

TOC

Copyright information	21
NIV® 2011	22
Getting Started	24
EasyWorship Layout	25
Schedule Area	25
Schedule Area	26
Adding Items to the Schedule	27
Drag-and-drop Features	28
Customize Your View	28
Contiguous Schedule View	28
Assign a Background or Audio to Songs	30
Creating Announcement Loops	31
Editing Schedule Items	32
Check Schedule for Changes	33
Schedule Editor	36
Schedule Editor Toolbar	36
Schedule Editor Tabs	39
Presenting A Schedule	40
Using Logo, Black, Clear	40
Logo Button	41
Black Button	41
Clear Button	41
Alerts	41
Saving & Transferring A Schedule	42

Open & Use an Existing Schedule	43
Preview Area	44
Live Area	46
Resource Area	48
Dual Monitor Setup	50
What is Dual Monitor or extended desktop?	51
Video Card Configurations	52
Common ways to set up a computer for dual monitor output	52
Enabling the Windows Extended Desktop	53
Intel Graphics Monitor Setup	56
Setting Up EasyWorship to use your Second Monitor	57
Setting Up EasyWorship to use Alternate Output	59
Setting Up EasyWorship to use Foldback Output	61
Dual Monitor Troubleshooting	63
Navigation Menus and Toolbars	64
Menus	64
File Menu	65
Edit Menu	67
Live Menu	68
Profiles Menu	69
View Menu	71
help Menu	73
Toolbar	75
Main Sections of the Interface	77

Preview And Live	78
Preview And Live Combined	81
Live With Resource Preview	84
Search	88
Songs	88
Scriptures	89
Media	89
Presentations	89
Themes	89
System Requirements	91
Video Capture Devices:	92
We have tested & verified the following video capture devices will work with EasyWorship.	92
Unsupported Software & Hardware:	93
Purchasing & Installing Bibles	94
Adding Free Bibles	95
Purchasing Bibles from EasyWorship	96
Purchasing Bibles from easyworship.com	98
Downloading Offline license file and purchased bibles	99
Importing Bible Plug-in Into EasyWorship	100
Media Store	101
Downloading Free Media	102
Premium Subscription	102
Basic Subscription	104
Purchasing Media from the Store	108

From the EasyWorship Store	108
From the Online Store	109
Downloading Purchased Media	111
Helpful EasyWorship Shortcut Keys	115
Editor Keys	115
Show Controls	115
General	117
Alerts	118
Nursery Alerts	119
Main Output Message Alerts	122
New Simple Message Alert	123
Create / Edit Alert Template...	124
Alternate Output Message Alerts	127
New Simple Message Alert	128
Create / Edit Alert Template...	129
Foldback Alerts	132
Tokens	134
Backgrounds	137
About Backgrounds	138
Adding and Setting Default Backgrounds	139
Adding Backgrounds to EasyWorship	139
Setting a Default Background	139
Song Backgrounds	142
Drag and Drop	142

Inspector	144
Scripture Backgrounds	145
Drag and Drop	145
Inspector	147
Presentation Backgrounds	148
Drag and Drop	148
Inspector	150
Collections	151
About Collections	152
Collections	152
My Collections	152
Folders	152
Media Collections	154
Song, Scripture, Presentation and Theme Collections	157
Delete an item from a Collection:	159
Delete a Folder	159
Delete a Collection	160
DVD	161
About DVDs	162
Intro to the DVD Feature	162
DVDs Explained	162
DVD Structure	162
Setting the DVD Region	163
DVD Layout	164

DVD Clip Editor Overview	164
Properties Tab	165
Info Tab	166
Creating and Using DVD Clips	168
Create a DVD Clip	168
Using a DVD Clip in the Schedule	169
Edit a DVD Clip	169
Delete a DVD Clip	169
Feeds	170
About Feeds	171
Feeds Layout	172
Feeds Editor Overview	172
Right-Click Features	174
Creating and Using Feeds	175
Add a Feed	175
Edit a Feed	176
Delete a Feed	176
Images	178
Adding and Using Images	179
Add New Images	179
Display Images	180
Drag & Drop Features	180
Add Image to Schedule	180
Use Image as Background	181

Add a New Image	182
Add An Image As An Element	183
Editing Images	187
Right-Click Features	187
Image Properties Editor	188
Properties Tab	189
Info Tab	190
Deleting Images	191
Inspector	192
About Inspector	193
Inspector Info	194
Inspector Presentation	195
Inspector Slide	197
Background	199
Color Fill	200
Gradient Fill	200
Media Fill	201
Transition	203
Inspector Element	205
Fill	206
Color Fill	206
Gradient Fill	206
Media Fill	207
Border	208

Shadow	210
Reflection	212
Inspector Text	214
Font	215
Outline	217
Shadow	218
Bullets	219
Inspector Media	221
Options	223
Main Output	223
Alerts	224
Nursery Alert Options	225
Message Alert Options	226
General	227
Select Output Monitor	227
Screen Margins	228
Default Font	228
Font Tab	228
Outline Tab	230
Shadow Tab	231
Margins Tab	231
Format Tab	232
Presentation	234
Scripture	235

Enable Scripture Support	235
Scripture Layout	236
Song	238
Song Layout	238
Copyright Info	240
Transitions	241
Transition Options	241
The following applies to all four fields:	242
Alternate Output	243
Alerts	244
Nursery Alert Options	245
Message Alert Options	246
General	247
Select Output Monitor	247
Screen Margins	248
Default Font	248
Font Tab	248
Outline Tab	250
Shadow Tab	251
Margins Tab	251
Format Tab	252
Presentation	254
Scripture	255
Scripture Layout	255

Song	257
Song Layout	257
Transitions	258
Transition Options	258
The following applies to all four fields:	259
Foldback Options	260
Alerts and Clocks	261
Clock Options	261
Service Interval Options	262
Message Alert Options	264
Foldback	265
Enable Display Foldback	265
Select Output Monitor	266
Default Font	266
Next Item Information	266
Screen Margins	266
Scripture	267
Enable Scripture Support	267
Scripture Layout	267
Song	269
Song Layout	269
Service Intervals	270
Advanced	272
Live Options	272

PowerPoint Options	273
DVD Options	274
Video Card Options	274
Advanced Font Settings	274
Schedule File Options	274
Remote Control Settings	275
Presentations	276
About Presentations	277
Right-Click Features	277
Creating Presentations	280
Editing Presentations	282
Presentation Editor	282
Edit a Presentation in the Schedule	287
Edit a Presentation in the Database	287
Editor Toolbar	287
Exporting and Importing Presentations	291
Exporting Presentations	291
Importing Presentations	293
Importing PowerPoint Presentations	294
Profiles	296
About Profiles	297
Possible Profile Configurations	297
Profiles Menu	298
Locate Your Profile Data	298

Change Profiles	299
Create A New Profile	300
Edit A Profile	304
General Tab	304
Advanced Tab	305
Sort Order Tab	306
Delete A Profile	307
Scriptures	309
Adding Scripture to the Schedule	310
Adding a Single Verse	310
Adding Multiple Consecutive Verses	311
Adding Multiple Non-Consecutive Verses	312
Searching Scriptures	313
Quick Search	313
Contextual Search	313
Installing Additional Translations	315
Installing Free Bible Translations	315
Purchasing Bible Translations	315
Downloading Purchased Bible Translations	316
Updating Bible Translations	316
Hiding Installed Bible Translations	317
Editing Scripture	318
Using the Schedule Editor	318
Scripture Reflow	318

Shapes	320
Using a Shape	321
Adding a Shape	321
Editing a Shape	323
Songs	327
Add a Song	328
Manually type in a song	328
Import a song from document	329
Import a song from SongSelect Lyric Service	330
Add Song with Copy / Paste	330
Locate and Display a Song	331
Edit a Song	332
Song Editor Toolbar	332
Create a New Song	335
Edit a Song in the Schedule	335
Edit a Song in the Database	336
Edit Song Copyright Information	336
Customize Song Slides	337
Select a Theme	337
Add Another Text Box	337
Add a New Slide	337
Splitting Slides	337
Insert Labels	338
Insert Lyrics	338

Add Scripture to Current Slide	338
Add Media	338
Add media as a background for the whole song	338
Add media as a background for a single slide	339
Adding media as an element to the current slide	339
Rotating Elements	340
Delete a Song	341
SongSelect	342
Themes	344
About Themes	345
Right-Click Features	345
Creating a Theme	348
Method 1:	348
Method 2:	348
Theme Editor	350
Toolbar	350
Customizing the Theme	353
Add Another Text Box	353
Add Scripture	353
Add Media as a Background	353
Add Media as an Element	354
Adjust the Default Text Box	354
Using Themes	355
Presentation Themes	355

Theme Button	357
Videos	360
Adding and Using Videos	361
Add New Videos	361
Adding Videos from the Store	362
Playing Videos	362
Drag & Drop Features	362
Add A Video As An Element	365
Editing Videos	368
Right-Click Features	368
Video Properties Editor	369
Properties Tab	370
Info Tab	372
overlay Videos	373
Overlay Videos	373
Deleting Videos	375
Remote App	376
remote Control	377
Mobile App setup	377
Announcement Loops	383
Using the Slide Master to set Transition Times	383
Compose	387
Preview and Live View	387
Preview and Live Combined View	387

Live with Resource Preview View	388
Display Foldback (Stage Display)	389
What Is Display Foldback?	389
Hardware Options	389
Desktop Computer	389
Laptop Computer	389
Setup for NVIDIA GeForce GTX/RTX Video Card	390
Set Up Video Card and Windows	390
Set Up EasyWorship	390
Setup for the Matrox DualHead2Go	392
Example 1	392
Example 2	393
Finding Left Positions	393
Finding Width and Height of Both Monitors	394
Front of House Settings	395
Foldback Settings	396
Matrox DualHead2Go Connection Examples	397
Without a Splitter	397
With a Splitter	398
PowerPoint Integration	399
Importing a PowerPoint Presentation into EasyWorship	399
Adding a Presentation to the Schedule	399
Adding a Presentation to the Presentations Tab	399
Jumping In and Out of a PowerPoint Presentation	400

Web Pages	401
Advanced	402
Backup and Transfer Your Database	403
Using the Transfer tool to Transfer EasyWorship from one computer to another	404
Backup EasyWorship Data	405
Restore EasyWorship Data	408
Bitfocus Companion Plug-In	412
Enable Remote Control in EasyWorship	412
Install Companion	412
Configure Companion	412
Connect Companion to EasyWorship	416
Setting Up a New computer	424
NDI Setup	425
Midi Control	427
MIDI Input	427
MIDI Sync	427
rtpMIDI	427
Installing rtpMIDI	427
Setting up rtpMIDI	429
Receiving MIDI cues from a piece of hardware (electronic keyboard, synthesizer, iPad with midi app, drum pad, foot pedal, other computer...)	429
Create a new MIDI Input control in EasyWorship	430
Setting up the Input Cues	431
Allowing access to the MIDI Control	432
Using Ableton Live Software	433

Create a new MIDI control in EasyWorship	433
Setting up the Input Cues	435
Allowing access to the MIDI Control	438
Installing loopMIDI	438
MIDI Sync	439
Create a new MIDI Input control in EasyWorship	439
Setting up the Input Cues	441
Allowing access to the MIDI Control	442
Create a new MIDI Output control in EasyWorship	443
Setting up the Output Cues	444
Allowing access to the MIDI Control	445
Editing Your MIDI Control	446
Deleting A MIDI Control	446
Presenter Remote setup	447
Changing Hotkeys Manually	447
Alpha Channel Broadcast Setup	449
Before Getting Started	449
Enable Alpha Key in EasyWorship	449
Reports and Printing	450
Print Schedule Report	450
Print Song Activity Report	452
Print Song List Report	454
Saving a Schedule, Song Activity, or Song List Report	455
Stream Deck Plug-In	456

Download the Stream Deck software and the EasyWorship plug-in	456
Set up the Stream Deck	457
Using the Stream Deck to control EasyWorship	462
Custom Position	464
Building a Schedule at Home	464
On the Presentation Computer	464
On the Home Computer	464
Using Display Foldback with a Matrox DualHead2Go	464
Video Decoders	465
What Is a video decoder?	465
Install Quicktime for MP4 and mov files	465
Install DScaler for DVD Playback	465
Using EasyWorship on Citrix	466
Glossary	467



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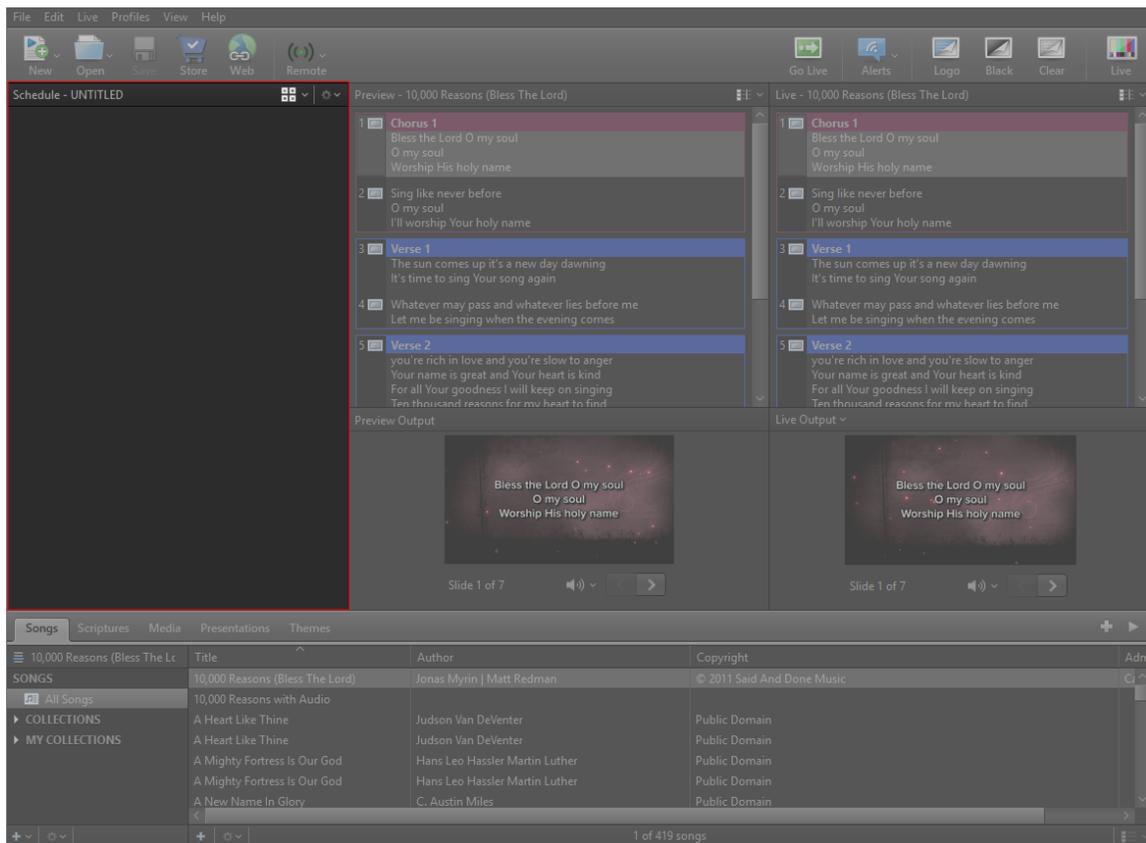
GETTING STARTED

EasyWorship Layout

Schedule Area

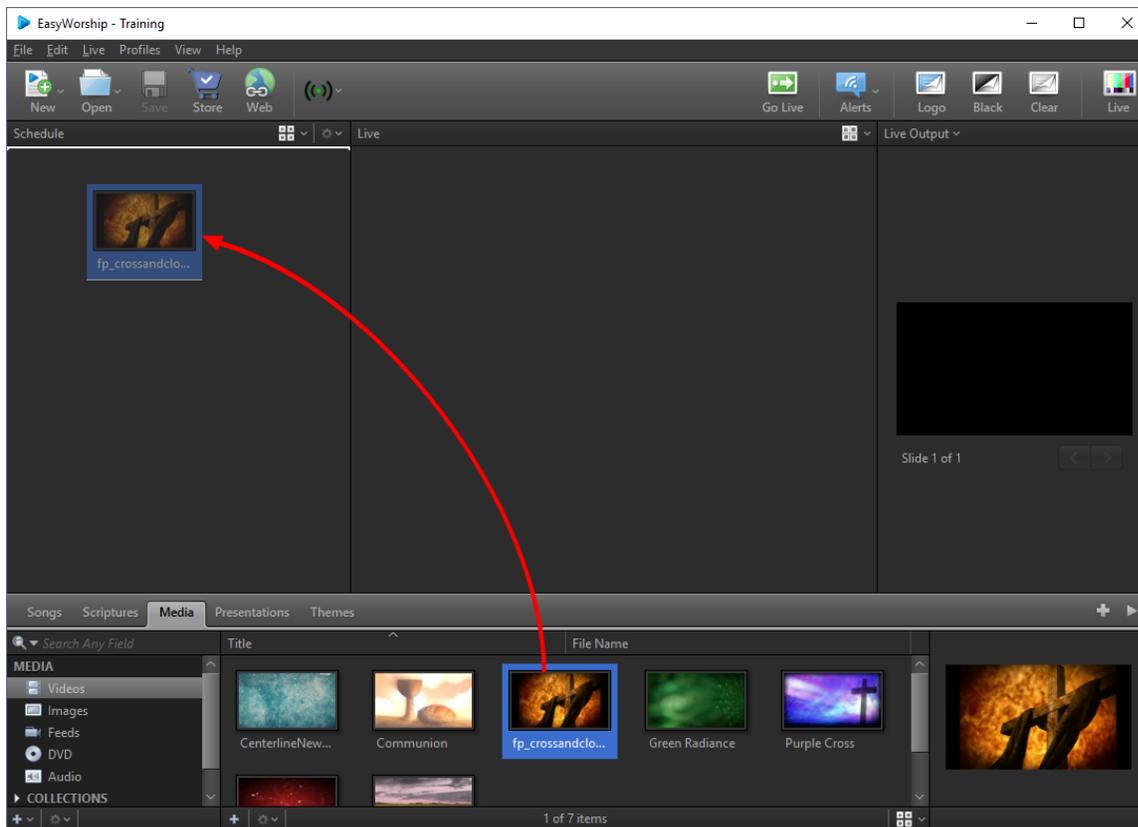
Schedule Area

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



Adding Items To The Schedule

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



1. For example, to start your next service with a video, go the **Resource Area** and click the **Media tab**.
2. Select **Videos** from the list on the left.
3. Now, just drag-and-drop a video file from the **Resource Area** to your new **Schedule**.

SEE "Adding and Using Images" on page 179 or "Adding and Using Videos" on page 361 to add more Images and Videos to your Media.

Drag-and-drop Features

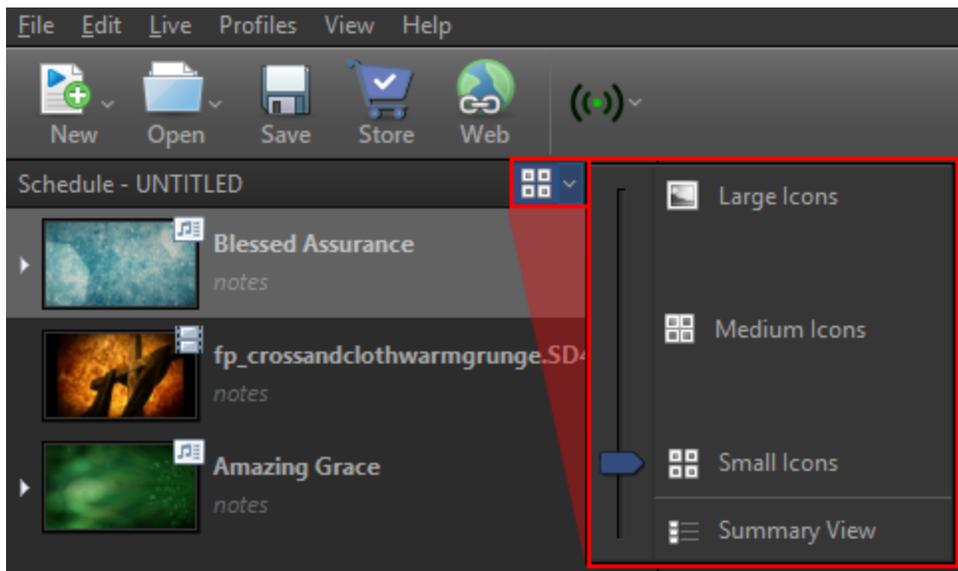
You can drag-and-drop Schedule items up or down to re-order your set list.

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

Hold down the Ctrl key while dragging and dropping to combine schedule items.

Customize Your View

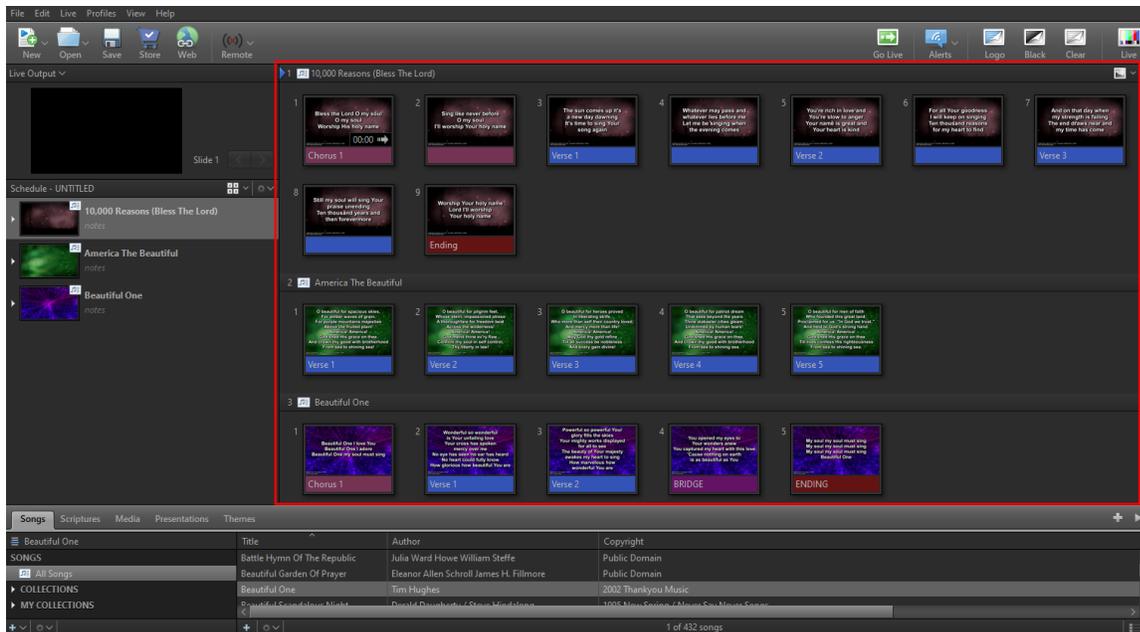
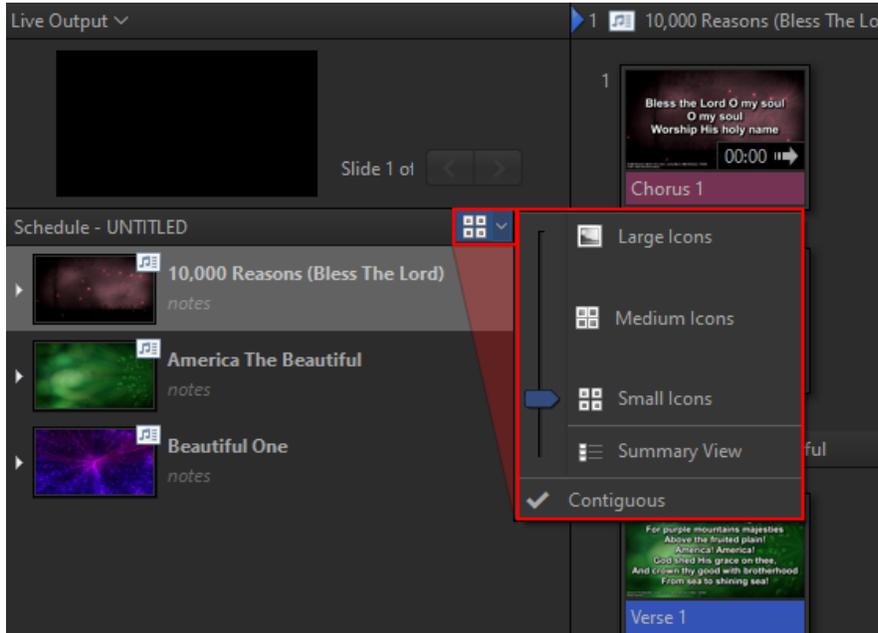
Customize the icons in the **Schedule Area** as small, medium, large or summary view. Just click the drop-down arrow at the top of the **Schedule Area** and use the slider to customize the icon view.



Contiguous Schedule View

THIS FEATURE IS ONLY AVAILABLE THROUGH SUBSCRIPTION

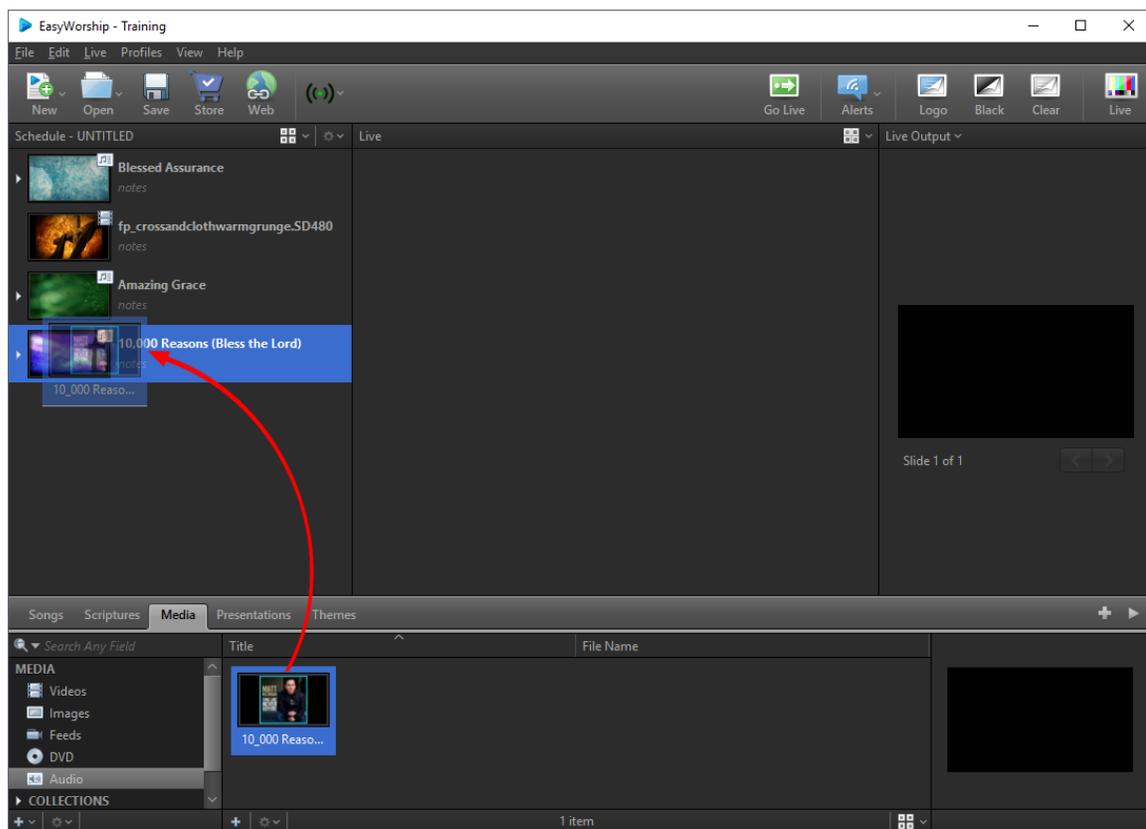
In the **Preview and Live Combined** view you will also have the option of enabling Contiguous view. This will allow you to see the full schedule details in the Live window and arrow through the entire schedule without having to press Go Live for each schedule item.



Assign a Background or Audio to Songs

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

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



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

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

NOTE Dragging a media item onto the master slide of a song will apply the background to all slides, even slides that already have a background assigned to them.

SEE "Edit a Song" on page 332

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

SEE "About Themes" on page 345

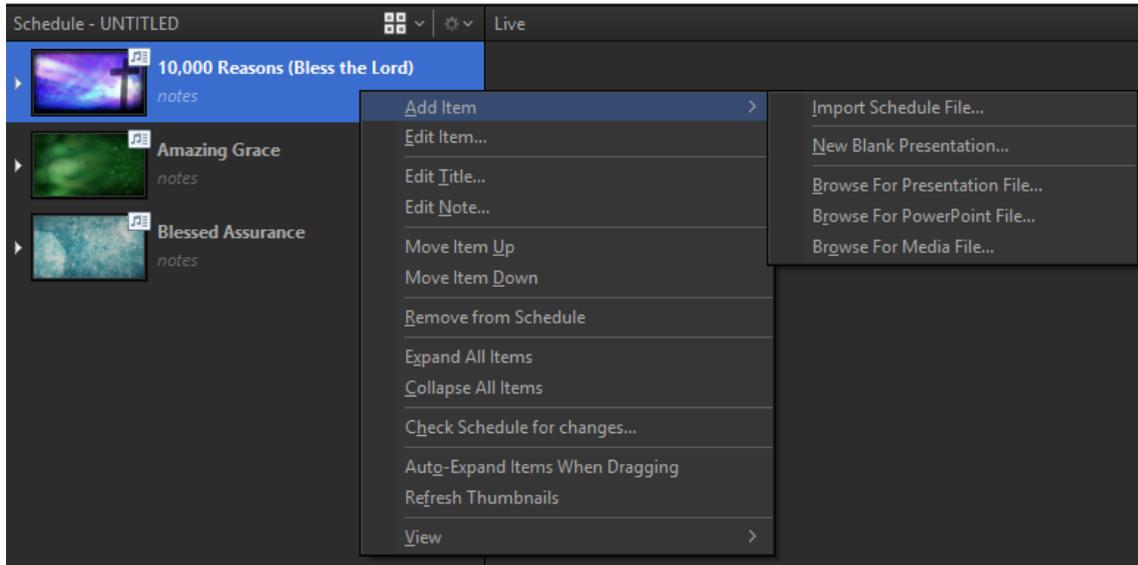
Creating Announcement Loops

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

SEE "Announcement Loops" on page 383 for more information on how to create announcement loops.

Editing Schedule Items

When editing the Schedule, you have the following options from the right click menu.



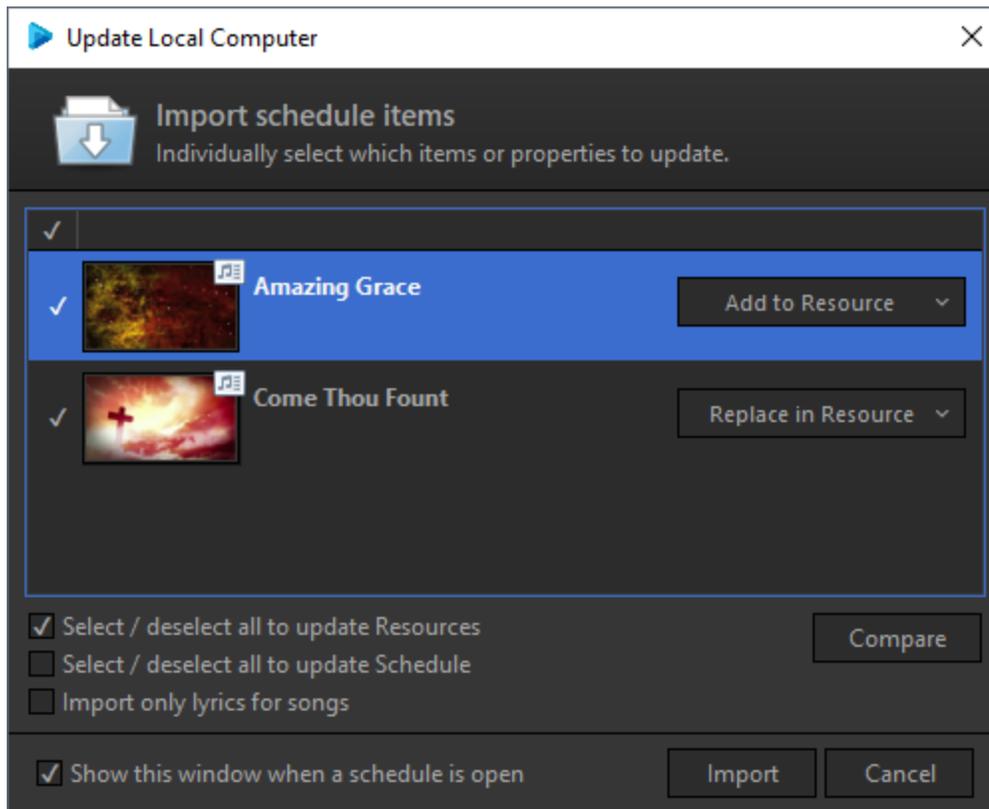
Add Item >	Import Schedule File...	Allows you to import an existing schedule into the active schedule.
	New Blank Presentation...	Adds a blank presentation to the end of the active schedule.
	Browse for Presentation File...	Allows you to add an existing EasyWorship presentation to the active schedule.
	Browse for PowerPoint File...	Allows you to add an existing PowerPoint presentation to the active schedule.
	Browse for Media File...	Allows you to add any compatible media to the active schedule.
Edit Item...	Opens the selected item in the Schedule Editor. <hr/> SEE "Edit a Song in the Schedule" on page 335.	
Edit Note...	Allows you to add a note about a particular Schedule item. This option is grayed out when in Summary View .	

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

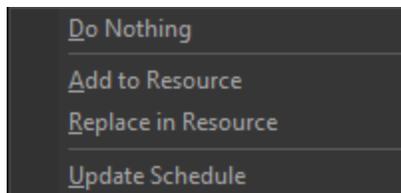
Check Schedule for Changes

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

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

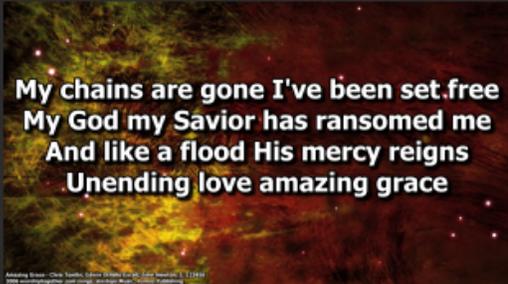
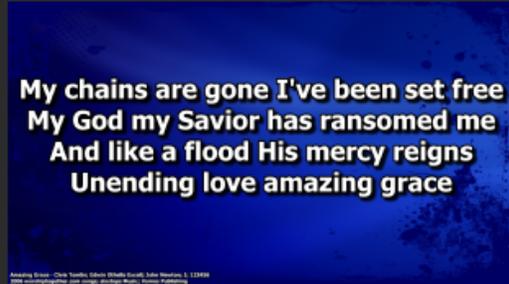


2. Select the desired item and use the button on the right to either **Do Nothing**, **Add to Resource**, **Replace in Resource** or **Update Schedule**.

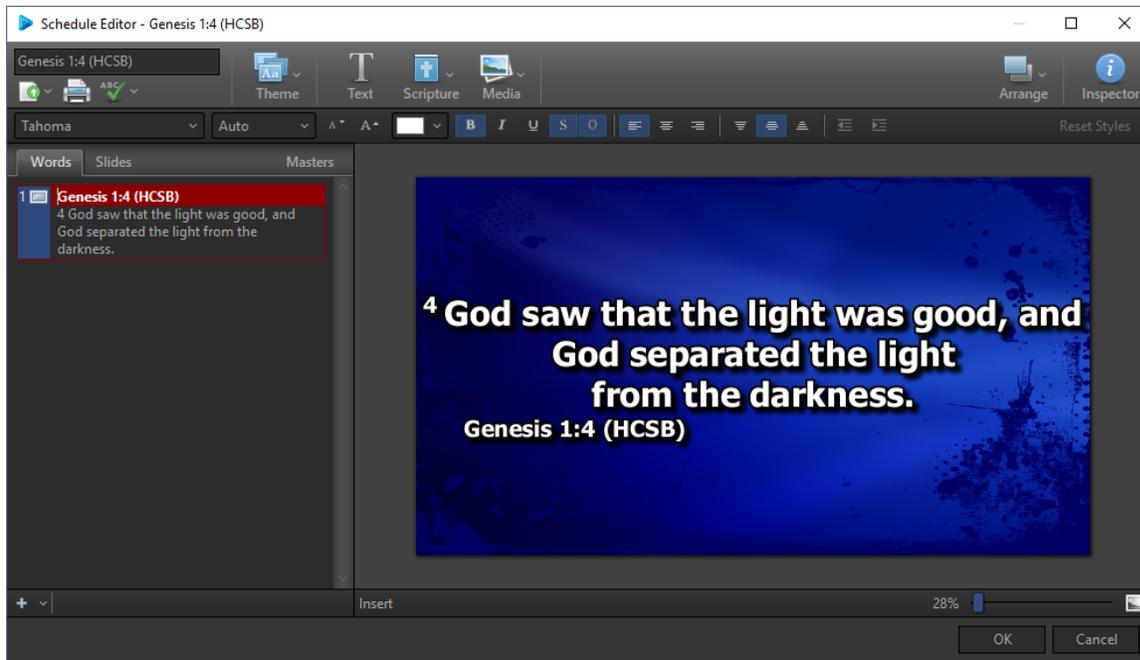


3. You can also click **Compare** to display a comparison between the version in the database and the version from the schedule. The **Compare Schedule to Resource** window will appear.
4. Click **Import** to import the changes or **Skip** to skip this schedule item and move to the next one.

Compare Schedule to Resource

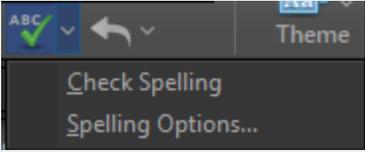
Schedule	Resource
<p>1 Chorus 1 My chains are gone I've been set free My God my Savior has ransomed me And like a flood His mercy reigns Unending love amazing grace</p>	<p>1 Chorus 1 My chains are gone I've been set free My God my Savior has ransomed me And like a flood His mercy reigns Unending love amazing grace</p>
<p>2 Verse 1 Amazing grace how sweet the sound That saved a wretch like me I once was lost but now I'm found Was blind but now I see</p>	<p>2 Verse 1 Amazing grace how sweet the sound That saved a wretch like me I once was lost but now I'm found Was blind but now I see</p>
<p>3 Verse 2 'Twas grace that taught my heart to fear And grace my fears relieved How precious did that cross appear</p>	<p>3 Verse 2 'Twas grace that taught my heart to fear And grace my fears relieved How precious did that cross appear</p>
<p>Schedule Preview</p>  <p>Slide 1 of 5</p>	<p>Resource Preview</p>  <p>Slide 1 of 5</p>
<p>Use Schedule Item</p>	<p>Use Resource Item</p>
	<p>Skip</p>
	<p>Cancel</p>

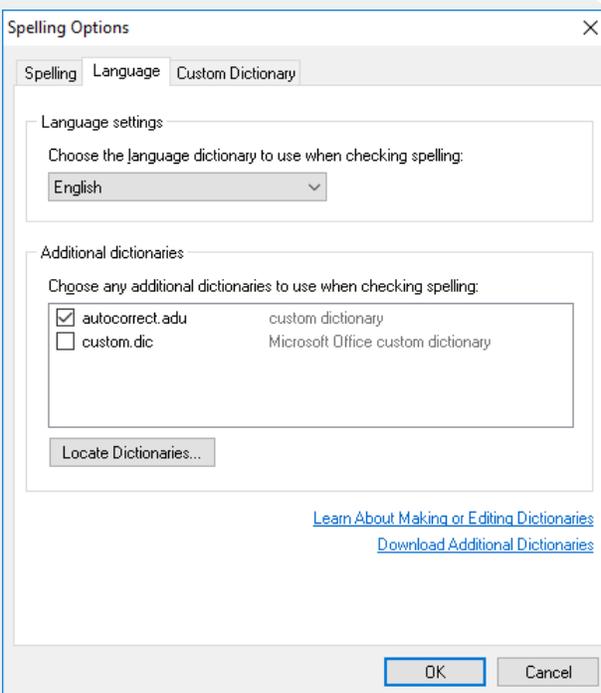
Schedule Editor



Schedule Editor Toolbar

Title	Enter a name for the song, scripture, theme, or presentation in this field.
Theme	Use the drop-down to select a theme. (This option is grayed out in the Theme Editor.)
Text	Adds a text box to display on each slide.
Scripture	Click the scripture button to select scripture text and press enter or drag it to add it to the theme.
Media	Click the media button to select videos, images, feeds, DVD clips, or audio and press enter or drag it to add it to the theme.
Arrange	Clicking this button allows you to set the layer at

	<p>which the selected element resides. You have the option of Move Up, Move Down, Bring to Front, Send to Back.</p>
Inspector	<p>Opens the Inspector window. This allows you to make more detailed formatting changes to different elements.</p>
Import	<p>Allows you to import a text document into your song, presentation, or theme.</p>
Print	<p>Allows you to print the song, schedule, theme, or presentation.</p>
Spell Check	<p>Checks spelling and allows you to make spelling changes or add words to the dictionary. To add a language to the spell check dictionary, click the Spell Check button and select Spelling Options....</p>  <p>1. The Spelling Options window will appear. Select the Language tab.</p>



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

Undo / Redo

		
Undo Selection		Ctrl+Z
Redo (can't redo)		Ctrl+Y

	Click to undo previous functions. Click the drop-down arrow to redo functions that you clicked to undo.
Font Selector	Click the font selector to select the font formatting you wish to use on selected text.
Auto Sizing	Allows you to choose between setting an exact font size or automatically sizing the font.
Font Size	Changes the font size of the text to the point size selected.
Font Color	Allows you to change the color of selected text by selecting from the color palette provided.
Text Style Options	Bold, Italics, Underline, Shadow, Outline
Horizontal Alignment Options	Left Align, Center Align, Right Align
Vertical Alignment Options	Top Align, Middle Align, Bottom Align
Indent / Outdent	Increase or decrease the indent level of the paragraph.
Reset Styles	Resets formatting to default settings.

Schedule Editor Tabs

The **Words tab** or **Slides tab** can be used to enter or edit text as needed.

The **Words tab** will display only the text on the left with the **Slide Editor** on the right.

The **Slides tab** displays a thumbnail of the slide on the left, with the **Slide Editor** on the right. In this view, you can change the text and slide background. You can also select multiple slides to edit, duplicate, or delete.

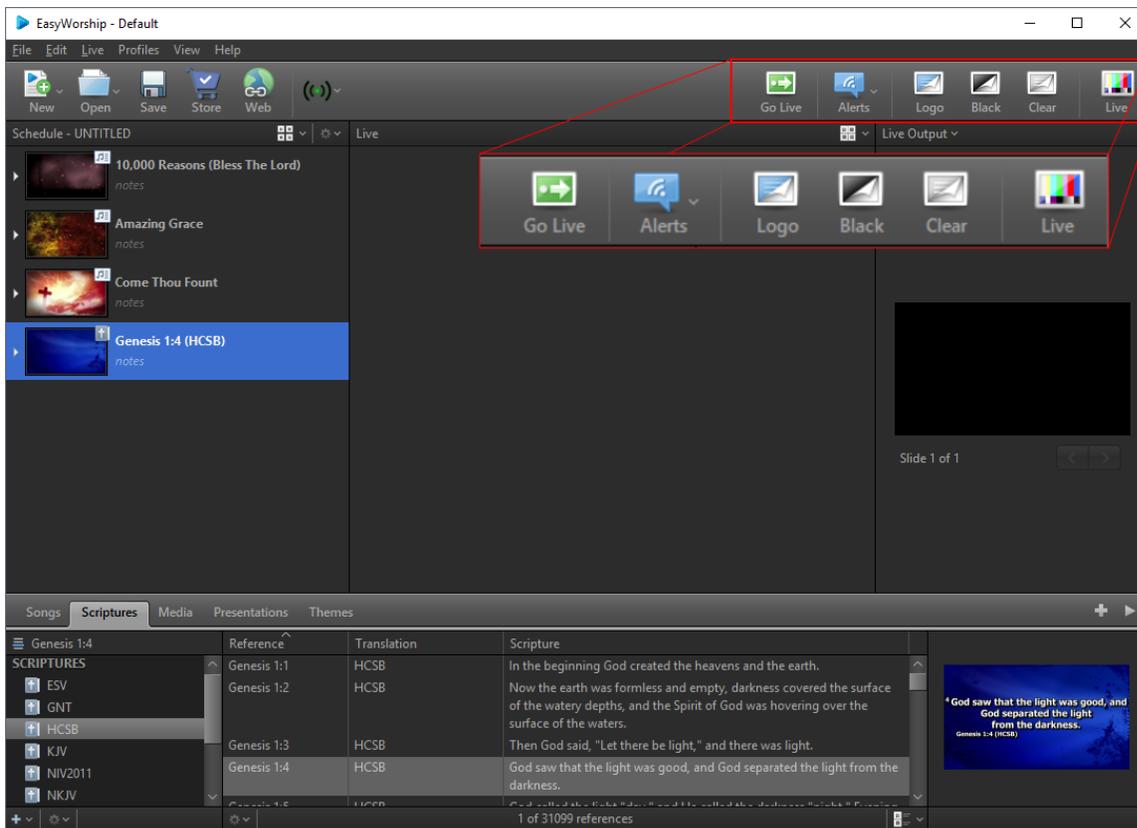
To use the same background for all slides, select the **Masters tab** and select the master slide, which will be the first slide. Click the Inspector button to open the [Inspector](#). Select the [Background](#) tab in the Inspector to change the background.

To use a different background for individual slides, click the **Slides tab**. Click **Media** on the toolbar and drag-and-drop the image or video to the desired slide on the left.

Presenting A Schedule

1. Select the first item in the Schedule and click **Go Live**  on the toolbar. If you don't see the item on the live screen, make sure you've clicked **Live**  on the far right of the main menu. This Live button needs to be flashing for your live output to be on. If it isn't flashing, your live output is turned off.
2. When you are ready to send the next item to the screen click **Go Live** again.

Using Logo, Black, Clear



Logo Button

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

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

Black Button

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

Clear Button

Clear removes any foreground elements, including text and/or media files, from the screen while leaving the background running.

To turn Logo, Black or Clear off, just click the respective button on the toolbar again.

Alerts

SEE "Main Output Message Alerts" on page 122

Saving & Transferring A Schedule

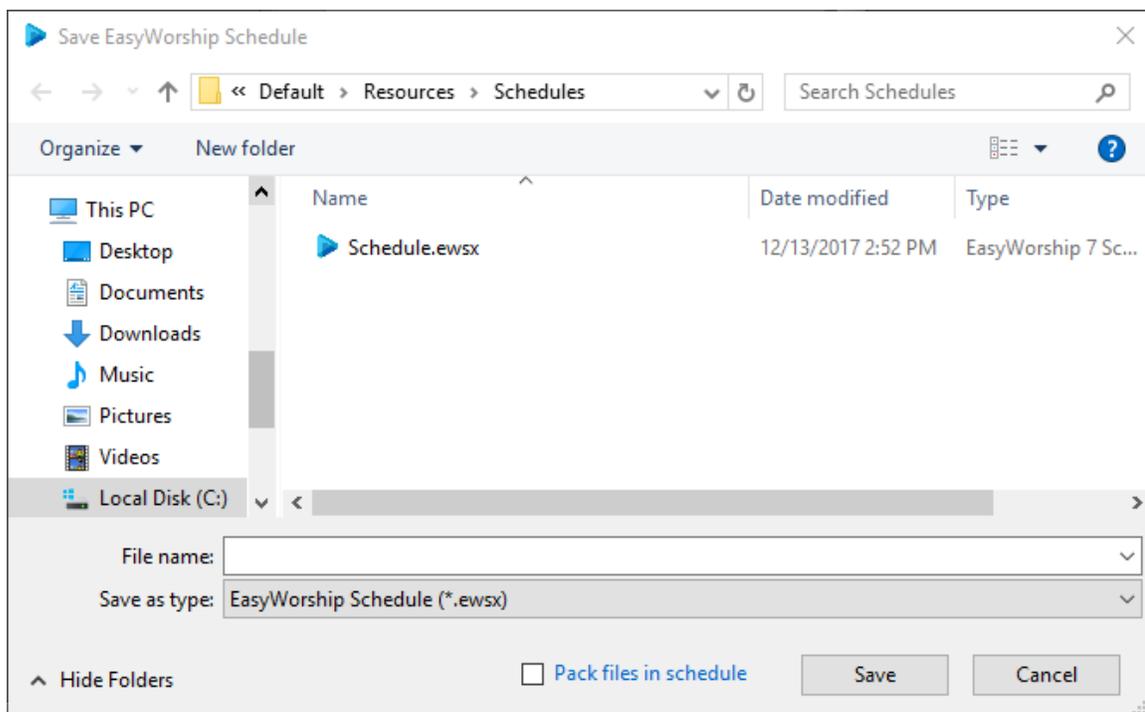
You'll want to save your Schedule at some point. Maybe you need to email your Schedule file to someone, or save it to a memory stick or cloud service. No matter what you need to do with your new Schedule file, follow these steps to get started.

1. Click **Save**  in the main toolbar OR click **File > Save Schedule**. This will open the

Save **EasyWorship** Schedule window.

2. Choose the location on your computer where you want to save the file.

NOTE The default location for **EasyWorship** schedule files is C:\Users\Public\Public Documents\Softouch\EasyWorship\Default\Resources\Schedules. If you want to save to a different location, choose that location in this window.



3. Name your schedule file.
4. Pack files in schedule.
 - If you're going to run the Schedule from the same computer, you can uncheck the **Pack files in schedule** box. This will save space on your computer.



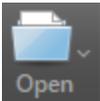
- If you'll be transferring the schedule to another computer, make sure the **Pack files in schedule** box is checked and everything you added to the Schedule will be packed into the Schedule when you save it...all in one file. Simple! It's an easy way to take one file to another computer and open it to start your worship service.

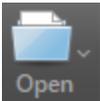


5. Click **Save**.

Open & Use an Existing Schedule

If you want to use a Schedule file you've received from someone else or run a schedule that was previously saved, it's easy to get content from the Schedule to the screen.

1. Click **Open**  on the toolbar or select **File > Open Schedule**.



2. Navigate to the desired file and click **Open**.
3. When the Schedule opens in **EasyWorship**, select an item in the **Schedule Area** and click **Go Live** . **EasyWorship** automatically selects the next item in the Schedule so all



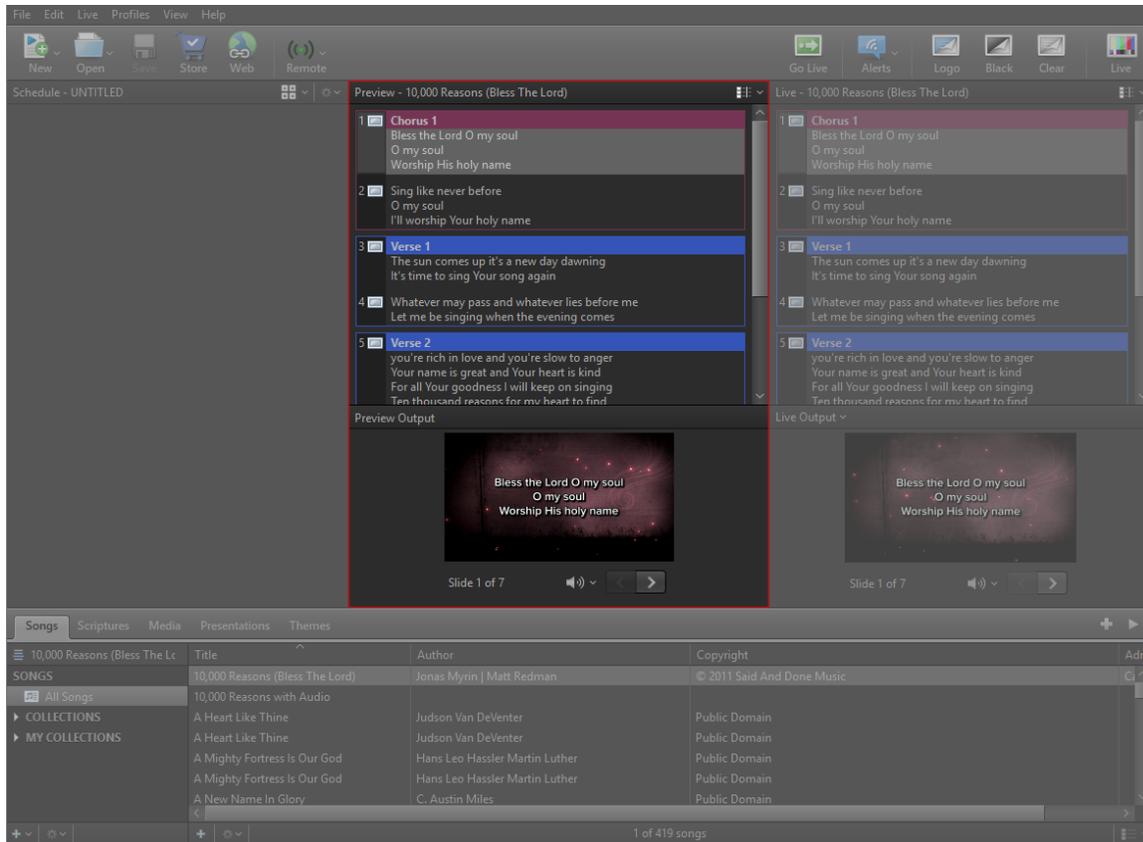
you need to do is click **Go Live** again to send the next item to the screen. If you don't see the item on the live screen, make sure you've clicked **Live**  on the far right of the main



menu.

SEE "Check Schedule for Changes" on page 33 when opening a schedule from another computer.

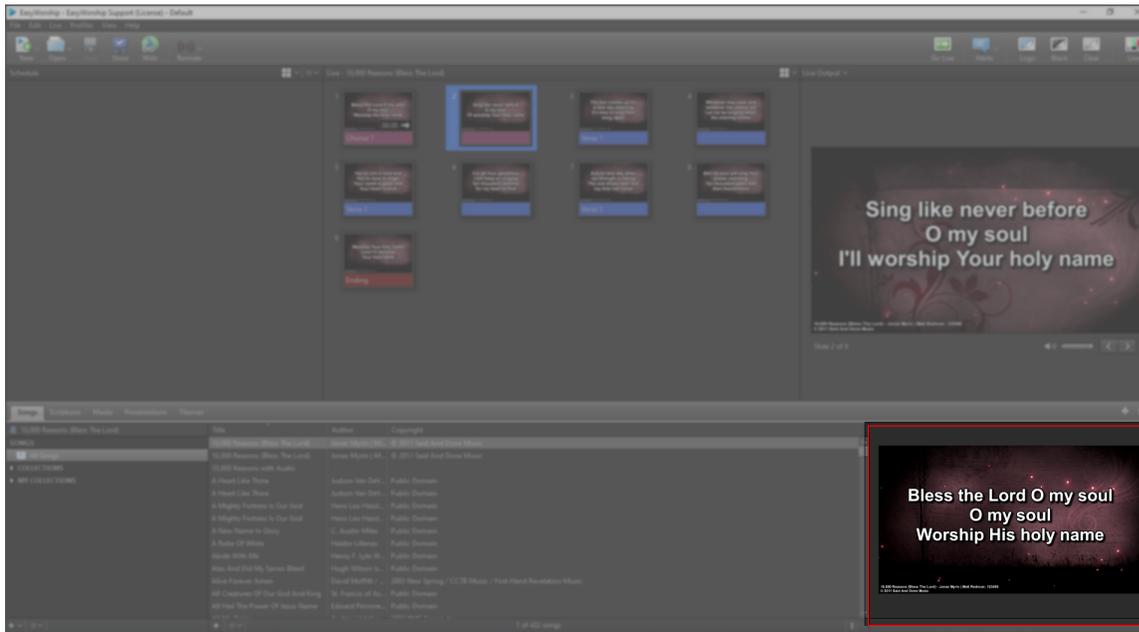
Preview Area



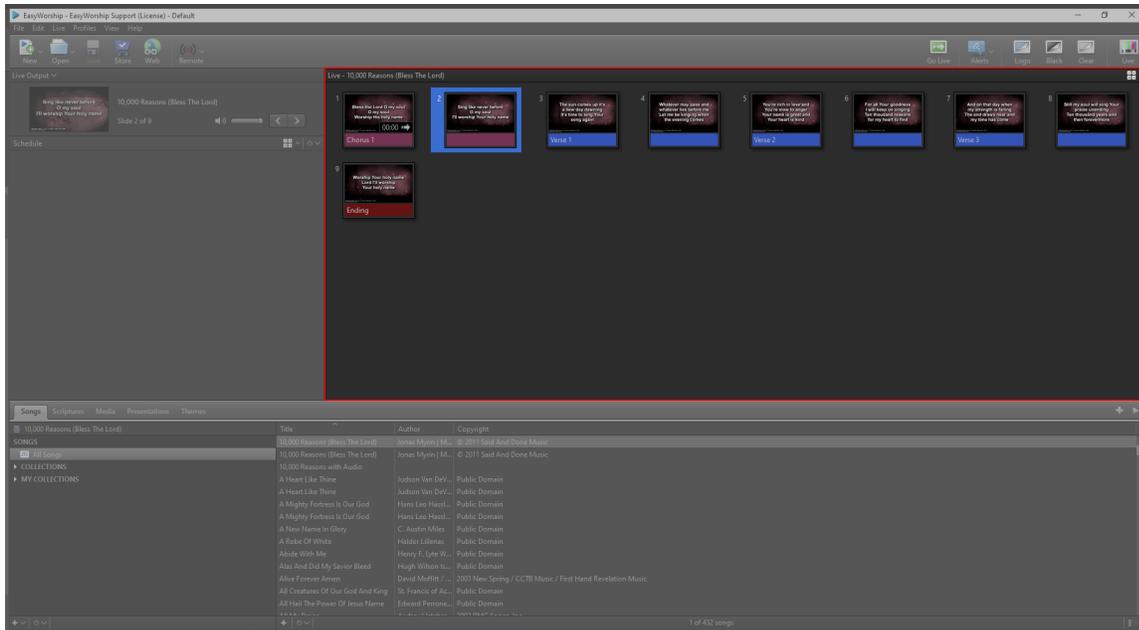
The **Preview Area** displays a preview of the current selection, whether it's a media item in the **Resource Area**, or an item in the **Schedule**. You can double-click the item in the **Preview Area** to send it to the live output immediately. You can also advance through multiple slides in the **Preview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

NOTE The **Preview Area** is only available in the 'Preview and Live' view.

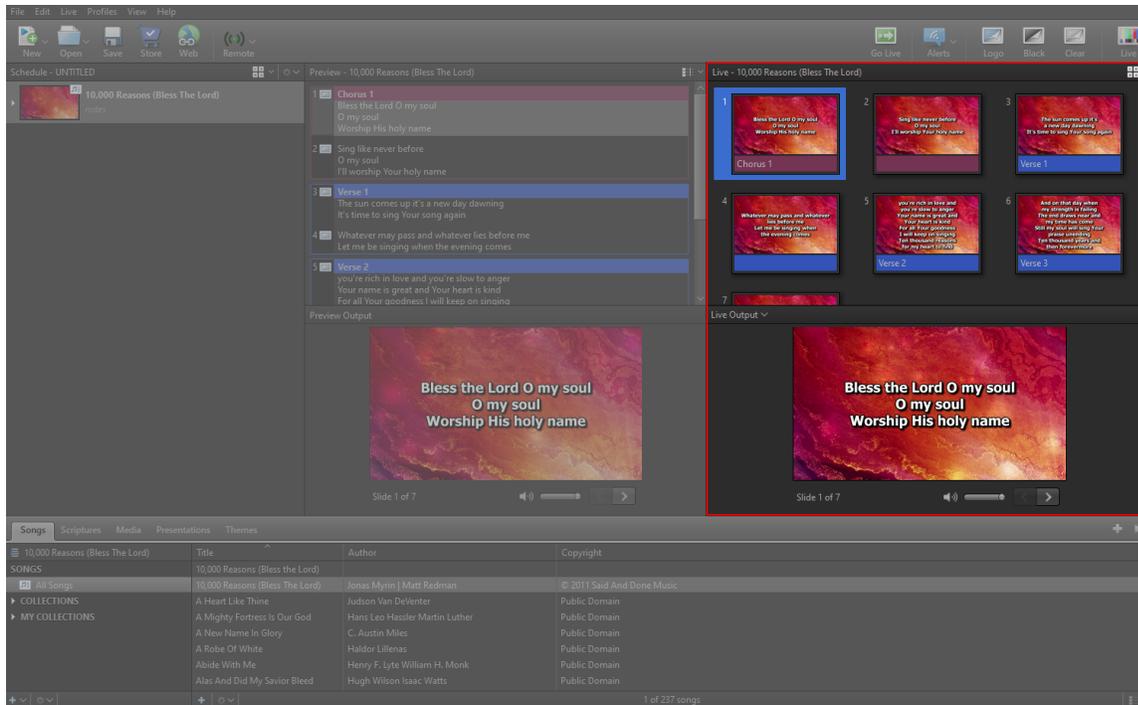
In the Live with Resource Preview view, the preview window will be located in the resources area in the bottom right corner.



In the Preview and Live Combined view, the preview will show in the Live window before going live.



Live Area



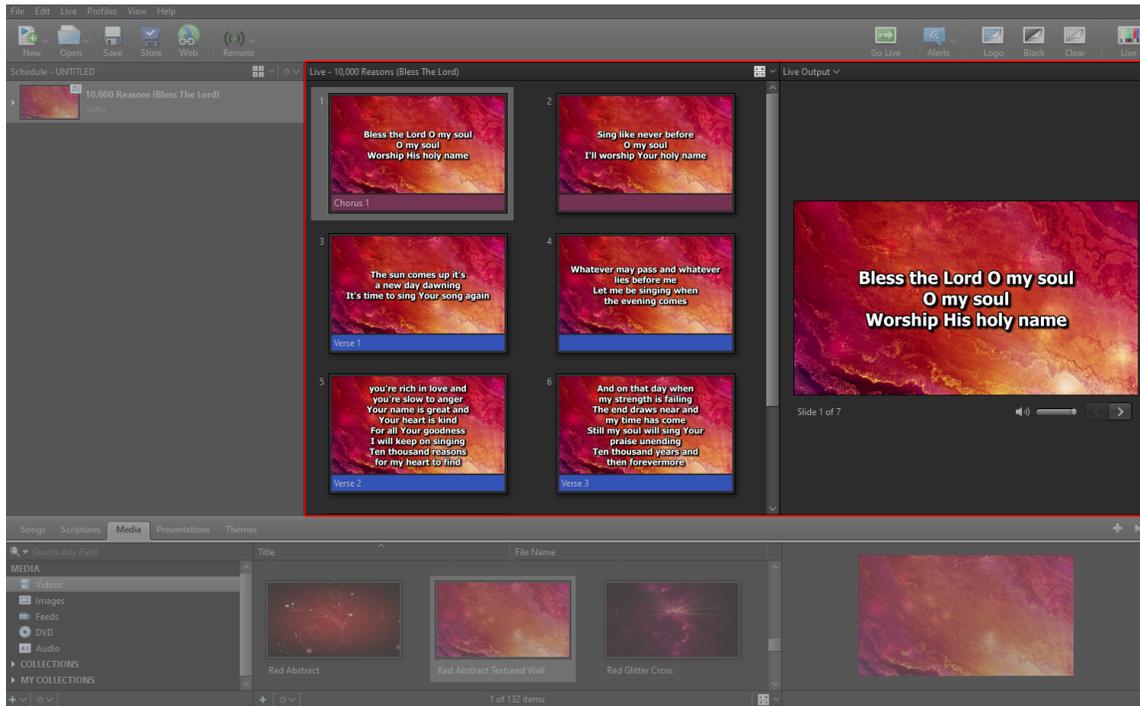
The **Live Area** displays the current live output, alternate output, and foldback output. You can advance through the slides using the forward and back arrow buttons on screen or by using the Helpful **EasyWorship** Shortcut Keys. No editing can be done in the **Live Area**. However, if you are currently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

The Live area could change sizes and location depending on the current view you're in.

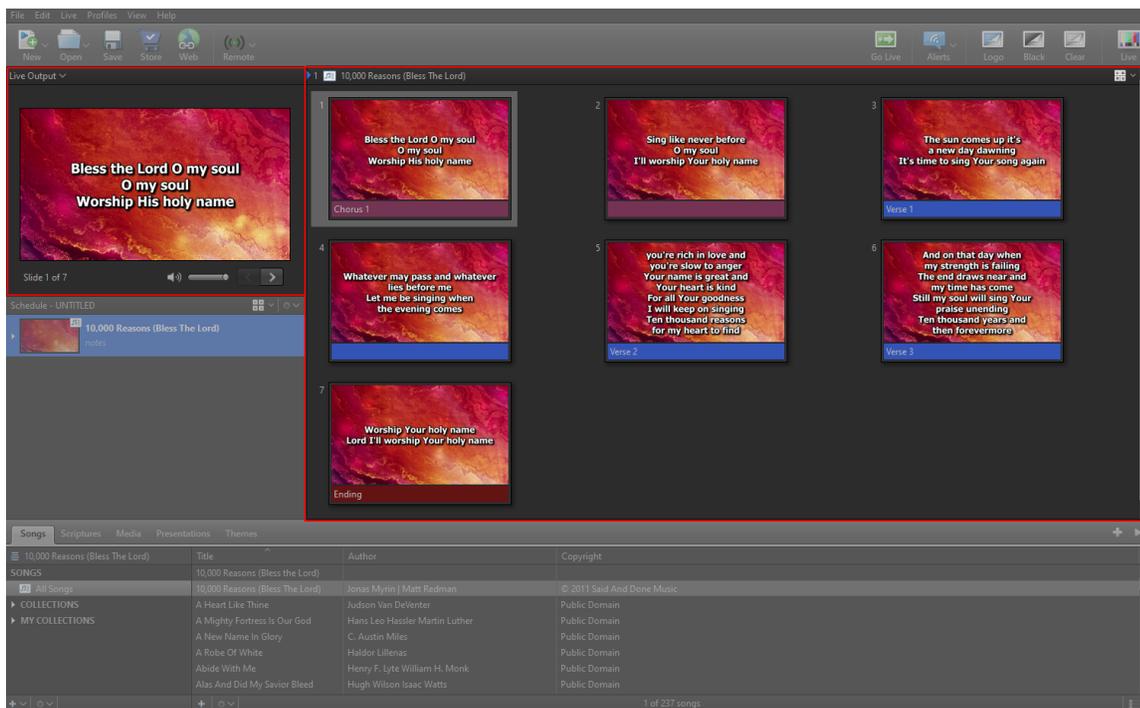
NOTE Alternate Output and Foldback need to be enabled in the Options to be viewable in this area.

SEE "Helpful EasyWorship Shortcut Keys" on page 115

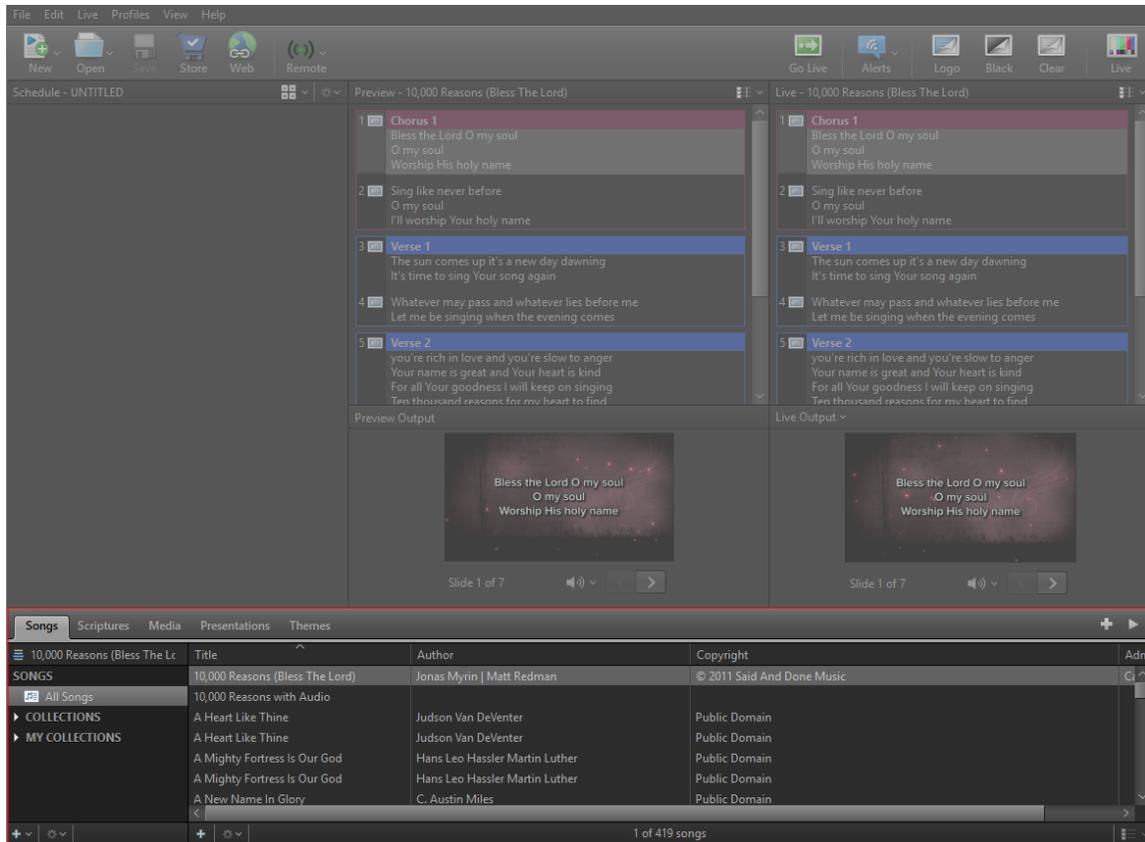
In the Live with Resource Preview view, the live window will also be located on the right side of the screen.



In the Preview and Live Combined view, the live window will be on the right side with the live output on the top left.



Resource Area



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

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

In the **Live with Resource Preview** view, the **Resource Area** has three columns.

1. **Resource Listing** tabs on the left.
2. **Resource Library** and details in the middle.
3. **Compose Area** on the right.

Additional menu options are in drop-down buttons in the bottom left of the **Resource Listing** and **Resource Library**, including **Add Item** and **Action Menu** buttons  . In the **Resource**

Library, there's an icon view drop-down with a slider that allows you to customize your view for thumbnails or list view .

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

SEE "About Presentations" on page 277

Themes - The **Themes Area** allows you to make templates that you can apply to scripture, songs, and presentations. **Themes** will be available in the editor for convenient access.

SEE "About Themes" on page 345

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

SEE "Song, Scripture, Presentation and Theme Collections" on page 157

Dual Monitor Setup

What Is Dual Monitor Or Extended Desktop?

EasyWorship is designed for dual monitor / extended desktops display. That means it can produce two or more different displays at the same time. The first display--Monitor #1 or the primary monitor--goes to the control screen, which is what the operator sees. The second display--Monitor #2 or the secondary monitor--goes to the output screen that is projected to the congregation (this could be a TV, projector, or LCD screen). Any extra displays - Monitor #3 or #4 - goes to the Foldback and/or Alternate output. This kind of "Dual Monitor Display" makes it possible for an operator to be editing the **Schedule Area** in **EasyWorship** while the congregation is viewing only the current song, scripture, video, presentation, or feed.

EasyWorship uses Windows Extended Desktop to accomplish this.

Video Card Configurations

The following are two different video card configurations that will allow you to use Windows Extended desktop:

1. A single video card with two or more outputs. Works with desktop PCs and some laptops. **(Recommended)**
2. A laptop with one or more video outputs (HDMI, DP, Thunderbolt-3 / USB-C). **(Recommended)** if laptop has a recommended video card)

Common ways to set up a computer for dual monitor output

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

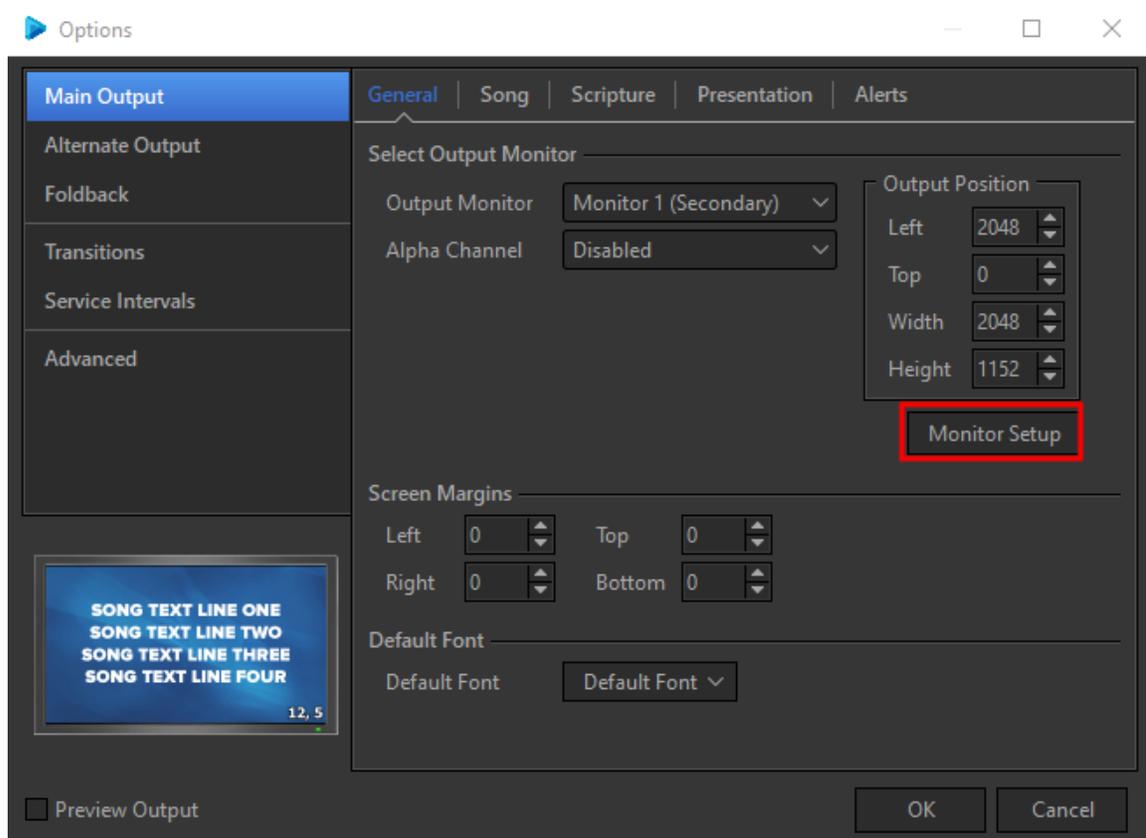
SEE "Display Foldback (Stage Display)" on page 389

SEE

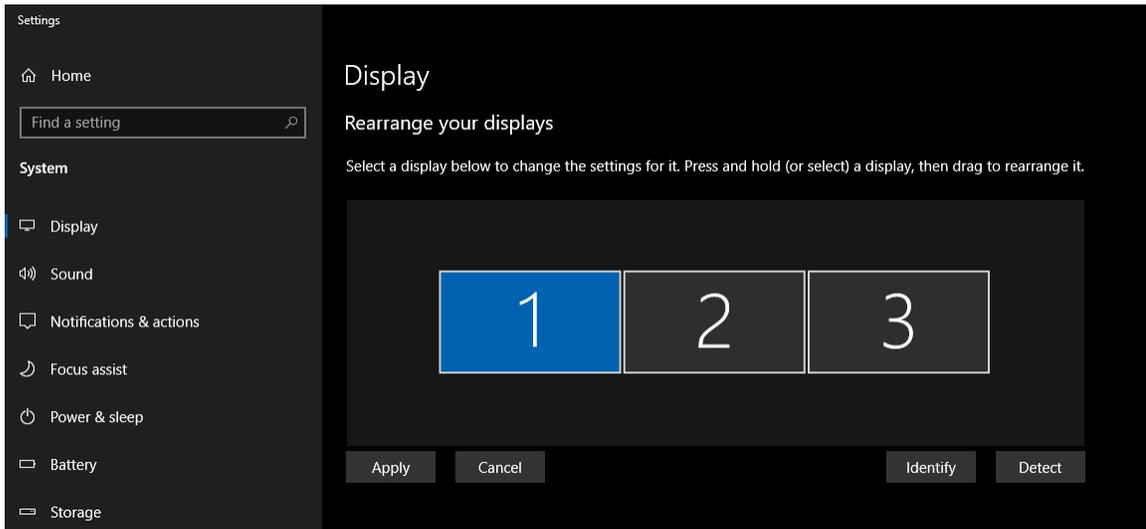
SEE "Enabling the Windows Extended Desktop" on page 53 for instructions on how to check a computer for Dual Monitor compatibility and for instructions on setting up Dual Monitors to use with **EasyWorship**.

Enabling The Windows Extended Desktop

1. Open [EasyWorship](#).
2. Click the **Edit** menu.
3. Click **Edit > Options...** to open the **Options** window.



4. Select the **Main Output** tab at the upper left.
5. In the General tab under **Output Position**, click **Monitor Setup**.
6. [EasyWorship](#) will open the **Display Settings** window.



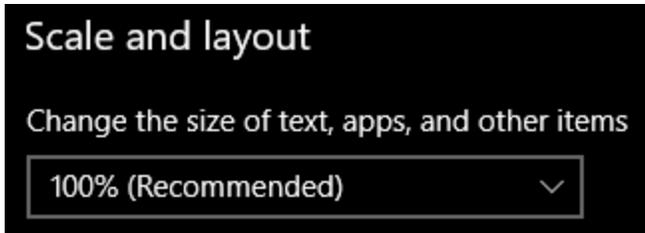
7. If you see more than one monitor box, select the secondary display. If you see one monitor box with the numbers 1 and 2 in it, select it. (If display 1 and 2 boxes do not appear or you just see one monitor box without numbers in it, your computer does not have dual monitor capability, or you do not have a projector or monitor plugged into the secondary video output on the computer.)
8. Under **Multiple displays**, select the option to extend the display from the drop-down list.



9. Set the Screen resolution. Normally, you will choose the Recommended setting.
 - *Standard 4:3* - 800x600, 1024x768 or 1280x1024
 - *Widescreen 16:9* - 852x480, 1280x720 or 1920x1080
 - *Widescreen 16:10* - 1280x768, 1280x800 or 1440x900



10. Verify the **size of text, apps, and other items** is set to 100%.



11. If prompted to keep the settings, click **Keep Changes**.

Intel Graphics Monitor Setup

There are 2 ways to set up the displays with an Intel Graphics card. You can use either process, but both require that you have your secondary device plugged in to the computer.

1. Right-click the **Windows Desktop** and select **Graphics Options**.
2. On the pop-out menu, select **Output To**.
3. On the pop-out menu, select **Extended Desktop**.
4. On the pop-out menu, select **Built-in-Display + Digital Television** or **Built-in-Display + Monitor**.
5. Open [EasyWorship](#).
6. Click **Edit > Options**.
7. In the section titled **Live Options**, select Secondary Monitor from the **Output Monitor** drop-down list and click **OK**.

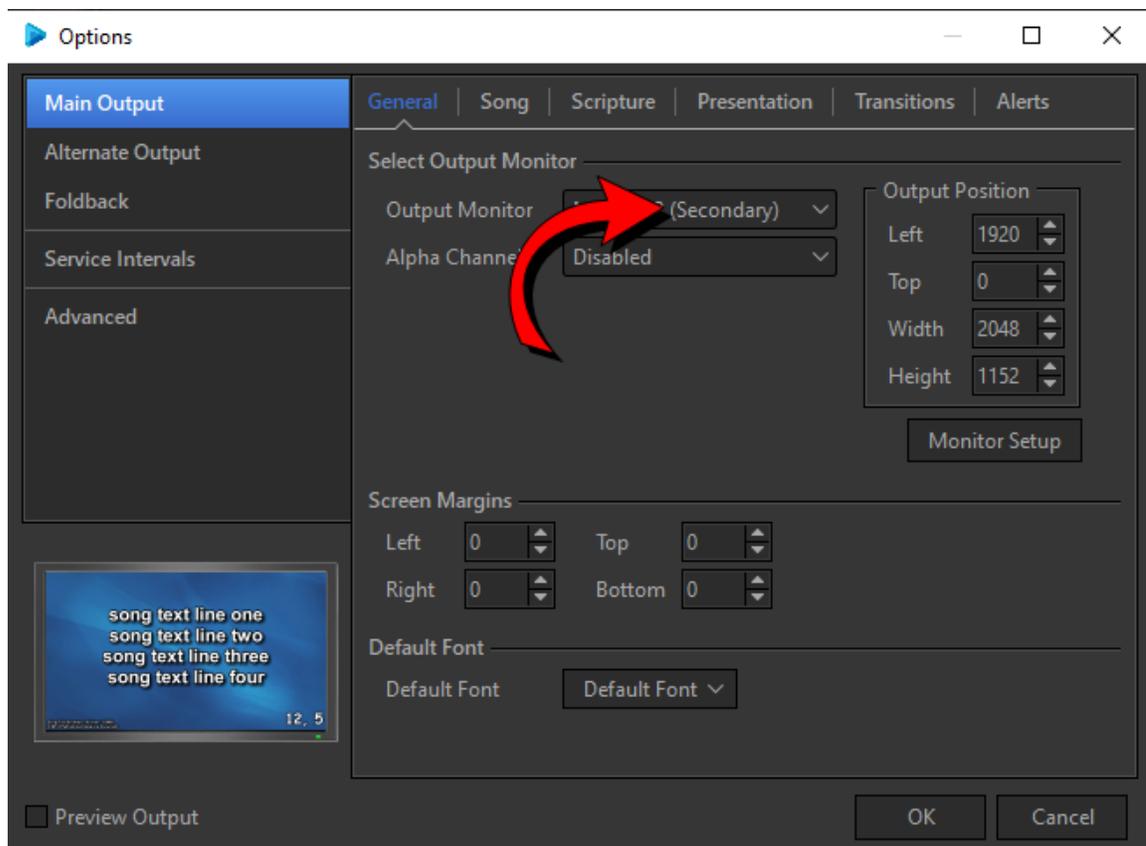
Or:

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

Setting Up EasyWorship To Use Your Second Monitor

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

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



3. Select **Main Output** and go to the **General** tab at the upper left.
4. In the section titled **Select Output Monitor**, select Secondary from the **Output Monitor** drop-down list.
5. Click **OK**.

NOTE If you want to send the Output to NDI, choose NDI Stream from the Output Monitor dropdown.

SEE "Alpha Channel Broadcast Setup" on page 449 for more information on enabling alpha channel.

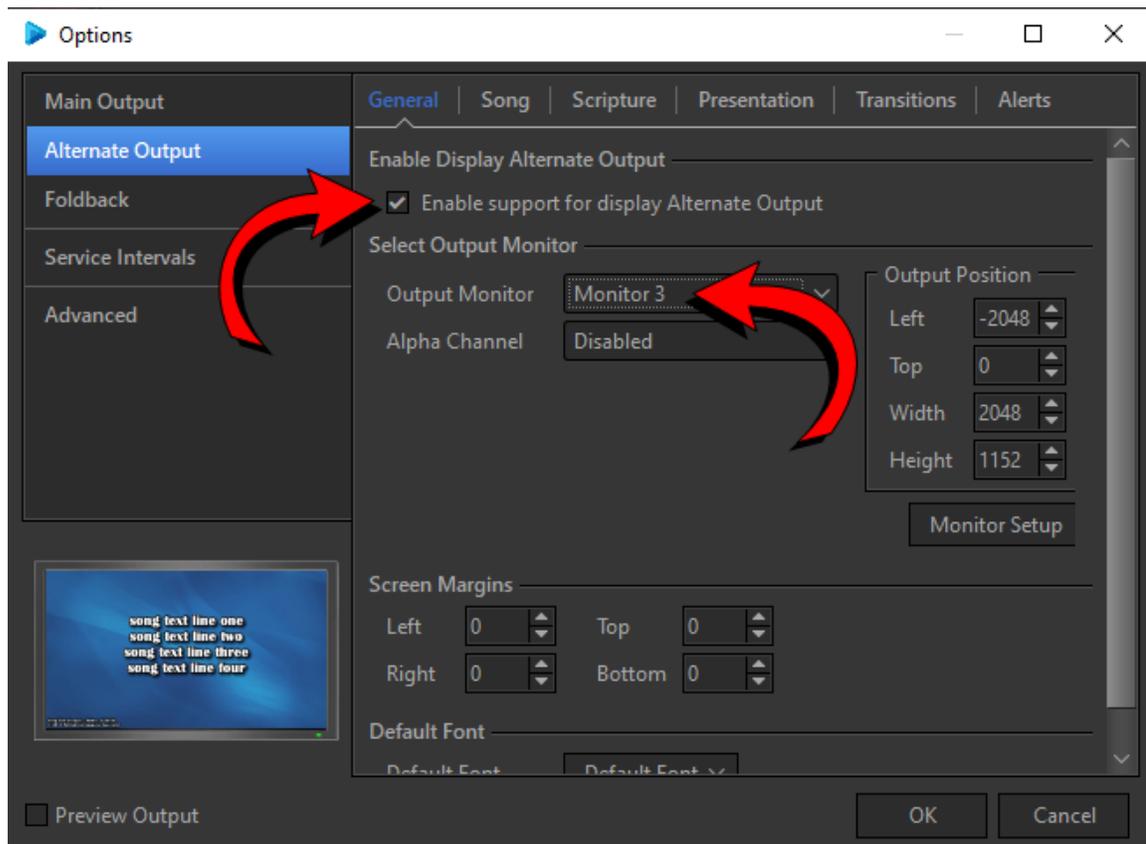
Setting Up EasyWorship To Use Alternate Output

THIS FEATURE IS ONLY AVAILABLE THROUGH SUBSCRIPTION

If you want to set up your Alternate Output for a third monitor or for a live stream, the instructions below will walk you through the process.

NOTE You do need a separate video port on your computer to use Alternate Output. Also, please make sure your computer meets the system requirements for using Alternate Output.

1. Open [EasyWorship](#).
2. Click **Edit > Options...** to open the **Options** window.



3. Select **Alternate Output** on the left.
4. Under the General tab, check the box to Enable support for display Alternate Output.

5. Select Monitor 3 (or whatever monitor you want to send it to) from the **Output Monitor** drop-down list.
6. Click **OK**.

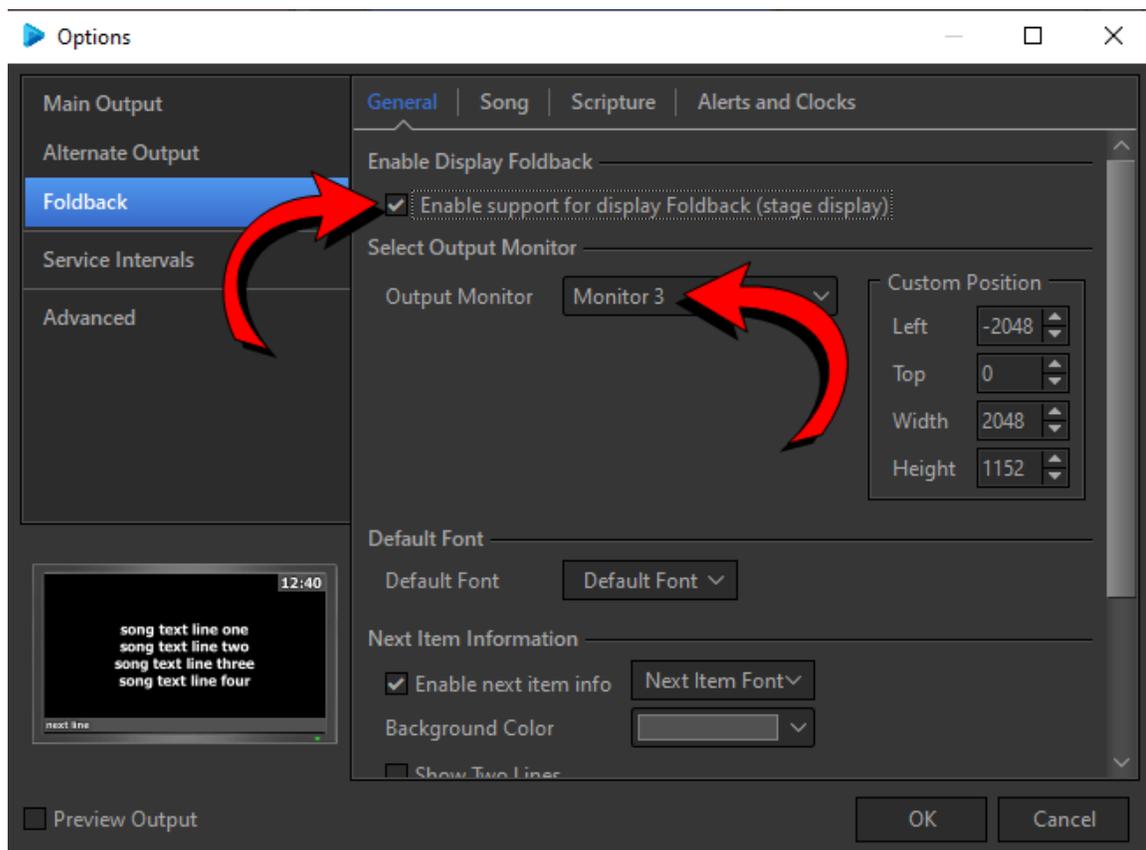
NOTE If you want to send the Alternate Output to NDI for a live stream, choose NDI Stream from the Output Monitor dropdown.

SEE "Alpha Channel Broadcast Setup" on page 449 for more information on enabling alpha channel.

Setting Up EasyWorship To Use Foldback Output

If you want to set up your Foldback Output for a third or fourth monitor, the instructions below will walk you through the process.

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



3. Select **Foldback** on the left.
4. Under the General tab, check the box to Enable support for display Foldback (stage display).
5. Select Monitor 3 (or whatever monitor you want to send it to) from the **Output Monitor** drop-down list.
6. Click **OK**.

NOTE If you want to send the Foldback Output to NDI, choose NDI Stream from the Output Monitor dropdown.

Dual Monitor Troubleshooting

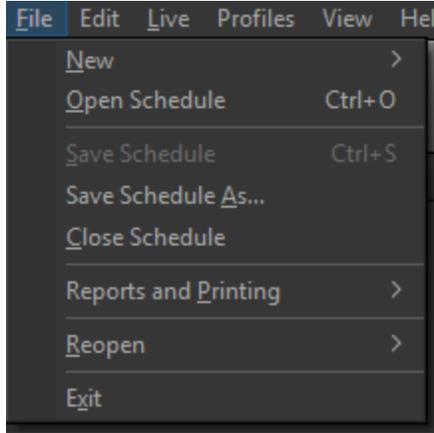
If you're having a problem getting your dual monitors set up and the issue cannot be resolved by following the steps below, please go to our website, support.easyworship.com, and [submit a ticket](#) to our support team.

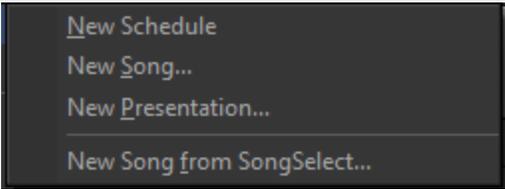
ISSUE	CAUSE	RESOLUTION
1. I see the same thing on my second monitor as I see on my primary monitor.	Your windows desktop has not been extended to the second monitor.	Enable the windows extended desktop. See: "Enabling the Windows Extended Desktop" on page 53.
2. I enabled the Windows extended desktop, but it disables itself after I apply the setting.	You have an Intel Graphics card, or you do not have your projector connected to your secondary video port, or the projector is not turned on.	Use the instructions in "Intel Graphics Monitor Setup" on page 56 to enable the windows extended desktop for your Intel Graphics card. Connect your projector or secondary monitor to the secondary monitor port on your graphics card and make sure that the monitor, or projector, is turned on.
3. Windows extended desktop is enabled, but EasyWorship still displays the Live output or Alternate output on my primary monitor.	The secondary monitor or monitor 3 is not selected as the output or Alternate output monitor in EasyWorship .	Click Edit > Options . In the Main Output settings, Select Monitor (2) (Secondary) for the Output monitor. If setting the Alternate Output, click Edit > Options . In Alternate Output settings, select Monitor (3) for the Output Monitor. Click OK .
4. Windows extended desktop is enabled, but my primary and secondary monitors are switched.	Your computer is detecting your TV or projector as your primary output device.	Go to the Windows display settings, or screen resolution, and select your primary monitor box. Check the box below Multiple Displays to Make this my main display and click Apply.

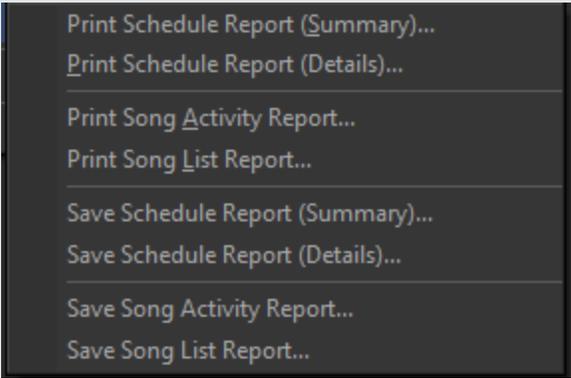
Navigation Menus And Toolbars

Menus

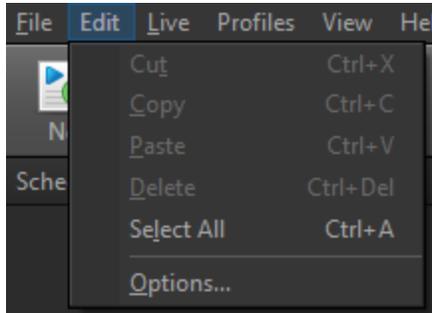
File Menu



<p>New ></p>	<p>Gives the option to start a new schedule, new song, new presentation, or new song from SongSelect.</p> 
<p>Open Schedule</p>	<p>Opens a saved schedule.</p>
<p>Save Schedule</p>	<p>Saves the active schedule.</p>
<p>Save Schedule As...</p>	<p>Saves the active schedule with another specified file name and/or to an alternate location.</p>
<p>Close Schedule</p>	<p>Closes the active schedule.</p>
<p>Reports and Printing ></p>	<p>Provides options for printing song and schedule reports.</p>

	 <p>Print Schedule Report (Summary)...</p> <p>Print Schedule Report (Details)...</p> <hr/> <p>Print Song Activity Report...</p> <p>Print Song List Report...</p> <hr/> <p>Save Schedule Report (Summary)...</p> <p>Save Schedule Report (Details)...</p> <hr/> <p>Save Song Activity Report...</p> <p>Save Song List Report...</p>
	<p>SEE "Reports and Printing" on page 450 for more information.</p>
<p>Reopen ></p>	<p>Displays a submenu with all recently-saved schedules.</p>
<p>Exit</p>	<p>Exits the EasyWorship software.</p>

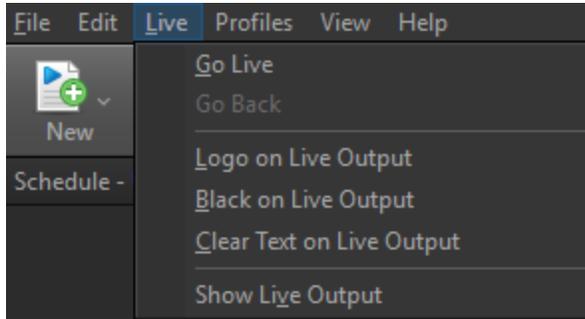
Edit Menu



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

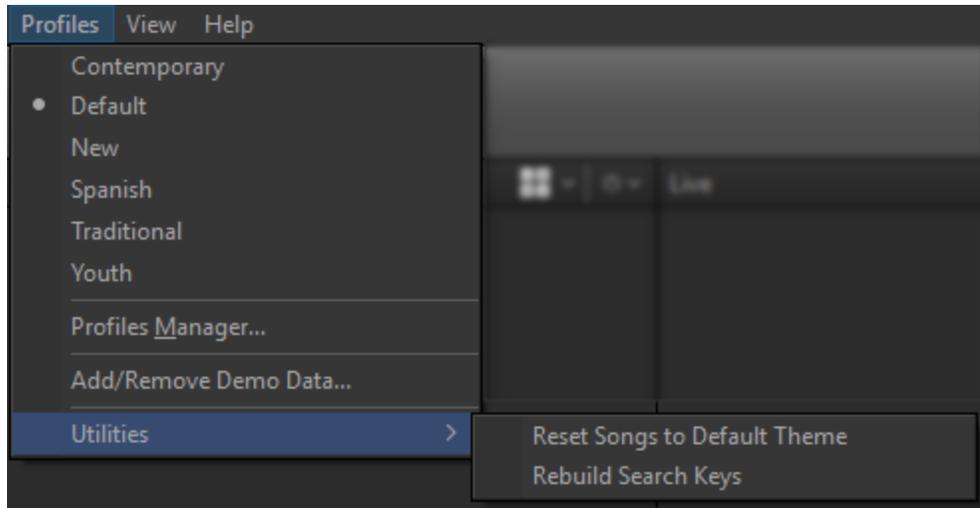
SEE "General" on page 227

Live Menu



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

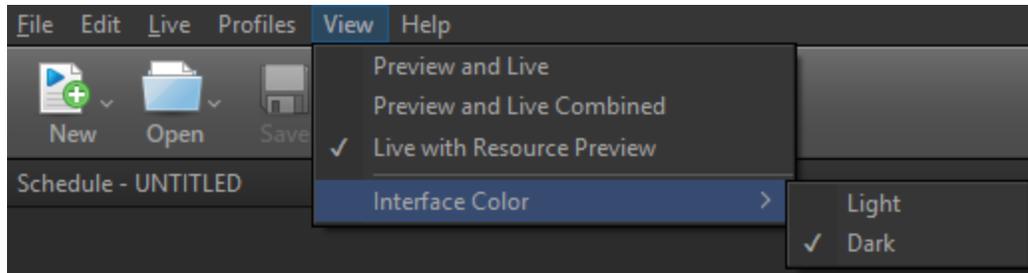
Profiles Menu



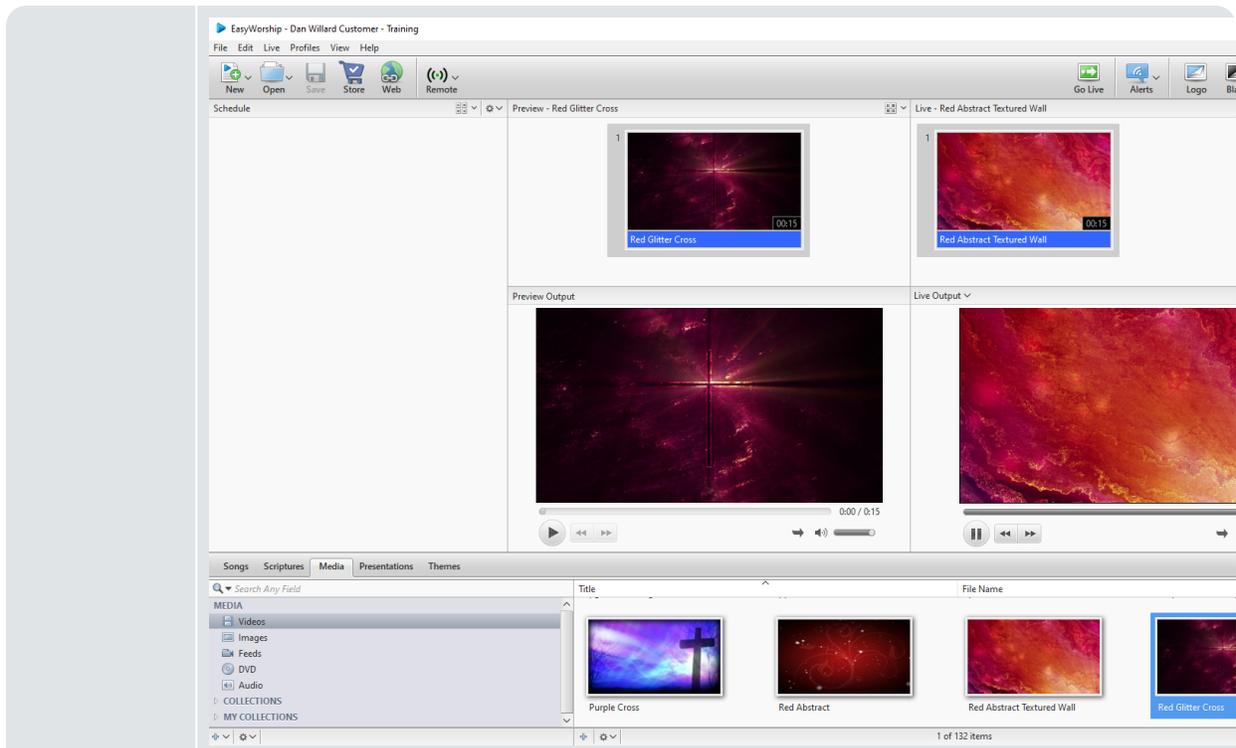
<Profile Name>	This portion of the menu lists all available profiles.
Profiles Manager...	<p>Opens the Profiles Manager window.</p> <hr/> <p>SEE "Create A New Profile" on page 300</p>
Add/Remove Demo Data	Allows you to add or remove the demo data from the currently-selected profile.
Utilities	<p>Reset Songs to Default Theme - This will roll back any customization made to the songs in the selected profile. After selecting this option, you will receive the following confirmation window.</p> <div data-bbox="537 1388 1390 1633" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: right;">Confirm ✕</p> <p> Are you sure you want to reset all of the songs in the active profile to use the default song theme?</p> <p style="text-align: right;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div> <p>Rebuild Search Keys - If you are attempting a keyword search within a Russian or Ukrainian song, the search function may not initially be available. If so, run this utility to manually rebuild the</p>

database. If this does not resolve the issue, contact [EasyWorship support](#) by going to support.easyworship.com and submitting a ticket.

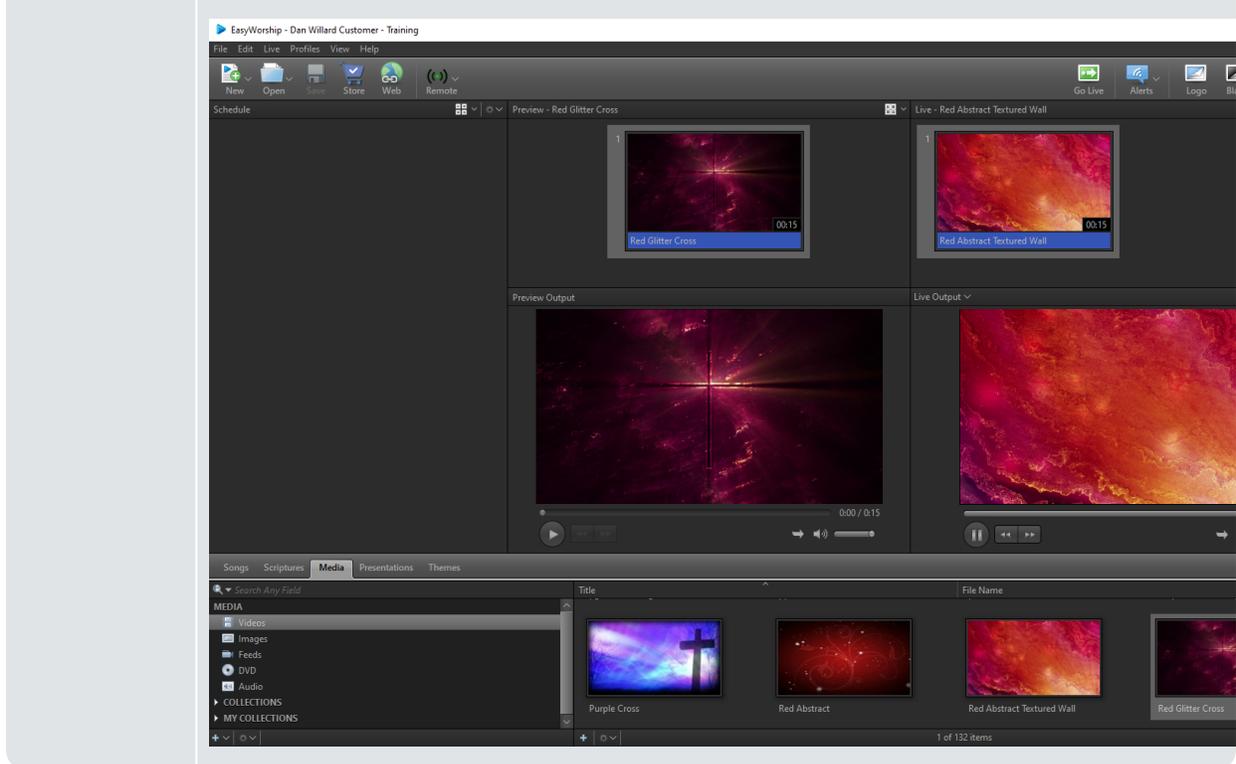
View Menu



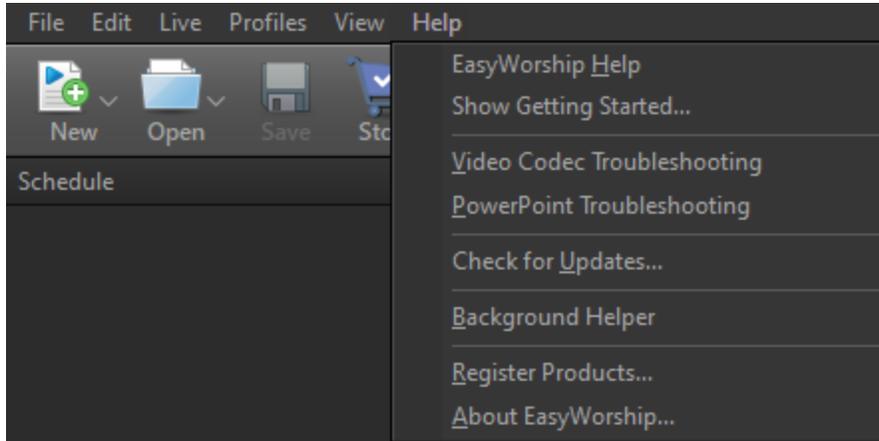
<p>Preview and Live (Default)</p>	<p>This view divides the top section into 3 separate parts - Schedule, Preview, and Live. To compose a theme onto your slides, presentations, or songs, select the desired song in the Songs tab, then select the Themes tab. Drag the desired theme into the Preview Output to change the theme of the entire song, or onto a single slide to change the theme of that slide only.</p>
<p>Preview and Live Combined</p>	<p>This view allows you to preview and go live in the same window. When you select a resource, it will show up in the Live Area, but does not go live until you select the item in the Live window or until you click Go Live. To compose in this view, select the desired song in the Songs tab, then select the Themes tab. Select a theme to use with the selected song. Drag the theme to the slides in the Live Area.</p> <p>To view all your scheduled slides in a contiguous view (linear), click the Icon button in the top right corner of the Schedule window and select Contiguous. Use the right-arrow button on the keyboard to advance through the entire schedule.</p>
<p>Live with Resource Preview</p>	<p>This view shows a preview in the right side of the Resource Area, as well as in the Schedule. The live output is shown in the Live Area. You can now compose quickly using this view. Select the desired song in the Songs tab, then select the Themes tab. Select a theme to use with the selected song. To go live, click the Play button above the compose section or click Go Live. To add it to the Schedule, click the Plus button.</p>
<p>Interface Color</p>	<p>Light Interface - This is the original view with a white background.</p>



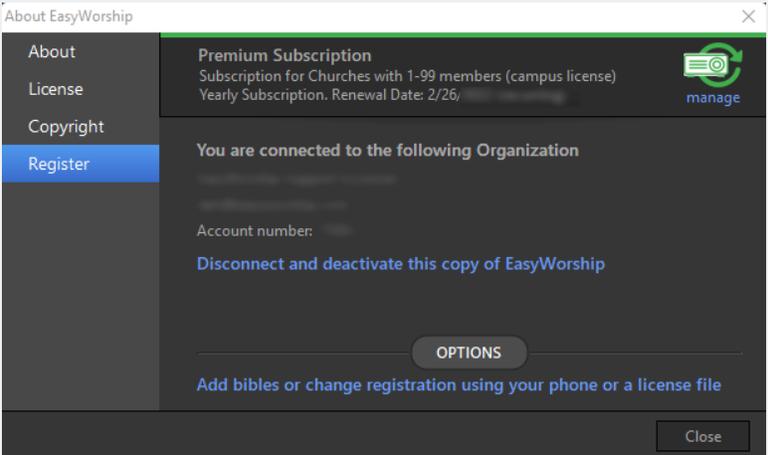
Dark Interface - This is the view with a dark or gray background.



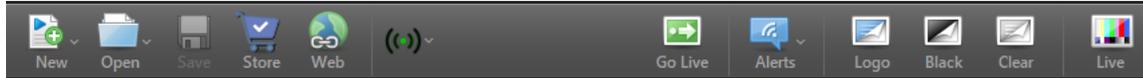
Help Menu

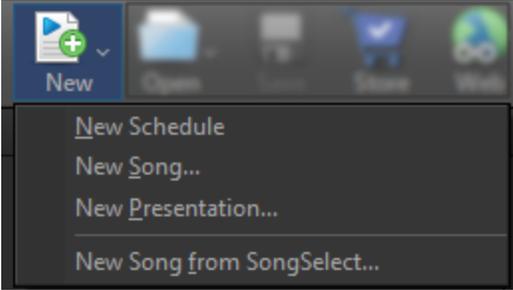
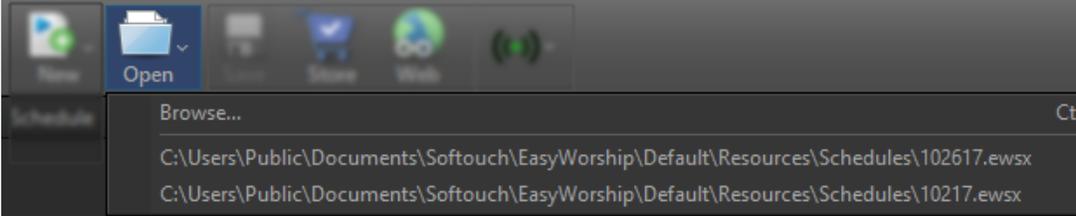


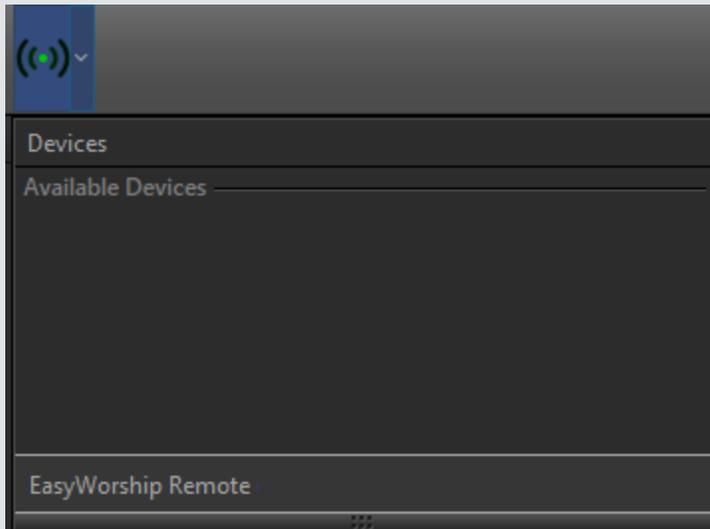
EasyWorship Help	Opens the EasyWorship help file.
Show Getting Started	Open the Getting Started walk through.
Video Codec Troubleshooting	Displays a list of the most recent codecs used for displaying video in EasyWorship .
PowerPoint Troubleshooting	Provides information about the interactions between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

	
<p>About EasyWorship...</p>	<p>Opens the About EasyWorship window, displaying the current version of EasyWorship.</p>

Toolbar



<p>New</p>	<p>Displays a drop-down menu that allows you to create a new Schedule, Song, Presentation, or import a new song from SongSelect.</p> 
<p>Open</p>	<p>Displays a drop-down menu with the option to browse for a saved schedule, or choose from the most recently-saved schedules.</p> 
<p>Save</p>	<p>Saves the active schedule.</p>
<p>Store</p>	<p>Opens the EasyWorship media store.</p>
<p>Web</p>	<p>Displays a web browser in place of the Preview Area and Live Area.</p>
<p>Remote Control</p>	<p>This is a toggle button that allows you to turn on the remote capability and connect to the EasyWorship remote app on a mobile device. Click the drop down menu to select and pair your device.</p>



SEE "Presenter Remote setup" on page 447

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

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

SEE "Alerts" on page 224.

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

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

Clear This is a toggle button that clears all text and foreground elements from the live output. Click the button again to toggle the text and foreground elements back on.

Live This is a toggle button that allows you to enable or disable the video output from **EasyWorship** to the live output screen. When the Live text is blinking, the output from **EasyWorship** is "live" on the audience screen. When it is not blinking, the audience will see the Windows wallpaper or another program on the audience screen.

Main Sections Of The Interface

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

The user interface consists of the following major sections:

Menus and Toolbar - In all views, this section contains the menus and toolbar, used for accessing all available features of **EasyWorship**.

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

Preview Area - In Preview and Live view, this section displays a preview of the slide before going live, so that it can be edited.

Live Area - In all views, this section allows you to see the current live slides and is where you will choose which slide is Live.

Live (Output) Area - In all views, this section allows you to see the current live slide that the audience is seeing. If you have other outputs enabled in your Options, you can click the dropdown to view those outputs as well.

