

Getting Started

EasiSlides is an easy to use Song Projection & Production Software. This Getting Started Guide summarises the basic basic functionalities of EasiSlides:

- ⌵ [Use Song Numbering](#)
- ⌵ [Add a song to EasiSlides](#)
- ⌵ [Build a Worship List](#)
- ⌵ [The EasiSlides Show](#)

Use Song Numbering

You can, if you wish, assign your own Song Numbers to any of the songs in the EasiSlides database.

If you have assigned song numbers to the songs, you can get EasiSlides to list songs by the assigned Song Numbers instead of listing them alphabetically. To list by song numbers, at the EasiSlides Main Window, select **Edit->Use Song Numbering**. A tick will appear against the option. The result will be the following: -

1. Songs in the Songs Folders will be listed by Song Numbers, with the assigned Song Number displayed against each song.
2. The PraiseBook Generator will use the assigned Song Numbers instead of generating its own.
3. The HTML generator will use the assigned Song Numbers instead of the auto-generated ones.

To stop using the Song Numbering facility, at the EasiSlides Main Window select **Edit->Use Song Numbering** again to **untick** the option.

Note 1: To assign a song number to a song, use the [Edit Song](#) function.

Note 2: Assigning Song Numbers to songs is optional. EasiSlides will function as normally without the songs being numbered.



Adding a Song to EasiSlides

EasiSlides comes supplied with a database of songs. You can add your own songs to the database as and when required. To add a song to the EasiSlides Database, you need to use the Song Input Editor:

- ⌵ [Add a Song to the Database](#)

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
<input type="checkbox"/>	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 [EasiSlides Regions Explained](#) 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":

The screenshot shows the EasiSlides software interface for a song titled "Region 1". The interface includes a control panel on the left with buttons for navigation (back, forward, home, search), a list of slide numbers (1-10), and buttons for Verse Format (Pr, Pr2), Chorus (Ch, Ch2), Bridge (Br, Br2), and a Chinese text toggle (中). The main area displays the lyrics with guitar chords: F, Gm, C, F, G7, C, Am, D7, Gm, C7, F, and F. The lyrics are: "[1] Away in a manger, no crib for a bed, The little Lord Jesus laid down His sweet head; The stars in the bright sky looked down where He lay; The little Lord Jesus asleep on the hay. [2] The cattle are lowing, the Baby awakes, But little Lord Jesus, no crying He makes: I love You, Lord Jesus! Look down from the sky And stay by my side until morning is nigh."

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:

Contents		Contents
1. Blessèd assurance, Jesus is mine: O what a foretaste of glory divine! Heir of salvation, purchase of God; Born of His Spirit, washed in His blood. chorus: This is my story, this is my song, Praising my Saviour all the day long. This is my story, this is my song, Praising my Saviour all the day long.		[1] Blessèd assurance, Jesus is mine: O what a foretaste of glory divine! Heir of salvation, purchase of God; Born of His Spirit, washed in His blood. [chorus] This is my story, this is my song, Praising my Saviour all the day long. This is my story, this is my song, Praising my Saviour all the day long.
2. Perfect submission, perfect delight,		[2] Perfect submission, perfect delight,

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  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/Traditional 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.

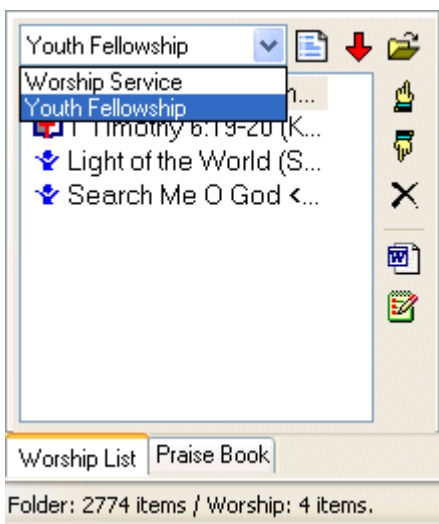
Build Worship List


The Worship List is a list of songs to be displayed during a Show. It holds details of the songs to be displayed, their display order and information such as the Display Panel settings. The steps for building a Worship List are:

