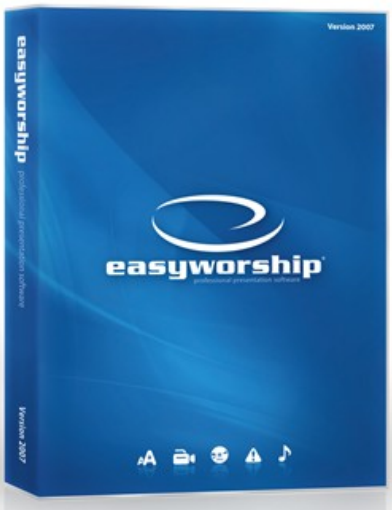

easyworship® 2007
Documentation

Softouch Development, Inc.
8023 E. 63rd Place Suite 255
Tulsa, OK 71433

easyworship™
professional presentation software

Welcome to
easyworship® 2007

Bring glory to God!
John 4:23

Thank you for choosing EasyWorship 2007 software. EasyWorship 2007 is developed by Softouch Development Inc., in Tulsa, Oklahoma. Our staff is made up of Christians who are dedicated to providing the best solution for worship presentation software. We are committed to excellence in every facet of our business from Support, to Sales, to Development.

We develop software that is easy to use, but provides powerful solutions to the needs of users like you. We listen to our customers! Our support forum at http://www.easyworship.com provides our customers with information and a network of users just like you. It also provides our developers with questions, suggestions and hints that will enhance the future development of our products. The support forum is read and answered daily.

EasyWorship 2007 is an upgrade for the previous versions up through v.2006. Check out "What's New" for all the new features we have added to EasyWorship. Again, thank you for your purchase. We sincerely hope that you enjoy using your EasyWorship software. If you need to talk to one of us, please contact us at support@easyworship.com or call +1 918-250-1493. Free support is available Monday - Friday from 9 AM 6 PM CDT. Don't forget to check out the Support Forums and Knowledge Base on www.easyworship.com! **Remember, all the information contained in this tutorial is available at your fingertips in EasyWorship under Help, Contents.**

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SongSelect Lyric Service is registered trademark of CCLI Inc © 2007 | Quicktime is a trademark of Apple Corporation © 2007

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Getting Started

Installing EasyWorship

When EasyWorship is installed, it **will not erase** songs or graphics from previous versions. It will upgrade the current features to the current new version. Copyrighted bibles released with EasyWorship may be purchased at http://www.easyworship.com/store . Free and newly purchased bibles may be downloaded at http://www.easyworship.com/bibletext.php.

Notes

*If you are upgrading from EasyWorship 2006 or 2.3 versions, it is a good practice to copy the **C:\Program files\Softouch\Easyworship\Data** folder and the **C:\Program files\ Softouch\Easyworship\Resources** Videos and Images folders to a disk or network drive for backup prior to any reinstall or folder manipulation. For more information on backing up EasyWorship 2007 data **See:** Backing Up Your Database.*

To install EasyWorship:

1. Insert the EasyWorship CD in the CD-ROM drive. The **EasyWorship Install Options** dialog box should appear automatically.

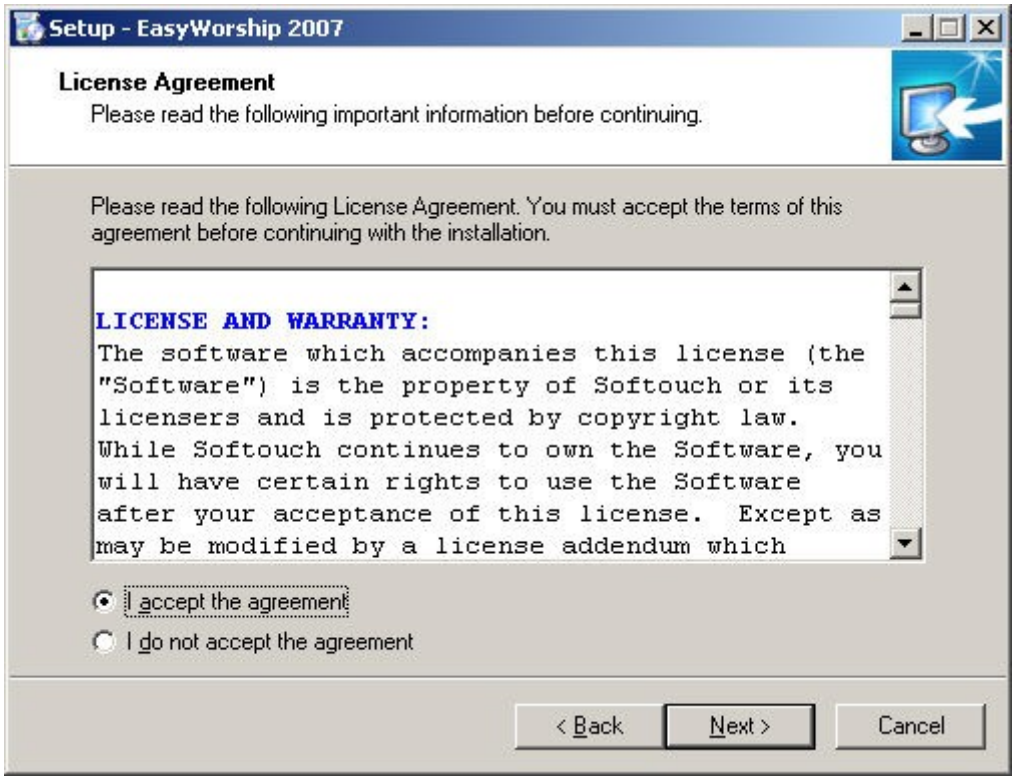
If the EasyWorship Install Options dialog box does not appear:

1. Click the Windows Start button, and then click Run.
2. Type the letter of the CD-ROM drive, and \setup.exe (e.g., D:\setup.exe).
3. Click OK.

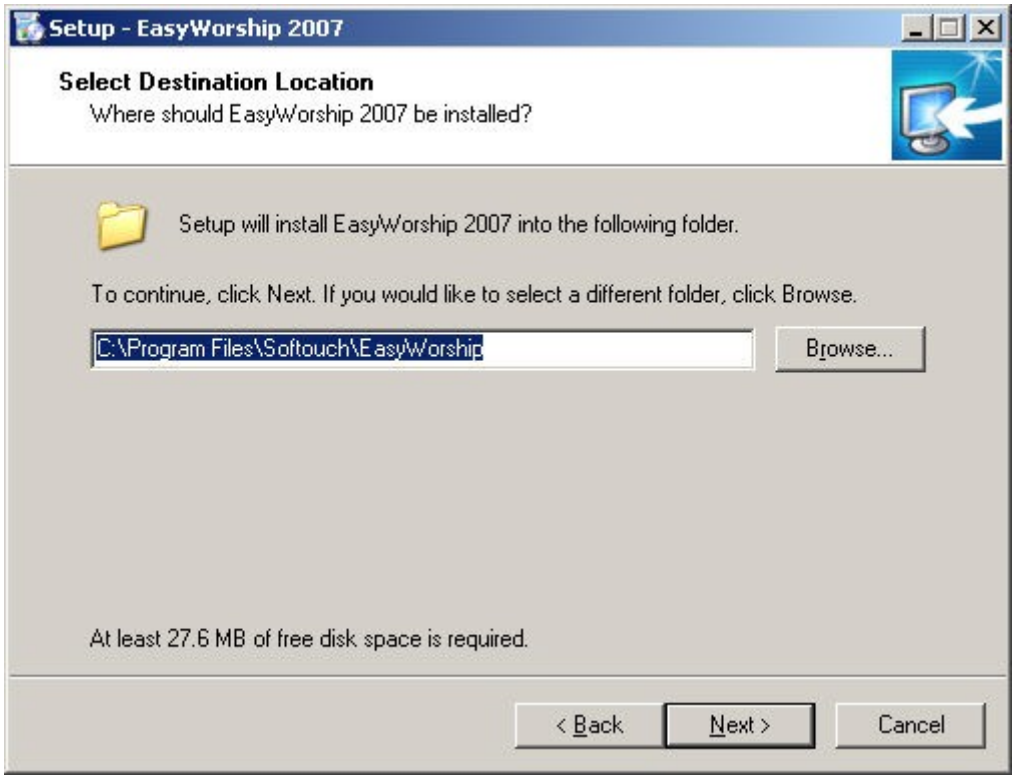
The EasyWorship Install Options dialog box appears.

2. Click **Install EasyWorship** to start the installation process.
3. Follow the instructions on the screen.

6. Accept the license agreement.

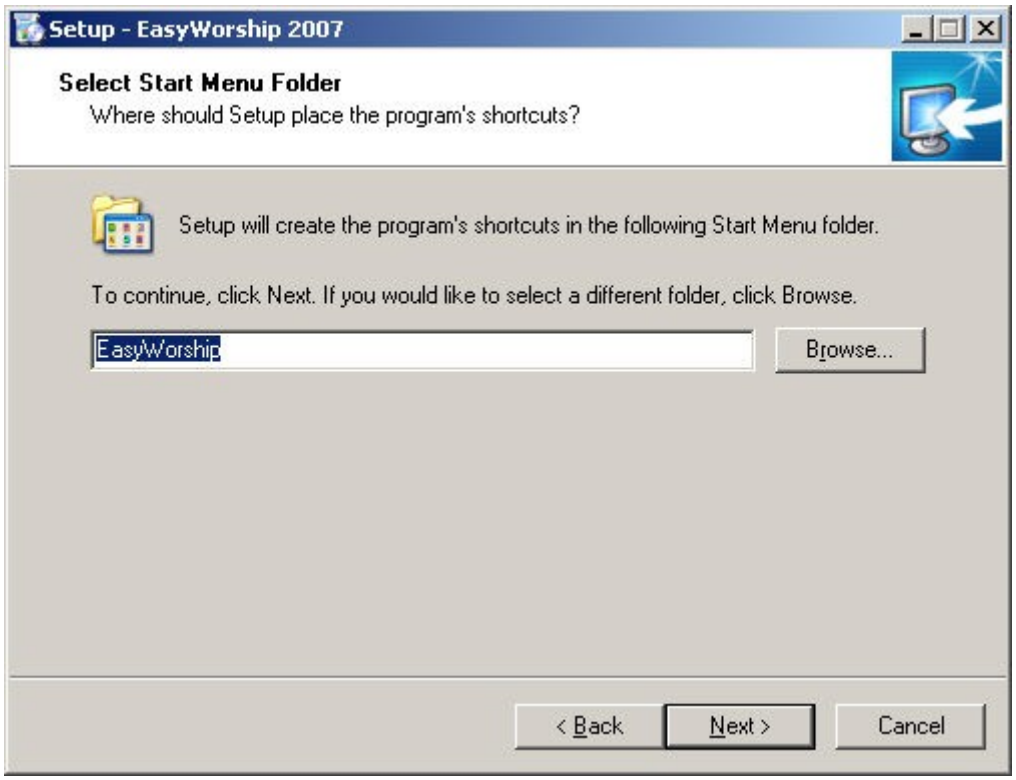


7. Select the location to install EasyWorship into.

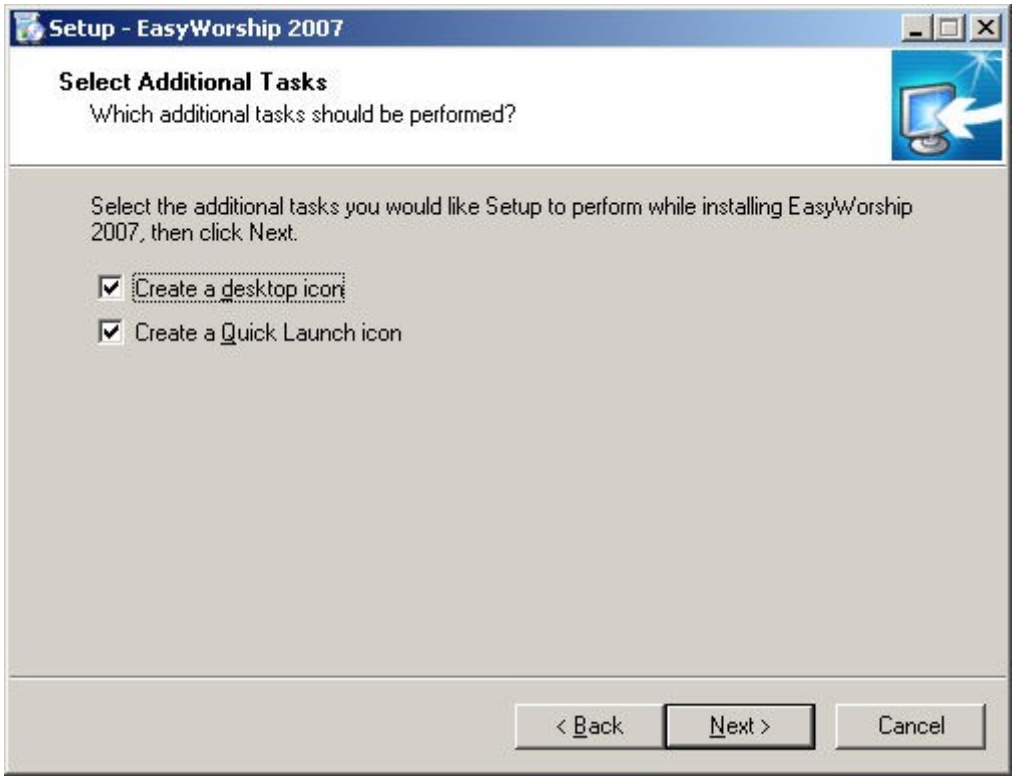


The default install location is C:\Program Files\Softouch\EasyWorship.
This is most commonly left at the default setting.

8. Type in the name of the start menu folder for EasyWorship. Or, check the box for Don't create a Start Menu folder.
    - Most Customers leave this setting at the default setting.
9. Click **Next.**

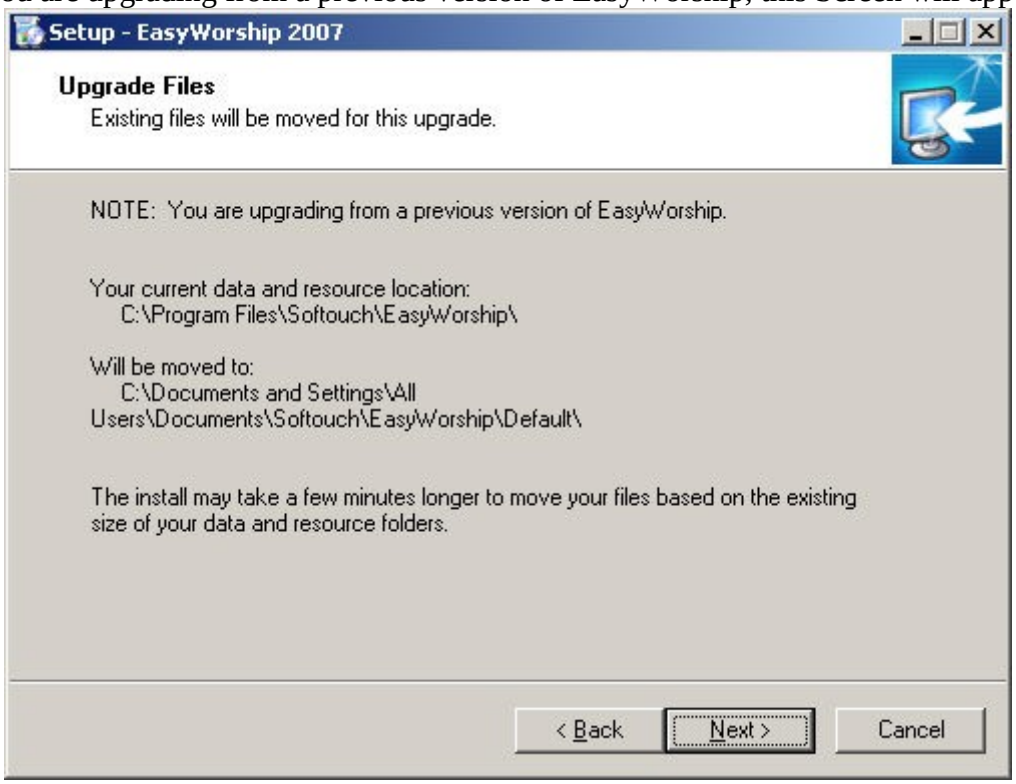


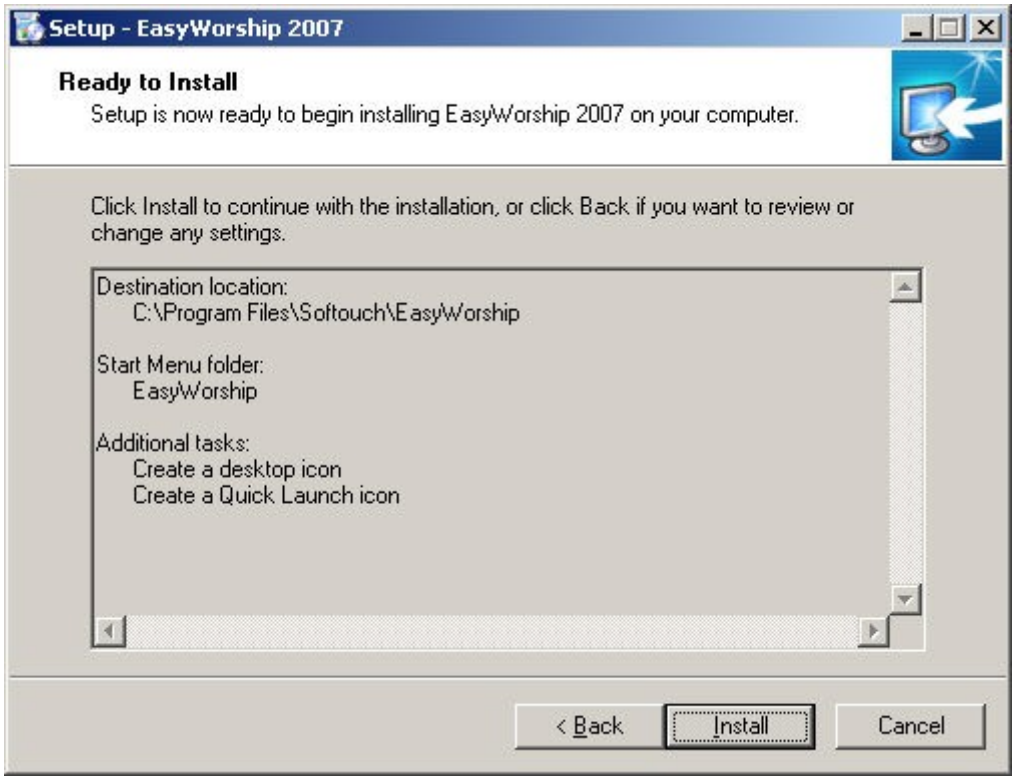
The default Start Menu folder is EasyWorship**.** This is most commonly left at the default setting.



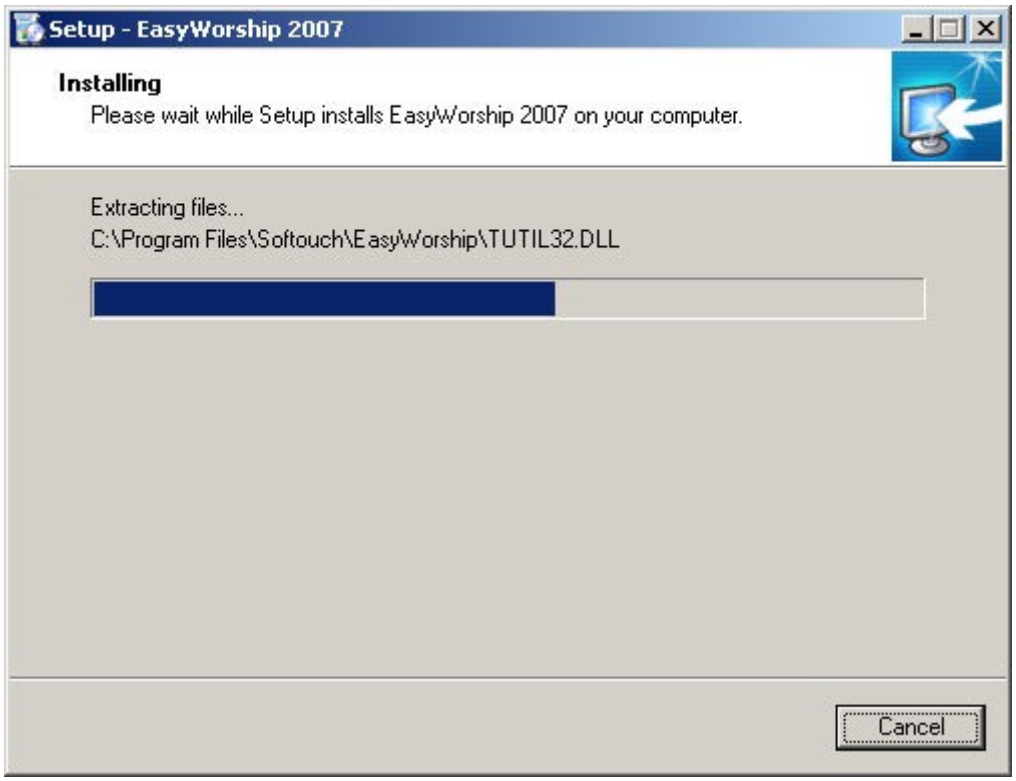
This is most commonly left at the default setting.

If you are upgrading from a previous version of EasyWorship, this Screen will appear.





10. Click **Install**.



11. When the **Setup Complete** dialog box appears, click **Finish** to complete the setup. If you Check the "Open EasyWorship 2007 Documentation" box EasyWorship will launch the help file when you click the Finish button. ***See:****Running EasyWorship for the First Time*

The EasyWorship Install Options dialog box remains open with the following options:

- **Product Tour** to familiarize yourself with EasyWorship features.
- **Documentation** to view a .pdf of the EasyWorship manual
- **Other Media** to download additional images and videos from EasyWorship. These images and videos can be used in other Windows applications.

Activating and Registering EasyWorship

When EasyWorship is purchased, an e-mail or a DVD case with an activation card and product key information is sent to you. Follow the instructions provided to register EasyWorship.

DVD Case with Product Key Information

To Activate and Register EasyWorship using a Product Key and Activation information:

1. Contact EasyWorship with the product key information to receive your registration number. Phone (918)250-1493 or e-mail orders@easyworship.com.

   Have the Product Key handy along with the following information:
   - Church Name to Register
   - Church Mailing Address
   - Church Phone
   - Church Contact Person
   - Email address to receive registration codes.

2. The registration information will be sent to you immediately via e-mail.
3. Once the registration information is received, enter the registration information into EasyWorship. Follow the next steps.

If you receive a cd in a DVD case with no product key, you may have received a **registration e-mail** or **registration information letter**. Enter the registration information you received according to these next steps.

To Register your software:

1. Open EasyWorship.
2. In the **About EasyWorship** dialog box, click **Register**.
3. In the **Register** dialog box, type the registration information in the appropriate boxes.
   - *All of the registration information is case and space sensitive, and must be entered exactly as it appears.*

4. Click **Validate**. (The Registration fields will grey out)
5. Click **Continue** or **Close** to complete the registration.

-Or-

After Opening EasyWorship:

1. On the **Help** menu, click **Register Products**.
2. In the **Register** dialog box, type your registration information in the appropriate boxes.
    - *All of the registration information is case and space sensitive, and must be entered exactly as it appears.*
3. Click **Validate**. (The Registration fields will grey out)
4. Click **Close** to complete the registration.

Notes
Click License to read the License agreement and Warranty information. This Site License states that you can install this copy on all your computers that pertain to your one geographical church site.

That's all there is to it!

If you have any problems ***See:*** Incorrect Serial Number!. You may also call us at 918-250-1493, or e-mail us at support@easyworship.com.

Incorrect Serial Number!

This error can occur for a couple of reasons:

1. EasyWorship has already been registered.
    - If EasyWorship is upgraded from an older version that was already registered, there is no need to enter your serial number. This error will appear if the same registration code is entered again.

    - To determine if EasyWorship is already registered, Click on the **Help** menu then **About EasyWorship**. If the church name and serial number are in the registration area at the bottom, the software is already registered.

2. Your EasyWorship registration information has not been entered exactly as it is on your registration letter.

- Verify that the registration information has been entered exactly as it is on the registration letter. The Church name, Phone Number, Serial number are all case and space sensitive.
- The serial number has to be entered with the dashes included.

- The phone number normally doesn't have any spaces in it and will be formatted in the following manner. (XXX)XXX-XXXX. Some phone numbers outside the US may have spaces and different formatting.

If you continue to receive this error message call us at +1 918-250-1493, or email us at support@easyworship.com.

Computer Requirements

Unsupported Hardware

Unsupported Processors:
Intel Celeron
AMD Duron
AMD Sempron

Explanation:
Processors such as the Intel Celeron, AMD Duron and Sempron processors were designed for office use. They work well for that type of environment, but not as well for multimedia. We recommend a processor that is designed to handle multimedia as well as office needs.

Unsupported Video Cards:
ATI Radeon 7000
ATI Radeon 7500
ATI Radeon 9250
Some ATI Radeon x600
Older nVidia Quadro
GeForce Cards with Turbo Cache
All SIS
All Matrox
Any video card with less than 64 MB video ram
Single output video cards

Explanation:
Unsupported video cards are cards that we have found to be either problematic, do not utilize DirectX well or are not able to utilize Windows extended desktop.

Recommended Video Card Chipsets:
See: Recommended Video Card Chipsets under Computer Requirements Video Cards.
See: More Video Card info

Computer Requirements Desktop Computer

The following are the preferred computer requirements for EasyWorship:

Minimum Requirements for text overlay on Video backgrounds, Live Camera, DVD, VHS, or Mixers	
Processor:	Intel 1.7 GHz Pentium 4 Intel 1.6 GHz Intel Duo AMD Athlon 2500+
Memory (RAM):	512 MB
Video Card:	Dual output *AGP* or *PCI* Express video graphics card with 64 MB Video RAM ***See:*** Computer Requirements Video Card
Hard Drive:	Hard Drive with 250Mb disk space
Other Drives:	CD/DVD Drive
Capture Card:	ViewCast Osprey 100, 210 and 230 found at viewcast.com, AverMedia DVD EZMaker PCI and ADSTech Instant Video PCI (PTV-390)

Optimal Setup	
Processor:	Intel 2.8 GHz Pentium 4 Intel 1.6 GHz Intel Duo AMD Athlon 64 3000+
Memory (RAM):	1GB or more
Video Card:	nVidia GeForce 6600 or higher (PCI Express or 8x AGP) with 128MB Video RAM ***See:*** Computer Requirements Video Card
Hard Drive:	SATA 7200 RPM or faster Hard Drive with 8MB cache or more
Other Drives:	DVD Drive

See: Computer Requirements Laptop Computers for laptop hardware requirements.
See: Computer Requirements Unsupported for more information about unsupported hardware.

Computer Requirements Laptop Computers

The following are the preferred computer requirements for EasyWorship:

Minimum Requirements for text overlay on Video backgrounds	
Processor:	Intel 2.8 GHz Pentium 4 Intel 1.6 GHz Pentium M or Centrino Intel 1.6 GHz Intel Duo AMD Athlon 2500+
Memory (RAM):	512 MB
Video Card:	64 MB video card that supports **Windows extended desktop**. ***See:*** Computer Requirements Video Card
Hard Drive:	Hard Drive with 250Mb disk space
Other Drives:	CD/DVD Drive

Optimal Setup	
Processor:	Intel 2.8 GHz Pentium 4 Intel 1.6 GHz Pentium M or Centrino Intel 1.6 GHz Intel Duo AMD Athlon 64 3000+ AMD Turion 64
Memory (RAM):	1GB or more
Video Card:	128 MB video card that supports **Windows extended desktop**. ***See:*** Computer Requirements Video Card
Hard Drive:	5400 or 7200 RPM Hard Drive
Other Drives:	DVD Drive

Important!: Some laptops **do not** have EasyWorship compatible Video Cards in them. Laptop video cards **cannot** be upgraded.

Before you purchase a laptop:

- Be sure that the Video Card has at least 64 MB of unshared dedicated ram.
- Verify with your laptop manufacturer that the video card can support **Windows extended desktop** and not just clone what is on your laptop display.
- We prefer the **nVidia GeForce chipsets** for the Video Cards with **unshared** 128 MB video ram.

See: Dual Monitors Explained and Laptop Setup for more info on setting up a laptop for Dual video output.

See: Computer Requirements Unsupported for more information about unsupported hardware.

Computer Requirements for Video Cards

Desktop Computer:
Minimum: 2 video cards or a dual output video card that has the ability to extend the windows desktop to a second monitor.
Recommended: nVidia GeForce 6600 or higher (*PCI* Express or 8x *AGP*) with 128MB unshared Video RAM
Capture Card: ViewCast Osprey 100, 210 and 230 found at viewcast.com and AverMedia DVD EZMaker PCI.

- You can place multiple Osprey capture cards in your computer and EasyWorship will switch between them. This isn't possible with other capture cards. You may need to set your capture card to use a 320x240 or 640x480 capture resolution for best performance. ***See:*** Working with Feeds

Laptop Computer:
Minimum: Onboard video graphics card that has the ability to extend the windows desktop to a second monitor.
Recommended: nVidia GeForce, **ATI Radeon X200** or higher or **Intel GMA 915** or higher with **128MB** Video RAM
It must have the ability to extend the windows desktop to a second monitor. If possible, get a laptop with **unshared video RAM**.
Capture Card: We do not recommend using a laptop for live video feeds. Most capture solutions for laptops cause an undesirable amount of latency.

Important!: Some laptops **do not** have EasyWorship compatible Video Cards in them. Laptop video cards **cannot** be upgraded.

Before you purchase a laptop:

- Be sure that the Video Card has at least 64 MB of unshared dedicated ram. 128 MB video ram will provide the best performance.
- Verify with your laptop manufacturer that the video card can support **Windows extended desktop** and not just clone what is on your laptop display.
- We prefer the **nVidia GeForce chipsets** for the Video Cards with **unshared** 128 MB video ram. ***See:*** More Video Card info

See: Dual Monitors Explained and Laptop Setup for more info on setting up a laptop for Dual video output.

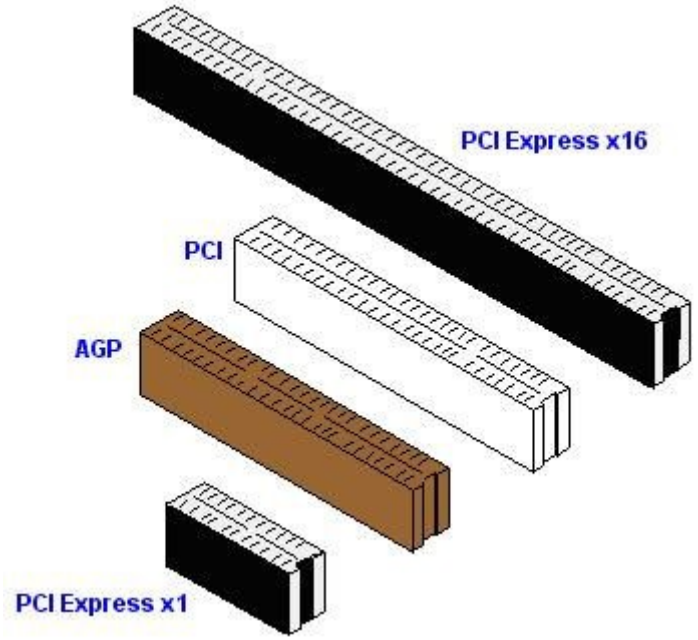
Recommended Video Card Chipsets:
NVidia GeForce 6600, 6800, 7600, 7900
Intel 915 or above

Unsupported Video Cards:
See: Unsupported Video Cards

More Video Card info

- **PCI Express** is faster, and slightly more expensive than **PCI**.
- There are different levels of **PCI Express**, referred to as x1(by 1), x4(by 4), x8(by 8) and x16(by 16).
- **PCI Express** slots are usually **black**, **PCI** slots are usually **white** and if you have an older system, **AGP** slots are usually **brown** in color. Note that some motherboards may vary in color.
- **PCI Express 16x** is the fastest technology.
    - Choose **PCI Express** over **AGP** for speed if you have the option.
    - Choose **AGP** or **PCI Express** over **Standard PCI** if you have the option.
    - Standard **PCI** is the slowest option. It will work, but you will not have the best performance.
- See picture below to determine which slot(s) you have available on your motherboard keeping in mind that your existing video card is normally removed so that slot may be available too and you may have more than one of each. To do this you will have to pop the cover off of your PC to get a look at your motherboard.
- We recommend using a **Single PCI Express or AGP** video card with two video outputs over using two video cards with single outputs. This makes setup much easier.

The slots that you have available will determine which video card(s) you can use.



- All graphics cards must support **DirectX** in order to use all of the functions of EasyWorship.
- Download the latest versions of drivers for any new hardware device from the manufacturer's website after you install it.
- Many new computers will come with a less powerful graphics card already installed. In some cases these cards do not handle our multimedia requirements well. Many times they only have the ability to display output on one monitor.
- We recommend **nVidia** graphics cards. They have proven to be the least problematic for EasyWorship customers and they provide the best performance for what we do.
- Many of the **ATI, Via S3** and **SIS** cards work. However, when trying to use the DVD editor, some of them have caused an Active Movie window to appear. This renders the DVD editor unusable. ***See:*** ActiveMovie Window Over DVD Editor for more info.
- When shopping for a graphics card, **avoid nVidia GeForce** Cards with a model number ending in **LE** or **Turbo Cache**.
- Cards with **LE** in the name are scaled down versions of a higher end graphics card, and may not perform well.
- **Turbo Cache** is a new feature on nVidia video cards, that allows the video card to share the system memory. These types of cards don't perform as well. Many of these cards do not allow EasyWorship enough memory to enable DirectX support.
- ATI has a feature like the Turbo Cache feature on the nVidia cards. It is called **Hyper-memory**. You may see the same results with these cards.

Will A Remote Control Work With EasyWorship?

About remotes:
Most users are familiar with PowerPoint and advancing slides, animations and bullets within PowerPoint. Most remotes built for PowerPoint only feature two commands, advance forward or reverse. In PowerPoint the F5 key starts the slide show into the projection mode.

With EasyWorship, you need different commands. The **Page Down** key advances the next item in the Schedule area and sends it to the **LIVE** area. It is the same as **Go Live >>**. The reason we chose this feature is because EasyWorship will allow you to use feeds, such as cameras, DVD and VHS players, Mixers, Video Clips and PowerPoint slides. We wanted to differentiate between the advancing of a slide or verse (use the **Down** or **Up Arrows**) and the advancing of the next item (such as a video clip) in the schedule. This keeps the technicians oriented as to where they are in the process.

So, the remote previously used for PowerPoint may not have the ability to mimic keyboard strokes such as **Page Down**, and may not mimic the **arrow up** or **arrow down keys** (used in EasyWorship to advance or reverse slides or verses).

One remote we know works well is the **Interlink Remotepoint RF VP4300**. It has four programmable buttons. You will want to mimic the **Page Down**, **Arrow Up**, **Arrow Down** keys of your keyboard (you may wish to use the **Control + B** key stroke as the fourth button to turn on and off the black screen feature of EasyWorship.) It also has a mouse pointer control, left mouse click, right mouse click, and laser pointer. They may make other models that will also work. Most mouse remotes for PowerPoint will not work well with EasyWorship. The **Honeywell PowerPresenter RF** also works well. It has two buttons that can be programmed to do three functions. Each button has a function assigned to it and when both buttons are pressed, it can perform a third function. It also includes another button for a laser pointer. It should be about $99.00 retail.
See www.interlinkelec.com & www.powerremote.com
Also ***See*** Can I use a Remote that can't be programmed?

Dual Monitor Setup

Dual Monitors Explained

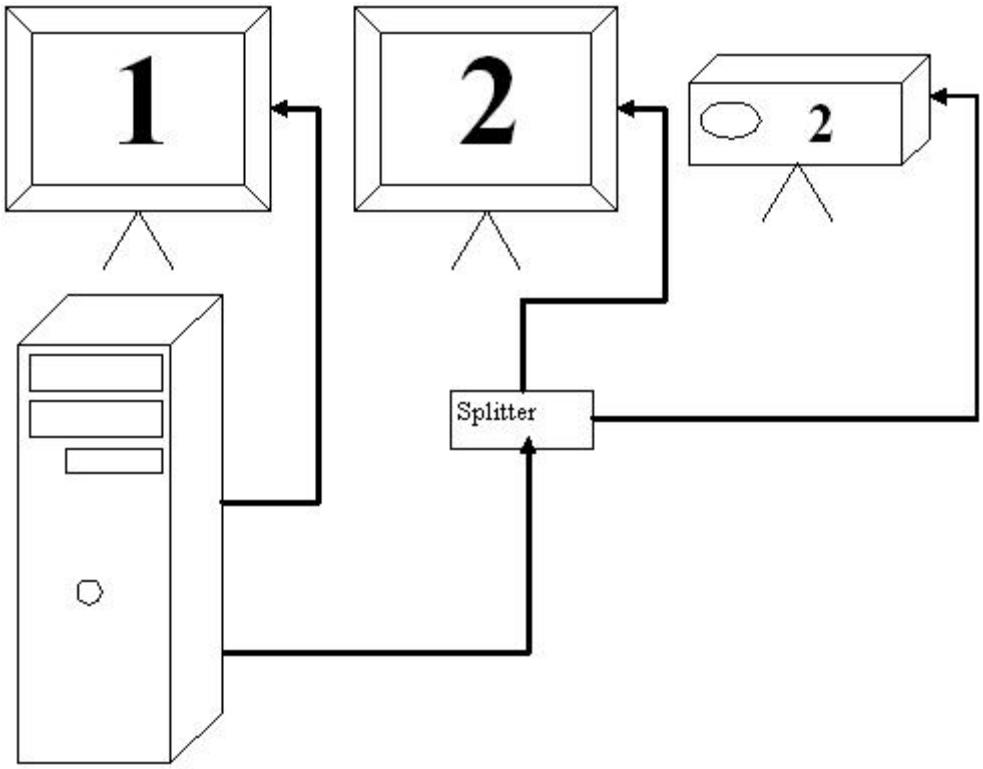
EasyWorship is designed for dual monitor display. This means that EasyWorship displays two different monitor screens at the same time. Monitor #1 (or the primary monitor) displays the working or control screen, and Monitor #2 (or the secondary monitor/projector) displays the output screen that is projected to the congregation. Dual monitors make it possible to work and set up new songs and scriptures in EasyWorship, while the congregation is viewing only the current song, scripture, video, or feed.

EasyWorship uses Windows extended desktop to accomplish this. Windows 98 SE or later is required to enable Windows Extended desktop. The following are three different video card configurations that will allow you to use Windows Extended desktop.

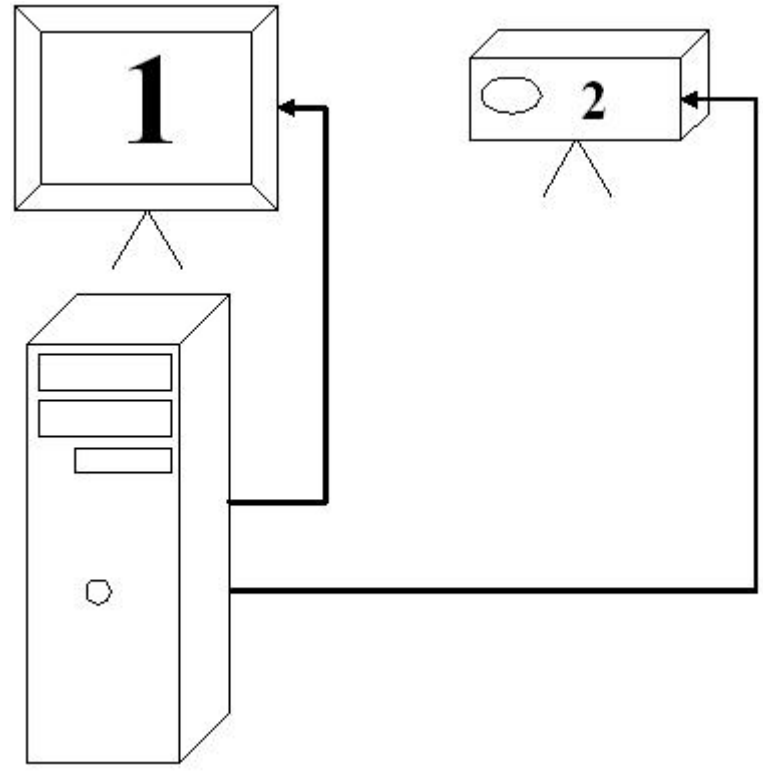
A. Two video cards with a single output on each card (not recommended)
B. A single video card with two outputs (recommended)
C. A laptop with a video output on the back of the laptop.

Here are the most common ways to setup a computer for dual monitor output.

- Split the second monitor display signal and send one cable to a second computer monitor and the other to the projector.



- EasyWorship may also be setup with a single monitor on the desk to control the software and use your projector as the secondary monitor.



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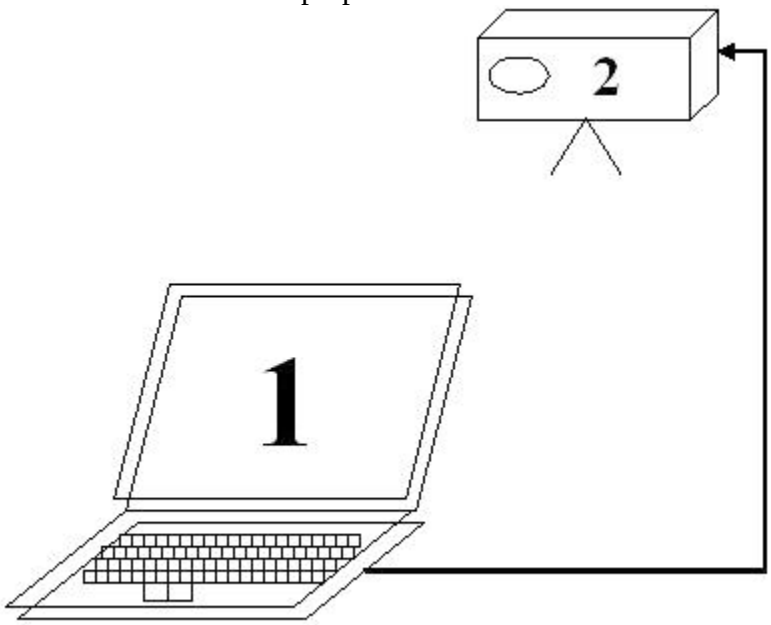
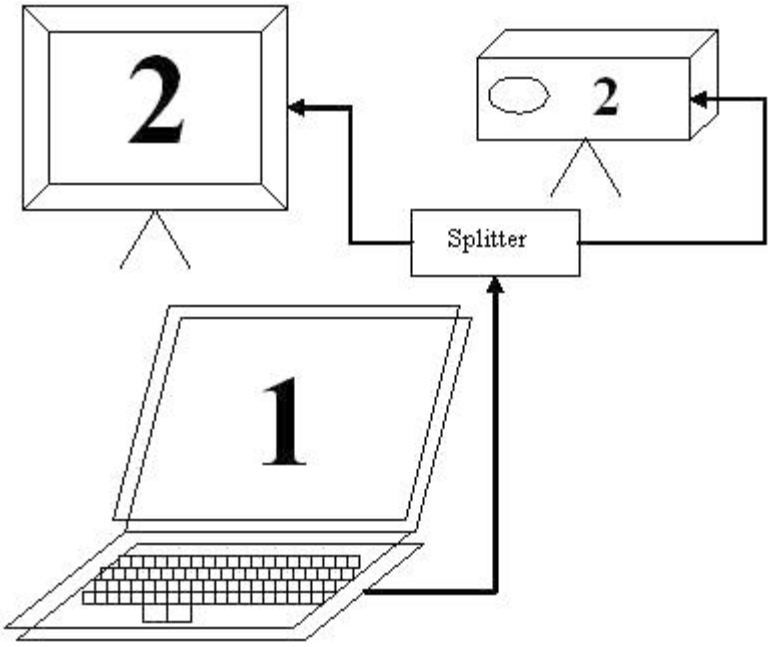
- Customers using laptops will use their laptop monitor as Monitor #1 and the output on the back of the laptop for Monitor #2.



- You may also add a video splitter to the output on the laptop in order to utilize a second monitor on the desk and a projector.



Notes

Projection bulbs are very expensive and have a use life. A monitor may be less expensive and doesn't require that you run your projector while setting building schedules during the week!

See: Can I Run EasyWorship in Single Monitor Mode? ***for more information about running EasyWorship with only one video output.***

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.

See: Computer Requirements Video Card and Computer Requirements Unsupported for help with choosing the correct video card for your system.

See: Dual Monitor Troubleshooting if you are having problems with your dual monitor setup.

Setting Up A Laptop

To Connect A Laptop:

1. With the laptop turned off, turn on the projector, or second monitor first.

2. Connect the second monitor cable from the projector, or second monitor to the back of the laptop. Make sure the projector, or second monitor, is on and in the right mode to receive a computer signal.

3. Now turn on the laptop. The Laptop screen will be monitor 1 and the hd15 svga connector on the back of the laptop will be monitor 2 which will be the LCD Projector.

4. Follow the steps in Setting Up Dual Monitors . For laptops with **Intel Graphics** Cards ***See:*** Enabling Dual Monitors for Intel Graphics Cards.

See: Dual Monitors Explained for more information about how laptops work in dual monitor mode.

See: Can I Run EasyWorship in Single Monitor Mode? **for more information about running EasyWorship if your computer isn't able to support dual monitors.**

Enabling Dual Monitors

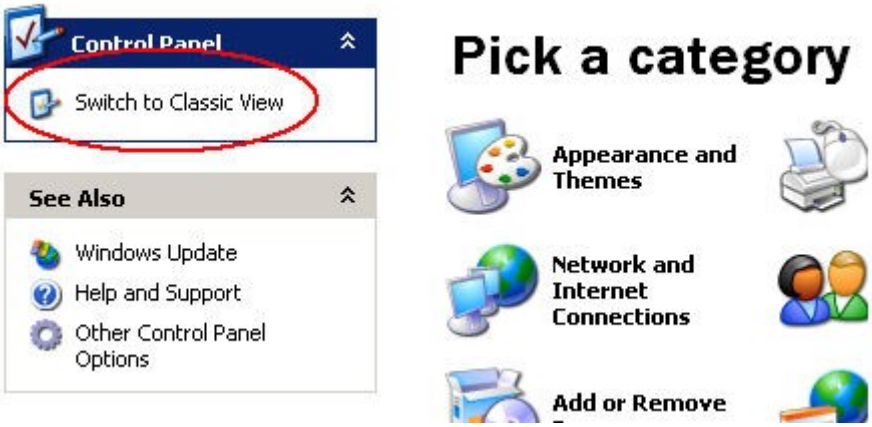
Checking for dual monitor capability:

1. **Right Click** on the Windows desktop.
2. Click on **Properties**.

-Or-

1. Click **Start**
2. Click **Control Panel** or (Settings then Control Panel).

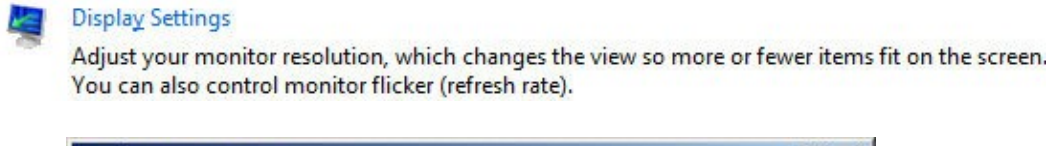
- If you get the **Pick a category screen** click on Switch to **Classic View** on the left.

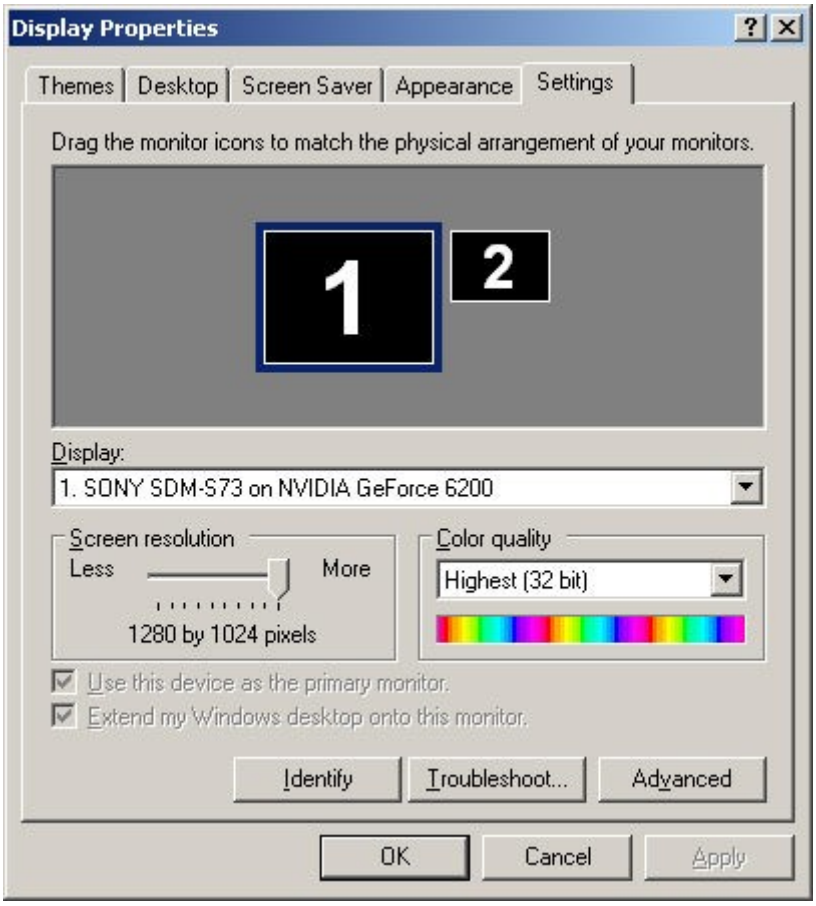


3. Double-click **Display**.

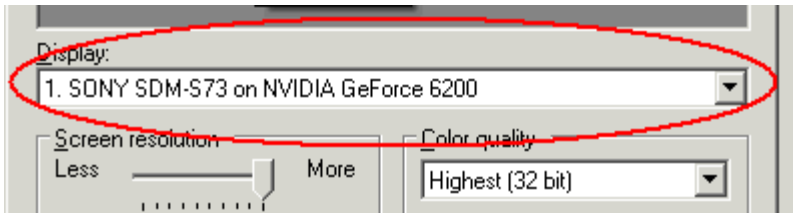
o **Vista:** Open **Personalization**.

4. Click on the **Settings** tab.
   - **Vista:** Click on **Display Settings**.





If **two monitor icons** appear, your computer **has dual monitor capability**. If the second monitor is available but not activated, it appears grayed out. Follow the procedure below to activate the second monitor.

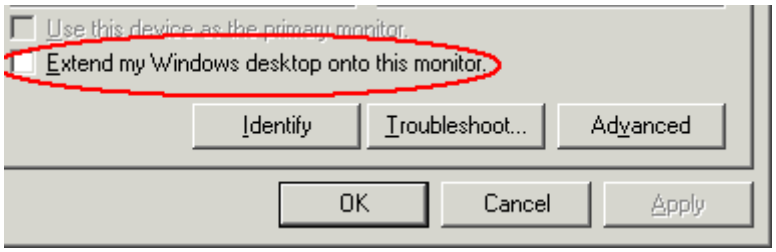


*** If you are using a laptop, check the display drop down box for an Intel Graphics card. If an Intel Graphics card appears under Display, click this link for instruction to setup Intel Graphics cards.**

Enabling Windows Extended Desktop Windows display settings:

1. Select monitor 2.

2. Select the Extend my Windows desktop onto this monitor check box at the bottom left of the screen.

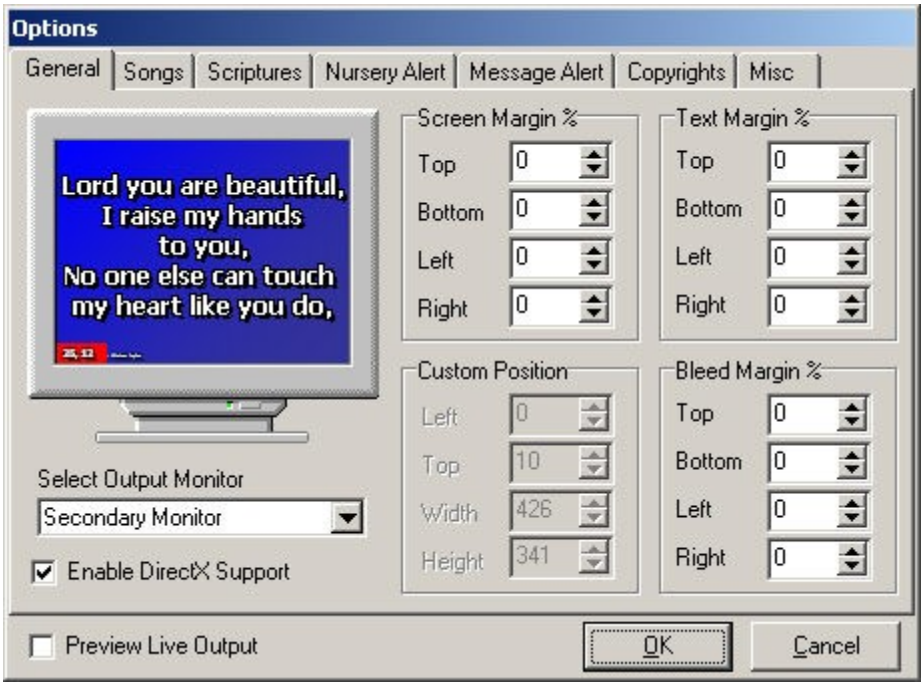


3. Set the Screen area resolution. Most projectors work best at **800 X 600** or **1024 X 768**.
4. Verify the color setting for monitor number 2 is set to 32 bit.
    - Many video cards will set the color to 8 bit automatically.
    - EasyWorship will not be able to enable **DirectX** support with the color set to 8 bit.
5. Click **OK**.
6. Open EasyWorship.
7. Follow the instructions below to setup EasyWorship to use your second monitor.

Setting EasyWorship to use your second monitor:

1. Click on the **Live** menu.
2. Click **Options**.

The Options dialog box appears.



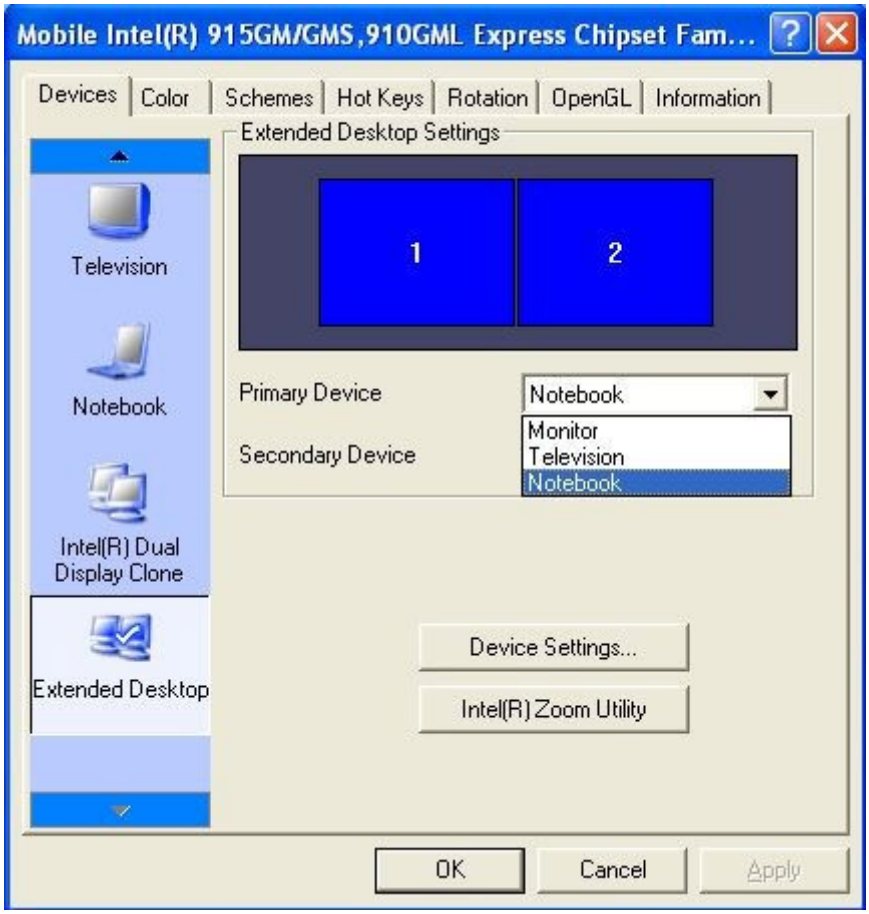
3. On the **General** tab Select **Secondary Monitor** under Select Output Monitor
4. Select the **Enable DirectX Support** check box.
5. Click **OK**.

See:Dual Monitor Troubleshooting if you are having problems with your dual monitor setup.
See: Can I Run EasyWorship in Single Monitor Mode? for more information about running EasyWorship if your computer isn't able to support dual monitors.

Enabling Dual Monitors For Intel Graphics Cards

1. Click on **Start**.
2. Click on **Control Panel** (or Settings, then Control Panel)
3. Double click **Mobile Intel(r), Intel GMA Driver or Intel Extreme Graphics** icon.

A window like this window will appear.

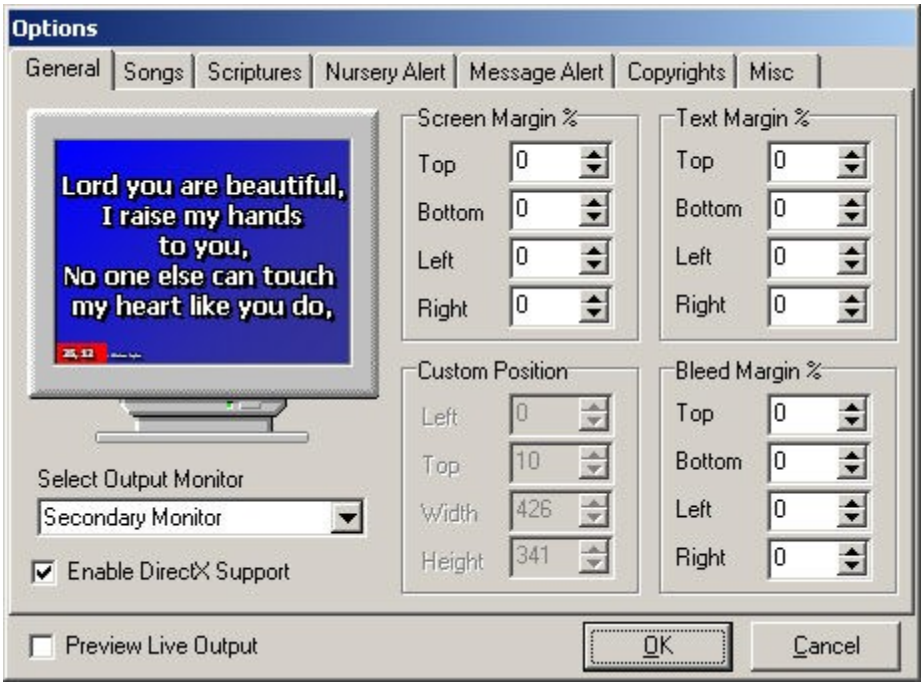


4. Under the **Devices** tab,click on the **Extended Desktop** option.
5. The **Primary Device** should be **Notebook**.
6. The **Secondary Device** should be **Monitor**.
7. Click **OK**.
8. Follow the instructions below to setup EasyWorship for using your second monitor.

Setting EasyWorship to use your second monitor:

1. Click on the **Live** menu.
2. Click **Options**.

The Options dialog box appears.



3. On the **General** tab Select **Secondary Monitor** under Select Output Monitor
4. Select the **Enable DirectX Support** check box.
5. Click **OK**.

See:Dual Monitor Troubleshooting if you are having problems with your dual monitor setup.
See: Can I Run EasyWorship in Single Monitor Mode? for more information about running EasyWorship if your computer isn't able to support dual monitors.

Dual Monitor Troubleshooting

Issue: I see the same thing on my second monitor as I see on my primary monitor.
Cause: Your windows desktop has not been extended to the second monitor.
Resolution: Enable the windows extended desktop. See:Setting Up Dual Monitors.

Issue: I enabled the windows extended desktop, but it disables itself after I apply the setting.
Cause: 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.
Resolution: Use the instructions in Setting Up Dual Monitors 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.

Issue: Windows extended desktop is enabled, but EasyWorship still displays the output on my primary monitor.
Cause: The secondary monitor is not selected as the output monitor in EasyWorship.
Resolution: Click on the Live menu, then Options. Select the Secondary Monitor at the bottom left of the General tab under Select Output Monitor. Click OK.

Contact Customer Support if your problem cannot be resolved by following the steps above.

Can I Run EasyWorship in Single Monitor Mode?

If the computer being used for EasyWorship doesn't have dual monitor capability, it is best to purchase and install a video card that supports dual monitor capability.
See:Computer Requirements Video Card for more information on the best type of video card to purchase.
See:Dual Monitors Explained ***for more information about how dual monitors work.***

EasyWorship can run in single monitor mode, although it is not recommended, nor designed for this purpose.

To display in Single Monitor Mode:

1. After clicking **Go Live>>>** with the presentation, hold the **CTRL + SPACE BAR** and the working screen will disappear, leaving only the output screen.
2. Navigate using the EasyWorship **HotKeys** on the keyboard.

- Use the **Arrow Down** key to advance the next verse or slide of a song.
- Use **Page Down** key to advance the next item in the schedule.
- Use **Left Arrow** Key to select the previous item in the schedule.
- Use **ESC** or **CTRL + SPACE BAR** to bring the working screen back and discontinue the live output of the working screen.

See:What HotKeys are available in EasyWorship? for a more extensive list of HotKeys.

Transferring Songs and Graphics to another Computer

EasyWorship licenses you to use EasyWorship on multiple computers. You may wish for these to be identical in their content.
In order to copy all songs and graphics from Computer A and paste them on Computer B, follow these steps.

Transferring your complete songs database and media to another computer :

1. On the **Source Computer** Open My Computer.
2. Browse to ***Your Profile*** folder. ***See:*** *Locating Your Profile Data*
3. Copy the **Data** and **Resources** folder to a cd, memory stick or network drive.
4. On the **Destination Computer**, Copy all of the **Songs.*** files, **Songkeys.*** and **Version or Version.dat** file from the cd or memory stick to Your Profile \ Data folder. ***See:*** *Locating Your Profile Data*
5. Click **Yes to all** when asked to overwrite the files in the destination.
6. Copy the **Resources** folder to your profile folder. ***See:*** *Locating Your Profile Data*
7. Click **Yes** to overwrite. This will overwrite any videos or images you may have already added to the Media Tab.

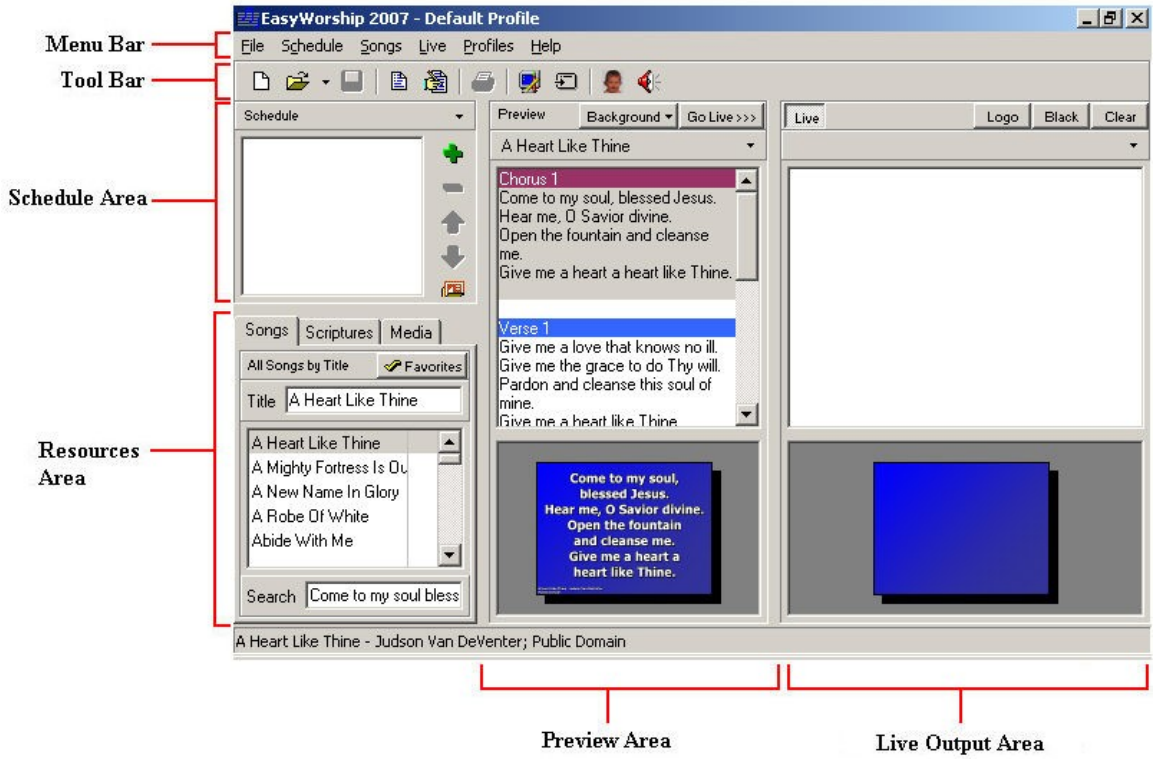
Notes

You may copy the whole data folder from one computer to another. You may have backgrounds in your backgrounds database, that don't exist on the destination computer causing them to show up with exclamation marks on them.
See:*Exclamation Points On My Thumbnails*

Get To Know EasyWorship

How it Works

When you start the program, the EasyWorship Main window appears. The EasyWorship Main window contains a menu bar, tool bar, Schedule area, Resource area, Preview area, and Live Output area. The menu bar opens the File, Schedule, Songs, Live, and Help menus. The toolbar contains frequently used commands for easy access. The Schedule area, Resource area, Preview area, and Live Output area are described below.



Schedule Area:
The Schedule area contains selected items for a presentation in one portable (.ews) file. Drag and drop the items you want to use in your schedule into the schedule area. You may also add PowerPoint slide shows to your schedule by clicking the on the right side of the schedule window. Use the arrow keys on the right side toolbar to move items around in the schedule. You can also drag items around in the schedule.

Although EasyWorship runs the Schedule in the designated order, you can control it manually. For example, you can add items to the Schedule from the Resource area at any time, or **Go Live** with any item even during the live presentation of a scheduled service. Simply highlight the item in the schedule and click the **Go Live** >>> button. You can also edit, rearrange, and save the Schedule for future services.

Resource Area:
The Resource area is a database where you store your songs, scriptures, and media, including feeds and the DVD player. The **Song** tab displays the song database. The **Scripture** tab displays the Scripture database with version option tabs at the bottom. The **Media** tab displays the Video, Images, Feeds, and the DVD. You can **double-click** on an item to project it immediately; or you can place songs, scriptures, and media into the Schedule to create an ordered service.

Preview Area:
In the middle section, the Preview area shows the song, scripture, video, feed, DVD clip or presentation that is highlighted. To move the contents to the Live Output area and display it to the congregation, in the Preview area, **double-click** on the highlighted item or click the **Go Live**>>> button.

Live Output Area:
The Live Output area in the right section displays what is currently being projected on the screen. You can navigate the contents and choose verses to keep up with the leader using the mouse, arrow keys, or by entering the number of the verse and pressing **ENTER**. This enables the congregation to easily follow the flow of the service. The **Page Down Key** also advances the next item in the schedule.

