## General Features

This section details general features of EasiSlides. Some of the features detailed are also found in the 'Getting Started' help section.

Most these features are applicable to Database and Bible items only.

### Manage Worship Sessions

A Worship Session holds details on worship settings (such as Display Panel preferences) and the Worship List to use during a Show.

In a Christian Church/Fellowship environment, you could have a Morning Service, a Sunday School, an Evening Service, all of which will have their own songs, and preferences, during the meeting. The Worship Session gives each meeting's worship leader his/her own worship list and settings to use.

The Worship Session does not have to be Meeting based. For example, it could be the name of a Worship Leader, instead of 'Morning Service', to be used by him/her for any worship meetings he is going to lead.

> ✍ **To Manage Worship Sessions**, click the 📄 button.

When the Manage Worship Sessions window appears on screen, you can do the following:

> ✍ *Create New Worship Session*
>
> Click the **Create** button create a new Worship Session. The Worship List for the newly created Session will be blank.
>
> ✍ *Rename Worship Session*
>
> Select one Worship Session and click the **Rename** button to rename the selected Session name to something else.
>
> ✍ *Delete Worship Session*
>
> Select one Worship Session and click the **Delete** button to delete the selected Session and the associated Worship List.

**Note**: Worship Sessions are actually Text Files with some EasiSlides formatting information. The files are stored in C:\EasiSlides\Admin\WorshipLists and therefore you may, if you wish but with caution, use Windows to amend, delete, rename them as desired.

### Add a Song to the Database

**The Header Information:**

1. From the Main Screen, Select the **Folder Tab**, then click the **Add** button: 📄
2. When the EasiSlides Editor appears, most of the fields will be blank. At this stage, you can changed the Font name and size for the Main Font and for the Notations Font. These settings are for the editor only and will not affect the way the song appears when it is used during worship. The settings will be retained for subsequent editing of other songs.
3. Enter the **Song Title** and select the **Folder** to store the song. You can also enter other optional information such as Song Number, Writer, Copyright and Licence Admin information (eg. CCLI).
4. The **Song Number** is a numeric field to store your own Song Number.
5. The **Title 2** field is for an alternative name for the song and is useful in situations where the

Main title is non-English and therefore Title 2 can be the English title. EasiSlides will make use of both Title and Title 2 fields when searching for music files. The ▭ button beside Title 2 will help you to search on Titles in the database and if you select one form the searched list, EasiSlides can also insert the Book/User Reference from the selected title.

6. The **Book Reference** is initially used by EasiSlides to hold song number references for the song in Songs of fellowship, Complete Mission Praise and The Source. For example, the song All Heaven Declares will have the Book Reference of "SF10, MP14, TS8" which means the song is at:
   - Songs of Fellowship No. 10
   - Complete Mission Praise No. 14
   - The Source No.8
7. The **User Reference** is a user field for you to use for whatever purposes you want. The Search option can search on this field.

**The Song Lyrics:**

1. You can use the 📂 button, or use drag and drop to drag, to import a Word or text document from a Windows folder into the **Lyrics area**. If so, the Document name will become the Title and the contents of the Word/text Document will be inserted into the Lyrics Area.
2. Type up the lyrics for the song in the **Lyrics Area**. There are two Lyrics areas - Region 1 and Region 2. Use the following buttons to indicate verse number, chorus, etc. (Note: Apart from the New Screen indicator, all other indicator can only appear once in the lyrics)

| 1 .. 10 | Insert a Verse Number heading |
|---|---|
| Ch Ch₂ | Insert Chorus/Chorus2 Heading |
| Br Br₂ | Insert Bridge/Bridge2 Heading |
| Pr Pr₂ | Insert PreChorus/PreChorus2 Heading |
| ... | Insert Ending Heading |
| ▢ | Insert New Screen - this actually inserts a blank line in the lyrics which is automatically translated to a New Screen during the Show. |
| ↰ ↱ | Undo, Redo typed text |

Please see <u>EasiSlides Regions Explained</u> for more information on Regions.

3. The **Sequence information** tells EasiSlides the order the various verses, chorus, bridge, ending are to be sung. If you leave the Sequence blank, EasiSlides will show the lyrics in the order the lyrics are typed in. Use the following buttons to arrange the Sequence as appropriate:

| ➡ | Add the selected indicator(s) to the Sequence List |
|---|---|
| ⇒ | Smart-Add all the indicators to the Sequence List. EasiSlides will make an educated guess at what the Sequence should be. |
| 👆 👇 | Rearrange the order of the selected item in the Sequence List |
| ✕ | Remove the item from the Sequence List |

4. To add **Notations**, insert a blank line above the line of lyrics and at the blank line, click the » button which will insert the notation symbol into your blank line. Now add your notations as desired. Typical notations are guitar chords. **An alternative way** to add guitar chords is to click on the lyrics where you want a guitar chord to appear above it, then right click mouse and select from list of available chords. You will need to ensure the ⭧ button is clicked to see

the guitar chords popup menu. Below is an example of chords for the song "Away in a manger":



5.  The **Verse Format** button 🗐 is for translating simple verse indicators to EasiSlides format one. Below is an example of text with simple verse indicators on the left and clicking the Verse Format button to produce the result on the right:



6.  If you wish, you can use the ◀,▶ buttons to transpose the guitar chords you have typed. If you had selected a capo setting and/or a Song Key, EasiSlides will also transpose those settings for you.

7.  If you type in Chinese, you can use the 中 button to switch your Traditional Chinese text to Simplified Chinese and vice versa.

8.  If you wish to set up Rotate Timings for the Song, please read the article Setting Rotate Timings.

9.  Click the 💾 to save the Song to the Database. The system will inform you if there is an error in the lyrics or squence. If there are no errors, the system will save the song to the EasiSlides database.

**Setting Rotations:**

For information on Rotations, please see the topic Setting Rotations.

**Note 1**: You can store duplicate Song Titles. In such an event, you may wish to use brackets, eg. "(altd)" in the title to identify songs with the same name.

**Note 2**: When transposing chords, EasiSlides will only consider the letters **A** to **G** as a chord if there is a space, a "/" (for Bass), a "[" or a "{" before it. For example [G] is Chord G, as is {G}, as is G on its own. However, CG will only be considered as Chord C because the G after it is assumed to be part of C because there is no space in between. However C/G will both be transposed because C is the Chord and G is the Bass Note. Please be aware that you can not use the symbols "(" and ")" in the Notations because it is used by EasiSlides as internal indicators.

**Note 3** : A consistent format for the Title would be useful, ie. all titles to be based on first few words of the first line of song (Song "Because He Lives" would be stored under "God Sent His Son")

**Note 4** : With the first press of the 中 switch, if the text is either completely Traditional Chinese or a mixture of Simplified/Traditonal Chinese, EasiSlides will switch all the text to Simplified Chinese. If all the text had been Simplified Chinese then EasiSlides will switch all text to Traditional Chinese.

**Setting Rotations**

You can set a database item or an InfoScreen to rotate through its contents, slide by slide, during a Live Show.

**To Set a Rotation Style for an item**

1. Edit the Database item or InfoScreen you wish to rotate and set the Rotate Style.
2. In the editor, select the Rotate Style tab.
3. If you select the **Simple Rotation** option, set a time, in seconds, for the time each slide is to appear on screen. A setting of 0 seconds effectively means No Rotation.
4. If you select the **Rotate Sequence** Option, you can do the following: -
   - Set the the verses and sequence order for the rotation
   - With each verse you add to the sequence, timing box(es) will appear. If a verse has been dividing into a number of Screens, you will get a timing box for each screen.
   - At each timing box you can set the time, in seconds, when the slide should appear.
   - Alternatively select a sample media file in the filename text box to help you to set the timings. After selecting the media file, click the play button to start the media. The Length Indicator will be updated and Position indicator will start.
   - Use the button to set the Length of the media
   - Use the button to add the current Position to the next unfilled timing box.
   - Please make sure all the timing boxes are filled in. note that the Sample media file name is not saved with the item. It is only used for you as reference to set timings.
5. The rotation is now set for the item. Save the item and exit.

