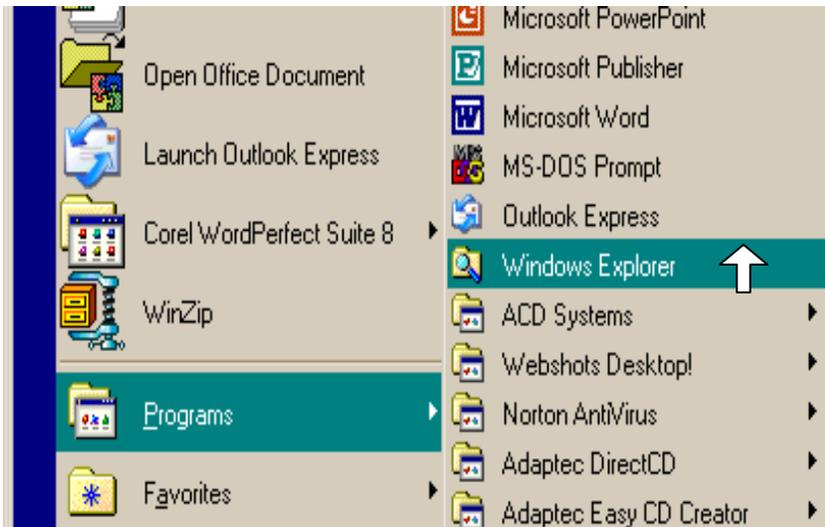
1. Turn it on. (usually somewhere in this area)

3. Put the CD into the CD reader.  
(usually on one side or the other or maybe in the front)
4. In the Lower Left hand corner move your cursor (usually a white arrow) to the word "Start" ---the button looks like this ---  ---by moving your mouse until the white arrow rests on the word "Start" then do one left <Click> with the mouse.



5. A menu of choices will pop up.

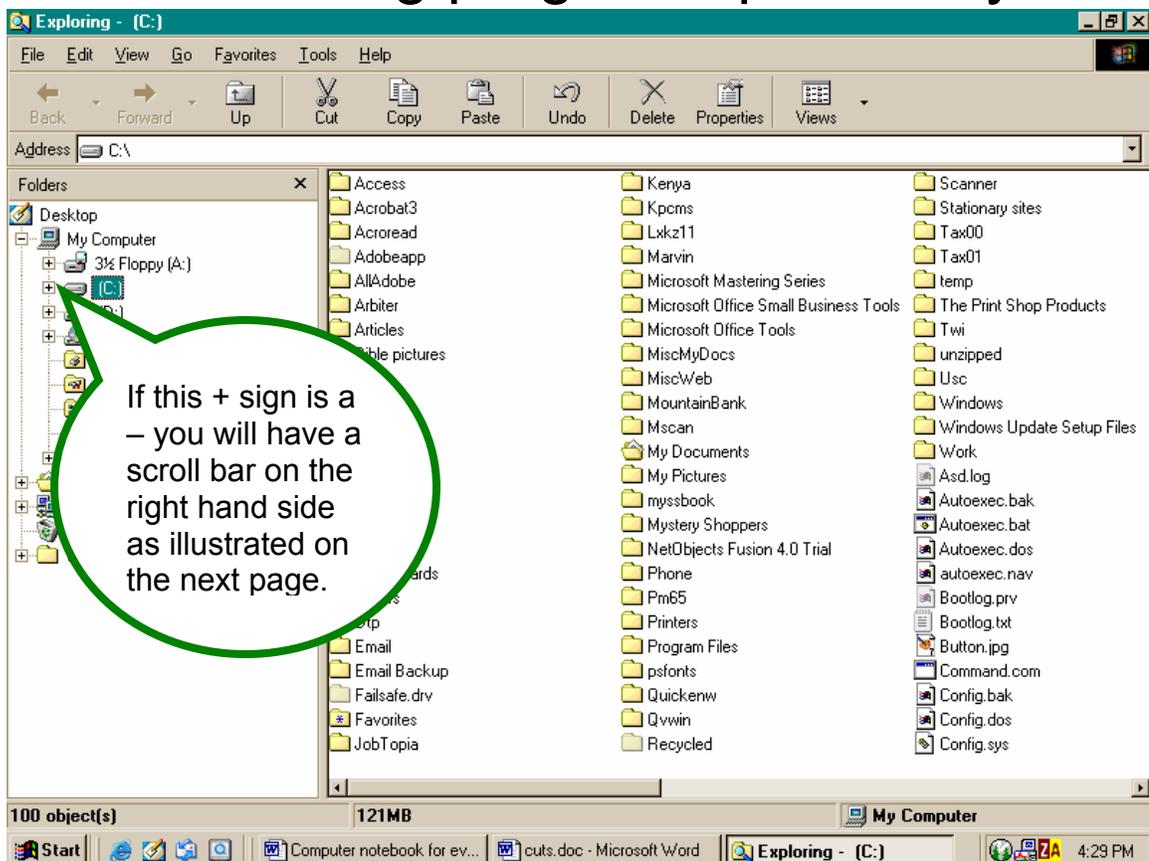
5. Move the cursor up to the word "Programs"

