

# **Songview V4.5 Display Software Manual**

<b>SONGVIEW V4.5 DISPLAY SOFTWARE MANUAL .....</b>	<b>1</b>
<b>FEATURES .....</b>	<b>4</b>
<b>GETTING STARTED .....</b>	<b>6</b>
Installation .....	6
Display Setup .....	7
Display Worship Songs .....	10
Creating and Editing a Song File .....	12
<b>COMPILING SONG FILES.....</b>	<b>13</b>
Song Editing and Creation .....	13
Create from new or from a template .....	13
Templates.....	16
Search and Replace.....	16
Editor Settings .....	20
Alternative Slide Editor .....	21
Song Import .....	22
Song Appearance .....	22
Backgrounds .....	25
File Management .....	25
<b>SONG DISPLAY.....</b>	<b>28</b>
Basic.....	28
Touch Interface.....	29
Finding Songs.....	30
On the Fly Settings .....	31
Slide Editing .....	31
Setup .....	31
Normal Settings .....	33
Scroll Mode .....	36
Single Monitor Use .....	36
<b>BACKGROUNDS .....</b>	<b>38</b>

Background setup .....	38
<b>PLAYLIST .....</b>	<b>39</b>
<b>BIBLE TEXTS.....</b>	<b>41</b>
<b>SLIDESHOWS AND NOTICES .....</b>	<b>42</b>
<b>Editable Slideshow.....</b>	<b>42</b>
Slide Editing .....	44
Framed images.....	45
Text edit window .....	45
<b>Folder Slideshows .....</b>	<b>47</b>
<b>ALERTS .....</b>	<b>48</b>
<b>POWERPOINT PRESENTATIONS .....</b>	<b>50</b>
<b>MULTIMEDIA .....</b>	<b>52</b>
<b>INTERNET PRESENTATIONS.....</b>	<b>56</b>
The controls available are:.....	57
<b>Youtube video presentations.....</b>	<b>57</b>
The controls available are:.....	58
<b>MISCELLANEOUS.....</b>	<b>60</b>
<b>Export Songs.....</b>	<b>60</b>
<b>Print Songs .....</b>	<b>61</b>
<b>Song Titles .....</b>	<b>62</b>
<b>Song Usage .....</b>	<b>62</b>
<b>Song Import .....</b>	<b>63</b>
SongSelect Import facility .....	65
<b>Keyboard Shortcuts.....</b>	<b>67</b>
General Use .....	67
During Song Display .....	67
During Editing .....	68
<b>File Locations.....</b>	<b>69</b>
<b>Registry Keys .....</b>	<b>70</b>

<b>Toolbar .....</b>	<b>71</b>
<b>Touch Toolbar Buttons .....</b>	<b>74</b>
<b>Display Setup for Windows Vista.....</b>	<b>75</b>
<b>Display Setup for Windows 7 .....</b>	<b>77</b>
<b>Display Setup for Windows XP .....</b>	<b>79</b>

## Features

Songview V4.5 is a free, easy to use and flexible application for the preparation and display of worship songs, bible texts, slideshows and notices. It is designed for use with a video projector preferably with a dual monitor setup and requires a minimum of Windows Vista to operate; it runs on all versions through to Windows 10. Windows XP SP2 with DirectX V9 can be used but the Chromium browser and Youtube presentations will be unavailable.

Its features include:

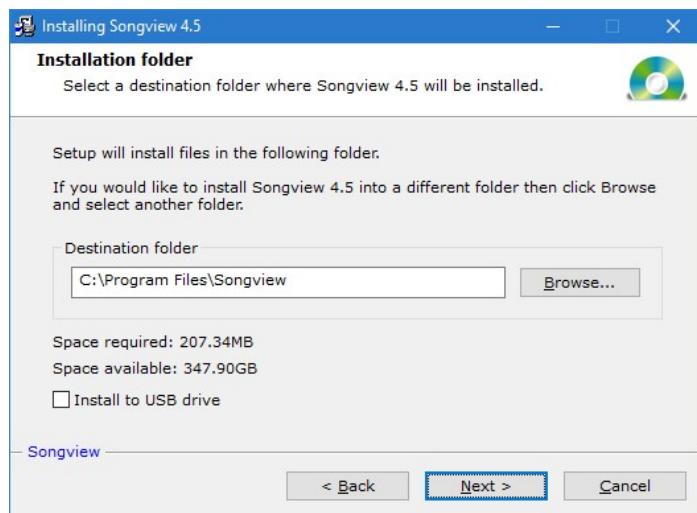
- General
  - Slide preview windows with slides as displayed on screen
  - Play-lists can be compiled and saved
  - Multi-character support including complex fonts
  - Keyboard navigation for single monitor systems
  - Congregational alerts
  - One click slide changes
  - Context sensitive help
  - Can be installed to and run from a USB stick
- Worship songs
  - Simple song selection for display
  - On the fly search for songs during worship
  - Text colour and outline and shadow effects can be changed during display
  - Slide background pictures can be changed and modified during display
  - Slide text position can be altered to suit background picture during display
  - Slide text can be edited during display
  - Automatic generation of song usage for CCLI licence
  - Full featured song editor including spelling check, undo/redo and search/replace
  - Songs can be scrolled instead of being displayed as slides
  - Optional fades between slides and songs
  - Song collections stored in data files
  - Song Manager to edit files and compile new files from existing collections
  - Song import from over 30 different file formats
  - Songs can be exported to text file
  - Chords can be shown on a stage monitor or on the main display
  - Up to three song collections can be loaded simultaneously
  - Video presentations can be used as a background
  - Optional font scaling to fit to slides
  - Songs can be printed
- Bible texts
  - Bible texts can be displayed from supplied databases
  - Texts from parallel versions can be shown
  - Text colour and outline and shadow effects can be changed during display
  - Slide background pictures can be changed and modified during display
  - Texts can be scrolled instead of being displayed as slides
  - Optional fades

- Slide text position can be altered to suit background picture during display
  - Video presentations can be used as a background
  - Optional font scaling to fit to slides
- Slideshows and Notices
  - Slideshows can be created from jpg and bmp files
  - Text and additional pictures can be added to slides
  - Slide text can be continuously scrolled
  - Automatic timed slide changes
  - Video presentations can be used as a background
  - Slideshows can be made from all the pictures in a folder (any format)
- Powerpoint Presentations
  - Powerpoint slides can be shown using either the supplied viewer or your installed viewer.
  - Slide previews
  - Mouse click on preview to move to next slide
  - Mouse click on buttons or output screen to move to next slide item
  - Timed loops without the need for setting up in the Powerpoint file
- Multimedia
  - Displays common multimedia files
  - DVDs
  - Audio CDs
  - Video capture e.g. camera
  - Media can be used as background to songs, bible verses and slideshows
- Internet
  - Display internet web pages
  - Display Youtube video clips either via web browser or built in player
  - Use Internet Explorer (Edge) or Chromium browser

# Getting Started

## Installation

Download the latest software version from: <http://www.logos-solutions.org.uk/songview.html>. Additional backgrounds, dictionaries and bible versions are available here too. Run the installation file.



Check 'Install to USB drive' if a USB installation is required. A desktop icon pointing to the USB installation will be added. The application can be run from this or directly from the Songview.exe file on the USB drive. No other files are added to the host computer; registry additions are made if necessary to allow the use of DirectShow filters for multimedia presentations.

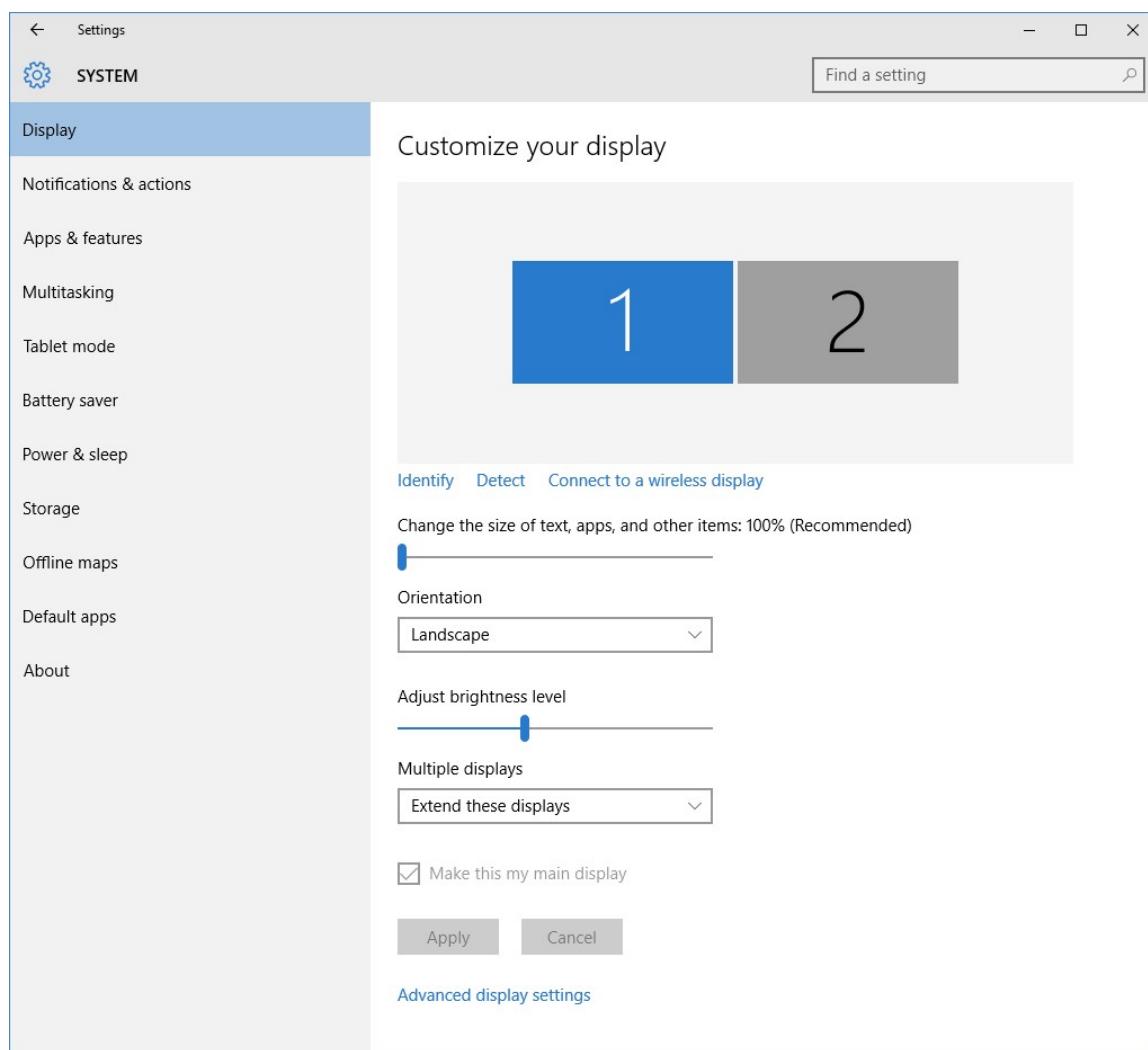
If USB installation is selected the folder can be any directory on the USB stick or on the PC with the exception of the Program Files directory.



Once the software has been installed the finish screen will be presented. On first starting the application you may be asked to allow songview\_webio access through the Windows firewall. Local access is necessary to use the Youtube player.

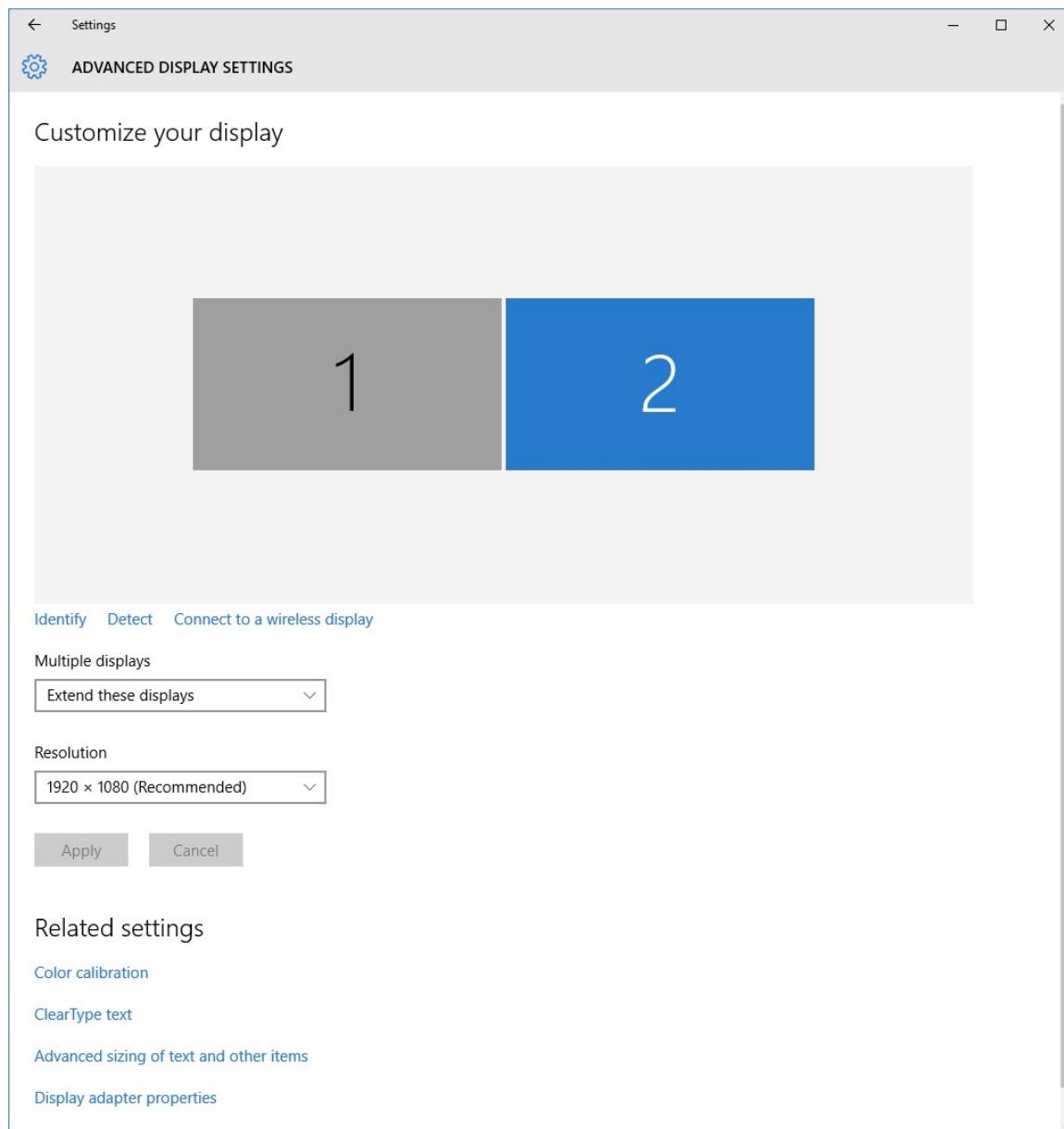
## Display Setup

The software is easiest to use with a dual display system. This option is only available when you have more than one display adapter on your computer. One display output should be connected to the monitor, the other to the video projector. Desktop PCs don't usually have this unless you have installed a dual graphics card, such as a Matrox G400 or 550 or Nvidia 9400GT. Most modern laptops have dual monitor capability so as long as the video output port on the laptop is not just a clone of the laptop display. You can check by going into the display settings on the computer; right click the Desktop and select Display Settings. You have a dual monitor capability if you can see two monitor icons, (boxes with 1 and 2 in them). The screen shots below are for Windows 10; use the links for XP, [Vista](#) and [Windows7](#).

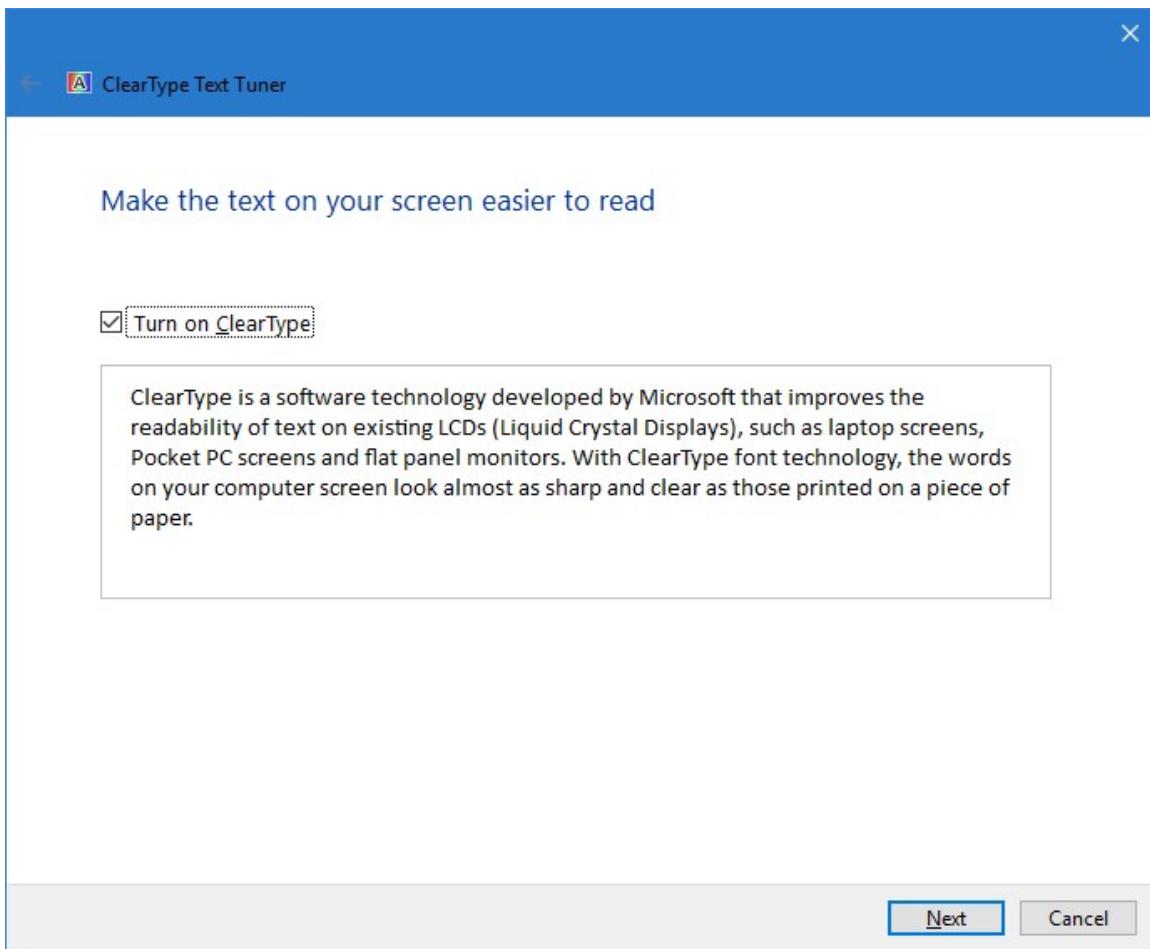


You just need to check or select 'extend the desktop onto the second monitor to make it work. Songview will find the second monitor automatically on start up; the screen resolution for this is best set to the native resolution of the projector; this is set using the 'Advanced display settings link'. Songview will use the aspect ratio of the second

monitor to set up the slide preview windows and therefore the slide layout. 32 bit graphics capability is needed for the Fades option and video backgrounds to work.

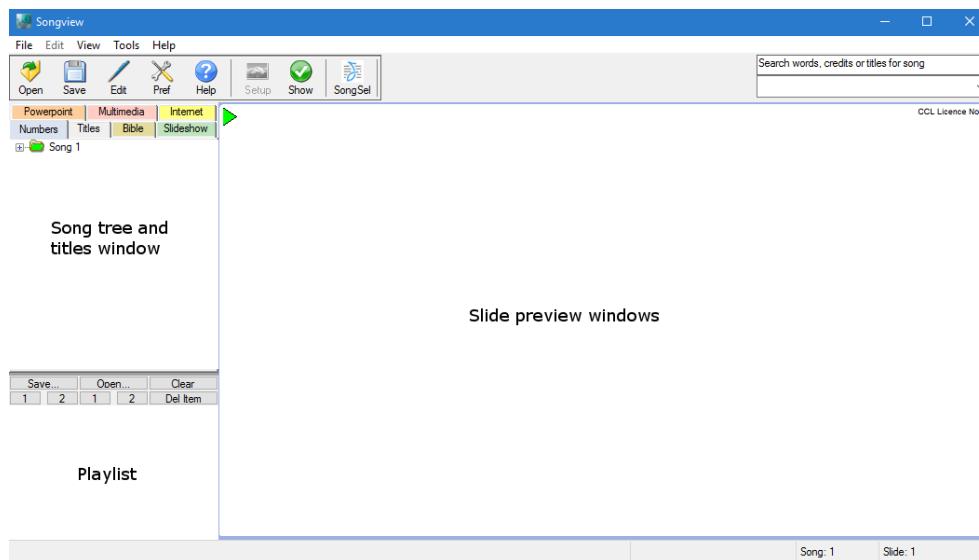


ClearType text should be enabled in order to give the best quality screen presentation as it reduces the ragged effect obtained with some letters. Select the 'ClearType text' link to set it up.

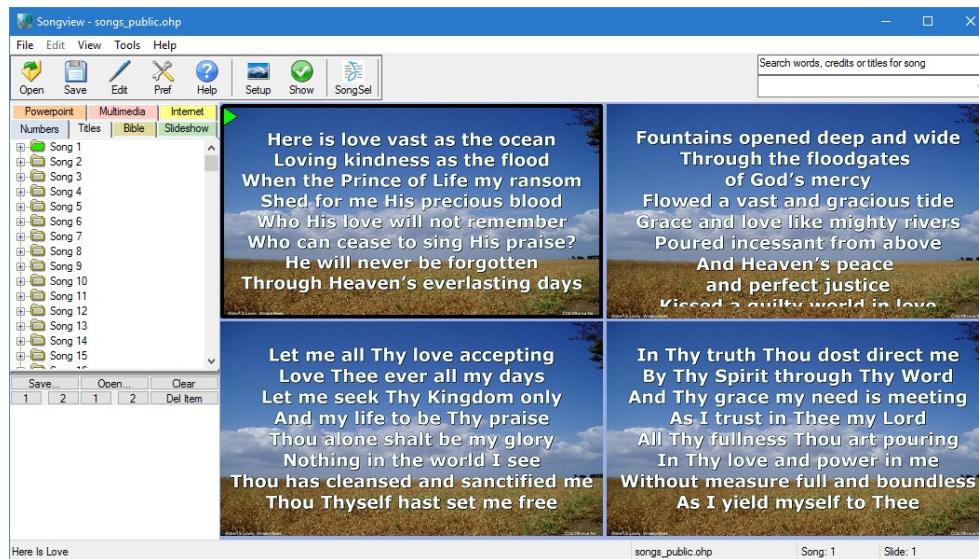


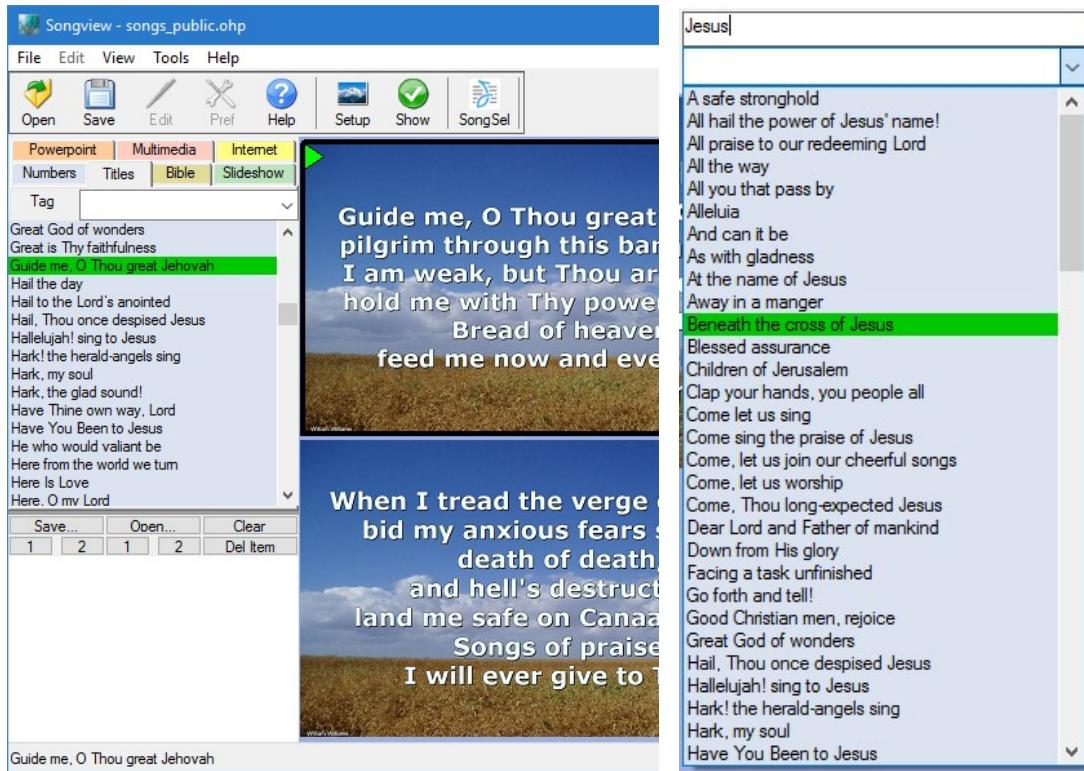
## Display Worship Songs

Start the software; you are presented with a window with menus and toolbar and song tree, playlist and pre-view windows. Context sensitive help is always available by clicking 'Help' on the toolbar or the '?' on dialog box menu bars and then clicking on the item for which help is required. A fuller help file is available from the Information menu.



