EasyWorship | Software Keyboard Shortcuts

Text Editing

Enter

Adds an extra space between lines of text

Ctrl + **A**

Selects all text in the text editor

Ctrl + **C**

Copies the selected text

Ctrl + **V**

Pastes text into the text editor

Ctrl + **X**

Cuts the selected text

End

Moves the cursor to the end
of the line in song editor

Ctrl + **End**

Moves the cursor to the end
of the song's text in song editor

Ctrl + **Shift** + **End**

Selects all of the text from the cursor to the end

Tab

Moves the selected line to the right

Shift + **Tab**

Move the selected line back to the left

If the selected line has not been moved to
the right, this will create a new slide and move
the selected line to :"Label" or "Title" field.

Ctrl + **Enter**

Creates a new slide or breaks
a slide into two slides
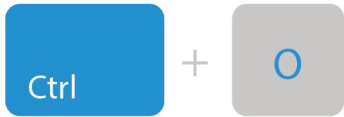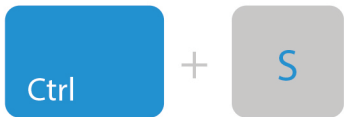
Ctrl + **Z**

Undo your previous action

Ctrl + **Y**

Redo the immediate previous action

Schedule Editing

Ctrl + **O**

Opens the browser to open
an existing schedule

Ctrl + **S**

Saves the active schedule

Ctrl + **Delete**

Deletes the selected item from the schedule
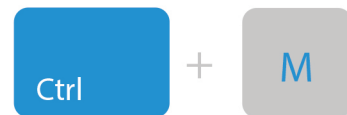
Alert Editing

Ctrl + **N**
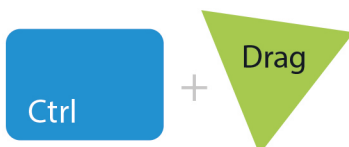
Opens the alert window

Ctrl + **F**
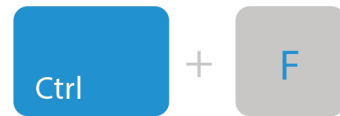
Opens the Alerts > Foldback > "New
simple message alert (Foldback)" window*

*Foldback needs to be turned on, in order for
this to work. To enable Foldback, go to Edit >
Options > Foldback

Ctrl + **M**

Opens alerts > "New simple
message alert (Live)" window

Schedule

Ctrl + **Drag**

Drag a slide from one presentation into
another or combine multiple media items
into a presentation

(You can only combine like presentations
i.e song to song)

▶

Selects the Next Schedule item

◀

Selects the Previous Schedule item

Show Control

Page Down

Is the *Go Live* command

Ctrl + **C**

(Clear Button) Toggles text on the live output on and off

Ctrl + **B**

(Black Button) Toggles the black screen on and off

Ctrl + **L**

(Logo Button) Toggles Logo on & off

Ctrl + **Space Bar**

Switches between live output and control screen in single monitor mode

▼ or **Space Bar**

Selects next slide

▲

Selects previous slide

▶

Selects the Next Schedule Item

◀

Selects the Previous Schedule Item

Home

Selects the first slide in the item in a schedule

End

Selects the first slide in the last item in a schedule

V + **Enter**

Selects the first verse of the song in the Live window

C + **Enter**

Selects the first chorus of the song in the Live window

___ + **Enter**

Enter the slide number you want + Enter
to select that slide in the Live window

V + **___** + **Enter**

Selects the verse number you entered
in the Live window

C + **___** + **Enter**

Selects the chorus number you entered
in the Live window