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# What's New in EasyWorship 2009

## Display Foldback (Stage Display)

- Send Lyrics and Scripture content to stage monitors (automatically synced with audience output)
- Send Alerts and custom messages to stage monitors (only seen on stage)
- Clock Display shows the current time
- Lyric Display, optional verse/chorus tags, shows first line of next slide, automatic word wrap, and more
- [PowerPoint Display shows current and next PowerPoint slides](#)
- Full control of format and style, including: text/font styles, custom background, scrolling or static alerts, and more ([requires additional hardware](#))

## VJ (Video Jockey) Mode

- Live background switching (with transitions)
- Switch between Videos, Images, Feeds and Slide Backgrounds

## Audio Integration

- Add audio files directly to the Schedule
- Add audio files as backgrounds to Songs or Scripture

## Web Display

- Easily enter URLs to display web pages
- Integrated navigation controls (home, back, next, refresh, stop)
- Full support for YouTube videos, and more
- Full support for Flash-based content

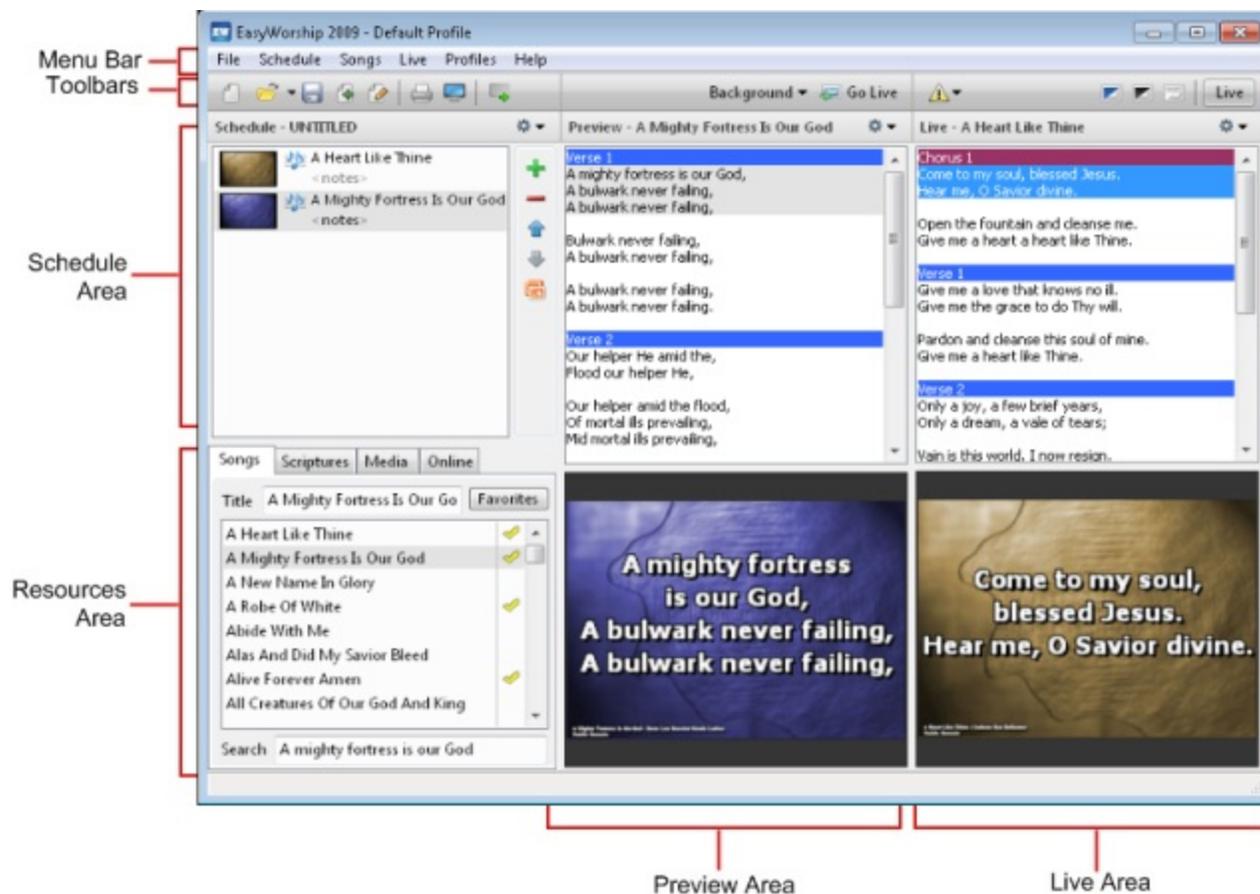
## Integrated Media Store

- Easily browse thousands of popular Mini Movies, Motions, Countdowns and Stills
- Preview media directly in EasyWorship
- Integrated Downloads, automatically puts your new media where it should be (no need to manually find and install downloaded media)
- [Purchase and install bibles](#) from within EasyWorship

## Updated User Interface

- Updated buttons and icons throughout
- Redesigned media player and interface controls for video, DVD and feeds
- Redesigned resource area and display options (preferences) area
- Theme aware so the look automatically customizes for Windows XP, Vista or 7
- Redesigned control header (top bar) and pane dividers to optimize workspace
- Redesigned to work with varying screen DPIs (large fonts)

## How it Works



### Schedule Area:

The **Schedule Area** contains selected items for a presentation. Drag and drop the items you want to use in your presentation into the **Schedule Area**. You may also add PowerPoint slide shows to your schedule by clicking the  on the right side of the **Schedule Area**. Use the arrow keys on the right side toolbar to move items around in the schedule. You can also drag items around in the schedule. Schedules can be saved for future use.

### Presentation Work Flow:

The presentation flows from the left column (**Schedule Area**) through the center column (**Preview Area**) to the right column (**Live Area**). Clicking **Go Live**  sends the current item selected to the **Preview Area** to the **Live Area** and to the screen. The next item in the schedule is automatically selected and shown in the **Preview Area**. When you are finished displaying the current item in the **Live Area** press **Go Live**  again to display the next item in the schedule.

### Resource Area:

The **Resource Area** provides access to songs, scriptures, media, and online content.

**Song Tab:** Displays the song database.

**Scripture Tab:** Displays the scripture database with version option tabs at the bottom.

**Media Tab:** Displays the **Video, Images, Feeds, DVD** and **Audio** tabs. You can double-click on an item to project it immediately or you can place songs, scriptures, and media into the schedule to create an ordered service.

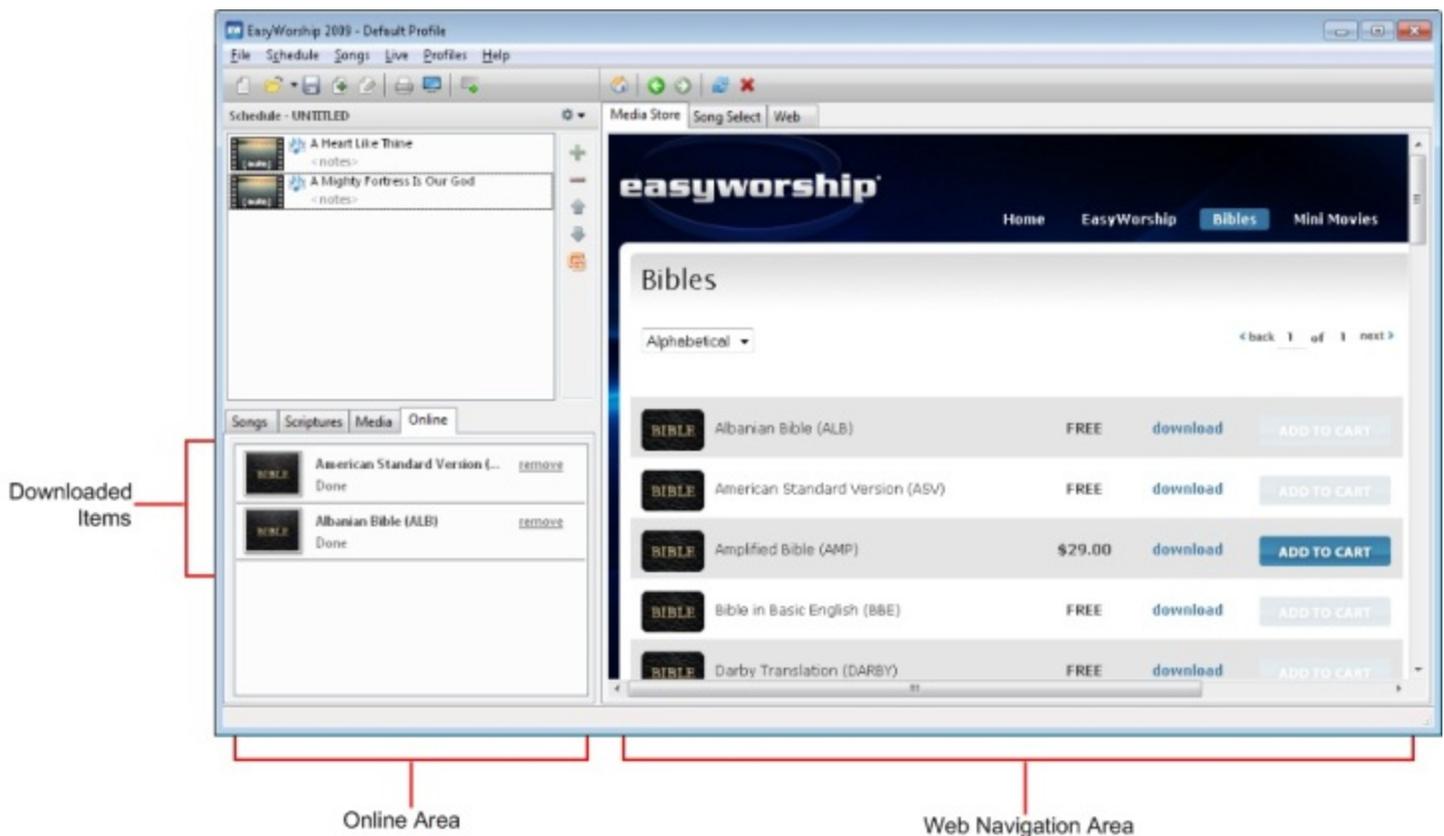
**Online Tab:** EasyWorship has the ability to interact with the web. Click the **Online** tab to unlock the web features in EasyWorship.

**Downloaded Items:** The downloaded items area will be blank until media or bibles have been downloaded from the **Media Store** tab.

**Media Store:** The **Media Store** tab allows you to purchase and download media and bibles for use in EasyWorship. The media or bibles are downloaded directly into EasyWorship.

**SongSelect:** The **SongSelect** tab allows you to import songs directly into the songs database from SongSelect. (CCLI SongSelect subscription required.)

**Web:** The **Web** tab allows web pages to be added to the schedule. YouTube videos can be streamed in full screen mode directly from the web. This feature also allows for playback of SWF files. See [Playing Flash Content](#)



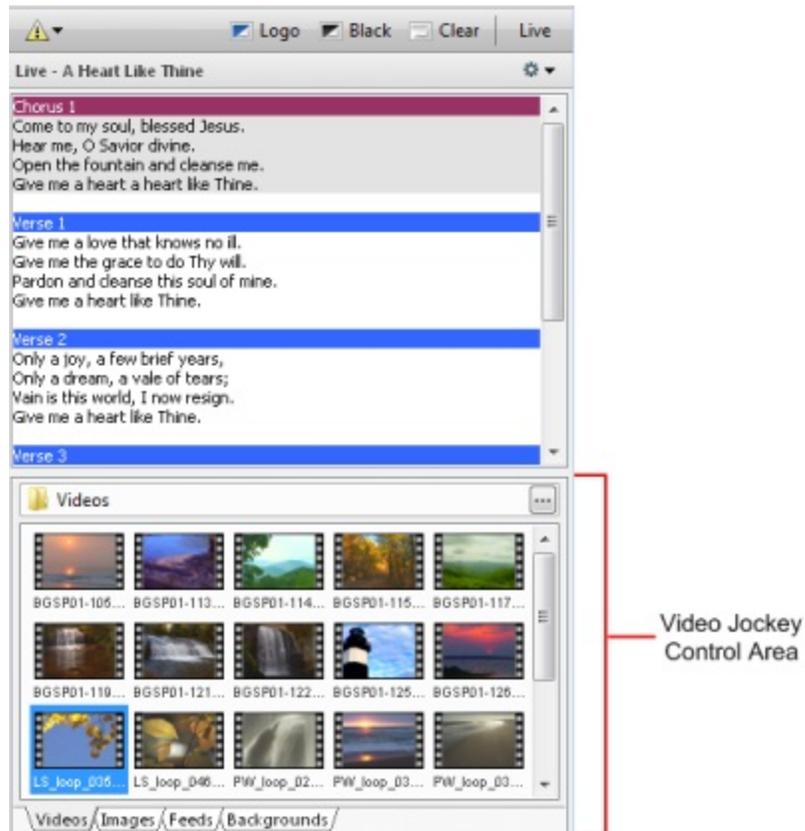
### Preview Area:

The **Preview Area** shows the item that is currently selected either in the **Resource Area** or in the **Schedule Area**. To move the contents to the **Live Output Area** and display it to the congregation go to the **Preview Area** and double-click on the highlighted item or click **Go Live** .

### Live Output Area:

The **Live Output Area** displays what is currently being projected on the screen. You can navigate the contents and choose verses to keep up with the speaker using the mouse or arrow keys.

**Video Jockey Mode:** Video Jockey or VJ mode is enabled by clicking the drop down button at the top right of the **Live Area**. This is a feature that allows you to quickly change backgrounds on the fly, by just clicking on the video, image, feed or background you wish to use.



## Training Videos

Videos are available online to help you get started using EasyWorship. Visit <http://youtube.com/easyworshipsoftware> to view the videos. An internet connection is required to view these videos.

## Activating and Registering EasyWorship

When EasyWorship is purchased, you will receive an email with registration information in it or you may receive a CD with a Product Key attached. Follow the instructions below to register EasyWorship.

### Register EasyWorship without a Product Key:

If you purchased EasyWorship and did not receive product key with the CD, **check your email for a registration email**, or check the envelope you received the disk in for a **registration letter**. Enter the registration information you received using the steps under [Registering EasyWorship](#).

### Activate EasyWorship using a Product Key:



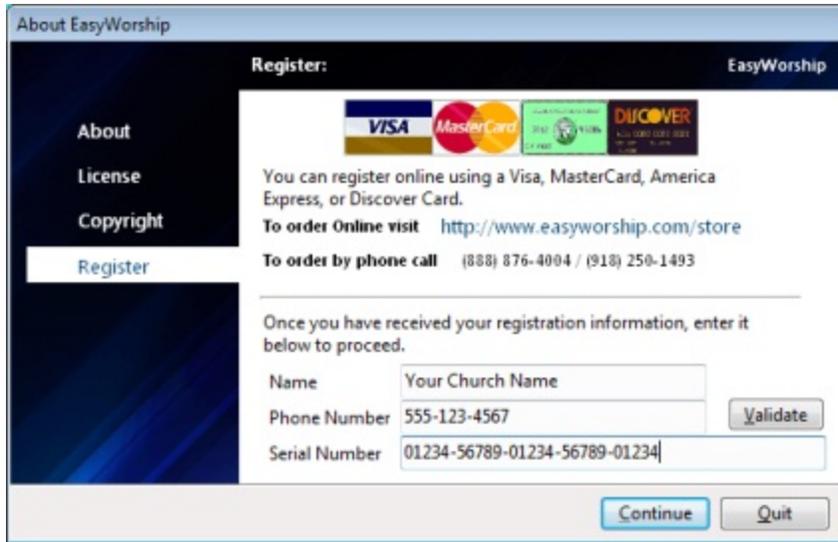
The image shows a blue and white activation card. At the top, it says "Activate Your Product Key Today" and "We need your product key and contact information to help you get up and running with EasyWorship." Below this, there are two main options: "ACTIVATE ONLINE" with the URL "EasyWorship.com/activate" and "ACTIVATE by PHONE" with the phone number "+1 (918) 250-1493 9AM-6PM CST". Underneath these are three steps: "STEP 1: Contact us online or via phone with your product key and contact information ready", "STEP 2: Check your email for registration information", and "STEP 3: Enter registration information in EasyWorship". At the bottom, there is a large white rectangular area and a warning icon with the text "EasyWorship will time out in 30 days unless activated by web or phone."

If you receive this card with your EasyWorship CD, there are two ways to register EasyWorship using a Product Key, by phone or online activation.

1. Call (918) 250-1493 9AM - 6PM (CST) to activate by phone.  
Visit [EasyWorship.com/activate](http://EasyWorship.com/activate) to activate online.
2. After activating via phone or online, check your email for a registration email.
3. Enter the registration information you received into EasyWorship using the steps under Registering EasyWorship.

### Registering EasyWorship:

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



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

-Or-

**With EasyWorship Open:**

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

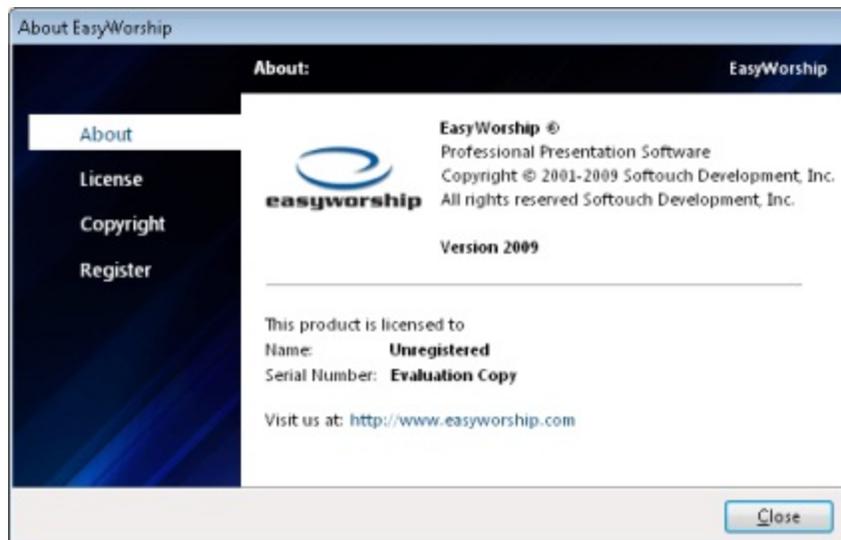
If you have any problems, see [Incorrect Serial Number!](#). You may also call us at +1-918-250-1493 or e-mail us at [support@easyworship.com](mailto:support@easyworship.com).

## Incorrect Serial Number!



This error can occur for a couple of reasons:

1. EasyWorship has already been registered.
  - If EasyWorship is upgraded from an older version that was already registered, there is no need to enter your serial number. This error will appear if the same registration code is entered again.
  - To determine if EasyWorship is already registered, click on the **Help** menu then **About EasyWorship**. If the church name and serial number are in the registration area at the bottom, the software is already registered.



2. Your EasyWorship registration information has not been entered exactly as it appears on your registration letter.
  - Verify that the registration information has been entered exactly as it is on the registration letter. The church name, phone number, serial number are all case and space sensitive.

- The serial number has to be entered with the dashes included.
- The phone number should be entered exactly as it is in the letter or email that you received when the software was purchased.

If you continue to receive this error message call us at **+1-918-250-1493** or email us at [support@easyworship.com](mailto:support@easyworship.com).

## Running EasyWorship For The First Time

When launching EasyWorship for the first time, a prompt will appear to install the demo data that comes with EasyWorship.

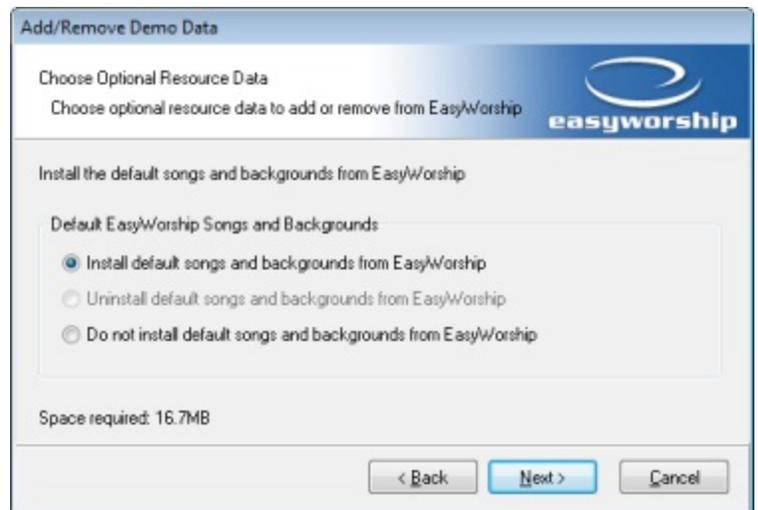
The demo data is not required for EasyWorship to operate. The demo data may be installed or uninstalled. See [Adding and Removing Demo Songs](#). Use the instructions below to install them upon running EasyWorship for the first time.

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

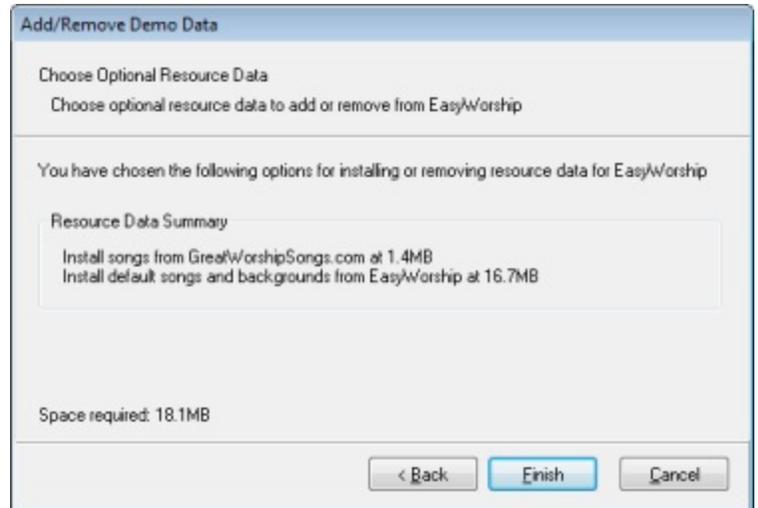
 **Note:** No internet connection is required to install these songs.



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



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



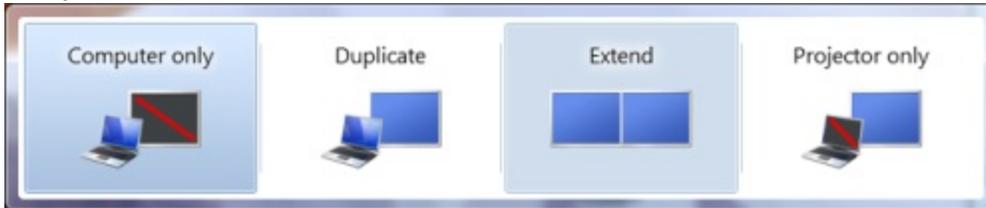
## Dual Monitor / Projector Setup

If you are using a laptop computer, see [Laptop Setup](#)

Enabling Windows Extended Desktop:

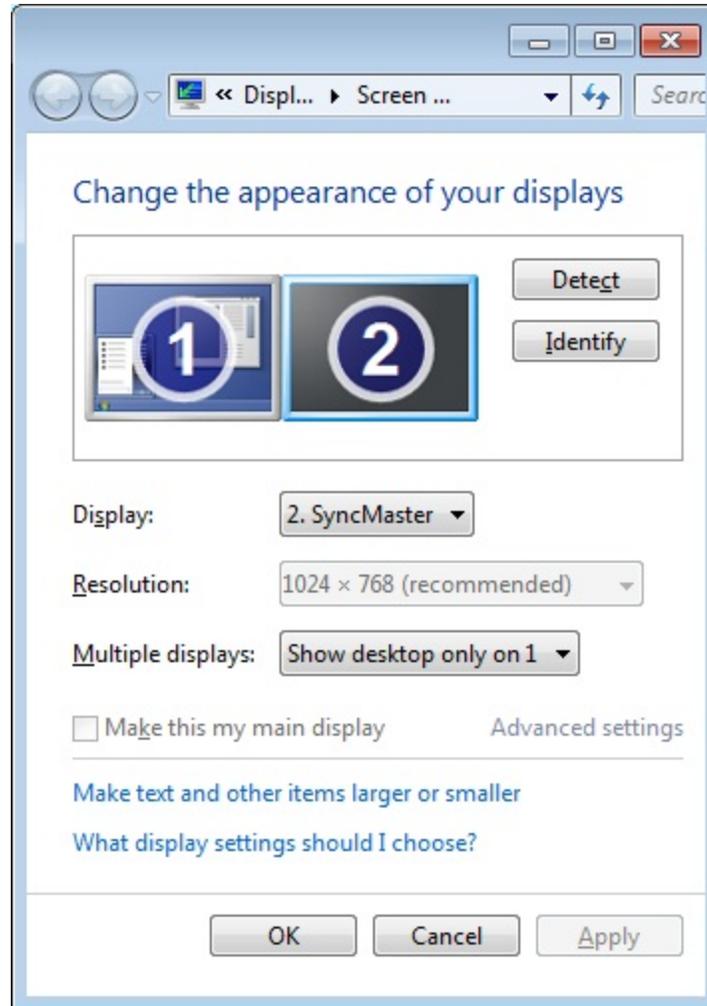
Windows 7:

1. Hold down the **Windows** key  on the keyboard and **press P**.
2. Use your mouse to select **Extend**.



Windows XP, Vista & 7:

1. Right-click on the Windows Desktop.
2. Select:  
**Windows XP: Properties**, then **Settings** tab.  
**Windows Vista: Personalize** then **Display Settings** link.  
**Windows 7: Screen Resolution**



**Notes**  
If **Display 1 and 2** boxes do not appear, your computer does not have dual monitor capability, or you do not have a projector or monitor plugged into the secondary video output on the computer.

3. Select **Monitor 2**.

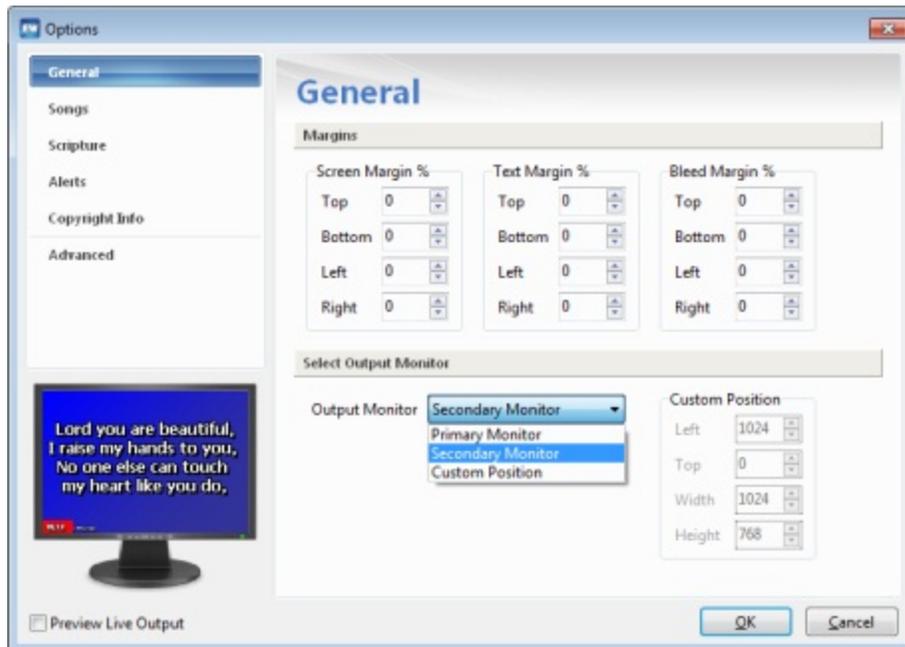


4. Select **Extend my Windows Desktop onto this monitor** or select **Extend these displays** from the drop down list..
5. Set the screen area resolution.  
Standard 4:3 -800 X 600 or 1024 X 768  
Widescreen 16:9 -852x480, 1280x720 or 1920x1080  
Widescreen 16:10 - 1280x768, 1280x800 or 1440x900
6. Verify the color setting for **Monitor 2** is set to 32 bit.

7. Click **Apply** then **OK**. If prompted to keep the settings click **yes**.
8. Open EasyWorship.
9. Follow the instructions below to setup EasyWorship to use your second monitor.

### Setting EasyWorship to use your second monitor:

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



3. Under **General**, go to **Select Output Monitor** and select **Secondary Monitor** from the drop down list.
4. Make sure the **Enable DirectX Support** check box is checked.
5. Click **OK**.

See [Dual Monitor Troubleshooting](#) if you are having problems with your dual monitor setup.

See [Can I Run EasyWorship in Single Monitor Mode?](#) for more information about running EasyWorship if your computer isn't able to support dual monitors.

## Display Foldback

Display Foldback allows EasyWorship to take advantage of a third video output to display content for stage monitors. Additional hardware is required to use this feature. The Matrox DualHead2Go box is recommended for this feature. See [Display Foldback Monitor Setup](#) and [Foldback Hardware](#)

### Foldback Features:

- Send Lyrics and Scripture content to stage monitors (automatically synced with audience output)
- Send Alerts and custom messages to stage monitors (only seen on stage)
- Clock Display shows the current time
- Lyric Display, optional verse/chorus tags, shows first line of next slide, automatic word wrap, and more
- PowerPoint Display shows current and next PowerPoint slides
- Full control of format and style, including: text/font styles, custom background (not just black), scrolling or static alerts, and more (requires additional hardware)

See [Monitor Options](#), [Songs Text](#), [Scripture Text](#), [PowerPoint Options](#), and [Alerts and Time](#)

## Installing Sample Media

When you purchase EasyWorship 2009 you have access to pre-selected free media that can be downloaded through the Media Store within EasyWorship. Follow the instructions below to download the sample media that comes with EasyWorship 2009.

1. Open EasyWorship.
2. Click the **Online** tab.
3. On the **Media Store** tab click **Login**.
4.  At the **Account Login** screen enter your email address and password, then click **Login**.
5. The **My Downloads** page will appear.
6. Click the **WMV** button next to each video and the **JPG** button next to each image.
7. The download progress will appear in the **Store Downloads** area to the left.
8. After each media file has downloaded, you can find it under the **Media** tab.

### Notes:

- When logging in, use the email address and password you used when you purchased the software. If you purchased over the phone or through one of our dealers, select **First Time Here**. Enter your email address and click **Proceed**. The email address you use when creating a media store account must also be listed as a contact on the account that purchased EasyWorship in order to access the sample media.
- You may email [support@easyworship.com](mailto:support@easyworship.com) if you need help with your account.
- Media files are downloaded to the EasyWorship profile you are currently using. The default download location is:  
**XP** - C:\Documents and Settings\All Users\Shared Documents\Softouch\EasyWorship\Default\Resources  
**Vista - 7** - C:\Users\Public\Public Documents\Softouch\EasyWorship\Default\Resources

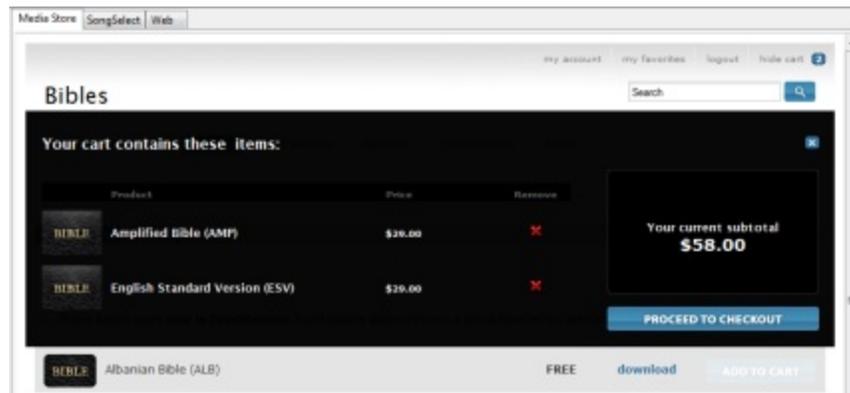
See [Adding Backgrounds](#) if you would like to use free sample media for backgrounds.

## Adding More Bible Versions

EasyWorship offers many free and copyrighted bibles. Bibles can be purchased via the [Media Store](#) tab or by calling us at +1-918-250-1493. If EasyWorship was purchased via a dealer please contact them to purchase. After the bible is purchased, we will send a new serial number to you via e-mail.

### Purchasing a Bible:

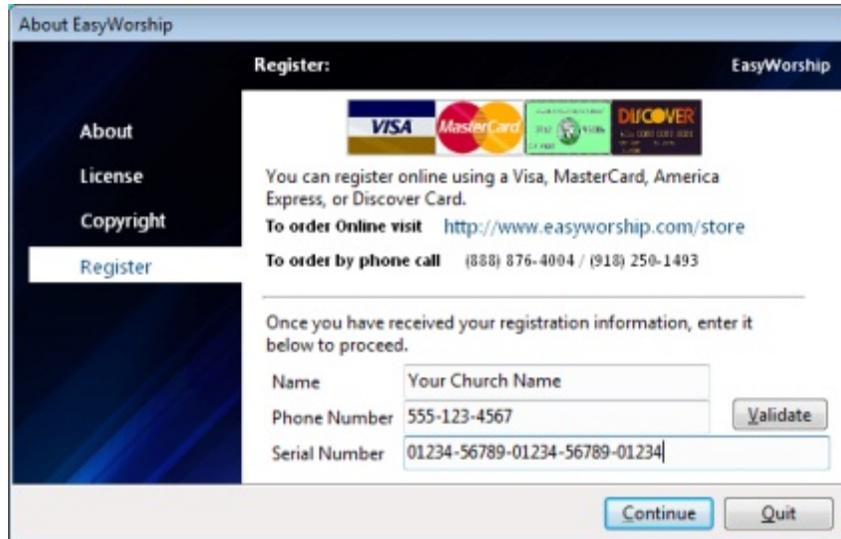
1. Open EasyWorship, click the **Online** tab.
2. Click **Login** at the top right of the **Media Store** page, then log in to the EasyWorship Media Store.
3. Click the **Bibles** tab at the top of the page.
4. Click **Add to Cart** next to any bibles you wish to purchase.  
Clicking **Download** will download and install the bible text, but the bible will not appear as a tab under the Scriptures tab unless it is a free bible. Purchased bibles have to be activated with a serial number.
5. Click on **Proceed** to checkout in the cart.



6. After checking out, the bibles you purchased be activated in EasyWorship on this computer.
7. Check your email for the new serial number that will activate the bible on any other computers you may have.

### Activating A Purchased Bible:

1. Open EasyWorship.
2. Click the **Help** menu.
3. Select **Register Products**.
3. In the **Serial Number** field type in the new serial number.
4. Click **Validate**.



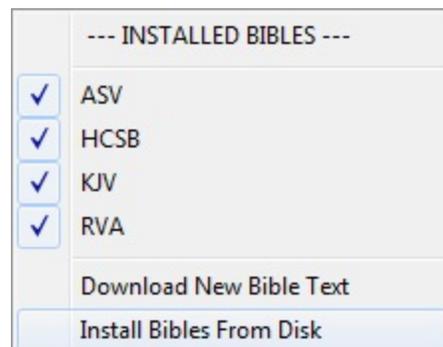
5. The **Validate** button will gray out.
6. Click **Close**.
7. Click on the **Scriptures** tab.
8. The tab for your new bible will show up at the bottom of the **Scriptures Area**.
9. If the message **This version of the bible is not installed** appears, click **download** and **install it now**.
  - If you do not have an internet connection, you may download the text from our web site onto a computer that has internet access and install the bible text manually. See [Installing Bible Text Manually](#)

#### Installing Bible Text Using the Media Store:

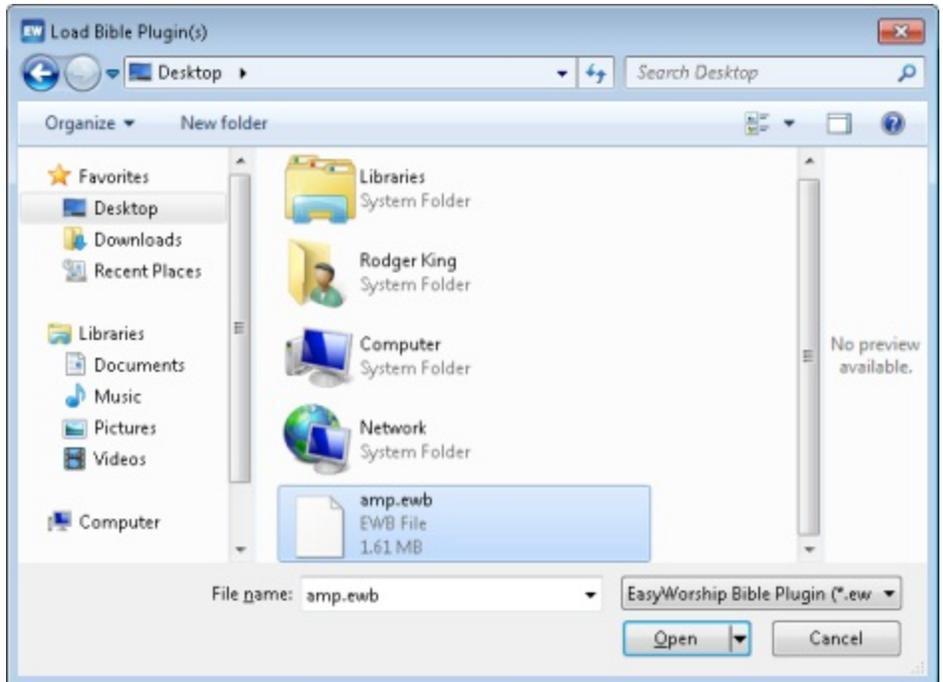
1. Click on the **Online** tab in the **Resource Area**.
2. Click the **Media Store** tab.
3. Click on **Bibles**.
4. Click **Download** next to the scripture you wish to install.
5. The scripture will download and install automatically.
  - If you haven't purchased the scripture yet, click **Add To Cart** and go through the checkout process.

#### Installing Bible Text Manually:

1. At a computer with internet connection, browse to <http://www.easyworship.com/bibles>.
2. Click on the download link for the bible you want to download.
3. Save the file to a disk.
4. Take the disk to the computer you want to install the bible on.
5. Click the **Scriptures** tab.
6. Click the  button to the right of the bible version tabs.
7. Click **Install Bibles From Disk**.



8. Browse to and select the bible file you saved to the disk.
9. Click **Open**.
10. Follow the steps under **Activating A Purchased Bible** from above.
11. The scripture text will now appear.



## Using PowerPoint 2007 / 2010 Files

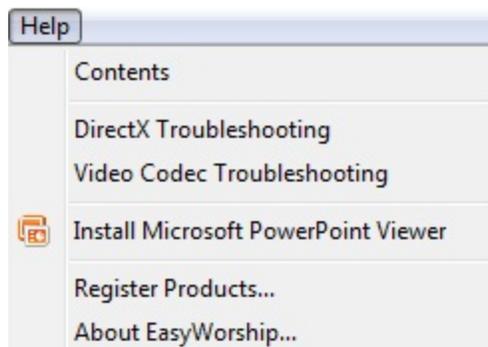
### Installing PowerPoint Viewer 2010:

Upon the first attempt to use a PowerPoint 2007 or 2010 file, EasyWorship will prompt you to download PowerPoint Viewer 2010 onto your computer. This will only occur if you do not have [Microsoft PowerPoint 2010 Viewer](#) or Microsoft PowerPoint 2007 / 2010 installed.



1. Click the download.
2. Click the download on the web page that appears.
3. Click **Save** on the window that appears.
4. Browse to your Desktop and click **Save**.
5. After the file has downloaded. Open the file and follow the Wizard to install PowerPoint Viewer 2010.

**Notes**  
You may also start the download of the PowerPoint Viewer by clicking on **Help > Install Microsoft PowerPoint Viewer**. Visit [www.easyworship.com/support/](http://www.easyworship.com/support/) and enter PowerPoint in the search bar for related articles.



## Codecs Explained

### What is a codec?

**Codec** - (enCOder/DECOder or COmpressor/DECOmpressor) - software (or hardware) that compresses and decompresses audio and video data streams.

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

- For more information go to [http://www.free-codecs.com/guides/What\\_you\\_need\\_to\\_know\\_about\\_codecs.htm](http://www.free-codecs.com/guides/What_you_need_to_know_about_codecs.htm)

When you play a video or sound file through EasyWorship, it has to know how to decode that file. A codec is a piece of software that tells EasyWorship how to decode the video or audio file. If you don't have the proper codec installed on your computer, EasyWorship won't be able to play your multi-media file.

- Standard codecs that are included automatically in Windows Media Player are :  
**Video:** Mpeg1, AVI, WMV  
**Audio:** MP3, WAV, WMA  
EasyWorship can use any of these types of files without installing extra codec software.
- EasyWorship can play many other types of files as long as you have a codec for EasyWorship to decode the file with. Mpeg2, Mpeg4, Divx, Mov files require extra codec software.
- Avoid downloading codec packs that claim to have a codec for every type of file. Many times they will install software that conflicts with EasyWorship and can cause your media files to play incorrectly. The only codec pack we current recommend is the K-Lite codec pack. See [K-Lite Codec Pack](#).
- We recommend FFDSHow, Gabest, DScaler or PowerDVD6 or 7 codecs for playing Mpg2 files and DVDs. See [Recommended DVD & Mpg2 Decoders](#)

## Online Content

EasyWorship allows you to schedule online content to be displayed during a presentation. Clicking the **Online** tab in the **Resource Area** unlocks EasyWorship's online options. When clicking the **Online** tab, you will notice that the **Preview** and **Live Areas** are now replaced with a web browser with three tabs at the top left. The **Media Store** tab allows you to purchase and download media and bibles directly to EasyWorship. The **SongSelect** tab allows you to import lyrics via the SongSelect lyric service. This allows you to keep SongSelect open and available at all times for quick access. The **Web** tab allows you to add web sites to the schedule to be displayed during a presentation. The **Web** tab also allows you to schedule Flash content and YouTube videos.

See [Media Store Tab](#), [SongSelect Tab](#), and [Web Tab](#) for more information.

The screenshot displays the EasyWorship 2009 software interface. The main window is titled "EasyWorship 2009 - Default Profile" and features a menu bar with "File", "Schedule", "Songs", "Live", "Profiles", and "Help". Below the menu bar is a toolbar with various icons. The interface is divided into several sections:

- Schedule - UNTITLED:** A list of scheduled items, including "A Heart Like Thine" and "A Mighty Fortress Is Our God", each with a "notes" link.
- Media Store:** A tabbed interface with "Media Store", "Song Select", and "Web" tabs. The "Media Store" tab is active, showing a "Bibles" section with a search filter set to "Alphabetical" and a list of bibles for sale.
- Downloaded Items:** A list of downloaded bibles, including "American Standard Version (...)" and "Albanian Bible (ALB)", each with a "remove" link.
- Online Area:** A section at the bottom of the interface, indicated by a red bracket, which contains the "Downloaded Items" list.
- Web Navigation Area:** A section at the bottom of the interface, indicated by a red bracket, which contains the "Media Store" tab and its content.

The "Bibles" section in the Media Store tab lists the following items:

BIBLE	Price	download	ADD TO CART
Albanian Bible (ALB)	FREE	download	ADD TO CART
American Standard Version (ASV)	FREE	download	ADD TO CART
Amplified Bible (AMP)	\$29.00	download	ADD TO CART
Bible in Basic English (BBE)	FREE	download	ADD TO CART
Darby Translation (DARBY)	FREE	download	ADD TO CART

## System Requirements for Desktop & Laptop Computers

See [System Requirements](#) on EasyWorship.com for the latest information.

EasyWorship is compatible with Windows 98, SE, ME, 2000, XP and Vista, and will run on most computers that meet the requirements for those operating systems. And since EasyWorship is a dual output system, you'll need a dual output card for displaying the control screen separately from the live presentation output.

You don't need a fast computer to take advantage of the basic features EasyWorship has to offer. However, if you want to display text over moving backgrounds with video transitions or if you're looking to display HD content, pay close attention to these requirements.

**The following are the preferred computer requirements for EasyWorship:**

### Basic Requirements

Keeping it simple? Here's what you need to display songs and Scriptures over still backgrounds and to run PowerPoint slideshows

- Processor: 500 MHz Pentium II Processor
- RAM: Win XP - 512 MB ; Win Vista / 7 - 1GB
- Hard Drive: 100 MB free disk space
- Dual output video card
- CD-ROM Drive

### Standard Requirements

Here's what you need to play DVDs and display text over video with smooth transitions.

- Processor: 1.7 GHz Pentium 4 , 1.6 Ghz Core2Duo
- RAM: Win XP - 1 GB ; Win Vista / 7 - 2 GB
- Hard Drive: 7200 RPM hard drive, 500 MB free disk space
- Dual output video card with 128 MB video memory
- Available DVD drive and [recommended codecs](#)

### HD Requirements

- Processor: 2.8 GHz Intel Core2Duo, Core2Quad or 2.66 GHz I5, I7
- RAM: Win Xp - 2 GB ; Vista / 7 - 3 GB
- Hard Drive: SATA 7200 RPM Hard Drive with 8MB cache, 500 MB of free disk space
- NVIDIA G-Force 9800 GT, GTS 250, 450, 460, 550, 560 or ATI/AMD Radeon HD 4850, 5850 or 6850
- Available DVD drive and [recommended codecs](#)

### Video Cards

Video cards should be purchased with either an AGP or PCI Express interface. Standard PCI video cards will work, but you will be unable to do quality video transitions and high definition video.

### Laptops

Laptop computers should meet the same requirements of a Desktop computer. Verify with your laptop manufacturer that the video card can support Windows Extended Desktop and not just clone what is on your laptop display. Most late model laptops with NVIDIA, ATI or Intel graphics cards will have this ability. If you only have one monitor connection on your

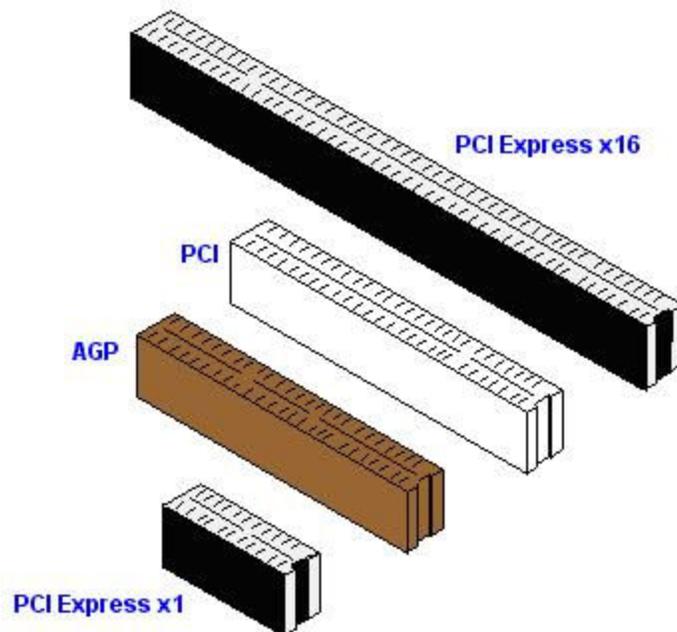
laptop, your laptop display will be your primary output (operator screen) and your projector will be your secondary output (live screen).

See [Dual Monitors Explained](#) and [Laptop Setup](#) for more info on setting up a laptop for dual video output. See [Computer Requirements Unsupported](#) for more information about unsupported hardware.

## More Video Card info

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

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



- All graphics cards must support **DirectX** in order to use all of the functions of EasyWorship.
- Download the latest versions of drivers for any new hardware device from the manufacturer's website after you install it.
- Many new computers will come with a less powerful graphics card already installed. In some cases, these cards do not handle our multimedia requirements well. Many times they only have the ability to display output on one monitor.
- We recommend **nVidia** graphics cards. They have proven to be the least problematic for EasyWorship customers and they provide the best performance for what we do.

- Many of the **ATI**, **Via S3** and **SIS** cards work. However, when trying to use the DVD editor, some of them have caused an Active Movie window to appear. This renders the DVD editor unusable. See [Active Movie Window Over DVD Editor](#) for more info.
- When shopping for a graphics card, **avoid nVidia GeForce** Cards with a model number ending in **LE** or **Turbo Cache**.
- Cards with **LE** in the name are scaled down versions of a higher end graphics card, and may not perform well.
- **Turbo Cache** is a new feature on nVidia video cards, that allows the video card to share the system memory. These types of cards don't perform as well. Many of these cards do not allow EasyWorship enough memory to enable DirectX support.
- ATI has a feature like the Turbo Cache feature on the nVidia cards. It is called **Hyper-memory**. You may see the same results with these cards.

## Unsupported Hardware

See [System Requirements](#) on EasyWorship.com for the latest information.

### Unsupported Processors:

Intel Celeron  
AMD Duron  
AMD Sempron

### Explanation:

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

### Unsupported Video Cards:

ATI Radeon 7000  
ATI Radeon 7500  
ATI Radeon 9250  
Some ATI Radeon x600  
Older nVidia Quadro  
GeForce Cards with Turbo Cache  
All SIS  
All Matrox except TrippleHead2Go and DualHead2Go  
Any video card with less than 64 MB video ram  
Single output video cards  
USB video cards  
Wireless Video cards  
Mobile ATI graphics in Laptops (Driver crashes when using extended Desktop)

### Explanation:

Unsupported video cards are cards that we have found to be either problematic, do not utilize DirectX well or are not able to utilize Windows Extended Desktop.

See [More Video Card info](#)

## Recommended Video Capture Cards

See [System Requirements](#) on EasyWorship.com for the latest information.

### Recommended Capture Cards

#### 5 Volt PCI:

- KWORLD X-Pert DVD Maker PCI Card VS-L883D (64/32 bit compatible)
- ViewCast Osprey 100 found at viewcast.com (Vista Compatible using XP Drivers)
- ADSTech Instant Video PCI (PTV-390) (Vista Compatible)
- AverMedia DVD EZMaker PCI
- KWORLD DV/AV 883 (64/32 bit compatible)

#### Universal PCI:

- ViewCast Osprey 230 found at viewcast.com (Vista Compatible using XP Drivers)

#### PCI E X1:

- KWORLD PlusTV PVRTV-PE360-A (64/32 bit compatible)

#### USB:

- KWorld DVDMaker USB 2.0 (64/32 bit compatible)
- KWORLD DVD Maker USB 2.0 VS-USB2800 (64/32 bit compatible)

See [System Requirements](#) on EasyWorship.com for the latest information.

#### 📌Notes:

You may need to set your capture card to use a 320x240 or 640x480 capture resolution for best performance. See [Working with Feeds](#)

## Display Foldback Hardware

There are multiple ways to configure your computer hardware to support a third monitor for display foldback. See the different options below.

### Option 1: Matrox DualHead2Go

The DualHead2Go comes in three editions. Analog, Digital and DP. We only recommend either the Analog or Digital Editions. The DP edition is only for use with Display Port monitors.

The **Analog Edition** is the cheapest of the three and only has VGA connections. It has a maximum resolution of 2 x 1280 x 1024.

- 4:3 resolutions for EasyWorship with this box are 2 x 800x600 or 2 x 1024x768
- 16:9 resolution for EasyWorship with this box is 2 x 1280 x 720.

The **Digital Edition** has two DVI outputs. It has a maximum resolution of 2 x 1920 x 1200.

- 4:3 resolutions for EasyWorship with this box are 2 x 800x600, 2 x 1024x768, 2 x 1280x1024.
- 16:9 resolutions for EasyWorship with this box are 2 x 1280 x 720 and 2 x 1920x1080

#### 📌Notes

If you need to use independent resolutions for the foldback and front of house screens, you'll probably want use option 2 or 3.

See [Foldback Monitor Setup](#) for help setting up EasyWorship to work with this device.

See [Display Foldback Hardware](#) for help purchasing the DualHead2Go.