Running EasyWorship For The First Time

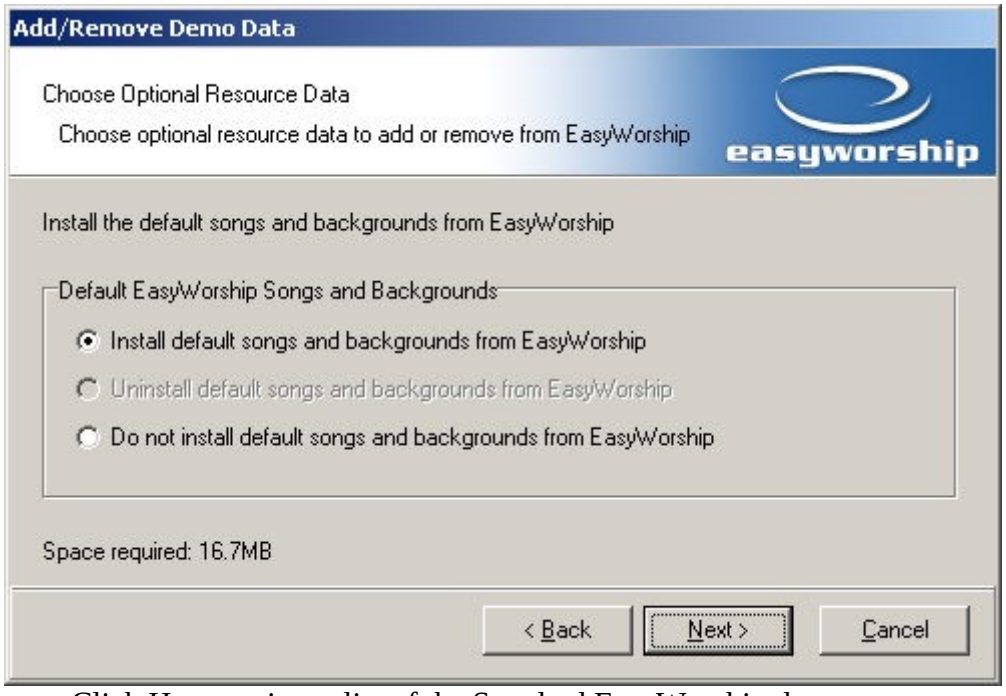
When launching EasyWorship for the first time, a prompt will appear to install the demo data that comes with EasyWorship.
This demo data consists of 200+ public domain hymns like "The Old Rugged Cross" and "Amazing Grace". With the 200+ songs, 20+ videos and 100+ still image backgrounds will be added to the backgrounds palette. There is also an option to install 100+ songs from GreatWorshipSongs.com. These features are not required for EasyWorship to operate. These features may be installed or uninstalled at any time. ***See:***Adding and Removing Demo Songs. Use the instructions below to install them upon running EasyWorship for the first time.

> **Notes**
> *If EasyWorship is installed from an **internet download**, it **will not** install any video backgrounds, and will only install **21 still image** backgrounds in the backgrounds palette. **The extra videos and images are not included** in the downloaded version **due to their size**. All of the songs that we offer including the GreatWorshipSongs come with the internet download. If the software is installed from the CD after a web install, all of the video and still image backgrounds will be copied to **Your profile\Resources** folder. **See:** Locating Your Profile Data to find your profile. Use the instructions from How Do I Add Videos To the Background Pallet? and Background Options to add them to the background palette.*

1. When opening EasyWorship the first time the Add/Remove Demo Data window will appear.
2. Select **"Install songs from GreatWorshipSongs.com now",** To install the 100+ classic and contemporary songs from GreatWorshipSongs.com.
3. Click **Next.**

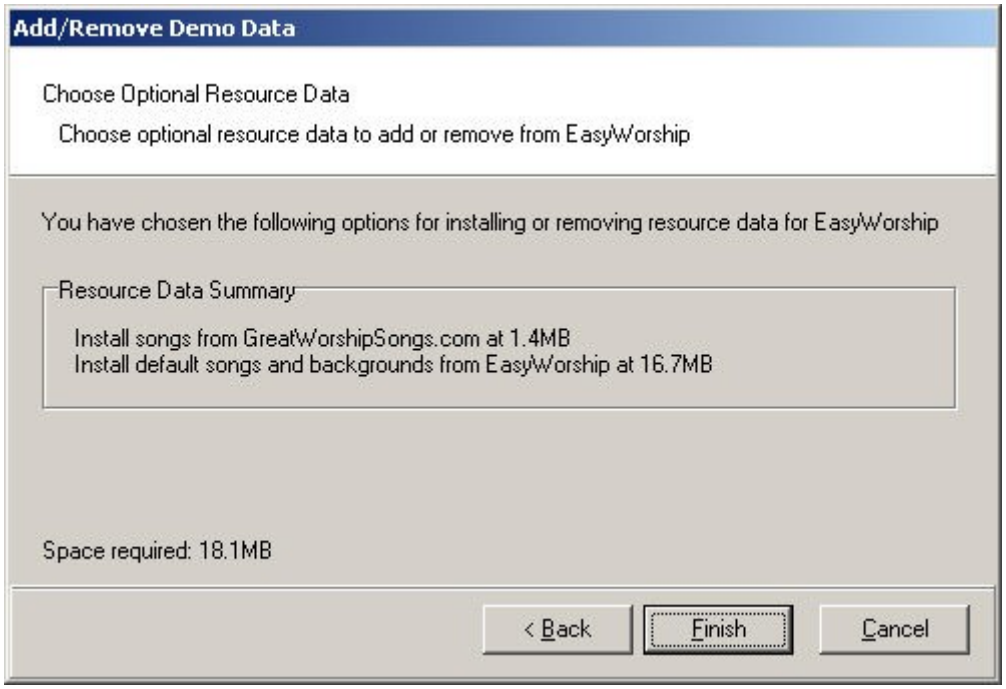
Click Here to see a list of the songs we offer from GreatWorshipSongs.com.

4. Select **"Install default songs and backgrounds from EasyWorship",** to install the default backgrounds and songs from EasyWorship.
5. Click **Next.**



Click Here to view a list of the Standard EasyWorship demo songs.

6. Click **Back** to change the previous selections or click **Finish** to proceed with installation of the EasyWorship demo data.
    - A window will now appear with a summary of the choices selected.

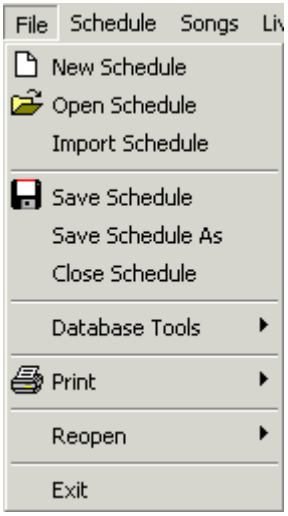


For help getting your monitors setup to run EasyWorship ***See:*** *Enabling Dual Monitors*

EasyWorship Tool Bars and Menus

Menus

File Menu



New Schedule: Allows you to create a new schedule file. Much like creating a new Word document or PowerPoint presentation.
The Schedule in EasyWorship contains all the songs including their lyrics and backgrounds, PowerPoint files, Images, Videos and feeds for a service.

Open Schedule: Allows you to open a previously saved schedule file. This allows you to browse your hard drive to a schedule file you have saved, much like opening a PowerPoint presentation file.

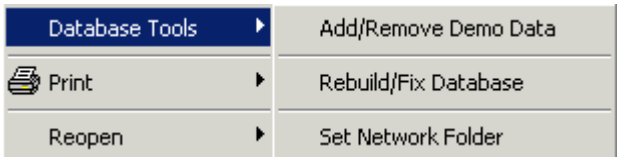
Import Schedule: Allows you to merge two schedules together. For example, if the Pastor wants to create a schedule with all the scriptures he wants to use and a PowerPoint slide show for his sermon notes, you can import that into the schedule you created you created for the song service.

Save Schedule: When working on a schedule you always want to save what you are working on. Use this function to save your schedule file.

Save Schedule As: This function allows you to save your schedule in a different location or as a different name.

Close Schedule: Allows you to close the current schedule you are working on without closing the EasyWorship program.

Database Tools: Contains multiple database tools explained below.

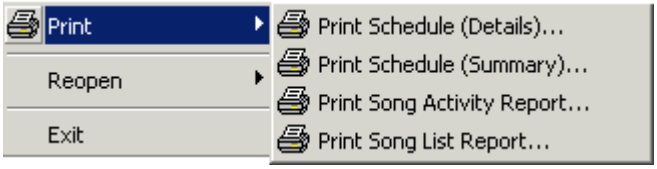


Add/Remove Demo Data: Allows you to remove the songs from GreatWorship songs. If you have not upgraded from an older version you can remove the demo songs and backgrounds from EasyWorship. This will not remove songs you have added or updated in the database.

Rebuild/Fix Database: This is a tool that checks the database for errors and fixes them.

Set Network Folder: Allows you to put your song data somewhere else on your hard drive or on a server, so that other people can share the database. Only one user can use the database at a time.

Print: Contains multiple printing features explained below.



Print Schedule (Details)...: You can print the song lyrics for your current schedule. You can quickly access this feature by clicking the print icon on the toolbar.

Print Schedule (Summary)...: Prints a list of the songs used in the schedule without the song text.

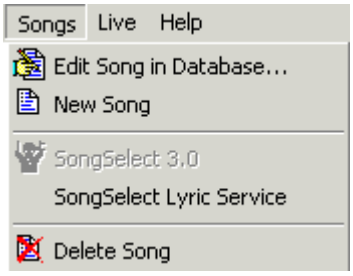
Print Song Activity Report...: Prints a list of the songs you have added to the database, printed and displayed for reporting to CCLI.

Print Song List Report...: Prints a list of all the songs in your song database.

Reopen: Allows you to quickly reopen recently created Schedules.

Exit: Closes the EasyWorship program.

Songs Menu



Edit Song in Database...: Allows you to edit the currently selected song in the database. This is also a right click feature. Right clicking the song will give you the same option. ***See:***Editing Songs

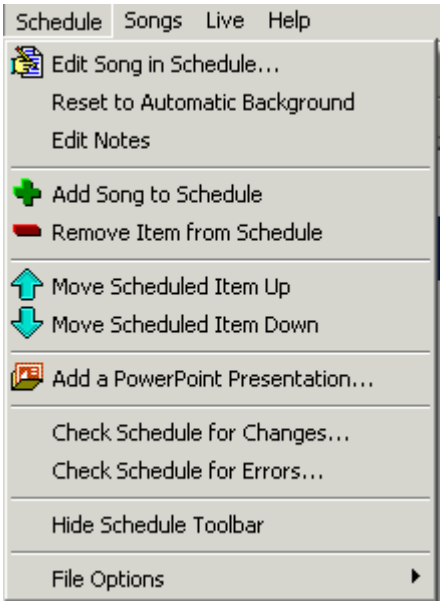
New Song: Creates a new song in the Song database. ***See:***Adding Songs

SongSelect 3.0: Allows you to import songs from the Old SongSelect service that CCLI used to provide.

SongSelect Lyric Service: Allows you to import songs directly from the CCLI SongSelect website. ***See:***Downloading Songs from the CCLI SongSelect Lyric Service

Delete Song: Removes the currently selected song in the database from the database. **Caution:** There is no recycle bin or trash for EasyWorship songs. When you delete it, it is gone.

Schedule Menu



Edit Song in Schedule: Allows you to edit the currently selected song in the schedule. This is also a right click feature. Right clicking a song in the schedule will give you the same option. ***See:*** To edit a song in the schedule only

Reset to Automatic Background: Resets the background for the currently selected song to Auto instead of the assigned background. This is also a right click feature.

Edit Notes: Allows you to change the notes for a song in the schedule. This is also a right click feature.

Add Song to Schedule: Adds the song selected in the database to the current schedule. This is a right click feature and a drag and drop feature.

Remove Item from Schedule: Removes the selected item in the schedule from the schedule. This is also a right click feature.

Move Schedule Item Up: Moves the selected item up in the schedule. This is a right, drag and drop and schedule toolbar feature.

Move Schedule Item Down: Moves the selected item down in the schedule. This is a right, drag and drop and schedule toolbar feature.

Add a PowerPoint Presentation...: Allows you to find a PowerPoint file on your hard drive and add it to your schedule.

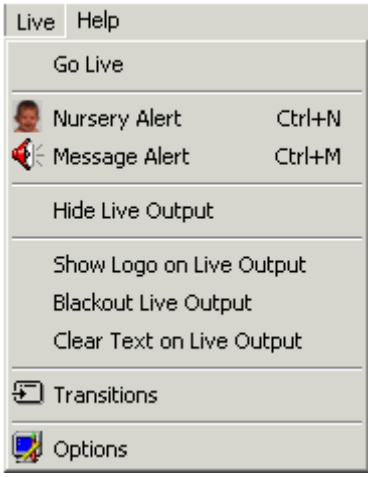
Check Schedule for Changes...: Checks the items in the schedule against the database. If an item is different from what is already in the database or a new item, EasyWorship will give you choices for what to do with that item. ***See:***Check schedule for Changes

Check Schedule for Errors...: Checks the schedule to make sure it can find all of the images, videos and backgrounds used in the schedule. If EasyWorship cannot find one of them, it will ask you what to do about the error. ***See:***Check Schedule for Errors

Hide/Show Schedule Toolbar: Turns **off** or **on** the Schedule toolbar on the right side of the schedule area.

File Options: ***See:*** File

Live Menu



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

Nursery Alert: Allows you to enter the number or name of a child in the child care area to notify the parents they are needed. ***See:*** Using Nursery Alert and Nursery Alert Tab

Message Alert: Allows you to add messages to the screen without creating a song. ***See:***Using Messages Alert and Message Alert Tab

Hide/Show Live Output: This turns **off** or **on** EasyWorship's output to the projector. This is the same as clicking the Live button at the top of the Live window.

Show Logo on Live Output: This menu item sends the background you have selected to be the Logo to the projector screen. ***See:***Working With The Logo Button and Setting Transitions

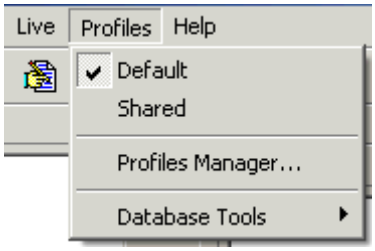
Blackout Live Output: This feature covers the output screen with a black screen. ***See:***Working With Black Clear and Logo Buttons and Setting Transitions**.**

Clear Text on Live Output: Clears the text of the current song from the screen leaving just the background you were using. ***See:***Working With Black Clear and Logo Buttons and Setting Transitions

Transitions: This feature allows you to setup song to song, slide to slide, black/un-black, clear/un-clear, logo/un-logo and video transitions.

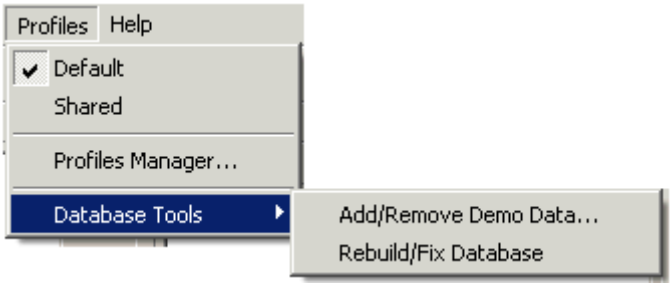
Options: Allows you to set the many different global options for EasyWorship. ***See:***Setting EasyWorship Options

Profiles



Profiles Manager...: Allows you to edit and create profiles in EasyWorship.
See:*Understanding Profiles*

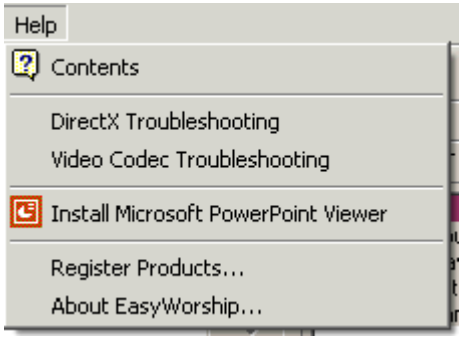
Database Tools: Contains multiple database tools explained below.



Add/Remove Demo Data: Allows you to remove the songs from GreatWorship songs. If you have not upgraded from an older version you can remove the demo songs and backgrounds from EasyWorship. This will not remove songs you have added or updated in the database.

Rebuild/Fix Database: This is a tool that checks the database for errors and fixes them.

Help Menu



Contents: Takes you to the Help file for EasyWorship.

DirectX Troubleshooting: Allows you to quickly determine if DirectX support is enabled. If DirectX support is not enabled, EasyWorship will give you the option of enabling DirectX support.

Video Codec Troubleshooting: Allows you to see how EasyWorship is processing the videos you are displaying in EasyWorship by showing you what codecs are being used to decode the video.

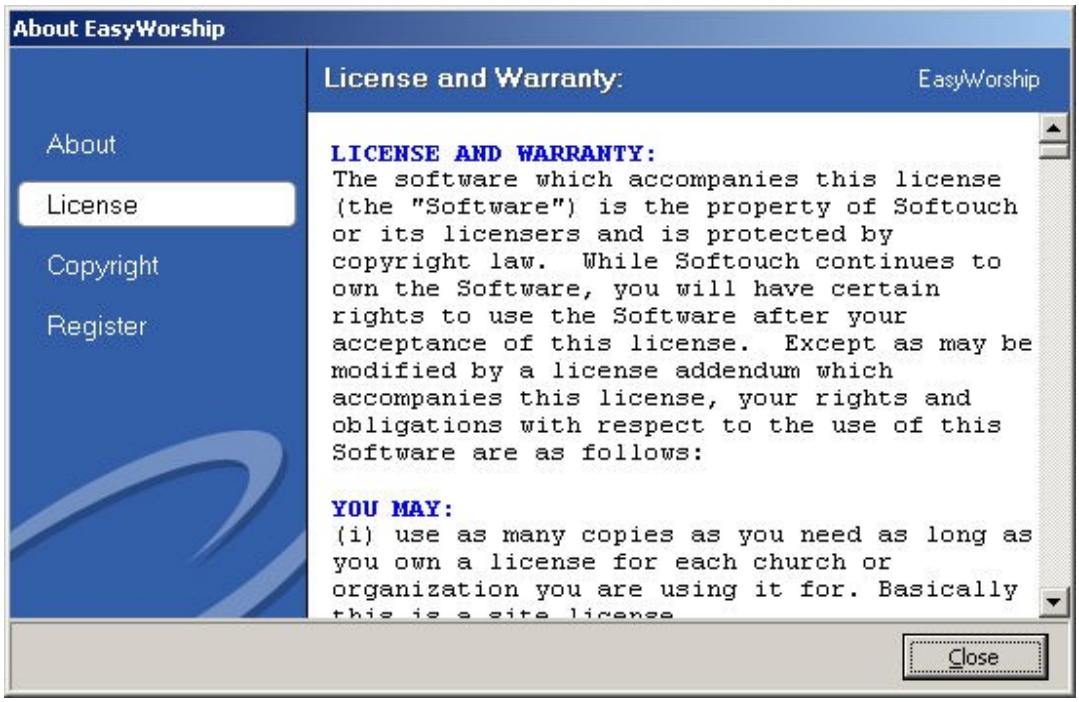
Install Microsoft PowerPoint Viewer: Allows you to download and install PowerPoint Viewer 2007. This will only show up if Microsoft PowerPoint 2007 Viewer or Microsoft PowerPoint 2007 are not installed on your computer.

Register Products...: Allows you to enter your registration information if you haven't registered EasyWorship. Also allows you to enter serial numbers for new bibles you have purchased. If you are having problems registering a bible or EasyWorship, ***See:***Activating and Registering EasyWorship, or Incorrect Serial Number!

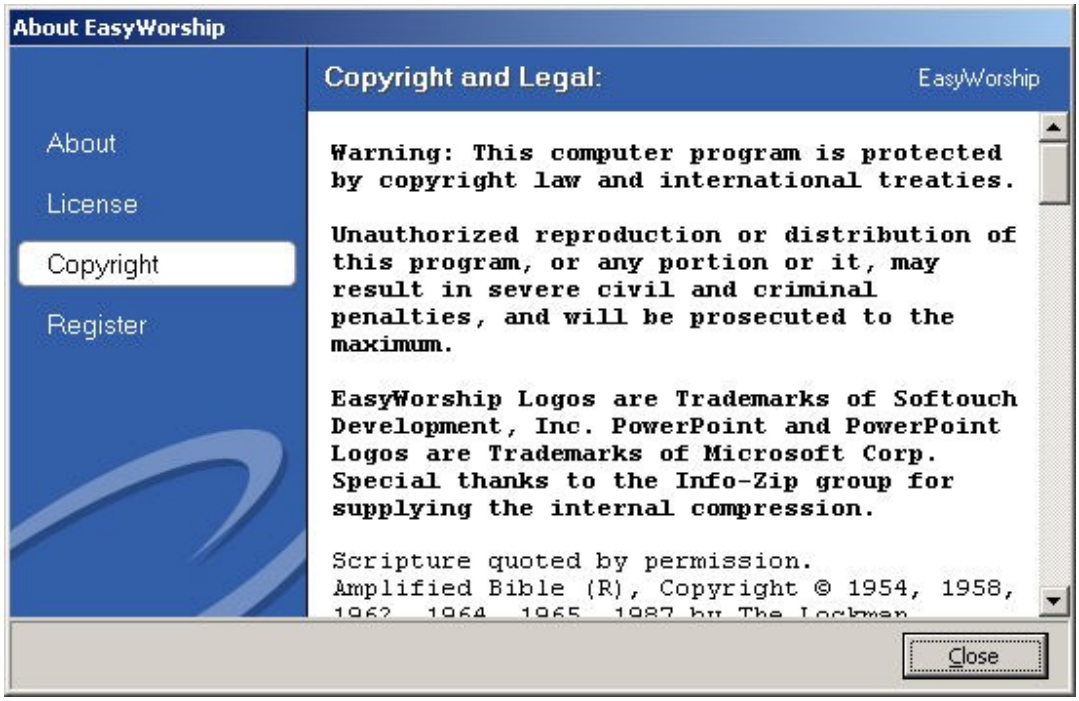
About EasyWorship...:

About: Tells you what version of the software you have. It also tells you who the software is registered to and what serial number was used.

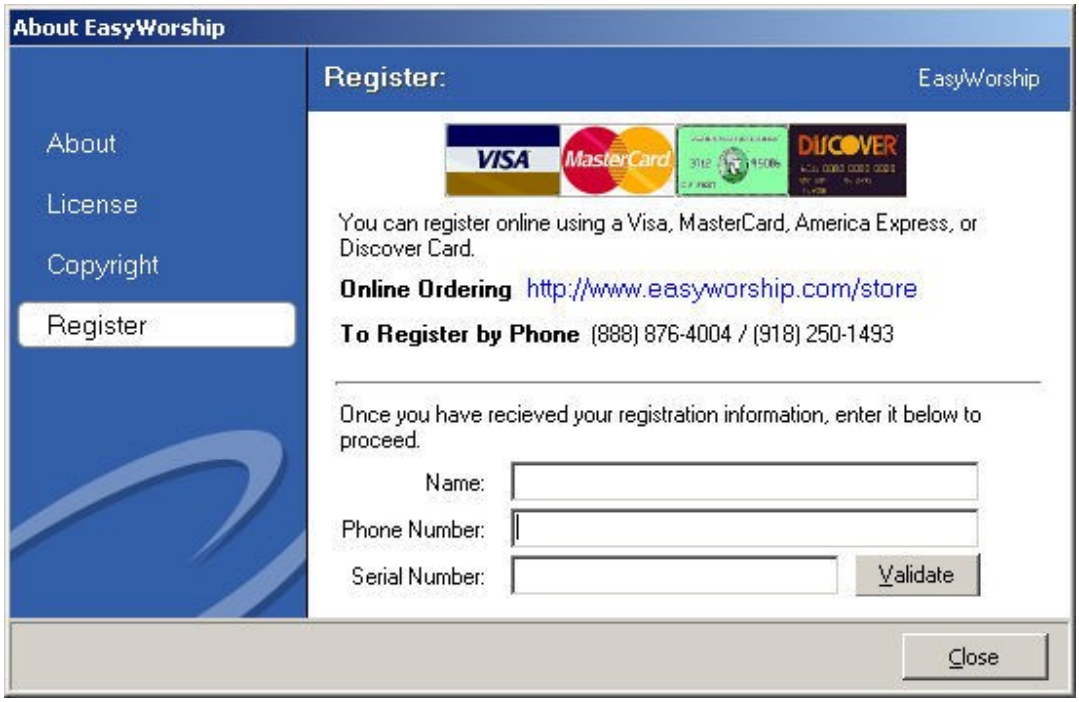
License: Gives you the License and Warranty of the software. If you want to know how our licensing works, or if you want to know what our return policy is. You can look here to find it.



Copyright: Gives you all of the copyright information pertaining to the bibles we offer in EasyWorship. This is the copyright information you would see in the front of a bible.



Register: Allows you to enter the registration information we sent to you via email or snail mail. This registers your copy of EasyWorship and takes it out of trial mode. ***See:***Activating and Registering EasyWorship



Toolbars

EasyWorship Main Toolbar

- **New Schedule:** Allows you to create a new schedule file. Much like creating a new Word document or PowerPoint presentation.
The Schedule in EasyWorship contains all the songs including their lyrics and backgrounds, PowerPoint files, Images, Videos and feeds for a service.

- **Open Schedule:** Allows you to open a previously saved schedule file. This allows you to browse your hard drive to a schedule file you have saved, much like opening a PowerPoint presentation file. The Drop Down arrow gives you the option to select a previously saved schedule from a list.

- **Save Schedule:** When working on a schedule you always want to save what you are working on. Use this function to save your schedule file.

- **New Song:** Creates a new song in the Song database. ***See:***Adding Songs

- **Edit Song:** Edits the currently selected song. ***See:***Editing Songs

- **Print Schedule (Details)...:** You can print the song lyrics for your current schedule.

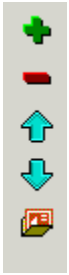
- Options: Allows you to set the many different global options for EasyWorship. ***See:***Setting EasyWorship Options

- Transitions: This feature allows you to setup song to song, slide to slide, black/un-black, clear/un-clear, logo/un-logo and video transitions.

- Nursery Alert: Allows you to enter the number or name of a child in the child care area to notify the parents they are needed. *See:* **Using Nursery Alert** and Nursery Alert Tab

- Message Alert: Allows you to add messages to the screen without creating a song. *See:*Using Messages Alert and Message Alert Tab

Schedule Toolbar



- Add Item to Schedule: Adds the song selected or media item to the current schedule. This is a right click feature and a drag and drop feature.

- Remove Item from Schedule: Removes the selected item in the schedule from the schedule. This is also a right click feature.

- Move Schedule Item Up: Moves the selected item up in the schedule. This is a right, drag and drop and schedule toolbar feature.

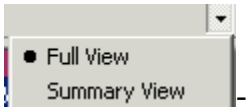
- Move Schedule Item Down: Moves the selected item down in the schedule. This is a right, drag and drop and schedule toolbar feature.

- Add a PowerPoint Presentation...: Allows you to find a PowerPoint file on your hard drive and add it to your schedule.

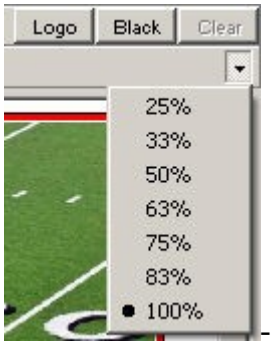
Preview

Background - Allows you to select a global background for the songs in the schedule and currently being previewed.

Go Live>>> - Sends the current item in the Preview area to the Live area.

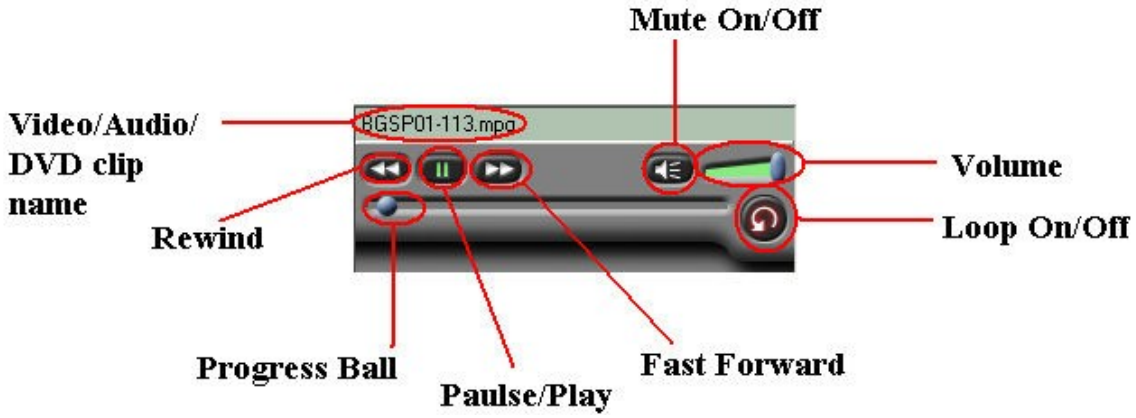


- Allows you to change the live view to show all of the text (Full View) or just the first line of each slide (Summary View).

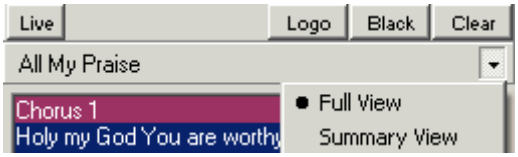


- When using PowerPoint files, the drop down arrow allows you to change the size of the thumbnails. ***See:***Using PowerPoint Files

VCR Controls - Allows you to pause, play, rewind, fast forward, mute, adjust volume and tun looping on and off for videos, DVD clips and audio files. Not all functions are available when using a video as a background.



Live



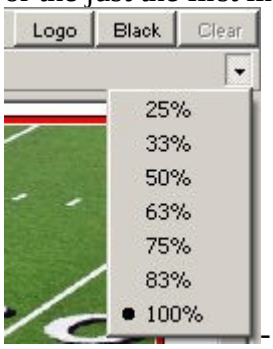
Live - Turns EasyWorship output on or off.

Logo - Turns Logo on or off. ***See:***Working With The Logo Button

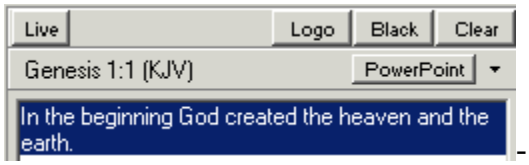
Black - Blacks the screen out. ***See:***Working With Black Clear and Logo Buttons

Clear - Clears the text of the current song from the screen. ***See:***Working With Black Clear and Logo Buttons

- Allows you to change the live view to show all of the text **(Full View)** or the just the first line of each slide (**Summary View**).

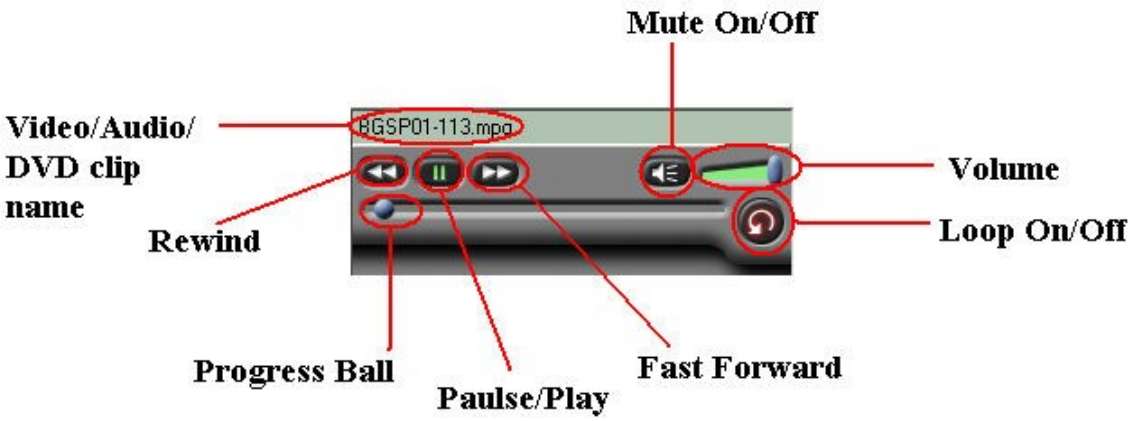


- When using PowerPoint files, the drop down arrow allows you to change the size of the thumbnails. ***See:***Using PowerPoint Files



- When going live with a scripture while showing a PowerPoint slide show, EasyWorship allows you to jump back into the PowerPoint file you were displaying by clicking the PowerPoint button. This feature only works with PowerPoint files and Scriptures.

VCR Controls - Allows you to pause, play, rewind, fast forward, mute, adjust volume and tun looping on and off for videos, DVD clips and audio files. Not all functions are available when using a video as a background.



Using Messages Alert

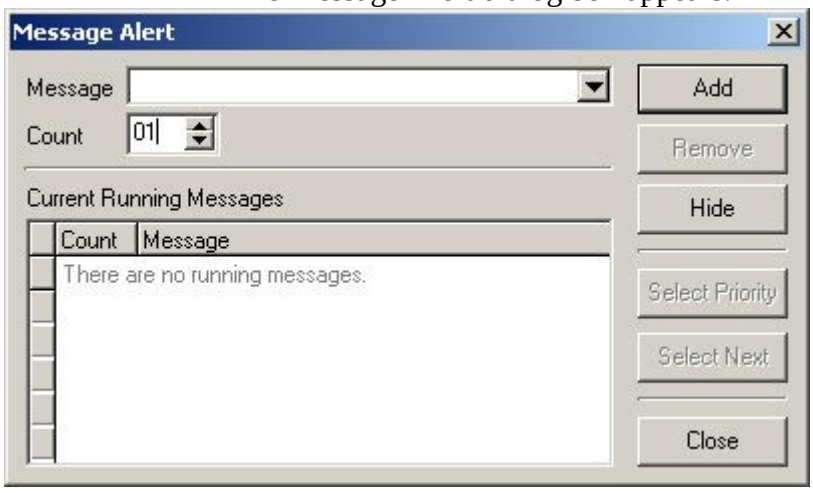
EasyWorship allows you to display messages to the congregation. You can add, remove, hide, and scroll messages. You can also set a priority message, and control the order in which messages are displayed.

1. Click the **Message Alert** icon on the toolbar.

-Or-

- On the **Live menu**, click **Message Alert**.
- You can also press **CTRL+M** on the keyboard to display the Message Alert dialog box.

The Message Alert dialog box appears.



To add a message:

1. In the **Message** box, type or select the message that you want to display.
2. In the **Count** box, type or select the number of times that you want to display the message.
3. Click **Add** to add the message to the Current Running Messages list.

- The messages in the Current Running Messages list are displayed to the congregation in the order that they appear in the list.
- The Arrow to the left of the Count column indicates which message is currently being displayed.
- The Count column shows a "count down" of the messages as they are displayed.
- If you do not want the messages displayed to the congregation, click Hide.
- To display the messages again, click Show.

To remove a message:

1. In the Current Running Messages list, click the message that you want to remove.
2. Click **Remove**.

To select a priority message:

1. In the Current Running Messages list, click the message that you want to display first.
2. Click **Select Priority**.

- You can also manually control the order of the messages as they are being displayed to the congregation using the Display Next command.

To select the next message:

1. In the Current Running Messages list, click the message that you want to display next.
2. Click **Display Next**.

Changing the message alert options:

1. On the **Live** menu click Options
2. then click the **Message Alert** tab.

- For more details, ***See:*** the Message Alert Tab section.

Deleting a message from the Message drop down list:

1. Click the drop down list to show the list of messages already entered.
2. Use the arrow keys on the keyboard to select the message you want to delete.
3. Press the delete key on the keyboard.

Using Nursery Alert

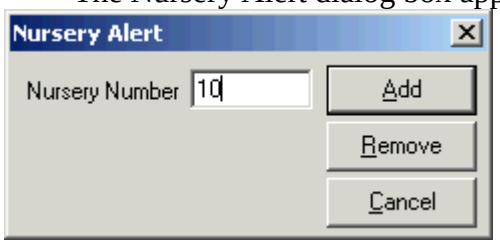
EasyWorship allows you to quickly display a number, or set of numbers, which you have assigned to each child in the nursery. You can alert the parents in the congregation by displaying their child's number in one of the corners of the screen. This lets a parent know when they are needed in the nursery.

To add or remove a nursery alert:

1. Click the Nursery Alert icon on the toolbar.

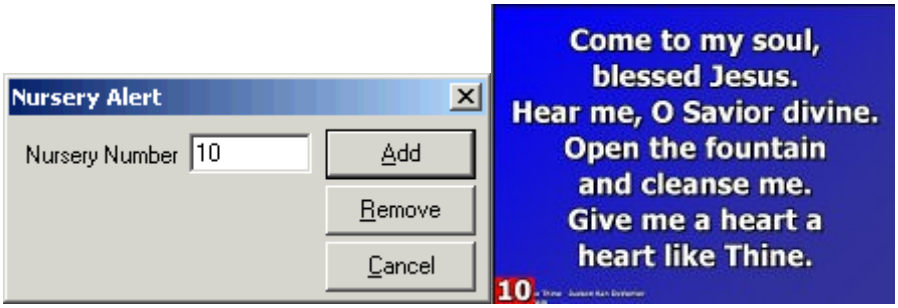
-Or-
Click on the **Live** menu and click **Nursery Alert**.
You can also press **CTRL+N** on the keyboard to display the Nursery Alert dialog box.

The Nursery Alert dialog box appears.

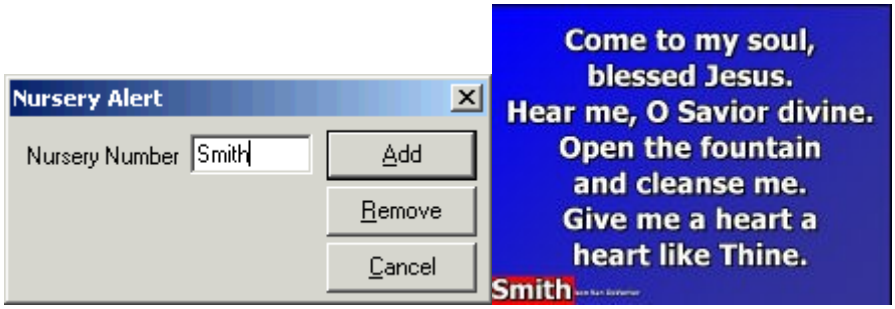


2. Enter the parent number or name in the **Nursery Number** box.
3. Click **Add** to display the nursery alert.
    - Click Remove to take the number off the display.
4. You can type multiple numbers. Separate them with a space, not a comma. A comma will not work with this display engine.

You Can use a Number



You can also use a Name



You can add multiples that will disappear in the order you added them, by repeating steps 1-3.

Notes

*To change the nursery alert options, on the **Live** menu, click **Options**, and then click the **Nursery Alert** tab. For more details, See: the Nursery Alert Tab section.*

Working With The Logo Button

EasyWorship allows you to easily display a background assigned to the Logo button. The button appears next to the Black and Clear buttons above the Live area. This is a toggle button that will toggle on and flash red and can be toggled off just as you would the Black or Clear buttons.

To Assign a background to the Logo button:

1. Click the **Background** button above the **Preview** area.

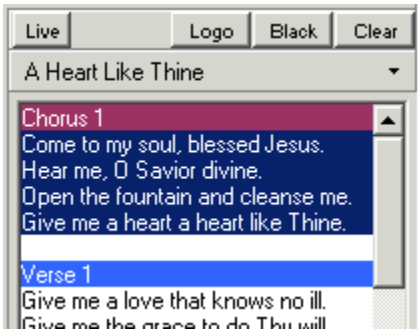
2. The Background palette window appears displaying the thumbnails of the backgrounds you have added to this palette.
3. **Right click** on the image or video you want to assign to the **Logo** button.
4. Click **Set as Logo**.

Notes

*To add a background to the background palette, **See:** Adding Backgrounds.*

Working With Black, Clear and Logo Buttons.

The black clear and logo buttons appear at the top right of the Live area.
They are toggle on and off buttons. When toggled, on these buttons will blink red.



- **Logo -** Brings an image or video to the screen that you have already defined. ***See:***Working With The Logo Button

- **Black** - Transitions to a black screen according to the transitions you have set; one transition going to Black and From Black. ***See:*** Setting Transitions
- **Clear** - Clears the text from the screen, using the transition selected. (***See:*** Setting Transitions), leaving the background running,

Drag and Drop Features

Drag and Drop refers to clicking on an item and holding down the left mouse button. As you hold down the button on an item, you can move it to the desired location and release or drop the item. Following are the areas in which you can use the Drag and Drop Feature:

Items Within EasyWorship:

1. Click on the Songs, Scriptures or Media Tabs and select the item you wish to drag into the schedule.
2. Drag the item and release it into the schedule area.
3. To remove an item from the schedule area, click the button on the schedule pane or right click on the item and click Remove from Schedule.
4. You can also drag backgrounds onto a song in the schedule area. ***See:*** Assign Background to song

Items outside EasyWorship into EasyWorship:
EasyWorship allows you to drag and drop saved schedules, videos, and images into EasyWorship. You can drop them into the following areas: Schedule, Videos resource area, Images resource area, Backgrounds/Options palette.

Schedule Files:

1. Resize the working screen of EasyWorship into a smaller working window.
2. Drag any saved schedule file from anywhere in Windows into your schedule area in EasyWorship

Video Files:

1. Resize the working screen of EasyWorship into a smaller working window.
2. Drag and drop any video file from anywhere in Windows into the Media\Videos resource area of EasyWorship.

Notes
It will not add this file to ***Your Profile Folder*** */Resources/Videos folder. This feature only adds the thumbnail to the Videos palette in the resource area and actually is a thumbnail representing a shortcut to its previous location. If you wish to add that video to the Videos resources database, you will want to manually add the file to:* ***Your Profile Folder*** */Resources/Videos* ***See:****Locating Your Profile Data to find out how to find your resources folder.*

See: *Working with Videos.*

Images Files:

1. Resize the working screen of EasyWorship into a smaller working window.
2. Drag and drop any video file from anywhere in Windows into the Media \ Images resource area of EasyWorship.

Notes
It will not add this file to the Images folder. This feature only adds the thumbnail to the Videos palette in the resource area and actually is a thumbnail representing a shortcut to its previous location. If you wish to add that video to the Images resources database, you will want to manually add the file to: ***Your Profile Folder*** */Resources/Images* ***See:****Locating Your Profile Data to find out how to find your resources folder. Also* ***See:*** *Working with Images.*

Background Files:

1. **Resize** the working screen of EasyWorship into a smaller working window.
2. Click on the **Backgrounds button** above the **Preview area**.
3. Click on **Options**.
4. The **Backgrounds Options** window will now appear.
5. **Drag and drop** any video file from anywhere in Windows into the Media \ Images resource area of EasyWorship. You will now have that background to Modify or use "as is" in the Backgrounds palette. Click **OK**. For more information on Modifying Backgrounds ***See:*** Modifying Backgrounds.

Notes
If you ever delete, move or rename the file associated with the thumbnail you Drag and Dropped into EasyWorship, you will receive an Exclamation Point error. ***See:*** *Exclamation Points On My Thumbnails*

EasyWorship Shortcut Keys

General Usage:
Shift+Enter - In the Song Editor - Allows you to put extra spacing between lines of text without making the next line go to a new slide.
Ctrl+A - Selects all of the text in the text editor.
Ctrl+C - Copies the selected text to the windows clipboard.
Ctrl+X - Cuts the selected text to the windows clipboard.
Ctrl+V - Pastes the text in the windows clipboard into the text editor.
Ctrl+Z - Undo - Reverses the last action taken.
Ctrl+Y - Redo - Reverses and Undo.

Presentation HotKeys:

HOME - First Slide
END - Last Slide
DOWN - Next Slide
UP - Previous Slide
RIGHT - Next Schedule Item
LEFT - Previous Schedule Item
PAGE DOWN - Go Live
Ctrl+C - Clear text from the screen
Ctrl+B - Black screen
Ctrl+L - Logo - Replaces anything on the screen with the logo you have assigned.
See:*Working With The Logo Button*

V <Enter> - to take you to the first Verse (song tag)
C <Enter> - to take you to the first Chorus (song tag)
R <Enter> -to take you to the first PRE-CHORUS (song tag)
T <Enter> - to take you to the first Tag (song tag)
B <Enter> - to take you to the first Bridge (song tag)
I <Enter> -to take you to the first Intro (song tag)
E <Enter> - to take you to the first End (song tag)

V# <Enter> - to take you to Verse #
C# <Enter> - to take you to Chorus #
R# <Enter> -to take you to PRE-CHORUS #
T# <Enter> - to take you to Tag #
B#<Enter> - to take you to Bridge #
I# <Enter> - to take you to Intro #
E#<Enter> - to take you to End #
 # <Enter> - to take you to Slide #
<CTRL-SPACE> - Switch between live and main screen in single monitor mode

See: Changing EasyWorship Hotkeys

How Do I Use the Schedule?

See: Using the Schedule

Songs

Adding Songs

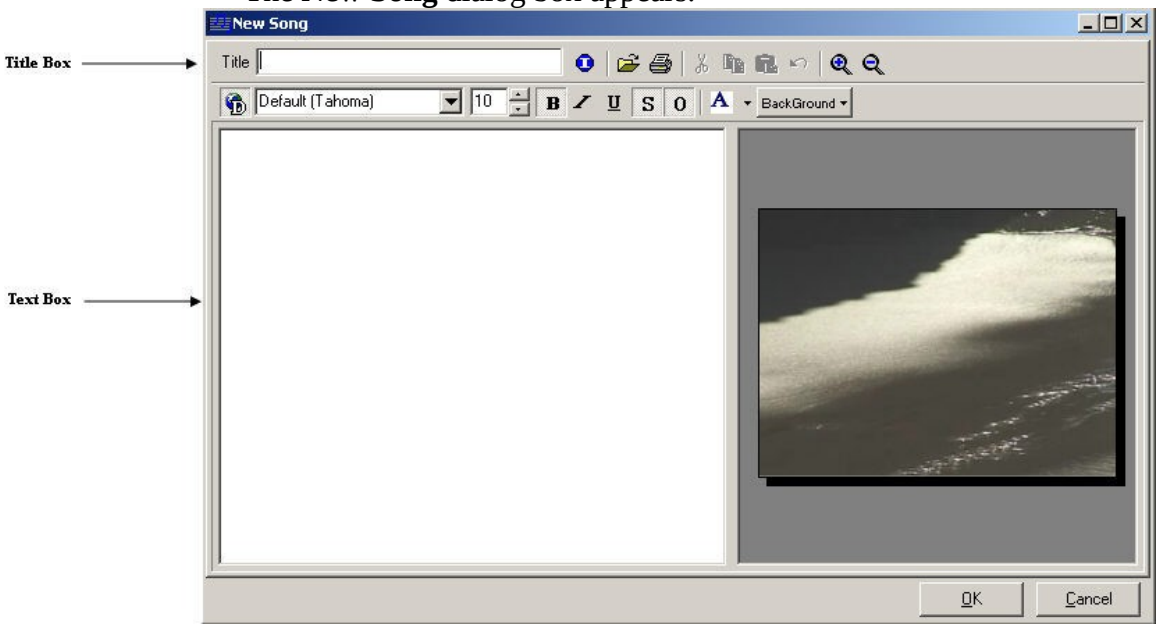
The EasyWorship New Song dialog box allows you to add a new song to the songs resource area database by typing it, or by importing it. In addition, you can use common Windows features such as cut/copy and paste to enter text into EasyWorship. EasyWorship can import Rich Text, HTML, Word, Windows Write, WordPerfect, and Works for Windows files. You can also save miscellaneous text to use in your presentations. Miscellaneous text is saved into the songs database, so make sure that you name it something that you can easily find (e.g., *Misc. Text...*).

1. Click the **New Song** icon on the toolbar.

-Or-

On the **Songs** menu, click **New Song**.

The **New Song** dialog box appears.



To type a song:

1. Type a name for the song in the **Title** box.
2. Click the desired font and size for the text, and use the toolbar buttons to choose a style, color, and fill effects for the text. For more information on using the Fill Effects dialog box ***See:*** Adding Backgrounds.
3. If you want to add a tag (color label) to the slide, right click in the text box, point to **Insert Song Tag**, and then click one of the tag types. The desired tag appears in the text box.
    - EasyWorship will automatically recognize the song tag when it is typed in and will color code it for you.

- Notes can also be added to the song tag. ***See:*** Notes Inside a Song

4. Type the lyrics for the song in the Text box.
6. To add a new slide, either insert another tag in the text box, or press **ENTER**.
    - If you want to place a blank line(s) within a slide, press **SHIFT+ENTER**.
7. Click **OK** when you are satisfied with the song.

To import a song or text:

1. Click the Import icon . The Windows **Open** dialog box appears allowing you to locate the desired file.
2. Click **OK** when you have located the file. The song or text appears in the Text box where you can edit and format it.

Notes

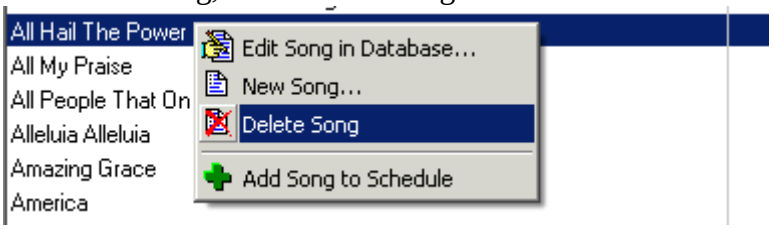
- *Many of the toolbar buttons have a third state; red. The red state indicates that the default setting has been overridden and that you have edited the text attributes. To change the text attributes back to the default, click the Default button, or click the down arrow next to the paint can, and then click Automatic.*
- *You can also copy and paste the text into the Text box.*
- *EasyWorship has an auto format feature which makes the text always fit on the slide. Even if enough lines are added, the text gets smaller.*
- *To edit the appearance of **song tags**: on the **Live** menu, click **Options**, click the **Songs** tab, and then click **Label Color Coding**.*

Deleting Songs

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

To delete a song:

1. In the Resource area, locate the song that you want to delete.
2. Right click on that song, click Delete Song.



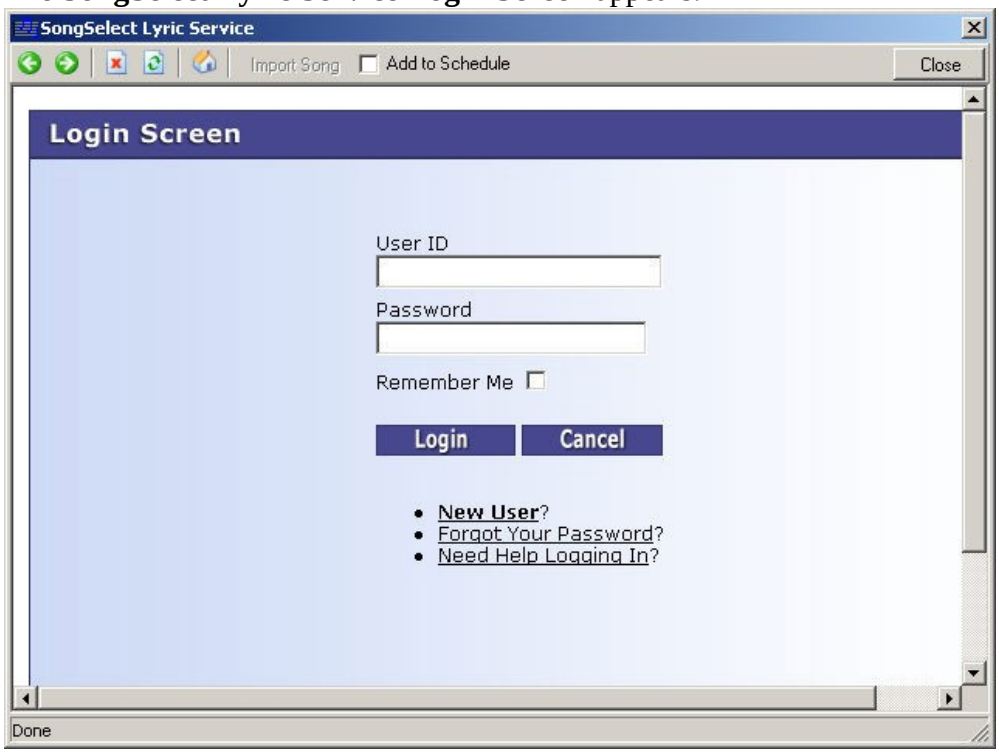
3. Click Yes to permanently delete the song from the songs database.

Importing Songs 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 http://www.ccli.com.

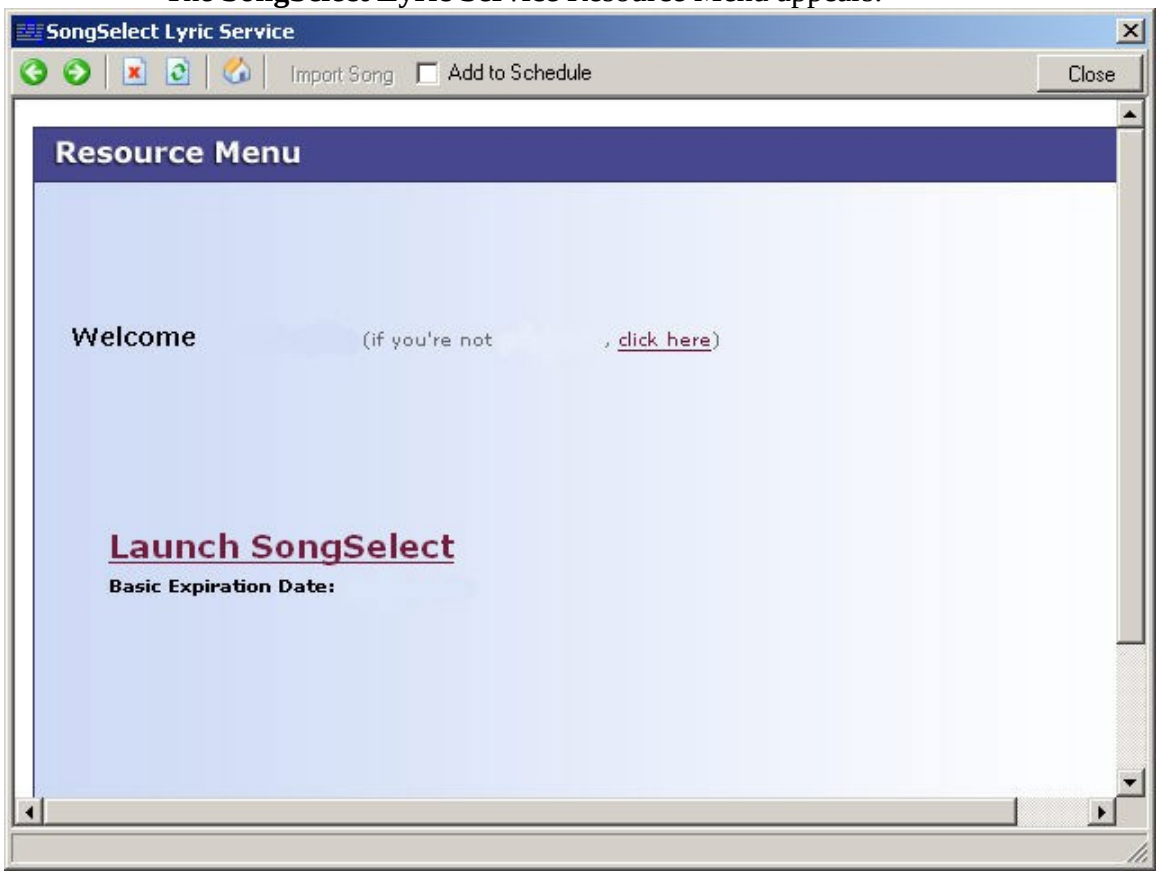
To download a song from CCLI's™ SongSelect Lyric Service:

1. On the **Songs** menu, click **SongSelect Lyric Service**.
   The **SongSelect Lyric Service Login Screen** appears.



2. Type your user identification number in the **User ID** box.
3. Type your password in the **Password** box.

4. Click **Login**.
   The **SongSelect Lyric Service** Resource Menu appears.



5. Click **Launch SongSelect**.
6. Locate and click on the link for the song that you want to download.
7. Click **Import Song**.

The **Copy Song to EasyWorship** dialog box appears.

8. Make any changes you would like, then click **OK** to copy the song to EasyWorship.

The song is copied to the EasyWorship Songs database and appears alphabetically in the Songs resource area. To edit the song, ***See:*** *Editing Songs*.

9. Click **Close** to exit CCLI's™ SongSelect Lyric Service.
    - To download additional songs from CCLI's™ SongSelect Lyric Service, repeat Steps 6 and 7

Notes

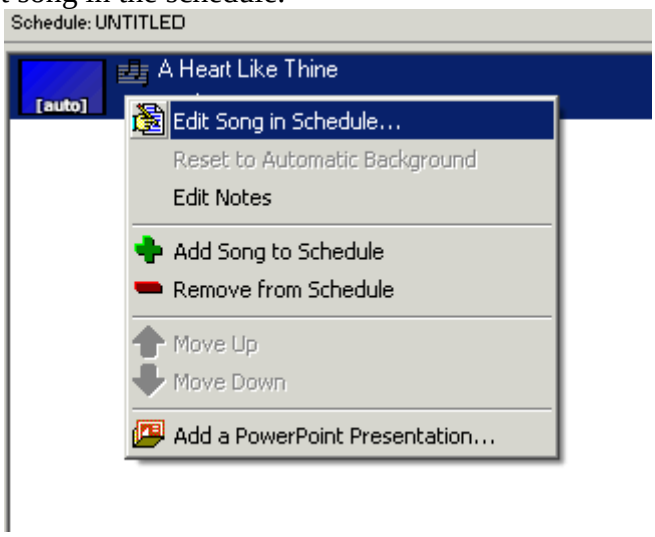
- *You must be connected to the Internet to download a song from CCLI's™ SongSelect Lyric Service.* ***See:*** *Internet Connectivity under Troubleshooting if you are unable to access SongSelect from EasyWorship.*
- *You must have a CCLI™ License and SongSelect Subscription to use this feature. Go to www.ccli.com to find out how to get an account.*

Editing Songs

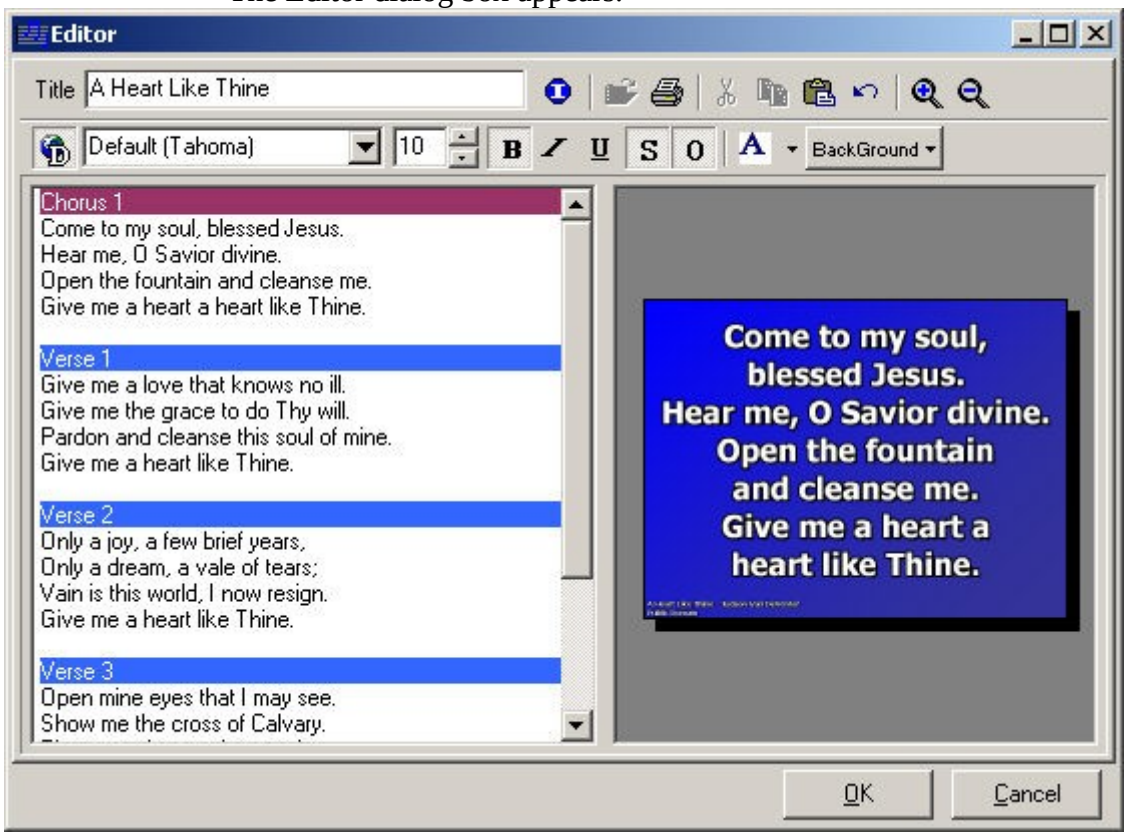
The EasyWorship Editor allows you to edit songs, miscellaneous text, and song information. You can choose to edit songs in the schedule for changes saved to the song only for that schedule and/or you can edit permanent changes for the song in the song resource area.

To edit a song in the schedule only:

1. In the Schedule area, select the song to be edited
2. Right click on the song.
3. Click on edit song in the schedule.



The Editor dialog box appears.



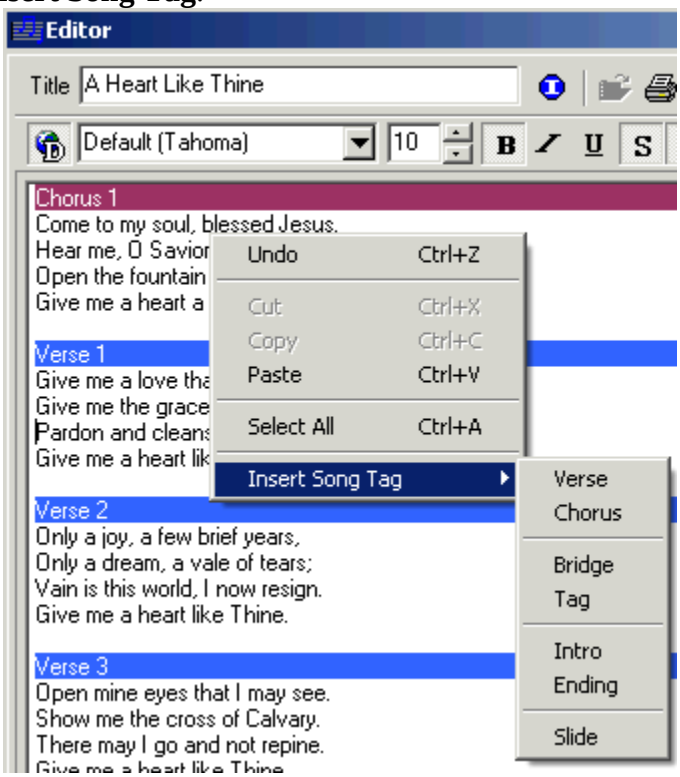
4. Use the text area as a standard text editor to type in text or change text as needed.
5. Use the toolbar to change the font and size of the text, the style, the color, and the fill effects or background.
6. Click **OK** when you are satisfied with the song.

To add a new slide:

1. Press **ENTER** in the text box where the new slide is to be added, and then type the new slide text.

-Or-

1. Right click in the text box where the new slide will be added.
2. Click on **Insert Song Tag**.



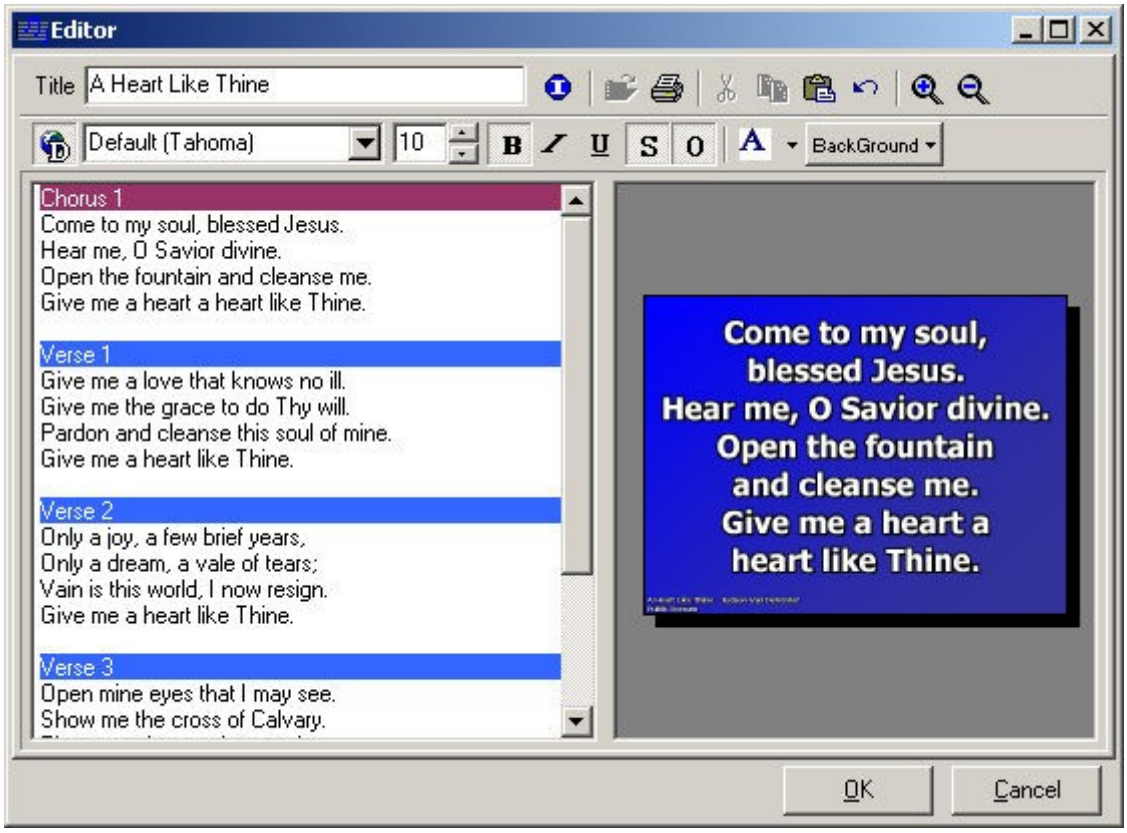
3. Then select one of the tag types.
4. The tag appears in the text box.
5. Then press **ENTER** to type the new song text.

To edit copyright information, author information, etc. ***See:*** Editing Copyright information under notes.

To edit a song in the song Resource area 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 in the database**.

The Editor dialog box appears.



5. Use the toolbar to edit the song text. You can change the font and size of the text, the style, the color, and the fill effects or background.
6. To add a new slide, press **ENTER** in the text box where you want to add the slide, and then type the new song text.

-Or-

1. Right click in the text box where you want to add the slide.
2. Select **Insert Song Tag**.
3. Then click one of the tag types. The tag appears in the text box.
4. Click in the tag to add additional text to the tag. You can also add parentheses and text. ***See:*** Notes_Inside_a_Song
5. To Adjust text, as you type, the words all fit on the slide and continue to get smaller, unless you break the verse up by pressing Enter (page breaks, or slide breaks). You can also add blank lines which will decrease the size of the text by holding down the Shift and Enter.
6. To edit copyright information, author information, etc. ***See: Editing Copyright information under notes.***
7. Click **OK** when you are satisfied with the song.

