How to use Quelea

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License agreements

The software

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The manual

This manual is licensed under the CC-BY-SA 4.0 license (Read more here: http://creativecommons.org/licenses/by-sa/4.0/). This means that you can copy and redistribute this material in any way you like, including adapting, translating or building upon the material as long as you attribute the work to Arvid Nyström and the Quelea-Projection project (http://quelea.org/) and release the produced work under the same license.

We are always looking for translators for this document and the software.

1. Short introduction to Quelea

Quelea is a competent cross platform church software developed to bring the best features from similar software, spiced with unique features, to every church for free. The founders have developed this software entirely on their spare time and the software is completely open source, which means that anybody that knows how to program in Java could adjust the software for themselves or help developing Quelea for everybody.

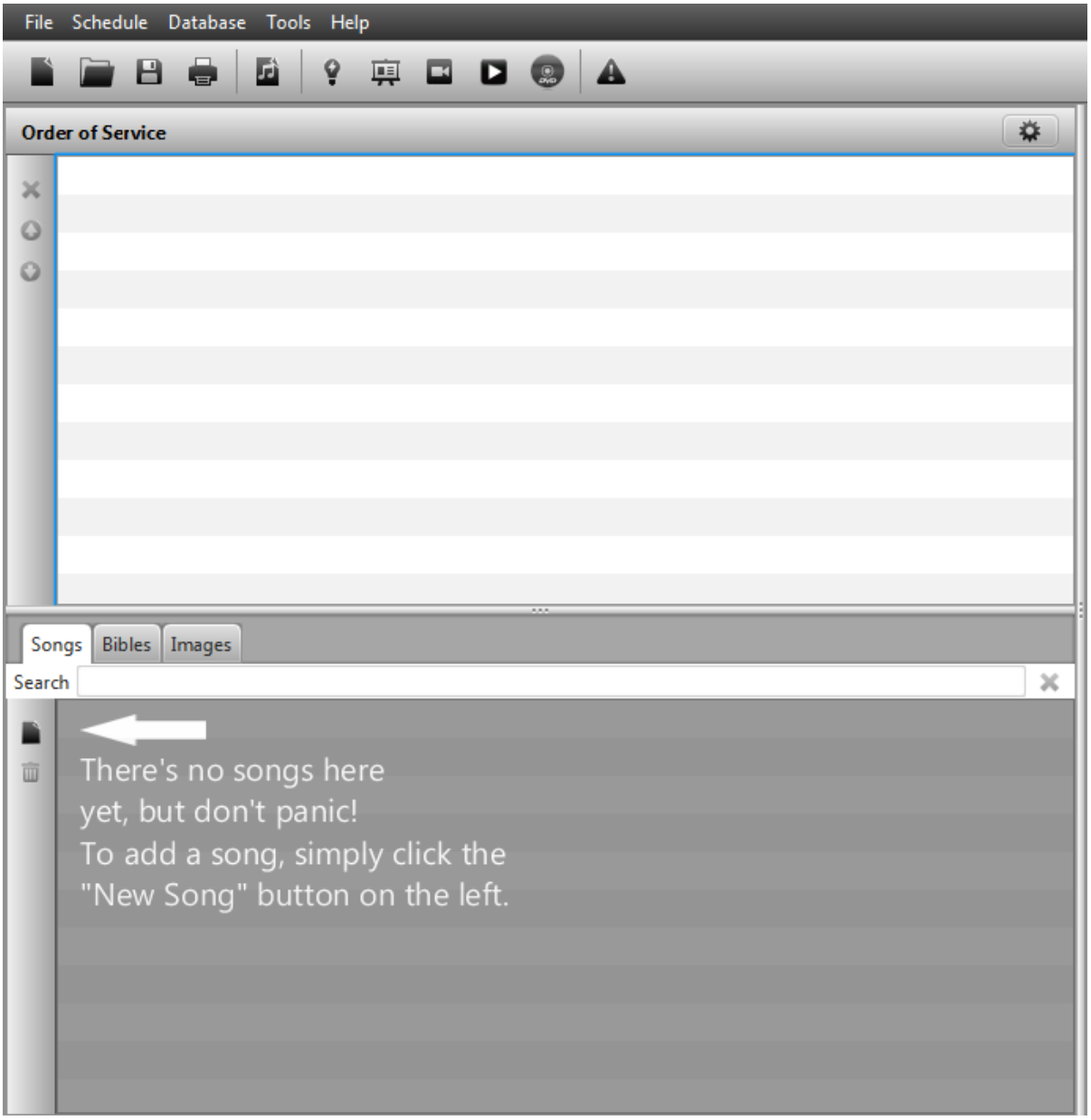
In the first chapter we will first get acquainted with the software and then walk through the basic features. You will notice that Quelea is very intuitive and that there are instructions embedded to the software, to make it easy for anyone to use it. If you have any questions; do not hesitate to ask them in the official Quelea discussion forum: https://groups.google.com/forum/#!forum/quelea-discuss

1.1.Layout

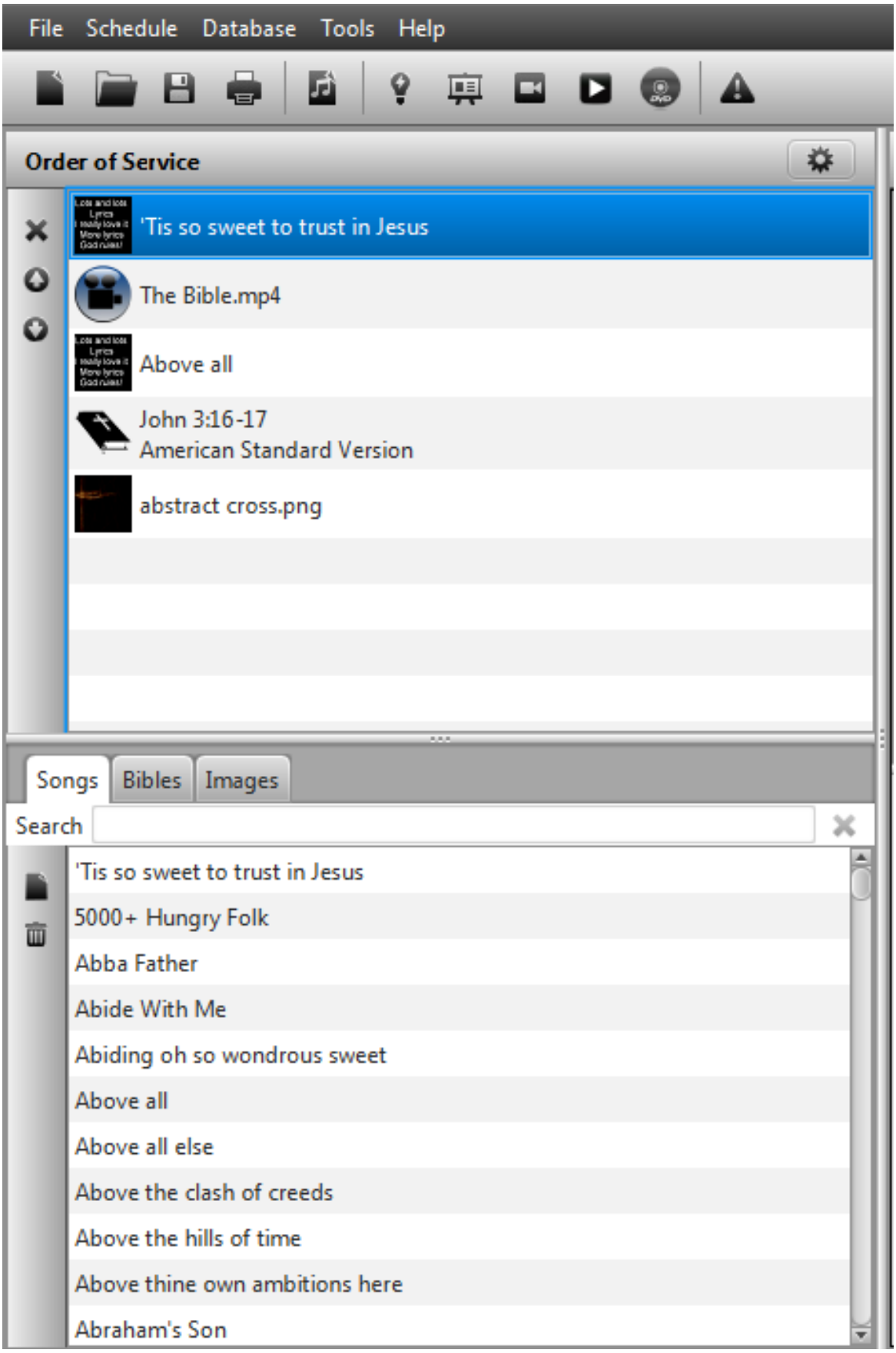
One might say Quelea is divided into three sections: Schedule and Database, Preview and Live.

1.1.1. Schedule and Database

Below you see the Order of Service and the Database, where all your songs will be stored and can be organised for different occasion. The first time you start Quelea you will need to add songs to the database (see 1.3). Once you have added songs to the database you can start organizing them in the Order of Service (see 1.4), or a Schedule as it also is called.

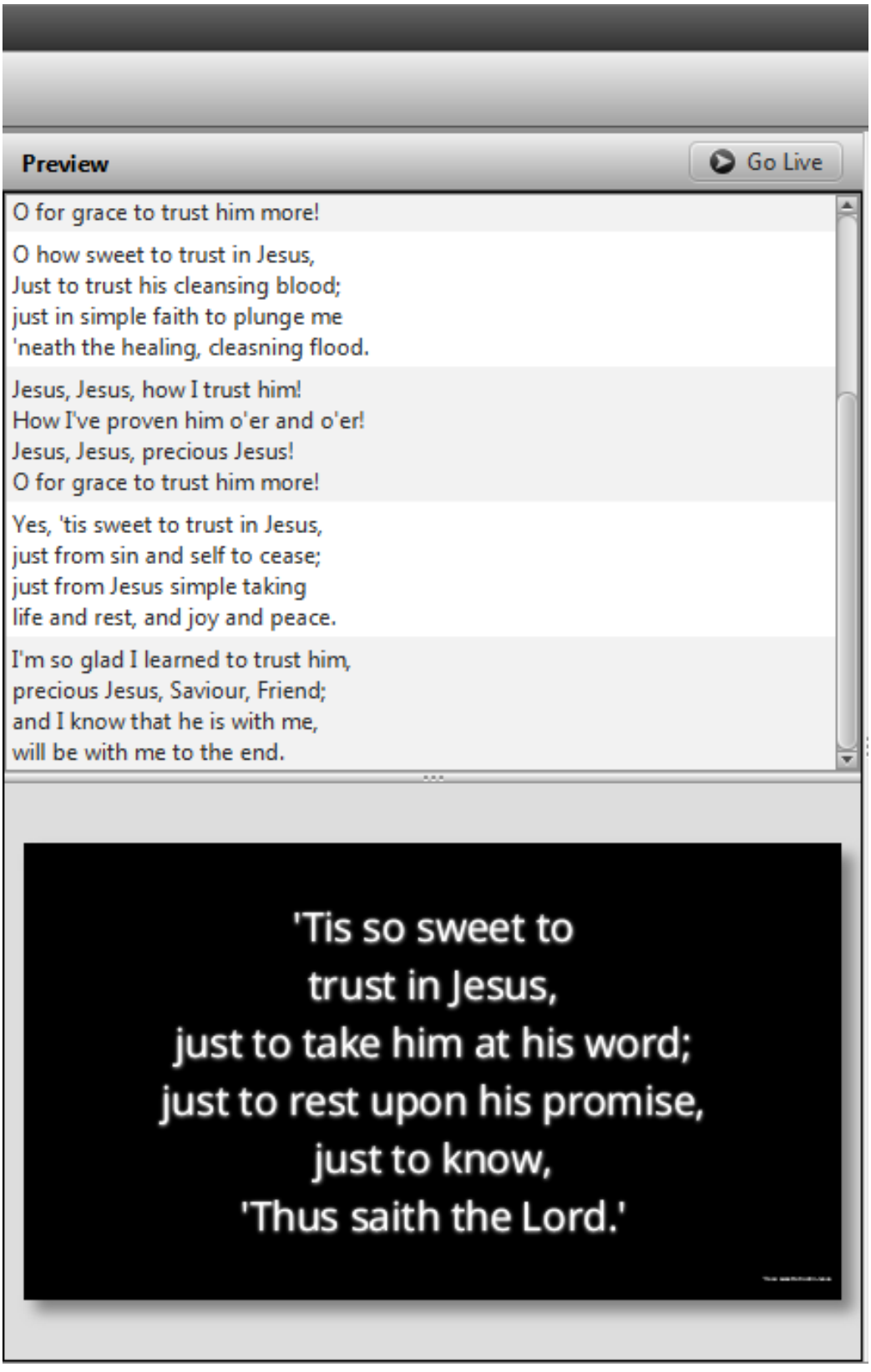


Below is an example of songs in a database and an Order of Service (Schedule):



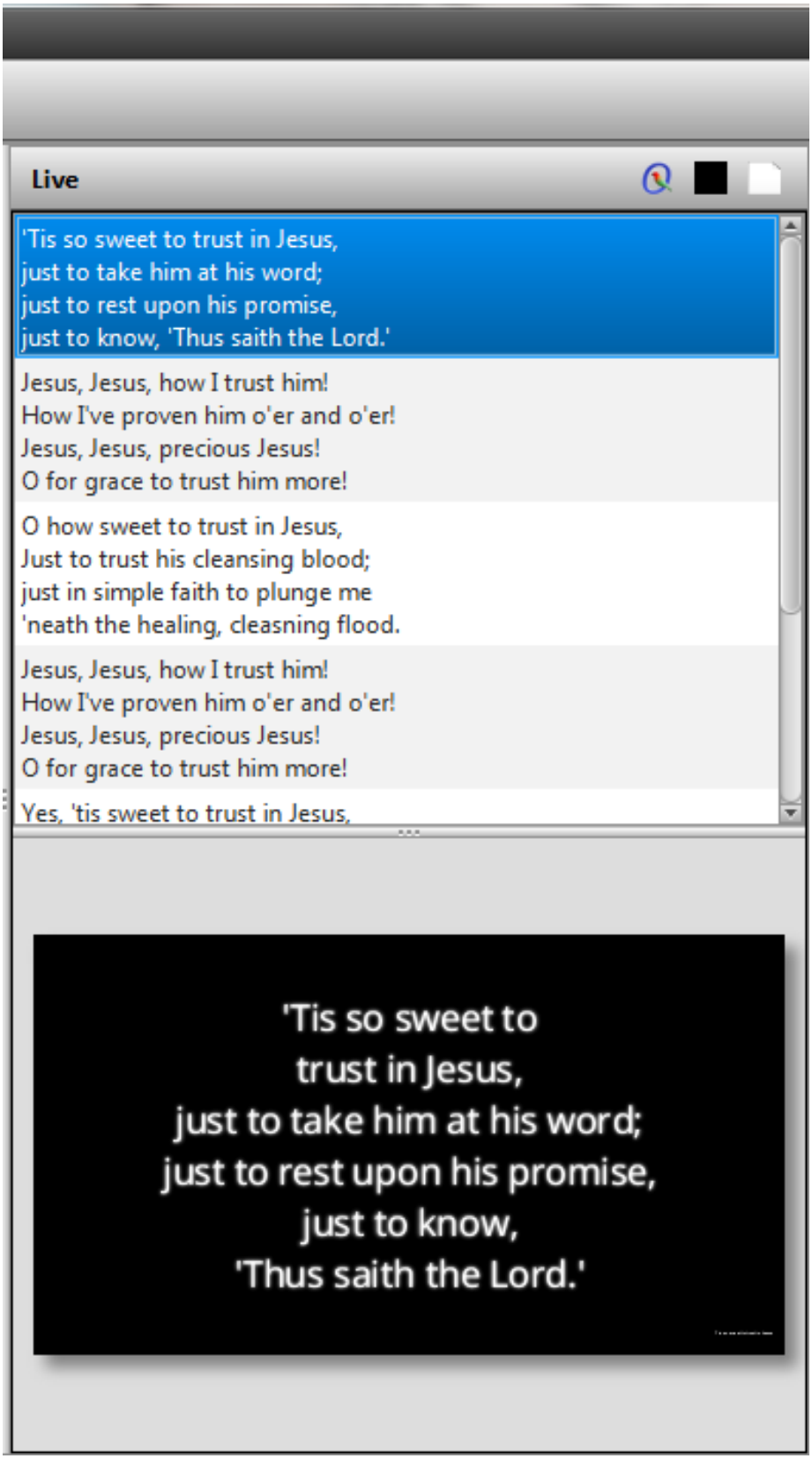
1.1.2. Preview

The preview allows you to see what your items will look like before you show them live. You can preview different slides by clicking on the different text sections or using your keyboard's up and down arrow keys or the Page Up and the Page Down keys. When you are ready to show the item live, just click the "Go live" button.



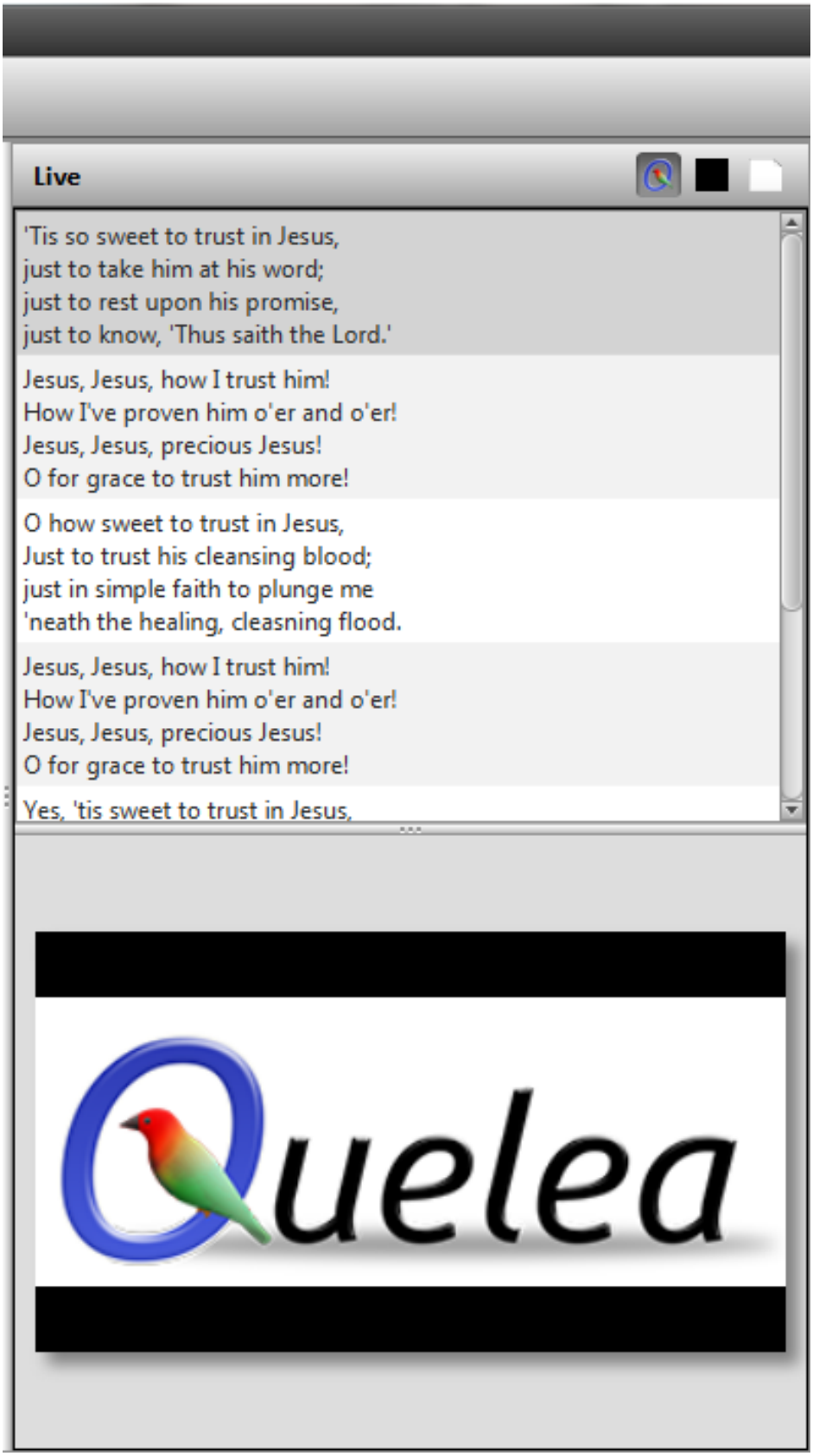
1.1.3. Live

In the live section you can switch between the slides by clicking on the different text sections or using your keyboard's up and down arrow keys or the Page Up and the Page Down keys. If you are not ready to show the text live just yet, you have three options to hide the text: Logo button, Black Screen or Clear screen.



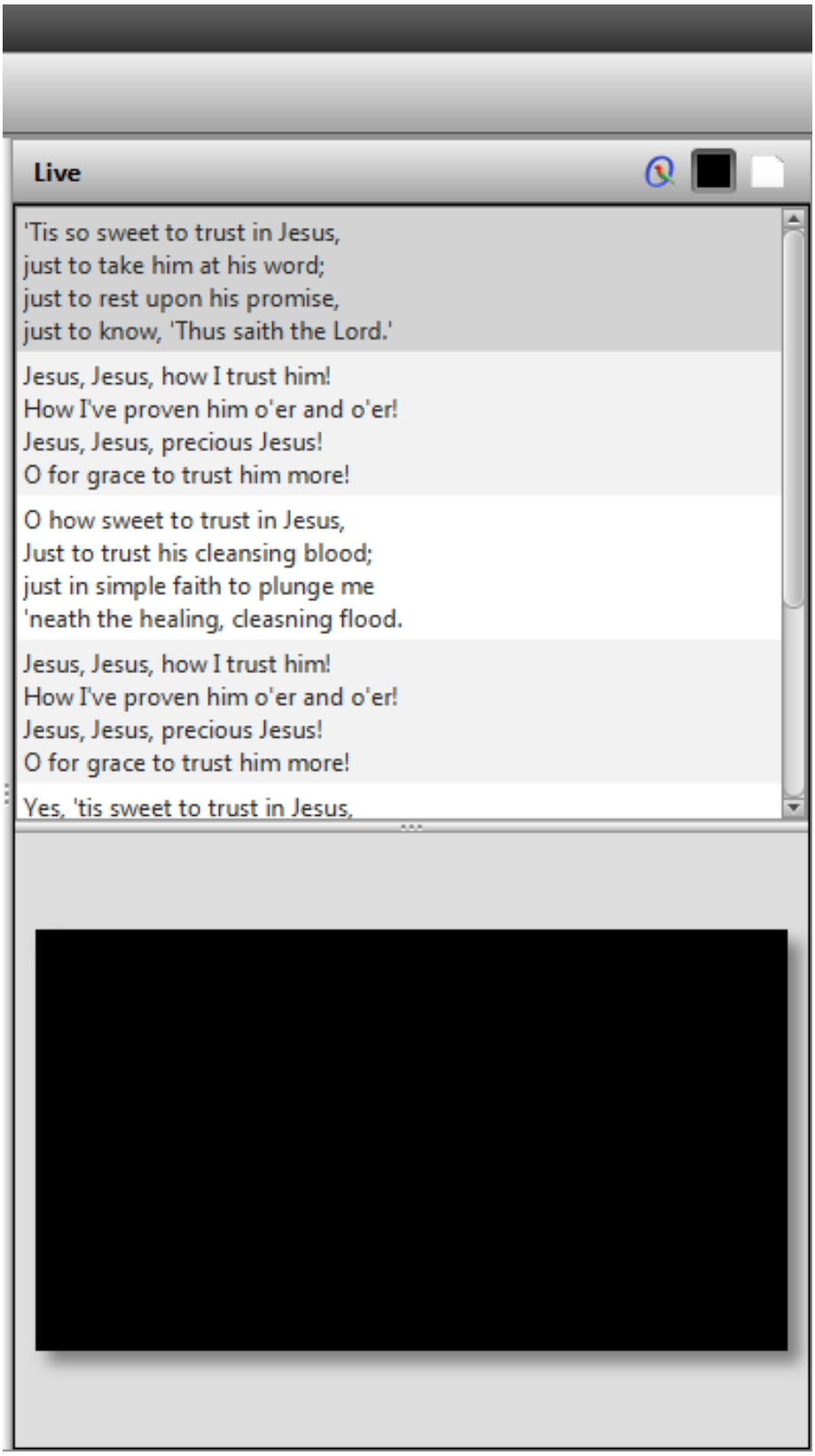
1.1.3.1. Logo button

If you select the Logo button, the logo you have pre-assigned will appear (see 2.2) and any changes of slide or item will not appear until you deselect the button.