Open a song file using the 'Open' or File/Open; the song tree and titles windows are populated with the songs in the file and the first song is shown in the preview windows. Each slide is shown in a separate window and is as it will appear on the projected display.





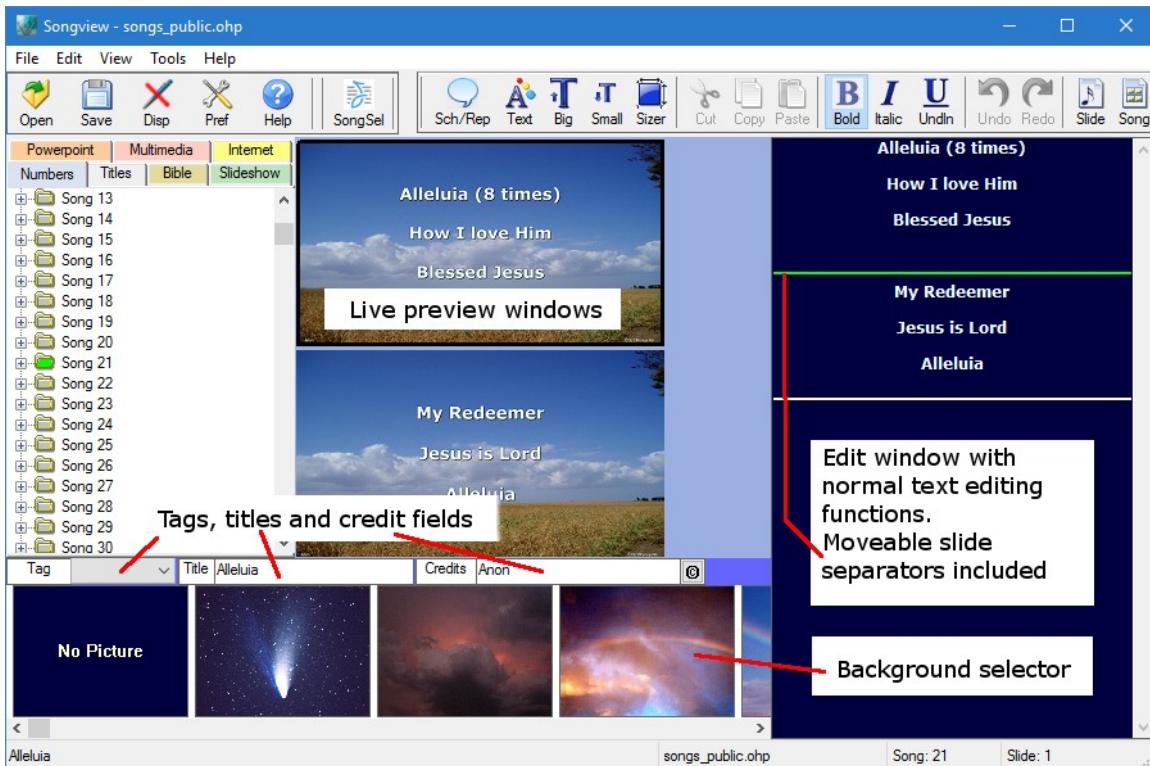
Choose the required song either from its number, or title in the song list or find it using the search facility.

Click 'Show' on the toolbar to display the first slide or selected slide (with a green marker) on the projector. Change slides as required by a single mouse click on the preview windows. Stop the display using the 'Stop' button.

For a more detailed description of display operations see [Song Display](#).

## ***Creating and Editing a Song File***

To edit a file click on ‘Edit’ on the toolbar; if a new file is required select File/New, use a template or the blank file generated when Songview is first opened. A song edit window is opened at the right of the preview windows with a background selector at the bottom.



Add or edit song words using the right hand window; the result is show live in the preview windows. Normal text editing functions apply. Slide breaks can be added at the cursor position by clicking on the ‘Slide’ button and new songs can be appended using the ‘Song’ button. Slide breaks can be moved within the song by dragging. Fill in the title and credit fields for each song; the title is essential as it appears in the song list, playlist and search result. Selecting a background picture saves it with the song. The song is saved to memory on leaving edit, use the ‘Disp’ button, or when a new song is selected for editing by clicking on another song in the tree. Use the ‘Save’ button to save the edited file to disk.

For a more detailed description of the edit facility see [Song Editing and Creation](#).

## Compiling song files

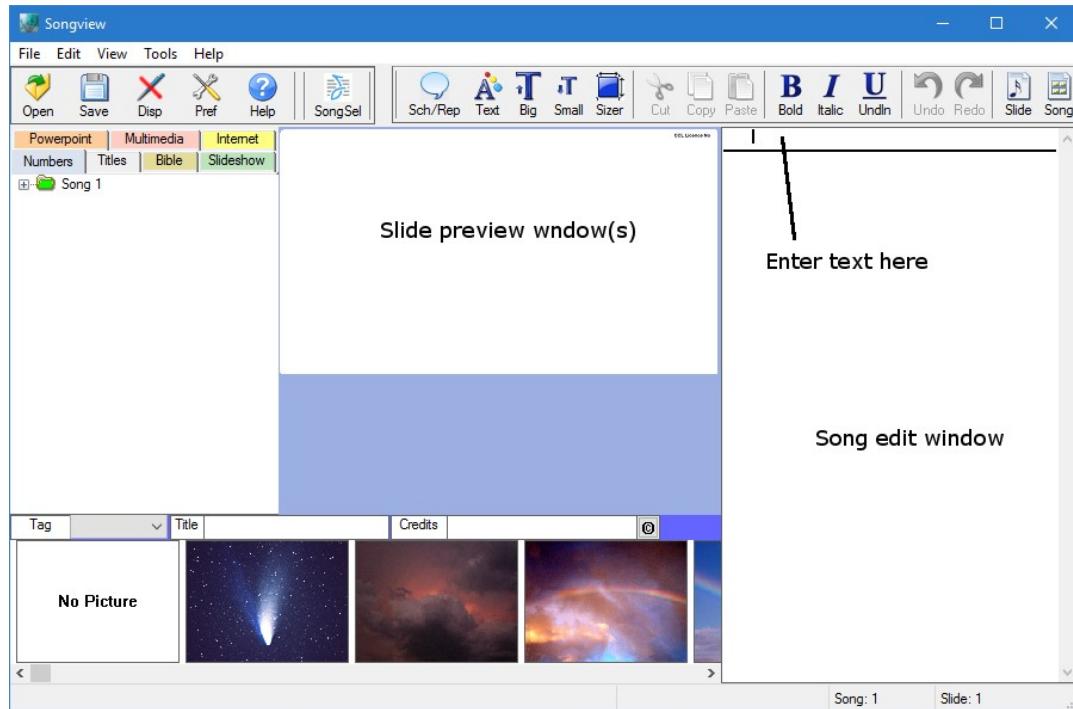
The songs are stored in a data file that is loaded after starting Songview. Separate data files can be used for different song collections but it is convenient to have all the songs likely to be used collected into a single file. The songs are numbered on the tree in the order in which they are stored in the file. Songview has a separate alphabetical title list for selecting songs and a powerful search facility but it is often simpler to store the songs in a defined order, as in a printed hymn book, so that they can be found quickly.

Songview is able to create files from typed input, import them from other song collections and then order the files. New compilations can easily be created from existing Songview files.

## ***Song Editing and Creation***

### **Create from new or from a template**

Songview has powerful tools for song editing and creation. Both use the same interface and commands and so will be dealt with together. To start editing either click the ‘Edit’ button on the toolbar or select ‘Edit’ from the Mode menu; these commands are not available during song display on the projector. The screen will appear as below if no file has been loaded or if File/New has been selected; select File/New from Template to start a file using a previously stored template.



Type the song words into the edit window at the right side of the application. The words will also be shown in the slide preview windows as they are typed. To start a new slide click the Slide button on the toolbar or use Crtl+Enter from the keyboard; to start a new

song click the Song button. The editor supports the following text editing functions that are available from the toolbar, Edit menu or right click menu on the edit window.

Bold	Sets the font style for typing or toggles font style on selected text or
Italic	whole word if no text selected
Underline	
Cut (Ctrl X)	Cuts selected text to clipboard
Copy (Ctrl C)	Copies selected text to clipboard
Paste (Ctrl V)	Pastes text from clipboard at cursor position
Undo	Undo previous operations from current editing session
Redo	Redo undone operations from current editing session

Drag/drop highlighted text within the edit window to move text. Slide breaks (green bar) can be moved by dragging within the song text; they can be deleted with the delete key or by dragging them out of the text editing window.

Other text editing functions available from the menus are:

- Select All (Ctrl A)      Selects all text in window
- Clear Styles              Sets font styles to the default for the window

Additionally the following are found on the right click menu

- Line Spacing              Changes line spacing for song
- Clear Slide               Clears the slide containing the cursor
- Clear Song               Clears the current song leaving a blank slide
- Add Slide                 Adds a slide break at the current cursor position
- Delete Slide              Deletes the current slide (or clears it if only one slide)
- Hide CCL Number         Hides the CCL licence number field for that song
- Background Colour      Sets the song background colour
- Text Colour               Sets the song text colour
- Font                      Sets the font for the song

The song title and credits should be added to the fields above the background picture selector. The © mark can be added to the credits using the button provided. A song title is necessary for the song to appear in the Titles list and to appear in the ‘songs found’ list following a search. The title ‘\*Untitled Song’ will be used if none is added.

The ‘Tag’ field is used to select tags for the song. The tags must be set up first using the Preferences dialog. Song tags are specific to each song data file.

### Add Tags

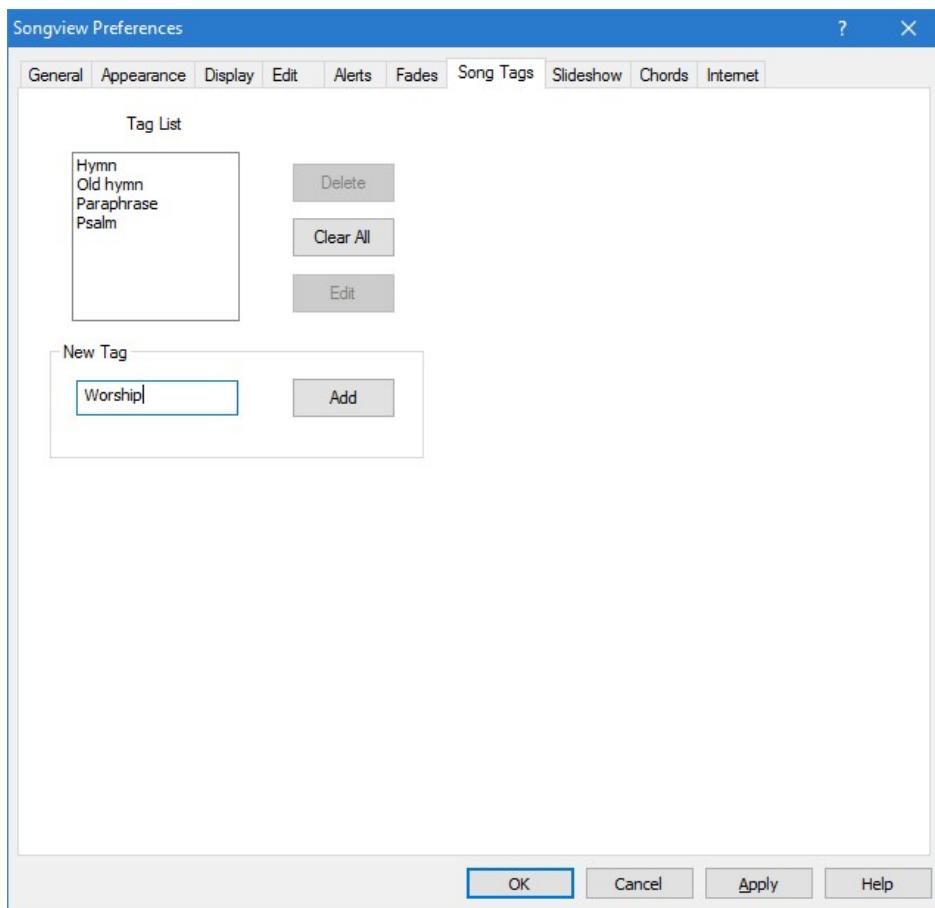
Type new tag in *New Tag* field, the maximum number of characters is 15 and Click *Add*. The maximum number of tags allowed is 24.

### Edit Tags

Select tag in list and click *Edit* to edit it, song associations are maintained.

Click *Delete* to delete selected tag.

*Clear All* delete all tags.



Deleting a tag will remove all references to it in the song file.

Up to 24 tags can be attached to each song. The bullet point indicated that the tag has been selected for that song; selecting the tag a second time will deselect it. Selecting ‘None’ removes all tags from a song.

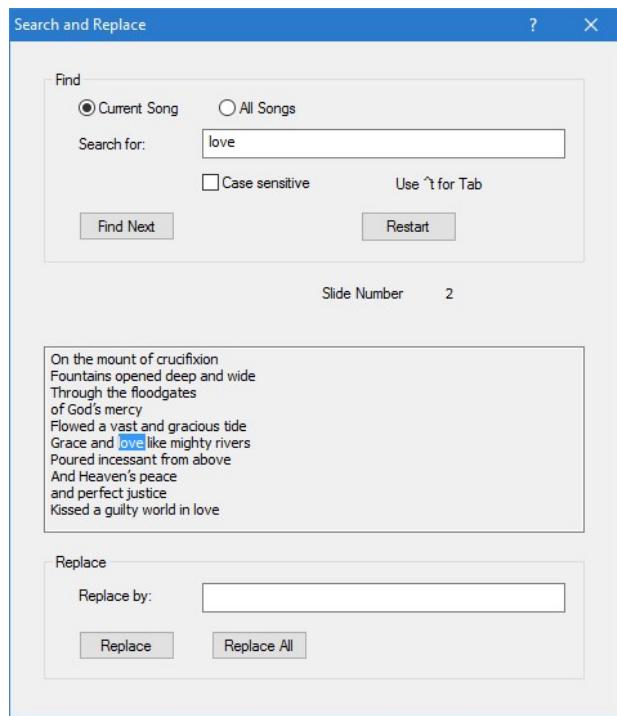
The song list can be sorted using each tag created.

## Templates

Templates are created from existing song files. Once you have built a song file and customised the appearance to suit your requirements a template retaining the file settings can be saved and used for new files. Templates are saved from Edit mode by choosing File/Save as Template; new files can be created from them using File/New from Template.

## Search and Replace

Songview has a Search and Replace facility that can operate on the song being edited or the whole song file; it is opened and closed using the Sch/Rep button on the edit toolbar.



Words found in the current song are highlighted in the edit window and can be changed or replaced directly or by using the Replace function. These changes can be undone if necessary while editing that song.

Searches can also be done on the whole song file and words replaced if needed. This can be useful for removing unwanted characters such as tab spaces or for changing a file from American to UK English spellings and vice-versa. These changes cannot be undone.

## Guitar Chords

Chords can be added to the songs and displayed on a stage monitor or on the main output window or both. The use of a stage monitor with a display that is independent of the main display requires a computer with three graphics outputs. The desktop should be extended to the third monitor in a similar way to setting up the projector output.

The use of chords is enabled using the Chords tab of the Preferences Dialog. Chords are added to the song in the song edit window using the Add Chord dialog.

Songview has a comprehensive selection of chords and chord fragments so that the majority of chords required can be built. Once a set of chords has been added to a song they can be transposed as necessary while setting up the playlist, see [On the Fly Settings](#).

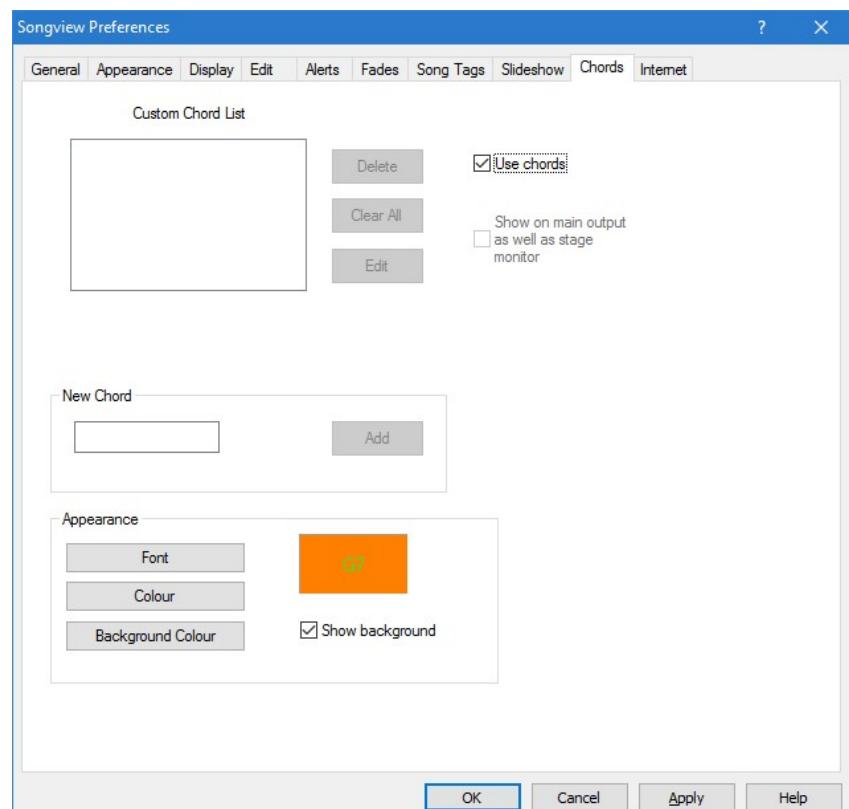
The following chord components are available as standard

- A, B, C, D, E, F, G
- #, b
- /, 2, 5, 6, 7
- m, Maj7, m7
- add2, add9, add11
- dim, sus2, sus4

Chords are composed using one of the letters A to G followed by up to 5 additional components. If a chord cannot be built using these components then up to 8 additional components can be specified.

The chord preferences dialog is used to setup the use and appearance of chords and to add customised chords to the standard chords included with the application.

Further options are available on the [Display Tab](#).



Check *Use chords* to enable chords in song file

Chords will be shown on a third monitor (stage monitor) if available otherwise on the main display.

Check *Show on main output* to show on main display where a third monitor is connected.

The chord font, colour and background colour can be changed using the buttons in the Appearance section of the dialog.

A transparent background will be used unless *Show background* is checked.

Up to 8 customised chords can be added to the song file.

To add a chord type it in the *New Chord* field and Click *Add*.

Select chord in list and click *Edit* to edit it, song usage is maintained.

Click *Delete* to delete selected chord.

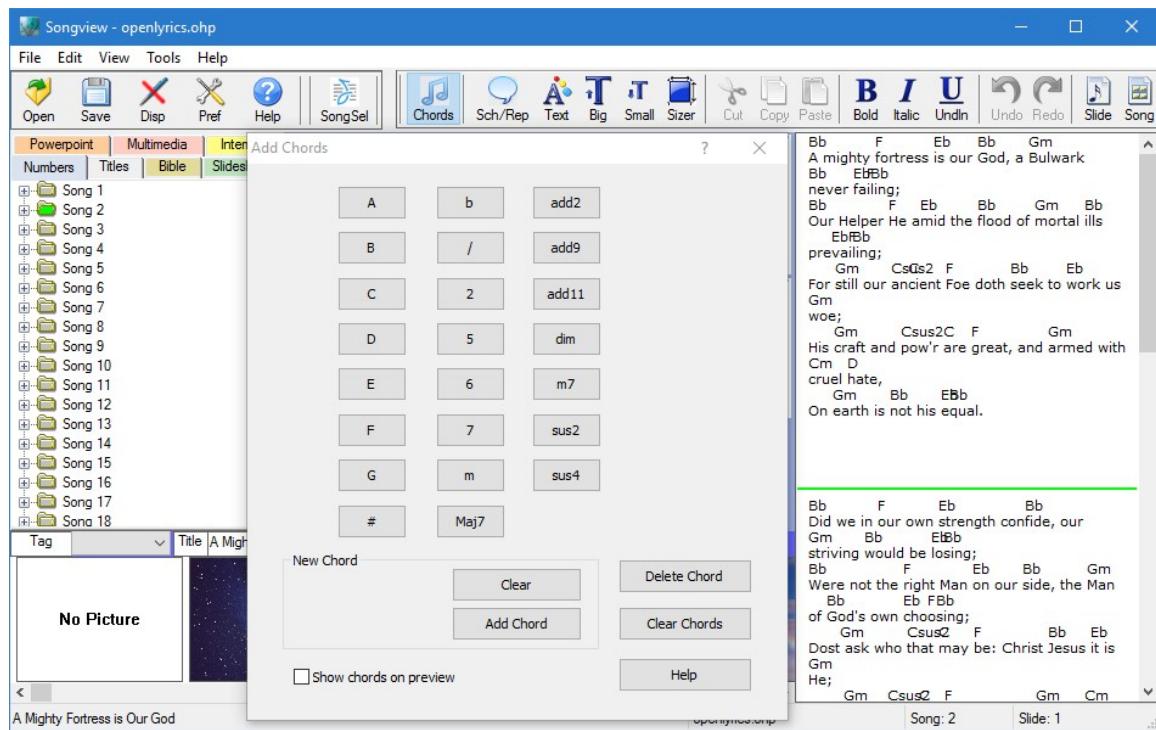
*Clear All* deletes all chords.

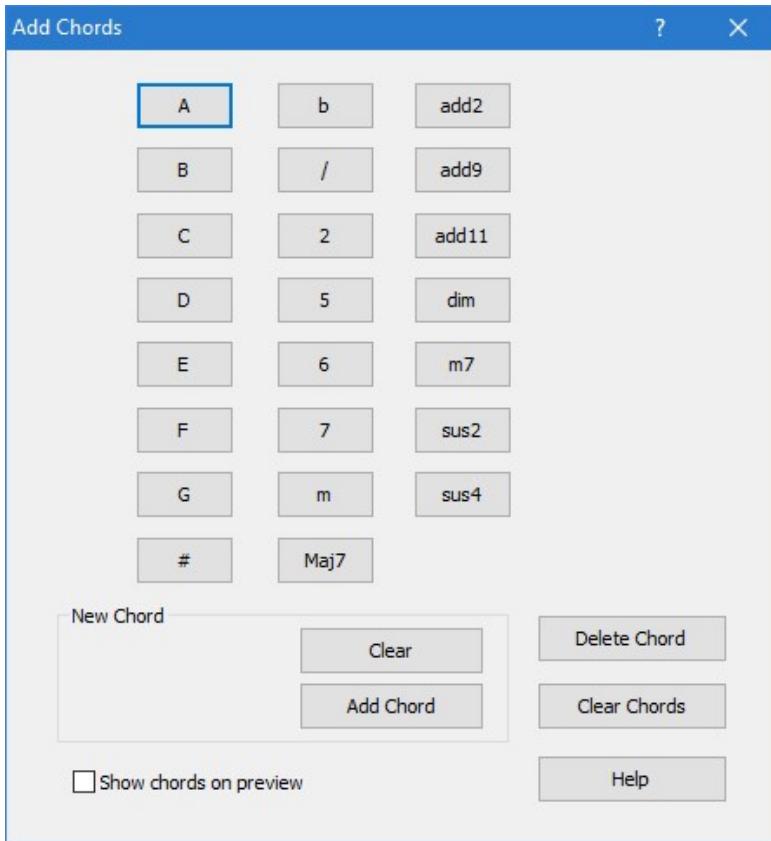
Deleting a chord will remove all usages in the song file.



When chords are enabled an additional button **Chords** appears in the song edit toolbar and the spacing between the lines in the song edit window is increased to allow for the display of chords.

Selecting the *Chords* button opens the Add Chords dialog.





The dialog displays buttons for all the available chord fragments including any customised chords; the above screenshot shows the inbuilt chords and chord fragments.

Chords are composed by clicking on a chord or chord fragment button.  
The new chord is composed in the **New Chord** area.

The built chord is added at the current cursor position by clicking *Add Chord*  
*Clear* deletes the built chord in the **New Chord** area.

*Delete Chord* deletes the chord at the current cursor position.

*Clear Chords* deletes all chords in the current song.

*Show chords on preview* displays the chords on the song preview windows during editing.

Where a third monitor is used for the stage monitor, there are further options for the appearance on the [display dialog](#)

## Editor Settings

The Edit tab on the Preferences dialog allow the setting of Editor defaults.