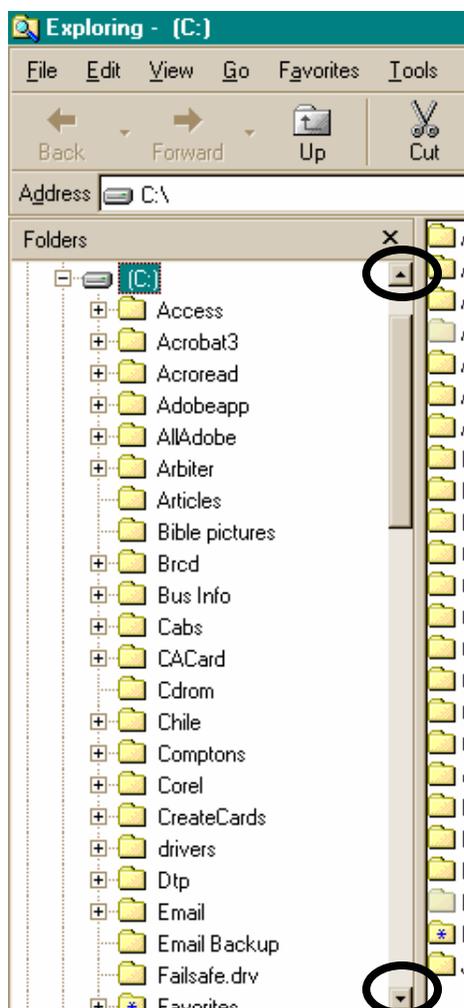


6. Another menu appears --- look for the words

“Windows Explorer” move the mouse to bring the cursor on the words (a green bar appears) & <Click> with the left mouse button.

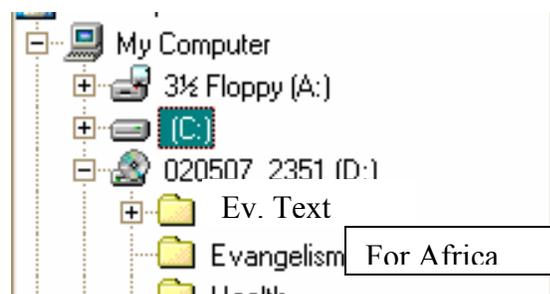
7. The following program opens for you.



