



**QUICK START GUIDE**

**easyworship**  
**2009**

Help is available within EasyWorship software. In the main menu, click Help then Contents to access instructions and support for basic and advanced issues.

Get free support Monday through Friday, 9am to 6pm (CST) by phone +1 (918) 250-1493 or email: [support@easyworship.com](mailto:support@easyworship.com).

## Installing EasyWorship

EasyWorship installs as a 30 day trial version, even if it has been purchased. Registering the software will disable the 30 day trial period, giving you unlimited access to the software. Bibles purchased with EasyWorship will appear after registration is complete.

**Step 1** Place the installer CD into the CD drive for automatic installation, or download the latest version from [easyworship.com/support](http://easyworship.com/support). Double-click or open the downloaded zip file, then double click the EasyWorship2009\_web.exe file to begin the installation.

**Step 2** Follow the on-screen prompts and select the Default settings.

**Step 3** Click Next until you get to the Ready to Install window and click Install.

**Step 4** When the Completing the EasyWorship Setup Wizard dialog box appears, click Finish to complete the setup.

*Note: Existing EasyWorship data will be converted automatically. If this is the initial installation of EasyWorship, the demo songs and default backgrounds are installed by following the prompts. If you choose "Yes" when prompted to install the demo songs, the default backgrounds will be installed automatically. If you choose "No" to this option, backgrounds can be installed later from the database tools area of the profiles menu.*

## Registering EasyWorship

After you purchase EasyWorship, you will receive an order confirmation email that has important registration information in it. Follow the 3 steps below to register EasyWorship. If you received an EasyWorship CD with a product key enclosed, see the instructions below under [Activate Your Product Key](#).

**Step 1** Check your email for registration information, or check your paperwork for a registration letter.

**Step 2** Open EasyWorship, click Help in the main menu, then click About EasyWorship and select the Register link on the left.

**Step 3** Copy the Church Name, Phone Number and Serial Number from your registration email or paperwork to the appropriate fields in the Register window, click Validate and then click Continue to complete registration.

## Activate Your Product Key

If you received a product key with an EasyWorship CD, enter it online at [EasyWorship.com/activate](http://EasyWorship.com/activate) or call us at +1 (918) 250-1493 9AM - 6PM (CST) M-F. We'll activate your product key and send you an email with registration information so you can follow steps 2 and 3 above.

## Download the Free Complementary Media

You can find the instructions for [downloading the free complementary media](#) in the Getting Started section of our online Knowledge Base.

## Additional Recommended Software

### MP4, FLV, MOV Video Decoder

Download and Install the [K-Lite codec pack](#) from the Video Compatibility section of our online Knowledge Base.

### DVD and MPG-2 Decoder

Download and Install the [DScaler](#) codec from the Video Compatibility section of our online Knowledge Base.

### PowerPoint Viewer

Download and Install [PowerPoint 2010 viewer](#) from the PowerPoint section of our online Knowledge Base.

## Help And Support

### Phone Support

Free telephone support is available by calling +1 918-250-1493 between the hours of 9:00 AM - 6:00 PM CST. Monday - Friday.

### Online Support

We have multiple online support avenues available at [www.easyworship.com/support](http://www.easyworship.com/support)

### EasyWorship Help File

The EasyWorship help file can be accessed from within the EasyWorship program by clicking the help menu, then contents.

### Printable Manual

The full printable manual can be found in the downloads section of [www.easyworship.com/support](http://www.easyworship.com/support)

## Dual Monitor / Projector Setup

EasyWorship is designed for dual monitor output, meaning that it can display to two separate monitors simultaneously. One for operator control and one for live output to the audience. To get set up, you'll need to extend the windows desktop.

### First, Extend The Windows Desktop

#### XP

Right-click on the desktop, select **Properties** and then click on the **Settings** tab in the Display Properties window. Then select the number 2 monitor box and check the box below to "Extend my Windows desktop onto this monitor". Then click **OK**.

#### Vista

Right-click on the desktop, select **Personalize** and then choose the option for **Display Settings**. Then select the number 2 monitor box and check the box below to "Extend my Windows desktop onto this monitor". Then click **OK**.

