easyworship® 2007

Quick Start Guide

Instructions for installation and setup

Click on Help then Contents from within EasyWorship to access the complete help file that covers all aspects of using the EasyWorship Software. For tech support call +1-918-250-1493 or email support@easyworship.com.

Computer Requirements

Minimum Requirements for text over Video backgrounds, Live Camera, DVD, VHS, or Mixers			
Laptop Computers		**Desktop Computers**	
Processor:	Intel 2.8 GHz Pentium 4 Intel 1.6 GHz Pentium M or Centrino Intel 1.6 GHz Intel Duo AMD Athlon 2500+	**Processor:**	Intel 1.7 GHz Pentium 4 Intel 1.6 GHz Intel Duo AMD Athlon 2500+
Memory (RAM):	512 MB	**Memory (RAM):**	512 MB
Video Card:	64 MB video card that supports **Windows extended desktop**.	**Video Card:**	Dual output *AGP* or *PCI* Express video graphics card with 64 MB Video RAM
Hard Drive:	Hard Drive with 250Mb disk space	**Hard Drive:**	Hard Drive with 250Mb disk space
Other Drives:	CD/DVD Drive	**Other Drives:**	CD/DVD Drive

Optimal Setup			
Laptop Computers		**Desktop Computers**	
Processor:	Intel 2.8 GHz Pentium 4 Intel 1.6 GHz Pentium M or Centrino Intel 1.6 GHz Intel Duo AMD Athlon 64 3000+ AMD Turion 64	**Processor:**	Intel 2.8 GHz Pentium 4 Intel 1.6 GHz Intel Duo AMD Athlon 64 3000+
Memory (RAM):	1GB or more	**Memory (RAM):**	1GB or more
Video Card:	128 MB video card that supports **Windows extended desktop**.	**Video Card:**	nVidia GeForce 6600 or higher (PCI Express or 8x AGP) with 128MB Video RAM
Hard Drive:	5400 or 7200 RPM Hard Drive	**Hard Drive:**	SATA 7200 RPM or faster Hard Drive with 8MB cache or more
Other Drives:	DVD Drive	**Other Drives:**	DVD Drive

Computer Requirements for Video Cards

Video Card Requirements			
Laptop Computers		**Desktop Computers**	
Minimum:	Onboard video graphics card that has the ability to extend the windows desktop to a second monitor.	**Minimum:**	2 video cards or a dual output video card that has the ability to extend the windows desktop to a second monitor.
Recommended:	**nVidia GeForce**, **ATI Radeon X200** or higher or **Intel GMA 915** or higher with **128MB** Video RAM It must have the ability to extend the windows desktop to a second monitor. If possible, get a laptop with **unshared video RAM**.	**Recommended:**	nVidia GeForce 6600 or higher (*PCI* Express or 8x *AGP*) with 128MB unshared Video RAM
Capture Card:	We do not recommend using a laptop for live video feeds. Most capture solutions for laptops cause an undesirable amount of latency.	**Capture Card:**	ViewCast Osprey 100, 210 and 230 found at viewcast.com, AverMedia DVD EZMaker PCI and ADSTech Instant Video PCI (PTV-390)

Important!: Some laptops **do not** have EasyWorship compatible Video Cards in them. Laptop video cards **cannot** be upgraded.

> **Before you purchase a laptop:**
> - Be sure that the Video Card has at least 64 MB of unshared dedicated ram. 128 MB video ram will provide the best performance.
> - Verify with your laptop manufacturer that the video card can support **Windows extended desktop** and not just clone what is on your laptop display.
> - We prefer the **nVidia GeForce chipsets** for the Video Cards with **unshared** 128 MB video ram.

Recommended Video Card Chipsets:
NVidia GeForce 6600, 6800, 7600, 7900
Intel 915 or above

Installing EasyWorship

When EasyWorship is installed, it **will not erase** songs or graphics from previous versions. It will upgrade the current features to the current new version. Copyrighted bibles released with EasyWorship may be purchased at http://www.easyworship.com/store . Free and newly purchased bibles may be downloaded at http://www.easyworship.com/bibletext.php.

