

***easyWORSHIP***



## **User Documentation**

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## Our Support Team wants to make sure you get the help you need!

<b>Knowledge Base</b>	<a href="https://support.easyworship.com/support/solutions">https://support.easyworship.com/support/solutions</a>
<b>Technical Support</b>	<a href="https://support.easyworship.com/support/home">https://support.easyworship.com/support/home</a>
<b>User Forums</b>	<a href="https://support.easyworship.com/support/discussions">https://support.easyworship.com/support/discussions</a>
<b>Create a Ticket</b>	<a href="https://support.easyworship.com/support/tickets/new">https://support.easyworship.com/support/tickets/new</a>
<b>Email</b>	<a href="mailto:support@easyworship.com">support@easyworship.com</a>

Online training videos for EasyWorship are available on our website at [support.easyworship.com](https://support.easyworship.com) as well as in the EasyWorship software under the Web tab. Internet access is required to view these videos.

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# GETTING STARTED

## Navigation (Menus And Toolbar)

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### Main Sections of the Interface

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EasyWorship makes it easier than ever to build and present a schedule. If you've used previous versions, you'll recognize the flow: using the **Resource Area** on the bottom to build the **Schedule Area** on the left, the **Preview Area** in the middle, and then present from the **Live Area** on the right. You can still double-click any item in the **Schedule** or **Resource Area** to go live immediately, and additional menu options have been tucked into menu drop-down buttons located in the corners of each section of the interface.

The user interface consists of the following major sections:

**Menus and Toolbar** This section contains the menus and toolbar, used for accessing all available features of EasyWorship.

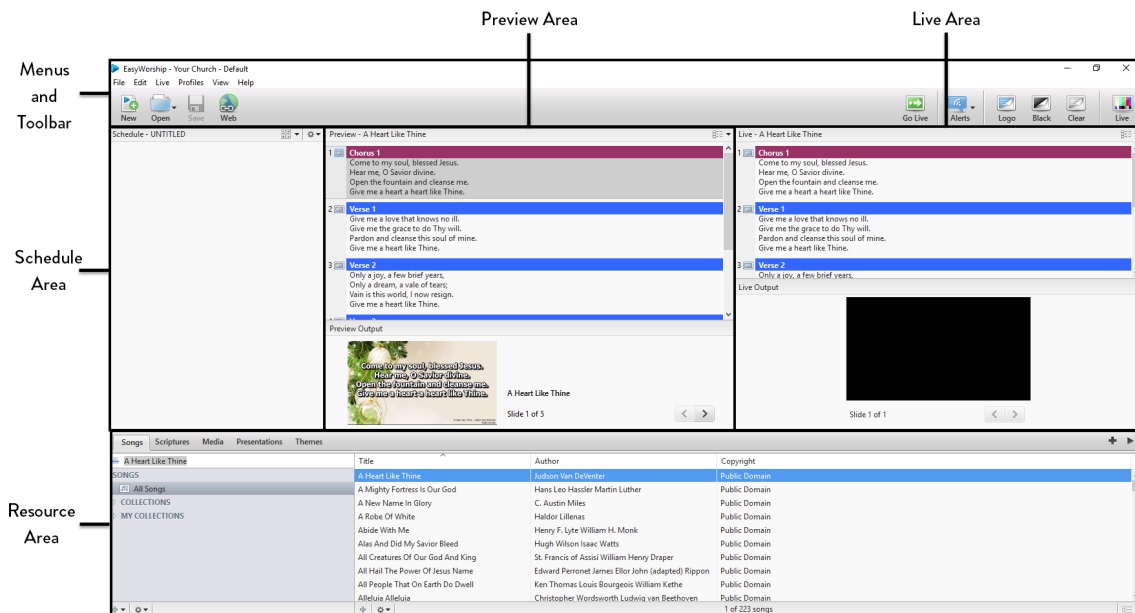
**Schedule Area** This section allows you to build a playlist or "set list" of items you want to present during your worship service (e.g., songs with backgrounds, scriptures, PowerPoint slides for the sermon, live camera feeds, a mini-movie for offering or a sermon illustration, a website, and lots of other options).

**Preview Area** This section displays a preview of the slide before going live, so that it can be edited.

**Live Area** This section allows you to see the current live slide that the audience is seeing as well as any sub-slides that are a part of the active slide group, e.g., multiple slides within a song, looping presentation, or a long scripture reference.

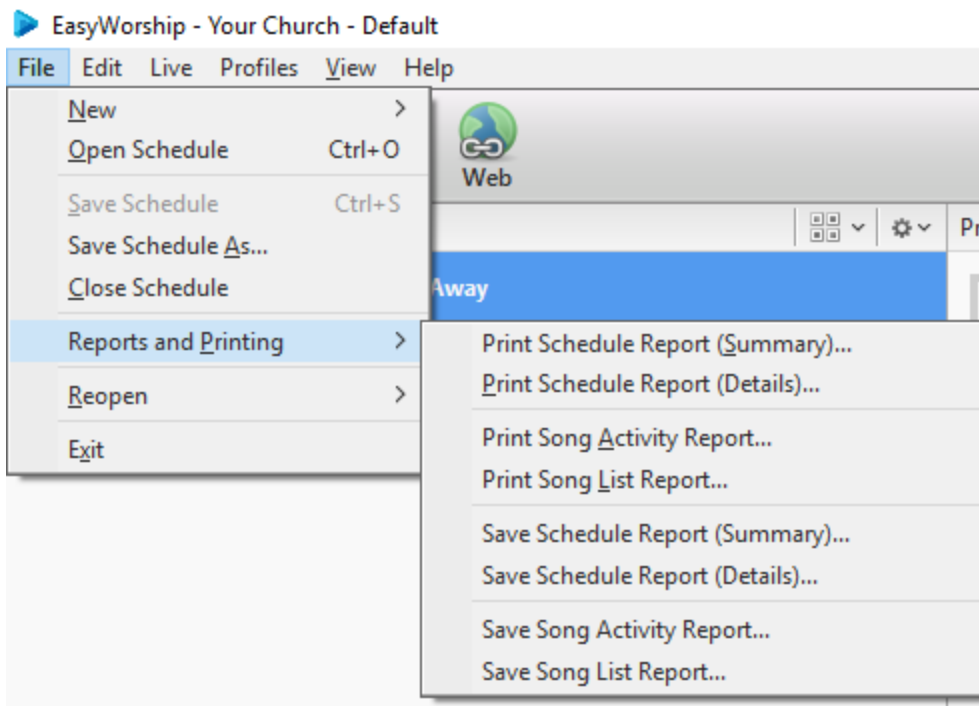
**Resource Area** This section contains all of the media that can be used in the schedule. There are five tabbed resource libraries: Songs, Scriptures, Media, Presentations, and Themes.





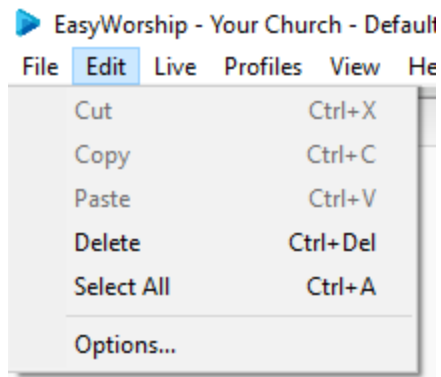
## Menus

### File Menu



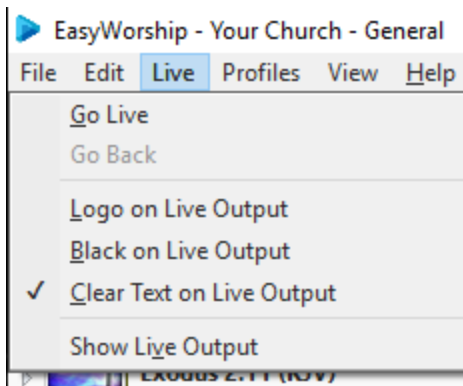
<b>New &gt;</b>	Gives you the option to create a new schedule, song, presentation, or song from SongSelect.
<b>Open Schedule</b>	Opens a saved <a href="#">schedule</a> .
<b>Save Schedule</b>	Saves the active schedule.
<b>Save Schedule As...</b>	Saves the active schedule with another specified file name.
<b>Close Schedule</b>	Closes the active schedule.
<b>Reports and Printing &gt;</b>	Provides options for printing song and schedule reports. For more information, see <a href="#">Songs: Printing and Reporting</a> .
<b>Reopen &gt;</b>	Displays a submenu with all recently-saved schedules.
<b>Exit</b>	Exits the EasyWorship software.

## Edit Menu



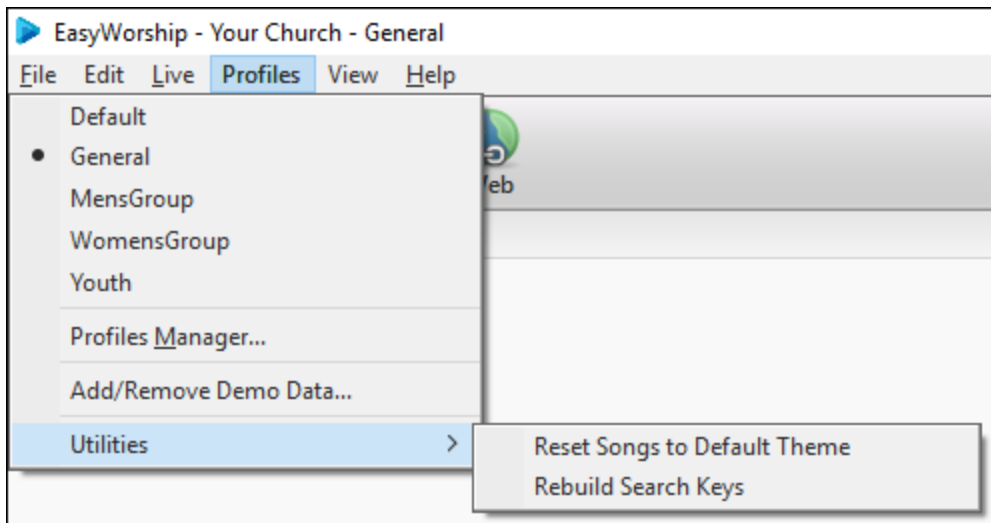
<b>Cut</b>	Removes the selection and places it on the clipboard.
<b>Copy</b>	Copies the selection to the clipboard without removing it from the project.
<b>Paste</b>	Pastes the clipboard contents, either inserting it at the cursor point, or replacing the current selection.
<b>Delete</b>	Similar to Cut, but removes the selection without copying it to the clipboard.
<b>Select All</b>	Selects all items in the schedule.
<b>Options...</b>	Opens the <a href="#">Options</a> window.

## Live Menu



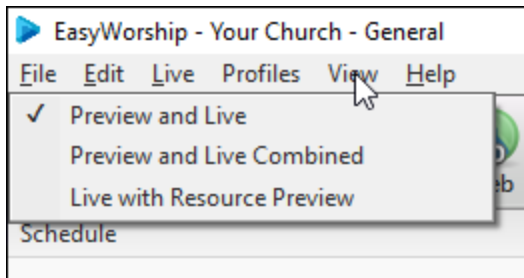
<b>Go Live</b>	Allows you to send the current item in the preview screen to the live output.
<b>Go Back</b>	Allows you to jump in and out of a PowerPoint presentation without losing your place.
<b>Logo on Live Output</b>	This is a toggle that sends the selected Logo image to the live output. Click the menu item again to toggle the logo off.
<b>Black on Live Output</b>	This is a toggle that sends a solid black screen to the live output. Click the menu item again to toggle the black screen off.
<b>Clear Text on Live Output</b>	This is a toggle that clears all text and foreground elements from the live output. Click the menu item again to toggle the text and foreground elements back on.
<b>Show Live Output</b>	This is a toggle button that allows you to enable or disable the video output from EasyWorship to the video screen. When the Live text is blinking, the output from EasyWorship is "live" on the audience screen. When it is not blinking, the audience will see the Windows wallpaper or another program on the audience screen.

## Profiles Menu



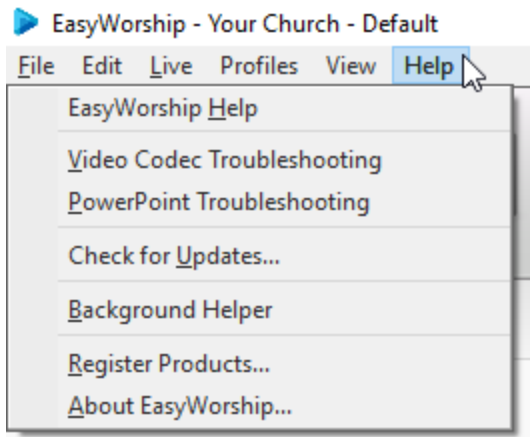
<Profile Name>	This portion of the menu lists all available profiles.
Profiles Manager...	Opens the <a href="#">Profiles Manager</a> window.
Reset Songs to Default Theme	
Add/Remove Demo Data	Allows you to add or remove the demo data from the currently-selected profile.
Utilities	<p><b>Reset Songs to Default Theme</b> - This will roll back any customization made to the songs in the selected profile. After selecting this option, you will receive the following confirmation window.</p> <div data-bbox="490 1323 1315 1566" data-label="Image"> </div> <p><b>Rebuild Search Keys</b> - If you are attempting a keyword search within a Russian or Ukrainian song, the search function may not initially be available. If so, run this utility to manually rebuild the database. If this does not resolve the issue, contact Easy Worship <a href="#">support</a>.</p>

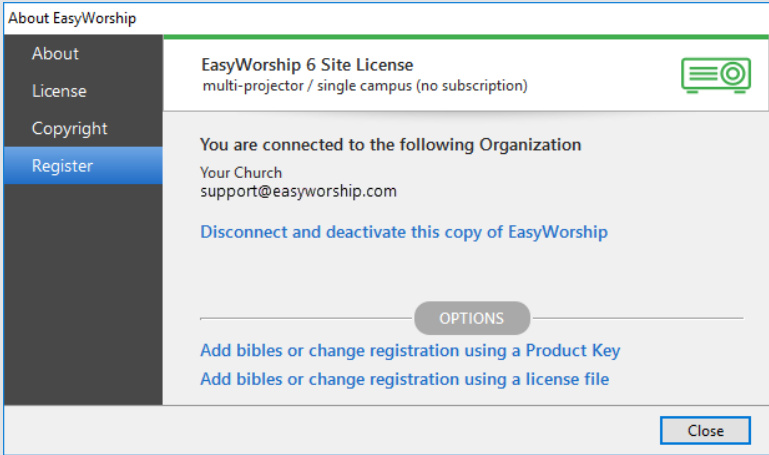
## View Menu



<b>Preview and Live</b>	This view divides the top section into 3 separate parts - <b>Schedule</b> , <b>Preview</b> , and <b>Live</b> . There is no Compose section in this view. Instead, select the desired song in the Songs tab, then select the Themes tab. Drag the desired theme into the Preview Output to change the theme of the entire song, or onto a single slide to change the theme of that slide only.
<b>Preview and Live Combined</b>	This view allows you to preview and go live in the same window. When you select a resource, it will show up in the <b>Live Area</b> , but does not go live until you click <b>Go Live</b> . To compose in this view, select the desired song in the Songs tab, then select the Themes tab. Select a theme to use with the selected song. Drag the theme to the slides in the <b>Live Area</b> .
<b>Live with Resource Preview</b>	This view shows a preview in the <b>Compose</b> section of the <b>Resource Area</b> , as well as in the <b>Schedule</b> . The live output is shown in the <b>Live Area</b> . You can now compose quickly using this view. Select the desired song in the <b>Songs</b> tab, then select the <b>Themes</b> tab. Select a theme to use with the selected song. To go live, click <b>Play</b> above the Compose section. Or, to add it to the Schedule, click <b>Add</b> .

## Help Menu

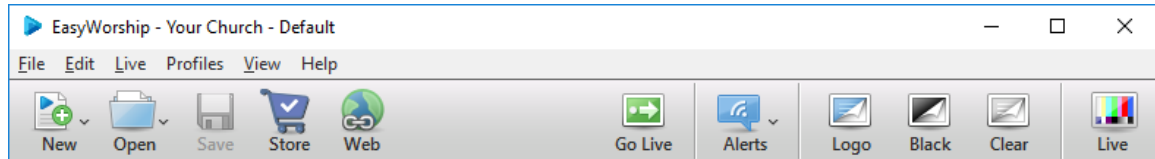


EasyWorship Help	Opens the EasyWorship help file.
Video Codec Troubleshooting	Displays a list of the most recent codecs used for displaying video in EasyWorship.
PowerPoint Troubleshooting	Provides information about the interactions between EasyWorship and PowerPoint.
Check for Updates...	Checks for any available updates to the EasyWorship software.
Background Helper	The <b>Background Helper</b> displays background processes, such as importing PowerPoint slideshows or indexing media.
Register Products...	<p>Opens the <b>About EasyWorship</b> window, with the <b>Register</b> tab selected. This window allows you to deactivate the current copy of EasyWorship, add or change product keys, and add or change license files.</p> 

## About EasyWorship...

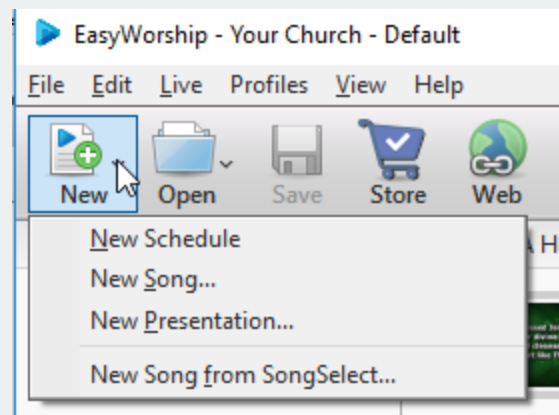
Opens the **About EasyWorship** window, displaying the current version of EasyWorship.

## Toolbar



### New

Displays a drop-down menu that allows you to create a new Schedule, Song, Presentation, or import a new song from SongSelect.



### Open

Displays a drop-down menu with the option to browse for a saved schedule, or choose from the most recently-saved schedules.

### Save

Saves the active schedule.

### Store

Opens the EasyWorship media store.

### Web

Displays a web browser in place of the Preview Area and Live Area.

### Go Live

Allows you to send the current item in the preview screen to the live screen.

### Alerts

Click **Alerts** to add an alert to your live output. You can set the appearance of the alert in the Alerts options, located in **Edit > Options... > Alerts**. For more information on the available settings, see [Alert Options](#).

### Logo

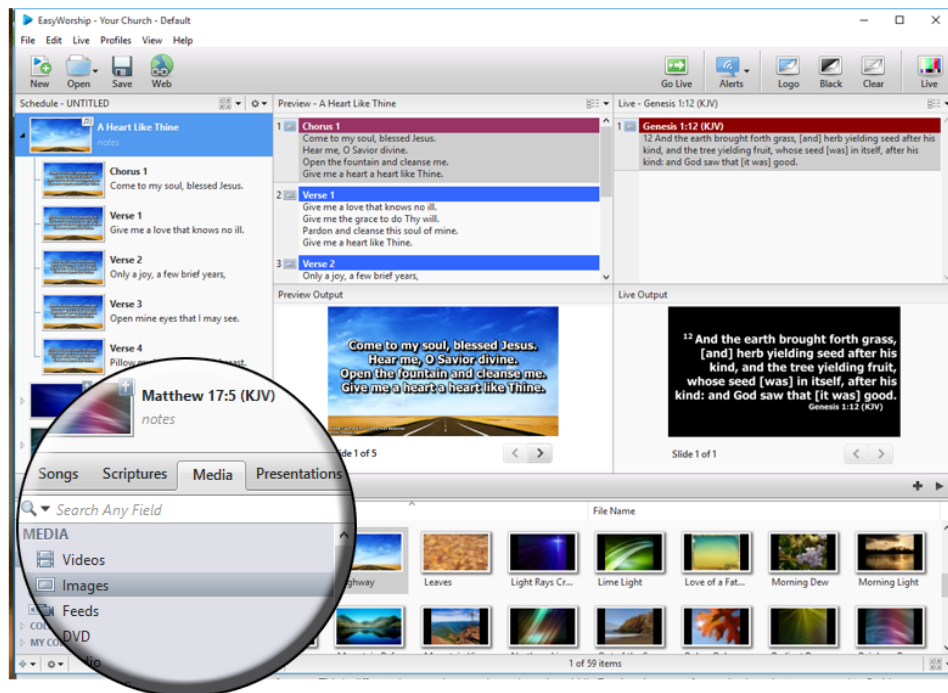
This is a toggle that sends the selected Logo image to the live output. Click the button again to toggle the logo off.


### Black

This is a toggle button that sends a solid black screen to the live output. Click

	the button again to toggle the black screen off.
<b>Clear</b>	This is a toggle button that clears all text and foreground elements from the live output. Click the button again to toggle the text and foreground elements back on.
<b>Live</b>	This is a toggle button that allows you to enable or disable the video output from EasyWorship to the video screen. When the Live text is blinking, the output from EasyWorship is "live" on the audience screen. When it is not blinking, the audience will see the Windows wallpaper or another program on the audience screen.

## Search



The **Search** function is located above the **Resource Library**. Previously limited to songs, you can now search within all libraries in the **Resource Area** with two different search modes. Search by resource title, by scripture reference, or by keyword. Toggle between search modes by clicking the icon on the left side of the search box  **Genesis 1.**

For more information about the Search function, see [Scripture Search](#) and [Song Search](#).



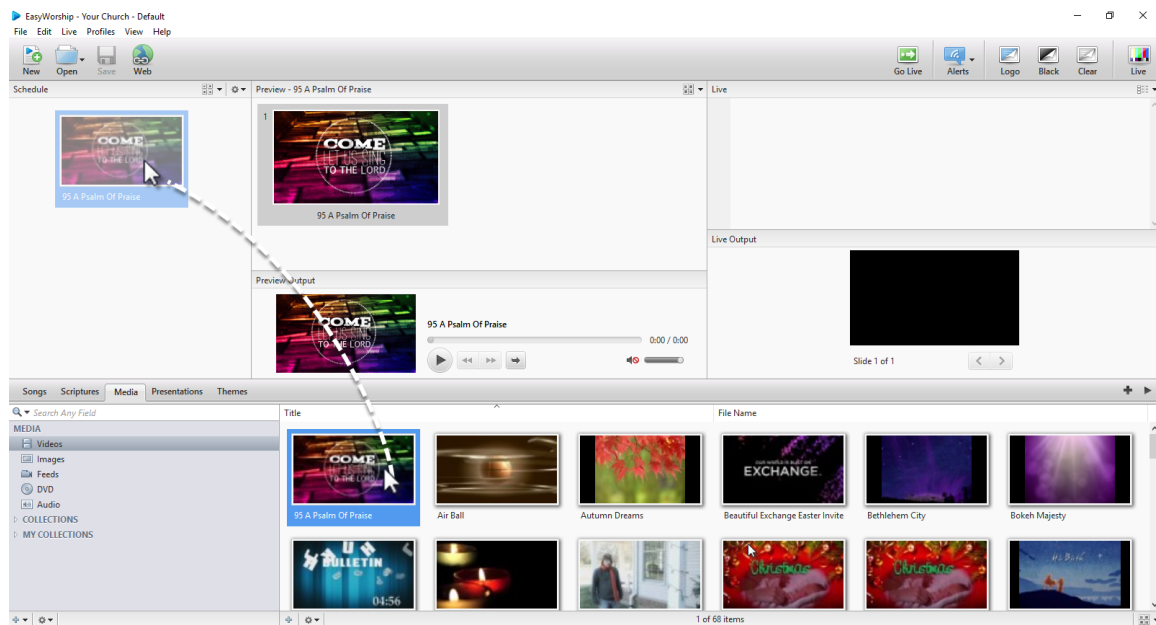
## Schedule Area

The **Schedule Area** in EasyWorship allows you to build a playlist or "set list" of items you want to present during your worship service (e.g., songs with backgrounds, scriptures, PowerPoint slides for the sermon, live camera feeds, a mini-movie for offering or a sermon illustration, a website, and lots of other options). This article will introduce you to the basics of how to build your first Schedule, how to edit and re-order the items within the Schedule, and how to save it as a file so that it can be shared with other users.

## Adding Items to the Schedule

### Add Items

Adding items to your Schedule is as easy as dragging and dropping a song, scripture, media item, or presentation from the **Resource Area** below to the **Schedule Area**. Try adding a few items to your Schedule.



1. To start your next service with a mini-movie opener, go the **Resource Area** and click the **Media** tab.
2. Select **Videos** from the list on the left.
3. Click the **+** (add) button in the **Resource List Area** on the right, search for your mini-movie file, then click **Open** to add the file to your **Resource Library**.

4. Now, just drag-and-drop the video file from the **Resource Area** to your new **Schedule**.

Adding more items to your Schedule is just as easy. To learn more, see [Add a Song](#) or [Add a Scripture](#).

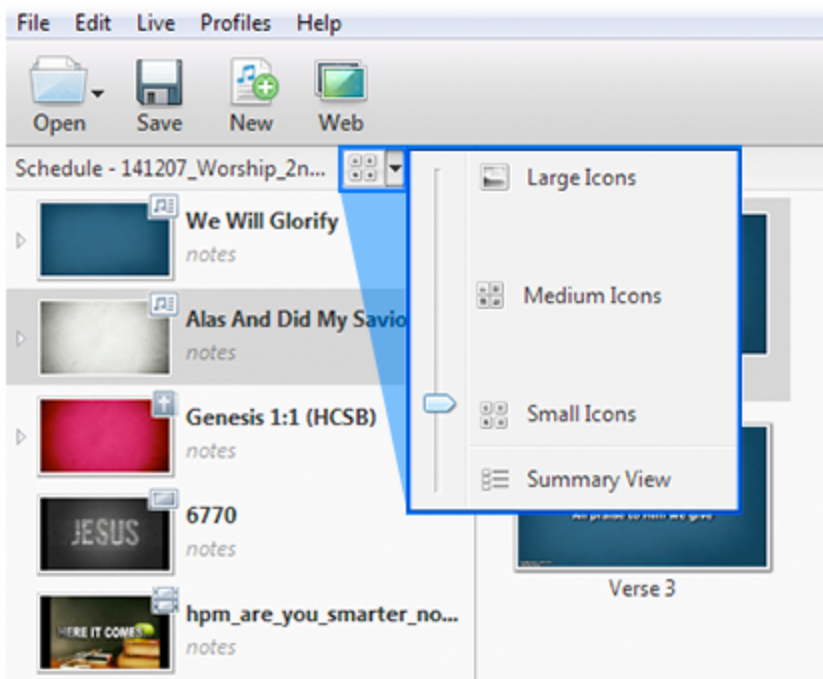
## Drag-and-drop Features

You can drag-and-drop Schedule items around to re-order your set list.

In the **Preview and Live** and **Preview and Live Combined** views, you can drag media items on top of each other in the schedule and EasyWorship will create a presentation. Drag them to the **Preview Area** and they'll be added to the presentation.

## Customize Your View

Customize the icons in the **Schedule Area** as small, medium, large or summary view. Just click the drop-down arrow at the top of the **Schedule Area** and use the slider to customize the icon view.



## Assign a Background or Audio to Songs

It's easy to add a background, camera feed, or audio track to your song slides.

1. Click the **Media** tab in the **Resource Area**.
2. Select Videos, Images, Feeds, or Audio from the left.
3. Drag an item from the **Resource List Area** on the right and drop it on top of a song in the **Schedule Area**. That item has now been assigned to the song in the Schedule. The song's master thumbnail in the **Resource Area** will reflect your changes. (You can assign audio to a slide or song even if you have already have a background assigned to it.).

You can also assign a background or audio to an individual slide within a group of slides.

1. Click the arrow next to the song slide in the **Schedule Area**. The slides will expand so that you can see each individual slide for the song.
2. Drag-and-drop a media item onto an individual slide.

Dragging a media item onto the master slide of a song will apply the background to all slides, even slides that already have a background assigned to them. (For more about customizing slides, see [Customize Song Slides](#)).

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**NOTE** You can right-click any theme in the **Themes Area** and click **Set as Default**. You can set a default for songs, scriptures, and presentations.

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## Creating Announcement Loops

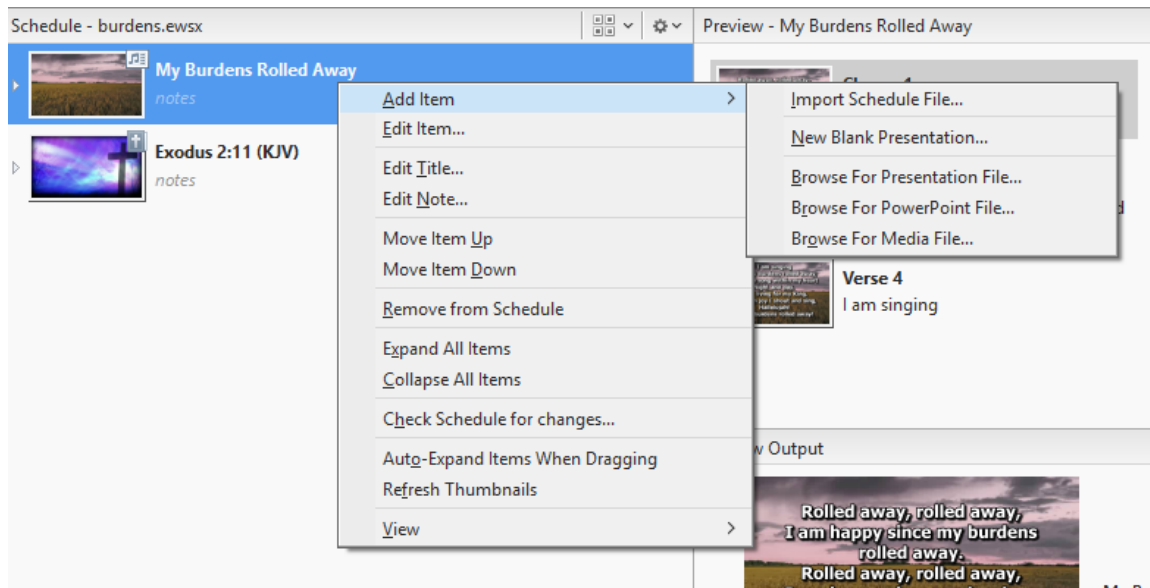
Announcement loops can be created in either EasyWorship or PowerPoint and loaded into the **Presentations** tab. The announcement loop will be added to the Schedule from the **Presentations** tab where all EasyWorship presentations and PowerPoint slideshows are stored.

For more information on how to create announcement loops, see [Announcement Loops](#).

## Editing Schedule Items

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When editing the Schedule, you have the following options.



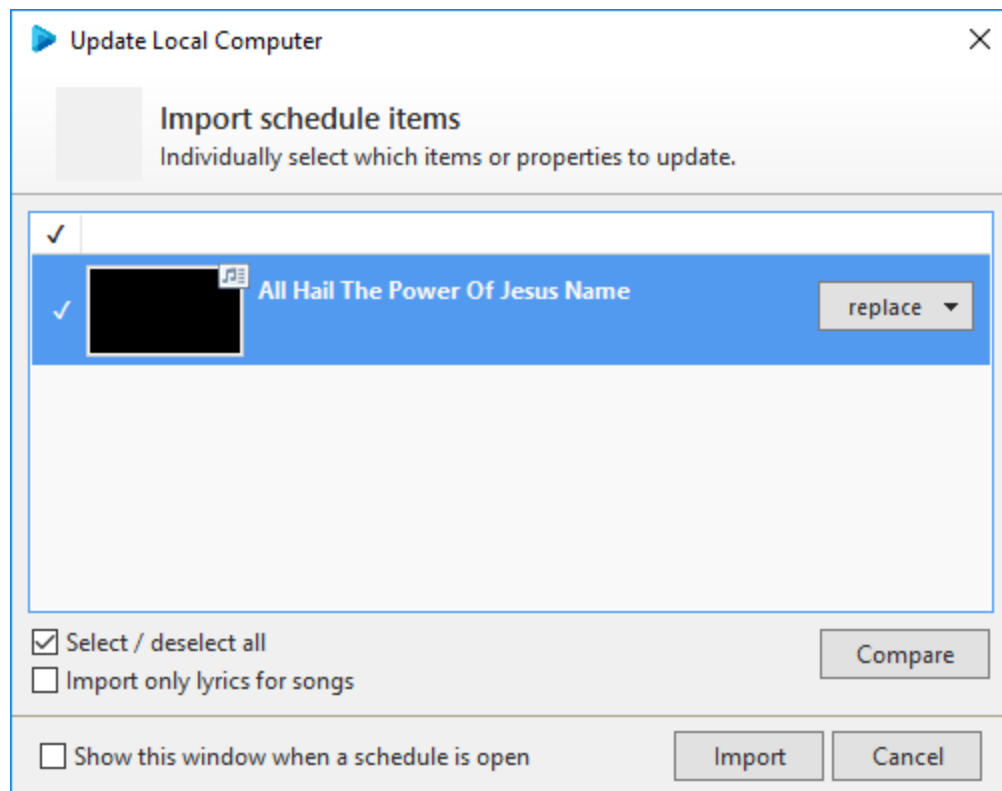
<b>Add Item</b>	<b>Import Schedule File...</b>	Allows you to import an existing schedule into the active schedule.
	<b>New Blank Presentation...</b>	Adds a blank presentation to the end of the active schedule.
	<b>Browse for Presentation File...</b>	Allows you to add an existing EasyWorship presentation to the active schedule.
	<b>Browse for PowerPoint File...</b>	Allows you to add an existing PowerPoint presentation to the active schedule.
	<b>Browse for Media File...</b>	Allows you to add any compatible media to the active schedule.
<b>Edit Item...</b>	Opens the "Schedule Editor" on page 19.	
<b>Edit Note...</b>	Allows you to add a note about a particular Schedule item. This option is grayed out when in <b>Summary View</b> .	
<b>Move Item Up</b>	Moves the selected schedule item up.	
<b>Move Item Down</b>	Moves the selected schedule item down.	
<b>Expand All Items</b>	Expands all schedule items.	

<b>Collapse All Items</b>	Collapses all schedule items.
<b>Check Schedule for changes...</b>	Allows you to bring any changes you made to a song or presentation in the schedule into the database. It also allows you to import media items from the schedule that are not in your list of media items. See "Check Schedule for Changes" below for more information.
<b>Auto-Expand Items When Dragging</b>	When moving media around in the schedule, select this option to expand any media item when hovering over it while dragging another media item.
<b>Refresh Thumbnails</b>	Refreshes the thumbnail images displayed in the Schedule area.
<b>View</b>	Allows you to display the schedule in small icons, medium icons, large icons, or as a summary.

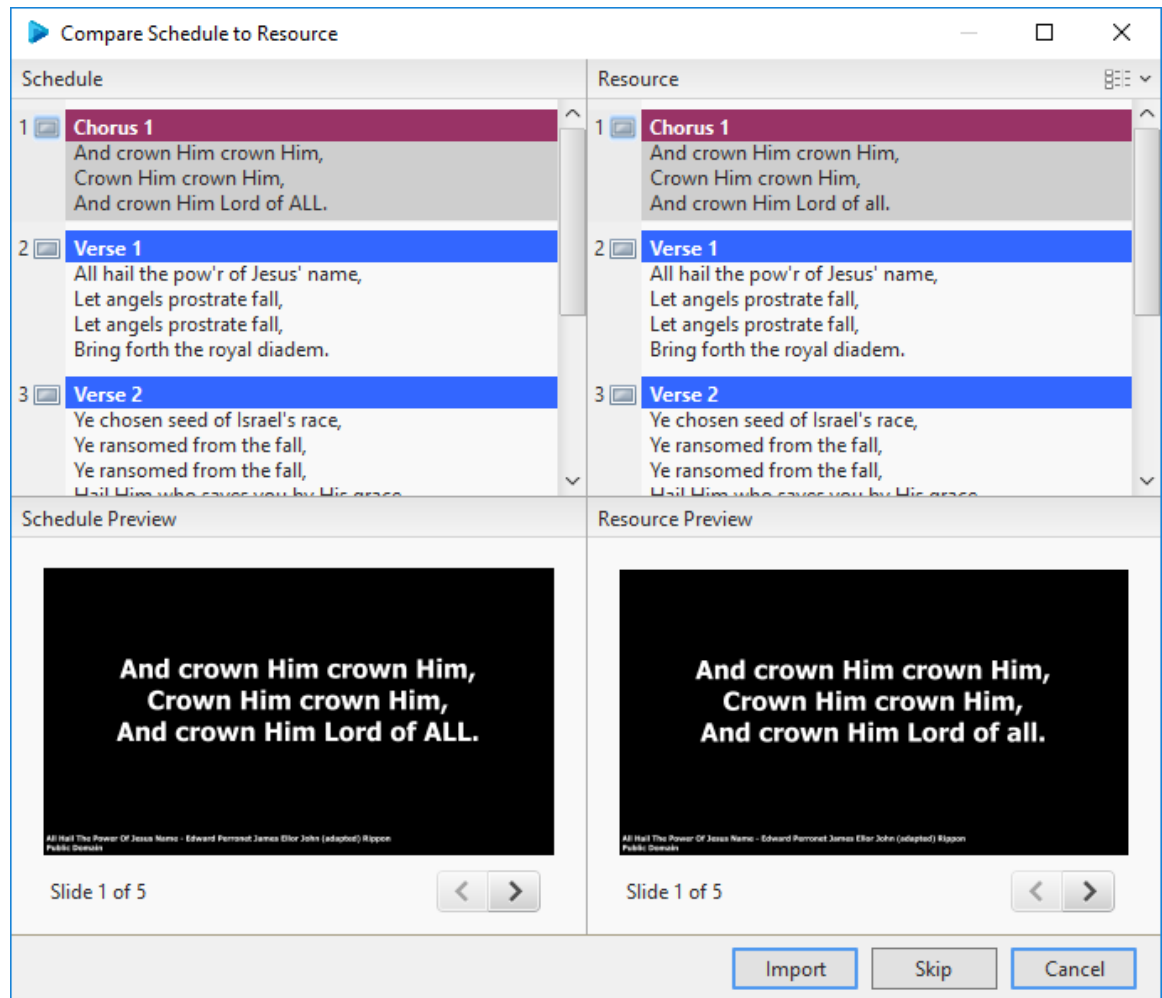
### Check Schedule for Changes

After making changes to a presentation or song within the schedule, EasyWorship allows you to save those changes to the media item in the database. Additionally, if you are using an item in your schedule that doesn't currently exist in the database, you can also import those items for future use.

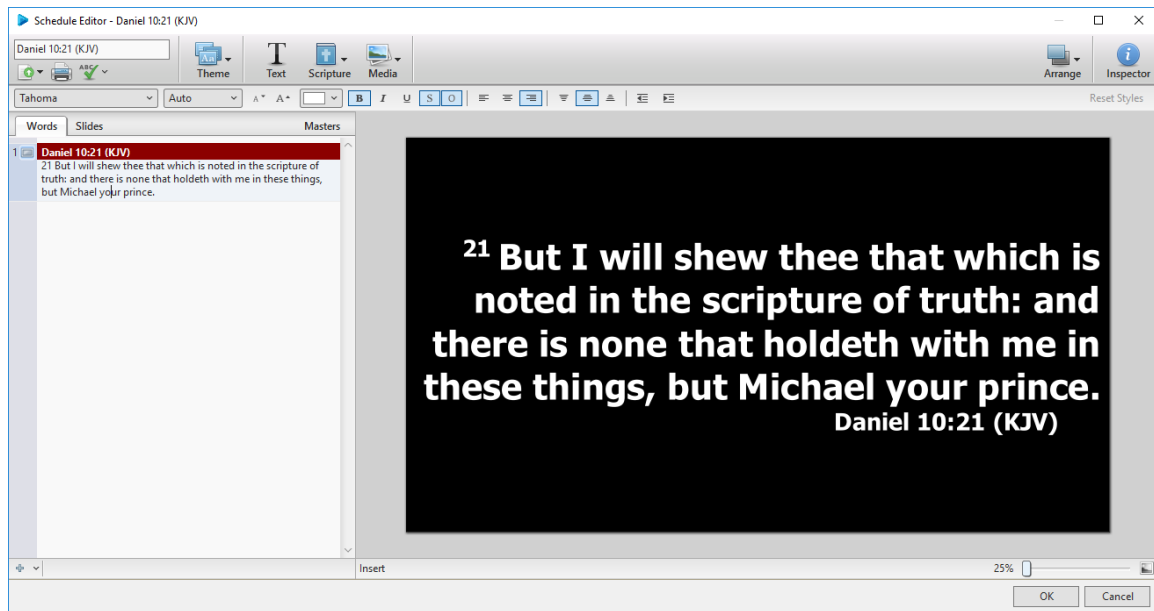
1. Right-click in the Schedule area and select **Check Schedule for changes...** The **Import schedule items** window appears.



2. Select the desired item and use the button on the right to either **replace** or **add**.
3. You can also click **Compare** to display a comparison between the version in the database and the version from the schedule. The **Compare Schedule to Resource** window will appear.
4. Click **Import** to import the changes or **Skip** to skip this schedule item and move to the next one.



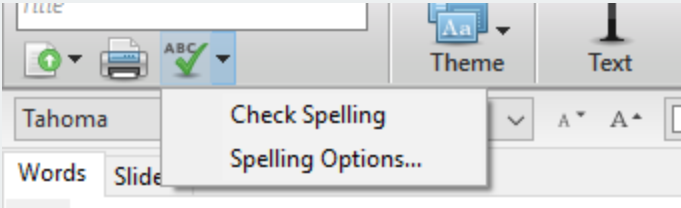
## Schedule Editor

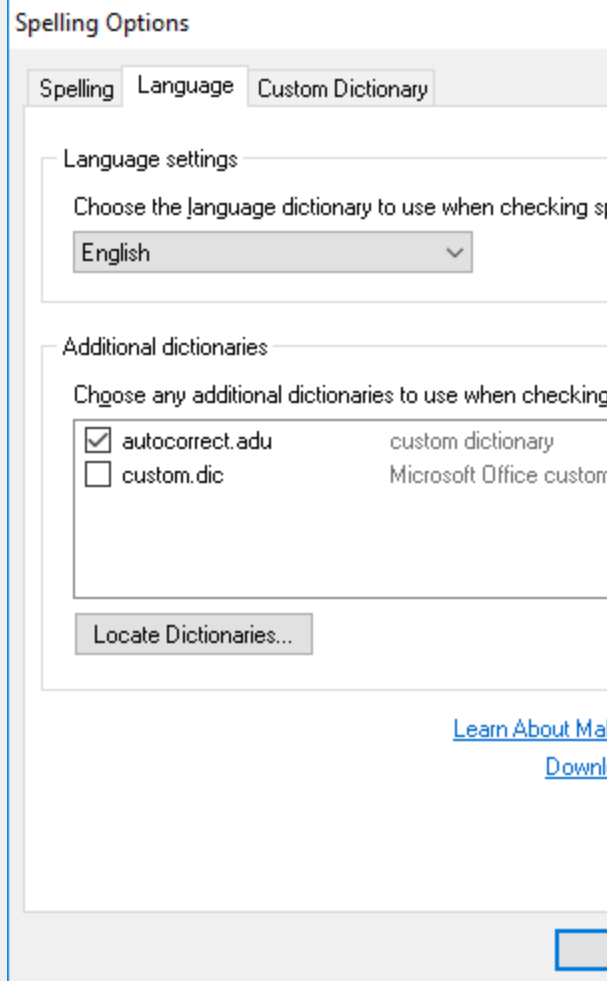


## Toolbar

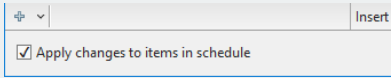
<b>Title</b>	Enter a name for the song, scripture, theme, or presentation in this field.
<b>Theme</b>	Use the drop-down to select a theme. (This option is grayed out in the Theme Editor.)
<b>Text</b>	Adds a text box to display on each slide.
<b>Scripture</b>	Click the scripture button to select scripture text and press enter or drag it to add it to the theme.
<b>Media</b>	Click the media button to select videos, images, feeds, DVD clips, or audio and press enter or drag it to add it to the theme.
<b>Arrange</b>	Clicking this button allows you to set the layer at which the selected element resides. You have the option of Move Up, Move Down, Bring to Front, Send to Back.
<b>Inspector</b>	Opens the <a href="#">Inspector</a> window. This allows you to make more detailed formatting changes to different elements.
<b>Import</b>	Allows you to import a text document into your song,



	presentation, or theme.
<b>Print</b>	Allows you to print the song, schedule, theme, or presentation.
<b>Spell Check</b>	<p>Checks spelling and allows you to make spelling changes or add words to the dictionary. To add a language to the spell check dictionary, click the <b>Spell Check</b> button and select <b>Spelling Options....</b></p>  <p>1. The <b>Spelling Options</b> window will appear. Select the <b>Language</b> tab.</p>



2. Click **Download Additional Dictionaries**. The Additional Dictionaries page will load.
3. Download the dictionary you wish to add to EasyWorship.
4. Browse to the file you downloaded and extract it.
5. In the **Spelling Options** window, click **Locate Dictionaries....**
6. Browse to the folder you extracted, select it, and click **OK**. The new dictionary will now be available in the

	drop-down list under <b>Language settings</b> .
<b>Font Selector</b>	Click the font selector to select the font formatting you wish to use on selected text.
<b>Auto Sizing</b>	Allows you to choose between setting an exact font size or automatically sizing the font.
<b>Font Size</b>	Changes the font size of the text to the point size selected.
<b>Font Color</b>	Allows you to change the color of selected text by selecting from the color palette provided.
<b>Text Style Options</b>	Bold, Italics, Underline, Shadow, Outline
<b>Horizontal Alignment Options</b>	Left Align, Center Align, Right Align
<b>Vertical Alignment Options</b>	Top Align, Middle Align, Bottom Align
<b>Indent / Outdent</b>	Increase or decrease the indent level of the paragraph.
<b>Reset Styles</b>	Resets formatting to default settings.
<b>Apply changes to items in schedule</b>	 <p>Check this box to apply all of the edits made in the Editor to that item in the currently-open schedule.</p>

## Tabs

1. The **Words** tab or **Slides** tab can be used to enter or edit text as needed. The **Words** tab will display only the text on the left with the **Slide Editor** on the right.
2. Use the toolbar to change the font and edit its style, size, and alignment.
3. Use the heading buttons to select a Theme, create a new Text box, add a Scripture or Media element or Background, or Arrange Elements.
4. Use the [Inspector](#) to customize your presentation.
5. The **Slides** tab displays a thumbnail of the slide on the left, with the **Slide Editor** on the right. In this view, you can change the text and slide background. You can also select multiple slides to edit, duplicate, or delete.
6. To use the same background for all slides, select the **Master** tab and select the master slide, which will be the first slide. Use the "Background" on page 86 tab in the


[Inspector](#) to change the background. To use a different background, click **Media** and drag-and-drop the image or video to the desired slide. When you're finished, click **Master Theme**.

7. To change the background, click the **Slides** tab. To use the same background for all slides, click **Master Theme** at the bottom of the **Slides** tab and select the master slide, which will be the first slide. Use the "Background" on page 86 tab in the [Inspector](#) to change the background. To use a different background, click **Media** and drag-and-drop the image or video to the desired slide. When you're finished, click **Master Theme**.

## Saving & Transferring a Schedule

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You'll want to save your Schedule at some point. Maybe you need to email your Schedule file to someone, or save it to a memory stick or cloud service. No matter what you need to do with your new Schedule file, follow these steps to get started.

1. Click **Save**  in the main toolbar OR click **File > Save Schedule**.
2. Name your Schedule file and click **Save**. To run the Schedule from the same computer, you can uncheck the option to **Pack files in schedule** box. This will save space on your computer. If you'll be transferring the schedule to another computer, make sure that box is checked. Everything you add to the Schedule will be packed into the Schedule when you save it...all in one file. Simple! It's an easy way to take one file to another computer and open it to start your worship service.


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**NOTE** EasyWorship will save your new Schedule file to a default location. If you would like to save to another location (e.g., memory stick), be sure to navigate to that location before clicking **Save**.

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
## Open & Use an Existing Schedule

If you want to use a Schedule file you've received from someone else, it's easy to get content from the Schedule to the screen.

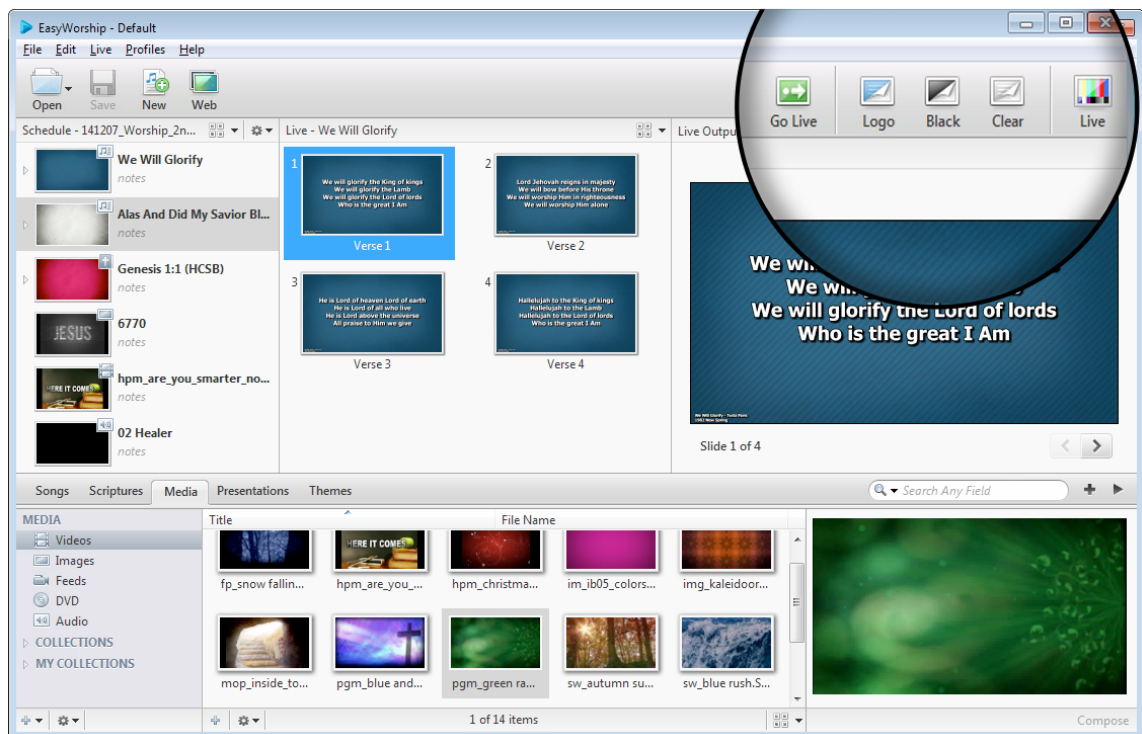
1. Click **Open**  on the toolbar or select **File > Open Schedule**.
2. Navigate to the desired file and click **Open**.
3. When the Schedule opens in EasyWorship, select an item in the **Schedule Area** and

click **Go Live** . EasyWorship automatically selects the next item in the Schedule so all you need to do is click **Go Live** again to send the next item to the screen. If you don't see the item on the live screen, make sure you've clicked **Live**  on the far right of the main menu.

## Presenting a Schedule

1. Select the first item in the Schedule and click **Go Live**  on the toolbar. If you don't see the item on the live screen, make sure you've clicked **Live**  on the far right of the main menu.
2. When you are ready to send the next item to the screen click **Go Live** again.

## Using Logo, Black, Clear



### Logo Button

At the beginning or end of a presentation, you might want to display a logo or title screen. **Logo** allows you to quickly display an image, video, or presentation that has been assigned as the logo background. Here's how to assign an image as the logo:

1. In the **Resource Area**, click the **Media tab**, select **Images**, **Video**, or **Presentation** from the **Resource Library** on the left.
2. Right-click the image in the **Resource List Area** to the right.
3. Select **Set As Logo Background**.

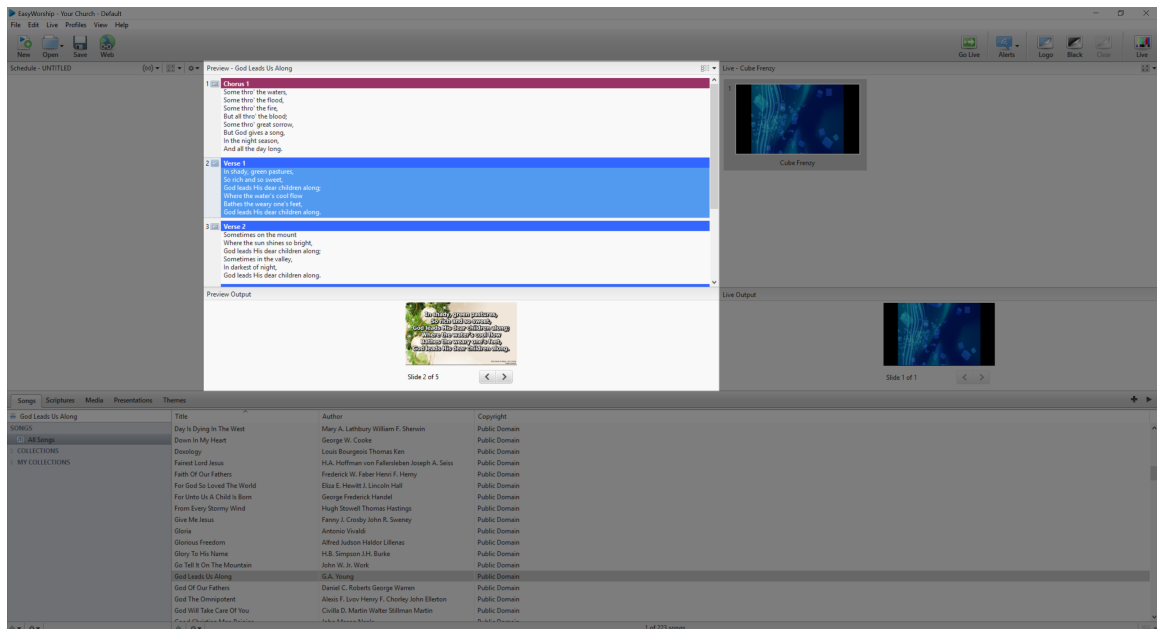
#### *Black Button*

Mistakes happen. When you need a quick save, **Black** is a quick and easy way to transition the entire screen to black.