**To associate a Media Item with the Rotation**

1. If you wish to play a media file along with your rotation during a Live Show, you must associate the media file with the item, using the Media button at the Default Settings, or at Individual Settings. Please see Play Media for details.

**To Enable Rotation for a Live Show**

1. Place the Rotating item(s) onto the Worship List.
2. If you wish them to rotate one after another, place them together on the Worship List without any other items separating them.
3. At the EasiSlides Main Window, select the desired AutoRotate Options: -
   - - If clicked - **Do not Auto-Rotate** any slides. **See Note 2.**

- ✍ ⟨icon⟩ - **Auto-Rotate One Item**. Will Auto-Rotate the currently displayed item once only during a Live Show if the selected item has a Rotate Style set.
- ✍ ⟨icon⟩ - **Auto-Rotate One Item - Repeat**. Will Auto-Rotate the currently displayed item during a Live Show if the selected item has a Rotate Style set. When it finishes, start the rotation again from the start and keep on repeating the same item.
- ✍ ⟨icon⟩ - **Auto-Rotate Group**. If there is a group of items and each of those items have a rotate style set, then EasiSlides will take each item in turn and auto-rotate the slides in each item and then moving on to the next item after the current item's rotation is finished. If the end of the group of Rotating items is reached, EasiSlides will stop the Auto Rotation.
- ✍ ⟨icon⟩ - **Auto-Rotate Group - Repeat**. If there is a group of items and each of those items have a rotate style set, then EasiSlides will take each item in turn and auto-rotate the slides in each item and then moving on to the next item after the current item's rotation is finished. If the end of the group of Rotating items is reached, EasiSlides will move to the first item of the rotating group and start the Auto Rotation all over again.

4. Start the Live Show with the item you wish to rotate. During the Live Show, the item will start to Rotate based on the style you had set.
5. If you had associated a Media File with the item, the Media will start in sync with the rotation and the effect is like that of a Karaoke System.

**NOTE 1:** If you have selected a non-repeating rotation option, ie. **Auto-Rotate One Item** or **Auto-Rotate Group**, when the rotation finishes, EasiSlides will either: -

- ✍ Stop at the last slide if there is no Gap Item set, or
- ✍ Stop at the selected Gap Item if there is a Gap Item set.

**NOTE 2:** If you choose the option **Do not Auto-Rotate**, it will also stop any media from playing automatically during the Live Show. If you wish to start the media and associated rotation manually when the item is displayed during a Live Show, press key **F5**. This will re-start the current item from the first slide and rotations and media, if any, for the item. Rotations and media will play until the end and then stops, ie. will not repeat nor move to next item. Please note that pressing **F5** will also turn off Auto-Rotate if it was set on.

**Edit a Database Song**

To edit a Database Song:

1. Select the song you wish to edit in the Songs List by clicking on it.
2. Click the ⟨ab⟩ button.
3. The EasiSlides Song window will appear on screen.
4. Update all the details for the song, including title and folder.
5. Click ⟨icon⟩ button to save the changes, or click ⟨icon⟩ to save and then exit the editor automatically

Please see Add a Song to the Database for details on verse indicators, sequence and available fields.

**Copy Songs**

You can make a copy of any of the songs displayed in the Songs List Area:

1. Select the song(s) you wish to copy in the Songs List area.
2. Click the ⟨icon⟩ button.
3. A Window will open allowing you to either select a song folder to copy to, or to copy the song(s) as InfoScreen(s).
4. Click on the desired Folder.
5. Click the **OK** button and EasiSlides will copy the selected Song(s) to the chosen folder.
6. The copied items in the new folder will be highlighted in the Songs List window.

The above instructions can also be applied to copying InfoScreens.

**Move Database Songs**

You can move any of the songs displayed in the Songs List Area from their current Song Folder to another Song Folder:

1.  Select the song(s) you wish to move opy in the Songs Available area.
2.  Click the ![button] button.
3.  A Window will open asking you to select a Folder to move the songs to.
4.  Click on the desired Folder.
5.  Click the **OK** button and EasiSlides will move the selected Song(s) to the chosen folder.
6.  The moved items will be highlighted in the Songs List window.

**Delete Songs in the Database**

To delete song(s) from the Folders, do the following:

1.  Select the song(s) you wish to delete in the Songs Available area.
2.  Click the ✕ button
3.  You will be prompted to confirm the deletion
4.  Click **Yes** to delete the selected songs.

Note: When you delete Songs, the deleted songs are placed in the **Deleted folder**. At a later stage, you can either recover the deleted song(s), or empty the Deleted Folder which will permanently delete all the songs in the Deleted Folder.

**Find Items**

You can search the EasiSlides Database on Songs and Bible phrases:

**Quick Search**

1.  At the main Screen, select either the Folders tab or the Bibles tab.
2.  Type the search phrase in the search box (see image below) and press the enter key on the keyboard.
3.  If you had selected the Folders tab, the search will search all the folders and all database fields for the search phrase you entered. The results, if any, will be displayed in the Folders area
4.  If you had selected the Bibles tab, the search will search the currently selected Bible for the search phrase, using exact match option. The Bible Passages found will be displayed in the Bible Passages area.

![Search Phrase box with binoculars icon]
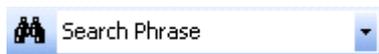
**Search Database Songs**

1.  From Main Screen, click the ![binoculars] button to bring up the Search Window
2.  Click the Folder search Tab
3.  Type the search phrase (EasiSlides will base its search on the whole phrase entered)
4.  Select/Deselect the folders you wish to search on.
5.  Tick and Untick other options as appropriate.
6.  Click the **Search** button to start search.
7.  A list of songs (if any) which matches the phrase, selected folders and ticked options will be displayed in the Songs List area.
8.  The Search Box will remain open for you to make further searches if required. You can work

at the EasiSlides Main Window even if the Search Box is open.

## Search the Bible

1. From Main Screen, click the 🔍 button to bring up the Search Window
2. Click the Bible Search tab
3. Select Bible Version and Book and type in the Search phrase.
4. Select the search option as appropriate.
5. Click the **Search** button to start search.
6. A list of Bible Passages (if any) which matches the phrase and search option, displayed in the Bible Passages Area.
7. The Search Box will remain open for you to make further searches if required. You can work at the EasiSlides Main Window even if the Search Box is open.

## Re-arrange Song Folders

You can re-arrange the order of the Song Folders by doing the following:

1. Select **Edit->Re-arrange Song folders** from the EasiSlides Main Menu.
2. When Re-Arrange Folders Positions window appears, click on the folder you want to move and use the ✋ ☝ buttons to move it to the new position desired.
3. Repeat the the above step for other folders you want to re-arrange.
4. Click apply when you are content with the new order for the Song Folders.
5. EasiSlides will take a few moments to complete the process. Once completed, you will see the re-arranged Song Folders in the Main EasiSlides Window.

## Background Images

EasiSlides provides the ability to display background images for Database items. A number of public domain images are supplied with the EasiSlides Software and they are grouped in their respective subfolders as:

- ✍ Scenery
- ✍ Tiles

## Using your own images:

If you wish to use your own images for EasiSlides, you should store them in the **EasiSlides Images Folder** in Windows which is normally "**C:\EasiSlides\Images\**".

You can sub-divide the **EasiSlides User Images Folder** to group your user images into different groupings. For example, you wish to group your images into Cross and a second called Landscapes. In this case, all you have to do is to create two sub folders in the User Images folder to hold your images, like thus:

- ✍ C:\EasiSlides\Images\Cross\
- ✍ C:\EasiSlides\Images\Landscapes\

Using the above example, when you list the Images Folders within EasiSlides, you will now see:

- ✍ Scenery
- ✍ Tiles
- ✍ Images
- ✍ \Cross
- ✍ \Landscapes

Apart from the **EasiSlides Images Folder**, EasiSlides also allows you to add background images stored elsewhere on your PC.

Please see <u>Add Background Image</u> for more information on how to use images for the Show.

**Add/Edit InfoScreen**

Use InfoScreens to type up/store Welcome Screens, Order of Services, Announcements, Testimonies and any other non-database items. Editing InfoScreens is exactly as that of editing a Database item except with InfoScreens, the data is stored in an XML file rather than in the EasiSlides database.

