PowerPointLink User Manual

This document describes how to use PowerPointLink (PPLink). To read more about the concept and how to use the advanced features, use the Administrator Manual. PPLink documentation is also stored at https://github.com/ke43ro/PPLInk/wiki.

Operation

PPLink is focused on providing the simplest possible operation. Once setup, the basic operations can all be done from the main screen that opens on startup. There are two main operations (a) creating a Play List and (b) projecting the show.
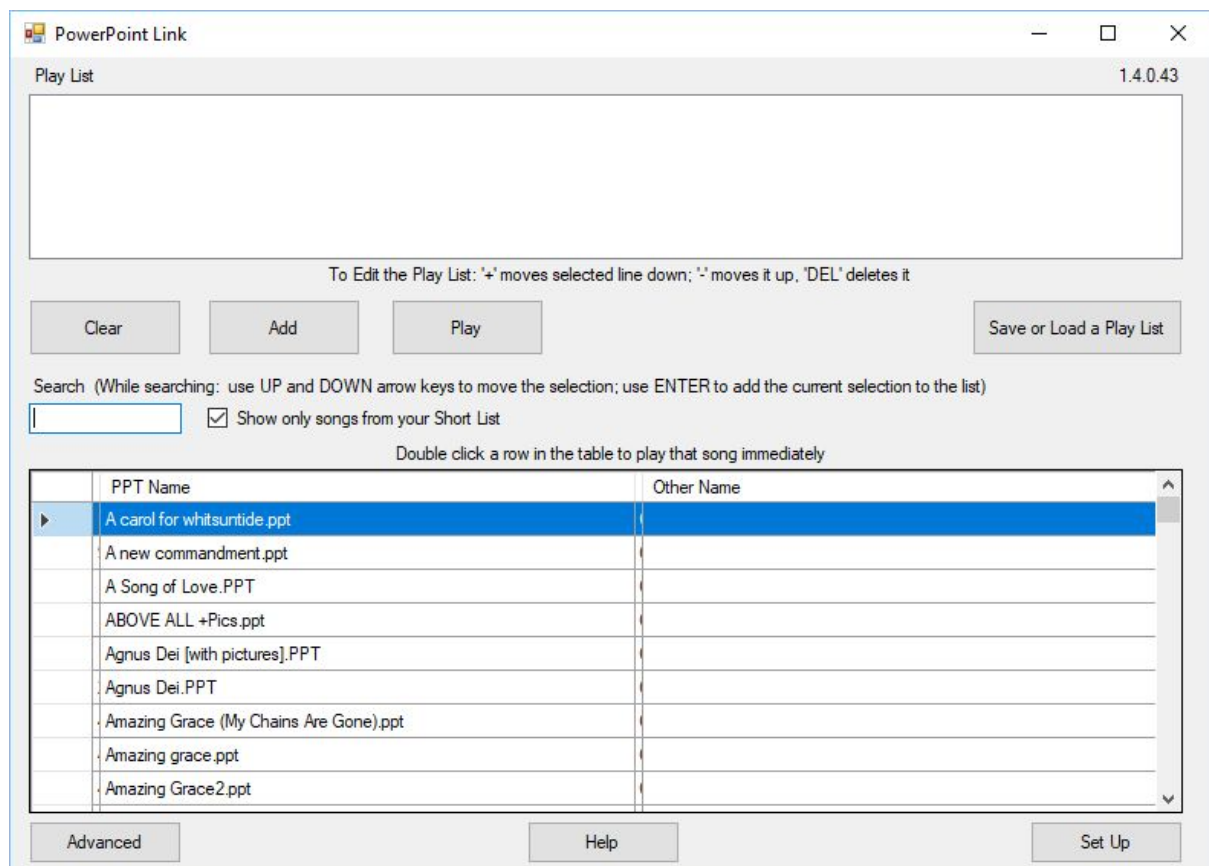
Creating a Play List

The current Play List is displayed in the list box at the top of the window while the whole database is listed in the table grid on the lower half. Creating the list is done with the controls across the middle or can be managed with keyboard alone. The keyboard focus will normally be in the Search box and typing characters there will trigger an immediate scan of the database resulting in fewer records being listed. The search text is matched against columns PPT Name (the actual name of the PowerPoint file on disk) and Other Name (the recorded alternate text) . Usually one of these is the first line of a song (e.g. "Lord, I come to you") and the other is the title ("The Power of Your Love").

An even shorter list (making choice simpler) can be shown by enabling the option Show only songs from your Short List. The Short List is set by editing the File List - see the Administrator Manual.

Once the desired song is visible in the database list, use the arrow keys (**UP** and **DOWN**) to select it. Then press **ENTER** to cause it to be added to the end of the list. You can avoid using the arrow keys by continuing to type until you have entered a string that is unique and you can avoid using **ENTER** by pressing the *Add* button instead.