#### Windows 7

Press and hold the **Windows Key** on your Keyboard, then press or tap the **P** key on the keyboard once. A selection box will appear allowing you to select the Extend option.

#### Additional Settings

- Set your screen area resolution for Monitor 2.  
Select monitor 2 and change the resolution setting to one of the following settings.  
**For a standard 4:3 screen (square)**, select 800 x 600 or 1024 x 768.  
**For a High Definition 16:9 screen (wide)**, select 852 x 480, 1280 x 720 or 1920 x 1080.
- Verify that your color setting for monitor 2 is set to 32 bit, then click Apply and OK.

### Next, Configure EasyWorship for a Second Monitor

**Step 1** Open EasyWorship, click **Live** in the main menu and then click **Options**.

**Step 2** Under **General**, select **Secondary Monitor** in the **Output Monitor** dropdown.

**Step 3** Under **Advanced**, scroll to **DirectX Options** and check **Enable DirectX Support**.

# How it Works

## Layout

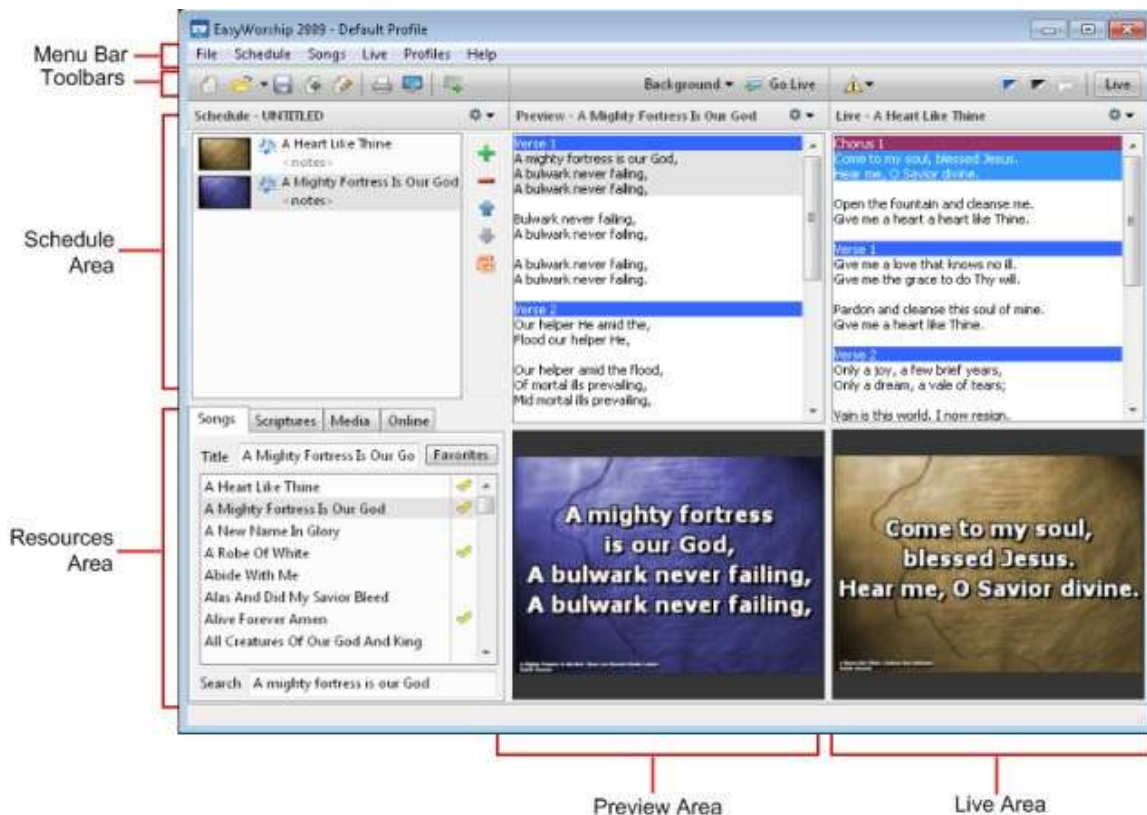
When EasyWorship opens, you'll see a Schedule Area and a Resource Area on the left, a Preview Area in the middle where you can check slides before they go live, and a Live Area on the right that shows what the audience is seeing.