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

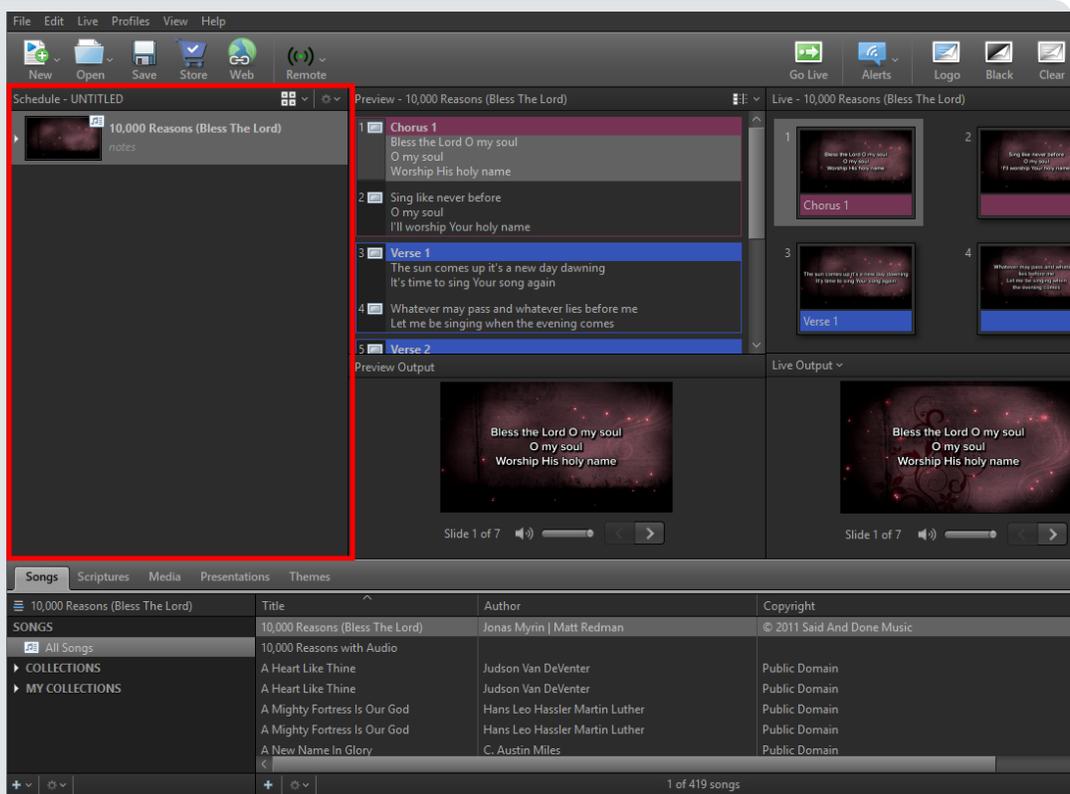
Preview And Live

**Menus
and Tool-
bar**

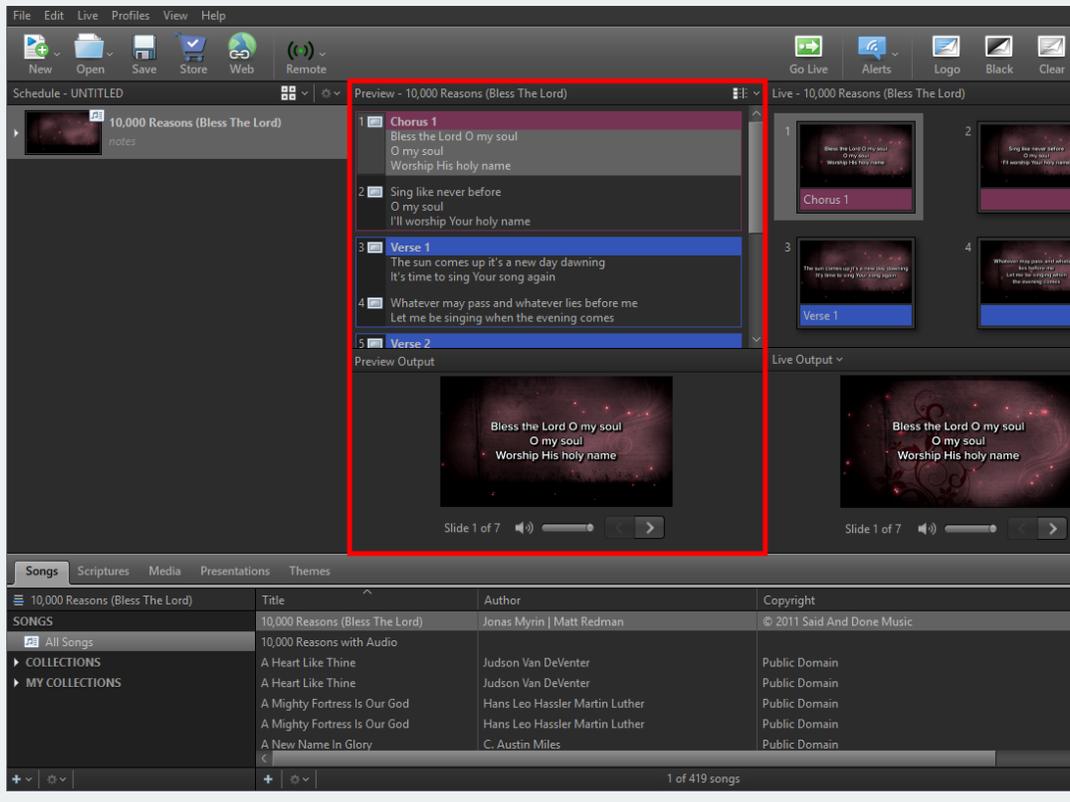
The screenshot displays the EasyWorship 7 interface. At the top, there is a menu bar (File, Edit, Live, Profiles, View, Help) and a toolbar with icons for file operations (New, Open, Save, Store, Web, Remote) and performance controls (Go Live, Alerts, Logo, Black, Clear). The main workspace is split into three panes: 'Schedule - UNTITLED' on the left, 'Preview - 10,000 Reasons (Bless The Lord)' in the center, and 'Live - 10,000 Reasons (Bless The Lord)' on the right. The preview pane shows a list of song parts: Chorus 1, Verse 1, and Verse 2, with their lyrics. Below this are 'Preview Output' and 'Live Output' windows, each showing a slide with lyrics and a 'Slide 1 of 7' indicator. At the bottom, a 'Songs' list is visible, containing columns for Title, Author, and Copyright.

Songs	Scriptures	Media	Presentations	Themes
10,000 Reasons (Bless The Lord)				
SONGS	Title	Author	Copyright	
All Songs	10,000 Reasons with Audio	Jonas Myrin Matt Redman	© 2011 Said And Done Music	
COLLECTIONS	A Heart Like Thine	Judson Van DeVenter	Public Domain	
MY COLLECTIONS	A Heart Like Thine	Judson Van DeVenter	Public Domain	
	A Mighty Fortress Is Our God	Hans Leo Hassler Martin Luther	Public Domain	
	A Mighty Fortress Is Our God	Hans Leo Hassler Martin Luther	Public Domain	
	A New Name In Glory	C. Austin Miles	Public Domain	
				1 of 419 songs

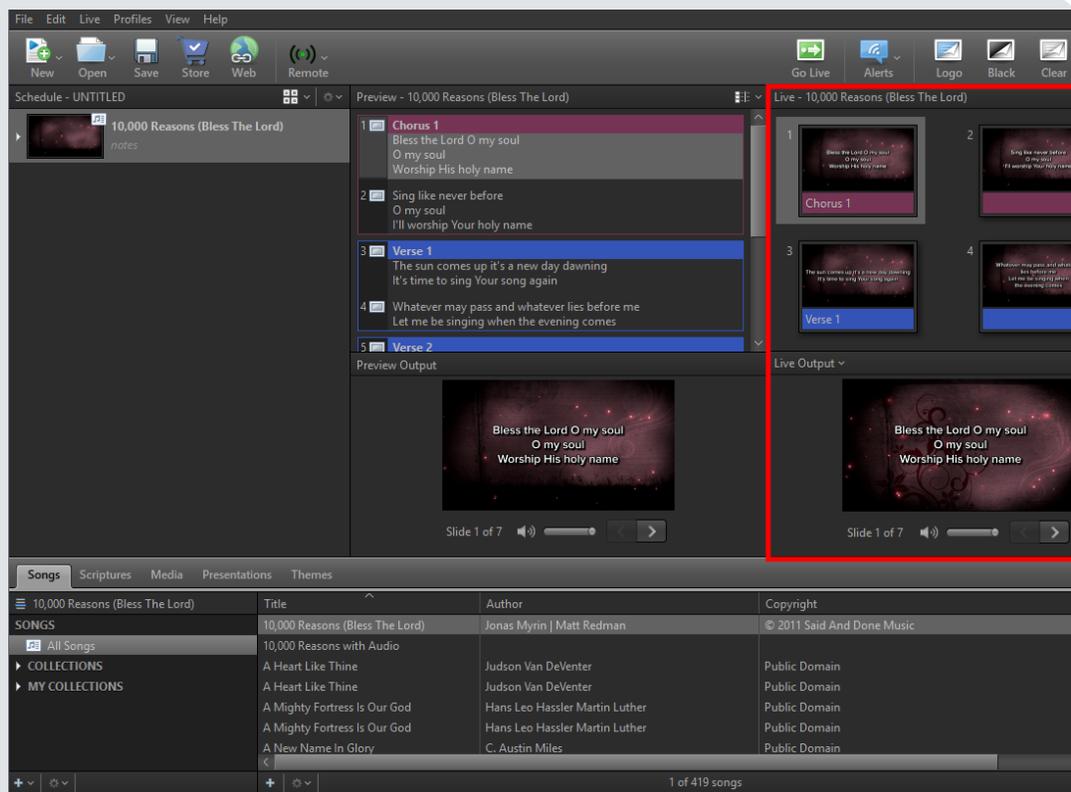
Schedule Area



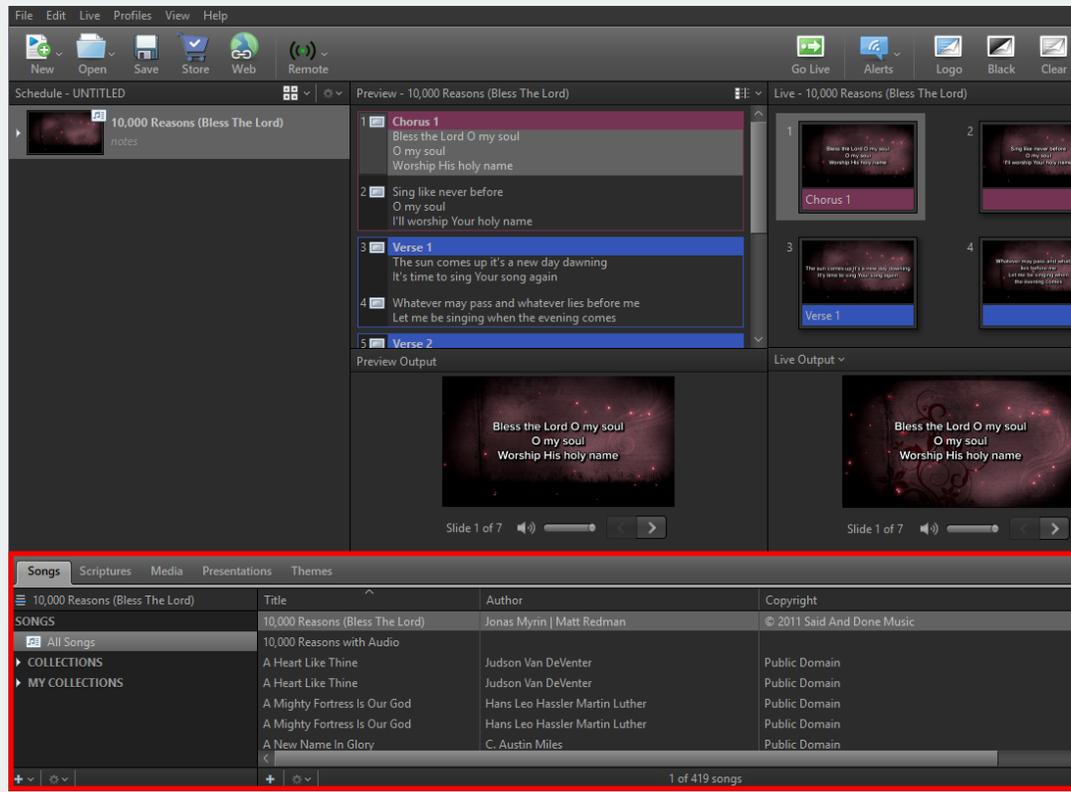
Preview Area



Live Area



Resource Area

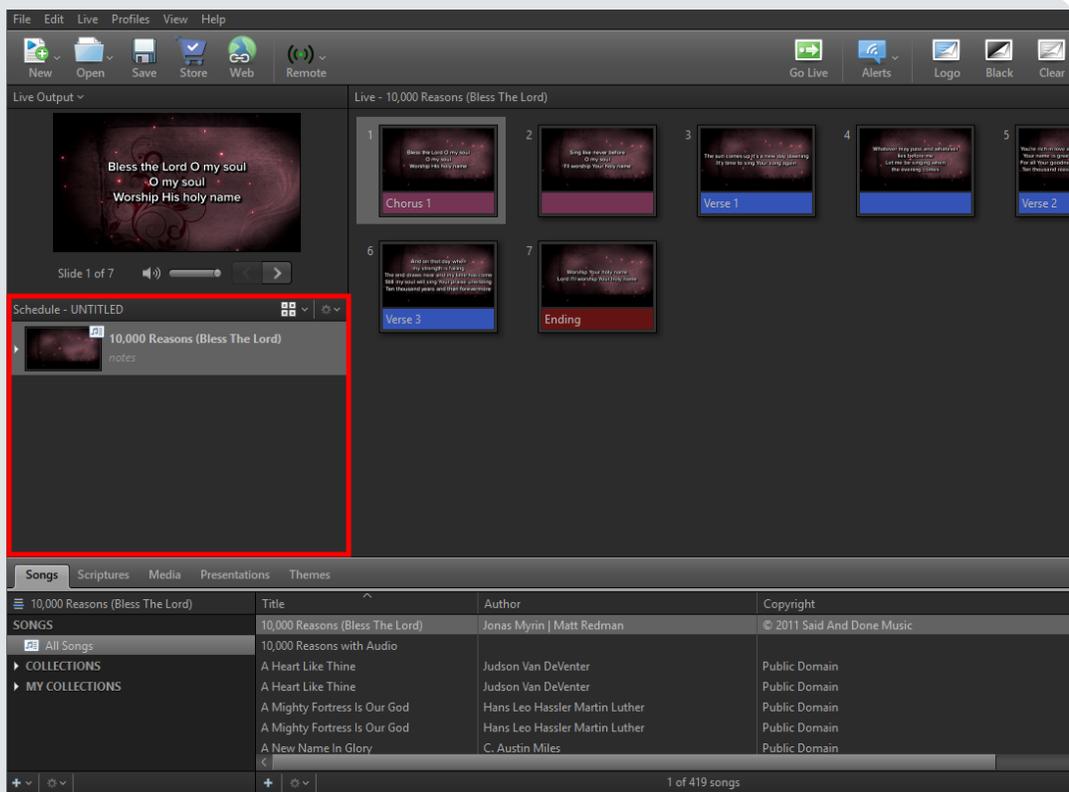


Preview And Live Combined

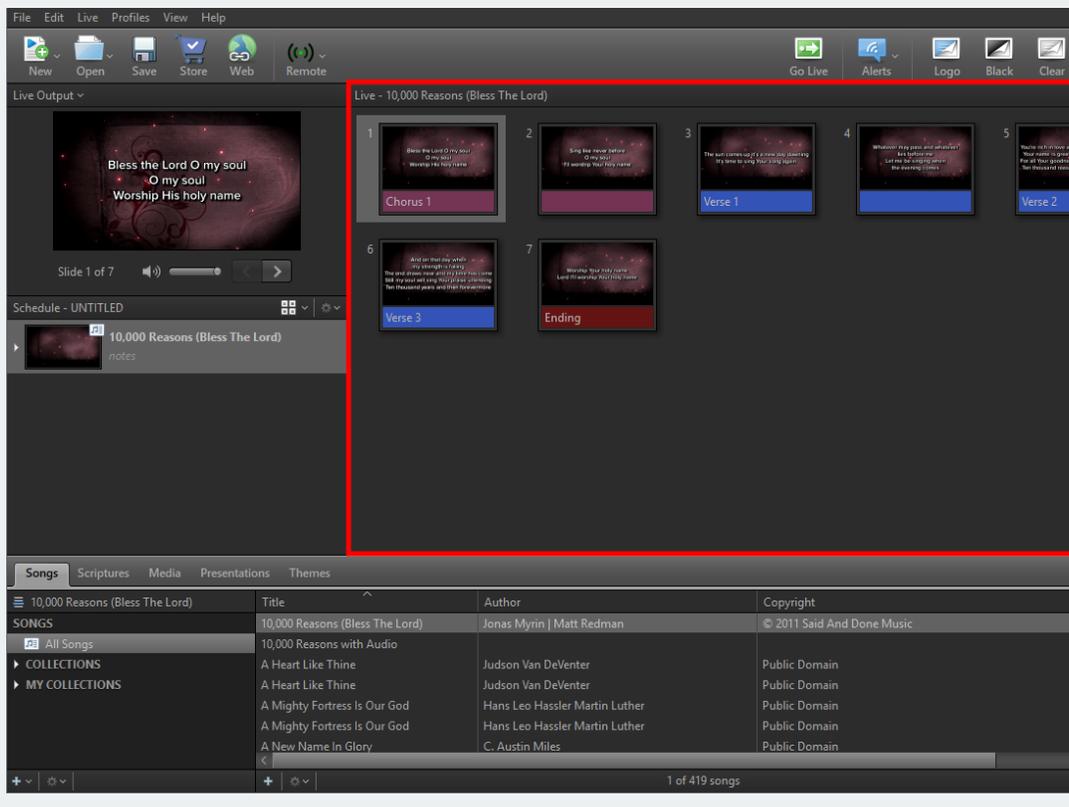
Menus and Tool-bar

	Title	Author	Copyright
10,000 Reasons (Bless The Lord)	10,000 Reasons (Bless The Lord)	Jonas Myrin Matt Redman	© 2011 Said And Done Music
SONGS	10,000 Reasons with Audio		
COLLECTIONS	A Heart Like Thine	Judson Van DeVenter	Public Domain
MY COLLECTIONS	A Heart Like Thine	Judson Van DeVenter	Public Domain
	A Mighty Fortress Is Our God	Hans Leo Hassler Martin Luther	Public Domain
	A Mighty Fortress Is Our God	Hans Leo Hassler Martin Luther	Public Domain
	A New Name In Glory	C. Austin Miles	Public Domain

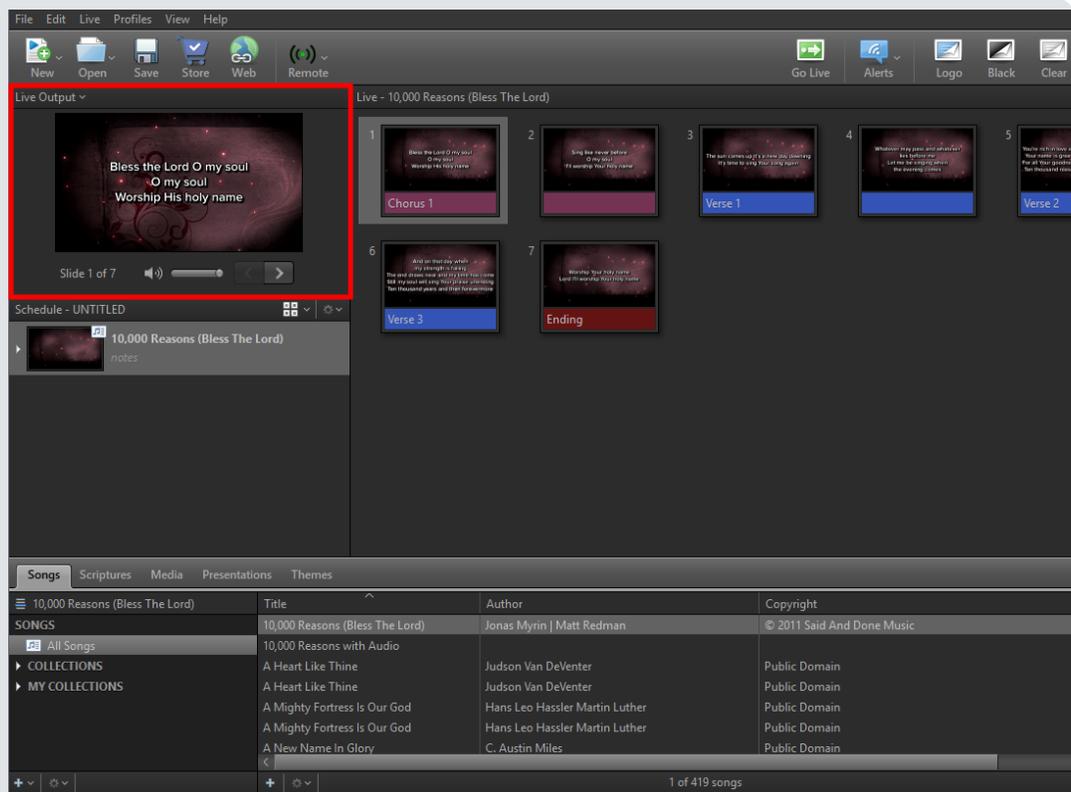
Schedule Area



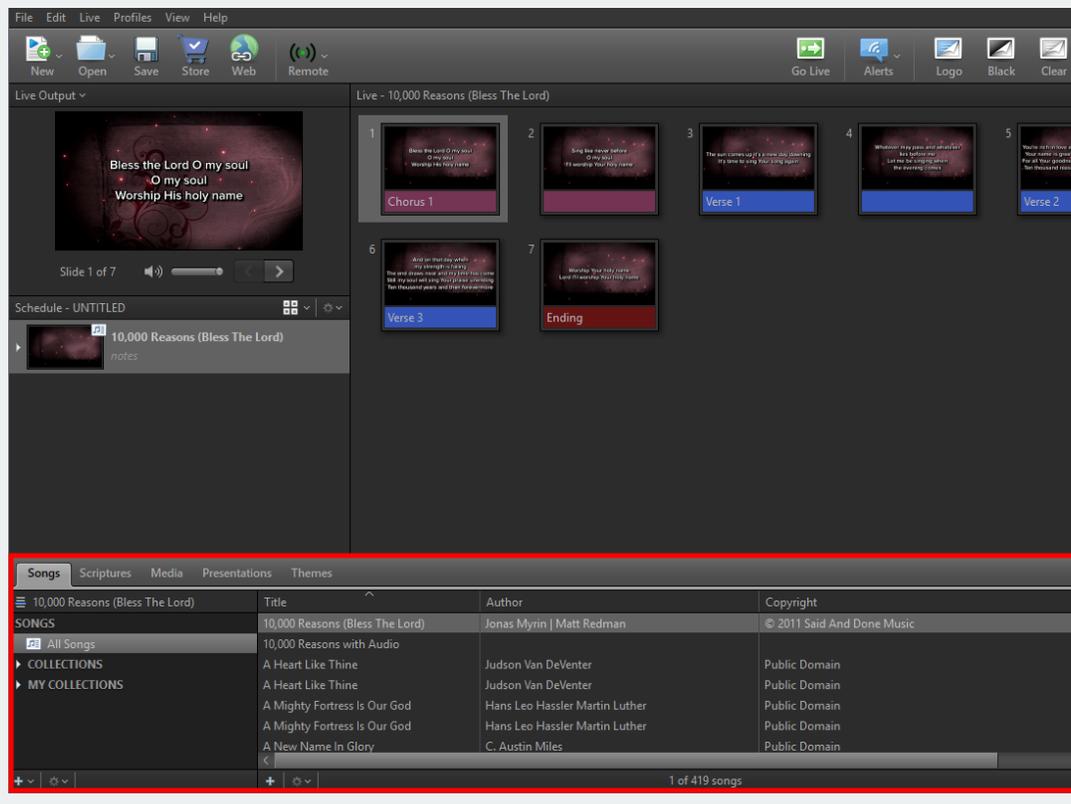
Preview / Live Area



Live Output Area



Resource Area

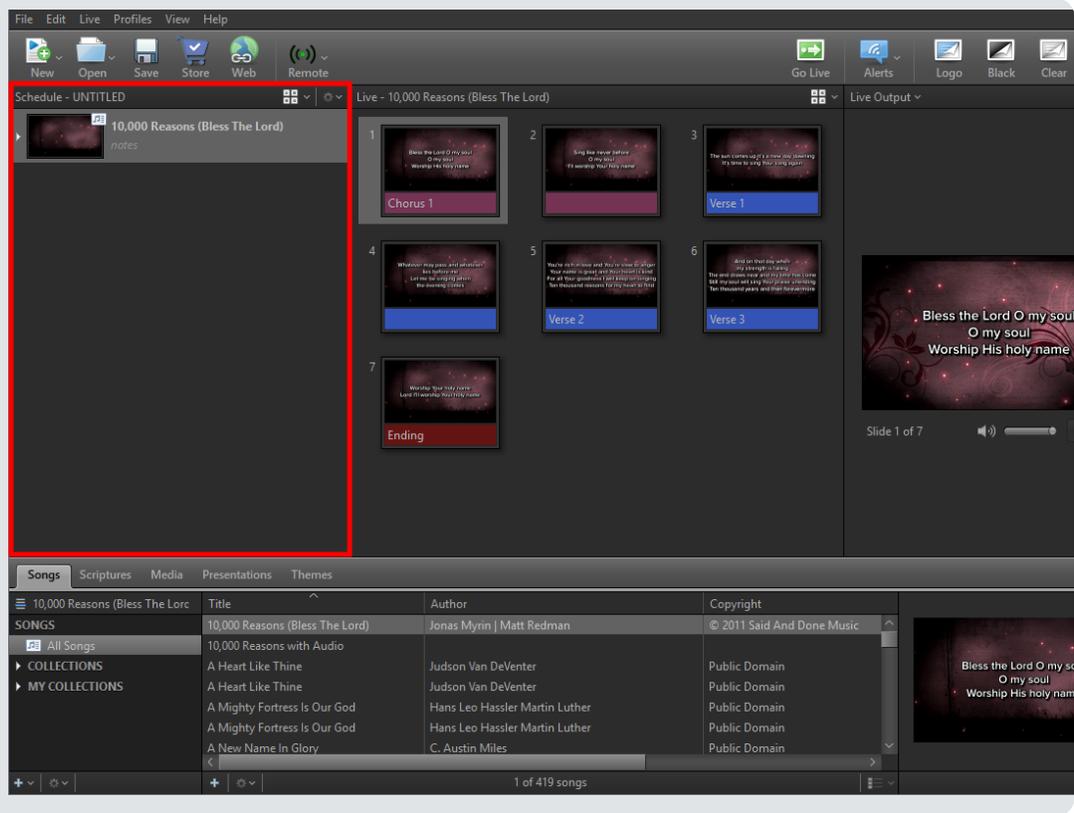


Live With Resource Preview

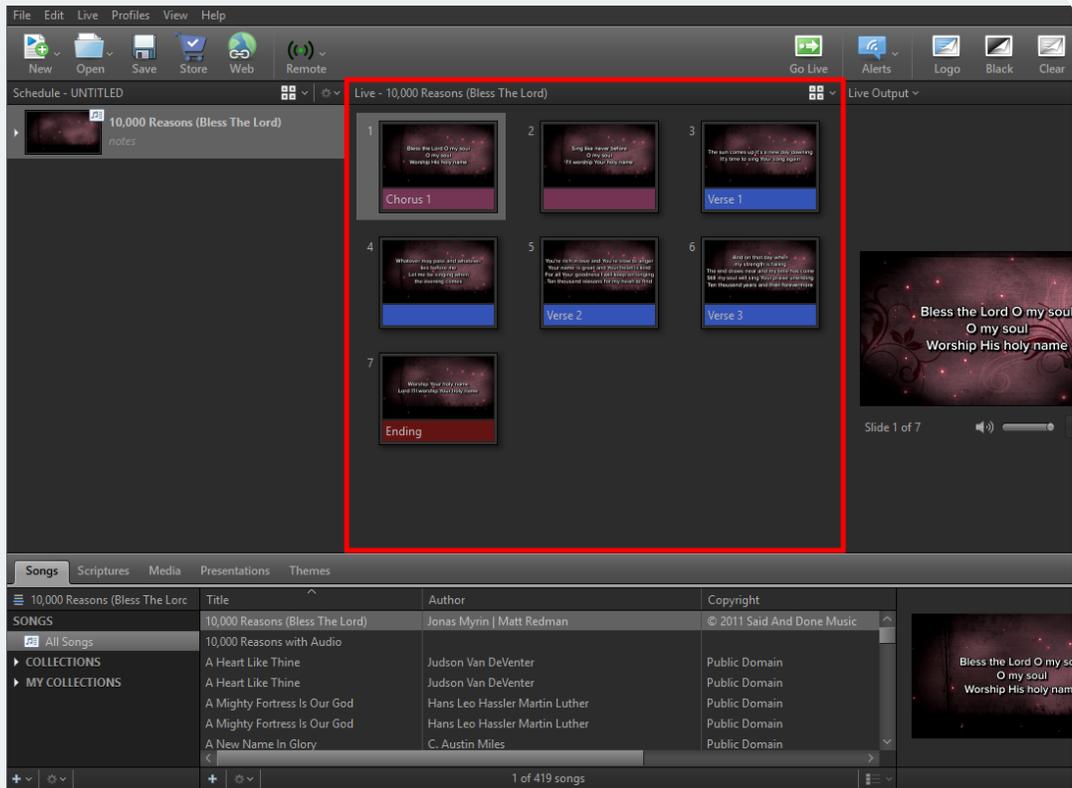
**Menus
and Tool-
bar**

	Title	Author	Copyright
SONGS	10,000 Reasons (Bless The Lord)	Jonas Myryn Matt Redman	© 2011 Said And Done Music
▶ All Songs	10,000 Reasons with Audio		
▶ COLLECTIONS	A Heart Like Thine	Judson Van DeVenter	Public Domain
▶ MY COLLECTIONS	A Heart Like Thine	Judson Van DeVenter	Public Domain
	A Mighty Fortress Is Our God	Hans Leo Hassler Martin Luther	Public Domain
	A Mighty Fortress Is Our God	Hans Leo Hassler Martin Luther	Public Domain
	A New Name In Glory	C. Austin Miles	Public Domain

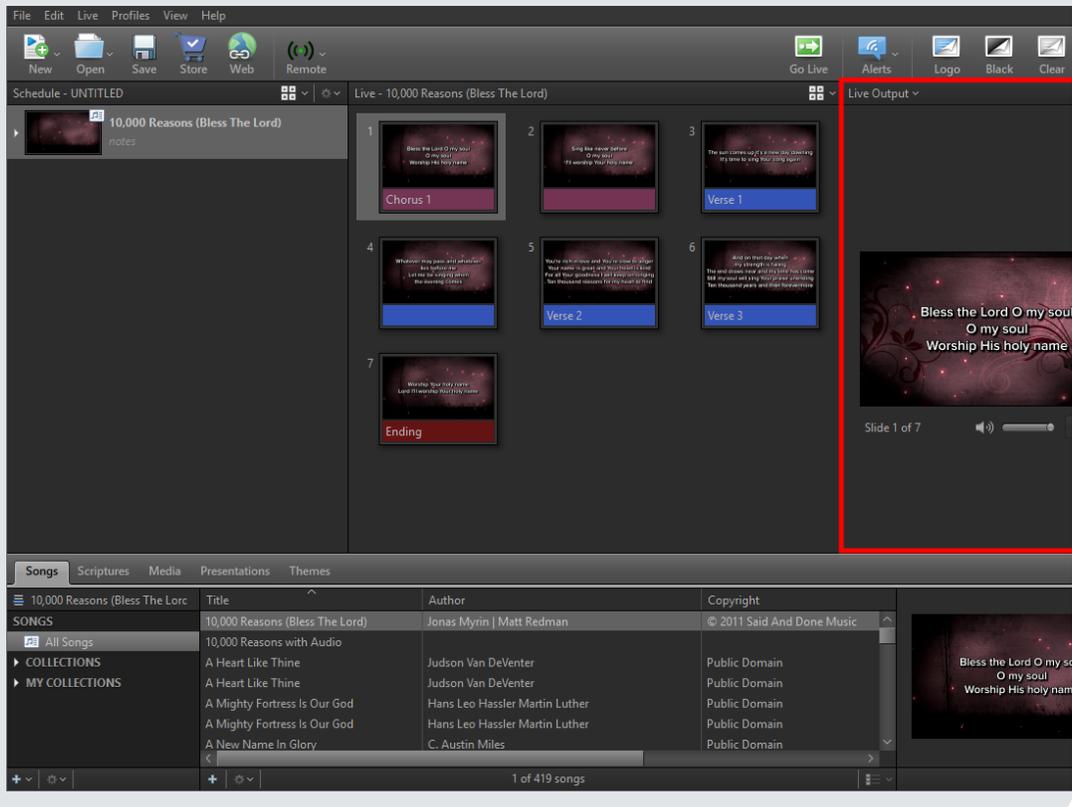
Schedule Area



Live Area



Live Output Area

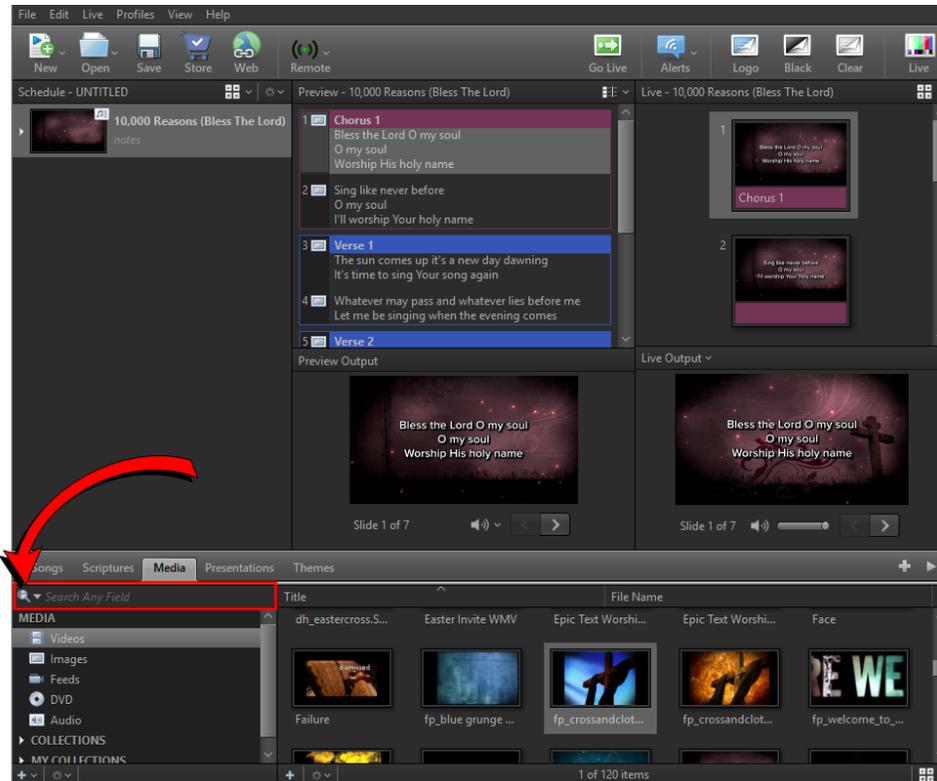


Resource Area

The screenshot displays the EasyWorship 7 software interface. The top menu bar includes File, Edit, Live, Profiles, View, and Help. Below the menu is a toolbar with icons for New, Open, Save, Store, Web, Remote, Go Live, Alerts, Logo, Black, and Clear. The main workspace is divided into three sections: a Schedule view on the left, a Live view in the center, and a Live Output view on the right. The Live view shows a sequence of seven slides for the song "10,000 Reasons (Bless The Lord)", including Chorus 1, Verse 1, Verse 2, Verse 3, and an Ending. The Live Output view shows a large slide with the lyrics "Bless the Lord O my soul O my soul Worship His holy name". At the bottom, a "Songs" panel is open, displaying a list of songs with columns for Title, Author, and Copyright. The list includes "10,000 Reasons (Bless The Lord)" by Jonas Myrin | Matt Redman, "10,000 Reasons with Audio", "A Heart Like Thine" by Judson Van DeVenter, and "A Mighty Fortress Is Our God" by Hans Leo Hassler and Martin Luther. The bottom status bar shows "1 of 419 songs".

Songs	Scriptures	Media	Presentations	Themes
10,000 Reasons (Bless The Lord)				
SONGS	Title	Author	Copyright	
	10,000 Reasons (Bless The Lord)	Jonas Myrin Matt Redman	© 2011 Said And Done Music	
	10,000 Reasons with Audio			
	A Heart Like Thine	Judson Van DeVenter	Public Domain	
	A Heart Like Thine	Judson Van DeVenter	Public Domain	
	A Mighty Fortress Is Our God	Hans Leo Hassler Martin Luther	Public Domain	
	A Mighty Fortress Is Our God	Hans Leo Hassler Martin Luther	Public Domain	
	A New Name In Glory	C. Austin Miles	Public Domain	

Search



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

 This icon allows you to search by resource title or scripture reference.

 This icon allows you to search by any field or any option from the drop-down.

Songs

- Any Field
- Title
- Author
- Copyright
- Administrator
- Song Number
- Words

Scriptures

- Keyword or phrase search

Media

- Any Field
- Title
- Author
- Copyright
- Description
- Tags
- Filename
- Directory

Presentations

- Any Field
- Title
- Author
- Copyright
- Description
- Tags
- Filename
- Words
- Directory

Themes

- Any Field
- Title
- Author
- Copyright
- Description
- Tags
- Filename
- Words
- Directory

For more information about the Search function,

SEE "Searching Scriptures" on page 313 and "Locate and Display a Song" on page 331.

System Requirements

We want to make sure you to have the best experience possible, so we've compiled a list of system requirements to ensure your computer will run **EasyWorship 6**. Before you buy a new computer, please try **EasyWorship** on your current system. If the software performs fast enough for your needs, there may not be a need to buy a new computer, but if **EasyWorship** performs slowly or video playback is choppy, it may be time to upgrade or replace your computer.

<p>Ultra Configuration:</p> <p>4K displays & 4K content, live streaming</p>	<p>Recommended Configuration:</p> <p>HD, Foldback, Video Feeds, Alpha Channel, NDI, PowerPoint</p>	<p>Minimum Requirements:</p> <p>Basic Use (Song Lyrics and Scriptures with still image backgrounds - output resolution 1280x720 or lower)</p>
<p>Desktop or Laptop Computer</p> <ul style="list-style-type: none"> • Operating System: Windows 10, 11 Home Premium or Pro 64-bit • CPU: Quad Core Intel i7 or i9 Processor at 3.4 GHz or better • Memory: 16 GB RAM or more • Hard Drive: Solid State Drive (SSD) or NVME SSD • Graphics Hardware: NVIDIA GeForce GTX 1080 Ti or RTX 20 or 30 Series Discrete Equivalent GPU 	<p>Desktop or Laptop Computer</p> <ul style="list-style-type: none"> • Operating System: Windows 10, 11 Home Premium or Pro 64-bit • CPU: Quad Core Intel i5, i7, or i9 Processor at 2.5 - 3.4 GHz • Memory: 8 GB RAM or more • Hard Drive: Solid State Drive (SSD) or 7200 RPM HDD • Graphics Hardware: NVIDIA GeForce GTX 1050, 1650 or 	<p>Desktop or Laptop Computer</p> <ul style="list-style-type: none"> • Operating System: Windows 10, 11 Home Premium or Pro • CPU: Intel i3 at 2.4 GHz (7th Gen or newer) • Memory: 4 GB RAM • Hard Drive: 1 GB of free hard drive space • Graphics Hardware: NVIDIA GeForce GT 730 Equivalent GPU

[RTX 20 or 30
Series Discrete
Equivalent
GPU](#)

WARNING! Don't forget to check out the Unsupported Hardware & Software list at the bottom of the page.

- Desktop computers require two or more video outputs are required in order to project EasyWorship content using Windows Extended Desktop.
- Laptop computers require the laptop screen and one output are required in order to project EasyWorship content using Windows Extended Desktop.
- Some laptops with NVIDIA GTX graphics cards will only have one video output, preventing them from supporting Alpha channel or Foldback.
- To check the hardware specifications of your computer, follow these steps:
 1. Click on the Windows Start Logo button in the bottom left corner of your screen and type dxdiag.
 2. Open the DxDiag app (if you see a prompt, click Yes) and you'll see the CPU and RAM information on the System tab and the Video Card information will be located on the Display tabs.

Video Capture Devices:



A capture video capture device is hardware that allows you to bring a video signal

into the computer for recording, editing, or rebroadcast. Capture devices will connect to your computer via USB or a slot inside the computer. Most commonly, a camera or another video device will connect to the capture device. **EasyWorship** will then rebroadcast the video that the capture card receives, adding other content such as text.

We have tested & verified the following video capture devices will work with **EasyWorship.**

- [Magewell USB Capture HDMI or SDI Driverless \(USB 3.0\)](#)
- [AJA U-TAP Driverless \(USB 3.0\)](#)
- [Elgato Cam Link 4K \(USB 3.0\)](#)

- [Elgato HD60 Pro \(PCIe x1\) Windows 10 or 11](#)
- [Blackmagic Design Intensity Pro 4K \(PCIe X4\)](#)

Unsupported Software & Hardware:

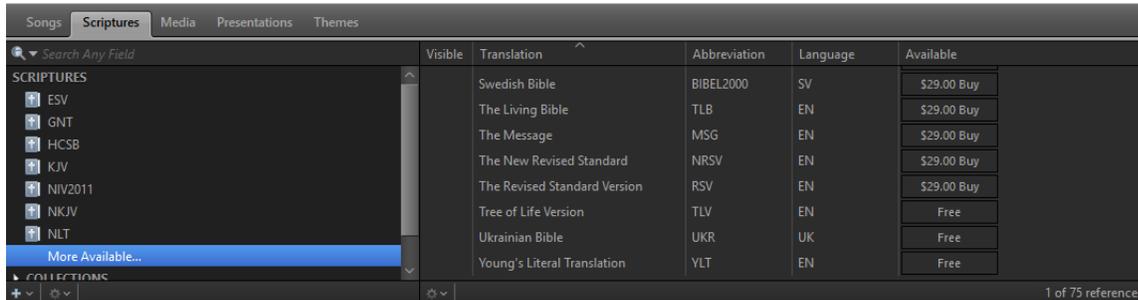
WARNING! The following unsupported software & hardware either does not work or are known to be problematic when used with **EasyWorship**.

OS & Software NOT supported:	Video Cards NOT supported:	Adapters NOT supported:	Storage devices NOT supported:
<ul style="list-style-type: none"> • Windows 7 or earlier • Windows S or Starter • Linux • Mac OSX • Virtual Machines <ul style="list-style-type: none"> • Virtual Box • VMWare • Parallels • Wine • Citrix • Microsoft Office 2010 and older 	<ul style="list-style-type: none"> • USB Video Adapters • USB Wireless Video Adapters • NVIDIA Quadro or NVS graphics cards • ATI / AMD Fire Pro graphics cards • Matrox C, G, M, MMS and P • Using Onboard & Dedicated graphics cards at the same time 	<ul style="list-style-type: none"> • USB Docking Stations • USB Port Replicators • Wireless Projectors / Monitors • Network Projectors / Monitors • Casting to Streaming devices 	<ul style="list-style-type: none"> • Cloud Drives <ul style="list-style-type: none"> • Dropbox • Google Drive • OneDrive • NAS Drive • External Hard Drive

Purchasing & Installing Bibles

Adding Free Bibles

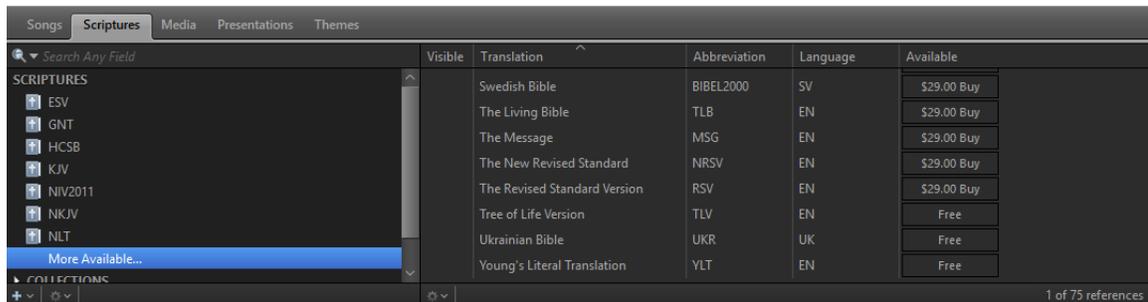
EasyWorship has many free bibles available. There are also many copyrighted bibles available for purchase as add-ons.



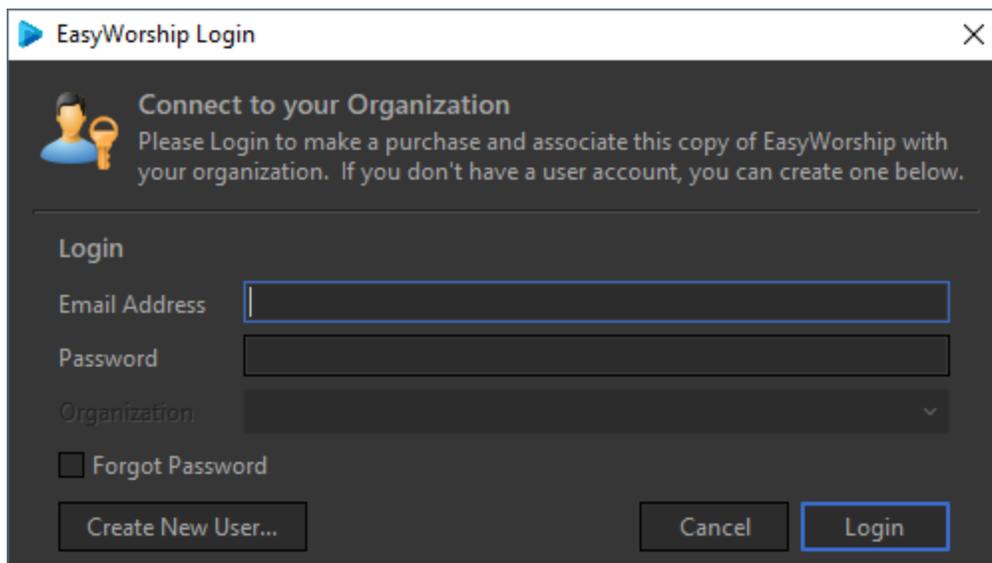
1. Open **EasyWorship**.
2. Click the **Scriptures** tab in the **Resource Area**.
3. At the bottom of the Scriptures list on the left (list of currently installed bible versions), click **More Available....**
4. In the list of available Scripture versions on the right you can see a full list of free and purchasable bible versions. If the bible you want to install is free, click **Free** to install it.

Purchasing Bibles From EasyWorship

1. Open [EasyWorship](#).
2. Click the **Scriptures** tab in the **Resource Area**.
3. At the bottom of the Scriptures list on the left (list of currently installed bible versions), click **More Available....**



4. In the list of available Scripture versions on the right you can see a full list of free and purchasable bible versions.
5. Click **Buy** next to the Bible you would like to purchase. In the new window, log in to your [EasyWorship](#) account.



6. Once you are logged in, make sure you're connected to the correct Organization and click **Buy**.

- A window will open to complete your purchase. Enter your payment information and click **Place Order**. When the order is complete, **EasyWorship** will automatically download and install the bible.

Verify Purchase

Your Cart Register Payment Download

Please Apply My Credit to This Purchase

Choose payment method

Credit Card

Use Existing Card Add a New Card

* indicates required field

Save Card As (optional)

Name on Card *

Billing Address *

Billing Address (continued)

Country *

City *

Region Postal Code

Credit Card Number (digits only) *

Exp. Month Exp. Year * Security Code

PayPal

Place Order

Order Summary

Details	Price
Easy-to-Read Version Bible League International	\$29.00
1 items	
Order Total \$29.00	

NOTE If you purchased a bible on easyworship.com, the bible will show as installed when you're logged into **EasyWorship** with your account.

Purchasing Bibles From Easyworship.com

1. Go to www.easyworship.com and sign in to your account.
2. Click **Software** at the top of the page, then **Bible Plug-ins**.



3. Click the \$ button next to the bible you wish to purchase.

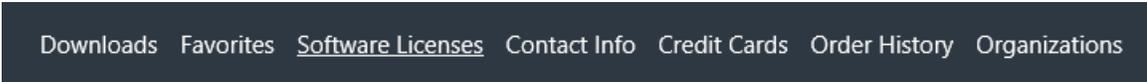
Version 6	Version '09 & earlier			
		↓	↓	↓
NKJV - New King James Version 1982 Thomas Nelson	English	\$29	Download	
NLT - New Living Translation 2004 Tyndale House Publishers	English	\$29	Download	
ESV - English Standard Version 2001 Crossway	English	\$29	Download	
AMP - Amplified Bible 1965 Zondervan	English	\$29	Download	

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

Downloading Offline License File And Purchased Bibles

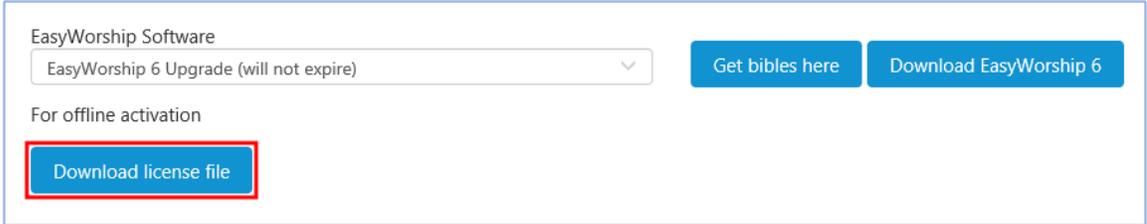
NOTE You will only need to download the license file and bible text files for a computer that does not have an internet connection.

1. You can access the offline license file on www.easyworship.com by selecting **Software Licenses** from your account.



Downloads Favorites Software Licenses Contact Info Credit Cards Order History Organizations

2. Click **Download License File**.



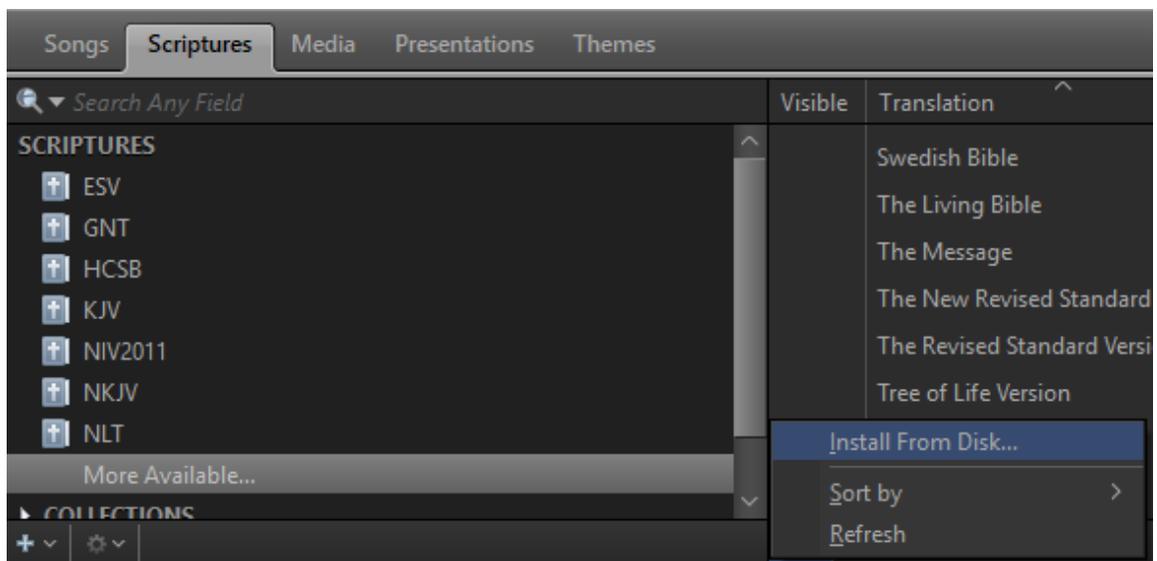
EasyWorship Software
EasyWorship 6 Upgrade (will not expire)
For offline activation

3. Once you've downloaded the license file, copy it to a flash drive (USB memory stick).
4. Click **Get Bibles Here** on the right.
5. Find the bible(s) you just purchased and click **Download**.
6. Copy the bible files to your flash drive (USB memory stick).

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

Importing Bible Plug-in Into EasyWorship

1. On the computer with no internet connection, insert the flash drive from "Downloading Off-line license file and purchased bibles" on page 99.
2. Open **EasyWorship** and select the **Scriptures** tab.
3. Click **More Available...** at the bottom of the list of bibles.
4. Click the gear icon  at the bottom of the list of available bibles in the middle column.
5. Click **Install From Disk...**



6. Browse to the flash drive and select the bible file(s) you wish to install.
7. Click **Open**.
8. Click **Help > Register Products....**
9. Click **Add bibles or change registration using a license file.**
10. Browse to the flash drive and select the **EasyWorshipLicense.ewl** file.
11. Click **Open** and log in.
12. The bible should now be available in **EasyWorship**.

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

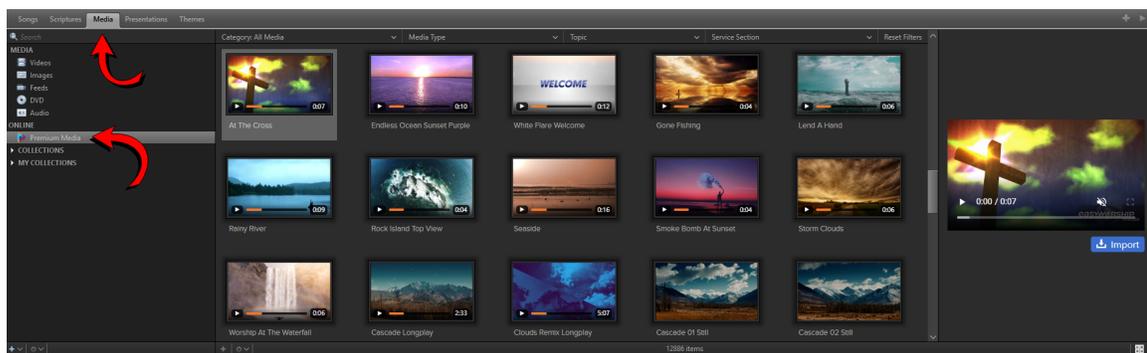
Media Store

Downloading Free Media

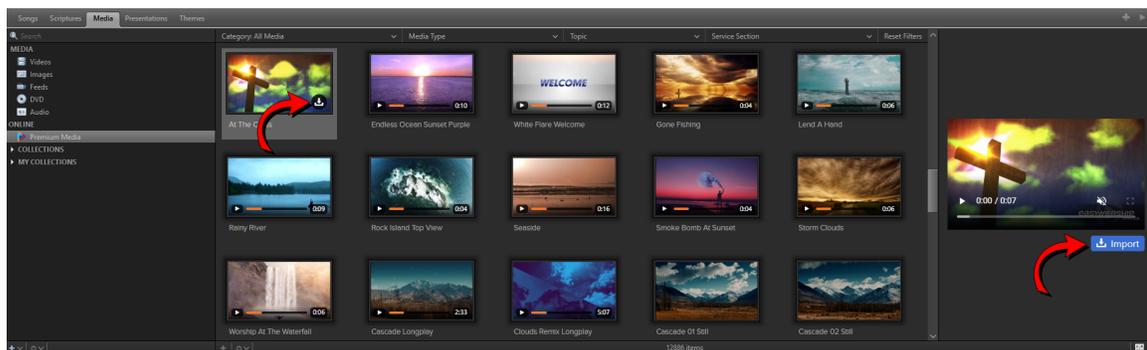
Premium Subscription

EasyWorship Premium Subscription comes with the ability to download any media from our Premium Library which is continuously growing. The following instructions will walk you through downloading Premium media.

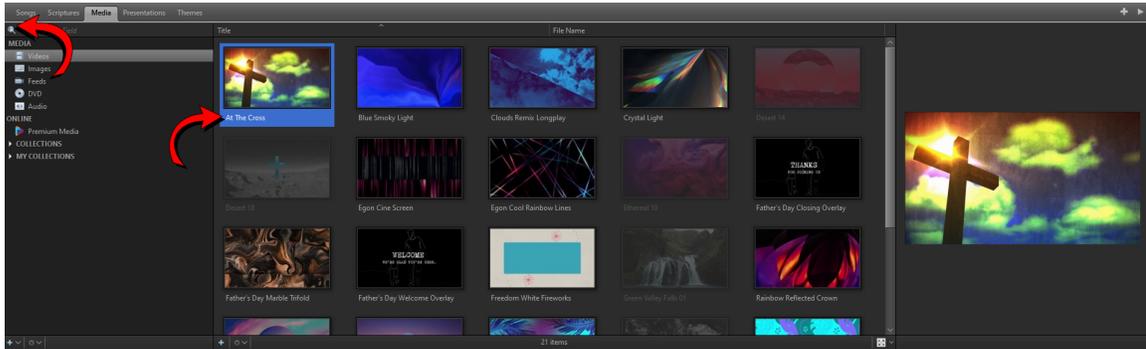
1. Open **EasyWorship**.
2. Click on the **Media** tab.
3. Click **Premium** on the left.



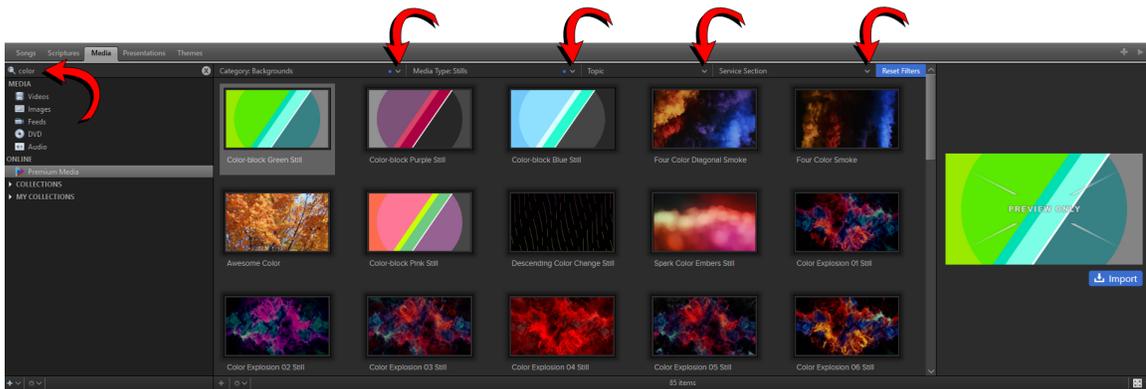
4. Select the piece of media you want to download and click Import on the right, or while hovering, click the download button on the thumbnail to download it.



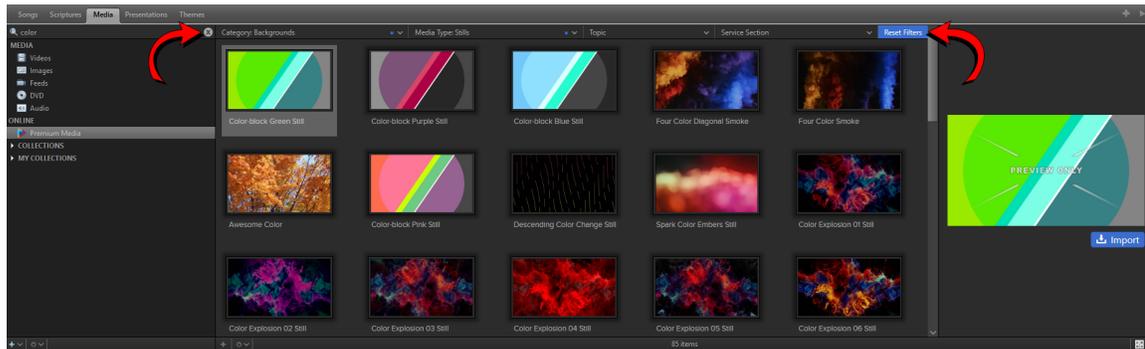
- The downloaded items will appear in the **Media** tab of the **Resource Area** in their respective folders (videos or images). The image or video thumbnail will appear faded until the download has completed.



- Use the Search box to find the media you want.
- Filter your search results with the drop-down menus at the top of the library.



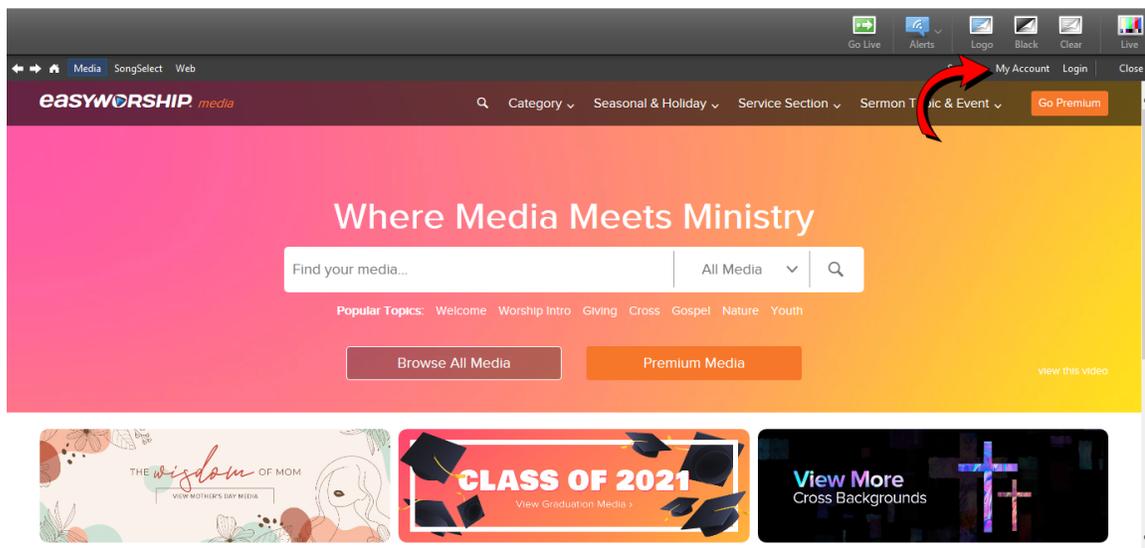
- Click the X in the search box to clear the search. Click **Reset Filters** on the right to reset all the filters.



Basic Subscription

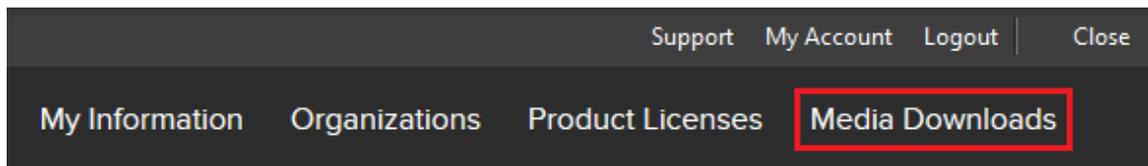
EasyWorship Subscription comes with a package of free media that you can access through the Media Store in **EasyWorship**. The following instructions will walk you through downloading your free media.

1. Open **EasyWorship**.
2. Click **Store**  on the toolbar.
3. Click **My Account** in the top right corner.

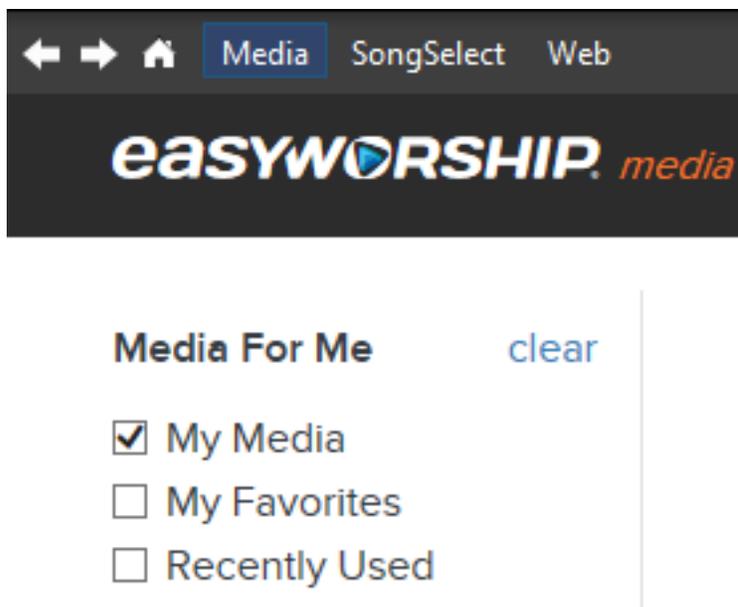


4. Login with the same email and password you used to register **EasyWorship**.

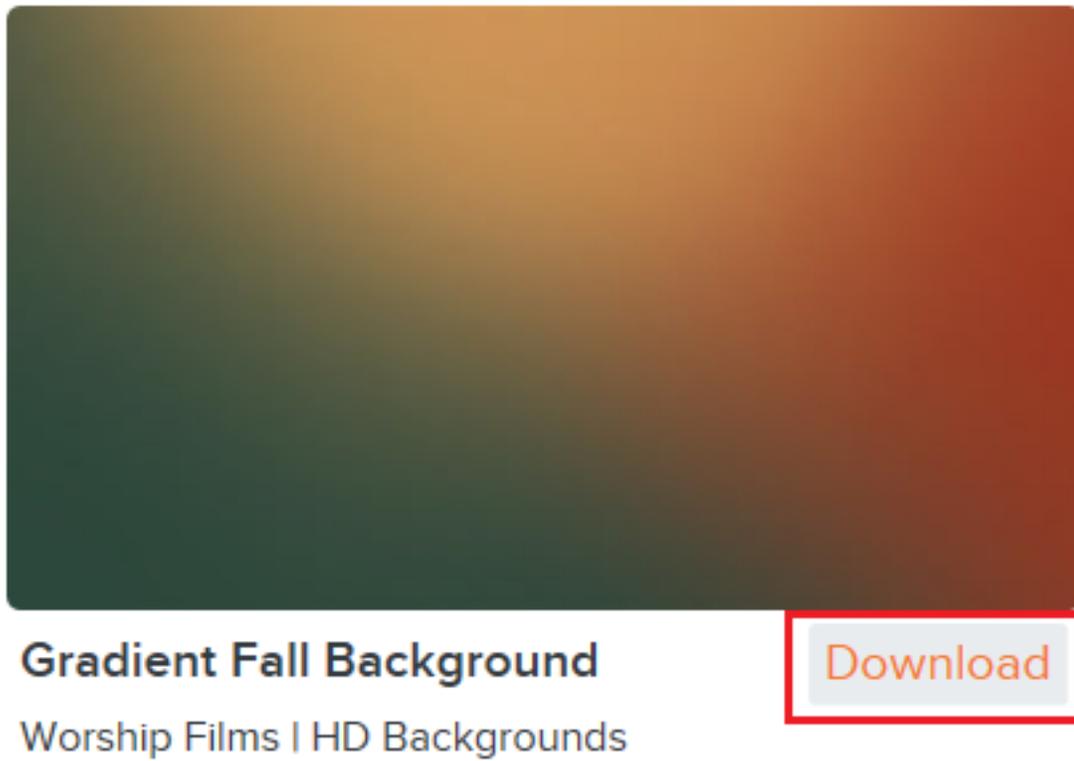
5. Click on **Media Downloads** at the top-right.



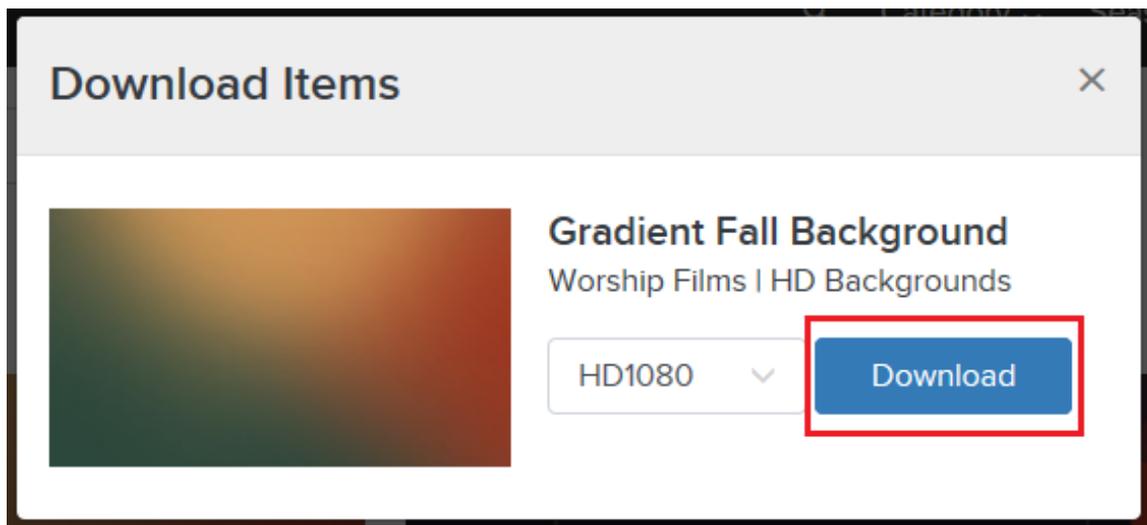
6. Check the **My Media** checkbox on the left.



7. Click on the thumbnail or on the Download button and a **Download Items** window will open.



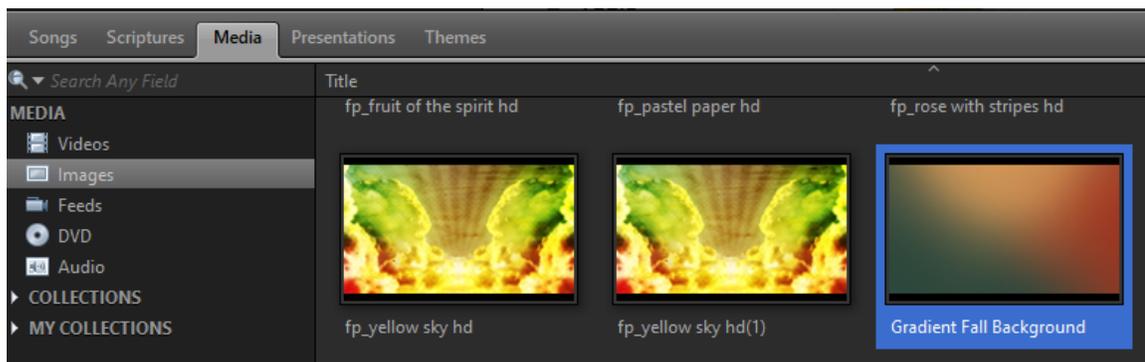
8. Select the resolution and format you want and click **Download**.



NOTE When provided the option for HD content, you may need to select SD if your computer seems to lag when playing HD video files through [EasyWorship](#).

SEE "System Requirements" on page 91 for playing HD content.

9. The downloaded items will appear in the **Media** tab of the **Resource Area** in their respective folders (videos or images). The image or video thumbnail will appear faded until the download has completed.



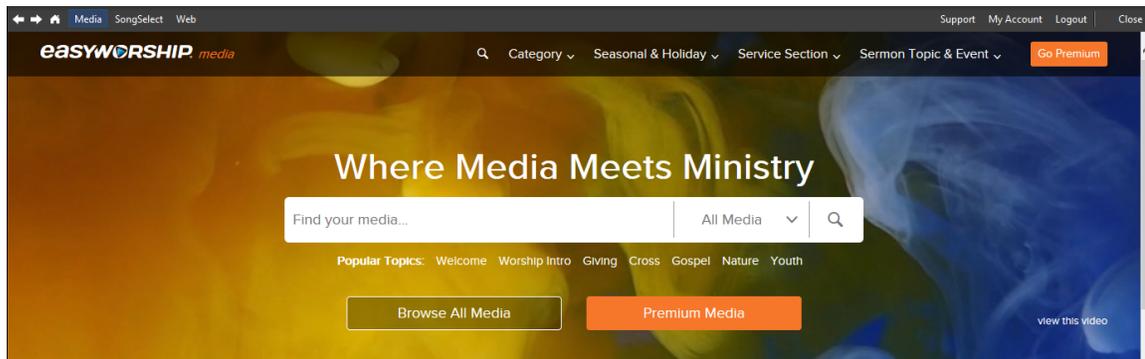
Purchasing Media From The Store

From the EasyWorship Store

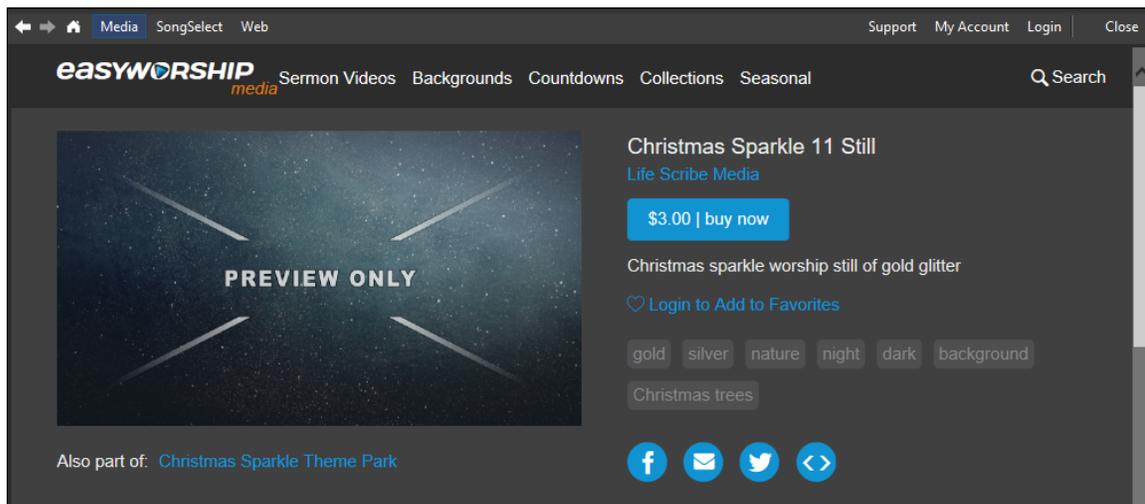
1. Click **Store**  on the toolbar.



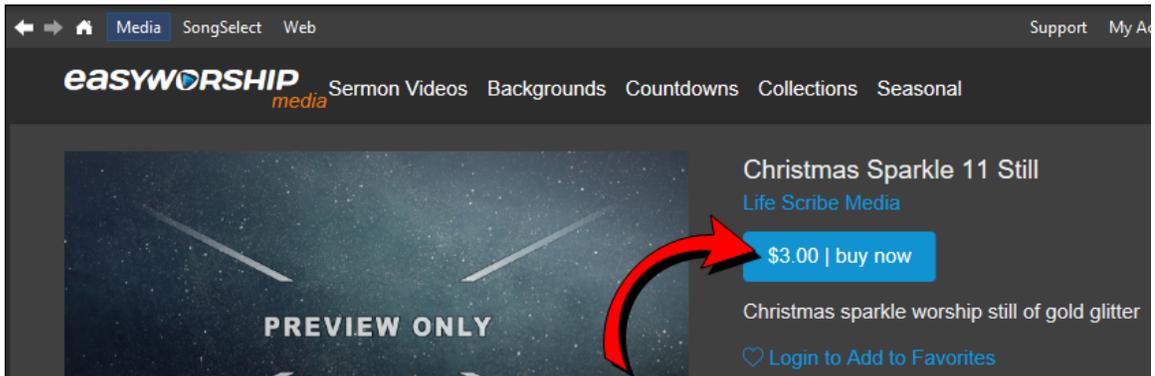
2. Enter a search term or select the desired media item.



3. Select the media item you would like to purchase.



4. Click **buy now**.



5. Complete the checkout process to finalize the purchase.

From the Online Store

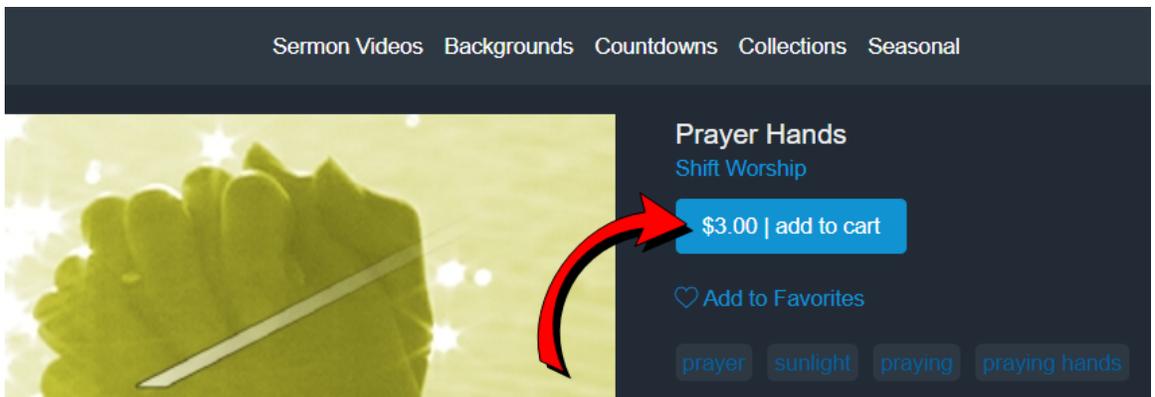
1. To purchase videos from the media store, go to www.easyworship.com and sign-in to your account.

NOTE Make sure you are signed into the **EasyWorship** licensed account if you will be downloading the media into the **EasyWorship** software.

2. Click Media at the top left side of the page and search for a video.



3. Once a desired video is located, click **add to cart**.



4. When finished adding items to your cart, View your cart by clicking the cart icon  in

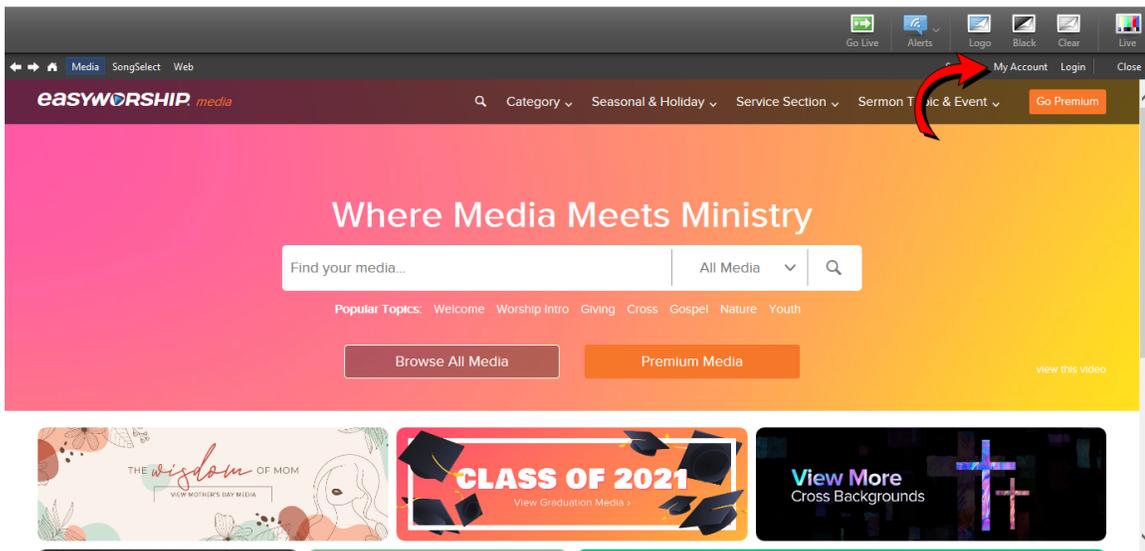
the top right corner.

5. The **Checkout / Payment Information** window appears.
6. Enter the appropriate payment information and click **Place Order**.

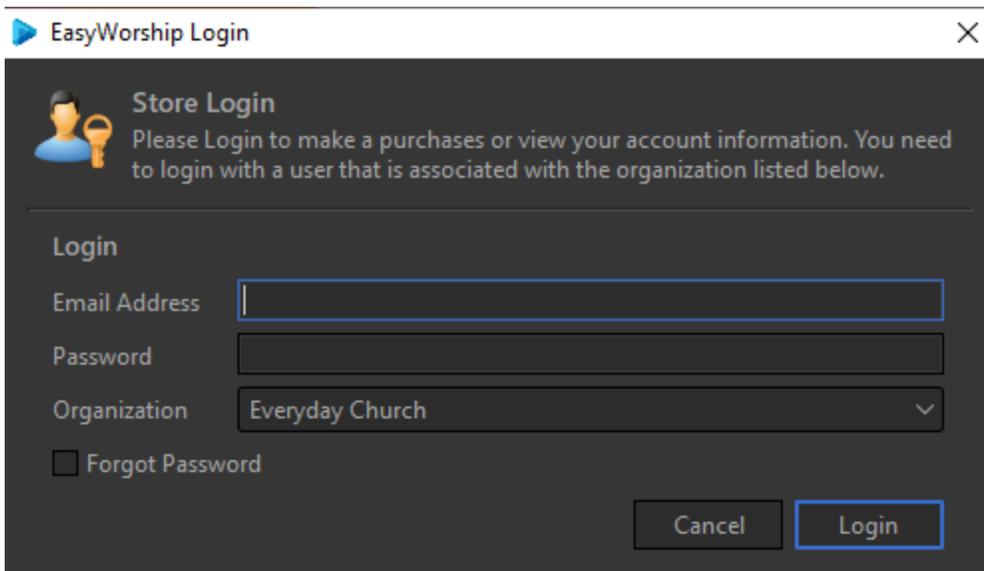
SEE "Downloading Purchased Media" on page 111.

Downloading Purchased Media

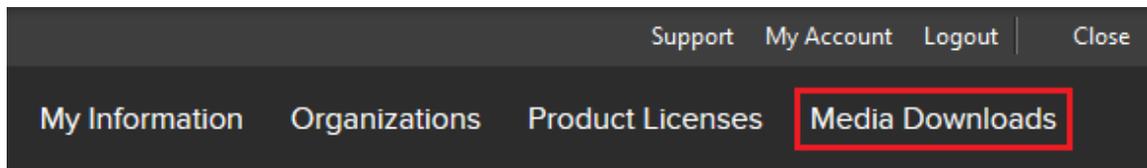
1. Open [EasyWorship](#).
2. Click **Store**  on the toolbar.
3. Click **My Account** at the top-right of the **Store** pane.



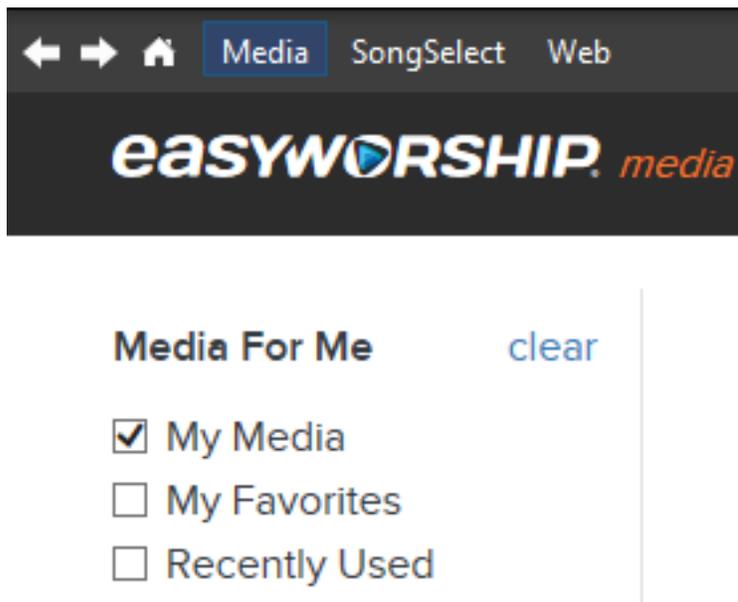
4. Login with the same email and password you used to register [EasyWorship](#).



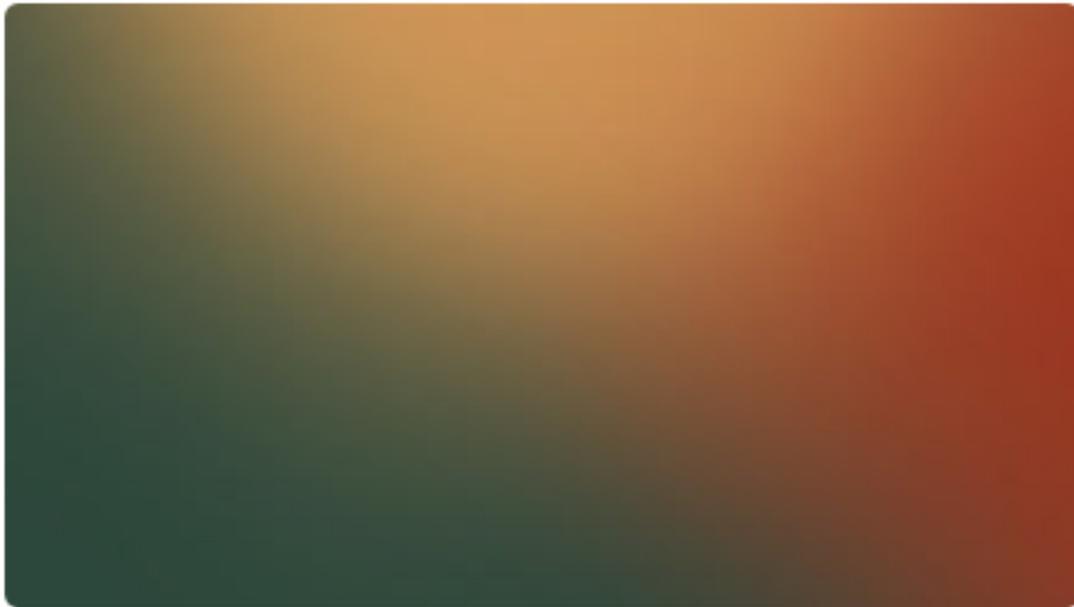
5. Click on Media Downloads at the top-right.



6. Make sure the My Media checkbox is checked on the left.



7. Click on the thumbnail or on the Download link and a **Download Items** window will open.

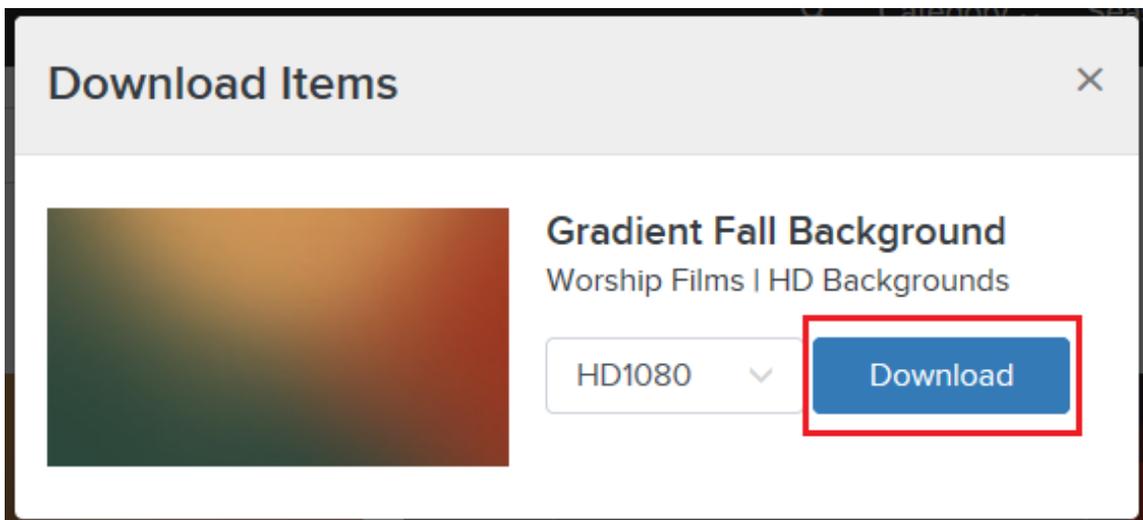


Gradient Fall Background

Worship Films | HD Backgrounds

Download

8. Select the resolution and format you want and click **Download**.



NOTE When provided the option for HD content, you may need to select SD if your computer seems to lag when playing HD video files through [EasyWorship](#).

SEE "System Requirements" on page 91 for playing HD content.

9. The downloaded items will appear in the **Media** tab of the **Resource Area** in their respective folders (videos or images). The image or video thumbnail will appear faded until the download has completed.

Helpful EasyWorship Shortcut Keys

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

Editor Keys

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

Show Controls

Page Down	Go Live command
Ctrl + C	Toggles text and foreground elements on the live output on and off
Ctrl + B	Toggles Black Screen on and off
Ctrl + L	Toggles the Logo on and off
Ctrl + Space Bar	Switches between live output and control screen in single monitor mode
Right Arrow	Selects the Next Slide

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

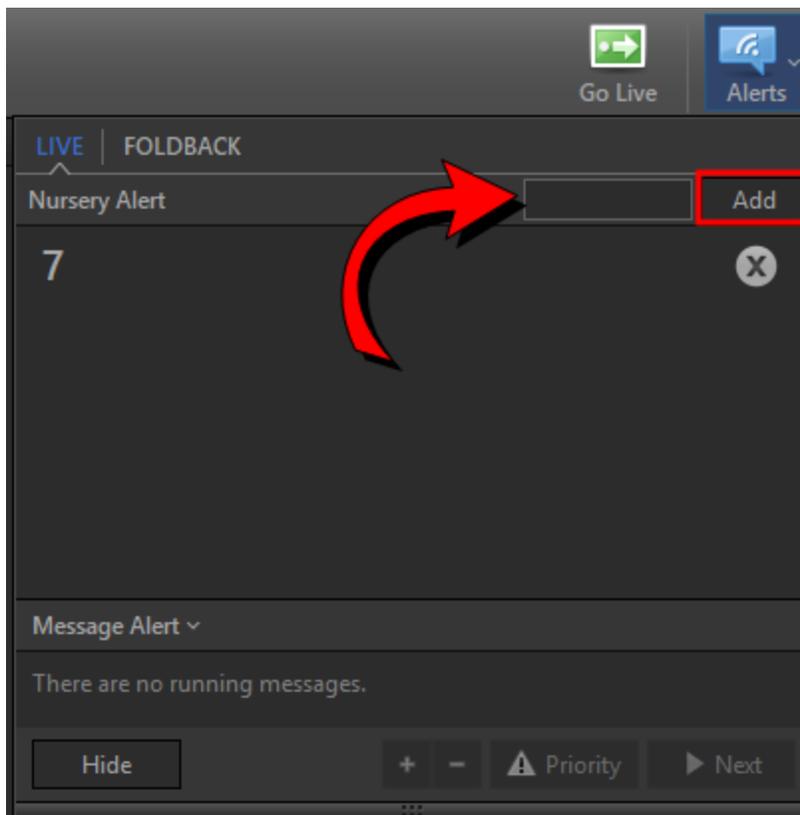
GENERAL

Alerts

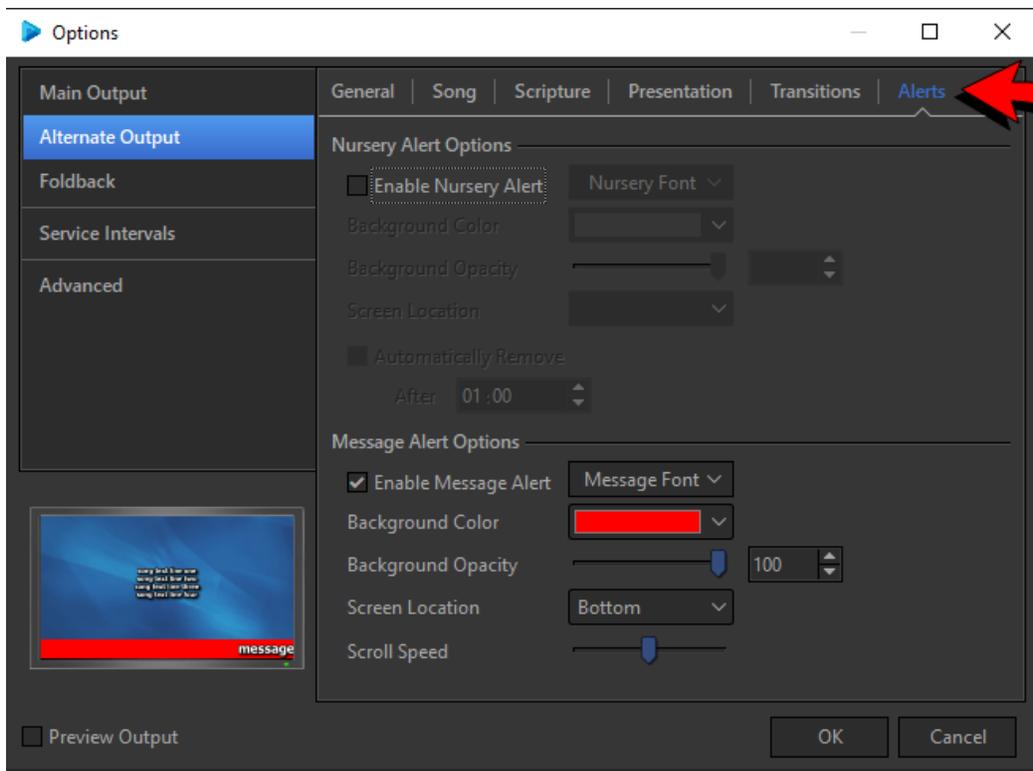
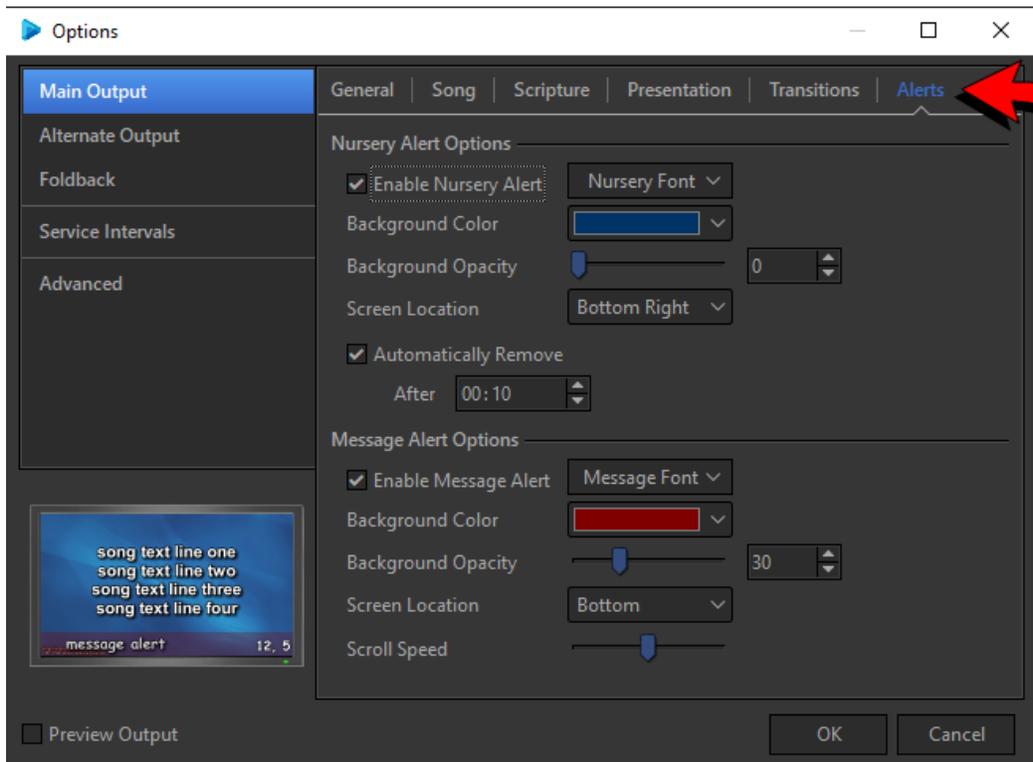
Nursery Alerts

To use nursery alerts, click **Alerts**  in the toolbar, enter the alert message, and click **Add**.

To delete the alert, click the **X**  next to the alert in the Alerts window.



You can enable/disable and modify the appearance of the alert by clicking **Edit > Options > Main Output or Alternate Output...** and selecting the **Alerts** tab.



IMPORTANT! Nursery alerts will display on all outputs where they are enabled in the Options.

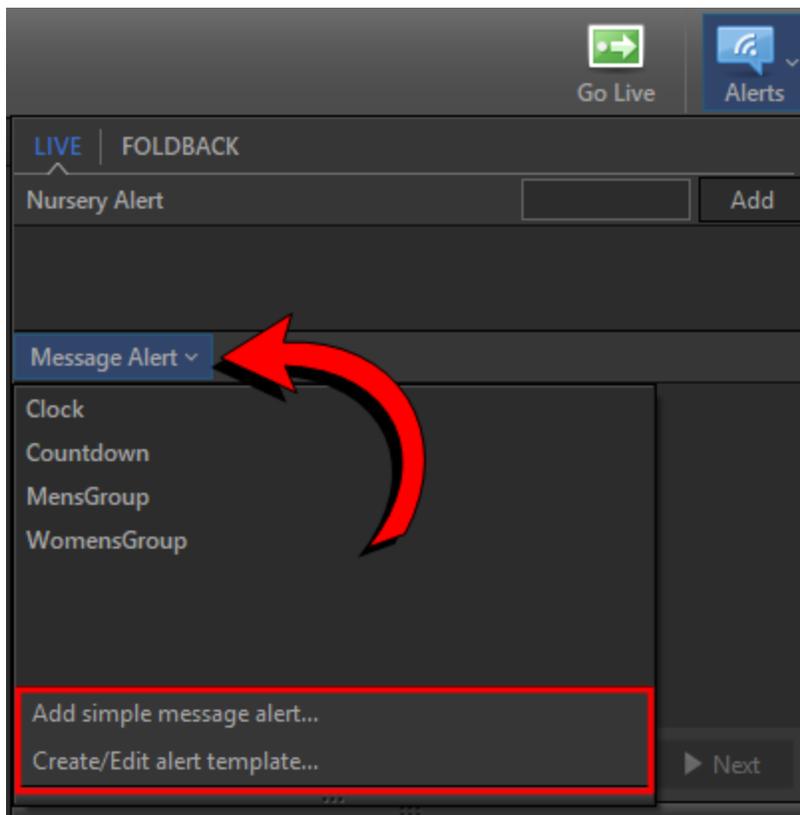
SEE "Alerts" on page 224 in Options

Main Output Message Alerts

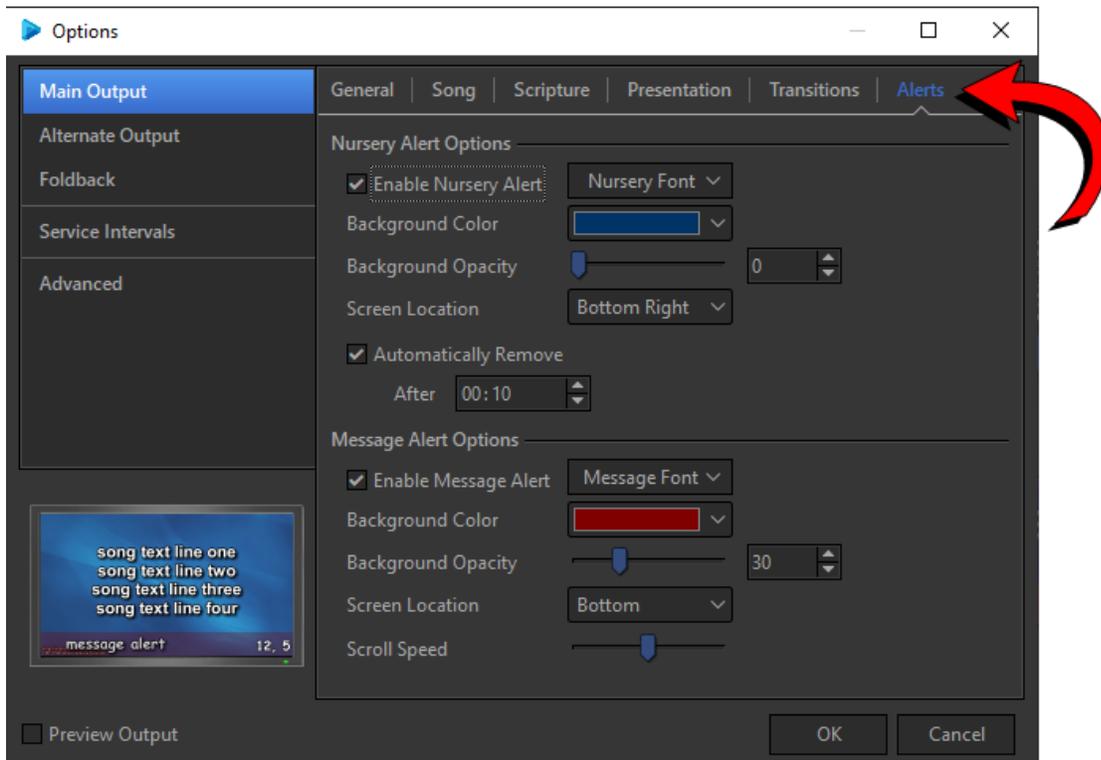
To create a message alert on the Main Output, click **Alerts** on the main toolbar and then



click the **Message Alert** drop-down. You have the option to **Add simple message alert** or **Create/Edit alert template...**



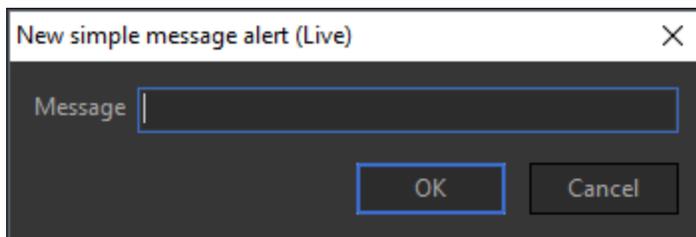
You can enable/disable and modify the appearance of the alert by clicking **Edit > Options > Main Output...** and selecting the **Alerts** tab.



SEE "Alerts" on page 224 in Options

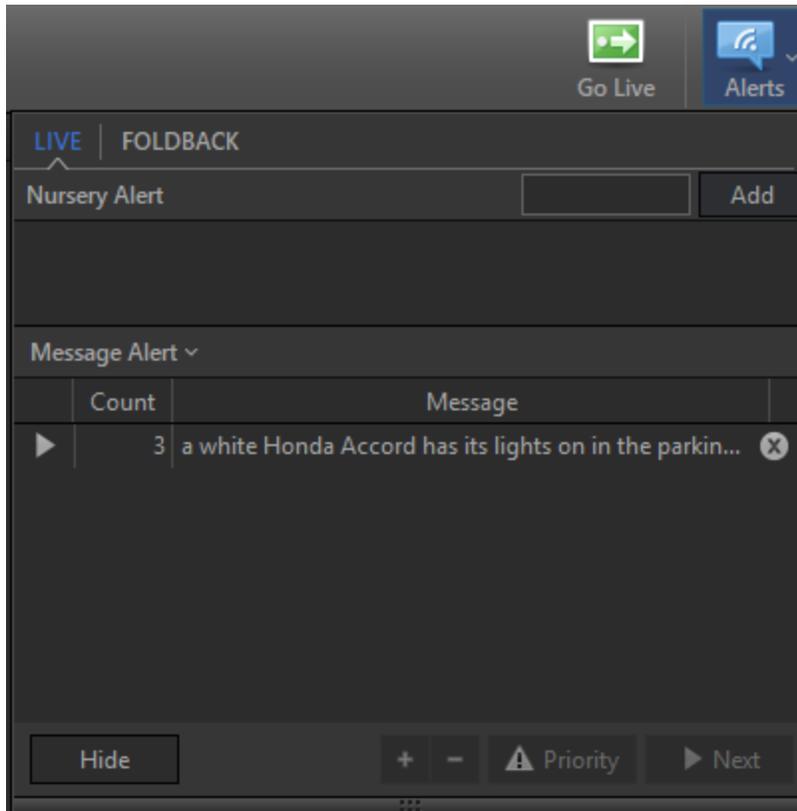
New Simple Message Alert

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



- The scrolling message alert will automatically display 3 times. You can add or subtract the number of times the message displays by clicking the plus or minus  button.

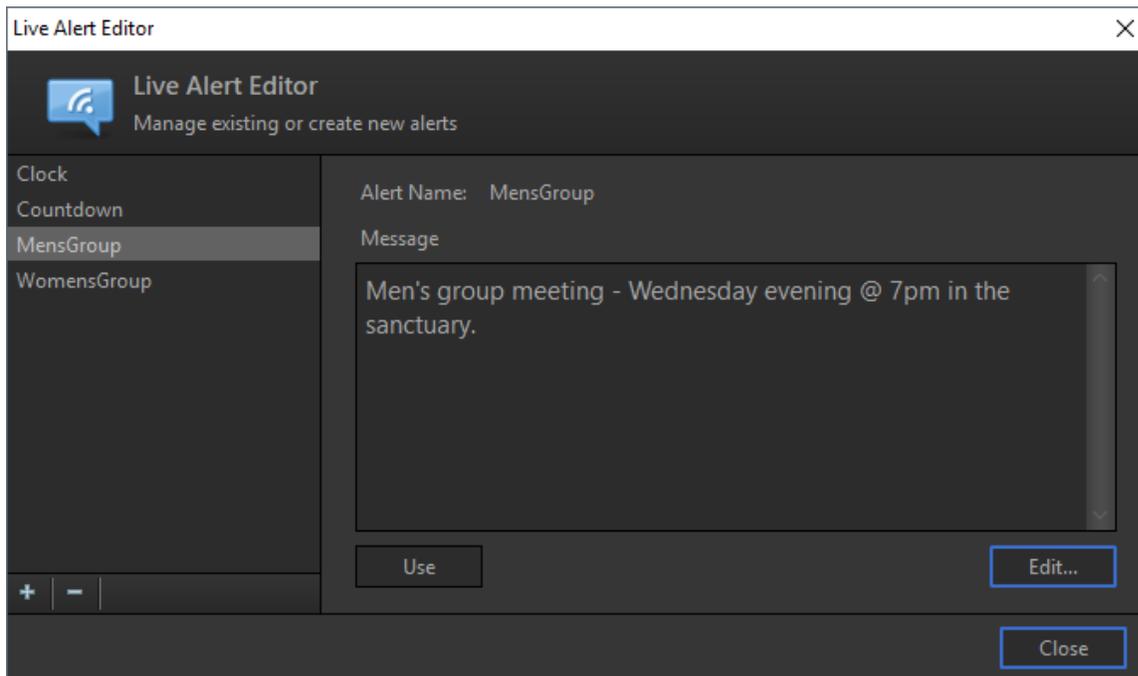
- To immediately stop the alert from displaying, click **Hide**.
- If there are multiple message alerts, you can select one and click **Priority** to display only that alert. You can click **Next** to advance to the next alert in the list.



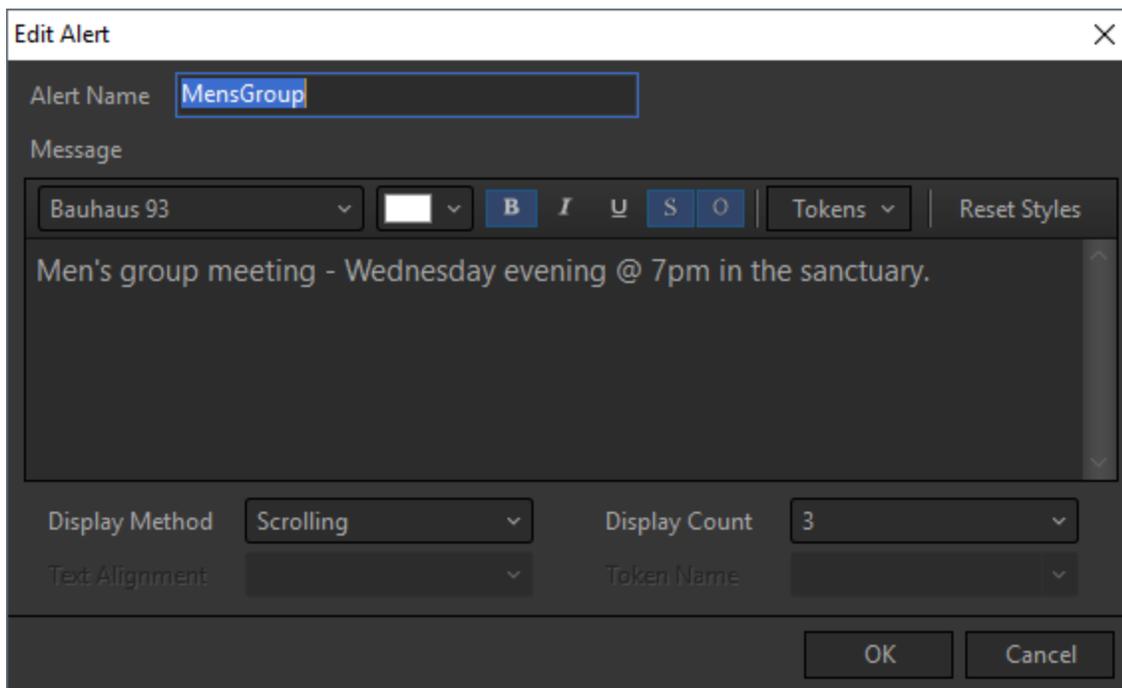
IMPORTANT! Message alerts will display on all outputs where they are enabled in the Options.

Create / Edit Alert Template...

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



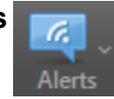
To add a new alert template, click the Add  icon in the left pane. The **Edit Alert** window will appear.



Alert Name	Enter a name for the new alert.
Message	Enter the message alert. Use the formatting options to customize the appearance. From left to right, the options are Font, Text Color, Bold, Italic, Underline, Shadow, and Outline.
Tokens	<p>Click the drop-down to add or insert a token. Place your cursor where you want the token and click the Tokens drop-down and select the token you want. Or, click the Tokens drop-down and drag and drop the token you want into the message.</p> <hr/> <p>SEE "Tokens" on page 134</p> <hr/>
Reset Styles	Resets the text options to the default.
Display Method	<p>There are three choices for how the text displays on the screen</p> <p>Static - The alert is stationary on the screen.</p> <p>Scrolling - The alert will scroll across the screen.</p> <p>Scroll when needed - The alert will scroll only if the text is so long that it doesn't fit the screen.</p>
Text Alignment	When you choose a static display, select the desired alignment of the text.
Display Count	Choose the number of times the alert should display from 1-9. You can also choose to display the alert until you manually remove it, or until a specific token expires. If you choose to display the alert until a token expires, the Token Name field will become active.
Token Name	Select the token whose expiration will correspond to the display count for the alert.