### Option 2: ATI / AMD RADEON HD 5850/5870 & 6850/6870 With Eyefinity

The **ATI / AMD RADEON HD 5850/5870 & 6850/6870** cards have four video outputs; three can be used simultaneously; **2 x DVI and 1 Display Port OR 1 DVI, 1HDMI, 1Display port**. This allows you to have three screens that display something different.

- [A Display Port to VGA or an Active Display Port to DVI adapter](#) is required in order to connect a standard monitor or projector to the Display Port.
- The HDMI connection cannot be used if you are using both DVI ports.

With this card, you will extend the Windows Desktop on to each monitor in the display settings, then set EasyWorship to use the appropriate monitors for front of house and display foldback.

#### Recommended system requirements to use this option:

- ATI / AMD RADEON HD 5850/5870 & 6850/6870.
- 500 watt power supply.
- Windows 7 or Vista (Windows XP will not work)
- [Display Port to VGA or Active Display Port to DVI adapter](#).

See [Secondary Graphics Card or RADEON HD Graphics with Eyefinity Setup](#)

### **Option 3: Two PCI Express X16 or PCI Express 2.0 Graphics Cards**

Using a secondary PCI Express X16 or PCI Express 2.0 graphics card may also provide good results for foldback. Not all computers have two PCI Express X16 or PCI Express 2.0 slots on the motherboard. If you are using two NVIDIA cards or two ATI cards, make sure they are the same model this will help prevent driver conflicts. You can use one ATI and one Nvidia card.

#### **📌Notes**

AMD/ATI Crossfire or NVIDIA SLI modes should be disabled when using this configuration.

See [Secondary Graphics Card or RADEON HD Graphics with Eyefinity Setup](#)

### **Configurations We Do Not Recommend**

- USB graphics cards
- Secondary or Multiple standard PCI graphics cards
- Wireless graphics devices
- NVIDIA Quadro cards

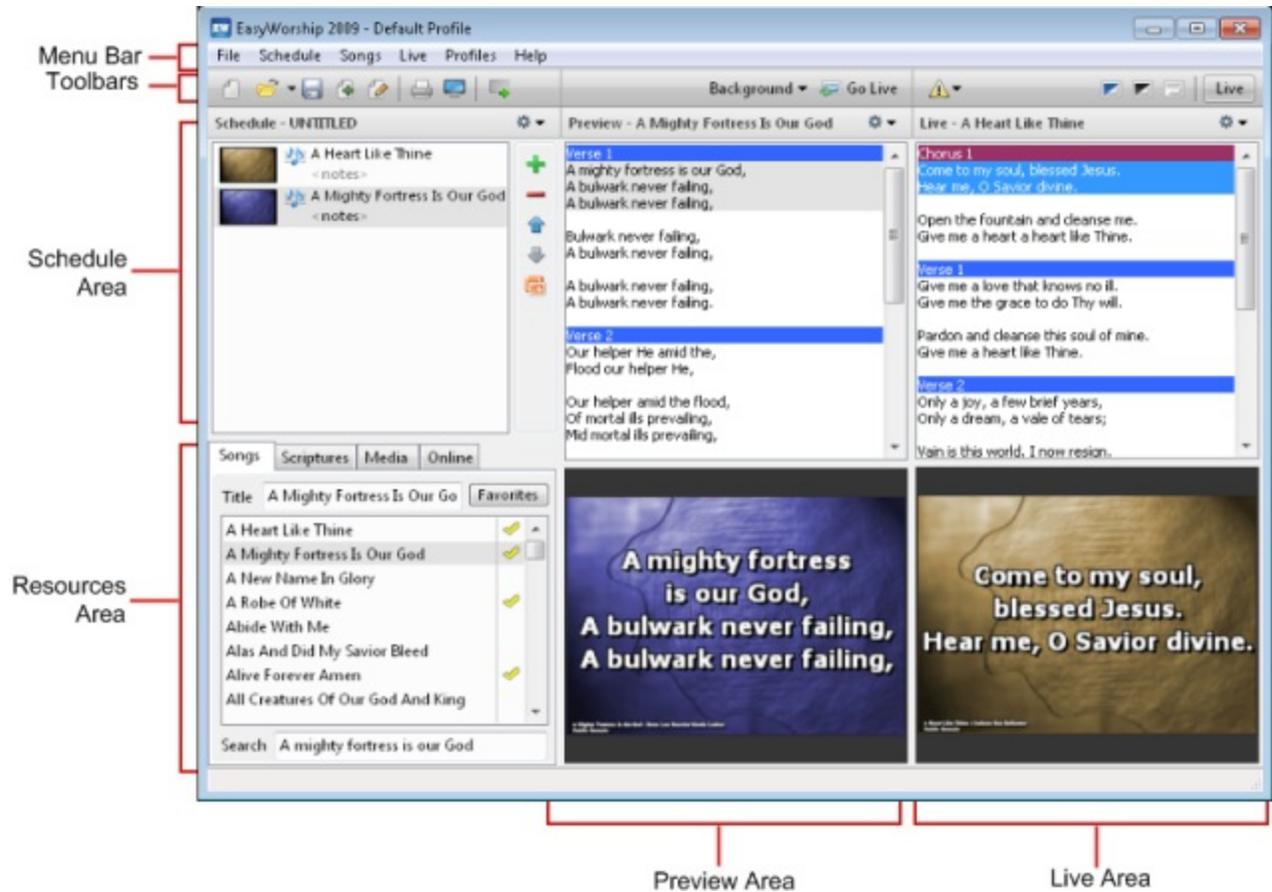
## **USB, Wireless & Network Video Adapters & Projectors**

EasyWorship does not work with projectors that connect to your local area network. These devices normally require a software that sends screen captures to the projector via your local area network. Windows is not able to see these types of devices as a secondary video card, and cannot extend the Windows Desktop to that network device. Therefore, EasyWorship cannot use that device to send output to.

USB wireless video cards and USB video cards are not recommended for use with EasyWorship. USB video devices will not be able to support the DirectX functions required for text over video, video transitions and many other functions in EasyWorship.

EasyWorship can use a device that is connected to the secondary video port on your video card. For example a standard monitor, projector or a Wireless PC to TV Converter that uses a sending and receiving unit to transmit video data to the projector will. You could see some delay with these devices.

## How it Works



### Schedule Area:

The **Schedule Area** contains selected items for a presentation. Drag and drop the items you want to use in your presentation into the **Schedule Area**. You may also add PowerPoint slide shows to your schedule by clicking the  on the right side of the **Schedule Area**. Use the arrow keys on the right side toolbar to move items around in the schedule. You can also drag items around in the schedule. Schedules can be saved for future use.

### Presentation Work Flow:

The presentation flows from the left column (**Schedule Area**) through the center column (**Preview Area**) to the right column (**Live Area**). Clicking **Go Live**  sends the current item selected to the **Preview Area** to the **Live Area** and to the screen. The next item in the schedule is automatically selected and shown in the **Preview Area**. When you are finished displaying the current item in the **Live Area** press **Go Live**  again to display the next item in the schedule.

### Resource Area:

The **Resource Area** provides access to songs, scriptures, media, and online content.

**Song Tab:** Displays the song database.

**Scripture Tab:** Displays the scripture database with version option tabs at the bottom.

**Media Tab:** Displays the **Video, Images, Feeds, DVD** and **Audio** tabs. You can double-click on an item to project it immediately or you can place songs, scriptures, and media into the schedule to create an ordered service.

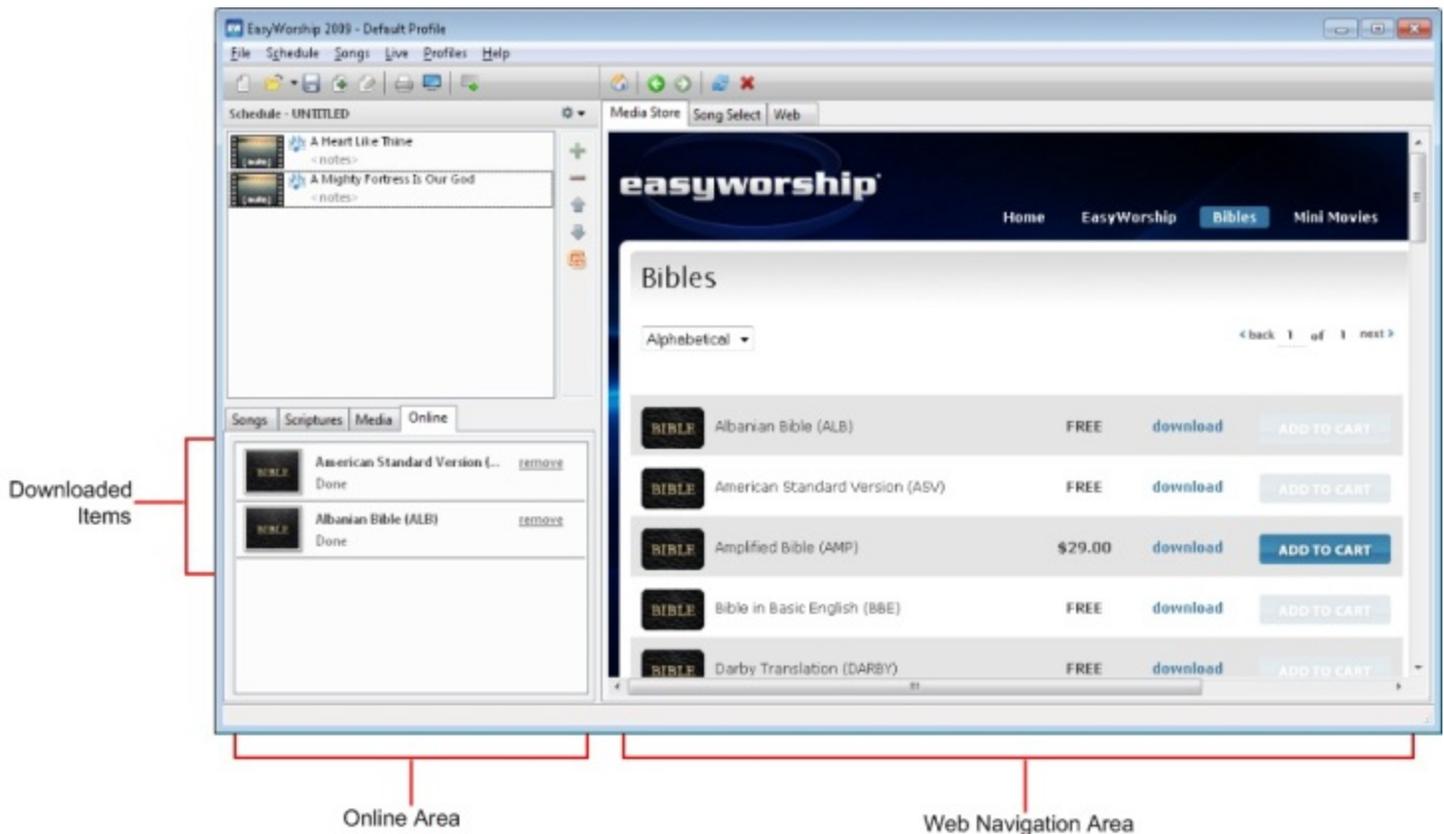
**Online Tab:** EasyWorship has the ability to interact with the web. Click the **Online** tab to unlock the web features in EasyWorship.

**Downloaded Items:** The downloaded items area will be blank until media or bibles have been downloaded from the **Media Store** tab.

**Media Store:** The **Media Store** tab allows you to purchase and download media and bibles for use in EasyWorship. The media or bibles are downloaded directly into EasyWorship.

**SongSelect:** The **SongSelect** tab allows you to import songs directly into the songs database from SongSelect. (CCLI SongSelect subscription required.)

**Web:** The **Web** tab allows web pages to be added to the schedule. YouTube videos can be streamed in full screen mode directly from the web. This feature also allows for playback of SWF files. See [Playing Flash Content](#)



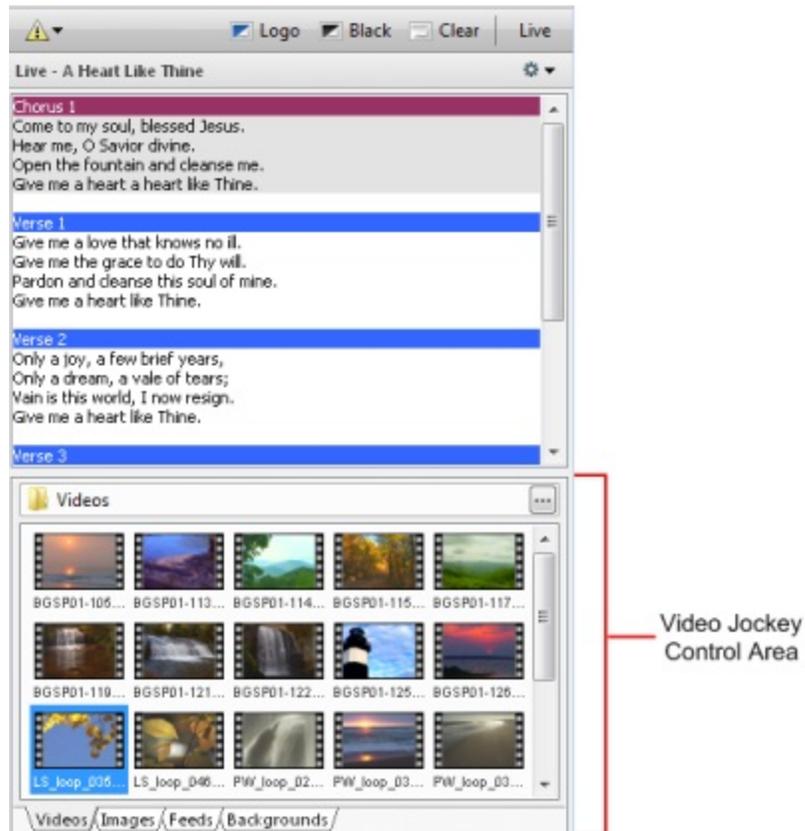
### Preview Area:

The **Preview Area** shows the item that is currently selected either in the **Resource Area** or in the **Schedule Area**. To move the contents to the **Live Output Area** and display it to the congregation go to the **Preview Area** and double-click on the highlighted item or click **Go Live** .

### Live Output Area:

The **Live Output Area** displays what is currently being projected on the screen. You can navigate the contents and choose verses to keep up with the speaker using the mouse or arrow keys.

**Video Jockey Mode:** Video Jockey or VJ mode is enabled by clicking the drop down button at the top right of the **Live Area**. This is a feature that allows you to quickly change backgrounds on the fly, by just clicking on the video, image, feed or background you wish to use.



## EasyWorship Hotkeys

### Presentation HotKeys:

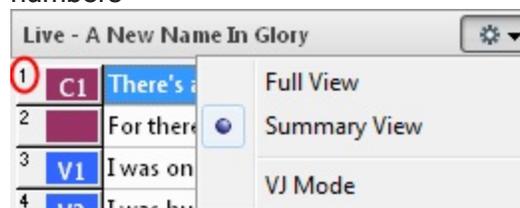
#### Show Control

**HOME** - First Slide  
**END** - Last Slide  
**DOWN** - Next Slide  
**UP** - Previous Slide  
**RIGHT Arrow** - Next Schedule Item  
**LEFT Arrow** - Previous Schedule Item  
**PAGE DOWN** - Go Live  
**Ctrl+C** - Clear text screen  
**Ctrl+B** - Black screen  
**Ctrl+F** - FoldBack Alert  
**Ctrl+L** - Logo  
**Ctrl+N** - Nursery Alert  
**Ctrl+M** - Message Alert  
**Ctrl+Space Bar** - Switches between live output and control screen in single monitor mode

#### Slide Control

**V <Enter>** - to select the first Verse  
**V# <Enter>** - to select Verse #  
**C <Enter>** - to select the first Chorus  
**C# <Enter>** - to select Chorus #  
**0(Zero)<Enter>** - to select the first Chorus  
**R <Enter>** - to select the first Pre-Chorus  
**R# <Enter>** - to select Pre-Chorus #  
**T <Enter>** - to select the first Tag  
**T# <Enter>** - to select Tag #  
**B <Enter>** - to select the first Bridge  
**B#<Enter>** - to select Bridge #  
**I <Enter>** - to select the first Intro  
**I# <Enter>** - to select Intro #  
**E <Enter>** - to select the first End  
**E#<Enter>** - to select End #

**Slide Number<Enter>** - to select the slide corresponding to the number typed. Switch to the **Summary View** to see the slide numbers



### Song/Scripture Editor:

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

See [Changing EasyWorship Hotkeys](#)

## Drag and Drop Features

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

### Items Within EasyWorship:

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

### Items outside EasyWorship into EasyWorship:

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

### Schedule Files:

1. Resize the working screen of EasyWorship into a smaller working window.
2. Drag any saved schedule file from anywhere in the Windows operating system into your **Schedule Area** in EasyWorship.

### Video, Images & Video Files:

1. Resize the working screen of EasyWorship into a smaller working window.
2. Drag and drop any video file from anywhere in the Windows operating system into the **Media\Videos**, **Images** or **Audio Resource Area** of EasyWorship.

### Notes

EasyWorship will not copy the video or image file to Your Profile Folder/Resources/Videos, Images or Audio folder. This feature only adds a shortcut to the folder. If you wish to add a video to the Videos or Images folder, copy the file to: **Your Profile Folder/Resources/Videos, Images or Audio**

See [Locating Your Profile Data](#) to find out how to find your resources folder.

See [Working with Videos](#), [Working with Images](#) & [Working with Audio Files](#)

### Background Files:

1. Resize the working screen of EasyWorship into a smaller working window.
2. Click on the **Backgrounds** button above the **Preview area**.
3. Click on **Options**.
4. The **Backgrounds Options** window will now appear.
5. Drag and drop any video file from anywhere in the Windows operating system into the **Media \ Images Resource Area** of EasyWorship. You will now have that background to modify or use "as is" in the **Backgrounds** palette. Click **OK**. For more information on modifying backgrounds see [Modifying Backgrounds](#).

### Notes

Deleting, moving or renaming the file associated with a thumbnail in EasyWorship, will cause an Exclamation Point to appear. See [Exclamation Points On My Thumbnails](#)

## File Menu

**New Schedule:** Allows you to create a new schedule file. Much like creating a new Word document or PowerPoint presentation.

The schedule in EasyWorship contains all the songs including their lyrics and backgrounds, PowerPoint files, images, videos and feeds for a service.

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

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

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

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

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

**Print:** Contains multiple printing features.

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

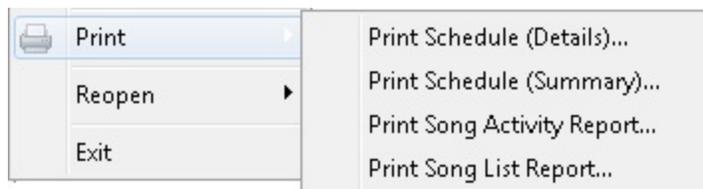
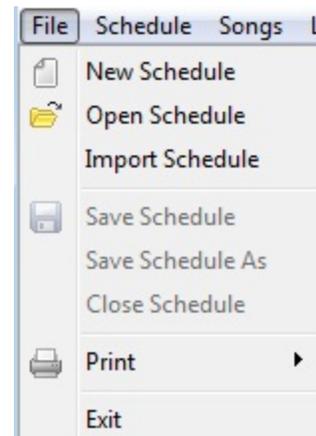
**Print Schedule (Summary)...**: Prints a list of the songs used in the schedule without the song text.

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

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

**Reopen:** Allows you to quickly reopen recently created schedules.

**Exit:** Closes the EasyWorship program.



## Help Menu

**Contents:** Takes you to the **Help** file for EasyWorship.

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

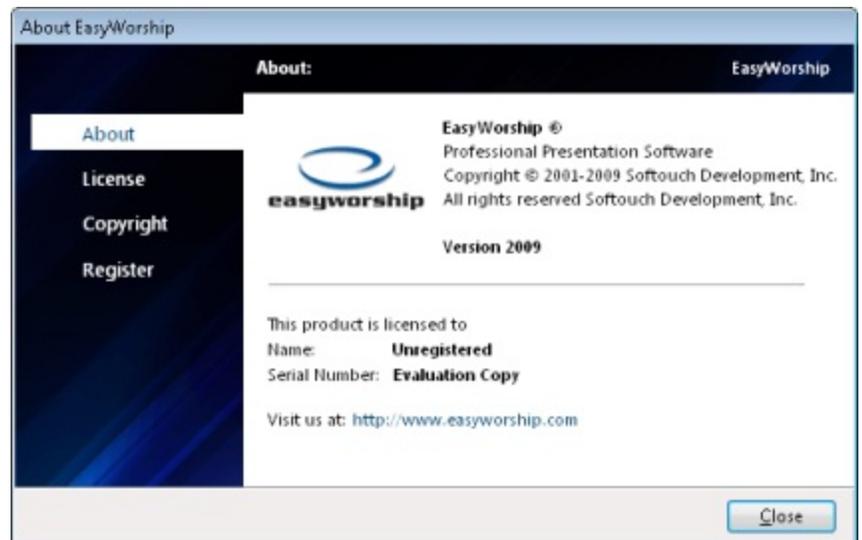
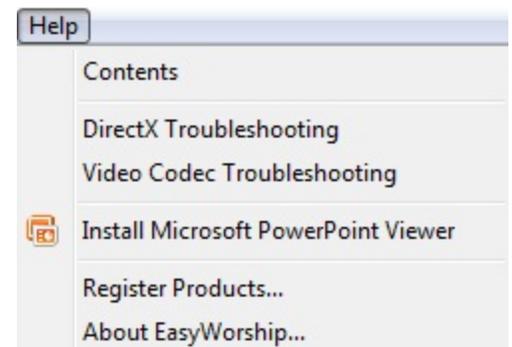
**Video Codec Troubleshooting:** Allows you to see how EasyWorship is processing the videos you are displaying in EasyWorship by showing you what [codecs](#) are being used to decode the video.

**Install Microsoft PowerPoint Viewer:** Allows you to download and install PowerPoint Viewer 2010. This will only show up if [Microsoft PowerPoint 2010 / 2007 Viewer](#) or Microsoft PowerPoint 2010 / 2007 are not installed on your computer.

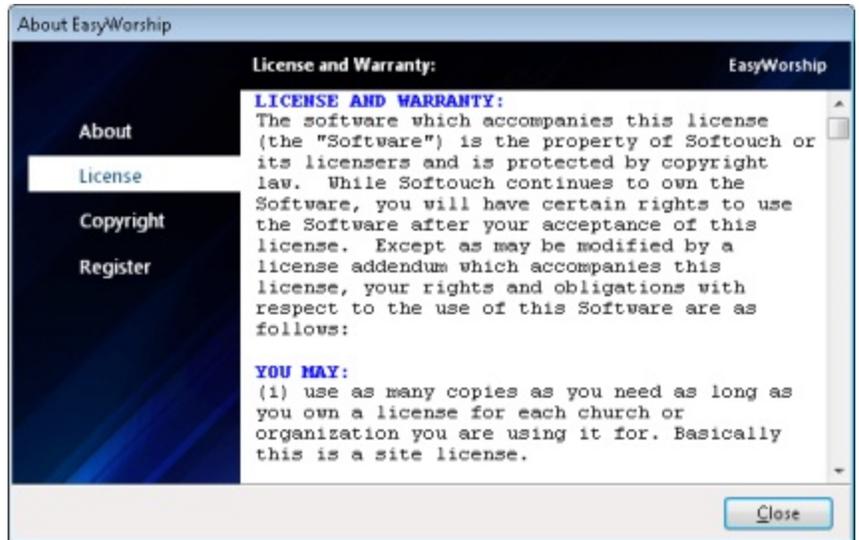
**Register Products...:** Allows you to enter your registration information if you haven't registered EasyWorship. Also allows you to enter serial numbers for new bibles you have purchased. If you are having problems registering a bible or EasyWorship, see [Activating and Registering EasyWorship](#),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

### About EasyWorship:

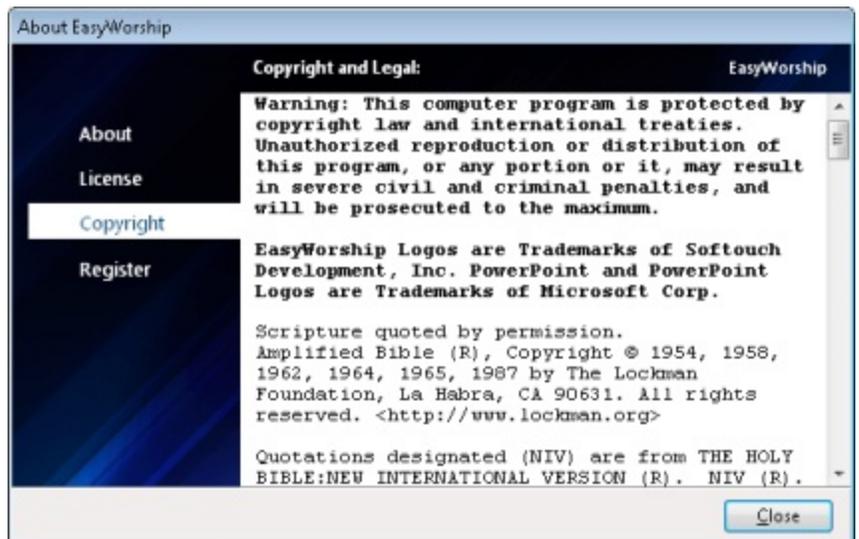
**About:** Tells you what version of the software you have. It also tells you who the software is registered to and what serial number was used.



**License:** Gives you the License and Warranty of the software.



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



**Register:** Allows you to enter the registration information we sent to you. Once you register, you will have a permanent copy instead of an evaluation copy. See [Activating and Registering EasyWorship](#)

About EasyWorship EasyWorship

**Register:**

About  
License  
Copyright  
**Register**



You can register online using a Visa, MasterCard, America Express, or Discover Card.

To order Online visit <http://www.easyworship.com/store>

To order by phone call (888) 876-4004 / (918) 250-1493

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Once you have received your registration information, enter it below to proceed.

Name

Phone Number

Serial Number

## Live Menu

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

### Alerts:

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

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

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

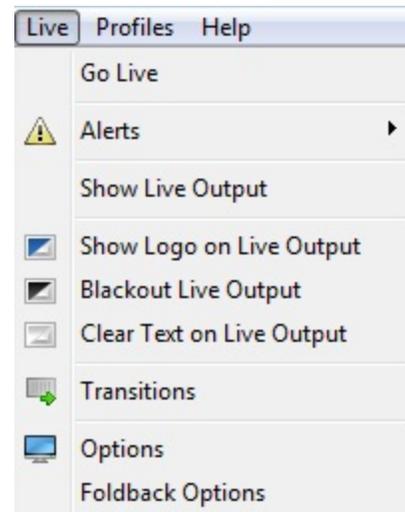
**Show Logo on Live Output:** This menu item sends the background you have selected to be the logo to the projector screen. See [Working With The Logo Button](#) and [Setting Transitions](#)

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

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

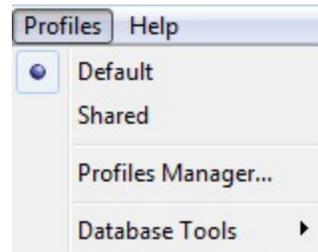
**Transitions:** This feature allows you to setup song to song, slide to slide, black/un-black, clear/un-clear, logo/un-logo and video transitions.

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



## Profiles Menu

The **Profiles** menu contains multiple functions. The primary function is providing the ability to select the profile you wish to use. To change profiles, click the **Profiles** menu and select the profile you wish to switch to. Available profiles are listed at the top of the **Profiles** menu.

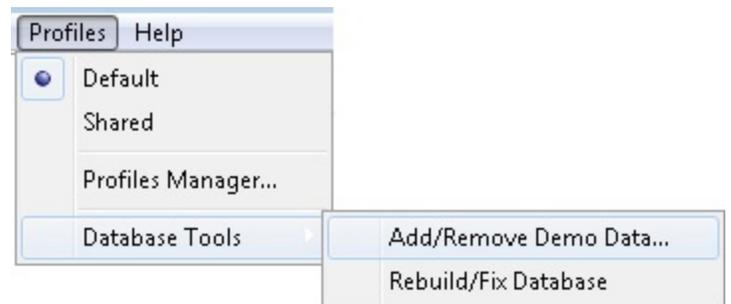


**Profiles Manager:** Allows you to edit and create profiles in EasyWorship. See [Understanding Profiles](#)

### Database Tools:

**Add/Remove Demo Data:** Allows you to uninstall or install the demo songs and backgrounds that come with EasyWorship.

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



## Schedule Menu

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

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

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

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

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

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

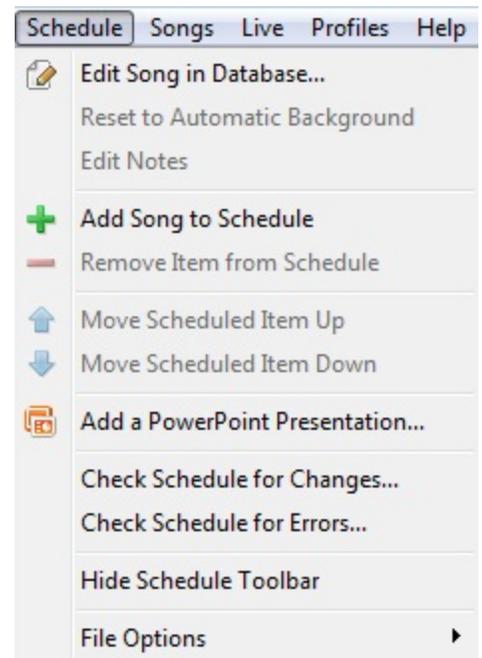
**Move Schedule Item Down:** Moves the selected item down in the schedule. This is a right-click, drag and drop and schedule toolbar feature.

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

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

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

**Hide/Show Schedule Toolbar:** Makes the toolbar on the right side of the Schedule Area visible.



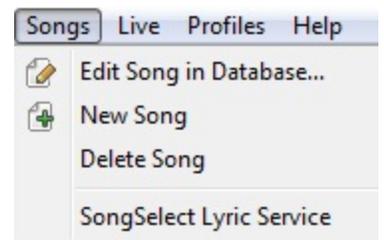
## Songs Menu

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

**New Song:** Creates a new song in the song database. See [Adding Songs](#)

**SongSelect Lyric Service:** Allows you to import songs directly from the CCLI SongSelect website. See [Downloading Songs from the CCLI SongSelect Lyric Service](#)

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



## EasyWorship Main Toolbar



 - **New Schedule:** Allows you to create a new schedule file. Much like creating a new Word document or PowerPoint presentation.

The Schedule in EasyWorship contains all the songs including their lyrics and backgrounds, PowerPoint files, images, videos and feeds for a service.

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

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

 - **New Song:** Creates a new song in the song database. See [Adding Songs](#)

 - **Edit Song:** Edits the currently selected song. See [Editing Songs](#)

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

 - **Options:** Allows you to set the many different global options for EasyWorship. See [Setting EasyWorship Options](#)

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

## Live



### Alerts -

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

**Message Alert:** Allows you to add quick alert messages to the Front of House screen. See [Using Messages Alert](#) and [Message Alert Tab](#)

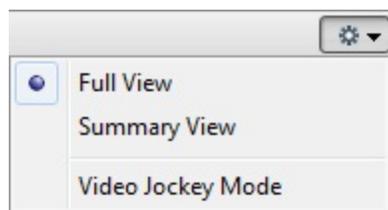
**Foldback Alert:** Allows you to add quick alert messages to the Foldback screen.

 **Logo** - Turns Logo on or off. See [Working With The Logo Button](#)

 **Black** - Blacks the screen out. See [Working With Black Clear and Logo Buttons](#)

 **Clear** - Clears the text of the current song from the screen. See [Working With Black Clear and Logo Buttons](#)

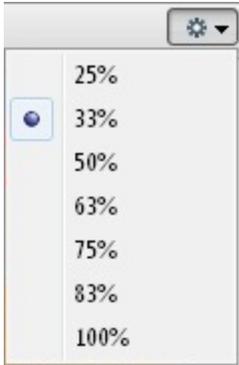
**Live** - Turns EasyWorship output on or off.



**Full View** - Shows the full text of each slide in the song.

**Summary View** - Shows the first line of each slide.

**Video Jockey Mode** - Enables the VJ control window at the bottom of the live area, allowing you to change backgrounds on the fly.



When using PowerPoint files, the drop down arrow allows you to change the size of the thumbnails.  
See [Using PowerPoint Files](#)

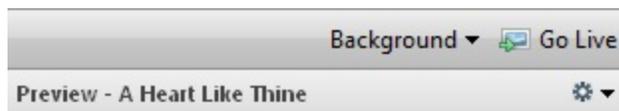


When going live with a scripture while showing a PowerPoint slide show, EasyWorship allows you to jump back into the PowerPoint file you were displaying by clicking the PowerPoint button. This feature only works with PowerPoint files and Scriptures.



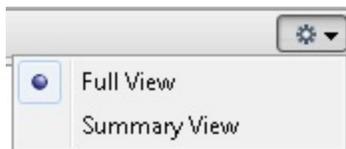
**VCR Controls** - Allows you to pause, play, rewind, fast forward, mute, adjust volume and turn looping on and off for videos, DVD clips and audio files. Not all functions are available when using a video as a background.

## Preview



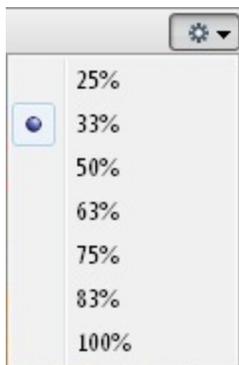
**Background** - Allows you to select a global background for the songs in the schedule and currently being previewed.

 **Go Live** - Sends the current item in the **Preview Area** to the **Live Area**.



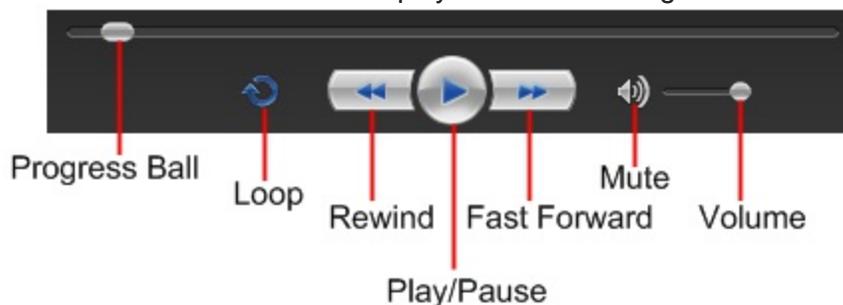
**Full View** - Shows the full text of each slide in the song.

**Summary View** - Shows the first line of each slide.



When using PowerPoint files, the drop down arrow allows you to change the size of the thumbnails. See [Using PowerPoint Files](#)

**VCR Controls** - Allows you to pause, play, rewind, fast forward, mute, adjust volume and turn looping on and off for videos, DVD clips and audio files. VCR controls are not displayed for video backgrounds in the Preview pane.



## Schedule Toolbar



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

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

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

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

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

## Editor Toolbar



Title

Type the name of the song or scripture verse here.

 Click to enter copyright information for a song.

 Click to import text from a text file.

 Print

 Cut

 Copy

 Paste

 Undo

  Increase / Decrease editor text size. This only affects the editor window and not the song or scripture font size.

Select font drop down box.

Font size by screen percentage not point.

Bold

Italic

Underline

Shadow

Outline

**A** ▾ Font color

Background ▾ Click to display background list.

Reset Attributes Resets the text attributes e.g. bold, italic, underline... back to the default settings.

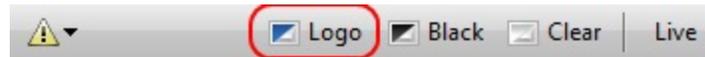
## Black, Clear and Logo Buttons

The black clear and logo buttons appear at the top right of the **Live Area**. These buttons toggle on and off.

-  **Logo** - Brings an image or video to the screen that you have already defined. See [Working With The Logo Button](#)
-  **Black** - Transitions to Black and from Black. See [Setting Transitions](#)
-  **Clear** - Clears the text from the screen leaving the background running. See [Setting Transitions](#)

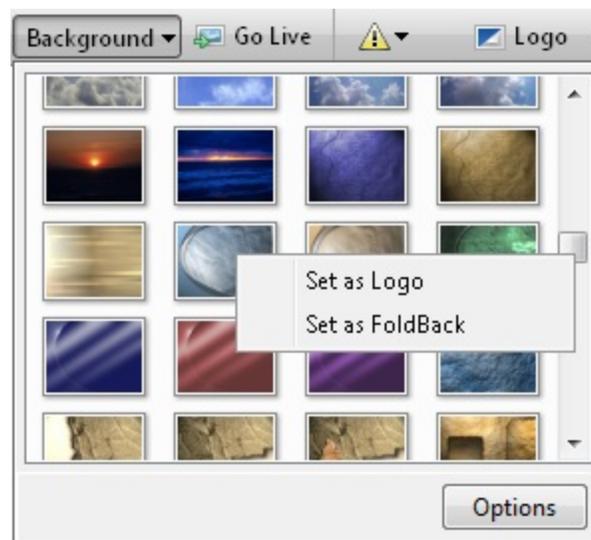
## Using The Logo Button

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



### Assign a background to the Logo button:

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



### Notes

To add a background to the **Background** palette, see [Adding Backgrounds](#).

## Dual Monitors Explained

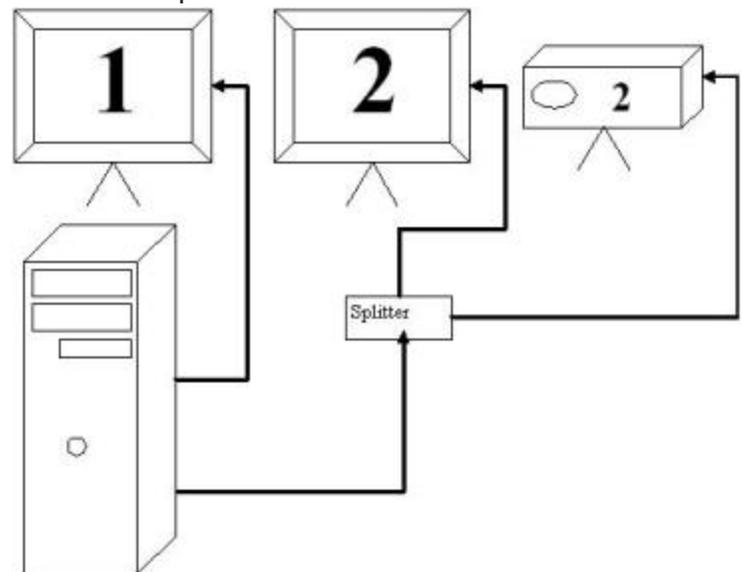
EasyWorship is designed for dual monitor display. This means that EasyWorship displays two different monitor screens at the same time. Monitor 1 (or the primary monitor) displays the working or control screen, and Monitor 2 (or the secondary monitor/projector) displays the output screen that is projected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

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

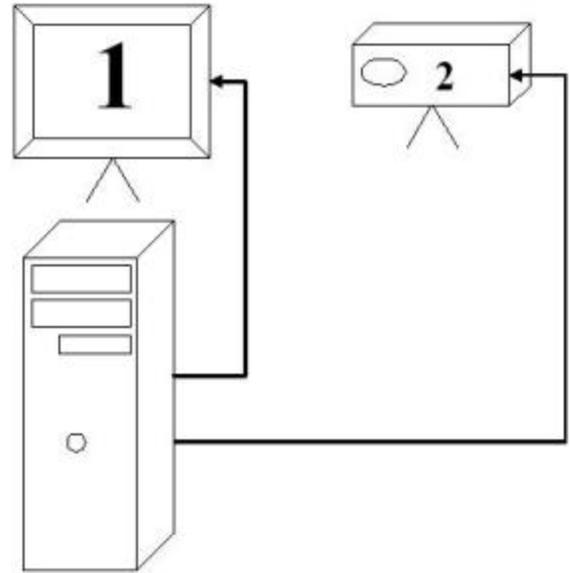
- A. Two video cards with a single output on each card (not recommended)
- B. A single video card with two outputs (recommended)
- C. A laptop with a video output on the back of the laptop.

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

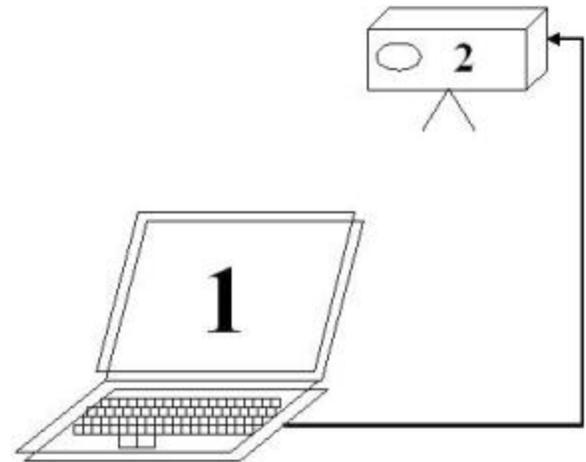
- Split the second monitor display signal and send one cable to a second computer monitor and the other to the projector.



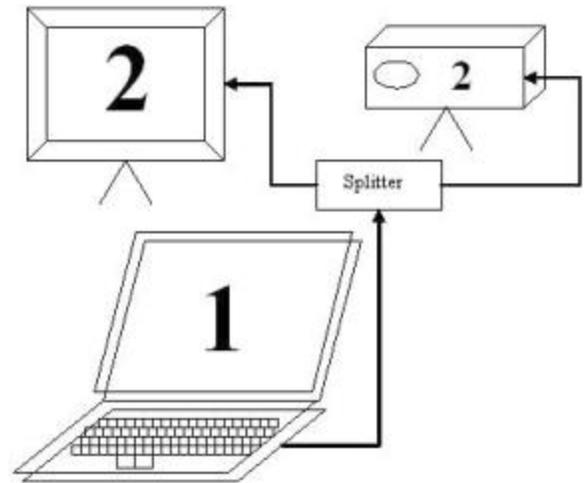
- EasyWorship may also be setup with a single monitor on the desk to control the software and use your projector as the secondary monitor.



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



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



## 📌 Notes

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

See [Can I Run EasyWorship in Single Monitor Mode?](#) for more information about running EasyWorship with only one video output.

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

See [Computer Requirements Video Card](#) and [Computer Requirements Unsupported](#) for help with choosing the correct video card for your system.

See [Dual Monitor Troubleshooting](#) if you are having problems with your dual monitor setup.

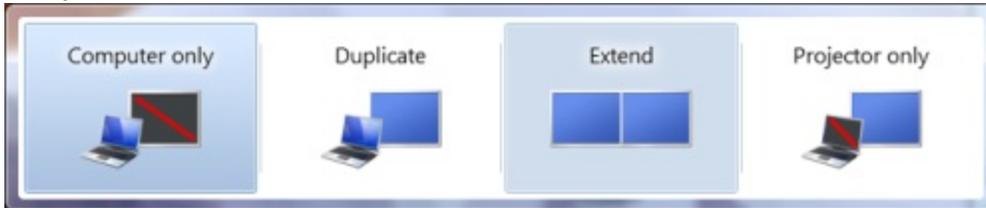
## Dual Monitor / Projector Setup

If you are using a laptop computer, see [Laptop Setup](#)

Enabling Windows Extended Desktop:

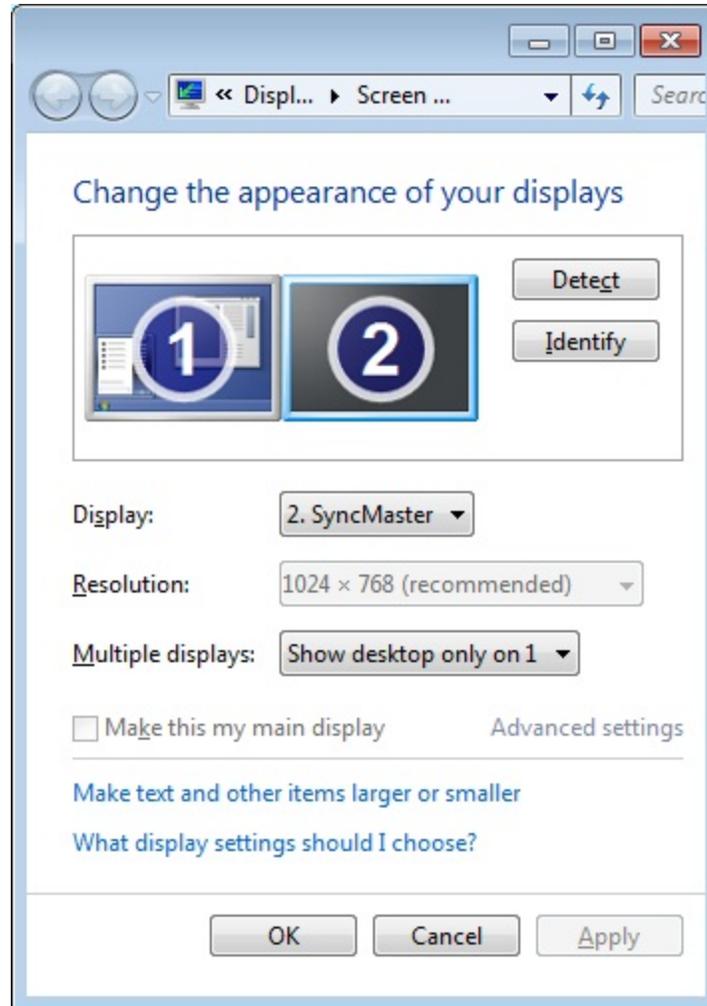
Windows 7:

1. Hold down the **Windows** key  on the keyboard and **press P**.
2. Use your mouse to select **Extend**.



Windows XP, Vista & 7:

1. Right-click on the Windows Desktop.
2. Select:  
**Windows XP: Properties**, then **Settings** tab.  
**Windows Vista: Personalize** then **Display Settings** link.  
**Windows 7: Screen Resolution**



**Notes**  
If **Display 1 and 2** boxes do not appear, your computer does not have dual monitor capability, or you do not have a projector or monitor plugged into the secondary video output on the computer.

3. Select **Monitor 2**.

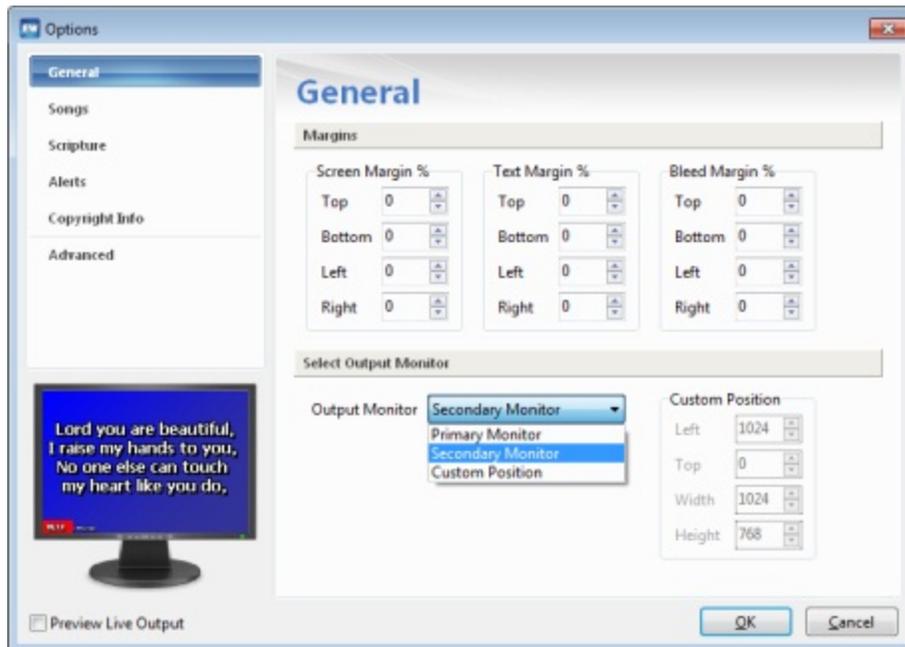


4. Select **Extend my Windows Desktop onto this monitor** or select **Extend these displays** from the drop down list..
5. Set the screen area resolution.  
Standard 4:3 -800 X 600 or 1024 X 768  
Widescreen 16:9 -852x480, 1280x720 or 1920x1080  
Widescreen 16:10 - 1280x768, 1280x800 or 1440x900
6. Verify the color setting for **Monitor 2** is set to 32 bit.

7. Click **Apply** then **OK**. If prompted to keep the settings click **yes**.
8. Open EasyWorship.
9. Follow the instructions below to setup EasyWorship to use your second monitor.

### Setting EasyWorship to use your second monitor:

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



3. Under **General**, go to **Select Output Monitor** and select **Secondary Monitor** from the drop down list.
4. Make sure the **Enable DirectX Support** check box is checked.
5. Click **OK**.

See [Dual Monitor Troubleshooting](#) if you are having problems with your dual monitor setup.

See [Can I Run EasyWorship in Single Monitor Mode?](#) for more information about running EasyWorship if your computer isn't able to support dual monitors.

## Laptop Setup

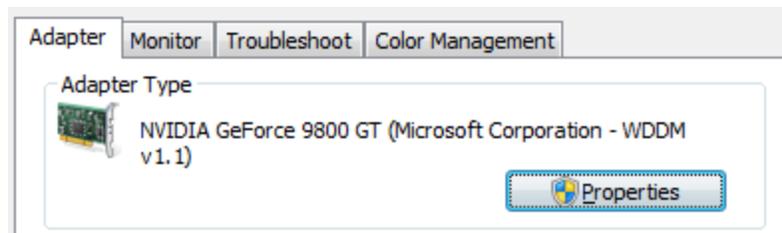
### Connecting the Laptop:

1. With the **laptop turned off**, turn on the projector, or second monitor.
2. Connect the second monitor cable from the projector, or second monitor to the laptop.
3. Make sure the projector, monitor is on and in the right mode to receive a computer signal.
4. Now turn on the laptop.
5. Now determine what graphics card you have.

### Determine What Graphics Card You Have:

The type of graphics card you have can be determined by following the steps below.

1. Right-click on the Windows Desktop.
2. Select:  
**Windows XP: Properties**, then **Settings** tab.  
**Windows Vista: Personalize** then **Display Settings** link.  
**Windows 7: Screen Resolution**
3. Click the **Advanced** button or **Advanced Settings** link at the bottom right.
4. Click the **Adapter** tab to see the type of video card you have.



This computer has a NVIDIA GeForce 9800 GT Graphics Card.

6. Follow the steps in [Dual Monitor Setup](#) for **NVIDIA** and **ATI** graphics cards.  
Follow the steps in [Intel Graphics Monitor Setup](#) for **Intel Graphics** cards.