Follow these basic steps to get a feel for the way these four areas work together:

**Step 1** Click on the Songs tab in the Resource Area at the bottom-left, then drag-and-drop a song up into the Schedule Area. Next, click the Media tab, then drag-and-drop an image or video thumbnail into the Schedule Area.

**Step 2** Click on the first item at the top of your new Schedule and you'll see the details appear in the middle Preview Area on the right.

**Step 3** Click the Go Live button at the top-right of the Preview Area and you'll see two things happen: 1) the song that was in the Preview Area will move to the Live Area on the right; 2) EasyWorship will auto-advance to the next item in the Schedule, which sends it to the Preview Area ready for you to click Go Live again and send it to the Live Area.



## Using the Online Tab

With EasyWorship 2009 you now have the ability to interact with the web. When you click the Online tab in your Resources Area, you'll see three tabs available above the browser window: Media Store, SongSelect and Web. The downloaded items area below the Online tab will be blank until media or Bibles have been downloaded from the integrated media store using the Media Store tab (see below).

### Media Store

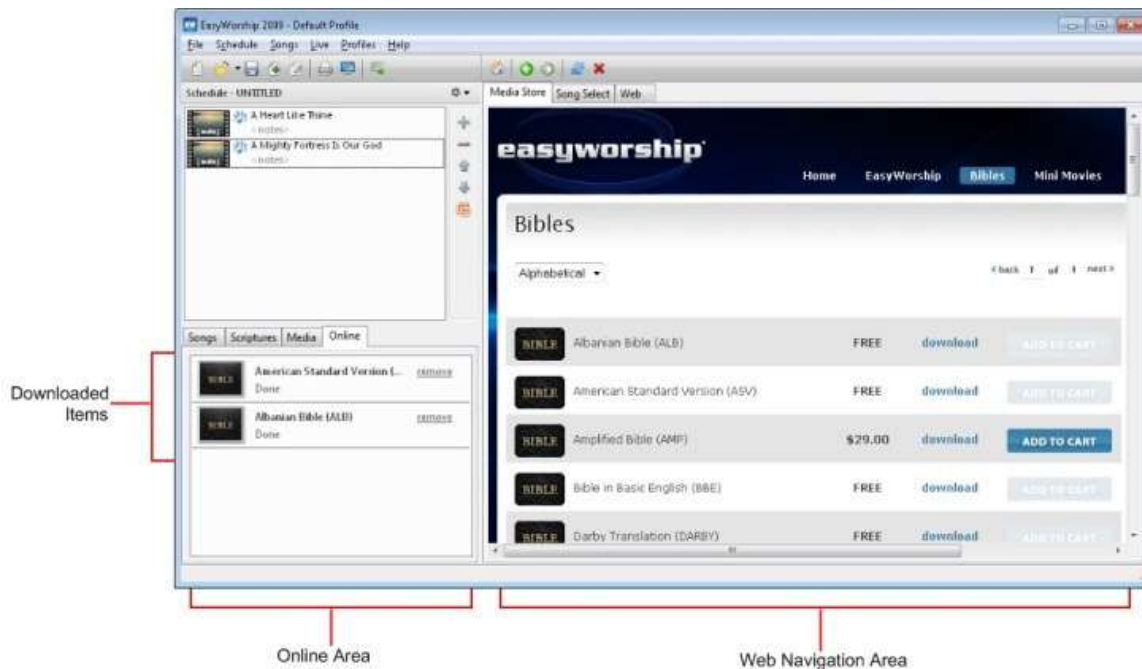
Click this tab to browse and download popular mini-movies, motions, countdowns and stills directly in EasyWorship. A new, integrated download feature automatically places new media in the correct library in EasyWorship.