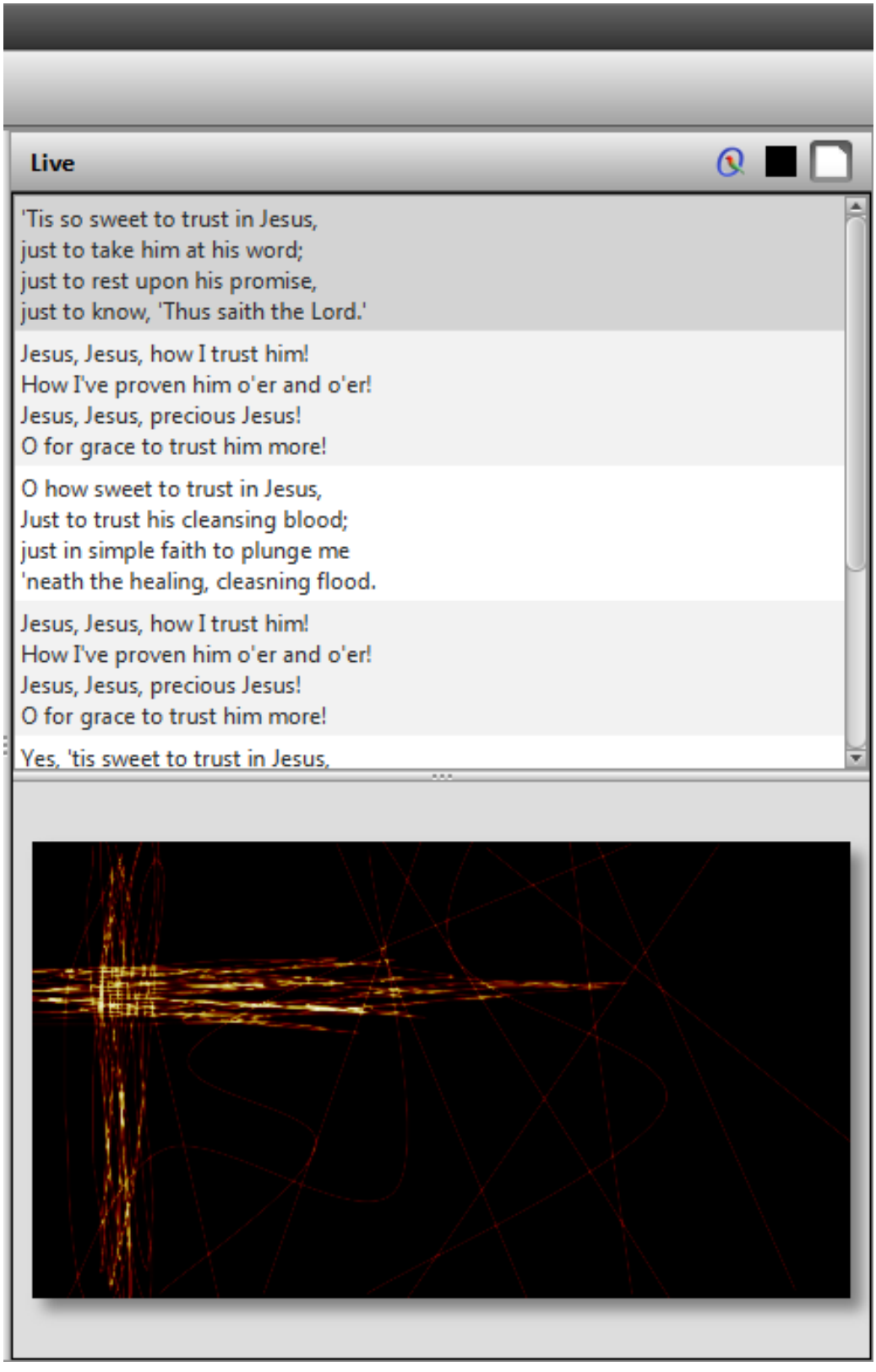
1.1.3.2. Black Screen

If you select the Black Screen button the projector output will be completely black, not displaying any changes of slide or item until you deselect the button.



1.1.3.3. Clear screen

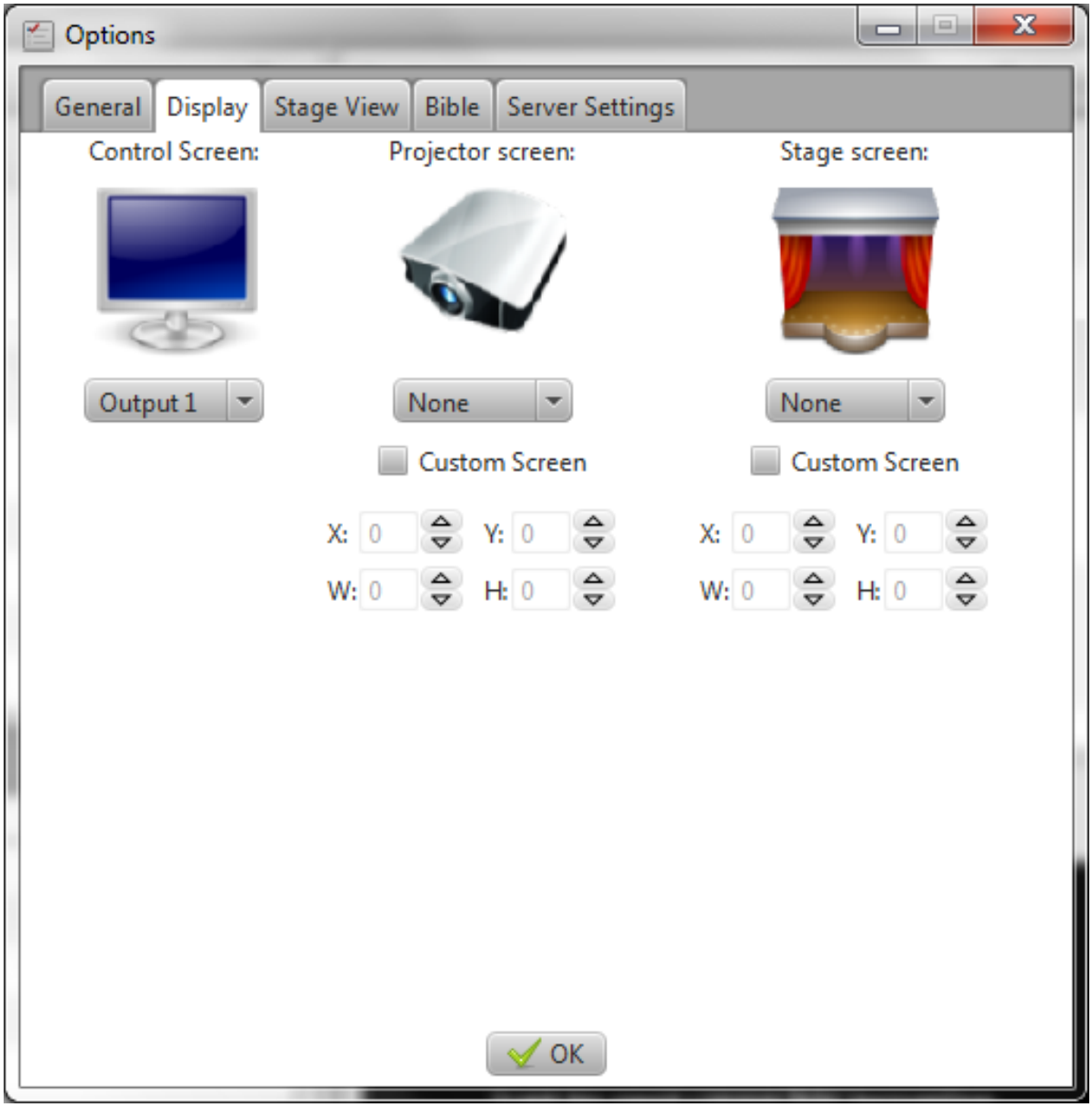
If you select the Clear Screen button any text will disappear and the background image/video/colour you have pre-assigned will be the only thing visible on the output (see 2.1. Themes). Any changes of slide or item will not appear until you deselect the button.



1.2.Setting up a projector

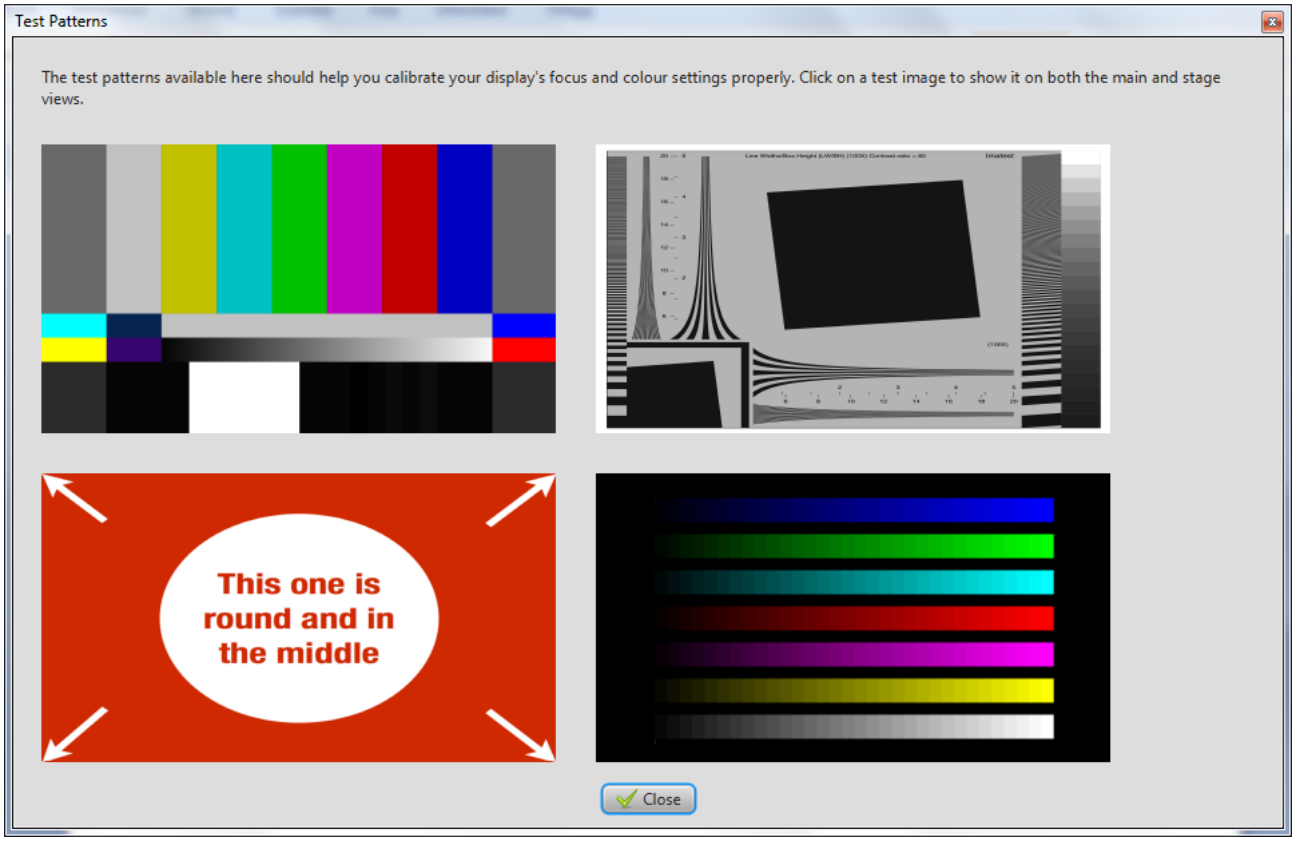
1.2.1. Selecting output

For Quelea to know where you would like to display the output, you must set up what screens you use. To access the settings, go to Tools and Options or press keyboard shortcut Ctrl+T. Select the tab Display. For most users, the appropriate setting would be to change Projector screen to Output 2 and press OK. (If the black projector screen now would appear on your computer, try changing the output again)



1.2.2. Using Test Patterns to adjust projector settings

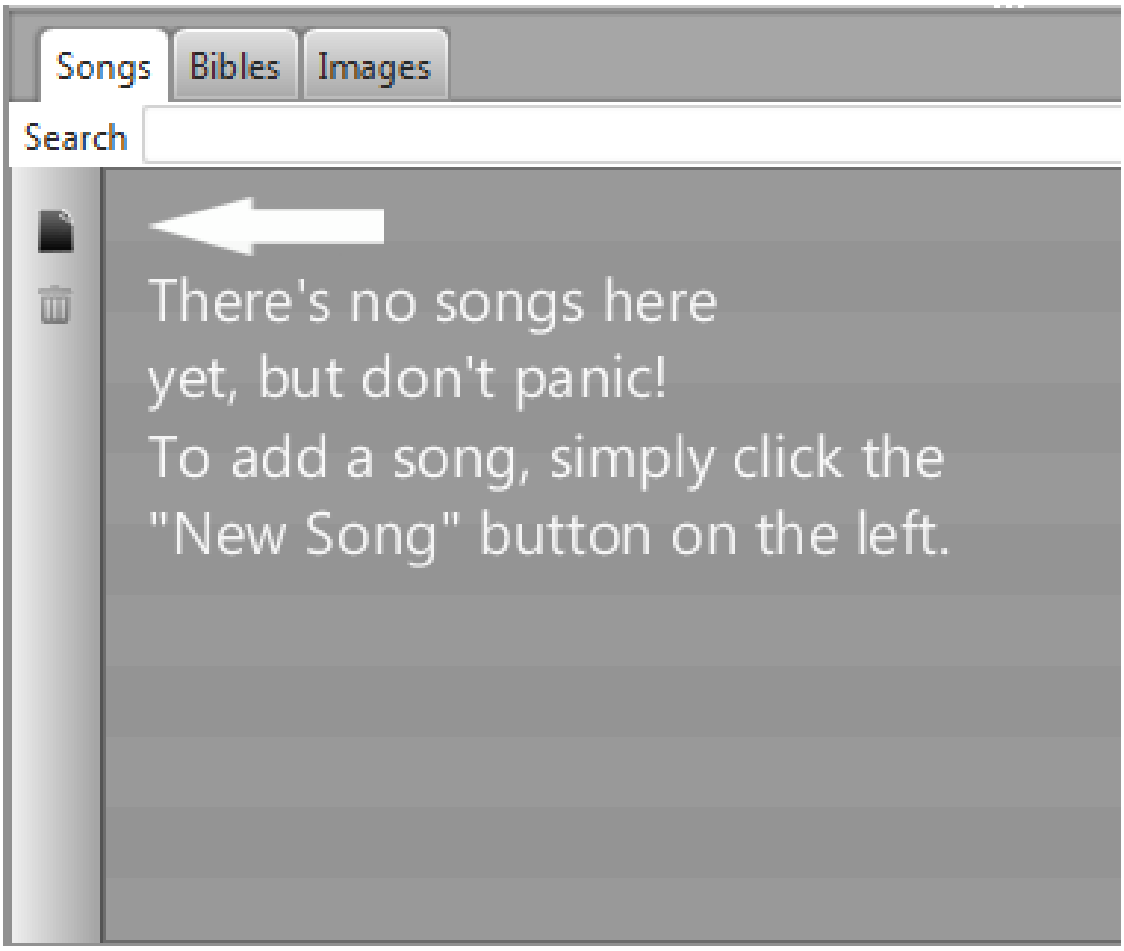
If you manually need to adjust the colours, size or other visual settings on your projector you might want to use Test Patterns: images created to simplify the adjustments. To find out how you adjust your projector you must consult your product manual. To find the images, go to Tools and Test Patterns. When you select an image, it will appear on your projector output that you set up in the previous step (1.2.1).



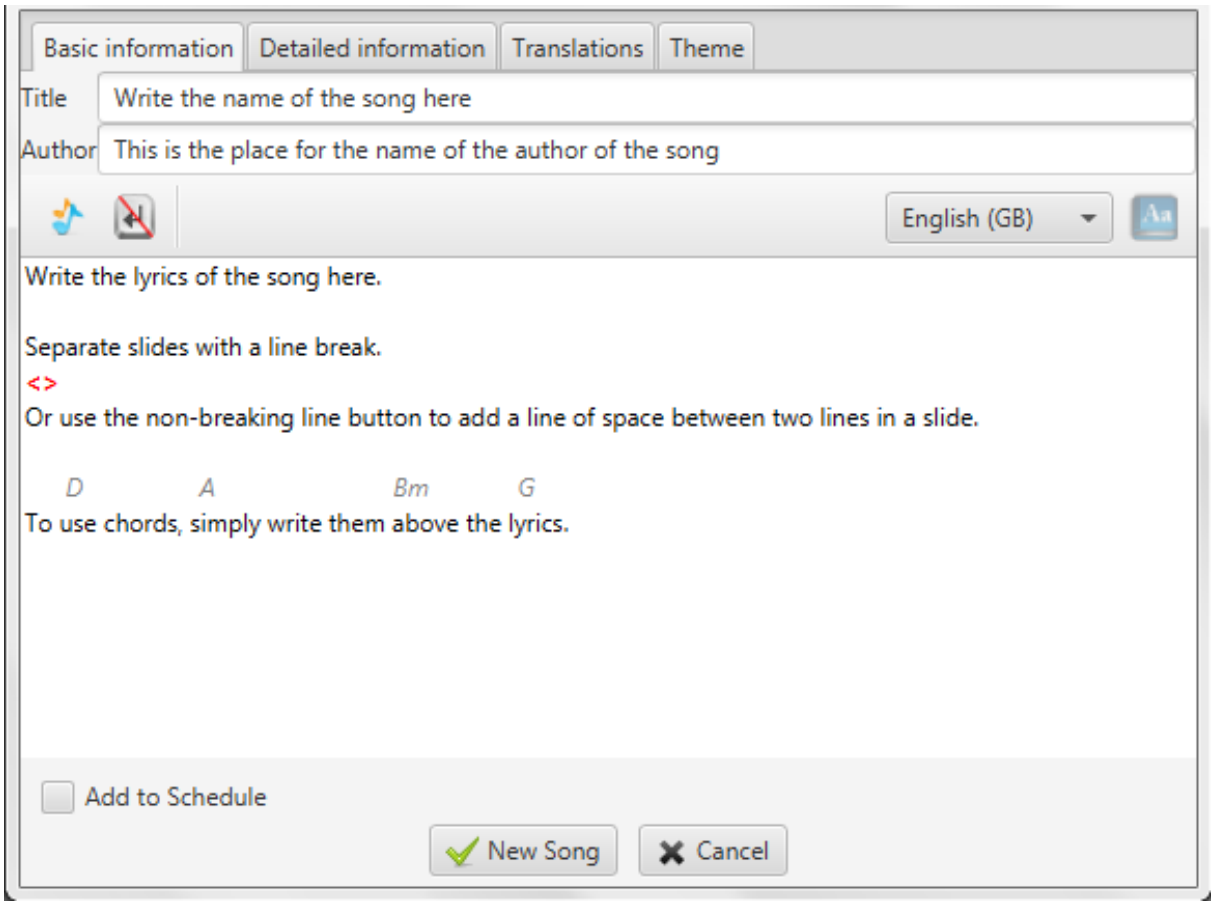
1.3. Adding songs to your database

1.3.1. Creating a new song

The first time you run Quelea your song database will be empty. A message will be visible, showing you where to click to add a new song to the database.



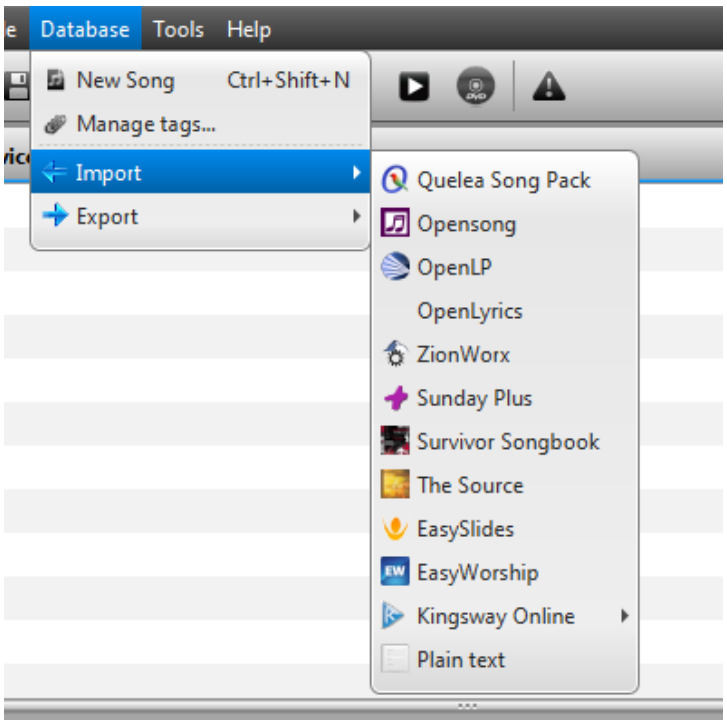
After clicking the button you will see the following dialog, where you can add the name of the song and the author, along with the lyrics. You might also add chords that you later can use with Stage View (see 2.8). It is also possible to transpose the chords by clicking the button with the two notes.



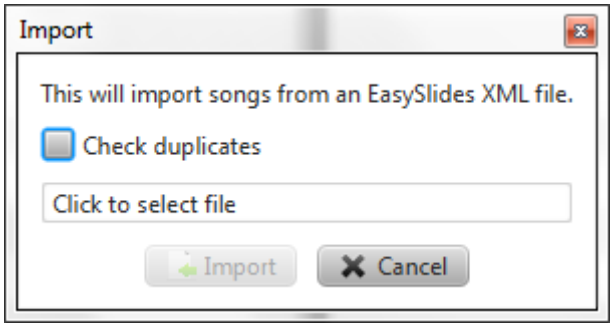
After you have added the lyrics, you might also want to add more information about the song, like CCLI number, Copyright or Year. You could also add a translation to a song or a separate theme for this song. For detailed information on how to do that see section 2. Additional features or follow the instructions under the dedicated tabs (Detailed information, Translations, Theme).

1.3.2. Importing songs from an other software

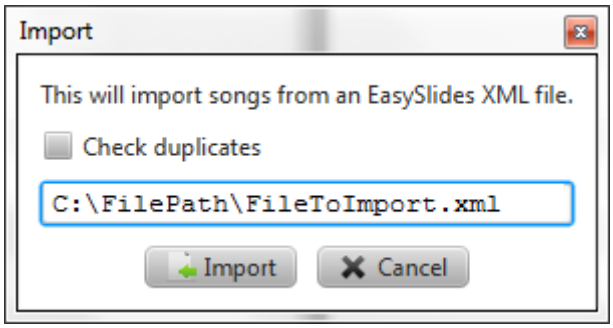
If you are migrating from another projection software, you might already have a database of songs that you would like to use. Instead of manually adding the songs one by one, you can use the Quelea import function. Quelea supports the import of databases from many of the most common software among churches, such as EasyWorship, OpenLP, EasySlides and many others. Simply click on Database, select Import and click on the source of the database you wish to import.



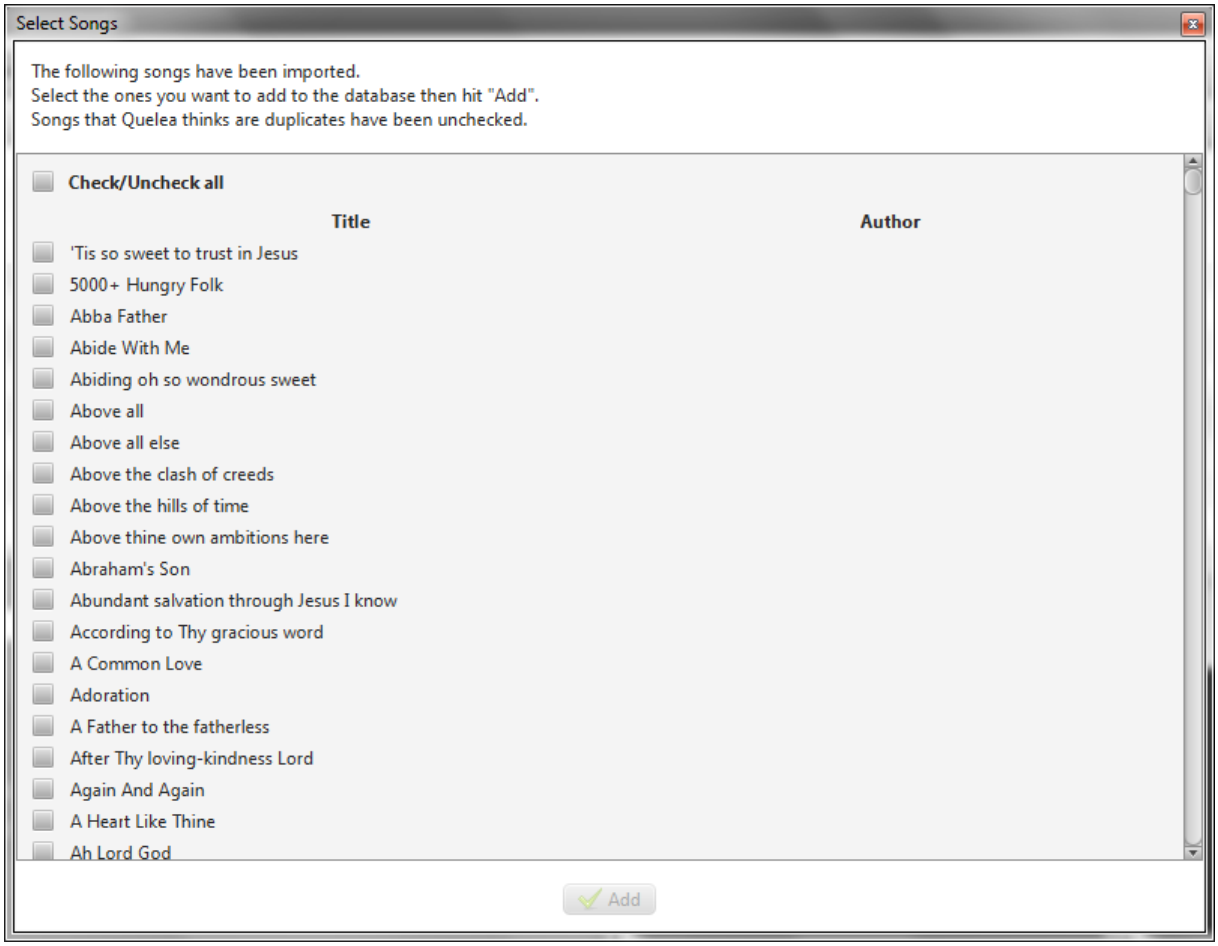
For this example we will use an EasySlides XML file, but the steps are similar when you import from another source.



