

Song Panel

Selecting And Displaying Lyrics

The Song panel (shown on the next page) allows you to select and display songs. Notice that even if the panel is disabled, you can do everything described in this section except change what's displayed on the projector display. You can only change the display when the panel is active. To make the panel active, click the *Song* tab at the top of the panel.

Before you display a song, you need to select the song. There are several ways to locate a song:

1) If the song leader gives you the page number from one of the hymnals, click in the box next to that hymnal, scroll to the page number and click on the number.

2) Click on a letter key on the left edge of the song panel to jump to the first song that starts with that letter. Now scroll through the list until you find the song title. Click on the song title to select the song without changing the song on the display, or double-click the title to display the first verse (if the song has one) or the first chorus (if the song has no verses).

3) Click in the box next to the *Search* label, then start typing either the song title, a few words from the song, or the song number. As you type, the search list shows you all songs that match your search. Double-click on the song you want, or click the *Reset* button or press the *Esc* key to try again. Double-clicking in this case does not change the song on the display; it only selects the song that can be displayed.

4) The history box at the bottom of the panel lists all of the songs that have been displayed. Clicking on any of these songs selects the song. This comes in handy when a song leader alternates between two or more songs.

5) If there are some songs that are used over and over, you can click the *Add current song* button in the 'Favorites' area to add them to the drop down list. This makes finding these songs easier. (If you no longer want a song in the favorites, click the song in the favorites, then click the *Delete this song* button.)

Notice that even though a song is selected, it is not on the screen (unless noted otherwise above). That's where the other buttons come into play.

When the song panel is active, the buttons described below are active; otherwise, they are not.

The song panel has up to fourteen buttons for showing verses, up to six buttons for showing choruses, and one button (with an arrow on it) for stepping sequentially through the song. When you click a button with a number on it, that item is displayed on the screen. The button with the arrow will display verses and choruses in alternating fashion, which is how most songs are sung. If the song leader wants to repeat a verse or chorus, you can click on that button. Finally, you can click on the words of the verses or choruses themselves to display those words.

If *Song key* is visible, then you can update the key in which the song is performed. Just type it in and press the Enter key to save the change. Click the ? button for key help.

If you want to quickly edit a song, Shift-Click that song title (press and hold the Shift key, then click the song title). The song opens up in a text editor. Make your changes and save. This technique is designed mainly to change the length of lyrics.

If you need to correct the spelling or any other type of editing, you should do this from the Song Update window.

The screenshot shows the 'Song' panel interface. At the top, there's a 'Song' tab and a 'Blank Screen' indicator. Below this, there are buttons for 'Show Verse' (1-5) and 'Show Chorus' (1). A 'Key' field shows 'D' and a '?' button. A 'Search' field is empty, and a 'Reset' button is next to it. On the right, there are dropdown menus for 'Echoes From Heaven' (114), 'Red Hymnal' (285), and 'Blue Hymnal' (---). The main area is divided into 'Title' and 'Verse' sections. The 'Title' list includes songs like 'A Beautiful Life', 'A House Of Gold', 'A Little Bit Further', etc. The 'Verse' section displays the lyrics for 'A Beautiful Life'. At the bottom, there's a 'Chorus' section with lyrics. A 'History' box is at the very bottom, and a 'Favorites' section with 'Add current song' and 'Delete this song' buttons is at the bottom right.

Scripture Panel

Selecting And Displaying Scripture

The Scripture panel (shown below) allows you to select and display Scripture verses. Notice that even if the panel is disabled, you can do everything described in this section except change the projector display. You can only change the display when the panel is active. To make the panel active, click the *Scripture* tab at the top of the panel.

Before you display a Scripture, you need to select the Scripture.

- 1) Click on the book of the Bible.
- 2) Click on the chapter of the Bible.
- 3) Click on the verse.

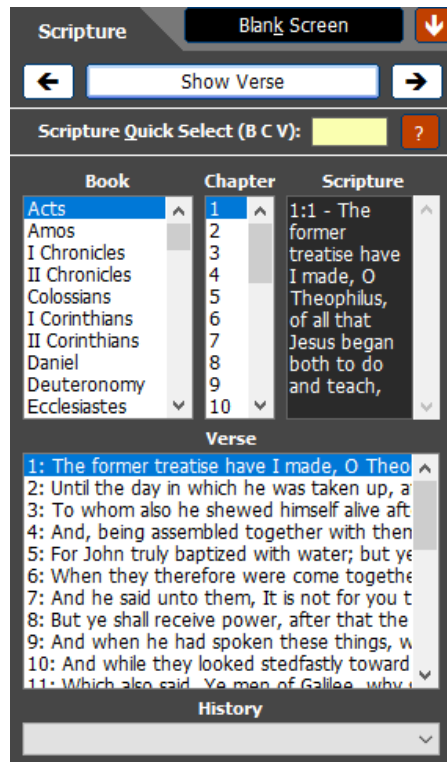
Notice that even though the Scripture is selected, it is not on the screen. That's where the rest of the buttons come into play.

