



User Guide – *Version 3.0.1*

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# 1 The Interface

## 1.1 Understanding the interface

When FreeWorship opens you will be able to see the following window. If you are having trouble displaying FreeWorship on your projector follow our step by step guide on [how to setup your projector screen](#).



The interface is intuitively split into 8 sections as above in red; the function of each section is detailed below.

### A. Resource search

In this section, the user can search through the stored media content, whether that be on the cloud or on the machine. The content can then be added to the service list ready for playback. FreeWorship can display songs, bible passages, PowerPoints, videos, slide sets, images, a timer and live video feeds or a combination of these simultaneously. These features are further explained in The Settings and The Basics sections.

### B. Service list

Here you can see the items in the current service list. This is used to queue items to be displayed throughout the service or event; the user can also add notes and headers to aid them whilst displaying live. Items can be reordered, removed or added at will. Service list manipulation and use is detailed in The Service List.

### C. Transition editor

The *Style Editor* allows you to change how *Slides* transition between each other. Transitions currently available include fading, flying and zooming. See Transitions for further information.

### D. Service item display settings

The middle section of the window shows the service item information. Here you can select which verse to display for songs, control a video or select how many bible verses you would like to display. In

addition when a *Service Item* is selected, *Style* options are available to alter the font and other item specific settings. See *Style changes* for further information.

## E. Background Editor

Here the *Background* of a *Service Item* can be altered. Currently the background can be a solid colour, gradient, an image, or a video. See *Individual Service Item Backgrounds* for further information.

## F. Preview window

The preview window shows you exactly what will appear on the display once you apply it. This means you can setup a new *Style* and change lyrics and see what it will look like before you put anything in front of your audience. See *Operating FreeWorship* for further information.

## G. Apply preview and Display state buttons

These buttons are the buttons used to control the live output display. The apply preview button will apply all the settings and content in the preview window to the live display. The display state buttons control the state of the display screen. From left to right they are; to black, to logo, to background and show content. Further use is explained in *Using the Display State Buttons*.

## H. Live window

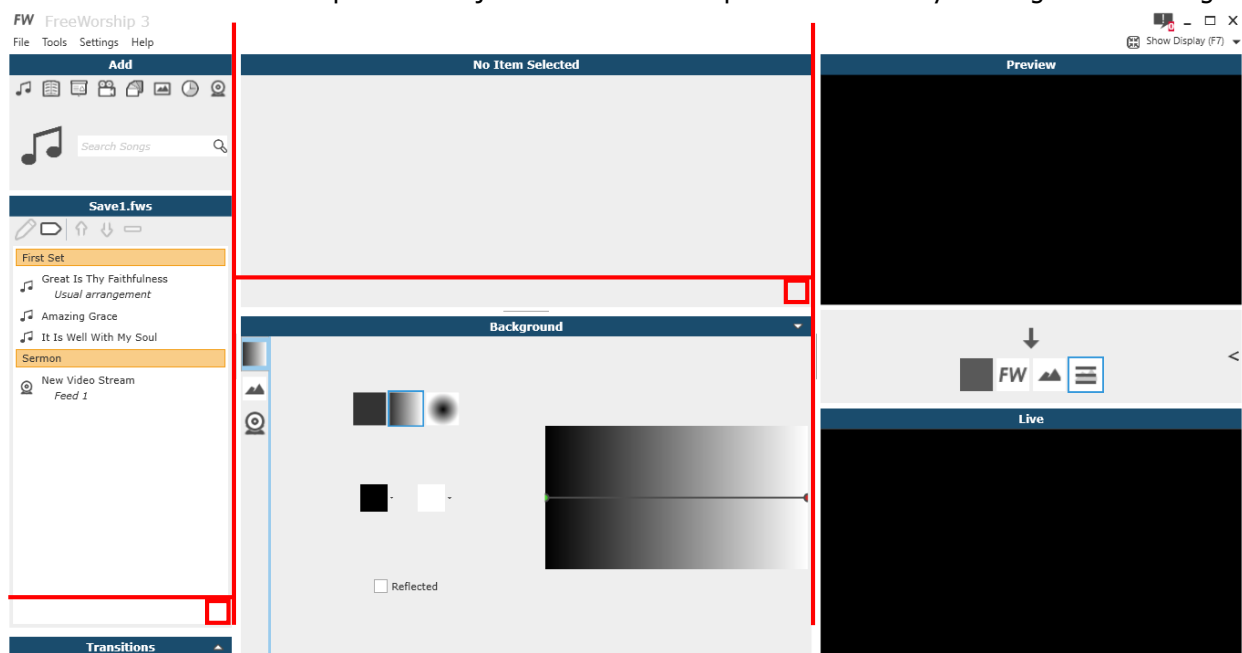
The live window shows you exactly what is currently being displayed on the display screen.

## Show Display button

This button is highlighted yellow on the interface plan; in the top right of the window. Possibly the most important button in FreeWorship, enables the user to *Show* or *Hide* the live output e.g. to make FreeWorship display something or not. The button is a toggle and can also be operated by pressing the 'F7' key.

## 1.2 Adjusting the interface

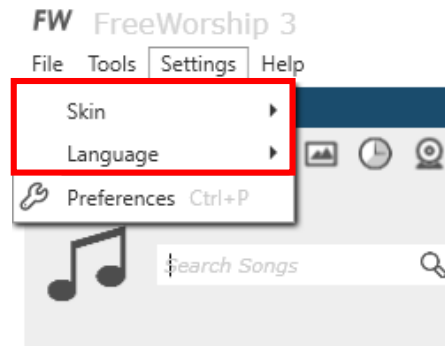
The interface in FreeWorship can be adjusted to suit each operator's needs by resizing or minimising.



This process will be familiar to the Windows user. By hovering over any of the borders highlighted in red, the double headed arrow will appear, allowing the user to drag the border, thus resizing the section. In

addition, the *Transitions* and *Background* sections may be minimised by clicking the arrow to the right of the heading; also highlighted above. FreeWorship will initialise to the previously used layout.

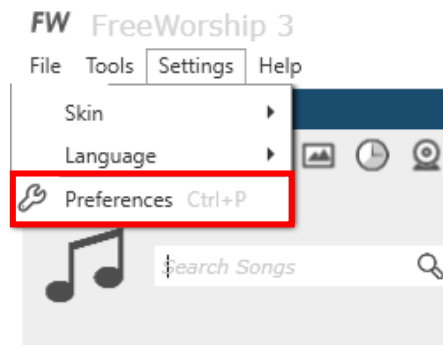
The user can also quickly adjust the colour scheme or language of the FreeWorship interface. Click *Settings* in the top left of the main window to open the drop-down below.



By hovering over the *Skin* or *Language* options, a further menu will open to the right. By selecting another *Skin*, the colours of the headings, borders, and for some options the section backgrounds will change. A particularly useful option is *Dark* which will work well in an environment with low ambient lighting e.g. a candlelit church service.

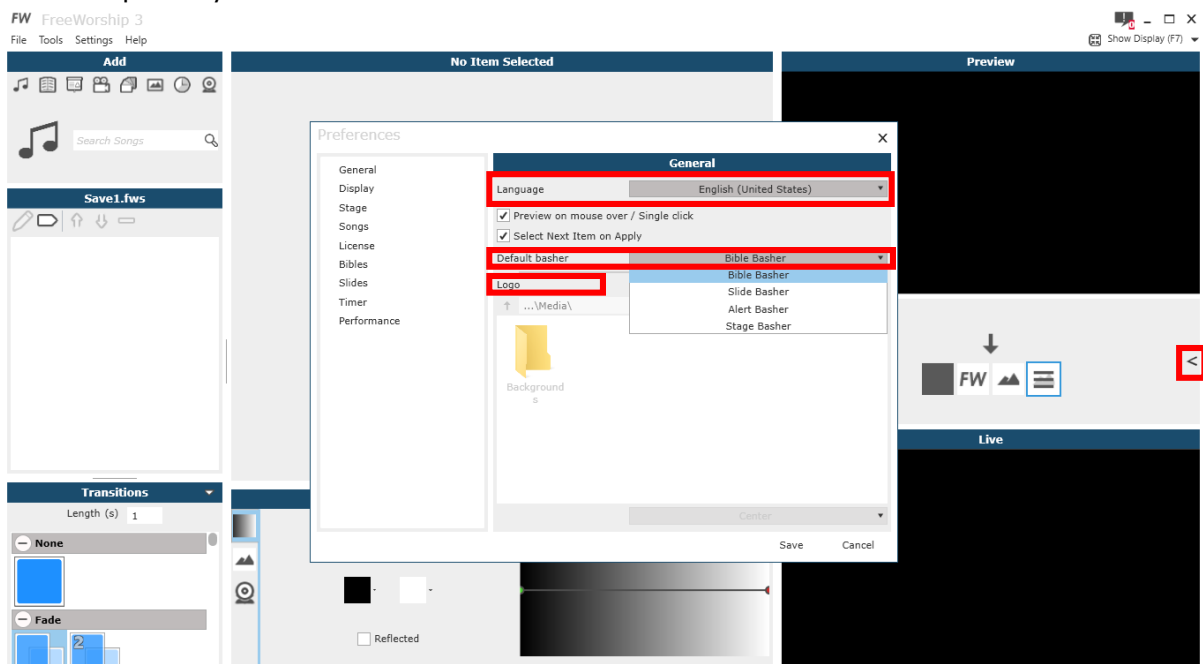
## 2 The Settings

Before starting to use FreeWorship, it is recommended to check the display settings are configured for your environment. A majority of the useful settings are accessed through *Settings > Preferences*. Alternatively, *Ctrl+P* will also open the preferences window.



### 2.1 General

In the general settings window, 3 main settings can be adjusted; the language, the default *Basher* and the logo. Use of the *Basher* and logo are explained in Using the Bashers and Using the Display State Buttons respectively.



#### 2.1.1 Language

The language can be simply selected from the drop-down menu as highlighted above. Note, this will change the language of the interface and menus of FreeWorship, but will not affect the songs database or any other media that may be associated.

#### 2.1.2 Bashers

The *Basher* is a live output tool which enables the user to quickly display an item. This may be a spontaneous addition to the service or something that was simply missed in the first place. In FreeWorship, you can use the *Basher* to display a bible verse, a slide, an alert or a message to the stage display. The default setting affects which *Basher* will be accessed when pressing the arrow to the right of then display state buttons, highlighted in red above. In any case, the other *Bashers* can be accessed via the keyboard shortcuts listed below:

Bible Basher	CTRL+1
Slide Basher	CTRL+2
Alert Basher	CTRL+3
Stage Basher	CTRL+4

### 2.1.3 Logo

The logo is displayed by FreeWorship when the *Show logo* display state button is pressed (See Using the Display State Buttons). The default is the FreeWorship logo, however, it can be changed to any picture that is stored on your machine or server. Simply navigate to the picture file by typing the file path into the file browser, or navigate to it by clicking on folders, as you would in the Windows environment.

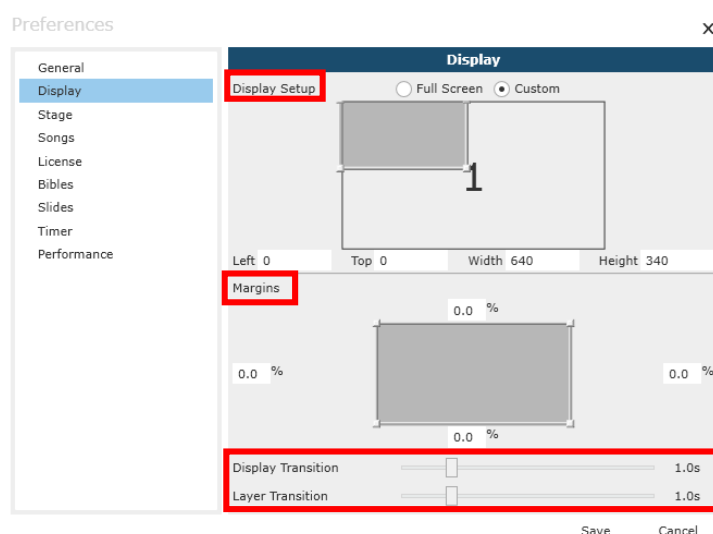
### 2.1.4 Other

Two other settings are accessed here:

- *Preview on mouse over/ single-click*, affects the *Service item display settings* section of the interface. If the mouse is moved over a verse of a song, for example, when checked, FreeWorship will place this verse in the preview window ready to go live. This enables quick on-the-fly adjustments to song arrangements.
- *Select next item on apply*, affects Progressing an item.

## 2.2 Display

The *Display* settings dialog allows the user to adjust the main output display settings.



### 2.2.1 Display Setup

This setting allows the user to adjust the size/resolution of the output display. A quick setting for full-screen is located at the top, however, the user can adjust the output by resizing or moving the grey box. This be done by clicking and dragging one of the four corners or the centre of the box. Alternatively, exact values can also be adjusted by typing in the labelled boxes: *Left* and *Top* adjust the position and *Width* and *Height*, the size.