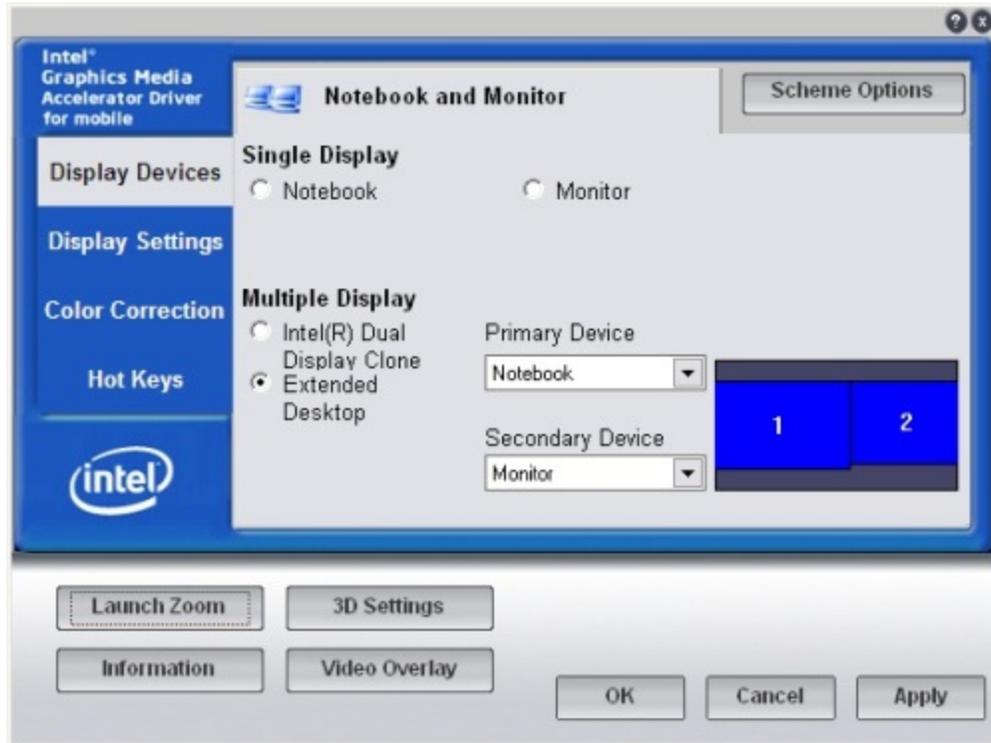
See [Dual Monitors Explained](#) for more information about how laptops work in dual monitor mode.

See [Can I Run EasyWorship in Single Monitor Mode?](#) for more information about running EasyWorship if your computer isn't able to support dual monitors.

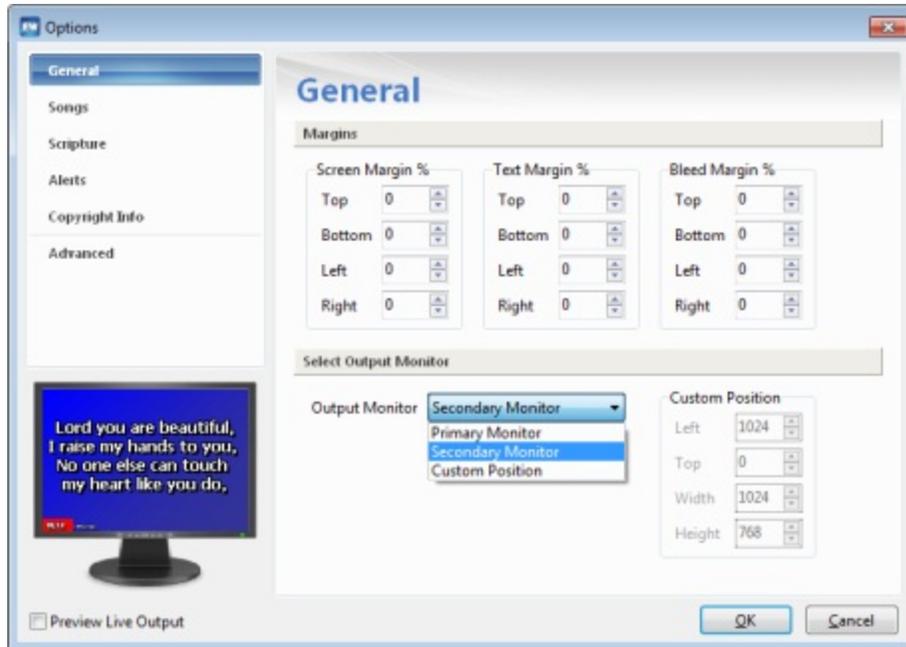
## Intel Graphics Monitor Setup

1. Right-click on the Windows Desktop.
2. Click **Graphics Properties**.

This window will appear:



3. Under **Devices** or **Display Devices** click on the **Extended Desktop** option.
4. The **Primary Device** should be **Notebook**.
5. The **Secondary Device** should be **Monitor**.
6. Click **OK**.
7. Open EasyWorship
8. Click on the **Live** menu.
9. Click **Options**.



10. Under **General**, go to **Select Output Monitor** and select **Secondary Monitor** from the drop down list.
11. Make sure the **Enable DirectX Support** check box is checked.
12. Click **OK**.

See [Dual Monitor Troubleshooting](#) if you are having problems with your dual monitor setup.

See [Can I Run EasyWorship in Single Monitor Mode?](#) for more information about running EasyWorship if your computer isn't able to support dual monitors.

## Display Foldback Monitor Setup

### Secondary Graphics Card or RADEON HD Graphics with Eyefinity Setup:

Using the DualHead2Go box is the recommended hardware for foldback; however, a secondary video card or a single RADEON HD Graphics Card with Eyefinity may be used for foldback purposes.

### Step 1: Enable Extended Desktop for three monitors.

See [Dual Monitor Setup](#) for help with extending the Desktop.

See [Display Foldback Hardware](#)

### Step 2: Front of House Settings:

1. In EasyWorship click the **Options**  button on the toolbar.
2. Under **General**, **Select Output Monitor**, change **Output Monitor** to **Primary Monitor**.
3. Click **OK**.

### Step 3: Foldback Settings:

1. In EasyWorship, click the **Live** menu then **Display Foldback Options**.
2. Under **Monitor Options**, **Select Foldback Monitor**, change **Foldback Monitor** to **Secondary Monitor**.
3. Click **OK**.

---

### Matrox DualHead2Go Setup:

When using a Matrox DualHead2Go box, the secondary output from the video card is spanned across two monitors. The screen resolution for that monitor is double wide. For example, two monitors at 1024x768 would be 2048x768 using the Matrox DualHead2Go. EasyWorship is able to use half of that screen for the front of house and half for the foldback.

### Finding the Width and Height of both Monitors:

1. Right-click on the Windows Desktop.
2. **Windows XP: Properties**, then **Settings** tab.  
**Windows Vista: Personalize** then **Display Settings** link.  
**Windows 7: Screen Resolution**
3. Click each monitor to determine the size.
4. The size will be displayed in the **Resolution Area**. e.g. 1024x768

### Example:



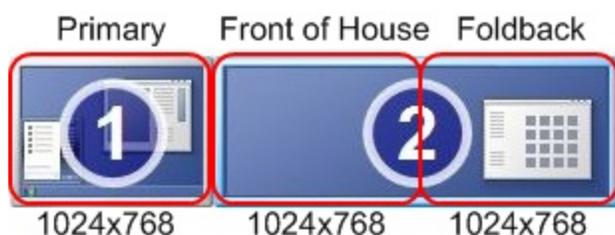
In the example, Monitor 1 is 1024 wide by 768 tall and Monitor 2 is 2048 wide by 768 tall. Write this information down for use in the following steps.

---

### Front of House Settings:

1. In EasyWorship click the **Options**  button on the toolbar.
2. Under **General** select **Custom Position** from the **Output Monitor** drop down box.
3. Change **Left** to equal the width of monitor 1.
4. Change **Top** to 0.
5. Change **Width** to half the width of monitor 2.
6. Change **Height** to match the height of monitor 2.
7. Click **OK**.

### Example:



With these display settings in the Windows operating system, use the following custom position settings in EasyWorship **Options**.

**Left:** Monitor 1 Width = 1024

**Top:** Almost always is zero

**Width:** Monitor 2 width divided by 2 = 1024

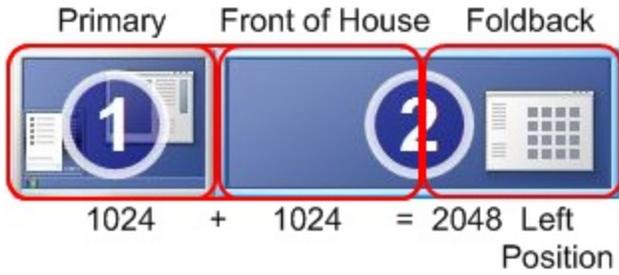
**Height:** Monitor 2 height = 768

---

### Foldback Settings:

1. In EasyWorship click the **Live** menu, then **Display Foldback Options**.
2. Check **Enable support for display foldback (stage display)** under **Monitor Options**.
3. Select **Custom Position** from **Foldback Monitor** drop down box.
4. Change **Left** to the width of Monitor 1 + half the width of Monitor 2
5. Change **Top** to 0.
6. Change **Width** to half the width of Monitor 2.
7. Change **Height** to match the height of Monitor 2.
8. Click **OK**.

### Example:



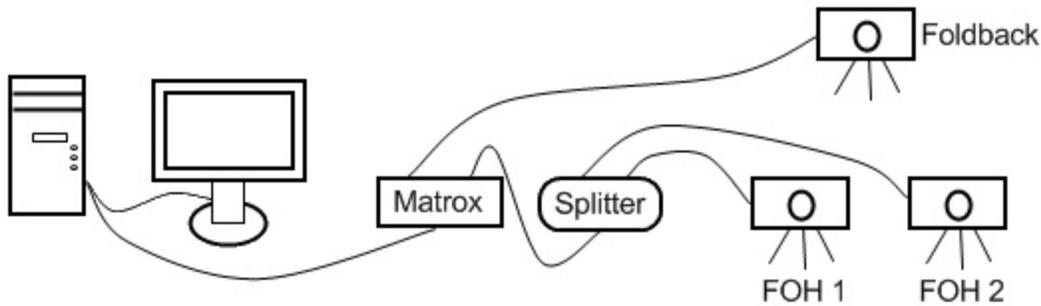
With these display settings in the Windows operating system, use the following custom position settings in EasyWorship **Display Foldback Options**.

**Left:** Monitor1 Width + half the width of monitor 2 = 2048  
**Width:** Monitor 2 width divided by 2 = 1024

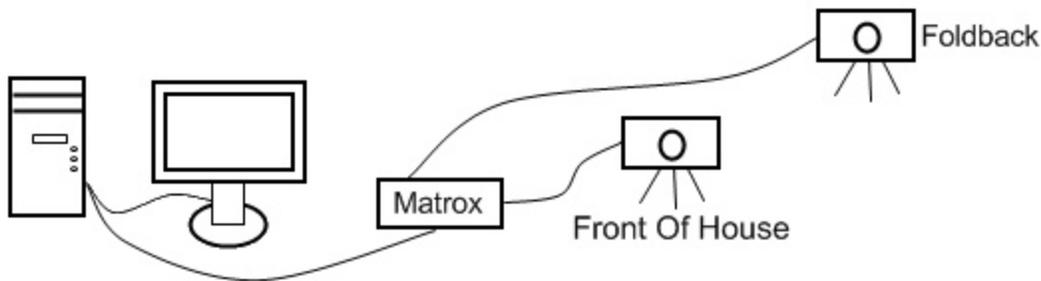
**Top:** Almost always is zero  
**Height:** Monitor 2 height = 768

**Matrox DualHead2Go Connection Examples:**

**With a Splitter:**

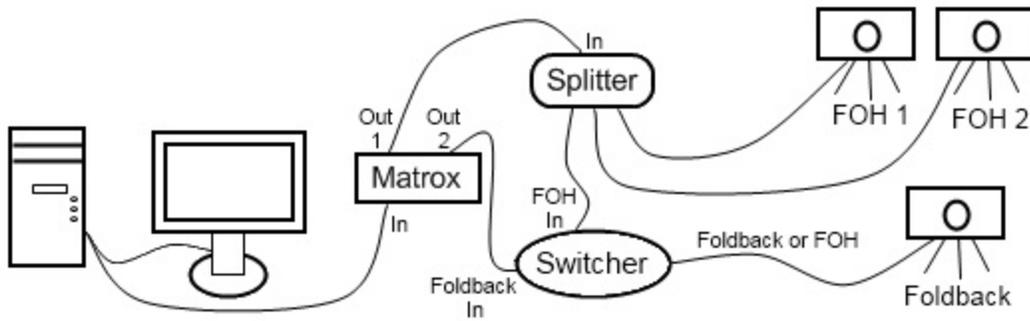


**Without a Splitter:**



**With a Splitter & Switcher:**

In this diagram the switcher allows you to show either the foldback view on the foldback screen or the front of house view on the foldback screen.



## Using Custom Position

Here are a couple of reasons to use the custom position.

- Building services at home so that the display matches the presentation computer.
- Using the Foldback feature with the Matrox DualHead2Go.

### Building Services At Home:

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

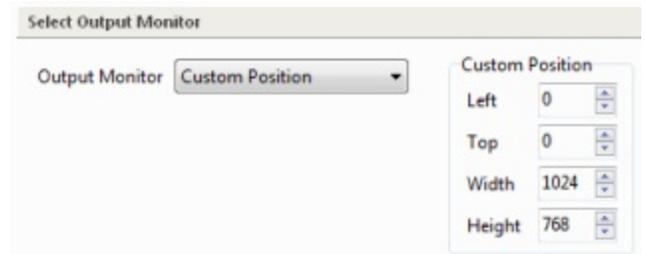
#### On the Presentation Computer

Determine the output screen size of the presentation computer.

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

#### On the Home Computer

1. Open EasyWorship on your home computer.
2. Click on the **Options**  button on the toolbar.
3. Under **General**, **Select Output Monitor**, change **Output Monitor** to **Custom Position**.
4. Change the **Width** and **Height** to match the presentation computer.
5. Click **OK**.



#### Using Foldback:

See [Foldback Monitor Setup](#)

## Dual Monitor Troubleshooting

**Issue:** I see the same thing on my second monitor as I see on my primary monitor.

**Cause:** Your Windows Desktop has not been extended to the second monitor.

**Resolution:** Enable the **Windows Extended Desktop**. See [Dual Monitor Setup](#)

**Issue:** I enabled the Windows Extended Desktop, but it disables itself after I apply the setting.

**Cause:** You have an Intel Graphics card, or you do not have your projector connected to your secondary video port, or the projector is not turned on.

**Resolution:** Use the instructions in Setting Up Dual Monitors to enable the Windows Extended Desktop for your Intel Graphics card. Connect your projector or secondary monitor to the secondary monitor port on your graphics card and make sure that the monitor, or projector, is turned on.

**Issue:** Windows Extended Desktop is enabled, but EasyWorship still displays the output on my primary monitor.

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

**Resolution:** Click on the **Live** menu, then **Options**. Select the **Secondary Monitor** at the bottom left of the **General** tab under **Select Output Monitor**. Click **OK**.

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

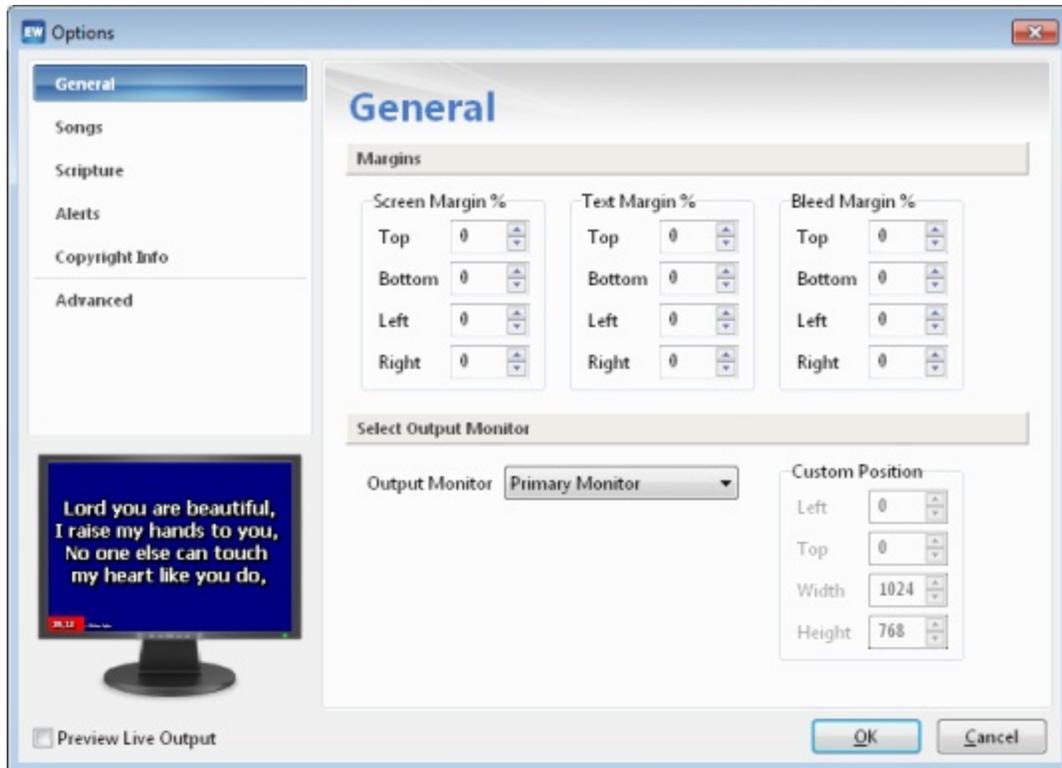
## General Options

The **General** window allows you to choose an output monitor, and set screen margins.

### Setting General options:

1. Click the **Options**  button on the toolbar.
2. In the **Options** window, click **General**.

Below is an explanation of the options available in the **General Area**.



### Margins:

**Screen Margin %** allows you to set the percentages of screen to indent, due to the projector over shooting the physical output screen.

**Text Margin %** allows you to set the margins that you want around the text. These margins only affect the text, not the background.

**Bleed Margin %** allows you to set margins for the message alert, nursery alert and copyright information to bleed over. These settings are typically used when you are over and under scanning your output by sending it to a TV and a projector at the same time.

### Select Output Monitor:

**Output Monitor** Click the monitor that you want to use to display your presentation to the congregation. The Select Output Monitor list only contains outputs that you have enabled in the Windows Operating System.

**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. See [Dual Monitor Setup](#)

**Custom Position** allows you to specify an absolute position and size to project the output.

**Custom Position Settings**, type or select the desired positions. The custom positions are set in pixels. The default settings are **Left: 0 Top: 10 Width: 426 Height: 341**. This places the live output box at the top left of your monitor. See

[Using Custom Position](#)

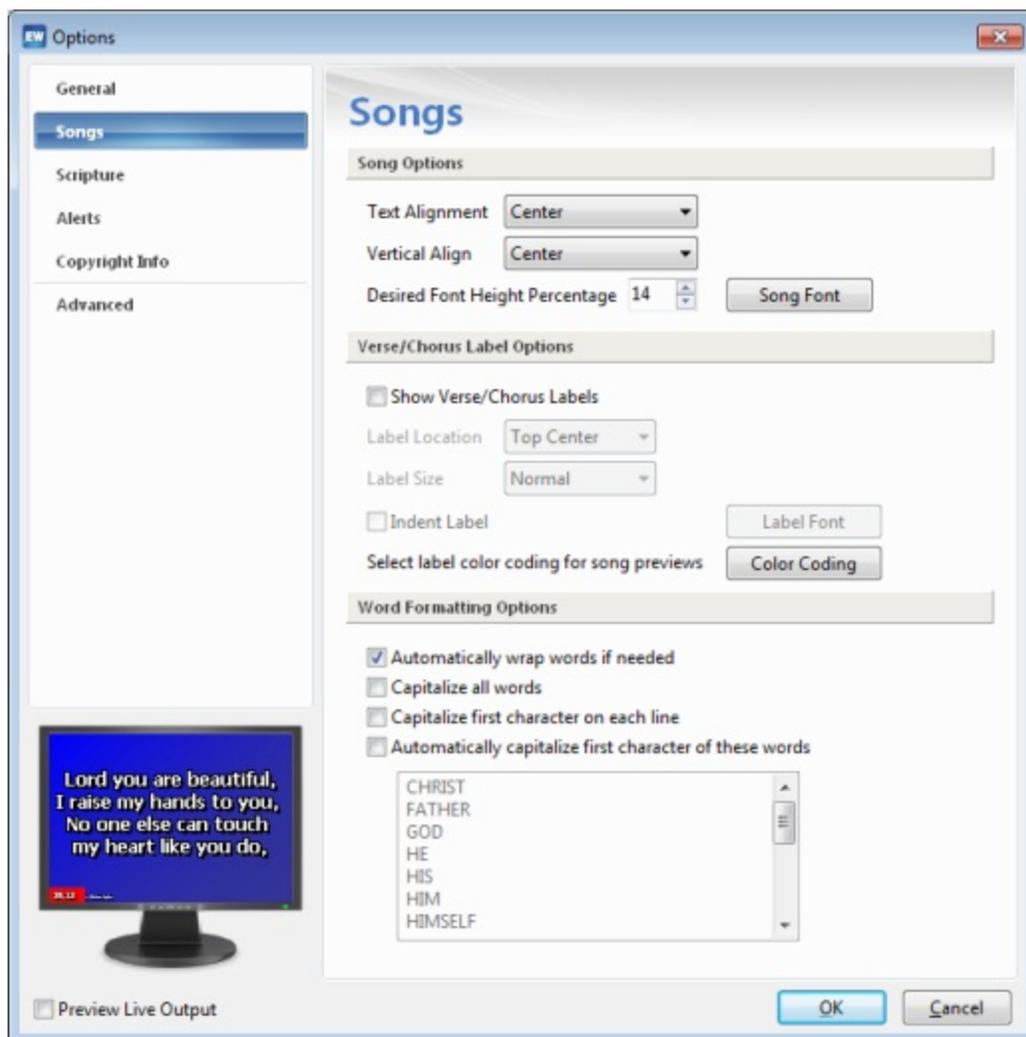
## Songs

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

### Setting Songs options:

1. Click the **Options**  button on the toolbar.
2. In the **Options** window, click **Songs**.

Below is an explanation of the options available in the **Songs Area**.



### Song Options:

Under song options make changes to font types, styles, output dimensions, etc., without having to worry about going back and modifying all your songs to fit the screen.

**Text Alignment** sets the desired horizontal position for the text.

**Vertical Align** sets the desired vertical position for the text.

**Desired Font Height Percentage** sets the desired font size.

**Song Font** allows you to control the song font, style, color, shadow and outline.

#### Verse/Chorus Label Options:

**Show Verse/Chorus Labels** enables the verse, chorus, and other tags on the live output screen.

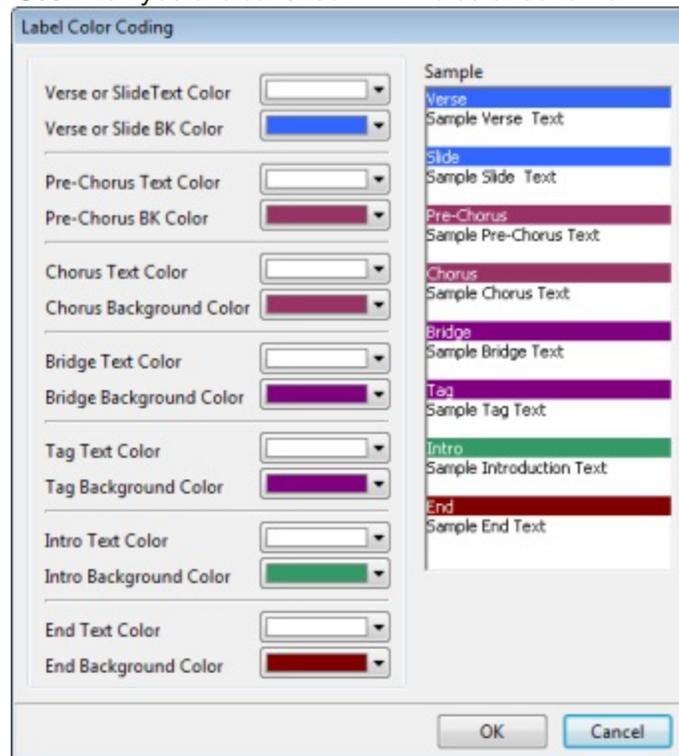
**Label Location** sets the desired position for the label.

**Label Indent** indents the verse, chorus... label when displayed on the output screen.

**Label Size** sets the desired size for the label.

**Color Coding** specifies a color scheme for the **Preview** and **Live Output Areas**.

- In the appropriate lists, click the desired colors. The **Sample Area** on the right displays the color scheme. Click **OK** when you are satisfied with the color scheme.



**Label Font** allows you to control the verse/chorus font, style, color, shadow and outline.

#### Word Formatting Options:

- Specify whether or not words wrap, set capitalization rules, and add words to the auto capitalize list.

#### Notes

EasyWorship uses font sizes differently than other Windows-based applications. See [Font Sizing Explained](#)

## Scripture

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

### Setting Scripture options:

1. Click the **Options**  button on the toolbar.
2. In the **Options** window, click **Scripture**.

Below is an explanation of the options available in the **Scripture Area**.



### Scripture Options:

**Enable Scripture Support** enables the scriptures tab in the **Resource Area**.

**Text Alignment** sets the desired horizontal position for the scripture.

**Vertical Align** sets the desired vertical position for the scripture.

**Desired Font Height Percentage** sets the desired font size. EasyWorship uses this font size for all scriptures.

**Scripture Font** allows you to control the scripture font, style, color, shadow and outline.

### Notes

EasyWorship uses font sizes differently than other Windows-based applications. See [Font Sizing Explained](#)

### Scripture Reference:

**Reference Location** sets the desired position for the scripture reference.

**Reference Size** sets the desired size for the scripture reference.

**Reference Indent** indents the scripture reference.

**Show Reference Only** causes EasyWorship to only display only the scripture reference.

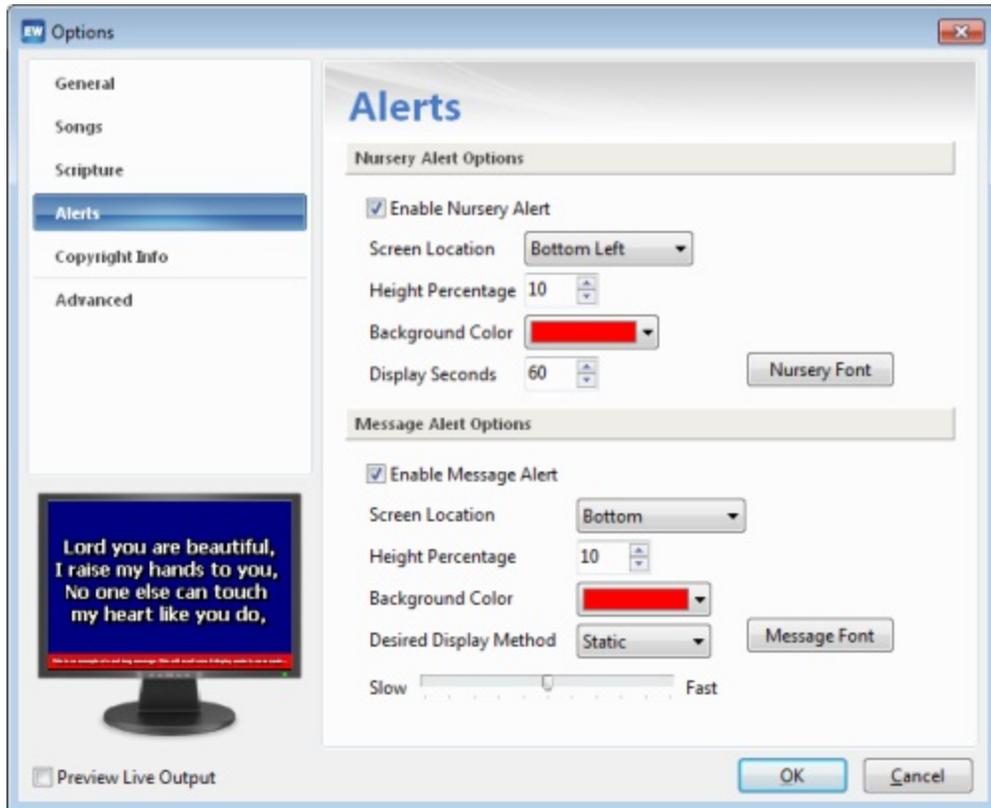
**Reference Font** allows you to control the reference font, style, color, shadow and outline.

# Alerts

## Set Alerts options:

1. Click the **Options**  button on the toolbar.
2. In the **Options** window, click **Alerts**.

Below is an explanation of the options available in the **Alerts Area**.



## Nursery Alert Options:

The **Nursery Alert** options allows you to chose whether or not a message can be displayed to the congregation. You may also specify its location, height, font, background color, and length of display.

**Enable Nursery Alert** makes the **Nursery Alert** option appear under the alerts drop down  in the **Live Area**.

**Screen Location** allows you to set the location of where the alert appears on the screen.

**Height Percentage** allows you to set the desired height percentage for the nursery alert text.

**Background Color** allows you to select the desired color for the background of the nursery alert.

**Display Seconds** specifies the number of seconds that you want the nursery alert to display.

**Nursery Font** allows you to control the alert font, style, color, shadow and outline.

## Message Alert Options:

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

**Enable Message Alert** makes the **Message Alert** option appear under the alerts drop down ⚠️▼ in the Live area.

**Screen Location** allows you to set the location of where the alert appears on the screen.

**Height Percentage** allows you to set the desired height percentage for the message alert text.

**Background Color** allows you to select the desired color for the background of the message alert.

**Desired Display Method**

- **Static** displays the entire message at once.
- **Scroll** displays the message moving across the screen from right to left.
- **Scroll if Needed** displays the message moving across the screen only if it is too long.

**Speed Slider** sets the desired speed to control how long the message is displayed or how quickly it will scroll.

**Message Font** allows you to control the alert font, style, color, shadow and outline.

## Copyright Info

The **Copyright Info** window allows you to choose whether or not the copyright for a song is displayed and allows you to specify its font, style, color, shadow, outline, and height. You can also choose to display your CCLI number or other license information.

### Notes

The copyright information for a song is only available if you have entered the information into the **Song Information** dialog box in the **Editor**. For details on entering copyright information for a specific song, see [Displaying Copyright Information](#)

### Setting copyright options:

1. Click the **Options** button on the toolbar.
2. In the **Options** window, click **Copyright Info**.

Below is an explanation of the options available in the **Copyright Info Area**.



**Display Copyright Information** causes the copyright information to be displayed at the bottom left of the screen..

**Font** allows you to select the desired font for the copyright.

**Style** allows you to select the desired style for the copyright.

**Color** allows you to select desired color for the copyright.

**Shadow Color** when checked enables the shadow on the copyright text. The color may also be selected from the drop down list.

**Outline Color** when checked enables the outline on the copyright text. The color may also be selected from the drop down list.

**Height Percentage** allows you to set the desired height percentage for the copyright text.

**License Info** is where you enter a CCLI license number, or any other license information that you want to display.

### Notes

- For more information on how to obtain a copy license go to [www.CCLI.com](http://www.CCLI.com).
- To view the copyright information's size and placement on the output monitor, on the **Live** menu click **Options**, click the **Copyrights Information** tab, and then click the **Preview Live Output** check box.

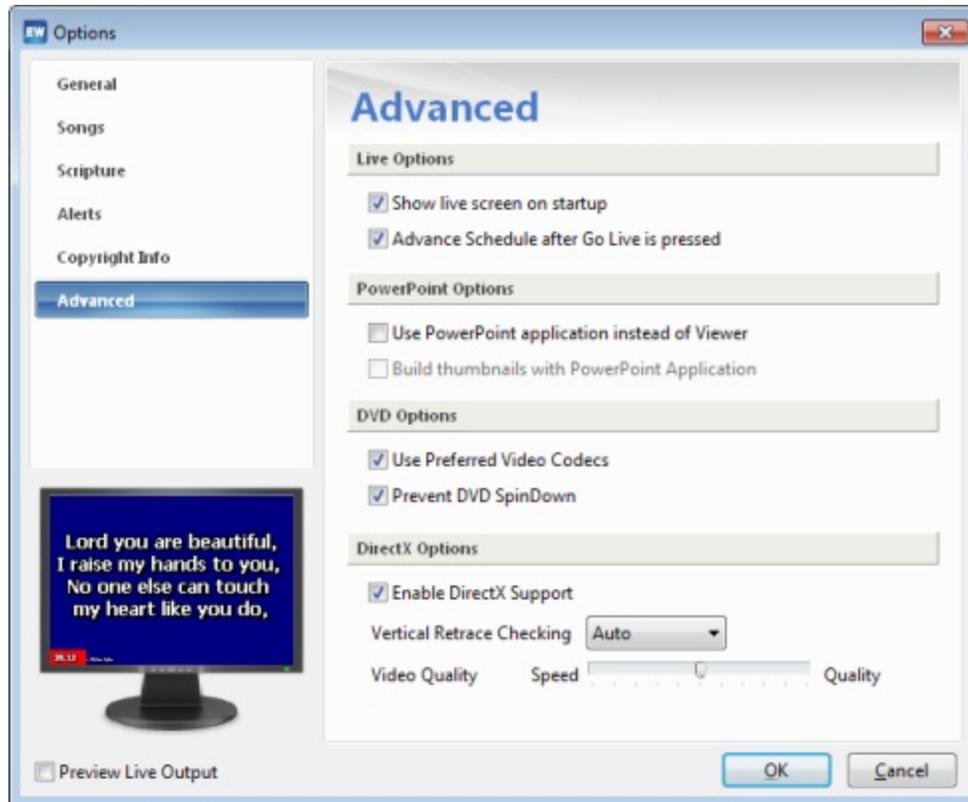
## Advanced Options

The **Advanced** window allow you to choose Live, PowerPoint, DVD and DirectX options.

### Setting Advanced options:

1. Click the **Options**  button on the toolbar.
2. In the **Options** window, click **Advanced**.

Below is an explanation of the options available in the **Advanced Area**.



### Live Options:

**Show live screen on startup** when checked will enable the live output when EasyWorship opens. The last used background will display on the output screen.

**Advance Schedule after Go Live is pressed** enables EasyWorship to select the next item in the scheduled automatically, when the **Go Live** button is clicked.

### PowerPoint Options:

**Use PowerPoint application instead of Viewer** enables EasyWorship to load the full version of PowerPoint to display PowerPoint slide shows.

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

**Build thumbnails with PowerPoint Application** enables EasyWorship to create thumbnails using the full PowerPoint application.

#### DVD Options:

**User Preferred Video Codecs** causes EasyWorship to look for and use either the Cyberlink or DScaler mpg2 if they are available. EasyWorship ignores other decoders if one of these two [codecs](#) are available.

**Prevent DVD SpinDown** 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.

#### DirectX Options:

**Enable DirectX Support** enables EasyWorship to use the DirectX to display transitions and text over video backgrounds.

Vertical Retracing Checking

- **Auto** allows DirectX control when Vertical Retrace Checking is used.
- **On** uses DirectX to create a smooth transition between slides and produce the cleanest output.
- **Off** turns this function off.

#### Notes

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

#### Video Quality

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

#### Notes

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

## Setting Transitions

EasyWorship allows you to easily set impressive transitions for songs, slides, black screen, clear screen, and video. You can choose one transition or many different transitions for your presentation.

1. Click **Transitions**  on the toolbar.  
Below is an explanation of the options available in the **Transitions Area**.



### Selecting a transition:

**Black Screen:** Select different transitions for **Black** screen and **un-Black** screen.

**Clear Screen:** Select different transitions for **Clear** screen and **un-Clear** screen.

**Logo:** Select different transitions for **Logo** screen and **un-Logo** screen.

### Advanced:

**Enable Video Transitions** Allows for the transition from one video background to the next.

**Disable the more complex video transitions** disables 3D transitions for slower computers.

Always pause videos when transitioning from video to another element pauses the video when transitioning from one element to the other.

### Notes

Use the **Shift key** or the **Ctrl key** to choose multiple transitions from the list. **Multiple transitions** are applied in the order they are selected to your songs and slides.

## Displaying Copyright Information

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

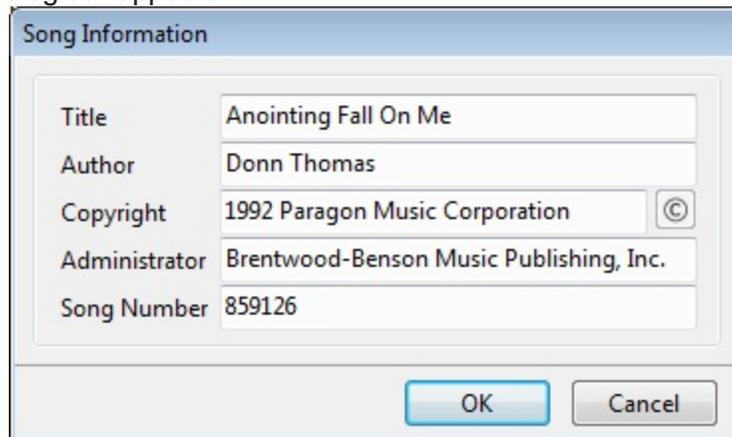
1. To enter copyright information:
2. On the **Live** menu, click **Options**.
3. Click the **Copyrights** tab.
4. Enter your CCLI # in the **License Info** box (e.g., CCLI 123456789).
  - The CCLI # will appear on every song that has copyright information entered into the information area of the song.



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

### Edit or Add Information to a Song:

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

A screenshot of the "Song Information" dialog box. It contains five input fields: "Title" with "Anointing Fall On Me", "Author" with "Donn Thomas", "Copyright" with "1992 Paragon Music Corporation" and a copyright symbol icon, "Administrator" with "Brentwood-Benson Music Publishing, Inc.", and "Song Number" with "859126". At the bottom are "OK" and "Cancel" buttons.

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

## Display Foldback

Display Foldback allows EasyWorship to take advantage of a third video output to display content for stage monitors. Additional hardware is required to use this feature. The Matrox DualHead2Go box is recommended for this feature. See [Display Foldback Monitor Setup](#) and [Foldback Hardware](#)

### Foldback Features:

- Send Lyrics and Scripture content to stage monitors (automatically synced with audience output)
- Send Alerts and custom messages to stage monitors (only seen on stage)
- Clock Display shows the current time
- Lyric Display, optional verse/chorus tags, shows first line of next slide, automatic word wrap, and more
- PowerPoint Display shows current and next PowerPoint slides
- Full control of format and style, including: text/font styles, custom background (not just black), scrolling or static alerts, and more (requires additional hardware)

See [Monitor Options](#), [Songs Text](#), [Scripture Text](#), [PowerPoint Options](#), and [Alerts and Time](#)

## Display Foldback Monitor Setup

### Secondary Graphics Card or RADEON HD Graphics with Eyefinity Setup:

Using the DualHead2Go box is the recommended hardware for foldback; however, a secondary video card or a single RADEON HD Graphics Card with Eyefinity may be used for foldback purposes.

### Step 1: Enable Extended Desktop for three monitors.

See [Dual Monitor Setup](#) for help with extending the Desktop.

See [Display Foldback Hardware](#)

### Step 2: Front of House Settings:

1. In EasyWorship click the **Options**  button on the toolbar.
2. Under **General**, **Select Output Monitor**, change **Output Monitor** to **Primary Monitor**.
3. Click **OK**.

### Step 3: Foldback Settings:

1. In EasyWorship, click the **Live** menu then **Display Foldback Options**.
2. Under **Monitor Options**, **Select Foldback Monitor**, change **Foldback Monitor** to **Secondary Monitor**.
3. Click **OK**.

---

### Matrox DualHead2Go Setup:

When using a Matrox DualHead2Go box, the secondary output from the video card is spanned across two monitors. The screen resolution for that monitor is double wide. For example, two monitors at 1024x768 would be 2048x768 using the Matrox DualHead2Go. EasyWorship is able to use half of that screen for the front of house and half for the foldback.

### Finding the Width and Height of both Monitors:

1. Right-click on the Windows Desktop.
2. **Windows XP: Properties**, then **Settings** tab.  
**Windows Vista: Personalize** then **Display Settings** link.  
**Windows 7: Screen Resolution**
3. Click each monitor to determine the size.
4. The size will be displayed in the **Resolution Area**. e.g. 1024x768

### Example:



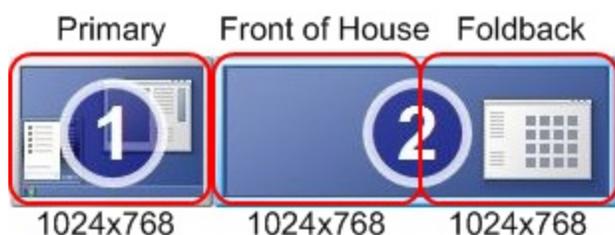
In the example, Monitor 1 is 1024 wide by 768 tall and Monitor 2 is 2048 wide by 768 tall. Write this information down for use in the following steps.

---

### Front of House Settings:

1. In EasyWorship click the **Options**  button on the toolbar.
2. Under **General** select **Custom Position** from the **Output Monitor** drop down box.
3. Change **Left** to equal the width of monitor 1.
4. Change **Top** to 0.
5. Change **Width** to half the width of monitor 2.
6. Change **Height** to match the height of monitor 2.
7. Click **OK**.

### Example:



With these display settings in the Windows operating system, use the following custom position settings in EasyWorship **Options**.

**Left:** Monitor 1 Width = 1024

**Top:** Almost always is zero

**Width:** Monitor 2 width divided by 2 = 1024

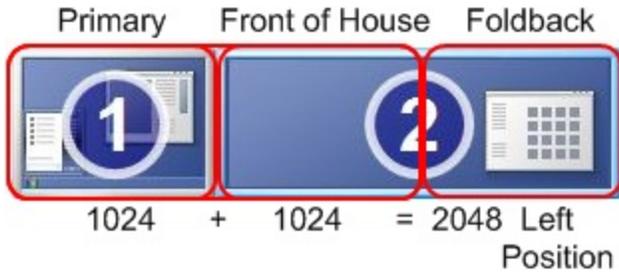
**Height:** Monitor 2 height = 768

---

### Foldback Settings:

1. In EasyWorship click the **Live** menu, then **Display Foldback Options**.
2. Check **Enable support for display foldback (stage display)** under **Monitor Options**.
3. Select **Custom Position** from **Foldback Monitor** drop down box.
4. Change **Left** to the width of Monitor 1 + half the width of Monitor 2
5. Change **Top** to 0.
6. Change **Width** to half the width of Monitor 2.
7. Change **Height** to match the height of Monitor 2.
8. Click **OK**.

### Example:



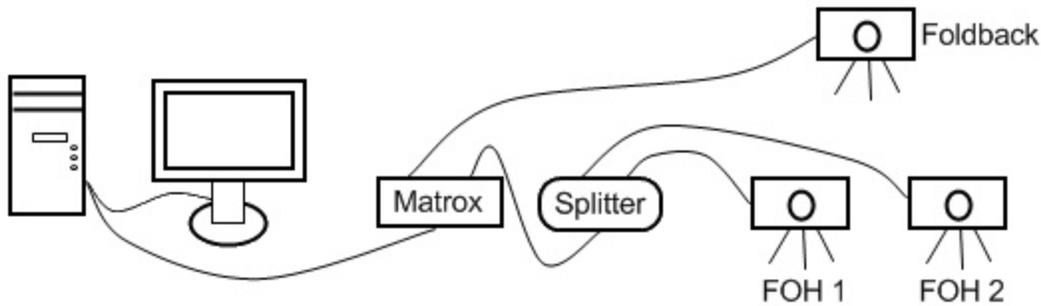
With these display settings in the Windows operating system, use the following custom position settings in EasyWorship **Display Foldback Options**.

**Left:** Monitor1 Width + half the width of monitor 2 = 2048  
**Width:** Monitor 2 width divided by 2 = 1024

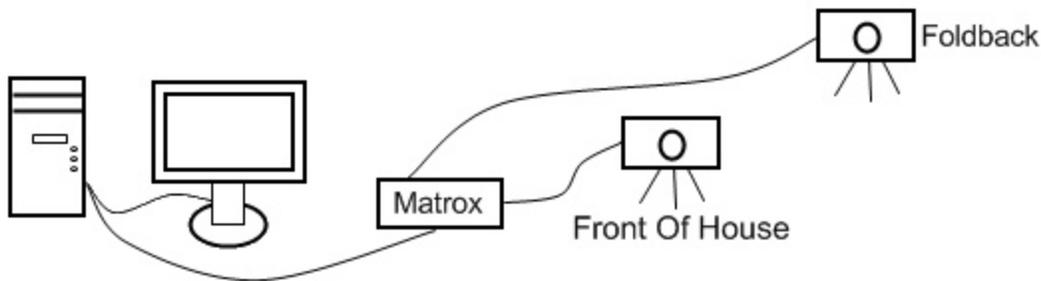
**Top:** Almost always is zero  
**Height:** Monitor 2 height = 768

**Matrox DualHead2Go Connection Examples:**

**With a Splitter:**

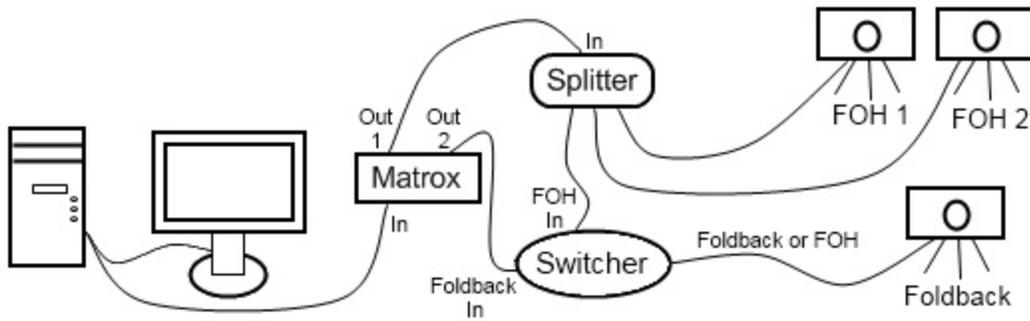


**Without a Splitter:**



**With a Splitter & Switcher:**

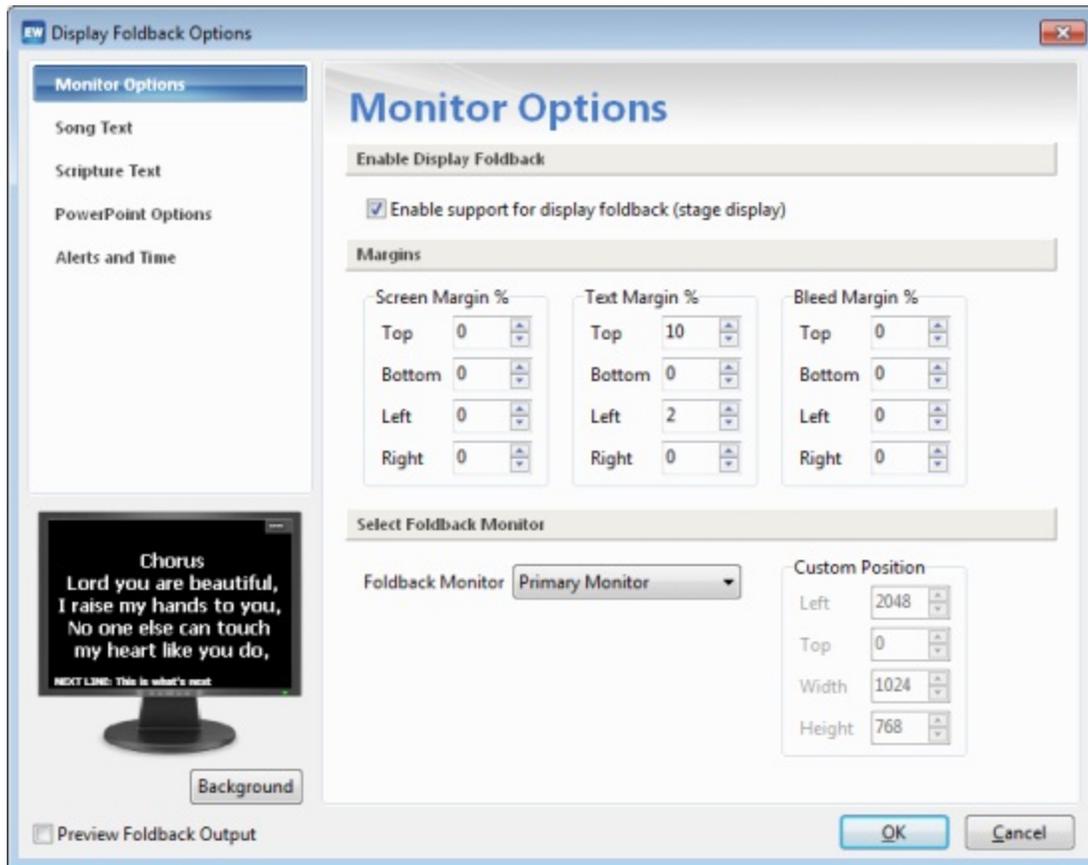
In this diagram the switcher allows you to show either the foldback view on the foldback screen or the front of house view on the foldback screen.



## Monitor Options

### Setting Monitor Options:

1. Click the **Live Menu** then **Display Foldback Options**.
2. In the **Display Foldback Options** window, click **Monitor Options**.  
Below is an explanation of the options available in the **Monitor Options Area**.



### Enable Display Foldback:

Enable support for display foldback (stage display) enables the foldback feature.

### Margins:

**Screen Margin %** allows you to set the percentages of screen to indent, due to the projector over shooting the physical output screen.

**Text Margin %** allows you to set the margins that you want around the text. These margins only affect the text, not the background.

**Bleed Margin %** allows you to set margins for the message alert, nursery alert and copyright information to bleed over. These settings are typically used when you are over and under scanning your output by sending it to a TV and a projector at the same time.

**Select Foldback Monitor:**

Click the monitor that you want to use to display your presentation to the congregation. The Foldback Monitor list only contains outputs that you have enabled in the Windows Operating System..

**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. See [Dual Monitor Setup](#)

**Custom Position** allows you to specify an absolute position and size to project the output.

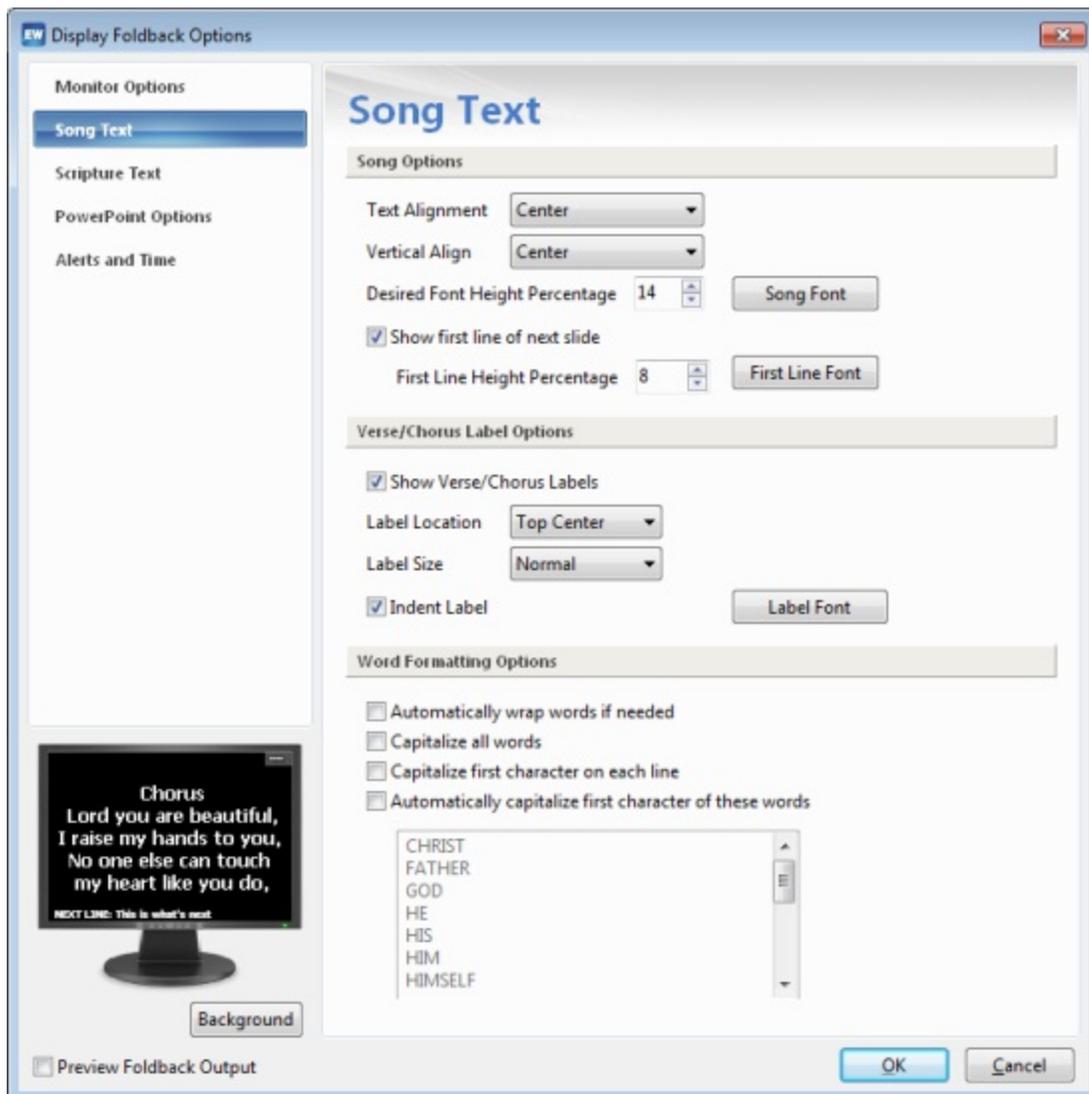
**Custom Position Settings**, type or select the desired positions. The custom positions are set in pixels. See [Using Custom Position](#)

## Song Text

The **Song Text** window allows you to customize how songs are displayed on the foldback screen. You can choose text alignment; font size, style, color and capitalization rules. You can also choose whether or not to display labels, and specify their location, size, style and color.