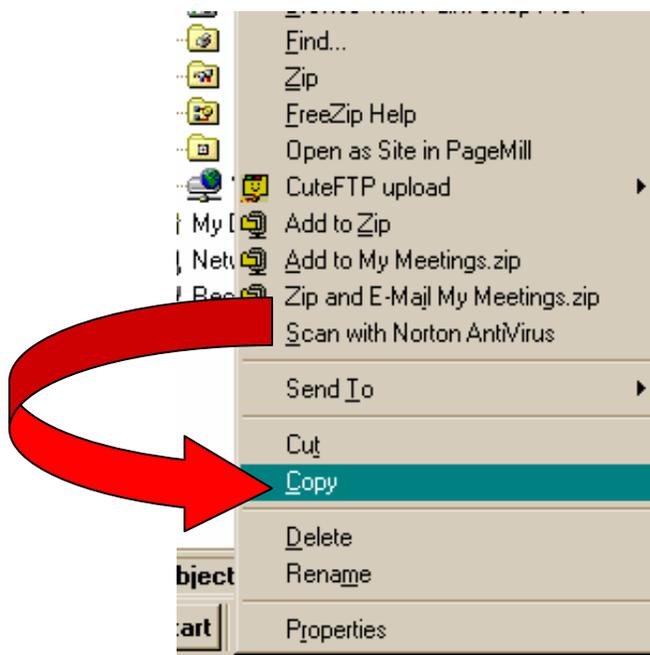


8. You will either need to click on the minus sign to close drive C or you will need to use the scroll bar on the right (moved by clicking one of the 2 small arrows that I have circled) to move down to where you can see the folder that is your CD driver. This is usually called your D drive and is located just below the C drive.

8. Clicking on the + sign by your D drive will reveal what is on your CD. Your evangelism text is in Acrobat Reader format (more on that later), the pictures for the presentation will be in PowerPoint format (more on this later too). Now click on the folder marked Evangelism







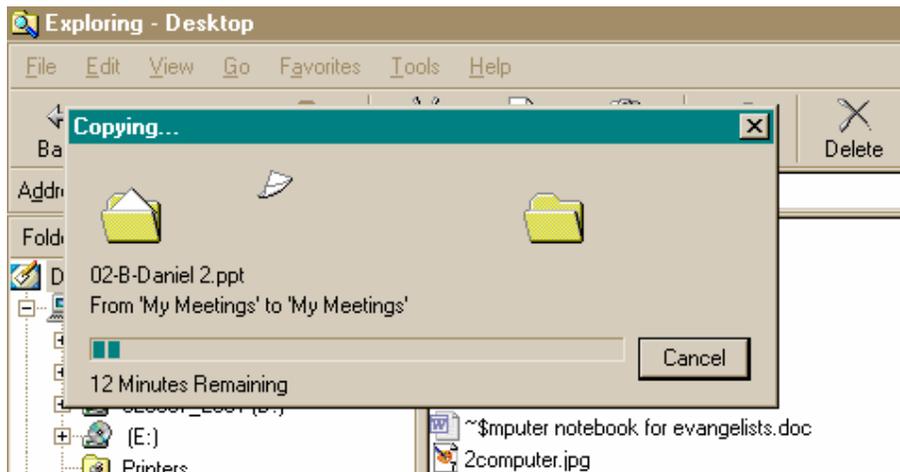
the left mouse button. As illustrated: this will copy that folder