### 2.2.2 Margins

Margins adjust the area which FreeWorship will display on the output. When the screen size has been set, the user may wish to leave a small border around the displayed content which can be achieved by adjusting the percentage values to each side of the lower grey rectangle, or by dragging a corner.



## 2.2.3 Transitions

- *Display transition*: the time it takes for FreeWorship transition to live output. Drag the slider left or right to make the fade transition shorter or longer respectively. This setting only affects the *Show/Hide* toggle button and the *F7* shortcut.
- *Layer transition*: the time it takes for FreeWorship to transition when a *Display state button* is pressed. Drag the slider left or right to make the fade transition shorter or longer respectively. This setting affects the content and background layers as well as the logo.

## 2.3 Stage

The *Stage* settings dialog enables the user to adjust the display settings for the stage display.



### 2.3.1 Stage Display Setup and Margins

Here the size of the stage display and the content margins can be adjusted in the same manner as the main display.

### 2.3.2 Stage Display adjustments

The two sliders highlighted in the dialog above adjust the display elements of the stage display output.

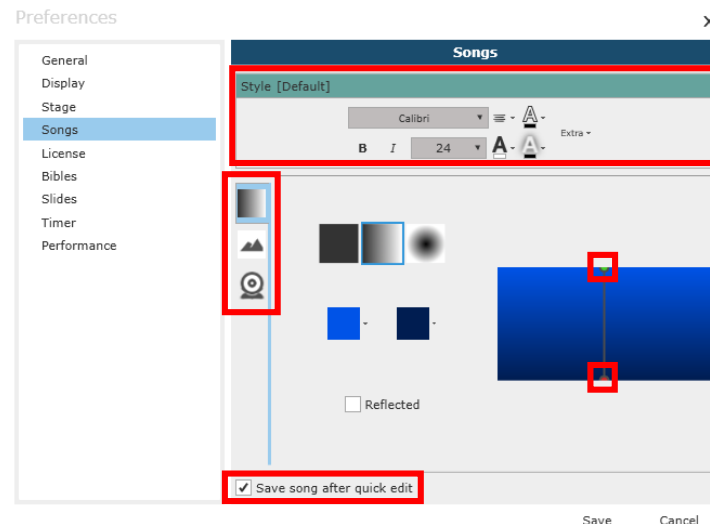


- *Title Space (Top)* adjusts the sizing of the upper highlighted section of the display. This includes the title of the current display item. Slide right to increase the size of this element or left to decrease the size.
- *Next Slide Space (Right)* adjust the sizing of the highlighted section to the right of the display. This includes the next display item, which mirrors the operator's *Preview Window*.

The clock and the current display item sections will automatically resize to fill the screen area as set in Stage Display Setup and Margins.

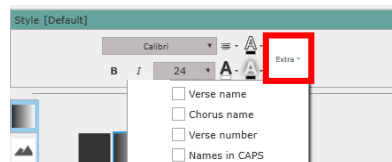
## 2.4 Songs

The *Songs* settings dialog enables the user to change the default Style for any songs that are added to or are in the service list. The settings can also be adjusted on a song by song basis as shown in Style changes.



### 2.4.1 Style

The *Style* settings adjusts the text for song service items. The font, size and colour can all be easily adjusted here.



Additional settings can be accessed by clicking the *Extra* button. By checking one of the options, the respective name will be displayed on the live output screen. For example, if *Verse name* is checked, the text *Verse 1* or similar would be displayed above the main body of the text on the first slide. The final option, when checked, simply capitalises any of the displayed names.

### 2.4.2 Background

Here the default background for songs can be set. In FreeWorship, a colour or gradient, image or video feed can be displayed behind the text of a song. Select one of the highlighted buttons on the left hand side of the dialog to change between the three media types respectively. To select an image or feed, simply browse using the file browser. There are options to adjust the scaling of the image here too e.g. whether a small image should maintain the size or should be stretched to fill the whole screen.

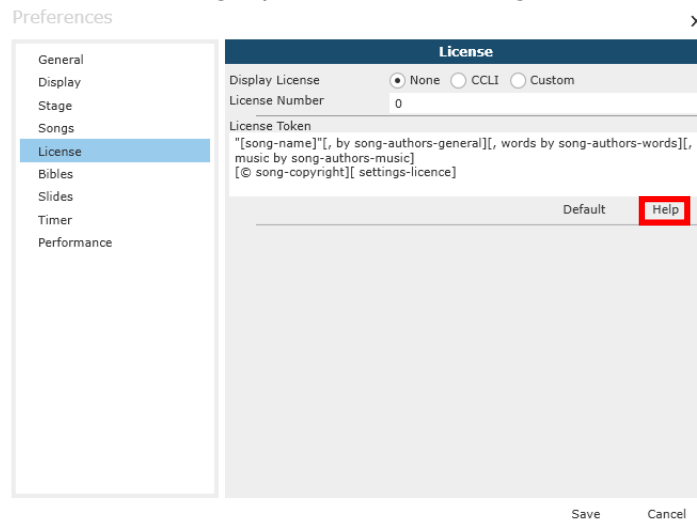
To use a solid colour or gradient, select one of the three grayscale squares with the desired effect. The two colours (if needed) can then be selected by clicking on the two coloured squares. By clicking on the coloured preview, the red and green pins, highlighted above on the main *Songs Settings* graphic will move, adjusting the gradient pattern and mixing the two selected colours together.

### 2.4.3 Quick edit save

This checkbox, highlighted to the bottom of the dialog, affects the *Quick Edit* feature, discussed further in Using Quick Edit. By checking this box, any *Quick Edits* that are made to a song will automatically be saved to the song in the database, ensuring no errors in future uses of the song.

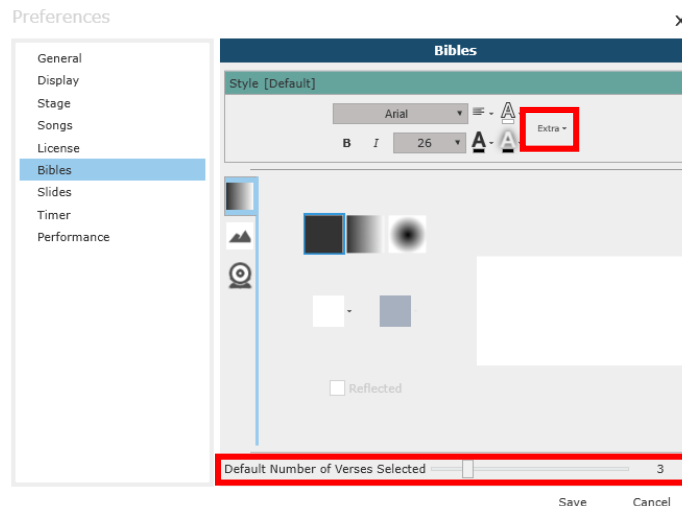
## 2.5 License

The license settings allow the user to enter a CCLI number or adjust the formatting of the license display. This information can be displayed at the foot if selected. Further information is available in this dialog via the *Help* button. The *Default* button will get you back to something useful if it all goes wrong.



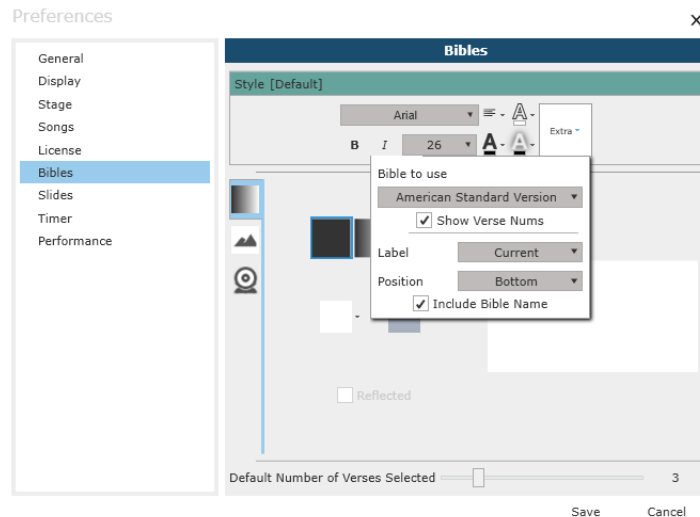
## 2.6 Bibles

The *Bibles* dialog, enables the user to change default appearance settings for displaying bible passages. The background and foreground display settings can be adjusted in the same manner as songs; see section 2.4.



### 2.6.1 Bible specific settings

Additional settings for the bible can be adjusted here. By clicking *Extra*, a drop-down menu opens as below. In the menu, the default bible can be changed to any of the installed bibles, see section 5 for bible installation. FreeWorship by default displays the bible passage and version name in the bottom right corner of the main output; this can be toggled on or off, the format changed and the position adjusted.



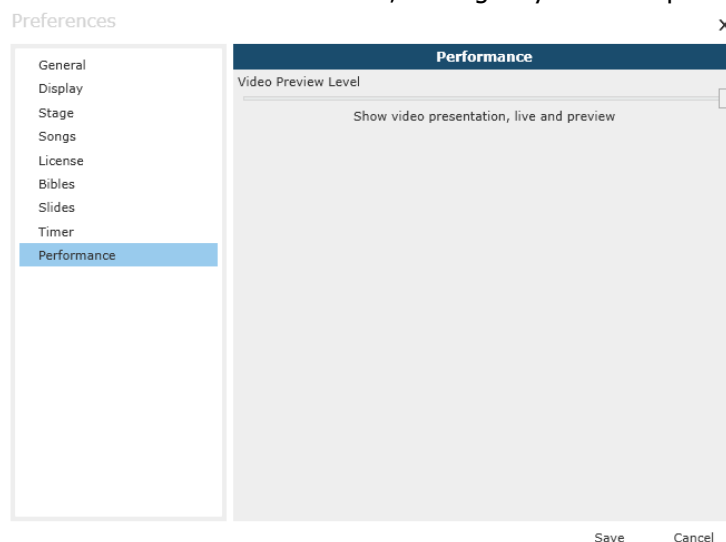
The *Default Number of Verses Selected* setting, highlighted in red at the bottom of the dialog, adjusts how the bible passage will be displayed. By default, FreeWorship will display 3 verses from a passage; this can be adjusted on-the-fly (see section 4.8). Simply slide left or right to decrease or increase the number of verses that will be displayed.

## 2.7 Slides and Timers

The *Slides* and *Timers* dialogs allow the user to adjust the default display settings for slides and timers respectively; this is done in the same manner as songs and bibles. See section 2.4 for details.

## 2.8 Performance

The performance dialog only has a single setting; *Video Preview Level*. This slider allows the user to adjust the number of video previews within FreeWorship. The default is *Show video in presentation, live and preview*. With this setting, a video preview will be shown in the *Preview window*, the *Live Window* and also the main presentation output of FreeWorship; see section 1.1 for clarification. By sliding left, the user can reduce the number of video instances; slide once to remove the *Preview Window* instance and fully left to remove the live window instance also, leaving only the main presentation output.

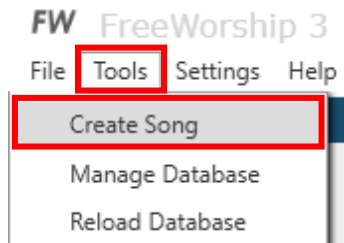


Where possible it is recommended to keep the default setting as it allow the user to easily understand what FreeWorship is displaying and will display next. This setting should be adjusted, however, if the system that FreeWorship is running on is unable to smoothly playback a video on the main output. Reducing the number of video instances reduces the load on the CPU and should increase the quality of the video playback on the main presentation.

## 3 The Basics

### 3.1 Creating a song

Possibly the most important process to learn in FreeWorship is how to create a song. To start navigate to *Tools > Create Song*.



The dialog below will open which is the starting point to creating a song in FreeWorship.



There are two option tabs at the top; *Basic info* or *Advanced Info*.

Ensure after any changes to the song are finished to click *Save*. This will save the changes to the song in the service list and into the database. Click *Cancel* to discard any changes.

#### 3.1.1 Basic Info tab

The *Basic info* tab allows the user to input the main body of the song and adjust the order it may be displayed in. The title/s and author/s can also be set. To add an additional title or author as has been done below, simply click on the highlighted plus symbol to the right of the label. This will create another editable field to enter a secondary title/author. This is particularly useful for songs which may be known by multiple titles. In the example below, *How great is our God* can also be known as *The Splendour of the King*. By including both titles, it will make the FreeWorship search function easier; a user can search for either title and still find the song. This applies to authors as well. Remove a title or author field by clicking the minus symbol, highlighted to the right. You can also change the type of Author by clicking on *General* to the right of the editable Author fields, to open a drop down. This, with the options is shown below.