#### *Clear Button*

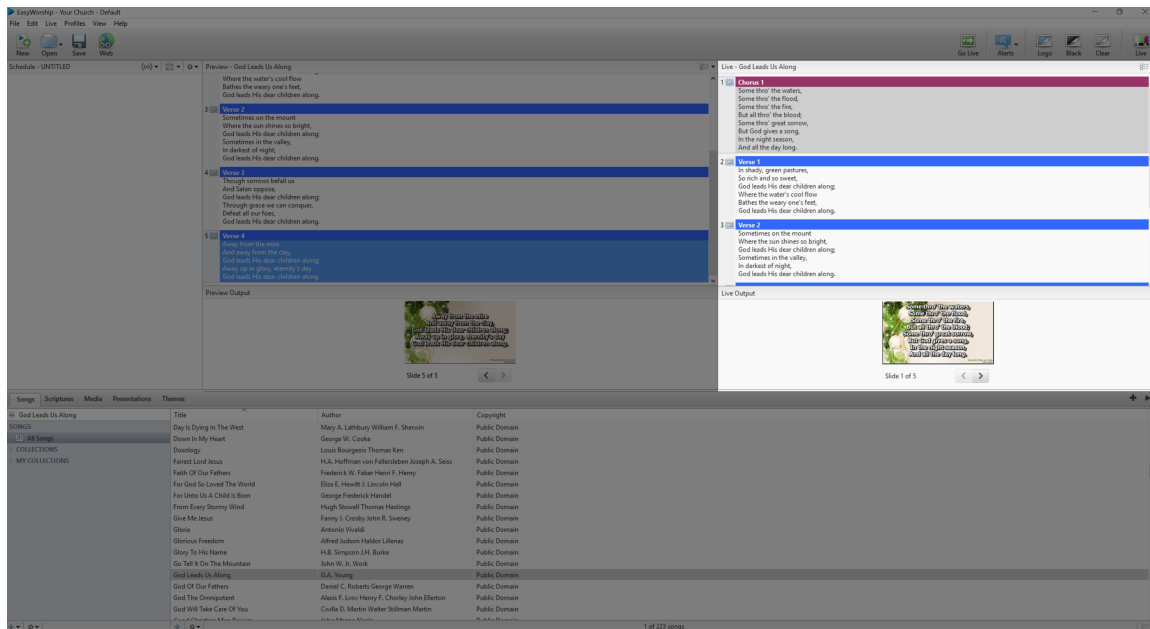
**Clear** removes text from the screen while leaving the background running.

## Preview Area



The **Preview Area** displays a preview of the current selection, whether it's a media item in the **Resource Area**, or an item in the **Schedule**. You can double-click the item in the **Preview Area** to send it to the live output immediately. You can also advance through multiple slides in the **Preview Area** using the forward and back buttons, but this does not advance them in the live output.

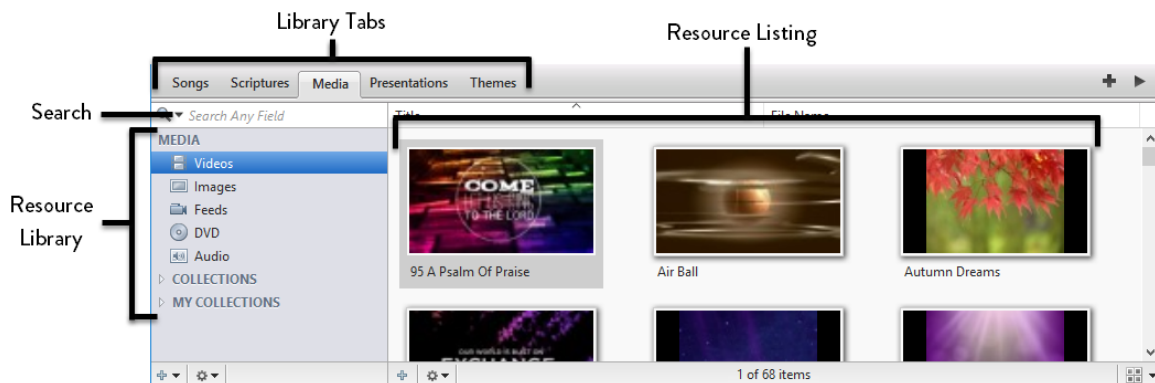
# Live Area



The **Live Area** displays the current live output. You can advance through the slides using the forward and back arrows. No editing can be done in the **Live Area**. However, if you are currently on a Logo, Black, or Clear screen, you can double-click a slide in the **Live Area** to turn that off and resume Live Output.






## Resource Area



A collapsible **Resource Area** spans the bottom of the application. At the top are five tabbed libraries: Songs, Scriptures, Media, Presentations, and Themes. In the default view (Preview and Live), the **Resource Area** has two columns:

1. **Resource Library** tabs on the left.
2. **Resource Listing** and details in the middle.

Additional menu options are now in drop-down buttons in the bottom left of the **Resource Library** and **Resource Listing**, including **Add Item** and **Action Menu** buttons  . In the **Resource Listing**, there's an icon view drop-down with a slider that allows you to customize your view for thumbnails or list view .

**Presentations** - Presentations in the **Resource Area** will house any EasyWorship presentations you build in EasyWorship and PowerPoint slideshows. You'll now have a complete searchable library of presentations at your fingertips. No need to search your hard drive for a PowerPoint file when it's right there in EasyWorship.

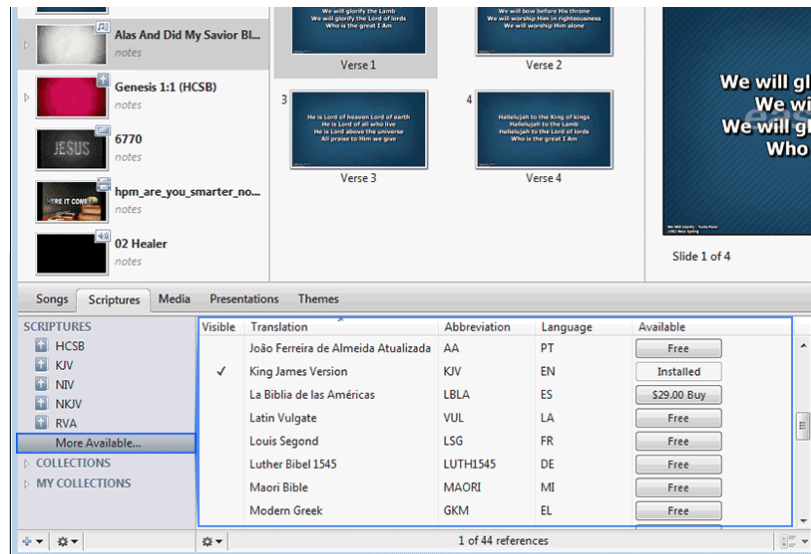
**Themes** - The **Themes Area** allows you to make templates that you can apply to scripture, songs, and presentations. The responsibility of what used to be called backgrounds is now handled between media and themes. Both will be available in the song editor for convenient access. You'll no longer have to load media items in two separate libraries to have backgrounds available in the song editor.

**Collections** - The **Resource Area** now gives you the power to create **Collections** based on criteria you define, i.e., you can create a **Collection** of songs that are written by the same author, or create a **Collection** of videos or images that have cross in the name.

# Purchasing & Installing Bibles

## Adding Free Bibles

EasyWorship has many free bibles available. There are also many copyrighted bibles available for purchase as add-ons.

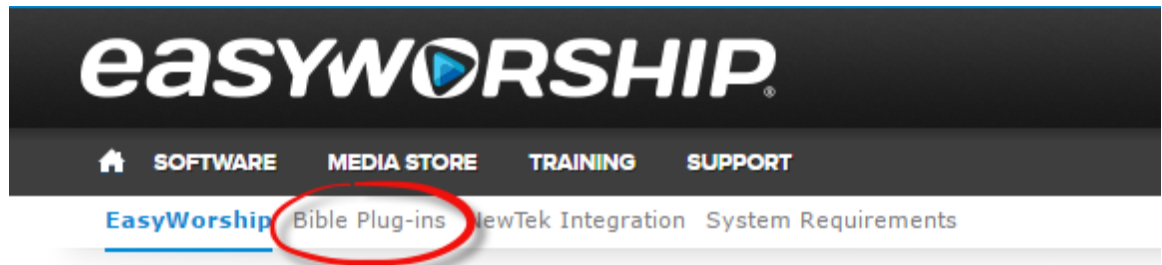


1. Open **EasyWorship**.
2. Click the **Scriptures** tab in the **Resource Area**.
3. At the bottom of the Scriptures list on the left (list of currently installed bible versions), click **More Available....**
4. In the list of available Scripture versions on the right you can see a full list of free and purchasable bible versions. If the bible you want to install is free, click **Free** to install it.
5. If a bible you want to add is not free, click **Buy** on the right. In the new window, log in to your EasyWorship account.
6. Once you are logged in, make sure you're connected to the correct Organization and click **Buy**.
7. A window will open to complete your purchase. Enter your payment information and click **Place Order**. When the order is complete, EasyWorship will automatically download and install the bible.
8. If you purchased a bible on easyworship.com or worshipmedia.com, the bible will show as installed when you're logged into EasyWorship with your account.

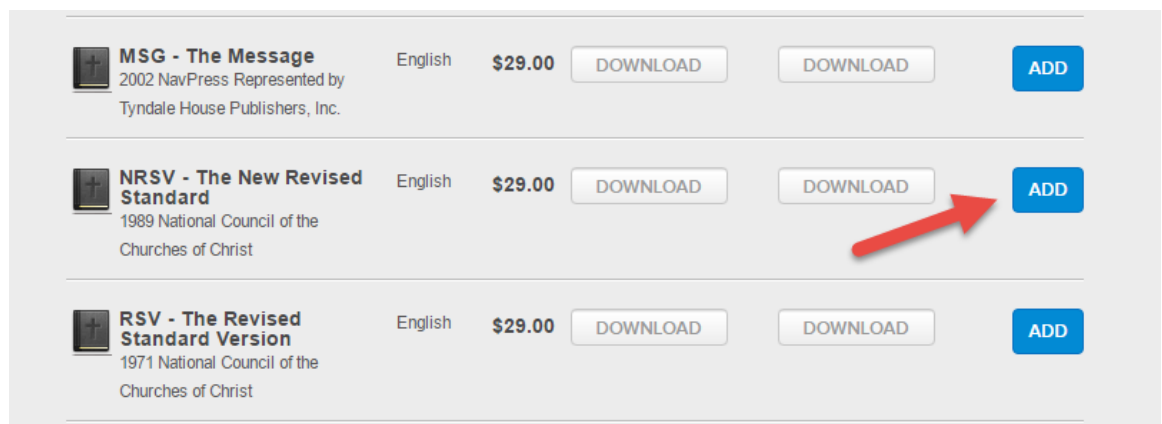
## Purchasing Bibles

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1. Go to [www.easyworship.com](http://www.easyworship.com) and sign in to your account.
2. Click **Software** at the top of the page, then **Bible Plug-ins**.



3. Click **Add** next to the bible you wish to purchase.



4. After you have added the desired bible(s) to your cart, you can see them when you select **My Cart**.
5. Click **CHECKOUT** and enter your payment information to complete the purchase.

## Download the License File and Bible Text files

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1. You can access the license file by selecting **Your Account > Software Licenses**.
2. Click **Download License File**.
3. Once you've downloaded the license file, copy it to a flash drive (USB memory stick).
4. Click **Get Bibles Here**.
5. Find the bible(s) you just purchased and click **Download**.

6. Copy the bible files to your flash drive (USB memory stick).


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**NOTE** If you are downloading a bible version that comes with other versions like the NASB and NIV bibles, they will be in a zip format. You'll need to unzip the files by right-clicking on the file and clicking **Extract...** before importing them into EasyWorship.

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## Importing the Bible Plug-In into EasyWorship

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1. Insert the flash drive into the computer to which you wish to install the bibles.
2. Open EasyWorship and select the **Scriptures** tab.
3. Click **More Available...** at the bottom of the list of bibles.
4. Click the gear icon  at the bottom of the list of available bibles in the middle column.
5. Click **Install From Disk...**
6. Browse for and select the bible file(s) you wish to install.
7. Click **Open**.
8. Click **Help > Register Products...**
9. Click **Add bibles or change registration using a license file**.
10. Browse to the flash drive and select the **EasyWorshipLicense.ewl** file.
11. Click **Open** and log in.
12. The bible should now be available in EasyWorship.

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**NOTE** You may find it easier to take the computer to a location that has internet access or use your phone as a Wifi hotspot long enough to install the bible via the internet.

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## Helpful EasyWorship Shortcut Keys

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EasyWorship can be controlled by using keyboard commands called shortcut keys. The list of shortcut keys below are divided into two categories; Editor keys for use in the song, scripture or presentation editor and Show Control keys for controlling a presentation.

### Editor Keys

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<b>Enter</b>	Allows you to put extra spacing between lines of text.
<b>Ctrl+A</b>	Selects all text in the text editor.
<b>Ctrl+C</b>	Copies the selected text to the Windows clipboard.
<b>Ctrl+F</b>	Opens the <b>Alerts</b> window, selects the <b>Foldback</b> tab, and opens the <b>New simple message alert (Foldback)</b> window.
<b>Ctrl+M</b>	Opens the <b>Alerts</b> window and opens the <b>New simple message alert (Live) window</b> .
<b>Ctrl+N</b>	Opens the <b>Alerts</b> window.
<b>Ctrl+O</b>	Allows you to open an existing schedule.
<b>Ctrl+S</b>	Allows you to save the active schedule.
<b>Ctrl+V</b>	Pastes the text from the Windows clipboard to the text editor.
<b>Ctrl+X</b>	Cuts the selected text to the Windows clipboard.
<b>Ctrl+Del</b>	Deletes the selected item from the schedule.
<b>Ctrl+Enter</b>	Creates a new slide or breaks a slide into two slides.
<b>Ctrl+End</b>	Moves the cursor to the end of the text when in words view.
<b>Ctrl+Shift+End</b>	Selects all text from the cursor location to the end of the text in the words view.
<b>Tab</b>	Moves the current line your cursor is on to the right one tab spacing. Moves the current line your cursor is on to the left one tab spacing. If there is no tab spacing at the beginning of a line, <b>Shift + Tab</b> creates a new slide and moves the line your cursor is on into the <b>Label</b> or <b>Title</b> field.
<b>Shift+Tab</b>	

### Show Controls

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<b>Page Down</b>	<b>Go Live</b> command
<b>Ctrl + C</b>	Toggles text on the live output on and off
<b>Ctrl + B</b>	Toggles Black Screen on and off
<b>Ctrl + L</b>	Toggles the Logo on and off
<b>Ctrl + Space Bar</b>	Switches between live output and control screen in single monitor mode
<b>Right Arrow</b>	Selects the Next Schedule Item

<b>Left Arrow</b>	Selects the Previous Schedule Item
<b>Home</b>	Selects the First Slide
<b>End</b>	Selects the Last Slide
<b>Down Arrow</b>	Selects the Next Slide.
<b>Up Arrow</b>	Selects the Previous Slide
<b>V + Enter</b>	Selects the first Verse of the song
<b>C + Enter</b>	Selects the first Chorus in the song
<b># + Enter</b>	Selects the slide number you entered (e.g., Pressing 3 then the enter key will select slide three)
<b>V + # + Enter</b>	Selects the verse number you entered (e.g., Pressing V then 6 then the enter key will select verse 6.)
<b>C + # + Enter</b>	Selects the chorus number you entered (e.g., Pressing C then 2 then the enter key will select chorus 2.)

## Dual Monitor Setup

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EasyWorship is designed for dual monitor display. That means it can produce two different displays at the same time. The first display--Monitor #1 or the primary monitor--goes to the control screen, which is what the operator sees. The second display--Monitor #2 or the secondary monitor--goes to the output screen that is projected to the congregation (this could be a TV, projector, or LCD screen). This kind of "Dual Monitor Display" makes it possible for an operator to be editing the **Schedule Area** in EasyWorship while the congregation is viewing only the current song, scripture, video, presentation, or feed.

EasyWorship uses Windows Extended Desktop to accomplish this. The following are three different video card configurations that will allow you to use Windows Extended desktop:

### Video Card Configurations for Windows Extended Desktop

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1. A single video card with two outputs. Works with desktop PCs only.  
(**Recommended**)
2. A laptop with a video output (VGA, DVI, or HDMI) on the side or back of the laptop.
3. Two video cards with a single output on each card. Works with desktop PCs only.  
(Not recommended)

### Common ways to set up a computer for dual monitor output

1. EasyWorship may be set up with a single monitor on the desk to control the software (Monitor #1) and with a projector as the secondary output (Monitor #2).
2. Customers using laptops will use their laptop monitor as the control monitor (Monitor #1) and the output on the side or back of the laptop for output to the audience (Monitor #2).
3. You may also add a video splitter to the secondary output. This would allow you to have two secondary outputs (live screens) or a second monitor on the desk as well as a secondary output for the audience.

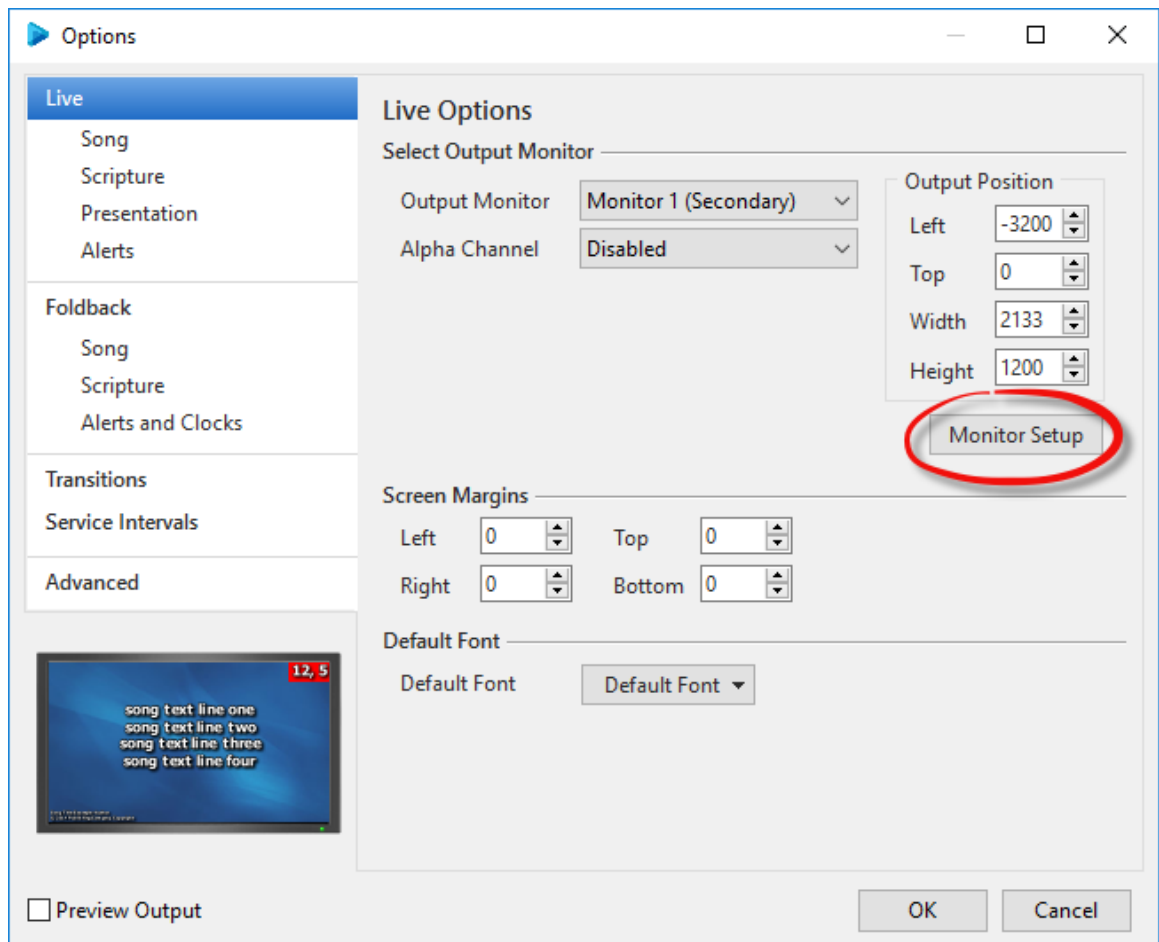
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**NOTE** See [Enabling Windows Extended Desktop](#) for instructions on how to check a computer for Dual Monitor compatibility and for instructions on setting up Dual Monitors to use with EasyWorship.

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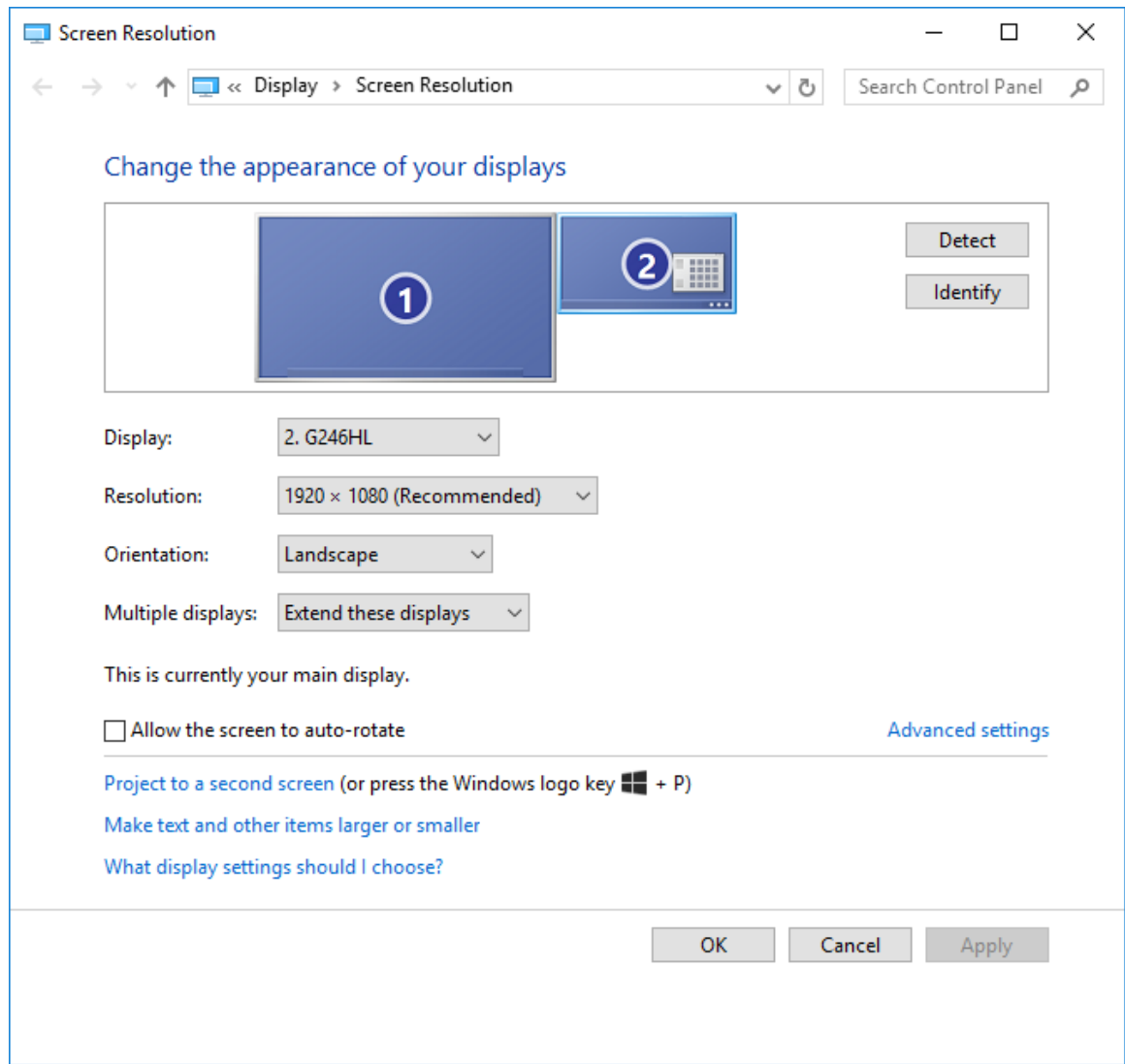
## Enable Windows Extended Desktop

1. Open **EasyWorship**.
2. Click the **Edit** menu.
3. Click **Options....**
4. The **Options** window appears.



5. Select the **Live** tab at the upper left.
6. In the section titled **Live Options**, click **Monitor Setup**.
7. EasyWorship will open the **Screen Resolution** window.





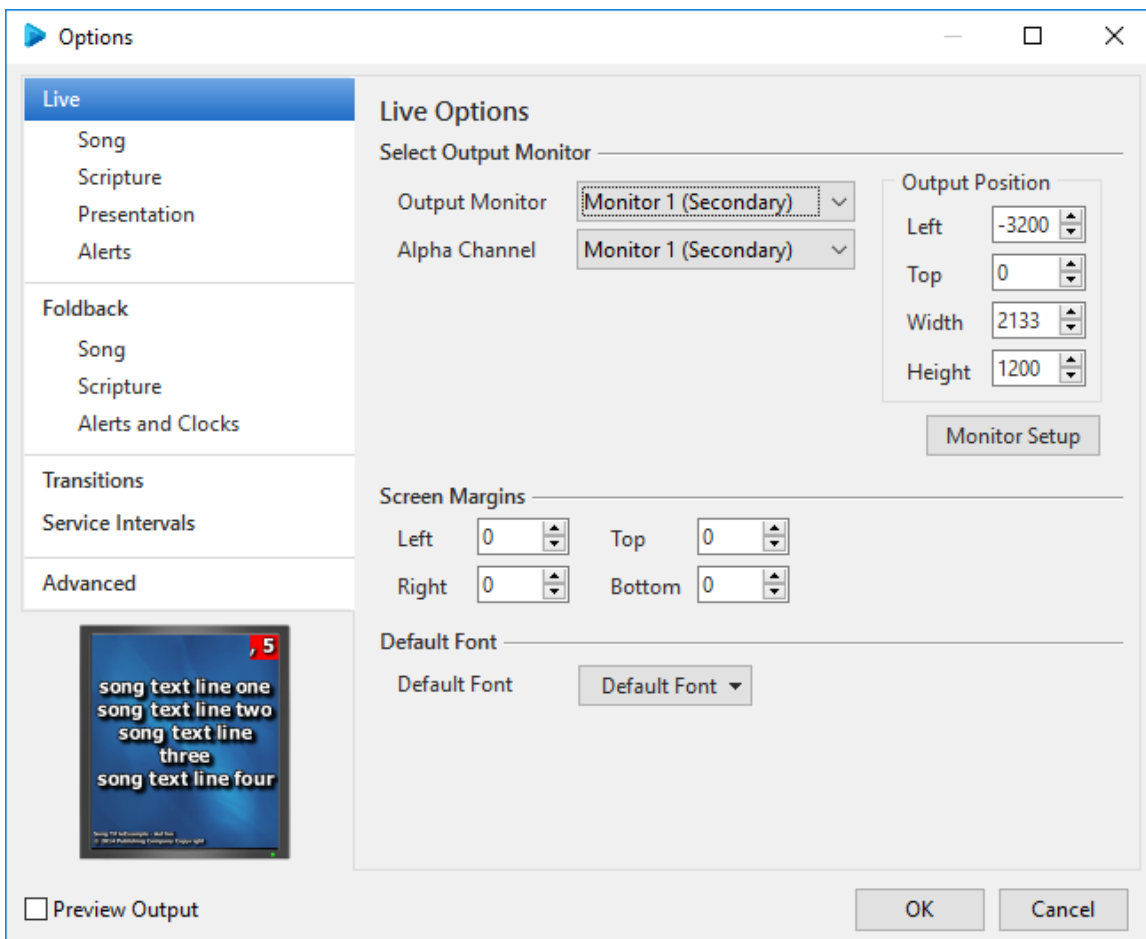
8. Select the secondary display. If display 1 and 2 boxes do not appear, your computer does not have dual monitor capability, or you do not have a projector or monitor plugged into the secondary video output on the computer.
9. Under Multiple displays, select the option to extend the display from the drop-down list.
10. Set the Screen resolution.
  - *Standard 4:3* - 800x600 or 1024x768
  - *Widescreen 16:9* - 852x480, 1280x720 or 1920x1080
  - *Widescreen 16:10* - 1280x768, 1280x800 or 1440x900
11. Verify the color setting for monitor 2 is set to **32 bit**.

12. Click **Apply**, then **OK**. If prompted to keep the settings, click **Yes**.
13. Now you need to set up EasyWorship to use your second monitor. To do this, follow the instructions below.

## Setting Up EasyWorship To Use Your Second Monitor

EasyWorship will normally find the secondary display and automatically send the output to that screen. However, you may need to set up the output screen manually. The instructions below will walk you through the process.

1. Open **EasyWorship**.
2. Click **Edit > Options...** to open the **Options** window.



3. Select the **Live** tab.
4. In the section titled **Live Options**, select the secondary monitor from the **Output**

**Monitor** drop-down list.

5. Click **OK**.

## Intel Graphics Monitor Setup

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1. Right-click the **Windows Desktop** and select **Graphics Properties**.
2. Under Devices or Display Devices, click the **Extended Desktop** option.
  - The **Primary Device** should be set to **Notebook** or **Built-in-Display**.
  - The **Secondary Device** should be set to **Monitor**.
3. Click **OK**.
4. Open EasyWorship.
5. Click **Edit > Options**.
6. In the section titled **Live Options**, select the secondary monitor from the **Output Monitor** drop-down list and click **OK**.

## Dual Monitor Troubleshooting

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If your problem cannot be resolved by following the steps below, contact our Customer Support Team via email at [support@easyworship.com](mailto:support@easyworship.com).

ISSUE	CAUSE	RESOLUTION
1. I see the same thing on my second monitor as I see on my primary monitor.	Your windows desktop has not been extended to the second monitor.	Enable the windows extended desktop. See below: <a href="#">Enabling Windows Extended Desktop</a> .
2. I enabled the Windows extended desktop, but it disables itself after I apply the setting.	You have an Intel Graphics card, or you do not have your projector connected to your secondary video port, or the projector is not turned on.	Use the instructions in <a href="#">Intel Graphics Monitor Setup</a> to enable the windows extended desktop for your Intel Graphics card. Connect your projector or secondary monitor to the secondary monitor port on your graphics card and make sure that the monitor, or projector, is turned

- Windows extended desktop is enabled, but
3. EasyWorship still displays the output on my primary monitor.

The secondary monitor is not selected as the output monitor in EasyWorship.

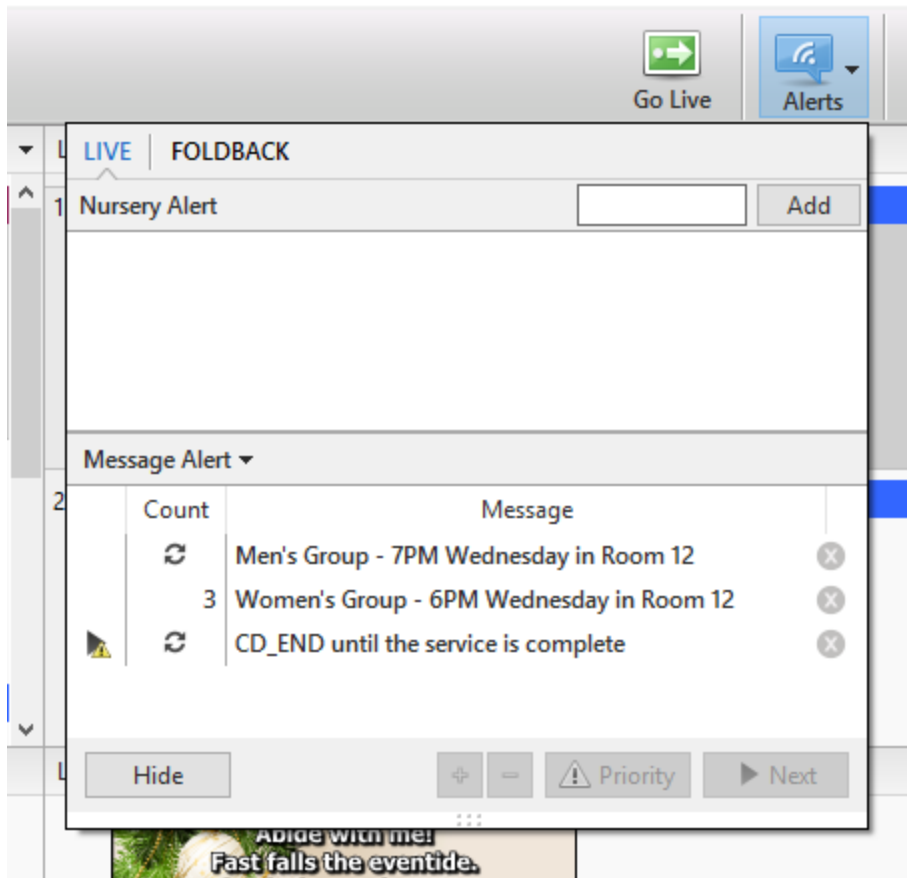
on.

Click **Edit > Options**. In the **Live** settings, Select **Monitor 2 (Secondary)** for the Output monitor. Click **OK**.

## GENERAL TOPICS

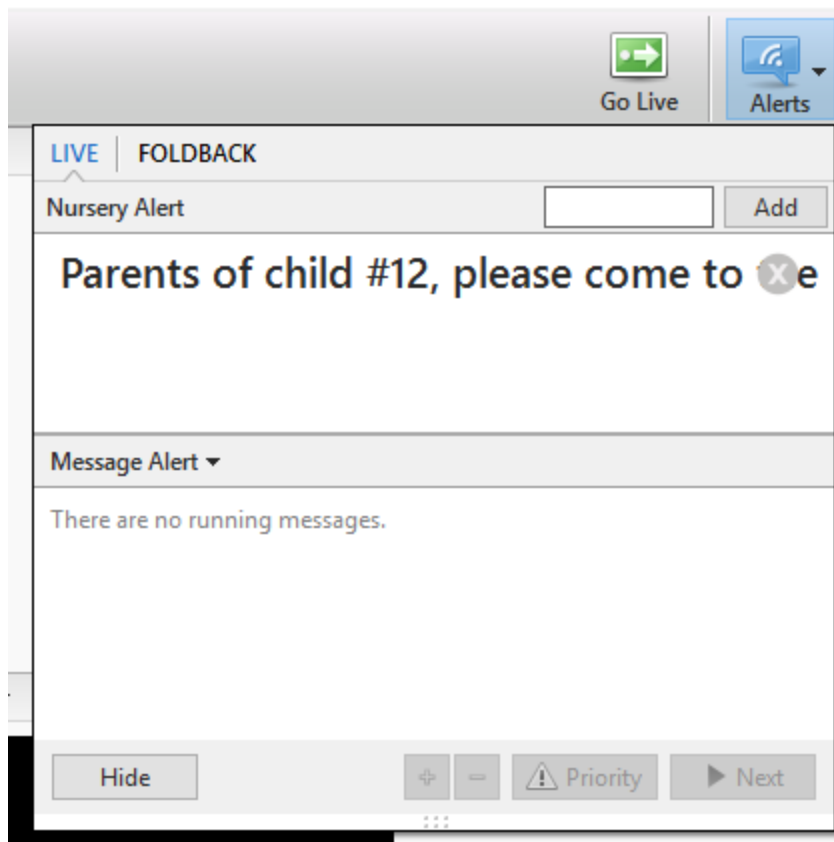
## Alerts

EasyWorship allows you to display alerts on both the Live output and the Foldback display using the **Alerts** button on the toolbar.



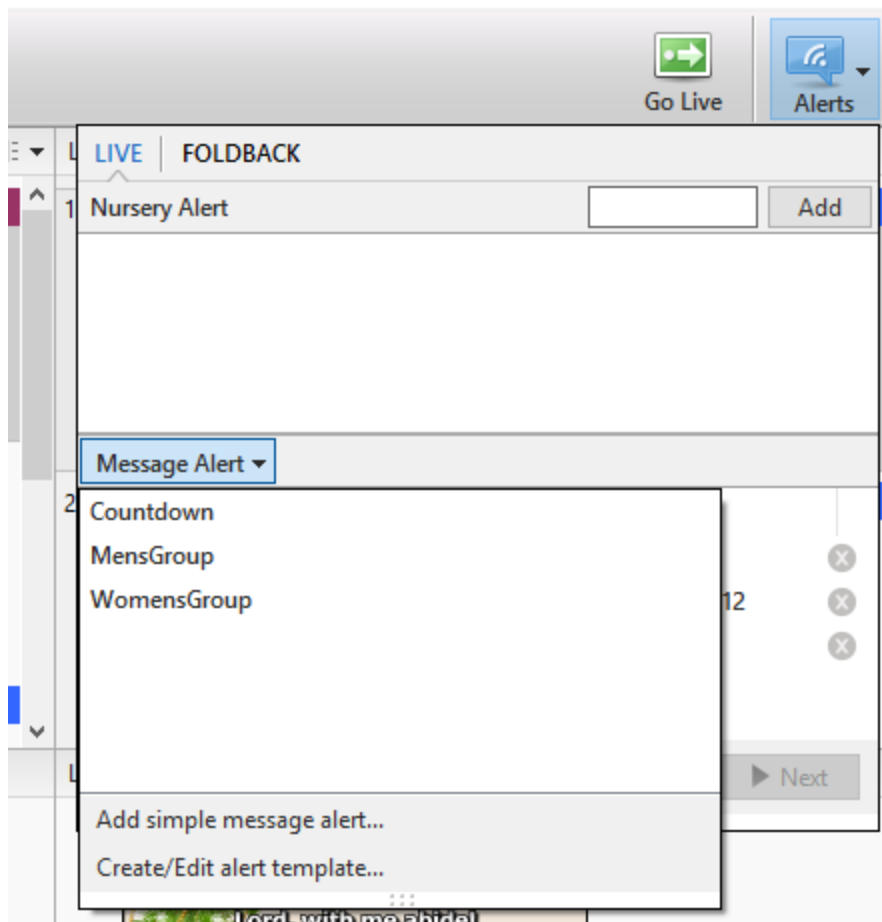
### Nursery Alerts

To use nursery alerts, click **Alerts** in the toolbar, enter the alert message, and click **Add**. You can modify the appearance of the alert by clicking **Edit > Options...** and selecting the **Alerts** tab. To delete the alert, click the **X** next to the alert in the Alerts window.

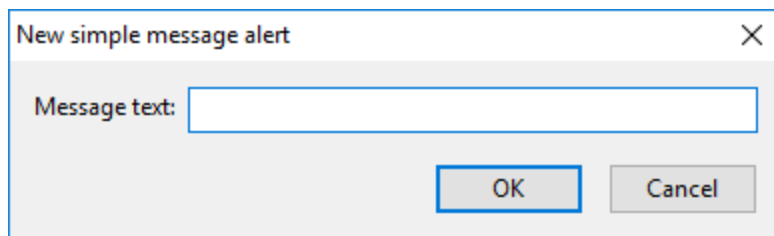


## General Message Alerts

To create a general message alert, click the **Message Alert** drop-down. You have the option to **Add simple message alert** or **Create/Edit alert template....** You can modify the appearance of the alert by clicking **Edit > Options...** and selecting the **Alerts** tab.

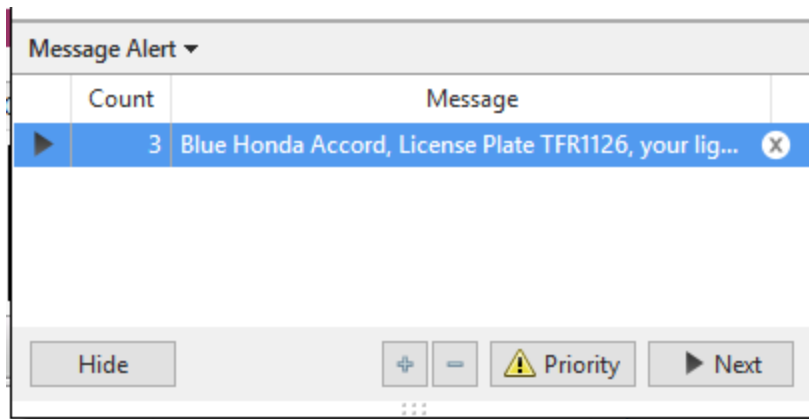


If you choose to add a simple message alert, the **New simple message alert** window will appear. Enter the desired message and click **OK**. The message will immediately display to your live output and be listed in the Message Alert area of the **Alerts** window.



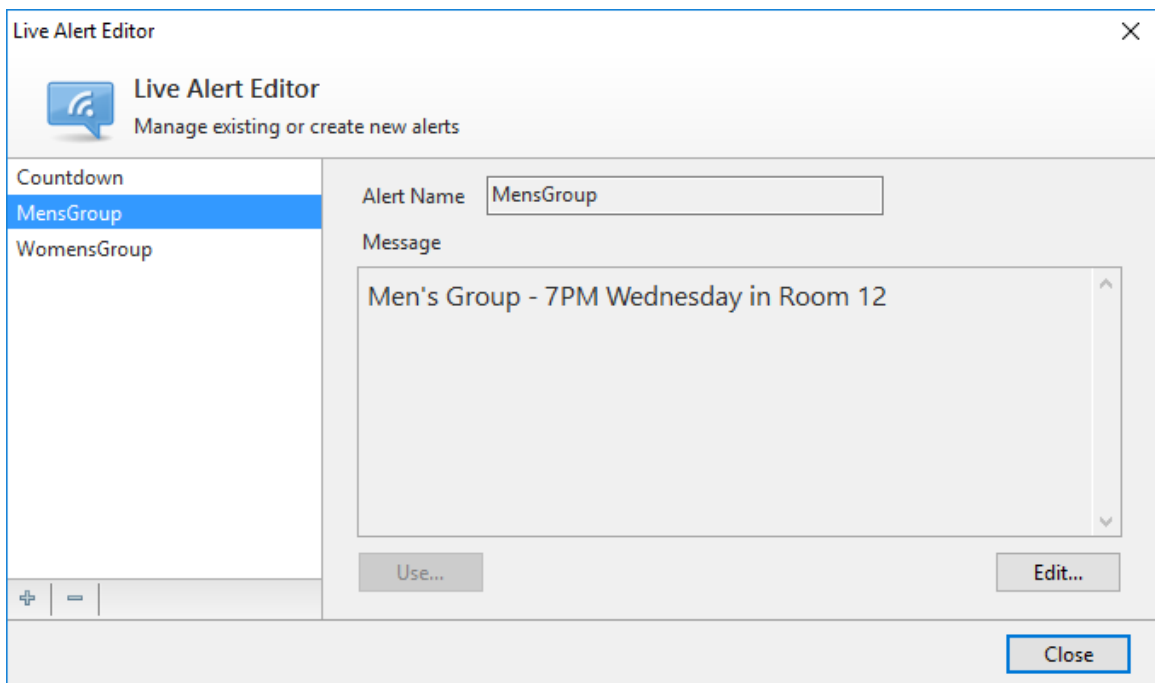
The scrolling message alert will automatically display 3 times. You can add or subtract the number of times the message displays by clicking the **+** or **-** button. To immediately stop the alert from displaying, click **Hide**. If there are multiple message alerts, you can select one and click **Priority** to display only that alert. You can click **Next** to advance to the next alert in the list.





## Alert Template

In addition to creating a simple message alert, you can create an alert template for alerts you will use over and over again. Click **Alerts**, then **Message Alerts > Create/Edit alert template...** The **Live Alert Editor** appears.



To add a new alert template, click **+** in the left pane. The **Edit Alert** window will appear.

<b>Alert Name</b>	Enter a name for the new alert.
<b>Message</b>	Enter the message alert. Use the formatting options to customize the appearance. From left to right, the options are Font, Text Color, Bold, Italic, Underline, Shadow, and Outline.
<b>Tokens</b>	Click the drop-down to add or insert a token. For more information, see <a href="#">Tokens</a> .
<b>Reset Styles</b>	Resets the text options to the default.
<b>Display Method</b>	There are three choices for how the text displays on the screen <b>Static</b> - The alert is stationary on the screen. <b>Scrolling</b> - The alert will scroll across the screen. <b>Scroll when needed</b> - The alert will scroll only if the text is so long that it doesn't fit the screen.
<b>Text Alignment</b>	When you choose a static display, select the desired alignment of the text.
<b>Display Count</b>	Choose the number of times the alert should display from 1-9. You can also choose to display the alert until you manually remove it, or until a specific token expires. If you choose to display the alert until a token expires, the <b>Token Name</b> field will become active.
<b>Token Name</b>	Select the token whose expiration will correspond to the display count for the alert.

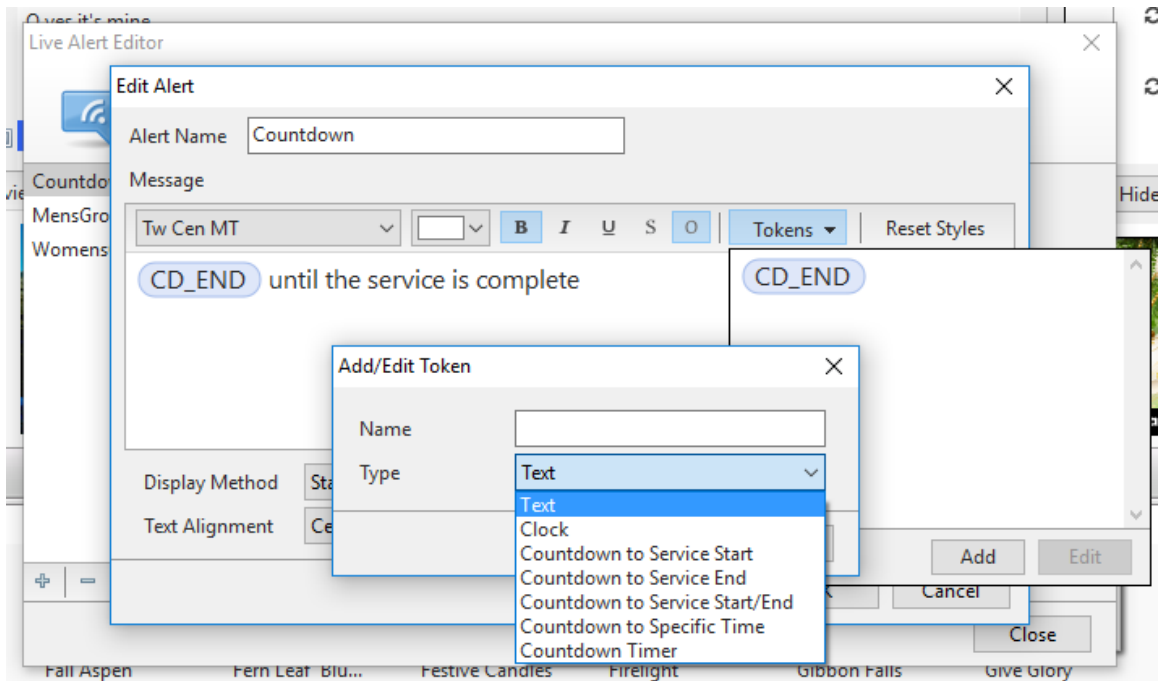
## Tokens

A token is essentially a variable that you can insert into an alert. To create a new token, click the **Tokens** drop-down and select **Add**. The **Add/Edit Token** window will appear.

1. Enter a name for the new token.
2. Select the type of token from the **Type** drop-down. Depending on the type chosen, other fields will appear in the window as shown in the table below. For the "count-down" tokens, an **Allow Overrun** check box will appear. Check this box to have the countdown clock start counting with a negative time to show that you have overrun the start time.

<b>Text</b>	No additional fields. Enter the text to display in the alert.
<b>Clock</b>	<p>This inserts a clock using the time your computer is set to, into the alert, using the format chosen in the <b>Format</b> field. Options are (each example shows the format for 11:30 PM):</p> <p><b>hh:nn</b> - 11:30  <b>hh:nn:ss</b> - 11:30:01  <b>hh:nn am/pm</b> - 11:30 pm  <b>hh:nn:ss am/pm</b> - 11:30:01 pm  <b>HH:NN</b> - 23:30  <b>HH:NN:SS</b> - 23:30:01  <b>custom</b> - If custom is chosen, a <b>Custom Format</b> field appears. Enter the desired format.</p>
<b>Countdown to Service Start</b>	<p>This will insert a countdown to the start of service, based on the service intervals entered in the <a href="#">Service Intervals</a> tab of the <b>Options</b> window. An additional field, <b>Format</b>, appears with the following options:</p> <p><b>nn:ss</b>  <b>hh:nn</b>  <b>hh:nn:ss</b>  <b>hh:nn{ss}</b></p>
<b>Countdown to Service End</b>	<p>This will insert a countdown to the end of service, based on the service intervals entered in the <a href="#">Service Intervals</a> tab of the <b>Options</b> window. The countdown will start at the greater of 1/3 service interval</p>

	<p>length or 15 minutes. An additional field, <b>Format</b>, appears with the following options:</p> <p><b>nn:ss</b> <b>hh:nn</b> <b>hh:nn:ss</b> <b>hh:nn{ss}</b></p>
<b>Countdown to Service Start/End</b>	<p>This will insert a countdown to the start or end of service, whichever is applicable, based on the service intervals entered in the <a href="#">Service Intervals</a> tab of the <b>Options</b> window. The countdown to service end will start at the greater of 1/3 service interval length or 15 minutes. An additional field, <b>Format</b>, appears with the following options:</p> <p><b>nn:ss</b> <b>hh:nn</b> <b>hh:nn:ss</b> <b>hh:nn{ss}</b></p>
<b>Countdown to Specific Time</b>	<p>This will insert a countdown to the time entered in the additional field (<b>Time</b>) that appears when this option is chosen. An additional field, <b>Format</b>, appears with the following options:</p> <p><b>nn:ss</b> <b>hh:nn</b> <b>hh:nn:ss</b> <b>hh:nn{ss}</b></p>
<b>Countdown Timer</b>	<p>This will insert a countdown for the amount of time entered into the additional field (<b>Time</b>) that appears when this option is chosen. An additional field, <b>Format</b>, appears with the following options:</p> <p><b>nn:ss</b> <b>hh:nn</b> <b>hh:nn:ss</b> <b>hh:nn{ss}</b></p>



## Foldback Alerts


You can also display messages to the foldback (stage display). Create and edit these message just like the [General Message Alerts](#) in the Live output.

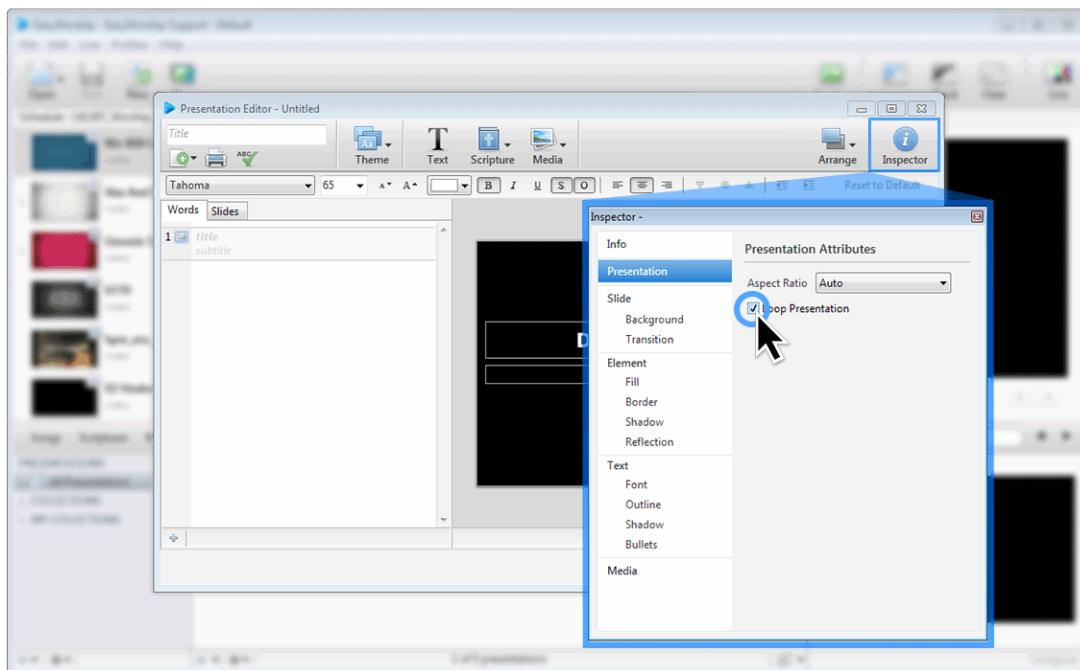
## Announcement Loops

Announcement loops are a great pre- or post-service communication tool. Whether you're sending announcements to a lobby kiosk or presenting on the main screens in your auditorium, this article will show you how to get started.