### Setting Song Text options:

1. Click the **Live** menu then **Display Foldback Options**.
2. In the **Display Foldback Options** window, click **Song Text**  
Below is an explanation of the options available in the **Song Text Area**.



### Song Options:

Under song options make changes to font types, styles, output dimensions, etc., without having to worry about going back and modifying all your songs to fit the screen.

**Text Alignment** sets the desired horizontal position for the text.

**Vertical Align** sets the desired vertical position for the text.

**Desired Font Height Percentage** sets the desired font size.

**Song Font** allows you to control the song font, style, color, shadow and outline.

**Show first line of next slide** enables EasyWorship to display the first line of the next slide or the title of the next item in the schedule.

**First Line Font** allows you to control the first line font, style, color, shadow and outline.

#### **Verse/Chorus Label Options:**

**Show Verse/Chorus Labels** enables the verse, chorus, and other tags on the live output screen.

**Label Location** sets the desired position for the label.

**Label Size** sets the desired size for the label.

**Indent Label** indents the verse, chorus... label when displayed on the output screen.

**Label Font** allows you to control the verse/chorus label font, style, color, shadow and outline.

#### **Word Formatting Options**

- Specify whether or not words wrap, set capitalization rules, and add words to the auto capitalize list.

#### **Notes**

EasyWorship uses font sizes differently than other Windows-based applications. See [Font Sizing Explained](#)

## Scripture Text

The **Scripture Text** window allows you to customize how scriptures are displayed on the foldback screen. You can choose scripture alignment; and font size, style, and color. You can also specify reference font size, style, and color.

### Setting Scripture Text options:

1. Click the **Live** menu then **Display Foldback Options**.
2. In the **Display Foldback Options** window, click **Scripture Text**.

Below is an explanation of the options available in the **Scripture Text Area**.



### Scripture Options:

**Enable Scripture Support** enables the scriptures tab in the **Resource Area**.

**Text Alignment** sets the desired horizontal position for the scripture.

**Vertical Align** sets the desired vertical position for the scripture.

**Desired Font Height Percentage** sets the desired font size. EasyWorship uses this font size for all scriptures.

**Scripture Font** allows you to control the scripture font, style, color, shadow and outline.

### Notes

EasyWorship uses font sizes differently than other Windows-based applications. See [Font Sizing Explained](#)

### Scripture Reference:

**Reference Location** sets the desired position for the scripture reference.

**Reference Size** sets the desired size for the scripture reference.

**Reference Indent** indents the scripture reference.

**Show Reference Only** causes EasyWorship to only display only the scripture reference.

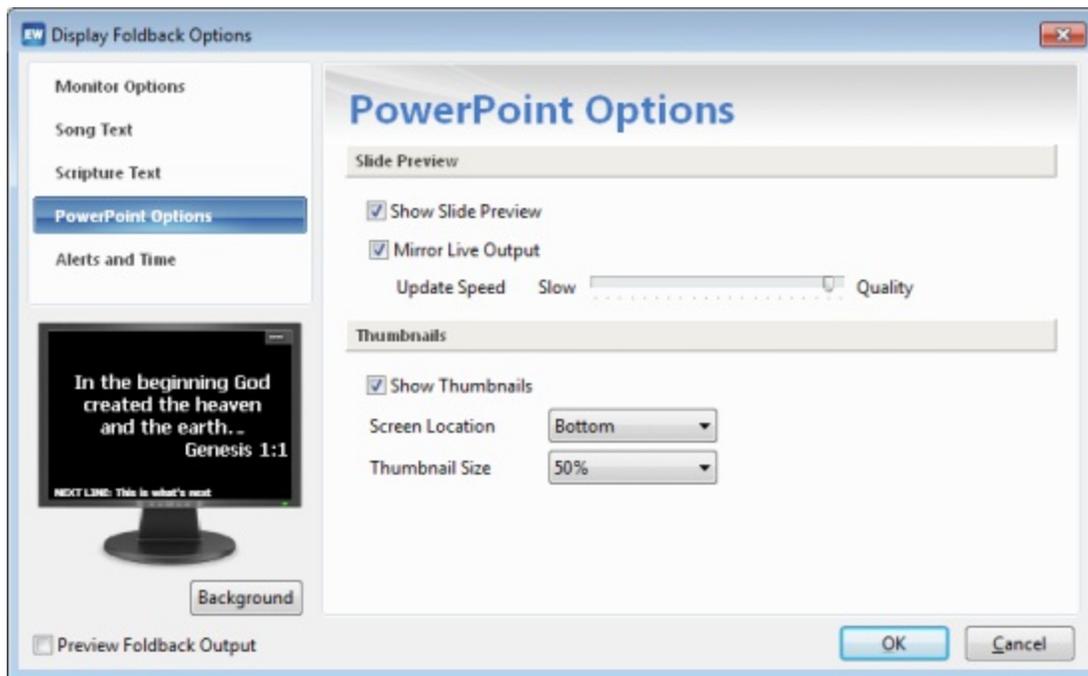
**Reference Font** allows you to control the reference font, style, color, shadow and outline.

## PowerPoint Options

Setting PowerPoint Options:

1. Click the **Live** menu then **Display Foldback Options**.
2. In the **Display Foldback Options** window, click **PowerPoint Options**.

Below is an explanation of the options available in the **PowerPoint Options Area**.



### Slide Preview:

**Show Slide Preview** enables the viewing of the full PowerPoint slide on the foldback screen instead of just thumbnails.

**Mirror Live Output** allows EasyWorship to display animations that are also displayed on the front of house screen.

**Update Speed** controls how quickly EasyWorship updates the foldback screen. **Slow** will cause the animations to be more choppy, while **Quality** will make them more fluid.

### Thumbnails:

**Show Thumbnails** enables viewing thumbnails of the PowerPoint slides on the foldback screen.

**Screen Location** controls the location of the thumbnails on the foldback screen.

**Thumbnail Size** controls the size of the thumbnails on the foldback screen.

## PowerPoint on the Foldback Screen

EasyWorship will also display PowerPoint slide shows on the Foldback monitor; however, the foldback view provided more information for the people on the stage than the Front of House screen. On the foldback screen, the PowerPoint slide will appear like the Front of House, but foldback also has the ability to show the thumbnails of the slides in the presentation, allowing people on stage to see what is currently selected along with what the next and previous slides are.



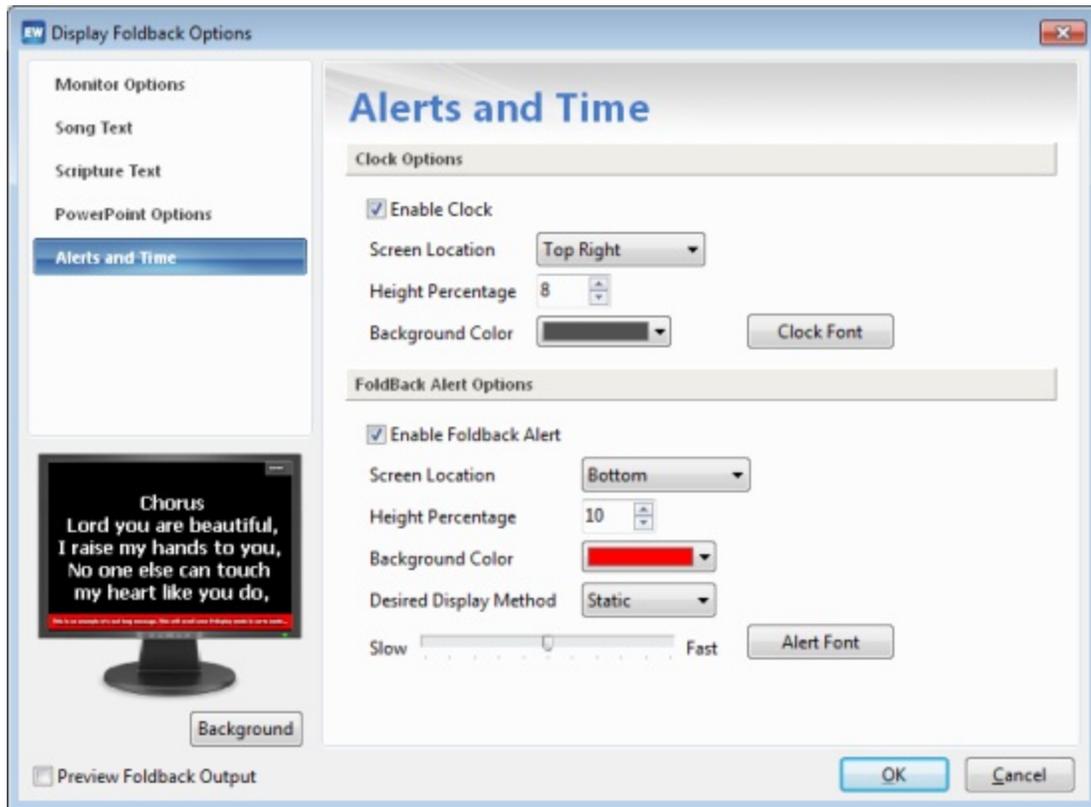
See [PowerPoint Options](#) under Display Foldback for a list of options available for displaying PowerPoint on the foldback screen.

## Alerts and Time

To set **Alerts and Time** options:

1. Click the **Live** menu then **Display Foldback Options**.
2. In the **Display Foldback Options** window, click **Alerts and Time**.

Below is an explanation of the options available in the **Alerts and Time Area**.



### Clock Options:

- Enable Clock** shows the clock on the foldback screen.
- Screen Location** controls the location of the clock on the foldback screen.
- Height Percentage** controls the size of the clock font.
- Background Color** sets the color of the background behind the clock.
- Clock Font** allows you to control the clock's font, style, color, shadow and outline.

### Foldback Alert Options:

The **Foldback Alert Options** allows you to choose whether or not an alert can be displayed on the foldback screen. You may also specify its location, height, font, background color, and display method and speed.

- Enable Foldback Alert** makes the **Foldback Alert** option appear under the alerts drop down ⚠️ in the **Live Area**.
- Screen Location** allows you to set the location of where the alert appears on the screen.
- Height Percentage** allows you to set the desired height percentage for the foldback alert text.
- Background Color** allows you to select the desired color for the background of the foldback alert.
- Desired Display Method**

- **Static** displays the entire message at once.
- **Scroll** displays the message moving across the screen from right to left.
- **Scroll if Needed** displays the message moving across the screen only if it is too long.

**Speed Slider** sets the desired speed to control how long the message is displayed, or how quickly it will scroll.

**Alert Font** allows you to control the alert font, style, color, shadow and outline.

## Display Foldback Hardware

There are multiple ways to configure your computer hardware to support a third monitor for display foldback. See the different options below.

### Option 1: Matrox DualHead2Go

The DualHead2Go comes in three editions. Analog, Digital and DP. We only recommend either the Analog or Digital Editions. The DP edition is only for use with Display Port monitors.

The **Analog Edition** is the cheapest of the three and only has VGA connections. It has a maximum resolution of 2 x 1280 x 1024.

- 4:3 resolutions for EasyWorship with this box are 2 x 800x600 or 2 x 1024x768
- 16:9 resolution for EasyWorship with this box is 2 x 1280 x 720.

The **Digital Edition** has two DVI outputs. It has a maximum resolution of 2 x 1920 x 1200.

- 4:3 resolutions for EasyWorship with this box are 2 x 800x600, 2 x 1024x768, 2 x 1280x1024.
- 16:9 resolutions for EasyWorship with this box are 2 x 1280 x 720 and 2 x 1920x1080

#### 📌Notes

If you need to use independent resolutions for the foldback and front of house screens, you'll probably want use option 2 or 3.

See [Foldback Monitor Setup](#) for help setting up EasyWorship to work with this device.

See [Display Foldback Hardware](#) for help purchasing the DualHead2Go.

### Option 2: ATI / AMD RADEON HD 5850/5870 & 6850/6870 With Eyefinity

The **ATI / AMD RADEON HD 5850/5870 & 6850/6870** cards have four video outputs; three can be used simultaneously; **2 x DVI and 1 Display Port OR 1 DVI, 1HDMI, 1Display port**. This allows you to have three screens that display something different.

- [A Display Port to VGA or an Active Display Port to DVI adapter](#) is required in order to connect a standard monitor or projector to the Display Port.
- The HDMI connection cannot be used if you are using both DVI ports.

With this card, you will extend the Windows Desktop on to each monitor in the display settings, then set EasyWorship to use the appropriate monitors for front of house and display foldback.

#### **Recommended system requirements to use this option:**

- ATI / AMD RADEON HD 5850/5870 & 6850/6870.
- 500 watt power supply.
- Windows 7 or Vista (Windows XP will not work)
- [Display Port to VGA or Active Display Port to DVI adapter](#).

See [Secondary Graphics Card or RADEON HD Graphics with Eyefinity Setup](#)

### Option 3: Two PCI Express X16 or PCI Express 2.0 Graphics Cards

Using a secondary PCI Express X16 or PCI Express 2.0 graphics card may also provide good results for foldback. Not all computers have two PCI Express X16 or PCI Express 2.0 slots on the motherboard. If you are using two NVIDIA cards or two ATI cards, make sure they are the same model this will help prevent driver conflicts. You can use one ATI and one Nvidia card.

#### Notes

AMD/ATI Crossfire or NVIDIA SLI modes should be disabled when using this configuration.

See [Secondary Graphics Card or RADEON HD Graphics with Eyefinity Setup](#)

### Configurations We Do Not Recommend

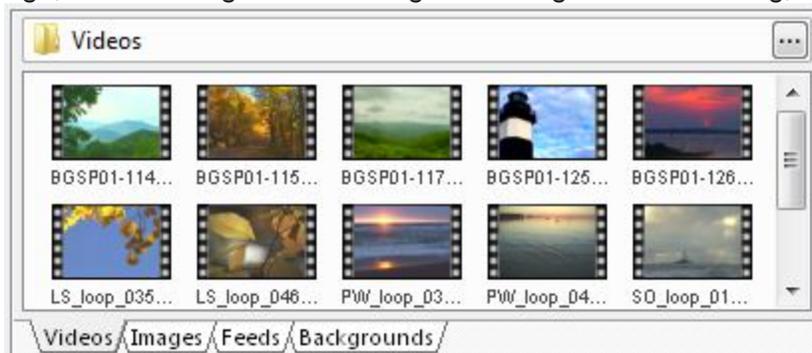
- USB graphics cards
- Secondary or Multiple standard PCI graphics cards
- Wireless graphics devices
- NVIDIA Quadro cards

## Video Jockey

Video Jockey or VJ is a feature that allows you to quickly change backgrounds on the fly, by just clicking on the video, image, feed or background you wish to use while displaying a song or scripture.

### Using VJ:

1. Open EasyWorship.
2. In the **Live Area**, click the  button at the top right.
3. Select **VJ Mode**.
4. The lower section of the **Live Area** will now display tabs at the bottom for **Videos**, **Images**, **Feeds** and **Backgrounds**.
5. Click on any video, image, feed or background to change the background of the song, or scripture this is live.



### Notes

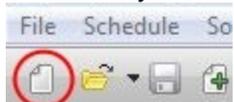
VJ Mode is only available when a song or scripture is in the **Live Area**.

## Building and Running an EasyWorship Schedule

EasyWorship allows you to easily create and save a list of items to be displayed in your service. This list of items is called a Schedule. Songs, Scriptures, Videos, PowerPoint slides, Feeds, DVD clips, Audio Files and Web Content can be added to the schedule. EasyWorship schedule files include all of the information needed to display song text with the appropriate background, images, PowerPoint slide shows. With the [pack videos in schedule](#) feature, video and audio added to the schedule will also be contained in the schedule file.

### Creating and Saving a Schedule:

When EasyWorship is opened, a blank schedule is automatically created. Click **create a new schedule**



on the toolbar to start over with a new schedule. Click **Save Schedule**  to save the schedule, or click the **File** menu, then **Save Schedule As**.

### Adding Content To The Schedule:

#### Using Drag And Drop:

1. Drag a resource ([Song](#), [Scripture](#), [Video](#), [Feed](#), [Image](#), [DVD Clip](#), [Audio file](#)) from the **Resource Area** below the schedule into the **Schedule Area**.
2. You may drag items up and down in the schedule for appropriate placement in the schedule.

#### Using the Schedule Toolbar:

1. In the **Resource Area**, click **Songs**, **Scriptures** or **Media**.
2. Select a [Song](#), [Scripture](#), [Video](#), [Feed](#), [Image](#), [DVD Clip](#), [Audio file](#)
3. Click the **Add**  icon to add it to the schedule.
4. Click the **Delete**  icon to remove a resource from the schedule.
5. Click the **Up Arrow** and **Down Arrow**   icons to place the resources in the desired order.

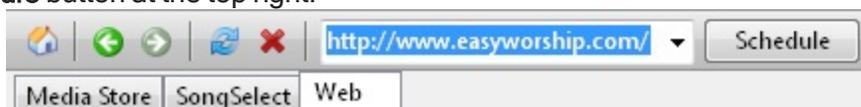


### Adding PowerPoint:

1. Click the **PowerPoint**  icon to add a PowerPoint file to the schedule.
2. Browse to the PowerPoint file you wish to use using the browse window that appears.
3. Select the PowerPoint file and click **Open**. For more information see [Using PowerPoint Files](#)

### Adding Web Content:

1. Click the **Online** tab, then **Web** tab.
2. Browse to the web page you would like to display.
3. Click the **Schedule** button at the top right.



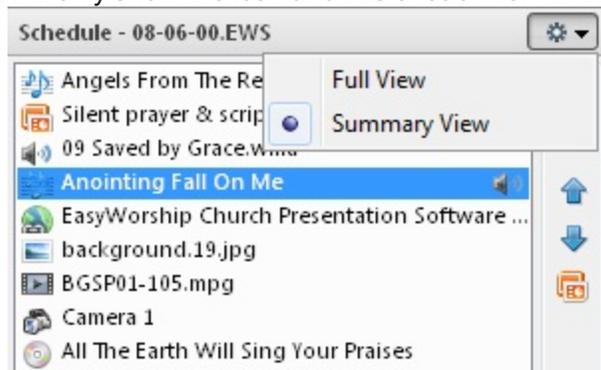
## Pack Video And Audio Into Schedule:

EasyWorship will allow you to bring video and audio with you via the schedule file. You no longer have to worry about the audio or video files being available at the computer you are taking the schedule to.

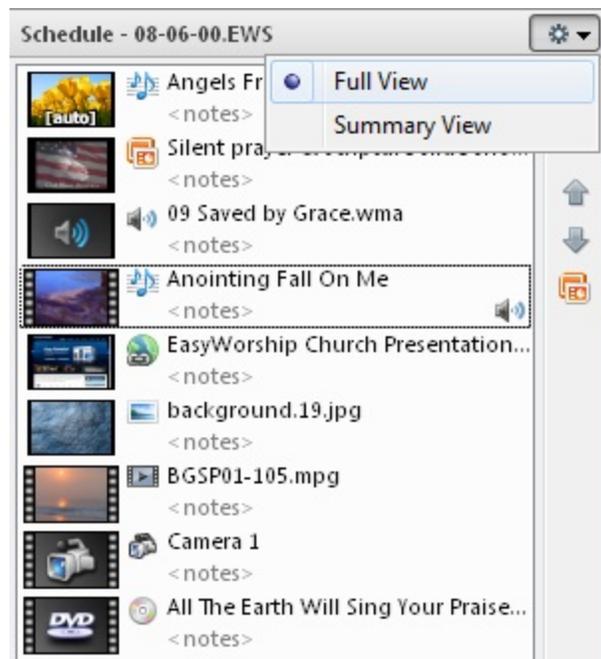
1. Click the **File** menu then **Save Schedule As**.
2. At the bottom of the **Save Schedule As** screen check the **Pack videos in schedule** box.
3. Type the name of the file in then click **Save**.

## Schedule Views:

1. **Summary View** is a view that will only show the icon and title of each item in the schedule.

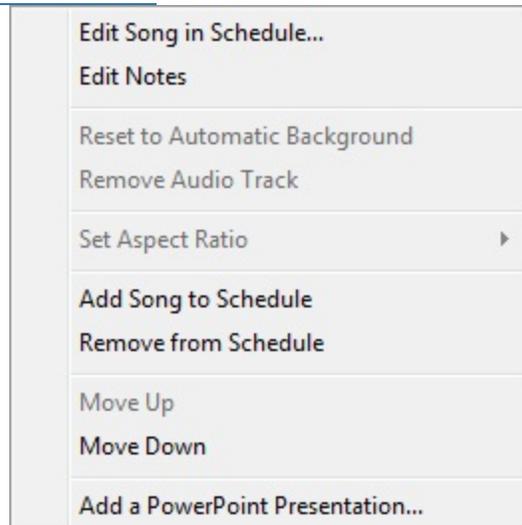


2. **Full View** is a view that will also show a thumbnail of the background associated with that song or the default background. Click the down triangle at the top right of the schedule area to change views. It also displays the notes for each schedule item.



### Right-click Options:

- **Edit Song in Schedule** - Allows you to edit a song in the active schedule without saving the changes to the Song database. See [Editing Songs in the Schedule](#).



- **Reset to Automatic Background** - Resets a song with an assigned background to the default (auto) background.
- **Edit Notes** - Use this feature to type in notes for each song. This will only appear in the schedule area. See [Working with Notes in the Schedule](#)
- **Add Song to Schedule, Remove from Schedule, Move Up, Move Down** all work just as they are defined.
- **Add a PowerPoint Presentation** - Allows you to browse to your files and add a PowerPoint file to the **Schedule Area**. See [Using PowerPoint Files](#)

## Editing Songs in the Schedule

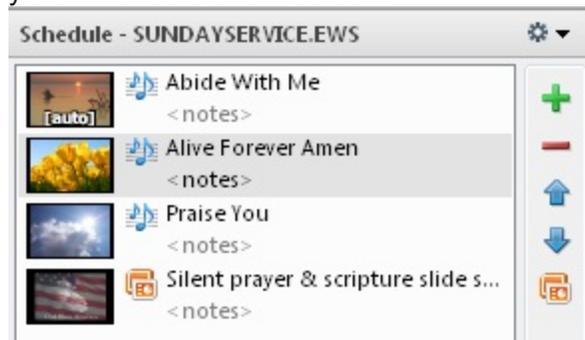
EasyWorship allows for the modification of songs in the **Schedule Area**. All aspects of a song can be edited from this area. Use the following instructions for editing songs in the schedule. When editing a song in the schedule, EasyWorship doesn't automatically update the database. If you would like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

See [Building and Running a Schedule](#) and [Editing Songs](#)

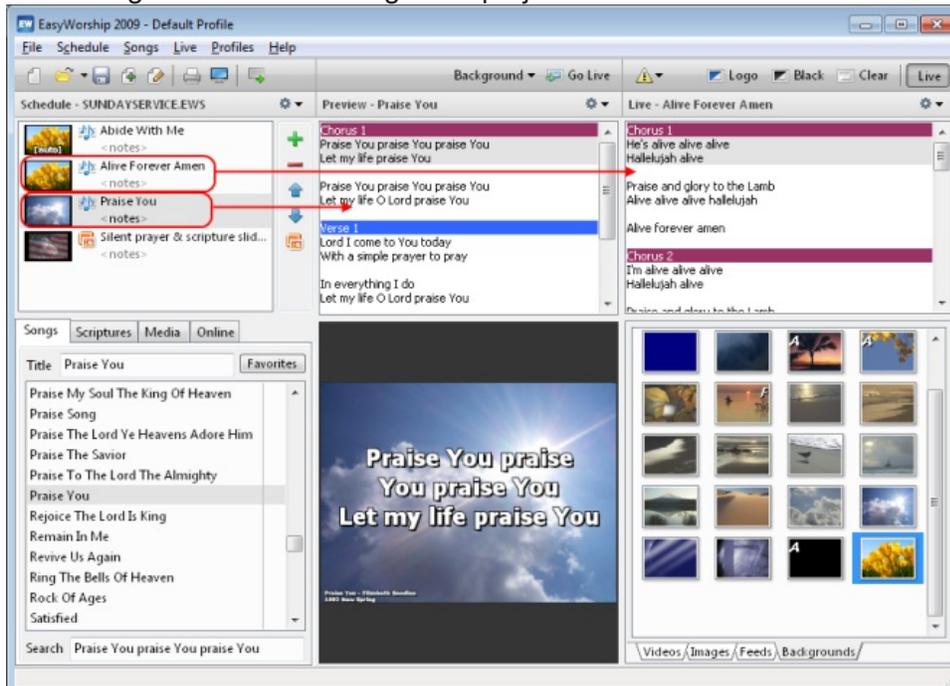
## Using the Schedule

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

1. Create a new schedule or open an existing schedule by clicking the  on the toolbar. See [Building and Running an EasyWorship Schedule](#)
2. Select the item in the schedule you want to send to the screen.



3. Click **GoLive** .
4. Click on each slide in the **Live Area** to display the text from that slide on the projector.
5. Notice that the **Preview Area** now contains a preview for the next item in the schedule.
6. Click **GoLive** again to send that song to the projector.



Live Output Screen



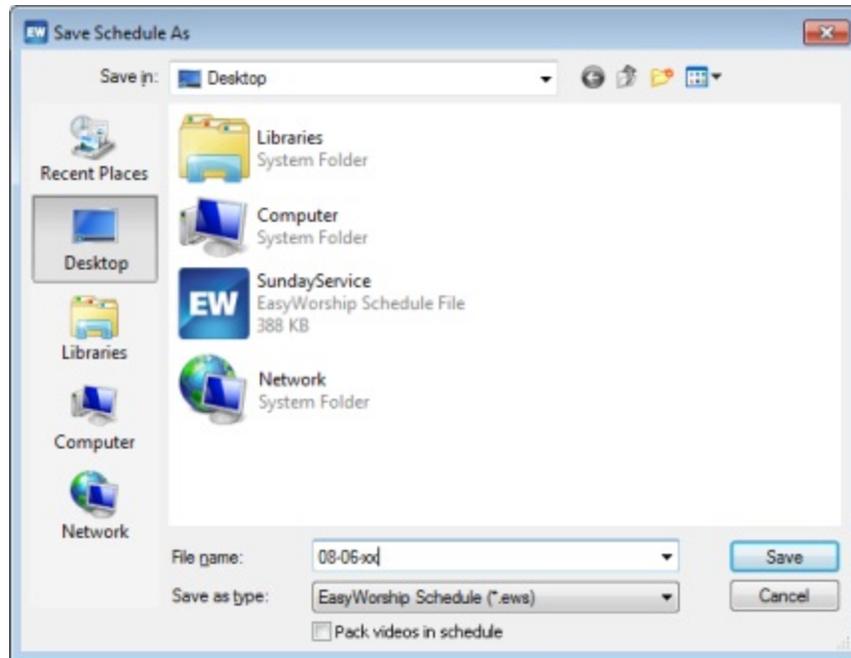
## Saving Schedules

### Saving A Schedule:

After setting up a schedule, it can be saved for future use.

1. Click on the **File** menu.
2. Select **Save Schedule > Save Schedule as** or click the **Save**  icon on the toolbar.

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



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

After the file has been saved the first time, clicking the **Save**  icon or select **File > Save Schedule** will save the file without asking where to save the file.

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

## Transferring Schedules

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

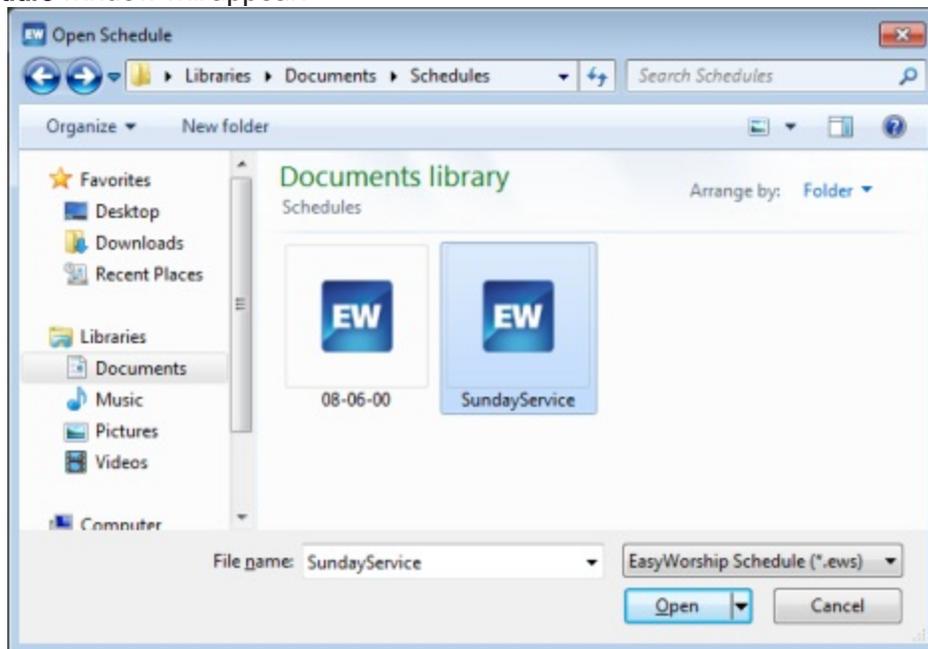
Transferring a schedule to another computer:

### Computer A (Source)

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

### Computer B (Destination)

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



5. Select the media or drive on which you saved the **.ews** file.
6. Select the file and click **Open**.
7. The **Update Local Computer** window may appear. This window will allow you to update songs in the database with the songs in the schedule, or import new songs in the schedule into the database.
8. If there are any errors in the schedule another window will appear, allowing you to resolve the problem.

### Notes

To check schedule for changes, see [Check schedule for Changes](#)

For transferring the entire song database to another computer, see [Backing up your Database](#)

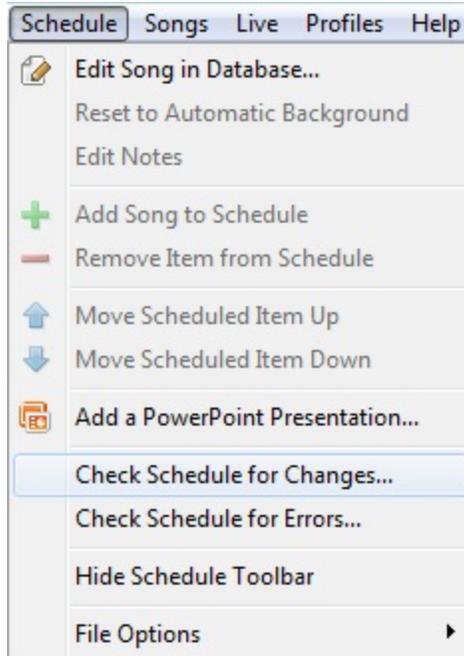
To check schedule for errors, see [Check Schedule for Errors](#)



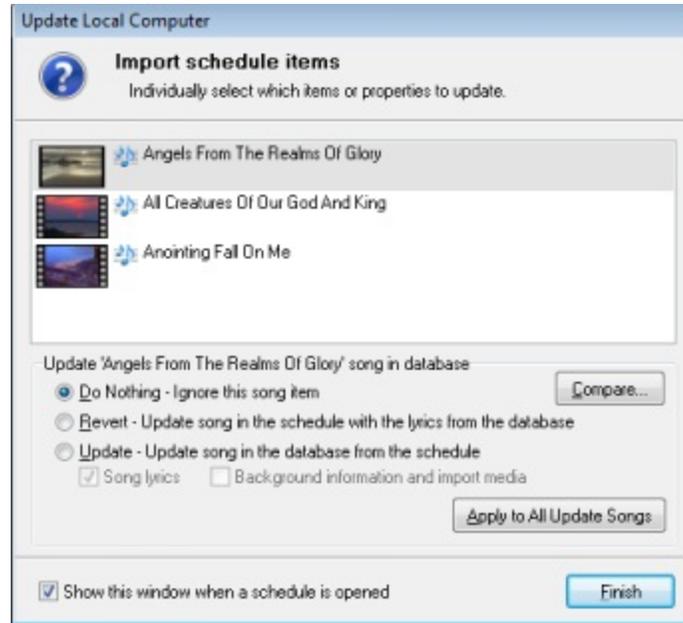
## Check schedule for Changes

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

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

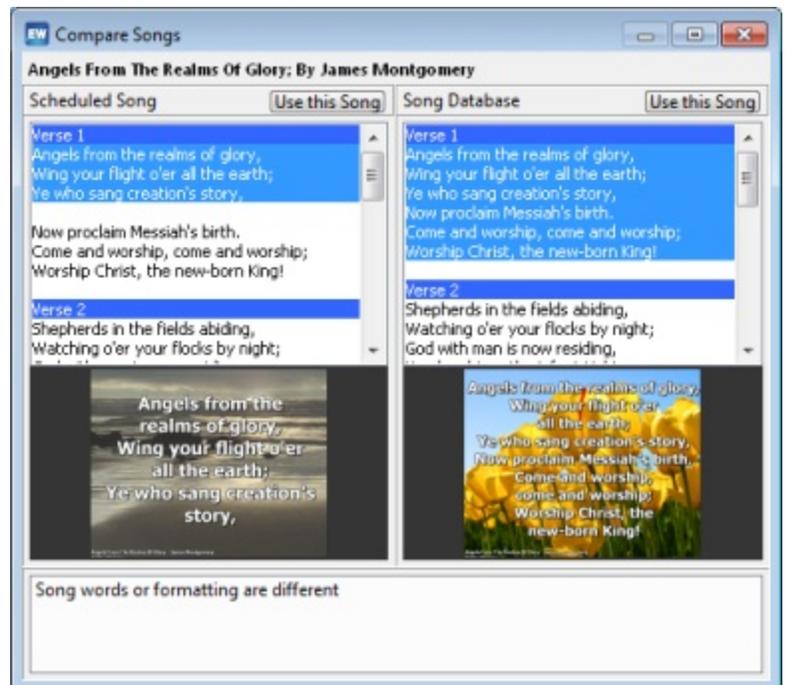


2. Click on **Check Schedule for Changes**.
3. The **Update Local Computer** window appears.



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

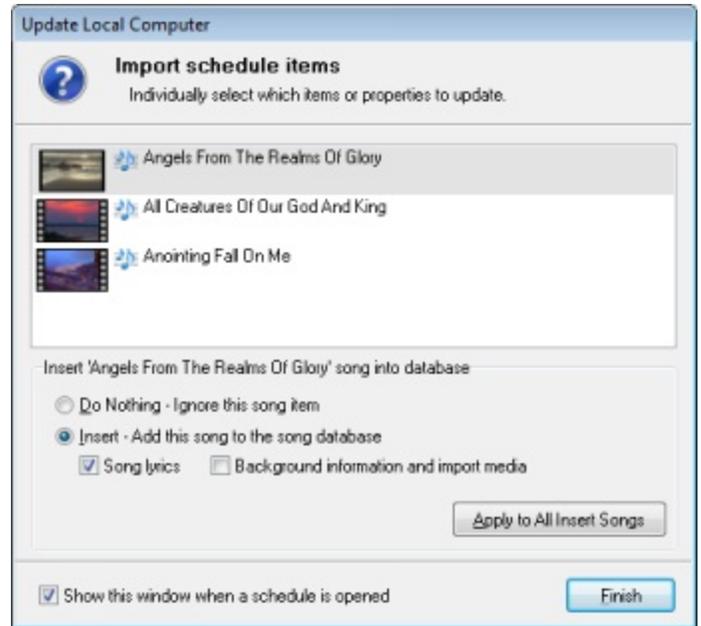
- **Compare button** - The compare button will appear if you have a song in the schedule that has the same name, but has different attributes than what is already in the database. Use the Compare feature to view the song from the schedule and from the database side by side. This will allow you to pick which song you want to use.



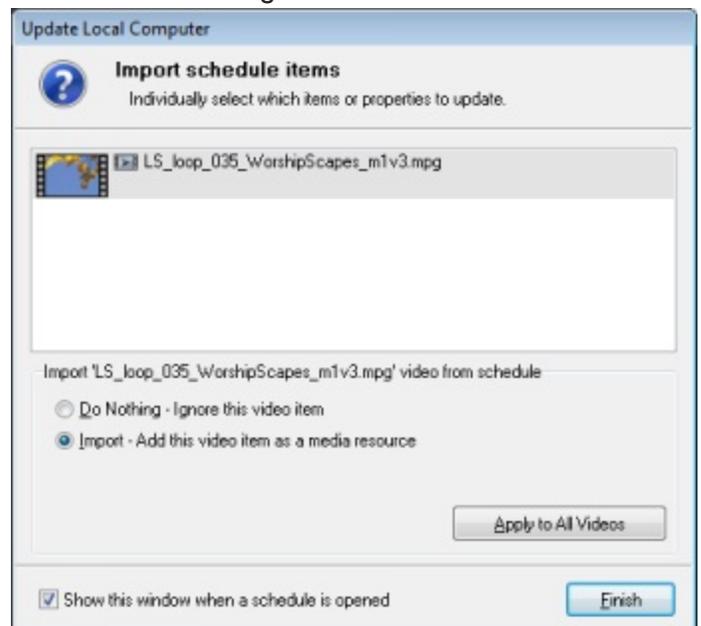
- Select **Do Nothing - Ignore this song item** if you want to use the item in this schedule only without updating the EasyWorship database.

- Select **Insert - Add the song to the song database** to add a new song to the song database.

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



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



**Images, Videos, Audio Files, or PowerPoint files imported will be saved to the following location:**

Windows XP: C:\Documents and Settings\All Users\Shared Documents\Softouch\EasyWorship\Profile Folder-\Resources

Windows Vista & 7: C:\Users\Public\Public Documents\Softouch\EasyWorship\Profile Folder\Resources

**Videos:** \Videos

**Audio:** \Audio

**Images:** \Images

**PowerPoint:** \Presentations

### Notes

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

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

Show this window when a schedule is opened

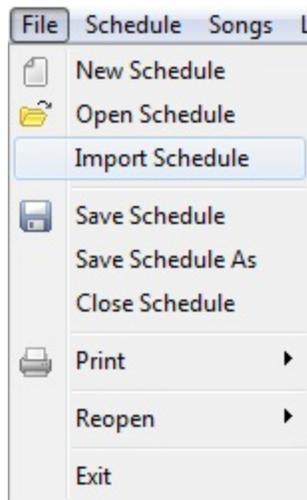
Finish

## Import a Schedule Saved into an Active Schedule

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

With songs and items already in a schedule, or after opening a saved .ews schedule file, follow these steps.

1. From the menu bar, select **File > Import Schedule**.



3. Browse to select the .ews schedule file you wish to import.
4. Click **Open**.
5. The newly imported items from the schedule will now be added to the bottom of the current schedule. You may save and rename this newly merged schedule.

## Notes in the Schedule

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

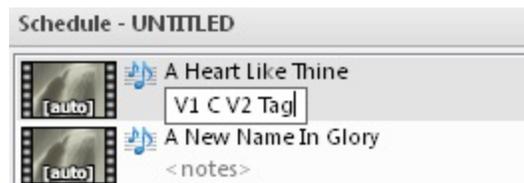
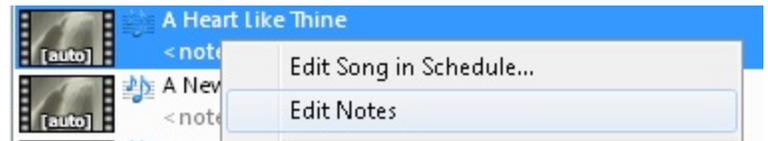
### To add a note to a schedule item:

1. Highlight any item in the **Schedule Area**. Notice the word <notes> is already present.
2. Right-click and select edit notes. The Notes field will now contain a blinking cursor.
3. Type your notes. When finished, click outside the notes field.

#### Notes

The notes can be saved with that schedule.

They cannot be saved to the database.



### Notes Inside a Song:

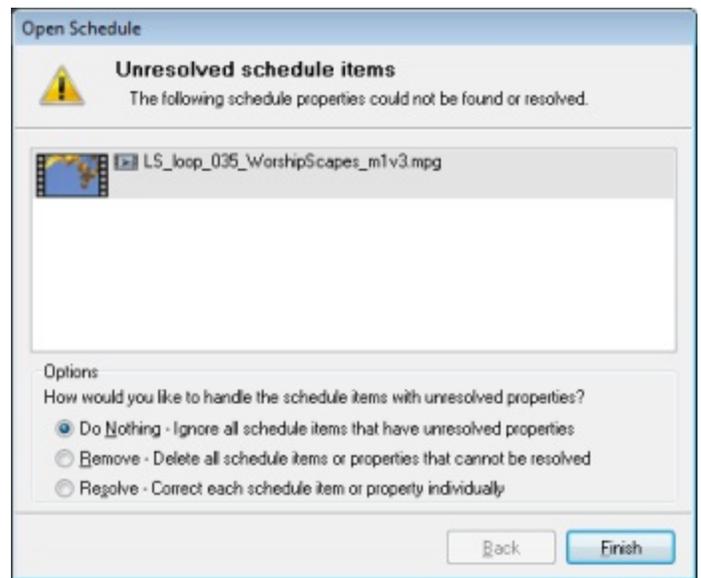
Notes can be added next to any song tag. See [Add Notes In A Song](#)

## Check Schedule for Errors

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

### To check for those errors:

1. From the menu bar select **Schedule > Check Schedule for Errors**
2. The **Open Schedule** window will appear.
3. Select one of the following options:
  - Do Nothing** - Ignore all schedule items with unresolved properties.
  - Remove** - Delete all schedule items or properties that cannot be resolved.
  - Resolve** - Correct each schedule item or property individually.
4. Click **Next**.



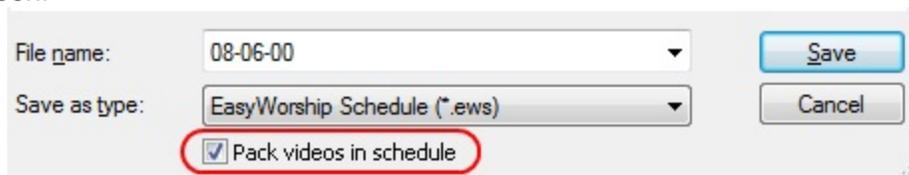
### Notes

If you wish to transfer images and videos via the schedule file see [Transferring Songs Images and Videos via the Schedule](#).

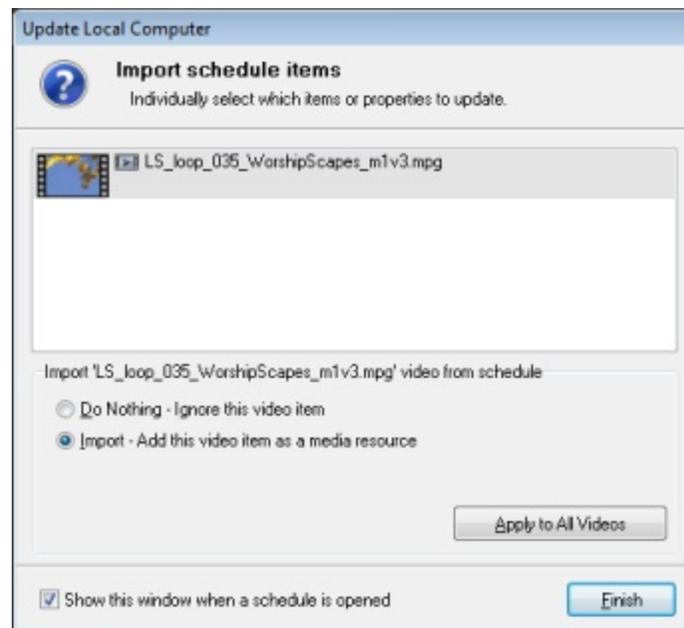
## Transferring Files via the Schedule

### Pack Videos and Images in Schedule

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



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



See [Check schedule for Changes](#) for more information on importing videos and images into your **Media Area** from your schedule.

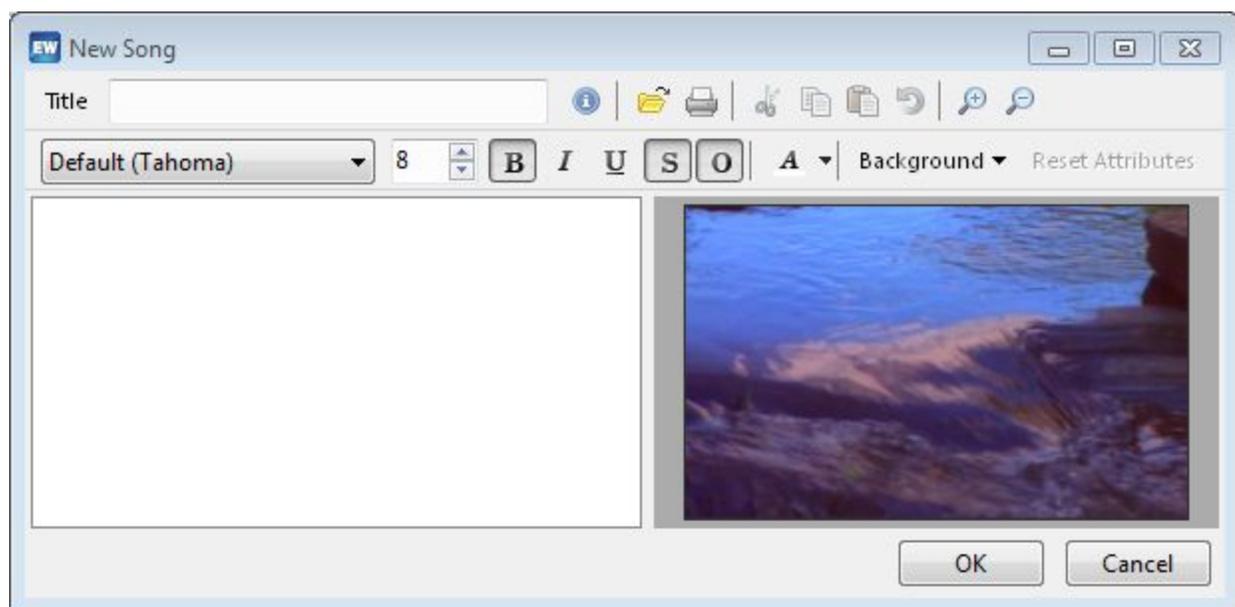
## EasyWorship Doesn't Automatically Check for Changes

If EasyWorship doesn't automatically compare the songs in your schedule with the songs in the database when you open your schedule. See [EasyWorship doesn't automatically check for changes](#) for instructions on how to correct this problem.

## Adding Songs

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

1. Click the **New Song** icon  on the toolbar.
2. The **New Song** dialog box appears.



### Typing a song:

1. Type a name for the song in the **Title** box.
2. Click the desired font and size for the text, and use the toolbar buttons to choose a style, color, and fill effects for the text. For more information on using the Fill Effects dialog box see [Adding Backgrounds](#).
3. If you want to add a tag (color label) to the slide, right-click in the text box, point to **Insert Song Tag**, and then click one of the tag types. The desired tag appears in the text box.
  - EasyWorship will automatically recognize the song tag when it is typed in and will color code it for you.
  - Notes can also be added to the song tag. See [Notes Inside a Song](#)
4. Type the lyrics for the song in the Text box.
6. To add a new slide, either insert another tag in the text box, or press **ENTER**.
  - If you want to place blank lines within a slide, press **SHIFT+ENTER**.
7. Click **OK** when you are satisfied with the song.

### Importing a song or text:

1. Click the **Import**  icon.
2. Browse to the desired file.
3. Click **OK** when you have located the file. The song or text appears in the text box where you can edit and format it.

## Notes

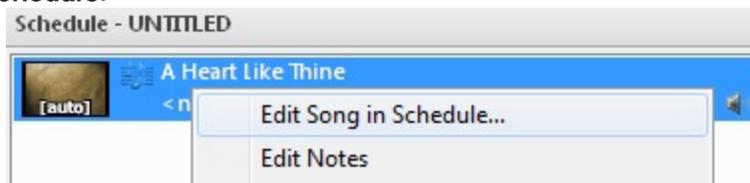
- Many of the toolbar buttons have a third state - red. The red state indicates that the default setting has been overridden and that you have edited the text attributes. To change the text attributes back to the default, click the **Default** button, or click the down arrow next to the paint can, and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

## Editing Songs

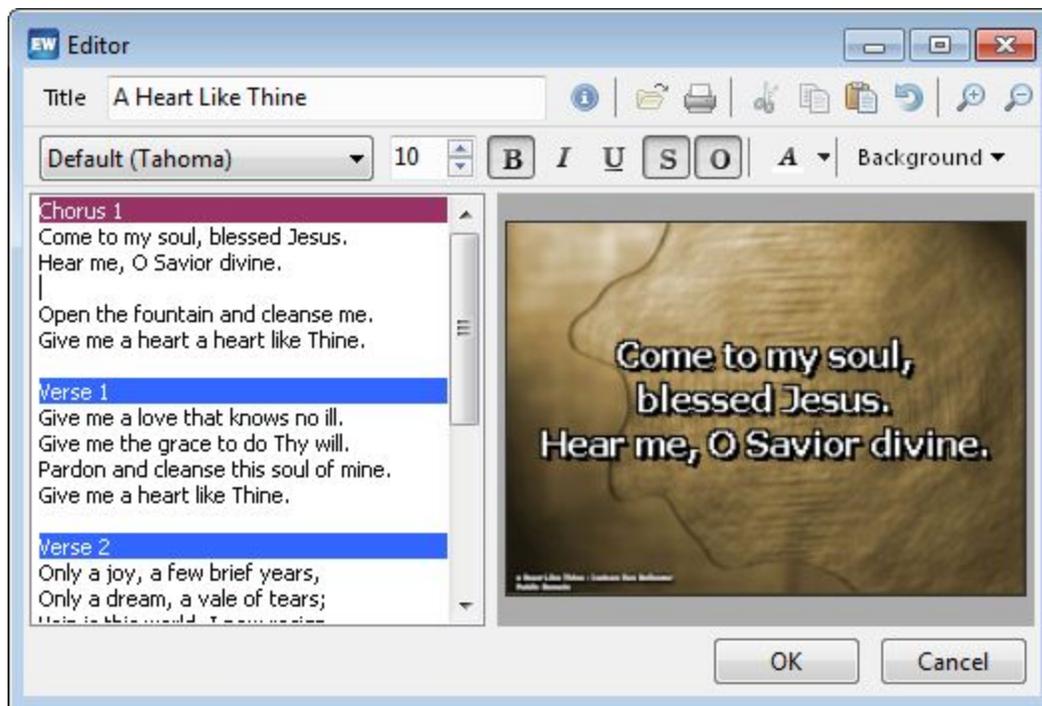
The **Editor** allows you to edit songs, miscellaneous text, and song information. You can choose to edit songs in the schedule for changes saved to the song only for that schedule and/or you can edit permanent changes for the song in the **Song Resource Area**.