1. [Select a Worship Session](#)
2. [List Songs from the Song Folders](#)
3. [Add Items to the Worship List](#)
4. [Add Bible Passages to the Worship List](#)
5. [Add InfoScreen](#)
6. [Edit the Worship List](#)
7. [Add Background Image](#)
8. [Setting Options for the Songs](#)
9. [Preview and Edit Worship List Songs](#)
10. [Edit and View Session Notes](#)

Select a Worship Session

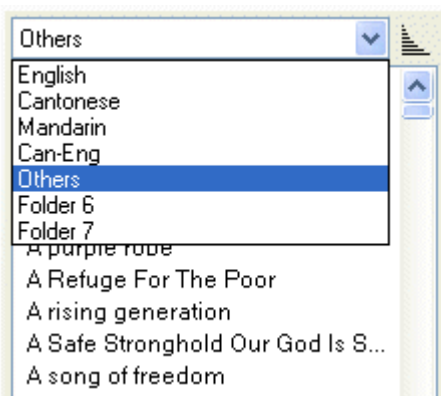
1. At the EasiSlides Main Screen, click the Worship Session box to get a list of available Worship Sessions:





2. If you wish, you can add, edit, rename or delete any of the Worship Sessions by clicking the [Manage Worship Sessions](#) button: 
3. As soon as you select the desired Worship Session from the Worship Session box, a list of songs (if any) will be displayed under the selected Worship Session.
4. You can clear the list of songs by **right-clicking** at the Worship List area and select the **Clear Worship List** option.
5. You can now add, remove and rearrange the songs on the Worship List as as when desired.

List Songs from the Song Folders

1. At the Songs Folders drop-down box, click on the folder you want. In the following example, click on the Folder "Others":




2. The songs in the selected folder will be listed.
3. Songs are listed according to the Listing Style selected for the particular folder. Styles available are:

 - unpressed	Songs titles in western characters are listed Alphabetically. CJK titles are listed according to the number of strokes in the first and subsequent characters.
 - pressed	Songs titles in western characters are listed Alphabetically. CJK titles are listed according to the number of words in the song title. A space or a left bracket in the title indicates end of song title. For example, “ 猶如鹿 (As the deer) ”, has a word count of 3 since there is a space after the third character.



4. You can generate a songs listing in either RTF document format or Tab-delimited text file format. To get a listing, go to **File->Listing of Selected Folder**. When the filename window opens, in the **Save As Type** box select either **Rich Text Document** or **Tab-Delimited Text File**, and then enter the output file name. Click **Save** and the document will be saved, and then opened for you. The RTF document will just consist of titles whilst the Tab-delimited Text File will include additional information which you can use in a spreadsheet if so desired.

Note: Listing Style will have no effect if EasiSlides is in [Use Song Numbering](#) mode.

Add items to the Worship List

1. To add songs from the database to the Worship List, make sure you have the Folders tab selected, then simply highlight a song in the Songs List area and click the  button, or you can use drag and drop from the songs list to the worship list.



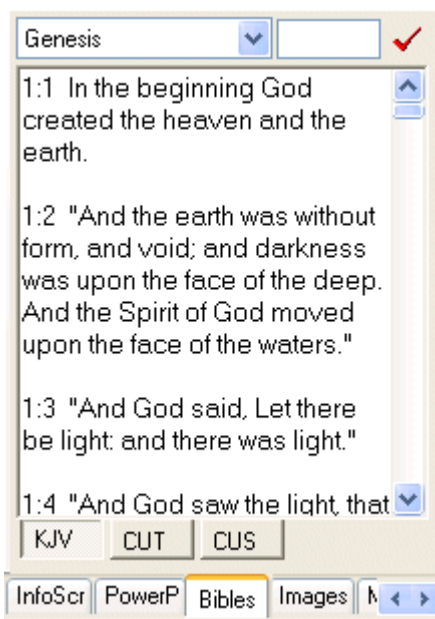
2. You can make multiple selections in the Songs List area and then click the  button to add all the selected songs to the Worship List, or you can use drag and drop.
3. Double-clicking on a song in the Songs List area will also add that song to the Worship List.
4. You can also add other external files (**Powerpoint, Word, Text Files** or **InfoScreens**) from a particular windows folder to the Worship List. To do so, click on the **Add External Document to Worship List**  button and you can then select the desired file for adding to the Worship List. Alternatively, you can drag the desired items from a Windows folder and drop them into the Worship List. Apart from adding the above-mentioned external files, this option also allows you to select another Worship List and add its listing contents into the current Worship List.
5. To select and start the Show in one go, just select the song(s) on the Songs List, right click in the Songs List area and select **Add & Show** option. EasiSlides will add the selected song(s) to the Worship List and start the Show at the selected song.