> **Notes**
> *If you are upgrading from EasyWorship 2006 or 2.3 versions, it is a good practice to copy the **C:\Program files\Softouch\Easyworship\Data** folder and the **C:\Program files\ Softouch\Easyworship\Resources** Videos and Images folders to a disk or network drive for backup prior to any reinstall or folder manipulation.*
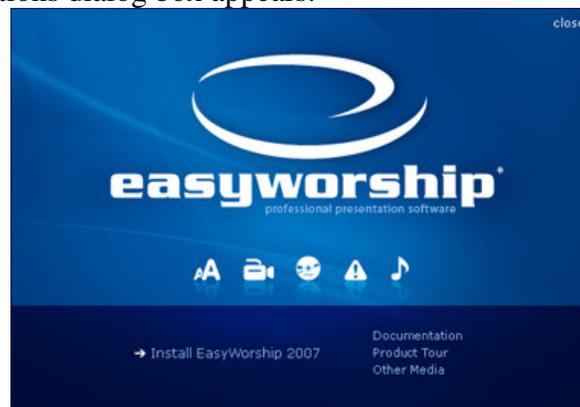
To install EasyWorship:
1. Insert the EasyWorship CD in the CD-ROM drive. The **EasyWorship Install Options** dialog box should appear automatically.

> **If the EasyWorship Install Options dialog box does not appear:**
> 1. Click the Windows Start button, and then click Run.
> 2. Type the letter of the CD-ROM drive, and \setup.exe (e.g., D:\setup.exe).
> 3. Click **OK**.

The EasyWorship Install Options dialog box appears.

2. Click **Install EasyWorship** to start the installation process.
3. Follow the instructions on the screen.
6. Accept the license agreement.

7. Select the location to install EasyWorship into.
   The default install location is C:\Program Files\Softouch\EasyWorship. This is most commonly left at the default setting.
8. Type in the name of the start menu folder for EasyWorship. Or, check the box for Don't create a Start Menu folder. *Most Customers leave this setting at the default setting.*
9. Click **Next** until you get to the **Completing The EasyWorship 2007 Setup** screen.
   The default Start Menu folder is EasyWorship. This is most commonly left at the default setting.

If you are upgrading from a previous version of EasyWorship, this Screen will appear.

10. Click **Install**.
11. When the **Setup Complete** dialog box appears, click **Finish** to complete the setup. If you Check the "Open EasyWorship 2007 Documentation" box EasyWorship will launch the help file when you click the Finish button.

The EasyWorship Install Options dialog box remains open with the following options:
- **Product Tour** to familiarize yourself with EasyWorship features.
- **Documentation** to view a .pdf of the EasyWorship manual
- **Other Media** to download additional images and videos from EasyWorship. These images and videos can be used in other Windows applications.

Activating and Registering EasyWorship

When EasyWorship is purchased, an e-mail or a DVD case with an activation card and product key information is sent to you. Follow the instructions provided to register EasyWorship.

DVD Case with Product Key Information

To Activate and Register EasyWorship using a Product Key and Activation information:
1. Contact EasyWorship with the product key information to receive your registration number.
   Phone (918)250-1493 or e-mail orders@easyworship.com.

   Have the Product Key handy along with the following information:
   - Church Name to Register
   - Church Mailing Address
   - Church Phone
   - Church Contact Person
   - Email address to receive registration codes.

2. The registration information will be sent to you immediately via e-mail.
3. Once the registration information is received, enter the registration information into EasyWorship. Follow the next steps.

If you receive a cd in a DVD case with no product key, you may have received a **registration e-mail** or **registration information letter**. Enter the registration information you received according to these next steps.

To Register your software:
1. Open EasyWorship.
2. In the **About EasyWorship** dialog box, click **Register**.
3. In the **Register** dialog box, type the registration information in the appropriate boxes.
   o *All of the registration information is case and space sensitive, and must be entered exactly as it appears.*

4. Click **Validate**. (The Registration fields will grey out)
5. Click **Continue** or **Close** to complete the registration.
-**Or**-

After Opening EasyWorship:

1. On the **Help** menu, click **Register Products**.
2. In the **Register** dialog box, type your registration information in the appropriate boxes.
   • *All of the registration information is case and space sensitive, and must be entered exactly as it appears.*
3. Click **Validate**. (The Registration fields will grey out)
4. Click **Close** to complete the registration.

   Notes
   Click License to read the License agreement and Warranty information. This Site License states that you can install this copy on all computers that pertain to your one geographical church site.

That's all there is to it!

If you have any problems *See:* **Incorrect Serial Number!**. You may also call us at 918-250-1493, or e-mail us at support@easyworship.com.