### Edit a song in the schedule:

1. In the **Schedule Area**, select the song to be edited
2. Right-click on the song.
3. Click on **Edit Song in Schedule**.



4. The **Song Editor** appears.



5. Use the text area as a standard text editor to type in text or change text as needed.
6. Use the toolbar to change the font and [size](#) of the text, the style, the color, and the fill effects or background. See [Font Sizing Explained](#)
7. Click **OK** when you are satisfied with the song.

### Add a new slide:

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

Verse 1  
 Jesus loves me this I know  
 For the bible tells me so

Press Enter Here

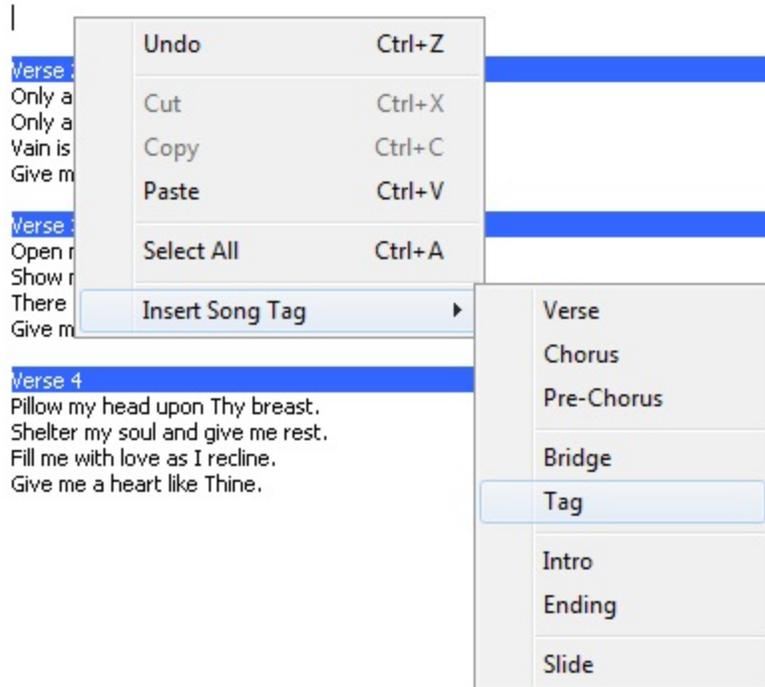
Little ones to Him belong  
 They are weak but He is strong

Press Enter Here

Chorus  
 Yes Jesus Loves me...

### Inserting Song Tags:

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



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

To edit copyright information, author information, etc. See [Editing Copyright information](#) under notes.

### To edit a song in the database:

1. In the **Resource Area**, click on the **Songs** tab.
2. Select the song you wish to edit.
3. Right-click on the song.
4. Click on **edit song in the database**.  
 The **Editor** dialog box appears.
5. Use the toolbar to edit the song text. You can change the font and size of the text, the style, the color, and the fill effects or background.

See [Font Sizing Explained](#)

6. To add a new slide, press enter in the text box where you want to add the slide, and then type the new song text.

-Or-

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

See [Using the Background Designer in the Song Editor](#) and [Using the Background Designer](#)

### Notes

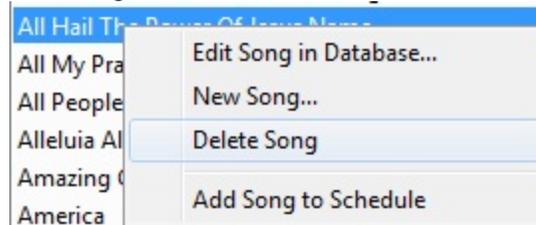
- To set global options that are applied to all songs see [Song Options](#).
  - Many of the toolbar buttons have a third state - red. This indicates that the default setting has been overridden and that you have edited the text attributes. To change the text attributes back to the default, click the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

## Deleting Songs

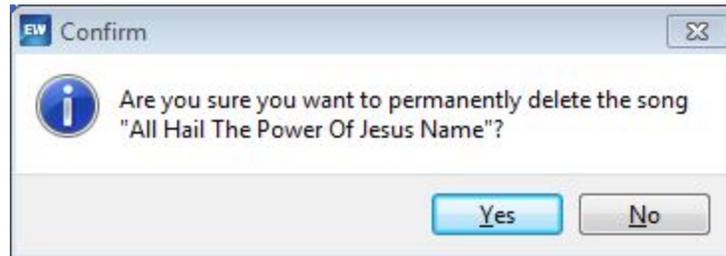
**WARNING:** The following procedure permanently deletes the selected song from the EasyWorship songs database.

### To delete a song:

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



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



## Font Sizing Explained

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

### Desired Font Height Percentage:

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

See [Songs Tab](#) for more info on changing the Desired Font Height Percentage.

### No Minimum Font Height Percentage:

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

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

### Text Size Continuity Within a Song:

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

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

### 📌 Notes

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

### Changing Text Size Within a Slide:

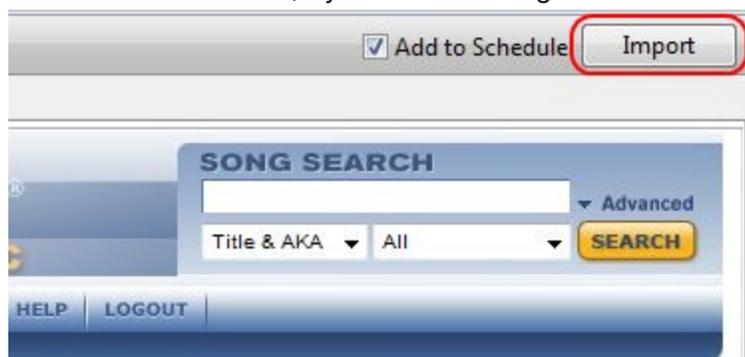
You may select part of the text in a slide and increase the text size up to the Desired Font Height Percentage. EasyWorship may have to reduce the size of the other text in the slide in order for the selected text to appear larger. The font size in the song editor is a proportional size. It makes the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

## Importing Songs from SongSelect Lyric Service

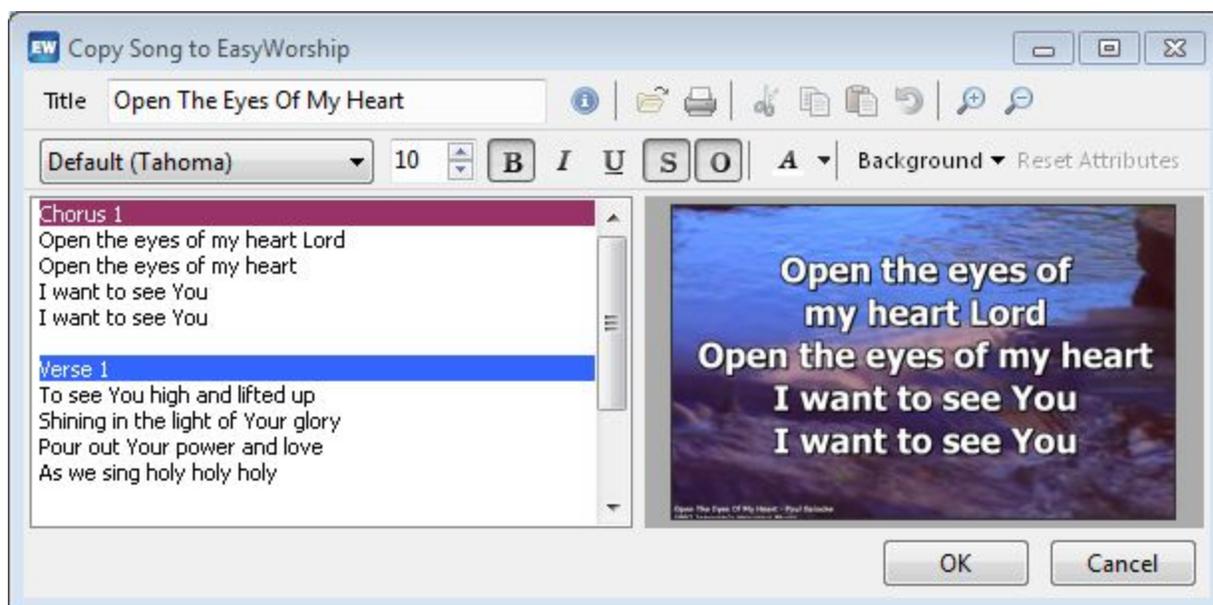
CCLI's SongSelect Lyric Service allows you to download songs from thousands of songs on their web site for a nominal monthly / yearly fee. This lyric service is provided by Christian Copyright License International. To use CCLI's SongSelect lyric service, you must be a member with a valid User ID and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

### Downloading Songs from SongSelect Lyric Service:

1. Click the **Online** tab in the **Resource Area**.
2. Click the **SongSelect** tab in the web navigation area.
3. Log in if prompted and click **Launch SongSelect**.
5. Click on the link for the song that you want to import.
6. When the song lyrics appear, click the **Import** button at the top right.
7. Click **Add to Schedule**, if you want the song to be added to the schedule.



8. The **Copy Song to EasyWorship** dialog box will appear.



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

The song is copied to the EasyWorship songs database for later use. To edit the song, see [Editing Songs](#).

#### Notes

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

## No Songs Or Backgrounds in My New Install

If you did not load the demo songs, see [Adding and Removing Demo Data](#)

## Reporting and Printing Songs

EasyWorship allows you to track and generate the usage of songs for reporting and managing your library of songs. For information on reporting the usage of songs, please contact Christian Copyright License Int'l. (CCLI) at [www.CCLI.com](http://www.CCLI.com). EasyWorship also will print the list of the songs in your **Songs Resource Area** database. Each time you add, print or project a song, EasyWorship tracks that action and stores it for you in a viewable and printable file.

### Printing a Song Activity Report:

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

### Printing a Song List Report:

1. From the menu bar, **select File > Print > Print a Song List Report**.
2. The song list will appear showing the numeric and alphabetical listing of the songs in your song database. You can navigate the top menu bar options for printing, saving etc.

### Printing a Schedule:

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

#### Printing Schedule (details)

1. From the menu bar, **select File > Print > Print Schedule (details)**.
2. Each song or item in the schedule will be available for printing, page by page, including all the words on each slide of that song, and the song information of copyrights, author, etc.
3. Navigate the top menu bar for options in printing and saving the detailed schedule report.
4. The report is saved in a proprietary form called a \*.qrp file.

#### Printing Schedule (summary)

1. From the menu bar, **select File > Print > Print Schedule (summary)**.
2. Each song or item in the schedule will be available for printing, only by file name as it appears in the schedule.
3. Navigate the top menu bar for options in printing and saving the detailed schedule report.
4. The report is saved in a proprietary form called a \*.qrp file.

### Using .qrp files:

The qrp files can be opened using EasyWorship.

1. From the menu bar, **select File > Print > Song List Report**.
2. Click the **Load Report** button at the top of the report screen.
3. Browse to the .qrp file saved from EasyWorship.
4. Select it and click **Open**.

## Text Over Video

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

### Using Text Over Video:

1. In the **Resource Area**, click the **Songs** tab.
2. Click on the title of the song; it will be highlighted.
3. Click on the **Background** button above the **Preview Area**. The palette of background thumbnails will appear. Click a



video thumbnail . (See [Adding Backgrounds](#))

4. Click the **Go Live**  button and the song will appear layered over the video.
  - You may also attach a video background to a song in the song database. (See [How Do I Save A Background to a Song?](#))
  - Attach a video from the **Media** tab or **Background** palette by dragging and dropping to a song in the schedule, changing it for that schedule only.

### Notes

DirectX is required for EasyWorship to display text over video. Select **Help > DirectX Troubleshooting** to verify that DirectX is enabled.

See [Text Over Video Troubleshooting](#) under Troubleshooting, If you are having problems with Text Over Video.

## Working with Songs

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

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

### Locate and display a song:

1. In the **Resource Area**, click the **Songs** tab.
2. Type the name of the song in the Title box.
3. Begin typing the name of the desired song. You only have to type enough characters for EasyWorship to locate the song.  
For example, to locate Amazing Grace, type "Am".

-Or-

- If you do not know the title, begin typing the first line of the slide, verse, or chorus in the Search box.  
For example, to find Amazing Grace, you could type "Twas Grace that" in the Search box.
- EasyWorship locates, highlights, and displays the chosen song in the **Preview Area**. The first line of the selected verse is displayed in the Search box.



### Notes

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

- After you locate the desired song, add the song to the schedule. See [Building and Running an EasyWorship Schedule](#)

-Or-

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

### Notes

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

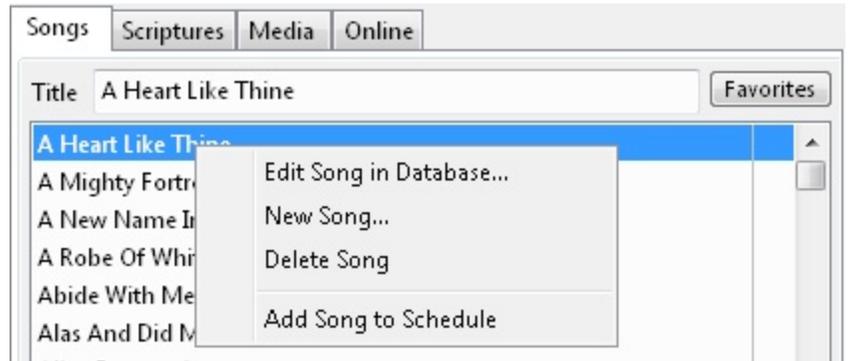
### Follow along with the singer:

- Click on each verse in the **Live Area** and follow your leader. You can click the verses in any order.
- Or-
- Use the up and down arrow keys to follow through the verses.
- Or-
- Type 1 and press the enter key, 2 and the enter key, etc., as they correspond to the verses 1-8; 9, 0, C corresponds to the chorus; T for Tag; E for End; B for Bridge; and S for slide. There is a small down arrow at the top right of the **Live Area**. Click it and drop down the choice to see songs displayed in summary or full view. The numbers correspond to the slide in the summary view.

### Right-click Features on Songs:

- **Edit Song in Database** - allows you to edit the song and save it that way in the song database.
- **New Song** - opens the new song editor window for typing a new song.

See [Adding Songs](#)



### Adding Songs to the Favorites List:

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



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



To add new songs see [Adding Songs](#), [Editing Songs](#), [Downloading Songs from the CCLI SongSelect Lyric Service](#)

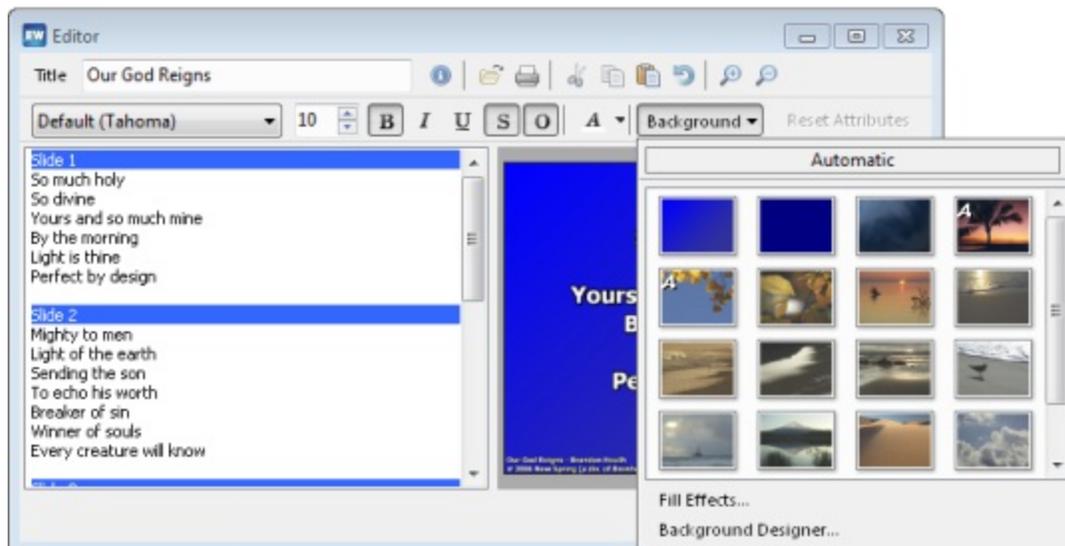
## How Do I Use The Favorites Button?

See [Adding Songs to the Favorites List](#)

## Using the Background Designer in the Song Editor

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

1. In the **Song Editor**, click on the **Background** button.



2. Select **Background Designer**.

\* From the **Background Designer**, the font formatting, location and size of the text box, vertical and horizontal text alignment can be changed.

See [Using the Background Designer](#) for more information on how the background designer works.

### 📌 Notes

This will not update the thumbnail in the **Backgrounds** palette. That must be done from the **Backgrounds** button in the **Preview Area**.

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

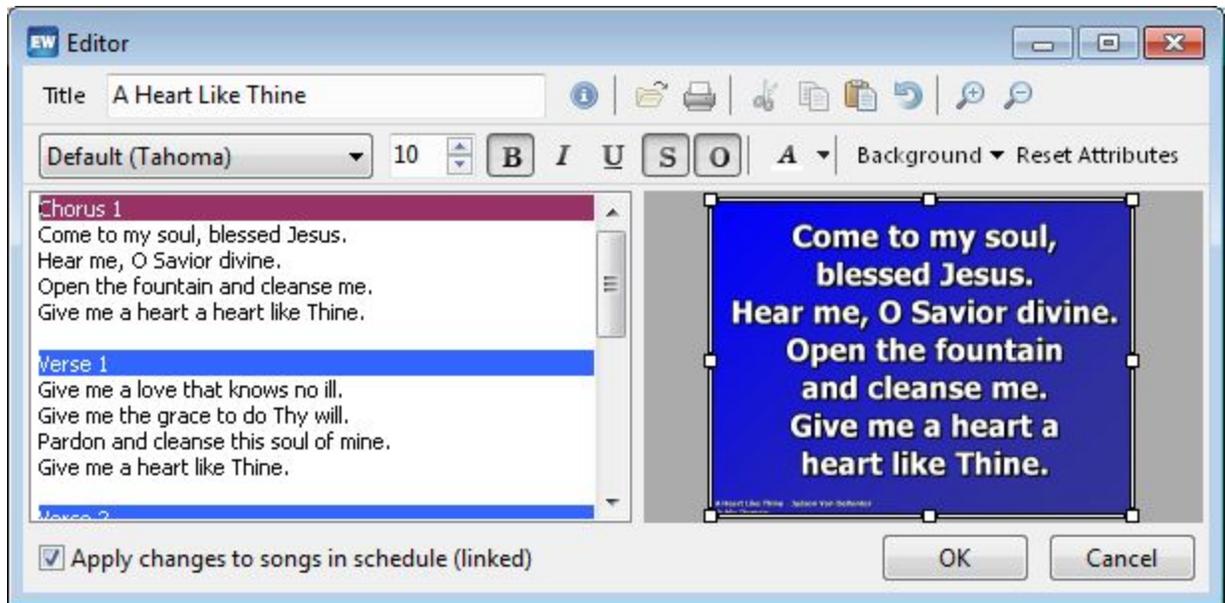
## Text Box Resizing in the Song Editor

You can also adjust the text box in a background by clicking on the thumbnail picture in the **Song Editor**.

**To resize a text box on a background:**

In the **Song Editor**:

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



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



- If you wish to have less text in the box, you will need to separate lines and text in the **Song Editor** using ENTER. ( See [Working with Songs.](#))

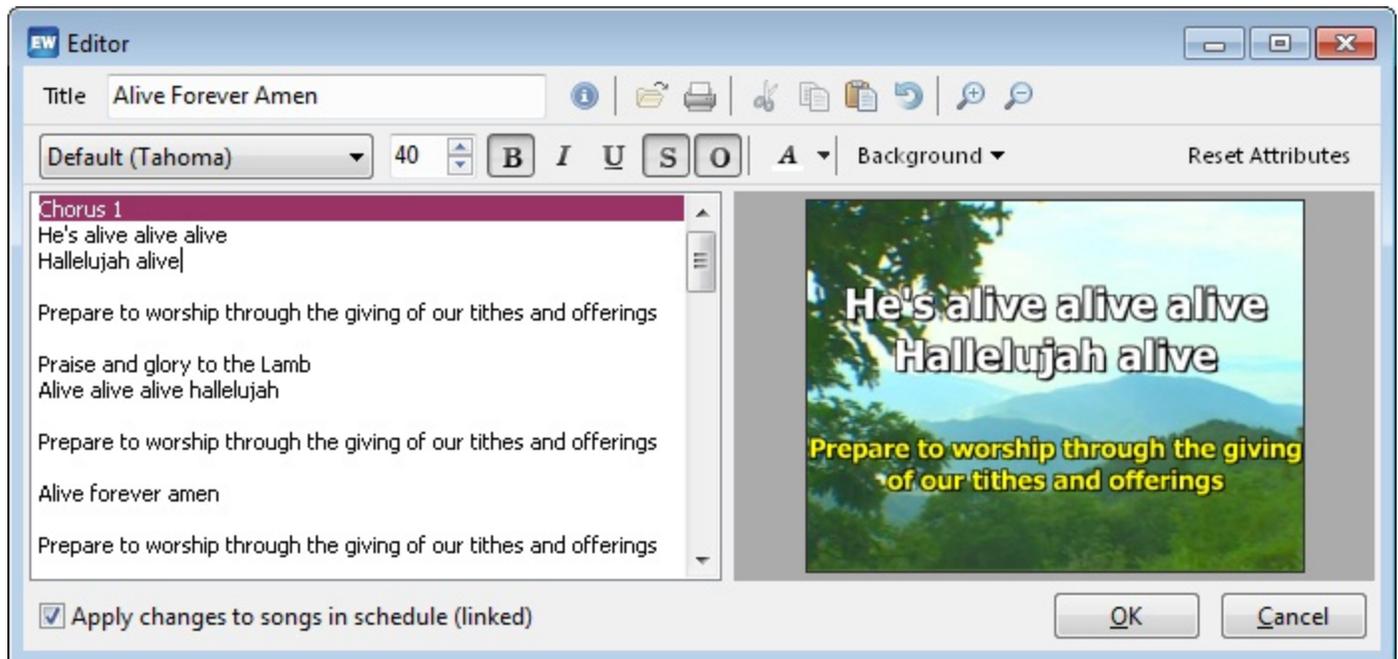
 **Notes**  
The text box formatting is attached to the background of the song. When the background for the song is changed, the text box settings will be reset.

## Creating Congregational Prompts

1. Edit or create a new song.
2. Select all of the text in the song and set the text size, e.g. 30%.
3. In the **Song Editor** press SHIFT+ENTER to create spacing between the song text and the prompt.
4. Type in the prompt, e.g., a prompt for offertory.
5. Select the prompt text and set lower the size of it. Use the up and down arrow buttons next to the font size to increase or decrease the font size.
6. Copy and paste the prompt onto the slides you wish to use it on.
7. Select the prompt text and set the color you wish to use.
8. Click **OK**.

### Notes

If you don't want these changes to be permanent, make the changes to the song in the schedule and not the database. Font sizing can be different for each computer depending on the screen resolution being used for the output screen. Use a custom position that matches the output screen at your church, and the text will always show up the same.



## Import PowerPoint Text Into the Database

### Save PowerPoint as Outline/RTF file

1. Open your PowerPoint file in PowerPoint.
2. Select **File >Save as**.
3. In the **Save as** box, select the Outline/RTF file format at the bottom.
4. Click **Save**.

### Import the RTF Into EasyWorship

1. Open EasyWorship.
2. On the toolbar, click the **New Song**  icon.
3. In the **Song Editor** next to the song title click the **Open Folder**  icon.
4. Browse to the .rtf file you saved.
5. Select the file and click **Open**.
6. Click **OK** on the song to save the song to the database.

### Note

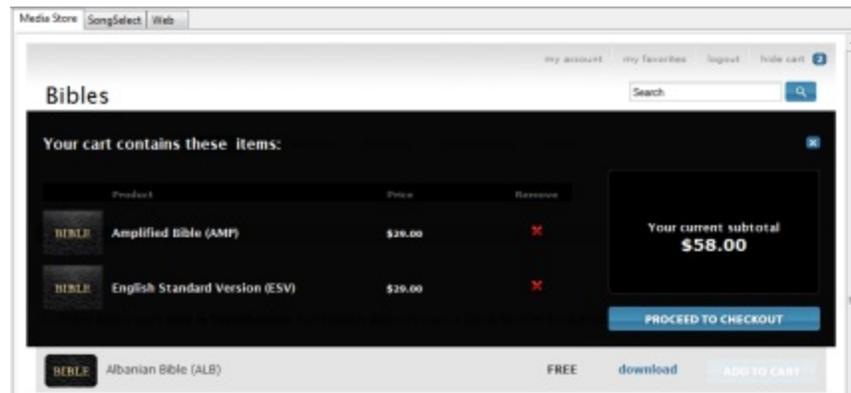
- Not all PowerPoint files are made the same, so this may not work for all PowerPoint files.
- You may want to select all of the text in the song and click on **Reset Attributes** to reset the text attributes to default.

## Adding More Bible Versions

EasyWorship offers many free and copyrighted bibles. Bibles can be purchased via the [Media Store](#) tab or by calling us at +1-918-250-1493. If EasyWorship was purchased via a dealer please contact them to purchase. After the bible is purchased, we will send a new serial number to you via e-mail.

### Purchasing a Bible:

1. Open EasyWorship, click the **Online** tab.
2. Click **Login** at the top right of the **Media Store** page, then log in to the EasyWorship Media Store.
3. Click the **Bibles** tab at the top of the page.
4. Click **Add to Cart** next to any bibles you wish to purchase.  
Clicking **Download** will download and install the bible text, but the bible will not appear as a tab under the Scriptures tab unless it is a free bible. Purchased bibles have to be activated with a serial number.
5. Click on **Proceed** to checkout in the cart.



6. After checking out, the bibles you purchased be activated in EasyWorship on this computer.
7. Check your email for the new serial number that will activate the bible on any other computers you may have.

### Activating A Purchased Bible:

1. Open EasyWorship.
2. Click the **Help** menu.
3. Select **Register Products**.
3. In the **Serial Number** field type in the new serial number.
4. Click **Validate**.



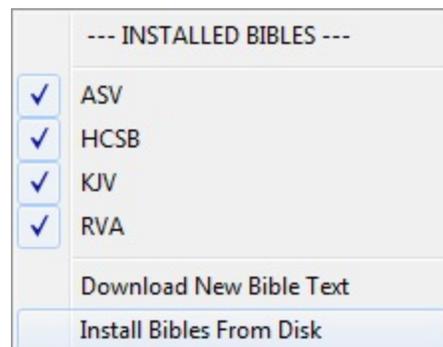
5. The **Validate** button will gray out.
6. Click **Close**.
7. Click on the **Scriptures** tab.
8. The tab for your new bible will show up at the bottom of the **Scriptures Area**.
9. If the message **This version of the bible is not installed** appears, click **download** and **install it now**.
  - If you do not have an internet connection, you may download the text from our web site onto a computer that has internet access and install the bible text manually. See [Installing Bible Text Manually](#)

#### Installing Bible Text Using the Media Store:

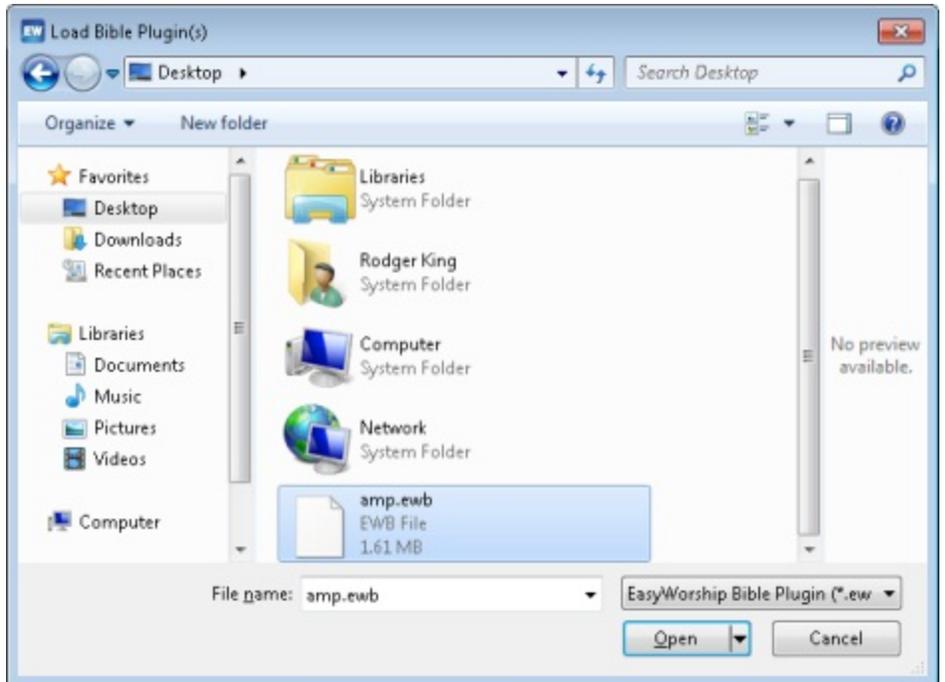
1. Click on the **Online** tab in the **Resource Area**.
2. Click the **Media Store** tab.
3. Click on **Bibles**.
4. Click **Download** next to the scripture you wish to install.
5. The scripture will download and install automatically.
  - If you haven't purchased the scripture yet, click **Add To Cart** and go through the checkout process.

#### Installing Bible Text Manually:

1. At a computer with internet connection, browse to <http://www.easyworship.com/bibles>.
2. Click on the download link for the bible you want to download.
3. Save the file to a disk.
4. Take the disk to the computer you want to install the bible on.
5. Click the **Scriptures** tab.
6. Click the  button to the right of the bible version tabs.
7. Click **Install Bibles From Disk**.



8. Browse to and select the bible file you saved to the disk.
9. Click **Open**.
10. Follow the steps under **Activating A Purchased Bible** from above.
11. The scripture text will now appear.



## Enabling Scripture Version Tabs

### Notes

Not all scriptures are free. See [Adding More Bible Versions](#) for info on how to purchase or add new bibles to EasyWorship.

### Enabling Bible Version Tabs:

1. Click on the **Scriptures** tab in the **Resource Area**.
2. Notice the bible version tabs at the bottom.
3. To the right of the version tabs, click on the  button. The available version tab names will appear.
4. Select the versions you wish to enable.



## The Scriptures Tab

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

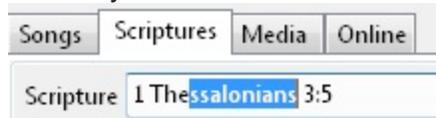
The **Scriptures Resource Area** automatically contains the HCSB, ASV, KJV & RVA bibles. Other versions are available. Not all versions are free. See [Adding More Bible Versions](#) for more info on adding more bibles to EasyWorship. For an updated list of available bibles, go to <https://easyworship.com/software/bibles>

See [Enabling Scripture Version Tabs](#) and [Using Scriptures](#)

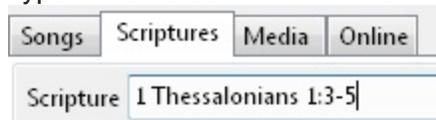
## Using Scriptures

### Add a scripture to your schedule:

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



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



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

### Notes

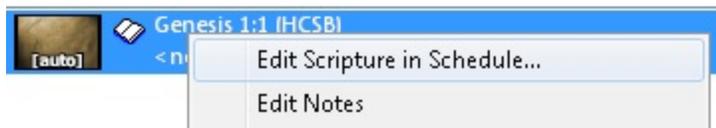
When selecting multiple scriptures, the scripture text will be added to one slide. Editing of the scripture may be needed.

### Using Scripture on the Fly:

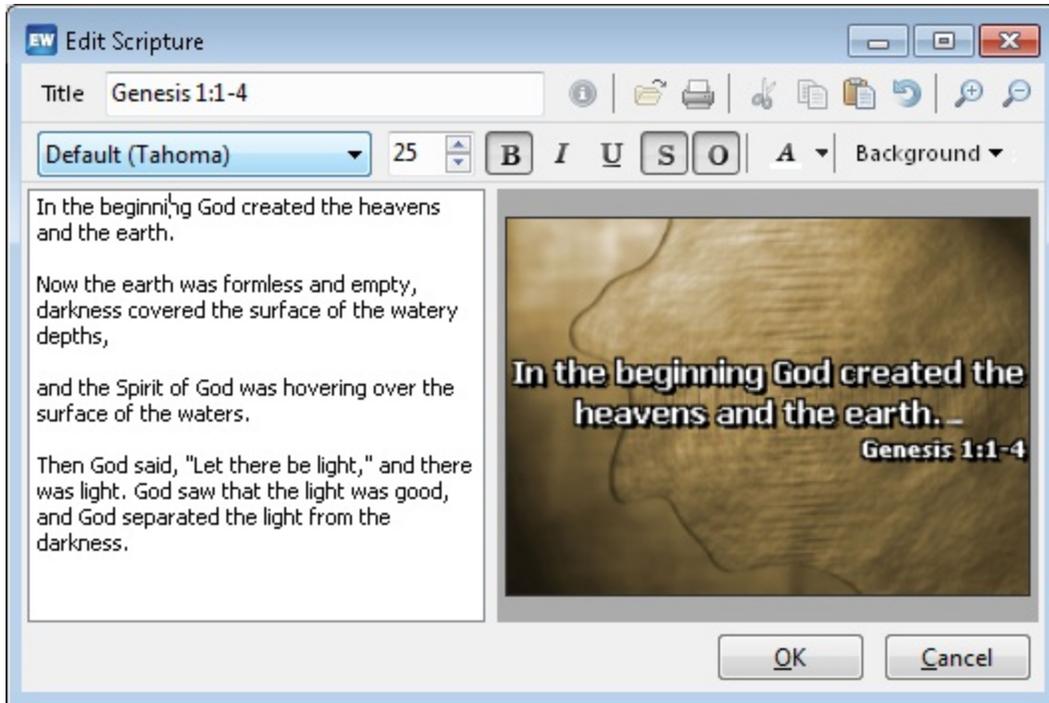
1. Click on the **Scriptures** tab in the **Resource Area**.
2. Select the bible version you want to use.
3. Type the scripture reference in the **Scripture field** at the top of the **Scriptures** tab.
4. Double-click the selected scripture to make it **Go Live**.

### Editing Scriptures:

1. Right-click on a scripture in the schedule.



2. Click on **Edit Scripture in Schedule**.
3. Make the changes you need using the **Scripture Editor**. (The **Scripture Editor** works the same as the **Song Editor**) See [Editing Songs](#) for more info on formatting your scripture text.



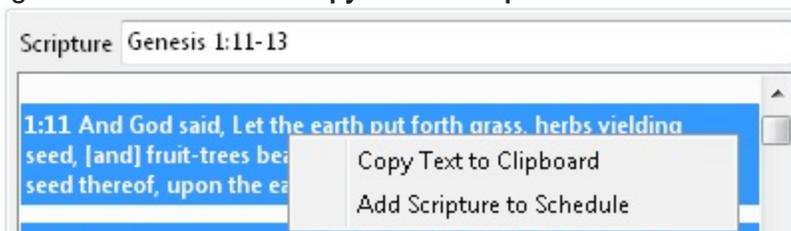
### Using Non-Consecutive Scriptures:

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

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

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

1. Add verses 1-5 to the schedule.
2. Select verses 11-13 in the scripture look up area.
  - You may type the reference in or hold down SHIFT and select the scriptures.
3. Right-click on the highlighted text and click on **Copy Text to Clipboard**.



4. Right-click on the scripture in the schedule and edit it.
5. Paste the text into the **Editor**.
6. Remove the scripture reference at the beginning of the pasted text and the bible version information at the end of the text.
7. Press ENTER where you want the text to be broken into slides.
8. Change the title to Genesis 1:1-5, 11-13.
 

Title Genesis 1:1-5, 11-13
9. Click **OK**.

## Installing Sample Media

When you purchase EasyWorship 2009 you have access to pre-selected free media that can be downloaded through the Media Store within EasyWorship. Follow the instructions below to download the sample media that comes with EasyWorship 2009.

1. Open EasyWorship.
2. Click the **Online** tab.
3. On the **Media Store** tab click **Login**.
4.  At the **Account Login** screen enter your email address and password, then click **Login**.
5. The **My Downloads** page will appear.
6. Click the **WMV** button next to each video and the **JPG** button next to each image.
7. The download progress will appear in the **Store Downloads** area to the left.
8. After each media file has downloaded, you can find it under the **Media** tab.

### Notes:

- When logging in, use the email address and password you used when you purchased the software. If you purchased over the phone or through one of our dealers, select **First Time Here**. Enter your email address and click **Proceed**. The email address you use when creating a media store account must also be listed as a contact on the account that purchased EasyWorship in order to access the sample media.
- You may email [support@easyworship.com](mailto:support@easyworship.com) if you need help with your account.
- Media files are downloaded to the EasyWorship profile you are currently using. The default download location is:  
**XP** - C:\Documents and Settings\All Users\Shared Documents\Softouch\EasyWorship\Default\Resources  
**Vista - 7** - C:\Users\Public\Public Documents\Softouch\EasyWorship\Default\Resources

See [Adding Backgrounds](#) if you would like to use free sample media for backgrounds.

## Setting the Aspect Ratio for Image, Video, Feed & Background

The aspect ratio for images, backgrounds and feeds can now be changed.

### What is Aspect Ratio?

**Aspect Ratio** refers to the ratio of width to height of a picture. This term is most commonly used with working with video output. Standard definition projectors, televisions and computer monitors use a 4:3 aspect ratio which looks like a square. High definition projectors, televisions and computer monitors use a 16:9 aspect ratio which looks like a rectangle.

### Aspect Ratio Settings Definitions for EasyWorship:

- **Automatic** - Maintains the original aspect ratio of an image, video or feed by default, but automatically stretches it to fit the screen when used as a background for text.
- **Maintain** - Maintains the original aspect ratio of the video, image, feed regardless of use.
- **Stretch** - Stretches the video, image or feed fit the screen regardless of use.
- **Zoom** - Zooms in on the video, image or feed cropping the edges regardless of use.

### Setting Image, Feed and Video Aspect Ratio:

1. Right-click on an image, feed or video.
2. Select the **Set Aspect Ratio** option. The options available are **Automatic**, **Maintain**, **Stretch** or **Zoom**.

### Setting the Aspect Ratio on a Song Background:

1. Right-click on a song in the schedule.
2. Select **Set Aspect Ratio**. The same options will be available as with images, videos and feeds.  
 **Note:** The **Set Aspect Ratio** option will not be available if a background has not been assigned to the song and the thumbnail has the word **Auto** on it.

### Setting the Aspect Ratio on a background in the Background Database:

This allows you to use a specific aspect ratio each time you use a specific background.

1. Click on the **Background** button.
2. Click on **Options**.
3. Select the background you want to modify.
4. Click the **Modify** button.
5. Select the aspect ratio from the drop down list.
6. Click **OK**.

## Codecs Explained

### What is a codec?

**Codec** - (enCOder/DECOder or COmpressor/DECOmpressor) - software (or hardware) that compresses and decompresses audio and video data streams.

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

- For more information go to [http://www.free-codecs.com/guides/What\\_you\\_need\\_to\\_know\\_about\\_codecs.htm](http://www.free-codecs.com/guides/What_you_need_to_know_about_codecs.htm)

When you play a video or sound file through EasyWorship, it has to know how to decode that file. A codec is a piece of software that tells EasyWorship how to decode the video or audio file. If you don't have the proper codec installed on your computer, EasyWorship won't be able to play your multi-media file.

- Standard codecs that are included automatically in Windows Media Player are :  
**Video:** Mpeg1, AVI, WMV  
**Audio:** MP3, WAV, WMA  
EasyWorship can use any of these types of files without installing extra codec software.
- EasyWorship can play many other types of files as long as you have a codec for EasyWorship to decode the file with. Mpeg2, Mpeg4, Divx, Mov files require extra codec software.
- Avoid downloading codec packs that claim to have a codec for every type of file. Many times they will install software that conflicts with EasyWorship and can cause your media files to play incorrectly. The only codec pack we current recommend is the K-Lite codec pack. See [K-Lite Codec Pack](#).
- We recommend FFDSHow, Gabest, DScaler or PowerDVD6 or 7 codecs for playing Mpg2 files and DVDs. See [Recommended DVD & Mpg2 Decoders](#)

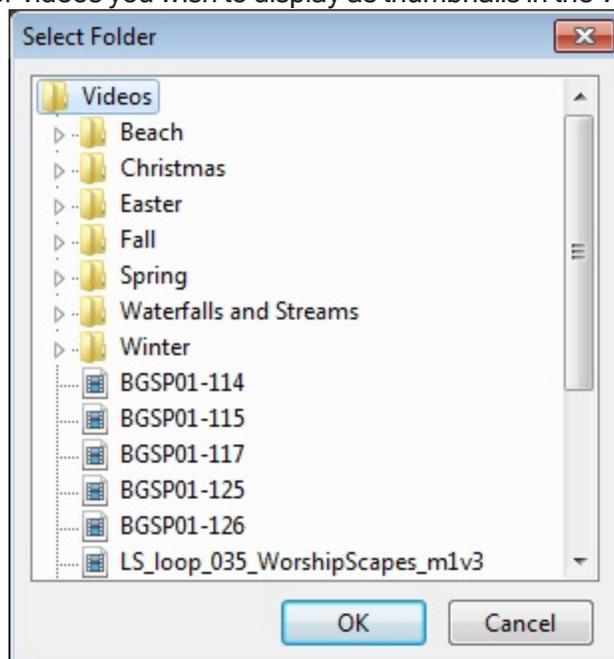
## Organizing Images and Videos

To organize images and videos in folders:

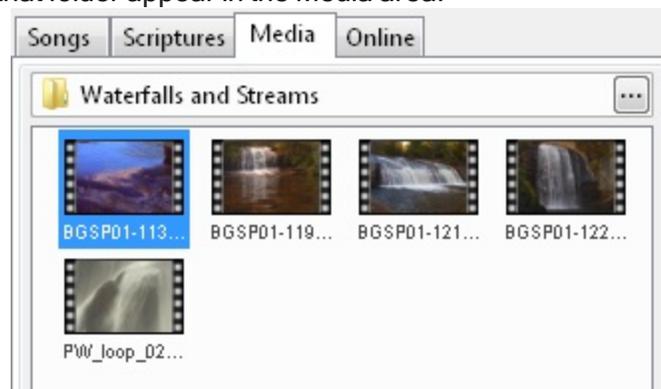
1. Browse to [Your Profile](#) > **Resources** > **Videos** or **Images**. See [Locating Your Profile Data](#)
2. Create any folders you would like to create.
3. Copy your images or videos into any of the folders you would like.
4. In the **Resource Area**, click the **Media** tab.
5. Click on the **Images** or **Videos** tab.



6. Click on the folders button at the top right.
7. Select the folders of images or videos you wish to display as thumbnails in the videos palette, and click OK.



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



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

## Playing Quicktime Files In EasyWorship

Natively, EasyWorship and Windows don't support Quicktime files. However, with the proper video codecs installed, EasyWorship will play most Quicktime files. This Codec pack will allow you to play Mp4, H.264 and most Mov files along with FLV files.

See [Installing the K-Lite Codec Pack](#) on the online [Knowledge Base](#).

## Using Audio Files

EasyWorship is able to play audio files from your schedule. The following formats are supported by EasyWorship: MP3, WAV, WMA, MID, AAC. Audio content can be accessed by clicking the **Media** tab, then the **Audio** tab.

### Adding Audio Files:

1. Open EasyWorship.
2. Click the **Media** tab.
3. Click the **Audio** Tab.
4. Click the **Add** button.
5. Browse to and select the audio files you wish to add.
6. Click the **Open** button.

### Playing Audio Files:

1. Open EasyWorship.
2. Click the **Media** tab.
3. Click the **Audio** tab.
4. Drag and drop an audio file into the schedule area.
5. Click **Go Live** to play the audio.
  - Audio files may also be played from the preview column.

### Attach Audio To A Song:

1. Open EasyWorship.
2. Add a song to the schedule. See [Building and Running an EasyWorship Schedule](#)
3. Click the **Media** tab.
4. Click the **Audio** tab.
5. Drag and drop an audio file from the **Audio** tab onto a song in the schedule.

### Notes

Songs must be added to the schedule before audio can be attached to them.

## DVDs Explained

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

### DVD Structure

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

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

The EasyWorship DVD editor can play the entire movie, predefined segments or you can select parts of the DVD called clips. Predefined Clips are segments that you can choose when loading a DVD and those segments will automatically be ready with the proper Mark In and Mark Out points. For example, if you load an i-Worship type DVD, all the songs would be predefined and load into the database area when you select Predefined Clips. On any DVD, you may set Mark In and Mark Out points to edit a clip. You may define a clip name for that edited clip. The DVD from which you wish to play a clip must remain in the DVD ROM drive. EasyWorship does not copy the DVD or segments, only a path to turn on that selected segment or clip. If you have multiple drives, EasyWorship will remember the drive from which you edited your specific clip. Multiple clips or segments may be chosen from your DVD.

EasyWorship requires a DVD Decoder to be installed in order to create and play DVD clips. See [Recommended DVD Decoders](#) for more information.

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

## 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**.
2. Right-click the DVD drive.
3. Click **Properties**.
4. A **Properties** window will appear.
5. Click the **Hardware** tab.
6. Select the DVD drive from the list.
7. Click the **Properties** button at the bottom.
8. The **Properties** window for the DVD drive will appear.
9. **Windows 7** users click the **Changes settings** button at the bottom of the **General** tab.
10. Click the **DVD Region** tab.
11. Select the appropriate country.
12. Click **OK**.

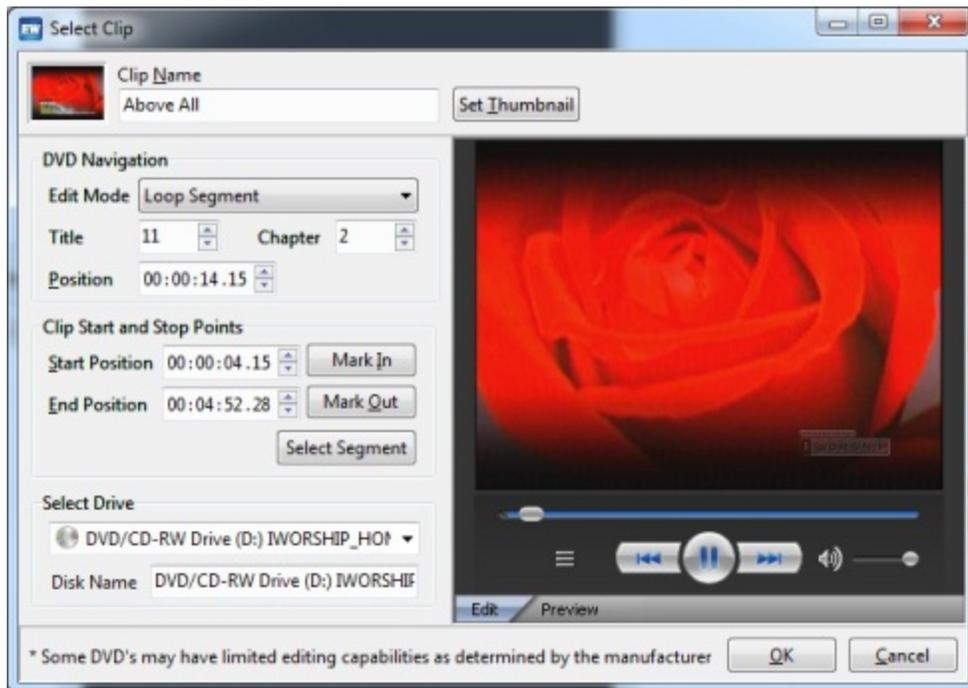
### Notes:

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

## DVD Clip Editor Overview

### DVD Player Window

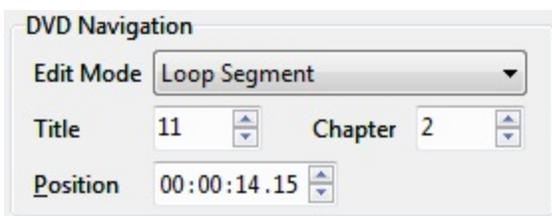
1. In the **Resource Area**, click on the **Media** tab, click on the **DVD** tab.
2. Click on the **Add** button at the bottom of the **Media Resource** window. The **Select Clip** window will appear.



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

**Thumbnail** - Small picture associated with the clip name which will appear in the DVD resource area.

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

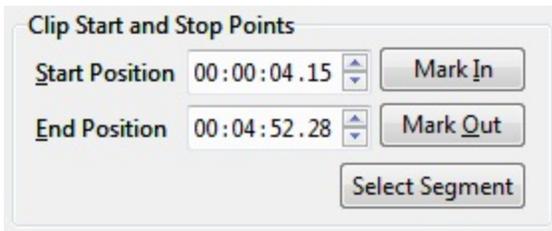


**Edit Mode** - Two choices appear for editing clips: **Loop Segment** and **Continuous Play**. Click on the down triangle for selection. **Loop Segment** loops only the current segment you are editing. **Continuous Play** plays the entire DVD allowing you to edit it.

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

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

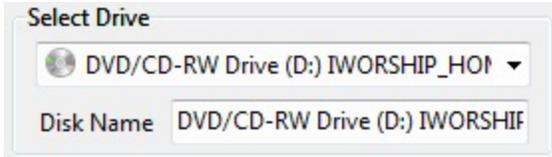
**Chapter** - Sub-menu segments under each title.



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

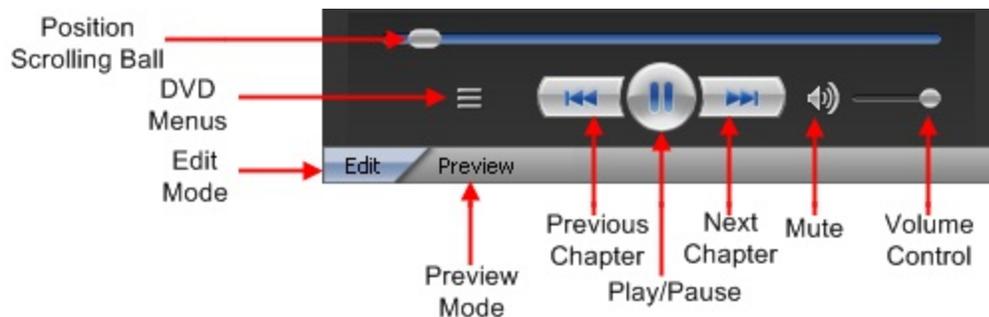
**Clip End** - The position at which you Mark Out the ending point of your edited clip.

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



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

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



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

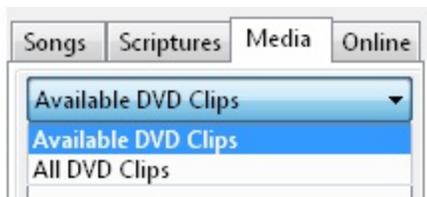
**Edit Mode** - Click this button to edit your clips.

**Preview Mode** - Click this button to preview your edited clip.

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

\* For additional instructions see [Creating & Managing DVD Clips](#), [Using DVD Clips](#), [Using Predefined Clips](#)

## DVD Clip Database Overview



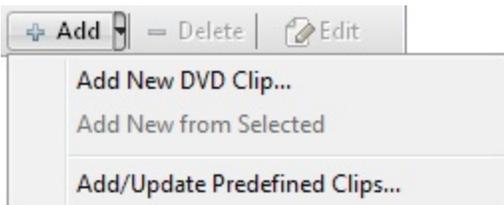
**DVD Clips Database Views** - In the DVD clip database there are two views available. The All DVD Clips list and the Available DVD Clips list. All DVD Clips shows a list of all the DVD clips created. Available DVD Clips displays a list of clips created for the DVD that is currently in the DVD drive. DVD clips listed under All DVD Clips cannot be edited, but can be deleted.