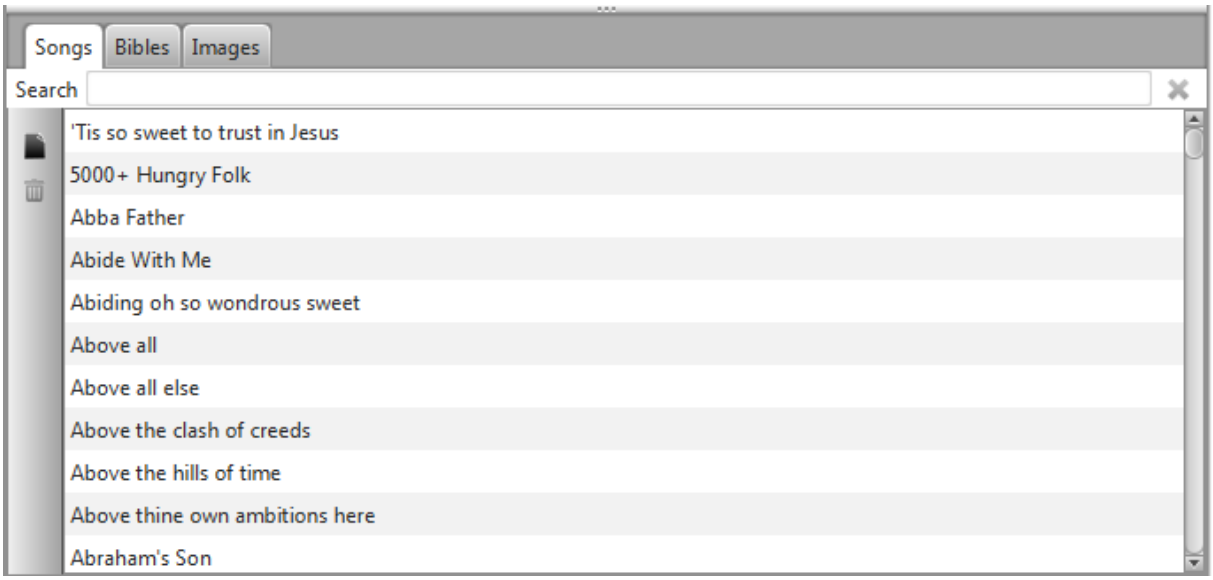
If you already have songs in your database and want to make sure Quelea will not import the songs you already have got, select “Check duplicates”. Otherwise, or after that, click on the text “Click to select file” and browse to the location of the database file.



After you have selected the file, the file path will appear. When you select “Import” Quelea will start to read the file to see what songs are in within the file.



After a while a new dialog will appear, asking you to choose what songs to import. If you want to import all, just select “Check/Uncheck all” and click on “Add”.



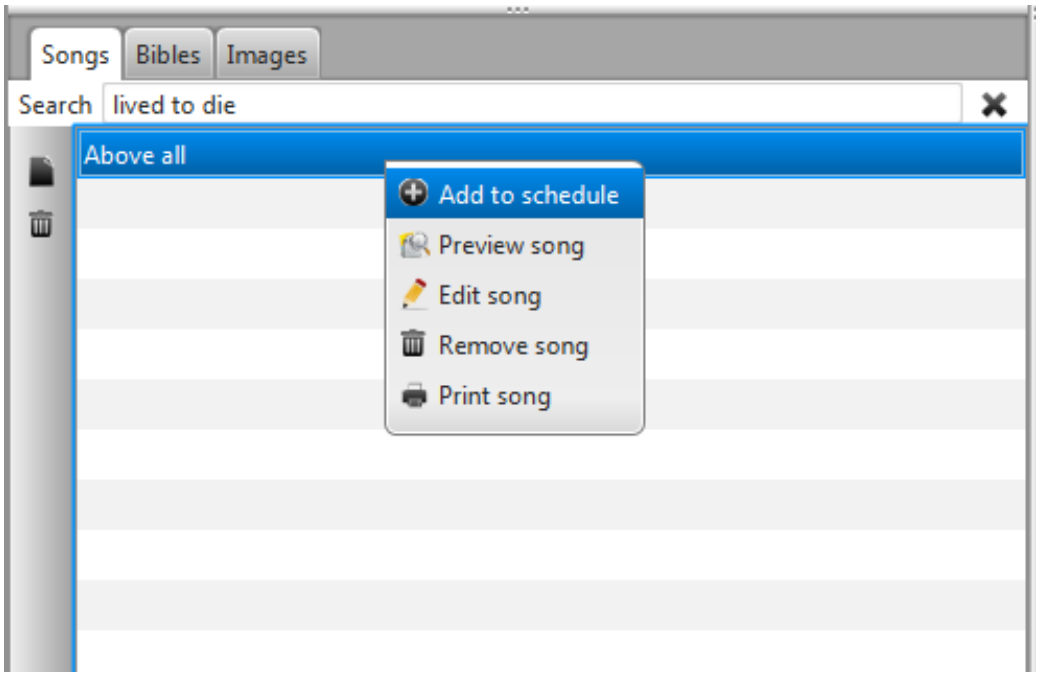
Once Quelea has finished importing the songs they will appear in your database and you are now able to add songs to a schedule (see 1.4) and showing them live (see 1.6).

1.4.Adding items to Order of Service

The Order of Service, or Schedule, is a way for you to organize multiple items for a certain occasion, e.g. a service. You can add songs, bible passages, images, presentations and videos (from a file on you computer, from YouTube or from a DVD) and then place them in the order you would like to have them.

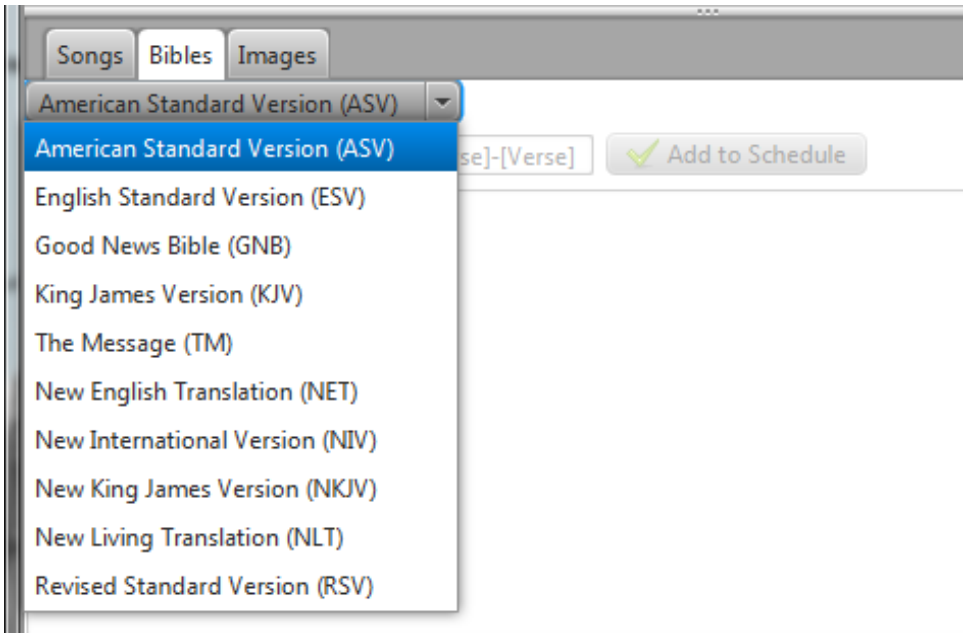
1.4.1. Adding a song

To add a song to your schedule, start by finding the desired song in your database. You could either search by title, phrase or author. You could also scroll through the database to find your desired song. Once you have found it you have three ways to add it to your Order of Service: by dragging the song and dropping it in the Order of Service, by pressing enter on your keyboard or right-clicking and selecting “Add to schedule”.

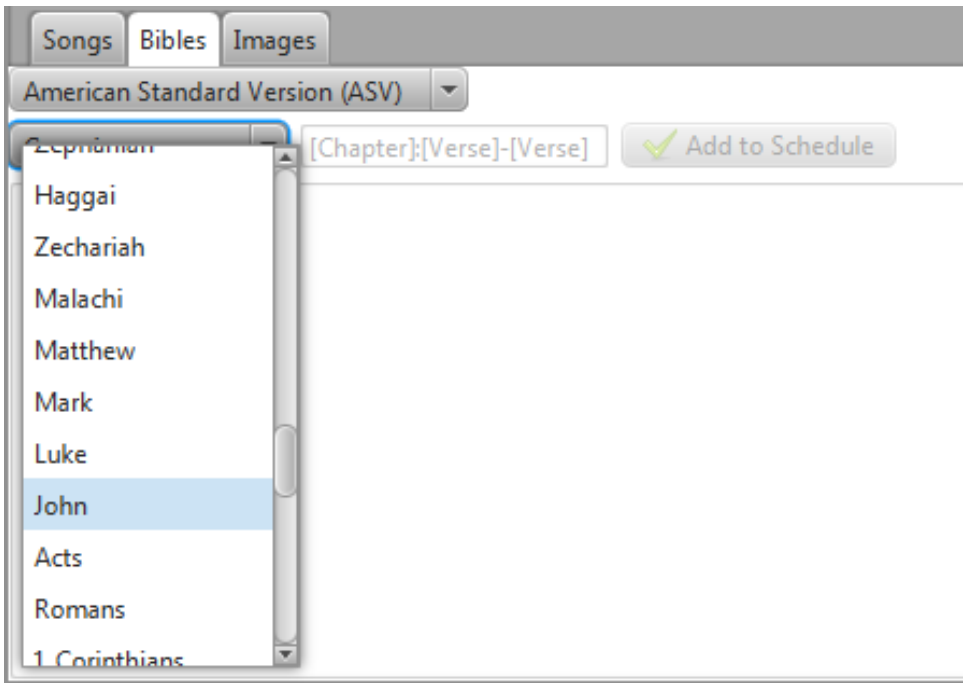


1.4.2. Adding a Bible passage

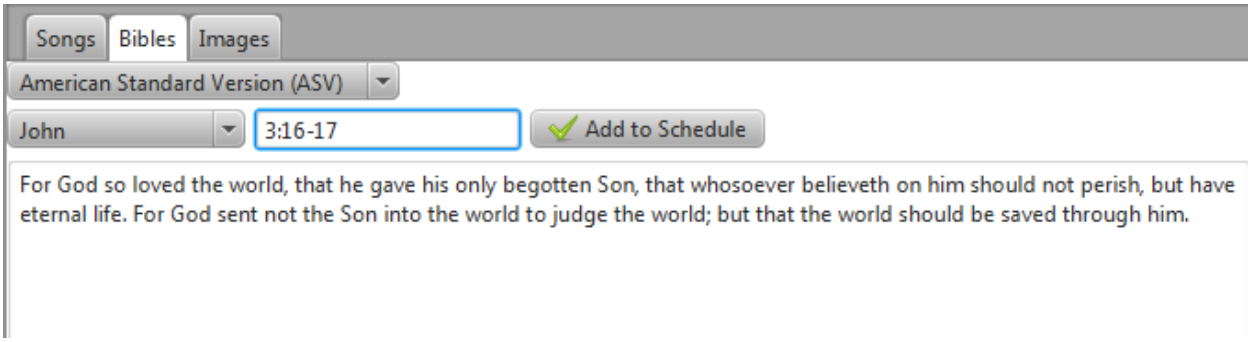
To add a bible passage to your schedule, you start by select the Bible tab. There your default bible (see 3.5.1) will be selected, but you are free to select whichever translation you prefer. (If your preferred translation is not in Quelea by default, read about how you can add bible translations at 3.5.1.Default bible and add a bible)



Next you select your desired book by scrolling through them.



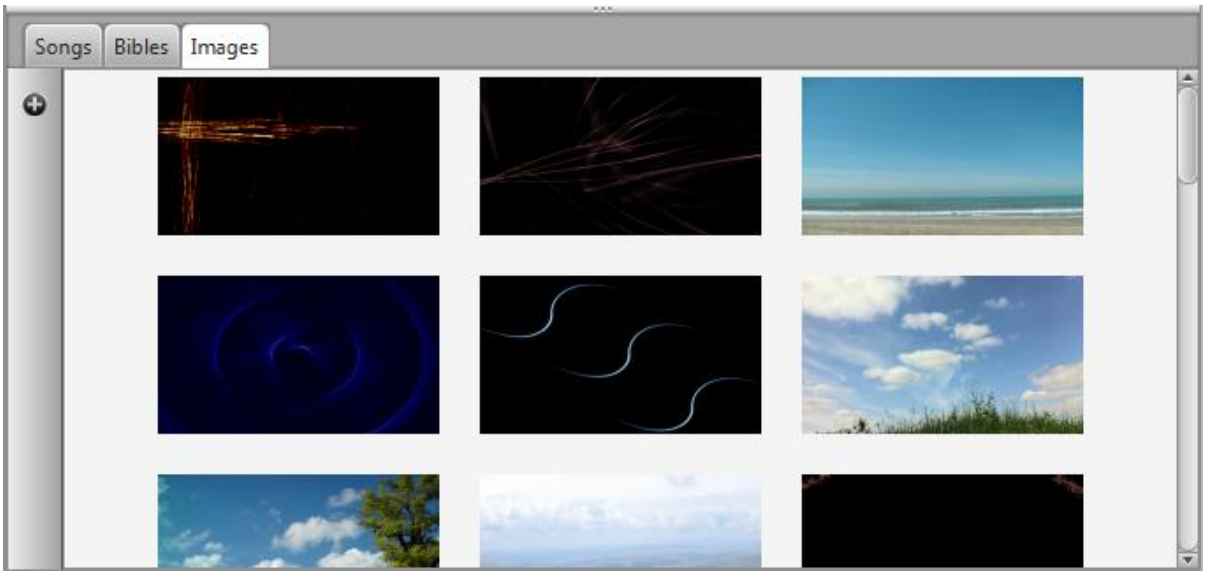
After that, you write the desired chapter and verse, separated with a colon (:). If you wish to add multiple verses, just separate the first and the last verse number with a hyphen (-). Not writing a second number after the hyphen before adding the passage to your schedule will automatically add the remaining verses of the chapter to the passage.



Once you have found the desired verses, press enter or click “Add to Schedule”. (If you later decide you would like to change the bible version of the passage, just right-click and select “Switch Version”.)

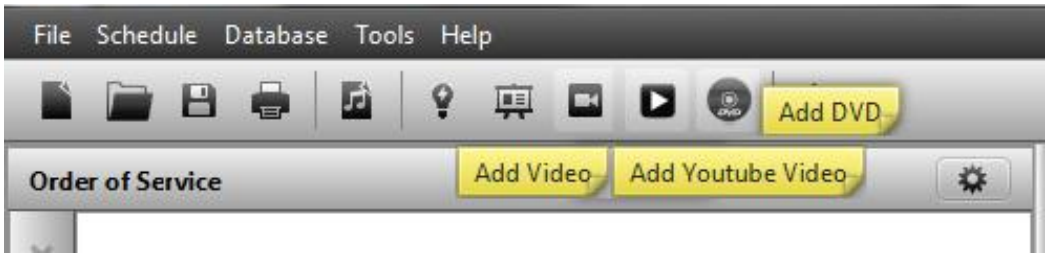
1.4.3. Adding an image

To add an image to your schedule, you simply press once on one of the images found in the Images tab. If you wish to add your own images, just click the Plus button on your left and browse to the desired image.

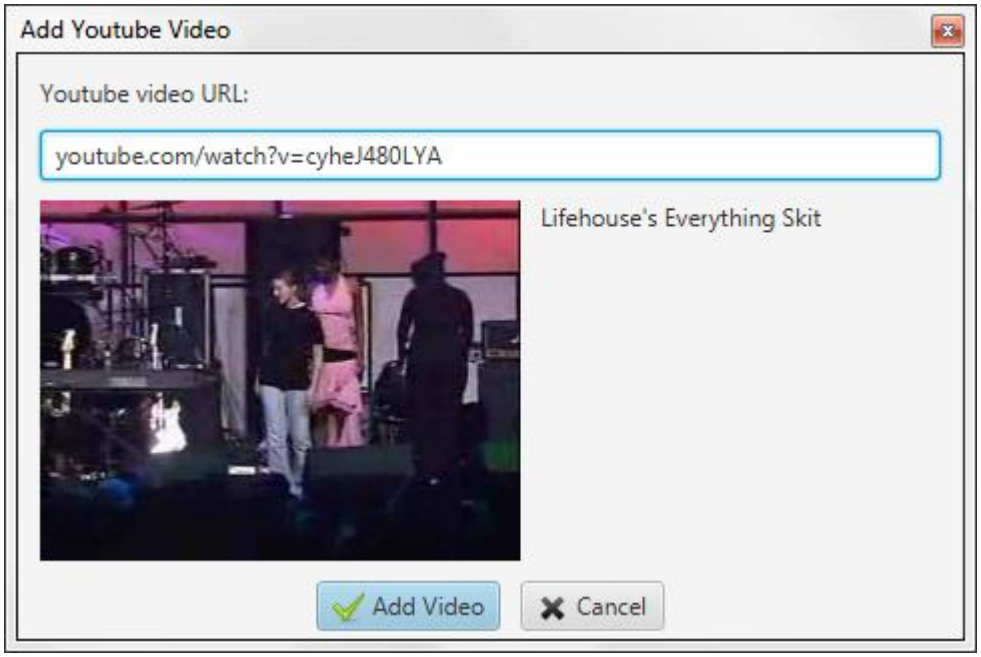


1.4.4. Adding a video

If you want to add a video to your schedule you have three options: add a video stored on you local computer, add a YouTube video or add a DVD video. All of the options are found as buttons in the top of the screen. Simply browse to the location of the video file/DVD or enter the YouTube URL of the desired video.

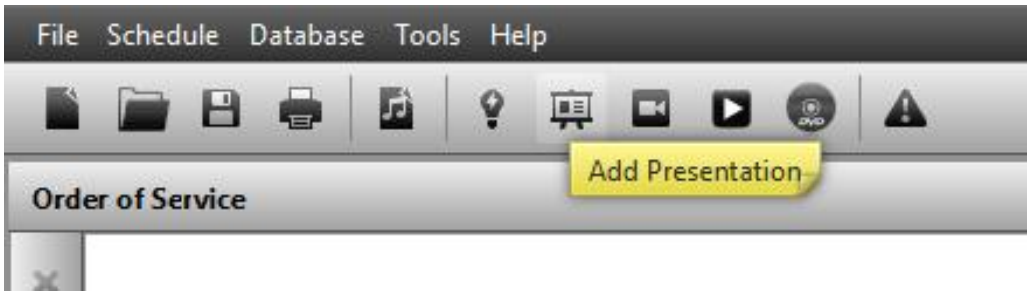


Once you have entered a YouTube URL, an image from the video will appear after a while along with the title of the clip. If nothing appears, check your Internet connection and make sure you have not misspelled the URL.



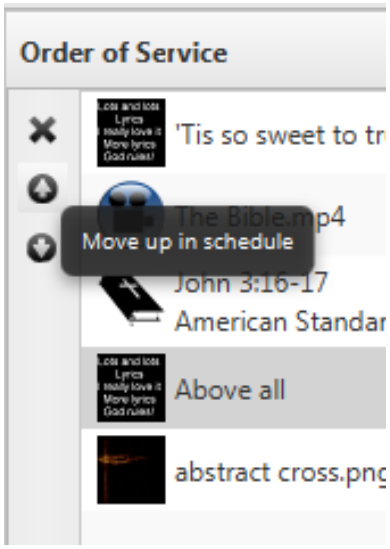
1.4.5. Adding a presentation

To add a presentation you press the small button in the top of the screen that looks like a projection screen and browse to the desired presentation stored on your local computer. To set up Quelea to use OpenOffice Impress for further features, see 3.1.3.



1.4.6. Organizing a schedule

You can use the small buttons to the left of the schedule to move an item up or down (arrow buttons) in the schedule or to remove one (X button).



1.5.Themes

How to set up themes will be covered in 2.1, but it might be good for you to know that you can use themes to set up font, colours, image or video background, text alignments or other non-standard settings. You find the themes located in the upper right corner of the Order of Service section; a colourful button.

1.6.Showing something live

Now you should have a Schedule ready to use. Select the desired item in the Order of Service and either press space bar on you keyboard or click on “Go Live” in the Preview section. There you navigate through the slides by clicking the different text sections or by using your keyboard’s up and down arrow keys. You can also use the Page Up and the Page Down keys, which often is used by presentation remotes. However, notice that this will not work if the database panel is selected.

1.7.Ready to go

This was a short introduction to get you started with Quelea. You now know the basic features that you need to know to be able to use it, but if you wish to extend your knowledge in how Quelea can be used and how you can adjust the settings to your needs, you will find more under “2. Additional features”, “3. Setting up Quelea for your needs” and “4. Shortcuts and other things that are good to know”.

2. Additional features

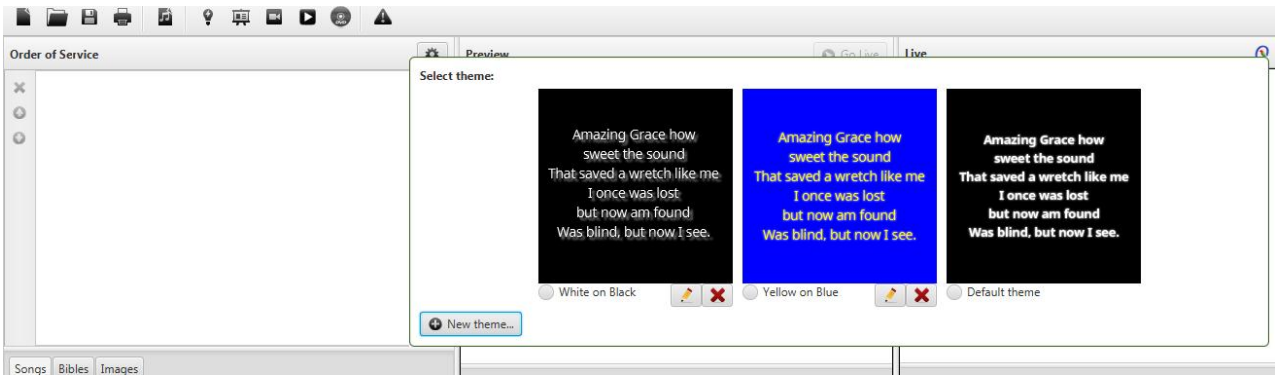
Quelea has a lot of features that might be useful for many users. Some of these features are unique to Quelea, others are found in similar software too – and the developers are constantly adding new features based of user requests. If you discover a feature you miss, or have a suggestion on how to improve Quelea, see the FAQ (Frequently Asked Questions) (6.) if it is a planed feature and/or contact the developers (https://groups.google.com/forum/#!forum/quelea-discuss).

2.1. Themes

In Quelea you can assign a certain layout to an entire schedule or individual layouts for each item. By default, the layout will be: black background and white text that is aligned to the centre of the screen. For different reasons you might want to change this, e.g. to make it more visually pleasing or for readability reasons. If you will have trouble finding a layout that works for anyone (for instance, some churches have found that dyslectic persons might sometimes be helped by different colours that others might prefer), you might want to take a look at the Mobile Lyrics feature, where each reader can assign their own colours (2.5).

2.1.1. Set a global theme

A global theme applies to all items in your schedule, apart from videos and presentations. Start by clicking the colourful button in the upper right corner of the Order of Service section. You will see the following.

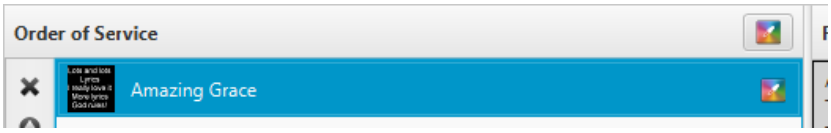


You will find two example themes along with the default theme. You can edit (pencil button) or delete (red x button) the two example themes if you wish, but the default theme is non-editable for you to always have a good standard option to revert to. To select a theme you simply click one of them and all items (songs or Bible passages) in your schedule will use that layout. If you would like to add your own theme, click the New Theme button in the left corner. Since setting up a theme always is done in the same way, regardless if it is a global theme or an individual theme, we will look into it further after finding where to set up an individual theme (2.1.3 Setting up a theme).

2.1.2. Set an individual theme

To set up an individual theme you can click the colourful button appearing to the right of the item when hovering it. You can also reach it by editing the item by right-clicking it and select “Edit Song” and then selecting the tab “Theme”. The second method can be done with an item in the schedule (both with songs or Bible passages) or with a song in the song database. One thing to notice here is that the individual theme will override the default theme, but any other global theme (added by you

or there by default) will override the individual settings you've made. (This is being discussed at the moment and will probably be an optional feature in the future.)