**The Header Information:**

1. From the Main Screen, Select the **InfoScreens Tab**, then click the **Add** button ⬜, or select an existing InfoScreen and click the Edit button [ab]
2. When the EasiSlides Editor appears, most of the fields will be blank. At this stage, you can changed the Font name and size for the Main Font and for the Notations Font. These settings are for the editor only and will not affect the way the song appears when it is used during worship. The settings will be retained for subsequent editing of other songs.
3. Enter the **Song Title** and select the **Folder** you want the InfoScreen to be associated with. The format of the lyrics will be based on the song folder you select. You can also enter other optional information such as Song Number, Writer, Copyright and Licence Admin information (eg. CCLI).
4. The **Song Number** is a numeric field to store your own Song Number.
5. The **Title 2** field is for an alternative name for the song and is useful in situations where the Main title is non-English and therefore Title 2 can be the English title. EasiSlides will make use of both Title and Title 2 fields when searching for music files. The 🗀 button beside Title 2 will help you to search on Titles in the database and if you select one form the searched list, EasiSlides can also insert the Book/User Reference from the selected title.
6. The **Book Reference** is initially used by EasiSlides to hold song number references for the song in Songs of fellowship, Complete Mission Praise and The Source. For example, the song All Heaven Declares will have the Book Reference of "SF10, MP14, TS8" which means the song is at:
   - Songs of Fellowship No. 10
   - Complete Mission Praise No. 14
   - The Source No.8
7. The **User Reference** is a user field for you to use for whatever purposes you want. The Search option can search on this field.

**The Song Lyrics:**

1. You can use the 📂 button, or use drag and drop to drag, to import a Word or text document from a Windows folder into the **Lyrics area**. If so, the Document name will become the Title and the contents of the Word/text Document will be inserted into the Lyrics Area.
2. Type up the lyrics for the song in the **Lyrics Area**. There are two Lyrics areas - Region 1 and Region 2. Use the following buttons to indicate verse number, chorus, etc. (Note: Apart from the New Screen indicator, all other indicator can only appear once in the lyrics)

| | |
|---|---|
| 1 .. 10 | Insert a Verse Number heading |
| Ch Ch₂ | Insert Chorus/Chorus2 Heading |
| Br Br₂ | Insert Bridge/Bridge2 Heading |
| Pr Pr₂ | Insert PreChorus/PreChorus2 Heading |
| ... | Insert Ending Heading |
| ⬜ | Insert New Screen - this actually inserts a blank line in the lyrics which is automatically |

| | |
|---|---|
| | translated to a New Screen during the Show. |
| ↶ ↷ | Undo, Redo typed text |

Please see <u>EasiSlides Regions Explained</u> for more information on Regions.

3. The **Sequence information** tells EasiSlides the order the various verses, chorus, bridge, ending are to be sung. If you leave the Sequence blank, EasiSlides will show the lyrics in the order the lyrics are typed in. Use the following buttons to arrange the Sequence as appropriate:

| | |
|---|---|
| ➡ | Add the selected indicator(s) to the Sequence List |
| ⇶ | Smart-Add all the indicators to the Sequence List. EasiSlides will make an educated guess at what the Sequence should be. |
| ✋ ☝ | Rearrange the order of the selected item in the Sequence List |
| ✗ | Remove the item from the Sequence List |

4. To add **Notations**, insert a blank line above the line of lyrics and at the blank line, click the » button which will insert the notation symbol into your blank line. Now add your notations as desired. Typical notations are guitar chords. **An alternative way** to add guitar chords is to click on the lyrics where you want a guitar chord to appear above it, then right click mouse and select from list of available chords. You will need to ensure the ⓖ button is clicked to see the guitar chords popup menu. Below is an example of chords for the song "Away in a manger":



5. The **Verse Format** button ≣ is for translating simple verse indicators to EasiSlides format one. Below is an example of text with simple verse indicators on the left and clicking the Verse Format button to produce the result on the right:

6.  If you wish, you can use the ⬅,➡ buttons to transpose the guitar chords you have typed. If you had selected a capo setting and/or a Song Key, EasiSlides will also transpose those settings for you.

7.  If you type in Chinese, you can use the 中 button to switch your Traditional Chinese text to Simplified Chinese and vice versa.

8.  If you wish to set up Rotate Timings for the Song, please read the article Setting Rotate Timings.

9.  Click the 💾 to save the Song to the Database. The system will inform you if there is an error in the lyrics or squence. If there are no errors, the system will save the song to the EasiSlides database.

**Setting Rotations:**

For information on Rotations, please see the topic Setting Rotations.

**Note 1**: InfoScreens are actually XML Text Files with some EasiSlides formatting information. The files are stored in C:\EasiSlides\InfoScreens and therefore you may, if you wish but with caution, use Windows to amend, delete, rename them as desired.

**Note 2**: When transposing chords, EasiSlides will only consider the letters **A** to **G** as a chord if there is a space, a "/" (for Bass), a "[" or a "{" before it. For example [G] is Chord G, as is {G}, as is G on its own. However, CG will only be considered as Chord C because the G after it is assumed to be part of C because there is no space in between. However C/G will both be transposed because C is the Chord and G is the Bass Note. Please be aware that you can not use the symbols "(" and ")" in the Notations because it is used by EasiSlides as internal indicators.

**Note 2** : With the first press of the 中 switch, if the text is either completely Traditional Chinese or a mixture of Simplified/Traditonal Chinese, EasiSlides will switch all the text to Simplified Chinese. If all the text had been Simplified Chinese then EasiSlides will switch all text to Traditional Chinese.

**Play Media**

You can play Media Files either from the Songs List directly at the EasiSlides Main Windows, or play it as a background during a EasiSlides LIVE Show.

**1. Play Media File Directly at the Songs List**

1.  Locate the desired item from the Songs Folder on the EasiSlides main Window left pane.

2.  If the symbol "<#>" appears against the item you want in the Songs List, it means there is

an associated Media file for the item. If there is not, follow the instructions *Associating Media File To Title* (below) to associate the file.

3. If there is an association, select the desired item on the Songs List and click the 🔘 button.
4. Windows should automatically play the media file using the Media Software, such as Windows Media Player or Real Player, you had set up on your PC.

## 2. Play Media File during a Live Show

You can set a media file to play during a Live Show via three methods:-

- ✍ Media Tab
- ✍ Default Settings
- ✍ Individual Settings

### *Media Tab:*

1. At EasiSlides Main Window Left Pane, select the Media tab.
2. Click on the desired media file you wish to play during a Live Show.
3. Click the Middle Pane *Set* button and if it is not checked, click the *Individual Settings* checkbox to enable Individual Settings
4. Click the *Media:* button.
5. Under **Settings**, you can set various sound settings (for Live Feed, only DV connections via firewire will have sound). Also you can set the media file to repeat from the start when it finishes, set the video to widescreen (if video and if the video file does not contain proper widescreen indicator but is a widescreen file).
6. If you have chosen a valid media file option, you can click the *Play* button to listen/view the media option you have chosen.
7. After you are selected and entered your media details, click *OK* to save the details. You will be returned to the EasiSlides Main Window.
8. Now add the item to your worship list by clicking the ⬇ button.
9. During a Live Show, this media file will play automatically when it is Live.

### *Default Settings:*

1. At EasiSlides Main Window Left Pane, select the Default tab.
2. Click the *Media:* button.
3. When the Assign Media Window appears, select your **Source option**:-
   - ✍ *No Media* - Don't play an Media when this item is live.
   - ✍ Play Media Based on Item Title - If there is an Associated Media File with the Item, that associated Media File will be played when the item is live. See *Associating Media File To Title* (below) for more information about associating media files.
   - ✍ *Specific* - Enter the full location path of the media file you wish to play when the item is live.
   - ✍ *Live Feed From* - Select the attached Video Input device, if any. If it is a valid Video Input device, such as a camcorder, the video from that device will be displayed on screen when the item is live.
4. Under **Settings**, you can set various sound settings (for Live Feed, only DV connections via firewire will have sound). Also you can set the media file to repeat from the start when it finishes, set the video to widescreen (if video and if the video file does not contain proper widescreen indicator but is a widescreen file).
5. If you have chosen a valid media file option, you can click the *Play* button to listen/view the media option you have chosen.
6. After you are selected and entered your media details, click *OK* to save the details. You will be returned to the EasiSlides Main Window.
7. Now add the item to your worship list by clicking the ⬇ button.
8. During a Live Show, any items on the Worship List which doesn't have its own individual settings will be assigned with the default media settings and the media file will play automatically when that item is Live. *(See Note 7)*
9. More information on Default Settings are found at <u>Default Settings</u>.