Note 1: To make use of Powerpoint and Word, you must have Powerpoint and Word software installed on your PC.

Note 2: When using Word and Text Files, EasiSlides will extract the text and display them using the settings from the first Song Folder settings. You may, if you wish, override them by setting their own individual settings.

Add Bible Passages to the Worship List

1. To add Bible Passages to the Worship List, first of all select the Bibles tab. If you don't see any Bibles listed (see the image below for what you should see), then you will need to [Install the Bibles](#) first. If you can see the Bibles, select the appropriate tab for the Bible version you want to use.



- Now select the Book you want (all the verses for the selected Book will be listed). To select passages from the book, use the Passages TextBox (beside the Book name) to type in the required passages, then click the ✓ button. The format of the Passages TextBox are shown using the following examples:

The passages you want:	You type:	Or:	Or:
Chapter 12	12		
Chapter 12 to Chapter 14 (inclusive)	12-14	12 14	
Chapter 12 verse 2	12:2	12.2	
Chapter 7 verses 4 to 13	7:4-13	7 4 13	7.4-13
Chapter 13 verse 5 to Chapter 14 verse 3	13:5-14:3	13 5 14 3	13.5-14.3



- Alternatively, you can use the mouse and left click on the start verse. Hold the left button down and move the mouse cursor down the verses listed stopping at the last verse you want. Let go of the left mouse button and the passages will be highlighted.
- To see the highlighted passages in **a different Bible version**, just click the appropriate version tab (eg. ASV) and EasiSlides will automatically display the selected passages in the newly selected Bible version.
- If you wish, you can add **a second Bible version** to the selected text so that two versions of the same passages are shown on screen. To do this, right click on the highlighted text and select "Add Region 2 Verses" followed by the version required.
- Once you have selected the desired passages, you will see a preview of them in the preview area. To add the highlighted passages to Worship List, simply click the ↓ button.

Note: You can only select continuous passages. If you wish to select a number of different passages, just repeat steps 2-5 to build up a series of items on the Worship List.


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:


- From the Main Screen, Select the **InfoScreens Tab**, then click the **Add** button , or select an existing InfoScreen and click the Edit button .
- 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.

- 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).
- The **Song Number** is a numeric field to store your own Song Number.
- 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 from the searched list, EasiSlides can also insert the Book/User Reference from the selected title.
- 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
- 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:



- 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.
- 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
<input type="checkbox"/>	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 [EasiSlides Regions Explained](#) for more information on Regions.


- 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:

Contents		Contents
1. Blessèd assurance, Jesus is mine: O what a foretaste of glory divine! Heir of salvation, purchase of God; Born of His Spirit, washed in His blood. chorus: This is my story, this is my song, Praising my Saviour all the day long. This is my story, this is my song, Praising my Saviour all the day long.		[1] Blessèd assurance, Jesus is mine: O what a foretaste of glory divine! Heir of salvation, purchase of God; Born of His Spirit, washed in His blood. [chorus] This is my story, this is my song, Praising my Saviour all the day long. This is my story, this is my song, Praising my Saviour all the day long.
2. Perfect submission, perfect delight,		[2] Perfect submission, perfect delight,

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.