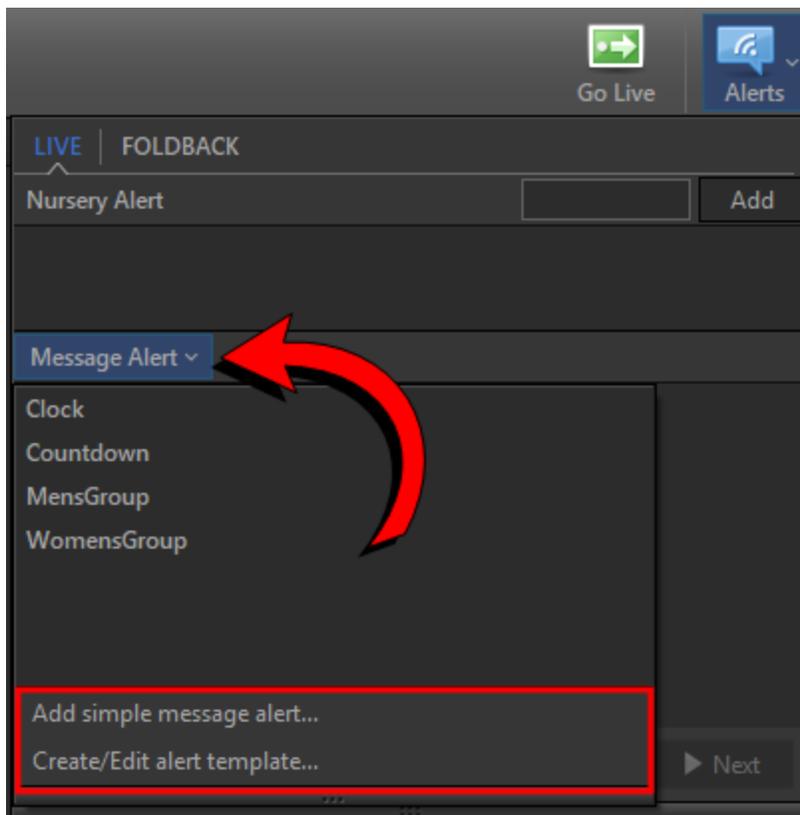
Alternate Output Message Alerts

To create a message alert on the Alternate Output, click **Alerts**

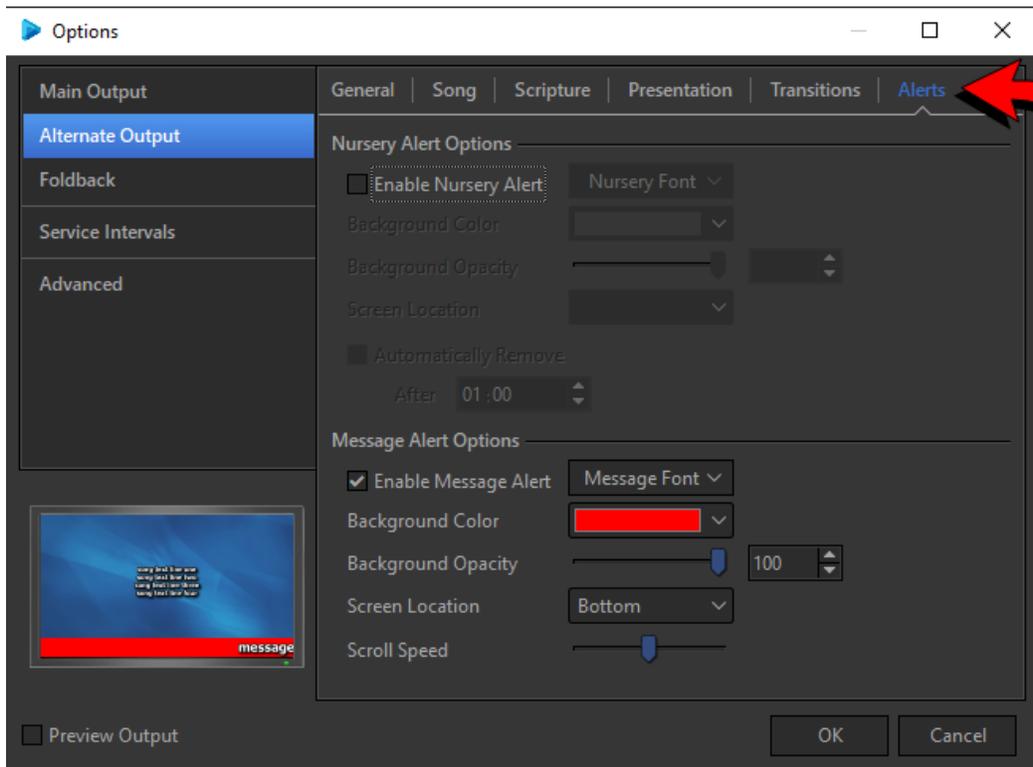


on the main toolbar and

then click the **Message Alert** drop-down. You have the option to **Add simple message alert** or **Create/Edit alert template...**



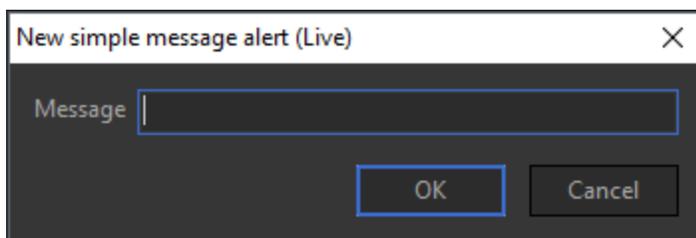
You can enable/disable and modify the appearance of the alert by clicking **Edit > Options > Alternate Output...** and selecting the **Alerts** tab.



SEE "Alerts" on page 224 in Options

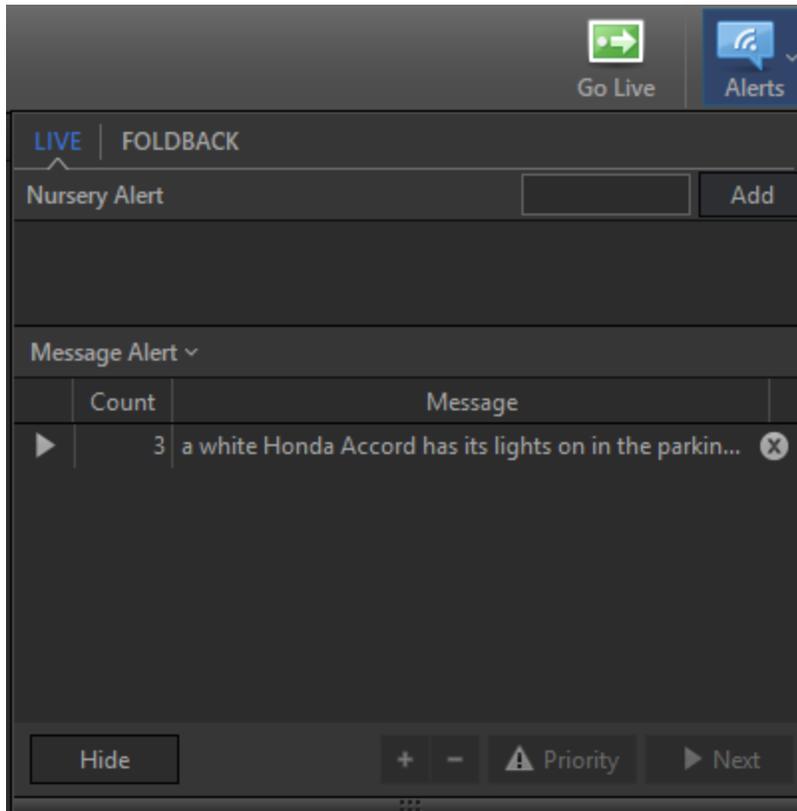
New Simple Message Alert

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



- The scrolling message alert will automatically display 3 times. You can add or subtract the number of times the message displays by clicking the plus or minus **+ -** button.

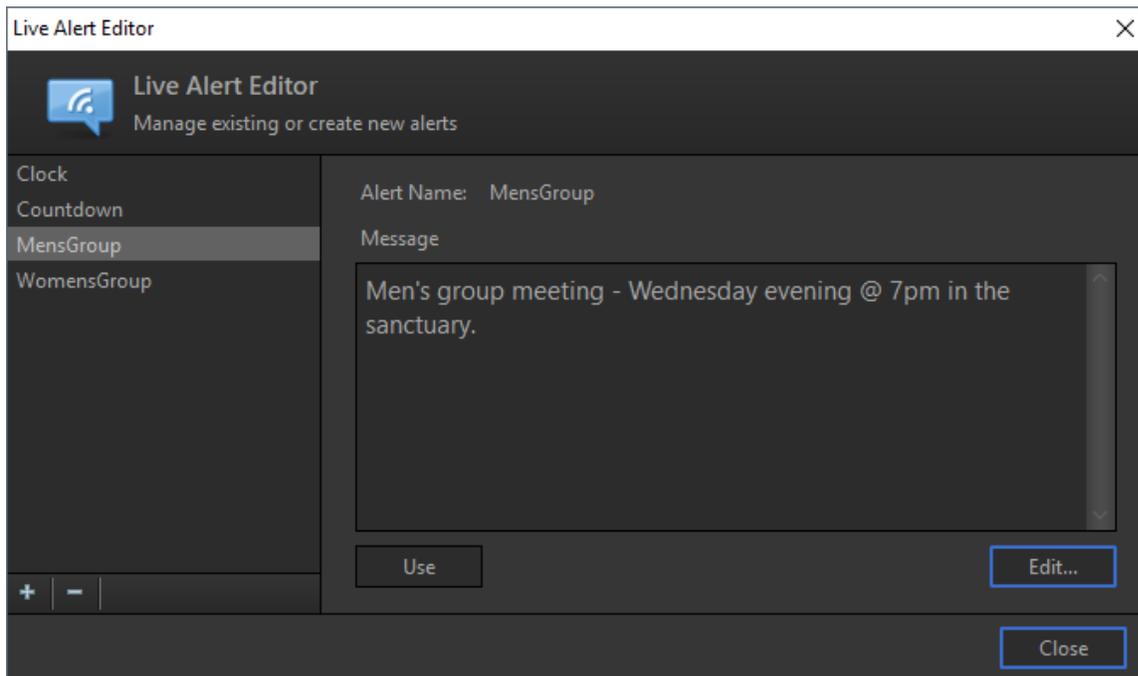
- To immediately stop the alert from displaying, click **Hide**.
- If there are multiple message alerts, you can select one and click **Priority** to display only that alert. You can click **Next** to advance to the next alert in the list.



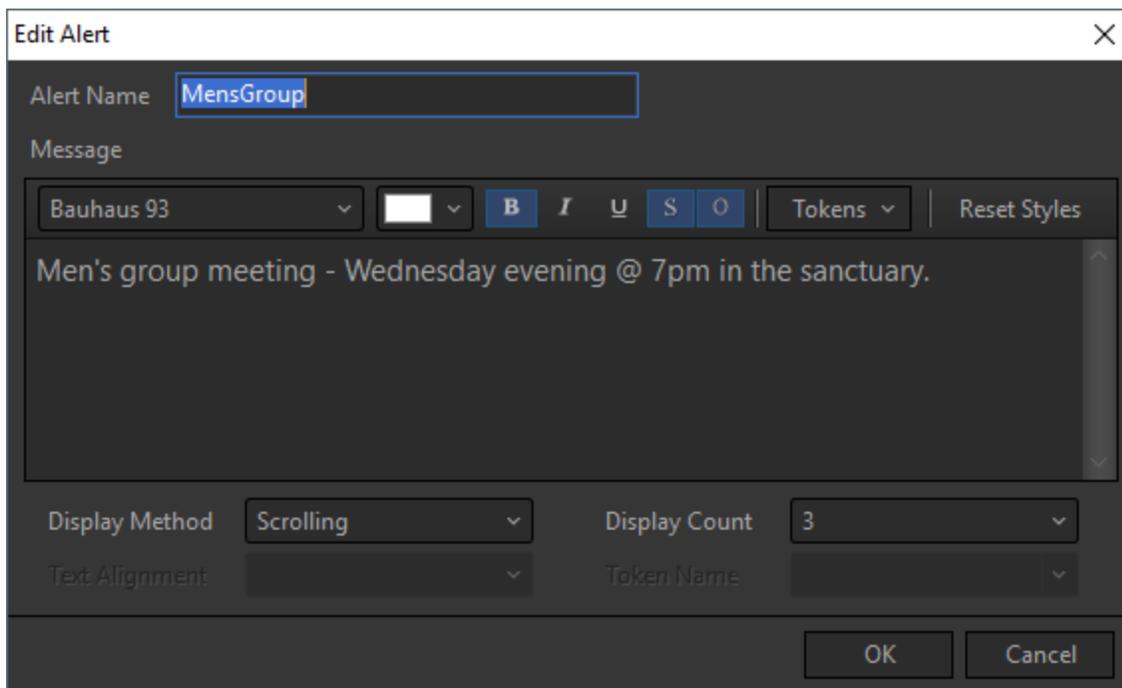
IMPORTANT! Message alerts will display on all outputs where they are enabled in the Options.

Create / Edit Alert Template...

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



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

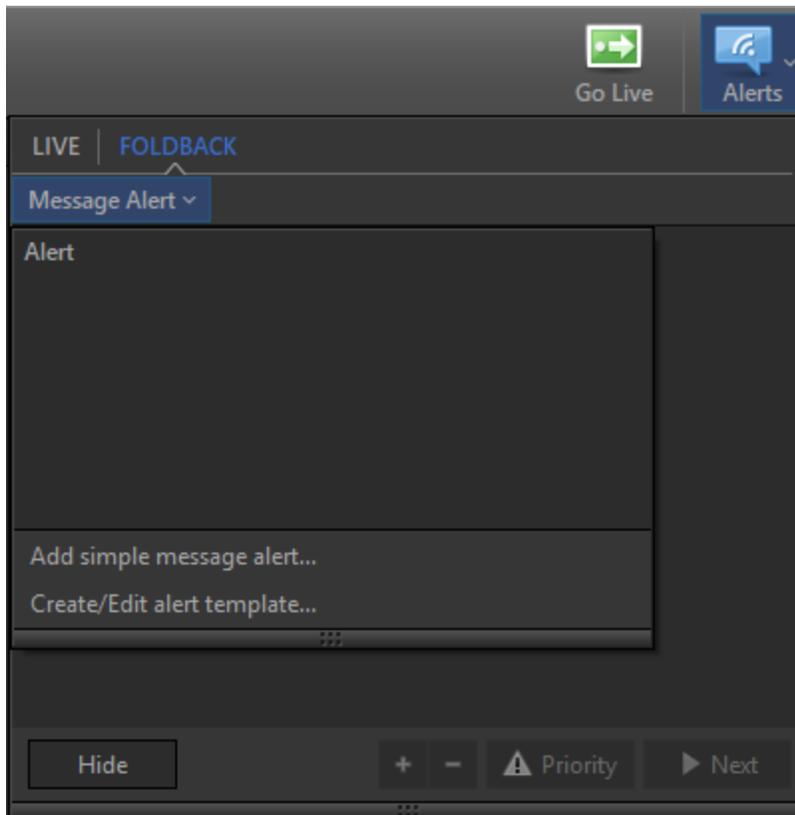


Alert Name	Enter a name for the new alert.
Message	Enter the message alert. Use the formatting options to customize the appearance. From left to right, the options are Font, Text Color, Bold, Italic, Underline, Shadow, and Outline.
Tokens	<p>Click the drop-down to add or insert a token. Place your cursor where you want the token and click the Tokens drop-down and select the token you want. Or, click the Tokens drop-down and drag and drop the token you want into the message.</p> <hr/> <p>SEE "Tokens" on page 134</p> <hr/>
Reset Styles	Resets the text options to the default.
Display Method	<p>There are three choices for how the text displays on the screen</p> <p>Static - The alert is stationary on the screen.</p> <p>Scrolling - The alert will scroll across the screen.</p> <p>Scroll when needed - The alert will scroll only if the text is so long that it doesn't fit the screen.</p>
Text Alignment	When you choose a static display, select the desired alignment of the text.
Display Count	Choose the number of times the alert should display from 1-9. You can also choose to display the alert until you manually remove it, or until a specific token expires. If you choose to display the alert until a token expires, the Token Name field will become active.
Token Name	Select the token whose expiration will correspond to the display count for the alert.

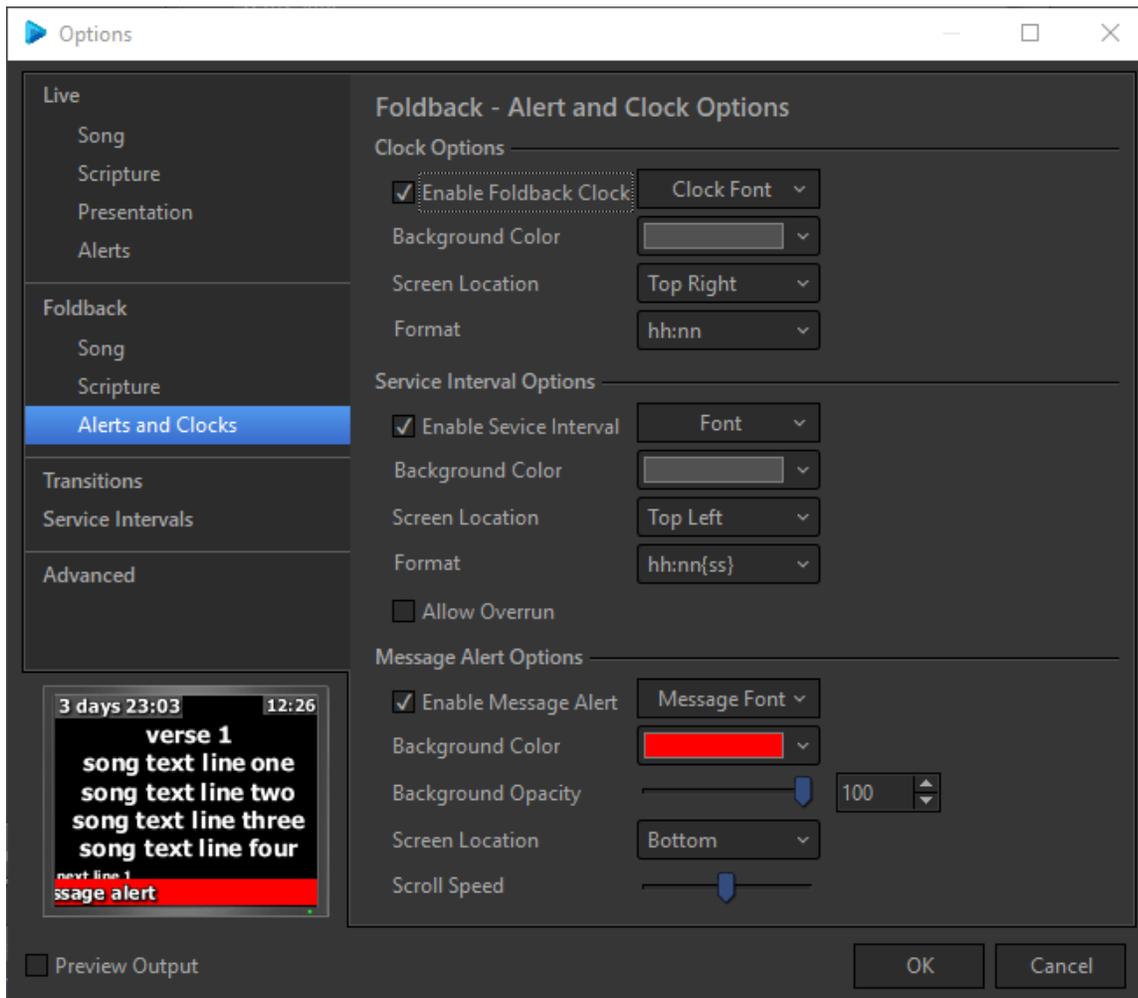
Foldback Alerts

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

SEE "Main Output Message Alerts" on page 122



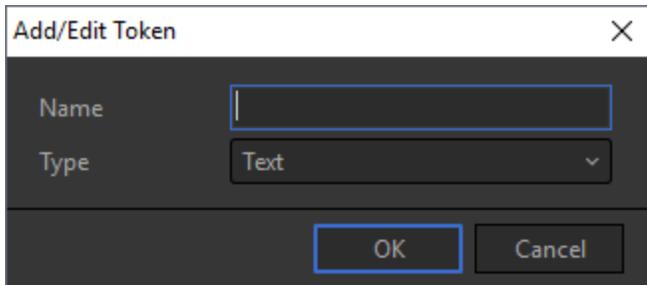
You can modify the appearance of the alert by clicking **Edit > Options** and selecting the **Alerts and Clocks** tab under **Foldback**.



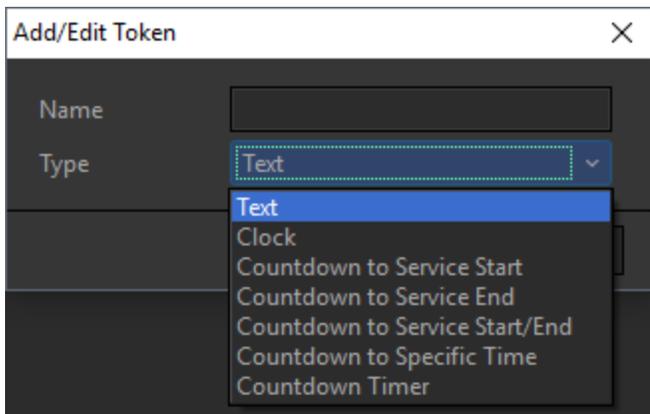
SEE Foldback "Alerts and Clocks" on page 261

Tokens

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



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



Text	No additional fields. Enter the text to display in the alert.
Clock	This inserts a clock using the time your computer is set to, into the alert, using the format chosen in the Format field. Options are (each example shows the format for 11:30 PM): hh:nn - 11:30 hh:nn:ss - 11:30:01

	<p>hh:nn am/pm - 11:30 pm hh:nn:ss am/pm - 11:30:01 pm HH:NN - 23:30 HH:NN:SS - 23:30:01 custom - If custom is chosen, a Custom Format field appears. Enter the desired format.</p>
Countdown to Service Start	<p>This will insert a countdown to the start of service, based on the service intervals entered in the Service Intervals tab of the Options window. An additional field, Format, appears with the following options: nn:ss hh:nn hh:nn:ss hh:nn{ss}</p>
Countdown to Service End	<p>This will insert a countdown to the end of service, based on the service intervals entered in the Service Intervals tab of the Options window. The countdown will start at the greater of 1/3 service interval length or 15 minutes. An additional field, Format, appears with the following options: nn:ss hh:nn hh:nn:ss hh:nn{ss}</p>
Countdown to Service Start/End	<p>This will insert a countdown to the start or end of service, whichever is applicable, based on the service intervals entered in the Service Intervals tab of the Options window. The countdown to service end will start at the greater of 1/3 service interval length or 15 minutes. An additional field, Format, appears with the following options: nn:ss hh:nn hh:nn:ss hh:nn{ss}</p>
Countdown to Specific Time	<p>This will insert a countdown to the time entered in the additional field (Time) that appears when this option is chosen. An additional field, Format, appears with the following options: nn:ss hh:nn hh:nn:ss hh:nn{ss}</p>

Countdown Timer

This will insert a countdown for the amount of time entered into the additional field (**Time**) that appears when this option is chosen. An additional field, **Format**, appears with the following options:

nn:ss
hh:nn
hh:nn:ss
hh:nn{ss}

SEE "Service Intervals" on page 270

Backgrounds

About Backgrounds

A background in **EasyWorship** is an image or video that set behind the text on a slide. There are several different ways to add or set a background. The same background can be added to entire Songs, Scriptures, or Presentations or you can set a different background for individual slides within a Song, Scripture or Presentation.

You can set a Default background using a Theme. Set up a theme under the **Themes** tab and you can set that as your default Song, Scripture or Presentation theme.

SEE "Creating a Theme" on page 348

Adding And Setting Default Backgrounds

Adding Backgrounds to EasyWorship

Images and Videos are used for backgrounds, so adding backgrounds is just adding the images and videos you want to use to your **Media**.

SEE "Adding and Using Images" on page 179 and "Adding and Using Videos" on page 361

Setting a Default Background

You will set the default background using **Themes**.

When you set a default song theme, any new song or existing songs that are using the default settings will use this default theme. If you have manually set a song in the database to use a different background, it will not use your default theme.

NOTE When you set an Alternate out default song theme, it will display on all songs on the Alternate output.

When you set a default scripture theme, any scripture you go live to will have your default background on it.

NOTE When you set an Alternate out default scripture theme, it will display on all scriptures on the Alternate output.

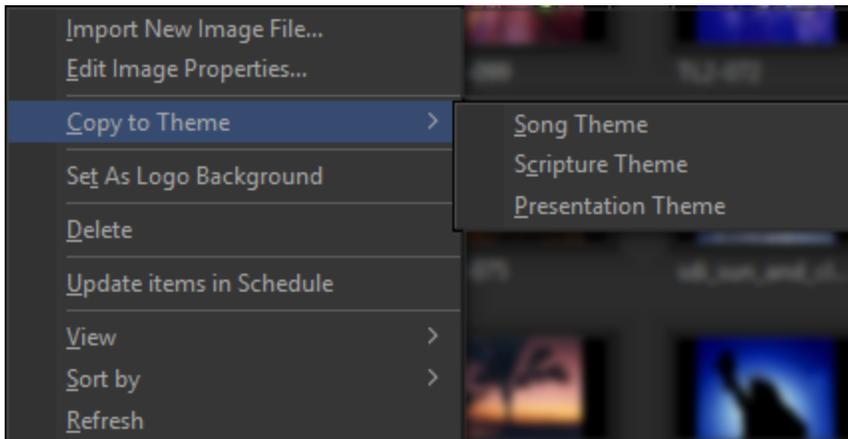
When you set a default presentation theme, any new presentation or existing presentations that are using the default settings will use this default theme.

NOTE When you set an Alternate out default presentation theme, it will display on all presentations on the Alternate output.

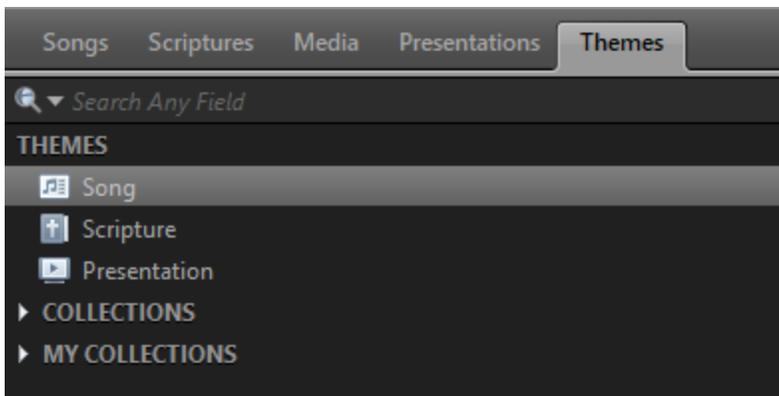
If you manually edited a song in the database to use a specific theme, it will not use your default theme.

Follow these steps to create a theme using your media.

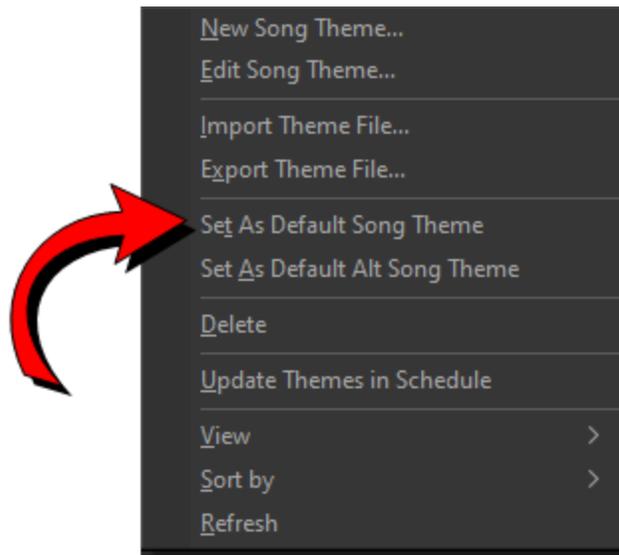
1. Go to the Media tab.
2. Right click on the video or image you want to use as a theme.
3. On the right click menu, select Copy to Theme and then select either Song, Scripture or Presentation Theme.



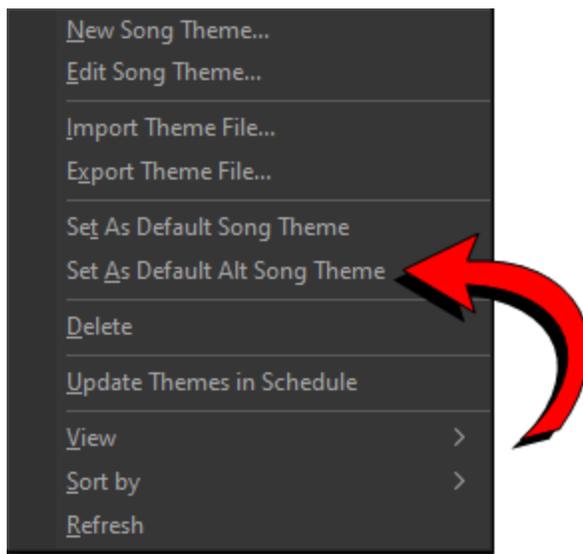
4. Go to the Themes tab and select the respective library where you copied the theme. (Song, Scripture, Presentation)



5. Right click the theme you just created.
6. On the right click menu, select Set as Default (Song, Scripture, Presentation) Theme.



To set your default Alternate Output theme, right-click the theme you want and select Set as Default Alt (Song, Scripture, Presentation) Theme.

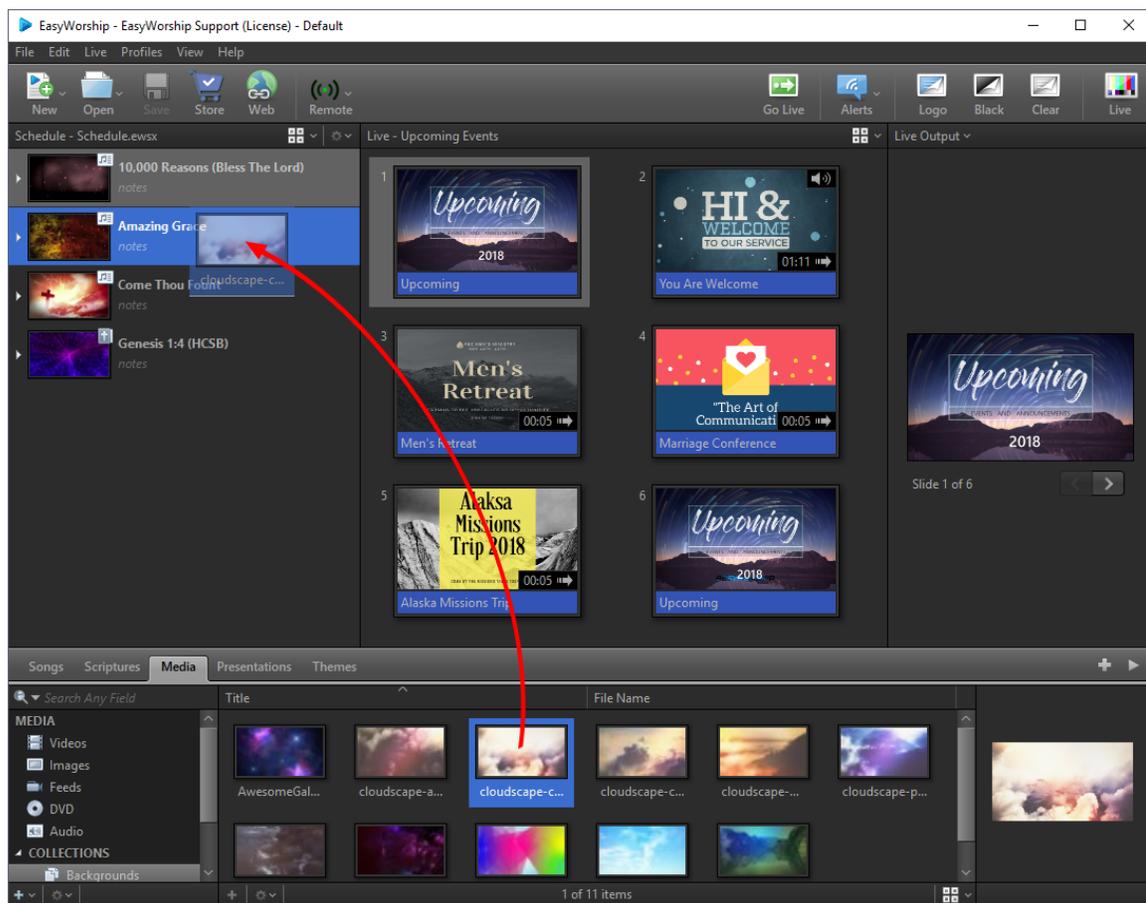


SEE "About Themes" on page 345

Song Backgrounds

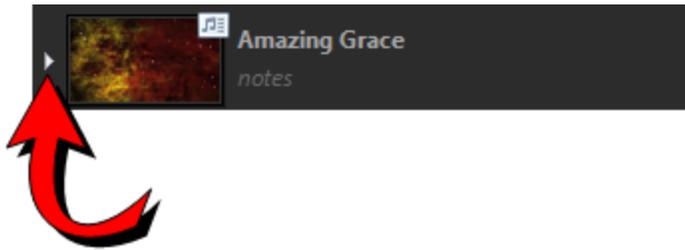
Drag and Drop

1. Add a song to your schedule.
2. Click the **Media** tab.
3. Drag and drop the desired video or image onto the song in the schedule.

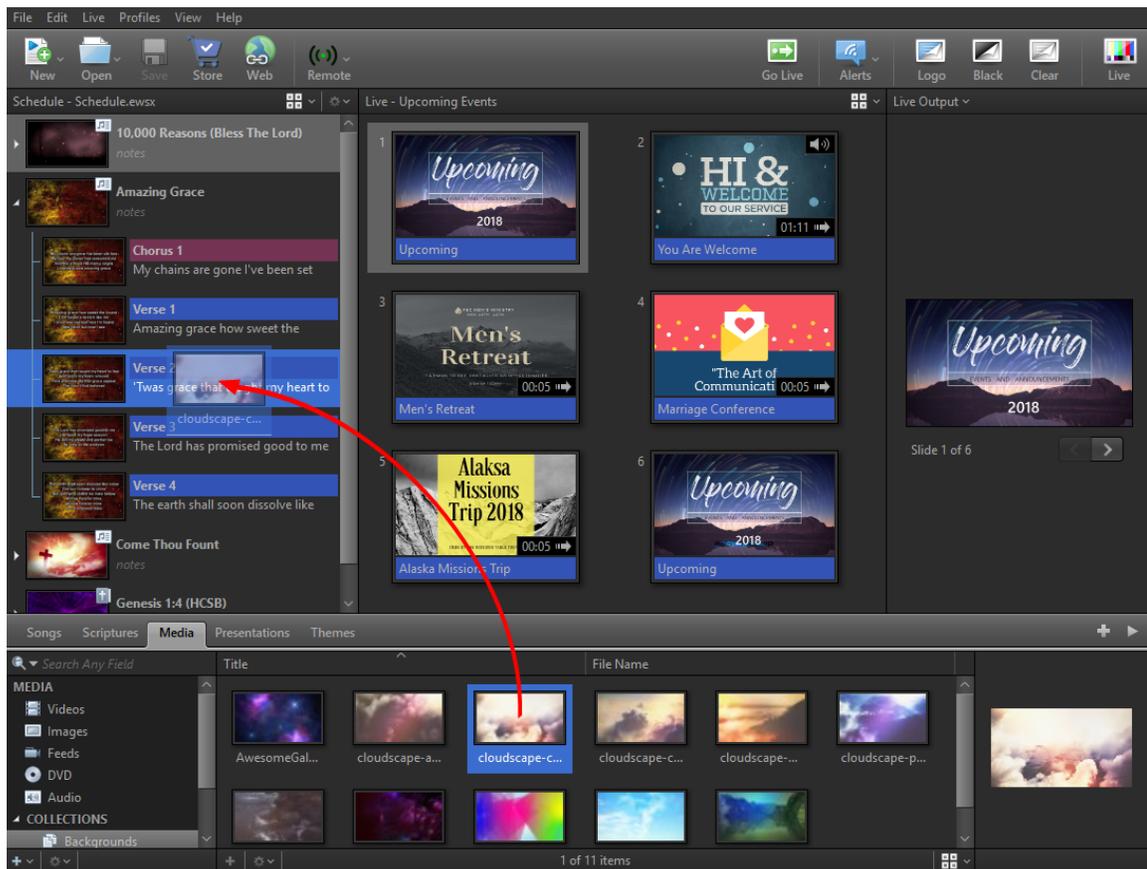


To set a background to a specific slide in a scheduled song,

1. Add a song to your schedule.
2. Click the Media tab.
3. Click the arrow on the left of the song in the schedule to expand it.



4. Drag and drop the desired video or image onto the slide in the schedule.



IMPORTANT! Dragging and dropping an image or video to a Song in the schedule will not be applied as the background for songs on Alternate Output if it's enabled and a default theme has been set for it.

Inspector

1. Right click on a song in the schedule or database and select **Edit Item...** or **Edit Song...**, or create a new song.
2. In the Editor, click **Inspector**  in the top right corner.
3. Click Background.
4. Under Fill Style, choose Media Fill.

SEE "Background" on page 199 for more information about choosing a Color Fill or Gradient Fill.

5. Select the video or image you want to use as the background.
6. Click **Apply to Theme**.

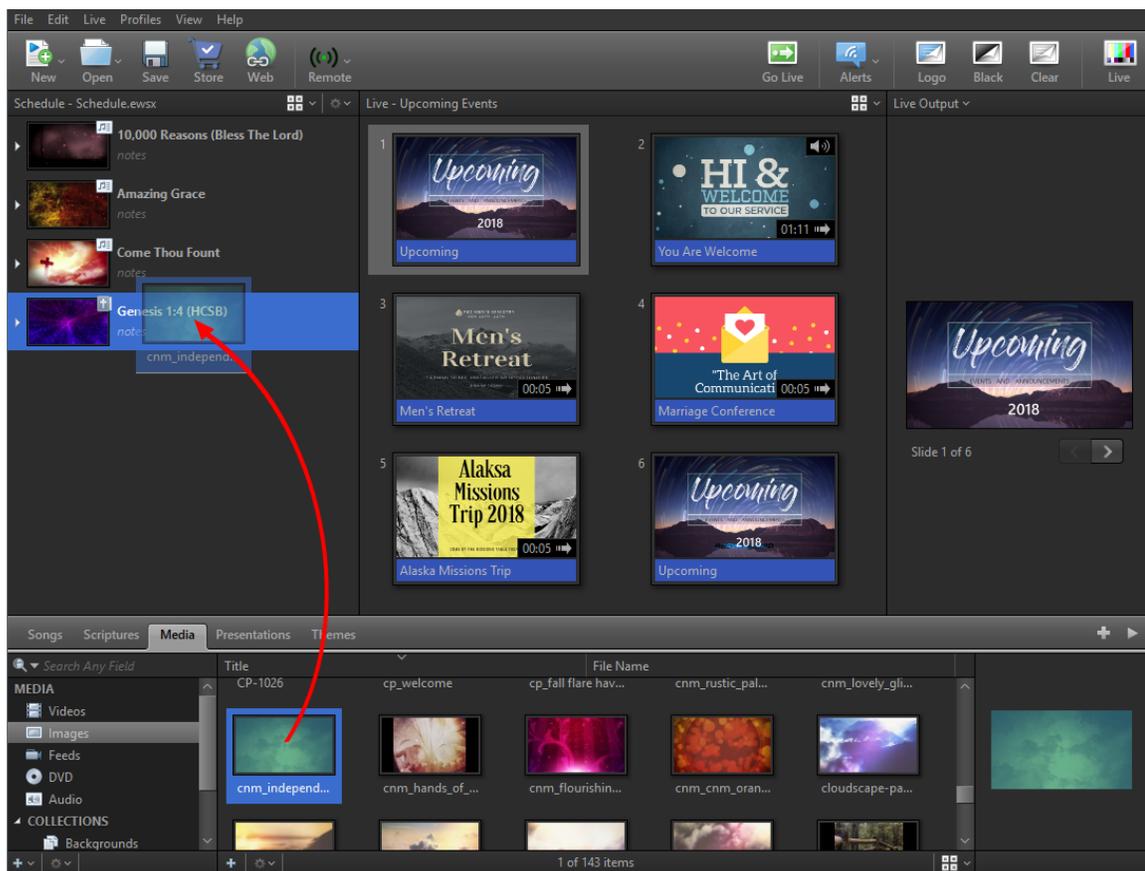
NOTE If you only want to set that background for one specific slide, don't click Apply to Theme. Apply to Theme will set that background to all the slides in the song.

NOTE You can also click on the Masters tab before step #2. If you set the background in the Masters tab, there is no Apply to Theme button. It will automatically apply to the theme since you're in the Masters tab.

Scripture Backgrounds

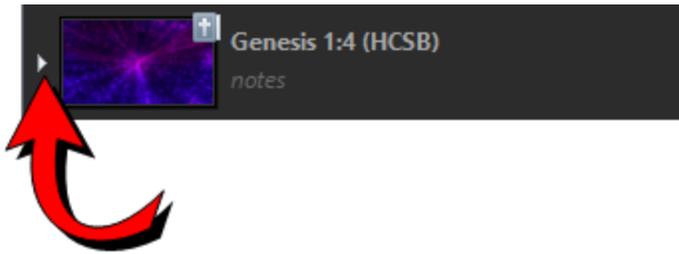
Drag and Drop

1. Add a scripture to your schedule.
2. Click the **Media** tab.
3. Drag and drop the desired video or image onto the scripture in the schedule.

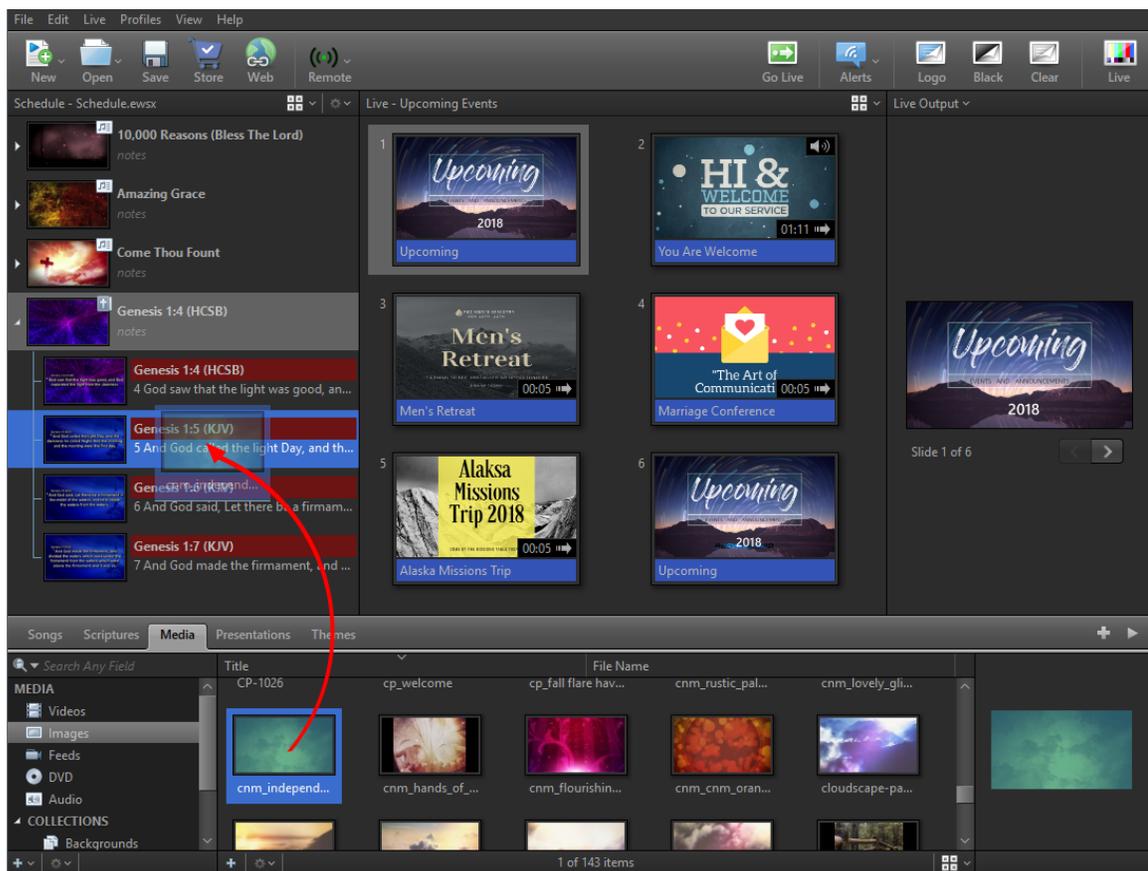


To set a background to a specific slide in a scripture,

1. Add a scripture to your schedule.
2. Click the Media tab.
3. Click the arrow on the left of the scripture in the schedule to expand it.



4. Drag and drop the desired video or image onto the slide in the schedule.



IMPORTANT! Dragging and dropping an image or video to a Scripture in the schedule will not be applied as the background for Scriptures on Alternate Output if it's enabled and a default theme has been set for it.

Inspector

1. Right click on a scripture in the database and select **Edit Item...**
2. In the Editor, click **Inspector**  in the top right corner.
3. Click Background.
4. Under Fill Style, choose Media Fill.

SEE "Background" on page 199 for more information about choosing a Color Fill or Gradient Fill.

5. Select the video or image you want to use as the background.
6. Click **Apply to Theme**.

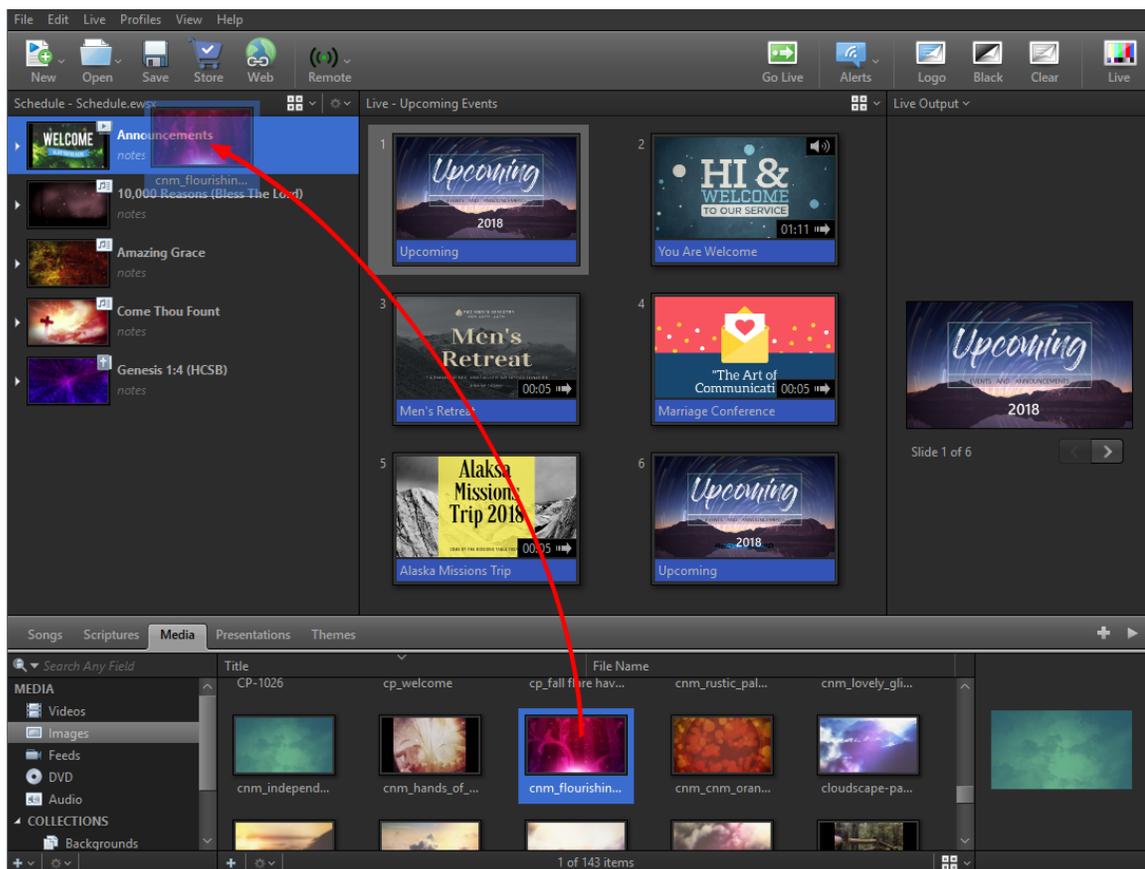
NOTE If you only want to set that background for one specific slide, don't click Apply to Theme. Apply to Theme will set that background to all the slides in the scripture set.

NOTE You can also click on the Masters tab before step #2. If you set the background in the Masters tab, there is no Apply to Theme button. It will automatically apply to the theme since you're in the Masters tab.

Presentation Backgrounds

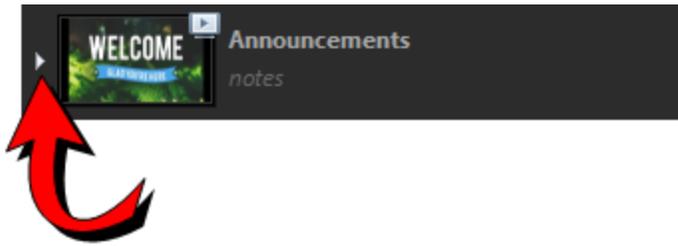
Drag and Drop

1. Add a presentation to your schedule.
2. Click the **Media** tab.
3. Drag and drop the desired video or image onto the presentation in the schedule.

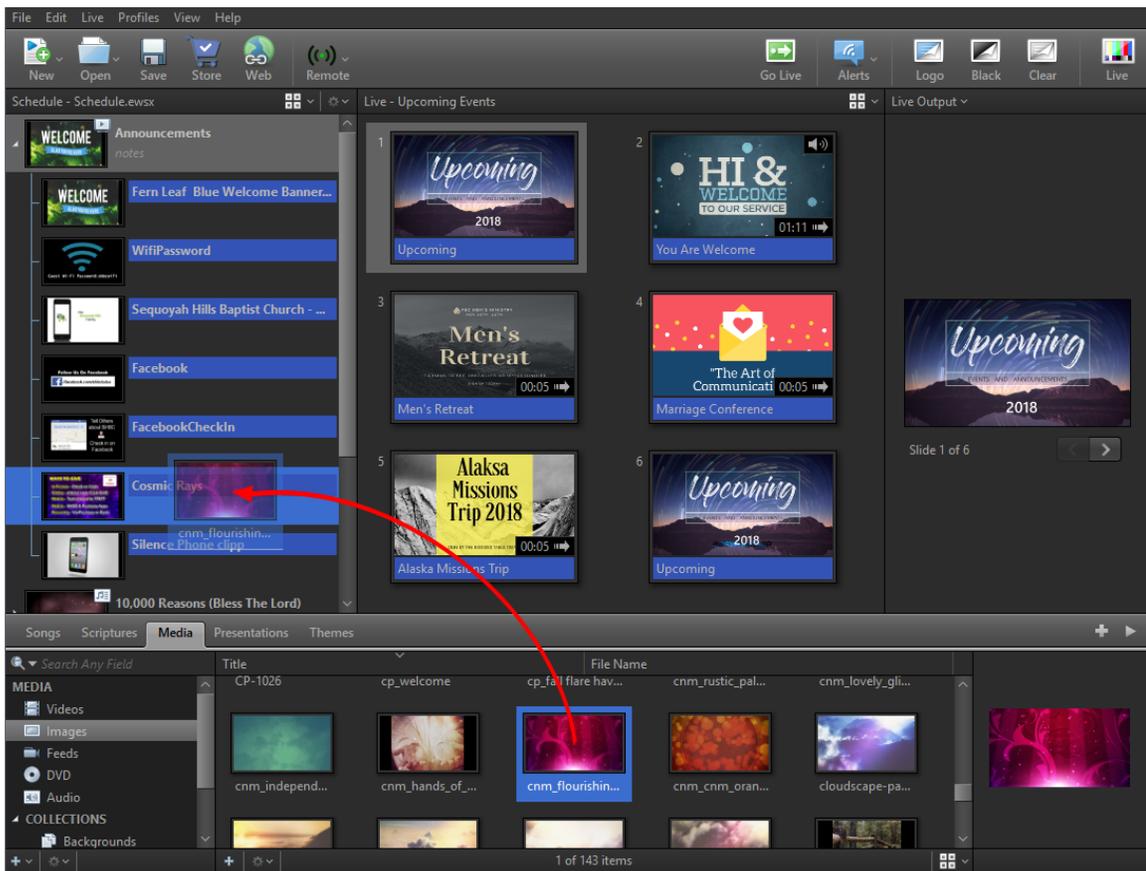


To set a background to a specific slide in a scheduled presentation,

1. Add a presentation to your schedule.
2. Click the Media tab.
3. Click the arrow on the left of the presentation in the schedule to expand it.



4. Drag and drop the desired video or image onto the slide in the schedule.



IMPORTANT! Dragging and dropping an image or video to a Presentation in the schedule will not be applied as the background for Presentations on Alternate Output if it's enabled and a default theme has been set for it.

Inspector

1. Right click on a presentation in the schedule or database and select **Edit Item...** or **Edit Song...**, or create a new presentation.
2. In the Editor, click **Inspector**  in the top right corner.
3. Click Background.
4. Under Fill Style, choose Media Fill.

SEE "Background" on page 199 for more information about choosing a Color Fill or Gradient Fill.

5. Select the video or image you want to use as the background.
6. Click **Apply to Theme**.

NOTE If you only want to set that background for one specific slide, don't click Apply to Theme. Apply to Theme will set that background to all the slides using that presentation slide theme.

NOTE You can also click on the Masters tab before step #2. If you set the background in the Masters tab, there is no Apply to Theme button. It will automatically apply to the theme since you're in the Masters tab.

SEE "Presentation Themes" on page 355 for more information about the different types of presentation slide themes.

Collections

About Collections

Collections in **EasyWorship** help you organize your resources to make them easier to find and access. You can create **Collections** in any of your resource tabs: Songs, Scripture, Media Presentations, or Themes.

There are two different types of **Collections**: Collections and My Collections.



Collections

These are viewable to any windows user that's logged into the computer or network that is using that **EasyWorship** database. If you ever backup your database, **Collections** will be backed up with it.

My Collections

These are private collections only viewable to the windows user that is logged in on that computer when the **My Collection** is created. Any other windows user or network user accessing that **EasyWorship** database will not be able to see it. If you ever backup your database, **My Collections** will not be backed up with it.

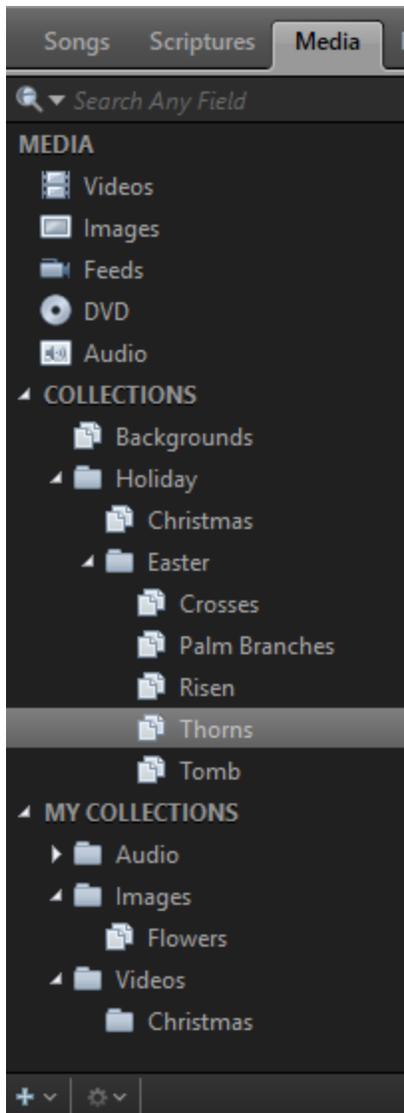
Folders

Within **Collections** and **My Collections** you can create **Folders** which are just containers for your collections. For example:

If you want to create a collection in your **Media** but you want to keep your images and videos separate, you can create a **Folder** called Images and a **Folder** called Videos. Under each of those folders, you can create other folders and collections. So, under the images folder, create a folder called Easter, then create collections under that folder called Crosses, Palm Branches, Tomb, Risen... You will then add your images to those collections.

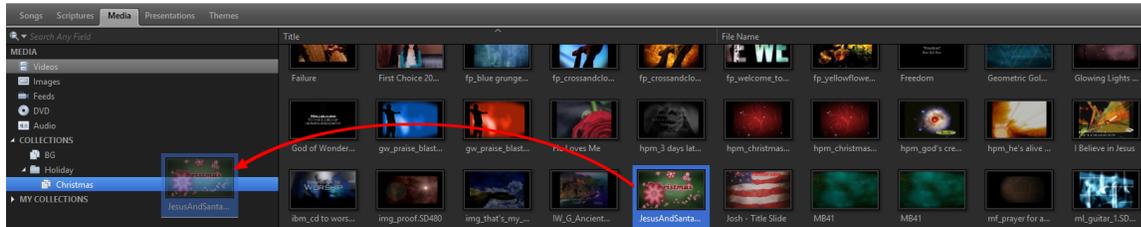
NOTE You don't have to create folders to create collections, but you do have to have a collection to add resources to it. You cannot add resources to a folder.

NOTE If you have a folder with different collections, selecting the folder will show all resources in all collections under that folder.



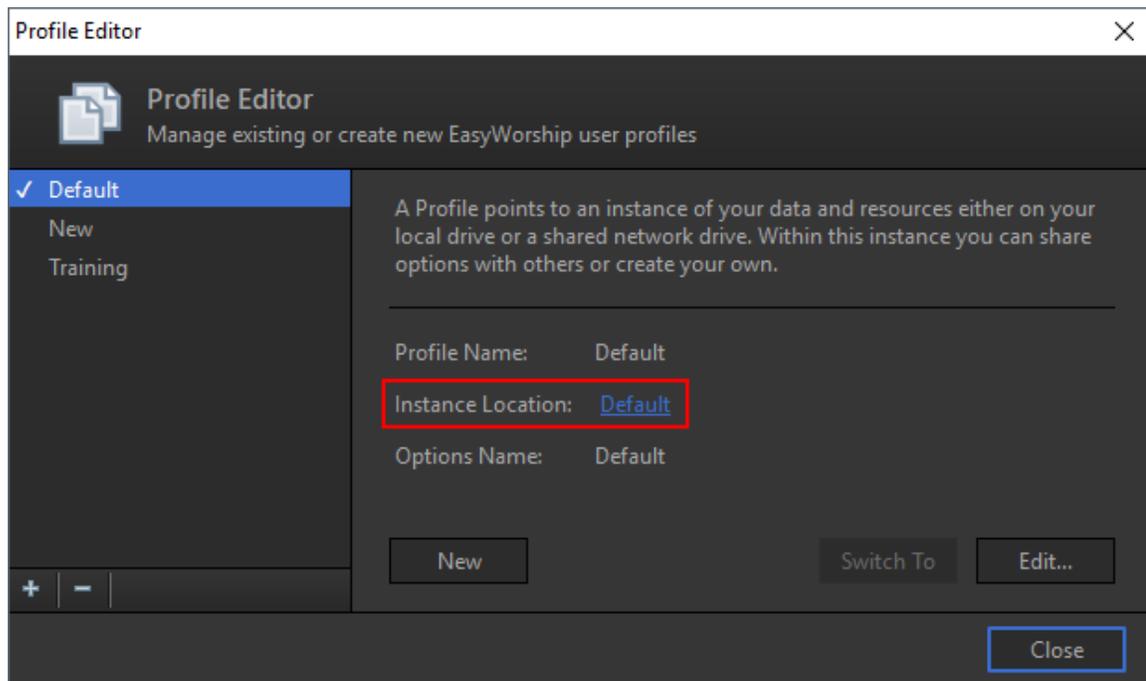
Media Collections

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



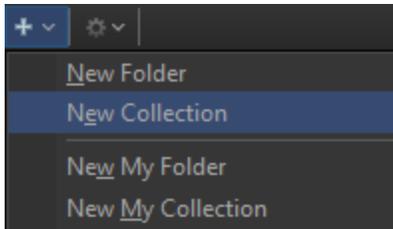
Also, if you already have your images and videos organized into folders, you can retain that structure within **EasyWorship** using the **Collections** filter.

1. To find and manage your media folders, click **Profiles > Profiles Manager....** The **Profile Editor** window will appear.

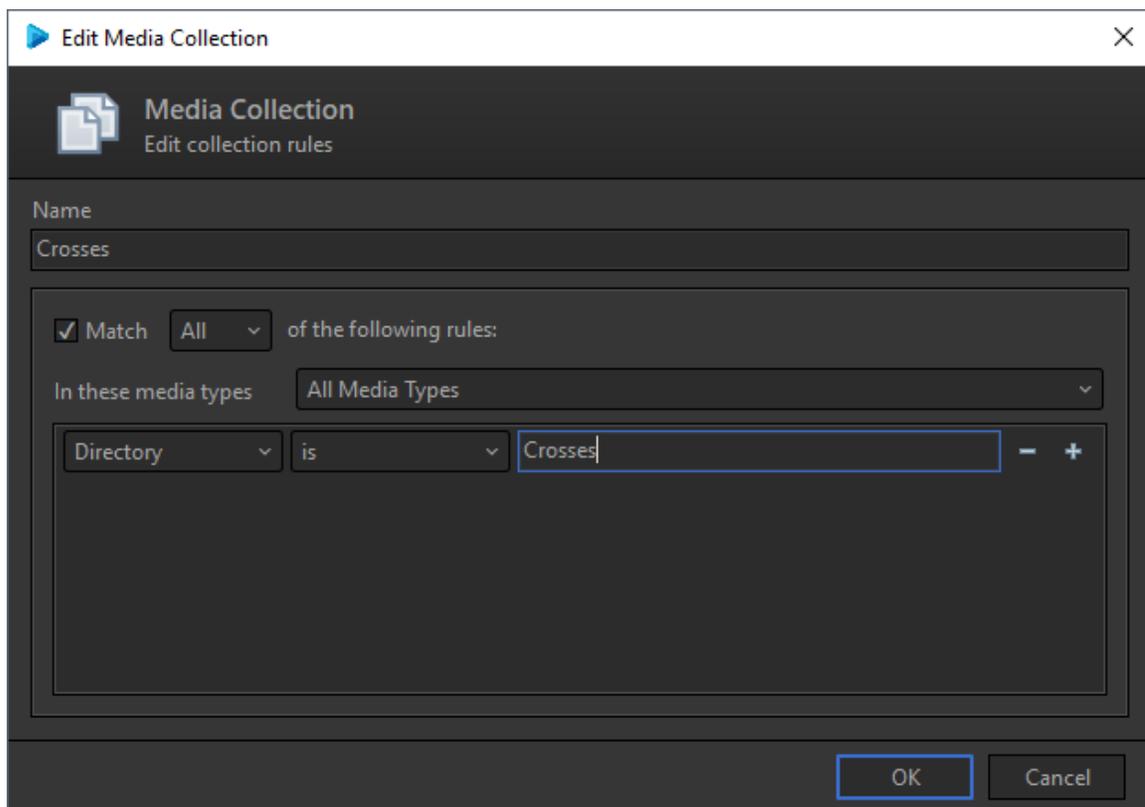


1. Click the link next to the **Instance Location**. This will open your **EasyWorship** Profile folder.

2. Double-click **Resources** and select the folder for the type of media you want to organize. Keep this window open while editing your **Collection**, so that you can see the available directories.
3. In **EasyWorship**, close the **Profile Editor** and click the Add  icon in the bottom left corner to create a **New Collection**.



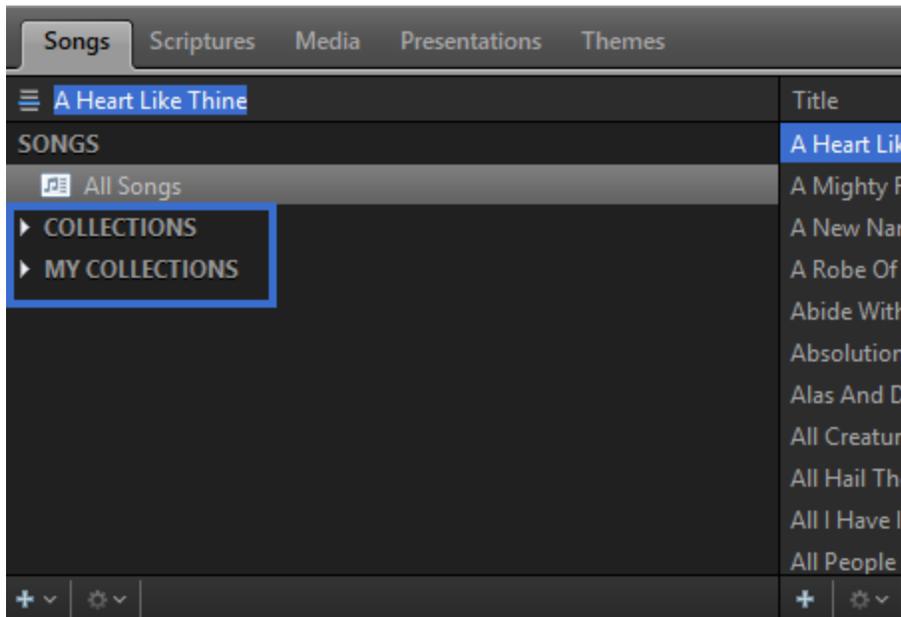
4. Right-click the newly created **Collection** and select **Edit....** The **Edit Media Collection** window will appear.
5. Enter a name for your **Collection**, needs to be the same as the directory you'll be pulling media from.



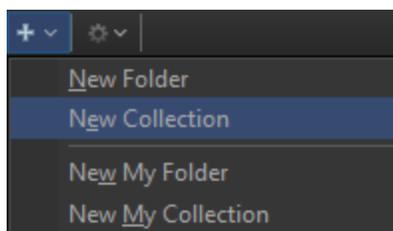
6. Check the box next to **Match** and select **All**. Change the media type to the type of media you're filtering. Click the **Title** drop-down and select **Directory**. Click the **Contains** drop-down and select **is**. Enter the directory name. Click **OK** to populate that **Collection** with the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

Song, Scripture, Presentation And Theme Collections

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

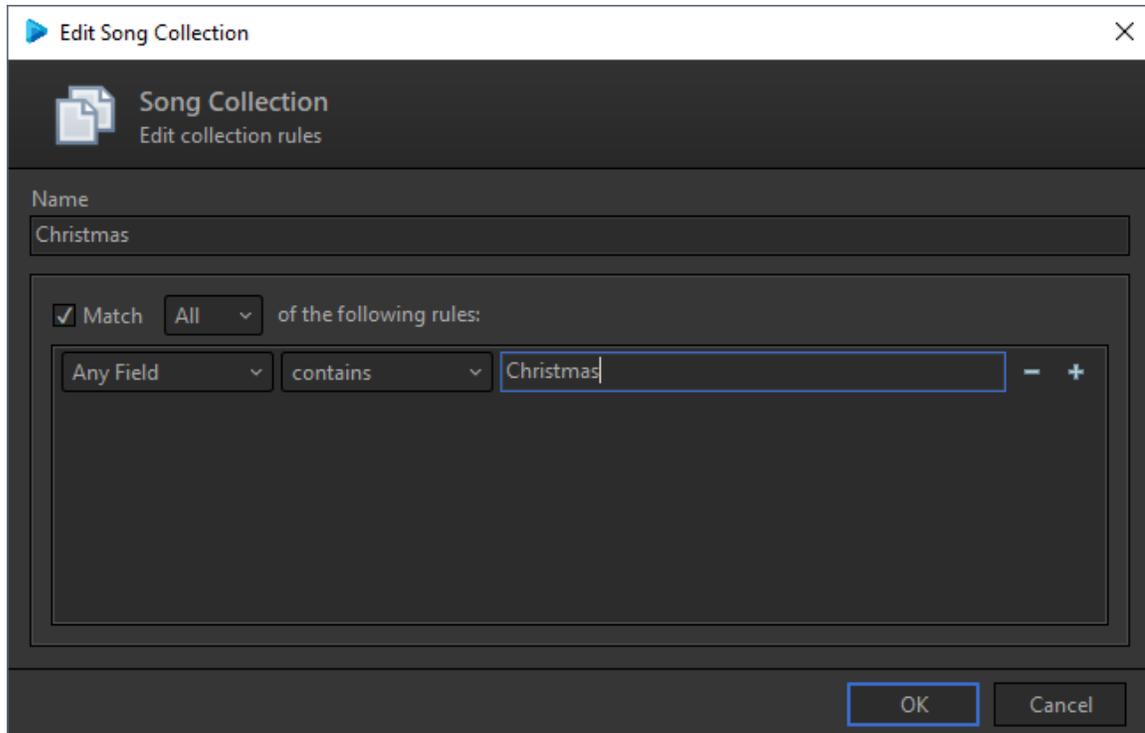


1. To start using **Collections**, select the desired tab (Songs, Scriptures, Media, Presentations, or Themes) in the **Resource Area** and click the Add  icon in the bottom left corner. The **Collections** menu shown here will appear.

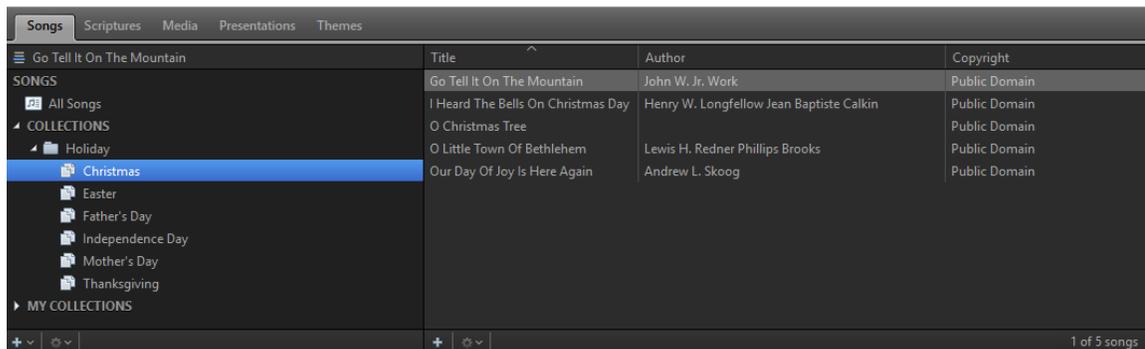


2. Folders help organize your **Collections**. For example, you can have a Holiday folder with separate **Collection** for various holidays. To edit the **Collection**, double-click the desired

Collection or right-click the **Collection** and select **Edit...** This will open the **Edit Song / Scripture / Presentation / Theme Collection** window.

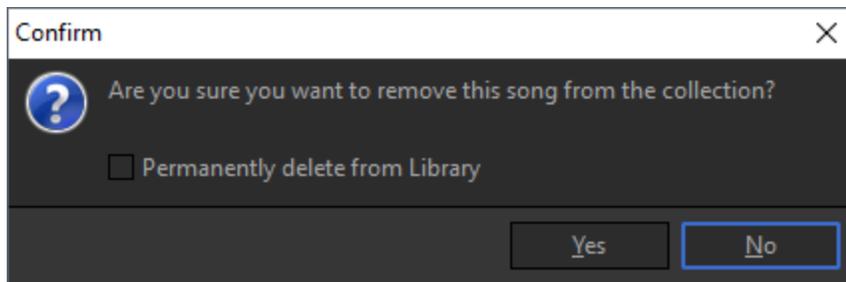


3. In this window, you can edit and name your **Collection** and filter your **Collection** contents. Check the box next to **Match** and use the drop-down to choose **All** or **Any** of the following rules.
4. Using the drop-down menus, select the desired options and enter the text by which to filter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



Delete an item from a Collection:

1. Right click the item you want removed.
2. From the pop out menu, select **Remove**. The Confirm window will open.
3. If you want to also permanently delete the item from the **EasyWorship** library, check the box to permanently delete.
4. Click Yes.



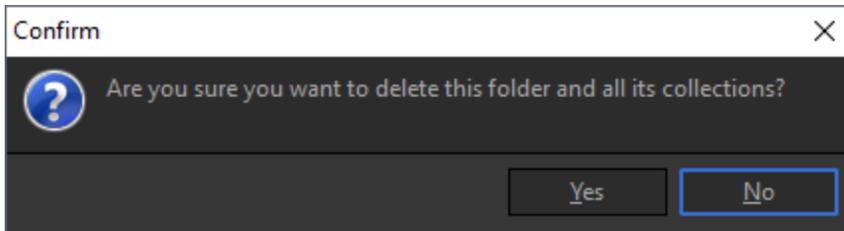
- OR select the item you want removed and press Delete on your keyboard.

NOTE Adding items to a **Collection** does not copy them to a folder. If you delete the source, it will be deleted permanently and will no longer be in your **EasyWorship** Library or **Collection**. You cannot undo this action.

Delete a Folder

1. Right click the Folder you want removed.
2. From the pop out menu, select **Delete**. The Confirm window will open.

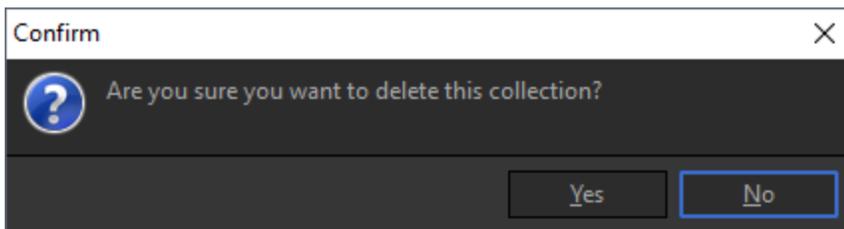
3. If you want to permanently delete the folder and all its collections, Click Yes.



- OR, select the folder you want deleted and press Delete on the keyboard.

Delete a Collection

1. Right click the Collection you want removed.
2. From the pop out menu, select **Delete**. The Confirm window will open.
3. If you want to permanently delete the collection, Click Yes.



- OR, select the collection you want deleted and press Delete on the keyboard.

DVD

About DVDs

Intro to the DVD Feature

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

DVDs Explained

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

DVD Structure

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

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

The **EasyWorship** DVD editor can play the entire movie, predefined segments, or you can select parts of the DVD called clips. On any compatible 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.

Setting the DVD Region

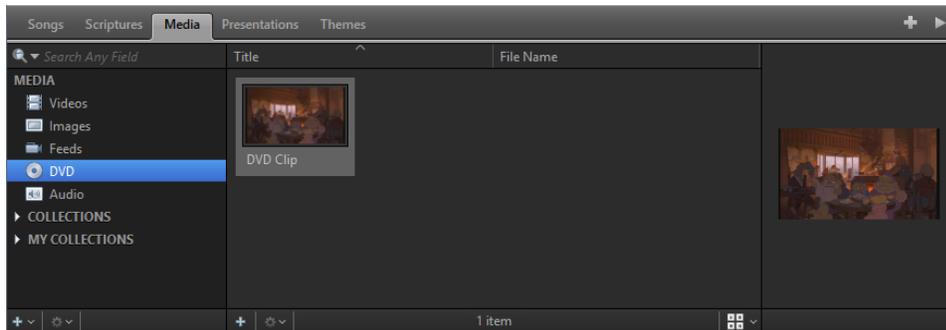
In order to create DVD clips in **EasyWorship**, the DVD region has to be set on the DVD player in the computer. Many DVD drives come from the factory with no region set. If the wrong region or no region is set, you will be able to create clips, but will not be able to play them back after removing and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

1. Open **Computer** or My Computer or This PC.
2. Right-click the **DVD drive**.
3. Click **Properties**.
4. A properties window will appear.
5. Click the **Hardware tab**.
6. Select the **DVD drive** from the list.
7. Click **Properties** at the bottom. The **Properties** window for the DVD drive will appear.
8. Click **Change settings** at the bottom of the **General** tab.
9. Click the **DVD Region** tab.
10. Select the appropriate country.
11. Click **OK**.

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

DVD Layout

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



Add New 

Click this icon to open the DVD Clip Editor window and create a new DVD clip.

Action 

Click this icon to add a new DVD clip, edit or delete a selected clip, customize the thumbnail view, customize the clip sort order, or refresh your clips.

Thumbnail View 

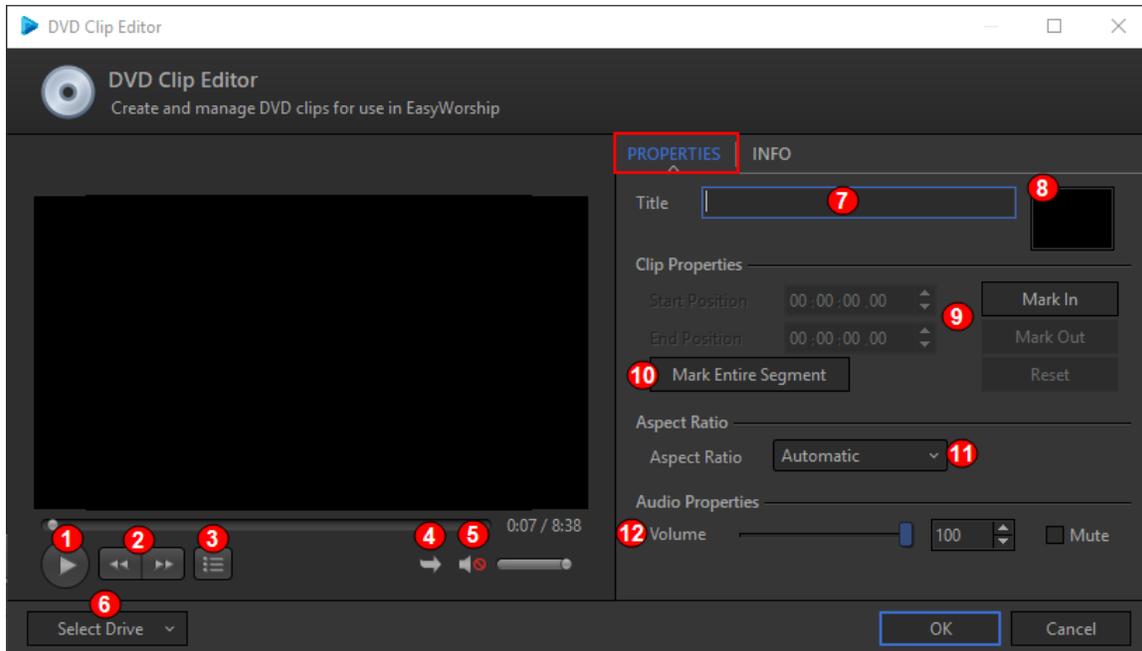
Click this icon and use the slider to customize the thumbnail view in the DVD clip library.

DVD Clip Editor Overview

To access the **DVD Clip Editor**, right-click anywhere in the DVD clip library section and select **Add New DVD Clip...** from the pop-out menu, or click the **Add New**  icon. If a DVD is in the

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

Properties Tab

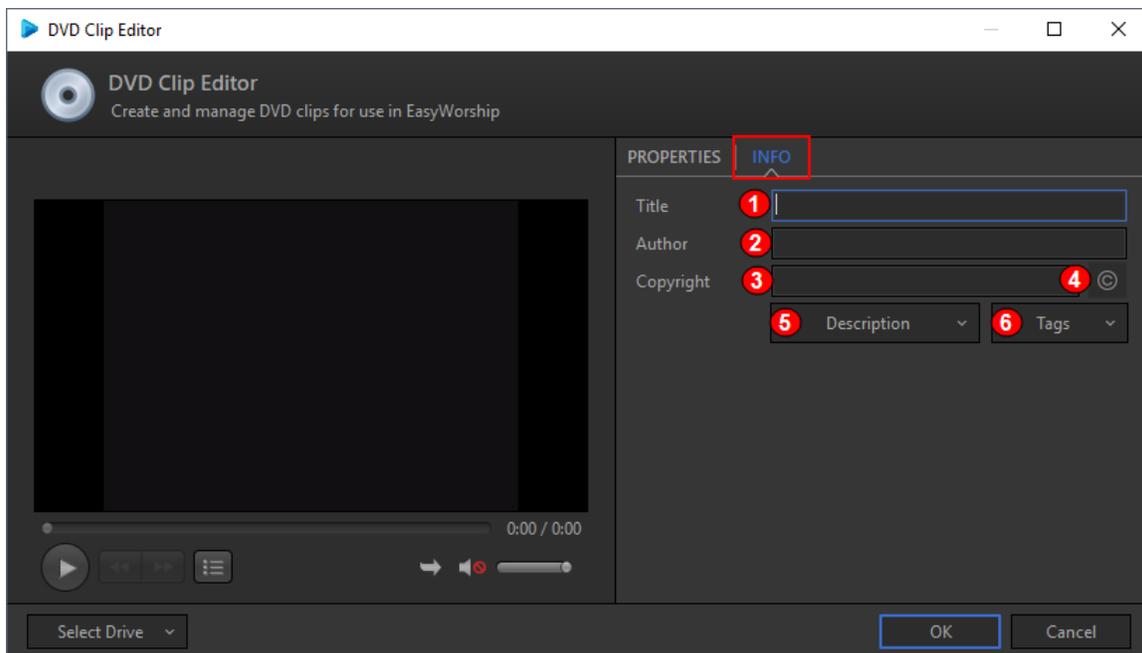


1. **Play / Pause:** The play/pause button starts and stops the video playback.
2. **Fast-Forward / Rewind:** Single clicking skips forward or backward one chapter. Holding the FFW or RWD buttons down will fast forward or rewind the video.
3. **Menu:** Allows you to access the DVD Title Menu, Root Menu, set subtitle options, Audio options angle and load the chapter menu.
4. **Continuous Play / Repeat:** Allows you to loop the DVD clip you are viewing or let it stop at the end of the clip.
5. **Mute & Volume:** Controls the audio while working with the DVD clip. The audio will not be muted on playback.
6. **Select Drive:** Select the DVD drive that currently has a DVD disk in it. This is automatically selected if you only have one DVD drive.
7. **Title:** Type the name of the DVD clip in this field.
8. **Thumbnail:** Click the thumbnail box on the right to set the thumbnail. (This takes a snapshot of what is currently in the player window)
9. **Clip Properties:** *Start Position* is the time at which the DVD clip will start. Use the up and down arrows to manually adjust the time. *Mark In* sets the start position of the DVD clip.

Click this button as the DVD clips plays to set the start position. *End Position* is the time at which the DVD clip will end. Use the up and down arrows to manually adjust the time. *Mark Out* sets the end position. Click this button as the DVD clips plays to set the end position. *Reset* simply resets the Start and End Points.

10. **Mark Entire Segment:** Selects the whole DVD, or in the case of an iWorship DVD, selects the start and end point of the song you are currently viewing.
11. **Aspect Ratio:** Allows you to maintain the aspect ratio, stretch or zoom the video.
12. **Audio Properties:** Allows you to change the volume of the DVD clip when you go live with it. The *volume slider* allows you to set the volume of the DVD clip for playback to the audience. *Mute* allows you to mute the audio on the DVD clip if you don't wish to use the audio portion of the DVD.

Info Tab



1. **Title:** Enter the name of the DVD clip in this field.
2. **Author:** Enter the Author in this field.
3. **Copyright:** Enter copyright info in this field.
4. ©: Adds the copyright logo to the copyright field.

5. **Description:** Enter a description for the DVD clip.
6. **Tags:** Enter tags for the clip.

Creating And Using DVD Clips

Create a DVD Clip

1. Insert a DVD into the DVD drive.
2. Click the **Media Tab** in the **Resource Area**.
3. Click the **DVD** icon in the **Media Library** on the left.
4. Right-click anywhere in the DVD clip library section and select **Add New DVD Clip** from the pop-out menu, or click the **Add New**  icon at the bottom of the DVD clip library section.

The **DVD Clip Editor** window will appear.

5. Type a clip name in the **Title** field.
6. Using your mouse, click the DVD chapter or title menu in the preview window and navigate to the desired chapter or segment.
7. As the selected DVD clip plays, click **Mark In** to select the beginning of your clip.
8. Click **Mark Out** to select the end of the clip.
9. Scroll the clip to find the frame you wish to use for a thumbnail and click **Set Thumbnail**.
Click **OK**.
10. The clip and thumbnail will appear in the DVD clip database.

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

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

SEE "Setting the DVD Region" on page 163

Using a DVD Clip in the Schedule

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

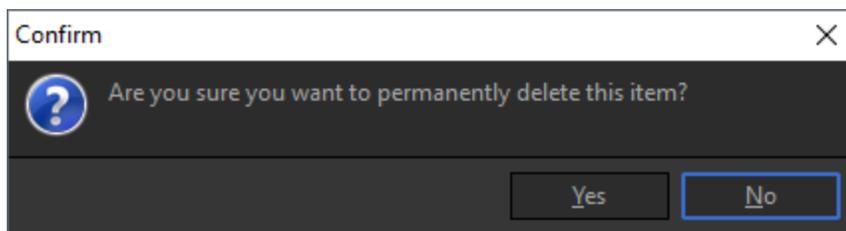
NOTE To go live with a DVD clip directly from the database, double-click the clip. DVD clips can be transferred via the schedule to another computer running the same version of Windows and [EasyWorship](#), but the DVD has to be in the drive for the clip to play.

Edit a DVD Clip

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

Delete a DVD Clip

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



Feeds

About Feeds

EasyWorship can project images from your computer through external devices (e.g., DVD, VHS, Camera[s], Mixer) using a capture card. Most capture cards are PCI cards that are installed into PCI slots on the motherboard of your computer. Each capture card has its own input connections. Most will be either HDMI, SDI, RCA (composite) jacks, or some combination of those inputs. It is important that you determine the type of interface cable desired before you order your capture card.

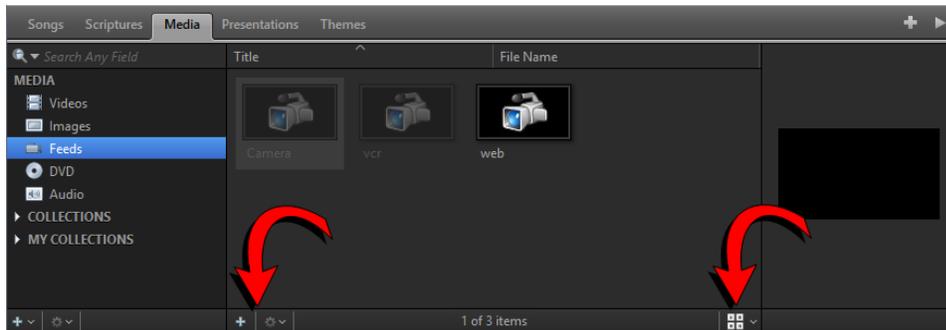
Feeds in **EasyWorship** can also be set up using [NDI](#) (Network Device Interface). Any device that is NDI enabled and on the same network as **EasyWorship** can be chosen as an input device when creating or editing a feed.

NOTE Some capture cards do not work well with multiple cards of the same type.

SEE "System Requirements" on page 91

Feeds Layout

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



Add New 

Click this icon to open the Feeds Editor window and create a new Feed.

Action 

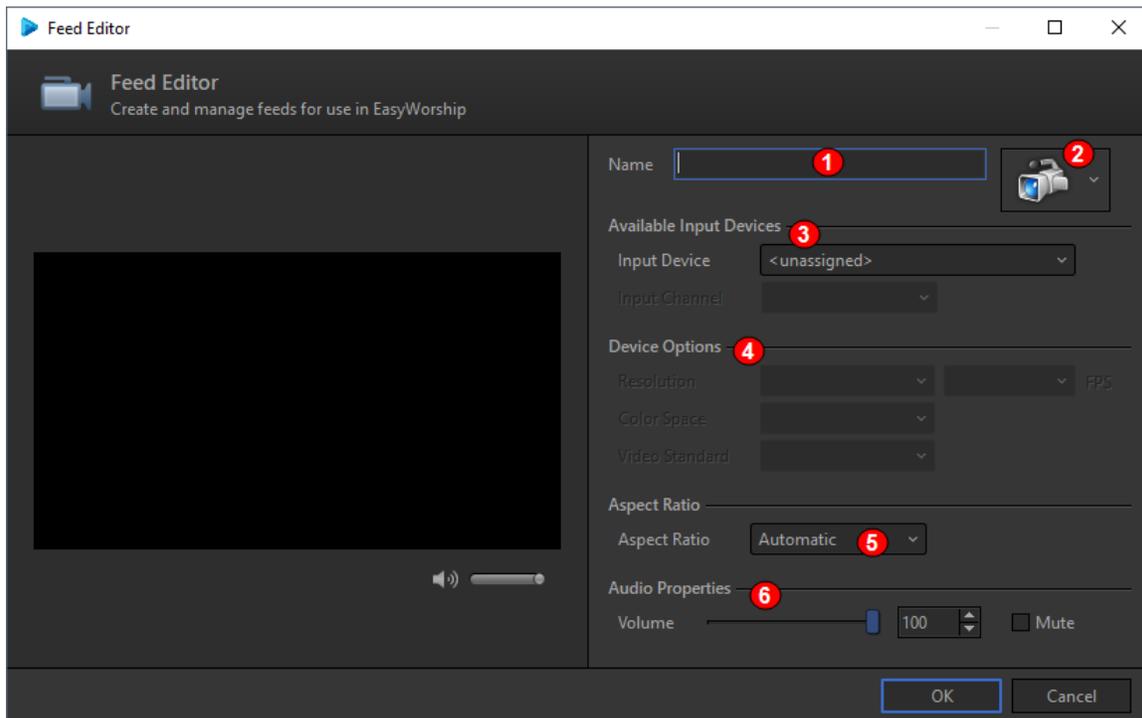
Click this icon to add a new Feed, edit or delete a selected Feed, copy the selected Feed to Themes, customize the thumbnail view, customize the sort order, or refresh your Feed thumbnails.

Thumbnail View 

Click this icon and use the slider to customize the thumbnail view in the Feeds library.

Feeds Editor Overview

To access the **Feeds Editor**, right-click anywhere in the Feeds library section and select **Add New Feed...** from the pop-out menu, or click the **Add New**  icon.

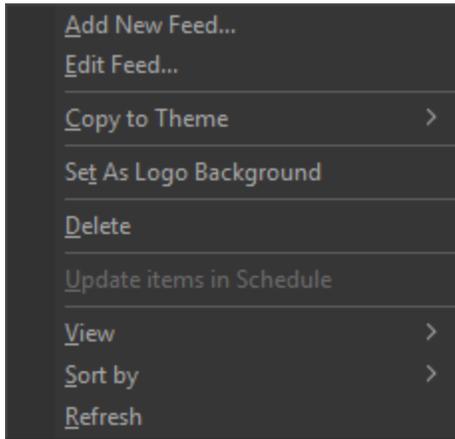


1. **Name:** Type the name of the Feed in this field.
2. **Thumbnail:** Click the drop-down arrow to select what type of Feed this is. The options are Camera, Mixer, DVD Player and Misc Player.
3. **Available Input Devices:** Select the *Input Device* you want your Feed to come from. If your capture device has more than one input, use the *Input Channel* to select the input your Feed is coming through.
4. **Device Options:** The device settings in [EasyWorship](#) have to match the settings for your capture card. Select the correct *Resolution*, *Color Space* and *Video Standard* to match the settings on the capture card.
5. **Aspect Ratio:** Allows you to use the Automatic setting, maintain the aspect ratio, stretch or zoom the video.
6. **Audio Properties:** Allows you to change the volume of the Feed when you go live with it. The *volume slider* allows you to set the volume of the Feed for playback to the audience. *Mute* allows you to mute the audio on the Feed if you don't wish to use the audio portion.

NOTE Most users using a live Feed will run the audio through their sound system and not through the capture card. You will only need to adjust the Audio Properties if you run the audio through your capture card. This would be most common if you connect a DVD or Blu-Ray player.

Right-Click Features

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

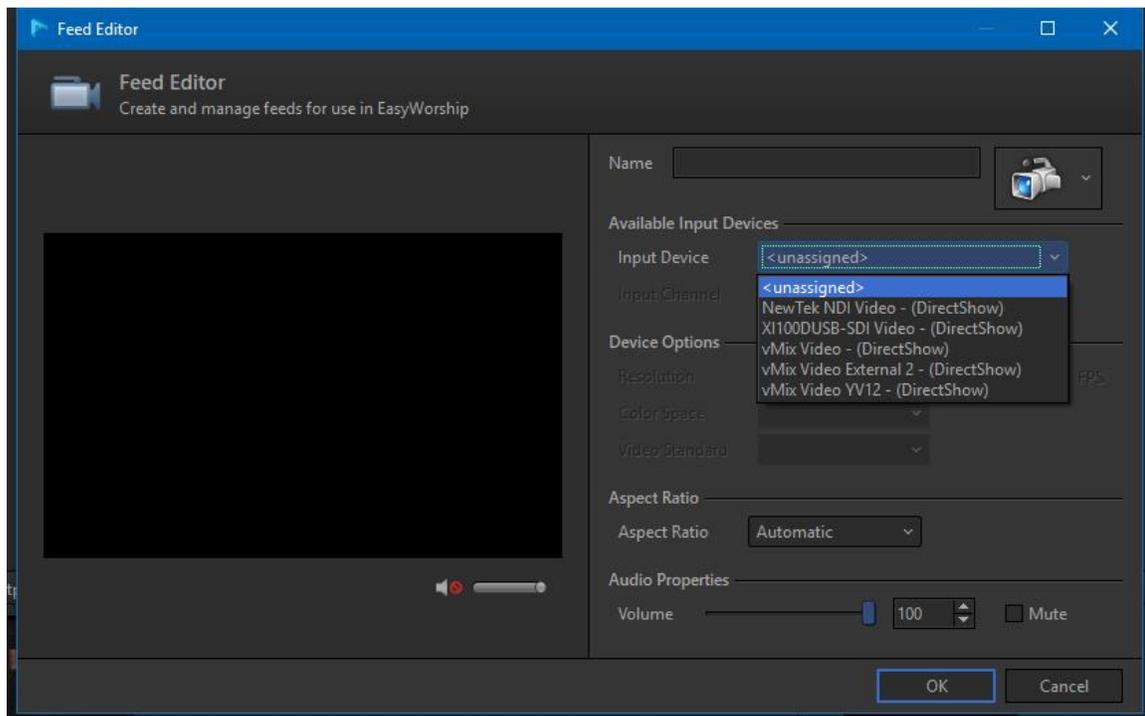


Add New Feed...	This will open a blank feed in the Feed Editor.
Edit Feed...	This will open the selected feed in the Feed Editor.
Copy to Theme >	Select Song Theme, Scripture Theme, or Presentation Theme to add the feed to the desired theme library.
Set as Logo Background	Sets the feed as the default background logo. Clicking the Logo button in the Toolbar will output the logo you selected to the screen. Clicking it again turns off the logo.
Delete	Deletes the feed from the Resource Area . It will prompt you to delete it completely from the / Resources / Feeds folder.
View	Allows you to change icon size for a custom thumbnail view.
Sort by	The same as in Windows.
Refresh	This will refresh the thumbnails for the selected item.

Creating And Using Feeds

Add a Feed

1. Open [EasyWorship](#).
2. In the **Resource Area**, click the **Media** tab and select **Feeds** from the **Media List** on the left.
3. Click the **Action Menu** button  at the bottom of the **Library** in the middle.
4. Select the option to **Add New Feed**, which brings up the **Feed Editor** window.
5. Under the **Available Input Devices** you will see **<unassigned>** and below that you will see any input devices that are connected (e.g., a capture card, a web cam, USB input device or NDI source such as NewTek NDI Video, vMix Video, or any camera with NDI HX, HX2, and HX3).



6. Click the input device to which you want to connect.
7. Type a name for the device in the **Name field**. Example: Webcam.

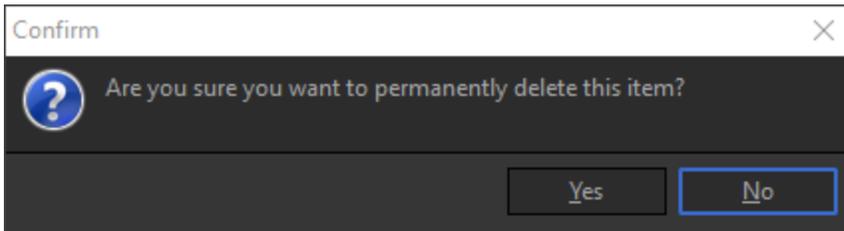
8. Click the camera icon to select the type of device (options include a Camera, Mixer, DVD player, and Misc Player).
9. Under the Device Options you can customize the following properties:
 - *Resolution*: Should default to the setting on the capture card software but can be changed if it doesn't.
 - *Frame Rate*: Should default to the setting on the capture card software.
 - *Color Space*: YUY2 or MJPG.
 - *Video Standard*: NTSC or PAL. This setting is automatically populated.
 - *Aspect Ratio*: defaults to Automatic, but can be changed to Maintain, Stretch, or Zoom.
 - *Audio Properties*: allows you to change the volume of the feed when you go live with it. The *volume slider* allows you to set the volume of the feed for playback to the audience. *Mute* allows you to mute the audio on the feed if you don't wish to use the audio portion of the feed.
10. Click **OK** when you are done.
11. The added device is listed in the **Feeds Library** in the **Resource Area**. To add additional devices repeat steps 1-10.

Edit a Feed

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

Delete a Feed

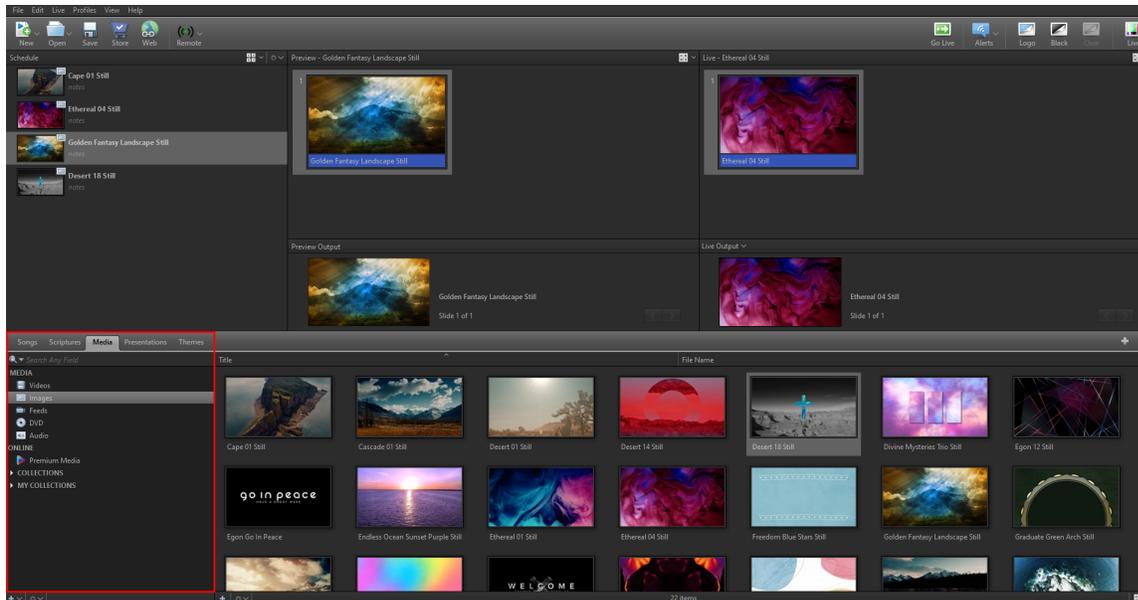
1. In the **Resource Area**, click the **Media** tab and select **Feeds** from the **Media Library** on the left.
2. In the **List Area** in the middle, right-click the device that you want to delete and select **Delete**.
3. A message appears asking you if you want to permanently delete the feed.



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

Images

Adding And Using Images



Add New Images

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

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

NOTE You can also drag-and-drop an image from Windows File Explorer or the desktop into the **Images Library**.

NOTE [EasyWorship](#) will display .bmp, .jpg, .wmf, png, and .ico files. For the best results, store all images in Your Profile/images folder.

SEE "Locate Your Profile Data" on page 298 to find out how to locate your images folder on your computer.

SEE [Premium Media](#) to find out how import Premium media

Display Images

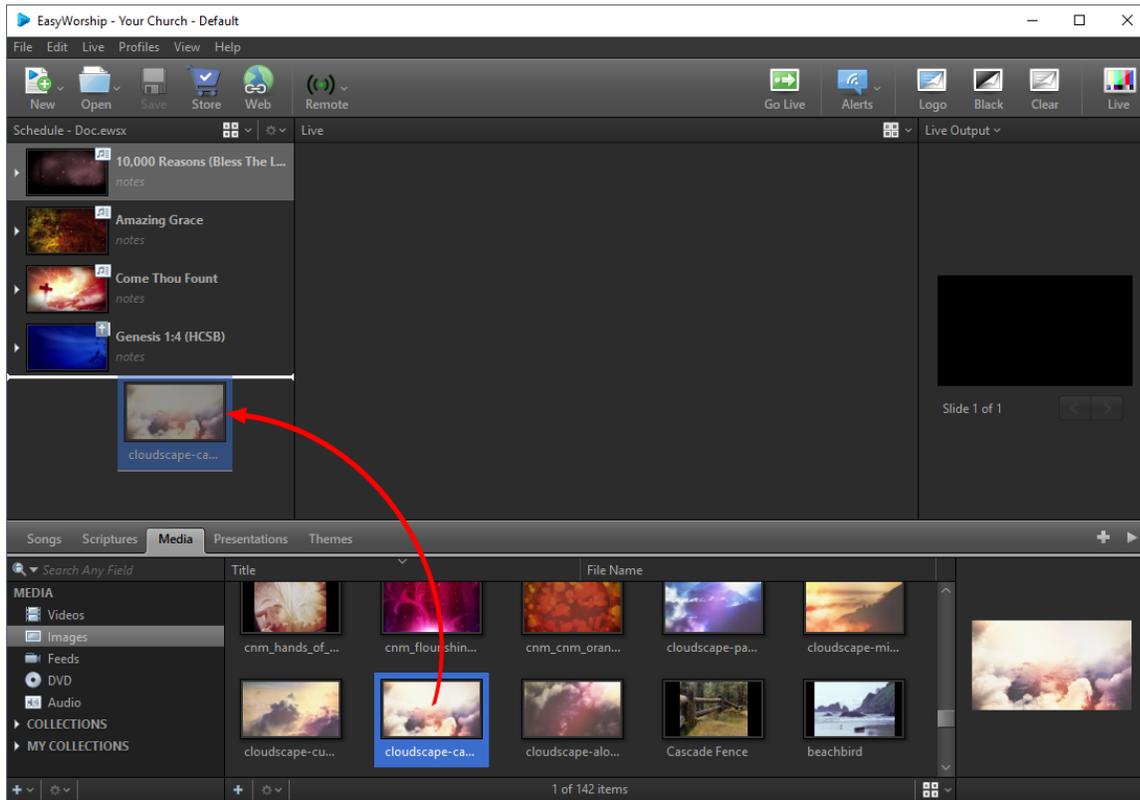
In the **Resource Area**:

1. Click the **Media** tab.
2. Select **Images** from the **Resource Area** on the left.
3. Drag and drop an image to the **Schedule Area**.
4. Select the image in the **Schedule Area** and click **Go Live**, OR double-click the image to send it live.

Drag & Drop Features

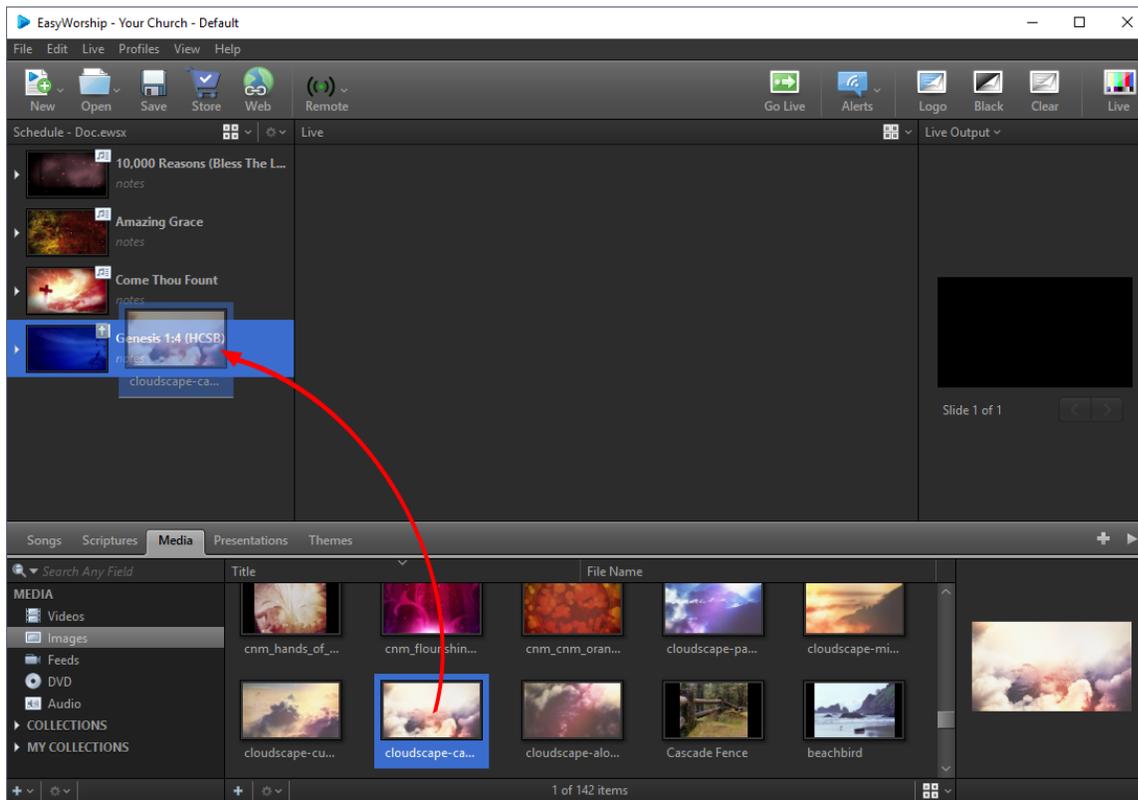
Add Image to Schedule

Drag and drop an image into the schedule from the **Images Library**.



Use Image as Background

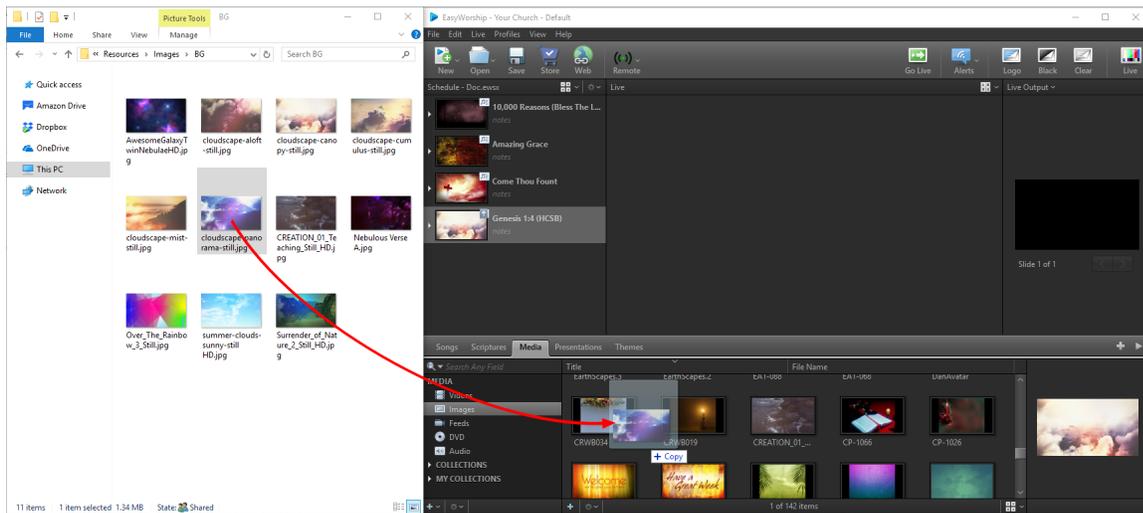
Drag an image onto a song in the schedule to assign that image to a song as a background.



NOTE Hold down the Ctrl key while dragging and dropping to add the image as a separate slide in the scheduled item.

Add a New Image

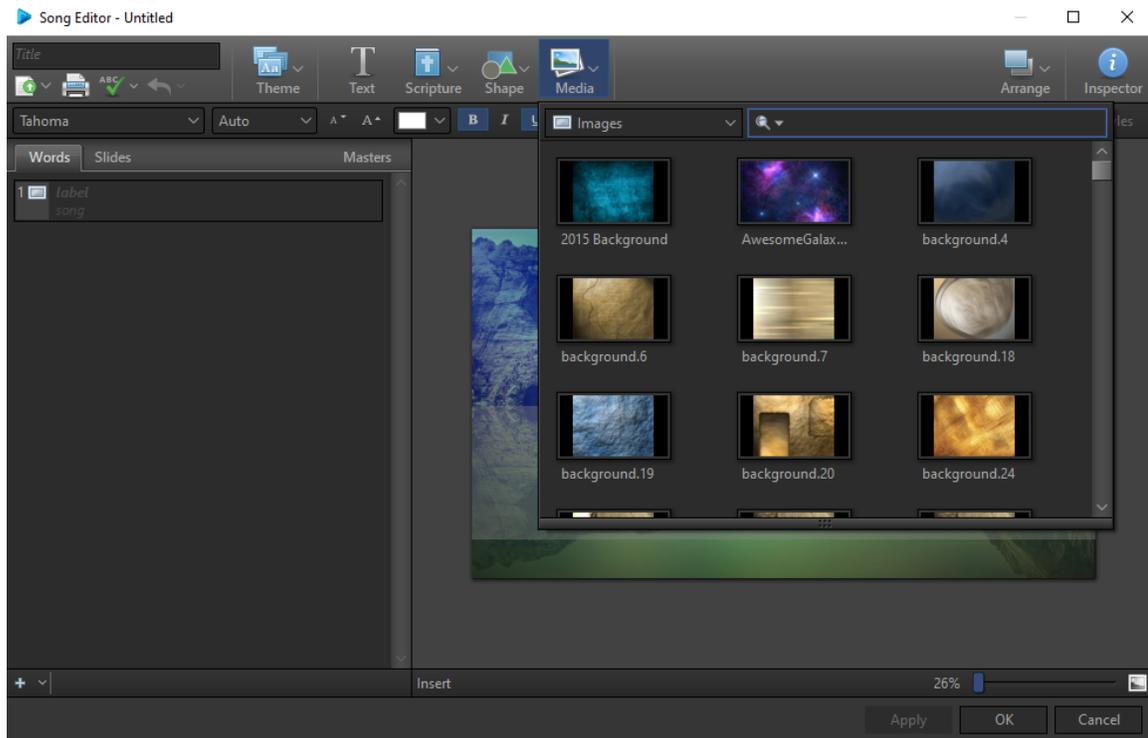
Drag and Drop images from any folder in Windows to the **Images Library**. **EasyWorship** will that image to your Images tab.



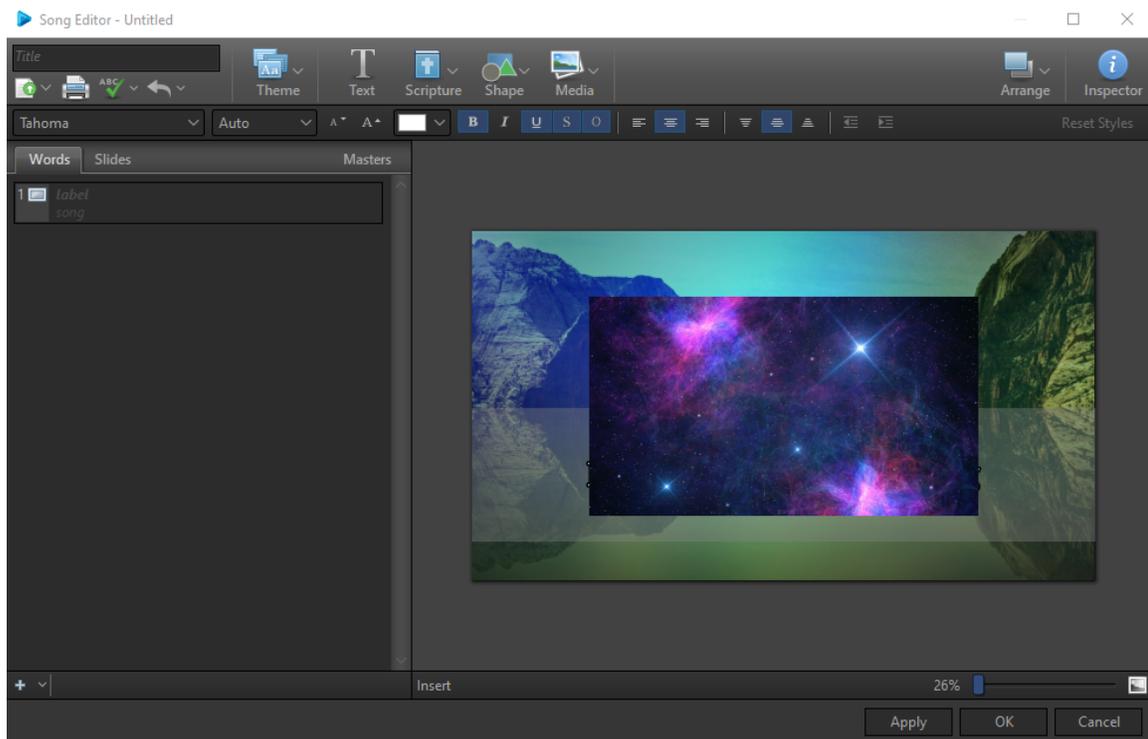
Add An Image As An Element

You can add an image as an element on a slide in the Song, Scripture, Presentation or Themes editors by using the Media button on the Editor toolbar.

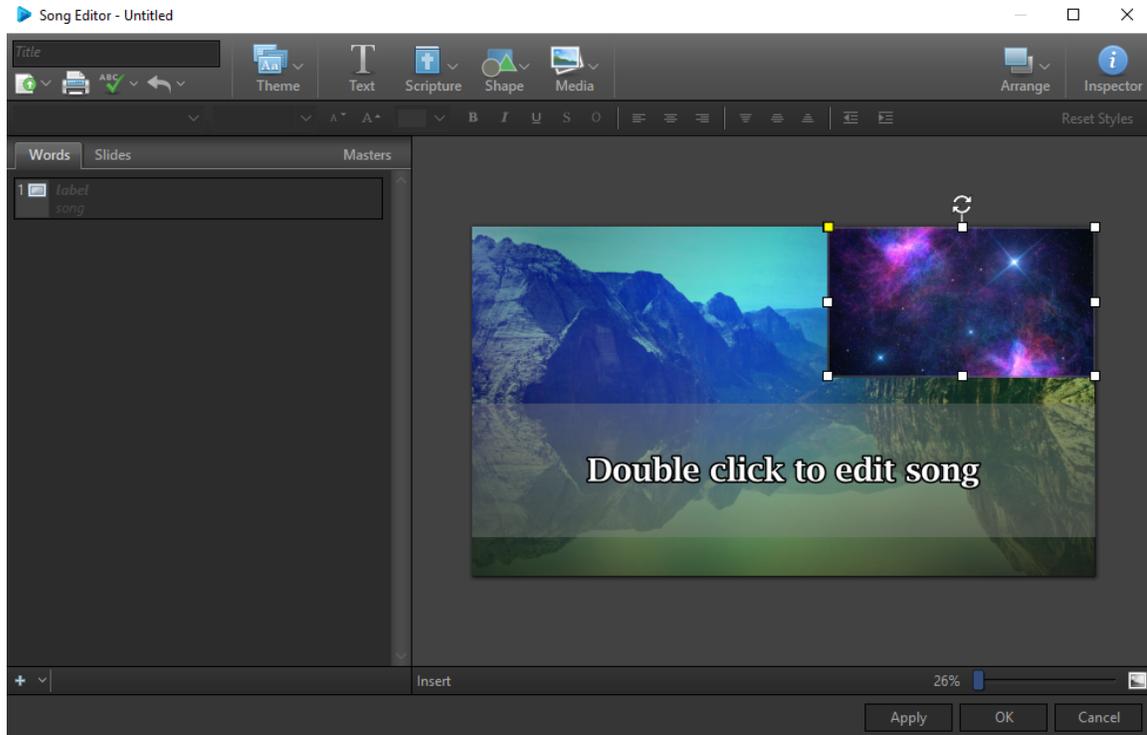
1. In the editor, select the slide you want to add the image to and click Media  on the toolbar.