*Individual Settings:*

1. At EasiSlides Main Window Left Pane, select an item either on the Songs List or on the Worship List.
2. Click the Middle Pane *Set* button and if it is not checked, click the *Individual Settings* checkbox to enable Individual Settings
3. Click the *Media:* button.
4. When the Assign Media Window appears, select your **Source option:-**
   - ✍ *No Media* - Don't play an Media when this item is live.
   - ✍ Play Media Based on Item Title - If there is an Associated Media File with the Item, that associated Media File will be played when the item is live. See *Associating Media File To Title* (below) for more information about associating media files.
   - ✍ *Specific* - Enter the full location path of the media file you wish to play when the item is live.
   - ✍ *Live Feed From* - Select the attached Video Input device, if any. If it is a valid Video Input device, such as a camcorder, the video from that device will be displayed on screen when the item is live.
5. Under **Settings**, you can set various sound settings (for Live Feed, only DV connections via firewire will have sound). Also you can set the media file to repeat from the start when it finishes, set the video to widescreen (if video and if the video file does not contain proper widescreen indicator but is a widescreen file).
6. If you have chosen a valid media file option, you can click the *Play* button to listen/view the media option you have chosen.
7. After you are selected and entered your media details, click *OK* to save the details. You will be returned to the EasiSlides Main Window.
8. Now add the item to your worship list by clicking the ⬇ button.
9. During a Live Show, the selected media file will play automatically when that item is Live. *(See Note 7)*
10. More information on Individual Settings are found at Individual Settings.

**Note 1.** If you have adjacent items on the Worship List which have the same media option and filename, EasiSlides will play the media continuously without any interruptions. This is useful if you want to show one common video/audio background for a series of items (such as announcements). This is applicable to both Default Settings and Individual Settings.

**Note 2.** The repeat setting is not the same as repeating the item during a Live Show. The *repeat setting* here is used for repeating the media only. If not set, the media will stop when it finishes even you still have the item on screen. If you want to repeat the item (going through each slide automatically) please see Settings Rotations for details.

**3. Associating Media File To Title**

If you wish EasiSlides to identify a media file for a particular item on your Songs List or Worship List, you need to set up an association between the media file and the item in EasiSlides. This involves a one-off task to do all your existing media files and then as an on-going task when you add new media files to your PC.

1. Copy all the media files you wish to use in EasiSlides to the EasiSlides media Folder. This folder is, by default, set to **c:\EasiSlides\Media\**. You may, if you wish, point to an alternative location instead via *View->Options->Main Window*.
2. You can create Sub Folders within the EasiSlides Media Folder to hold your media - EasiSlides will search all subfolders within that Media Folder when associating Media Files.
3. Go through each media file in your EasiSlides Media Folder and rename it to the exact name you have for the Song Titile of the Song stored in EasiSlides. For example, if there is a Song Title "**When I Survey**" and you have a media file for that song, you must rename that media file to "**When I Survey**".
4. If the Song Title is in a language other than English, especially if it was a CJK-language, you are recommended to type in the English Title of the song in **Title 2** of the Song, and rename the media file to the **Title 2**. If EasiSlides can't match **Title 1**, it will automatically try to associate a media file using **Title 2**. (Please note that Powerpoint, Word and text items in EasiSlides don't have the option of Title 2)

5. If you have done all the above correctly, when you list the songs in the EasiSlides Left Pane, the "<#>" symbol will appear against songs which have an associated media file.
6. When you add new media files to your PC in future, you should repeat steps 3 and 4 for your new media files.

**Note 3.** There is actually nothing to stop you using non-English Media file names in EasiSlides. However, you may come across certain problems when dealing with those files outside of EasiSlides such as:-

- ✍ Some Windows software tools don't support unicode filenames and therefore you might have problems transfering those media files to another computer.
- ✍ Copying non-English filenames to older versions of Windows may not be possible.
- ✍ Some zip programs and CD burner don't support unicode filenames and therefore you will have difficulty in zipping the media files or burning the files to CD/DVD.
- ✍ Older versions of Windows media players will not recognise Unicode filenames and therefore might bring up an error when trying to locate and play the file.

**Note 4.** Media files are recognised by their file extensions. EasiSlides uses two lists to hold extensions of known media files which plays under DirectX. You may, if you wish, amend those two lists to add/remove media file extensions. The two lists are normally held at

- ✍ C:\EasiSlides\Admin\Database\AudioExtensions.txt
- ✍ C:\EasiSlides\Admin\Database\VideoExtensions.txt

**Note 5.** When EasiSlides looks for an associated media file to play, it will look for file extensions listed, in the, in AudioExtensions.txt. If it can't find any associated media files, it will look in for file extensions listed, in order, in VideoExtensions.txt. So, if you have two media files with the same name but different extensions, EasiSlides will use the media file with the extension it finds first in in AudioExtensions.txt and if it is not there, in VideoExtensions.txt.

**Note 6.** Please note that on some system you will need to set your Windows Display to **24-bit colour or lower** for Video files to be displayed properly. This is a issue associated with the Microsoft 2.0 .NET Framework. Alternatively, if you use Dual Monitor and you are playing a Video File chosen from the Media Tab, you can run in 32-bit colour so long as you have **Options->Show->No Panel Overlay for Media** ticked.

**Note 7.** The Media File will only start to play automatically if your have Auto-Rotate set on. If Auto-Rotate is off, you can manually start the Media by pressing the **F5** Key. For more details on rotations and navigation keys, please see Setting Rotations and Shortcut Keys During the Show.
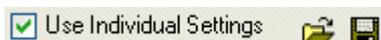
**Individual Format**

Apart from Powerpoint files, you can set individual formats for all the items used in EasiSlides. To format an item,

1. Click the item on either the Songs List, worship List or from the Bible Passages.
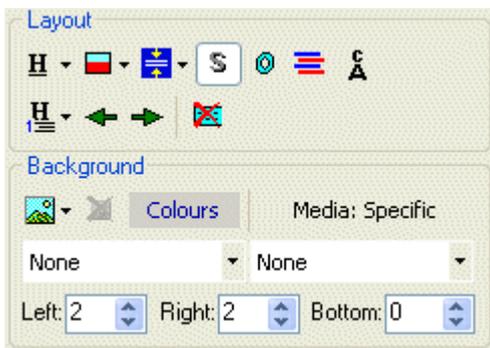2. when the item appears in the Preview Window, click the **Set** button.