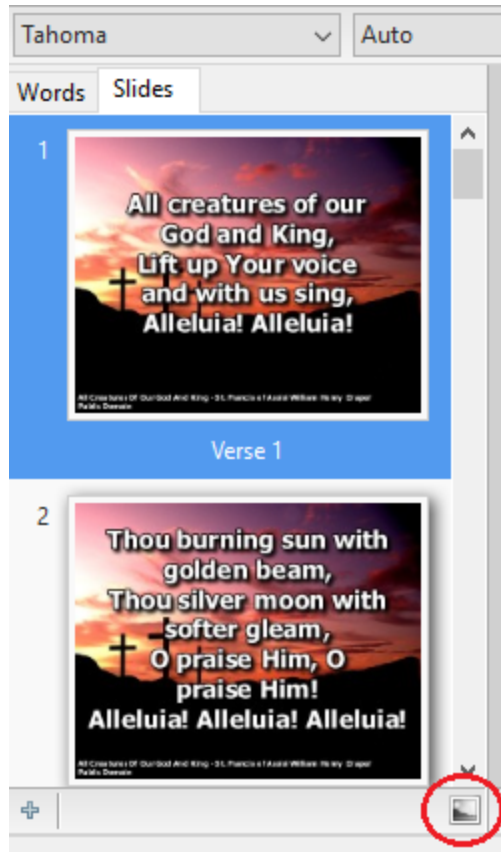
Slide loops are created in the **Presentations Area** of EasyWorship. When you're ready to play the loop, simply drag-and-drop it to the **Schedule Area** and click **Go Live**, or just double-click it to send it to the screen. The slides within the Presentation will loop until you go live with the next item in the Schedule.

### Using the Slide Master to set Transition Times

1. Create a new presentation (click the **Presentations** tab in the **Resource Area** and click the  icon).
- OR right-click an existing presentation and select the option to **Edit Item**.
2. Once the **Presentation Editor** opens, click **Inspector** in the top-right corner.
3. Click **Presentation** on the left and check the box to **Loop Presentation**.



4. Close the **Inspector** and select the **Slides** tab.
5. Click **Slide Master** at the bottom-right of the **Slides** tab.



6. Select the Master Slide (first slide at the top).
7. Open the Inspector and select **Transition** under the Slide settings.
8. Set the transition and any other desired options.
9. Select the Slide tab and set the desired **Slide** options:
  - **Advance Slide**
    - **On Click** advances the slide when you click the mouse.
    - **Automatically** advances the slide automatically after the set time.
    - **Delayed** advances the slide when the media on the slide has finished playing.
  - **After** - Set the number of seconds you wish to wait before transitioning to the next slide.
  - **Loop Slide** - Set the slide to loop continuously until you select another slide.

- **Always start slide from beginning** - Set the slide to always play all elements from the beginning.
10. Close the **Inspector**.
  11. Click **Master Slide** again to turn off the slide master view.
  12. All slides will be updated by this change. If you want to modify the time for a specific slide, select that slide and use the Inspector to change the timing.
  13. Add as many slides as desired. Then, enter a name for the presentation in the **Title** field and click **OK** to save.

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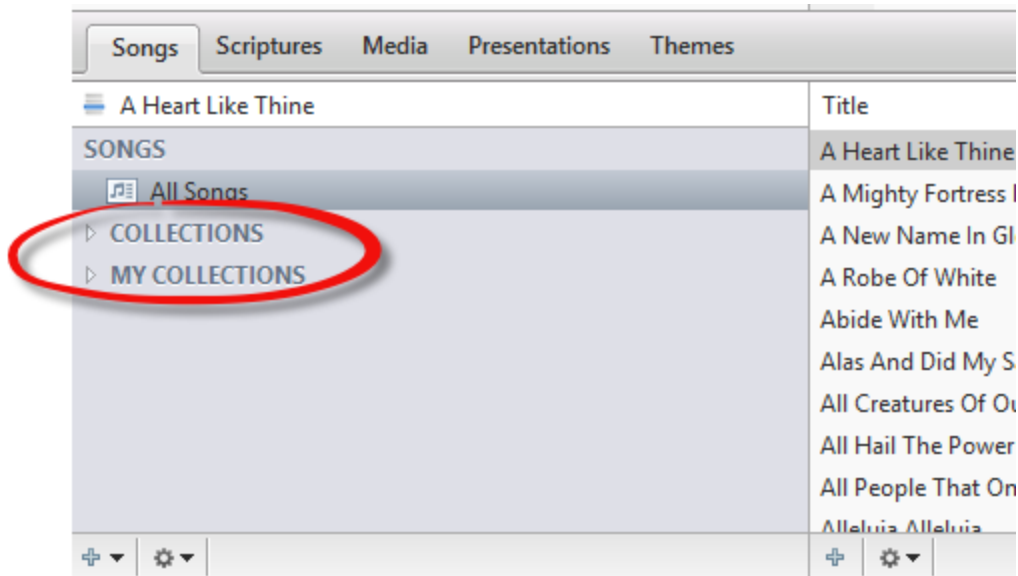
**NOTE** These instructions apply only to EasyWorship presentations, songs, and scriptures. PowerPoint loops cannot be set up using these instructions.

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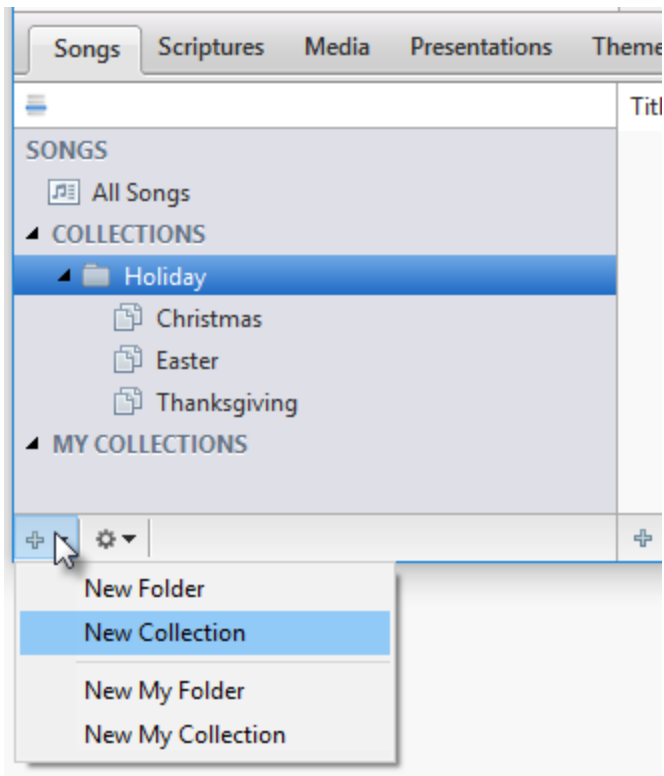
## Collections

**Collections** help you keep your resources organized in EasyWorship. **Collections** are available in all of the tabs in the **Resource Area**. Resources listed under **Collections** are available to all EasyWorship users sharing a network database. The resources under **My Collections** are only available on that computer.



### Songs, Scriptures, Presentations, and Themes Collections

1. To start using **Collections**, select the desired tab (Songs, Scriptures, Media, Presentations, or Themes) in the **Resource Area** and click the **+** icon. The **Collections** menu shown here will appear.



2. Folders help organize your **Collections**. For example, you can have a Holiday folder with separate **Collections** for various holidays. To edit the **Collection**, double-click the desired **Collection** or right-click the **Collection** and select **Edit....** This will open the **Edit Song / Scripture / Presentation / Theme Collection** window.

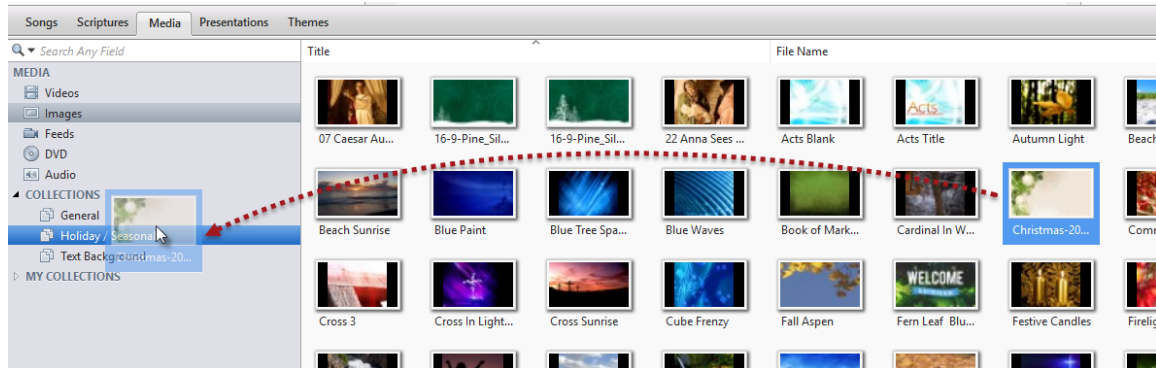
3. In this window, you can edit your **Collection** name and filter your **Collection** contents. Check the box next to **Match** and use the drop-down to choose **All** or **Any** of the following rules.
4. Using the drop-down menus, select the desired options and enter the text by which to filter your results. You can filter by Title, Author, Copyright, Administrator, Words, or Any Field. Click the **+** icon to add additional filters to this **Collection**.
5. Click **OK** to filter the songs in the **Collection** and return to the main window. You will see the filtered results now contained in that **Collection**.

Songs   Scriptures   Media   Presentations   Themes			
Go Tell It On The Mountain	Title	Author	Copyright
SONGS	Go Tell It On The Mountain	John W. Jr. Work	Public Domain
All Songs	I Heard The Bells On Christmas Day	Henry W. Longfellow Jean Baptiste Calkin	Public Domain
COLLECTIONS	O Christmas Tree		Public Domain
Holiday	O Little Town Of Bethlehem	Lewis H. Redner Phillips Brooks	Public Domain
Christmas	Our Day Of Joy Is Here Again	Andrew L. Skoog	Public Domain
Easter			
Thanksgiving			
MY COLLECTIONS			
1 of 5 songs			

**NOTE** Adding items to a **Collection** does not copy them to a folder. If you delete the source image, it will be deleted permanently. You cannot undo this action.

## Media Collections

Using **Collections** in Media will help keep your own images and videos organized. In the **Media** tab, create a new **Collection**. You can then drag-and-drop media from the Images and Videos sections to your new **Collection**.



Also, if you already have your images and videos organized into folders, you can retain that structure within EasyWorship using the **Collections** filter.

1. Click **Profiles > Profiles Manager...**. The **Profile Editor** window will appear.
2. Click the link next to the **Instance Location**. This will open your EasyWorship Profile folder.
3. Double-click **Resources** and select the folder for the type of media you want to organize. Keep this window open while editing your **Collection**, so that you can see the available directories.
4. In EasyWorship, close the **Profile Editor** and click the **+** icon to create a new **Collection**. Right-click the newly created **Collection** and select **Edit...**. The **Edit Media Collection** window will appear.
5. Enter a name for your **Collection**, likely the same as the directory you'll be pulling media from.

**Edit Media Collection**

**Media Collection**  
Edit collection rules

Name  
Crosses

☒ Match **All** of the following rules:

In these media types **Videos**

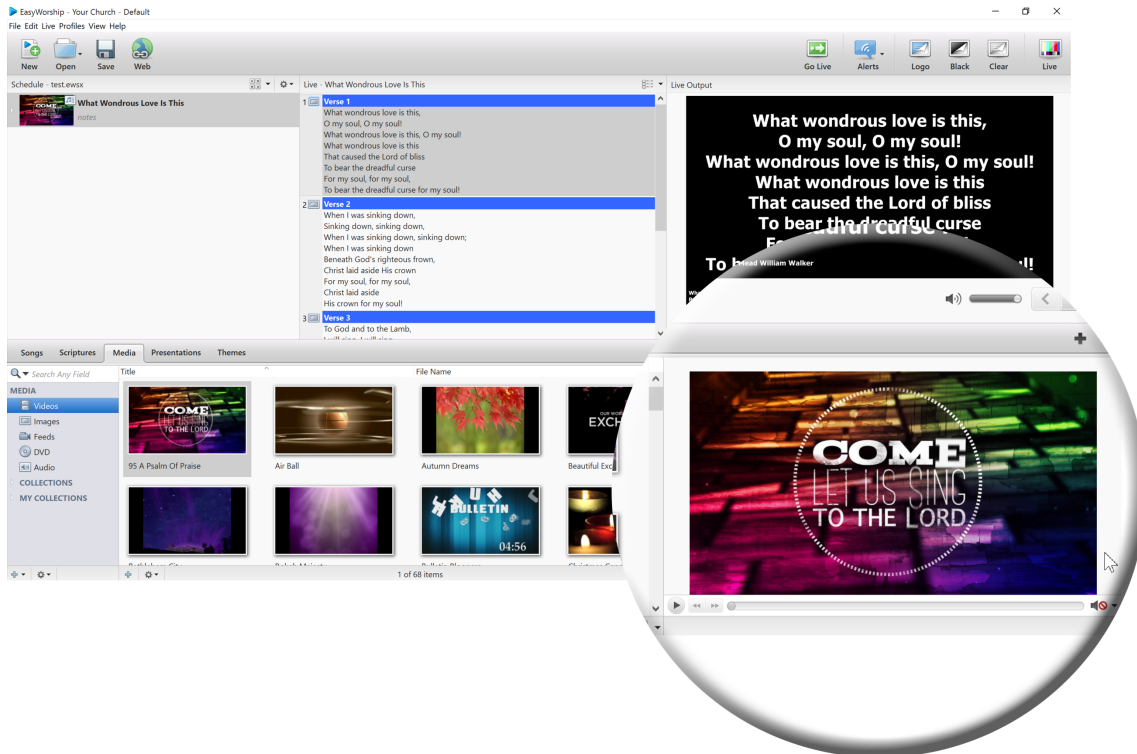
**Directory** contains Crosses

OK Cancel

6. Check the box next to **Match** and select **All**. Change the media type to the type of media you're filtering. Click the **Title** drop-down and select **Directory**. Enter the directory name. Click **OK** to populate that **Collection** with the media from the specified directory.

# Compose

For on-the-fly editors and designers, Compose is the quickest way to apply a theme to a song or scripture at the last minute. In the Compose section, you can choose to send an item to the live screen immediately, or add it to the Schedule for later.



The location and presence of Compose depends on the selected view in Easy Worship. For more information about the views available in EasyWorship, see [Interface Views](#).

## Display Foldback (Stage Display)

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If you want to take advantage of the Stage Display (Foldback) feature in EasyWorship, this article will explain what you need to get started along with step-by-step setup instructions.

### What Is Display Foldback?

---

Your audience is first, but your stage needs support, too. While the audience sees the presentation on the main screens, Stage Display lets the stage see a custom display with the current presentation or video, a preview of the next scheduled item, a clock and private alerts. This goes for PowerPoint presentations as well. EasyWorship even lets the stage see variable thumbnails for previous, current, and next slide.

### Hardware Options

---

In order to use Display Foldback in EasyWorship, you will need one of the following hardware solutions:

#### Desktop Computer

NVIDIA GTX video cards are recommended because they offer the ability to use one video card to support three to four screens. This configuration provides the best performance and easiest configuration.

#### Laptop Computer

We recommend using a laptop with a NVIDIA GTX video card, but normally you will only have one video port on the laptop. A Matrox DualHead2Go box is required to connect the front of house and foldback screens to the laptop.

See the [System Requirements for EasyWorship 6](#) article in our Knowledge Base. This will help you to find the best video cards to use for Stage Display purposes. You can order any one of these online from NewEgg.com or amazon.com.

### Setup for NVIDIA GeForce GTX Video Card

---

#### Set Up Video Card and Windows

1. Connect the front of house video cable to one of the video ports on the video card.
2. Connect the foldback video cable to another video port on the video card.
3. Extend the Windows desktop to the secondary and third monitors. [Click here](#) for a video tutorial.

### Set Up EasyWorship

1. In EasyWorship, click **Edit > Options**.
2. Under the **Live Optionstab**, click the **Output Monitor** drop-down, then select the monitor you wish to use for the Front of House display.
3. Click the **Foldback** tab on the left and check the box to **Enable support for display Foldback (stage display)**.
4. Under **Select Output Monitor**, select the monitor you wish to use for Display Foldback.
5. Click **OK**. Display Foldback has been configured.

## Setup for the Matrox DualHead2Go

---

When using a Matrox DualHead2Go box, the secondary output from your computer's video card plugs into the input on the Matrox box. The Matrox box also has two outputs that are spanned across two monitors/projectors/tv's. The screen resolution for that output is double-wide. If that sounds too technical, here are some examples that should help you picture how it works.

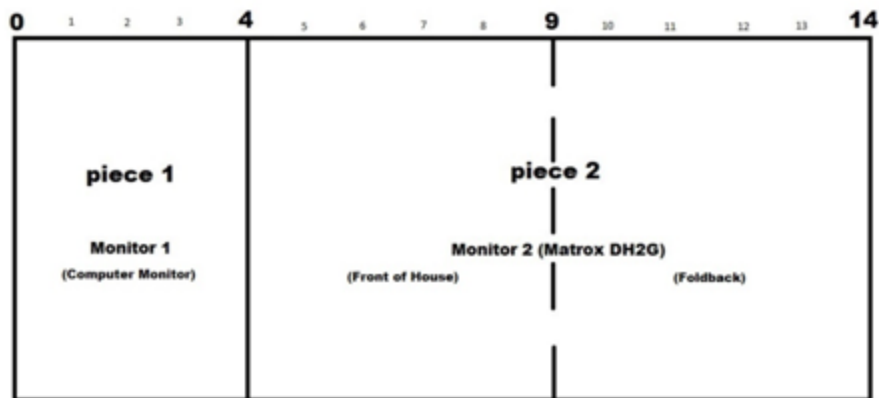
### Example 1

Imagine you have two projectors. You know that one is for the audience and the other is projecting onto the back wall for the stage to see, but Matrox just sees these as two outputs side-by-side. Now, if each projector has a resolution of 1024x768 (that's 1024 pixels wide and 768 pixels tall), then together (side -by-side) the resolution will be 2048x768. When you connect the Matrox box to the two projectors, the combined resolution will be 2048x768. That's all the Matrox box needs to know. EasyWorship will communicate that to the Matrox box, as well as which graphics and words to send to the first projector for the audience, and which graphics and words to send to the projector for the stage. As long as you set EasyWorship up correctly, it will take care of telling the Matrox box what to do.



## Example 2

Here's another example using a simple diagram (below). Imagine two pieces of paper next to each other where the left piece (piece 1) is what goes to your computer monitor and the right piece (piece 2) represents what the Matrox box is sending to the two projector screens. Since the output resolution on piece 2 is double-wide, we can split it in the middle and send the first half to the first projector for the audience and the second half to the second projector for the stage to see.



## Finding Left Positions

To tell the Matrox box what it needs to make Display Foldback work, EasyWorship needs to know the left position of the Front of House screen, the left position of the Display Foldback screen, and the width and height of both.

1. *Left Position for Front of House:* To find the left position for the Front of House screen (piece 2), we just need to know the width of Monitor 1 (piece 1). In the example above, the width of piece 1 is 4. Piece 1 goes from 0 to 4, so piece 2 starts its left position at 4. Not too bad.
2. *Left Position for Display Foldback Screen:* To find the left position of the Display Foldback screen (second half of piece 2), we need to know the distance from the left side of piece 1 to the middle of piece 2. We will add the width of piece 1, which is 4, to half the width of piece 2, which is 5 (or  $4+5=9$ ). So, in the example above, the left position of the Display Foldback screen would be 9.

If you were using the numbers from the above diagram to set the custom positions in EasyWorship, the left position for the Front of House screen would be 4, and the left position for the Display Foldback screen would be 9. The width for each would be 5 since they are both using half of the secondary monitor resolution ( $10/2=5$ ). The height would be whatever the height is from the resolution setting.

Now, let's look at how this simple illustration works with actual monitor resolutions.

## Finding Width and Height of Both Monitors

Now, we can replace the numbers from the example above with the actual numbers from the resolutions your monitors and projectors are using.

1. Right-click the Windows desktop.
  - Windows Vista users will select **Personalize** then click the **Display Settings** link.
  - Windows 7 and 8 users will select **Screen Resolution**.
  - Windows 10 users will select **Display Settings**.
2. Click each monitor to determine its resolution (width and height). The size will be displayed in the **Resolution Area**, e.g., 1024x768, 1920x1080, etc.

*Example Screen Resolutions (below):*

1. Monitor 1: 1024 pixels wide by 768 pixels high (1024x768)
2. Monitor 2: 2048 pixels wide by 768 pixels high (2048x768)



---

**IMPORTANT!** These resolutions may be different on your computer. Write this information down for use in the steps under Front of House Settings and Foldback Settings. If the second monitor is not already set to a double-wide resolution, change the change the resolution in the windows display settings to a double-wide resolution.

---

*Common double-wide resolutions to use:*

1. Standard 4:3 - 1600x600 or 2048x768
2. Widescreen 16:9 - 2560x720
3. Widescreen 16:10 - 2560x768

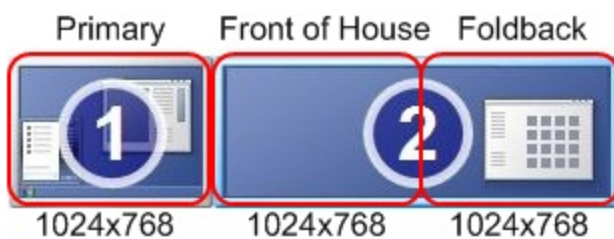
If one of these resolutions is not available, you may need to contact [Matrox Technical Support](http://www.matrox.com/graphics/en/support/) (www.matrox.com/graphics/en/support/).

## Front of House Settings

1. In EasyWorship, click **Edit > Options....**
2. Under **Live**, click the **Output Monitor** drop-down, then select **Custom Position**.
3. In **Output Position**, set **Left** to the width of Monitor 1, set **Top** to 0, set **Width** to half the width of Monitor 2, and set **Height** to the height of Monitor 2.
4. Click **OK**.

Using the example illustration below, your custom position settings in EasyWorship for Front of House (Live Output Monitor) would be the following:

1. **Left:** Width of Monitor 1 = 1024
2. **Top:** 0
3. **Width:** Width of Monitor 2 (2048) divided by 2 = 1024
4. **Height:** Height of Monitor 2 = 768



---

**NOTE** It is unlikely that your screen resolution will match the example above. To determine the values needed to correctly set up EasyWorship for your situation, see "Finding Left Positions" on page 61 and "Finding Width and Height of Both Monitors" on the previous page above.

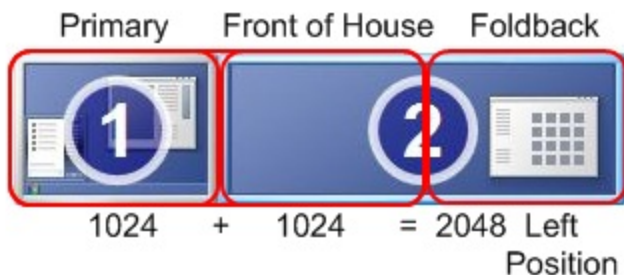
---

## Foldback Settings

1. In EasyWorship, click **Edit > Options....**
2. Under **Foldback**, check the box to **Enable support for display Foldback (stage display)**.
3. Under **Select Output Monitor**, select the monitor you wish to use for Display Foldback. This is usually Monitor 3 from the list next to Output Monitor.
4. In **Custom Position**, set **Left** to the width of Monitor 1 + half the width of Monitor 2, set **Top** to 0, set **Width** to half the width of Monitor 2, and set **Height** to the height of Monitor 2.
5. Click **OK**.

Using the example illustration below, your custom position settings in EasyWorship for Foldback would be the following:

1. **Left:** Width of Monitor 1 (1024) + half the width of Monitor 2 (1024) = 2048
2. **Top:** 0
3. **Width:** Width of Monitor 2 (2048) divided by 2 = 1024
4. **Height:** Height of Monitor 2 = 768



**NOTE** Your screen resolutions probably will not match the example above. To determine the values needed to correctly set up EasyWorship for your situation, see **Finding Left Positions** and **Finding Width and Height of Both Monitors** instructions above.

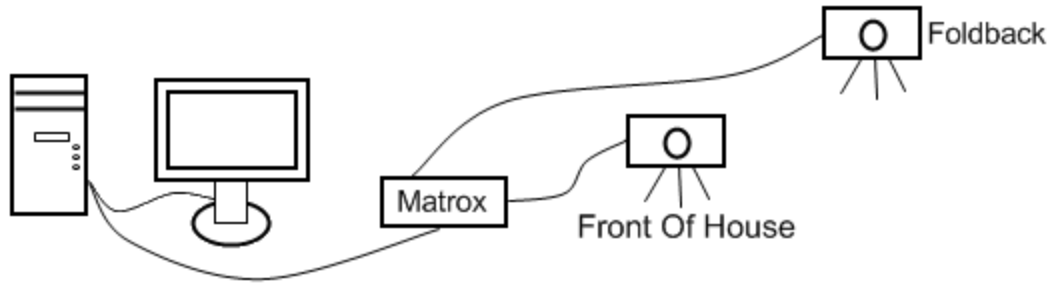
[Back to Top](#)

## Matrox DualHead2Go Connection Examples

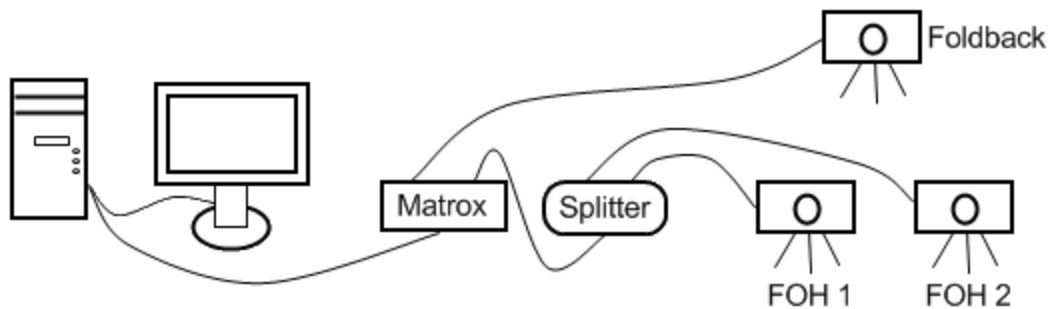
The Matrox DualHead2Go can support a maximum of two outputs: either two Front of House outputs or one Front of House output and one Display Foldback output. If you need a

Display Foldback output as well as two Front of House outputs, you'll need to add a splitter to your setup. Here are two illustrations that show the Matrox DualHead2Go without a splitter (for Display Foldback and one Front of House output) and with a splitter (providing Display Foldback and two Front of House outputs).

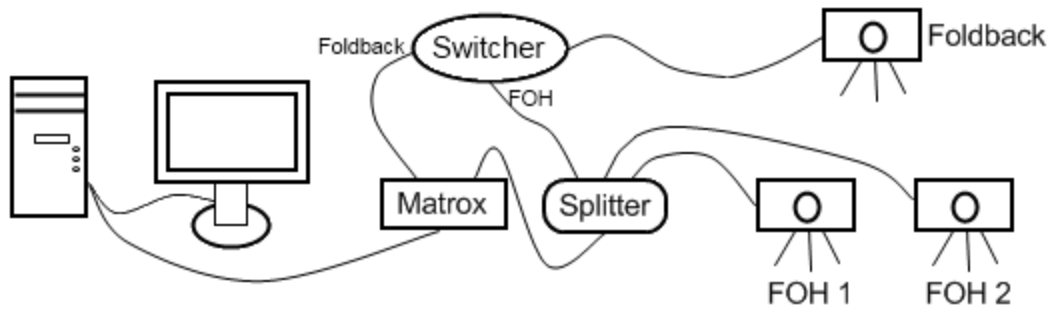
### Without a Splitter



### With a Splitter



In the diagram below, a switcher has been added to the configuration, allowing you to show either the Foldback view on the Foldback screen or the Front of House view on the Foldback screen.






## DVD Clips

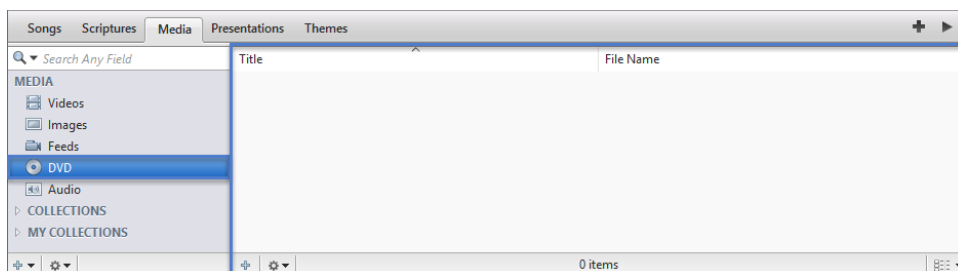
### Intro to the DVD Feature

EasyWorship lets you use your computer's DVD drive to show segments of a DVD during a presentation or service, e.g., a missions update, sermon illustration or service intro. Quickly select entire segments or chapters of a movie, or set custom In and Out points to show only a short clip. EasyWorship was not designed to copy or burn video files from a DVD. Instead, EasyWorship lets you create custom "markers" that tell EasyWorship exactly what to play from the DVD. That means the DVD has to be in the DVD drive for this feature to work.


### Layout

To start exploring the DVD feature, click the **Media** tab in the **Resource Area**. Then, click the DVD icon in the Media Library (see illustration below). There are three icons across the bottom of the DVD clip library.

1. **Add New**  : Click this icon to open the DVD Clip Editor window and create a new DVD clip.
2. **Action**  : Click this icon to add a new DVD clip, edit or delete a selected clip, customize the thumbnail view, customize the clip sort order, or refresh your clips.
3. **Thumbnail View**  : Click this icon and use the slider to customize the thumbnail view in the DVD clip library.



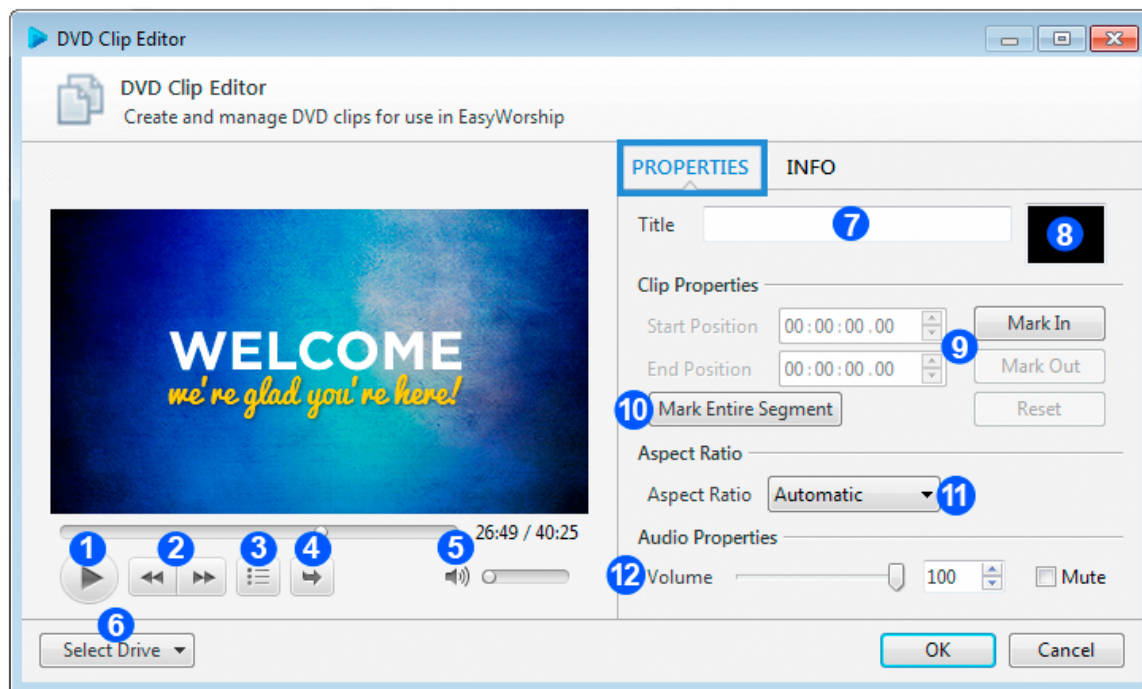
### DVD Clip Editor Overview

To access the **DVD Clip Editor**, right-click anywhere in the DVD clip library section and select **Add New DVD Clip...** from the pop-out menu, or click the **Add New**  icon. If a DVD is in the DVD drive when the DVD Clip Editor window pops up, EasyWorship will begin

playing the DVD just like a normal DVD player. Using your mouse, click the chapter menu in the preview window and navigate to the desired chapter or segment. The DVD Clip Editor gives you a number of options for selecting clip segments and adjusting clip volume.

For step-by-step instructions on creating a DVD clip using the DVD Clip Editor, see [Create a DVD Clip](#).

## Properties Tab

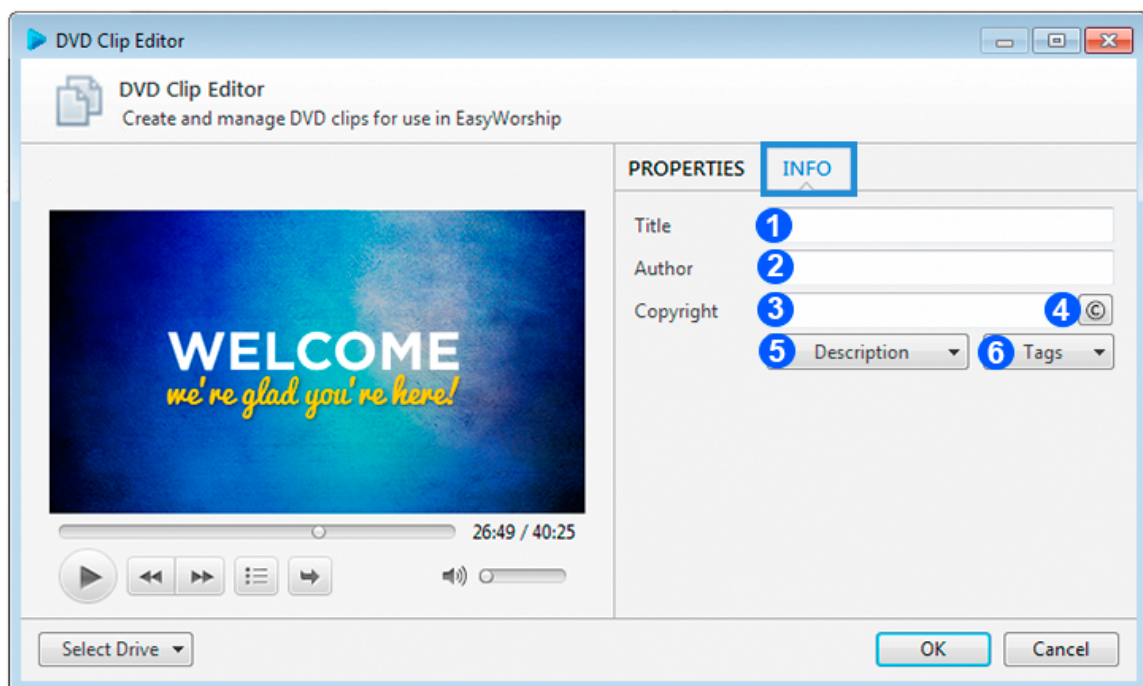


1. **Play / Pause:** The play/pause button starts and stops the video playback.
2. **Fast-Forward / Rewind:** Single clicking skips forward or backward one chapter. Holding the FFW or RWD buttons down will fast forward or rewind the video.
3. **Menu:** Allows you to access the DVD Title Menu, Root Menu, set subtitle options, Audio options angle and load the chapter menu.
4. **Continuous Play / Repeat:** Allows you to loop the DVD clip you are viewing or let it stop at the end of the clip.
5. **Mute & Volume:** Controls the audio while working with the DVD clip. The audio will not be muted on playback.
6. **Select Drive:** Select the DVD drive that currently has a DVD disk in it. This is automatically selected if you only have one DVD drive.
7. **Title:** Type the name of the DVD clip in this field.



8. **Thumbnail:** Click the thumbnail box on the right to set the thumbnail. (This takes a snapshot of what is currently in the player window)
9. **Clip Properties:** *Start Position* is the time at which the DVD clip will start. Use the up and down arrows to manually adjust the time. *Mark In* sets the start position of the DVD clip. Click this button as the DVD clips plays to set the start position. *End Position* is the time at which the DVD clip will end. Use the up and down arrows to manually adjust the time. *Mark Out* sets the end position. Click this button as the DVD clips plays to set the end position. *Reset* simply resets the Start and End Points.
10. **Mark Entire Segment:** Selects the whole DVD, or in the case of an iWorship DVD, selects the start and end point of the song you are currently viewing.
11. **Aspect Ratio:** Allows you to maintain the aspect ratio, stretch or zoom the video.
12. **Audio Properties:** Allows you to change the volume of the DVD clip when you go live with it. The *volume slider* allows you to set the volume of the DVD clip for playback to the audience. *Mute* allows you to mute the audio on the DVD clip if you don't wish to use the audio portion of the DVD.

## Info Tab




1. **Title:** Enter the name of the DVD clip in this field.
2. **Author:** Enter the Author in this field.

3. **Copyright:** Enter copyright info in this field.
4. ©: Adds the copyright logo to the copyright field.
5. **Description:** Enter a description for the DVD clip.
6. **Tags:** Enter tags for the clip.

## Create a DVD Clip

---

1. Insert a DVD into the DVD drive.
2. Click the **Media Tab** in the **Resource Area**.
3. Click the **DVD** icon in the **Media Library** on the left.
4. Right-click anywhere in the DVD clip library section and select **Add New DVD Clip** from the pop-out menu, or click the **Add New**  icon at the bottom of the DVD clip library section. The **DVD Clip Editor** window will appear.
5. Type a clip name in the **Clip Name** field.
6. Using your mouse, click the DVD chapter or title menu in the preview window and navigate to the desired chapter or segment.
7. As the selected DVD clip plays, click **Mark In** to select the beginning of your clip.
8. Click **Mark Out** to select the end of the clip.
9. The **Preview** button will allow you to preview your edited clip in the window. Click **Edit** to resume editing.
10. Scroll the clip to find the frame you wish to use for a thumbnail and click **Set Thumbnail**. Click **OK**.
11. The clip and thumbnail will appear in the DVD clip database.

---

**NOTE** To play an entire chapter or segment, click **Mark Entire Segment**. For Integrity iWorship DVDs, and others like it, you can click **Mark Entire Segment** when a worship track starts playing. EasyWorship will set the **Mark In** and **Mark Out** points at the beginning and end of the song for you.

---

---

**WARNING!** If the wrong region or no region is set for the DVD drive in your computer, you will be able to create clips, but will NOT be able to play them back after removing and reinserting the DVD into the drive. To learn how to set the region for your computer's DVD drive, see [Setting DVD Region](#) below.

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## Using a DVD Clip in the Schedule

---

1. Select a DVD clip in the from the DVD section of the Media tab.
2. Drag-and-drop the clip into the **Schedule**.
3. When it is time for the DVD clip to be played in the service, click **Go Live**.

---

**NOTE** To go live with a DVD clip directly from the database, double-click the clip. DVD clips can be transferred via the schedule to another computer, but the DVD has to be in the drive for the clip to play.

---

---

## Edit a DVD Clip

---

1. Right-click a DVD clip in the from the DVD section of the **Media** tab.
2. Select **Edit**.
3. The **DVD Clip Editor** window will appear. Make the desired changes.
4. Click **OK** to apply the changes.

---

## Delete a DVD Clip

---

1. Right-click a DVD clip in the from the DVD section of the Media tab.
2. Select **Delete**.
3. Click **Yes** on the prompt that appears to verify that you want to delete the clip.

---

## Setting the DVD Region

---

In order to create DVD clips in EasyWorship, the DVD region has to be set on the DVD player in the computer. Many DVD drives come from the factory with no region set. If the wrong region or no region is set, you will be able to create clips, but will not be able to play them back after removing and reinserting the DVD into the drive. Follow the instructions below to set the region on the DVD drive in the computer.

1. Open **Computer** or My Computer or This PC.
2. Right-click the **DVD drive**.
3. Click **Properties**.
4. A properties window will appear.

5. Click the **Hardware** tab.
6. Select the **DVD** drive from the list.
7. Click **Properties** at the bottom. The **Properties** window for the DVD drive will appear.
8. Click **Changes settings** at the bottom of the **General** tab.
9. Click the **DVD Region** tab.
10. Select the appropriate country.
11. Click **OK**.

---

**NOTE** The DVD region can be changed a maximum of 5 times.

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## DVDs Explained

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EasyWorship lets you use your computer's DVD drive to show segments of a DVD during a presentation or service, e.g., a missions update, sermon illustration, or service intro. Quickly select entire segments or chapters of a movie, or set custom In and Out points to show only a short clip. This is different than capturing a DVD feed through a capture card. It's also different than copying or burning video files from a DVD. Instead, EasyWorship lets you create custom "markers" that tell EasyWorship exactly what to play from the DVD. That means the DVD has to be in the DVD drive for this feature to work.

## DVD Structure

The video content in a DVD is divided into titles and menus. Titles are further divided into units called parts of titles (PTTs). More often, these are called scenes, chapters, or segments. These could be compared to using folders and sub-folders in the directory tree structure of a computer. The viewer can navigate to specific titles or chapters within titles. Each individually separated video file on a DVD may be referred to as a segment.

The author of a DVD decides how to divide the content into titles and chapters. When a DVD contains a feature-length film, the entire film is often placed in one title or segment, and sometimes divided into chapters for the individual scenes. Extra features on the DVD, such as trailers or deleted scenes, are placed in separate titles or segments. However, these divisions are arbitrary, and many DVDs are organized differently.

The EasyWorship DVD editor can play the entire movie, predefined segments, or you can select parts of the DVD called clips. On any DVD, you may set **Mark In** and **Mark Out** points to edit a clip. You may define a clip name for that edited clip. The DVD from which you wish

to play a clip must remain in the DVD-ROM drive. EasyWorship does not copy the DVD or segments, only a path to turn on that selected segment or clip. If you have multiple drives, EasyWorship will remember the drive from which you edited your specific clip. Multiple clips or segments may be chosen from your DVD.

## Feeds

---

EasyWorship can project images from your computer through external devices (e.g., DVD, VHS, Camera[s], Mixer) using a capture card. Most capture cards are PCI cards that are installed into PCI slots on the motherboard of your computer. Each capture card has its own input connections. Some are RCA (composite) jacks, some are S-video, and some are FireWire IEEE 1392. It is important that you determine the type of interface cable desired before you order your capture card.


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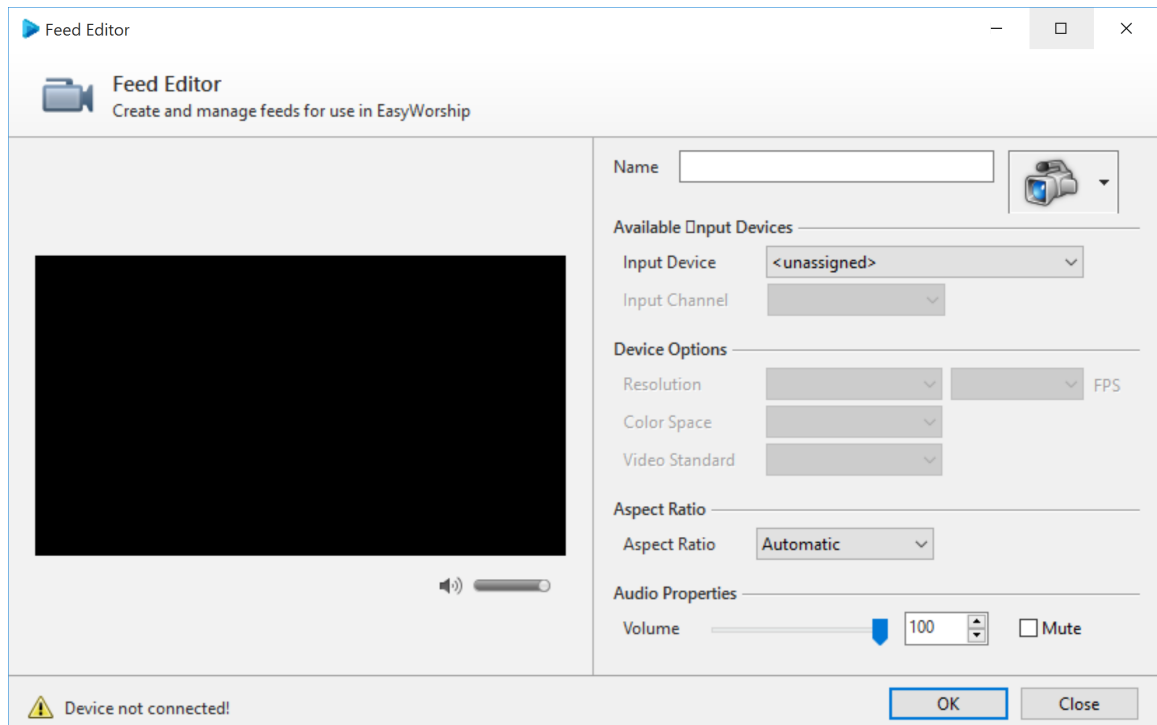
**NOTE** FireWire IEEE 1392 has some latency that is noticeable. This option may not be desirable if your audience is watching the source and output screen at the same time (e.g., IMAG). Some capture cards do not work well with multiple cards of the same type. See System Requirements at [EasyWorship.com/Support](http://EasyWorship.com/Support).

---

### Add a Feed

---

1. Open **EasyWorship**.
2. In the **Resource Area**, click the **Media** tab and select **Feeds** from the **Media Library** on the left.
3. Click the **Action Menu** button  at the bottom of the **List Area** in the middle.
4. Select the option to **Add New Feed**, which brings up the **Feed Editor** window.
5. Under the **Available Input Devices** you will see **<unassigned>** and below that you will see any input devices that are connected (e.g., a capture card, a web cam, or a USB input device).



6. Click the input device to which you want to connect.
7. Type a name for the device in the **Name field**. Example: Webcam.
8. Click the camera icon to select the type of device (options include a Camera, Mixer, DVD player, and Misc Player).
9. Under the Device Options you can customize the following properties:
  - *Resolution*: Defaults to 640 x 480, but can be changed from 1280 x 720 to 160 x 480.
  - *Frame Rate*: Defaults to 30 FPS.
  - *Color Space*: YUY2 or MJPG.
  - *Video Standard*: NTSC or PAL. This setting is automatically populated.
  - *Aspect Ratio*: defaults to Automatic, but can be changed to Maintain, Stretch, or Zoom.
  - *Audio Properties*: allows you to change the volume of the feed when you go live with it. The *volume slider* allows you to set the volume of the feed for playback to the audience. *Mute* allows you to mute the audio on the feed if you don't wish to use the audio portion of the feed.
10. Click **OK** when you are done.

11. The added device is listed in the **Feeds Library** in the **Resource Area**. To add additional devices repeat steps 1-10.

## Edit a Feed

---

1. In the **Resource Area**, click the **Media** tab and select **Feeds** from the **Media Library** on the left.
2. In the **List Area** in the middle, right-click the device and select **Edit**. The **Feed Editor** will open, providing the same options described above.
3. Make the desired changes and click **OK**.

## Delete a Feed

---

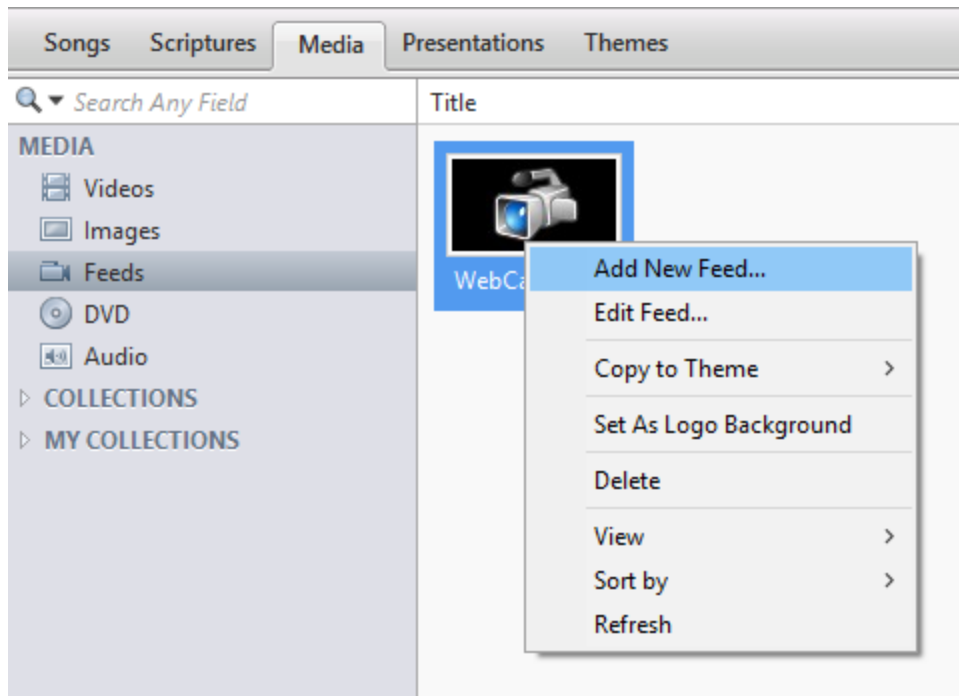
1. In the **Resource Area**, click the **Media** tab and select **Feeds** from the **Media Library** on the left.
2. In the **List Area** in the middle, right-click the device that you want to delete and select **Delete**.
3. A message appears asking you if you want to permanently delete the feed.
4. Click **Yes** to delete the feed.

## Right-Click Features

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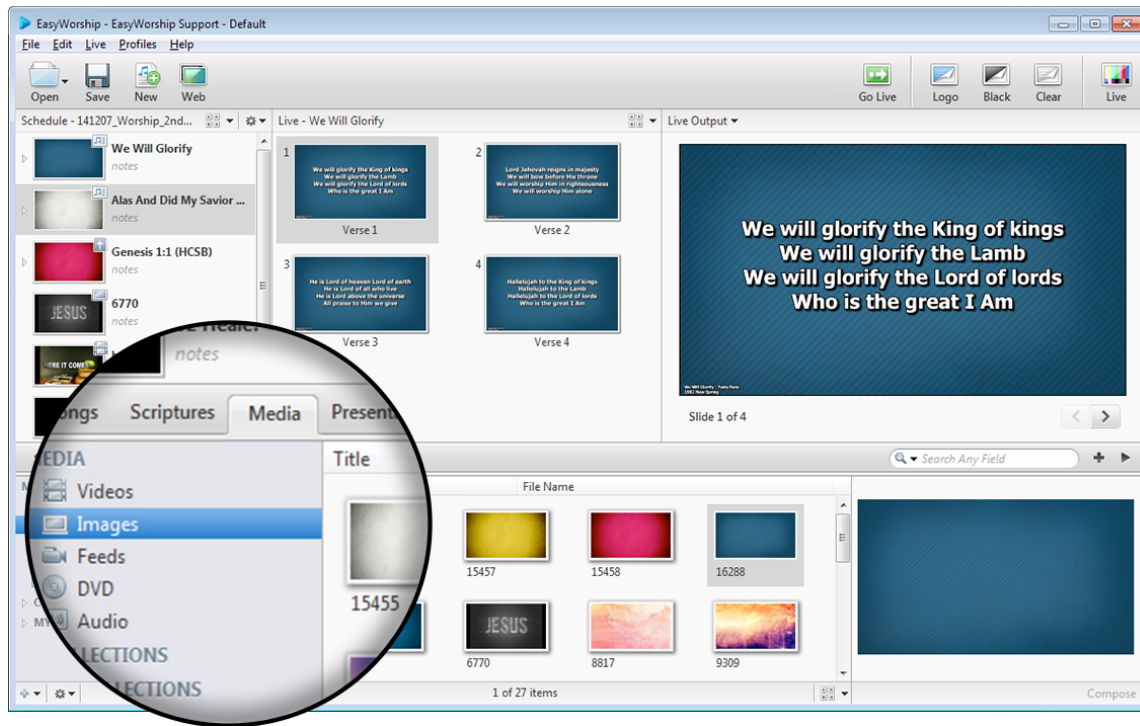
When right-clicking a thumbnail in the **Feeds Resource Library**, you have the following options.





1. *Add New Feed...*: This will open a blank feed in the [Feed Editor](#).
2. *Edit Feed...*: This will open the selected feed in the [Feed Editor](#).
3. *Copy to Theme >*: Select Song Theme, Scripture Theme, or Presentation Theme to add the feed to the desired theme library.
4. *Set as Logo Background*: sets the feed as the default background logo. Clicking the [Logo button in the Toolbar](#) will output the logo you selected to the screen. Clicking it again turns off the logo.
5. *Delete*: deletes the feed from the **Resource Area**. It will prompt you to delete it completely from the / Resources / Feeds folder.
6. *View*: allows you to change icon size for a custom thumbnail view.
7. *Sort by*: the same as in Windows.
8. *Refresh*: This will refresh the thumbnails for the selected item.