- b. Now put your cursor on the word Desktop

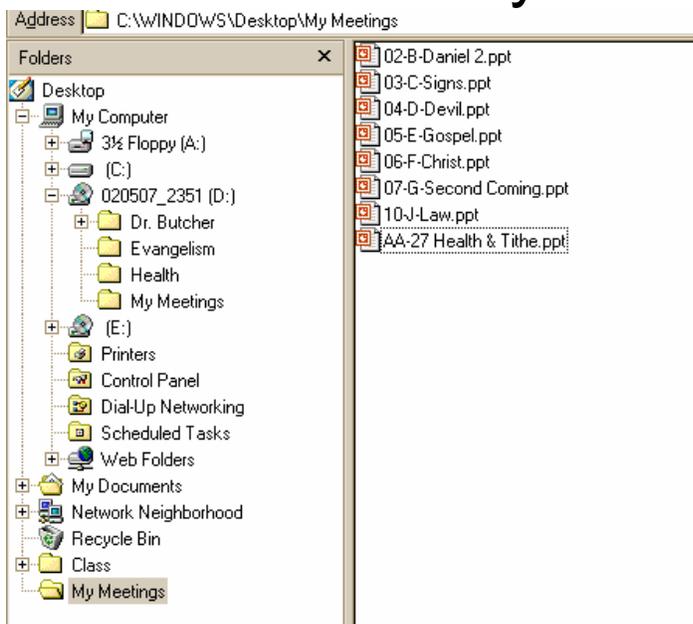
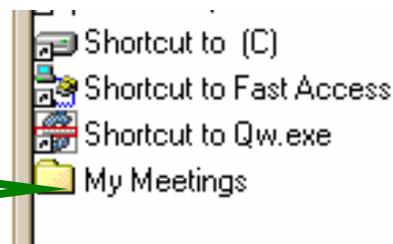
and left click to open that part of your drive ( or wherever you want to store your presentations) Place your cursor anywhere in the section on the right, and <Click> your right mouse button. The following menu will appear – take the cursor down to the word “Paste” & <Click> the left mouse button.



You will see the following action taking place



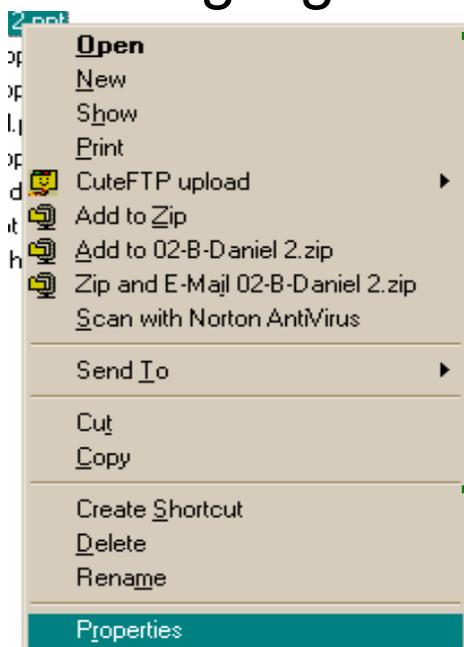
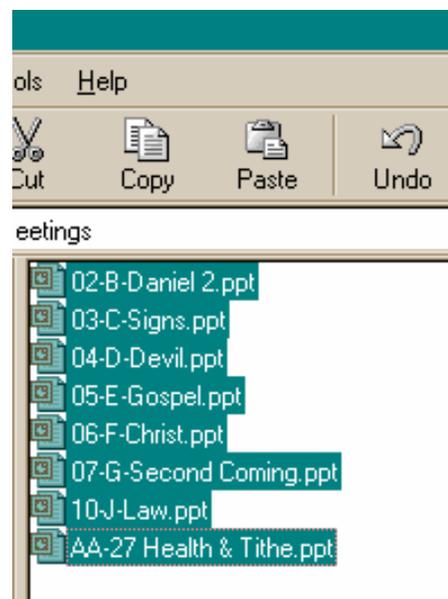
When this step is finished you will see a new folder listed on your Desktop as Evangelism or as in my case “My Meetings” Double click on the folder with your left mouse button.



The folder will open to reveal what you have transferred to your computer. You can now open the presentations but they will be in a read only format

