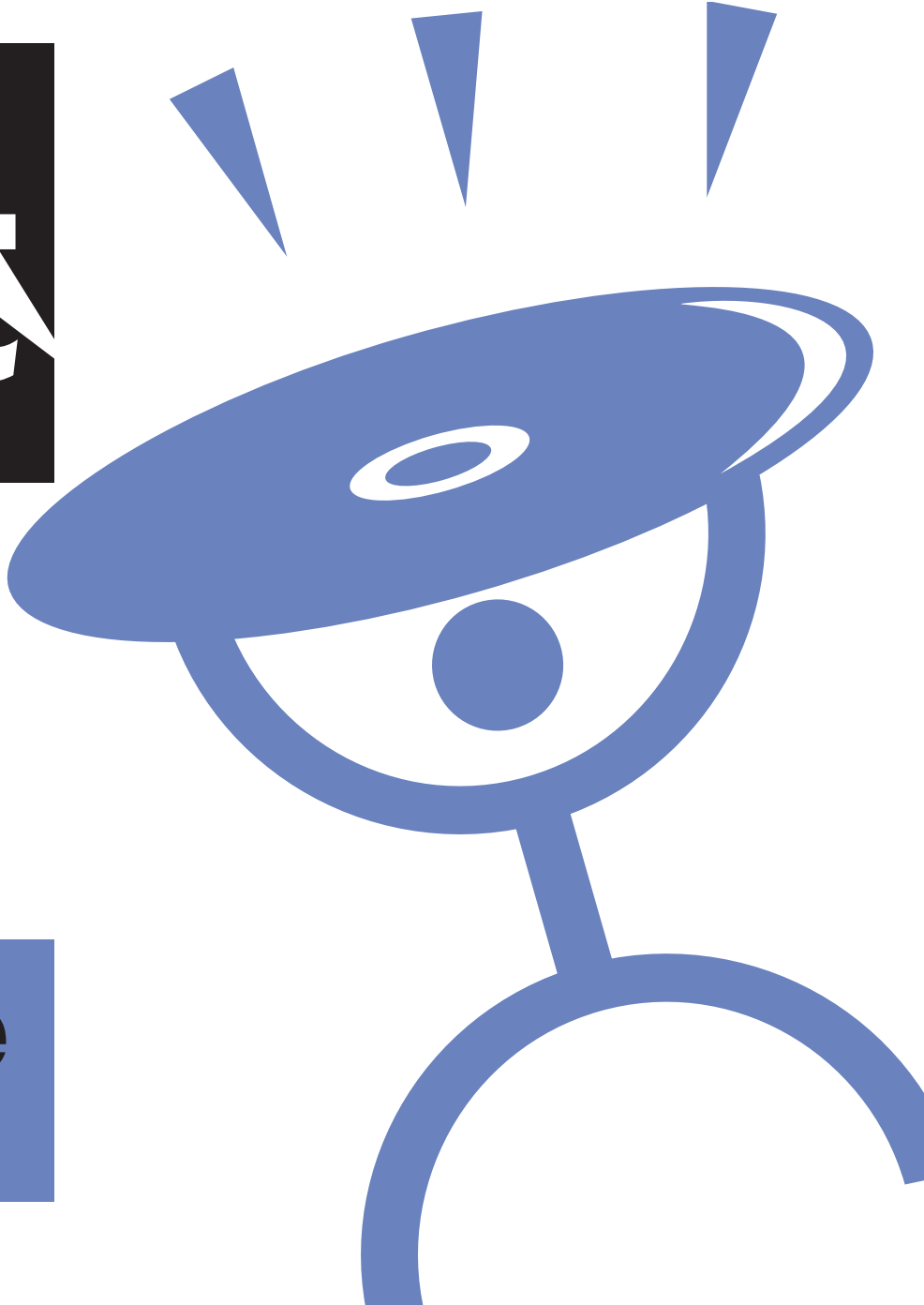
media Shout



User Guide

Version 2.0

Welcome to MediaShout 2.0

Version 2 is the result of over a year of design, programming and testing, all to ensure that MediaShout continues to serve ministries as the most powerful media-delivery vehicle available.

If you're new to Shouting, welcome to the family. MediaShout has been tried and tested in thousands of ministry settings, by pastors, worship leaders, teachers, youth workers and media professionals throughout North America and overseas. Indeed, we ourselves are among its most demanding users. Our staff includes youth workers, pastors, speakers and event producers who count on MediaShout weekly in our churches, seminars, and national conference productions. (We don't unleash anything on our customers until we've tested it on ourselves.)

We are especially grateful to the many, many users who shared with us their ideas and wish lists for enhancements. If you're among them, you're likely to see some of those wishes fulfilled in this version. (If you don't, stay tuned – we're hard at work on the *next* version as you read this.) Please continue to give us your feedback. We pay attention to what you say.

On behalf of the entire MediaShout team, thank you for letting us play a part in your ministry. We count it an honor to help you deliver life's most important message.

Todd Temple
president
MediaComplete Corporation

rev. 11.13.01

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1. Installing MediaShout

MediaShout 2.0 is actually three applications: MediaShout presentation software, ShoutSinger song manager, and ShoutWriter word processor. The installation program will install all three applications at once.

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1.1 Minimum System Requirements

MediaShout may run on lesser systems, but video clips and certain transitions may run poorly or not at all. Also, you can run the program on a computer with just one display adapter and monitor, but you'll miss out on the power and convenience that comes with dual-screen operation.

- Windows 98, ME, 2000, XP
- 266 MHz Pentium II or equivalent
- 64 MB RAM
- CD-ROM drive
- 100 MB available hard disk space (300 MB for full installation including all media and Bible versions)
- 2 display adapters (or single adapter capable of independent dual-monitor display)

Note: Some dual-monitor display adapters are incapable of dual-monitor display in Windows 2000 and XP. If yours has this problem, you may need to purchase a second display adapter. See 4.4, Display Issues with Windows 2000 & XP, for details.

1.2 Install MediaShout – Full Edition

MediaShout 2.0 comes in two editions: *Full* and *Upgrade*. The installation procedure depends on which edition you're installing. If you're installing the Upgrade edition, skip to the next section.

To install the full edition: Close all other applications currently open on your computer and place the Install CD in the CD-ROM drive, then ...

1. Click the **Start** button and choose the **Run** command.
2. In the **Open** field on the Run dialog, type *D:\Install.exe*, where *D* represents the drive letter of your CD-ROM drive.
3. Click **OK**.

Follow the instructions that appear on your screen. The first time you launch MediaShout, you'll be prompted to enter user information and the product's serial number. You'll find the serial number on a label attached to the CD case.

WARNING: The MediaShout License permits you to install the program on no more than two computers – one serving as an "Editing Station," the other as a "Presentation Station." This allows you to program your presentation on one computer, then transfer it to the other computer for performance. The License DOES NOT permit the use of MediaShout on two or more "Editing Stations" or two or more "Presentation Stations." To do this legally (and ethically), you must obtain a Site License. Please contact us to obtain such a license: MediaComplete Corporation, Box 24625, Nashville, TN 37202; 615 754-0755; *sitelicense@mediashout.com*.

1.3 Install MediaShout – Upgrade Edition

The procedure for installing the upgrade edition differs slightly from that of the full edition. It relies on the existence of version 1 on the computer, so do NOT uninstall the old version yet.

To install the upgrade edition: Close all other applications currently open on your computer,

place the CD in the CD-ROM drive, then ...

1. Click the **Start** button and choose the **Run** command.

2 In the **Open** field on the Run dialog, type *D:\Install.exe*, where *D* represents the drive letter of your CD-ROM drive.

3 Click **OK**.

Follow the instructions that appear on your screen. The installer will look for an earlier version of MediaShout to confirm that you qualify for the upgrade edition. If it cannot find a valid serial number in an existing copy of MediaShout, you'll be prompted to enter the old serial number manually. You'll find the version 1 serial number on a label attached to the CD case containing your MediaShout 1.0 installation disk.

The default installation destination is *C:\Program Files\MediaShout 2*. You may choose another location if you like, but do NOT install to the folder that contains version 1, as this will make the completion of the upgrade process more difficult.

Note that the Upgrade installer will work whether you're upgrading from version 1.0 or 1.5. (Version 1.5 was issued only as a downloadable upgrade, so it used version 1.0's serial number.)

The first time you launch MediaShout 2.0, you'll be prompted to enter user information and the new version's serial number. You'll find the serial number on a label attached to the MediaShout 2.0 CD case.

> **Note:** Installing version 2.0 will not remove version 1 from your computer. For instructions on transferring presentations, media and song lyrics from version 1 to version 2.0 *before* you uninstall version 1, see chapter 2, Completing the Upgrade Process.

1.4 Network Installation

Subject to the terms of the License, you can install MediaShout to run on two networked computers:

To install on a server for access from two computers: Follow the installation process on the first computer (e.g., the Editing Station). When prompted to choose an installation destination, select the network drive on the Server. Then repeat the installation on the second computer (e.g., the Presentation Station), again selecting the Server for the installation destination. This procedure will place MediaShout only on the Server, accessible only from the Editing Station and Presentation Station.

To install on a peer-to-peer network: Follow the installation process on the *Host* computer (e.g., the Editing Station). Make sure the installation destination is on a shared portion of the host's hard drive. Then install on the second computer (e.g., the Presentation Station), selecting the *host's* hard drive as the installation destination. This procedure will place MediaShout only on the Host computer, accessible only from the Host computer and second computer.

2. Completing the Upgrade Process

If you're upgrading from an earlier version of MediaShout, you'll want to follow the instructions in this chapter to ensure that your old presentations, media and song lyrics can be played in version 2.0. If you're installing MediaShout for the first time, you can skip this chapter.

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2.1 Upgrade Overview

The installer for the upgrade edition of MediaShout 2.0 does NOT remove MediaShout 1 from your computer, nor does it transfer your existing presentations, media, Bibles and song lyrics to the new version. Therefore, to complete the upgrade process, you'll want to transfer critical files from the old version to the new version.

> **WARNING:** Do not uninstall Version 1 until you've completed the tasks described in this chapter.

By default, MediaShout 1 kept all presentation, media and lyrics files and folders in the program's *MediaShout* folder. MediaShout 2.0, however, keeps its program files in one folder, and all presentation, media and lyrics files and folders in a *My Shout* folder. The table below shows how the old filing system compares to the new one (default locations are shown here; your system may vary if you chose other installation destinations):

This arrangement makes it easier for you to manage and back up your critical presentation assets. But to take advantage of this improvement, we highly recommend that you transfer your existing presentation assets in the old *MediaShout* folder to new homes in the *My Shout* folder. There are three parts to this process:

- transfer presentation and media files
- transfer homemade Bible versions, if any
- import song lyrics to new song library

Each task is explained in its own section. Note that MediaShout 2.0 must be installed on your computer before you do these things. If you've not yet installed the new version, see the previous chapter for instructions.

asset	Version 1.x	Version 2.0
program files	*MediaShout*	*Program Files\MediaShout 2*
tutorial	(Demo; scattered)	*Program Files\MediaShout 2\Tutorials*
Bibles	*MediaShout\Bibles*	*Program Files\MediaShout 2\Bibles*
song lyrics	*MediaShout\Songs*	*My Shout\Songs*
Script files	*MediaShout\Scripts*	(determined by user)
Box files	*MediaShout\Boxes*	*My Shout*(determined by user)
text documents	*MediaShout\Texts*	*My Shout*(determined by user)
Shout animations	(none)	*My Shout\Shout Media\Animations*
Shout backgrounds	*MediaShout\Backgrounds*	*My Shout\Shout Media\Backgrounds*
Shout graphics	*MediaShout\Graphics*	*My Shout\Shout Media\Graphics*
Shout sounds	*MediaShout\Sounds*	*My Shout\Shout Media\Sounds*
Shout videos	*MediaShout\Videos*	*My Shout\Shout Media\Videos*
Shoutable samples	(none)	*My Shout\Shoutable*

WARNING: While version 1.5 Script and Box files can be opened in version 2, once they're saved in v2 format, they cannot be opened in v1.5. Because of substantial differences in the structure of these files, v2 files cannot be down-converted to v1.5 format, nor will they open in the old version. For more on differences between versions, see 2.6, Playing Version 1 Cues in Version 2.

2.2 Transferring Presentation & Media Files

Version 2 can play your existing presentation and media files from their current locations, but you'll find it much simpler to use if you move them to new homes on your hard drive. This will also allow you to uninstall the old version of MediaShout without worrying that you're deleting critical files.

To transfer presentation and media files: Make sure MediaShout is closed on your computer, then ...

1. Open My Computer or Windows Explorer and place it on the left side of your desktop. Browse to and open the program file containing MediaShout 1. If you installed it in the default location, you'll find it at *C:\MediaShout*.
2. Open a second instance of My Computer or Windows Explorer and place it on the right side of your desktop. Browse to and open the *My Shout* folder. If you installed it in the default location, you'll find it at *C:\My Shout*.
3. Drag folders from the *MediaShout* folder to the *My Shout* folder as described below.

   Note: In Windows, dragging a folder or file from one location to another on the same disk *moves* the item. When the drag is performed from one disk to another, the item is merely *copied*. If you've installed MediaShout 2.0 to the same disk as version 1, dragging the items will indeed move them to the new locations. If you want to keep the old version intact (i.e., you're not planning to uninstall it right away), you should *copy* the folders rather than move them.

Backgrounds: If you never added or modified files in this folder, do nothing – version 2.0 includes all the files that came with version 1. If you *have* added or modified files (or you're not sure), drag this folder into *My Shout\Shout Media*. Since this folder already has a *Backgrounds* folder, you'll be asked to confirm its replacement. Click **Yes to All**.

BACKUP: Don't move it. (This folder may have been created if you upgraded from version 1.0 to 1.5. It is not used in version 2.0.)

Bibles: See 2.3, Transferring Bibles.

Boxes: If you never added or modified files in this folder, do nothing. If you *have* added or modified files (or you're not sure), drag this folder into *My Shout*, then rename it *Old Boxes*.

Graphics: If you never added or modified files in this folder, do nothing – version 2.0 includes all the files that came with version 1. If you *have* added or modified files (or you're not sure), drag this folder into *My Shout\Shout Media*. Since this folder already has a *Graphics* folder, you'll be asked to confirm its replacement. Click **Yes to All**.

Scripts: If you never added or modified files in this folder, do nothing. If you *have* added or modified files (or you're not sure), drag this folder into *My Shout*, then rename it *Old Scripts*.

Songs: See 2.4, Importing Song Lyrics.

Sounds: If you never added or modified files in this folder, do nothing – version 2.0 includes all the files that came with version 1. If you *have* added or modified files (or you're not sure), drag this folder into *My Shout\Shout Media*. Since this folder already has a *Sounds* folder, you'll be asked to confirm its replacement. Click **Yes to All**.

Texts: If you never added or modified files in this folder, do nothing. If you *have* added or modified files (or you're not sure), drag this folder into *My Shout*, then rename it *Old Texts*.

Videos: If you never added or modified files in this folder, do nothing. If you *have* added or modified files (or you're not sure), drag this folder into *My Shout\Shout Media*. Since this folder already has a *Videos* folder, you'll be asked to confirm its replacement. Click **Yes to All**.

Other presentation folders and files: If your *MediaShout* folder contains folders and files you created for specific presentations, drag them into the *My Shout* folder.

2.3 Transferring Bibles

Earlier versions of MediaShout provided no way of adding or modifying Bible files, so unless you did some tweaking on your own in a third-party database program, there's no need to move Bible files. Version 2.0 includes all the Bible files that came with version 1, as well as several new ones.

If you *have* added or modified Bible files on your own: Drag these Bible files into the new *Bibles* folder (default location: *Program Files\MediaShout 2\Bibles*). After moving the files, you must install them in MediaShout 2.0. See 17.5, Bible Versions.

2.4 Importing Song Lyrics

MediaShout 2.0 comes with ShoutSinger, an integrated song management application. ShoutSinger is much more powerful than version 1's SongWriter feature, but because it uses a different file structure for its lyrics library, you must import your existing lyrics into the new library to gain access to them.

To import old song lyrics into the new song library: Make sure version 1 is closed, then ...

1. Open MediaShout 2.0, then open ShoutSinger (**Features > ShoutSinger**).
2. In ShoutSinger, choose **File > Import** to launch the Import Songs wizard.
3. Choose *ShoutSong file* as the source type; click **Next**.
4. In the next step, click the **Browse** button, then find and select version 1's *Songs.mdb* file (default location: *MediaShout\Songs\Songs.mdb*). Click **Open** to return to the wizard, then click **Next**.
5. Choose how you want duplicate songs to be treated. Version 2.0 contains all the classic hymns included in version 1. To prevent duplicates of these hymns, choose *Skip duplicates*. Under the second set of choices, choose *Identical Song Title*. (Version 1 songs don't have Song IDs, so the other choice will result in the importing of all duplicates.)
6. Click **Import**. All non-duplicate songs will be imported, and a dialog will appear to tell you how many.

Note that if you modified the lyrics of any song that we included in MediaShout 1, but didn't modify its title, the song will be skipped during the import process, so your changes won't make it into version 2.0. There are two ways to get it in there anyway:

- Choose *Import all songs* in the Import Songs wizard, then delete the duplicates you don't want. Or ...
- Open SongWriter in MediaShout 1 and use its Export feature to export the modified hymns to a text file. Then use ShoutSinger's Import Songs wizard to import the text file, choosing *Import all songs*. You'll still wind up with duplicates, but in this case they'll be limited to the modified songs, whose older versions can then be deleted.

For more on ShoutSinger's importing feature, see 25.9, Import Songs.

2.5 Uninstalling Version 1

MediaShout 2.0 works completely independent of the old version, so you can keep both on your computer. However, to free up disk space, we recommend that after you've performed the tasks described above, you uninstall the old version.

To uninstall MediaShout 1.0 or 1.5: Make sure the old version is closed, then, in Windows ...

1. Choose **Start > Settings > Control Panel > Add/Remove Programs**.
2. In the list that appears, select *MediaShout*. (Make sure you DON'T choose *MediaShout 2*).
3. Click **Add/Remove**, then follow the instructions that appear. (You may be told that some files could not be removed – this is normal. If you've completed the above tasks for moving assets to version 2.0, you can then go back and delete the *MediaShout* folder, if it still exists.)

2.6 Playing Version 1 Cues in Version 2

The good news is that Lyric, Bible and Text cues in version 2 offer powerful new features and provide greater accuracy and editing capabilities. The bad news: Since cues created in version 1 don't have these things, their formatting may be interpreted differently when opened to version 2. Therefore, it's important to preview Lyric, Bible and Text cues in an old Script or Box opened in version 2 before presenting them to an audience. Here's what to look for and how to fix it:

Lyric cues: To help prevent the loss of manually inserted page and line breaks whenever a cue is edited, a v2 Lyric cue saves a copy of the song data with these breaks, along with

play order and other formatting, in the cue itself. Because a v1 Lyric cue doesn't contain the data in this form, its play list and pagination may be lost when it's opened in v2.

Solution: Unfortunately, each v1 cue's play order and pagination may need to be rebuilt manually by editing the cue. While this is an inconvenience, we trust that you'll find the greater reliability and editing flexibility of v2 Lyric cues to be worth the extra effort required to convert your old cues.

Bible cues: A v2 Bible cue provides a setting for the bottom margin. Because a v1 cue lacks this setting, its bottom margin is interpreted as *0"* when opened in v2. In addition, to increase the likelihood that a cue created on one computer will use the correct Bible version when played from another, v2 uses a *specific* code to identify each Bible version. In v1, Bible versions were identified by a code based on the *order* in which the versions were installed. The conversion table in v2 that's used to match the v1 codes to v2 codes is based on v1's default installation settings, so in most cases, the program will pick the right version. But if you later added or removed Bibles in v1's Bible library, the table won't be accurate, so the program may pick the wrong version for v1 cues opened in v2.

Solution: Version 2 now allows you to edit multiple cues at once. To change the bottom margin for all Bible cues in a Script or Box, select all the cues (**Ctrl+Click** each cue), then right-click and choose **Properties**. In the properties dialog that opens, set the proper margin (click the Verses **Layout** button), then click **OK**. Unfortunately, you can't change the version for multiple cues at once, so if you added or removed Bibles in v1's Bible library after installation, you may need to edit each Bible cue individually to fix its version.