See: Using the Background Designer in the Song Editor and Using the Background Designer

Notes

- *To set global options that are applied to all songs,* ***See:*** *Songs Tab.*
- *Many of the toolbar buttons have a third state; red. This indicates that the default setting has been overridden and that you have edited the text attributes. To change the text attributes back to the default, click the Default button, or click the down arrow next to the paint can, and then click Automatic. If you delete or change the actual text, you can use* ***CTRL-Z*** *to undo the changes.*
- ***EasyWorship uses font sizes differently*** *than other Windows applications. EasyWorship font sizes are relative to the overall size of the slide screen. The text will never be larger than this relative percentage, which allows you to predetermine font size. Therefore, song text will never appear larger and you can keep the font size consistent. For example, in the New Song dialog box you can type new songs and EasyWorship automatically formats your slide as you type. You can highlight text and select the desire font height percentage while also decreasing it for other text on the same slide. For more information,* ***See:*** *Songs Tab.*
- *If you need to place a blank line within a slide, press* ***SHIFT+ENTER****. You will notice that more blank lines fill the slide and cause the text size to decrease.*
- *Click in the tag to add additional text to the tag.*
- *To set global options that are applied to all songs,* ***See****: Songs Tab.*
- ***Editing Copyright Information:*** *The CCLI # appears by default. A song is copyrighted, or you can add the copyright symbol and date to the information in the song editor. Once you have entered the CCLI#, it will automatically appear in each copyrighted song. To add CCLI #,* ***See:*** *Displaying Copyright Information.*
  - ** Click the Information icon to display the Song Information dialog box.*
  - ** Edit the desired information.*
  - ** Click* ***OK****.*

Font Sizing Explained

EasyWorship uses an auto font sizing feature that makes sure that your text always fits the screen. EasyWorship will use the largest size font possible to display your songs and scriptures. The following information explains how font sizing works in EasyWorship.

Desired Font Height Percentage:
EasyWorship sets the maximum size of the font by using the *Desired Font Height Percentage* to make sure the text doesn't get too large. The desired font Height Percentage is set for a percentage of the screen size instead of a point font size like most text editing programs.

See: Songs Tab for more info on changing the Desired Font Height Percentage.

No Minimum Font Height Percentage:
There is no minimum font size. When you begin to type text into a slide, the text will appear using the Desired Font Height Percentage. After you reach the maximum number characters that can fit on a line using the Desired Font Height Percentage, EasyWorship will either wrap the text to the next line or, if wrapping is no longer an option, EasyWorship will make the text smaller with the addition of more characters.

> **Example:** When you begin to type text into a song, you could be typing at 10%. If you continue to type without creating new slides, EasyWorship will continue to make the text smaller. The more text there is the smaller the text appears.

Text Size Continuity Within a Song:
By default EasyWorship will make all of the text in a song the same size. In order to accomplish this, EasyWorship looks at the slide with the most text on it to determine the text size of the rest of the slides. If you put more text on a slide than can fit using the desired font height percentage, EasyWorship will resize the text to fit. EasyWorship will then use that slide to determine the text size for the rest of the slides.

All text in a song is sized by the longest line of text in the entire slide set for that song. In the event that you have a line that is too long, you may break that line into multiple lines by pressing enter where the line wraps. If you press enter twice it will send the text after the cursor to a new slide. This, will reduce the amount of text on the slide to allow the text to appear larger. You will notice that the text in all of the slides will appear larger when that line or slide is split into a new line or slide.

> **Notes**
> *Auto wrapping can be disabled in Live/Options/Songs tab under Advanced. With auto wrapping turned off, EasyWorship will automatically start resizing the text when you have reached the maximum amount of text that can fit on a line. You will have to press enter at the end of the line to make sure the text isn't resized until you have reached the maximum amount of text for the slide.*

Changing Text Size Within A Slide:
You may select part of the text in a slide and increase the text size up to the Desired Font Height Percentage. EasyWorship may have to reduce the size of the other text in the slide in order for the selected text to appear larger. The font size in the song editor is a proportional size. It makes the selected text look larger, by shrinking the size of the other text. If you select the whole slide and try to increase the size, the size will not change. EasyWorship has already made the text on that slide as large as it can be for that slide. If this is not the case, you may need to check other slides in the song. ***See:*** *Text Size Continuity Within a Song*

No Songs Or Backgrounds in My New Install

If you did not load the demo songs, ***See:*** Adding and Removing Demo Data

Reporting and Printing Songs

EasyWorship allows you to track and generate the usage of songs for reporting and managing your repertoire of songs. For information on reporting the usage of songs, please contact Christian Copyright License Inc. (CCLI) at www.CCLI.com. EasyWorship also will print the list of the songs in your Songs resource area database. Each time you add, print or project a song, EasyWorship tracks that action and stores it for you in a viewable and printable file.

To Print a Song Activity Report:

1. On the Top Menu Bar, click on **File**.
2. A drop down menu will appear, highlight **Print**.
3. A side menu will appear, click on **Print a Song Activity Report**.
4. The Select Report Period window will appear. Enter the report period dates for which you need an activity report.
5. The report will appear and you can navigate the top menu bar for options on saving, printing, etc.

To Print a Song List Report:

1. On the Top MenuBar, click on **File**.
2. A drop down menu will appear, highlight **Print**.
3. A side menu will appear, click on **Print a Song List Report**.
4. The Song List will appear showing the numeric and alphabetical listing of the songs in your Songs resource area database. You can navigate the top menu bar options for printing, saving etc.

To Print a Schedule:

You can print the schedule you have saved. This is helpful to pass out to your staff so all can see the agenda for each presentation. You can print the schedule in both views, either details or summary view.

To Print Schedule (details)

1. On the Top Menu Bar, click on **File**.
2. A drop down menu will appear, highlight **Print**.
3. A side menu will appear, click on **Print Schedule (details)**.
4. Each song or item in the schedule will be available for printing, page by page, including all the words on each slide of that song, and the song information of copyrights, author, etc.
5. Navigate the top menu bar for options in printing and saving the detailed schedule report.
6. The report is saved in a proprietary form called a *.qrp file.

To Print Schedule (summary)

1. On the Top Menu Bar, click on **File**.
2. A drop down menu will appear, highlight **Print**.
3. A side menu will appear, click on **Print Schedule (summary)**.
4. Each song or item in the schedule will be available for printing, only by file name as it appears in the schedule.
5. Navigate the top menu bar for options in printing and saving the detailed schedule report.
6. The report is saved in a proprietary form called a *.qrp file.

Using .qrp files:

The qrp files can be opened using EasyWorship.

1. Click on file
2. Print Song List Report
3. Click the Load Report button at the top of the report screen.
4. Browse to the .qrp file saved from EasyWorship.
5. Select it and click Open.

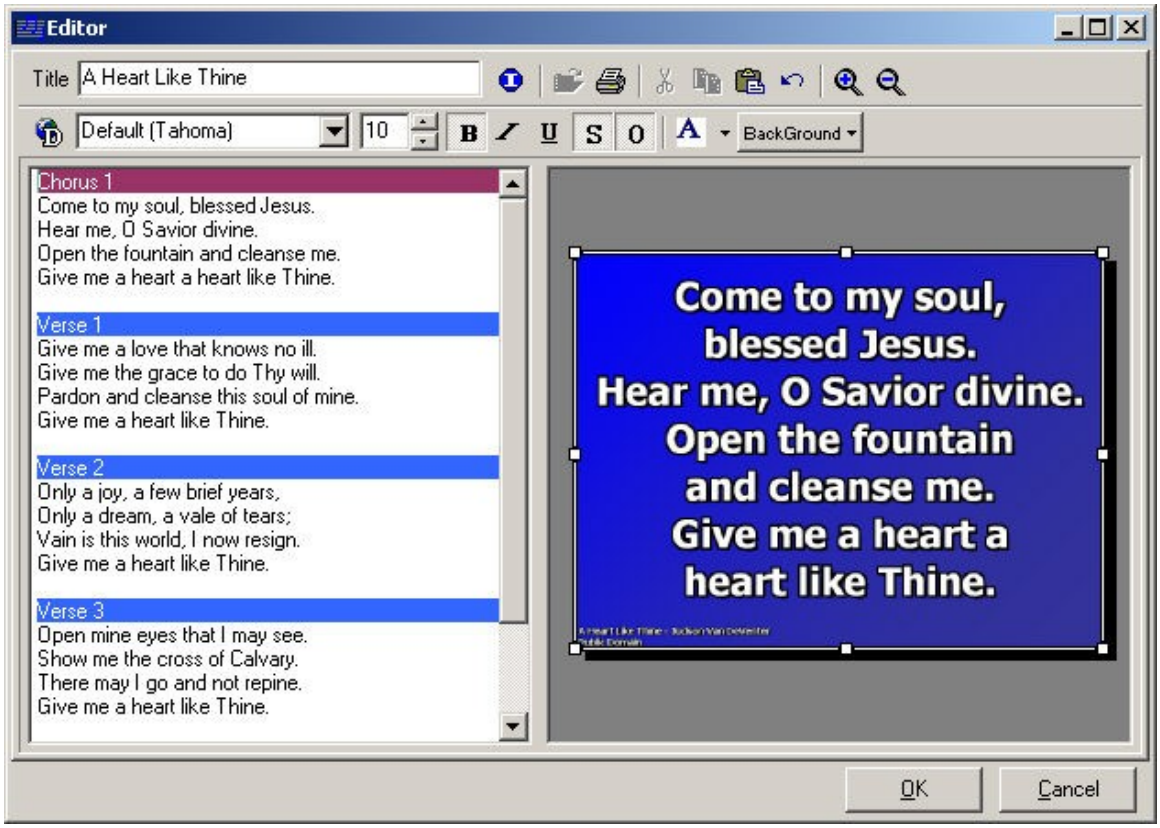
Text Box Resizing in the Editor Window

You can also adjust the text box in a background by clicking on the thumbnail picture in the editor window, both in the edit song in the Resource area or edit song in the schedule.

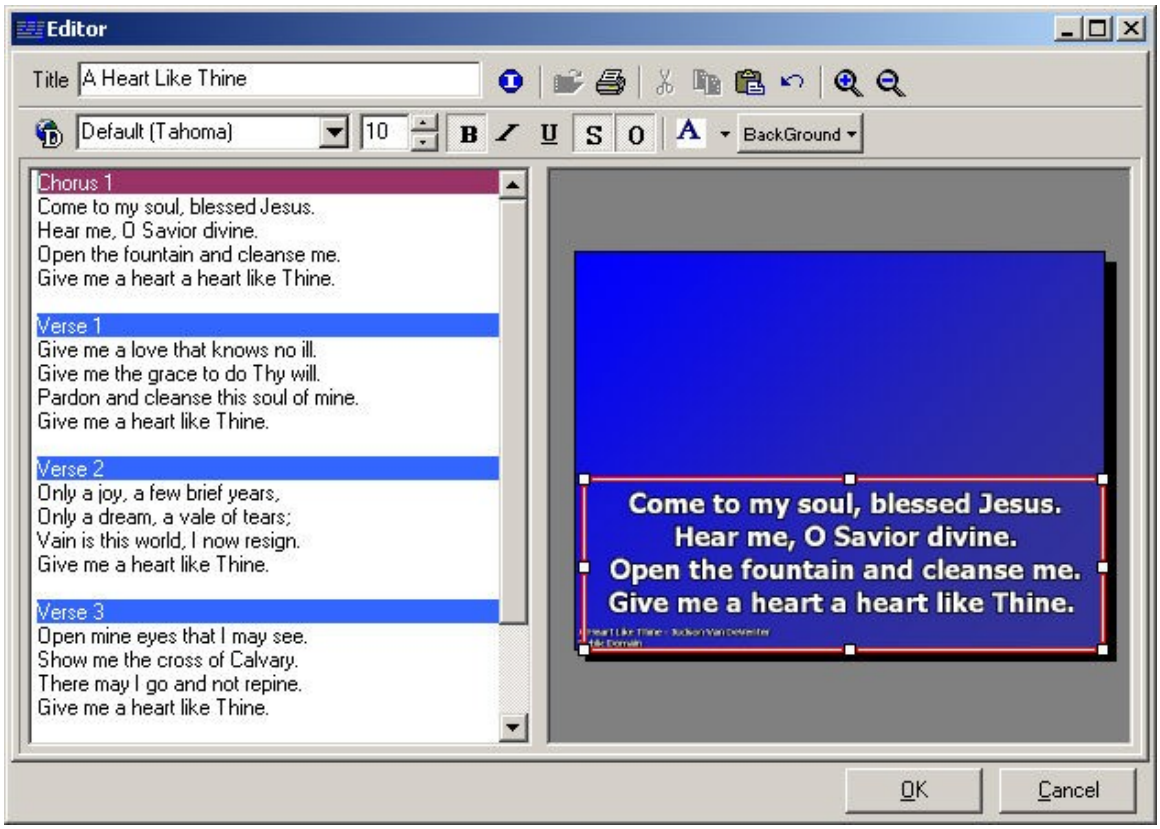
To resize a text box on a background:

In the Song Editor:

1. Click on the song preview area to the right of the text area.
   Resizing handles will appear.



2. Resize and move the text box to the desired location in the preview area



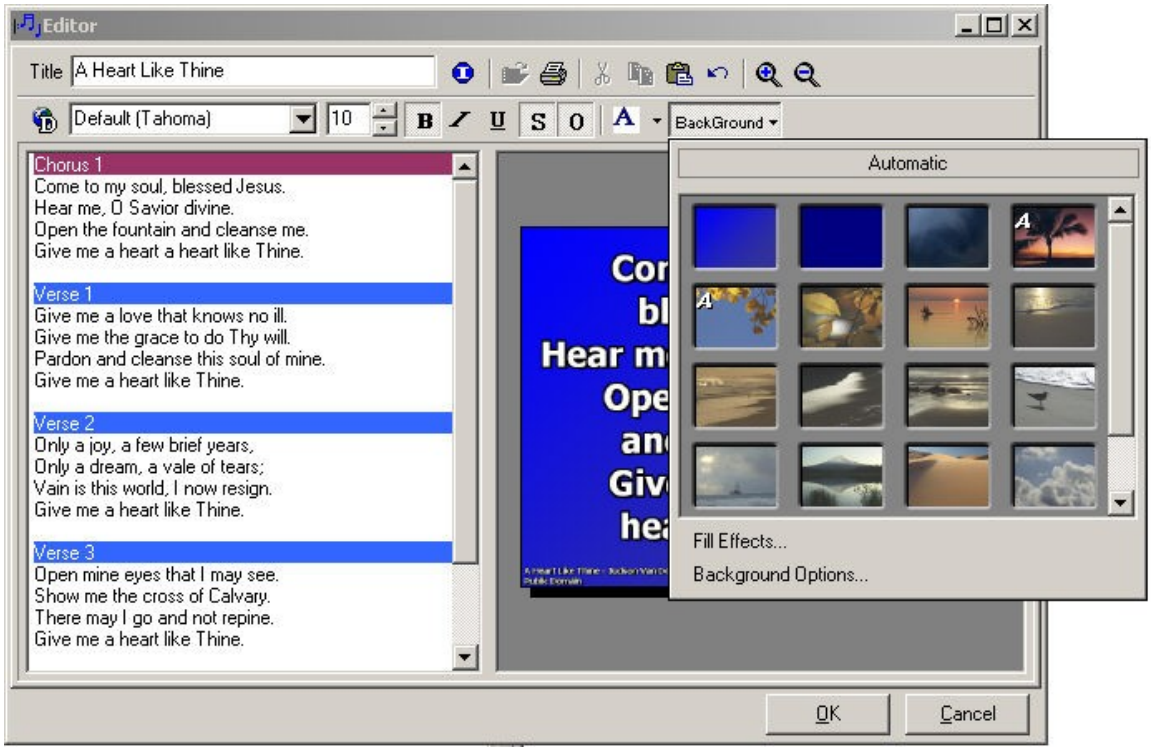
- If you wish to have less text in the box, you will need to separate lines and text in the song editor using Enter. (***See:*** Working with Songs.)

Notes
The text box formatting is attached to the background of the song. When the background for the song is changed, the text box settings will be reset.

Using the Background Designer in the Song Editor

The Background Designer can be utilized from the Song editor. This will allow for more control over how text is displayed on the screen.

1. In the song editor, click on the **Background** button.



2. Select **Background Options**.

* From the **Background Designer**, the font formatting, location and size of the text box , Vertical and Horizontal text alignment can be changed.
See: *Using the Background Designer* ***for more information on how the background designer works.***

Notes
It will not update the thumbnail in the Backgrounds palette. That must be done from the Backgrounds button in the preview window.

The text box formatting is attached to the background of the song. When the background for the song is changed, the text box settings will be reset.

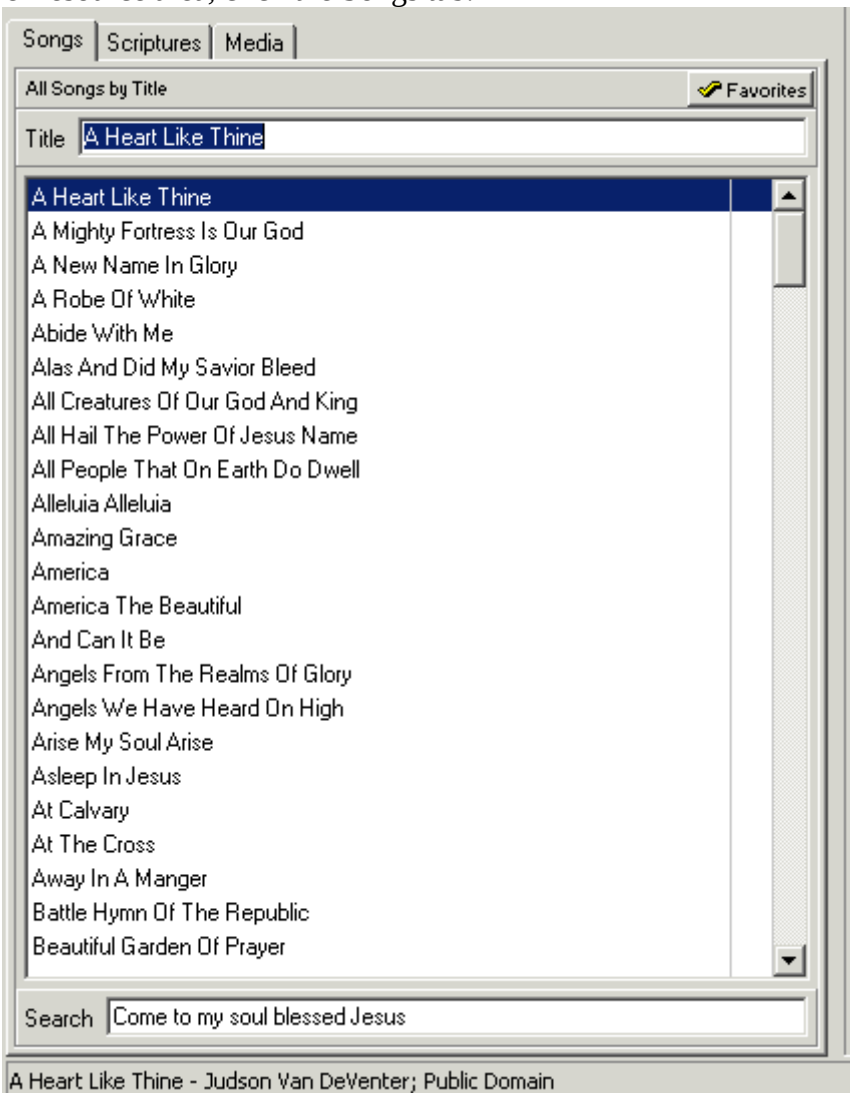
Working with Songs

EasyWorship songs are saved in the songs resource area database for easy retrieval and efficient song management. You can search for songs by title or by the first line of any slide, verse, or chorus. The Favorites button enables you to select songs that you use the most and need to access quickly. When clicking the Favorites button only the selected songs will appear.

EasyWorship allows you to import songs, type your own songs or text, and edit songs. You can also download songs from CCLI's™ Song Select Lyric Service.

To locate and display a song:

1. In the Resource area, click the Songs tab.



2. Type the name of the song in the Title box.
3. Begin typing the name of the desired song. You only have to type enough characters for EasyWorship to locate the song.

For example: to locate Amazing Grace, type Am.

-Or-

- If you do not know the title, begin typing the first line of the slide, verse, or chorus in the **Search** box.

  For example: to find Amazing Grace, you could type "Twas Grace that" in the **Search** box.

  - **EasyWorship locates, highlights, and displays the chosen song in the Preview area. The first line of the selected verse is displayed in the Search box.**

Notes

EasyWorship reads numbers first, for example, if you name a song "1 Amazing Grace" it will appear first in the Resource area. This allows you to type a number and enter if you want to list songs numerically.

4. After you locate the desired song, add the song to the schedule. ***See:*** Building and Running an EasyWorship Schedule

-Or-

- Click on the Background button and select a background from the thumbnails, then click **Go Live** >>> or, double-click the song to send it directly to the live output area and immediately display it to the congregation.

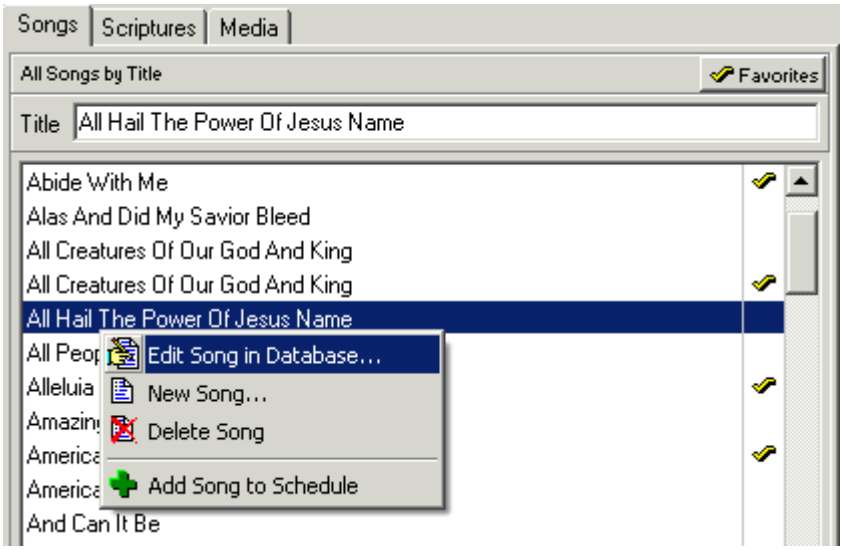
Notes

*To display text over video, the video thumbnails in the Background palette will have film strip edges. You can click on a song, then the video background thumbnail and then click **Go Live** >>>.To save a video as a background to a song to be used each time you view the song from the database, **See:** Assign Background to song.*

Right Click Features on Songs:

- **Edit Song in Database** - allows you to edit the song and save it that way in the Songs resource area database. See: To edit a song in the song Resource area database
- **New Song** - Opens the new song editor window for typing a new song.

See: Adding Songs



To follow along with your worship leader:

- Click on each verse in the Live area and follow your leader. You can click the verses in any order.

-Or-

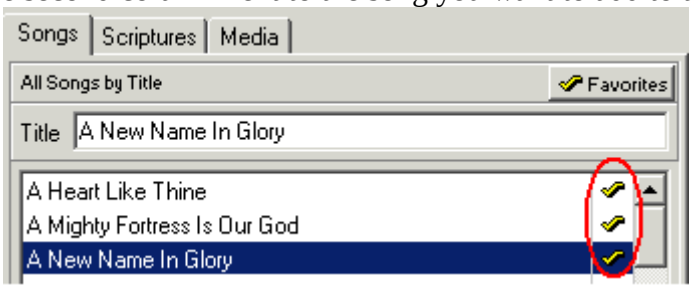
- Use the **UP** and **DOWN ARROW** keys to follow through the verses.

-Or-

- Type 1 and press the **ENTER** key, 2 and the **ENTER** key, etc., as they correspond to the verses 1-8; 9, 0, C corresponds to the chorus; **T** for **Tag**; **E** for **End**; **B** for **Bridge**; and **S** for **slide**. There is a small down arrow at the top right of the Live area. Click it and drop down the choice to see songs displayed in summary or full view. The numbers correspond to the slide in the summary view.

Adding Songs to the Favorites List:

1. Click on the **Songs** tab.
2. Click in the second column next to the song you want to add to the **favorites** list.



3. When you click the Favorites tab you will see a list of just the songs you selected.

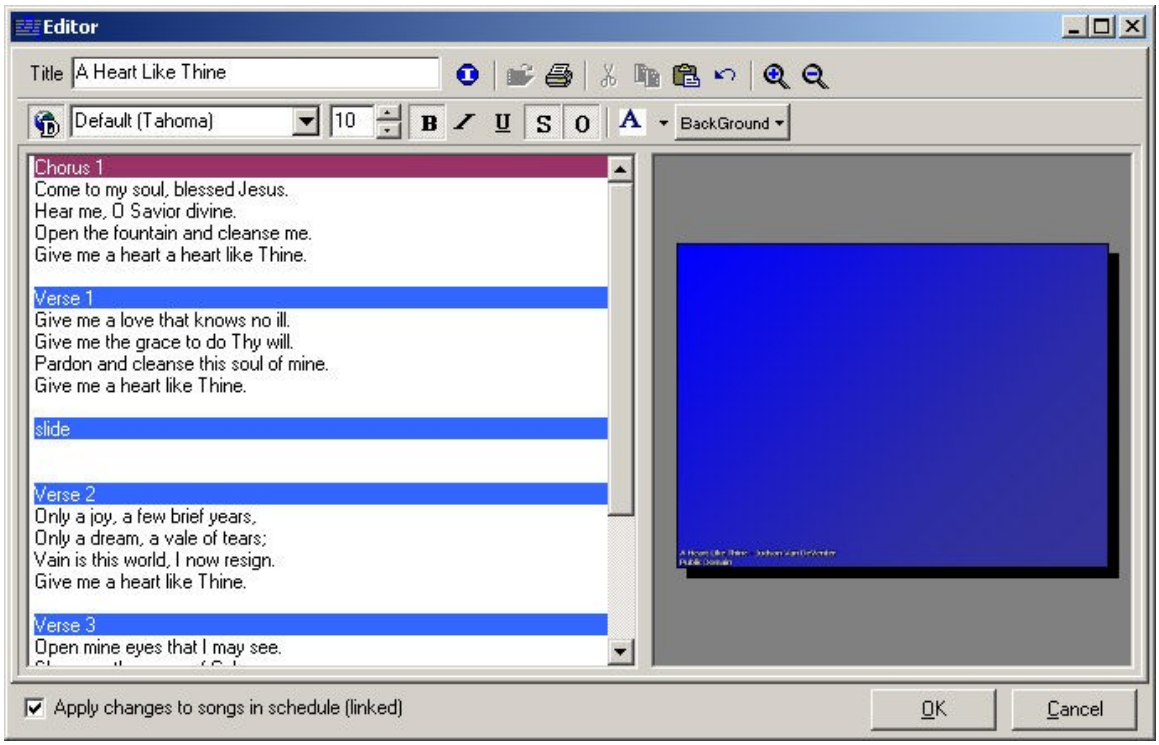
To Add New Songs:
See: Downloading Songs from the CCLI SongSelect Lyric Service, Adding Songs Editing Songs

Can I Add a Blank Slide To a Song?

A blank slide can easily be added to a song. Us the instructions below to add a blank slide to a song.

1. In the Song editor press enter at the location where the blank slide will be added.
2. Type in the word "slide" to the song editor window.
3. Press Enter twice

There will now be a blank slide in the song.



Can I Create Notes In A Song?

Notes can easily be added to a song. Us the instructions below to add notes to a song.

1. In the Song editor after any of the song tags type an open parenthesis.
2. Type in the text to be displayed as a note.
3. Type a closed parenthesis at the end of the note.

Working With Text Over Video

EasyWorship layers text over video, images, colors, gradients and even feeds.

To project a song over a video:

1. In the Resource area, click the Songs tab.
2. Click on the title of the song; it will be highlighted.
3. Click on the Background button above the center column Preview Area. The palette of background thumbnails will appear. Click on a thumbnail that has film strip sides. These are videos. (If no videos appear, you may refer to Adding Backgrounds.)
4. Click the Go LIVE >>> button and the song will appear layered over the video.
5. You may also add the videos as a fill effect, which will be saved with the song in the database. (See: How do I save a background to a song)
6. You may also drag and drop a background to a song in the schedule, changing it for that schedule only. (See: Adding Backgrounds)

Notes

DirectX is required for EasyWorship to display text over video. Click on Help, then DirectX Troubleshooting to verify that DirectX is enabled.

See: Text Over Video Troubleshooting under Troubleshooting, If you are having problems with Text Over Video.

Can I Create Notes In A Song?

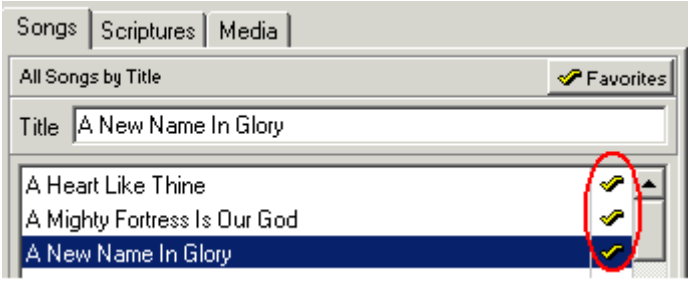
Notes can easily be added to a song. Us the instructions below to add notes to a song.

1. In the Song editor after any of the song tags type an open parenthesis.
2. Type in the text to be displayed as a note.
3. Type a closed parenthesis at the end of the note.

How Do I Use The Favorites Button?

To add a song to your Favorites list:

1. Locate the song that you want to add to your Favorites list.
2. Click in the column to the right of that song. A yellow check appears and the song is added to the Favorites list.

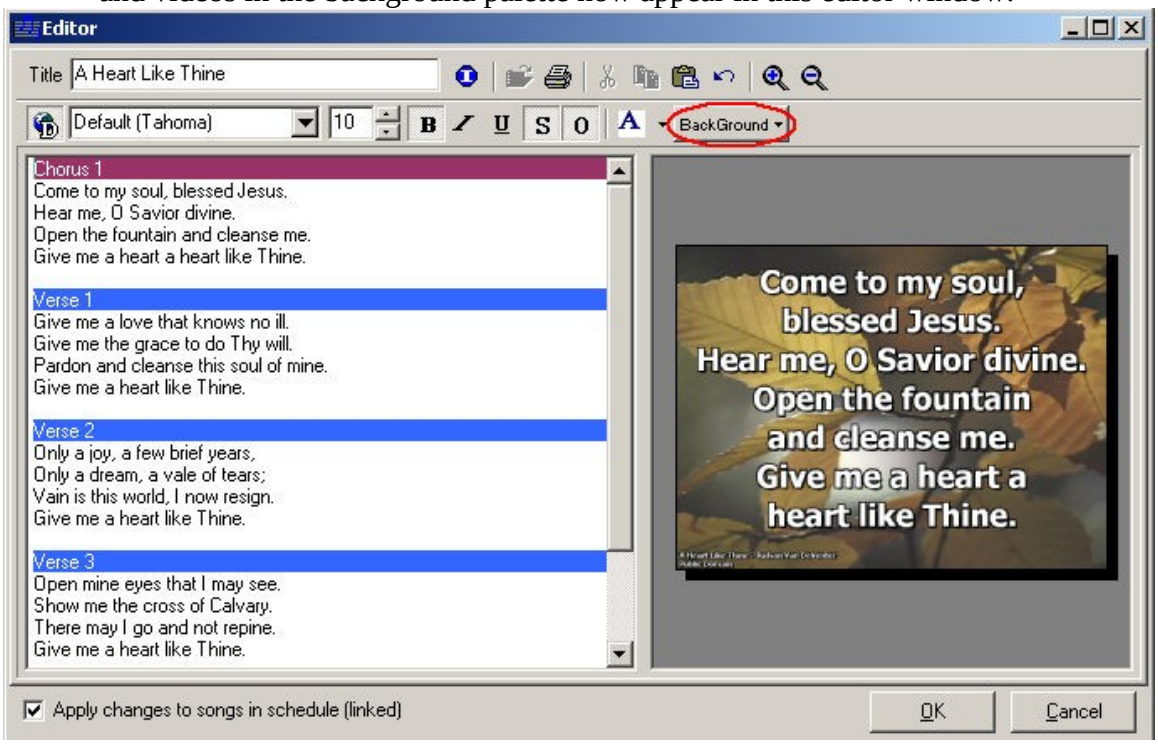


3. Click **Favorites** to view the songs in the list.

How Do I Save A Background To A Song?

You can save a background so that it appears with the song each time you select the song from the database. When you add that song to the schedule, the background will stay attached to the song.

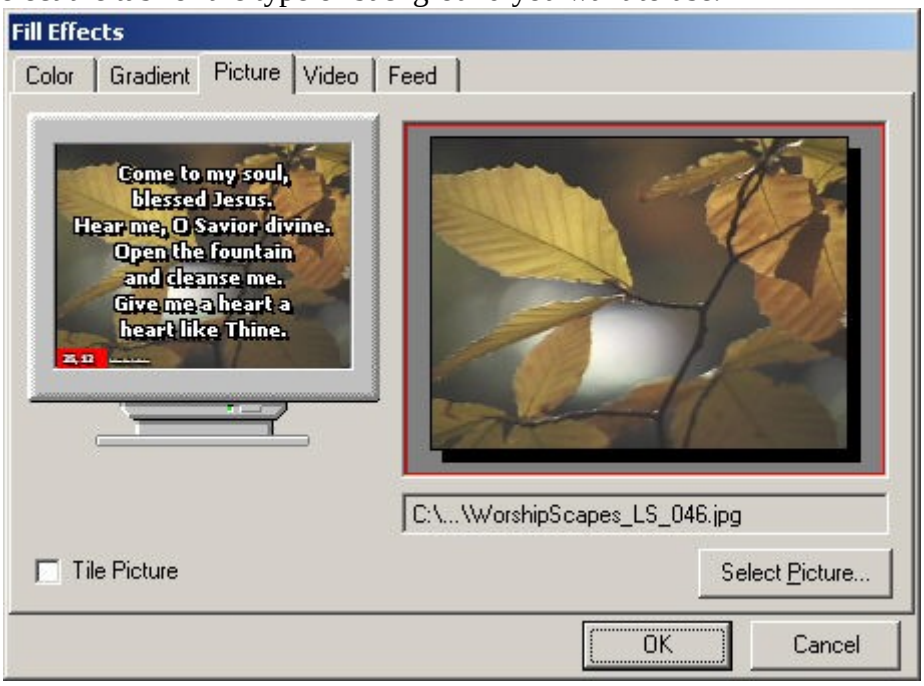
1. Click on a Song in the Songs resource area.
2. Right click and choose **Edit Song**.
3. The Edit Song window appears. Click on the Backgrounds button. The images and videos in the background palette now appear in this editor window.



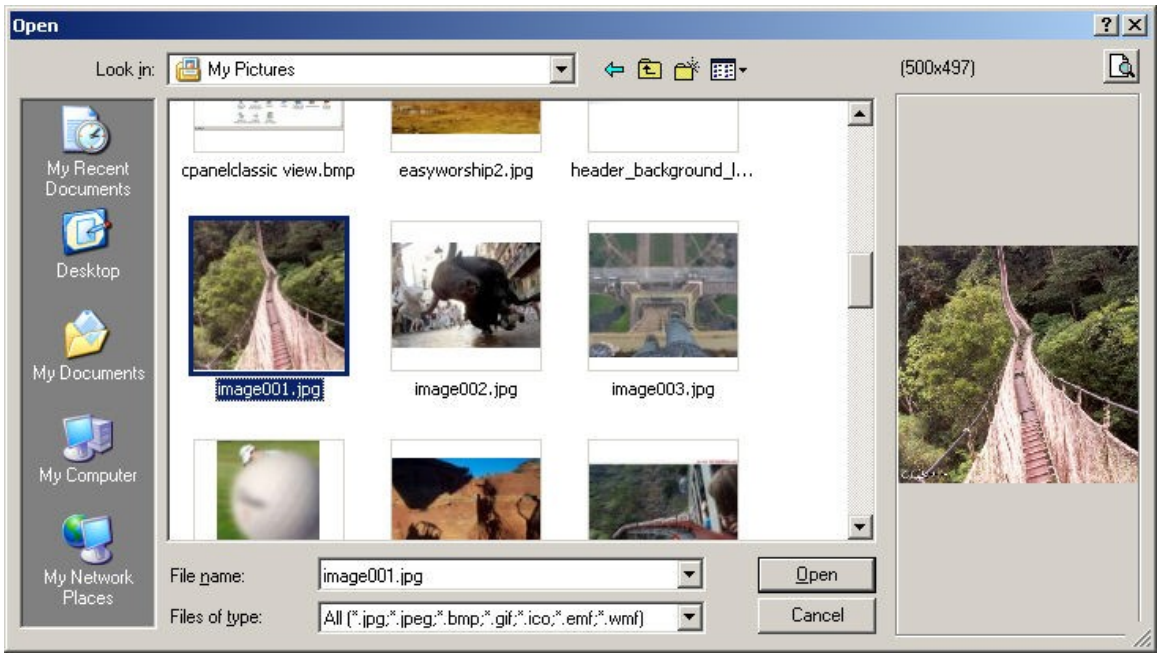
4. Select the background of choice.

Using A background that is not listed in your backgrounds list:

1. In the song editor click the background button.
2. Click on **Fill Effects**.
3. Select the tab for the type of background you want to use.



4. Click the **Select** Button at the bottom right.
5. Browse to the file you wish to use.
6. Select the file and click **Open**.



7. After selecting background and **OK**. The background will now be saved to the song in the song resource area. You can also click the **Automatic** button to choose the default background for all songs to be applied to this song as well. Actually, no background will be saved to the song when choosing Automatic.

Scriptures

The Scriptures Tab

There are several Bible versions resident in EasyWorship to be used in your presentations. You can easily locate and display chapters and verses from any book of the Bible from the Scriptures tab.

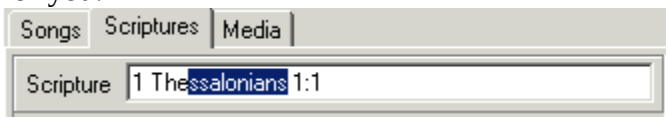
The EasyWorship **Scriptures** resource area automatically contains the HCSB, ASV, KJV & RVA bibles. Other versions are available. Not all version s are free. ***See:****How Can I Add More Bible Versions?* for more info on adding more bibles to EasyWorship. Check our website for the latest listing. http://www.easyworship.com

Also ***See:****Enabling Scripture Version Tabs* and Using Scriptures

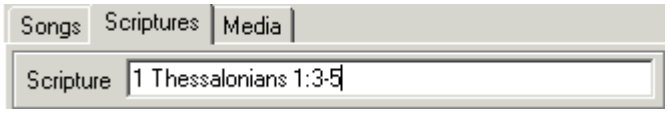
Using Scriptures

Add a scripture to your schedule:

1. Click on the **Scriptures** tab in the resource area.
2. Click the tab of the Bible version you want to use.
3. Type the scripture reference in the Scripture field at the top of the Scriptures tab.
   - For example, if you are looking up a scripture in 1 Thessalonians, you would type **1 The**. EasyWorship will then auto-complete the book name for you.



   - Press your right arrow key then type in the verse address in the following format **1:3-5**.



Notes
When Selecting multiple scriptures, the scripture text will be added to on slide. Editing of the scripture may be needed. ***See:****Editing Scriptures below.*

4. Click the green plus sign on the schedule toolbar or drag and drop the selected scripture to the schedule area.

Using Scripture on the Fly:

1. Click on the **Scriptures** tab in the resource area.
2. Select the Bible version you want to use.

3. Type the scripture reference in the **Scripture field** at the top of the Scriptures tab.
4. **Double click** the selected scripture to make it Go Live.

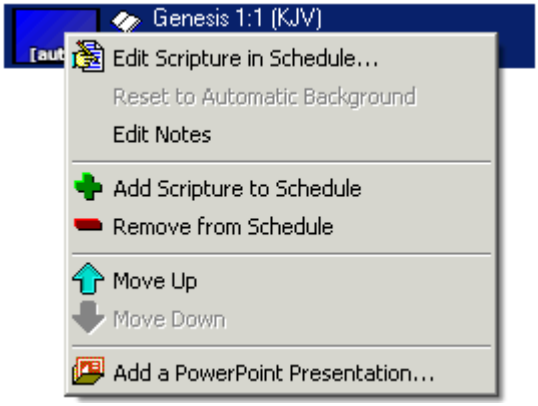
Notes

- *Hold down the **Shift Key** and select the consecutive verses you would like to use.*
- *You can also use non consecutive verses. **See:**Using Non Consecutive Scriptures*

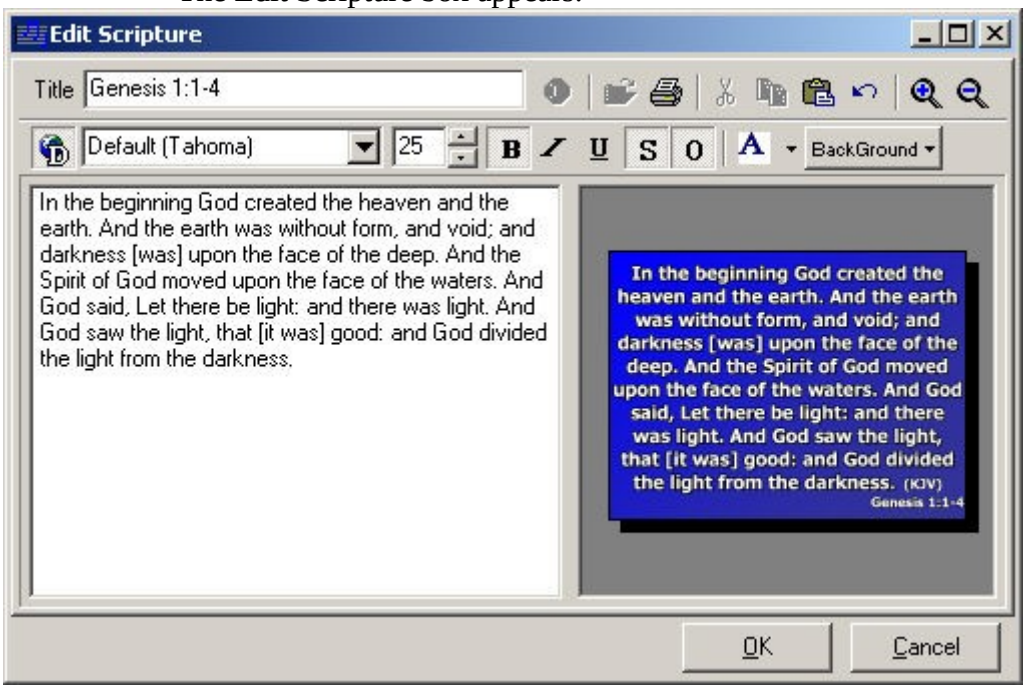
Editing Scriptures:

You can edit the scripture you have added to the schedule.

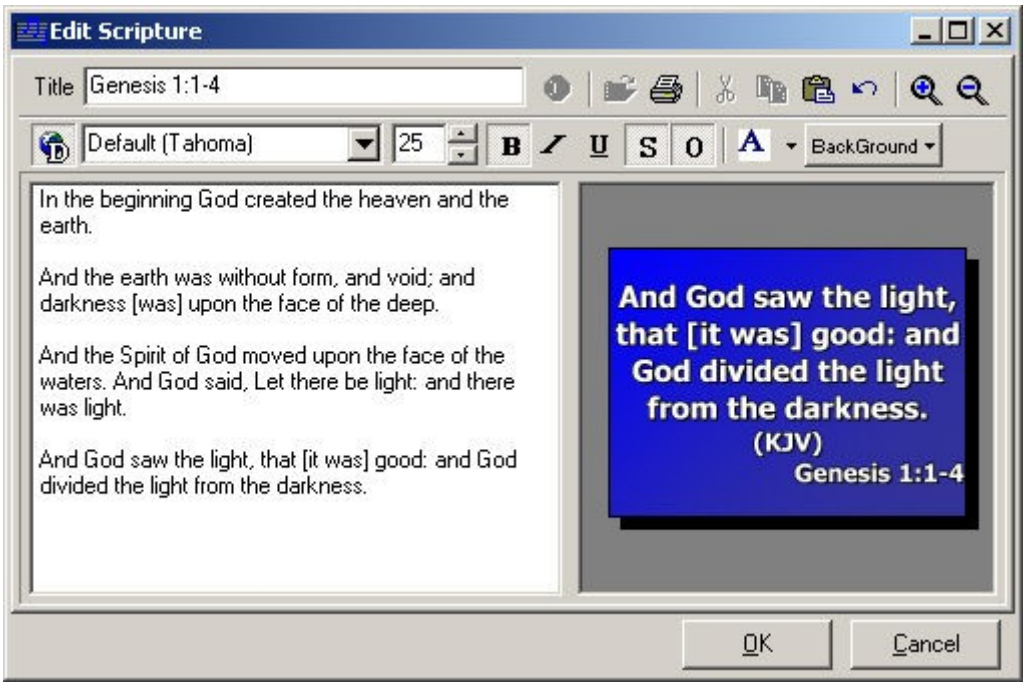
1. **Right click** on the scripture in the schedule.
2. Click on **Edit Scripture in Schedule**.



The Edit Scripture box appears.



2. Make the changes you need using the Scripture editor. (The scripture editor works the same as the song editor)***See:***Editing Songs for more info on formatting your Scripture text.

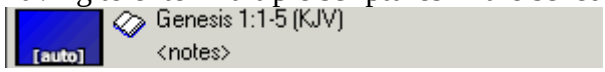


Using Non Consecutive Scriptures:

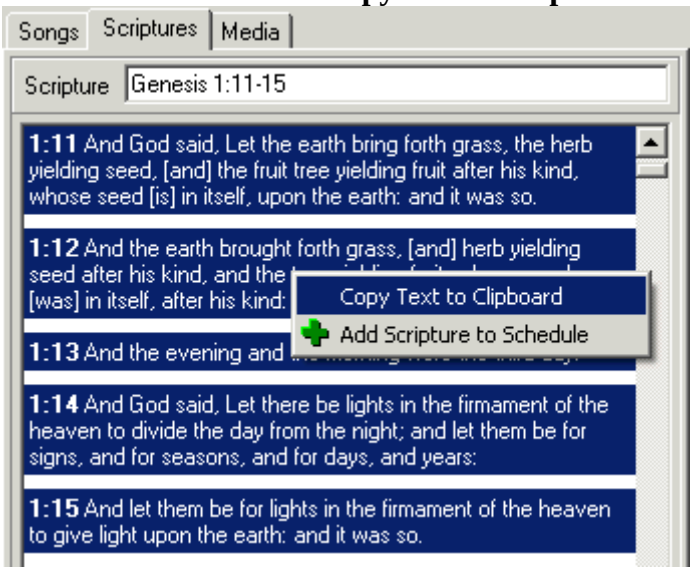
You may want to use multiple non consecutive scriptures such as Genesis 1:1-5 and 1:11-15.

You can add each set of scriptures to the schedule separately.

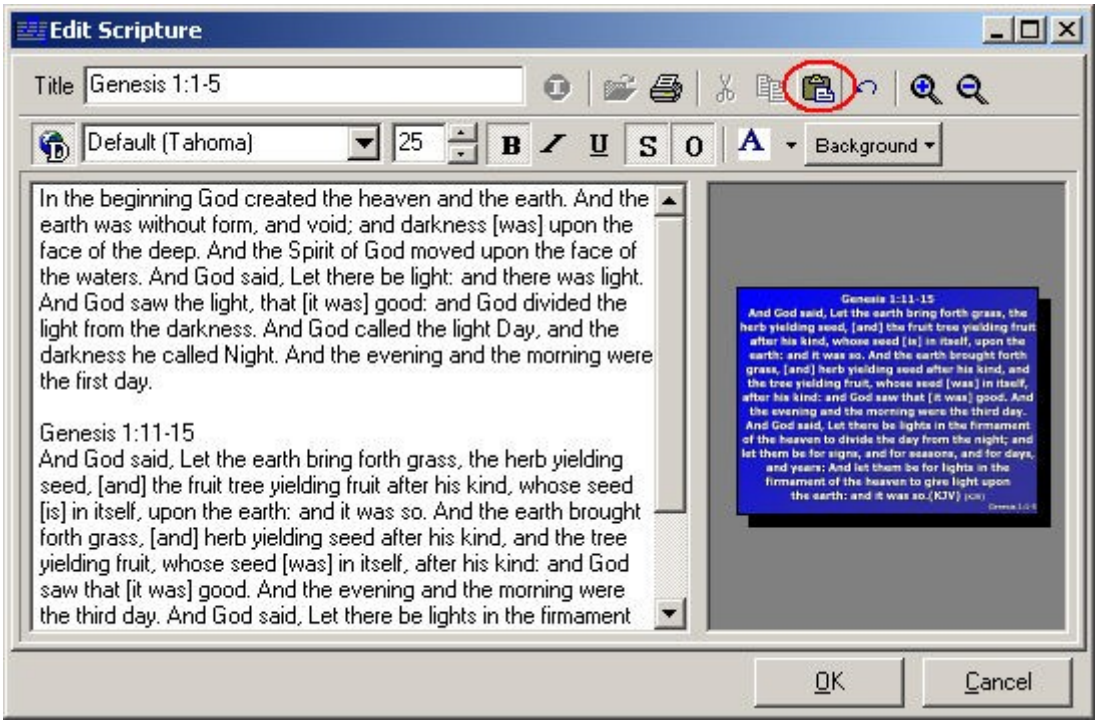
This can also be accomplished without having to enter multiple scriptures in the schedule.

1. Add verses 1-5 to the schedule. 

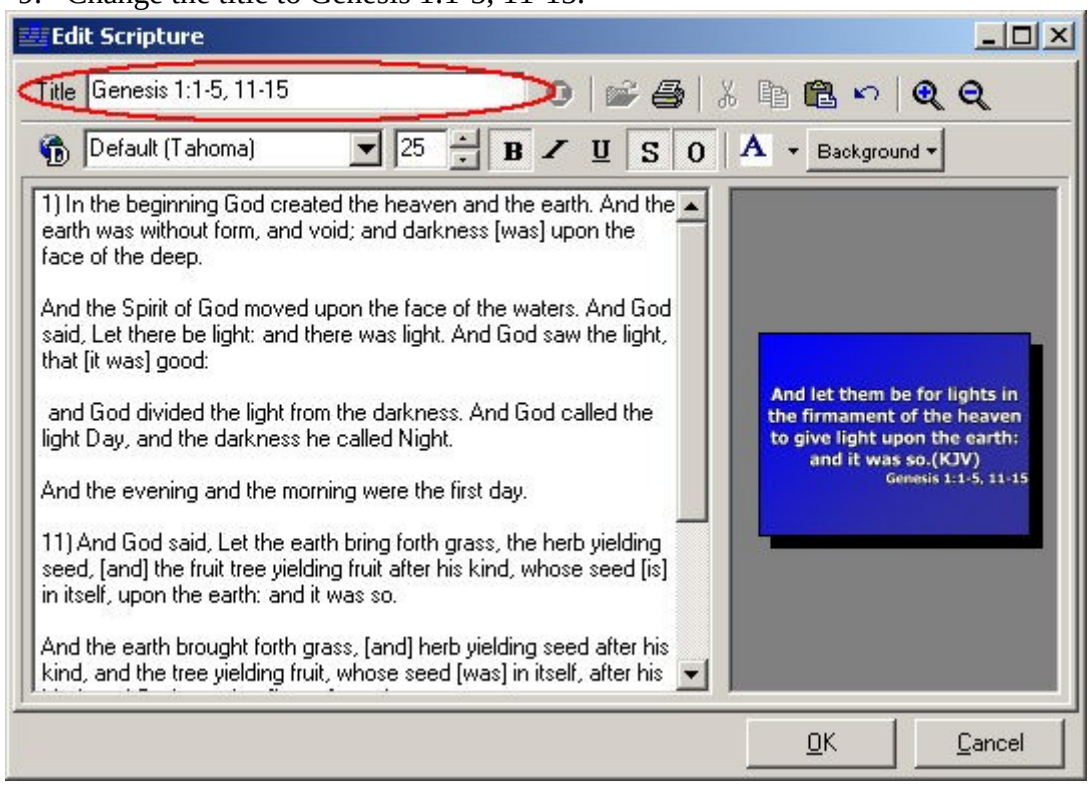
2. Select verses 11-15 in the scripture look up area.
3. Right click on the text and click on **Copy Text to Clipboard**.



4. In the Schedule edit the scripture.
5. Select the location you want the text to go.
6. Click the **paste** icon in the editor.



7. Remove the scripture reference at the beginning of the pasted text and the bible version information at the end of the text.
8. Add returns (Enter) where you want the text to be broken into slides.
9. Change the title to Genesis 1:1-5, 11-15.

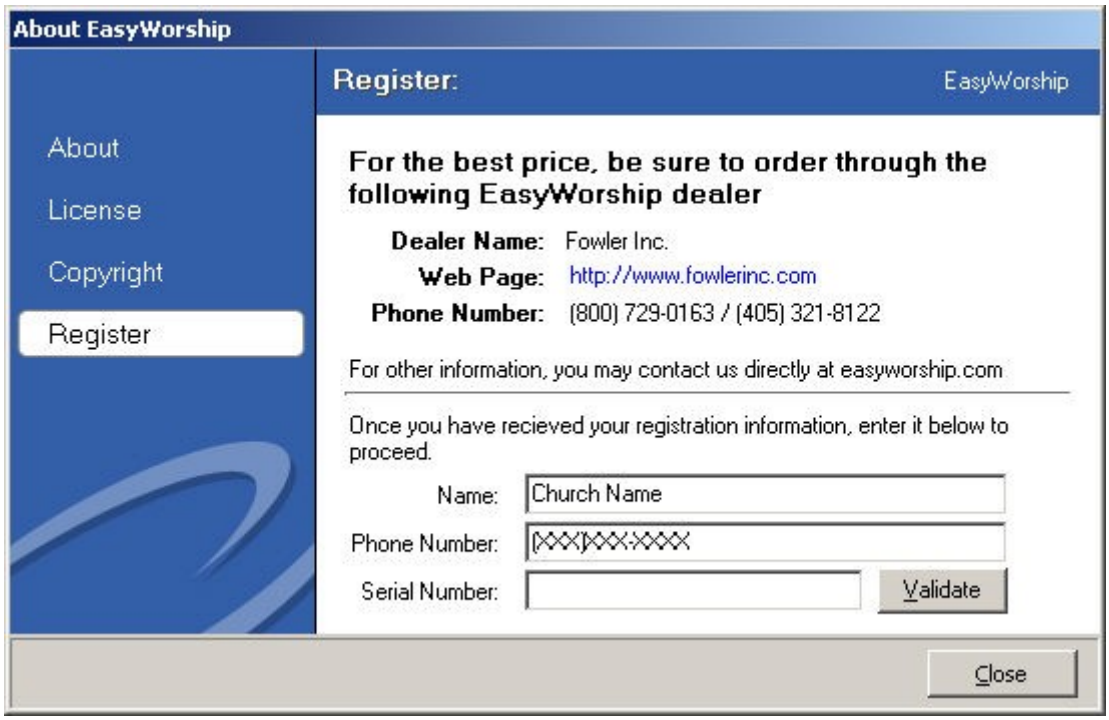


How Can I Add More Bible Versions?

Adding More Bible Versions:
EasyWorship offers many free bibles along with copyrighted bibles that are available to you at the cost of $29.00 each.
See: Bible Text on our website under downloads for a list of available bibles. The bibles without the $ next to them are free. The bibles with the $ by them have to be purchased.

To Purchase a Bible:
You can purchase the software from our website at http://www.easyworship.com/store/ or, call us at +1 918-250-1493 and purchase over the phone. If you purchased EasyWorship from one of our dealers, contact that dealer to order additional bibles. After the bible is purchased, we will send a new serial number to you via e-mail. Follow the instructions below to register your new bible.

1. Click on **Help**.
2. Click on **Register Products**.

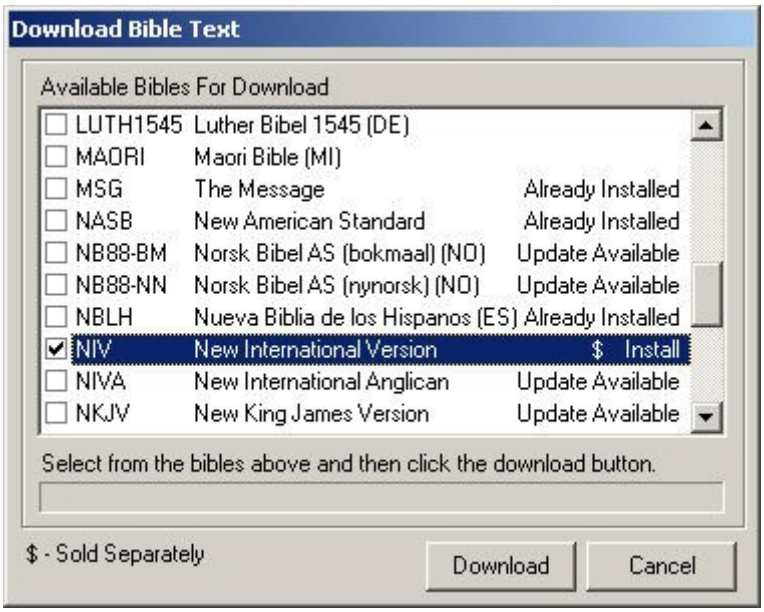


3. Type in the serial number you received in the **Serial Number:** field.
4. Click **Validate**.
5. The Validate button will grey out.
6. Click **Close**.
7. Click on the **Scriptures** tab.
8. The tab for your new bible will show up at the bottom of the scriptures area.
9. You may receive a message **This Version of the bible is not installed**.

10. Click the link provided to download the bible text from the internet.
11. If you do not have an internet connection, you will need to download the text from our website on a computer that has an internet connection and install the bible text manually. Use the instructions provided on the screen or ***See:***Installing Bible Text Manually

To install a Bible Text:

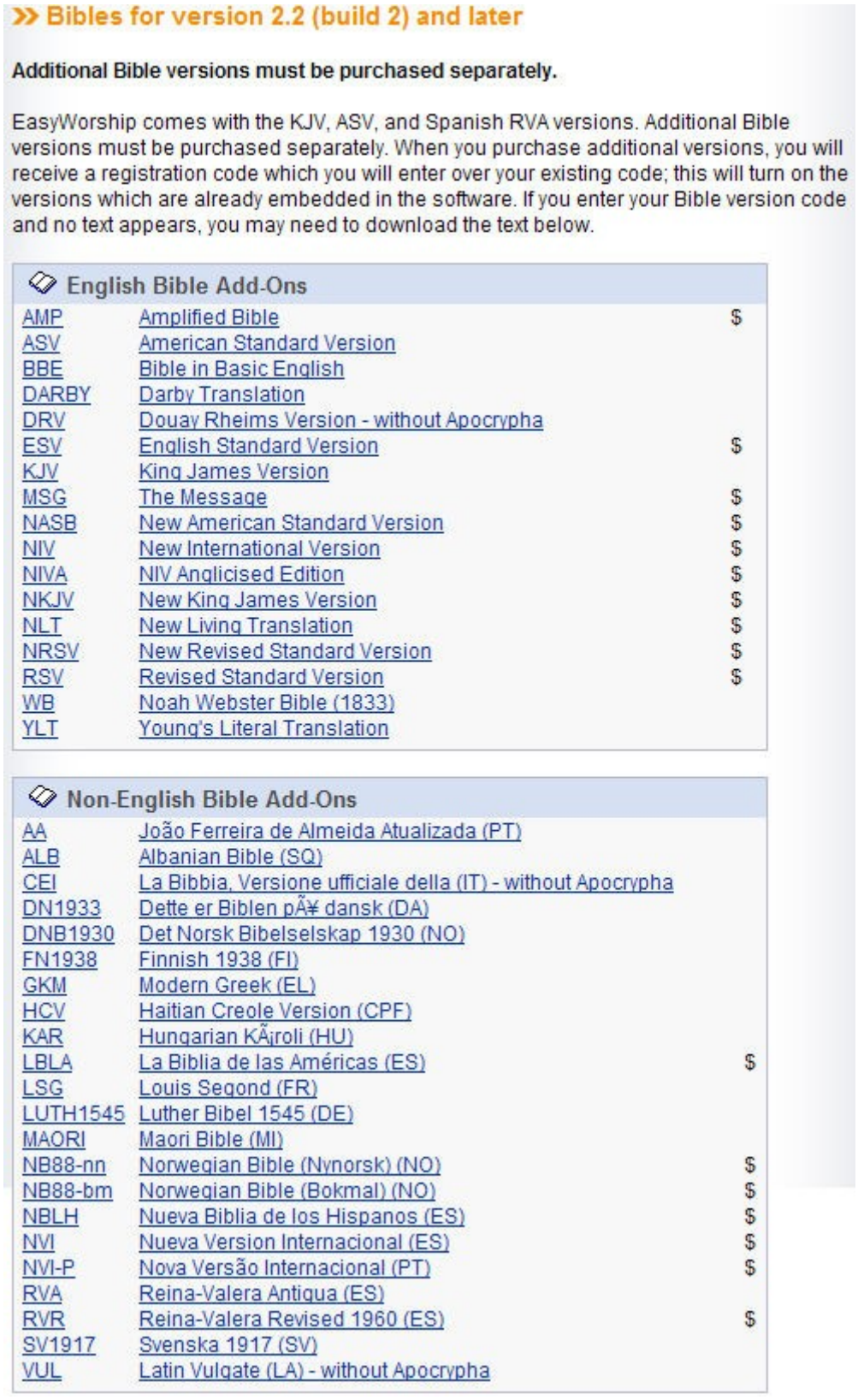
1. Click on the Scriptures tab in the resource area.
2. Click on the small down arrow to the right of the Bible version tabs.
3. Click on **Download New Bible Tex**t (you will need to be connected to the internet).
4. Select the bible or bibles you want to install.



5. Click **Download**.
6. Click **Close** when the download is complete.
    - If the bible is a free bible, the bible tab and text will show up in the scriptures area.
    - If the bible is a copyrighted bible, the text will only show up if you have purchased the bible and have entered the serial number to register that bible. ***See:*** To Purchase a Bible. If the bible hasn't been registered, it will show as being installed, but the tab will not display in the Scriptures area.

Installing Bible Text Manually:

1. At a computer with internet connection, browse to http://www.easyworship.com/bibletext.php.
2. Click on the link for the bible you want to download.



Bibles for version 2.2 (build 2) and later

Additional Bible versions must be purchased separately.

EasyWorship comes with the KJV, ASV, and Spanish RVA versions. Additional Bible versions must be purchased separately. When you purchase additional versions, you will receive a registration code which you will enter over your existing code; this will turn on the versions which are already embedded in the software. If you enter your Bible version code and no text appears, you may need to download the text below.

English Bible Add-Ons

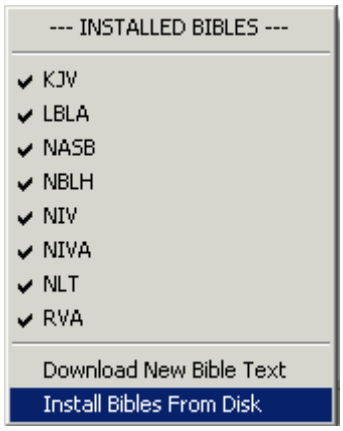
AMP	Amplified Bible	$
ASV	American Standard Version	
BBE	Bible in Basic English	
DARBY	Darby Translation	
DRV	Douay Rheims Version - without Apocrypha	
ESV	English Standard Version	$
KJV	King James Version	
MSG	The Message	$
NASB	New American Standard Version	$
NIV	New International Version	$
NIVA	NIV Anglicised Edition	$
NKJV	New King James Version	$
NLT	New Living Translation	$
NRSV	New Revised Standard Version	$
RSV	Revised Standard Version	$
WB	Noah Webster Bible (1833)	
YLT	Young's Literal Translation	

Non-English Bible Add-Ons

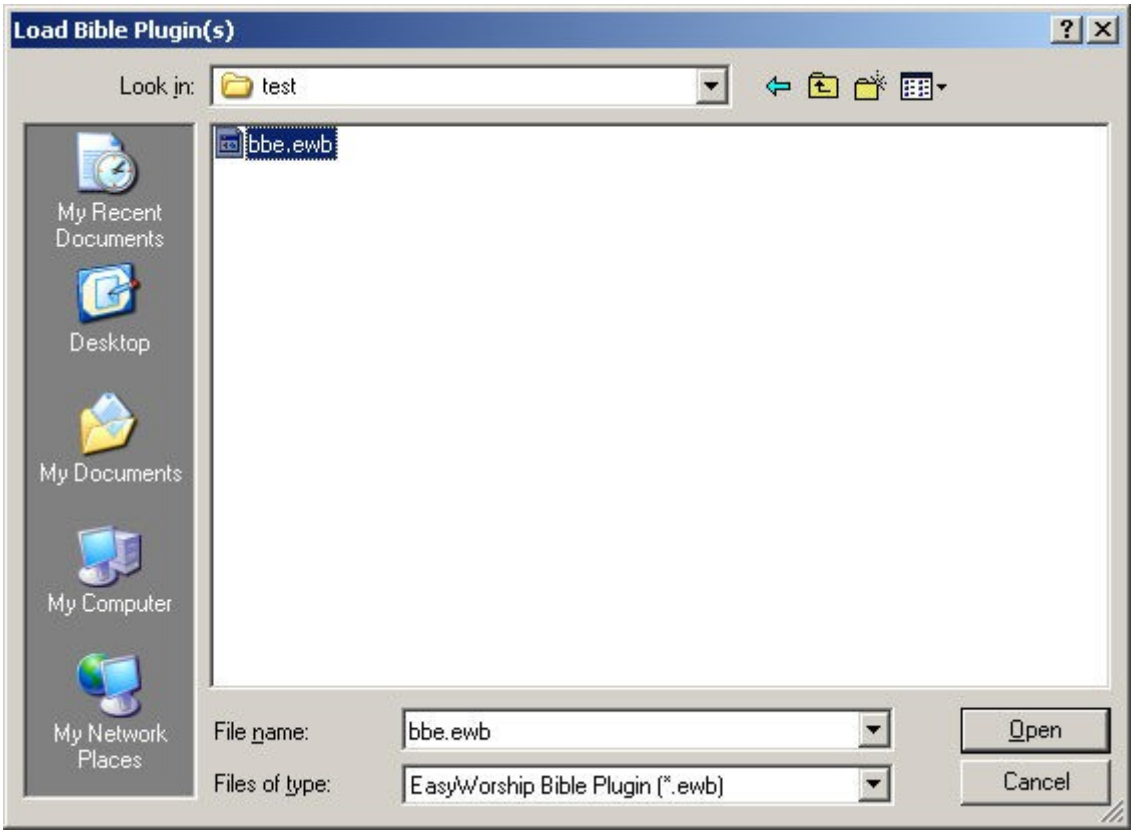
AA	João Ferreira de Almeida Atualizada (PT)	
ALB	Albanian Bible (SQ)	
CEI	La Bibbia, Versione ufficiale della (IT) - without Apocrypha	
DN1933	Dette er Biblen pÃ¥ dansk (DA)	
DNB1930	Det Norsk Bibelselskap 1930 (NO)	
FN1938	Finnish 1938 (FI)	
GKM	Modern Greek (EL)	
HCV	Haitian Creole Version (CPF)	
KAR	Hungarian KÃ¡roli (HU)	
LBLA	La Biblia de las Américas (ES)	$
LSG	Louis Segond (FR)	
LUTH1545	Luther Bibel 1545 (DE)	
MAORI	Maori Bible (MI)	
NB88-nn	Norwegian Bible (Nynorsk) (NO)	$
NB88-bm	Norwegian Bible (Bokmal) (NO)	$
NBLH	Nueva Biblia de los Hispanos (ES)	$
NVI	Nueva Version Internacional (ES)	$
NVI-P	Nova Versão Internacional (PT)	$
RVA	Reina-Valera Antigua (ES)	
RVR	Reina-Valera Revised 1960 (ES)	$
SV1917	Svenska 1917 (SV)	
VUL	Latin Vulgate (LA) - without Apocrypha	

3. Click **Save** on the File Download screen.

4. Save the file to a disk.
5. Take the disk to the computer you want to install the bible.
6. Click on the Scriptures tab.
7. Click on the small down arrow to the right of the Bible version tabs.
8. Click on **Install Bibles From Disk**.