### 3.1.2 Inputting the lyrics

In FreeWorship this couldn't be simpler. In the lyrics section, highlighted red below, simply enter the text of the song; you can type the lyrics out or simply copy and paste. The window opens with a default *Verse* label; just click the cursor below that and enter the lyrics. Every time a blank line is left, FreeWorship will place the next block of text on a new slide. So in the example below, *The Splendour of the King...* and *He wraps himself in light...* will appear on different slides with the accompanying lyrics below them.

To add another section of the song, in FreeWorship, simply type the name of the new section. This can be *Verse*, *Chorus*, *Bridge* or *Ending*. Leave at least one line from the previous heading and on a new line type the new header. If there has previously been a section with the same heading, FreeWorship will increment the number of the new heading; for example *Verse 2* will be displayed next time *Verse* is typed. The new section will have a different colour to easily identify each one. An example with all the section headings and their colours is shown below.

Some operators may wish to have multiple instances of a chorus for example so they can simply use click through the song without jumping around sections whilst live. To repeat an already entered item, simply preceed the section name with *Repeat* eg. *Repeat Chorus*. This acts in the same way as the other

sections and will auto-complete. Any section can be repeated, but it should be noted that only the heading is shown in the *Edit Song* dialog, without the repeated text.

**Edit Song** [X]

**Basic Info** | **Advanced Info**

**Titles** ⚙️  
 How Great is our God  
 The Splendour of the King

**Authors** ⚙️  
 Chris Tomlin [General] ⚙️  
 Ed Cash [General] ⚙️  
 Jesse Reeves [General] ⚙️

**Lyrics**

**Verse 1**  
 The Splendour of the King,  
 Clothed in Majesty,  
 Let all the earth rejoice,  
 Let al the earth rejoice.  
 He wraps himself in light,  
 And darkness tries to hide,  
 And trembles at his voice,  
 And trembles at is voice.

**Chorus**  
 How great is our God,  
 (Sing with me)  
 How great is our God,  
 (And all will see)  
 How great, how great, is our God.

**Verse 2**  
 Age to age, He stands,  
 And time is in His hands,  
 Beginning and the end,  
 Beginning and the end.  
 The Godhead Three in One,  
 Father, Spirit, Son,  
 Lion and the Lamb,  
 Lion and the Lamb.

**Bridge**  
 Name above all names,  
 Worthy of our praise.  
 My heart will sing,  
 How great is our God.

**Ending**  
 How great is our God

Save Cancel

### 3.1.3 Advanced Info tab

The *Advanced Info* tab allows the user to enter further information regarding the song. Fields such as *Publisher*, *Copyright* and *CCLI No.* are displayed on the main output n the bottom right. Leave these blank if this is unwanted or not needed. Other fields are visible in the database and can be used to search or to differentiate song variations.

**Edit Song** [X]

**Basic Info** | **Advanced Info**

**Publisher**

**Copyright**

**CCLI No.**

**Song Variant**

**Song Version No**

**Transposition**

**Key**

**Tempo**

**Themes**

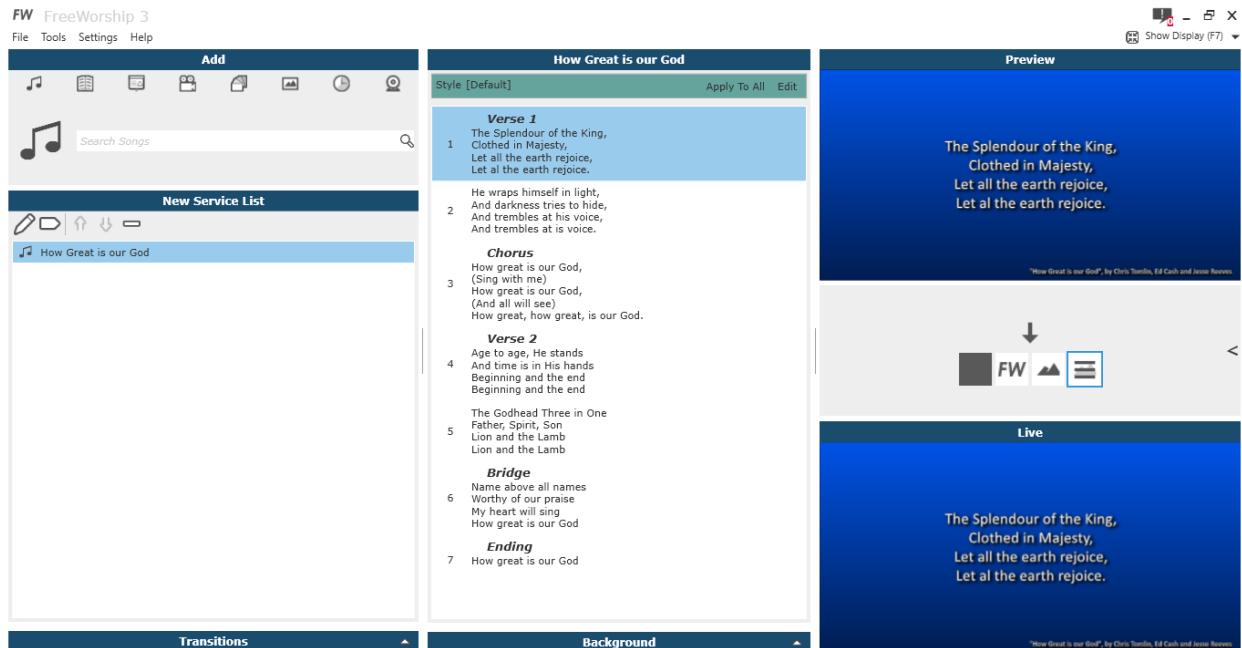
**Songbook** ⚙️

**Comments**

Save Cancel

### 3.1.4 The finished song

If creating a new song, the song will automatically appear in the service list and in the *Service Item Display Settings* as below. The different sections are clearly visible with the entered headers, and the individual slides are also distinct and numbered.

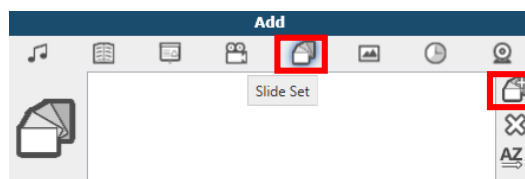


## 3.2 Creating a Slide Set

In FreeWorship, the user can create *Slides* and *Slide Sets*. The slides are essentially the main output screen at one moment in time, onto which the user can put content such as text or an image. Multiple *Slides* can then be used together to create a *Slide Set* which is essentially a presentation similar to PowerPoint, just in a more efficient format for FreeWorship. These *Slide Sets* are subsequently stored in the FreeWorship database on the system.

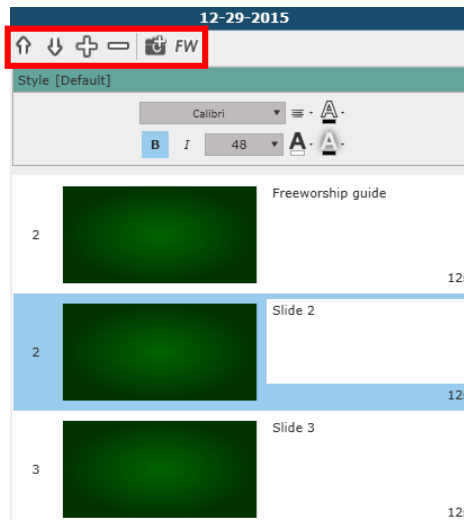
### 3.2.1 Creating a Slide Set

To create a *Slide Set*, first in the *Resource Search* section of the interface, identified in 1.1 click on the *Slide Set* symbol as highlighted red below.



When *Slide Sets* have been created, they will be visible in this section. To create a new set, click on the *Slide Set* symbol with a plus to the right of the section, highlighted in red above. This will open the *Slide Set* editor in the *Service Item Display Settings* as shown below. The default can be set as described in section 2.7.





The *Slide Set* controls are at the top of the section. From left to right they are:

- *Move up and Move down* moves a selected slide up or down the order respectively.
- *Add Slide* adds a blank slide to the *Slide Set*.
- *Add image* adds an image slide to the *Slide Set*. It opens an explorer window to navigate to the file.
- *Loop* is a toggle. When depressed, the button will be filled with colour signifying that the *Slide Set* will repeat when live. Otherwise the *Slide Set* will simply play through once.

The *Style* settings for the slide can be adjusted in the same way as in section 2.7. The background settings are located in the *Background Editor* Interface section identified in 1.1.

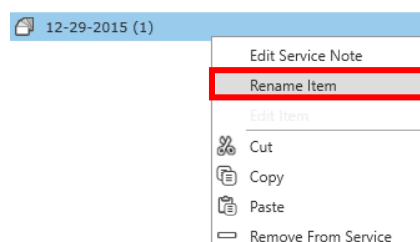
Text can be added to a *Slide* by right-clicking to the right of the *Slide* preview, highlighted below in red.



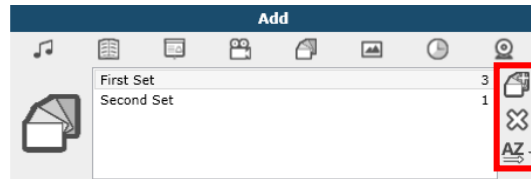
The editable field then opens to allow the user to type the desired text which will review immediately to the *Slide* and in the *Preview Window*. By right-clicking on the *12s*, the transition time can be edited in seconds for each slide by changing the time as below. This is the amount of time each slide will be displayed for.



The *Slide Set* is automatically saved to the database with the date as the default name. The name can be changed by right-clicking on the *Slide Set* in the *Service List* as shown below. The name becomes an editable field and will update the database entry as well.



The saved *Slide Sets* are then visible in the *Resource Search* section as below.



The *Slide Sets* can be deleted or sorted by using the controls to the left of the section as highlighted above.

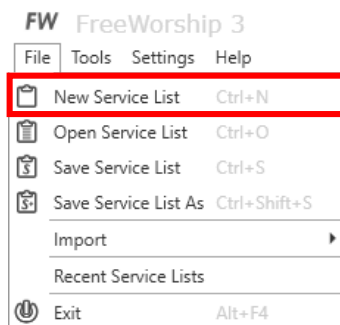
Adding a *Slide Set* is explained in 3.4.5.

### 3.3 The Service List

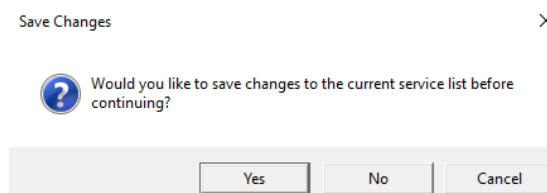
The *Service List* is essentially a service plan for the visuals operator. It includes all of the content that will be displayed throughout the service/event, in the order that it will be displayed in. FreeWorship automatically increments through the *Service List* on finishing the current item. Alternatively, the user can simply click on an item to move this into the *Service Item Display Settings* section and onto the *Preview Window*.

#### 3.3.1 Creating a Service List

To create a new *Service List* simply navigate *File > New Service List* or alternatively use the shortcut *CTRL+N*.

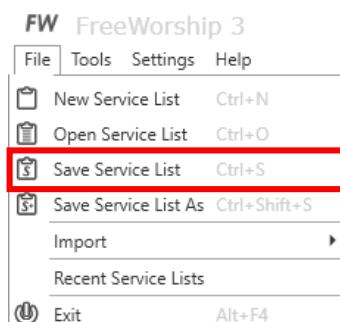


If the current *Service List* hasn't been saved, a dialog will appear to save or discard the current *Service List* before a new blank one is created.



#### 3.3.2 Saving a Service List

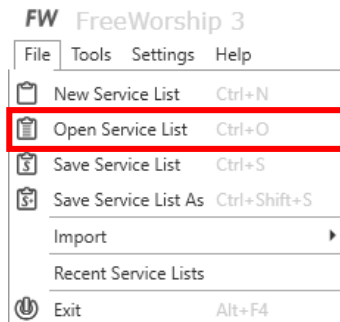
To save a *Service List* simply navigate *File > Save Service List* or alternatively use the shortcut *CTRL+S*.



Alternatively, if a *Service List* has been edited and a new version should be saved, use the *Save Service List As* or *CTRL+SHIFT+S* to save with a new name.

### 3.3.3 Opening a Service List

To open an already created and saved *Service List* navigate *File > Open Service List* or alternatively use shortcut *CTRL+O*. Any FreeWorship service list can be opened whether it has been created on the machine or on another machine. Note that any media that is referenced in the *Service list*, must be on the system that is being used and in the same file location.



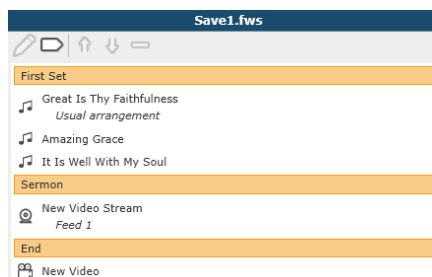
### 3.3.4 Service List Controls

At the top of the *Service List* are five controls to enable the user to adjust the *Service List*.