Select a song on the Worship List by clicking on it once. Then click the option "Use Individual Settings":



| | Load and Apply a Template to Current Preview Item. You can apply settings from a previously saved template to the current item. |
|---|---|

| | Save Current Preview Settings to a Template. This will save your current settings to a template which you can re-use later. |
|---|---|

The following setting are available:

| | |
|---|---|
| **H** | ✍ No Headings - Do not show any headings<br>✍ Show All Headings - Show Title, Verse Numbers and Other headings<br>✍ Heading At First Screen Only - Only Show Title at the first showing of the item |
| ▭ | ✍ Region 1 Only - Show Region 1 text only (if any)<br>✍ Region 2 Only - Show Region 2 text only (if any)<br>✍ Regions 1 & 2 - Show both Region 1 and Region 2 text (if any) |
| ↕ | ✍ Align Top - Align text to the top<br>✍ Align Centre - Centre text in the middle between top and bottom<br>✍ Align Bottom - Align text to the bottom |
| **S** | ✍ Use Shadow Font |
| ◎ | ✍ Use Outline Font |
| ≡ | ✍ Interlace Region1 and Region 2 text (if any) |
| c̥A | ✍ Show Notations (if any) - *Please see Note 1 below.* |
| **H**₁≡ | ✍ Align Headings As Region 1 text alignment<br>✍ Align Headings As Region 2 text alignment<br>✍ Align Headings Left<br>✍ Align Headings Centre<br>✍ Align Headings Right |
| ⬅➡ | ✍ Transpose Chords Up/Down |
| ✖ | ✍ Do Not Show Display Panel data (overriding Display Panel overall Settings but respecting Enforce Display of Copyright setting) |
| 🖼 | ✍ Tile Background Image - Tiling effect depends on the size of the original image<br>✍ Centre Image - Enlarge/Reduce Image to see the whole picture (May leave border at screen edges)<br>✍ Best-Fit Image - Enlarge/Reduce Image just enough to leave no border at edges |
| ✖ | ✍ Clear Background Image |
| | ✍ Set Background Colours |
| | ✍ See Play Media for Details |
| | ✍ Item Transistion - set the transition of the item when it is first shown<br>✍ Slide Transistion - set the transition between each slide of the item |
| | ✍ Set Left Margin of the text<br>✍ Set Right Margin of the text<br>✍ Set Bottom Margin of the text |

  ✍ Set Font, Colour, Alignment, Vertical Position and Colour for each Region

**Note 1**: A feature of EasiSlides is that if you have three dashes ("---") or more in your text, EasiSlides will consider them to be place-holders for Notations. If you have **Show Notations on**, those dashes will be displayed as part of the text. If you have **Show Notations off**, those dashes will be hidden. This feature also applies to generated RTF documents.

**Note 2** : Changes to Individual Settings are saved automatically to the Database. Therefore, if you remove the item from the worship list, the next time you click on the item at the Songs List, the previously stored individual settings for the item will apply. In the same way, if you untick the Individual Settings checkbox, the settings for the item are also removed from the database. If you want to clear all the individual settings from the database, you can do so by using the option Clear All Formatting in the Database.

*Session Settings* - click here for more information

**Default Formatting**

Default Formatting are applicable to ALL items except those with Individual Settings. At the EasiSlides main menu, select the **Default** tab.
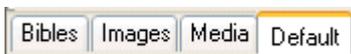


If you wish, you can click the **Apply to All Except InfoScreens** button to remove all individual items settings from all items on the Worship List excluding InfoScreen Items. The following Session settings are available:
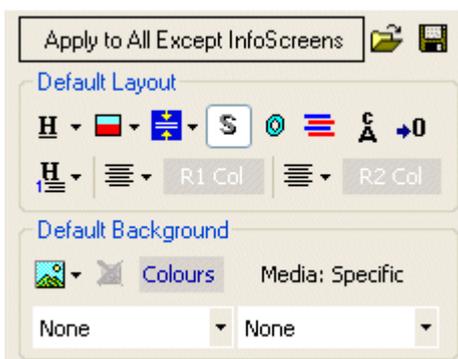


| | |
|---|---|
| 📂 | Load and Apply a Template to Current Session. You can apply settings from a previously saved session template to the current session. |
| 💾 | Save Current Session Settings to a Template. Note that if you choose a file name of "**Default**", all further new Worship List be automatically use the settings based on the "**Default**" template. |
| **H** | ✍ No Headings - Do not show any headings<br>✍ Show All Headings - Show Title, Verse Numbers and Other headings<br>✍ Heading At First Screen Only - Only Show Title at the first showing of the item |

| | |
|---|---|
| ▭ | ✍ Region 1 Only - Show Region 1 text only (if any)<br>✍ Region 2 Only - Show Region 2 text only (if any)<br>✍ Regions 1 & 2 - Show both Region 1 and Region 2 text (if any) |
| ⊞ | ✍ Align Top - Align text to the top<br>✍ Align Centre - Centre text in the middle between top and bottom<br>✍ Align Bottom - Align text to the bottom |
| S | ✍ Use Shadow Font |
| Ⓞ | ✍ Use Outline Font |
| ≡ | ✍ Interlace Region1 and Region 2 text (if any) |
| C A | ✍ Show Notations (if any) - *Please see Note 1 below.* |
| ➜0 | ✍ Transpose all Chords, if any, to Capo 0 |
| H 1≡ | ✍ Align Headings As Region 1 text alignment<br>✍ Align Headings As Region 2 text alignment<br>✍ Align Headings Left<br>✍ Align Headings Centre<br>✍ Align Headings Right |
| ≡ | ✍ Align Region 1 and Region 2 text |
| | ✍ Set Colours of Region 1 and Region 2 Text |
| 🖼 | ✍ Tile Background Image - Tiling effect depends on the size of the original image<br>✍ Centre Image - Enlarge/Reduce Image to see the whole picture (May leave border at screen edges)<br>✍ Best-Fit Image - Enlarge/Reduce Image just enough to leave no border at edges |
| ✖ | ✍ Clear Background Image |
| | ✍ Set Background Colours |
| | ✍ See Play Media for Details |
| | ✍ Item Transistion - set the transition of the item when it is first shown<br>✍ Slide Transistion - set the transition between each slide of the item |

## Display Panel Settings



| | |
|---|---|
| 1 | ✍ Set Panel Text Colour as Region 1 text colour<br>✍ Set Panel Text Colour if colour is not as Region 1 |
| ▣ | ✍ Set Transparent Panel Background<br>✍ Set Panel Background Colour if background is not transparent |
| ▦ | ✍ Show Display Panel |
| T | ✍ Show Title |
| © | ✍ Show Copyright Information (Please note that EasiSlides will show copyright information on first showing regardless of your setting here if **Options->Copyright->Enforce Display of Copyright setting** is ticked) |
| x/y | ✍ Show Item Position and Item Count on Worship List |
| 16/12 | ✍ Show Slide Position and Slide Count of current item |
| ≶≶ | ✍ Show Titles of Previous and Next Items on the Worship List |
| | ✍ Display Panel height (%) relative to Screen Height |
| | |

> ✍ Font Settings: Bold, Italics, Underline, Shadow, Outline and Font Name

**Note 1**: A feature of EasiSlides is that if you have three dashes ("---") or more in your text, EasiSlides will consider them to be place-holders for Notations. If you have **Show Notations on**, those dashes will be displayed as part of the text. If you have **Show Notations off**, those dashes will be hidden. This feature also applies to generated RTF documents.

**Note 2**: Each Session can have its own Session Settings and therefore the changes made here are only applicable to the current Session.

### Generate Worship List Document

This option produces a RTF (Rich Text Format) document, which can be opened by MS Word and Wordpad, with the lyrics of all the songs on the Worship List. You can then print the a printer if you wish.

This option provides the Worship Leader, and others in the Worship Team, a formatted copy of the songs to be sung. This facility also provides a measure of contingency in a situation where the video projector is not working, and you can use EasiSlides to produce a formatted copy of the songs to the congregation (you will need printer/photocopier of course!).

To generate a Worship List Document:

1. When you are satisfied that the Worship List is complete, click the 📰 button.
2. Set <u>formatting options</u> for the document as desired.
3. Click the **Generate** button to generate the document, or **Index Only** button to generate a list of index only, or **Titles & Ref** button to generate a summary of Titles and References.
4. Once the RTF document is generated, it will be opened automatically by Windows using either MS Word (if you have it), or by other RTF-default editors (such as Wordpad) on your PC.

**Note**: Some document editor such as Wordpad might not fully-implement RTF-documents and therefore you may not get multi-column formatting. Other items such as font size, etc. should be OK.

### Format the Worship List Document

The following formatting options are available for generating your RTF Document:

- ✍ **Fonts Formatting/Size** - this sets the appearance (bold, underline, italic, size, colour) of the fonts on the Document for the Song Number, Song Title, Copyright Information, Verses, Chorus/Bridge, Notations.