Text cues: To increase the likelihood that a Text cue document will appear on the display screen the way it looked when you created it, v2 does a better job of interpreting a document's page size and margin settings. Because v1 interpreted these settings differently, a document created for display in the old version may look different when displayed from v2. In addition, a v2 cue can play a multiple-page document, so if this difference causes text to spill to another page (or the document had additional pages that never appeared), the v1 cue will appear with subcues.

Solution: ShoutWriter (MediaShout's integrated word processor) lets you adjust a document's page size to match the resolution of the display screen. If a v1 document doesn't display correctly in v2, open it in ShoutWriter and adjust its page size to match the display screen's resolution. If you then adjust the document's text to fit within these settings, the document will display correctly. See 26.3, Page Size & Display Resolution, for details. (If you use Word for creating and editing Text cue documents, see 18.6, Using Word as the Text Editor.)

2.7 Version 2 Highlights

MediaShout 2.0 contains hundreds of changes and enhancements. Here are the most significant differences:

ShoutMonitors: Use two ShoutMonitors to preview two cues at once. Select any of four cues to appear in each ShoutMonitor. See chapter 8, Using ShoutMonitors.

screen modes: Switch between single- and dual-screen modes quickly so you can use the second monitor to display or work in other applications. See chapter 10, Displaying Your Presentations.

disable automatic Script scrolling: This option prevents the Script from jumping to the current cue during an automated sequence while you're editing other cues in the Script. Choose **Script > Auto-Scroll** to toggle this option.

multiple-cue features: Insert multiple cues in one action, and select multiple cues of various types and change all their properties at once. See chapter 13, Working with Cues.

text effects: Apply an outline or drop shadow to Lyric, Bible and Text cues. See chapter 14, Cue Visual Properties.

transitions: Over 100 new transitions, including smooth dissolve and medium- and soft-edged wipes. See chapter 15, Cue Playback Properties.

cue control options: Automatically collapse subcues, or keep subcues collapsed even when their cue is fired. See chapter 15, Cue Playback Properties.

Bible cues: Select multiple-verse passages that can be fired from a series of subcues, with pagination and formatting options similar to those found in Lyric cues. Choose from several new translations, including NIV, NKJV, NASB and The Message. See chapter 17, Bible Cues.

Text cues: Insert a cue and create its document at the same time; play multiple pages with subcues, create builds within a single document. See chapter 18, Text Cues.

Graphic cues: Assign Photoshop as the associated graphics editor so you can create and edit images from MediaShout. See chapter 19, Graphic Cues.

Animation cues: Play Flash files created in other applications. See chapter 20, Animation Cues.

ShoutSinger: This powerful song-management *application* replaces the old SongWriter feature, providing quicker, simpler, yet more powerful song selection, creation, editing, importing, exporting and printing. See chapter 25, ShoutSinger.

ShoutWriter: This word-processing application replaces TextWriter, offering bullets and numbering, tabs and tables, templates, spell-checking, and the ability to have multiple documents open at once. See chapter 26, ShoutWriter.

3. Preparing Your Computer

MediaShout turns your computer into a high-power media delivery vehicle. For the best performance, you'll want to tweak some display and sound settings in your hardware and Windows software. This chapter tells you how.

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3.1 Dual-Monitor Display

In MediaShout, *dual monitor* means you've got two monitors displaying two *different* screens simultaneously: The *control* screen appears on your computer monitor, while the *display* screen appears on your TV monitor or projection system. Your computer can do this only if it's running Windows 98 or later, *and* you've got *two* display adapters (or one *dual*-display adapter whose driver is dual-display compatible with your version of Windows), *and* you've chosen the applicable settings in Windows' Display Properties dialog.

Here's what this term *doesn't* mean: You've got a projector or other display device that's showing an exact copy of what's on the computer monitor. This is simply duplicating a single screen's image; it's not *dual* monitor.

If your computer is not yet set up for dual-monitor display, go to chapter 4, Setting Up Two Monitors. Otherwise, read on.

Some dual-monitor computer systems recognize *and* activate a second monitor automatically when the computer is started. Others recognize it but expect you to activate it manually. And a few, unfortunately, need to be restarted before they'll do either.

To activate a second monitor in Windows: Make sure that the second monitor (or projector) is properly connected to the computer and turned on, then start your computer. If you don't see the extended Windows desktop on the second monitor (i.e., it doesn't display the desktop's background color) or the MediaShout display screen (if MediaShout is open and running in dual-screen mode), do this:

1 Right-click on the Windows desktop and choose **Properties** from the pop-up menu to open the Display Properties dialog.

2 Click on the **Settings** tab:

- If you see *two* monitor icons, but one of them is grayed out, Windows has recognized the second monitor, but didn't activate it: Click the grayed-out monitor to activate it. (To prepare it for use as MediaShout's display screen, see 3.4, Color Depth & Screen Area.) Click **OK** to close the dialog – you're all set.
- If you see just *one* monitor depicted here, Windows didn't recognize the second monitor. Go to the next step.

3 Double-check the connection between the monitor cable and computer:

- If you're using *two separate* display cards, restart your computer and repeat the above steps. If that doesn't solve the problem, you've got a bad cable, monitor, or a display card that will need to be repaired or replaced.
- If you're using a dual-monitor display adapter, you may need to turn on its dual-monitor feature: Click the **Advanced** button to open the display adapter's own properties dialog. Find and select the setting that turns on the dual-display feature (you may need to look on other tabs). Click **OK**. If asked to restart your computer, do so. Then go to the next step.

4 When Windows restarts, it should recognize the second monitor. If the extended desktop still doesn't appear there, then you'll need to activate it manually: Return to the **Settings** tab of the Display Properties dialog, click the grayed-out monitor, then click **OK**. (If Windows *still* fails to activate the second monitor, it may be because of a conflict with the display adapter. See 4.4, Display Issues with Windows XP & 2000.)

3.2 Data Display

Most display devices (monitors and projectors) use one of two visual input formats: *data* or *video*. MediaShout's display screen can appear on a device of either format. If you're using a video device such as a TV monitor or *video* projector, go to 3.3, Video Display. If you're using a computer monitor or *data* projector, read on.

Most types of data display devices work with a VGA signal. This includes most CRT monitors and data-grade projectors. Setting up a data display is pretty simple: Connect one end of a VGA cable to your computer's display monitor output, the other end to the display device. For the best-quality images, use the best cable you can find. A low-grade cable can dim the picture, distort its colors and cause sync problems, especially over long distances. (The VGA standard includes higher-resolution versions such as SVGA, XGA and so on. These use the same type of connector and cable.)

> **Tip:** If your display device has a digital input, you may want to equip your computer with a display adapter that outputs this type of signal. This will allow the signal to stay in the digital domain, resulting in a better picture.

3.3 Video Display

To use a TV monitor or video projector as your display device, you must convert the computer's output to a format acceptable to such a device. This is done with a *scan converter*. Some display adapters (a.k.a. display, video or graphic cards) have an internal scan converter: If your display card or notebook computer has a video output, you've got one, and can connect the computer directly to the display device with a standard video cable.

If your computer has no video output, you'll need to use an external scan converter. You can find scan converters at computer stores and on the Internet. To use an external scan converter, run a VGA cable between the computer and the scan converter, then run a video cable from the scan converter to the TV or projector.

> **Tip:** If your display adapter (or external scan converter) and display device are equipped with a Y/C (a.k.a. S-video) output and input, use a Y/C cable to connect them. This type of cable conveys a higher-quality image than a standard composite cable.

Video display devices such as TV monitors and video projectors display *over*-scanned images: The four edges of the image are cut off in the picture. Computer monitors and data projectors display *under*-scanned images: The display shows the entire picture. (You can see this difference yourself by comparing a TV screen to a computer screen. The picture on the former continues past the frame the picture tube sets in; the picture on the latter stops before it gets to the edge.)

Therefore, when a computer image is shown on a video display, 10% or more of the image is cut off – the exact amount depends on the equipment you're using. Most scan converters can counteract this effect by shrinking the image to fit within the visible area. Make this adjustment to ensure that media displayed to the audience appears as you intended. (You can also compensate for this difference in MediaShout itself by adjusting the size of the output image. See 10.6, Display Tricks.)

3.4 Color Depth & Screen Area

MediaShout formats visual media to fit on the size of display screen you select in Windows. If you intend to play videos from MediaShout and want them to appear full-screen, we rec-

ommend that you set the display monitor to 640 x 480 pixels; anything larger will magnify the pixels in the video image to the point that the video looks awful. If you're not showing video clips you might prefer to set the display monitor at 800 x 600 pixels. In either case, it's generally best to set the color depth at the highest setting available.

To change screen size and color depth in Windows:

1. Right-click on the Windows desktop and choose **Properties** from the pop-up menu to open the Display Properties dialog.
2. Click the **Settings** tab. You'll see two monitor icons on this tab. Click the monitor used for the display screen (generally monitor 1) to select it.
3. Choose the highest setting in the Colors field's drop-down list.
4. Drag the Screen Area slider to the size you want (e.g., 640 x 480).
5. Click **OK**. You may be asked to confirm your choice, or to reboot the computer, to fully implement the changes.

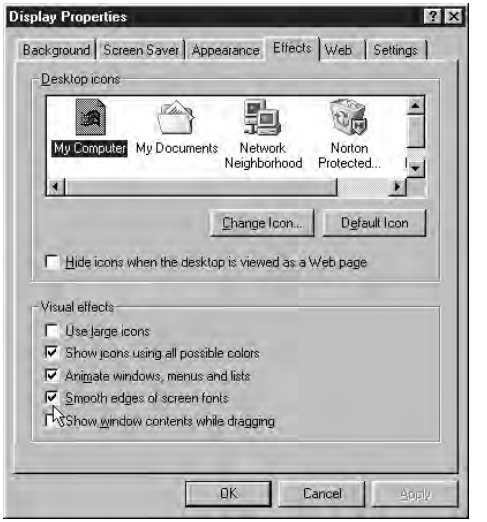
Note: If you're using a dual-monitor display adapter (i.e., one adapter with two discrete outputs), the adapter is sharing its resources with both monitors. To get the highest color depth on the display screen's monitor where it counts, you may need to lower the color depth or screen area on the control screen's monitor. But beware: Some display adapters will distort the colors on one monitor if the *other* monitor's color depth is set too *low*. You may have to experiment with various settings on each monitor to find the combination that works best.

3.5 Font Smoothing

Windows provides a way to smooth the appearance of text on the screen. This helps minimize the "jaggies" that become more apparent on text that's magnified through projection.

To smooth the appearance of text on screen:

1. Right-click on the Windows desktop and choose **Properties** from the pop-up menu to open the Display Properties dialog.
2. Click on the **Effects** tab, check the *Smooth edges of screen fonts* option, then click **OK**.



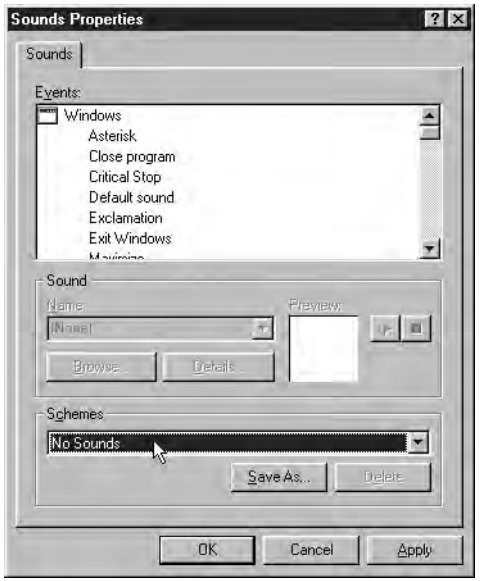
Note: MediaShout itself provides display filters that can minimize jaggies in text and graphics. See 10.6, Display Tricks.

3.6 Windows Sounds

If you intend to play sounds in your presentations, you'll need to run an audio cable from your computer to your house sound system. But remember that *all* sounds from your computer will then be played to the sound system, including the error and alert sounds Windows makes. If you don't want the audience to hear these bells and beeps, you should shut off the Windows sounds.

To shut off Windows Sounds:

1. Choose **Start > Settings > Control Panel > Sounds** to open the Sounds



Properties dialog.

2 Select *No Sounds* in the Schemes field's drop-down list, then click **OK**.

3.7 Volume Control

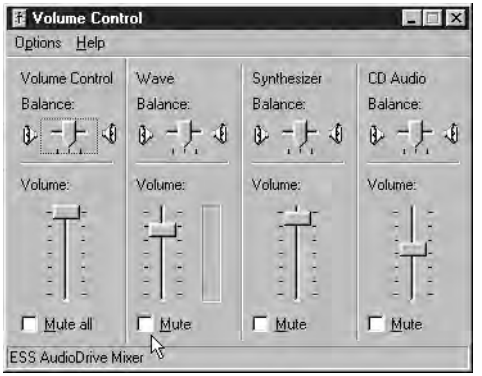
MediaShout itself offers no way to control the volume of sounds you play from it. All volume settings are made in Windows.

To adjust the master volume:

1 Click the speaker icon in the Windows system tray (it's at the right edge of the taskbar).

2 Drag the volume fader to the level you want. (You can also eliminate all sound by checking the Mute option.)

Note that this is Windows' *master* volume control. If the volume is still too low (or you hear no sound at all), you'll need to select and adjust the individual sound channels.



To select and adjust sound channels:

1 *Double*-click the speaker icon in the Windows system try to open the Volume Control dialog.

2 Make sure that the Wave channel isn't muted; drag its fader to change the volume level, then close the dialog.

> **Note:** Sound controls differ from one version of Windows to the next, and in some cases, a third-party application is used for sound control instead. Therefore, your sound settings may differ from what's described here.

Tip: Many otherwise superb computers have noisy audio components that don't betray themselves till you hear them through a large sound system. If you get a hum or buzz, try running the audio through a direct box (a.k.a. direct-injection box, or D.I.) with a ground lift. Powering the computer from the same circuit used by the sound system can also help. In most cases, with a bit of experimenting, you can isolate or eliminate the noise.

4. Setting Up Two Monitors

To get the most from MediaShout, you'll want to run it on a dual-monitor system. If your computer is not yet set up for dual-monitor operation, this chapter will help you get it there. If it's already set up with two monitors, skip this chapter.

contents

4.1 Two Monitors with a Desktop PC

Most desktop computers are equipped with just one display card, or *display adapter*, that feeds a single monitor. To run MediaShout on two monitors, you'll need to add a second card or replace the original card with a dual-monitor card:

Desktop Option 1: Add a second card. First, determine the make and model of the existing card: Right-click on the Windows desktop and choose **Properties** from the pop-up menu to open the Display Properties dialog. Click on the **Settings** tab and look beneath the monitor icon for the make and model of the display adapter.

Second, go out and get a display card that's compatible with this card (but read next note

first). It's best to use a card that's equipped with the same type of display processor chip, from the same manufacturer. If you're not sure, contact the manufacturer to verify that two of their cards can be loaded onto the same system without conflicts. (If not, you'll need two new cards, or one dual-monitor card.) Follow the manufacturer's instructions for installing the card and drivers.

> **Note:** Chances are, your current display card is installed in the computer's only *AGP* slot. When you purchase the second card, make sure it's made to fit in a *PCI* slot instead.

After installing the new card, swap your monitor cables: Connect your *computer* monitor to the *new* card, and your display screen's monitor (e.g., projector) to the *old* card. This will ensure that whenever Windows starts up, it appears on the computer monitor, not the display screen.

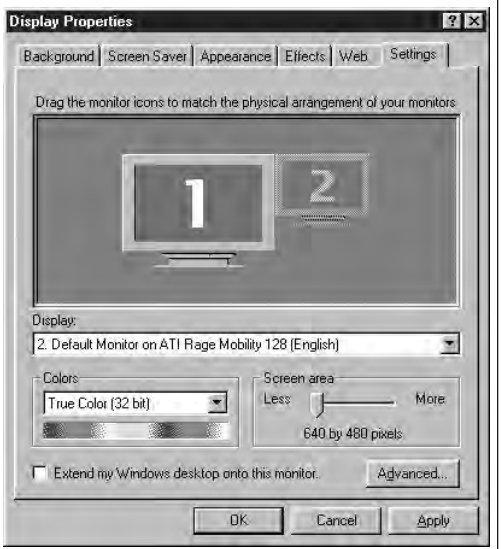
Desktop Option 2: Install a dual-monitor card: If you can't find a compatible second card, or all your slots are taken up, or you just want to upgrade to a faster, more powerful video card, replace the current card with one that has *two* discrete video outputs. Be sure to follow the manufacturer's instructions for installing the card and drivers, and for setting up the card for dual-monitor display.

> **WARNING:** Some dual-monitor cards are incapable of dual-monitor display on computers running Windows 2000 or XP. If you have either of these versions of Windows, check with the card's manufacturer to be sure its dual-monitor feature is compatible with your operating system. (For more on this subject, see 4.4, Display Issues with Windows 2000 & XP.)

4.2 Two Monitors with a Notebook PC

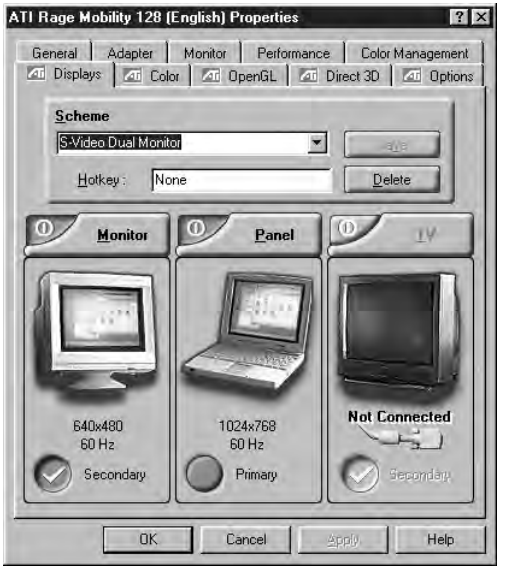
Many notebook computers are equipped with display adapters that can output two discrete monitor signals.

> **Note:** The existence of a VGA port doesn't mean that your notebook is equipped with a dual-monitor display adapter. On some notebooks, this port simply duplicates the image on the LCD screen. Only a notebook with a dual-monitor display adapter can route one monitor signal to the LCD screen and a different signal to the VGA port.



To determine whether you have a dual-monitor display adapter:

1. Attach an external monitor to the computer's VGA port. Turn on the monitor, then reboot the computer.
2. When Windows is done loading, right-click on the desktop and choose **Properties** in the pop-up menu to open the Display Properties dialog.
3. Click the **Settings** tab:
   - If you see *two* monitor icons, you're probably set. If monitor 2 is grayed out, click it to activate it. To adjust its settings for use as the MediaShout display screen, see 3.4, Color Depth & Screen Area. (If Windows won't allow you to activate the second monitor, see 4.3, Notebook PC Options.)
   - If you see just *one* monitor depicted here, there's still hope. Go to the next step.
4. Click the **Advanced** button on this tab to open the display adapter's own properties dialog: Look for anything that refers to "dual display" or "dual-monitor display" or something like it (you may have to click to other tabs in this dialog to find it):
   - If there *isn't* anything like this in the display adapter's properties dialog, sorry, you don't have a dual-display adapter: See 4.3, Notebook PC Options.
   - If there *is* a dual-display setting or option somewhere in this dialog, select it, then click **OK** to accept the change. If asked to restart your computer, do so.



5. When Windows is done restarting, return to the **Settings** tab of the Display Properties dialog (see step 2).
   - If you see *two* monitor icons, you're set. If the monitor 2 icon is grayed out, click it to enable it. To set it for use as MediaShout's display screen, see 3.4, Color Depth & Screen Area.
   - If you still see *one* monitor depicted here, the display adapter is probably incompatible with your version of Windows. See 4.3, Notebook PC Options.

4.3 Notebook PC Options

If in the previous section you were able to get two monitors running in Windows, you can skip this section. If not, it's probably due to

one of the following conditions:

- *Single-monitor display adapter*: If you were unable to find any "dual display" setting on the display adapter's properties dialog, then it's simply not equipped to handle this trick. But all is not lost: You can install a second display adapter in one of your computer's PCMCIA slots. See below.
- *Windows 2000 & XP incompatibility:* Some dual-monitor display adapters aren't capable of driving two monitors in Windows 2000 or XP. In some cases you may be able to install an updated driver that will fix this. Check with the computer manufacturer to find out if such a driver is available. If not, you'll need to install a PCMCIA display adapter, described below. (For more on this incompatibility issue, see 4.4, Display Issues with Windows 2000 & XP.