# Images




## Display Images

In the **Resource Area**:

1. Click the **Media** tab.
2. Click the **Images** icon in the **Resource Library** below, then drag and drop the image to the **Schedule Area**.
3. Select the image in the **Schedule Area** and click **Go Live**, OR double-click the image to go live to the audience.

## Add New Images

EasyWorship comes with a set of images ready for you to use in your presentations. But more than likely you'll want to add new background images that you've purchased online or produced yourself. Here's how to add new images to your Images Library.

1. Click the **Media** tab.
2. Select **Images** in the Resource Library on the left.
3. In the **Images List Area** (below Image thumbnails), click the **+** icon .
4. Browse to the image you want to import and select it.
5. Click **Open**.
6. The imported image appears in the **Images List Area**.

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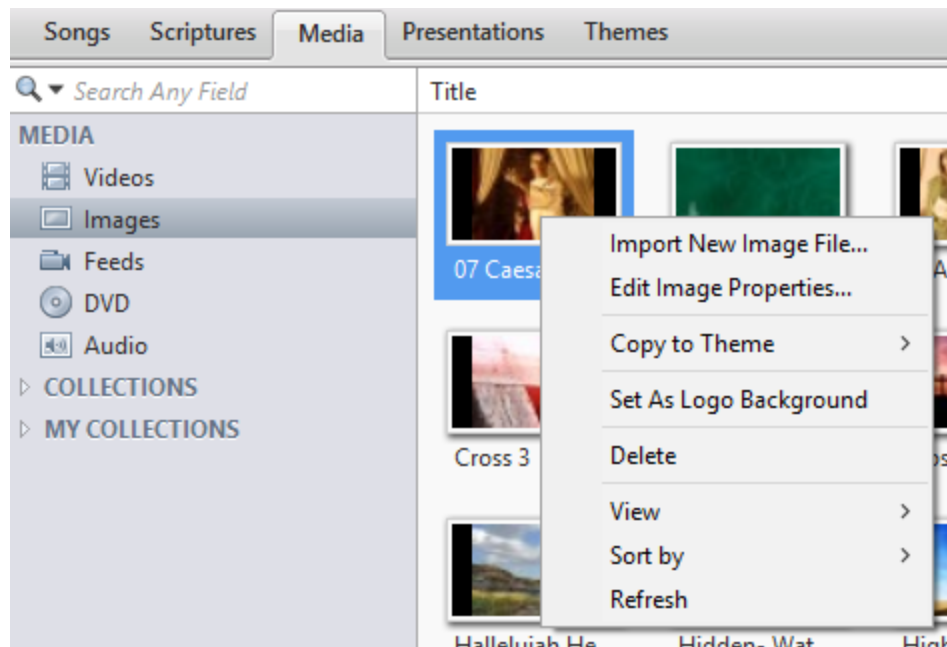
**NOTE** EasyWorship will display .bmp, .jpg, .wmf, png, and .ico files. For the best results, store all images in Your Profile/images folder. To find out how to locate your images folder, see "Profiles" on page 181 and scroll down to the section titled "Locate Your Profile Data."

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## Right-Click Features

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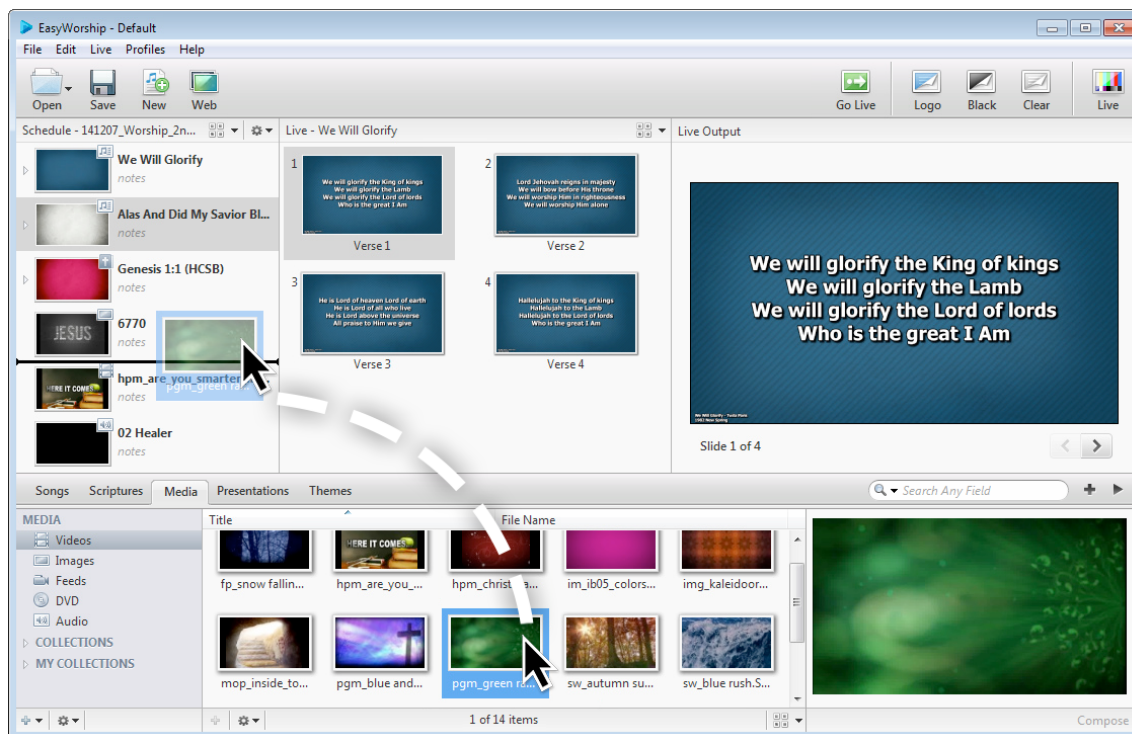
When right-clicking a thumbnail in the **Images Resource Library**, you have the following options.



1. *Import New Image File...*: this is a shortcut for adding additional images.
2. *Edit Image Properties...*: opens the **Image Properties** Editor, which allows you to add a title, control the default aspect ratio for the image, and more.
3. *Copy to Theme >*: Select Song Theme, Scripture Theme, or Presentation Theme to add the image to the desired theme library.

4. *Set as Logo Background*: sets the image as the default background logo. Clicking the [Logo button in the Toolbar](#) will output the logo you selected to the screen. Clicking it again turns off the logo.
5. *Delete*: deletes the image from the **Resource Area**. It will prompt you to delete it completely from the / Resources / Images folder.
6. *View*: allows you to change icon size for a custom thumbnail view.
7. *Sort by*: the same as in Windows.
8. *Refresh*: This will refresh the thumbnails for the selected item.

## Drag & Drop Features



1. *Add to Schedule*: Drag and drop an image into the schedule from the Images list.
2. *Use as Background*: Drag an image onto a song in the schedule to assign that image to a song as a background.
3. *Add a New Image*: Drag and Drop images from any folder in Windows to the images list. EasyWorship will then add a shortcut to that image into your images tab.

## Image Properties Editor

---

Follow these steps to edit the properties of any image in EasyWorship:

1. Click the **Media** tab in the **Resource Area**.
2. Select **Images** from the **Resource Library** on the left.
3. Right-click any image and select the option to **Edit Image Properties**.
4. The **Image Properties** editor will appear, allowing you to customize properties of the image such as title, aspect ratio, copyright information, tags, etc.

### Properties Tab

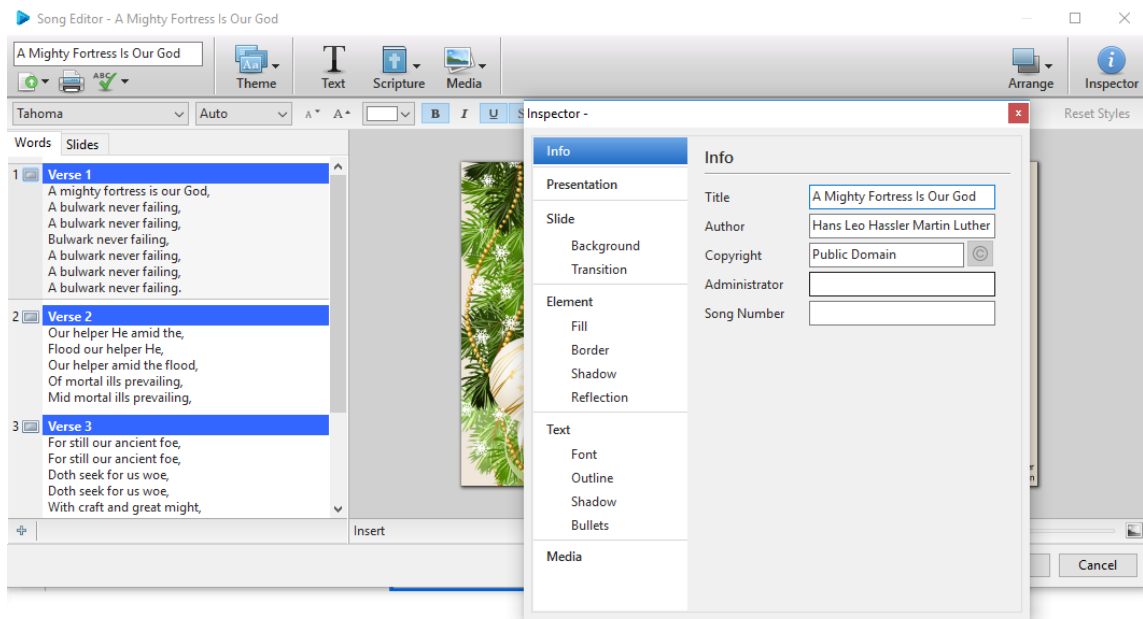
1. **Title:** Enter the name of the image in this field.
2. **Media Usage:** Changes how the background image behaves.
  - Selecting the **Picture** icon stretches the image to fill the screen and loops.
  - Selecting the **Movie** icon does not stretch the video or image and does not loop if the background is a video.
3. **Aspect Ratio:** Allows you to maintain the aspect ratio, stretch, or zoom the image.

### Info Tab

1. **Title:** Enter the name of the image in this field.
2. **Author:** Enter the Author in this field.
3. **©Button:** Enter copyright info in this field. Pressing the copyright logo button adds the copyright logo to the copyright field.
4. **Description:** In the drop-down field, enter a description for the image (description keywords are searchable from the search bar in the **Resource Area**).
5. **Tags:** In the drop-down field, enter tags for the image (tags are searchable from the search bar in the **Resource Area**).
6. **OK:** Saves the Image properties and closes the window.
7. **Cancel:** Cancels all changes and closes the window without saving.

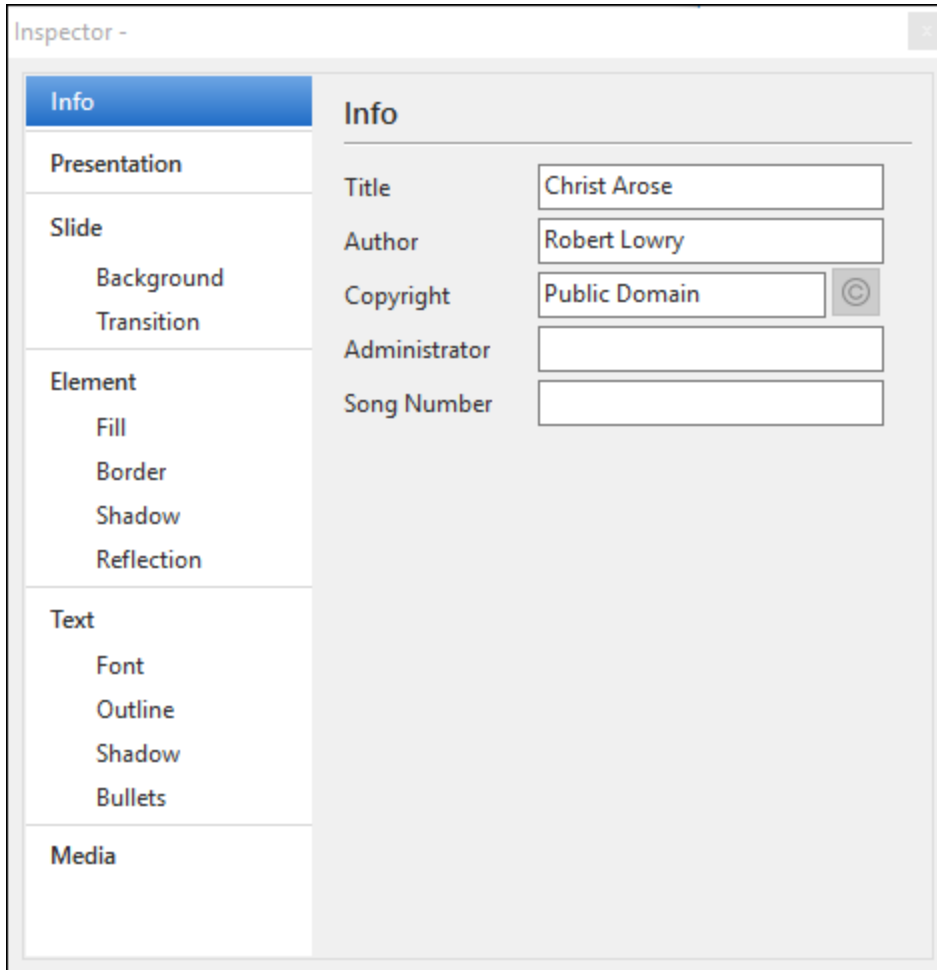
# Inspector

The inspector is available from the Song Editor, Presentation Editor, Theme Editor, and Schedule Editor. It allows you to make additional formatting changes to selected elements.



## Info

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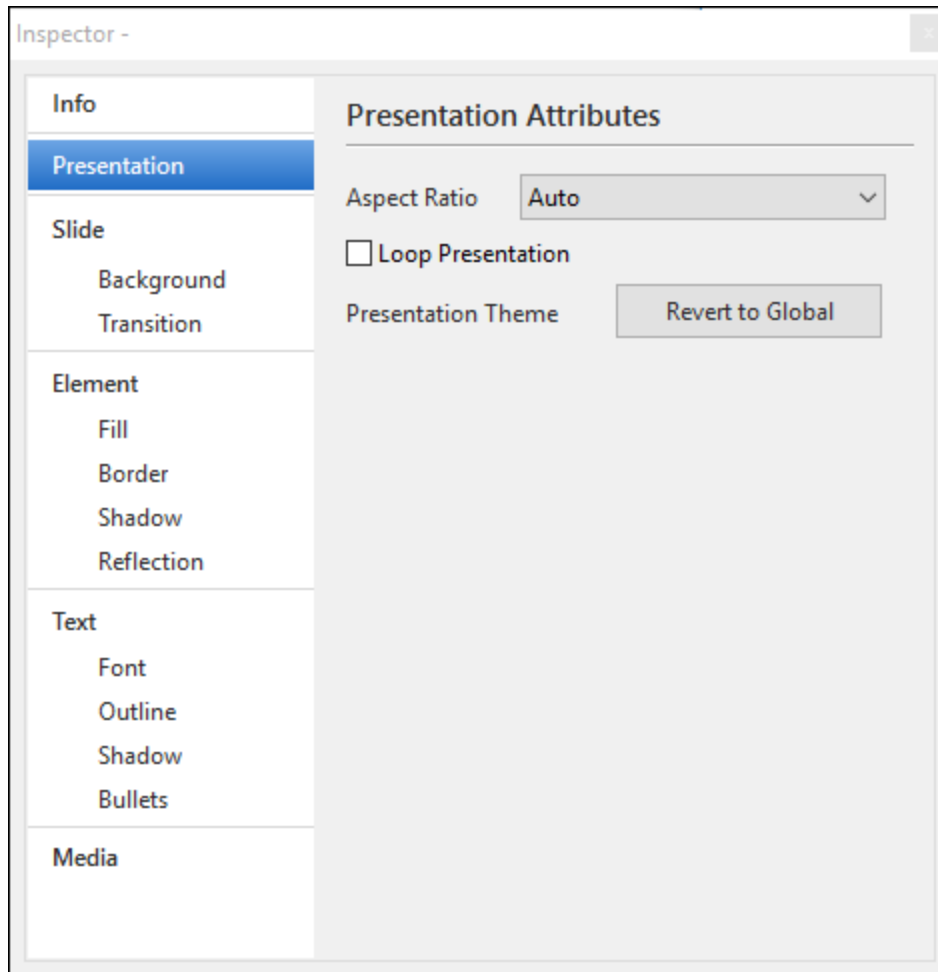


Info	
Title	Christ Arose
Author	Robert Lowry
Copyright	Public Domain ©
Administrator	
Song Number	

Add or edit information for the song's Title, Author, Copyright, Administrator, and Song Number. The Title field can also be used to view or change the name of a Presentation or Theme.

## Presentation

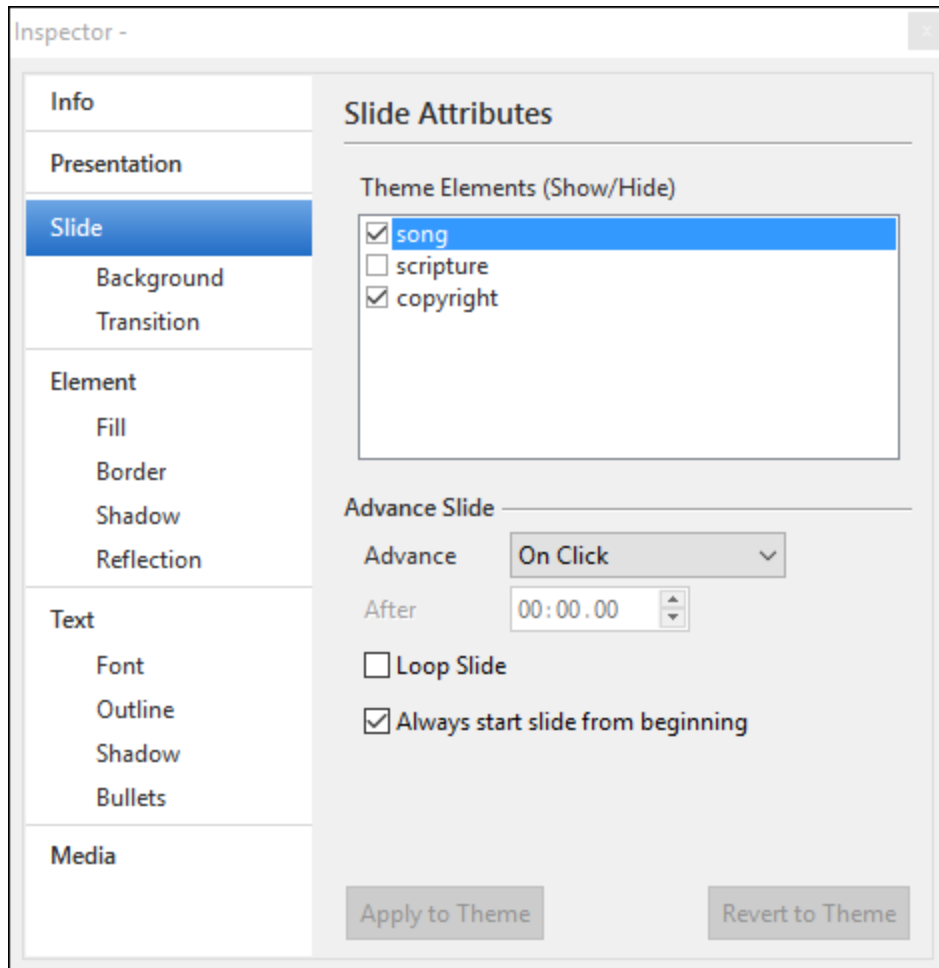
---



1. **Aspect Ratio** sets the aspect ratio of the presentation.
2. **Loop Presentation** sets whether or not the presentation will replay when complete.
3. **Presentation Theme** allows you to revert the changes made to the default theme settings.



## Slide



The Slide tab allows you to show/hide **Theme Elements** on your slide. Check the desired elements.

### Advance Slide:

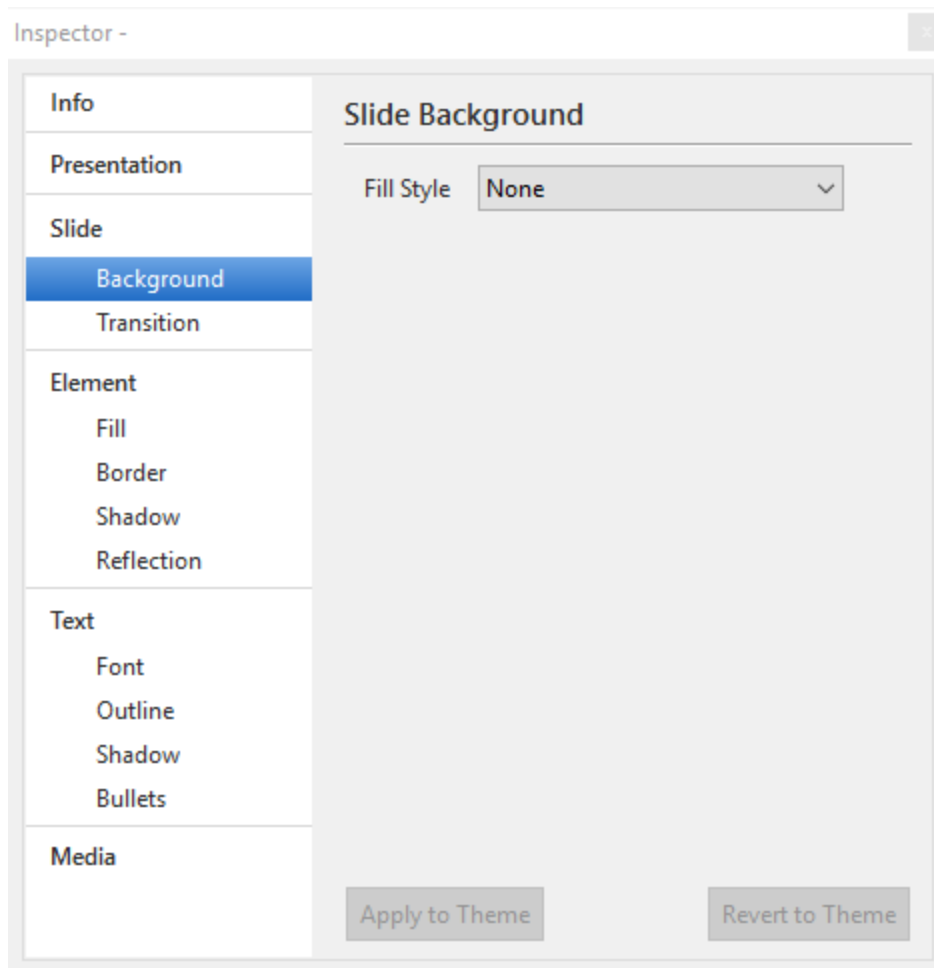
- Select **On Click** to manually control the transitions with the mouse or keyboard.
- Select **Automatically** for an automatic transition.
- Selected **Delayed** if you want the transition to start after a certain period of time. **After** sets the length of time to wait before the transition begins.

**Apply to Theme** applies the changes made in the **Inspector** to the theme being used.

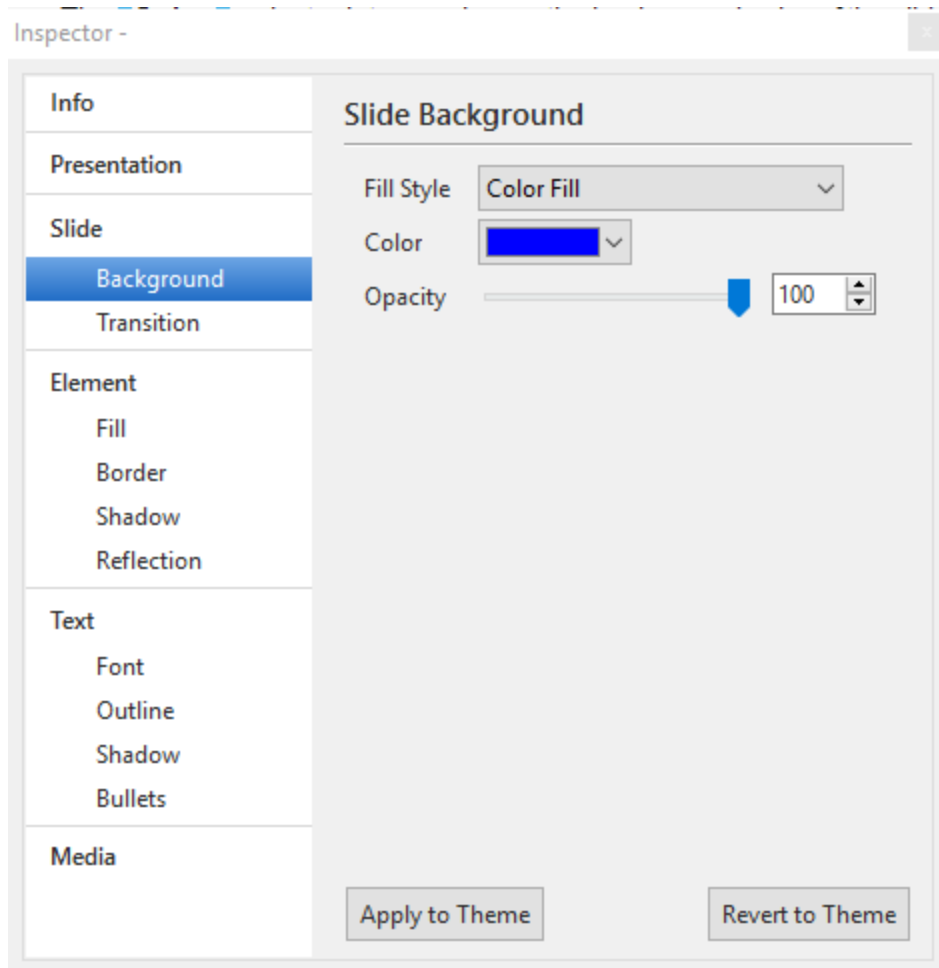
**Revert to Theme** reverts the changes made in the **Inspector** back to the default theme settings.

## Background

### None

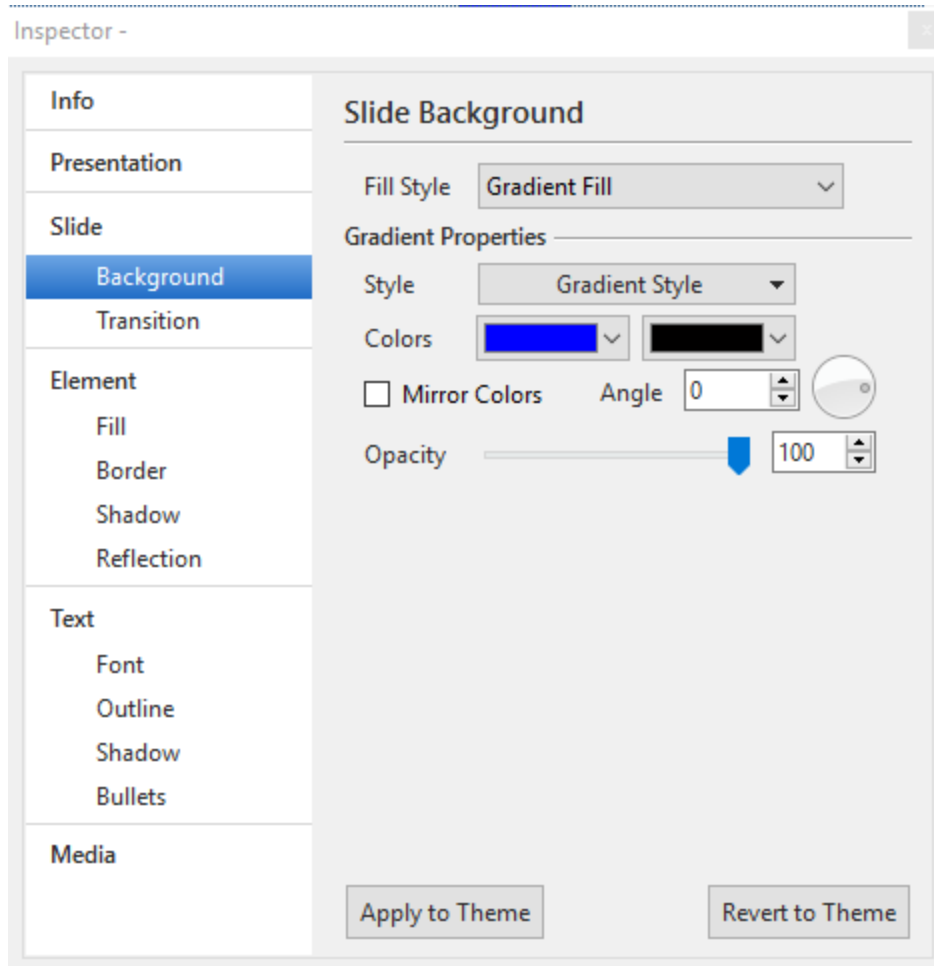


### Color Fill



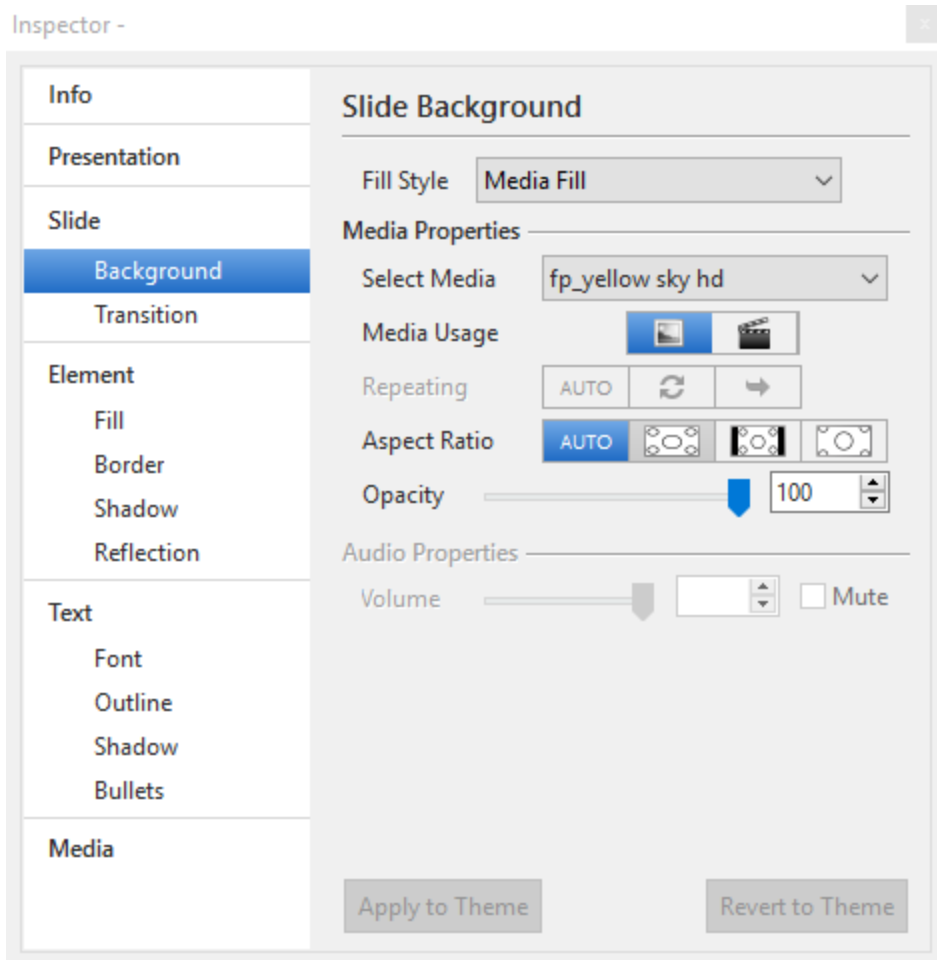
1. The **Color** selector lets you choose the background color of the slide.
2. The **Opacity** slider sets the transparency of the color fill.



### Gradient Fill



1. The **Style** selector provides various gradient styles to select from.
2. **Color 1** sets the color for half of the gradient.
3. **Color 2** sets the color for half of the gradient.
4. **Mirror Colors** adds color 1 to each side of color 2.
5. The **Angle** dial and field allows you to set a specific angle for the gradient.
6. **Opacity** sets the transparency of the gradient.

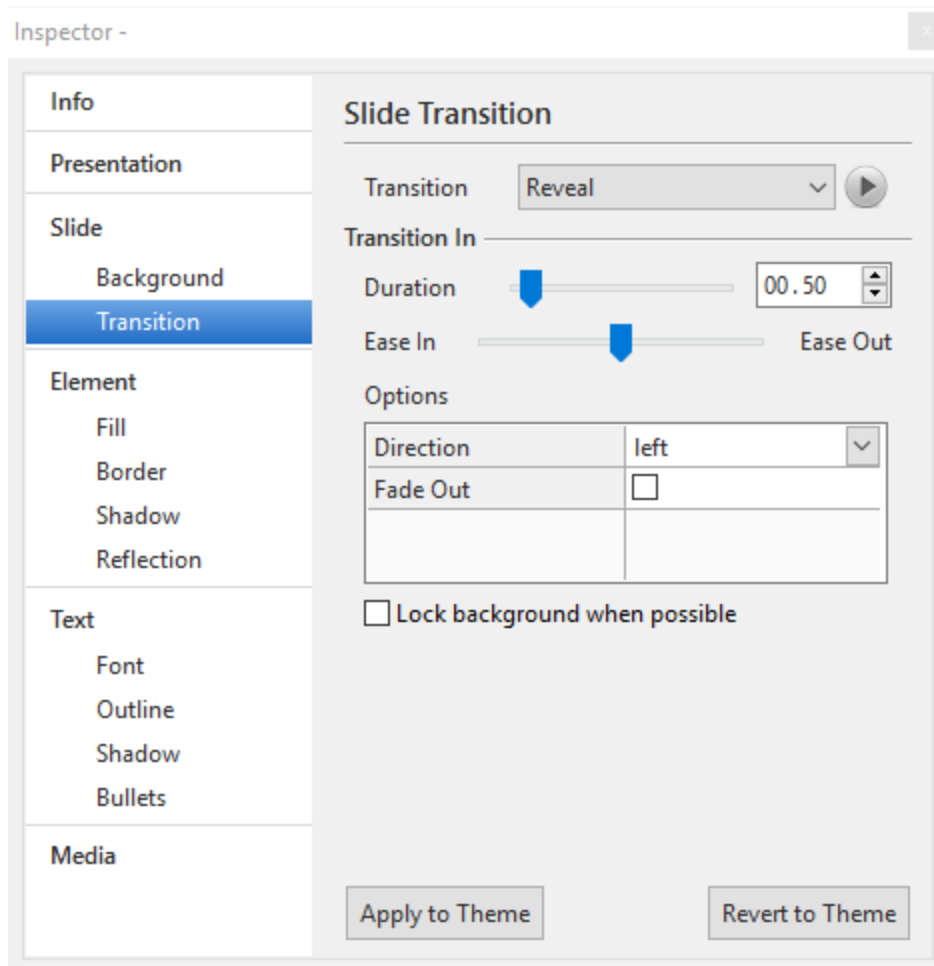
#### Media Fill




1. **Select Media** allows you to browse and select media that has been added to the **Resource Area** of EasyWorship.
2. **Media Usage** changes how the background image behaves.
  - Selecting the **Picture** icon  stretches the image to fill the screen and loops.
  - Selecting the **Movie** icon  does not stretch the video or image and does not loop if the background is a video.
3. The **Repeating** selector determines how a video will behave.
4. **Aspect Ratio** sets the aspect ratio of the background.
5. **Opacity** sets the transparency of the background media item.
6. **Volume** changes the volume of the media item being used as the background.
7. **Mute** mutes or unmutes the volume of the media item being used as a background.
8. **Apply to Theme** applies the changes made in the **Inspector** to the theme being used.

9. **Revert to Theme** reverts the changes made in the **Inspector** back to the default theme settings.

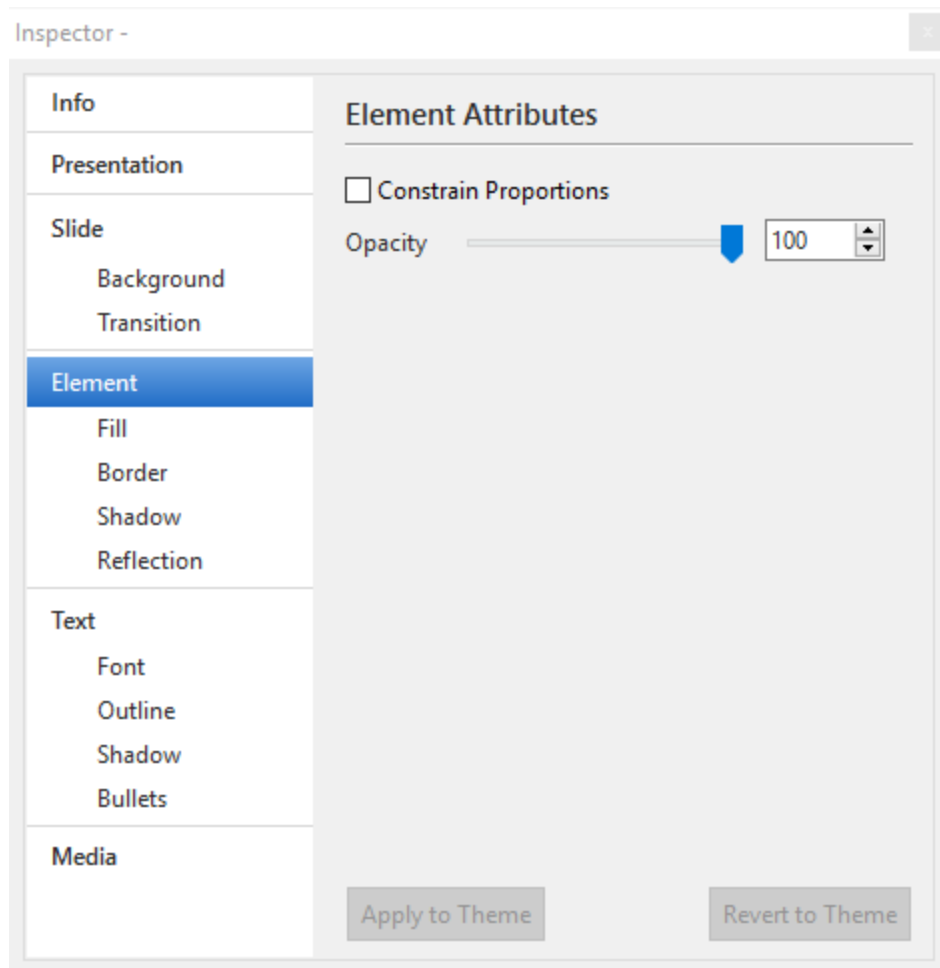
## Transition



1. The **Transition** drop-down allows you to select the transition you wish to use for the slide. Click the  button to preview the transition in the media editor.
2. **Duration** sets the length of the transition from start to finish.
3. **Ease In / Ease Out**: Controls whether the transition starts out fast and slows down or starts out slow and speeds up. If the slider is all the way to the left it will start slow and end fast. If the slider is all the way to the right it will start the transition fast and end slow.
4. The **Options** box present available settings for each transition type. For example, some transitions have the option to start from different directions on the screen.

5. **Apply to Theme** applies the changes made in the **Inspector** to the theme being used.
6. **Revert to Theme** reverts the changes made in the **Inspector** back to the default theme settings.

## Element

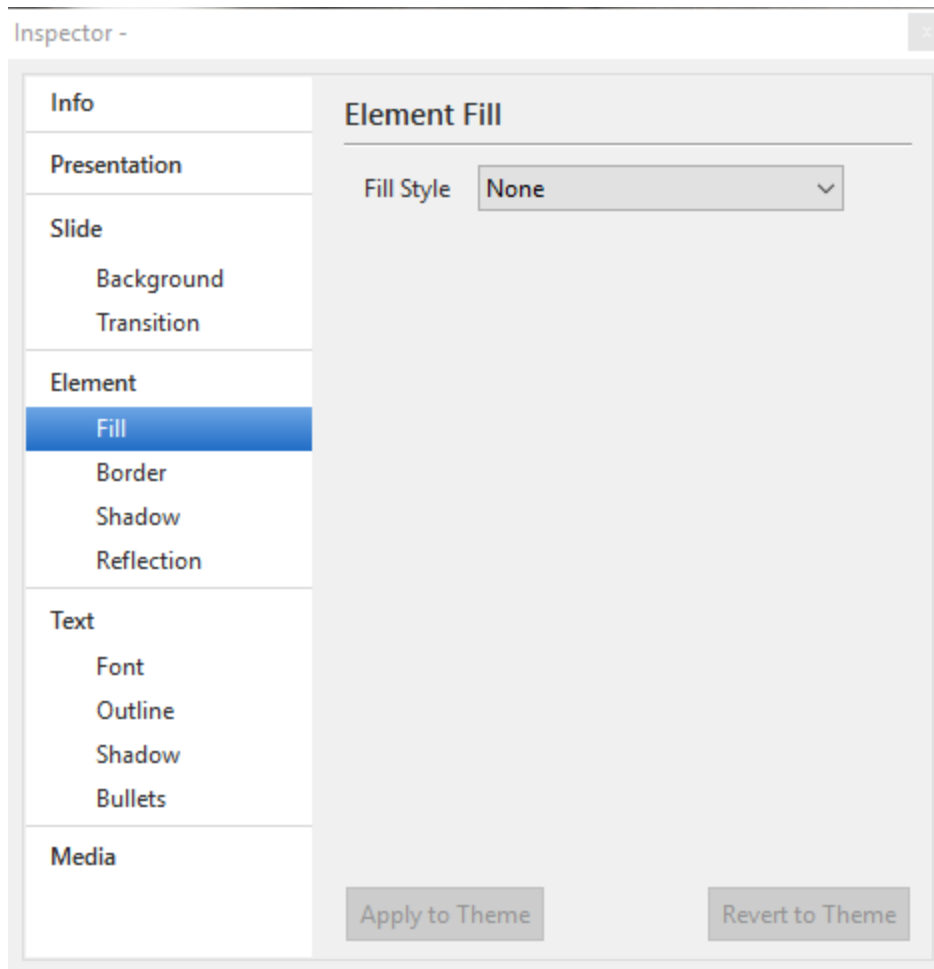


1. **Constrain Proportions:** Locks the aspect ratio of the selected element so that when it is resized the aspect ratio maintained.
2. **Opacity:** Controls the transparency of the selected element.
3. **Apply to Theme** applies the changes made in the **Inspector** to the theme being used.
4. **Revert to Theme** reverts the changes made in the **Inspector** back to the default theme settings.

## Fill

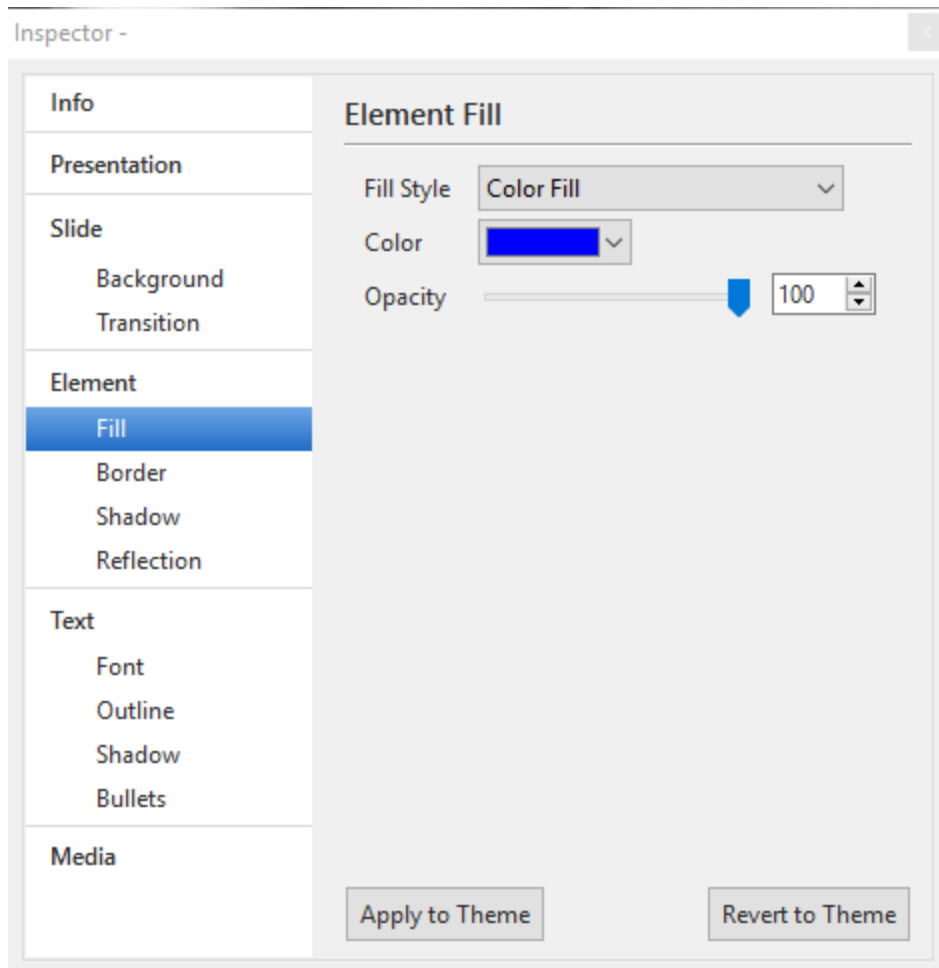
This part of the **Inspector** gives you control over the background of the selected element.

### None



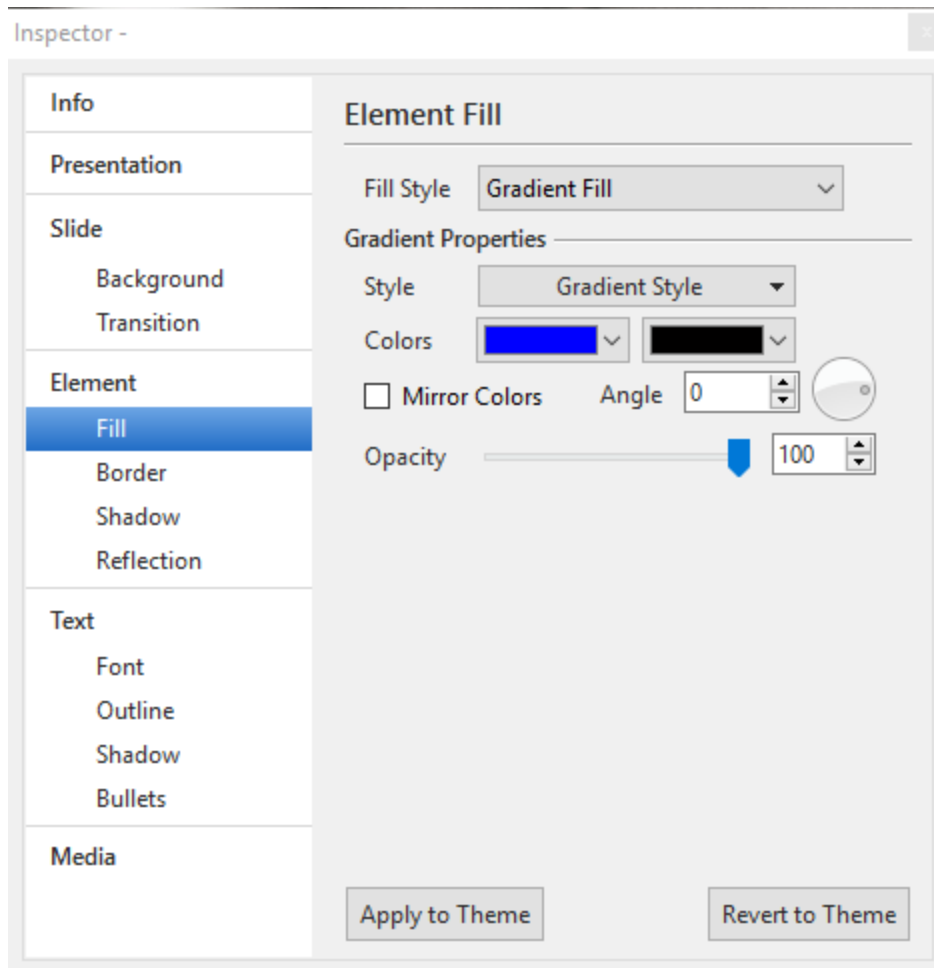
### Color Fill





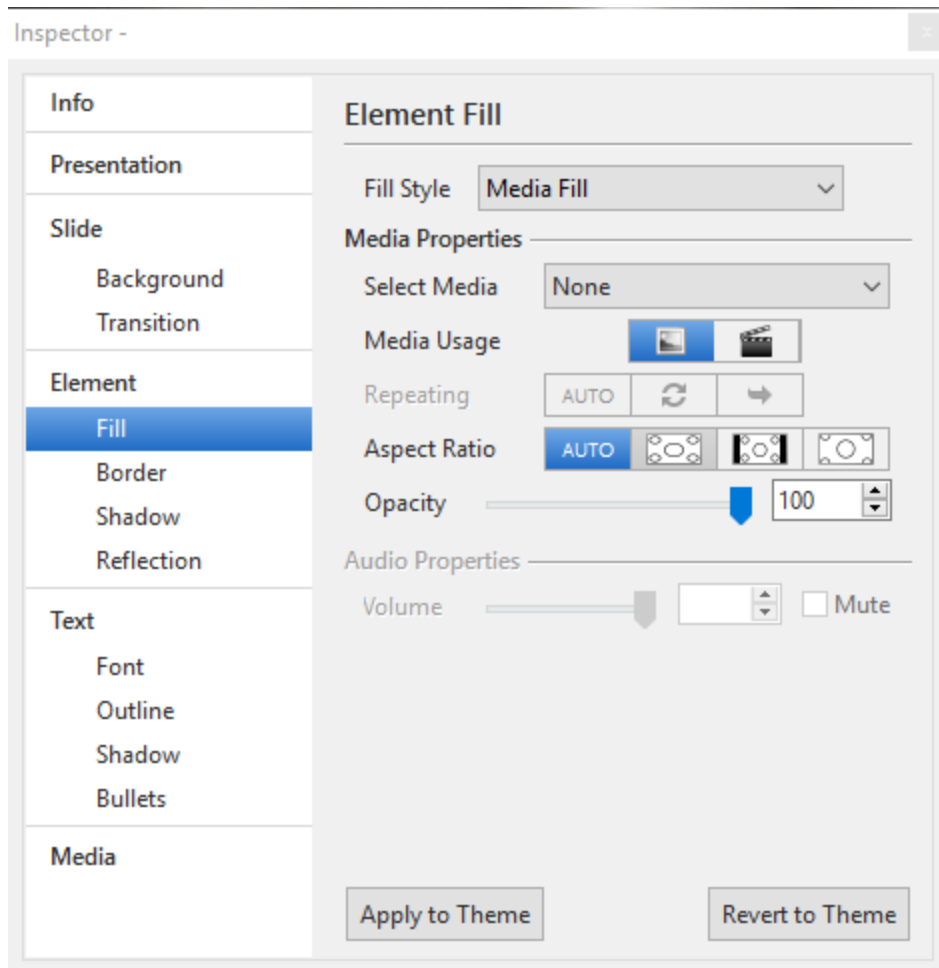
1. The **Color** selector lets you choose the background color of the slide.
2. The **Opacity** slider sets the transparency of the color fill.

### Gradient Fill



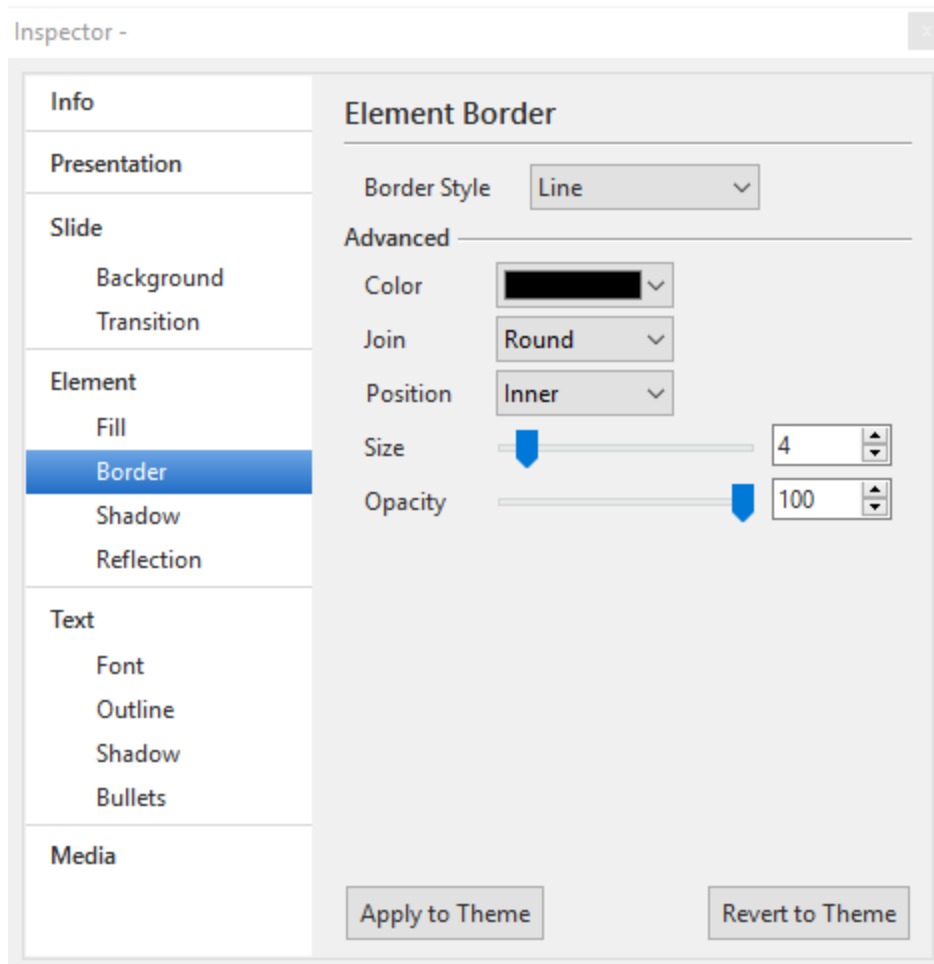
1. The **Style** selector provides various gradient styles to select from.
2. **Color 1** sets the color for half of the gradient.
3. **Color 2** sets the color for half of the gradient.
4. **Mirror Colors** adds color 1 to each side of color 2.
5. The **Angle** dial and field allows you to set a specific angle for the gradient.
6. **Opacity** sets the transparency of the gradient.

