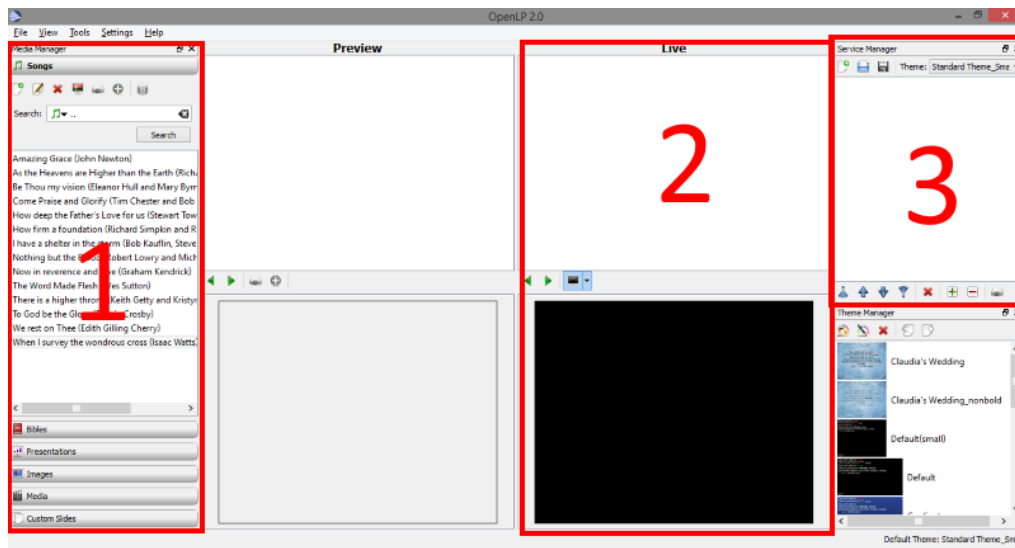


# OpenLP Users Guide

## 1. Overview

If you're just interested in how to run a service, read through this overview section, then skip straight to [Running a Service](#).



The 3 main areas relevant to running a service with OpenLP are shown in the picture above.

1. **Media Manager:** Contains all the items you might want to put into a service in individual tabs. The key ones are [Songs](#), [Presentations](#), [Media](#) and [Custom Slides](#).
2. **Live Panel:** Contains the item (e.g. song) of the service currently on-screen. Allows you to go between verses, change slides, or control playback of a video.
3. **Service Manager:** Contains all the items in the current service. Allows you to change between different items, e.g. go to the next song.

## 2. Creating a Service

### Songs

Adding songs to a service is as simple as choosing a song from the list (you can search by title, lyrics or authors in the search box), and pressing the grey + button at the top of the songs tab. You can also just drag and drop the song from the list to the Service Manager (3) on the right.

### Adding or Editing a Song

If the song you want isn't in the database, press the "Add new Song" button at the left of the toolbar in the Songs section. If you want to edit an existing song, right click on the song and choose Edit.

Fill in the Title, then you're ready to add the lyrics. The easiest way to add the lyrics is to press the "Edit All button", and paste the lyrics into the box.

Next, you need to tell OpenLP where the Verses and Choruses are. You can do this by either manually typing `---[Verse: 1]---`, `---[Chorus: 1]---` etc., or by putting the cursor where the verse starts, choosing the verse type and which number it is, and pressing *Insert*.

Try to make sure you only use each verse number once. There should be no repeated verses or choruses at this stage: OpenLP can deal with that separately.

Don't forget to remove any copyright information from the end.

After the lyrics have been entered and the Verse indicators added, press *OK*, and fill in the verse order box. This lets you tell OpenLP what order the verses and choruses should appear. For example, putting `V1 C1 V2 C1 V3 C1` will do each verse with the chorus in between each one.

Next, click the "Authors, Topics & Song Book" tab in the Song Editor.

The screenshot shows the 'Song Editor' window with the 'Authors, Topics & Song Book' tab selected. The window has four tabs: 'Title & Lyrics', 'Authors, Topics & Song Book', 'Theme, Copyright Info & Comments', and 'Linked Audio'. The 'Authors' section on the left contains a dropdown menu with 'Tim Chester' selected, an 'Add to Song' button, and a list box with 'Bob Kauflin' selected. Below the list box is a 'Remove' button. The 'Topic' section on the right has a dropdown menu, an 'Add to Song' button, a large empty text area, and a 'Remove' button. The 'Song Book' section at the bottom right has 'Book:' and 'Number:' dropdown menus. A 'Manage Authors, Topics, Song Books' button is at the bottom left. 'Save' and 'Cancel' buttons are at the bottom right.