**Add** - When clicked the Select Clip window appears allowing you to create a new DVD clip.

**Delete** - Removes the selected DVD clip from the DVD clip database.

**Edit** - When clicked the Select Clip window appears allowing you to make changes to an existing DVD clip.



**Add New DVD Clip...** - When clicked the Select Clip window appears allowing you to create a new DVD clip.

**Add New From Selected** - When clicked creates a copy of the selected clip and loads the Select Clip window allowing you to create a new DVD clip.

**Add/Update Predefined Clips...** - Allows you to add DVD clips to the database that have already been created for certain DVDs.

For additional instructions on how to set up different kinds of DVD clips see [Creating & Managing DVD Clips](#), [Using DVD Clips](#), [Using Predefined Clips](#)

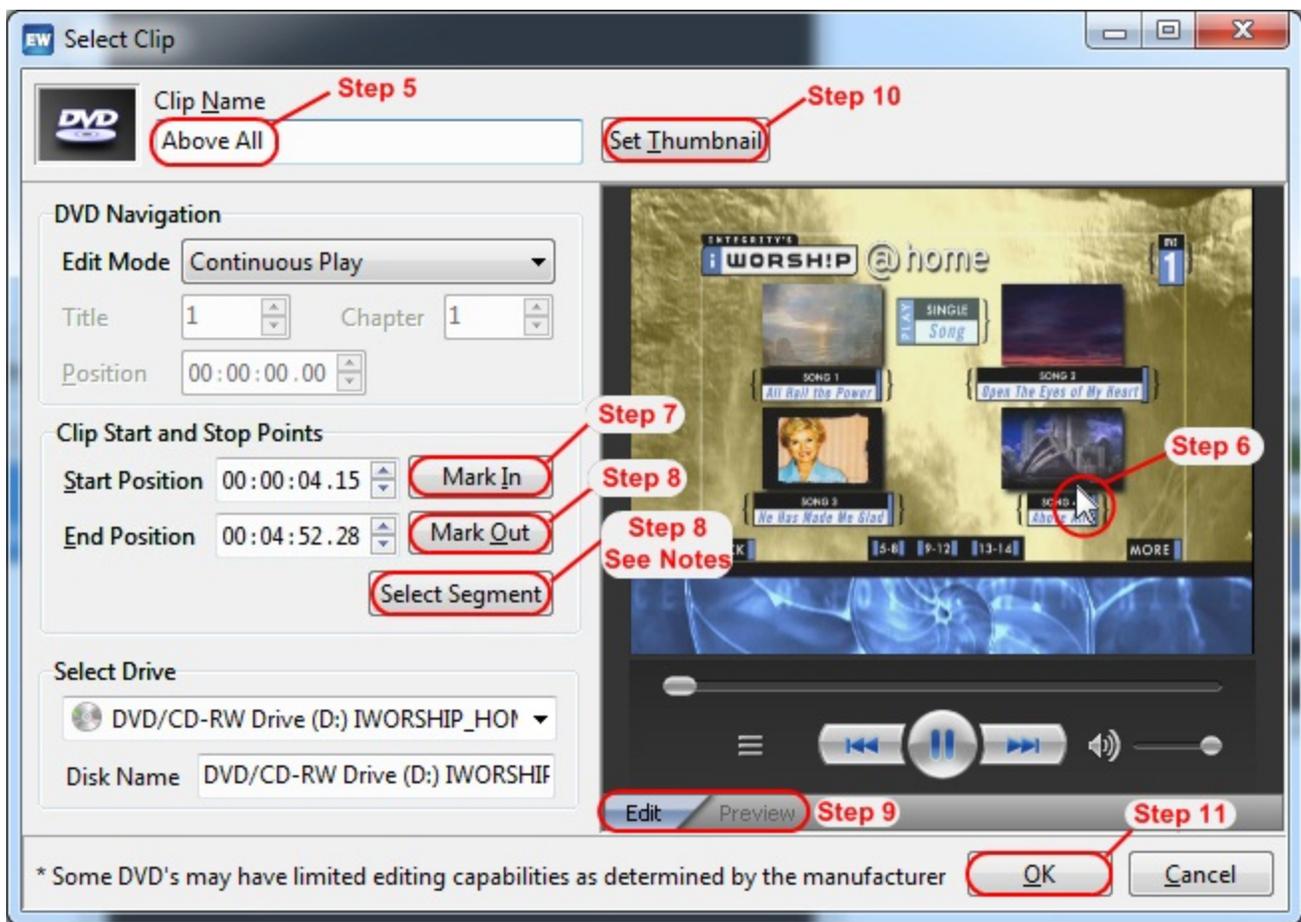
## Creating & Managing DVD Clips

### Creating DVD Clips:

1. Insert a DVD into the DVD ROM drive.
  2. Click on the **Media** tab in the **Resource Area**.
  3. Click on the **DVD** tab.
  4. Click the **Add** button.
- The **Select Clip** window will appear.
5. Type the clip name in the **Clip Name** field at the top left.
  6. Click the item you want to play in the DVD menu to the right.
  7. As video plays, click the **Mark In** button to select the beginning of your clip.
  8. Click the **Mark Out** button to select the end of the clip.

#### Notes

- To play the **whole DVD** click **Select Segment**.
  - For iWorship DVDs and others like it, you may click **Select Segment** when the video starts playing. EasyWorship will set the Mark In and Mark Out points at the beginning and end of the song for you.
9. The **Preview** button will allow you to preview your edited clip in the window. Click the **Edit** button to resume editing.
  10. Scroll the clip to find the frame you wish to use for a thumbnail and click **Set Thumbnail**.
  11. Click **OK**. The clip and thumbnail will appear in the DVD clip database.



**Editing DVD Clips:**

1. Select a clip in the DVD clip database.
2. Click **Edit**.
3. The **Select Clip** window will appear, allowing you to make changes to the DVD clip.
4. Click **OK** to apply the changes.

**Deleting DVD Clips:**

1. Select a clip in the DVD clip database.
2. Click **Delete**.
3. Click **Yes** on the prompt that appears to verify that you want to delete the clip.

See [DVD Clip Editor Overview](#), [Using DVD Clips](#), [Using Predefined Clips](#)

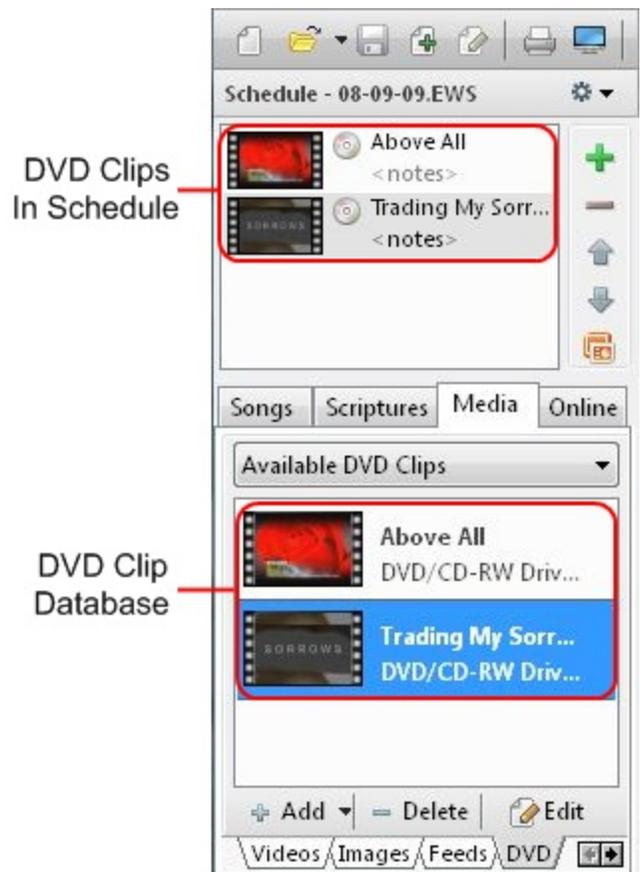
## Using DVD Clips

### Using DVD Clips in the Schedule:

1. Select a DVD clip in the DVD clip database.
2. Click the **+** on the **Schedule** toolbar.
3. When it is time for the DVD clip to be played in the service, just click **Go Live**.

### Notes:

- You may also drag and drop a clip from the database to the schedule.
- Go live with a DVD clip directly from the database by double-clicking it.
- The DVD has to be in the drive for the clip to play.
- DVD clips can be transferred via the schedule to another computer.
- Clips are forward compatible but not backward compatible. Clips created on Windows 9x will work on Windows XP but clips created on XP will not work on 9x.
- Clips created on Windows 9x-XP will not work on Windows Vista-7 and vice versa.



See [DVD Clip Editor Overview](#) and [Creating & Managing DVD Clips](#)

## Using Predefined Clips

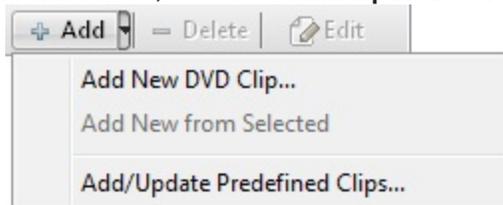
Predefined clips are predefined with the proper start and stop points already set. This saves you the time of having to edit each segment to prepare a DVD clip for the DVD clip database. For example, if you have an iWorship type DVD which contains 7 songs, you can select **Add/Update Predefined Clips** and each of the 7 songs will now appear in the DVD clip database, predefined and ready to play. Not all DVDs will support predefined clips.

### Notes

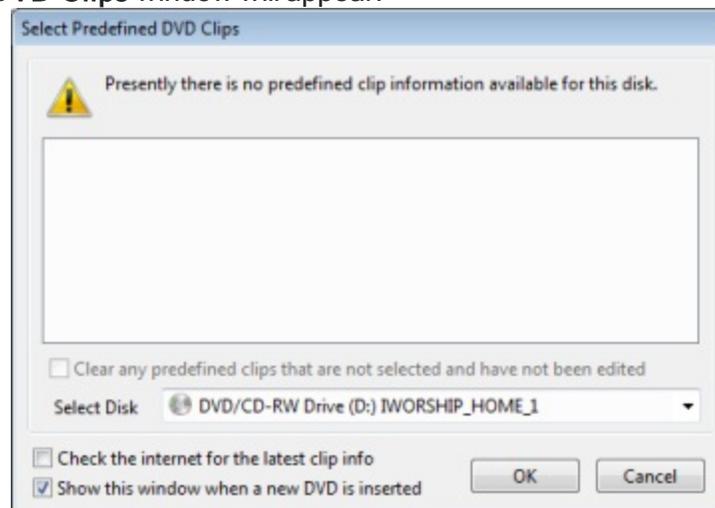
EasyWorship does not copy the electronic image of the DVD. It only creates a bookmark to a location on the DVD according to how you edited or saved that clip. You still must have the DVD inserted into the drive to play the clips.

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

1. Insert a DVD into the DVD ROM drive.
2. Click on the **Media** tab.
3. Click on the **DVD** tab.
5. Click the drop down triangle on the **Add** button, then click **Add/Update Predefined clips**.



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



7. Check **Check the internet for the latest clip info** if you want EasyWorship to connect to the EasyWorship predefined clip site to check for new or updated DVD clips for this DVD.

8. Check **Show this window when a new DVD is inserted** to be prompted if there are any predefined clips for a DVD when it is inserted into the drive.
9. If predefined clips are available, they will appear in the window.
10. Check the boxes next to types of clips you wish to use.
11. Click **OK**.
12. Check **Clear any predefined clips that are not selected and have not been edited** to clear any predefined clips already loaded for that DVD. Clips that have not been edited and are not selected in this window will be cleared.
13. The selected predefined clips will now appear in the DVD clip database.

#### **Notes**

Predefined DVD clips can be edited by selecting the clip and click the edit button at the bottom of the DVD clip database.

See [Creating & Managing DVD Clips](#)

## Recommended DVD Decoder

**Descaler is the recommended decoder**

Download here: <https://support.easyworship.com/support/solutions/articles/6000015386-install-dscaler-for-dvd-play-back-ew-2009>

## Using Feeds as Backgrounds

### Add a Feed to Backgrounds:

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

1. Click the **Media** tab.
2. Click the **Feeds** tab.
3. Right-click a feed, then click **Add Feed to Backgrounds**.
4. The feed is now available in the **Background** palette.

### Tips

- Use the [VJ](#) feature for camera switching.
- Add camera feeds to backgrounds, use the background designer to make text appear on the lower third, then use the VJ feature to switch cameras behind text.

For more details on working with backgrounds see [Using Backgrounds](#) and [Using Video Jockey Mode](#).

## Using Feeds

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

### Notes

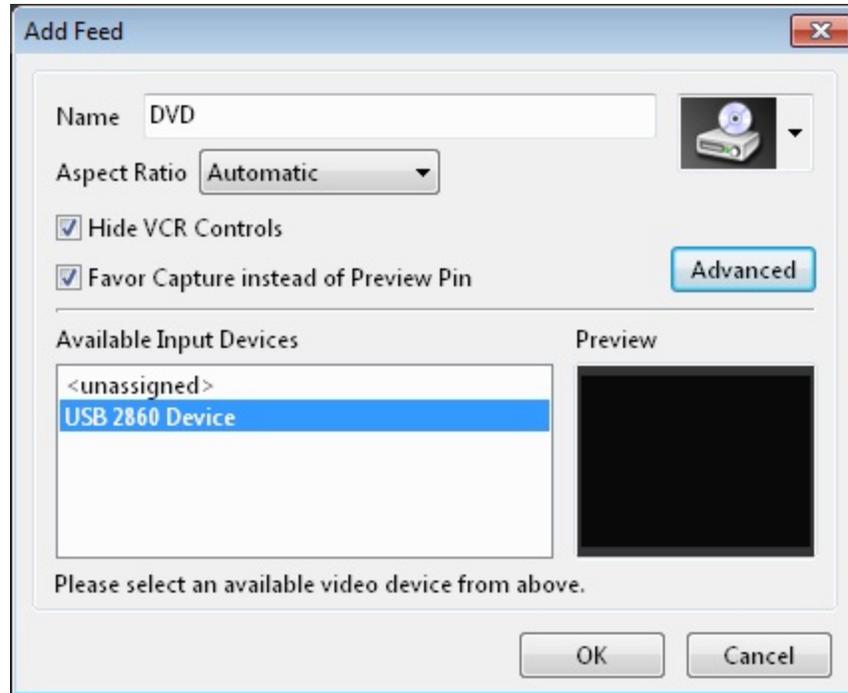
FireWire IEEE1392 has some latency that is noticeable. This option may not be desirable if your audience can see the source and output screen. Some capture cards do not work well with multiple cards of the same type. Please go to the [System Requirements](#) on [www.easyworship.com](http://www.easyworship.com)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

### Adding a feed:

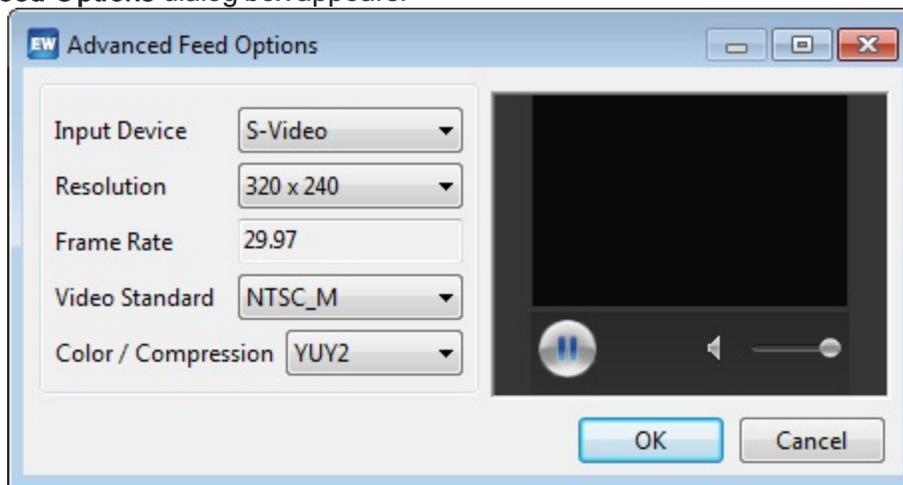
1. Open **EasyWorship**.
2. In the **Resource Area**, click the **Media** tab.
3. Click the **Feeds** tab.



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



7. Click the capture card to which you want to connect the device.
8. Type a name for the device in the **Name** box.
9. Select the type of device from the **Device list**.
10. Click **Advanced**.
11. The **Advanced Feed Options** dialog box appears.



1. In the **Input Device** list, click whether you are connecting by **Composite** or **S-video**.
2. In the **Resolution** list, set the resolution to at least **320x240** or **640x480**.
3. Leave the **Frame Rate** at the default setting of **29.97**.
4. Leave the **Video Standard** at the default setting.
5. Leave the **Color/Compression** at the default setting.
6. Click **OK** to return to the **Add Feed** dialog box.

10. Click **OK** when you are done.

The added device appears in the **Resource Area**. To add additional devices repeat steps 1-10.

**Deleting Feeds:**

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

**Editing Feeds:**

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

## Working with Images

Follow the instructions below to use the images tab.

### Adding Images:

EasyWorship comes with images ready for you to use in your presentations. EasyWorship can import images that you have produced, or additional images you have purchased.

### 📌Notes

EasyWorship will display .bmp, .jpg, .wmf and .ico files. For the best results store all images in [Your Profile/images](#) folder. See [Locating Your Profile Data](#) to find out how to locate your images folder.

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

### Adding Images From the Media Store in EasyWorship:

1. For installing Sample Media see [Installing Sample Media](#)
2. For purchasing and downloading media see [Media Store Tab](#)

### Right-click Features:

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

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

### Drag and Drop Features:

- **Add to Schedule** - Drag and drop an image into the schedule from the **Images** tab.
- **Use as Background** - Drag an image onto a song in the schedule to assign that image to a song as a background.
- **Add a New Image** - Drag and drop images from any folder in the Windows Operating System to the **Images** area. EasyWorship will then add a shortcut to that image into your **Images** tab.

## Displaying Images

### Displaying Images:

In the **Resource Area**:

1. Click the **Media** tab.
2. Click on the **Images** tab, then drag and drop the image to the **Schedule Area**.
3. Select the image in the **Schedule Area** and click **Go Live** . You may also double-click the image to make it go to the **Live Area**.

## Playing Videos

### Playing Videos:

1. In the **Resource Area**, click the **Media** tab.
2. Click the **Video** tab.
3. Drag and drop the video thumbnail to the **Schedule Area**.
4. Highlight that video and click the **Go Live**  button.

### Notes

- When displaying a video the video does not appear in the **Live Output Area** because it takes excessive amounts of memory to display the video clip in the **Preview** and **Live Output Areas** simultaneously.
- EasyWorship will play files supported by Windows Media Player and some Quicktime , MP4 and FLV files if the [K-Lite codec pack](#) is loaded on the computer.

## Using Videos

EasyWorship can play any video format that Window Media Player supports. See [Codecs Explained](#)

### Adding Videos:

EasyWorship comes with videos ready for you to use in your presentations. EasyWorship can import videos that you have produced, or additional videos you have purchased.

In the **Resource Area**:

1. Click the **Media** tab.
2. Click the **Videos** tab.
3. Click the **Add** button to access the **Add Videos** dialog box.
4. Locate and highlight the video that you want to import.
5. Click **Open**.

### Adding Videos From the Media Store in EasyWorship:

1. For installing Sample Media see [Installing Sample Media](#)
2. For purchasing and downloading media see [Media Store Tab](#)

### Deleting Videos:

In the **Resource Area**:

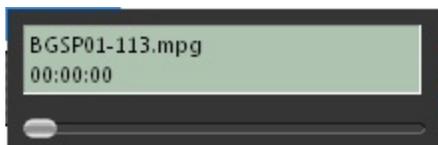
1. Click the **Media** tab.
2. Right-click the video that you want to delete.
3. Click **Delete**.
4. A message appears asking if you want to permanently delete the video.
5. Click **Yes** to delete the video.

### Select Thumbnail from Video:

Use this feature if EasyWorship doesn't automatically build a thumbnail for one of the videos, or you wish to change the thumbnail that was automatically build.

In the **Resource Area**:

1. Click the **media** tab.
2. Right-click a video you wish to select the thumbnail for.
3. Click **Select Thumbnail from Video**.
4. Drag the slider bar to the frame you wish to display as the thumbnail in your videos palette.  
The thumbnail for the video will change as you drag the slider.



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

### Right-click Features:

When you right-click on a thumbnail in the **Videos Resource Area**, you now have the following options:

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

### Drag and Drop Features:

- **Add to Schedule** - Drag and drop a video into the schedule from the **Images** tab.
- **Use as Background** - Drag a video onto a song in the schedule to assign that image to a song as a background.
- **Add a New Video** - Drag and drop a video from any folder in Windows to the **Images Area**. EasyWorship will then add a shortcut to that video into your **Images** tab.

### 📌Notes

- Store your videos in the following location on your hard drive: **Your Profile** > **Resources** > **Videos**. At this point you may wish to create sub-folders to better categorize your collection. See [Locating Your Profile Data](#). See [How Can I Organize Images and Videos?](#)
- You can also copy and paste new videos into: **Your Profile** > **Resources** > **Videos** and they will appear in the **Media Area** automatically.

See [How do Videos, Images & Backgrounds Work?](#) and [Codecs Explained](#) under media if you are having problems with videos.

## Online Content

EasyWorship allows you to schedule online content to be displayed during a presentation. Clicking the **Online** tab in the **Resource Area** unlocks EasyWorship's online options. When clicking the **Online** tab, you will notice that the **Preview** and **Live Areas** are now replaced with a web browser with three tabs at the top left. The **Media Store** tab allows you to purchase and download media and bibles directly to EasyWorship. The **SongSelect** tab allows you to import lyrics via the SongSelect lyric service. This allows you to keep SongSelect open and available at all times for quick access. The **Web** tab allows you to add web sites to the schedule to be displayed during a presentation. The **Web** tab also allows you to schedule Flash content and YouTube videos.

See [Media Store Tab](#), [SongSelect Tab](#), and [Web Tab](#) for more information.

The screenshot displays the EasyWorship 2009 software interface. The main window is titled "EasyWorship 2009 - Default Profile" and features a menu bar with "File", "Schedule", "Songs", "Live", "Profiles", and "Help". Below the menu bar is a toolbar with various icons. The interface is divided into several sections:

- Schedule - UNTITLED:** A list of scheduled items, including "A Heart Like Thine" and "A Mighty Fortress Is Our God", each with a "notes" link.
- Media Store:** A tabbed interface with "Media Store", "Song Select", and "Web" tabs. The "Media Store" tab is active, showing a list of bibles for sale.
- Downloaded Items:** A list of downloaded bibles, including "American Standard Version (...)" and "Albanian Bible (ALB)", each with a "remove" link.
- Web Navigation Area:** A web browser window displaying the "easyworship" website. The website has a navigation menu with "Home", "EasyWorship", "Bibles", and "Mini Movies". The "Bibles" section is active, showing a list of bibles for sale with columns for "BIBLE", "Name", "Price", "download", and "ADD TO CART".

Red lines and labels are used to identify key areas:

- Downloaded Items:** A label pointing to the list of downloaded bibles.
- Online Area:** A label pointing to the "Media Store" tab and the list of bibles for sale.
- Web Navigation Area:** A label pointing to the web browser window displaying the "easyworship" website.

BIBLE	Name	Price	download	ADD TO CART
BIBLE	Albanian Bible (ALB)	FREE	download	ADD TO CART
BIBLE	American Standard Version (ASV)	FREE	download	ADD TO CART
BIBLE	Amplified Bible (AMP)	\$29.00	download	ADD TO CART
BIBLE	Bible in Basic English (BBE)	FREE	download	ADD TO CART
BIBLE	Darby Translation (DARBY)	FREE	download	ADD TO CART

## Media Store Tab

Using the media store built into EasyWorship will help simplify the process of purchasing and adding media to EasyWorship. Using the media store allows you to purchase, download and display media quickly.

### Using the Media Store Tab:

1. Click the **Online** tab in the resource area.
2. Click the **Media Store** tab at the top left of the web browser area to the right.
3. Browse the media store and add videos, images or bibles to your cart.
4. After you check out, links will be provided to download the items you have purchased.
5. Click the links to start the download process.
6. During the download process, the items will appear in the **Online** tab as Store Downloads with the progress shown underneath.
7. The videos and images will automatically appear in their respective tabs under the **Media** tab.
8. Bibles will install automatically. Free bibles will appear immediately in the **Scriptures** tab. Purchased bibles require you to enter the new serial number you received via email. See [Installing Bible Text Using the Media Store](#)

## SongSelect Tab

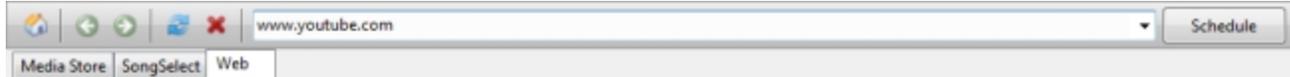
See [Importing Songs from SongSelect](#)

## Web Tab

### Using the Web Tab:

1. Click the **Online** tab.
2. Click the **Web** tab.
3. Type the web address into the address bar and press ENTER.
4. Click the **Schedule** button to add that web page to the schedule.

### Playing YouTube Content:



1. Click the **Online** tab.
2. Click the **Web** tab.
3. Type in www.youtube.com into the address bar at the top of the window and press enter.
4. Click the video you want to play.
5. When the video appears click the **Schedule** button at the top right corner of the window.
6. The following prompt will appear,  
"Would you like EasyWorship to automatically display this video full screen when you go live?"  
*If this prompt doesn't appear, the full screen option is not available for this video.*
7. Click **Yes** or **No**.

### Playing Flash Content:

1. Click the **Online** tab.
2. Click the **Web** tab.
3. Type in the address to the flash content and press ENTER.
4. Click the **Schedule** button.

### Playing Flash Content From the Hard Drive:

1. Click the **Online** tab.
2. Click the **Web** tab.
3. Type in the path to the swf or html file in the address bar at the top.
4. Make sure that you type the name of the swf or html file at the end of the path.  
**Example:** C:\FlashFiles\RubberChickenDance\RCD.swf or C:\FlashFiles\RubberChickenDance\index.html
5. Press ENTER.  
The flash content should play in the **Online Area**.
6. Click the **Schedule** button to add it to the schedule.

## Installing Sample Media

When you purchase EasyWorship 2009 you have access to pre-selected free media that can be downloaded through the Media Store within EasyWorship. Follow the instructions below to download the sample media that comes with EasyWorship 2009.

1. Open EasyWorship.
2. Click the **Online** tab.
3. On the **Media Store** tab click **Login**.
4.  At the **Account Login** screen enter your email address and password, then click **Login**.
5. The **My Downloads** page will appear.
6. Click the **WMV** button next to each video and the **JPG** button next to each image.
7. The download progress will appear in the **Store Downloads** area to the left.
8. After each media file has downloaded, you can find it under the **Media** tab.

### Notes:

- When logging in, use the email address and password you used when you purchased the software. If you purchased over the phone or through one of our dealers, select **First Time Here**. Enter your email address and click **Proceed**. The email address you use when creating a media store account must also be listed as a contact on the account that purchased EasyWorship in order to access the sample media.
- You may email [support@easyworship.com](mailto:support@easyworship.com) if you need help with your account.
- Media files are downloaded to the EasyWorship profile you are currently using. The default download location is:  
**XP** - C:\Documents and Settings\All Users\Shared Documents\Softouch\EasyWorship\Default\Resources  
**Vista - 7** - C:\Users\Public\Public Documents\Softouch\EasyWorship\Default\Resources

See [Adding Backgrounds](#) if you would like to use free sample media for backgrounds.

## Adding Backgrounds

### Adding Backgrounds

EasyWorship allows you to choose backgrounds for your songs and scriptures. Backgrounds can be gradients, colors, pictures, videos, or live feeds. You can also customize your backgrounds using the [Background Designer](#). EasyWorship comes standard with backgrounds, but you may wish to add others also. The **Options** button in the **Background Options** dialog box allows you to add, remove, modify, and customize backgrounds.

### Adding multiple backgrounds to the background palette:

1. Click the **Background** button.
2. Click **Options**.
3. Click **Add Multiple**.
4. Browse to and select the videos or images to be added.
5. Click **Open**.

The selected pictures / videos appear in the **Background** palette.



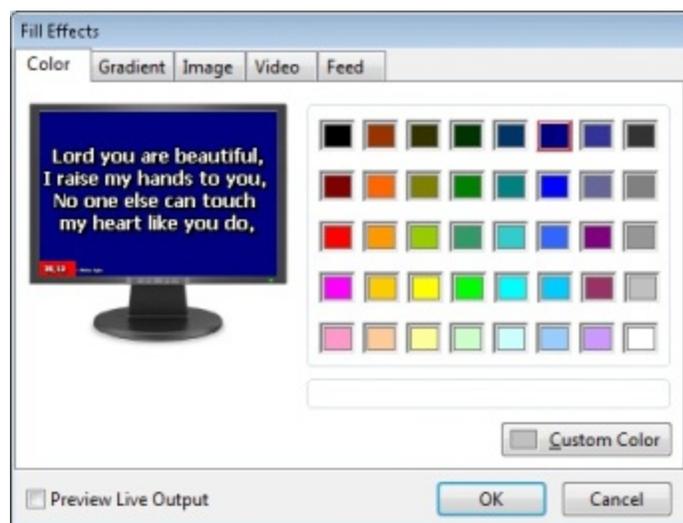
### Adding a single background to the background palette:

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

The **Fill Effects** dialog box appears with five tabs

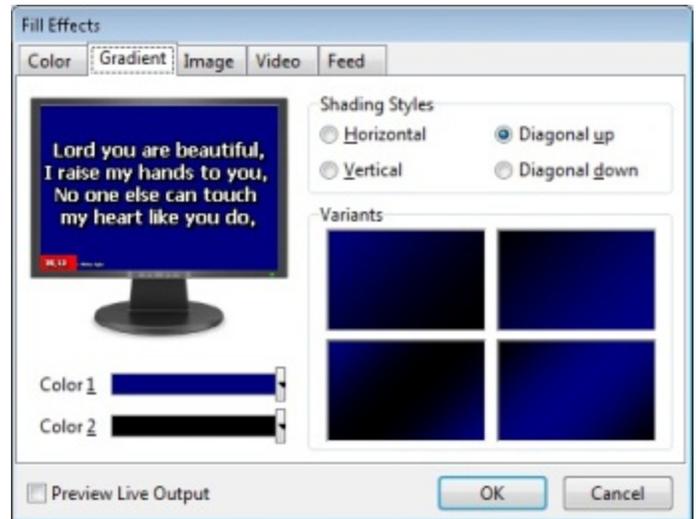
### Adding a color background:

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



### Adding a gradient background:

1. Click the **Gradient** tab to choose the desired color from the Color 1 and Color 2 lists.
2. Click the desired **Shading Style**. The **Variants** boxes allows for previewing the gradient.
3. Click the desired variant and click **OK**.



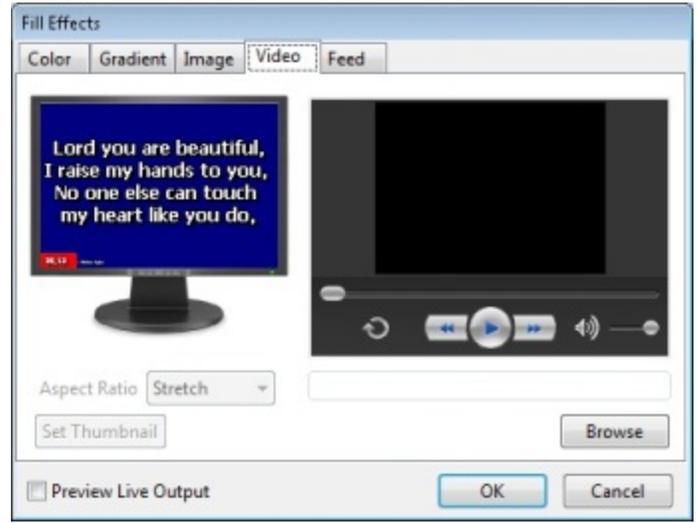
### Adding an Image background:

1. Click the **Picture**
  2. Click **Browse** to add an image background.
  3. Browse to the image to be added.
  4. Select the image file.
  5. Click **Open**.
  6. The selected picture appears with its path displayed below it.
- The image can be tiled by clicking **Tile Image**.



### Adding a Video background:

1. Click the **Video** tab to add a video background.
2. Click the **Browse** button.
3. Browse to the video to be added.
4. Select the video file.
5. Click **Open**.
6. Use the video controls in the **Video** tab to preview the video.
7. Use the **Set Thumbnail** button to set a different thumbnail for the video.
8. Click **OK**.



### Adding a Feed background:

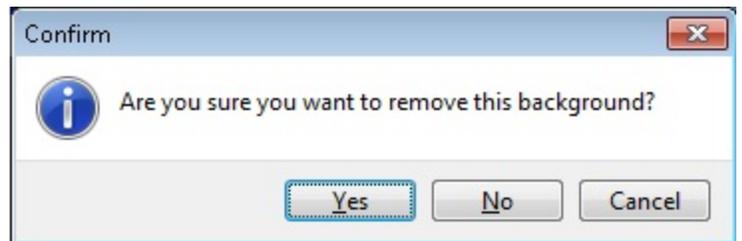
1. Click the **Feed** tab to add a feed background.
2. Select a feed.
3. Click **OK**.

See [Working with Feeds](#) for more information about using feeds as backgrounds.



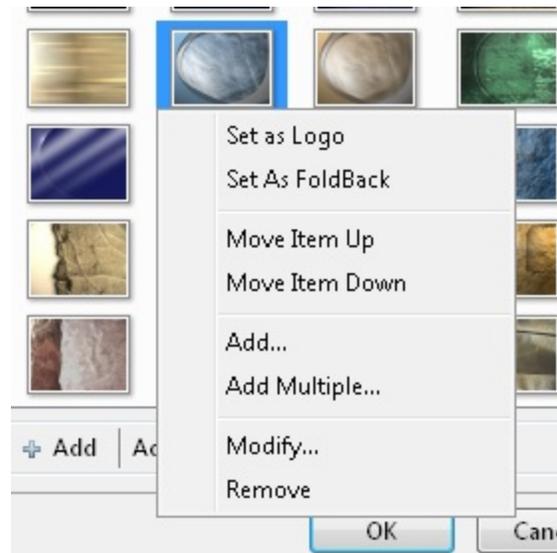
### Removing a background:

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



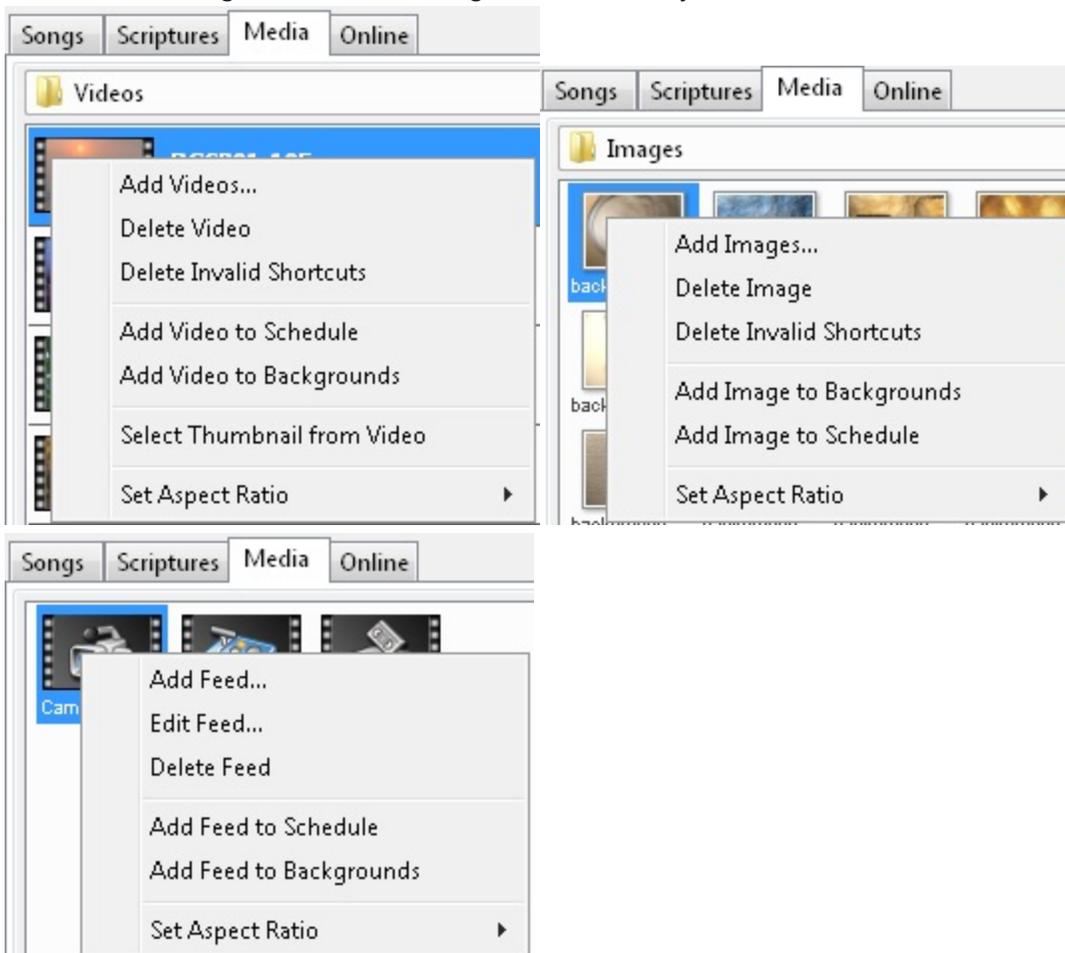
### Right-click Features:

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



Right-clicking a thumbnail in the **Videos**, **Images** or **Feeds Resource Area** displays a menu to:

Add a Video, Image or Feeds to Backgrounds - allows you to add this video to the **Background** palette from this view.



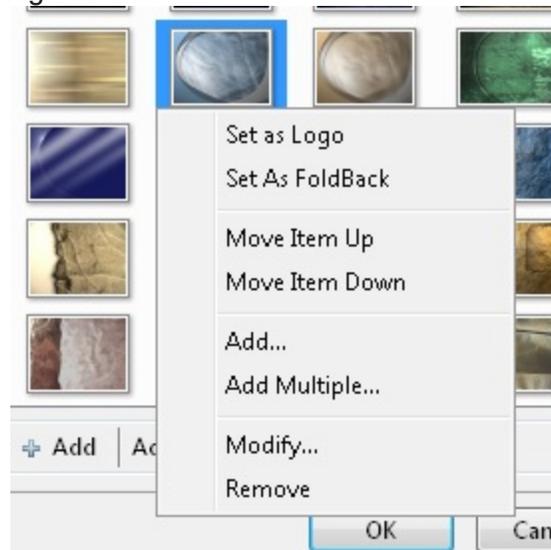
## Background Options

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

See [Adding Backgrounds](#), [Using the Background Designer](#) and [Modifying Backgrounds](#)

### Right-click Features:

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



## Editing Backgrounds

### Editing a background:

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



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

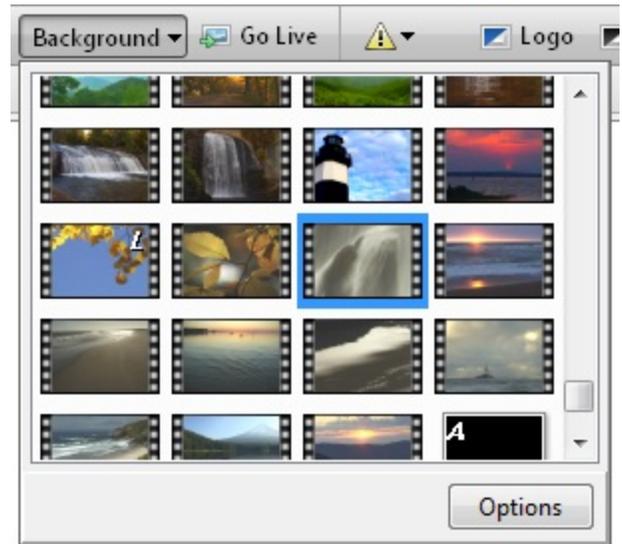


## Using Backgrounds

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

### Setting a global background:

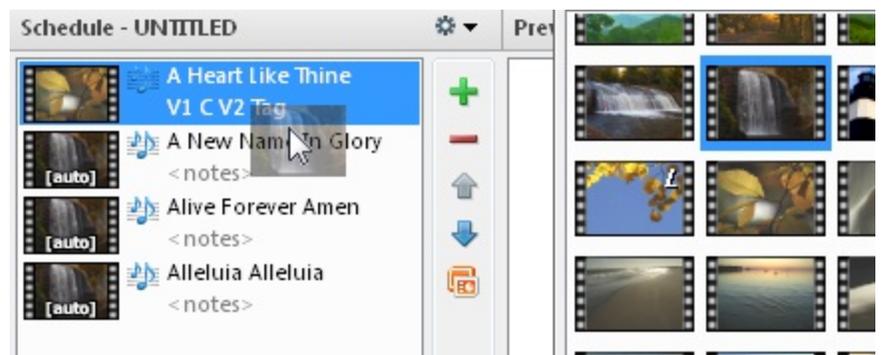
1. Click the **Background** button at the top of the **Preview Area**.
2. Click on the background to be used on all songs that don't have a background assigned to them.



### Assign a Background to a Song:

#### Drag and Drop:

1. Click the **Background** button at the top of the **Preview Area**.
2. Drag and drop the background onto a song in the schedule.  
(This does not update the database.)



### In the Song Editor:

1. Create a new song or right-click on a song in the database or schedule and select edit song.
2. In the **Song Editor** click on the **Background** button.
3. Select the background to be assigned to that song.
4. Click **OK**.

### Using a background that is not in the backgrounds list:

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

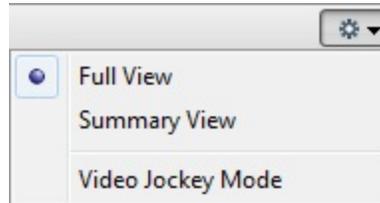
4. Browse to the file or feed you wish to use
5. Select the file or feed and click **Open**
6. Click **OK**. The background will now be saved to the song in the **Song Resource Area**. You can also click the **Automatic** button to choose the default background for all songs to be applied to this song as well. No background will be saved to the song when choosing **Automatic**. See [Adding Backgrounds](#)
7. You can also use **Text Box Resizing** here in this **Editor**.
  - Click on the picture in the **Editor** widow. Resizing buttons will appear.
  - Set the size and location of the text box and save to the song.

See [Text Box Resizing in the Song Editor](#)

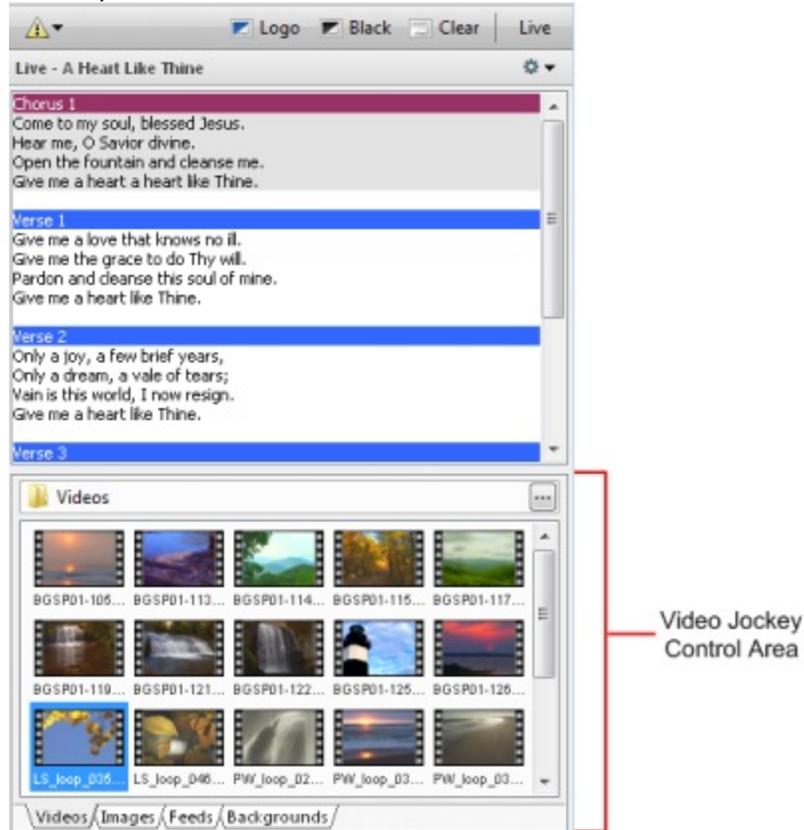
## Using Video Jockey (VJ) Mode

Video Jockey or VJ is a feature that gives you access to Media and Backgrounds at your fingertips. When clicking media or backgrounds in the **VJ Control Area**, the live background will change on the fly as you click. Follow the steps below to enable and use VJ.

1. Click the down arrow at the top right of the **Live Area**.
2. Select **Video Jockey Mode** from the list.



3. The **VJ Control Area** will replace the **Live Preview Area**.



4. Click on any video, image, feed or background.
5. The background on the output screen will change on the fly as you click.

## Using the Background Designer

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

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

To add a duplicate picture or video:

See [Adding Backgrounds](#)

Accessing the Background Designer:

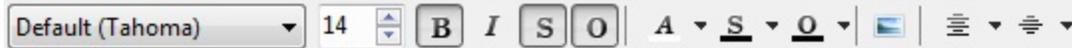
1. In the **Background Options** window, click the background that you want to customize.
2. Select the **Override Global Options for this Background** check box.
3. Click the **Background Designer** button.
4. The **Background Designer** dialog box appears



Moving and resizing the Text Box:

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

Using the Formatting Toolbar:

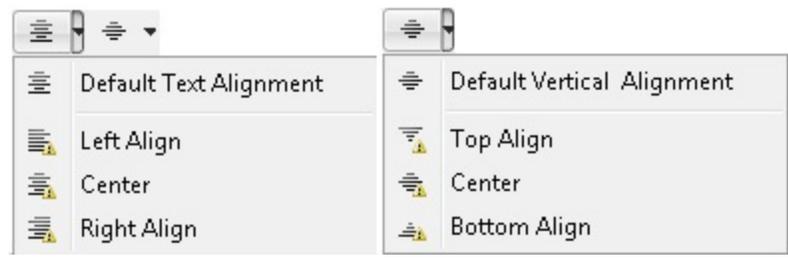


1. Click the **Font Name** drop down box to select the font to be used.
2. Change the font size percentage using the up and down arrows 14.
3. Use the B and I buttons to turn on Bold and Italics.
4. Use the S and O buttons to turn on Shadow and Outlining.

5. Click the arrow next to A, S, and O buttons to select the Font, Outline and Shadow color.
6. Click the button to change the fill effects.



7. Click the **text alignment** buttons on the toolbar to change the vertical and horizontal alignment of the text.



**Right-click Features:**

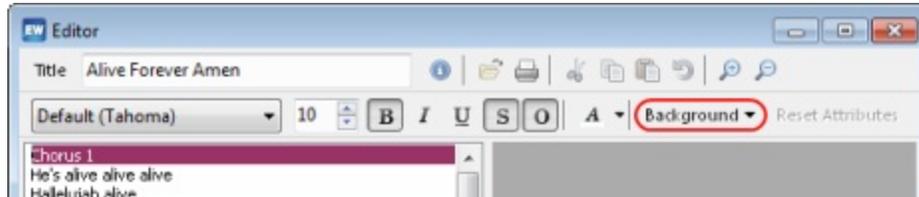
1. Right-click the text box.
2. Click on **Reset Text Margins** to reset the text box location and size back to default.



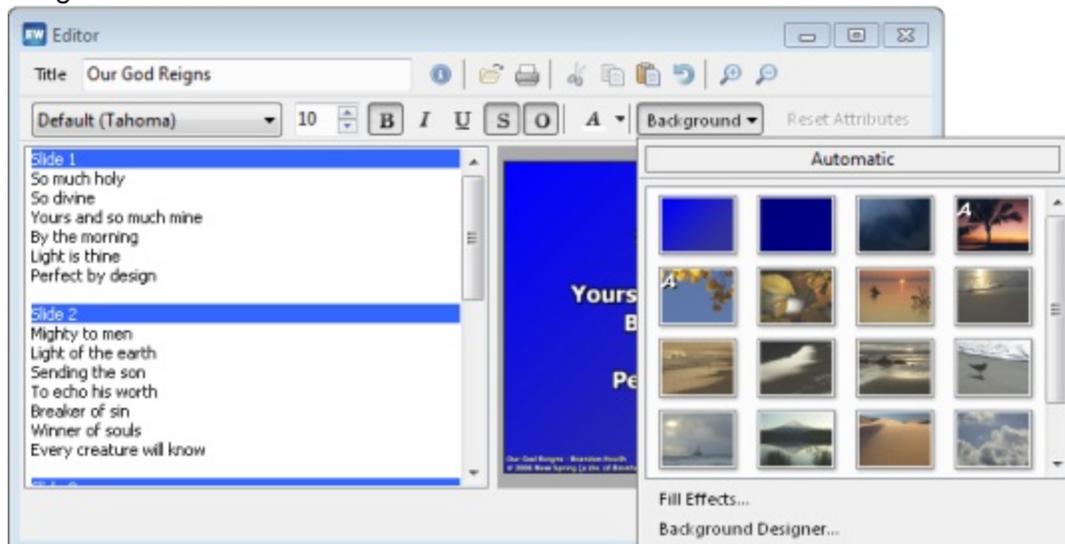
## Attach A Background To A Song

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

1. Click on a song in the **Song Resource Area**.
2. Right-click and choose **Edit Song**.
3. The **Edit Song** window appears. Click on the **Backgrounds** button. The images and videos in the background palette now appear in this **Editor** window.



4. Select the background of choice.



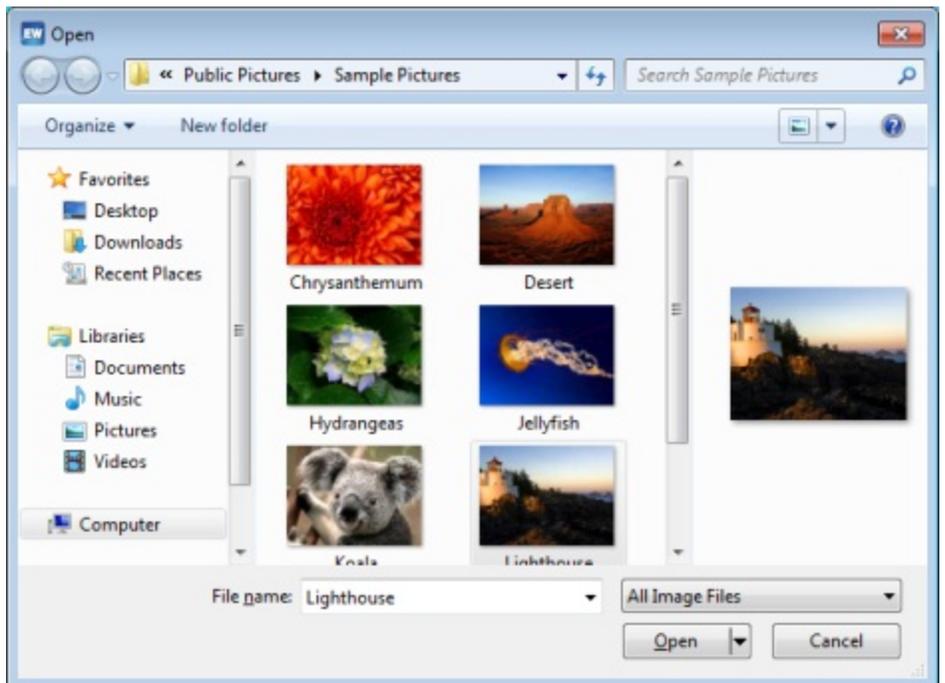
5. Click **OK**.