PCMCIA display adapters: Unlike the display card on a desktop PC, the display adapter installed in a notebook can't be replaced with a better model. But it *can* get along with a second display adapter installed in a PCMCIA slot: The computer's internal display adapter continues in its job of driving the LCD screen while the PCMCIA display adapter dedicates itself to driving the second monitor.

Two manufacturers offer PCMCIA display adapters. Visit their web sites for product and ordering information. Be sure to verify that the model you order is compatible with your operating system:

Appian Traveler: www.appian.com
Margi Display-to-Go: www.margi.com

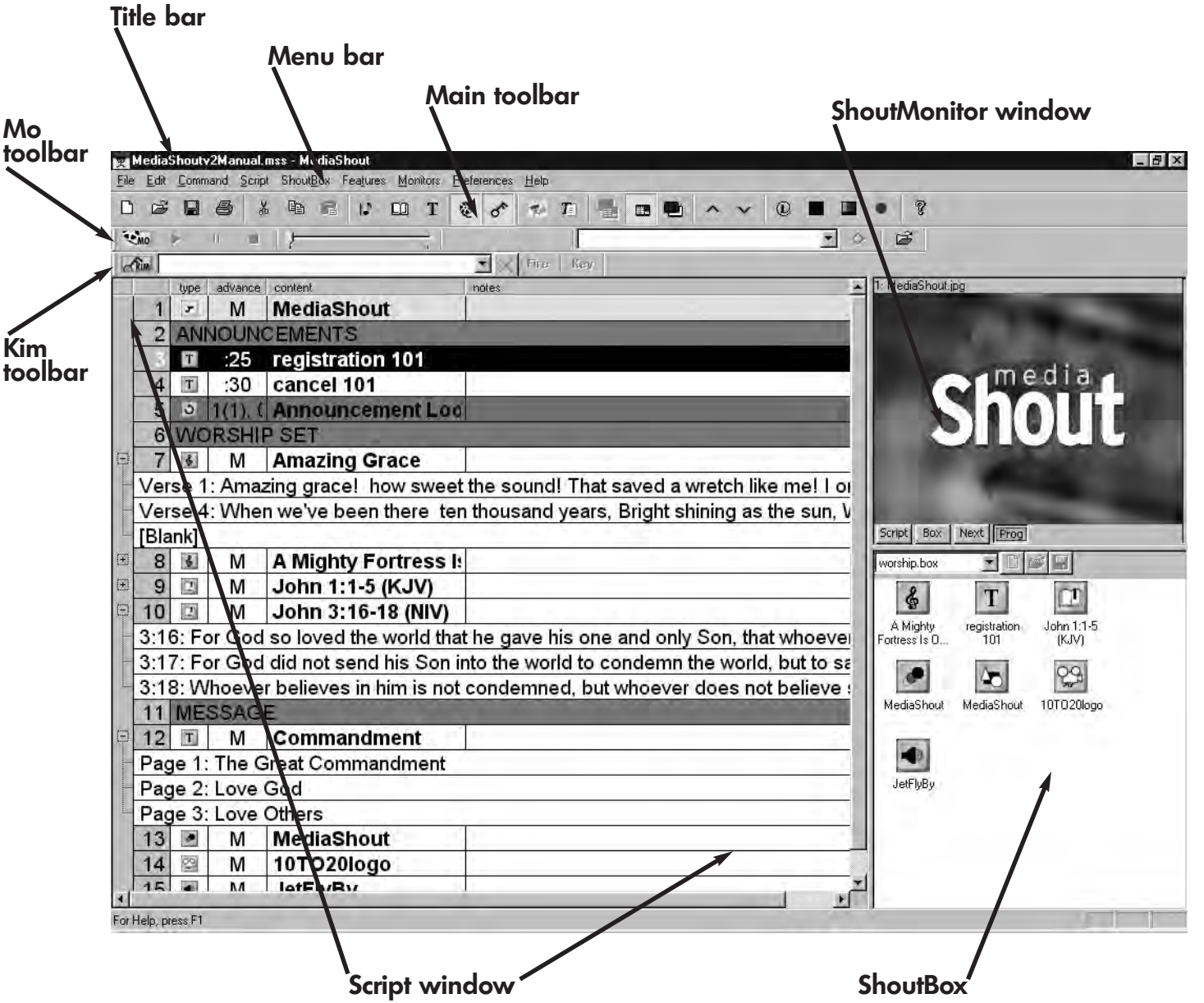
4.4 Display Issues with Windows 2000 & XP

Although Windows 2000 and XP offer dual-monitor display, some dual-monitor display adapters don't work properly in these operating systems. If you're *not* using 2000 or XP, or you are but your computer is equipped with two discrete display adapters, you can skip this section. Otherwise, read on:

Most display adapters that can output two discrete signals were designed for use in computers running Windows 98 or ME. The multiple-monitor components in Windows 2000 and XP, however, differ from their predecessors', thus rendering many dual-display adapters incapable of doing this trick in these newer OSs.

Some display adapter manufacturers have responded with new software drivers that work in 2000 and XP; others haven't done so yet. If your dual-display adapter is incapable of dual-monitor output under Windows 2000 or XP (and you don't want to use 98 or ME instead), you have three options:

- *Update the driver*: A driver is a file that tells a piece of hardware (e.g., a display adapter) how to speak to a piece of software (e.g., Windows). Visit the display adapter manufacturer's web site and see if they've released a new driver that addresses the problem. If it has, download the driver and install it. Note that if the display adapter is installed in a notebook PC, the manufacturer will probably direct you to the computer manufacturer, so it's best to start there instead.
- *Install a second display card:* If you're running on a desktop PC, this is a simple and relatively inexpensive solution. A PCMCIA display card for a notebook is more expensive. See 4.3, Notebook PC Options, for more on this solution.
- *Try the workaround:* In some cases, you can use MediaShout's overlay display on a second monitor even when Windows doesn't recognize that monitor. It's not a perfect solution, but if you can't resolve the problem any other way, you might try this one. See 10.5, Overlay Display on Second Monitor.


Title bar
Menu bar
Main toolbar
ShoutMonitor window
Mo toolbar
Kim toolbar
Script window
ShoutBox
MediaShoutv2Manual.mss - MediaShout
File Edit Command Script ShoutBox Features Monitors Preferences Help
type advance content notes
1 M MediaShout
2 ANNOUNCEMENTS
3 :25 registration 101
4 :30 cancel 101
5 1(1). Announcement Loo
6 WORSHIP SET
7 M Amazing Grace
Verse 1: Amazing grace! how sweet the sound! That saved a wretch like me! I o
Verse 4: When we've been there ten thousand years, Bright shining as the sun,
[Blank]
8 M A Mighty Fortress Is
9 M John 1:1-5 (KJV)
10 M John 3:16-18 (NIV)
3:16: For God so loved the world that he gave his one and only Son, that whoeve
3:17: For God did not send his Son into the world to condemn the world, but to sa
3:18: Whoever believes in him is not condemned, but whoever does not believe
11 MESSAGE
12 M Commandment
Page 1: The Great Commandment
Page 2: Love God
Page 3: Love Others
13 M MediaShout
14 M 10TO20logo
1: MediaShout.jpg
media Shout
Script Box Next Prog
worship.box
A Mighty Fortress Is O...
registration 101
John 1:1-5 (KJV)
MediaShout
MediaShout
10TO20logo
JetFlyBy
For Help, press F1

5. The Short Course

If you're new to MediaShout, this chapter will introduce you to the program: what it does and how to get it to do what you want. And if you're making the move from PowerPoint, there's a section here to help smooth your journey.

contents

5.1 MediaShout Control Screen

When you launch MediaShout, the application's *control* screen will appear on your computer monitor.

The control screen contains the following elements:

- *Title bar*: Displays the name of the open presentation file. MediaShout's presentation files are called *Scripts*, so the current Script's name is displayed here.
- *Menu bar*: Virtually any action in the program can be executed from a menu. Use the menus to familiarize yourself with MediaShout till you learn its buttons and shortcuts.
- *Main toolbar*: The most common actions can be executed quickly by clicking buttons in this toolbar.
- *Mo toolbar*: Controls playback of animations, videos and sounds. (See 9.2, Mo.)
- *Kim toolbar*: places keyed instant messages on the display screen. (See 9.3, Kim.)
- *Script window*: The open presentation file, or *Script*, appears here. (See chapter 6, Working with Scripts.)
- *ShoutBox:* The open storage bin, or *Box*, appears here. (See chapter 7, Working with Boxes.)
- *ShoutMonitor window:* Depicts a thumbnail version of the cue playing on the display screen. Can also be set to preview other cues. (See chapter 8, Using ShoutMonitors.)

5.2 Program Overview

MediaShout is designed specifically for ministry applications, and so it uses some terms and concepts that are unique among presentation programs. Once you grasp these things, you can immediately begin creating and playing presentations.

Control Screen & Display Screen: Although you can run MediaShout on a single-screen computer system, to take advantage of all it has to offer, you'll want to run it on two screens. The control screen appears on your computer monitor, for your eyes only. The display screen is the one the audience sees. This dual-screen approach ensures that the audience sees only what you want them to see, not the computer software that makes it happen. To learn more about the display screen – and how to use the overlay display when you're stuck with just one screen – see chapter 10, Displaying Your Presentations.

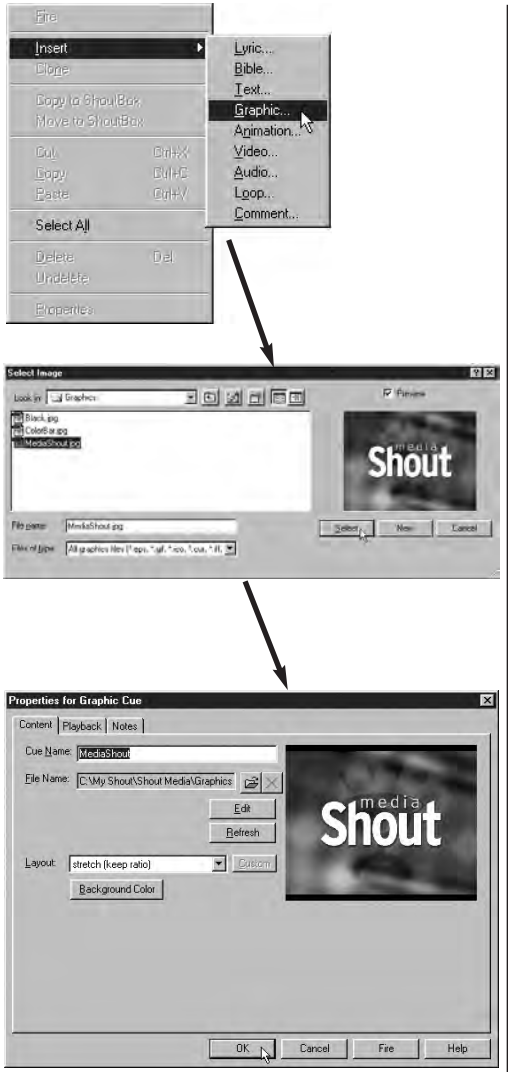
Scripts & Cues: If you've worked in live theater, you already understand the two most important components of MediaShout. In theater, the *script* is the blueprint to the production, describing what, when and how things happen. During the performance, the script is supported with *cues* that tell cast and crew when to make an entrance or deliver a line or change the lighting or drop the curtain. MediaShout is designed to support live "performances" in ministry settings, so it makes sense that it uses scripts and cues too.

A MediaShout *Script* is a list of what, when and how media will be performed in your program. When a Script file is opened in the MediaShout control screen, it looks like a table: Each row represents a cue. Each column contains information about the cue. Scripts can be created, opened and saved with choices in the MediaShout **File** menu.

Each item in a Script is a *cue*. Think of a cue as a *programmable shortcut*. When you fire a cue, the cue itself tells MediaShout to find and play media located elsewhere on your computer. Read that last part again – it's big. A cue isn't like a *slide* found in other presentation programs: A slide typically contains the media it plays. A *cue* contains no media itself. It's just a shortcut to the media, with settings that determine when and how the media will be played.

Cue Types & Cue Properties: MediaShout offers several types of media cues, each designed to play a specific type of media – Lyric cues for song lyrics, Bible cues for scripture passages, Text cues for text screens, etc. So to create a cue, you must first tell the program what type of cue you want. Then you can choose the *media* the cue will play: a particular song, Bible passage, document, image, video, sound, or whatever. And finally, you can choose the settings, or *properties*, that tell the computer when and how to play the media: font, layout, background, transition, advance, soundtrack, and so on.

For example, to create, or *insert*, a Graphic cue, right-click in a Script and choose **Insert > Graphic** from the pop-up menu. Choose a graphic file in the Select Image dialog that appears. Then choose the cue's properties in the Graphic Cue Properties dialog that opens. Click **OK** when you're done. The cue is ready to play. It's that simple.



By the way, a cue's properties can be changed at any time. To open a cue's properties dialog again, right-click the cue and choose **Properties** from the pop-up menu.

Cues & Media: Since a cue is merely a shortcut to media located somewhere on your computer, to insert a cue you must first create or load the media it points to. MediaShout is preloaded with lots of backgrounds, videos, sounds, song lyrics and Bibles, but of course you'll want to create and load your own media too. Some types of media can be created within MediaShout; for others, you'll need to use another application. Here's the rundown:

- *song lyrics:* Use ShoutSinger (the song management application included with MediaShout) to write, import and edit song lyrics for display from Lyric cues. (See chapter 25, ShoutSinger.)
- *scripture passages:* Use MediaShout's Bible library to display passages from Bible cues. (See chapter 17, Bible Cues.)
- *text screens:* Use ShoutWriter (the word processing application included with MediaShout) to create and edit documents to play from Text cues. (See chapter 26, ShoutWriter.)
- *graphics:* Use just about any graphics application you may already have to create graphic files to play from Graphic cues or as backgrounds to other types of cues. (See 19.5, Creating Graphics in Other Applications.)
- *animations:* Use an animation application to create *.swf* files to play from Animation Cues. (See 20.3, Creating Flash Files in Other Applications.)
- *videos:* Use a video editing application to create video clips to play from Video cues. (See 21.2, Creating Videos in Other Applications.)
- *sounds:* Use Windows Media Player, CD-

ripping software, or some other sound editing application to encode or edit sounds to play from Audio cues or as soundtracks to other types of cues. (See 22.2, Creating Sounds in Other Applications.)

Note: MediaShout includes lots of backgrounds, videos and sounds that you're free to use in your presentations. You'll find collections of these files in the *My Shout\Shout Media* folder. For more ready-to-use media, look for media and teaching resources bearing the *Shoutable* logo: These products contain media that's been tested and approved for optimal playback in MediaShout. You'll find a list of Shoutable products on the MediaShout website.

Current Cue & Selected Cue: MediaShout's dual-screen design lets you play one cue on the display screen while you're working with another cue on the control screen. The cue on the display screen is called the *current* cue. To make a cue current, you *fire* it. There are lots of ways to play, or fire, a cue, but the simplest is to double-click it on the control screen. To fire the next cue in a Script, press **Space** on your keyboard. Typically, the current cue is indicated on the control screen with yellow highlighting.

The *selected* cue is the one that's ... well, selected on the control screen; it appears there in reversed text. The *selected* cue can be edited, copied, moved, previewed or deleted without affecting the *current* cue. Which means you can create or edit a presentation even while it's running. To select a cue, click it once. Once selected you can ...

- *move it:* click and hold down the left mouse button, then drag it to a new location
- *cut or copy it:* press **Ctrl+X** or **Ctrl+C**, respectively (**Ctrl+V** to paste it)
- *preview it:* click a ShoutMonitor's **Script** or **Box** source button
- *edit it:* right-click and choose **Properties** to open its properties dialog
- *delete it:* press **Delete**
- *insert a new cue below it:* right-click and choose **Insert**

For more on cues and all that you can do with them, see chapter 13, Working with Cues.

5.3 Shouting vs. Pointing

If you're switching from PowerPoint to MediaShout, you'll need to adjust to the fact that MediaShout is an entirely different animal. Whereas PowerPoint is designed for creating and showing slides in a slide show, MediaShout is a multimedia *player* optimized for use in live ministry settings. Because MediaShout is designed for this special purpose, it handles presentations in ways that may seem foreign to you at first. The following information will help you translate your "pointing" to "shouting":

Presentation files: In MediaShout, they're called Scripts. (MediaShout uses another type of file called a Box, for which there is no equivalent in PPT, but we won't go into that here.)

Slides: Typically, a slide in PPT is a graphic screen you create in the program itself. MediaShout doesn't use slides at all. It uses *cues*. While it's tempting to think they're the same thing, understanding the difference will help you make the transition to MediaShout. Think of a cue as a programmable shortcut to media located anywhere on your computer. The media's not *in* the cue – the cue just points to it. When you play a cue, the cue itself tells the program where to find the media assigned to it, then tells it when and how to play it to the audience.

Creating graphics: In PPT you typically create slides, or graphic screens, in the application itself. Indeed, you can use it much like a standard graphics application to create logos and other artwork for printing. MediaShout offers no equivalent. While some types of screens can be created in MediaShout (those containing song lyrics, Bible passages, and formatted text), complex graphics must be created in another application such as Photoshop or Corel Draw.

Why? Because MediaShout is fundamentally a media *player*, not a media creator, and if you want great looking graphics, full-fledged graphics program will give you better results than PPT anyway. Nonetheless, MediaShout does provide some media creation capabilities. Here's a comparison of the two programs' media creation and playback capabilities:

media type	MediaShout create	MediaShout play	PowerPoint create	PowerPoint play
song lyrics	✔	✔		
scripture passages	✔	✔		
text screens	✔	✔	✔	✔
live text	✔	✔		
keyed text	✔	✔		
graphics		✔	✔	✔
Flash animations		✔		✔
videos		✔		✔
sounds		✔		✔

Creating builds and animations: PPT lets you program objects (text and graphics) in a slide to appear one at a time with transition and animation effects. Text builds in MediaShout are handled with multiple-page Text cues: Each page of the document assigned to the cue contains one step in the build, and is treated as a subcue. Playing the subcues in succession (manually or automatically), generates the build effect. And though you can choose a transition effect that emulates an animation, there's no way to truly animate an object's appearance. For true animations, create a Flash file in another application.

Creating lyric screens: In PPT, you type (or copy and paste) each screen of lyrics on a slide and format the text manually. Depending on the length of the song and the size of the text, this may mean a dozen or more slides per song. MediaShout builds lyric screens automatically: Simply choose a song from the song library (a database of your songs) and assign it to a Lyric cue. The program automatically paginates the song into *subcues* to ensure that all its lyrics appear in the font size and layout you choose, over the background you want. This also means that you can change the formatting of a song without having to edit each individual screen.

Creating Bible screens: In PPT you type (or copy and paste) the scripture passage on one or more slides and format the text manually. In MediaShout you simply select the Bible version and passage, and the screens are created for you automatically according the font, layout and background settings you choose.

Displaying a presentation on a single-screen system: When a PPT presentation is played on a single-screen computer, the program automatically adjusts the monitor's resolution to match the presentation's resolution, then returns it to normal when you escape out of the presentation. MediaShout doesn't do that. Though it's capable of playing a presentation on a single-screen computer, it's designed for dual-screen use, so when you need to display on a single screen, you have to adjust the monitor's resolution manually. See chapter 10, Displaying Your Presentations, for details.

Moving a presentation: A feature in PPT helps you "pack" a presentation so that it can be loaded onto another computer. There's no equivalent feature in MediaShout: To transfer a presentation file and all its media to another computer, see 11.7, Packing a Presentation.

Converting slides to graphic files: Individual slides and entire presentations in PPT can be converted to graphic files that can be played from MediaShout Graphic cues. (See 19.6, Converting PowerPoint Slides.) Note, however, that while you're able to convert your lyric slides to graphics and play them from Graphic cues, doing so won't give you the superior editing, management, formatting and control features offered by Lyric cues and ShoutSinger. The sooner you get your lyrics into the song library, the more you'll appreciate what MediaShout can do for you.

6. Working with Scripts

A Script is a MediaShout presentation file containing cues in the order you'd like to play them. On the control screen, a Script looks like a table: Each row represents a cue; each cell displays information about the cue. This arrangement provides simple yet extensive control over the creation and performance of your presentations.