Add the authors individually by typing their name and clicking "Add to Song".

Finally, click the "Theme, Copyright Info & Comments" tab, and enter the copyright line into the copyright box, e.g. © 2011 Sovereign Grace Praise (BMI).

Now press "Save", and you're done!

## Presentations

If you're taking a powerpoint off a USB stick, don't forget to copy it to the computer first so that you don't need to have it plugged in for the whole service.

To add a presentation to OpenLP, press the "Load new Presentation" button (the little folder at the top of the Presentations tab), and open the presentation.

Adding a presentation takes a few seconds as thumbnail images of the slides are generated, just wait until it's done.

To add a presentation to a service, just drag it over to the box on the right (3), or press the (+) button.

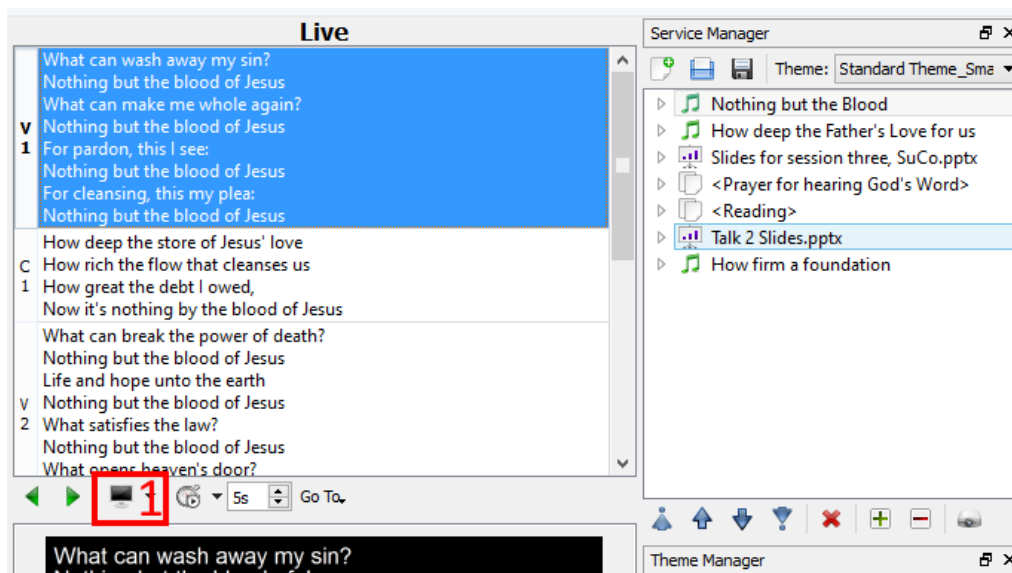
## Media

Adding media (videos) is the same as a presentation - press the blue folder button, or drag the video file onto the list, then drag it from the list onto the service manger list (3).

## Custom Slides

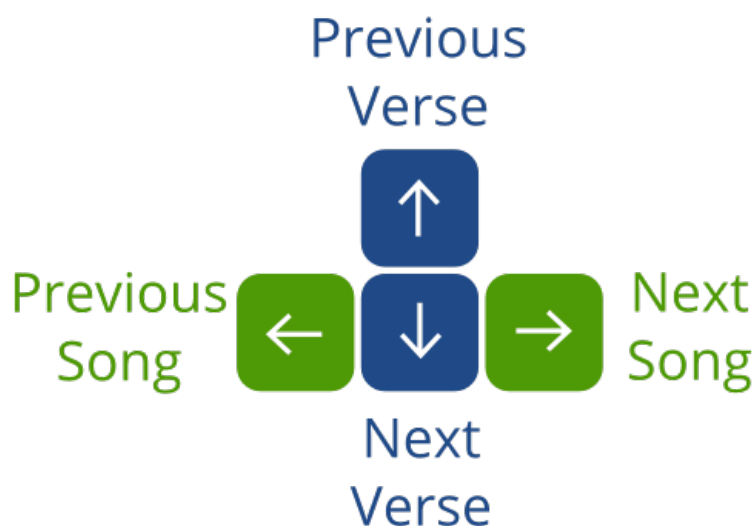
Custom slides are for things like liturgy. Adding a new one is very similar to adding a new song, and adding Custom Slides to the service is the same as for any other service item.

## 3. Running a Service



Running a service can be done with the mouse alone, but is probably easier with the keyboard.

To move between items in the service manager (e.g. songs), double click on the item in the list, or use the **left** and **right** arrow keys. To move between verses in a song or slides in a presentation, click on them in the list under "Live", or use the **up** and **down** arrow keys.



If you want to blank the display you can use the button indicated on the picture above with the red box, or you can press the period button on your keyboard.



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