### Colour preferences

*Use song colour scheme* - uses same scheme as slide

*Use song font* - uses same font as slide

*Text Colour* - choose text colour

*Background colour* - choose background colour

*Font* - choose font

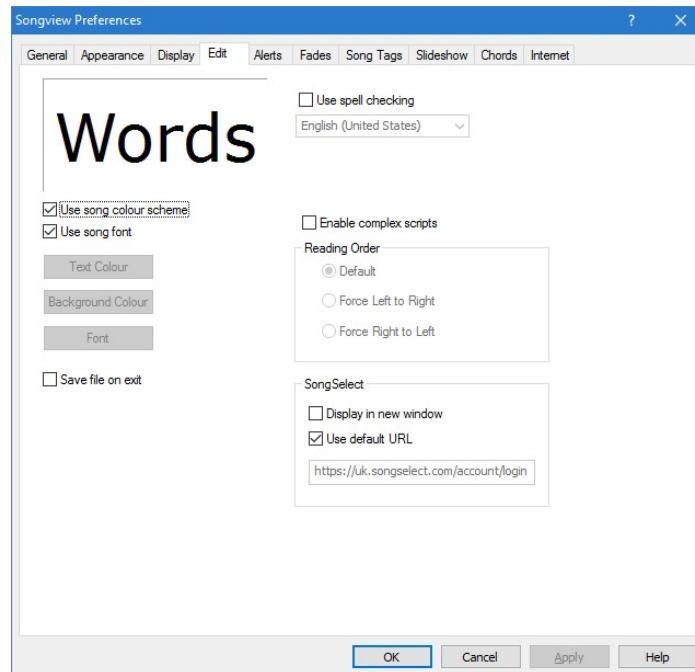
### Save file on exit

Check to save any changes to song file automatically on exiting program.

### Spelling preferences

*Use spell checking*- enables spell checker

*Choose language*- choose language from list



Dictionary files are located in the Dictionaries directory; UK and US English dictionaries are provided, additional dictionaries obtainable from [www.openoffice.org](http://www.openoffice.org). Both .aff and .dic version 2 files are required. Dictionaries are also obtainable from [www.logos-solutions.org.uk/songview.html](http://www.logos-solutions.org.uk/songview.html).

### Enable complex scripts

Check to use Hebrew, Arabic, Thai, Chinese, Japanese, Korean and other complex scripts.

### Reading Order

*Default* - Use default settings for text display.

If all the song text is Left to Right reading the window is LTR;

If all song text is Right to Left reading the window is RTL.

If the song contains both LTR and RTL text the locale default is used.

*Force Left To Right* - Forces all text to be shown Left to Right reading order

*Force Right To Left* - Forces all text to be shown Right to Left reading order

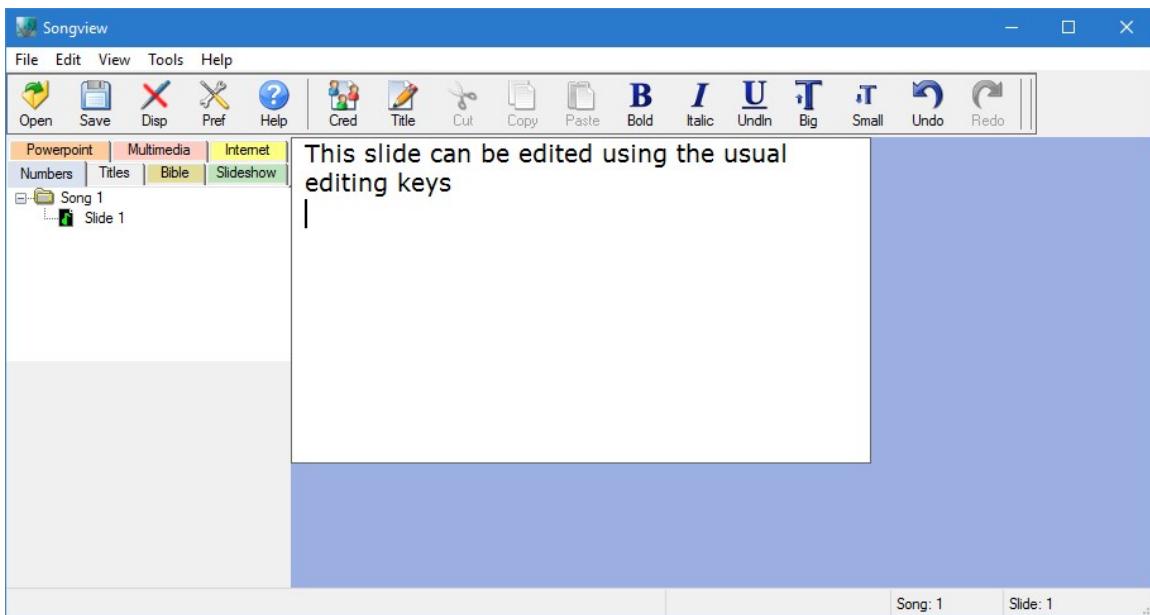
### SongSelect

*Display in new window* - Displays the SongSelect website in a new window, otherwise it is shown in the main Songview window (default).

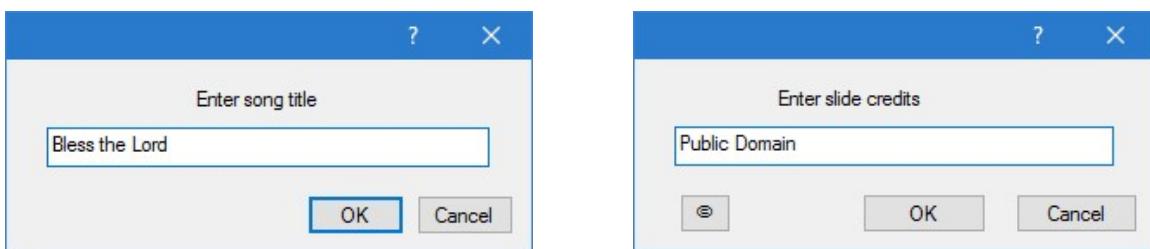
*Use default URL* - URL for the SongSelect login page, should be left unchanged unless the page has been relocated.

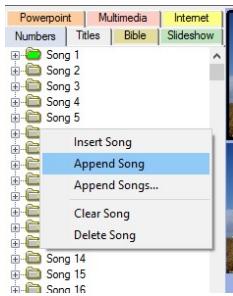
## Alternative Slide Editor

The Edit selection on the right click slide menu on the tree opens the slide for editing in the slide edit window. Slide editing can also be started by clicking the desired slide on the song tree with the left mouse button. Selecting another slide closes the window, saving the slide information (in memory) and opening the new slide. Left clicking the song folder in the tree window closes the edit window and returns to the preview display and song edit mode.



The text editing functions are identical to the song editor using the keyboard, toolbar buttons, edit menu and right click menu. Song credits and title are accessed for editing using the toolbar buttons.





Songs are added to the file using the right click menu on the song icon in the tree. The menu also allows for the deletion and clearing of songs. The Insert song and Append song selections insert a song before and after the current song; each new song contains one blank default slide. The Append Songs... selection displays a dialog allowing the addition of the required number of songs after the current song. There is no limit (other than memory) to the number of songs that can be added to the file.

Slides can be added to the song from the song edit window using either the Slide button or the Add Slide item on the Song menu; a maximum of 50 slides per song applies.

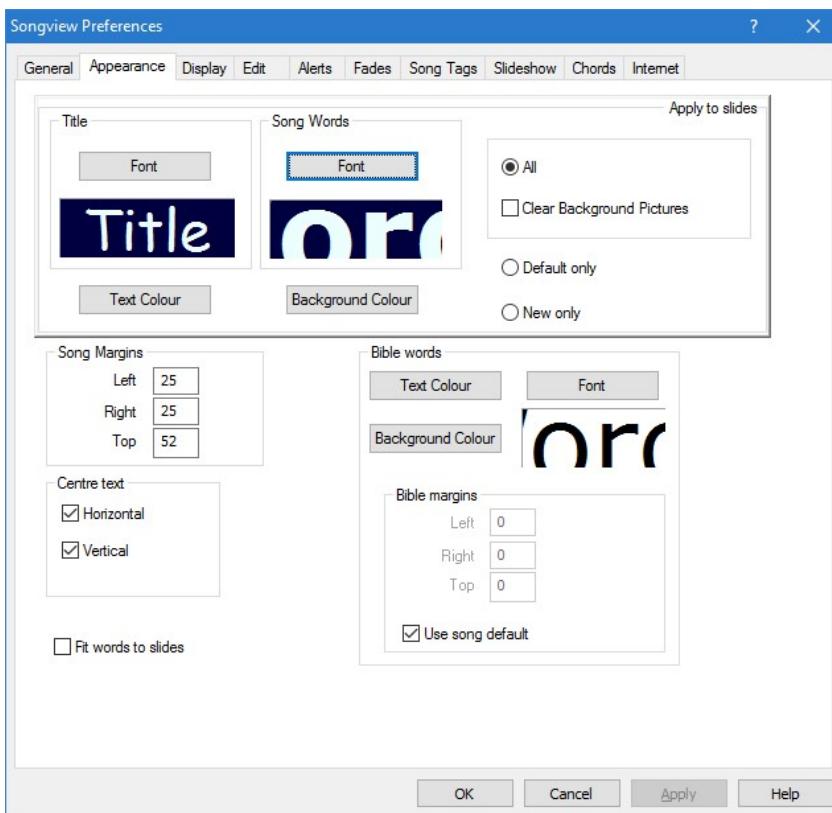
## Song Import

Song words can be imported into the song edit window from other applications such as a text editor by copying and pasting the text via the clipboard. Alternatively songs or song collections can be imported from a variety of file formats using the [Song Import](#) facility.

## Song Appearance

### Default

The default appearance of songs as typed or imported can be set from the Appearance and Display tabs of the Preferences dialog.



Use Font button to select words and title font face, style and size

Use Text colour button to select text colour

Use Background colour button to select background colour

The preview panes show the appearance of the selection

Select All to apply to all slides in the file including new additions

Check box 'Clear Background Pictures' to remove all background pictures associated with songs while applying default settings to all slides.

Select Default Only to apply to all slides that have not been individually customised

Select New Only to apply to new additions only.

#### *Song and Bible Margins settings*

Enter value in pixels in left, right and top fields; 10 to 50 pixels is usually satisfactory.

Bible margins can be set separately or the song default settings can be used.

*Centre text horizontally*- centres text horizontally on slide.

*Centre text vertically*- centres text vertically on slide.

*Fit words to slides* – adjusts font size so that words do not overflow slides.

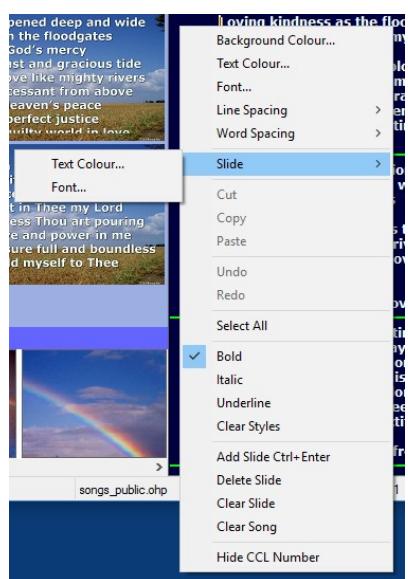
OK - apply changes and exit preferences.

Apply - apply changes and continue setting preferences

Cancel exits without making changes.

## Custom

Once the words have been typed or imported, individual songs and slides can be customised as required.



Background Colour This is set from the right click menu on the song editor. It is applied to the whole song and is used when no background picture has been selected.

Text Colour Text colour can be defined for either the whole song or for individual slides using the song editor right click menu. When the Slide option is used the text colour is applied to the slide in the song edit window at the current cursor position. The font colour in the song edit window is set to the colour of the first slide unless overridden by the Edit Preferences.

Font The font face can be specified for either the whole song or for individual slides using the song editor

right click menu. When the Slide option is used the font is applied to the slide in the song edit window at the current cursor position. The font is also used for that slide in the song edit window unless overridden by the [Edit Preferences](#).

**Line Spacing** Sets the line spacing for the song to 85, 100, 112, 125, 150 or 200%. The default is 100% of font height.

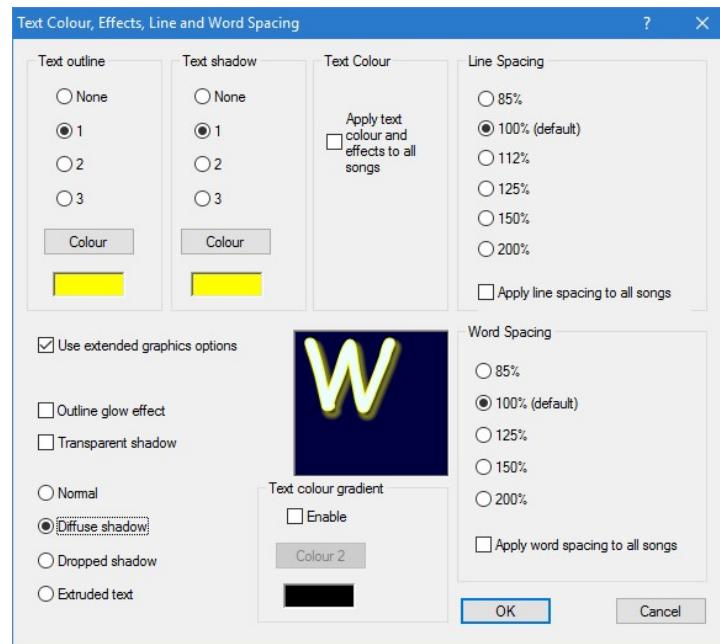
**Word Spacing** Sets the word spacing for the song to 85, 100, 125, 150 or 200%. The default is 100%.

The same commands are available from the Song menu on the menu bar but cannot be undone with Undo/Redo.



**Text Effects** Outline and shadow fonts can be set up for the song or all songs by selecting the Text Effects button on the toolbar. The dialog box allows for setting the shadow and outline colours as well as the size of the font embellishment.

The *Extended graphics* option allows font colour gradients as well as additional outline and shadow effects. Redrawing of the song slides will be slower with this option, particularly where the WYSWYG option is not in use.



**Line Spacing** Sets the line spacing for the song to 85, 100, 112, 125, 150 or 200%. The default is 100% of font height.

**Word Spacing** Sets the word spacing for the song to 85, 100, 125, 150 or 200%. The default is 100%.

**OK** Applies effect to current song.

**Apply to All Songs** applies the effect to all the songs in the file. The changes cannot be undone using Undo/Redo.



**Font Size** These toolbar buttons increase or decrease the size of the font in the slide containing the cursor. The operations cannot be undone with Undo/Redo.



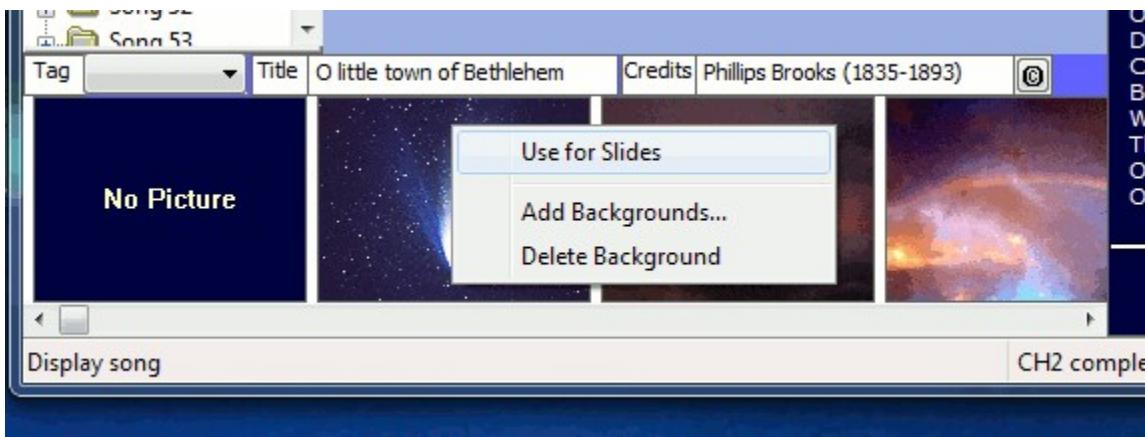


[Text Area Sizer](#) opens a sizing frame on the slide preview windows. Adjust the size and position of the frame to position the text on the slide. This can be especially useful when picture backgrounds are used. A second click closes the frames.

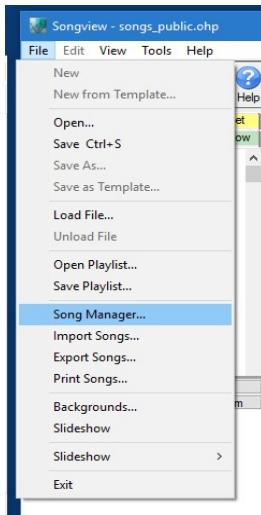
## Backgrounds

Picture backgrounds can be associated with songs during editing. The available background pictures are shown at the bottom of the editing screen. Click on a background to use it for that song. The association is saved with the song file. If the file is used on another computer the background picture must be in the Backgrounds collection on that machine. For video backgrounds including animated gif files see the [Multimedia](#) and [Backgrounds](#) sections.

The background pictures have a right-click menu: this allows the user to use that background for the current song, add new background pictures to the collection or delete the background picture from the collection. See the [Backgrounds](#) section for a fuller description of the use of backgrounds.



## File Management



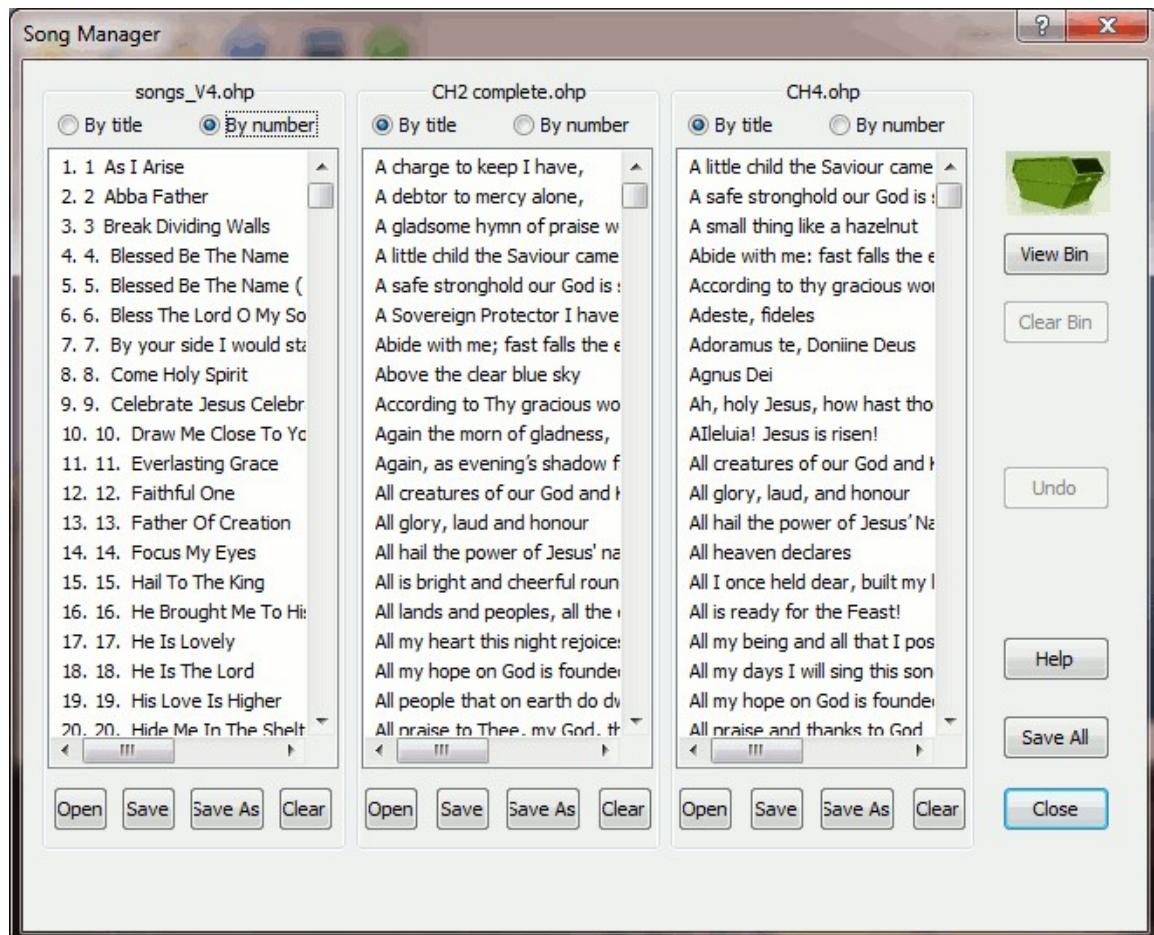
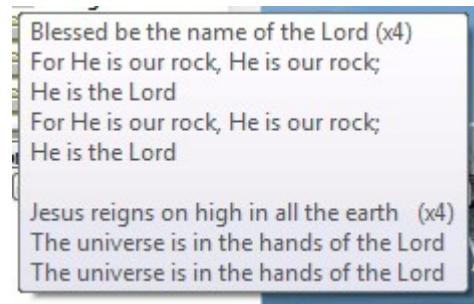
The Songview data file stores the songs consecutively by number in a similar manner to a printed song or hymn book. During display or play list preparation, the songs can be selected either using the number, title and tag, or by searching for words or phrases known to be in the song. These facilities generally make it possible to include all the songs used in a single data file. However there may be occasions where a new file is needed for a specific purpose or where the file needs to be re-ordered or songs removed that are no longer required. The Song Manager utility can be used for these tasks. It is accessed from the File menu.

Up to three Songview files can be loaded simultaneously and songs copied and moved between the files or deleted. Song Manager has

three windows containing song lists that can be cut, copied and pasted between the windows; the songs can be listed by alphabetical title order or by number order within the song file. Each window corresponds to a file and can be saved as required.

Hovering the mouse over a song title will display the first slide of the song.

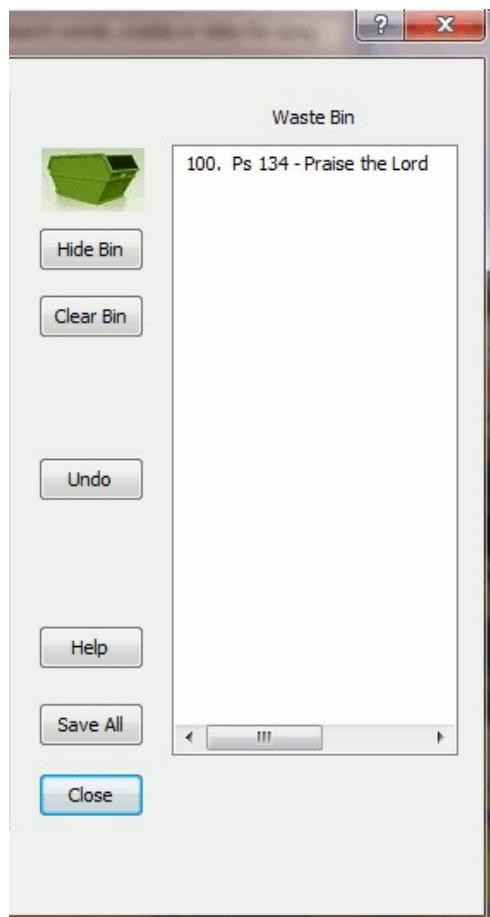
Songs are copied by selecting with the mouse, multiple selections are supported, and then dragging with the left mouse button to the destination file window. Dragging them to the bin icon will delete the songs; dragging with the right mouse button moves the songs between windows. Double clicking with the right mouse button opens a context menu to allow copy, paste, delete and cut as well as selecting all songs in a list.



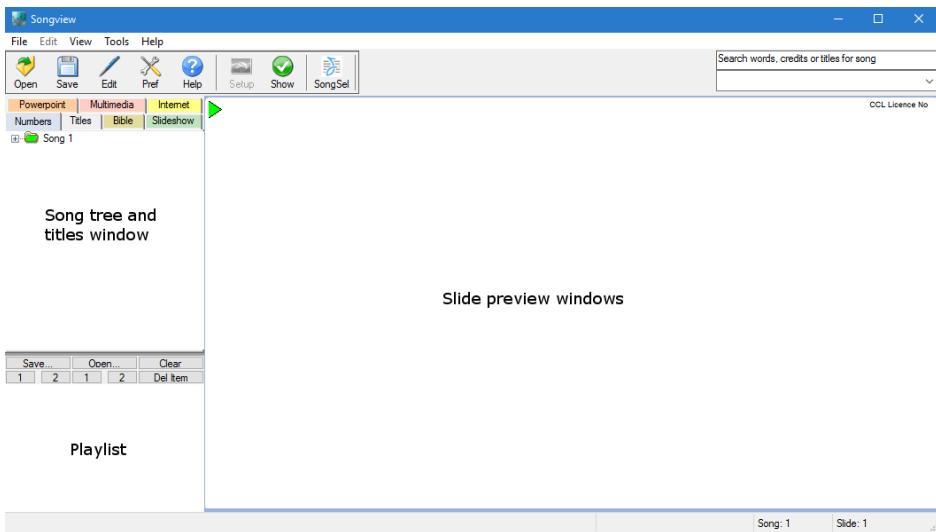
When songs are ordered by number single songs can also be repositioned within a file.

The buttons have the following functions.

By title	Songs will be listed alphabetically by title.
By number	Songs will be listed in number order as stored in the song file.
Open	Opens Songview file in window; this will also clear the undo buffer.
Save	Save file using same filename, unnamed files prompt for a filename.
Save As	Save file with new filename
Clear	Clear list box - file is closed but not deleted; the undo buffer is also cleared.
Close	Closes the Song Manager window
Save All	Saves all the files using the current filename, unnamed files prompt for a filename.
Undo	Reverses the last operation(s).
Clear Bin	Empties the bin containing all deleted songs; the undo buffer is also cleared.
View/Hide Bin	Shows and hides the content of the waste bin. When the bin is visible songs can be transferred from here to the other windows in the usual way.



