EASYWORSHIP MANUAL

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

Online: EasyWorship.com/Support

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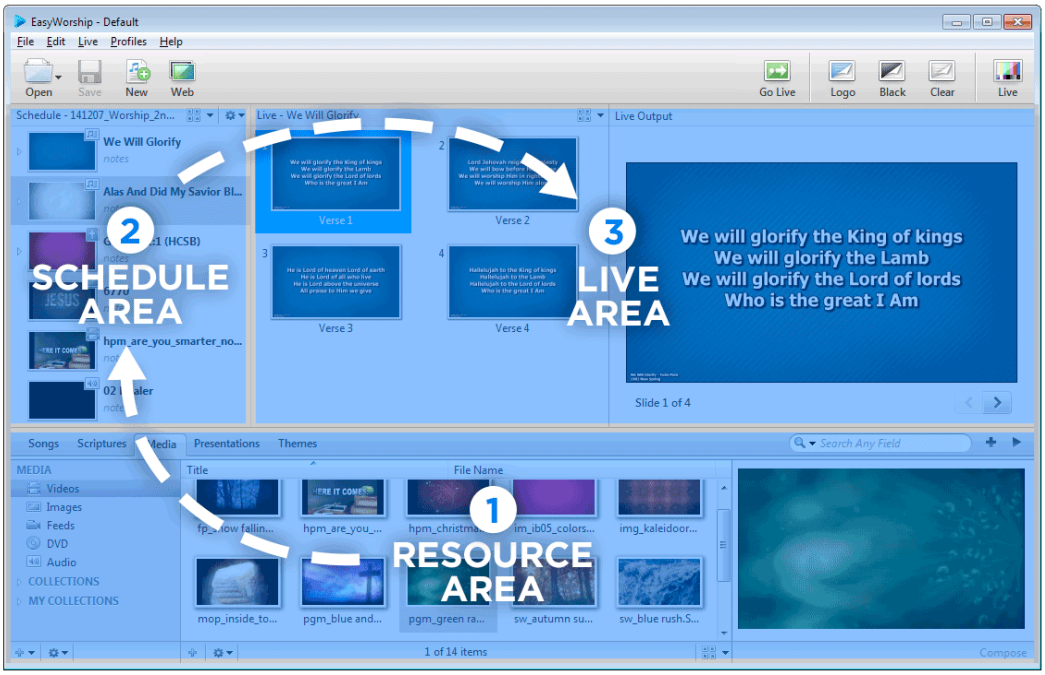
GETTING FAMILIAR WITH THE NEW LAYOUT

In this article:

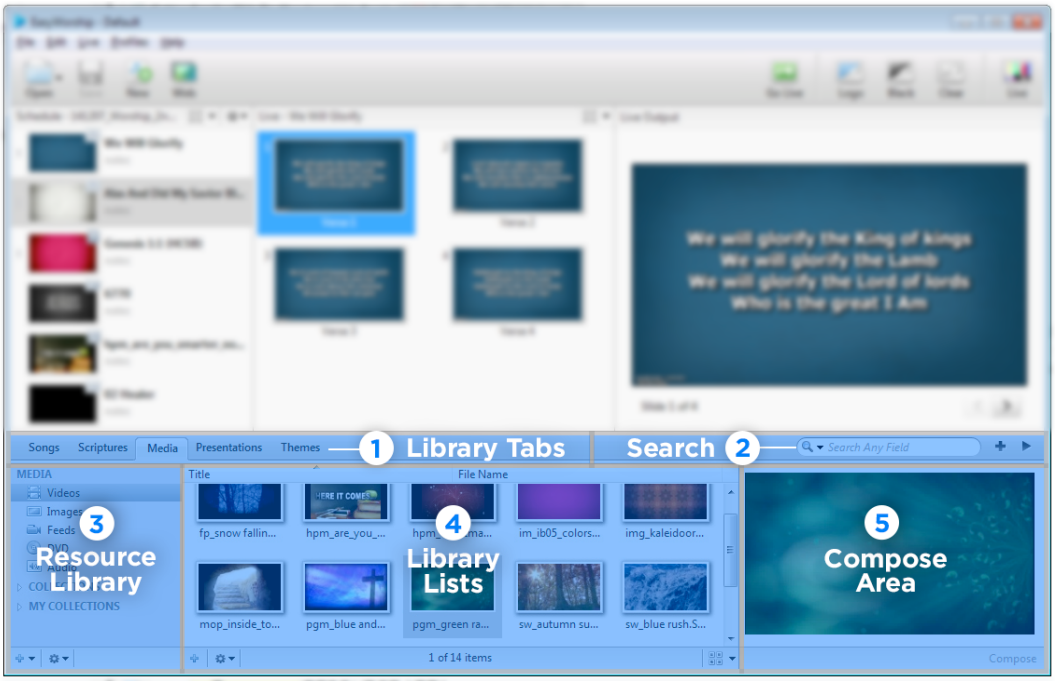
1. Overview
2. Resource Area
3. Schedule Area
4. Live Preview Area
5. Search

OVERVIEW



EasyWorship 6 introduces a whole new experience from previous versions, making it simpler 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** on the left 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 dropdown buttons located in the corners of each section of the interface.

RESOURCE AREA

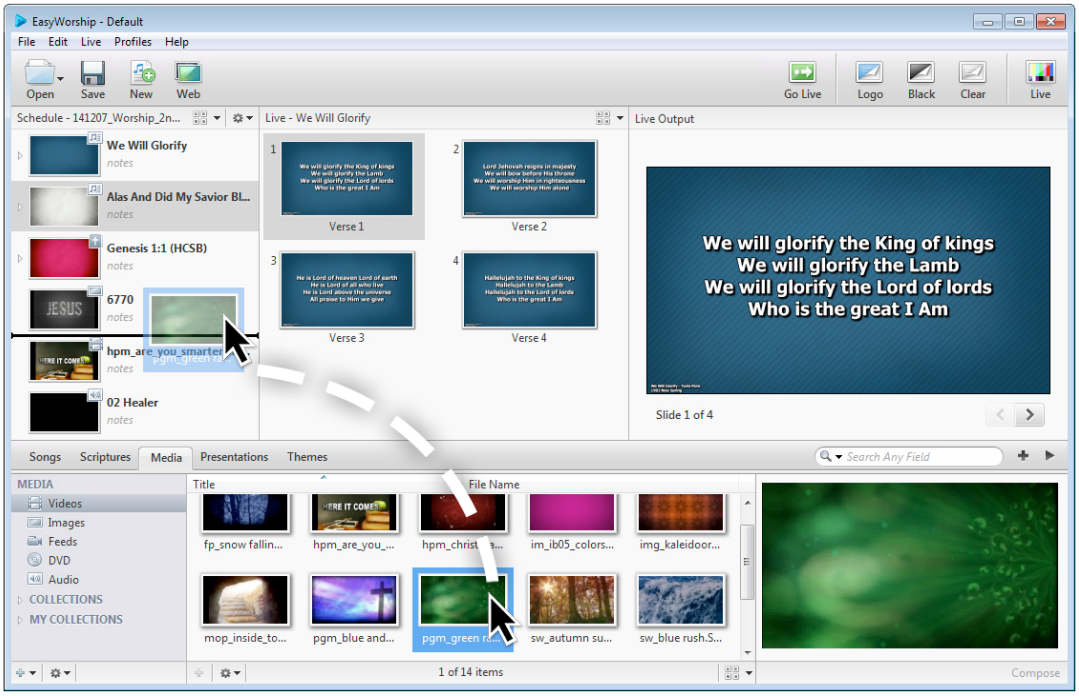


A collapsible Resource Area now spans the bottom of the application instead of being confined to the bottom left. At the top are five tabbed libraries: Songs, Scriptures, Media, Presentations, and Themes. The Resource Area has three columns: 1) Resource Library/Collections tabs on the left, 2) Library lists and details in the middle, and 3) a Compose Area on the right. Additional menu options are now in dropdown buttons in the bottom left of the Resource Library and Library lists/details Areas, including Add Item and Action Menu buttons . In the Library lists/details Area, you'll also notice an Icon View dropdown with a slider that allows you to customize your view for thumbnails or list view .

1. *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 go searching your hard drive for a PowerPoint file when it's right there in EasyWorship.
2. *Themes* - The themes area is now available to allow 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.
3. *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.

SCHEDULE AREA

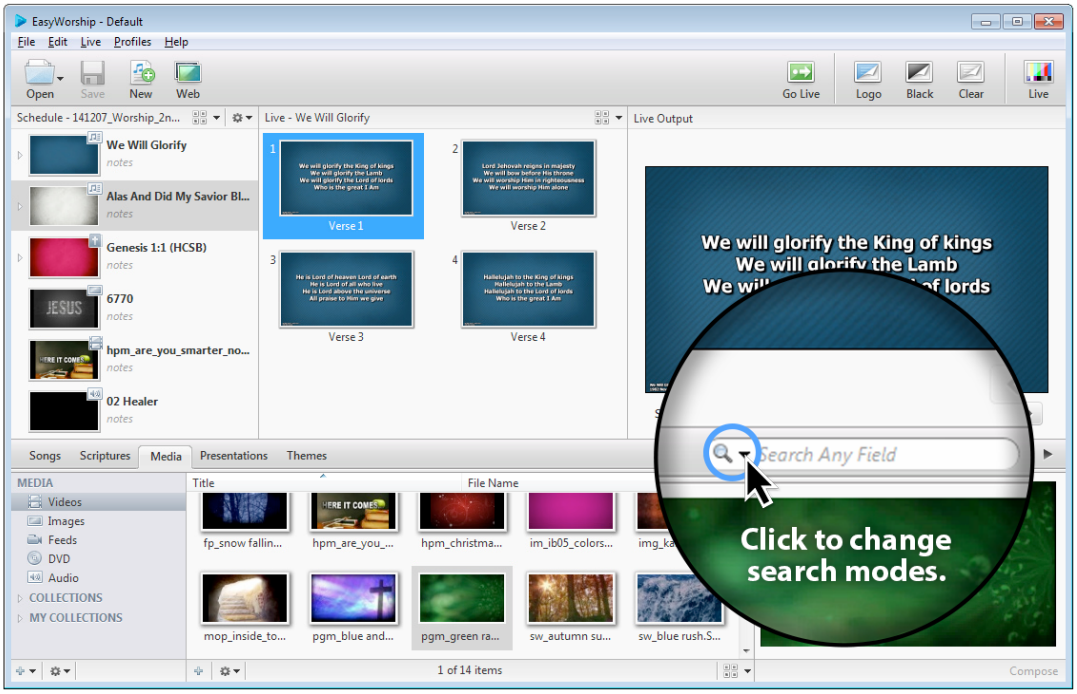


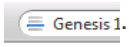
The biggest change to the Schedule Area is the addition of collapsible slide groups, allowing you to drag-and-drop media to a single slide within a group or to the entire group at one time. Additional menu options are tucked into dropdown buttons in the top right of the Schedule Area, including an Icon View dropdown with a custom slider and an Action Menu dropdown .

LIVE PREVIEW AREA

The Live Preview Area 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. This is different than previous versions where the middle Preview Area was for previewing what was queued to Go Live.

SEARCH



Previously limited to songs, search has now been expanded to all libraries within 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 

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BUILDING YOUR FIRST SCHEDULE

In This Article:

1. Overview
2. STEP 1: Build with Drag & Drop
3. STEP 2: Edit Schedule Items
4. STEP 3: Save & Transfer Your Schedule
5. STEP 4: Present Your Schedule

OVERVIEW

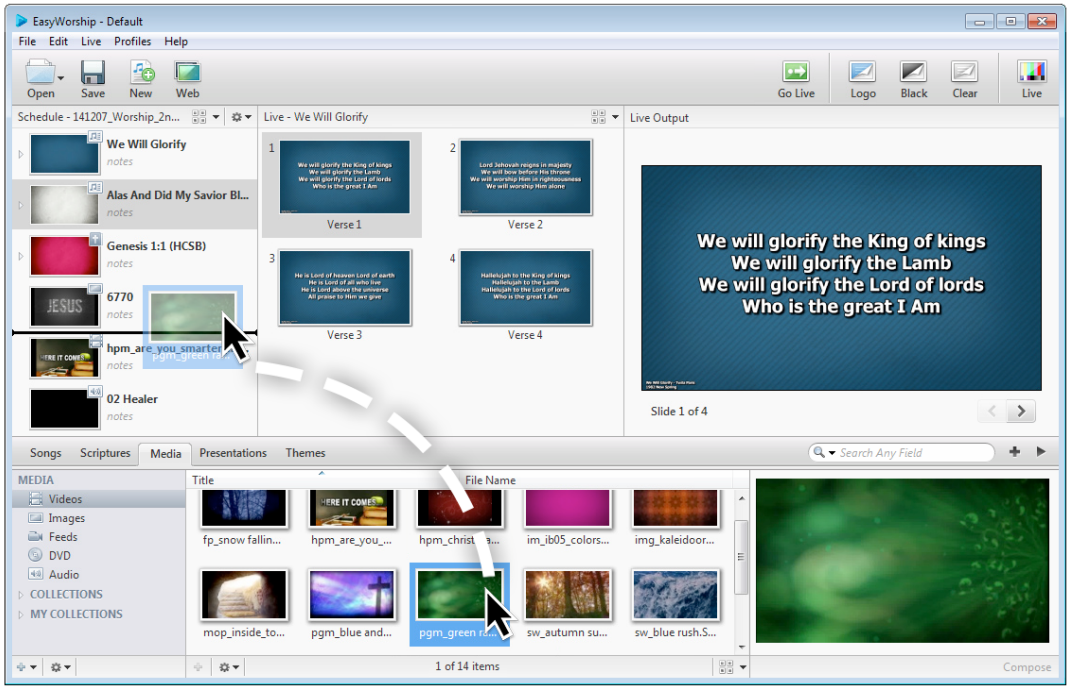
The Schedule Area in EasyWorship allows you to build a playlist or "set list" of items you want to present during your worship service (e.g., songs with backgrounds, scriptures, PPT slides for the sermon, live camera feeds, a mini-movie for offering or a sermon illustration, a website, and lots of other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

To get started, let's add some items to the Schedule Area.

STEP 1: BUILD WITH DRAG & DROP

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. Let's say you want to start your next service with a mini-movie opener. To add a mini-movie, go the **Resource Area** and click the **Media tab**.
2. Select **Videos** from the list on the left.
3. Click the **+** (add) button below, 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**.

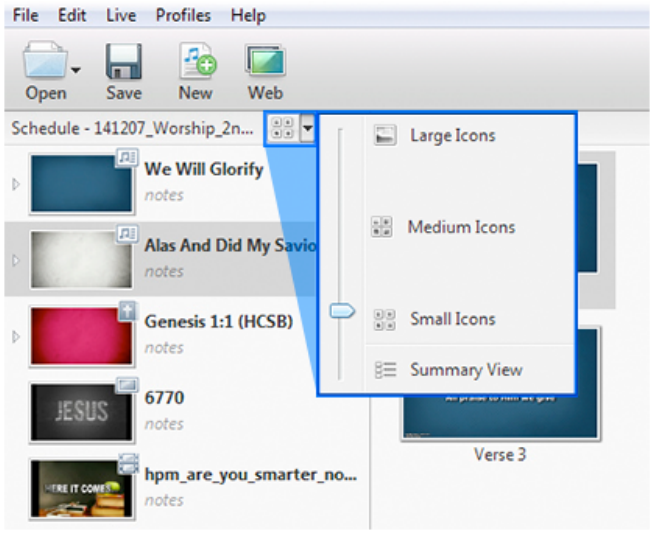
Adding more items to your Schedule is just as easy. To learn more, see **Add a Song** or **Add a Scripture**.

Re-Order Items

Drag-and-drop Schedule items around to re-order your set list.

Customize Your View

Customize the icons in the Schedule Area as small, medium, large or list 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 on the **Media tab** in the Resource Area.
2. Select Videos, Images, Feeds, or Audio from the left.
3. Click on an item from the **Resource List Area** on the right and drag-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 on 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. Now, drag-and-drop a media item to 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**).

NOTE: If you want to use the same background for all songs, you can set a default background. In the Resource Area, right-click on any media item and click Set Default, then select Song Background.

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Creating Announcement Loops

Announcement loops can be created in EasyWorship or in 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, **Announcement Loops**.