Edit the Worship List

The order of the songs during the Show is dictated by the order the songs are listed in the Worship List. The following buttons provides you with the facility to remove and re-arrange the songs on the Worship List:

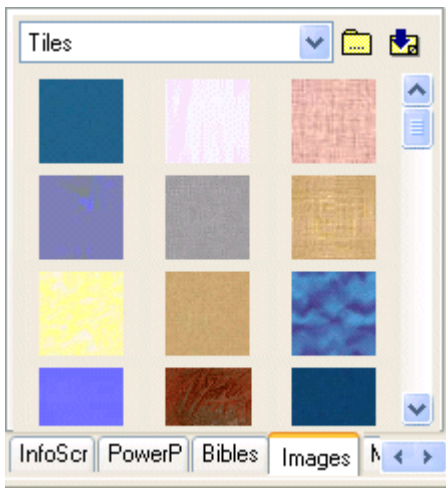
	Move the selected Song up the Worship List
	Move the selected Song down the Worship List
	Remove the selected song(s) from the Worship List

Add Background Image

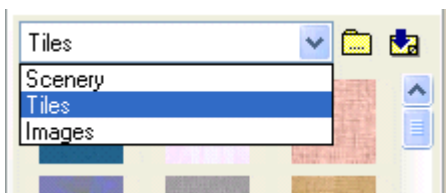
You can add a picture background for most item types on the Worship List. The only exception is Powerpoint item which has its own internal image controls. Each item can have its own picture background or you can have one common background for all the items on the Worship List. If you are previewing an item on the Songs List or Bible Passages, you can also add a background image to that item it prior to adding it to the Worship List.

Listing Available Images:

1. At the EasiSlides Main Window, either click an item on the Songs List or Worship List so that the item appears in the Preview area. Now click on the **Images tab**:



2. Select the desired image folder and a set of the stored images will be displayed.



Use Image for Item being Previewed:

- ✦ If you want to use a image **for the item being previewed** (either on the Songs List, worship list, or Bible Passages).
- ✦ Decide which image you want to use.
- ✦ Left mouse click on the image you want. You should now see the background image, along with the item, in the preview window.

Use Image for All Items:

- ✦ If you want to use a image **for all the items** on the worship list, ie. set the default image.
- ✦ First all of, right click on the Worship List and click on "**Unselect All**" so that no item appears in the Preview window.
- ✦ Next, left click on the image you want to use. You should now see the desired image in the preview window which will apply to all items (except those with Individual Settings) on the Worship List.

Use other Images not stored in EasiSlides:

- ✦ You can use images stored anywhere on your PC and use them as background for your items.
- ✦ Open your Windows folder where the images are held.
- ✦ Left click on the image you want to use. Keep left button down and drag image to either an item on the Worship List or to the item being displayed in the Preview area.
- ✦ Let go of the left button to use the background image.

Formatting Image Layout:

- ✦ If you add an image from the Scenery Folder, the image will be added using **Best Fit Image** layout
- ✦ If you add an image from the Tiles Folder, the image will be added using **Tile Image** layout
- ✦ If you add an image from other folders, the image layout will be based on the item's formatting
- ✦ You can format the image layout at the [Individual/Session tabs](#).

Please see [Background Images](#) for more information on Image folders and where to store your own images.

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](#)

Preview and Edit Worship List Songs

You can preview a song on the Worship List by clicking on it once. The lyrics for the song will be displayed in the Preview Area (middle pane of the EasiSlides Main Menu) along with how it will look during the Live Show. If the item is a Powerpoint file, the preview will show a picture of the first slide (the preview slide will show completed animations, if any).




- ✦ To edit a song, right-click on the desired item on the Worship List and select "Edit ...".
- ✦ When an item is displayed in the Preview area. Verse buttons for the item will automatically appear. You can click on the buttons to jump to the appropriate verses/chorus.
- ✦ Additionally, when you click on the lyrics in the Preview area, EasiSlides will show the slide associated with the lyrics you have clicked.
- ✦ When you click the Preview Lyrics Area, you set it in "focus". When in focus, you can use the following keyboard keys to move between songs and slides:

Home	Select First item on Worship List
Page Up	Select Previous item on Worship List
Page Down	Select Next item on Worship List
End	Select Last item on Worship List
Left Arrow	Go to First slide of selected item
Up Arrow	Go to Previous slide of selected item
Down Arrow	Go to Next slide of selected item
Right Arrow	Go to Last slide of selected item

Note: The above keys assume you have selected the Default Keyboard keys (under *View->Options->Keyboard*). If you had selected the Alternative Keyboard keys, then the Moving Between Items and Moving between Slides keys will be swapped with each other. See [Keyboard Settings](#) for more details.