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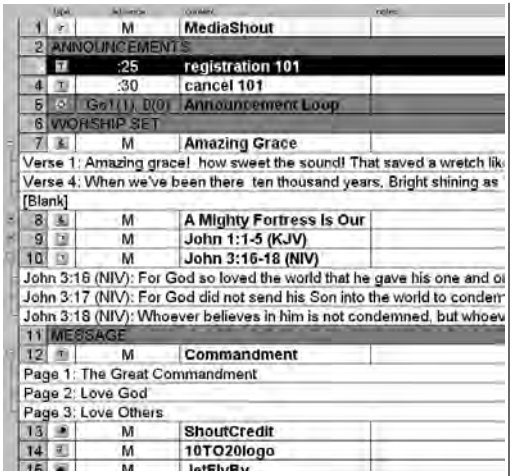
6.1 Create a Script

To create a new Script, choose **File > New** (or click the **New** button in the main toolbar). A new, blank Script will open in the Script window, ready for you to insert cues.

To save a new Script: Choose **File > Save** (or click the **Save** button). The Save dialog will open. Choose or create a folder, enter a filename, then click **Save**. Note that all MediaShout Script files use the *.mss* extension.



To manage your presentation files efficiently, we recommend that you create a folder for each presentation you create; you can do this when you save a Script for the first time. If you create media specifically for this presentation, put it in this folder so all its unique assets are in one folder. This makes it easier to find the files, and to move the presentation to another computer if you need to. For more on managing presentation files and their media, see chapter 11, Managing Files.

> **Tip:** Save Scripts and their media in presentation folders in the *My Shout* folder to keep them in one convenient place ... and to make backing up these precious assets easier.

To insert the first cue in a Script:

1. Right-click anywhere in the Script window and choose **Insert** from the pop-up menu, then choose the cue type in the submenu that appears. (Or choose the same items in the **Script** menu.)
2. A Select dialog will open: Choose the song or media file you want to assign to the cue. (Bible cues skip this step.)
3. In the cue's properties dialog, choose other settings (layout, background, transition, advance, soundtrack, etc.), then click **OK**. The cue is inserted in the Script and is ready to play.

To insert more cues: Repeat the above steps. To insert the next cue *below* a cue, right click the existing cue. (If you accidentally insert a cue where you don't want it, just drag it to where you do.)

For more on cues, see chapter 13, Working with Cues.

6.2 Open a Script

To open an existing Script, choose **File > Open** (or click the **Open** button in the main

toolbar). In the Open dialog that appears, select the Script file and click **Open**. The Script will open in the Script window.

To open a recently used Script: Choose **File > Open** and select it in the list at the bottom of this menu.

> **Note:** When a Script opens, MediaShout checks it to be sure all the media used by its cues is available. If it fails to find a media file, it may ask whether you want to search for the file. For more on this cool trick, see 11.6, Missing Media Search.

To save a Script: Choose **File > Save** (or click the **Save** button, or **Ctrl+S**).

To rename a Script: Choose **File > Save As**. Enter the new name in the dialog that appears, then click **Save**.

To close a Script: Since only one Script can be open at a time, opening another Script closes the current Script. If changes to the current Script have not been saved, you'll be asked whether you want to save it first.

6.3 Play a Script

Playing a Script is the same as playing one or more cues in it. To play a cue, double-click it. To play the next cue, press **Space** on your keyboard.

If a cue is programmed to advance automatically, the next cue will play by itself. If *all* the cues in a Script are programmed this way, the entire Script will play automatically after you fire the first cue.

To scroll through a Script: Use the vertical scroll bar. You can also scroll by selecting a cue, then using the arrow keys on your keyboard. **Page Up**, **Page Down**, **Home** and **End** also work. Note that scrolling has no effect on the current cue (the one playing to the audience), though it may change the selected cue. This allows you to find and work with any cue in a Script without affecting what's playing to the audience.

6.4 Print a Script

The printed version of a Script will look much like the Script as it appears on the control screen, so you may want to adjust column margins, font, cue colors, etc., before printing. Also, if a Lyric, Bible or Text cue is collapsed in the Script, it will appear collapsed in the printout, so expand or collapse your cues to suit.

To set up the printer: Choose **File > Print Setup**.

To set print margins: Choose **File > Page Setup**.

To preview a print job: Choose **File > Print Preview**.

To print the current Script: Choose **File > Print** to open the Print dialog, choose the settings you want, then click **OK**.

6.5 Script Columns

The Script window is divided into six columns. From left to right ...

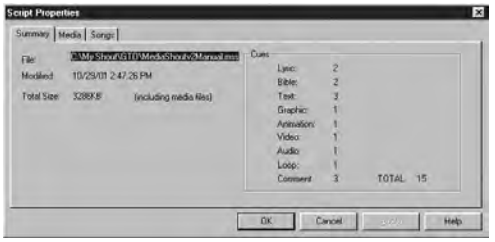
- *Expand/Collapse:* This column is used for the **Expand** and **Collapse** buttons that appear if a cue has subcues. When the button looks like a plus sign, clicking it expands a cue to reveal its subcues; when it looks like a minus sign, clicking it will hide the subcues.
- *Cue number:* Each cue in a Script has a number, which appears here. Moving, inserting or deleting a cue causes the renumbering of all cues below it.
- *Cue type:* Most cues have a cue type icon that appears here to help you identify what kind of cue it is.
- *Advance:* A cue's advance setting is indicated here: *M* for manual advance, *:ss* (time in seconds) for a duration advance, or *EoF* for end-of-file advance (i.e., the cue will advance after its animation, video or sound file stops playing).
- *Content:* A cue's name appears here. Some cues use the song title or scripture reference for its name; others use a file name or let you enter your own.
- *Notes:* Any text entered on the **Notes** tab of a cue's properties dialog appears in this column. (This text never appears on the display screen.)

6.6 Script Properties

To view a Script's properties, choose **File > Script Properties**.

The Script Properties dialog contains information arranged on three tabs:

- *Summary:* Contains information about the Script, including its location and the num-



ber of cues it contains by type. This tab also tells you the total size of the Script *and* the media files assigned to it. If you're copying or moving the presentation to another disk, the disk will need this much space to hold it all.

- *Media:* This tab provides information about the media *files* used by cues in the Script. Check the boxes of the file types you want to include in the list, or check *All types* for the complete list. To sort the list by filename, folder, type, etc., click the corresponding column's header. Click it again to reverse the sort order. To print the list, click **Print**. To copy it to the Windows clipboard, click **Clipboard**.
- *Songs:* Click this tab to see a list of songs assigned to any Lyric cues in the Script. The list can be sorted, printed or copied just like the media file list.

The media file and song lists are especially useful when you're preparing to copy or move a presentation to another disk or computer. See 11.7, Packing a Presentation, for more on this trick.

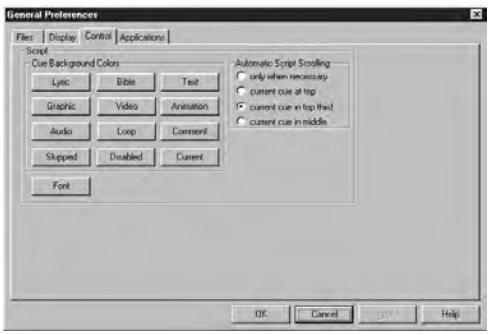
6.7 Script Window Appearance

Settings that determine a Script's appearance belong to the Script *window,* not to individual Scripts that open in this window. Each Script you open will have the look you choose here.

To change the Script window's width: In the header row, drag the Notes column's *right* margin. (This margin may be hidden below the ShoutMonitor window and ShoutBox's left edge. Drag their edge to the right to reveal the column margin.)

To change column widths: In the header row, drag a column's margin to the left or right.

To change the Script font: Choose **Preferences > General**, then click on the **Control** tab. Click the **Font** button to open the Font dialog. Click **OK** to close the dialog, then **Apply** to see its effect on the open Script. Click **OK** to close the preferences dialog. Note that this setting affects only text in the Script *window.* It has no effect on text that appears on the display screen.



To change cue highlight colors: Each type of cue (Lyric, Bible, Text, etc.) can appear in its own highlight color to help you identify it. You can also change the highlight colors used to indicate the current cue, skipped cues and disabled cues. Choose **Preferences > General**, then click on the **Control** tab.

Click a cue type's button and select a color in the Color dialog (see 14.10, Color Settings).

6.8 Automatic Script Scrolling

MediaShout lets you choose how a Script will scroll within the Script window when a cue is fired. To change this setting, choose **Preferences > General**, then click on the **Control** tab. The Automatic Script Scrolling section offers the following choices:

- *Only when necessary:* Scrolls only to keep the current cue visible.
- *Current cue at top:* Scrolls so that the current cue (the one playing to the audience) appears at the top of the window.
- *Current cue in top third:* Scrolls so that the current cue appears a third of the way down the window (so you can see a few cues above it).
- *Current cue in middle:* Scrolls so that the current cue appears halfway down the window (so you can see lots of cues above it).

Note that regardless of the choice you make here, a Script won't scroll at all if the current cue and its last cue are both visible in the window. It figures that you can see everything you need so there's no point to scrolling.

To disable automatic Script scrolling: In some cases you may want to turn off the automatic scrolling. For example, if you're editing a Script while running an automated sequence of cues, turning off the Auto-Scroll feature will prevent the Script from jumping to the current cue

whenever a cue is fired. To disable (or re-enable) this feature, choose **Script > Auto-Scroll**.

6.9 Mouse Mode

If you need to operate MediaShout yourself as you give a presentation, you may find it most convenient to do so in Mouse mode. This option turns the mouse buttons into forward and back buttons, allowing you to click through a presentation that's been programmed into the Script. The left button fires the next cue, the right button fires the previous cue.

To enter Mouse mode: Choose **Monitors > Mouse Mode** (or press **Ctrl+Shift+M**). The mouse pointer will disappear from the screen.

To exit Mouse mode: Press **Escape**.

> **Note:** While in Mouse mode, all menus, toolbar buttons, the ShoutBox and function key shortcuts are unavailable. To make them available, you must first exit Mouse mode by hitting **Escape**.

6.10 Script Tricks

Default Script: When MediaShout opens, it automatically opens a new Script, or the last opened Script, or a specific Script. This choice is set on the **Files** tab of the General Preferences dialog (choose **Preferences > General**).

Rearrange cue order: Select a cue and drag it wherever you want. Or cut and paste it. In most cases, you can select multiple cues using **Ctrl+Click** or **Shift+Click**.

Skip a cue: If you have a cue that you don't want to play but you'd like to keep it in the Script because you may use it at another time, set it to skip. You'll find this option on the **Playback** tab of the cue's properties dialog. A skipped cue won't fire automatically, but you can always fire it manually with a double-click.

Drag cues between a Script and a Box: If you want to remove a cue entirely from a Script but don't want to delete it, just drag it into a Box. (Note that Comment and Loop cues can't be dragged into a Box.) Any Box cue can be dragged into a Script.

Copy cues from another Script: Open the Script containing the cues you want. Select the cues and copy them into the clipboard. Then open the destination Script and paste the cues. Or copy the cues into a Box, then drag them into the destination Script.

Repeat a sequence of Script cues automatically: Simple to do, but you'll need to use a Loop cue. See chapter 23, Loop Cues.

7. Working with Boxes

A Box file is like a Script file in that it contains cues. But unlike cues in a Script, Box cues don't play sequentially. They can be fired only manually and individually. So think of a Box as a *storage bin* for cues that you use frequently, or as a temporary holding area for cues being copied from one Script to another.

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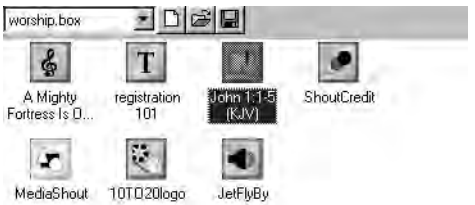

7.1 Create a Box

To create a new Box, choose **ShoutBox > New Box** (or click the **New Box** button in the ShoutBox toolbar). A new, empty Box will open in the ShoutBox, ready for you to insert cues.

To save a new Box: Choose **ShoutBox > Save Box** (or click the **Save Box** button in the ShoutBox toolbar). The Save Box dialog will open. Choose or create a folder, enter a filename, then click **Save**. Note that all MediaShout Box files use the *.box* extension.

If you're creating a Box to use with a specific presentation, we recommend that you save it into the presentation's folder (i.e., the folder you create for holding the presentation's Script and its unique media files). This makes it easier to find the Box, and to move an entire presentation and all its files to another computer if you need to. For more on managing presentation files and their media, see chapter 12, Managing Files.

> **Tip:** Save Boxes and their media in folders in the *My Shout* folder to keep them in one convenient place ... and to make backing up these precious assets easier.

To insert a cue in a Box:

1. Right-click anywhere in the Box and choose **Insert** from the pop-up menu, then choose the cue type in the submenu that appears. (Or choose the same items in the **ShoutBox** menu.)
2. A Select dialog will open: Choose the song or media file you want to assign to the cue. (Bible cues skip this step.)
3. In the cue's properties dialog, choose other settings (layout, background, transition, advance, soundtrack, etc.), then click **OK**. The cue is inserted in the Box and is ready to play.

For more on cues, see chapter 13, Working with Cues.

7.2 Open a Box

To open an existing Box, choose **ShoutBox > Open Box** (or click the **Open** button in the ShoutBox toolbar). In the Open dialog that appears, select the Box file and click **Open**. The Box will open in the ShoutBox.

To open a recently used Box: Click the filename field in the ShoutBox toolbar and select it in the list that appears.

> **Note:** When a Box opens, MediaShout checks it to be sure all the media used by its cues is available. If it fails to find a media file, it may ask whether you want to search for the file. For more on this cool trick, see 11.6, Missing Media Search.

To save a Box: Choose **ShoutBox > Save Box** (or click the **Save Box** button in the ShoutBox toolbar).

To rename a Box: Choose **ShoutBox > Save Box As**. Enter the new name in the dialog that appears, then click **Save**.

To close a Box: Since only one Box can be open at a time, opening another Box closes the current Box. If changes to the current Box have not been saved, you'll be asked whether you want to save it first.

> **Tip:** For quicker access to choices in the **ShoutBox** menu, right-click in the ShoutBox and choose them from the pop-up menu instead.

7.3 ShoutBox Appearance

Settings that determine the ShoutBox's appearance belong to the ShoutBox, not to individual Box files that open in it. Each Box you open will have the look you choose here.

To change the ShoutBox's size: Drag the top or left edge of the ShoutBox. Note that doing so may also change the size of ShoutMonitors. In some cases, this may result in a blank area above the ShoutBox. Drag the top of the ShoutBox up to reclaim this area.

To change the view of cues in the ShoutBox: Choose **ShoutBox > View**, then select **Large Icons**, **Small Icons**, or **List**.

7.4 Box Tricks

Default Box: When MediaShout opens, it automatically opens a new Box, or the last opened Box, or a specific Box. This choice is set on the **Files** tab of the General Preferences dialog (choose **Preferences > General**).

Drag cues between a Script and a Box: If you want to remove a cue entirely from a Script but don't want to delete it, just drag it into a Box. (Note that Comment and Loop cues can't be dragged into a Box, nor created there.) Any Box cue can be dragged into a Script.

Copy cues from one Box to another: Select the cues in the source Box, click **Ctrl+C**, then open the destination Box and click **Ctrl+V**.

Play subcues from a Box: Subcues to Lyric, Bible and Text cues remain hidden when the cue is fired from a Box. But you can still play them in order: Fire the cue to play the first subcue, then click the **Fire Next** button in the main toolbar to fire the next subcue. To play the previous subcue, click the **Fire Previous** button. (You can also open the cue's properties dialog and double-click subcues in the Subcue list to fire them.)

Fire the selected Box cue: Press **F12**.

Songs Box: If you find yourself spending lots of time formatting Lyric cues to look the way you want, you might as well reuse the cues whenever you use those songs again. Create a Box called *Songs*, then copy your Lyric cues to it. Whenever you need to display a song, look in the *Songs* Box to see if it's already assigned to a cue. If so, copy the cue into the current Script. If not, create a cue for it, then copy it into the *Songs* Box so it'll be available the next time you need it.

Sound effects Box: To support improvisational drama or live comedy performances, create a Box containing Audio cues for all your sound effects. Double-click a cue in this Box to play its sound instantly.

8. Using ShoutMonitors

Use ShoutMonitors to view or preview visual cues on the control screen while you're creating or running a presentation.

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8.1 ShoutMonitor Basics

The ShoutMonitors provide a way of viewing visual cues without firing them to the display screen. This allows you to view a cue before you fire it. It also allows you to view a presentation while you're working in it without hooking up a second monitor or turning on the projector.

The ShoutMonitor window on the control screen can be set to contain either one or two ShoutMonitors. A ShoutMonitor can be set to depict a small copy, or *thumbnail*, of the current cue, a selected cue, or the next Script cue. Thumbnails appearing in a ShoutMonitor aren't intended for display to the audience, so they lack the resolution you'll find on the display screen.

When a ShoutMonitor depicts a Video or Audio cue, or a cue with a soundtrack, the video or sound file's length is displayed to the right of the source buttons as *hh:mm:ss*. When the file is playing, the Program ShoutMonitor will also display the elapsed time in the same fashion.

When an Animation cue is depicted, the Flash file's length in *frames* is displayed. When the file is playing, the Program ShoutMonitor will also display the current frame number.

8.2 ShoutMonitor Sources

A ShoutMonitor can be set to display any of four different cues. To select a source, click its button below the ShoutMonitor:

- *Script:* Click this button to view the selected Script cue.
- *Box:* Click this button to view the selected Box cue.
- *Next:* Click this button to preview the next playable cue below the current Script cue. If the current cue (i.e., the one playing to the audience) isn't playing from a Script, or there's no playable cue below it, the ShoutMonitor will be blank.
- *Prog:* Click this button to see the program, or current, cue. If no cue is current, the ShoutMonitor will be blank.

Note that two ShoutMonitors cannot be set to the same source. For example, if ShoutMonitor 1 is serving as the Program ShoutMonitor, ShoutMonitor 2 cannot serve as a Program ShoutMonitor too. To move a source to another ShoutMonitor, first deselect it on the one before selecting it on the other.

When the ShoutMonitor window is too small to provide room for the source buttons, you can select a source from a menu: Choose **Monitors > ShoutMonitor 1** or **ShoutMonitor 2** and select its source from

the submenu. (You can do the same thing from the pop-up menu that appears when you right-click in the ShoutMonitor window.)

> **Tip:** To fire a cue depicted in a ShoutMonitor, double-click its image.

8.3 Program ShoutMonitor

When MediaShout is running in *single-screen* mode and the overlay display is not active, animations, videos and transitions play in the Program ShoutMonitor (i.e., a ShoutMonitor whose source is set to **Prog**).

In *dual-screen* mode or when the overlay display is active, animations, videos and transitions do *not* play in the Program ShoutMonitor. (Animations, videos and transitions put a high demand on system resources, so MediaShout plays them only on the display screen or overlay, where the quality counts.)

For more on single- and dual-screen mode and the overlay display, see chapter 10, Displaying Your Presentations.

> **WARNING:** Transitions render more quickly in a ShoutMonitor than they do on the display screen because they're rendering a smaller image. If you're unfamiliar with a transition effect, DO NOT use its playback in a ShoutMonitor when choosing its speed setting or you'll wind up with transitions that play too slowly on the display screen.

8.4 ShoutMonitor Window Layout

The size of the ShoutMonitor window and the number and arrangement of ShoutMonitors appearing in it can be changed.

To resize the ShoutMonitor window: Drag its left or bottom edge. Note that increasing the width of the window may also cause the height to be increased, since a ShoutMonitor always appears in 4:3 aspect ratio. Decreasing the width, however, may cause a blank area to appear below a ShoutMonitor. To reclaim that area (and increase the height of the ShoutBox), drag the bottom of the ShoutMonitor window up. A blank space may also appear below or to the right of a ShoutMonitor when you switch from two ShoutMonitors to one. Drag the left or bottom edge to reclaim the space.

To change the ShoutMonitor window arrangement: Choose **Monitors > Layout**, then choose an arrangement: **Side by Side**, **Top and Bottom**, or **One ShoutMonitor**. (These choices are also available in the pop-up menu that appears when you right-click in the ShoutMonitor window.)

8.5 ShoutMonitor Tricks

Fire a cue: To fire a cue depicted in a ShoutMonitor, double-click its image there. Double-clicking a cue in the Program ShoutMonitor replays the cue.