#### Media Fill



1. **Select Media** allows you to browse and select media that has been added to the **Resource Area** of EasyWorship.
2. The **Media Usage** selector stretches the image or video to fit the screen and if the background is a video, it loops.
3. The **Repeating** selector determines how a video will behave.
4. **Aspect Ratio** sets the aspect ratio of the background.
5. **Opacity** sets the transparency of the background media item.
6. **Volume** changes the volume of the media item being used as the background.
7. **Mute** mutes or unmutes the volume of the media item being used as a background.

## Border



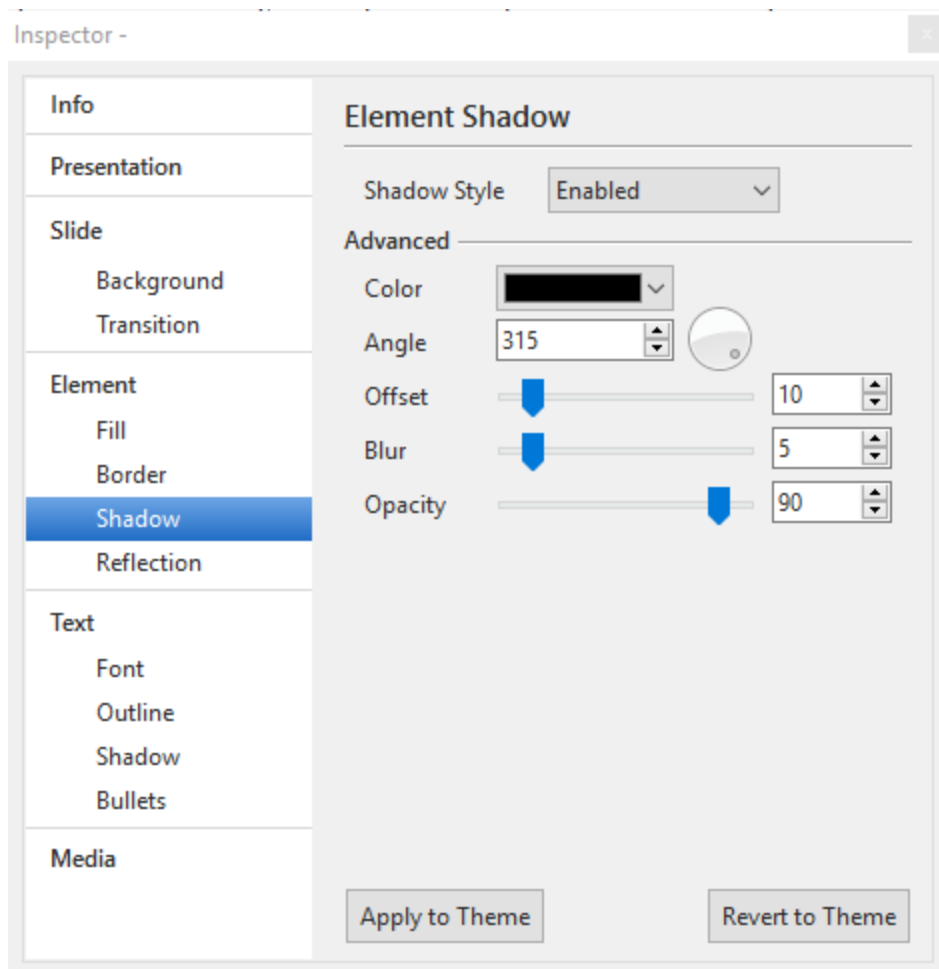
This part of the Inspector provides the option to turn on borders for the selected element, change border formatting, and adjust border placement on the edge of the element.

1. **Border Style** allows you to choose the type of border for the element.
  - **None** turns element border on or off.
  - **Outer** places the border on the outside edge of the element.
  - **Center** places the border on the center of the edge of the element.
  - **Inner** places the border on the inside edge of the element.
2. **Color** sets the color of the border.
3. **Join** allows you to choose between Round, Bevel, and Miter joins. This influences the joins in a border such as a corner.
4. **Position** allows you to choose Outer, Center and Inner for the location of the border

on the edge of the element.

5. **Size** sets the thickness of the element border.
6. **Opacity** sets the transparency of the element border.
7. **Apply to Theme** applies the changes made in the **Inspector** to the theme being used.
8. **Revert to Theme** reverts the changes made in the **Inspector** back to the default theme settings.

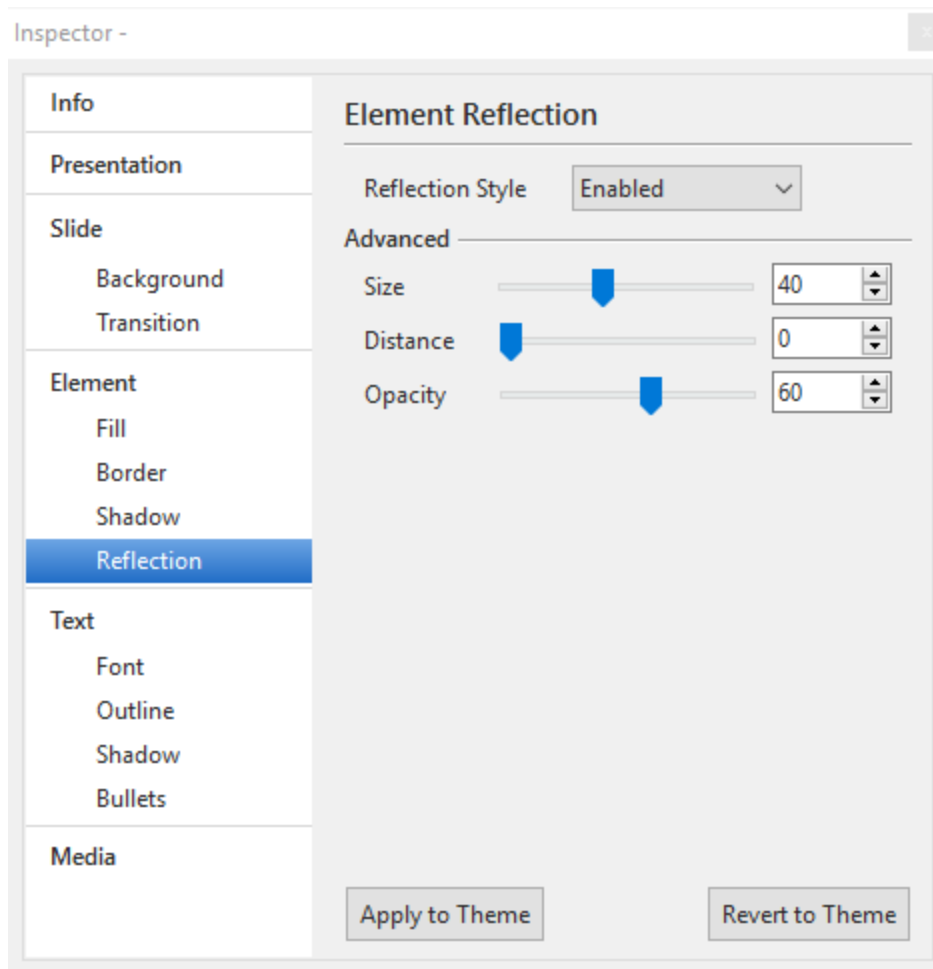
## Shadow



1. **Shadow Style** selects the pre-designed type of shadow to be used.
2. **Color** changes the color of the shadow.
3. **Angle** sets the angle of the element shadow.
4. **Offset** controls the distance of the shadow from the element.

5. **Blur** allows you to blur the element shadow.
6. **Opacity** sets transparency of the element shadow.
7. **Apply to Theme** applies the changes made in the **Inspector** to the theme being used.
8. **Revert to Theme** reverts the changes made in the **Inspector** back to the default theme settings.

## Reflection

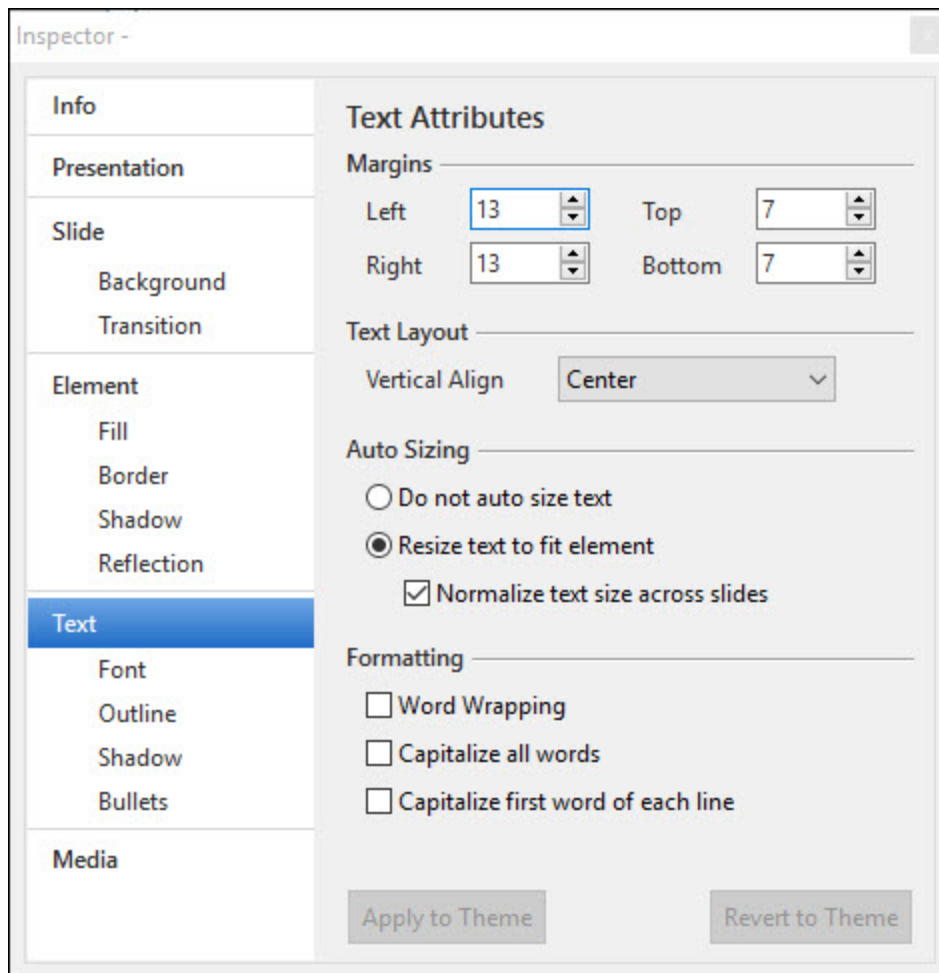


1. **Reflection Style** sets the pre-designed style of reflection for the element.
2. **Size** modifies the size of the reflection.
3. **Distance** changes the distance between the element and its reflection.
4. **Opacity** controls the transparency of the element reflection.
5. **Apply to Theme** applies the changes made in the **Inspector** to the theme being

used.

6. **Revert to Theme** reverts the changes made in the **Inspector** back to the default theme settings.

## Text

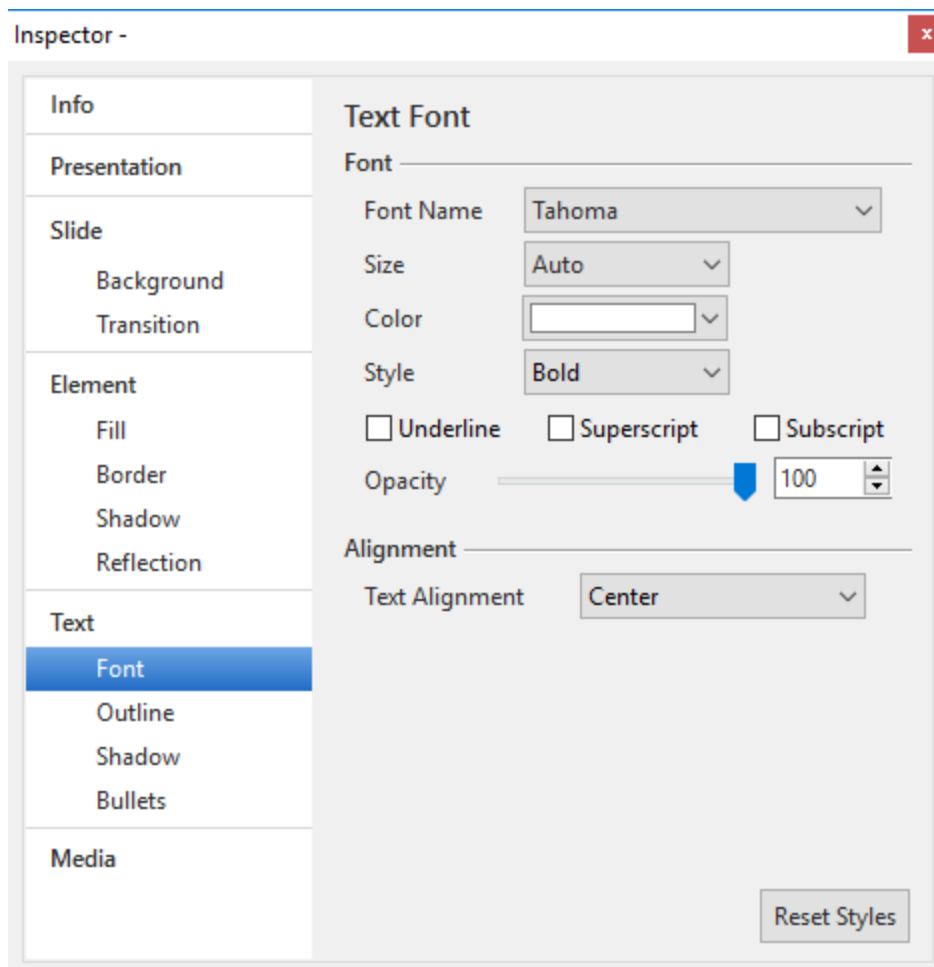


1. **Margins:** Left, Right, Top, and Bottom margin settings
2. **Vertical Align** allows you to change the vertical alignment of the text.
3. **Auto Sizing:**
  - *Do not auto size text* turns auto-sizing off.
  - *Resize text to fit element* turns auto-sizing on. Check the *Normalize text size across slides* box if you want EasyWorship to automatically make text on all slides the same size.

#### 4. Formatting

- *Word wrapping* turns automatic word wrapping on/off.
- *Capitalize all words* automatically makes all words appear in all caps.
- *Capitalize first word of each line* automatically capitalizes the first character of each line.

## Font

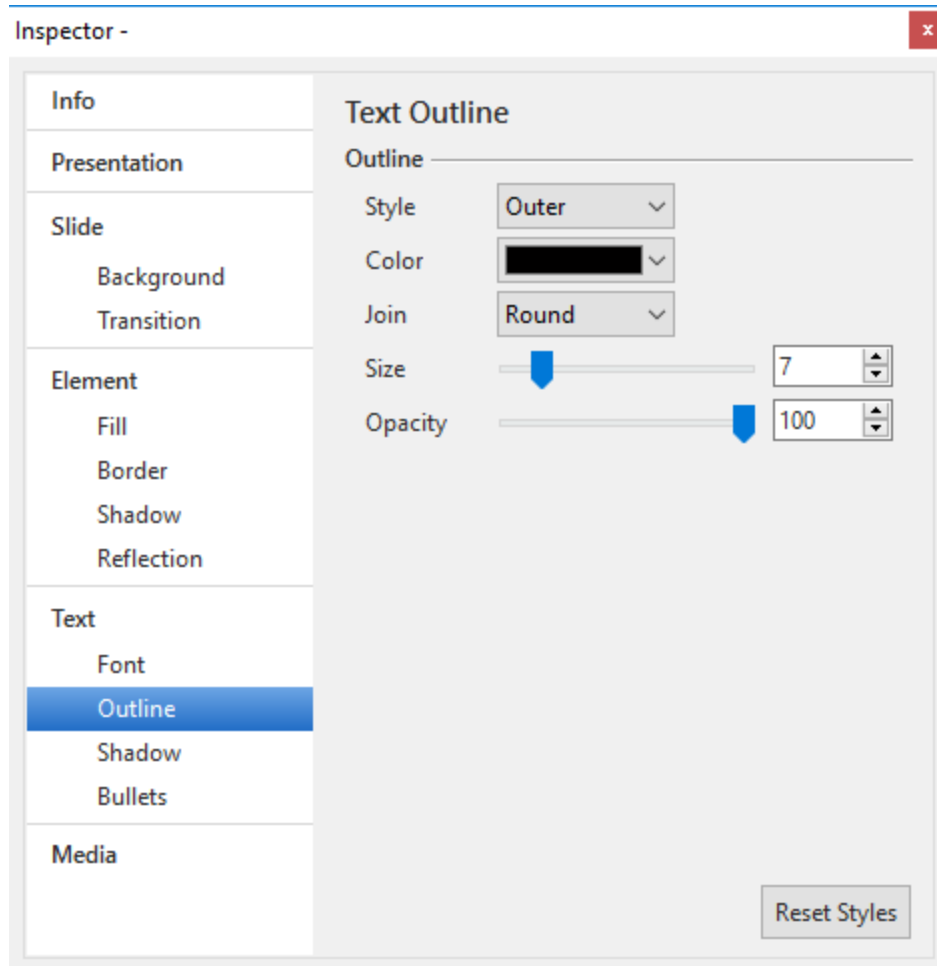


1. **Font Name** allows you to select a font style from the drop-down.
2. **Size** sets the font point size.
3. **Color** changes the color of the text.
4. **Style** allows you to select Regular, Bold, Italic or Bold Italic.
5. **Underline** turns underline on or off.



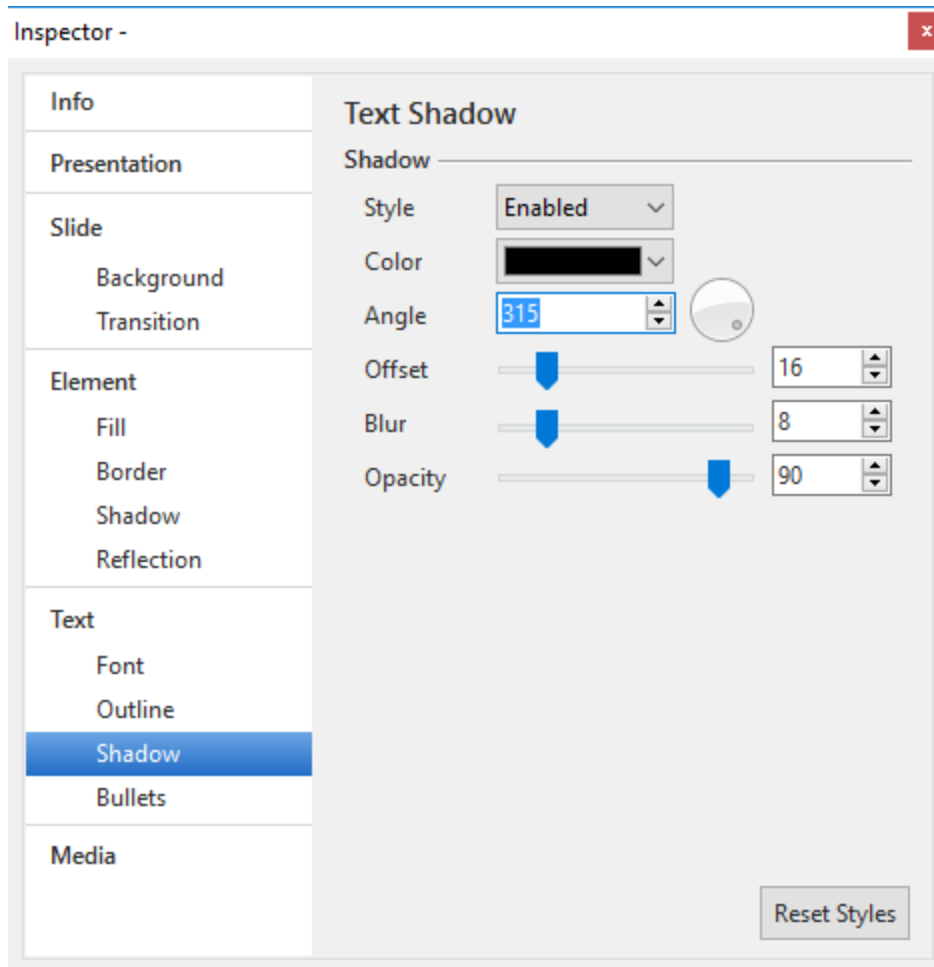
6. **Superscript** turns superscript on or off.
7. **Subscript** turns Subscript on or off.
8. **Opacity** sets transparency of the text.
9. **Alignment** allows you to set the horizontal alignment of the text.

## Outline



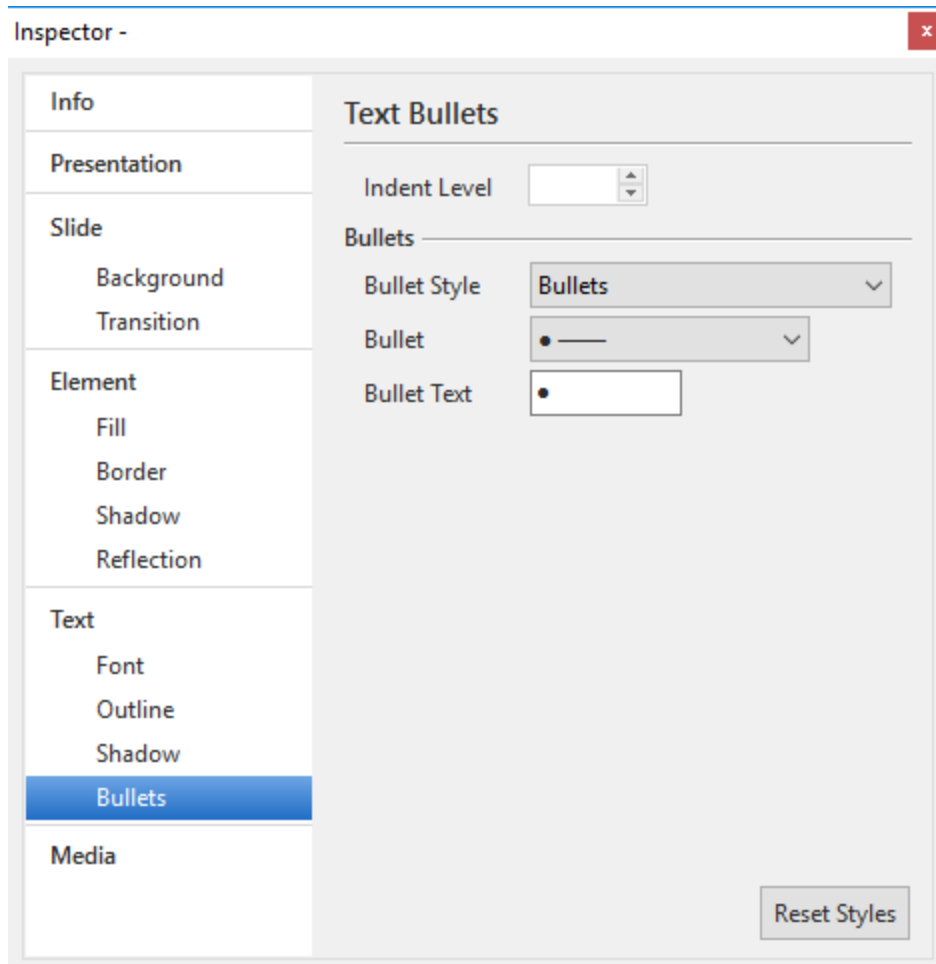
1. The **Style** drop-down allows you to choose None, Outer, Center, and Inner for the location of the outline on the edge of the text.
2. **Color** changes the color of the text outline.
3. **Join** allows you to choose between Round, Bevel, and Miter joins. This influences the joins in an outline such as a corner.
4. **Size** sets the thickness of the text outline.
5. **Opacity** sets transparency of the text outline.

## Shadow



1. **Style** turns text shadow on or off.
2. **Color** changes the color of the text shadow.
3. **Angle** sets the angle of the text shadow.
4. **Offset** controls the distance of the shadow from the text.
5. **Blur** allows you to blur the text shadow.
6. **Opacity** sets transparency of the text shadow.

## Bullets

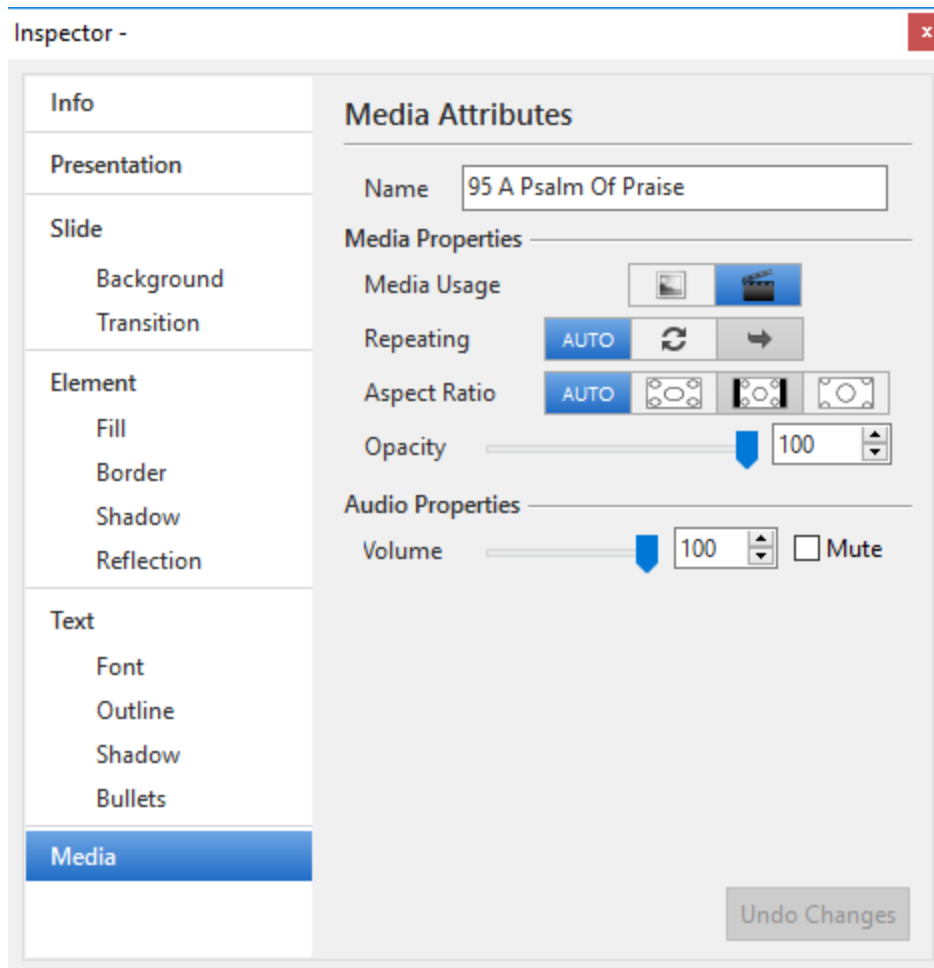




1. **Indent Level** sets the indent for bullets.
2. **Bullets** selects between Bullets or Numbers, and reveals options for selecting the bullet or number style.

## Media

---

This section is grayed out unless a media element is selected in the editor.

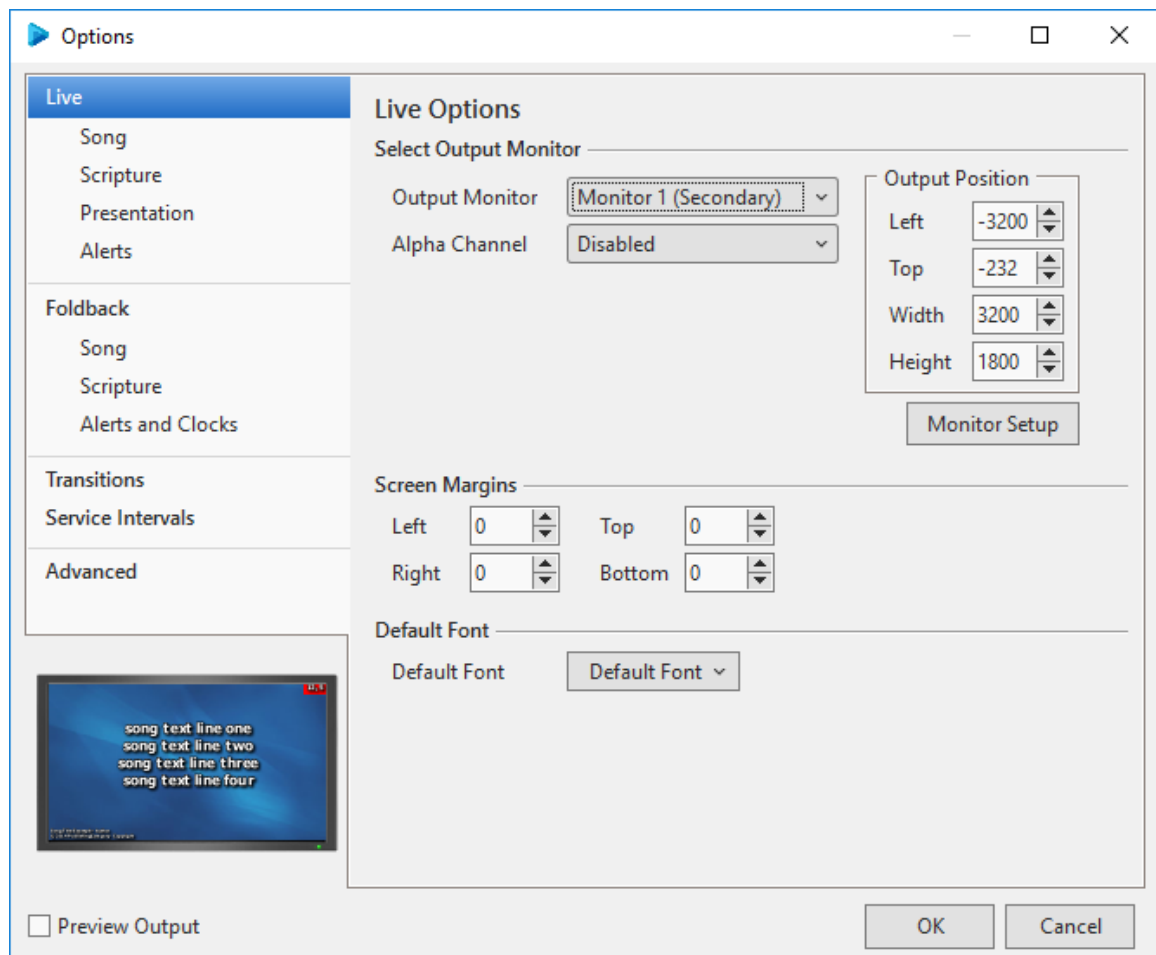


1. **Name:** The name of the media element selected.
2. **Media Usage** changes how the background image behaves.
  - Selecting the **Picture** icon  stretches the image to fill the screen and loops.
  - Selecting the **Movie** icon  does not stretch the video or image and does not loop if the background is a video.
3. **Aspect Ratio** sets the aspect ratio of the background.
4. **Opacity** sets the transparency of the background media item.
5. **Volume** changes the volume of the media item being used as the background.
6. **Mute:** Mutes or unmutes the volume of the media item being used as a background.

## Options

To access the **Options** menu in EasyWorship, click **Edit > Options....** In the bottom left corner of the **Options** window, there is a checkbox next to **Preview Output**. Use this option to view changes on the output screen as you make them.

### Live



### Select Output Monitor

This is where you can setup how and where EasyWorship sends its output to the audience.

#### Output Monitor

This drop-down button allows you to set the screen or location where you wish to send the EasyWorship output.

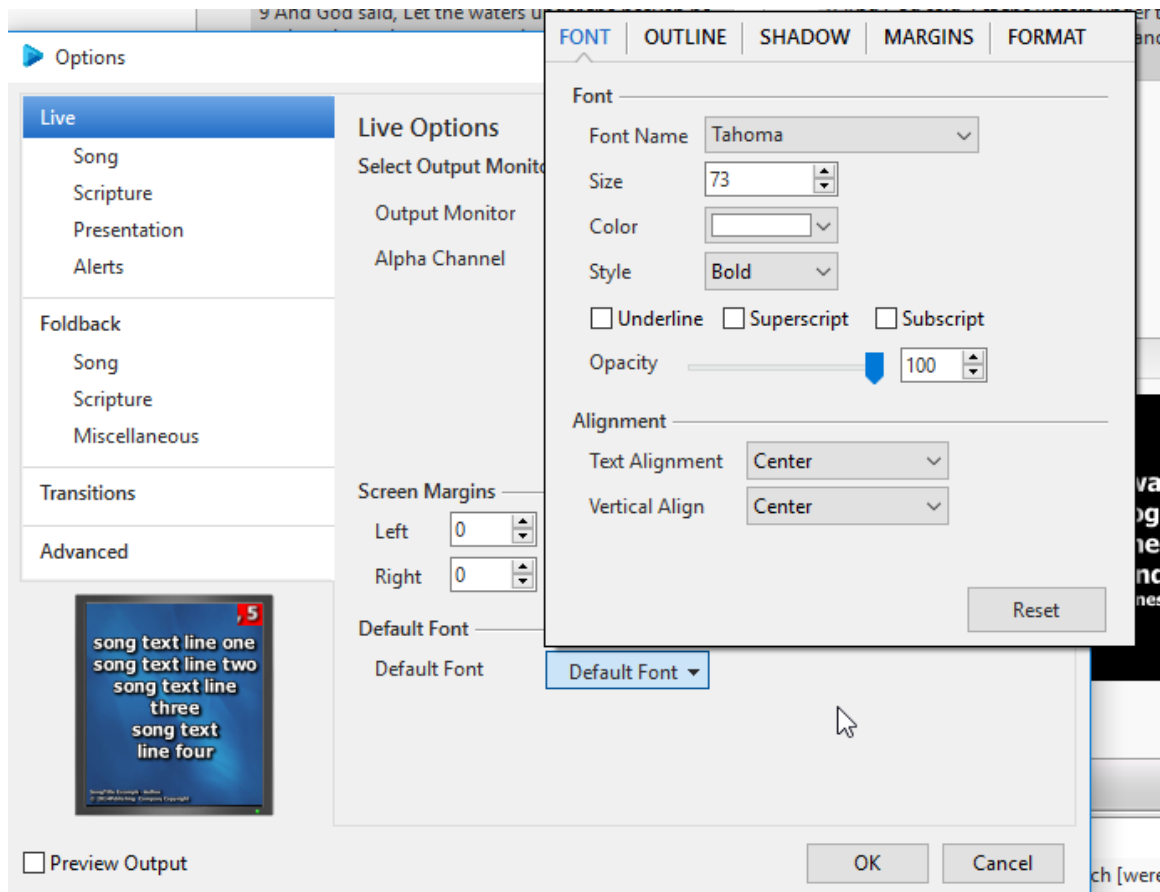
<b>Output Format</b>	Allows you to select the format you wish to send to the NewTek TriCaster over your local network connection. <b>This option is only available when selecting the NewTek AirSend option from the Output Monitor drop-down.</b>
<b>Output Position</b>	Shows you where EasyWorship is sending its output to by pixel location. If custom position is select from the Output Monitor drop down, you will enter the location you want EasyWorship to send its output to in these fields.
<b>Alpha Channel</b>	This drop-down button allows you to select which output to send alpha channel content to. This option is not available if you have selected the NewTek AirSend output from the Output Monitor drop-down.
<b>Monitor Setup</b>	Opens the Windows Display Settings window to allow you to extend your windows Desktop to another screen or change other display settings without having to close EasyWorship.

## Screen Margins

This section allows you to customize the screen margins, i.e., fine-tuning the placement of EasyWorship content on the output screen.

## Default Font

When you click the **Default Font** drop-down, the following window appears, allowing you to set the default appearance of the text.



<b>Font Tab</b>	This tab allows you to select a default font style and size, change the color and style of the text, turn Superscript and Subscript on/off, set the opacity (transparency) of the text, and set the horizontal and vertical alignment of the text.
<b>Outline Tab</b>	This tab allows you to turn text outline on/off, change the color of the text outline, choose between Round, Bevel, or Miter joins (influences joins in an outline, such as a corner), choose the location of the outline on the edge of the text (Outer, Center, or Inner), and set the thickness and opacity (transparency) of the text outline.
<b>Shadow Tab</b>	This tab allows you to turn text shadow on/off, change the color, angle, and offset (distance) of the text shadow, and set the blur and opacity (transparency) for the text shadow.
<b>Margins Tab</b>	This tab allows you to set the Left, Right, Top, and Bottom margin settings.
<b>Format Tab</b>	This tab allows you to customize song text formatting.

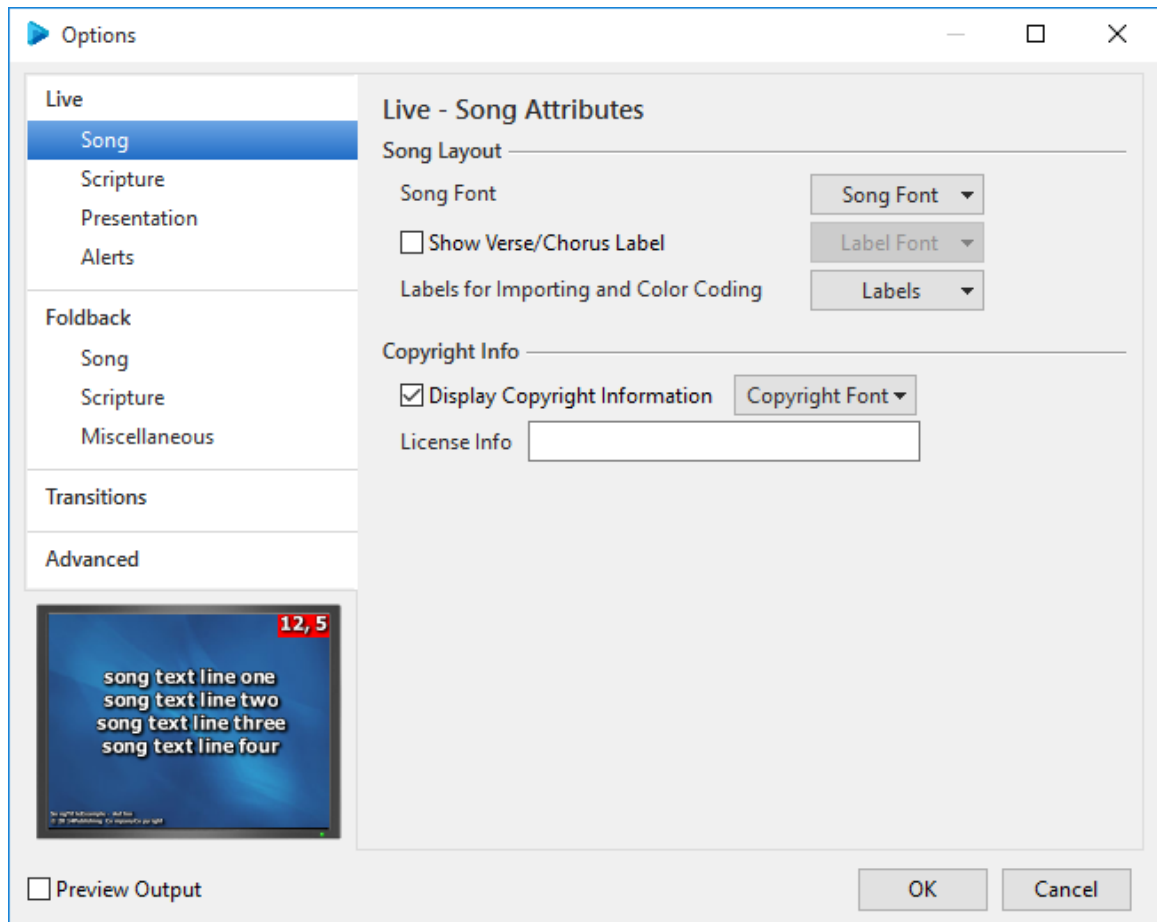
- *Auto Sizing* - select "Do not auto size text" if you want to turn auto sizing off, or select "Resize text to fit element" to turn auto sizing on (check the box next to "Normalize text size across slides" if you want EasyWorship to automatically make text on all slides the same size).
- *Word Wrapping* - check this box to turn automatic word wrapping on.
- *Capitalize all words* - check this box to automatically make all words appear in call caps.
- *Capitalize first word of each line* - check this box to automatically capitalize the first word of each line in a song.
- *Automatically capitalize the first character of these words* - check this box to automatically capitalize the first character of the words listed below when they are used in a title slide.

## Song

---

This part of the **Options** menu allows you to change the default settings for songs, i.e., the look and feel of song text and margins being displayed to your audience.



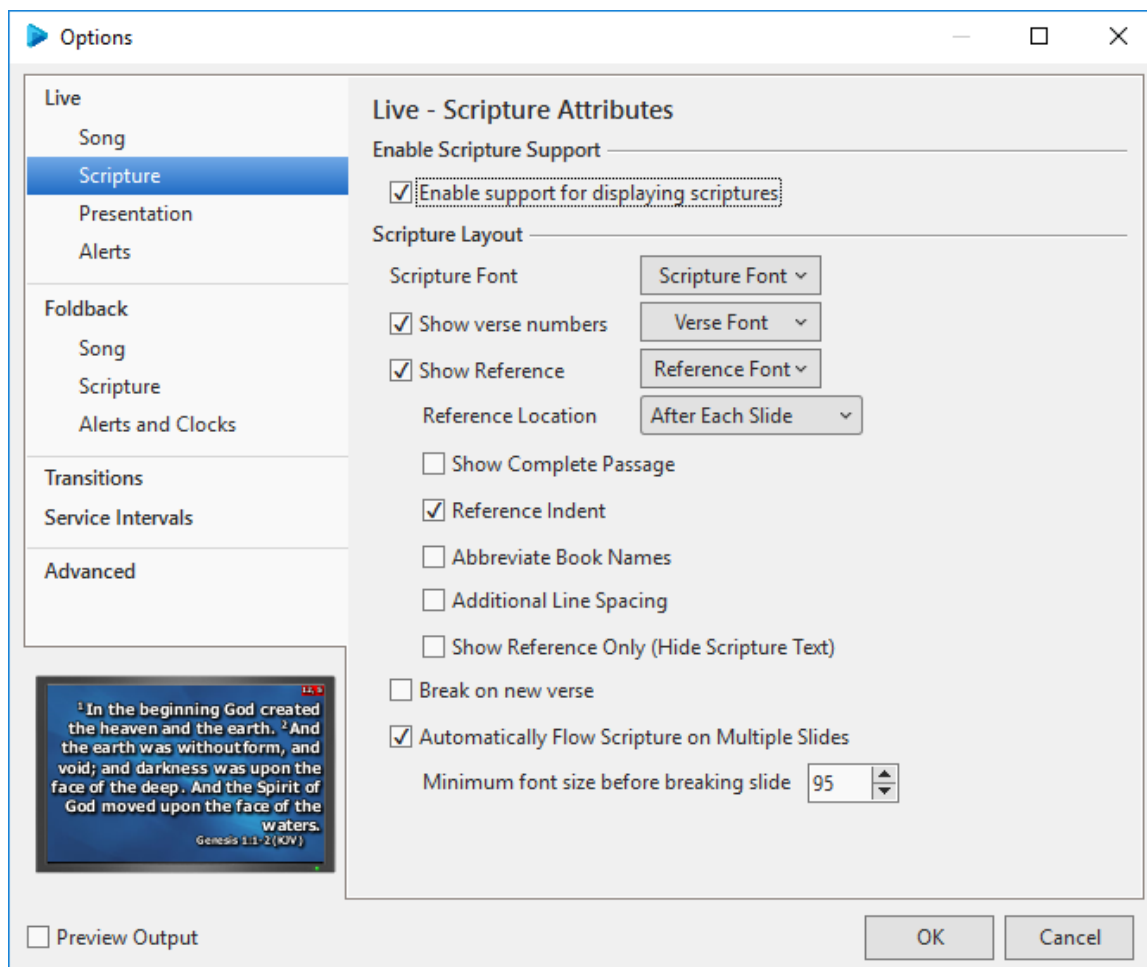


<b>Song Font</b>	Refer to "Default Font" on page 106 for information on the options in this window.
<b>Show Verse/Chorus Label</b>	Checking this box tells EasyWorship to display labels that have been entered into your song, e.g., Verse, Chorus, Bridge, etc.
<b>Label Font</b>	Refer to "Default Font" on page 106 for information on the options in the <b>Label Font</b> window.
<b>Labels for Importing and Color Coding</b>	This option allows you to set the color coding of your choice for labels and set custom shortcut keys for each type of label. You can also add new labels if the desired label does not exist.
<b>Display Copyright Information</b>	Checking this box tells EasyWorship to display Copyright info on song slides when displaying to the audience.
<b>Copyright Font</b>	Refer to "Default Font" on page 106 for information on the

	options in the <b>Copyright Font</b> window.
<b>License Info</b>	The <b>License Info</b> field allows you to enter your CCLI or other copyright license number to be displayed on songs that require copyright information to be displayed.

## Scripture

This part of the **Options** menu allows you to enable/disable support for displaying scriptures (turns EasyWorship's Scripture tab on/off) and customize the default settings for scriptures, i.e., the look and feel of scripture text and margins being displayed to your audience.

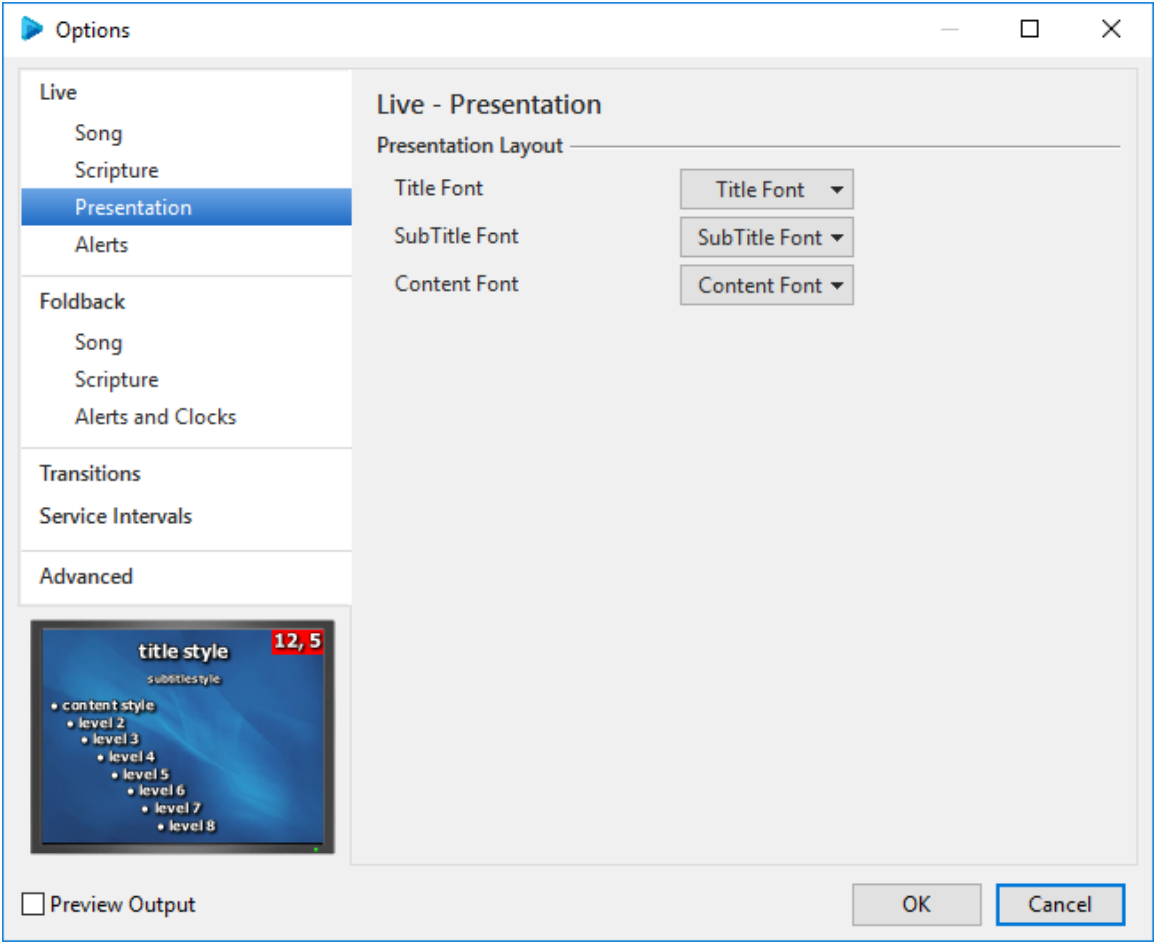


<b>Enable support for displaying scriptures</b>	Checking this box tells EasyWorship to enable support for displaying scriptures (turns EasyWorship's Scripture tab on).
<b>Scripture Font</b>	Refer to "Default Font" on page 106 for information on the options in the <b>Scripture Font</b> window.
<b>Show verse numbers</b>	Checking this box tells EasyWorship to enable verse numbering in the scripture text.
<b>Verse Font</b>	Refer to "Default Font" on page 106 for information on the options in the <b>Verse Font</b> window.
<b>Show Reference</b>	Checking this box tells EasyWorship to show the scripture reference on the output screen.
<b>Reference Font</b>	Refer to "Default Font" on page 106 for information on the options in the <b>Reference Font</b> window.
<b>Reference Location</b>	Allows you to place the scripture reference Before Each Slide, After Each Slide or After Each Passage
<b>Show Complete Passage</b>	When this box is checked, the complete scripture passage reference will be visible on every slide instead of showing the reference for only the passages on the current slide being displayed.
<b>Reference Indent</b>	When this box is checked, EasyWorship indents the scripture reference.
<b>Abbreviate Book Names</b>	When this box is checked, EasyWorship will abbreviate the book name in the scripture reference.
<b>Additional Line Spacing</b>	When this box is checked, EasyWorship will add additional line spacing between the scripture and the reference.
<b>Show Reference Only (Hide Scripture Text)</b>	When this box is checked, EasyWorship will hide the text of the verses in the slide. The reference will use the reference font settings. If the slide is in edit mode, this setting is ignored.
<b>Break on a new verse</b>	When this box is checked, this option tells EasyWorship to create a new slide for every verse.
<b>Automatically Flow Scripture on Multiple Slides</b>	When this box is checked, EasyWorship will automatically insert slide breaks for each chapter. Unchecking this option will allow you to override the default breaks.
<b>Minimum font size  before breaking slide</b>	This option allows you to set a limit on how small the text in a scripture slide can appear before creating a new

slide.