Incorrect Serial Number!

This error can occur for a couple of reasons:

1. EasyWorship has already been registered.
   - If EasyWorship is upgraded from an older version that was already registered, there is no need to enter your serial number. This error will appear if the same registration code is entered again.

   - To determine if EasyWorship is already registered, Click on the **Help** menu then **About EasyWorship**. If the church name and serial number are in the registration area at the bottom, the software is already registered.

   Registration:
   This product is licensed to: **Your Church Name Goes Here**
   Serial Number   **Your Serial Number will show here**

2. Your EasyWorship registration information has not been entered exactly as it is on your registration letter.

   - Verify that the registration information has been entered exactly as it is on the registration letter. The Church name, Phone Number, Serial number are all case and space sensitive.
   - The serial number has to be entered with the dashes included.
   - The phone number normally doesn't have any spaces in it and will be formatted in the following manner. (XXX)XXX-XXXX. Some phone numbers outside the US may have spaces and different formatting.

If you continue to receive this error message call us at +1 918-250-1493, or email us at support@easyworship.com.

Running EasyWorship For The First Time

When launching EasyWorship for the first time, a prompt will appear to install the demo data that comes with EasyWorship.
This demo data consists of 200+ public domain hymns like "The Old Rugged Cross" and "Amazing Grace". With the 200+ songs, 20+ videos and 100+ still image backgrounds will be added to the backgrounds palette. There is also an option to install 100+ songs from GreatWorshipSongs.com. These features are not required for EasyWorship to operate. These features may be installed or uninstalled at any time. Use the instructions below to install them upon running EasyWorship for the first time.

> 📝**Notes**
> *If EasyWorship is installed from an **internet download**, it **will not** install any video backgrounds, and will only install **21 still image** backgrounds in the backgrounds palette. **The extra videos and images are not included** in the downloaded version **due to their size**. All of the songs that we offer including the GreatWorshipSongs come with the internet download. If the software is installed from the CD after a web install, all of the video and still image backgrounds will be copied to **Your profile\Resources** folder.*

1. When opening EasyWorship the first time the Add/Remove Demo Data window will appear.
2. Select **"Install songs from GreatWorshipSongs.com now",** To install the 100+ classic and contemporary songs from GreatWorshipSongs.com.
3. Click **Next.**

4. Select **"Install default songs and backgrounds from EasyWorship",** to install the default backgrounds and songs from EasyWorship.
5. Click **Next.**
6. Click **Back** to change the previous selections or click **Finish** to proceed with installation of the EasyWorship demo data.
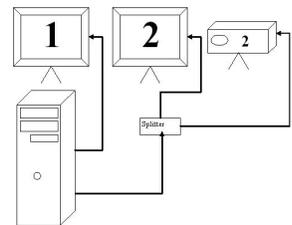
Dual Monitors Explained

EasyWorship is designed for dual monitor display. This means that EasyWorship displays two different monitor screens at the same time. Monitor #1 (or the primary monitor) displays the working or control screen, and Monitor #2 (or the secondary monitor/projector) displays the output screen that is projected to the congregation. Dual monitors make it possible to work and set up new songs and scriptures in EasyWorship, while the congregation is viewing only the current song, scripture, video, or feed.

EasyWorship uses Windows extended desktop to accomplish this. Windows 98 SE or later is required to enable Windows Extended desktop. The following are three different video card configurations that will allow you to use Windows Extended desktop.
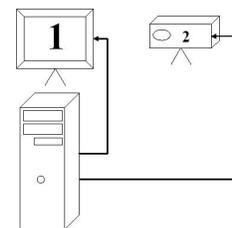
A. Two video cards with a single output on each card (not recommended)
B. A single video card with two outputs (recommended)
C. A laptop with a video output on the back of the laptop.

Here are the most common ways to setup a computer for dual monitor output.
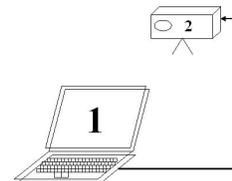
- Split the second monitor display signal and send one cable to a second computer monitor and the other to the projector.
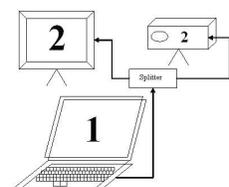
- EasyWorship may also be setup with a single monitor on the desk to control the software and use your projector as the secondary monitor.

