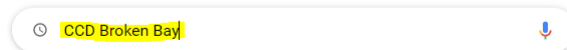# How to download Walking with Jesus PowerPoints and copy to a USB for use in a classroom

Note: these instructions have been created using Google Chrome as the browser. If you are using a different browser, the instructions will still work but there may be slight differences in appearance of the screens.
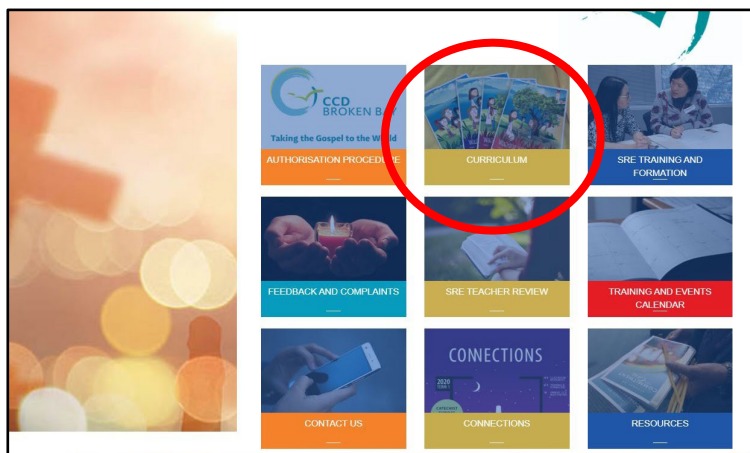
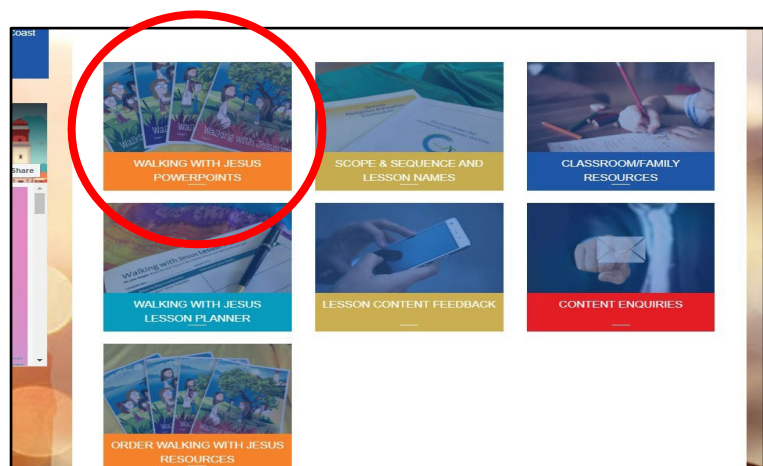1. Open a search engine, for example, Google. Type in the search bar CCD Broken Bay

Or

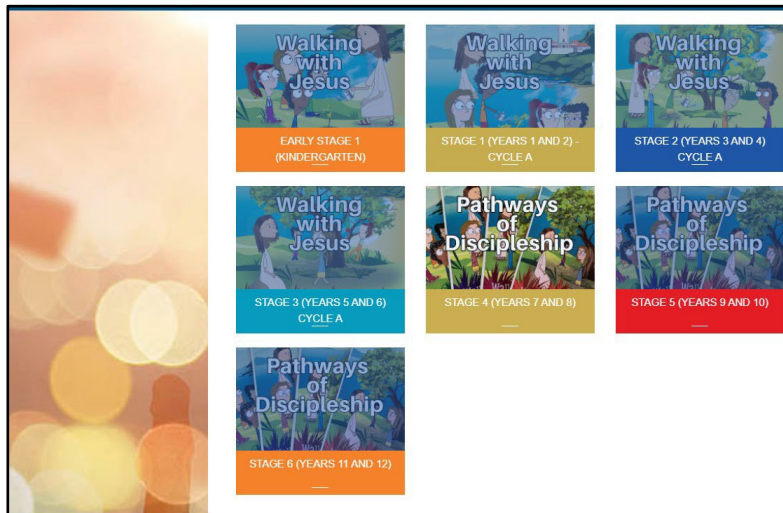Click on this link - https://www.bbcatholic.org.au/mission/ccd

2. Once you are on the main CCD webpage, scroll down until you find the pictures as shown. Select/click on the picture titled **Curriculum**.