## Presentation

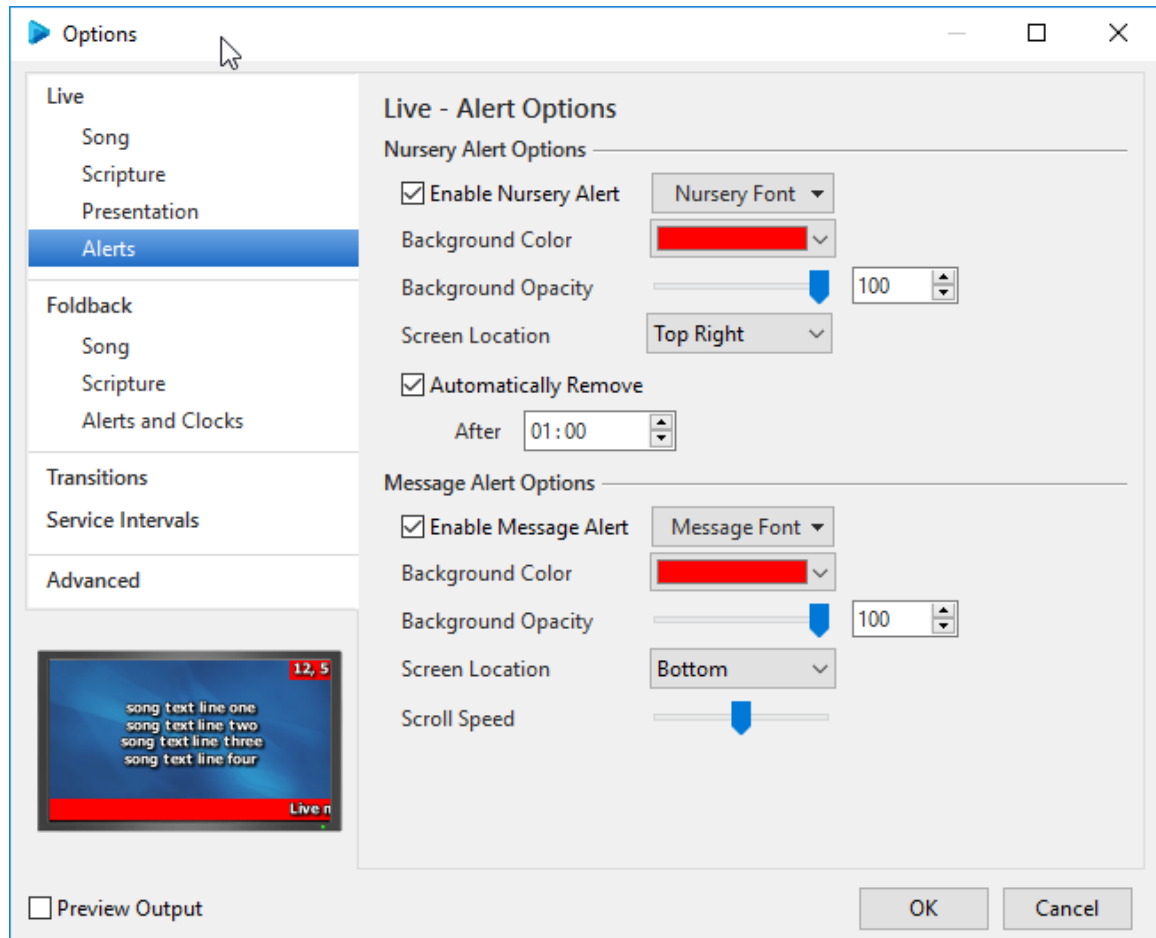
This section of the **Options** menu allows you to customize the default fonts for the Title, Subtitle, and Content slides in your Presentations, i.e., the default look and feel for fonts in the slides you create under the **Presentations** tab.



Title Font	Refer to "Default Font" on page 106 for information on the options in the <b>Title Font</b> window.
SubTitle Font	Refer to "Default Font" on page 106for information on the options in the <b>SubTitle Font</b> window.
Content Font	Refer to "Default Font" on page 106 for information on the options in the <b>Content Font</b> window.

## Alerts

The **Alerts** tab allows you to set options for the alerts that appear on screen.



### Nursery Alert Options

<b>Enable Nursery Alert</b>	Check to allow nursery alerts.
<b>Nursery Font</b>	Click to set the default font settings for the nursery alerts. Refer to "Default Font" on page 106 for information on the options in the <b>Nursery Font</b> window.
<b>Background Color</b>	Sets the background color of the nursery alert.
<b>Background Opacity</b>	Sets the background opacity of the nursery alert.
<b>Screen Location</b>	Allows you to set the position of the nursery alert on the screen.

<b>Automatically Remove After</b>	To automatically remove the alert after a set amount of time, click the checkbox and enter the desired time limit.
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## Message Alert Options

<b>Enable Message Alert</b>	Check to allow message alerts.
<b>Message Font</b>	Click to set the default font settings for the message alerts. Refer to "Default Font" on page 106 for information on the options in the <b>Message Font</b> window.
<b>Background Color</b>	Sets the background color of the alert.
<b>Background Opacity</b>	Sets the background opacity of the alert.
<b>Screen Location</b>	Allows you to set the position of the alert on the screen.
<b>Scroll Speed</b>	Sets the speed at which the messages are scrolled through.

## Foldback

### Enable support for display Foldback (stage display)

Checking this box allows EasyWorship to take advantage of a third video output to display content for stage monitors.

### Output Monitor

This drop-down allows you to set the screen or location to which the EasyWorship output foldback content will be sent.

### Custom Position

These fields show you where EasyWorship is sending its foldback content to by pixel location. If custom position is selected from the Output Monitor drop down, this is where you will enter the location you want EasyWorship to send its output to.

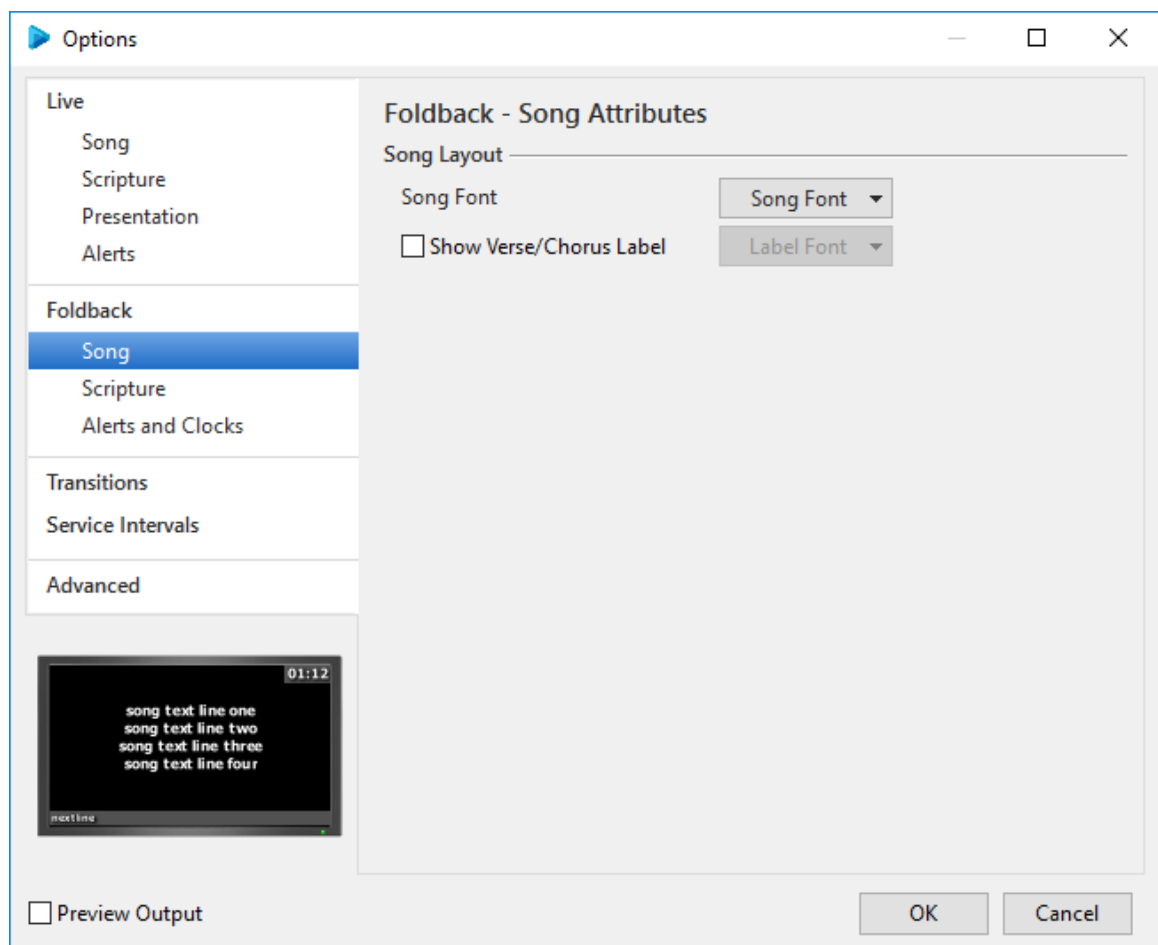
<b>Default Font</b>	This menu allows you to set the default appearance of the text. Refer to "Default Font" on page 106 for information on the options in this window.
<b>Enable next item info</b>	Checking this box enables <b>Next Item Information</b> . Next item info can show up either 1) as the first line of the next slide, or 2) as the title of the next item in the schedule.
<b>Next Item Font</b>	This menu allows you to set the appearance of the text. Refer to "Default Font" on page 106 for information on the options in this window.
<b>Background Color</b>	Sets the background color for the next item.
<b>Screen Margins</b>	These fields allow you to fine-tune the Left, Right, Top, and Bottom screen margins so EasyWorship's content displays properly on the foldback screen.

## Song

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The **Song Attributes** window allows you to change the default settings for songs, i.e., the look and feel of song text and margins being displayed to your audience.

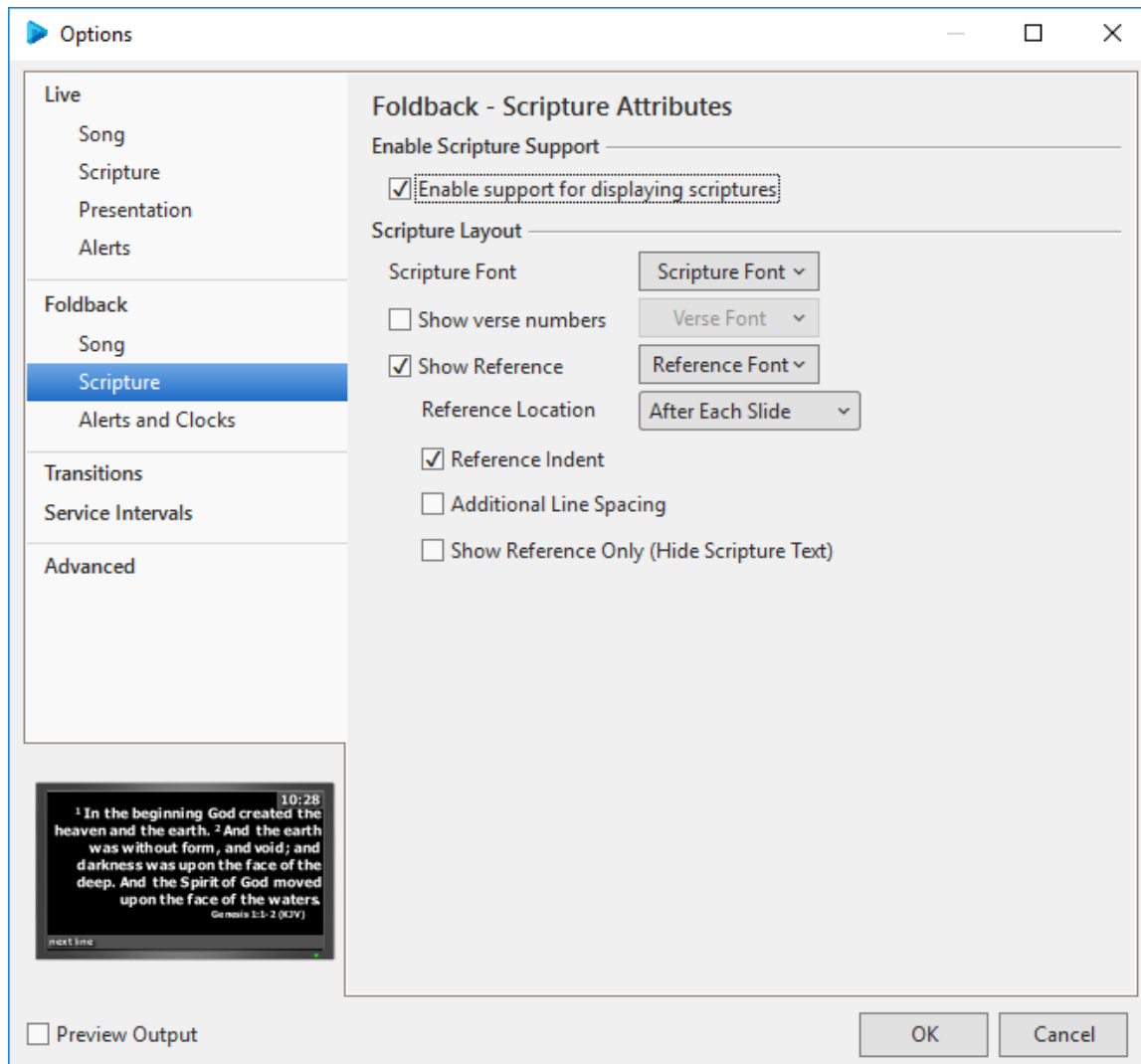




<b>Song Font</b>	Refer to "Default Font" on page 106 for information on the options in this window.
<b>Show Verse /Chorus Label</b>	Checking this box tells EasyWorship to display labels that have been entered into your song, e.g., Verse, Chorus, Bridge, etc.
<b>Label Font</b>	Refer to "Default Font" on page 106 for information on the options in this window.

## Scripture

The Scripture Attributes window allows you to enable/disable support for displaying scriptures (turns EasyWorship's Scripture tab on/off) and customize the default settings for scriptures, i.e., the look and feel of scripture text and margins being displayed to your audience.



### Enable support for displaying scriptures

Checking this box tells EasyWorship to enable support for displaying scriptures (turns EasyWorship's Scripture tab on).

### Scripture Font

Refer to "Default Font" on page 106 for information on the options in the **Scripture Font** window.

### Show verse numbers

Checking this box tells EasyWorship to enable verse numbering in the scripture text.

### Verse Font

Refer to "Default Font" on page 106 for information on the options in the **Verse Font** window.

### Show Reference

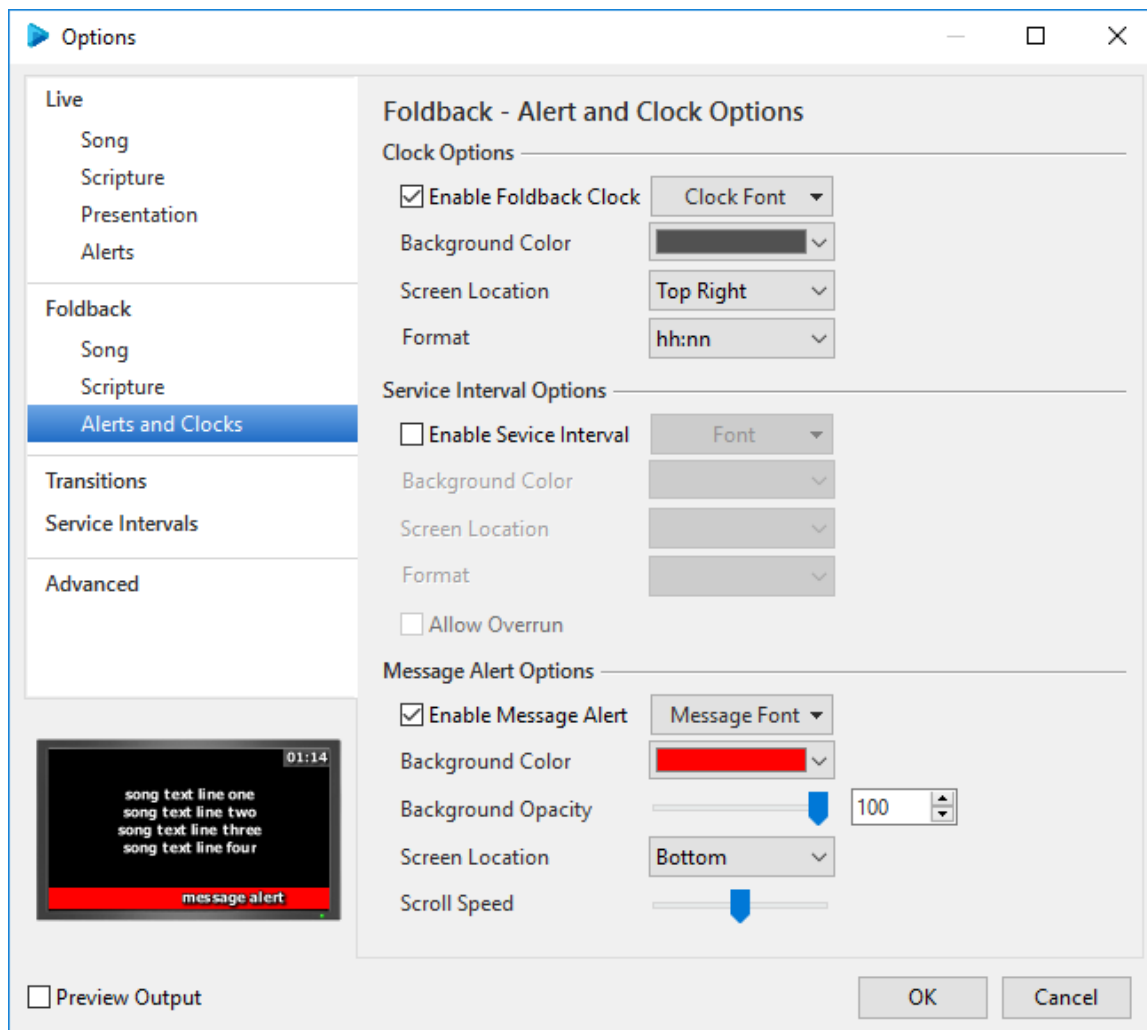
Checking this box tells EasyWorship to show the scripture reference on the output screen.

<b>Reference Font</b>	Refer to "Default Font" on page 106 for information on the options in the <b>Reference Font</b> window.
<b>Reference Location</b>	Allows you to place the scripture reference Before Each Slide, After Each Slide or After Each Passage
<b>Reference Indent</b>	When this box is checked, EasyWorship indents the scripture reference.
<b>Additional Line Spacing</b>	When this box is checked, EasyWorship will add additional line spacing between the scripture and the reference.
<b>Show Reference Only (Hide Scripture Text)</b>	When this box is checked, EasyWorship will hide the text of the verses in the slide. The reference will use the reference font settings. If the slide is in edit mode, this setting is ignored.

## Alerts and clocks

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The **Alerts and Clocks** tab allows you to enable/disable and customize Clock options, Service Interval options, and Message Alert options.



## Clock Options

<b>Enable Foldback Clock</b>	Checking this box enables the <b>Clock Options</b> .
<b>Clock Font</b>	Refer to "Default Font" on page 106 for information on the options in the <b>Clock Font</b> window.
<b>Background Color</b>	Sets the background color of the clock.
<b>Screen Location</b>	Sets the position of the clock on the screen.
<b>Format</b>	Sets the desired format of the time on the clock.

## Service Interval Options

<b>Enable Service Interval</b>	Checking this box enables service intervals.
--------------------------------	--

<b>Font</b>	Refer to "Default Font" on page 106 for information on the options in the <b>Font</b> window.
<b>Background Color</b>	Sets the background color of the service interval.
<b>Screen Location</b>	Sets the position of the service interval on the screen.
<b>Format</b>	Sets the desired format of the time on the service interval.
<b>Allow Overrun</b>	

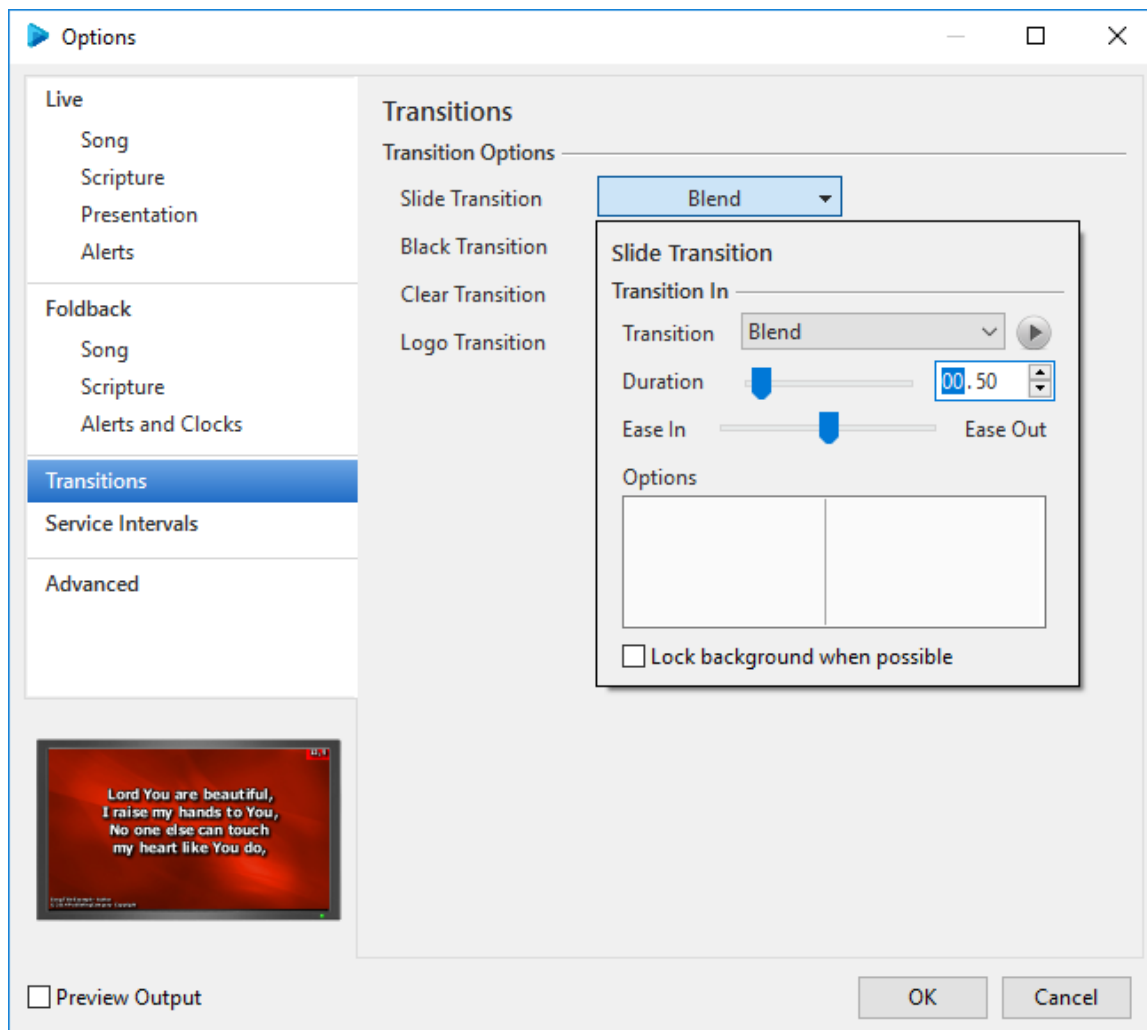
### Message Alert Options

<b>Enable Message Alert</b>	Check to allow message alerts.
<b>Message Font</b>	Click to set the default font settings for the message alerts. Refer to "Default Font" on page 106 for information on the options in the <b>Message Font</b> window.
<b>Background Color</b>	Sets the background color of the alert.
<b>Background Opacity</b>	Sets the background opacity of the alert.
<b>Screen Location</b>	Allows you to set the position of the alert on the screen.
<b>Scroll Speed</b>	Sets the speed at which the messages are scrolled through.

## Transitions

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This section allows you to determine the default styles for slide to slide transitions, as well as Black, Clear, and Logo transitions (Black, Clear, and Logo buttons are on the right side of EasyWorship's main toolbar).



**Slide Transition** - The type of transition to use between schedule items, and between items in a song, scripture, or presentation.

**Black Transition** - The type of transition to use between black and non-black displays.

**Clear Transition** - The type of transition to use between clear and non-clear displays.

**Logo Transition** - The type of transition to use between logo and non-logo displays.

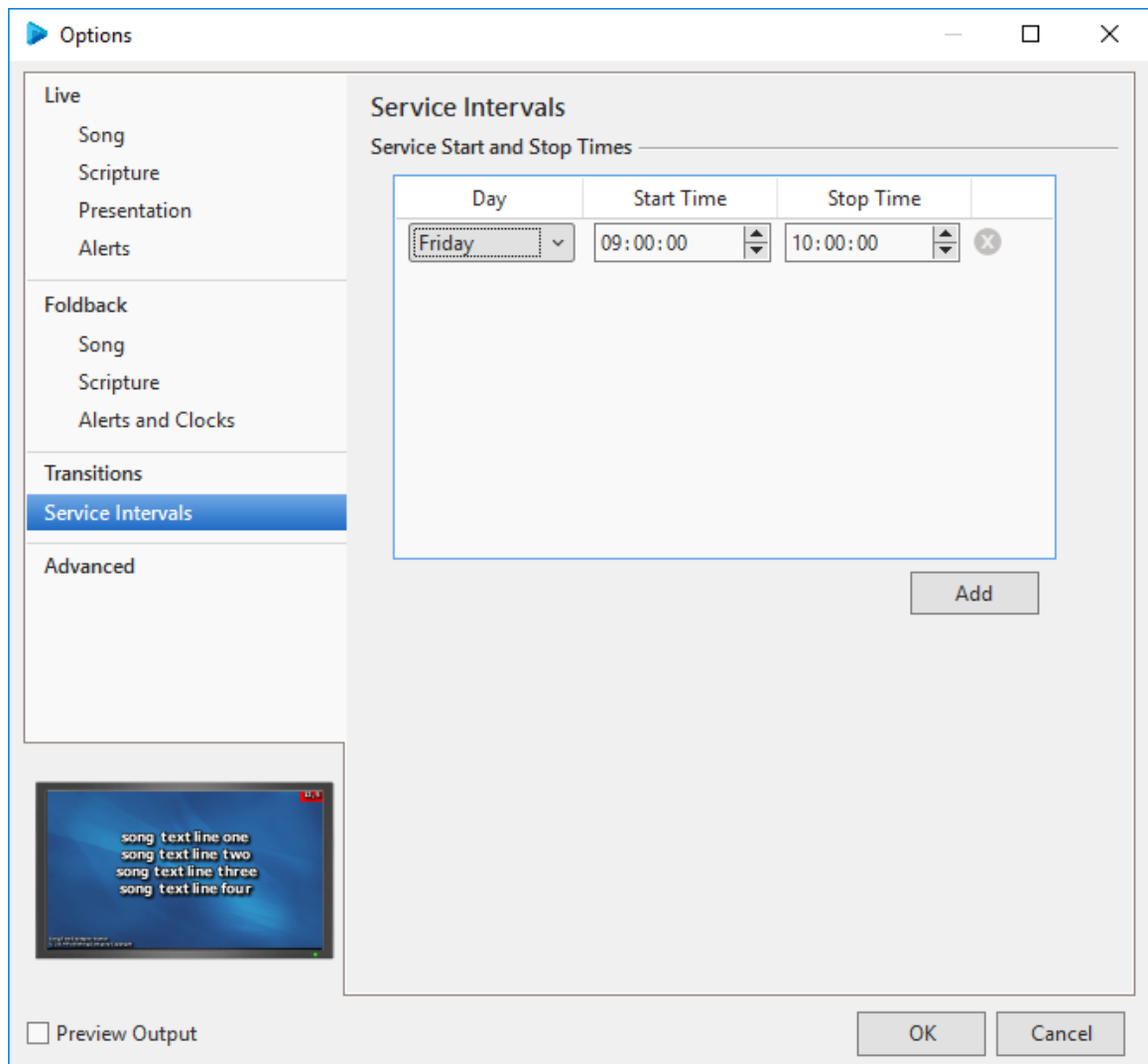
The following instructions apply to all four fields:

1. **Transition** - Use the drop-down list to select the desired transition.
2. **Duration** - Set how long the transition should be.
3. **Ease In / Ease Out** - Use the slider to set the Ease In / Out. Ease In will cause the transition to start out slowly and then quickly speed up at the end. Ease Out will cause

the transition to start out quickly and then slow down at the end.

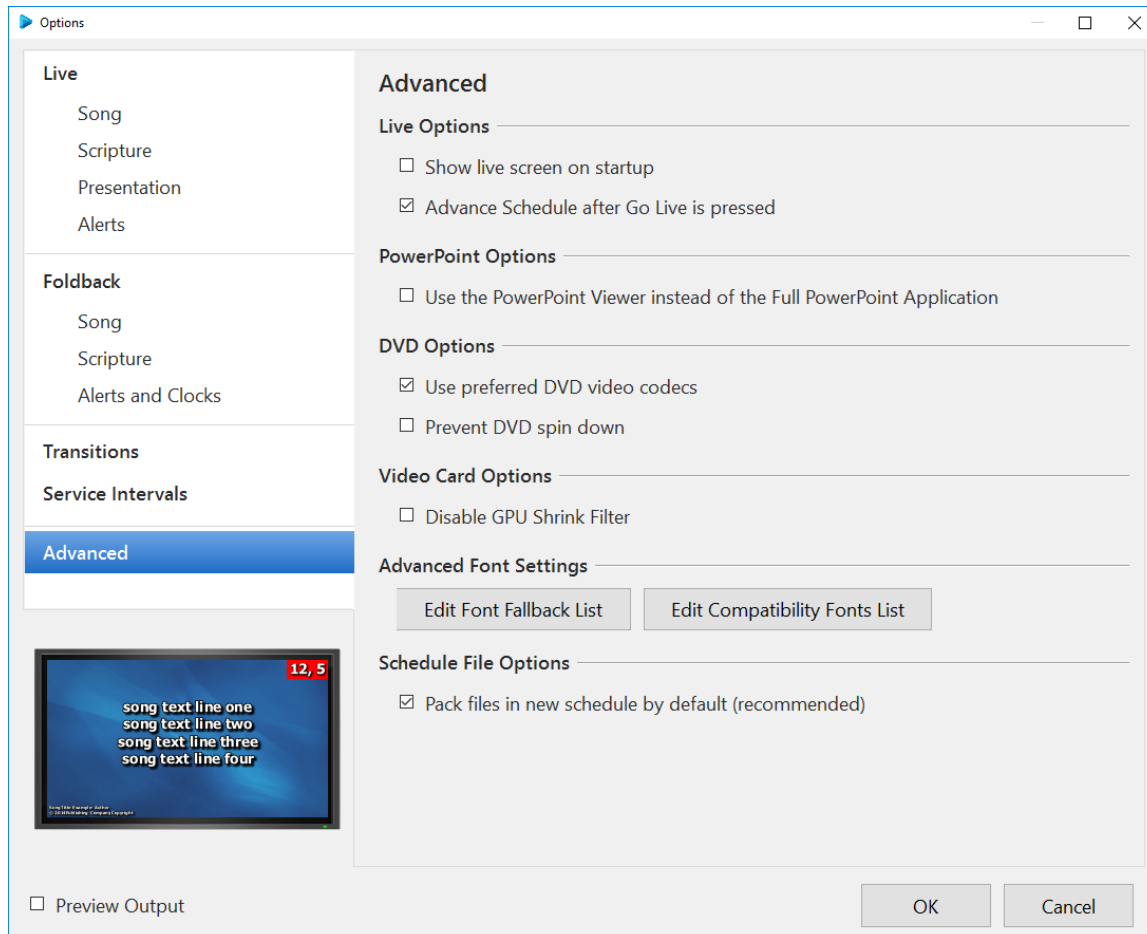
4. **Options** - Based on the Transition chosen, various options will appear.

## Service Intervals



Service intervals allow you to set up a start and end time for your services. Click **Add** to create one or more service intervals.

## Advanced



### Live Options

#### Show live screen on startup

When checked, this options tells EasyWorship to display the last used background on the output screen immediately after the program has launched.

#### Advance Schedule after Go Live is pressed

When this box is checked, EasyWorship automatically selects the next item in the schedule when **Go Live** is clicked. For example, the first item in your schedule is a mini-movie and the second item is a song. When you select the first item and click **Go Live**, the mini-movie plays and the song is automatically selected and ready to go live as soon as the mini-movie ends. All you need to do is click **Go Live** again to send the song to the audience.



## PowerPoint Options

### Use PowerPoint Viewer instead of Full PowerPoint Application

When this box is checked, EasyWorship will load the PowerPoint Viewer to display PowerPoint slide shows.

**WARNING!** The PowerPoint Viewer is an unsupported feature and may result in empty PowerPoint thumbnails with some video cards.

## DVD Options

### Use preferred DVD video codecs

When this box is checked, EasyWorship will look for and use DScaler if it is available (EasyWorship ignores other decoders if the DScaler codec is available).

### Prevent DVD spin down

When checked, this keeps the DVD in the drive spinning at all times to reduce the amount of time needed to send a DVD clip to the screen.

## Video Card Options

### Disable GPU Shrink Filter

Only select this if you are only seeing a solid color on the output screen. This option should only be used to troubleshoot rendering issues with your video card.

## Advanced Font Settings

### Edit Font Fallback List

When EasyWorship encounters a character which is not part of the designated font, a fallback font is used instead. Typically, a fallback font will contain symbols representative of the various types of Unicode characters.

### Edit Compatibility Fonts List

If you are using non-Latin fonts that do not support Unicode, add them to this list to force them to appear in the Schedule and Words Editor.

## Schedule File Options

### Pack Files in new schedule

To run the Schedule from the same computer, you can

**by default (recommended)**

uncheck the option to **Pack files in schedule** box. This will save space on your computer. If you'll be transferring the schedule to another computer, uncheck this box.

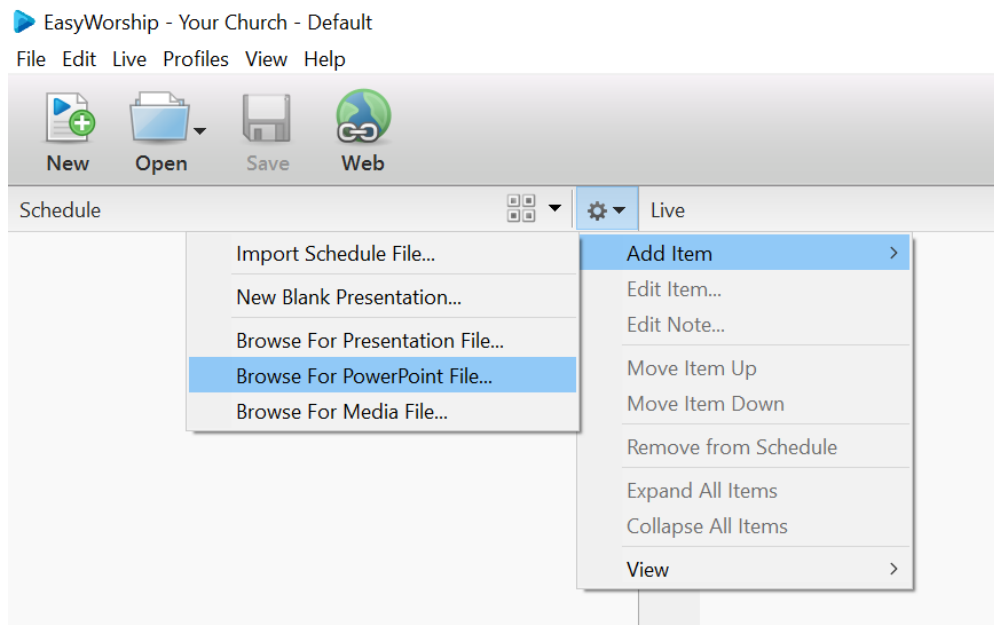
## PowerPoint Integration

### Importing a PowerPoint Presentation into EasyWorship

There are two ways to import a PowerPoint presentation into EasyWorship - directly into the **Schedule** or within the **Presentations** tab.

#### Adding a Presentation to the Schedule

1. Click the **Settings** icon in the **Schedule Area**. Select **Add Item... > Browse for PowerPoint file....**



2. Navigate to and select the desired PowerPoint presentation and click **Open**.

#### Adding a Presentation to the Presentations Tab

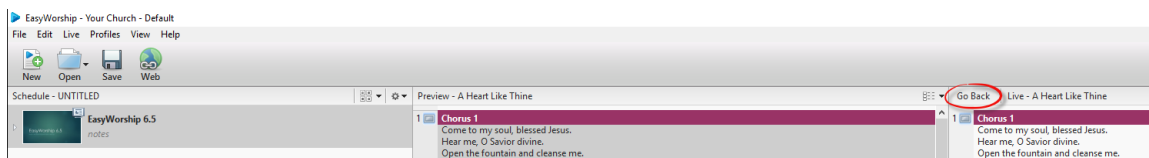
1. Click the **Presentations** tab in the **Resource Area**.
2. Click the **Settings** icon and select **Import PowerPoint file....**  
OR right-click anywhere in the **Presentations Area** and select **Import PowerPoint file....**

3. Navigate to and select the desired PowerPoint presentation and click **Open**.
4. To edit that file, right-click the file in the **Presentations Area** and select **Edit Presentation....** It will open up in the PowerPoint application.
5. To add the presentation to the Schedule, drag-and-drop it from the **Presentations Area** to the **Schedule Area**.

## Jumping In and Out of a PowerPoint Presentation

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1. While displaying an imported PowerPoint presentation in EasyWorship, click the **Scriptures** tab in the **Resource Area**.
2. Select the desired scripture and press **Enter** or click **Go Live**. The scripture is immediately projected to the live output. A **Go Back** button appears at the top of the Live pane.



3. Click **Go Back**. The PowerPoint presentation displays to the live output at the same place you exited to project the scripture.

## Presentations

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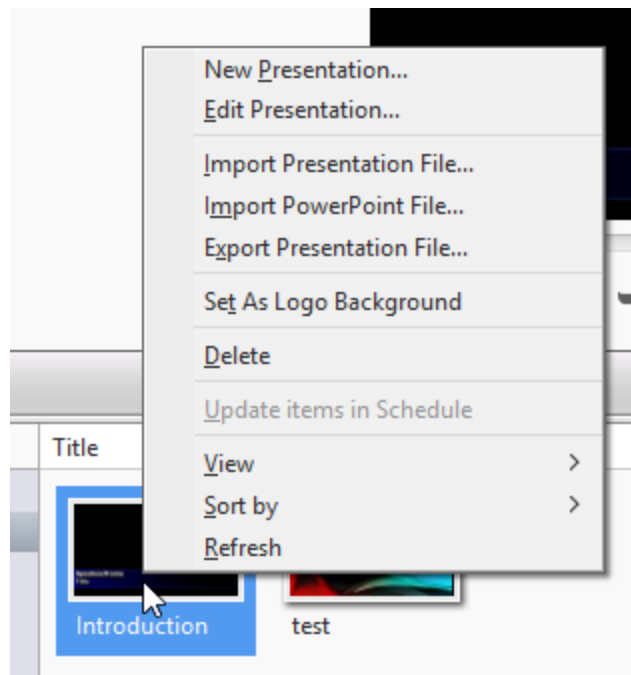
EasyWorship's robust **Presentation Editor** is a full slide designer. Choose from different types of slides, control transitions, create slide loops, and create/apply custom themes.

When you edit a presentation in a Schedule, you can choose to make changes that affect the presentation for that schedule only, or you can make permanent changes to a presentation in the **Resource Area** under the **Presentations** tab.

### Right-Click Features

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When right-clicking a thumbnail in the **Presentations** tab in the **Resource Library**, you have the following options.

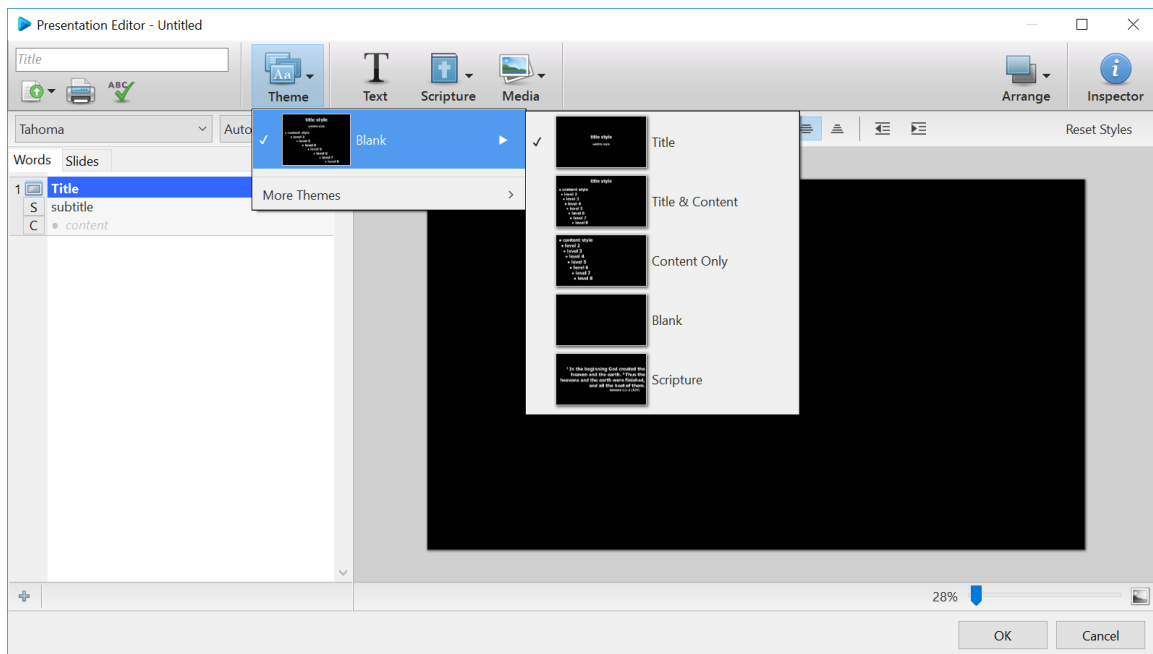


1. *New Presentation...*: This will open a new "Presentation Editor" on the next page.
2. *Edit Presentation...*: This will open the selected theme in the "Presentation Editor" on the next page.
3. *Import Presentation File...*: Opens a file selection window to choose an existing presentation to import.
4. *Import PowerPoint File...*: Opens a file selection window to choose an existing PowerPoint file to import.

5. *Export Presentation File...*: Allows you to export the presentation for use on another computer.
6. *Set as Logo Background*: This sets the presentation as the default background logo. Logos can have multiples slides with animation and timing.
7. *Delete*: Deletes the presentation from the **Resource Library**.
8. *View*: allows you to change icon size for a custom thumbnail view.
9. *Sort by*: the same as in Windows.
10. *Refresh*: This will refresh the thumbnail for the selected item.

## Presentation Editor

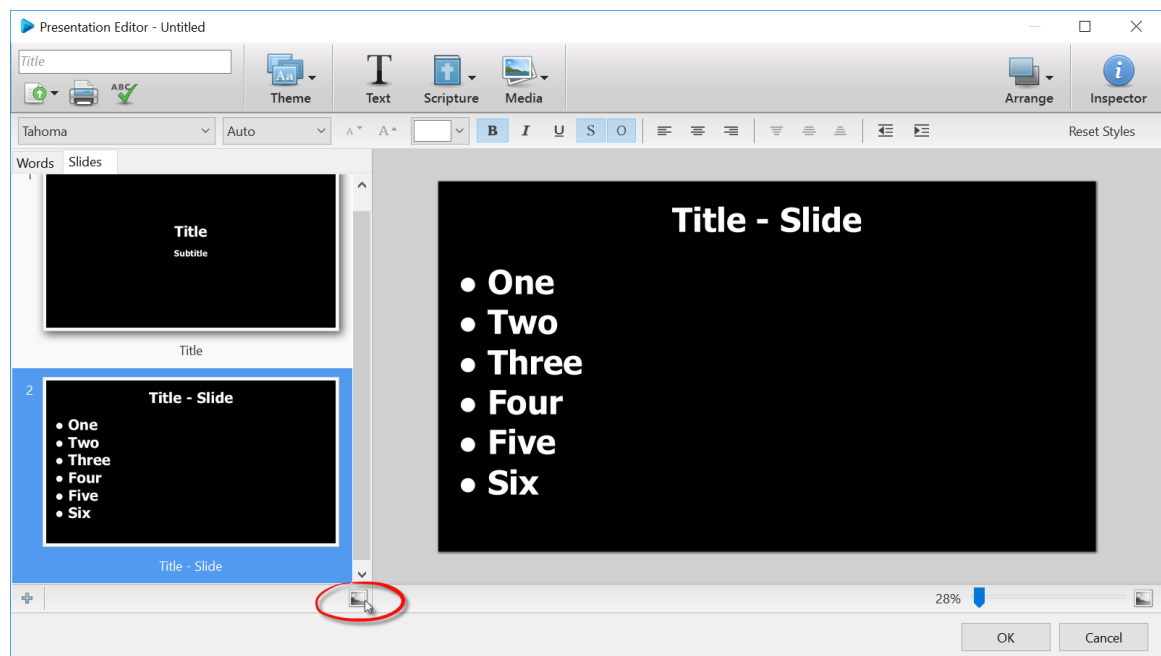
1. Enter a name for your presentation in the **Title** field.
2. On the left side of the window, there are two tabs - **Words** and **Slides**. On the right side of the window is the Slide Editor. An EasyWorship presentation has five different slide types to choose from, called **Themes**. When you start a new presentation, the first slide will default to a **Title** slide theme. In the **Words** tab, you can type in the title and subtitle you wish you to use.



3. Click the **+** icon to add a new slide to the presentation. The default theme of the second slide will be a **Title & Content** theme. Enter the desired text in the **Words** tab. To change the **Theme** of the slide, use the **Theme** drop-down to select a new

### Theme.

4. You can add additional content to the slide using the **Text** button in the toolbar. A new text box will appear on the slide. The text from the additional text box will not appear in the **Words** tab.
5. To add a new **Scripture** slide, click the **+** icon to add a slide to the presentation. Then, click the **Theme** drop-down box and select **Scripture**. Double-click the slide to open the scripture lookup. Choose the translation you want and search for the desired scripture. Double-click the desired scripture to add it to the new slide.
6. To change the background, click the **Slides** tab. To use the same background for all slides, click **Master Theme** at the bottom of the **Slides** tab and select the master slide, which will be the first slide. Use the "Background" on page 86 tab in the [Inspector](#) to change the background. To use a different background, click **Media** and drag-and-drop the image or video to the desired slide. When you're finished, click **Master Theme**.

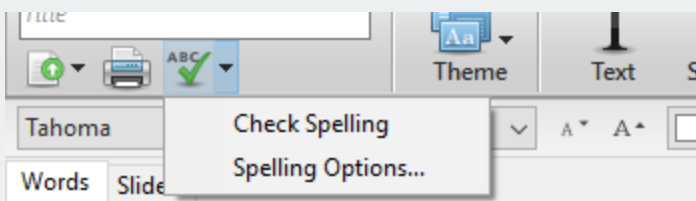


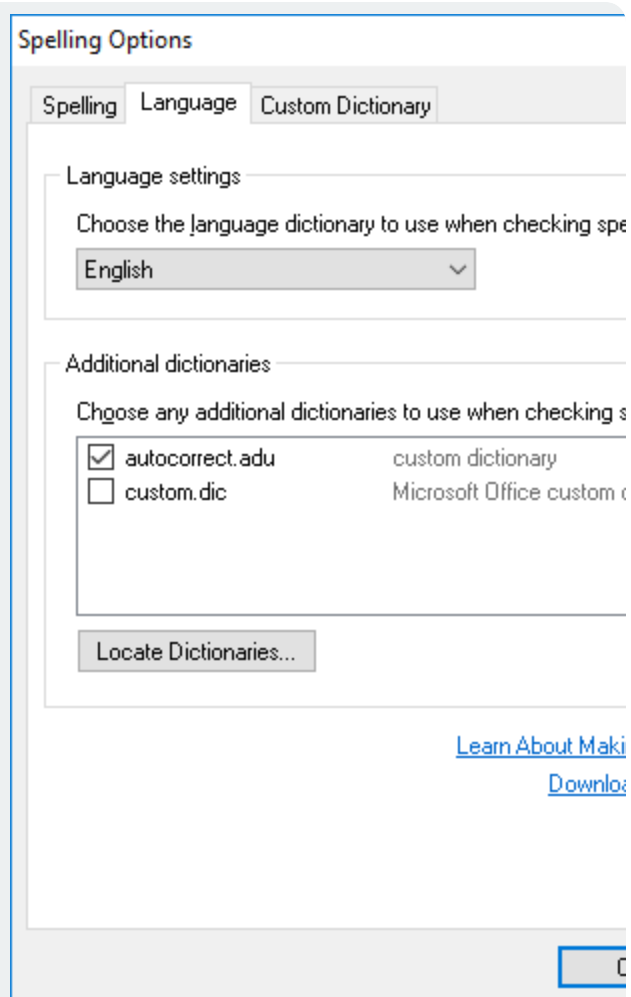
### Edit a Presentation in the Schedule

1. In the **Schedule Area**, select the presentation to be edited.
2. **Right-click** the presentation.
3. Click **Edit Item....**
4. The **Schedule Editor** window appears.
5. The **Words** tab or **Slides** tab can be used to enter or edit text as needed.





<b>Inspector</b>	Opens the <a href="#">Inspector</a> window. This allows you to make more detailed formatting changes to different elements.
<b>Import</b>	Allows you to import a text document into your song, presentation, or theme.
<b>Print</b>	Allows you to print the song, schedule, theme, or presentation.
<b>Spell Check</b>	<p>Checks spelling and allows you to make spelling changes or add words to the dictionary. To add a language to the spell check dictionary, click the <b>Spell Check</b> button and select <b>Spelling Options...</b></p>  <p>The screenshot shows a software interface with a toolbar. The 'Spell Check' button, represented by 'ABC' and a green checkmark, is highlighted. A dropdown menu is open, showing 'Check Spelling' and 'Spelling Options...'. Below the toolbar, the 'Words' and 'Slide' tabs are visible.</p> <ol style="list-style-type: none"> <li>1. The <b>Spelling Options</b> window will appear. Select the <b>Language</b> tab.</li> </ol>



2. Click **Download Additional Dictionaries**. The Additional Dictionaries page will load.
3. Download the dictionary you wish to add to EasyWorship.
4. Browse to the file you downloaded and extract it.
5. In the **Spelling Options** window, click **Locate Dictionaries....**
6. Browse to the folder you extracted, select it, and click **OK**. The new dictionary will now be available in the drop-down list under **Language**



	settings.
<b>Font Selector</b>	Click the font selector to select the font formatting you wish to use on selected text.
<b>Auto Sizing</b>	Allows you to choose between setting an exact font size or automatically sizing the font.
<b>Font Size</b>	Changes the font size of the text to the point size selected.
<b>Font Color</b>	Allows you to change the color of selected text by selecting from the color palette provided.
<b>Text Style Options</b>	Bold, Italics, Underline, Shadow, Outline
<b>Horizontal Alignment Options</b>	Left Align, Center Align, Right Align
<b>Vertical Alignment Options</b>	Top Align, Middle Align, Bottom Align
<b>Indent / Outdent</b>	Increase or decrease the indent level of the paragraph.
<b>Reset Styles</b>	Resets formatting to default settings.
<b>Apply changes to items in schedule</b>	<div> <div> <div> <div> <div></div> <div>▼</div> </div> <div>Insert</div> </div> <div> <input checked="" type="checkbox"/> Apply changes to items in schedule </div> </div> <p>Check this box to apply all of the edits made in the Editor to that item in the currently-open schedule.</p> </div>

# Scriptures

In this article, you'll learn how to add, edit, and delete Scriptures in your EasyWorship Schedule, as well as the powerful search functions in EasyWorship, which make it simple to find, customize, and present Scriptures to your audience.

## Adding Scripture to the Schedule


### Adding a Single Verse

1. Click the **Scriptures** tab in the **Resource Area**.
2. Select a version of the Bible from the **Resource Library** on the left.
3. To search the Scriptures by reference, click the icon in the **Search** field above the bible list. When it looks like a line list , it's set to search by reference.
4. Type your reference in the search box above the **Resource Area**.
5. Drag-and-drop the selected scripture to the **Schedule Area**.
6. To search the Scriptures by keyword, click the icon in the **Search** field above the **Resource Area**. When it looks like a magnifying glass , it is set to contextual search (i.e., keyword).
7. Type in any word or phrase to find what you're looking for.
8. Drag-and-drop or double-click the selected scripture to add it to the **Schedule**.

### Adding Multiple Consecutive Verses

Songs	Scriptures	Media	Presentations	Themes
John 1:1-15				
↑ KAR				
↑ KJV				
↑ LSG				
↑ LUTH1545				
↑ MAORI				
Translation				
Reference				
Scripture				
KJV				
John 1:1				
In the I				
KJV				
John 1:2				
The sa				
KJV				
John 1:3				
All thir				
KJV				
John 1:4				
In him				
KJV				
John 1:5				
And th				
KJV				
John 1:6				
Ther				

1. You may want to add consecutive verses to the schedule at one time, such as John 1:1-15. Under the **Scriptures Tab** in the **Resource Area**, select the version of the Bible you would like to use from the **Resource Library** on the left.

2. To search the Scriptures by keyword, click the **Search** icon above the bible list. When it looks like a line list , it's set to search by reference.
3. Type your scripture range in the **Search** field (e.g., John 1:1-15). The scriptures are automatically highlighted below in the **Resource List**.
4. Drag-and-drop the selected block of verses to the **Schedule Area**.
5. You may also type a single scripture in the **Search** field (e.g., John 1:1). This search will return an ordered list of verses. You can then click the first verse, hold down the **Shift** key on the keyboard, click the last verse in the range of verses you want to include, then drag-and-drop the selected block of verses to the **Schedule Area**.
6. By default, EasyWorship will reflow the text to a new slide when the maximum text area is filled.

## Adding Multiple Non-Consecutive Verses

1. You may want to use multiple non-consecutive scriptures such as Genesis 1:1, 5, 7, 8 and 12. Under the **Scriptures** Tab in the **Resource Area**, select the version of the Bible you would like to use from the **Resource Library** on the left.
2. Search for and click your desired scripture (e.g., Genesis 1:1), then hold down the **Ctrl** key on the keyboard and click each verse you want to display.
3. Drag-and-drop the selected verses to the **Schedule Area**.
4. EasyWorship will separate each verse into its own slide.