# Song Display

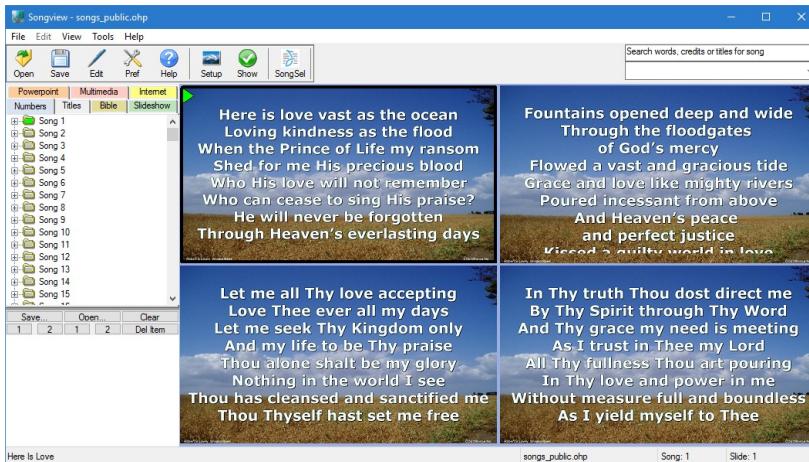


## Basic

Start the software; you are presented with a window with menus and toolbar and song tree, playlist and pre-view windows.

Open a song file using the ‘Open’ or File/Open; the song tree and titles windows are populated with the songs in the file and the first song is shown in the preview windows. Each slide is shown in a separate window and is as it will appear on the projected display.

Up to two additional files can be loaded using the Load File command from the File menu. The files are shown in additional song tree tabs and the song titles are added to the Titles tab. The songs cannot be edited except for individual slides using the right click menu on the preview windows. The files can be closed using the Unload File command from the File menu.

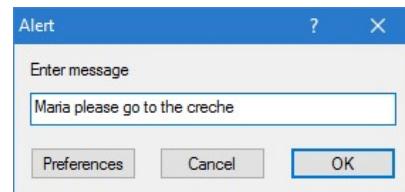


Click ‘Show’ on the toolbar to display the first slide or selected slide (with a green marker) on the projector. Change slides as required by a single mouse click on the preview windows. Stop the display using the ‘Stop’ button.



Clicking on the Blank and BackG buttons will blank the display to either black or to the current background respectively.

The ‘Alert’ button opens a dialog allowing the display of urgent messages to the congregation without interrupting the song display. For further information see the [Alerts](#) section.



## Touch Interface

The Touch Interface adds a moveable floating toolbar containing the playlist and commonly used button controls. The controls are larger than the standard ones simplifying touch control. The controls are enabled from the Preferences Display dialog and only show during display mode. They are located initially over the tabbed windows for song selection etc but can be moved as desired. The controls supplement the standard controls and can be used inter-changeably; slides can be changed in the normal way by clicking on or touching one of the preview panes.

The controls displayed are appropriate to the current presentation; additional buttons are shown during video and Powerpoint displays. For a description of all the controls see the [Toolbar](#) section.



## Finding Songs

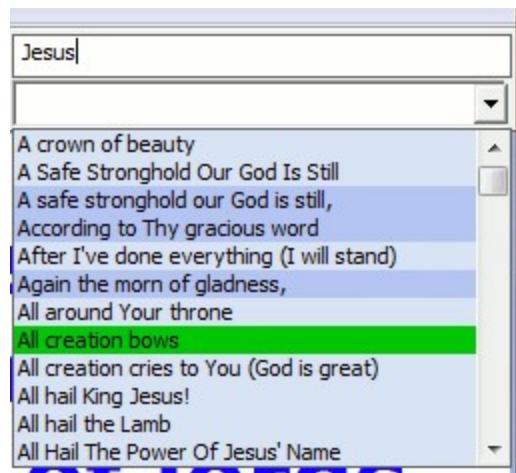
The Numbers list and additional loaded file lists show the songs in the order they have been added to the song files; this can be modified using the Song Manager. All of the songs that have been loaded are also listed alphabetically by title on the Titles tab. In all lists hovering the mouse over the song number or title will display a preview of the first slide of the song.



The songs listed in the Titles tab can be organised by using song tags; these are specific to individual song files. When these have been set up choose the required tag from the drop down list at the top of the Titles tab. The titles list will then show all songs from the file with that tag. Select 'None' to show all of the songs in the files.

Songs can also be located using the Search facility. There are two modes of operation:

- Enter a phrase from the song, song title or credits; after four letters have been typed a list of songs with that phrase appears. The more letters that are added the more selective the list becomes. If punctuation is used in the search text it will be used for the search, otherwise punctuation is ignored.
- Enter a \* followed by up to ten words separated by spaces. A list of the songs with all of those words will be shown. The list is independent of word order.



Clicking on a song title in the list will display the song preview windows.

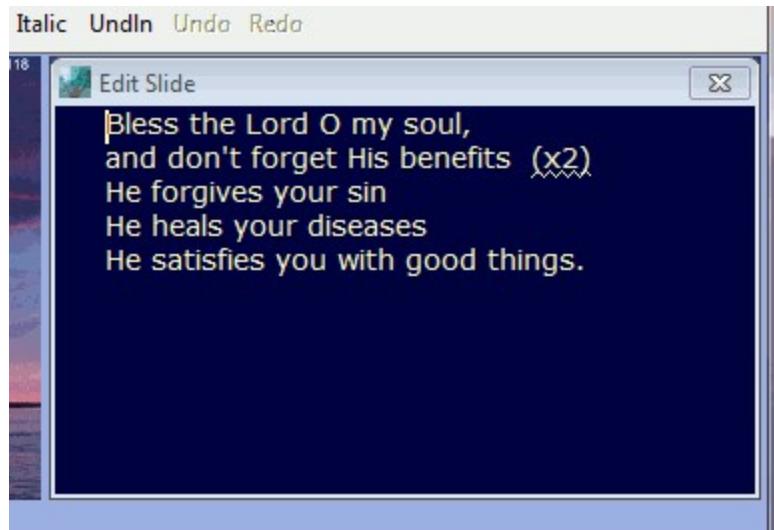
Once a song has been located it can be displayed by clicking the ‘Show’ button or by clicking one of the preview panes if in show mode. Alternatively the song can be added to the playlist either by dragging the song from the Numbers or Titles tabs or by using the right click menu on the song number or title.

## On the Fly Settings

Songview has several features that allows for the customisation of the displayed songs both during live display; these can also be used during song or playlist setup.

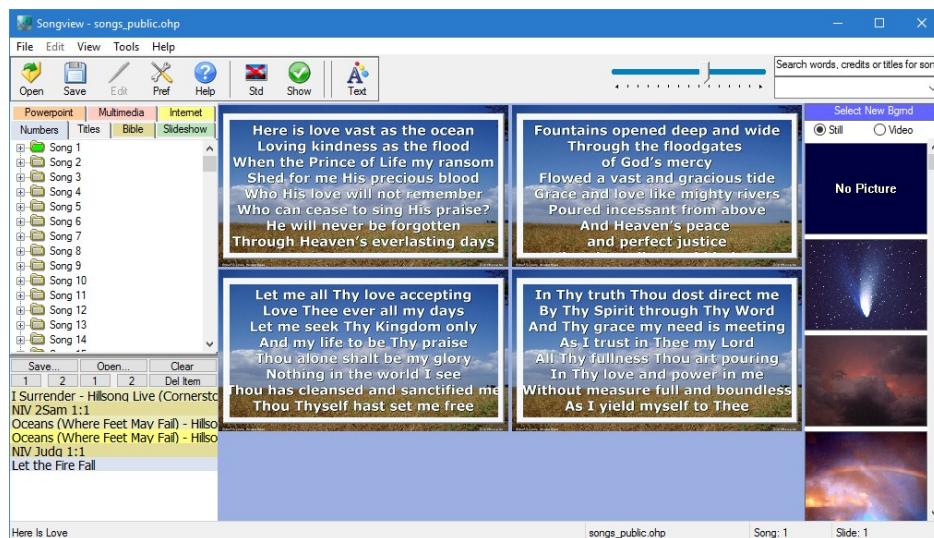
### Slide Editing

Right clicking a slide preview window in ‘Std’ (not background setup) mode will allow editing of that slide. Changes can be made to the text, font, text colour and appearance as well as the song title and credits. The changes are applied immediately on closing the edit window; the file must be saved to keep the changes permanently.

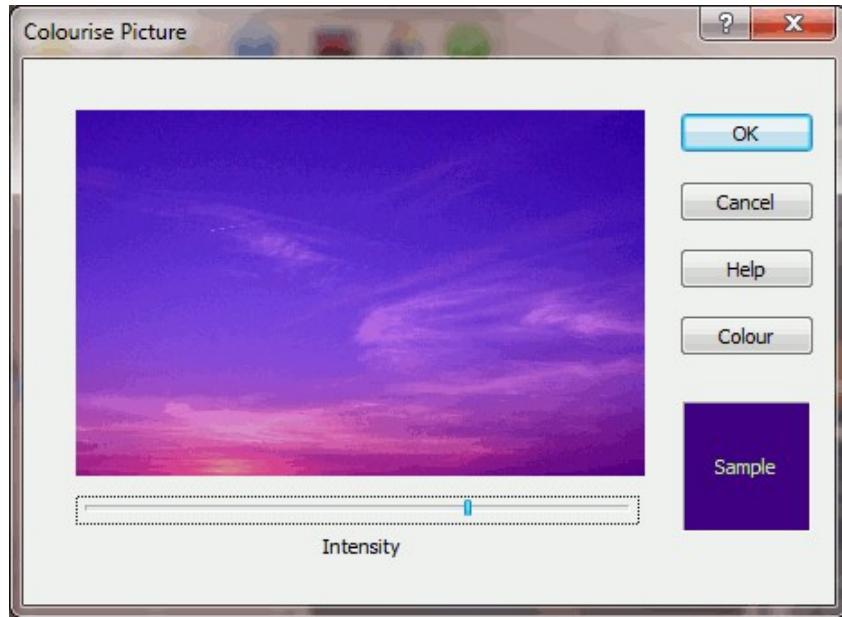


### Setup

Clicking the ‘Setup’ button allows the customisation of song backgrounds, text colour and effects, font size and text placement.



A mouse click on a background picture or video will apply that background to the current song; the right click menu can be used to set the picture as default for all songs in the file. A right click on a preview window with a still background image gives a menu allowing the setting of image colour effects.



Selecting ‘Colourise picture...’ opens a dialog allowing the intensity of a selected colour to be increased or decreased. When the dialog is first opened and no colour has been set it defaults to black when the intensity slider changes the picture brightness. ‘OK’ applies the effect to all the slides in the song. Selecting ‘Reset picture colour’

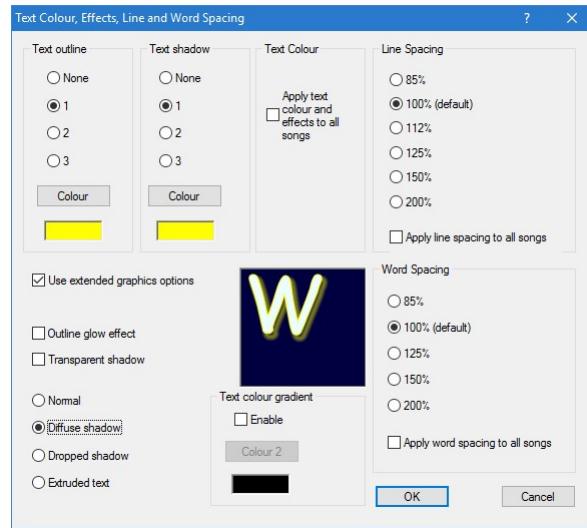
from the menu restores the picture to its original colour balance.

Moving the borders of the sizing marquee on each preview pane adjusts the size of the text window on the slide. Its position on the slide is changed by dragging the text inside the frame. The size of the text can be changed using the font size slider on the toolbar. These settings are applied to individual slides rather than the song as a whole.

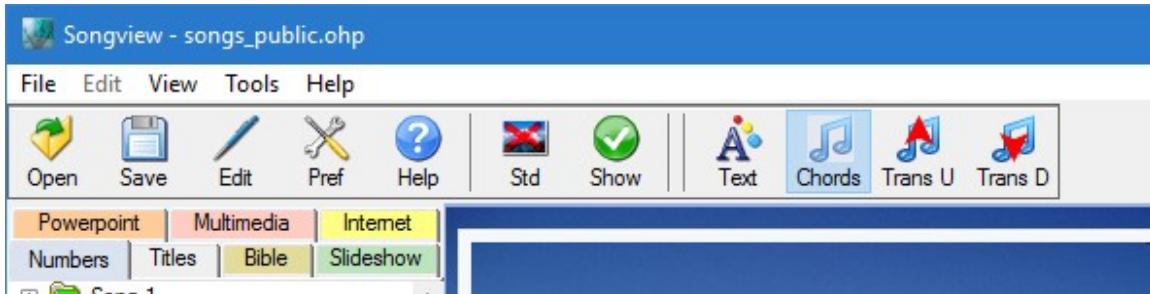


Selecting the ‘Text’ button on the toolbar open a dialog allowing the setting of text effects. This allows the setting of text, outline and shadow colour as well as the thickness of the outline and/or shadow effect. The effect can be applied to the song only or to all the songs in the file.

The *Extended graphics* option allows font colour gradients as well as additional outline and shadow effects. Redrawing of the song slides will be slower with this option, particularly where the WYSWYG option is not in use.



When chords are being shown they can be transposed from the setup view. The chords button is shown in the toolbar, clicking it reveals two further buttons to transpose the chords up and down.



These settings are not saved unless the song file is saved. They are stored in the playlist if the affected song(s) are added to the playlist.

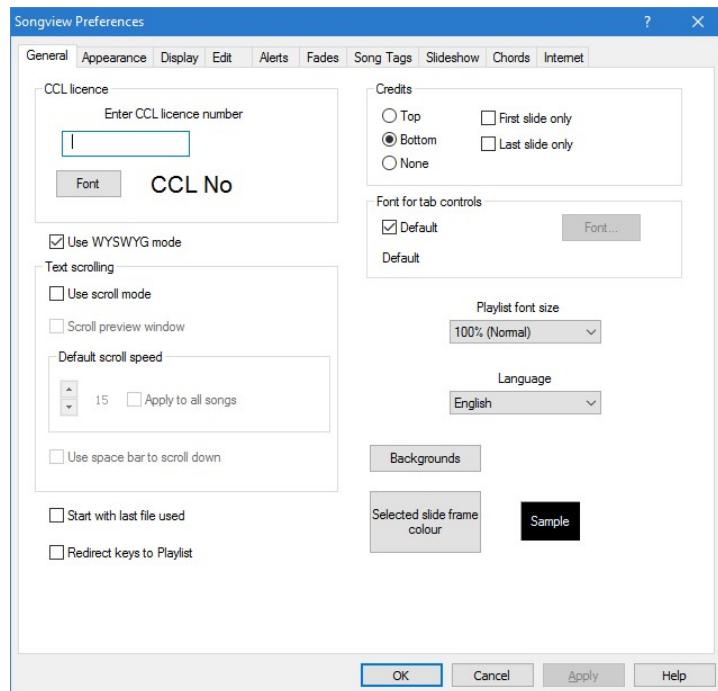
## ***Normal Settings***

The Preferences dialog is used to for settings that are applied to all songs; the General, Display and Fades tabs affect song display.

### General settings

This dialog is used for setting CCL licence details, language, pre-viewing and display modes.

Enter your CCL licence number in the text field; this will be displayed on the song slides when enabled. The licence number together with song credits (author and publisher) are displayed as a single line at the top or bottom of the slides as set by the credits display position and first and last slide options. The Font button to selects the font for this line.



Select desired preview mode with checkbox. The WYSWYG mode is the default and shows the preview windows exactly as the final display; it is necessary if fades are required and also to show text effects on the preview panes. It may be necessary to switch this mode off under some circumstances where video memory is low – this is done

automatically and a warning is displayed. The mode must be manually reselected; Songview is restarted using the mode in use when the application was last closed.

Select ‘Use Scroll Mode’ to enable scrolling displays where whole song is scrolled rather than displayed as separate slides. Select ‘Scroll Preview Window’ to enable simultaneous scrolling of the preview window. The default scroll speed and use of the space bar can also be set. See the Scroll Mode section for a fuller description.

Backgrounds button sets a new default background folder location. The normal default location is C:\Documents and Settings\All Users\Documents\Songview\Backgrounds for Windows XP and C:\Users\Public\Documents\Songview\Backgrounds for Windows Vista, 7 and 10. See also the Backgrounds section.

The font used in the tab controls and dialog boxes can be changed from the Windows default if required; this is useful if the default font does not support the language being used.

The frame colour of the slide selected in the preview windows can be set using the ‘Selected slide frame colour’ button; the frame colour is shown in the sample area. This window is also highlighted with a green triangular marker.

Check ‘Start with last file used’ to start application with last opened file.

Check ‘Redirect keys to Playlist’ to redirect the Page Up, Page Down, Ctrl+Home and Ctrl+End keystrokes to the playlist during song display, see [Keyboard Shortcuts](#).

Choose required language from the list; Songview must be restarted to effect the change.

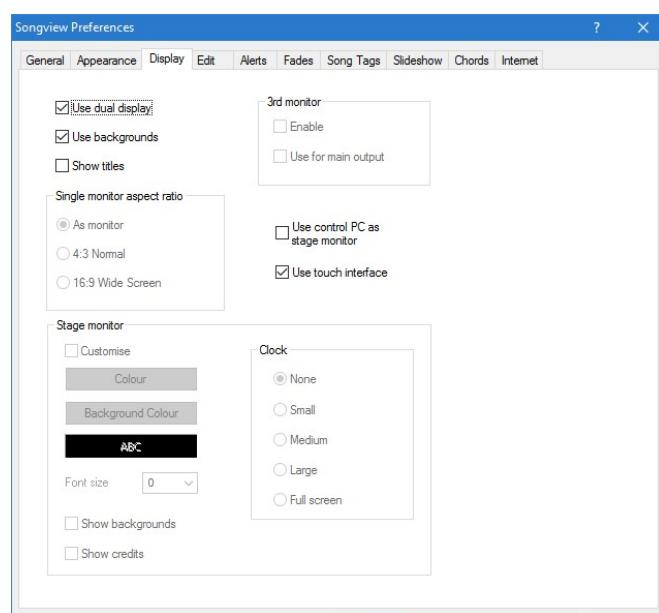
The playlist font size can also be increased from the default value up to 200%; the width of the playlist is also increased at higher font sizes.

## Display settings

*Use dual display* is normally selected when two monitors are present. Uncheck to display output screen on main monitor.

*Use backgrounds* - turn off to prevent use of backgrounds

*Show titles* - displays title on first slide of each song



There are additional options where a third monitor is present:

*Enable* - Allows use of third monitor where this is available

*Use for main output* - displays main output on monitor 3 and uses monitor 2 for stage monitor

*Use control PC as stage monitor* - uses the main control PC display as the stage monitor when this box is checked; song and slide changes can be made using the keyboard or a pedal if 'Redirect keys to Playlist' is selected on the General setting tab.

When a stage monitor is in use the font size, text and background colours can be customised. The time can also be shown at a selection of display sizes.

*Show backgrounds* - displays background pictures on stage monitor

*Show credits* - displays credits on stage monitor

*Use touch interface* - this control enables the touch interface during the display of songs and other presentations.

*Single Monitor Aspect Ratio* - this is useful where slides are being prepared on a computer that is not connected to a projector or second monitor. The default setting sizes the song slides to the current screen aspect ratio. However this may not be convenient if slides are being prepared for a 4:3 projector on a wide screen PC. Choose the required aspect ratio to set the slide geometry during editing and slide preparation.

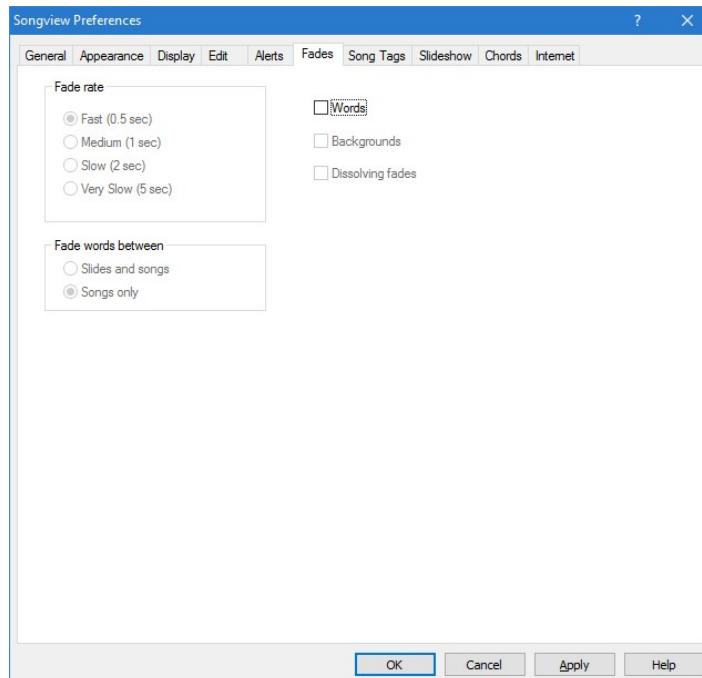
### Fades preferences

Fades can be used during slide and song changes provided 'WYSIWYG' mode is in use and you have 32 bit graphics capabilities; smooth performance requires a fast graphics card. The use of the settings is:

#### **Words**

Fade words in and out depending on fade mode

*Slides and songs*



Fades words during song and slide changes

#### *Songs only*

Fades words between song changes

#### **Backgrounds**

Fade backgrounds between songs

#### **Dissolving faces**

Song or slide fades out as the new one fades in

#### **Fade rate**

*Fast*            Rapid fades, about half a second

*Medium*        One seconds fade time

*Slow*            Two seconds fade time

*Very Slow*      Five seconds fade time

The fade rates may be slower for a slow machine.

#### **Scroll Mode**

Scroll mode for song display is selected using the General tab of the Preferences dialog. This allows the whole song to be scrolled on the output screen rather than shown as individual slides. The preview window shows only the first part of the song unless the ‘Scroll preview window’ option is checked. The default scroll speed can be set from this dialog and applied to all songs if desired. The space bar can be set to move between verses while scrolling instead of for pausing the scroll.

The ‘Setup’ options work in the same way as for the normal display except that the sizing marquee is used to change the horizontal width and position of the text and does not affect the vertical position.

Additional buttons to increase or decrease the scroll speed and pause scrolling are available on the toolbar during song display. The scroll speeds can be set separately for each song and saved with the song file or in the playlist.



A fast graphics card is required in order for the scrolling to be smooth.

#### **Single Monitor Use**

Songview is best used and controlled using a computer with two independent screens: one for the Songview main window and the other for the display output (normally a video projector). However it is possible to use the software in a limited way with a common

video output using the keyboard to control the display output. In order to use the software in this way the song file should be compiled with all of the slides needed for each song in the correct display order with separate slides for any choruses between each verse. The whole file should be in the correct order for the occasion or the song numbers of each song must be known.

The following shortcut keys are available in display mode and can be used whether in single or dual display mode.

Song number e.g. 12 then Enter key	Displays first slide of song. In dual monitor mode it also displays the song slides in the preview window
Arrow keys	Move between slides in song
Arrow keys scroll mode	Up and down moves the scrolling display by one line. Left and right moves the scrolling display by the number of lines in the first verse. Bible texts are moved by five lines.
Home	Goes to first slide of a song
End	Goes to last slide of a song
Page Up	Move to first slide of previous song
Page Down	Move to first slide of next song
Control + Home	Move to first slide of first song in file
Control + End	Move to first slide of last song in file
Page Up*	Move to previous playlist item
Page Down*	Move to next playlist item
Control + Home*	Move to first playlist item
Control + End*	Move to last playlist item
B	Blanks and un-blanks the displayed slide
P	Toggles display to background (colour or picture)
A	Displays the Alert dialog
+	Increases the scroll speed when in scroll mode
-	Decreases the scroll speed when in scroll mode
F12	Increases the scroll speed when in scroll mode
F11	Decreases the scroll speed when in scroll mode
Pause	Stops and restarts the scrolling in scroll mode
Space bar	Duplicates the Pause button unless the option to use for scroll positioning is selected when it moves the scrolling widow down to the next verse.
Esc	Closes the display window

\* When ‘Redirect keys to Playlist’ is checked on the General Dialog Tab

## **Backgrounds**

Songview uses bitmap and jpeg (.bmp and .jpg) and video files to display backgrounds to songs and bible texts; video files require 32 bit graphics. The files are stored in the default Backgrounds directory and the pictures are automatically added to the available backgrounds. The default background directory can be changed from the General Tab of the Preferences dialog. For ad hoc file, DVD and video capture backgrounds see the [Multimedia](#) section.

The backgrounds directory can be accessed using the File/Backgrounds... menu item and pictures and video clips added and removed as required. For best results the picture resolution should be the same as the video projector used, although Songview will resize pictures automatically when displaying them. If the contents of the backgrounds directory is changed File/Reload Backgrounds should be selected from the menu in order to reload the Songview background selector windows.