3. Once the Curriculum page opens, scroll down this page until you find the pictures as shown. Select/Click on the picture titled **Walking with Jesus PowerPoints.**
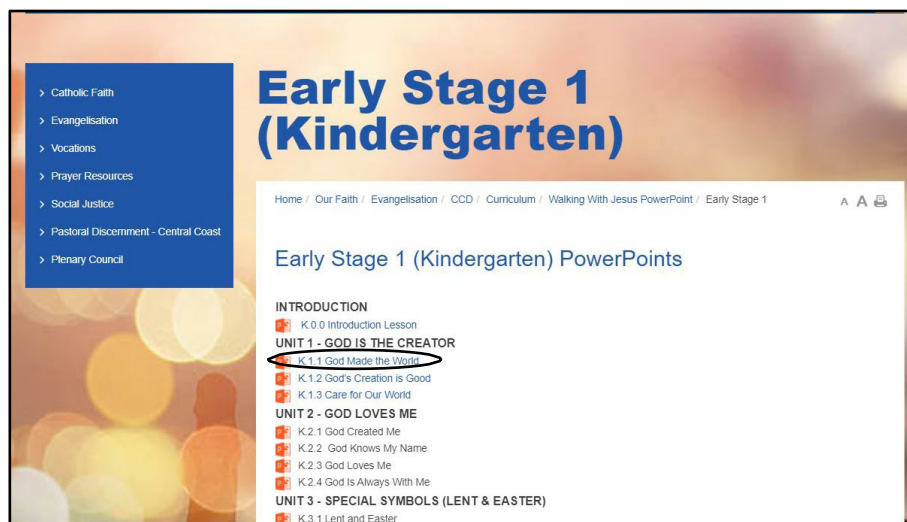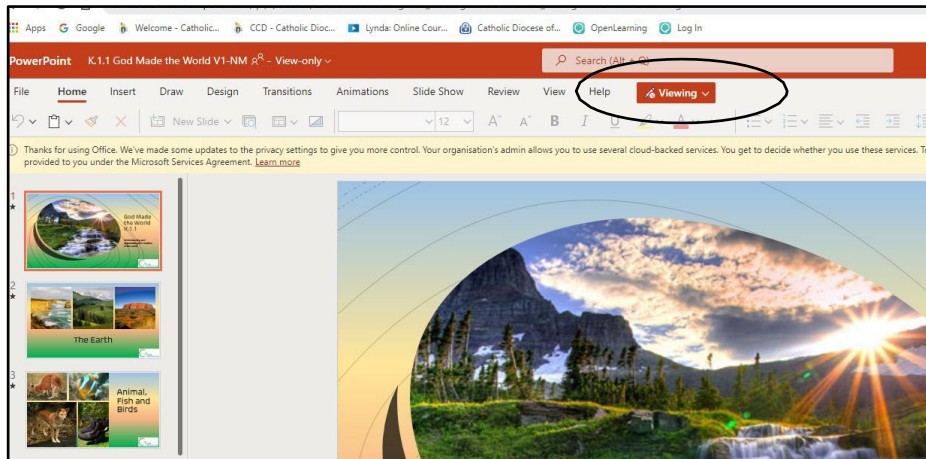
4. Once the Walking with Jesus PowerPoint page opens, scroll down this page until you find the pictures as shown. Select/Click on the picture that **matches the stage level you require.**
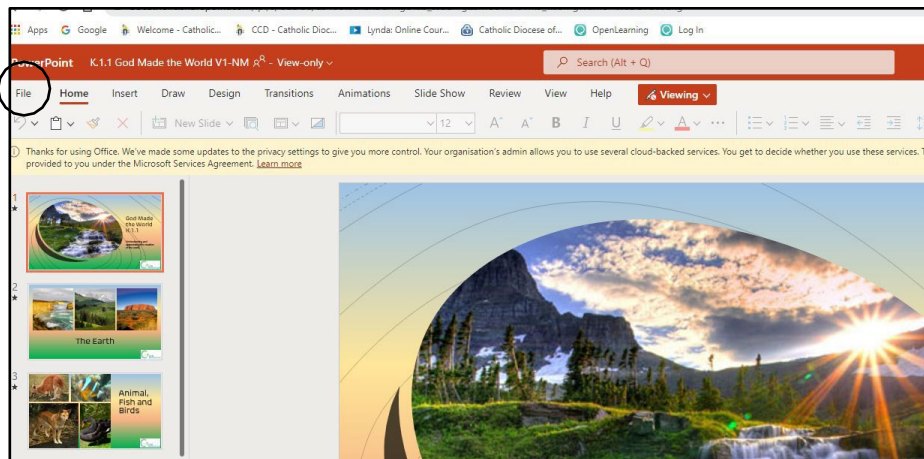

