

# Projection Helper User Manual

This document describes how to use Projection Helper (ProjHelp). To read more about the concept and how to use the advanced features, use the Administrator Manual. ProjHelp documentation is also stored at <https://github.com/ke43ro/ProjHelp/wiki>.

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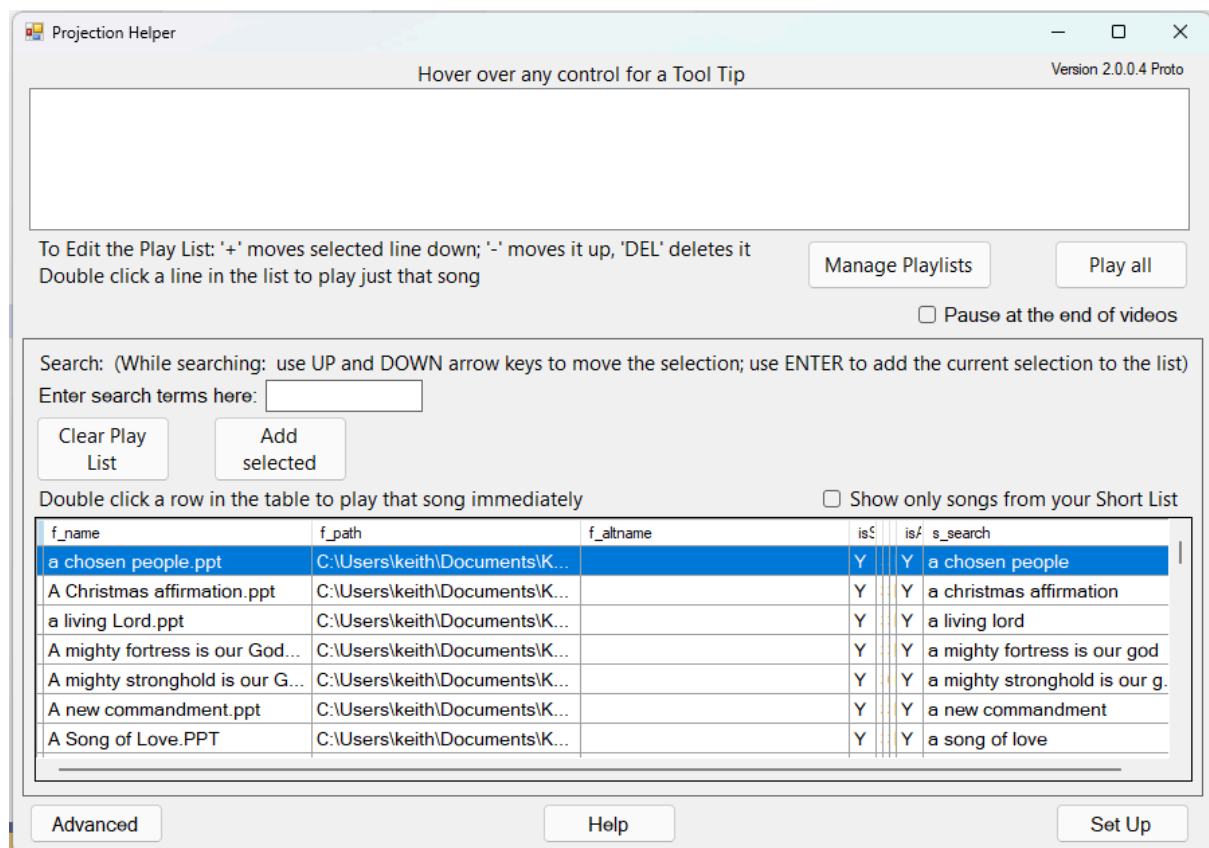
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## Operation

ProjHelp is focused on providing the simplest possible operation. Once set up, all the basic operations can be done from the main screen that opens on startup. There are two main operations (a) creating a Play List and (b) projecting the show.



## Creating a Play List

The current Play List is displayed in the list box at the top of the window, while the whole database is listed in the table grid on the lower half. There are two ways to add files to the list.

1. You can add PowerPoint shows from the managed database using the controls across the middle or with the keyboard alone. The keyboard focus will normally be in the Search box and typing characters there will trigger an immediate scan of the database for names matching those characters. Fewer records will then be listed. The search text is matched against columns `f_name` (the actual name of the PowerPoint file on disk) and `f_altname` (the recorded alternate text). Usually one of these is the first line of a song (e.g. "Lord, I come to you") and the other is the title ("The Power of Your Love").
2. You can add any media file to the list using File Explorer by dragging the file and dropping it on the list. ProjHelp can display PowerPoint shows, PDF files, DOC and DOCX files and a wide variety of video files (VideoLan's VLC player is used, so ProjHelp should be able to play any files that VLC supports).  
NB: You do not need to have VLC installed on the computer that is using ProjHelp, but you must have PowerPoint, Word and an appropriate PDF reader installed.

An even shorter list (making choice simpler) can be shown by enabling the option Show only songs from your Short List. The Short List is set by editing the File List. There is an Advanced Setting that lets ProjHelp add to the Short List, every file that you ever add to a Play List - see the Administrator Manual.

Once the desired song is visible in the database list, use the arrow keys (**UP** and **DOWN**) to select it. Then press **ENTER** to add it to the end of the list. You can avoid using the arrow keys by continuing to type until you have entered a string that is unique and you can avoid using **ENTER** by pressing the *Add* button instead.

## Editing your Play List

If you make a mistake, click on the erroneous entry in the list and press **DELETE** to remove it, **+** to move it down the list or **-** to move it up the list. In the case of a complete mess, use the *Clear* button and start again.