The right click popup menu on the background preview windows can also be used to add and delete backgrounds; they are automatically reloaded when this method is used.

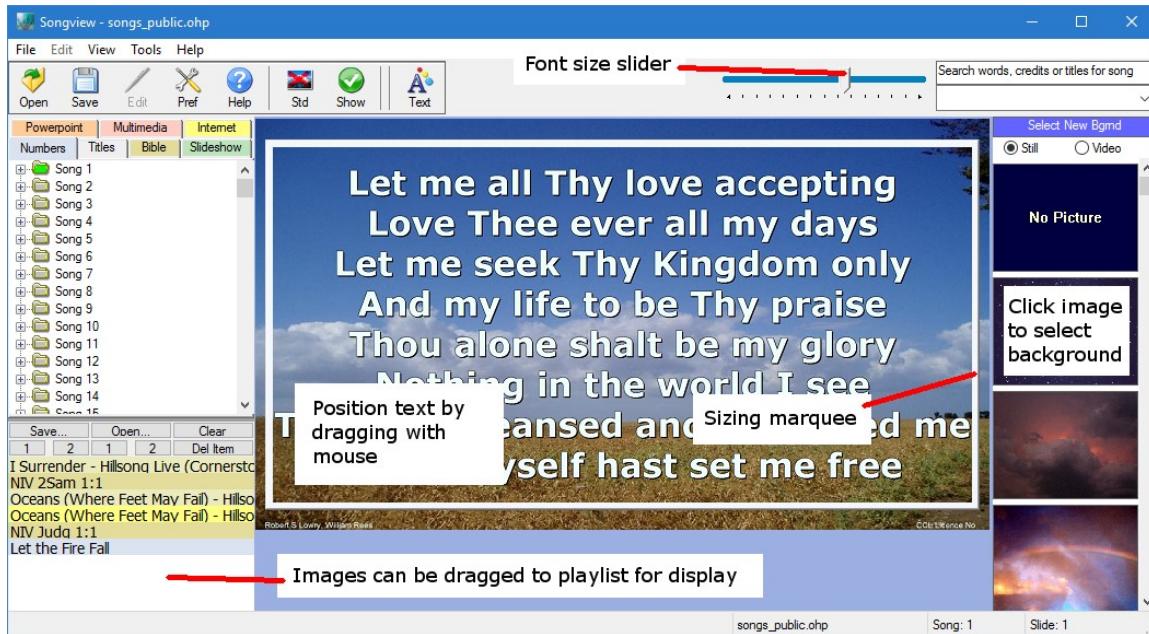
When in song or bible display setup mode this menu can also be used to add the background file to the playlist (or by dragging from the preview window). This allows the background to be displayed without text. The other menu options allow the background to be associated with the current song or with all the songs in the file.

### **Background setup**

Background setup mode allows for the following functions:

- Selection of background picture or video
- Colourise picture
- Text positioning
- Text size
- Text colour
- Outline and shadow fonts

Click on pictures or video frame to choose backgrounds or use right click popup menu. If a still picture has been selected it can be colourised or the brightness changed using the Colourise Dialog which is selected using the right click menu on the slide preview window; the menu also allows resetting of the picture and the display of a single slide for setting up where there are more than one in a song.



Set the text area using the sizing marquee and drag to the required location on the picture with the mouse or by positioning the edges of the marquee. The text will wrap into the marquee and excess text will flow off the bottom of the marquee and be clipped. Font size can be adjusted with the slider. The Text button opens the Font Effects Dialog allowing setting of text colour and outline and shadow font sizes and colours.

The Save Button saves the background settings permanently with the songs file. If the song is in the playlist, the background setup can be saved along with the playlist using the Store buttons. The file remains unchanged and the settings will be lost if the storage location is reused.

When in bible text display mode any changes made to one slide affect all the slides in that portion of text. The changes can be saved in the playlist but are not stored elsewhere.

The Std Button switches back to normal display preview. The backgrounds are shown on the preview windows together with text position, colour and size; font shadowing and outlining are shown in 'WYSWYG' mode. Preview mode can be selected and used during live song display if required. Clicking on the slides will display the songs on the projector in the same manner as normal preview mode. Any changes are reflected on the display as soon as the relevant slide is clicked.

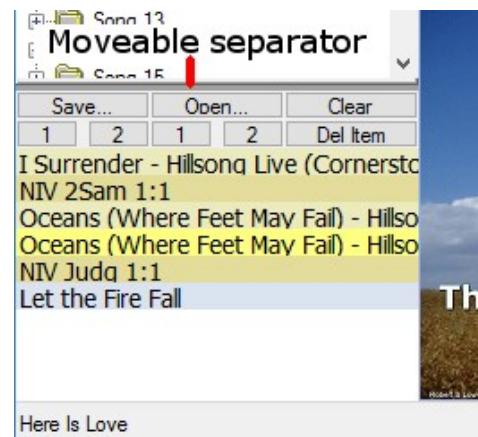
## Playlist

The playlist window is used organise and store the programme for a service. It can include songs, bible passages, pictures, slideshows and notices; a maximum of 50 items is allowed. Clicking on an item in the list will show the display preview panes; hovering over a song item will show the first verse as a popup. When in live display mode a click on a preview pane will display the slide on the output screen when switching between songs and bible passages. The output screen is refreshed immediately when switching to

and from slideshows or notices, Powerpoints, multimedia or internet. The playlist font size can be changed from the General preferences dialog.

The playlist is populated by dragging songs from the tree window or song list window into the playlist (or by using the right mouse button menu). Slideshows and notices are added similarly; bible texts are added with the ‘To Playlist’ button. Background images can also be added from the Background Setup screen for display. Slide background and setup information are stored with the playlist.

Two playlists can be stored using the Save 1 and 2 buttons and recalled using the Open 1 and 2 buttons. The playlist can also be saved to file and recalled using the Save... and Open... buttons; playlists saved in this way are portable as the song words are also saved. On opening the files on another machine the option is given of importing the songs into the current song file. The Clear button clears the current list and the Del Item button deletes the currently selected item. Items can be moved within the list by dragging with the mouse. The height of the playlist can be varied using the moveable separator above it. Playlists stored with the 1 and 2 buttons can contain songs from files that are not open or loaded so long as the original file location is unchanged.



## Bible Texts

The Bible tab allows the selection and display bible verses.

Choose the bible version required and book. Then select the starting and ending chapter and verses. If the text is to be scrolled on a single slide check 'Scroll' and click on 'Preview'. The preview window will display the first few verses. The entire passage will be scrolled in the output window when 'Show' is selected. Parallel bible passages can be shown by checking the 'Parallel' box.

To display the text as a series of slides, first choose the number of verses required per slide, make sure 'Scroll' is not checked and select 'Preview'. The slides will be shown in the preview window and can be displayed by selecting 'Show' and the verses changed by clicking on the slide.

In either case the font size, colours effects and background can be changed using the 'Setup' option. The passage can be added to the playlist using the 'To Playlist' button. The font face and default size and colour and background colour is set using the Preferences/Appearance dialog.

Additional bible versions are available from [www.logos-solutions.org.uk/songview.html](http://www.logos-solutions.org.uk/songview.html).

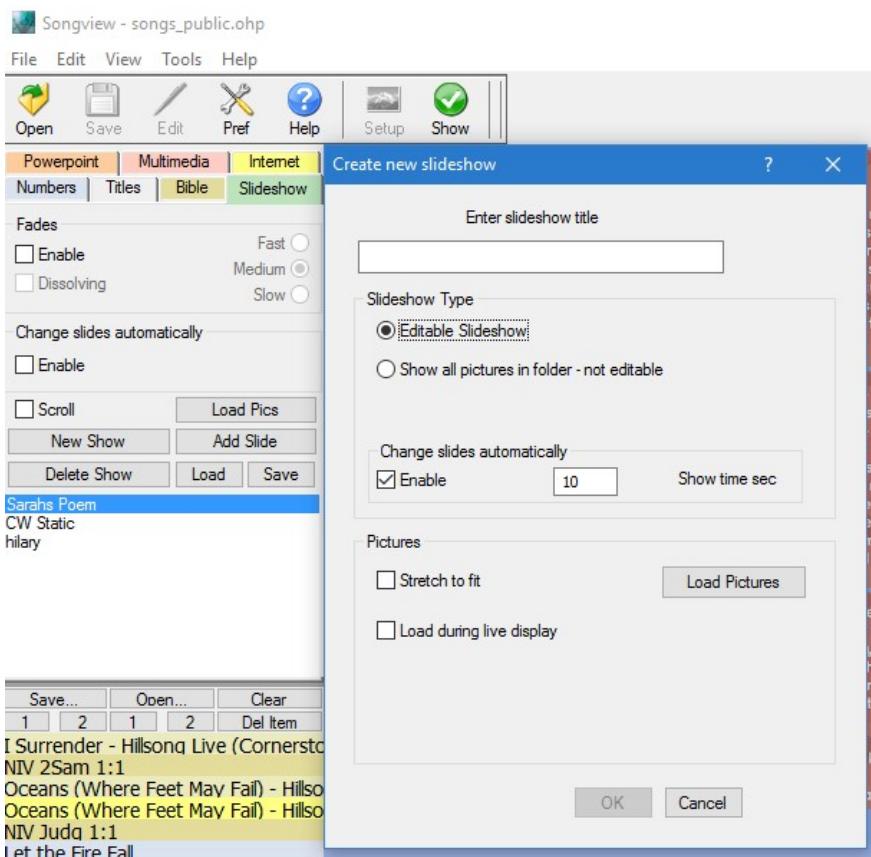


## Slideshows and Notices

Slideshows and notices can be created and displayed using Songview. There are two types of show: editable slideshows that can use images and text; folder slideshows that show all the images in a single folder with no editing facility other than picture rotation. The type of show is chosen when the show is created from the New Slideshow dialog.

### Editable Slideshow

To create a new presentation select the Slideshow Tab, click on 'New Show', then select 'Editable Slideshow' and fill out the show title field. For a slideshow or where a background picture is required for each slide choose 'Load Pictures' and select the required jpg or bmp picture files. One slide will be added for each picture; a maximum of 50 slides per show is allowed. Select 'Stretch to fit' to make the picture fill the slide. Check 'Load during live display' to load the background pictures as needed during the live display. This has the advantage of reducing editing times and producing smaller slideshow files. If the file is missing the preview data is used but the picture quality will be degraded. Click on 'OK' to create the slideshow.



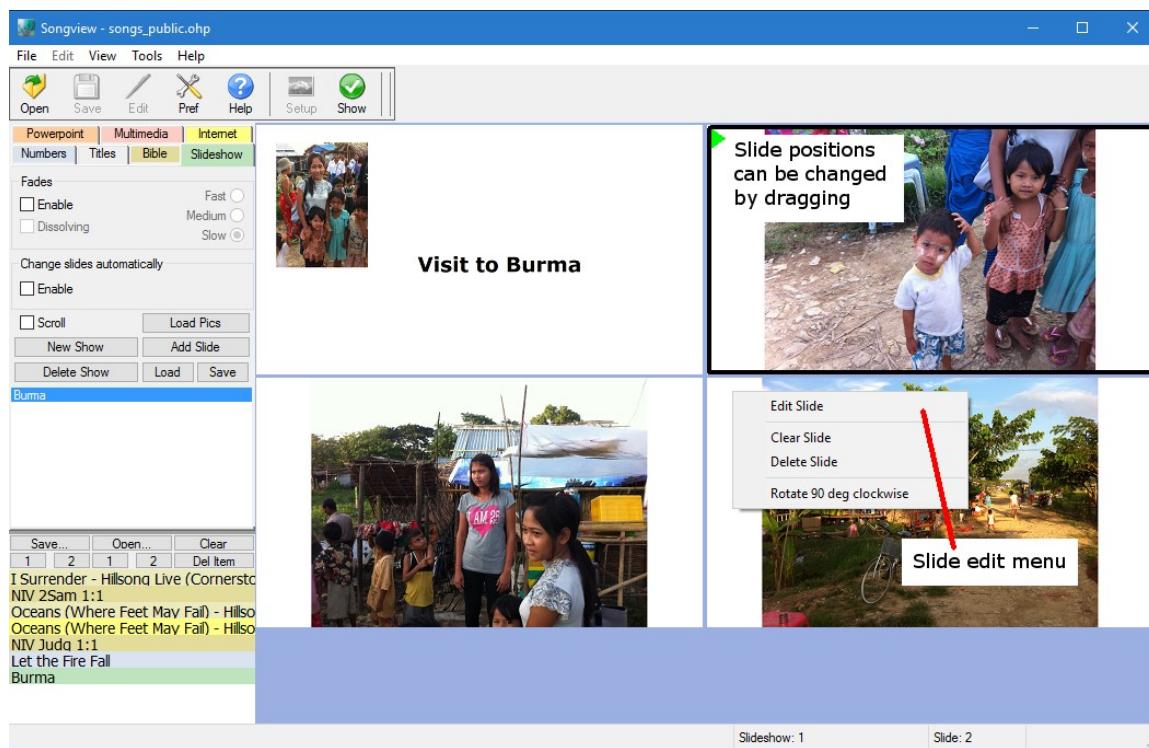
If no background pictures are required simply select 'OK' without adding pictures. Additional blank slides can be added with the 'Add Slide' button and additional slides with picture backgrounds using the 'Load Pics' button.

Two modes are available 'normal' and 'scroll'. The normal mode allows for unlimited text frames and additional picture frames to be added to each slide. With scroll mode there is only one text frame allowed per slide and no embedded pictures (picture frames). When this mode is used the text within the frame scrolls continuously when the slide is displayed.

The slides can be changed automatically after a timed interval if this is selected and fades between slides are available if selected.

The position of the slides within the slideshow can be changed by dragging the slide to the required new position. A right click menu on each slide allows for deletion, clearing, editing and slide rotation.

The slideshow title can be changed or the slideshow deleted from the right click menu in the slideshow title list. Dragging the show title within the list moves the show position in the file; any playlist items referring to the show are invalidated.



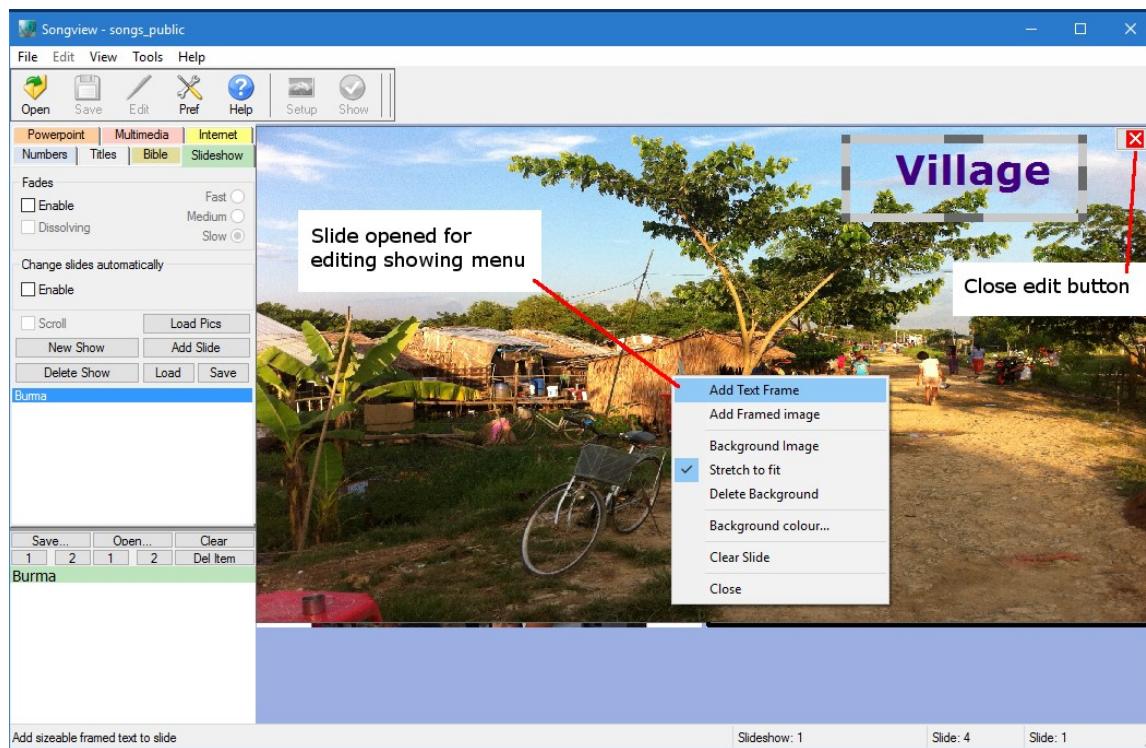
## Slide Editing

Selecting ‘Edit Slide’ from the slide right click menu opens a new slide edit window.

The editor can be closed and the changes saved by selecting ‘Close’ from a right click menu on the editor or using the close button at the top right of the window.

The menu has the following options:

- |                      |  |
|----------------------|--|
| Add Text Frame       | Adds a moveable/resizeable text frame to the slide   |
| Add Framed Image     | Adds a moveable/resizeable picture to the slide; select the jpg or bmp image required from file. |
| Background Image     | Adds a background image to the slide; select the jpg or bmp image required from file.            |
| Stretch to fit       | Stretches the background image to fill the slide   |
| Delete Background    | Deletes the background picture   |
| Background Colour... | Choose the background colour when no picture is used.  |
| Clear Slide          | Clears the slide   |
| Close                | Closes the slide edit window   |

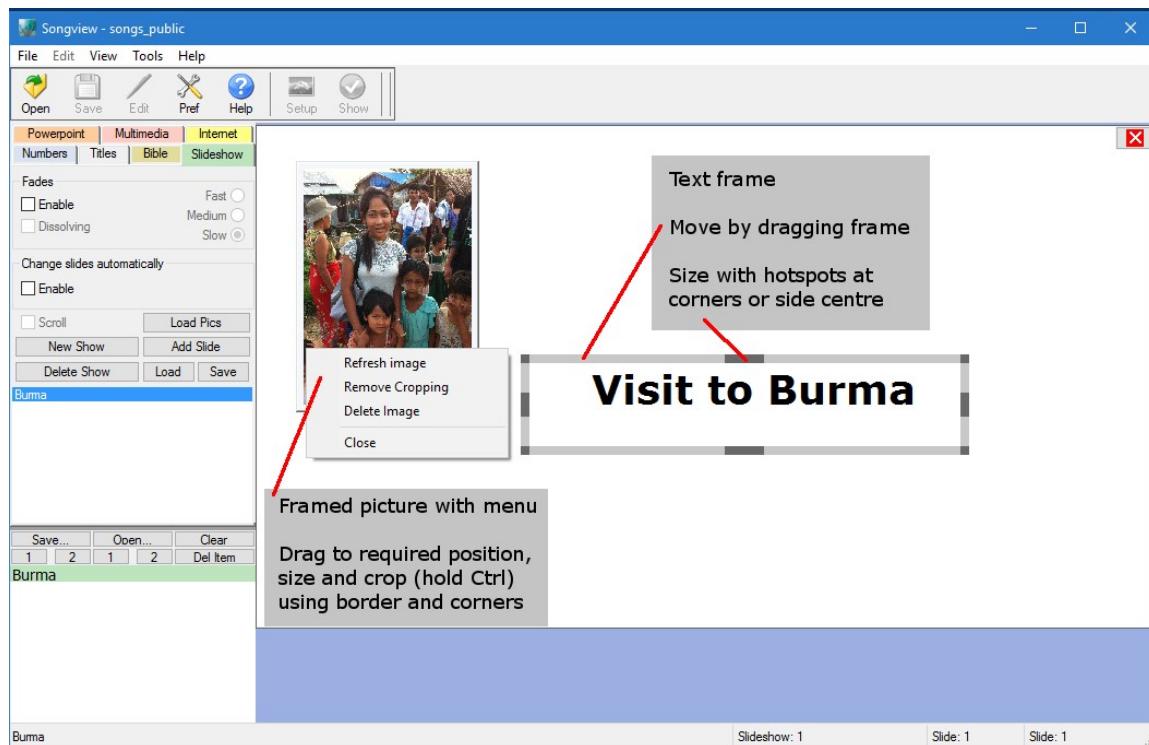


## Framed images

- Drag image to move it on the slide
- Drag the corners to change the size whilst preserving the aspect ratio
- Drag the sides to change the size without preserving the aspect ratio
- Holding the Ctrl down whilst dragging crops the image

Right click menu on image to

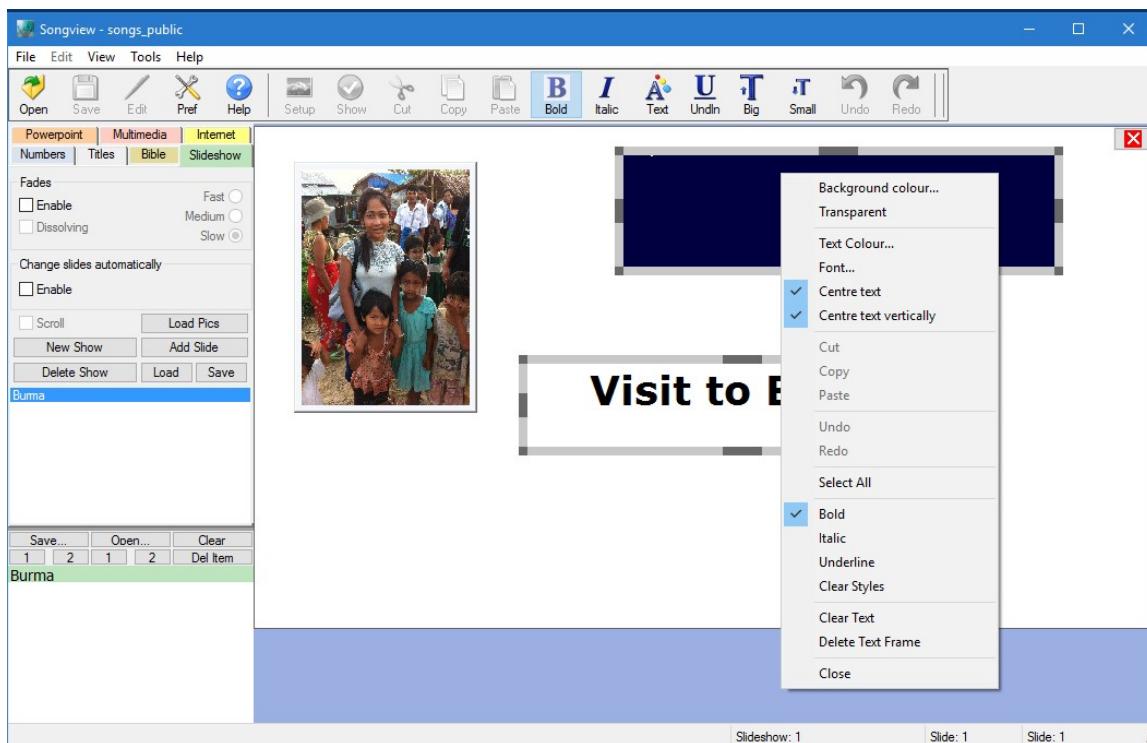
Refresh	Refreshes image from file if file exists on the machine. Use to refresh the image after size change after reopening a saved slide
Image	
Remove Cropping	Restores the image to its full size and position before cropping
Delete Image	Deletes the image
Close	Closes the edit window



## Text edit window

- Drag frame to move it on the slide
- Drag the corners or mid-size hotspots to change the size

- Allows entry and editing of framed text.
- Most normal editing functions apply including drag/drop
- Enter desired text using normal keys backslash key (\) is not supported.
- Home and End move cursor to beginning and end of line
- Ctrl+Home or End moves cursor to beginning and end of slide.
- Arrow keys move cursor.
- Use mouse for text selection.
- Copy and Paste supported using right click menu or toolbar.
- To delete text use backspace or delete key for single characters, highlight text and use delete key for multiple characters.
- Font effects can be applied by highlighting text and selecting bold, italic or underline from menu or toolbar.
- Outline and shadow fonts can be applied to whole frame using the toolbar.
- Slide font, text and background colour can be changed from menus.



Right click menu functions:

Background Colour... Choose text frame background colour

Transparent Make frame transparent

Text Colour... Choose text colour

Font...	Choose text font
Centre text	Centre text horizontally within textbox
Centre text vertically	Centre text vertically within textbox
Cut	Cut selected text to clipboard
Copy	Copy selected text to clipboard
Paste	Paste text from clipboard
Undo	Undo operations
Redo	Redo operations
Select All	Select all text in frame
Bold	Toggle bold state of selected text or word at cursor position
Italic	Toggle italic state of selected text or word at cursor position
Underline	Toggle underline state of selected text or word at cursor position
Clear Styles	Removes all bold, italic and underline effects from text in frame
Clear Text	Clears all text in frame
Delete Text Frame	Removes text frame from slide
Close	Closes slide edit window

## ***Folder Slideshows***

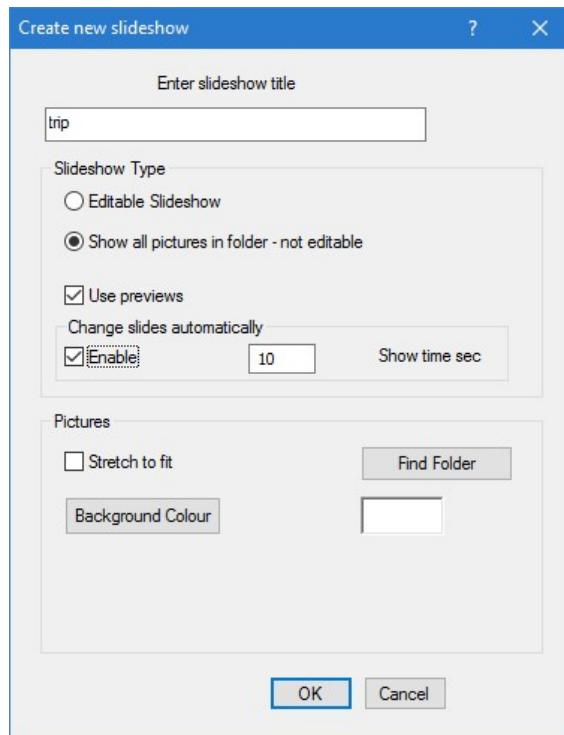
To create a new presentation select the Slideshow Tab, click on 'New Show', then select 'Show all pictures in folder'.