2.1.3. Setting up a theme

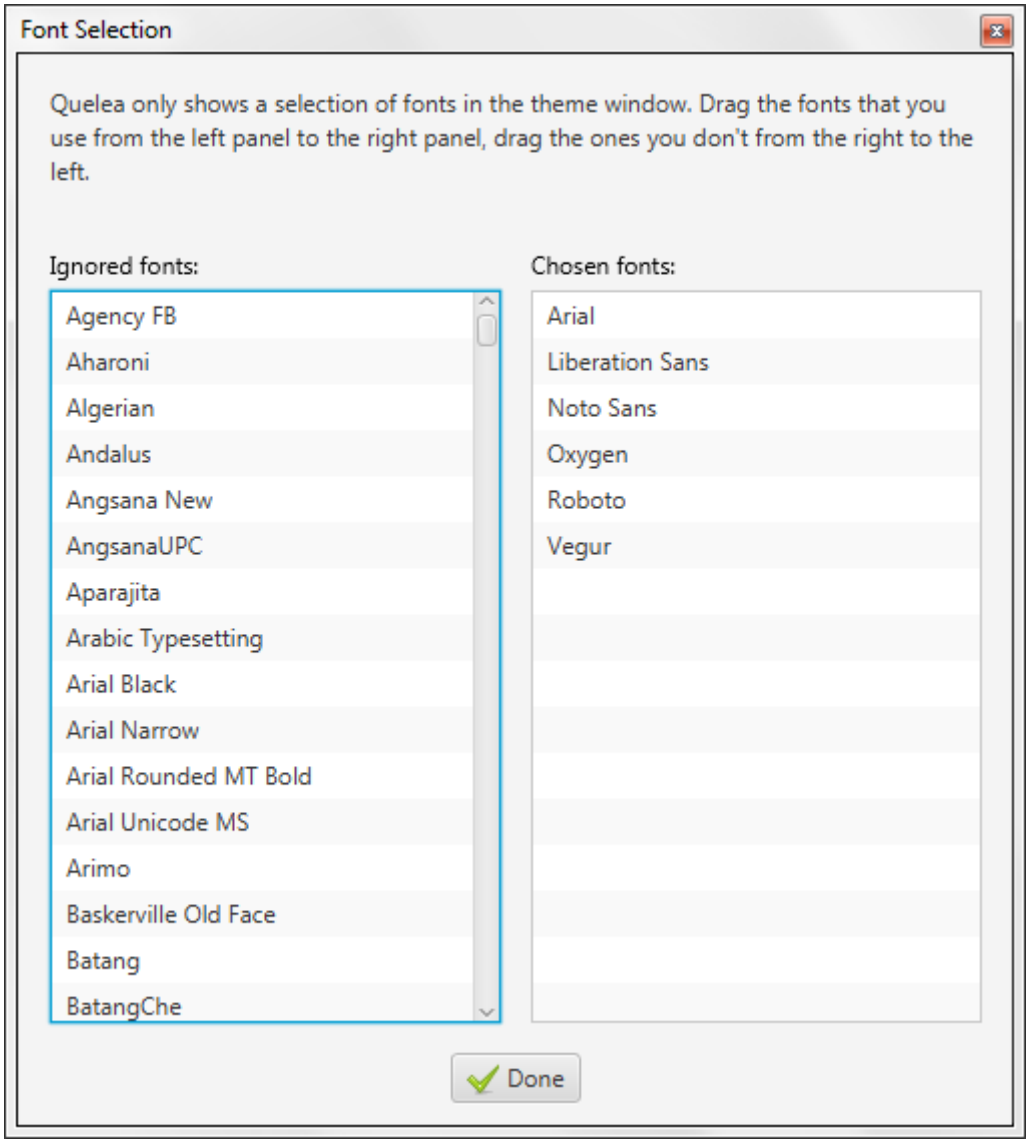
The only difference between setting up a global theme and an individual theme is the first line "Theme Name" which is needed to be able to save a global theme, other than that, the instructions are the same. As you will see, you can change Font appearance, Background and Text position.

2.1.3.1. Font appearance

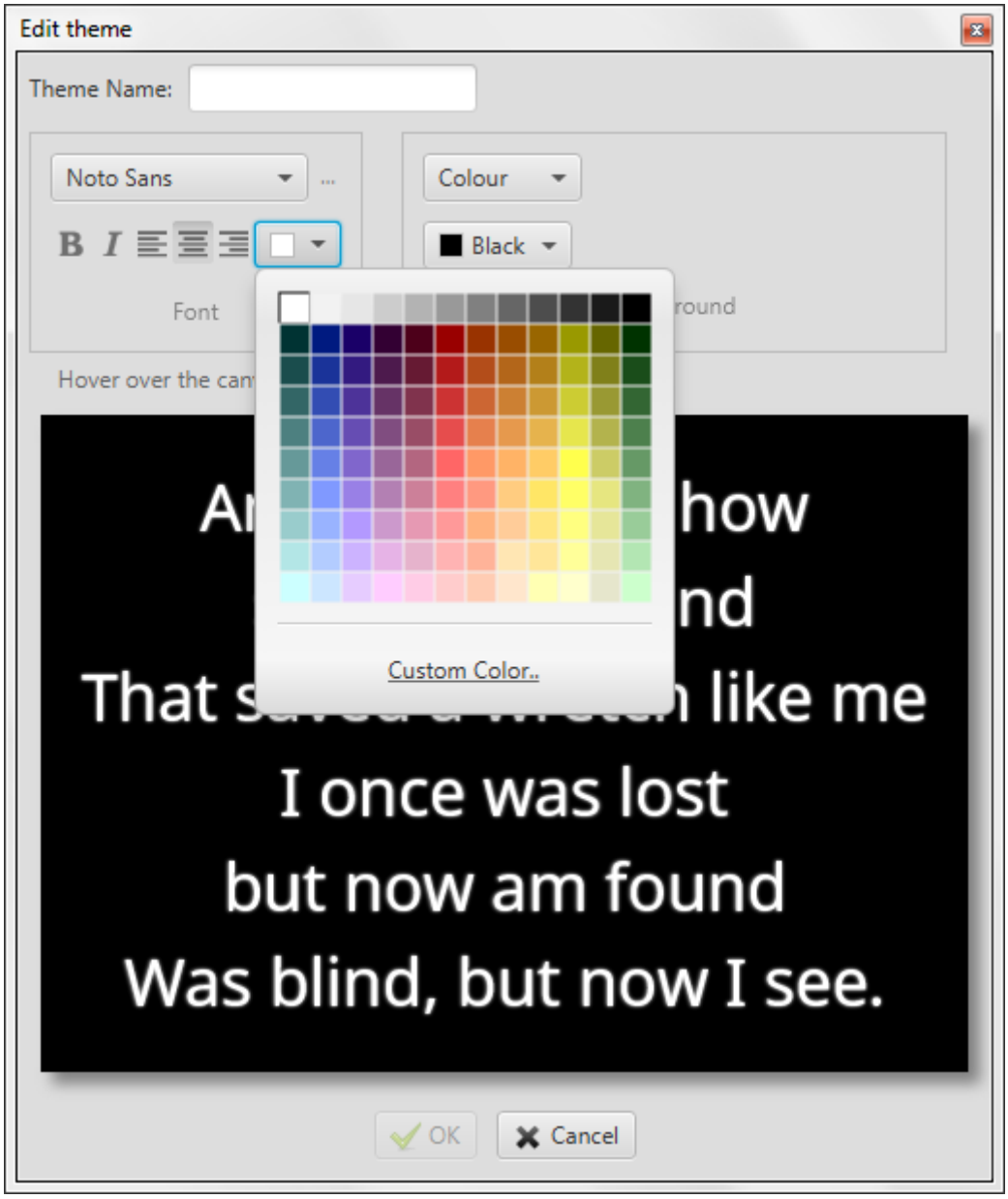
By default, there will only be six fonts available to you and “Noto Sans” will be the suggested font to use.

If you would like to add more fonts to choose between, you click the ellipsis (...) next to the drop-down menu.

That will open up a new window where you can drag and drop any font that you want to add from the left to the right, and any font you would like to remove from the right to the left.

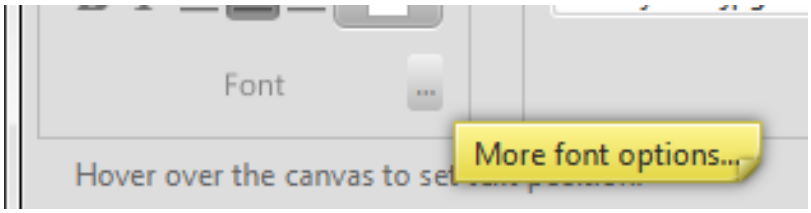


Once you have selected the preferred font, you can select the font appearance: if you want the text to be **bold**, *italic*, alignment to the left, centre or right, and the font colour.

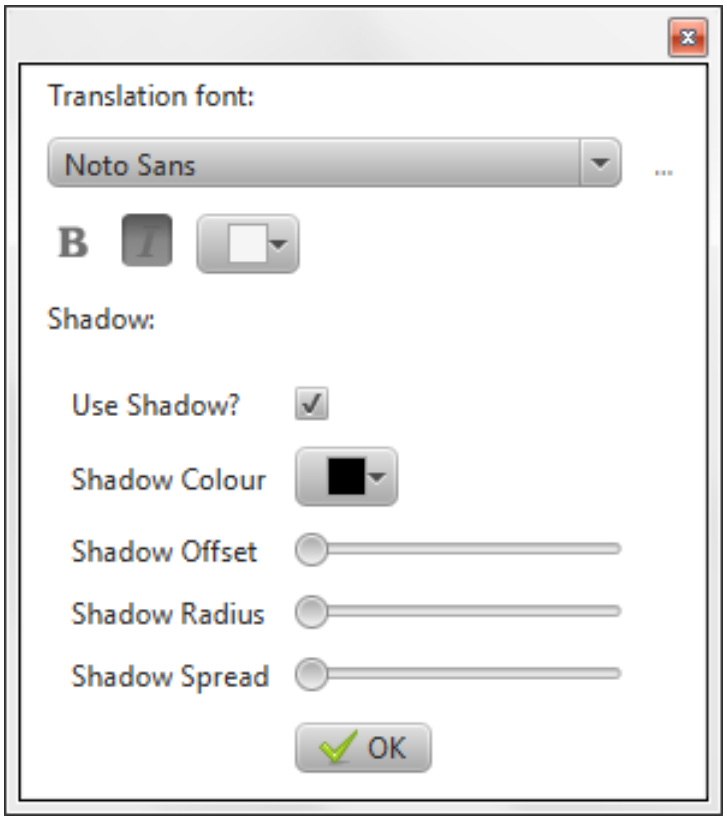


2.1.3.2. More font options – Translation appearance and Shadow settings

By pressing the ellipsis button (...) next to “Font” you find settings for the translated lyrics (see 2.4). You set it up in a similar way to the previous font settings (2.1.3.1).



You can also set up whether or not you want to use shadows and the appearance of them. You can activate or deactivate shadow, set shadow colour, shadow offset, shadow radius and shadow spread. All changes to the shadow settings will be previewed on the canvas, so you are immediately able to see the result.

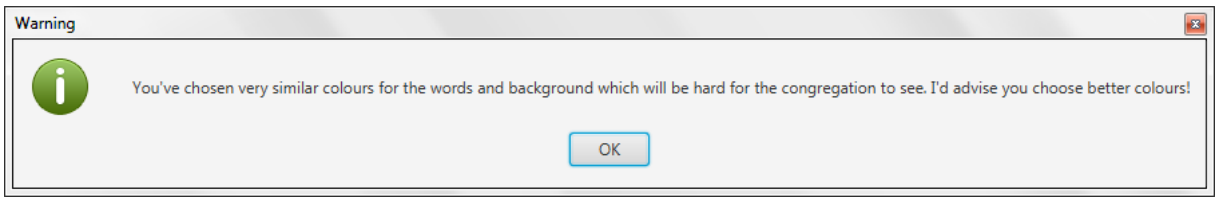


2.1.3.3. Background

In Quelea you can set the background to be a Colour background, an Image background or a Video background.

2.1.3.3.1. Colour background

If you choose a colour you are advised to choose a colour that is a good contrast to the font colour. If you would choose two similar colours however, a warning will appear, telling you that it might be hard to read.



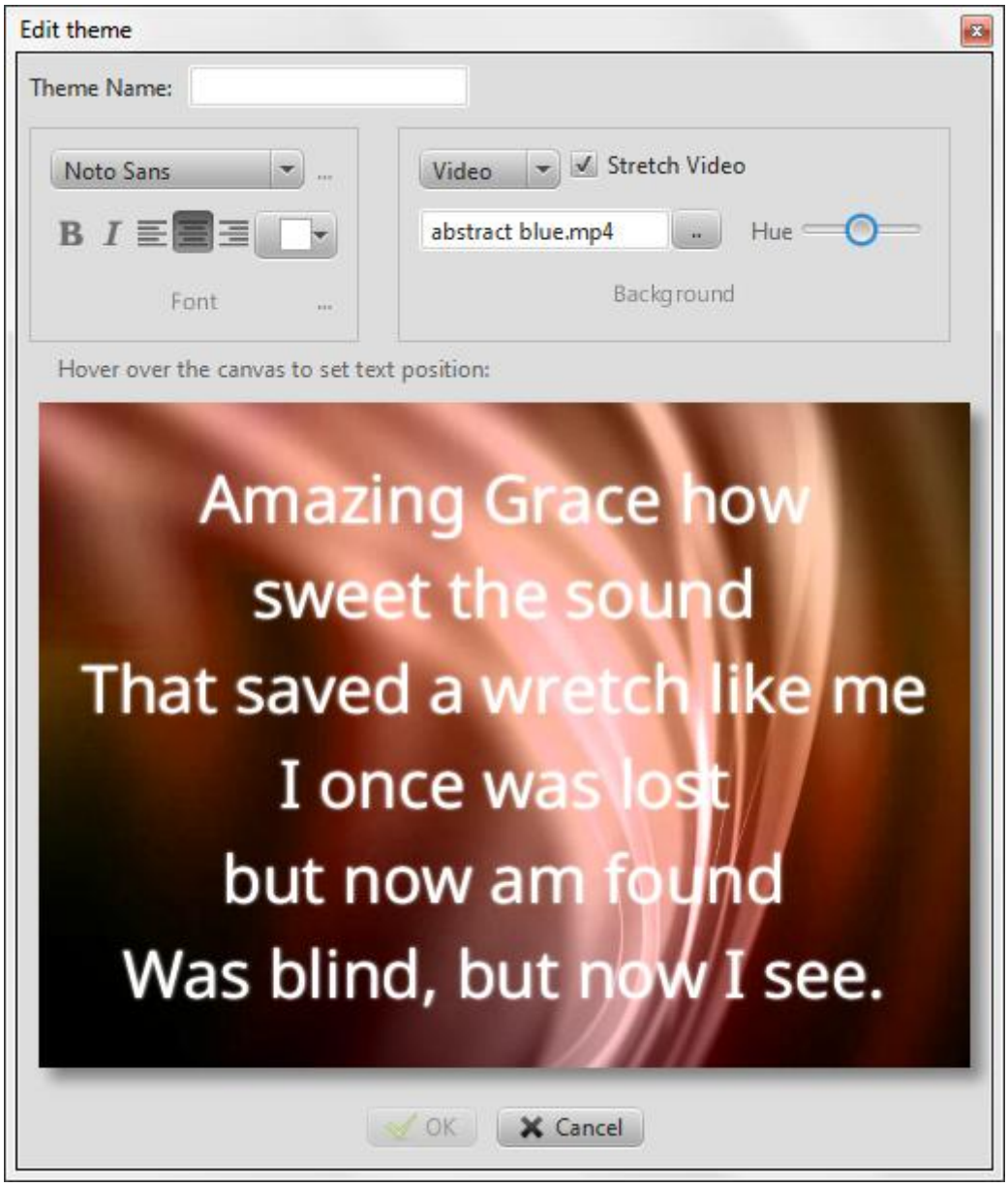
2.1.3.3.2. Image background

If you choose an image, you will have to browse to the desired image by clicking the button next to the blank box. By default, the file browser opens the Quelea image folder. If you would like to add your own image, just browse to the folder in which it is stored, although you are advised to first read the image guide lines stored in the "img" folder in the Quelea main folder (IMAGE GUIDELINES.txt).

2.1.3.3.3. Video background

If you would like to use video backgrounds, you will need VLC media player installed on your computer. (For instructions how to install it, visit http://www.videolan.org/vlc/) Similar to using an image as background, you will need to browse to the desired video, and the file browser will open the Quelea video folder first. (Note that you also can use live video as background, but that it requires advanced user settings; see 3.7.1.1. Using VLCARG to set up live video background)

If you want, Quelea can stretch the video to fit the screen. (If you need more video settings, look into the advanced settings available through VLCARG mentioned earlier.) You can also adjust the hue, if you would like different colours to your background video. Of curse, this option is best to use only with abstract videos.

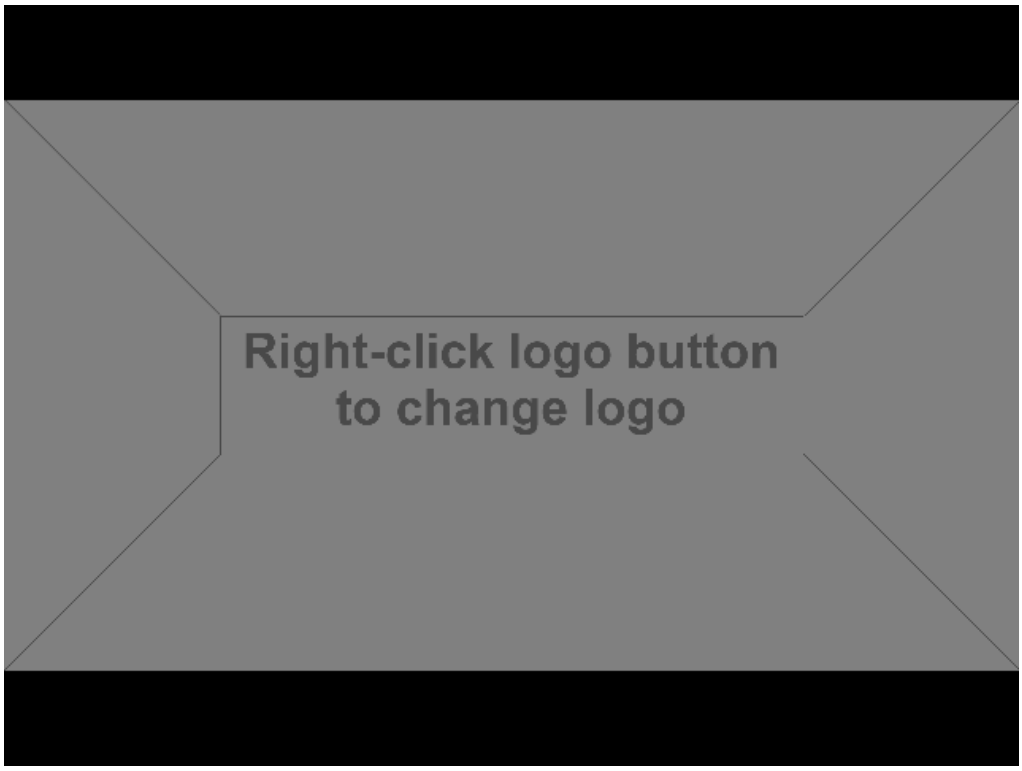


2.1.3.4. Text position

If you hover over the canvas, where the sample text is displayed, nine boxes will appear. By selecting one of them, you can set the text position best suited for your projection environment.

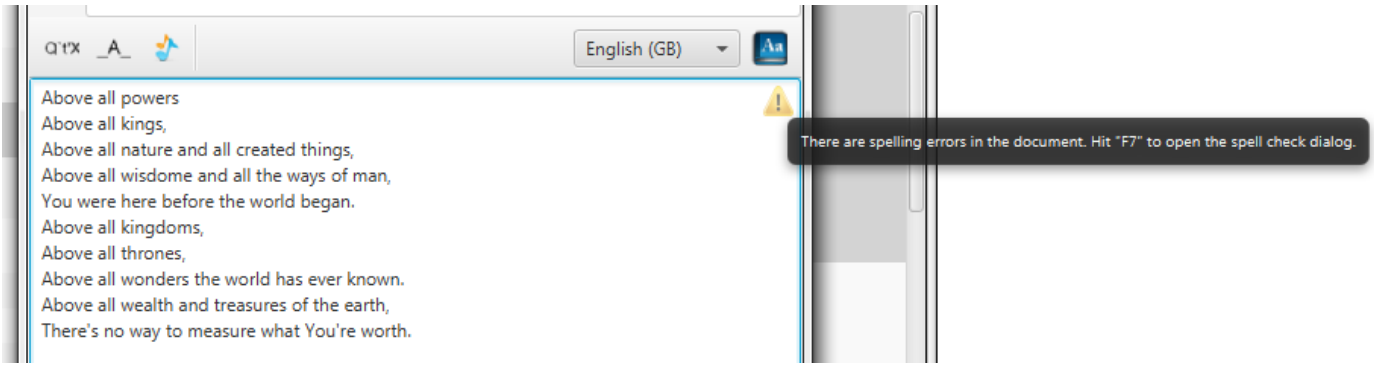
2.2.Logo

First time you click the logo button, you will see instructions how to add your own logo to display in Quelea. If you have already followed the instructions once, next time you click it, you will instead access the logo you have assigned, but a tooltip is always available if you hover the mouse over the button if you would like a reminder on how to change the logo. Setting or changing the logo is simple: all you need to do is to right-click the logo button and you will be able to browse to the desired image. This image can later be used as an alternative to fade into, rather than fading to background image/colour/video or a blank screen.

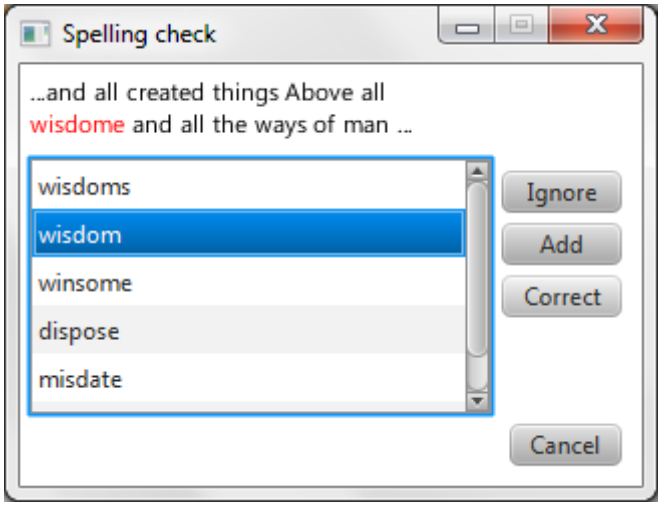


2.3.Spelling check

If you misspell a word, Quelea will automatically find it as long as you have selected the right language for the song. If a spelling error is found, a yellow triangle will appear in the upper right corner, telling you that there is at least on error in the lyrics. By clicking the “Aa” button that looks like a book, or by hitting F7 on your keyboard, you can access the spell checker.



Here you can change the misspelled word to one of the suggestions by selecting the desired suggestion and then clicking “Correct”, make the spell checker ignore the word for this song by clicking “Ignore”, click “Add” to add the word to the dictionary or click “Cancel” to manually correct it. Once you have clicked Ignore, Add or Correct, the spelling checker will automatically find any other spelling errors for you.

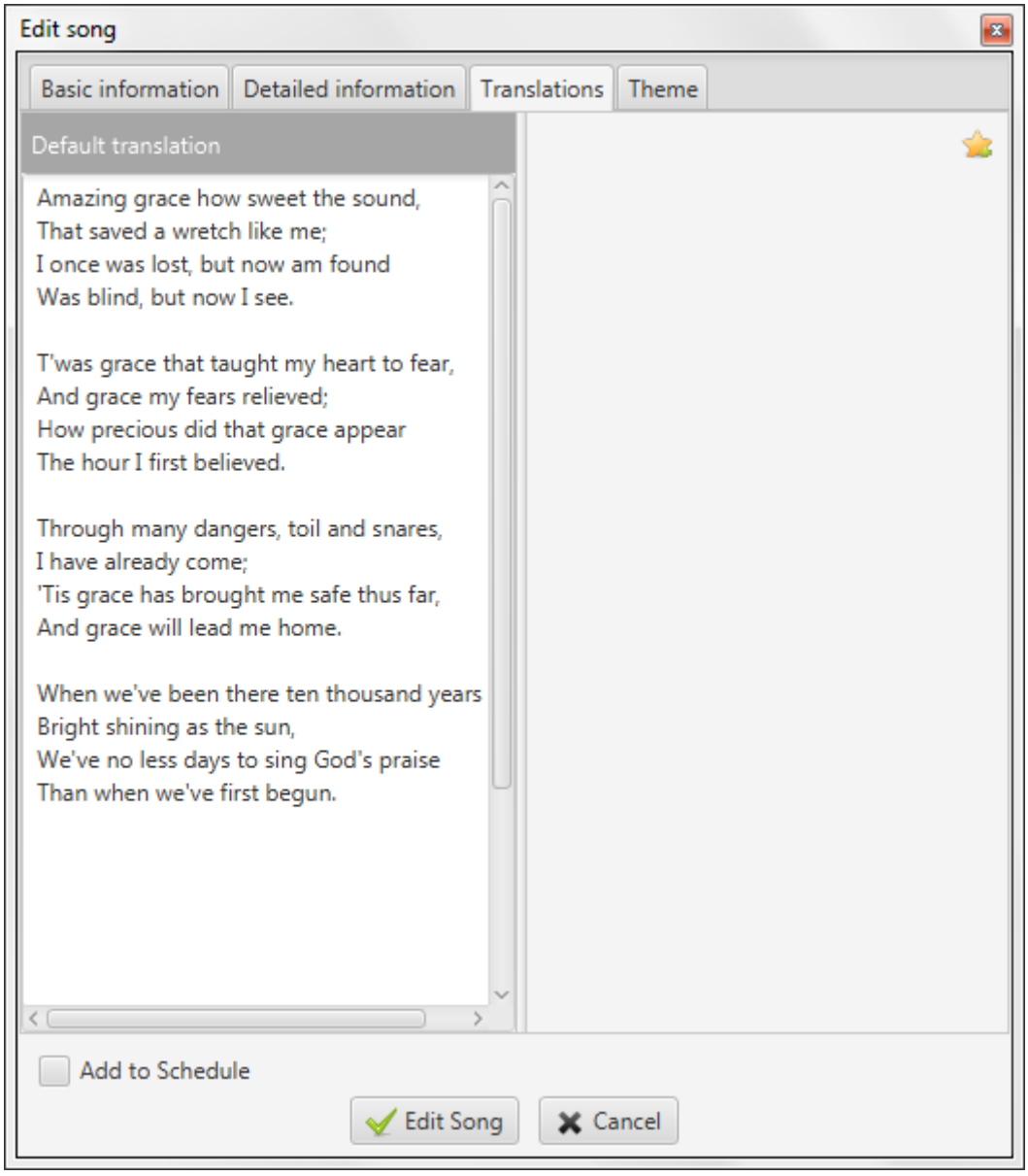


2.4. Translations

Since Quelea 2014 Exodus it is possible to use translations of songs. You can store many translations to a song, but at the moment only display one at the time.