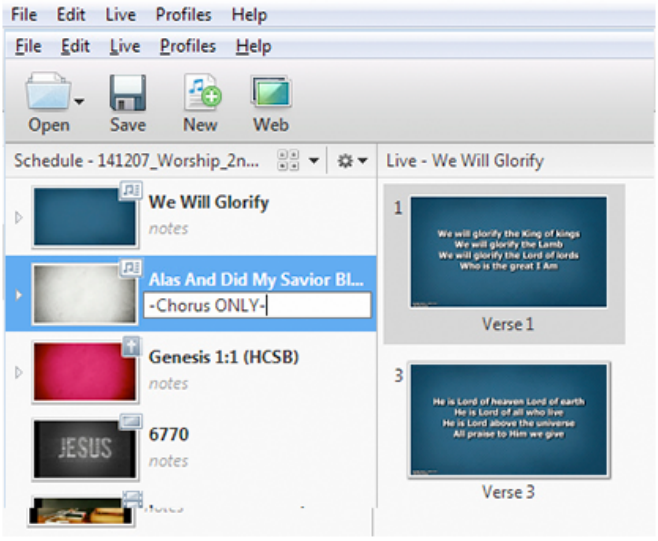
STEP 2: EDIT SCHEDULE ITEMS

To modify a song, scripture or presentation that is already in the Schedule Area:

1. **Right-click** on the item in the Schedule.
2. Select **Edit Item**.
3. When the Editor Window appears, make the changes that are needed.
4. Click **OK** to save the changes to the Schedule.

Add a Note or Reminder to a Schedule Item

If you want your tech team or a volunteer user to know something about a particular Schedule Item, just add a note to it. It takes seconds to create, and will appear under the item name in the Schedule Area.



1. **Right-click** on any item in the Schedule Area.
2. Select the option to **Edit Notes**. The Notes field will now contain a blinking cursor.
3. **Type** a note or reminder.
4. **Click outside** the Notes field to save the note to that item.

STEP 3: SAVE & TRANSFER YOUR SCHEDULE

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 the **Save icon** in the main toolbar.
2. OR click **File** in EasyWorship's main menu and select the option to **Save Schedule**.
3. Name your Schedule file and click **Save**.

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 the Save button.

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.

Open & Use an Existing Schedule

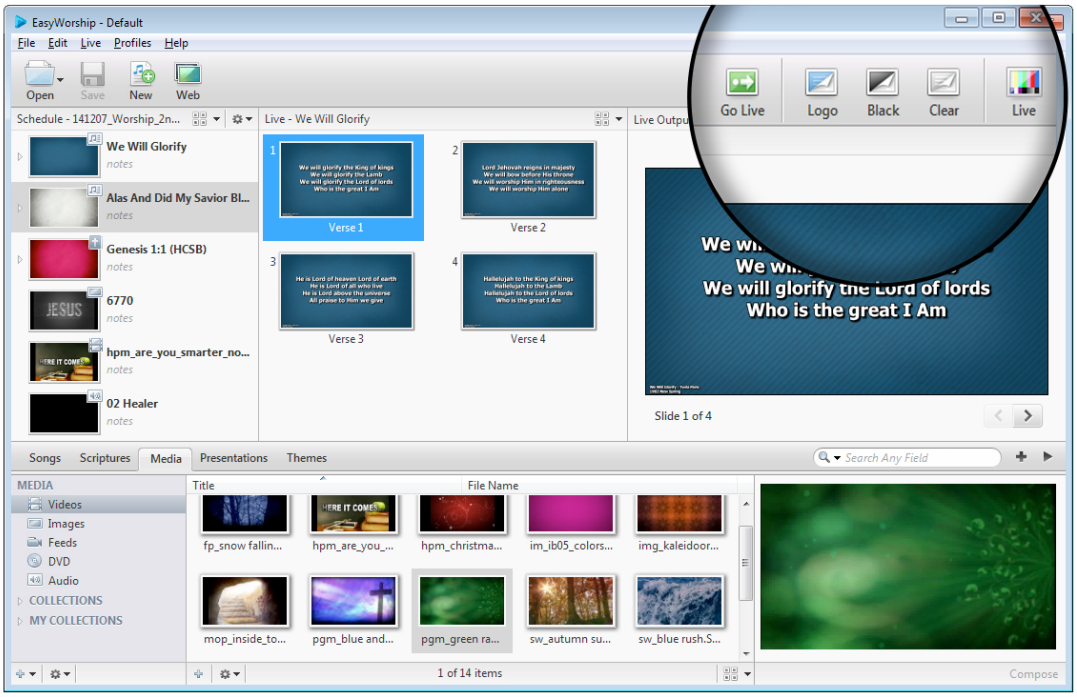
If you want to use a Schedule file you've received from someone else, it's easy to get content from the Schedule to the screen.

1. Click the **Open icon** in the main toolbar.
2. OR click **File** in EasyWorship's main menu and select the option to **Open Schedule**.
3. Navigate to the Schedule File and click **Open**.
4. When the Schedule opens in EasyWorship, select an item in the Schedule Are and click **Go Live** 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 the Live button Live on the far right of the main menu.

STEP 4: PRESENT YOUR SCHEDULE

1. Select the first item in the Schedule and click the **Go Live** button on the toolbar. If you don't see the item on the live screen, make sure you've clicked the Live button 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 generic logo or title screen. The **Logo button** allows you to quickly display an image (or video) that has been assigned as the logo background. Here's how to assign an image as the logo:

1. In the Resource Area, click on the **Media tab**, select **Images** from the Resource Library on the left.
2. Right-click the image in the **Resource List Area** to the right.
3. Select **Set as Default** and then click **Logo Background**.

Black Button

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

Clear Button

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

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DUAL MONITOR SETUP

In This Article:

1. Video Card Configurations for Windows Extended Desktop
2. Dual Monitor Troubleshooting
3. Enable Windows Extended Desktop
4. Setting Up EasyWorship to Use Your Second Monitor
5. Intel Graphics Monitor Setup

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

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

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.

NOTES: 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.

DUAL MONITOR TROUBLESHOOTING

If your problem cannot be resolved by following the steps below, contact our Customer Support Team via email at **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: **Enabling Windows Extended Desktop**.
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 **Intel Graphics Monitor Setup** 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 on.
3.	Windows extended desktop is enabled, but EasyWorship still displays the output on my primary monitor.	The secondary monitor is not selected as the output monitor in EasyWorship.	Click the **Edit menu**, then **Options**. In the Live settings, Select **Monitor 2** (Secondary) for the Output monitor. Click **OK**.

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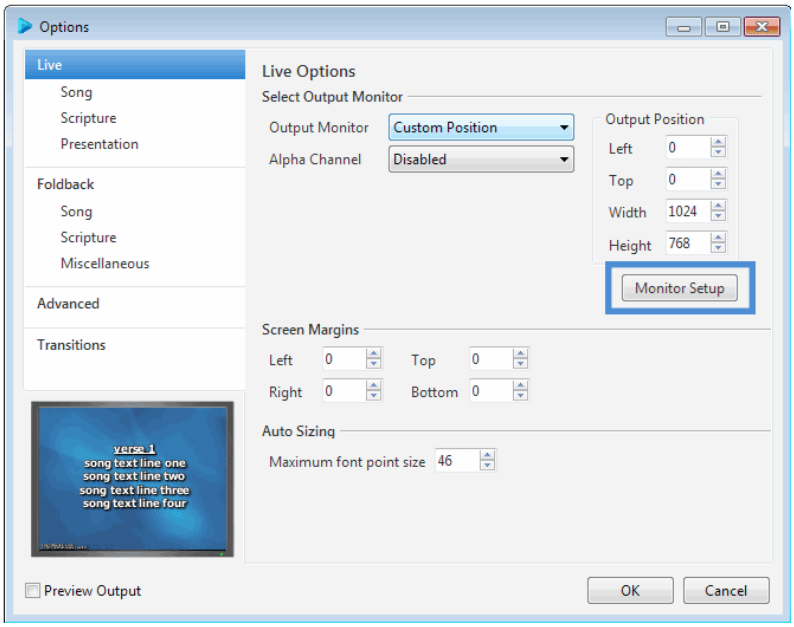
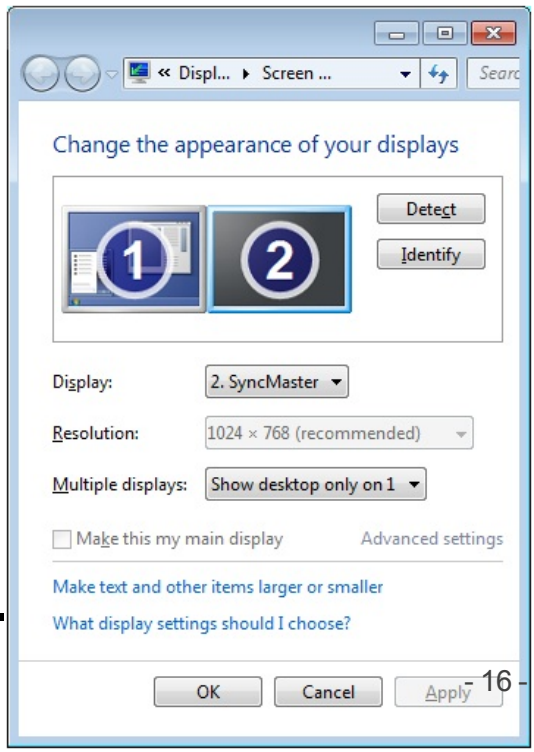
ENABLE WINDOWS EXTENDED DESKTOP

1. Open **EasyWorship**.
2. Click on the **Edit** menu.
3. Click **Options**.
4. The **Options dialog box** appears.



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

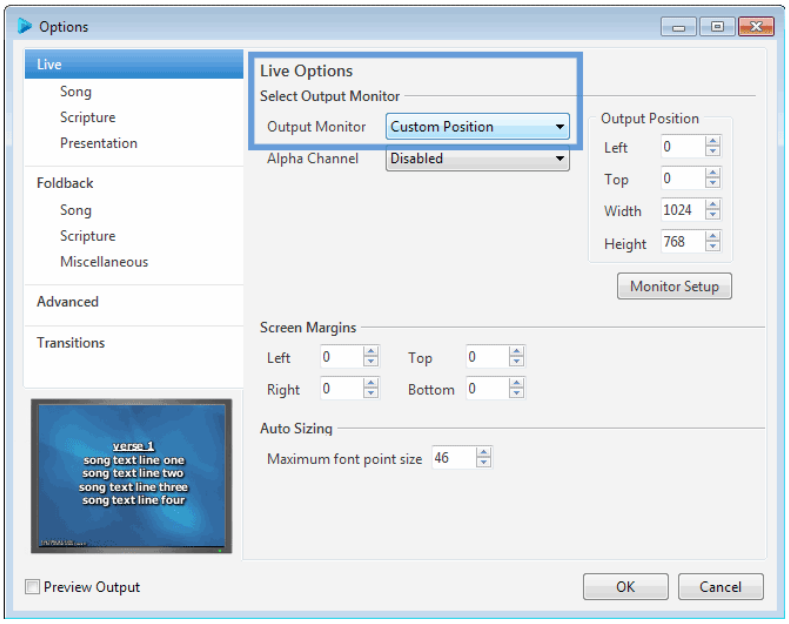


13. Now you need to set up EasyWorship to use your second monitor. To do this, follow the instructions below.

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 on the **Edit** menu.
3. Click **Options**.
4. The **Options dialog box** appears.



5. Select the **Live tab** on the upper left.
6. In the section titled Live Options, click the **Output Monitor dropdown** and select **Secondary Monitor**.
7. Click **OK**.

INTEL GRAPHICS MONITOR SETUP

1. Right-click on the **Windows Desktop**.
2. Click **Graphics Properties**.
3. Under Devices or Display Devices, click on the **Extended Desktop** option.
4. The **Primary Device** should be set to **Notebook** or **Built-in-Display**.
5. The **Secondary Device** should be set to **Monitor**.
6. Click **OK**.
7. Open EasyWorship
8. Click on the **Edit menu**.
9. Click **Options**.
10. Under **Live**, go to **Select Output Monitor** and select **Secondary Monitor** from the drop down list.
11. Click **OK**.

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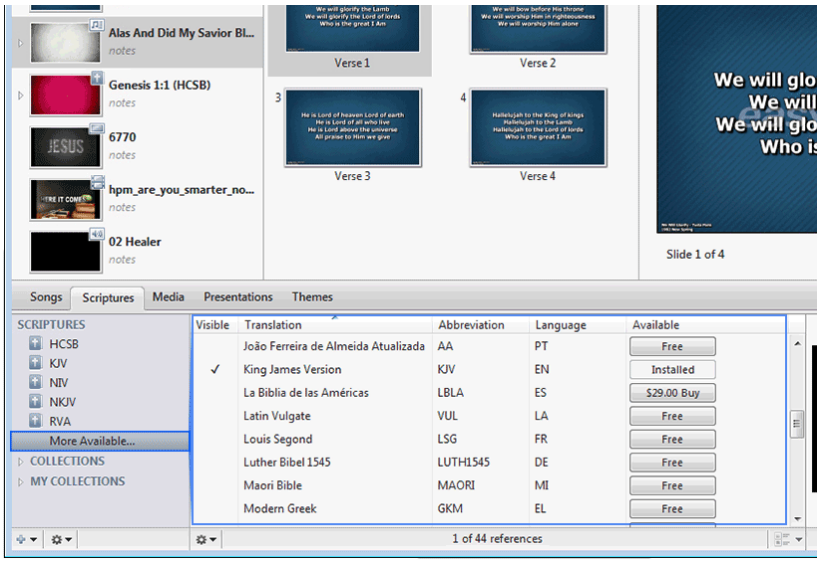
DOWNLOADING FREE MEDIA

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

1. Open **EasyWorship**.
2. Click on the **Web Button** on the toolbar at the top.
3. Select **Media** at the top left of the web area if you are not already in the media store.
4. Click **My Account** at the top right of the media store page.
5. Click the **DOWNLOAD FREE MEDIA** button.
6. Hover your mouse over each media item and a download button will be provided.
7. Click the appropriate download button.
   EasyWorship 6 will support either mp4 or wmv file formats, so you can download either format. 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.
8. The downloaded items will appear in the media area in their respective folders (videos ore images).
   If the image or video thumbnail looks faded, that means EasyWorship is still downloading the file.

PURCHASING & INSTALLING BIBLES

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



1. Open **EasyWorship**.
2. Click on 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 the link for **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 the **Free button** next to it to install.
5. If a bible you want to add is not free, click the **Buy button** on the right. In the new window, log in to your EasyWorship account using your email and password. If you do not have an account, click on Create New User and enter in the appropriate information to create an 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 in your payment information and click **Place Order**. When the order is complete, EasyWorship will automatically download and install the bible.

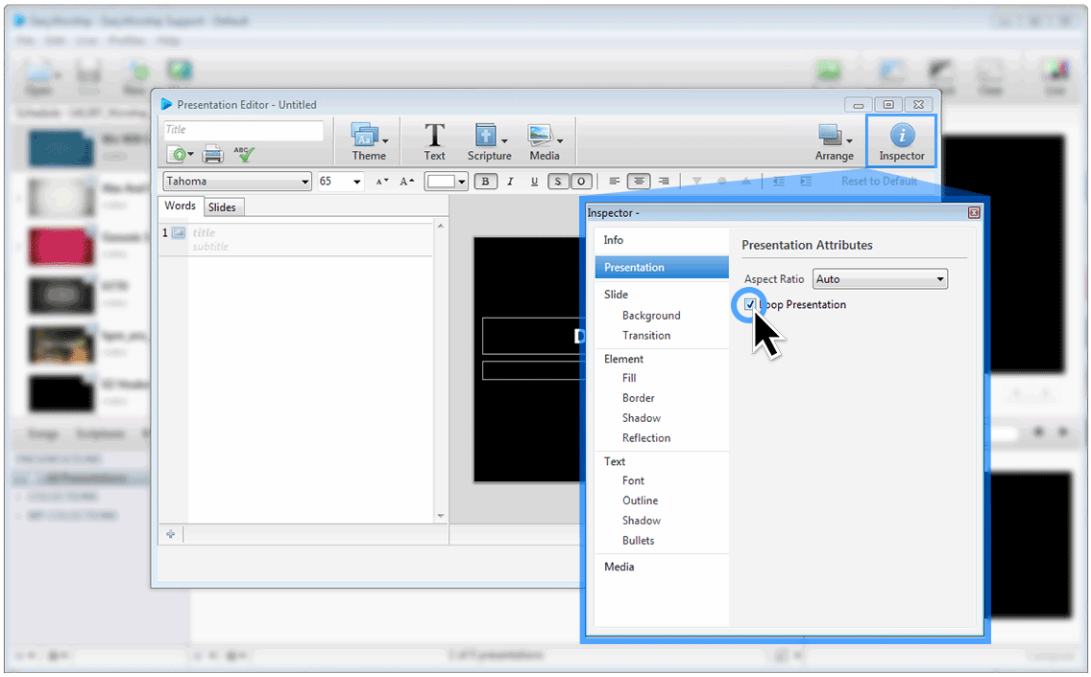
8. If you purchased a bible on easyworship.com or worshipmedia.com, the bible will show as installed when you’re logged into EasyWorship with your account.

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.

Let's get started creating an announcement loop.



