

Bus Stop Bible Studies – Church PowerPoint Presentation

Customizing Instructions

The downloadable Microsoft PowerPoint presentation has been designed to be used as an introduction to the ministry of Bus Stop Bible Studies to church congregations. The PowerPoint show should be used in conjunction with the [Promotional Video](#).

The PowerPoint presentation can be looped to run continuously for viewing during the time preceding, or between, church services and/or during the formal Bus Stop Bible Studies presentation.

The slide show is customizable so that the incorporated 'studies' can be viewed to include the specific church information as it would appear on the sponsored panels.

CUSTOMIZING THE SLIDE SHOW TO DISPLAY YOUR CHURCH NAME:

1. [Download](#) and open the PowerPoint file.
2. Click the **VIEW** tab at the top of the window.
3. Click on the **Slide Master** icon.
4. On the left-hand side of the screen click on the slide icon.
5. On the master slide click on the church information text box.
6. Highlight and edit each line of text in turn (do not highlight all the text in the box at one time or you will lose the text formatting).
7. Click one each of the Slide Master icons and repeat.
8. Click the **VIEW** tab at the top of the window
9. Click the **Normal** icon
10. Save the file with a new name. This will be your custom PowerPoint presentation.

CHANGING THE SLIDESHOW CONTENT:

You may swap out or delete individual slides to suit the duration/timing of the PowerPoint presentation or to suit your church's outreach style. There are more than 300 pre-approved 'studies' which can be viewed and saved from the Bus Stop Bible Studies website.

Step One – Choose and save your images:

At the bottom of the Bus Stop Bible Studies [home page](#) click on [View Studies](#). From the View Studies page you can scroll through and select any of the 'studies'.

Clicking on the chosen study will automatically open up a higher resolution copy of the image. Right-click on the expanded image and then Save As... Remember which directory you are saving the images to.

Repeat with all your chosen images.

Step Two – Customizing the content.

To shorten the timing of the slideshow simply delete one or more slide [**Home**, right-click on slide image in left-hand window, **Delete Slide**].

To add additional slides to the presentation, duplicate a slide [**Home**, right-click on slide image in left-hand window, **Duplicate Slide**], swap out the image and then drag the slide icon up or down to the desired position within the slideshow.

To swap out (replace) a study image right-click on the image in the slideshow that you want to replace and select **Change Picture**. Find the desired image from your downloaded file(s) and click on the **Insert** button. The newly chosen image will automatically replace the former. You will note that the text box with your church name will have disappeared. To make it reappear, click on the new image the **FORMAT** tab at the top of the window. From the **FORMAT** tab select **Color** and choose **Set Transparent Color**. Move the **Set Transparent Color** icon to any completely white area on the image (e.g. where the address text box should be) and the text box will appear.

Save your PowerPoint presentation with the revisions.