Big view: The ShoutMonitor window can be dragged to any size. To preview a presentation on the Program ShoutMonitor in the largest possible size, drag the left and bottom edges of the window to their fullest extent. (Be sure you're in single-screen mode if you want the animations, videos and transitions to play too.)

No view: If you prefer to have the largest possible Script window and don't need a ShoutMonitor, drag the left and bottom edges of the ShoutMonitor window till it disappears. (Drag the left edge in the opposite direction to create a giant ShoutBox instead.)

Quick preview: To scroll through a presentation quickly to find a particular cue by its visual, click a ShoutMonitor's **Script** source button, then hold down the down arrow key – the cues' images will flash in the ShoutMonitor in quick succession. Stop when you find the one you want.

Look ahead: If you're running MediaShout during your own presentation, set a ShoutMonitor to **Next**. The *next* Script cue will automatically appear each time you fire a cue, so you can always see where you're headed.

9. Using Special Features

This chapter describes three features that can both simplify and enhance your presentation delivery: *Panic buttons* allow you to play frequently used graphics regardless of which Script or Box is open. *Mo* provides instant playback of animation, video and sound files without cues – and control of these types of media when they're playing from cues. *Kim* superimposes text messages over any cue.

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9.1 Panic Buttons

Chances are, you use a logo screen and black screen in virtually very presentation you deliver. Of course you can always assign these images to Graphic cues and insert them in every Script, but you may find it more convenient to assign them to buttons on the main toolbar so you can fire them at any time, regardless of which Script or Box is open. That's what the panic buttons are for.

The first three panic buttons, **Logo**, **Black** and **Color Bars**, are pre-assigned with graphics we chose. But you can assign any graphic file to any of these buttons. Indeed, these buttons are really just Graphic cues that reside in the toolbar rather than in a Script or Box. The fourth button, **Stop**, can't be re-programmed: Clicking it stops all sound and visual playback and blacks out the display screen.

To assign a graphic to a panic button:

1. Right-click the **Logo**, **Black** or **Color Bars** button and choose **Properties** from the pop-up menu. The button's properties dialog will appear.
2. Click the **Open** button to the right of the File Name field. In the Select Image dialog that appears, select a graphic file and click **Select**.
3. Choose other properties for the cue (layout, background color, transition, etc.) then click **OK**. The graphic is now assigned to the button.

For more on playing graphics from MediaShout, see chapter 19, Graphic Cues.

To fire a panic button: Click it. Panic buttons can also be fired from the keyboard. This method works even when a dialog is open (and therefore, the toolbar is disabled):

- press **F5** to fire **Logo**
- press **F6** to fire **Black**
- press **F7** to fire **Color Bars**
- press **F8** to fire **Stop**

9.2 Mo

The Mo feature appears as a toolbar below the main toolbar. Mo provides playback control of animation, video and sound files playing from anywhere in MediaShout. He can also be used to open and play animation, video and sound files that aren't even assigned to cues. In this sense, he can serve as an instant Animation, Video or Audio cue.

To open or close Mo: Choose **Features > Mo** (or click his button in the main toolbar).

The Mo toolbar contains the following elements, from left to right:

- *Mo menu button:* Click this button to bring up a menu for opening Mo's help topic and preferences. All layout, background and playback settings are chosen in the Mo Preferences dialog.
- *Playback controls:* Use the **Play**, **Pause** and **Stop** buttons to control the playback of any animation, video or sound file playing from a cue or Mo himself. The playback slider indicates the current media position and can be used to jump to a particular place in a clip.

- *Clip information:* The current video or sound clip's total length and elapsed time are indicated here, in *hh:mm:ss*. When a Flash file is current, its length is expressed in frames; the current frame number is also displayed.
- *File field:* The name of the file loaded in Mo appears here. Click the field to bring up a list of recently loaded media files – select a file from the list to reload the file.
- *Fire button:* Click this button to play the loaded media file.
- *Open button:* Click this button to select an animation, video or sound file to load into Mo.

For more on the types of media Mo plays, see chapter 20, Animation Cues; chapter 21, Video Cues; and chapter 22, Audio Cues.

9.3 Kim

The Kim feature appears as a toolbar below the main toolbar. Kim stands for *keyed instant message*, which makes sense because that's exactly what she does: superimposes, or *keys*, text messages over the current cue on the display screen. Use Kim to display a nursery call number, an urgent notice, or any other message without interrupting the current visual cue.

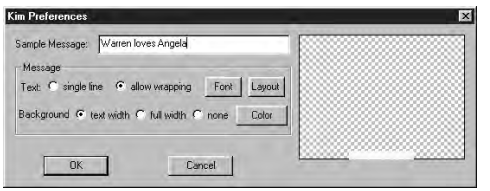
To open or close Kim: Choose **Features > Kim** (or click her button in the main toolbar).

The Kim toolbar contains the following elements, from left to right:

- *Kim menu button:* Click this button to bring up a menu for opening Kim's help topic and preferences. All text and background settings are chosen in the Kim Preferences dialog (see below).
- *Message field:* Enter your message here. To select a recently used message, choose it from the drop-down list. Click the **Clear** button to clear the message.
- *Fire button:* Click **Fire** to send the selected message to the display screen. If **Key** is off, this will turn it on automatically. If **Key** is on, the current message will be replaced by the selected message, thus making *it* the current message.
- *Key button:* When **Key** is on, click it to remove the current message from the display screen. When **Key** is off, click it to return the selected message to the display screen.

  Tip: To display a *full-screen* text message instead of a keyed message, use Kim's brother Ted – a feature that provides instant text entry and display without use of a Text cue. See 18.7, Ted.

To change Kim's text and background settings: Choose **Preferences > Kim** (or **Preferences** from Kim's feature menu) to open the Kim Preferences dialog.



The Kim Preferences dialog offers the following settings:

- *Text format:* Choose *Single line* or *Allow wrapping*. With the former, if the message is too long to fit on a single line, some of it is cut off. With the latter, long messages will wrap onto multiple lines.
- *Font:* Click the **Font** button to choose fontface, size and color.
- *Layout:* Click the **Layout** button to choose margins and horizonal and vertical alignment.
- *Background:* Kim's background consists of a solid-color box that can help separate the text from the cue image it appears over. Choose *Text width* to constrain the background to the height and width of the text message; *Full* to generate a banner background that spans the full width of the screen in a height determined by the height of the text message; or *None* if you want the text to appear directly over the cue image. Click **Color** to choose the background's color.

10. Displaying Your Presentations

MediaShout offers several options that determine which monitor will be used as the display screen, and how visual cues will appear on that screen. This chapter describes these options and shows you how to optimize the look of the media you show to the audience.

contents

10.1 Dual-Screen Mode

MediaShout is designed for dual-screen operation: The *control* screen appears on the monitor seen only by you; the *display* screen is the one the audience sees. Most of the time, if you've got dual-screen capability, you'll want to use it. Nonetheless, there are situations when you'll want to run MediaShout in single-screen mode. (See 10.6, Display Tricks, for some of these situations.)

To switch between dual-screen and single-screen modes: Choose **Monitors > Dual Screen** or **Single Screen** (or click either of these buttons on the main toolbar.)

It's important to note that switching to dual-screen mode does NOT automatically place the current cue on the display screen: You must refire the cue to display it there.

> **WARNING:** In version 1, MediaShout *automatically* opened in dual-screen mode whenever two monitors were active. MediaShout 2.0 will do this only if you were running in dual-screen mode the last time the program was open. If you were operating on a single screen in the previous session, MediaShout will open in single-screen mode. The **Dual Screen** and **Single Screen** buttons on the main toolbar indicate which mode you're in: If you regularly use both modes, be sure to verify that the **Dual Screen** button is depressed before starting a presentation.

10.2 Screen Arrangement

By default, when running in dual-screen mode, MediaShout places the control screen on your computer's *primary* monitor, which contains the Windows taskbar and desktop icons. The display screen is sent to the *secondary* monitor. We recommend this arrangement.

But in some situations you may want to reverse the screen arrangement. For example, if the display adapter (a.k.a. video or graphics card) used to drive your primary monitor puts out a higher quality image, you may want to use it for the display screen instead. Beware, however, that if you use the primary monitor as the display screen, the audience will see your Windows desktop if you do any of the following:

- minimize MediaShout
- click the **Show Desktop** button in the taskbar
- close MediaShout
- switch to single-screen mode

Each of these actions causes the MediaShout display screen to disappear, thus revealing whatever's behind it. The point of this story: If you use the primary monitor as your display screen, tread carefully. Now that you've been warned ...

To change the display screen arrangement: Choose **Monitors > Display on Secondary Monitor** (the safe, default arrangement) or **Display on Primary Monitor** (the risky but sometimes preferred arrangement).

Note that rearranging the monitors does not automatically adjust their resolutions. Typically, the monitor being used for the display screen is set at a lower resolution (e.g., 640 x 480), so when the control screen suddenly appears there, it may not fit. To change the resolution so that it will, see 3.4, Color Depth & Screen Area.

10.3 Single-Screen Mode

When MediaShout is running in single-screen mode, the monitor serves as the control screen *and* the display screen. If you've used more conventional presentation programs such as PowerPoint, you're familiar with this approach: When you *play* a presentation, the displayed images take over your entire monitor. When you escape out of the presentation, the image disappears and the program reappears.

Running a MediaShout presentation in single-screen mode is exactly like that ... except different. Here's how it works: To play a presentation on the screen, you activate the *overlay display*. The displayed image appears over the MediaShout control screen. When you're done, you close the overlay display, and the control screen reappears. OK so far.

The difference is that most presentation programs designed for single-screen use *automatically adjust the screen's resolution* to fit the displayed images, then return the resolution to its previous setting when you're done. MediaShout doesn't work like that. Since it's designed for dual-screen use, it doesn't fuss with resolution-swapping. Which means, if you're running in single-screen mode, you may need to adjust the monitor resolution manually.

For example, let's say that your *monitor's* resolution is set at 1024 x 768, but your *presentation's* resolution is set at 640 x 480. When you activate the overlay display, the presentation images won't cover the entire screen. To cover the *entire* screen, you'll need to do one of two things:

- *Increase the presentation's resolution:* If you set the presentation to display at 1024 x 768, it will indeed cover the entire screen. But if its images aren't created for this resolution, they may look awful when they're blown up that big. Especially full-screen video clips, which look bad at any resolution above 640 x 480.
- *Decrease the monitor's resolution:* By lowering the monitor's resolution in Windows to match the presentation, you'll ensure that the images are displayed at the resolution they were intended for. This is the better solution.

This sounds more complicated than it is. Here are the steps to ensuring that your presentations will look good when you play them in single-screen mode:

1. *Set the presentation's resolution:* In MediaShout, choose **Preferences > General**, then click on the **Display** tab. Set the Intended Display Resolution to 640 x 480, or whatever resolution works best for the media you intend to play. (Again, video clips will look bad at anything above 640 x 480.) Click **OK**. Now minimize MediaShout on the desktop.
2. *Set the monitor's resolution:* In Windows, right-click on the desktop and choose **Properties** in the pop-up menu. On the Display Properties dialog that appears, click the **Settings** tab. Drag the Screen Area slider till the resolution matches MediaShout's Intended Display Resolution. Click **OK**. Other dialogs may appear, asking you to confirm the change. (You may also be asked whether you want to restart the computer. Unless the colors look bad, you won't need to restart.)

When you return to MediaShout, its control screen may look huge in the new resolution. Resize its windows if you want. Then activate the overlay display (see 10.4, Overlay Display) and play your presentation: It will fill the entire monitor. When you're done, press **Escape** to turn off the overlay and return to the control screen. To return your monitor to its original resolution, repeat step 2 above, choosing the original resolution instead.

By the way, you need only set the Intended Display Resolution once. Unless you change it yourself, the Intended Display Resolution will remain at this setting. In the future, just set the *monitor's* resolution to match it before you play a presentation, then return the monitor to its original setting after the presentation is ended.

> **Note:** MediaShout uses the Intended Display Resolution *only* when there's no second monitor attached to the computer and recognized by Windows. When there *is* a second monitor, MediaShout uses its resolution instead. Which means that if you've got two monitors running, the overlay display will be sized to match the *actual* display resolution of the second monitor. See 10.4, Overlay Display, for more on this.

10.4 Overlay Display

Think of the overlay display as a virtual display screen. Use it when you've got no *actual* display screen – i.e., a second monitor. Because the overlay display turns your control (and only) screen into a display screen, it's enabled only when MediaShout is

running in single-screen mode. As its name suggests, it places the display images over the Windows desktop so you can play your presentation full-screen.

To activate the overlay display: Choose **Monitors > Overlay Display** (or click its button in the main toolbar, or press **Ctrl+Shift+O**).

To remove the overlay display: Press **Escape**. (If Mouse mode is disabled, choose **Monitors > Overlay Display** again to toggle it off.)

By default, when the overlay display is active, MediaShout switches to Mouse mode: The mouse becomes a remote control device – the left button fires the next Script cue, the right button fires the previous Script cue (see 6.9, Mouse Mode). In most situations this makes the most sense, since you can't see the control screen anyway, and need a simple way of playing through a presentation. In some cases, however, you may not want the mouse to behave this way. You can turn off the Mouse-mode option:

To disable the overlay display's Mouse mode: Choose **Preferences > General**, then click on the **Display** tab. Uncheck the *Switch to mouse mode in overlay display* option.

Unlike other presentation programs, MediaShout's overlay display doesn't automatically fill the entire monitor. To ensure that it does, you must set the *monitor's* resolution to match the *presentation's* resolution. (See 10.3, Single-Screen Mode, for instructions.)

The size of the overlay display is determined either by MediaShout's *Intended* Display Resolution, or by the *actual* display resolution of a second monitor:

- *Intended Display Resolution:* When Windows is running on just one monitor, the Intended Display Resolution setting in MediaShout determines the display overlay's size. (To change this setting in MediaShout, choose **Preferences > General**, then click on the **Display** tab.)
- *Actual display resolution:* When Windows is running on two monitors, the actual display resolution of the second monitor as set in Windows determines the size of the overlay display. (To change this setting in Windows, right-click on the desktop, choose **Properties** from the pop-up menu, then click on the **Settings** tab. Click the display screen's monitor icon, then drag the Screen Area slider.)

In other words, if you're running MediaShout on a single-screen computer, the Intended Display Resolution setting matters. If you're running MediaShout on a dual-screen computer, the second monitor's resolution is the one that counts. (Yes, you can still use the overlay display on a dual-screen computer, but only when MediaShout is running in single-screen *mode*.)

10.5 Overlay Display on Second Monitor

If your computer is equipped with a dual-monitor display adapter that's not working properly in Windows 2000 or XP, you may be able to use this workaround to get MediaShout to run on two monitors. If you don't have this problem, skip this section.

> **Note:** For details on this problem and other solutions to it, see 4.4, Display Issues with Windows 2000 & XP.

Although the problem is entirely between the operating system and the display adapter and has nothing to do with MediaShout, it affects our users, so we've tried to offer a workaround solution involving the overlay display on a second monitor. In some cases, a quirk in the way Windows 2000 and XP (mis)recognize two monitors attached to a computer allows you to use the overlay display on a second monitor. It's not elegant, but if you can get it to work, it will do in a pinch.

To use the overlay display on a second monitor:

1. *In Windows:* With two monitors attached and on, right-click in the desktop and choose **Properties** in the pop-up menu. Click the **Settings** tab on the Display Properties dialog.
2. Check the resolution listed under Screen Area: Depending on your display adapter, it may recognize the two monitors as just one *double-wide* monitor: For example, *1280* x 480, *1600* x 600, *2048* x 1078. Yes, it's strange but true ... *sometimes*. If it isn't, try lowering the resolution, then applying and restarting Windows to check again. If that doesn't do it, this workaround isn't a solution for you.
3. If you *do* have a double-wide resolution, set it to the resolution whose width is twice the width of your Intended Display Resolution in MediaShout. For example, to display your presentations at 640 x 480, set the monitor to 1280 x 480. Click **OK** to apply the change and close the dialog

(you may be asked to confirm the new setting).

4 *In MediaShout:* Choose **Preferences > General**, then click on the **Display** tab. In the Display Options section, uncheck the *Switch to mouse mode in overlay display* option. In the Overlay Display Alignment section, set Horizontal to *right* and Vertical to *bottom*. Click **OK** to close the dialog.

5 Choose **Monitors > Overlay Display** (or click its button in the main toolbar). Does the overlay display fit entirely in the second monitor? If not, return to the **Display** tab of General Preferences and try other alignments. Click **Apply** to see the result without closing the dialog. (You might also check the Intended Display Resolution – its width must be *half* the width of the resolution set in Windows.) If part of the control screen disappears off the first monitor, try resizing it.

Again, this works in some cases but not in others – and you may need to try several settings before you'll know for sure. If it does work, activate the overlay display whenever you open MediaShout, and use it as the display screen on the second monitor.

Here's the inelegant part: Since Windows thinks there's just one double-wide monitor instead of two normal-width monitors, it won't let you set different resolutions for each monitor. So, for example, if you're displaying your presentations at 640 x 480, your control screen will need to appear at that resolution too. After all, the control and display screens are merely sharing equal halves of the same double-wide monitor (or so Windows thinks).

10.6 Display Tricks

Hide the mouse pointer: To ensure that the mouse pointer doesn't stray onto the display screen, select the *Hide mouse pointer on display screen* option (choose **Preferences > General > Display** tab).

Display filters: If images and text on the display screen appear with "jaggies," you may be able to minimize the problem by applying a display filter in MediaShout. Fire a cue in which the problem is obvious, then choose **Preferences > General** and click on the **Display** tab. Select a filter and click **Apply** to see the result on the display screen. (Note that text jaggies can be dealt with in Windows itself. See 3.5, Font Smoothing.

Displaying on a TV monitor or video projector: When a computer image is displayed on a *video* device, its edges are cut off. Most scan converters (devices that convert computer images to video) can adjust for this. If yours can't, try resizing MediaShout's display output: Fire a crowded graphic image to the display screen. Then choose **Preferences > General** and click on the **Display** tab. In the Display Device section, choose *TV / Video*, then enter a percentage (e.g., 90%). Click **Apply** to see its effect on the video screen. Repeat at different percentages till you get the look you want, then click **OK**.

Roomy work space: If you have a second monitor at your desk while you're creating a presentation in MediaShout, you don't *have* to use it as the display screen. In single-monitor mode, MediaShout gives back control of the second monitor to Windows, so you can drag other applications into it. For example, if you're creating graphics or Text cue documents or songs, drag your graphics application or ShoutWriter or ShoutSinger over there so you don't have to keep minimizing and maximizing windows. Just be sure to move them back onto your main monitor before you close them, or they may open there next time you use them ... whether that screen is visible or not.

Display an application: If you *want* to show an application to the audience during a presentation, drag it onto the display screen's monitor before you start. Enter dual-screen mode before you start your presentation, and fire away. When you get to the part where you show the application, switch to *single*-screen mode: The current cue will disappear, revealing the application open below it. (This trick is handy for software training and browsing the Internet in front of a large crowd.)

Display the control screen: If you're training an audience in MediaShout and want to place the control screen on the display monitor, choose **Monitors > Display on Secondary Monitor** or **Display on Primary Monitor** (which ever choice is unchecked at the moment). The two screens will be transposed. But if you plan to do this, be aware that if the display screen's monitor is set at a lower resolution, the control screen may look huge and crowded on that monitor. So set the two monitors to the same resolution, or reduce the size of the control screen window so it'll look decent when it's blown up on the other monitor.

Color depth: If graphic images and videos look awful on the display screen, you might try

adjusting the monitor's color depth in Windows' Display Properties dialog. Note that if you're using a dual-display adapter (one device with two discreet monitor outputs), it has only so much processing power to share with the two monitors. If you can't raise the color depth on the display monitor, try lowering it on the control monitor first. This may free up more resources to use where it counts.

11. Managing Files

MediaShout's unique design enables you to play virtually any media located anywhere on your computer system. But all this power isn't worth much if you can't *find* the media you want. This chapter shows you how organize and manage your presentations and their precious assets so they'll be at hand when you need them.