When the Scripture panel is active, the buttons described below are active; otherwise, they are not.

The Scripture panel has one button for showing the verse, and two buttons (with arrows on them) for displaying the previous and next verse. The *Show Verse* button shows the selected verse on the display. The button with the left pointing arrow displays the previous verse, and the button with the right pointing arrow displays the next verse.

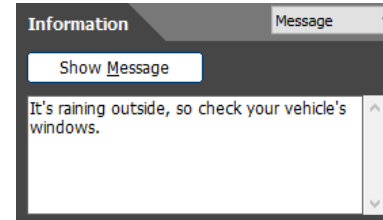
There is a field next to the *Scripture Quick Select (B C V)* button. With practice, this allows you to quickly show any verse. To start, click in the text area. Type in enough of the book's name (without any spaces) to uniquely identify it (the field changes color when this happens), then press the space bar, type in the chapter number, press the space bar, and type in the verse number, then press the enter key. The selected verse is displayed. The critical part is typing in the book's name. For books that have 2 or 3 books (1 & II Samuel, for example), you can type *Isa* or *isam*. Notice that *isa* could be either I Samuel or Isaiah. Do not use a space between this number and the book name. For a complete list of book abbreviations, click the ? button on the screen.

The History list shows you all of the Scriptures that have been display. Double-clicking a verse displays that verse.



Information Panel

Entering And Displaying Messages



The Information panel (the picture on the left) allow you to: 1) Type in announcements, prayer requests, etc. for the congregation to see; 2) Display the event calendar; and 3) Display a rotation of Scriptures. Notice that even if the panel is gray, you can change the message that will be displayed. You can only display on the projector when the panel is active.

To make the panel active, click the *Information* tab at the top of the panel. You select between messages, events, and Scripture using the drop-down list to the right of the *Information* tab.

Messages/Prayers: Messages and prayers work the same way. Before you display a message, select Message from the drop-down list. You then can type in your message by clicking in the box in the Message panel and typing. Notice that even though the message has been entered, it is not on the screen. When you activate the Information panel by clicking the *Information* tab, you can click the *Message* button to display the message.

Events: Before you display the events, select Events from the drop-down list. Clicking the *Events* button displays any events one by one. Clicking the *Pause* button pauses the display. Clicking the *Skip* button advances to the next event.

Verses: Before you display the verses, select Verse from the drop-down list. Clicking the *Verse* button starts the Scripture rotation; clicking the *Pause* button stops it. Click the *Resume* button to resume the rotation.

Abbreviations for Bible Books

ac	Acts	hag	Haggai	la	Lamentations	ro	Romans
am	Amos	he	Hebrews	le	Leviticus	ru	Ruth
1ch	1 Chronicles	ho	Hosea	lu	Luke	1s	1 Samuel
2ch	2 Chronicles	i	Isaiah	mal	Malachi	2s	2 Samuel
c	Colossians	ja	James	mar	Mark	s	Song of Solo-
1co	1 Corinthians	je	Jeremiah	mat	Matthew	mon	
2co	2 Corinthians	job	Job	mi	Micah	1th	1 Thessalo-
da	Daniel	joe	Joel	na	Nahum	nians	
de	Deuteronomy	joh	John	ne	Nehemiah	2th	2 Thessalo-
ec	Ecclesiastes	1j	1 John	nu	Numbers	nians	
ep	Ephesians	2j	2 John	o	Obadiah	1ti	1 Timothy
es	Esther	3	3 John	1p	1 Peter	2ti	2 Timothy
ex	Exodus	jon	Jonah	2p	2 Peter	t	Titus
eze	Ezekiel	josh	Joshua	phile	Philemon	zec	Zechariah
eze	Ezra	jude	Jude	phili	Philippians	zep	Zephaniah
ga	Galatians	judg	Judges	pr	Proverbs		
ge	Genesis	1k	1 Kings	ps	Psalms		
hab	Habakkuk	2k	2 Kings	re	Revelation		