## Using your Play List

The computer needs to be set to Extended Display mode. There is not much point in using Projhelp if you only have one screen or if you have it set to Duplicate.

Just press the Play button. The first file will be opened by the appropriate program and displayed on the secondary screen, usually the data projector. For PowerPoint shows, setting PowerPoint to use Presenter Mode will give the best experience. Move forward through the show using the usual PowerPoint keys or the buttons on a Laser Pointer - I do not recommend using a mouse as a click in the wrong place will lose focus from the PowerPoint control window. At the end of each show, pressing "Next" will close that file and

open the next one. You can go backwards through a single file, but not back to the previous file.

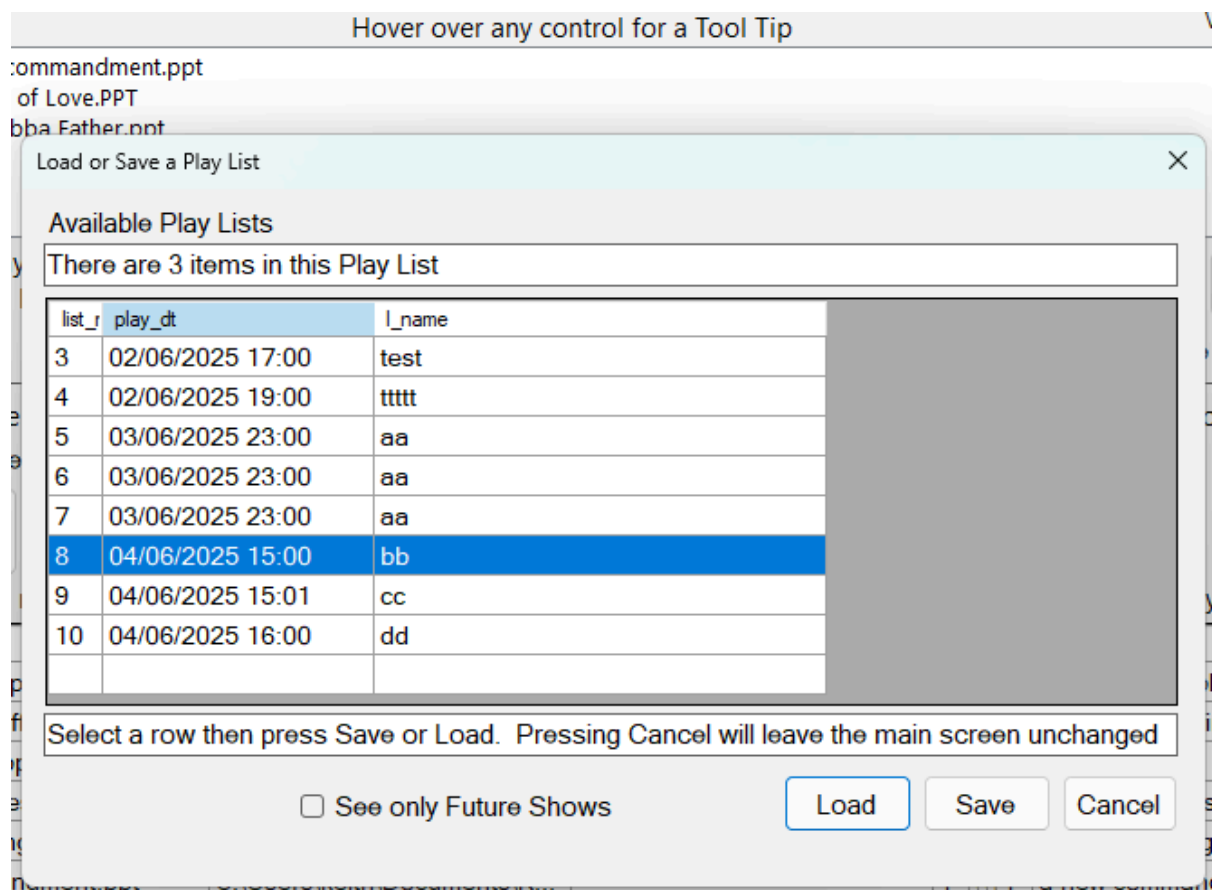
If, for some reason, you need to close the show before all files are run, press **ESCAPE** on each following file until the list is finished.

### Instant Play

Even if you have a Play List in progress of creation, if you are suddenly called on to show a different file, select it with the search then double click on its line in the table. It will be presented immediately without interfering with the Play List. This is not available during the presentation of a Play List. Similarly, if you double click on a file in the Play List, that file alone will be displayed.

### Saving and Loading Play Lists

ProjHelp can only display, the current unnamed list as shown on the Main Screen. This Play List can be saved into a named list or a named list can be loaded into the current unnamed list using the button Manage Play Lists. This opens a dialog box.



You create a named Play List by typing identifying information for it into the blank row.

The list\_no column is filled automatically by ProjHelp, so you specify a play\_dt and l\_name that will help you to identify the list later. Named Play Lists can be used to keep a history of

the files you have used (although there is currently no feature to view these other than Loading them into the unnamed list) or to provide a way to prepare for an event where a number of projection sessions will be included.

To save the current unnamed list, select the Named List you want to use, then press Save. Any titles previously stored under that name will be replaced by the new list.

To use a previously saved list, select it, then press Load. The list will be *added* to those in the current list, so if the saved list is complete, you will need to remember to clear the unnamed list before opening this screen, or you will need to delete unwanted songs after the Load.

When you are keeping history, keep the option See only Future Shows enabled to avoid having to scroll past all the old lists. ProjHelp remembers your selection only for the current run. If you close and reopen ProjHelp, it will revert to only showing future shows.