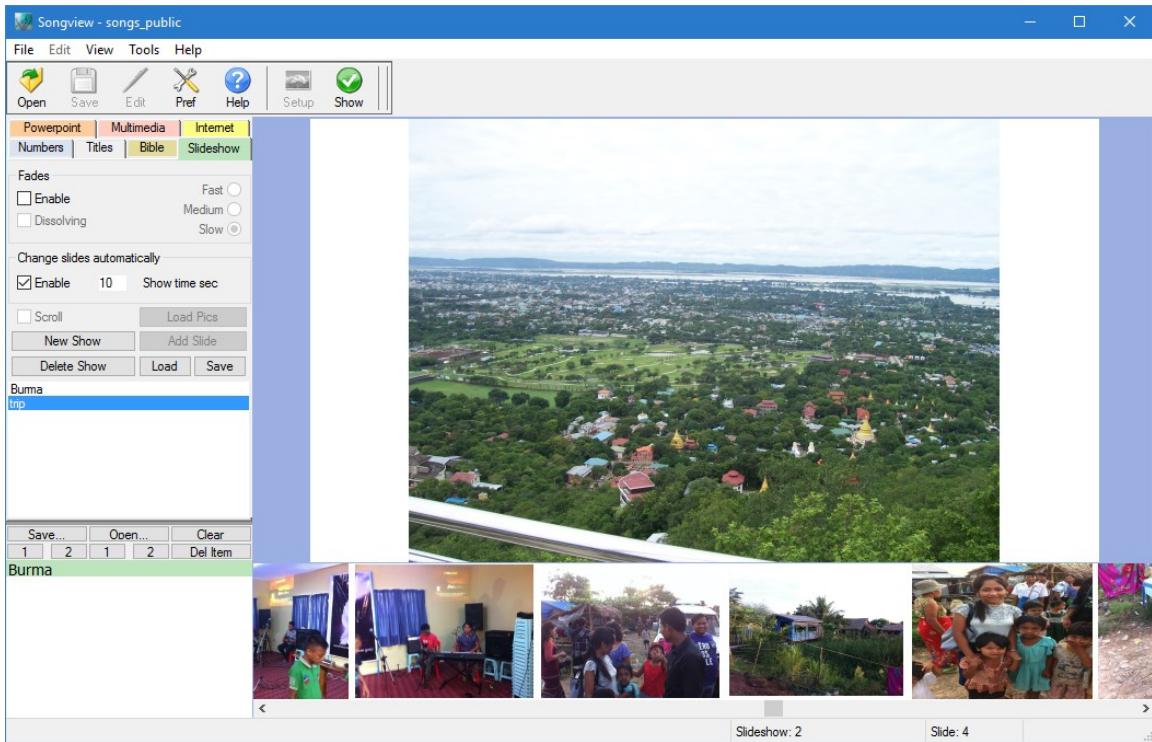
Navigate to the folder with the pictures using the 'Find Folder' button; the folder name will be used automatically for the title, edit it if required.

Select 'Stretch to fit' to make the picture fill the screen; otherwise choose the background colour required for the unfilled area.

Checking 'Use previews' will add a preview picture selector at the bottom of the control screen where you can select the picture to be shown. A right click menu on each frame allows you to rotate the picture if necessary; initial orientation is automatic using exif data. Select automatic slide change if required.

If previews are not used a single preview window is shown on the control window and automatic slide change must be used.



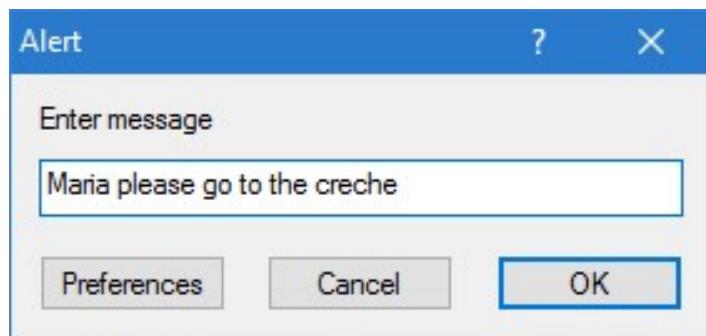


All slideshows are stored automatically; the file must be saved on exit from Songview to keep the changes (you will be prompted) and they are retrieved when Songview is restarted. Individual slideshows can be saved to disc and reloaded using the Save and Load buttons.

Slideshows can be added to the Playlist either by dragging from the list of slideshow or using the right click menu. This menu can also be used to display the slideshow in the preview windows and to rename the slideshow. Slideshows are displayed in the same manner as worship songs.

## Alerts

Alerts are short duration notices that can be added to a live display as required in order to convey a message to one or more of the congregation. They are initiated by clicking the ‘Alert’ button on the toolbar while in display mode. A dialog is displayed allowing the addition of text. Selecting ‘OK’ shows the text on the output screen using the current alert preferences.



Selecting ‘Preferences’ displays the current Alert settings allowing them to be altered as desired. The settings are:

### Display Mode

*Normal Mode* Alert is displayed for required time at selected screen position.

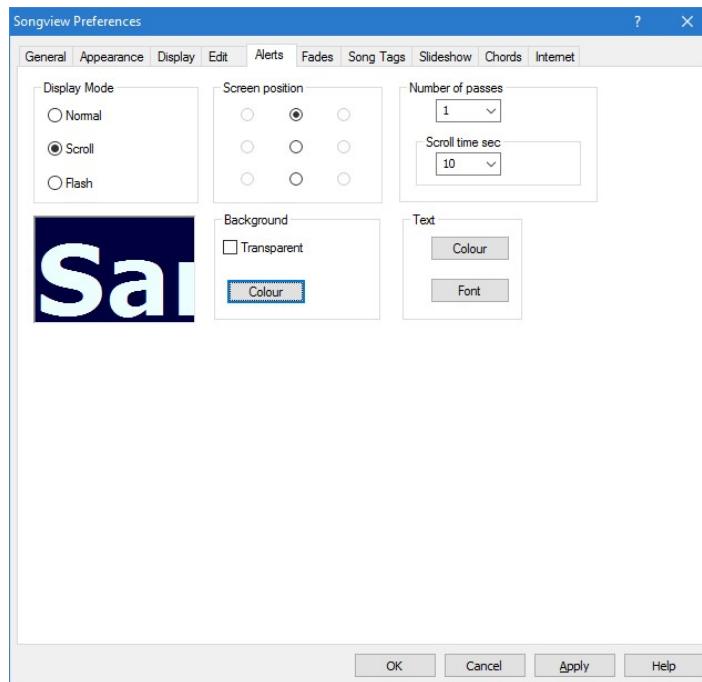
*Scroll Mode* Alert text is scrolled across screen at selected speed for number of times chosen.

Screen position can be top, middle or bottom.

*Flash Mode* Alert is displayed and flashed on and off for required time at selected screen position

### Screen position

Click on button to select position on screen for alert text display.



### Display time/ Number of passes

Display time in seconds for normal and flashing alerts; number of passes for scrolling alerts.

### Scroll time

Time to scroll across screen in seconds for scrolling alerts

### Background

Sets the background.

*Transparent* Toggles background to transparent

*Colour* Sets background colour

### Text

*Colour* Selects colour of alert text

*Font* Selects font for alert text

The sample window shows the chosen text attributes.

## PowerPoint Presentations

PowerPoint presentations can be displayed with Songview via the Microsoft PowerPoint Viewer. The Songview installation includes the 2003 viewer and the software also allows the use of a previously installed viewer if this is present. XML files, with a .pptx extension can only be viewed with the 2007 viewer (with upgrade) or with the 2010 viewer. Installation of the free Microsoft 2010 viewer is recommended.

When slide previews are enabled, up to 100 preview slides can be loaded and used to control the PowerPoint display. The previews are of the fully animated slides and are generated by taking ‘snapshots’ using the selected PowerPoint viewer. The 2003/2007 viewers are the fastest for generating previews. If more than 100 slides are present the previews will not be generated but the PowerPoint slideshow can still be displayed. The previews are retained until another PowerPoint file is loaded.

Slideshows can be controlled using the keyboard or the control buttons on the Powerpoint tab.

Presentations can be added to the Playlist and displayed in the normal way. The previews are generated and retained for the current session when files are added to the Playlist or a stored Playlist is reloaded.

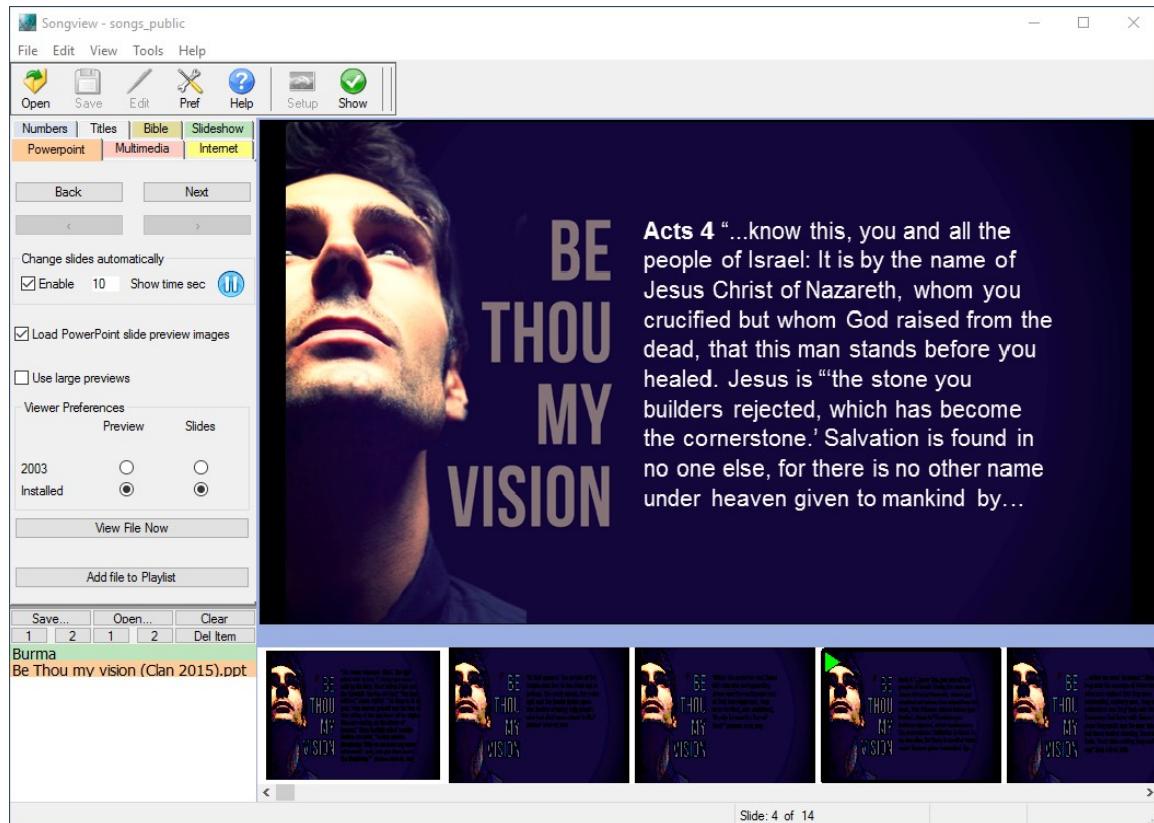
The controls on the Powerpoint tab have the following functions.

<u><a href="#">View File Now</a></u>	Selects and loads PowerPoint file for immediate viewing
<u><a href="#">Add File to Playlist</a></u>	Choose file to add to Playlist
<u><a href="#">Next</a></u>	Move to next slide
<u><a href="#">Back</a></u>	Move back 1 slide
<u><a href="#">Left Arrow</a></u>	Move to previous show item (same as keyboard left arrow)
<u><a href="#">Right Arrow</a></u>	Move to next show item (same as keyboard right arrow)
<u><a href="#">Change slides automatically</a></u>	Select ‘Enable’ to change the slides automatically. The default display time is 10 seconds; this can be changed from the dialog. Use the  Pause and  Restart buttons to stop the display at a slide and to restart it.
<u><a href="#">Load PowerPoint slide preview images</a></u>	If checked preview slides are loaded
<u><a href="#">Use large previews</a></u>	Check to use larger preview pictures in the slide shuttle; this is useful as it improves legibility when following a presentation
<u><a href="#">Viewer Preferences</a></u>	Choose viewer for previews and slideshows. The 2003 viewer (and 2007 viewer without the compatibility pack)

cannot be used with pptx files.

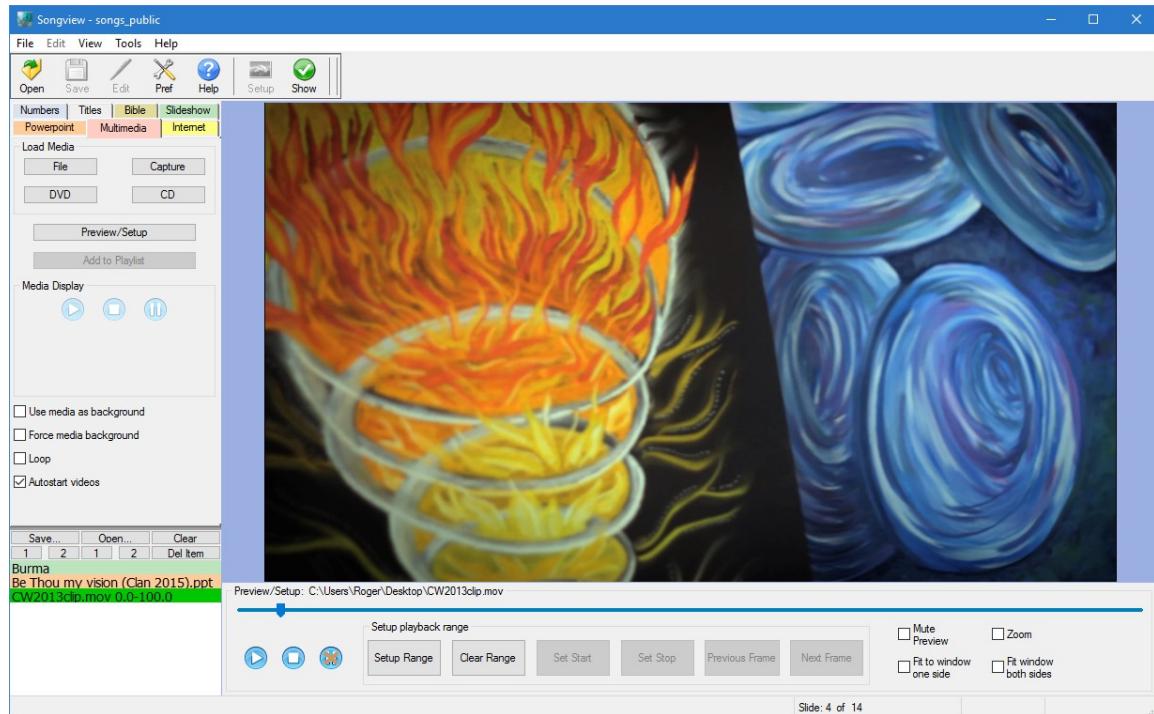
The 2010 viewer is the best option; it can be downloaded free from the Microsoft website at  
<https://www.microsoft.com/en-us/download/details.aspx?id=13>

Clicking on the preview images will change the displayed slide.  
Keyboard functions are identical to PowerPoint viewer.



## Multimedia

Songview can display multimedia clips from a file as well as DVD and a capture source such as a video camera. The multimedia can be used as a background to songs bible verses and slideshows; this requires 32 bit graphics. When used as a background the resolution of the video input determines the resolution of the overlying text. For best results use video input with a resolution at least as good as the projector. Text over multimedia cannot be used with scrolling displays other than alert texts.



Songview can also play audio CD tracks as background during presentations.

To use multimedia select the 'Multimedia' tab and load the required media.

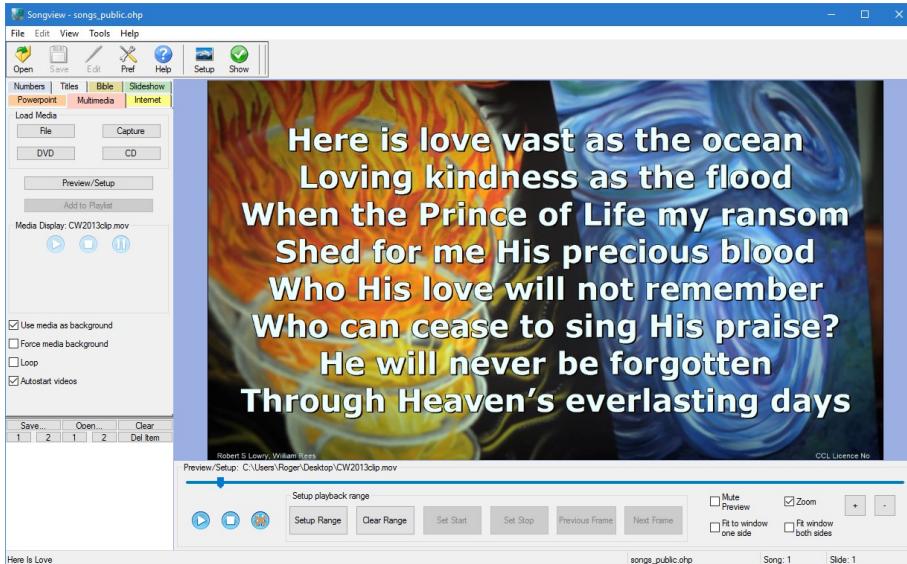
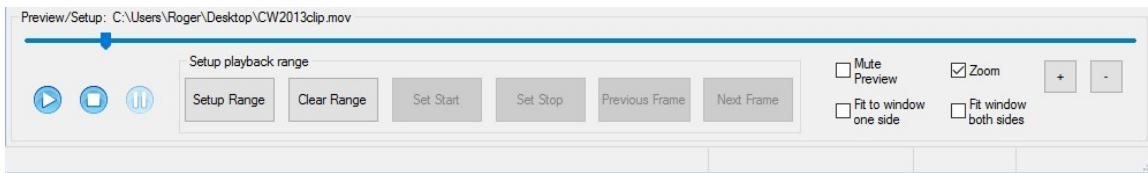
<u>File</u>	Selects multimedia file. The allowed file types are: Video Files: *.mpg; *.ASF; *.mkv; *.m2ts; *.flv; *.wmv; *.mov; *.avi; *.mp4; *.gif Audio Files: *.wav; *.mp3; *.au; *.aiff; *.midi
<u>Capture</u>	Input can be captured from a connected devices e.g. video camera or TV capture. If more than one device is present, select the required one from the list, otherwise the connected device will be used
<u>DVD</u>	Select DVD drive as the input source, if more than one drive is present choose the required one from the list presented.
<u>CD</u>	Select CD drive as the input source, if more than one drive is present choose the required one from the list presented.

After the multimedia source has been selected further setup and preview can be carried out

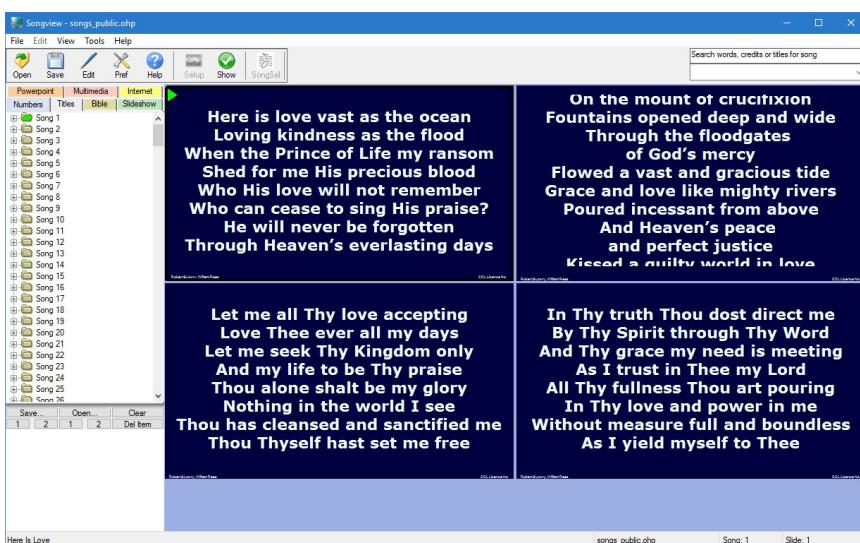
<u>Preview/Setup</u>	Allows the multimedia to be previewed and tracks and ranges selected for use depending on the source.	
<u>Files</u>	<u>Setup Range</u>	Use to start setting up start and stop for video clip. This does not need to be used if the whole clip is to be shown. The option will not be available if the video clip does not allow positioning. Move the slider to set start and stop positions.
	<u>Clear Range</u>	Clears a set range
	<u>Set Start</u>	Use to set start after positioning slider.
	<u>Set Stop</u>	Use to set stop after positioning slider.
	<u>Previous Frame</u>	Move back one frame.
	<u>Next Frame</u>	Move forward one frame.
	<u>Done</u>	Click when range has been set.
	<u>Autostart videos</u>	Check to start videos automatically on projector
<u>Capture</u>	No settings	Use 'Stop Capture' button to stop video capture; this must be selected before any other multimedia can be

		previewed.
DVD	Use 'Track' button to track to choose track for addition to playlist	
CD	Use 'Track' button to track to choose track for addition to playlist	
Controls	The controls underneath the video preview are to control the preview window. The controls on the Multimedia tab are to control the projected display. On-screen menus can be used in both windows with DVDs	
	<u>Start</u>  Starts multimedia	
	<u>Stop</u>  Stops multimedia	
	<u>Pause</u>   Pauses and restarts multimedia	
	<u>Next Chapter/Track</u>  Go to next DVD chapter or CD track	
	<u>Previous Chapter/Track</u>  Go to previous DVD chapter or CD track	
	<u>Track</u> Show DVD chapter list or CD track list	
	<u>DVD Menu</u>  Go to DVD menu	
Other Options	<u>Mute Preview</u> Mutes audio output during preview mode	
	<u>Fit to window one side</u> Sizes video to fit output window aspect ratio is retained	
	<u>Fit to window both sides</u> Sizes video to fit entire window	
	<u>Zoom</u> Zooms video in and out use the + and - buttons, the aspect ratio is maintained. Can be used during live displays.	
	<u>Loop CD</u> Audio CD will loop continuously	
	<u>Loop current track</u> Current CD audio track will loop continuously	
	<u>Loop</u> Video file clip will loop continuously	
	<u>Use media as background</u> Use current media as background to songs, bible verses and slideshows. When this option is checked the multimedia settings will be added to the playlist settings as songs, bible verses and slideshows are added to the playlist.	

	<u>Force media background</u>	Always use media as background to songs, bible verses and slideshows regardless of playlist settings
<u>Add to Playlist</u>		Adds the currently set multimedia with settings to the playlist



### Preview of text over video



Preview panes have the default background colour during text over video presentations.

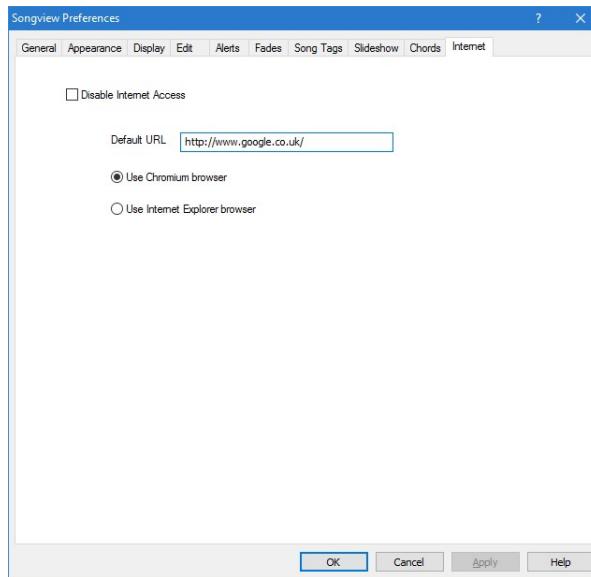
# Internet Presentations

Songview can show Internet presentations and be used for live web browsing.

To use the Internet select the 'Internet' tab; the tab is not selectable if there is no Internet access or if access is disabled in the Internet preference settings .

The preferences tab can also be used to set the default URL (Home Page) for the browser and to set the web-browser. The default is to use the Chromium browser (Vista and above) but the Windows built-in Internet Explorer (Edge) browser engine can be used if desired.