1. First, create a new presentation (click on the Presentations tab in the Resource Area and click the + [add] icon below) or right-click an existing item in the Resource Area or the Schedule Area and select the option to **Edit Item**.
2. Once the **Editor Window** comes up, click the **Inspector button** in the top right corner.
3. Click **Presentation** on the left and check the option to **Loop Presentation**.
4. Next, click **Transition** under the Slide settings on the left.
5. Set the transition and any other options you wish to set.
6. Change the **Advanced Slide** option to **Automatically**.
7. In the field for **After**, set the number of seconds you wish to wait before transitioning

8. Click **Apply to Theme** to apply this setting to all of the slides in the presentation.

9. Close the **Inspector** and enter a name in the **Title field** at the top of the Editor Window and click **OK** to save your changes.

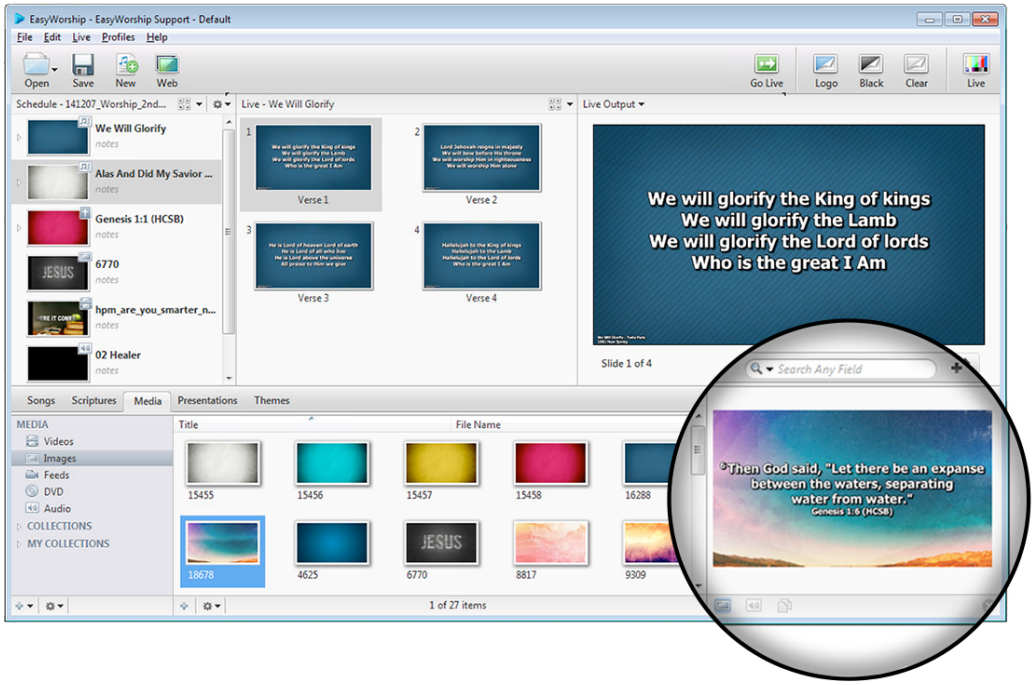
NOTE: These instructions apply only to EasyWorship presentations, songs or scriptures. PowerPoint loops cannot be set up using these instructions.

COMPOSE

OVERVIEW

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

The Compose Area is located in the bottom right corner of EasyWorship, next to the Resource Area.



USING COMPOSE

Compose a Song

1. Click the **Songs tab** in the Resource area.
2. Select the song you want to compose.
3. Click the **Compose button** in the bottom right corner of EasyWorship.
4. To send the composed song to the live screen, click the **Play button** above the Compose Area.
5. To add the composed song to your schedule, click the **Plus button** above the Compose Area.
   - *Change the Background*: Click the **Media tab**, click on Videos, Images, or Feeds, and double-click the file you want to use at the background.
   - *Select Audio*: Click the **Media tab**, click on Audio, and double-click the audio file to attach it to the song.
   - *Select a Theme*: Click the **Themes tab**, then double-click the desired Theme to use on the song.

Compose a Scripture

1. Click the **Scripture tab** in the Resource Area.
2. Select the scripture(s) you want to compose.
3. Click the **Compose button** in the bottom right corner of EasyWorship.
4. To send the composed scripture(s) to the live screen, click the **Play button** above the Compose Area.
5. To add the composed scripture(s) to the schedule, click the **Plus button** above the Compose Area.
   - *Change the Background*: Click the **Media tab**, click on Videos, Images, or Feeds, and double-click the file you want to use at the background.
   - *Select Audio*: Click the **Media tab**, click on Audio, and double-click the audio file to attach it to the song.
   - *Select a Theme*: Click the **Themes tab**, then double-click the desired Theme to use on the song.

Undo Compose Changes

1. If you have selected a background, audio file, or theme and want to undo or cancel it, click the Background Button, Audio Button, or Theme Button at the bottom of the Compose Area to undo that selection.
2. If you want to cancel compose (get out of the compose feature), just click the X button in the bottom right corner of the Compose Area.

NOTE: Once you click the Compose button, Compose mode will stay active until you either add the active item to your schedule, Go Live with it, or cancel Compose mode.

DVD CLIPS

In This Article:

1. Intro to the DVD Feature
2. DVD Clip Editor Overview
3. Create a DVD Clip
4. Using a DVD Clip in the Schedule
5. Edit a DVD Clip
6. Delete a DVD Clip
7. Setting DVD Region
8. DVDs Explained

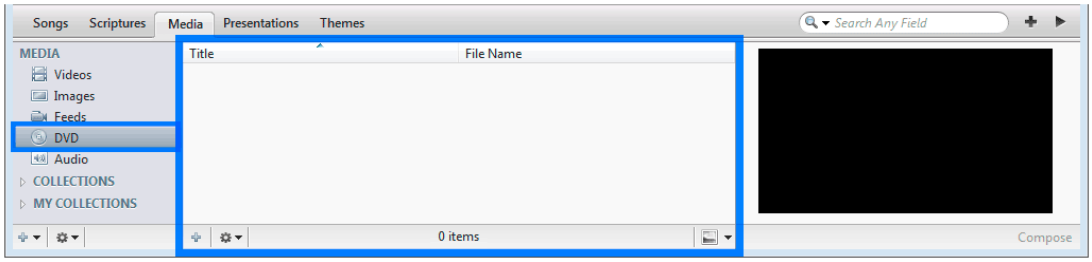
INTRO TO THE DVD FEATURE

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 and then click on 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 (+) Icon*: Click this icon to open the DVD Clip Editor window and create a new DVD clip.
2. *Action (Gear) Icon*: 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 Icon*: Click this icon and use the slider to customize the thumbnail view in the DVD clip library.

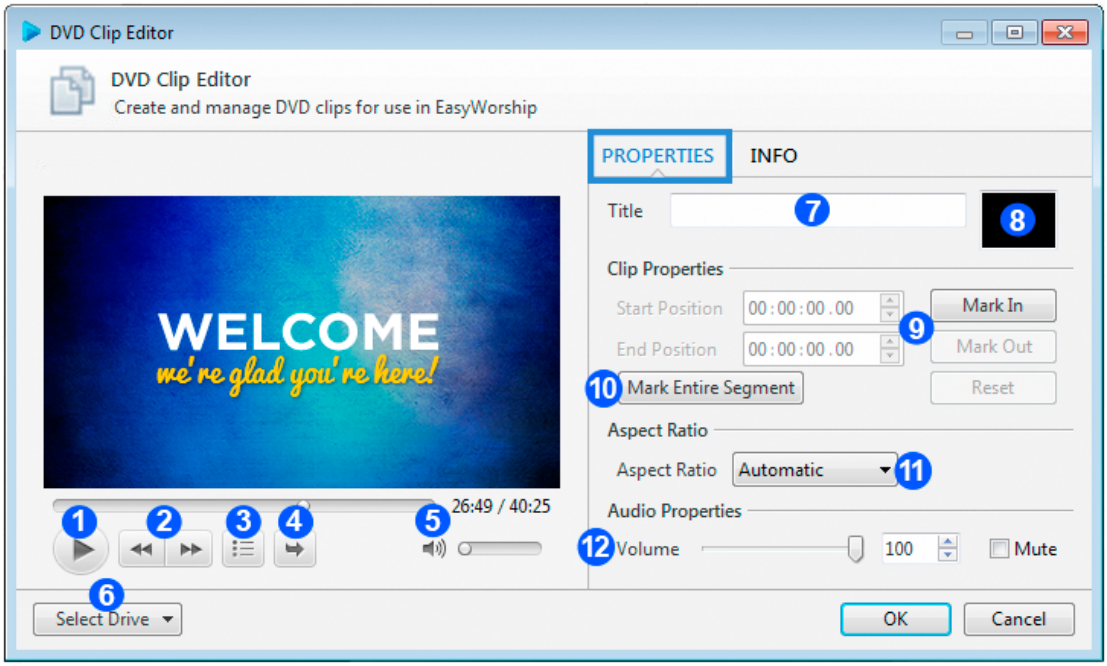


DVD CLIP EDITOR OVERVIEW

To access the **DVD Clip Editor**, right-click anywhere in the DVD clip library area 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 on 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.
3. **Menu**: button allows you to access the DVD Title Menu, Root Menu, set subtitle
4. **Continuous Play / Repeat**: button allows you to loop the dvd clip you are viewing or
5. **Mute & Volume**: button and volume slider only controls the audio while working with
6. **Select Drive**: Select the DVD drive that currently has a DVD disk in it. This is

Mute allows you to mute the audio on the DVD clip if you don't wish to use the audio portion of the DVD.

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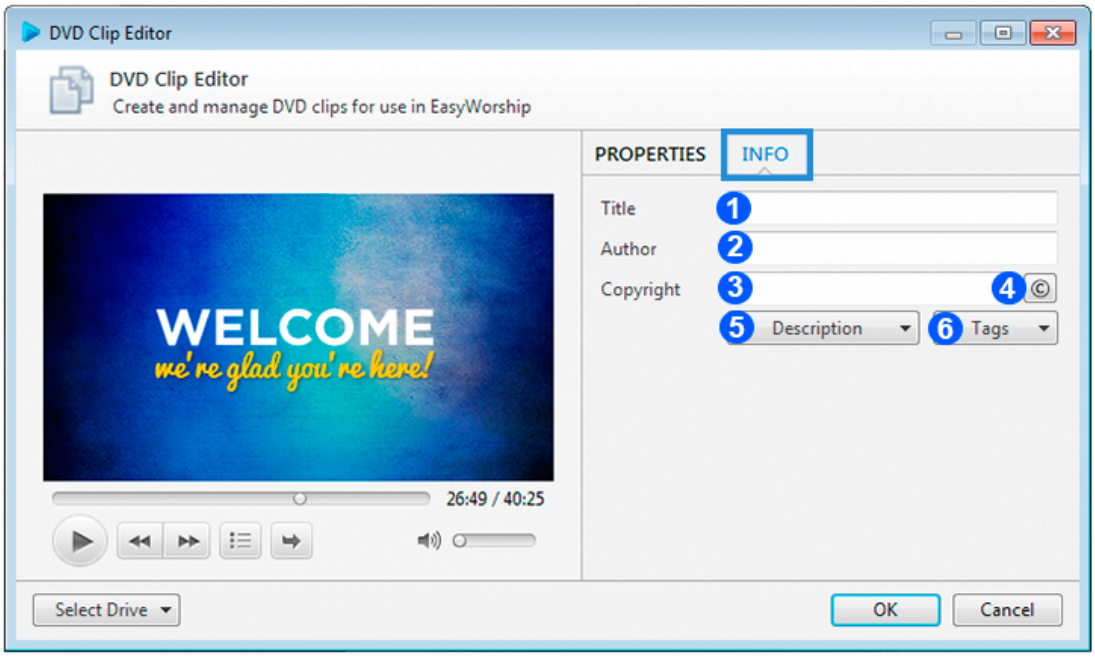
Info Tab



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. © **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 DVD clip.
6. **Tags**: This drop down allows you to enter tags for the clip.

CREATE A DVD CLIP

1. Insert a DVD into the DVD drive.
2. Click on the **Media Tab** in the Resource Area.
3. Click on the **DVD Icon** in the Media Library on the left.
4. Right-click anywhere in the DVD clip library area 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 area.The DVD Clip Editor window will appear.
5. Type a clip name in the **Clip Name field**.
6. Using your mouse, click on 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 the **Mark In button** to select the beginning of your clip.
8. Click the **Mark Out button** to select the end of the clip.
9. The Preview button will allow you to preview your edited clip in the window. Click the Edit button 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.

NOTES: To play an entire chapter or segment, click the "Mark Entire Segment" button. 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 **DVD clip database**.
2. Drag-and-drop the clip into the **Schedule**.
3. When it is time for the DVD clip to be played in the service, just click **Go Live** .

NOTES: To Go Live with a DVD clip directly from the database, double-click it. 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. Select a clip in the DVD clip database.
2. Right-click the clip and select **Edit**.
3. The DVD Clip Editor Window will appear, allowing you to make changes to the DVD clip.
4. **Click OK** to apply the changes.

DELETE A DVD CLIP

1. Select a clip in the DVD clip database.
2. Right-click the clip and select **Delete**.
3. Click **yes** on the prompt that appears to verify that you want to delete the clip.

SETTING 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 the **Properties** button at the bottom.
8. The properties window for the DVD drive will appear.
9. Click the **Changes setting**s button at the bottom of the General tab.
10. Click the **DVD Region tab**.
11. Select the appropriate country.
12. Click **OK**.

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

DVDS EXPLAINED

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 your 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.

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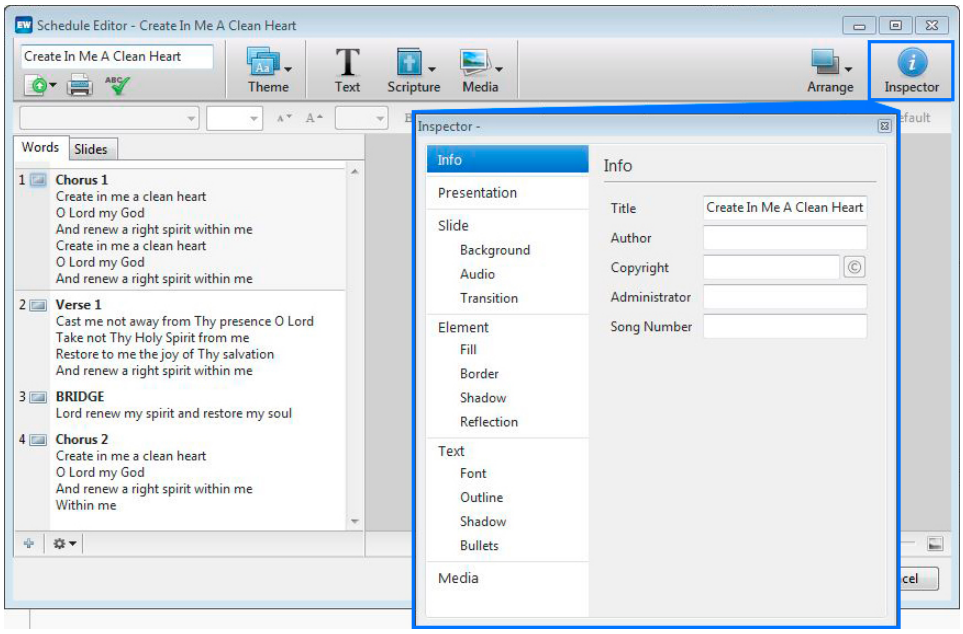
INSPECTOR

In This Article:

1. Info
2. Presentation
3. Slide
4. Element
5. Text
6. Media

The inspector is available in the Song editor, Presentation editor, Theme editor & Schedule editor. It allows you to make additional formatting changes to selected elements.



INFO

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.