**Using a background that is not listed in your backgrounds list:**

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



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



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

## Using PowerPoint 2007 / 2010 Files

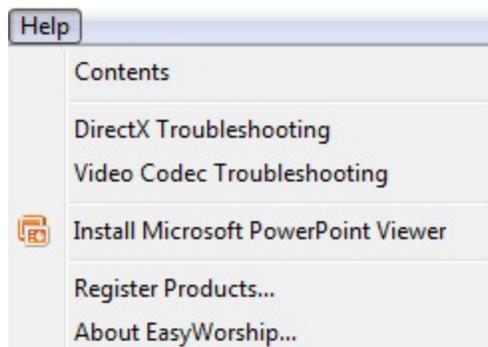
### Installing PowerPoint Viewer 2010:

Upon the first attempt to use a PowerPoint 2007 or 2010 file, EasyWorship will prompt you to download PowerPoint Viewer 2010 onto your computer. This will only occur if you do not have [Microsoft PowerPoint 2010 Viewer](#) or Microsoft PowerPoint 2007 / 2010 installed.



1. Click the download.
2. Click the download on the web page that appears.
3. Click **Save** on the window that appears.
4. Browse to your Desktop and click **Save**.
5. After the file has downloaded. Open the file and follow the Wizard to install PowerPoint Viewer 2010.

**Notes**  
You may also start the download of the PowerPoint Viewer by clicking on **Help > Install Microsoft PowerPoint Viewer**. Visit [www.easyworship.com/support/](http://www.easyworship.com/support/) and enter PowerPoint in the search bar for related articles.



## Using PowerPoint Files

Microsoft PowerPoint files can easily be integrated into the schedule. Follow the instructions below to add a PowerPoint slide show to the schedule.

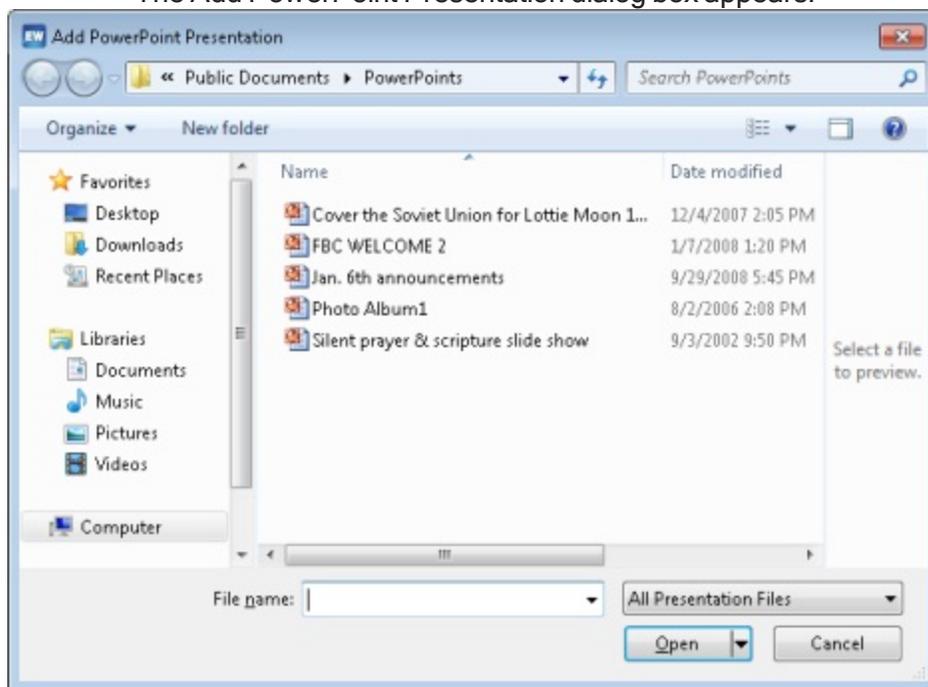
EasyWorship can project a PowerPoint slide show and allow changes to be made to the schedule without interrupting the slide show. PowerPoint slide shows can be easily navigated by clicking on the slide you wish to project in the **Live Area**. Slide shows with automatic timings and transitions may also be used.

If Microsoft PowerPoint is not installed on the computer, EasyWorship will use PowerPoint viewer 2003 to display the slide show. If PowerPoint 2007 and 2010 files are used, PowerPoint Viewer 2010 must be installed on the computer. You may also use the PowerPoint 2007 / 2010 applications as well. See [PowerPoint 2010](#)

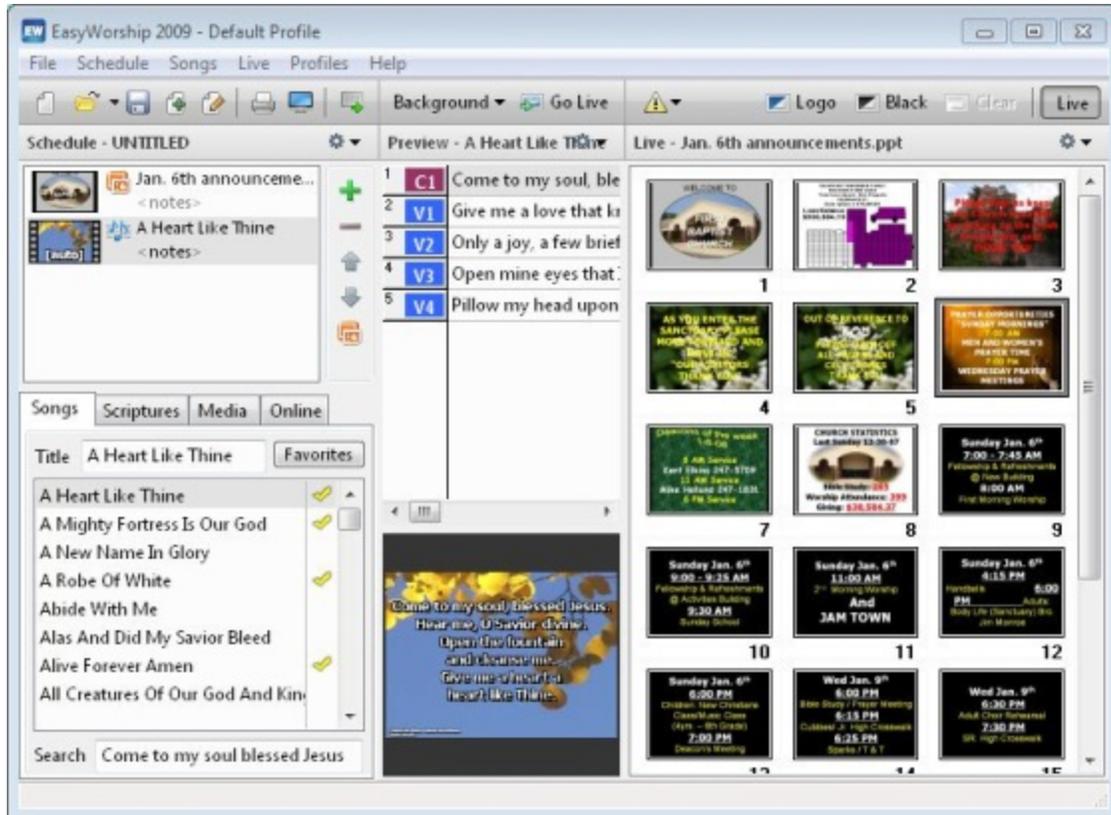
To add a PowerPoint file to your presentation:

1. In the **Schedule Area**, click on the PowerPoint  icon.

The Add PowerPoint Presentation dialog box appears.



2. Locate and select the desired PowerPoint file.
3. Click **Open**
4. The **Importing PowerPoint Slides** dialog box appears showing the progress.
5. Once the slide show is imported, it will appear in the **Schedule Area**. Clicking **Go Live** sends it to the **Live Output Area**.

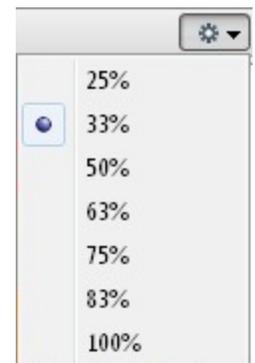


## Notes

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

## Thumbnail Sizing:

1. Click the drop-down arrow at the top right of the **Preview Area** or the **Live Area** to change the size of the slides in that area.
2. Click the **Go Live** button to automatically display the slides to the congregation; or double-click a particular slide to display it to the congregation.



### Jump In and Out of PowerPoint:

1. While displaying a PowerPoint presentation, click on the **Scriptures** tab in the **Resource Area**
2. Find a scripture, press ENTER or click **Go Live**. The scripture is immediately projected. Then a PowerPoint button appears at the top of the **Live Area**.
3. Click the **PowerPoint** button, the PowerPoint presentation projects again at the same place you exited to project the scripture.

Live - Genesis 1:4 (KJV)



And God saw the light, that [it was] good: and God divided

## PowerPoint on the Foldback Screen

EasyWorship will also display PowerPoint slide shows on the Foldback monitor; however, the foldback view provided more information for the people on the stage than the Front of House screen. On the foldback screen, the PowerPoint slide will appear like the Front of House, but foldback also has the ability to show the thumbnails of the slides in the presentation, allowing people on stage to see what is currently selected along with what the next and previous slides are.



See [PowerPoint Options](#) under Display Foldback for a list of options available for displaying PowerPoint on the foldback screen.

## Using PowerPoint Files With Audio & Video

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

### Method 1: *All Versions of PowerPoint*

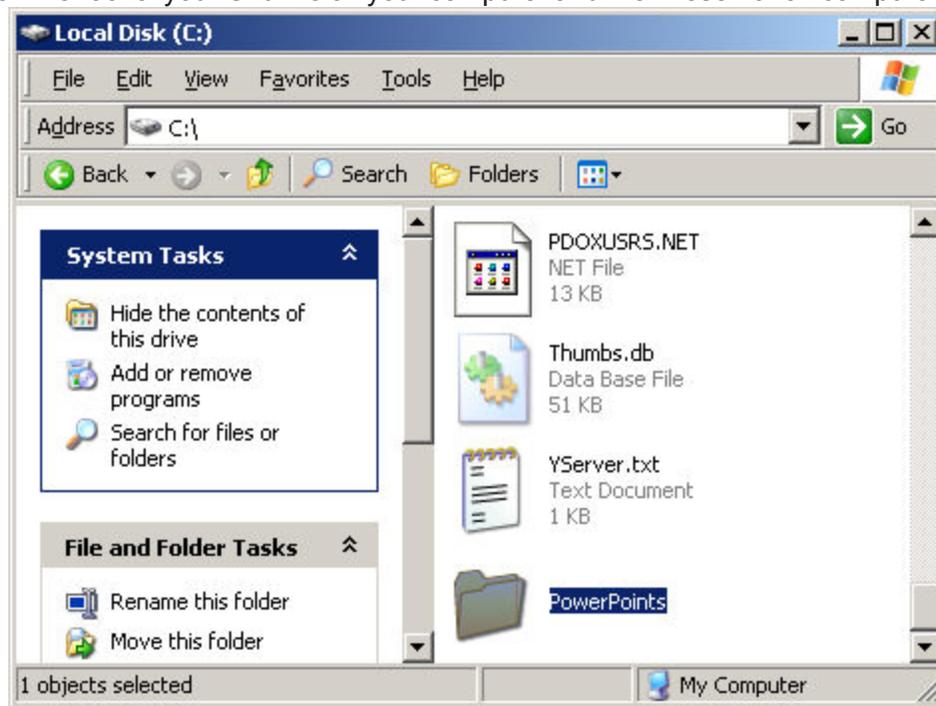
Create the PowerPoint slide show on the presentation computer.

This will make sure that PowerPoint can find all of the media files it needs to access, when EasyWorship displays it.

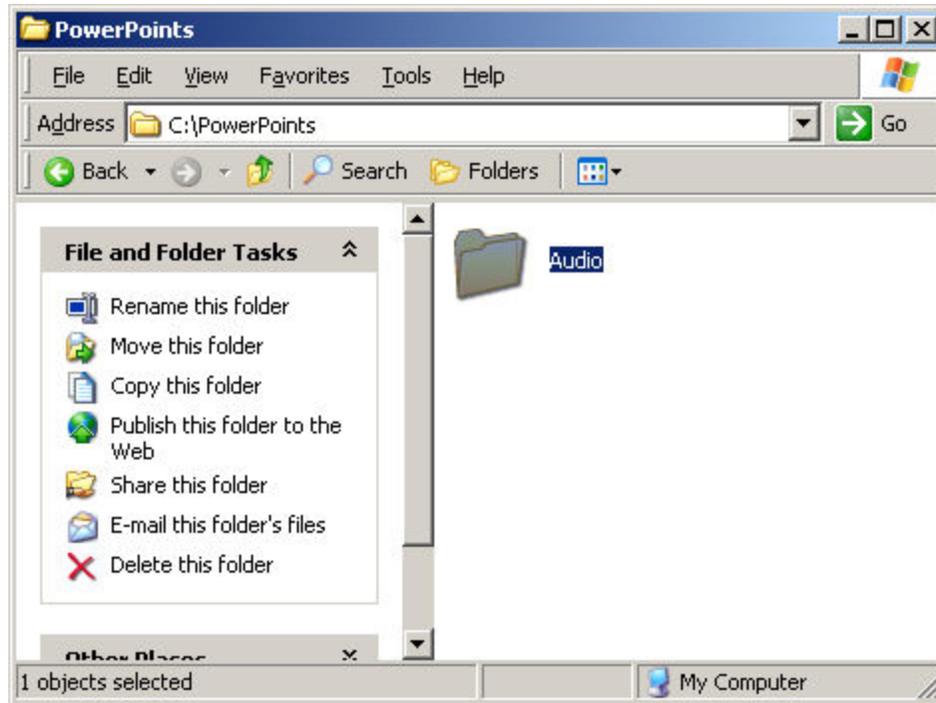
### Method 2: *All Versions of PowerPoint*

Making changes to your file organization structures can also help make sure audio and video always works in your PowerPoint slide shows.

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



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



3. Copy the audio files you want to use for your presentation into the **audio** folder.
4. Add the audio files to your PowerPoint slide show.
5. Save the slide show in the PowerPoints folder. **C:\PowerPoints**
6. Copy the PowerPoint and audio files from **C:\PowerPoints** to a CD or Memory Stick.
7. At the presentation computer, copy the files into the same location on that hard drive. Copy the PowerPoint file to **C:\PowerPoints** and audio files to **C:\PowerPoints\audio**.
8. Add the PowerPoint slide show to your schedule. See [Using PowerPoint Files](#)

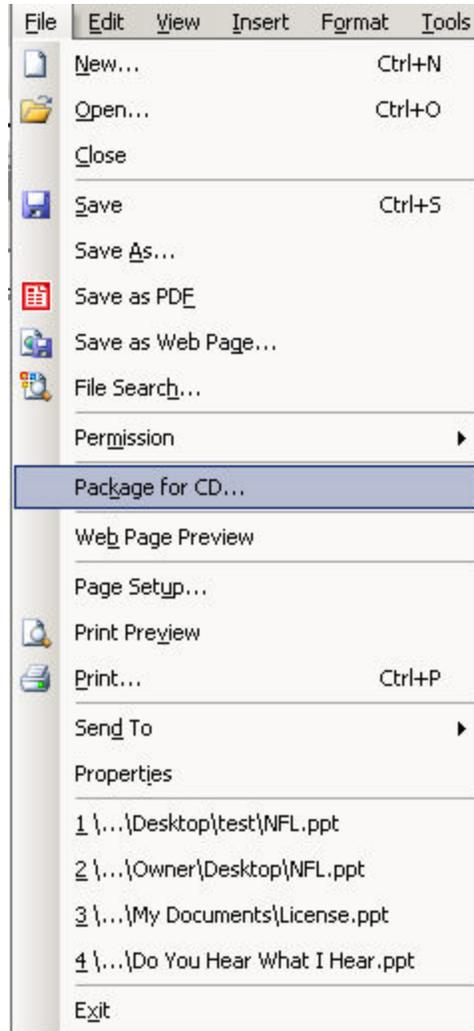
#### Notes

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

#### **Method 3: PowerPoint 2003**

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

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



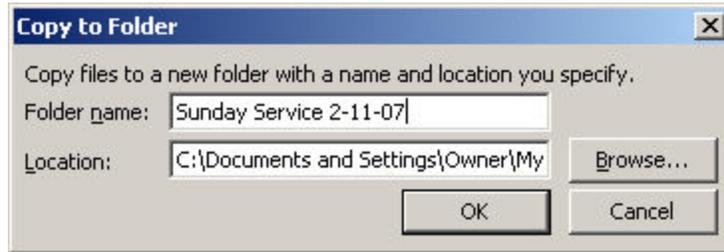
4. Click **Copy To folder...**



5. Under **Folder name** type the name of the folder.

6. Click the **Browse** button.

7. Browse to the folder you want to save the slide show in.
8. Click **Select**.



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

## Creating 16x9 Widescreen Slide Shows

If your projection system projects in a widescreen or 16x9 format, you may have noticed that PowerPoint slideshows appear on the screen with black bars on the left and right. In order to make the PowerPoint slide show fill the screen, the page setup needs to be changed.

1. Open Microsoft PowerPoint.
2. In PowerPoint 2007 click the **Design** tab.
3. In PowerPoint 2003 or older click the **File** menu.
4. Click **Page Setup**.
5. In PowerPoint 2007 under Slides sized for: Select **On-Screen Show 16x9**
6. In PowerPoint 2003 under Slides sized for: Select **Custom**. Set Width to 8 and Height to 4.5
7. Click **OK**.
8. Save the file and add it to your EasyWorship Schedule.

See [Using PowerPoint Files](#)

## Import PowerPoint Text Into the Database

### Save PowerPoint as Outline/RTF file

1. Open your PowerPoint file in PowerPoint.
2. Select **File >Save as**.
3. In the **Save as** box, select the Outline/RTF file format at the bottom.
4. Click **Save**.

### Import the RTF Into EasyWorship

1. Open EasyWorship.
2. On the toolbar, click the **New Song**  icon.
3. In the **Song Editor** next to the song title click the **Open Folder**  icon.
4. Browse to the .rtf file you saved.
5. Select the file and click **Open**.
6. Click **OK** on the song to save the song to the database.

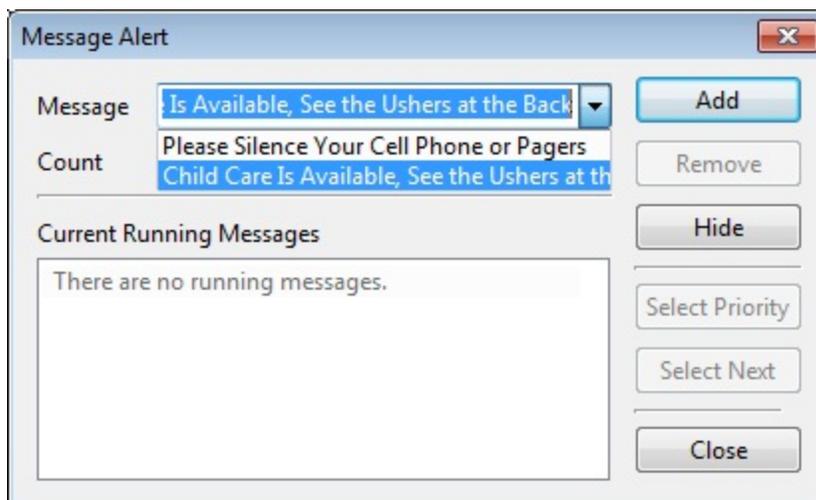
### Note

- Not all PowerPoint files are made the same, so this may not work for all PowerPoint files.
- You may want to select all of the text in the song and click on **Reset Attributes** to reset the text attributes to default.

## How Do I Delete Messages From the Message Alert List?

In the Message Alert window:

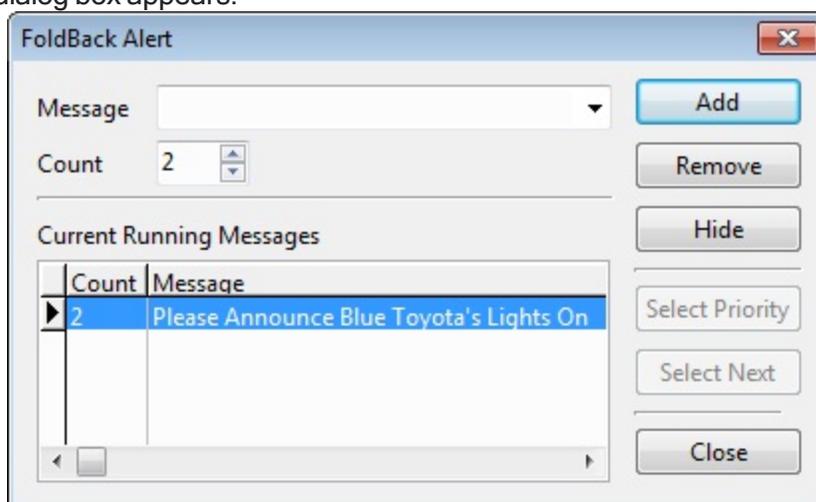
1. Click on the **Message** drop down box.
2. Use the arrow keys on your keyboard to select the message you want to remove.
3. Press the **delete** key on your keyboard.



## Using Foldback Alert

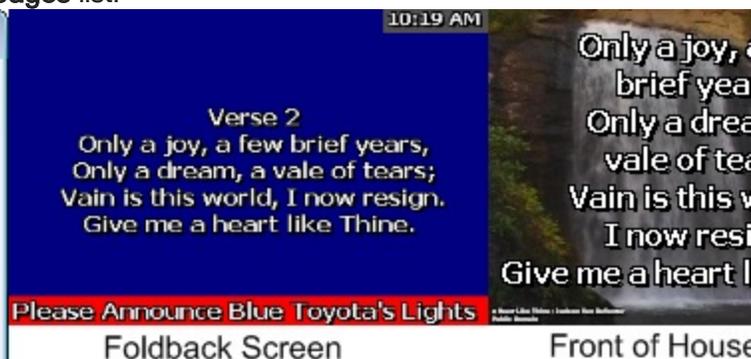
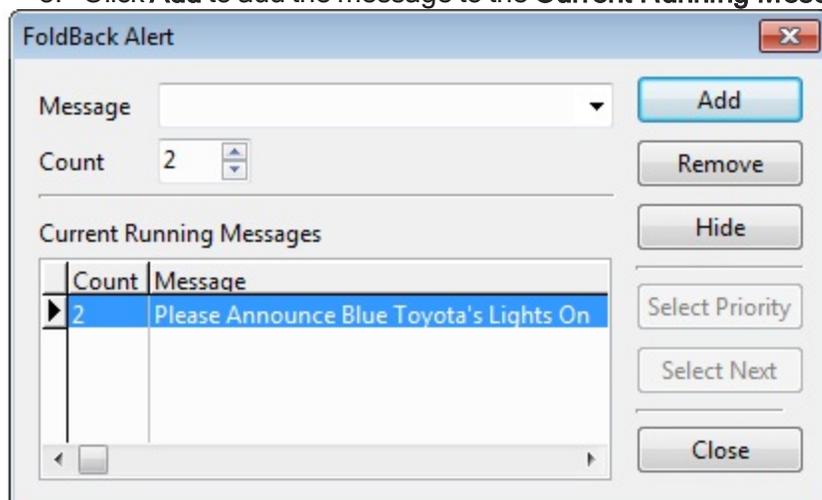
EasyWorship allows you to display messages to the congregation. You can add, remove, hide, and scroll messages. You can also set a priority message, and control the order in which messages are displayed.

1. Click the **Alerts**  icon on the **Live** toolbar, the **Foldback Alert** or press CTRL+F.
2. The **Foldback Alert** dialog box appears.



### Adding a message:

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



- The messages in the **Current Running Messages** list are displayed to the congregation in the order that they appear in the list.
- The arrow to the left of the **Count** column indicates which message is currently being displayed.

- The **Count** column shows a "countdown" of the messages as they are displayed.
- If you do not want the messages displayed to the congregation, click **Hide**.
- To display the messages again, click **Show**.

**Removing a message:**

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

**Select a priority message:**

1. In the **Current Running Messages** list, click the message that you want to display first.
2. Click **Select Priority**.
  - You can also manually control the order of the messages as they are being displayed to the congregation using the **Display Next** command.

**Select the next message:**

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

**Changing the Foldback Alert options:**

1. On the **Live** menu click **Display Foldback Options**.
2. Then click **Alerts and Time**.
  - For more info, see [Alerts and Time](#) in the **Display Foldback Options** section.

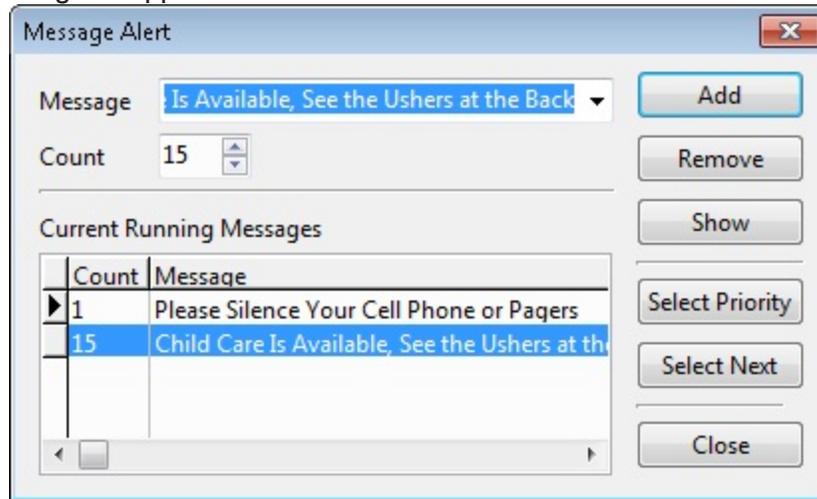
**Deleting a message from the Message drop down list:**

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

## Using Message Alert

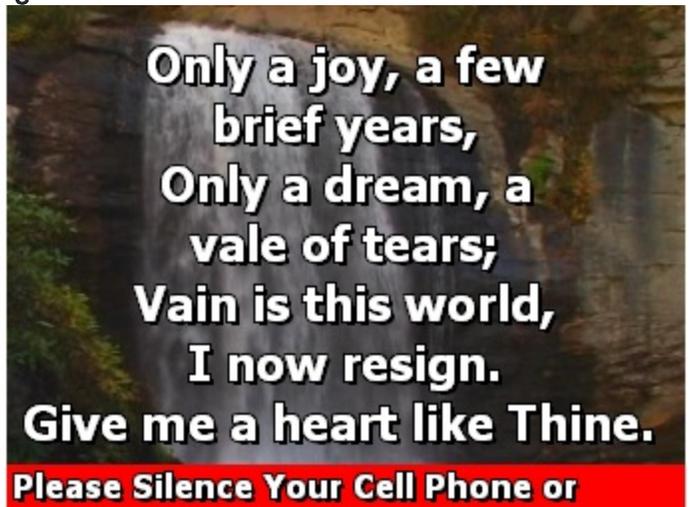
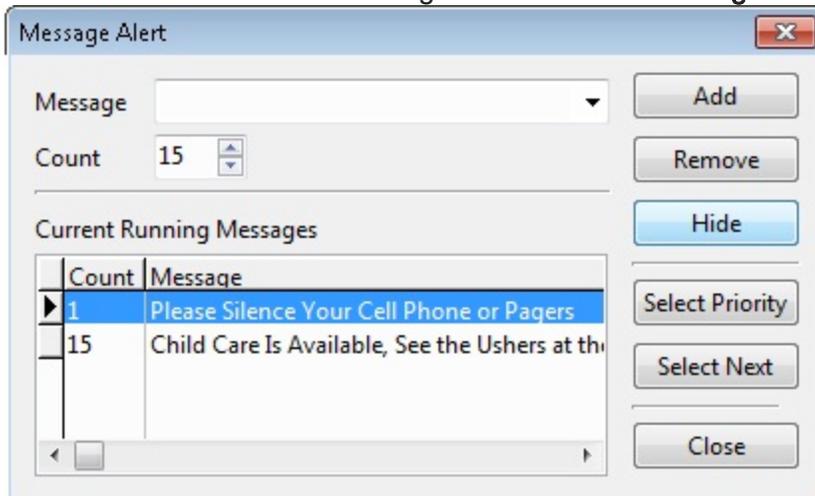
EasyWorship allows you to display messages to the congregation. You can add, remove, hide, and scroll messages. You can also set a priority message, and control the order in which messages are displayed.

1. Click the **Alerts**  icon on the **Live** toolbar, then **Message Alert** or press CTRL+M.
2. The **Message Alert** dialog box appears.



### Adding a message:

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



- The messages in the **Current Running Messages** list are displayed to the congregation in the order that they appear in the list.
- The arrow to the left of the **Count** column indicates which message is currently being displayed.

- The **Count** column shows a "countdown" of the messages as they are displayed.
- If you do not want the messages displayed to the congregation, click **Hide**.
- To display the messages again, click **Show**.

#### **Removing a message:**

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

#### **Select a priority message:**

1. In the **Current Running Messages** list, click the message that you want to display first.
2. Click **Select Priority**.
  - You can also manually control the order of the messages as they are being displayed to the congregation using the **Display Next** command.

#### **To select the next message:**

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

#### **Changing the message alert options:**

1. On the **Live** menu click **Options**
2. then click the **Message Alert** tab.
  - For more options, see [Alerts](#) in the Options and Settings section.

#### **Deleting a message from the Message drop down list:**

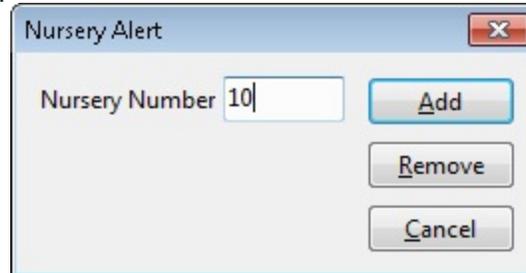
1. Click the drop down list to show the list of messages already entered.
2. Use the arrow keys on the keyboard to select the message you want to delete.
3. Press the DELETE key on the keyboard.

## Using Nursery Alert

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

### Add or Remove a nursery alert:

1. Click the **Alerts** ⚠ icon on the **Live** toolbar, then **Nursery Alert** or press CTRL+N.
2. The **Nursery Alert** dialog box appears.



3. Enter the parent number or name in the **Nursery Number** box.
4. Click **Add** to display the nursery alert.
  - Click **Remove** to take the number off the display.
5. You can type multiple numbers or names separated with a space. Using a comma separator works, however when removing then message from the screen you have to click **Remove** for each number or name.

### 📌 Notes

To change the nursery alert options, on the **Live** menu, click **Options**, and then click **Alerts**. For more details, see [Alerts](#) in the EasyWorship Options and Settings section.

## Understanding Profiles

Profiles consist of both User Settings and Application data. Application Data consists of databases such as songs and backgrounds, along with videos, images, feeds and DVD clips. User Settings consist of settings like font size, color and transition settings. It also contains information about the EasyWorship window size and location. Settings like the output monitor setting are global settings that will affect all users and are not part of the profile settings. Profiles combines the ability of allowing EasyWorship to store application data in different locations with the ability to have multiple sets of user settings for that application data.

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

### Notes

Common Documents Locations By Operating System:

**Windows XP** - C:\Documents and Settings\All Users\Shared Documents

**Windows Vista & 7** - C:\Users\Public\Public Documents

### Possible Configurations of Profiles:

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

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

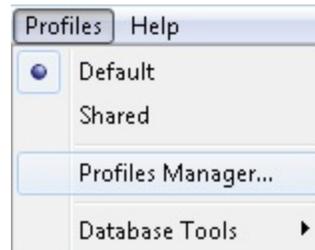
See [Creating Profiles](#) , [Locating Your Profile Data](#) and [Using Profiles](#) for more information about using profiles.

## Creating Profiles

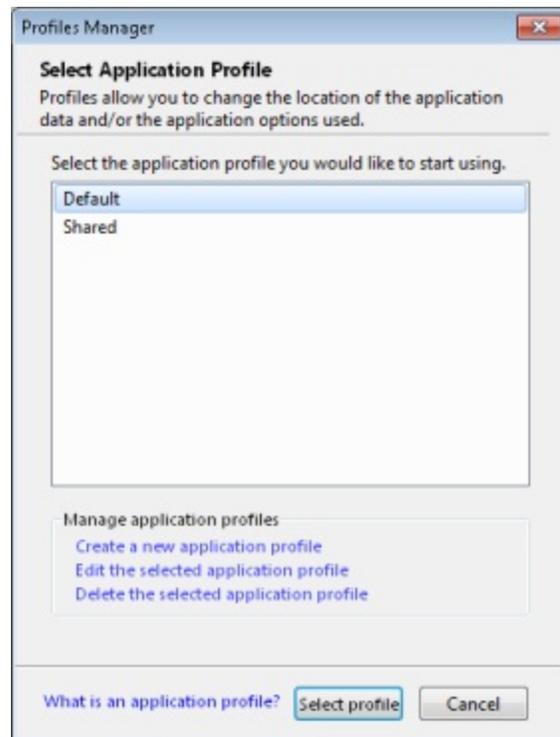
EasyWorship will create a default profile automatically when it is installed. If another set of data or settings is desired, creating a new profile can accommodate this need.

### Creating a New Profile:

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



4. The **Profiles Manager** screen appears.



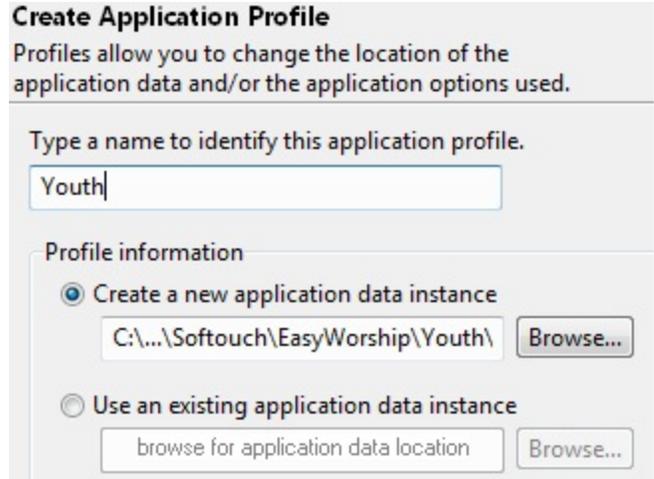
5. Click on **Create a new application Profile** under Manage application profiles.



6. Type the name of the profile in the **Profile Name** area. For Example: Youth, Pastor, Contemporary...

**Profile Information:**

7. Under **Create a new application data instance** the default path for the profile data will be displayed. Click **Browse** to select a different location.
  - You may use another profile's set of data if you don't want to create a new set of data. See [Using A Shared Database](#)
  - The default profile data will be in **Shared or Public Documents \ Softouch \ EasyWorship**.
  - A new folder for the profile data can be created in the default location, another place on the hard drive, on a server or shared network folder. Click **Make New Folder** in the browse window to create a folder.

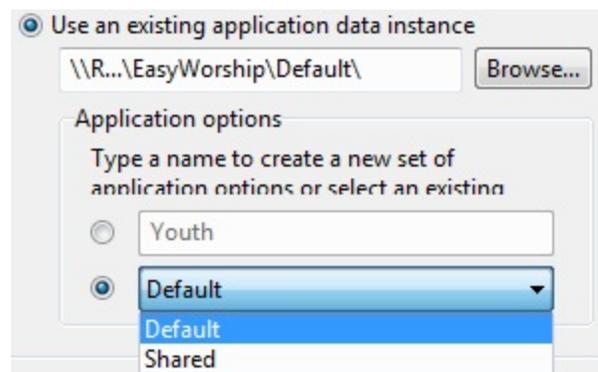
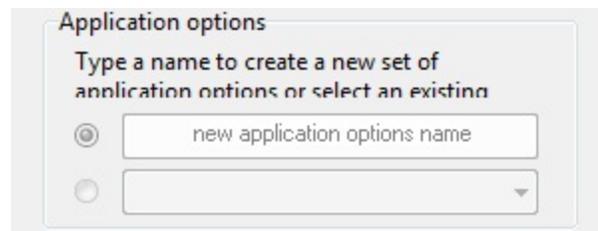


**Notes**

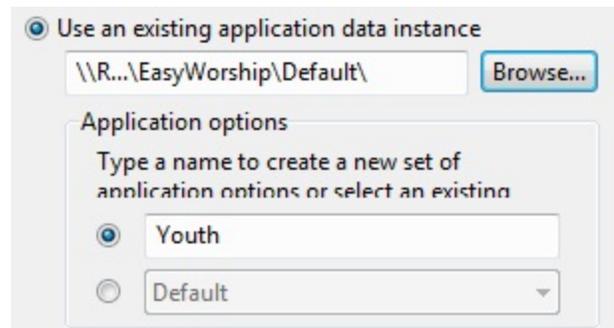
**Shared or Public Documents** can be located in different locations depending on your operating system. For **Windows XP** it will be in **My Computer\C:\Documents and Settings\All Users\Shared Documents** for **Windows Vista** it will be located in **Computer\C:\Users\Public\Public Documents**.

**Application Options:**

8. Create a name for options to be used on this profile.
  - If **Create a new application data instance** is selected, there will be no profile options to select from the drop down list. EasyWorship will automatically create an application options name.
  - If **Use an existing application data instance** is selected, type in the desired name for this profile's options or select a name from the drop down list.



- To create a new set of application options type the name for the new options in the **"new application options name"** box.



Use an existing application data instance

\\R...\EasyWorship\Default\

Application options

Type a name to create a new set of application options or select an existing

Youth

Default

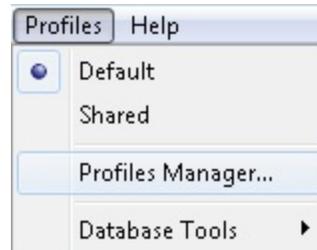
9. Click **Save Profile**.
10. The new profile will now show up in the profiles list.

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

## Editing Profiles

To change the settings or folder location of a profile:

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



4. Select the profile to be edited.



5. Click **Edit the selected profile**



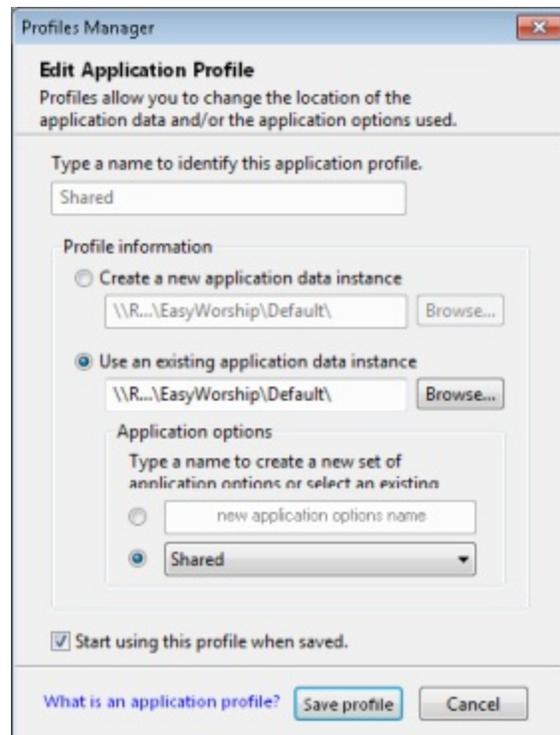
6. The **Edit Application Profile** window appears.

### Profile Information:

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

### Application options:

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





## Locating Your Profile Data

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

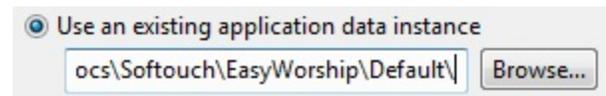
1. Open EasyWorship.
2. Click on the **Profiles** menu.
3. Click on **Profiles Manager**.
4. Select the profile.



5. Click on **Edit the Selected Profile** at the bottom of the window.



6. Click in the "**Use an existing application data instance**" field, to show the location of the profile on the hard drive. Use the right arrow key to scroll the text for viewing the end of the file path.



7. Using My Computer or Windows Explorer Browse to that location on your hard drive to find your data files.

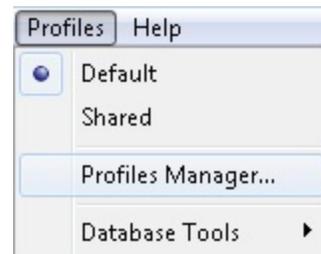
- The databases will be stored in a Databases folder in a folder called Data.
- Videos and Images will be stored in the Resources folder.
- Options for the profile will be stored in the Options folder.

## Using a Shared Database

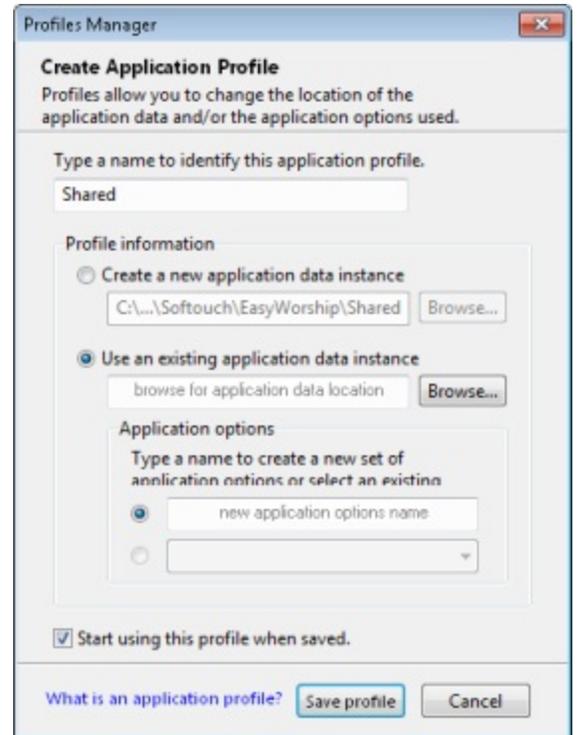
### Profile Information:

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

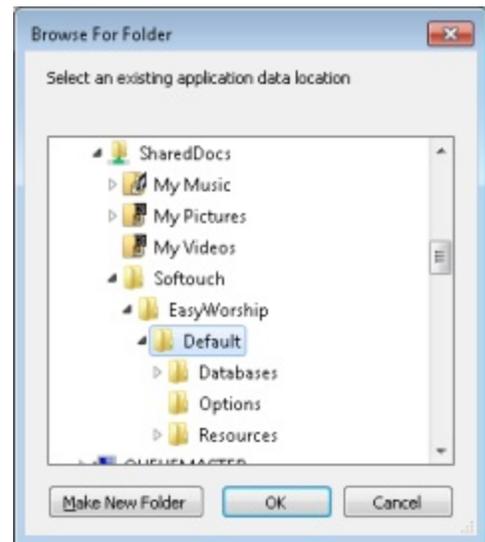
4. The **Profiles Manager** screen appears



5. Click on **Create a new Application Profile**.
6. Type the name of the profile in the **Profile Name** area. *For Example:* Shared, Network...
7. Select **Use an existing Application data instance**.
8. Click **Browse** to locate the shared profile folder.

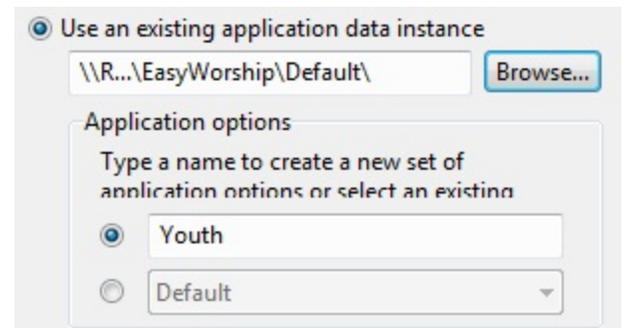


9. For network databases browse to **Network** or **My Network Places\Computer Name (e.g. WorshipPC)\ SharedDocs or Public\Softouch\EasyWorship\**
10. Select the profile folder (*e.g. Default*).
11. Click **OK**



### Profile Options:

12. Type in the name you want to use for this profile's options or select a name from the drop down list.
13. Click **Save Profile**.
14. The profile you created will now show up in the profiles list.



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

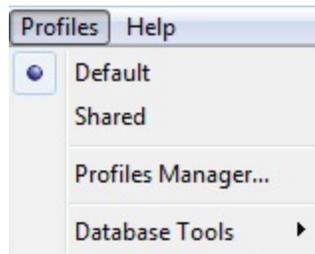
## Using Profiles

### Changing Profiles:

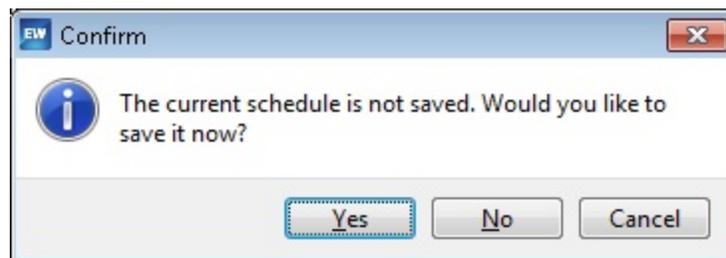
EasyWorship allows you to change profiles giving you the ability to use different databases and settings.

Switching from one profile to another is easy.

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



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



Determining which profile is currently loaded is also easy. The current profile is displayed in the title bar at the top left of the window.



## Recommended Presenter Remotes

Most EasyWorship customers are familiar with using a presenter remote for advancing slides in PowerPoint slide shows. Many remote controls purchased for this purpose use hard coded keyboard Hotkey combinations that work with PowerPoint. EasyWorship requires different Hotkey combinations than PowerPoint. A programmable presenter remote is the best solution for use with EasyWorship. Below is a list of remote controls that allow the buttons to be programmed to match the Hotkeys for EasyWorship. See [EasyWorship Hotkeys](#) for a list of EasyWorship hotkeys.

### Recommended Presenter Remotes:

#### Interlink Remotes:

([http://www.smklink.com/presentation\\_remotes/index.html](http://www.smklink.com/presentation_remotes/index.html))



VP4450 - RemotePoint Emerald Navigator ([Get Key Programming Utility Here](#))



VP4300 - RemotePoint Presenter Special Edition



VP4810 - RemotePoint RF ([Get Drivers Here](#))



VP4910 - RemotePoint Jade ([Get Key Programming Utility Here](#))

#### Notes

- All of the Interlink wireless presenters listed here have four programmable buttons.
- The bottom of the wheel on the emerald is an unmarked programmable button
- Software for the VP4300 is not available for download. All other utilities are available via the Interlink [Download Center](#).

Honeywell Remotes:  
([www.powerremote.com](http://www.powerremote.com))



**PowerPresenter RF** See: Changing the Remote Key Strokes in the [Manual](#)  
**PowerPresenter Plus** (*Includes 128mb Flash memory*) See How to Change the Remote Key Strokes in the [Manual](#)

- ✔ **Notes**
- This remote requires no software to program.
  - It has two programmable buttons and allows for three functions. Each button has its own command. Pressing both buttons allows for a third command. It also includes another button for a laser pointer.

Can I use a remote that can't be programmed?

Yes, some non-programmable remotes will work. Changing the hotkeys in EasyWorship is required. See [Using a Non - Programmable Presenter Remote](#)

## Using a Non-Programmable Wireless Presenter

Most wireless presenters are programmed to emulate keyboard key combinations that trigger functions in PowerPoint. If the key combinations can't be changed, EasyWorship's Hotkeys have to be changed to match the key combinations used on the presenter you have.

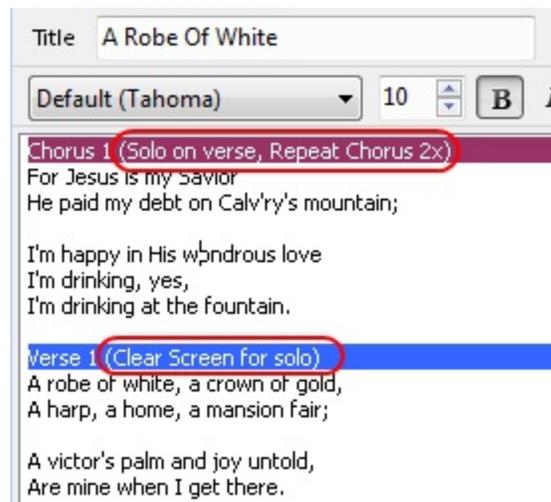
[Click here](#) to visit our online Knowledge Base article about Non-programmable Presenter Remotes for more information.  
(Requires an internet connection to view)

See [Changing EasyWorship Hotkeys](#)

## Adding Notes In A Song

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

1. Edit or create a new song.
2. Enter an open parenthesis after any song tags.
3. Enter the text to be displayed as a note.
4. Enter a closed parenthesis at the end of the note.



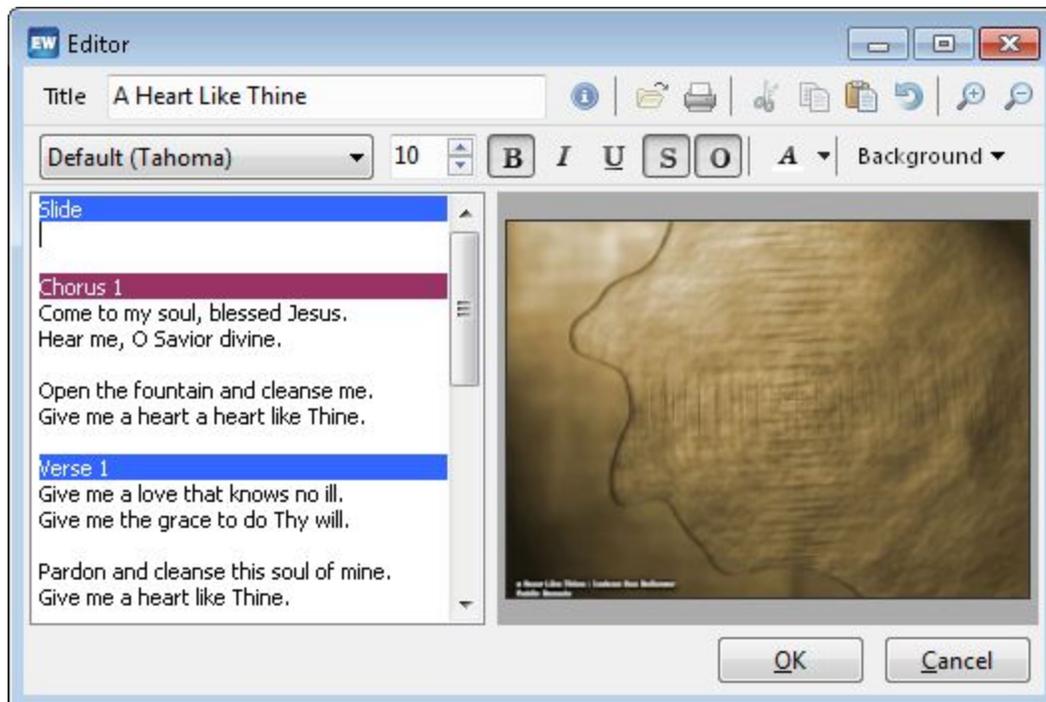
The screenshot shows a software interface for editing a song titled "A Robe Of White". At the top, there is a title field containing "A Robe Of White". Below the title, there is a font selection dropdown set to "Default (Tahoma)", a font size field set to "10", and buttons for bold ("B") and italic ("I") formatting. The main content area displays the lyrics of the song, with two specific notes highlighted by red circles. The first note, "Chorus 1 (Solo on verse, Repeat Chorus 2x)", is highlighted in a purple bar and is positioned above the first line of the chorus: "For Jesus is my savior". The second note, "Verse 1 (Clear Screen for solo)", is highlighted in a blue bar and is positioned above the first line of the verse: "A robe of white, a crown of gold,". The lyrics of the chorus are: "For Jesus is my savior", "He paid my debt on Calv'ry's mountain;", "I'm happy in His wondrous love", "I'm drinking, yes,", "I'm drinking at the fountain." The lyrics of the verse are: "A robe of white, a crown of gold,", "A harp, a home, a mansion fair;", "A victor's palm and joy untold,", "Are mine when I get there."