Browse to the web page you wish to display, click the 'Display Preview URL on Projector' button and select the Show toolbar button to display the page on the projector. To change the page either navigate to it on the display using the panel at the left or navigate in the preview window and click the 'Display Preview URL on Projector' button on the Internet tab.



A screenshot of the Songview software interface. The main window displays a web page for 'CLAN' (Christians Linked Across the Nation). The page features three main sections: 'CLAN FAMILY' (green), 'CLAN EVENTS' (red), and 'WE ARE CLAN' (blue). Below these is a banner for the 'CLAN Gathering 2016' with the text 'HANG UP your WELLIES, we are PRAYING in the SUN!' and the date '9th to 14th July 2016 : Kelburn Country Park, Largs'. On the left side, there's a toolbar with icons for Open, Save, Edit, Pref, Help, Setup, and Show. Below that is a 'Projected Internet Display' section with buttons for 'Display Preview URL on Projector' and 'Display video on Projector'. Further down is a 'Projected Youtube Player' section with buttons for 'Display video on Projector using player'. At the bottom, there's an 'Internet Preview' section with a URL input field containing 'clangathering.org.uk', a 'Youtube' button, and 'Youtube via web browser URL to Playlist' button. There are also 'URL to Playlist' and 'Preview' buttons in this section. The status bar at the bottom shows the URL 'clangathering.org.uk'.

To add the web page in the preview window to the Playlist click the 'URL to Playlist' button on the preview controls underneath the preview browser window.

### The controls available are:

#### *Projected Internet Display*

*Display Preview URL on Projector* - Navigates display window to url displayed in preview window.

Display Navigation buttons



*Back*: Send display browser to previous page



*Forward*: Send display browser to next page



*Home*: Send display browser to default (home) page



*Stop*: Stop loading page on display browser



*Refresh*: Refresh page on display browser

*Go To*: Send display browser to this URL on pressing return

#### *Preview Internet Window*

Preview Navigation buttons



*Back*: Send preview browser to previous page



*Forward*: Send preview browser to next page



*Home*: Send preview browser to default (home) page



*Stop*: Stop loading page on preview browser



*Refresh*: Refresh page on preview browser

*Go To*: Send preview browser to this URL on pressing return

*URL to Playlist* - Adds URL in preview window to Playlist

### **Youtube video presentations**

Songview can be used to show Youtube presentations directly on the output screen using the built-in Youtube player; this has the advantage of being able to control the video using the controls on the Internet tab. (Not available with Windows XP.)

*Note*: This option requires that the application songview\_webio.exe has access through the Windows Firewall on port 8080. You will be asked to set this the first time Songview is started. If you have disallowed it, you can change the Firewall settings manually.

To show a Youtube presentation click the Youtube button to navigate to the Youtube website and use the search facility to find the video you wish to use. Once you have navigated to the video you can use the Youtube Player 'URL to Playlist' button to add the video to the current playlist. If the display screen is showing you can also use the 'Display video on Projector using player' button on the Internet tab to display the video on the screen immediately. The starting position can be set if necessary.



It is also possible to show the video fullscreen using the web browser; Youtube does not allow some videos to be shown in this way with third party players, in this case display the video directly via the web browser and use the fullscreen control.

*Note:* The Youtube players will not work under Windows 7 and above unless a sound card with sound device (headphones or line out) is connected.

### **The controls available are:**

#### **Projected Internet Display/ Youtube via web browser:**

*Display video on Projector* - Navigates display window to Youtube url displayed in preview window and displays fullscreen using web browser

#### **Projected Youtube player:**

*Display video on projector using player* - Navigates display window to Youtube url displayed in preview window and displays fullscreen using Youtube player at the currently set starting position.

#### **Youtube player control buttons:**



*Start:* Start/restart video clip on Youtube player



*Stop:* Stop video clip on Youtube player



*Pause:* Pause/resume video clip on Youtube player

### **Preview Internet Window**

*Youtube:* - Display Youtube home page on preview browser

*Youtube via web browser URL to Playlist:* - Send current Youtube preview clip to Playlist Display using web browser.

**Youtube Player**

*Preview:* Previews video in internet preview window. This allows the setting of a starting position if needed.

*Set Start:* Sets the starting position to the current video position in the preview window.

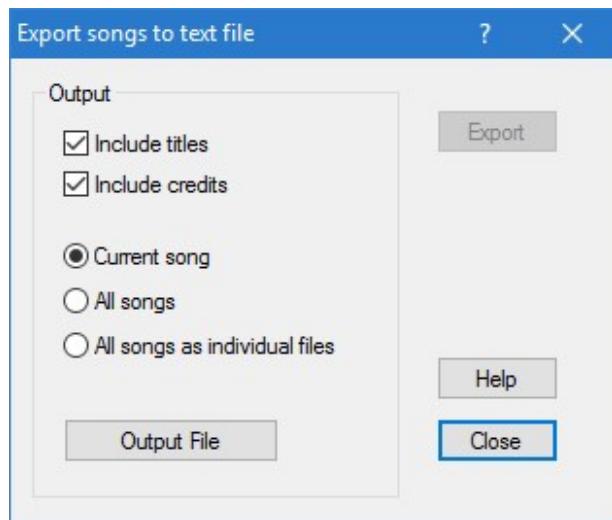
*Reset Start:* Sets the start position to the beginning of the clip.

*URL to Playlist:* Adds Youtube URL in preview window to Playlist - displays video fullscreen using Youtube player at set starting position. (At start if not set).

## Miscellaneous

### ***Export Songs***

Choose Export Songs... from the File menu to save songs to a UTF-8 text file.



#### Output File

Choose output filename, the .txt extension is added automatically

#### Include titles

Check to include titles on 1st line

#### Include credits

Check to include credits on 2nd line (or 1st line if no titles)

#### Current song

Exports the currently selected song only

#### All songs

Exports all the songs in the file.

#### All songs as individual files

Exports all the songs in the file to the selected output directory as individual text files, the titles are used for the filenames.

#### Export

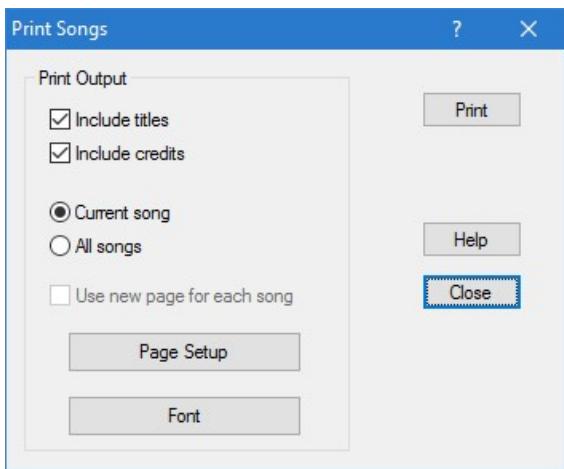
Starts export to file

#### Close

Closes dialog

## **Print Songs**

Choose Print Songs... from the File menu.



### Include titles

Check to include titles on 1st line

### Include credits

Check to include credits on 2nd line (or 1st line if no titles)

### Current song

Prints the currently selected song only

### All songs

Prints all the songs in the file.

### Use new page for each song

Starts each song on a new page

### Page Setup

Use to set paper size and orientation and print margins

### Font

Sets printing font and font size

### Print

Opens print dialog to allow printer selection and print start.

### Close

Closes dialog

## **Song Titles**

This is accessed from the Tools menu.

Dialog showing song titles, click on a column heading to sort the list on the column contents.

Export button saves the list including song credits to a Tab delimited text file. The filename is myfile\_titles.txt where myfile is the name of the ohp file.

Close dismisses the dialog.

Song titles for file songs_public.ohp	
Title	Song Number
Here Is Love	1
Nothing but the Blood of Jesus	2
O God of Burning, Cleansing Flame	3
Let the Fire Fall	4
Have You Been to Jesus	5
Before the throne of God above.	6
Paraphrase 30	7
Behold the mountain of the Lord	8
A safe stronghold	9
Abide with me	10

Export      Close

## **Song Usage**

This is accessed from the Tools menu.

Dialog showing songs projected since last resetting date

Export button saves the list including song credits and number of times shown to a Tab delimited text file. The filename is myfile.txt where myfile is the name of the ohp file.

Clear deletes the currently accumulated list and resets the starting date to the current data.

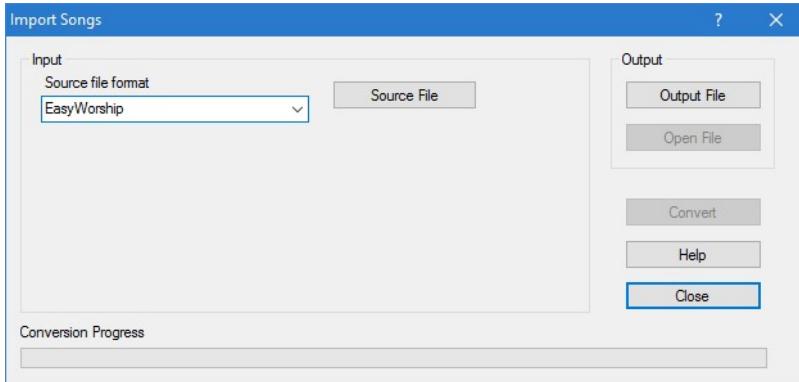
Close dismisses the dialog.

Song usage for file songs_public.ohp		
CCL Licence No	From	
Title	Times used	To
Here Is Love	144	21/04/2016
Nothing but the Blood of Jesus	29	
O God of Burning, Cleansing Flame	3	
Let the Fire Fall	4	
Have You Been to Jesus	2	
Before the throne of God above.	2	
Paraphrase 30	1	
Behold the mountain of the Lord	3	
A safe stronghold	129	
Abide with me	153	

Export      Clear      Close

## **Song Import**

This is available by selecting Import Songs... from the File menu. And is used for importing songs from other file and application formats.



The following formats are currently supported:

Asaph	CCLI SongSelect txt files	ChurchView
Datasoul	DreamBeam	EasiSlides
EasyWorship	Expo Song	Free Worship
Kingsway Song Library	LiveWorship	Lyrics
Marietta	Media Shout	Melodie
Microsoft Word	Open Lyrics	Openlp.org
OpenSong	Paraclete	Powerpoint
Powersong	PRAISE!	Presentation Manager
Presenter 3/4	Quelea	Renpad Worship
RTF Text	SA Happiness & Harmony	SA New Christmas Praise
SA Sing for Joy	Salvation Army Songbook	ShowNak
Snap Projection	SongBase XP	SongBeamer
SongPro 4	SongShow Plus	Songs of Fellowship rtf
SundayPlus	Text	VerseVIEW
Words of Worship	Worship Assistant	WorshipCenterPro
Worship Him	WorshipLIVE!	WorshipSession
ZionWorx 2.0	ZionWorx 2.5 and 2.6	

To use choose source format, source file and output file name.

If the output file exists, it can be overwritten or the new songs appended depending on the option chosen.

Select 'Convert', progress is shown by bar.

When completed:

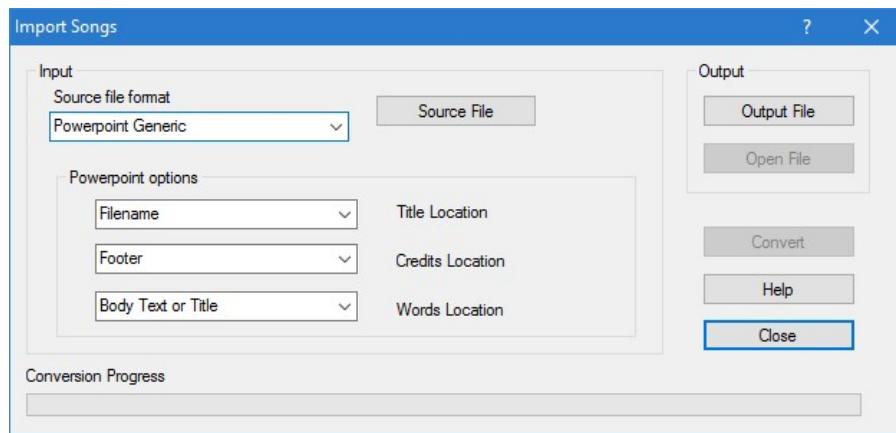
'Close' to close dialog.

'Open File' to close dialog and open imported songs.

Asaph (Indexed), CCLI SongSelect, Datasoul, DreamBeam, Expo Song, Free Worship, Lyrics, Marietta, Microsoft Word, Open Lyrics, OpenSong, Powerpoint, Powersong, PRAISE!, Presentation Manager, Presenter 3/4, Renpad Worship, RTF Text, SongBeamer, SongShow Plus, SundayPlus, Text, Words of Worship, WorshipCenterPro sng files and WoshipLIVE! can be converted in batches by selecting multiple files. Each file is assumed to be one song.

The text file import filter requires a CR/LF (that is a normal Return or Line Break) at the end of each line and uses a blank line to indicate slide breaks. It accepts ACSII, UTF-16 (big and small endian) and UTF-8 text files.

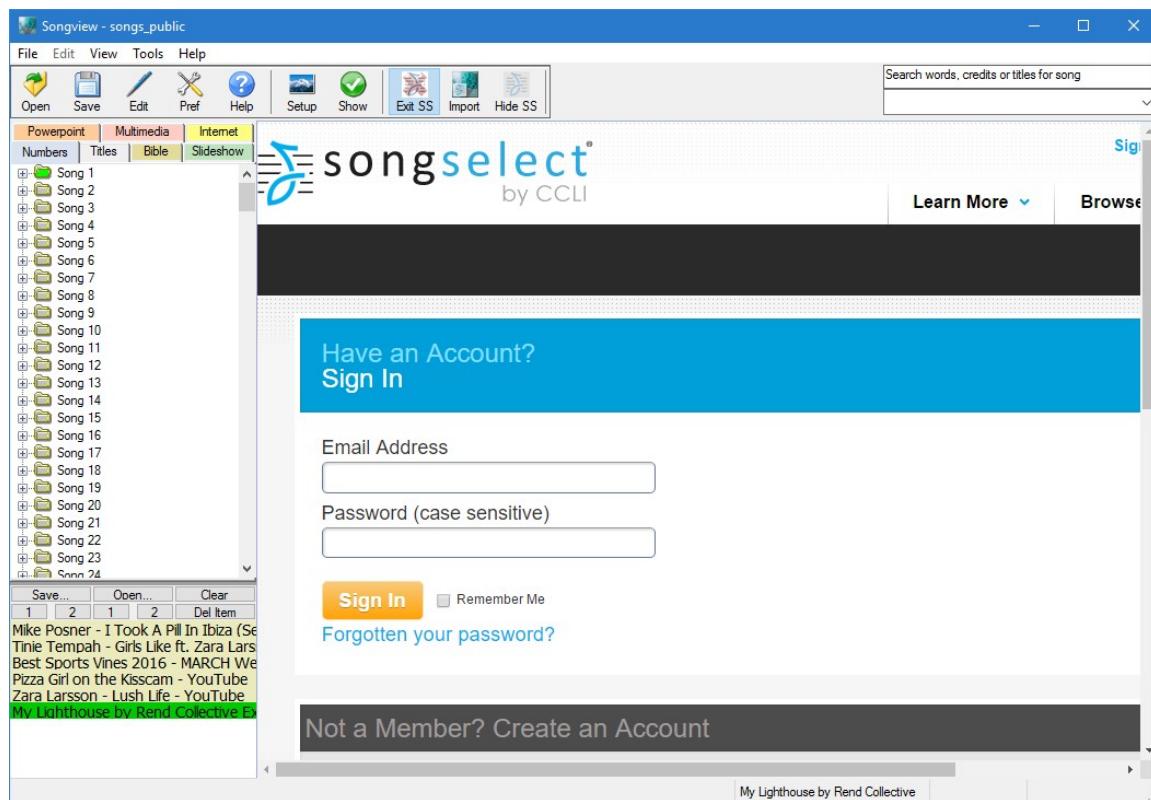
The location of the song titles, credits and words on Powerpoint slides and Text files can be selected from the import dialog.



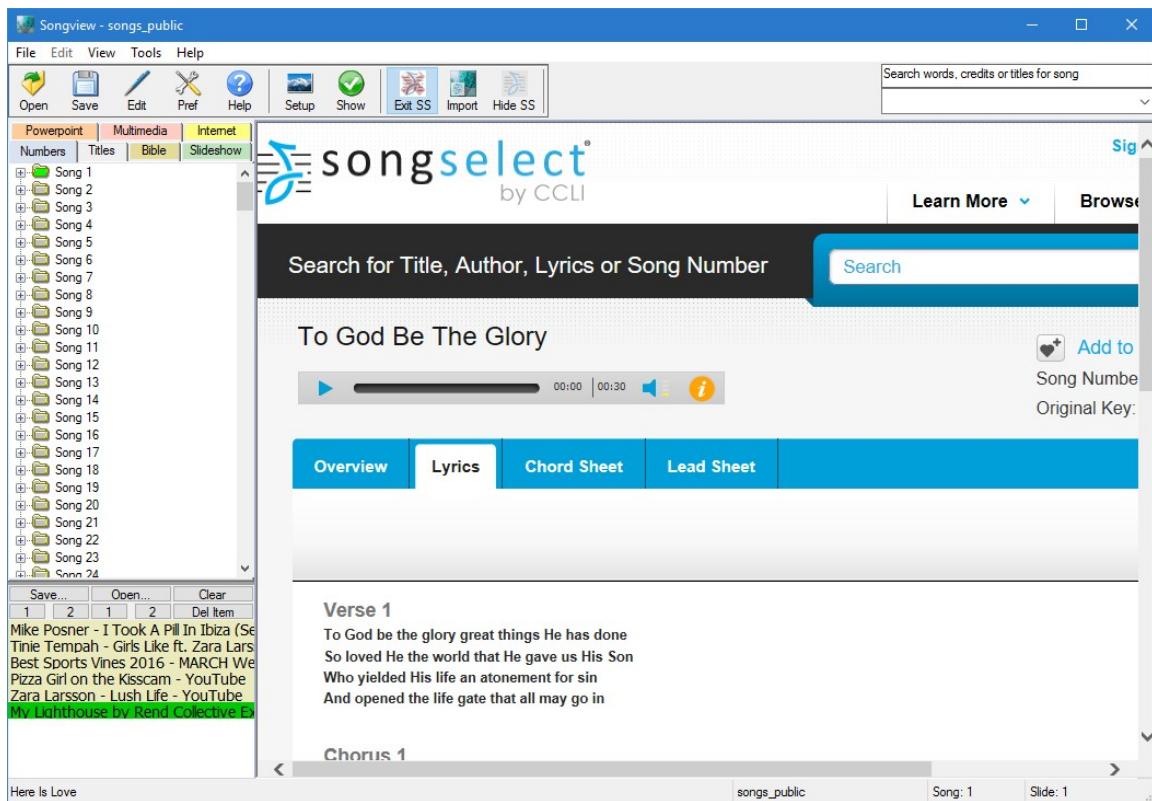
## SongSelect Import facility

Text files from SongSelect can be imported directly into Songview; alternatively they can be downloaded and saved as text files before using the Import Dialog as described above.

To import from SongSelect navigate to the login page using the  toolbar button; you must have an Internet connection and Internet must be enabled on the Internet preferences dialog. By default the SongSelect window is opened in place of the song panes window and the url used is the default <http://portal.ccli.com/default.aspx>. These options can be changed in the Edit Preferences dialog.



Find the song you wish to import and click the  Import button on the Songview toolbar. The song is added at the end of the current song file. The song can also be copied to the clipboard from the SongSelect page before importing, though this should not be necessary.



If SongSelect has been opened in the main Songview window it can be hidden and redisplayed using the Hide/Show toolbar button. Selecting a tab other than Number or Titles will also hide the SongSelect window. The SongSelect window can be closed with either the Exit toolbar button or the window close icon if it is in a separate window

## **Keyboard Shortcuts**

Songview uses the following keyboard shortcuts.

### **General Use**

F3	Close application
Alt+F	File menu
Alt+M	Mode menu
Alt+S (Display mode)	Show and stop show
Alt+S (Edit mode)	Song menu
Alt+E (Edit mode)	Edit menu
Alt+I	Information menu
F1	Show help
F5	Start display to projector

### **During Song Display**

Song number e.g. 12 then Enter key	Displays first slide of song. In dual monitor mode it also displays the song slides in the preview window
Arrow keys	Move between slides in song
Arrow keys scroll mode	Up and down moves the scrolling display by one line. Left and right moves the scrolling display by the number of lines in the first verse. Bible texts are moved by five lines.
Home	Goes to first slide of a song
End	Goes to last slide of a song
Page Up	Move to first slide of previous song
Page Down	Move to first slide of next song
Control + Home	Move to first slide of first song in file
Control + End	Move to first slide of last song in file
Page Up*	Move to previous playlist item
Page Down*	Move to next playlist item
Control + Home*	Move to first playlist item
Control + End*	Move to last playlist item
B	Blanks and un-blanks the displayed slide
P	Toggles display to background (colour or picture)
A	Displays the Alert dialog
+	Increases the scroll speed when in scroll mode
-	Decreases the scroll speed when in scroll mode
F12	Increases the scroll speed when in scroll mode
F11	Decreases the scroll speed when in scroll mode
Pause	Stops and restarts the scrolling in scroll mode
Space bar	Duplicates the Pause button unless the option to use for scroll positioning is selected when it moves the scrolling widow down to the next verse.
Esc	Closes the display window

\* When 'Redirect keys to Playlist' is checked on the General Dialog Tab

## **During Editing**

Control+Enter	Start new slide
Control+Delete	Delete next word
Control+Backspace	Delete previous word
Control+B	Toggle Bold
Control+I	Toggle Italic
Control+U	Toggle Underline
Control+C	Copy
Control+X	Cut
Control+V	Paste
Control+Insert	Copy
Shift+Insert	Paste
Shift+Delete	Cut
Control+A	Select All
Control+Z	Undo
Control+Y	Redo
Control+S	Save
Control+Down arrow	Jump to next verse
Control+Right arrow	Jump to next word
Control+Up arrow	Jump to previous verse
Control+Left arrow	Jump to previous word
Control+Tab	Move to next window
Control+Shift+Down	Select next verse
Control+Shift+Right	Select next word
Control+Shift+Up	Select previous verse
Control+Shift+Left	Select previous word
Home	Move cursor to start of line
End	Move cursor to end of line
Control+Home	Move cursor to start
Control+End	Move cursor to end
Arrow keys	Move cursor

## **File Locations**

The following directories are used during Songview installation.

### **Windows XP**

Program files C:\Program Files\Songview

Dictionaries, language and help files C:\Documents and Settings\All Users\Application Data\Songview\Dictionary (The Application Data directory may be hidden)

Bibles C:\Documents and Settings\All Users\Application Data\Songview (The Application Data directory may be hidden)

Backgrounds C:\Documents and Settings\All Users\Documents\Songview\Backgrounds (The Documents directory may appear as 'Shared Documents')

Song files C:\Documents and Settings\All Users\Documents\Songview

Slideshow files C:\Documents and Settings\All Users\Documents\Songview

Playlists C:\Documents and Settings\All Users\Application Data\Songview (The Application Data directory may be hidden)

### **Windows Vista**

Program files C:\Program Files\Songview

Dictionaries, language and help files C:\ProgramData\Songview\Dictionary (The ProgramData directory may be hidden)

Bibles C:\ProgramData\Songview (The ProgramData directory may be hidden)

Backgrounds C:\Users\Public\Documents\Songview\Backgrounds (The Documents directory may appear as 'Public\Public Documents')

Song files C:\Users\Public\Documents\Songview

Slideshow files C:\Users\Public\Documents\Songview

Playlists C:\ProgramData\Songview (The ProgramData directory may be hidden)

### **Windows 7, 8 and 10**

Program files C:\Program Files\Songview

Dictionaries, language and help files C:\ProgramData\Songview\Dictionary (The ProgramData directory may be hidden)

Bibles C:\ProgramData\Songview (The ProgramData directory may be hidden)

Backgrounds C:\Users\Public\Public Documents\Songview\Backgrounds

Song files C:\Users\Public\Public Documents\Songview

Slideshow files C:\Users\Public\Documents\Songview

Playlists C:\ProgramData\Songview (The ProgramData directory may be hidden)

### **USB Installation**

Program files Installpath

Dictionaries, language and help files Installpath\Data\Dictionary

Bibles Installpath\Data

Backgrounds Installpath\Backgrounds

Song files Installpath\Songs

Slideshow files Installpath\Songs

Playlists Installpath\Data

## **Registry Keys**

Songview uses the following registry keys in addition to those used by Windows to install and track applications:

HKEY\_CURRENT\_USER\Software\Songview

AlertPref	Alert preferences
AspectRatio	Aspect ratio for single monitor editing
BackPath	Background directory location
Bible	Last bible version used
BibleFont	Bible font and settings
BibleMarginsSize	Margins for bible texts
BibleMarginsFlag	Use default song margins flag
CCL	CCL licence number
DialogFont	Font for dialog boxes and tabs
EditPref	Edit preferences
Flags	Various flags and settings
InternetParams	Internet preferences
Language	Current language
Lastfile	Last file opened
Playlist1	Playlist stored as 1
Playlist2	Playlist stored as 2
PLFontSize	Playlist font size
SizePosition	Size and position of window on closing
SongSelParams	SongSelect preferences

The multimedia installation uses DirectShow registry keys including those for ffdshow and Haali Splitter. These keys will be added during the installation if not already present.