From left to right:

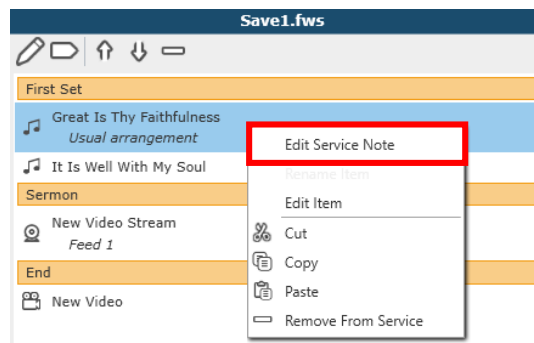
- The *Edit Item* button allows the user to edit a song. Simply select the song in the *Service List* and click the button to open the song editor. Follow the instruction in section 3.1 to edit the song.
- The *Add Header* button allows the user to add a *Header* to the *Service List*. These may be used to split the *Service List* into sections as shown below. These are simply labels for the benefit of the user and do not affect the operation of the *Service List* or any other element.



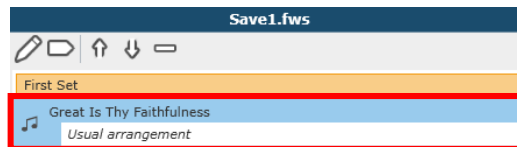
- The *Move Up* and *Move Down* buttons allow the user to reorder the *Service List*. Simply select an item and click one of the buttons to move that item up or down the order respectively. Alternatively, this operation can be achieved by clicking and dragging an item to a new position.
- The *Remove from Service* button allows the user to remove the *Service Item* from the *Service List*. Simply select an item and click the button to remove it from the list.

### 3.3.5 Right-Click

By right-clicking on a service item, further options are available for *Service List* manipulation. A particularly noteworthy function is the *Edit Service Note* button which allows the user to add a note to the item in the *Service List as shown below*.



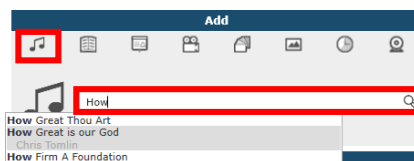
Simply type the desired note in the editable field and click off the item or press the enter key to save the note.



## 3.4 Adding an Item to the Service List

### 3.4.1 Songs

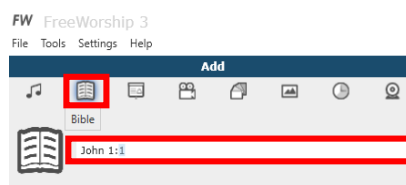
FreeWorship stores songs in a database stored on the system; more information on the database can be found in Database Management. In the *Resource Search* interface section, the user can browse the database and add a song to the *Service List*. First click on the song symbol, as highlighted below, to bring up the song search.



By typing in the highlighted search box, FreeWorship will search the database using the letters, matching against song titles. Hence it is important when creating songs to use as many alternative titles as possible as described in 3.1.1. Consequently, the likelihood of any user finding the correct song quickly, will be increased. Simply press the *Enter* key or double click on the highlighted song title to add it to the *Service List*.

### 3.4.2 Bibles

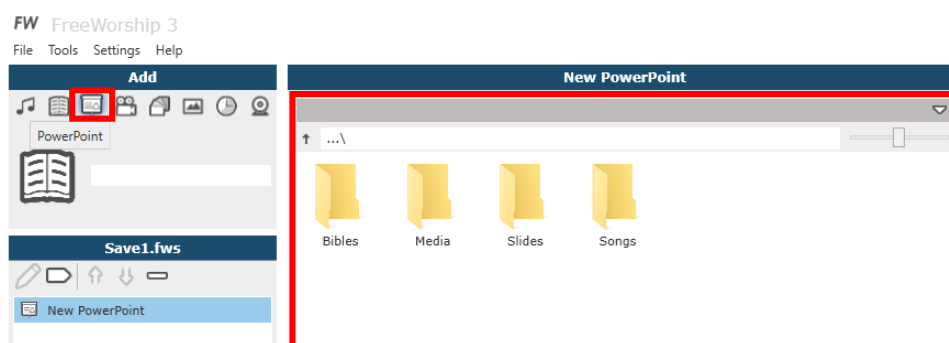
FreeWorship by default comes with two bibles; the King James version and the American Standard version. To add more bibles to FreeWorship, take a look at the download page on the FreeWorship website. (<https://www.freeworship.org.uk/links>) To add a passage to the *Service List*, first click the bible symbol as highlighted below.



The bible search function uses an autocomplete to allow the user to quickly navigate through the bible. The format is "*Book Chapter:Verse – Verse*" e.g. *John 1:1 – 10*. As the user types, FreeWorship will begin to autocomplete based on the letters already typed; when the desired value is displayed, press the *Right* arrow key to move onto the next element. Use the *Left* arrow key to move back along the phrase to adjust the elements. Press *Enter* to add the bible passage to the *Service List*.

### 3.4.3 PowerPoints

To add a PowerPoint to the *Service List*, press the PowerPoint symbol in the *Resource Search* section as highlighted below. Then use the file browser in the *Service Item Display Settings* section to navigate to the file, double clicking to add it to the *Service List*. Alternatively, type the file path to navigate directly to the file. FreeWorship uses the PowerPoint application itself to play these files, so specific formatting will be retained for playback.



### 3.4.4 Videos

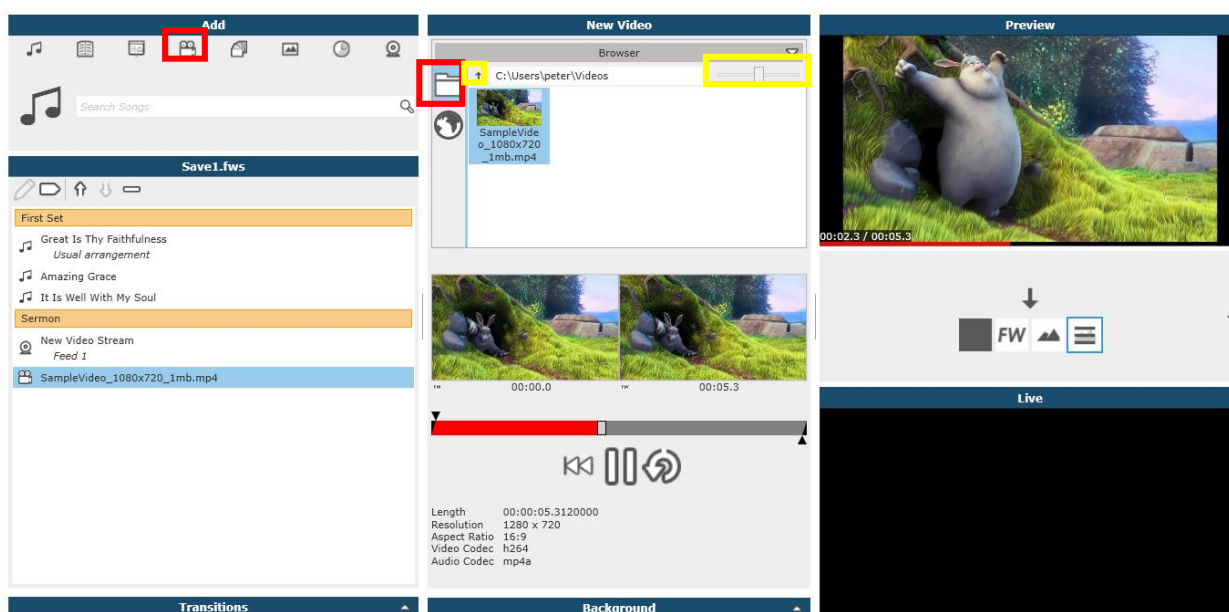
Videos can be added by two means; a locally stored file or by URL, primarily aimed at YouTube. Currently the URL option is experimental.

#### 3.4.4.1 Local files

Click the video symbol, highlighted below in red, in the *Resource Search* to open the video file browser in the *Service Item Display Settings*.

In the subsequent file browser, navigate to the video file or enter the file path. Ensure the folder icon to the left of the browser, highlighted below in red, is filled with colour. If not, click the folder icon.

Browser controls are highlighted in yellow; the arrow symbol on the left allows the user to navigate back up the folder tree in the file browser, whilst the slider on the right, adjusts the size of the icons in the browser. Slide to the right to increase the size, left to decrease. All features of the file explorer are common to the Windows environment.



In the *Service Item Display Settings* section, FreeWorship includes some playback control of the video. In addition to the intuitive controls to preview the video, the user can adjust the playback length, the starting point and the ending point of the video.



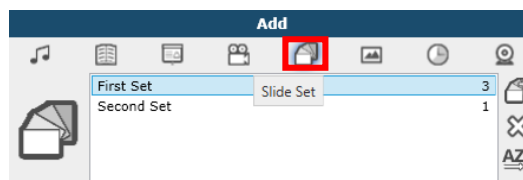
This is achieved by dragging the arrows, highlighted red above, from right to left. The left hand arrow adjusts where the video will start, and the right hand arrow where it will end.

#### 3.4.4.2 Video by URL

Coming Soon!

#### 3.4.5 Slide Sets

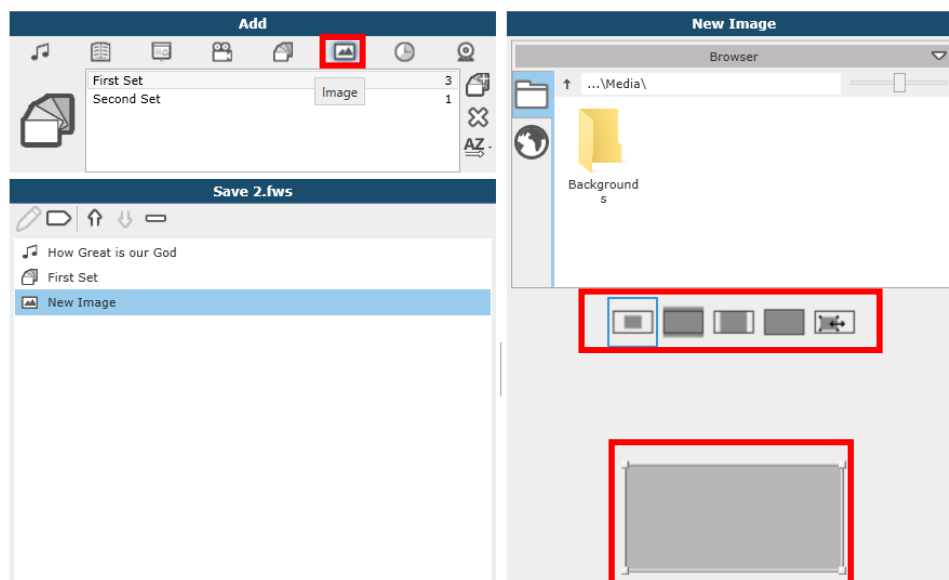
In FreeWorship, the user can create and use *Slide Sets* as part of a service. Creating *Slide Sets* is explained in 3.2 .To add a *Slide Set* to the *Service List* from the database, first click the *Slide Sets* icon in the *Resource Search* section identified in 1.1.



By double clicking on one of the stored *Slide Sets*, the item will be added to the *Service List*.

#### 3.4.6 Images

Images can be added to the *Service List* in the same manner as videos. First click the *Images* icon in the *Resources Search* section identified in 1.1 and highlighted red below. Then follow the file browser instructions in section 3.4.4.1 as explained for videos.