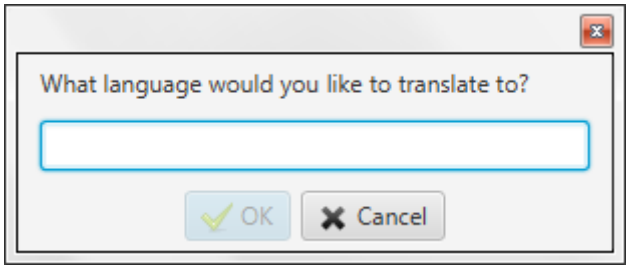
2.4.1. Add a translation

To add a translation, you need to edit a song (by right-clicking a song and selecting “Edit song”). One of the tabs in that window is called “Translations”.

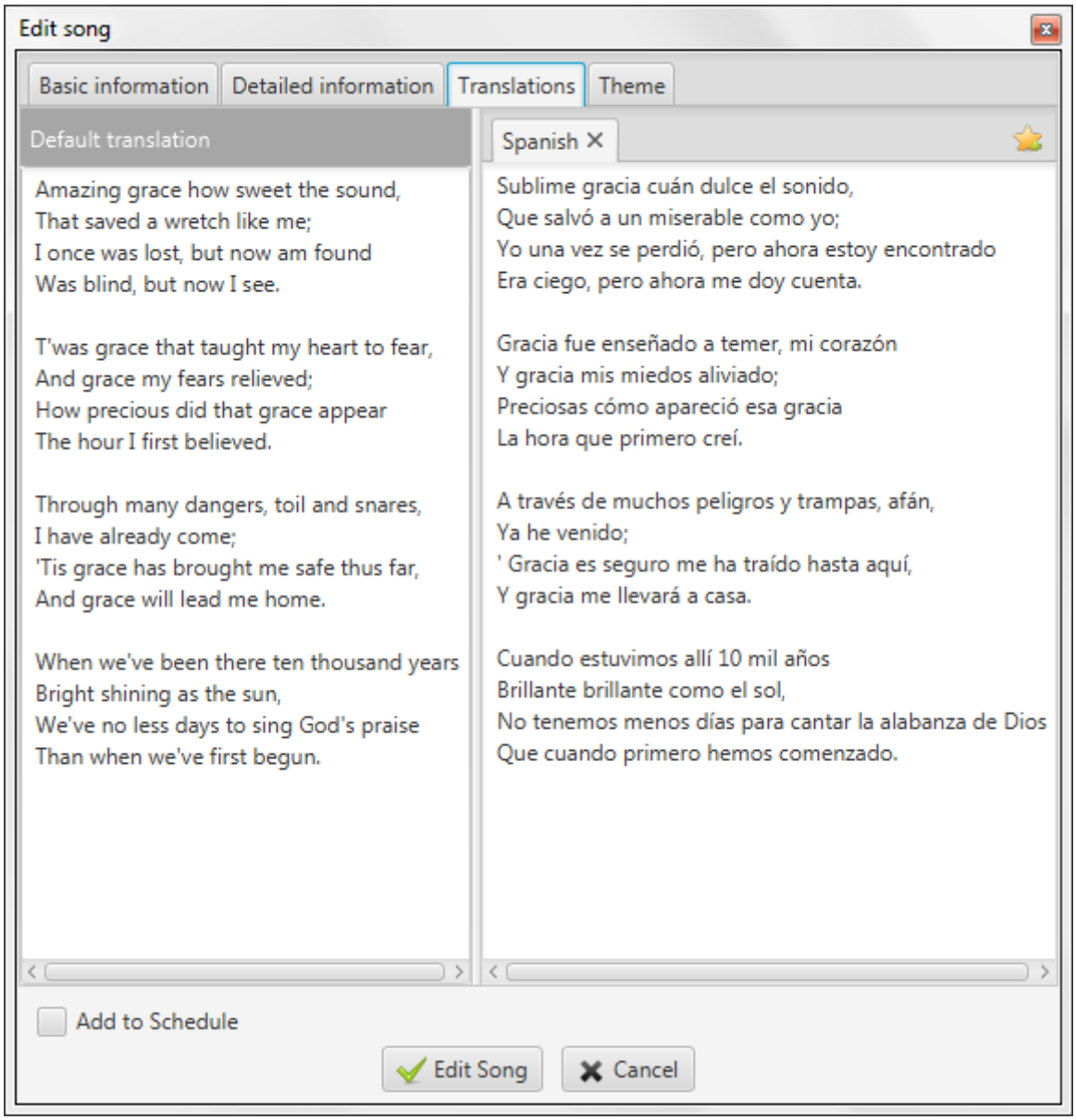


On the left side you see the default translations, the lyrics added in the tab Basic information. On the right side you see the space where the translations will be added. To add a translation to a song, press the star button in the upper right corner.

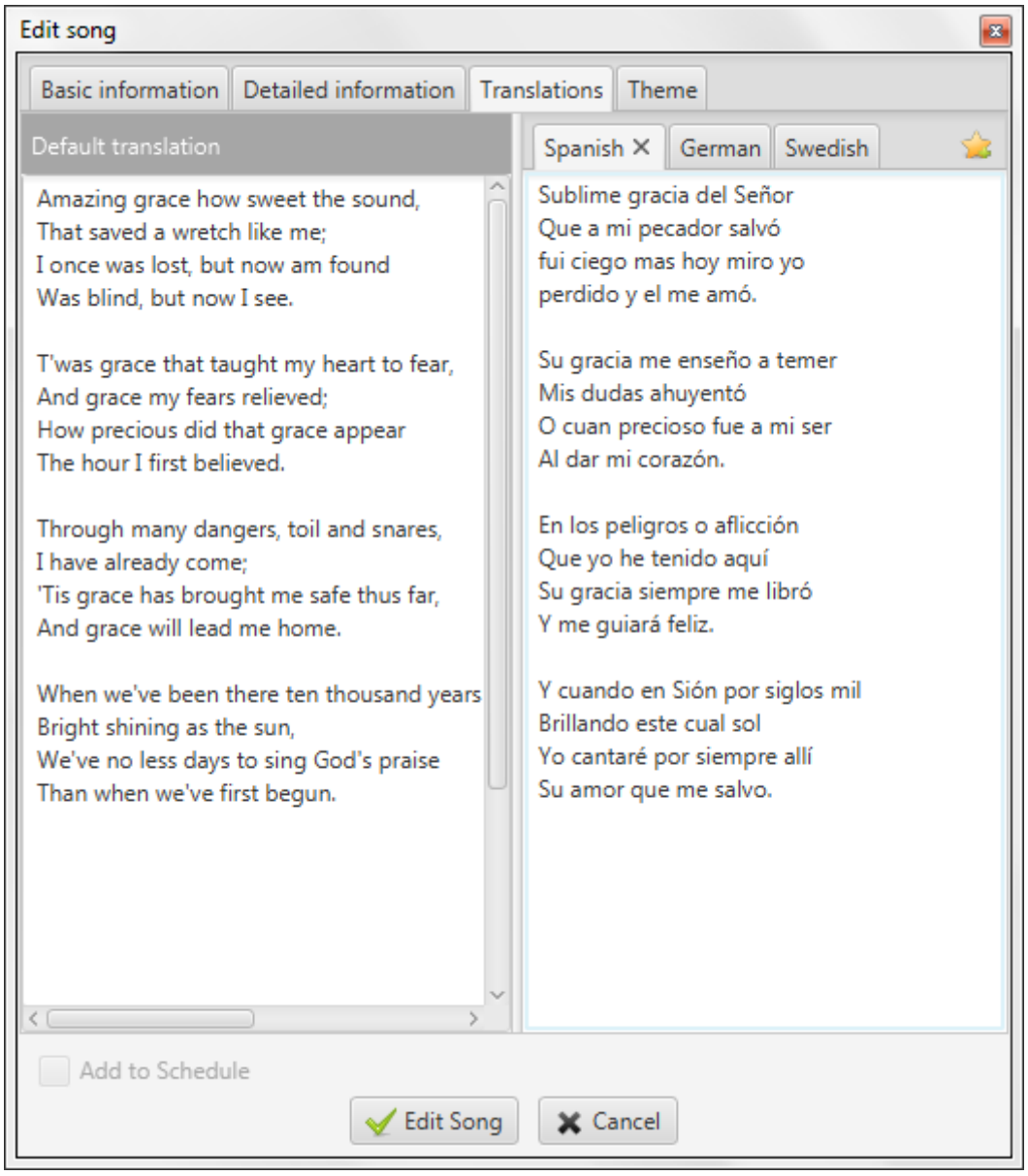
At first, you are asked to enter the name of the language you would like to add. If this is spelled correctly and the setting “Attempt to auto-translate songs” is checked (see 3.1.9), an automatic translation will be added to you song, that you later can edit. (There are no guarantees that the automatic translation will be entirely accurate, so you are advised to always check the translation first before using it live).



In this example, the song is automatically translated to Spanish. As Spanish speakers will see, this would need to be edited. To edit, simply select the text and write.

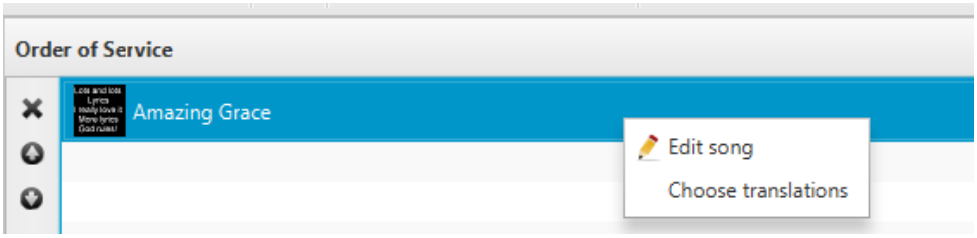


Any further added translations will be new tabs, next to the first one.

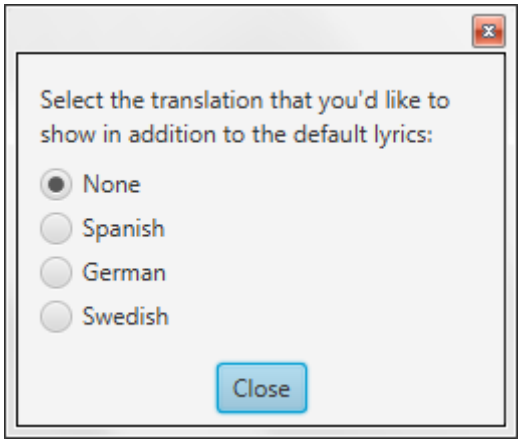


2.4.2. Show a translation

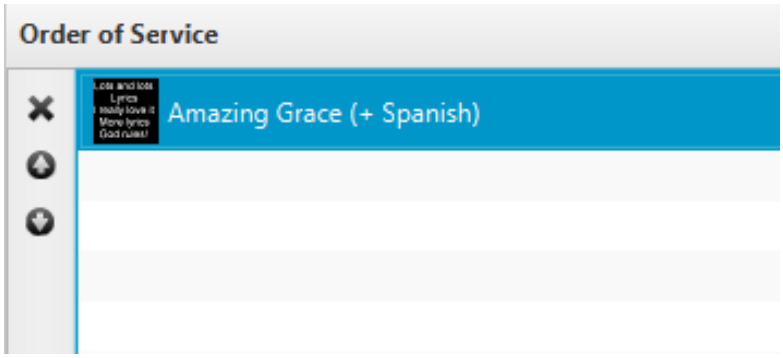
To show a translation, you need to add a song with at least one translation to the schedule, and then right-click it and select “Choose translations”.



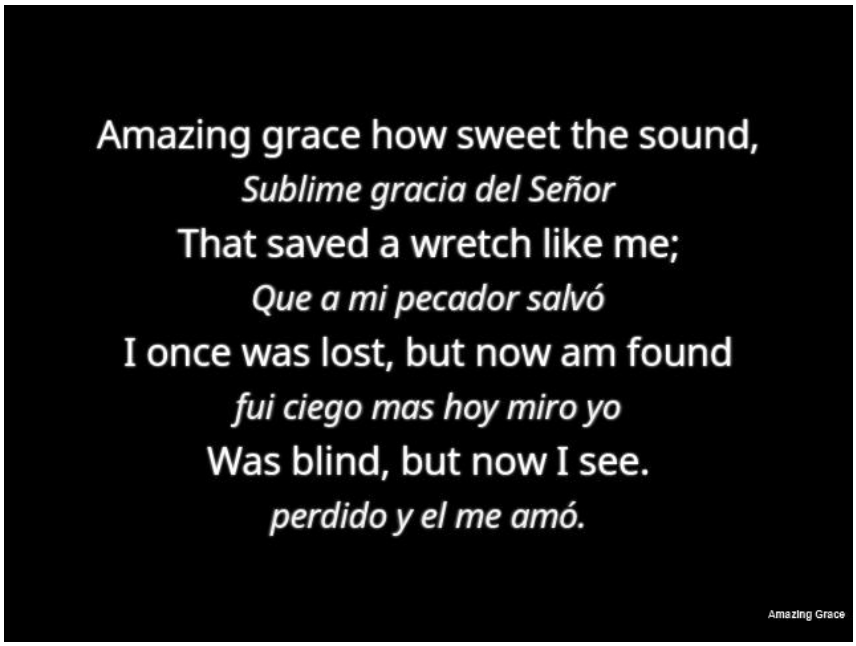
Then you will be prompted with a dialog that allows you to select the translation you would like to display. It is only possible to display one translation (apart from the default translation) at the time.



In the schedule, you can see that a translation to the song has been selected by the text within the parenthesis.



When you display the song live (1.6), every other line will be the translated version. By default, the translation will be smaller and italic, but the font appearance can be changed within the theme settings (2.1.3.2).

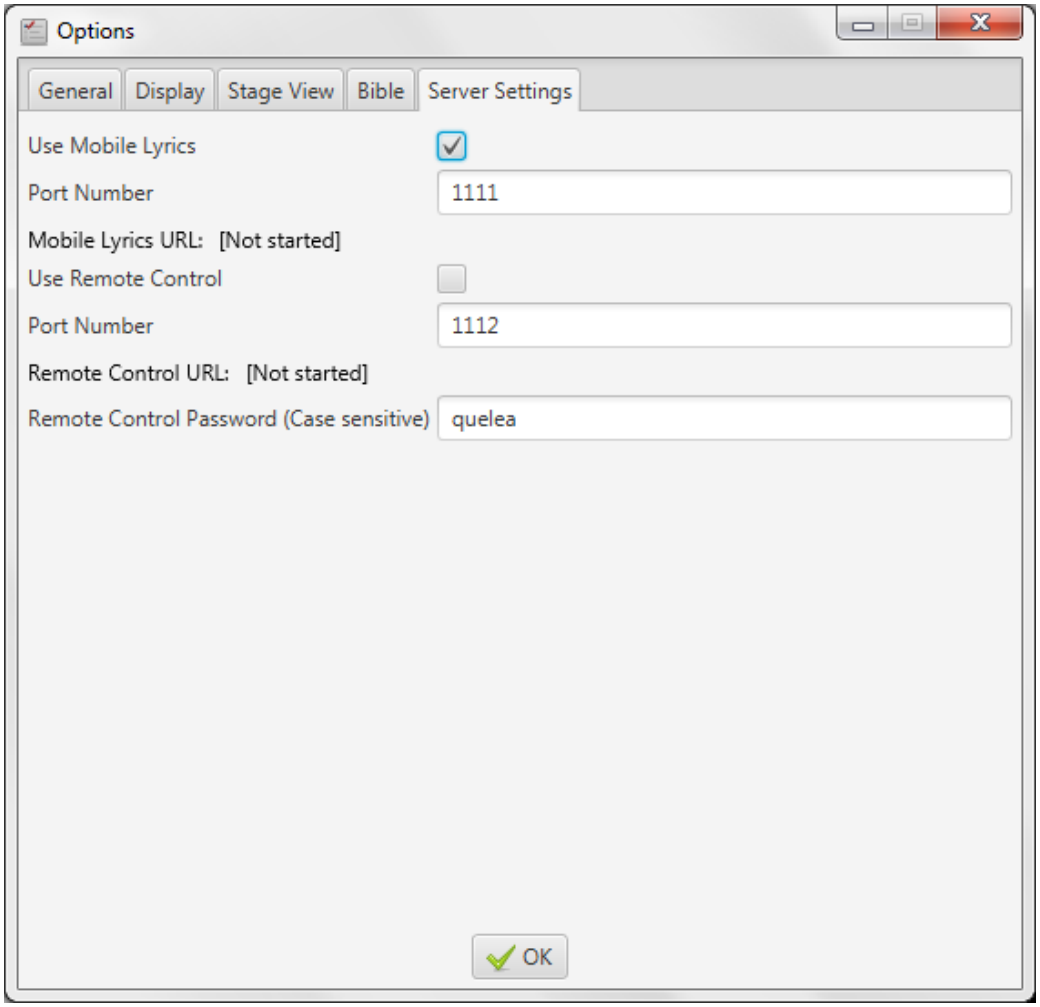


2.5. Mobile Lyrics

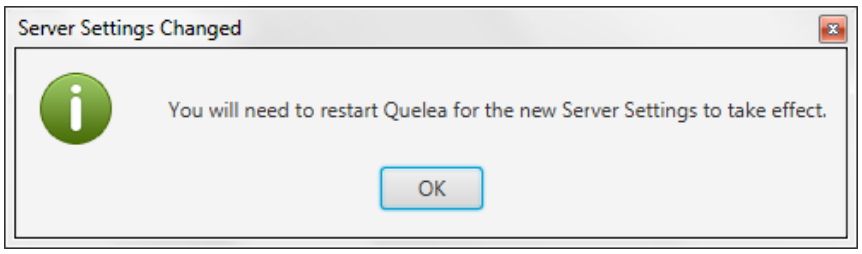
Mobile Lyrics is one of those features that make Quelea unique. It that allows you to view what is being displayed live via any web browser, as long as it is connected to the same network as Quelea. This can be used either as a complement to a projector or instead of one. Mobile Lyrics also allows each unit to set up individual layouts, making it easier for each reader to use their preferred colour settings.

2.5.1. Activating Mobile Lyrics

In Options, under the tab Server Settings, you find the option to activate Mobile Lyrics server. Note that you will need to be connected to a network for this feature to work.



After you have activated the server, you will need to restart Quelea for the changes to take effect.

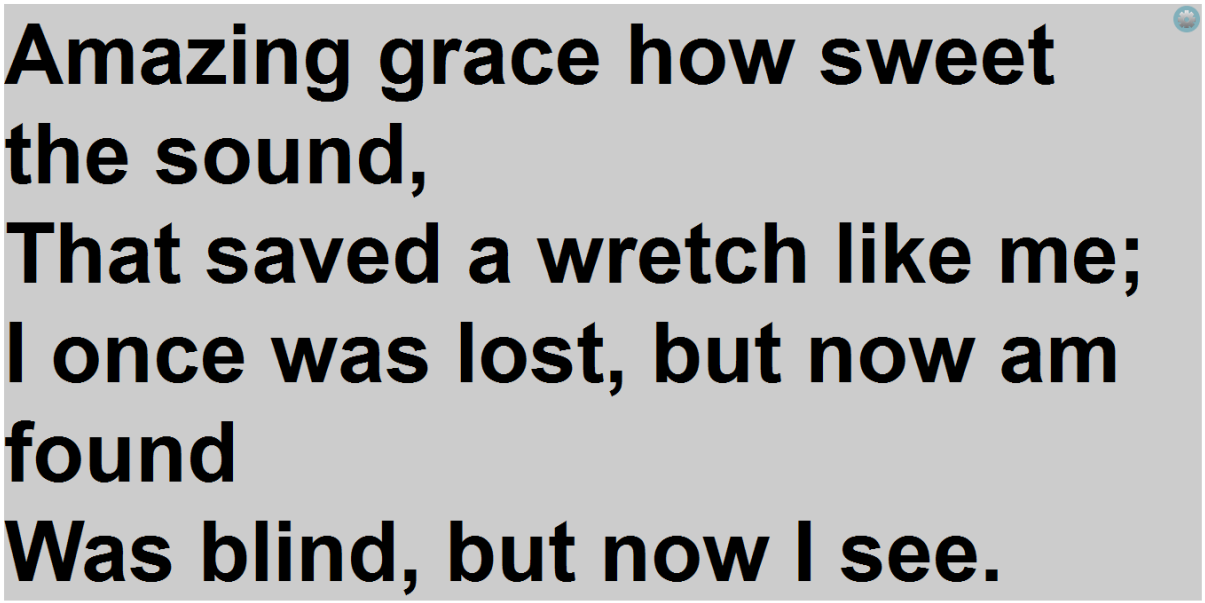


Once you have restarted Quelea an URL to the Quelea server will appear. The URL consist of the specific address that your computer has in the network (usually automatically distributed by a router) and a port number that specifies what the web browser should connect to when it contacts your computer – in other words: the Quelea Mobile Lyrics server. This port number can be changed if something other than Quelea already would use the suggested port, but for most cases it is best to use the pre-defined value.

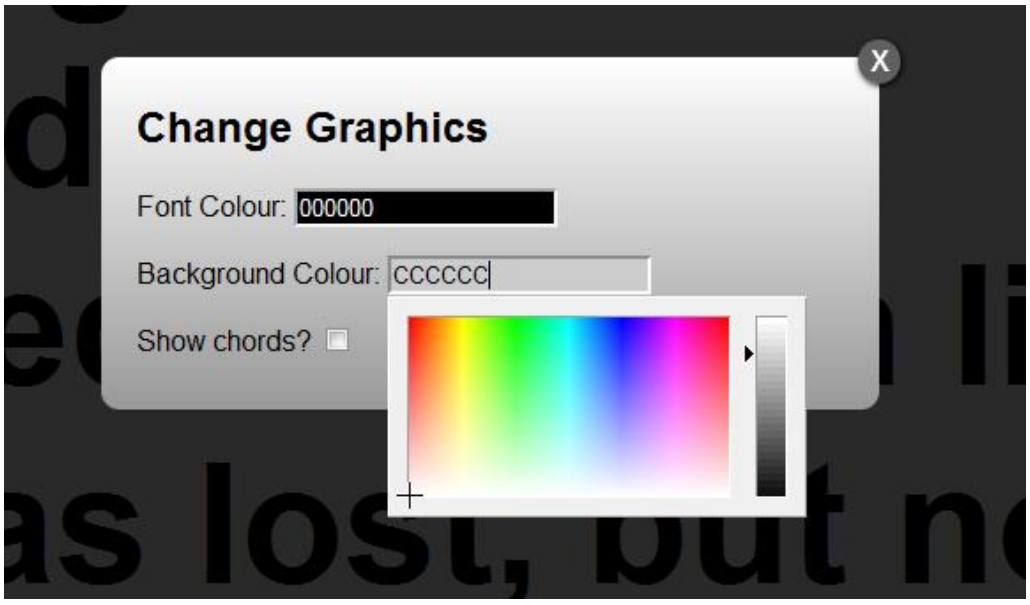
Simply visit the URL generated by Quelea from any unit with web browsing capabilities, as long as it is connected to the same network. This means that any smartphone, tablet, laptop or other portable devices that is connected to the same network can access the lyrics you have in the live section in Quelea. If your device has a QR-scanner you could simply scan the generated QR code instead. This code can be saved as an image, e.g. for you to print or to display with Quelea.

2.5.2. Using Mobile Lyrics

When you visit the webpage, this is what you will see:



The lyrics will be adjusted to fit any screen and still be as large as possible. In the upper right corner you will see a cog wheel, where the user can set up their personal preference in colours. Simply click the colour code you see, and a tool will drop down to help you find the desired colour.