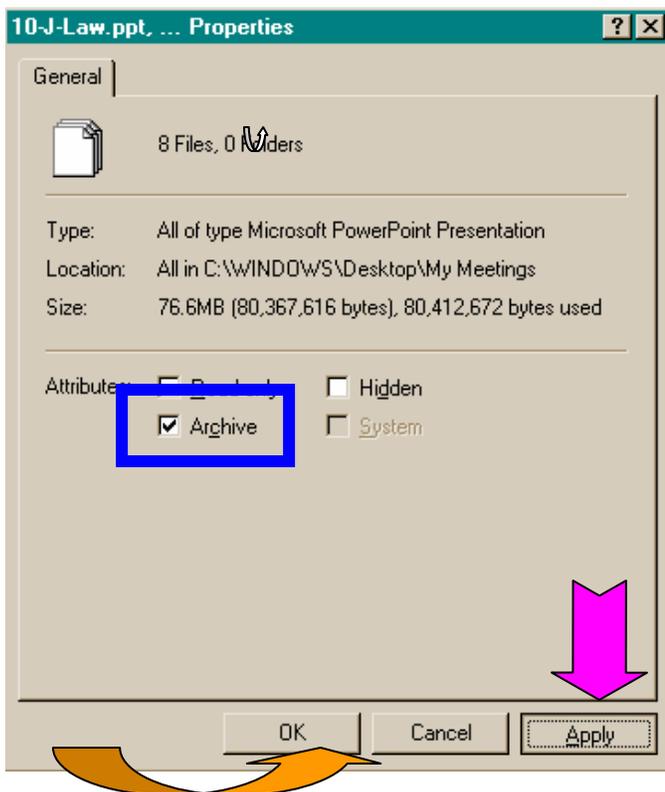
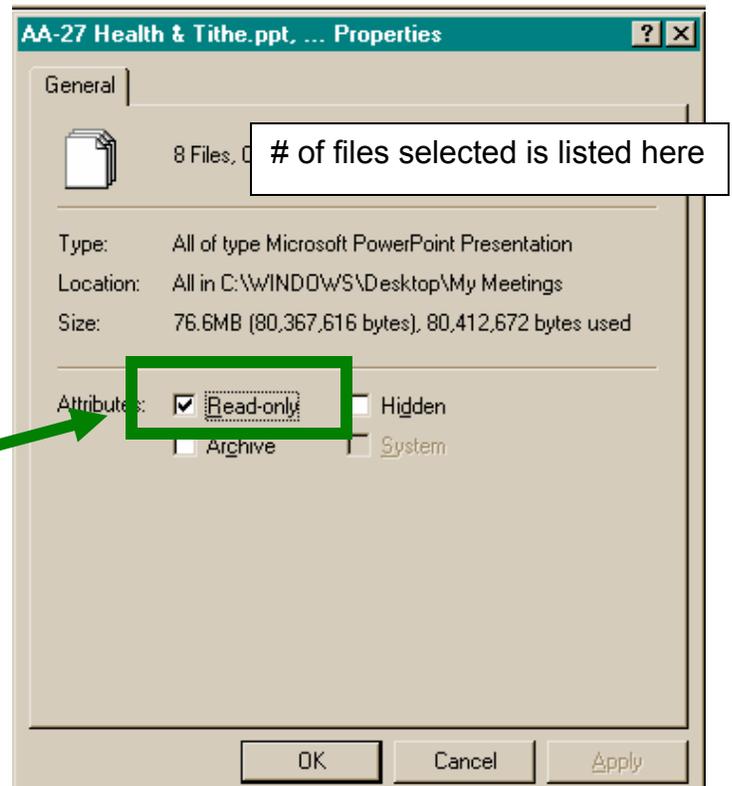
which will not allow you to make any changes, but we can change this from a “Read Only” file to an “Archive” format which will allow you to change the pictures as you may feel the need.

1. Left Click on the top program then go to last program, hold the “Shift” key on the keyboard & Left Click the last program. All the programs will be highlighted.



2. Now Right Click with the cursor on any highlighted program – the small menu will appear. Move the cursor to the very last word on the menu “Properties”

3. This box will appear. Note the box with a check mark in front of the words “Read Only”
- Uncheck this box with the cursor on the check mark & one left click.



4. Move the cursor to the box in front of the word “**Archive**” & do a left click putting a check mark in that box. Now click on the word **Apply**. Then **OK**. You are now ready to personalize your presentations.