5. Once you have selected your stage level, that page will open, and a list of the unit names and lesson names will appear. (Early Stage 1/Kindergarten will be used as our example).
Click on the name of the lesson that you wish to use. (Please note that the working links will be in blue writing. Black writing means the link is not yet loaded to a PowerPoint).

Click on the required lesson name, and the PowerPoint will open in <u>VIEWING</u> mode. (see image on next page)
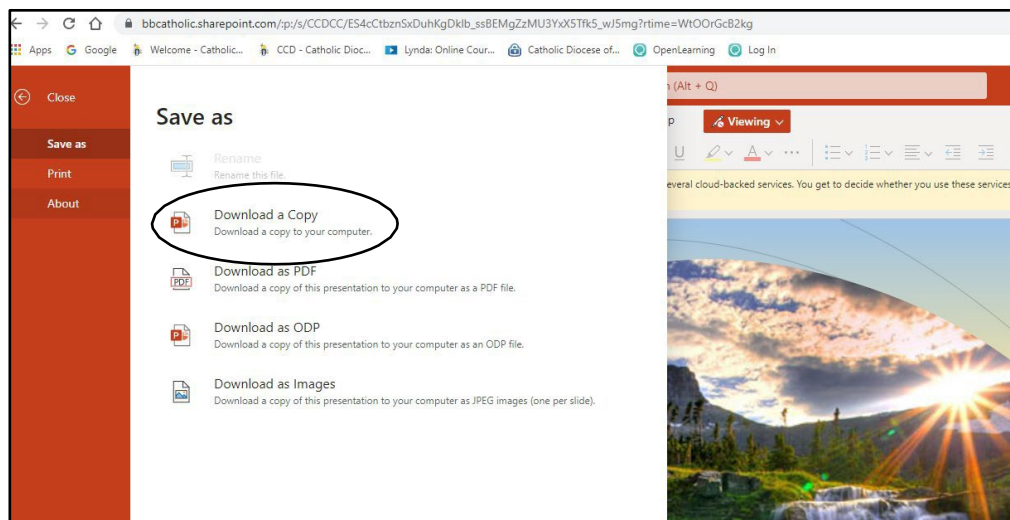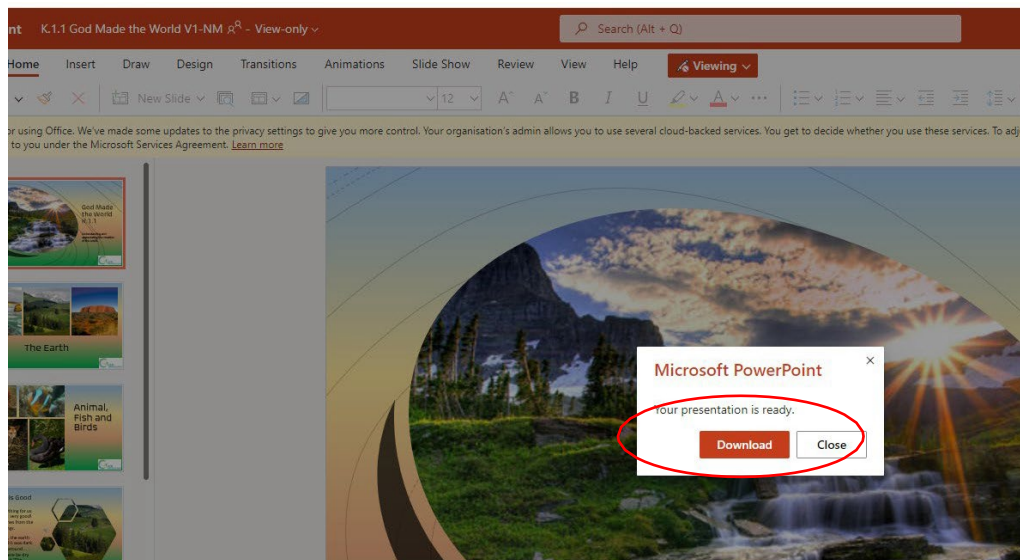