- ✍ **Show Details** - use this to indicate whether or not you want Song Number, Song Title, verse Number, Copyright Information, Chorus Indicator, Bridge Indicator, Book Reference, User reference, Notations to appear in the document. The **Capo 0** option is to force all Guitar Chords to transpose to the Key where no capo is required, ie. the Key/chords shown will be for use by a pianist. The **Printer Spaces** option is for adding blank spaces in the Notations so as to minimize alignment problems in Word 2000 (or earlier) when printing Notations.

- ✍ **Regions** - use this to indicate which region's text you want to output.

- ✍ **Columns** - use this to indicate if you want single column or double-column output. Please note that some RFT editors such as WordPad does NOT display double-column text.

- ✍ **Lyrics Pattern** - use this to indicate how the song lyrics are presented:
    - ✍ **Basic**: Output the way it is stored in the Database, ie. don't use the Sequence Order
    - ✍ **Sequence**: Show lyrics with repeating chorus, etc. as per Sequence Order

> ⮞ **Size** - select either **A4** or **Letter** size for your generated RTF Document.
>
> ⮞ **Line Spacing**:
> > ⮞ *Between each line*: Number of blank lines between each lyrics line
> > ⮞ *Between each song*: Number of blank lines between each song
> > ⮞ *One Line Spacing per Screen break*: Sometime, long verses are broken into seperate screens where there is a natural pause in the lyrics. If ticked, One Line Spacing will output a blank line for every screen break. If not selected, verses that are broken up will be combined together on the document.
> > ⮞ *One Song per Page* : When ticked, a page break will be inserted after each item

Click the **Generate** button to generate the document, or **Index Only** button to generate a list of index only, or **Titles & Ref** button to generate a summary of Titles and References.

**Setting Region 2 in a Word Document/Text File**

You can also set Word and text documents so that the text is divided into Region 1 and Region 2. Lyrics for a song are normally typed up as follows (the example Cantonese song is "On A Hill Far Away"): -

```
[1]
各各他山嶺上，
孤立古舊十架，
這乃是羞辱痛苦記號；

神愛子主耶穌，
為世人被釘死，
這十架為我最愛最寶。
[chorus]
故我愛高舉十字寶架，
直到在主台前見主面，
我一生要背負十字架，
此十架可換公義冠冕。
```

Note that in the above example, Verse 1 is split into two screens (the blank line in Verse 1 indicates a New Screen).

To add English lyrics (or any other language lyrics):

1. Insert the Region 2 '[region 2]' indicator at the end of the current verse.
2. Type the new verse in the language you want.
3. Insert New Screen indicators where appropriate to match the original language. In the above example, there are two screens for verse 1 and therefore the second language lyrics verse 1 should also have two screens.
4. Repeat the above for the chorus and remaining verse, etc.

The new lyrics should look something like the following:

[1]
各各他山嶺上，
孤立古舊十架，
這乃是羞辱痛苦記號；

神愛子主耶穌，
爲世人被釘死，
這十架爲我最愛最寶。
[region 2]
On a hill far away
stood an old rugged cross,
the emblem of suffering and shame;

and I love that old cross
where the dearest and best
for a world of lost sinners was slain.
[chorus]
故我愛高舉十字寶架，
直到在主台前見主面，
我一生要背負十字架，
此十架可換公義冠冕。
[region 2]
So I'll cherish the old rugged cross
till my trophies at last I lay down;
I will cling to the old rugged cross
and exchange it some day for a crown.
[2]
主寶貴十字架，
…
…

During the Show, EasiSlides will automatically link the different screens under the different verses and chorus together as thus:

**Options**

There are a number of options to change the way EasiSlides operates. To access the Options Window:

From EasiSlides Main Window select  *View->Options*

1. **Main Window**
   - ✍ Main Window Settings
2. **Show**
   - ✍ Show Settings
3. **Monitor**
   - ✍ Monitor Settings
4. **Alerts**
   - ✍ Alerts Settings
5. **Folders**
   - ✍ Folder Options
6. **Bibles**
   - ✍ Bible Settings
7. **Licence**
   - ✍ Licence Details
8. **Keyboard**
   - ✍ Keyboard Options

**Main Windows Settings**

From the EasiSlides Main Window, click the 🖼 button. The Options Window will appear on screen. Click the *Main Window* tab.

The following options are available:

1. ***Maximum Settings.*** Settings for the ***Maximum Number of Bible verses*** are displayed, ***Maximum Number of Bible Search Results*** and ***Maximum Number of Edited Items*** on the Recent edited list. The Bibles verse maximum used to control computing resources because selecting a large number of verses in one go may tie up the computer for a period of time.
2. ***Powerpoint.*** Settings for the maximum number of Powerpoint Items are the Worship List. Having too many Powerpoint items during a Live Show may tie up computer resources for a period of time. There is also an option to turn Show/Hide the Powerpoint Tab on the EasiSlides Main Window Left Pane.
3. ***Media Files.*** Specify the folder where EasiSlides will search and list Media Files. This is the location where EasiSlides will associate Media Files with the Song Titles listed in the Songs List area*.* There is also an option to turn Show/Hide the Media Tab on the EasiSlides Main Window Left Pane.
4. ***Preview Text Areas.*** Use this option to set Font Size, Notations and Line Between Screens in the Preview Areas. You can also set focused colour for the area you click on - this is particularly useful if during a Dual Monitor Live Show, the colour will let you know which area you have clicked on and therefore any keyboard keys pressed will be for that area*.*
5. ***Other Settings.*** The Show Lyrics Monitor Alerts Box will display a text box at the bottom of the Output Pane. Messages typed in at this box will be sent to the Lyrics Monitor (for the choir, etc) if your PC has the necessary hardware/software for this additonal monitor. To send a message, enter text and click ✔. To clear the message, click ✘.
6. ***Jump To Folder Icons.*** Select a song folder you wish to associate with each of these three options. The association will be set at the Main EasiSlides Window so that you can quickly jump to the associated song folder by the click of a button.

**Show Settings**

From the EasiSlides Main Window, click the 🖼 button. The Options Window will appear on screen. Click the ***Show*** tab.

The following options are available:

1. ***Text Settings. Auto Text Overflow*** means EasiSlides will let text overflow to the next screen if they can't fit into one screen.
   - ✍ ***Use Largest Font*** means that whatever text is on screen will be displayed at the largest font size possible.
   - ✍ ***Line Between Regions*** will display a horizontal line in the Output between the Region 1 and Region 2.
   - ✍ ***Indent Word Wrap Text*** will indent the second and subsequent lines of text which were word wrapped from the first line. This option does not apply to InfoScreens.
   - ✍ ***Size of Notaions to Folder Size*** sets the Notation font size in the Live Show based on a percentage of the Main Font Size for the item.
2. ***Other Settings.***
   - ✍ ***Advance Next Item*** means that when you are at the last slide and you press the next slide key, EasiSlides will move onto the next item on the Worship List - or if you are at the first slide, the previous slide key will bring you to the previous item.
   - ✍ ***No Panel Overlay For Powerpoint*** means that when a Powerpoint Item is displayed during a Dual-Monitor Show, there will be no other EasiSlides information overlaid on top of it. Please see Note 1 below for more information.
   - ✍ ***No Panel Overlay For Media*** means that when a Media File item is selected during a Dual-Monitor Show, there will be no other EasiSlides information overlaid on top of it. Please see Note 2 below for more information.
   - ✍ ***Disable Screen Saver During Show*** will ensure the Screen Saver, if set, does not run during a Live Show.
3. ***Gap Between Items.*** This option sets the Gap between each item on the worship list.
   - ✍ ***No Gap*** means the next item is displayed when the next item key is pressed.
   - ✍ ***Black Screen*** means a *Black Screen* will appear between each item.
   - ✍ ***Default Background*** means whatever background you have set for the Default Setting will appear between each item, ie a coloured screen or an image*.*
   - ✍ ***User Defined Logo*** lets you select a specific image file, such as a church logo, to display as the Gap Item.