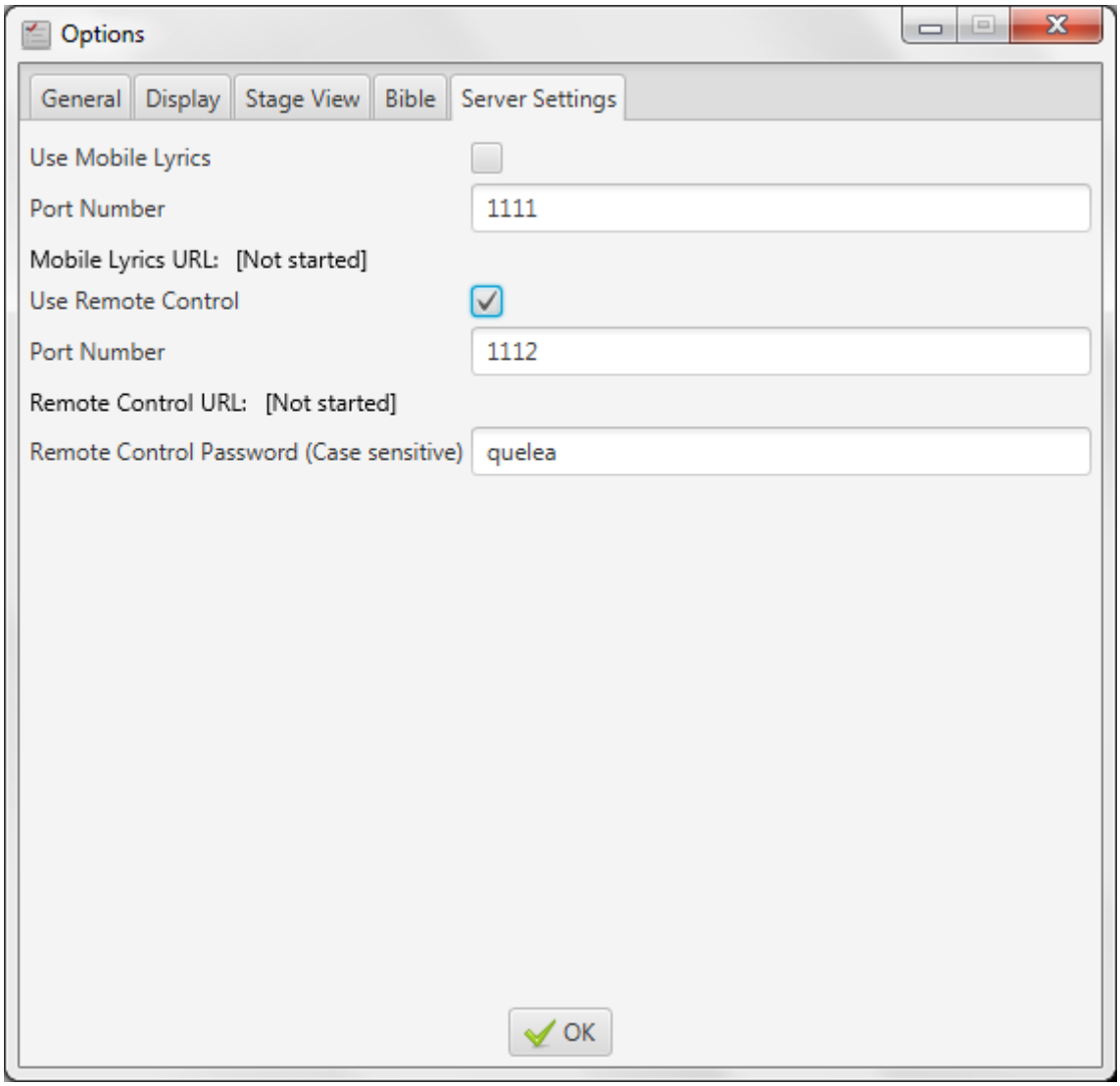
It is also possible to show chords added to a song (1.3.1) which allows Mobile Lyrics to be used as a stage screen.

2.6.Mobile Remote

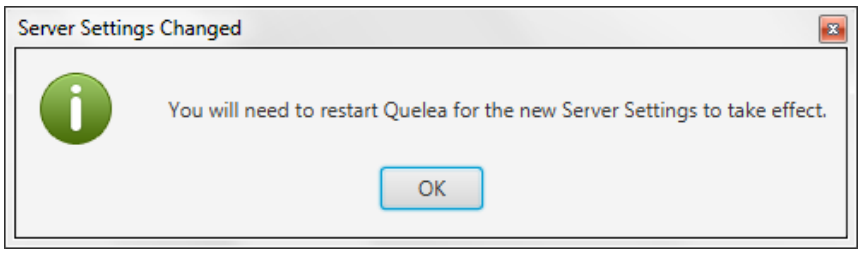
Mobile Remote allows you to, via a web browser, control Quelea on any device connected to the same network as Quelea. This means that Quelea could be operated e.g. from stage, even if the computer with Quelea is located elsewhere.

2.6.1. Activating Mobile Remote

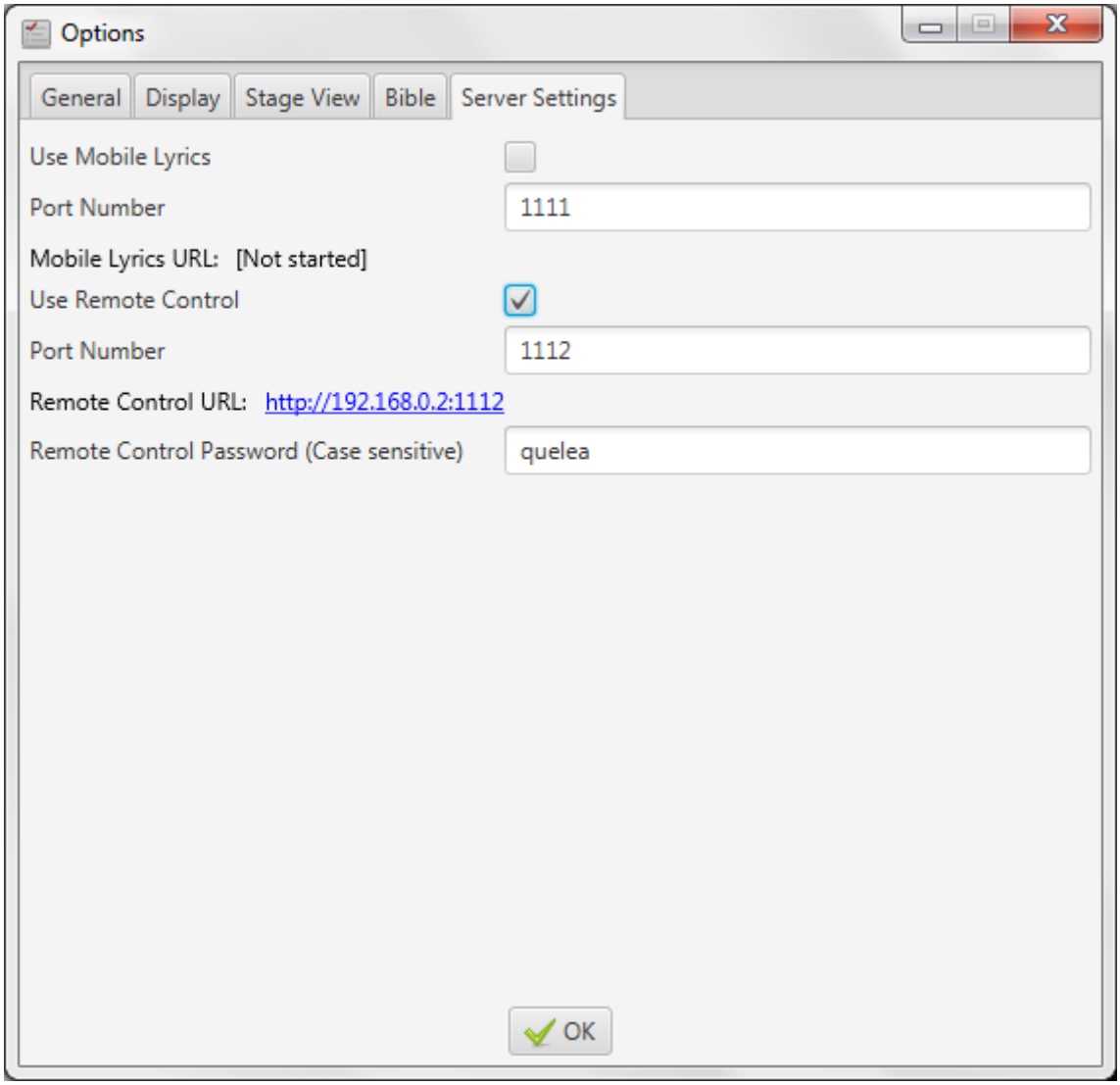
In Options, under the tab Server Settings, you find the option to activate Mobile Lyrics server. Note that you will need to be connected to a network for this feature to work. You should also choose a password. Note that it is case sensitive, which means that “Quelea” is not the same as “quelea”.



After you have activated the server, you will need to restart Quelea for the changes to take effect.



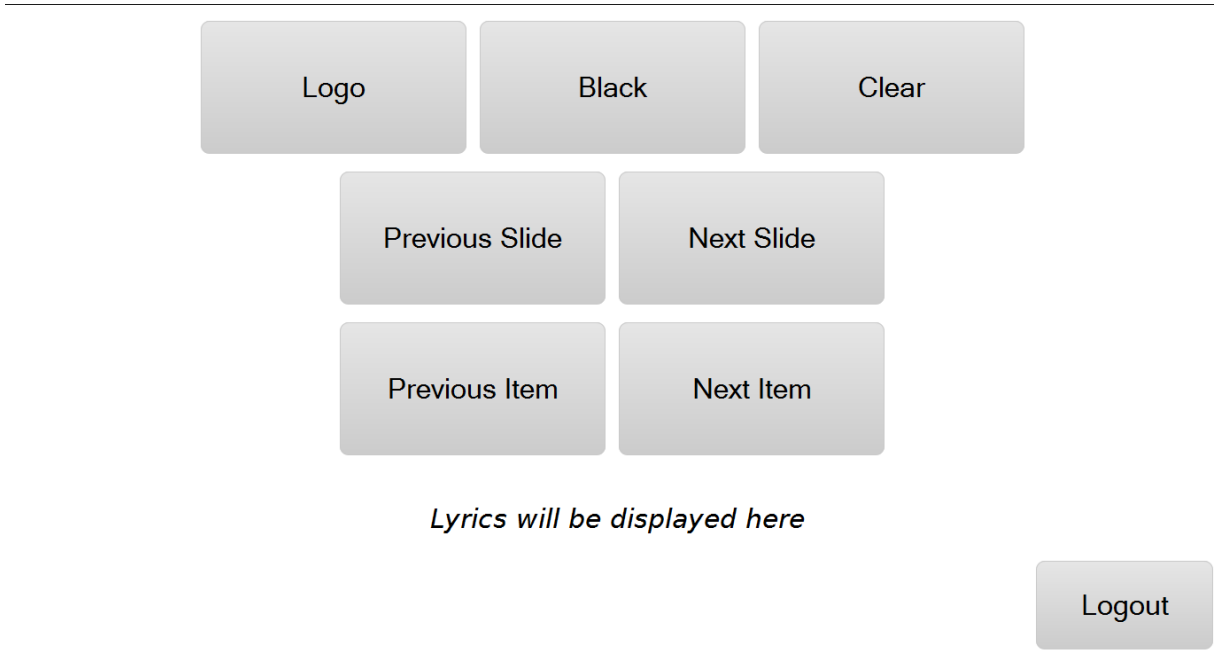
Once you have restarted Quelea, an URL to the Quelea server will appear. The URL consist of the specific address your computer has in the network (usually automatically distributed by a router) and a port number that specifies what the web browser should connect to when it contacts your computer – in other words: the Quelea Mobile Remote server. This port number can be changed if something other than Quelea already would use the suggested port, but for most cases it is best to use the pre-defined value.



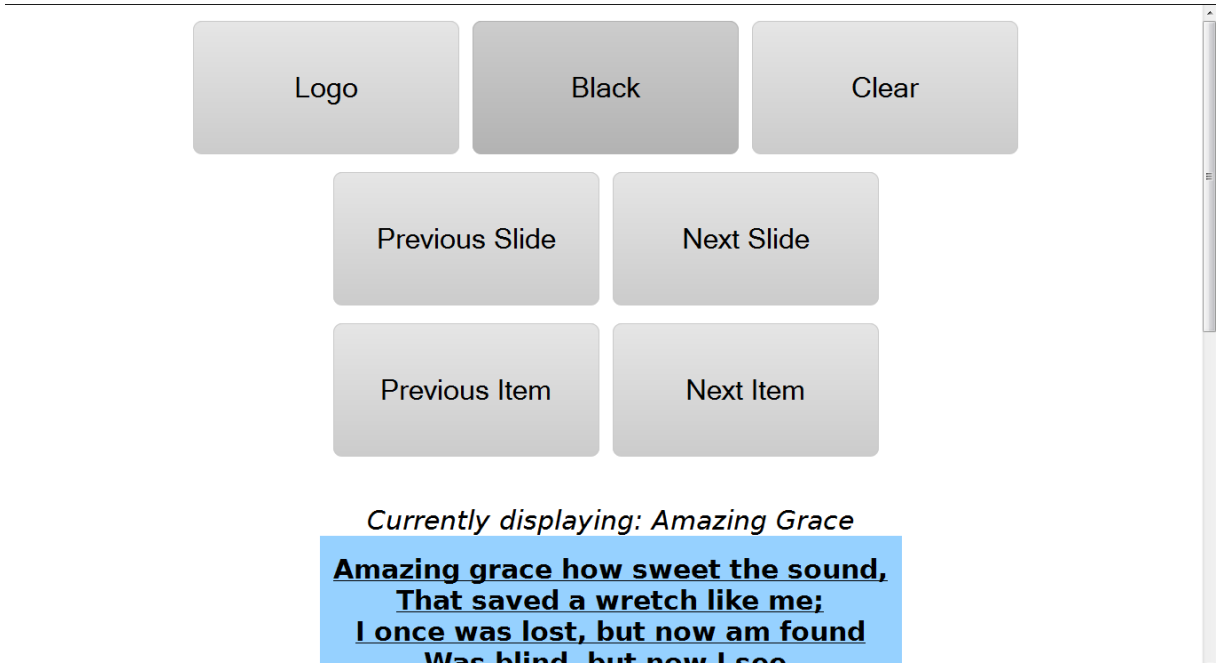
Now the remote control feature is activated, and all you need to do is visit the URL generated by Quelea from any unit with web browsing capabilities (as long as it is connected to the same network) to be able to use it. This means that you could use any smart phone, tablet, laptop or other portable devices that is connected to the same network as a remote control.

2.6.2. Using Mobile Remote

When you visit the webpage you will (after you have logged in) see buttons for fading into logo, black and background, buttons for changing slides and items, information about the current item, the lyrics and a logout button.



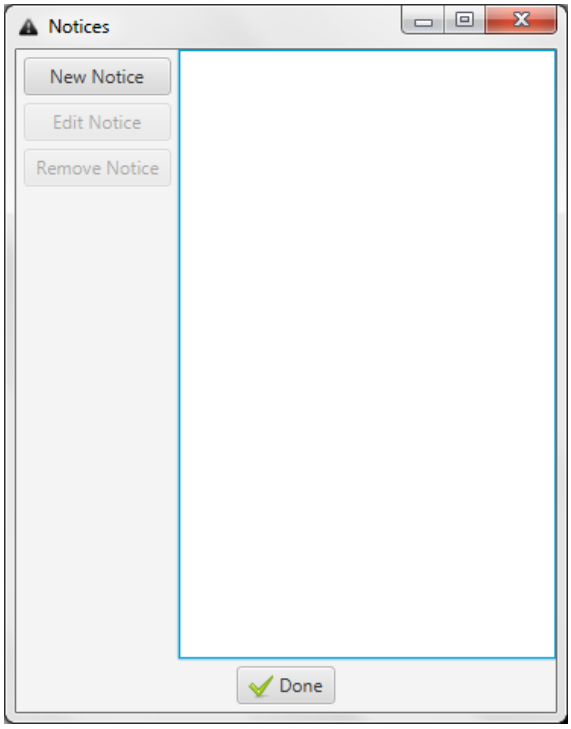
When you display a song live, the lyrics will also appear at the Mobile Remote webpage. There you can use it similarly to how you would in the live section of Quelea; you can click the lyric sections to change slides. You can not use the keyboard's arrow keys, but instead you can use the dedicated buttons on the webpage to change slides.



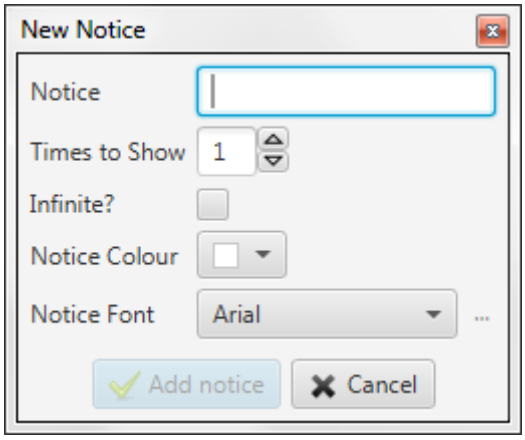
2.7.Notices

Notices is a feature to quickly display messages above other items. You find where to add new ones by clicking the triangular alert button.

The notices window is rather basic: New Notice – to add a new one, Edit Notice – to edit one that is being displayed already, and Remove Notice – to remove a notice that is being displayed.



When you want to add a notice, this is what you will see. First you need to write the notice (the message that you want to display). Secondly you need to decide whether you should display it a certain amount of times or if it should stay active until you delete it (“Infinite?”). Lastly you can set up the font and colour of the notice. (For further notice settings, see 3.4. Notices)



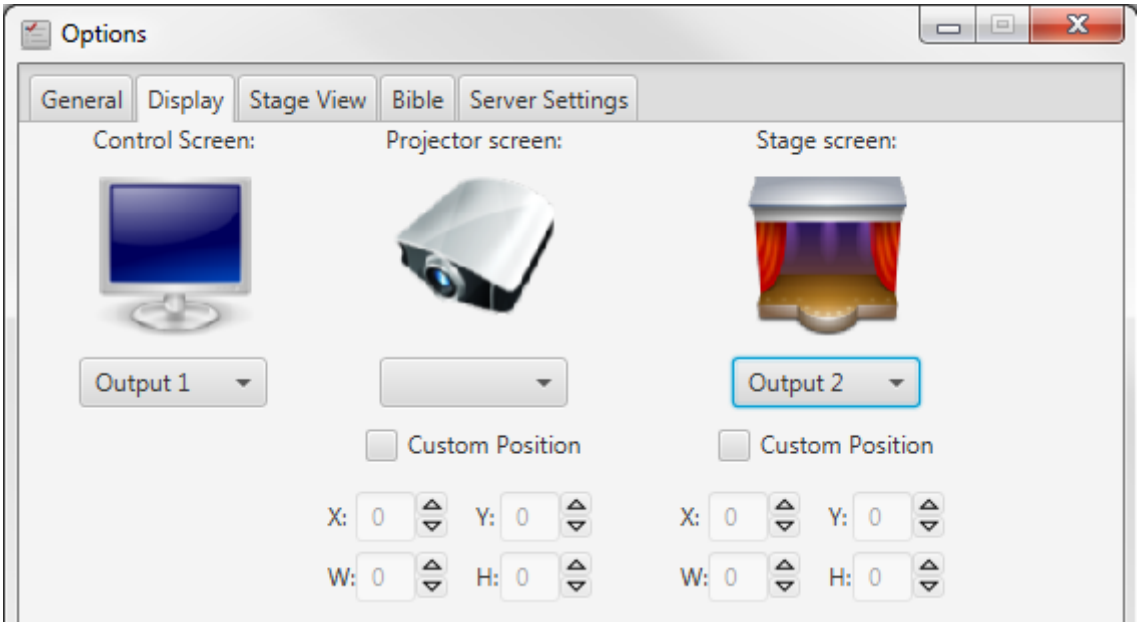
Once you click “Add notice” a red bar will appear at the bottom of you projection (regardless of item showing) with the notice scrolling from right to left (in this example, the Mobile Lyrics URL).

2.8.Stage View

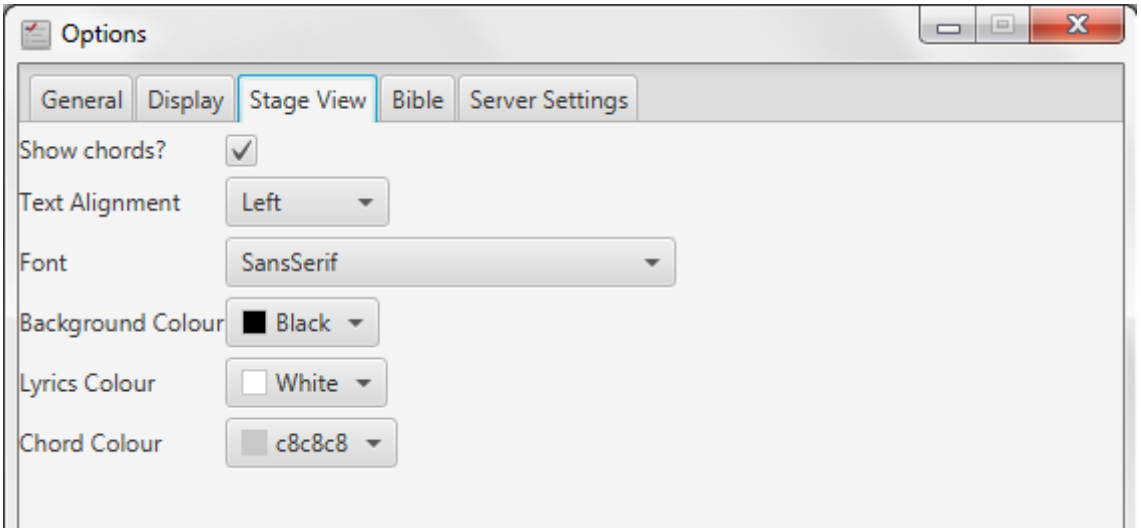
If your computer supports several displays and you have the possibility to have a monitor on stage, the Stage View feature can allow you to display additional information to that screen, apart from what currently is being displayed on the main projection. Currently there are two features available by default for the Stage View: clock and chords. The main idea behind the stage view is that it can be used for worship leaders, hence the chord feature. With that idea in mind, stage view is meant to be less “cluttered” and therefore presentations, notices and videos will not be visible on the stage view.

2.8.1. Setting up Stage View

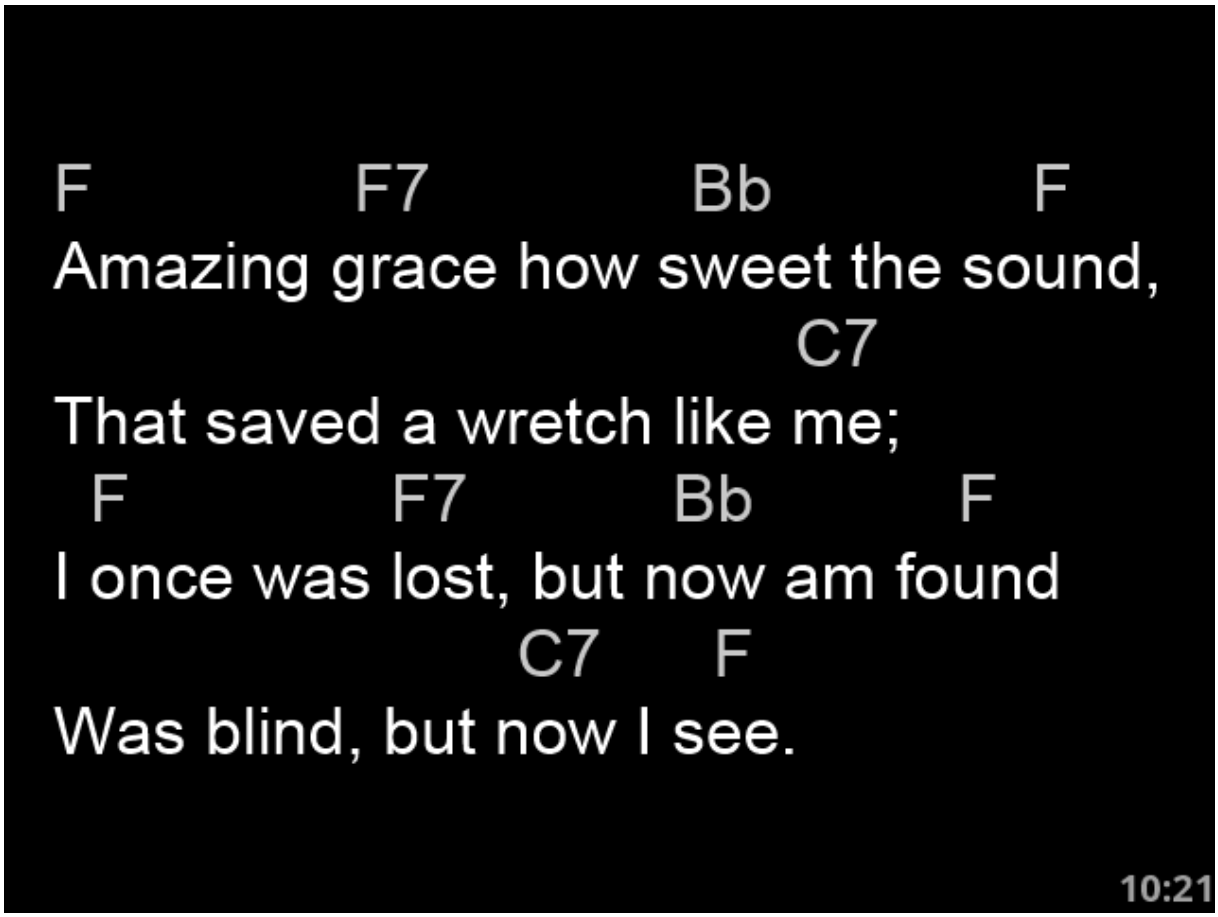
First, enter Options that you find under Tools. Go to the tab Display and activate the stage monitor. Preferably, you would have three outputs, one for each screen, but that depends on your graphics card. If you have three outputs, you need to try them to find which screen you want to use for what.