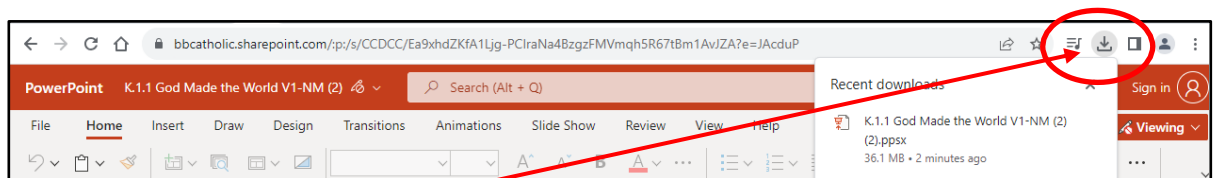6. From viewing mode you will need to click on the **File** tab.

7. Click on the File tab, then Save as, and you will be given the option to **Download a Copy**. Click on this option.

8. You will get a notification that your PowerPoint is ready to download. Click on **Download.**
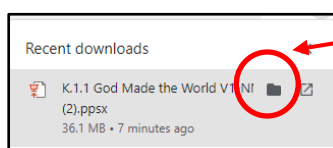

9. The PPT file will start to download and appear in the top right corner of the screen in the Downloads area.
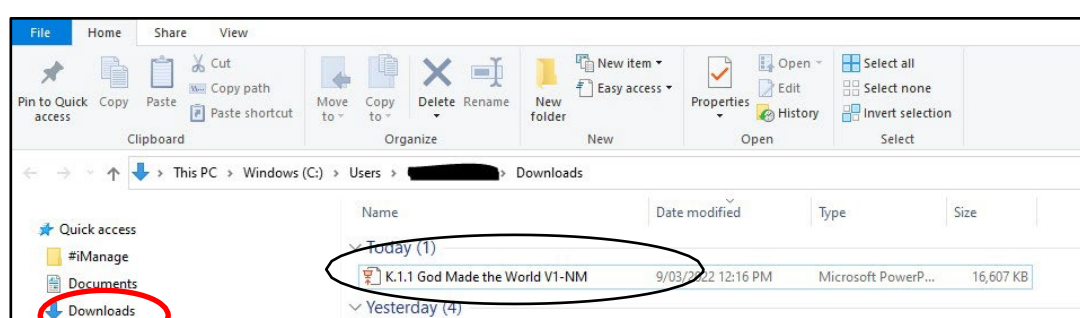