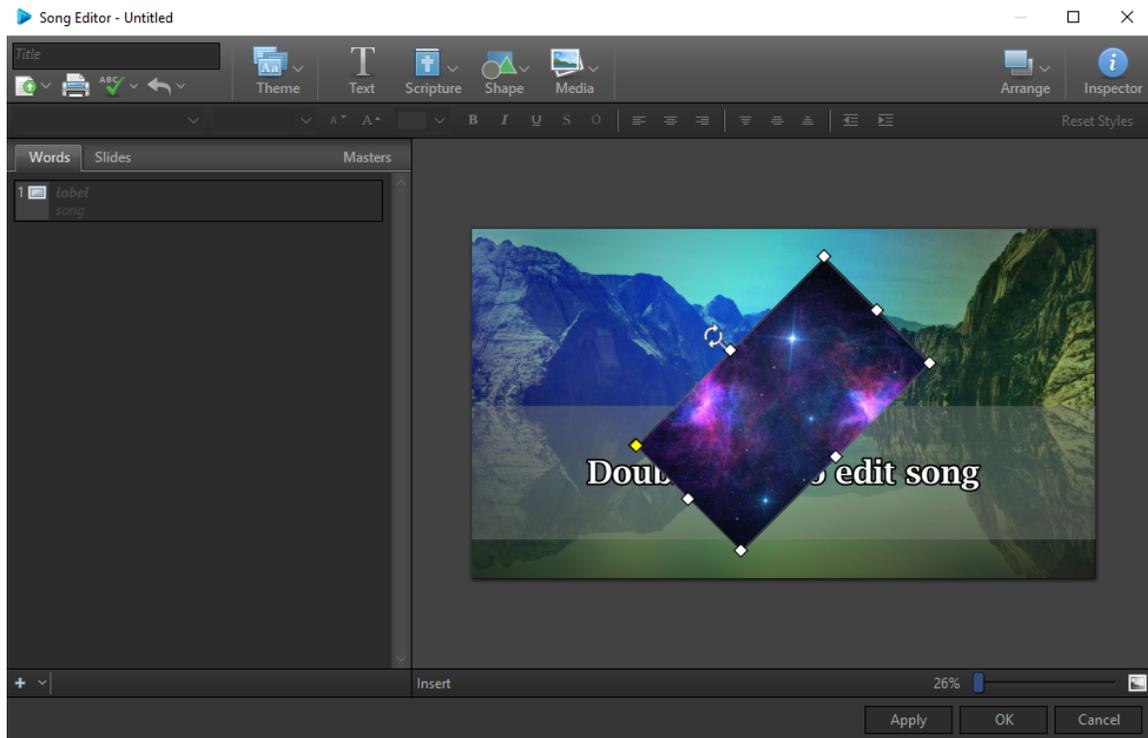
2. Click the image you want to add it to the slide.



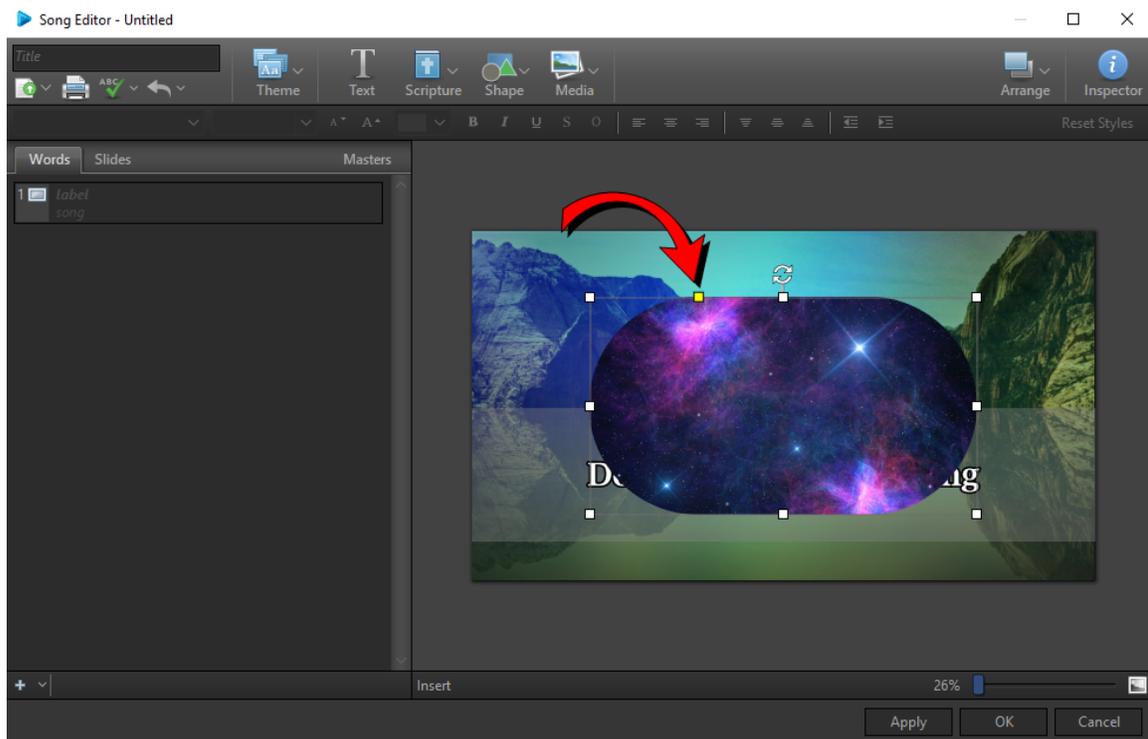
3. Use the handles to re-size and move the element to the desired size and location.



4. Use the rotation button at the top of the element to rotate it if wanted.



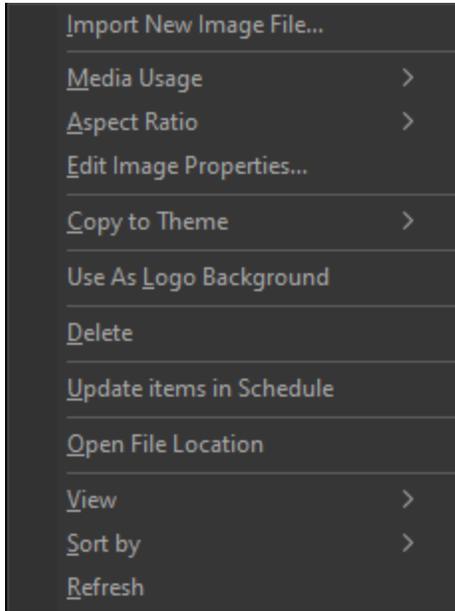
5. Use the yellow adjustment point in the top left corner to round the edges.

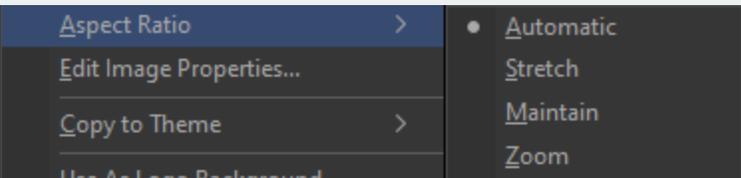


Editing Images

Right-Click Features

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



Import New Image File...	This is a shortcut for adding additional images.
Media Usage	 <p>Set the usage of the image whether you'll use it as a background, foreground, or use Automatic.</p>
Aspect Ratio	 <p>Set the aspect ratio of the image whether you want it to stretch, maintain, or zoom in, or use Automatic.</p>

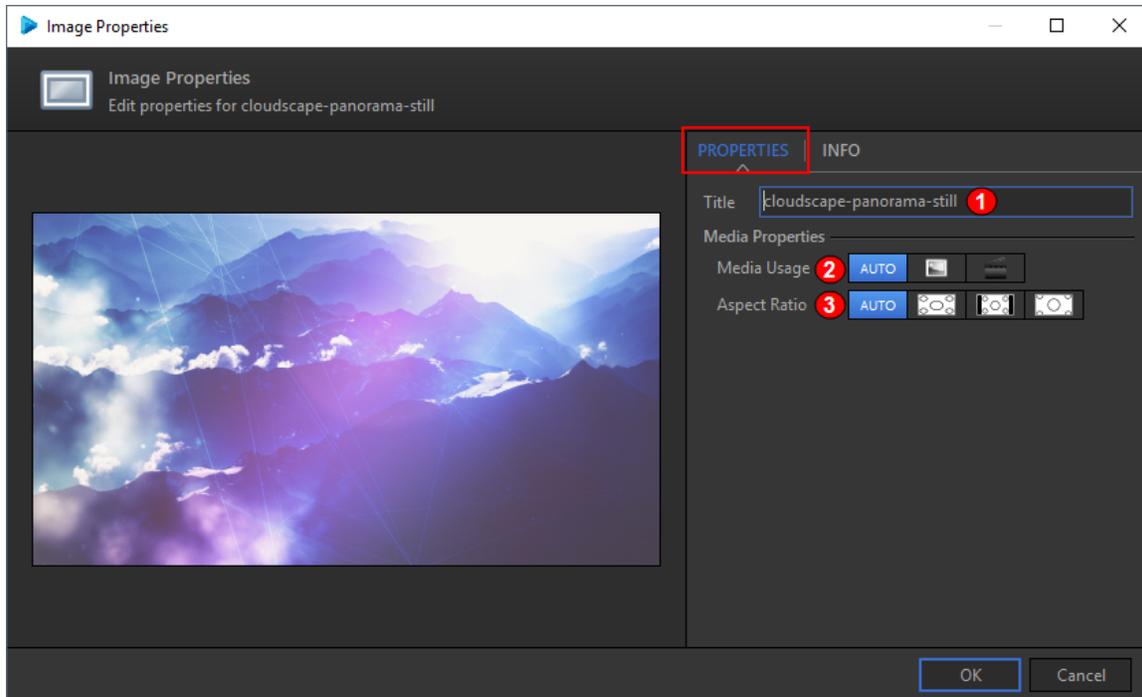
Edit Image Properties...	Opens the "Image Properties Editor" on page 188, which allows you to add a title, control the default aspect ratio for the image, and more.
Copy to Theme >	Select Song Theme, Scripture Theme, or Presentation Theme to add the image to the desired theme library.
Use as Logo Background	Sets the image as the default background logo. Clicking the Logo button in the Toolbar will output the logo you selected to the screen. Clicking it again turns off the logo.
Delete	Deletes the image from the Images Library . It will prompt you to delete it completely from the / Resources / Images folder.
Update items in Schedule	Allows you to update the same item in the schedule if you make edits in the database.
Open File Location	Open the File Explorer window where that image file is located on the computer.
View	Allows you to change icon size for a custom thumbnail view.
Sort by	The same as in Windows.
Refresh	This will refresh the thumbnails for the selected item.

Image Properties Editor

Follow these steps to edit the properties of any image in [EasyWorship](#):

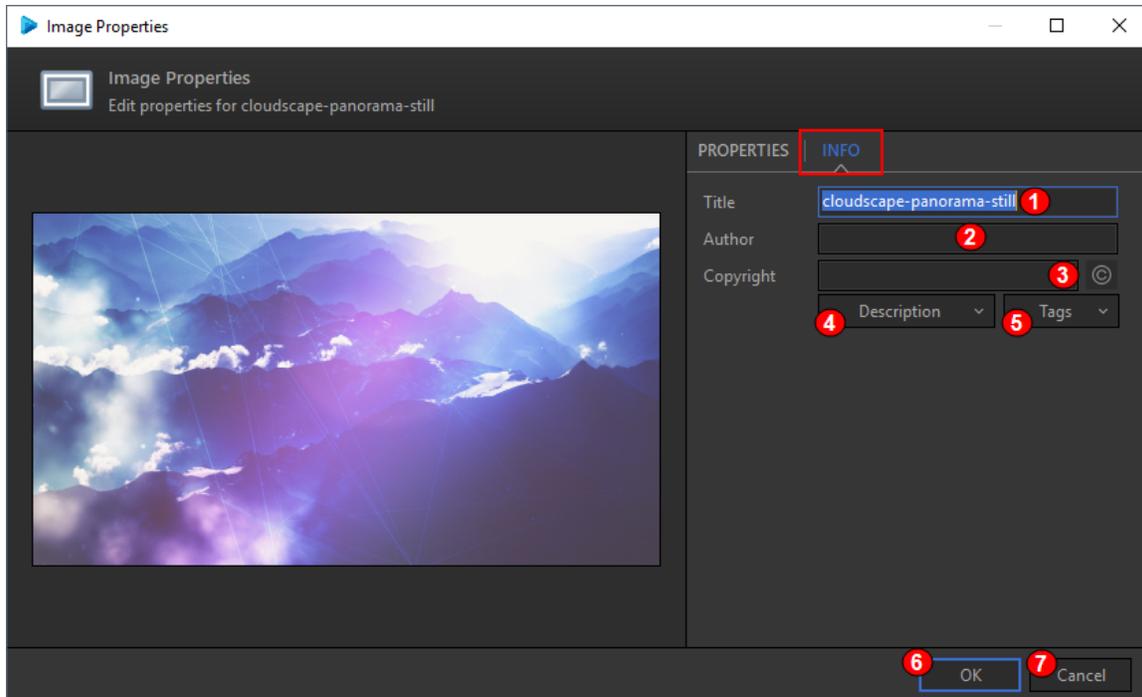
1. Click the **Media** tab in the **Resource Area**.
2. Select **Images** from the **Resource List** on the left.
3. Right-click any image and select the option to **Edit Image Properties**.
4. The **Image Properties** editor will appear, allowing you to customize properties of the image such as title,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

Properties Tab



1. **Title:** Enter the name of the image in this field.
2. **Media Usage:** Changes how the background image behaves.
 - Selecting the **Picture** icon  stretches the image to fill the screen and will default as a background.
 - Selecting the **Movie** icon  does not stretch the image and will default as a foreground image.
3. **Aspect Ratio:** Allows you to maintain the aspect ratio, stretch, or zoom the image.
 - Selecting the Stretch icon  will stretch the image to fit the screen.
 - Selecting the Zoom icon  will zoom the image to fit the screen but will not distort the image.
 - Selecting the Maintain icon  will keep the image at the original aspect ratio.

Info Tab

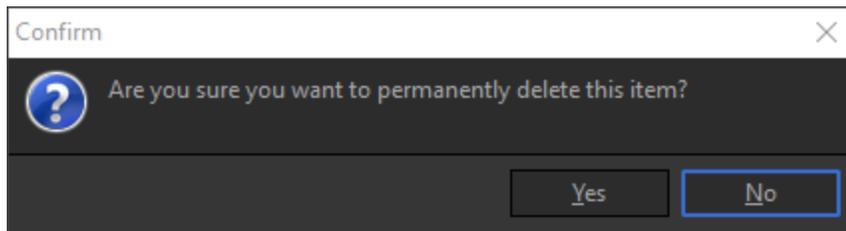


1. **Title:** Enter the name of the image in this field.
2. **Author:** Enter the Author in this field.
3. **© Button:** Enter copyright info in this field. Pressing the copyright logo button adds the copyright logo to the copyright field.
4. **Description:** In the drop-down field, enter a description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

Click OK When you're finished editing to save your changes.

Deleting Images

1. Click the **Media tab**.
2. Select **Images** on the left in the **Resources Area**.
3. Right click the image that you want to delete.
4. Click **Delete**.
5. A message appears asking if you want to permanently delete the item.



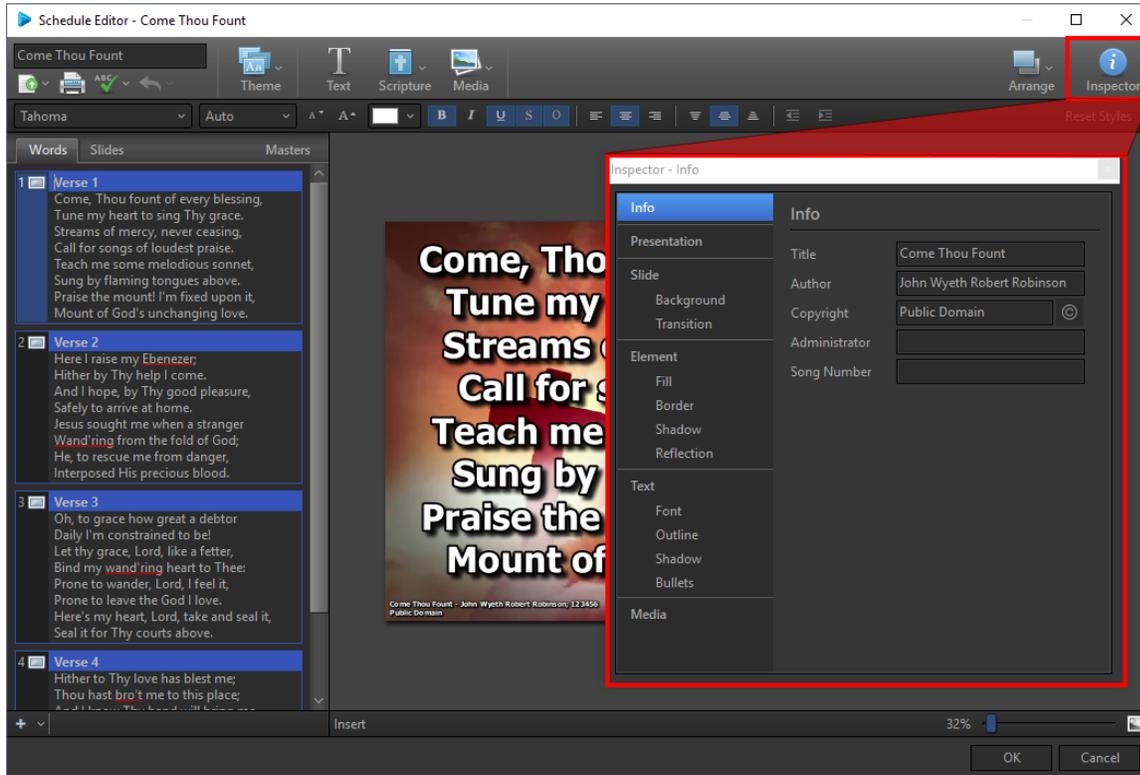
6. Click **Yes** to delete the image.
 - OR, right click the image you want to delete and press the Delete key on the keyboard.

NOTE If you want to delete multiple images at one time, you can use either Ctrl+click or Shift+click to select multiple images and then follow the steps to delete.

Inspector

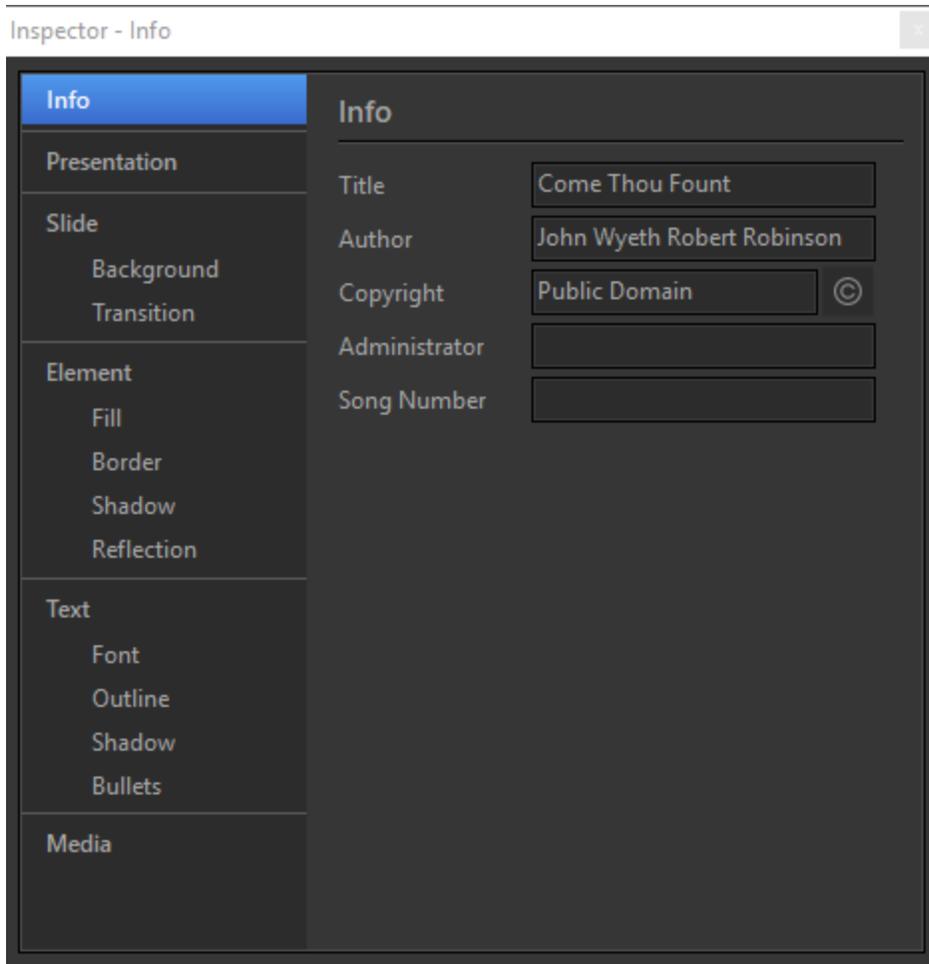
About Inspector

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



[Continue to Inspector Info >](#)

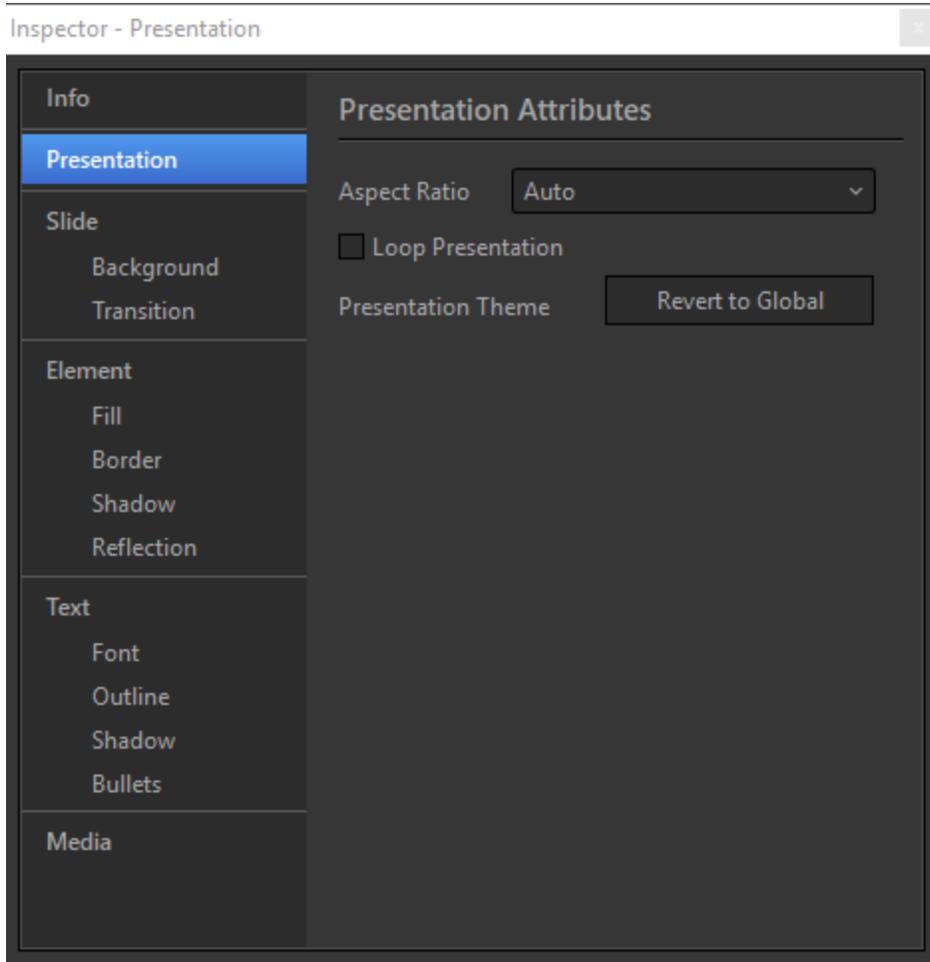
Inspector Info



Title	Add or edit the name of the song, presentation or theme.
Author	Add or edit the author of the song.
Copyright	Add or edit the copyright information for the song.
Administrator	Add or edit the administrator of the song.
Song Number	Add or edit the song number. (Usually used for the song number from CCLI)

[Continue to Inspector Presentation >](#)

Inspector Presentation

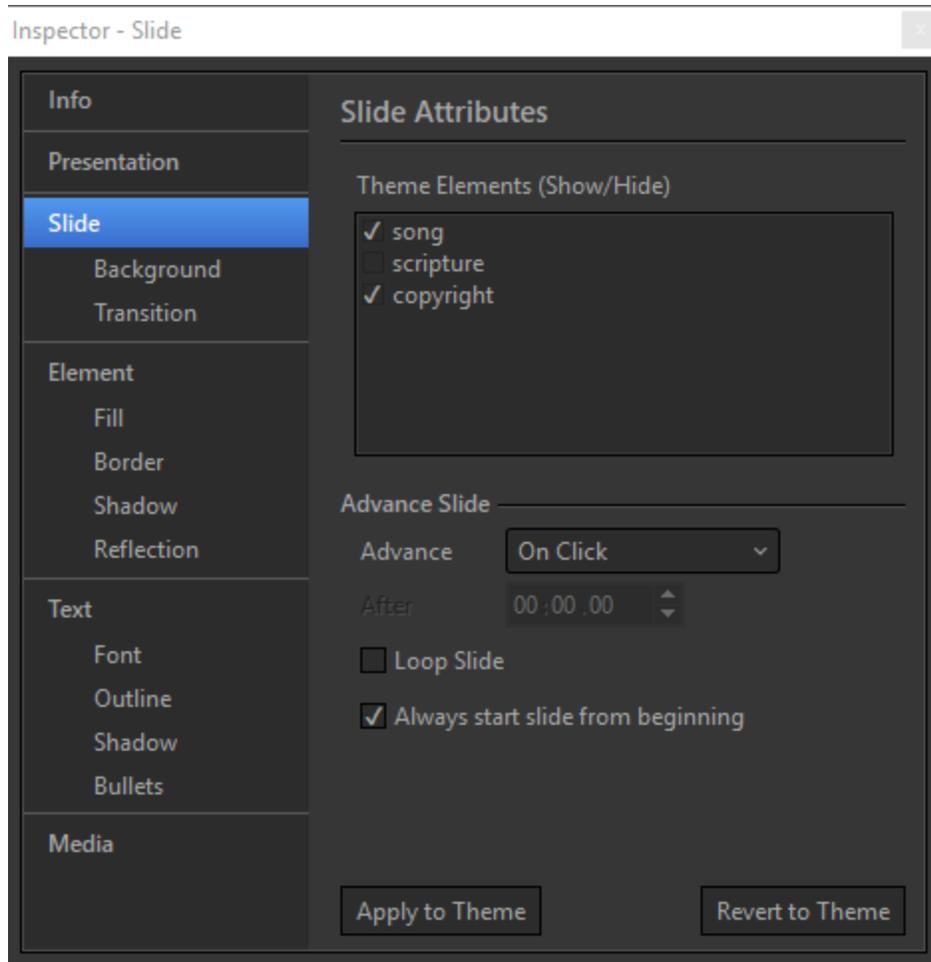


Aspect Ratio Sets the aspect ratio of the presentation.

Loop Presentation	Sets whether or not the presentation will replay when complete.
Presentation Theme	Clicking Revert to Global will revert any changes made to the theme back to default settings.

[Continue to Inspector Slide >](#)

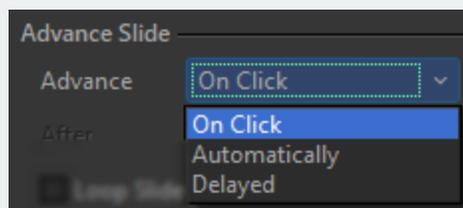
Inspector Slide



The Slide tab allows you to show/hide **Theme Elements** on your slide. These are the available text elements and are checked automatically depending on whether you're editing a song slide, scripture slide or any presentation slide.

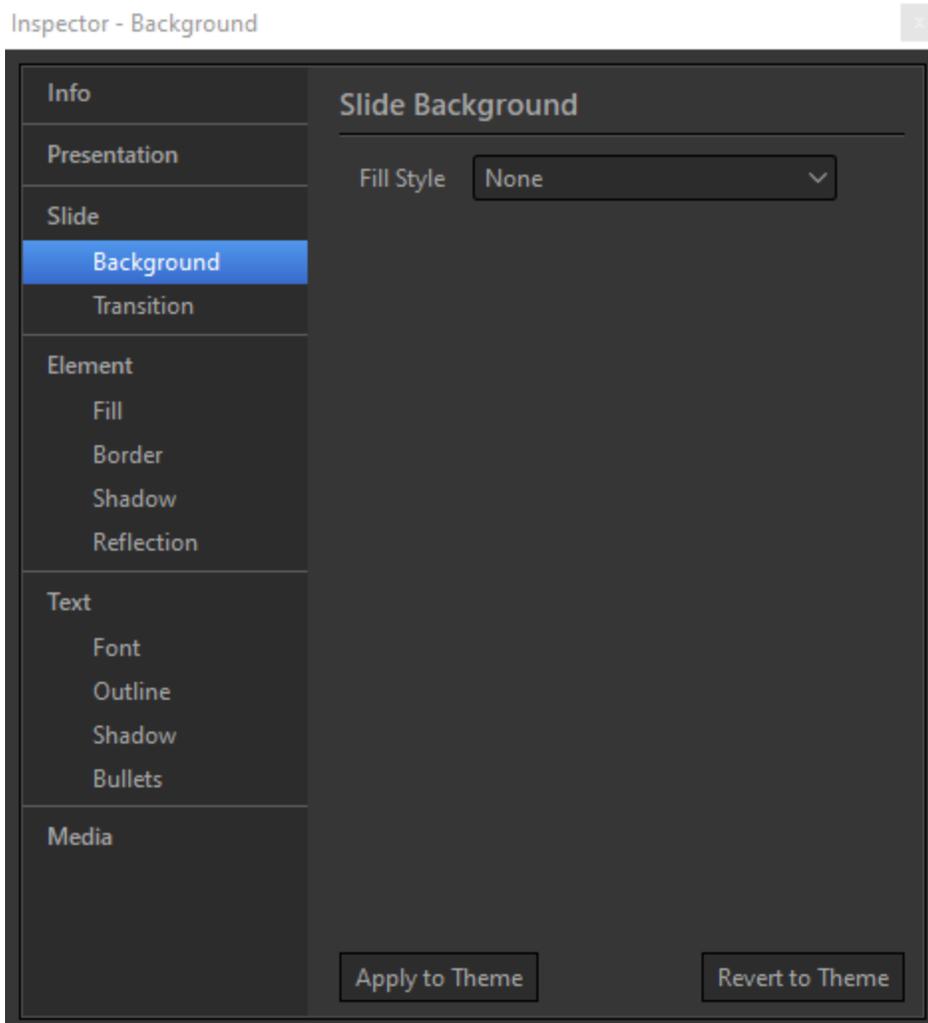
NOTE If you uncheck all elements, you will not see any text on the slide

Advance Slide

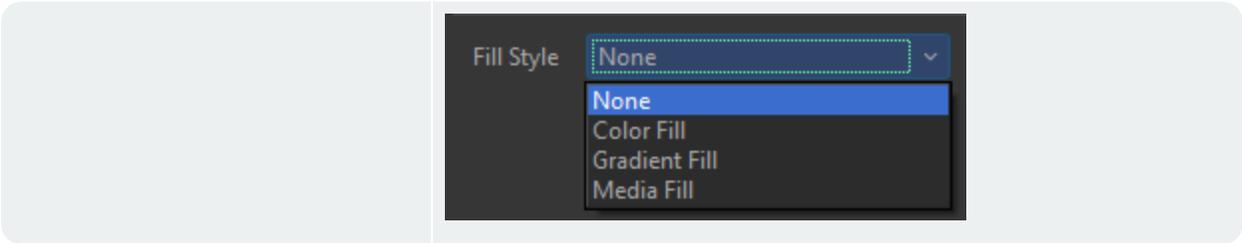


	<ul style="list-style-type: none"> • Select On Click to manually control the transitions with the mouse or keyboard. • Select Automatically for an automatic transition and then set your timing. • Selected Delayed if you want the transition to start after a certain period of time or when a video or audio file finishes playing. • After sets the length of time to wait before the transition begins when Advance is set to Automatically or Delayed.
Loop Slide	Check if you want that specific slide to loop continuously until you select another slide.
Always start slide from beginning	Will play all elements on the slide from the beginning.
Apply to Theme	Applies the changes made in the Inspector to the theme being used.
Revert to Theme	Reverts the changes made in the Inspector back to the default theme settings.

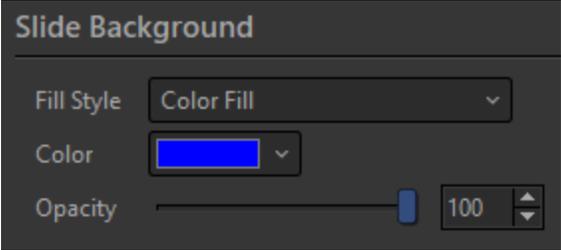
Background



Apply to Theme	Applies the changes made in the Inspector to the theme being used.
Revert to Theme	Reverts the changes made in the Inspector back to the default theme settings.
Fill Style	The Background tab allows you to select the background for your slide. You can choose either a Color Fill, Gradient Fill or Media Fill.

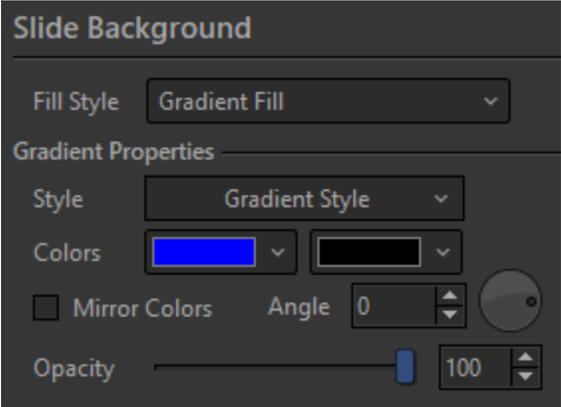


Color Fill



Color	Choose the background color of the slide.
Opacity	Slider sets the transparency of the color fill.

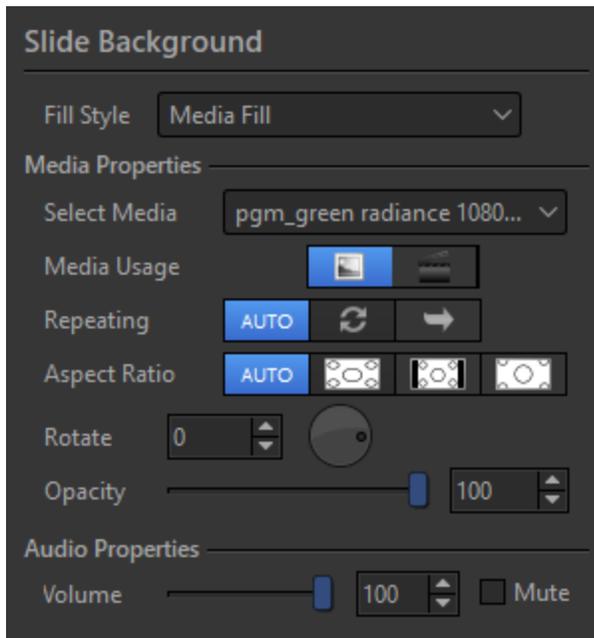
Gradient Fill



Style	Provides various gradient styles to select from.
Color 1	Sets the color for half of the gradient.
Color 2	Sets the color for half of the gradient.
Mirror Colors	Adds color 1 to each side of color 2.

Angle	Dial and field allows you to set a specific angle for the gradient.
Opacity	Sets the transparency of the gradient.

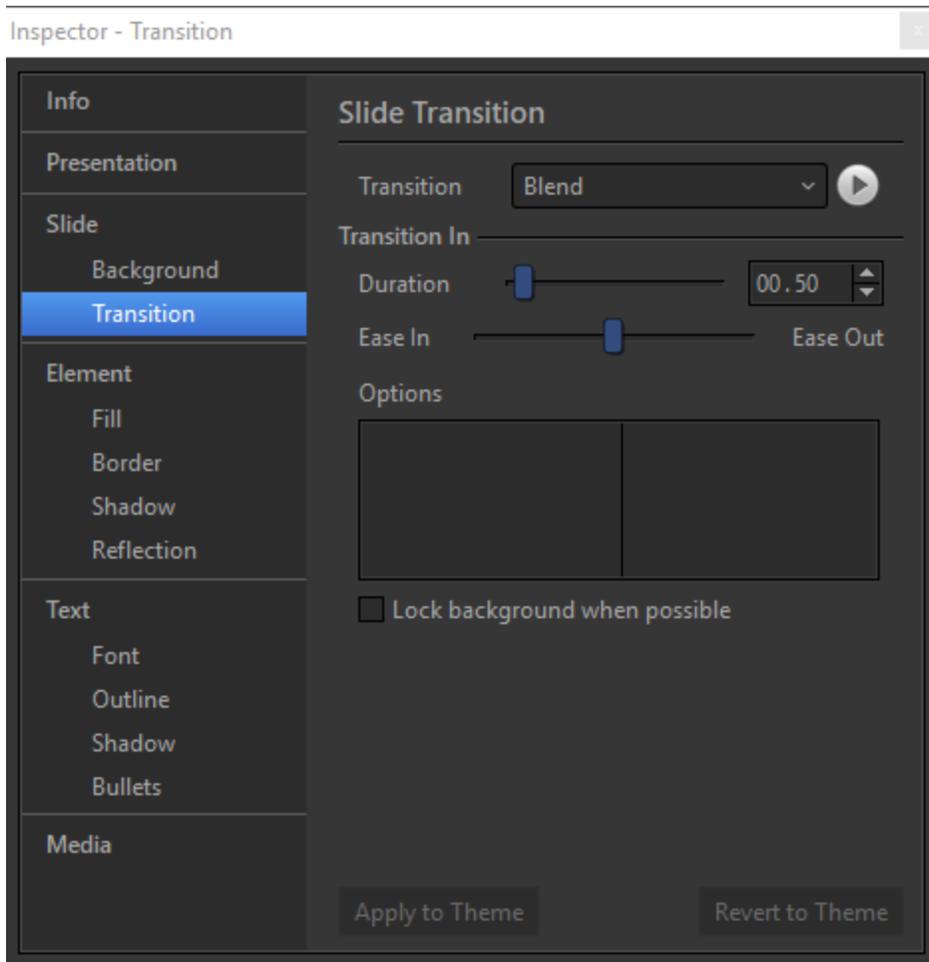
Media Fill



Select Media	allows you to browse and select media that has been added to the Resource Area of EasyWorship .
Media Usage	Changes how the background image behaves. <ul style="list-style-type: none"> • Selecting the Picture icon  stretches the image to fill the screen and loops. • Selecting the Movie icon  does not stretch the video or image and does not loop if the background is a video.
Repeating	Selector determines how a video will behave. <ul style="list-style-type: none"> • Selecting the Auto icon  will use the default setting. • Selecting the Repeat On icon  will loop or repeat the background fill video. • Selecting the Repeat Off icon  will play the background fill

	video to the end and not repeat.
Aspect Ratio	<p>Sets the aspect ratio of the background fill.</p> <ul style="list-style-type: none"> • Selecting the Auto icon  will use the default setting. • Selecting the Stretch icon  will stretch the image or video to fit the selected element. • Selecting the Maintain icon  will maintain the original aspect ratio of the image or video. • Selecting the Zoom icon  will fit the image or video to the selected element by zooming in, but will not stretch or distort it.
Rotate	Allows you to rotate the background up to 360 degrees. Enter a number manually or use the wheel by clicking and turning.
Opacity	Sets the transparency of the background media item.
Volume	Changes the volume of the media item being used as the background.
Mute	Mutes or unmutes the volume of the media item being used as a background.

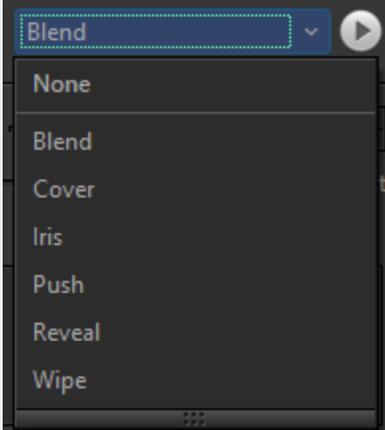
Transition



Transition

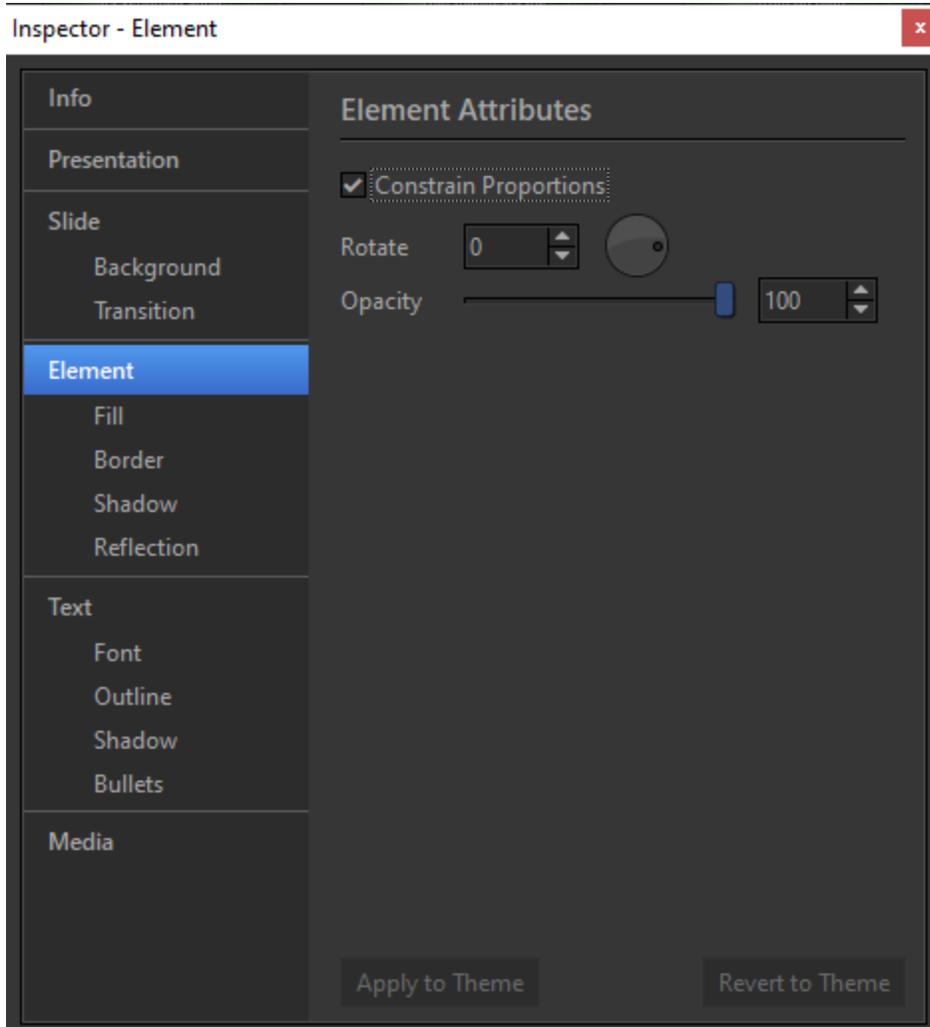
The **Transition** drop-down allows you to select the transition you wish to use for the slide. Click the 

button to preview the transition in the media editor.

	
<p>Duration</p>	<p>Sets the length of the transition from start to finish. 00.50 seconds is the default setting.</p>
<p>Ease In / Ease Out</p>	<p>Controls whether the transition starts out fast and slows down or starts out slow and speeds up. If the slider is all the way to the left it will start slow and end fast. If the slider is all the way to the right it will start the transition fast and end slow.</p>
<p>Options</p>	<p>Presents available settings for each transition type. For example, some transitions have the option to start from different directions on the screen.</p>
<p>Apply to Theme</p>	<p>Applies the changes made in the Inspector to the theme being used.</p>
<p>Revert to Theme</p>	<p>Reverts the changes made in the Inspector back to the default theme settings.</p>

[Continue to Inspector Element >](#)

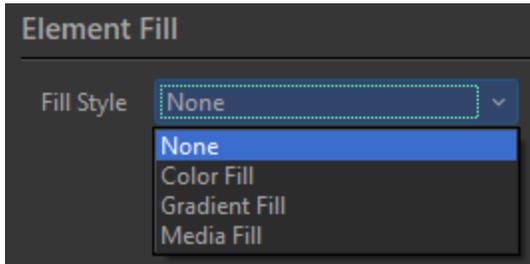
Inspector Element



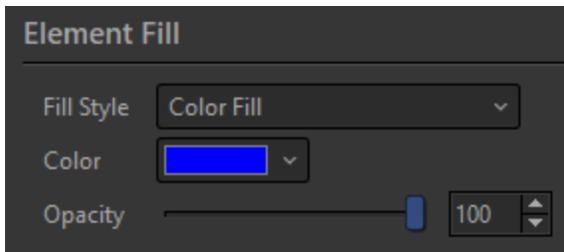
Constrain Proportions	Locks the aspect ratio of the selected element so that when it is resized the aspect ratio is maintained.
Rotate	Allows you to rotate the element up to 360 degrees. Enter a number manually or use the wheel by clicking and turning.
Opacity	Controls the transparency of the selected element.
Apply to Theme	Applies the changes made in the Inspector to the theme being used.
Revert to Theme	Reverts the changes made in the Inspector back to the default theme settings.

Fill

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

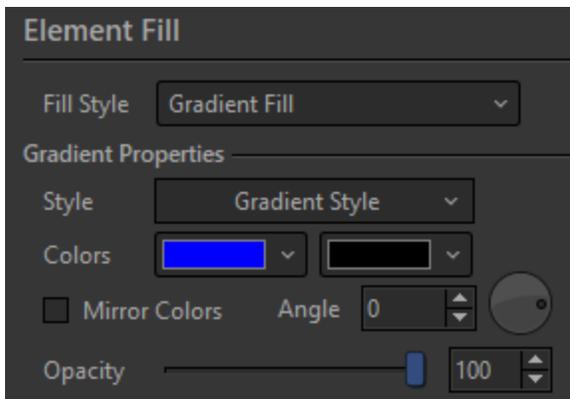


Color Fill



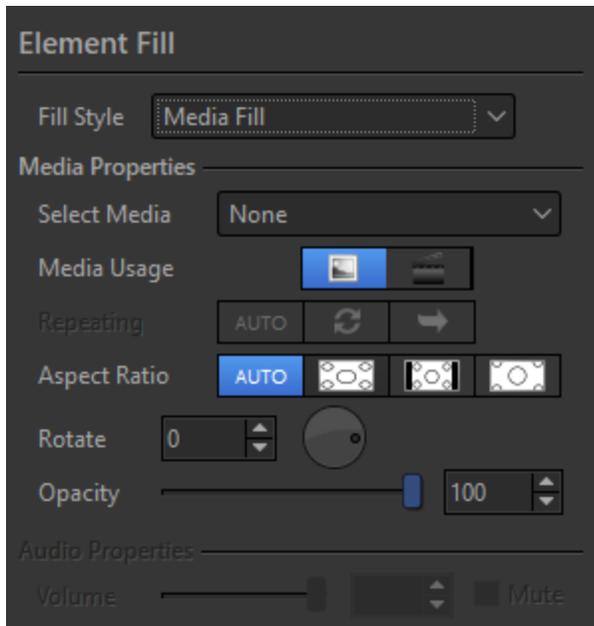
Color	Selector that lets you choose the background fill color of the selected element.
Opacity	Slider that sets the transparency of the color fill.

Gradient Fill



Style	Selector provides various gradient styles to select from.
Color 1	Sets the color for half of the gradient.
Color 2	Sets the color for half of the gradient.
Mirror Colors	Adds color 1 to each side of color 2.
Angle	Dial and field that allows you to set a specific angle for the gradient.
Opacity	Sets the transparency of the gradient.

Media Fill

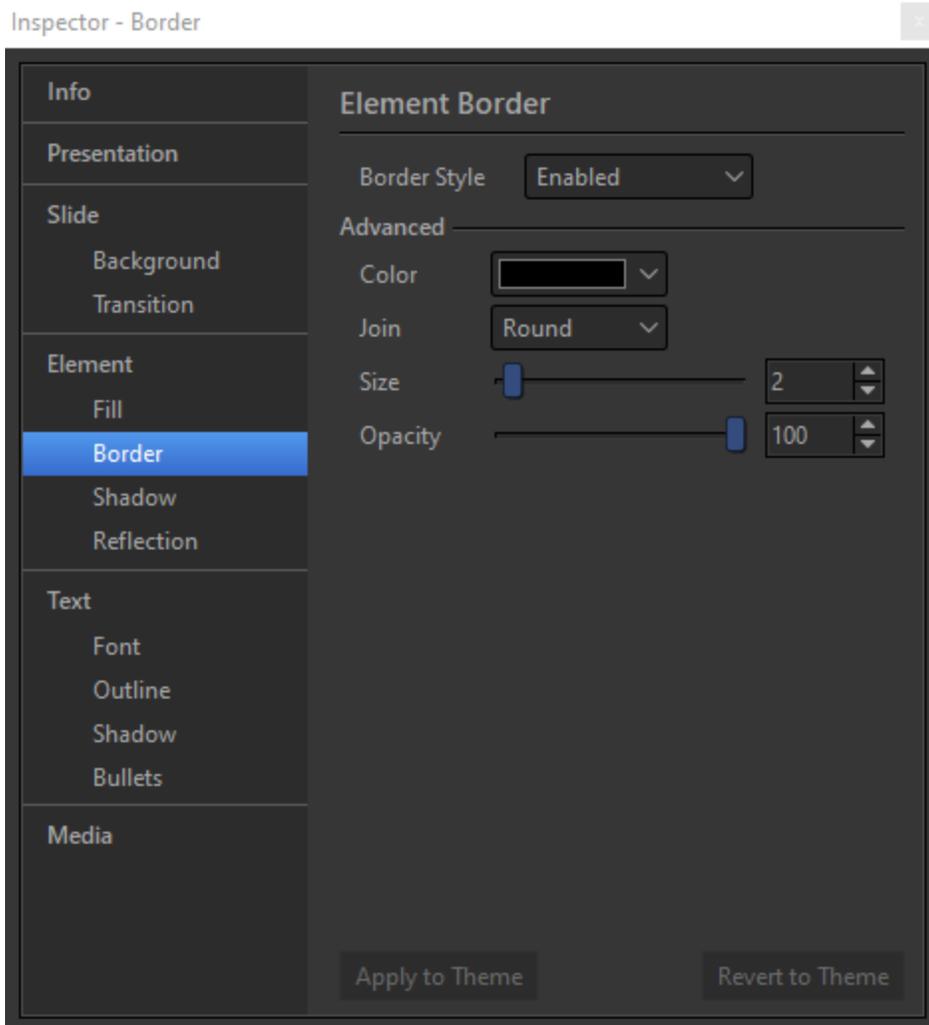


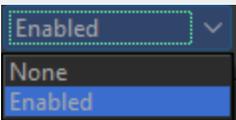
Select Media	Allows you to browse and select media that has been added to the Resource Area of EasyWorship .
Media Usage	Changes how the background image behaves. <ul style="list-style-type: none"> • Selecting the Picture icon  stretches the image to fill the screen and loops. • Selecting the Movie icon  does not stretch the video or image and does not loop if the background is a video.
Repeating	Selector determines how a video will behave.

	<ul style="list-style-type: none"> • Selecting the Auto icon  will use the default setting. • Selecting the Repeat On icon  will loop or repeat the background fill video. • Selecting the Repeat Off icon  will play the background fill video to the end and not repeat.
Aspect Ratio	<p>Sets the aspect ratio of the background fill.</p> <ul style="list-style-type: none"> • Selecting the Auto icon  will use the default setting. • Selecting the Stretch icon  will stretch the image or video to fit the selected element. • Selecting the Maintain icon  will maintain the original aspect ratio of the image or video. • Selecting the Zoom icon  will fit the image or video to the selected element by zooming in, but will not stretch or distort it.
Rotate	Allows you to rotate the fill up to 360 degrees. Enter a number manually or use the wheel by clicking and turning.
Opacity	Sets the transparency of the background fill media item.
Volume	Changes the volume of the media item being used as the background fill.
Mute	Mutes or un-mutes the volume of the media item being used as a background fill.

Border

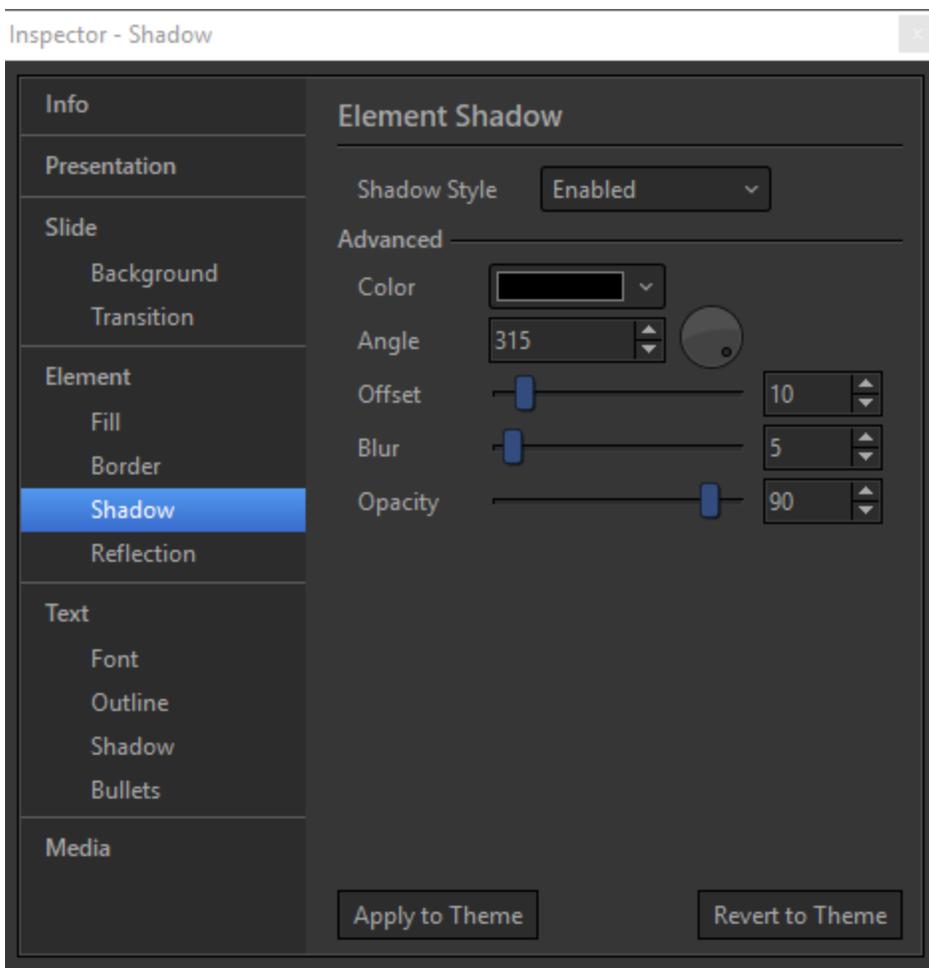
This part of the Inspector provides the option to turn on a border for the selected element, change border formatting, and adjust border placement on the edge of the element.



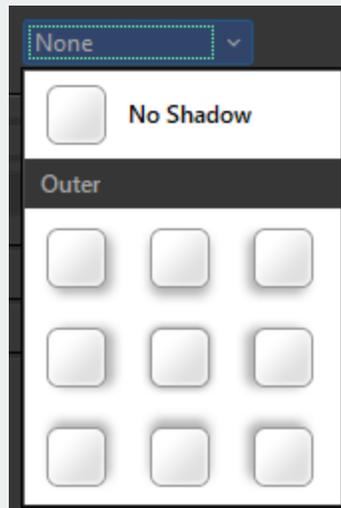
<p>Border Style</p>	<p>Allows you to enable or disable the border for the element.</p>  <ul style="list-style-type: none"> • None: Turns element border off. • Enabled: Turns element border on.
<p>Color</p>	<p>Sets the color of the border.</p>
<p>Join</p>	<p>Allows you to choose between Round, Square, and Bevel joins. This influences the joins in a border such as a corner.</p>

Size	Sets the thickness of the element border.
Opacity	Sets the transparency of the element border.
Apply to Theme	Applies the changes made in the Inspector to the theme being used.
Revert to Theme	Reverts the changes made in the Inspector back to the default theme settings.

Shadow

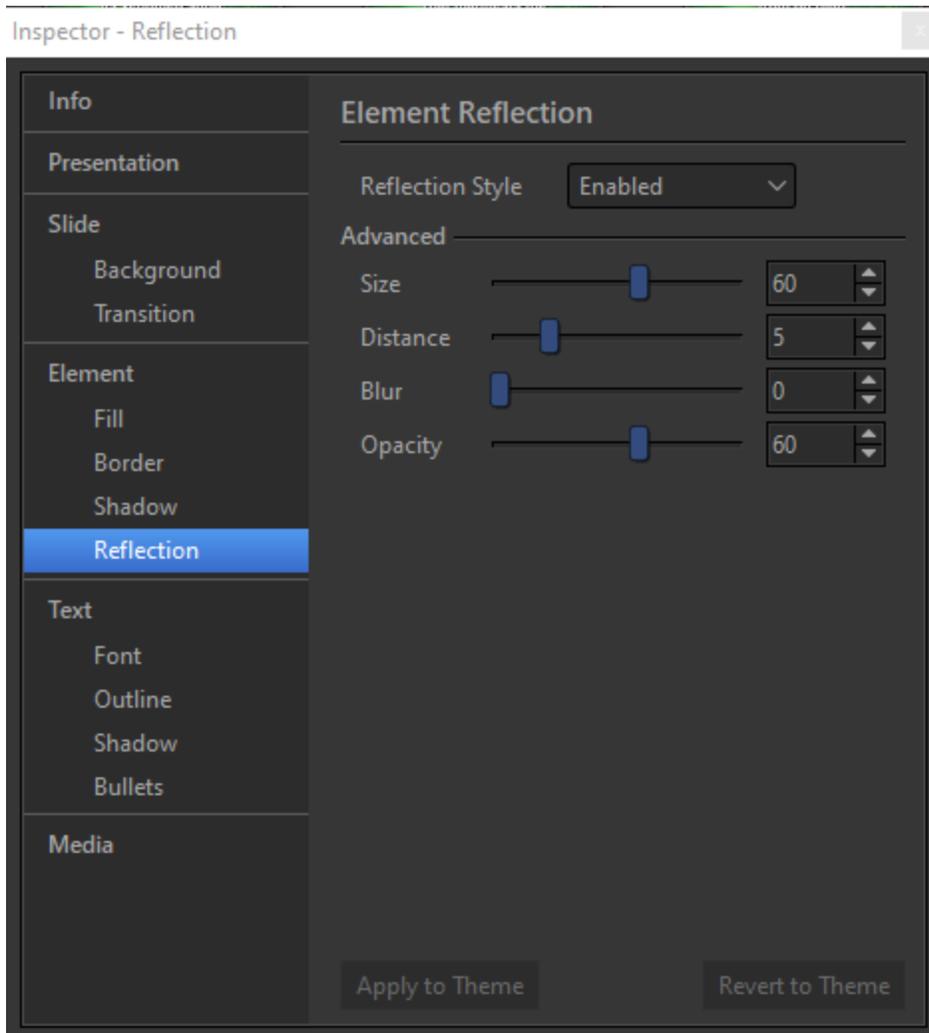


Shadow Style selects the pre-designed type of shadow to be used.



Color	Changes the color of the shadow.
Angle	Sets the angle of the element shadow.
Offset	Controls the distance of the shadow from the element.
Blur	Allows you to blur the element shadow.
Opacity	Sets transparency of the element shadow.
Apply to Theme	Applies the changes made in the Inspector to the theme being used.
Revert to Theme	Reverts the changes made in the Inspector back to the default theme settings.

Reflection

**Reflection Style**

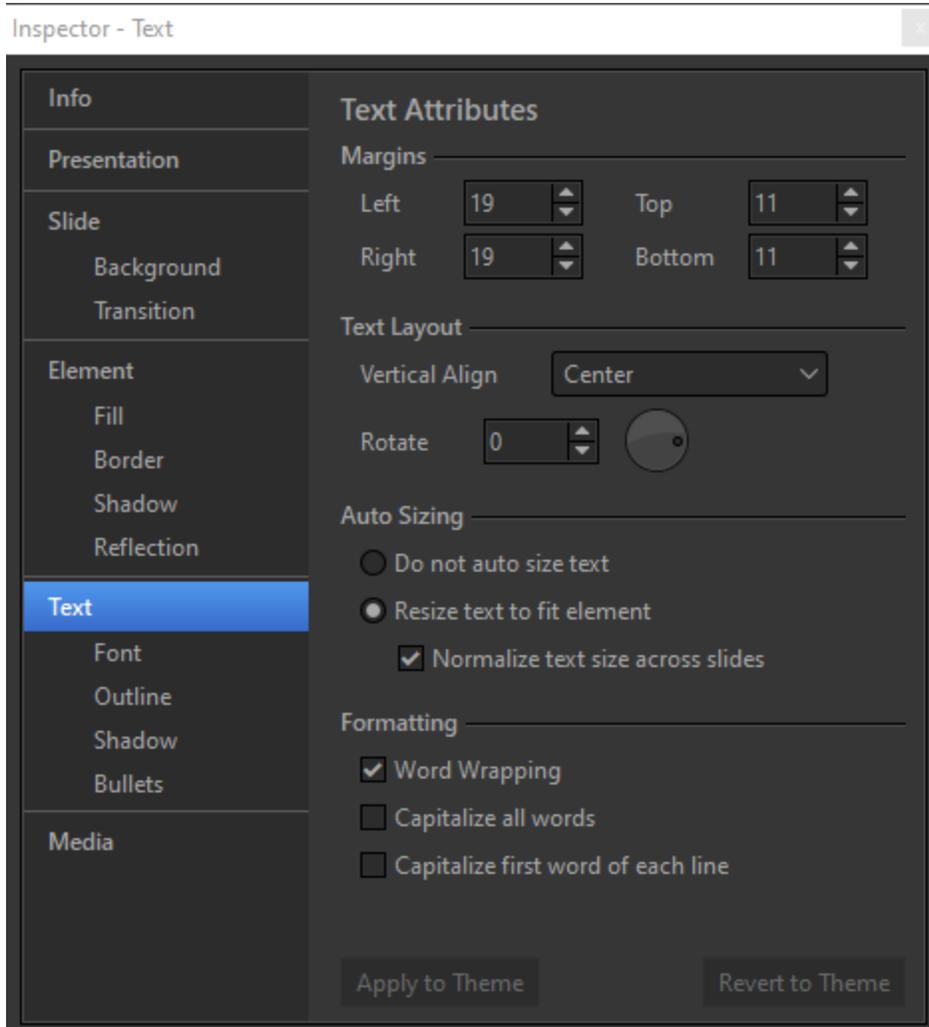
Sets the pre-designed style of reflection for the element.



Size	Modifies the size of the reflection.
Distance	Changes the distance between the element and its reflection.
Blur	Adjusts the blur of the reflection. Move the slider to change between no blur and a full blur. THIS FEATURE IS ONLY AVAILABLE THROUGH SUBSCRIPTION
Opacity	Controls the transparency of the element reflection.
Apply to Theme	Applies the changes made in the Inspector to the theme being used.
Revert to Theme	Reverts the changes made in the Inspector back to the default theme settings.

[Continue to Inspector Text >](#)

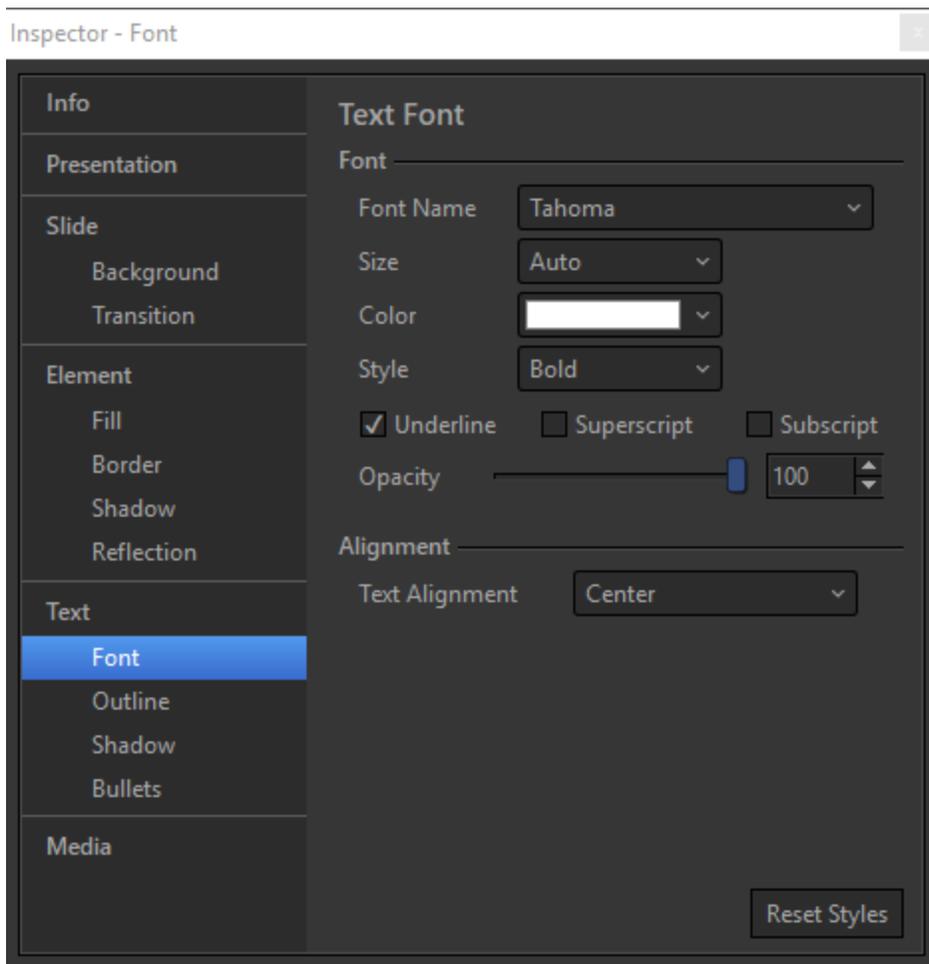
Inspector Text



Margins	Left, Right, Top, and Bottom margin settings.
Vertical Align	Allows you to change the vertical alignment of the text.
Rotate	Allows you to rotate the text up to 360 degrees. Enter a number manually or use the wheel by clicking and turning.
Auto Sizing	<ul style="list-style-type: none"> • <i>Do not auto size text</i>: turns auto-sizing off. • <i>Resize text to fit element</i>: turns auto-sizing on. • Check the <i>Normalize text size across slides</i>: box if you want EasyWorship to automatically make text on all slides the same size.

Formatting	<ul style="list-style-type: none"> • <i>Word wrapping</i>: turns automatic word wrapping on/off. • <i>Capitalize all words</i>: automatically makes all words appear in all caps. • <i>Capitalize first word of each line</i>: automatically capitalizes the first character of each line.
Apply to Theme	Applies the changes made in the Inspector to the theme being used.
Revert to Theme	Reverts the changes made in the Inspector back to the default theme settings.

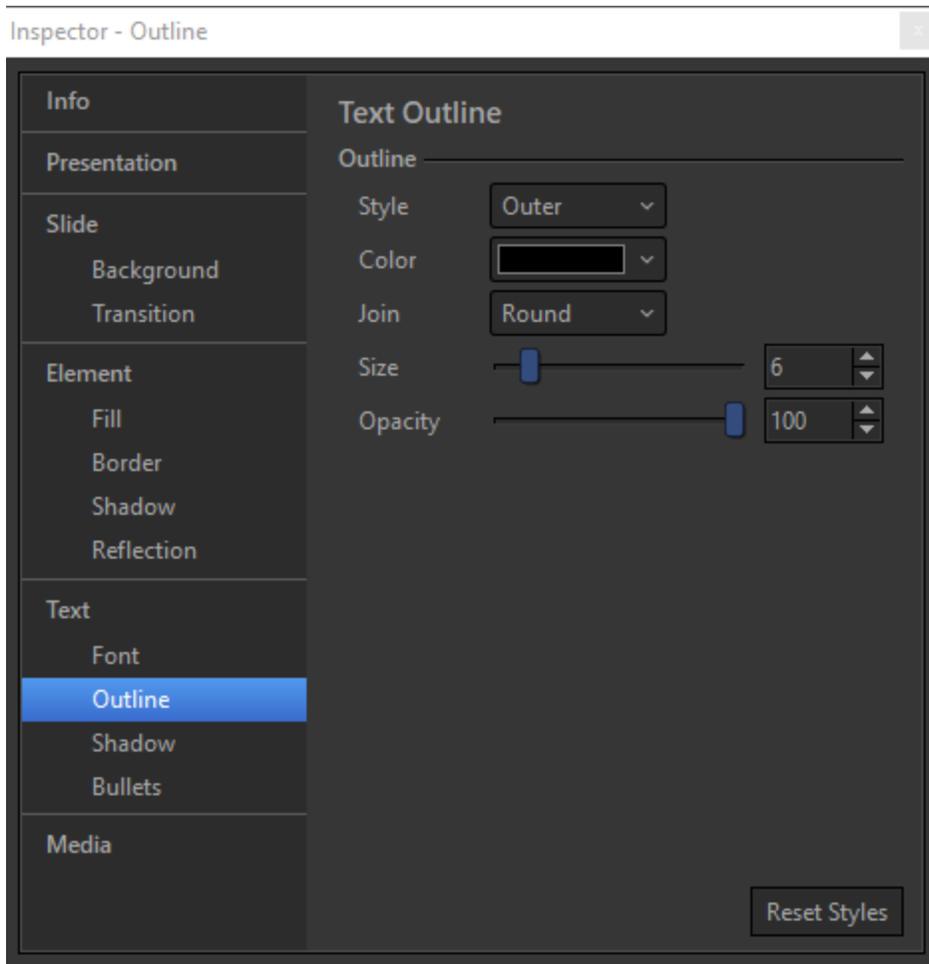
Font

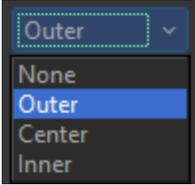


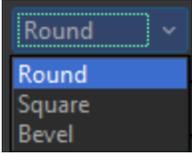
Font Name	Allows you to select a font type from the drop-down.
------------------	--

Size	Sets the font point size.
Color	Changes the color of the text.
Style	Allows you to select Regular, Bold, Italic or Bold Italic.
Underline	Turns underline on or off.
Superscript	Turns superscript on or off.
Subscript	Turns Subscript on or off.
Opacity	Sets transparency of the text.
Alignment	Allows you to set the horizontal alignment of the text.
Reset Styles	Will reset all settings on this page back to default.

Outline



<p>Style</p>	<p>This drop-down allows you to choose None, Outer, Center, and Inner for the location of the outline on the edge of the text.</p> 
<p>Color</p>	<p>Changes the color of the text outline.</p>
<p>Join</p>	<p>Allows you to choose between Round, Bevel, and Miter joins. This</p>

	influences the joins in an outline such as a corner.
	
Size	Sets the thickness of the text outline.
Opacity	Sets transparency of the text outline.
Reset Styles	Will reset all settings on this page back to default.

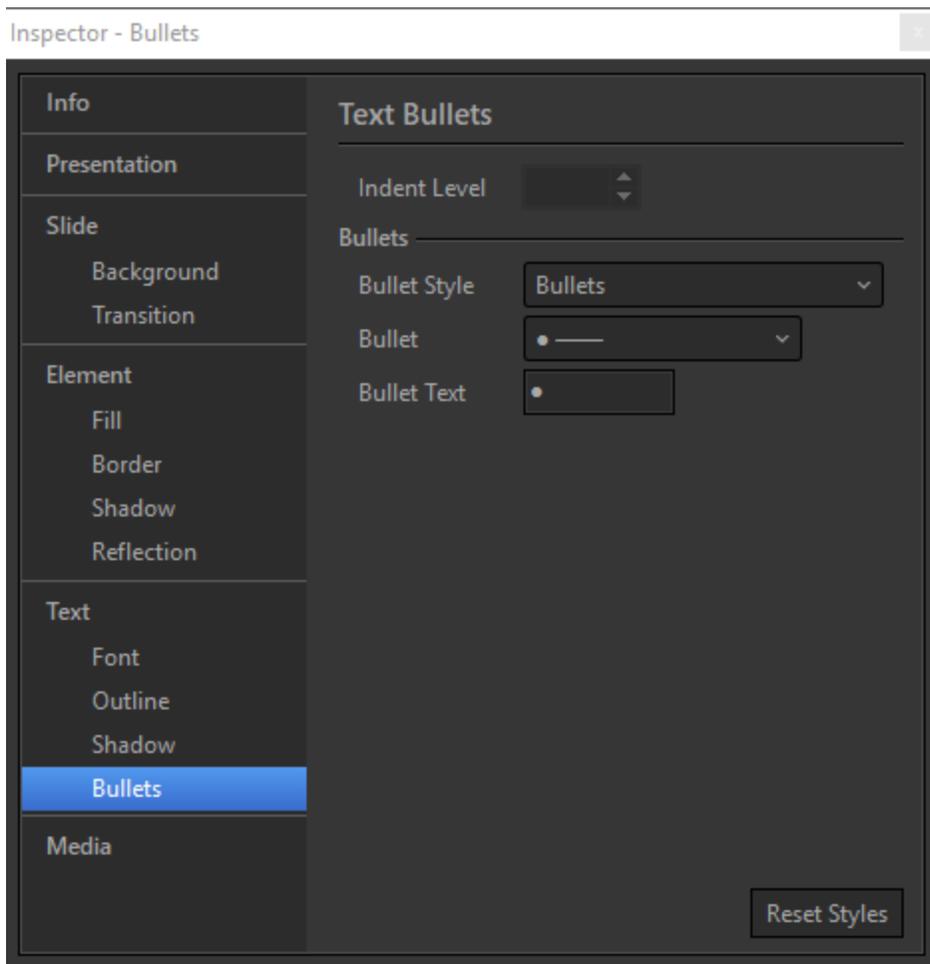
Shadow

Inspector - Shadow

<p>Info</p> <p>Presentation</p> <p>Slide</p> <p style="padding-left: 20px;">Background</p> <p style="padding-left: 20px;">Transition</p> <p>Element</p> <p style="padding-left: 20px;">Fill</p> <p style="padding-left: 20px;">Border</p> <p style="padding-left: 20px;">Shadow</p> <p style="padding-left: 20px;">Reflection</p> <p>Text</p> <p style="padding-left: 20px;">Font</p> <p style="padding-left: 20px;">Outline</p> <p style="padding-left: 20px; background-color: #007bff; color: white;">Shadow</p> <p style="padding-left: 20px;">Bullets</p> <p>Media</p>	<p>Text Shadow</p> <p>Shadow</p> <p>Style Enabled ▾</p> <p>Color ▾</p> <p>Angle 315 ⬆ ⬇ ⬅ ⬆</p> <p>Offset 16 ⬆ ⬇ ⬅ ⬆</p> <p>Blur 8 ⬆ ⬇ ⬅ ⬆</p> <p>Opacity 90 ⬆ ⬇ ⬅ ⬆</p> <p style="text-align: right; margin-top: 20px;">Reset Styles</p>
--	---

Style	Turns text shadow on or off.
Color	Changes the color of the text shadow.
Angle	Sets the angle of the text shadow.
Offset	Controls the distance of the shadow from the text.
Blur	Allows you to blur the text shadow.
Opacity	Sets transparency of the text shadow.
Reset Styles	Will reset all settings on this page back to default.

Bullets

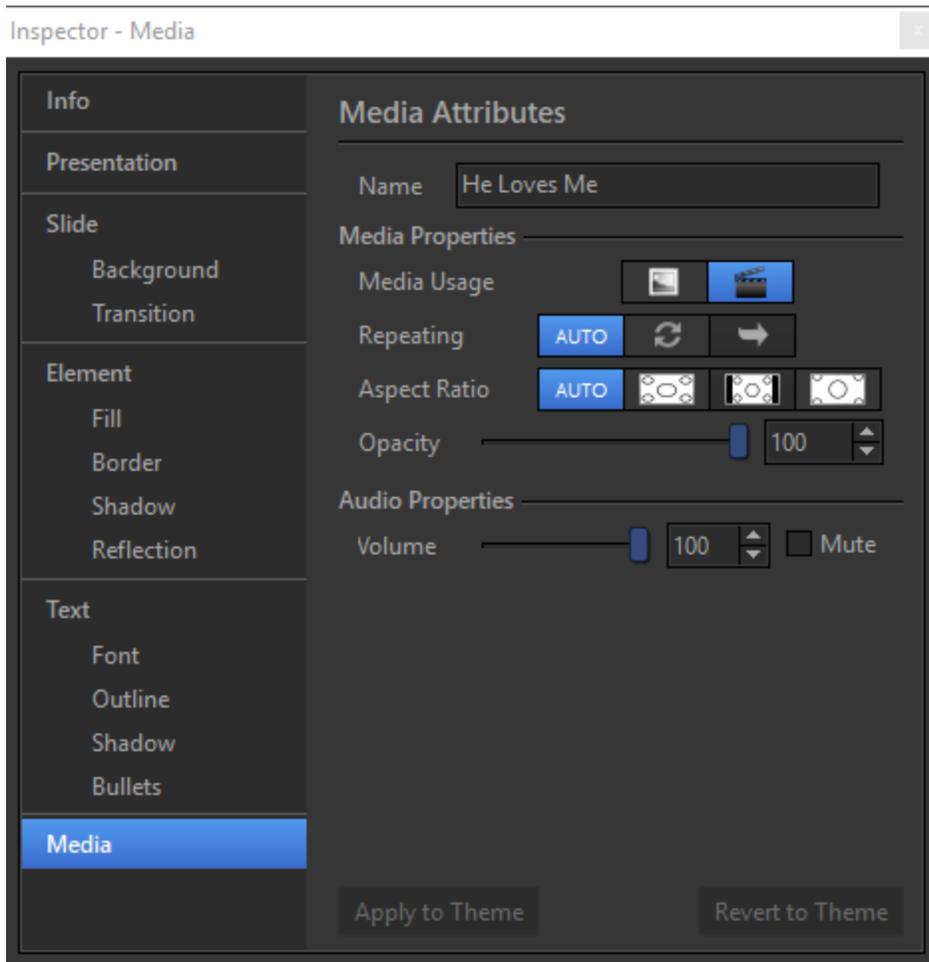


Indent Level	Sets the indent for bullets.
Bullets	Selects between Bullets or Numbers, and reveals options for selecting the bullet or number style.
Reset Styles	Will reset all settings on this page back to default.

[Continue to Inspector Media >](#)

Inspector Media

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



Name	The name of the media element selected.
Media Usage	<p>Changes how the background image behaves.</p> <ul style="list-style-type: none"> • Selecting the Picture icon  stretches the image to fill the screen and loops. • Selecting the Movie icon  does not stretch the video or image and does not loop if the background is a video.
Repeating	Selector determines how a video will behave.

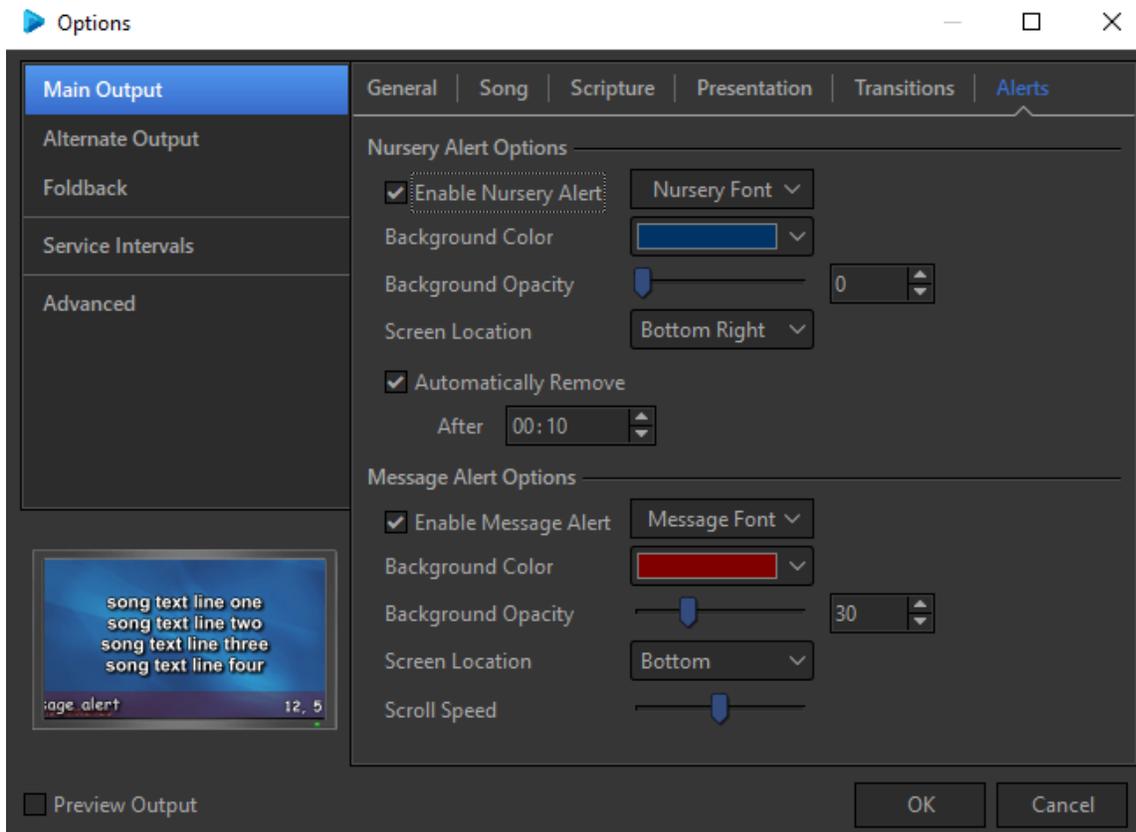
	<ul style="list-style-type: none"> • Selecting the Auto icon  will use the default setting. • Selecting the Repeat On icon  will loop or repeat the background fill video. • Selecting the Repeat Off icon  will play the background fill video to the end and not repeat.
Aspect Ratio	<p>Sets the aspect ratio of the background fill.</p> <ul style="list-style-type: none"> • Selecting the Auto icon  will use the default setting. • Selecting the Stretch icon  will stretch the image or video to fit the selected element. • Selecting the Maintain icon  will maintain the original aspect ratio of the image or video. • Selecting the Zoom icon  will fit the image or video to the selected element by zooming in, but will not stretch or distort it.
Aspect Ratio	Sets the aspect ratio of the background.
Opacity	Sets the transparency of the background media item.
Volume	Changes the volume of the media item being used as the background.
Mute	Mutes or unmutes the volume of the media item being used as a background.

Options

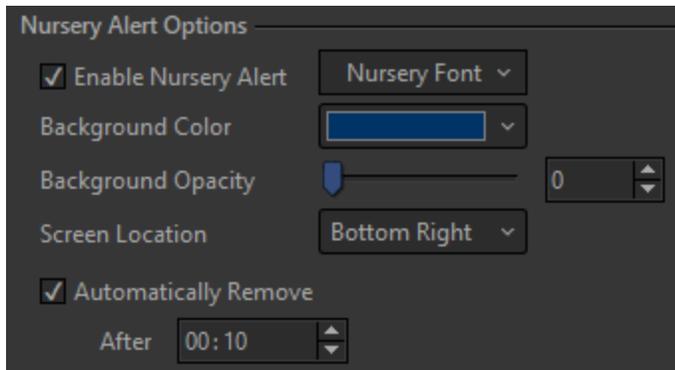
Main Output

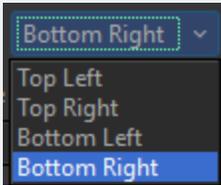
Alerts

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

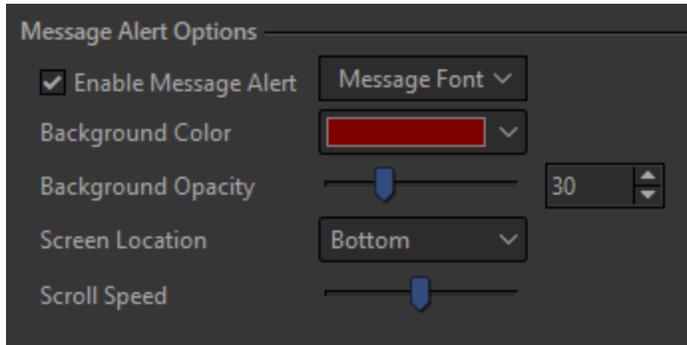


Nursery Alert Options



Enable Nursery Alert	Check to allow nursery alerts.
Nursery Font	Click to set the default font settings for the nursery alerts. Refer to Default Font for information on the options in the Nursery Font window.
Background Color	Sets the background color of the nursery alert.
Background Opacity	Sets the background opacity of the nursery alert.
Screen Location	Allows you to set the position of the nursery alert on the screen. 
Automatically Remove After	To automatically remove the alert after a set amount of time, click the checkbox and enter the desired time limit. (mm:ss)

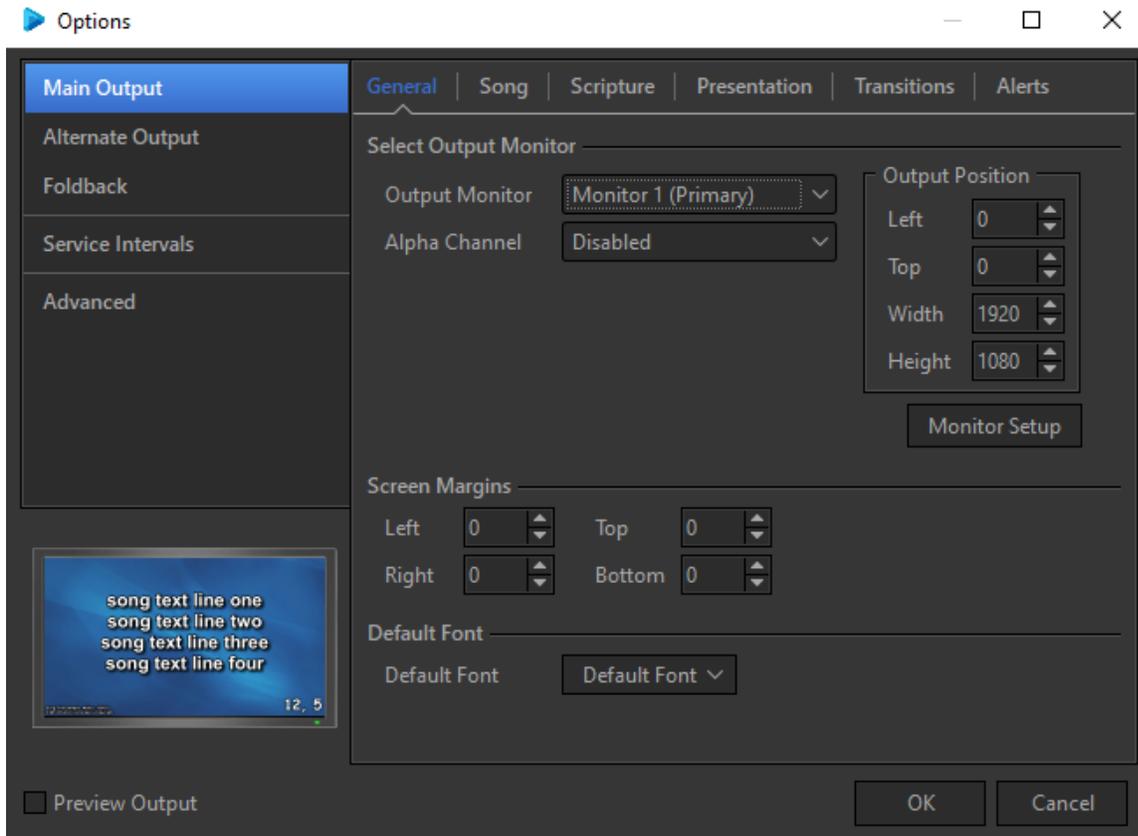
Message Alert Options



Enable Message Alert	Check to allow message alerts.
Message Font	Click to set the default font settings for the message alerts. Refer to "Default Font" on page 228 for information on the options in the Message Font window.
Background Color	Sets the background color of the message alert.
Background Opacity	Sets the background opacity of the message alert.
Screen Location	Allows you to set the position of the message alert on the screen.
Scroll Speed	Sets the speed at which the messages are scrolled through.

General

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



Select Output Monitor

This is where you can setup how and where **EasyWorship** sends its Main output.

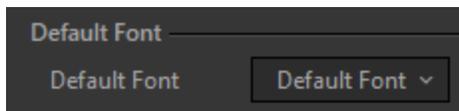
Output Monitor	This drop-down button allows you to set the screen or location where you wish to send the EasyWorship Main output.
Output Format	Allows you to select the format you wish to send to the NDI stream over your local network. This option is only available when selecting the NDI stream option from the Output Monitor drop-down.

Output Position	Shows you where is sending its output by pixel location. If custom position is select from the Output Monitor drop down, you will enter the location you want to send its output to in these fields.
Alpha Channel	This drop-down button allows you to select which output to send alpha channel content to.
Monitor Setup	Opens the Windows Display Settings window to allow you to extend your windows Desktop to another screen or change other display settings without having to close EasyWorship .

Screen Margins

This section allows you to customize the screen margins, i.e., fine-tuning the placement of **EasyWorship** content on the output screen. (Margins normally do not need to be set.)

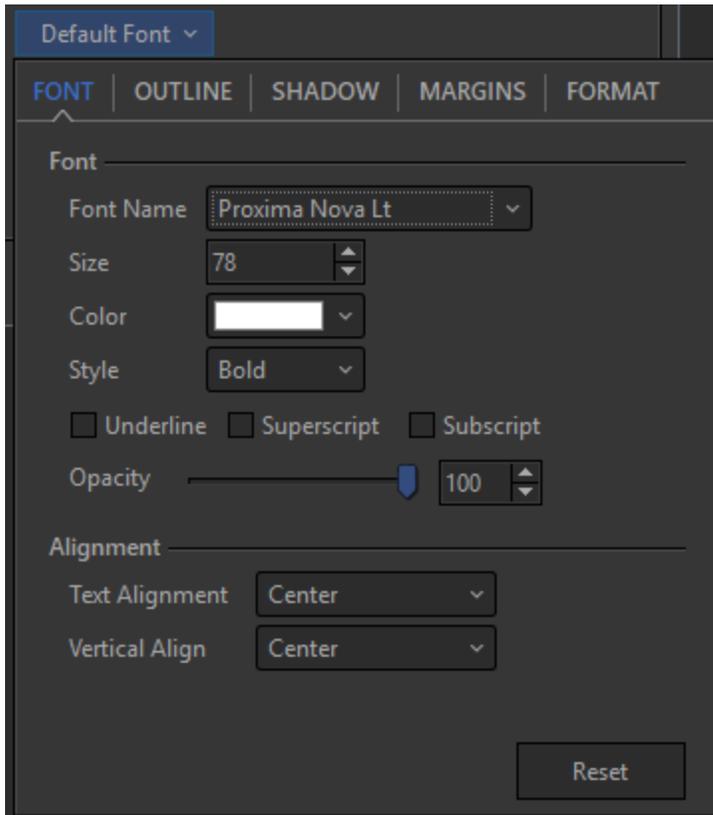
Default Font



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

Font Tab

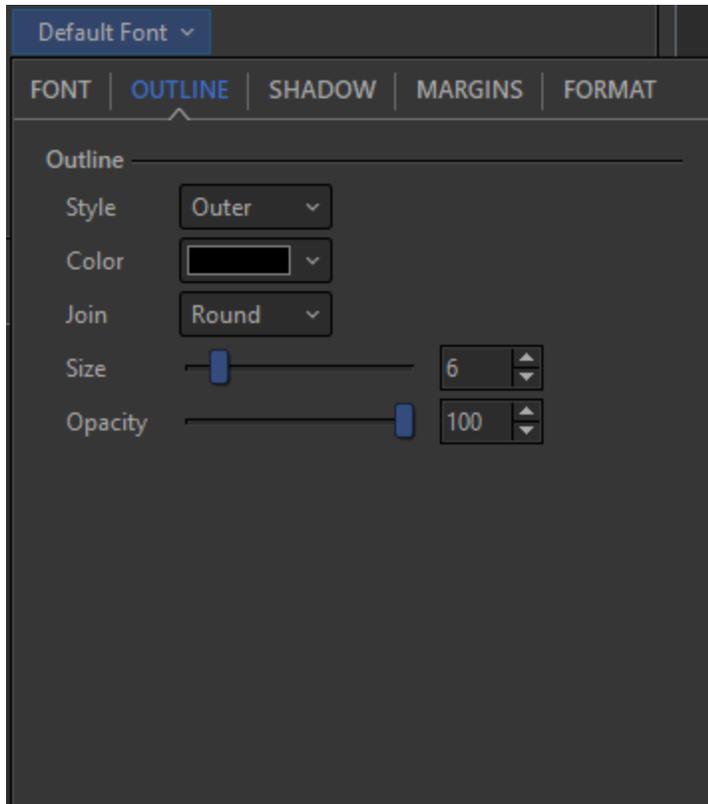
This tab allows you to select a default font style and size, change the color and style of the text, turn Superscript and Subscript on/off, set the opacity (transparency) of the text, and set the horizontal and vertical alignment of the text.



Font Name	Allows you to select a font type from the drop-down.
Size	Sets the font point size.
Color	Changes the color of the text.
Style	Allows you to select Regular, Bold, Italic or Bold Italic.
Underline	Turns underline on or off.
Superscript	Turns superscript on or off.
Subscript	Turns Subscript on or off.
Opacity	Sets transparency of the text.
Alignment	Allows you to set the horizontal and vertical alignment of the text.
Reset	Will reset all settings in Default Font back to factory default.

Outline Tab

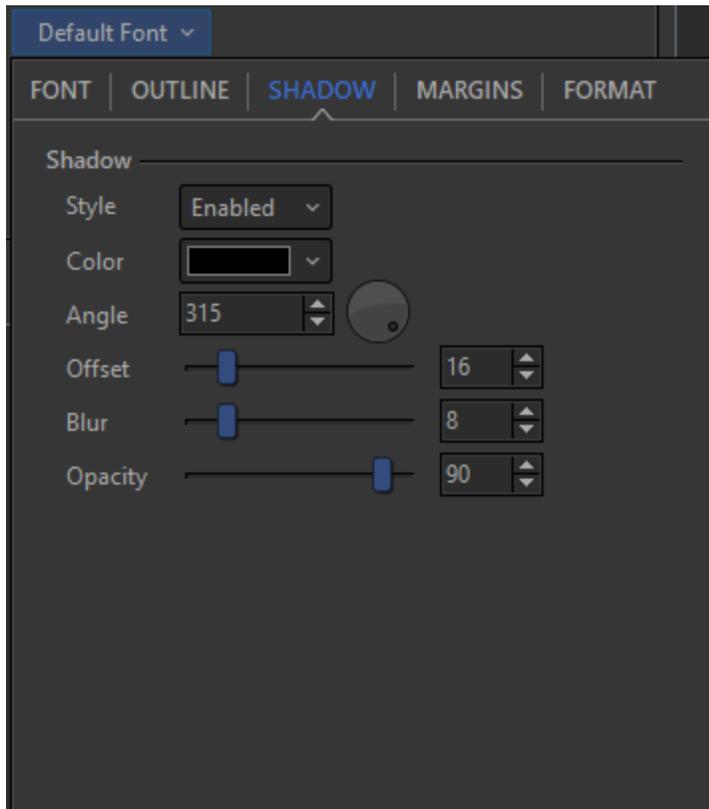
This tab allows you to turn text outline on/off, change the color of the text outline, choose between Round, Bevel, or Miter joins (influences joins in an outline, such as a corner), choose the location of the outline on the edge of the text (Outer, Center, or Inner), and set the thickness and opacity (transparency) of the text outline.



Style	This drop-down allows you to choose None, Outer, Center, and Inner for the location of the outline on the edge of the text.
Color	Changes the color of the text outline.
Join	Allows you to choose between Round, Bevel, and Miter joins. This influences the joins in an outline such as a corner.
Size	Sets the thickness of the text outline.
Opacity	Sets transparency of the text outline.

Shadow Tab

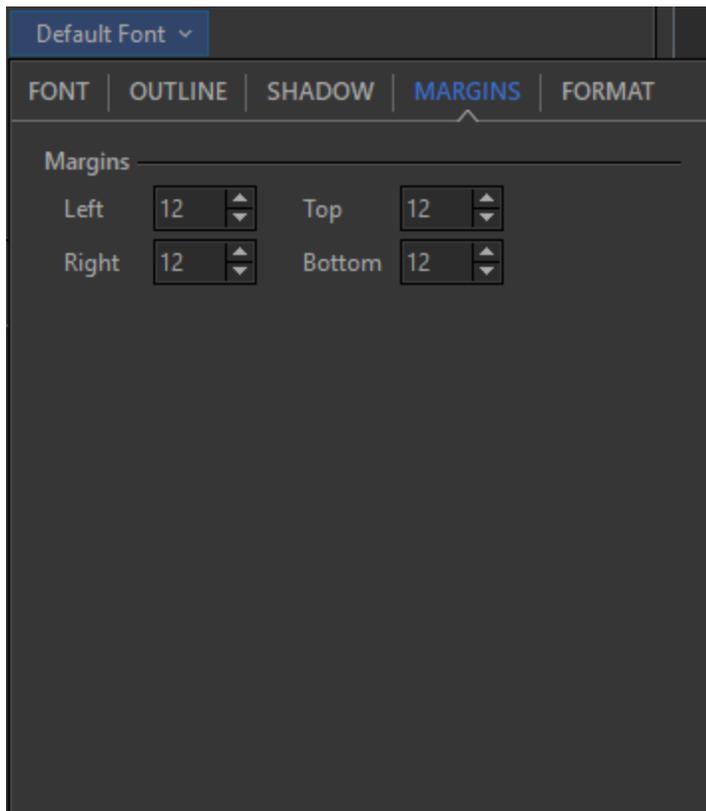
This tab allows you to turn text shadow on/off, change the color, angle, and offset (distance) of the text shadow, and set the blur and opacity (transparency) for the text shadow.



Style	Turns text shadow on or off.
Color	Changes the color of the text shadow.
Angle	Sets the angle of the text shadow.
Offset	Controls the distance of the shadow from the text.
Blur	Allows you to blur the text shadow.
Opacity	Sets transparency of the text shadow.

Margins Tab

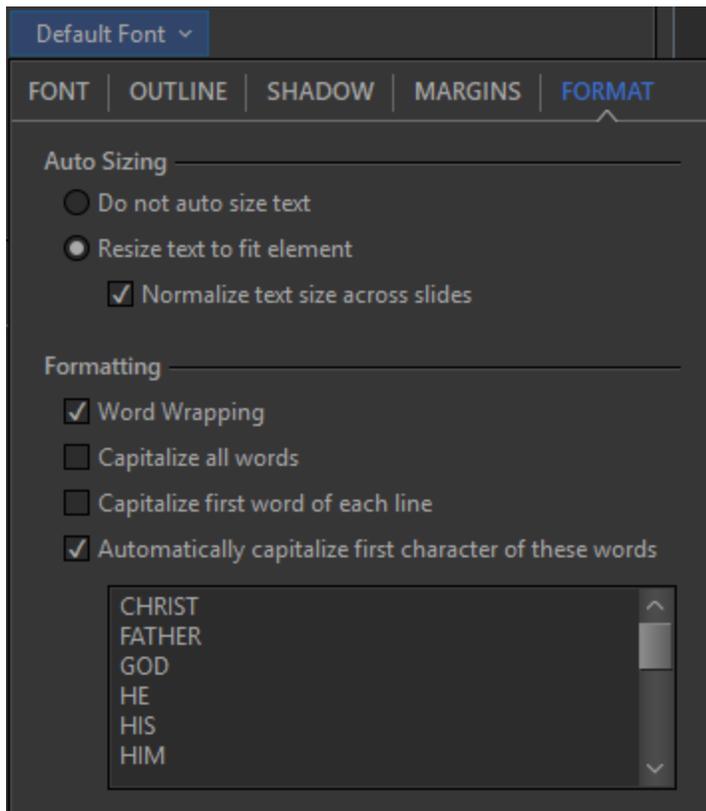
This tab allows you to set the Left, Right, Top, and Bottom margin settings.

**Margins**

Left, Right, Top, and Bottom text margin settings.

Format Tab

This tab allows you to customize song text formatting.

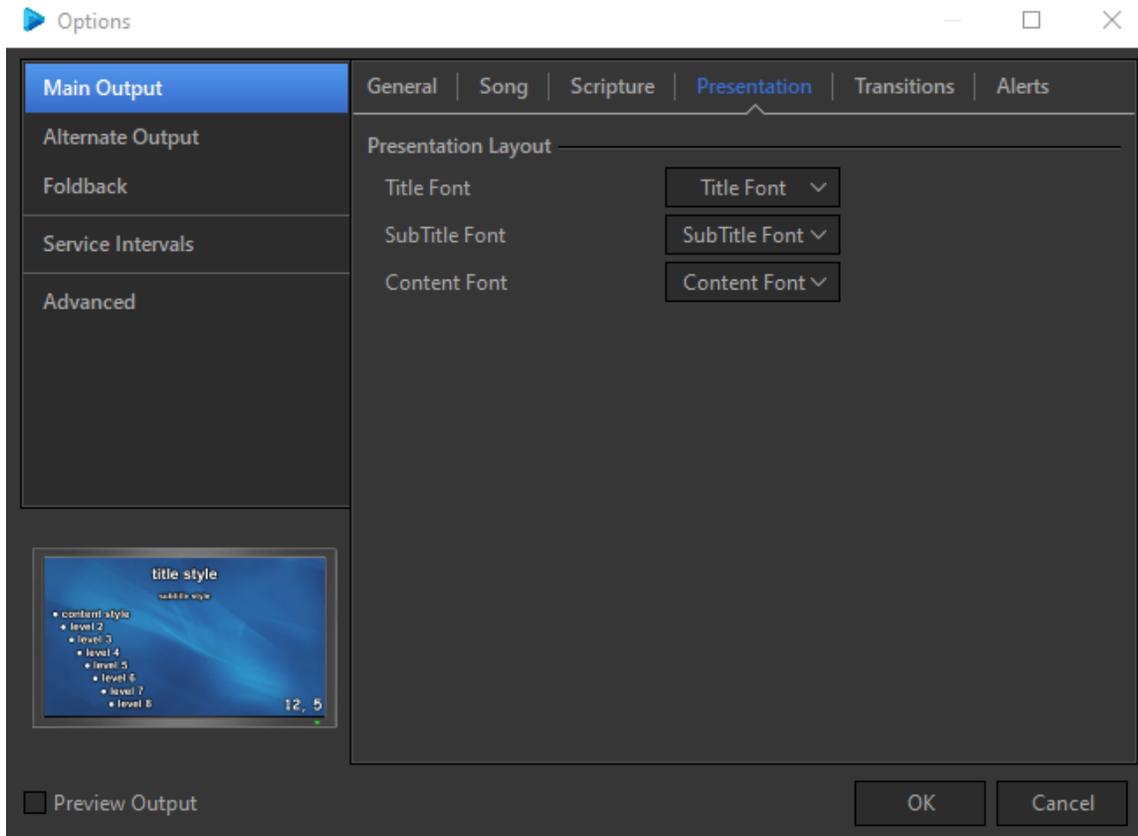


Auto Sizing	Select "Do not auto size text" if you want to turn auto sizing off, or select "Resize text to fit element" to turn auto sizing on (check the box next to "Normalize text size across slides" if you want EasyWorship to automatically make text on all slides the same size).
Word Wrapping	Check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

NOTE You can add and remove words to auto capitalize by clicking in the box and typing in the word you want or selecting a word and pressing Delete on the keyboard.

Presentation

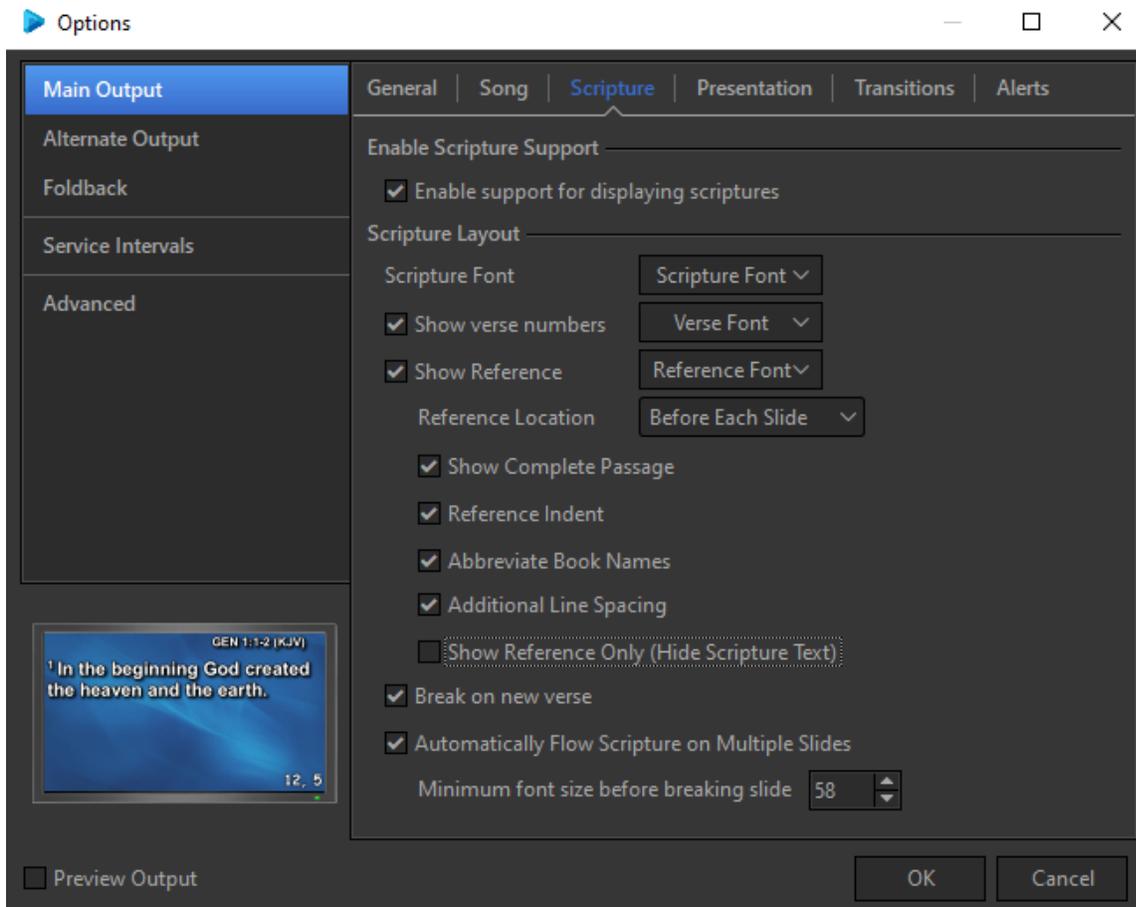
To access the **Options** menu in **EasyWorship**, click **Edit > Options....** In the bottom left corner of the **Options** window, there is a checkbox next to **Preview Output**. Use this option to view changes on the output screen as you make them.



Title Font	Refer to "Default Font" on page 228 for information on the options in the Title Font window.
SubTitle Font	Refer to "Default Font" on page 228 for information on the options in the SubTitle Font window.
Content Font	Refer to "Default Font" on page 228 for information on the options in the Content Font window.

Scripture

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

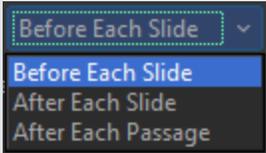


Enable Scripture Support

Enable support for displaying scriptures

This allows you to enable/disable support for displaying scriptures (turns **EasyWorship's** Scripture tab on/off). Checking this box tells **EasyWorship** to enable support for displaying scriptures (turns **EasyWorship's** Scripture tab on).

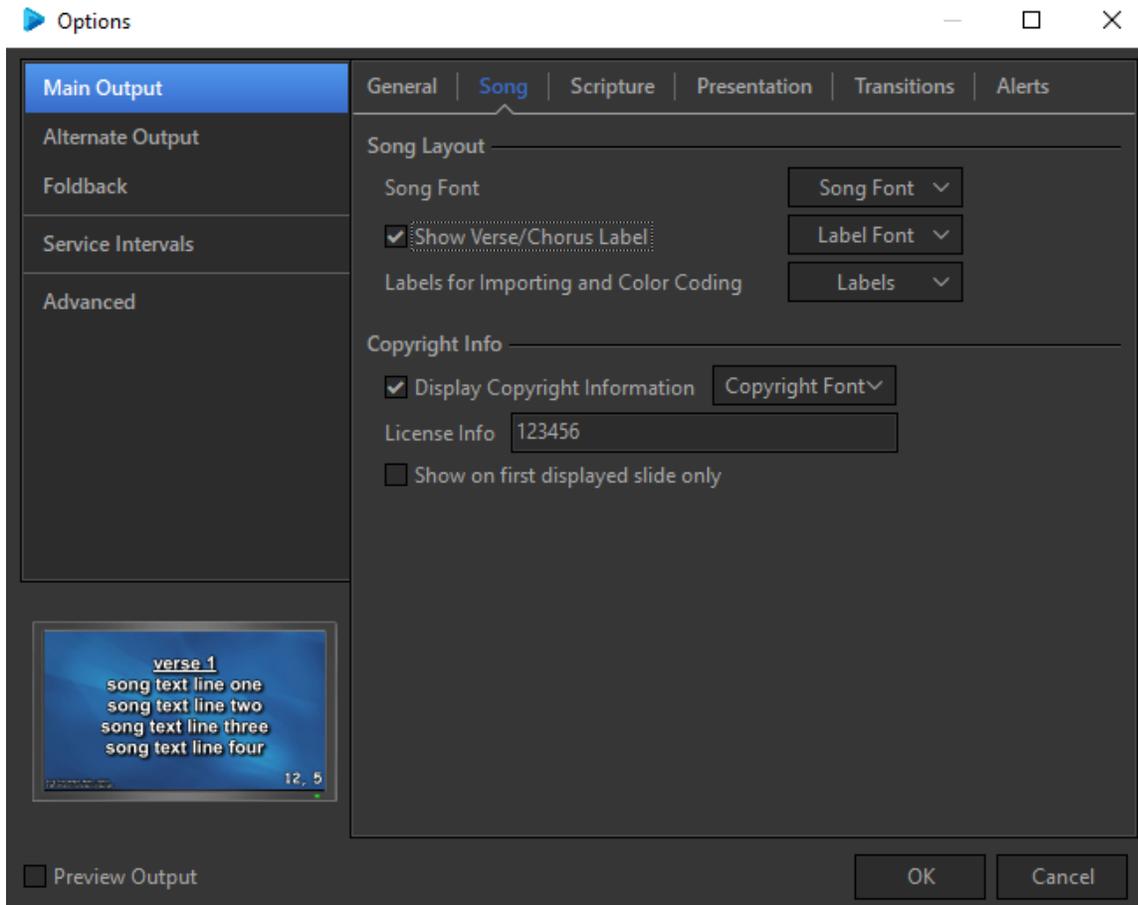
Scripture Layout

Scripture Font	Refer to "Default Font" on page 228 for information on the options in the Scripture Font window.
Show verse numbers	Checking this box tells EasyWorship to enable verse numbering in the scripture text.
Verse Font	Refer to "Default Font" on page 228 for information on the options in the Verse Font window.
Show Reference	Checking this box tells EasyWorship to show the scripture reference on the output screen.
Reference Font	Refer to "Default Font" on page 228 for information on the options in the Reference Font window.
Reference Location	Allows you to place the scripture reference Before Each Slide, After Each Slide or After Each Passage. 
Show Complete Passage	When this box is checked, the complete scripture passage reference will be visible on every slide instead of showing the reference for only the passages on the current slide being displayed.
Reference Indent	When this box is checked, EasyWorship indents the scripture reference.
Abbreviate Book Names	When this box is checked, EasyWorship will abbreviate the book name in the scripture reference.
Additional Line Spacing	When this box is checked, EasyWorship will add additional line spacing between the scripture and the reference.
Show Reference Only (Hide Scripture Text)	When this box is checked, EasyWorship will hide the text of the verses in the slide. The reference will use the reference font settings. If the slide is in edit mode, this setting is ignored.
Break on a new verse	When this box is checked, EasyWorship will start a new slide for each verse when multiple verses are selected.
Automatically	When this box is checked, EasyWorship will automatically insert slide

Flow Scripture on Multiple Slides	breaks when there is too much text to fit in a slide. Unchecking this option will put all of the selected scripture on one slide.
Minimum font size before breaking slide	This option allows you to set a minimum size limit on the text in a scripture slide before EasyWorship creates another slide with a slide break.