9. Browse to the bible file you saved to the disk.
10. Click Open.

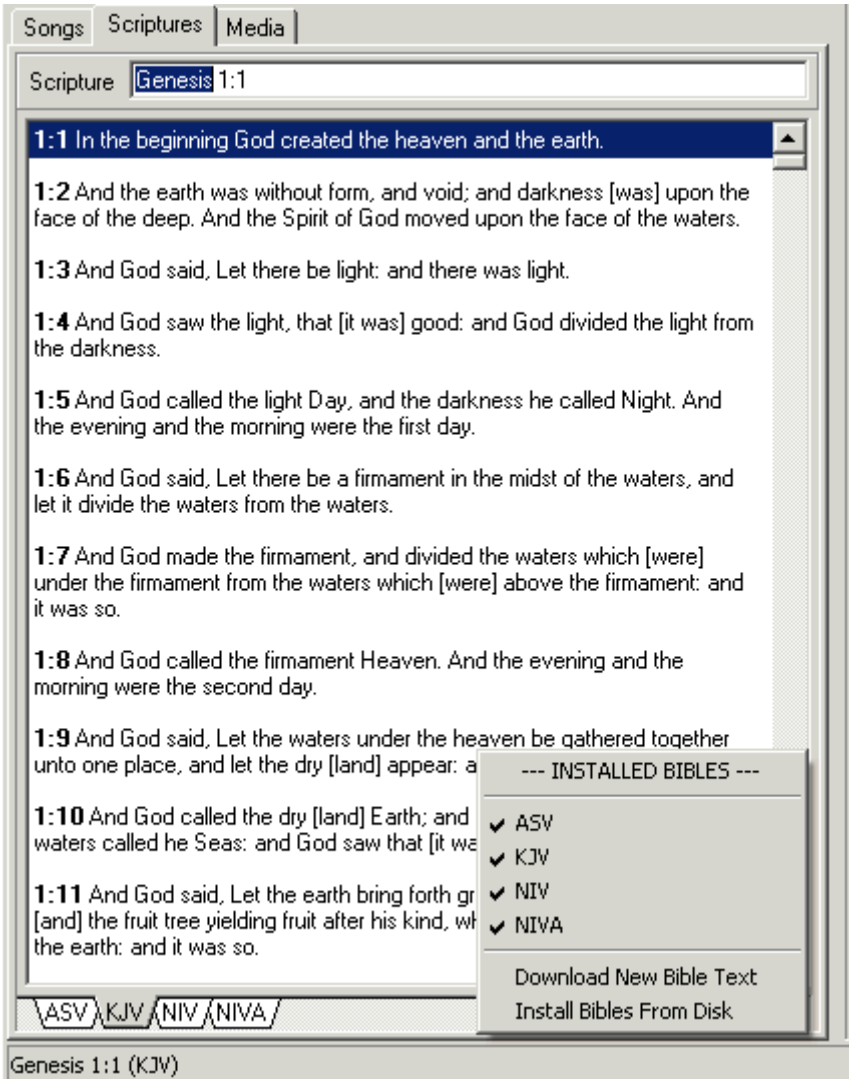


Enabling Scripture Version Tabs

Notes
Not all scriptures are free. Please see How Can I Add More Bible Versions? for info on how to purchase or add new bibles to EasyWorship.

To enable the Bible version Tabs:

1. Click on the **Scriptures** tab in the resource area.
2. Notice the version tabs at the bottom.
3. To the right of the version tabs, click on the small down arrow. The available version tab names will appear.
4. Check the ones you wish to display as tabs.



How Do I Edit Scriptures?

See: Using Scriptures Under Scriptures.

Backgrounds

Using Backgrounds

If a schedule item has the word **Auto** on it; a background **has not** been assigned to that song. That song is using the last background selected under the **Background** button in the **Preview** area.

Setting a global background:

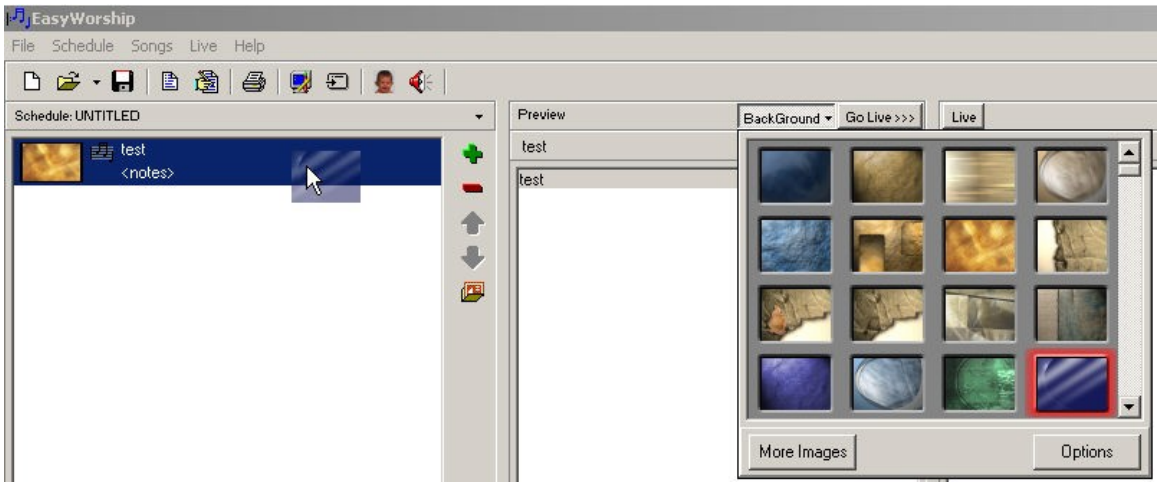
1. Click the background button at the top of the preview window.

2. Click on the background to be used on all songs that don't have a background assigned to them.

Assign a background to a song:

Drag and Drop a Background to a song in the Schedule:

1. Click the **Background** button at the top of the preview window.
2. Drag and drop the background onto a song in the schedule.
   (This does not update the database) ***See:*** Check schedule for Changes for information on updating the database.

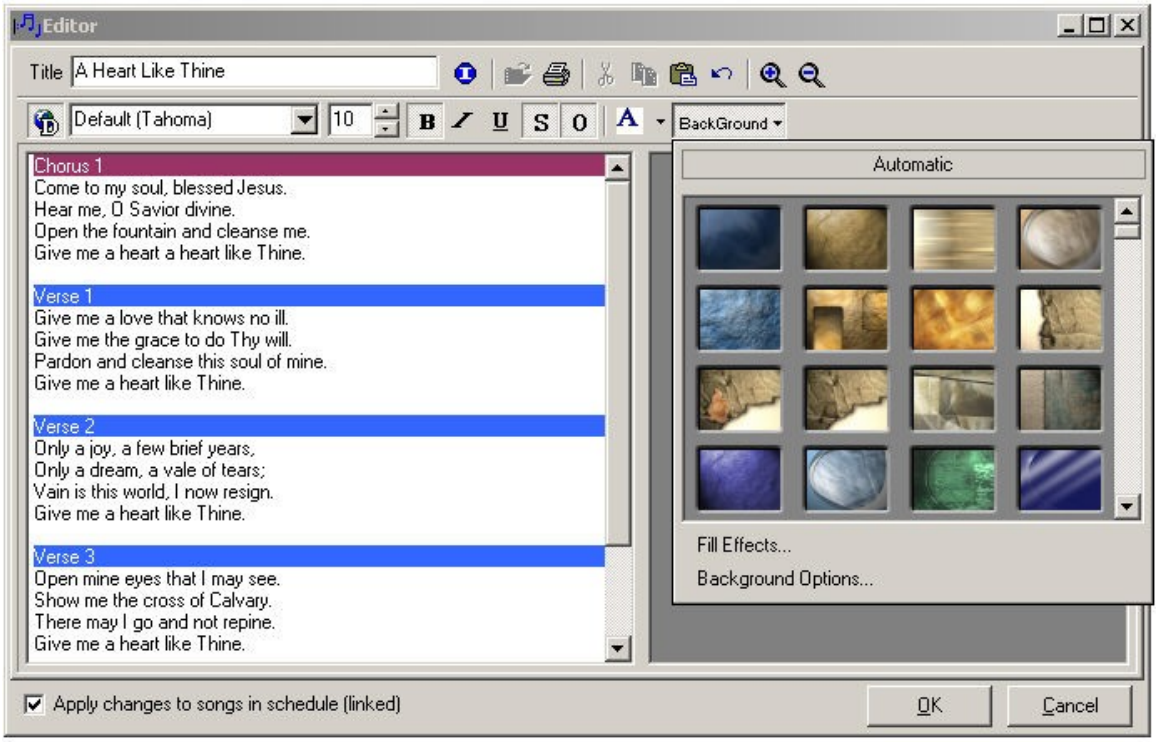


In the Song Editor:

1. Right click on a song in the database or in the schedule.
2. Select the edit song option.

-OR-

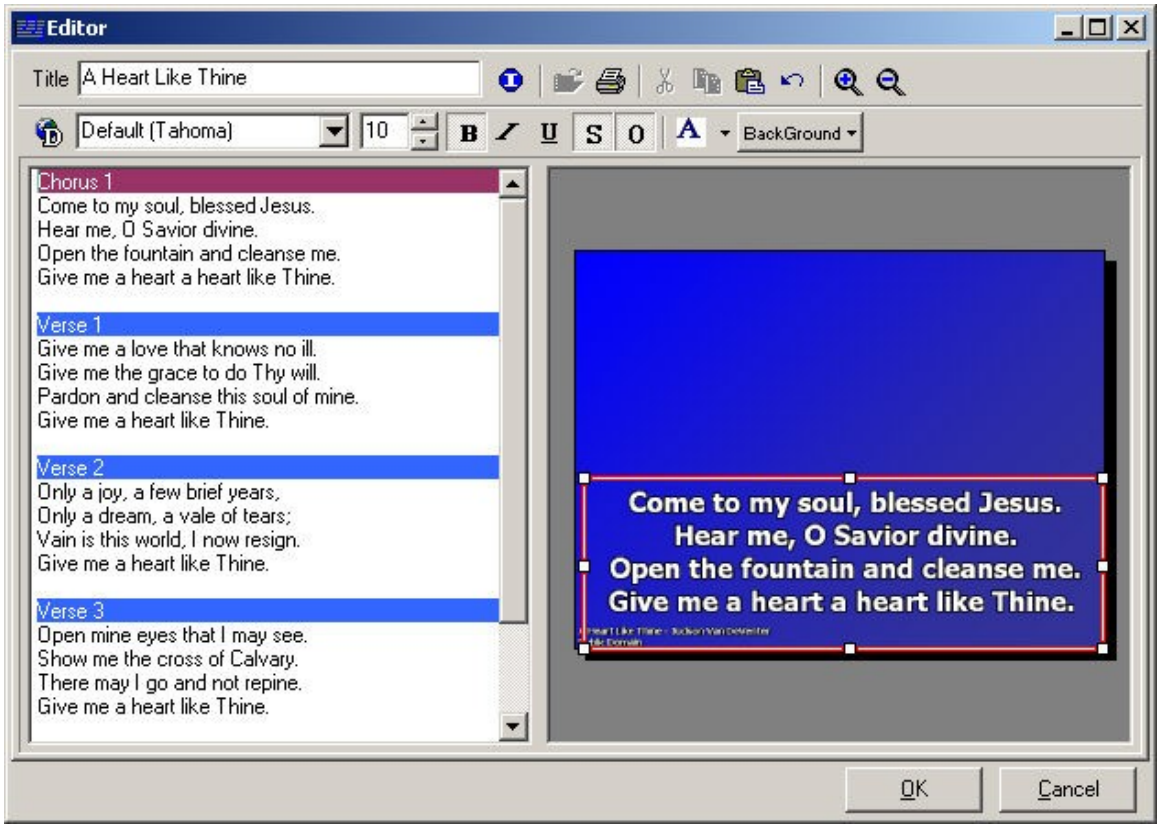
1. Click on the **Songs** menu.
2. Click on **New Song** or **Edit Song**.
3. In the Song editor window click on the **Background** button.
4. Select the background to be assigned to that song.
5. Click the **OK** button.



Using A background that is not listed in your backgrounds list.

1. Click the **Fill Effects** button
2. Select the tab for the type of background you want to use.
3. If you are not using a Color or Gradient, Click the **Select Button** at the bottom right.

4. Browse to the file or feed you wish to use
5. Select the file or feed and click open
6. Click **OK**. The background will now be saved to the song in the song resource area. You can also click the Automatic button to choose the default background for all songs to be applied to this song as well. No background will be saved to the song when choosing Automatic. ***See:*** Adding Backgrounds
7. You can also use Text Box Resizing here in this editor.



- Click on the picture in the editor widow. Resizing buttons will appear.
- Set the size and location of the text box and save to the song. ***See:*** Text Box Resizing in the Editor Window

Working With Backgrounds

Adding Backgrounds
EasyWorship allows you to choose backgrounds for your songs and scriptures. Backgrounds can be gradients, colors, pictures, videos, or live feeds. You can also customize your backgrounds using the Background Designer. EasyWorship comes standard with backgrounds, but you may wish to add others also. You will need to add new images or videos first before being able to add them as backgrounds.
For adding new images and videos see Working with Images or Working with Videos.

Notes
The Background button is located at the top of the Preview area. The Background button does not appear if you click the Videos tab.

To use a global background:

1. In the Resources area, click on Songs.
2. Click on the **Background** button above the Preview area to open the background thumbnails palate.

3. Click on a background.

4. This background will now appear behind every song or scripture slide, unless the song already has a background assigned to it.

To Save a Background to a Song:
Backgrounds can be assigned to a song allowing the song to use the same background every time it is selected from the songs database.
See: Assign a Background to a song

How Do I Add Videos To the Background Palette?

To add a video to the background palette:
See:*Adding Backgrounds*

Background Options

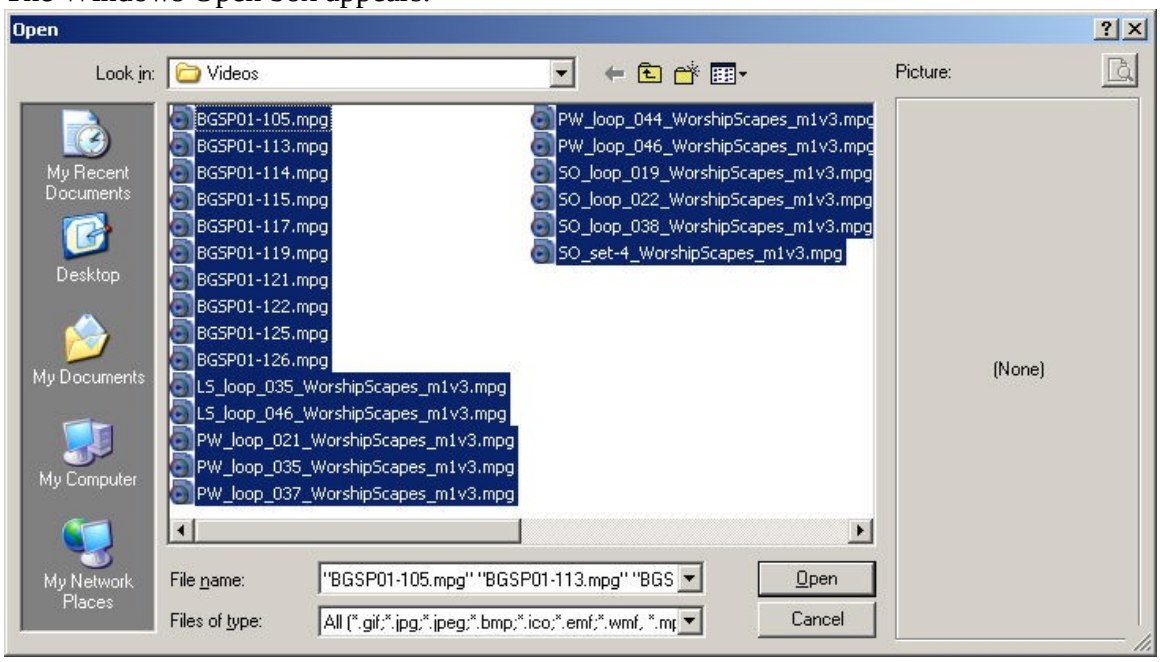
Adding Backgrounds

The Options button in the Background Options dialog box allows you to add, remove, modify, and customize backgrounds.

Adding multiple backgrounds to the background palette:

1. Click the **Background** button.
2. Click **Options**.
3. Click **Add Multiple**.

The Windows Open box appears.



4. Browse to the files to be added.
5. Select them.
6. Click **Open**.

The selected pictures/videos appear in the background palette.

Adding a single background to the background palette:

1. Click the **Background** button.
2. Click **Options**.

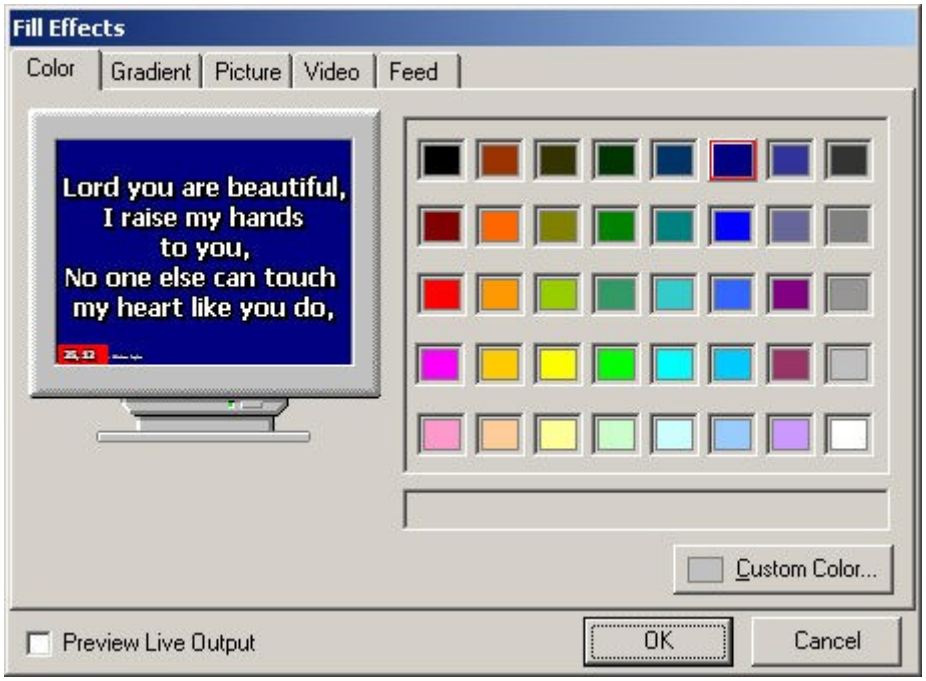
The **Background Options** dialog box appears.

3. Click **Add**.

The Fill Effects dialog box appears with five tabs

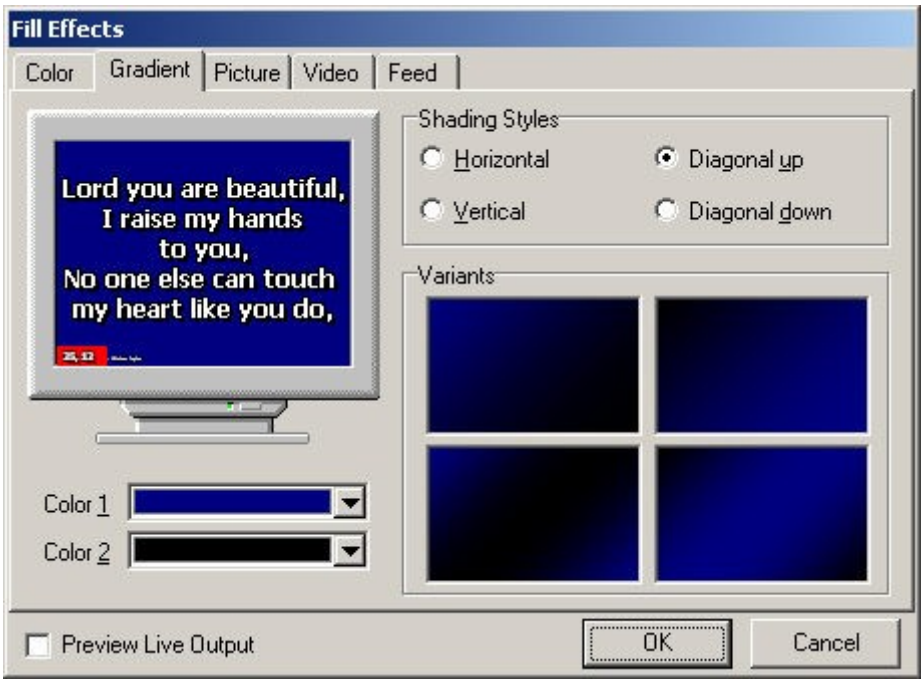
Adding a color background:

1. Click the **Color** tab to choose a color from the color palette, or click Custom Color to select a solid color background.
2. Click **OK** to add that color to the background palette.



Adding a gradient background:

1. Click the **Gradient** tab to choose the desired color from the Color 1 and Color 2 lists;
2. Click the desired shading style. The Variants boxes allows for previewing the gradient.

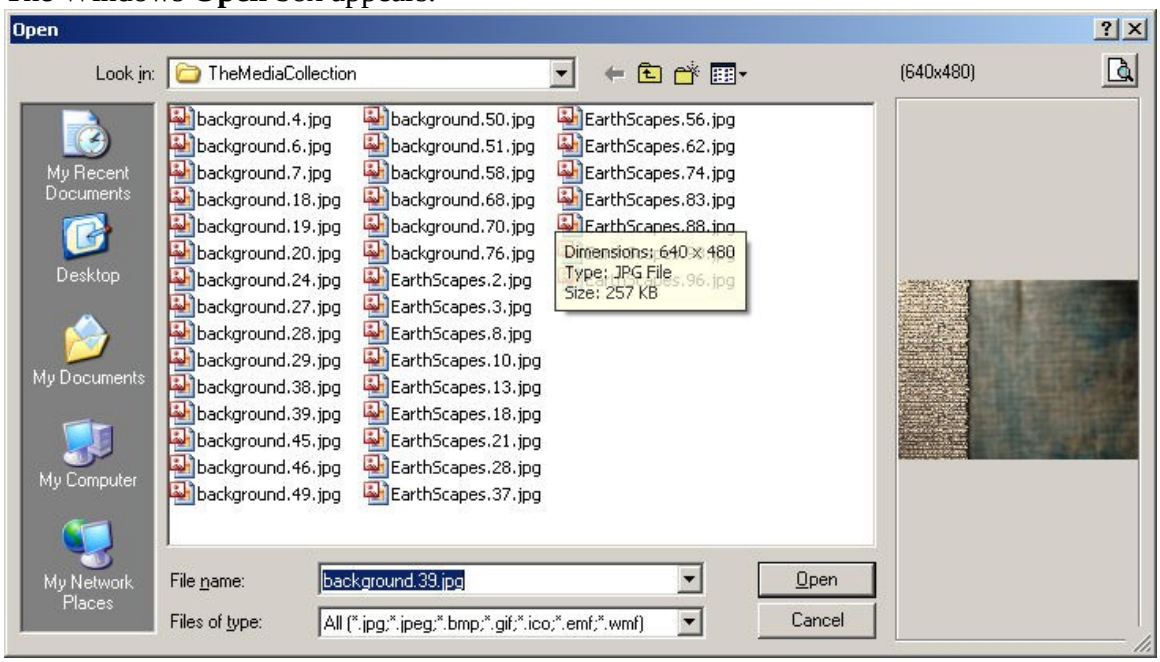


Adding a Picture background:

1. Click the **Picture**

2. Click **Select Picture** to add a picture background.

The Windows **Open** box appears.



3. Browse to the picture to be added.
4. Select the picture file.
5. Click **Open.**
6. The selected picture appears with its path displayed below it.

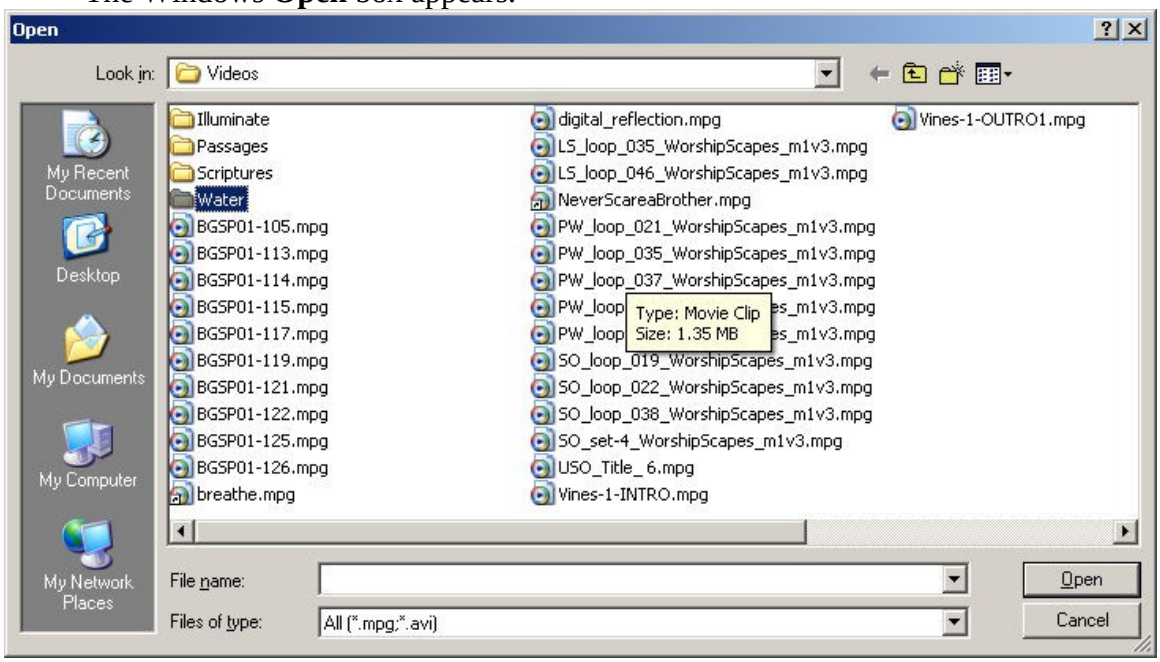
The selected picture appears with its path displayed below it.

The picture can be tiled by clicking Tile Picture.

Adding a Video background:

1. Click the **Video** tab to add a video background.
2. Click the **Select Video** button.

The Windows **Open** box appears.



3. Browse to the video to be added.
4. Select the video file.
5. Click **Open**.
6. The **selected video** appears with its path displayed below it.
7. Use the video controls in the **Video** tab to preview the video.

Use the Set Thumbnail button to set a different thumbnail for the video.

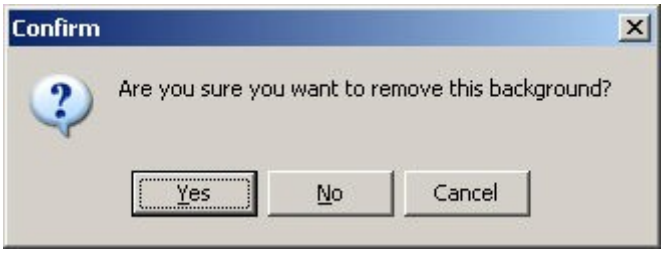
Adding a Feed background:

1. Click the **Feed** tab to add a feed background.
2. Select a feed.
3. Click **OK**.

See: Working with Feeds for more information about using feeds as backgrounds.

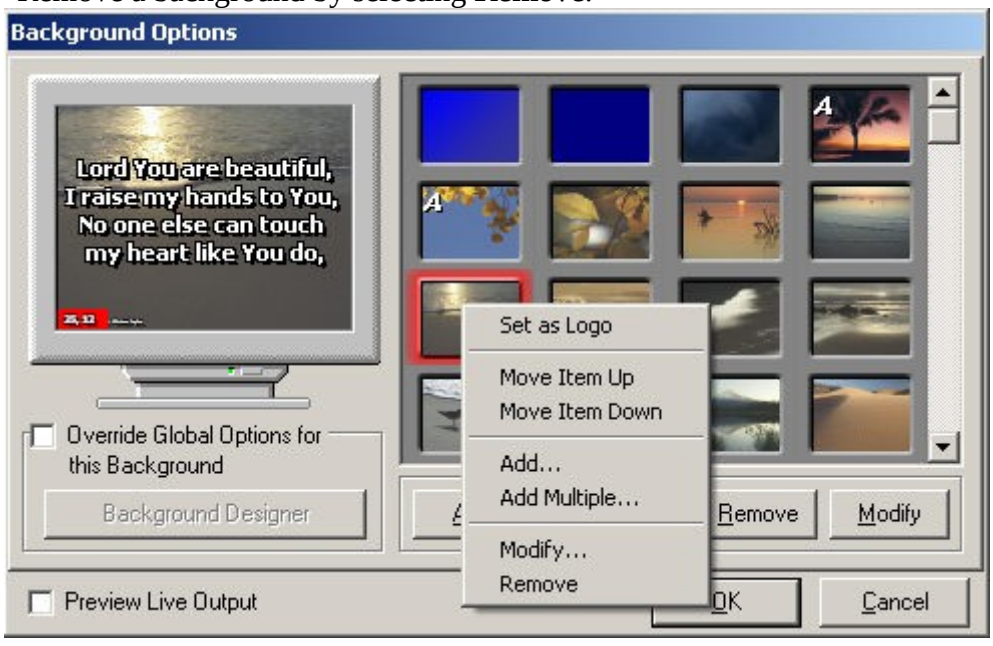
Removing a background:

1. Click on the **Background** button.
2. Click on **Options**.
3. Select the background to be removed.
4. Click the **Remove** button.
5. Click the **Yes** button to remove the background



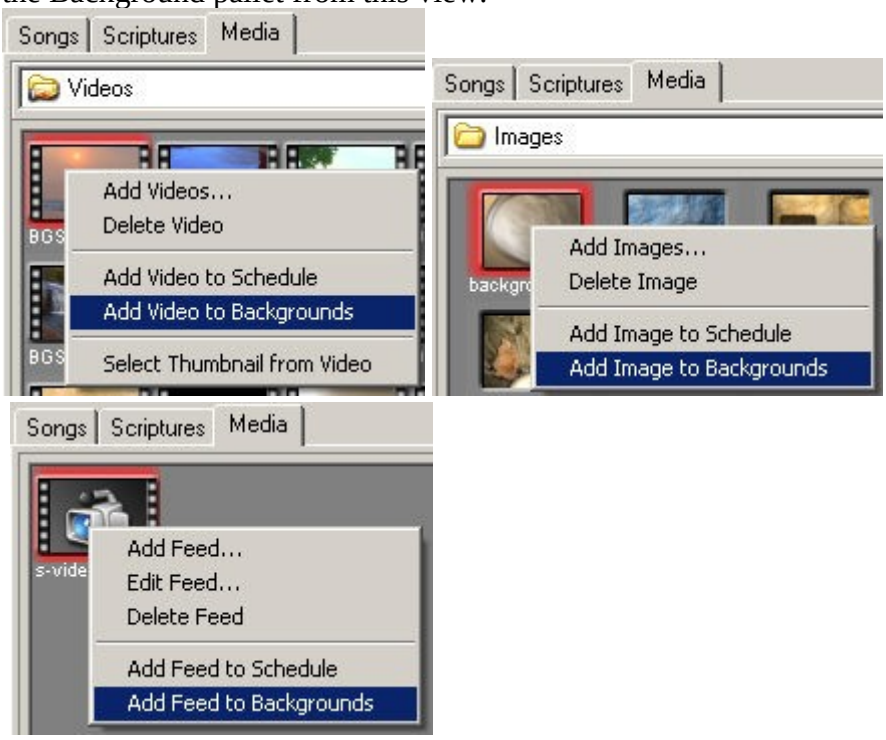
Right Click Features:

- Assign a background to the Logo button by selecting **Set as Logo**.
- Move a background up and down in the background pallet by selecting **Move Item Up** or **Down**.
- Add a single background to the background pallet by selecting **Add...**
- Add a single background to the background pallet by selecting **Add Multiple...**
- Modify a background by selecting **Modify...**
- Remove a background by selecting **Remove**.



- Right clicking a thumbnail in the **Videos, Images** or **Feeds** resource area displays a menu to:
  Add a **Video, Image** or **Feeds** to Backgrounds - allows you to add this video to

the Background pallet from this view.



Background Options

The Options button in the Background Options dialog box allows you to add, remove, modify, and customize backgrounds.

See: Adding Backgrounds, Using the Background Designer and Modifying Backgrounds

Right Click Features:

- Assign a background to the Logo button by selecting **Set as Logo**.
- Move a background up and down in the background palette by selecting **Move Item Up** or **Down**.
- Add a single background to the background palette by selecting **Add...**
- **A**dd a single background to the background palette by selecting **Add Multiple...**
- Modify a background by selecting **Modify...**
- Remove a background by selecting **Remove**.

Modifying Backgrounds

Modifying a background:

1. Click on the **Background** button.
2. Click on **Options.**
3. Select the background to be modified.
4. Click **Modify** to access the **Fill Effects** dialog box.
    - Set a different frame in a video clip for the thumbnail, using the slider ball under the video window and the **Set Thumbnail** button.

- For picture backgrounds, select **Tile Picture** to tile that background picture when it is displayed.

Using the Background Designer

EasyWorship allows for picture and video backgrounds to be altered. Backgrounds that are Altered using the Background Designer appear in the background palette with an "***A***" in the upper left corner.

Before altering a picture or video background, create a duplicate so that there will ba a copy of the original in the background palette.

To add a duplicate picture or video:
See: *Adding Backgrounds*

Accessing the Background Designer:

1. In the **Background Options** window, click the background that you want to customize.
2. Select the **Override Global Options for this Background** check box.
3. Click the **Background Designer** button.

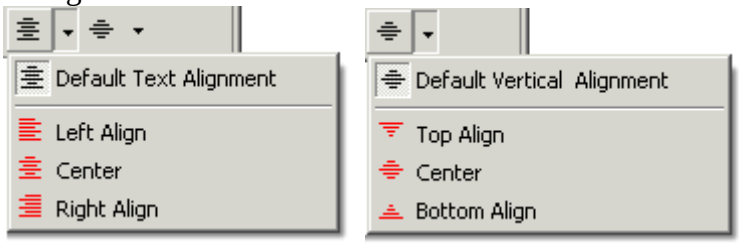
The Background Designer dialog box appears

Moving and resizing the Text Box:

1. Click on the picture.
2. Resizing handles appear in all corners and in the center of each side of the text box.
3. Resize the frame using the resizing handles.
4. Click and drag the text box to the desired location.
5. Click OK when all changes are complete.

Using the Formatting Toolbar:

1. Click the **Font Name** drop down box to select the font to be used.
2. Change the Font size by selecting the **Font Size % Limit.**
3. Use the **B** and ***I*** buttons to turn on **B**old and ***I***talics.
4. Use the **S** and **O** buttons to turn on **S**hadow and **O**utlining.
5. Use the **A** button to select the text color.
6. Use the **S** and **O** buttons with color underlines to select the **S**hadow and **O**utline color.
7. Us the **Paint Bucket** to change the **fill effects**.
8. Click the text alignment buttons on the toolbar to change the vertical and horizontal alignment of the text.



Right Click Features:

1. Right click the text box.
2. Click on **Reset Text Margins** to reset the text box location and size back to default.

Working With Text Over Video

EasyWorship layers text over video, images, colors, gradients and even feeds.
To project a song over a video:

1. In the Resource area, click the Songs tab.
2. Click on the title of the song; it will be highlighted.
3. Click on the Background button above the center column Preview Area. The palette of background thumbnails will appear. Click on a thumbnail that has film strip sides. These are videos. (If no videos appear, you may refer to Adding Backgrounds.)
4. Click the Go LIVE >>> button and the song will appear layered over the video.
5. You may also add the videos as a fill effect, which will be saved with the song in the database. (See: How do I save a background to a song)
6. You may also drag and drop a background to a song in the schedule, changing it for that schedule only. (See: Adding Backgrounds)

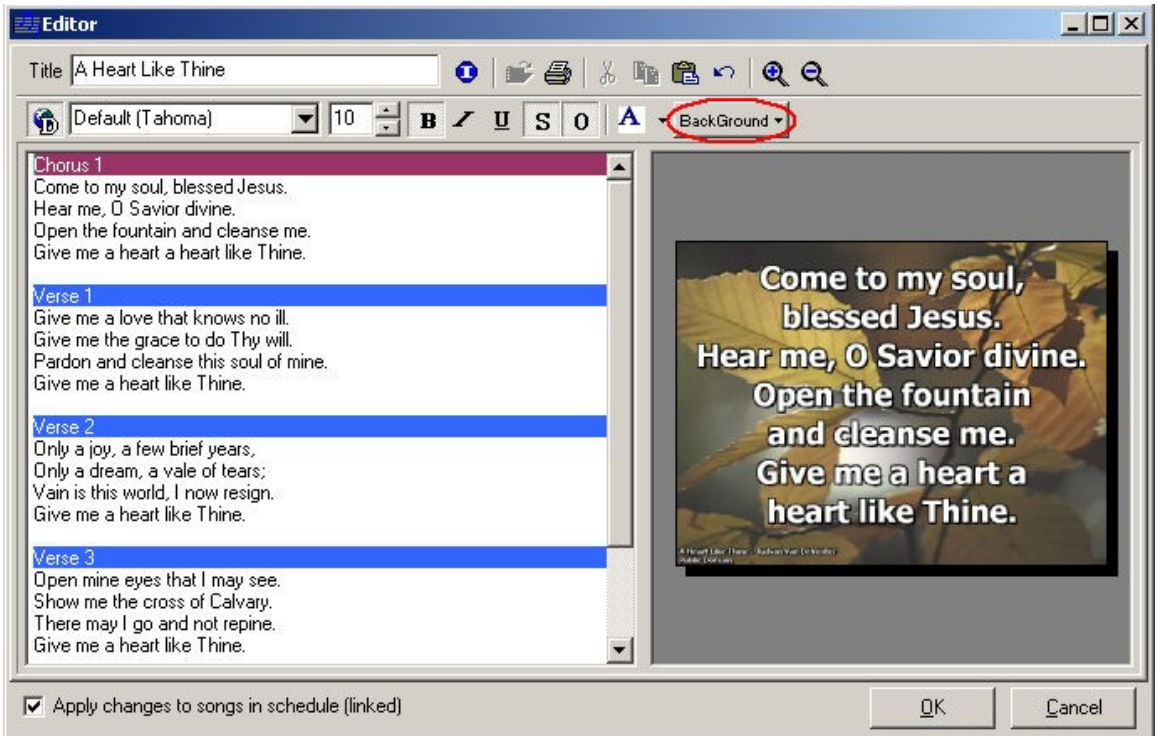
Notes
DirectX is required for EasyWorship to display text over video. Click on Help, then DirectX Troubleshooting to verify that DirectX is enabled.

See: Text Over Video Troubleshooting under Troubleshooting, If you are having problems with Text Over Video.

How Do I Save A Background To A Song?

You can save a background so that it appears with the song each time you select the song from the database. When you add that song to the schedule, the background will stay attached to the song.

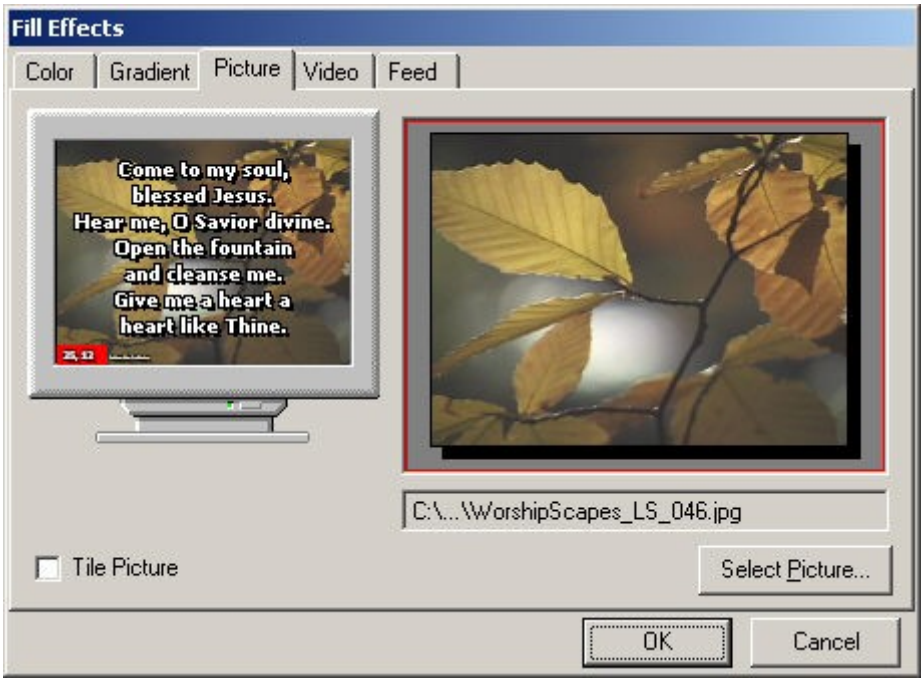
1. Click on a Song in the Songs resource area.
2. Right click and choose **Edit Song**.
3. The Edit Song window appears. Click on the Backgrounds button. The images and videos in the background palette now appear in this editor window.



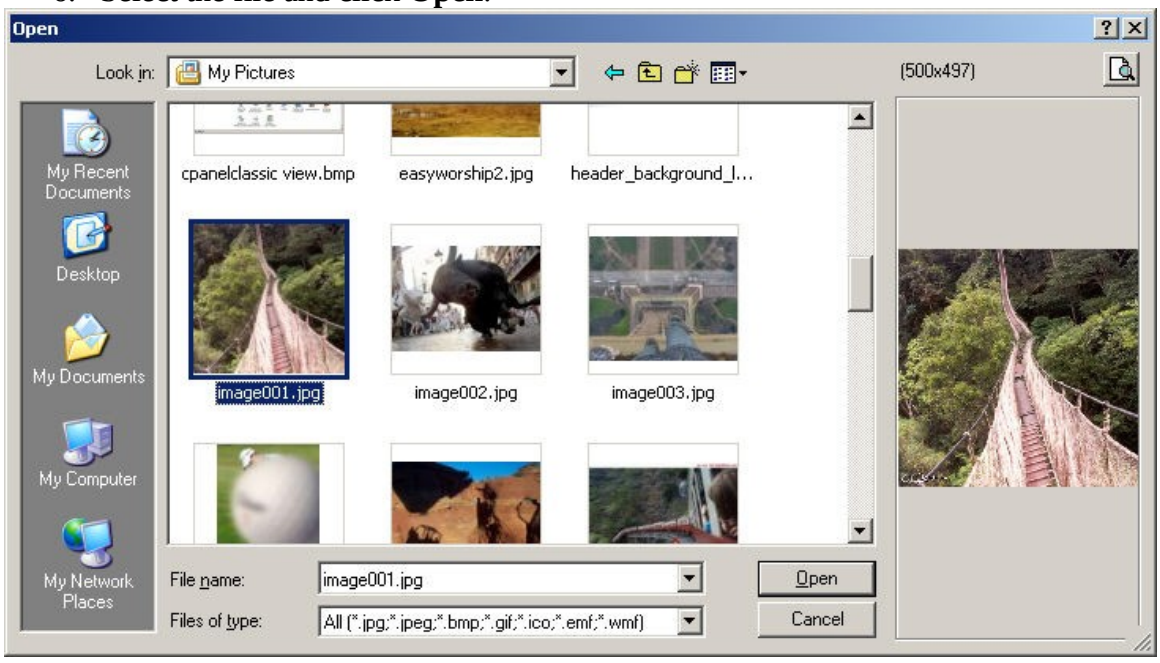
4. Select the background of choice.

Using A background that is not listed in your backgrounds list:

1. In the song editor click the background button.
2. Click on **Fill Effects**.
3. Select the tab for the type of background you want to use.



4. Click the **Select** Button at the bottom right.
5. Browse to the file you wish to use.
6. Select the file and click **Open**.



7. After selecting background and **OK**. The background will now be saved to the song in the song resource area. You can also click the **Automatic** button to choose the default background for all songs to be applied to this song as well. Actually, no background will be saved to the song when choosing Automatic.

Media

Codecs Explained

What is a codec?
Codec - (enCOder/DECoder or COmpressor/DECompressor) - software (or hardware) that compresses and decompresses audio and video data streams.

The purpose of codecs is to reduce the size of digital audio samples and video frames in order to speed up transmission and save storage space.

- For More information go to http://www.free-codecs.com/guides/What_you_need_to_know_about_codecs.htm

When you play a video, or sound file through EasyWorship, it has to know how to decode that file. A codec 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 multi media file.

- Standard codecs that are included automatically in Windows Media Player are :

  Video: Mpeg1, AVI, WMV .
  Audio: MP3, WAV,WMA
  EasyWorship can use any of these types of files without installing extra codec software.

- EasyWorship can play many other types of files as long as you have a codec for EasyWorship to decode the file with.

  Mpeg2, Mpeg4, Divx, Mov files require extra codec software. Check out http://www.free-codecs.com to get a codec to play these files. Quicktime .mov files require the Quicktime alternative to be downloaded and installed.

- Avoid downloading codec packs that claim to have a codec for every type of file. Many times they will install software that conflicts with EasyWorship and can cause your media files to play incorrectly.

- We recommend DScaler or PowerDVD6 or 7 codes for playing Mpg2 files and DVDs. ***See:*** Recommended DVD & Mpg2 Decoders

How Do Videos, Images & Backgrounds Work?

Images & Videos
EasyWorship reads the resources folder in your profile to display the thumbnails for Images and Videos. The files aren't stored in a database. Only the thumbnails are in a database. When you add videos and images to the Media tab from another location on your hard drive, such as My Documents, EasyWorship will create a shortcut to the video or image in your profile resources folder.

If you delete the video from its original location (My Documents), an exclamation point will appear on the thumbnail for that video or image. The exclamation point means that EasyWorship can't find the file.

If you add a video or image to the media area from an external disk like a cd or memory stick, EasyWorship will copy the actual file to the resources folder in your profile.

When adding images or videos, you may manually copy your files directly to the video or images folder in resources folder located in *Your Profile*. This is the preferred method. This way you keep all of your images and videos in the same place. In the event that you want to transfer all of your backgrounds and songs from one computer to another, all you would have to transfer is the data folder and the resources folder.

See:*Locating Your Profile Data to find out how to located your resources folder.*

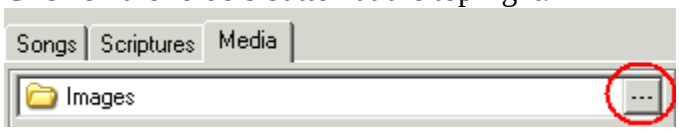
Backgrounds
Backgrounds work differently than the Images and Videos tabs. Backgrounds is an actual database of links to the files you have added to your backgrounds palette. It also contains thumbnails of those images or videos. The actual videos and images aren't in the database. When you add an image or video to the background palette, EasyWorship creates an entry in the database telling it where to look for that file with an attached thumbnail for that file. This is why we recommend keeping all videos and images in the Resources folder mentioned above.

If you add a video or image to the media area from an external disk like a CD or memory stick, EasyWorship will not copy the actual file to the database. It will only create a link to the external drive. When you take that disk out or disconnect the drive, an exclamation point will appear on the thumbnail for that background. The exclamation point means that EasyWorship can't find the file.

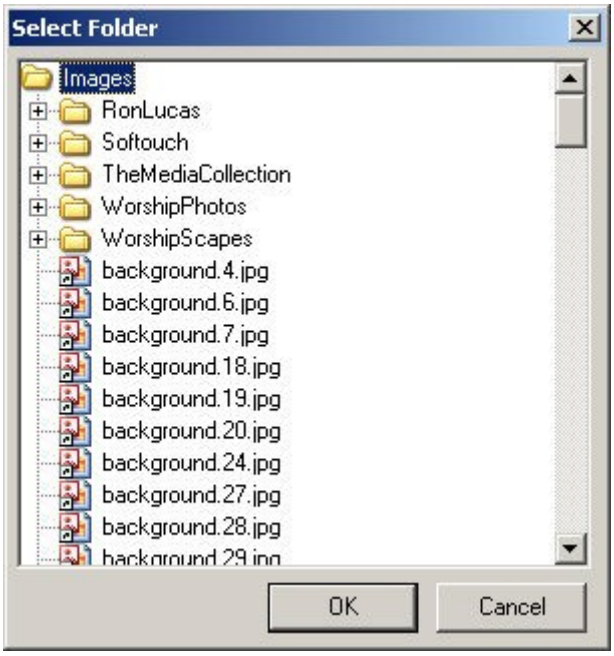
How Can I Organize Images and Videos?

To organize images and videos in folders:

1. Browse to ***Your Profile***\Resources\ Videos or Images. ***See:****Locating Your Profile Data*
2. Create any folders you would like to create.
3. Copy your images or videos into any of the folders you would like.
4. In the Resource area, click the **Media** tab.
5. Click on the Images or Videos tab.
6. Click on the folders button at the top right.



7. Select the folders of images you wish to display as thumbnails in the videos palette, and click **OK**.



8. Thumbnails for the data in that folder appear in the Media area.

Notes

If you add images or videos when displaying a folder, it will cause the image or video you added to be added to the folder you are currently viewing.

Recommended DVD & Mpg2 Decoders

Decoders That Work:
PowerDVD 6, 7 and SE
This link is for the full version for you to use for testing, but the trial will not have audio on protected content. http://www.cyberlink.com

DScaler
DScaler is an open source codec that works pretty well. *Use the DScaler link on our KB article to download DScaler.*

NVIDIA Pure Video
NVIDIA Pure Video works well as long as your Video Card is a newer nVidia video card and meets their requirements. Here is a link to get a trial copy of Pure Video. http://www.nvidia.com/page/purevideo.html

Decoders That Don't Work:
WinDVD7
This decoder doesn't work. It will show up as InterVideo in your codec list.

OpenSource
This codec is distributed with another worship software and does not work well with EasyWorship. You may need to remove it before using videos in EasyWorship.

Sonic
This decoder doesn't work.

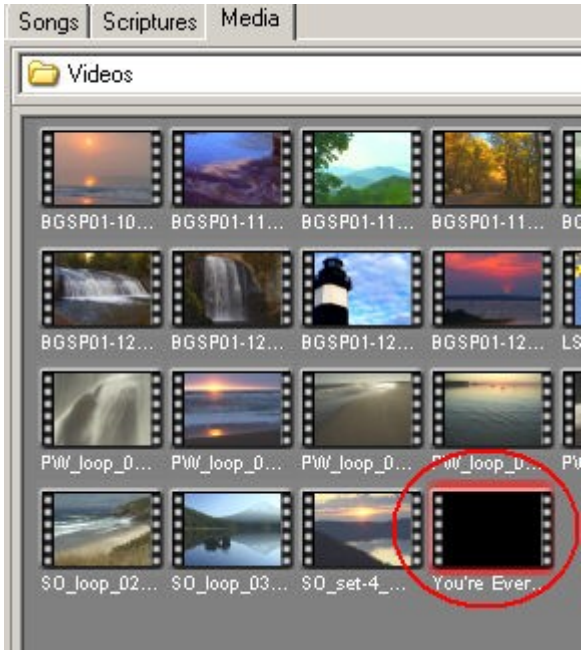
See: Recommended DVD Decoders for the latest information.
See: DVD Decoder Utilities to find out what decoder is installed on your computer.

Audio

Playing Audio Files

EasyWorship will play audio files in conjunction with a presentation. While you display in the live area, EasyWorship will also play an audio file. There is not a direct interface button called "Audio". However, you can play those files by following these steps:

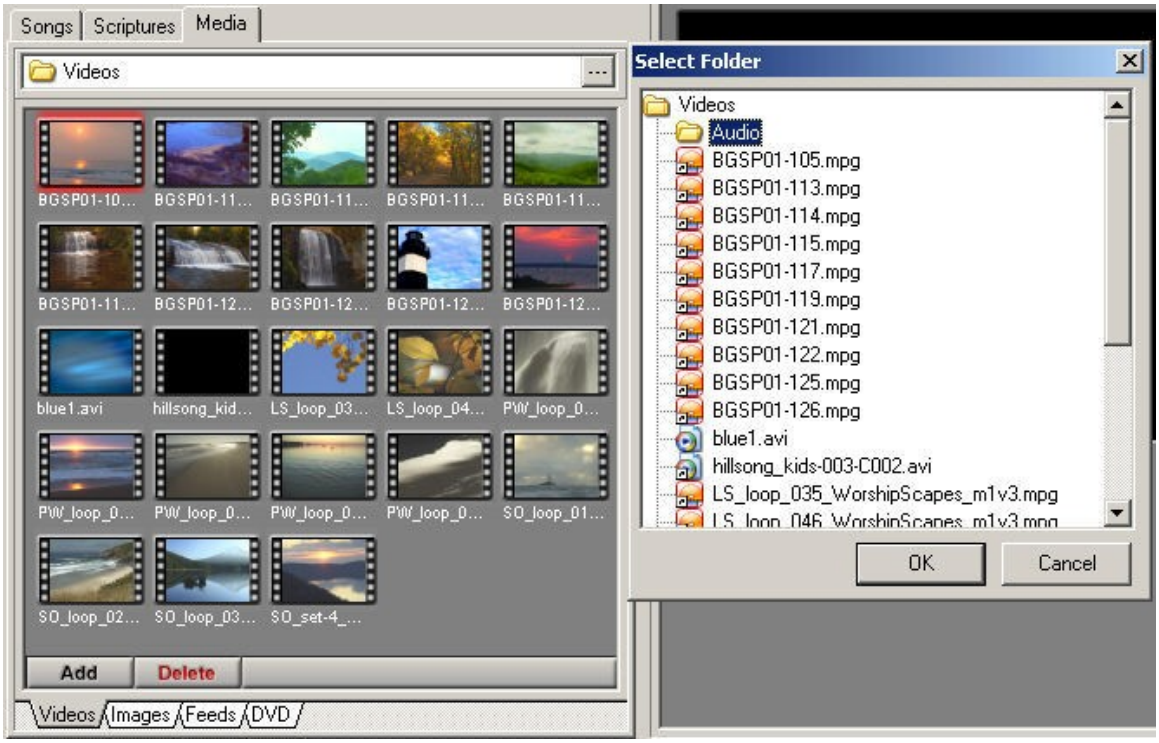
1. Save your audio file (mp3, wav and wma) to the Videos folder in this path **Your Profile/Resources/ Videos**. The file will now appear with a black thumbnail in the Video resource area. ***See:****Locating Your Profile Data* for help finding your profile.



2. Click on the **Media** tab, then the **Videos** tab.
3. Locate your audio file.
4. **Drag and drop** your audio file into the schedule **below the song** you want to use it with.
5. Click **Go Live** on the Song.
6. The audio file is automatically selected.
7. Click the **Play** button above the **Preview** area and adjust your volume.

If you wish to save an audio file to a background, you will want to use an editing software, such as Adobe Premiere to assign audio files to video and save them as .avi files.

Tip: *You can create a folder in the following location* ***Your Profile folder/Resources/Videos/****, and call it* ***audio*** *or* ***music****. When you click the button with three dots at the top of the videos area, you can select the audio folder. If you have this folder selected when you add audio files, EasyWorship will put them in that folder. You will only see your audio files when you click on that folder.* ***See:****Locating Your Profile Data* for help finding your profile.



Audio Pauses During Transition

Some customers that use Media player to play audio while using EasyWorship to display lyrics, have seen this issue. During the transition from slide to slide or song to song, the music pauses. This problem can be corrected easily.

1. Click on the **Live menu**.
2. Click on **Options**.
3. Click on the **Misc Tab**.
4. Slide the **Video Quality** slider to the middle of the Speed - Quality bar.
5. Click **OK**.

DVD

DVDs Explained

EasyWorship enables you to utilize the on board DVD ROM drive on your presentation computer for displaying DVDs or portions you create as clips. This is a different application of displaying DVD than capturing a DVD feed through a capture card (***See:*** Working with Feeds)

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. Predefined Clips are segments that you can choose when loading a DVD and those segments will automatically be ready with the proper Mark In and Mark Out points. For example, if you load an i-Worship type DVD, all the songs would be predefined and load into the database area when you select Predefined 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.

EasyWorship requires a DVD Decoder to be installed in order to create and play DVD clips. ***See:*** Recommended DVD Decoders for more information.

Also See: DVD Clip Editor Overview, To play a DVD (whole movie at once), To edit and play a DVD clip (a small piece of a movie) and To play DVD (Predefined Clips) for help with creating DVD clips in EasyWorship.

Recommended DVD & Mpg2 Decoders

Decoders That Work:
PowerDVD 6, 7 and SE
This link is for the full version for you to use for testing, but the trial will not have audio on protected content. http://www.cyberlink.com

DScaler
DScaler is an open source codec that works pretty well. *Use the DScaler link on our KB article to download DScaler.*

NVIDIA Pure Video
NVIDIA Pure Video works well as long as your Video Card is a newer nVidia video card and meets their requirements. Here is a link to get a trial copy of Pure Video. http://www.nvidia.com/page/purevideo.html

Decoders That Don't Work:
WinDVD7
This decoder doesn't work. It will show up as InterVideo in your codec list.

OpenSource
This codec is distributed with another worship software and does not work well with EasyWorship. You may need to remove it before using videos in EasyWorship.

Sonic

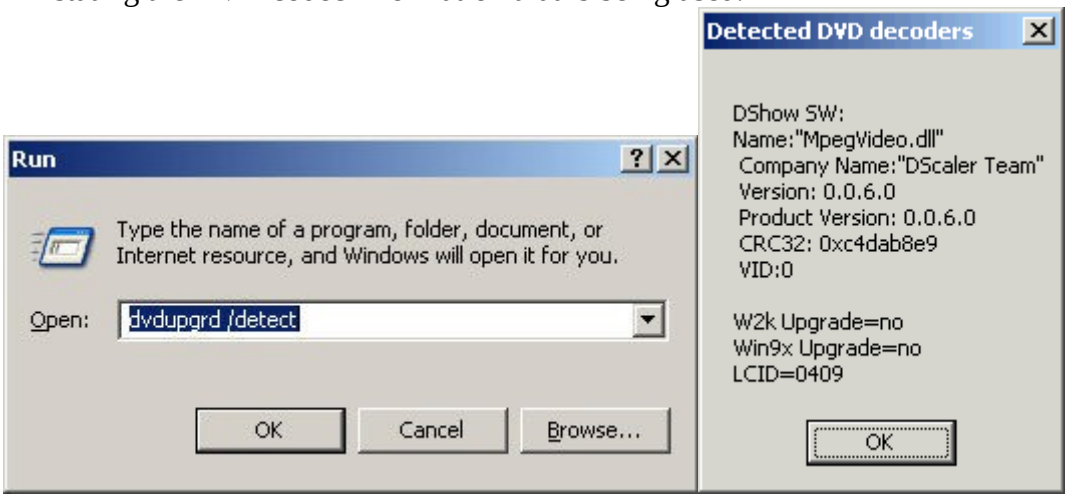
This decoder doesn't work.

See: Recommended DVD Decoders for the latest information.
See: DVD Decoder Utilities to find out what decoder is installed on your computer.

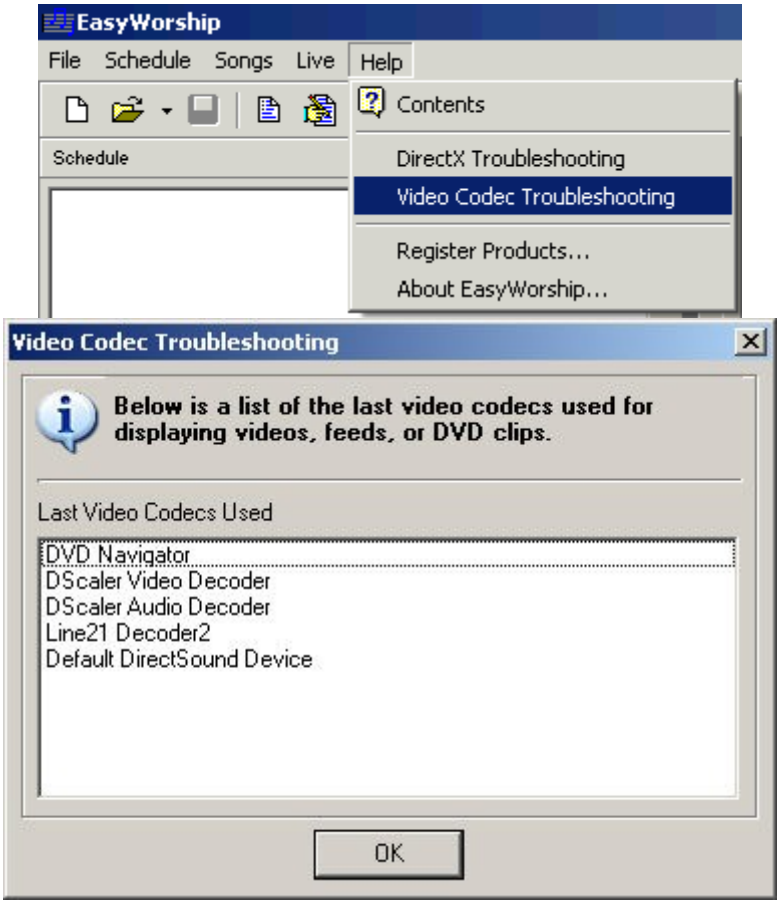
DVD Decoder Utilities

- **Microsoft Windows XP Video Decoder Checkup Utility** is a utility from Microsoft that will help you see and choose what **DVD MPEG2** decoder you have installed. Here is the link for that utility.

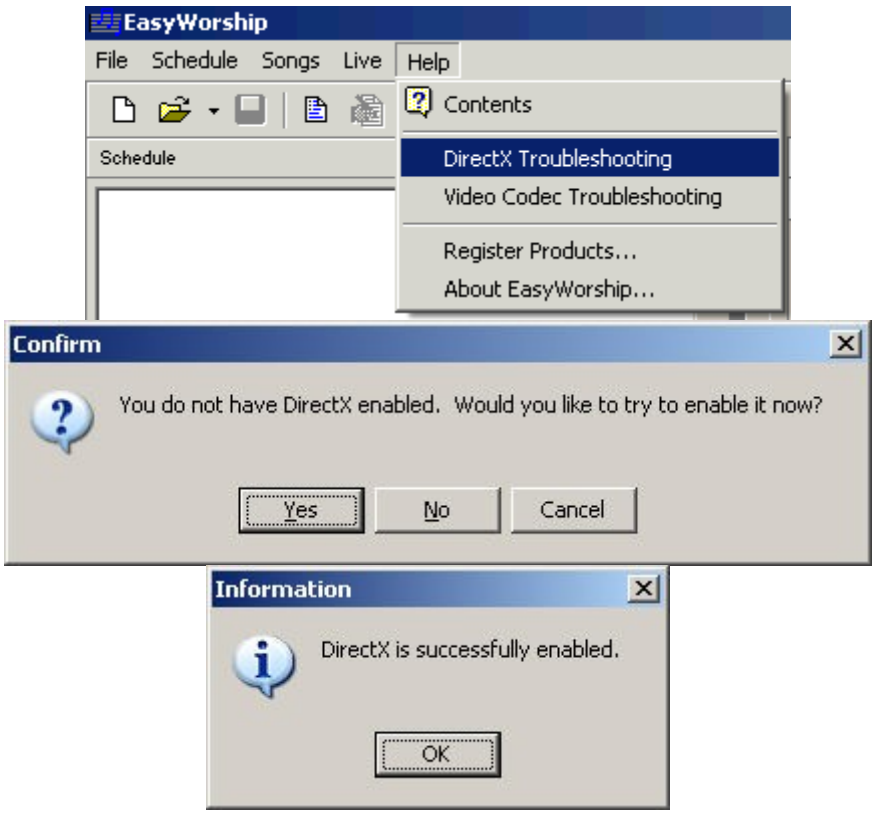
- You can also find out what codec Windows/EasyWorship is using by going to **Start->Run, type dvdupgrd /detect** and click **OK**. This will bring up a dialog stating the DVD codec information that is being used.



- Click on **Help**, **Video Codec Troubleshooting** inside EasyWorship. This will tell you what codecs are being used to display the video.



- Click on **Help**, **DirectX troubleshooting** inside EasyWorship. This will verify that DirectX support is enabled. If it is not enabled, you will be prompted to enable it.



- Check out our Knowledge Base and Support Forum for the latest information.

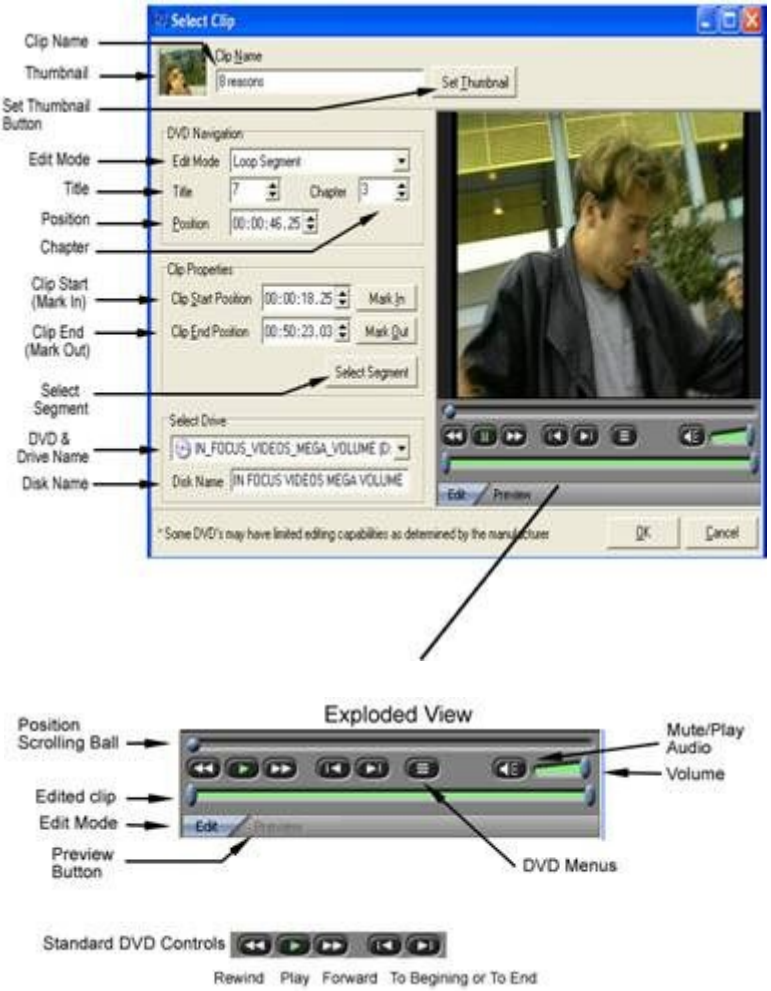
* For more info about codecs ***See:*** Recommended DVD Decoders

DVD Clip Editor Overview

***DVD* Player Window**

1. In the resource area, click on the **Media** Tab, click on the **DVD** tab.
2. Click on the **Add** button at the bottom of the Media resource window. The **Select Clip** window will appear.