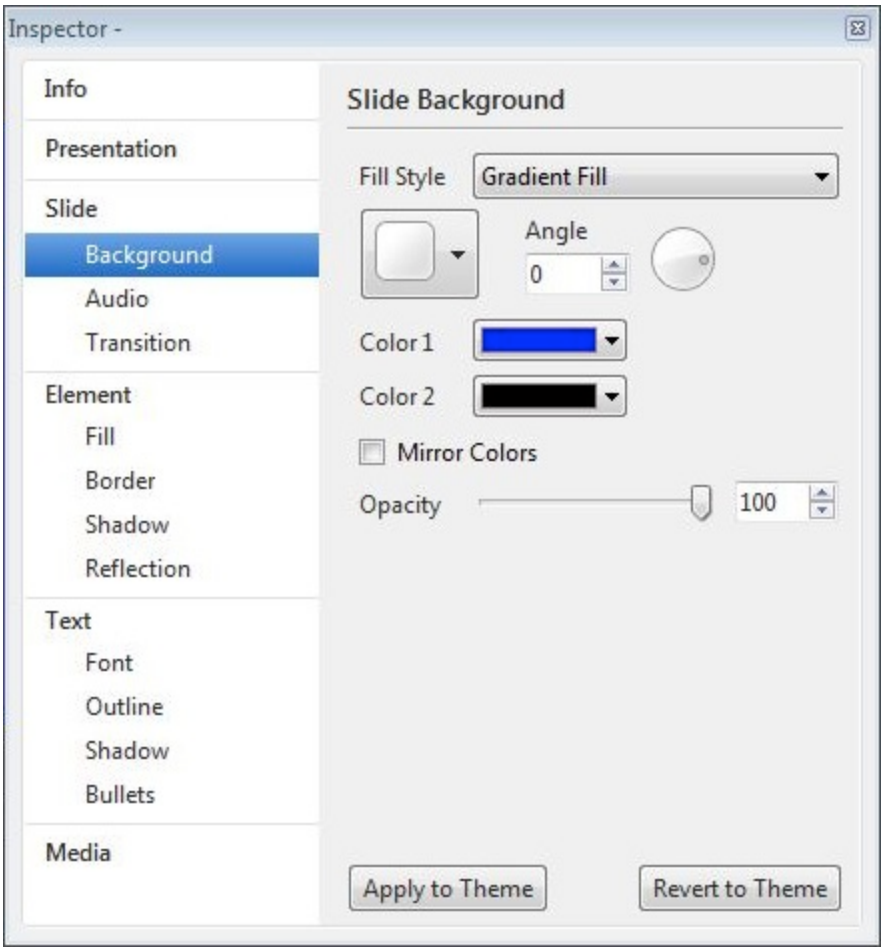
PRESENTATION

Set the Aspect Ratio for the Presentation (16:9, 4:3, Double or Triple-Wide) and select whether or not to loop the Presentation.

SLIDE

The EasyWorship 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.

Background



None

Color Fill

1. **Color Fill** enables the Color selector so you can set the color of the fill.
2. The **Opacity** slider sets the transparency of the color fill.

Gradient Fill

1. **Gradient** enables the Gradient Fill controls.
2. The **Style Selector** provides horizontal, vertical or diagonal gradient styles to select from.
3. The **Angle** dial and field allows you to set a specific angle for the gradient.
4. **Color 1** sets the color for half of the gradient.
5. **Color 2** sets the color for half of the gradient.
6. **Mirror Colors** adds color 1 to each side of color 2. Opacity sets the transparency of the gradient.
7. **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 media resources area of EasyWorship.
2. **Media Type** changes how the background image behaves.
3. **Motion/Still Background** stretches the image or video to fit the screen and if the background is a video, it loops.
4. **Movie or Picture** does not stretch the video or image and does not loop if the background is a video.
5. **Aspect Ratio** sets the aspect ratio of the background.
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. **Opacity** sets the transparency of the background media item.

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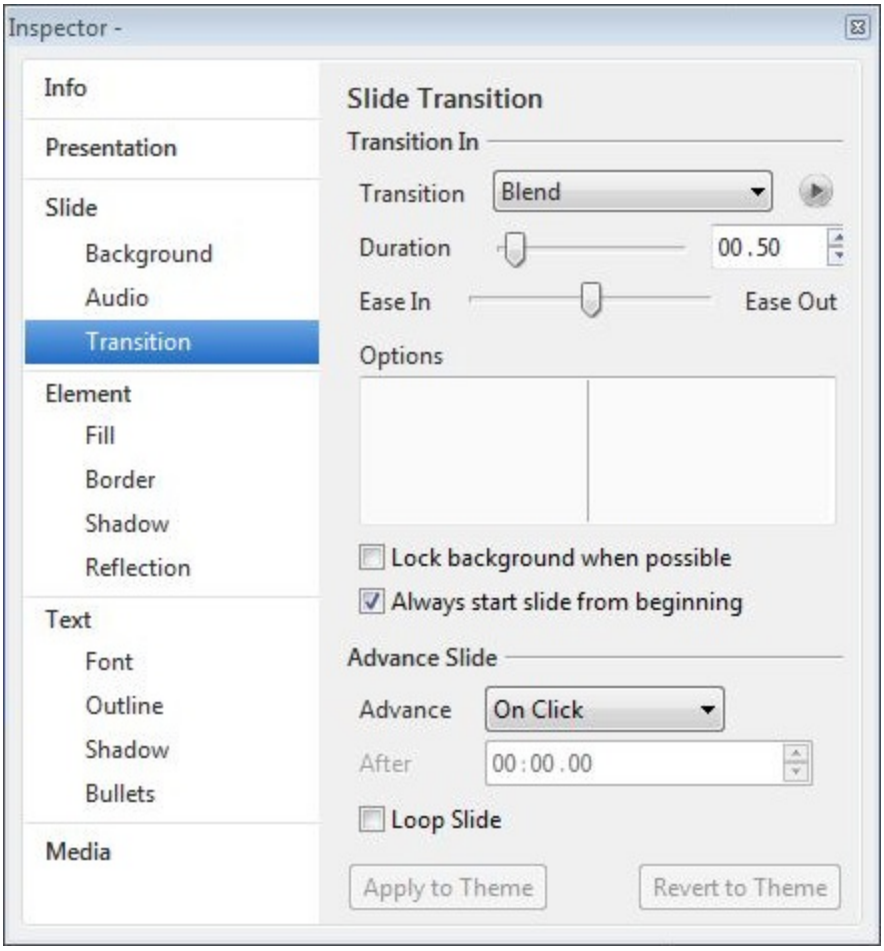
Transition



1. **Transition In** drop down allows you to select the transition you wish to use for the slide.
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 goes fast. 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. **Options**: When "Always start slide from beginning" is checked, the slide starts from the beginning whenever it is displayed. When "Lock Background when possible" is checked, the text will transition over the background and the background will not transition with the text. When the background is not locked, the background will transition when the text transitions. This is most evident when using the push or wipe transition.
5. **Advance Slide**: Select **On Click** to manually control the transition with mouse or

6. **After** sets the length of time to wait before the transition begins.

ELEMENT

Constrain Proportions: Locks the aspect ratio of the selected element so that when it is resized the aspect ratio maintained.

Opacity: Controls the transparency of the selected element.

Fill

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

None

Color Fill

1. **Color Fill** enables the Color selector so you can set the color of the fill.
2. The **Opacity** slider sets the transparency of the color fill.

Gradient Fill

1. **Gradient** enables the Gradient Fill controls.
2. The **Style Selector** provides horizontal, vertical or diagonal gradient styles to select from.
3. The **Angle** dial and field allows you to set a specific angle for the gradient.
4. **Color 1** sets the color for half of the gradient.
5. **Color 2** sets the color for half of the gradient.
6. **Mirror Colors** adds color 1 to each side of color 2.
7. **Opacity** sets the transparency of the gradient.

Media Fill allows you to use any media item as a background.

1. **Select Media** allows you to browse and select media that has been added to the media resources area of EasyWorship.
2. **Media Type** changes how the background image behaves.
3. **Motion/Still Background** stretches the image or video to fit the screen and if the background is a video, it loops.
4. **Movie or Picture** does not stretch the video or image and does not loop if the background is a video.
5. **Aspect Ratio** sets the aspect ratio of the background.
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. **Opacity** sets the transparency of the background media item.

Border Style

This area 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.

None

1. **None** turns element border on or off.
2. **Outer** places the border on the outside edge of the element.
3. **Center** places the border on the center of the edge of the element.
4. **Inner** places the border on the inside edge of the element.

Advanced

1. **Color** sets the color of the border.
2. **Join** allows you to choose between Round, Bevel, and Miter joins. This influences the joins in a border such as a corner.
3. **Position** allows you to choose Outer, Center and Inner for the location of the border on the edge of the element.
4. **Size** sets the thickness of the element border.
5. **Opacity** sets the transparency of the element border.

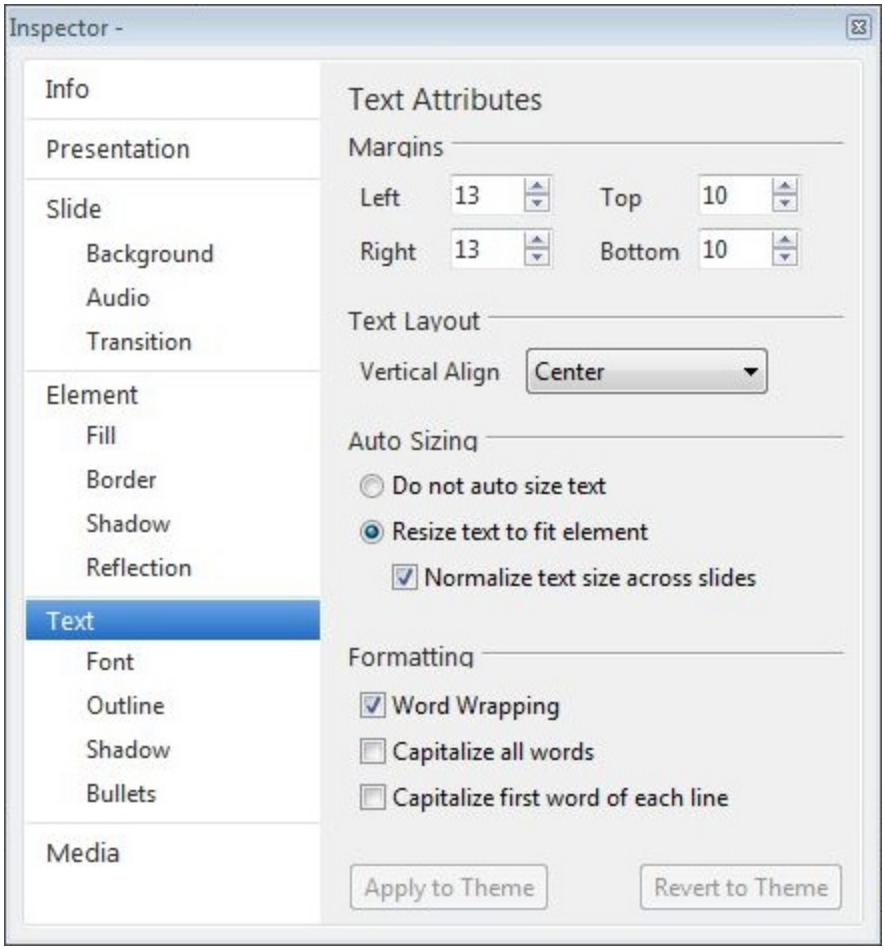
Shadow

1. **Shadow Style** selects the pre-designed type of shadow to be used.
2. **Advanced Color** changes the color of the text 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

Reflection

1. **Reflection Style** sets the pre-designed style of reflection for the element.
2. **Advanced 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.

TEXT



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Text Attributes

1. **Margins**: Left, Right, Top & Bottom margin settings
2. **Text Layout**: Vertical Alignment 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. *Normalize text size across slides*: check this 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 dropdown.
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.

Alignment

Text Alignment allows you to set the horizontal alignment of the text.

Outline

1. **Outline** turns text outline on or off.
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. **Position** allows you to choose Outer, Center and Inner for the location of the outline on the edge of the text.
5. **Size** sets the thickness of the text outline.
6. **Opacity** sets transparency of the text outline.

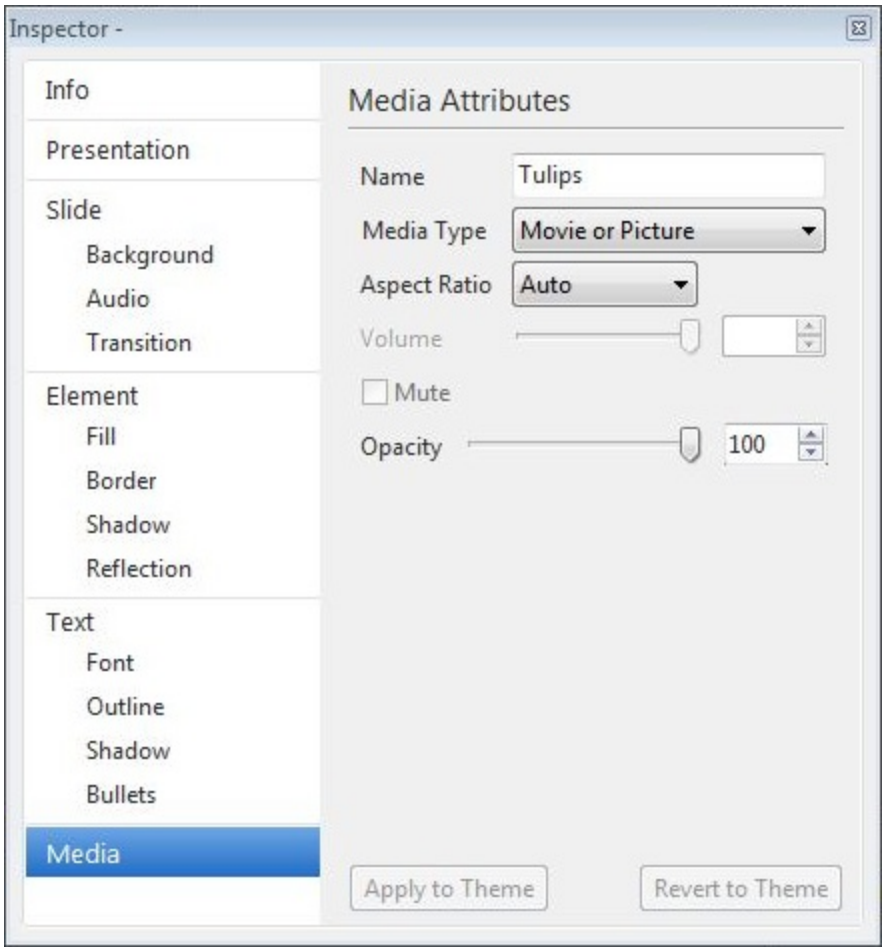
Shadow

1. **Shadow** 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



1. **Name**: The name of the media element selected.
2. **Media Type** changes how the background image behaves.
3. **Motion/Still Background** stretches the image or video to fit the screen and if the background is a video, it loops.
4. **Movie or Picture** does not stretch the video or image and does not loop if the background is a video.
5. **Aspect Ratio** sets the aspect ratio of the background.
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. **Opacity** sets the transparency of the background media item.
9. **Apply To Theme** button applies changes made in the inspector to the theme being

10. **Revert to Theme** button reverts changes made in the inspector back to the default theme settings.
10. **Revert to Theme** button reverts changes made in the inspector back to the default theme settings.

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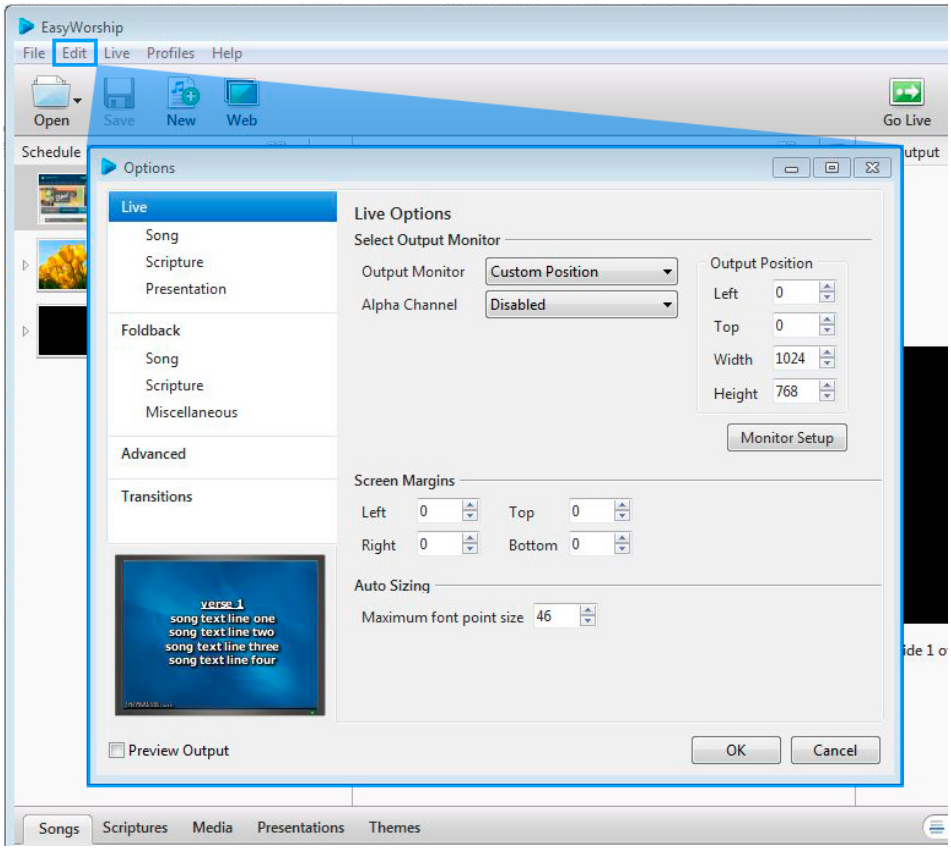
OPTIONS

In This Article:

1. Live
2. > Song
3. > Scripture
4. > Presentation
5. Foldback
6. Advanced
7. Transitions

To access the **Options menu** in EasyWorship, click **Edit** in the main menu, then click **Options**.



