

AdvanceMobilizer *Help*

A Helpful Technology Guide



Christ Life
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www.ChristLifeMin.org
540-890-6100

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AdvanceMobilizer Help

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1.1 Using the Advance Mobilizer Discs: Loading the discs onto your computer

CD-ROM

Insert the Advance Mobilizer Disc CD into your CD-ROM drive. If the main menu screen does not appear automatically, browse to your CD-ROM drive letter and click on the AutoRun file.

DVD Disc

The Advance Mobilizer DVD disc will work in any DVD player as well as your personal computer. Simply insert the Advance Mobilizer DVD disc into your DVD-ROM drive. The menu will automatically appear on your screen. If the main menu screen does not appear automatically, browse to your DVD-ROM drive letter and right click and select play.

1.2 Using the discs: Copying files to your computer or elsewhere

1. Click **Start**, and then click **My Computer**.
2. Right-click the appropriate disc drive.
3. Select **Explore**.
4. Double-Click the desired folder.
5. Right-Click on the specific file.
6. Select **Copy**.
7. Browse to the folder on your computer where you wish to place the file.
8. Right-click.
9. Select **Paste**.



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2.0 Utilizing PDF Files

All of the files on the CD disc are in Portable Document Format or PDF. These files require Adobe Acrobat Reader to be viewed.

2.1 Utilizing PDF Files: Getting Adobe Acrobat Reader

Adobe Acrobat Reader can easily be download by clicking the Get Adobe Acrobat Reader link under each poster section or by [clicking here](#). To install Acrobat Reader follow instructions provided by Adobe, Inc.

2.2 Utilizing PDF Files: Using PDF files

PDF files such as this one often contain a table of contents menu on the left side. Using these links you can quickly and easily navigate through the file. Please note that the poster files do not contain a table of contents. Further information on using Adobe Acrobat Reader can be obtained through the Reader Help Menu.

2.3 Utilizing PDF Files: Printing PDF files

1. Open the specific file.
2. Click on the **File** menu in the upper left corner of your screen.
3. Select **Print**.
4. Choose the specific printer (if you have more than one).
5. Click **OK**.

OR

1. Simply click the **Printer Icon** below the **File** Menu.
2. Choose the specific printer (if you have more than one).
3. Click **OK**.

2.4 Poster Ins and Outs: Editing posters

1. Click the specific PDF Poster from the CD menu.
2. Enter the specific date, location, and contact information.
3. Click the **File** menu.
4. Select **Print**.
5. Choose the specific printer (if you have more than one).
6. Click **OK**.

Unfortunately unless you have Adobe Acrobat you will not be able to save the changes that you make to the poster.

3.0 PowerPoint Ad Specifics

Each of the PowerPoint Ads are in Microsoft PowerPoint 2007 format. If the files do not open correctly, you may not have the latest version of PowerPoint. Consider using one of the [Microsoft Converters and Viewers](#).

3.1 PowerPoint Ad Slides: Copying the PowerPoint ads to your computer

1. Click **Start**, and then click **My Computer**.
2. Right-click the appropriate disc drive.
3. Select **Explore**.
4. Double-Click the desired folder.
5. Right-Click on the specific file.
6. Select **Copy**.
7. Browse to the folder on your computer where you wish to place the file.
8. Right-click **Paste**.



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3.2 PowerPoint Ad Slides: Editing Advance Information

1. Click the specific PowerPoint Ad from the CD menu.
2. Enter the specific date, location, and contact information.
3. Click the **File** menu.
4. Select **Save As**.
5. Enter a file name and select location on your computer.
6. Click **Save**.

3.3 PowerPoint Ad Slides: Displaying the Ads

These ads can be viewed simply by opening them in Microsoft PowerPoint or Microsoft PowerPoint Viewer. For more information and instructions on using PowerPoint please see the PowerPoint Help Menu.

4.0 Helpful Links

1. **Advance Mobilizer Site:** <http://www.christlifemin.org/am/index.html>
2. **Christ Life Ministries, Inc:** <http://christlifemin.org>
3. **Adobe Acrobat Reader:** <http://get.adobe.com/reader/>
4. **Microsoft PowerPoint:** <http://office.microsoft.com/powerpoint>

5. **Microsoft PowerPoint Viewer:** <http://www.microsoft.com/downloads/details.aspx?FamilyId=428D5727-43AB-4F24-90B7-A94784AF71A4&displaylang=en>
6. **Microsoft Office Converters and Viewers:** <http://office.microsoft.com/en-us/downloads/HA010449811033.aspx>
7. **FedEx Office (Formerly Kinko's):** <http://www.kinkos.com>
8. **Staples' Copy & Print:** <http://staples.com/copyandprint>