Editing your Play List

If you make a mistake, click on the erroneous entry in the list and press **DELETE** to remove it, **+** to move it down the list or **-** to move it up the list. In the case of a complete mess, use the *Clear* button and start again.

Using your Play List

Just press the Play button. PowerPoint will be launched with the first file open and in SlideShow mode. Move forward through the show using the usual PowerPoint keys or the buttons on a Laser Pointer - I do not recommend using a mouse as a click in the wrong place will lose focus from the PowerPoint control window. At the end of each show, pressing "Next" will close that file and open the next one. You can go backwards through a single file, but not back to the previous file.

If for some reason you need to close the show before all files are run, press **ESCAPE** on each following file until the list is finished.

Instant Play

Even if you have a Play List in progress of creation, if you are suddenly called on to show a different file, select it with the search then double click on its line in the table. It will be presented immediately without interfering with the Play List. This is not available during presentation of a Play List.

Saving and Loading Play Lists

PPLink can only send to PowerPoint, the current unnamed list as shown on the Main Screen. This Play List can be saved into a named list or a named list can be loaded into the current unnamed list using the button Save or Load a Play List. This opens a dialog box.
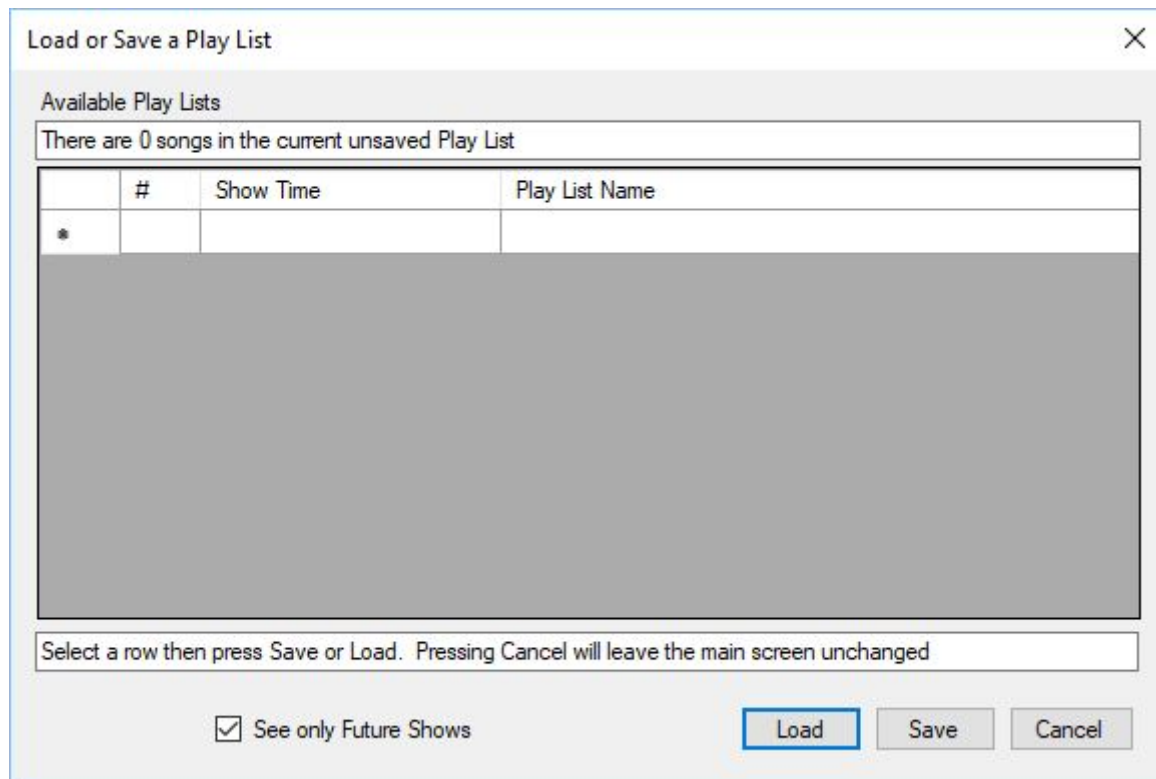
You create a named Play List by typing identifying information for it into the new entry row identified by the asterisk in the first column.

The List number column (#) is filled automatically by PPLink and you specify a Show Time/Date and a Name that will help you to identify the list later. Named Play Lists can be used to keep a history of the songs you have used (although there is currently no feature to view these other than Loading them into the unnamed list) or can provide a way to prepare for an event where a number of singing sessions will be included.

To save the current unnamed list, select the Named List you want to use, then press Save. Any titles previously stored under that name will be replaced by the new list.

To use a previously saved list, select it then press Load. The list will be *added* to those in the current list, so if the saved list is complete, you will need to remember to clear the unnamed list before opening this screen or you will need to delete unwanted songs after the Load.

When you are keeping history, keep the option See only Future Shows enabled to avoid having to scroll past all the old lists.