Click the [icon] icon (small downward arrow with tray/line underneath) and a list of your recent downloads will appear, as shown below. (If you cannot see this, we recommend looking in your Download folder in Windows File Explorer.)
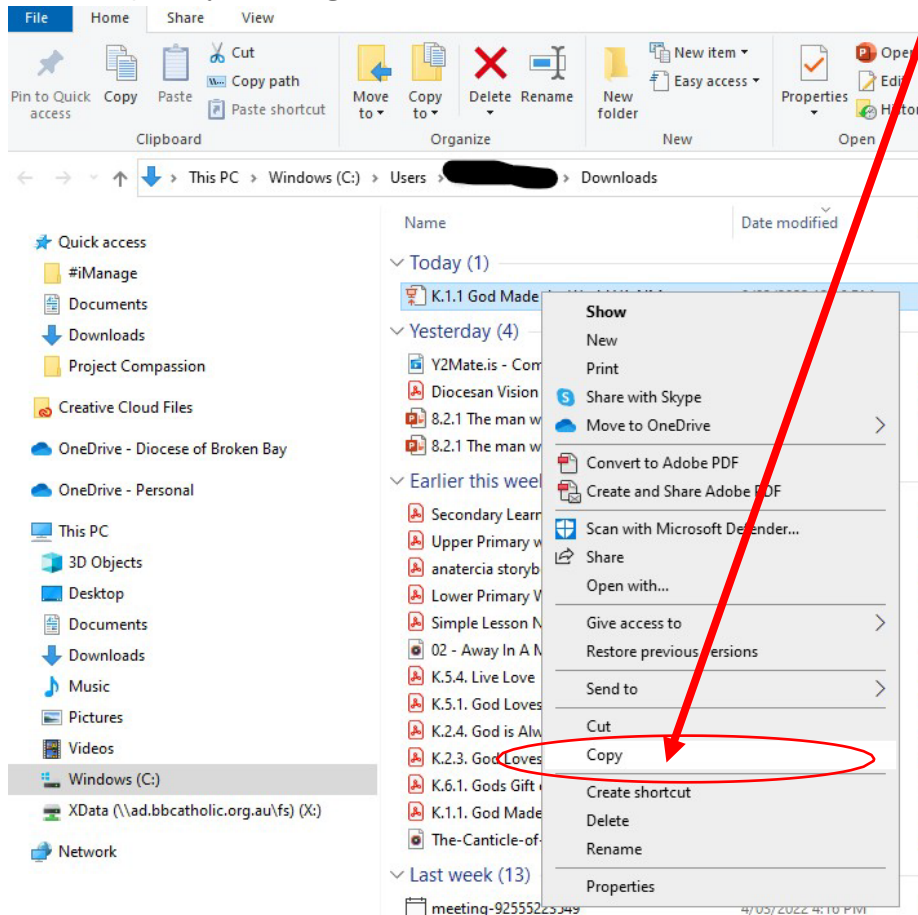
10. Hold your cursor over the name of the Powerpoint you downloaded and a small black folder icon will appear. This folder icon means 'Show in folder'. Click on the **Show in Folder** as shown below
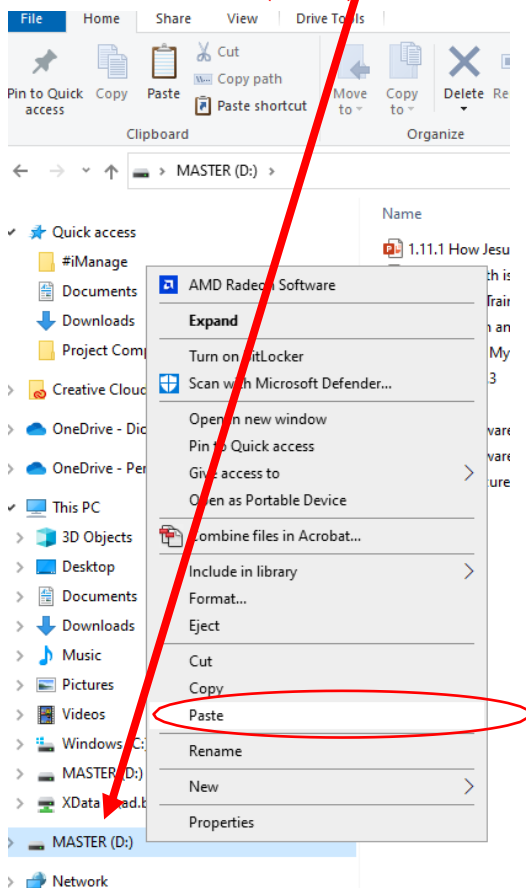