## Editing Scripture

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### Using the Schedule Editor

1. Add a scripture to the **Schedule Area**.
2. Right-click the scripture in the **Schedule** and select **Edit Item....** The **Schedule Editor** will appear.

---

**NOTE** Selecting a scripture in the schedule will display the scripture in the **Resource Area**.

---

1. Make any needed changes (editing scripture is the same process as editing a song in the Schedule).

## Scripture Reflow

To change the default scripture reflow setting so EasyWorship will create a new slide for each verse:

1. Click **Edit > Options...**
2. Under **Live > Scripture**, check the option to **Break on new verse**.
3. Click **OK**.

## Searching Scripture

### Quick Search


- *For a reference search such as 1 Thessalonians 1:3:*
1. In the search box, type "1 The". EasyWorship will then auto-complete the book name for you as 1 Thessalonians.
  2. Press the Spacebar, then type in the chapter, 1.
  3. Press the Spacebar, then type in the verse, 3.

### Contextual Search

- *For a contextual search, like the word "hope":*

Songs	Scriptures	Media	Presentations	Themes
hope				
KAR	KJV	LSG	LUTH1545	MAORI
NIV	NIVA	NKJV	RST	RVA
SFB98	SV1917	TLV	VUL	
Translation	Reference	Scripture		
KJV	Ruth 1:12	Turn again, my daughters, go [your way]; for sons;		
KJV	Ezra 10:2	And Shechaniah the son of Jehiel, [one] of t		
KJV	Esther 9:1	of the land: yet now there is hope in Israel c		
KJV	Job 4:6	Now in the twelfth month, that [is], the mo		
KJV	Job 5:16	the day that the enemies of the Jews hoped		
KJV	Job 6:11	[Is] not [this] thy fear, thy confidence, thy h		
KJV	Job 6:20	So the poor hath hope, and iniquity stoppet		
KJV	Job 7:6	What [is] my strength, that I should hope? a		
KJV	Job 8:13	They were confounded because they had h		
KJV	Job 8:14	My days are swifter than a weaver's shuttle,		
KJV	Job 11:18	So [are] the paths of all that forget God; and		
		Whose hope shall be cut off, and whose tru		
		And thou shalt be secure, because there is f		

1. To search the Scriptures by keyword, click the **Search** icon above the bible list. When

it looks like a magnifying glass , it's set to contextual search (i.e., keyword).

2. Type in the word *hope*.
3. Every verse in the bible with the word "hope" will be listed.

## Using Scripture on the Fly

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### Single Verse

1. Click the **Scriptures** tab in the **Resource Area**.
2. Select the Bible version you want to use from the **Resource Library** on the left.
3. Type the scripture reference in the **Search** field above the **Resource Area**.
4. Double-click the selected scripture to make it go live.

### Multiple Verses

1. Click the **Scriptures** tab in the **Resource Area**.
2. Select the Bible version you want to use from the **Resource Library** on the left.
3. Type the scripture reference in the **Search** field above the **Resource Area**.
4. Hold down the **Shift** key on the keyboard, then use your mouse to click consecutive verses, OR hold down the **Ctrl** key on the keyboard and use your mouse to click multiple non-consecutive verses. Once the verses have been highlighted, click **Play** next to the **Search** field to make your selection go live.

## Songs

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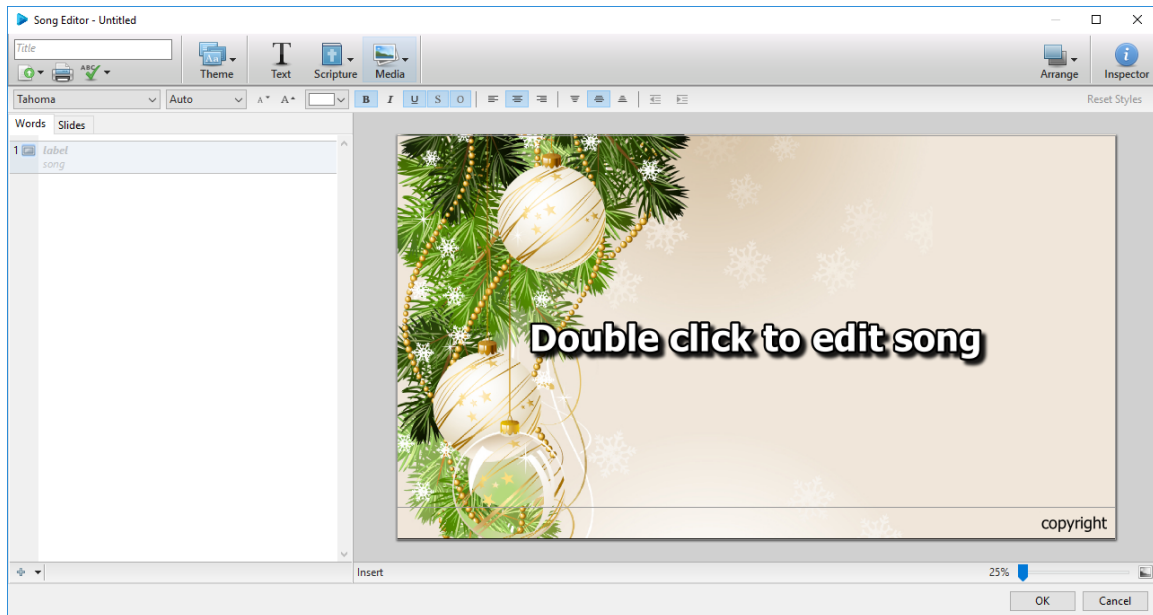
In this article, you'll learn how to add, edit, and delete songs in EasyWorship, how to customize song slides (backgrounds, custom labels, additional text fields), how to import songs from Song Select Lyric Service or an existing EasyWorship database, and how to locate and display a song to the audience.

### Add a Song

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The EasyWorship **Song Editor** allows you to add a new song to the songs **Resource Area** database by typing it, by importing it, or by copy and paste.

1. Click the **+** icon button at the bottom of the song list, or right-click any song under the **Songs** tab in the **Resource Area**, and select **New Song**.
2. The **Song Editor** appears.



### Edit a Song

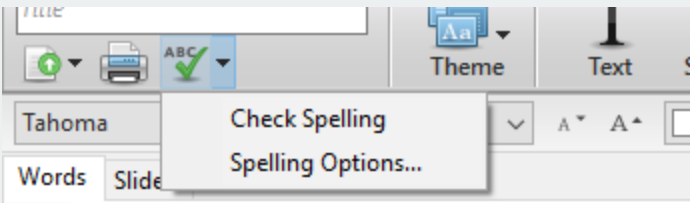
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The EasyWorship **Song Editor** allows you to edit songs, miscellaneous text, and song information. When editing a song, you can choose either to save your edits to the song in the current schedule only, or to save your edits to the song permanently in the song **Resource Area**.

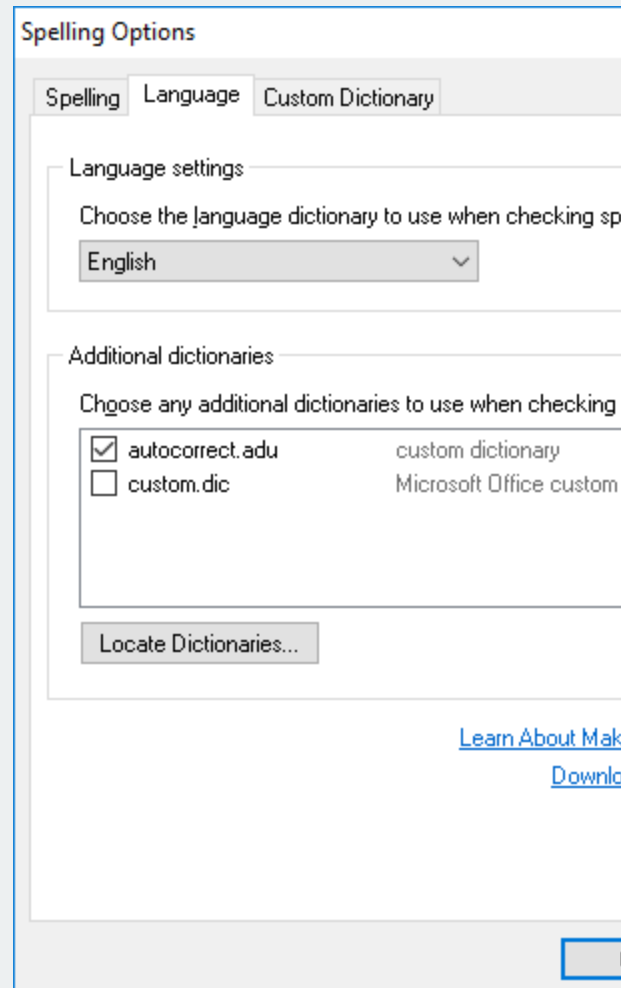


For video tutorials on song editing, click the links below:

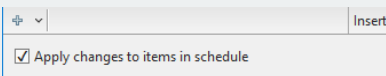
- [Basic Song Editing](#)
- [Advanced Song Editing](#)

<b>Title</b>	Enter a name for the song, scripture, theme, or presentation in this field.
<b>Theme</b>	Use the drop-down to select a theme. (This option is grayed out in the Theme Editor.)
<b>Text</b>	Adds a text box to display on each slide.
<b>Scripture</b>	Click the scripture button to select scripture text and press enter or drag it to add it to the theme.
<b>Media</b>	Click the media button to select videos, images, feeds, DVD clips, or audio and press enter or drag it to add it to the theme.
<b>Arrange</b>	Clicking this button allows you to set the layer at which the selected element resides. You have the option of Move Up, Move Down, Bring to Front, Send to Back.
<b>Inspector</b>	Opens the <a href="#">Inspector</a> window. This allows you to make more detailed formatting changes to different elements.
<b>Import</b>	Allows you to import a text document into your song, presentation, or theme.
<b>Print</b>	Allows you to print the song, schedule, theme, or presentation.
<b>Spell Check</b>	<p>Checks spelling and allows you to make spelling changes or add words to the dictionary. To add a language to the spell check dictionary, click the <b>Spell Check</b> button and select <b>Spelling Options...</b></p> 

1. The **Spelling Options** window will appear. Select the **Language** tab.



2. Click **Download Additional Dictionaries**. The Additional Dictionaries page will load.
3. Download the dictionary you wish to add to EasyWorship.
4. Browse to the file you downloaded and extract it.
5. In the **Spelling Options** window, click **Locate Dictionaries....**
6. Browse to the folder you extracted,

	select it, and click <b>OK</b> . The new dictionary will now be available in the drop-down list under <b>Language settings</b> .
<b>Font Selector</b>	Click the font selector to select the font formatting you wish to use on selected text.
<b>Auto Sizing</b>	Allows you to choose between setting an exact font size or automatically sizing the font.
<b>Font Size</b>	Changes the font size of the text to the point size selected.
<b>Font Color</b>	Allows you to change the color of selected text by selecting from the color palette provided.
<b>Text Style Options</b>	Bold, Italics, Underline, Shadow, Outline
<b>Horizontal Alignment Options</b>	Left Align, Center Align, Right Align
<b>Vertical Alignment Options</b>	Top Align, Middle Align, Bottom Align
<b>Indent / Outdent</b>	Increase or decrease the indent level of the paragraph.
<b>Reset Styles</b>	Resets formatting to default settings.
<b>Apply changes to items in schedule</b>	 <p>Check this box to apply all of the edits made in the Editor to that item in the currently-open schedule.</p>

## Create a New Song

1. Type a name for the song in the **Title** box.
2. Type the label you want to use for the slide under the **Words** tab. (e.g., Verse 1, Chorus, Intro).
3. Type the lyrics for the song in the **Words** tab.
4. To create a new slide, either press **Ctrl+Enter** after typing the slide text or click the **Add** icon at the bottom left corner of the **Words** tab.

## Edit a Song in the Schedule

1. In the **Schedule Area**, select the song to be edited.
2. Right-click the song and select **Edit Item....**
3. The **Schedule Editor** window appears.
4. The **Words tab** or **Slides tab** can be used to enter or edit text as needed. If you have a long verse and need to break into a new slide, you can press **Ctrl+Enter** to do so. This must be done in the **Words tab**. In the **Slides tab**, you can select multiple slides to edit, duplicate, or delete.
5. Use the toolbar to change the font and size of the text, the style, and the alignment.
6. Use the header buttons to select a Theme, create a new Text box, add a Scripture, add a Media element, or Arrange Elements (See [Customize Song Slides](#)).
7. Use the **Inspector** to customize your song any way you want.

### Edit a Song in the Database

1. In the **Resource Area**, click the **Songs** tab.
2. Select the song you wish to edit.
3. Right-click the song and select **Edit Song**.
4. The **Words** tab or **Slides** tab can be used to enter or edit text as needed. If you have a long verse and need to break into a new slide, you can press **Ctrl+Enter** to do so. This must be done in the **Words** tab.
5. Use the toolbar to change the font and size of the text, the style, and the alignment.
6. Use the header buttons to select a Theme, create a new Text box, add a Scripture or Media element or Background, or Arrange Elements.
7. Use the [Inspector](#) to customize your song.

### Edit Song Copyright Information

The CCLI # appears by default when a song is copyrighted, or you can add the copyright symbol and date to the Inspector in the Song Editor. Once you have entered the CCLI #, it will automatically appear in each copyrighted song. To add/edit the CCLI #, follow these steps:

1. Click the **Songs** tab in the **Resource Area**.
2. Right-click the song and select **Edit Song**.
3. Click **Inspector** in the top-right corner of the **Song Editor** to display the Song Information.
4. Edit the desired information and close the **Inspector**.

5. In the **Song Editor**, click **OK** to save your changes.

## Customize Song Slides

You can select a Theme, create a text box, add Scripture or Media, and use the Arrange and Inspector buttons on the toolbar to format your new song.

### Select a Theme

Click **Theme** on the toolbar and select the desired Theme you would like to use for that song.

### Add Another Text Box

Click **Text** to add another text box to the current slide.

### Add a New Slide

Click the **+** icon in the bottom left corner to create a new slide, and then type the new slide text.

### Splitting Slides

If you need to split an existing slide into two or more slides, move the cursor to the beginning of the line you wish to be the first line of the new slide and press **Ctrl+Enter** on the keyboard.

### Insert Labels

1. When a new slide is added, there are two field options. One for **Label** and one for **Song**. Click where it shows label and type in your label. i.e., Verse1 or Chorus
2. Then press **Enter** to type the new song text.
3. Click **OK** when you are satisfied with the song.

### Add Scripture to Current Slide

1. Click **Scripture** on the toolbar.
2. Select the translation you would like to use.

3. Search for the scripture you would like to use.
4. Either double-click the verse(s) or drag and drop the verse(s) to add the scripture to the current slide.
5. The scripture will be added in its own text box that you can resize and move if needed.

## Add Media

### Add media as a background for the whole song

1. Click **Inspector** on the toolbar.
2. Click **Background**.
3. Select your **Fill Style**.
4. For each respective style, choose all the options you want to use.
5. Click the **Apply to Theme** button at the bottom.

### Adding media as a background for a single slide

1. Click the **Slides** tab in the upper-left of the **Song Editor**.
2. Click **Media** on the toolbar.
3. Select the type of media you want to use from the drop-down (Videos, Images, Feeds, DVDs, Audio).
4. Drag-and-drop the desired media file to your desired slide under the **Slides** tab on the left.

### Adding media as an element to the current slide

1. Click the **Slides** tab in the upper-left of the **Song Editor**.
2. Click **Media** on the toolbar.
3. Select the type of media you want to use from the drop-down (Videos, Images, Feeds, DVDs, Audio).
4. Double-click the desired media file (you can also drag-and-drop the media file to the selected slide directly below the **Media** tab).
5. Resize and move the element to your desired location on the slide.
6. You can select the element and arrange it to the front or back by clicking **Arrange** on the toolbar.
7. Click **OK** when you are satisfied with the song.

## Delete a Song

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### Remove a Song from the Schedule

1. In the **Schedule Area**, locate the song you would like to remove.
2. Right-click and select **Remove From Schedule** from the pop out menu.
3. You will get a confirmation asking if you're sure you want to delete this schedule item.
4. Click **Yes** to remove this song from the schedule.

### Delete a Song from the Database

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**WARNING!** The following procedure permanently deletes the selected song from the EasyWorship Songs database.

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1. In the **Resource Area**, locate the song you would like to delete.
2. Right-click that song and select **Delete**.
3. You will get a confirmation asking if you're sure you want to permanently delete this song.
4. Click **Yes** to permanently delete the song from the songs database.

## Import a Song or Text

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### Import a song from document

1. Open EasyWorship, Click the **+** icon at the bottom of the song list to create a new song.
2. Click the **Import** icon to the left of the printer icon at the top of the editor. The **Windows Open** dialog box appears allowing you to locate the desired file.
3. Click **OK** when you have located the file. The song or text appears in the text box where you can edit and format it.

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**NOTE** "Interlude" and "Vamp" are automatically recognized as song tags when importing song text.

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### Import a song from SongSelect Lyric Service

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Refer to [SongSelect](#) for instructions on importing songs from SongSelect.

## Copy / Paste

1. Type a name for the song in the **Title** box.
2. Type the label you want to use for the slide under the **Words** tab. (i.e., Verse 1, Chorus, Intro).
3. Paste in the text you copied from another source (Word, Notepad, website).

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**NOTE** If you have made changes to the attributes of the song and you want to change it back to the default, click the **Reset to Default** button. If you delete or change the actual text, you can use Ctrl-z to undo the changes.

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## Locate and Display a Song

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1. In the **Resource Area**, click the **Songs** tab.
2. Type the name of the song in the search box for a **Title search**, or change to a **Contextual search** and search by keyword (e.g., popular phrase in the lyrics).
3. If you are doing a **Title Search**, you can begin typing and EasyWorship will auto-complete the text with the best match alphabetically.
4. After you locate the song, drag-and-drop it from the **Resource Area** to the **Schedule Area**.
5. OR select the song in the database and click **Go Live**, or double-click the song to send it directly to the **Live Output Area**.
6. Click each verse in the **Live Area** and follow your leader, OR use the **UP** and **DOWN arrows** to advance to the next slide.



## Themes

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Themes are design templates that can be applied to songs, scriptures, and presentations. Once you've taken the time to design a Theme by customizing your text format, background, and layout just the way you want, it can then be applied to any song, scripture, or presentation in your **Schedule Area** in seconds. Just save your new Theme to your Theme Library, then drag-and-drop it on top of a song, scripture, or presentation in your Schedule. You can also select and apply it using the Theme button in any one of the Song, Scripture, or Presentation Editors.

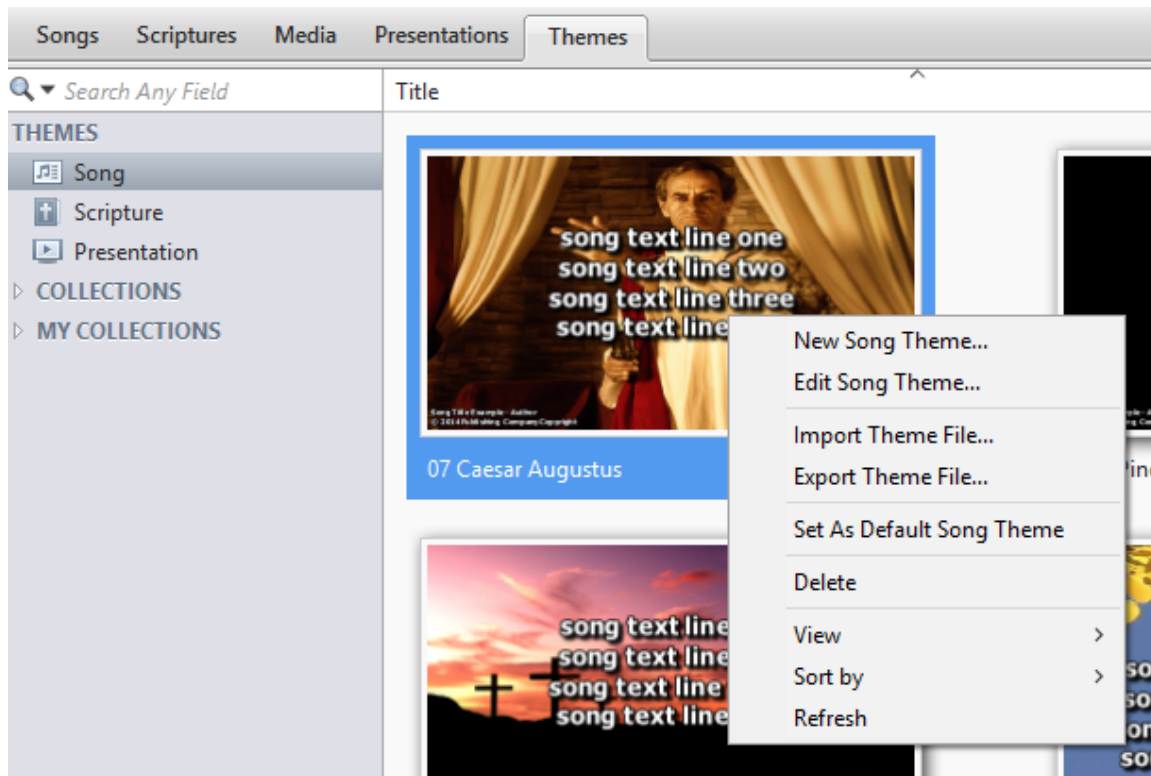
### Creating A Theme

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It's quick and easy to build a theme in EasyWorship using the Theme Editor. To get started, click the **Themes tab** in the **Resource Area**, select the type of theme you want to create (Song, Scripture, or Presentation), and then click the **+ (Add) button** at the bottom of the **Themes Area**. You may also create a theme by selecting one or more media items, right-clicking on the selected media item(s), and selecting copy to Song, Scripture or Presentation Theme. This will place the media item in the **Themes Area**, allowing you to use it as the default theme (a.k.a., background) or drag-and-drop to a song in the schedule or select it from the themes drop-down in the song or presentation editor.

### Right-Click Features

When right-clicking a thumbnail in the **Themes** tab in the **Resource Library**, you have the following options.



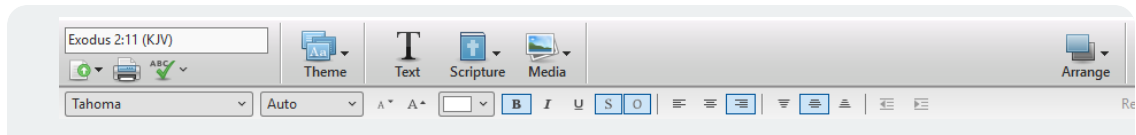
1. *New <Song, Scripture, Presentation> Theme...*: This will open a new [Theme Editor](#).
2. *Edit <Song, Scripture, Presentation> Theme...*: This will open the selected theme in the [Theme Editor](#).
3. *Import Theme File...*: Opens a file selection window to choose an existing theme to import.
4. *Export Theme File...*: Allows you to export the theme for use on another computer.
5. *Set as Default <Song, Scripture, Presentation> Theme*: This sets the selected theme as the default theme for the Song, Scripture, or Presentation.
6. *Delete*: Deletes the theme from the **Resource Library**.
7. *View*: allows you to change icon size for a custom thumbnail view.
8. *Sort by*: the same as in Windows.
9. *Refresh*: This will refresh the thumbnail for the selected item.

## Theme Editor

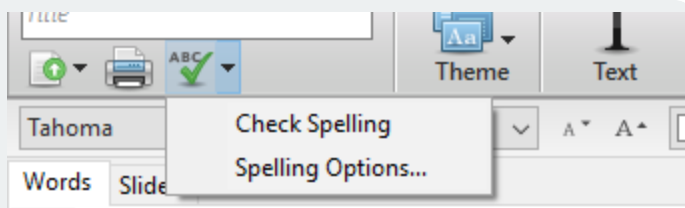
The Theme Editor is similar to the Song and Presentation Editors in that it has slides, an [Inspector](#), and it allows you to add media and text boxes to slides. However, unlike the Song

and Presentation Editors, the Theme Editor does not allow you to add or change text on the slides. The Theme Editor is designed for making overall formatting and placement changes, not changes to the text or other content on the slides.

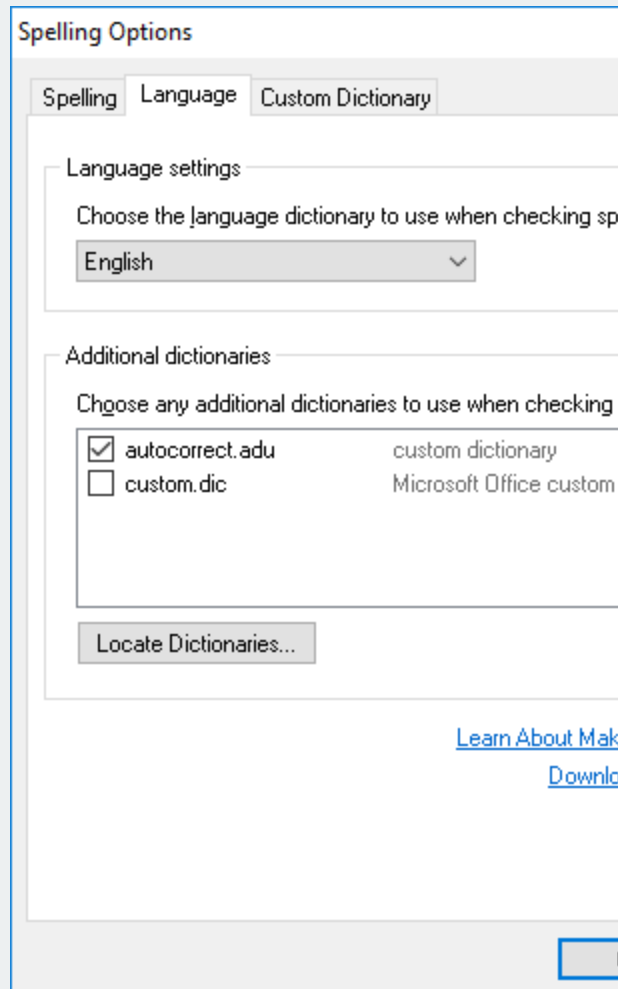
## Toolbar



<b>Title</b>	Enter a name for the song, scripture, theme, or presentation in this field.
<b>Theme</b>	Use the drop-down to select a theme. (This option is grayed out in the Theme Editor.)
<b>Text</b>	Adds a text box to display on each slide.
<b>Scripture</b>	Click the scripture button to select scripture text and press enter or drag it to add it to the theme.
<b>Media</b>	Click the media button to select videos, images, feeds, DVD clips, or audio and press enter or drag it to add it to the theme.
<b>Arrange</b>	Clicking this button allows you to set the layer at which the selected element resides. You have the option of Move Up, Move Down, Bring to Front, Send to Back.
<b>Inspector</b>	Opens the <a href="#">Inspector</a> window. This allows you to make more detailed formatting changes to different elements.
<b>Import</b>	Allows you to import a text document into your song, presentation, or theme.
<b>Print</b>	Allows you to print the song, schedule, theme, or presentation.
<b>Spell Check</b>	Checks spelling and allows you to make spelling changes or add words to the dictionary. To add a language to the spell check dictionary, click the <b>Spell Check</b> button and select <b>Spelling Options....</b>



1. The **Spelling Options** window will appear. Select the **Language** tab.



2. Click **Download Additional Dictionaries**. The Additional Dictionaries page will load.
3. Download the dictionary you wish to add to EasyWorship.

	<ol style="list-style-type: none"> <li>Browse to the file you downloaded and extract it.</li> <li>In the <b>Spelling Options</b> window, click <b>Locate Dictionaries....</b></li> <li>Browse to the folder you extracted, select it, and click <b>OK</b>. The new dictionary will now be available in the drop-down list under <b>Language settings</b>.</li> </ol>
<b>Font Selector</b>	Click the font selector to select the font formatting you wish to use on selected text.
<b>Auto Sizing</b>	Allows you to choose between setting an exact font size or automatically sizing the font.
<b>Font Size</b>	Changes the font size of the text to the point size selected.
<b>Font Color</b>	Allows you to change the color of selected text by selecting from the color palette provided.
<b>Text Style Options</b>	Bold, Italics, Underline, Shadow, Outline
<b>Horizontal Alignment Options</b>	Left Align, Center Align, Right Align
<b>Vertical Alignment Options</b>	Top Align, Middle Align, Bottom Align
<b>Indent / Outdent</b>	Increase or decrease the indent level of the paragraph.
<b>Reset Styles</b>	Resets formatting to default settings.
<b>Apply changes to items in schedule</b>	<div> <div> <div>+</div> <div>▼</div> </div> <div>Insert</div> </div> <div> <input checked="" type="checkbox"/> Apply changes to items in schedule         </div> <p>Check this box to apply all of the edits made in the Editor to that item in the currently-open schedule.</p>

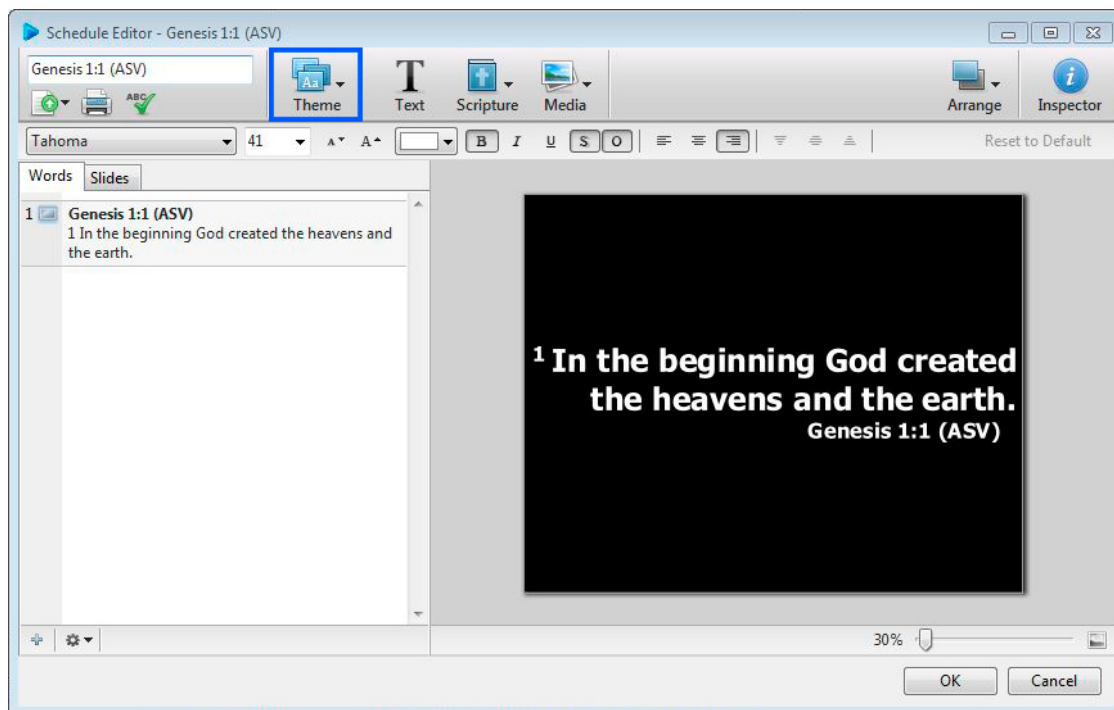
## Using Themes

### Presentation Themes

When you add a Presentation Theme, you'll notice that it has more default slides than a Song or Scripture Theme. That's because a Presentation Theme has many different types of content slides that can be added to it (e.g., Title Slide, Title and Content Slide, Content Only Slide, Blank Slide, and Scripture Slide).

### Theme Button

When editing a song, scripture, or presentation, in the Editor's main toolbar you'll see a **Theme** drop-down button. Click this button and select an existing theme to apply its layout and formatting to the song, scripture, or presentation you're working on. You may also drag-and-drop a theme onto a song, scripture or presentation in the schedule from the **Themes Area**.



## Videos

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EasyWorship allows you to use videos as an individual schedule item, as a background, or as an element in a presentation. The following steps will show you how to add videos to the EasyWorship **Media Area** and how to use them.

### Adding Videos

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EasyWorship can import videos that you have produced, or additional videos you have purchased.

#### Resource Area

1. Click the **Media** tab.
2. Click the **Videos** tab.
3. Click **Add** at the bottom of the video resource list to access the **Add Videos** dialog box.
4. Locate and highlight the video or videos that you want to import.
5. Click **Open**.

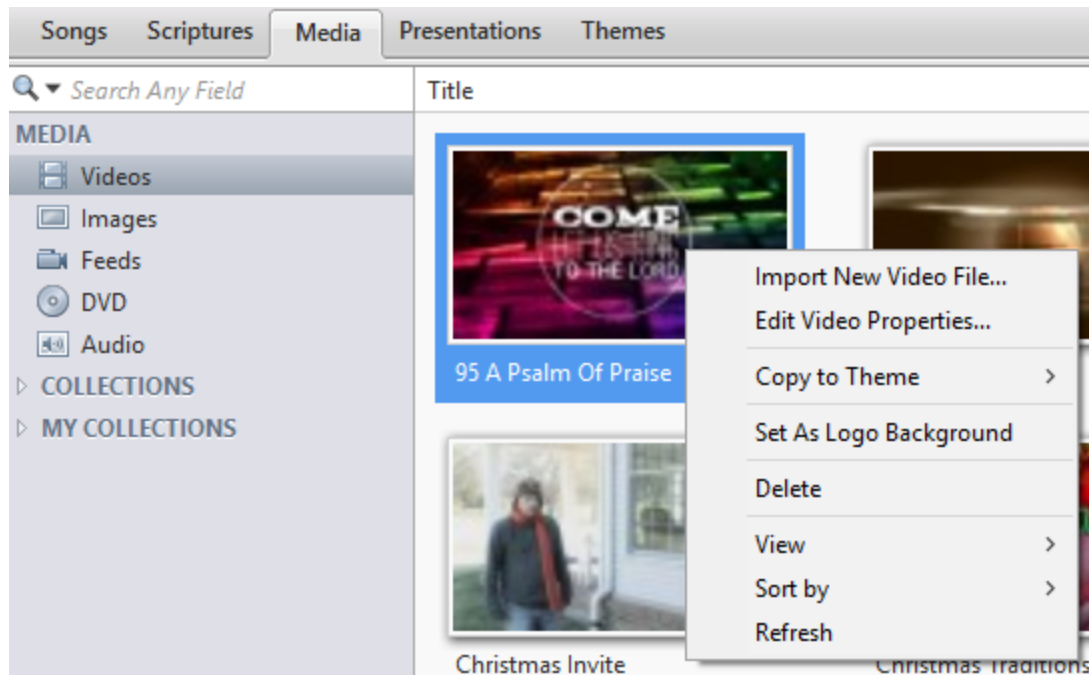
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**NOTE** You can drag-and-drop a video from Windows File Explorer or the desktop into the videos **Resource Area**.

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#### Right-Click Options

When right-clicking a thumbnail in the **Videos Resource Library**, you have the following options.



1. *Import New Video File...*: this is a shortcut for adding additional videos.
2. *Edit Video Properties...*: opens the [Video Properties Editor](#).
3. *Copy to Theme >*: Select Song Theme, Scripture Theme, or Presentation Theme to add the video to the desired theme library.
4. *Set as Logo Background*: sets the video as the default background logo. Clicking the [Logo button in the Toolbar](#) will output the logo you selected to the screen. Clicking it again turns off the logo.
5. *Delete*: deletes the video from the **Resource Area**. It will prompt you to delete it completely from the / Resources / Videos folder.
6. *View*: allows you to change icon size for a custom thumbnail view.
7. *Sort by*: the same as in Windows.
8. *Refresh*: This will refresh the thumbnails for the selected item.

## Adding Videos from the Media Store

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For information on downloading and installing free / sample media from the media store, see [Downloading Free Media](#).



1. To purchase videos from the media store, log into your account and search for a video.
2. Once a desired video is located, click **Buy Now**. The **Checkout / Payment Information** window appears.
3. Enter the appropriate payment information and click **Place Order**.

## Playing Videos

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1. In the **Resource Area**, click the **Media tab**.
2. Select **Videos** from the **Resource Library** on the left.
3. Drag and drop a video to the **Schedule Area**.
4. Select that video in the schedule and click the **Go Live** button.
5. You may also select a video in the **Resource Area** and click **Go Live**.

## Deleting Videos

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### Resource Area

1. Click the **Media tab**.
2. Right click the video that you want to delete.
3. Click **Delete**.
4. A message appears asking if you want to permanently delete the video.
5. Click **Yes** to delete the video.

### Drag-and-Drop Features

1. *Add to Schedule*: Drag and drop a video into the schedule from the Images tab.
2. *Use as Background*: Drag a video onto a song in the Schedule to assign that image to a song as a background.
3. *Add a New Video*: Drag and Drop a video from any folder in Windows to the videos tab.

## Using Videos in Presentations and Songs

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When creating or editing a presentation or song, you can access videos from the media drop-down. You can drag and drop videos on to slides as an element or drag it to a slide in the **Schedule Area** to make it a background for that slide.

### Inspector

1. Click **Background** under Slide.
2. Change the **Fill Style** to **Media Fill**.
3. Click the drop-down next to **Select Media** to select the video you wish to use as the background.
4. Click **Apply to Theme** to set the background for all slides.

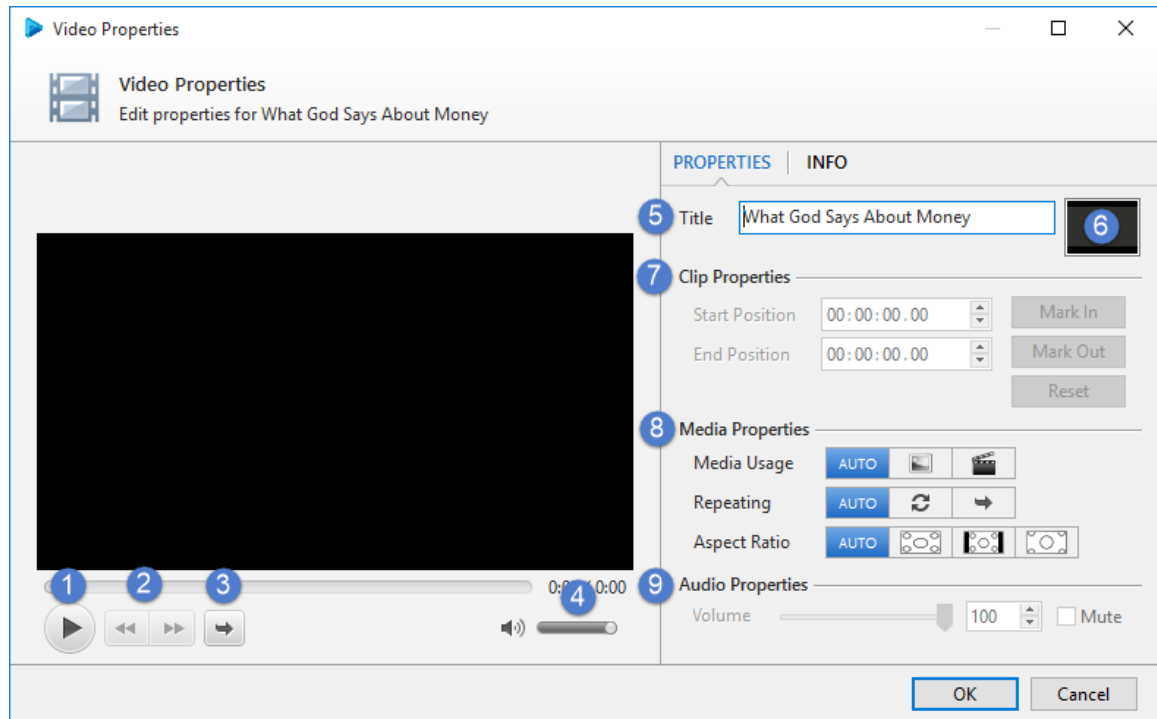
## Video Properties Editor

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Follow these steps to edit the properties of any video in EasyWorship:

1. Click the **Media** tab in the **Resource Area**.
2. Select **Videos** from the **Resource Library** on the left.
3. Right-click any video and select the option to **Edit Video Properties**.
4. The **Video Properties** editor will appear, allowing you to customize properties of the video such as volume, aspect ratio, Mark In and Mark Out points, etc.

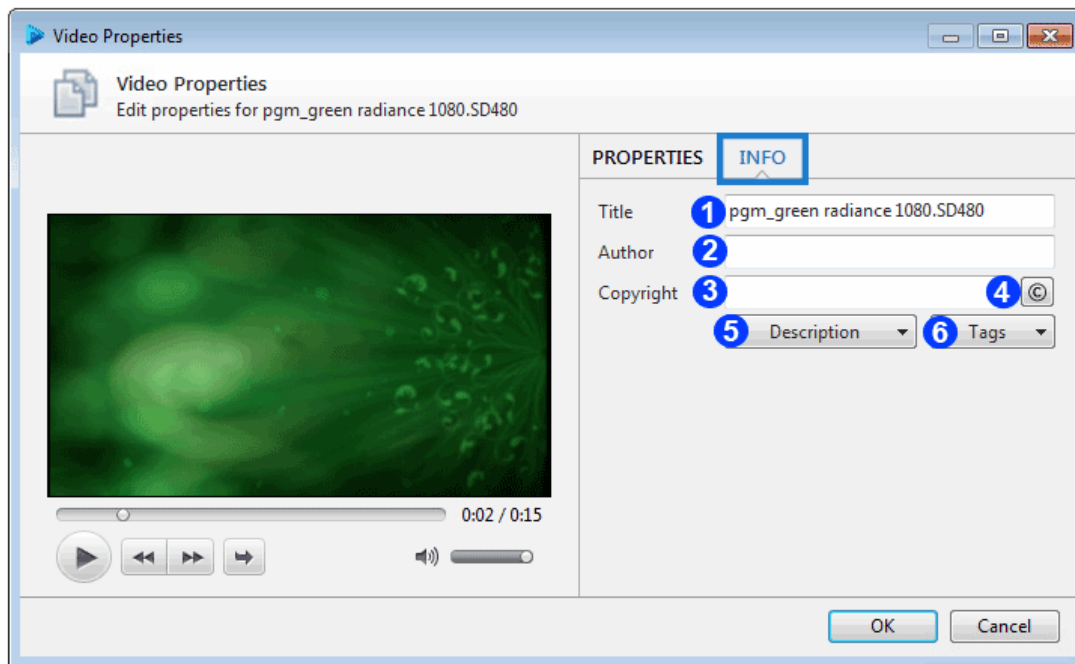
## Properties Tab



1. **Play / Pause:** The Play / Pause button starts and stops the video playback.
2. **Fast-Forward / Rewind:** Single clicking skips forward or backward one chapter. Holding the FFW or RWD buttons down will fast forward or rewind the video.
3. **Continuous Play / Repeat:** button allows you to loop the dvd clip you are viewing or let it stop at the end of the clip.
4. **Mute & Volume:** button and volume slider only controls the audio while working with the DVD clip. The audio will not be muted on playback.
5. **Title :** Type the name of the DVD clip in this field.
6. **Thumbnail:** Click the thumbnail box on the right to set the thumbnail. (This takes a snapshot of what is currently in the player window.)
7. **Clip Properties:** *Start Position* is the time at which the DVD clip will start. Use the up and down arrows to manually adjust the time. *Mark In* sets the start position of the DVD clip. Click this button as the DVD clips plays to set the start position. *End Position* is the time at which the DVD clip will end. Use the up and down arrows to manually adjust the time. *Mark Out* sets the end position. Click this button as the DVD clips plays to set the end position. *Reset* simply resets the Start and End Points.
8. **Media Usage** changes how the background image behaves.

- Selecting the **Picture** icon  stretches the image to fill the screen and loops.
  - Selecting the **Movie** icon  does not stretch the video or image and does not loop if the background is a video.
9. The **Repeating** selector determines how a video will behave.
  10. **Aspect Ratio**: Allows you to maintain the aspect ratio, stretch or zoom the video.
  11. **Audio Properties**: Allows you to change the volume of the DVD clip when you go live with it. The *volume slider* allows you to set the volume of the DVD clip for playback to the audience. *Mute* allows you to mute the audio on the DVD clip if you don't wish to use the audio portion of the DVD.

## Info Tab



1. **Title**: Enter the name of the video clip in this field.
2. **Author**: Enter the Author in this field.
3. **Copyright**: Enter copyright info in this field.
4. **© Button**: Pressing the copyright logo button adds the copyright logo to the copyright field.
5. **Description**: This drop down allows you to enter a description for the video clip.
6. **Tags**: This drop-down allows you to enter tags for the clip.


## Web Functions

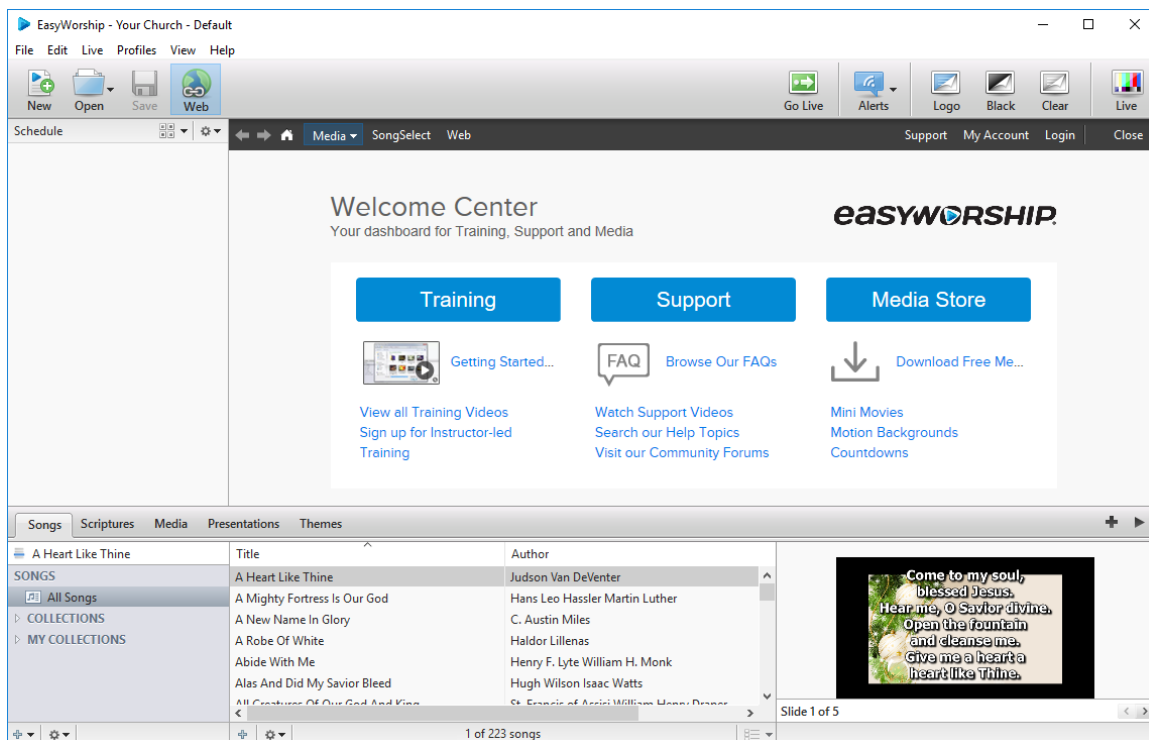
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# Media Store

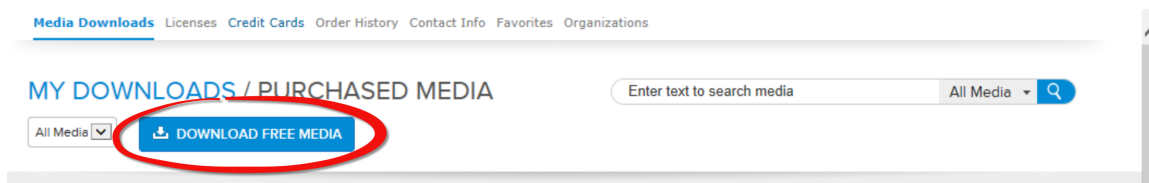
## Downloading Free Media

EasyWorship comes with a set of free media that you can download within the software. The following instructions will walk you through downloading your free media.

1. Click **Web**  on the toolbar.
2. Click **Media** at the top-left of the Web pane.

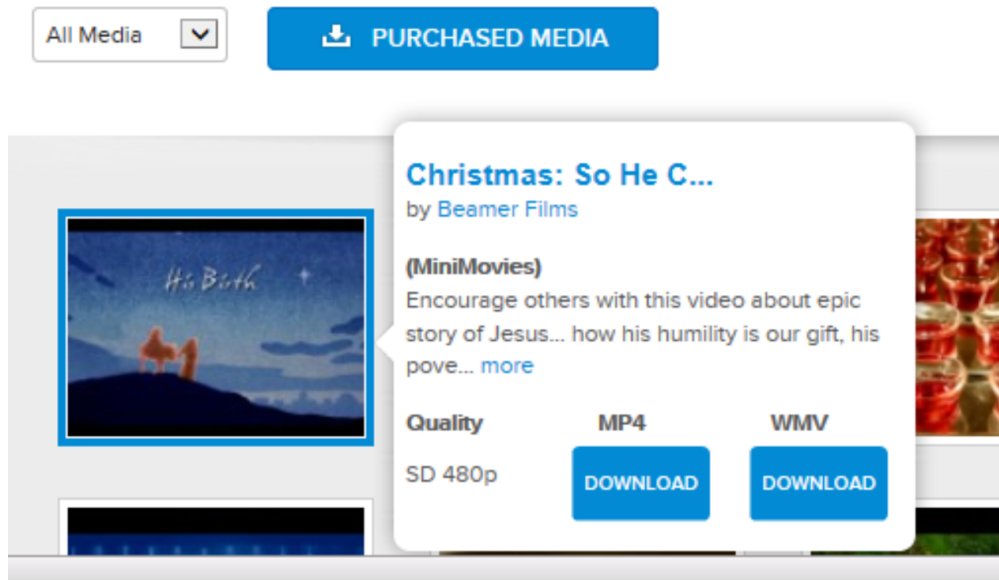


3. Click **My Account** at the top- right of the media store page.
4. Click **DOWNLOAD FREE MEDIA**.



5. Hover your mouse over each media item and a download button will be provided.


## MY DOWNLOADS / FREE MEDIA



6. Select the desired media format. EasyWorship 6 supports both mp4 or wmv file formats. When provided the option for HD content, you may need to select SD if your computer seems to lag when play HD video files through EasyWorship.
7. The downloaded items will appear in the **Media** tab of the **Resource Area** in their respective folders (videos or images). The image or video thumbnail will appear faded until the download has completed.

### Purchasing media from the media store

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1. Click **Web**  on the toolbar.
2. Click **Media Store** on the Welcome Center home page.
3. Enter a search term or select the desired media item.



4. Use the drop-down to select the quality of the media. Then, click **Buy Now**.
5. Complete the checkout process to finalize the purchase.

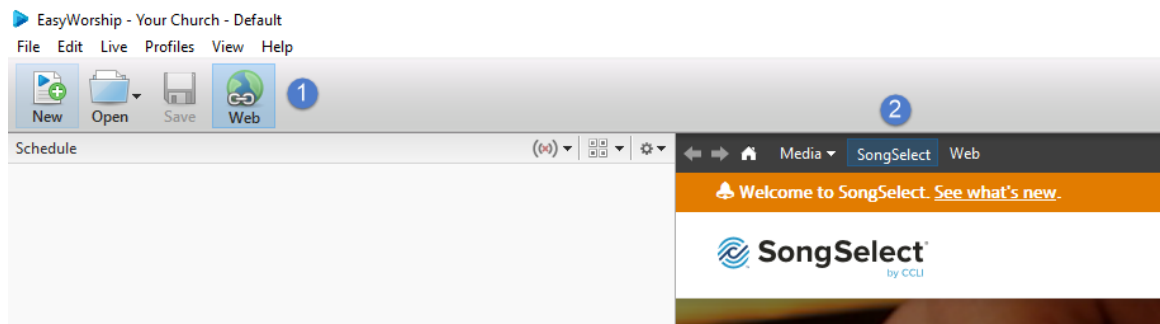


## SongSelect

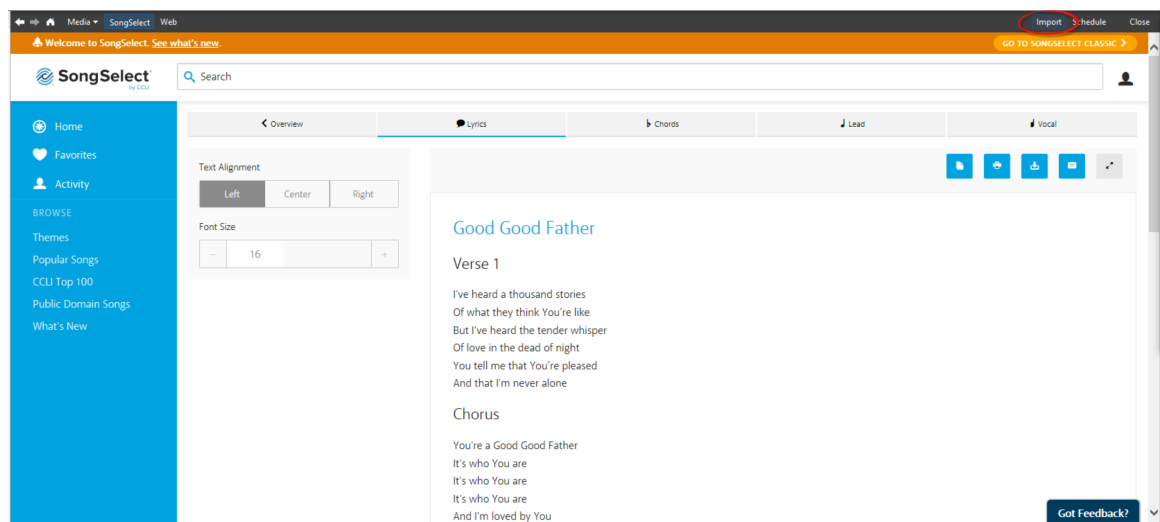
If you have a subscription to SongSelect from CCLI, you can import song lyrics from SongSelect directly into EasyWorship.