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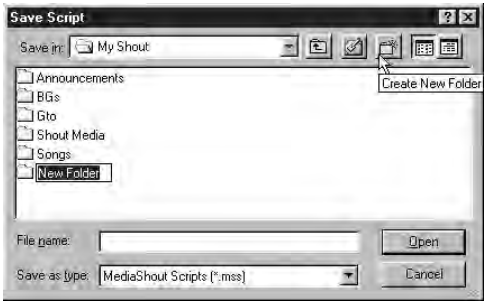
11.1 Presentation Folders

Most presentation programs contain media as slides that are saved in the presentation file itself. Move the presentation file and the media moves with it.

MediaShout doesn't work like that. A Script merely contains programmable shortcuts, or *cues,* that point to media located elsewhere. Move the Script and all you've moved is ... well, the Script. The *media* used in that Script is right where you left it.

In this sense a MediaShout presentation is made up of *many* files: a Script *and* all the media its cues point to. Of course a Script file and the files it plays can be scattered all over your hard drive, and indeed, all across a network. MediaShout doesn't mind. But *you* might. If you ever need to backup a presentation, or move it onto another computer, or recycle media or cues from it, your task will be a lot easier if most or all of its files are in a single folder. It's simple to do.



To create a presentation folder: When you first save a new Script, the Save Script dialog will open. Before typing a filename and saving it, create a new folder:

1. *Choose a location:* Browse to the location the folder will be placed. We recommend placing your presentation folders in the *My Shout* folder.
2. *Create a folder:* Click the **Create New Folder** button at the top of the Save Script dialog. A new folder will be inserted in the current location.
3. *Name the folder:* The new folder's name (*New Folder*) will be highlighted. Type your own folder name. For example, *Mission* (a mission presentation),or *120201* (for a worship service on that date).
4. *Save the Script:* Finally, double-click the new folder to open it, type a filename for the Script (use the same name as the folder, if you like), then click **Save**.

What *else* should go in a presentation's folder? Read the next few sections for ideas.

11.2 Script & Box Files

If you organize a presentation into its own folder, it makes sense to keep its Script file in that folder. If you have multiple versions of a presentation, keep each version's Script in the same folder. For example, a presentation folder for a Sunday's services might have one Script for the 9:30 service, and another for the slightly different 11:00 service.

Box files are another matter. If you've created a Box to use with a specific presentation, then it belongs in the presentation folder. But typically, Boxes are used in multiple presentations: For example, a *Songs* Box containing all your Lyric cues, or a *Sound Effects* Box containing

Audio cues that get used whenever the youth group does an improv performance. Keep these types of presentation-independent Boxes elsewhere in the *My Shout* folder so they don't get moved or messed with if you move or archive your old presentation folders.

11.3 Media Files

Media files include backgrounds, graphics, animations, videos, sounds and Text cue documents. After a while you'll create or acquire *thousands* of these files, so it's smart to organize them right, right from the start. As a general rule, they fall into three categories:

Presentation-specific media: Graphics, Text cue documents and other media files created for a specific presentation (sermon points, message illustrations, etc.) go best in the presentation's own folder.

Frequently used media: Logos, announcements, backgrounds and other types of files that get used in more than one presentation should be placed in folders by use. For example, create a *My Shout\Announcements* folder for announcement documents and graphics you're likely to reuse. If you create or acquire background graphics, create a *My Shout\BGs* folder to serve as their home. Keeping these frequently used files in their own folders rather than copying them to each presentation's folder saves space on your hard drive and ensures that if you change the file, you won't accidentally use an older version of it stored in some other folder.

Shout Media: MediaShout ships with collections of backgrounds, videos and sounds that you're free to use in any presentation. You'll find them in *My Shout\Shout Media*. Some tips for using them efficiently:

- *Keep these files in their original folders:* That way you'll always know where to find them, and don't wind up with multiple copies scattered among your presentation folders.
- *Don't edit or rename the files:* Since they're included with every copy of MediaShout, you can move a presentation from one computer to another without having to copy any files used by the presentation if they're found in the *Shout Media* folder. (But if you edit or rename such a file, all bets are off.)
- *Don't add your own files:* If you use a backup program, you can exclude the *Shout Media* folder from the backup, since the files are already "backed up" on the MediaShout installation CD. And if you ever have to reinstall MediaShout, you won't need to transfer any of the files. (But if you put your own files in these folders, you're on your own.)

Please note that the above schemes and tips are merely suggestions that we've found to make the most sense for most users. You're free to organize your media files however you like – MediaShout will work just fine whatever method you choose.

11.4 Song & Bible Libraries

MediaShout is extremely flexible in regard to where you put Scripts, Boxes and media files. But when it comes to song lyrics and Bible verses used by Lyric and Bible cues, it's very narrowminded.

Song lyrics: If you always run MediaShout from the same computer, you'll never encounter a problem with a missing song: Every song you write or import will exist as a record in the library's database file, *Songs.mdb*. (For the location of this file and how to change it, see 25.8, Song Library.)

But if you move a presentation from one computer to another, you'll need to make sure that the songs used by all its Lyric cues are in the destination computer's library. (For more on this, see 11.7, Packing a Presentation.)

Bible passages: Again, if you create and deliver all your presentations on one computer, your Bible cues will always work: Every Bible cue gets its "media" from a Bible file installed in the Bible library. (For more on Bible files and how to install them, see 17.5, Bible Versions.)

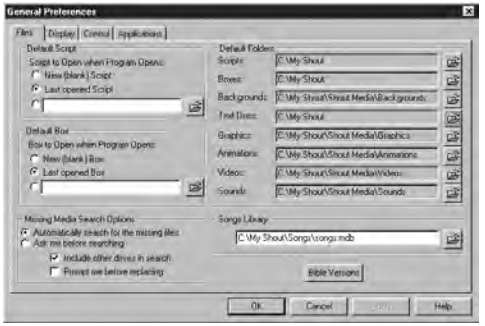
But if you move a presentation from one computer to another, you'll need to make sure that the versions used by all its Bible cues are installed in the destination computers' library. (For more on this, see 11.7, Packing a Presentation.)

11.5 Default Folders

MediaShout lets you choose the default folders for Scripts, Boxes and various types of media. Use these settings to simplify the process of creating and editing presentations.

For example, if you're creating a presentation that contains lots of custom graphics stored in the presentation's folder, select this presenta-

tion folder as the default Graphics folder. When you insert a Graphic cue, the Select Image dialog will automatically open to this folder so you don't have to browse to it manually. (Note, however, that if you do browse to some other folder, it will open to that other folder the next time, as is standard in most Windows applications.)



To select a default folder:

1. Choose **Preferences > General** to open the General Preferences dialog to the **Files** tab.
2. In the Default Folders section, click the **Open** button to the right of the file type's field. In the dialog that opens, browse to a folder, select it, then click **OK**. Repeat for other file types if you like, then click **OK** to close the General Preferences dialog.

11.6 Missing Media Search

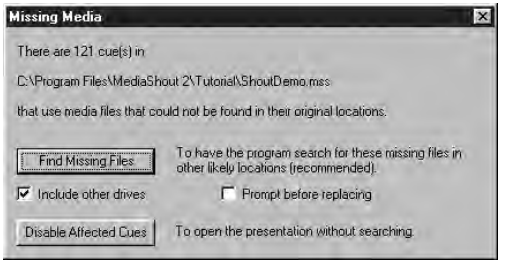
A cue is a *programmable shortcut* to media located elsewhere on the computer, and not a container for the media itself. Therefore, the cue can be fired only if the media assigned to it can be found. If you've moved or renamed a file, the cue won't find it, so it has nothing to play.

When you open a Script or Box, MediaShout performs a quick check to ensure that all the media files used by its cues are where they're supposed to be. If a media file can't be found, the program can go looking for it in other likely locations ... if you let it. The settings that determine if, how and where MediaShout performs searches for missing media are chosen in the appropriately named Missing Media Search Options. You'll find this section on the **Files** tab of the General Preferences dialog.

The Missing Media Search Options settings are as follows:

- *Automatically search for missing media files:* Select this choice if you want the program to search for missing files automatically whenever a Script or Box is opened. This is the recommended choice.
- *Ask me before searching:* With this choice selected instead, if the Script or Box being opened contains cues whose assigned media files can't be found, a Missing Media dialog will open to ask what you want to do about it (see below).
- *Include other drives in search:* Select this option if you want the program to search other drives on your system. If you've moved a Script or Box from one network computer to another, this is a useful option.
- *Prompt me before replacing:* If you're in a hurry, leave this option unchecked. But if you have two or more different files in different folders that nonetheless share the *same name,* check this option: Otherwise, the program might find the wrong versions of these files and tell the cues to point to them instead.

Missing Media dialog: If you've instructed the program to ask you before searching for missing media, the Missing Media dialog will open whenever the Script or Box being opened contains cues whose assigned media files can't be found.



Click **Find Missing Files** to have the program go on a search. (Options for searching other drives and prompting before replacing are described above.) To open the Script or Box without searching, click **Disable Affected Cues**.

Missing Media File dialog: If you've instructed the program to prompt you before replacing a file, it will indeed do so if it finds a likely candidate on its own.

The Missing Media File dialog provides information about the cue that's missing the media, as well as the path and name of the file it couldn't find. The New File field at the bottom contains the path and name of the file it's chosen as the most likely replacement:

- If you agree with the program's choice for the replacement, click **Replace**. The cue will be fixed so that it points to this file instead.
- If you don't agree with its choice (or the field is blank because it has no file to suggest), click the **Open** button to the right of this field to find and select the file yourself. After selecting a file, its path and name will appear in the field. Then you can click **Replace**.
- If you can't or don't want to replace the file, click **Disable**: This cue – and every other cue that uses the missing file – will be disabled.
- To give up the entire search process for this and every other missing file, click **Disable All**: The Script or Box will open immediately with all affected cues disabled.

Note that the Missing Media File dialog may open even if you've instructed the program *not* to prompt you before replacing files. This will happen when it can't find a missing file on its own and needs you to find the file yourself.

Tip: To search for missing media files in an *open* Script, choose **Script > Check Media Files**. (For a Box, choose the same thing in the **ShoutBox** menu instead.) This feature allows you open a Script or Box quickly, then fix its disabled cues later without having to reopen it.

More on missing media file searching: The following facts may help you to use the Missing Media Search feature more effectively.

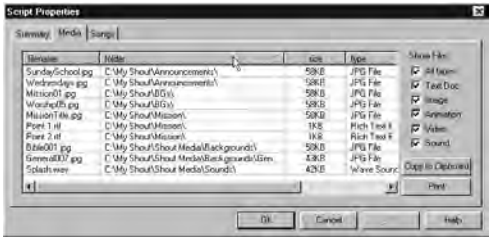
- *Presentation folders:* When searching for missing files, the program automatically looks first in the folder containing the Script or Box file itself, as well as subfolders of this folder. If you keep presentation-specific media files in that presentation's folder, MediaShout will always find them automatically, even if you move the folder to a new location or computer.
- *My Shout folder:* If it can't find a missing file in the same location as the Script or Box file, it'll then look through the *My Shout* folder. So the searches will be more successful if you keep your media files and folders in this folder.
- *Suspect folders:* If you end up having to point to the missing file yourself (from the Missing Media File dialog), the program remembers the folder it's in and looks for other missing files there too. (It figures it for a likely suspect in the hiding of other missing files.) In short, it may find the rest of the missing files on its own.
- *Multiple assignments:* If a found file happens to be assigned to other cues too (e.g., a background that gets used more than once), the program will fix all the other cues too.
- *Disabled cues:* If you can't or don't want to replace a cue's missing file, the Script or Box will open with the cue disabled. When disabled, a cue can't be fired, and is simply skipped if you try to advance into it. To enable the cue, open its properties dialog and replace its missing media file.
- *Severely disabled cue:* Because some cue types can have up to three files assigned to them (primary media, background, soundtrack), a cue may remain disabled even after you've located one of its missing files. To enable the cue, you must replace *all* of its missing files.
- *Lyric cues:* If the song assigned to a Lyric cue can't be found, the cue is disabled (i.e., there's no equivalent search feature for missing songs). To enable the cue, you'll need to choose another song for it, or enter or import the song into the song library, then reassign it to the cue.
- *Bible cues:* If the Bible version used by a Bible cue can't be found, MediaShout will use a version that *is* installed in the Bible Library. To use the original version, you'll need to install it, then select that version in the cue's properties dialog.

11.7 Packing a Presentation

MediaShout doesn't include a "packing" feature (yes, we're working on it), so to move or copy a presentation to another computer, you need to pack it yourself. Here's how:

1 *Make a media file packing list:* Open the presentation's Script, then choose **File > Script Properties** to open the Script Properties dialog. On the **Media** tab, check *All types* to call up a list of all media files used by cues in the Script. Click the Folder column's header to sort the list by the *folders* the files reside in.

Then click **Print** to print the list (or **Clipboard** to copy the list to the Windows clipboard, then paste it into a document so you can read it from there).



2 *Make a song packing list:* If the Script has no Lyric cues, skip this step. Otherwise, click the **Songs** tab and print or copy this list too.

Tip: While you're in the Script Properties dialog, click the **Summary** tab and look at the Total Size figure displayed here: If you're packing the Script file and *all* its media files, you'll need this much space to pack them in.

3 *Pack the files:* Close the Script Properties dialog and exit MediaShout. Open *two* instances of Windows Explorer or My Computer – one on the left side of your screen, one on the right. In the *right* window, create or select a folder for the packed presentation. Now copy or move files in the left window to this folder:

a *Scripts and Boxes:* Of course the first file you'll want is the Script file itself. If you have a Box or other Scripts associated with the presentation, grab them too.

b *Shout Media files:* Look in the media file packing list for any files in the *My Shout\Shout Media* folder's folders. If there are, you can probably leave them alone: If no files here have been renamed, modified or added, and you're sure of the same untouched condition on the destination computer, there's no need to pack them. If the contents of these folders have been altered (or you're not sure), you'll want to copy them to the destination folder. In either case, check off these files in the list.

c *Other media files:* Look at the first file in the media file packing list, go to its folder and select it. Look on the list for any other files in this folder and select them too. (Use **Ctrl+Click** to select individual files; **Shift+Click** to select a range of files, or **Ctrl+A** to select all the files.) Copy or move them to the destination folder and check them off the list. Repeat for each file in the list till all are checked off.

4 *Pack the songs:* If there are no Lyric cues in the Script, skip this step. If there are, you'll probably want to pack their songs. You can do this by exporting them to a ShoutSong file that can be imported in ShoutSinger on the destination computer. When prompted to save the file, be sure you save it into the destination folder. (Exporting songs is simple. For instructions, see 25.11, Export Songs.)

When you've finished packing, copy the folder to a disk that can be loaded onto the destination computer. Now for a few notes:

- *Bible cues:* There's no way to "pack" passages assigned to Bible cues. If you're not sure whether the destination computer has the same version installed, you may want to create Bible screens as Text or Graphic cues and pack their documents or graphic files.
- *Fonts:* Lyric and Bible cues contain text objects, as do Text cue documents and some image files. If fonts used by these objects aren't installed on the destination computer, other fonts will be used instead. You may want to copy font files and install them on the destination computer, but beware of copyrights that restrict or prohibit the copying of a font file.
- *Panic buttons:* If you're counting on using graphics assigned to panic buttons, remember to pack these files too.

Tip: When distributing a presentation via on a disk, write the presentation's resolution on the disk's label. This will tell the recipient which resolution to use for the display screen to ensure that things look the way you intended.

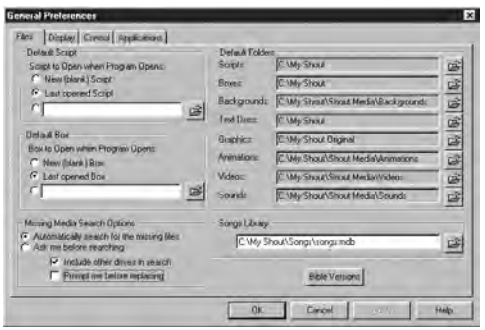
12. General Preferences

Settings in the General Preferences dialog affect how MediaShout looks and behaves on the control and display screens, which files and folders it uses, and which applications can be used in association with the program. To open this dialog, choose **Preferences > General**.

contents

12.1 File Settings

The **Files** tab of the General Preferences dialog provides settings that determine the default files and folders the program uses, and how it handles searches for missing media.



To set the default Script: See 6.10, Script Tricks.

To set the default Box: See 7.4, Box Tricks.

To set missing media search options: See 11.6, Missing Media Search.

To set default folders: See 11.5, Default Folders.

To select the song library file: See 25.8, Song Library.

To add or remove versions in the Bible library: See 17.5, Bible Versions.

12.2 Display Settings

The **Display** tab of the General Preferences dialog provides settings that affect the look and behavior of the display screen and overlay display.

To change the screen arrangement: See 10.2, Screen Arrangement.

To set the Intended Display Resolution: See 10.3, Single-Screen Mode.

To disable Mouse mode when overlay display is active: See 10.5, Overlay Display on Second Monitor.

To set the alignment of the overlay display: See 10.5, Overlay Display on Second Monitor.

To set the display device: See 10.6, Display Tricks.

To hide the mouse pointer: See 10.6, Display Tricks.

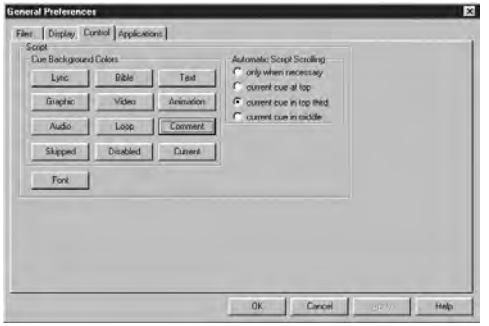
To apply a display filter: See 10.6, Display Tricks.

12.3 Control Settings

The **Control** tab of the General Preferences dialog provides settings that affect the look and behavior of Scripts and their cues.

To change cue highlight colors: See 6.7, Script Window Appearance.

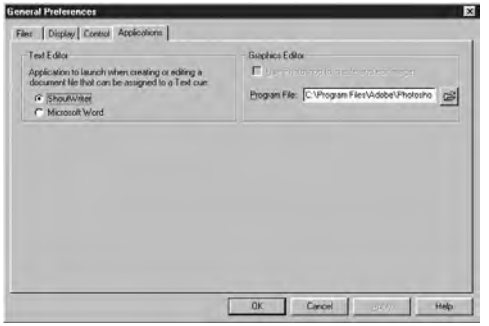
To change cue font: See 6.7, Script Window Appearance.



To set automatic Script scrolling: 6.8, Automatic Script Scrolling.

12.4 Application Settings

The **Applications** tab of the General Preferences dialog provides settings that determine which application will be used for creating and editing Text cue documents, and whether Photoshop will be used for creating and editing images used with Graphic cues.



To change the associated text editor: See 18.6, Using Word as the Text Editor.

To select Photoshop as the associated graphics editor: See 19.4, Using Photoshop as the Graphics Editor.

13. Working with Cues

Documents work with words. Spreadsheets handle numbers. MediaShout deals with *cues*: programmable shortcuts that tell MediaShout what, when and how to play media to the audience.

contents

13.1 Cues vs. Slides

MediaShout's use of cues rather than slides makes it very different than your average presentation software. Typically, a slide is a graphic created and saved in the presentation file itself. That works fine for a canned business presentation. But in live ministry settings where announcements and songs and Bible verses get used over and over, slides are cumbersome.

Why not just keep this media in one place and simply point to it whenever you want it? That's what MediaShout does: Each cue is a programmable shortcut to media located anywhere on your computer system. No need to hunt for slides in old presentations. Just create a cue that points to the media you need, and tell it how and when to play that media.

Cues have another advantage over slides. Because your presentation file contains shortcuts to media (i.e., cues) rather than the media itself (slides), the file is smaller and more manageable. This means you can navigate, edit, rearrange and play your presentation much more quickly and easily – even while the presentation is running. And you can create and store cues *outside* a presentation where you can get to them at any time, whether a presentation file is open or not.

In short, cues provide the power and flexibility to support live ministry events in ways just not possible with plain old slides.

13.2 Current Cue & Selected Cue

Because MediaShout is designed to run on two screens – the user interface on the control screen and the media on the display screen – it can work with two cues simultaneously:

- *Current cue:* It's the one being played to the audience at that moment. A cue becomes current when it's played, or *fired* (by double-clicking it, or advancing into it from the previous cue). On the control screen, the current cue is highlighted in yellow (or some other color you choose).
- *Selected cue:* It's the one that's selected on the control screen at that moment, and is highlighted in reversed text. You can select a cue by *single*-clicking it, or by pressing the **Up** or **Down** key on your keyboard.