Edit/View Session Notes

For a worship Session, you wish wish to store some notes for the operator to view during the running of the Show. EasiSlides provides a Session Notes button for you to add/edit Session notes for each worship session.



- ✎ **To edit session notes**, click  button in the Worship List area of the EasiSlides main Window. A small window will open for you to add/edit your session notes. Click OK to save the notes.
- ✎ **To view session notes**, click the  button in the Middle Pane of the EasiSlides main Window. The bottom half half of the Middle Pane will display the stored session notes. Click the  button again if you wish to turn off Session Notes.

The EasiSlides Show

When you have completed the Worship List you are ready to start the EasiSlides Show:

1. [Start the Show](#)
2. [Display Panel Settings](#)
3. [Navigating the Songs](#)
4. [Traditional/Simplified Chinese Switch](#)
5. [Message/Parental Alerts](#)
6. [Shortcut Keys during the Show](#)
7. [End the Show](#)

Start the Show

1. To start the Show, press **F12** or click the  button on the Output Pane (right pane of EasiSlides Main Window). The Show will start at whatever song is displayed in the Output Area. If there is no song in the Output Area, then EasiSlides will start at the First Song on the Worship List.
2. To start the Show at **a particular song** on the Worship List, double-click on the song desired on the Worship List
3. To start the Show from the **Songs List**, select the song(s) on the Songs List, right click in the Songs List area and select **Add & Show** option. EasiSlides will add the selected song(s) to the Worship List and start the Show at the selected song.
4. You can also click on required song on the Songs List, or select Bible Passages, so that it appears in the Preview Area, then click the  button in the middle Preview Pane. If Show is not yet started, click the button to make the item LIVE.

Note 1: If your PC has Dual-Monitor graphics support, EasiSlides will start the Show using the Monitor Option you have selected under **View->Options->Monitors**.

Note 2: If there are Powerpoint items on the Worship List, EasiSlides will preload all the required Powerpoint files before the Show starts. EasiSlides will close these files when the Show ends.

Display Panel Settings

Depending on the options you have selected, during the Show, the Display Panel will appear in a format similar to the sample below. You can use the "d" key on the keyboard to switch on/off the Display Panel during the Show. If you are running Dual Monitor, you can use the EasiSlides Main Window to change any Display Panel Settings during the Show.



Note: Licence Administration Information (eg. CCLI) for the song, if any, will also be displayed on the first showing of the Song, regardless of Display Panel Settings unless "Enforce Display of Copyright on First Showing" is switched off at View->Options ->Licence

Navigation Keys During the Show

1. Dual Monitor Mode

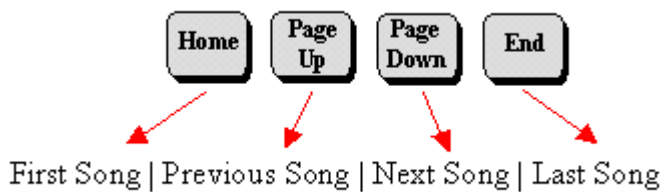
If you are running **Dual Monitor**, you can use the EasiSlides Main Window Output Area buttons to navigate to the various slides and songs during the EasiSlides Show.

2. Single Monitor Mode

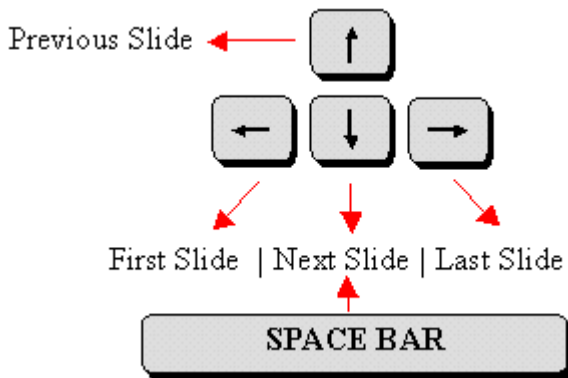
For **single monitor** setup, you can use the following to navigate to the various slides and songs during the EasiSlides Show:

Keyboard Keys

≪ Moving Between Items



≪ Moving Between Slides



≪ Jump to Verse/Chorus



Other Navigation Keys

T	Chorus 2	E	Ending
P	Prechorus	B	Bridge
Q	Prechorus 2	W	Bridge 2

Mouse Buttons

Left mouse button click	Next Slide
Right mouse button click	Previous Slide
Hold Left mouse button for more than half a second	Next Song
Hold Right mouse button for more than half a second	Previous Song

Note 1: PowerPoint Slides, when displayed, captures mouse clicks before EasiSlides can act upon them and therefore the features described below are only applicable to Database items on the Worship List. Also, if you have Powerpoint items for the Show, please be aware that Powerpoint takes over control briefly everytime a Powerpoint slide is displayed. You should therefore wait a moment in between each Powerpoint slide before using any of the above keys so as to give EasiSlides time to capture the control back from Powerpoint.

Note 2: When you move to a Powerpoint Item during a Dual Monitor Live Show, you may find that Powerpoint will retain focus and therefore the keyboard navigation keys you normally use in EasiSlides may not function properly. To avoid this problem, on showing of the Powerpoint item in dual monitor, you should use your mouse to click on the first slide in the Output area so as to get EasiSlides back in focus. You can then use the keyboard keys to navigate.

Note 3 : The above keys assume you have selected the Default Keyboard keys (under *Options->Keyboard*). If you had selected the Alternative Keybard keys, then the Moving Between Items and Moving between Slides keys will be swapped with each other. See [Keyboard Settings](#) for more details.

Traditional/Simplified Chinese Switch

If you have Chinese characters being displayed during a LIVE Show, you can switch the displayed characters from Traditional Chinese to Simplified Chinese and vice versa. The switch is temporary and the original database item or file is not amended in any way. All source items with the exception of Powerpoint Files can be switched, ie. InfoScreens, Word Document, Text File, Database item and Bible Passages.

During Dual Monitor Show

1. When an item is displayed in the Output Area, click the **中** button to switch.
2. Click **中** button again to switch the other way.
3. You can switch back and forth as much as you like but if you move on to the next item on the Worship List and later on move back to this item again, the text will revert back to the original characters.

During Single Monitor Show

1. When an item is displayed on the Screen during a LIVE Show, press the **F10** key on the keyboard to switch.
2. Click **F10** key again to switch the other way.
3. You can switch back and forth as much as you like but if you move on to the next item on the Worship List and later on move back to this item again, the text will revert back to the original characters.

Note 1: At the first press of the switch, if the text is either completely Traditional Chinese or a mixture of Simplified/Traditional 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.


Note 2: The switch described above is for temporary switching. If you wish to permanently switch the text to either Traditional or Simplified Chinese, you should use the [Edit Song](#) function which also has a Traditional/Simplified Chinese switch and which you can save the data permanently to the database.

Showing Alerts

Four types of Alerts are available during a Live Show:

- ✦ **Message Alert**
- ✦ **Parental Alert**
- ✦ **Reference Alert**
- ✦ **Lyrics Monitor Alert (only applicable if Lyrics Monitor is present)**


1. Message and Parental Alerts - Dual Monitor

1. During a Dual Monitor LIVE Show, at EasiSlides Main Screen, click the Alert button .
2. The Alert Window will open.
3. The Message Alert is at the top part of the window and the Parental Alert is below it.
4. For Message Alert (top portion of the window). type the desired message, or use dropdown list to see and select a previous message.
5. For Parental Alert (middle part of the window), type in the desired Parental Alert.
6. To make message LIVE, press the appropriate **Go Live** button.
7. Font Size, Name, Duration, flashing, Scrolling, Alignment and colours can be set using the [Alerts Options](#).
8. To stop the message, at the Alert Window click **Stop Alert**.