**NOTE** CCLI is a separate company and not affiliated with EasyWorship.

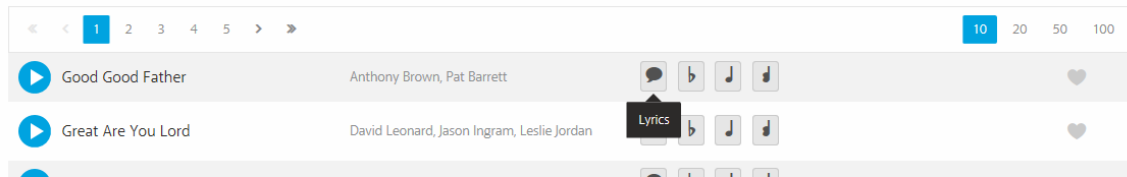
1. To import song lyrics into EasyWorship, click **Web > SongSelect**.



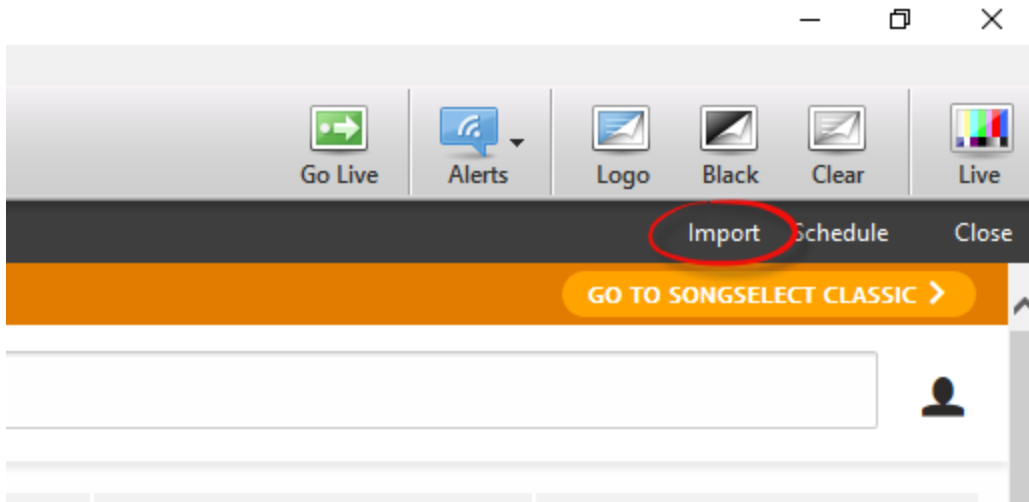
2. Sign into your SongSelect account.
3. You can browse the tops songs or use the search function to find a specific song.
4. Once you find the song you want to import, select that song to go to the song's main page. Then click **Lyrics** to go to the lyrics page for that song.



5. OR, if browsing in a list, you can click the **Lyrics** icon to go to the lyrics page for that song.




6. Click **Import** in the top-right corner of the window.

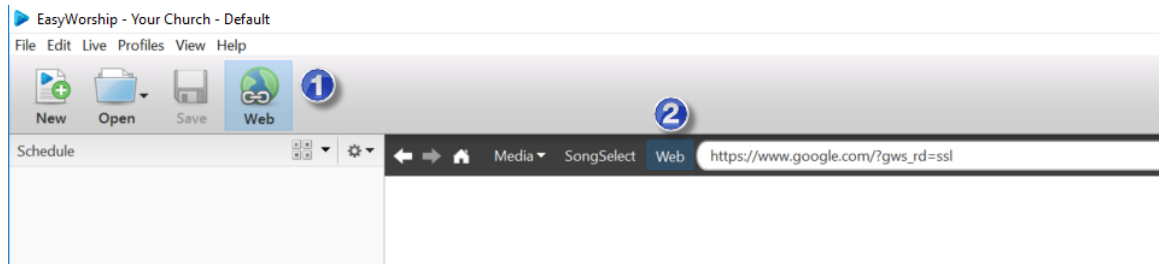


7. The song will now appear in the **Songs** tab of the **Resource Area**.

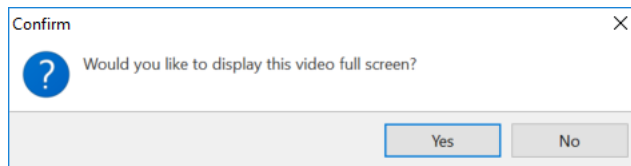
## YouTube

As long as you have an internet connection, you can add a YouTube video to your schedule.

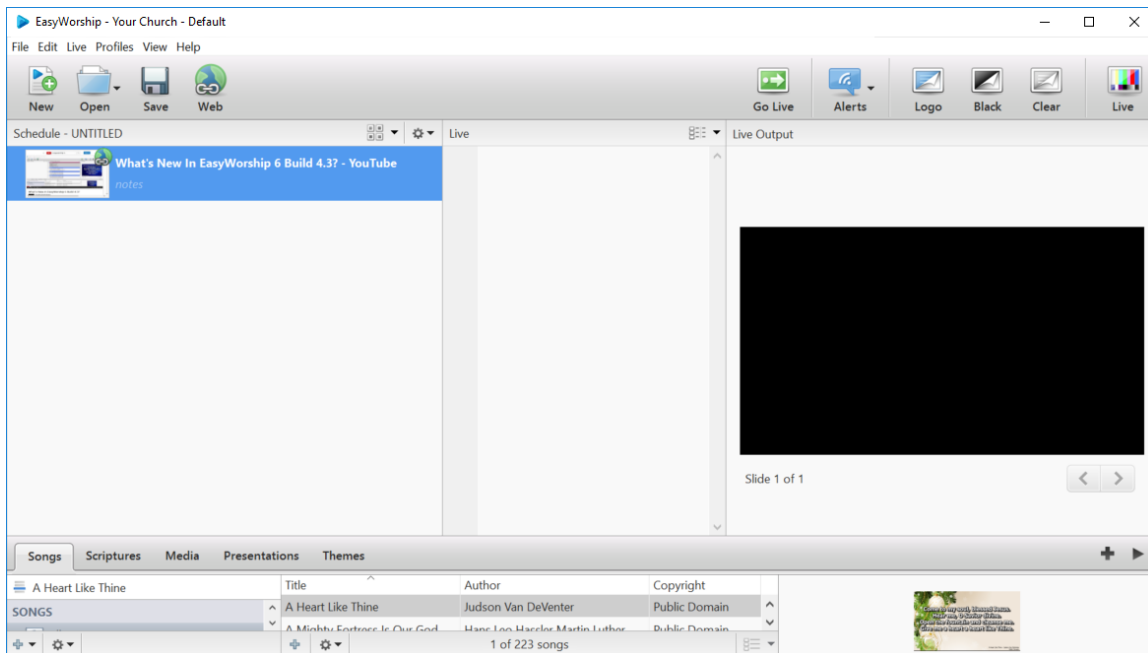
1. Open **EasyWorship**.
2. Click **Web**  on the toolbar.
3. Click **Web** in the browser window that appears.



4. In the address bar, type [www.youtube.com](http://www.youtube.com).
5. Search for the desired video.
6. Once the video is playing, click **Schedule** in the upper-right of the browser window.
7. A window will appear asking if you want to display the video full screen once you go live.



8. Click **Yes**. The video now appears in the schedule. Remember that this is only a link. You must maintain an internet connection for the video to play.




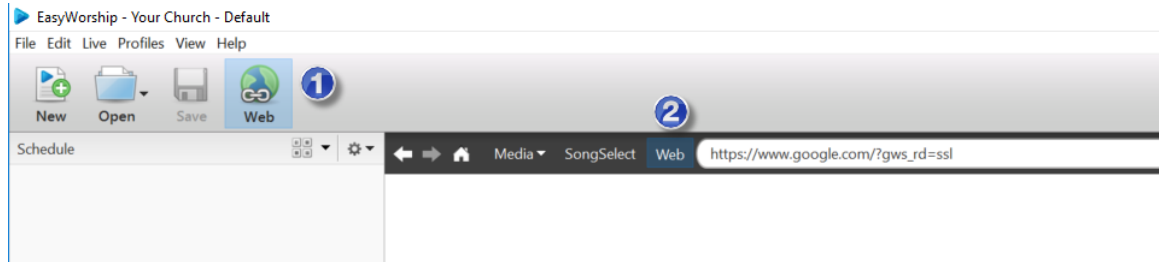
**NOTE** If the video doesn't automatically start once you go live, move your mouse to the secondary screen and click to start the video. Also, you cannot play videos that are copyright protected by YouTube. If you add a copyright protected video to your schedule, once you go live, you'll get a message saying the video will not play.

## Web Pages

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As long as you have an internet connection, you can add a web page to your schedule.

1. Click **Web**  on the toolbar.
2. Click **Web** in the browser window that appears.



3. In the address bar, enter the desired URL.
4. Click **Schedule** in the upper-right of the browser window.
5. The web page now appears in the schedule. Remember that this is only a link. You must maintain an internet connection for the web page to display.

# TECHNICAL

## Backup And Transfer Your Database

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The following instructions will help you transfer the EasyWorship database from one computer to another. Before starting this process, you will need a USB flash drive or external hard drive. In the steps below, we will call this your backup drive.

### Transfer EasyWorship 6 database to another computer running EasyWorship 6

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#### Backup Your Database (Old Computer)

1. Connect your backup drive to the computer.
2. Close all other programs before starting.
3. Open EasyWorship 6.
4. Click **Profiles > Profiles Manager....**
5. Select the desired profile. Click the link next to **Instance Location**.
6. Close the **Profile Editor** and EasyWorship (behind the File Explorer window that appears).
7. In the File Explorer window that appeared during step 5, select all folders (Ctrl+A).
8. Right-click any of the selected folders, select **Send to >**, and select the backup drive.
9. When the files are all transferred, disconnect the drive from the computer.

#### Restore Your Database (New Computer)

1. Connect your backup drive to the computer.
2. Close all other programs before starting.
3. Open the Windows File Explorer, or click **Computer** and browse to your backup drive.
4. Select the folders you backed up from your old computer (should be called **Resources** and **v6.1**) and press **Ctrl+c** OR right-click and click **Copy**.
5. Open EasyWorship 6.
6. Click **Profiles > Profiles Manager....**
7. Select the profile to which you wish to restore the database.
8. Click the link next to **Instance Location**
9. Close the **Profile Editor** and EasyWorship (behind the File Explorer window that

appears).

10. Rename all of the folders in the File Explorer window that appeared in step 8 by adding 'old' after the folder name. (**Resourcesold, v6.1old**)
11. Click in a blank area in that same window and press **Ctrl+V** on your keyboard OR right-click in a blank area and click **Paste**.
12. Open EasyWorship 6 to verify your database has transferred successfully.

## Transfer database from EasyWorship 2007/2009 to EasyWorship 6 Computer

---

### On the EasyWorship 2007 or 2009 computer (Old Computer)

1. Connect your backup drive to the computer.
2. Open EasyWorship 2007/2009 on the old computer.
3. Click **Profiles > Profiles Manager...**
4. Highlight the profile you wish to back up and click **Edit the selected application profile**.
5. Click the field below **Use an existing application data instance** and use the right arrow key to move the cursor to the end of the field.
6. Write down the path shown there, including the name of the folder at the end of that path. (The typical location is C:\Users\Public\Public Documents\Softouch\EasyWorship\Default.)
7. Close the Profile Manager and EasyWorship.
8. Open Windows Explorer or Computer.
9. Browse to the folder in the path written down in Step 5. The typical location is C:\Users\Public\Public Documents\Softouch\EasyWorship\Default.
10. Select all (Ctrl+A) folders in that folder. (Should be **Databases, Options, and Resources**)
11. Right-click any of the selected folders. Choose **Send to** from the pop-out menu and select the backup drive.
12. Take the flash drive to the EasyWorship 6 computer.

### On the EasyWorship 6 Computer (New Computer)

---



1. Connect your backup drive to the computer. (This will be the same backup drive you used on the 'old computer' from the steps above.)
2. Close all other programs before starting.
3. Open the Windows Explorer, or click **Computer** and browse to your backup drive.
4. Highlight all folders backed up from 'old computer' (should be **Databases, Options, and Resources**) then press **Ctrl+C** on your keyboard OR right click any one and select **Copy**.
5. In Windows Explorer, browse to C:\Users\Public\Public Documents\Softouch\EasyWorship\Default.
6. Rename all folders in that window by adding 'old' after the folder name (Resourcesold, v6.1old, Databasesold).
7. Click in a blank area in that same window and press **Ctrl+V** on your keyboard OR right-click in a blank area and click **Paste**.
8. When the folders are all transferred, open EasyWorship 6 and click the box to **Convert Data**.

**If you do not have a profile with the same name as the folder you transferred,**

1. Open EasyWorship 6.
2. Click **Profiles > Profiles Manager....**
3. Click the + button to add a new profile.
4. Enter the name of the folder you transferred into the profile name file.
5. Select the **Advanced** tab and change the type to **Existing**. Click **OK**.
6. You will be prompted to convert the database.

## Setting Up A New Computer

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1. On the new computer go to [www.easyworship.com/support](http://www.easyworship.com/support).
2. Download and install EasyWorship 6.
3. Register EasyWorship 6. See Video: [How to Register EasyWorship 6](#)
4. Transfer the database from the old computer using the [Transfer Your Database](#) instructions.
5. Install Quicktime Player from the help menu in EasyWorship 6.
6. Install DScaler video decoder for Playing DVDs from the [Video Decoders](#) article.
7. Set up your monitors using the instructions in the [Dual Monitor Setup](#) article.

## Video Decoders

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In this article:

1. [What Is a Video Decoder?](#)
2. [Install Quicktime for MP4 and MOV files](#)
3. [Install DScaler for DVD Playback](#)

### What Is a video decoder?

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When you play a video or sound file through EasyWorship, it has to know how to decode that file. A codec or decoder is a piece of software that tells EasyWorship how to decode the video or audio file. If you don't have the proper codec installed on your computer, EasyWorship won't be able to play your multimedia file. EasyWorship requires Quicktime player in order to play MP4, M4A, M4V, and MOV files. Use the instructions below to install Quicktime. EasyWorship also requires the DScaler decoder to play DVDs. Instructions for downloading and installing the DScaler decoder are also provided below.

### Install Quicktime for MP4 and mov files

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1. In EasyWorship, click **Help > Install Quicktime Support**.
2. Click **Download** on the **Install Quicktime** box that appears.
3. Your web browser will open and direct you to the Quicktime download page.
4. You **do not** have to enter any information on this page, just click the blue **Download Now** button.
5. After downloading the Quicktime installer, open it and install it using the default options provided in the install wizard.
6. Close and reopen EasyWorship. EasyWorship is now able to play MP4, M4V, M4A, and MOV files.

### Install DScaler for DVD Playback

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1. Close EasyWorship.
2. [Click here](#) to access the DScaler download page at sourceforge.net.

3. The download should start automatically. If not, click the direct link option provided. Don't click any other links or buttons on this page.
4. Run the downloaded file to install DScaler. Use the default settings to complete the installation.
5. Open EasyWorship and click **Edit > Options....**
6. Click **Advanced**. Ensure that you have checked the box next to **Use preferred DVD video codecs** and click **OK**.

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**NOTE** EasyWorship will support WMV and WMA files without the use of additional video decoders.

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## Alpha Channel Setup

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### Before Getting Started

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Alpha Channel support requires a single NVIDIA GeForce GTX series graphics card that can support at least three simultaneous video outputs. Before using the alpha channel function in EasyWorship, make sure your computer meets the system requirements for alpha channel support. Connect the alpha channel and EasyWorship Output to the video mixer and extend the Windows desktop to each output (see [Enable Windows Extended Desktop](#) below).

The following instructions show you how to set up EasyWorship. They will not help you configure your video mixer. Please consult the support resources for your mixer for help configuring an alpha key on the video mixer.

### Enable Alpha Key in EasyWorship

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1. In EasyWorship, select **Edit > Options....** The **Options** window will appear.
2. In the **Live** tab, change the **Output Monitor** option to the output you wish to use.
3. Change the **Alpha Channel** to the output you wish to use for the alpha channel.
4. Select **OK**.

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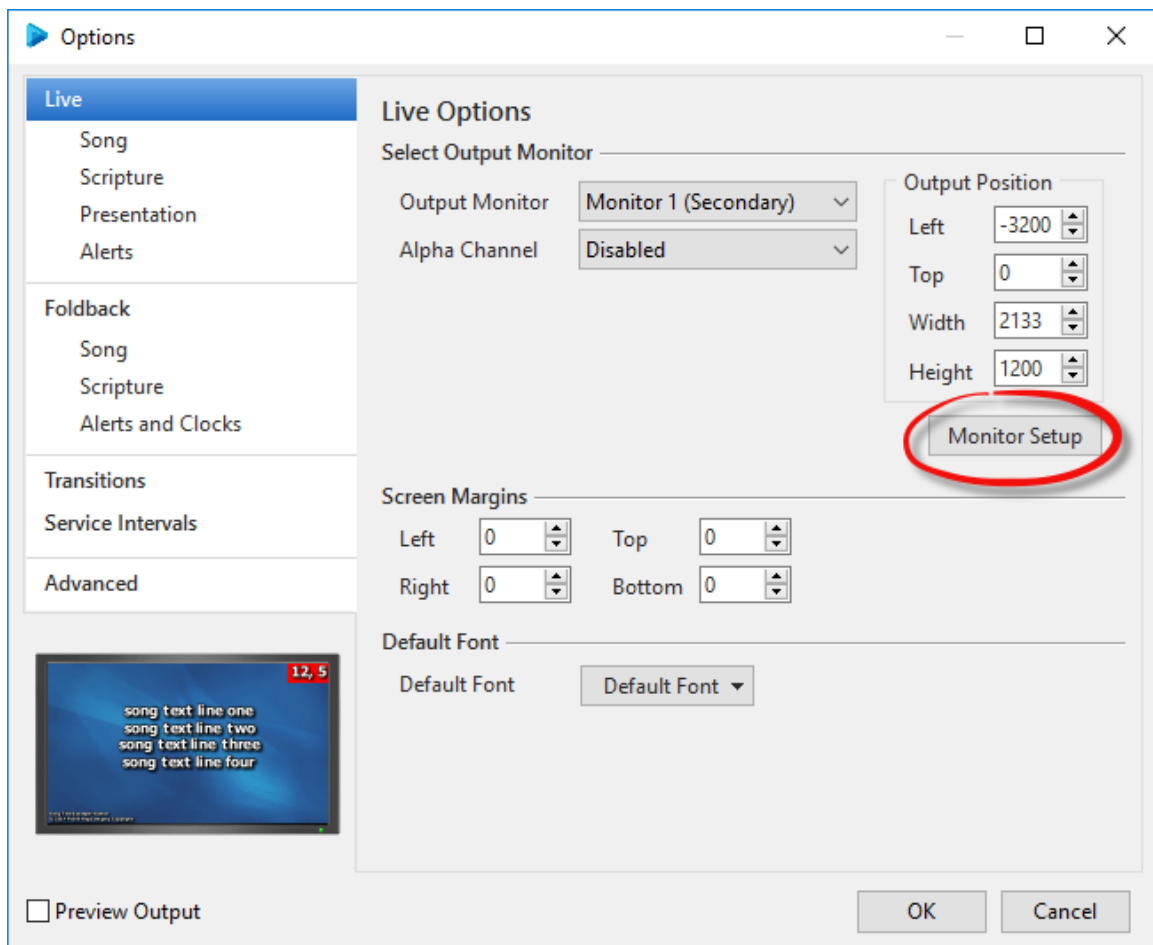
**NOTE** If all of the video outputs do not appear in the drop-down boxes make sure the desktop is extended to all displays. See [Enable Windows Extended Desktop](#) below.

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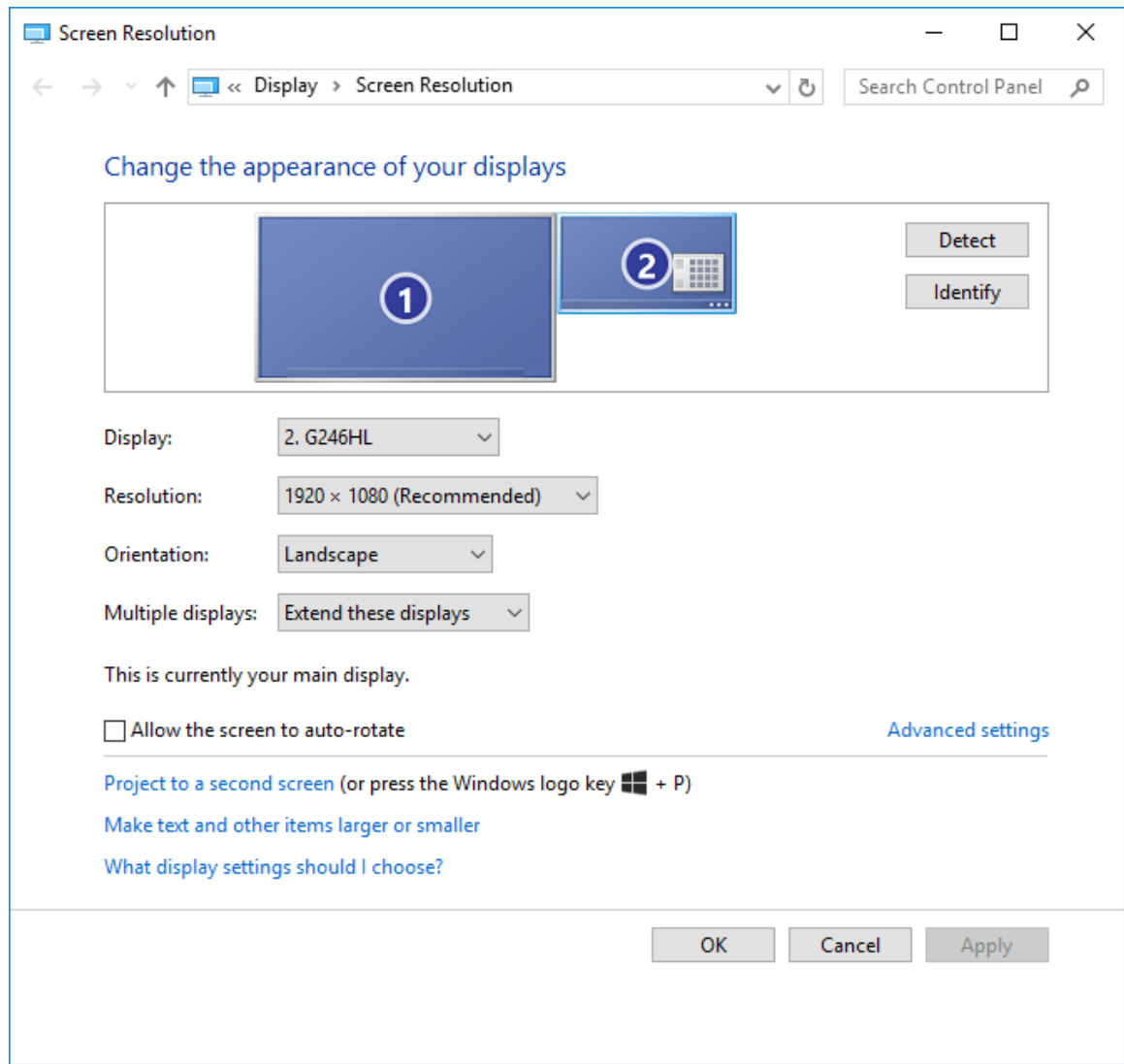
### Enable Windows Extended Desktop

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1. In EasyWorship, select **Edit > Options....** The **Options** window will appear.



2. Select the **Live** tab on the upper left.
3. In the section titled **Live Options**, select the **Monitor Setup** button.
4. EasyWorship will open the **Screen Resolution** dialog box.



5. Select a monitor that is not enabled.
6. Next to Multiple displays, select **Extend these displays** (repeat for all inactive displays).
7. Select **Apply**. The desktop will extend for 15 seconds and a prompt will ask you if you want to keep the settings. Select **Yes** if you wish to keep the settings. The settings will revert back if you don't select yes.
8. Select **OK**.

---

**NOTE** If there is only one monitor in the Screen Resolution window or you are unable to extend the desktop to monitor, your video card may not support multiple displays, or all video outputs may not be connected to a display.

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## NewTek Network Source Setup

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EasyWorship can be configured to be a network source for the NewTek TriCaster video mixers over your local area network. It only takes a few clicks to set up EasyWorship so that it can be used a network source for the TriCaster.

1. Open **EasyWorship**.
2. Click **Edit > Options....** The **Options** window appears.
3. In the **Live** tab change the **Output Monitor** to NewTek AirSend.
4. Select the **Output Format** you wish to send to the TriCaster unit from the drop-down box.
5. On the TriCaster you can now select the EasyWorship computer as a network input.



# Profiles

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## Understanding Profiles

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Profiles consist of both User Settings and Application data. User Settings consist of settings like font size, color and transition settings, as well as information about the EasyWorship window size and location. Application Data consists of databases such as songs and backgrounds, along with videos, images, feeds, and DVD clips. Settings like the output monitor setting are global settings that will affect all users and are not part of Profile settings.

What is the benefit of using Profiles? With a little bit of up front effort, Profiles let you store databases in different locations and then associate multiple unique user settings to that application data. Stated more simply, if Bob runs EasyWorship for the adults and Jennifer runs EasyWorship for the youth group, they can both have access to the same resources (songs, backgrounds, videos, etc.), but have completely different user settings so EasyWorship looks, acts, and displays the way that fits their unique audience. Or, Bob and Jennifer can create completely separate databases for their resources.

---

**NOTE** The profile data can be stored on the local hard drive, on a server, or shared network folder. EasyWorship will create a Default profile in the following location:  
C:\Users\Public\Public Documents\Softouch\EasyWorship.

---

## Possible Profile Configurations

1. Use the same set of application data as another profile but different user settings. (Example: Bob and Jennifer share the same resources [songs, backgrounds, videos], but have different user settings so that Bob's slides are appropriate for the adults and Jennifer's slides are appropriate for the youth.)
2. Use a different set of application data with the same user settings as another profile. (Example: Bob and Jennifer have separate databases, so they don't mix resources [songs, backgrounds, videos] but they have identical user settings.)
3. Use a different set of application data and a different set of user settings. (Example: Bob and Jennifer have separate databases, so they don't mix resources [songs, backgrounds, videos] and they also have different user settings.)

---

**NOTE** EasyWorship also allows for easy hot swapping between Profiles. This means that EasyWorship doesn't have to be closed when switching from one Profile to another.

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## Profiles Menu

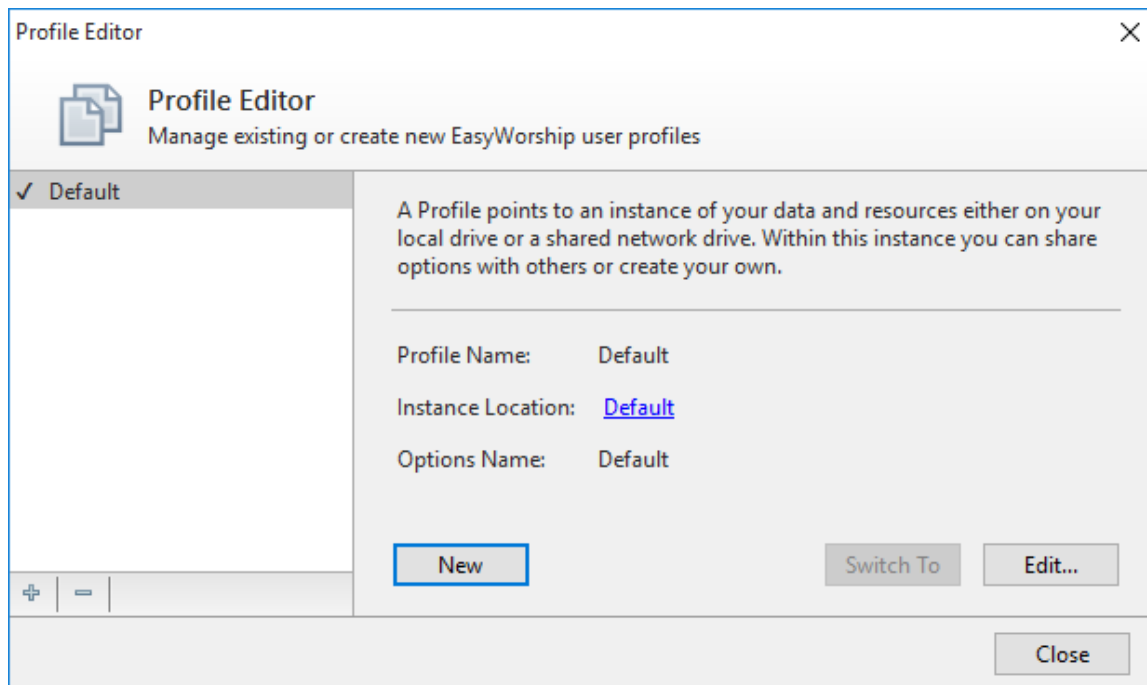
The Profiles menu has multiple options. At the top are the names of all available Profiles that have been created. "Default" is listed as the only available Profile until additional Profiles have been created. To change Profiles, select the desired profile.

1. **Profiles Manager** allows you to edit and create profiles in EasyWorship.
2. **Database Tools** has a Rebuild/Fix Database option. This checks the database for errors and fixes them.

## Create a New Profile

EasyWorship will create a default profile automatically when it is installed. If another set of data or settings is desired, creating a new profile can accommodate this need.

1. Click **Profiles > Profiles Manager**.
2. The **Profile Editor** screen appears.



3. Click **New** or the **Add (+)** button to open the **Add Profile** menu.
4. Enter a name for the new profile (e.g., Youth, Pastor, Children, Spanish, etc.). The **"Start using this profile when finished"** option is checked by default. If you do not want to use the profile immediately, un-check this option.

5. Click the **Advanced** tab to specify if you want to create a new Profile or use an existing profile by clicking on the **Type** drop-down menu box. You can also set a location other than the default path (such as a network drive or another location on the local hard disk).
6. Click **OK** to create the new Profile.
7. Once you have created the new Profile, you can create another profile, edit an existing profile, or click **Close**.

---

**NOTE** The default path location for Windows Vista, 7, and 8 will be located in C:\Users\Public\Public Documents\Softouch\EasyWorship.

---

## Create a Shared Database

1. Click **Profiles > Profiles Manager**.
2. The **Profile Editor** screen appears.
3. Click **New** or the **Add (+)** button to open the **Add Profile** menu.
4. Enter a name for the new profile (e.g., Youth, Pastor, Children, Spanish, etc.). The **"Start using this profile when finished"** option is checked by default. If you do not want to use the profile immediately, un-check this option.
5. Click the **Advanced tab**.
6. Change the Type to **Existing**.
7. Click the **Browse** button. This will open the **Browse for Folder** window.
8. Navigate to the shared profile folder. For network databases, browse to [Network Computer Name (e.g., WorshipPC)]\Users\Public\Public Documents\Softouch\EasyWorship\
9. Select the profile folder (e.g., Default ).
10. Under **Options**, type in the name you want to use for this profile's options, or select a name from the drop-down list.
11. Click **OK**.

---

**NOTE** If you want to return to the Profiles Manager after creating the new profile, uncheck the option for "Start Using this profile when complete."

---

## Change Profiles

---

EasyWorship allows you to change profiles easily, giving you the ability to use different databases and settings without closing the application.

1. Click **Profiles**.
2. Select the desired Profile.
3. EasyWorship will load that profile. If you have a Schedule open, EasyWorship will ask you to close it before loading the selected profile.

---

**NOTE** Determining which profile is currently loaded is also easy. The current profile is the one with a black dot on it when you click the Profiles menu.

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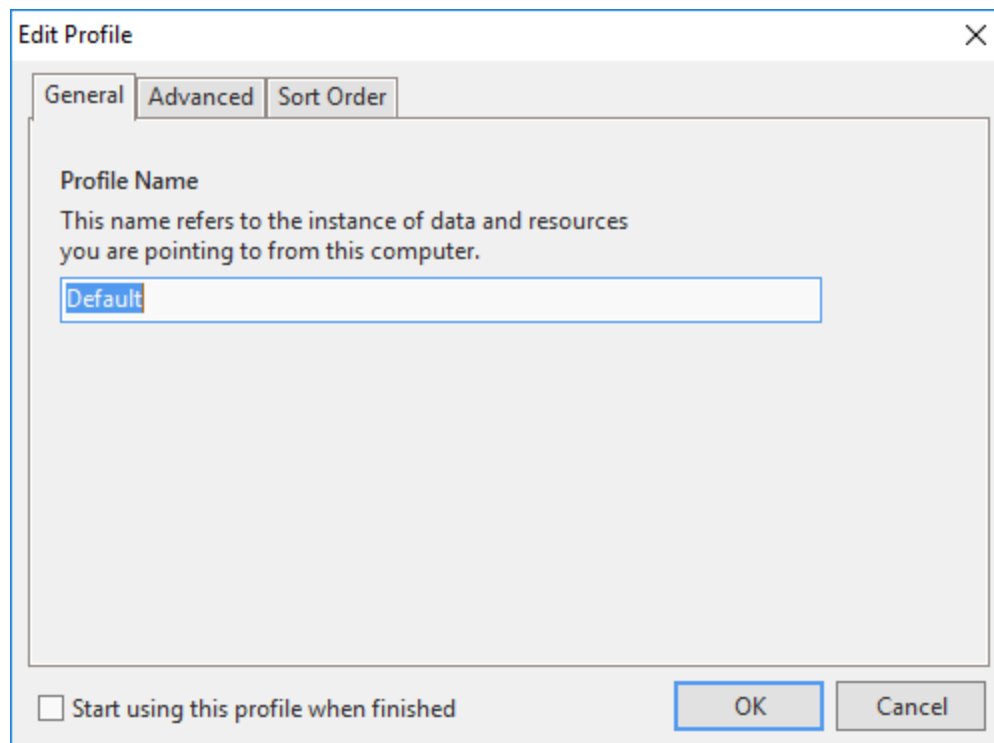
## Edit a Profile

---

To change the settings or folder location of a profile:

1. Click **Profiles > Profiles Manager**.
2. Select the profile to be edited.
3. Click the **Edit** button.
4. The **Edit Profile** window appears with 3 tabs - **General**, **Advanced**, and **Sort Order**. At the bottom of the window, you can opt to use the newly-edited profile after edits are complete.

## General Tab



The screenshot shows a dialog box titled "Edit Profile" with a close button (X) in the top right corner. Inside the dialog, there are three tabs: "General", "Advanced", and "Sort Order". The "General" tab is selected. Below the tabs, the text "Profile Name" is followed by a description: "This name refers to the instance of data and resources you are pointing to from this computer." Below this text is a text input field containing the word "Default". At the bottom of the dialog, there is a checkbox labeled "Start using this profile when finished" which is currently unchecked. To the right of the checkbox are two buttons: "OK" and "Cancel".

From this tab, you can edit the name of the profile.

## Advanced Tab

The screenshot shows the 'Edit Profile' dialog box with the 'Advanced' tab selected. The dialog has three tabs: 'General', 'Advanced', and 'Sort Order'. The 'Advanced' tab contains two main sections: 'Instance Location' and 'Options'. In the 'Instance Location' section, there is a description: 'This is the location of a folder that contains this profiles data and resources.' Below this, there is a 'Type' dropdown menu set to 'Existing', a 'Where' text box containing the path 'C:\...\Documents\Softouch\Easyworship\Default', and a 'Browse' button. The 'Options' section has a description: 'Within each instance of data, you can have multiple option sets to customize the look for each profile. For example, adult service and youth service.' Below this, there is an 'Options' dropdown menu set to 'Default'. At the bottom of the dialog, there is a checkbox labeled 'Start using this profile when finished' which is currently unchecked, and two buttons: 'OK' and 'Cancel'.

Instance Location

This is the location of a folder that contains this profiles data and resources.

Type Existing

Where C:\...\Documents\Softouch\Easyworship\Default Browse

Options

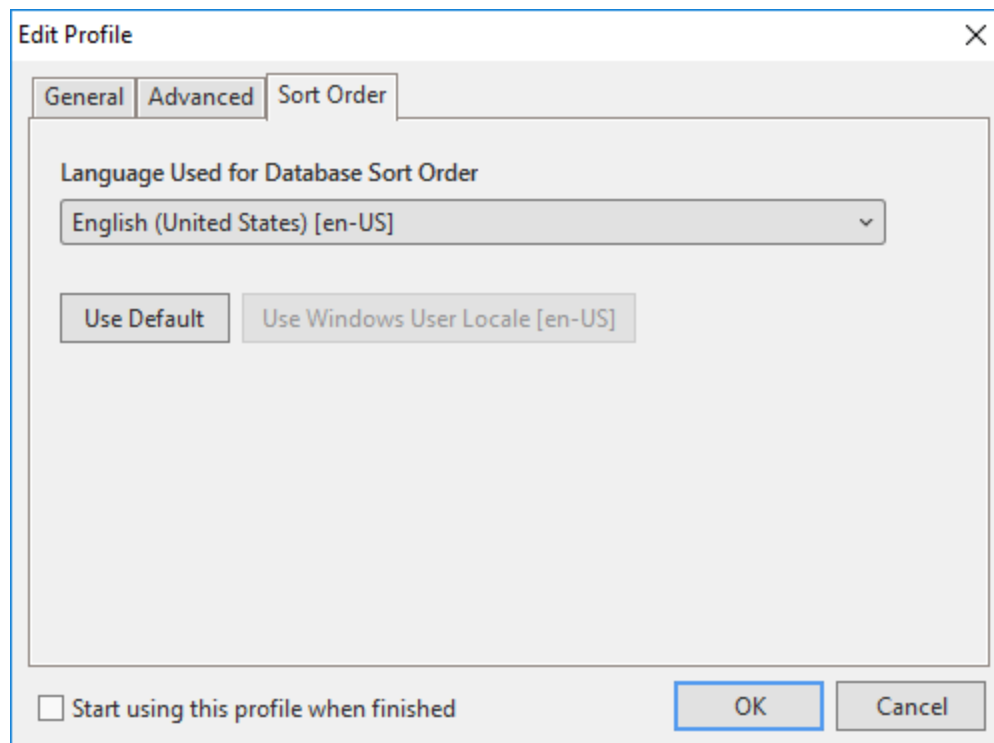
Within each instance of data, you can have multiple option sets to customize the look for each profile. For example, adult service and youth service.

Options Default

☐ Start using this profile when finished OK Cancel

From here, you can change the Type of profile from **Existing** to **New**, specify where the profile is located, and change the **Options** that are associated with the profile.

## Sort Order Tab



You can change the language used for the database sort order, for proper sorting in all languages.

## Locate Your Profile Data

You may eventually need to transfer your database from one computer to another, or copy videos or images into the Resources folder. To find the location of the data for your Profile, use the following steps:

1. Click **Profiles > Profiles Manager**.
2. Select the desired profile.
3. Click the link next to **Instance Location**. This will open the Default folder where your Resources folder is located.

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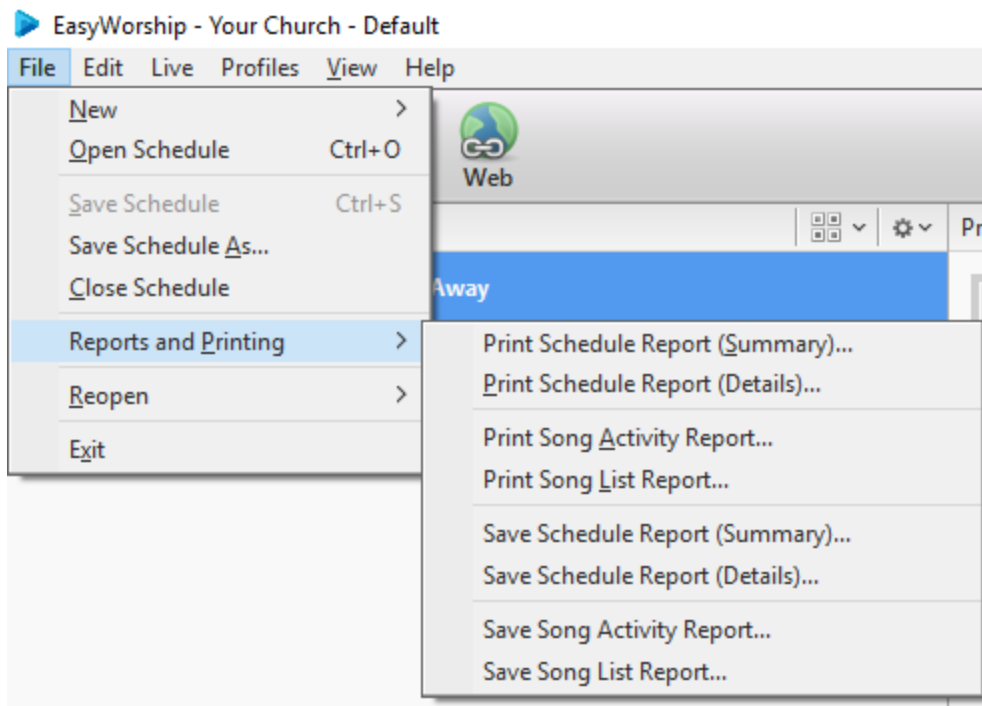
**NOTE** The databases will be stored in a Databases folder in a folder called Data. Videos and Images will be stored in the Resources folder. Options for the profile will be stored in the Options folder.

---

## Songs: Printing & Reporting

EasyWorship allows you to track song usage and generate song reports. EasyWorship also has the option to print a list of the songs in your Songs Library. Each time you add, print, or project a song, EasyWorship tracks that action and stores it for you in a viewable and printable file.

**NOTE** To learn more about reporting the usage of songs for copyright purposes, please contact Christian Copyright License International (CCLI) at [www.CCLI.com](http://www.CCLI.com).



### Printing a Schedule Report

Maybe you want your staff to be able to reference a hard copy of the service or event schedule. No problem. EasyWorship lets you print a schedule report in either a summary or detail view.

1. With the desired schedule open in EasyWorship, click **File > Printing and Reporting... > Print Schedule Report (Summary)...** or **Print Schedule Report (Details)....**



- A Schedule Summary includes a summary of all of the media included in your schedule.
  - A Detailed Schedule allows you to print each song or item in the schedule, page by page, including all the words on each slide of that song, and song information, such as Copyright, CCLI License Number, Author, etc.
2. When the report appears, use the tools at the top of the page for navigation, saving, printing, etc.

## Printing a Song Activity Report

---

1. Click **File > Printing and Reporting... > Print Song Activity Report...**
2. The **Select Report Period** window will appear. Enter the desired report period dates and click **OK**. The report will contain all songs used in EasyWorship during the report period.
3. To print a report of the songs ADDED within the report period, check the **Only display songs added within the report period** box.
4. When the report appears, use the tools at the top of the page for navigation, saving, printing, etc.

## Printing a Song List Report

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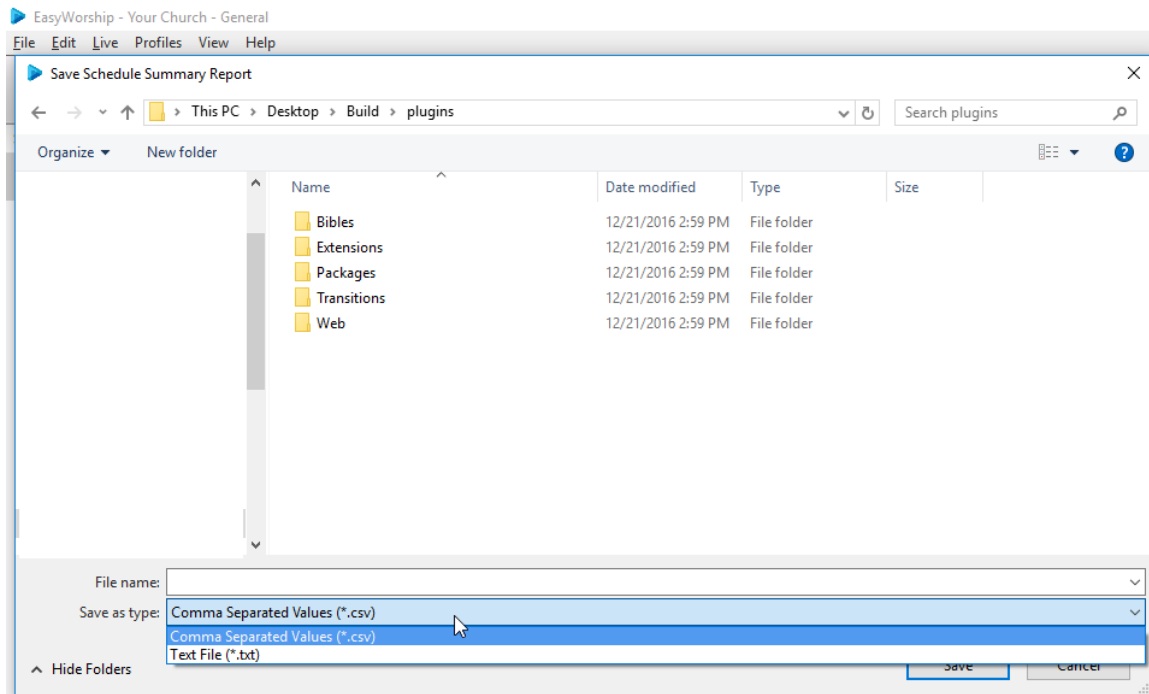
1. Click **File > Printing and Reporting... > Print Song List Report...**
2. The Song List will appear showing the alphabetical listing of the songs in your Songs Library.
3. When the report appears, use the tools at the top of the page for navigation, saving, printing, etc.

## Saving a Schedule, Song Activity, or Song List Report

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To save a report, select the desired option from the **File > Printing and Reporting...** menu.

A **Save** window will appear, allowing you to select what file type you'd like and where you'd like the file saved.



## Custom Position

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If you're building EasyWorship schedules at home or using Display Foldback with the Matrox DualHead2Go, then you need to understand how to take advantage of custom position for the Output Monitor.

### Building a Schedule at Home

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If a schedule is built on a computer using a different output resolution than the presentation computer, the songs will not display the same way on the presentation computer as the source computer. Setting a custom resolution on the source computer will correct this problem.

#### On the Presentation Computer

Determine the output screen size of the presentation computer.

1. Open **Display Settings** on the presentation computer.
2. Click the **second monitor**.
3. The resolution for that screen will be displayed there, e.g., 1024x768.

#### On the Home Computer

1. In EasyWorship, click **Options**.
2. Under **Live**, select **Output Monitor** and change it to **Custom Position**.
3. Change the Width and Height to match the presentation computer resolution (e.g., Width = 1024p x Height = 768p).
4. Click **OK**.

### Using Display Foldback with a Matrox DualHead2Go

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To find out how to set Custom Position for Display Foldback, see [Display Foldback \(Stage Display\)](#).

## Using A Presenter Remote

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If you have at least EasyWorship 6.1.5, you can use a presenter remote to control EasyWorship. If you had a programmable remote setup to work with EasyWorship 2007 or 2009, it should work with EasyWorship 6.

The standard hotkeys for EasyWorship 6 are: ***PgDown = Go Live, Arrow Down = Next Slide, Arrow Up = Previous Slide.***

If you have a presenter remote that cannot be programmed to match EasyWorship hotkeys, follow the instructions below.

### Changing Hotkeys Using the Hotkey Installer

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You can download hotkeys file that will work for most presenter remotes.

1. Close EasyWorship 6.
2. [Click Here](#) to download the hotkey installer.
3. Allow the file to run and replace any files it asks to replace.
4. Open EasyWorship and test your remote. Make sure you click in the **Live Area** with your mouse when testing.
5. If you wish to reset the hotkeys file to the default settings, download and run the [Hotkeys Reset](#) file.

### Changing Hotkeys Manually

---

1. Close EasyWorship 6.
2. Go to **Start > Run** or right-click the start button and click **Run**.
3. In the Run box that appears type in **%programdata%** and press **Enter**. This will open up Windows Explorer and display all of your installed programs.
4. Click **Softouch**, then **EasyWorship.v6.1**, and then **Settings**.
5. Open **HotKeys.ini** in a simple text editor, such as Notepad. The following information is displayed.

```
[HotKeys]
BlackScreenKeys=C-66
ClearScreenKeys=C-67
GoLiveNextKeys=34
```

GoLivePrevKeys=33  
JumpBridgeKeys=66  
JumpChorusKeys=67  
JumpEndingKeys=69  
JumpIntroKeys=73  
JumpPreChorusKeys=82  
JumpSlideKeys=83  
JumpTagKeys=84  
JumpVerseKeys=86  
LogoScreenKeys=C-76  
ScheduleNextKeys=39  
SchedulePrevKeys=37  
SlideFirstKeys=36  
SlideLastKeys=35  
SlideNextKeys=78, 40, 32  
SlidePrevKeys=80, 38, 8

**If your remote is moving you to the next item in the schedule, it uses Page Up and Page Down to navigate slides. Make the following changes.**

- Change GoLiveNextKeys to 0 (zero).
- Add 34 to SlideNextKeys (SlideNextKeys=78, 40, 32, 34).
- Change GoLivePrevious to 0 (zero).
- Add 33 to SlidePrevKeys (SlidePrevKeys=80, 38, 8, 33).

**If you are using a remote that is selecting the next or previous item in the schedule but not going live, you have a remote that uses left and right arrow keys to navigate slides. Make the following changes.**

- Change ScheduleNextKeys to 0 (zero)
  - Add 39 to SlideNextKeys (SlideNextKeys=78, 40, 32, 39)
  - Change SchedulePrevKeys to 0 (zero)
  - Add 37 to SlidePrevKeys (SlidePrevKeys=80, 38, 8, 37)
6. Save the file and close Notepad.
  7. Open EasyWorship and go live with a song or presentation to test the remote settings.

# Glossary

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## A

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### Alpha Channel

Alpha channel is basically a mask. It determines how an object's pixel colors are going to blend with pixel colors from another object when the two are overlaid. In EasyWorship, when placing text (e.g., lyrics) or a transparent PNG (e.g., church logo) on top of a motion background or live feed, alpha channel is the best way to generate clean, professional edges around the text—especially important for IMAG, live stream, or HD broadcast. EasyWorship's alpha channel support was designed for those who have a video mixer that uses alpha key to overlay text and graphics on a video source. Alpha channel keying provides the best quality for text and graphic overlays.

## C

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### Capture Card

EasyWorship can project images from your computer through external devices (e.g., DVD, VHS, Camera[s], Mixer) using a capture card. Most capture cards are PCI cards that are installed into PCI slots on the motherboard of your computer. Each capture card has its own input connections. Some are RCA (composite) jacks, some are S-video, and some are FireWire IEEE1392. It is important that you determine the type of interface cable desired before you order your capture card.

### Codec

A codec or decoder is a piece of software that tells EasyWorship how to decode the video or audio file.

## D

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### Deck

A group of slides in song, scripture, or presentation.

### Display Port

DisplayPort is a digital display interface used to connect a video source to a display device such as a computer monitor, though it can also be used to carry audio, USB, and other forms of data.

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**DVI**

Digital Video Interface. DVI is a video display interface used to connect a computer to a display device, such as a computer monitor.

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**E**

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**Element**

A single object on a slide, e.g., text box, image, etc.

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**F**

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**Foldback**

Foldback (stage display) lets the stage see a custom display with the current presentation or video, a preview of the next scheduled item, a clock, and private alerts.

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**Front of House**

The display that the audience sees.

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**G**

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**Go Live**

Allows you to send the current item in the preview screen to the live screen. Most people use the Go Live button at the top of the preview area or press the Page Down key.

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**H**

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**HDMI**

High-Definition Multimedia Interface. HDMI is a digital audio/video interface used to connect a compatible computer monitor, video projector, digital television.

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**L**

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**Live Output**

The final version of the schedule, being displayed to the audience.

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**P**

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**Primary / Secondary Monitor**

Primary Monitor allows the live output to be displayed on the Primary Monitor behind the EasyWorship control screen. Secondary Monitor allows the live output to be displayed on a secondary monitor.

**Profiles**

Profiles provide the ability to switch between desired options in EasyWorship. For example, you can have a profile for each user or a profile for each type of presentation you create with EasyWorship.

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**R**

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**Resource**

An audio, image, video, or presentation media file.

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**S**

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**Schedule**

A group of items for display during a service.

**Slide**

One display item, e.g., song verse, presentation, or PowerPoint display unit

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**T**

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**Theme**

Special settings for a slide deck.

**Themes**

Themes are templates that you can apply to scripture, songs, and presentations.

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**V**

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**VGA**

Video Graphics Array. An analog video display interface used to connect a computer to a display device, such as a computer monitor or projector.



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## **Video Card**

Also known as a graphics card, is computer hardware that processed video information and transmits it to a video output device like a computer monitor or projector via a video interface such as a VGA, DVI, HDMI, Display Port or other video interface.

## **Video Mixer / Switcher**

A device used to switch between several different video sources.