Secondly, go to the tab Stage View. Here you can set up whether or not to use chords, how the text will align, font and colours for background, lyrics and chords. Clock is not an optional feature.

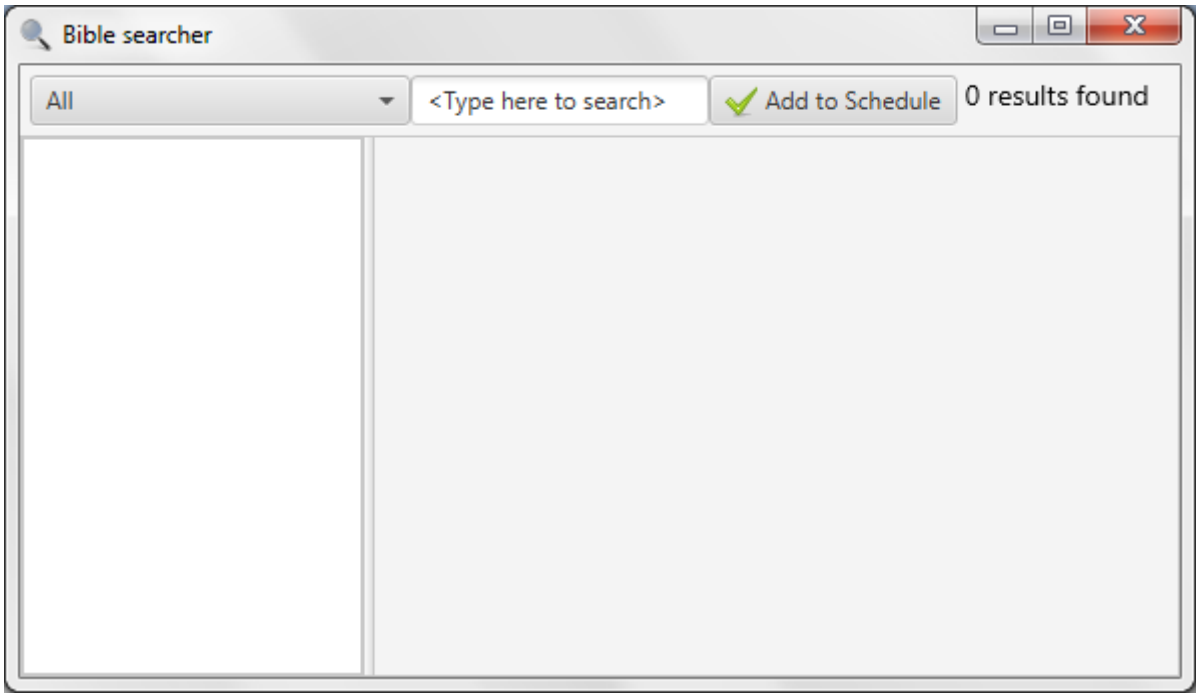


This is what the stage monitor will display if no settings are changed.

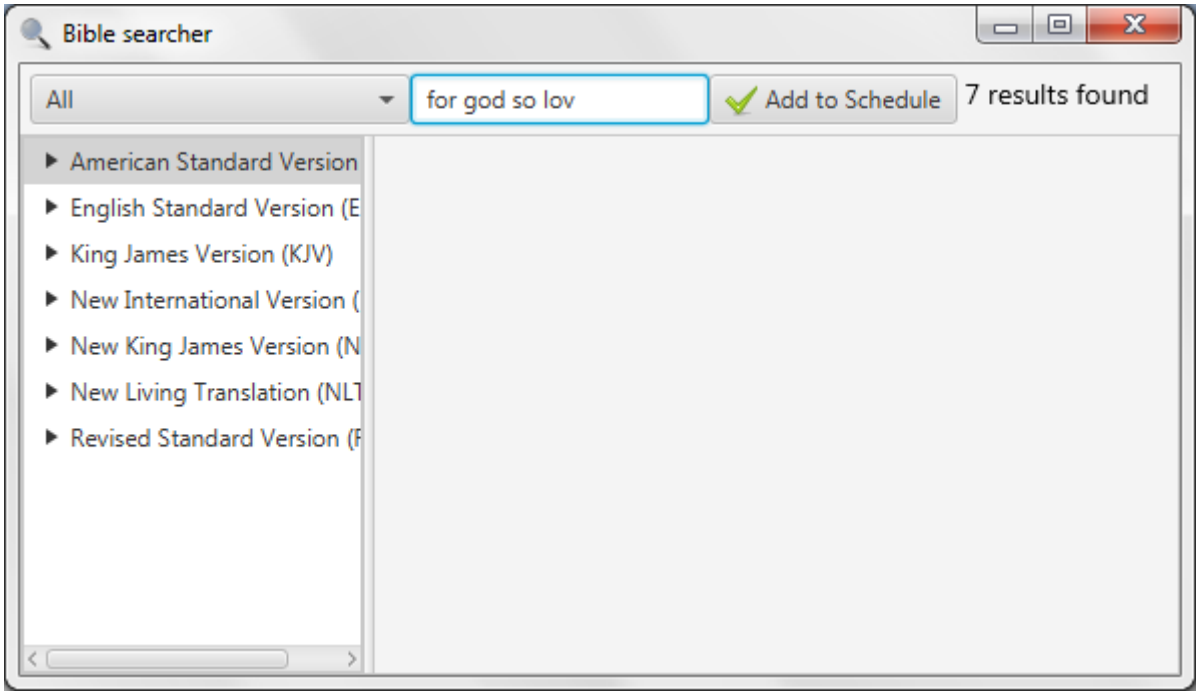


2.9.Bible search

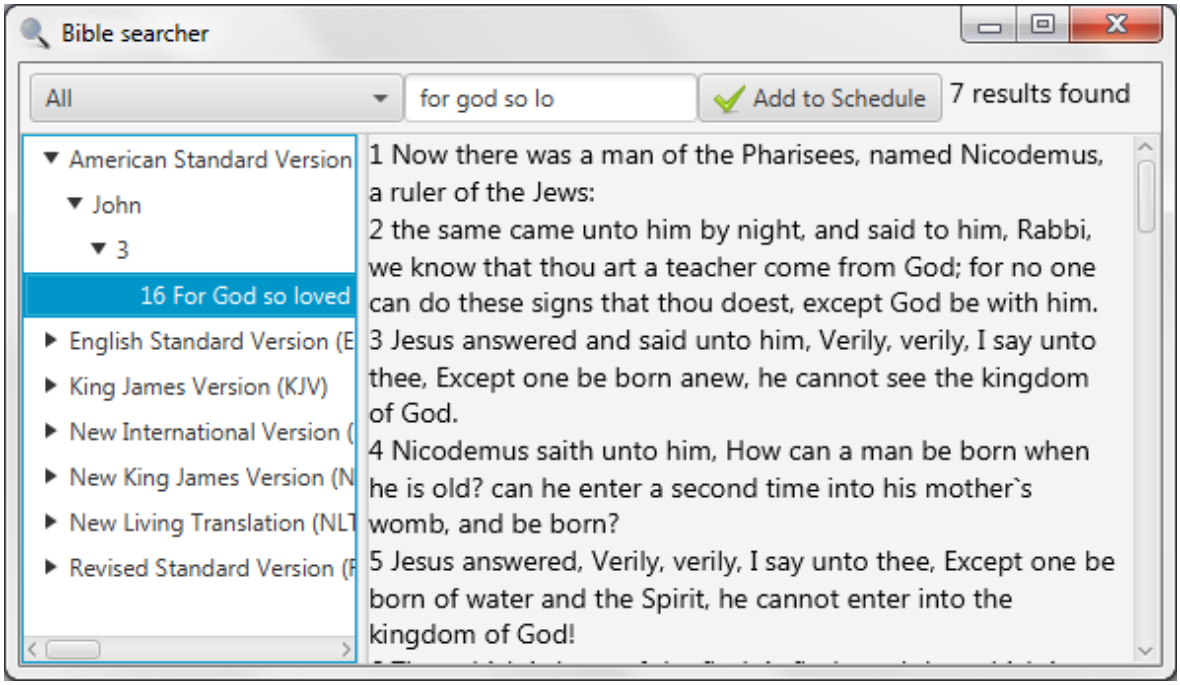
In case you do not know where the bible word you want to use is, you can use the bible searcher. You find it under Tools and “Search bibles...”



Here you can search all translations or a single translation by choosing in the drop-down menu. By default, all bible translations will be used in the search. While you type, Quelea automatically searches through the bibles. You need to write at least four characters for Quelea to start searching and in the upper right corner you will see the number of results found.



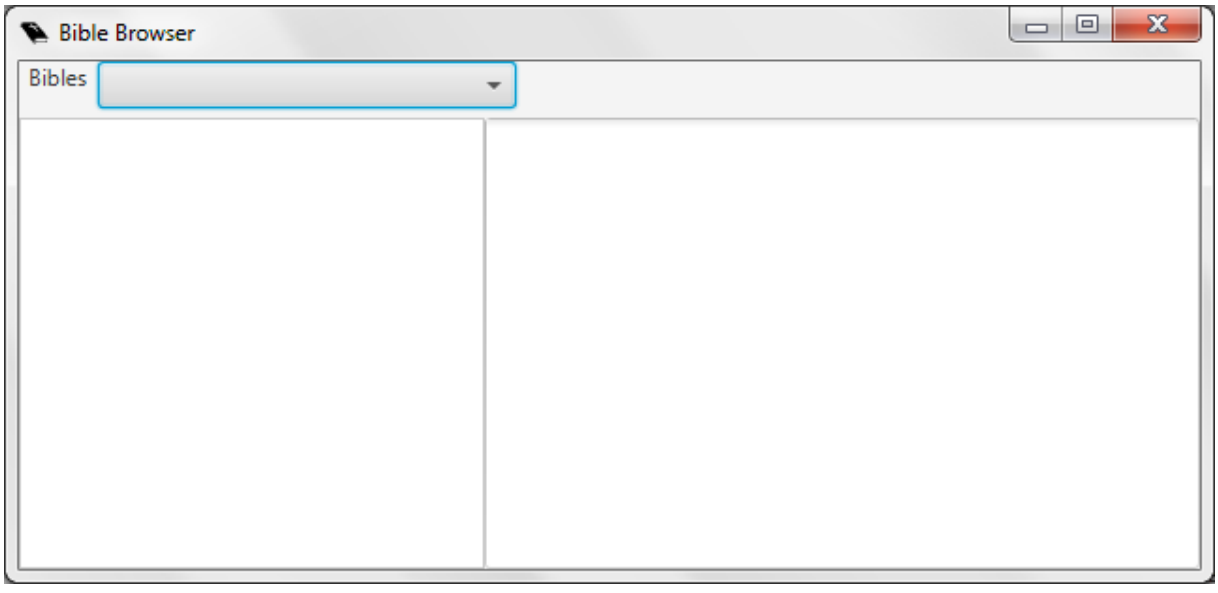
By clicking a translation, the book that contains the results will appear. In this example, we start by clicking the America Standard Version translation and then it shows the books that contain search results (which is only one here). Clicking a book name shows all chapters containing a search result and clicking a chapter shows all verses containing a search result. If only one translation is selected, instead of “All”, the first step will automatically skipped and the name of the books will be the base of the tree menu.



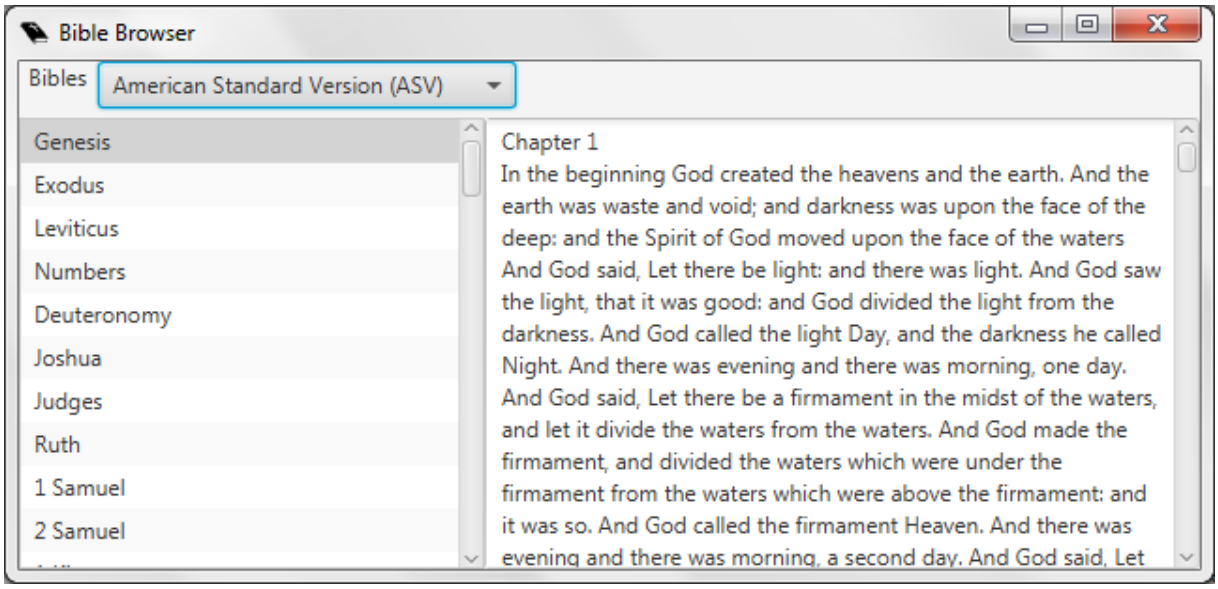
Clicking a verse will display the chapter for you to read. If you wish to add you search result to your schedule, click the “Add to Schedule” button and the entire chapter will be added. If you only want to add that verse, you have to do it manually (see 1.4.2)

2.10. Bible Browser

The bible browser lets you easily browse through entire bible books. You find it under Tools and “View bibles...”

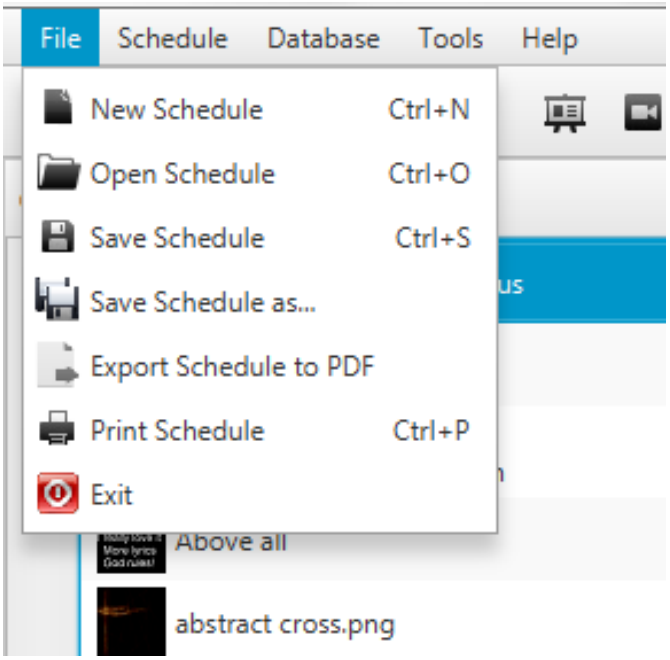


Select the desired translation and book and start reading.



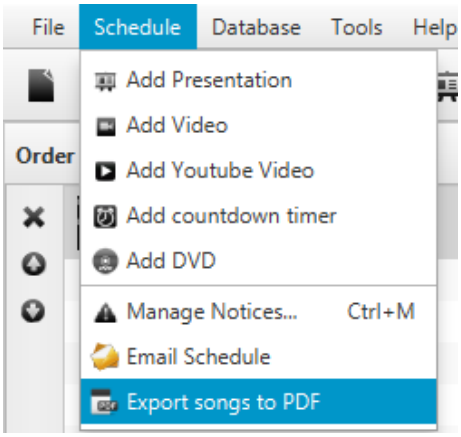
2.11. Saving and sharing schedules

Quelea can save a schedule for later use, help you print one or email one to a friend. To save one that you have created (1.4), click “File” and “Save Schedule” or “Save Schedule as...” If you have opened an existing file, the latter will always let you save changes to a new schedule but the first will save the changes to the same file as when it was created. The first time you click any of them however, they will both let you create a file that contains your schedule. Quelea saves all information to the file, so even if your database would be deleted or you would send it to another user, everything will still be accessible.

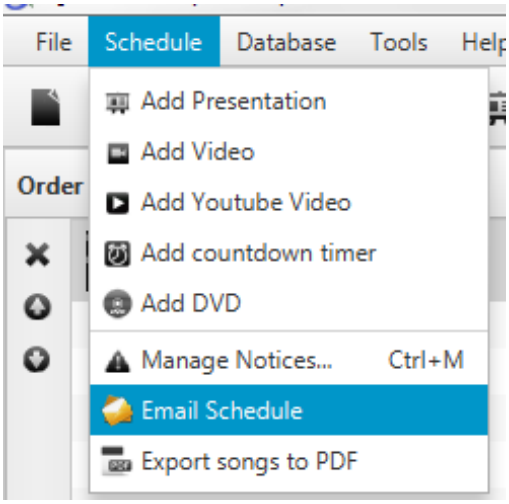


Printing a schedule allows you to print the order of service, not the lyrics of a song or the text of a bible passage. The same goes for exporting a schedule to a PDF.

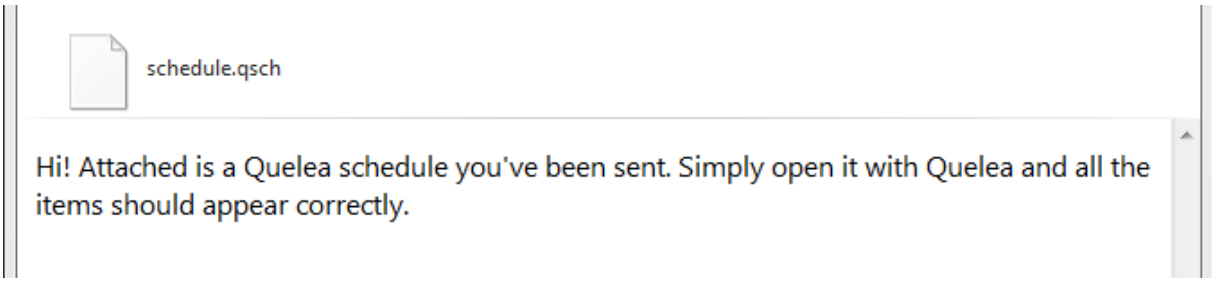
If you would like to export all songs (with lyrics) via PDF, you click “Schedule” and “Export songs to PDF”. The songs will then be exported as a compressed Zip file, that you first will have to decompress if you want to reach the PDF files.



To email a schedule via Quelea, you click “Schedule” and “Email Schedule”. That opens a new email in you systems default email software. If you wish to use another email client, you will have to attach the file manually.

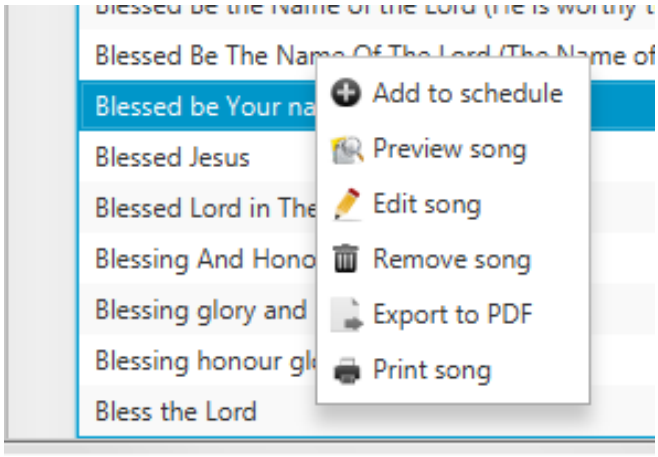


This is what the email contains. The subject will be “Quelea schedule”.



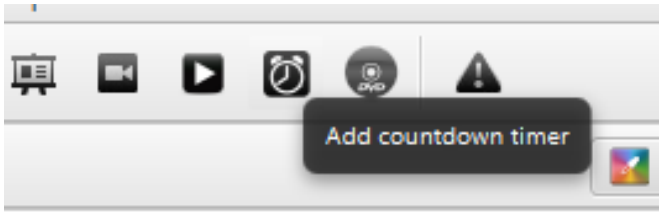
2.12. Exporting or printing a song

In Quelea you can print an individual song or export one to a PDF. Right-click the desired song in the database (not in the schedule) and then select either “Export to PDF” or “Print song”. Quelea will then ask you if you also want to export/print the chords and translation(s) if there is/are any.

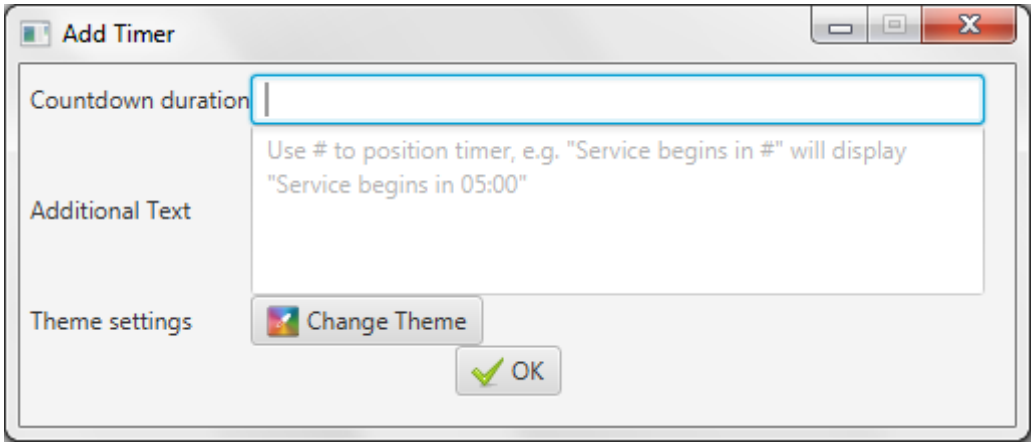


2.13. Timer

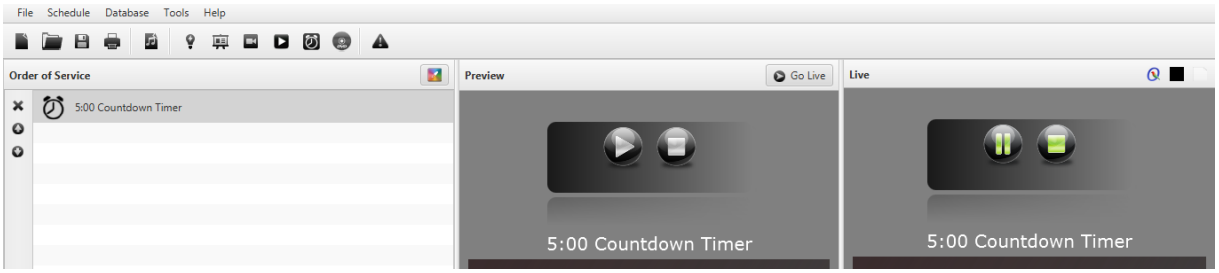
If you want a countdown timer to display, for instance with minutes until the service will start, you can click the clock button at the top of Quelea.



You will then be prompted with setting for your new timer.



Start by writing the duration for the timer. Write the number of minutes followed by a colon (:) and then the number of seconds, e.g. 5:00. If you would like to add a message to be visible along with the timer, you can write it in the Additional Text box, as long as you remember to write a hash symbol (#) where you would like the timer to be visible. An example is “Service begins in #”, where the hash automatically will be replaced with your timer. You could also set up a separate theme for the timer (see 2.1.3 Setting up a theme).



The timer will then resemble a video, which you can play, pause and stop if you want to. When you click “Go live”, the timer will automatically start.

3. Setting up Quelea for your needs

In this chapter we will walk through the settings in Quelea, to see what they mean and how you can use them. You access the settings through Tools and Options (or Ctrl + T).

3.1.General

3.1.1. Interface language

Allows you to select the interface language of Quelea. At this moment, Quelea is available in nine languages: English, German, Czech, Swedish, Hungarian, Norwegian, Dutch, Lithuanian and Portuguese. More translations are greatly appreciated, so if you know another language that you would like to translate to, read more here: 6. FAQ (Frequently Asked Questions)

3.1.2. Check for update on startup

Does what it says; checks if there is any later release of Quelea if you are connected to the internet. However, this does not apply to so called nightly builds (see question in 6. FAQ (Frequently Asked Questions)).

3.1.3. Warn if only one monitor is connected

Gives you a warning each time you start Quelea without a second screen for output. If you mean to use Quelea only to set up a schedule or only will use the Mobile Lyrics you might want to deactivate this, otherwise this is a good feature that will let you know if your projector has been unplugged or has a glitch.

3.1.4. Use OpenOffice for presentations

Requires a separate installation of OpenOffice (or LibreOffice) and allows you to get additional features for presentations, such as animations/transitions and enfolded items. Note that this rely on OpenOffice own controls (a separate window) and is a preliminary solution – a better option will be added in future releases.