LIVE

Select Output Monitor

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

1. *Output Monitor* : This dropdown button allows you to set the screen or location you wish to send the EasyWorship output to.
2. *Output Format*: Allows you to select the format you wish to send to the NewTek Tricaster over your local network connection. This option is only available when selecting the NewTek AirSend option from the Output Monitor dropdown.
3. *Output Position*: 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.
4. *Alpha Channel*: This dropdown 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 dropdown.
5. *Monitor Setup Button*: 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 area allows you to customize the screen margins, i.e., fine-tuning the placement of EasyWorship content on the output screen.

1. Left: Left margin setting.
2. Right: Right margin setting.
3. Top: Top margin setting.
4. Bottom: Bottom margin setting.

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SONG

This area 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.

Song Font Button

1. *Font Tab*: 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.
2. *Outline Tab*: 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.
3. *Shadow Tab*: 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.
4. *Margins Tab*: This tab allows you to set the Left, Right, Top, and Bottom margin settings.
5. *Formatting Tab*: 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.

Label Font Button

To the left of the Label Font Button is a checkbox that says **Show Verse/Chorus Label**. Checking this box tells EasyWorship to display labels that have been entered into your song, e.g., Verse, Chorus, Bridge, etc.

1. *Font Tab*: this tab allows you to select the default font style and size, change the color and style of the text, turn Superscript and Subscript on/off , and set the Opacity (transparency) and alignment of the text.
2. *Outline Tab*: 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.
3. *Shadow Tab*: 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.

Copyright Info Button

To the left of the Copyright Info Button is a checkbox that says **Display Copyright Information**. Checking this box tells EasyWorship to display Copyright info on song slides when displaying to the audience.

1. *Font Tab*: 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.
2. *Outline Tab*: 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.
3. *Shadow Tab*: 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.
4. *Margins Tab*: This tab allows you to set the Left, Right, Top, and Bottom margin settings.

The **License Info** 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 area 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.

At the top of the Scripture Attributes area is a checkbox that says **Enable support for displaying scriptures**. Checking this box tells EasyWorship to enable support for displaying scriptures (turns EasyWorship's Scripture tab on).

Scripture Font Button

1. *Font Tab*: 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.
2. *Outline Tab*: 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.
3. *Shadow Tab*: 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.
4. *Margins Tab*: This tab allows you to set the Left, Right, Top, and Bottom margin settings.

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Verse Font Button

To the left of the Verse Font Button is a checkbox that says **Show verse numbers**. Checking this box tells EasyWorship to enable verse numbering in the scripture text.

1. *Font Tab*: 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.
2. *Outline Tab*: 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.
3. *Shadow Tab*: 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.

Reference Font

To the left of the Reference Font Button is a checkbox that says **Show Reference**. Checking this box tells EasyWorship to show the scripture reference on the output screen.

1. *Font Tab*: This tab allows you to select a default font style and size, change the color
2. *Outline Tab*: This tab allows you to turn text outline on/off, change the color of the text
3. *Shadow Tab*: 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.

Other Reference & Scripture Options

1. *Reference Location* allows you to place the scripture reference Before Each Slide, After Each Slide or After Each Passage
2. *Show Complete Passage*: 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
3. *Reference Indent*: when this box is checked, EasyWorship indents the scripture reference.
4. *Abbreviated Book Names*: when this box is checked, EasyWorship will abbreviate the book name in the scripture reference when this option is checked.
5. *Break on new verse*: when this box is check, this option tells EasyWorship to create a new slide for every verse.
6. *Minimum font size before breaking slide*: 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 area 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 Presentation slides you create under the Presentations Tab in EasyWorship.

Title Font Button

1. *Font Tab*: 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.
2. *Outline Tab*: 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.
3. *Shadow Tab*: 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.
4. *Margins Tab*: This tab allows you to set the Left, Right, Top, and Bottom margin settings.
5. *Formatting Tab*: 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.

Content Font Button

1. *Font Tab*: 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.
2. *Outline Tab*: 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.
3. *Shadow Tab*: 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.
4. *Margins Tab*: This tab allows you to set the Left, Right, Top, and Bottom margin settings.
5. *Formatting Tab*: 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.

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FOLDBACK

At the top of the Foldback Options area is a checkbox that says **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.

Select Output Monitor

Here you'll find all of the settings needed to setup how and where EasyWorship sends its output to the display foldback.

1. *Output Monitor*: This dropdown allows you to set the screen or location to which the EasyWorship output foldback content will be sent.
2. *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.
3. *Screen Margins*: 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

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.

Song Font Button

1. *Font Tab*: 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.
2. *Outline Tab*: 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.
3. *Shadow Tab*: 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.
4. *Margins Tab*: This tab allows you to set the Left, Right, Top, and Bottom margin settings.
5. *Formatting Tab*: 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.

Label Font Button

To the left of the Label Font Button is a checkbox that says **Show Verse/Chorus Label**. Checking this box tells EasyWorship to display labels that have been entered into your song, e.g., Verse, Chorus, Bridge, etc.

1. *Font Tab*: this tab allows you to select the default font style and size, change the color and style of the text, turn Superscript and Subscript on/off , and set the Opacity (transparency) and alignment of the text.
2. *Outline Tab*: This tab allows you to turn text outline on/off, change the color of the text
3. *Shadow Tab*: 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.

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.

At the top of the Scripture Attributes area is a checkbox that says **Enable support for displaying scriptures**. Checking this box tells EasyWorship to enable support for displaying scriptures (turns EasyWorship's Scripture tab on).

Scripture Font Button

1. *Font Tab*: 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.
2. *Outline Tab*: 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.
3. *Shadow Tab*: 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.
4. *Margins Tab*: This tab allows you to set the Left, Right, Top, and Bottom margin settings.

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Verse Font Button

To the left of the Verse Font Button is a checkbox that says **Show verse numbers**. Checking this box tells EasyWorship to enable verse numbering in the scripture text.

1. *Font Tab*: 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.
2. *Outline Tab*: This tab allows you to turn text outline on/off, change the color of the text
3. *Shadow Tab*: 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.

Reference Font

To the left of the Reference Font Button is a checkbox that says **Show Reference**. Checking this box tells EasyWorship to show the scripture reference on the output screen.

1. *Font Tab*: 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.
2. *Outline Tab*: 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.
3. *Shadow Tab*: 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.

Other Reference & Scripture Options

1. *Reference Location* allows you to place the scripture reference Before Each Slide, After Each Slide or After Each Passage
2. *Reference Indent*: when this box is checked, EasyWorship indents the scripture reference.

MISCELLANEOUS

The Miscellaneous Options area allows you to enable/disable and customize **Next Item Information**, i.e., an abbreviated preview on the bottom of the display Foldback monitor of what's coming up on the next slide.

To the left of the Next Item Font button is a checkbox that says **Enable next item info**. Checking this box enables **Next Item Information**. 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.

Next Item Info Button

1. *Font Tab*: 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.
2. *Outline Tab*: 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.
3. *Shadow Tab*: 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.
4. *Margins Tab*: This tab allows you to set the Left, Right, Top, and Bottom margin settings.

ADVANCED

Live Options

1. *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.
2. *Advance Schedule after Go Live is pressed*: When this box is checked, EasyWorship automatically selects the next item in the scheduled when the Go Live button 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

1. *Use PowerPoint Viewer instead of Full PowerPoint Application*: When this box is checked,EasyWorship will load the PowerPoint Viewer to display PowerPoint slide shows.
   PLEASE NOTE: USING THE VIEWER IS AN UNSUPPORTED FEATURE AND MAY RESULT IN EMPTY POWERPOINT THUMBNAILS ON SOME VIDEO CARDS.

DVD Options

1. *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).
2. *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

1. *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.

TRANSITIONS

This area 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).

1. *Slide Transition*: Sets the transition between schedule items and between slides in a song, scripture or presentation.
2. *Black Transition*: Sets the transition for the Black and un-Black transition.
3. *Clear Transition*: Sets the transition for the Clear and un-Clear transition.
4. *Logo Transition*: Sets the transition for the Logo and un-Logo transition.

Transition Options

Each transition selector has options that allow you to change the transition and how it behaves. See the transition options below.

1. *Transition*: The transition dropdown allows you to select the transition you wish to use for the slide.
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 goes fast. 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. *Lock Background when possible*: If the background is locked, the text will transition

over the background and the background will not transition with the text. When it is not locked, the background will transition when the text transitions. This is most evident when using the push or wipe transitions.

PREVIEW OUTPUT

In the bottom let 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.

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PROFILES

In This Article:

1. Understanding Profiles
2. Create a New Profile
3. Create a Shared Database
4. Change Profiles
5. Edit a Profile
6. Locate Your Profile Data

UNDERSTANDING PROFILES

Profiles consist of both User Settings and Application data. Application Data consists of databases such as songs and backgrounds, along with videos, images, feeds and DVD clips. User Settings consist of settings like font size, color and transition settings, as well as information about the EasyWorship window size and location. 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 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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The Profiles Menu

When you click Profiles in EasyWorship's main menu, you'll notice 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 profile you want to switch to.

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. **Open** EasyWorship
2. Click on the **Profiles menu**.
3. Click on **Profiles Manager**.
4. The Profiles Editor screen appears.
5. Click on either the **+ (Add) button** or the **New button** to bring up the **Add Profile**
6. Under the **General tab** highlight the words **New Profile** and then either press the
7. After you type in the name that you want to use, you can click the **OK** button to create

8. Once you have created the new Profile, you can click the **Close button** or create another Profile or edit an existing Profile.
8. Once you have created the new Profile, you can click the **Close button** or create another Profile or edit an existing Profile.

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

Create a Shared Database

1. **Open** EasyWorship
2. Click on the **Profiles menu**.
3. Click on **Profiles Manager**.
4. The Profiles Editor screen appears.
5. Click on either the **+ (Add) button** or the **New button** to bring up the **Add Profile menu**.
6. Under the **General tab** highlight the words **New Profile** and then either press the backspace or delete key then type the name that you want to use for the shared data. (e.g., Shared, Network, etc.)
7. Click the **Advanced tab**.
8. Change the Type to **Existing**.
9. Click the **Browse** button.
10. This will open the **"Browse for Folder"** window.
11. Click **Browse** to locate the shared profile folder.
12. For network databases, browse to **Network Computer Name** (e.g. WorshipPC)\Users\Public\Public Documents\Softouch\EasyWorship\
13. Select the **profile folder** (e.g. Default).
14. Under **Options**, click in the open field and type in the name you want to use for this profile's options, or select a name from the drop down list.
15. 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."

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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 on **Profiles** in EasyWorship's main menu.
2. Select the Profile you want to use.
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 on the Profiles menu.

EDIT A PROFILE

To change the settings or folder location of a profile:

1. Open EasyWorship
2. Click on the **Profiles Menu**.
3. Select **Profiles Manager**.
4. Select the profile to be edited.
5. Click the **Edit** button.
6. The Profile Editor window appears.
7. On the left you will have the list of your currant profiles (Example: Default). On the right you will have the Profile Name, the location of the Profile Instance and then Options name.
8. Select the profile that you want and click the **Edit** button.
9. You will see the General and Advanced tab.
10. Click the **Advanced** tab 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.

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. Open **EasyWorship**.
2. Click on **Profiles** in the main menu.
3. Click on **Profiles Manager**.
4. Select the Profile.
5. Click on the link next to **"Instance Location."** This will open the folder where your Default folder and your Resources folder are located.
6. Or, you can use Computer or Windows Explorer to browse to the "Instance Location" on your hard drive to find your data files.

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.

SCRIPTURES

1. Add a Scripture to the Schedule
2. Quick Search
3. Adding Consecutive Scriptures
4. Scripture Reflow
5. Using Scripture on the Fly

In this article, you'll learn how to add, edit and delete Scriptures in your EasyWorship Schedule. You'll also learn about Search functions that are new to EasyWorship, making it easier than ever to find, customize and present Scriptures to your audience.

ADD A SCRIPTURE TO THE SCHEDULE

1. Click on 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 on the icon in the **Search** field above the **Resource Area**. 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 on the icon in the **Search** field above the **Resource Area**. When it looks like a magnifying glass , it's 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 the selected scripture to the **Schedule Area**.

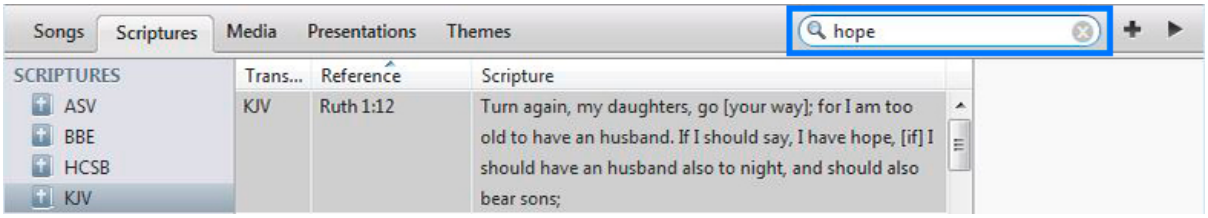
Quick Search

» *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

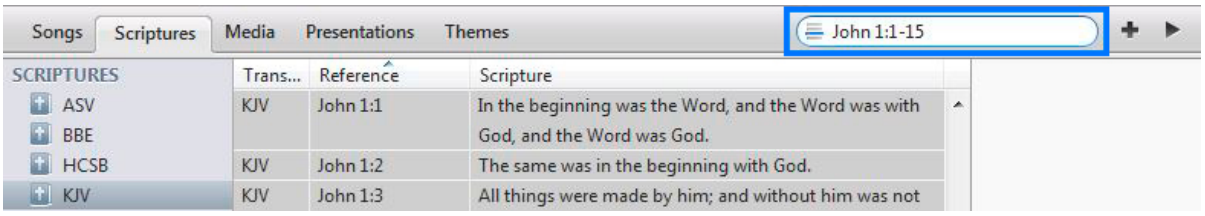
» *For a contextual search, like the word "hope":*



1. To search the Scriptures by keyword, click on the icon in the **Search** field above the **Resource Area**. 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.

Adding Consecutive Scriptures

» *For consecutive verses:*



1. You may like to add consecutive verses to the schedule at one time, such as John 1:1-15.
2. 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.
3. To search the Scriptures by reference, click on the icon in the **Search** field above the **Resource Area**. When it looks like a line list , it's set to search by reference.
4. Type your scripture range in the **Search** field (e.g., John 1:1-15). The scriptures are automatically highlighted below in the **Resource List**.
5. Drag-and-drop the selected block of verses to the **Schedule Area**.
6. You may also type a single scripture in the **Search** field (e.g., John 1:1), then click on the first verse, hold down the **Shift** key on the keyboard, click on the last verse in the

7. By default, EasyWorship will reflow the text to a new slide when the maximum text area is filled.
7. 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.
2. 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.
3. Search for and click on 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.
4. Drag-and-drop the selected verses to the **Schedule Area**.
5. EasyWorship will separate each verse into its own slide.

Scripture Reflow

Here's how to change the default Scripture Reflow setting so EasyWorship will create a new slide for each verse.

1. Click on the **Edit** menu in the main toolbar.
2. Click **Options**.
3. Under **Live**, select **Scripture**.
4. Check the option to *Break on new verse*.
5. Click **OK**.

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USING SCRIPTURE ON THE FLY

Single Verse

1. Click on 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 on 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 the **Play** button next to the **Search** field to make your selection **Go Live**.

Editing Scriptures

1. Drag-and-drop a scripture to the **Schedule Area**.
2. Right-click on the scripture in the **Schedule**.
3. Click on **Edit Item**.
4. In the **Schedule Editor**, make any needed changes (editing scripture is the same process as editing a song in the Schedule). For more information on formatting scripture text, see "Edit a Song in the Schedule" in **Songs**.

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SONGS

In This Article:

1. Add a Song
2. Type a Song
3. Edit a Song
4. Delete a Song
5. Customize Song Slides
6. Import a Song or Text
7. Locate and Display a Song

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

The EasyWorship New Song dialog box 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** dialog box appears.

TYPE A 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

The EasyWorship 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.

Edit a Song in the Schedule

1. In the **Schedule** area, select the song to be edited.
2. Right-click on the song.
3. Click on **Edit Item** from the pop out menu.
4. The **Schedule Editor** window appears.
5. The **Words tab** or **Slides tab** can be used to enter or edit text as needed.
6. Use the **toolbar** to change the font and size of the text, the style, and the alignment.
7. Use the **header buttons** to select a Theme, create a new Text box, add a Scripture or Media element or Background, or Arrange Elements *(See **Customize Song Slides**)*.
8. Use the **Inspector button** to customize your song any way you want.