Here's why this is important: Because MediaShout can juggle two cues at once, you can create, preview, edit, move or delete the *selected* cue without affecting the current cue being played to the audience.

13.3 Cue Types

Cues are defined by the primary media they play. Each media type has its own cue type:

text-based cues

Lyric cues play song lyrics stored in the Song Library. (See chapter 16, Lyric Cues.)

Bible cues play Bible passages from versions in the Bible Library. (See chapter 17, Bible Cues.)

Text cues play text files. (See chapter 18, Text Cues.)

image-based cues

Graphic cues play graphic files. (See chapter 19, Graphic Cues.)

Animation cues play Flash files. (See chapter 20, Animation Cues.)

Video cues play Video files. (See chapter 21, Video Cues.)

Note that graphic files can also be assigned as *backgrounds* to text-based cues. (See 14.12, Background Image.)

sound-based cue

Audio cues play sound files. (See chapter 22, Audio Cues.)

Note that sound files can also be assigned to Graphic and text-based cues. (See 15.4, Soundtracks.) Animation and Video cues play sounds from their Flash and video files.

non-media cues

Loop cues have no media assigned to them – they just tell the program to replay other types of cues. (See chapter 23, Loop Cues.)

Comment cues don't use media either – they simply serve as placeholders for notes and comments for your eyes only. (See chapter 24, Comment Cues.)

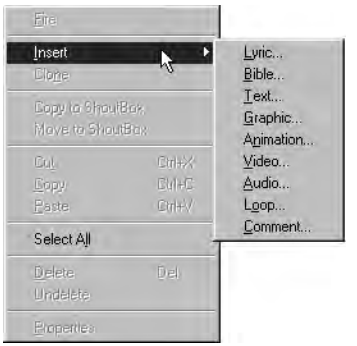
13.4 Subcues

Cues that can contain multiple parts manage each part as a subcue. In a Lyric cue, each stanza can be displayed in its own subcue. In a Bible cue, each verse can have its own subcue. And in a Text cue, each page of the document is treated as a subcue.

In the Script window, a cue containing subcues can be *expanded* or *collapsed* by clicking the plus or minus sign to the left of the cue number. Such cues can also be programmed to expand and collapse automatically. (See 15.3, Control Options.)

13.5 Insert a Cue

In most cases, you'll want to create a presentation in a Script by inserting a series of cues.



To insert a cue in the current Script:

1. Right-click anywhere in the Script window and choose **Insert** from the pop-up menu. (Or choose **Insert** from the **Script** menu.) Select the type of cue from the submenu that appears (e.g., **Lyric**, **Graphic**, **Video**).
2. In the Select dialog that appears, select the media file or song you want to assign to the cue, then click **Select**. This opens the cue's properties dialog, allowing you to choose other settings such as layout, background, soundtrack, and transition. (Note that a Bible cue doesn't have a Select dialog – the passage is chosen in its properties dialog instead.)
3. Click **OK**. The cue is inserted in the Script and is ready to play.

By the way, you can also insert cues in a Box. Just right-click in the ShoutBox and choose **Insert** (or choose Insert from the **ShoutBox** menu).

13.6 Insert Multiple Cues

Most cue types allow the insertion of multiple cues at one time. To insert two or more Text, Graphic, Animation, Video, or Audio cues at once, follow the steps for inserting a cue, but when the Select dialog opens, hold down the **Ctrl** key as you click on multiple files, then click **Select**. (To select a group of files, click the first file, then hold down the **Shift** key as you click the last file. To select all files, press **Ctrl+A**.)

No properties dialog will appear, but you can set common properties for all by right-clicking the still-selected new cues and choosing **Properties** from the pop-up menu. (See 13.10, Edit Multiple Cues, for more on this trick.)

Multiple Text, Graphic, Animation, Video and Audio cues can also be inserted by dragging their files into MediaShout. See 13.7, Insert Cues from Windows Explorer.

Multiple Lyric cues can also be inserted at once: See 16.1, Select a Song.

13.7 Insert Cues from Windows Explorer

Cues can be inserted by dragging media files from Windows Explorer (or My Computer). This is especially useful for creating cues of different types at once, or to build an instant "slide show" of photos taken on a digital camera. It's also convenient for creating a presentation from lots of slides that were created in another presentation program and saved as JPEG graphic files.

To drag files from Windows Explorer:

1. Open Explorer and select one or more text, graphic, animation, video or sound files, then drag the selection to the MediaShout window button in the Windows taskbar – *but don't let go yet.*
2. If you hold the mouse there for a moment, the MediaShout control screen will reappear on top of your desktop, allowing you to continue dragging the selection into the open Script or Box. When you release the mouse button, MediaShout will automatically create a cue of the proper type for each acceptable media file in the selection.

Note that the dragged files must be in media formats that MediaShout recognizes; non-media files as well as those that aren't in an acceptable format will not be assigned to cues. Also note that this action doesn't actually *move* the files – it simply creates cues for them. So if they're on a removable disk or media card, you may want to move the files to your hard drive before dragging them into MediaShout.

> **Tip:** Whichever file you use as the "handle" for dragging will be used to create the first cue. So if you want the cues to appear in the order that their media files are listed in Explorer (e.g., alphabetically), be sure to start the dragging action on the *first* selected file.

13.8 Play a Cue

There are several ways to play, or *fire*, a Script or Box cue:

- Double-click the cue.
- Double-click its thumbnail image in a ShoutMonitor.
- Select it, then press **Enter**.
- Right-click it and choose **Fire** from the pop-up menu.
- Click the **Fire** button in the cue's properties dialog.

The following methods fire Script cues only:

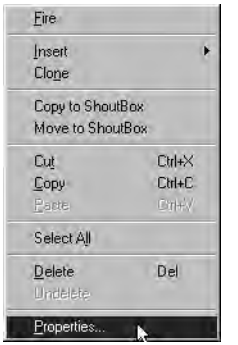
- To fire the *selected* Script cue: Press **F11**.
- To fire the *next* Script cue: Press **Space** or **F10**, or click the **Fire Next** button in the toolbar.

- To fire the *previous* Script cue: Press **Shift+Space** or **F9**, or click the **Fire Previous** button in the toolbar.

To fire the selected Box cue: Press **F12**.

13.9 Edit a Cue

If you don't like the settings, or *properties*, chosen for a Script or Box cue when you created it, you can go back into its properties dialog and change them at any time.



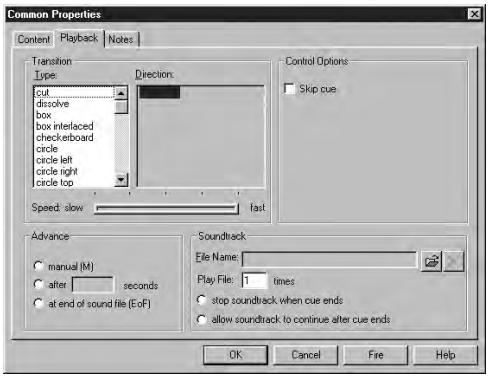
To edit a cue's properties:

1. Right-click the cue and choose **Properties**.
2. The cue's properties dialog will open. Make the changes you want, then click **OK**. (To close the properties dialog without implementing the changes, click **Cancel**.)

For information on the settings available in cue properties dialogs, see 13.11, Cue Properties.

13.10 Edit Multiple Cues

To change the background, transition, advance or any other common property for multiple cues at once, use **Ctrl+Click** or **Shift+Click** to select the cues, then right-click any cue in the selection and choose **Properties** from the pop-up menu. A common cue properties dialog will open. Make the changes, then click **OK**. The changes will be applied to all the selected cues that offer that property.

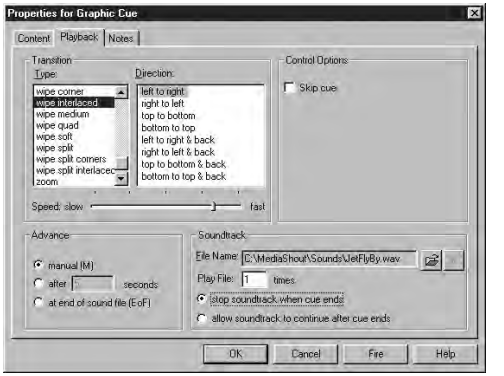


13.11 Cue Properties

A cue's properties dialog contains all the settings, or *properties*, available for the cue. The properties for most cue types are arranged on three tabs. Properties specific to a cue type are described in that cue type's chapter. Here are the common properties found on each tab:

Content tab:

- *thumbnail:* All visual cues provide a thumbnail depiction of the cue as it will appear on the display screen. Cues with subcues provide controls for selecting each screen in the cue.
- *cue name:* By default, most cue types use the song title, Bible passage or media file assigned to the cue as the cue name. All but Lyric and Bible cues allow you to change or add a name of your own.
- *primary media:* Cues that play media allow you to select a different song, Bible passage or file, generally by clicking the **Open** or **Browse** button to the right of the song or file name.
- *text properties:* Lyric and Bible cues provide settings that determine the font and layout for each text object (e.g., verse, reference). (See 14.1, Text Properties.)
- *image properties:* Graphic and Video cues let you choose the position and size of the displayed image. (See 14.5, Image Properties.)
- *background:* All visual cues offer the ability to assign a graphic file, solid color, or both, as the cue's background. (See 14.11, Background Properties.



Playback tab:

- *transition:* Most cues offer transitions that affect how the cue will appear when it's fired. (See 15.1, Transitions.)
- *advance:* Settings in this area determine how long a cue will play and what happens when it's done. (See 15.2, Advances.)
- *control options:* These settings affect how the cue behaves on the control screen. (See 15.3, Control Options.)
- *soundtrack:* Most visual cues allow you to assign a sound file that will play with the cue. (See 15.4, Soundtracks.)

Notes tab:

- *note:* Text entered in the box on this tab appears in the Notes column when the cue is in a Script. It doesn't get displayed to the audience, so you can use this feature for your own presentation notes, production instructions, etc.

To set the *default* properties for a cue type, see 13.12, Cue Preferences.

13.12 Cue Preferences

The number of properties offered for media cues allows you to program each cue the way you want. But if you tend to use the same basic settings for most cues of a particular type, it's tedious to program these settings every time you create a cue. To save yourself lots of work, change the *default settings* for that cue type. For example, if you use the same background, font and transition for most of your Lyric cues, make these the default settings for Lyric cues. This is done in the cue type's *preferences* dialog.

To open a cue type's preferences dialog:

1. Click the **Preferences** menu, then choose the cue type (e.g., **Lyric Cues**). The preferences dialog for that cue type will open.
2. Change the default settings as you like. A user-assignable sample song, Bible passage or media file can be used to preview the settings. Click **OK** to apply the new defaults.

Note that properties chosen in a cue type's preferences dialog are *default* settings: They're applied only to *new* cues of that type, not to existing cues. And of course, although a cue uses the default settings when it's inserted, these settings can be changed during the creation process or anytime thereafter, simply by changing them in the cue's properties dialog.

13.13 Cue Tricks

Move a cue: Drag it to the location you want. (In Windows, the drag action is performed by holding the left mouse button as you move the mouse.) All cue types except Loop and Comment can be moved between the current Script and the current Box.

Cut, copy, paste or delete a cue: Select it and choose **Cut**, **Copy**, **Paste** or **Delete** from the **Edit** menu. (Shortcuts: **Ctrl+X**, **Ctrl+C**, **Ctrl+V**, **Delete**.) All cue types except Loop and Comment can be pasted into a Box.

To preview a cue on the control screen: See chapter 8, Using ShoutMonitors.

14. Cue Visual Properties

Visual cues are made up of text or graphic objects, or both. This chapter describes the common settings used to determine the look of visual objects on the display screen.

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14.1 Text Properties

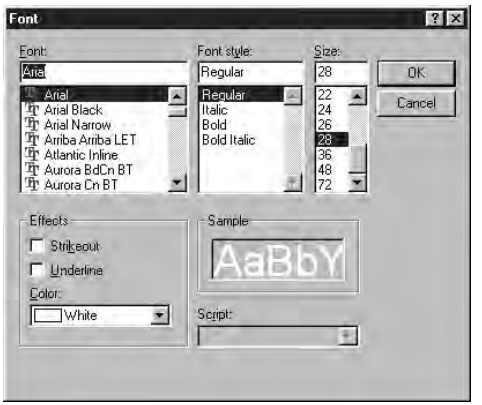
Lyric and Bible cues display song lyrics and scripture passages as arrangements of text objects over a background image or color. For example, a Bible cue contains two text objects: the scripture passage and the reference line. The font, size, color, position and alignment of each text object in a cue can be set individually. A text *effect* (an outline or drop-shadow) applies to *all* text objects in a cue. Text properties of Lyric and Bible cues properties are chosen on the **Content** tab of a cue's properties dialog.

Note that the formatting of text in a Text cue comes from the text file assigned to the cue, and is therefore set by opening the document in a word processor.

14.2 Fonts

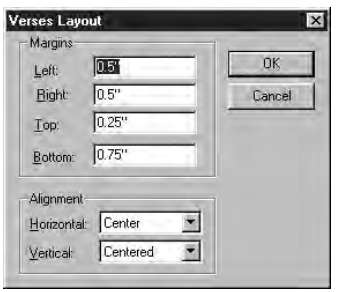
To select the fontface, font size and font color for a text object in a cue, click the Text button for that object in a cue's properties dialog. This will open the Font dialog. Make your selections, then click **OK**.

Note that MediaShout uses fonts installed in Windows, so virtually any font available to other applications (such as your word processor) can be used for text objects in MediaShout.



14.3 Text Layouts

Most text objects include layout properties that determine such things as margins and horizontal alignment. (The types of layout choices vary according to text object.) To change these properties, click the Layout button for that object in a cue's properties dialog. This will open a Layout dialog. Make your selections, then click **OK**.

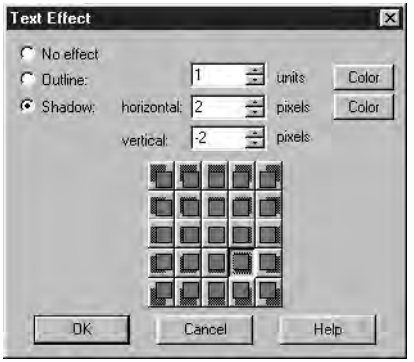


14.4 Text Effects

A drop-shadow or outline effect can be added to any Lyric, Bible or Text cue. To add an effect, click the **Text Effect** button in the cue's properties dialog. This will open the Text Effect dialog. Make your selections (see below), then click **OK**.

The Text Effect dialog offers three choices:

- *No effect:* Choose this setting to remove an outline or shadow effect.



- *Outline:* Applies an outline to the text. The width of the outline can be chosen in the Units field; its color is chosen by clicking the **Color** button (see 14.10, Color Settings).
- *Shadow:* Applies a drop shadow to the text. The shadow's color can be changed by clicking the **Color** button. The horizontal and vertical offsets of the shadow are determined in pixels as set in their respective Offset fields: positive values result in a shadow to right and above the text, respectively; negative values put the shadow to left and below the text, respectively; zero values result in no offset. The offsets can also be chosen by clicking a button in the Shadow palette.

An outline or shadow on the displayed text varies according to the width and color of the effect, size and color of fonts, and the cue's background: You may have to experiment a bit to get the look you want. To see the effect on the display screen, close the Text Effect dialog and click the **Fire** button on the cue's properties dialog.

> **Note:** A text effect is applied to *all* foreground objects in a cue – there's no way to apply an effect to one text object but not another.

14.5 Image Properties

The position and size of images assigned to Graphic and Video cues, as well as to graphics used as cue backgrounds, can be set using the Layout field on the **Content** tab of a cue's properties dialog.

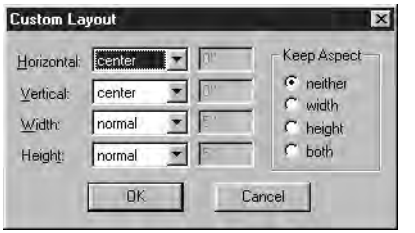
14.6 Standard Image Layouts

To determine the position and size of the image assigned to a Graphic or Video cue or an image used as a cue background, choose an item in the Layout drop-down list on the **Content** tab of the cue's properties dialog:

layout	position	size
centered & normal size	center of display screen	native size (i.e., the size of the video file itself)
centered & double size	center of display screen	twice the native size (e.g., a 320 x 240 image will appear at 640 x 480)
stretch (keep ratio)	center of display screen	at largest size possible without cutting off or distorting height or width
custom	(see 14.7, Custom Image Layout)	
play in lower third - 300	(Video cues only; see 14.8, Lower-Third Image Layouts)	
play in lower third - 360		
play in lower third - 400		
transparent stretch	(background images only; see 14.9, Transparent Image Layouts)	
transparent tile		

14.7 Custom Image Layout

The position and size of an image assigned to a Graphic or Video cue or used as a cue background can be customized by choosing *custom* in the Layout field on the **Content** tab of a cue's properties dialog. This enables the **Custom** button. Click it to open the Custom Layout dialog:



Settings in the Custom Layout dialog allow you to choose any position and size for the image, including combinations that will squeeze or stretch its aspect ratio. The settings are made in the following fields:

- *Horizontal* determines the horizontal posi-

tion of the image: *left, center* or *right*. The *custom* choice allows you to place the left edge of the image at a specific number of inches from the left edge of the screen.

- *Vertical* determines the vertical position of the image: *top, center* or *bottom*. The *custom* choice allows you to place the top edge of the image at a specific number of inches from the top of the screen.
- *Width* determines the relative or actual width of the image: *normal* (native width), *double* (twice native width), *stretch* (fill screen width), and *custom* (enter actual width in inches).
- *Height* determines the relative or actual height of the image: *normal* (native height), *double* (twice native height), *stretch* (fill screen height), and *custom* (enter actual height in inches).

The Keep Aspect choice determines whether the aspect ratio of the image is to be maintained, and if not, which dimension takes priority:

- *neither*: Enables the *Width* and *Height* fields, allowing both dimensions to be resized.
- *width:* Allows resizing of width; the height will be determined automatically to keep the aspect ratio.
- *height:* Allows resizing of height; the width will be determined automatically to keep the aspect ratio.
- *both:* Maintains the image's aspect ratio and native size; only the position can be changed.

We admit that all these choices makes things a bit complicated, but if you experiment with the settings, you'll figure them out – and see that this dialog gives you the ability to position and size an image just the way you want it.

14.8 Lower-Third Image Layouts

The Layout drop-down list on the **Content** tab of the Video Cue Properties dialog offers three *play in lower third* choices for placing a video image in the bottom of the display screen. In each case, the image is centered horizontally. The number appended to the choice indicates the pixel row that the top of the image will be placed on. Note that these choices are not available for Graphic cues and cue backgrounds.

If you're using a video clip to serve as an animated banner (to display the name of a person being introduced on stage, for example) over a live camera shot via a video keyer, a lower third layout allows you to use a small clip size. For instance, if your display screen is set for 640 x 480, choose *300* to play a 640 x 180 clip across the bottom of the screen, or *360* to play a 640 x 120 clip. If your display screen is set for 800 x 600, choose *400* to play an 800 x 200 clip exactly in the lower third. In each case, the cue's background color should be set to the key color so that the everything but the video image is replaced by the live image (assuming that you avoid using the key color in the video clip itself).

Of course you can get the same effect by creating a full-screen clip in which the key color covers the top two thirds and displaying it in a standard layout, but this consumes more disk space. In addition, the video compression may introduce artifacts that show up as sparkles in the live camera shot during keying – some

thing that won't happen if you use a lower-third layout and key on the *cue's* background color.

14.9 Transparent Image Layouts

The Layout field for a Lyric, Bible or Text cue's background image offers two additional layout choices:

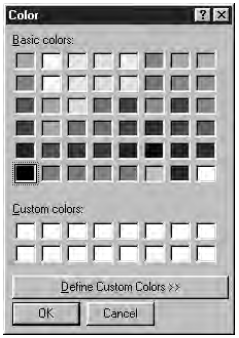
- *transparent stretch* uses the image as a transparency that's stretched to fill the screen, allowing the assigned background color to appear through it. Experiment with different background colors to get the look you want.
- *transparent tile* is similar to *stretch*, but in this case the background image is duplicated at its native size to fill the entire screen. The smaller the image, the more times it's duplicated, giving the background a wallpaper look.