Starting at the top, let's identify all the features:



Clip Name **--** Field in which you create a name for your clip.

Thumbnail **--** Small picture associated with the Clip Name, which will appear in the DVD resource
area.

Set Thumbnail Button **--** Click this button at the frame you choose for your thumbnail.

Edit Mode **--** Two choices appear for editing clips: Loop Segment, and Continuous Play. Click on the down triangle for selection. Loop Segment loops only the current segment you are editing. Continuous Play plays the entire DVD allowing you to edit it.

Title **--** The Main Menu or Main Segments of the DVD.

Position **--** The numerical elapsed time and current location in the DVD. You can increase or decrease mark in and mark out points by navigating the triangles and editing the number fields.

Chapter -- Sub menu segments under each title.

Clip Start -- The position at which you Mark In the starting point of your edited clip.

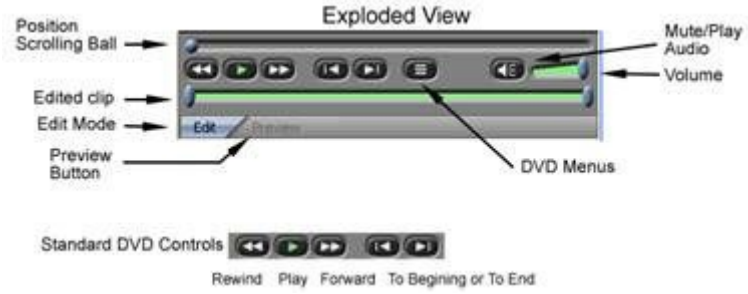
Clip End -- The position at which you Mark Out the ending point of your edited clip.

Select Segment -- Click this button when you wish to select the entire segment you are playing. It will automatically set the Mark In and Mark Out at its beginning and ending points.

DVD Drive and Name -- Displays the name of the DVD and the drive playing. If you have multiple drives you can click the down triangle and select additional DVDs

Disk Name -- You can create a disk name to recognize as it appears in the DVD resource database area.

Exploded View



Position Scrolling Ball -- A visual tracking of the position of the DVD. It can be scrolled forward and backward to new locations on the segment.

Edited Clip -- A visual representation of the portion of the DVD you have selected.

Edit Mode -- Click this button to edit your clips.

Preview Button -- Click this button to preview your edited clip.

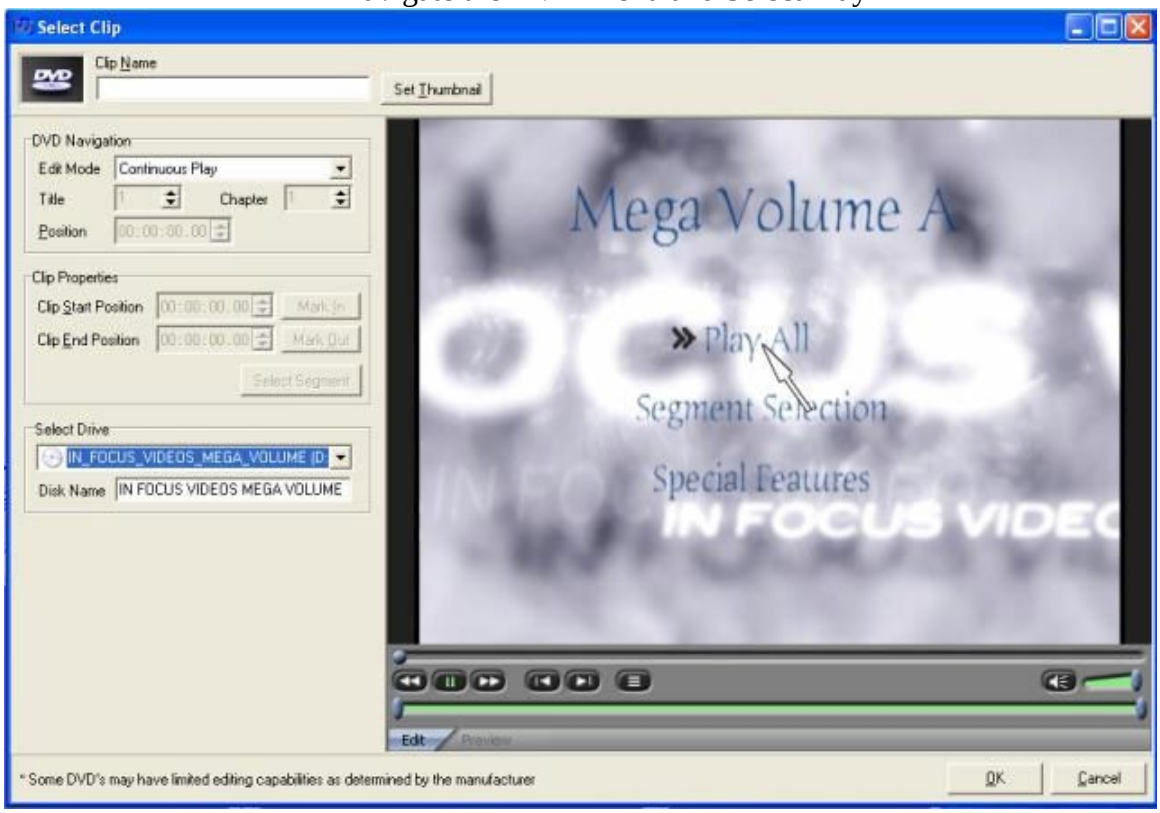
DVD Menus -- Each DVD will have different menus for displaying the Title, Root, Subtitles (lyrics), Audio (split tracks, click tracks, Stereo, Surround, etc.), Angle (the camera angles available), and Chapter Menus.

* For Additional instructions on how to set up different kinds of DVD clips ***See:*** To play a DVD (whole movie at once) , To edit and play a DVD clip (a small piece of a movie), To play DVD (Predefined Clips)

To edit and play a DVD clip (a small piece of a movie)

1. Insert a DVD into the DVD/CD ROM drive of your presentation computer.
2. Click on the **Media** tab in the Resource area.
3. Click on the **DVD** tab.
4. Click the **Add** tab.
5. The Select Clip window will appear.

*Navigate the DVD Menu and Select Play

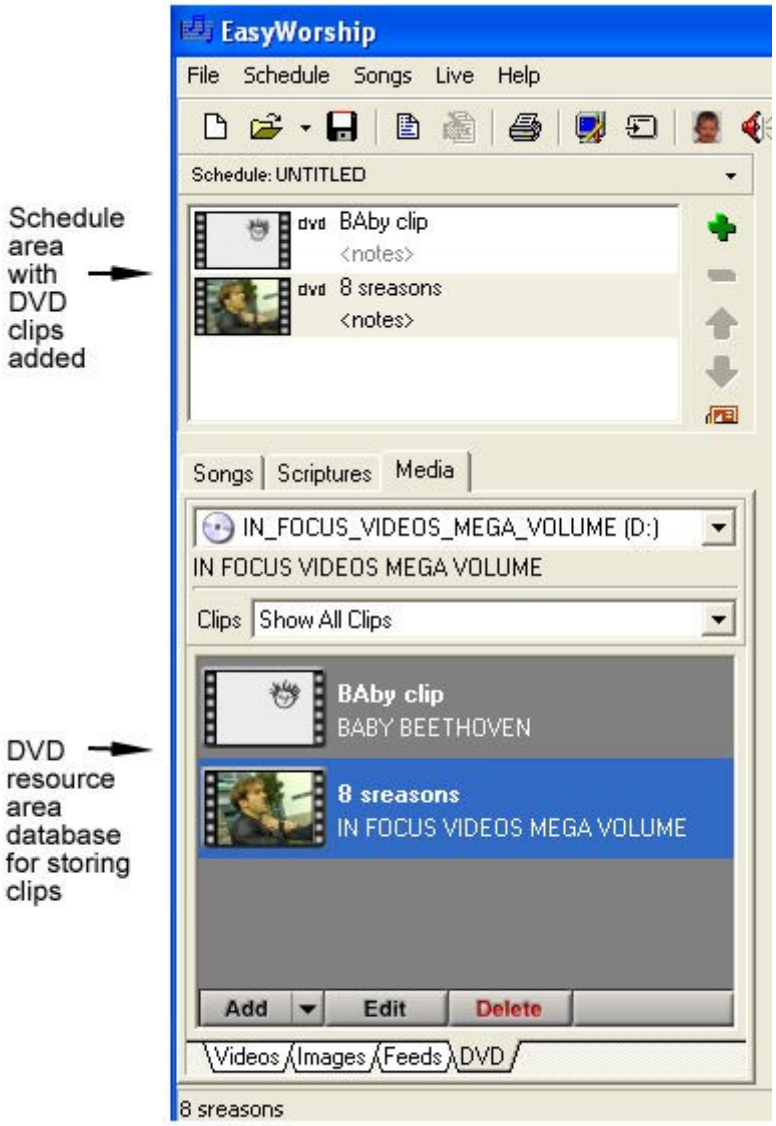


6. The DVD will spin up and you may navigate the DVD menu to select the segment you want to play.
7. In the Edit Mode field, select **Loop Continuous**.
8. The Title and Chapter should display the segment you have chosen.
9. Click the **Play** icon

10. As your segment plays, you can click the **Mark In** button to select the beginning of your clip. Notice the Time Line Scrolling ball will correspond to the beginning point of your clip.

Notes
Once you locate and start the segment you wish to edit, if you want the entire segment, click Select Segment.

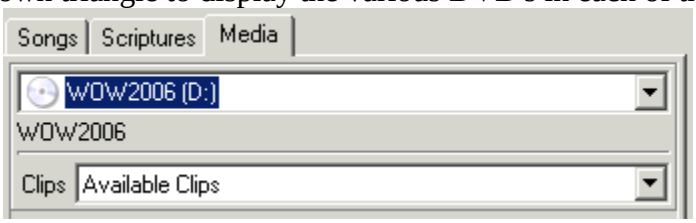
11. Click the **Mark Out** button to end the clip. The Time Line Scrolling ball will correspond to the ending point of your clip. You can also fine tune the start and stop points with the Position number field corresponding with Mark In and Mark Out.
12. The **Preview** button will allow you to preview your edited clip in the window. Click the **Edit** button to resume editing.
13. Type the clip name in the **Clip Name** field. This is the file name that will appear with the clip and thumbnail in the DVD resources area, and in the Schedule area should you add it there.
14. Scroll the clip to find the frame you wish to use for a thumbnail and click **Set Thumbnail**. If your DVD does not support this feature, it will be black with DVD text.
15. Create the name of the DVD in the **Disk Name** field.
16. Click **OK**. Now the clip and thumbnail will appear in the DVD resource area.



17. You can click on any of the clips in the **DVD** resource area database and click **GoLive**>>> or add any **DVD** clips to the schedule. You may also drag and drop those to the schedule.
18. If you wish to edit or delete a clip, you may click on the **Edit** or **Delete** button at the bottom of the DVD resource area.
19. If you choose Edit, the Clip Editor window will open and you can make your edits and re-save the clip.
20. DVD clips are portable and will transfer with the schedule.

To play a DVD (whole movie at once)

1. Insert a DVD into the DVD ROM drive.
2. Click on the **Media** tab in the Resource area.
3. Click on the **DVD** tab. If you have multiple DVD drives, they will appear in a drop down list at the top of the **DVD** tab under the **Media** Tab. You can click on the drop down triangle to display the various DVD's in each of those drives.

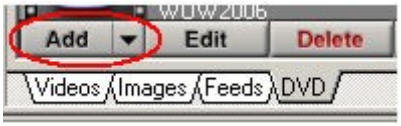


4. Select the DVD title from which you wish to play a clip.
5. In the **Clips** field, click the down triangle to display clip options.
    - **Available Clips** - will display the thumbnail and clip name of any available clip previously selected from that DVD title.
    - **Show All Clips** - will display the thumbnail and clip name of all clips made from **any** DVD previously from other DVD titles other than and including the one currently in the DVD drive.

Tip

The DVD must be in the drive in order for your clips to play. EasyWorship does not copy the DVD itself, it only creates a shortcut to the clip you have defined.

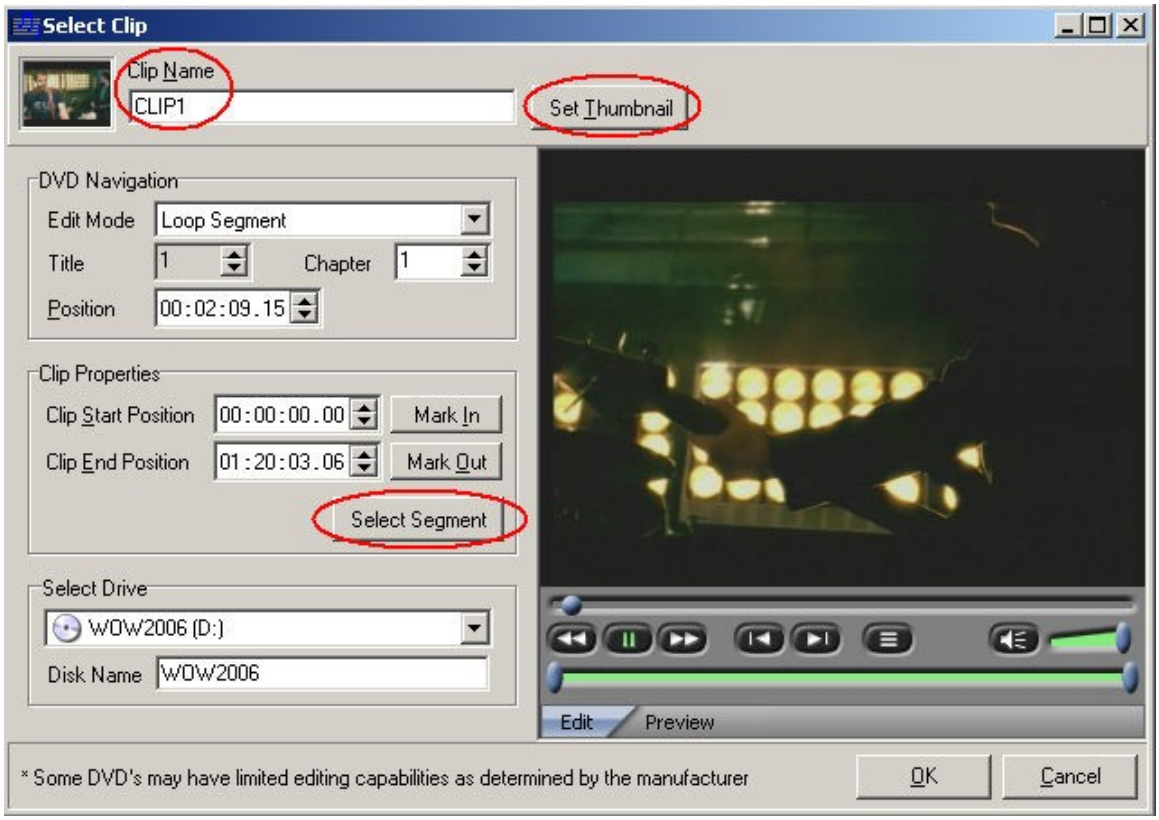
6. Click the Add button, and the DVD **Select Clip** window will appear.



7. The DVD will spin up and the DVD Menu will appear in the window. Navigate the DVD menu until you find the main feature Play selection.
8. **Click Play** on the screen. The DVD segment or movie will start.
9. When the movie starts, click the **Select Segment** Button.

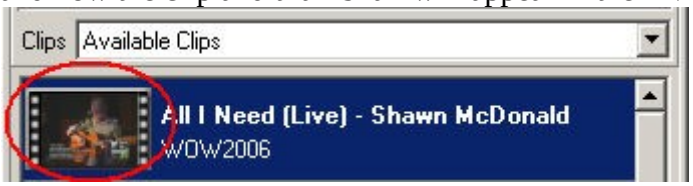
Tip
You might wait until the FBI warning goes away. Often it is a small segment by itself.

10. Create a Clip Name.
11. When ready, click the Set Thumbnail button. As the movie plays, you can select the thumbnail you wish to associate with the clip name that will now appear in the DVD resource area database.



Notes
Not all DVD's will allow you to set a thumbnail.

12. Create the name of the DVD in the Disk Name field
13. Click **OK** and now the clip and thumbnail will appear in the DVD resource area.



14. You can click on any of the clips in the DVD resource area database and click **GoLive**>>> or add any DVD clips to the schedule. You may also drag and drop those to the schedule.
15. If you wish to edit or delete a clip, you can click on the **Edit** or **Delete** button at the bottom of the DVD resource area.
16. If you choose **Edit**, the Clip Editor window will open and you can make your edits and re-save the clip.

Tip

- *DVD clips are portable and will transfer with the schedule.*
- *The transferring of schedules, containing DVD Clips, is not backwards compatible, due to the limitations of previous Microsoft Windows Operating Systems. If you transfer DVD Clips from Windows XP, they will*

not play on Windows 98, however Windows 98 DVD clips will play on later versions.

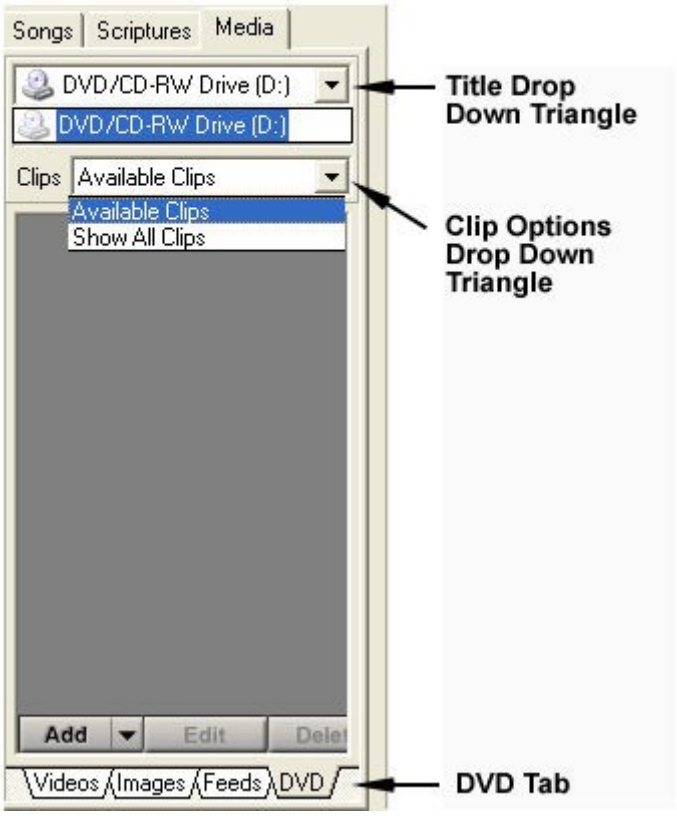
To play DVD (Predefined Clips)

Predefined clips are segments, or chapters, that are predefined with the proper start and stop points already set for that entire segment. This saves you the time of having to edit each segment to prepare a DVD clip for the DVD resource area. **For example**: If you have an iWorship type DVD which contains 7 songs, you can select Add/Update Predefined Clips (see below) and each of the 7 songs will now appear in the DVD resource area, predefined and ready to play. Not all DVDs will support predefined clips. These clips are also portable. When you save or transfer a schedule, these clips will transfer as well.

Notes
EasyWorship does not copy the electronic image of the DVD. It only creates a bookmark to a location on the DVD according to how you edited or saved that clip. You still must have the DVD inserted into the drive to play the clips.

If the DVD has segments that have lyrics on lower, upper, or middle thirds, you can select these predefined clips in that format. This is also true for split tracks, click tracks and no lyric tracks. If the DVD has those segments, you can now save the same song in different formats. For example: You may wish to save the song "Open the Eyes of My Heart" in upper thirds, lower thirds, and center. Or upper thirds click track, lower thirds split track. Then when you have a presentation, you can select the format predefined and ready for projection.

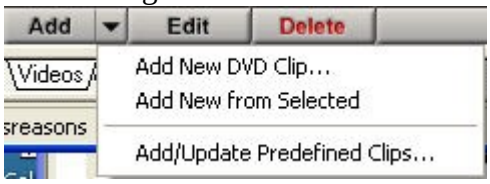
1. Insert a DVD into the DVD ROM drive.
2. Click on the **Media** tab in the Resource area.
3. Click on the **DVD** tab. If you have multiple DVD drives, they will appear in a Title drop down list at the top of the **DVD** tab under the **Media** Tab. You can click on the drop down triangle to display the various DVD's in each of those drives.



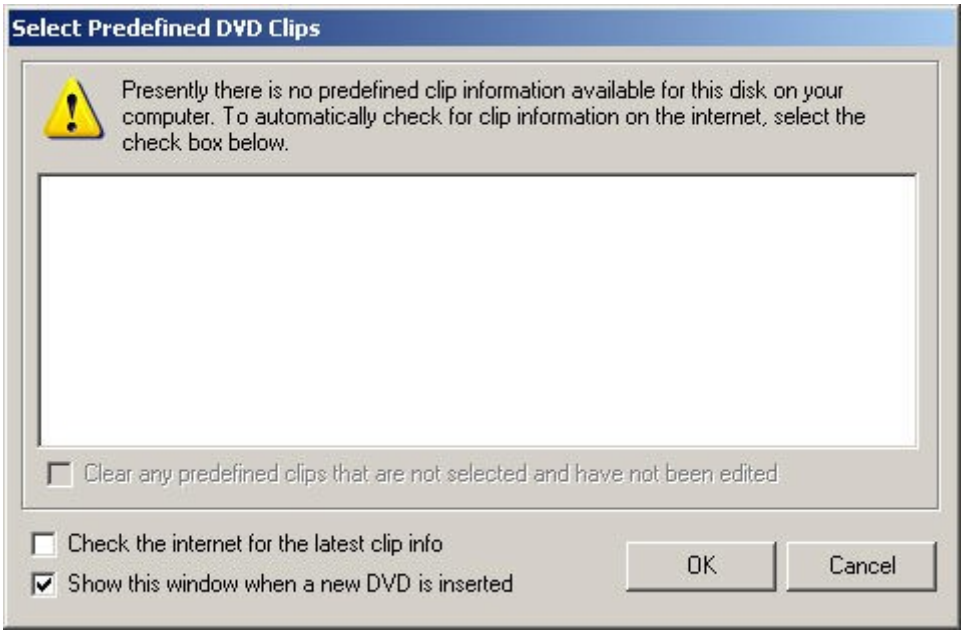
4. Select the DVD title from which you wish to play a clip.

Notes
The DVD must be in the drive in order for your clips to play. EasyWorship does not copy the DVD itself, it only creates a shortcut to the clip you have defined.

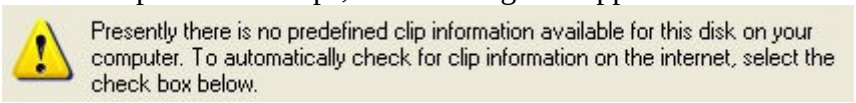
5. Notice the **Add** button at the bottom of the DVD resource area. Click the drop down triangle and click **Add/Update Predefined clips**.



6. The **Select Predefined DVD Clips** window will now appear.



7. If there are no predefined clips, this warning will appear.



   - You now have the option of clicking the box **Check the internet for the latest clip info**. You must be connected to the internet. Click **OK**.
   - You will be connecting to the EasyWorship predefined clip site. There you can select from the predefined clips available.

8. You also can check the box **Show this window when a new DVD is inserted**. You will then be prompted if there are any predefined clips for that DVD.
9. If predefined clips are available, they will appear in this window.

- You can check the boxes next to types of clips available. Click **OK**. You can also edit and rename predefined clips.

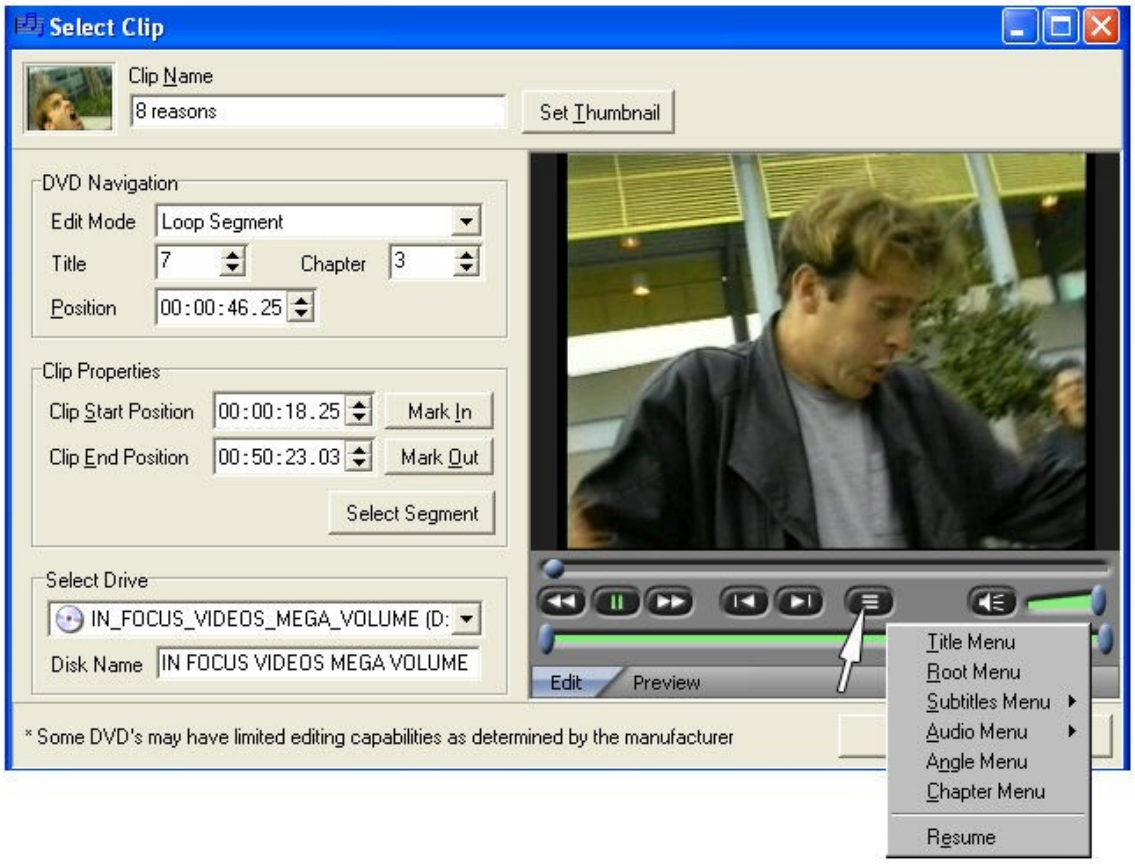
Notes

Example: *If you checked the box next to iWorship Volume K - Split, you will load every song on the DVD title with split tracts as a predefine clip into the DVD resource area.*

- *If you check the box* ***Clear any predefined clips that are not selected and have not been edited****, you will clear any predefined clips from the DVD resource area database. It will clear the clips that have not been edited and clips not selected in this window. It clears the DVD resource area of the predefined clips associated with the DVD in the drive, except for the ones you have selected and edited.*

10. The predefined clips will now appear in the DVD resource area database. Thumbnail support for those predefined clips may be limited because of copyrights.

11. You can always edit the clip. Highlight the clip, click on Edit at the **bottom** of the resource area.
12. The Clip Editor window will appear.



13. If you click on the DVD Menus icon , the drop down menu will appear. You may now select one of the menu items. Menus are defined by each DVD company and may or may not be consistent from DVD to DVD. However, the Subtitles Menu (lyrics) should give you options to choose lower, upper or central thirds. Also, the Audio Menu should give you options for choosing the Click, and Split Tracks, as well as other options. If the predefined clips from the EasyWorship predefined clips site do not contain what you are looking for, you can select those here and edit the clip.
14. Type the clip name in the **Clip Name** field. This is the clip name that will appear with the clip and thumbnail in the DVD resources area and in the Schedule area should you add it there.
15. Create the name of the DVD in the Disk Name field.
16. Click **OK** and now the clip and thumbnail will appear in the DVD resource area.

Troubleshooting DVD Issues

Issue: I can create a DVD Clip and play it in the preview window; but I only get a black screen when you Go Live with the clip.
Cause: An incompatible DVD Decoder or DirectX support is not enabled.

Resolution: Install a compatible DVD Decoder ***See:*** Recommended DVD & Mpg2 Decoders for a list of compatible DVD decoders.
You may also need to enable DirectX support by clicking on Help, DirectX troubleshooting.

Issue: You can create a DVD Clip and play it in the preview window, but EasyWorship locks up when you Go Live with the clip.
Cause: An incompatible DVD Decoder
Resolution: Install a compatible DVD Decoder. ***See:***Recommended DVD & Mpg2 Decoders for a list of compatible DVD decoders.

Issue: DVD doesn't play in the clip editor window. The clip editor window displays the message "Please insert DVD into drive...".
Cause: No suitable DVD decoder was found to play the DVD. The disk you have in the drive is not a DVD.
Resolution: Install a compatible DVD Decoder. ***See:*** Recommended DVD & Mpg2 Decoders for a list of compatible DVD decoders. Try another DVD.

Issue: DVD plays on both monitors instead of just the live monitor.
Cause: Your Video Card settings are set to play the video on both monitors.
Resolution: Disable the full screen options on your Video Card. For most graphics cards, this setting is under the advanced area of your display settings.

ActiveMovie Window Appears Over My DVD Editor

This usually occurs with the ATI graphics cards. Setting the theater mode for the primary monitor to Standard should correct this problem.
See:*DVD Plays on Both Screens* for instructions on how to change this setting.

Feeds

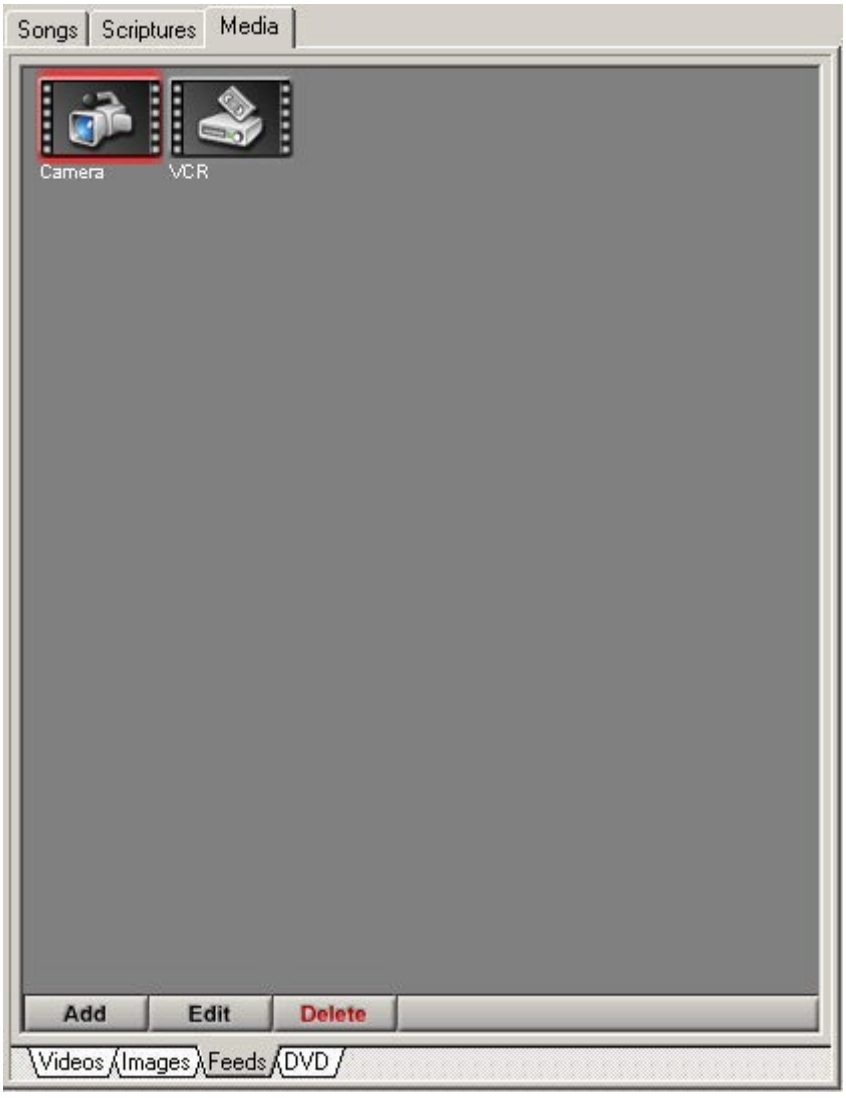
Working with Feeds

EasyWorship can project images from your computer through external devices (DVD, VHS, Camera(s), and 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.

Notes
FireWire IEEE1392 has some latency that is noticeable. This option may not be desirable if your audience can see the source and output screen.
Some capture cards do not work well with multiple cards of the same type. Please go to our website at http://www.easyworship.com for a list of suggested cards.

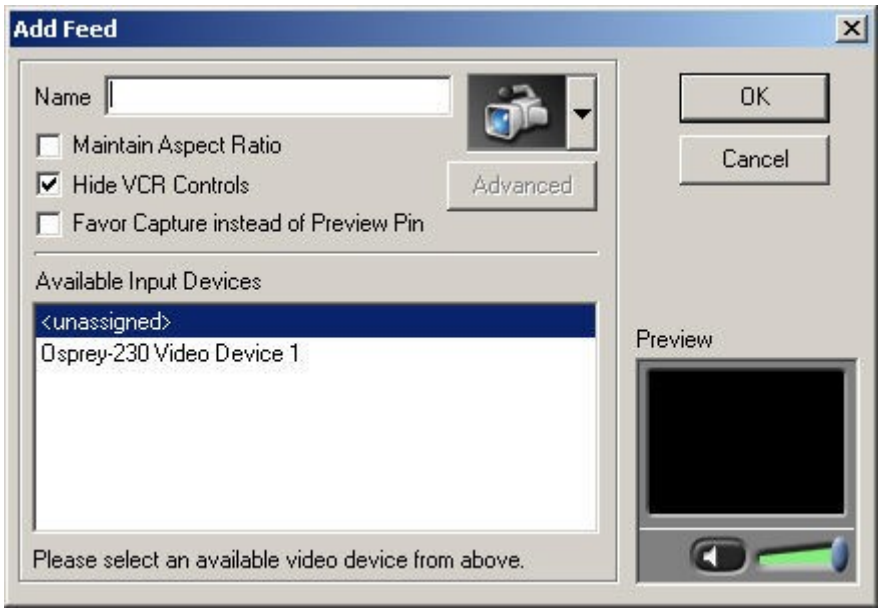
To add a feed:

1. Install the capture card and the accompanying software into the computer (ask your hardware supplier or technician for assistance).
2. Restart your computer, and run **EasyWorship**.
3. In the Resource area, click the **Videos** tab.
4. Click the **Feeds** tab.



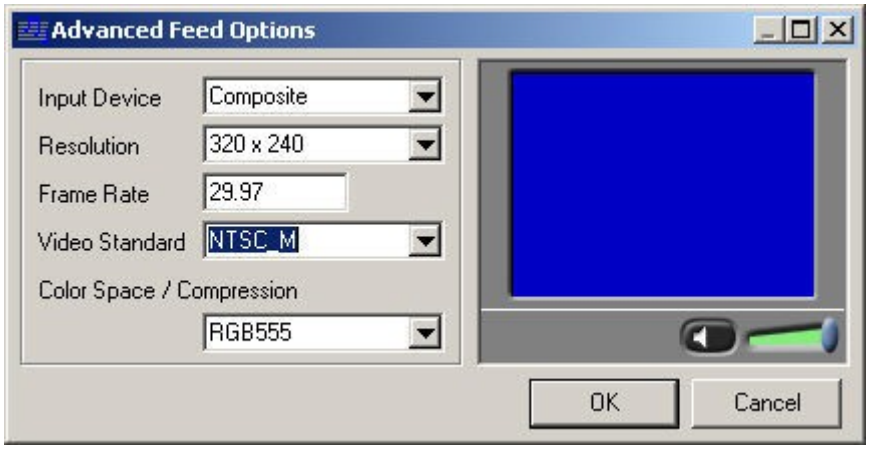
5. Click **Add**.

The **Add Feed** dialog box appears with the installed capture cards listed under Available Input Devices.



6. Click the capture card to which you want to connect the device.
7. Type a name for the device in the **Name** box.
8. Select the type of device from the **Device list**.
9. Click **Advanced**.

The **Advanced Feed Options** dialog box appears.



1. In the **Input Device** list, click whether you are connecting by **Composite or S-video**.
2. In the **Resolution** list, set the resolution to at least **640 x 480**.
3. Leave the **Frame Rate** at the default setting of **29.97**.
4. Leave the **Video Standard** at the default setting of **NTSC_M**.

5. In the **Color Space / Compression** list, click **UYVY** if you have that option available.
6. Click **OK** to return to the **Add Feed** dialog box.

Notes

You can select other appearance selections and experiment with the quality of the picture. If the device is turned on, the device appears in the Preview window.

10. Click **OK** when you are done.
    The added device appears in the Resource area. To add additional devices repeat steps 1-10.

To delete a feed:

1. In the Resource area, click the **Videos** tab.
2. Click the **Feeds** tab.
3. Click the device that you want to delete.
4. Click **Delete**.
   A message appears asking you if you want to permanently delete the feed.
5. Click **Yes** to delete the feed.

To edit a feed:

1. In the Resource area, click the **Videos** tab.
2. Click the **Feeds** tab.
3. Click the feed that you want to edit.
4. Click **Edit**.
5. Make the desired changes.
6. Click **OK**.

How Can I Use A Feed As A Background?

To add the feed as a background:

You can add a feed to the background palette and use it as a live background. The feed must be added to the Videos Resource area to appear in the Add area.

1. In the Resource area, click the **Songs** tab.
2. In the Preview area, click the **Background** button.
3. Click **Options** to access the **Background Options** dialog box.
4. Click **Add** to access the **Fill Effects** dialog box.
5. Click the **Feed** tab.
6. Click the feed that you want to add as a background.
7. Click **OK** to add the feed to the background palette.

For more details on working with backgrounds, ***See:*** Adding Backgrounds

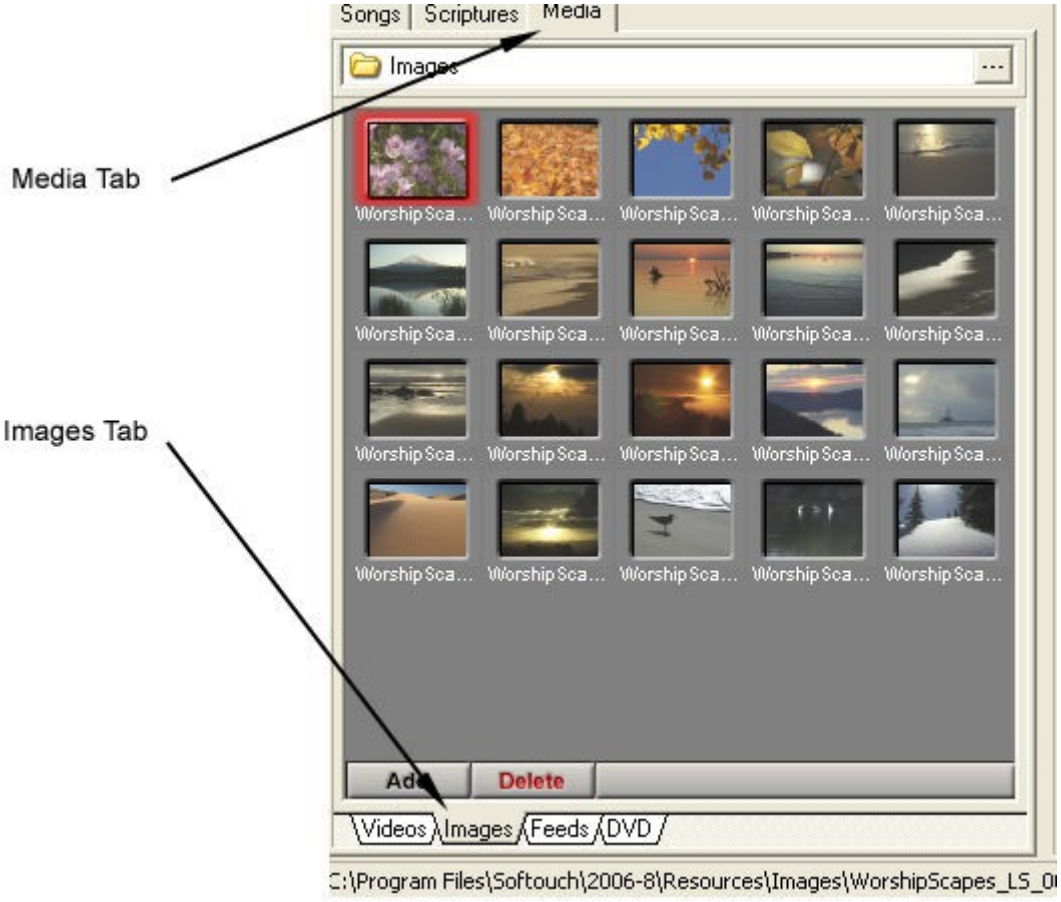
Images

Working with Images

EasyWorship can display and import most types of images that Windows supports.

To display an image:

1. Click the **Media** tab.



2. Click on the **Images** tab and drag and drop the image to the **Schedule** Area. You may also double click and the image will appear immediately in the Live area.
3. Highlight the image name in the **Schedule** area and click **Go Live**>>>.

Notes

If you wish to use an image as a background, it must be added to this palette first. Then it can be added to the Background palette. To add an image to your Background palette from the images tab, Right Click on it and click Add Image to Backgrounds also ***See:*** *Adding Backgrounds.*

To import new images:

EasyWorship comes with images ready for you to use in your presentations. EasyWorship can import images that you have produced, or additional images you have purchased. Create your image using the appropriate software.

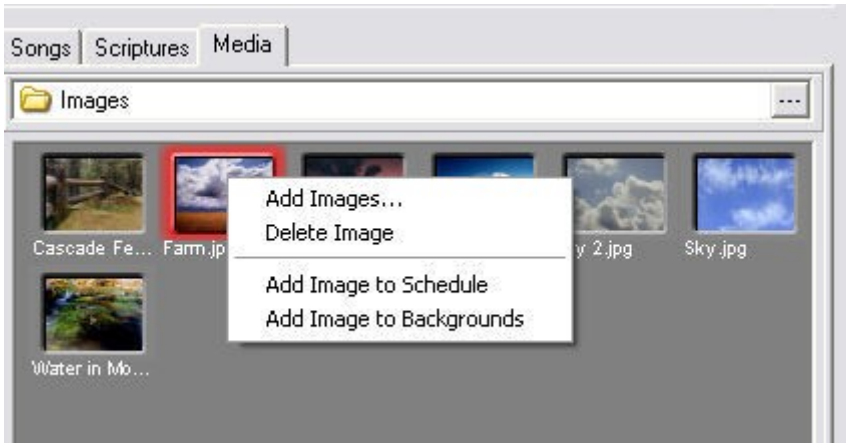
Notes
EasyWorship will display .bmp, .jpg, .wmf and .ico files. For the best results store all images in Your Profile/images folder. ***See:*** *Locating Your Profile Data to find out how to located your images folder.*

1. In the Resource area, click the **Media** tab.
2. Click the **Images** tab.
3. Click the **Add** button to access the **Add Images** dialog box.
4. Locate and highlight the image that you want to import.
5. Click **Open**.
6. The imported image appears in the Resource area and is added to the database.

Notes
You can also copy and paste to add new images from other locations on your hard drive. Be sure you add the images to the images folder in Your Profile. ***See:*** *Locating Your Profile Data to find out how to located your images folder.*
You may also ***Drag and Drop*** *images from a folder in Windows to the images window. EasyWorship will then add a shortcut to that image into your images tab.*

Right Click Features:
When you right click on a thumbnail in the Images resource area, you now have the options to:

- **Add Images** - this is a shortcut to adding additional images you might have on a CD.
- **Delete Images** - deletes the image from the resource area. It will prompt you to delete it completely from the / Resources / Images folder.
- **Add Image to Schedul**e - adds image to the schedule.
- **Add Image to Backgrounds** - allows you to add images to the Backgrounds palette directly from this view.



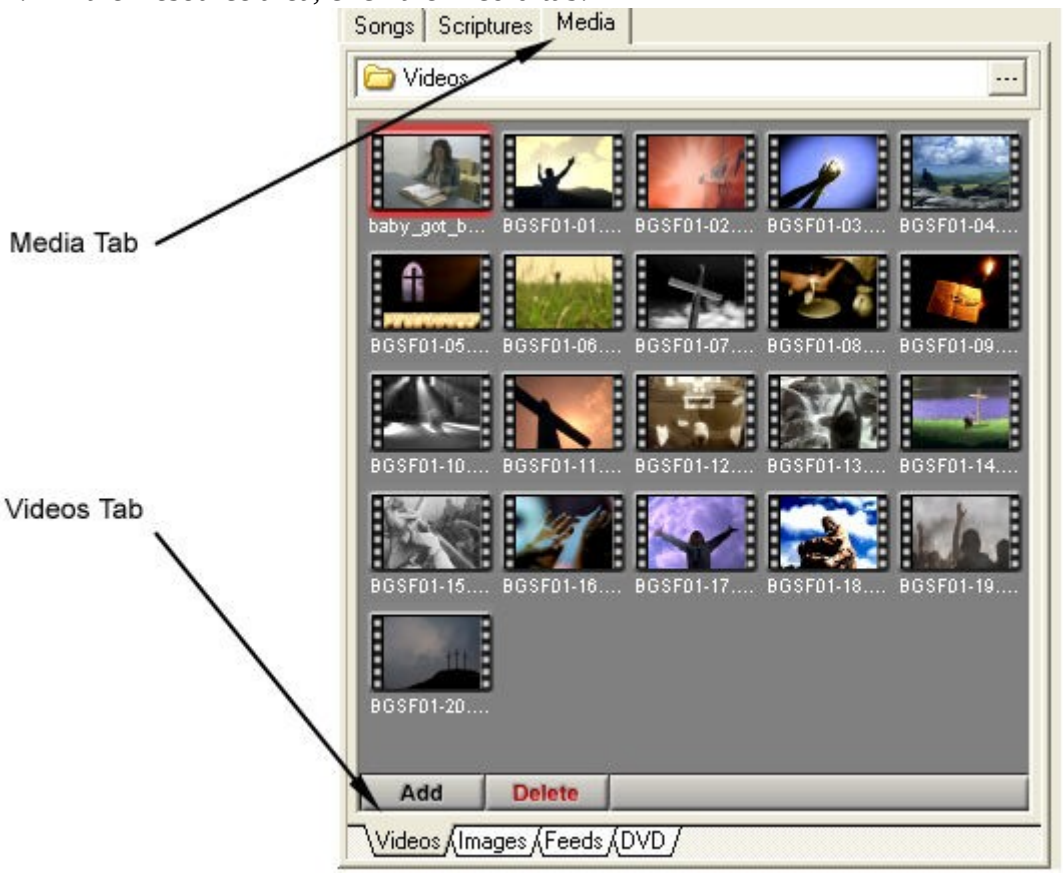
Videos

Working with Videos

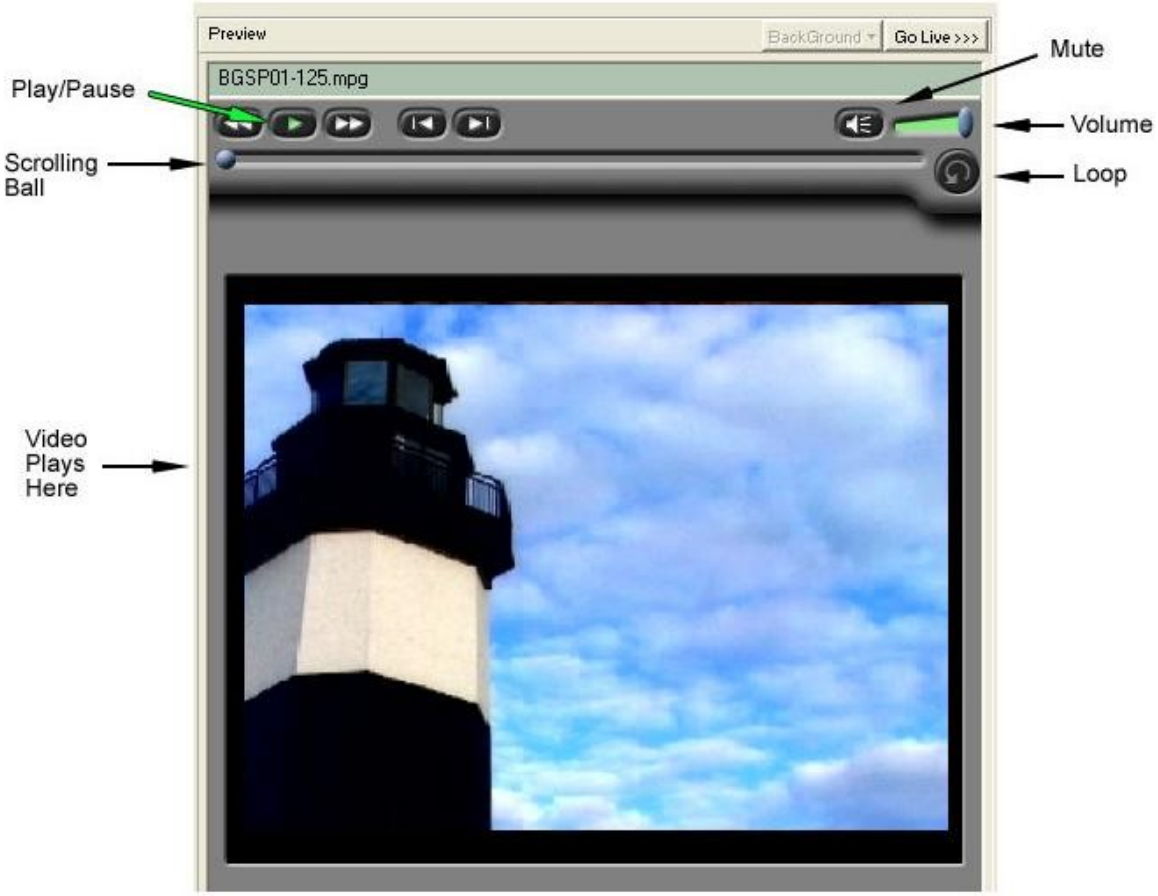
EasyWorship can play and import all types of videos that Windows Media Player supports.

To play a video:

1. In the Resource area, click the **Media** tab.



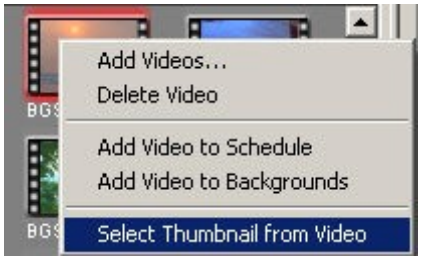
2. Click the **Video** tab.
3. Click the video thumbnail that you want to play.
4. In the **Preview** area, click the **Play** button to preview the video.



5. Click the **Go Live**>>>button to project the video to the congregation. Or you can drag and drop the video thumbnail to the Schedule area, highlight that video file name and click the **Go Live**>>> button.

To import a video:
EasyWorship comes with videos ready for you to use in your presentations. EasyWorship can import videos that you have produced, or additional videos you have purchased. Create your video using the appropriate software.

In the Resource area:
1. Click the **Media** tab.
2. Click the **Videos** tab.
3. Click the **Add** button to access the **Add Videos** dialog box.
4. Locate and highlight the video that you want to import.
5. Click **Open**.
6. After the video is added to the videos area you may **right click** on it and click **select thumbnail**.



7. Scroll to the frame you wish to display as the thumbnail in your videos palette.

8. Click away from the select thumbnail box to set the thumbnail.

To delete a video:
In the Resource area:

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

4. Click **Yes** to delete the video.

Right Click Features:
When you right click on a thumbnail in the Videos resource area, you now have the options to:

- **Add Videos** - this is a shortcut to adding additional videos you might have on a CD.
- **Delete the Video** - deletes the video from the resource area. It will prompt you to delete it completely from *Your Profile*/ Resources/Videos folder. ***See:*** *Locating Your Profile Data*
- **Add Video to Schedule** - adds video to the schedule.
- **Add Video to Backgrounds** - allows you to add this video to the Backgrounds palette from this view.
- **Select Thumbnail from Video** - allows you to preview the video and set the thumbnail for that video.

Notes

- When displaying a video the video does not appear in the Live Output area because it takes excessive amounts of memory to display the video clip in the Preview and Output areas simultaneously.
- EasyWorship will play files supported by Windows Media Player and some Quicktime® files if Quicktime Alternative is loaded on the computer.. This does not include Flash files.
- The path where you want to store your videos is: Your Profile/Resources/ Videos At this point you may wish to create sub folders to better categorize your collection. ***See:***How Can I Organize Images and Videos? ***See:*** *Locating Your Profile Data*.
- You can also copy and paste to add new videos into Your Profile\Resources\Videos.

See: How do Videos, Images & Backgrounds Work? and Codecs Explained under media if you are having problems with videos.

How Do I Add Videos To the Background Palette?

To add a video to the background palette:
See:*Adding Backgrounds*

Working With Text Over Video

EasyWorship layers text over video, images, colors, gradients and even feeds.

To project a song over a video:

1. In the Resource area, click the Songs tab.
2. Click on the title of the song; it will be highlighted.
3. Click on the Background button above the center column Preview Area. The palette of background thumbnails will appear. Click on a thumbnail that has film strip sides. These are videos. (If no videos appear, you may refer to Adding Backgrounds.)
4. Click the Go LIVE >>> button and the song will appear layered over the video.
5. You may also add the videos as a fill effect, which will be saved with the song in the database. (See: How do I save a background to a song)
6. You may also drag and drop a background to a song in the schedule, changing it for that schedule only. (See: Adding Backgrounds)

Notes

DirectX is required for EasyWorship to display text over video. Click on Help, then DirectX Troubleshooting to verify that DirectX is enabled.

See: Text Over Video Troubleshooting under Troubleshooting, If you are having problems with Text Over Video.

PowerPoint

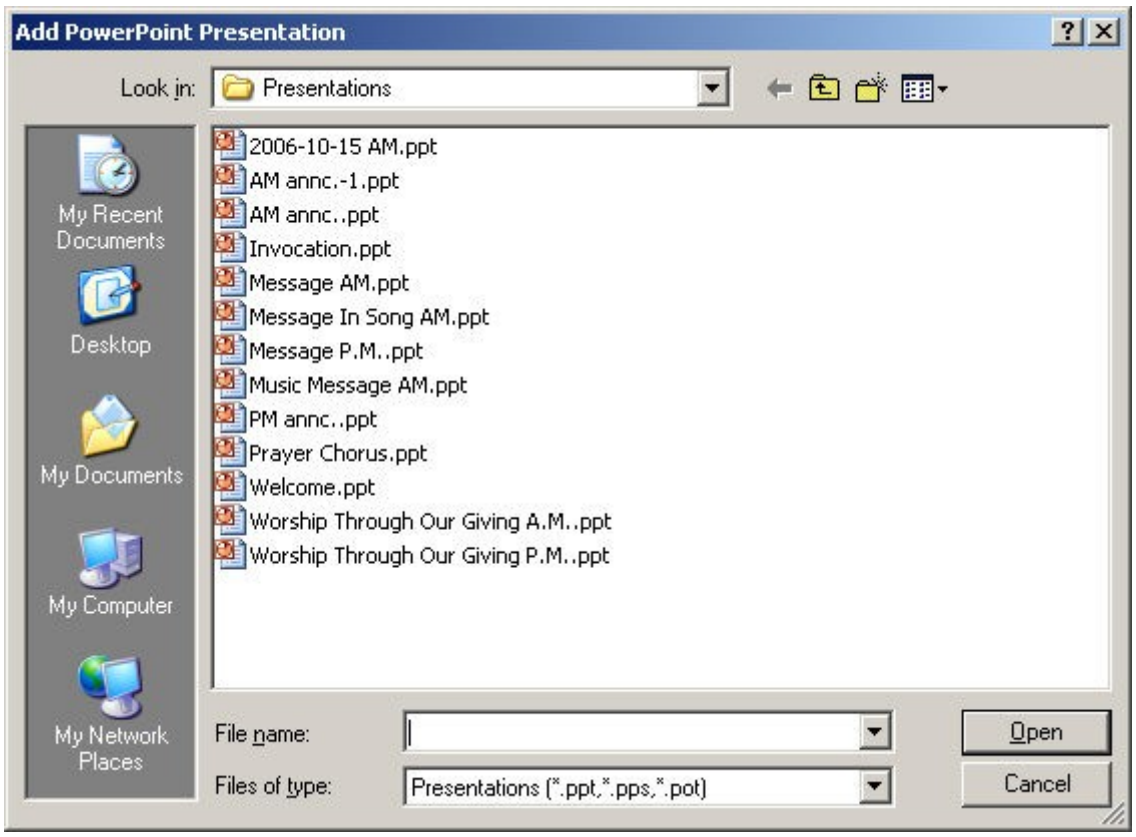
Using PowerPoint Files

EasyWorship enables you to easily add Microsoft PowerPoint files to your schedule. If you do not have Microsoft PowerPoint installed on your computer, EasyWorship will use the PowerPoint viewer that is installed with EasyWorship to view your presentation. EasyWorship allows you to GoLive with your PowerPoint file and make changes to the schedule without interrupting the slide show.
You can also click on the slides in the Live area that you want to display on the projector instead of having to use the space bar or arrows keys. This makes it easier to navigate PowerPoint slide shows.

> **Notes**
> *The slides and files that you design in PowerPoint are displayed in EasyWorship exactly as they were designed in PowerPoint. In addition, the animations, sounds and timings you create in PowerPoint work in EasyWorship. EasyWorship has the ability to update the slide show in the schedule from the original. If you make a change to a PowerPoint file and save it while EasyWorship is open, EasyWorship will update the PowerPoint automatically when it is selected in the schedule. It can also update the PowerPoint file from check for changes* ***See:*** *Check schedule for Changes.*

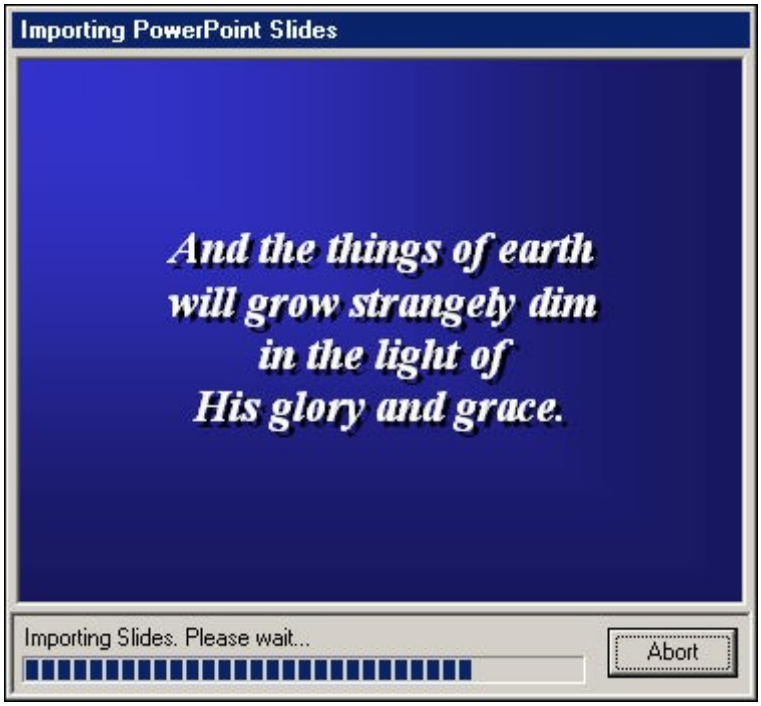
To add a PowerPoint file to your presentation:

1. In the Schedule area, click on the Microsoft PowerPoint icon .
   The Add PowerPoint Presentation dialog box appears.

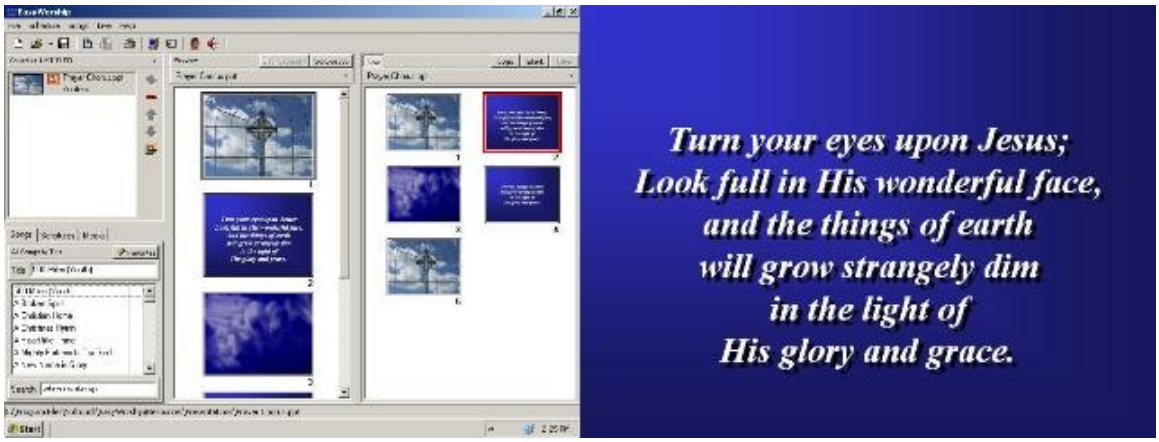


2. Locate and select the desired PowerPoint file.
3. Click **Open**.

   The Importing PowerPoint Slides dialog box appears displaying each slide as it is imported.

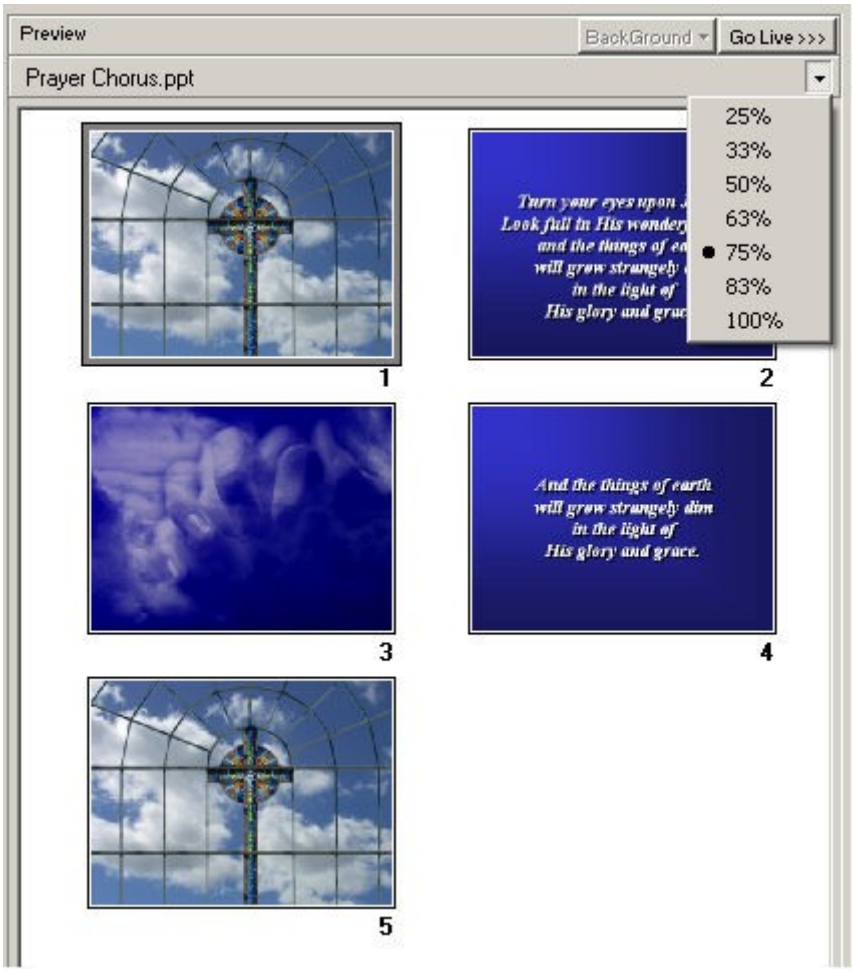


Once all slides are imported, they appear in the Preview area and the PowerPoint file appears in the Schedule area. When you click the Go Live >> button, the slides also appear in the LIVE Output area.



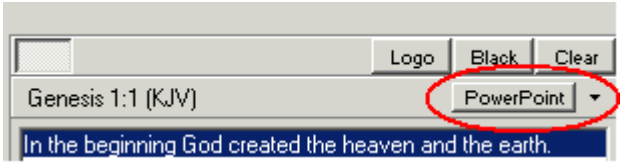
You can save the Schedule and use it to copy or move the PowerPoint file. ***See:*** Transferring Songs Images and Videos via the Schedule
EasyWorship packs the PowerPoint file into the schedule. When the schedule is opened it will use the original file from the hard drive if it is available. If the original file isn't available it uses the packed PowerPoint in the Schedule. ***See:***Check schedule for Changes for the options available when opening a schedule with a PowerPoint file in it.

4. Click the drop-down arrow at the top right of the Preview area or the Live area to change the size of the slides in that area.



5. Click the **Go Live** >> button to automatically display the slides to the congregation; or double-click a particular slide to display it to the congregation.

Jump In and Out of PowerPoint:
While displaying a Power Point presentation, you can click on the Scriptures Tab in the Resource area and find a scripture, press **ENTER** or click **Go Live** >> and the scripture is immediately projected (remember it uses the default background selected from the BACKGROUND palette). Then, a PowerPoint button appears at the top of the **LIVE** area.



If you click the PowerPoint button, the PowerPoint presentation projects again right where you exited to project the scripture. This is a great resource for jumping in and out of a .PPT presentation and keeping up with a sermon. For more information ***See:*** Building and Running an EasyWorship Schedule.

Notes
*The thumbnails of each slide display in the Preview area. If your PowerPoint slide presentation has timings or animations, it will run a transition automatically. Clicking **Black** or **Logo** while an automatic slide is running pauses the presentation until you un-black the screen.*
See:*PowerPoint Troubleshooting under troubleshooting if you are having problems with PowerPoint files in EasyWorship.*

Using PowerPoint 2007 Files

EasyWorship now allows you to use PowerPoint 2007 files in EasyWorship. Following are the requirements for using PowerPoint 2007 files in EasyWorship.

Requirements for Using PowerPoint 2007 files:

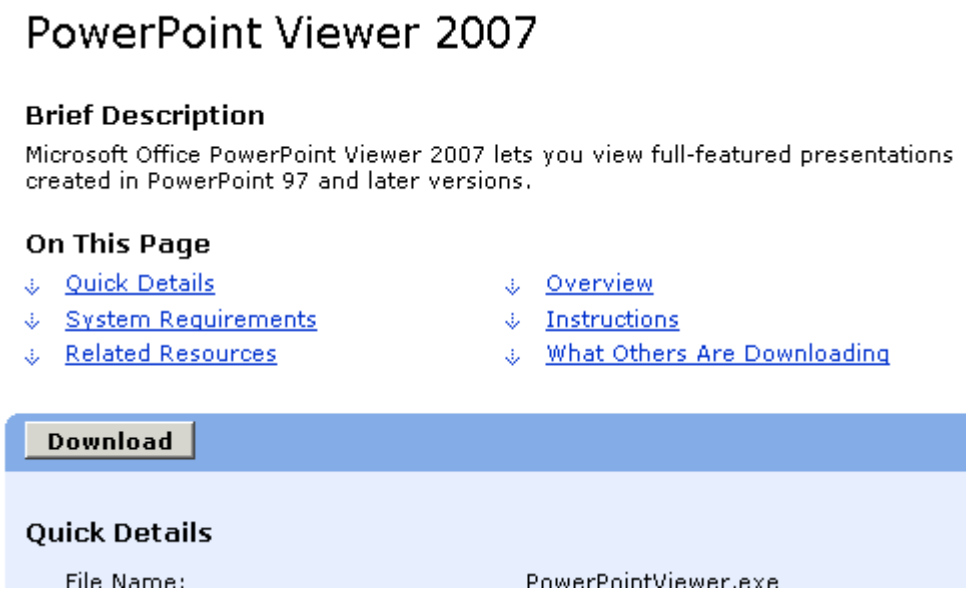
- Windows 2000 SP4 or later, Windows XP SP1 or later, Windows Server 2003 or Windows Vista.
- Microsoft PowerPoint 2003 with the Office 2007 compatibility pack installed, Microsoft PowerPoint 2007 Viewer or Microsoft PowerPoint 2007.