Edit a Song in the Database

1. In the **Resource Area**, click on the **Songs** tab.
2. Select the song you wish to edit.
3. Right-click on the song.
4. Click on **Edit Song** from the pop out menu.
5. The **Words tab** or **Slides tab** can be used to enter or edit text as needed.
6. Use the **toolbar** to change the font and size of the text, the style, and the alignment.
7. Use the **header buttons** to select a Theme, create a new Text box, add a Scripture or Media element or Background, or Arrange Elements.
8. Use the **Inspector button** to customize your song any way you want.

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 on the Songs tab in the Resource Area.
2. Right-click on the song and select the option to Edit Song.
3. Click the Inspector button in the top-right corner of the Song Editor window to display the Song Information.
4. Edit the desired information and close the Inspector window.
5. In the Song Editor, click OK to save your changes.

DELETE A SONG

Remove a Song from the Schedule

1. In the Schedule area, locate the song you would like to remove.
2. Right click on that song 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

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

1. In the **Resource Area**, locate the song you would like to delete.
2. Right-click on that song and select **Delete** from the pop out menu.
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.

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CUSTOMIZE SONG SLIDES

You can also 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 the **Theme button** on the toolbar and select the desired Theme you would like to use for that song.

Add Another Text Box

Click the **Text button** on the toolbar 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**
2. Click where it shows label and type in your label. i.e. Verse1 or Chorus
3. Then press **Enter** to type the new song text
4. Click **OK** when you are satisfied with the song

Add Scripture to Current Slide

1. Click the **Scripture button** 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 the **Inspector** button 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 the Media button on the toolbar
3. Select the type of media you want to use from the dropdown (Videos, Images, Feeds, DVDs, Audio)
4. Drag and drop your desired media file from the Media dropdown 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 the **Media** button on the toolbar.
3. Select the type of media you want to use from the dropdown (Videos, Images, Feeds, DVDs, Audio).
4. Double-click your 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 on the **Arrange** button on the toolbar.
7. Click OK when you are satisfied with the song.

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IMPORT A SONG OR TEXT

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.

Import a song from SongSelect Lyric Service

CCLI's™ SongSelect Lyric Service allows you to download songs from thousands of songs on their web site for a nominal monthly/yearly fee. This Lyric Service is provided by Christian Copyright License International. To use the CCLI's™ SongSelect Lyric Service, you must be a member with a valid User ID and Password. If you are not a current member, you can subscribe to this service at **ccli.com**.

1. Click the **Web** button on the toolbar.
2. Click **SongSelect** tab at the top.
3. Sign in to your SongSelect account.
4. Search the song you would like to import.
5. Click to view the **Lyrics** page for that song.
6. In the upper right corner, click the **Import** button and the song will be added to your song database.
7. If you want the song to be added to the Schedule from that page, click the **Schedule button** at the top right.
8. To make any changes to the song, right-click the song in the database and select **Edit Song**. (For help editing songs, go to **Edit a Song**.
9. To close out of the Web, click the **Web button** on the toolbar again or click the **Close** button at the top right.

NOTE: You must be connected to the Internet to download a song from CCLI's™ SongSelect Lyric Service.

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 …)

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

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. 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 on each verse in the **Live Area** and follow your leader, OR use the **UP** and **DOWN arrows** to advance to the next slide.

NOTE: To change the background of a song on-the-fly, select the song and click Compose in the Compose Window to the right. Then click the Media tab and double-click the media item you want used as the background. Click the **+ (Add) button** to add it to the schedule or the **> (Play) button** to immediately send it to the live screen.

DISPLAY FOLDBACK (STAGE DISPLAY)

In this article:

1. **What Is Display Foldback?**
2. **Hardware Options**
3. **Setup for NVIDIA GeForce or Secondary Graphics Card**
4. **Setup for the Matrox DualHead2Go**
5. **Matrox DualHead2Go Connection Examples**

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

If you want to take advantage of the Stage Display (Foldback) feature in EasyWorship, you will need some basic hardware and a little patience to set everything up (but no worries, we'll help you, and everyone will thank you later!). This article will explain what you need to get started along with step-by-step setup instructions. In order to use Display Foldback in EasyWorship, you will need one of the following hardware solutions (You can order any one of these online from NewEgg.com or TigerDirect.com):

1. Matrox DualHead2Go
2. Second Video Card
3. NVIDIA GeForce GTX graphics card with surround technology (we recommend using 650/750 or 690/790 models)

SETUP FOR NVIDIA GEFORCE OR SECONDARY GRAPHICS CARD

We'll get into setup instructions for the Matrox DualHead2Go further down in this article, but first let's look at setup for the NVIDIA GeForce GTX or a Secondary Graphics Card.

NOTE: You may also use another PCI Express X16 video card or a single NVIDIA GeForce GTX graphics card to control the Front of House (what the audience sees) and Stage Display (Foldback) screens. See the **Stage Display (Foldback) Article** in our Knowledge Base. This will help you to find the best video cards to use for Stage Display purposes.

Front of House Settings

1. In EasyWorship, click the **Edit menu**, then **Options**.
2. Under **Live**, click the **Output Monitor dropdown**, then select the monitor you wish to use for the Front of House display. This is usually Monitor 2 (Secondary) from the drop down list next to Output Monitor).
3. Click **OK**.

Foldback Settings

1. In EasyWorship, click the **Edit menu**, then **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. Click **OK**.

SETUP FOR THE MATROX DUALHEAD2GO

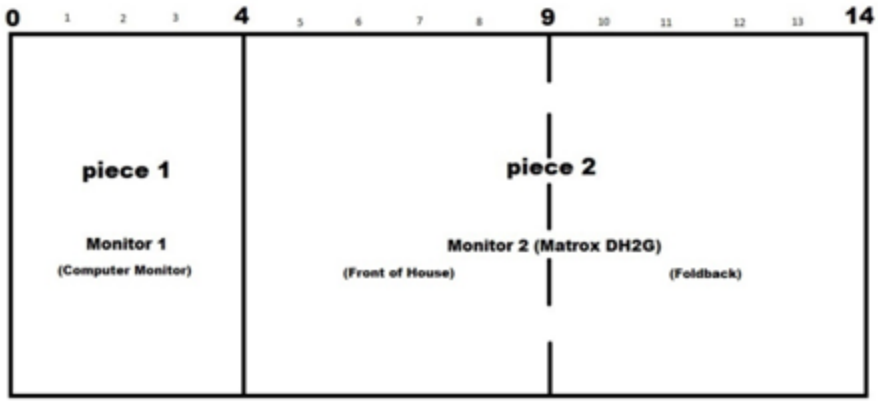
When using a Matrox DualHead2Go box, the secondary output from your computer's video card plugs into the input on the Matrox box. The Matrox box also has two outputs that are spanned across two monitors/projectors/tv's. The screen resolution for that output is double-wide. If that sounds too technical, here are a couple 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 conncet the Matrox box to the two projectors, the combined resolution will be 2048x768. That's all the Matrox box needs to know. EasyWorship is the one that 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.



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Finding Left Positions (sounds technical, but we'll make it easy)

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 Fodlback 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 on the Windows desktop.
2. Vista users will select Personalize then click the Display Settings link.
3. Windows 7 and 8 users will select Screen Resolution.
4. 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.

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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** (www.matrox.com/graphics/en/support/).

Front of House Settings

1. In EasyWorship, click the **Edit menu**, then **Options**.
2. Under **Live**, click the **Output Monitor dropdown**, 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: 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.

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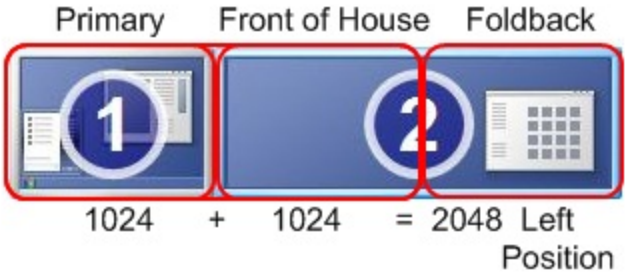
Foldback Settings

1. In EasyWorship, click the **Edit menu**, then **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.

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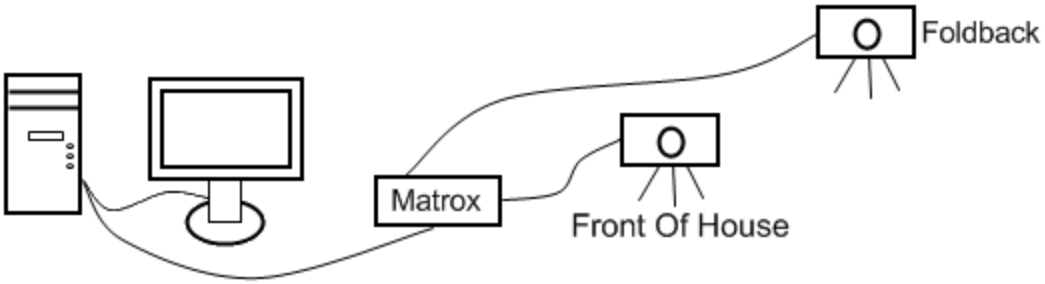
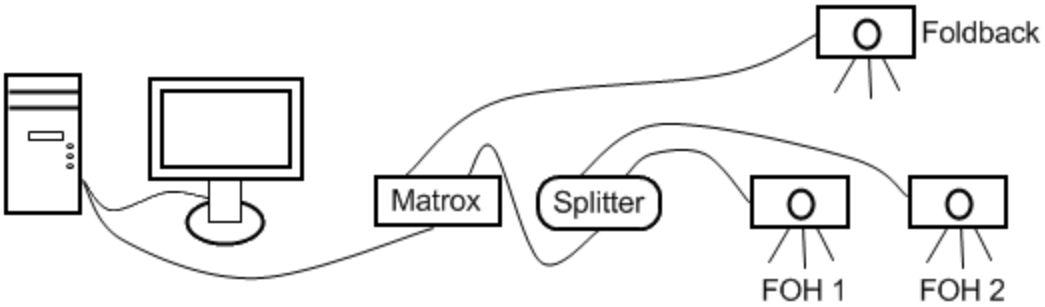
MATROX DUALHEAD2GO CONNECTION EXAMPLES

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).

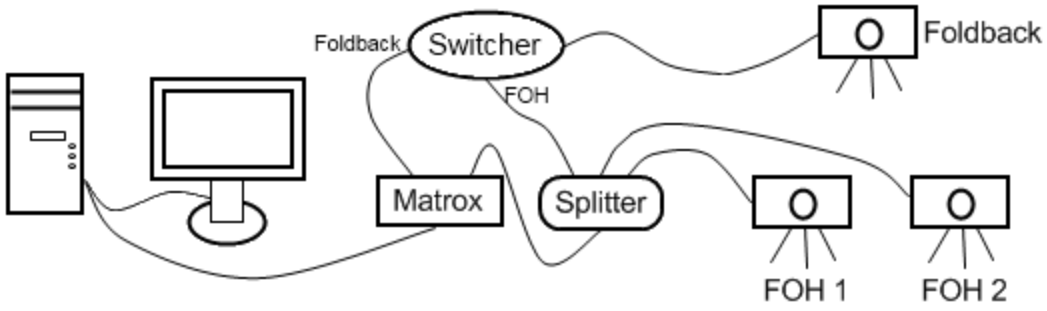
Without a Splitter



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.



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VIDEOS

1. Adding Videos
2. Adding Videos from the Media Store in EasyWorship
3. Playing Videos
4. Deleting Videos
5. Using Videos in Presentations and Songs
6. Video Properties Editor

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

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

In the Resource Area

1. Click the **Media** tab.
2. Click the **Videos** tab.
3. Click the **Add** button 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**.

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

ADDING VIDEOS FROM THE MEDIA STORE IN EASYWORSHIP

1. For installing Sample Media See: Installing Sample Media
2. For purchasing and downloading media See: Media Store Tab

PLAYING VIDEOS

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

In the 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 area.

USING VIDEOS IN PRESENTATIONS AND SONGS

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.

In the Inspector

1. Click **Background** under Slide.
2. Change the **Fill Style** to **Media Fill**.
3. Click the dropdown 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.

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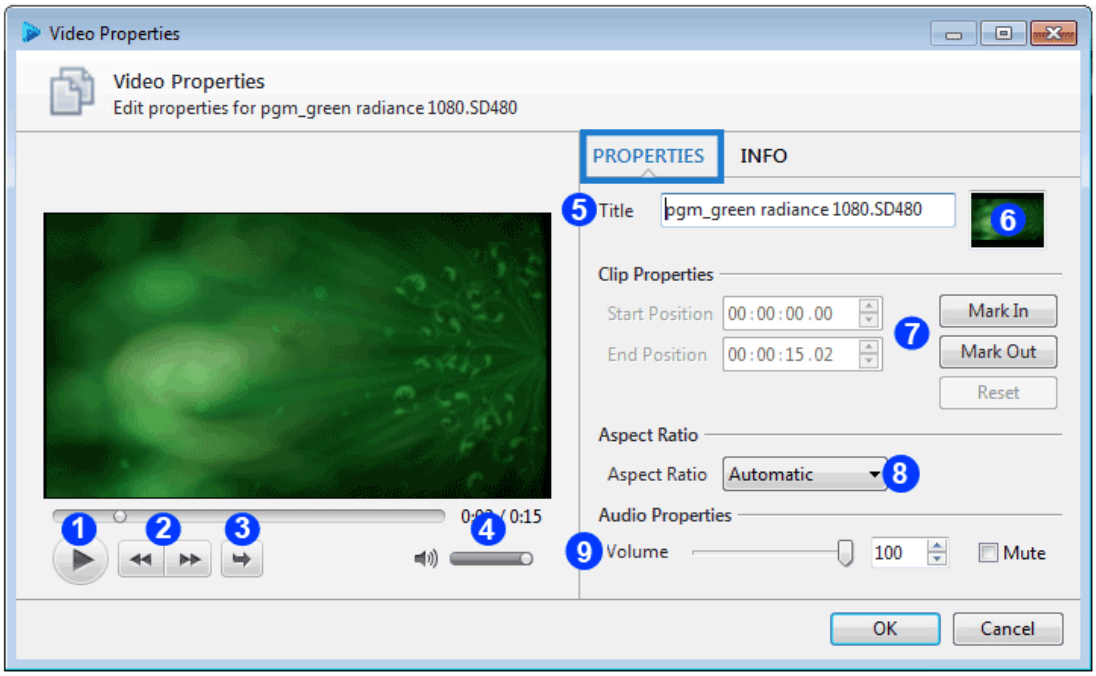
VIDEO PROPERTIES EDITOR

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

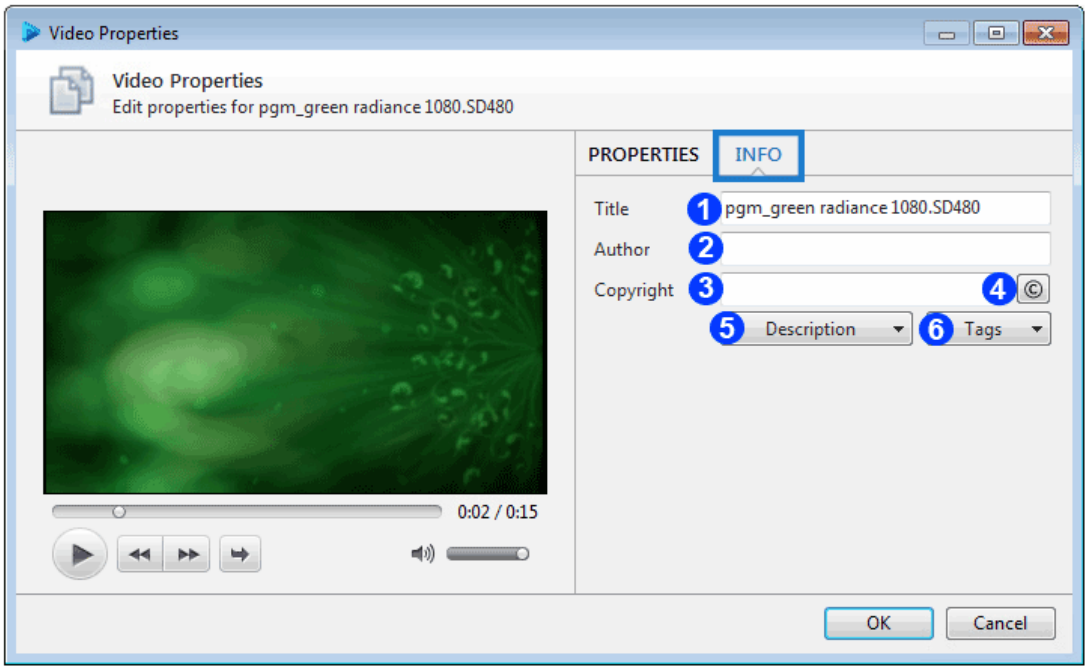
1. Click on the **Media tab** in the Resource Area.
2. Select **Videos** from the Resource Library on the left.
3. Right-click on any video and select the option to **Edit Video Properties**.
4. The Video Properties editor will appear, allowing you to customize properties of the video such as volume, 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. **Aspect Ratio**: Allows you to maintain the aspect ratio, stretch or zoom the video.
9. **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.
7. The **OK button** saves the video properties and closes the window.The **Cancel button** cancels all changes and closes the window without saving.