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- Customers using laptops will use their laptop monitor as Monitor #1 and the output on the back of the laptop for Monitor #2.

- You may also add a video splitter to the output on the laptop in order to utilize a second monitor on the desk and a projector.

Setting Up A Laptop

To Connect A Laptop:
1. With the laptop turned off, turn on the projector, or second monitor first.

2. Connect the second monitor cable from the projector, or second monitor to the back of the laptop. Make sure the projector, or second monitor, is on and in the right mode to receive a computer signal.

3. Now turn on the laptop. The Laptop screen will be monitor 1 and the hd15 svga connector on the back of the laptop will be monitor 2 which will be the LCD Projector.

4. Follow the steps in Setting Up Dual Monitors . For laptops with **Intel Graphics** Cards *See:* **Enabling Dual Monitors for Intel Graphics Cards.**
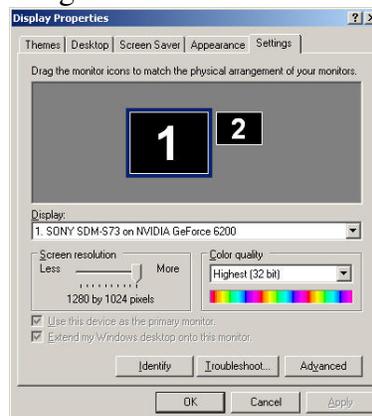
Enabling Dual Monitors

Checking for dual monitor capability:
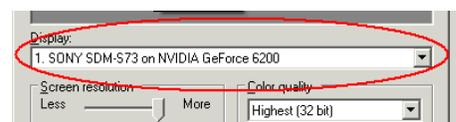1. **Right Click** on the Windows desktop.
2. Click on **Properties**.
-**Or**-
1. Click **Start**
2. Click **Control Panel** or (Settings then Control Panel).
   o   If you get the **Pick a category screen** click on Switch to **Classic View** on the left.
3. Double-click the **Display icon**.
   o   **Vista**: Open Personalization.
4. Click on the **Settings** tab.
   o   **Vista:** Click on Display Settings.

If **two monitor icons** appear, your computer **has dual monitor capability**. If the second monitor is available but not activated, it appears grayed out. Follow the procedure below to activate the second monitor.
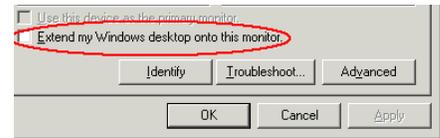
* If you are using a laptop, check the display drop down box for an Intel Graphics card. If an Intel Graphics card appears under Display, click this link for instruction to setup Intel Graphics cards.

Enabling Windows Extended Desktop Windows display settings:

1. Select monitor 2.

2. Select the Extend my Windows desktop onto this monitor check box at the bottom left of the screen.

3. Set the Screen area resolution. Most projectors work best at **800 X 600** or **1024 X 768**.
4. Verify the color setting for monitor number 2 is set to 32 bit.
   - Many video cards will set the color to 8 bit automatically.
   - EasyWorship will not be able to enable **DirectX** support with the color set to 8 bit.
5. Click **OK**.
6. Open EasyWorship.
7. Follow the instructions below to setup EasyWorship to use your second monitor.
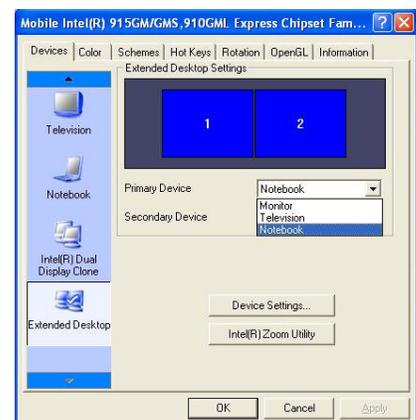
Setting EasyWorship to use your second monitor:
1. Click on the **Live** menu.
2. Click **Options**.
3. On the **General** tab Select **Secondary Monitor** under Select Output Monitor
4. Select the **Enable DirectX Support** check box.
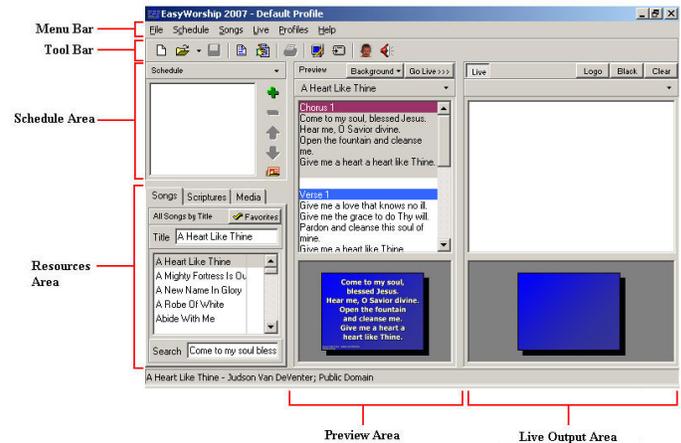5. Click **OK**.

