

version 0.99 User Manual

# OpenSong Table of Contents

How to create a new Set	3
Announcements	4
Adding the Hymns	8
Inserting Bible text	9
How to add a new song	11
1. modern or complex songs	12
2.more traditional hymns.	12
How to present a pre-prepared Set	15
Single Screen	15
Keyboard Shortcuts	16
Two Screens	18
Setting up how the presentation looks	19
Slide Settings	
Style	
Monitors	
Logo	23

# How to create a new Set

On the main screen, choose 'Set Mode'



Click on the 🕑 Add Set button

🕖 OpenSong v0.9.9	
<u>File E</u> dit <u>M</u> ode <u>S</u> ettings <u>H</u> elp	
🗄 📑 Song Mode	Set Mode
Sets-	
	Slide Editor
Current Set	Title:
💦 Save 💽 Present 🕨	Slides:
😪 🅪 Rename 🧊 Songs	
💦 🙀 Delete 🥁 List	
Current Item	

type in a name for your set and click  $\ensuremath{`}\ensuremath{\mathsf{OK'}}$ 

🎵 OpenSong		×
Please enter a name:		
26th July		
	<u></u>	<u> </u>
	С ок	Cancel

The order of service we want to follow goes like this:

- 1. as people arrive, the announcements loop round on the screen
- 2. The opening hymn O For a Thousand Tongues
- 3. prayer
- 4. hymn Beautiful One
- 5. bible reading
- 6. Children's song Nothing can separate us (new song)
- 7. prayer for others
- 8. Sermon
- 9. closing Hymn

so let's get started.

### Announcements

Here are the announcements we want to display:

- 1. Welcome to Church
- 2. Please come to this evening's service at 7pm where we will continue our studies in the book of Ecclesiastes
- 3. Youth Fellowship will meet after the evening service in John and Clare's house
- 4. There will be a meeting for all the prayer triplet groups on Monday evening at 8pm in the church hall
- 5. Remember the Karting event on Wednesday to raise funds for our sister church in Romania. For further details, contact Norman

Choose New Item - Slides



Fill in the Title and Name as 'Announcements' and the Subtitle as the date.

For each new slide, click on 'Insert Slide' The slide separation indicator in the Editor is '---' as highlighted below.

Slide Ed	itor	1997 1997 1997
Title:	Subtitle:	Name:
Announcements	26th July	Announcements
Slides:		
If you're a visitor to ch Please make yourself l	urch today, you are very welcon known, and please sign the visit	me! itors book in the entran
We hope find your tim	e with us both profitable and er	ncouraging.
At our 7pm service this You are very welcome	s evening we will be continuing : to attend	g our studies in the book
the Youth group will n after church this eveni	neet in John and Clare's house ng.	Auto-advance slide
There will be a meetin	ng for all the prayer triplet group	ips 0
at 8pm		seconds
in the church hall		
		Þ
Notes:		
·수영화 		Uverride Sty

Set the Auto-advance to 10 Seconds

🚔 Save 👘

both the Current Item, and the Set.

You might have noticed that I missed one of the announcements. I thought it would be a good idea to use a different background with the Karting announcement because it's a bit more light-hearted than the rest.

First, create the new slide as before. This slide must use the same Name as the other announcement slides if they are all going to loop.

Silae Ealtor		117 C		
Title:	Subtitle:	Nami	e:	
Announcements	Karting	Ann	ouncements	
Slides:				67
Remember the sponsored Karting	g event		Insert:	
on Wednesday			🧾 Slide 🛛 🙀	
to raise funds to help the work of	our sister church		1978 - 1978 - 1978 - 1978 - 1978 - 1978 - 1978 - 1978 - 1978 - 1978 - 1978 - 1978 - 1978 - 1978 - 1978 - 1978 -	5
For further details, contact Norma	IN.		✓ Loop Slides	
			✓ Print in List	
			Auto-advance slides ev	eż
			40	
			10 seconds	
			Seconds	
			This is a complexible. This port is the hardy port.	122
I			Club on the visite can white vigite.	
Notes:				, ŝ
			✓ Override Style	
L				

Since this is the last slide that is to be looped, tick the 'Loop Slides' box. Creating a different background means we want to override the standard style. Tick the box and click on the picture.

🎵 Style Editor		×
Fonts and Alignment		Background
Title:	Align:	Color
Helvetica 14		Image:
Subtitle:		
()-(		(Click to change) (Right-click to clear)
Herverica 10		Trim Bottom: 50 p×
Body:		
Helvetica 34		(Cuts the bottom of the background to hide watermarks, web site urls, etc. To avoid distortion, this also trims from the sides to compensate.)
		OK Cancel

Click on the image and either select a new one from the existing folder, or browse the computer to find something suitable.