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PRESENTATIONS EDITOR

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.

EDIT A PRESENTATION IN THE SCHEDULE

1. In the **Schedule Area**, select the presentation to be edited.
2. **Right-click** on the presentation.
3. Click on **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.
6. Use the **toolbar** to change the font and edit its style, size, and alignment.
7. Use the heading buttons to select a Theme, create a new Text box, add a Scripture or Media element or Background, or Arrange Elements.
8. Use the **Inspector button** to customize your presentation any way you want.

Add a new slide

1. Click the **+ (Add) icon** in the bottom left corner to create a new slide, and then type the new slide text.
2. Click **OK** when you are satisfied with the presentation.

EDIT A PRESENTATION IN THE DATABASE

1. In the **Resource Area**, click on the **Presentations tab**.
2. Select the presentation you wish to edit.
3. **Right-click** on the presentation.
4. Click on **Edit Presentation**.
5. The **Words** tab or **Slides** tab can be used to enter or edit text as needed.
6. Use the **toolbar** to change the font and edit its style, size, and alignment.
7. Use the heading buttons to select a Theme, create a new Text box, add a Scripture or Media element or Background, or Arrange Elements.
8. Use the **Inspector button** to customize your presentation any way you want.

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THEMES

In this article:

1. Overview
2. Theme Editor
3. Creating A Theme
4. Using Themes

OVERVIEW

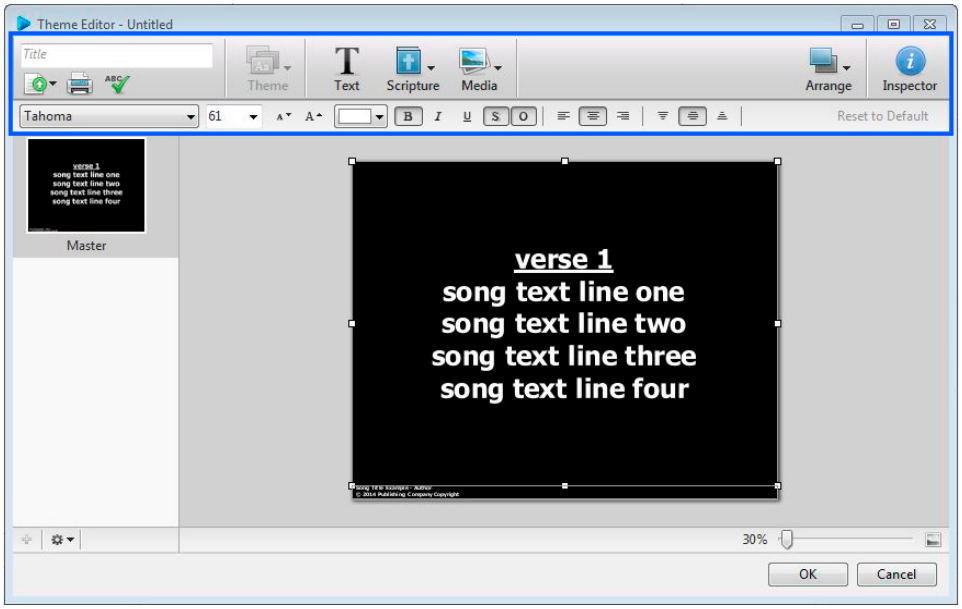
Themes are simply design templates that can be applied to songs, scriptures, and presentations. How does this make your life easier? Once you've taken the time to design a Theme by customizing your text format, background and layout just the way you want, it can then be applied to any song, scripture 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

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.

NOTE: 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.

THEME EDITOR



Toolbar

1. **Title**: Enter the name of the theme in this field.
2. **Text**: Adds a text box that you can type text in to display on each slide.
3. **Scripture**: Clicking the scripture button allows you to select scripture text and press enter or drag it to add it to the theme.
4. **Media**: Clicking the media button allows you to select videos, images, feeds, DVD clips or audio and press enter or drag it to add it to the theme.
5. **Arrange**: 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.
6. **Inspector**: Opens the inspector window. The Inspector allows you to make more detailed formatting changes to different elements in the theme.
7. **Import**: Allows you to import a text document into your song, presentation or theme.
8. **Print**: Allows you to print the theme.
9. **Spell Check**: Checks spelling and allows you to make spelling changes or add words to the dictionary.

Buttons

1. **Font Selector**: Clicking the font selector allows you to select the font formatting you wish to use on selected text.
2. **Font Size**: Changes the font size of the text to the point size selected.
3. **Font Color**: Allows you to change the color of selected text by selecting from the color palette provided.
4. **Bold**: Makes selected text bold.
5. **Italics**: Italicizes selected text.
6. **Underline**: Underlines selected text.
7. **Shadow**: Turns shadow on or off for selected text.
8. **Outline**: Turns outline on or off for selected text.
9. **Left Align**: Sets selected text alignment to left.
10. **Center Align**: Sets selected text alignment to center.
11. **Right Align**: Sets selected text alignment to right.
12. **Top Align**: Set selected text vertical alignment to top.
13. **Middle Align**: Set selected text vertical alignment to middle.
14. **Bottom Align**: Set selected text vertical alignment to bottom.
15. **Reset to Default**: Resets formatting to default settings.
16. **Slides Area**: Displays the slides available to modify and allows you to select which slide you wish to modify.
17. **Zoom Slider**: Sets magnification of the current slide you are working on.
18. **OK**: Saves the Theme and closes the Theme Editor window.
19. **Cancel**: Closes the Theme Editor window without saving.

Master, Normal, and Overlay Slides

When creating a theme, you are presented with a Master Slide and various other slides that represent the possible types of slides you might create in a song, scripture or presentation. When editing the master slide, certain formatting options are automatically displayed on the appropriate slides below. For example, changing the background on the Master Slide will change the background on all slides below it. If you want to change formatting for a specific slide, select that slide and make the formatting change you wish to make.

When creating a Song or Scripture Theme, the default slides will be the Master, Normal and Overlay slides. The Normal slide is for normal song or scripture text formatting and the Overlay is for lower thirds formatting.

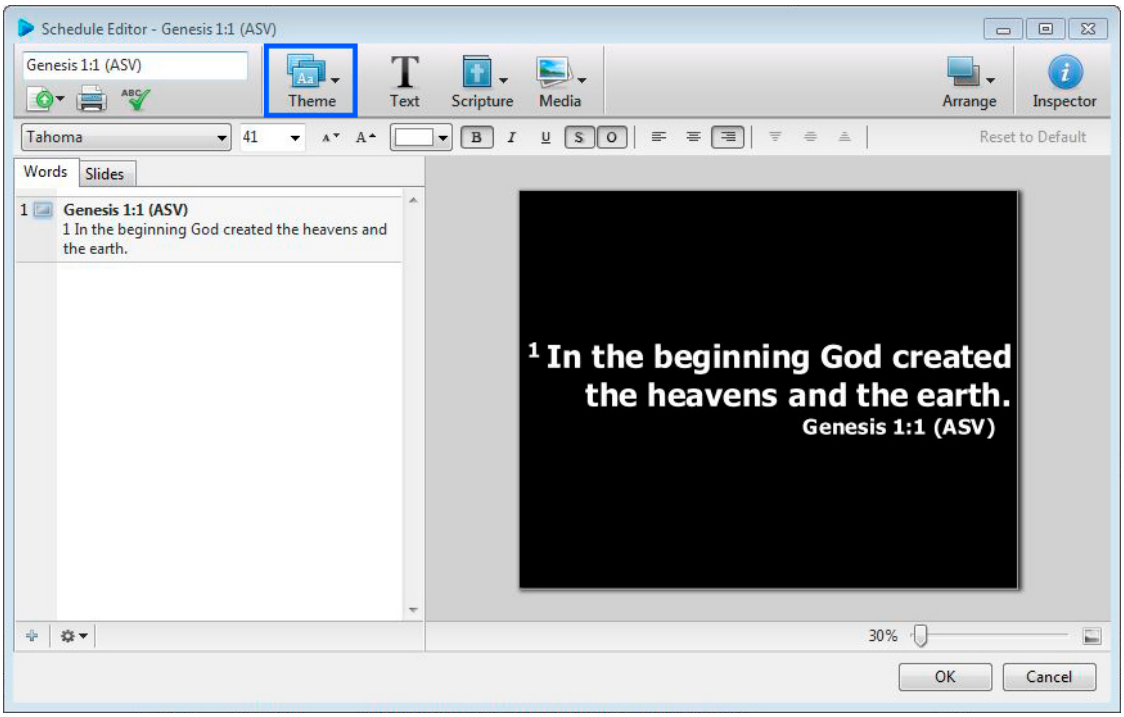
USING THEMES

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 dropdown 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**.



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ALPHA CHANNEL SETUP

In this article:

1. **What Is Alpha Channel?**
2. **Before Getting Started**
3. **Enable Alpha Key in EasyWorship**
4. **Enable Windows Extended Desktop**

WHAT IS 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.

BEFORE GETTING STARTED

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

1. Open the EasyWorship program.
2. In the main menu at the top, select **Edit**.
3. From the dropdown, select **Options**. The **Live Options** window will appear.
4. Change the Output Monitor option to the output you wish to use.
5. Change the alpha channel option to the output you wish to use for the alpha channel.
6. Select **OK**.

NOTE: If all of the video outputs do not appear in the dropdown boxes make sure the desktop is extended to all displays. See Enable Windows Extended Desktop below.

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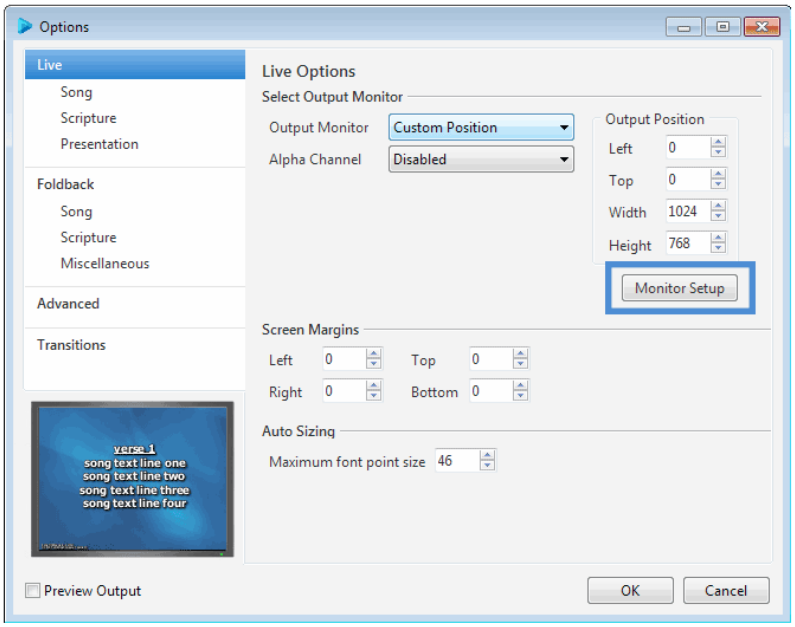
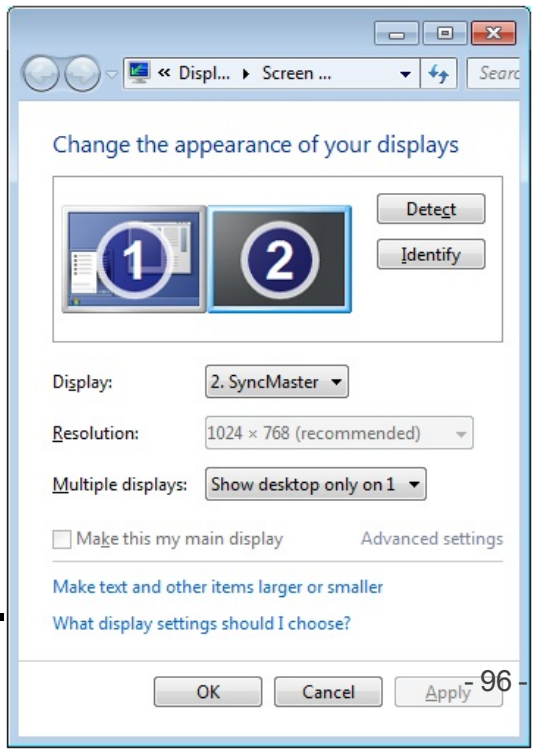
ENABLE WINDOWS EXTENDED DESKTOP

1. Open **EasyWorship**.
2. Select the **Edit** menu.
3. Select **Options**.
4. The **Options dialog box** appears.



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

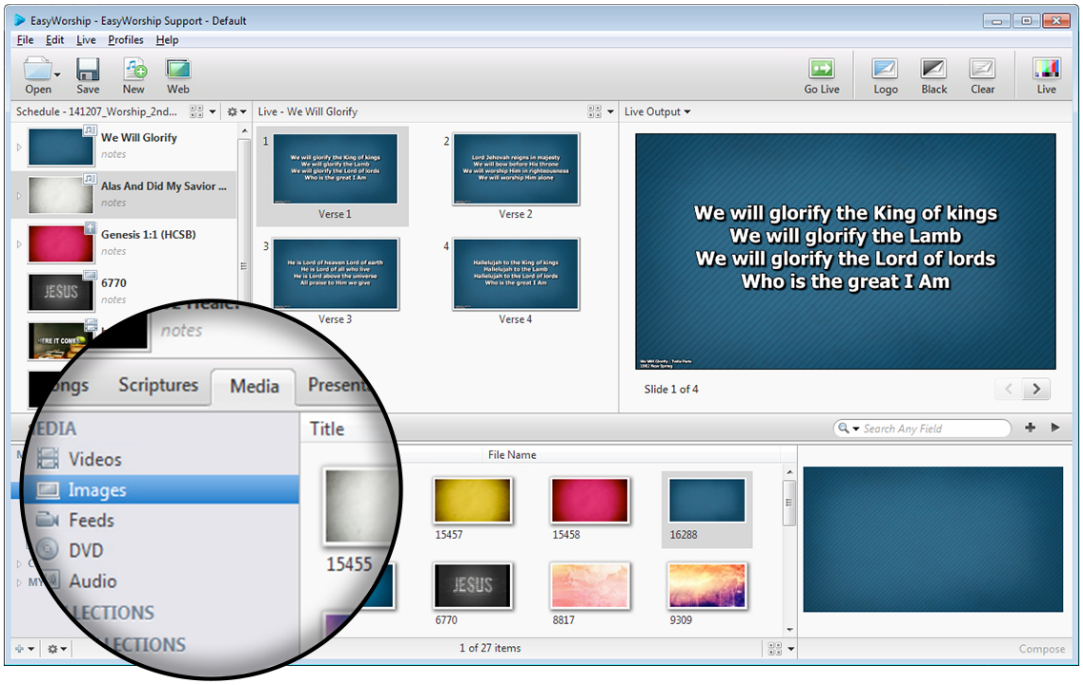


NOTE: If there is only one monitor in the Screen Resolution window or you are unable to extend the desktop to monitor, your video card may not support more multiple displays, or all video outputs may not be connected to a display.

IMAGES

In this article:

1. Display Images
2. Add New Images
3. Right-Click Features
4. Drag & Drop Features
5. Image Properties Editor



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 collection 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 + (Add) 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.