- ✍ **Use Fade Transition** option means that the Gap Item is Faded in.
- ✍ Please note the following features apply for different conditions:

| Gap Option Selected | Default Media Option Selected | Item A Media Selected | Gap Between A and B | Item B Media Selected |
|---|---|---|---|---|
| No Gap | Doesn't Matter | Doesn't Matter | No Gap | Doesn't Matter |
| Gap Option Selected | No Media | No Media | **Selected Gap Background** will be displayed | Doesn't Matter |
| Gap Option Selected | No Media | Doesn't Matter | **Selected Gap Background** will be displayed | No Media |
| Gap Option Selected | No Media | **Media X** selected | **Selected Gap Background** will be displayed | **Media Y** selected |
| Gap Option Selected | No Media | **Media X** selected | **Media X** will play during the Gap | **Media X** selected |
| Gap Option Selected | **Media Z** selected | Doesn't Matter | **Media Z** will play during the Gap | Doesn't Matter |

✍

4. **Video Background.** This option sets the Video Size and Vertical Position of any Video Media you play during a Live Show.

NOTE 1. There is an issue with displaying an overlay form (which EasiSlides does) on top of a Powerpoint Show if the colour setting is set to 32-bit colours. Normally for powerpoint to work in EasiSlides, you will need to set your colour depth to 16-bit colour. If you have dual monitor and you wish to keep using 32-bit colour, then you can switch off the overlay so that the Powerpoint Show can be seen.

NOTE 2. There is an issue with displaying an overlay form (which EasiSlides does) on top of certain Media Files if the colour setting is set to 32-bit colours. If you cannot see your media file when it is played during a live show, you should switch to 16-bit colours or, if you have dual monitor, switch off the overlay.

**Monitors Settings**

From the EasiSlides Main Window, click the ▤ button. The Options Window will appear on screen. Click the **Monitors** tab.

EasiSlides provides two monitor outputs if your PC has the necessary hardware or software to make use of them:

1. **Live Output Monitor.** Select which monitor to use for the Live Show. The **Always Attempt Secondary Monitor** checkbox is used to tell EasiSlides to use Secondary Monitor if it is available, regardless of the monitor selected. If Primary Monitor is used, Live Show will be in single-monitor mode. If Secondary Monitor is used, Live Show will operate in Dual-Monitor mode. If you have a Single Monitor System which has a widescreen, you can use the **Custom Settings** and **Act as a Single Monitor** option to ensure your projected output is at the right screen ratio and size.
2. **Lyrics Monitor.** Select which monitor to use for displaying the lyrics for the choir praise leader. The **Always attempt Secondary Monitor** checkbox is used to tell EasiSlides to use Secondary Monitor if it is available, regardless of the monitor selected. You can use the **Custom Settings** to set a custom position for your Lyrics Monitor. Additionally, you can set the font size, colour and also enable/disable display of Notations.
3. **Live Cam Settings**. If you have a Video Capture Device such as a camcorder attached to

your PC, you can select it as your Live Cam Device at the *Live Cam Settings* Box. Note that the Volume controls are only applicable to devices connected via a firewire (DV) input. During a LIVE Show, you can press the *F4* key (or the 🎥 button if Dual Monitor) to show/turn off the live feed from the attached camcorder.

**Note.** For Live Cam Settings, please note that on some system you may need to set your Windows Display to *24-bit colour or lower* for the Live Cam to be displayed properly. This is a issue associated with the Microsoft 2.0 .NET Framework. Alternatively, if you use Dual Monitor, you can run in 32-bit colour so long as you have *Options->Show->Live Cam Settings->No Panel Overlay for Live Cam* ticked.

**Alerts Settings**

From the EasiSlides Main Screen, click the 🖼 button. The Options Window will appear on screen. Click the *Alerts* tab.

The Alerts Options allow you to set the following properties:

1. *Message Alert Settings.* Set Message Alerts settings for showing during a Live Show. You can set Font name, style, vertical/horizontal alignment, colour, background colour, duration, scroll and flash the message.
2. *Parental Alert Settings.* Set Parental Alerts settings for showing during a Live Show. You can set Font name, style, vertical/horizontal alignment, colour, background colour, duration, scroll and flash the message. Main difference between Parental Alert and Message Alert is that you can set a pre-typed Header text for the Parental Alert*.
3. *Reference Alert Settings.* Set Reference to display when the item is first shown. You can either display the Title, Song Number, Book Reference or User Reference. Use *Pick & Substitute* to replace the displayed text with something more appropriate.
   - ✍ For example, For *Abba Father*, Book Ref is "SF1, MP3, TS1". You can select to show that Book Ref, or enable *Pick & Substitute* and Pick "MP", Subsitute "Mission Praise" - the result will be "**Mission Praise 3**" being displayed at the start of the song.
   - ✍ Other options include setting Font name, style, vertical/horizontal alignment, colour, background colour, duration, scroll and flash the reference.

NOTE 1. Please see Message/Parental/Lyrics Alerts for details on displaying an alert during a Live Show

**Folder Options**

From the EasiSlides Main Screen, click the 🖼 button. The Options Window will appear on screen. Click the *Folders* tab.

You can update settings for each Song Folder: -

1. *Select Folder* by clicking on the desired folder on the Folder list. Click the *Use Folder* checkbox if required.
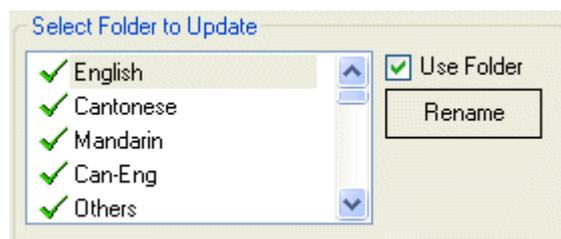


2. *Rename* the selected Folder. Click the Folder you want to rename, then either click the *Rename* button or press **F2** on the keyboard. Enter the name desired and press *Enter* on the keyboard. Note that the Windows name of the said folder within the EasiSlides Folder will also

be renamed.

3. **Header Font** lets you set the format and size of the Header based on the Main Font size. Use the drop down option plus the Additional formatting buttons to set the header font format:-

> ? **Use Region 1 Settings** - The Header formatting will be as that of Region 1 Font
> ? **Use Region 1 plus formatting below** - The Header formatting will be based on that of Region 1 Font plus the additional formatting settings.
> ? **Use Only formatting below** - The Header formatting will be based entirely on the additional formatting settings.
> ? **_Italics options_** are: -
>> ? **No Italics** - NONE of the Headings will be in italics
>> ? **Italics** - ALL the headings will be in italics
>> ? **Chorus Italics Only** - Only the Chorus, PreChorus, Bridge and Ending Heading will be in italics. The Main Title and Verse headings will not be in italics.

4. **Region Positions** for the selected Folder. Click the Folder you want to set lyrics positions for. Click the Use Folder checkbox if required. Change the position settings for the Region 1 or 2 lyrics, or change Left/Right margins, as desired by using the up/down buttons in the Region Positions box. Click on another Folder to change other settings if desired:
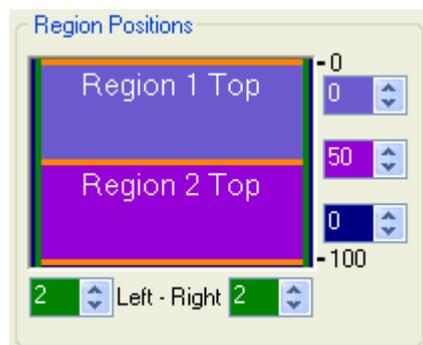
5. **_Set Font, Bold, Italics, Underline, Right-To-Left and Size_** for the Selected Folder. Click the Folder you want to set font settings. Click the Use Folder checkbox if required. Change the font settings for the Region 1 or 2 lyrics as desired. Click on another Folder to change other settings if desired:

> ? **_Italics options_** are: -
>> ? **No Italics** - NONE of the text will be in italics
>> ? **Italics** - ALL of the text will be in italics
>> ? **Chorus Italics Only** - Only the Chorus, PreChorus, Bridge and Ending Text will

be in italics. Other text will not be in italics.

- ✍ ❡ **Right-To-Left (RTL) option** is for languages which are written right-to-left. If set, when you open a database or infoscreen screen which is from a RTL folder, the editor will be set to RTL. The songs list for an RTL folder on the EasiSlides Main Window will also be listed RTL.