3.1.5. Only preview one line per song section

With long bible passages or songs with many verses, you might want to prefer to only preview the first line of each slide to easier see all the remaining slides.

3.1.6. Autoplay videos in live panel

Will automatically play the video when you click “Go live”.

3.1.7. Advance schedule on live display

Will make Quelea preview the next item in the schedule automatically when you click “Go live”.

3.1.8. Preview item on image change

If an image is dragged and dropped on an item in the schedule that isn’t already previewed, this will make Quelea automatically preview the changed item. (This does not apply when individual themes are edited any other way.)

3.1.9. Attempt to auto-translate songs

If you are connected to the internet, this will attempt to automatically translate a song to the language you enter (2.4.1). Remember that an automatic translation seldom is perfect, and this is suggested to use only as a way to get a hint of the meaning of the song, if you have parts of the

congregation that does not understand the language of the song. Of course, if someone that understands both languages could translate instead, that is always preferable.

3.1.10. Clear item from live view on removal from schedule

This deletes an item that is currently live if it is removed from schedule. If not checked, the song will remain live until it is replaced with another item.

3.1.11. Embed media in schedule file

Makes the media available even if the schedule is sent to another computer or the original file is deleted. This option is good if you want to make sure everything is available the next time the schedule is opened, but in case you have large files in your schedule this can make it hard (or impossible) to email it to another user.

3.1.12. Show small song information

Displays the name of the song in the lower right or left corner, depending on your setting below.

3.1.13. Show small bible passage information

Displays the book, chapter and verse(s) of the passage in the lower right or left corner, depending on your setting below.

3.1.14. Song and bible information position

Displays the song/bible passage information in the right or the left lower corner of the output.

3.1.15. Capitalise on each line

Depending on grammatical rules or aesthetic preference you might or might not want to use this. The first letter of each new line will be capitalised if checked, otherwise the capitalisations used when adding a song will be the only ones used.

3.1.16. Use uniform font size

Quelea is built to wrap the lyrics of each slide to fit the screen as best as possible. This option allows you to choose whether or not this should be done per slide or per item. Per slide means that some slides might use a larger font size than others within the same song, and per item means that the font size of some slides will be smaller than it could be but the size will not differ from slide to slide.

3.1.17. Maximum font size

Since Quelea automatically wraps the text to fit the screen it might sometimes use a very large font size, especially if the lyrics are short. With this option, you can set an upper limit for the font size.

3.1.18. Additional line spacing

This allows you to set an additional distance between lines in the lyrics.

3.1.19. Maximum characters per line

Set the maximum number of characters per line. Smaller number equals a slimmer line of lyrics, higher means wider line of lyrics (until entire screen is filled).Depending on where the line breaks are made in the lyrics, the right number can change the lyrics to a smaller or bigger font size.

3.2.Display

We have already covered most of the settings here in previous chapters (1.2.1 and 2.8.1), so this part will only cover the remaining: Custom Position. In case your computer is not connected to another screen, but you would still like to preview the output, you could imitate a separate screen by creating a custom position screen. This will create a black box on your control screen as big as you want it and everything you show live will appear there. You could, potentially, also use it to adjust the size of the output on a separate screen as a last resort if no other settings work (on the monitor/projector or in your operating system), but you would have to set it up manually.

The X and Y position allows you to determine where the custom position screen will be located. X: 0 and Y: 0 means that it will be in the top left corner. X will move the screen horizontally and Y vertically. W adjusts the width and H the height. All numbers are in pixels. One thing to consider could be to preserve the aspect ratio of the screen that you later will use, but this will not be discussed in detail here. For this example, the widescreen format 16:9 will be used.

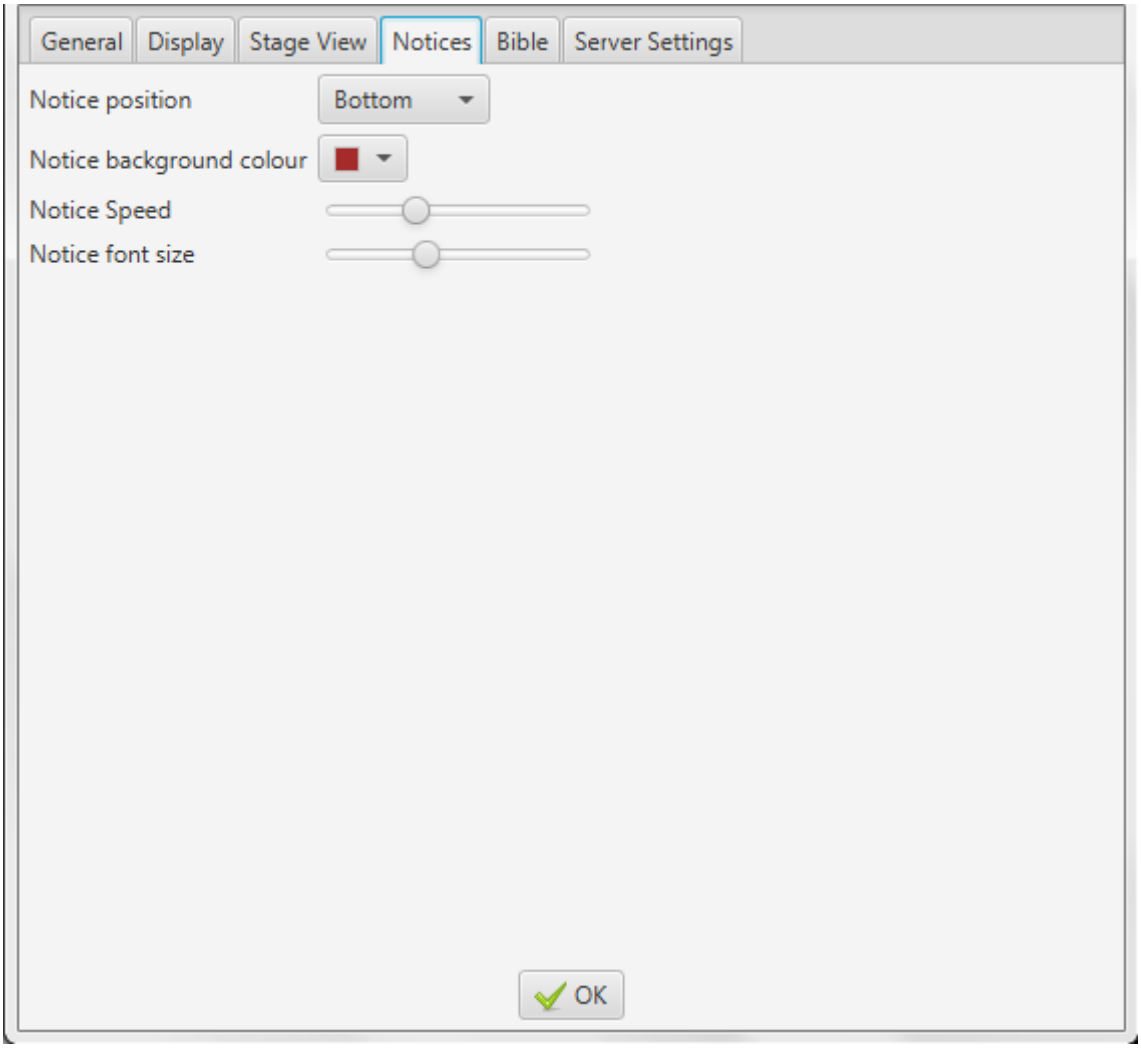
As you can see, the screen will be located 50 pixels from the left side of the screen and 25 pixels down from the top of the screen, and be 640 pixels wide and 360 pixels in height. This is of course just an example, so feel free to put in any values if you want to use it.

3.3.Stage View

The settings here have already been discussed in 2.8.1.

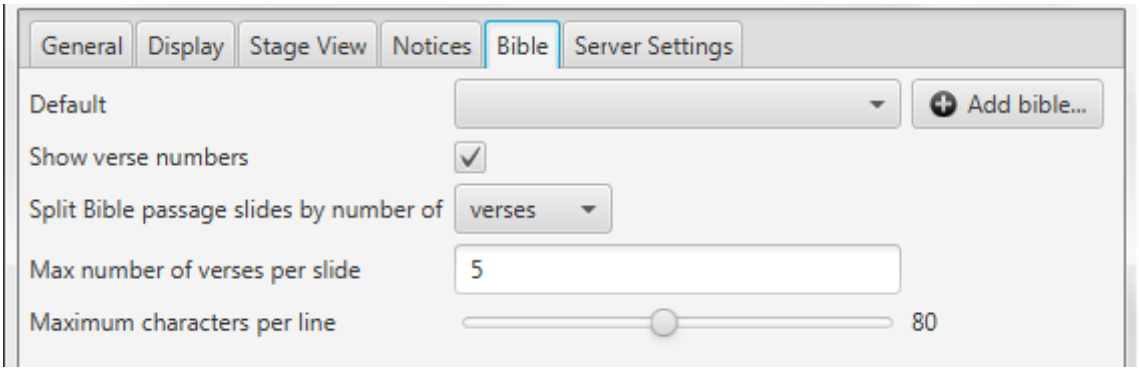
3.4.Notices

This tab lets you choose you own settings for the notices. You can change placement on screen, background colour, the notice speed and the font size. Below you see the standard settings. If you wish to change the speed of the notices, sliding the knob to the right means faster and left slower. For font size, right means bigger and left means smaller. The changes will be saved once you click OK and will be applied to the next notice you add (i.e. any notices already being displayed when you change the settings will not be affected).



3.5.Bible

The bible tab lets you select a default bible, add a bible, select whether or not verse numbers should be displayed in bible passages and adjust the layout of a bible passage.



3.5.1. Default bible and add a bible

To set a default browser, simply click the drop-down menu and select one of the installed bibles. This will later be the default option when you add a new bible passage (you might need to restart Quelea for the changes to take effect).

If you want to add a bible, click the “Add bible...” button. This allows you to browse to a downloaded bible of type XML or XMM. If you wish to download a bible, you find XMM bibles in 20 languages here: http://www.opensong.org/pages/downloads.html and XML bibles in 54 languages here: http://sourceforge.net/projects/zefania-sharp/files/Bibles/

Of course; after you have added a bible, it can also be used as the default bible.

3.5.2. Layout of bible passages

Your first option is whether or not you want the bible numbers to be visible or not. By default this is activated and small numbers will be visible in the beginning of each verse, both in the regular output and the mobile lyrics.

The second option is to set how the passage will be divided into slides. You can set it to split slides by number of verses or by number of words. If you want many verses per slide, it could mean that the font size might get very small when Quelea wraps the text to fit the screen.

A way to adjust the font size of a passage is to set a maximum number of characters per line. A balance between the number of verses/words per slide and maximum characters per line, could more or less allow you to manually set the font size.

3.6.Server Settings

The server settings have already been discussed in 2.5. Mobile Lyrics and 2.6. Mobile Remote.

3.7.Advanced settings

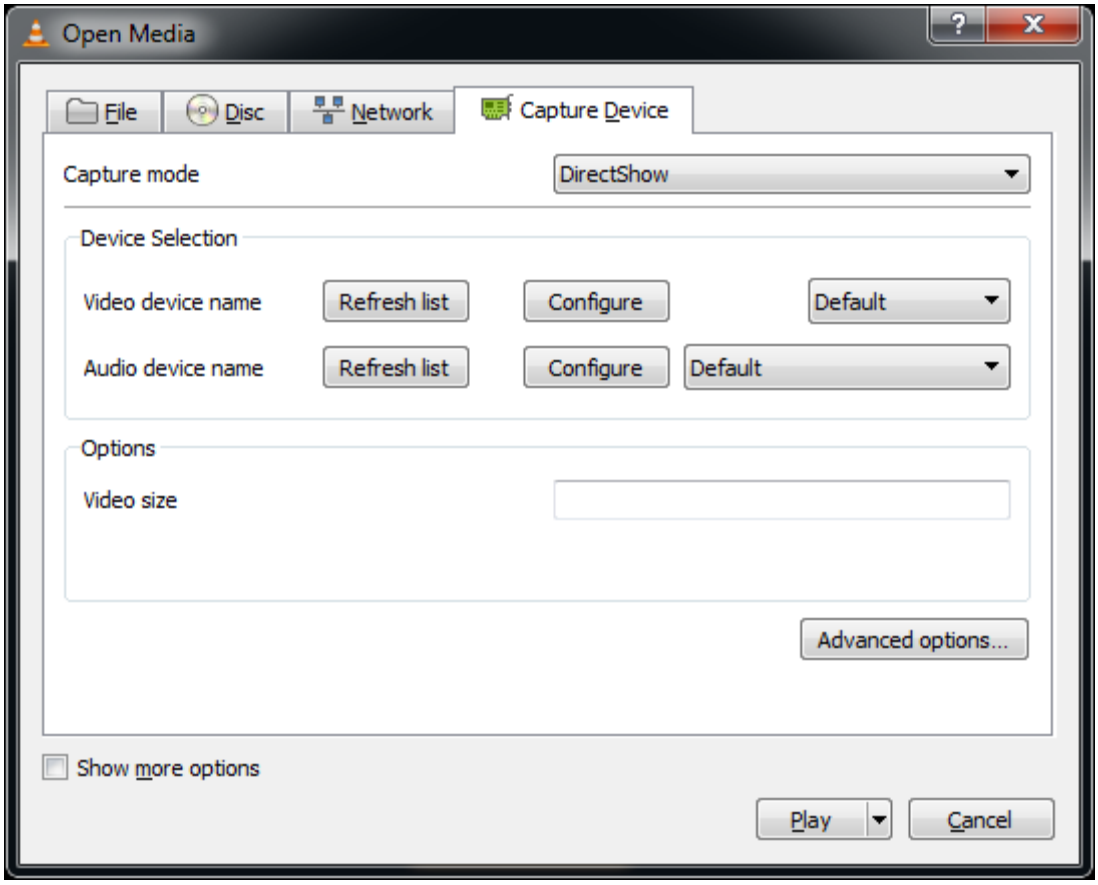
Quelea holds a few additional settings that on one hand require a bit more work from the user to set up, but on the other hand allows you to fine-tune Quelea for your needs. In the Exodus version there are two of those settings.

3.7.1. VLCARG

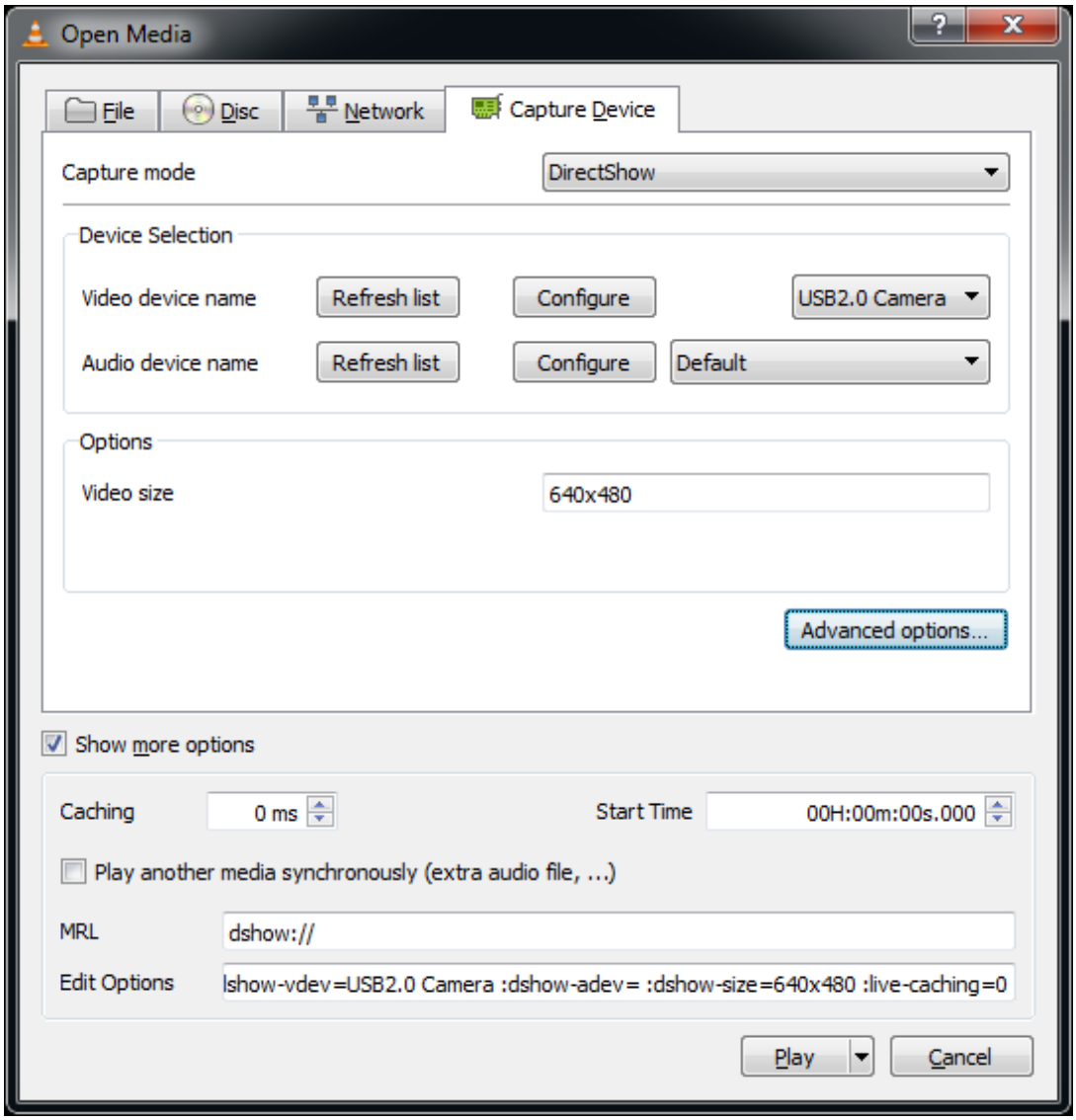
VLCARG is a new feature that lets you pass argument to VLC, which means that you can basically adjust the video any way you want. It also means that you could use live video in Quelea, even as a background video if you would like, which is what we will cover here. For more options, read more about it here, and feel free to discuss it at the Quelea forum.

3.7.1.1. Using VLCARG to set up live video background

The easiest way is probably to fire up VLC, go to media, and then click on "Open capture device". You will see something like this:

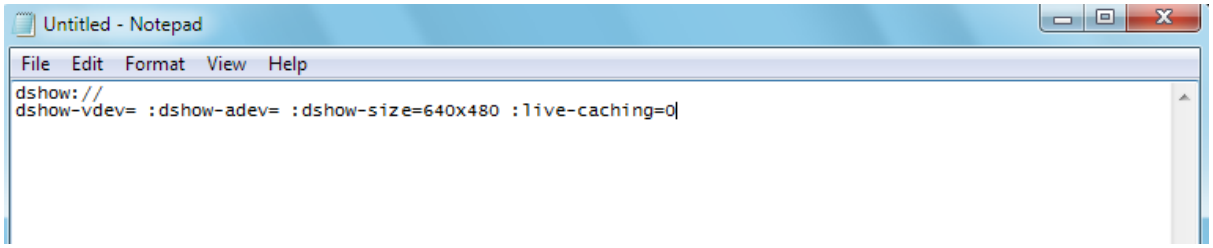


You can then select whatever you want - for this example we will use the web camera connected to the computer and set the maximum size to 640x480. Once you are done, hit the "Show more options" checkbox in the bottom left:



You will see two text fields at the bottom, "MRL" and "Edit Options". Take note of these values. (You may also want to hit "Play" right away to make sure these options work - if they don't work in VLC directly they won't work in Quelea!)

Next, create a blank text document and open it in notepad (or Notepad++, or your favourite plain text editor, but not MS Word or the like!) Paste the contents of the MRL field into the first line of the text file, and paste the contents of the "Edit Options" field into the second line.



Save the file, quit notepad and then change the ".txt" extension to ".vlcarg". Quelea should then pick it up as a video file, and pass on the MRL and options you specified to VLC directly. This means you can add the file you just created as a video background (see 2.1.3.3.3. Video background). Note that

Quelea will save a copy of the file you created in the Quelea video folder, which means you will need to edit the copied version, not the original that you created, if you need to change the settings.

3.7.2. Fade in/out adjustments

Hidden in the Quelea settings file, you will find an option to edit the fade in/out duration in milliseconds. So if you are not pleased with the standard duration, start by going to your user folder (in Windows it's usually C:\Users\ [username]\). There you have to open the folder named ".quelea" (the dot implies that the folder is hidden in Linux and OS X, and I won't cover how you un-hide it or access it anyway here, so feel free to search the internet for it – there are a lot of tutorials there). Once you have opened the folder, locate the file called "quelea.properties". Open this file in a plain text editor, such as Notepad (i.e. not MS Word), and look for these three lines (add them if they are not there): "logo.fade.duration=1000", "black.fade.duration=1000" and "clear.fade.duration=1000".

```
use.max.bible.verses=true
max.bible.items=5
logo.fade.duration=1000
black.fade.duration=1000
clear.fade.duration=1000
```

As you can see Quelea uses one second by default, but you can change the number to any time you would like Quelea to use when it fades in to logo, black or clear. A higher number means slower fade (e.g. 2500 = 2.5 seconds) and a lower number means faster (e.g. 500 = 0.5 seconds).

4. Shortcuts and other things that are good to know

This chapter will cover parts that are not covered by the previous chapters.

Keyboard shortcuts:

Space	Moves the selected item to live
Return	Adds an item from database to schedule
Delete	Removes an item from schedule
Shift + Left click	Quickly edit text in a slide
Ctrl + Left click	Preview an item in database without adding it to schedule
F5	Fade into/out of logo
F6	Fade into/out of black
F7	Hide/display lyrics and show background or enter spell check inside of song editor
Ctrl + N	New schedule
Ctrl + O	Open schedule
Ctrl + S	Save schedule
Ctrl + P	Print schedule
Ctrl + M	Manage notices
Ctrl + Shift + N	New song
Ctrl + T	Open options
Arrow keys	Move between sections, slides and items
Page Up/Down	Move between slides (does not work if the database panel is selected)

Good to know:

- There are tooltips available to the buttons that do not have self-explanatory text in them by hovering over them.
- You can preview a song without adding it to the schedule by dragging and dropping it to the black preview box.
- You can drag and drop an image to an item to set it as an individual theme.
- Adding a hyphen (-) after a bible verse adds the rest of that chapter.
- You can change the bible translation by right clicking a passage.
- There are nightly releases available with experimental features (see 6. FAQ (Frequently Asked Questions))
- Quelea's releases are named after the current year and bible books and the aim is that a new stable release will be available each six months.
- There are many planed features for future releases. To see some of them, see 6. FAQ (Frequently Asked Questions).
- The discussion group is available for all your questions, bug reporting, opinions about Quelea and suggestions. https://groups.google.com/forum/#!forum/quelea-discuss

5. Troubleshooting

Not much information regarding troubleshooting in Quelea has been added yet, but will be added in the future. Meanwhile, search for your issues here: https://groups.google.com/forum/#!forum/quelea-discuss. If you can not find any information about your issues there already, feel free to ask a new question.

I can not use video backgrounds

Make sure VLC is installed properly and that you have installed the right version. The version of Java running must be the same as the version of VLC. If you are using 32-bit Java, then make sure to install the 32-bit VLC, and vice-versa. Try playing a video in VLC outside of Quelea. If that works and the problem persist, contact the Quelea developers for further support.

I get a pause when I use video background

That is unfortunately pretty unavoidable; it has to do with the way VLC repeats videos. On a relatively fast system it is pretty unnoticeable, but aside from that, the only way to really work round it is to create a large video file that essentially loops it "manually" several times.

My animations/transitions in a presentation do not appear

That is one of the hardest issues to find a cross platform solution to. For now, the best option is to use OpenOffice, although that is not a flawless solution either. Other solutions are planed for future releases, so check out the nightly releases if you can not wait until next stable release.

6. FAQ (Frequently Asked Questions)

Not many frequently asked questions have been added here yet, but more will be added in the future. Meanwhile, search for your question here: https://groups.google.com/forum/#!forum/quelea-discuss. If you can not find any information about your question there already, feel free to ask a new question.

Can I translate Quelea to [...]?

Yes, that would be terrific! Download this file: https://quelea-projection.googlecode.com/hg/Quelea/languages/gb.lang and open it in a notepad or word processor and translate everything after the equals sign (=), i.e. to the right, and leave anything before it, i.e. to the left. If you see special character combinations like "\n", "%" or "$1", make sure to let them also be a part of the translation. If you have any questions regarding the translation, feel free to ask them in the Quelea forum.

What is a nightly release?

A nightly release is a version that is not yet beta tested – in other words: the latest release although potentially buggy. This might contain experimental features and could potentially be less stable, but apart from occasional bugs, most of the times they work as well as a stable release. However, you are not advised to use a nightly release in a live setting where no issues can be tolerated. If you would like to try the latest nightly release, download it here: http://quelea.org:8080/job/Quelea/ws/Quelea/dist/standalone/
To be able to use the nightly release, you must make sure that Java (JRE) is installed. You can download it here: http://java.com/en/download/index.jsp

When will the next stable release be available?

Quelea aims to release a stable version each six months.

Will you add this feature?

There are many planned features on the to-do list, but feel free to let the developers know what features you miss, since features are added by popular demand. Some of the planed features:

- Live video support from camera feed
- Display translations via Mobile Lyrics
- Audio support
- Sermon recording / podcasting
- Audio visualizations
- Initial install wizard
- Show first line of next slide on stage view
- PowerPoint capability