Song

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



Song Layout

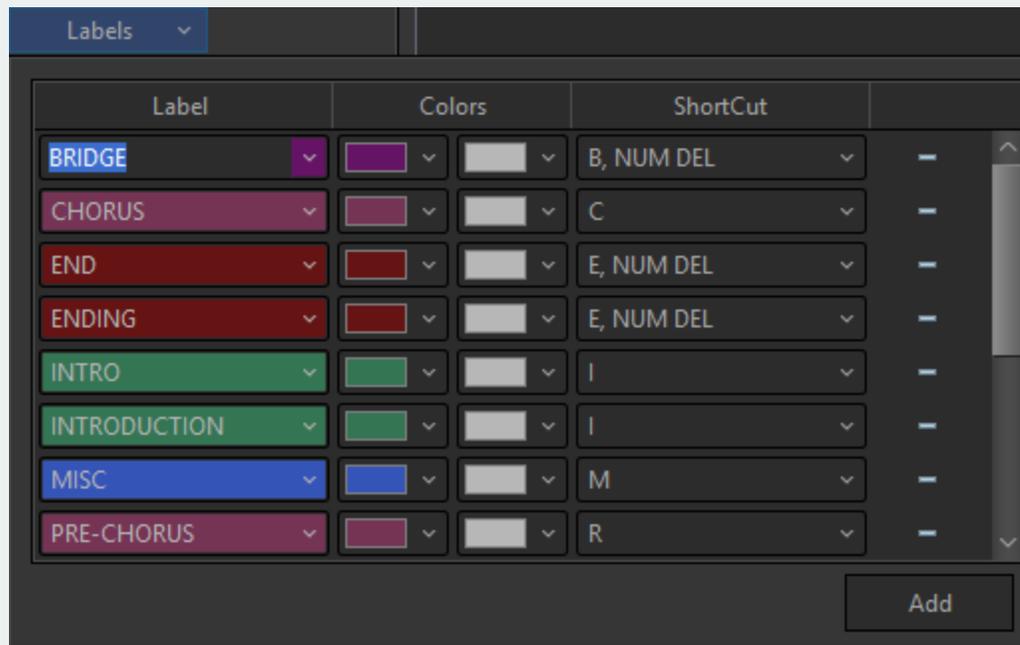
Song Font	Refer to "Default Font" on page 228 for information on the options in this window.
Show Verse/Chorus Label	Checking this box tells EasyWorship to display labels that have been entered into your song, e.g., Verse, Chorus, Bridge, etc.
Label Font	Refer to "Default Font" on page 228 for information on the options in the Label Font window.

Labels for Importing and Color Coding

This option allows you to set the color coding of your choice for labels and set custom shortcut keys for each type of label.

You can add new labels if the desired label does not exist.

Labels



1. Click **Add**.

Label	Colors	ShortCut
SLIDE	[Blue] [Grey]	
TAG	[Purple] [Grey]	T, NUM DEL
VERSE	[Blue] [Grey]	V
YOYO	[White] [Black]	
<EMPTY>	None	
<OTHER>	[Blue] [Grey]	
<SCRIPTURE>	[Red] [Grey]	S
	None	

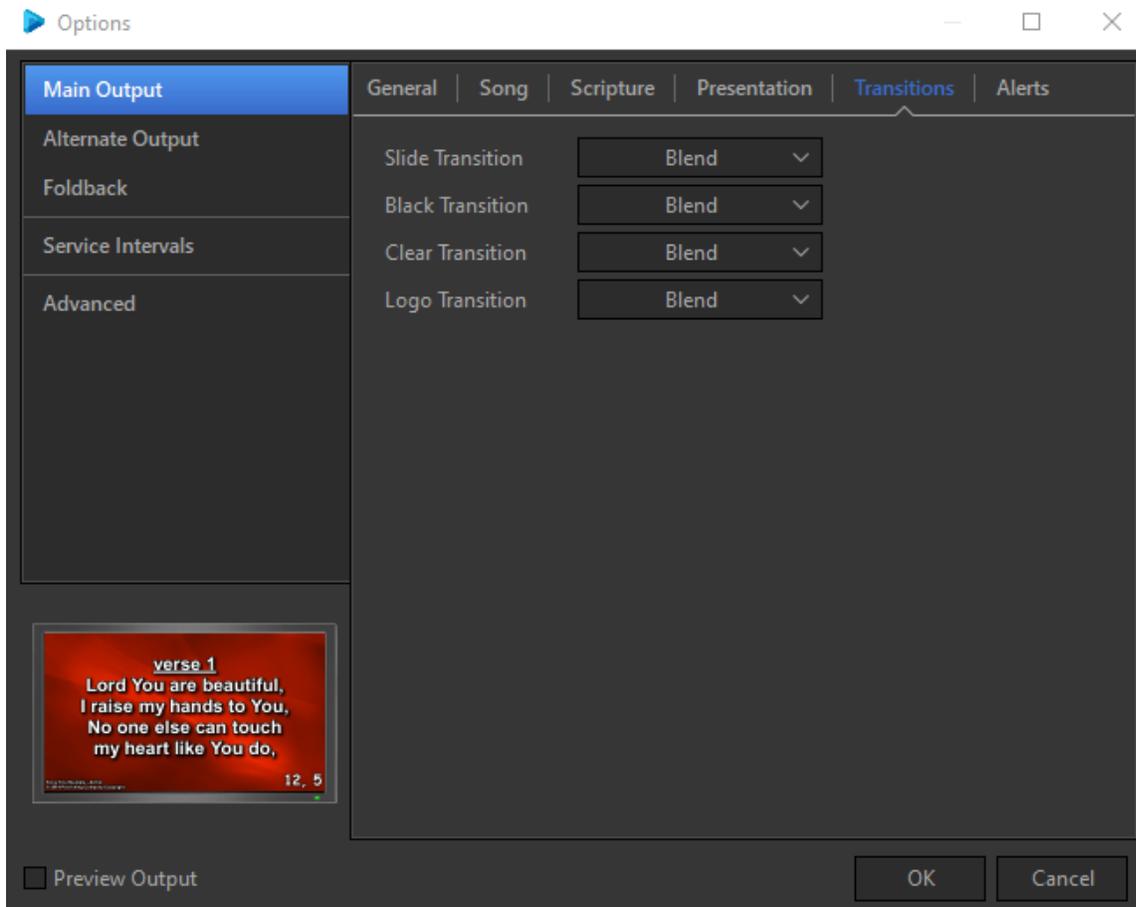
- Type in the Label name.
- Select the Label colors (optional).
- Choose the Label shortcut (optional).

Copyright Info

Display Copyright Information	Checking this box tells EasyWorship to display Copyright info on song slides when displaying to the audience.
Copyright Font	Refer to "Default Font" on page 228 for information on the options in the Copyright Font window.
License Info	The License Info field allows you to enter your CCLI or other copyright license number to be displayed on songs that require copyright information to be displayed.
Show on first displayed slide only	When checked, displays the copyright info on the first displayed slide only.

Transitions

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



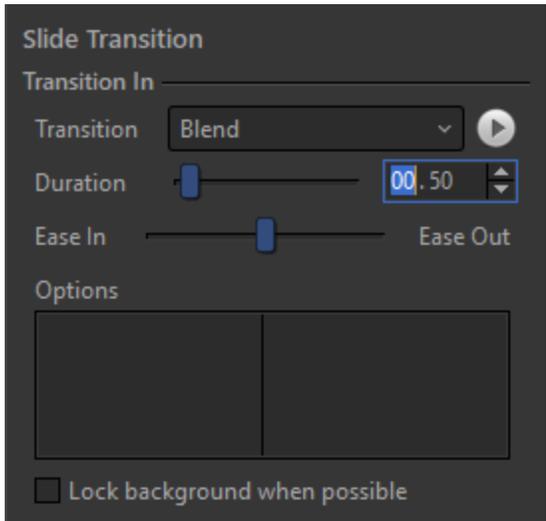
Transition options allow you to determine the default styles for slide to slide transitions, as well as Black, Clear, and Logo transitions (Black, Clear, and Logo buttons are on the top-right side of **EasyWorship**'s main toolbar).

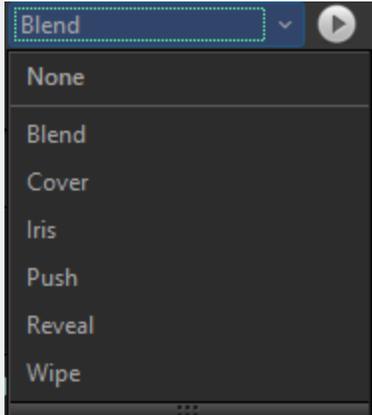
Transition Options

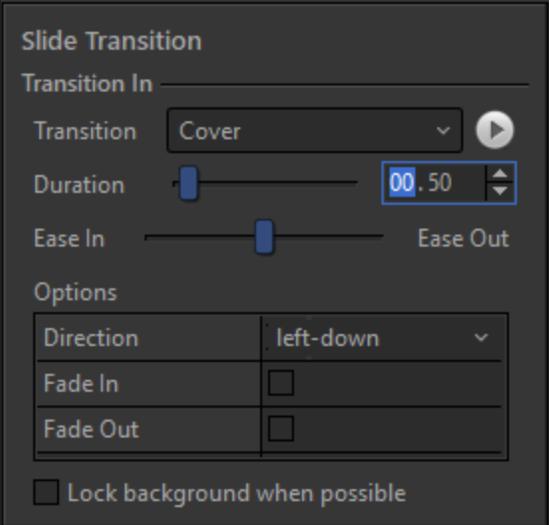
Slide Transition	The type of transition to use between schedule items, and between items in a song, scripture, or presentation.
Black Transition	The type of transition to use between black and un-black displays.

Clear Transition	The type of transition to use between clear and un-clear displays.
Logo Transition	The type of transition to use between logo and un-logo displays.

The following applies to all four fields:



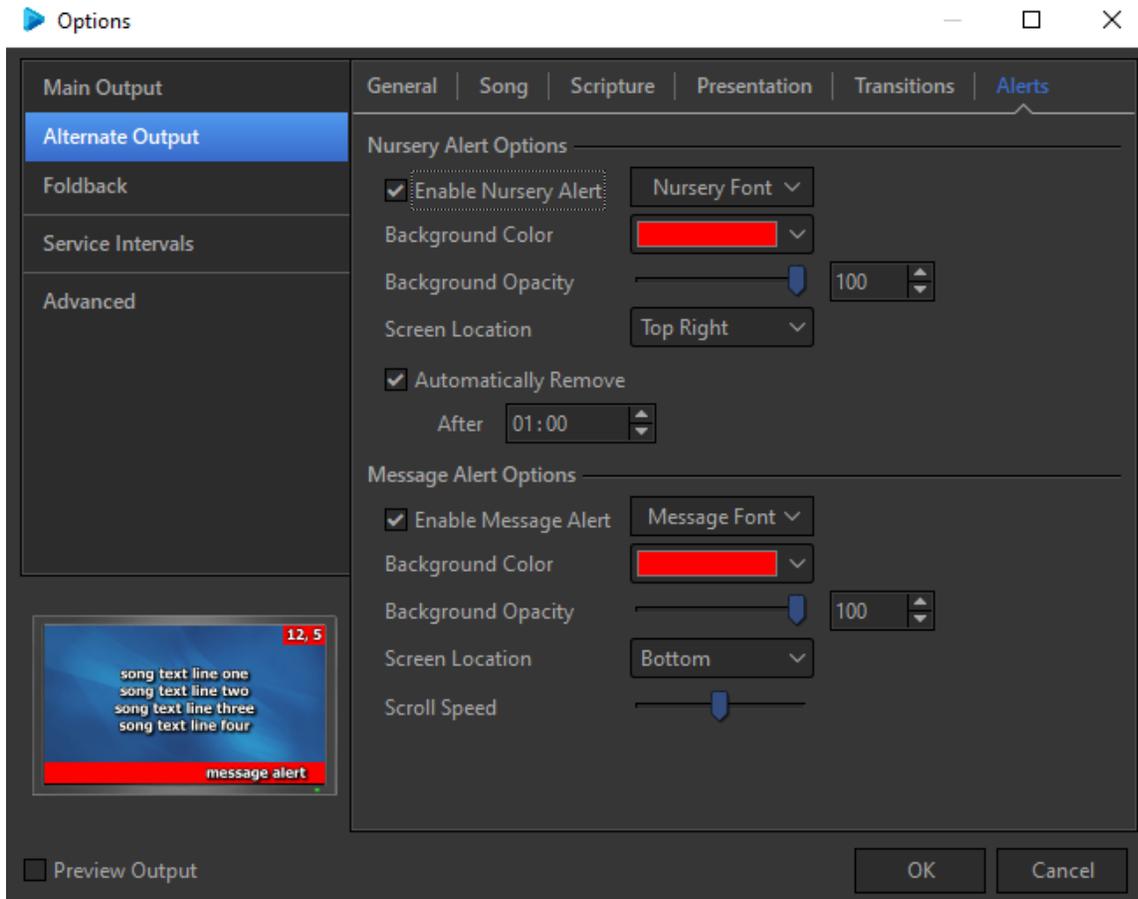
<p>Transition</p>	<p>Use the drop-down list to select the desired transition.</p>  <p>NOTE Press the play  button to preview the transition in the preview window in the bottom left corner of the options menu.</p>
<p>Duration</p>	<p>Set how long the transition should be. (Default setting is 00.50 which is 1/2 a second.)</p>

<p>Ease In / Ease Out</p>	<p>Use the slider to set the Ease In / Out. Ease In will cause the transition to start out slowly and then quickly speed up at the end. Ease Out will cause the transition to start out quickly and then slow down at the end.</p>
<p>Options</p>	<p>Based on the Transition chosen, various options will appear.</p> 
<p>Lock background when possible</p>	<p>If you transition from one slide to another with the same background and have this box checked it will only transition the foreground elements, like the text box, and leave the background static. If you uncheck this box, the background will transition with all foreground elements.</p>

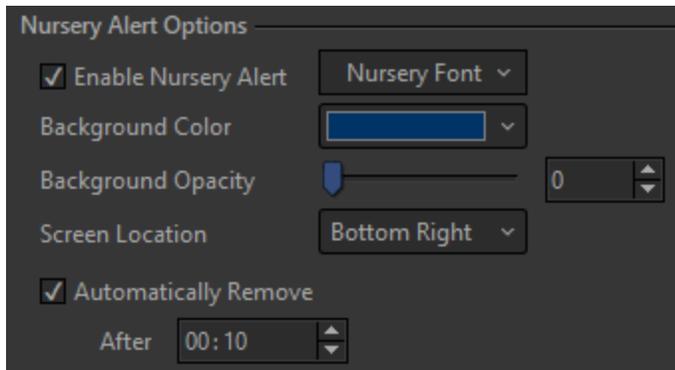
Alternate Output

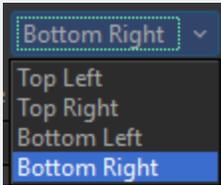
Alerts

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

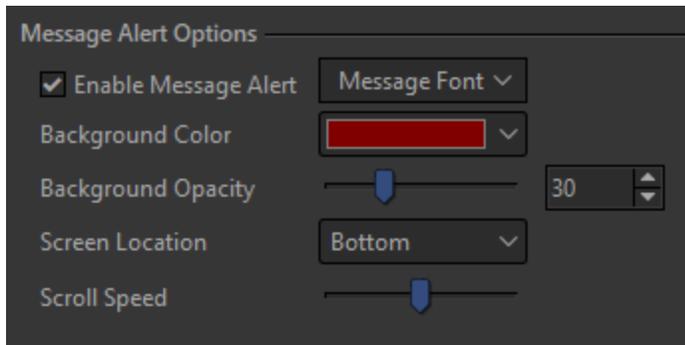


Nursery Alert Options



Enable Nursery Alert	Check to allow nursery alerts.
Nursery Font	Click to set the default font settings for the nursery alerts. Refer to Default Font for information on the options in the Nursery Font window.
Background Color	Sets the background color of the nursery alert.
Background Opacity	Sets the background opacity of the nursery alert.
Screen Location	Allows you to set the position of the nursery alert on the screen. 
Automatically Remove After	To automatically remove the alert after a set amount of time, click the checkbox and enter the desired time limit. (mm:ss)

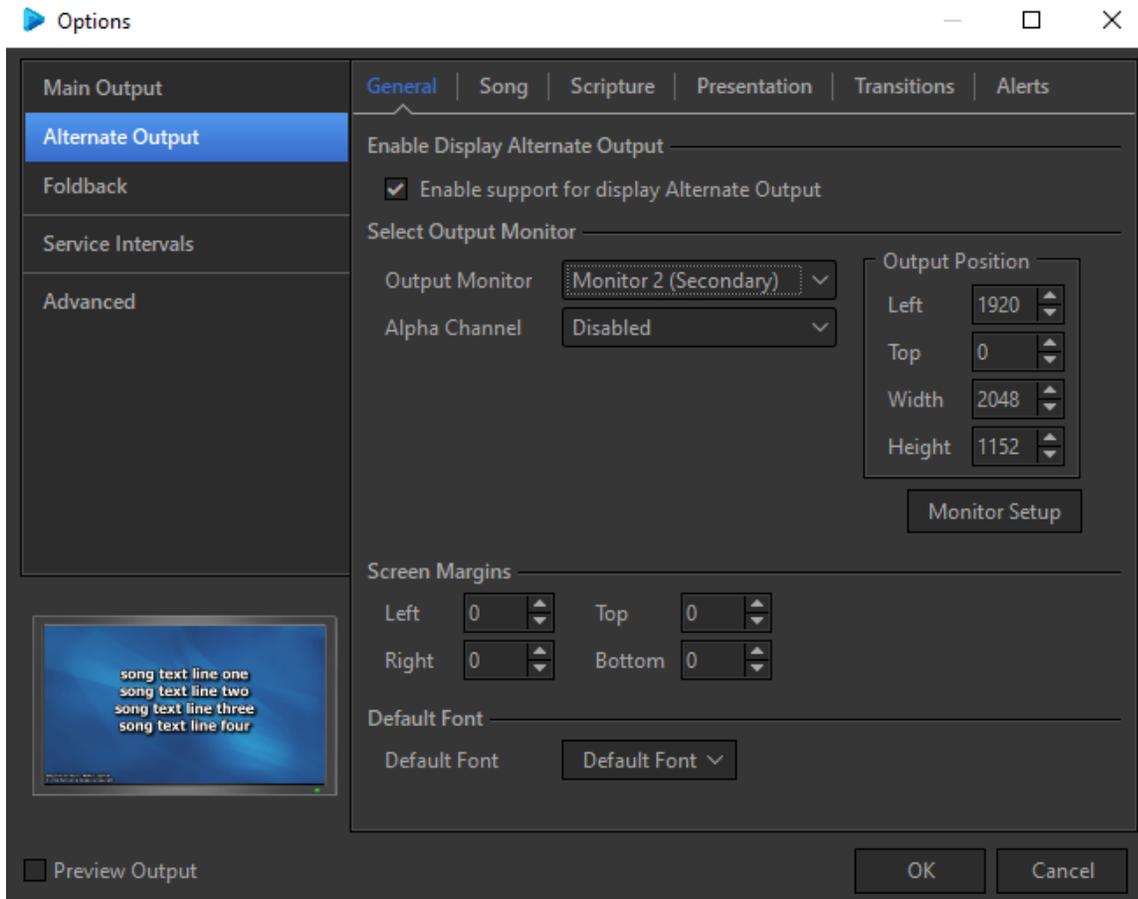
Message Alert Options



Enable Message Alert	Check to allow message alerts.
Message Font	Click to set the default font settings for the message alerts. Refer to "Default Font" on page 228 for information on the options in the Message Font window.
Background Color	Sets the background color of the message alert.
Background Opacity	Sets the background opacity of the message alert.
Screen Location	Allows you to set the position of the message alert on the screen.
Scroll Speed	Sets the speed at which the messages are scrolled through.

General

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



Select Output Monitor

This is where you can setup how and where **EasyWorship** sends its Alternate output.

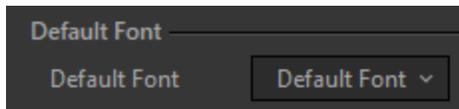
Output Monitor	This drop-down button allows you to set the screen or location where you wish to send the EasyWorship Alternate output.
Output Format	Allows you to select the format you wish to send to the NDI stream over your local network. This option is only available when selecting the NDI stream option from the Output

	Monitor drop-down.
Output Position	Shows you where is sending its output by pixel location. If custom position is select from the Output Monitor drop down, you will enter the location you want to send its output to in these fields.
Alpha Channel	This drop-down button allows you to select which output to send alpha channel content to.
Monitor Setup	Opens the Windows Display Settings window to allow you to extend your windows Desktop to another screen or change other display settings without having to close EasyWorship .

Screen Margins

This section allows you to customize the screen margins, i.e., fine-tuning the placement of [EasyWorship](#) content on the output screen. (Margins normally do not need to be set.)

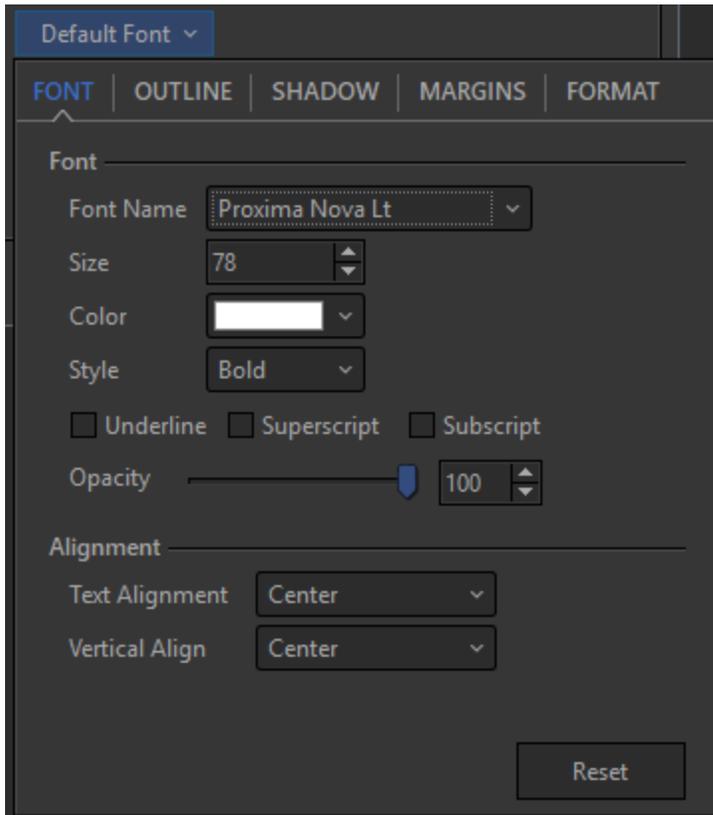
Default Font



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

Font Tab

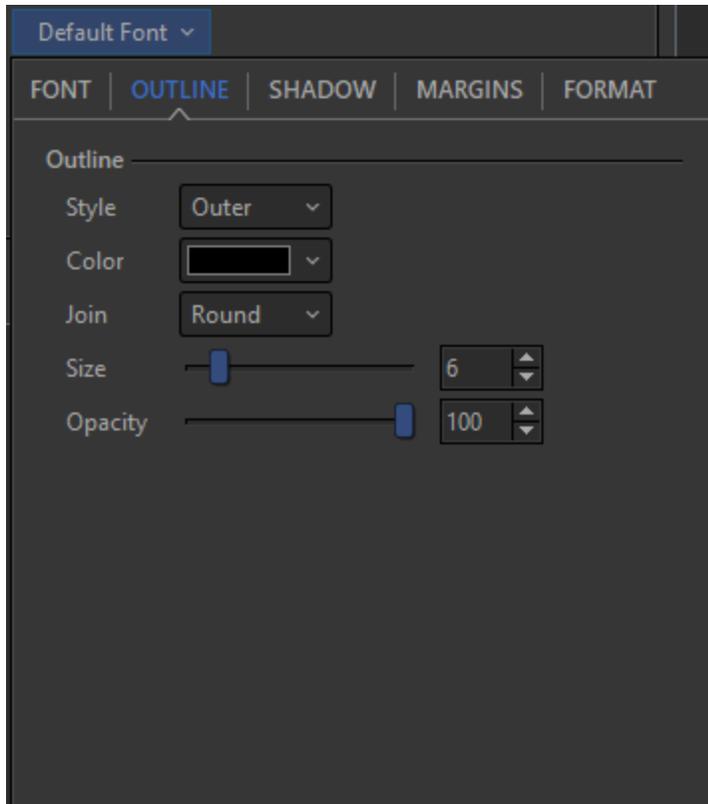
This tab allows you to select a default font style and size, change the color and style of the text, turn Superscript and Subscript on/off, set the opacity (transparency) of the text, and set the horizontal and vertical alignment of the text.



Font Name	Allows you to select a font type from the drop-down.
Size	Sets the font point size.
Color	Changes the color of the text.
Style	Allows you to select Regular, Bold, Italic or Bold Italic.
Underline	Turns underline on or off.
Superscript	Turns superscript on or off.
Subscript	Turns Subscript on or off.
Opacity	Sets transparency of the text.
Alignment	Allows you to set the horizontal and vertical alignment of the text.
Reset	Will reset all settings in Default Font back to factory default.

Outline Tab

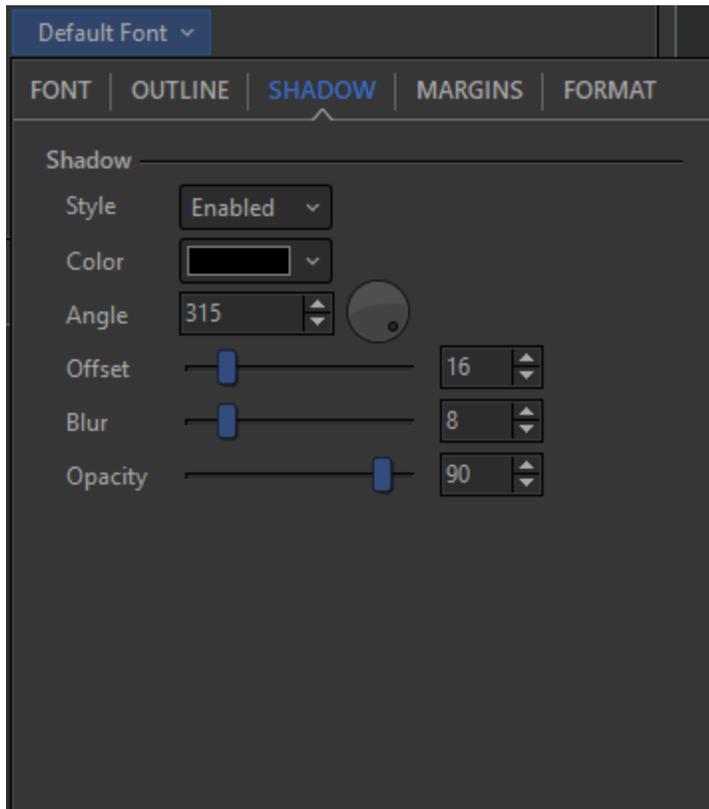
This tab allows you to turn text outline on/off, change the color of the text outline, choose between Round, Bevel, or Miter joins (influences joins in an outline, such as a corner), choose the location of the outline on the edge of the text (Outer, Center, or Inner), and set the thickness and opacity (transparency) of the text outline.



Style	This drop-down allows you to choose None, Outer, Center, and Inner for the location of the outline on the edge of the text.
Color	Changes the color of the text outline.
Join	Allows you to choose between Round, Bevel, and Miter joins. This influences the joins in an outline such as a corner.
Size	Sets the thickness of the text outline.
Opacity	Sets transparency of the text outline.

Shadow Tab

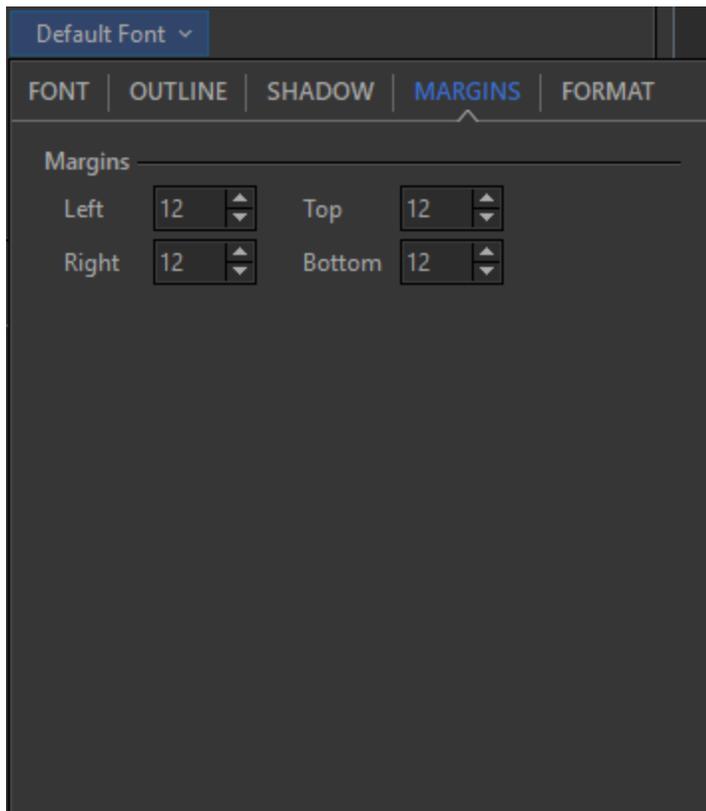
This tab allows you to turn text shadow on/off, change the color, angle, and offset (distance) of the text shadow, and set the blur and opacity (transparency) for the text shadow.



Style	Turns text shadow on or off.
Color	Changes the color of the text shadow.
Angle	Sets the angle of the text shadow.
Offset	Controls the distance of the shadow from the text.
Blur	Allows you to blur the text shadow.
Opacity	Sets transparency of the text shadow.

Margins Tab

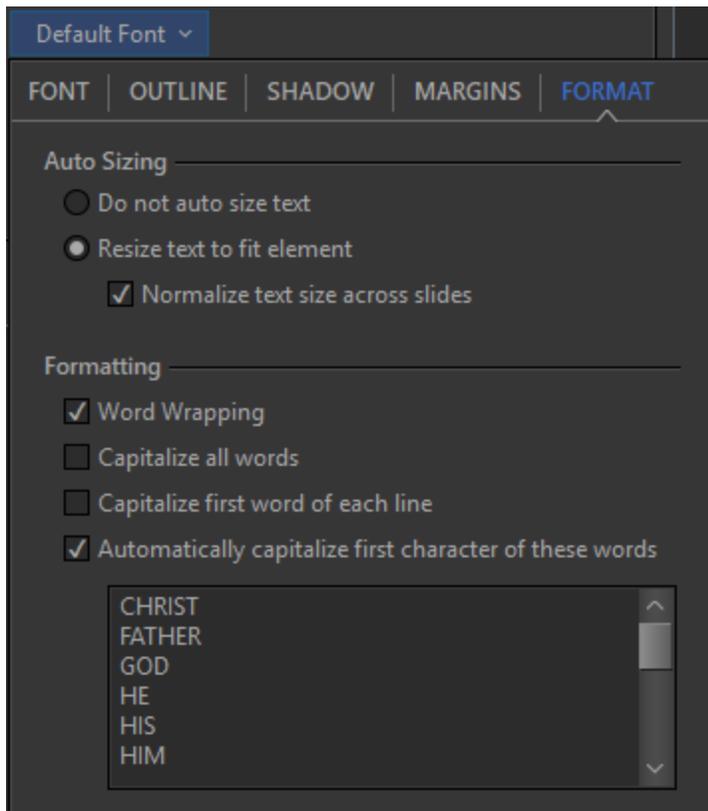
This tab allows you to set the Left, Right, Top, and Bottom margin settings.

**Margins**

Left, Right, Top, and Bottom text margin settings.

Format Tab

This tab allows you to customize song text formatting.

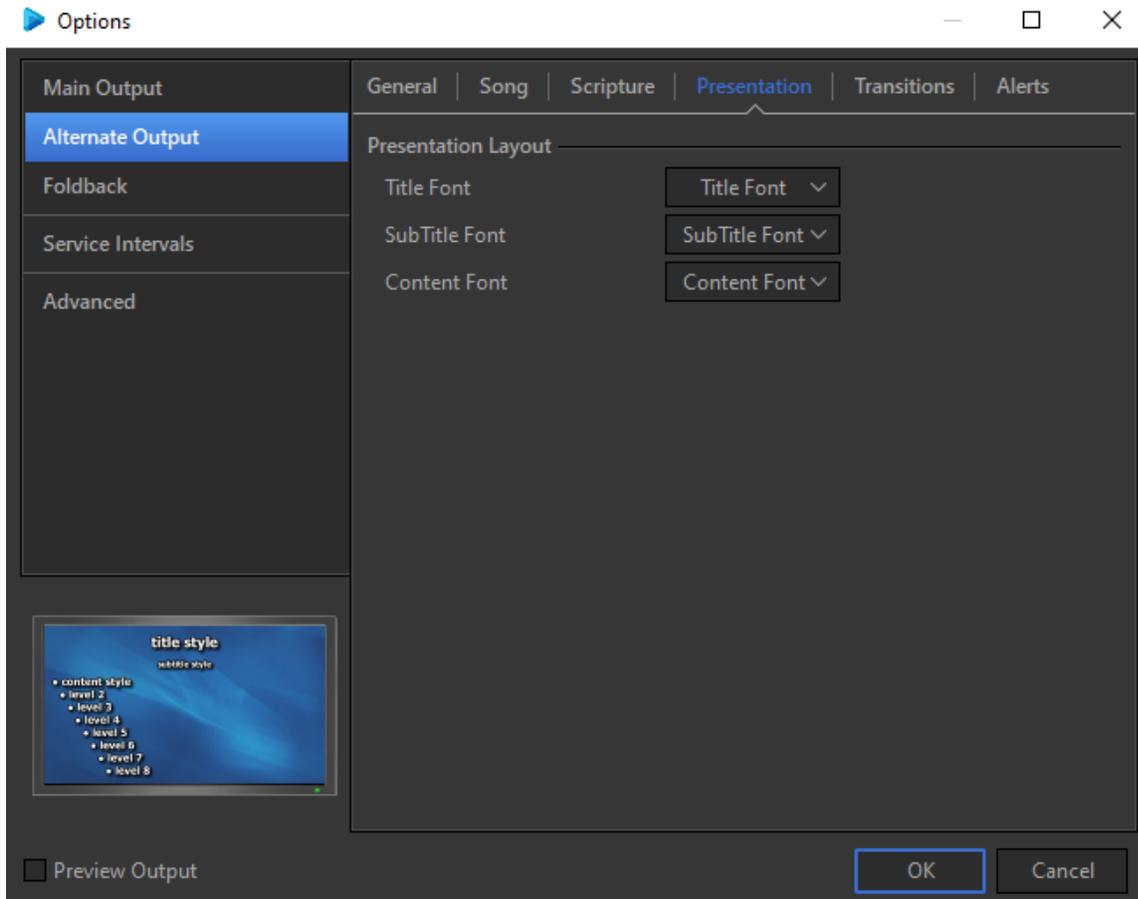


Auto Sizing	Select "Do not auto size text" if you want to turn auto sizing off, or select "Resize text to fit element" to turn auto sizing on (check the box next to "Normalize text size across slides" if you want EasyWorship to automatically make text on all slides the same size).
Word Wrapping	Check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

NOTE You can add and remove words to auto capitalize by clicking in the box and typing in the word you want or selecting a word and pressing Delete on the keyboard.

Presentation

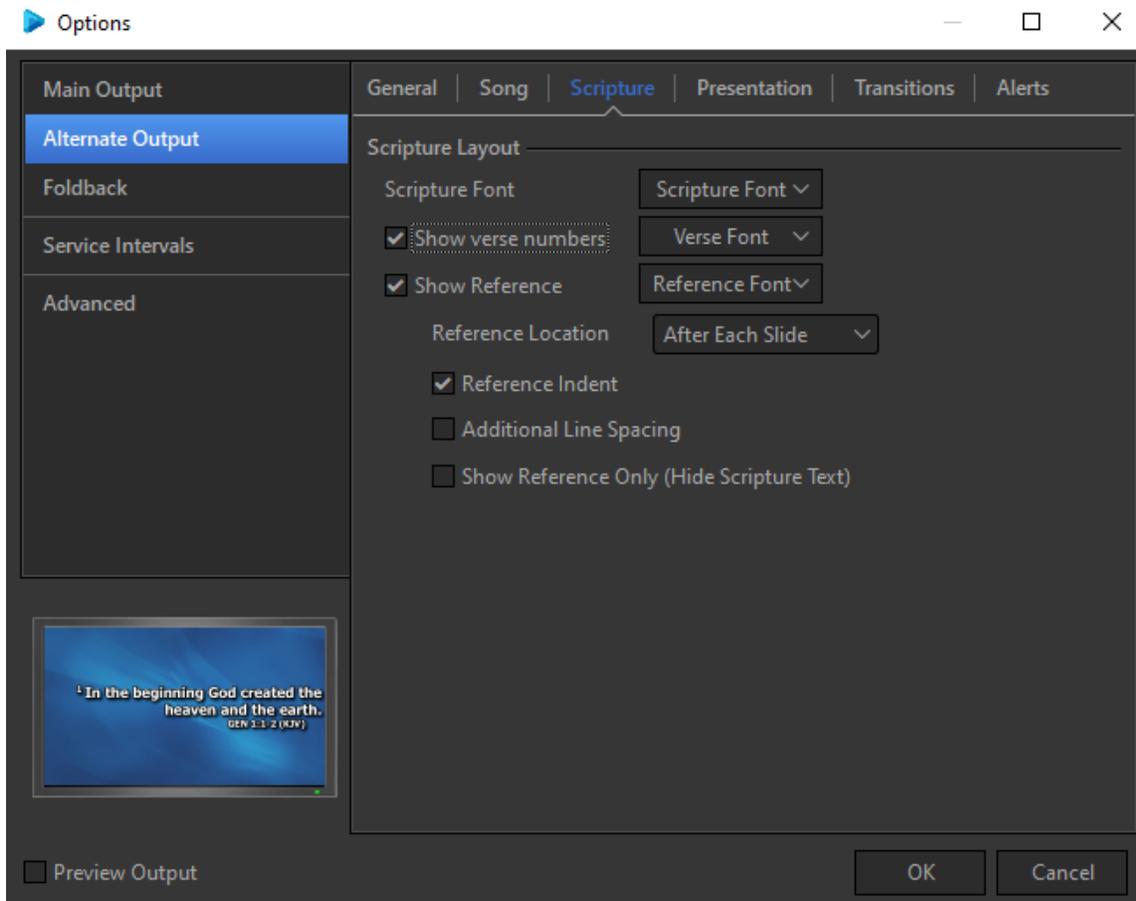
To access the **Options** menu in **EasyWorship**, click **Edit > Options....** In the bottom left corner of the **Options** window, there is a checkbox next to **Preview Output**. Use this option to view changes on the output screen as you make them.



Title Font	Refer to "Default Font" on page 228 for information on the options in the Title Font window.
SubTitle Font	Refer to "Default Font" on page 228 for information on the options in the SubTitle Font window.
Content Font	Refer to "Default Font" on page 228 for information on the options in the Content Font window.

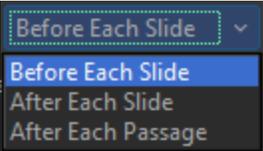
Scripture

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



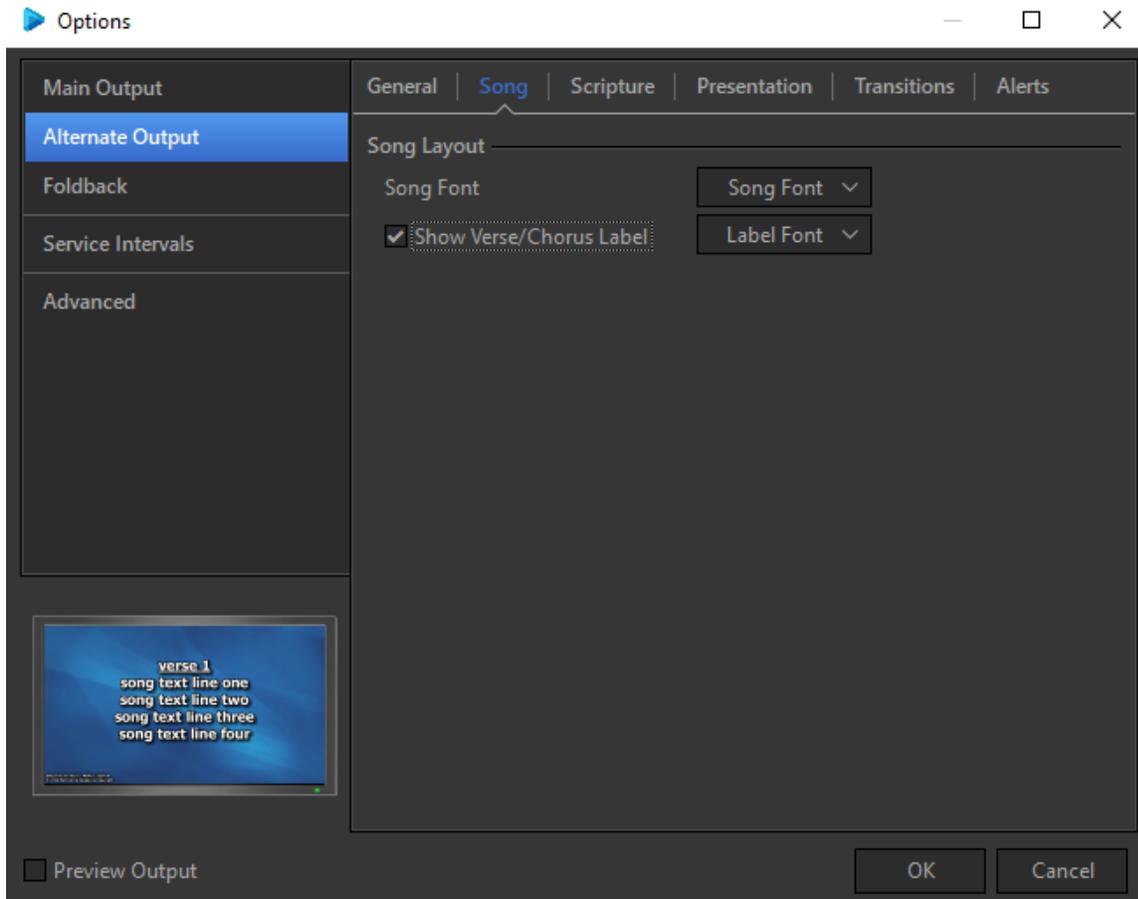
Scripture Layout

Scripture Font	Refer to "Default Font" on page 228 for information on the options in the Scripture Font window.
Show verse numbers	Checking this box tells EasyWorship to enable verse numbering in the scripture text.
Verse Font	Refer to "Default Font" on page 228 for information on the options in the Verse Font window.

Show Reference	Checking this box tells EasyWorship to show the scripture reference on the output screen.
Reference Font	Refer to "Default Font" on page 228 for information on the options in the Reference Font window.
Reference Location	Allows you to place the scripture reference Before Each Slide, After Each Slide or After Each Passage. 
Reference Indent	When this box is checked, EasyWorship indents the scripture reference.
Additional Line Spacing	When this box is checked, EasyWorship will add additional line spacing between the scripture and the reference.
Show Reference Only (Hide Scripture Text)	When this box is checked, EasyWorship will hide the text of the verses in the slide. The reference will use the reference font settings. If the slide is in edit mode, this setting is ignored.

Song

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

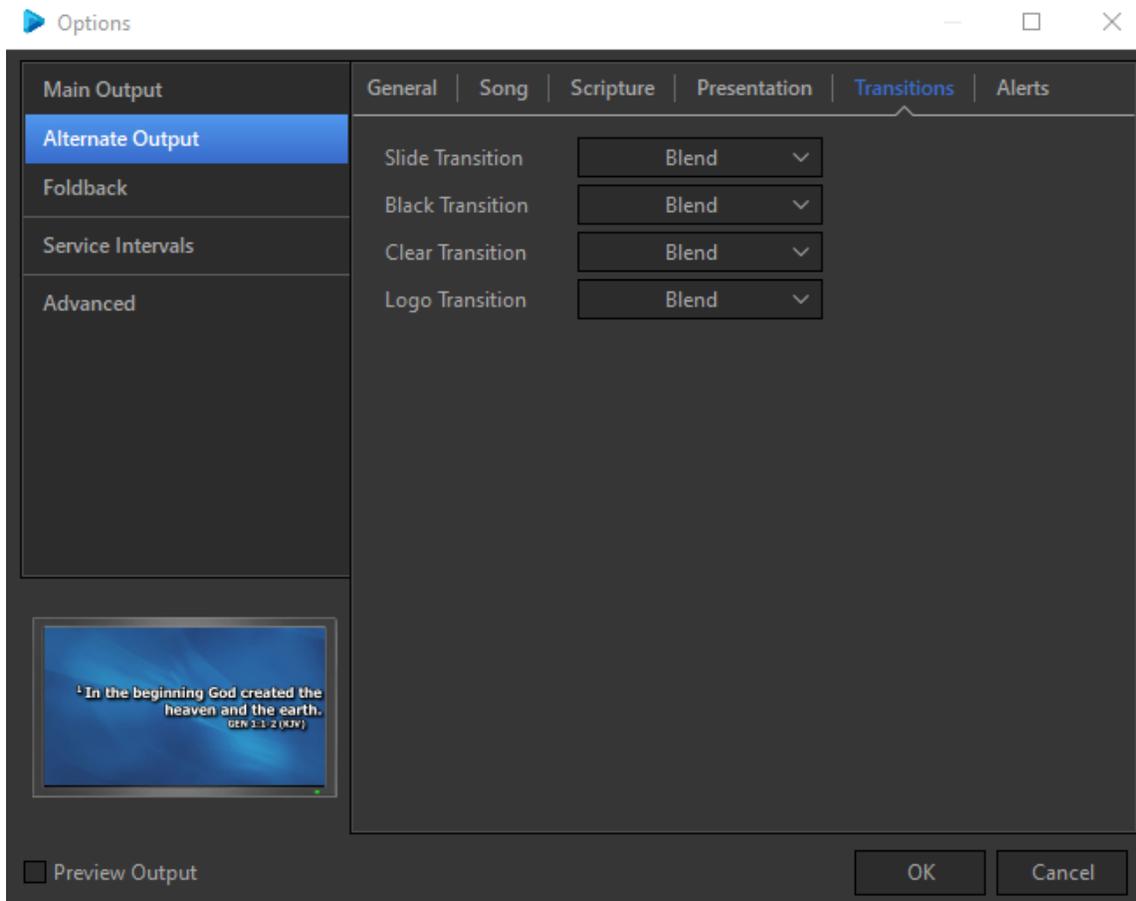


Song Layout

Song Font	Refer to "Default Font" on page 228 for information on the options in this window.
Show Verse/Chorus Label	Checking this box tells EasyWorship to display labels that have been entered into your song, e.g., Verse, Chorus, Bridge, etc.

Transitions

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



Transition options allow you to determine the default styles for slide to slide transitions, as well as Black, Clear, and Logo transitions (Black, Clear, and Logo buttons are on the top-right side of **EasyWorship**'s main toolbar).

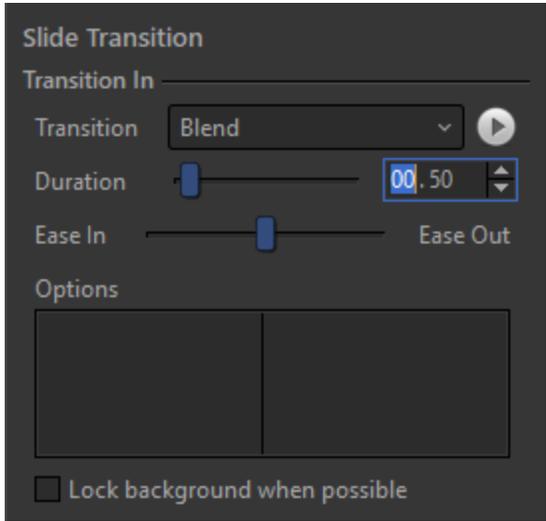
Transition Options

Slide Transition

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

Black Transition	The type of transition to use between black and un-black displays.
Clear Transition	The type of transition to use between clear and un-clear displays.
Logo Transition	The type of transition to use between logo and un-logo displays.

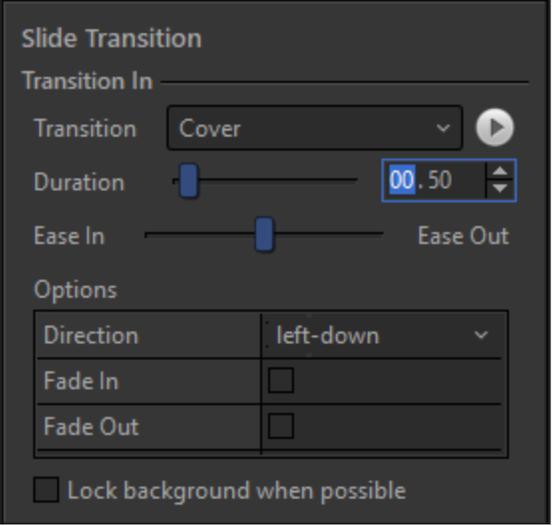
The following applies to all four fields:



Transition

Use the drop-down list to select the desired transition.

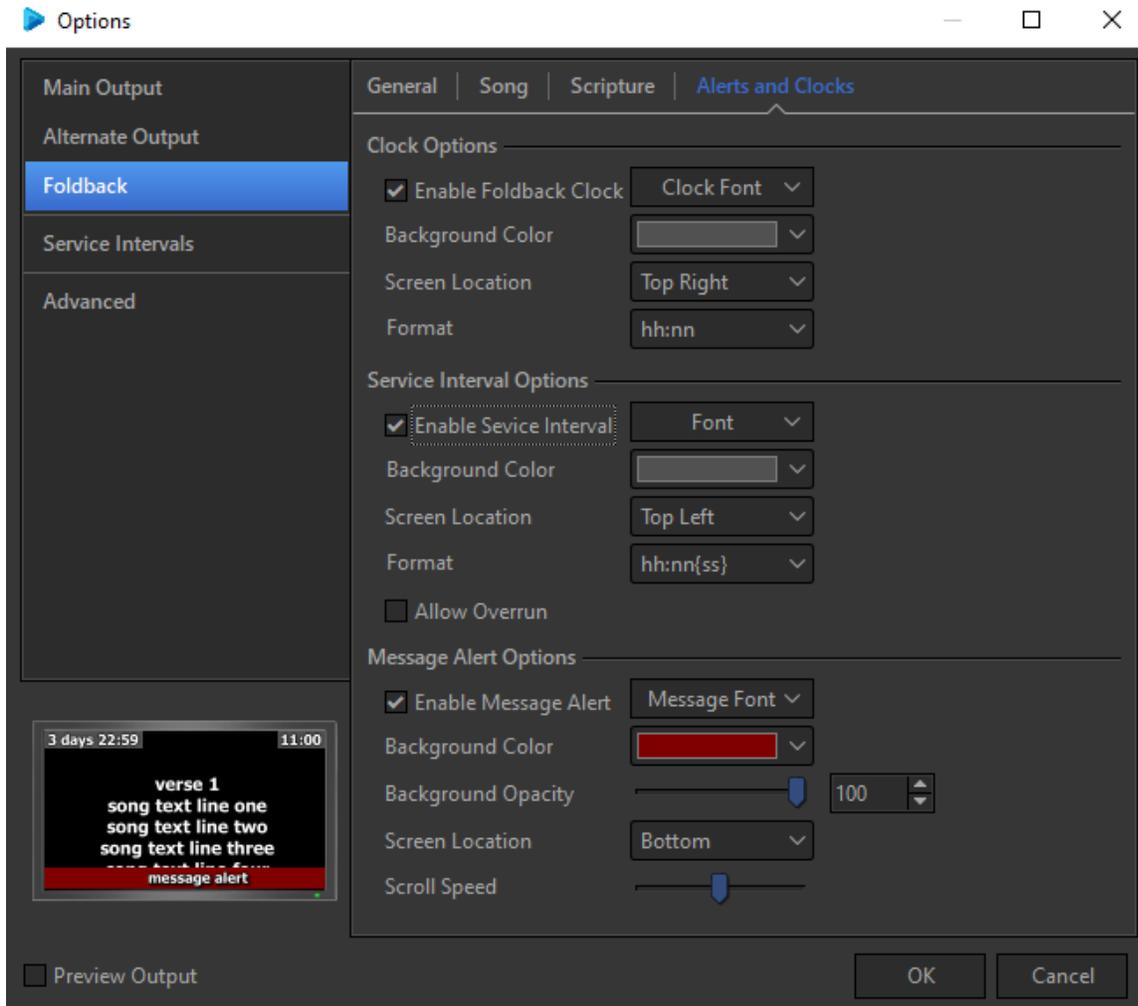
NOTE Press the play button to preview the transition in the preview window in the bottom left corner of the options menu.

Duration	Set how long the transition should be. (Default setting is 00.50 which is 1/2 a second.)
Ease In / Ease Out	Use the slider to set the Ease In / Out. Ease In will cause the transition to start out slowly and then quickly speed up at the end. Ease Out will cause the transition to start out quickly and then slow down at the end.
Options	<p>Based on the Transition chosen, various options will appear.</p> 
Lock background when possible	If you transition from one slide to another with the same background and have this box checked it will only transition the foreground elements, like the text box, and leave the background static. If you uncheck this box, the background will transition with all foreground elements.

Foldback Options

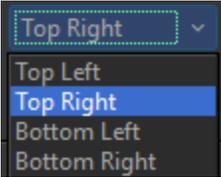
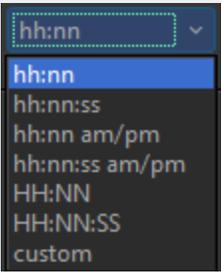
Alerts And Clocks

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



Clock Options

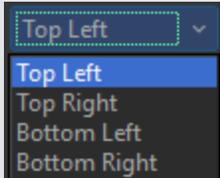
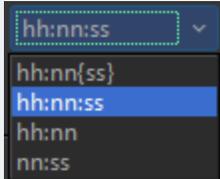
Enable Foldback Clock	Checking this box enables the Clock Options .
Clock Font	Refer to "Default Font" on page 228 for information on the options in the Clock Font window.

Background Color	Sets the background color of the clock.
Screen Location	Sets the position of the clock on the screen. 
Format	Sets the desired format of the time on the clock.  <ul style="list-style-type: none"> • <i>hh:nn</i>: 12 hour clock shows the time by hour:minutes. • <i>hh:nn:ss</i>: 12 hour clock shows the time by hour:minutes:seconds. • <i>hh:nn am/pm</i>: 12 hour clock shows the time by hour:minutes and also indicates if it's am or pm. • <i>hh:nn:ss am/pm</i>: 12 hour clock shows the time by hour:minutes:seconds and also indicates if it's am or pm. • <i>HH:NN</i>: 24 hour clock shows the time by hour:minutes. • <i>HH:NN:SS</i>: 24 hour clock shows the time by hour:minutes:seconds. • <i>custom</i>: allows you to customize the format of the clock display. 

Service Interval Options

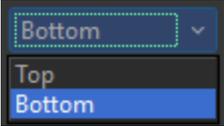
Service Intervals are start and stop times you can set for your services. This can be used on the foldback screen to show when the service is starting and when it is scheduled to end. See Service Intervals.

Enable Ser-	Checking this box enables service intervals.
--------------------	--

Service Interval	
Font	Refer to "Default Font" on page 228 for information on the options in the Font window.
Background Color	Sets the background color of the service interval.
Screen Location	<p>Sets the position of the service interval on the screen.</p> 
Format	<p>Sets the desired format of the time on the service interval.</p>  <ul style="list-style-type: none"> • hh:nn{ss}: shows the countdown to start time or stop time in hours:minutes and will display the seconds when the countdown is within 1 minute. • hh:nn:ss: shows the countdown to start time or stop time in hours:minutes:seconds. • hh:nn: shows the countdown to start time or stop time in hours:minutes. • nn:ss: shows the countdown to start time or stop time in minutes:seconds.
Allow Over-run	Check this box to have the countdown clock start counting with a negative time to show that you have overrun the start or stop time.

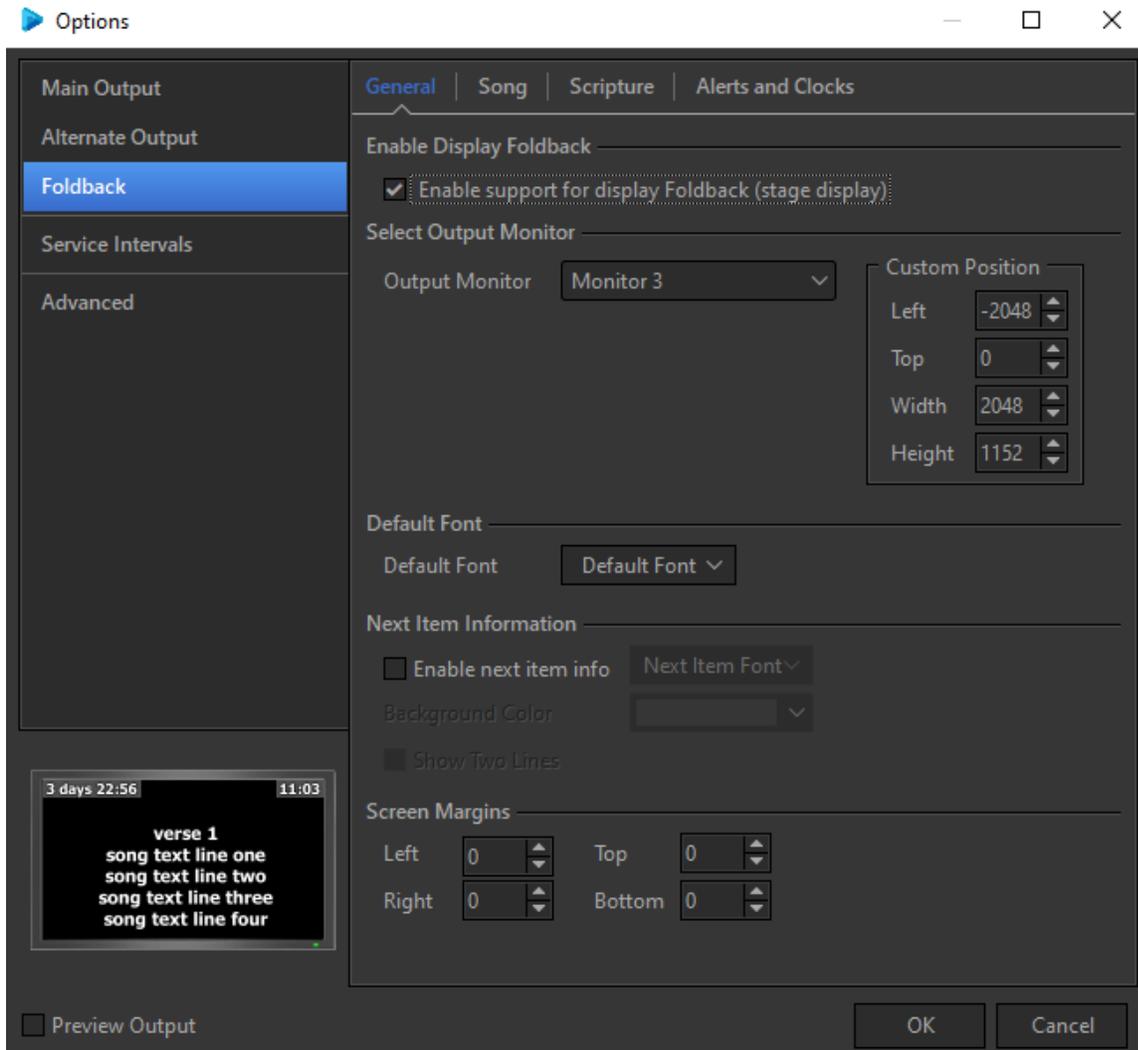
NOTE The stop interval time will not begin counting down immediately after the start time is finished. The point at which the stop time begins counting down is calculated depending on the length of time between the start and stop interval times and will begin with plenty of time remaining before the service stop interval time.

Message Alert Options

Enable Message Alert	Check to allow message alerts.
Message Font	Refer to "Default Font" on page 228 for information on the options in the Message Font window.
Background Color	Sets the background color of the alert.
Background Opacity	Sets the background opacity of the alert.
Screen Location	Allows you to set the position of the alert on the screen. 
Scroll Speed	Sets the speed at which the messages are scrolled through.

Foldback

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



Enable Display Foldback

Enable support for display Foldback (stage display)

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

Select Output Monitor

Output Monitor	This drop-down allows you to set the screen or location to which the EasyWorship foldback output content will be sent.
Custom Position	These fields show you where EasyWorship is sending its foldback content to by pixel location. If custom position is selected from the Output Monitor drop down, this is where you will enter the location you want EasyWorship to send its output to.

Default Font

Default Font	This menu allows you to set the default appearance of the text. Refer to "Default Font" on page 228 for information on the options in this window.
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Next Item Information

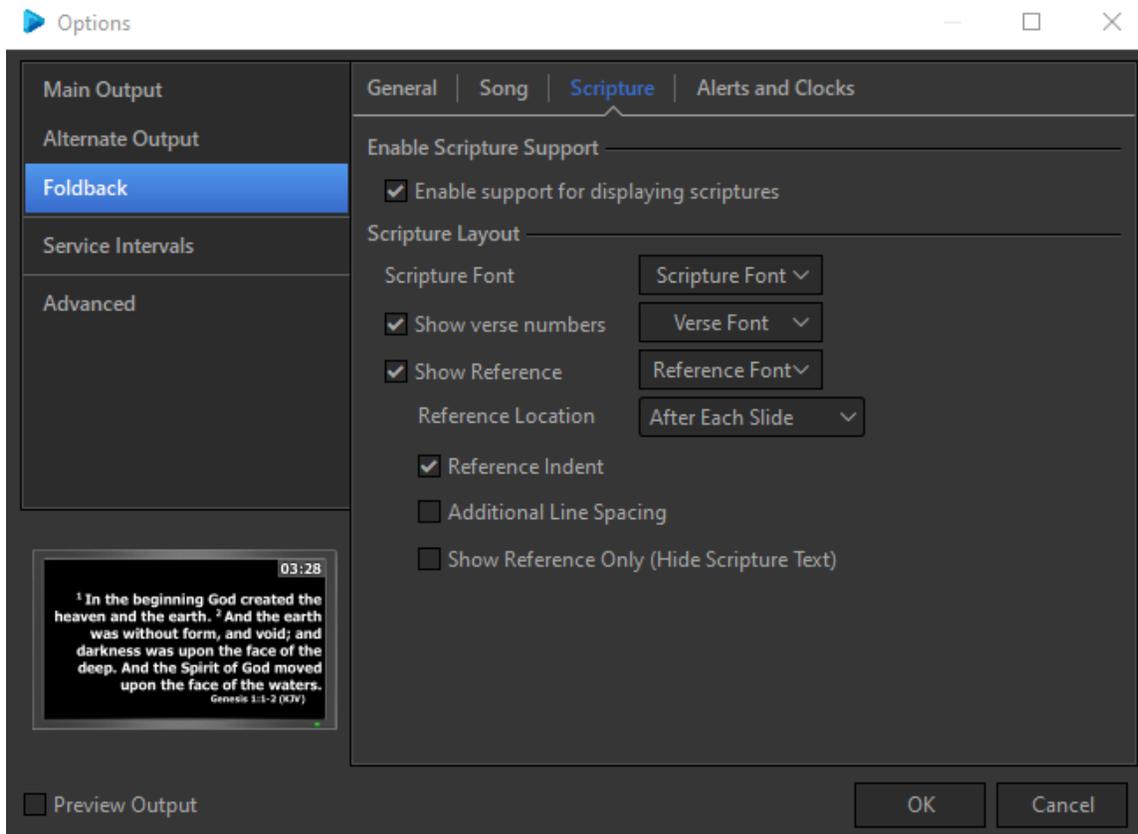
Enable next item info	Checking this box enables Next Item Information . Next item info can show up either 1) as the first line of the next slide, or 2) as the title of the next item in the schedule.
Next Item Font	This menu allows you to set the appearance of the text. Refer to "Default Font" on page 228 for information on the options in this window.
Background Color	Sets the background color for the next item.
Show Two Lines	Checking this box will show the first two lines of the next slide instead of only the first line of the next slide.

Screen Margins

Screen Margins	These fields allow you to fine-tune the Left, Right, Top, and Bottom screen margins so EasyWorship 's content displays properly on the foldback screen. (Margins normally do not need to be set.)
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Scripture

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



Enable Scripture Support

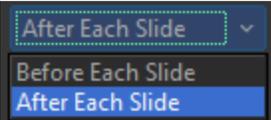
Enable support for displaying scriptures

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

Scripture Layout

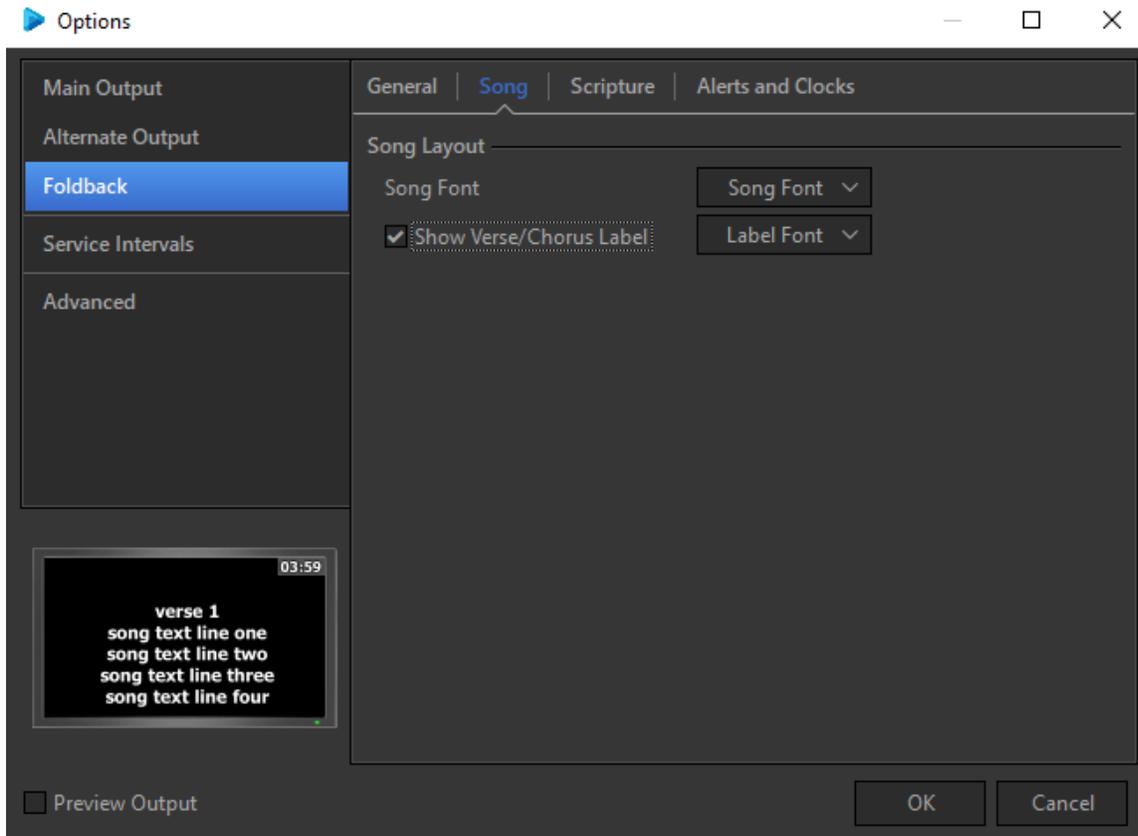
Scripture Font

Refer to ["Default Font" on page 228](#) for information on the options in the **Scripture Font** window.

Show verse numbers	Checking this box tells EasyWorship to enable verse numbering in the scripture text.
Verse Font	Refer to "Default Font" on page 228 for information on the options in the Verse Font window.
Show Reference	Checking this box tells EasyWorship to show the scripture reference on the output screen.
Reference Font	Refer to "Default Font" on page 228 for information on the options in the Reference Font window.
Reference Location	<p>Allows you to place the scripture reference Before Each Slide or After Each Slide.</p> 
Reference Indent	When this box is checked, EasyWorship indents the scripture reference.
Additional Line Spacing	When this box is checked, EasyWorship will add additional line spacing between the scripture and the reference.
Show Reference Only (Hide Scripture Text)	When this box is checked, EasyWorship will hide the text of the verses in the slide. The reference will use the reference font settings. If the slide is in edit mode, this setting is ignored.

Song

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

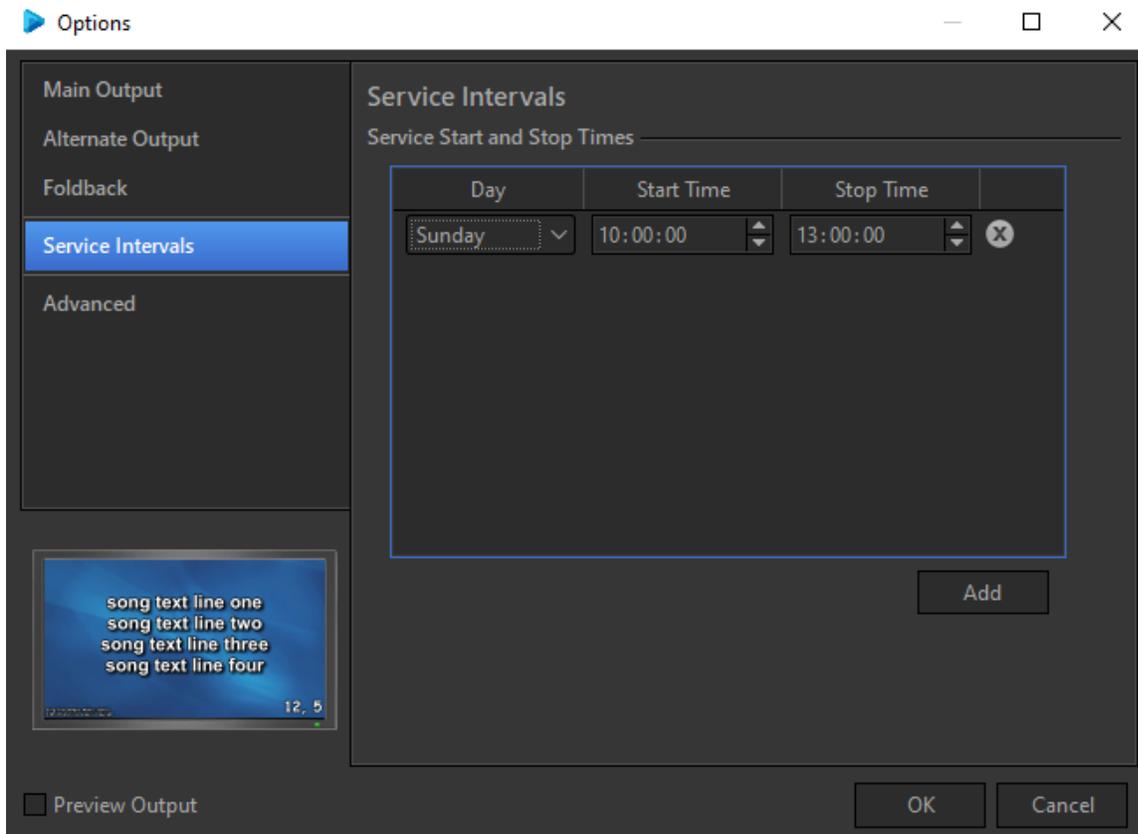


Song Layout

Song Font	Refer to "Default Font" on page 228 for information on the options in this window.
Show Verse /Chorus Label	Checking this box tells to display labels that have been entered into your song, e.g., Verse, Chorus, Bridge, etc.
Label Font	Refer to "Default Font" on page 228 for information on the options in this window.

Service Intervals

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



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

Day	Start Time	Stop Time	
Sunday	11:30:00	13:00:00	X
Sunday	10:00:00	12:00:00	X
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Select the day of the week you want to set a service interval for.

Adjust the settings for **Start Time** and **Stop Time** either by typing it in or by using the arrows on screen.

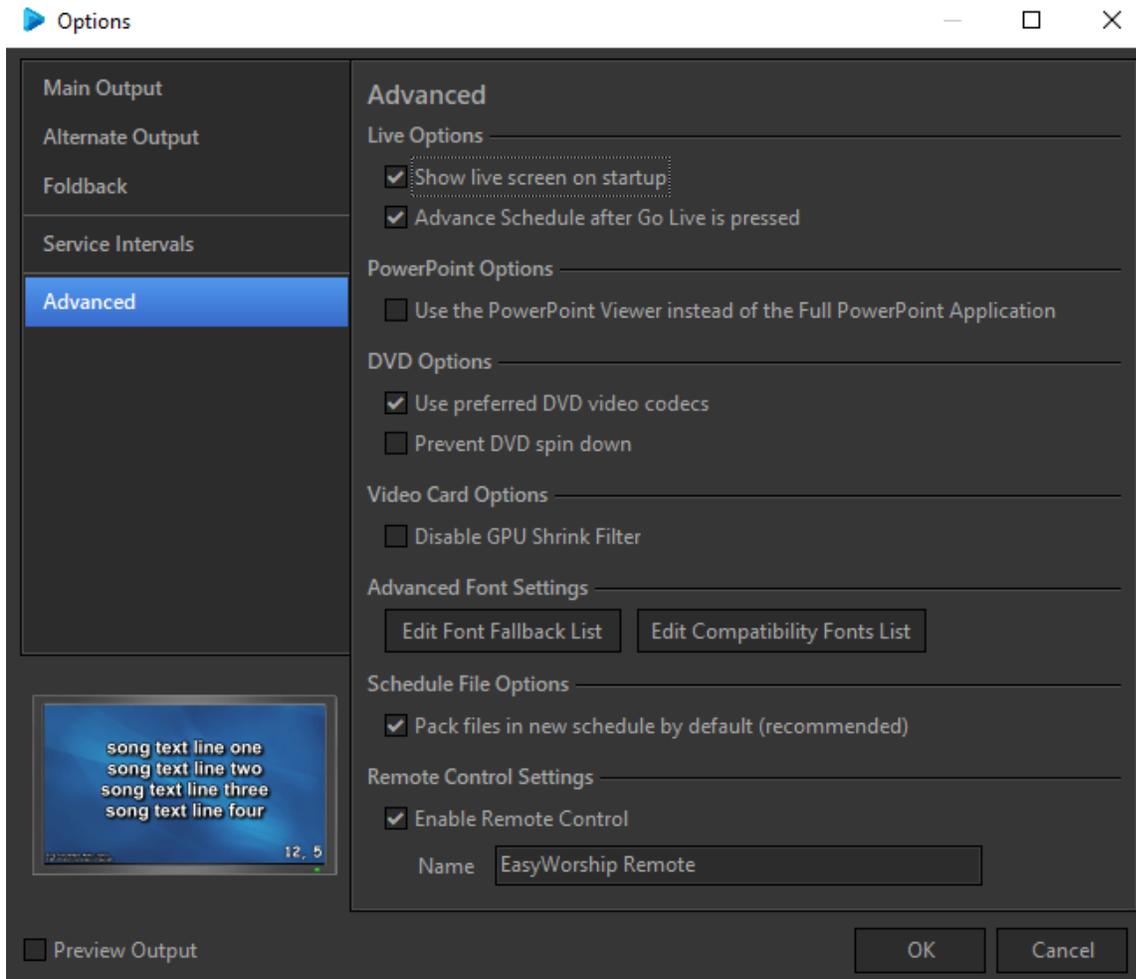
These times use a 24 hour clock (HH:NN:SS).

SEE "Service Interval Options" on page 262 to set the format of the service interval time on the screen.

To delete a service interval time, click the  to the right side of it.

Advanced

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



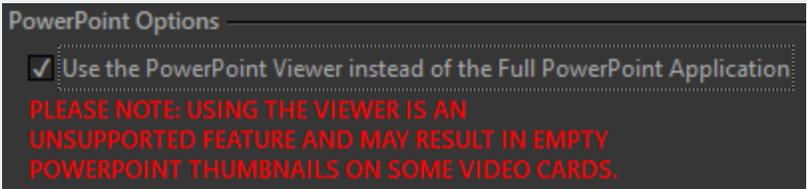
Live Options

Show live screen on startup

When checked, the live output will be active when the program has launched. If you uncheck this box, you will have to manually activate the live output by

	<p>clicking the Live  button in the top right corner of the main EasyWorship toolbar.</p>
Advance Schedule after Go Live is pressed	<p>When this box is checked, EasyWorship automatically selects the next item in the schedule when Go Live is clicked. For example, the first item in your schedule is a mini-movie and the second item is a song. When you select the first item and click Go Live, the mini-movie plays and the song is automatically selected and ready to go live as soon as the mini-movie ends. All you need to do is click Go Live again to send the song to the live output for the audience.</p>

PowerPoint Options

Use PowerPoint Viewer instead of Full PowerPoint Application	<p>When this box is checked, EasyWorship will load the PowerPoint Viewer to display PowerPoint slide shows instead of the PowerPoint application.</p> 
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NOTE It is recommended to have a current copy of the PowerPoint application installed on your computer if you intend to use PowerPoint presentations in **EasyWorship**.

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

DVD Options

<p>Use preferred DVD video codecs</p>	<p>When this box is checked (recommended), EasyWorship will look for and use DScaler if it is available (EasyWorship ignores other decoders if the DScaler codec is available).</p> <hr/> <p>SEE " Install DScaler for DVD Playback" on page 465 for instructions on installing the DScaler DVD codec.</p>
<p>Prevent DVD spin down</p>	<p>When checked, this keeps the DVD in the drive spinning at all times to reduce the amount of time needed to send a DVD clip to the screen.</p>

Video Card Options

<p>Disable GPU Shrink Filter</p>	<p>Only select this if you are only seeing a solid color on the output screen. This option should only be used to troubleshoot rendering issues with your video card.</p>
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Advanced Font Settings

<p>Edit Font Fallback List</p>	<p>When EasyWorship encounters a character which is not part of the designated font, a fallback font is used instead. Typically, a fallback font will contain symbols representative of the various types of Unicode characters.</p>
<p>Edit Compatibility Fonts List</p>	<p>If you are using non-Latin fonts that do not support Unicode, add them to this list to force them to appear in the Schedule and Words Editor.</p>

Schedule File Options

<p>Pack Files in new schedule by default (recom-</p>	<p>To run the Schedule from the same computer, you can uncheck the option to Pack files in schedule box. This will save space on your computer. If you'll be transferring the schedule to another computer, check this box.</p>
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mended)

Remote Control Settings

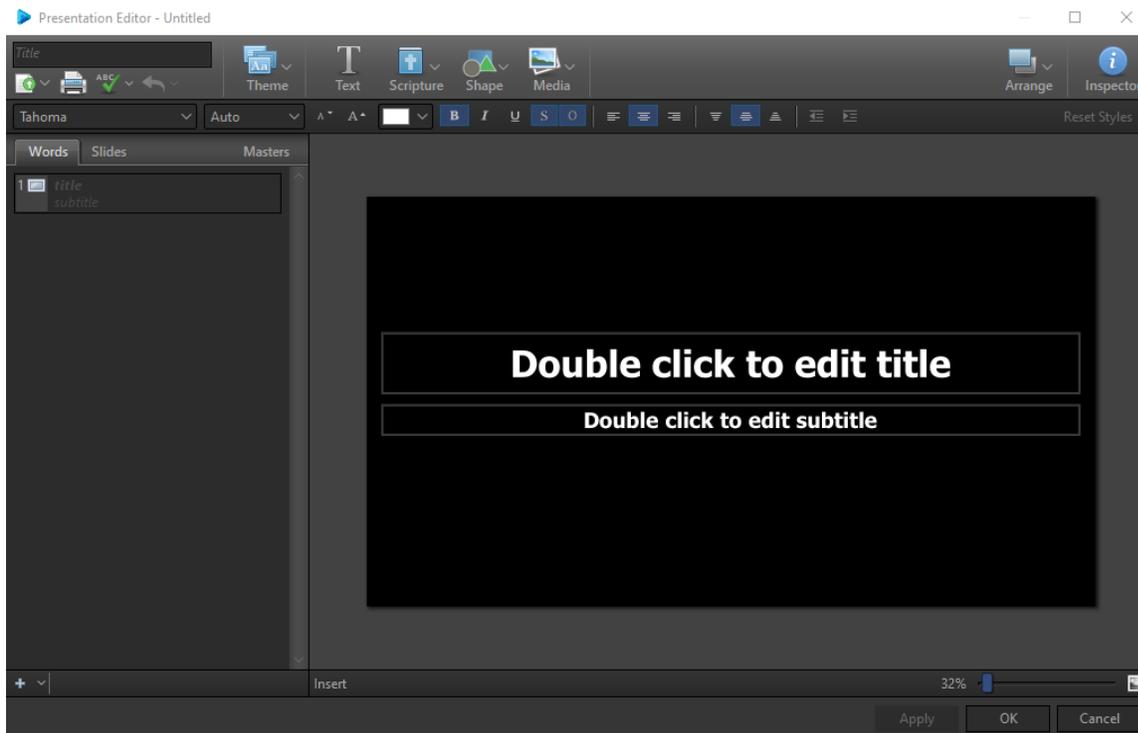
<p>Enable Remote Control</p>	<p>If you have the EasyWorship app installed on your iPhone, iPod or iPad, you can check this box to enable the remote control function. This will allow you to pair your mobile device with EasyWorship to be able to control the schedule remotely or use your device as a live output viewer.</p>
<p>Name</p>	<p>A unique name of your computer to be able to select when pairing with your mobile device.</p>

Presentations

About Presentations

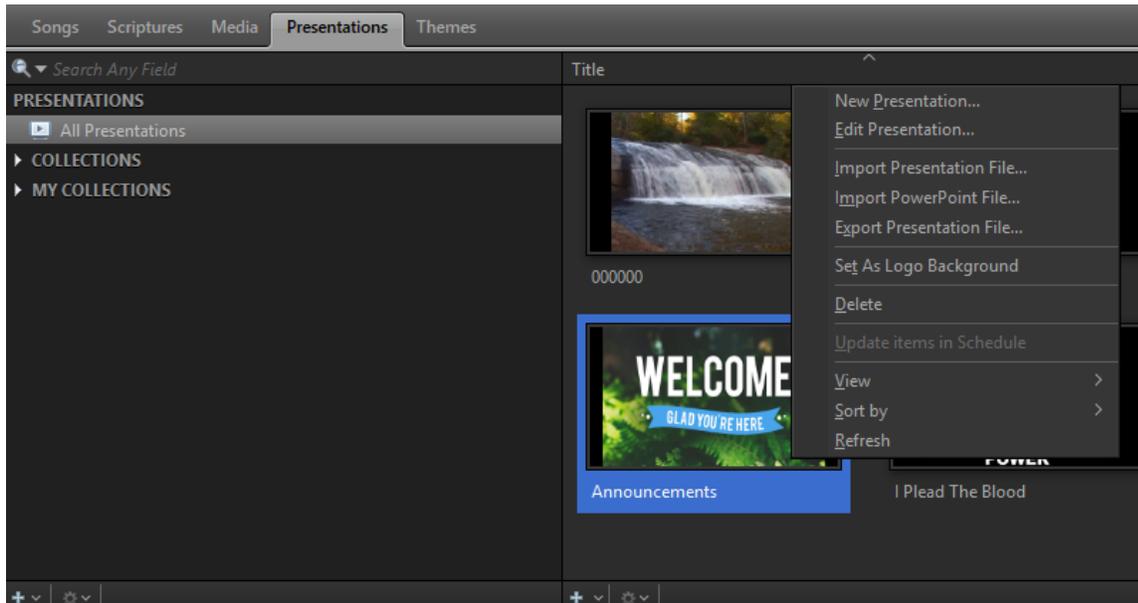
EasyWorship's robust **Presentation Editor** is a full slide designer. Choose from different types of slides, control transitions, create slide loops, use shapes, and create/apply custom themes.

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



Right-Click Features

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



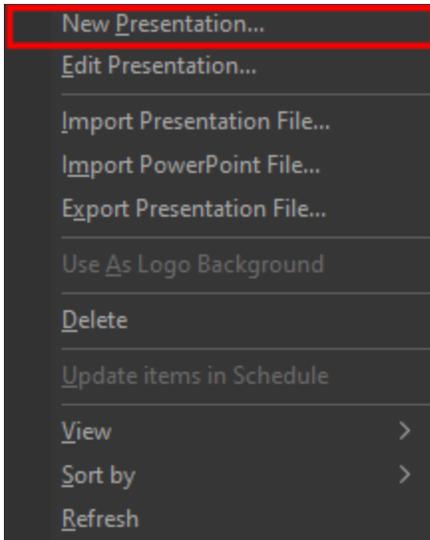
New Presentation...	This will open a new Presentation Editor .
Edit Presentation...	This will open the selected Presentation in the Presentation Editor .
Import Presentation File...	Opens a file selection window to choose an existing presentation to import. (the file extension will be .ewpx)
Import PowerPoint File...	Opens a file selection window to choose an existing PowerPoint file to import.
Export Presentation File...	Allows you to export the presentation for use on another computer. (will export as a .ewpx file extension)
Set as Logo Background	This sets the presentation as the default background logo. Logos can have multiples slides with animation and timing. If you select a presentation as your logo, that means that anytime you turn on the Logo button on the main toolbar, that selected presentation will display on the live output.
Delete	Deletes the presentation from the Resource Library .
Update Items In Schedule	If you make changes to a presentation in the database (or Resource Library) and you have that same presentation in the schedule, you can choose to update the item in the schedule with the same changes you made in the database.

View	Allows you to change icon size for a custom thumbnail view.
Sort by	The same as in Windows.
Refresh	This will refresh the thumbnail for the selected item(s).

Creating Presentations

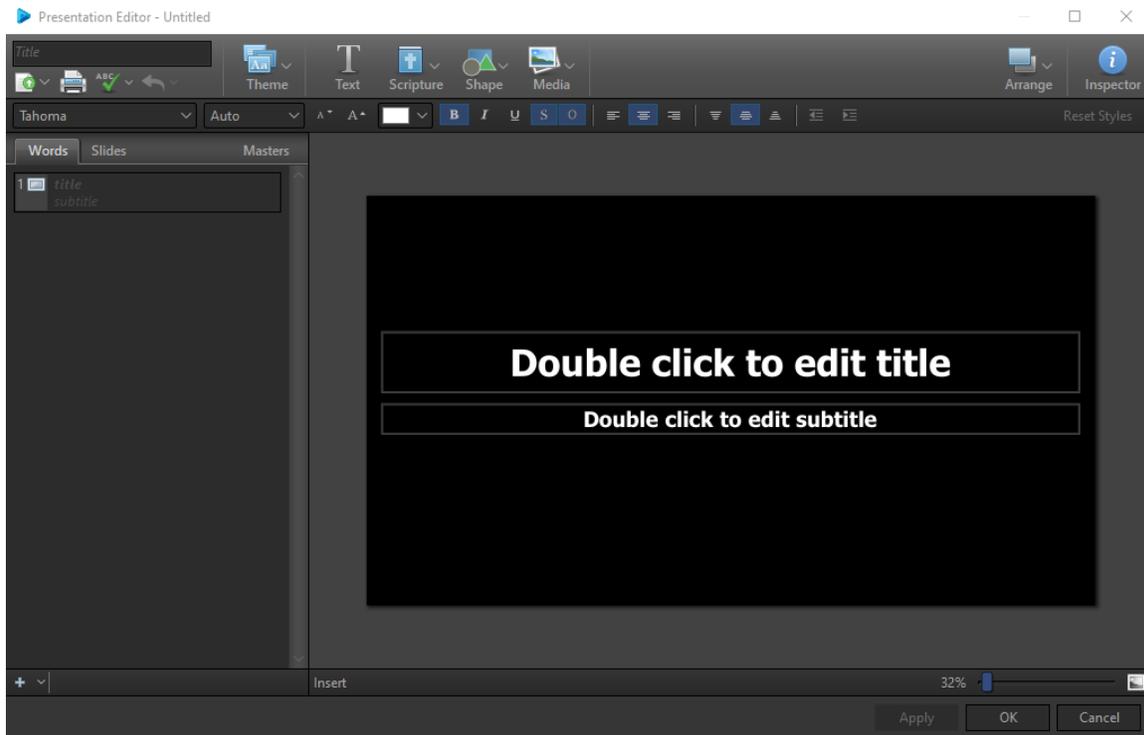
There are 3 ways to start a new presentation in **EasyWorship**.

1. go to the **Presentations** tab in the **Resource Area** and either right click in the **Presentations Library** and select **New Presentation...**



2. Click the add button  at the bottom of the **Presentations Library**.

This opens the **Presentation Editor** window.

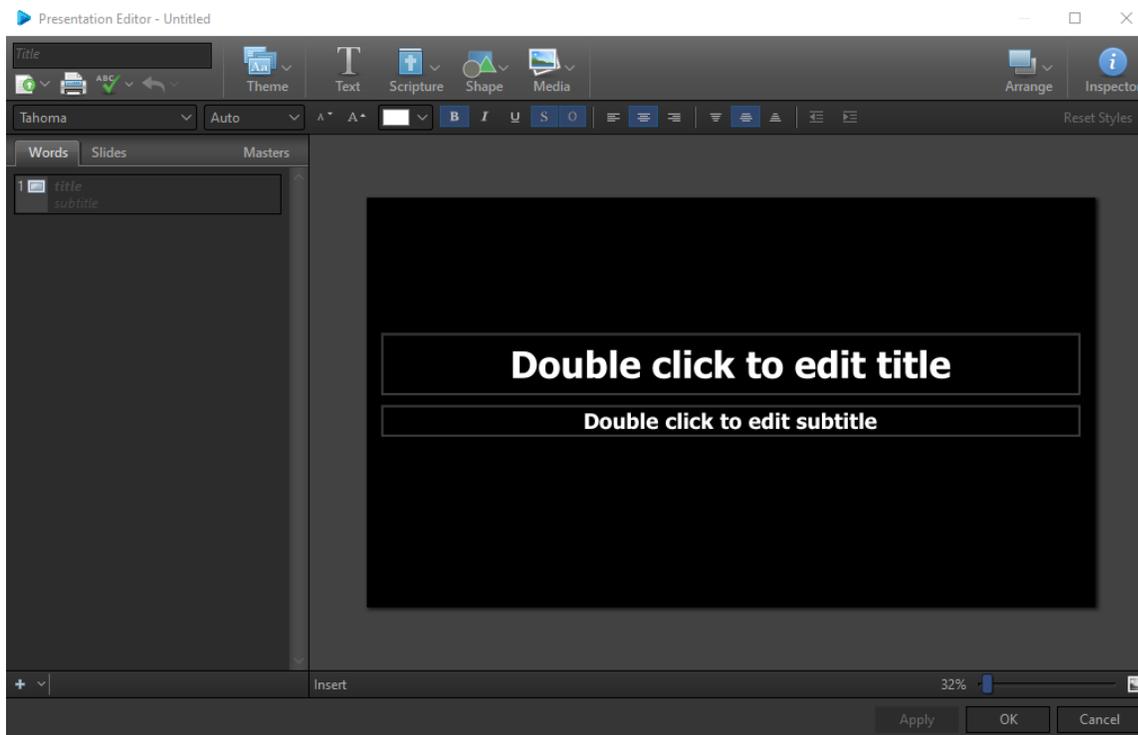


SEE "Editing Presentations" on page 282 for more information on designing your presentation.

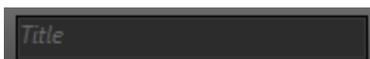
Editing Presentations

Presentation Editor

To open the **Presentation Editor**, right click on the desired presentation and select **Edit Presentation...**, **Edit Item...** or **New Presentation...** You can also click the **New** button on the main toolbar and select **New Presentation...**

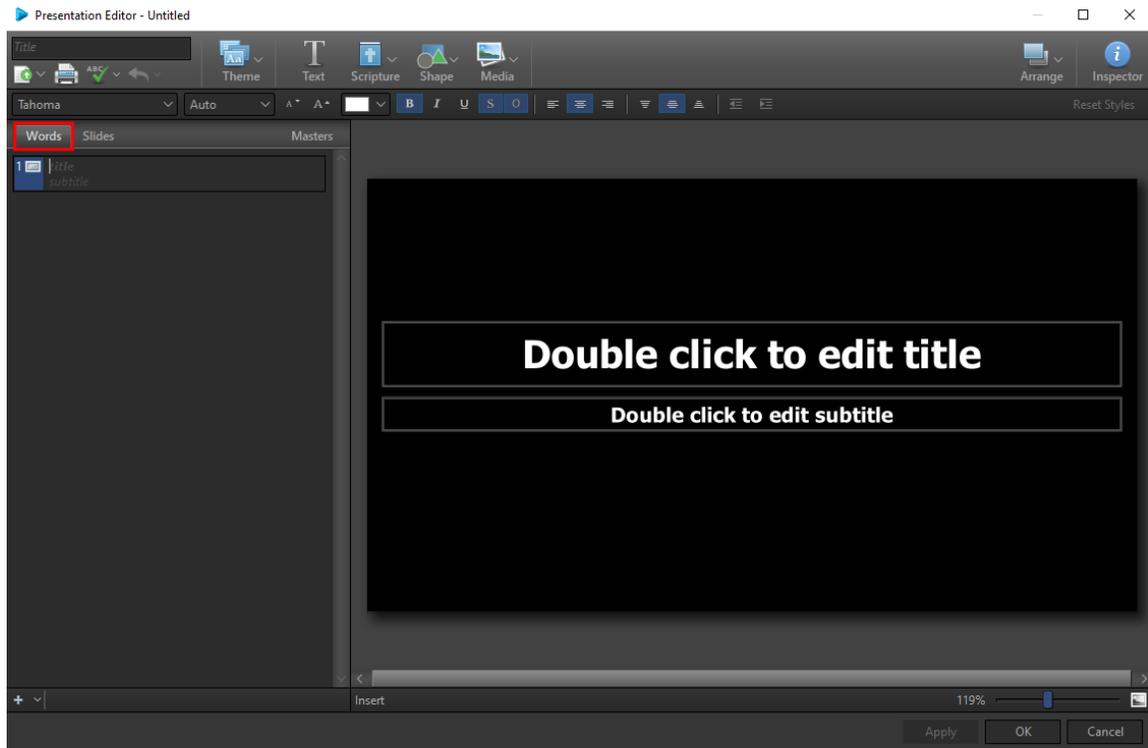


Enter a name for your presentation in the **Title** field.

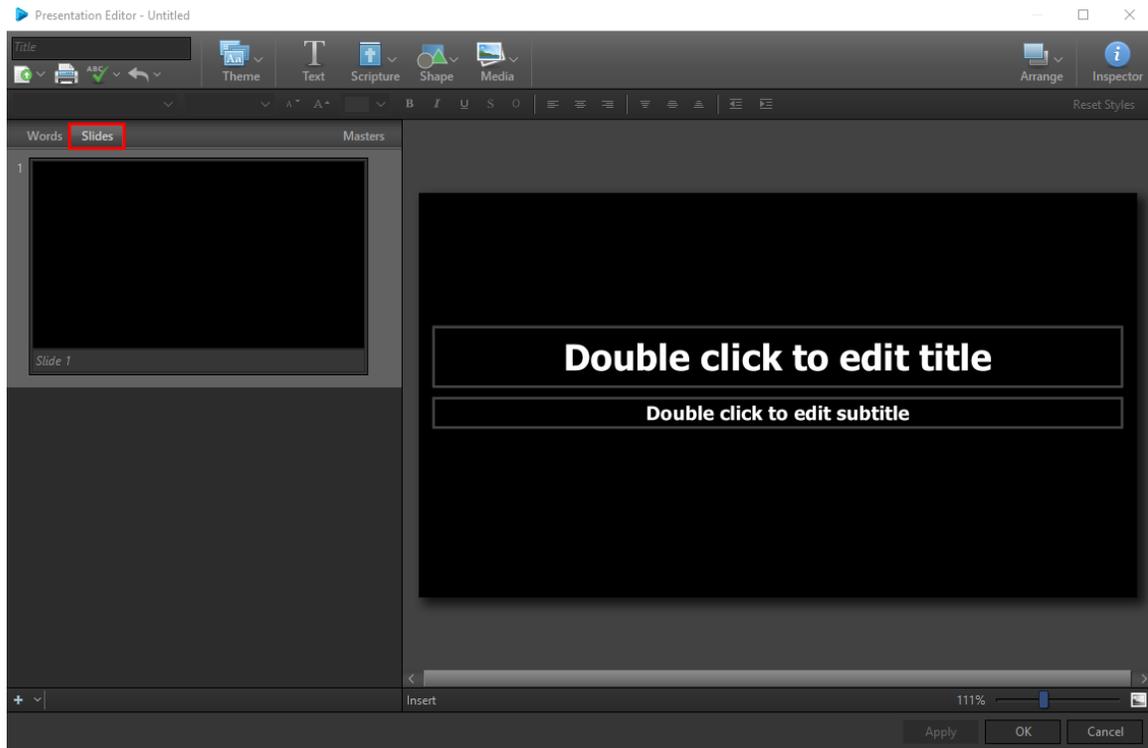


On the left side of the window, there are three tabs - **Words**, **Slides** and **Masters**. On the right side of the window is the **Slide Editor**.

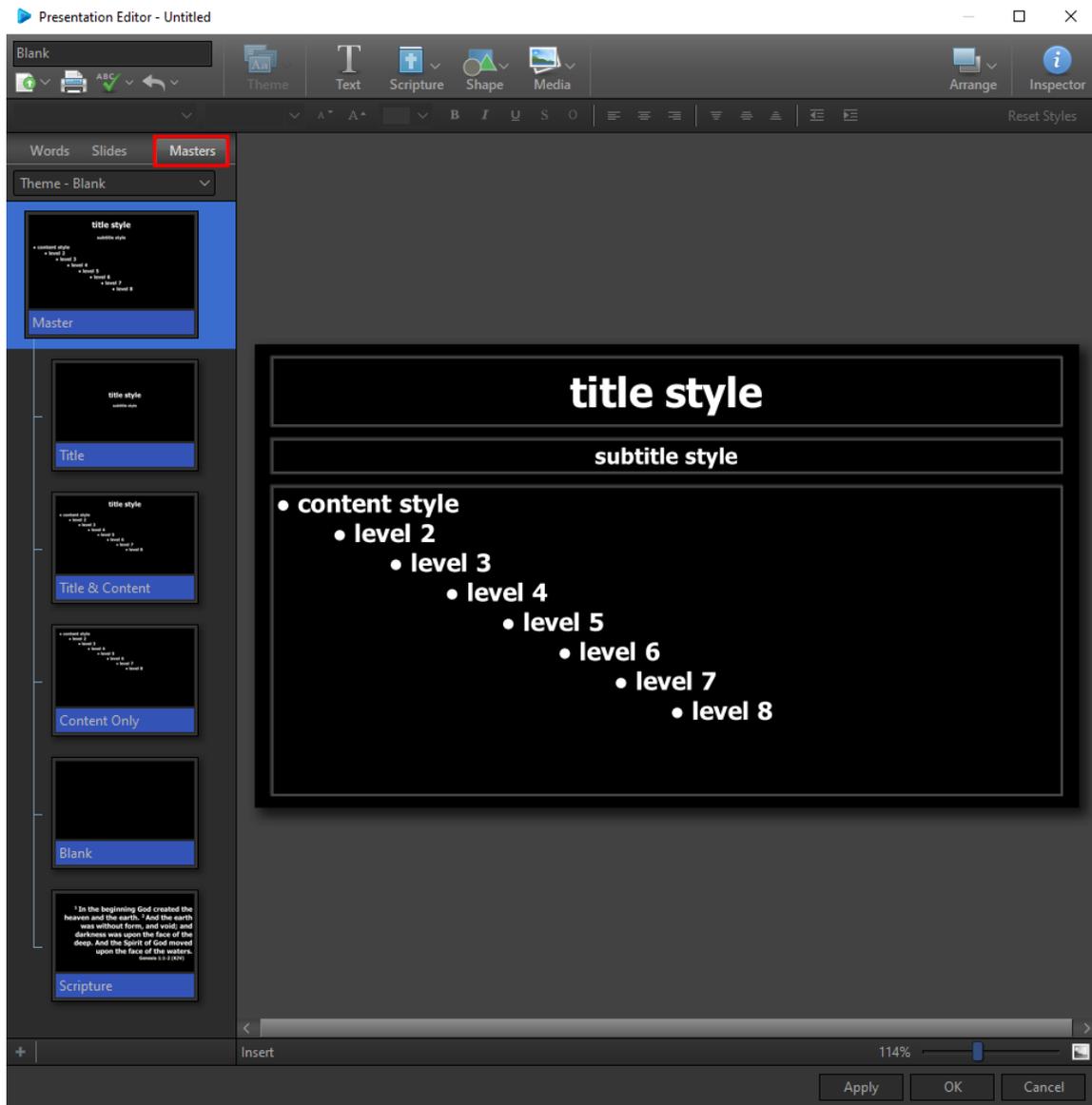
- **Words Tab:** This is the text editor where you can fill in the text for your slides. Depending on the Theme you use, you can fill in text for the Title, Subtitle and Content. The text can also be edited on the right in the **Slide Editor**.



- **Slides Tab:** This view shows the slide thumbnails on the left. The text can be edited on the right side in the **Slide Editor**.

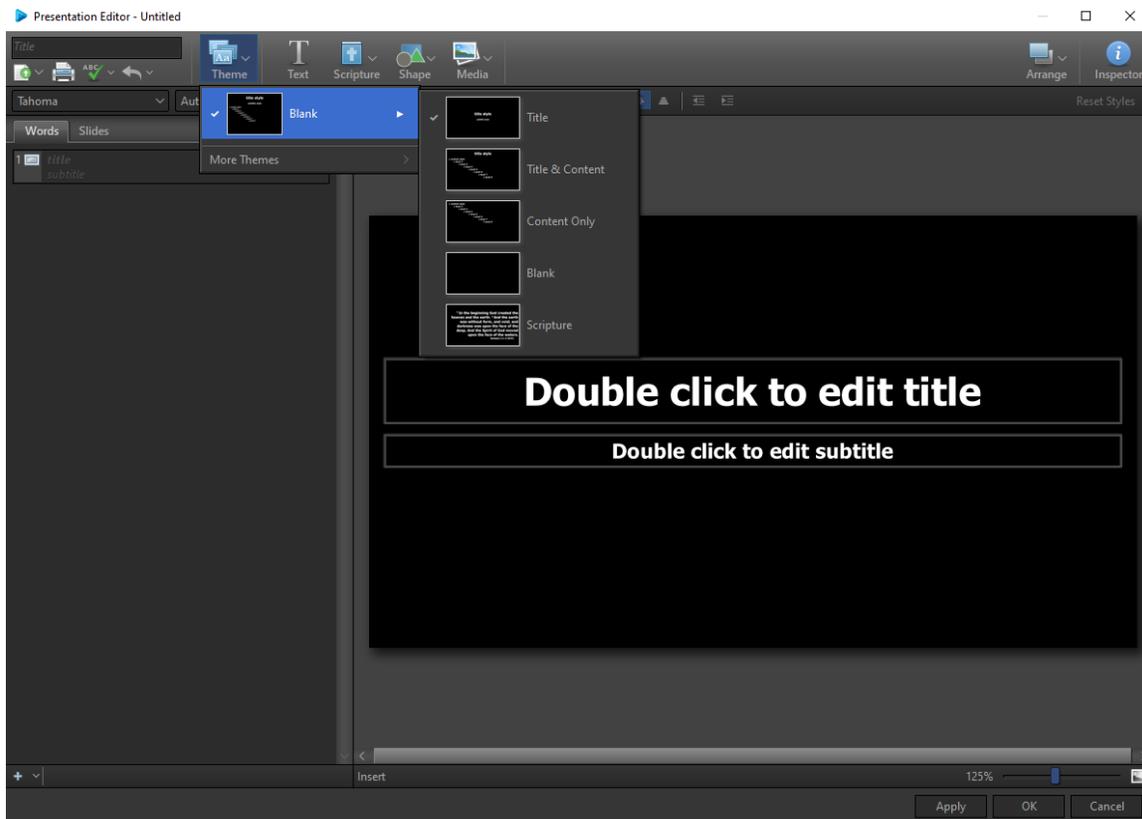


- **Masters Tab:** This view shows your slide Themes. Here you can edit your different themes for your presentation.



Master	Any changes made to this theme will apply to all themes.
Title	Title and Subtitle text boxes.
Title &Content	Contains Title and Content text boxes.
Content Only	Contains a Content text box.
Blank	Contains no text boxes.
Scripture	Contains the scripture text box.

As mentioned previously in the Masters tab, an **EasyWorship** presentation has five different slide types to choose from, called **Themes**. When you start a new presentation, the first slide will default to a **Title** slide theme. In the **Words** tab, you can type in the title and subtitle you wish you to use.



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

You can add additional content to the slide using the **Text** button in the toolbar. A new text box will appear on the slide. To type text in a text box added to a slide, double click in the box in the Slide Editor on the right. Any text you type in the additional text box will not appear in the **Words** tab.

To add a new **Scripture** slide, click the add icon  to add a slide to the presentation. Then, click the **Theme** drop-down box and select **Scripture**. Double-click the slide to open the scripture lookup. Choose the translation you want and search for the desired scripture. Double-click the desired scripture to add it to the new slide.

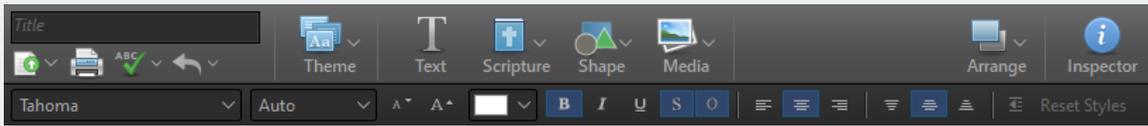
Edit a Presentation in the Schedule

1. In the **Schedule Area**, select the presentation to be edited.
2. **Right-click** the presentation.
3. Click **Edit Item....**
4. The **Schedule Editor** window appears.
5. The **Words** tab or **Slides** tab can be used to enter or edit text as needed.
6. Use the toolbar to change the font and edit its style, size, and alignment.
7. Use the heading buttons to select a **Theme**, create a new **Text** box, add a **Scripture** or **Media** element, change the **Background** by dragging and dropping from the **Media** button to a slide in the **Slides** tab or **Masters** tab, or **Arrange Elements**.
8. Use the [Inspector](#) to customize your presentation.

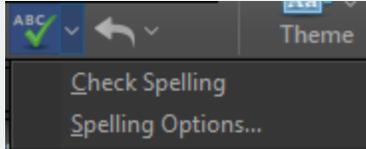
Edit a Presentation in the Database

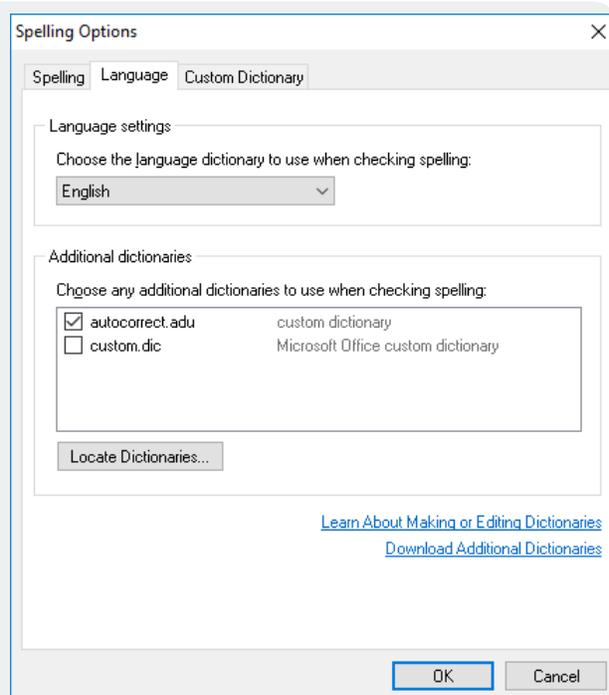
1. In the **Resource Area**, click the **Presentations** tab.
2. Select the presentation you wish to edit.
3. **Right-click** the presentation.
4. Click **Edit Presentation....** The **Presentation Editor** appears.
5. The **Words** tab or **Slides** tab can be used to enter or edit text as needed.
6.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

Editor Toolbar



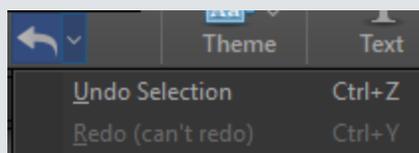
Title	Enter a name for the song, scripture, theme, or presentation in this field.
Theme	Use the drop-down to select a theme. (This option is grayed out in the Theme Editor.)

Text	Adds a text box to display on each slide.
Scripture	Click the scripture button to select scripture text and press enter or drag it to add it to the theme.
Media	Click the media button to select videos, images, feeds, DVD clips, or audio and press enter or drag it to add it to the theme.
Arrange	Clicking this button allows you to set the layer at which the selected element resides. You have the option of Move Up, Move Down, Bring to Front, Send to Back.
Inspector	Opens the Inspector window. This allows you to make more detailed formatting changes to different elements.
Import	Allows you to import a text document into your song, presentation, or theme.
Print	Allows you to print the song, schedule, theme, or presentation.
Spell Check	<p>Checks spelling and allows you to make spelling changes or add words to the dictionary. To add a language to the spell check dictionary, click the Spell Check button and select Spelling Options...</p>  <p>1. The Spelling Options window will appear. Select the Language tab.</p>



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

Undo / Redo

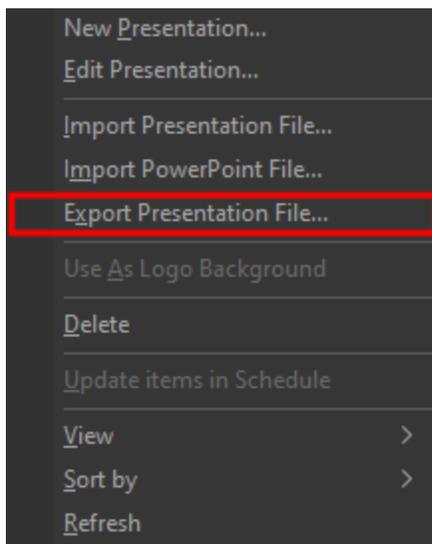


	Click to undo previous functions. Click the drop-down arrow to redo functions that you clicked to undo.
Font Selector	Click the font selector to select the font formatting you wish to use on selected text.
Auto Sizing	Allows you to choose between setting an exact font size or automatically sizing the font.
Font Size	Changes the font size of the text to the point size selected.
Font Color	Allows you to change the color of selected text by selecting from the color palette provided.
Text Style Options	Bold, Italics, Underline, Shadow, Outline
Horizontal Alignment Options	Left Align, Center Align, Right Align
Vertical Alignment Options	Top Align, Middle Align, Bottom Align
Indent / Outdent	Increase or decrease the indent level of the paragraph.
Reset Styles	Resets formatting to default settings.

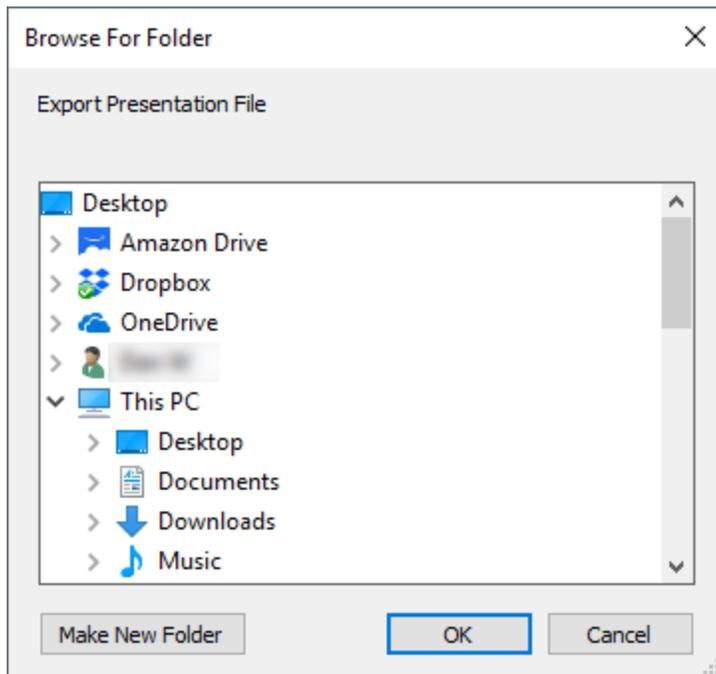
Exporting And Importing Presentations

Once you have created presentations in **EasyWorship**, you have the option to export it to a file and then import it on a different computer. This can be done as a way to backup your presentation files or to just transfer it for use on another computer.

Exporting Presentations



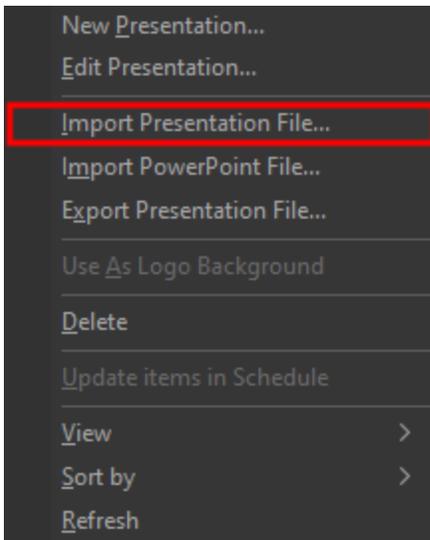
1. Right click the presentation you want to export, or select the presentation you want to export and click the gear icon  at the bottom of the **Presentations Library**.
2. On the menu that opens, select **Export Presentation File....**
3. In the Browse For Folder window that opens, select the location you want to export the presentation to.