Click OK and Save both the Current Item, and the Set.

# Adding the Hymns



both the Current Item, and the Set.

If you need to edit a song, double click on it in the list of Set Items. If not all verses are to be sung, or if the order is to be different from that typed in the song editor, use the Presentation box to type in the song order, rather than deleting unwanted verses, or typing them in more than once.

		<u>_ 8 ×</u>	
	General	Advanced	
Copyright:			į
Public Domain			
CCLI#:	C v1 (	Atation: C v2 C v3 C C2	
		🔺 Insert:	2
A praise		Section Chords&uite:	

# Inserting Bible text

Choose 'Scripture' from the New item section of the main window



Select the verses from the table.

-sempture L	00K	up				_			_			
		Quick Lookup — Reference:	(E.)	10.0	4.01	. 101	<b>D</b> _1, <b>d</b> _4	0.44				ookup
Genesis Exodus Leviticus Numbers Deuteronomy Joshua Judges Ruth 1 Samuel		Matthew Mark Luke John Acts Romans 1 Corinthians 2 Corinthians		"2Pet 1 1 2 3 4 5 6 7 8 9	:1-2' o	> '2	Pet 1:1 2 3 4 5 6 7 8 9	-2 (K	JV);	1 2 3 4 5 7 8 9		Add
1 Samuel 2 Samuel 1 Kings 2 Kings 1 Chronicles 2 Chronicles Ezra Ezra Kehemiah Esther Job Psalm Proverbs		Ephesians Ephesians Colossians 1 Thessaloni 2 Thessaloni 1 Timothy 2 Timothy 2 Timothy Titus Philemon Hebrews James		9 10 11 12		:	9 10 11 12 13 14 15 16		-	9 10 11 12 13 14 15 16		Version NIV Verses Per Slide
Ecclesiastes Song of Solo Isaiah Jeremiah Lamentations Ezekiel Daniel	~	1 Peter 2 Peter 1 John 2 John 3 John Jude Revelation	~		~			>			~	Format ○ Paragraşă ⊙ Verst

The columns are:

\_\_\_\_\_

Old testament books – New Testament books – Chapter – From verse – To verse, so the highlighted fields above are Ecclesiastes chapter 4 verses 1 to 5.

Then click 'Add'

If the reading spans more than one chapter, you can add each chapter as a separate item. If you don't want a blank slide between chapters, it's possible to cut and paste text from one item

to another, but you must Save your cu

your current item every time.

Title:       Subtitle:       Name:         Ecclesiastes 4:1-5       NIV       Ecclesiastes 4:1-5         Slides:       1 Again I looked and saw all the oppression that was taking place under       Insert:         2 And I declared that the dead, who had already died, are happier than       Insert:         3 But better than both is he who has not yet been, who has not seen the       4 And I saw that all labour and all achievement spring from man's envy         5 The fool folds his hands and ruins himself.       Imsert:				
Ecclesiastes 4:1-5 Slides: 1 Again I looked and saw all the oppression that was taking place under 2 And I declared that the dead, who had already died, are happier than 3 But better than both is he who has not yet been, who has not seen the 4 And I saw that all labour and all achievement spring from man's envy 5 The fool folds his hands and ruins himself. Auto-advance sl'	2:	Subtitle:	Nап	ne:
Silides: 1 Again I looked and saw all the oppression that was taking place under 2 And I declared that the dead, who had already died, are happier than 3 But better than both is he who has not yet been, who has not seen the 4 And I saw that all labour and all achievement spring from man's envy 5 The fool folds his hands and ruins himself. Auto-advance sl'	lesiastes 4:1-5	NIV	Ecc	lesiastes 4:1-5
1 Again I looked and saw all the oppression that was taking place under       Insert:         2 And I declared that the dead, who had already died, are happier than       Issert:          3 But better than both is he who has not yet been, who has not seen the         4 And I saw that all labour and all achievement spring from man's envy       Issert Loop Slide          Doop Slide          Yet been, who has not seen the         4 And I saw that all labour and all achievement spring from man's envy       Doop Slide          Yet been, who has not seen the          Auto-advance sl'	es:			
2 And I declared that the dead, who had already died, are happier than 3 But better than both is he who has not yet been, who has not seen the 4 And I saw that all labour and all achievement spring from man's envy 5 The fool folds his hands and ruins himself. Auto-advance s <sup>17</sup>	gain I looked and saw all th	e oppression that was tak	ing place under	Insert:
 3 But better than both is he who has not yet been, who has not seen the 4 And I saw that all labour and all achievement spring from man's envy  5 The fool folds his hands and ruins himself. Auto-advance s <sup>r</sup>	nd I declared that the dead	, who had already died, .	are happier thar	🧾 Slide
And I saw that all labour and all achievement spring from man's envy 5 The fool folds his hands and ruins himself. Auto-advance sl'				
→ And I saw that an labour and an achievement spring non-mails energy Loop Slide → 5 The fool folds his hands and ruins himself. Auto-advance sl	ut better than both is ne wh	o nas not yet been, who all achievement coring t	nas not seen the	
5 The fool folds his hands and ruins himself.		an achievenient sphing i	iom mans enoy	Loop Slides
Auto-advance s <sup>r</sup>	he fool folds his hands and	ruins himself.		🗹 Print in List
Auto-advance sl'				
				Auto-advance slids
6				<b>b</b>

As with the Announcements slides, '---' in the slide editor indicates a new slide, so you can edit the layout to fit on the screen.