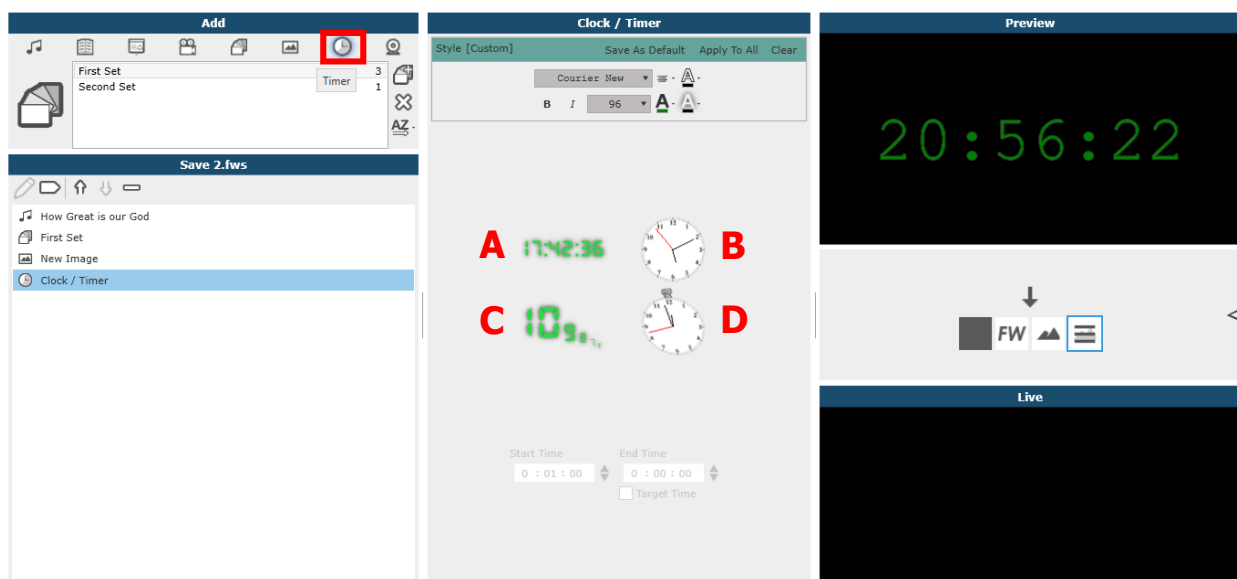


In addition, in the *Service Item Display Settings* section FreeWorship includes settings to adjust the position and scaling of the image on the output. The controls are highlighted in red above. From left to right these are:

- *Center* retains the size of the image about the center of the output screen.
- *Crop To Fill* fills the full width of the screen, cropping the top and bottom of the image. The proportions of the image are retained.
- *Scale To Fit* fills the full height of the screen, leaving blank space to either side of the image. The proportions of the image are retained and none of the image is lost.
- *Stretch To Fill* matches the size of the image to the size of the screen, to fill the screen entirely. The proportions of the image are not retained and can lead to distortion.
- *Custom* allows the user to manipulate the image using the grey square, highlighted in red above. The user can drag the corners of the square to change the size and scaling of the image and by clicking and dragging on the center of the square, the position of the image can be changed. FreeWorship will allow the image to be set outside of the confines of the output to allow parts of the image to be cropped.

### 3.4.7 Timers

In FreeWorship, *Timers* can be added as a *Service Item*. To configure and add a *Timer* to the *Service List*, first click the *Timers* icon in the *Resource Search* section identified in 1.1 and highlighted in red below.



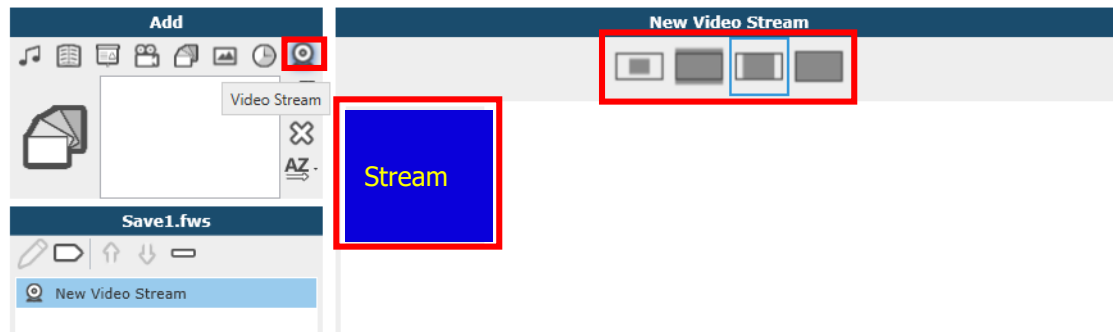
The *Style* and *Background* of the *Timer* can be adjusted in the *Service Item Display Setting Section* as described in 4.5 and 4.6. There are four display options in the *Timer* sections:

- Digital Clock* displays the current system time, in a digital clock style. 'hh:mm:ss'
- Analogue Clock* displays the current system time, using an analogue clock face.
- Digital Timer* can be used as a timer which can be set using the controls below the clock faces. Set a start and end time using the arrows or by clicking and then typing on an individual element to adjust it. Again the format is 'hh:mm:ss'. Note the timer in the preview should be used for *Style* reference only. The main output is independent and will restart from the set start time when the preview is applied to the *Live Window*. The timer will also continue whilst the *Display State buttons* are depressed.
- Analogue Timer* operates in the same manner as the *Digital Timer*, however, with an analogue clock face.

Upon clicking the *Timer* icon, a *Timer Service Item* is automatically added to the *Service List*. Any adjustments to the settings will automatically save to the *Service List*.

### 3.4.8 Video Stream

In FreeWorship, the user can add a live *Video Stream* to the *Service List* as a *Service Item*. First click the *Video Stream* icon in the *Resource Search* section identified in 1.1 and highlighted in red below. FreeWorship automatically detects any connected video hardware such as a webcam or capture card, and displays the available streams in the *Service Item Display Settings* section.



Controls to adjust the scaling of the image are located at the top of the section as highlighted above. When the *Video Stream* icon is pressed, a *Video Stream Service Item* is automatically added to the *Service List*. Simply select one of the available streams and scaling options.



## 4 Operating FreeWorship

With a loaded *Service List*, see 3.3 if this is not the case, and the display settings fully configured, see section 2 if this is not the case, FreeWorship is ready to operate. Follow the steps below to display a service.

### 4.1 Take control of the display

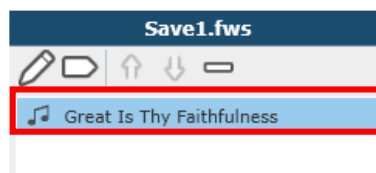
The first step to display with FreeWorship is to take control of the output. You should already be connected to the projector; see the instruction on the FreeWorship website if this isn't the case. (<https://www.freeworship.org.uk/screen-setup>).

Click the *Show Display* button in the top right of the FreeWorship window. Alternatively, use *F7*.



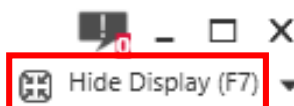
### 4.2 Displaying a Service Item

To display a *Service Item* on the main output in FreeWorship, firstly click on the item in the *Service list* to highlight it. In this case demonstrated with a *Song Item*.

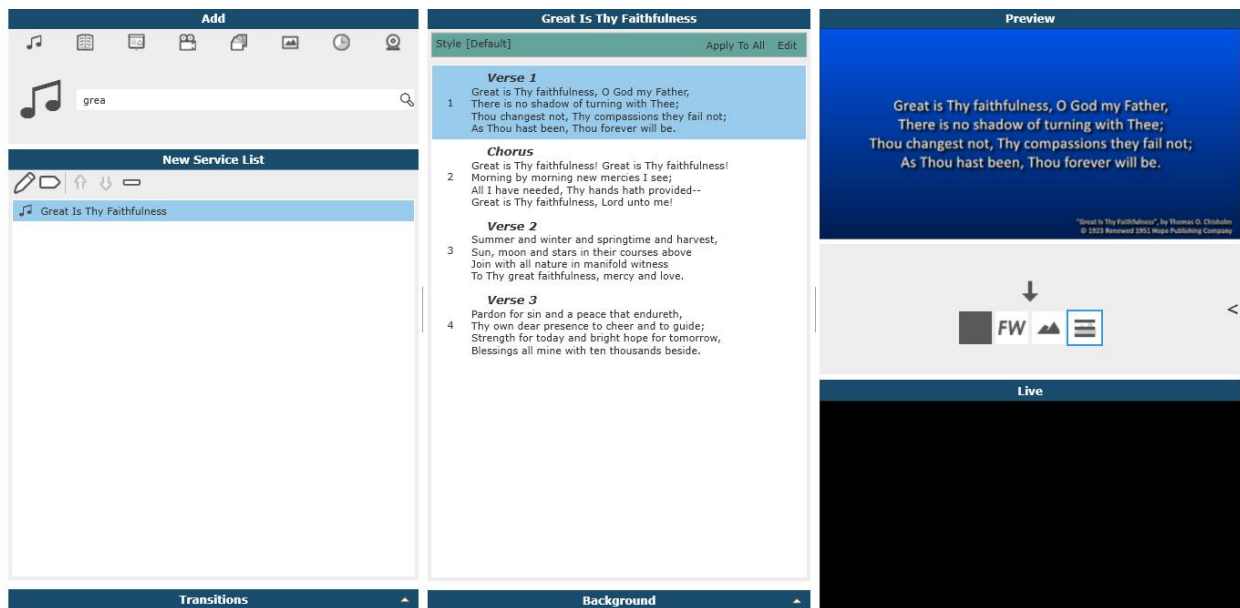


This step will move the *Song Item* into the *Service Item Display Settings* section of the interface as identified in 1.1.

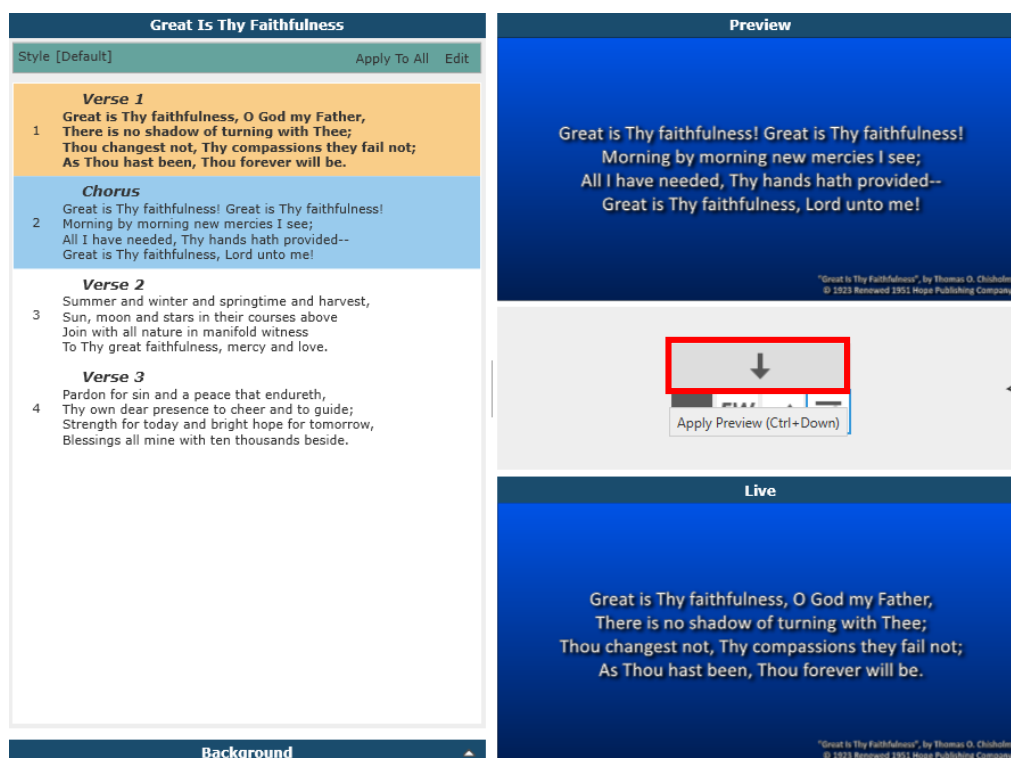
Ensure you have completed the step in 4.1 and the *Show/Hide Display button* is as below.



The screen should appear as below. The first slide in the song is highlighted and visible on the *Preview Window*. At this point, nothing is shown on the main output, illustrated by the blank *Live Window*.



To display the slide in the preview, simply press the *Apply Preview* button located below the *Preview Window*, and highlighted below.



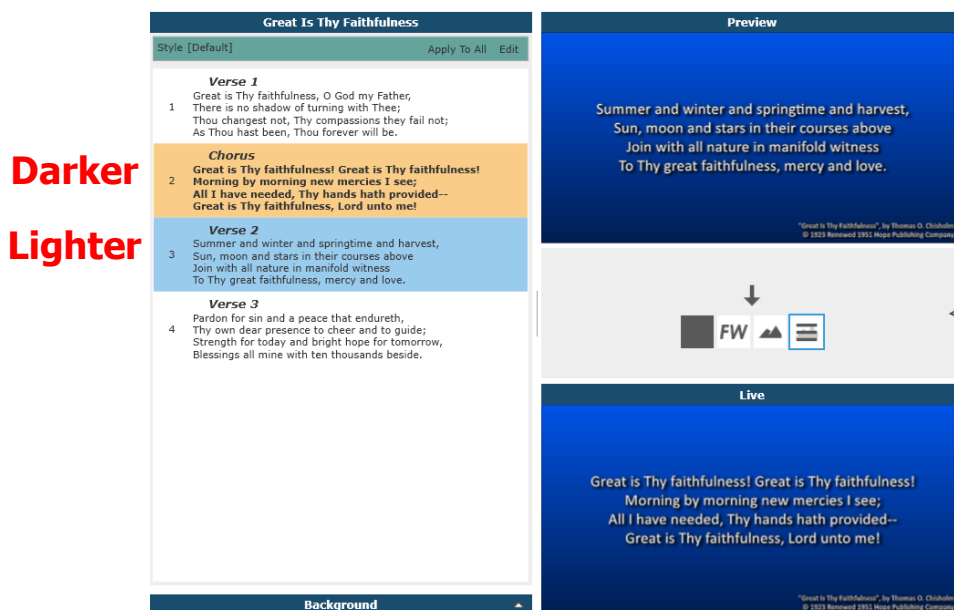
Alternatively, the user can use *CTRL+DOWN* to apply the preview to the main output. Now, as shown above, the slide on the *Preview Window* is transferred onto the *Live Window* and onto the main output.