11. The PowerPoint file has now been downloaded and will be shown in your Downloads folder in Windows File Explorer.
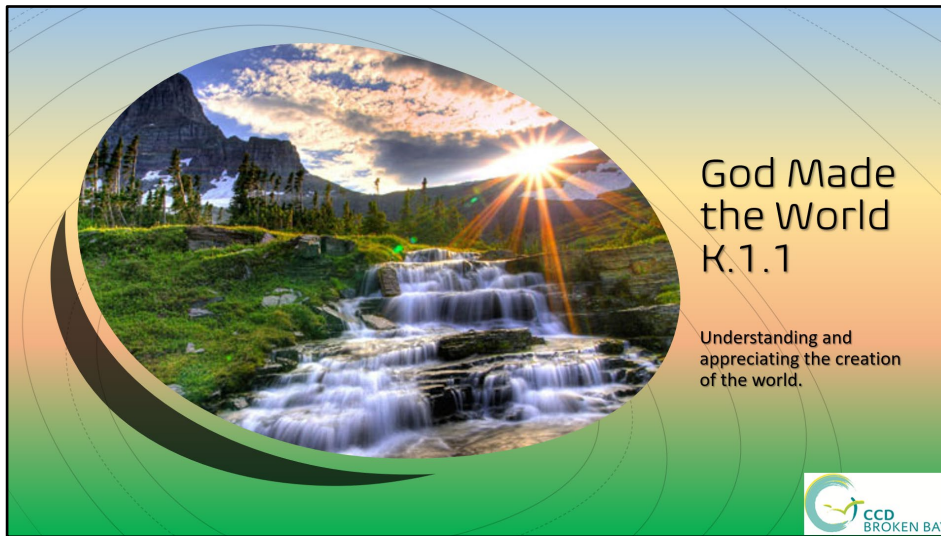
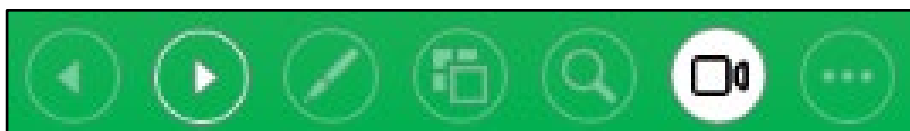**12.** From this point, you can right-click on the file and select **COPY** as shown below**.**

13. Once you have copied the file you will need to insert your USB into your computer and then right-click on the selected USB drive and select **PASTE.** * Note – you might have a different drive initial (not D:) and drive name.

14. To test that your Powerpoint has been downloaded and copied to your USB successfully, click on the USB drive name, and your Powerpoint filename should appear. When you double click on the filename, your Powerpoint should open and fill your screen. It will progress from one screen to the next each time you click your mouse, and any sound/music will play automatically.

15. You can use the Powerpoint tools (shown below) at the bottom left corner of the screen to progress through the Powerpoint.

16. Click the **Esc** key on your keyboard (usually top left corner) to exit the Powerpoint.

17. You can now remove the USB from your computer and it is ready to use in a Classroom.