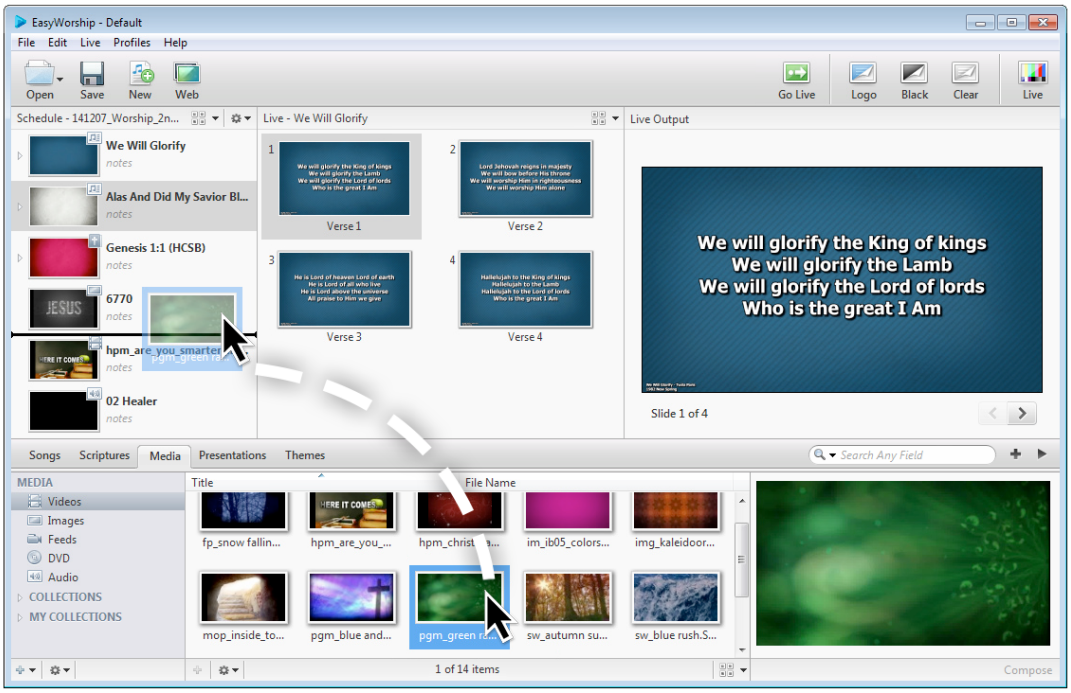
NOTE:EasyWorship will display .bmp, .jpg, .wmf, png and .ico files. For the best results, store all images in Your Profile/images folder. Where is your images folder located? To find out how to locate your images folder, see **Profiles** and scroll down to the section titled "Locate Your Profile Data."

RIGHT-CLICK FEATURES

When you right click on a thumbnail in the Images Resource Library, you have the following options:

1. *Add New Image*: this is a shortcut to 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. *Delete*: deletes the image from the resource area. It will prompt you to delete it completely from the / Resources / Images folder.
4. *View*: allows you to change icon size for a custom thumbnail view.
5. *Sort by*: the same as in Windows.
6. *Refresh*: the same as in Windows.

DRAG & DROP FEATURES



1. *Add to Schedule*: Drag and drop an image into the schedule from the Images area.
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 area. 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 on the **Media tab** in the Resource Area.
2. Select **Images** from the Resource Library on the left.
3. Right-click on 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 info., tags, etc.

Properties Tab

1. **Title**: Enter the name of the image in this field.
2. **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 dropdown area, enter a description for the image (description keywords are searchable from the search bar in the Resource Area).
5. **Tags**: In the dropdown area, enter tags for the image (tags are searchable from the search bar in the Resource Area).
6. **OK**: Saves the Image properties and closed the window.
7. **Cancel**: Cancels all changes and closes the window without saving.

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NEWTEK NETWORK SOURCE SETUP

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 setup EasyWorship so that it can be used a network source for the Tricaster.

1. Open **EasyWorship**.
2. Click the **Edit menu** at the top of EasyWorship.
3. Click **Options**.
4. In the **Live options** change the **Output Monitor** to NewTek AirSend.
5. Select the **Output Format** you wish to send to the Tricaster unit from the dropdown box.
6. On the **Tricaster** you can now select the EasyWorship computer as a network input.

FEEDS

In this article:

1. Overview
2. Add a Feed
3. Edit a Feed
4. Delete a Feed

OVERVIEW

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.

NOTE: FireWire IEEE1392 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.

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. Select the type of device from the Device list (options include a Camera, Mixer, DVD player or a 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.
   - *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** on the device that you want to delete and select **Edit**.
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** on 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.

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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**.

PRINTING A SONG ACTIVITY REPORT

1. In EasyWorship's **main menu bar**, click on **File**.
2. In the drop down menu, use your mouse to hover over the **Print** option.
3. In the side menu, click on **Print Song Activity Report**.
4. The **Select Report Period** window will appear. Enter the report period dates for which you need an activity report.
5. Click **OK**.
6. When the report appears, navigate the top menu bar for options on saving, printing, etc.

PRINTING A SONG LIST REPORT

1. In EasyWorship's **main menu bar**, click on **File**.
2. In the drop down menu, use your mouse to hover over the **Print** option.
3. In the side menu, click on **Print Song List Report**.
4. The Song List will appear showing the alphabetical listing of the songs in your Songs Library. You can navigate the top menu bar options for printing, saving etc.

PRINTING A SCHEDULE

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 service schedule in either a summary or detail view.

1. In EasyWorship's **main menu bar**, select **File**.
2. In the drop down menu, use your mouse to hover over the **Print** option.
3. In the side menu, click on either **Print Schedule (Details)** or **Print Schedule**

4. If you click on Print Schedule (Details), each song or item in the schedule will be

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WHEN TO USE CUSTOM POSITION

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 SCHEDULES AT HOME

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 on the **second monitor**.
3. The resolution for that screen will be displayed there, e.g., 1024x768.

On the Home Computer

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

USING DISPLAY FOLDBACK WITH A MATROX DUALHEAD2GO

To find out how to set Custom Position for Display Foldback, see **Display Foldback (Stage Display)**.

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PROFILES

In This Article:

1. Understanding Profiles
2. Create a New Profile
3. Create a Shared Database
4. Change Profiles
5. Edit a Profile
6. Locate Your Profile Data

UNDERSTANDING PROFILES

Profiles consist of both User Settings and Application data. Application Data consists of databases such as songs and backgrounds, along with videos, images, feeds and DVD clips. User Settings consist of settings like font size, color and transition settings, as well as information about the EasyWorship window size and location. 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 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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The Profiles Menu

When you click Profiles in EasyWorship's main menu, you'll notice 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 profile you want to switch to.

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. **Open** EasyWorship
2. Click on the **Profiles menu**.
3. Click on **Profiles Manager**.
4. The Profiles Editor screen appears.
5. Click on either the **+ (Add) button** or the **New button** to bring up the **Add Profile**
6. Under the **General tab** highlight the words **New Profile** and then either press the
7. After you type in the name that you want to use, you can click the **OK** button to create

8. Once you have created the new Profile, you can click the **Close button** or create another Profile or edit an existing Profile.
8. Once you have created the new Profile, you can click the **Close button** or create another Profile or edit an existing Profile.

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

Create a Shared Database

1. **Open** EasyWorship
2. Click on the **Profiles menu**.
3. Click on **Profiles Manager**.
4. The Profiles Editor screen appears.
5. Click on either the **+ (Add) button** or the **New button** to bring up the **Add Profile menu**.
6. Under the **General tab** highlight the words **New Profile** and then either press the backspace or delete key then type the name that you want to use for the shared data. (e.g., Shared, Network, etc.)
7. Click the **Advanced tab**.
8. Change the Type to **Existing**.
9. Click the **Browse** button.
10. This will open the **"Browse for Folder"** window.
11. Click **Browse** to locate the shared profile folder.
12. For network databases, browse to **Network Computer Name** (e.g. WorshipPC)\Users\Public\Public Documents\Softouch\EasyWorship\
13. Select the **profile folder** (e.g. Default).
14. Under **Options**, click in the open field and type in the name you want to use for this profile's options, or select a name from the drop down list.
15. 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."

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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 on **Profiles** in EasyWorship's main menu.
2. Select the Profile you want to use.
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 on the Profiles menu.

EDIT A PROFILE

To change the settings or folder location of a profile:

1. Open EasyWorship
2. Click on the **Profiles Menu**.
3. Select **Profiles Manager**.
4. Select the profile to be edited.
5. Click the **Edit** button.
6. The Profile Editor window appears.
7. On the left you will have the list of your currant profiles (Example: Default). On the right you will have the Profile Name, the location of the Profile Instance and then Options name.
8. Select the profile that you want and click the **Edit** button.
9. You will see the General and Advanced tab.
10. Click the **Advanced** tab 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.

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. Open **EasyWorship**.
2. Click on **Profiles** in the main menu.
3. Click on **Profiles Manager**.
4. Select the Profile.
5. Click on the link next to **"Instance Location."** This will open the folder where your Default folder and your Resources folder are located.
6. Or, you can use Computer or Windows Explorer to browse to the "Instance Location" on your hard drive to find your data files.

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.

ALPHA CHANNEL SETUP

In this article:

1. **What Is Alpha Channel?**
2. **Before Getting Started**
3. **Enable Alpha Key in EasyWorship**
4. **Enable Windows Extended Desktop**

WHAT IS 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.

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BEFORE GETTING STARTED

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

1. Open the EasyWorship program.
2. In the main menu at the top, select **Edit**.
3. From the dropdown, select **Options**. The **Live Options** window will appear.
4. Change the Output Monitor option to the output you wish to use.
5. Change the alpha channel option to the output you wish to use for the alpha channel.
6. Select **OK**.

NOTE: If all of the video outputs do not appear in the dropdown boxes make sure the desktop is extended to all displays. See Enable Windows Extended Desktop below.

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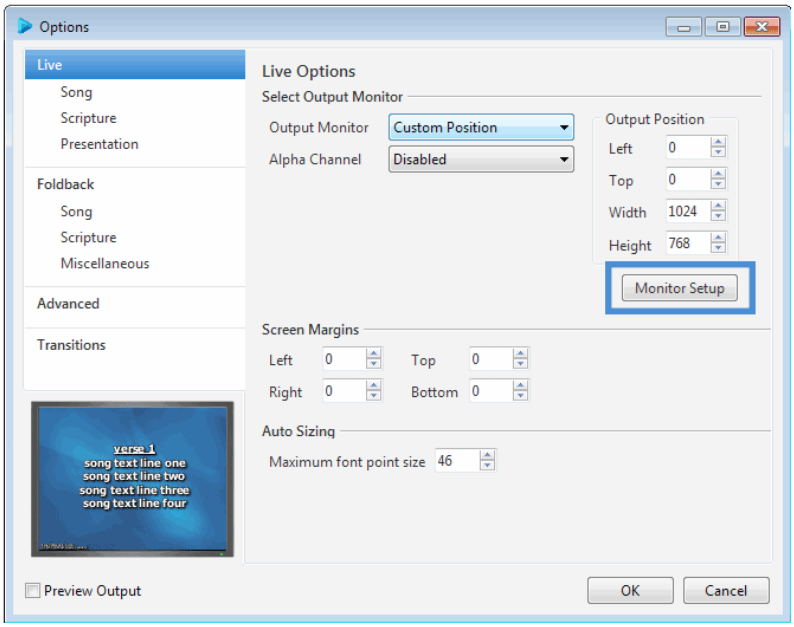
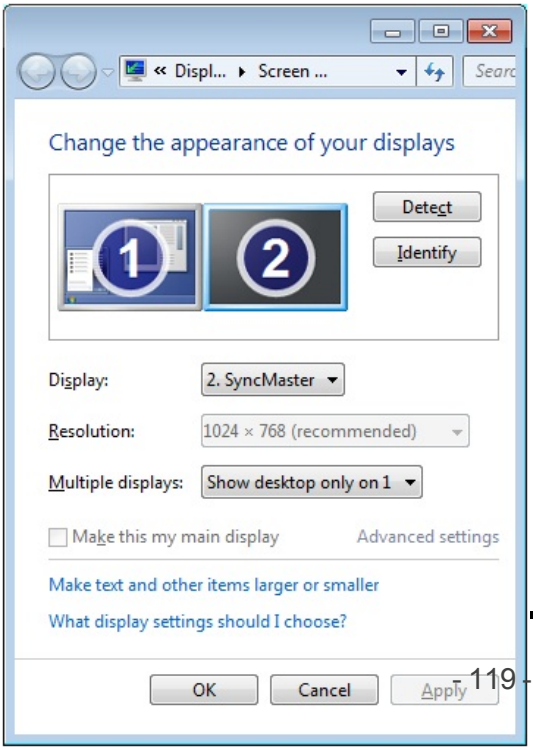


5. Select the **Live tab** on the upper left.
6. In the section titled Live Options, select the **Monitor Setup button**.
7. EasyWorship will open the **Screen Resolution dialog box**.



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 more multiple displays, or all video outputs may not be connected to a display.

WHEN TO USE CUSTOM POSITION

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 SCHEDULES AT HOME

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 on the **second monitor**.
3. The resolution for that screen will be displayed there, e.g., 1024x768.

On the Home Computer

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

USING DISPLAY FOLDBACK WITH A MATROX DUALHEAD2GO

To find out how to set Custom Position for Display Foldback, see **Display Foldback (Stage Display)**.

VIDEO DECODERS FOR EASYWORSHIP 6

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?

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. See the instructions below for how to install Quicktime player. EasyWorship also requires the DScaler 5.0.0.8 decoder to play DVDs. Instructions for downloading and installing the DScaler decoder are also provided below.

INSTALL QUICKTIME FOR MP4 AND MOV FILES

1. Open EasyWorship, click on the **Help**menu at the top of EasyWorship, then click on **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 5.0.0.8 FOR DVD PLAYBACK

1. Close the EasyWorship program.
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. Allow the DScaler5008.exe file to download, then open it to start the install.
5. There are no special options to select during the install, use the default settings to complete the install.
6. Open EasyWorship 6, click on **Edit** then **Options**.
7. Click **Advanced** and make sure you have checked the box next to **use preferred DVD codecs** and click OK.

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

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TRANSFER YOUR DATABASE

The following instructions will help you transfer the EasyWorsip database from one computer to another.
Before starting this process , you will need a USB flash drive or external hard drive.

BACKUP & TRANSFER EASYWORSHIP 6 DATABASE TO ANOTHER EASYWORSHIP 6 COMPUTER

Backup Your Database

1. Connect your backup drive to the computer.
2. Close all other programs and windows before starting.
3. Open EasyWorship 6
4. Click Profiles, then profiles manager.
5. Select your profile then click on the link next to Instance Location: on the right.
6. Close the profile manager and EasyWorship 6 (behind the file manager window that appears).
7. In the file manager window that appeared on the step 5, select all folders.
8. Right click on any of the selected folders. Select Send to and select the flash drive or external hard drive.
9. When the files are all transferred, disconnect the drive from the computer.

Restore Your Database

1. Connect your backup drive to the computer you wish to restore the database to.
2. Close all other programs and windows before starting.
3. Open the file manager, or click on computer and browse to your backup drive.
4. Select the folders you backed up and press ctrl+c or right click and click copy .
5. Open EasyWorship 6.
6. Click on the profiles menu, then profile manager.
7. Select the profile you wish to restore the database to.
8. Click on the link next to Instance Location: on the right.
9. Close the profile manager and EasyWorship 6 (behind the file manager window that appears).
10. Rename all of the folders in the window that appeared on step 7 by adding a 1 after the folder name.
11. Right click on a blank area (make sure you are not right clicking any folders you renamed) then click paste or press ctrl+v to paste.
12. Open EasyWorship 6 to verify your database has transferred.

TRANSFER DATABASE FROM EASYWORSHIP 2007/2009 TO EASYWORSHIP 6 COMPUTER

On the EasyWorship 2007 or 2009 computer

1. Open EasyWorship 2009 on the old computer.
2. Click on profiles, profiles manager.
3. Edit the profile you normally use.
4. Click the field below Use and existing application data instance, use the right arrow key to move the cursor to the end of the field.
5. Write down the path shown there including the name of the folder at the end of that path.
6. Close the profile manager and close EasyWorship.
7. Open windows explorer or Computer.
8. Browse to the folders in the path you wrote down.
   The typical location is c:\users\public\public documents\softouch\easyworship
9. Copy the profile folder you are using to a flash drive.
10. Take the flash drive to the EasyWorship 6 computer.

On the EasyWorship 6 Computer

1. With EasyWorship 6 closed browse to the backup drive.
2. Right click on the profile folder and click copy.
   Browse to c:\users\public\public documents\softouch\easyworship
3. If a folder with the same name is already there (example: default) rename it to a different name.
4. Right click on a blank area of the window and click paste, making sure you are not pasting into the folder you just renamed.
5. Open EasyWorship 6 and allow it to convert the database.

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

1. Open EasyWorship 6.
2. Click profiles.
3. Profiles manager.
4. Click the plus button to add a new profile.
5. Enter the name of the folder you transferred into the profile name filed.
6. Click advanced and change the type to existing and click ok.
7. It should then ask you to convert the database.

I HAVE A NEW COMPUTER WHAT DO I DO?

1. On the new computer go to **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 5.0.0.8 for Playing DVDs from the **Video Decoders** article.
7. Setup your monitors using the instructions in the **Dual Monitor Setup** article.
8. If you need to install demo songs, close EasyWorship 6, then download an run the demo song installer the following link. **http://tinyurl.com/lmyhybt**

USING A PRESENTER REMOTE

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

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 EasWorship 6.
2. Go to start, run or right click the start button and click run Or search for "run" and open it.
3. In the run box that appears type in %programdata% and press enter.
4. Double Click softouch : EasyWorship.v6.1 : settings
5. Double click on hotkeys.ini
6. When windows asks what to open the file with, select notepad.

You will see this.

[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

7. You'll need to change a few of these.

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)

8. Save the file (ctrl+s),
9. Close notepad and open EasWorship 6.
10. Go live with a song or PowerPoint.
11. Click on the first slide and the remote will be able to navigate the slideshow.