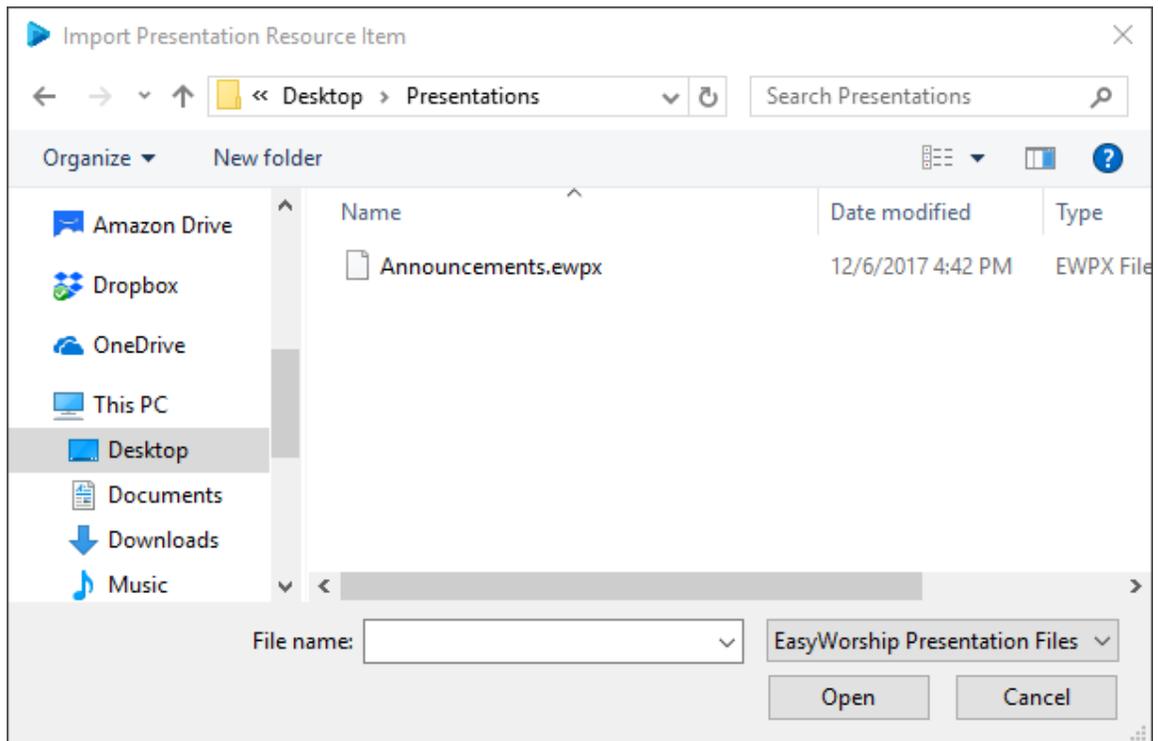
4. Click OK
5. Your presentation will be saved to your selected location with the same name as the presentation name. For example, if you have a presentation named Announcements, it will be saved as Announcements.ewpx.

NOTE If you select to export a PowerPoint file, it will save the presentation in your selected location in a PowerPoint format.

Importing Presentations

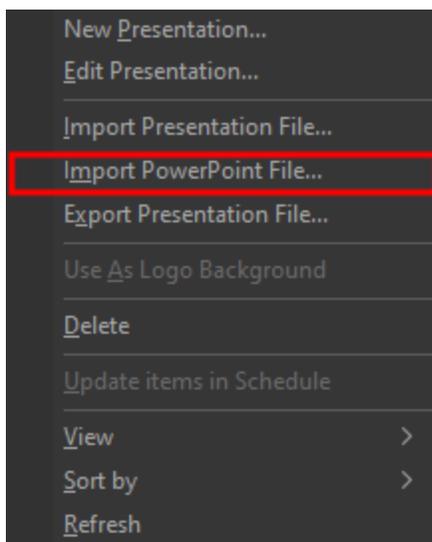


1. Right click anywhere in the **Presentations Library** or click the gear icon  at the bottom.
2. On the menu that opens, select **Import Presentation File....**
3. In the **Import Presentation Resource Item** window that opens, browse to the location of the presentation you want to import.

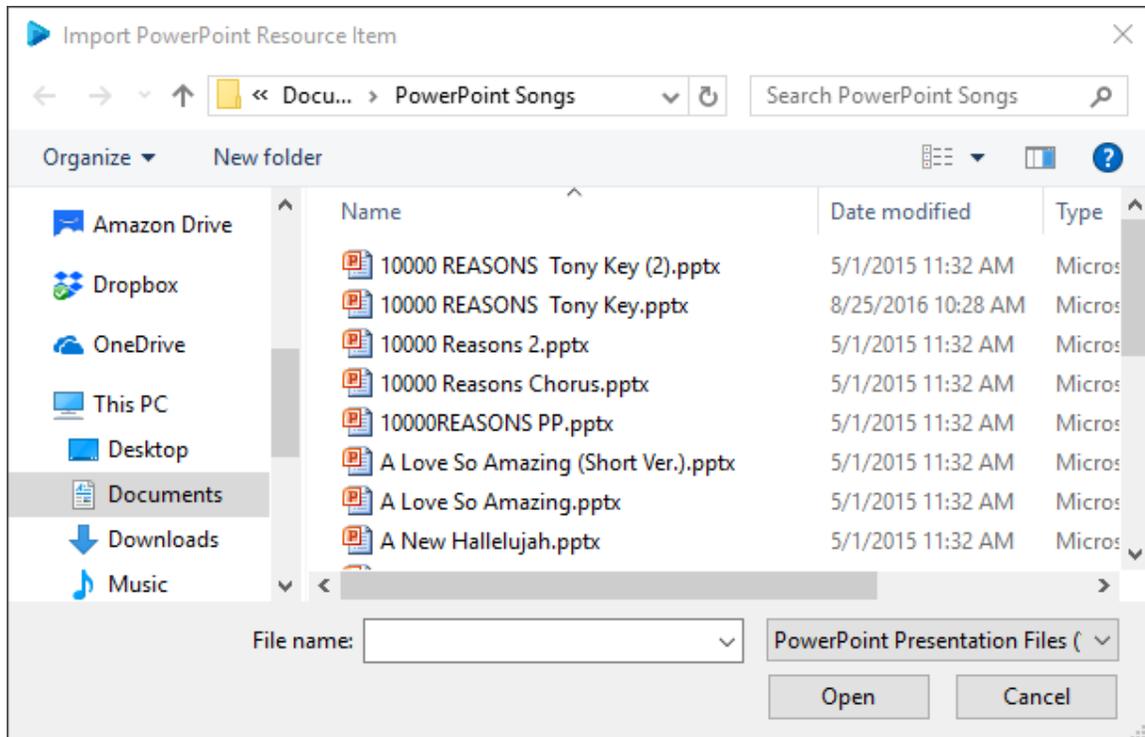


4. Select the presentation and click Open.
5. The presentation will be added to your **Presentations Library**.

Importing PowerPoint Presentations



1. Right click anywhere in the **Presentations Library** or click the gear icon  at the bottom.
2. On the menu that opens, select **Import PowerPoint File...**
3. In the **Import PowerPoint Resource Item** window that opens, browse to the location of the presentation you want to import.



4. Select the presentation and click Open.
5. The PowerPoint will be added to your **Presentations Library**.

Profiles

About Profiles

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

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

NOTE The profile data can be stored on the local hard drive, on a server, or shared network folder.

EasyWorship will create a Default profile in the following location when installed:

C:\Users\Public\Public Documents\Softouch**EasyWorship**.

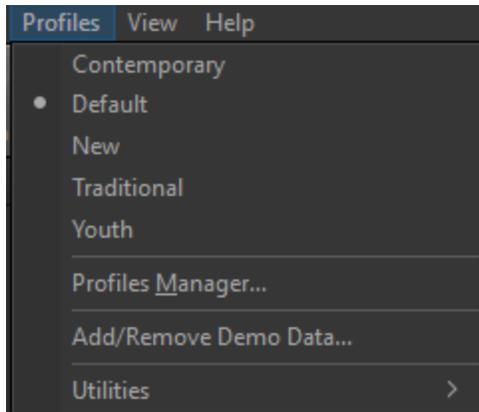
Possible Profile Configurations

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

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

Profiles Menu

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



SEE "Profiles Menu" on page 69 for more information about other options in this menu.

Locate Your Profile Data

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

1. Click **Profiles > Profiles Manager**.
2. Select the desired profile.
3. Click the link next to **Instance Location**. This will open the Windows File Explorer window to the folder where your Resources and Database is located.

NOTE The Song database and Options for the profile will be stored in a folder called v6.1. Presentations, Audio, Videos and Images will be stored in the Resources folder.

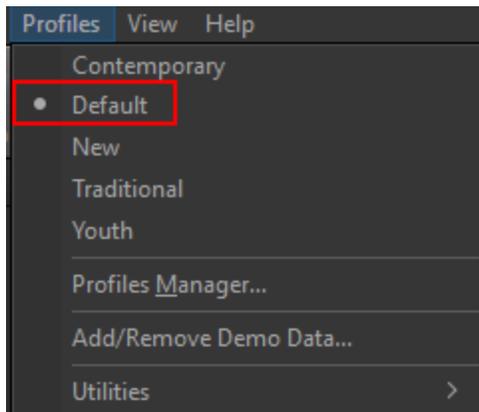
SEE "Backup EasyWorship Data" on page 405 if you would like to backup or transfer your database.

Change Profiles

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

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

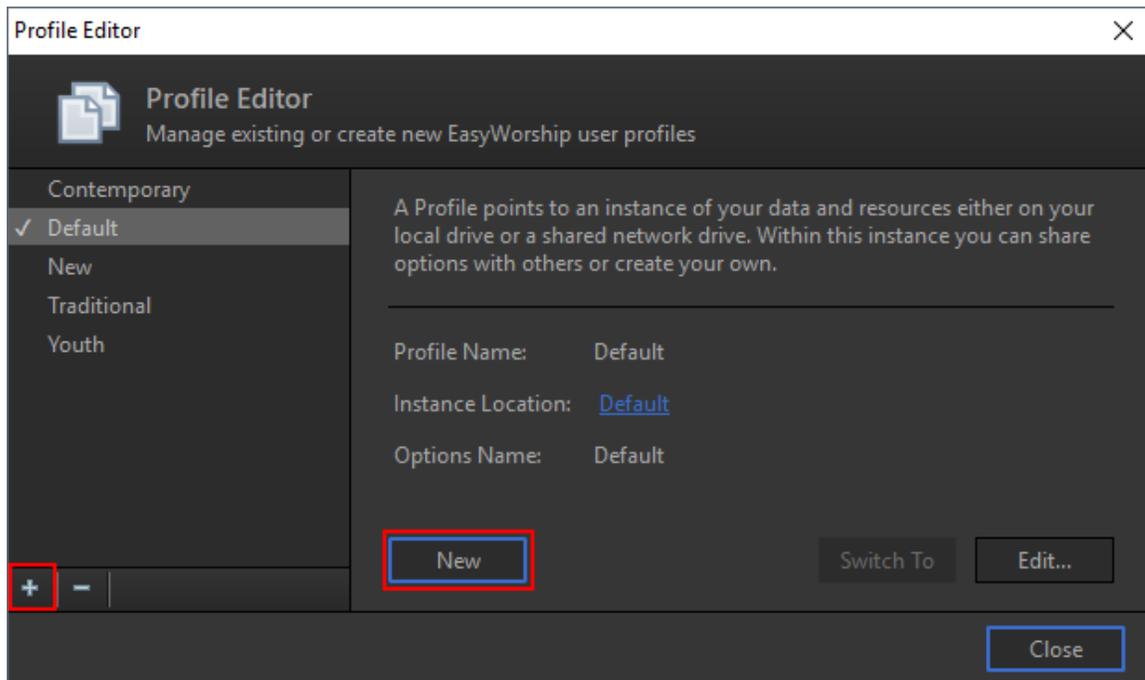
Determining which profile is currently loaded is also easy. The current profile is the one with a black dot on it when you click the Profiles menu.



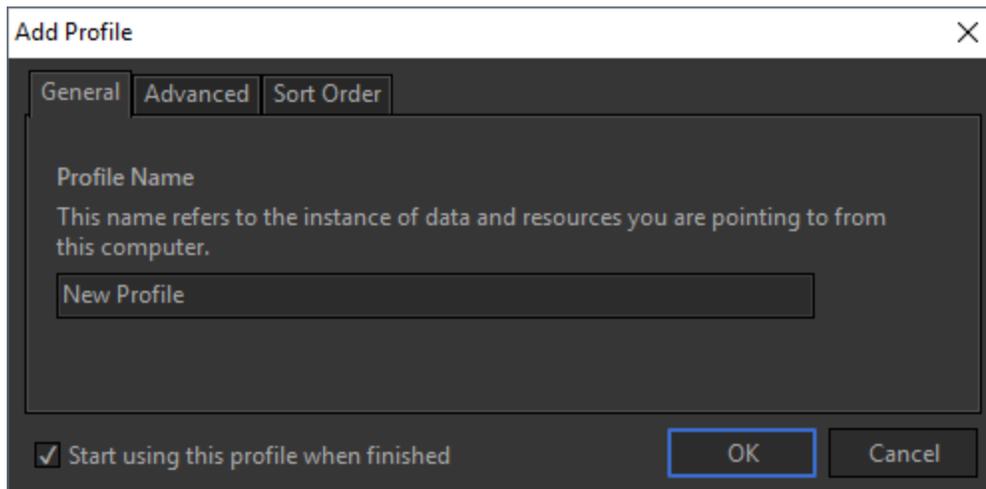
Create A New Profile

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

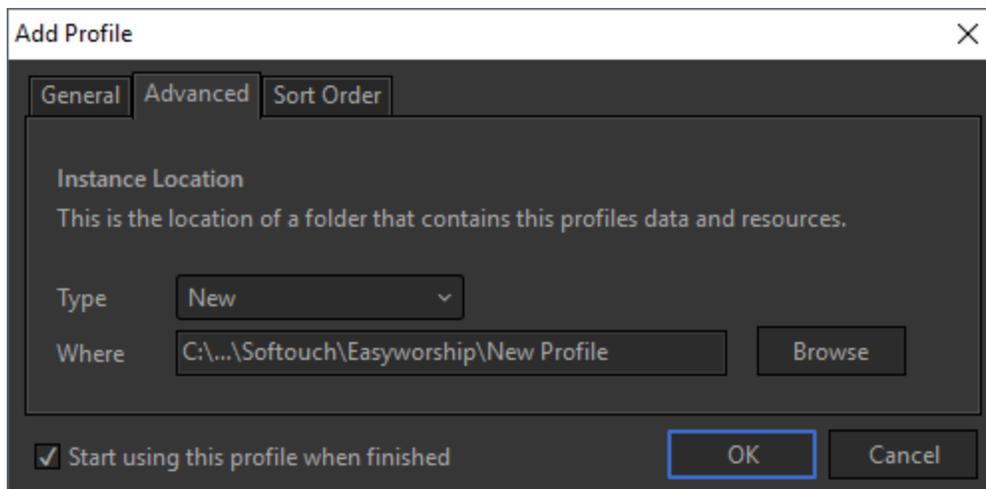
1. Click **Profiles > Profiles Manager**.
2. The **Profile Editor** screen appears.



3. Click **New** or the **Add +** button to open the **Add Profile** menu.



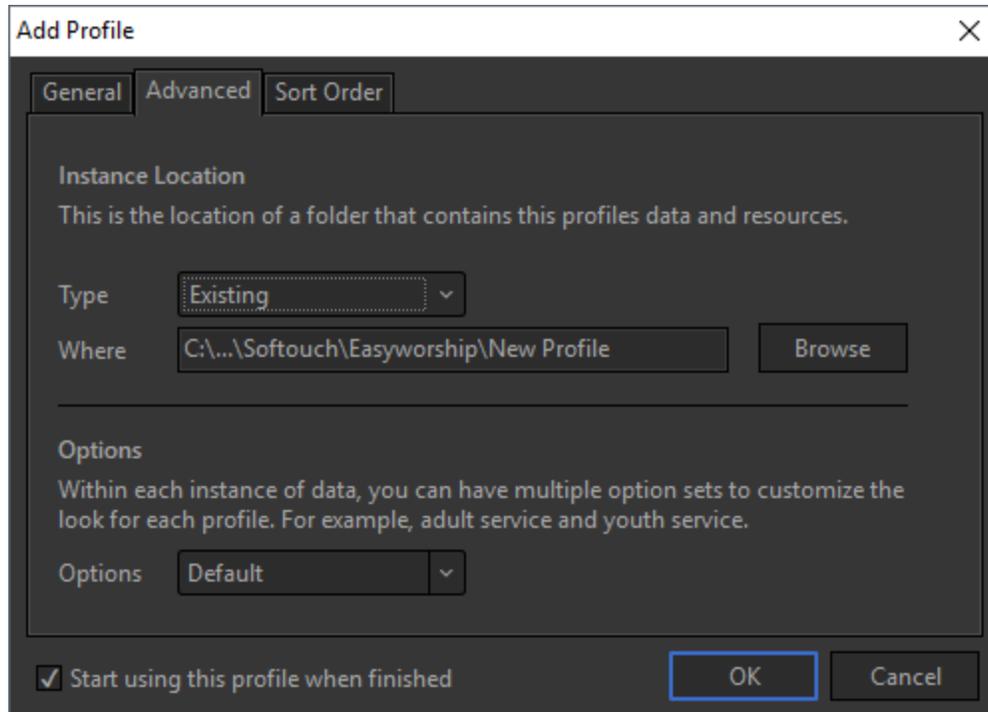
4. Enter a name for the new profile (e.g., Youth, Pastor, Children, Spanish, etc.). The default name is **New Profile**.
 - The "**Start using this profile when finished**" option is checked by default. If you do not want to use the profile immediately, un-check this option.
5. Click the **Advanced**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



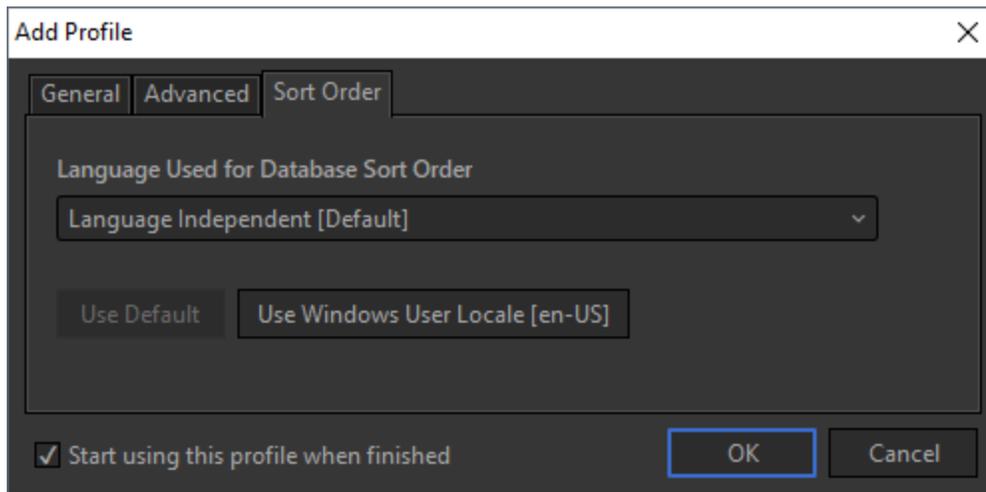
NOTE The default path for the [EasyWorship](#) database in Windows will be located in C:\Users\Public\Public Documents\Softouch\[EasyWorship](#).

6. Click the **Type** drop-down menu box to specify if you want to create a **New** profile or use an **Existing** profile.

- To connect to a shared network database or to a different location on your computer, choose **Existing** from the **Type** drop-down.



- Click **Browse** to the right side of **Where**. This will open the **Browse for Folder** window.
 - Navigate to the shared profile folder. For network databases, browse to [Network Computer Name (e.g., WorshipPC)]\ Users\Public\Public Documents\Softouch\EasyWorship\, or other location on your computer.
 - Select the profile folder (e.g., Default or Youth).
 - Under **Options**, type in the name you want to use for this profile's options, or select a name from the drop-down list.
7. If you're using **EasyWorship** in a language other than English, click on the **Sort Order** tab.



8. Select your language in the drop-down menu so **EasyWorship** will sort your database items correctly for your language. Select if you want to use the **Default** sort order for your language or use the **Windows User Locale**.
9. Click **OK** to create the new profile.

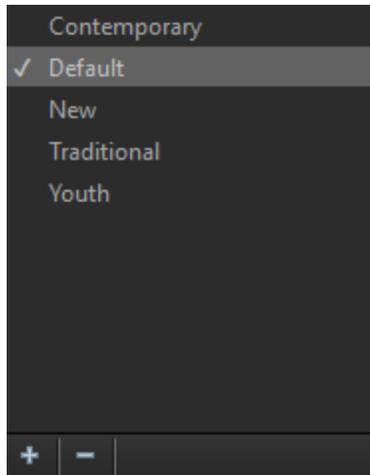
NOTE If you did not uncheck "Start using this profile when finished", clicking OK will take you to your new profile.

NOTE If you did uncheck that box, clicking OK will take you back to the Profile Editor window. From here you can click Close if you're finished. Otherwise, you can create another **New** profile, **Edit** a profile, **Delete** a profile or **Switch To** another profile.

Edit A Profile

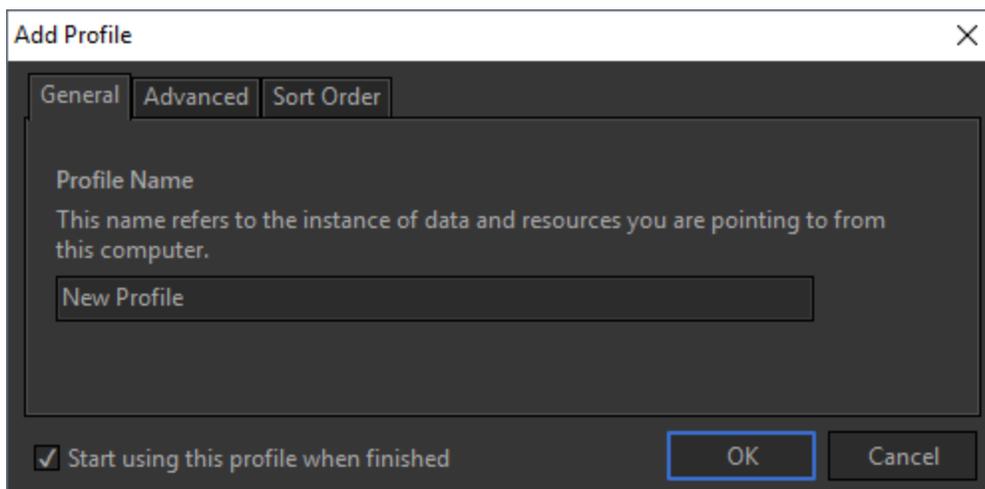
To change the settings or folder location of a profile:

1. Click **Profiles > Profiles Manager**.
2. Select the profile to be edited from the profile list on the left.



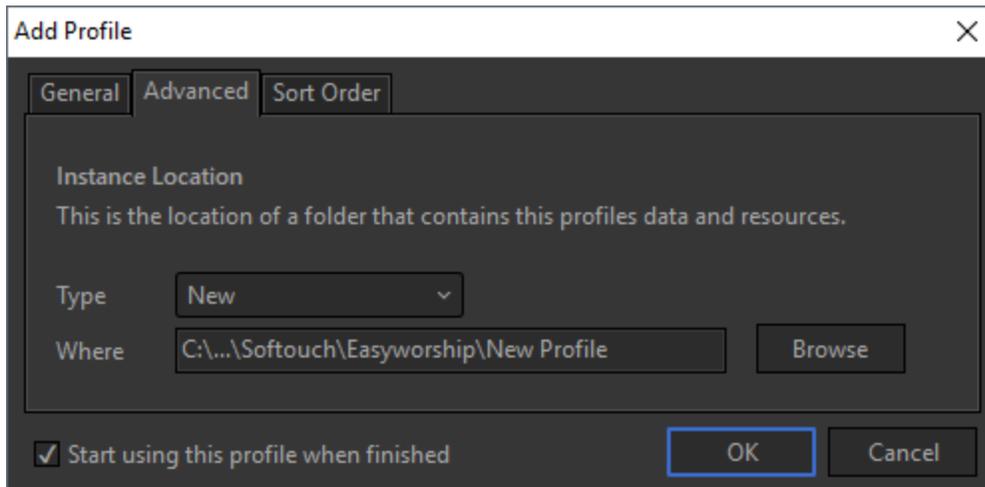
3. Click the **Edit** button.
4. The **Edit Profile** window appears with 3 tabs - **General**, **Advanced**, and **Sort Order**. At the bottom of the window, you can opt to use the newly-edited profile after edits are complete.

General Tab



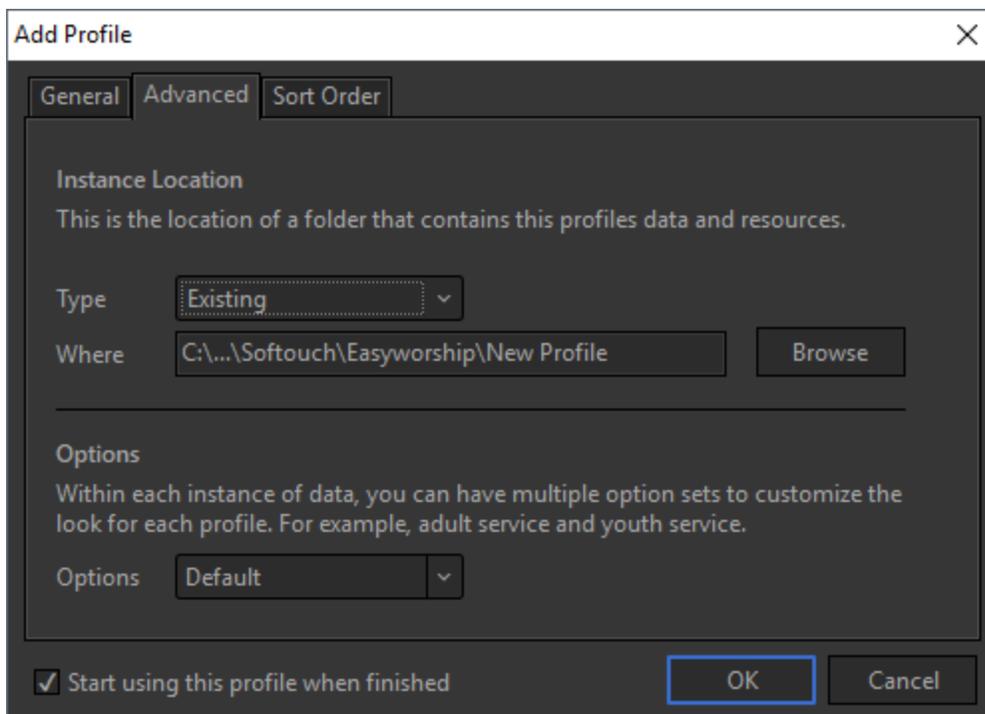
From this tab, you can edit the name of the profile.

Advanced Tab



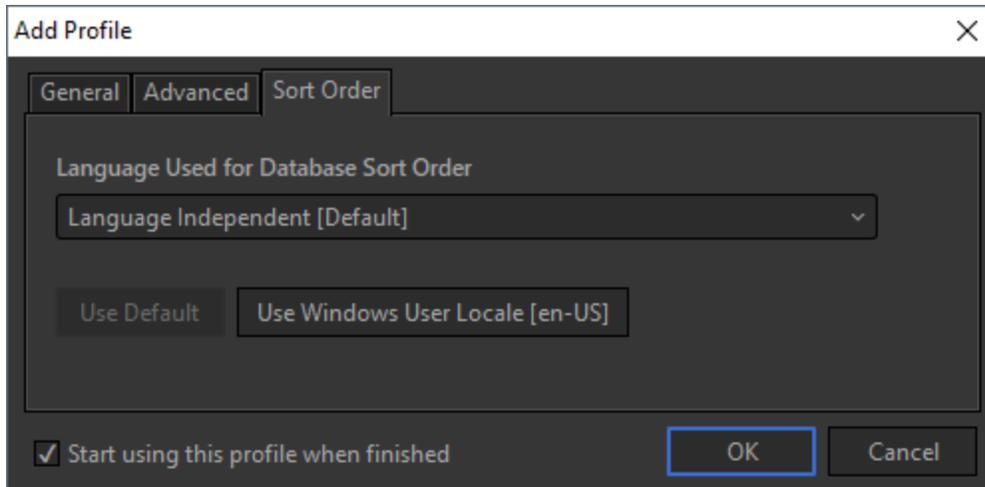
The screenshot shows the 'Add Profile' dialog box with the 'Advanced' tab selected. The 'Instance Location' section contains a text box with the path 'C:\...\Softouch\Easyworship\New Profile' and a 'Browse' button. The 'Type' dropdown menu is set to 'New'. At the bottom, there is a checked checkbox for 'Start using this profile when finished' and two buttons: 'OK' (highlighted with a blue border) and 'Cancel'.

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



The screenshot shows the 'Add Profile' dialog box with the 'Advanced' tab selected. The 'Instance Location' section contains a text box with the path 'C:\...\Softouch\Easyworship\New Profile' and a 'Browse' button. The 'Type' dropdown menu is set to 'Existing'. Below this, there is an 'Options' section with a text box containing 'Default' and a dropdown arrow. At the bottom, there is a checked checkbox for 'Start using this profile when finished' and two buttons: 'OK' (highlighted with a blue border) and 'Cancel'.

Sort Order Tab



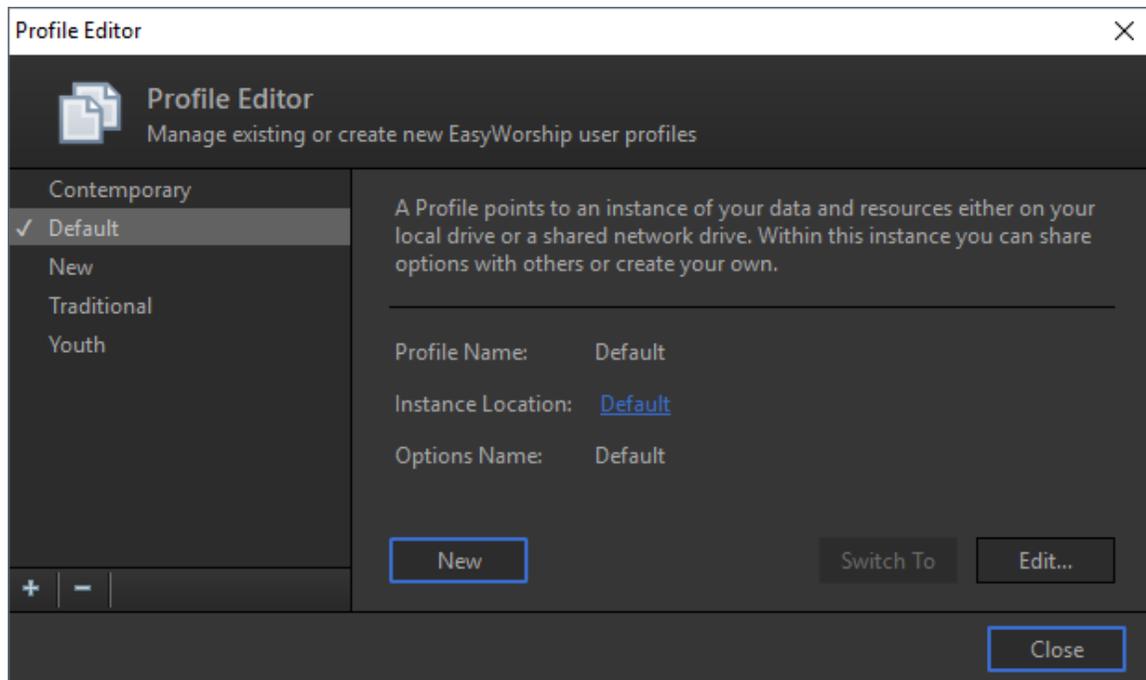
You can change the language used for the database sort order, for proper sorting in all languages.

SEE "Create A New Profile" on page 300 for more information.

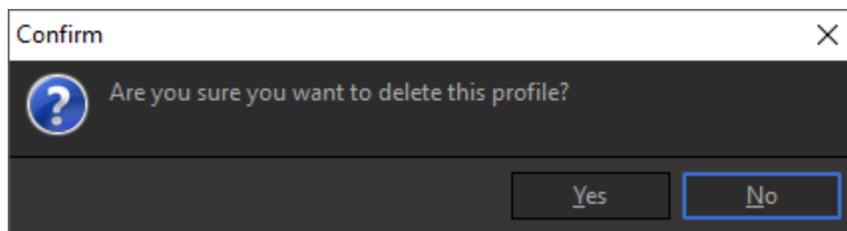
Delete A Profile

If you no longer want to use a profile that is in your Profile List,

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



3. Select the profile you want to delete.
4. Click the **Minus** sign **-** under the Profiles List or press Delete on your keyboard.



5. Click Yes to delete the profile.

NOTE Deleting a profile in **EasyWorship** will remove the profile instance itself from the Profiles List. It will not remove anything from its database (songs and resources). If you want the database for that profile deleted, you will need to browse to the location of that profile and manually delete it.

Scriptures

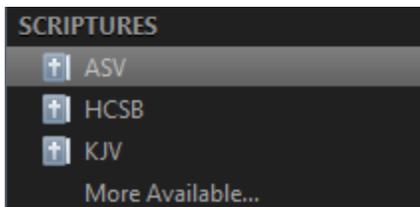
Adding Scripture To The Schedule

Adding a Single Verse

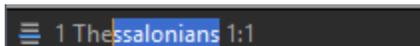
1. Click the **Scriptures** tab in the **Resource Area**.



2. Select a version of the Bible from the **Resource Library** on the left.



3. To search the Scriptures by reference, click the icon in the **Search** field above the bible list. When it looks like a line list , it's set to search by reference.
4. Type your reference in the search box above the **Resource Area**.



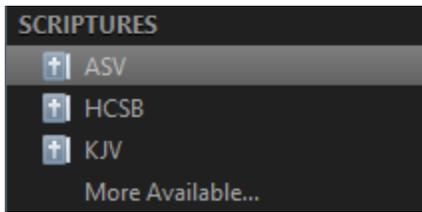
5. Drag-and-drop the selected scripture to the **Schedule Area**.
6. To search the Scriptures by keyword, click the icon in the **Search** field above the **Resource Area**. When it looks like a magnifying glass  *Search*, it is set to contextual search (i.e., keyword).
7. Type in any word or phrase to find what you're looking for. (You can type multiple words to search, but if you want a phrase, it has to be in quotes.)
8. Drag-and-drop or double-click the selected scripture to add it to the **Schedule**.

NOTE To add the scripture to the schedule by double clicking on it, the Live button in the top right corner of the main toolbar has to be turned off. If you double click the scripture with the Live button on, [EasyWorship](#) will send it live.

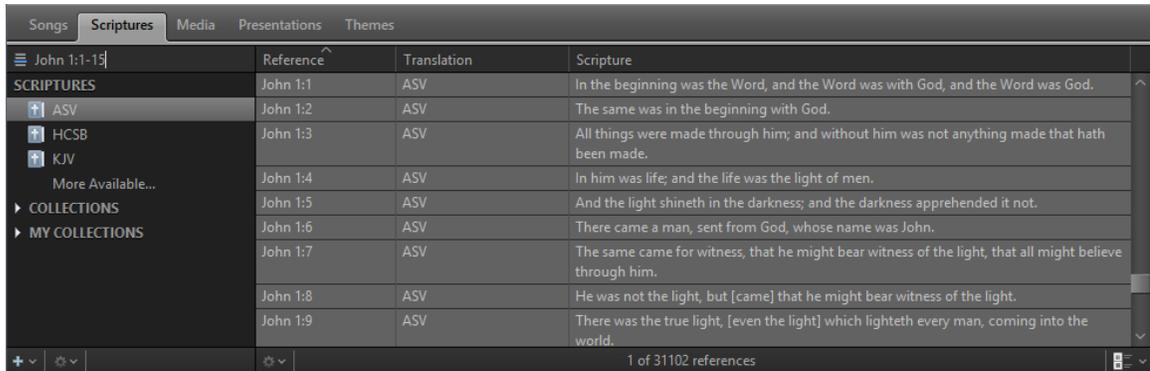
Adding Multiple Consecutive Verses

You may want to add consecutive verses to the schedule at one time, such as John 1:1-15.

1. Under the **Scriptures Tab** in the **Resource Area**, select the version of the Bible you would like to use from the **Resource Library** on the left.



2. To search the Scriptures by keyword, click the **Search** icon above the bible list. When it looks like a line list , it's set to search by reference.
3. Type your scripture range in the **Search** field (e.g., John 1:1-15). The scriptures are automatically highlighted below in the **Resource List**.



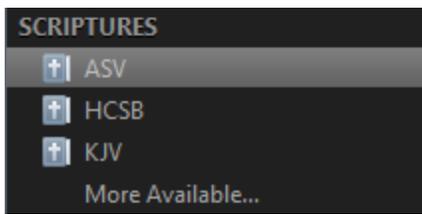
4. Drag-and-drop the selected block of verses to the **Schedule Area**.
5. You may also type a single scripture in the **Search** field (e.g., John 1:1). This search will return an ordered list of verses. You can then click the first verse, hold down the **Shift** key on the keyboard, click the last verse in the range of verses you want to include, then drag-and-drop the selected block of verses to the **Schedule Area**.
6. By default, **EasyWorship** will reflow the text to a new slide when the maximum text area is filled. These settings can be changed in the Options menu.

SEE "Scripture" on page 235 on how to change those settings.

Adding Multiple Non-Consecutive Verses

You may want to use multiple non-consecutive scriptures such as Genesis 1:1, 5, 7, 8 and 12.

1. Under the **Scriptures** Tab in the **Resource Area**, select the version of the Bible you would like to use from the **Resource Library** on the left.

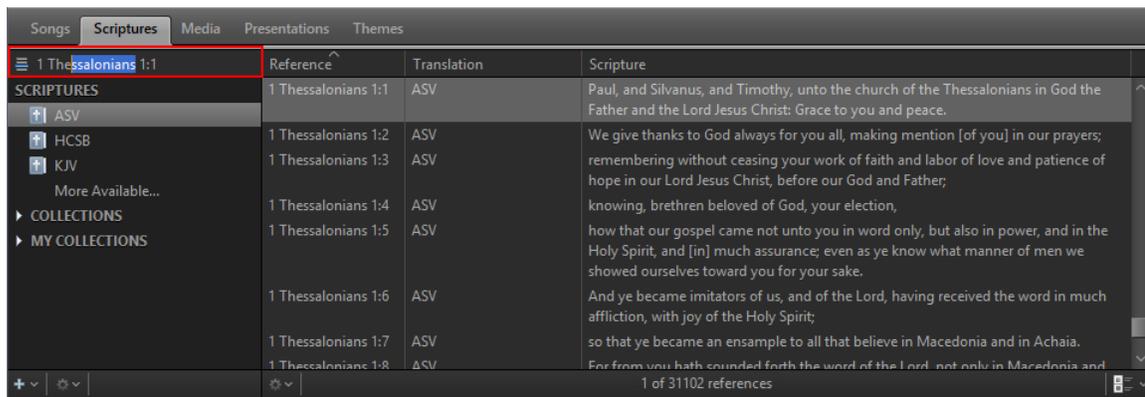


2. Search for and click your desired scripture (e.g., Genesis 1:1), then hold down the **Ctrl** key on the keyboard and click each verse you want to display.
3. Drag-and-drop the selected verses to the **Schedule Area**.
4. **EasyWorship** will separate each verse into its own slide.

Searching Scriptures

Quick Search

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

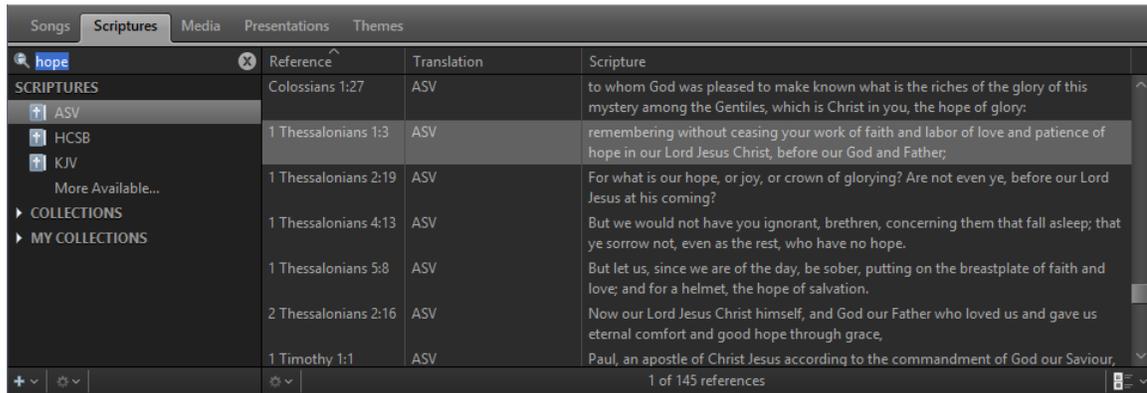


2. Press the Spacebar, then type in the chapter, 1.
3. Press the Spacebar, then type in the verse, 3.

NOTE If you want to search for a block of scriptures, as in 1 Thessalonians 1:1-10, follow the same instructions, but on step 3 press the spacebar again and add the ending verse number.

Contextual Search

- For a contextual search, like the word "hope":
1. To search the Scriptures by keyword, click the **Search** icon above the bible list. When it looks like a magnifying glass , it's set to contextual search (i.e., keyword).



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

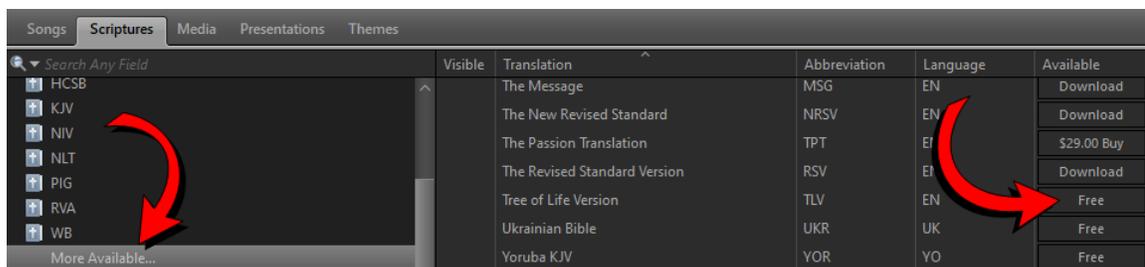
NOTE You can also search multiple keywords by typing them in with spaces (i.e., hope love God) and it will search for verses with all of those words in it.

NOTE If you want to search a phrase, type your phrase in quotes (i.e., "God is love") and it will search for verses with that whole phrase.

Installing Additional Translations

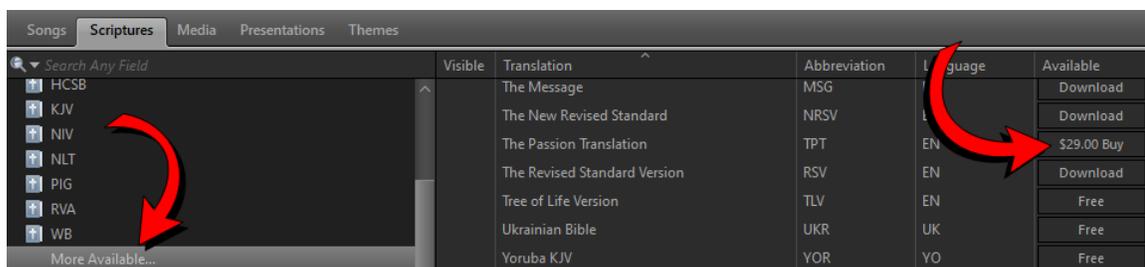
Installing Free Bible Translations

1. Click the **Scriptures** tab in the **Resource Area**.
2. Select More Available from the **Resource Library** on the left.
3. Find any Bible you want to install with a **Free** button next to it.
4. Click the **Free** button to install that Bible Translation.



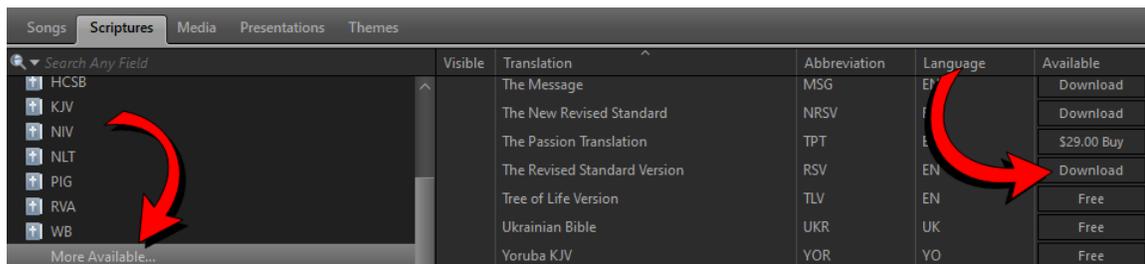
Purchasing Bible Translations

1. Click the **Scriptures** tab in the **Resource Area**.
2. Select More Available from the **Resource Library** on the left.
3. Find any Bible you want to install with a **Buy** button next to it.
4. Click the Buy button and enter in your account's email and password and enter in payment information to purchase.



Downloading Purchased Bible Translations

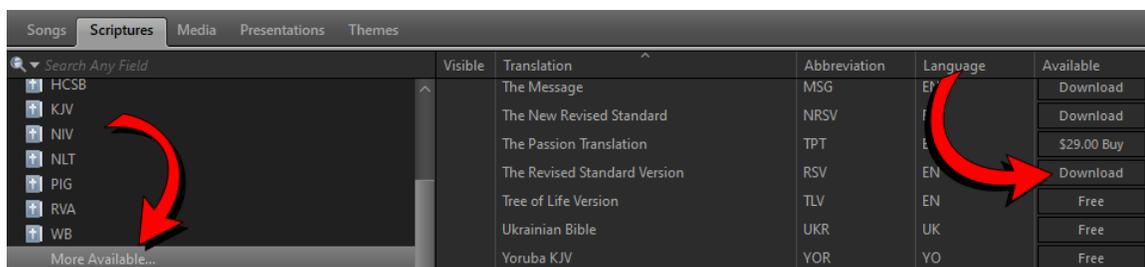
1. Click the **Scriptures** tab in the **Resource Area**.
2. Select More Available from the **Resource Library** on the left.
3. Find any Bible you want to install with a **Download** button next to it.
4. Click the **Download** button to install that Bible Translation.



Updating Bible Translations

1. Click the **Scriptures** tab in the **Resource Area**.
2. Select More Available from the **Resource Library** on the left.
3. Find any Bible that has an **Update** button next to it.
4. Click the **Update** button to update that Bible Translation.

NOTE Updates will have bug fixes or text fixes in them. This will ensure you have the latest and most accurate version.



Hiding Installed Bible Translations

1. Click the **Scriptures** tab in the **Resource Area**.
2. Right-click the translation you want to hide from the **Resource Library** on the left.
3. Select Hide Bible from the right-click menu.



Editing Scripture

Using the Schedule Editor

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

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

Make any needed changes.

SEE "Edit a Song" on page 332 for detailed information about editing.

Scripture Reflow

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

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

To change the default scripture reflow setting so **EasyWorship** will not create any new slides, and will keep the added scriptures on one slide:

1. Click **Edit > Options....**
2. Under **Live > Scripture**, uncheck the option to **Break on new verse** and also uncheck the option to **Automatically Flow Scripture on Multiple Slides**.
3. Click **OK**.

To change the default scripture reflow setting so **EasyWorship** will create a new slide for each verse, but will reflow longer scriptures to new slides:

1. Click **Edit > Options...**
2. Under **Live > Scripture**, uncheck the option to **Break on new verse** and check the option to **Automatically Flow Scripture on Multiple Slides**.
3. Click **OK**.

Shapes

Using A Shape

THIS FEATURE IS ONLY AVAILABLE THROUGH SUBSCRIPTION

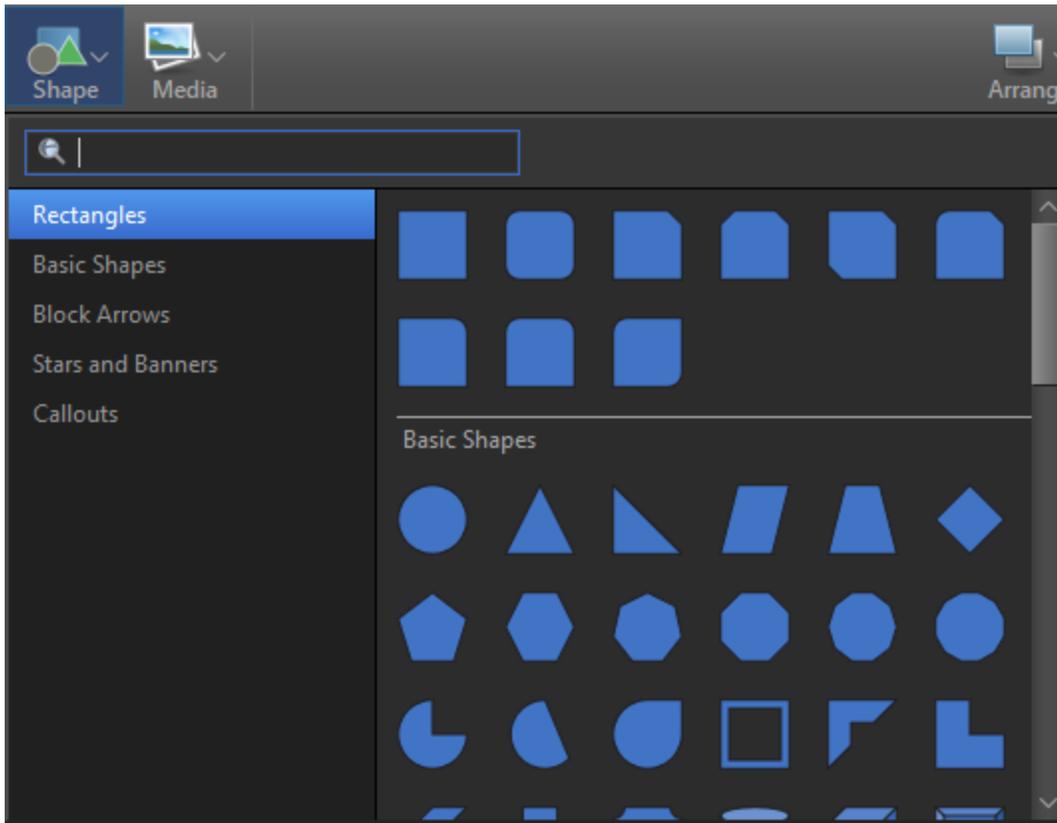
The **EasyWorship** editor allows you to add shapes to the slides. Once added, these can be reshaped, re sized, filled with text, solid colors, and even media files, and can also be rotated.

Adding a Shape

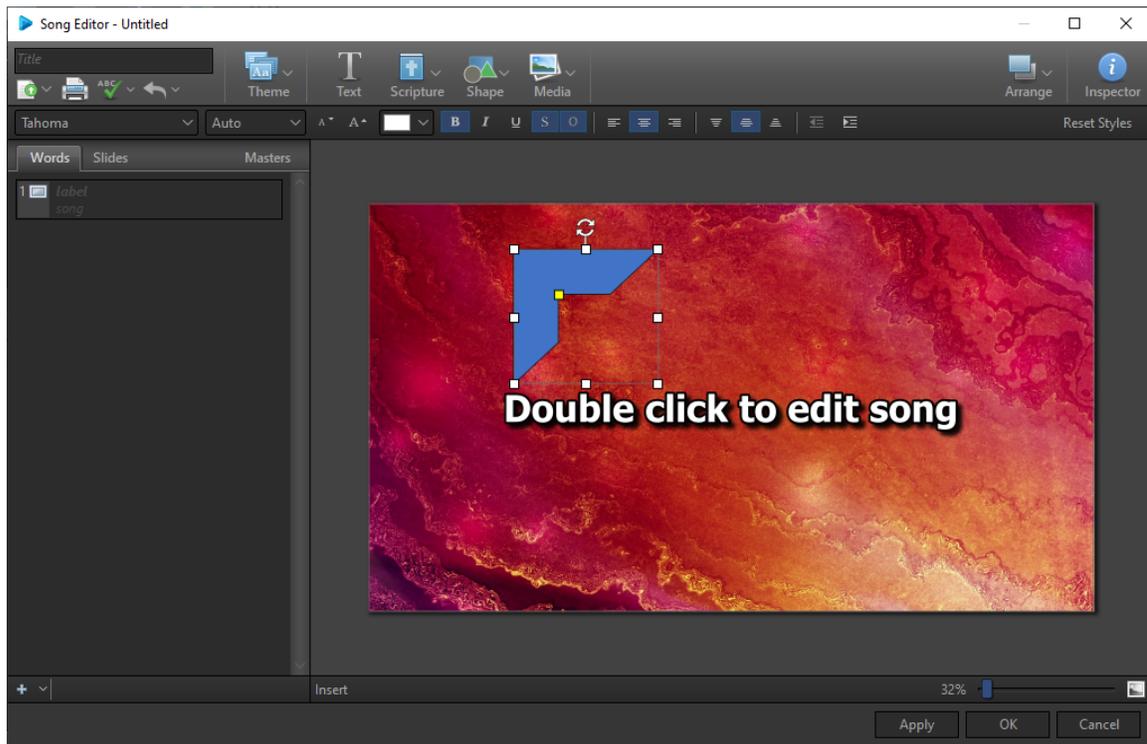
Open the Song, Scripture, Presentation, or Theme editor by creating a new Song, Presentation, or Theme, or by editing a Song, Scripture, Presentation, or Theme.

1. Click the Shape  button at the top of the editor and select the shape you want to add.

NOTE To add a shape to one slide only, select the slide and then add the shape (Themes will only have one slide to edit). If you want to add the shape to the entire song, scripture or presentation, click on the Masters tab and then add your shape to the theme's master slide.

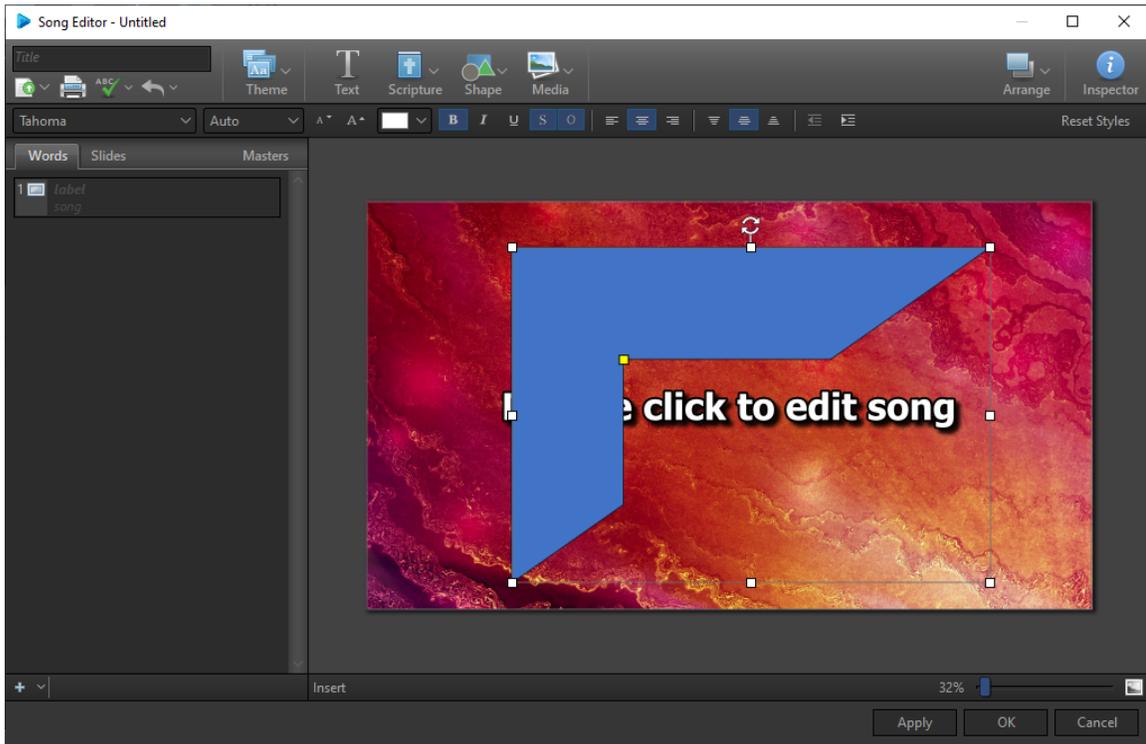


2. The shape will appear on the slide.

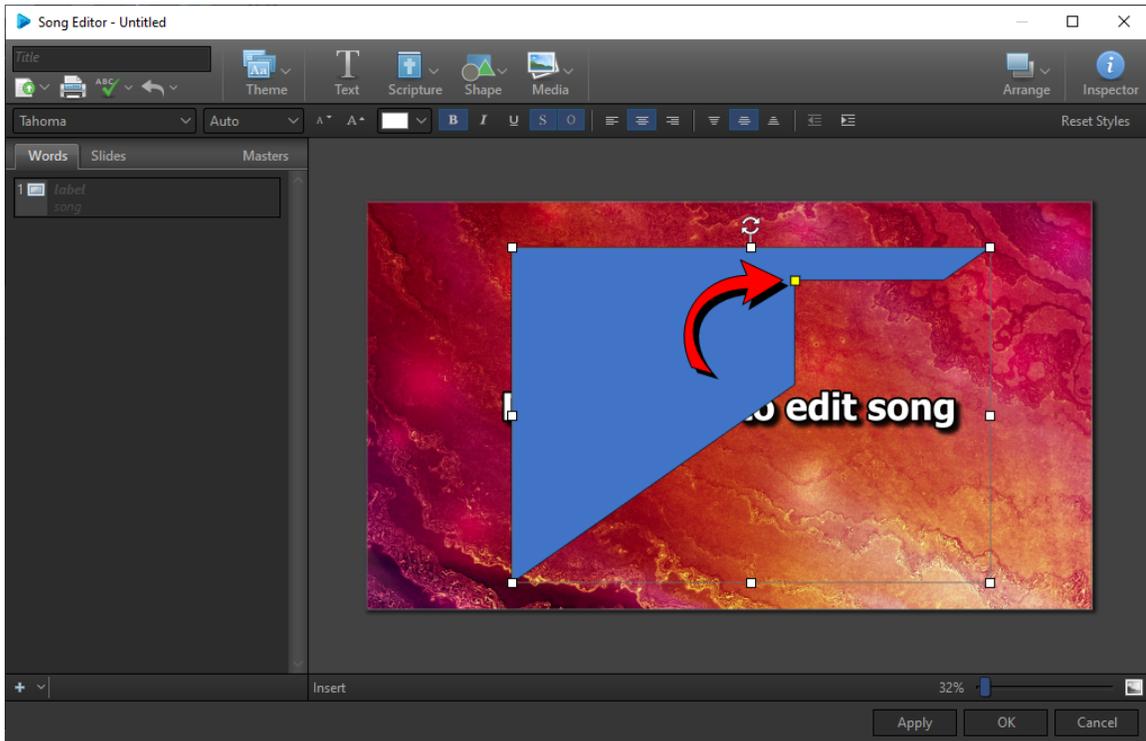


Editing a Shape

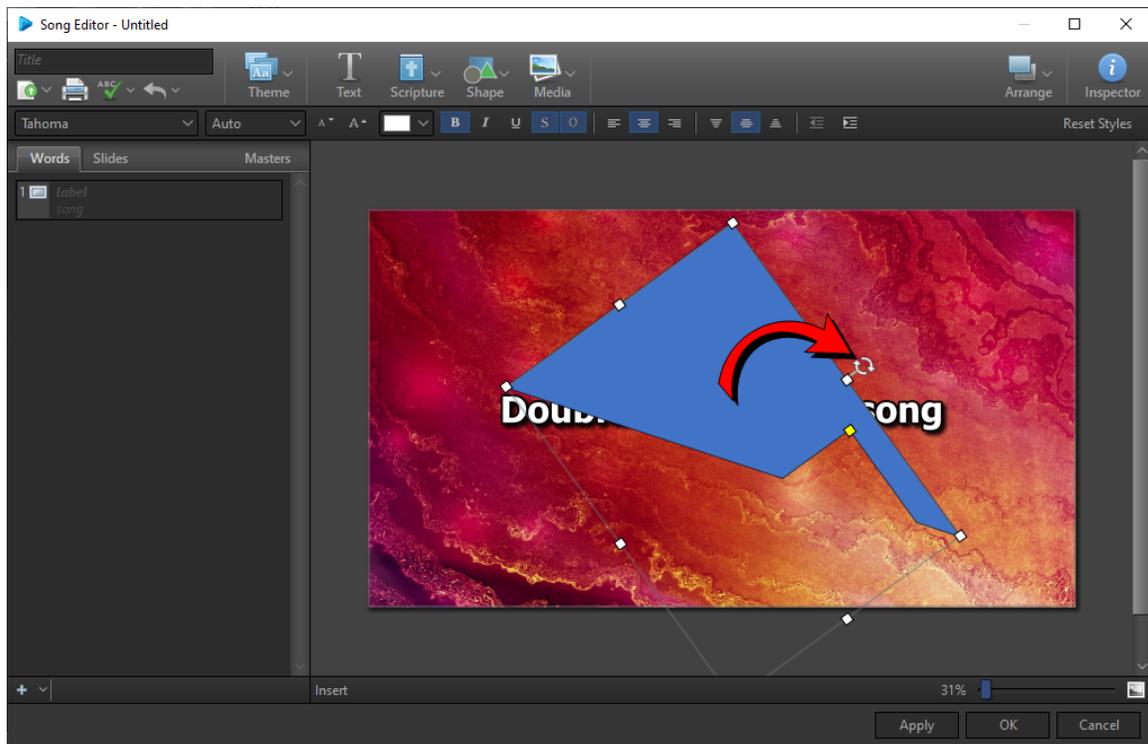
3. Use the adjustment points on the border to re size it.



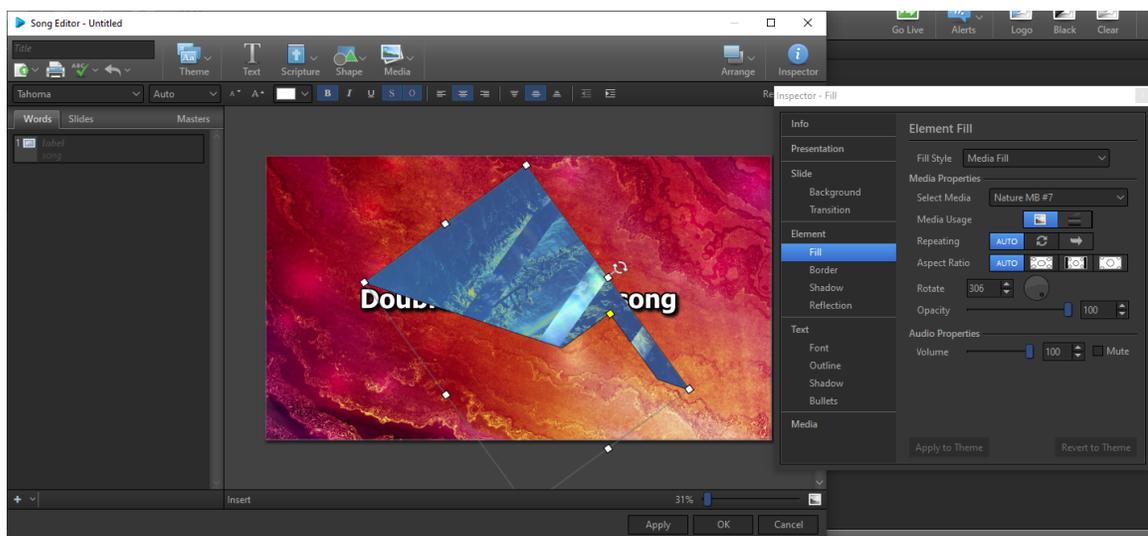
4. Use the yellow adjustment point (if available) to reshape it.



- To rotate the shape, click and drag the rotate button at the top of the shape.



- Open Inspector and select Element > Fill and choose whether you want to fill it with a solid color, gradient, or media.
- Choose your color(s) or media and click ok on the editor.



8. Use the other Element options in the Inspector to make any other changes you want to the shape, like Border, Shadow, and Reflection.
9. Use the Arrange button at the top of the editor to send that element behind the text.
10. When finished, close the Inspector and click OK.

You can use shapes creatively to create your own fun themes and backgrounds. They can also be used for masking in any case where there may be portions of your screen that need to be blacked out.

Songs

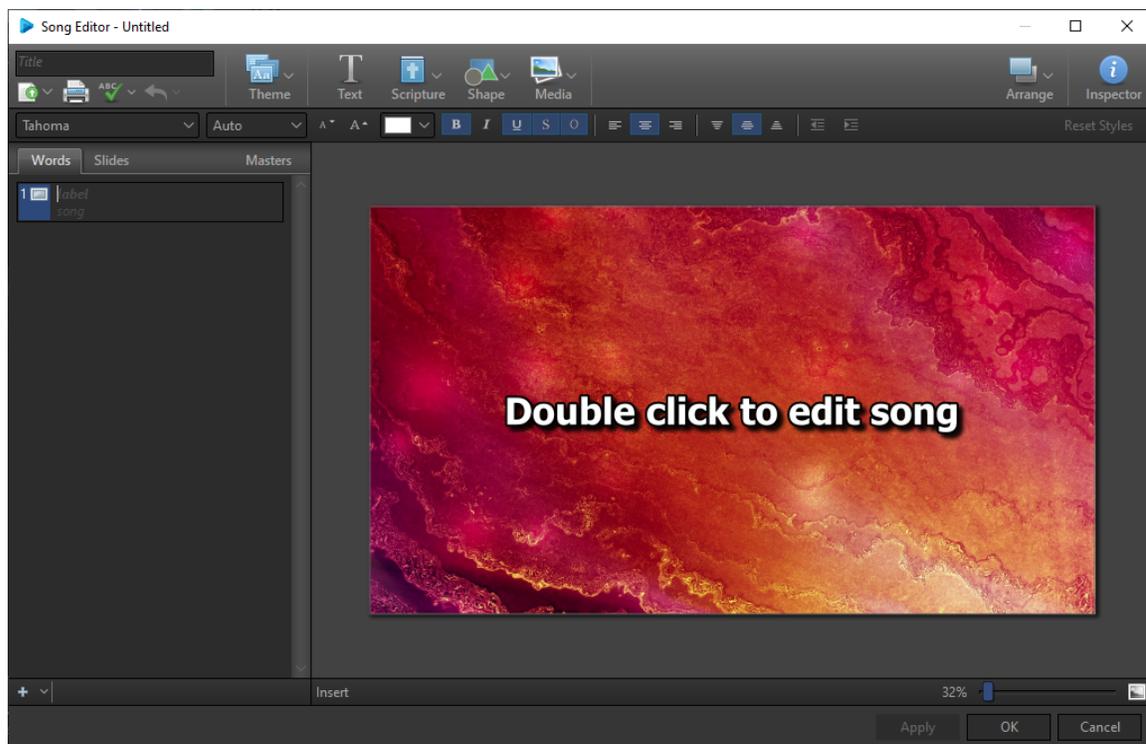
Add A Song

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

Manually type in a song

To open the song editor to add a new song:

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



3. Type the name of the song in the **Title** field.
4. Under the **Words** tab, enter a label name (optional) and click in the **song** field and type in your song text.

5. To add a new slide, click the **Add Slide**  button at the bottom left corner of the **Song Editor** window.
6. Continue adding slides and typing in your song lyrics.
7. Edit your song to look the way you want.

SEE "Edit a Song" on page 332 for more information on editing your song.

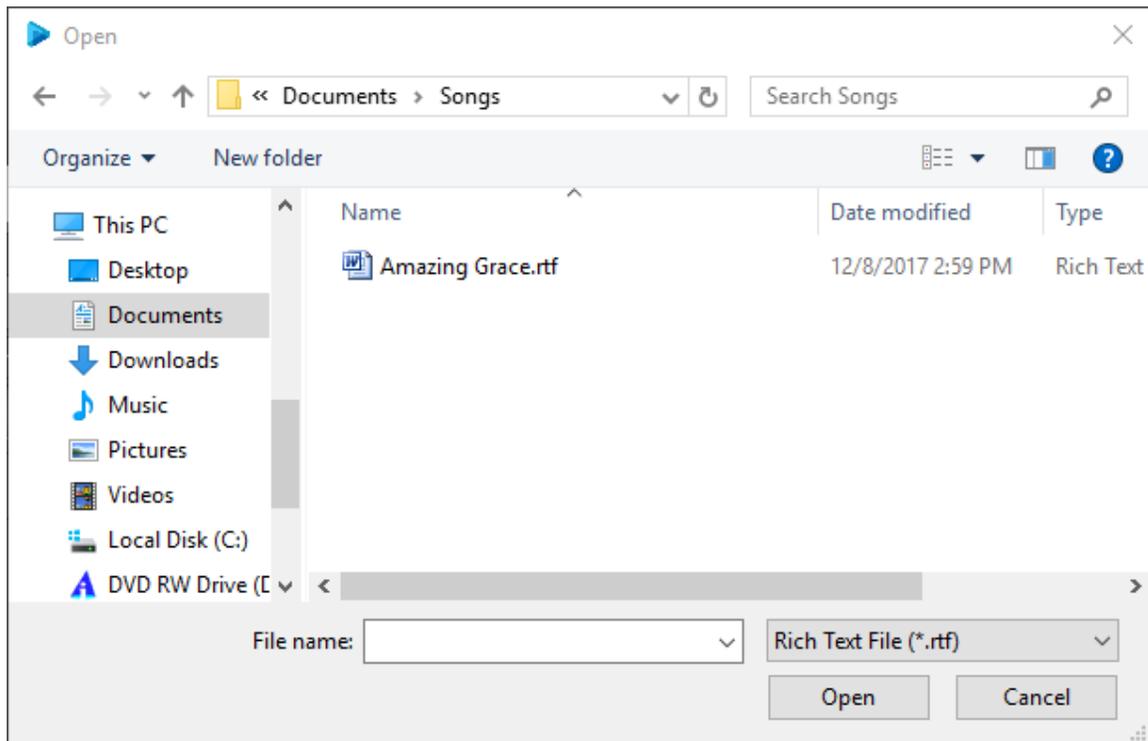
8. When finished, click OK.

Import a song from document

1. Click the **Add**  button at the bottom of the song list, or right-click any song under the **Songs** tab in the **Resource Area**, and select **New Song**.
2. Click the **Import** icon to the left of the printer icon at the top of the editor.



3. The **Windows Open** dialog box appears. In the bottom right corner, select the type of file you want to import. Either .rtf or .txt.



4. Select the file you want to import and click OK. The song or text appears in the **Song Editor** where you can edit and format it.

SEE "Edit a Song" on page 332 for more information on editing your song.

Import a song from SongSelect Lyric Service

SEE "SongSelect" on page 342 for instructions on importing songs from SongSelect.

Add Song with Copy / Paste

1. Click the Add  button at the bottom of the song list, or right-click any song under the **Songs** tab in the **Resource Area**, and select **New Song**.
2. Type a name for the song in the **Title** box.
3. Type the label you want to use for the slide under the **Words** tab. (i.e., Verse 1, Chorus, Intro).

4. Copy your text from another source (Word, Notepad, website).
5. In the Song Editor window, right click in the **song** field and select Paste without Formatting to insure no special formatting carries over from the source you copied from.
6. When you're finished adding and editing your song, click OK.

Locate and Display a Song

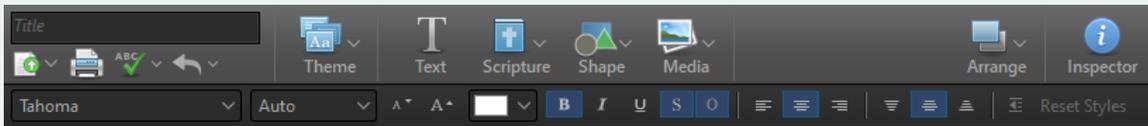
1. In the **Resource Area**, click the **Songs** tab.
2. Type the name of the song in the search box  for a **Title search**, or change to a **Contextual search**  by clicking the icon and search by keyword (e.g., popular phrase in the lyrics).
3. If you are doing a **Title Search** , you can begin typing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

Edit A Song

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

Any time you edit or create a song, click OK to save your changes to the song. Clicking Cancel or clicking the **X** in the top right corner will close the editor and discard any changes you made.

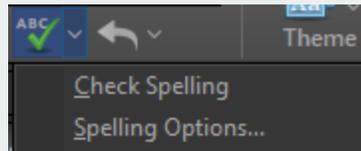
Song Editor Toolbar



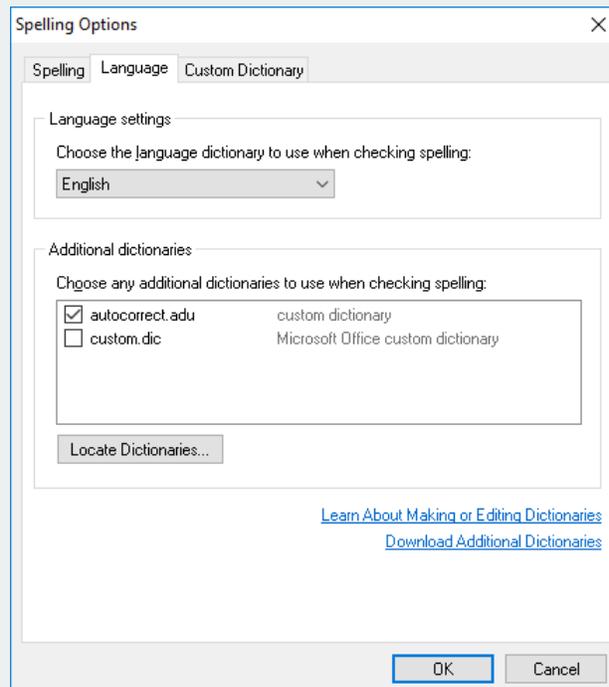
Title	Enter a name for the song, scripture, theme, or presentation in this field.
Theme	Use the drop-down to select a theme. (This option is grayed out in the Theme Editor.)
Text	Adds a text box to display on each slide.
Scripture	Click the scripture button to select scripture text and press enter or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

Spell Check

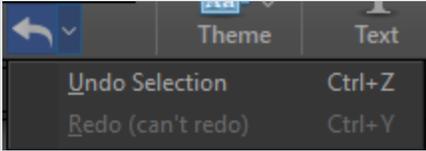
Checks spelling and allows you to make spelling changes or add words to the dictionary. To add a language to the spell check dictionary, click the **Spell Check** button and select **Spelling Options...**

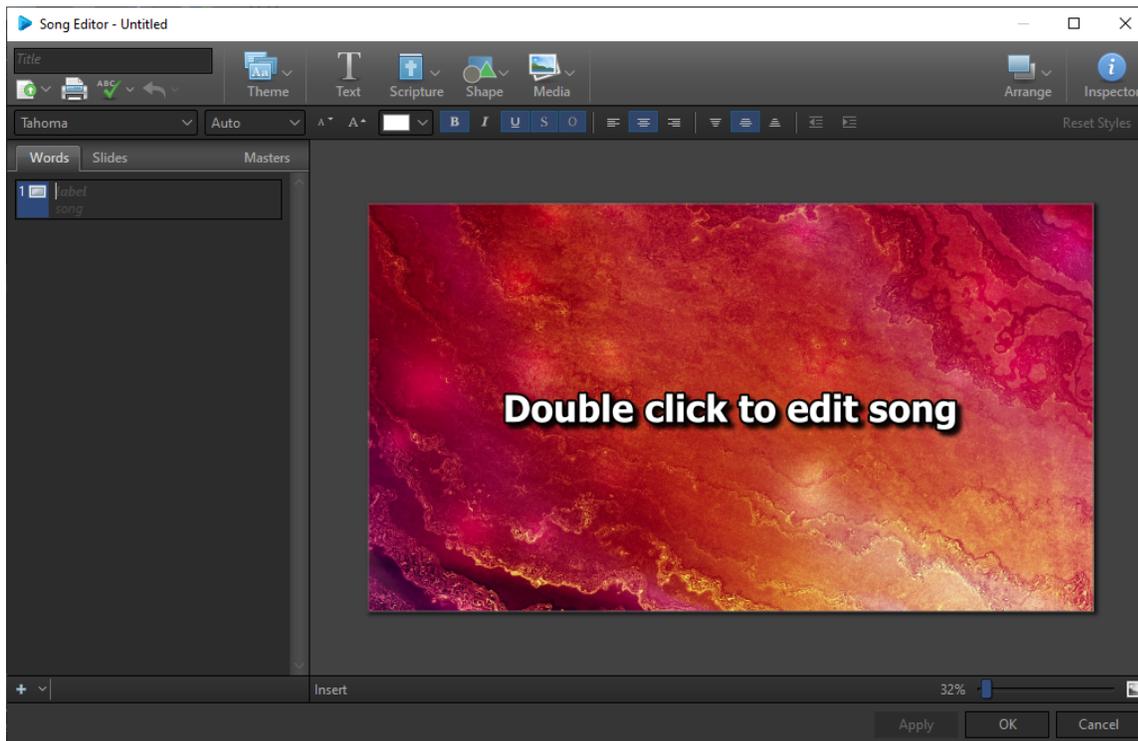


1. The **Spelling Options** window will appear. Select the **Language** tab.



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

	<p>downloaded and extract it.</p> <ol style="list-style-type: none"> In the Spelling Options window, click Locate Dictionaries.... Browse to the folder you extracted, select it, and click OK. The new dictionary will now be available in the drop-down list under Language settings.
<p>Undo / Redo</p>	 <p>Click to undo previous functions. Click the drop-down arrow to redo functions that you clicked to undo.</p>
<p>Font Selector</p>	<p>Click the font selector to select the font formatting you wish to use on selected text.</p>
<p>Auto Sizing</p>	<p>Allows you to choose between setting an exact font size or automatically sizing the font.</p>
<p>Font Size</p>	<p>Changes the font size of the text to the point size selected.</p>
<p>Font Color</p>	<p>Allows you to change the color of selected text by selecting from the color palette provided.</p>
<p>Text Style Options</p>	<p>Bold, Italics, Underline, Shadow, Outline</p>
<p>Horizontal Alignment Options</p>	<p>Left Align, Center Align, Right Align</p>
<p>Vertical Alignment Options</p>	<p>Top Align, Middle Align, Bottom Align</p>
<p>Indent / Outdent</p>	<p>Increase or decrease the indent level of the paragraph.</p>
<p>Reset Styles</p>	<p>Resets formatting to default settings.</p>



Create a New Song

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

Edit a Song in the Schedule

1. In the **Schedule Area**, select the song to be edited.
2. Right-click the song and select **Edit Item....**

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

SEE "Customize Song Slides" on page 337.

Edit a Song in the Database

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

SEE "Customize Song Slides" on page 337.

Edit Song Copyright Information

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

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

SEE "Song" on page 238 for more information about displaying the Copyright information.

Customize Song Slides

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

Select a Theme

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

Add Another Text Box

Click **Text** to add another text box to the current slide. To add text to this box, you will have to double click in the text box in the **Slide Editor** on the right hand side. Any text entered in an additional text box will not show up in the **Words** tab.

Add a New Slide

Click the Add  icon in the bottom left corner to create a new slide, or press **Ctrl+Enter** on the keyboard and then type the new slide text.

Splitting Slides

If you need to split an existing slide into two or more slides, place the cursor at the location where you want the slide to be split and press **Ctrl+Enter** on the keyboard.

Insert Labels

When a new slide is added, there are two field options. One for **Label** and one for **Song**. Click where it shows label and type in your label. i.e., Verse1 or Chorus

These labels will not show on the live output by default.

SEE "Song" on page 238 for more information about displaying the Copyright information.

Insert Lyrics

Place the cursor in the **song** field to type the new song text. Press Enter on the keyboard to move to a new line. Press **Ctrl+Enter** or click the **Add Slide**  button to start a new slide.

Add Scripture to Current Slide

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

Add Media

Add media as a background for the whole song

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

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

Add media as a background for a single slide

- Method 1:
 1. Select the slide you want to change the background.
 2. Click **Inspector** on the toolbar.
 3. Click **Background**.
 4. Select your **Fill Style**.
 5. For each respective style, choose all the options you want to use.
- Method 2:
 1. Click **Media** on the toolbar.
 2. Select the type of media you want to use from the drop-down (Videos, Images, Feeds, DVDs, Audio).
 3. Drag-and-drop the desired media file onto your desired slide under the **Slides** or **Words** tab on the left.

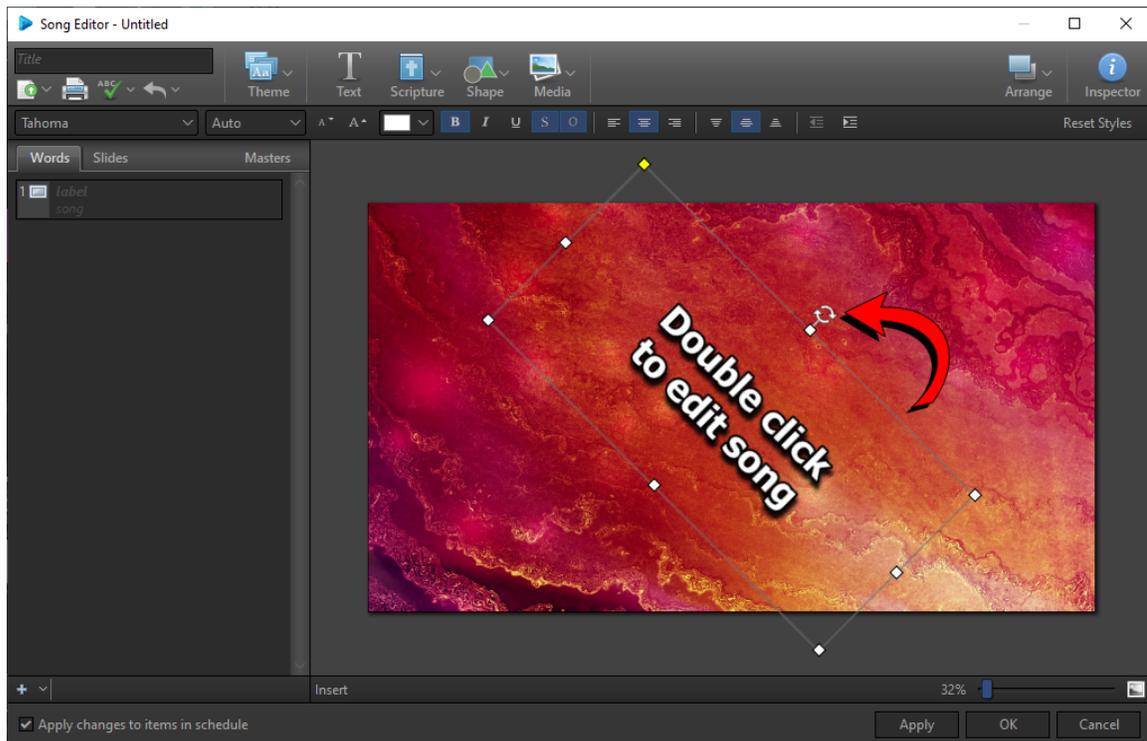
Adding media as an element to the current slide

1. Click **Media** on the toolbar.
2. Select the type of media you want to use from the drop-down (Videos, Images, Feeds, DVDs, Audio).
3. Click the desired media file. It will be added to the middle of the slide editor on the right.
4. Resize and move the element to your desired location on the slide.
5. You can select the element and arrange it to the front or back by clicking **Arrange** on the toolbar.
6. Click **OK** when you are satisfied with the song.

Rotating Elements

THIS FEATURE IS ONLY AVAILABLE THROUGH SUBSCRIPTION

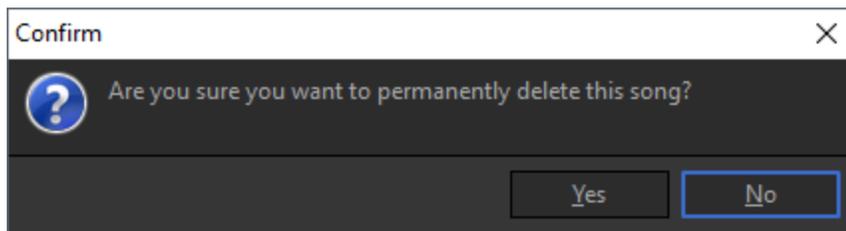
1. Select the element on the slide you want to rotate.
2. Drag and drop the Rotate button at the top of the element to rotate it to the position you desire.



Delete A Song

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

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



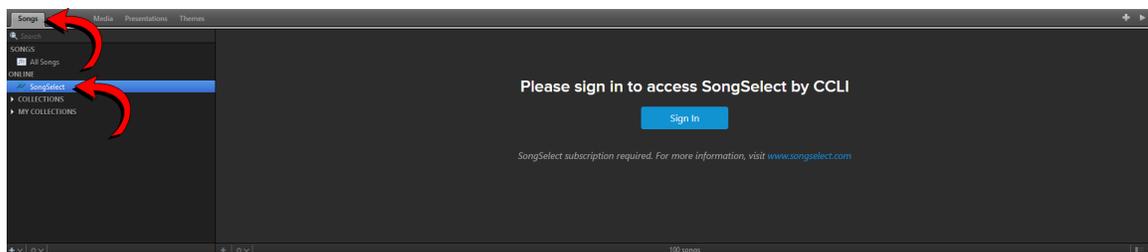
SongSelect

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

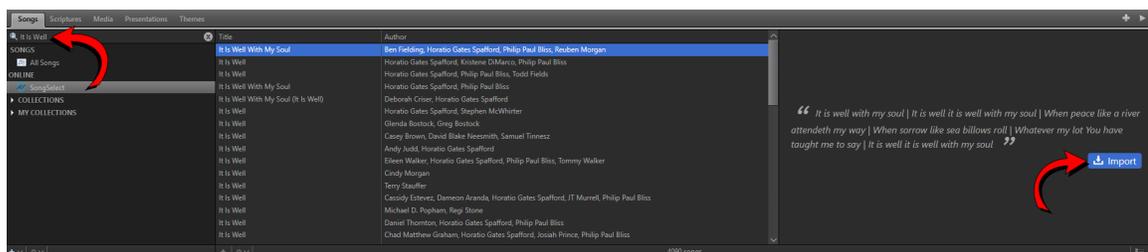
NOTE CCLI is a separate company and not affiliated with **EasyWorship**.

To import song lyrics into **EasyWorship**:

1. Open **EasyWorship**
2. Click the **Songs** tab.
3. Click **SongSelect**.
4. Sign in to your SongSelect account.



5. You can browse the top songs or use the search box to find a specific song.
6. Once you find the song you want to import, click **Import** on the right side.



7. Click **View in Library** to jump to that newly imported song in your library.

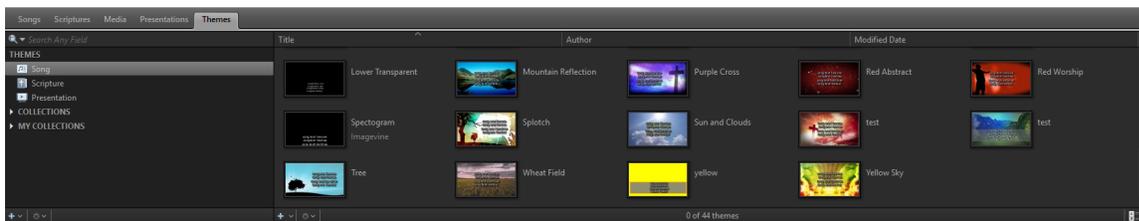


SEE "Edit a Song" on page 332

Themes

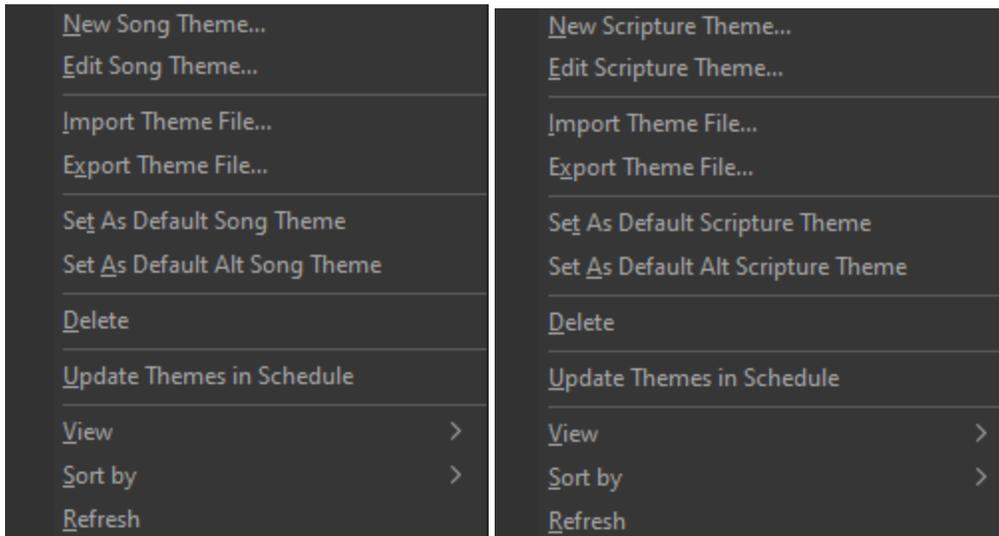
About Themes

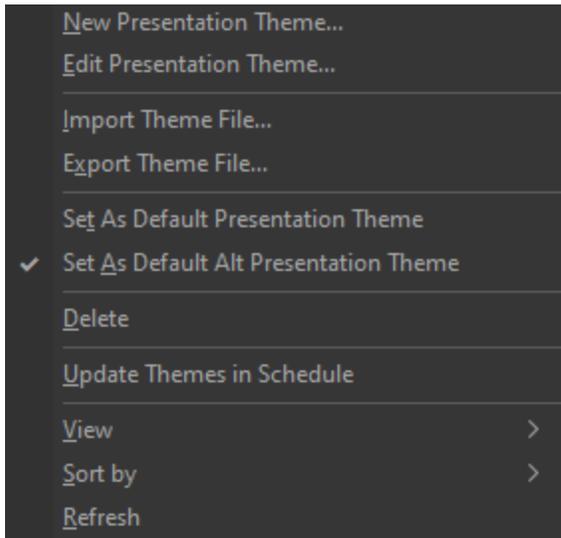
Themes are design templates that can be applied to songs, scriptures, and presentations. Once you've taken the time to design a Theme by customizing your text format, background, and layout just the way you want, it can then be applied to any song, scripture, or presentation in your **Schedule Area**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



Right-Click Features

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





<p>New <Song, Scripture, Presentation> Theme...</p>	<p>This will open a new Theme Editor.</p>
<p>Edit <Song, Scripture, Presentation> Theme...</p>	<p>This will open the selected theme in the Theme Editor.</p> <hr/> <p>NOTE If you select a Powerpoint file, this option will open the Powerpoint application on your computer for editing the presentation.</p> <hr/>
<p>Import Theme File...</p>	<p>Opens a file selection window to choose an existing theme to import.</p>
<p>Export Theme File...</p>	<p>Allows you to export the theme for use on another computer.</p>
<p>Set as Default <Song, Scripture, Presentation> Theme</p>	<p>This sets the selected theme as the default theme for the Song, Scripture, or Present-</p>

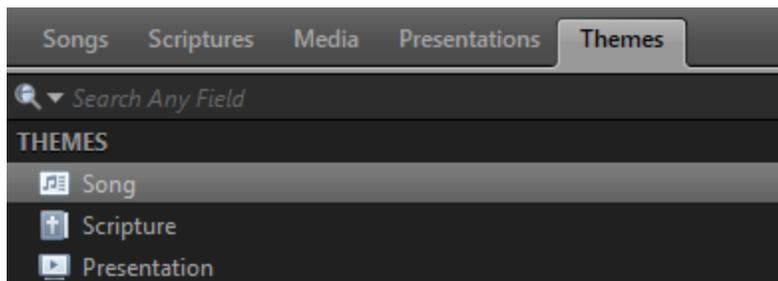
	ation.
Set as Default Alt <Song, Scripture, Presentation> Theme	This sets the selected theme as the default Alternate Output theme for the Song, Scripture, or Presentation.
Delete	Deletes the theme from the Resource Library .
Update Themes in Schedule	Update any Scheduled items with new changes you've made in your theme in Resources.
View	Allows you to change icon size for a custom thumbnail view.
Sort by	The same as in Windows.
Refresh	This will refresh the thumbnail for the selected item.

Creating A Theme

It's quick and easy to build a theme in **EasyWorship** using the Theme Editor. To get started:

Method 1:

1. Click the **Themes** tab in the **Resource Area**.
2. Select the type of theme you want to create (Song, Scripture, or Presentation)

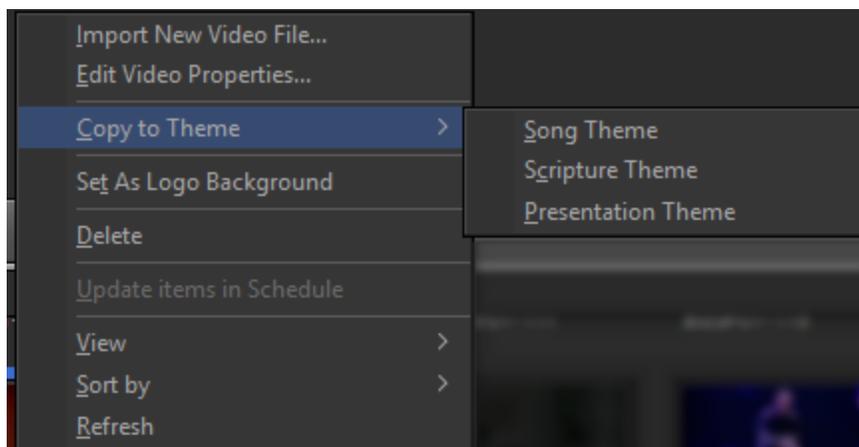


3. Click the **Add**  button at the bottom of the **Themes Area**.

Method 2:

You may also create themes from your Videos and Images under Media.

1. Click the **Media** tab in the **Resource Area**.
2. Right click on the Video or Image you want to use as the background for your theme.
3. From the menu, select Copy to Theme > Song Theme, Scripture Theme or Presentation Theme.

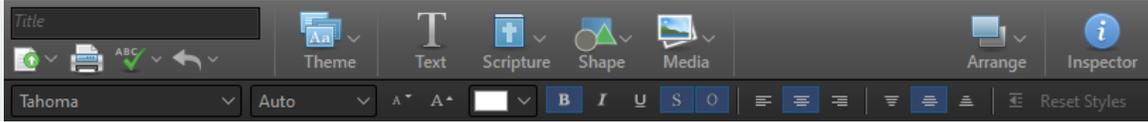


This will place the media item in the **Themes Area**, allowing you to use it as the default theme (a.k.a., background) or drag-and-drop to a song in the schedule or select it from the themes drop-down in the song or presentation editor.

Theme Editor

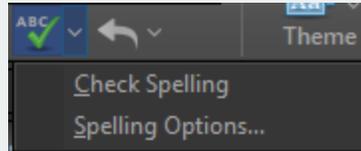
The Theme Editor is similar to the Song and Presentation Editors in that it has slides, an **Inspector**, and it allows you to add media and text boxes to slides. However, unlike the Song and Presentation Editors, the Theme Editor does not allow you to add or change the default text on the slides. The Theme Editor is designed for making overall formatting and placement changes. You can, however, add other elements like Text boxes, Media and Scripture to the slide.

Toolbar

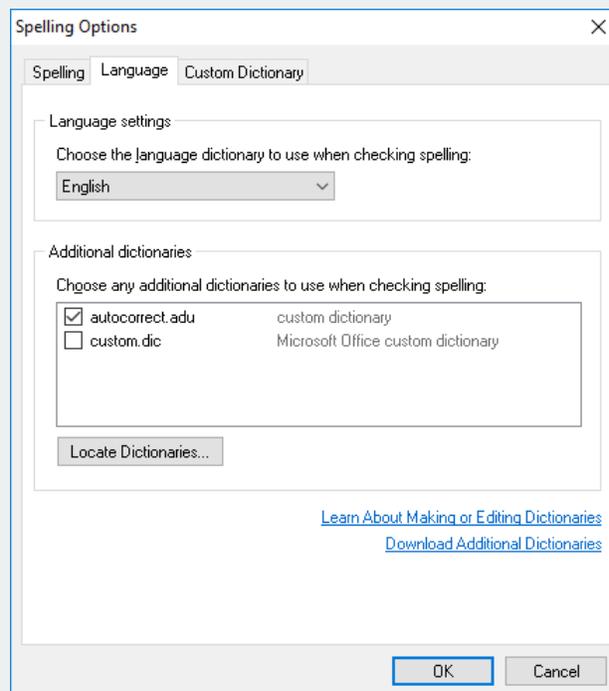


Title	Enter a name for the song, scripture, theme, or presentation in this field.
Theme	Use the drop-down to select a theme. (This option is grayed out in the Theme Editor.)
Text	Adds a text box to display on each slide.
Scripture	Click the scripture button to select scripture text and press enter or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

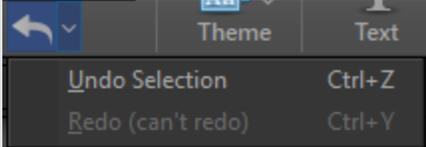
changes or add words to the dictionary. To add a language to the spell check dictionary, click the **Spell Check** button and select **Spelling Options....**



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



2. Click **Download Additional Dictionaries**. The Additional Dictionaries page will load.
3. Download the dictionary you wish to add to **EasyWorship**.
4. Browse to the file you downloaded and extract it.

	<ol style="list-style-type: none"> 5. In the Spelling Options window, click Locate Dictionaries... 6. Browse to the folder you extracted, select it, and click OK. The new dictionary will now be available in the drop-down list under Language settings.
<p>Undo / Redo</p>	 <p>Click to undo previous functions. Click the drop-down arrow to redo functions that you clicked to undo.</p>
<p>Font Selector</p>	<p>Click the font selector to select the font formatting you wish to use on selected text.</p>
<p>Auto Sizing</p>	<p>Allows you to choose between setting an exact font size or automatically sizing the font.</p>
<p>Font Size</p>	<p>Changes the font size of the text to the point size selected.</p>
<p>Font Color</p>	<p>Allows you to change the color of selected text by selecting from the color palette provided.</p>
<p>Text Style Options</p>	<p>Bold, Italics, Underline, Shadow, Outline</p>
<p>Horizontal Alignment Options</p>	<p>Left Align, Center Align, Right Align</p>
<p>Vertical Alignment Options</p>	<p>Top Align, Middle Align, Bottom Align</p>
<p>Indent / Outdent</p>	<p>Increase or decrease the indent level of the paragraph.</p>
<p>Reset Styles</p>	<p>Resets formatting to default settings.</p>

Customizing the Theme

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

Add Another Text Box

Click **Text** to add another text box to the slide. To add text to this box, double click in the text box in the **Slide Editor** on the right hand side and type in the text you want.

Add Scripture

1. Click **Scripture** on the toolbar.
2. Select the translation you would like to use.
3. Search for the scripture you would like to use.
4. Either double-click the verse(s) or drag and drop the verse(s) to add the scripture to the current slide.
5. The scripture will be added in its own text box that you can resize and move.

Add Media as a Background

- Method 1:
 1. Click **Inspector** on the toolbar.
 2. Click **Background**.
 3. Select your **Fill Style**.
 4. For each respective style, choose all the options you want to use.
- Method 2:
 1. Click **Media** on the toolbar.
 2. Select the type of media you want to use from the drop-down (Videos, Images, Feeds, DVDs, Audio).
 3. Drag-and-drop the desired media file onto the Master slide on the left.

Add Media as an Element

1. Click **Media** on the toolbar.
2. Select the type of media you want to use from the drop-down (Videos, Images, Feeds, DVDs, Audio).
3. Click the desired media file. It will be added to the middle of the slide editor on the right.
4. Resize and move the element to your desired location on the slide.
5. You can select the element and arrange it to the front or back by clicking **Arrange** on the toolbar.
6. Click **OK** when you are satisfied with the theme.

Adjust the Default Text Box

To edit the size and placement of the Default text box, click on the Slide Editor on the right and click and drag the sizing handles to the size you want. You can then click and drag the text box anywhere you want on the slide.

SEE "About Inspector" on page 193 for more information on customizing your theme using the Inspector.

Using Themes

Presentation Themes

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

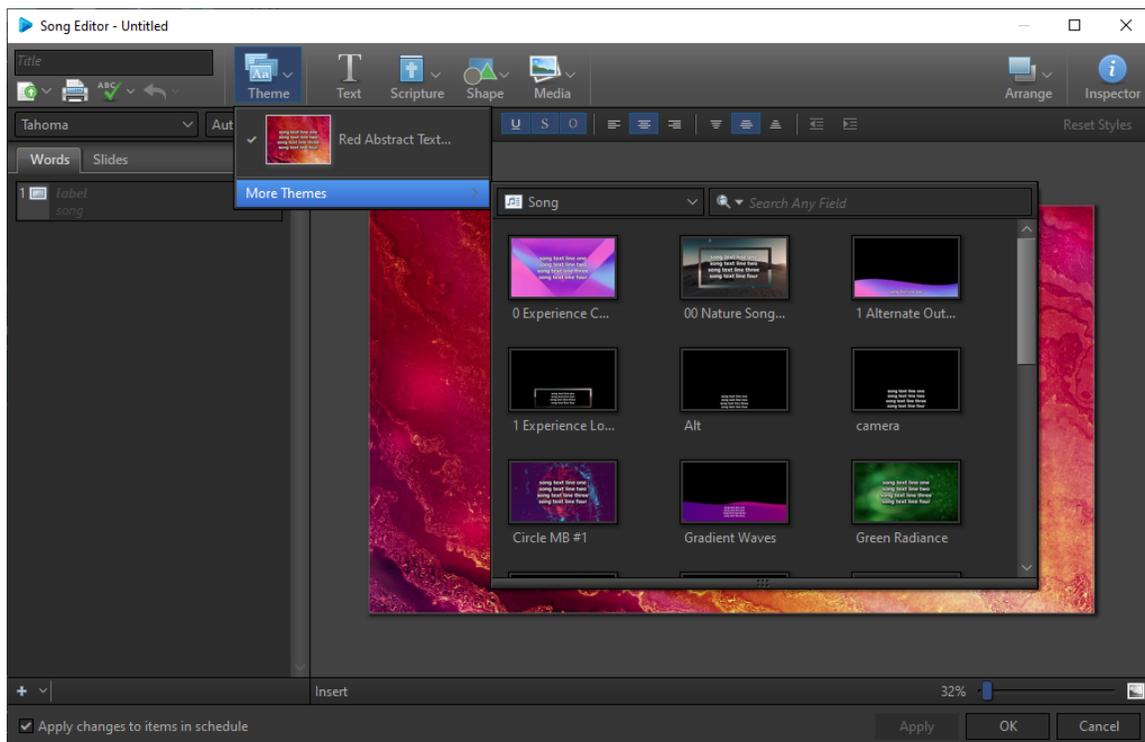
Editing your presentation theme will be done the same as a song or scripture theme, but you will need to either choose the Master slide theme that will affect all slides or choose the specific content slide you want to make changes to.



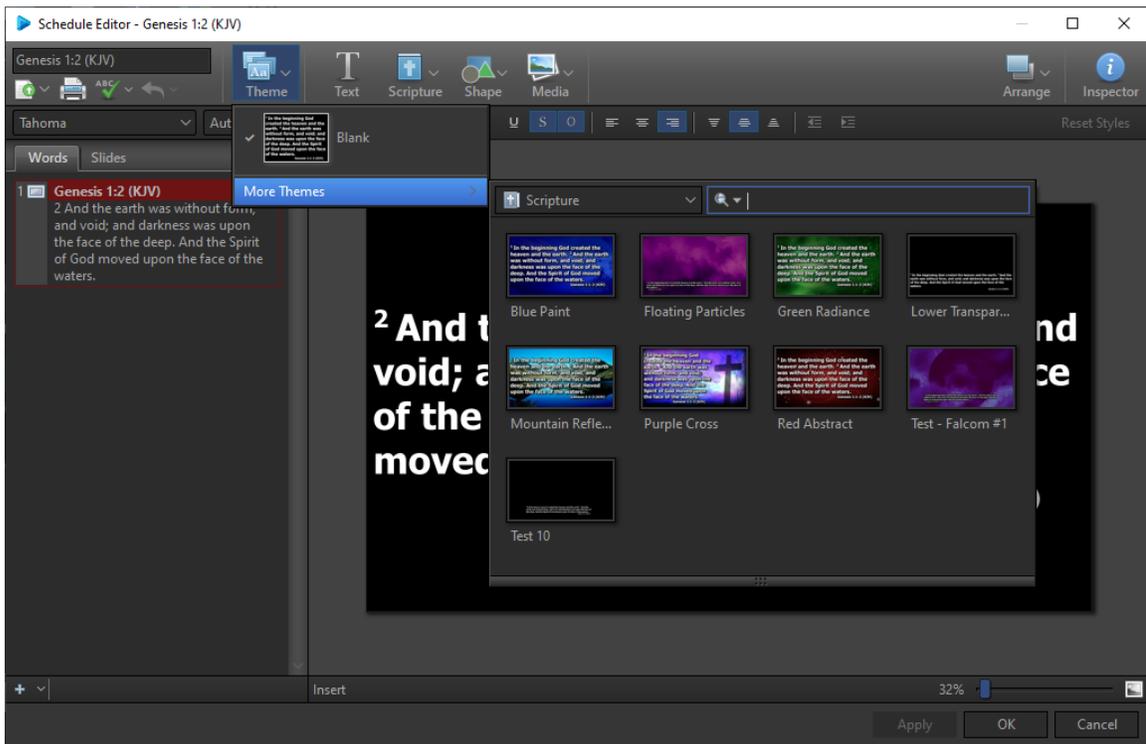
Theme Button

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

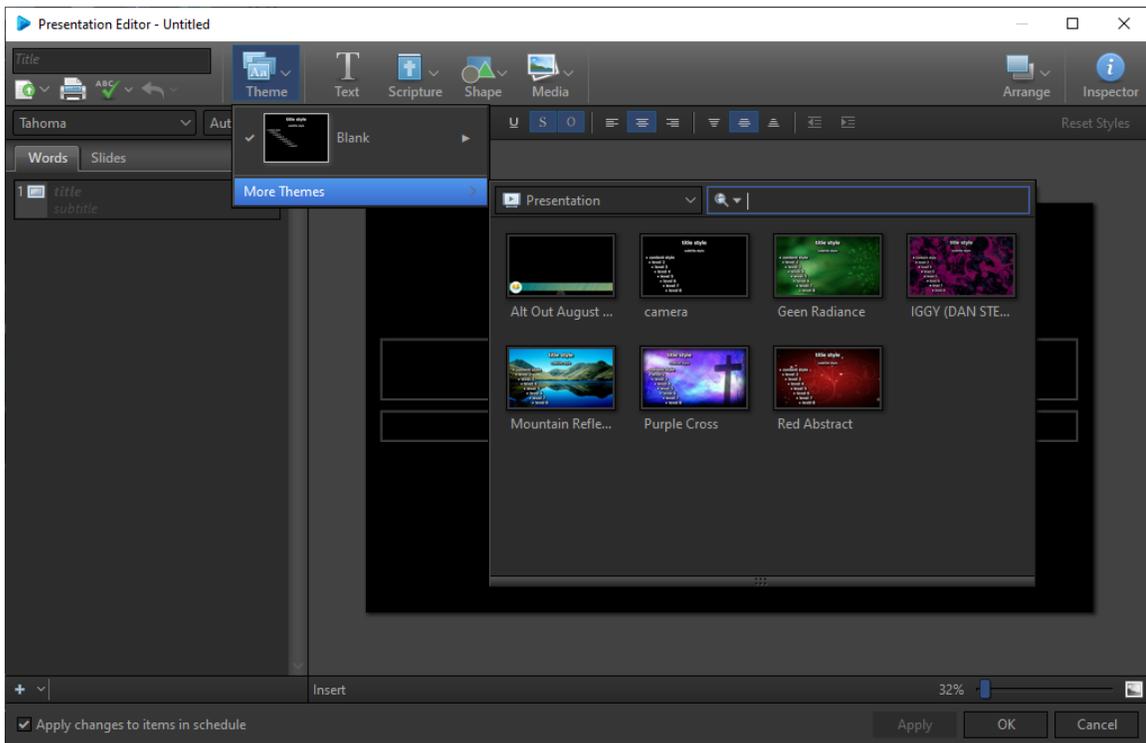
- Select Theme from Song Editor



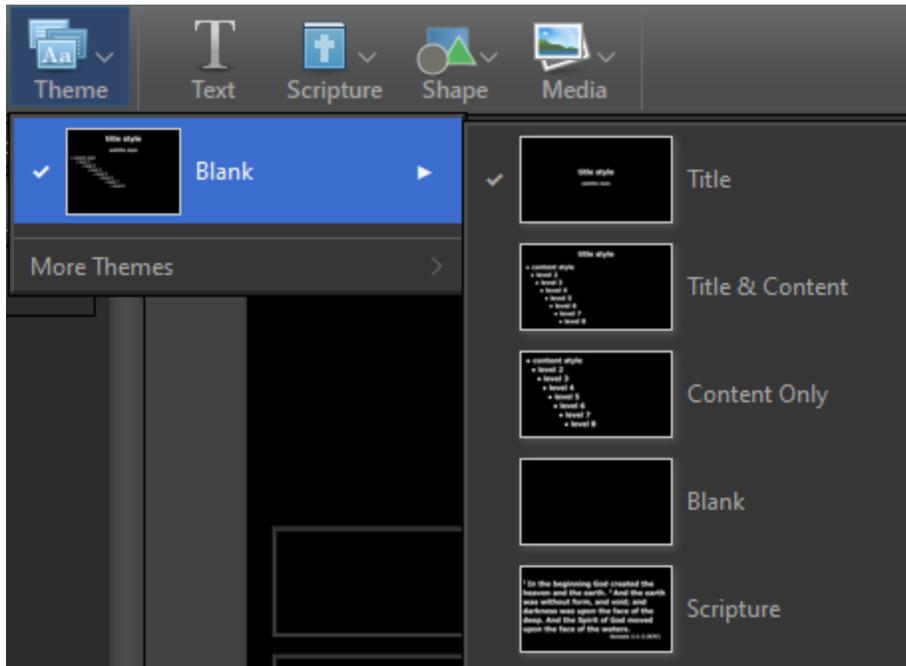
- Select Theme from Scripture Editor



- Select Theme from Presentation Editor



When editing a Presentation, you can select the type of theme you want to use for an individual slide by clicking the Theme button on the toolbar and then hover over the selected theme and click the type of theme you want that slide to use.

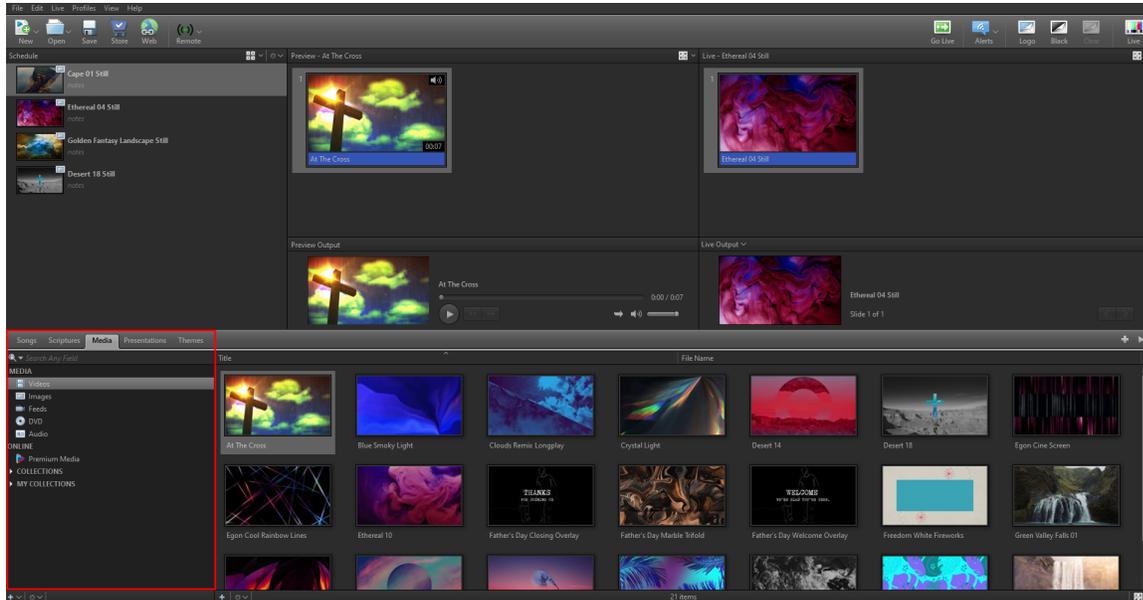


For example:

If you add a new slide to your presentation and it shows up as a **Title & Content** slide, but you want it to be a **Content Only** slide, make sure the slide is selected on the left, under the **Words** or **Slides** tab, and click **Theme** on the toolbar, then hover over the selected theme and click on **Content Only**. The selected slide will change to that theme.

Videos

Adding And Using Videos



Add New Videos

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

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

NOTE You can also drag-and-drop a video from Windows File Explorer or the desktop into the **Videos Library List**.

NOTE The best video formats to play in **EasyWorship** are .wmv or .mp4 files which are the most common video types. You can also play .mpg and .mov. For the best results, store all videos in Your Profile/images folder.