Notes
Windows 98 and ME users will not be able to use PowerPoint 2007 files. Microsoft PowerPoint 2003, Microsoft PowerPoint 2007 Viewer, Microsoft PowerPoint 2007 cannot be installed on Windows 9X and ME versions.

Installing PowerPoint Viewer 2007:

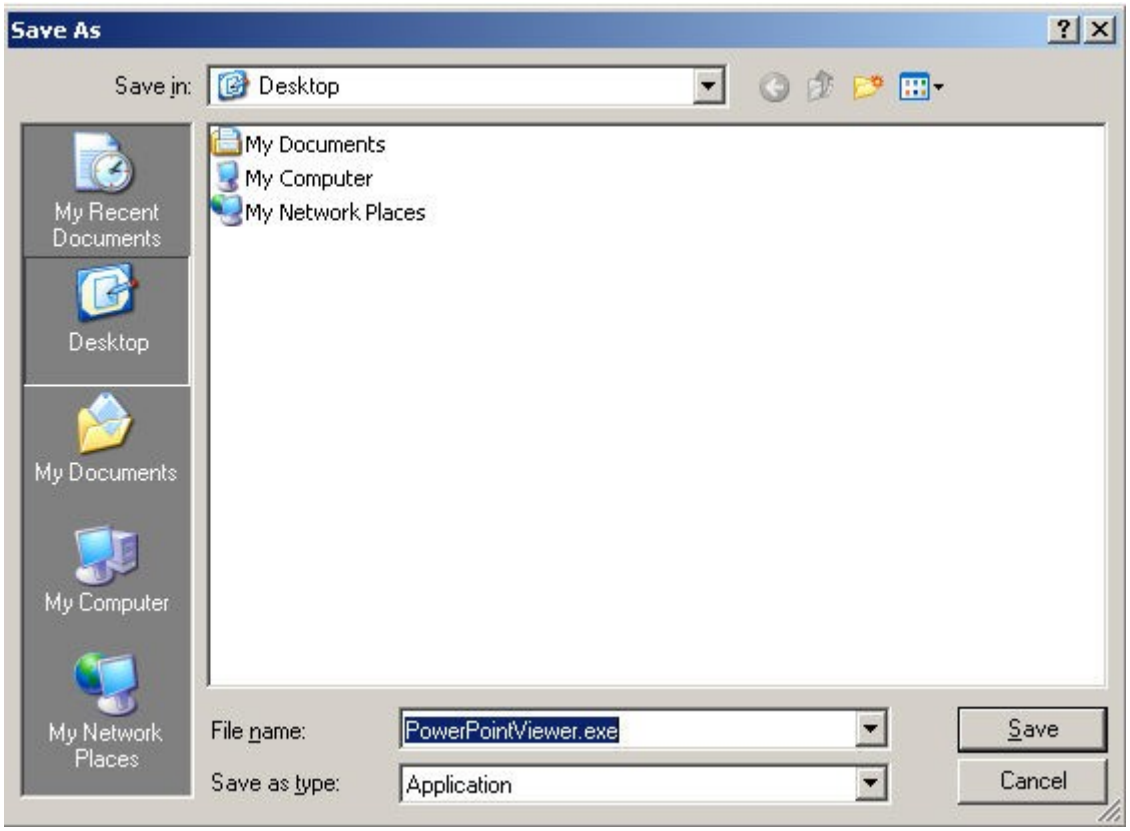
Upon the first attempt to use a PowerPoint 2007, EasyWorship will prompt you to download PowerPoint Viewer 2007 onto your computer. This will only occur if you do not have Microsoft PowerPoint 2007 Viewer or Microsoft PowerPoint 2007 installed.

1. Click the Download button.
2. Click the Download Button on the web page that appears.



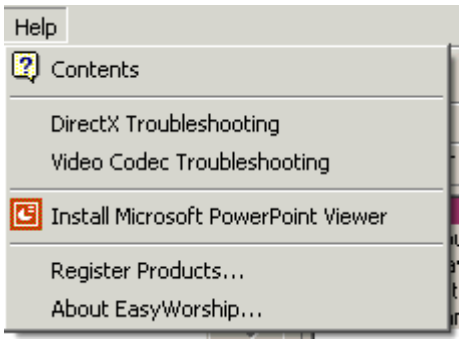
3. Click **Save** on the window that appears.

4. Browse to your desktop and click Save.



5. After the file has downloaded. Open the file and follow the Wizard to install PowerPoint Viewer 2007.

Notes
You may also start the download of the PowerPoint Viewer by clicking on Help, Install Microsoft PowerPoint Viewer.



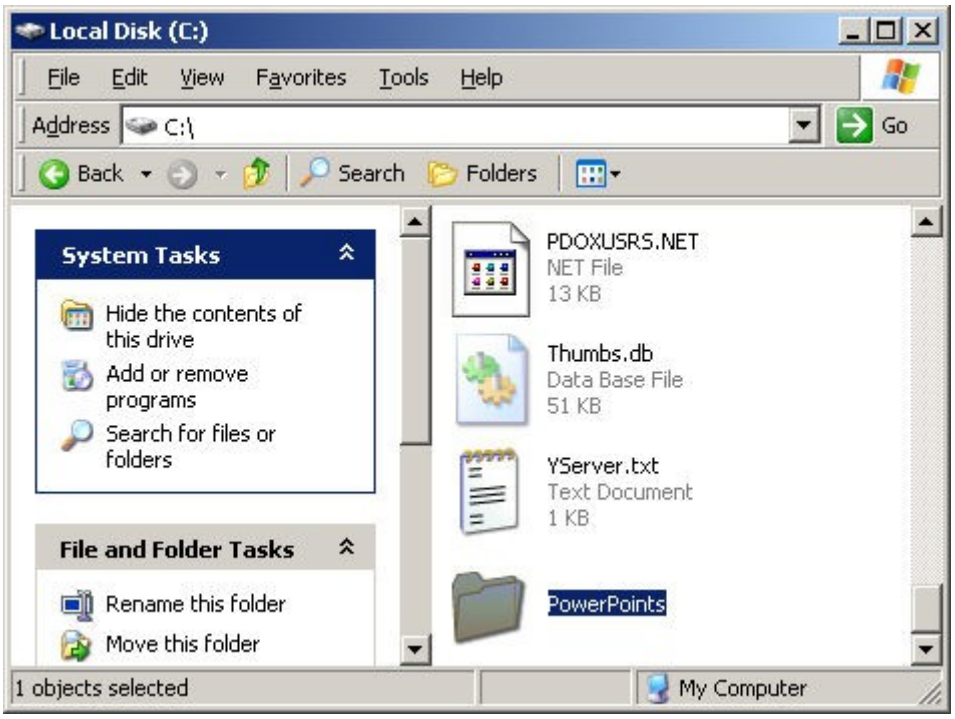
Using PowerPoint Files With Audio & Video

EasyWorship allows you to use PowerPoint Files with Audio and Video in the slide show. The following information will help you make sure these files will always work when you use them in EasyWorship.

Method 1: ***All Versions of PowerPoint***
Create the PowerPoint slide show on the Presentation computer.
This will make sure that PowerPoint can find all of the media files it needs to access, when EasyWorship displays it.

Method 2: ***All Versions of PowerPoint***
Making changes to your file organization structures can also help make sure audio and video always works in your PowerPoint slide shows.

1. Create a folder on the root of your C: drive on your computer and the Presentation computer like, "**PowerPoints**".



2. Inside that folder, create another folder called audio.

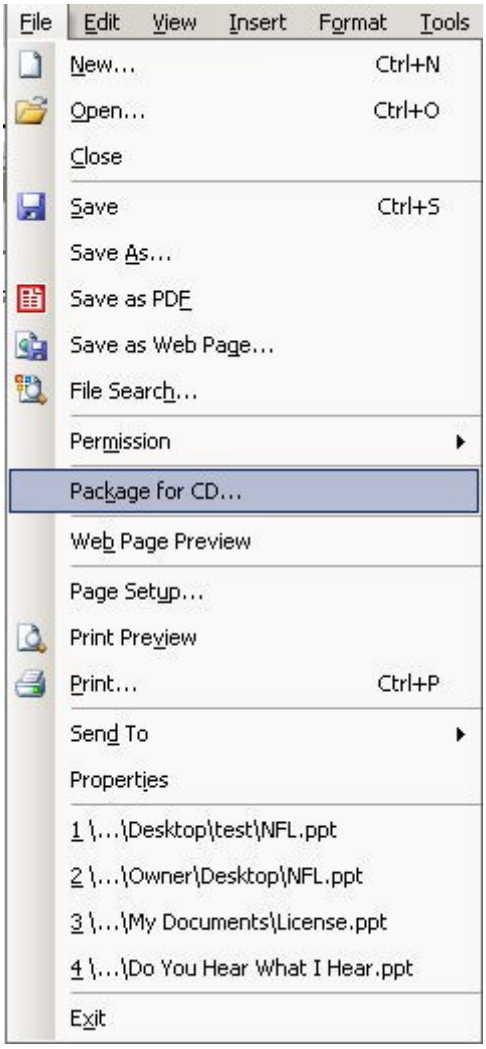
3. Copy the audio files you want to use for your presentation into the **audio** folder.
4. Add the audio files to your PowerPoint slide show.
5. Save the slide show in the PowerPoints folder. **C:\PowerPoints**
6. Copy the PowerPoint and audio files from **C:\PowerPoints** to a CD or Memory Stick.

7. At the Presentation computer, copy the files into the same location on that hard drive. Copy the PowerPoint file to **C:\PowerPoints** and Audio files to **C:\PowerPoints\audio**.
8. Add the PowerPoint slide show to your schedule. ***See:***Using PowerPoint Files

Notes
The audio folder is not necessary, but helps keep the files tidy.

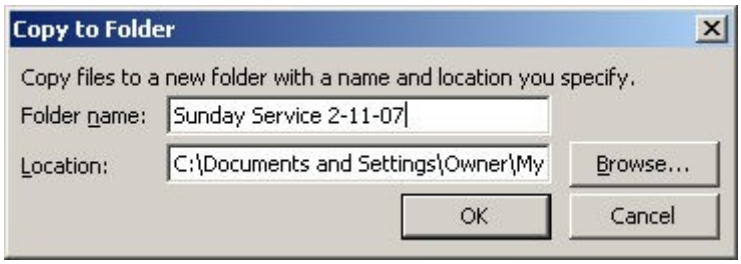
Method 3: *PowerPoint 2003*
With PowerPoint 2003 you can use the **Package for CD...** feature.

1. Create the PowerPoint slide show.
2. Click on **File**
3. Click **Package for CD...**



4. Click **Copy To folder...**

5. Under **Folder name:** Type the name of the folder.
6. Click the **Browse** button.
7. Browse to the folder you want to save the slide show in.
8. Click **Select**.



7. Click **OK**.
8. Click **Close**.
9. You can now transfer the folder with the presentation and audio files in it to your Presentation Computer.
10. Add the PowerPoint to your schedule. ***See:***Using PowerPoint Files
11. Disable the option to use **PowerPoint application instead of viewer**.
    See:Setting EasyWorship Options and Setting PowerPoint Options for info on how to make that change. (You should only have to make this setting change once)

PowerPoint Troubleshooting

Issue: PowerPoint slide show with audio doesn't play the audio in EasyWorship.
Cause: PowerPoint isn't able to find the audio file.
Resolution: First make sure the audio file is on the computer's hard drive, preferably in the same folder as the PowerPoint file. Open the PowerPoint file in the PowerPoint

program, then run the slide show so that it can find the audio files. Save the PowerPoint file and close PowerPoint. It should now play the audio in EasyWorship.

Issue: EasyWorship is unable to add a PowerPoint slide show to your schedule. A message appears saying the file is corrupt.
Cause: Usually this is caused by editing a PowerPoint file that has been created on a newer version of PowerPoint with an older version of PowerPoint.
Resolution: Import the original PowerPoint file.

Issue: Out of memory error when adding a PowerPoint to your schedule, or when opening a schedule with a PowerPoint file in it.
Cause: The schedule file has corrupted, or the PowerPoint file is too large.
Resolution: Recreate the schedule. Try reducing the size of the PowerPoint file before adding to your schedule.

Issue: PowerPoint doesn't display correctly
Resolution: Click on the Live menu, click on options, then the Misc tab. Try toggling the Use PowerPoint application instead of viewer off or on.

Issue: Thumbnails don't display properly.
Resolution: Click on the Live menu, click on options, then the Misc tab. Try toggling the Build Thumbnails with PowerPoint Application instead of viewer off or on.

Contact Customer Support if your problem cannot be resolved by following the steps above.

Working With Schedules

Building A Schedule

Building and Running an EasyWorship Schedule

EasyWorship allows you to easily create and save a presentation or worship service. These presentations are called Schedules. Songs, scriptures, videos, PowerPoint slides, feeds, DVD clips, and other resources can be added to the Schedule. EasyWorship schedule files include all of the information needed to display song text with the appropriate background, images, PowerPoint slide shows and with the **pack videos in schedule** feature, videos added to the schedule will also be contained in the schedule file.

To create and save a schedule:
When EasyWorship is opened, a blank schedule is automatically displayed.
See below for other ways to create a new schedule.

1. Click the Create a new schedule icon

on the toolbar.

2. Drag a resource (Song, Scripture, Video, Feed, Image, DVD Clip, Audio file) from the Resource window below the schedule into the Schedule window.

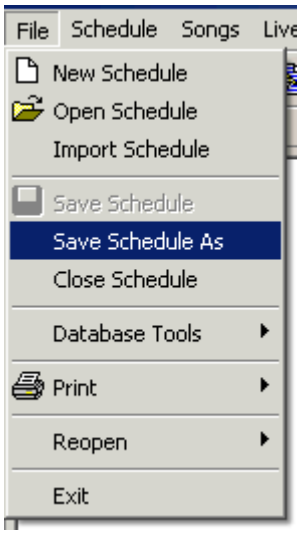
-Or-

1. In the Resource window, click on a resource to highlight it, and then click the icon to add it to the Schedule.
2. Click the Songs tab to add a song to the Schedule. For more information ***See:*** Working with Songs.
3. Click the Scriptures tab to add a scripture to the Schedule. For more information ***See:*** Using Scriptures
4. Click the Media tab to add a video, image, feeds, or DVD clip to the Schedule. For more information ***See:*** Working with Videos, Working with Feeds, Working with Images, and DVDs Explained).
5. Click the PowerPoint icon to add a PowerPoint file to the Schedule. For more information ***See:*** Using PowerPoint Files.

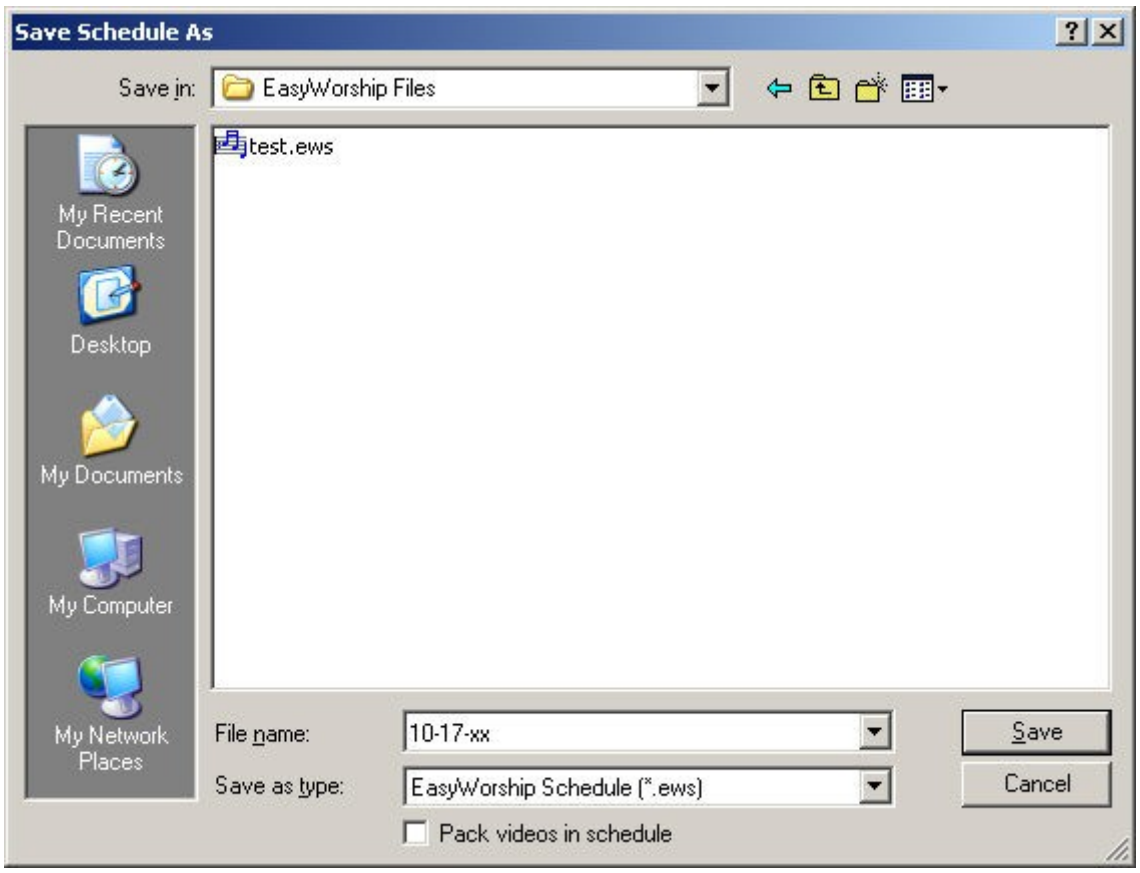
2. Click the Up Arrow and Down Arrow icons to place the resources in the desired order.
3. Click the Delete icon to remove a resource from the Schedule.
4. Click the Save Schedule icon to save the schedule.

-Or-

1. On the File menu, click **Save Schedule As**.



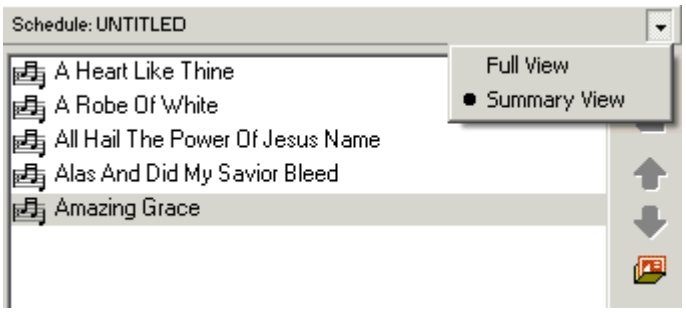
2. In the **Save Schedule As** dialog box, select a location and name for the Schedule.



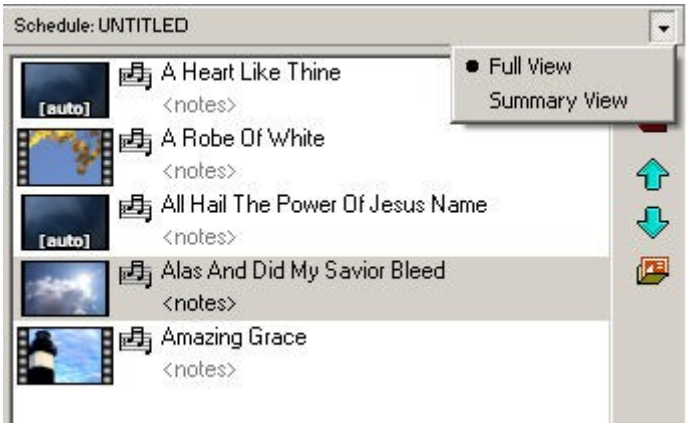
3. To save the videos or background videos with the schedule, check the **Pack videos in schedule** box in the **Save Schedule as** window. For more information see Pack Videos in Schedule feature.
4. Click Save.

Two views for the Schedule area:

1. Summary View is the classic view seen in the version 2.x versions.

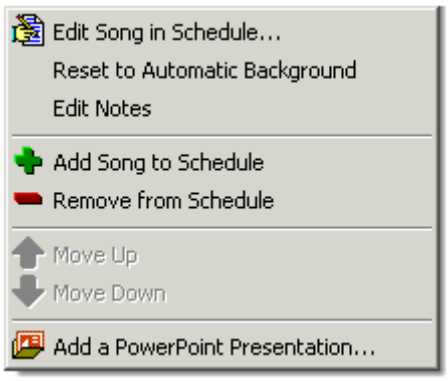


2. Full View is a new view that will also show a thumbnail of the background associated with that song or the default background (auto). Just click the down triangle at the top right of the schedule area to change views. It also displays the notes for each song.



Right Click Options:

- **Edit Song in Schedule** - means that when you edit this song, it will only edit the song for that schedule and not save it to the Songs resource area database. ***See:*** Editing Songs in the Schedule.

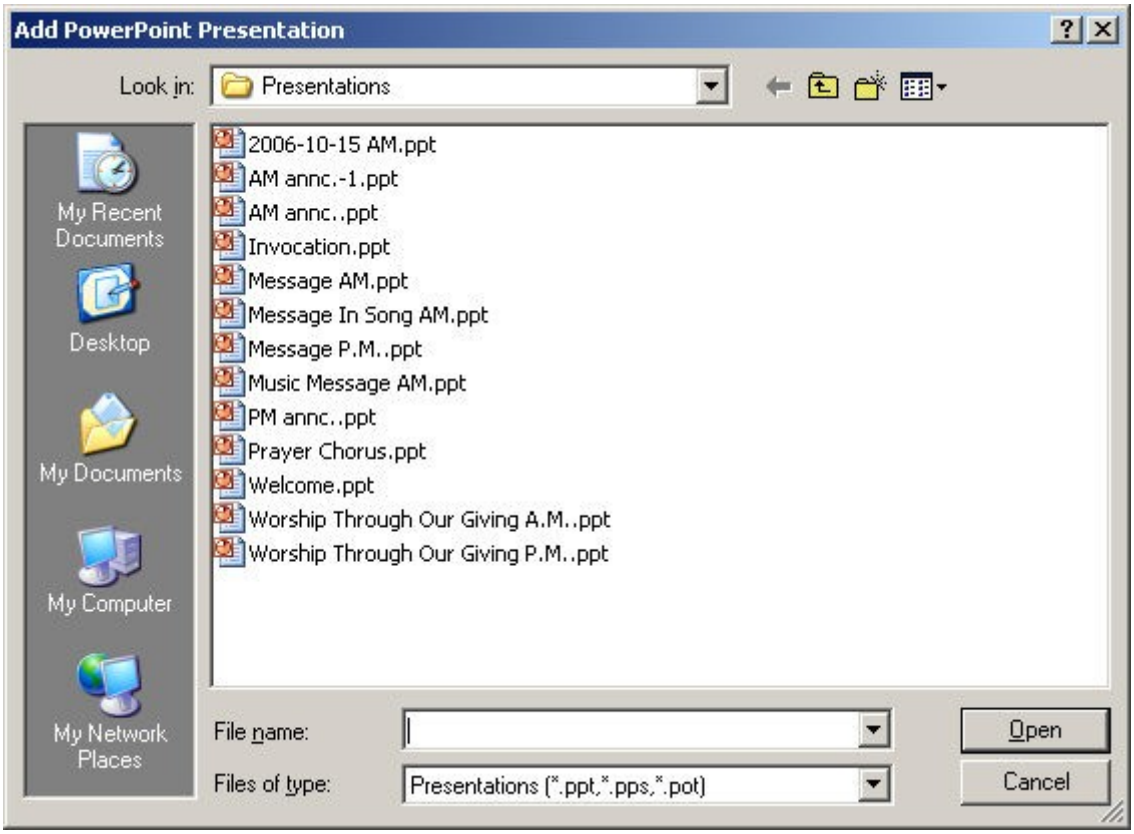


- **Reset to Automatic Background** - Resets a song with an assigned background to the default (auto) background.

- **Edit Notes** - Use this feature to type in notes for each song. This will only appear in the schedule area. ***See:*** Working with Notes in the Schedule

- **Add Song to Schedule**, **Remove from Schedule**, **Move Up**, **Move Down** all work just as they are defined.

- **Add a PowerPoint Presentation** - Allows you to browse to your PowerPoint file and add it to the schedule area.

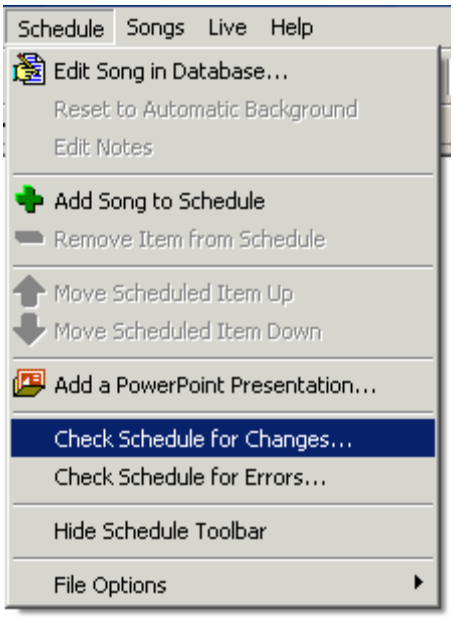


See: Using PowerPoint Files

Check schedule for Changes

EasyWorship allows you to use all of the content in the schedule on any other computer that has EasyWorship on it. This is useful for updating songs in the database with new lyrics or backgrounds and transferring videos, images and PowerPoint files from one computer to another in one schedule file. When EasyWorship detects new or changed content in the schedule, it will allow you to import that content. EasyWorship will automatically check the schedule for changes when it opens the schedule. This can also be a manual process.

1. On the top menu bar, click **Schedule**.

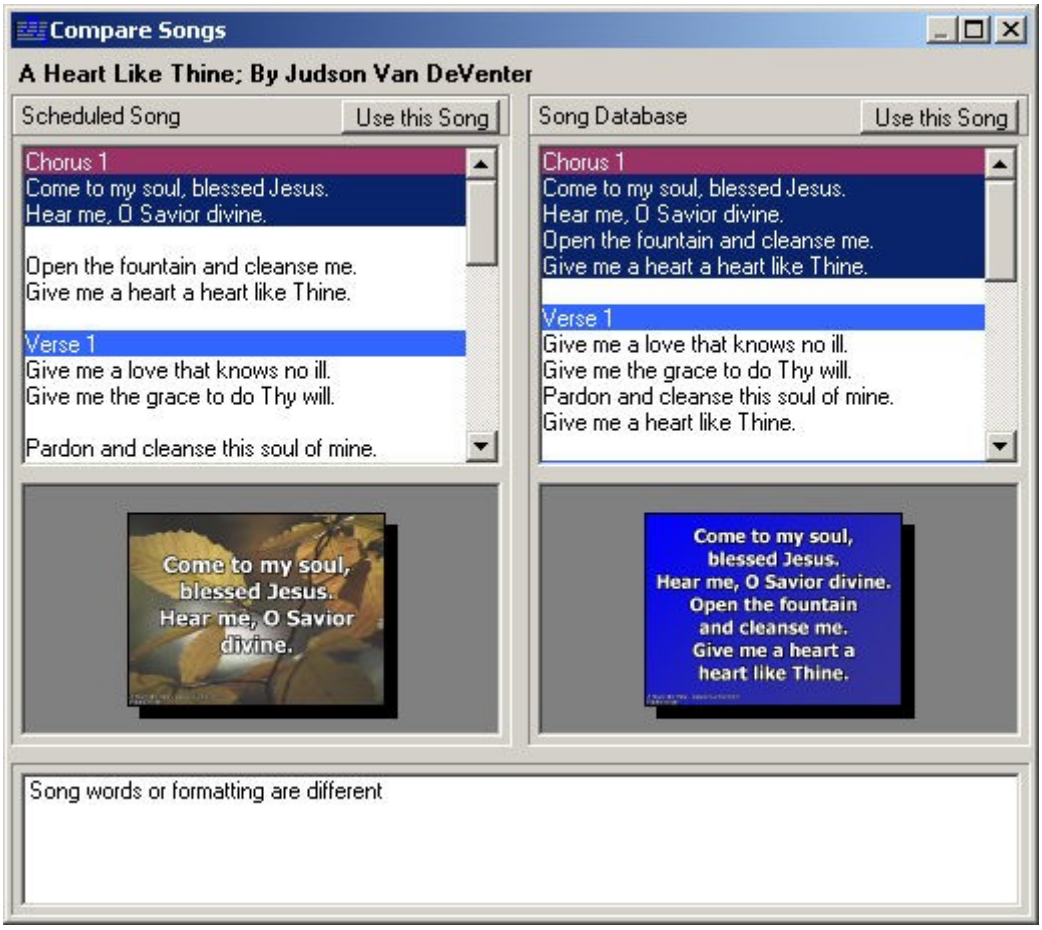


2. Click on **Check Schedule for Changes**.
   The Update Local Computer window appears.

3. When each item in the list is selected, EasyWorship will allow you to do the following:

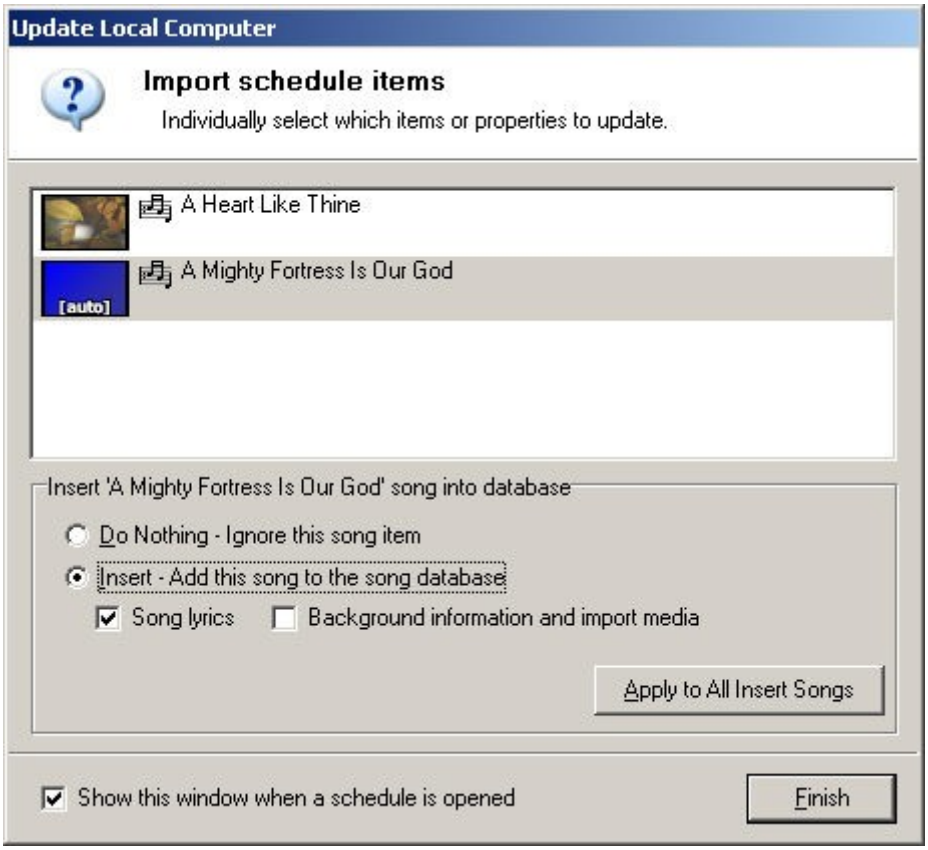
- **Compare button -** The compare button will appear if you have a song in the schedule that has the same name, but has different attributes than what is already

in the database. Use the Compare feature to view the song from the schedule and from the database side by side. This will allow you to pick which song you want to use.

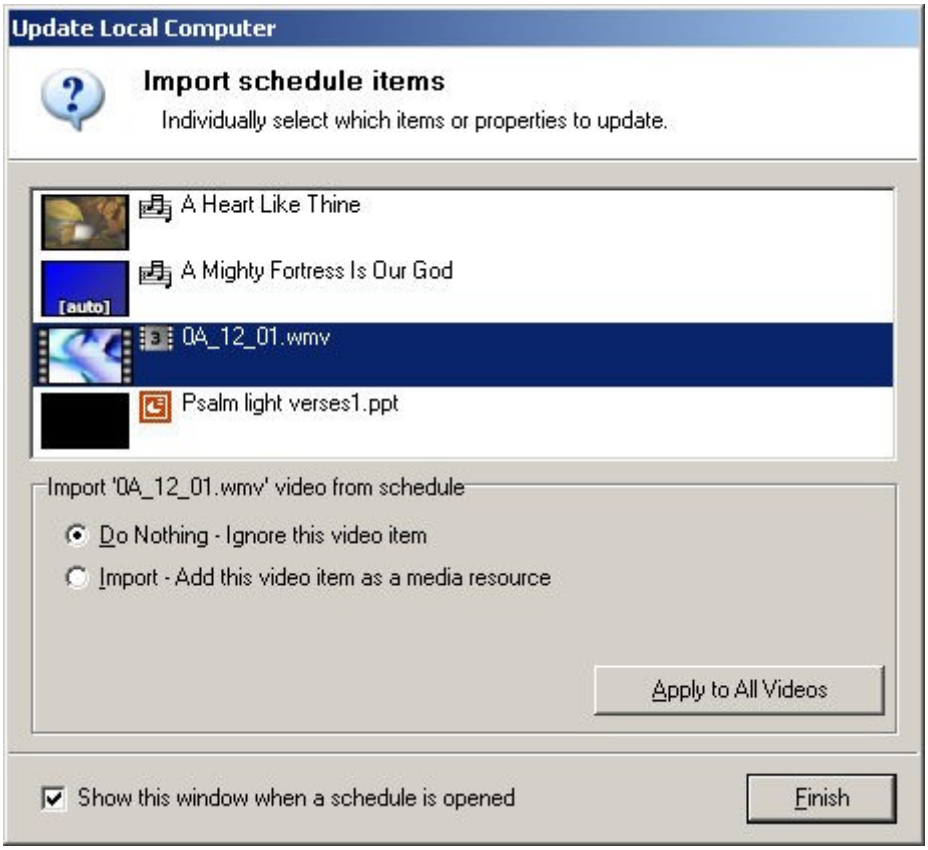


- Select **Do Nothing - Ignore this song item** if you want to use the item in this schedule only without updating the EasyWorship database.
- Select **Insert - Add the song to the song database** to add a new song to the Song database.

Choose to use only the song lyrics or backgrounds or both.



- Click the **Apply to All** button at the bottom right to duplicate the same settings for all items like the item selected.
- Select **Import - Add this (video, image, presentation) as a (media, PowerPoint) resource** to import a video, image or PowerPoint presentation into the media resource area.



Any images, videos or PowerPoint files transferred will be saved to this path:

**My Computer \ Shared Documents ** -Or- **My Documents **

Videos: Userdata \ Softouch \ EasyWorship \ Resources \ Videos
Images: Userdata \ Softouch \ EasyWorship \ Resources \ Images
PowerPoint: Userdata \ Softouch \ EasyWorship \ Resources \ Presentations

Notes

If EasyWorship doesn't automatically check schedule for changes when they are opened follow the instructions below.

1. *Open a schedule with items in it that don't match the database. Or, create an item in the schedule that doesn't match what is in the database.*
2. *Click on the **Schedule** menu.*
3. *Click on **Check Schedule for Changes...***
4. *Click the box at the bottom by **Show this window when a schedule is opened**.*
5. *Click **Finish**.*

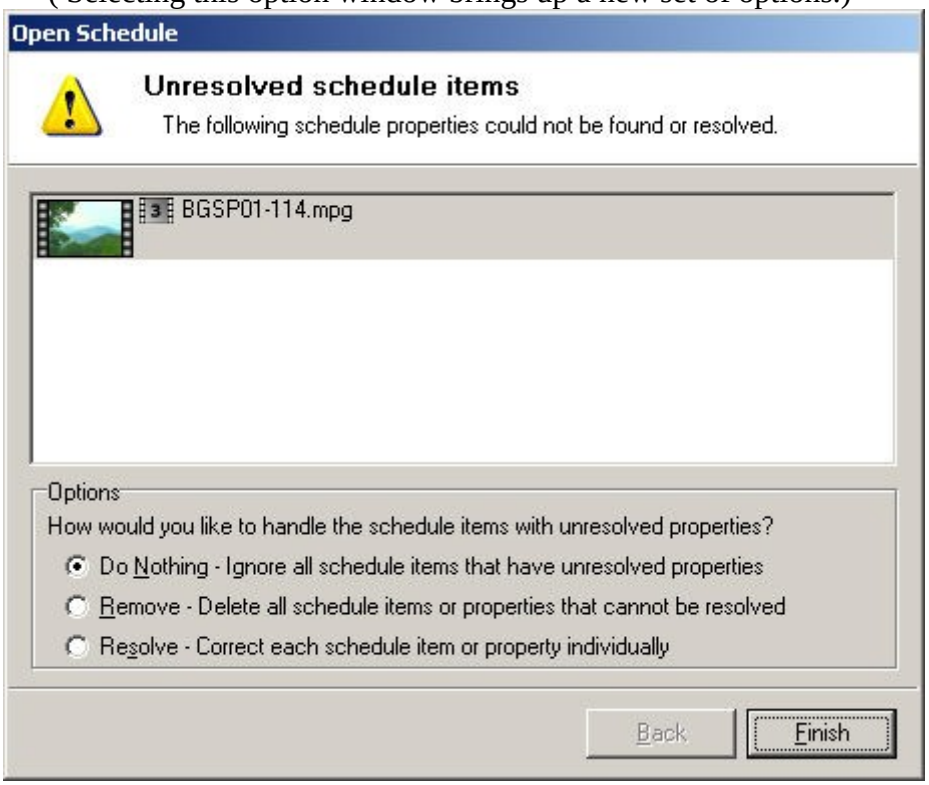
Check Schedule for Errors

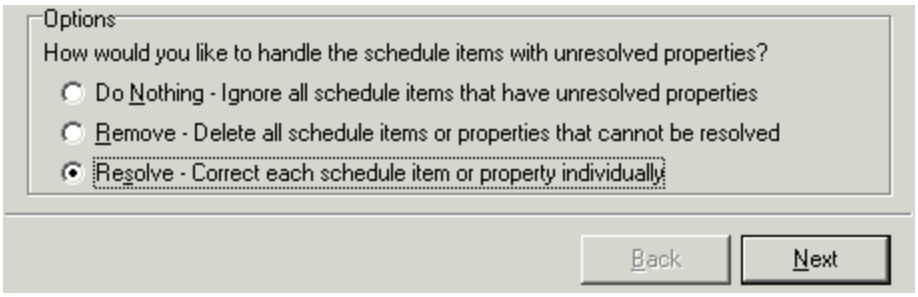
When opening a schedule, EasyWorship checks it to make sure it can access all of the content in that schedule. If it detects an item that cannot be found, a list of Unresolved schedule items will be displayed. When building a schedule you can manually check the schedule for errors. The following instructions will help you understand and use the **Check Schedule for Errors** feature.

To check for those errors:

1. On the top menu bar, click **Schedule**.
2. Click on **Check Schedule for Errors**. The Open Schedule window will appear.
3. You now have the Options of:

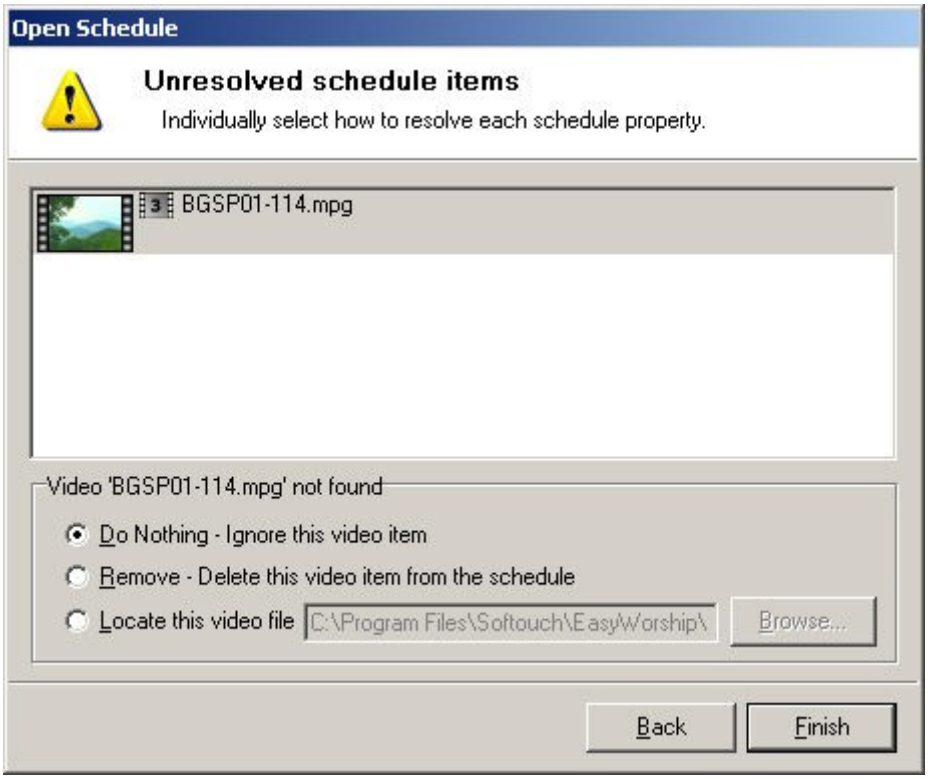
Do Nothing - Ignore all schedule items with unresolved properties.
Remove - Delete all schedule items or properties that cannot be resolved.
Resolve - Correct each schedule item or property individually.
(Selecting this option window brings up a new set of options.)





6. Selecting **Resolve** and clicking **Next** will display the following options:

   Do Nothing - Ignore this item.
   Remove - Delete this item from the schedule.
   Locate this file - Click the Browse button to find the file on your hard drive. When the video is located and selected, click **Open** and then **Finish**. The item will now be added to the item in the Schedule area.



7. Select an option and click **Finish**.

Notes

If you wish to transfer images and videos via the schedule file ***See:*** *Transferring Songs Images and Videos via the Schedule.*

Editing Songs in the Schedule

EasyWorship allows for the modification of Songs in the schedule area. All aspects of a song can be edited from this area. Use the following instructions for editing songs in the schedule. When editing a song in the schedule, EasyWorship doesn't automatically update the database. If you would like the song to be updated in the database and the schedule at the same time, you can edit the song in the schedule. If you have already created your schedule and want to compare the schedule to the database, use the Check schedule for Changes feature.

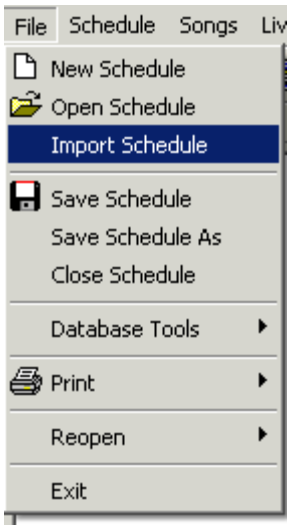
See: To edit a song in the schedule only for more instructions on editing songs in a schedule.

Import a Schedule into a Schedule

EasyWorship now allows you to merge two or more schedules into one schedule.

To Import a Schedule into a Schedule:
With songs and items already in a schedule, or after opening a saved *.ews schedule file, follow these steps.

1. On the top menu bar, click on **File**.
2. Then click **Import Schedule**.



3. Browse to and select the *.ews schedule file you wish to import.
4. Click **Open**.

The newly imported items from the schedule will now be added to the bottom of the current schedule. You may save and rename this newly merged schedule.

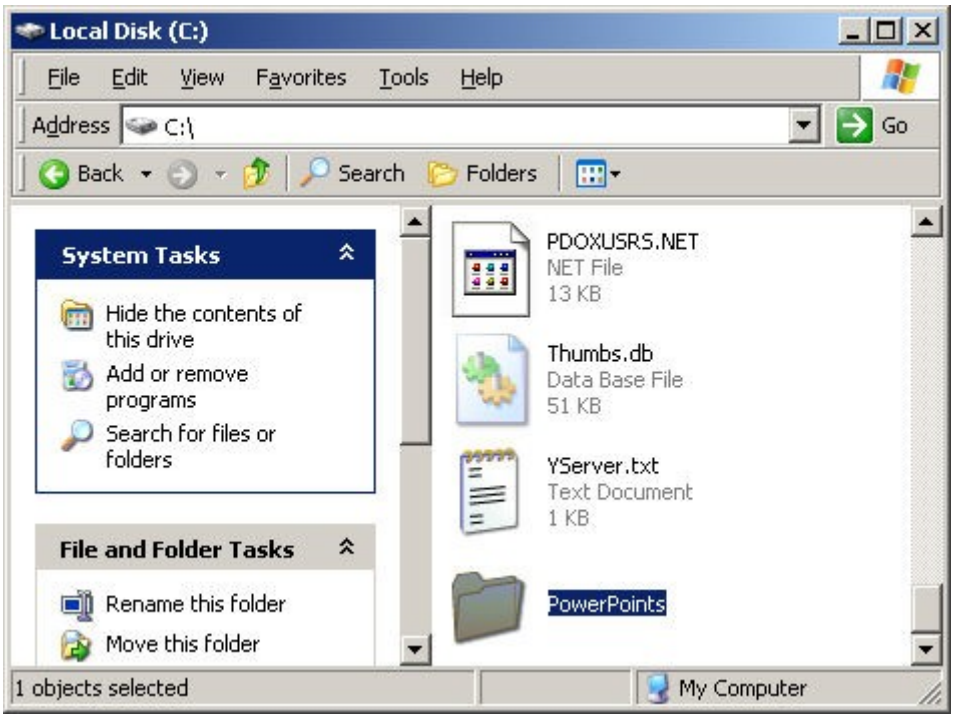
Using PowerPoint Files With Audio & Video

EasyWorship allows you to use PowerPoint Files with Audio and Video in the slide show. The following information will help you make sure these files will always work when you use them in EasyWorship.

Method 1: *All Versions of PowerPoint*
Create the PowerPoint slide show on the Presentation computer.
This will make sure that PowerPoint can find all of the media files it needs to access, when EasyWorship displays it.

Method 2: *All Versions of PowerPoint*
Making changes to your file organization structures can also help make sure audio and video always works in your PowerPoint slide shows.

1. Create a folder on the root of your C: drive on your computer and the Presentation computer like, "**PowerPoints**".



2. Inside that folder, create another folder called audio.

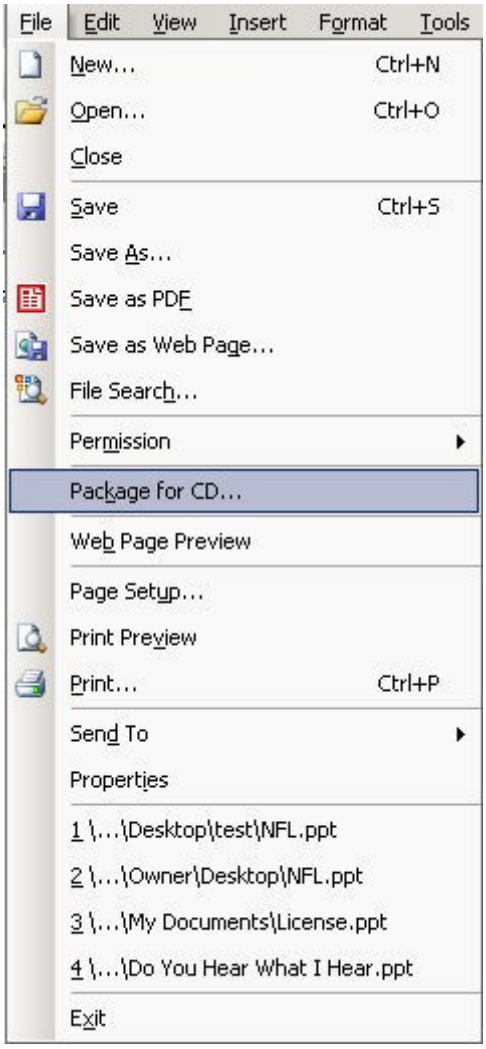
3. Copy the audio files you want to use for your presentation into the **audio** folder.
4. Add the audio files to your PowerPoint slide show.
5. Save the slide show in the PowerPoints folder. **C:\PowerPoints**
6. Copy the PowerPoint and audio files from **C:\PowerPoints** to a CD or Memory Stick.

7. At the Presentation computer, copy the files into the same location on that hard drive. Copy the PowerPoint file to **C:\PowerPoints** and Audio files to **C:\PowerPoints\audio**.
8. Add the PowerPoint slide show to your schedule. ***See:***Using PowerPoint Files

Notes
The audio folder is not necessary, but helps keep the files tidy.

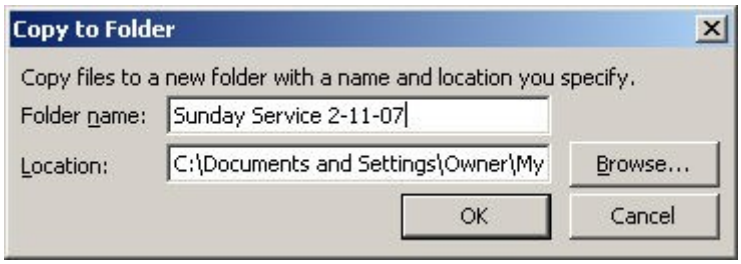
Method 3: *PowerPoint 2003*
With PowerPoint 2003 you can use the **Package for CD...** feature.

1. Create the PowerPoint slide show.
2. Click on **File**
3. Click **Package for CD...**



4. Click **Copy To folder...**

5. Under **Folder name:** Type the name of the folder.
6. Click the **Browse** button.
7. Browse to the folder you want to save the slide show in.
8. Click **Select**.



7. Click **OK**.
8. Click **Close**.
9. You can now transfer the folder with the presentation and audio files in it to your Presentation Computer.
10. Add the PowerPoint to your schedule. ***See:***Using PowerPoint Files
11. Disable the option to use **PowerPoint application instead of viewer**.
    See:Setting EasyWorship Options and Setting PowerPoint Options for info on how to make that change. (You should only have to make this setting change once)

Using PowerPoint Files

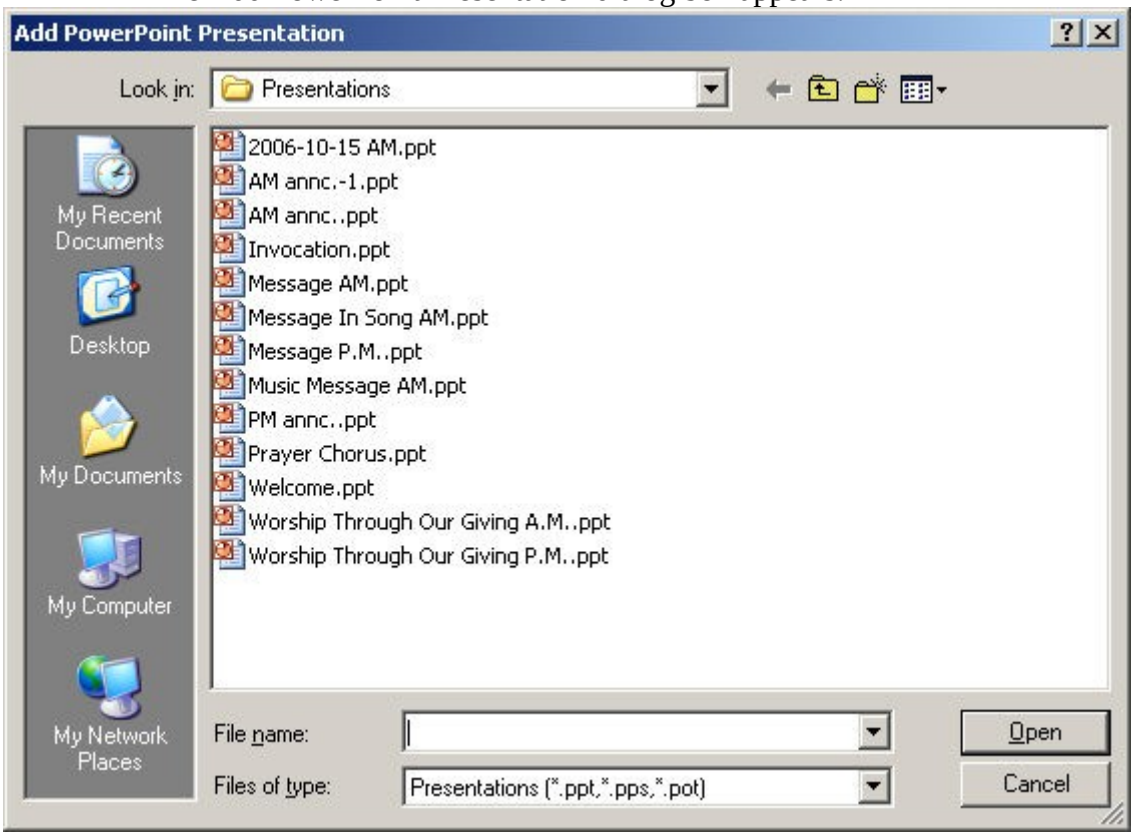
EasyWorship enables you to easily add Microsoft PowerPoint files to your schedule. If you do not have Microsoft PowerPoint installed on your computer, EasyWorship will use the PowerPoint viewer that is installed with EasyWorship to view your presentation. EasyWorship allows you to GoLive with your PowerPoint file and make changes to the

schedule without interrupting the slide show.
You can also click on the slides in the Live area that you want to display on the projector instead of having to use the space bar or arrows keys. This makes it easier to navigate PowerPoint slide shows.

Notes
The slides and files that you design in PowerPoint are displayed in EasyWorship exactly as they were designed in PowerPoint. In addition, the animations, sounds and timings you create in PowerPoint work in EasyWorship. EasyWorship has the ability to update the slide show in the schedule from the original. If you make a change to a PowerPoint file and save it while EasyWorship is open, EasyWorship will update the PowerPoint automatically when it is selected in the schedule. It can also update the PowerPoint file from check for changes ***See:*** *Check schedule for Changes.*

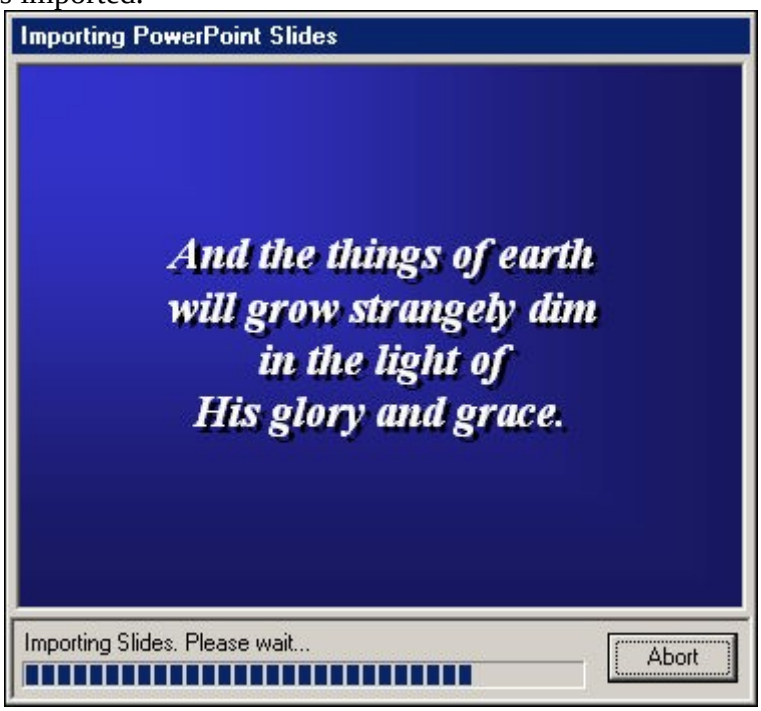
To add a PowerPoint file to your presentation:

1. In the Schedule area, click on the Microsoft PowerPoint icon .
   The Add PowerPoint Presentation dialog box appears.

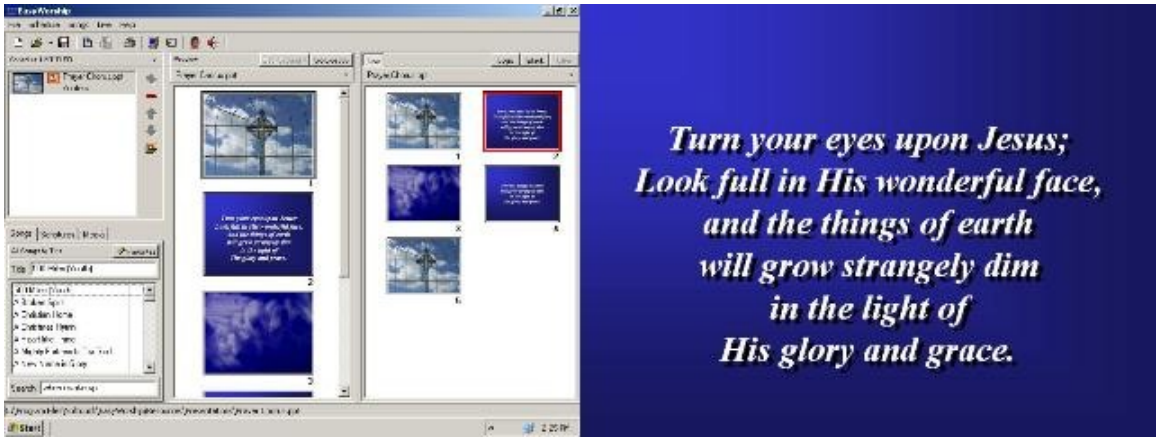


2. Locate and select the desired PowerPoint file.
3. Click **Open**.

The Importing PowerPoint Slides dialog box appears displaying each slide as it is imported.

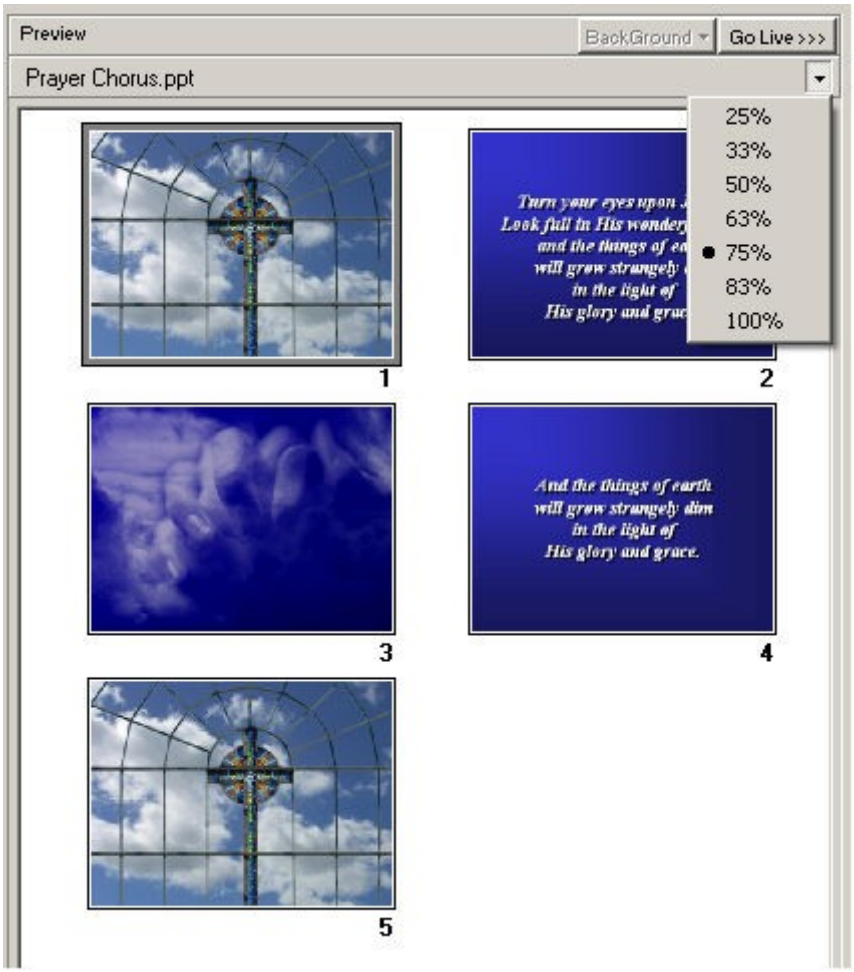


Once all slides are imported, they appear in the Preview area and the PowerPoint file appears in the Schedule area. When you click the Go Live >> button, the slides also appear in the LIVE Output area.



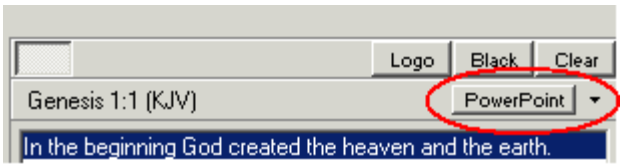
You can save the Schedule and use it to copy or move the PowerPoint file. ***See:*** Transferring Songs Images and Videos via the Schedule
EasyWorship packs the PowerPoint file into the schedule. When the schedule is opened it will use the original file from the hard drive if it is available. If the original file isn't available it uses the packed PowerPoint in the Schedule. ***See:***Check schedule for Changes for the options available when opening a schedule with a PowerPoint file in it.

4. Click the drop-down arrow at the top right of the Preview area or the Live area to change the size of the slides in that area.



5. Click the **Go Live** >> button to automatically display the slides to the congregation; or double-click a particular slide to display it to the congregation.

Jump In and Out of PowerPoint:
While displaying a Power Point presentation, you can click on the Scriptures Tab in the Resource area and find a scripture, press **ENTER** or click **Go Live** >> and the scripture is immediately projected (remember it uses the default background selected from the BACKGROUND palette). Then, a PowerPoint button appears at the top of the **LIVE** area.



If you click the PowerPoint button, the PowerPoint presentation projects again right where you exited to project the scripture. This is a great resource for jumping in and out of a .PPT presentation and keeping up with a sermon. For more information ***See:*** Building and Running an EasyWorship Schedule.

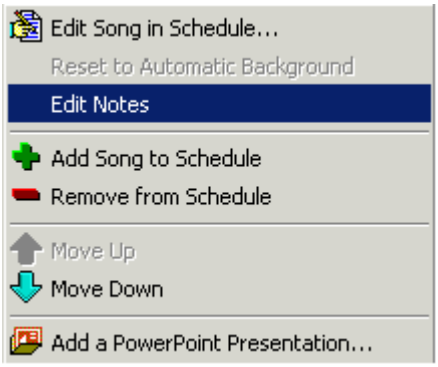
Notes
The thumbnails of each slide display in the Preview area. If your PowerPoint slide presentation has timings or animations, it will run a transition automatically. Clicking ***Black*** *or* ***Logo*** *while an automatic slide is running pauses the presentation until you un-black the screen.*
See:*PowerPoint Troubleshooting under troubleshooting if you are having problems with PowerPoint files in EasyWorship.*

Working with Notes in the Schedule

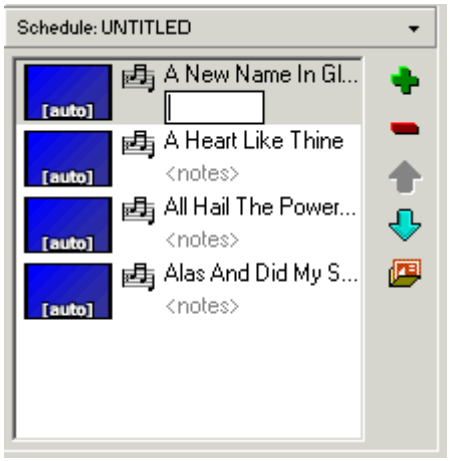
You can add notes for your tech team or users that will appear with each item in the schedule area. When you hover your mouse pointer over each item the entire note will appear in the pop up window. These notes will display just under the item name in the schedule area.

To add a note to a schedule item:

1. Highlight any item in the schedule area. Notice the word <notes> already present.
2. Right click and select edit notes. The Notes field will now contain a blinking cursor.

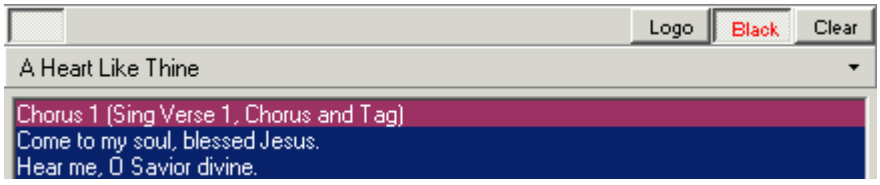


3. Type your notes. When finished, click outside the notes field.



4. Now the notes can be saved with that schedule. They will not be saved to the database, only the schedule.

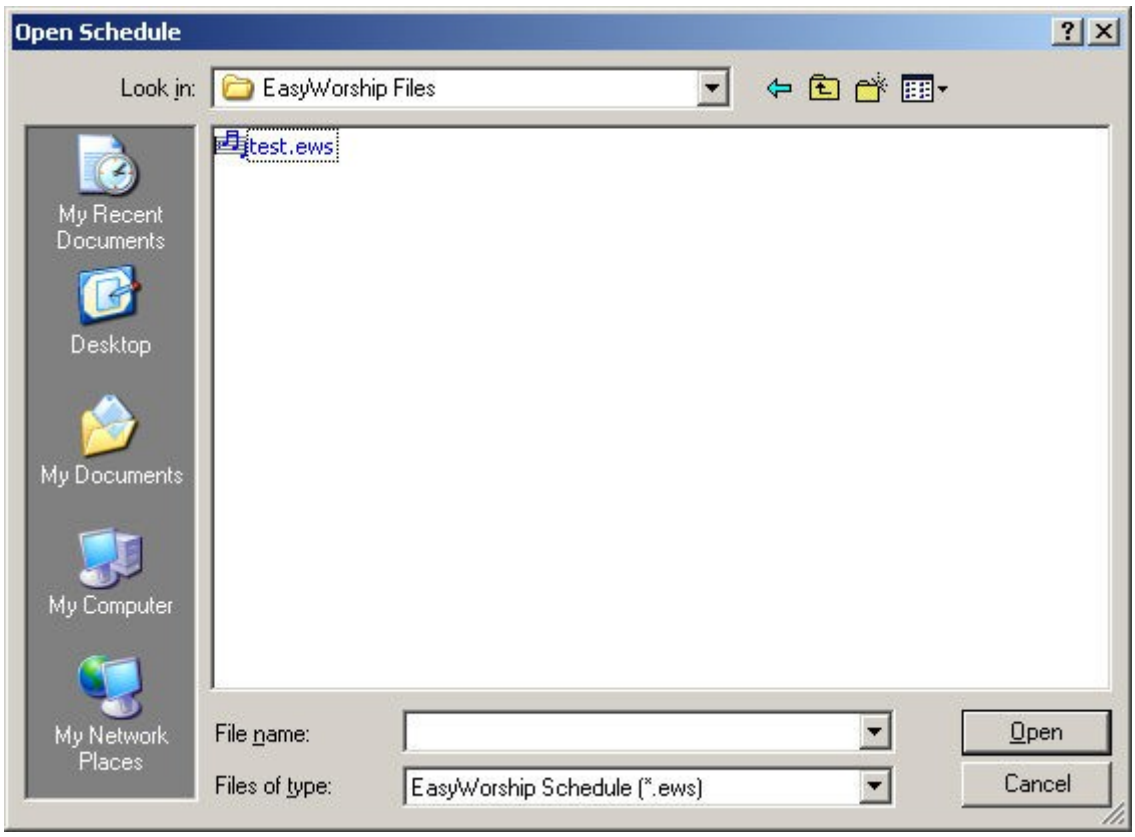
Notes Inside a Song:
Notes can be added next to any song tag.
At the end of a song tag type an open parenthesis type in the note and end it with a close parenthesis.
The notes will not be displayed on the screen but can be read in the preview and live window.