Note a light highlight colour in FreeWorship signifies the slide is in the *Preview Window*, and a dark highlight colour signifies the slide is live and on the main output. Hence, the slide that is now on the main output, is highlighted with a darker colour, with the next slide highlighted in the lighter colour as before. This slide is now also visible in the *Preview Window*.

### 4.2.1 Progressing an item

In FreeWorship there are three main ways to display a new slide on the main output:

- *PgUP* and *PgDN* buttons can be used with FreeWorship to move up and down the slides. By pressing either button, both highlighted slides, the preview and the live increment together. From the starting position, after pressing *PgDN*, the screen would appear as below. No other buttons need to be pressed to change the main output. Note that at the end or beginning of an item, *PgDN* or *PgUP* will move to the next *Service Item* in the *Service List* respectively, hence a whole service can be operated using only these buttons.



- Moving the preview highlighting and clicking or pressing *Enter*. The user can move the cursor over another slide in the *Service Item Display Settings* interface section as identified in 1.1 ; this can also be achieved using the *UP* and *DOWN* arrows. By using the arrow keys, the *Preview Window* will update when a different slide is highlighted. If using the mouse, it depends on the *Preview on mouse over / Single click* setting as described in 2.1.4; if checked the *Preview Window* will change whenever the preview highlighting is moved to another slide. Otherwise, a single click is required to move the desired slide to the *Preview Window*.

To move the preview to the main output either press the *Enter* button, or depending on the setting mentioned above, a single or double click will change the main output.

- A slight variation on the method above uses the *Apply Preview* button instead of *Enter* to change the main output. The preview can be changed as above.

### 4.2.2 Using a presenter

FreeWorship accepts an input from a presenter controller. These controllers act as the *PgUP* and *PgDN* buttons. Compatible controllers will require no further adjustments to function in FreeWorship.

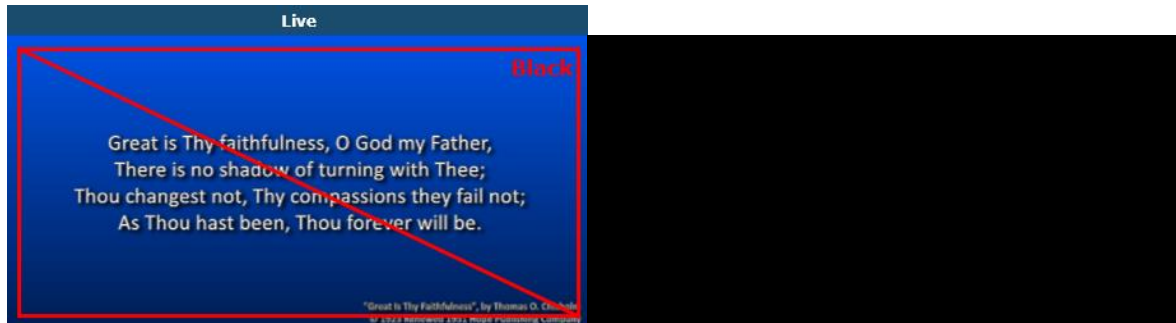
### 4.2.3 Using the Display State Buttons

In Freeworship, the display state buttons allow the user to alter the main output. These are located between the *Preview Window* and *Live Window*.



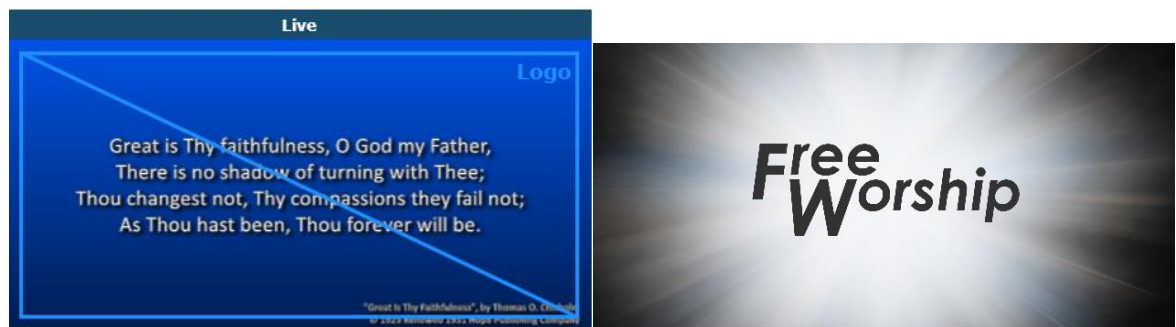
From left to right these are:

- *To Black* makes the output screen black, effectively removing all content from the output. The content that was previously on the output is retained essentially below the black, hence by pressing the *Show Content* button as described below, the content can be returned to the main output. The *Live Window* (left) and main output (right) will appear as below:



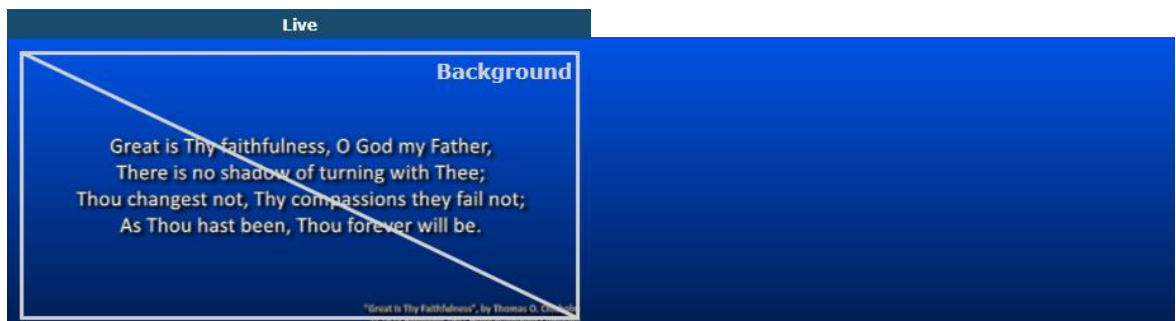
The function can also be performed using *F9*.

- *To Logo* places the logo set in the *Settings* dialog, as described in 2.1.3. In the same way as *To Black*, the content is retained below and the *Show Content* button returns it to the screen. The *Live Window* (left) and main output (right) will appear as below:



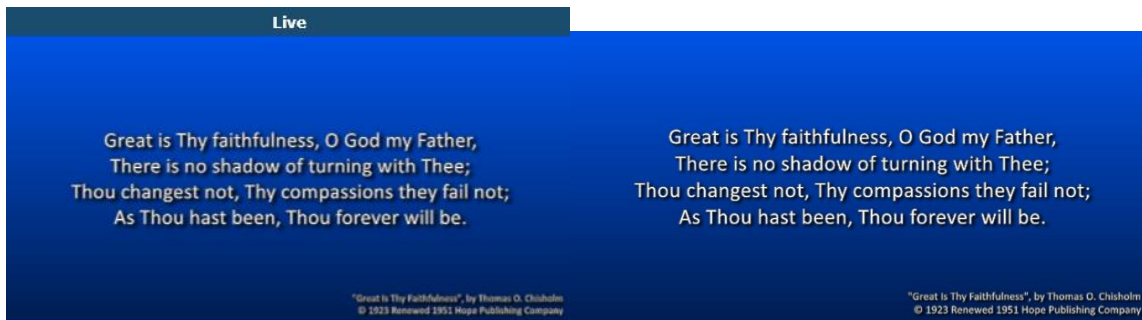
The function can also be performed using *F10*.

- *To Background* removes any text layers from the main output, leaving only the background displayed. The text can be returned to the screen by pressing the *Show Content* button. The *Live Window* (left) and main output (right) will appear as below:



The function can also be performed using *F11*.

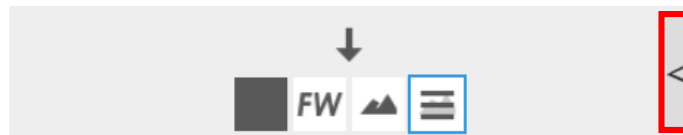
- *Show Content* overrides any of the previously depressed *Display State* buttons and returns all content to the screen. The *Live Window* (left) and main output (right) will appear as below:



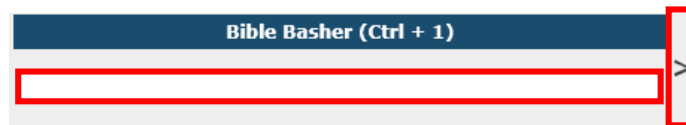
This function can also be performed using *F12*.

### 4.3 Using the Bashers

In Freeworship, there are four *Bashers* which can be used to quickly add to the main output screen. To set the default basher see section 2.1.2. The default basher can then be opened by pressing the arrow to the right of the *Display State Buttons* as highlighted in red below.

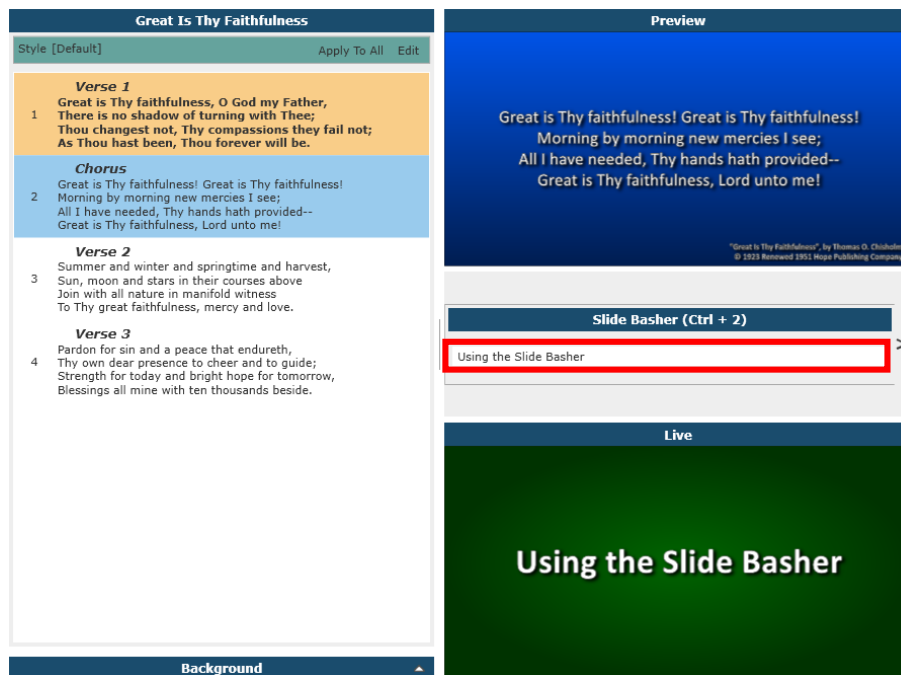


This opens the default *Basher* with an editable field and a button to the right to hide the basher, both of which are highlighted in red below.



Any *Basher* can be accessed at any time via a keyboard shortcut, and can be minimised in the same way as above. Once a different *Basher* has been used, this will be the default *Basher* for the rest of the FreeWorship session. A description of each *Basher*'s use and the respective shortcuts are below.

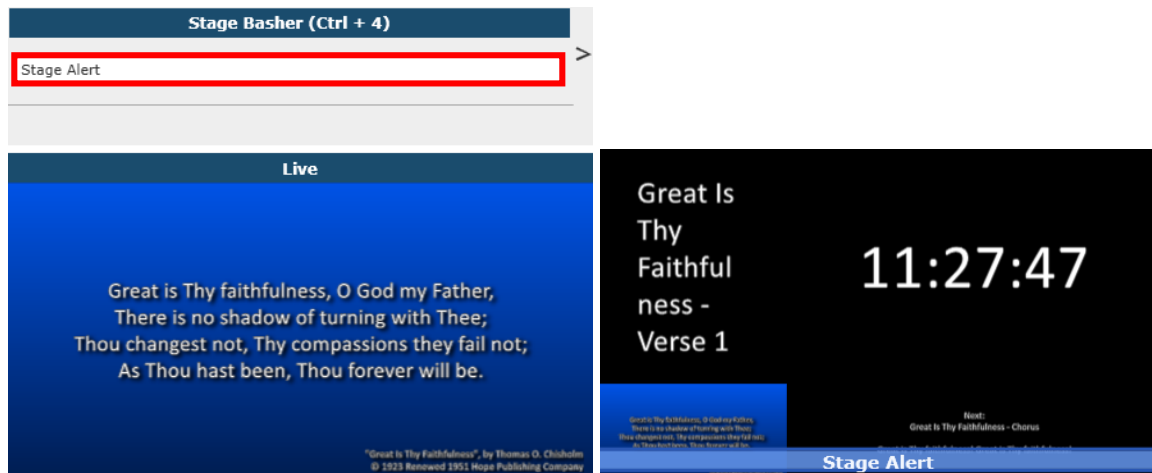
- *Bible Basher* can be accessed via *CTRL+1*. This enables the user to quickly place a bible passage on the screen. The *Style* of the display is set by the default as described in 2.6. How to enter a bible passage into the editable field is described in 3.4.2. Press enter after typing to place the desired passage on the screen. The passage will replace any content currently on the screen and can be removed by applying the preview to the main output.
- *Slide Basher* can be accessed via *CTRL+2*. This enables the user to quickly place a *Slide* on the screen. The *Style* of the *Slide* is set by the default as described in 2.7. The editable field allows the user to place text on the *Slide*. Press enter to place the desired *Slide* with text on the screen. The *Slide* will replace and content currently on the screen and can be removed by applying the preview to then main output. An example of using the *Slide Basher* is below.