Registry keys are not used when the installation is to a USB drive except for the DirectShow keys outlined above.

## **Toolbar**

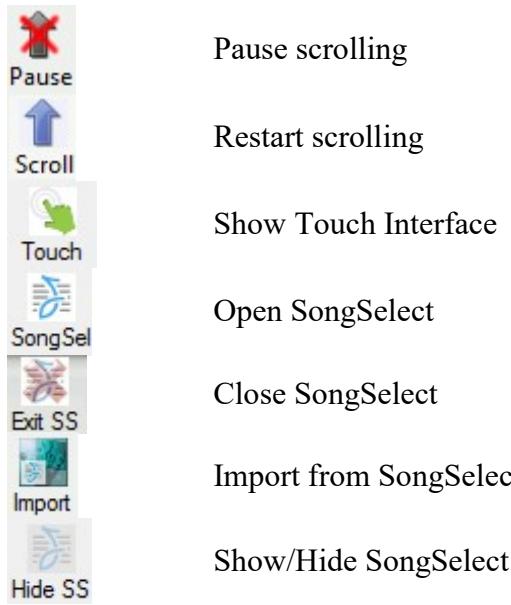
The Toolbar contains the following buttons



- Blank Blanks projected display
- Bold Applies Bold style to highlighted text
- Copy Copies highlighted text to clipboard
- Cut Cuts highlighted text to clipboard
- Cred Opens credits dialog for adding copyright information
- Disp Switches from Edit mode to Display mode
- Edit Switches from Display mode to Edit mode
- Help Context sensitive help
- Italic Applies Italic style to highlighted text
- Open Opens Songview file
- Paste Pastes text from clipboard
- Save Saves Songview file
- Show Starts song display on projector
- Stop Stops song display on projector
- Title Opens title dialog allowing input of song title
- Show Restores projected display after blanking or setting to background
- Undln Applies Underline style to highlighted text

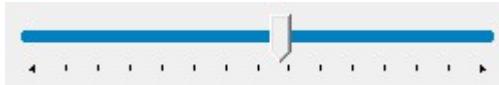


- Opens and closes the Search and Replace dialog
- Switches to background setup mode
- Switches to standard preview mode
- Opens text effects dialog
- Opens dialog to display alerts on projector screen
- Toggles projected display to background
- Increases font size
- Decreases text size
- Displays preferences dialog
- Adds sizing and positioning marques to preview windows
- Adds new slide break at cursor position
- Adds new song after current song
- Undo last edit
- Redo last undone edit
- Add chords to songs
- Transpose chords up
- Transpose chords down
- Increase scroll speed
- Decrease scroll speed



- Pause scrolling
- Restart scrolling
- Show Touch Interface
- Open SongSelect
- Close SongSelect
- Import from SongSelect
- Show/Hide SongSelect

Font sizing slider for individual slides in background setup mode

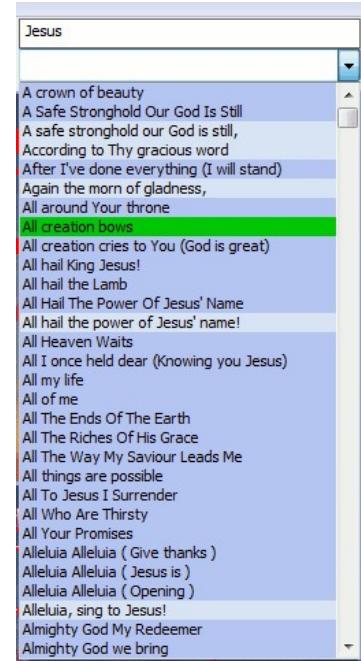


It also contains a Search facility that is available if the song number is not known. There are two modes of operation.

1) Enter a phrase from the song, song title or credits; after four letters have been typed a list of songs with that phrase appears. The more letters that are added the more selective the list becomes. If punctuation is used in the search text it will be used for the search, otherwise punctuation is ignored.

2) Enter a \* followed by up to ten words separated by spaces. A list of the songs with all of those words will be shown. The list is independent of word order.

Clicking the song title in the list box will display the song in the preview window.



## **Touch Toolbar Buttons**

The Touch Toolbar contains the following buttons



Hides touch interface

Blanks projected display

Stops song display on projector

Restores projected display after blanking or setting to background

Opens dialog to display alerts on projector screen

Toggles projected display to background

Starts video or Youtube player

Stops video or Youtube player

Pauses video or Youtube player

Resumes video or Youtube player

Go to previous Powerpoint slide

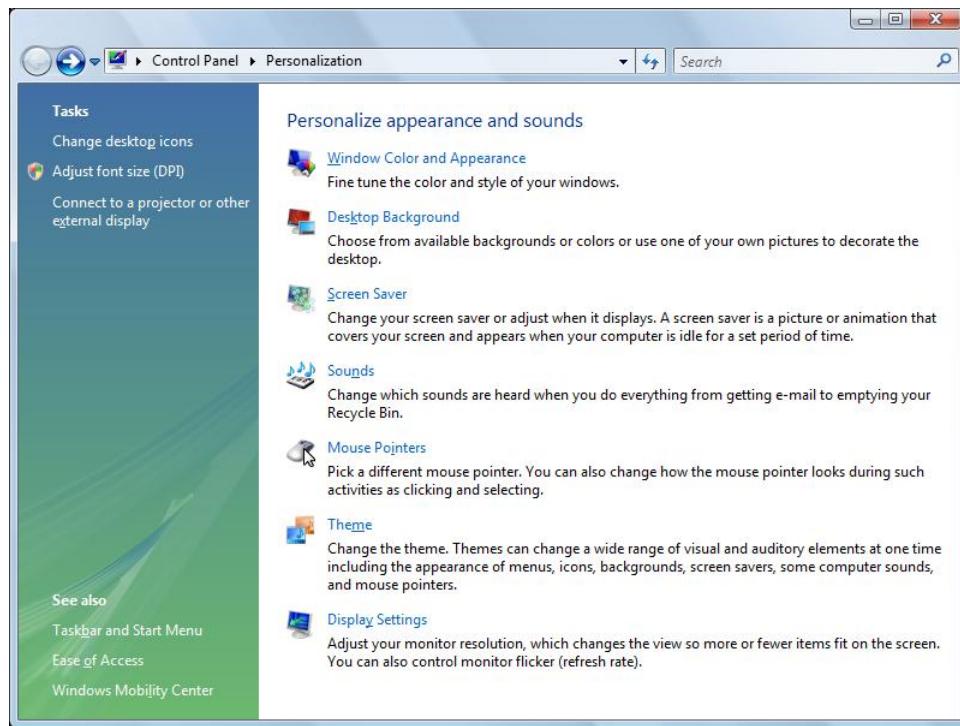
Go to next Powerpoint slide

Go to previous Powerpoint animation

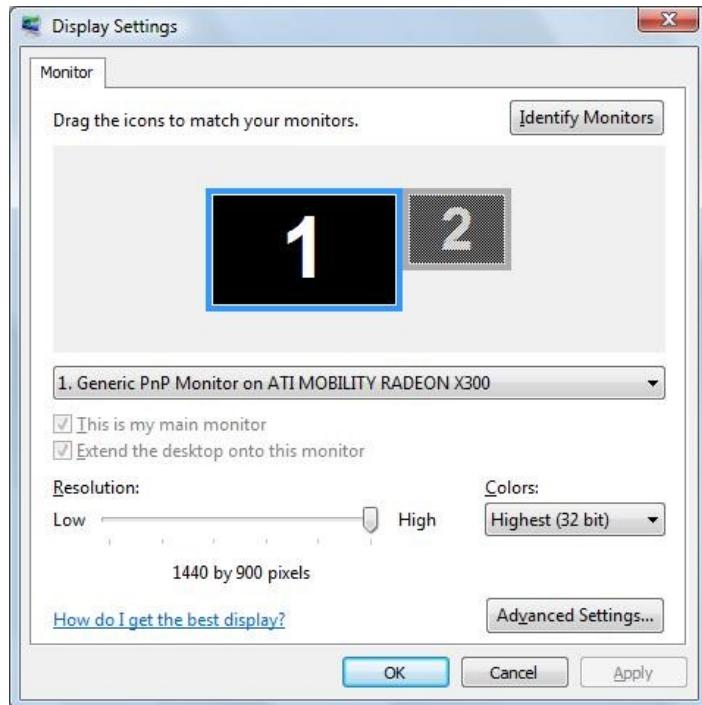
Go to next Powerpoint animation

## **Display Setup for Windows Vista**

Right click the Desktop and choose Personalize from the menu.

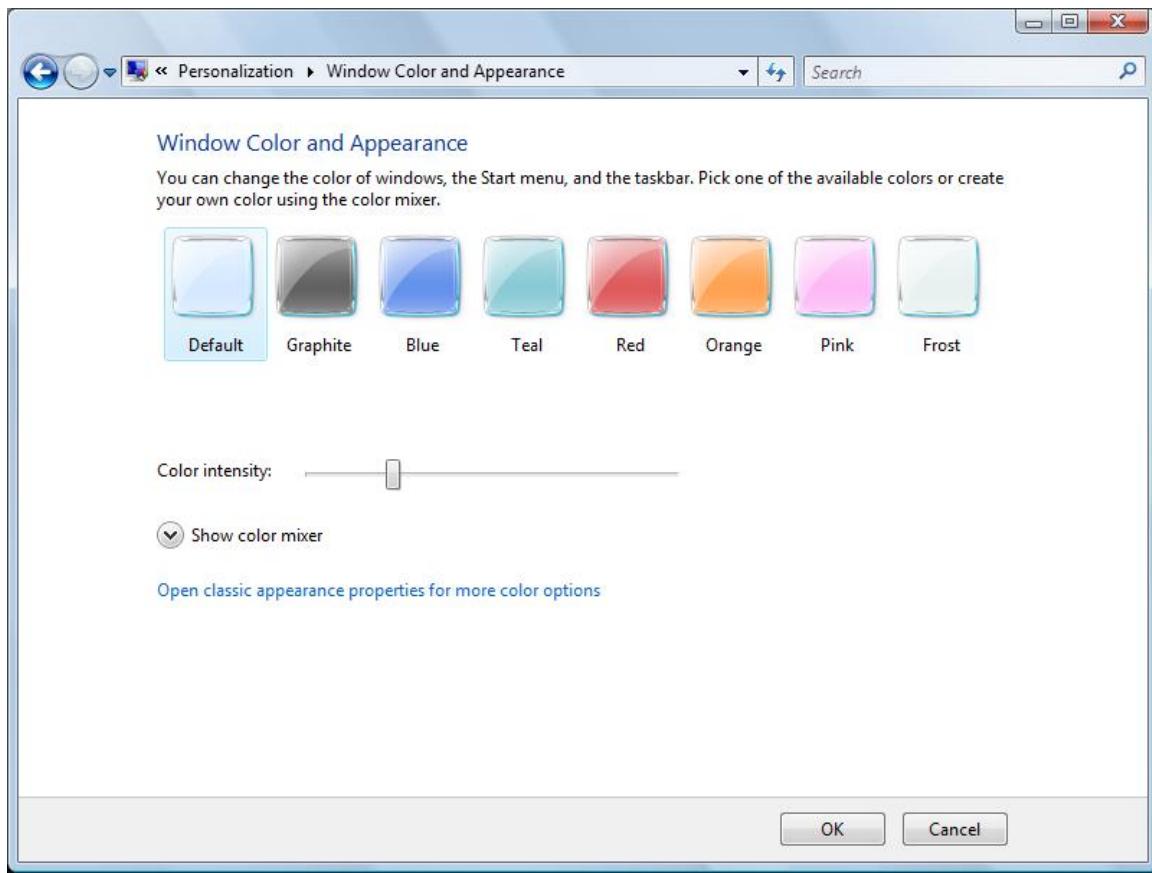


Choose ‘Display Settings’.

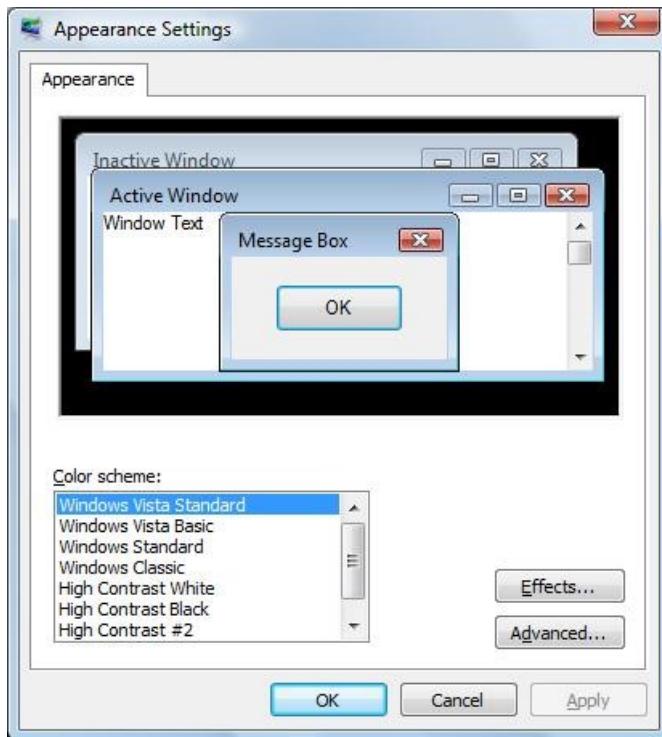


Highlight the second monitor icon and check the box  
‘Extend Desktop onto this  
monitor’

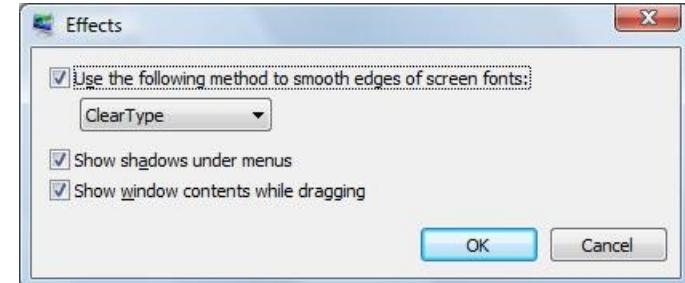
To ensure font smoothing is  
enabled choose ‘Window  
Colour and Appearance’ from  
the Properties window.



Click on ‘Open classic appearance properties for more colour options’.



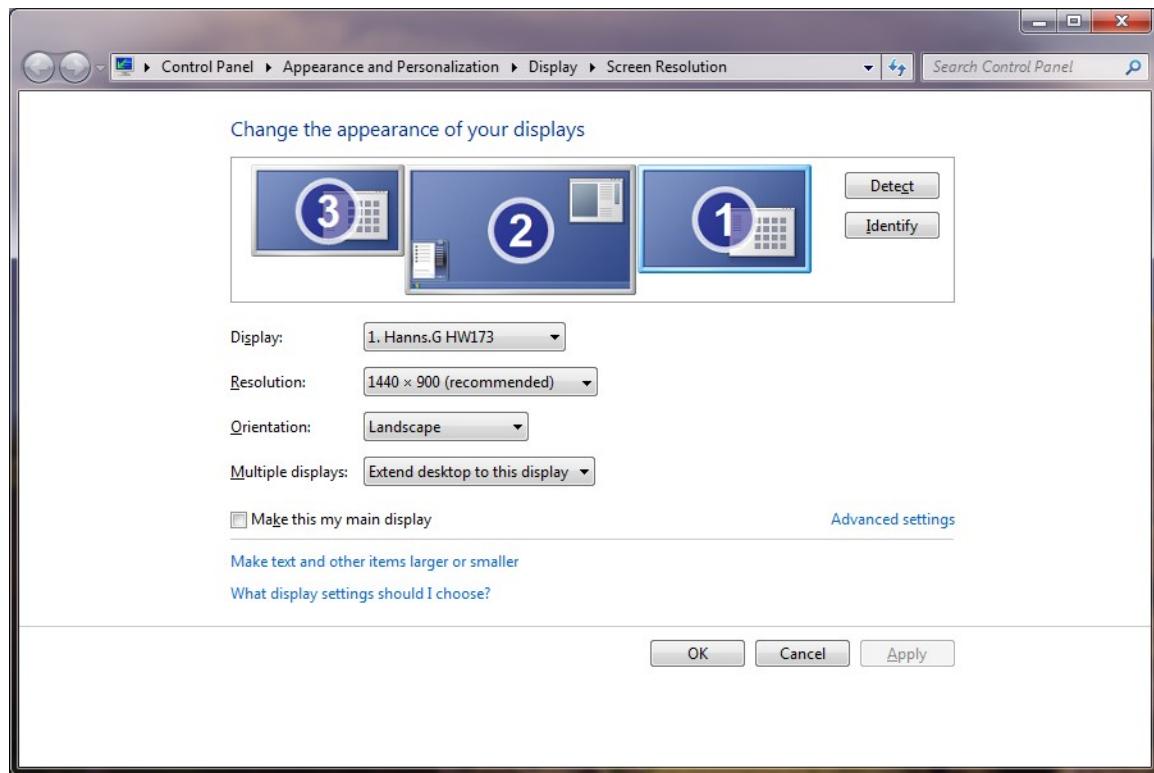
Click on ‘Effects...’



Ensure that ‘Use the following method to smooth edges of screen fonts’ is checked.

## **Display Setup for Windows 7**

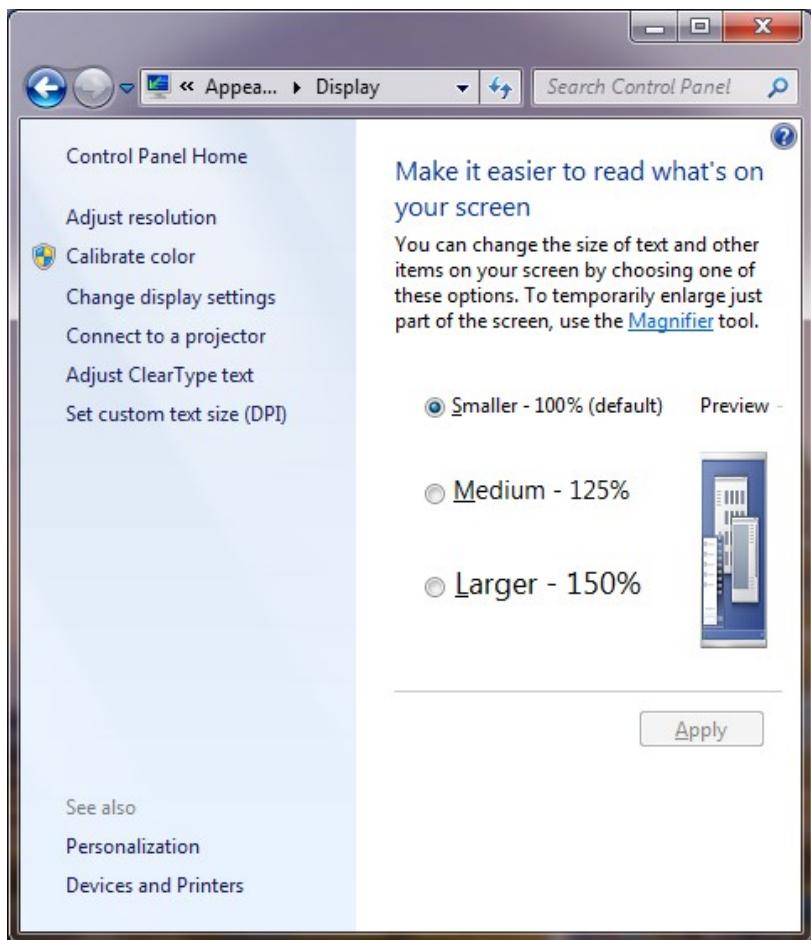
Right click the Desktop and choose Screen Resolution from the menu.



Click on the icon for the second monitor (projector) and select ‘Extend desktop to this display’ from the ‘Multiple displays’ option. Set the resolution to the native projector resolution for best results.

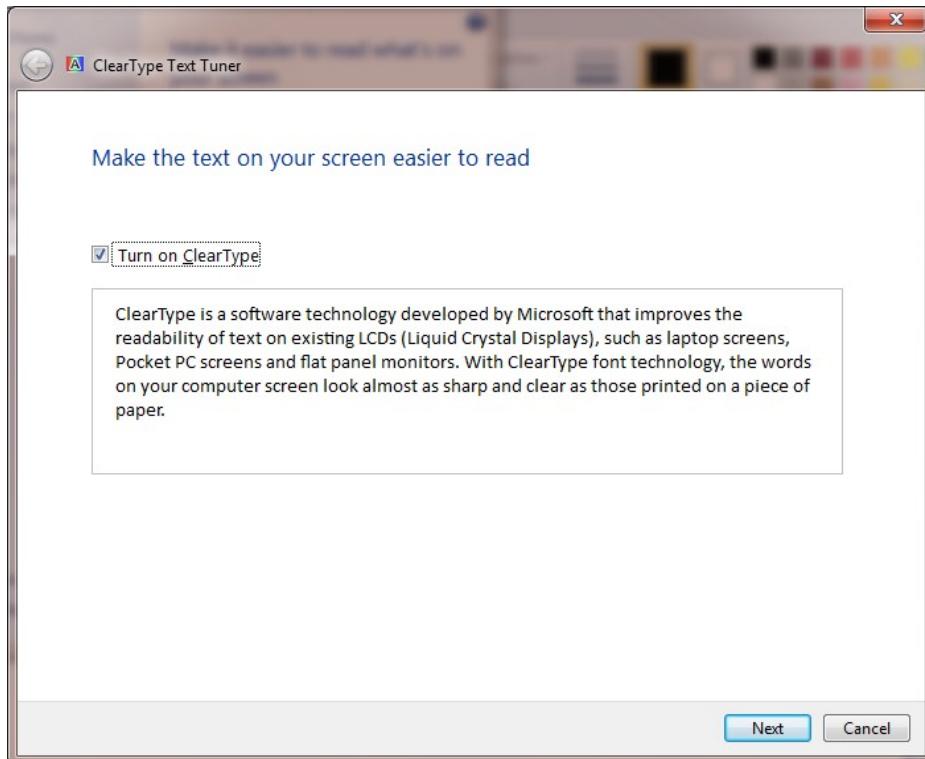
Click on ‘Extend’

To ensure font smoothing is enabled choose ‘Make text and other items larger or smaller’

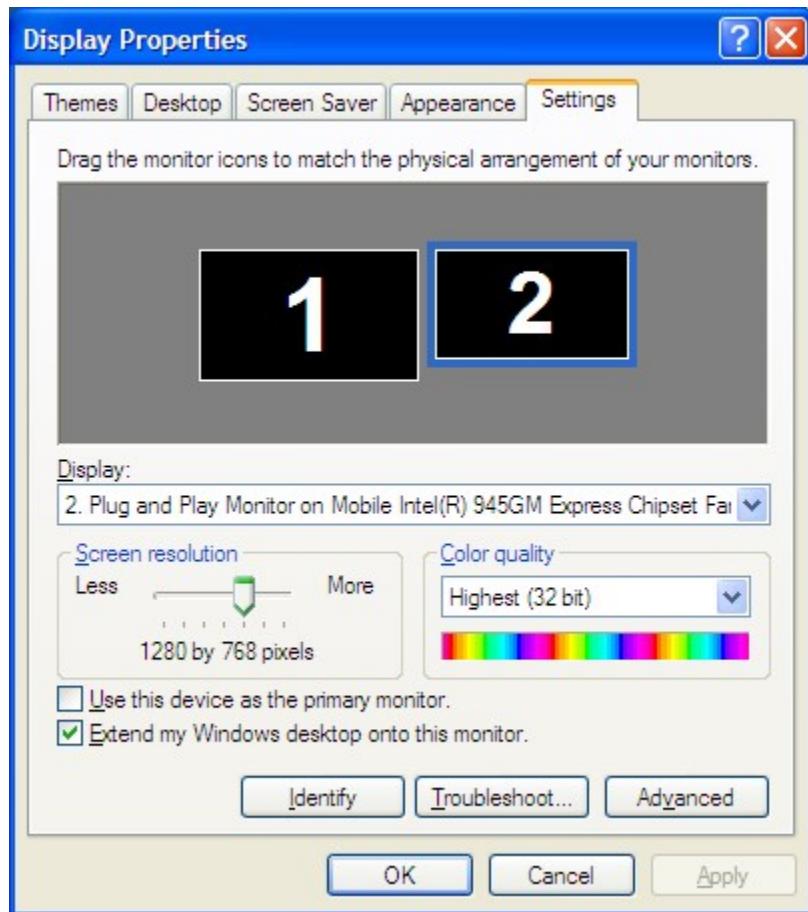


Then click on ‘Adjust ClearType text’ and ensure that ‘Turn on ClearType’ option is checked.

The wizard to select the best settings can be followed with the display on the projector, if desired.



## **Display Setup for Windows XP**



With only one monitor attached 1 will be in a black box and 2 will be grey. If you attach a second monitor or a projector it will turn black indicating a monitor is available. You just need to check or select 'extend the desktop onto this monitor to make it work (otherwise it just clones the laptop screen. Songview will find the second monitor automatically on start up; the screen resolution for this is best set to the native resolution of the projector. Songview will use the aspect ratio of the second monitor to set up the slide preview windows and therefore the slide layout. 32 bit graphics capability is needed for the Fades option and video backgrounds to work.

Font smoothing should be enabled in order to give the best quality screen presentation as it reduces the ragged effect obtained with some letters. Go to Display Properties, Appearance, Effects and check the option as below.

