

OVERVIEW

This guide will help you determine what technology you will use to display the Bible 101 presentation to your students. Regardless of what method you choose, you should be completely proficient in it before your first class. This will reduce the chances of technical difficulties that can delay or distract your students.

- **PowerPoint:** The Bible 101 presentation is created in Microsoft PowerPoint, the standard presentation software for desktop and mobile devices.
- **PDF:** The presentation is also available in Portable Document Format (PDF). This is a commonly used file format that can be opened by any computer. This format is available as a backup.

There are several different ways you can setup the presentation depending on the technology you have available. Select the configuration(s) that best fit your available devices and class environments.

SOFTWARE

The best way to present the Bible 101 is via Microsoft PowerPoint. PowerPoint comes preloaded on most PCs.

- **What about Mobile devices?** PowerPoint is a free download for iOS and Android devices. (phones and tablets) You can download it on your mobile app store today.
- **What if I have a Mac?** PowerPoint does not come preloaded on Apple computers but it can be purchased from Microsoft. If you have a Mac, we recommend using the PDF versions of the presentation and playing them in Acrobat Reader using **View > Full Screen Mode**.

FILE STORAGE

In order for PowerPoint to access the presentation files, they must be stored locally on your device or in the cloud.

- **Laptop users:** Download the four presentations from thebible101.org and store them in a folder on your hard drive.
- **Mobile users:** For mobile users it's a little more complicated. We recommend using a cloud storage service such as **Dropbox.com** to store your PowerPoint files. Dropbox.com is a free file cloud file storage service. PowerPoint for mobile has a feature that connects directly to your Dropbox account, allowing you to launch your presentations.

DISPLAY OPTIONS

Now that you have the software and the files you must select a method to display the presentation to your students. Here are some recommended options:

- **TV Screen via HDMI:** You can display the presentation on your TV using a HDMI cable from your PC/Mac to your TV's HDMI port. You will need to purchase a Mini-HDMI or Mini Displayport (Apple) adaptor to use this method. This adaptor will allow you to connect your PC or Mac laptop to your TV's HDMI port. Make sure you select the HDMI source on your TV. The display will mirror your desktop and you can launch the slideshow in PowerPoint.
- **Laptop Screen:** You can present directly on your laptop screen by launching the presentation in PowerPoint and selecting **Slide Show > Play From Start**. Advance the presentation using the arrow keys or a remote control if you have one.
- **Tablet Screen:** You can present on your iPad or Android tablet using PowerPoint mobile. Start PowerPoint and open your presentation file from your Dropbox folder. Select **Slide Show > From Start** to launch the presentation. Swipe from right to left to advance the slide.
- **Phone Screen:** This method is not recommended but it can be used in special situations. Start PowerPoint mobile on your iPhone or Android phone. Open the presentation from your Dropbox folder and touch the slideshow icon to start the slideshow.
- **TV Screen via Apple TV:** If you already own an Apple TV, you can project your iPhone or iPad screen to your TV screen using AirPlay. First, turn on Apple TV. Then launch the presentation on your phone or tablet using PowerPoint mobile. Swipe up from the bottom and select **AirPlay Mirroring** from the iOS menu. Select Apple TV. Your iPhone/iPad screen will now display on the TV screen. (**Note:** Apple TV requires a wifi network.)

TECH TIPS

- Make sure you test your presentation method completely before your class.
- Store any cables or adaptors you may need in a bag with your instructor guide so you don't forget them.
- Practice setting up your presentation quickly.
- Always have a backup plan in case of technical problems.