- *Alert Basher* can be accessed via **CTRL+3**. This enables the user to quickly place an *Alert* on the screen. An *Alert* is a scrolling piece of text along the bottom of the screen. Multiple *Alerts* can be added simultaneously and will appear one after the other. The *Alert* will cycle only once. Type in the editable field and then press *Enter* to place the *Alert* on the screen. Multiple instances of the same text can be created by simply pressing *Enter* the desired amount of times. An example of using the *Alert Basher* is below.

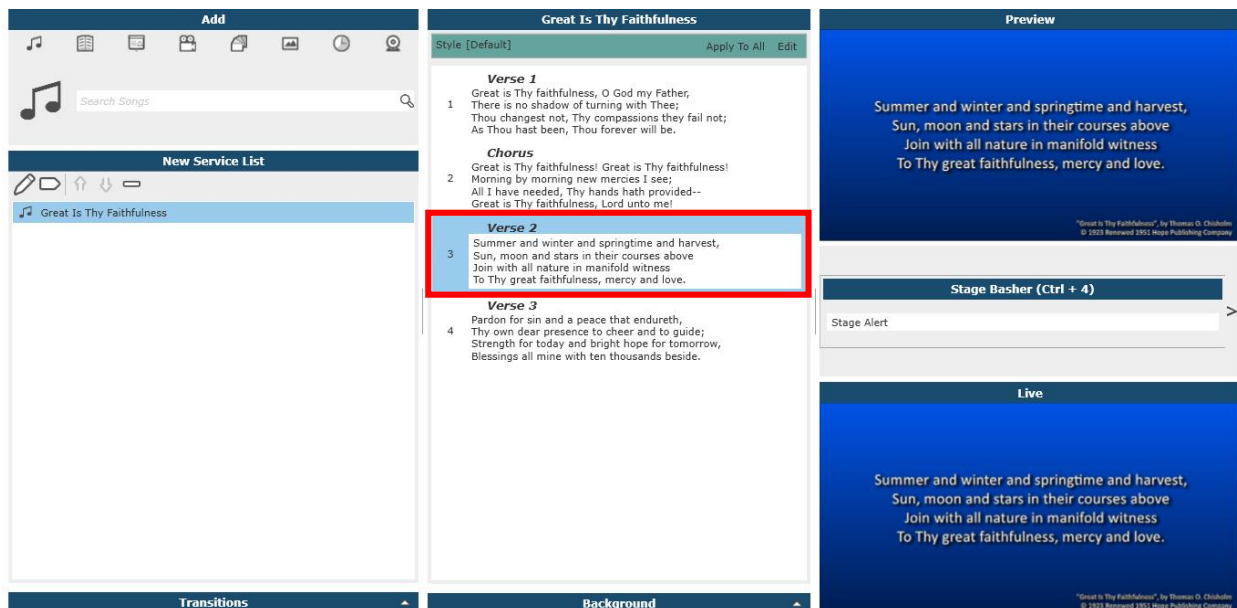


- *Stage Basher* can be accessed via **CTRL+4**. The *Stage Basher* functions in the same way as the *Alert Basher*, however, is not visible on the main output screen; it is visible on the *Stage Display*. See above for description of use. An example of using the *Stage Basher* is below, the *Stage Display* output shown on the right.



## 4.4 Using Quick Edit

*Quick Edit* is a feature in FreeWorship which allows the user to edit a *Song Item* without needing to open the full *Edit Song* dialog. The functionality of this feature depends on the *Save Song after Quick Edit* setting as described in 2.4.3. If checked any alterations will be saved to the song in the database, otherwise they will be discarded after the session. The output is unaffected whilst *Quick Edit* is being used, hence if a spelling mistake or grammar error is spotted, the operator can quickly adjust the *Slide* before it is displayed whilst live! Furthermore, should the operator decide the *Slide* has too much text on it, the operator can, by pressing the *Enter* key, insert a blank line. This causes FreeWorship to create an extra *Slide* to split the current *Slide* into two.

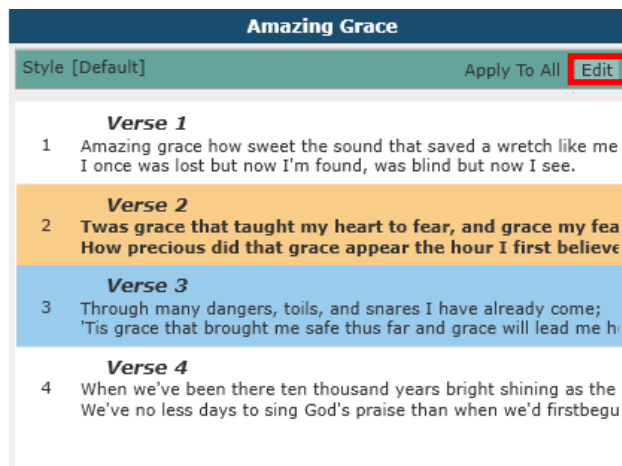


By right clicking on any slide in the *Service Item Display Settings* section as identified in 1.1, the slide text becomes an editable field which can be adjusted by the user. Simply type the amendment and move the cursor away or click on another slide to store the change; this depends on the *Preview on mouse over/ single-click*, described in 2.1.4. As a minimum the change is stored for the rest of the session.

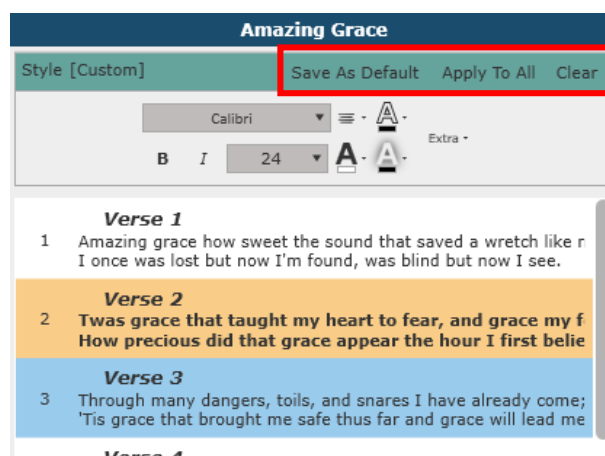
## 4.5 Style changes

In Freeworship, the user can alter the *style* of a *Service Item* in a *Service List*. The *Style* settings can be accessed in the *Service Item Display Setting* section identified in 1.1. Select an item in the *Service List* and then click *Edit*, as highlighted in red below.





This will open the *Style* settings for that item, as shown below. These can be edited in the way described in 2.4.



In the top right of the settings, three additional options exist, highlighted in red above. From left to right these are:

- *Save As Default* will store the adjustments in the *Style* settings as the new default for FreeWorship. This will affect any additional *Service Items* added to the *Service List*, however, will not affect any items currently in the *Service List*.
- *Apply To All* will store the adjustments in the *Style* settings to all items in the *Service List*.
- *Clear* will remove any adjustments made to the *Style* and restore the default to the *Service Item*.

## 4.6 Individual Service Item Backgrounds

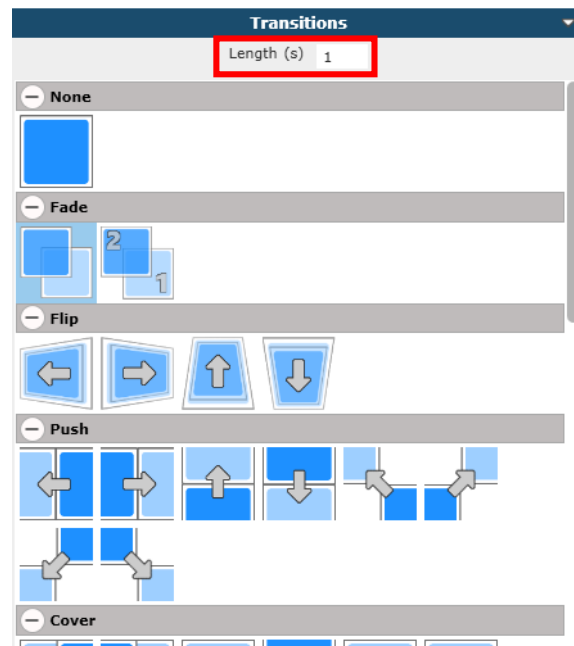
In FreeWorship, the user can change the *Background* of each individual *Service Item*. Unlike *Style* changes, these cannot be more widely applied, however, they are stored with the *Service Item* in the *Service List*. The alterations that are made will be stored to the *Service List* when it is saved. This allows the user to program a service during the week and simply load a plan on a Sunday for example, without needing to change the *Backgrounds* again. Note, any media used as a *Background* e.g. an image, will need to be available in the same file location every time for FreeWorship to be able to use it. To edit a *Background*, ensure a *Service Item* is selected and the *Background Editor* is maximised as described in 1.2. Then follow the instructions in 2.4.2 to change the *Background* settings.

## 4.7 Transitions

In Freeworship, unlike other display options, *Transitions* cannot be attributed to a *Service Item*. Select a transition for all *Slides* in a service, or change the *Transition* on the fly. The *Transitions* will be familiar to any user with experience of PowerPoint. It is possible to change the length of the *Transition* in addition