## Adding a Blank Slide To a Song

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

1. Right-click in the place where you want the slide.
2. Select the slide song tag.
3. Press ENTER.

There will now be a blank slide in the song.



## Changing EasyWorship Hotkeys

1. Browse to the following path.

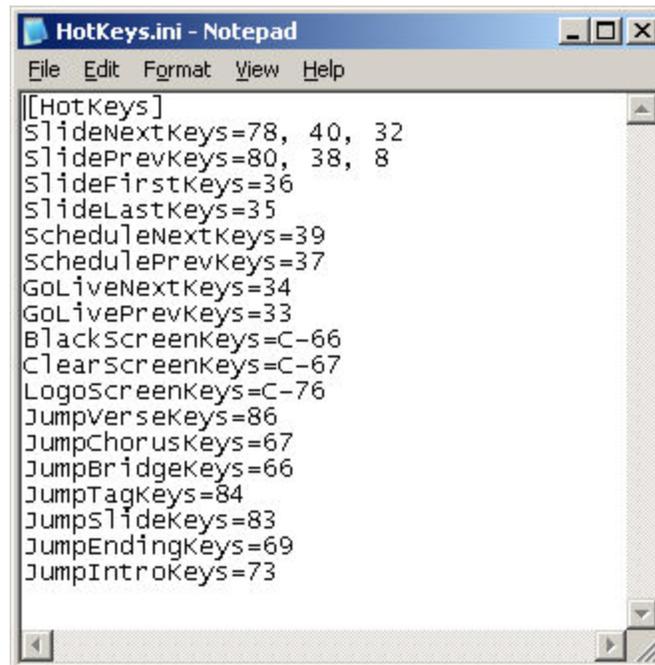
**Windows 9x / ME:** C:\WINDOWS\All Users\Application Data\Softouch\EasyWorship\Settings\hotkeys.ini

**Windows 2000 / XP:** C:\Documents and Settings\All Users\Application Data\Softouch\EasyWorship\Settings\hotkeys.ini

**Windows Vista / 7:** C:\Program Data\Softouch\EasyWorship\Settings\hotkeys.ini

2. Double-click the **HotKeys.ini** file to open it.

It will open in Notepad allowing you to make changes.



```
HotKeys.ini - Notepad
File Edit Format View Help
[[HotKeys]
SlideNextKeys=78, 40, 32
SlidePrevKeys=80, 38, 8
SlideFirstKeys=36
SlideLastKeys=35
ScheduleNextKeys=39
SchedulePrevKeys=37
GoLiveNextKeys=34
GoLivePrevKeys=33
BlackScreenKeys=C-66
ClearScreenKeys=C-67
LogoScreenKeys=C-76
JumpVerseKeys=86
JumpChorusKeys=67
JumpBridgeKeys=66
JumpTagKeys=84
JumpSlideKeys=83
JumpEndingKeys=69
JumpIntroKeys=73
```

3. Make the following changes, adding the numbers in bold to make EasyWorship match your non-programmable presenter remote.

**Next Slide** - SlideNextKeys= 78, 40, 32, **34**

**Previous Slide** - SlidePrevKeys= 80, 38, 8, **33**

**Black Screen** - BlackScreenKeys= C-66, **66**

**Go Live** - GoLiveNextKeys= **0**

**Go To Bridge** - JumpBridgeKeys= **0**

**Notes** This will disable the following hotkeys in EasyWorship.

**PageDown** = Go Live

**PageUp**=Go Live Previous (Currently not active in EasyWorship)

**B** = Jump to bridge

**Notes** This will also setup the following PowerPoint HotKeys to work in EasyWorship.

**PageDown** = Next Slide

**PageUp** = Previous Slide

**B = Black Screen**

4. After making changes, click **File** then **Save**.

5. Close the window.

- You will need to know what each value is. Each item can have multiple keys separated by comas; for example, SlideNextKeys = "78, 40, 32" which is 'N', Down Arrow, and Space.
- If you want to use the CTRL or ALT, key simply precede the number with 'C-', or 'A-' or 'CA-' for both CTRL and ALT together; for example, BlackScreenKeys = "C-66" which is CTRL-B.

Here is a list of keys:

<u>Commonly Used</u>	<u>Alphabet</u>	
<b>Keys:</b>	<b>A - Z = 65 -90</b>	<b>P=80</b>
<b>B = 66</b>	<b>A=65</b>	<b>Q=81</b>
<b>C = 67</b>	<b>B=66</b>	<b>R=82</b>
<b>N = 78</b>	<b>C=67</b>	<b>S=83</b>
<b>P = 80</b>	<b>D=68</b>	<b>T=84</b>
<b>BackSpace = 8</b>	<b>E=69</b>	<b>U=85</b>
<b>LeftArrow = 37</b>	<b>F=70</b>	<b>V=86</b>
<b>UpArrow = 38</b>	<b>G=71</b>	<b>W=87</b>
<b>RightArrow = 39</b>	<b>H=72</b>	<b>X=88</b>
<b>DownArrow = 40</b>	<b>I=73</b>	<b>Y=89</b>
<b>SpaceBar = 32</b>	<b>J=74</b>	<b>Z=90</b>
<b>PGUP = 33</b>	<b>K=75</b>	
<b>PGDN = 34</b>	<b>L=76</b>	
<b>End = 35</b>	<b>M=77</b>	
<b>Home = 36</b>	<b>N=78</b>	
<b>.(Period) = 190</b>	<b>O=79</b>	
<b>Escape(ESC) = 27</b>		

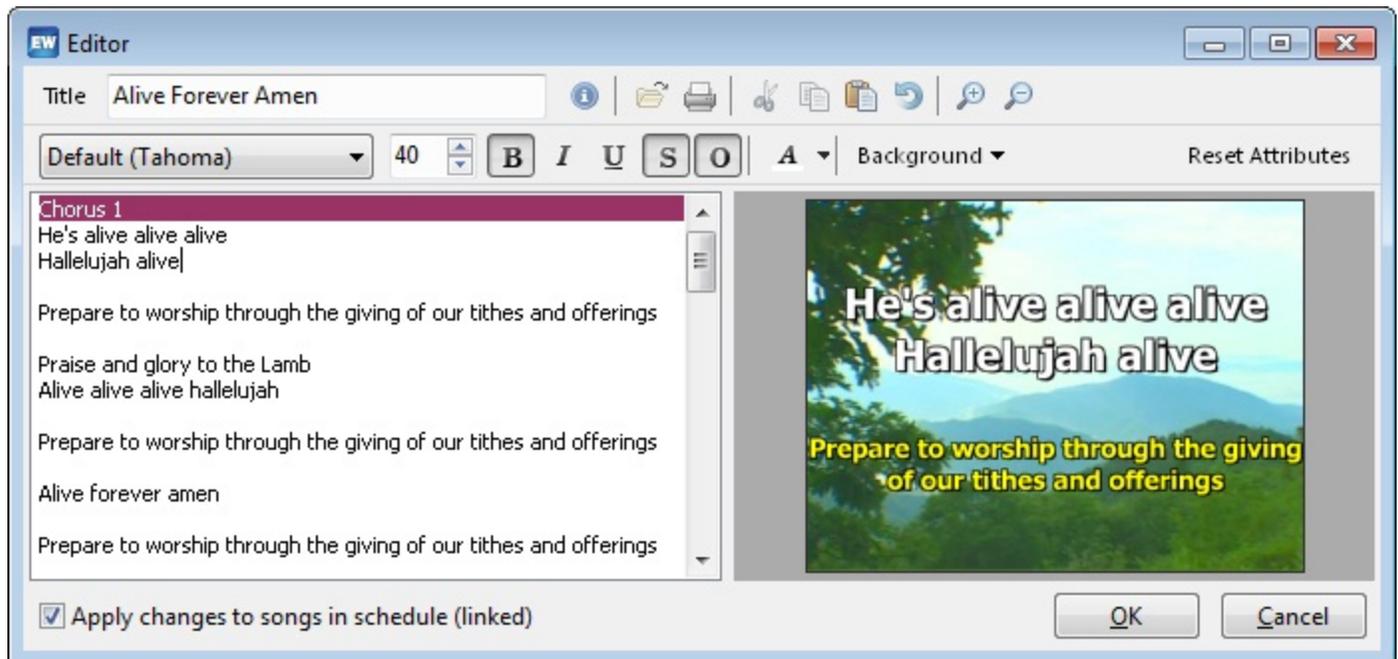
See [What HotKeys are available in EasyWorship?](#)

## Creating Congregational Prompts

1. Edit or create a new song.
2. Select all of the text in the song and set the text size, e.g. 30%.
3. In the **Song Editor** press SHIFT+ENTER to create spacing between the song text and the prompt.
4. Type in the prompt, e.g., a prompt for offertory.
5. Select the prompt text and set lower the size of it. Use the up and down arrow buttons next to the font size to increase or decrease the font size.
6. Copy and paste the prompt onto the slides you wish to use it on.
7. Select the prompt text and set the color you wish to use.
8. Click **OK**.

### Notes

If you don't want these changes to be permanent, make the changes to the song in the schedule and not the database. Font sizing can be different for each computer depending on the screen resolution being used for the output screen. Use a custom position that matches the output screen at your church, and the text will always show up the same.



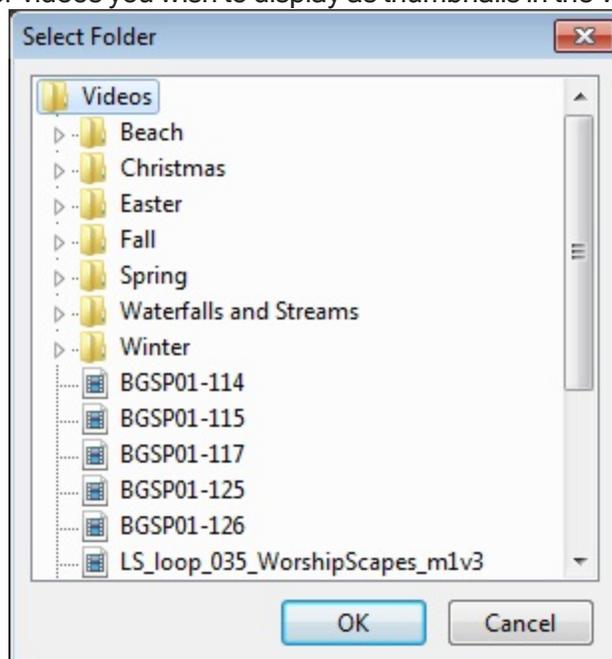
## Organizing Images and Videos

To organize images and videos in folders:

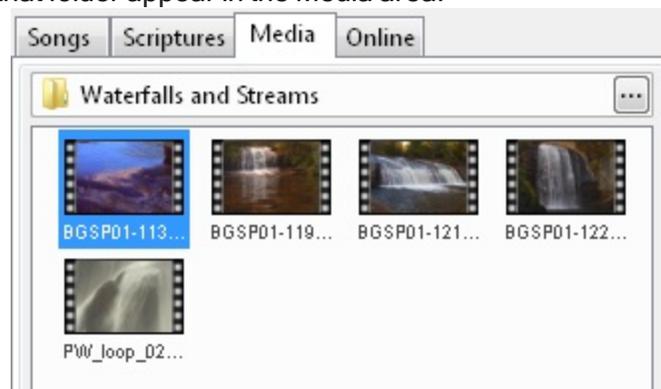
1. Browse to [Your Profile](#) > **Resources** > **Videos** or **Images**. See [Locating Your Profile Data](#)
2. Create any folders you would like to create.
3. Copy your images or videos into any of the folders you would like.
4. In the **Resource Area**, click the **Media** tab.
5. Click on the **Images** or **Videos** tab.



6. Click on the folders button at the top right.
7. Select the folders of images or videos you wish to display as thumbnails in the videos palette, and click OK.



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



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

## Playing Flash Content

To play SWF files. See [Playing Flash Content](#)  
For playing FLV files [install the K-Lite codec pack](#).

## Playing Quicktime Files In EasyWorship

Natively, EasyWorship and Windows don't support Quicktime files. However, with the proper video codecs installed, EasyWorship will play most Quicktime files. This Codec pack will allow you to play Mp4, H.264 and most Mov files along with FLV files.

See [Installing the K-Lite Codec Pack](#) on the online [Knowledge Base](#).

## Running EasyWorship in Single Monitor Mode

If the computer being used for EasyWorship doesn't have dual monitor capability, it is best to purchase and install a video card that supports dual monitor capability.

See [Computer Requirements Video Card](#) for more information on the best type of video card to purchase.

See [Dual Monitors Explained](#) for more information about how dual monitors work.

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

### Working in Single Monitor Mode:

1. After clicking **Go Live**  with the presentation, hold the CTRL + SPACE BAR and the working screen will disappear, leaving only the output screen.
2. Navigate using the EasyWorship **Hotkeys** on the keyboard.
  - Use the Arrow Down key to advance the next verse or slide of a song.
  - Use Page Down key to advance the next item in the schedule.
  - Use Left Arrow Key to select the previous item in the schedule.
  - Use ESC or CTRL + SPACE BAR to bring the working screen back and discontinue the live output of the working screen.

See [What Hotkeys are available in EasyWorship?](#) for a more extensive list of Hotkeys.

## Using Custom Position

Here are a couple of reasons to use the custom position.

- Building services at home so that the display matches the presentation computer.
- Using the Foldback feature with the Matrox DualHead2Go.

### Building Services At Home:

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

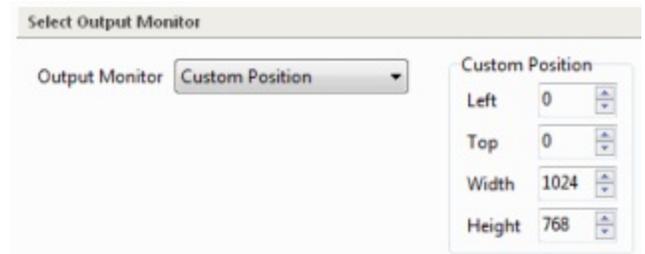
#### On the Presentation Computer

Determine the output screen size of the presentation computer.

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

#### On the Home Computer

1. Open EasyWorship on your home computer.
2. Click on the **Options**  button on the toolbar.
3. Under **General**, **Select Output Monitor**, change **Output Monitor** to **Custom Position**.
4. Change the **Width** and **Height** to match the presentation computer.
5. Click **OK**.



#### Using Foldback:

See [Foldback Monitor Setup](#)

## How Do I Add Videos To the Background Palette?

Adding Video to the Background Palette:  
See [Adding Backgrounds](#)

## How Do I Edit Scriptures?

See [Using Scriptures](#) Under Scriptures.

## How Do I Use the Schedule?

See [Using the Schedule](#)

## How Do Videos, Images & Backgrounds Work?

### Images & Videos

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

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

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

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

See [Locating Your Profile Data](#) to find out how to located your resources folder.

### Backgrounds

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

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

## What HotKeys Are Available In EasyWorship?

See [EasyWorship Hotkeys](#)

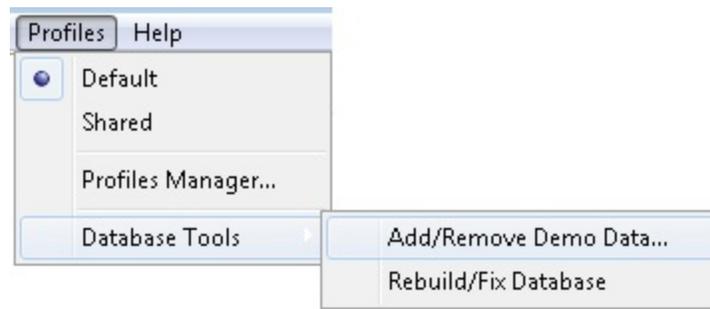
## Where Is the Manual That Comes With EasyWorship?

EasyWorship has a Documentation Manual available under the Documentation folder on your EasyWorship CD. It can be accessed from the install menu that appears when you insert the CD into your drive. You may also download the most recent version from our [web site](#).

## Adding and Removing Demo Data

You may have said no to this option during installation. At any time you may add or remove these song lyrics from your song database.

1. Select Profiles > Database tools > Add/Remove Demo Data



3. The Add/Remove Demo Data window will appear.

### Adding Demo Data:

1. To install the 100+ classic and contemporary songs from [GreatWorshipSongs.com](http://GreatWorshipSongs.com), Select "Install songs from GreatWorshipSongs.com now"
  2. Click Next.
- The same process applies for removing these songs from your song database

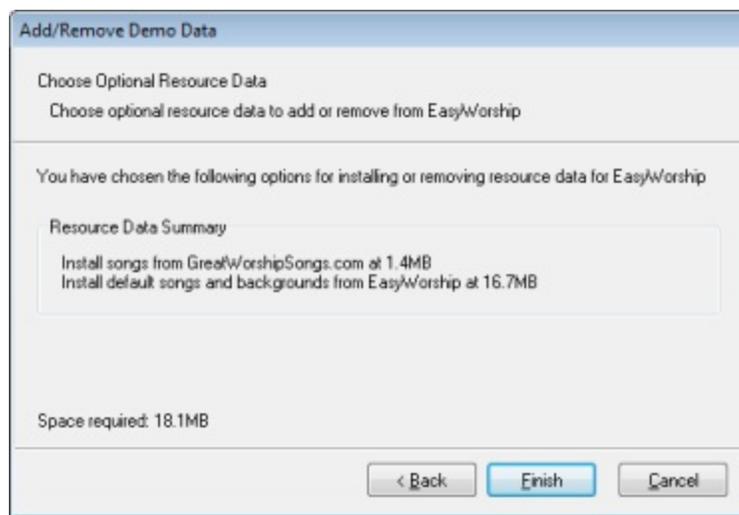


- You now have the option to add the songs and backgrounds from EasyWorship. This will install public domain songs like Amazing Grace and the free images and videos that come with EasyWorship ( about 116 images, 21 videos and 223 songs ).

- To install the default backgrounds and songs from EasyWorship, select "**Install default songs and backgrounds from EasyWorship**"
- Click **Next**.



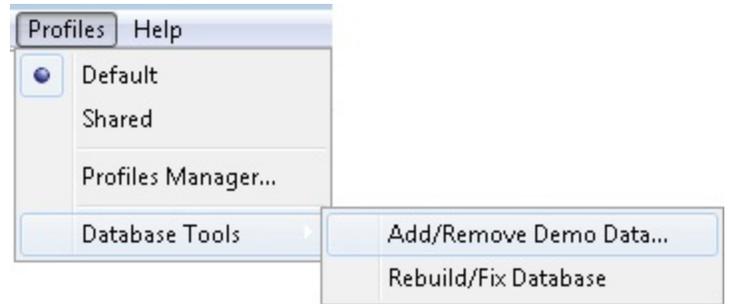
- Now a window will appear giving you the summary of your song database choices.



- Click **Finish** to proceed with installation of the EasyWorship demo data or click **Back** to change your previous selections or.

**Remove Demo Data:**

1. Select **Profiles > Database tools > Add/Remove Demo Data**
3. The **Add/Remove Demo Data** window will appear.
4. Select **Uninstall songs from GreatWorshipSongs.com**.
5. Click **Next**.
6. Then select **Uninstall Default songs and backgrounds from EasyWorship**.
  - This feature also removes the backgrounds installed with EasyWorship.
  - This feature may not be available if you upgraded from a previous version of EasyWorship.
7. Click **Finish**.



 **Notes**  
Removing the demo data will not remove any songs or backgrounds that have been modified or added to the database.

## Databases and Profile Backup

It's a good idea to make a backup of your database. You can also use the backup to move songs, scriptures, and presentations from one computer to another.

1. Locate your profile folder. See [Locating Your Profile Data](#)
2. Right-click on the profile folder you wish to backup.
3. Select **Send To**, then select the memory stick or CD drive that you want to backup to.
  - You may also copy and paste the profile folder to any location you wish.

### Notes

- Inside the Profile folder
  - The databases will be stored in a databases folder in a folder called "Data."
  - Videos and images will be stored in the Resources folder.
  - Options for the profile will be stored in the Options folder.
- **Default locations for profile folders:**
  - **Windows XP users browse to:** My Computer/ C: Drive/ Documents and Settings/ All Users/ Shared Documents/ Softouch/ EasyWorship/
  - **Windows Vista / 7 users browse to:** Computer/ C: Drive/ Users/ Public/ Public Documents/ Softouch/ EasyWorship/

# Transferring the EasyWorship Database To Another Computer

## Step 1

Determine Which Profile Folder EasyWorship is using on the Source (old) computer.

Open EasyWorship on the source (old) computer.

1. Click the **Profiles** menu.
2. Click **Profiles Manager**.
3. Select the profile you wish to transfer. (You may only have Default listed here)
4. From the links at the bottom of the window, click the option to **Edit the selected application profile**.
5. Click in the **Use an existing application data instance** field, to show the location of the profile on the hard drive.
6. Use the right arrow key to scroll the text for viewing the end of the file path. The Profile folder is the last folder in the path.  
**Example:** Softouch/EasyWorship/Default/  
\* **Default** is the profile folder that you need to back up in this case.
7. Write this information down for use in **Step 2**.
8. Close the EasyWorship program.

## Step 2

Backup the Profile Data.

1. Browse to the following location:  
**Windows Vista / 7**  
Computer / C: Drive / Users / Public / Public Documents / Softouch / EasyWorship / **Profile folder from Step 1**  
  
**Windows XP / 2000**  
My Computer / C: Drive / Documents and Settings / All Users / Shared Documents / Softouch / EasyWorship / **Profile folder from Step 1**
2. Inside the profile folder you will find **Databases, Options** and **Resources**.
3. Right-click each folder, select **send to**, then select your **memory stick (flash drive)**.
4. After the folders have finished transferring to the memory stick, unplug it and proceed to **Step 3**.

## Step 3

Restore the profile data.

1. Plug the memory stick into the destination (New) computer.
2. Open Computer (My Computer), then double-click on the drive for the memory stick.
3. Select the **Databases, Options** and **Resources** folders. (hold down the CTRL key on your keyboard and click the folders to select multiple)
4. Press CTRL+C to copy the folders. (You will not see anything happen, this makes it possible to paste the folders later)
5. Browse to the appropriate location for the Operating System you are using.  
**Windows Vista / 7**  
Computer / C: Drive / Users / Public / Public Documents / Softouch / EasyWorship  
  
**Windows XP / 2000**  
My Computer / C: Drive / Documents and Settings / All Users / Shared Documents / Softouch / EasyWorship

6. Right-click the Default folder or the folder that EasyWorship is using on this computer.  
If there is more than one profile folder in the EasyWorship folder, you may need to go through the steps in **Step 1** to determine which profile folder EasyWorship is using on this computer.
7. Click **paste**.
8. If asked to overwrite or merge folders, allow it to do so. **This will replace the database on the destination (new) computer.**
9. The database transfer is now complete.

See [Transferring The EasyWorship Database To Another Computer](#) on the online Knowledge Base.

## Using Command Line Switches

EasyWorship now allows you to assign values to the EasyWorship shortcut to change the behavior of the program when it opens. These values are called command line switches.

### Available Command Line Switches:

- **ProfileName="a\_profile\_name"** (start EasyWorship with a selected profile)
- **/RebuildDatabase** (force the database to rebuild and then rebuild the SongKeys)
- **/RebuildSongKeys** (force EasyWorship to rebuild SongKeys)
- **/ConvertDatabase** (force EasyWorship to make sure the database is up to date)
- **/ResolveShortcuts** (force EasyWorship to make sure it's internal media shortcuts are resolved if possible)

### Setting a Command Line Switch:

1. Right-click on the EasyWorship icon on the Desktop.
2. Click **Properties**.
3. Click on the shortcut tab.
4. In the Target field after the last quotation mark type a space using the space bar key.
5. Type in the command line switch you desire to use after the space.
6. Click **OK** to apply and save the settings.



### Notes

Command line switches are designed for advanced users. If you have any problems with or questions regarding command line switches, please contact support at [support@easyworship.com](mailto:support@easyworship.com).

## Using the Rebuild Database Utility

EasyWorship has a utility to correct database problems. You may lose the song you were inputting at the time, but will retain all your other songs and graphics.

### Rebuild Database Utility:

1. Click the **Start** icon.
2. Select **Programs** or **All Programs**.
3. Select **EasyWorship**.
4. Select **Rebuild EasyWorship Database**.
5. The EasyWorship Splash Screen will appear with a progress bar at the bottom right.
6. When the rebuild is complete, EasyWorship will open.

### Notes

The Rebuild Database feature will automatically backup your database into a folder called rebuild backup.

This usually fixes any database error messages. However, if you still have a problem, check our knowledge based technical support at <http://www.easyworship.com>.

The link info is: <http://www.easyworship.com/support/kb>

Or call technical support for any other error messages +1-918-250-1493.

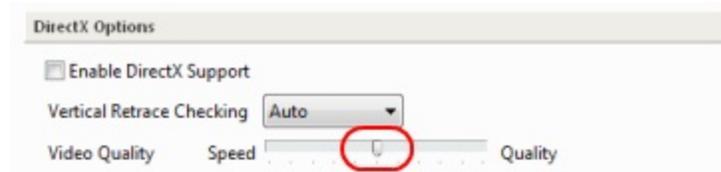
## ActiveMovie Window Appears Over My DVD Editor

See [DVD Plays on Both Screens](#) for instructions on correcting this issue. A video codec can also cause this problem. See [Recommended DVD & Mpg2 Decoders](#) for info on what codecs should be used.

## Audio Pauses During Transition

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

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



## Borland Database Engine Error \$2108

**An error occurred while attempting to initialize the Borland Database Engine (error \$2108 )**

1. Browse to C:\Program Files\Common Files\, in my Computer or Windows Explorer.
2. Rename the **Borland Shared** folder to **Borland Shared old**.
3. Click on **Start**.
4. Click on **run**.
5. Type in **regedit** in the Run box.
6. Click **OK**.
7. Browse to go to **HKEY\_LOCAL\_MACHINE\SOFTWARE\**.
8. **Rename** the **Borland** folder to **Borland Old**.
9. Close the registry editor.
10. Reinstall EasyWorship.

## Borland Database Engine Error \$251E

**An error occurred while attempting to initialize the Borland Database Engine (error \$251E )**

1. Browse to C:\Program Files\Softouch\EasyWorship, in My Computer or Windows Explorer.
2. Right-click on the **EasyWorship.exe** file.
3. Click on properties.
4. Click on the **Compatibility** tab.
5. Make sure the compatibility mode box is not checked.
6. Click **OK**.

If an EasyWorship upgrade has been installed without installing a full version first, installing the full version may fix this problem.

## DVD Plays on Both Screens

The video card is set up to play the video on both monitors.

Disabling the full screen options on your video card will correct this problem.

### nVidia cards:

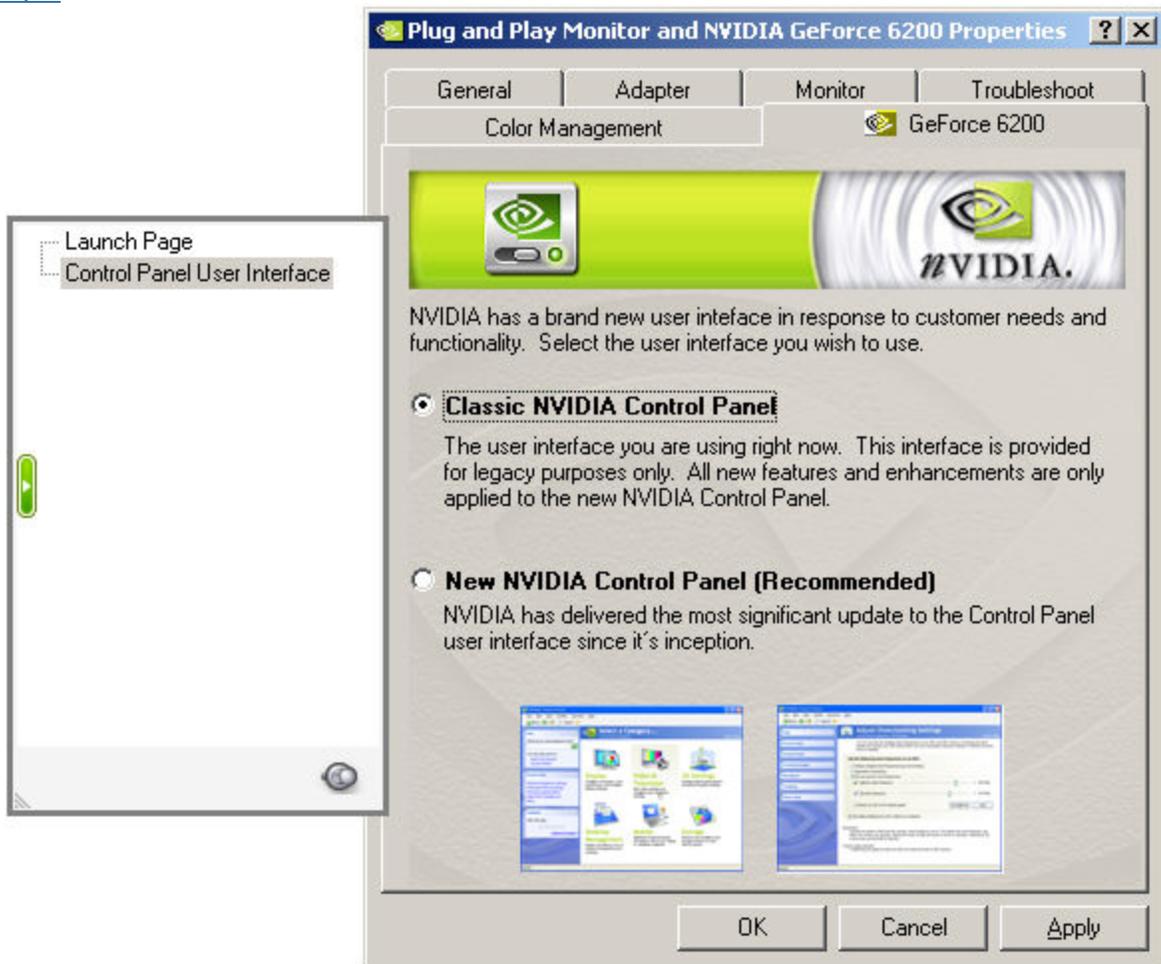
1. Click **Start**.
2. Click **Control Panel**.
3. Click on **Display**.
4. Click on the **Settings** tab.
5. Click **Advanced**.
6. Click on the **GeForce** Tab

A box will appear the left of the window.

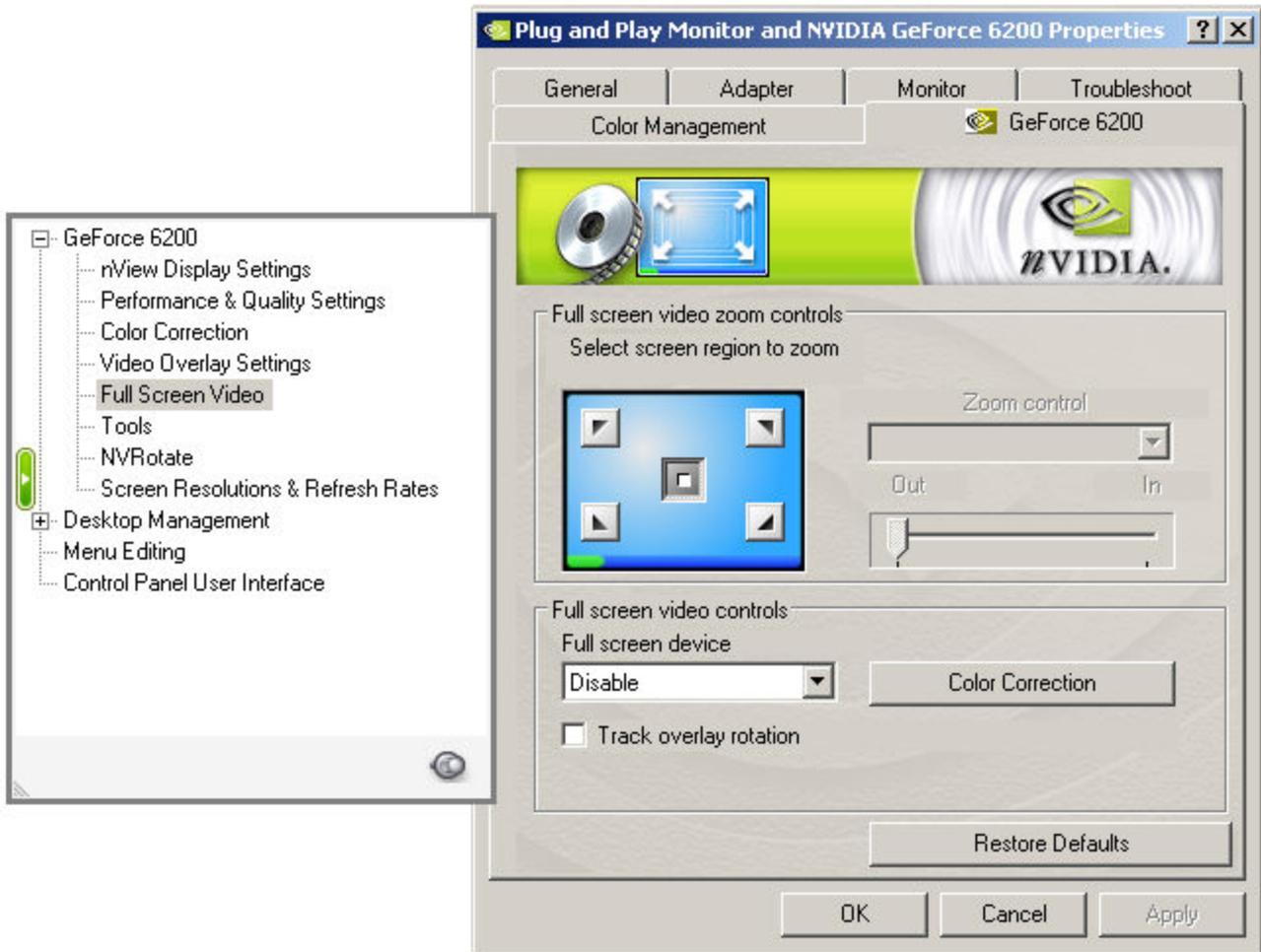
- If **Launch Page** and **Control Panel User Interface** appear in the box follow the instructions below.

If not [skip to step 7](#).

1. Click on **Control Panel User Interface**.
2. Select **Classic NVIDIA Control Panel**.
3. Click **Apply**.
4. [Go to step 7](#).



7. Click on **Full Screen Video**.
8. Select **disable** under **Full screen device**.
9. Click **OK**.



#### ATI Cards:

1. Click the **Start** button.
2. Open **Control Panel**.
3. Open the **Catalyst Control Panel**.
4. Go to **Video, Theater Mode**.
5. Select **Main Display**.
6. Change the Overlay Display Setting to **Standard**.
7. Click **Apply** then **Done**.



## Exclamation Points On My Thumbnails

This error appears when EasyWorship cannot link the thumbnail in your **Videos Resource Area** to the actual location of the video. This may be caused when you delete, rename or move the video or image file.

See [How do Videos, Images & Backgrounds Work?](#)

### To remove the exclamation points:

1. Open EasyWorship.
2. Click on the **Media** tab in the **Resources Area**.
3. Click on the **Videos** or **Images** tab.
4. Select the thumbnail with the exclamation point
5. Click the **Delete** button below.
6. If you wish to re-add that same video or image file thumbnail, click the **Add** button.

**Please get in the habit of storing videos and images in this location:** Your Profile\Resources\Videos or Images

See [Locating Your Profile Data](#) for help finding your EasyWorship profile data.

Adding your videos and images to the videos or images folder will make the videos or images automatically show up in EasyWorship without having to add them using the add button. See [Send To Shortcut for Copying Media](#)

7. Click in the **Look In** field and follow the above path to locate and store your videos. When you highlight the video file and click **Open**, the thumbnail will now be added to the **Video Resource Area**. Open EasyWorship again and see if this fixes your error.

### Notes

Anytime you add videos from the **Videos Resource Area**, for example, from a Worship Films videos volume CD, the file is stored in Your Profile\Resources\Videos. This is the default path to which EasyWorship auto formats. That is why it is a good idea to store files constantly in this path. See [Locating Your Profile Data](#) for help finding your EasyWorship profile data.

## 'Index: Title Author' Error

If you receive the Index Title Author Error message, follow these steps:

1. Close EasyWorship.
2. Right-click the EasyWorship icon on the Desktop.
3. Click on the shortcut tab.
4. In the **Target** field add after the last quote press the space bar then type in /convertdatabase.
5. Click **OK**.
6. Open EasyWorship.
7. The database will convert and EasyWorship will open.
8. Remove the /convertdatabase switch from the target field of the shortcut.

## Internet Connectivity

EasyWorship doesn't require an internet connection for you to use it. However, there are some functions that require an internet connection. Here are some issues that may occur when using these features.

**Issue:** Action Canceled or You are not Authorized message appears when trying to access the tabs in the Online Area.

**Cause:** Your internet connection is limited or disconnected. You may have a firewall blocking EasyWorship's access to the internet.

**Resolution:** Make sure you can access the internet through an internet browser. Make sure your firewall software hasn't added EasyWorship to a block list.

**Issue:** Unable to get available bibles message appears when trying to download bibles.

**Cause:** Your internet connection is limited or disconnected. You may have a firewall blocking EasyWorship's access to the internet.

**Resolution:** Make sure you can access the internet through an internet browser. Make sure your firewall software hasn't added EasyWorship to a block list.

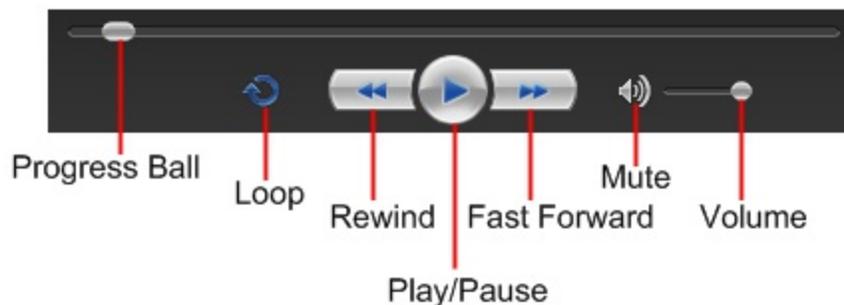
Contact Customer Support if your problem cannot be resolved by following the steps above.

## No Sound

When playing video clips or audio files through EasyWorship, sound should come from either the speakers connected to the computer or the sound system already in place in the building. Please check the following if you are unable to hear sound from audio sources in EasyWorship.

### Check the Mute Button in EasyWorship

When playing a video or audio file in EasyWorship the VCR controls will appear in the **Preview Area** and or the **Live Area**. The audio can be muted and un-muted there by pressing the speaker icon.



### Check Cables and Connections

The connection to the computer's audio output jack must be connected. Verify that the computer is plugged into the speakers or sound board. Also, check the audio cable to the sound equipment for any kind of damage.

### Check the Sound Board Mute Button and Volume

Many customers connect their computer to a sound board that controls the audio to the sound system. Verify that the channel on the sound board for the computer is not muted and the fader for the audio is at an appropriate level. Also, verify that the master volume is at an appropriate level.

## 'Path Not Found' C:\...\Temp... Error

If you receive this error follow the instructions below:

1. Close EasyWorship.
2. Open EasyWorship.
3. Close it again.
4. Reopen it again.

The error should be corrected.

### Notes

This process clears out all of the temp files for the schedules. Sometimes EasyWorship will try to access an old temp file that has already been removed. This resets the temp folder so it won't try to access the file again.

## PowerPoint Troubleshooting

**Issue:** PowerPoint slide show with audio doesn't play the audio in EasyWorship.

**Cause:** PowerPoint isn't able to find the audio file.

**Resolution:** First, make sure the audio file is on the computer's hard drive, preferably in the same folder as the PowerPoint file. Open the PowerPoint file in the PowerPoint program, then run the slide show so that it can find the audio files. Save the PowerPoint file and close PowerPoint. It should now play the audio in EasyWorship.

**Issue:** EasyWorship is unable to add a PowerPoint slide show to your schedule. A message appears saying the file is corrupt.

**Cause:** Usually, this is caused by editing a PowerPoint file that has been created on a newer version of PowerPoint with an older version of PowerPoint.

**Resolution:** Import the original PowerPoint file.

**Issue:** Out of memory error when adding a PowerPoint to your schedule, or when opening a schedule with a PowerPoint file in it.

**Cause:** The schedule file has corrupted, or the PowerPoint file is too large.

**Resolution:** Recreate the schedule. Try reducing the size of the PowerPoint file before adding to your schedule.

**Issue:** PowerPoint doesn't display correctly

**Resolution:** Click on the **Live** menu, click **Options**, then the **Misc** tab. Try toggling the Use PowerPoint application instead of viewer off or on.

**Issue:** Thumbnails don't display properly.

**Resolution:** Click on the **Live** menu, click **Options**, then the **Misc** tab. Try toggling the Build Thumbnails with PowerPoint Application instead of viewer off or on.

Contact Customer Support if your problem cannot be resolved by following the steps above, or visit [www.easy-worship.com/support](http://www.easy-worship.com/support).

## PSAPI.DLL Error

The procedure entry point **GetProcessImageFileNameW** could not be located in the dynamic link library **PSAPI.DLL**.

First, read the information on this Microsoft Help Article. <http://support.microsoft.com/default.aspx/kb/932540>

This problem usually occurs after upgrading to Internet Explorer 7. This error occurs when clicking the Songs menu, then SongSelect Lyric Service.

1. Click on the **Start** button.
2. Click on **Search**.
3. Select the option to search for **all files and folders**.
4. Type in **PSAPI.DLL**
5. Click the **Search** button.
6. Rename all instances of **PSAPI.DLL**.
7. Restart Windows.

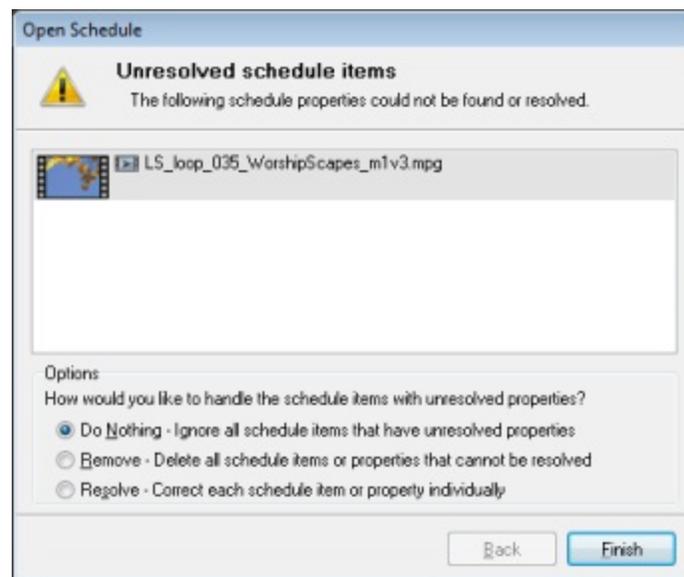
### Notes

Be sure **not** to delete or rename any other files with the PSAPI.DLL in the file name. Rename only the files with PSAPI.DLL as the exact file name .

## My Schedule Won't Save

This usually occurs with a song that had a background added in the database and the background has been removed from the hard drive. The song is still referencing the image or video. When EasyWorship tries to save the schedule, it's unable to do so because it can't find one of the images or videos to add it to the schedule. Follow the instructions below to correct this problem.

1. Click on the **Schedule** menu.
2. Click on **Check schedule for errors**.
3. EasyWorship will display an **Unresolved schedule items** window.
4. Select **Remove** - Delete all schedule items or properties that cannot be resolved.
5. Click **Finish**.



## **Song Editor Loads Slowly**

Some customers have experienced slow response when creating a new song, editing a song, opening options or opening the background designer. A large font database in the Windows Operating System will cause this slow response. EasyWorship has to load all of the fonts in the Windows fonts database when opening these windows. Having thousands of fonts in the Windows font database can cause these windows to load slowly. Removing some of the fonts in the Windows font database will correct this problem.

## Text Over Video Troubleshooting

**Issue:** My video shows up as a still image when I set it as a background.

**Cause:** DirectX is not enabled.

**Resolution:** Click on help, DirectX troubleshooting. A message will appear "You do not have DirectX enabled. Would you like to try to enable it now?" Click **Yes** to enable DirectX.

**Issue:** Only part of the text appears over the video background.

**Cause:** You do not have enough video memory to display text over video.

**Resolution:** Upgrade your video card to a video card with 128 mb video ram. You may also try reducing the color quality for one, or both of your monitors under your video settings in Windows.

**Issue:** The video speeds up and slows down when transitioning from one song or slide to the next.

**Cause:** Your video codec isn't handling the video properly.

**Resolution:** Try downloading a new video codec such as DScaler. See [Recommended DVD & Mpg2 Decoders](#)

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

## Transitions Flicker

This is an issue that only occurs with NVIDIA 6, 7 and 8 series graphics cards using the latest drivers on Windows Vista.

To resolve this issue, change the theme in Windows to the Classic Theme. Or change the screen resolution on both screens to the same resolution.

### To change the theme:

1. Right-click on the Windows Desktop.
2. Click **Personalize**.
3. Click on the **Theme**.
4. Change the theme to **Classic**.
5. Click **OK**.

### To change the screen resolution on both monitors:

1. Right-click on the Windows Desktop.
2. Click **Personalize**.
3. Click on **Display Settings**.
4. Click on Monitor 1 and set the resolution to the same resolution as Monitor 2. (1024x768 or lower is recommended for Monitor 2)
5. Click **OK**.

## Troubleshooting Images

**Issue:** I can see my image in the image tab, but EasyWorship will not allow me to add it to my schedule.

**Cause:** The image resolution is too large.

**Resolution:** Edit the image using an image editing software such as Microsoft Office Picture Manager to resize the image to 800x600 or 1024x768. You are not limited to these resolutions; however, they are the most common resolutions used.

**Issue:** My image is stretched.

**Cause:** EasyWorship automatically stretches your image to fit the screen. If it is not the same resolution as the screen, EasyWorship will stretch it.

**Resolution:** Use an image editor such as paint to increase the size of the picture. You may also add the image to a PowerPoint slide show. You can tell EasyWorship to tile the picture under **Background > Options >** select the picture and click **Modify**. Check the box to **Tile Picture**.

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

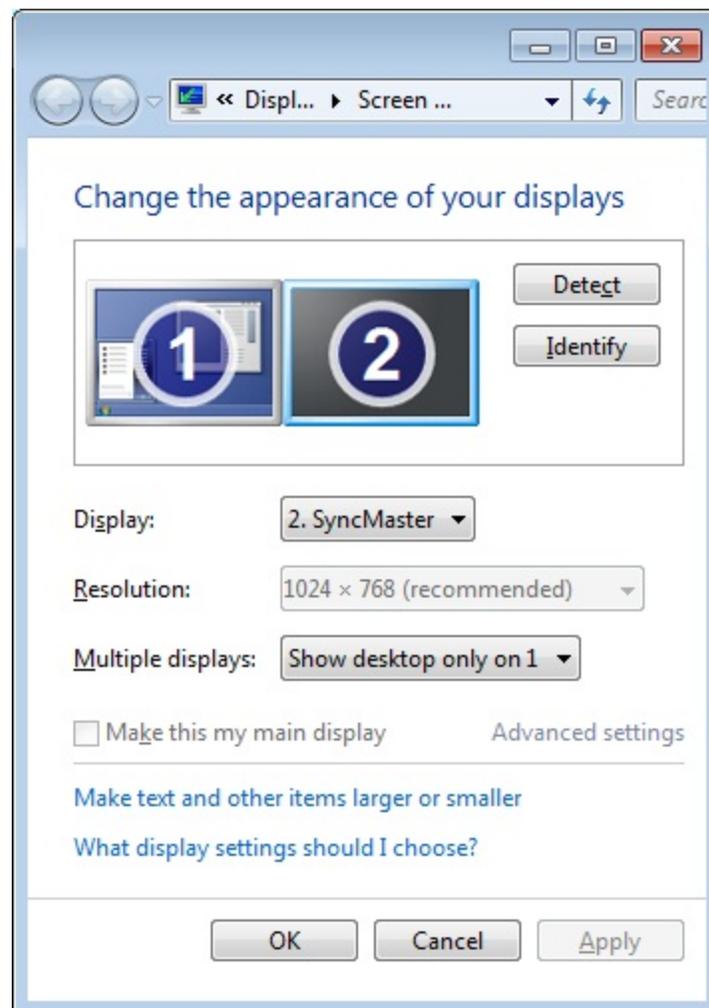
## Unable to Create Back Surface Error Message

This error usually appears when there are issues with the memory insufficiency in your video graphics card. You may also have your color quality settings set too low. Many times it is fixable. However, the video card may need to be upgraded.

**See: Computer Requirements** under **Computer Requirements** to see if your computer meets the requirements to use the DirectX functionality of EasyWorship.

Follow these steps to adjust your video setting for a possible solution:

1. Close EasyWorship.
2. Right-click on the Windows Desktop.
3. Click on: **XP: Properties, Vista: Personalize, 7: Screen Resolution**
3. Click the **Settings Tab** or the **Display Settings Link**.



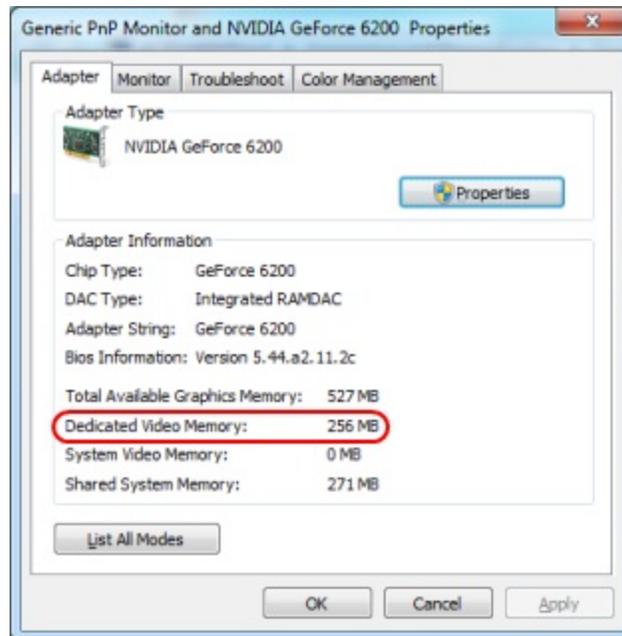
6. Click on **Monitor 2**.
7. In the **Color Quality** area, verify that the color quality isn't 8bit. If it is, change the color quality to **Highest (32bit)**.

8. Click **Apply**. You will be asked if you wish to keep these settings. Click **Yes**.
9. Close out all these windows and open EasyWorship again and see if this will fix your error.

**If the steps above don't fix your error:**

Make sure your computer has at least 64 MB of video ram.

1. Follow steps 1-5 above.
2. Select **Monitor 2**.
3. Click the **Advanced** button at the bottom right.
4. Click the **Adapter** tab.



- If the Memory Size or Dedicated Video Memory is less than 64 MB, you will have to upgrade your video card.
- If the Memory Size or Dedicated Video Memory is N/A, your video card isn't reporting the amount of memory available for the second monitor. You will probably need to upgrade the video card in your computer. Contact tech support before upgrading your video card.

## DVD Problems

See [Troubleshooting DVD Issues](#)