SEE "Locate Your Profile Data" on page 298 to find out how to locate your videos folder on your computer.

SEE [Premium Media](#) to find out how import Premium media

Adding Videos from the Store

SEE "Downloading Free Media" on page 102 for information on downloading and installing free / sample media from the media store.

SEE "Purchasing Media from the Store" on page 108 for information on purchasing media from the **EasyWorship** store and online store.

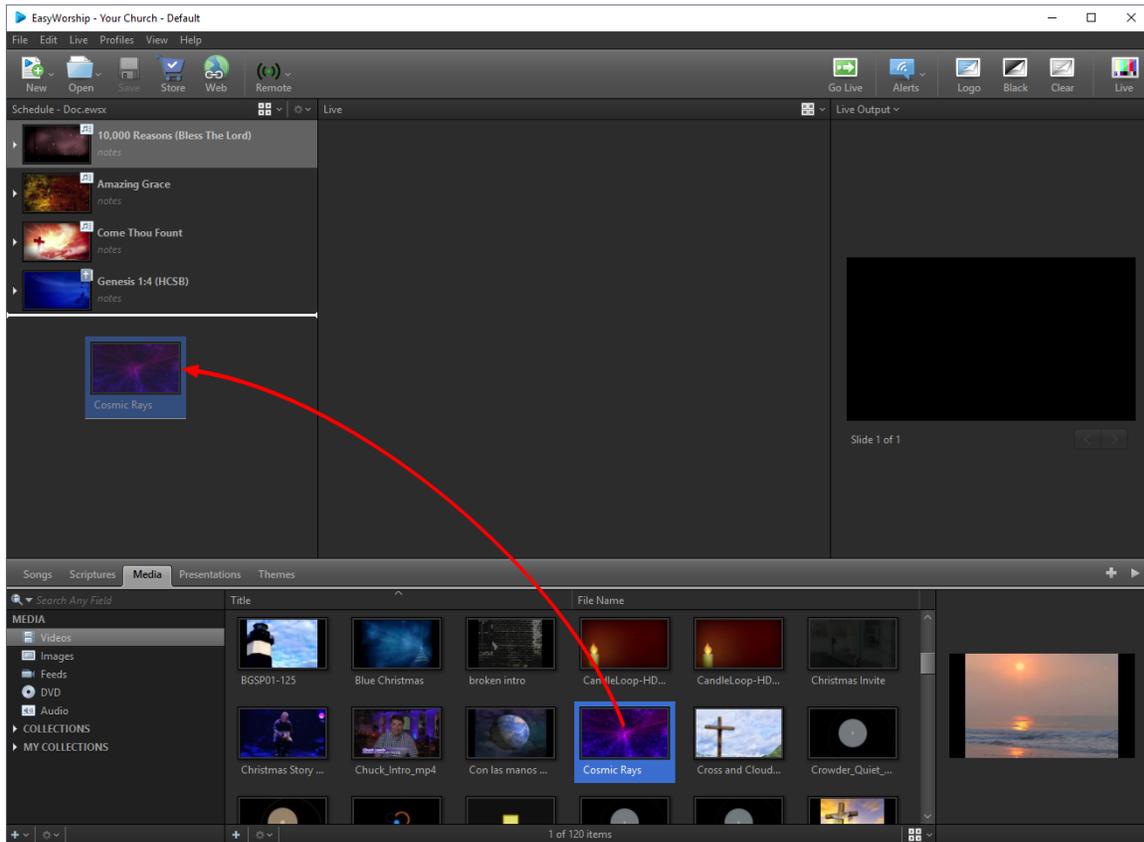
SEE "Downloading Purchased Media" on page 111 for information on downloading your media into **EasyWorship** from the store.

Playing Videos

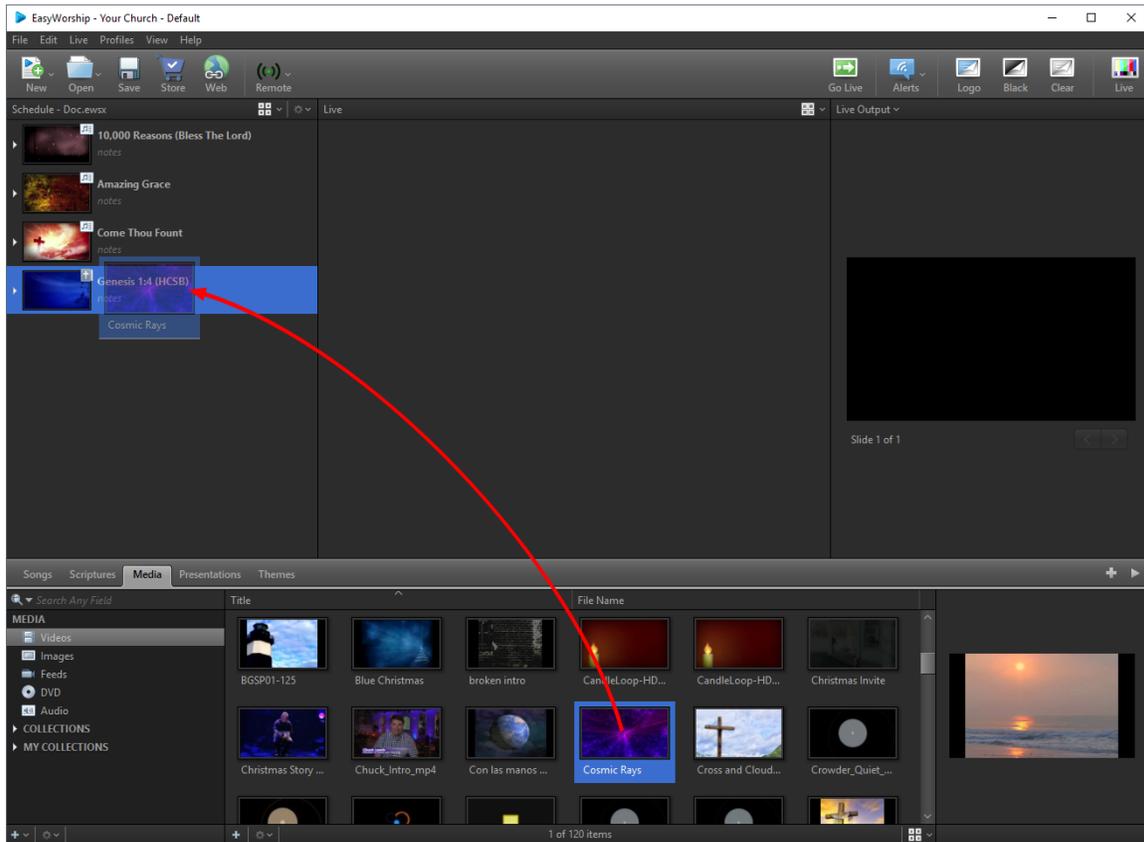
1. In the **Resource Area**, click the **Media tab**.
2. Select **Videos** from the **Resource Area** on the left.
3. Drag and drop a video to the **Schedule Area**.
4. Select that video in the schedule and click the **Go Live** button Or double-click the video to send it live.

Drag & Drop Features

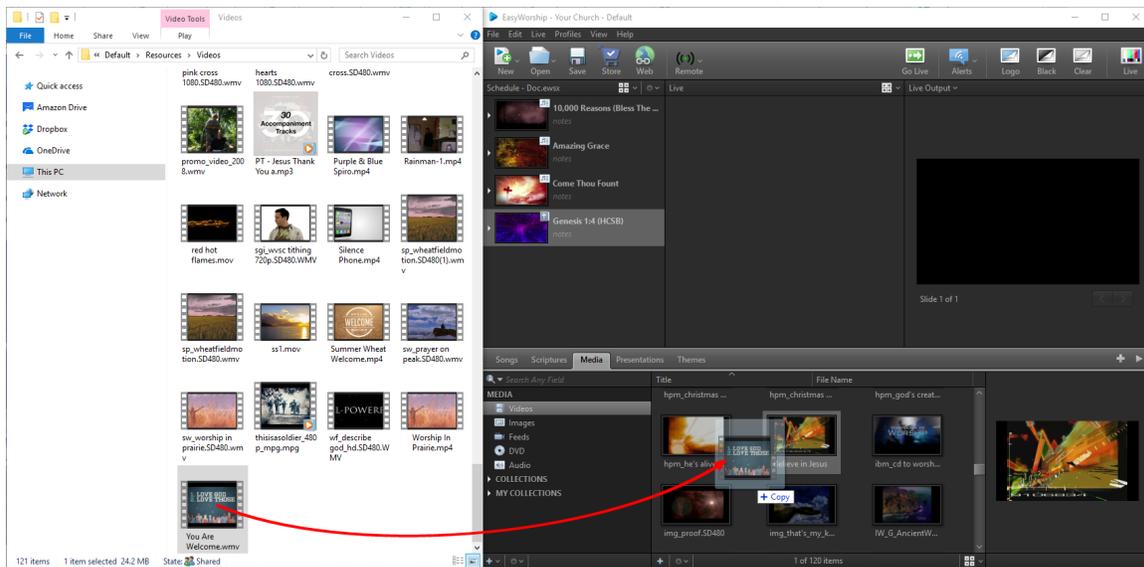
Add to Schedule: Drag and drop a video into the schedule from the **Videos Library**.



1. **Use as Background:** Drag a video onto a song in the schedule to assign that video to a song as a background.



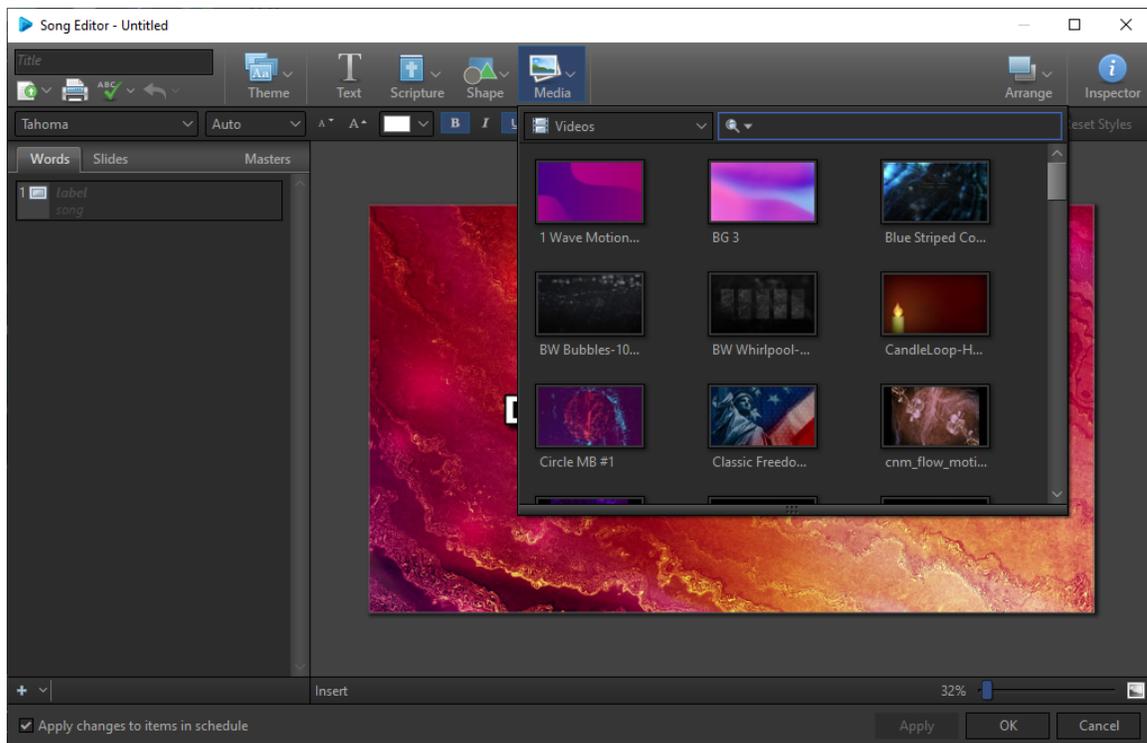
2. **Add a New Video:** Drag and Drop videos from any folder in Windows to the **Videos Library**. **EasyWorship** will then add a shortcut to that image into your images tab.



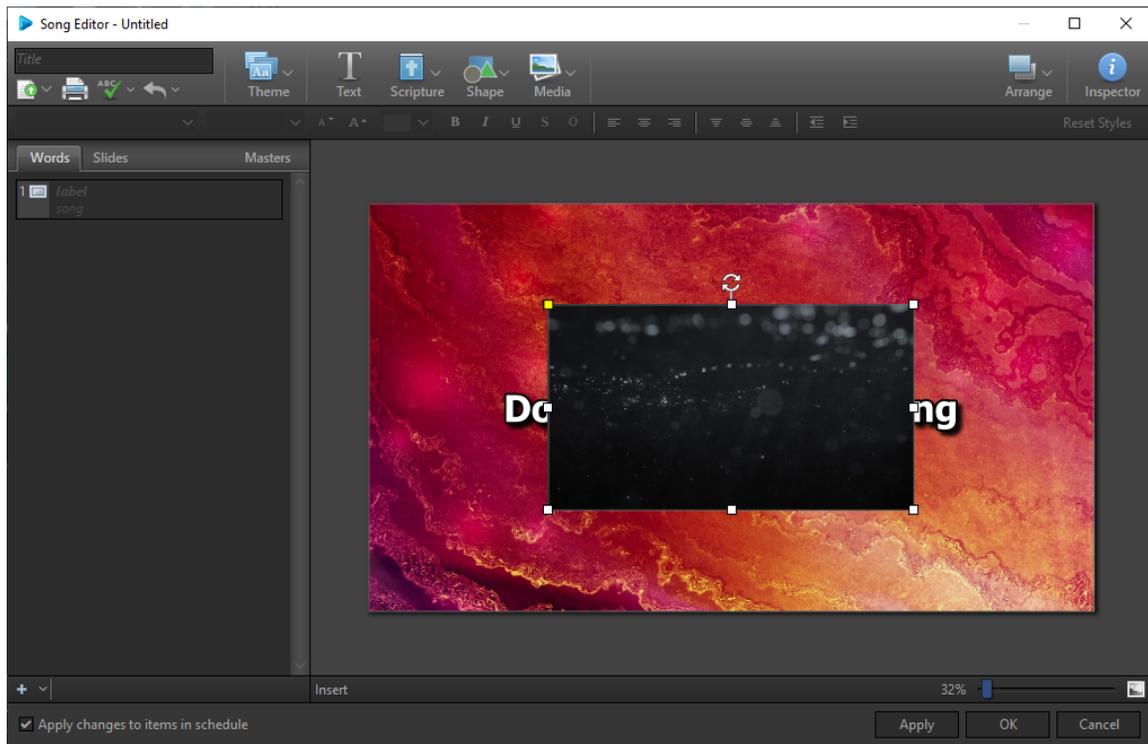
Add A Video As An Element

You can add a video as an element on a slide in the Song, Scripture, Presentation or Themes editors by using the Media button on the Editor toolbar.

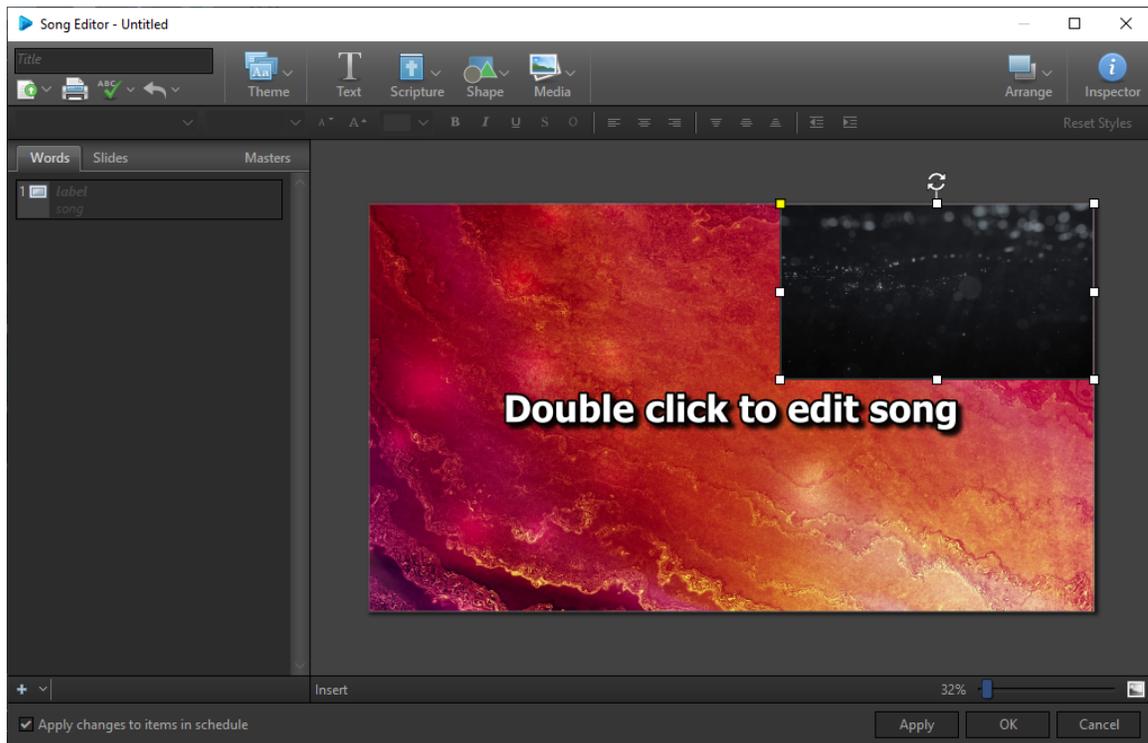
1. In the editor, select the slide you want to add the video to and click Media on the toolbar.



2. Click the video you want to add it to the slide.



3. Use the handles to resize and move the element to the desired size and location.

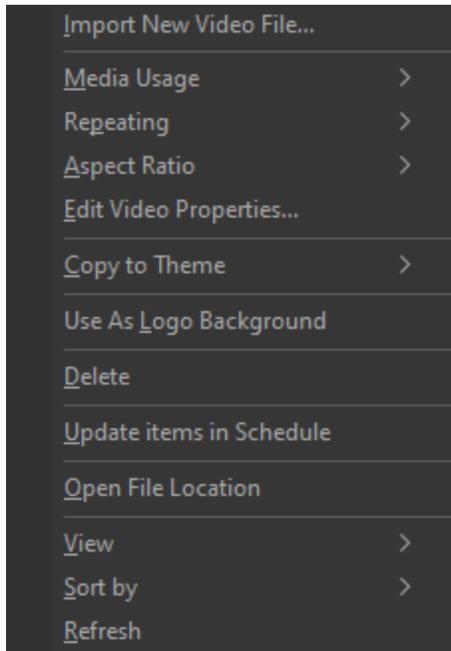


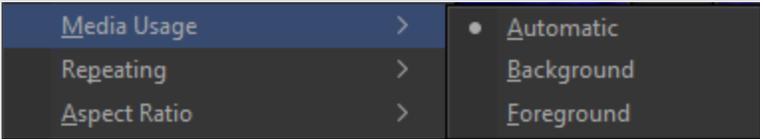
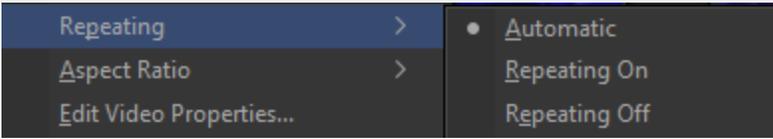
4. Click OK

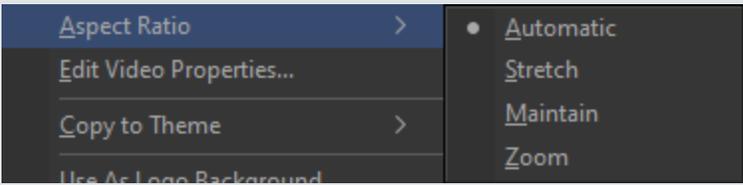
Editing Videos

Right-Click Features

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



Import New Video File...	This is a shortcut for adding additional videos.
Media Usage	 <p>Set the usage of the video whether you'll use it as a background, foreground, or use Automatic.</p>
Repeating	 <p>Set whether you want the video to always repeat or not to repeat, or use</p>

	Automatic.
Aspect Ratio	 <p>Set the aspect ratio of the video whether you want it to stretch, maintain, or zoom in, or use Automatic.</p>
Edit Video Properties...	Opens the Video Properties Editor .
Copy to Theme >	Select Song Theme, Scripture Theme, or Presentation Theme to add the video to the desired theme library.
Set as Logo Background	Sets the video as the default background logo. Clicking the Logo button in the Toolbar will output the logo you selected to the screen. Clicking it again turns off the logo.
Delete	Deletes the video from the Resource Area . It will prompt you to delete it completely from the / Resources / Videos folder.
Update items in Schedule	Allows you to update the same item in the schedule if you make edits in the database.
Open File Location	Open the File Explorer window where that video file is located on the computer.
View >	Allows you to change icon size for a custom thumbnail view.
Sort by >	The same as in Windows.
Refresh	This will refresh the thumbnails for the selected item.

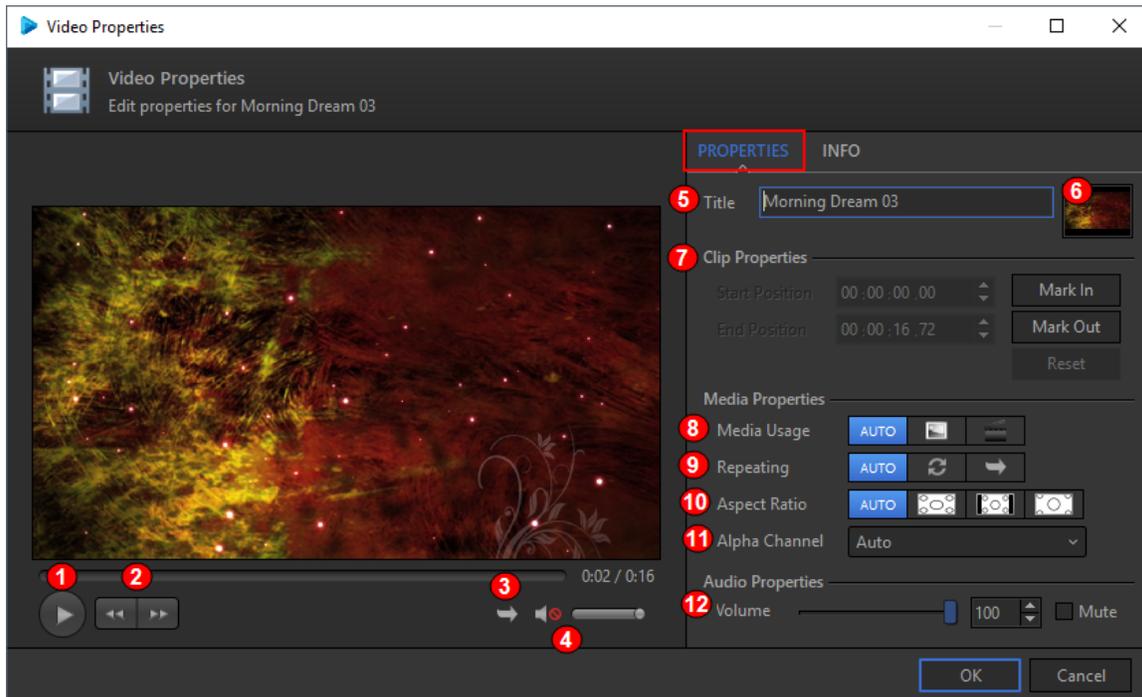
Video Properties Editor

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

1. Click the **Media** tab in the **Resource Area**.
2. Select **Videos** from the **Resource Area** on the left.
3. Right-click the video you want to edit and select the option to **Edit Video Properties**.

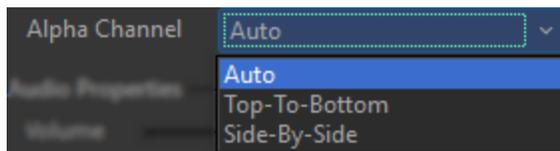
- The **Video Properties** editor will appear, allowing you to customize properties of the video such as volume, aspect ratio, Mark In and Mark Out points, etc.

Properties Tab



- Play / Pause:** The Play / Pause button starts and stops the video playback.
- Fast-Forward / Rewind:** Single clicking skips forward or backward one chapter. Holding the FFW or RWD buttons down will fast forward or rewind the video.
- Continuous Play / Repeat:** button allows you to loop the video you are viewing or let it stop at the end of the clip.
- Mute & Volume:** button and volume slider only controls the audio while working with the video in this properties window. The audio will not be muted on playback.
- Title :** Displays the name of the video in this field. (The title can be edited here)
- Thumbnail:** Click the thumbnail box on the right to set the thumbnail. (This takes a snapshot of what is currently in the player window.)
- Clip Properties:**
 - Start Position* is the time at which the video will start. Use the up and down arrows to manually adjust the time.

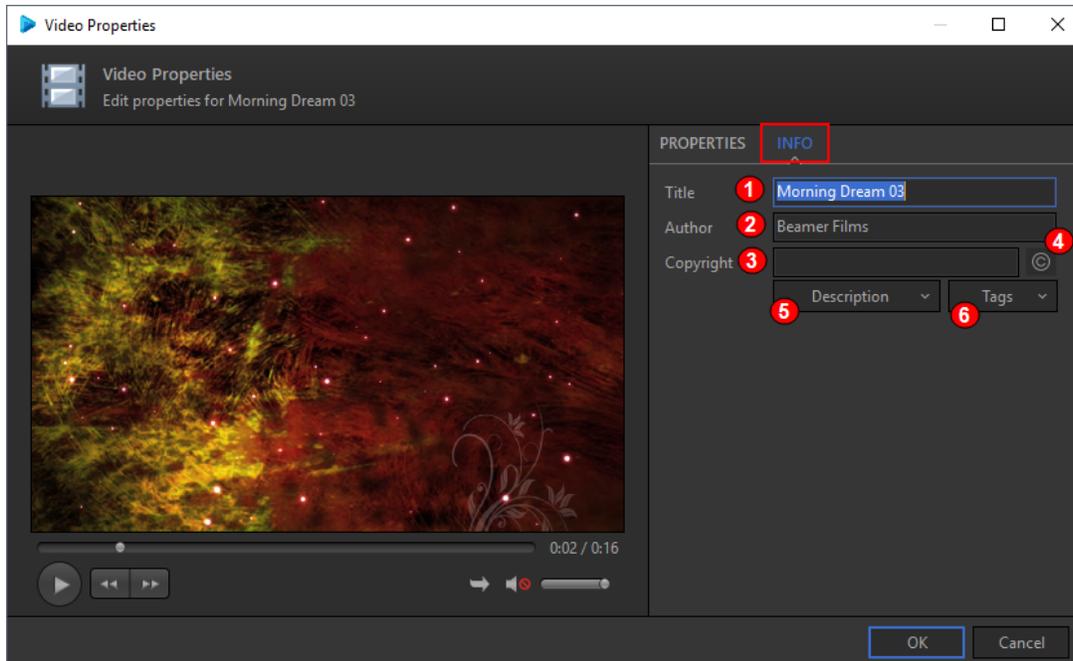
- *Mark In* sets the start position of the video. Click this button as the video plays to set the start position.
 - *End Position* is the time at which the video will end. Use the up and down arrows to manually adjust the time.
 - *Mark Out* sets the end position. Click this button as the video plays to set the end position.
 - *Reset* simply resets the Start and End Points back to the default. i.e. the original beginning and end of the video.
8. **Media Usage** changes how the background image behaves.
- Selecting the **Picture** icon  stretches the image to fill the screen and loops.
 - Selecting the **Movie** icon  does not stretch the video or image and does not loop if the background is a video.
9. The **Repeating** selector determines how a video will behave.
- Selecting the **Repeating On** icon  will loop the video until you stop it or until you go live to something else.
 - Selecting the **Repeating Off** icon  will play the video to the end and stop.
10. **Aspect Ratio**: Allows you to maintain the aspect ratio, stretch or zoom the video.
- Selecting the Stretch icon  will stretch the video to fit the screen.
 - Selecting the Maintain icon  will keep the video at the original aspect ratio.
 - Selecting the Zoom icon  will zoom the video to fit the screen but will not distort the image.
11. **Alpha Channel**: If you're using an alpha channel video, you can select whether it's a Top-to-Bottom or Side-by-Side video.



- Select **Auto** for pro-res videos with transparency.
- Select **Top-To-Bottom** when using a video with fill and mask on a vertical placement.
- Select **Side-By-Side** when using a video with fill and mask on a horizontal placement.

- 12. Audio Properties:** Allows you to change the volume of the video when you go live with it. The *volume slider* allows you to set the volume of the video for playback to the audience. *Mute* allows you to mute the audio on the video if you don't wish to use the audio portion of the video.

Info Tab



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

Click OK When you're finished editing to save your changes.

Overlay Videos

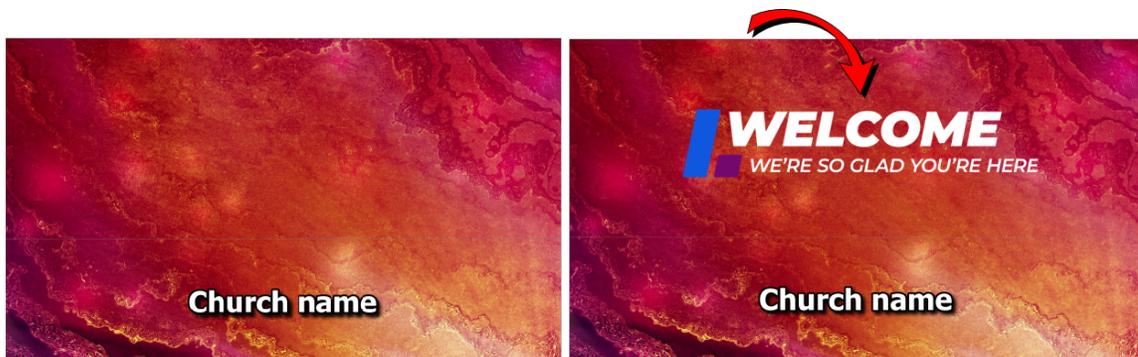
Overlay Videos

Overlay videos are videos with transparency or alpha channel. There are pro-res (.mov) and .webm videos with a transparency. **EasyWorship** will support either one, but the .webm format is recommended for better performance. For example, an overlay video can be layered on top of a presentation, scripture or song slide with other content showing through the transparency.

SEE "Adding and Using Videos" on page 361 for information on adding these videos to your Media.

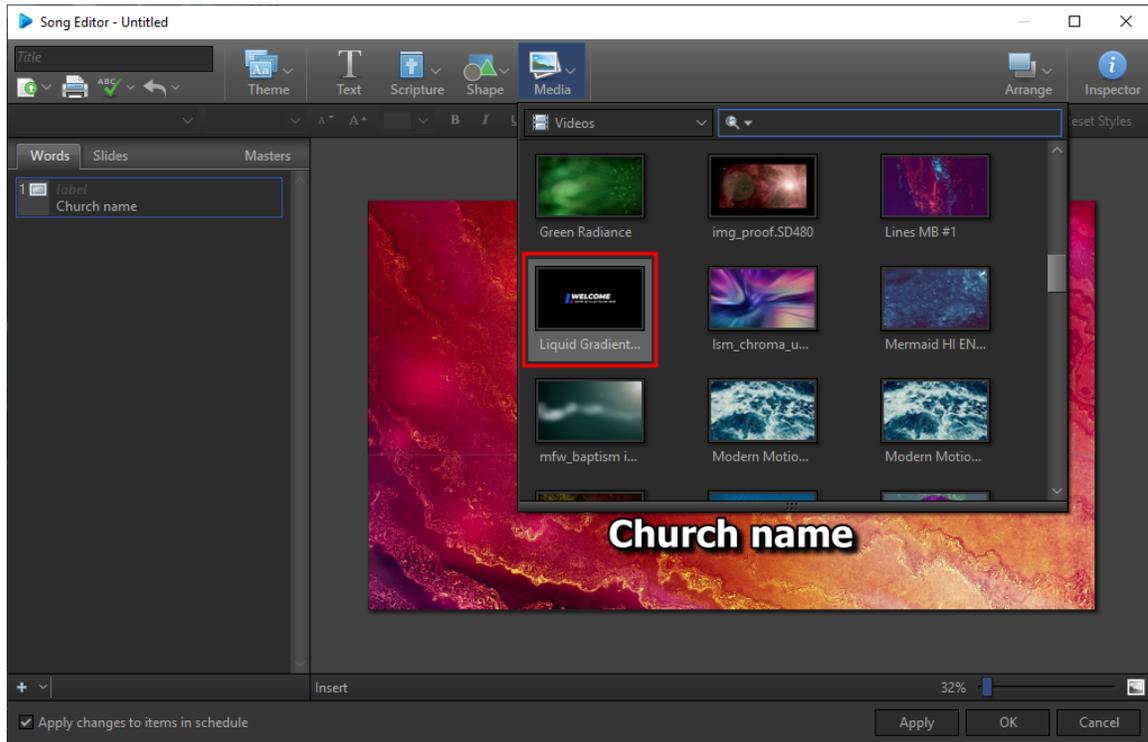
Here is an overlay video on top of a motion background. The overlay video is transparent allowing the motion background to be seen behind it.

NOTE In the image below, the left is before adding the overlay video and the right side is after adding the overlay video.



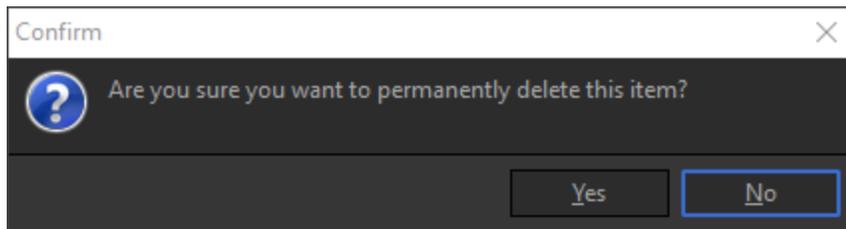
Overlay videos can be used as a foreground element on a slide as in the case above by editing your presentation, song, scripture or theme. To do this, follow the steps below.

1. Create a new or edit a Presentation, Song, Scripture or Theme.
2. Select the Media button on the toolbar and click on an overlay video to add it to the slide.



Deleting Videos

1. Click the **Media tab**.
2. Select **Videos** on the left in the **Resources Area**.
3. Right click the video that you want to delete.
4. Click **Delete**.
5. A message appears asking if you want to permanently delete the item.



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

Remote App

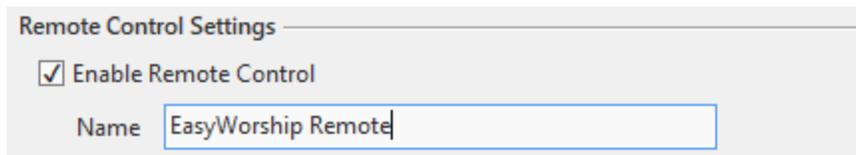
Remote Control

Mobile App setup

To control **EasyWorship** remotely with the mobile app, you will need to have the app installed on an iPhone, iPod, iPad or Android™ phone and have Bonjour installed on your PC.

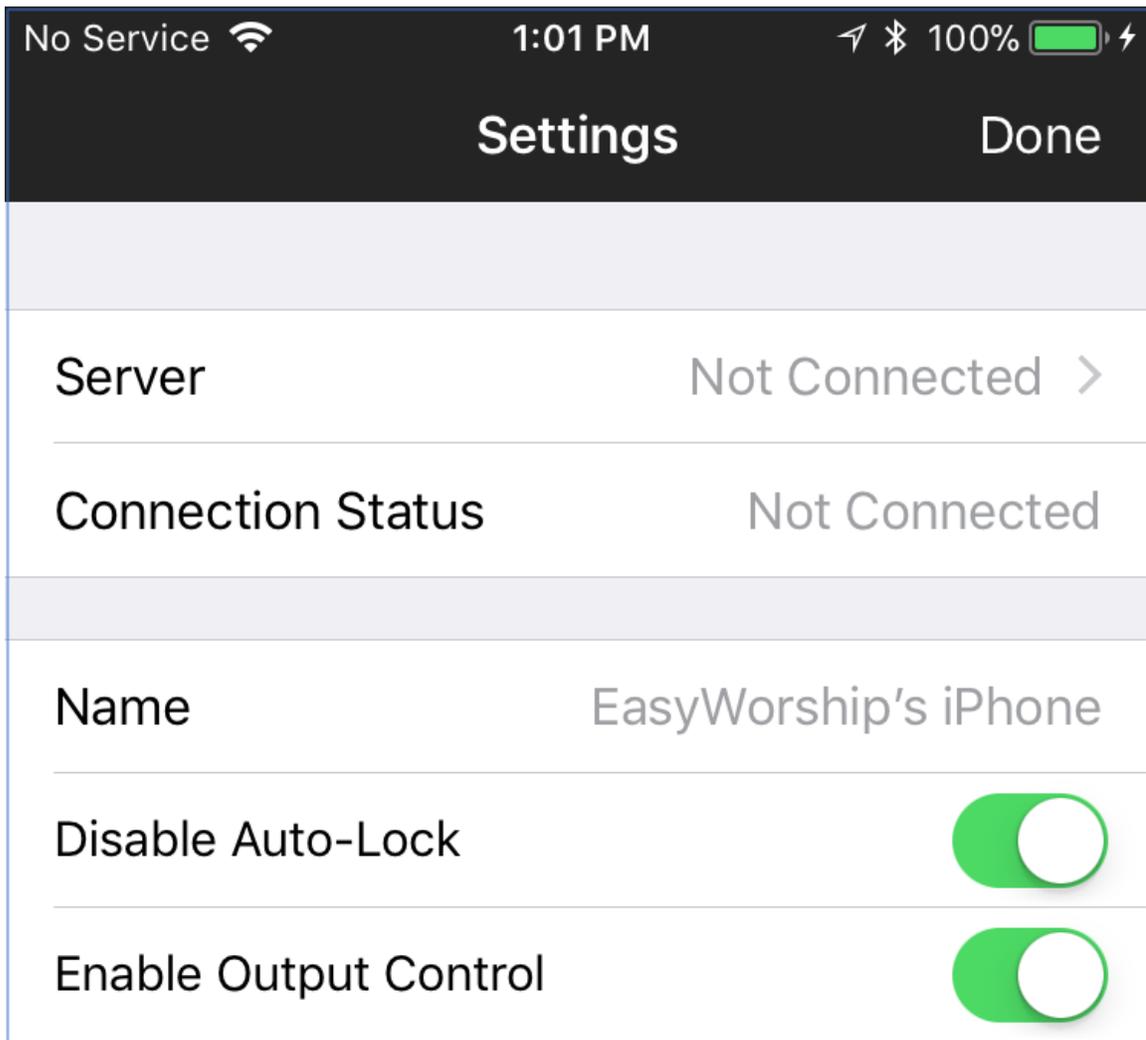
To set up the remote control,

1. In **EasyWorship**, click on Edit>Options>Advanced and make sure the box is checked to Enable Remote Control and click OK.

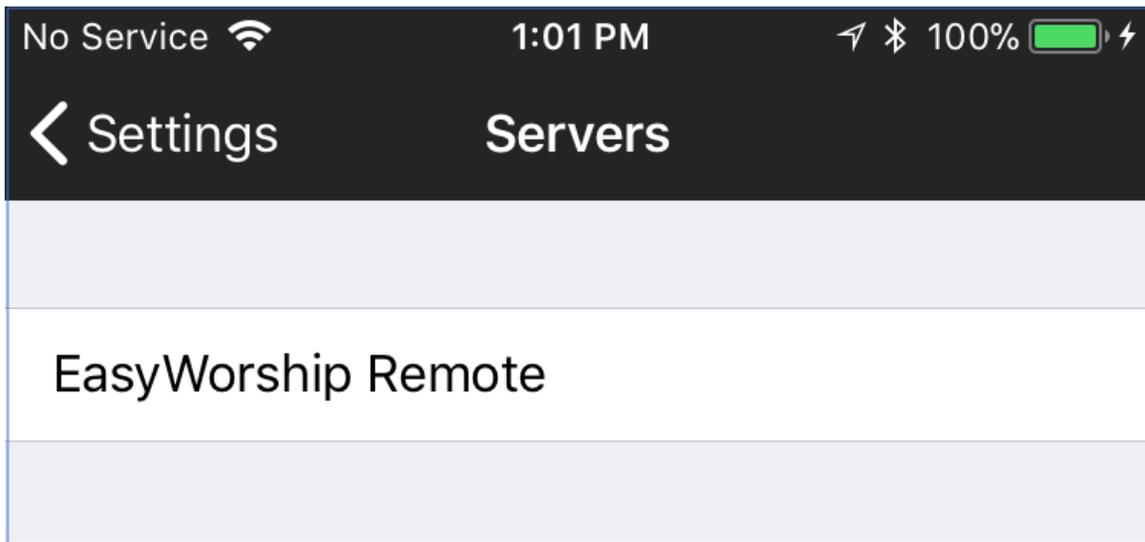


NOTE If you are prompted to install Bonjour, follow the onscreen steps to get that installed.

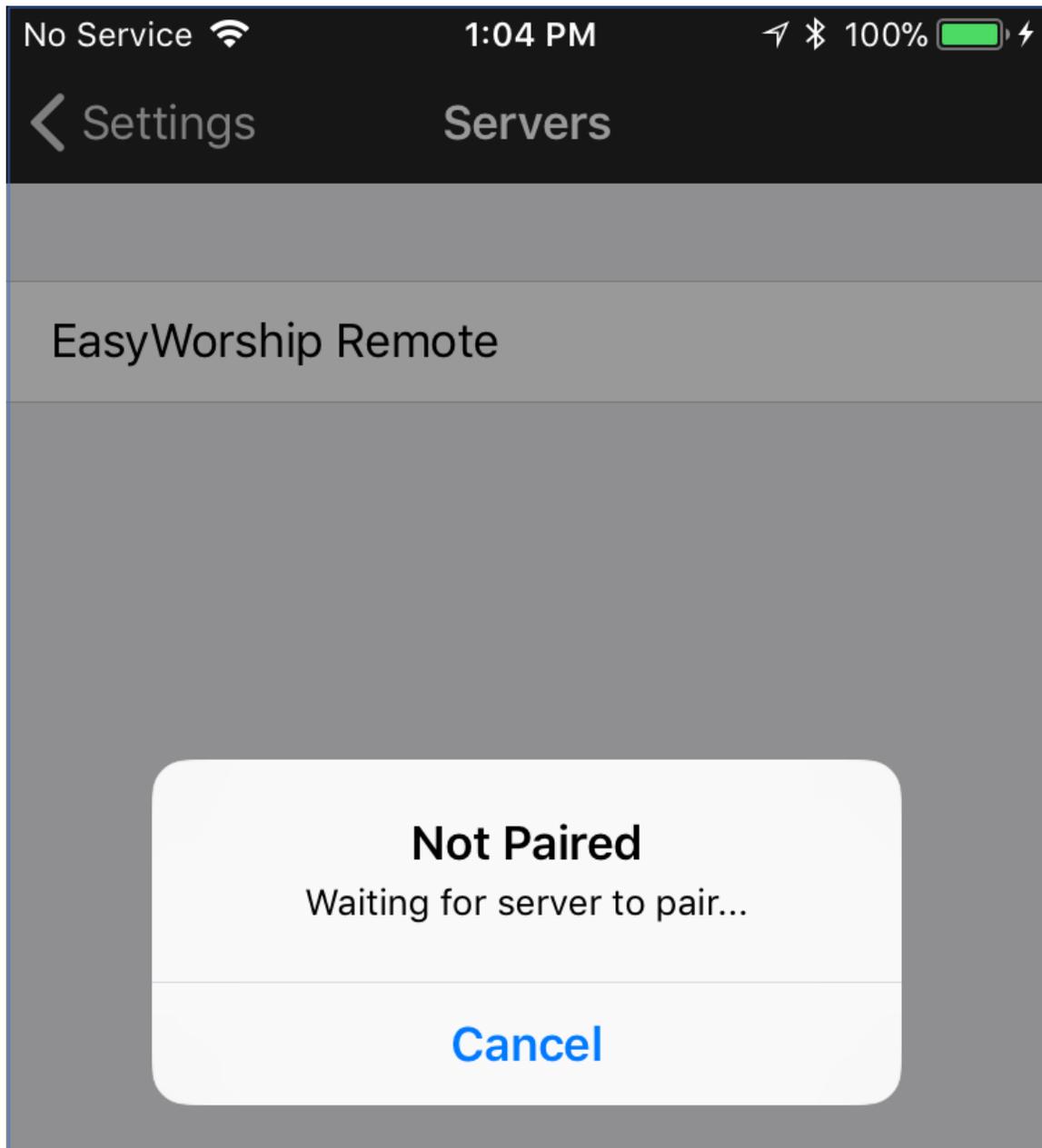
2. In the mobile app, go to Settings.



3. Select Server.



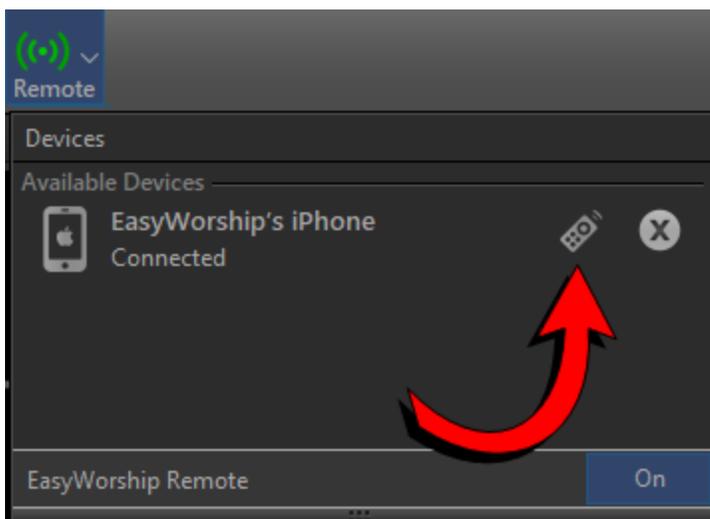
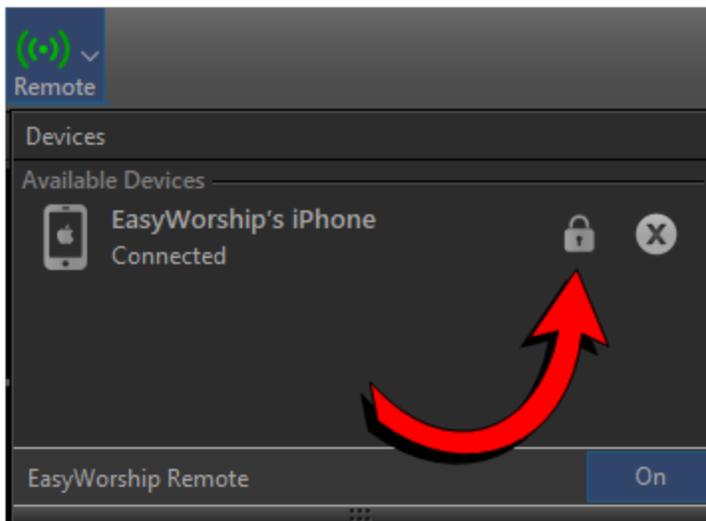
4. Choose the name of the PC you're connecting to.



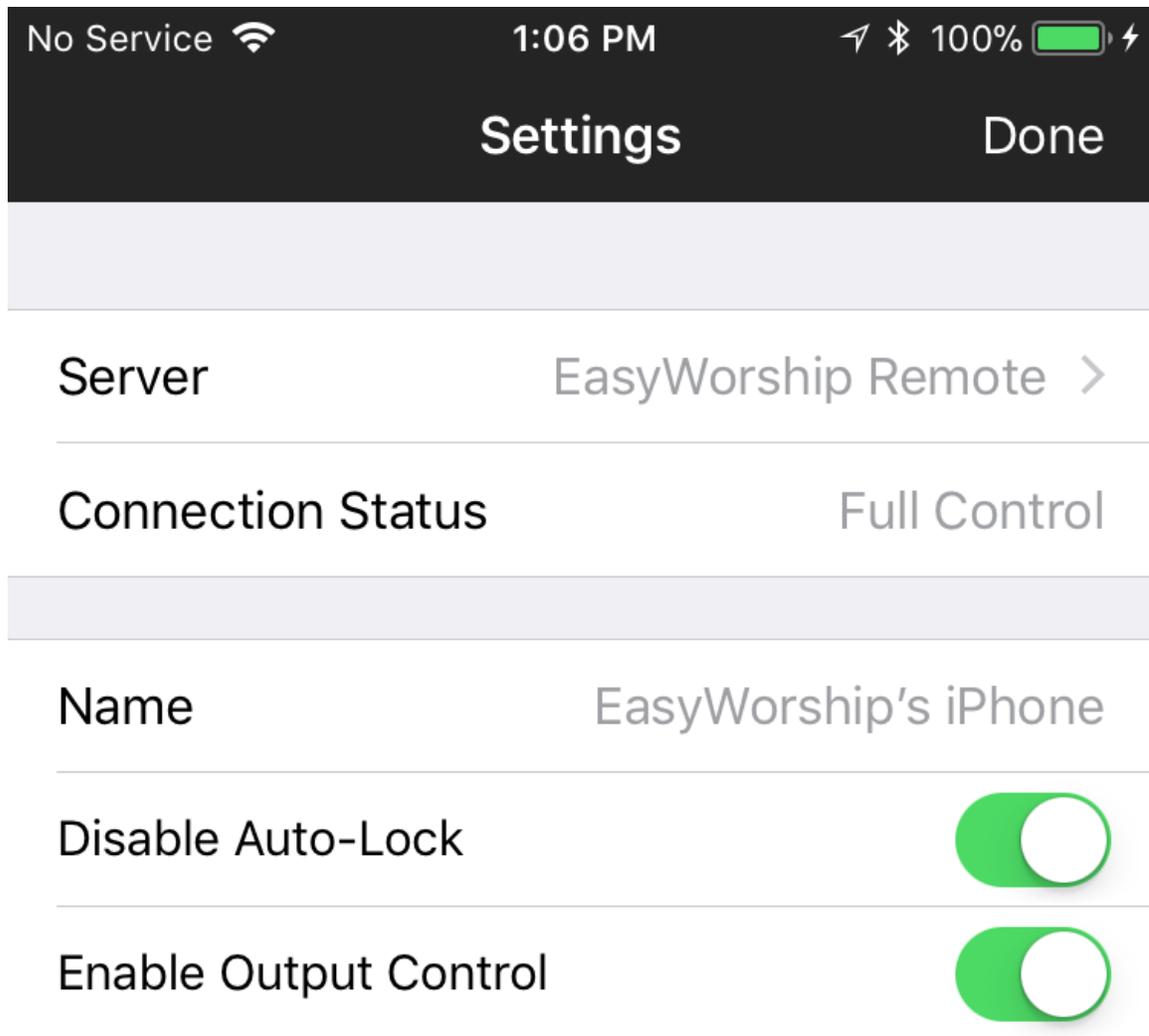
5. In **EasyWorship**, click Remote on the main toolbar and click Pair next to the mobile device you're connecting to.



6. Click the Lock Icon next to the device name to unlock it and make it available for controlling **EasyWorship**.



Click Done. You should now be able to control the schedule in [EasyWorship](#) from your mobile device.



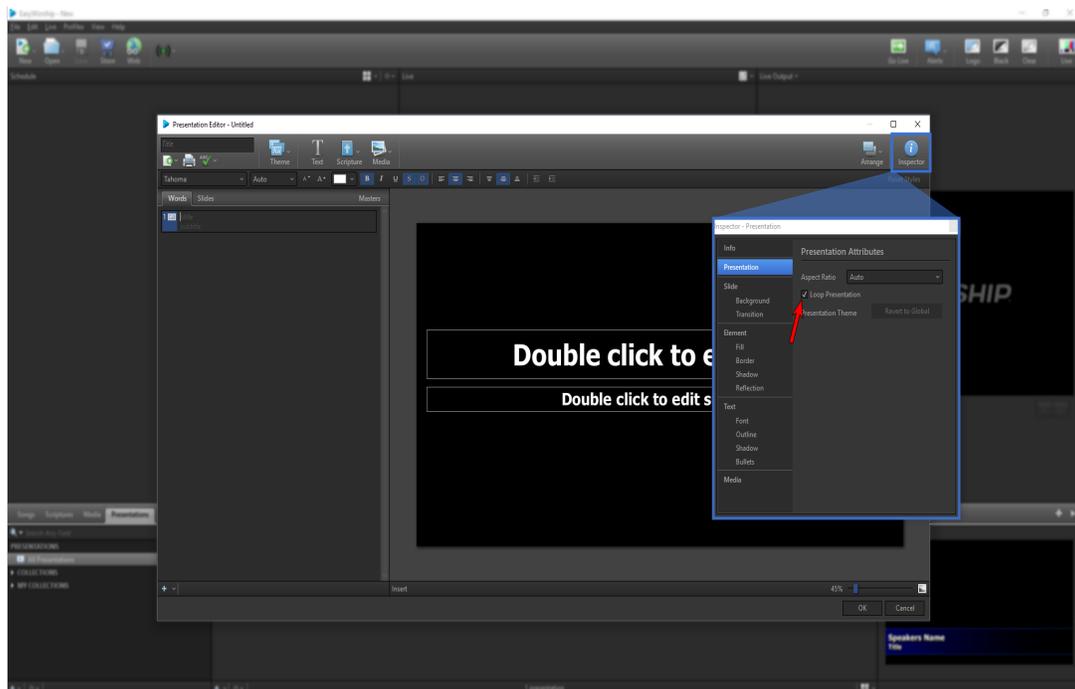
Announcement Loops

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

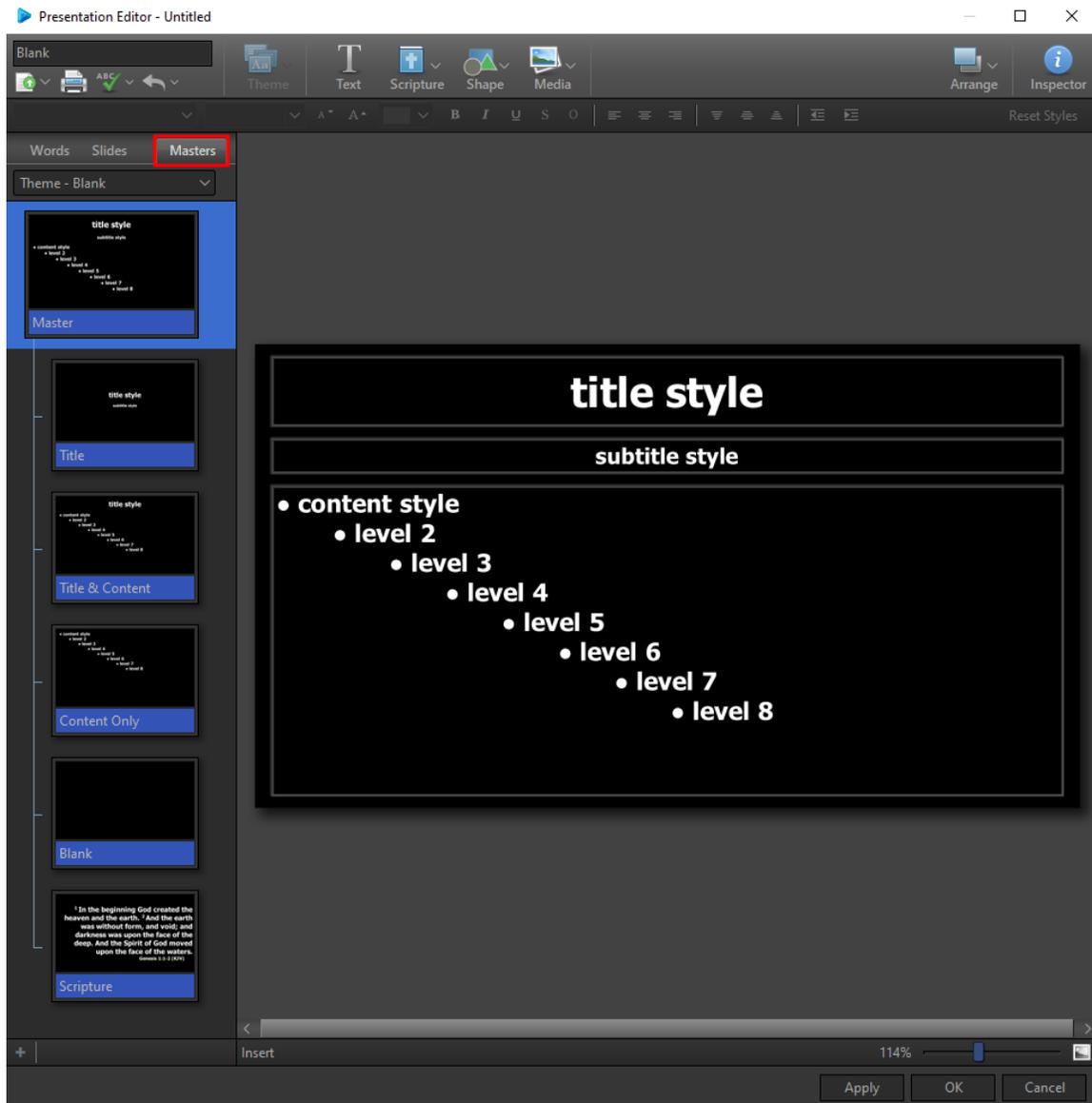
Slide loops are created in the **Presentations Area** of **EasyWorship**. When you're ready to play the loop, simply drag-and-drop it to the **Schedule Area** and click **Go Live**, or just double-click it to send it to the screen. The slides within the Presentation will loop until you go live with the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

Using the Slide Master to set Transition Times

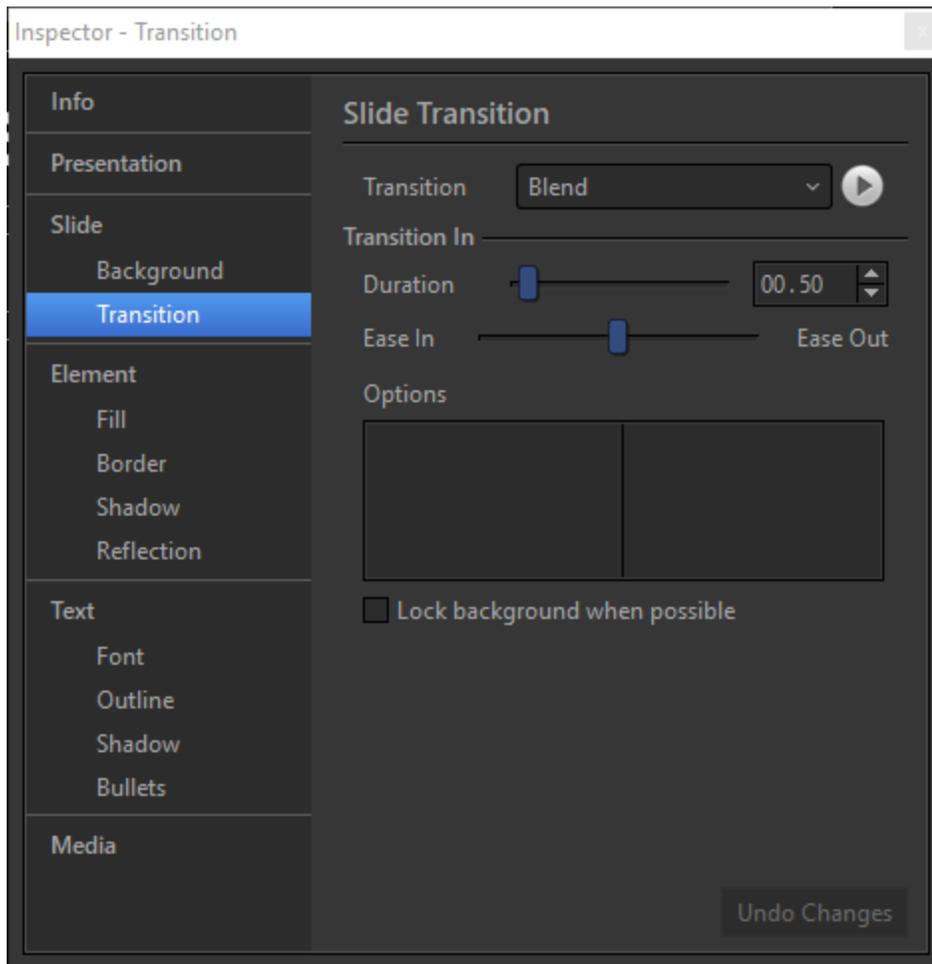
1. Create a new presentation (click the **Presentations** tab in the **Resource Area** and click the **Add**  icon).
- OR right-click an existing presentation and select the option to **Edit Presentation** or **New Presentation**.
2. Once the **Presentation Editor** opens, click **Inspector** in the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



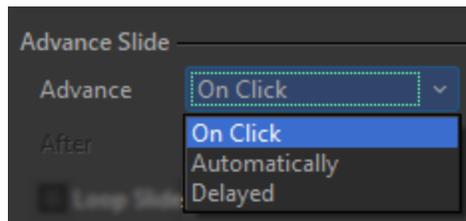
4. Select the **Masters** tab in the Presentation Editor.



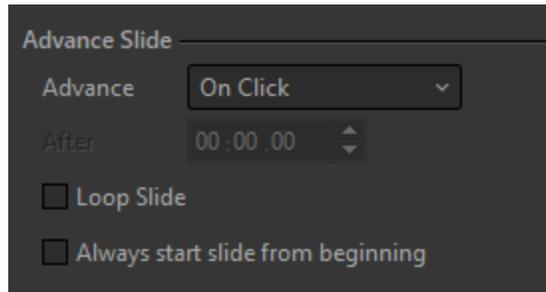
5. Select the Master Slide (first slide at the top).
6. In the Inspector, select **Transition** under the Slide settings.



7. Set the transition and any other desired options.
8. Select the **Slide tab** and set the desired slide options:
 - **Advance Slide**
 - **On Click** advances the slide when you click the mouse.
 - **Automatically** advances the slide automatically after the set time.
 - **Delayed** advances the slide when the media on the slide has finished playing.



- **After** - Set the number of seconds you wish to wait before transitioning to the next slide. (mm:ss.ff)
- **Loop Slide** - Set the slide to loop continuously until you select another slide.
- **Always start slide from beginning** - Set the slide to always play all elements from the beginning.



9. Close the **Inspector**.
10. All slides will be updated by this change. If you want to modify the time for a specific slide, select that slide from the **Words** or **Slides** tabs and use the Inspector to change the timing.
11. You can also change these settings for the different individual slide themes from the **Masters tab**. Instead of selecting the Master slide at the top left, you can select Title, Title & Content, Content Only, Blank or Scripture slide.
12. Add as many slides as desired. Then, enter a name for the presentation in the **Title** field and click **OK** to save.

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

Compose

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

The location and presence of Compose depends on the selected view in Easy Worship.

SEE "Main Sections of the Interface" on page 77 for more information about the views available in [EasyWorship](#).

Preview and Live View

In the Preview and Live view of [EasyWorship](#) you will compose in the **Preview** window.

1. Select a song in the schedule or in the database by single clicking on it.
2. Click the **Themes** tab.
3. Double click the song theme you want to use to apply it to the song in the preview window.
4. If you want a different theme on one slide only, drag and drop the theme to the slide in the **Preview** window.
5. Press the **GoLive**  button on the main toolbar to send it Live immediately.

Preview and Live Combined View

In the Preview and Live Combined view of [EasyWorship](#) you will compose in the **Live** window.

1. Select a song in the schedule or in the database by single clicking on it.
2. Click the **Themes** tab.
3. Double click the song theme you want to use to apply it to the song in the **Live** window.
4. If you want a different theme on one slide only, drag and drop the theme to the slide in the **Live** window.
5. Press the **GoLive**  button on the main toolbar to send it Live immediately.

Live with Resource Preview View

In the Live with Resource Preview view of **EasyWorship** you will compose in the **Compose** window.

1. Select a song in the database by single clicking on it.
2. Click the **Themes** tab.
3. **Single** click the song theme you want to use to apply it to the song in the **Compose** window.
4. Double click the song theme to Go Live to the song with that theme immediately, or press the **Play** button in the top right corner of the Resource area to Go Live to it immediately.



5. Press the **Plus** button in the top right corner of the Resource area to add it to the Schedule.



Display Foldback (Stage Display)

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

What Is Display Foldback?

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

Hardware Options

In order to use Display Foldback in [EasyWorship](#), you will need one of the following hardware solutions:

Desktop Computer

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

Laptop Computer

We recommend using a laptop with an NVIDIA GTX or RTX video card, but normally you will only have one video port on the laptop. In this case, a Matrox DualHead2Go or TripleHead2Go box is required to connect the front of house and foldback screens to the laptop.

SEE "System Requirements" on page 91 in our Knowledge Base. This will help you to find the best video cards to use for Stage Display purposes. You can order any one of these online from NewEgg.com or amazon.com.

Setup for NVIDIA GeForce GTX/RTX Video Card

Set Up Video Card and Windows

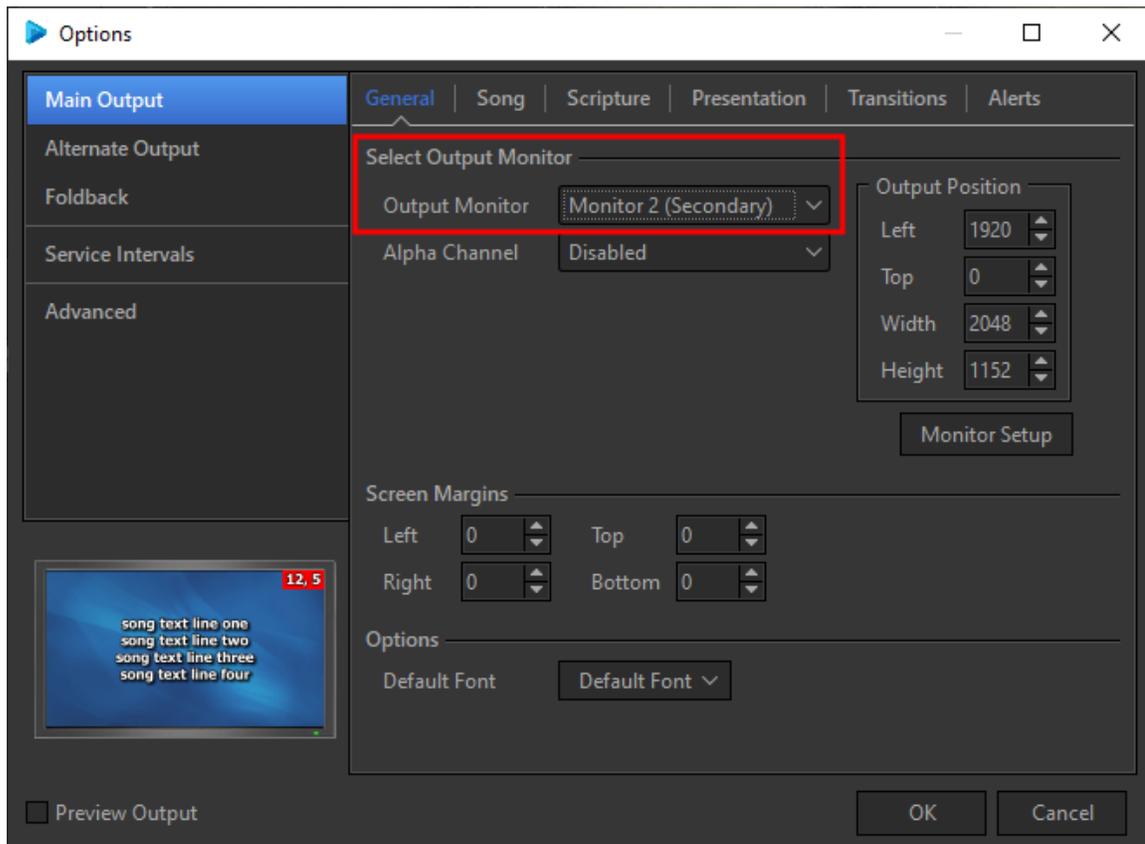
1. Connect the front of house video cable (from the output device the congregation will see) to one of the video ports on the video card.
2. Connect the foldback video cable (from the output device the stage will see) to another video port on the video card.

NOTE If the ports on your video card don't match your cables you can use a converter to connect your projector or TV to a port on your video card.

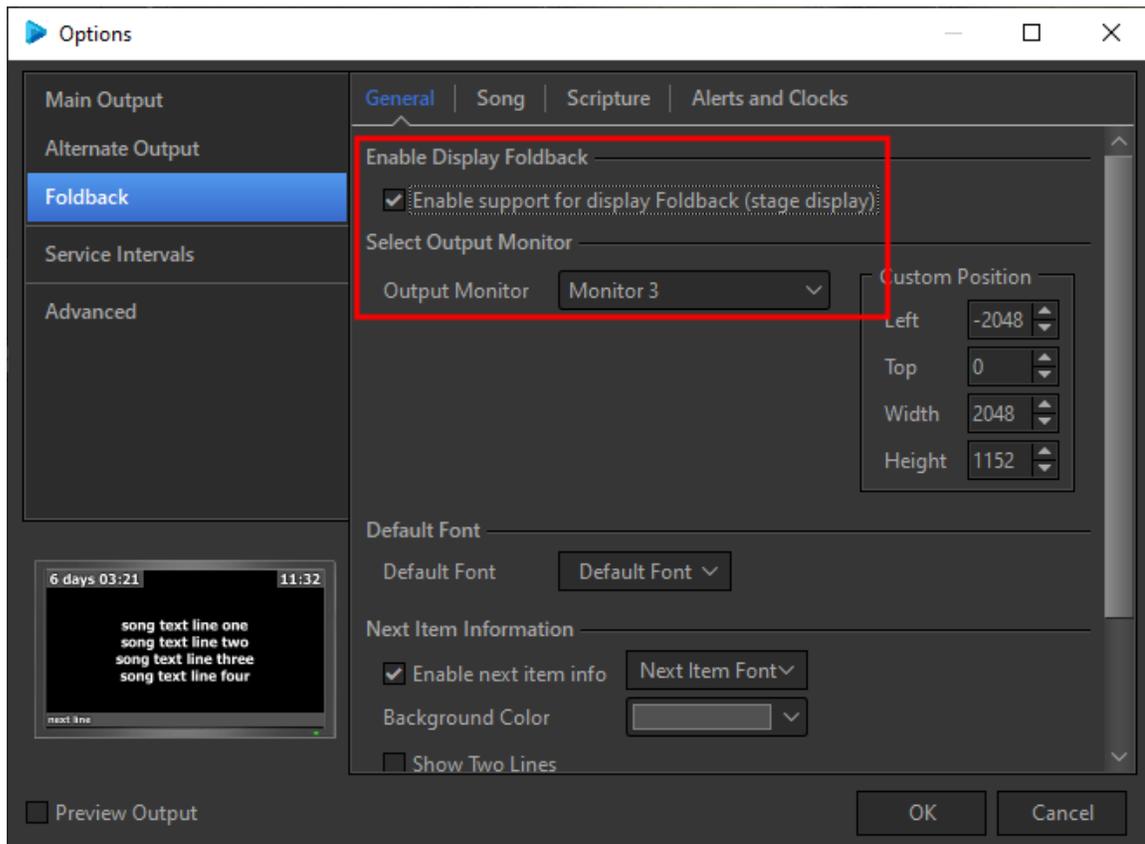
3. Extend the Windows desktop to the secondary and third monitors.

Set Up [EasyWorship](#)

1. In [EasyWorship](#), click **Edit > Options**.



2. Under the **Live Option** tab, click the **Output Monitor** drop-down, then select the monitor you wish to use for the Front of House display.
3. Click the **Foldback** tab on the left and check the box to **Enable support for display Foldback (stage display)**.
4. Under **Select Output Monitor**, select the monitor you wish to use for Display Foldback.



5. Click **OK**. Display Foldback has been configured.

Setup for the Matrox DualHead2Go

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

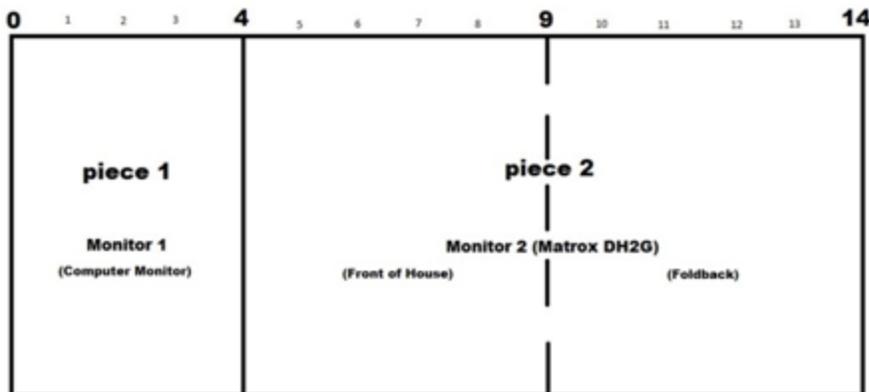
Example 1

Imagine you have two projectors. You know that one is for the audience and the other is projecting onto the back wall for the stage to see, but Matrox just sees these as two outputs side-by-side. Now, if each projector has a resolution of 1024x768 (that's 1024 pixels wide and 768 pixels tall), then together (side-by-side) the resolution will be 2048x768. When you connect the Matrox box to the two projectors, the combined resolution will be 2048x768. That's all the Matrox box needs to

know. **EasyWorship** will communicate that to the Matrox box, as well as which graphics and words to send to the first projector for the audience, and which graphics and words to send to the projector for the stage. As long as you set **EasyWorship** up correctly, it will take care of telling the Matrox box what to do.

Example 2

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



Finding Left Positions

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

1. **Left Position for Front of House:** To find the left position for the Front of House screen (piece 2), we just need to know the width of Monitor 1 (piece 1). In the example above, the width of piece 1 is 4. Piece 1 goes from 0 to 4, so piece 2 starts its left position at 4. Not too bad.
2. **Left Position for Display Foldback Screen:** To find the left position of the Display Foldback screen (second half of piece 2), we need to know the distance from the left side of

piece 1 to the middle of piece 2. We will add the width of piece 1, which is 4, to half the width of piece 2, which is 5 (or $4+5=9$). So, in the example above, the left position of the Display Foldback screen would be 9.

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

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

Finding Width and Height of Both Monitors

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

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

Example Screen Resolutions (below):

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



IMPORTANT! These resolutions may be different on your computer. Write this information down for use in the steps under Front of House Settings and Foldback Settings. If the second monitor is not

already set to a double-wide resolution, change the change the resolution in the windows display settings to a double-wide resolution.

Common double-wide resolutions to use:

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

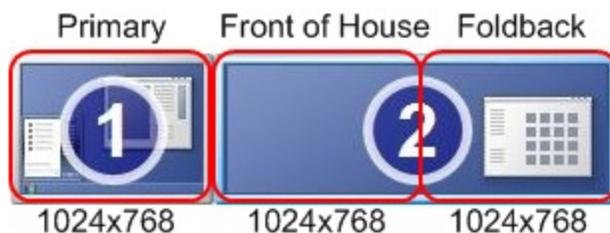
If one of these resolutions is not available, you may need to contact [Matrox Technical Support](http://www.matrox.com/graphics/en/support/) (www.matrox.com/graphics/en/support/).

Front of House Settings

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

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

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



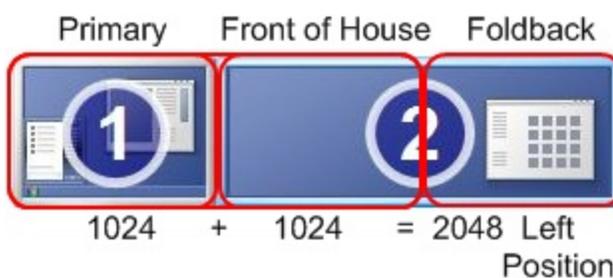
NOTE It is unlikely that your screen resolution will match the example above. To determine the values needed to correctly set up [EasyWorship](#) for your situation, see "Finding Left Positions" on page 393 and "Finding Width and Height of Both Monitors" on page 394 above.

Foldback Settings

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

Using the example illustration below, your custom position settings in [EasyWorship](#) for Foldback would be the following:

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



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

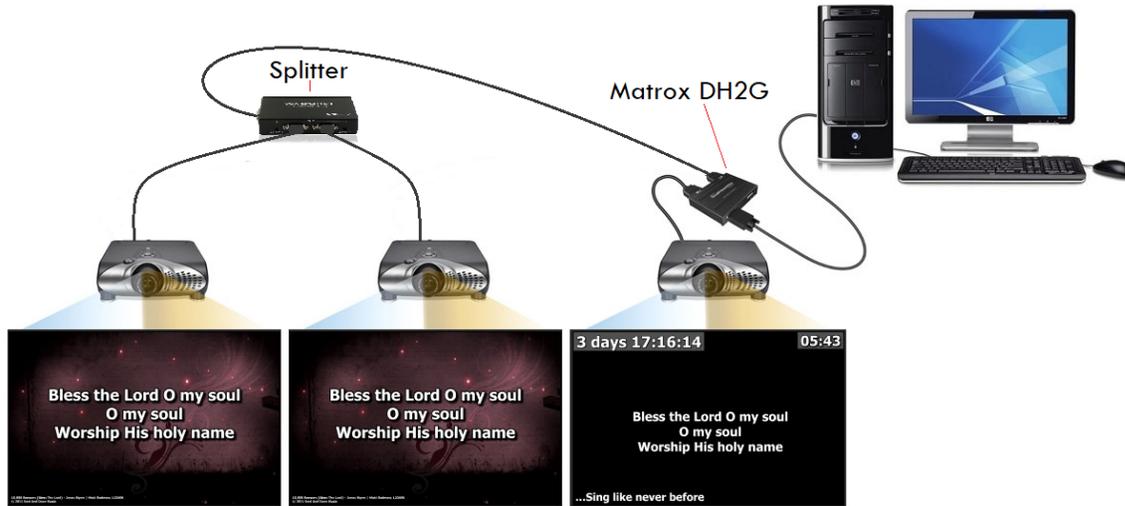
Matrox DualHead2Go Connection Examples

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

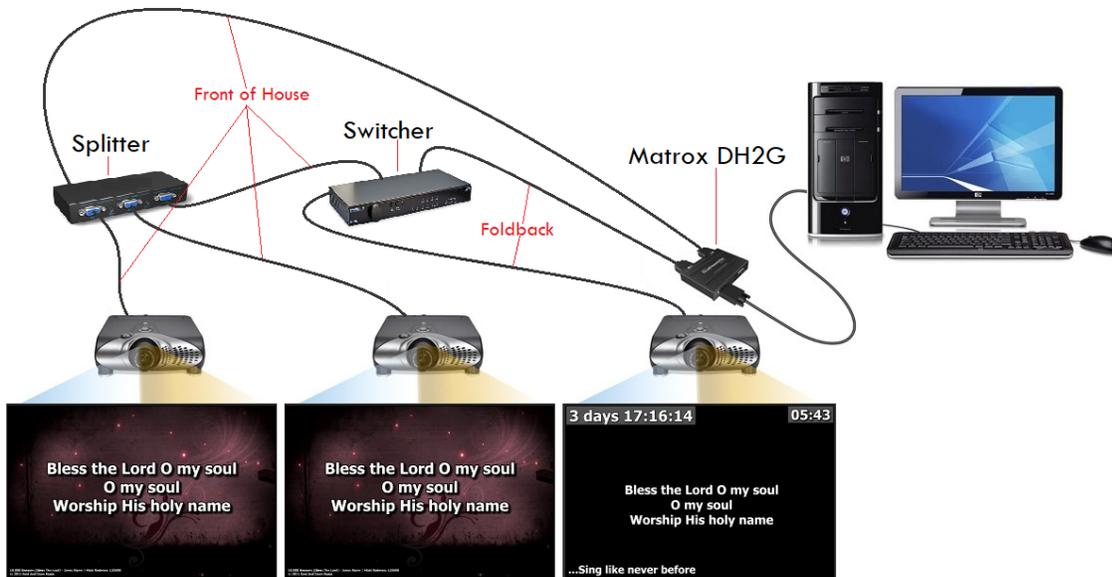
Without a Splitter



With a Splitter



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



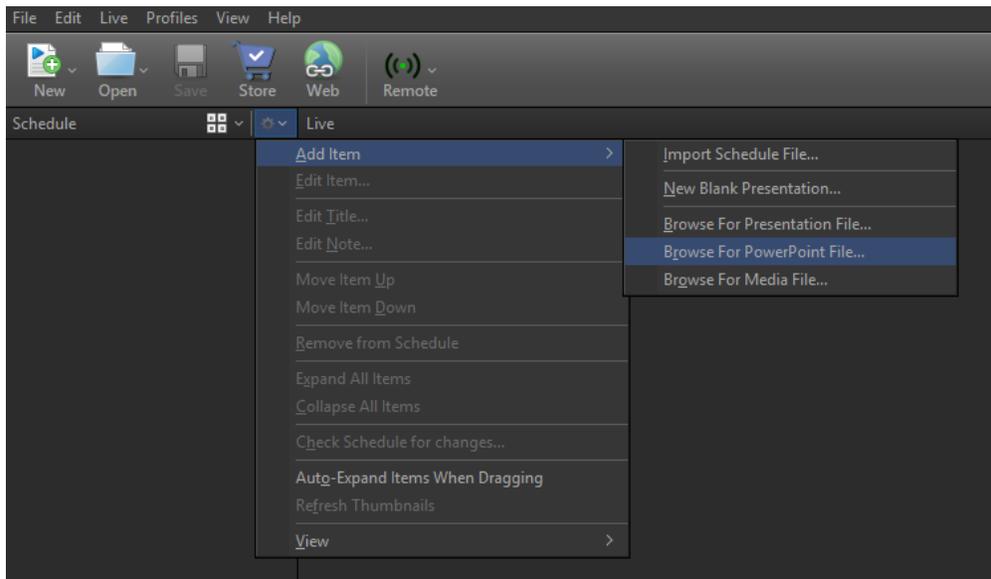
PowerPoint Integration

Importing a PowerPoint Presentation into EasyWorship

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

Adding a Presentation to the Schedule

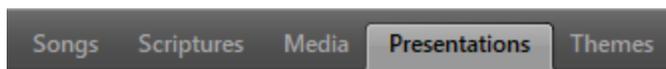
1. Click the **Settings**  icon in the **Schedule Area**. Select **Add Item... > Browse for PowerPoint file....**



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

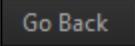
Adding a Presentation to the Presentations Tab

1. Click the **Presentations** tab in the **Resource Area**.

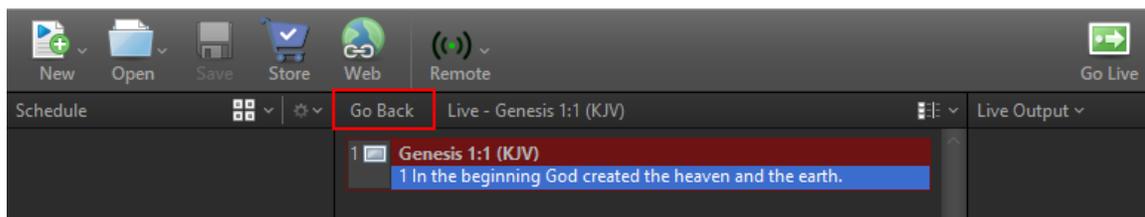


2. Click the **Settings**  icon and select **Import PowerPoint file...**
OR right-click anywhere in the **Presentations Area** and select **Import PowerPoint file...**
3. Navigate to and select the desired PowerPoint presentation and click **Open**.
4. If you want to edit that file, right-click the file in the **Presentations Area** and select **Edit Presentation...** **EasyWorship** will open the PowerPoint application for you to make your edits. When finished making edits, save the PowerPoint file and close the PowerPoint application and the presentation will be updated in the **Presentations Area** in **EasyWorship**.
5. To add the presentation to the Schedule, drag-and-drop it from the **Presentations Area** to the **Schedule Area**.

Jumping In and Out of a PowerPoint Presentation

EasyWorship gives you the option to use a PowerPoint presentation, but if you want to use a scripture verse from **EasyWorship**, you have to get out of the PowerPoint presentation to go to a scripture. **EasyWorship** gives you a Go Back  button to return to the slide you were on if you use the scriptures while live to a PowerPoint presentation.

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



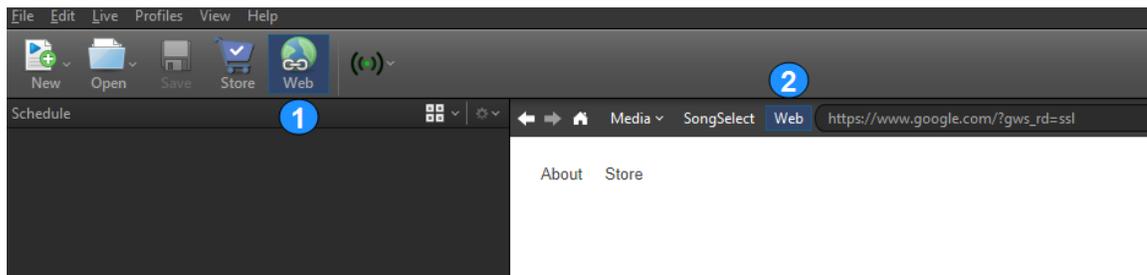
3. Click **Go Back**. The PowerPoint presentation displays to the live output at the same place you exited to project the scripture.

Web Pages

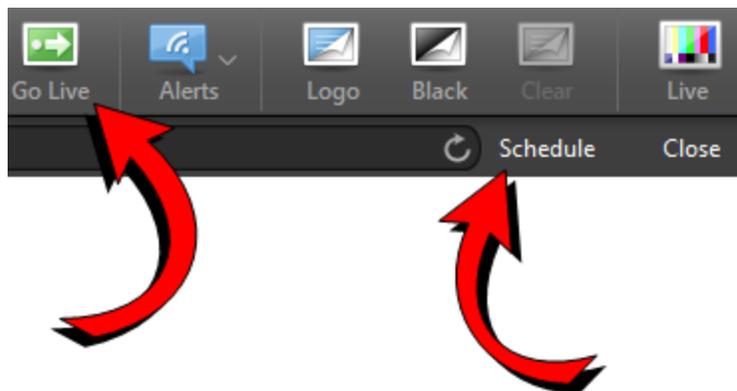
As long as you have an internet connection, you can add a web page to your schedule.

1. Click **Web**  on the toolbar.

2. Click **Web** in the browser window that appears.



3. In the address bar, enter the desired URL.
4. Click **Schedule** in the upper-right of the browser window or simply click **Go Live** to send it directly to your live output.



5. Remember that this is only a link. You must maintain an internet connection for the web page to display.

ADVANCED

Backup And Transfer Your Database

Using The Transfer Tool To Transfer EasyWorship From One Computer To Another

If you want to use the transfer tool provided by EasyWorship to easily backup and restore your song and media database from one computer to another, you can follow the instructions on our support page [HERE](#)

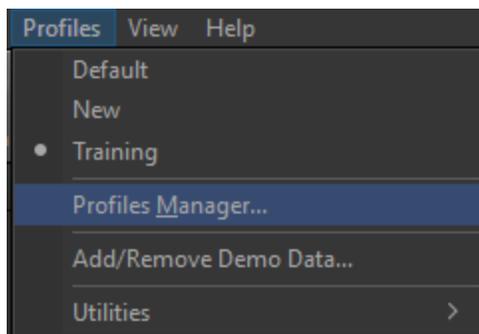
SEE "Restore EasyWorship Data" on page 408 for instructions on restoring the database back to a computer.

Backup EasyWorship Data

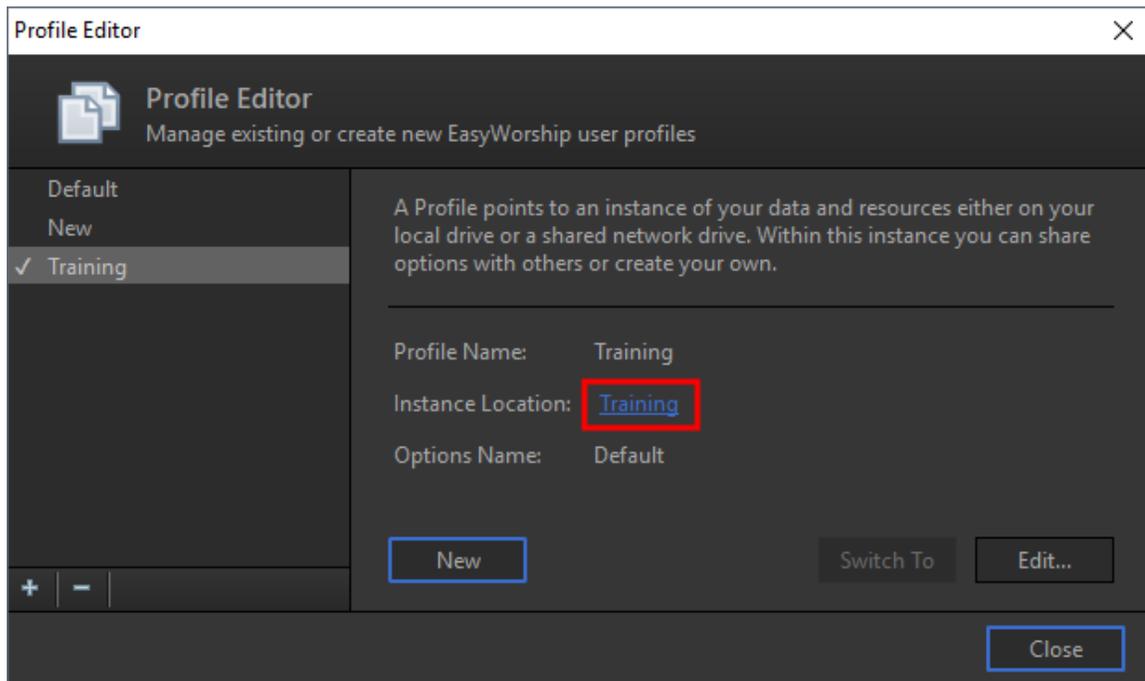
The following instructions will help you backup your **EasyWorship** songs and media database so you can restore it to another. Before starting this process, you will need a USB flash drive or external hard drive. In the steps below, we will call this your backup drive.

IMPORTANT! ***Before starting this process , you will need a USB flash drive or external hard drive. (in the steps below, we will call this your backup drive.)

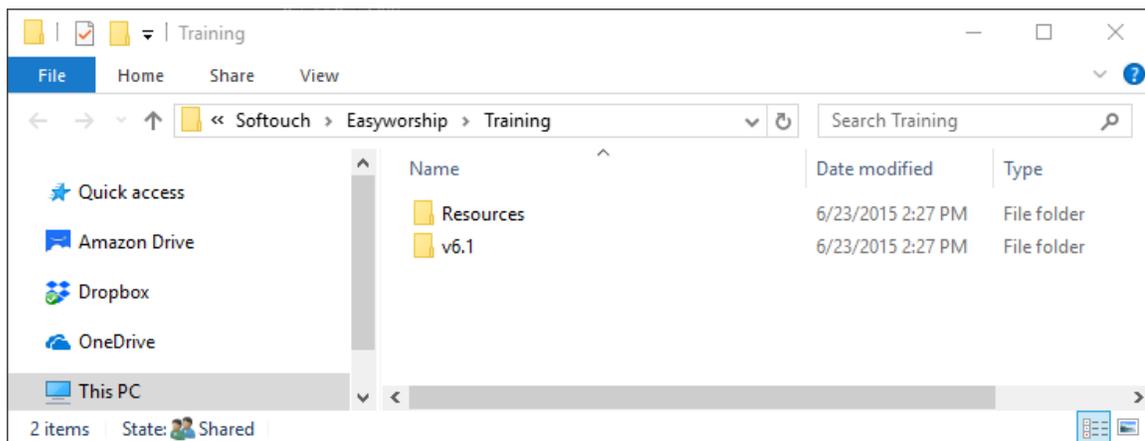
1. Connect your backup drive*** to the computer.
2. Close all other programs and windows before starting.
3. Open **EasyWorship**.
4. Click the Profiles menu.
5. Click Profiles Manager.



6. In the middle of that window, click on the blue link next to the words 'Instance Location'.

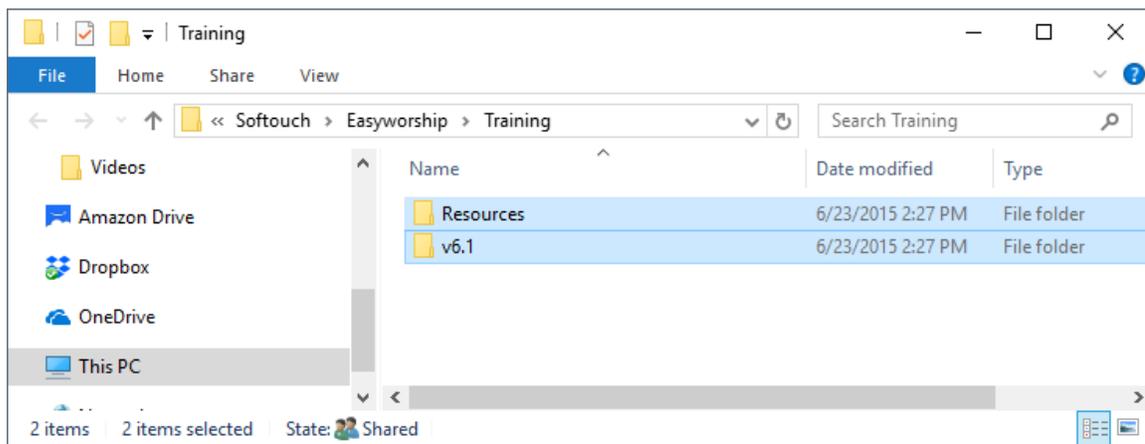


7. A new Windows File Explorer window will open. Do not close this window. Click the Minus sign  in the top right corner to minimize it to your Windows taskbar.



8. Click Close on the Profile Editor in **EasyWorship**.
9. Close **EasyWorship**.

10. Restore the Windows File Explorer by clicking on the Windows folder icon  on the taskbar.
11. You should now see the File Explorer window that appeared on step #7 (when you clicked the link next to Instance Location).
12. Hold down the Ctrl key on the keyboard and click on the Resources and v6.1 folders, then release the Ctrl key. (Both of those folders should now be highlighted blue)



13. Right click on either one of those selected folders and click 'Send to' from the pop-out menu.
14. You will see a second pop-out menu with a list of locations to send the files to. Click on the backup drive you connected in step 1. (you should see files copying)
15. When the folders have finished copying, you can disconnect the drive from the computer.

Your song and media databases are now backed up on your USB or external drive. You can store this in a safe location to use as a backup file in case you have a hard drive failure in the computer and need to restore your database, or you can use it to transfer that database to another computer.

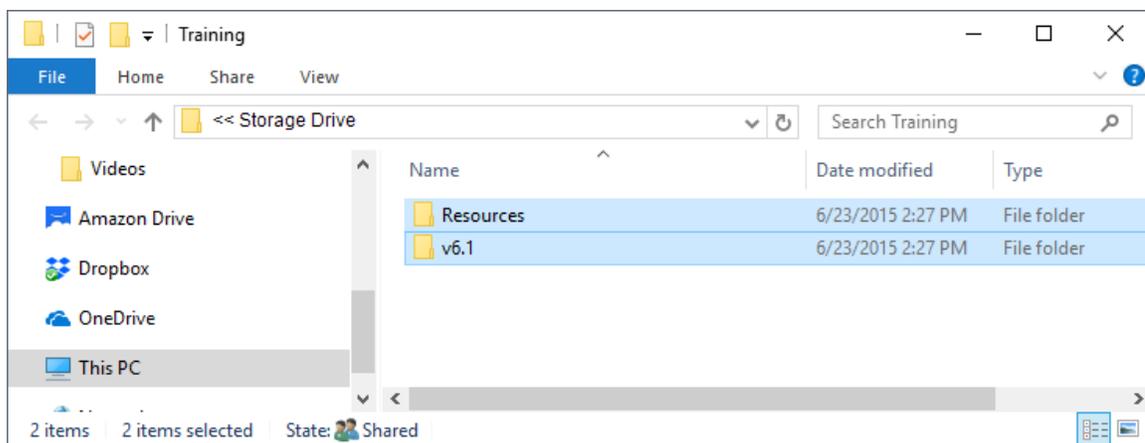
SEE "Restore EasyWorship Data" on page 408 for instructions on restoring the database back to a computer.

Restore EasyWorship Data

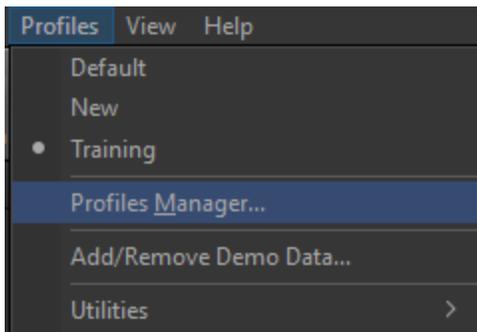
The following instructions will help you restore your **EasyWorship** songs and media database from your USB or external drive back to your computer's hard drive.

IMPORTANT! Before starting this process, you will need the USB flash drive or external hard drive used in [Backing up the EasyWorship data](#). In the steps below, we will call this your backup drive.

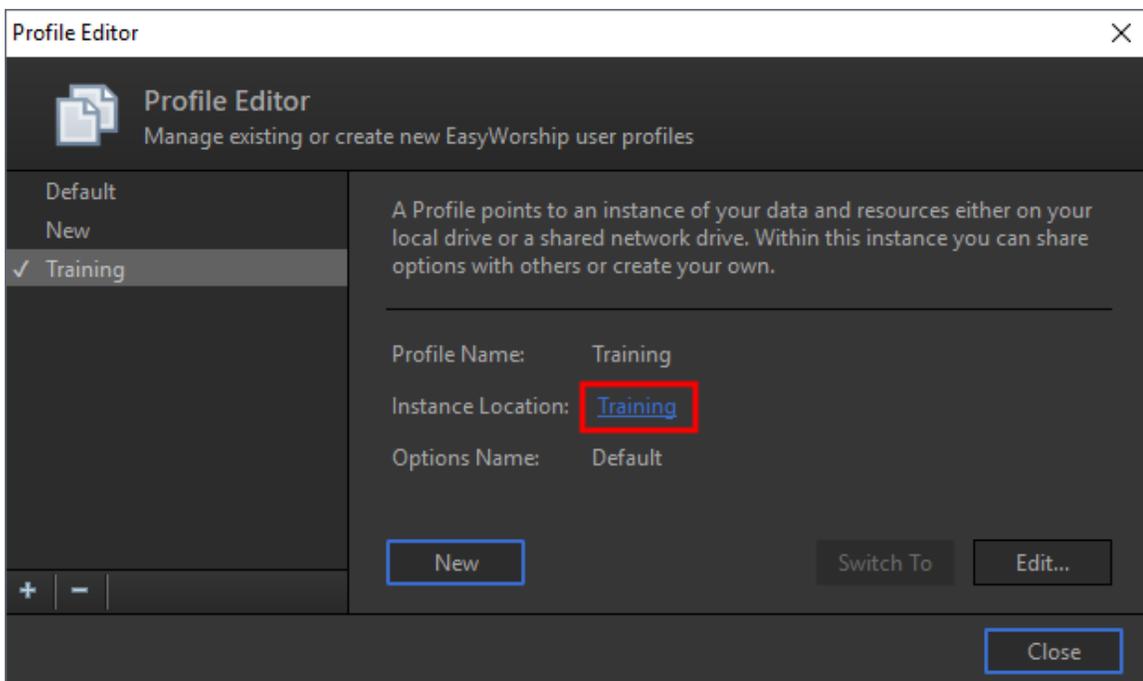
1. Connect your backup drive that contains the **EasyWorship** data to the computer.
2. Close all other programs and windows before starting.
3. Open the Windows File Explorer on the computer by holding down the windows logo key on the keyboard  and pressing the E key OR click the Folder Icon  on the Windows taskbar.
4. Click on your backup drive from the menu on the left side of the window.
5. Highlight both folders (Resources and v6.1) that you backed up from the 'old computer'. (You can hold down the Ctrl key on the keyboard and click each folder to highlight them)



6. Right click on either one of the selected folders and click Copy. (you won't see anything happen)
7. You are done with this window, Close it.
8. Open **EasyWorship**.
9. Click on the Profiles menu.
10. Click Profiles Manager.

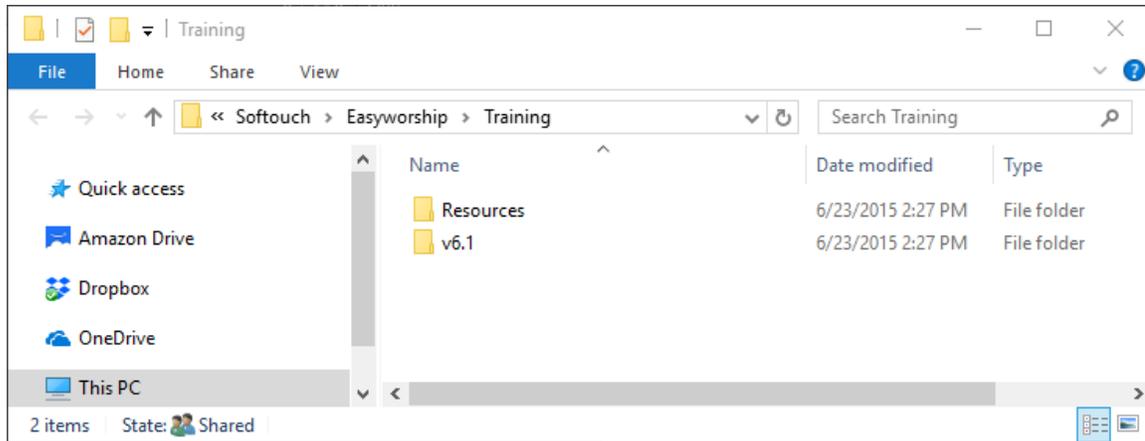


11. In the middle of that window, click on the blue link next to the words 'Instance Location'.

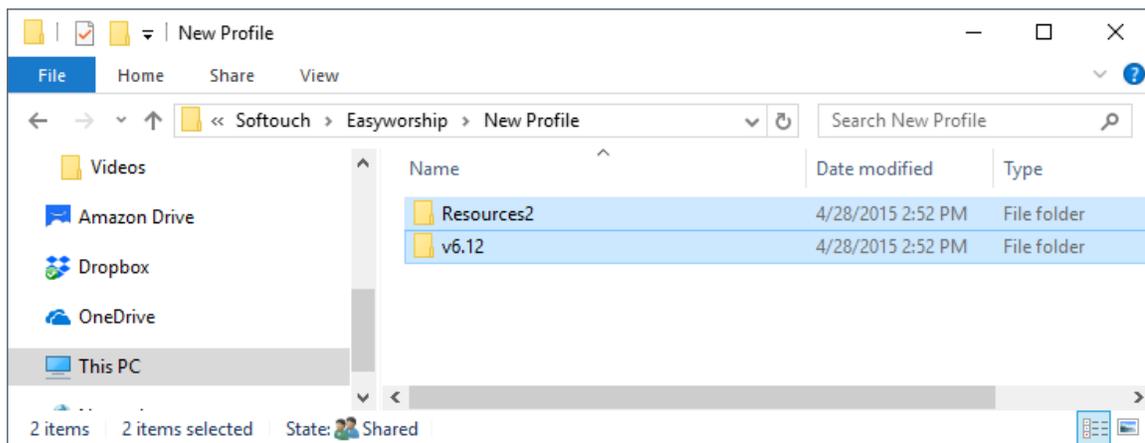


12. A new Windows File Explorer window will open. Do not close this window. Click the Minus sign  in the top right corner to minimize it to your Windows taskbar.
13. Click Close on the Profile Editor in **EasyWorship**.
14. Close **EasyWorship**.
15. Restore the Windows File Explorer by clicking on the Windows folder Icon  on the taskbar.

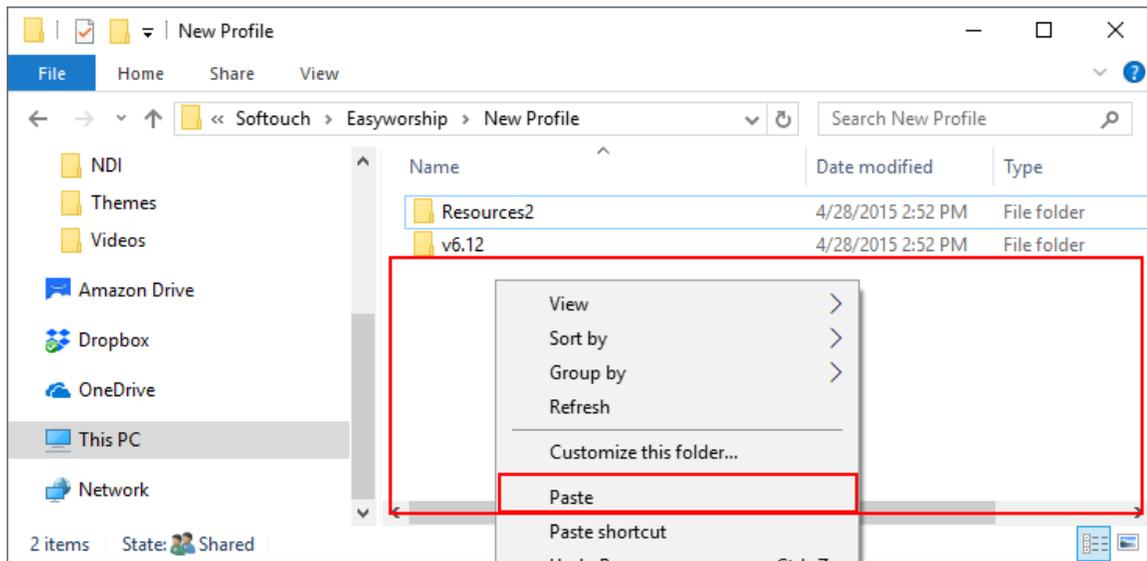
16. You should now see the File Explorer window that appeared on step #12. (when you clicked the link next to Instance Location).



17. Right click on each folder (Resources and v6.1) in this window and Rename them by adding the number 2 after the folder name. (Resources2, v6.12)



18. Right click in a blank area in that same window and click Paste.



19. Once the files have completed pasting, open [EasyWorship](#) to verify your database has transferred.

SEE "Backup EasyWorship Data" on page 405 if you have not yet backed up your data and would like to know how.

Bitfocus Companion Plug-In

With the Bitfocus Companion plug-in, you can easily control your **EasyWorship** schedule. In this article, find out how to connect Companion and **EasyWorship** together and how to simply drag and drop the actions you want it to perform to the emulator or use it with the Stream Deck.

Enable Remote Control in **EasyWorship**

1. Open **EasyWorship**.
2. Click the Edit menu.
3. Select Options.
4. Click Advanced.
5. If the check box next to "Enable Remote Control" is not checked, check it.
6. If you want to change the server name, you can do that here as well.
7. Click OK.

Install Companion

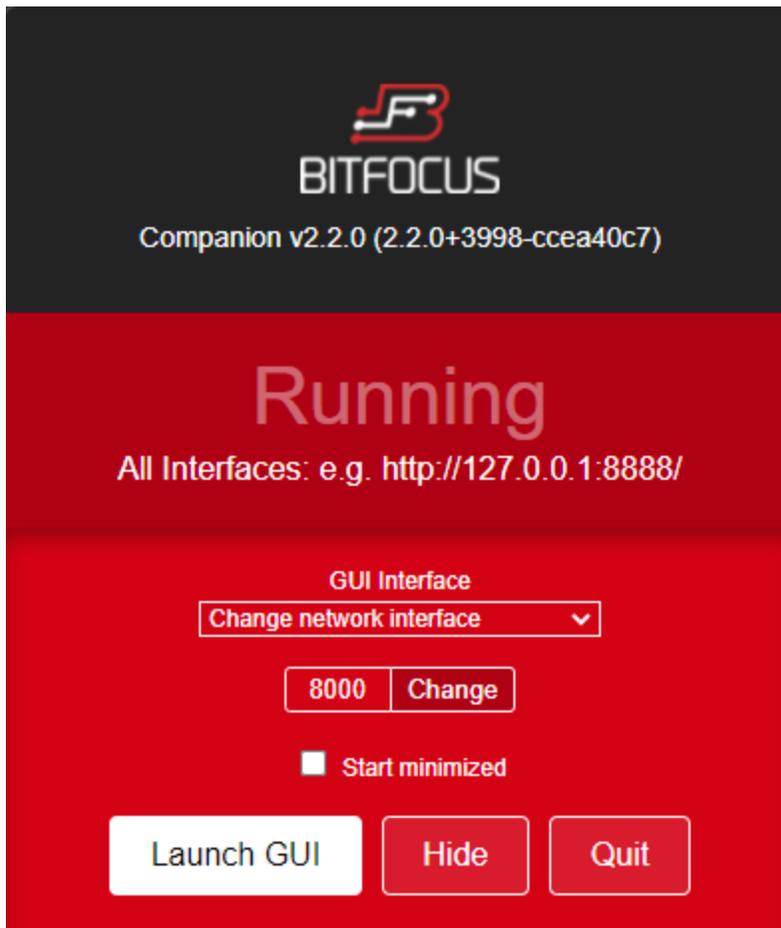
1. In your web browser, browse to <https://bitfocus.io/companion/>.
2. Login and download Companion.

NOTE If you don't have an account, create a new, free account to download.

3. Click to run it.
4. Follow the onscreen instructions to install it correctly.

Configure Companion

1. Open Companion.
-



2. Select your GUI Interface from the dropdown list.
3. Click Launch GUI. (if you are using a Stream Deck with Companion, please make sure the Stream Deck software is closed on the computer)
4. You should see the configuration wizard. (if not, click it on the left)
5. Click Next.

Welcome to Companion

Whether you are a new user or upgrading, there are a number of settings you should review before using Companion. This wizard will walk you through the following configuration settings:

1. USB Surface Detection Configuration
2. Remote Control Services
3. Admin GUI Password

Cancel

Previous

Next

6. Only change the setting here if you will use a Stream Deck.

Welcome to Companion

USB Surface Detection Configuration

Stream Deck USB Hardware

- Use Companion natively (requires Stream Deck software to be closed)
- Use Stream Deck software via Companion plugin

X-keys USB Keypads

Enable

Cancel

Previous

Next

7. Make any changes you might need here depending on your network. (nothing needs to be changed here for [EasyWorship](#))

Welcome to Companion

Remote Control Services

In addition to USB hardware, Companion is able to be controlled over the network by various different methods. Since these expose Companion to control via your network, it is only recommended to enable the services you need.

TCP Raw Socket

Listen Port

UDP Raw Socket

Listen Port

Open Sound Control (OSC)

Listen Port

RossTalk

Ember+

Artnet

You can change these later and review how to use them on the 'Settings' tab in the GUI.

8. Create a password if you want.

Welcome to Companion

Admin GUI Password

Optionally, you can restrict this interface using a password. This is intended to keep normal users from stumbling upon the settings and changing things. It will not keep out someone determined to bypass it.

This does not make an installation more secure!

Enable Admin Password

Cancel

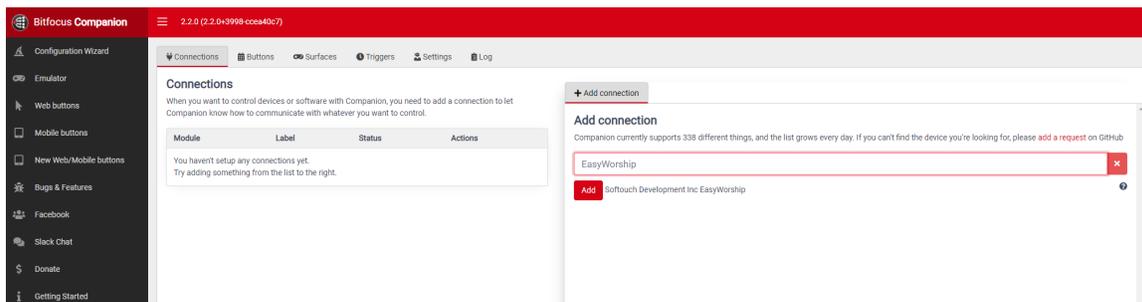
Previous

Next

9. Click Apply.
10. Click Finish.

Connect Companion to **EasyWorship**

1. Under the Connections tab, search for the **EasyWorship** plug-in.



2. Click Add

+ Add connection

Add connection

Companion currently supports 338 different things, and the list grows every day. If you can't find the device you're looking for, please [add a request](#) on GitHub

EasyWorship ×

Add Softouch Development Inc EasyWorship ?

3. Give your connection a name and select your server from the drop-down menu and click Save.

+ Add connection **⚙ Edit connection**

EZW configuration

Label

EZW

Remote Name **Currently Controlling**

Available EasyWorship Servers

?? (1) | ▾

Save **Cancel**

4. Click the Buttons tab.

Buttons

The squares below represent each button on your Streamdeck. Click on them to set up how you want them to look, and what they should do when you press or click on them.