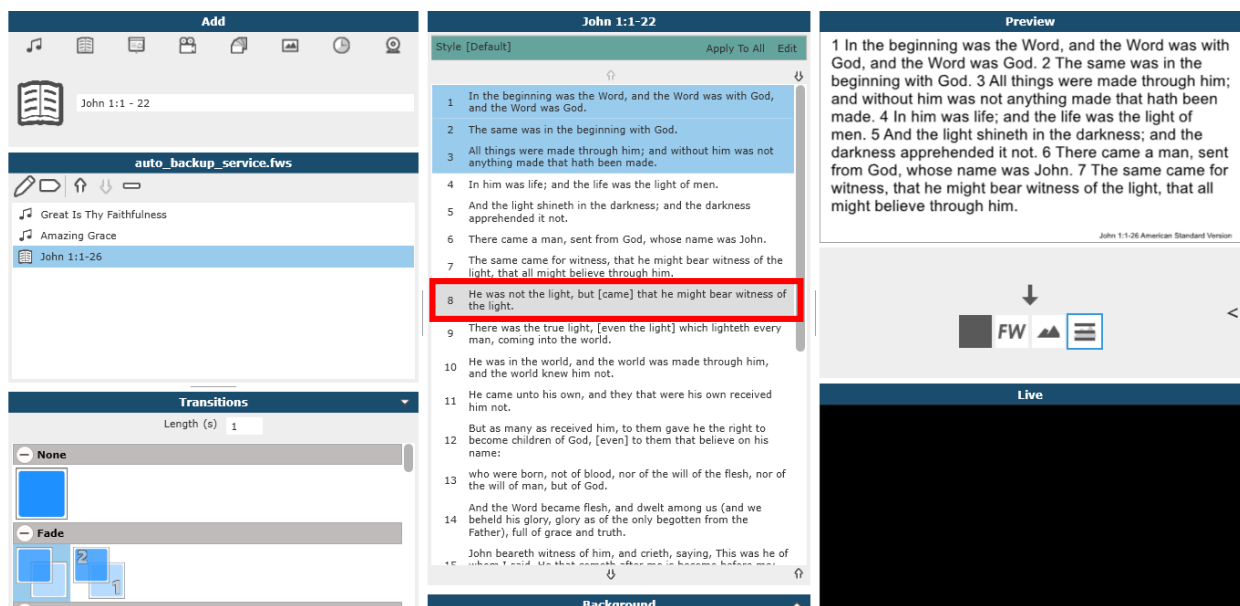


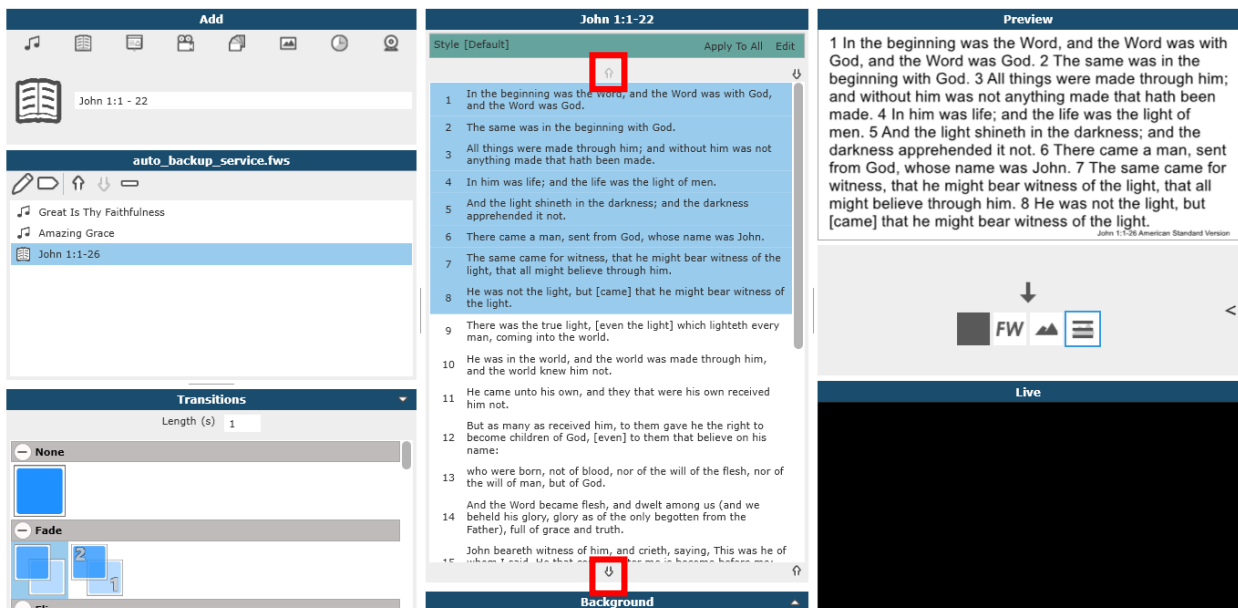
to the type by typing in the editable field highlighted in red below. Otherwise, hover the cursor over a *Transition* for a description and simply click on a *Transition* to apply it to the service.



## 4.8 Bible Specific

In FreeWorship there are a number of bible specific *Display Settings*. The number of verses that are displayed on a *Slide* can be selected by the user in the *Service Item Display Settings* section as identified in 1.1. Setting the default is described in 2.6.1. To increase or decrease the number of verses displayed, simply click on the first verse, and holding the *Shift* key, click on the verse that corresponds to the desired number. In the example below, the default is set to three, and the user is setting the display number to 8.



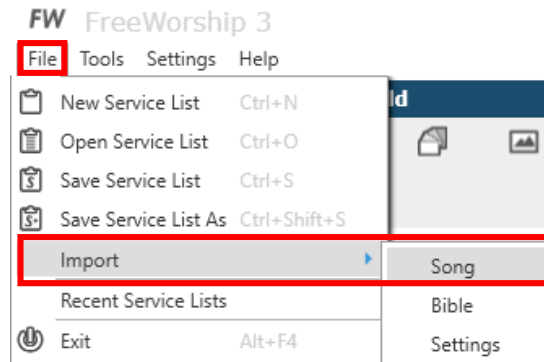


As can be seen above, now eight verses are highlighted. FreeWorship will now step through the passage in steps of eight verses, creating a slide from each section automatically. The number of selected verse reverts to the default once another *Service Item* is selected. Use the usual methods to progress through the passage as described in 4.2.1.

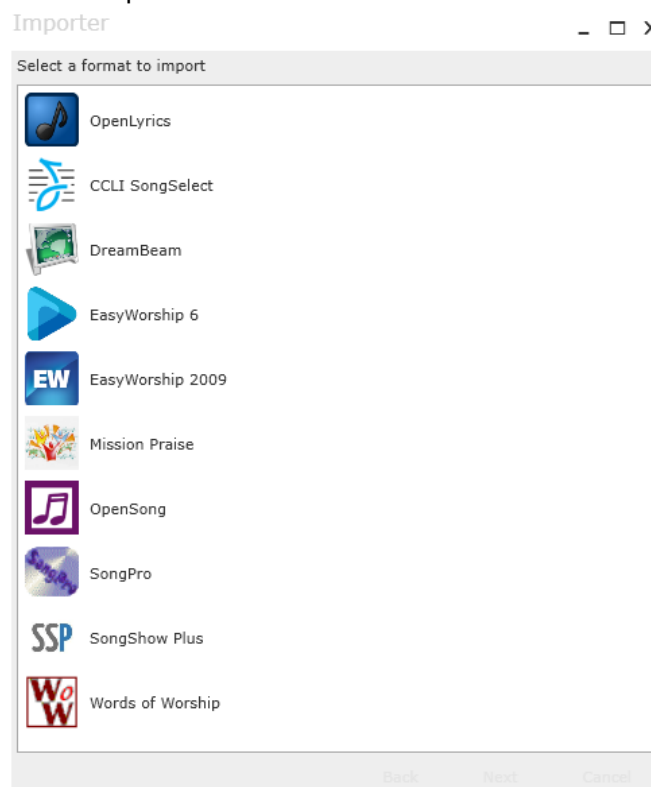
Additionally, the user can increase or decrease the length of the passage that is displayed without using the *Resource Search*. In the *Service Item Display Settings*, there are an arrow at the top and bottom of the passage, highlighted in red above. By clicking on one of the arrows, the passage will increase or decrease by one verse; this will not continue beyond the end of the chapter. The *Service Item* will update accordingly.

## 5 Importing

Migrating from another presentation can often be a daunting prospect; with FreeWorship, this is not the case. The *Import* function, allows a user to import songs from many of the other popular presentation softwares available. These are shown below. Navigate *File > Import > Song*.



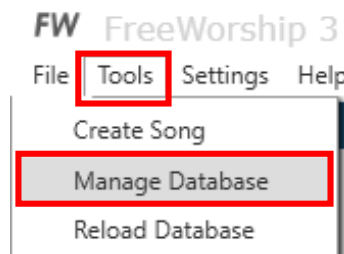
The importer dialog, shown below, will open, allowing the user to select the software from which they are importing. A file browser window will then open allowing the user to navigate to the storage location of the song/s that are required.



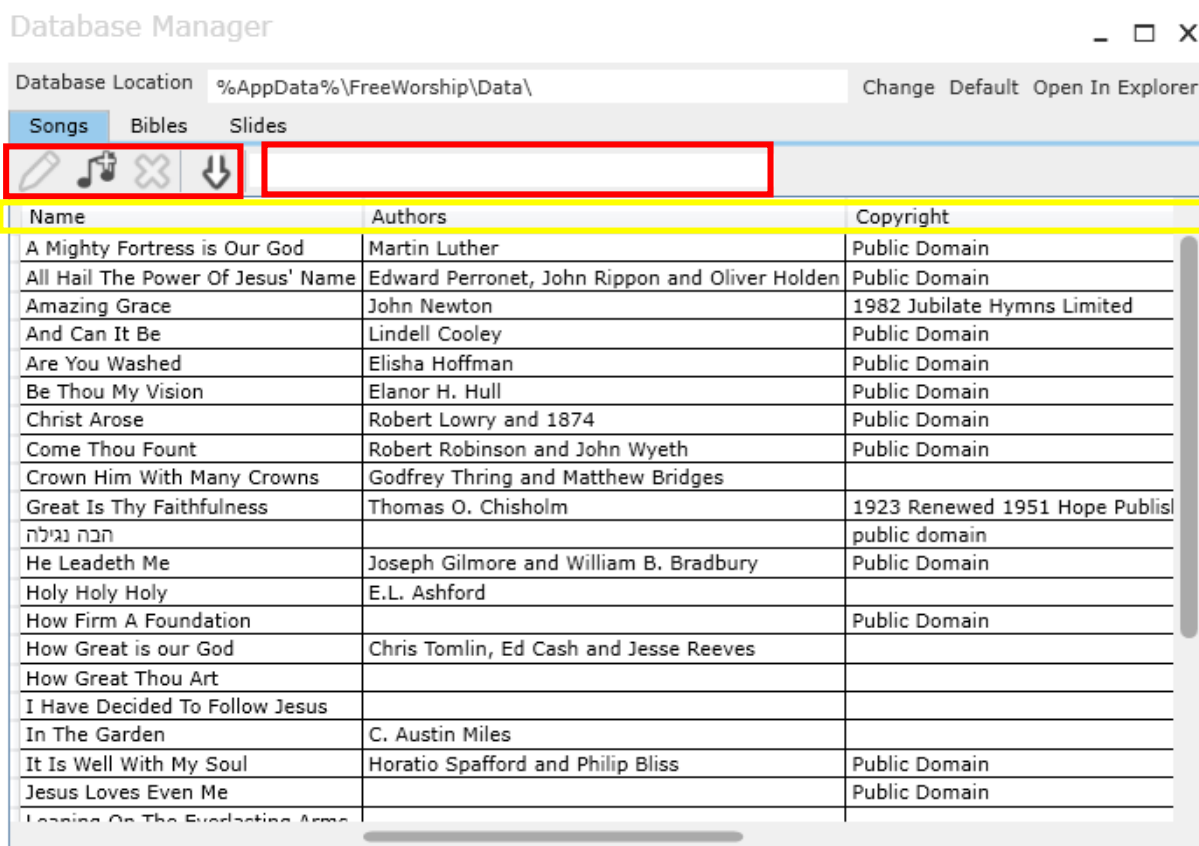
FreeWorship will automatically convert the song/s into the correct format for the FreeWorship database, allowing them to be immediately added to a *Service List* or to be used at a later date.

## 6 Database Management

The FreeWorship database is stored locally on the system. A majority of the time, a user will never need to access the database, as it manages itself as the user creates new songs or *Slide Sets* etc. However, FreeWorship includes a database manager, to allow the user to manually browse, edit or change the location of the database. To open the database manager navigate *Tools > Manage Database* as shown below.



The following window will open:



There are several controls in each tab which are intuitive to the user.



In the *Songs* tab, the user can do use the controls shown above, but described below from left to right:

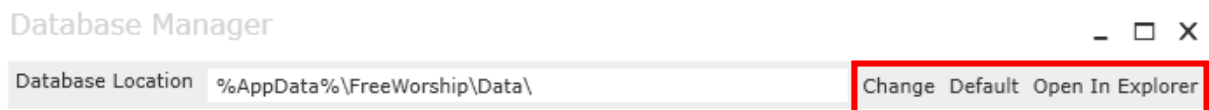
- *Edit Item* allows the user to edit the song by opening the *Song Editor* dialog, use of which is described in 3.1.
- *Add Item* allows the user to create a new song and add it to the database using the *Song Editor*, described in.
- *Delete Item* allows the user to permanently remove a song from the database. Simply select an item and click the button.
- *Import Item* allows the user to import a song from another presentation software. The button opens the *Song Importer* window, described in 5.

To the right of the controls is a search box, highlighted in red above, allowing the user to search the database for a specific song they wish to view the information of or edit.

In the *Bibles* tab, the user can once again view the installed bibles, delete a bible or import another bible. Using the symbols described above. In addition, a *Set as Default* option exists, to set a bible as the default bible that FreeWorship will use.

In any of the tabs, the database can be sorted by clicking on any of the database field names; this cause the results to sort in ascending or descending order based on that data. These field names are highlighted yellow above.

The location of the database on the system is shown at the top of the database manager, and shown in the graphic below.



The location can be viewed in Explorer by clicking the *Open In Explorer* button.

The user also has the option to change the storage location of the database by clicking the *Change* button. This opens an Explorer window. The user can navigate to the desired new storage folder and FreeWorship will migrate the database to the new location. The user can revert back to the default location, simply by clicking the *Default button*.

## 7 Troubleshooting

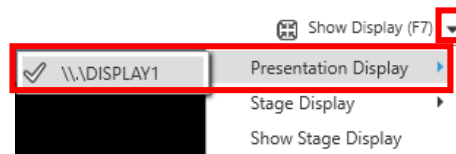
### 7.1 There is no output...

Ensure the *Show Display* toggle button in the top right is pressed, *F7*. Ensure the *Show Content* button is selected, *F12*. Ensure the *Apply Preview* button has been pressed to move content from the *Preview Window* to the *Live Window* and the main output.

### 7.2 The Main Output is on the wrong screen...

Attempt to move the mouse to the right onto the desired screen; if this is successful continue.

Along the top bar next to the *Show/Hide Display* button, click the drop down arrow. Then click *Presentation Display*. This will bring up the available displays on which to put the Live Output. If *\\.\DISPLAY1* is selected, instead select *\\.\DISPLAY2* etc. The process is shown below.



### 7.3 PowerPoint is not functioning...

Close FreeWorship. Ensure that the PowerPoint application is closed; if necessary open the task manager using the *CTRL+SHIFT+ESC* key combination. Search for *POWERPOINT.exe* in the process list and end the process. Restart FreeWorship and it should function again.