Before presenting your Set, go through it carefully, checking that everything flows correctly, that all verses and choruses are present and in the proper order, and that there are no spelling or punctuation mistakes.

# How to add a new song



In Song Mode, click Create in the New Song section

type in your title and click OK

🎵 OpenSong		×
Please enter a name:		
Numice Cos Cos and Id		_
Nothing Can Separate US		
	🕒 ок	😢 Cancel

There is a variety of ways that songs can be written into Opensong. Here are just two.

## 1. modern or complex songs

A CONTRACTOR OF A

20.00

- a. Type or paste your song into the Editor.
- b. The first column is reserved for control characters, so move everything out by one space.
- c. Specify [V#], [C], [B] etc. for verse number, chorus, bridge, etc.
- d. Type the order the song is to be sung into the Presentation line.

Song Editor		General
Title:	Copyright:	
Nothing Can Separate Us	WhitePark Acoustics	
Author:	CCLI#:	Presentation:
		v1 v2 b v1
Chords/Lyrics:		
[v1]		Ins
Nothing can separate us from the love of	God;	8
Nothing can tear us from His hands.		
Nothing can separate us from the love of	God,	E
neither height, nor depth,		
nor life, nor death,		
nor angels, principalities or powers		
[v2]		
For God so Loved the world, he gave his o	only son;	
His only not-adopted son.		
For God so loved the world, he gave his o	only son,	
if we believe in him		
we need not die		
but we can have everlasting life!		
[b]		
For those who accept him,		
who believe in his name,		
He gave the right to become his children,		
and now		

## 2.more traditional hymns

a. click on Insert Multiple Verses.



- b. boxes will pop up asking for the number of verses, and the number of lines in each verse.
- c. Type out your song using the template which appears.
- d. Type the order the song is to be sung into the Presentation line.

Title:	Copyright:	
Nothing Can Separate Us	WhitePark Acoustics	
Author:	CCLI#:	Presentation:
		v1 v2 v3 v1
Chords/Lyrics:		
[V]		Inser
		:::::::::::::::::::::::::::::::::::::::
lNothing can separate us from the love of God;		
2For God so Loved the world, he gave his only	son;	
3For those who accept him,		<b>•</b> ••
lNothing can tear us from His hands.		
2His only not-adopted son.		
3who believe in his name,		
INOTHING can separate us from the love of God,		
2Nor God so hoved the world, he gave his only	son,	
she gave the right to become his children,		
Ineither height nor denth		
2 if we believe in him		
3and now		
lnor life, nor death,		
2we need not die		
3		
lnor angels, principalities or powers		
2but we can have everlasting life!		
3		

Both these methods will produce the same results when they're presented using the projector.



To be able to select the new song from the list in the future, you should refresh the Songs folder:



The editor also has many other features including Chord display (including an automatic transposer), theme selection, and hymnsheet printing.

# How to present a pre-prepared Set

#### On the main screen, choose 'Set Mode' 🎵 OpenSong v0.9.9 <u>File E</u>dit <u>M</u>ode <u>S</u>ettings <u>H</u>elp Song Mode Set Mode Sets Slide Editor . 🖸 🔁 Title: Current Set Su Save Present Slides: Rename... Songs... 🙀 Delete... List. New Item Current Item

select the desired Set from the drop down menu,

Present your Set.

### Single Screen

If you're using a laptop where the projector screen displays exactly what's on the built-in screen, or if you are using a PC that has only one monitor output (connected to the projector) then you will have to use the Simple Screen presentation mode.

🎵 OpenSong v0.9.9	·····) #2,			
File Edit Mode Setti	ngs Help			
: 💽 Song	Mode		Set Mode	
Sets-			. ś	
26th July		••	Slide E	d 🕍 🔅
Current Set			Title:	
Save	🔄 Pr	Simple Scree		
🥪 Rename	🥰 Sc	Dual Screen		
👌 🦙 Delete	🥰 Li	Preview Dua	al Screen	
a witem	Current Ite	•m		
y stag	💮 Mov	re Up		

Although this mode is restrictive because you can't add songs or scripture 'on the fly' during a service, it's very good at running through prepared sets, and there are keyboard shortcuts to allow the use of most of the OpenSong facilities.