6. **Set Chorus, etc. Headings** for the selected Folder. This option allows you to type in the headings, in your own language, for the PreChorus, Chorus, Bridge and Ending Headings. The Headings stored here will be used by the Show, PraiseBook Generator and HTMLGenerator. Click the Folder you want to set the heading for. Click the Use Folder checkbox if required. Type/Paste in the headings for Chorus, Bridge and Ending as desired, or by selecting one from the list of choices provided. Click on another Folder to change other settings if desired:

```
┌─ Headings Text ──────────────┐
│ PreChr:  [            ▼]      │
│                              │
│ Chorus:  [Chorus:     ▼]      │
│                              │
│ Bridge:  [            ▼]      │
│                              │
│ Ending:  [            ▼]      │
└──────────────────────────────┘
```

7. **Set Text Line Spacing** for the selected Folder. This option lets you set the line spacing between each line of the lyrics for Region 1 and Region 2:

```
┌─ Reg. 1-2 Line Spacing ─┐
│ [1.00 ▲▼]  [1.00 ▲▼]    │
└─────────────────────────┘
```

**Note 1**: Details on how to re-arrange Folders are available under Re-arranging Song Folders

**Bible Settings**

From the EasiSlides Main Screen, click the 📧 button. The Options Window will appear on screen. Click the **Bible** tab.

The Bible Settings allows you to install EasiSlides-formatted Bibles into EasiSlides:

**To Search and Add Holy Bible:**

1. Download the Bible files from the EasiSlides website and follow the supplied instructions. The Bibles will be placed in the EasiSlides HolyBible Folder.
2. At the **Add Holy Bibles** section on the Bible Settings tab, click **Search**. A List of Bibles will appear. Click on the desired Bible on the list and click **Add**. The selected Bible will be now appear in the **Current Bibles in EasiSlides** section.
3. You can now either click OK to save and exit the options or format the Holy Bible as per instructions below.

**Format Holy Bible:**

1. In the **Current Bibles in EasiSlides** section, click on the Bible you wish to set formatting for.
2. In the **Use Song Folder Setting** section, associate a song folder to the Bible. The font settings, etc. for the selected Song Folder will apply to the Bible. Decide also on the percentage Font Size. The displayed Bible Verses font size will be based on the set percentage of the associated Song Folder font size.
3. Click OK to save and exit the options.

**Licence Details**

From the EasiSlides Main Screen, click the [icon] button. The Options Window will appear on screen. Click the *Licence* tab.

The Licence Details allows you to associate Licence Numbers to songs. Many of the English songs in EasiSlides are administered by CCLI and in EasiSlides, those songs would have an indicator to show that they are CCLI songs. You can use the Licence Details to store your CCLI Number so that when a CCLI song is displayed, your CCLI Licence Number is also shown, so as to be compliant with CCLI instructions.

**To enter the details**

1. Enter the Administrator Details where appropriate. For ease of use, Blank, Public Domain, and CCLI have been pre-set.
2. Enter the Licence Number against the Appropriate administrator.
3. As soon as you type in Licence Number, a preview of how it will appear during a Live Show will be shown beside the number.

You can also change the Number symbol which appears between the Administer Details and the Licence Number. By default the symbol is "#". You can put spaces around the symbol if so desired.

**Display of Copyright Information**

Organisations such as CCLI also require you to display the Copyright and Writer information (in addition to your CCLI Number) when lyrics of songs which they have copyright over are projected or copied. If you have the Display Panel turned off (or Copyright turned off), EasiSlides will still display the copyright data when the lyrics is shown for the first time but will automatically turn it off on subsequent slides.

If you are based in a region of the world where the licencing authority does not apply, you can **untick** the *Enforce Display of Copyright On First Showing* option. This means if you have the Display Panel turned off (or Copyright turned off), EasiSlides WILL NOT display Copyright data at all even if such data is present in the database.

**Note:** When you store your Licence Numbers, such as CCLI Number, they are stored in the Registry of your PC. Therefore, if you transfer/copy your songs database to another PC, you will have to re-enter the Licence details on the other PC.

**Keyboard Settings**

From the EasiSlides Main Screen, click the [icon] button. The Options Window will appear on screen. Click the *Keyboard* tab.

The Keyboard Option allow you to set which set of keys to use for moving between items and slides.

**Default Keys:**

| Default Keyboard Keys | Action |
|---|---|
| Home | First Song |
| End | Last Song |
| Page Up | Previous Song |
| Page Down, Tab | Next Song |
| Up Arrow | First Slide |
| Down Arrow | Last Slide |
| Left Arrow | Previous Slide |

| Right Arrow, Space | Next Slide |
|---|---|

**Alternative Keys:**

| Alternative Keyboard Keys | Action |
|---|---|
| Home | First Slide |
| End | Last Slide |
| Page Up | Previous Slide |
| Page Down, Space | Next Slide |
| Up Arrow | First Song |
| Down Arrow | Last Song |
| Left Arrow | Previous Song |
| Right Arrow, Tab | Next Song |

**EasiSlides Regions Explained**

EasiSlides can show two different languages, within an item, at the same time.  It does this by having two regions on the screen, with Region 1 being allocated to the normal lyrics, and Region 2 being allocated to the second language.

A song with Region 2 lyrics will appear as thus during the EasiSlides Show:
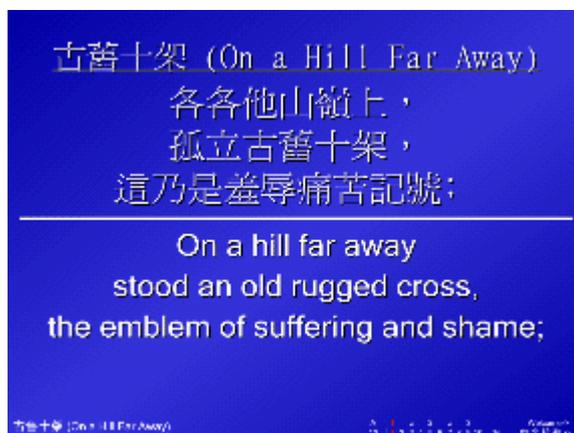


The above shows the Cantonese lyrics in Region 1 and English Region 2.  When you type up your Song, or when you use the EasiSlides Smart Merge, you can decide which lyrics goes into which region. You can set Region 2 text for Database/InfoScreen Item and in a Word/Plain Text Document:-

- ✍ Database/InfoScreen item
- ✍ Word Document/File File

**Setting Region 2 in a Database/InfoScreen Item**

Where required, you can add Region 2 lyrics and indicators whilst you are editing, or adding a Database song/InfoScreen.  If you are using the EasiSlides Editor or InfoScreen Editor, you simply type up your Region 2 text in the Region 2 area. For each Verse/Screen Break in Region 1, you

should have a corresponding Verse/Screen Break Region 2. To assist you in keeping Region 1 and Region 2 screens/verses in sync, you can use the ⬆⬇ keys which will highlight each synced screen in step.

**Storing and Formatting Dual-Region Lyrics:-**

- ✎ *Dual-Language songs, ie. Songs with Region 2 lyrics, should be stored in their own separate folder.* Also, different dual-language  sets, ie. English/Cantonese, Cantonese/Mandarin, etc. should also be stored separately.  The reason for this advice is that different languages require different font sizes when projected. For example, English lyrics using the Arial font will project well using font size 36 – 40. However, Cantonese lyrics using MingLiu font will probably need font size 40 – 50.  Other languages and font types will also affect the font size required.

- ✎ *EasiSlides* <u>*Options*</u> *provides you the option to set the font and lyrics position for each Folder and each region within the Folder.*  *For example*, if you store all the Cantonese/English dual lyrics songs in Folder 4, you can set the correct font type and size for the Cantonese lyrics for Folder 4 Region 1, and also independently set the English lyrics font size and type for Folder 4 region 2.  Consequently, all the songs storied in Folder 4 will have the stored settings.

- ✎ *EasiSlides Auto-Sync.*  EasiSlides will assume that each line of lyrics in Region 1 will correspond directly to its equivalent line in Region 2. Therefore if lyrics overflows to the next screen, auto-sync will match Region 1 and Region 2 line by line.