Usinging the Schedule

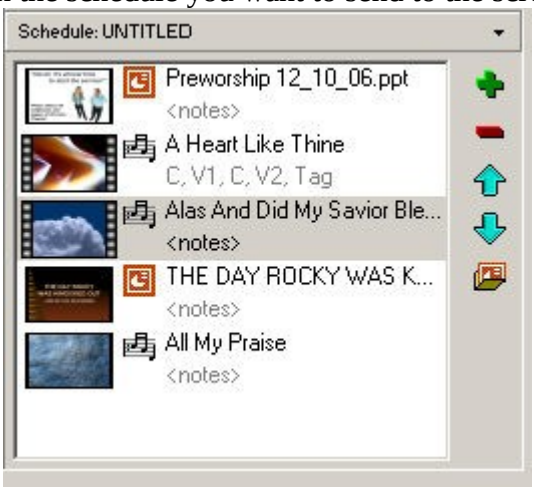
The schedule area of EasyWorship is located on the left side of the screen above the Songs, Scriptures and Media tabs. A schedule is like a play list of songs, images, videos, DVD clips and PowerPoint presentations you wish to use in your service. You can create your schedule and use it immediately ***See:*** Building and Running an EasyWorship Schedule or save the schedule for future use on another computer ***See:*** Saving Schedules. Once the schedule is built or opened, it is very easy to display the content of that schedule on the projector screen.

1. Create your Schedule ***See:*** Building and Running an EasyWorship Schedule
    - Or, open an existing schedule by clicking the on the toolbar.



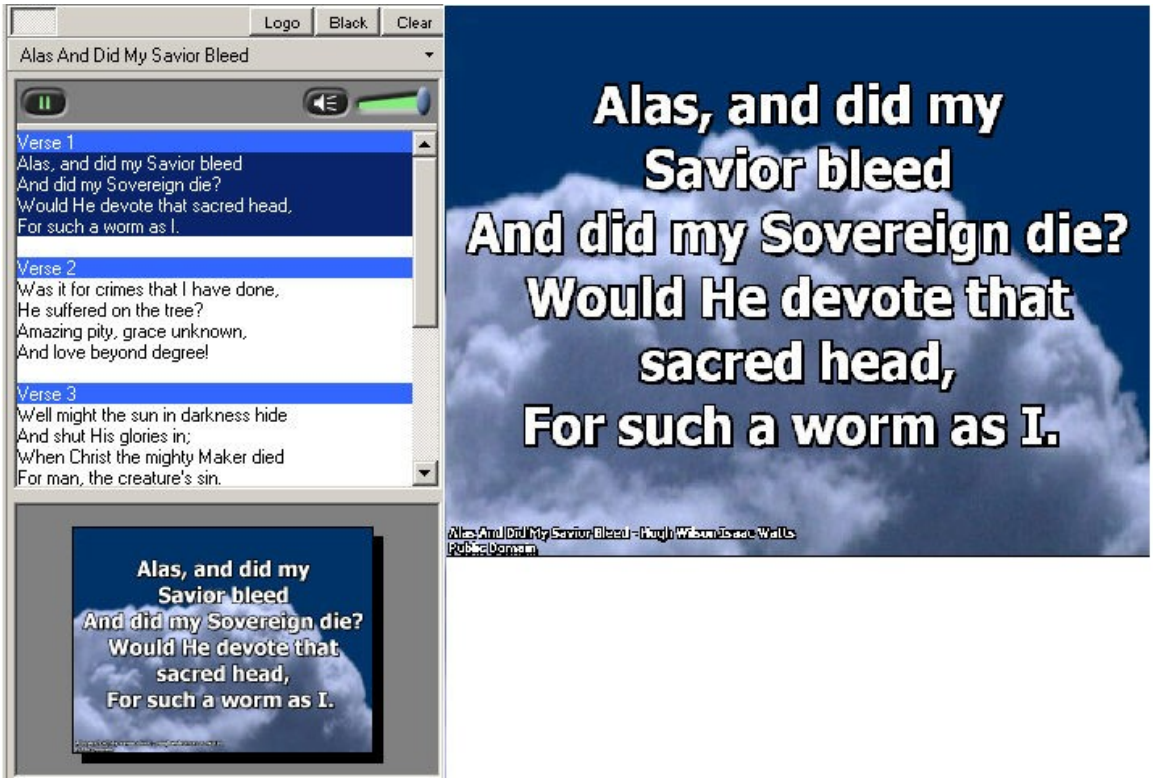
2. Browse to the schedule file location.
3. Select it.
4. Click **Open**.

2. Select the item in the schedule you want to send to the screen.



3. Select the verse of the song or the PowerPoint slide you want displayed when you click Go Live.

3. Click **GoLive**.



4. Click on each slide in the live window to display the text from that slide on the projector.

5. You will also notice that the **Preview** window now contains a preview for the next song in the schedule. Click **GoLive** again to send that song to the projector. PowerPoint slide shows work the same way.

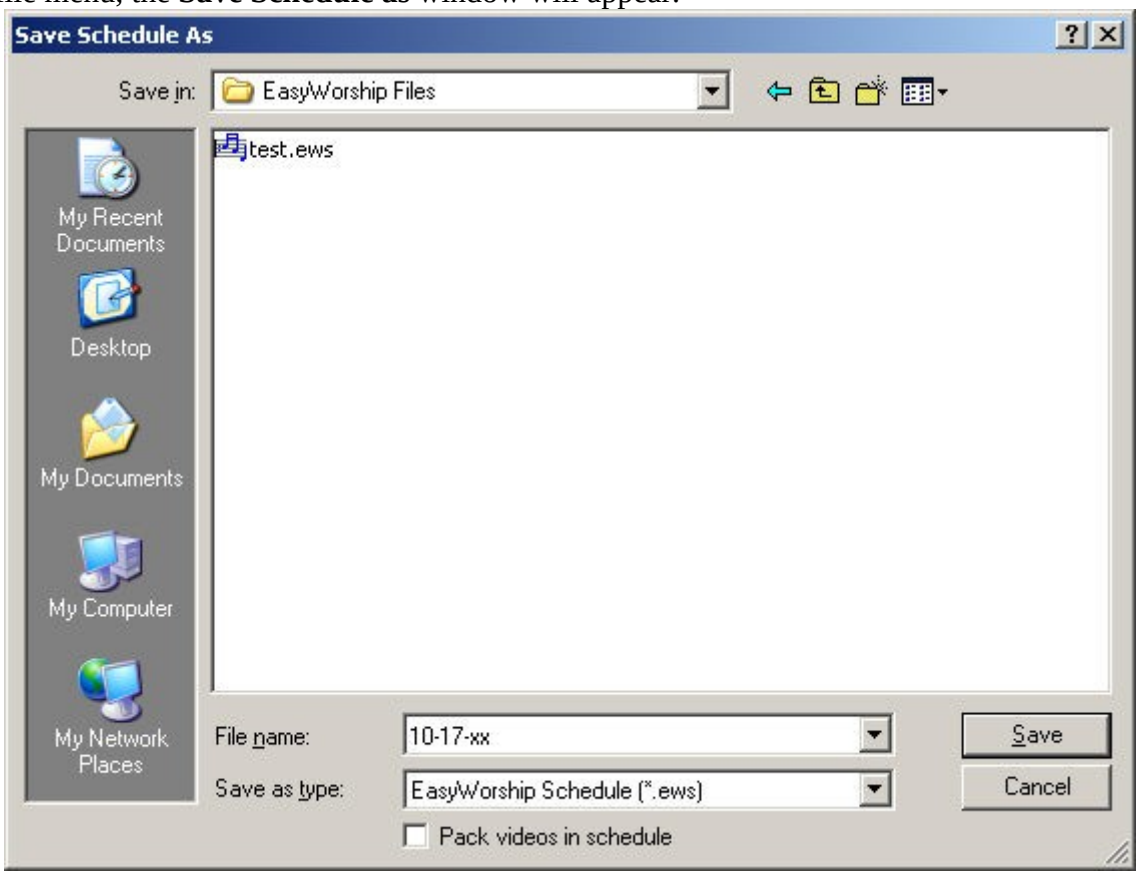
Saving Schedules

Saving A Schedule:
After setting up a schedule, it can be saved for future use.

1. Click on **File**.
2. Click on **Save Schedule**.

-Or-
Click **Save Schedule as**.
-Or-
Click the button on the toolbar.

If schedule is being saved for the first time, or if **Save Schedule as** is selected from the file menu, the **Save Schedule as** window will appear.



3. Browse to the location on the hard drive that the file is going to be saved.
4. Type in the name of the schedule file in the **File name:** box.
5. Click the **Pack videos in schedule** if you have videos in the schedule that you want to transfer to another computer.
6. Click the **Save** button.

After the file has been saved the first time, Clicking the button or clicking file, Save Schedule will save the file without asking where to save the file.

If the file needs to be saved as a different file name or into a new location, click file, **Save Schedule as** again.

Transferring Schedules

The easiest way to move presentations from one computer to another is to use the Schedule area. Simply drag the desired files into the Schedule area, save the Schedule as an * .ews file, and then re-open the *.ews file Schedule on the destination computer.

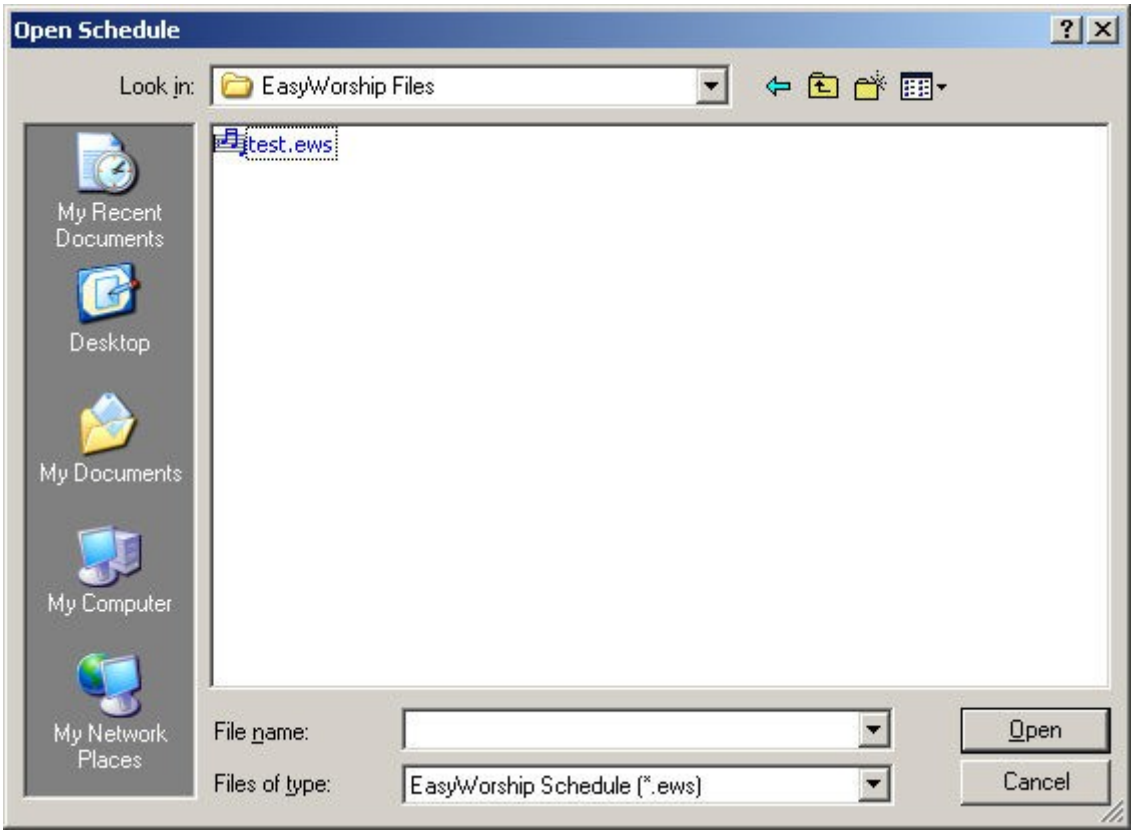
Transferring a Schedule to another computer:

Computer A (Source)

1. On the Source computer, save the schedule you wish to transfer (*.ews file name) on CD, USB media or through your network. Be sure and check **Pack Videos** if you wish to transfer video backgrounds. For more information ***See:*** Transferring Songs Images and Videos via the Schedule.

Computer B (Destination)

1. On the Destination computer, insert your CD or USB drive, or if saved on a network,
2. On the top menu bar, click **File**.
3. Click on **Open Schedule**. The Open Schedule window will appear.



4. Select the media or drive on which you saved the *.ews file, select the file and click Open.
5. The Schedule will now load on the Destination computer.
6. You have the option now of checking this schedule for duplicate songs or images, or any errors (songs with images that are not present on the destination computer), or to add new songs to this database.

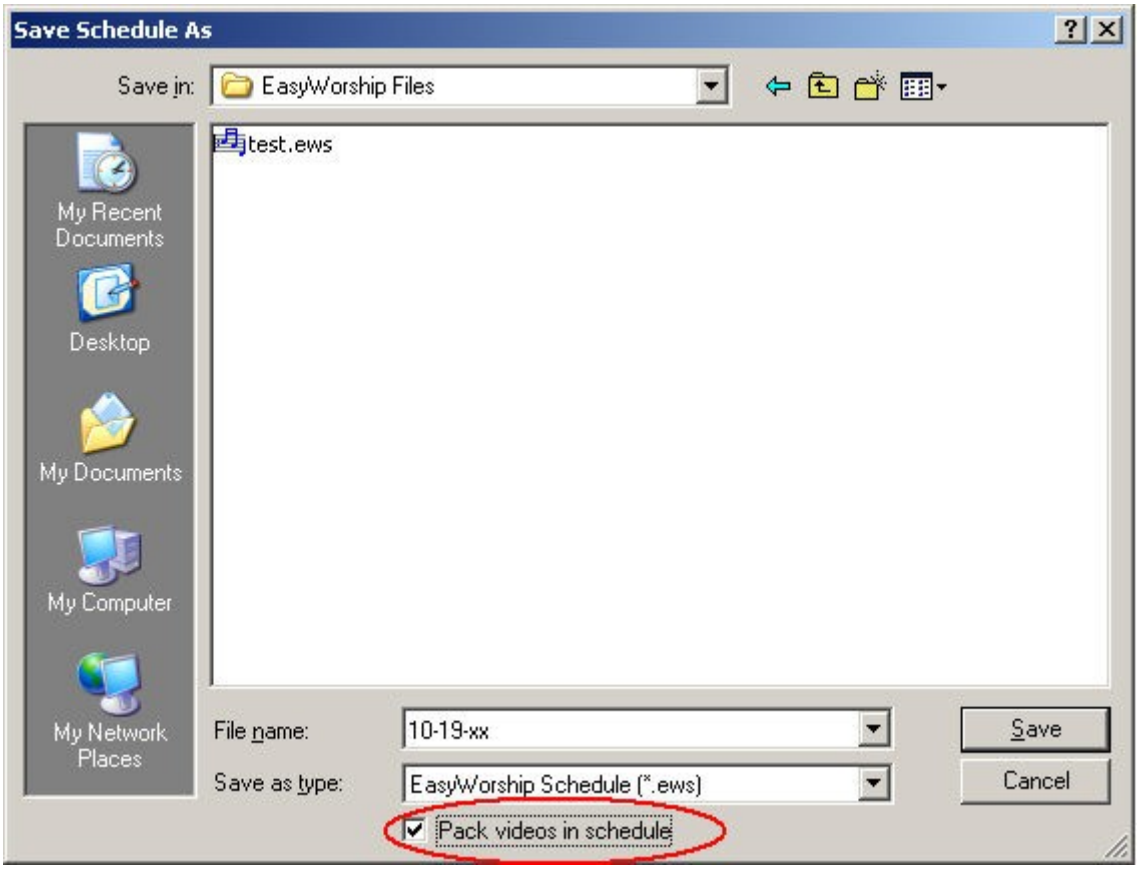
Notes
To check schedule for Changes: ***See:*** *Check schedule for Changes*
For transferring the entire Song database, to another computer, ***See:*** *Backing up your Database*
To check schedule for errors: ***See:*** *Check Schedule for Errors*

Transferring Songs, Images, Videos and PowerPoint files via the Schedule

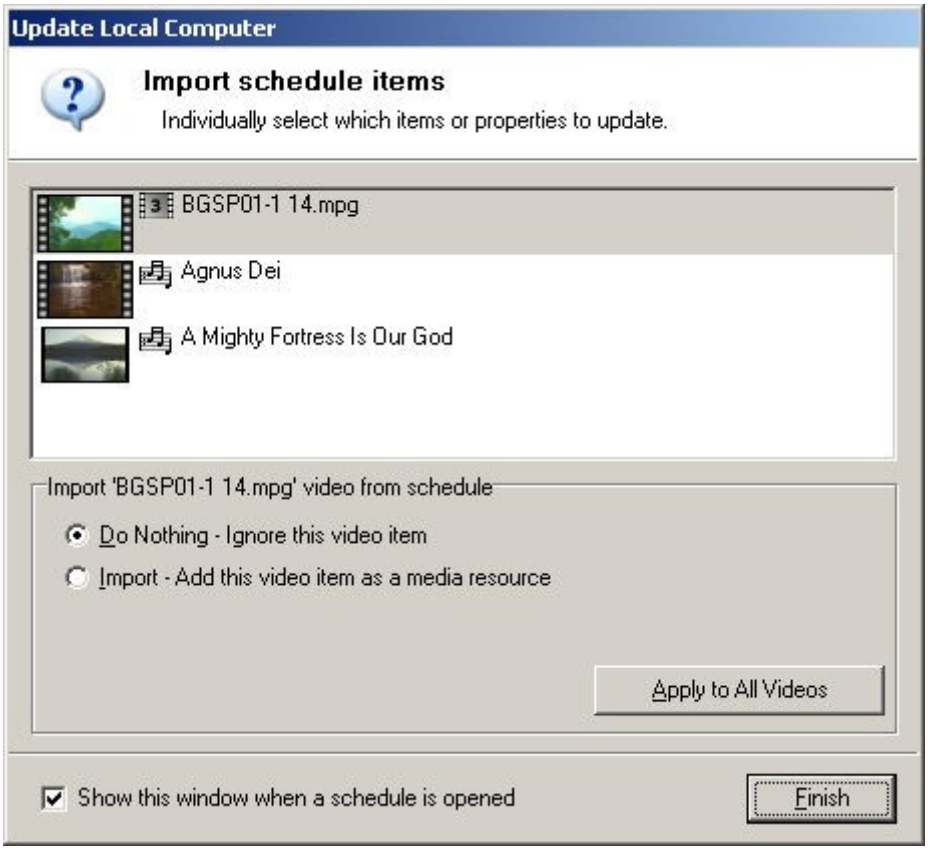
Pack Videos and Images in Schedule Feature
Previously in version 2.3, when transferring a schedule, videos and images had to be manually copied from one computer to another.

For example, on computer "A" there was a video named "waterfall.mpg" and it was assigned as a fill effect background to the new song "Jump Into Jesus". When the song is saved in a schedule, then the schedule is transferred to computer "B", you would have had to manually add the "waterfall.mpg" to the videos folder on computer "B", in order for the song to sync up with the fill effect background. In EasyWorship this file can be transferred by selecting the option to pack up the content of the songs in the schedule. Now, EasyWorship gives you the ability to pack up all **images**, **videos**, **backgrounds**, **fill effects**, **PowerPoint** files and **DVD** clips into one schedule file allowing for easy transportation to the destination computer.

EasyWorship automatically **packs songs, images, still image backgrounds, DVD clips and PowerPoint** slide shows into the schedule, but it **doesn't automatically pack videos** into the schedule. When saving a schedule, check **Pack Videos in schedule** on the **Save Schedule As** screen.



EasyWorship will then pack the video files into one schedule file, allowing for the transfer of videos from one computer to another, without having to transfer the video files separately. When opening the schedule on the other computer, select **Import** - "*Add this video item as a media resource"* at the **update local computer** screen if you would like a copy of your video on the hard drive of that computer.



See: *Check schedule for Changes* for more information on importing videos and images into your media area from your schedule.

Profiles

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. It also contains 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 the profile settings. Profiles combines the ability of allowing EasyWorship to store application data in different locations with the ability to have multiple sets of user settings for that application data.

Profiles is replacing the old Set Network Folder option. 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. ***Common Documents*\Softouch\EasyWorship**.

> **Notes**
> ***Common Documents*** *can be located in different locations depending on your Operating system. For* ***Windows XP*** *it will be in* ***My Computer\Shared Documents*** *for* ***Windows Vista*** *it will be located in* ***Computer\Public\Public Documents***.

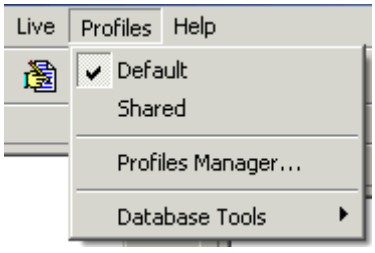
Possible Configurations of Profiles:

- Use the same set of application data as another profile but different user settings.
- Use a different set of application data with the same user settings as another profile.
- Use a different set of application data and a different set of user settings.

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.

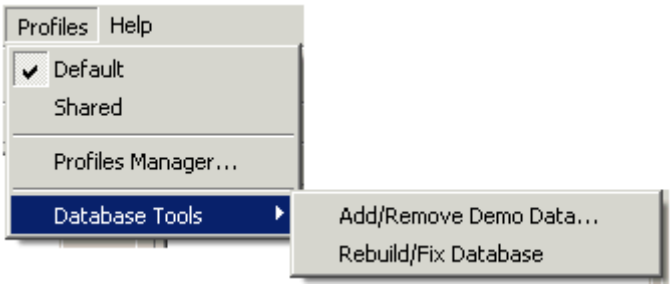
See: *Creating Profiles , Locating Your Profile Data and Using Profiles for more information about using profiles.*

Profiles



Profiles Manager...: Allows you to edit and create profiles in EasyWorship.
See:*Understanding Profiles*

Database Tools: Contains multiple database tools explained below.



Add/Remove Demo Data: Allows you to remove the songs from GreatWorship songs. If you have not upgraded from an older version you can remove the demo songs and backgrounds from EasyWorship. This will not remove songs you have added or updated in the database.

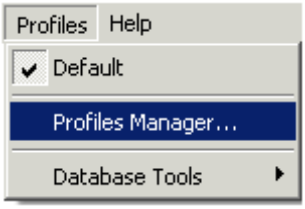
Rebuild/Fix Database: This is a tool that checks the database for errors and fixes them.

Creating Profiles

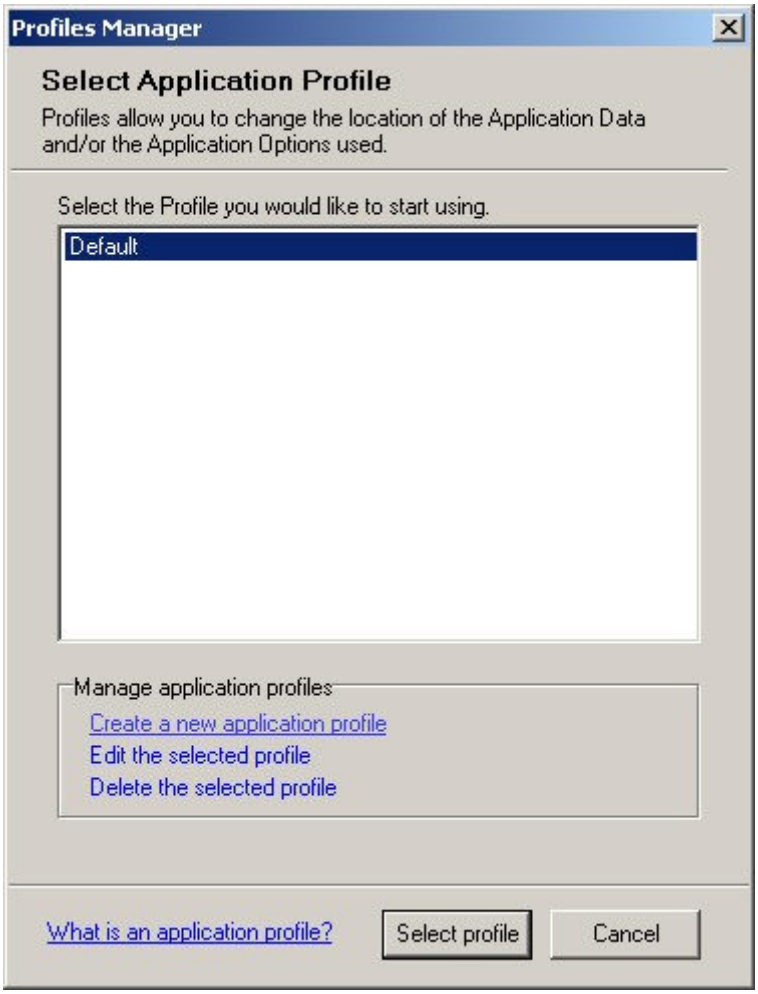
EasyWorship will create a default profile automatically when it is installed. If another set of data or settings is desired, creating a new profile can accommodate this need.

Profile Information:

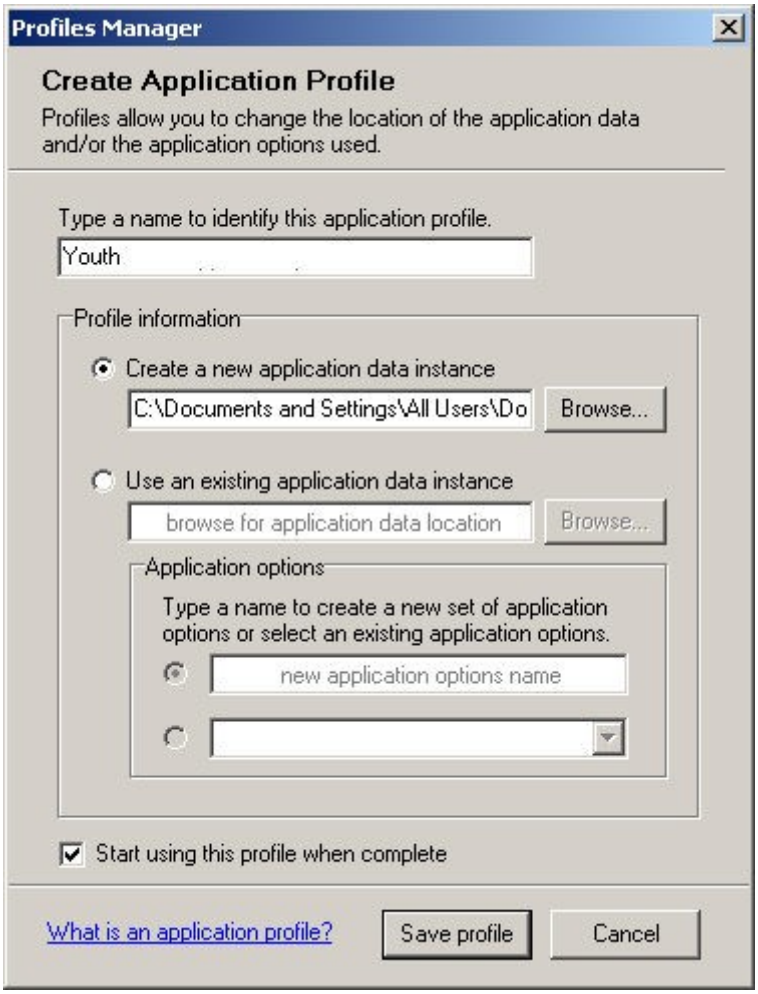
1. Open EasyWorship
2. Click on the **Profiles** menu.
3. Click on **Profiles Manager**



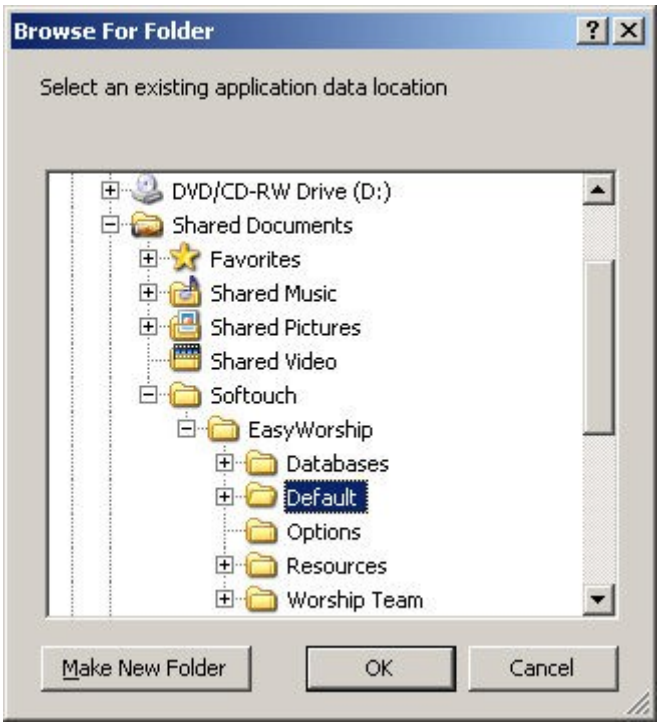
The Profiles Manager screen appears.



4. Click on **Create a new Profile**.



5. Type the name of the profile in the **Profile Name** area. ***For Example:*** Youth, Pastor, Non-English...
6. Under **Create a new application data instance** the default path for the profile data will be displayed. Click **Browse** to select a different location to put the songs and backgrounds databases along with the videos and images in the media area.
    - You may use another profile's set of data if you don't want to create a new set of data.
        1. Select **Use an existing application data instance**.
        2. Click the **Browse** button to select another profile's set of data.
    - A new folder for the profile data can be created in the default location, another place on the hard drive, on a server or shared network folder. Click **Make New Folder** to create a folder for this profile's data.

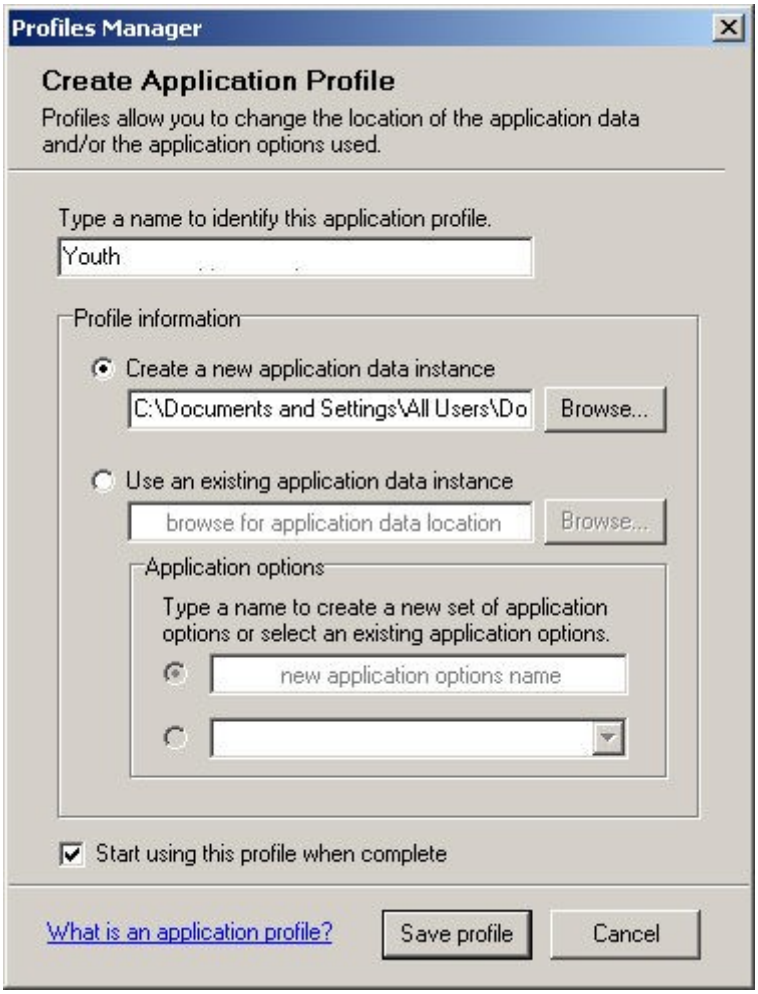


- The default profile data will be in ***Common Documents*\Softouch\EasyWorship**.

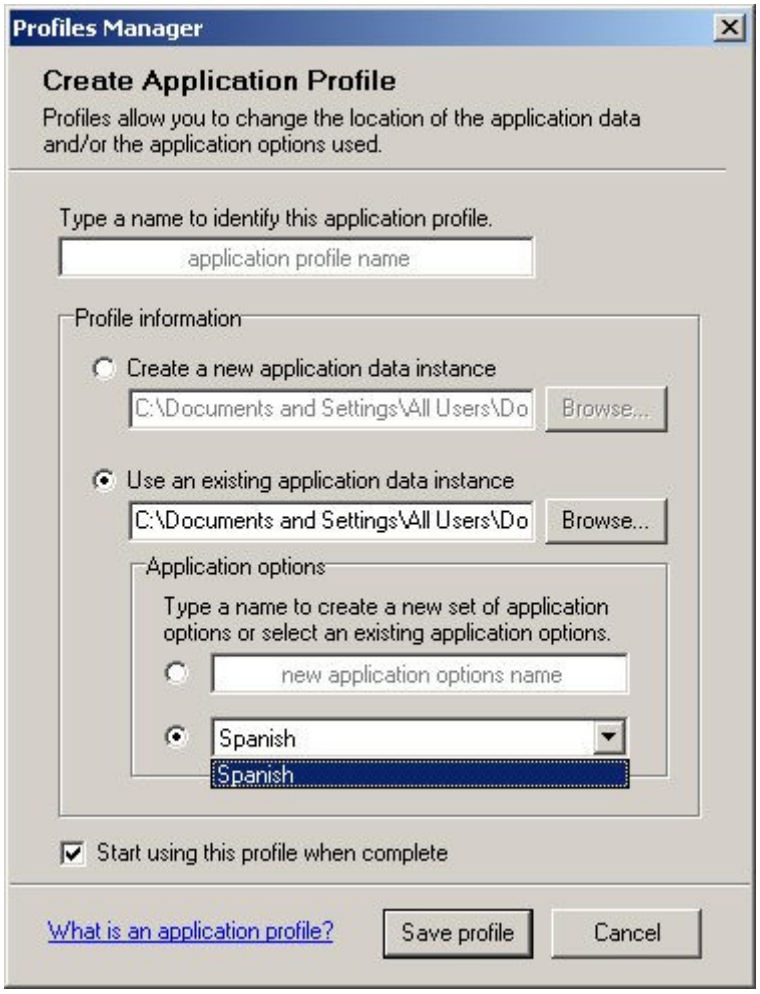
Notes
Common Documents *can be located in different locations depending on your Operating system. For* ***Windows XP*** *it will be in* ***My Computer\Shared Documents*** *for* ***Windows Vista*** *it will be located in* ***Computer\Public\Public Documents****.*

Profile Options:

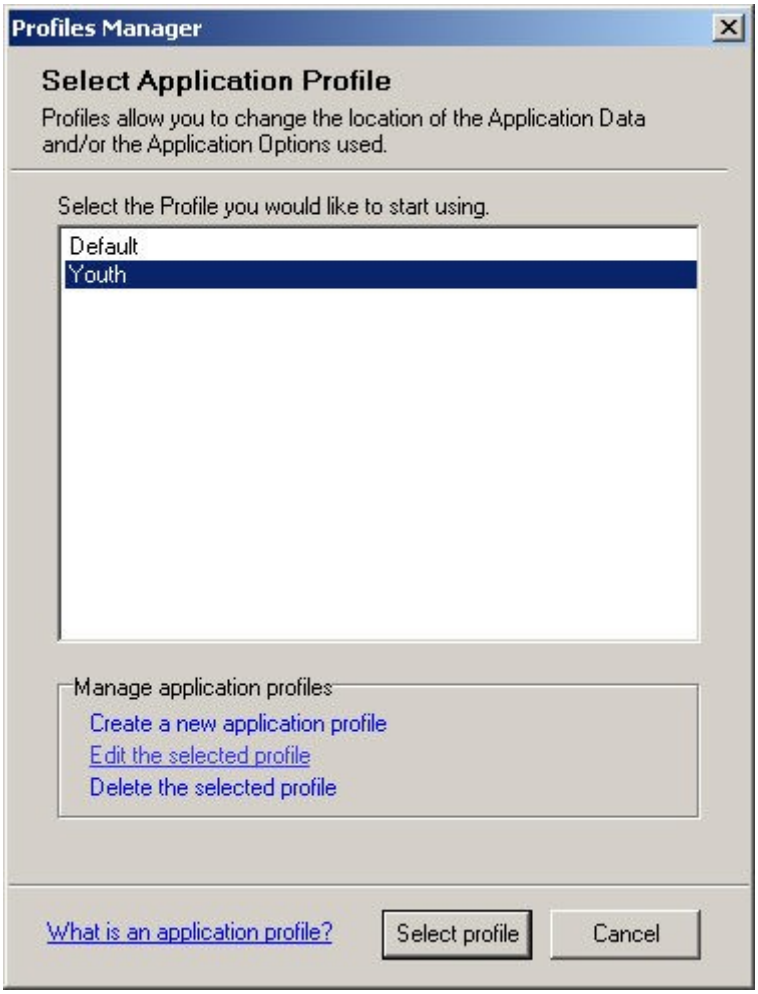
7. Type in the name you want to use for this profile's options or select a name from the drop down list.
    - When creating a new application data folder, there will be no profile options to select from the drop down list. EasyWorship will automatically create an application options name.



- When creating a profile using the same application data folder as another profile, you may select the options of another profile from the drop down list.
- To create a new set of application options type the name for the new options in the **"new application options name"** box.



8. Click **Save Profile**.
9. The profile you created will now show up in the profiles list.

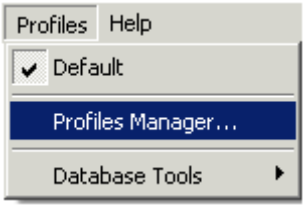


Notes
If you want to return to the Profiles Manager after creating the new profile. Uncheck, the option for ***"Start Using this profile when complete"****.*

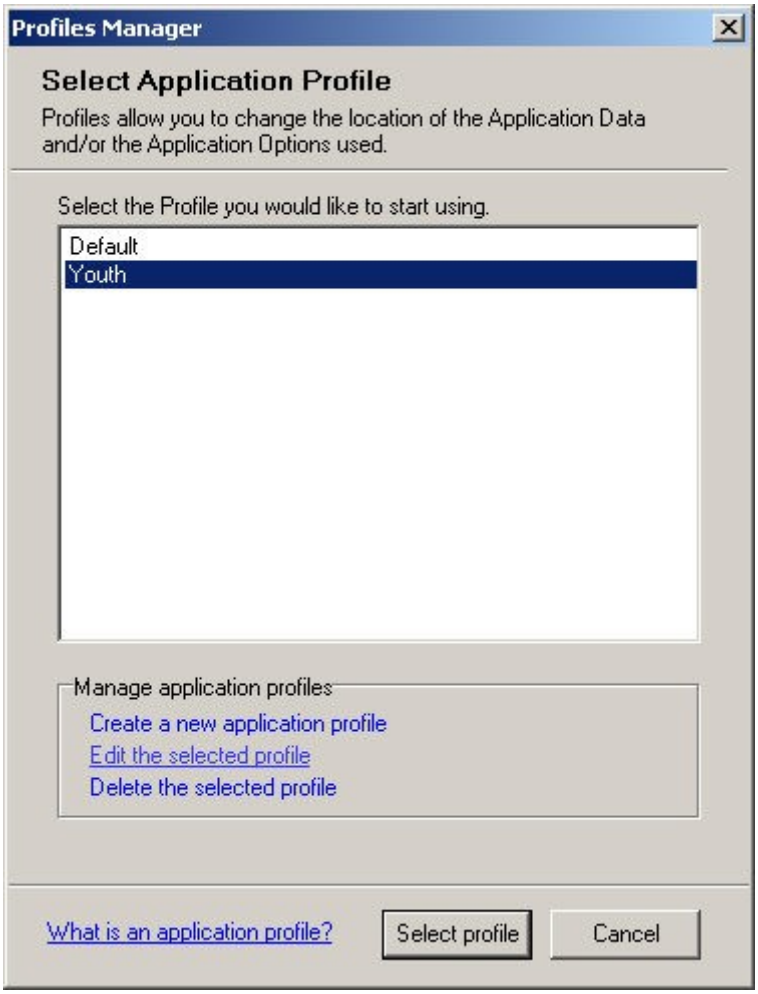
Editing Profiles

To change the settings or folder location of a profile:

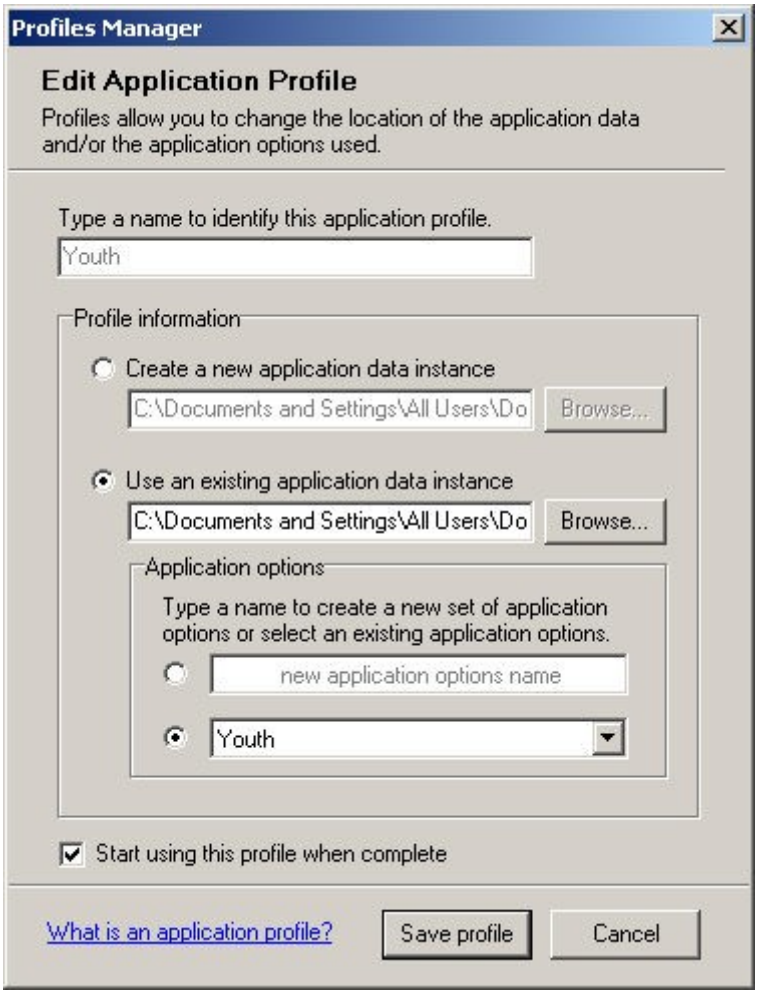
1. Click on the **Profiles** menu.



2. Select **Profiles Manager**.
3. Select the profile to be edited.
4. Click **Edit the selected profile**.



The **Edit Application Profile** window appears.



Profile Information

- **Create a new application data instance.**
  - Allows you to select another location to store the application data for this profile.
- **Use an existing application data instance.**
  - Uses the original application data location assigned when the profile was created.

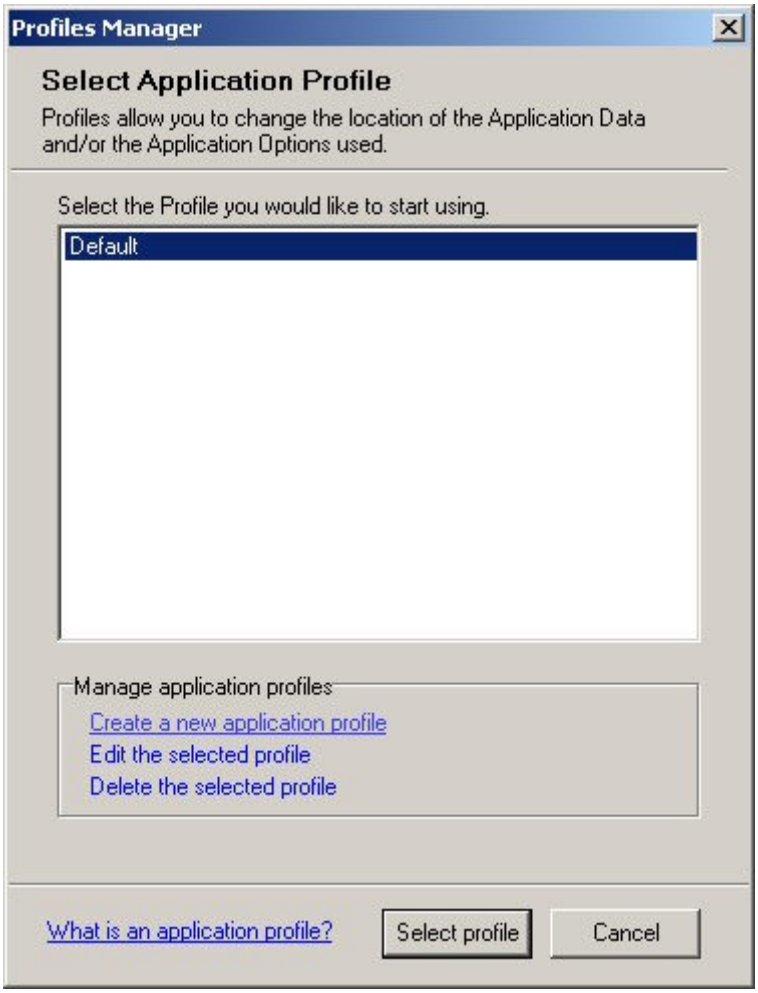
Application options

- **Type in the name of a new set of options for this profile.**
  - Allows you to type in the name of a new set of options for this profile.
- **Select another set of options for this profile.**
  - Allows you to select another set of options for this profile if another set of options has been created.

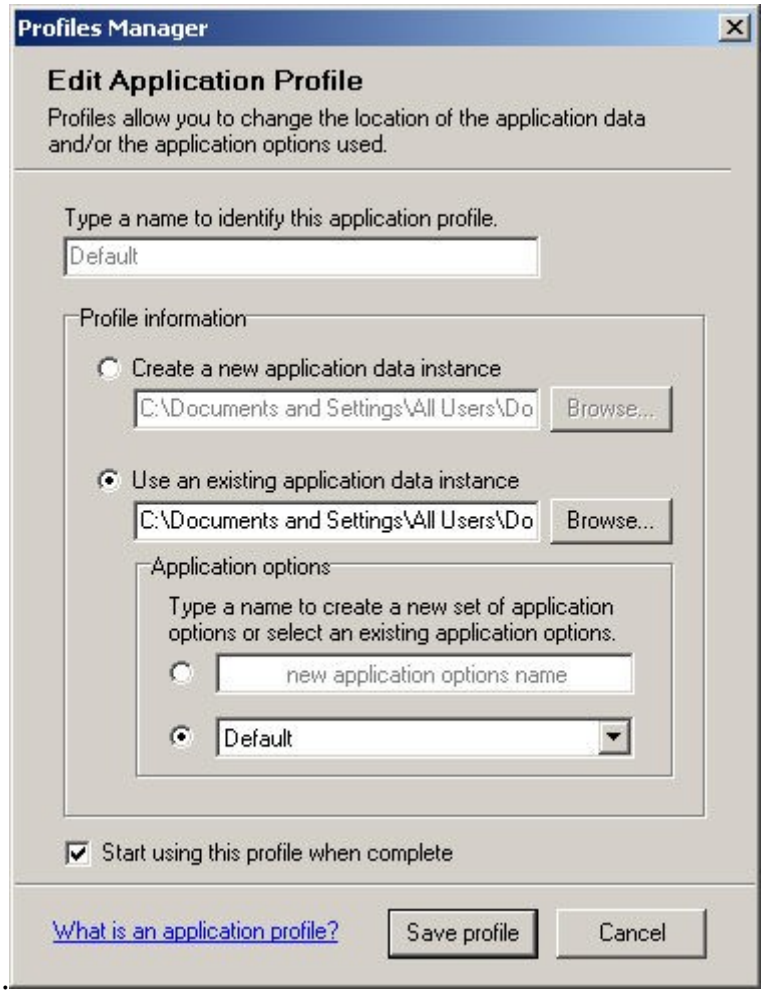
Locating Your Profile Data

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.

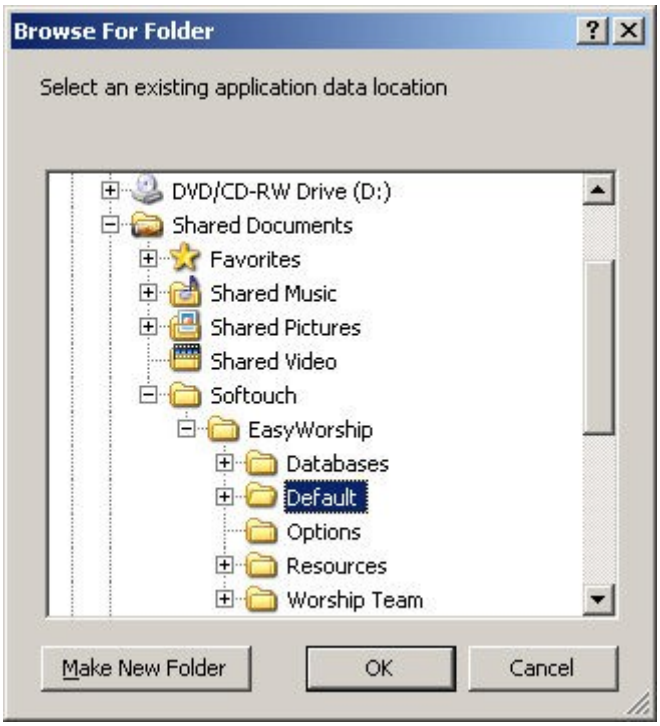
1. Open EasyWorship.
2. Click on the **Profiles** menu.
3. Click on **Profiles Manager**.
4. Select your profile.
5. Click on **Edit the Selected Profile** at the bottom of the window.



6. In the **"Use an existing application data instance"** field, the location of your data on the hard drive will be displayed



7. Browse to that location on your hard drive to find your data files.



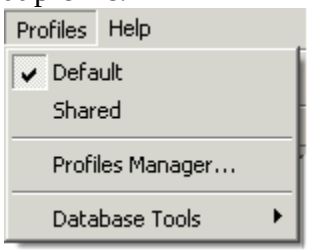
- The databases will be stored in a Databases folder.
- Videos and Images will be stored in the Resources folder.
- Options for your profiles will be stored in the Options folder.

Using Profiles

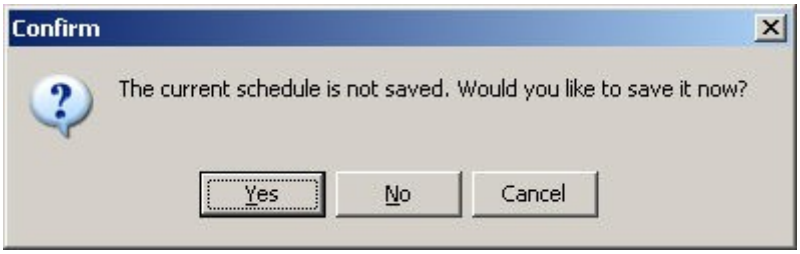
Changing Profiles:

EasyWorship allows you to change profiles giving you the ability to use different databases and settings.
Switching from one profile to another is Easy.

1. Click on the profile menu.
2. Select the profile you want to use.
3. EasyWorship will load that profile.



If you have schedule open, EasyWorship will ask you to close it before loading the selected profile.



Determining which profile is currently loaded is also Easy. The current profile is displayed in the title bar.

EasyWorship Options and Settings

Setting EasyWorship Options

The EasyWorship Options dialog box allows you to set General, Songs, Scriptures, Nursery Alert, Message Alert, Copyrights, and Miscellaneous options. In each tab, you can view the changes as you make them on the Preview screen. You can also choose whether or not to view the changes live as they are made.

To access the Options dialog box:

- Click the **Options** icon on the toolbar.

-OR-

- On the **Live menu**, click **Options**.

The Options dialog box appears with seven tabs.

Click on each tab for more info about that tab.

Notes

To view your changes live as they are made, select the Preview Live Output check box in any of the Options tabs.

General Tab

The General tab allows you to choose an output monitor, and set screen margins. You can also enable DirectX Support.

To set general options:

1. In the **Options** dialog box, click the **General** tab.

Click each tab for more info.

2. In the **Select Output Monitor** list, click the monitor that you want to use to display your presentation to the congregation. The Select Output Monitor list only contains outputs that you have enabled in Windows.

    - Select **Secondary Monitor** if you are using a second monitor, or projector, to display the live output for EasyWorship.
    - Select **Primary Monitor** to allow the live output to be displayed on your Primary Monitor behind the EasyWorship control screen.
    - Select **Custom Position** to specify an absolute position and size to project the output. Then, in the Custom Position boxes, type or select the desired positions. The custom positions are set in Pixels. The default settings are **Left:** 0 **Top:** 10 **Width:** 426 **Height:** 341. This places the live output box at the top left of your monitor.

- The **Custom Position** option is helpful for seeing the output in a single monitor mode or when you are working with a video card that only supports one large output that spans two monitors.
- For more information on dual monitors output, ***See:*** Enabling Dual Monitors.

3. In the **Screen Margin** % boxes, type or select the percentages of screen to indent, due to the projector over shooting the physical output screen.
4. In the **Text Margin** % boxes, type or select the margins that you want around the text. These margins only affect the text, not the background.
5. In the **Bleed Margin** % boxes, type or select the margins for the message alert, nursery alert and copyright information to bleed over. These settings are typically used when you are over and under scanning your output by sending it to a TV and a Projector at the same time.
6. Select the **Enable DirectX Support** check box if applicable. The Enable DirectX Support check box enables EasyWorship to use the DirectX application to display text over moving video backgrounds.
7. Click **OK**.

Songs Tab

The Songs tab allows you to customize how songs are displayed. You can chose text alignment; font size, style, color and capitalization rules. You can also choose whether or not to display labels, and specify their location, size, style and color.

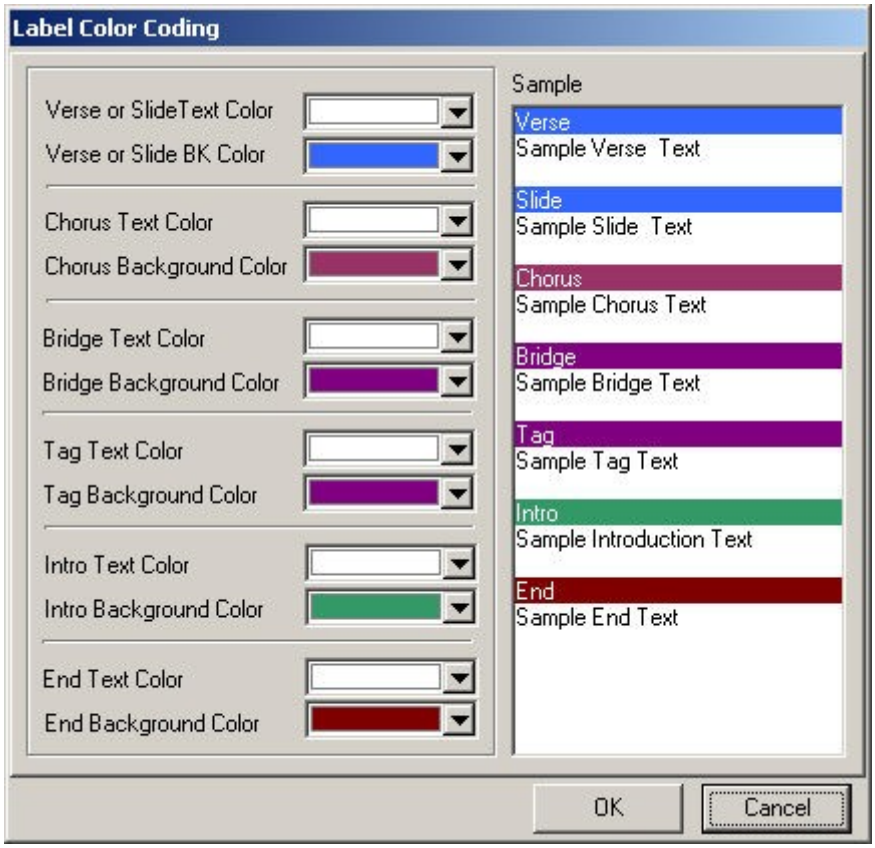
To set song options:

1. In the **Options** dialog box, click the **Songs** tab.

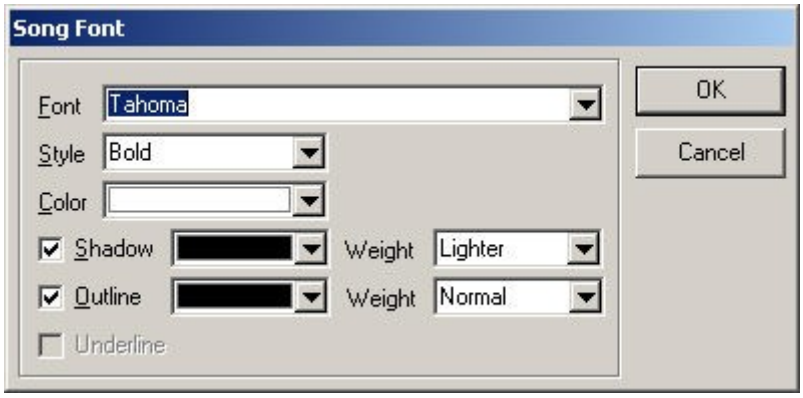
Click each tab for more info.

2. In the **Text Alignment** list, click the desired horizontal position for the text.
3. In the **Vertical Align** list, click the desired vertical position for the text.
4. In the **Desired Font Height Percentage** box, click or type the desired font size. EasyWorship uses this font size for all songs.

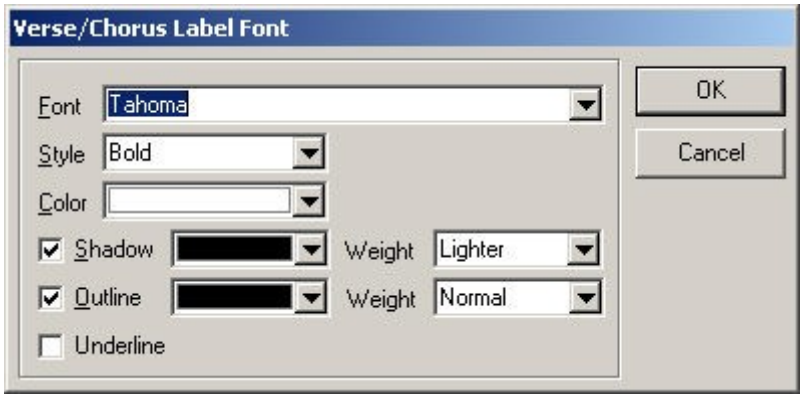
   This option allows you to make changes to font types, styles, output dimensions, etc., without having to worry about going back and modifying all your songs to fit the screen.
5. To show the verse, chorus, and other tags on the live output screen, select the **Show Verse/Chorus Labels** check box.
6. In the **Label Location** list, click the desired position for the label.
7. Select the **Label Indent** check box if desired.
8. In the **Label Size** list, click the desired size for the label.
9. To specify a color scheme for the Preview and Live output areas, click **Label Color Coding**. The Label Color Coding dialog box appears. You can specify text and background colors for the verse or slide, the chorus, the bridge, the tag, the intro and the end. Creating a color scheme enables you to easily identify items (e.g. verse, chorus, etc.) and find them quickly during a presentation.
   - In the appropriate lists, click the desired colors. The Sample area on the right displays the color scheme. Click **OK** when you are satisfied with the color scheme.



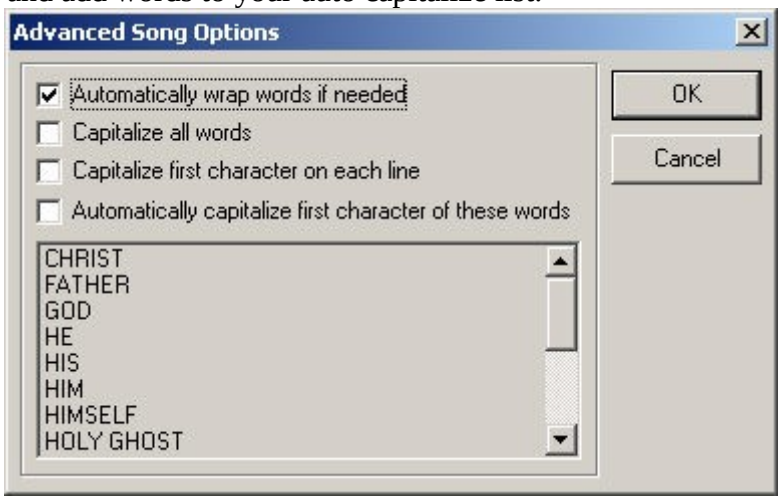
10. Click **Song Font** to access the Song Font dialog box.
    - Click the desired font, style, color, etc., for the song text, and then click **OK**.



11. Click **Label Font** to access the Verse/Chorus Label Font dialog box.
    - Click the desired font, style, color, etc., for the verse/chorus label text, and then click **OK**.



12. Click **Advanced Options** to access the Advanced Options dialog box.
    - In the Advanced Options dialog box, select the desired check boxes, and then click **OK**.
    - You can specify whether or not words wrap, and set capitalization rules, and add words to your auto capitalize list.



13. Click **OK**.

Notes
EasyWorship uses font sizes differently than other Windows applications. ***See:*** *Font Sizing Explained*

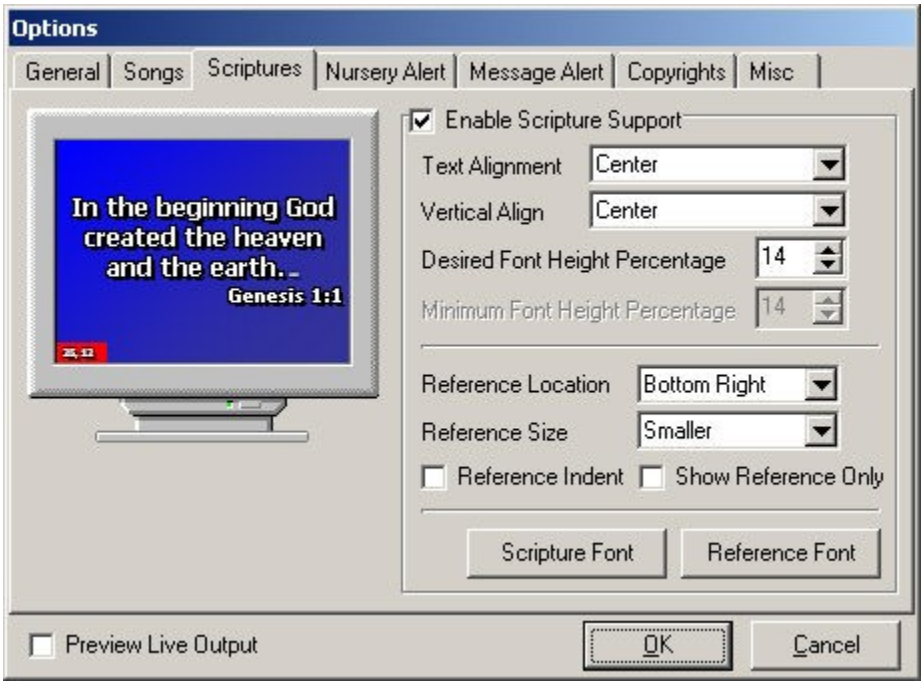
Scriptures Tab

The Scriptures tab allows you to customize how scriptures are displayed. You can choose scripture alignment; and font size, style, and color. You can also specify reference font size, style, and color.

To set scripture options:

1. In the **Options** dialog box, click the **Scriptures** tab.

Click each tab for more info.



2. Select the **Enable Scripture Support** check box.

Notes
If this check box is cleared the Scriptures tab does not appear in the Resource area and the Scriptures database is not available.

3. In the **Text Alignment** list, click the desired horizontal position for the scripture.
4. In the **Vertical Align** list, click the desired vertical position for the scripture.
5. In the **Desired Font Height Percentage** box, click or type the desired font size. EasyWorship uses this font size for all scriptures.

Notes
EasyWorship uses font sizes differently than other Windows applications. ***See:*** Font Sizing Explained

6. In the **Reference Location** list, click the desired position for the scripture reference.
7. Select the **Reference Indent** check box if desired.
8. In the **Reference Size** list, click the desired size for the scripture reference.
9. Click **Scripture Font** to access the Scripture Font dialog box.
    - Click the desired font, style, color, etc., for the scripture text, and then click **OK**.
11. Click **Reference Font** to access the Reference Font dialog box.
    - Click the desired font, style, color, etc., for the reference, and then click **OK**.

12. To display only the reference, select the **Show Reference Only** check box.
13. Click **OK**.

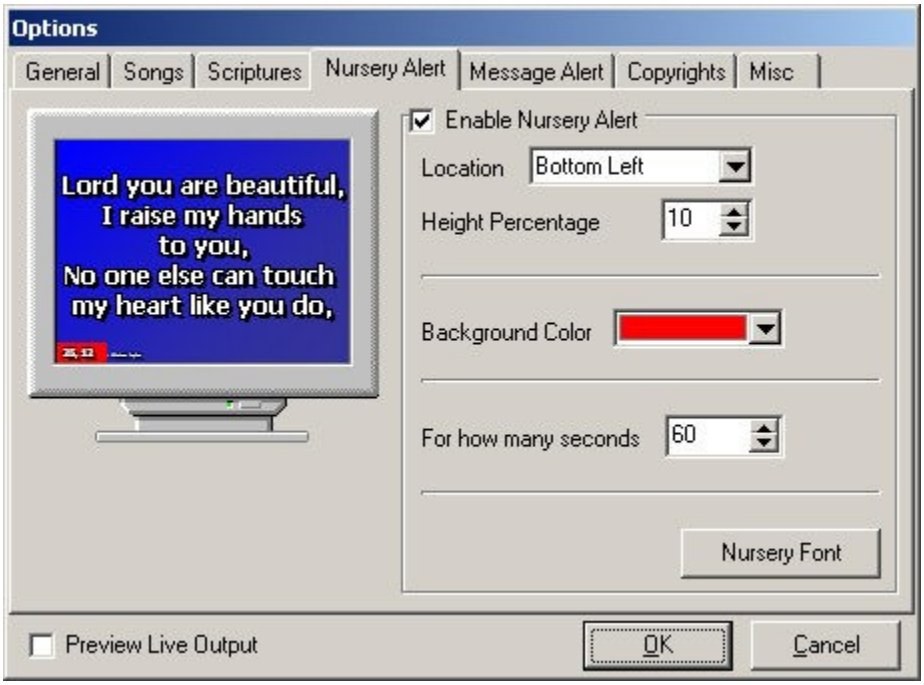
Nursery Alert Tab

The Nursery Alert Tab allows you to chose whether or not a nursery alert can be displayed, and allows you to specify its location, height, font, and background color. You can also choose how many seconds that you want to display the nursery alert.