#### Keyboard Shortcuts

Navigation keys:

- $[\downarrow]$  move to the next slide
- [**1**] previous slide
- $[\rightarrow]$  next section (e.g. next song)
- [←] previous section

[1]-[9] can be used to jump to the required verse.

- **[C]** jumps to the chorus.
- **[B]** jumps to the bridge, or the beginning of the current song.
- **[P**] jumps to the Pre-Chorus or the beginning of the current song.
- **[T**] jumps to the Tag if it exists in the current song.

The navigation keys still work, but the slides are not displayed until the [N] key is pressed:

- [K] Black Screen
- [**W**] White Screen (very bright)
- [**H**] Hidden (display the background picture)
- [L] displays your Logo Image on top of the background
- [N] normal

The shortcuts below will pop up a navigation window which can be seen by everybody.

**[Q]** display a new song



choose your song from the list and click Add. The beginning of the song will display immediately.

### [A] display an Alert



type in the message and click OK. The message will display immediately and will continue to display until a new, blank alert is created.

#### [S] display a scripture verse

the same window is displayed as when you're adding a portion of scripture to a set. In version 0.99 of Opensong, only one slide can be displayed at a time, so if you have the screen set to 2 verses per slide



and the portion of scripture you want to display is 5 verses long, only the last 2 of the verses will display on screen.

[ESC] exits out of Opensong

### Two Screens

If your computer allows the projector to be displayed as a second monitor, Opensong becomes even more versatile.

All the keyboard shortcuts still work as above, but the pop-up windows which appear when you want to add a new slide don't display on the projector, so the congregation don't see you working.

With the Presentation Helper, you can use the mouse to select which slide you want to display.

Presentation Helper					The second second
Title	ID	Text		Mode	
Announcements Announcements Announcements Announcements Announcements O for a thousand ton O for a thousand ton O for a thousand ton O for a thousand ton O for a thousand ton	V1 V2 V3 V4 V5	If you're a visitor to church today, yo At our 7pm service this evening we the Youth group will meet in John a There will be a meeting for all the p (Loop) Remember the sponsored Ka O for a thousand tongues to sing Mu Jesus the name that charms our fea He breaks the power of cancelled sin He speaks and listening to His voice Hear Him ye deaf, His praise ye dun	vu are very welcome will be continuing o and Clare's house af prayer triplet groups arting event on Wed v great Redeemer's rs That bids our sorr n He sets the prison New life the dead r nb Your loosened t		[H] Normal [K] Black [W] White [H] Hidden [L] Logo [F] Frozen
O for a tho My great My great The glorie The triu the triu the triu	usa i Re s of impl impl	nd tongues to sing deemer's praise, deemer's praise, deemer's praise 'my God and King hs of His grace, hs of His grace, hs of His grace, hs of His grace,	<ul> <li>Keys- Down: Next Slide Up: Previous Slide Right: Next Section Left: Previous Section 1-9: Verse C: Chorus P: Pre-chorus B: Bridge T: Tag</li> </ul>	Action	IS [A] Alert [Q] Add Song [S] Scripture [M] Full Screen [Esc] Return

# Setting up how the presentation looks

Presentation Settings are accessed from the Settings drop down list.





#### **Slide Settings**

Slide Style settings can be changed by clicking on the Default or Scripture sample slides.



If you click on the background image on the Style Editor, a selection appears. Click on your chosen image and it will become the new background.



Font selection, as well as size and style of writing, are chosen by clicking on the sample text.



Text alignment is chosen by clicking on the Align icons: Left, Centre or Right justify, and top (middle) or bottom. The icon below shows the text centred both horizontally and vertically.



#### <u>Alerts</u>

Alert settings are chosen in the same way. Click on the text to change the settings, or select the Alignment box which corresponds to where the alert should appear.



so the settings above will display the alert with a purple background in the bottom right corner of the presentation screen as shown below:



#### <u>Style</u>

**Transitions** fade from one screen to the next **Border thickness** is the depth of the border around the text **Initial mode** determines what the first slide will be when the presentation begins **Song Subtitles** allows you to display Copyright or Author's name And tick the box if you want a blank slide between each song

Style
Use Transitions
Border Thickness:
Initial Mode:
Normal 💌
Song Subtitles:
Copyright 💌
✓ Insert Blank Slides Between Set Items

#### **Monitors**

On computers with more than one monitor, it's possible to choose which monitor output to use for the projector (Presentation Monitor) and which is to be used for the Presentation Helper screen (Configuration Monitor).



#### <u>Logo</u>

Logo and Mask allow you to display a semi-transparent logo over the background when `Logo' is selected during a presentation



