

Postlude Slideshow Guide

“How do we involve more - and different - people in the service every week?” One way St. Andrew's has chosen to address this is to display photos from the parish and its parishioners during the postlude at the end of every service.

Roles and Assumptions

1. **Congregation Members:** will provide selfies, candid and family photos to the Editor.
2. **Editor:** collect / organize photos; create a slideshow video; upload to a shared folder.
3. **Producer** will include this slideshow along with the postlude in the Sunday Service.

To Do

Collect/Organize photos: Editor	<ul style="list-style-type: none"> • Collect / organize photos. • Determine the Suitability of each for the slideshow. • Ask photo submitters for Consent (Everyone in photo must be OK with its use, especially parents if children are in it). Copyright permission (The submitter must own the photo and give permission for St. Andrew's to use it.)
Create a slideshow video Editor	Best tools: Apple's Photos and Window's Movie Maker. <ul style="list-style-type: none"> • The slideshow should be <i>about</i> 5 minutes long. The Producer will adjust the length to match the postlude. • Preview the video file to verify correctness.
Upload slideshow Editor	Best tool: Google Drive. <ul style="list-style-type: none"> • Export the slideshow to the shared folder with a filename in this form: 2020-06-07 Trinity Sunday Postlude.m4v
Notify Producer Editor	<ul style="list-style-type: none"> • Once uploaded, send an email to the Producer informing them of the availability of your new video, so they know to look for it.

How To Create a Slideshow

Step by step with Apple's iTunes and Photos Apps

- A. Import the desired photos into the Photos app.
- B. Select the desired photos and create a slideshow with them:
(Right mouse click) Create Slideshow->Photos
- C. Arrange the photos into the desired order.
- D. Add or delete Titles as desired
- E. Unselect the "repeat" rectangular arrow box on the bottom-right of the preview screen to have the whole set of photos show only once.
- F. Using the "stacked boxes/Themes" icon on the middle-right of the Photos preview screen, choose the [Classic] theme as a good starting point.
- G. Using the "stopwatch/Duration" icon on the middle-right, choose [Custom Duration] and enter a duration of **5 minutes**.
- H. Export the slideshow [File->Export->Slideshow] to the shared folder using a filename in this form: 2020-06-07 Trinity Sunday Postlude.m4v
- I. Preview the exported video file to ensure that it looks appealing and has all the photos in the desired order.