< 1 > PAGE Export page

UP
PAGE 1
DOWN

Copy Move Delete Wipe page Reset page buttons

5. Under the Presets tab on the right, click the **EasyWorship** button.

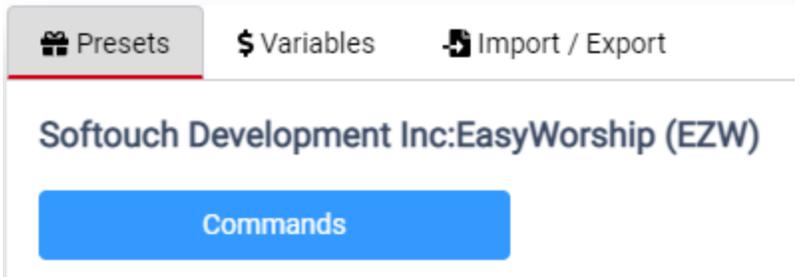
Presets Variables Import / Export

Presets

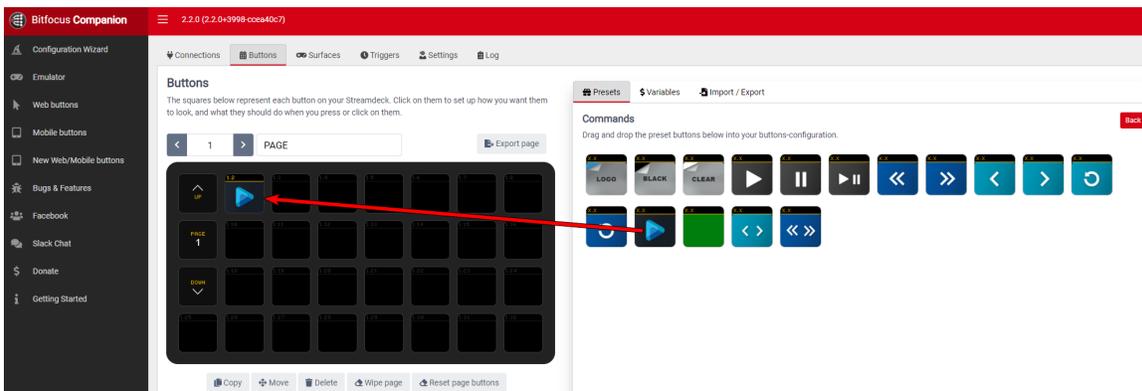
Some connections support something we call presets, it's ready made buttons with text, actions and feedback so you don't need to spend time making everything from scratch. They can be drag and dropped onto your button layout.

Softouch Development Inc:EasyWorship (EZW)

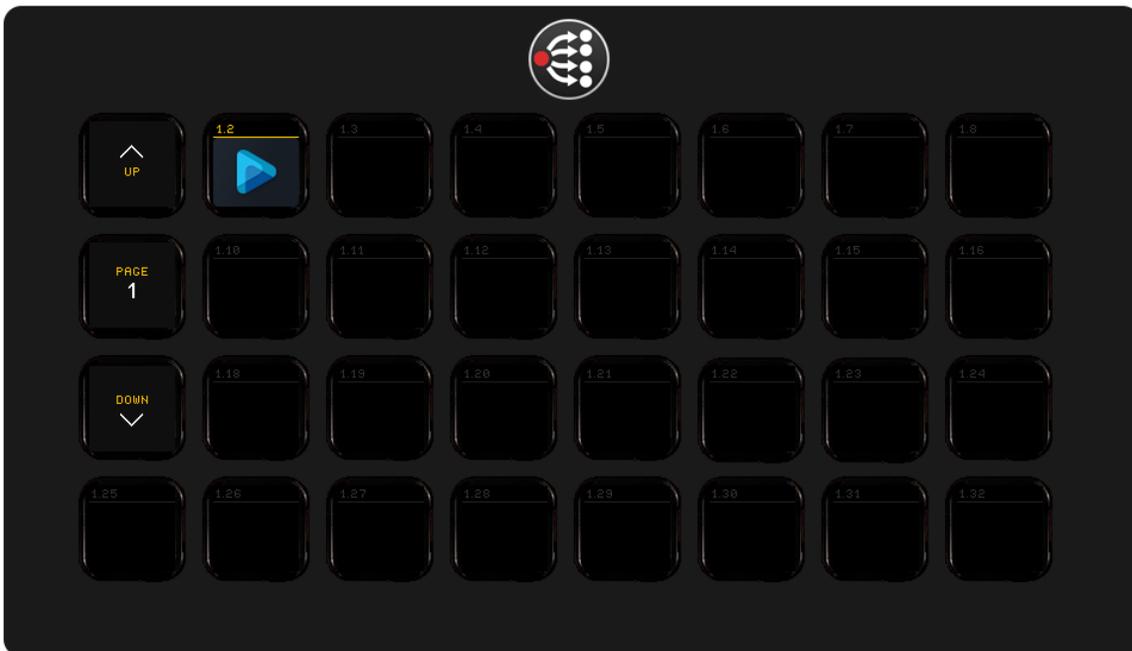
6. Click Commands.



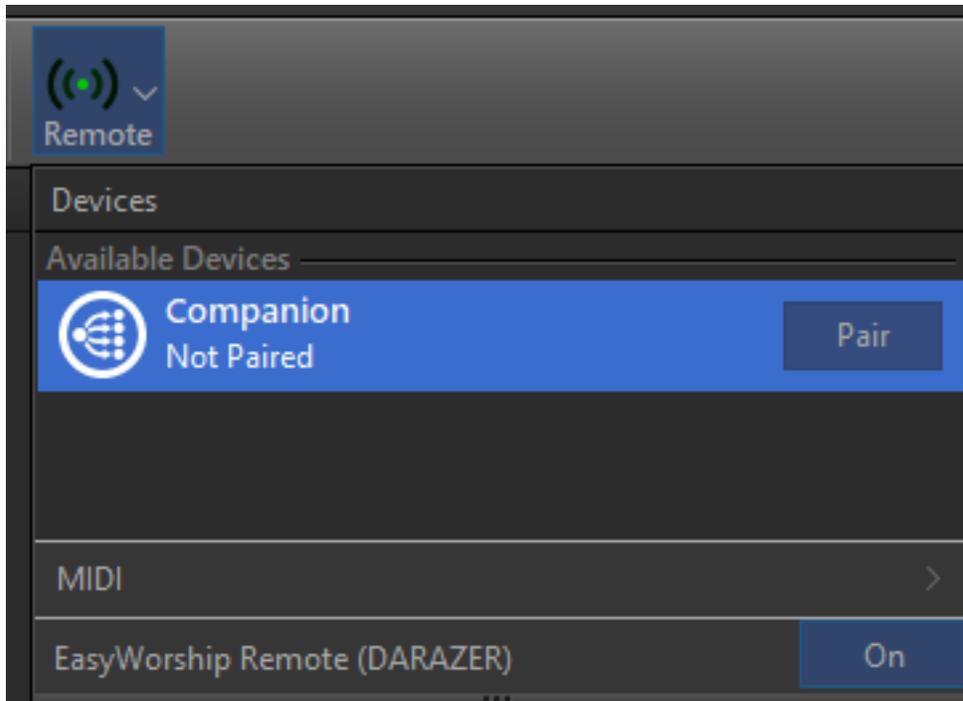
7. Drag and drop the **EasyWorship** Play button onto any square in the control on the left.



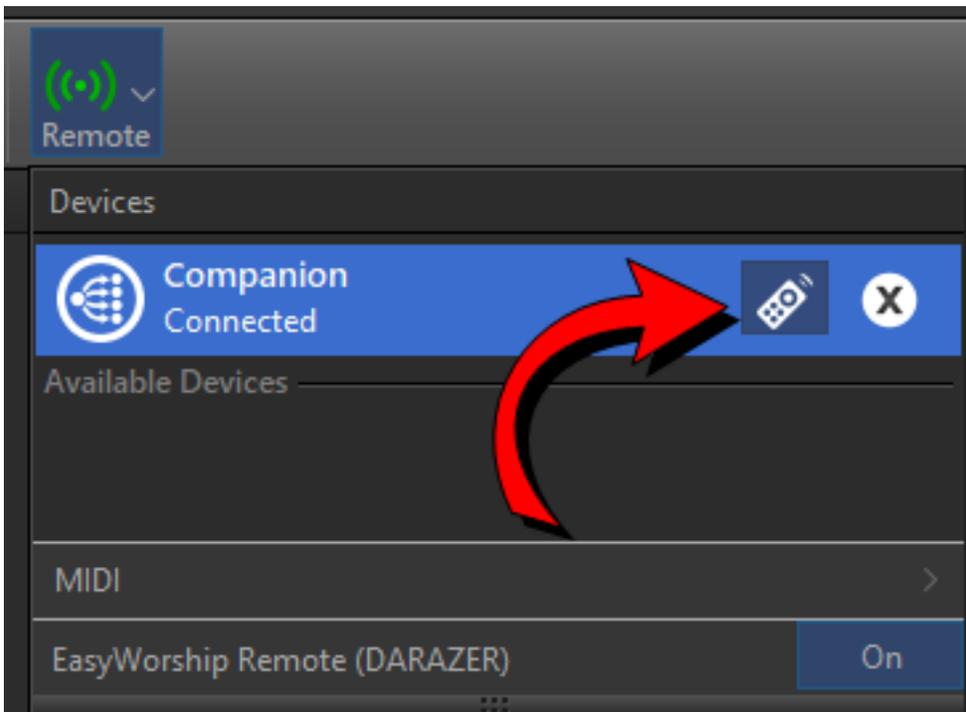
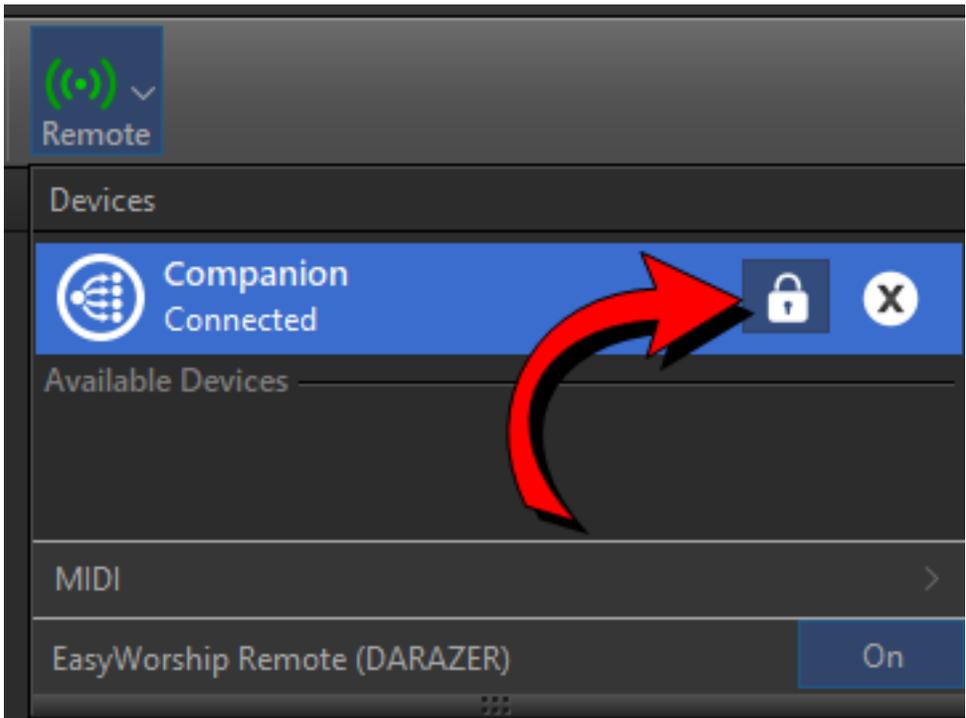
8. Click Emulator on the left. (this will open a new browser tab)



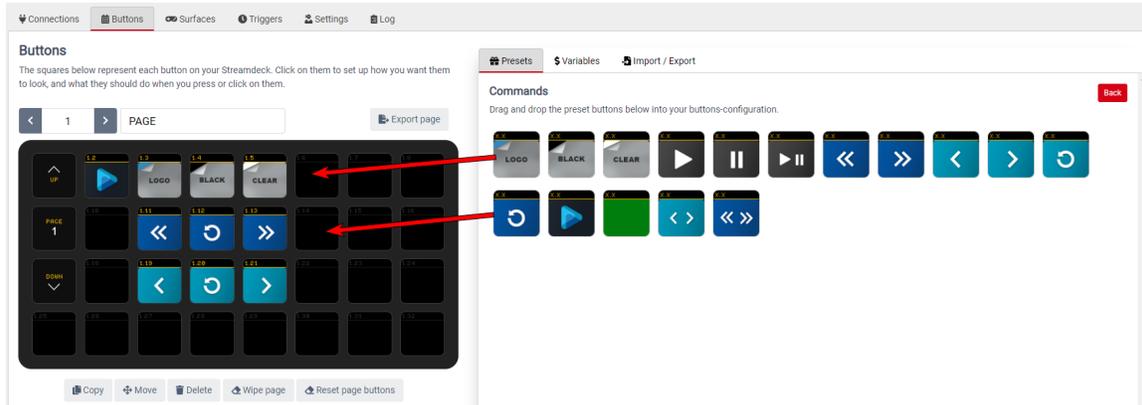
9. With **EasyWorship** open, click the Play button on the emulator. (if you're using a Stream Deck, press the key with the Play button on it)
10. In **EasyWorship**, click the Remote button on the toolbar. (you should see your connection waiting to pair)
11. Click Pair.



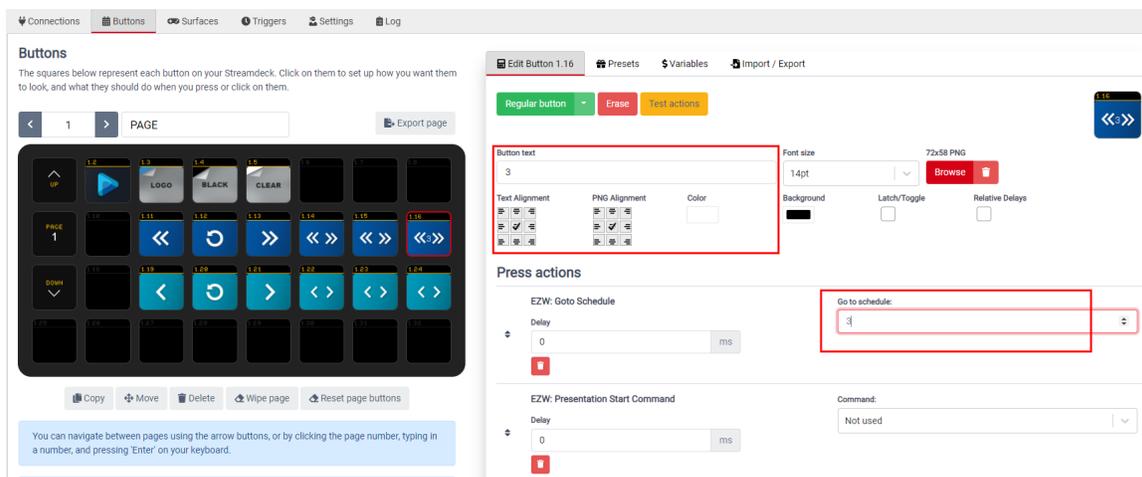
12. Click the lock icon next to it to allow it to control **EasyWorship**.



13. Close the Emulator tab and go back to the Companion setup tab.
14. Drag and drop any actions you want to the squares on the control on the left.



15. To configure specific buttons, like Goto Schedule and Goto Slide buttons, drag and drop it to a control square and then select it.
16. In the settings on the right, type in any button text you want and where you want it on the button.
17. Then type in the command. For example if you want that button to Goto Schedule #3, type in 3.



18. When you're finished, you can open the Emulator and your ready to control **EasyWorship** with the buttons you've added (if you use a Stream Deck, you won't need the emulator. You

should see all the buttons you configured on the Stream Deck and are now ready to control the **EasyWorship** schedule using the Stream Deck.)

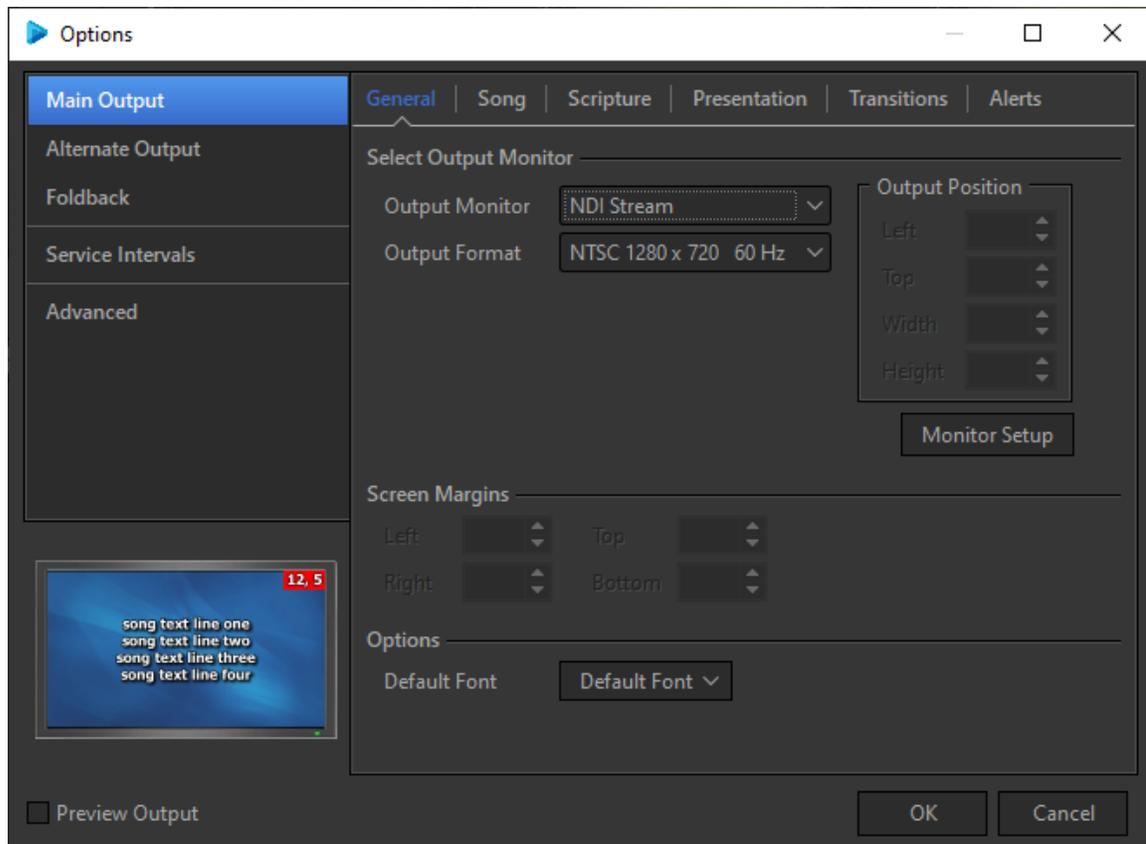
Setting Up A New Computer

Go to support.easyworship.com and search for 'New Computer'.

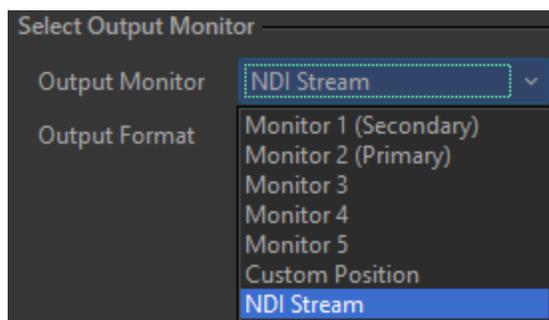
NDI Setup

EasyWorship can be configured to be an NDI source over your local area network.

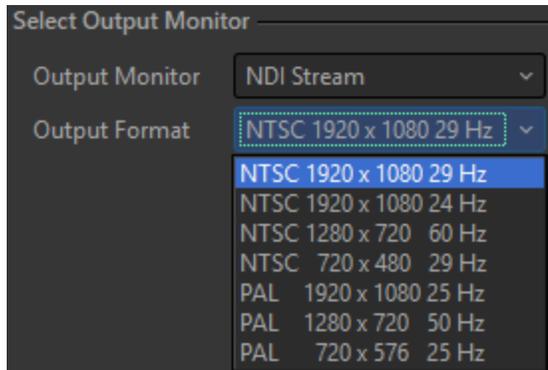
1. Open **EasyWorship**.
2. Click **Edit > Options....** The **Options** window appears.



3. In the **Live** tab change the **Output Monitor** to NDI Stream.



4. Select the **Output Format** you wish to send from the drop-down box.



5. You can now select the EasyWorship computer as an NDI source on your network.

Midi Control

THIS FEATURE IS ONLY AVAILABLE THROUGH SUBSCRIPTION

MIDI Input

MIDI, or Musical Instrument Digital Interface, is a protocol developed in the 1980's which allows electronic instruments and other digital musical tools to communicate with each other. MIDI is a series of messages that can be sent to [EasyWorship](#) and are interpreted into specific commands like "Go Live," "Next Slide," "Logo on," "Black on," and many more. A MIDI instrument that can be used to send these messages can be a piece of hardware (c or part of a software environment like Ableton Live. These devices and software have to be on the same wifi or local area network as the computer running [EasyWorship](#).

MIDI Sync

Connect and control schedules on multiple computers on your network using MIDI Sync. Set up a MIDI out control on your main computer where you will control from and set up a MIDI in control on the computers you will be controlling. When this is done, you can use one computer (MIDI out control) to control all other connected computers (MIDI in).

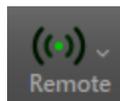
rtpMIDI

Installing rtpMIDI

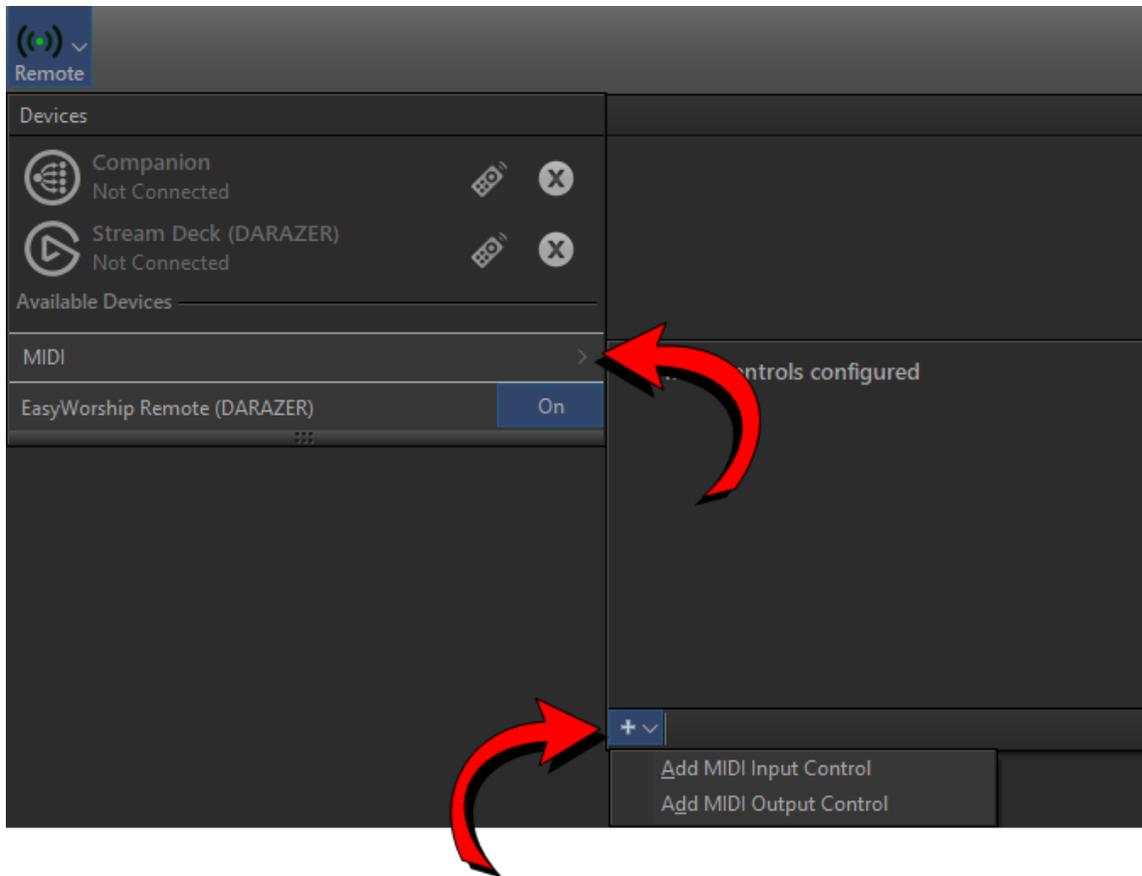
If you're using a hardware device or computer that uses the Wi-Fi or local area network and is not plugged directly into the computer, you will need a program called rtpMIDI installed on your computer to be able to send the MIDI commands from the device to [EasyWorship](#).

NOTE If you are using a hardware device that is plugged in to the computer directly with a MIDI cable, you will not need rtpMIDI.

1. Open [EasyWorship](#).
2. Click the Remote button

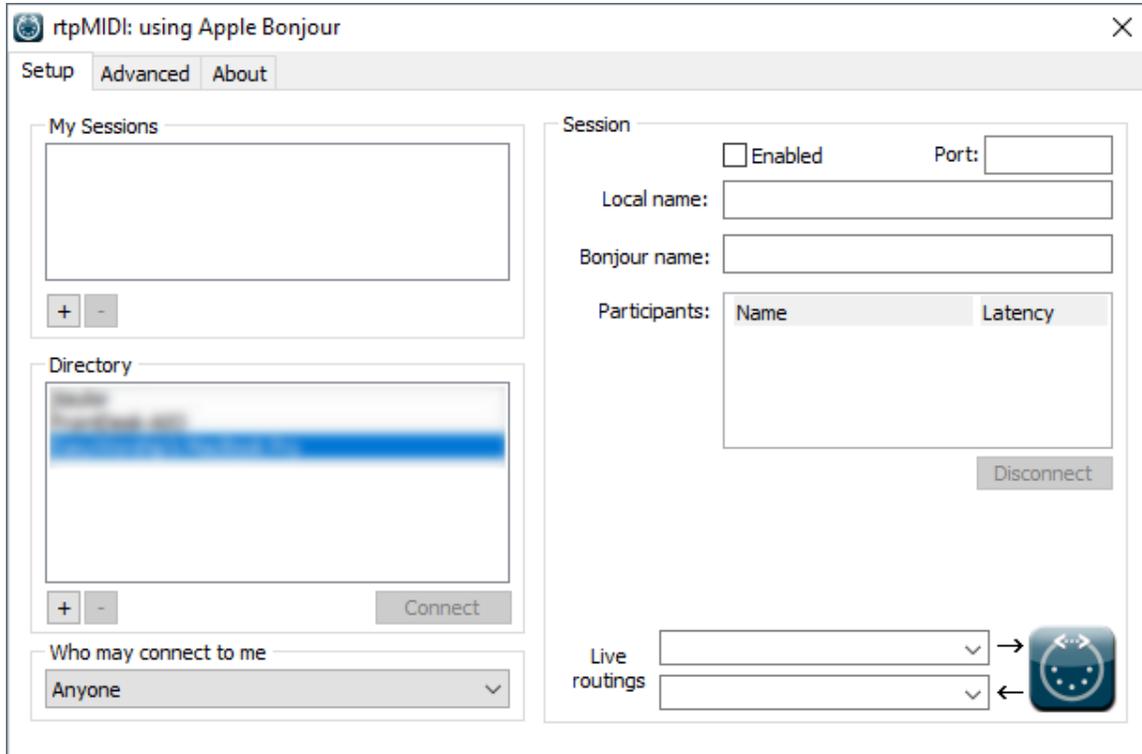


3. Hover over **MIDI** and click the Add  button.



4. Select Add MIDI Input Control.
5. Click on More Information in the bottom left corner.
6. On the website that opens, click 'download rtpMIDI' in the top right corner and install it.

Setting up rtpMIDI

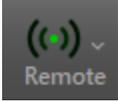


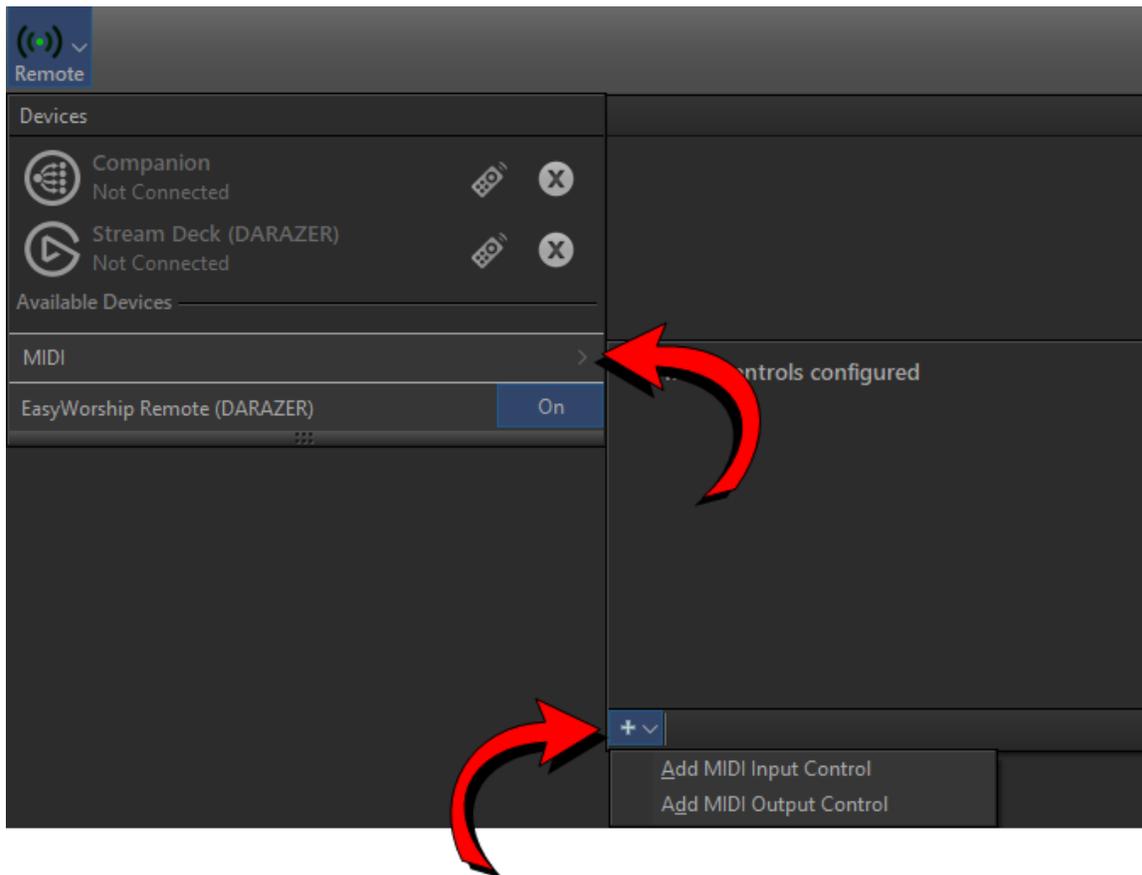
1. Use the icon created on the desktop or your Windows start menu to open rtpMIDI.
2. Click the Add button **+** under My Sessions to create a session.
3. Check the box next to your session.
4. Click the Add button **+** under Directory and type in the computer name and port number.
5. Select your directory and click Connect.

Receiving MIDI cues from a piece of hardware (electronic keyboard, synthesizer, iPad with midi app, drum pad, foot pedal, other computer...)

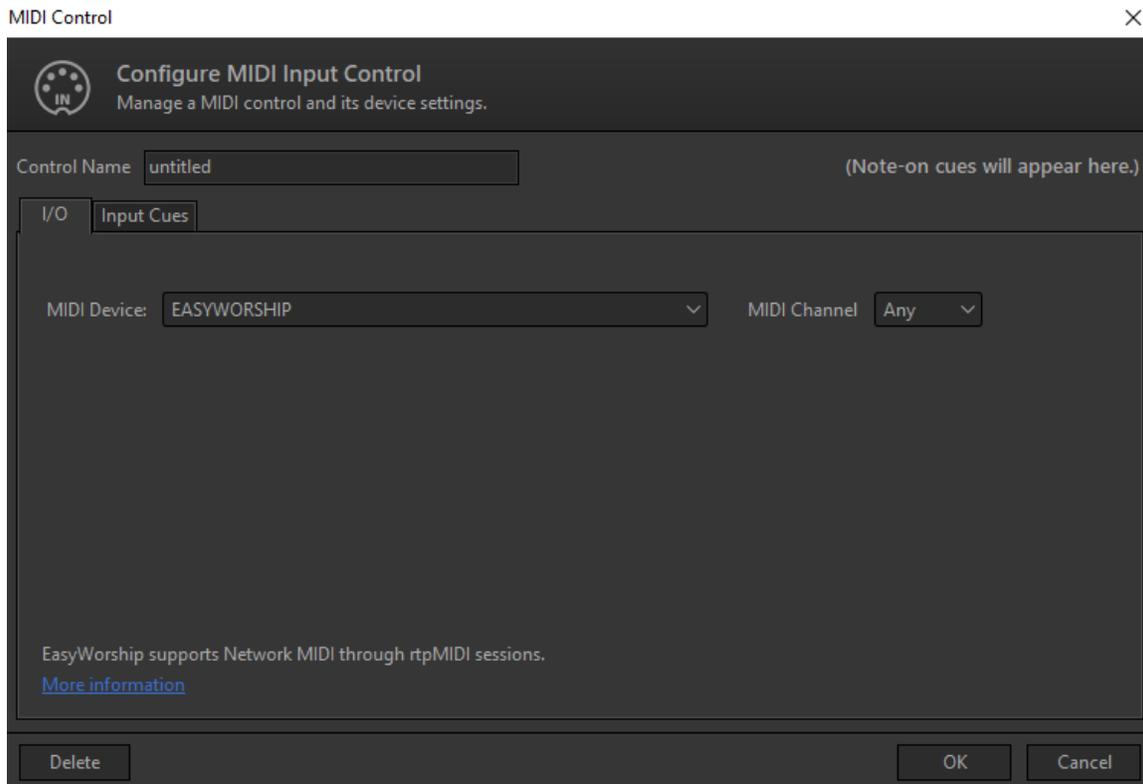
You can use an external piece of hardware to send MIDI controls to [EasyWorship](#). To accomplish this, you will have to configure [EasyWorship](#) to accept the commands from the hardware device.

Create a new MIDI Input control in EasyWorship

1. Click the Remote button  on the main toolbar.
2. Hover over **MIDI** and click the Add  button.
3. Select Add MIDI Input Control.

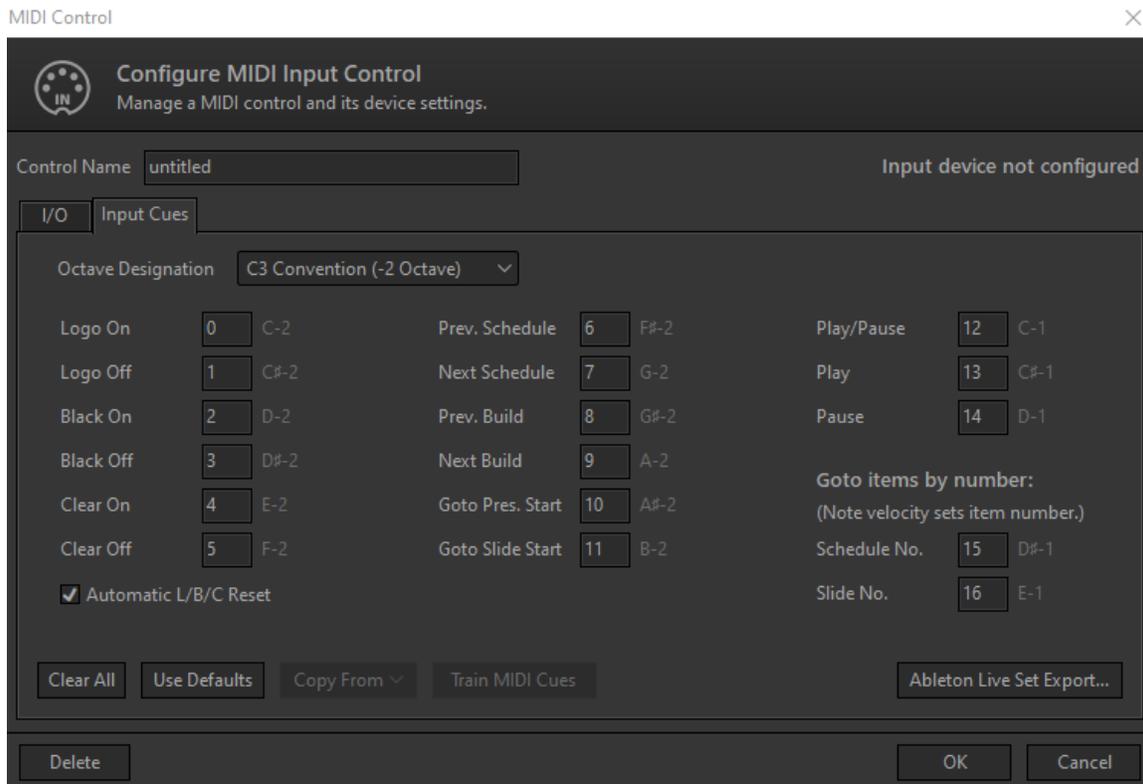


4. Type in a Control Name.
5. Select your **Input MIDI Device**. (This will be the name of the session you created in rtpMIDI.)
6. If needed, select your MIDI Channel.



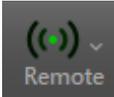
Setting up the Input Cues

7. Click the **Input Cues** tab.



8. Select your **Octave Designation**.
9. Click **Train MIDI Cues** if you need to train the buttons or pads on your device.
10. Select the **Input Cue** you want to set up and press the button or pad on your device to train it.
11. Click OK after you have trained your desired cues.

Allowing access to the MIDI Control

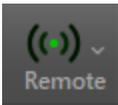
1. Click the Remote button  on the main toolbar.
2. Hover over **MIDI** and click the **Lock** icon  and it will unlock it .

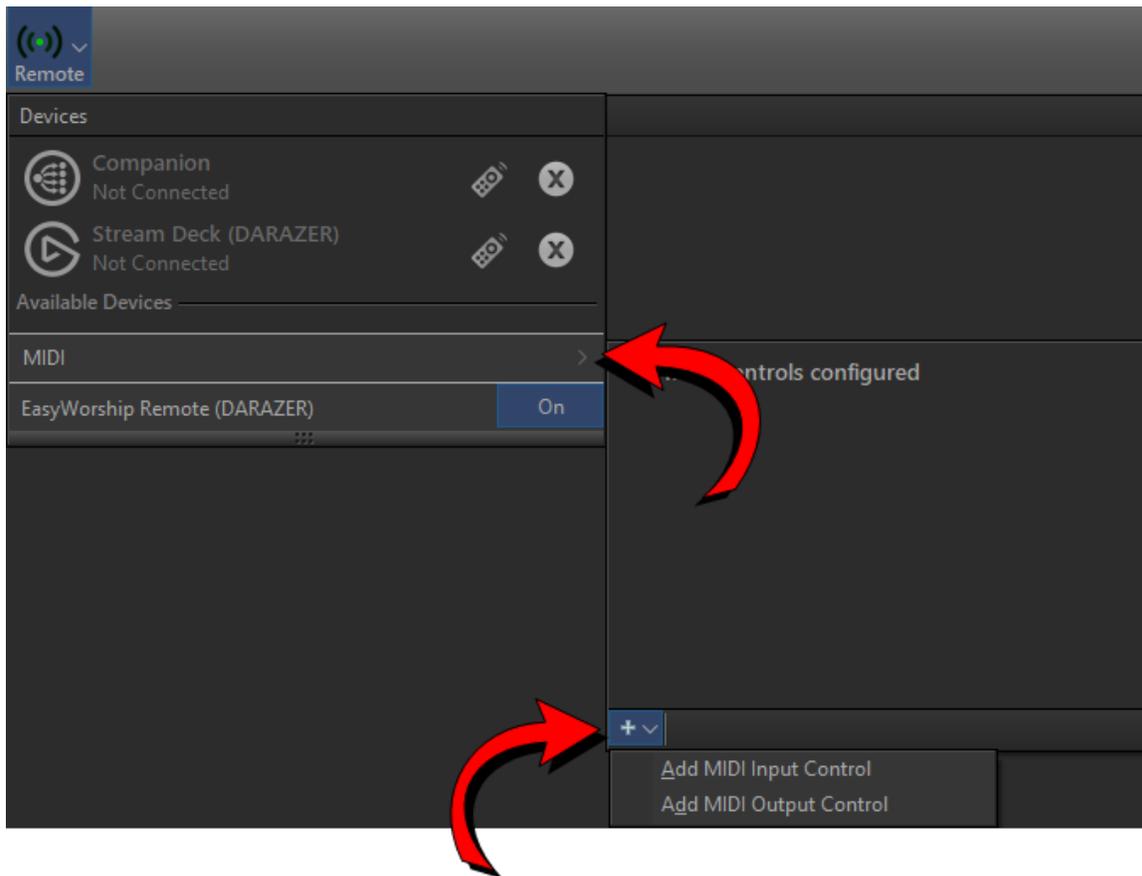
Using Ableton Live Software

You can use software (like Ableton Live) to send MIDI controls to **EasyWorship**. To accomplish this, you will have to configure **EasyWorship** to accept the commands from the software.

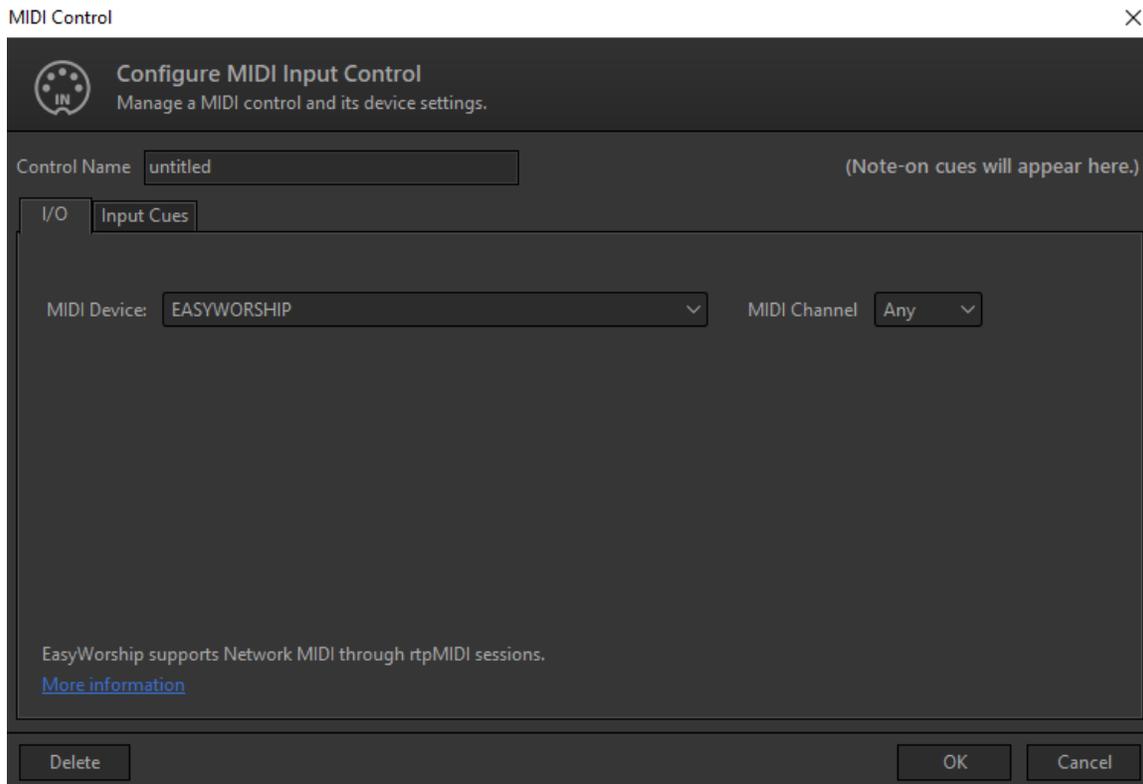
NOTE You will need to have the computer with **EasyWorship** connected to Ableton, if on the same computer, or the other computer with Ableton on it using rtpMIDI sessions. Instructions are above to install and configure rtpMIDI.

Create a new MIDI control in **EasyWorship**

1. Click the Remote button  on the main toolbar.
2. Hover over **MIDI** and click the Add  button.
3. Select Add MIDI Input Control.

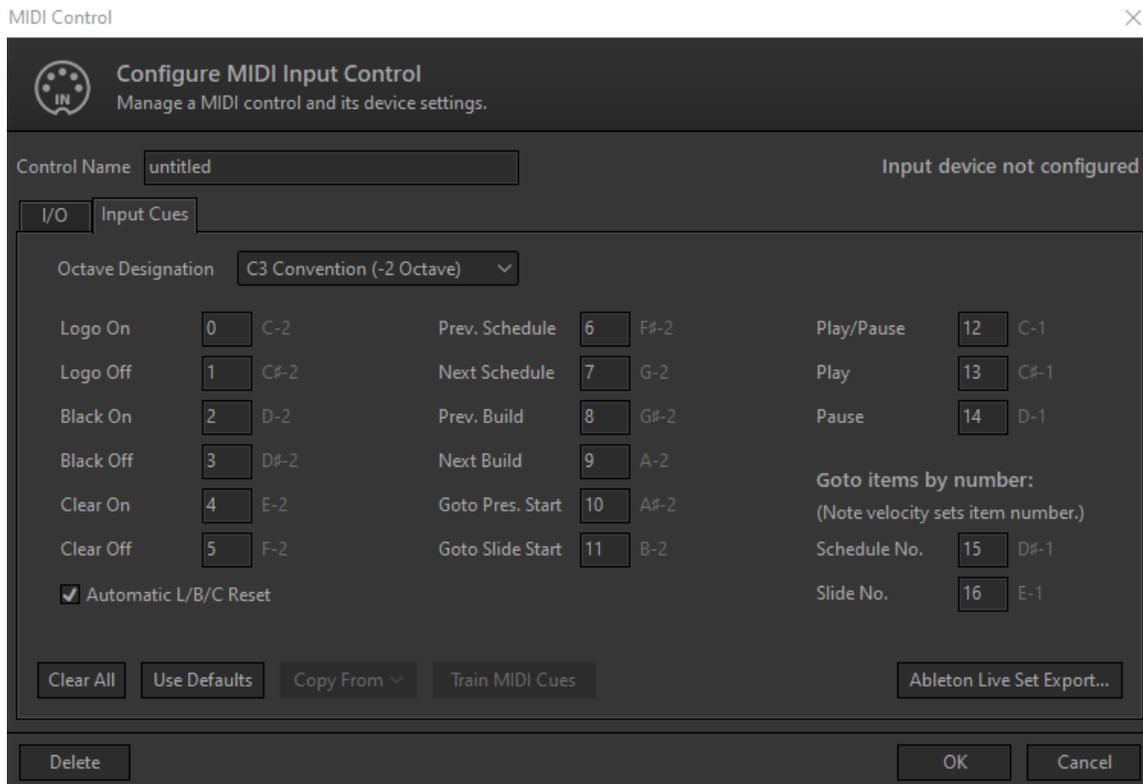


4. Type in a Control Name.
5. Select your **Input MIDI Device**. (This will be the name of the session you created in rtpMIDI.)
6. If needed, select your MIDI Channel.

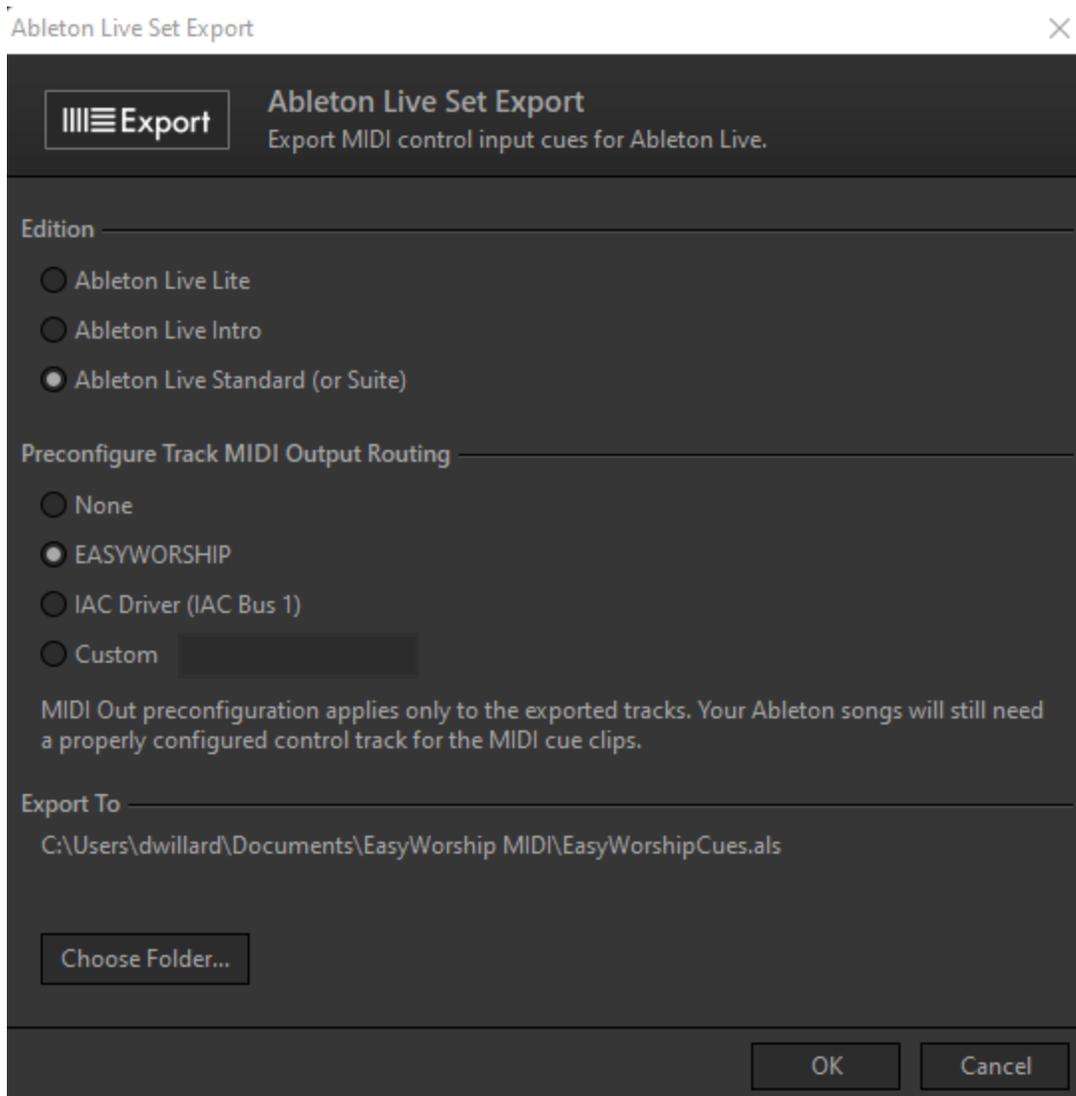


Setting up the Input Cues

7. Click the **Input Cues** tab.



8. Click the **Ableton Live Set Export...** button.
9. Select the **Edition** of Ableton Live you're using.
10. Select the **Preconfigure Track MIDI Output Routing**.
11. Click **Choose Folder** to select where to save your cues.



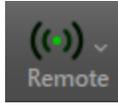
12. Click OK.
13. Click OK again to close the MIDI Control window.

Once you have exported your cues, you can import them into Ableton Live.

NOTE We do not provide any support for Ableton Live including importing and setting up the cues from [EasyWorship](#).

Allowing access to the MIDI Control

1. Click the Remote button



2. Hover over **MIDI** and click the **Lock** icon



and it will change to a Remote Control icon



Installing loopMIDI

If you are running **EasyWorship** and Ableton Live on the same computer, you will need to install loopMIDI to loop the command back to the same computer. Running rtpMIDI is designed for sending MIDI commands between two different computers so loopMIDI is needed when running both programs on one computer.

1. To open the webpage to download loopMIDI, click [HERE](#).
2. Click **download loopMIDI** in the top right corner.
3. Install it from the file you downloaded.

MIDI Sync

Connect and control schedules on multiple computers on your network using MIDI Sync. Set up MIDI out control on your main computer where you will control from and set up MIDI in control on the computers you will be controlling. When this is done, you can use one computer (MIDI out control) to control all other connected computers (MIDI in). You will still need to install rtpMIDI on each computer you're using and make sure the sessions are connected. Once they are connected in rtpMIDI, follow the steps below to set up the MIDI Out and MIDI In controls.

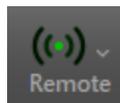
SEE Instructions above to install and configure rtpMIDI.

NOTE An example of this being used is if you have 2 computers and one is used for your main sanctuary presentation, but your second computer will be used for side or stage screens that will just be 'eye candy' with backgrounds changing. Or, if you have a second computer that will be running the same schedule, but altered backgrounds or themes/layout for a livestream. Creating a MIDI Out control on your main computer and a MIDI In control on the second computer and control them both from one computer. When you Go Live with the schedule on your main computer, it will also Go Live on the second computer. When you advance your slides or clear the screens, it will also do the same on the second computer.

Create a new MIDI Input control in EasyWorship

NOTE This will be any computer on your network that will be controlled by another computer. (Client)

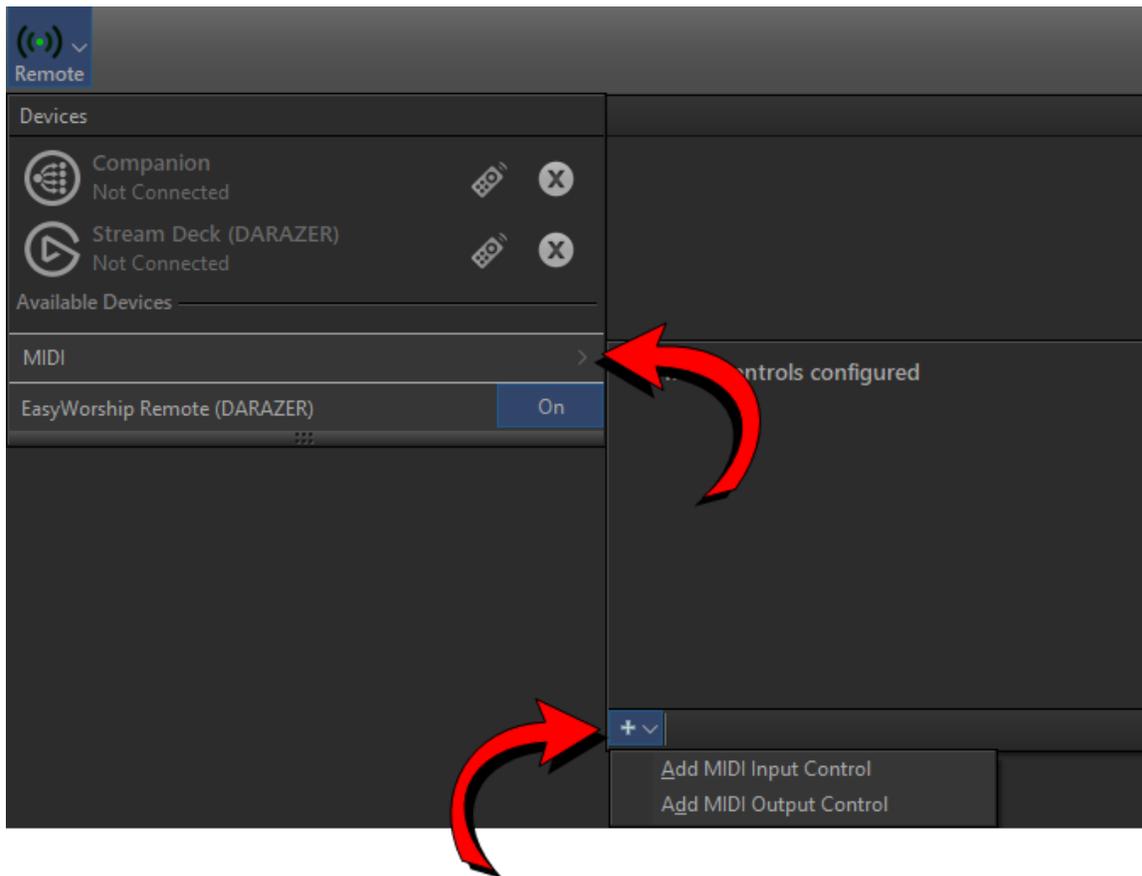
1. Click the Remote button



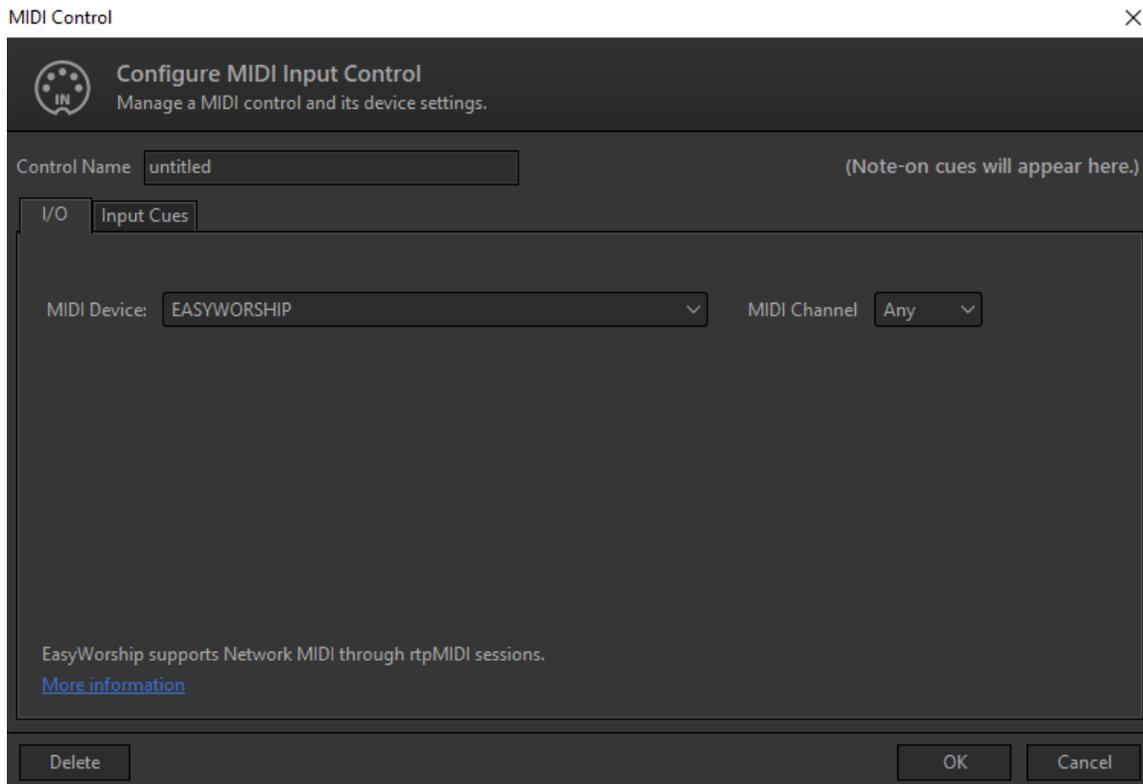
2. Hover over **MIDI** and click the Add



3. Select Add MIDI Input Control.

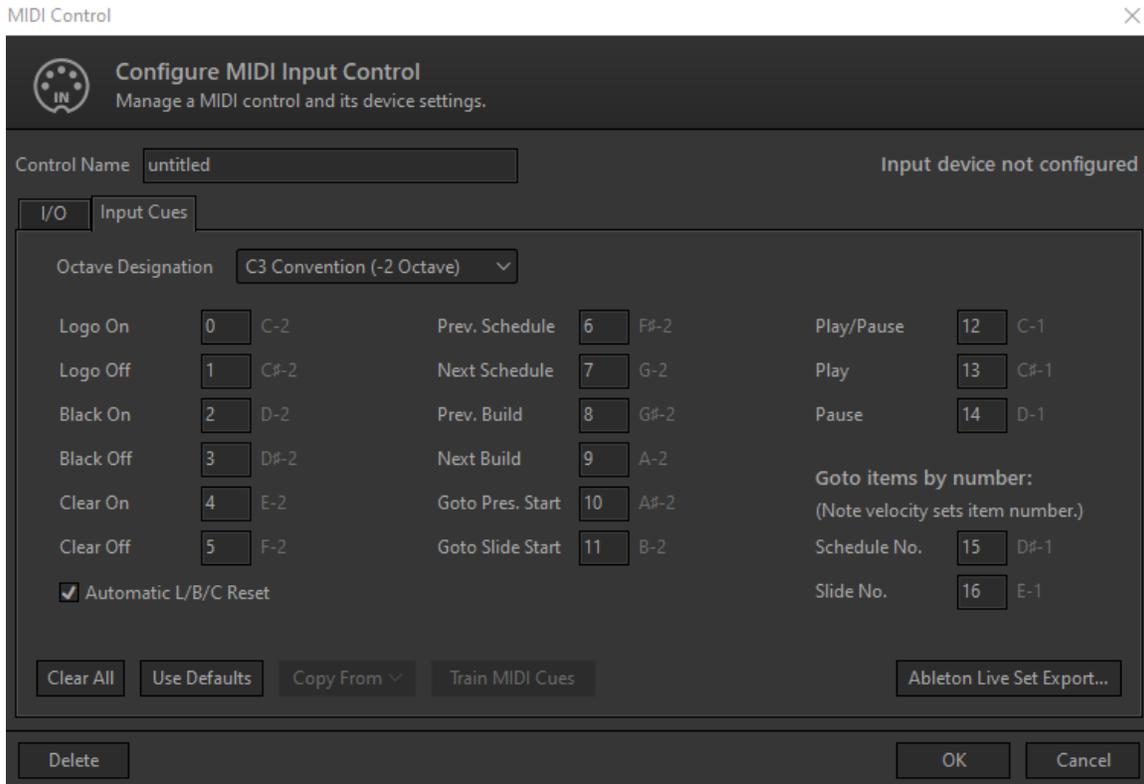


4. Type in a Control Name.
5. Select your **Input MIDI Device**. (This will be the name of the session you created in rtpMIDI.)
6. If needed, select your MIDI Channel.



Setting up the Input Cues

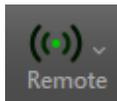
7. Click the **Input Cues** tab.



8. Select your **Octave Designation**.
9. Click OK.

Allowing access to the MIDI Control

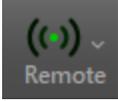
1. Click the Remote button

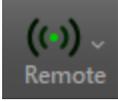


2. Hover over **MIDI** and click the **Lock** icon



Create a new MIDI Output control in EasyWorship

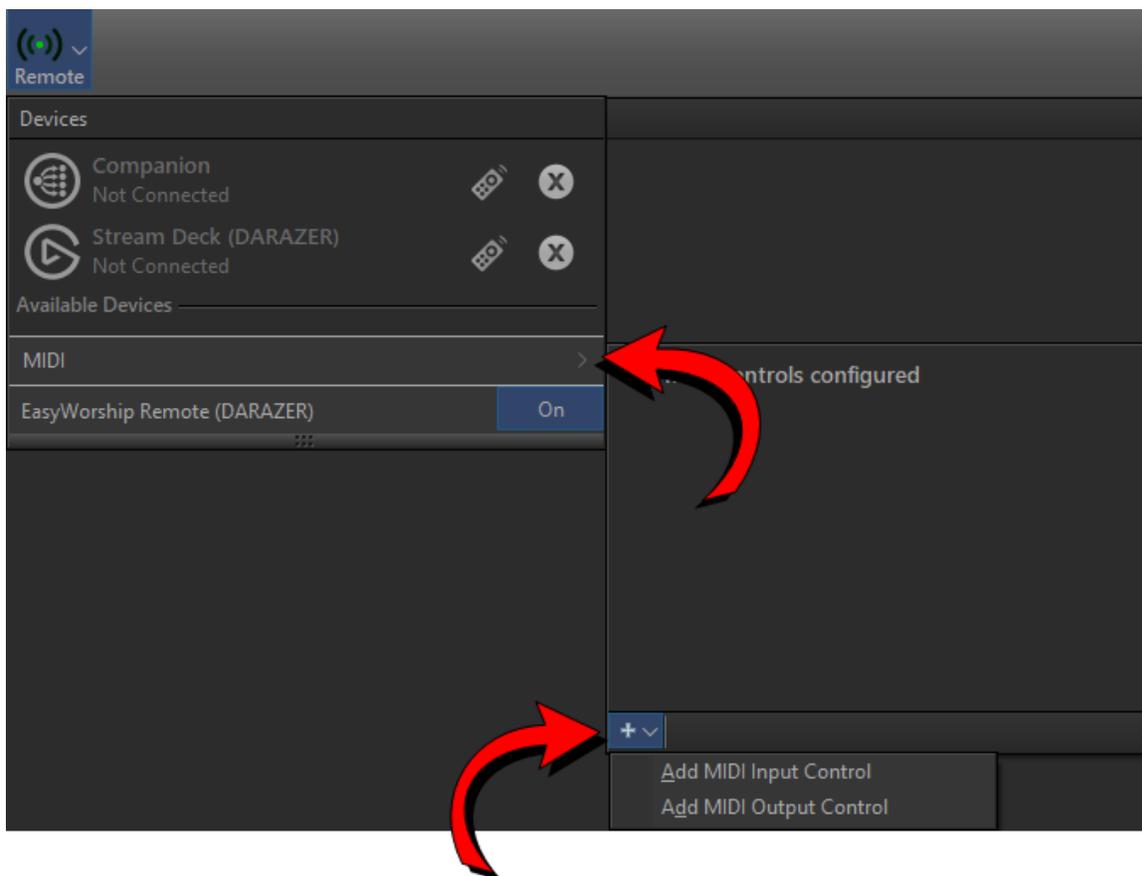
1. Click the Remote button  on the main toolbar.



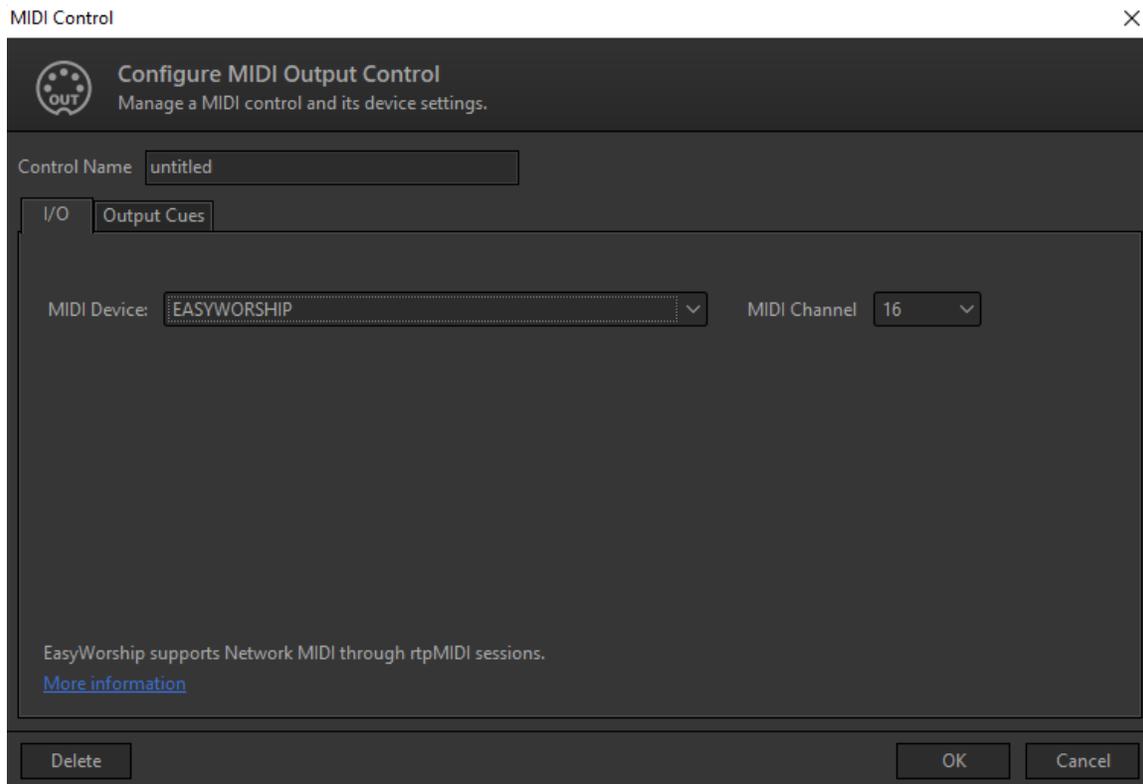
2. Hover over **MIDI** and click the Add  button.



3. Select Add MIDI Output Control.

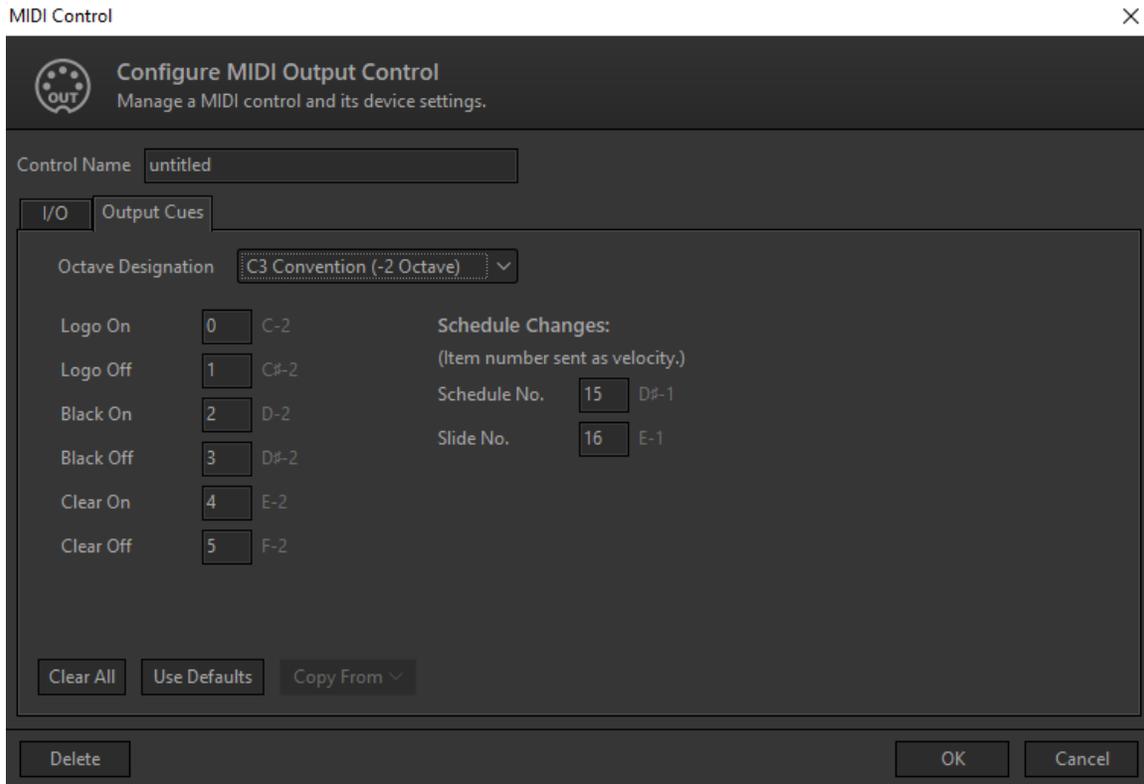


4. Type in a Control Name.
5. Select your **Output MIDI Device**. (This will be the name of the session you created in rtpMIDI.)



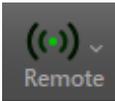
Setting up the Output Cues

6. Click the **Output Cues** tab.



7. Select your **Octave Designation**.
8. Click OK.

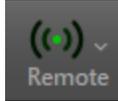
Allowing access to the MIDI Control

1. Click the Remote button  on the main toolbar.
2. Hover over **MIDI** and click the **Lock** icon  and it will change to a Remote Control icon



Editing Your MIDI Control

1. Click the Remote button



on the main toolbar.

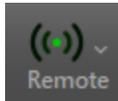
2. Hover over **MIDI** and click the Gear icon



on the MIDI control you want to edit.

Deleting A MIDI Control

1. Click the Remote button



on the main toolbar.

2. Hover over **MIDI** and click the Gear icon



on the MIDI control you want to edit.

3. Click Delete in the bottom left corner of the MIDI Control window.
4. Click Yes to confirm deletion.

Presenter Remote Setup

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

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

Changing Hotkeys Manually

1. Close **EasyWorship**.
2. Go to **Start > Run** or right-click the start button and click **Run**.
3. In the Run box that appears type in **%programdata%** and press **Enter**. This will open up Windows Explorer and display all of your installed programs.
4. Open the **Softouch** folder, then **EasyWorship.v7**, and then **Settings**.
5. Open **HotKeys.ini** in a simple text editor, such as Notepad. The following information is displayed.

```
[HotKeys]
BlackScreenKeys=C-66
ClearScreenKeys=C-67
GoLiveNextKeys=34
GoLivePrevKeys=33
JumpBridgeKeys=66
JumpChorusKeys=67
JumpEndingKeys=69
JumpIntroKeys=73
JumpPreChorusKeys=82
JumpSlideKeys=83
JumpTagKeys=84
JumpVerseKeys=86
LogoScreenKeys=C-76
ScheduleNextKeys=39
SchedulePrevKeys=37
SlideFirstKeys=36
SlideLastKeys=35
SlideNextKeys=78, 40, 32
SlidePrevKeys=80, 38, 8
```

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

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

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

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

Alpha Channel Broadcast Setup

Before Getting Started

Alpha Channel Broadcasting support requires a single NVIDIA GeForce GTX/RTX series graphics card that can support at least three simultaneous video outputs. Before using the alpha channel function in **EasyWorship**, make sure your computer meets the system requirements for alpha channel support. Connect the alpha channel and **EasyWorship** Output to the video mixer and extend the Windows desktop to each output.

SEE "Enabling the Windows Extended Desktop" on page 53

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

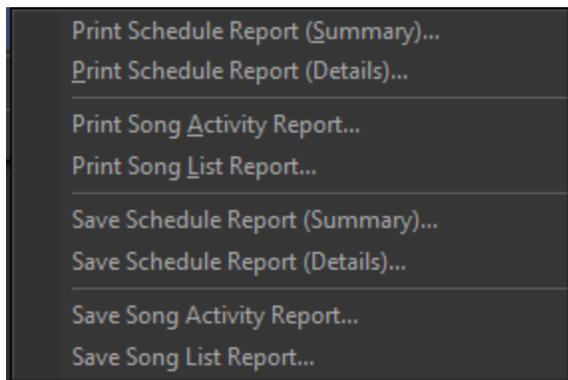
Enable Alpha Key in EasyWorship

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

Reports And Printing

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

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



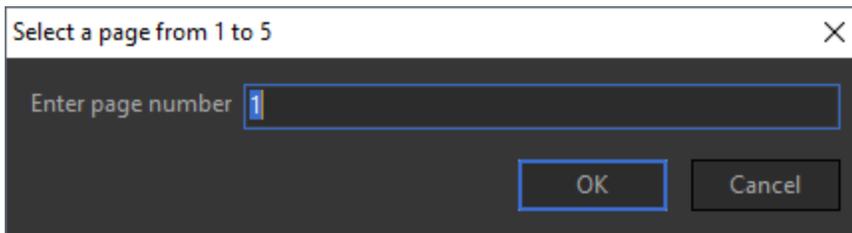
Print Schedule Report

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

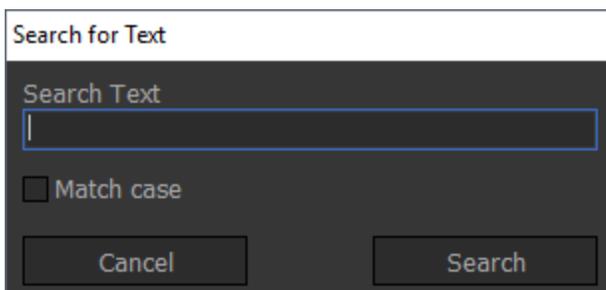
1. With the desired schedule open in **EasyWorship**, click **File > Reports and Printing... > Print Schedule Report (Summary)...** or **Print Schedule Report (Details)...**
 - A Schedule Summary Report includes a summary of all of the items included in your schedule.
 - A Schedule Detail Report allows you to print each song or item in the schedule, page by page, including all the words on each slide of that song, and song information, such as Copyright, CCLI License Number, Author, etc.
2. When the report appears, use the tools at the top of the page for navigation, saving, printing, etc.



-  **Zoom to Fit:** Fits the current page in the window.
-  **Zoom to Width:** Zooms the current page so the sides fit the window.
-  **100% Size:** Sets the current page at its full size.
-  **First Page:** Takes you to the first page of the report.
-  **Previous Page:** Takes you to the previous page of the report.
-  **Next Page:** Takes you to the next page of the report.
-  **Last Page:** Takes you to the last page of the report.
-  **Select A Page:** Opens a dialog box so you can type in the page number you want to jump to.



-  **Search For Text:** Allows you to search for text in the report.

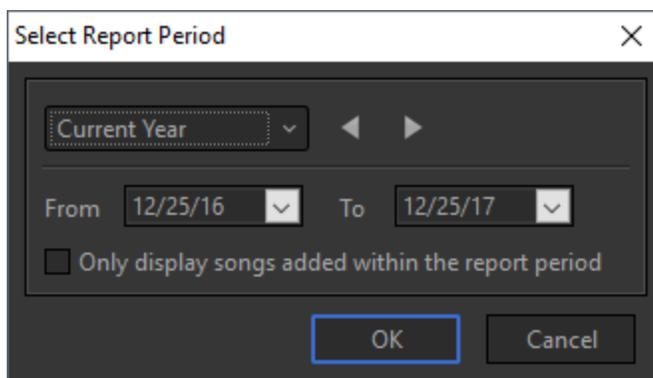


-  **Copy Page To Clipboard:** Copies the current page to the Windows clipboard.
-  **Printer Setup:** Allows you to choose your printer settings.
-  **Print Report:** Opens the Windows print window that allows you to choose a printer and print options to print the report.
-  **Load Report:** Allows you to select a previously saved report to open it.

-  **Save Report:** Opens the Windows File Explorer window and allows you to save the report as a .pdf.
-  **Close:** Closes the report.

Print Song Activity Report

1. Click **File > Reports and Printing... > Print Song Activity Report...**
2. The **Select Report Period** window will appear.

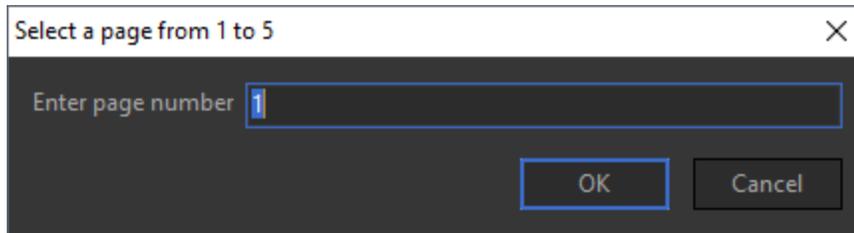


3. Enter the desired report period dates.
4. To print a report of only the songs **ADDED** within the report period, check the **Only display songs added within the report period** box.
5. Click **OK**. The report will contain all songs used in **EasyWorship** during the report period.
6. When the report appears, use the tools at the top of the page for navigation, saving, printing, etc.

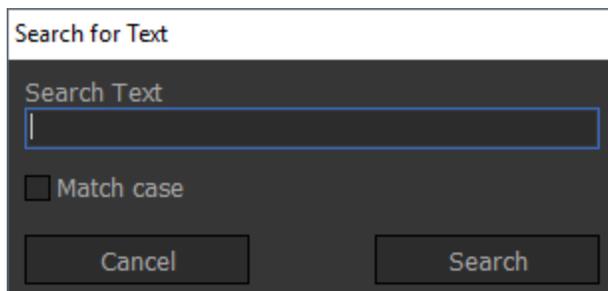


-  **Zoom to Fit:** Fits the current page in the window.
-  **Zoom to Width:** Zooms the current page so the sides fit the window.
-  **100% Size:** Sets the current page at its full size.
-  **First Page:** Takes you to the first page of the report.
-  **Previous Page:** Takes you to the previous page of the report.

-  **Next Page:** Takes you to the next page of the report.
-  **Last Page:** Takes you to the last page of the report.
-  **Select A Page:** Opens a dialog box so you can type in the page number you want to jump to.



-  **Search For Text:** Allows you to search for text in the report.



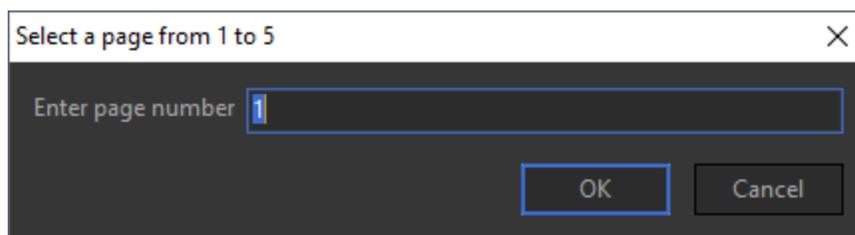
-  **Copy Page To Clipboard:** Copies the current page to the Windows clipboard.
-  **Printer Setup:** Allows you to choose your printer settings.
-  **Print Report:** Opens the Windows print window that allows you to choose a printer and print options to print the report.
-  **Load Report:** Allows you to select a previously saved report to open it.
-  **Save Report:** Opens the Windows File Explorer window and allows you to save the report as a .pdf.
-  **Close:** Closes the report.

Print Song List Report

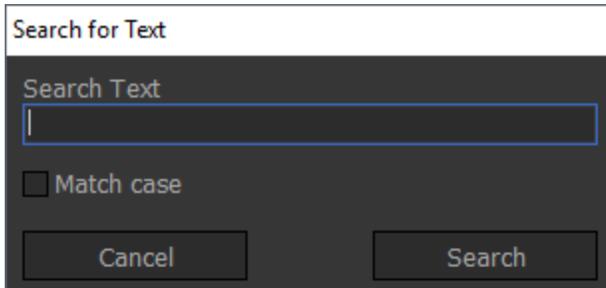
1. Click **File > Reports and Printing... > Print Song List Report...**
2. The Song List will appear showing the alphabetical listing of all the songs in your Songs Library.
3. When the report appears, use the tools at the top of the page for navigation, saving, printing, etc.



-  **Zoom to Fit:** Fits the current page in the window.
-  **Zoom to Width:** Zooms the current page so the sides fit the window.
-  **100% Size:** Sets the current page at its full size.
-  **First Page:** Takes you to the first page of the report.
-  **Previous Page:** Takes you to the previous page of the report.
-  **Next Page:** Takes you to the next page of the report.
-  **Last Page:** Takes you to the last page of the report.
-  **Select A Page:** Opens a dialog box so you can type in the page number you want to jump to.



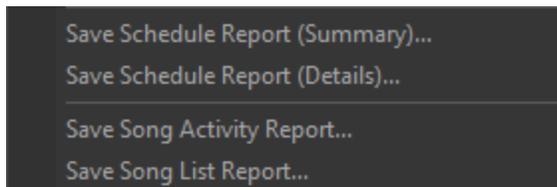
-  **Search For Text:** Allows you to search for text in the report.



-  **Copy Page To Clipboard:** Copies the current page to the Windows clipboard.
-  **Printer Setup:** Allows you to choose your printer settings.
-  **Print Report:** Opens the Windows print window that allows you to choose a printer and print options to print the report.
-  **Load Report:** Allows you to select a previously saved report to open it.
-  **Save Report:** Opens the Windows File Explorer window and allows you to save the report as a .pdf.
-  **Close:** Closes the report.

Saving a Schedule, Song Activity, or Song List Report

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



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

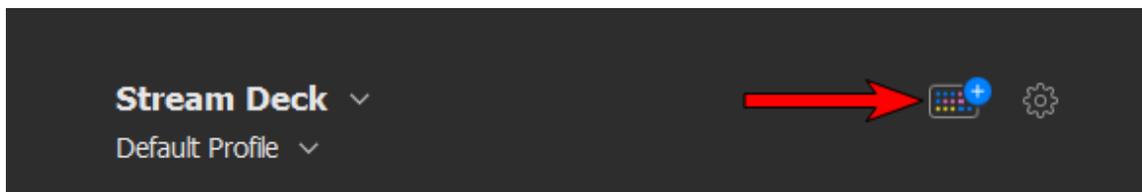
Stream Deck Plug-In

Download and install the **EasyWorship** plug-in for Stream Deck to be able to control your **EasyWorship** schedule easily with the Stream Deck, the Stream Deck mini, or the Stream Deck XL.

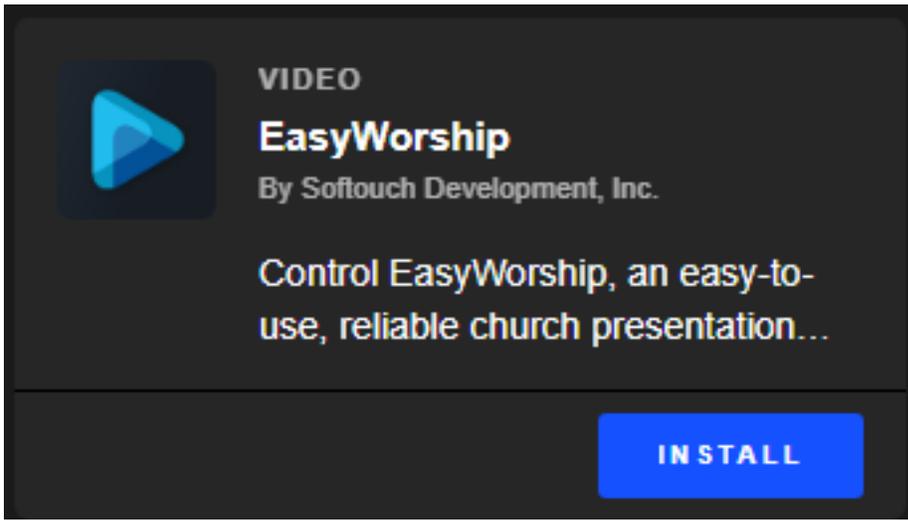
NOTE NOTE: You will need to install Bonjour on both your **EasyWorship** computer and Stream Deck computer if using these on different systems. This can be downloaded from <https://support.easyworship.com/support/solutions/articles/24000029764>

Download the Stream Deck software and the **EasyWorship** plug-in

1. Download the Stream Deck Software from <https://www.elgato.com/en/downloads>.
2. After installation, open the Stream Deck software.
3. Click the store icon to open the Stream Deck plug-in store.

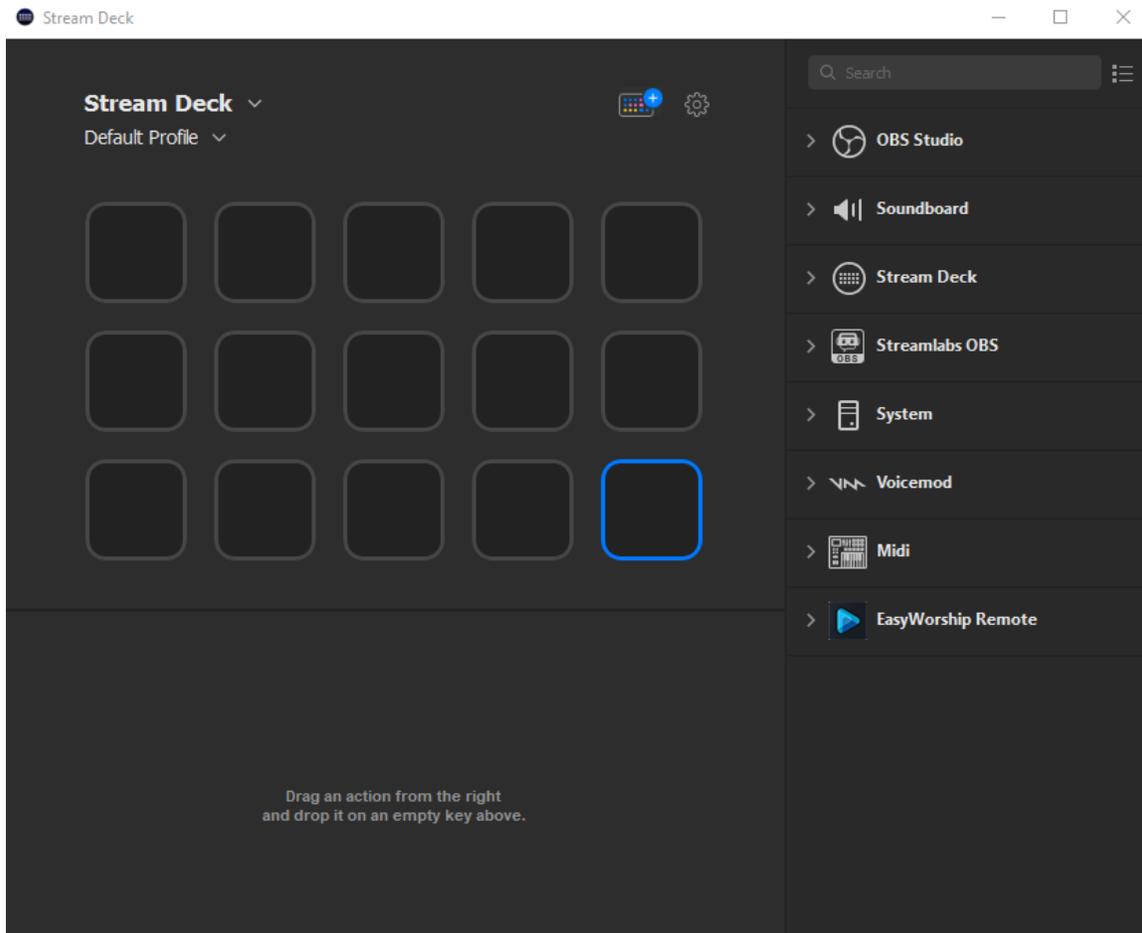


4. In the search box, type in **EasyWorship**.
5. Click the Install button.

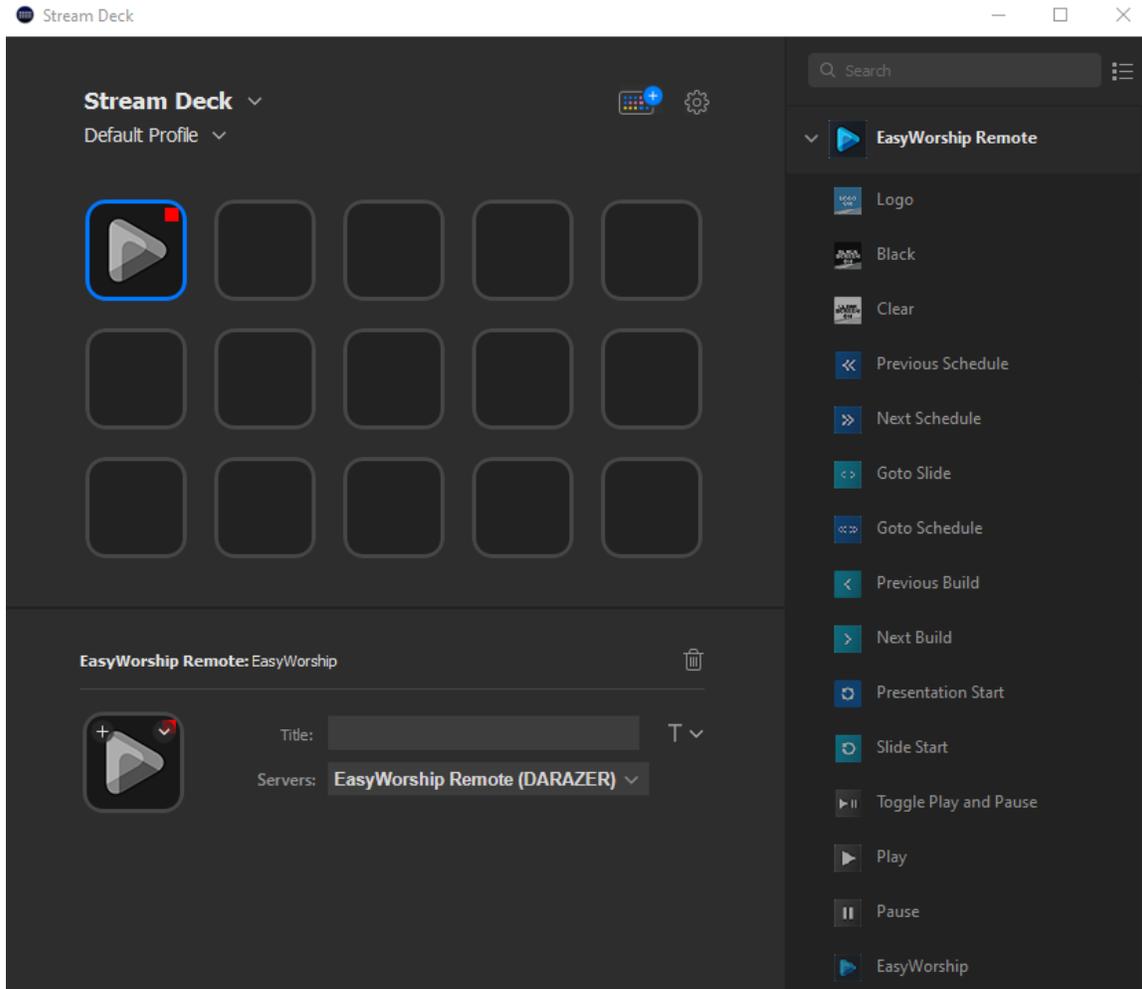


Set up the Stream Deck

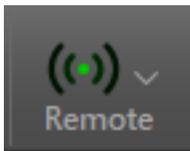
1. Open the Stream Deck software.
2. If it isn't already expanded, click on [EasyWorship](#) Remote on the right side to expand it.



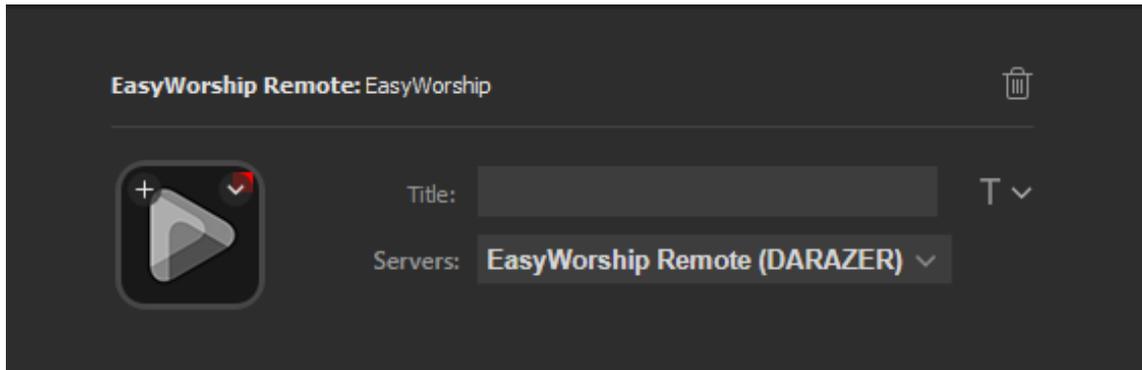
3. Click and drag the **EasyWorship** action to one of the empty keys on the left.



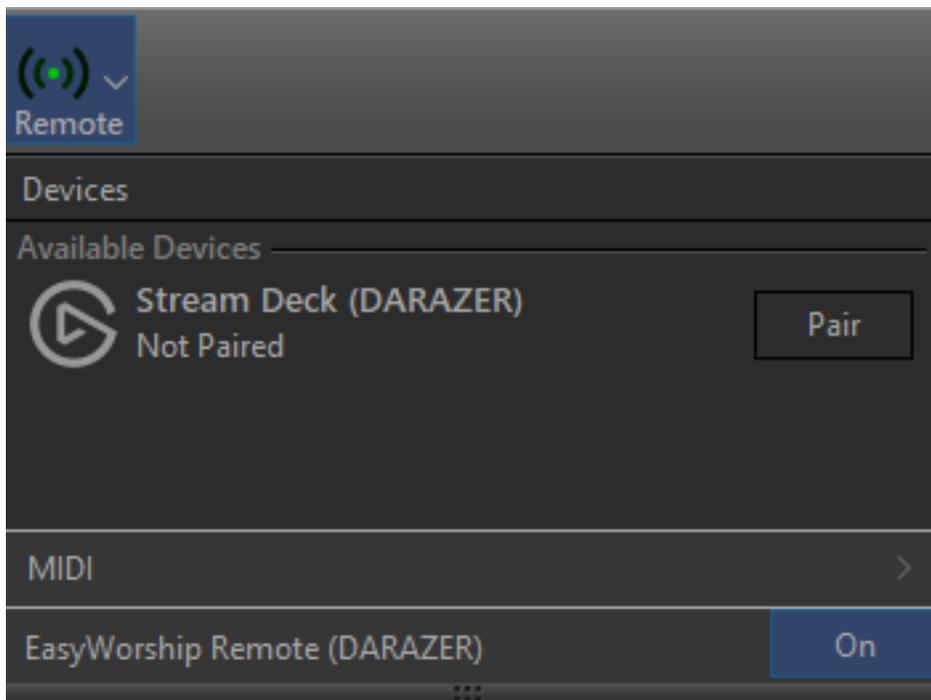
4. Open **EasyWorship** on the computer you want to control (on the same network as the computer the Stream Deck is plugged into).
5. Make sure Remote is enabled in the **EasyWorship** Options. If it's enabled, you will see a Remote button on the toolbar.



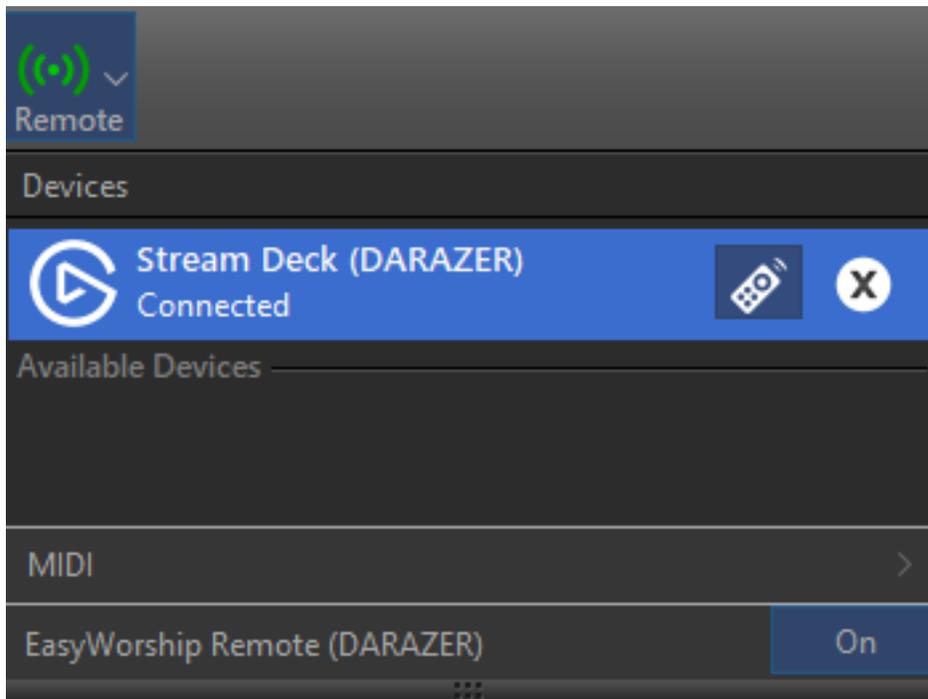
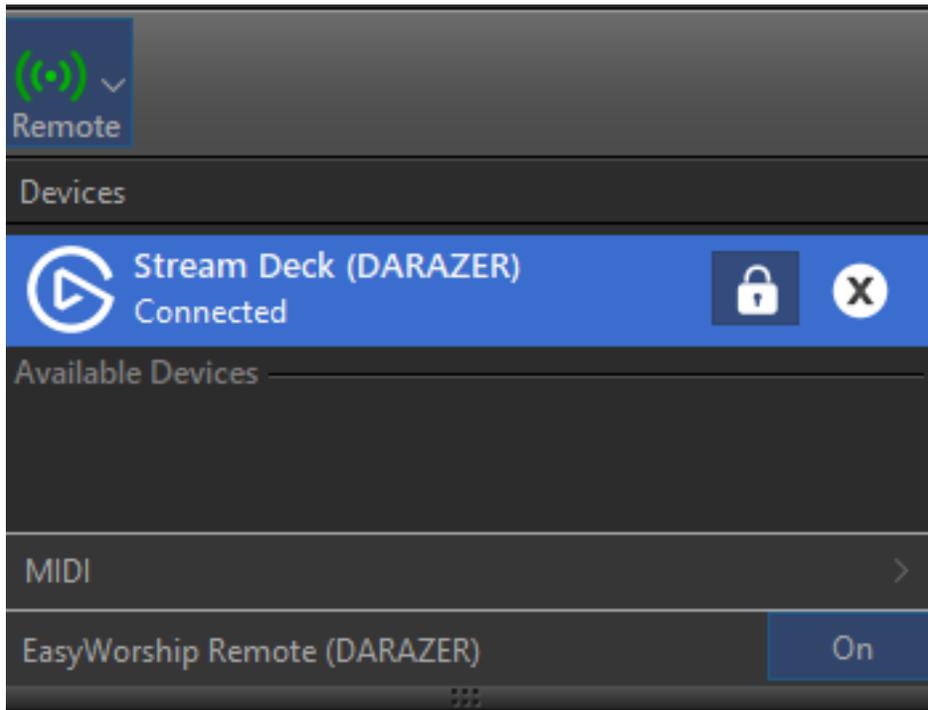
6. Click on the **EasyWorship** key in the Stream Deck software and select the server below that you want to connect to.



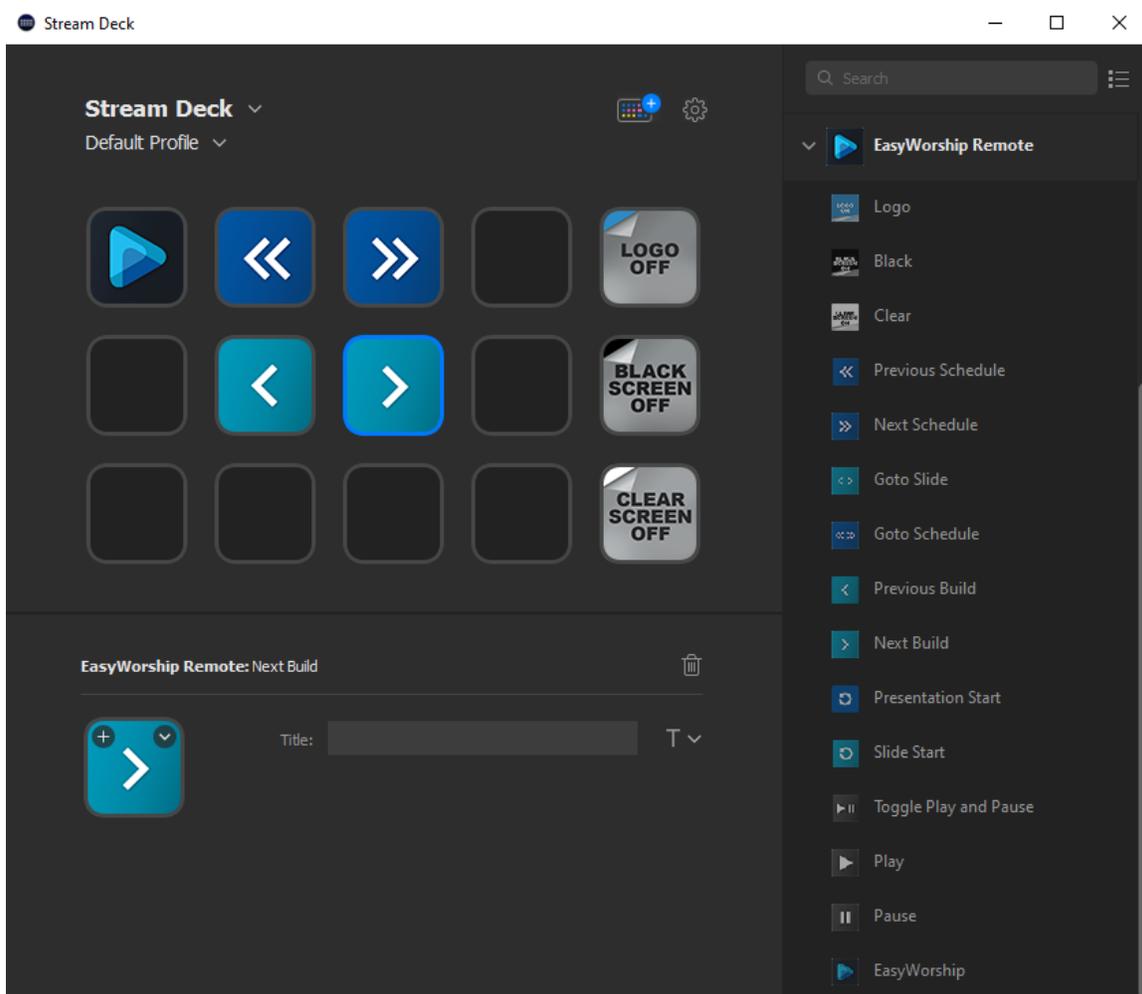
7. Press the **EasyWorship** key on the Stream Deck.
8. In **EasyWorship**, click the Remote button on the toolbar and click "Pair" next to the Stream Deck.



9. Click the 'Lock' icon next to the Stream Deck under Remote to unlock it and make it available for control. **EasyWorship** and the Stream Deck are now paired and ready to use.



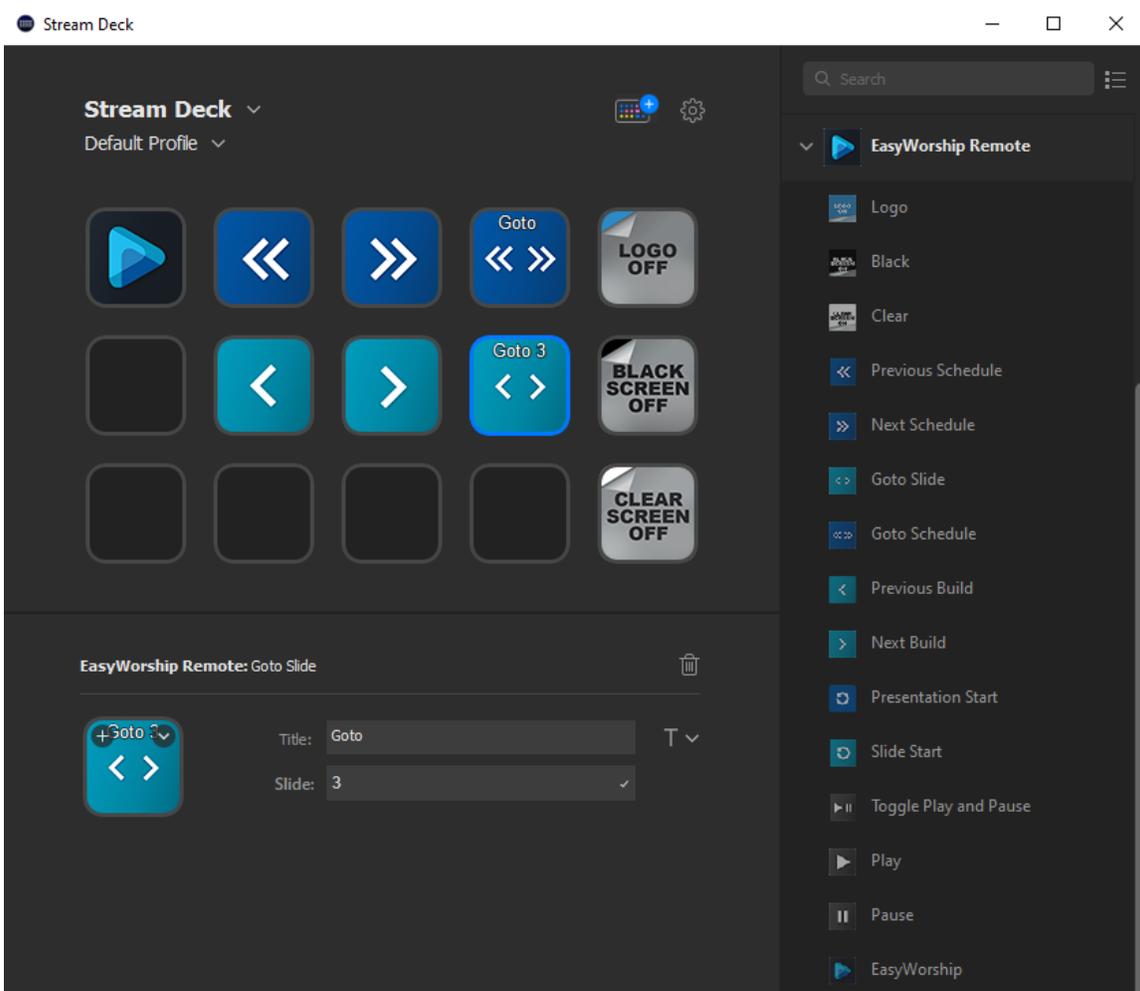
10. In the Stream Deck software, drag and drop any action you want to use to any empty key on the left.



Using the Stream Deck to control EasyWorship

1. Open a schedule in [EasyWorship](#).
2. Go Live to the first item in your schedule.
3. Use the keys on the Stream Deck to advance the slides, Go Live to other scheduled items, turn Logo, Black, and Clear on and off, and more.

- If you want to jump to a slide number or a schedule number item, add the Goto Slide and Goto Schedule actions to an empty key on the Stream Deck. Select that key and type in the slide number or schedule number you want to jump to in the appropriate field in the key properties window below.



Custom Position

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

Building a Schedule at Home

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

On the Presentation Computer

Determine the output screen size of the presentation computer.

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

On the Home Computer

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

Using Display Foldback with a Matrox DualHead2Go

To find out how to set Custom Position for Display Foldback,

SEE "Display Foldback (Stage Display)" on page 389.

Video Decoders

In this article:

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

What Is a video decoder?

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

Install Quicktime for MP4 and mov files

If you're having trouble playing mp4 or mov files in **EasyWorship** using the built in codec, you can install Quicktime to see if that will play those files.

To download and install Quicktime, go to support.easyworship.com and search for 'Video Decoders'.

Install DScaler for DVD Playback

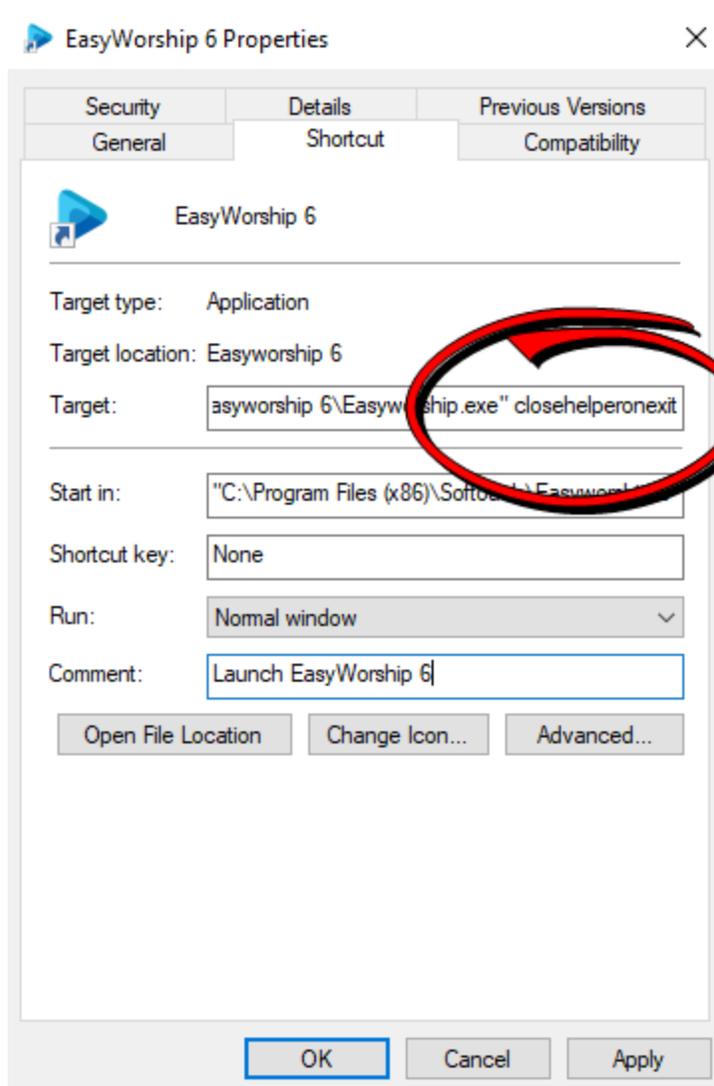
Go to support.easyworship.com and search for 'Video Decoders'.

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

Using EasyWorship On Citrix

The following instructions will show you how to set up **EasyWorship** so that the Helper will close when you exit the program. This will be helpful for those that use **EasyWorship** on Citrix so there aren't files still open and locked when **EasyWorship** is closed.

1. With **EasyWorship** closed, Right-click the **EasyWorship** icon on the Windows desktop and click **Properties**.
2. After the ending quotation marks in the Target field, add a space, then type
 - closehelperonexit
3. Click OK



Glossary

A

Alpha Channel Broadcasting

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

C

Capture Card

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

Codec

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

D

Deck

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

Display Port

DisplayPort is a digital display interface used to connect a video source to a display device such as a computer monitor, though it can also be used to carry audio,

USB, and other forms of data.

DVI

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

E

Element

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

F

Foldback

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

Front of House

The display that the audience sees.

G

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.

H

HDMI

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

L

Live Output

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

P

Primary / Secondary Monitor

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

Profiles

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

R

Resource

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

S

Schedule

A group of items for display during a service.

Slide

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

T

Theme

Special settings for a slide deck.

Themes

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

V

VGA

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

Video Card

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

Video Mixer / Switcher

A device used to switch between several different video sources.