### SongSelect

If you have a subscription to this service through CCLI, click the SongSelect tab to import new song lyrics. Browse to the song you want and then click the Import button in the top right corner of EasyWorship. The song will automatically be added to your Song Library and Schedule, including it's tags, lyrics and song information.

### Web

Click the Web tab to schedule a website or YouTube video for playback during a service. When scheduling a YouTube video, EasyWorship 2009 gives you the option to automatically display the video full screen when you go live. This feature also allows for playback of SWF files.



## Using the Core Features

### Songs

Click the Songs tab and search by song title in the open text field. To create a new song, go to Songs in the main menu and select New Song. Title the song and then click on the Song Information icon on the right of the Title to enter more detailed information. In the main text area, type the song's tags and lyrics. Press OK and your new Song will be listed in the Song library.

### Scriptures

Click the Scriptures tab, type the book name in the open text field and then use the right arrow key to select chapter and verse. Finally, drag-and-drop one or multiple verses to the Schedule. All Bible versions, free or purchased, will be shown as sub-tabs below the text.

### Media

To assign a custom background to a Scripture or Song, click the Media tab in the Resource Area and then choose Videos, Images, or Audio from the sub-tabs at the bottom. Drag-and-drop a video, image or audio thumbnail on top of the Song or Scripture in the Schedule. You can also drag-and-drop any of these to your Schedule as a stand-alone item. To add a new image, video or audio file from your computer or a media disk, click the Add button in the bottom-left corner of the Resource Area. Browse for the media file on your computer or removable disk, select the file, and then click Open to import the file into EasyWorship.

### Edit a Slide

Right-click on the Song or Scripture in your Schedule and select the option to Edit Song in Schedule. Using the Editor Tool, make layout or spelling changes in the main text area on the left. In the preview window on the right, you can click and drag the frame handles to resize the text area, or click and drag the entire area to reposition it.

### SongSelect Lyric Service

If you have a membership to CCLI's SongSelect Lyric Service, click the Online tab in your Resource Area and then click the SongSelect tab at the top of the browser window. Login to SongSelect, browse to the song you want and then click the Import button in the top right corner of EasyWorship. The song will automatically be added to your Song Library and Schedule, including its tags, lyrics and song information.

### PowerPoint Integration

If you have a PowerPoint presentation that you want to use for announcements or a sermon outline, just click on the PowerPoint icon to the right of the Schedule Area, browse to the presentation file on your computer and then click Open. EasyWorship will automatically import your slides and create an item in the Schedule.

### DVD Bookmarks

To schedule a custom clip from a DVD, insert the DVD into the computer, click the Media tab in the Resource Area, select the DVD tab below, and then click the Add button. The DVD editor will help you select a predefined scene or bookmark a short clip from a scene for instant playback during a live event. Once you've created your clip, click OK and then drag the clip's thumbnail from the DVD resource area to the schedule.

## New Features in EasyWorship 2009

### Display Foldback

Display Foldback works with an additional piece of hardware, such as a Dual HeadToGo by Matrox, and allows you to create a separate output to the stage so your worship team, choir and pastor can see custom notes, previews and a clock. Once you have your Dual HeadToGo or other external device configured with your Operating System, click Live in the main menu and then select Display Foldback Options. This window lets you assign a custom position for your Foldback output as well as custom settings for Song and Scripture text, backgrounds, PowerPoint preview, as well as private alerts and a clock.

### Video Jockey Mode

Video Jockey lets you serve up live videos, images or feeds on-the-fly from your existing media library. While you're live with any Song, Scripture or Background media, just click on the cog in the upper right corner of EasyWorship and select VJ Mode. Single-click thumbnails from the VJ area for smooth fade in / fade out transitions that are independent of Song or Scripture text.

### Audio

Add audio files to your Schedule, either as independent items or as a background to a song or scripture slide. To get started, click the Media tab in your Resource Area, then click the Audio tab at the bottom and add files from your computer. Drag-and-drop audio to the schedule directly, or drag-and-drop a file on top of a song or scripture for simultaneous playback. You can also drag-and-drop audio to multiple song or scripture slides in the Schedule for seamless playback across multiple items.

### Web

(see Using the Online Tab above)