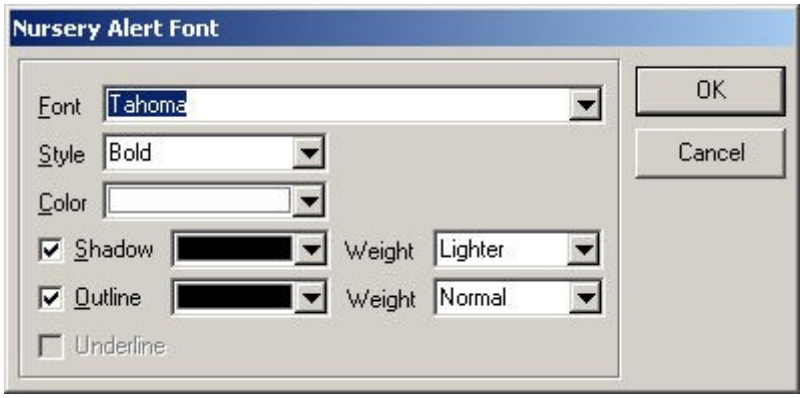
To set nursery alert options:

1. In the **Options** dialog box, click the **Nursery Alert** tab.

Click each tab for more info.



2. Select the **Enable Nursery Alert** check box.
    - If this check box is cleared, the Nursery Alert menu item and icon are not available.
3. In the **Location** list, click the desired location for the nursery alert.
4. In the **Height Percentage** box, select, or type, the desired height percentage for the nursery alert text.
5. In the **Background Color** list, click the desired color for the background of the nursery alert.
6. In the **For how many seconds** box, select, or type, the number of seconds that you want the nursery alert to display.
7. Click **Nursery Font** to access the Nursery Alert Font dialog box.
    - Click the desired font, style, color, etc., for the nursery alert text, and then click **OK**.



8. Click **OK**.

Message Alert Tab

The Message Alert Tab allows you to chose whether or not a message can be displayed to the congregation. This allows you to specify its location, height, font, background color, and display method and speed.

To set message alert options:

1. In the **Options** dialog box, click the **Message Alert** tab.

Click each tab for more info.

2. Select the **Enable Message Alert** check box.

Notes

*If this check box is cleared, the **Message Alert** menu item and icon are not available.*

3. In the **Location list**, click the desired location for the message.
4. In the **Height Percentage** box, select or type the desired height percentage for the message text.
5. In the **Background Color** list, click the desired color for the background of the message.
6. In the **Desired Display Method** list, click the desired display method.
    - Choose **Static** to display the entire message at once.
    - Choose **Scroll** to display the message moving across the screen from right to left.
    - Choose **Scroll if Needed** to display the message moving across the screen only if it is too long.
7. Move the slider to the desired speed to control how long the message is displayed, or how quickly it will scroll.
8. Click **Message Font** to access the **Message Alert Font** dialog box.
    - Click the desired font, style, color, etc., for the message alert text, and then click **OK**.
10. Click **OK**.

Copyrights Tab

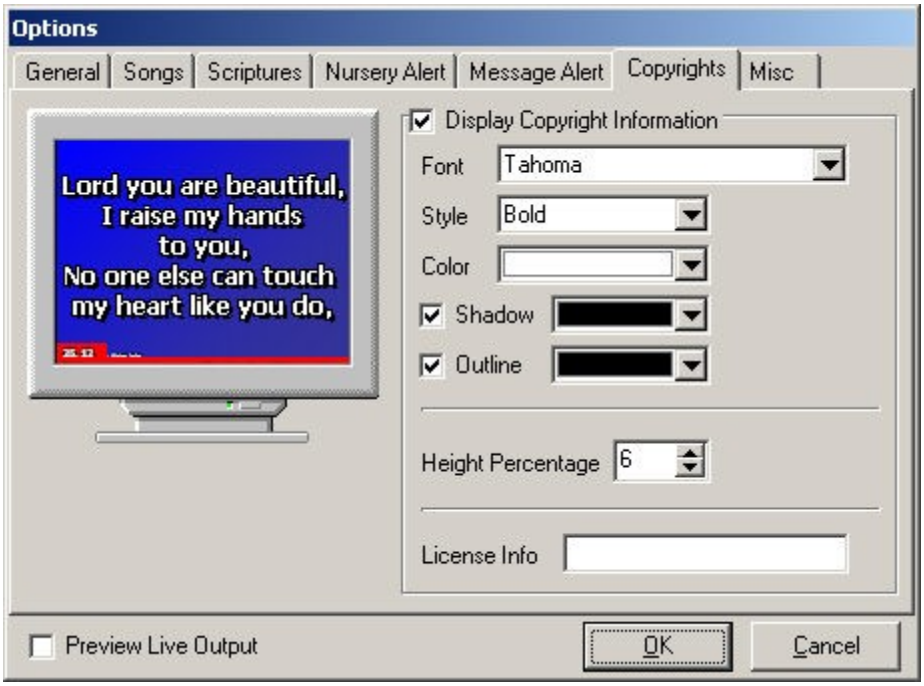
The Copyrights Tab allows you to chose whether or not the copyright for a song is displayed, and allows you to specify its font, style, color, shadow, outline, and height. You can also choose to display your CCLI# or other license information.

Notes
*The copyright information for a song is only available if you have entered the information into the Song Information dialog box in the Editor. For details on entering copyright information for a specific song, **See:** Displaying Copyright Information*

To set copyright options:

1. In the Options dialog box, click the Copyrights tab.

Click each tab for more info.



2. Select the **Display Copyright Information** check box.
3. In the **Font** list, click the desired font for the copyright.
4. In the **Style** list, click the desired style for the copyright.
5. In the **Color** list, click the desired color for the copyright.
6. To add a **shadow** to the copyright, select the **Shadow** check box, and then click a color for the shadow.
7. To add an **outline** to the copyright, select the **Outline** check box, and then click a color for the outline.
8. In the **Height Percentage** box, select or type the desired height percentage for the copyright text.
9. In the **License Info** box, type your CCLI, or any other license information that you want to display.
10. Click **OK**.

Notes

- *Each church needs to obtain a CCLI license from www.CCLI.com.*
- *To view the Copyright information's size and placement on the Output monitor, on the Live menu, click Options, click the Copyrights tab, and then click Preview Live Output check box. You can also view the Copyright information's size and placement on the Monitor icon*

Displaying Copyright Information

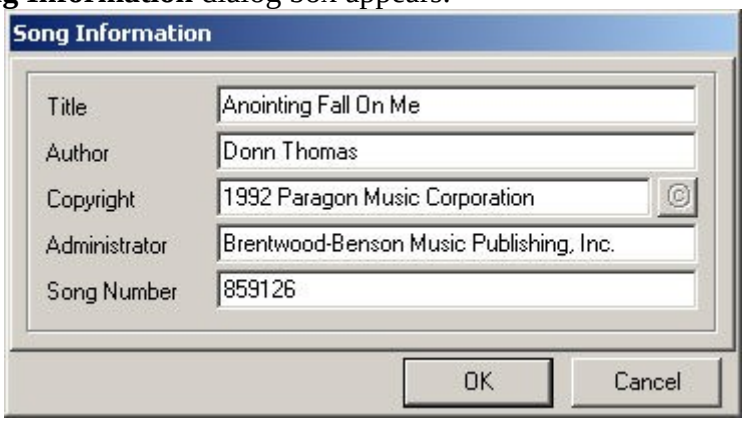
EasyWorship allows you to display copyright information for the displayed song. First you must enter your CCLI# which will appear in each copyrighted song automatically (you only need to enter your CCLI# once).

1. To enter copyright information:
2. On the **Live** menu, click **Options**.
3. Click the **Copyrights** tab.
4. Enter your CCLI# in the License Info box (e.g., CCLI 123456789).
    - The CCLI# will appear on every copyrighted song. You can modify the size, color, font, and placement of the CCLI# on the slide.

5. Select the **Display Copyright Information** check box to display the author, title, administrator, and copyright information for specific songs. EasyWorship allows you to edit and add to the author, title, and copyright information.
6. Click **OK**.

To edit or add information to a song:

1. Right-click on the desired song and click **Edit Song**.
2. Click the **Information icon** on the toolbar.
3. The **Song Information** dialog box appears.



1. Type the information in the appropriate boxes.

2. Click in the Copyright box, and then click the Copyright icon to add the copyright symbol and automatically turn on the CCLI# function . You can also add a date after the Copyright symbol.
3. The **Song Numbe**r box is for assigning a CCLI Database Song Number from the CCLI Song Select web site. This is for song reporting with CCLI and not for display.
4. Click **OK**.

Misc Tab

The Misc Tab allows you to choose General, PowerPoint, and DirectX Advanced options.

To set miscellaneous options:

1. In the **Options** dialog box, click the **Misc** tab.

Click each tab for more info.

2. To show the output screen live when EasyWorship is started, select the **Show live screen on startup** check box.
3. Select **Advance Schedule after Go Live is pressed** to have EasyWorship select the next item in the scheduled automatically,S when the **Go Live** button is clicked.
4. Select **Use PowerPoint application instead of Viewer**, if you would like EasyWorship to load the full version of PowerPoint to display PowerPoint slide shows.

- If PowerPoint is not installed on this computer, leave this option unchecked to use the PowerPoint viewer that is built into EasyWorship.

5. To create thumbnails using the full PowerPoint application, select **Build thumbnails with PowerPoint Application**.
6. In the Vertical Retracing Checking list do one of the following.
   - Click **Auto** to have DirectX control when Vertical Retrace Checking is used.
   - Click **On** to use DirectX to create a smooth transition between slides, and produce the cleanest output.
   - Click **Off** if you do not want DirectX to smooth the transition.

Notes
The advantage of using vertical retrace checking is that it creates a smooth transition and a clean video playback. The disadvantage of using vertical retrace checking is that it slows down processing time.

7. Slide the **Video Quality** slider to the desired position.
   - Move the slider toward **Quality** to increase the time EasyWorship allocates for displaying videos or live feeds. The higher the quality, the smoother the playback. Setting the Video Quality all the way to **Quality**, can cause some computers to run slower.
   - Move the slider toward **Speed** to decrease the time EasyWorship allocates for displaying videos or live feeds. This reduces the quality of the playback.

Notes
Usually placing slider in the center provides the best quality without too much overhead on the computer.

8. Click **OK**.

Setting PowerPoint Options

The Misc tab of the Options dialog box allows you to set several PowerPoint options:

- Select the **Advance Schedule after Go Live is pressed** to start the PowerPoint presentation immediately after you press **Go Live**. If you have timings on each slide, there may be a delay before your first slide starts. This is because the PowerPoint files have to load that info for PowerPoint Viewer 2003.
- If you have the full PowerPoint application installed on your computer, you can select the **Use PowerPoint application instead of Viewer** check box if desired. EasyWorship may run .ppt files better with this check box cleared.
- You can select the **Build thumbnails with PowerPoint Application** check box to have the PowerPoint application build the slide thumbnails if desired. EasyWorship may run more efficiently with this check box cleared.

Notes
Clear the Built thumbnails with PowerPoint Application check box to use the PowerPoint Viewer 2003 to create the thumbnails. This method is recommended for speed

Click on each tab for more info.

For more information on setting Misc options, see the Misc Tab section.

Setting Transitions

EasyWorship allows you to easily set impressive transitions for songs, slides, black screen, clear screen, and video. You can choose one transition or many different transitions for your presentation.

1. Click the **Transitions** icon on the toolbar.

The Transitions dialog box appears displaying five tabs. Each tab allows you to choose from over 100 transitions. You can also adjust the speed of the transitions.

Selecting a transition:

2. Click the desired tab.
    - **Black Screen** tab: Select different transitions for **Black** screen and **un-Black** screen.
    - **Clear Screen** tab: Select different transitions for **Clear** screen and **un-Clear** screen.
    - **Logo** tab: Select different transitions for **Logo** screen and **un-Logo** screen.
    - **Video** tab: Select the **Enable Video Transitions** check box. This allows for the transition from one video background to the next. If your video card is unable to handle full video transitions, select the **Click here to disable the more complex video transitions** check box. If your computer is sluggish or unresponsive during transitions, select the **Click here to always pause the source video when transitioning from video to something else** check box.
3. Select the **Enable** check box for the desired transition.
4. Click on the desired transition(s) from the available list. A sample of the transition appears in the Preview Screen.
5. Move the slider to the desired speed. Each time you move the slider you can view the speed of the transition in the Preview Screen.
7. Click **OK**.

Notes

- *The **Enable DirectX Support** box has to be checked for the transitions to work. This option also has to be selected in order to use **video backgrounds**. **See:** Recommended Video Card Chipsets under **Getting Started** to verify that your video card meets the system requirements for EasyWorship.*

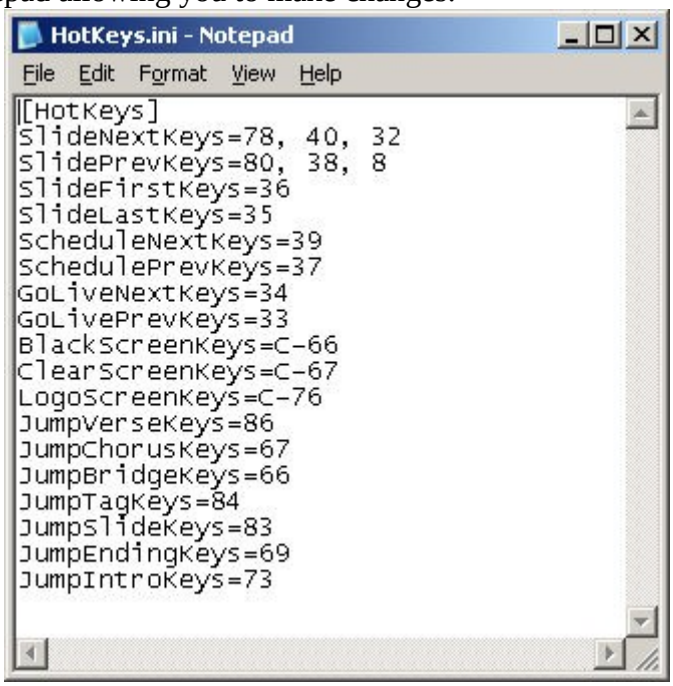
- *Use the **Shift key** or the **Ctrl key** to choose multiple transitions from the list. **Multiple transitions** are applied in the order they are selected to your songs and slides.*

FAQ

Changing EasyWorship Hotkeys

1. Browse to the following path.
   Windows 9x/ME: C:\WINDOWS\All Users\Application Data\Softouch\EasyWorship\SEttings\hotkeys.ini
   Windows 2000/XP: C:\Documents and Settings\All Users\Application Data\Softouch\EasyWorship\Settings\hotkeys.ini
   Windows Vista: C:\Program Data\Softouch\EasyWorship\Settings\hotkeys.ini
2. Double Click the **HotKeys.ini** file to open it.

It will open in notepad allowing you to make changes.



3. Make the following changes, adding the numbers in bold to make EasyWorship match your non programmable presenter remote.
   1. Next Slide - SlideNextKeys= 78, 40, 32, **34**
   2. Previous Slide - SlidePrevKeys= 80, 38, 8, **33**
   3. Black Screen - BlackScreenKeys= C-66, **66**
   4. GoLive - GoLiveNextKeys= **0**
   5. Go ToBridge - JumpBridgeKeys= **0**

Notes This will disable the following hotkeys in EasyWorship.
PageDown = Go Live
PageUp=Go Live Previous (Currently not active in EasyWorship)
B = Jump to bridge

Notes This will also setup the following PowerPoint HotKeys to work in EasyWorship.
PageDown = Next Slide
PageUp = Previouse Slide
B = Black Screen

4. After making changes, Click **File** then **Save**.
5. Close the window.

- You will need to know what each value is. Each item can have multiple keys separated by comas; for example, SlideNextKeys = "78, 40, 32" which is 'N', Down, and Space.

- If you want to use the CTRL or ALT, key simply precede the number with 'C-', or 'A-' or 'CA-' for both CTRL and ALT together; for example, BlackScreenKeys = "C-66" which is CTRL-B.

Here is a list of common keys:
B = 66 **C** = 67 **N** = 78 **P** = 80 **BackSpace** = 8 **LeftArrow** = 37 **UpArrow** = 38 **RightArrow** = 39 **DownArrow** = 40 **SpaceBar** = 32 **PGUP** = 33 **PGDN** = 34 **End** = 35 **Home** = 36 **.(Period)** 190

A thru Z = 65 thru 90
A 65 **B** 66 **C** 67 **D** 68 **E** 69 **F** 70 **G** 71 **H** 72 **I** 73 **J** 74 **K** 75 **L** 76 **M** 77 **N** 78 **O** 79 **P** 80 **Q** 81 **R** 82 **S** 83 **T** 84 **U** 85 **V** 86 **W** 87 **X** 88 **Y** 89 **Z** 90

See: *What HotKeys are available in EasyWorship?*

Can I Use A Remote That Can't Be Programmed?

Yes, some remote controls will work. Changes will need to be made to HotKey Settings in EasyWorship.

See:*Changing EasyWorship Hotkeys*

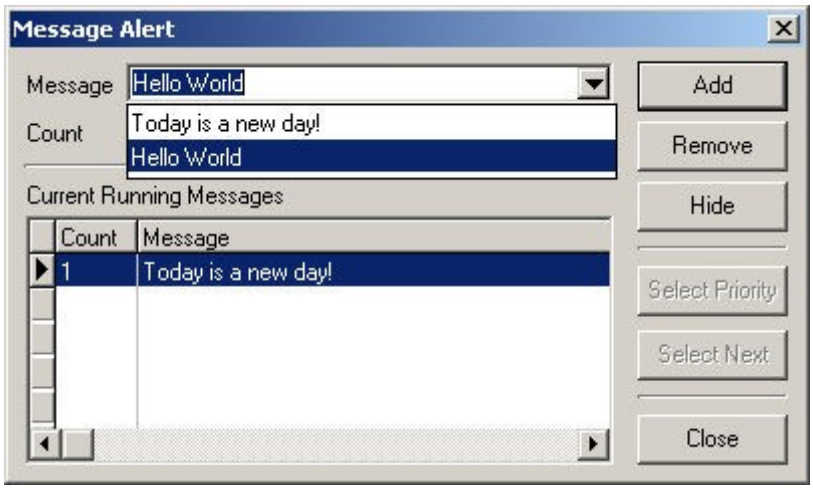
Does EasyWorship Support Flash Files?

Currently EasyWorship does not support Flash files. This is a feature that will be added in the future.

How Do I Delete Messages From the Message Alert List?

In the Message Alert window:

1. Click on the **Message** drop down box.
2. Use the arrow keys on your keyboard to select the message you want to remove.
3. Press the delete key on your keyboard.



What HotKeys Are Available In EasyWorship?

Default HotKeys:
General Usage:
Shift+Enter - In the Song Editor - Allows you to put extra spacing between lines of text without making the next line go to a new slide.

Presentation HotKeys:

HOME - First Slide
END - Last Slide
DOWN - Next Slide
UP - Previous Slide
RIGHT - Next Schedule Item
LEFT - Previous Schedule Item
PAGE DOWN - Go Live
Ctrl+C - Clear text from the screen
Ctrl+B - Black screen
Ctrl+L - Logo - Replaces anything on the screen with the logo you have assigned. ***See:***

V <Enter> - to take you to the first Verse (song tag)
C <Enter> - to take you to the first Chorus (song tag)
R <Enter> -to take you to the first PRE-CHORUS (song tag)
T <Enter> - to take you to the first Tag (song tag)

B <Enter> - to take you to the first Bridge (song tag)
I <Enter> -to take you to the first Intro (song tag)
E <Enter> - to take you to the first End (song tag)

V# <Enter> - to take you to Verse #
C# <Enter> - to take you to Chorus #
R# <Enter> -to take you to PRE-CHORUS #
T# <Enter> - to take you to Tag #
B# <Enter> - to take you to Bridge #
I# <Enter> - to take you to Intro #
E# <Enter> - to take you to End #
 # <Enter> - to take you to Slide #
<CTRL-SPACE> - Switch between live and main screen in single monitor mode

You can also omit the # on most of the items above if needed. For example C <Enter> will go to the first chorus.

Will A Remote Control Work With EasyWorship?

About remotes:
Most users are familiar with PowerPoint and advancing slides, animations and bullets within PowerPoint. Most remotes built for PowerPoint only feature two commands, advance forward or reverse. In PowerPoint the F5 key starts the slide show into the projection mode.

With EasyWorship, you need different commands. The **Page Down** key advances the next item in the Schedule area and sends it to the **LIVE** area. It is the same as **Go Live >>**. The reason we chose this feature is because EasyWorship will allow you to use feeds, such as cameras, DVD and VHS players, Mixers, Video Clips and PowerPoint slides. We wanted to differentiate between the advancing of a slide or verse (use the **Down** or **Up Arrows**) and the advancing of the next item (such as a video clip) in the schedule. This keeps the technicians oriented as to where they are in the process.

So, the remote previously used for PowerPoint may not have the ability to mimic keyboard strokes such as **Page Down**, and may not mimic the **arrow up** or **arrow down keys** (used in EasyWorship to advance or reverse slides or verses).
One remote we know works well is the **Interlink Remotepoint RF VP4300**. It has four programmable buttons. You will want to mimic the **Page Down**, **Arrow Up**, **Arrow Down** keys of your keyboard (you may wish to use the **Control + B** key stroke as the fourth button to turn on and off the black screen feature of EasyWorship.) It also has a mouse pointer control, left mouse click, right mouse click, and laser pointer. They may make other models that will also work. Most mouse remotes for PowerPoint will not work well with EasyWorship. The **Honeywell PowerPresenter RF** also works well. It

has two buttons that can be programmed to do three functions. Each button has a function assigned to it and when both buttons are pressed, it can perform a third function. It also includes another button for a laser pointer. It should be about $99.00 retail.
See www.interlinkelec.com & www.powerremote.com
Also ***See*** Can I use a Remote that can't be programmed?

Maintenance

Using Command Line Switches

EasyWorship now allows you to assign values to the EasyWorship shortcut to change the behavior of the program when it opens. These values are called command line switches.

Available Command Line Switches:

- **ProfileName="a_profile_name"** (start EasyWorship with a selected profile)
- **/RebuildDatabase** (force the database to rebuild and then rebuild the SongKeys)
- **/RebuildSongKeys** (force EasyWorship to rebuild SongKeys)
- **/ConvertDatabase** (force EasyWorship to make sure the database is up to date)
- **/ResolveShortcuts** (force EasyWorship to make sure it's internal media shortcuts are resolved if possible)

Setting a Command Line Switch:

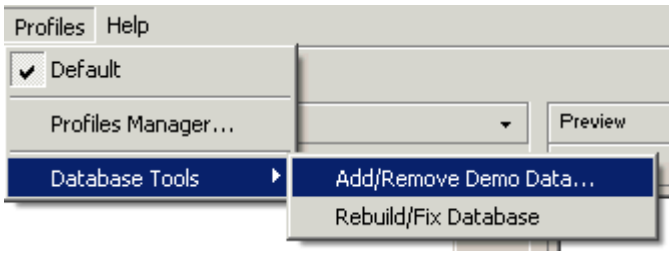
1. Right click on the EasyWorship icon on the Desktop.
2. Click on properties.
3. Click on the shortcut tab.
4. In the Target field after the last quotation mark Type in the command line switch you desire to use.
5. Click OK to apply and save the settings.

Notes
Command line switches are designed for advanced users. If you have any problems with or questions regarding command line switches, please contact support at support@easyworship.com.

Adding and Removing Demo Data

You may have said no to this option during installation. At any time you may Add or Remove these song lyrics from your Song resource area database.

1. Click **Profiles** on the top menu bar.
2. Click **Database tools**, then **Add/Remove Demo Data**



3. The Add/Remove Demo Data window will appear.

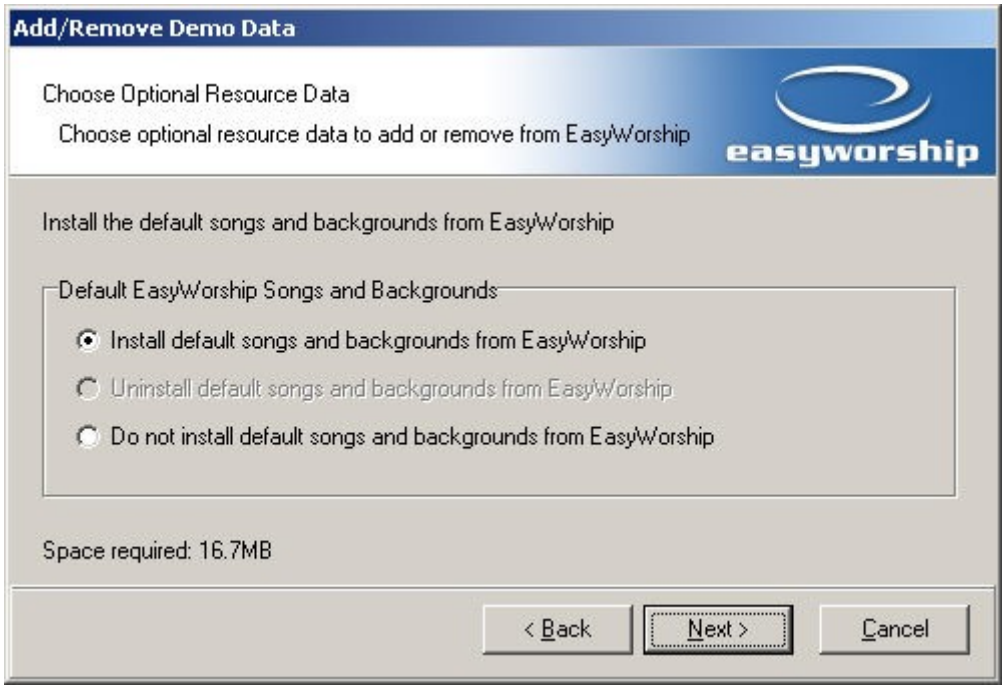
Adding Demo Data

1. To install the 100+ classic and contemporary songs from GreatWorshipSongs.com, Select **"Install songs from GreatWorshipSongs.com now"**
2. Click **Next.**

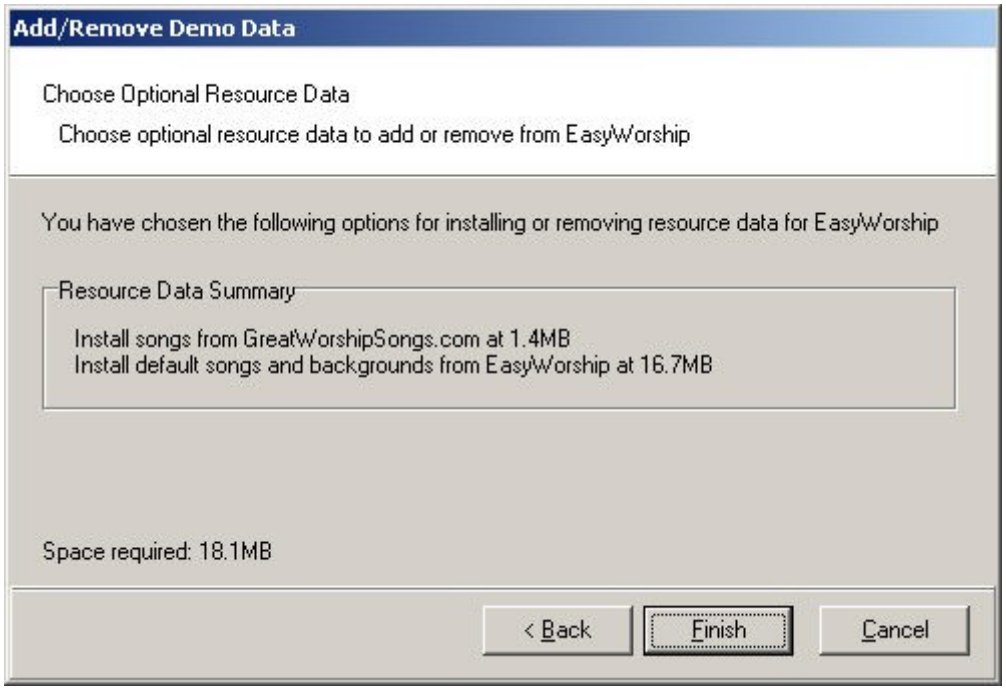
- The same process applies for removing these songs from your **Song resource** database
- To See a list of the songs from GreatWorshipSongs.com that are available in EasyWorship Click Here.

- You now have the option to add the songs and backgrounds from EasyWorship. This will install public domain songs like Amazing Grace and the free images and videos that come with EasyWorship (about 116 images, 21 videos and 223 songs).
- Click Here to view a list of the Standard EasyWorship demo songs.

6. To install the default backgrounds and songs from EasyWorship, Select **"Install default songs and backgrounds from EasyWorship"**
7. Click **Next.**



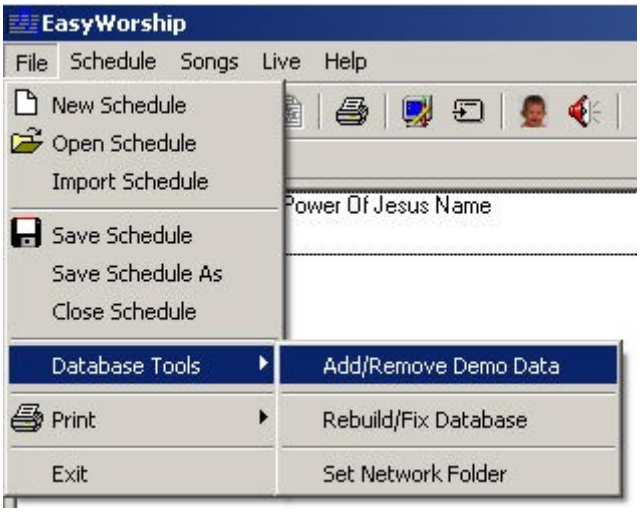
- Now a window will appear giving you the summary of your song database choices.



8. Click **Back** to change your previous selections or click **Finish** to proceed with installation of the EasyWorship 2006 demo data.

Remove Demo Data

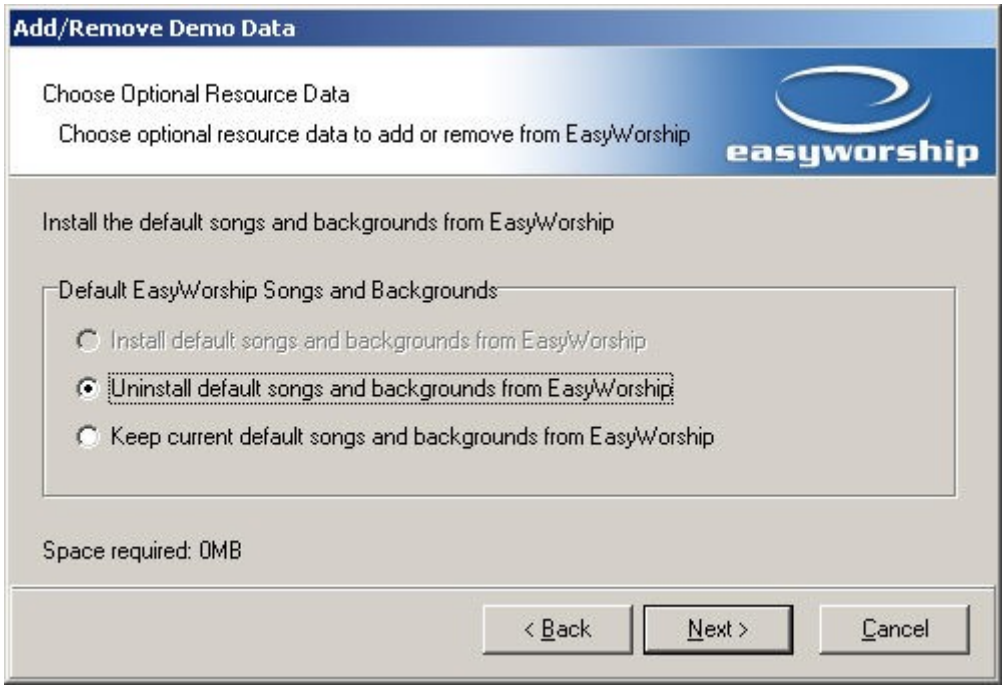
1. Click **File** on the top menu bar.
2. Click **Database tools**, then **Add/Remove Demo Data**



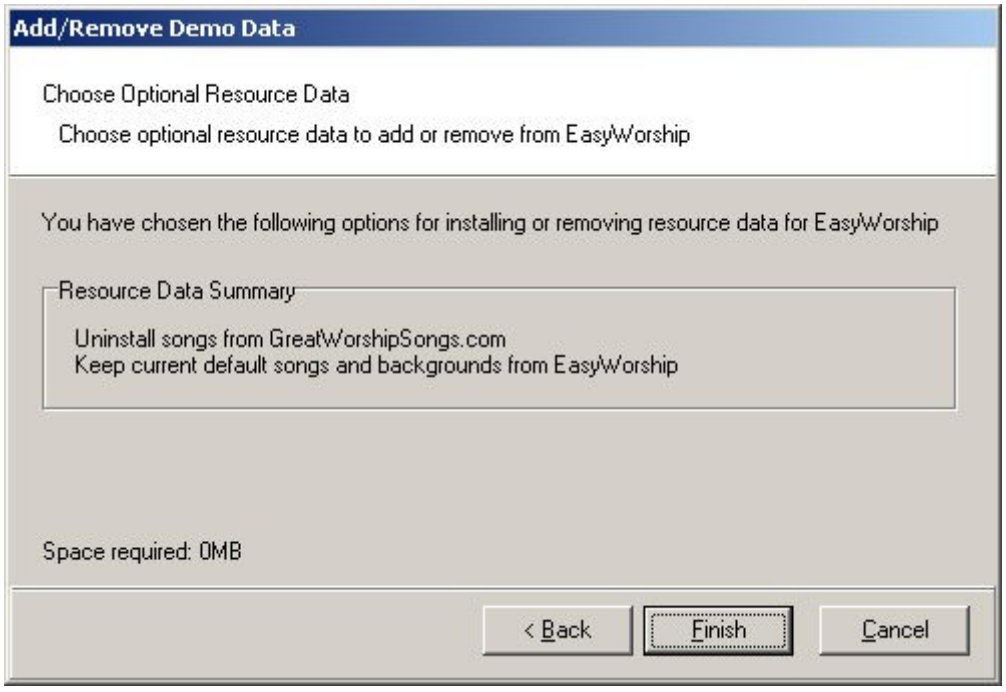
3. The Add/Remove Demo Data window will appear.
4. Select **Uninstall songs from GreatWorshipSongs.com**.

5. Click **Next**.

3. Then select Uninstall Default songs and backgrounds from EasyWorship.
    - This feature also removes the backgrounds installed with EasyWorship.
    - This feature is not available if you upgraded from a previous version of EasyWorship.



3. Click **Finish**.



Backing up your Databases and Profile data

It's a good idea to make a backup of your database. You can also use the backup to move songs, scriptures, and presentations from one computer to another.

To make a backup of your database and profile data:

1. Copy ***Your Profile*** folder on onto a cd, memory stick or network drive. ***See:*** *Locating Your Profile Data*
2. You can also copy the folders separately.

   They consist of:
   - Databases folder (Contains all of the databases for this profile)
   - Options folder (Contains Application settings for this profile)
   - Resources folder (Contains the Images, Videos and Presentations files for this profile)

See: *Transferring Songs and Graphics to another Computer*
See: *Understanding Profiles*

Transferring Songs and Graphics to another Computer

EasyWorship licenses you to use EasyWorship on multiple computers. You may wish for these to be identical in their content.

In order to copy all songs and graphics from Computer A and paste them on Computer B, follow these steps.

Transferring your complete songs database and media to another computer :

1. On the **Source Computer** Open My Computer.
2. Browse to ***Your Profile*** folder. ***See:*** *Locating Your Profile Data*
3. Copy the **Data** and **Resources** folder to a cd, memory stick or network drive.
4. On the **Destination Computer**, Copy all of the **Songs.*** files, **Songkeys.*** and **Version or Version.dat** file from the cd or memory stick to Your Profile \ Data folder. ***See:*** *Locating Your Profile Data*
5. Click **Yes to all** when asked to overwrite the files in the destination.
6. Copy the **Resources** folder to your profile folder. ***See:*** *Locating Your Profile Data*
7. Click **Yes** to overwrite. This will overwrite any videos or images you may have already added to the Media Tab.

Notes
You may copy the whole data folder from one computer to another. You may have backgrounds in your backgrounds database, that don't exist on the destination computer causing them to show up with exclamation marks on them.
See:*Exclamation Points On My Thumbnails*

Using the Fix Database Utility

EasyWorship has a utility to correct database problems. You may lose the song you were inputting at the time, but will retain all your other songs and graphics.

To Run the Fix Database Utility:

1. Click on **Start**.
2. Select Programs or All Programs.
3. Select **EasyWorship**.
4. Select **EasyWorship Fix Database Utility**.
5. The rebuilding screen will appear.

6. Click **Rebuild.**

7. The working shield will appear.

8. When rebuild is finished, click **Close**.

Notes

The Rebuild Database feature will automatically backup your database into a folder called rebuildbackup.

This usually fixes any database error messages. However if you still have a problem, check our knowledge based technical support at http://www.easyworship.com. Click on Support on the top menu bar and select Knowledge Base and Technical Questions.
The link info is: http://easyworship.com/kb/index.php
Or call technical support for any other error messages.+1 918-250-1493.

Troubleshooting

ActiveMovie Window Appears Over My DVD Editor

This usually occurs with the ATI graphics cards. Setting the theater mode for the primary monitor to Standard should correct this problem.
See:*DVD Plays on Both Screens* for instructions on how to change this setting.

Borland Database Engine Error $2108

An error occurred while attempting to initialize the Borland Database Engine (error $2108)

1. Browse to c:\program files\common files\, in my Computer or Windows Explorer.
2. Rename the **Borland Shared** folder to **Borland Shared old**.
3. Click on **Start**.
4. Click on **run**.
5. Type in **regedit** in the Run box.
6. Click **OK**.
7. Browse to go to **HKEY_LOCAL_MACHINE\SOFTWARE\.**
8. **Rename** the **Borland** folder to **Borland Old**.
9. Close the registry editor.
10. **Reinstall** EasyWorship.

Borland Database Engine Error $251E

An error occurred while attempting to initialize the Borland Database Engine (error $251E)

1. Browse to C:\Program Files\Softouch\EasyWorship, in My Computer or Windows Explorer.
2. Right click on the **EasyWorship.exe** file.
3. Click on properties.
4. Click on the **Compatibility** tab.
5. Make sure the compatibility mode box is not checked.
6. Click **OK**.

If an EasyWorship upgrade has been installed without installing a full version first; installing the full version may fix this problem.

EasyWorship Doesn't Automatically Check for Changes

If EasyWorship doesn't automatically compare the songs in your schedule with the songs in the database when you open your schedule ***See:***EasyWorship doesn't automatically check for changes for instructions on how to correct this problem.

DVD Plays on Both Screens

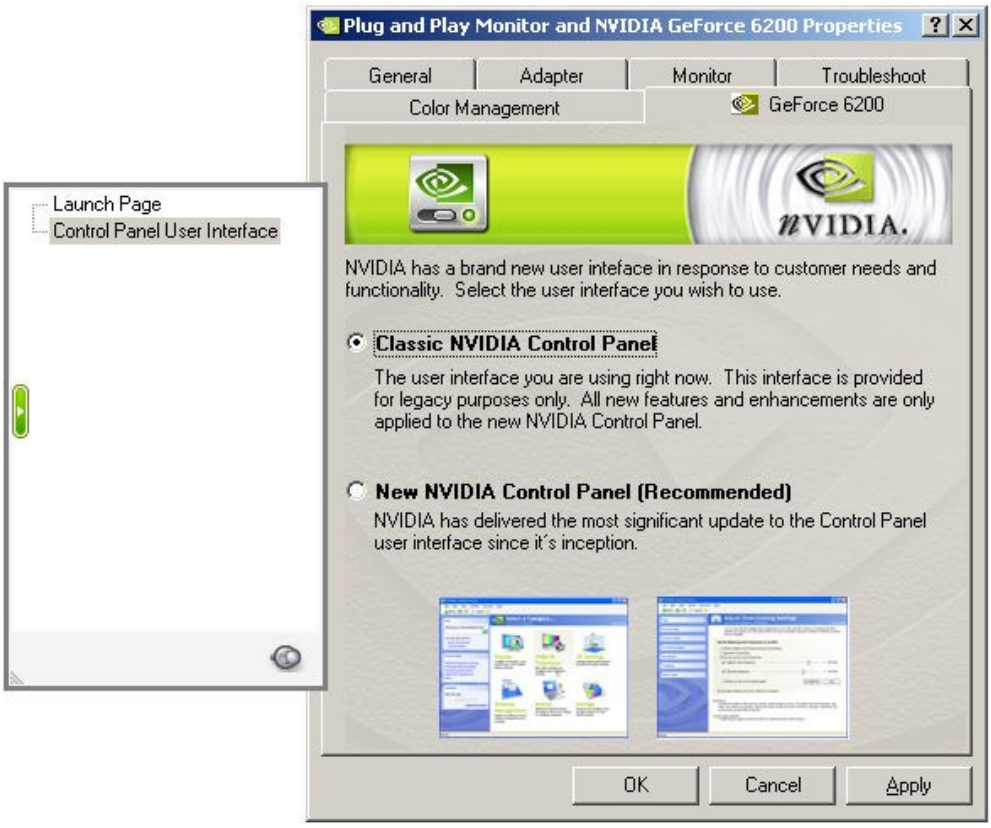
The video Card is set up to play the video on both monitors.

Disabling the full screen options on your Video Card.

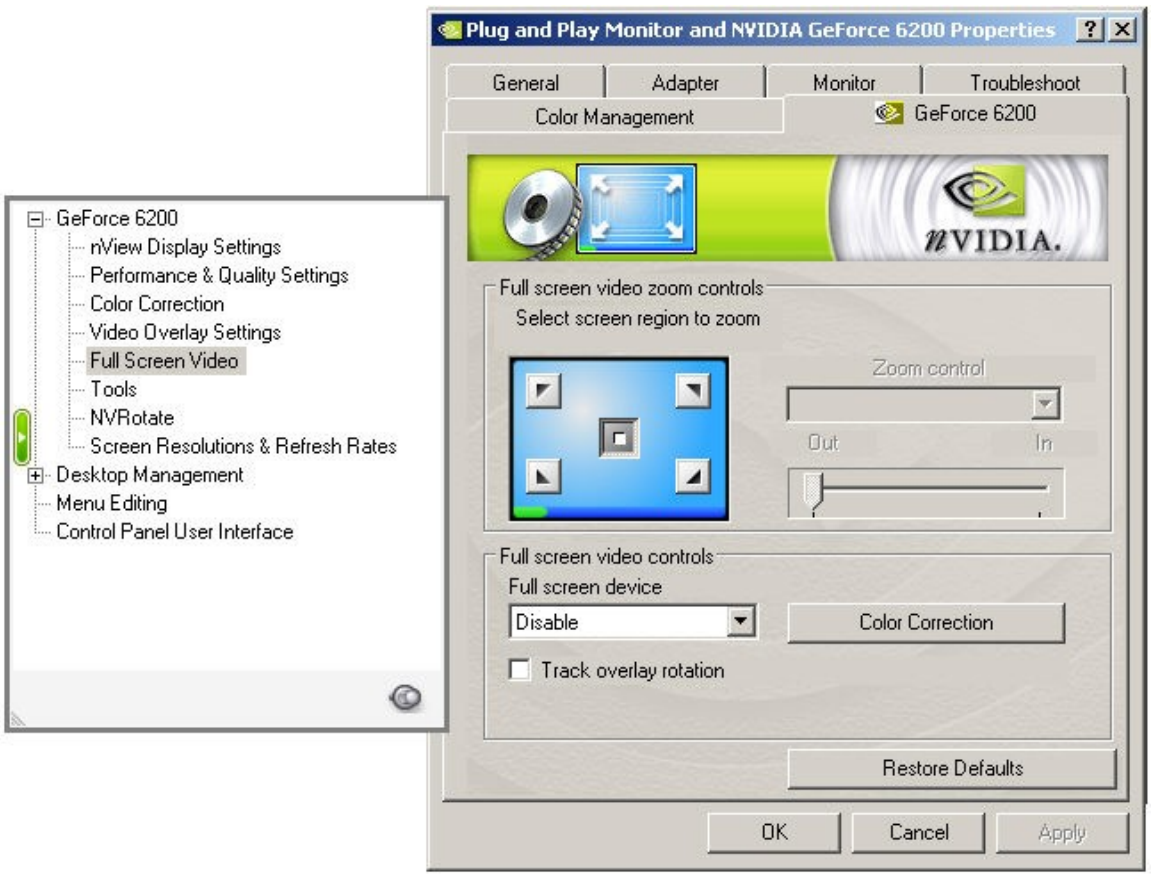
nVidia cards:

1. Click **Start**.
2. Click **Control Panel**.
3. Click on **Display**.
4. Click on the **Settings** tab.
5. Click on **Advanced.**
6. Click on the **GeForce** Tab

   A box will appear the left of the window.
   - If **Launch Page** and **Control Panel User Interface** appear in the box follow the instructions below.
     If not skip to step **7**.
     1. Click on **Control Panel User Interface**.
     2. Select **Classic NVIDIA Control Panel**.
     3. Click **Apply**.
     4. Go to step **7**.



7. Click on **Full Screen Video**.
8. Select disable under **Full screen device**.
9. Click **OK**.



ATI Cards:

1. Click on **Start**.
2. Open **Control Panel**.
3. Open the **Catalyst Control Panel**.
4. Go to **Video**, **Theater Mode**.
5. Select **Main Display**.
6. Change the Overlay Display Setting to **Standard**.
7. Click **Apply** then **Done**.

Exclamation Points On My Thumbnails

This error appears when EasyWorship cannot link the thumbnail in your Videos resource area to the actual location of the video. This may be caused when you either delete the video file, or have renamed or moved the file.

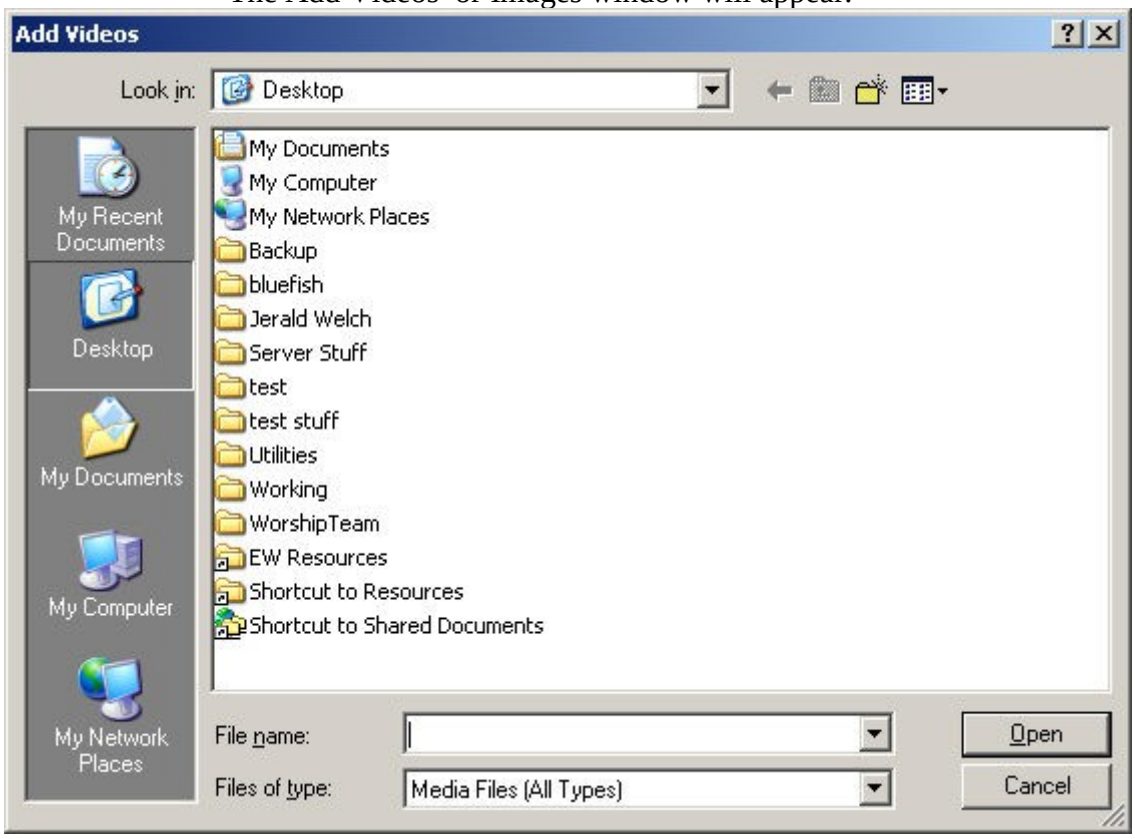
See: How do Videos, Images & Backgrounds Work?

To remove the exclamation points:

1. Open EasyWorship.
2. Click on the **Media Tab** in the resources area
3. Click on the **Videos** or **Images** tab.

4. Select the thumbnail with the exclamation point
5. Click the **Delete** button below.
6. If you wish to re-add that same video or image file thumbnail, click the **Add** button.

The Add Videos or Images window will appear.



Notice that your Window files and folders are displayed. Many people keep videos in My Pictures and on the desktop and other locations. This **is not** a good idea.

Please get in the habit of storing Videos and Images in this location: Your Profile\Resources\Videos or Images
See:*Locating Your Profile Data for help finding your EasyWorship profile data.*
Adding your videos and images to the Videos or Images folder will make the videos or images automatically show up in EasyWorship without having to add them using the add button.

7. Click in the Look In field and follow the above path to locate and store your videos. When you highlight the video file and click Open, the thumbnail will now be added to the Video Resources Area in EasyWorship. Open EasyWorship again and see if this fixes your error.

Notes
Anytime you Add videos from the Videos Resource Area; for example, from a Worship Films videos volume CD, the file is stored in Your Profile\Resources\Videos. This is the default path to which EasyWorship auto formats. That is why it is a good idea to store files constantly in this path.
See:*Locating Your Profile Data for help finding your EasyWorship profile data.*

'Index: Title Author' Error

If you receive the Index Title Author Error message, follow these steps:

1. Close EasyWorship.
2. **Right click** on your EasyWorship icon on your desktop.
3. Click on **properties.**
4. Click on the **Find Target** button on the Shortcut tab.
5. Look for the **DATA** folder and open it
6. Rename the **Version** or **Version.dat** file to **oldversion** or **oldversion.dat**
7. Start EasyWorship again.
   It will go through the conversion process and fix the problem.

Notes
This issue was fixed in EasyWorship 2006 build 2.2

Internet Connectivity

EasyWorship doesn't require an internet connection for you to use it. However, there are some functions that require an internet connection. Here are some issues that may occur when using these features.

Issue: Action Canceled or You are not Authorized message appears when trying to access Song Select.
Cause: Your internet connection is limited or disconnected. You may have a firewall blocking EasyWorship's access to the internet.
Resolution: Make sure you can access the internet through an internet browser. Make sure your firewall software hasn't added EasyWorship to a block list.

Issue: Unable to get available bibles message appears when trying to download bibles.
Cause: Your internet connection is limited or disconnected. You may have a firewall blocking EasyWorship's access to the internet.
Resolution: Make sure you can access the internet through an internet browser. Make sure your firewall software hasn't added EasyWorship to a block list.

Contact Customer Support if your problem cannot be resolved by following the steps above.

PowerPoint Troubleshooting

Issue: PowerPoint slide show with audio doesn't play the audio in EasyWorship.
Cause: PowerPoint isn't able to find the audio file.
Resolution: First make sure the audio file is on the computer's hard drive, preferably in the same folder as the PowerPoint file. Open the PowerPoint file in the PowerPoint program, then run the slide show so that it can find the audio files. Save the PowerPoint file and close PowerPoint. It should now play the audio in EasyWorship.

Issue: EasyWorship is unable to add a PowerPoint slide show to your schedule. A message appears saying the file is corrupt.
Cause: Usually this is caused by editing a PowerPoint file that has been created on a newer version of PowerPoint with an older version of PowerPoint.
Resolution: Import the original PowerPoint file.

Issue: Out of memory error when adding a PowerPoint to your schedule, or when opening a schedule with a PowerPoint file in it.
Cause: The schedule file has corrupted, or the PowerPoint file is too large.
Resolution: Recreate the schedule. Try reducing the size of the PowerPoint file before adding to your schedule.

Issue: PowerPoint doesn't display correctly
Resolution: Click on the Live menu, click on options, then the Misc tab. Try toggling the Use PowerPoint application instead of viewer off or on.

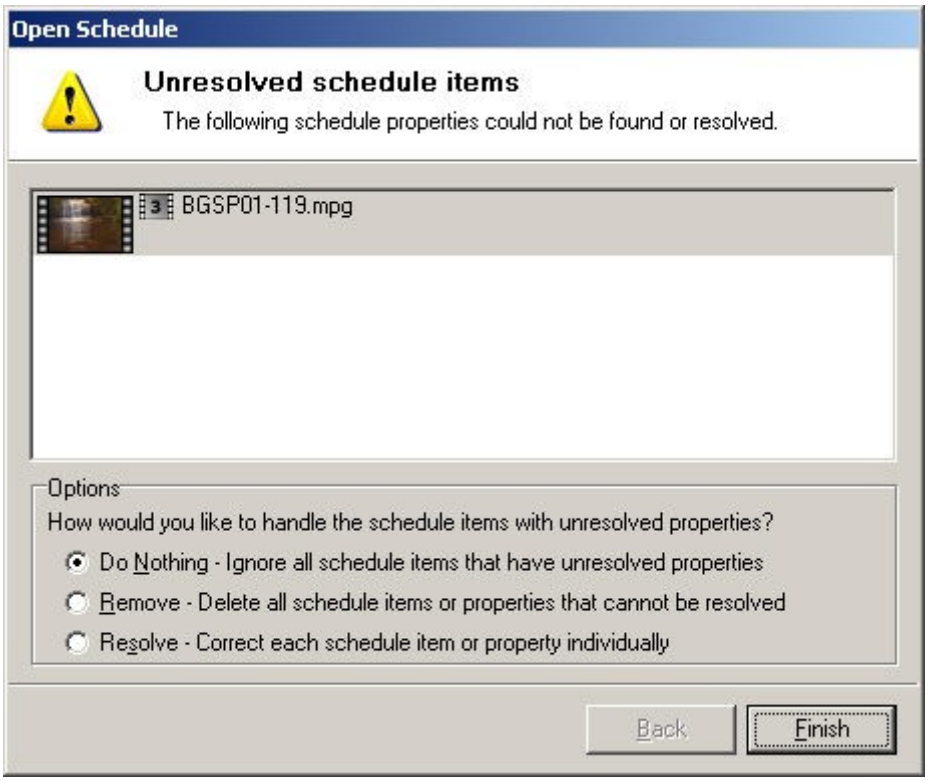
Issue: Thumbnails don't display properly.
Resolution: Click on the Live menu, click on options, then the Misc tab. Try toggling the Build Thumbnails with PowerPoint Application instead of viewer off or on.

Contact Customer Support if your problem cannot be resolved by following the steps above.

My Schedule Will Not Save

This usually occurs with a song that had a background added in the database and the background has been removed from the hard drive.
The song is still referencing the image or video. When EasyWorship tries to save the schedule, it's unable to do so, because it can't find one of the images or videos to add it to the schedule. Follow the instructions below to correct this problem.

1. Click on the **schedule** menu.
2. Click on **check schedule for errors**.
3. EasyWorship will display an **Unresolved schedule items** window.
4. Select **Remove** - Delete all schedule items or properties that cannot be resolved.
5. Click **Finish**.



Text Over Video Troubleshooting

Issue: My video shows up as a still image when I set it as a background.
Cause: DirectX is not enabled.
Resolution: Click on help, DirectX troubleshooting. A message will appear "You do not have DirectX enabled. Would you like to try to enable it now?" Yes No Cancel Click yes to enable DirectX.

Issue: Only part of the text appears over the video background.
Cause: You do not have enough video memory to display text over video.
Resolution: Upgrade your video card to a video card with 128 mb video ram. You may also try reducing the color quality for one, or both of your monitors under your video settings in Windows.

Issue: The video speeds up and slows down when transitioning from one song or slide to the next.
Cause: Your video codec isn't handling the video properly.
Resolution: Try downloading a new video codec such as DScaler. ***See:*** Recommended DVD & Mpg2 Decoders

Contact Customer Support if your problem cannot be resolved by following the steps above.

Troubleshooting Images

Issue: I can see my image in the image tab, but EasyWorship will not allow me to add it to my schedule.
Cause: The image resolution is too large.
Resolution: Edit the image using an image editing software such as Microsoft Office Picture Manager to resize the image to 800x600 or 1024x768. You are not limited to these resolutions, however; they are the most common resolutions used.

Issue: My image is stretched.
Cause: EasyWorship automatically stretches your image to fit the screen. If it is not the same resolution as the screen, EasyWorship will stretch it.
Resolution: Use an image editor such as paint to increase the size of the picture. You may also add the image to a PowerPoint slide show. You can tell EasyWorship to tile the picture under Background, Options, select the picture and click modify. Check the box to Tile Picture.

Contact Customer Support if your problem cannot be resolved by following the steps above.

Unable to Create Back Surface Error Message

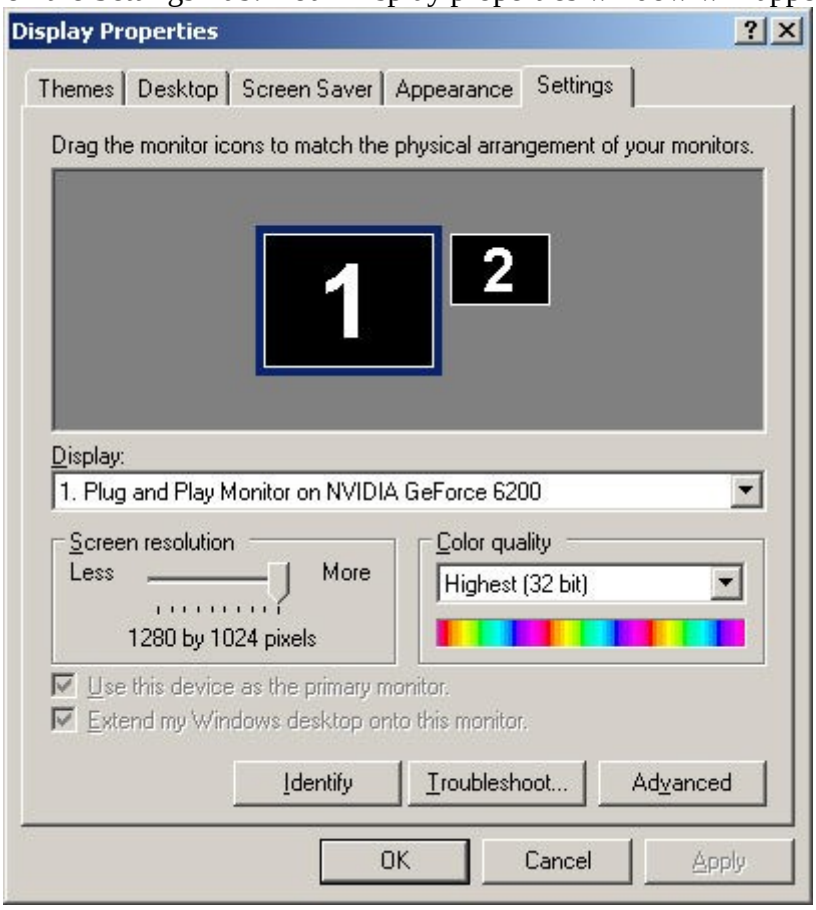
This error usually appears when there are issues with the memory insufficiency in your video graphics card. You may also have your color quality settings set too low. Many times it is fixable. However, the video card may need to be upgraded.

See: **Computer Requirements** under **Computer Requirements** to see if your computer meets the requirements to use the DirectX functionality of EasyWorship.

Follow these steps to adjust your video setting and try to correct this error:

1. Close EasyWorship.
2. Click on Start
3. Click on Control Panel
    - If your control panel looks like this, click **Switch to Classic View**

4. Click the Display icon.
5. Click on the Settings Tab. Your Display properties window will appear.



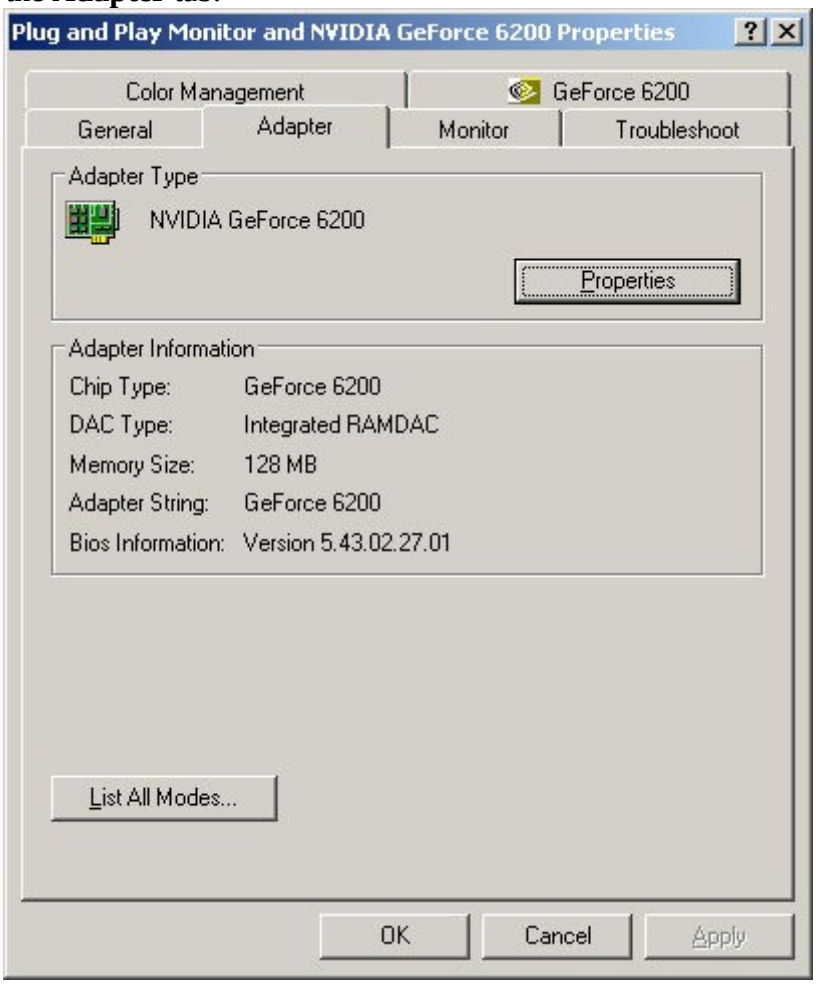
6. Click on **Monitor 2**.

7. In the **Color Quality** area, verify that the color quality **isn't 8bit**. If it is, change the color quality to **Highest (32bit)**.
8. Click **Apply**. You will be asked if you wish to keep these settings. Click **Yes**.

9. Close out all these windows and **Open** EasyWorship again and see if this will fix your error.

If the steps above don't fix your error:
Make sure your computer has at least 64 MB of video ram.

1. Follow steps 1-5 above.
2. Select **Monitor 2**.
3. Click the **Advanced** button at the bottom right.
4. Click the **Adapter** tab.



- If the Memory Size is less than 64 MB, you will have to upgrade your video card.
- If the Memory Size is N/A, your video card isn't reporting the amount of memory available for the second monitor. You will probably need to upgrade the video card in your computer. Contact tech support before upgrading your video card.

'Path Not Found' C:\...\Temp... Error

If you receive this error follow the instructions below:

1. **Close** EasyWorship.
2. **Open** EasyWorship.
3. **Close** it again.
4. **Reopen** it again.

The error should be corrected.

Notes
This process clears out all of the temp files for the schedules. Sometimes EasyWorship will try to access an old temp file that has already been removed. This resets the temp folder so it won't try to access the file again.

PSAPI.DLL Error

The procedure entry point GetProcessImageFileNameW could not be located in the dynamic link library PSAPI.DLL.

First read the information on this Microsoft Help Article.
http://support.microsoft.com/default.aspx/kb/932540
This problem usually occurs after upgrading to Internet Explorer 7. This error occurs when clicking the Songs menu, then SongSelect Lyric Service.

1. Click on **Start**.
2. Click on **Search**.
3. Select the option to search for **all files and folders**.
4. Type in **PSAPI.DLL**
5. Click the Search button.
6. **Rename** all instances of **PSAPI.DLL.**
7. Restart Wndows.

Notes
*Be sure **not** to delete or rename any other files with the PSAPI.DLL in the file name. Rename only the files with PSAPI.DLL as the exact file name .*

Audio Pauses During Transition

Some customers that use Media player to play audio while using EasyWorship to display lyrics, have seen this issue. During the transition from slide to slide or song to song, the music pauses. This problem can be corrected easily.

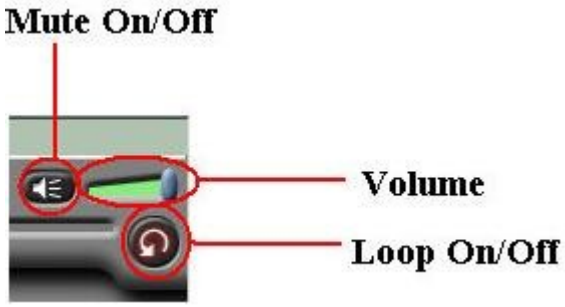
1. Click on the **Live menu**.
2. Click on **Options**.
3. Click on the **Misc Tab**.
4. Slide the **Video Quality** slider to the middle of the Speed - Quality bar.
5. Click **OK**.

No Sound

When playing video clips or audio files through EasyWorship, sound should come from either the speakers connected to the computer or the sound system already in place in the building. Please check the following if you are unable to hear sound from audio sources in EasyWorship.

Check the Mute Button in EasyWorship

When playing a video or audio file in EasyWorship the VCR controls will appear in the Preview area and or the Live area. The audio can be muted and un-muted there by pressing the speaker icon.



Check Cables and Connections

The connection to the computer's audio output jack must be connected. Verify that the computer is plugged into the speakers or sound board. Also check the audio cable to the sound equipment for any kind of damaged.

Check the Sound Board Mute Button and Volume

Many customers connect their computer to a sound board that controls the audio to the sound system. Verify that the channel on the sound board for the computer is not muted and the fader for the audio is at an appropriate level. Also verify that the master volume is at an appropriate level.

Song Editor Loads Slowly

Some customers have experienced slow response when creating a new song, editing a song, opening options or opening the background designer. A large font database in Windows will cause this slow response. EasyWorship has to load all of the fonts in the Windows fonts database when opening these windows. Having thousands of fonts in the Windows font database can cause these windows to load slowly. Removing some of the fonts in the Windows font database will correct this problem.

Updating EasyWorship

Softouch Development Inc. releases updates to the EasyWorship software from time to time. These updates may contain bug fixes, feature enhancements or brand new features. Updates are normally free and can be downloaded from http://www.easyworship.com.

- Check out our download page for the latest download available. Select the Downloads menu and click Download.
- Check out our **Support Forum** for the latest news on up and coming versions and snapshots of what will release soon. Select the Support menu then Support Forum.
- Get the latest help information from our **Knowledge Base**. Select the Support menu then Knowledge Base.
- Get free images from the **Free Image Forum**. Select the images menu then Free Images.

SongSelect Lyric Service Feature Update

- The **SongSelect Lyric Service** interface will automatically update if an update is needed. When the option for the SongSelect service is clicked, EasyWorship will check for updates for the SongSelect importer. If there are updates available, EasyWorship will download and install them automatically.

Notes

- *You must log in to the forum to post comments and questions on the forum. You can create your own username and password by clicking the register link at the top right of the forum area.*

- *You must be logged into the Free Image Forum to download or upload images. You can create your own username and password by clicking the registration link on the left side of the image forum page.*