Enabling Dual Monitors For Intel Graphics Cards

1. Click on **Start**.
2. Click on **Control Panel** (or Settings, then Control Panel)
3. Double click **Mobile Intel(r), Intel GMA Driver or Intel Extreme Graphics** icon.

   o **Vista:** Right click on the windows desktop. Click on the option for Intel Display settings.

4. Under the **Devices** tab,click on the **Extended Deskto**p option.
5. The **Primary Device** should be **Notebook**.
6. The **Secondary Device** should be **Monitor**.
7. Click **OK**.
8. Follow the instructions below to setup EasyWorship for using your second monitor.

How it Works

When you start the program, the EasyWorship Main window appears. The EasyWorship Main window contains a menu bar, tool bar, Schedule area, Resource area, Preview area, and Live Output area. The menu bar opens the File, Schedule, Songs, Live, and Help menus. The toolbar contains frequently used commands for easy access. The Schedule area, Resource area, Preview area, and Live Output area are described below.

Schedule Area:
The Schedule area contains selected items for a presentation in one portable (.ews) file. Drag and drop the items you want to use in your schedule into the schedule area. You may also add PowerPoint slide shows to your schedule by clicking the 🖼 on the right side of the schedule window. Use the arrow keys on the right side toolbar to move items around in the schedule. You can also drag items around in the schedule.

Although EasyWorship runs the Schedule in the designated order, you can control it manually. For example, you can add items to the Schedule from the Resource area at any time, or **Go Live** with any item even during the live presentation of a scheduled service. Simply highlight the item in the schedule and click the **Go Live >>>** button. You can also edit, rearrange, and save the Schedule for future services.

Resource Area:
The Resource area is a database where you store your songs, scriptures, and media, including feeds and the DVD player. The **Song** tab displays the song database. The **Scripture** tab displays the Scripture database with version option tabs at the bottom. The **Media** tab displays the Video, Images, Feeds, and the DVD. You can **double-click** on an item to project it immediately; or you can place songs, scriptures, and media into the Schedule to create an ordered service.

Preview Area:
In the middle section, the Preview area shows the song, scripture, video, feed, DVD clip or presentation that is highlighted. To move the contents to the Live Output area and display it to the congregation, in the Preview area, **double-click** on the highlighted item or click the **Go Live>>>** button.

Live Output Area:
The Live Output area in the right section displays what is currently being projected on the screen. You can navigate the contents and choose verses to keep up with the leader using the mouse, arrow keys, or by entering the number of the verse and pressing **ENTER**. This enables the congregation to easily follow the flow of the service. The **Page Down Key** also advances the next item in the schedule.

Updating EasyWorship

Softouch Development Inc. releases updates to the EasyWorship software from time to time. These updates may contain bug fixes, feature enhancements or brand new features. Updates are normally free and can be downloaded from http://www.easyworship.com.

- Check out our download page for the latest download available. Select the Downloads menu and click Download.
- Check out our **Support Forum** for the latest news on up and coming versions and snapshots of what will release soon. Select the Support menu then Support Forum.
- Get the latest help information from our **Knowledge Base**. Select the Support menu then Knowledge Base.
- Get free images from the **Free Image Forum**. Select the images menu then Free Images.

SongSelect Lyric Service Feature Update

- The **SongSelect Lyric Service** interface will automatically update if an update is needed. When the option for the SongSelect service is clicked, EasyWorship will check for updates for the SongSelect importer. If there are updates available, EasyWorship will download and install them automatically.

  Notes
  - *You must log in to the forum to post comments and questions on the forum. You can create your own username and password by clicking the register link at the top right of the forum area.*
  - *You must be logged into the Free Image Forum to download or upload images. You can create your own username and password by clicking the registration link on the left side of the image forum page.*