2. Message and Parental Alerts - Single Monitor

1. During a Single Monitor LIVE Show, press the **F9** key at the keyboard.
2. The Alert Box will at the bottom of the screen.
3. Type in the the desired message alert or parental alert then select scroll, flash option as appropriate.
4. Click the appropriate Show button to show the Alert. Alert Box will close and you will be back at the Show Screen with the Alert Message displayed.
5. To stop the alert, press **F9** again and click **Stop**.
6. Duration, Alignment and colours are set using the [Alerts Options](#) prior to the LIVE Show.

3. Reference Alert

1. Reference Alerts are enable/disabled via **Options->Alerts->Reference Alerts**.
2. When a Reference Alert is displayed during a Dual-Monitor Show, you can switch it off by clicking on the  icon on the EasiSlides Main Window Output Area. Clicking on the same icon will show the reference again.
3. If you are in a Single Monitor Live Show, you can use the "z" key on the keyboard to turn on/off the Reference Alert.

4. Lyrics Monitor Alert

1. Lyrics Monitor Alerts are only available during a Dual Monitor LIVE Show.
2. During a Dual Monitor Live Show, at EasiSlides Main Screen, click the Alert button .
3. The Alert Window will open.
4. The Lyrics Monitor Alert is at the bottom of the window.
5. Type in the the desired message for the Lyrics Monitor and click .
6. To stop the message, at the Alert Window click .
7. Another method to send a Lyrics Monitor Alert is by ticking **View->Options->Main Window->Show lyrics Monitor Alert Box**. When ticked, there will be a small textbox at the bottom of the Output Pane on the Main EasiSlides Window. To send the alert, just type in the message and click the  button. To Clear the message, click the  button.

Shortcut Keys During the Show

If you are running Dual Monitor, you can use the EasiSlides Main Window Navigation buttons and other settings to navigate and change settings during the EasiSlides Show. The following is a summary of navigation keyboards keys for the Preview/Output Pane (also for Dual Monitor Live Show) and Single Monitor Show:

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
1 .. 9	Jump to Verse
O or C	Jump to Chorus
T	Jump to Chorus2
E	Jump to Ending
B, W	Jump to Bridge, Bridge2
P, Q	Jump to Prechorus, Prechorus2
A	Auto-Rotate On/Off
J	Go to the next Non-Rotating Item
M	Media Pause/Resume
F2	Black Screen
F3	No Lyrics, Showing background only
F4	Show Live Cam (if connected)
F5	Re-start the current item from the start. (See note 5)
F9	Alert Window
F10	Traditional/Simplified Chinese Switch
F12	Quit EasiSlides Show
The following keys are only available in Single Monitor Mode Live Show	

D	Show/Hide Display Panel
G	Gap Item On/Off
H	Show/Hide Headings such as Song Title, Verse Numbers, etc.
N	Show/Hide Notations
R	Region Select - select region's lyrics to display
O	Outline Font On/Off
S	Shadow Font On/Off
Esc, '-', F12	Quit EasiSlides Show

Note 1: Keys **N**, **R** and **S** are not applicable to Powerpoint items.

Note 2: You can display the above information during a Single Monitor Show by pressing the key **F1**

Note 3: If you have Powerpoint items for the Show, please be aware that Powerpoint takes over control briefly everytime a Powerpoint slide is displayed. You should therefore wait a moment in between each Powerpoint slide before using any of the above keys so as to give EasiSlides time to capture the control back from Powerpoint.

Note 4: The above keys assume you have selected the Default Keyboard keys (under **Options->Keyboard**). If you had selected the Alternative Keyboard keys, then the Moving Between Songs and Moving between Slides keys will be swapped with each other. See [Keyboard Settings](#) for more details.

Note 5: During a Live Show, 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. This will also turn off Auto-Rotation. For more details on rotations and playing media, please see [Setting Rotations](#) and [Play Media](#).

End the Show

If you are running Dual Monitor, press **F12** or click the **LIVE** button on the EasiSlides Main Menu to end the Show.

For single monitor setup, press **F12**, or the **Escape** key (usually labelled as **Esc** on the keyboard). You can also use the minus key '-' to quit the Show.