14.10 Color Settings

The color of a cue's displayed background or text effect can be changed by clicking a **Color** or **Background Color** button. This opens the Color dialog. Select a color chip, then click **OK**. (The color of a text object is chosen in the Font dialog: see 14.2, Fonts.)

The Color dialog can also be used to select a *custom* color:

1. Click the **Assign Custom Colors** button.
2. Click anywhere in the Color Palette to select a color.

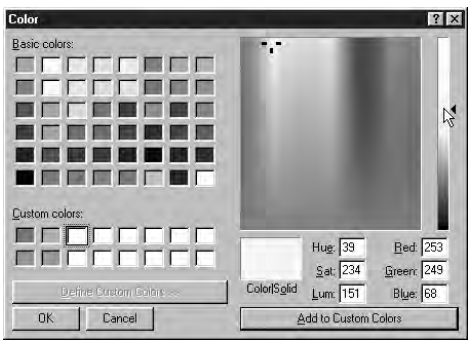


3 Click anywhere in the vertical Luminance bar to select a luminance level. The chosen color will appear in the preview window. (Colors can also be chosen by entering specific values in the Hue, Sat, Lum, Red, Green and Blue fields.)

4 Click **Add to Custom Colors** to assign the color to a color chip.

5 To assign additional custom colors to the Color dialog, repeat steps 3 through 5.

6 Select the custom color chip you want for your background, then click **OK**.



14.11 Background Properties

Visual cues in MediaShout have two "grounds": The *foreground* (text, graphic, animation, or video); and the *background* – a graphic image or a color or both. Settings affecting the foreground and the background for a cue are made on the **Content** tab of a cue's properties dialog.

Lyric, Bible and Text cues can have background graphics assigned to them, as well as a color. Graphic, Animation, Video cues use solid color backgrounds only.

14.12 Background Image

To assign a background image to a Lyric, Bible or Text cue:

1 Click the **Open** button next to the Image Path field in the Background section of the cue's properties dialog. This will open the Select Image dialog.

2 Select the graphic file you want, then click **Select**. The background is now assigned to the cue.

To clear the background graphic file assignment: Click the **Clear** button.

14.13 Background Color

A cue's background color can be changed by clicking the **Color** or **Background Color** button to open the Color dialog. See 14.10, Color Settings.

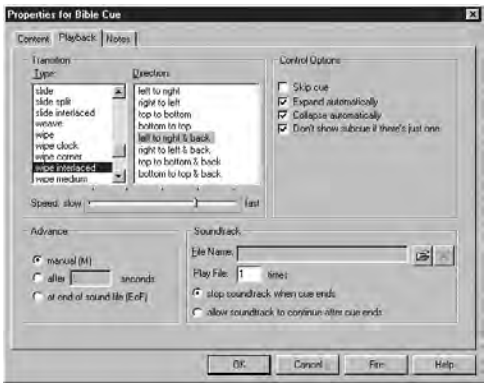
Note that if a foreground or background image is also assigned to the cue, and its layout is set so that it doesn't fill the screen, the background color will appear as a matte around the image.

Also note that if the layout of a background image assigned to the cue is set for *transparent stretch* or *transparent tile*, the background color will appear through the image, changing its look. See 14.9, Transparent Image Layouts.

15. Cue Playback Properties

Playback properties such as transition, advance and control options are chosen on the **Playback** tab of a cue's properties dialog. These settings determine how a cue will appear when it's fired, how long it will play, and how it will appear on the control screen.

contents



15.1 Transitions

All visual cue types except Animation and Video cues have transition properties that determine how the cue will appear on the display screen when it is fired.

To set a cue's transition: Choose three settings on the **Playback** tab of the cue's properties dialog:

- *Type:* This box lists all transition types available in MediaShout. Click a type to select it.
- *Direction:* This box lists all subtypes available for the selected transition type. In most cases, the subtypes consist of various directions: *left to right, top to bottom, center to edge, clockwise,* etc. When the selected type offers no subtypes, this box is empty.
- *Speed:* This slider determines the relative speed of the transition. *Slow* renders the transition slowly at a higher resolution; *fast* renders it quickly at a lower resolution.

The *actual* speed of rendering depends on many factors, including your CPU, display adapter, resolution and color depth of the display screen, and complexity of the two images involved in the transition. This means that the same transition on the same cue on two different computers will render at different speeds. Therefore, it's always best to test transitions before performing them to ensure that they play the way you want.

To test a transition: From the **Playback** tab of the cue's properties dialog ...

1. Select a speed.
2. Press **F5**, **F6** or **F7** to fire the **Logo**, **Black** or **Color Bars** button: This will put the button's assigned graphic on the display screen. (Many transition effects can't be seen unless performed between two *different* images.)
3. Click the **Fire** button on the cue's properties dialog. Observe the transition as it plays on the display screen.
4. Adjust the settings and repeat steps 2 and 3 till you get the effect you want.
5. Click **OK**.

WARNING: Although the Program ShoutMonitor can display transitions, it does NOT accurately depict the *speed* of the transition. In most cases, the transition will render more quickly in the ShoutMonitor than on the display screen because the rendering time is substantially affected by the size of the image being rendered. Since the ShoutMonitor is much smaller than the display screen, the transition renders faster there. Therefore, when setting the speed of a new transition, it's

best to test it on the *display screen* prior to your presentation.

15.2 Advances

A cue's *advance* is chosen on the **Playback** tab of its properties dialog; it determines how long a cue will play and what happens when it's done playing. There are three types of advances:

- *Manual:* A cue set to advance manually will continue playing till you fire another cue. In a Script, a manual advance is indicated with an *M* in the Advance column.
- *Duration:* A Script cue set to advance after a specific number of seconds will play for that duration, then automatically fire the next playable cue below it. If there's no playable cue below it, or if the cue is playing from somewhere other than a Script, the program will automatically advance to a black screen. The duration is shown in seconds in the Advance column of the Script. Note that the program accepts tenths and hundredths of seconds (e.g., *0.05* seconds); whether it can fire another cue that quickly depends on the speed of your computer.
- *End of file:* Similar to a duration advance, except that the next playable cue (or a black screen) will be fired when the animation, video or sound file assigned to the cue reaches its end.

Note that when a cue is fired from its properties dialog (by clicking the **Fire** button), its duration or end-of-file advance will be ignored: The cue will continue to play until another cue is fired manually. This allows you to continue editing and test-firing the cue without the presentation continuing on its own.

15.3 Control Options

The control options on the **Playback** tab of a cue's properties dialog affect how the cue will behave on the *control* screen. The available options depend on the type of cue:

- *Skip cue:* This option causes the cue to be skipped during automatic playback from a Script. This means that if the cue *above* it in the Script is set for a duration or end-of-file advance, this cue will be skipped and the next playable cue below it will be fired instead. Use this option when you want to temporarily skip a cue instead of deleting it. *Note, however, that a skipped cue will still fire if you double-click it.* A skipped cue in the Script appears in a special highlight color. (To change the highlight color, see 6.7, Script Window Appearance.)
- *Expand automatically:* Available only for Lyric, Bible and Text cues, this option causes a cue in the Script to expand when it's fired, revealing all its subcues. In most cases, you'll find this much more convenient than expanding the cue manually (by clicking the plus sign to the left of its cue number).
- *Collapse automatically:* Available only for Lyric, Bible and Text cues, this option causes an expanded cue in the Script to collapse automatically when another cue *below* it is fired, thus cutting down on screen clutter whenever you're done with a cue. (If a cue *above* it is fired, it won't collapse because the program figures that you may want to return to the expanded cue in a hurry.)
- *Don't show subcue if there's just one:* Available only for Lyric, Bible and Text cues, this option cuts down on screen clutter by keeping a single-screen cue to one cue row in the Script. (Since in this case there are no other subcues to choose from, there's no need to expand the cue.)

Note that subcues can be fired in a Script even when the cue is collapsed. The main cue row will remain highlighted as the current cue, indicating that a hidden subcue is playing. To fire the next subcue, press **Space** or click the **Fire Next** button in the toolbar. To fire the previous subcue, press **Shift+Space** or click the **Fire Previous** button.

15.4 Soundtracks

Lyric, Bible, Text and Graphic cues can be programmed to play a sound file when fired. Settings for the soundtrack allow you to choose how many times the sound will play and whether it will continue playing when the cue ends. (The soundtrack for an Animation, Video or Audio cue comes from the media file assigned to the cue, so they offer no separate soundtrack properties.) A cue's soundtrack is assigned on the **Playback** tab of its properties dialog.

To add a soundtrack:

1. Click the **Open** button next to the **Soundtrack** field to open the Select Audio dialog.
2. Select a sound file and click **Select**.

To clear the soundtrack file assignment: Click the **Clear** button.

For a list of acceptable file types, see 22.3, Sound File Types.

> **Note:** To tell whether a cue has a soundtrack assigned to it without firing it or opening its properties dialog, look at its cue type icon: A blue dot in the lower right corner indicates a soundtrack.

15.5 Soundtrack Settings

Settings on the **Playback** tab of a cue's properties dialog let you choose how many times the sound file will play and whether it or any current soundtrack will continue playing when the cue ends.

To choose the number of times the file will play: Enter a number in the Play File field. Note that a cue programmed for end-of-file advance will automatically fire the next playable cue when the soundtrack has played the number of times you choose here.

To choose how the soundtrack should end: Select one of the following choices:

- *Stop soundtrack when cue ends:* When another cue is fired, the sound file will stop playing.
- *Allow soundtrack to continue after cue ends:* The results of this choice depend on the next cue fired:
  - If the next cue to be fired is programmed to play a sound, the current soundtrack will end anyway. In other words, if the next cue is has its own soundtrack, *or* it's an Animation, Video or Audio cue, *or* an animation, video or sound file playing from Mo, the current soundtrack will stop playing so that the next file can be played instead.
  - If the next cue to be fired has no sound associated with it, the current soundtrack will indeed continue to play.

To continue a soundtrack through multiple cues: Cues can be programmed so that a soundtrack that begins in one cue will continue playing through any number of subsequent cues. To do this, it's important to understand that the playback setting for a cue applies to *any* soundtrack that's playing – whether it's playing from the current cue or from some other cue.

So to keep the soundtrack playing, you must set the playback of each subsequent cue to *Allow soundtrack to continue after cue ends.* Here's how to do this: Let's say that the soundtrack is assigned to cue #1, and you want it to play through cue #2 and #3, but end when cue #4 is fired. Set the first two cues to *Allow soundtrack to continue after cue ends,* then set cue #3 to *Stop soundtrack when cue ends.* The program will indeed continue playback through the first two cues, then stop it when the third cue ends.

> **Note:** When a cue with subcues has a soundtrack, the soundtrack is assigned to the *first* subcue only. Which means that the sound starts playing when you fire the first subcue, continues through the firing of any other subcue, but will *replay* each time you refire the first subcue. This also means that if you fire any *other* subcue first, the sound will not play.

15.6 Sound Playback Control

While a soundtrack is playing, it can be paused, stopped and replayed from the Mo toolbar or **Command** menu. However, once it has ended, it cannot be replayed unless you refire the cue it's assigned to. See 9.2, Mo, for more on controlling soundtracks from this toolbar feature.

16. Lyric Cues

Use Lyric cues to display song lyrics to the audience. The lyrics themselves come from the song library. Once a song is in the library, it can be assigned to any Lyric cue at any time – there's no need to re-type the song or go hunting for it in old presentations.

This chapter describes the unique settings available for Lyric cues that allow you to format them for the best look on the display screen. Information about the song library – adding, importing and managing all your song lyrics – is found in chapter 25, ShoutSinger.

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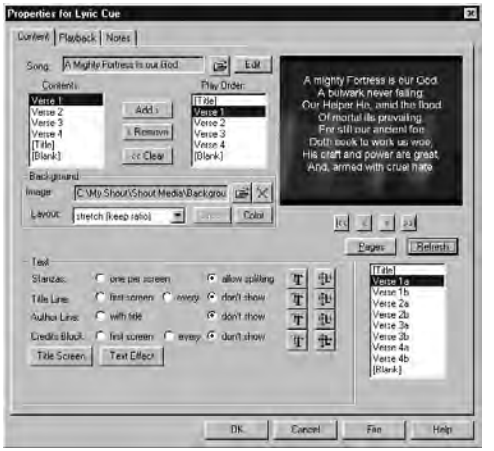
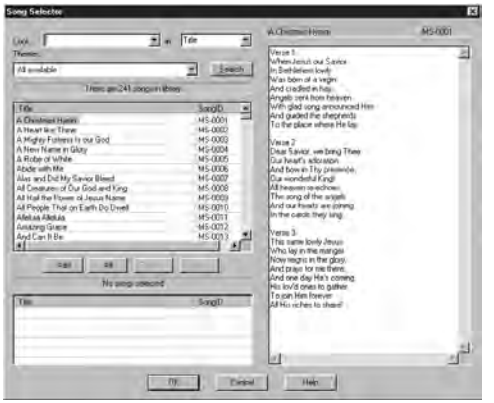


16.1 Select a Song

Songs for Lyric cues are chosen in the Song Selector dialog. Song Selector opens when you use the **Insert > Lyric** command to insert a Lyric cue, or click the **Open** button next to the Song Title field in a Lyric cue's properties dialog.



Song Selector provides many ways to find and select songs. When it opens, the titles to all songs in the library appear in the Found list, so you can simply scroll through the list to select the song you want. To search for a particular song, use the Search feature:

- *Look for:* Enter any text in this field. To call up a recent search text string, click the arrow in the right of the field and choose it from the list.
- *In:* Choose the field you want to search in: *Title, Author, Stanzas, All,* etc.
- *Themes:* If you've assigned themes to songs, choose a theme in this field. Note that you can search by theme only, or by theme *and* a text string entered in the Look for field.

After entering the search criteria, click **Search**. The titles to all songs matching the criteria will appear in the Found list. Note that when no search criteria is entered, the list will include all songs in library.

To preview a song's lyrics: Click the song title in the Found list.

To select a song: Drag or double-click its title to add it to the Selected list, then click **OK**. Or, *triple*-click the song title to select it and close Song Selector at the same time.

To select multiple songs: When Song Selector is opened from the **Insert > Lyric** command, you can use it to create multiple Lyric cues at once. This makes it easy to create cues for an entire worship set in one step. To select multiple songs, **Ctrl+Click** each title, then click **Add**: The songs will be added to the Selected list. (Songs can also be added individually.) Click **OK** to create cues for all the selected songs.

16.2 Edit a Song

The text played by a Lyric cue comes from the song's record in the song library. To edit the lyrics (or title, author, etc.):

1. *In MediaShout:* Click the **Edit** button on the **Content** tab of the cue's properties dialog. This will open the song in ShoutSinger, a song management application.
2. *In ShoutSinger:* Make changes to the song record, then click **Save Song**. Minimize ShoutSinger to return to the cue's properties dialog in MediaShout.
3. *In MediaShout:* Click **Refresh** in the cue's properties dialog. The cue will be updated with the latest version of the song record.

   WARNING: Refreshing a Lyric cue removes all manually inserted page and line breaks. To avoid having to redo your work, perform any editing of the song text before inserting page and line breaks.

   Note: When a Lyric cue is created or refreshed, text from its song's record is saved in the cue itself. Subsequent changes to the song record will not be reflected in the cue until you refresh the cue. Therefore, if you open a Script or Box containing a Lyric cue whose assigned song record was changed since you created or last refreshed the cue, you must refresh the cue to update it with the most recent version of the song record.

16.3 Play Order

A Lyric cue's play order determines the order in which its song's stanzas will appear when the cue is played. This allows you to arrange, repeat and skip stanzas, and to play title and blank screens with the cue. The Play Order is set on the **Content** tab of the cue's properties dialog. This section of the properties dialog contains two lists: Contents and Play Order. All stanzas for the song appear in the Contents list, and can be added to the Play Order list in any order.

The Contents list also includes *[Title]* and *[Blank]* items. Like stanzas, these items can be inserted anywhere in the Play Order list to generate title screens and blank screens, respectively. (Title screens are described in 16.8, Lyric Cue Title Screens.) A blank screen is simply a subcue that contains the cue's background without text. You may wish to use a blank screen in a cue to display during an instrumental portion of the song.

To add a stanza or screen: Drag it from the Contents list to the Play Order list, or select it and click **Add**.

To remove a stanza or screen: Drag it from the Play Order list to the Contents list, or select it and click **Remove**. (To remove all stanzas from the Play Order list, click **Clear**.)

To rearrange the order: Drag items within the Play Order list.

To insert title screens and blank screens automatically: The default properties for Lyric cues can be set to automatically insert a title screen as the first subcue, or a blank screen as the last subcue, or both. These options are chosen on the **Content** tab of the Lyric Cue Preferences dialog (choose **Preferences > Lyric Cues**). Of course these are merely default settings; title screens and blank screens can be moved or removed in individual cues as described above.

To set a default play order: To save time, you can set or change the song's default play order so that you don't have to fuss with the arranging each time the song is assigned to a Lyric cue. See 25.6, Default Play Order.

Note: When a Lyric cue is being played from a Script, it can be expanded to reveal all subcues, which can then be fired in any order by double-clicking each in the order you want. The play order set for a cue merely determines the order in which those subcues will be arranged, making it possible to play through the song in that order without double-clicking. In other words, the play order is a convenience, not a necessity.

16.4 Stanzas

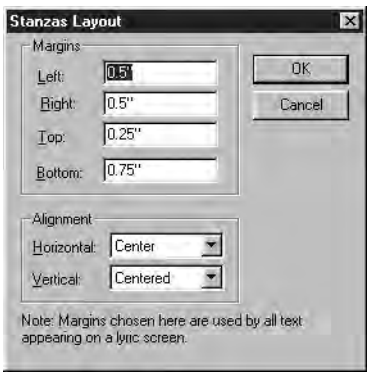
The **Content** tab of a Lyric cue's properties dialog offers many settings that determine how

text objects will appear on the display screen. The most important text objects in Lyric cues are the stanzas. Three settings determine the look of stanzas:

Format: Stanzas can be formatted in two ways:

- *one per screen:* In this format, each stanza is placed on its own screen. If a stanza won't fit on a single screen in the chosen font size, the size of the font will be reduced automatically. This same font size will be used for all stanzas in the cue, so you won't end up with text that grows or shrinks from one screen to the next.
- *allow splitting:* In this format, a stanza's text may be split onto multiple screens to ensure that it's displayed in the chosen font size. Each screen is treated as a subcue – for example, *Verse 1a, Verse 1b, Verse 1c.* The program will automatically create as many subcues as are required to cover the entire stanza. If you don't like where the program has split a stanza, you can change it: See 16.5, Lyric Cue Pagination.

Font: Click the **Font** button to choose fontface, size and color. (See 14.2, Fonts.)

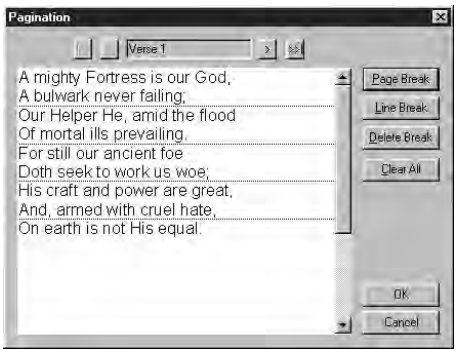


Remember that the font size chosen here may be ignored when the format is set to *one per screen.*

Layout: Click the **Layout** button to choose margins, horizontal alignment and vertical alignment. Note that margin widths chosen here are used for *all* text objects on stanza screens, including title line, author line and credits block.

16.5 Lyric Cue Pagination

When the Stanzas format is set to *allow splitting,* the **Pages** button is enabled. Click it to



open the Pagination dialog.

The Pagination dialog lets you change the way a stanza is split onto multiple screens. It also allows you to insert line breaks. Select a stanza with the buttons at the top of the dialog, then use the buttons on the right to insert and delete page and line breaks. Repeat these steps for other stanzas if you wish, then click **OK** to apply the changes.

To preview a subcue in the properties dialog, click it in the Subcue list or turn to it with the subcue navigation buttons below the preview window. To test-fire a subcue on the display screen, *double*-click it in the Subcue list.

> **WARNING:** Refreshing a Lyric cue removes all manually inserted page and line breaks. To avoid having to redo your work, perform any editing of the song text before inserting page and line breaks.

16.6 Title & Author Lines

Stanza screens can display a song's title or author or both. Three settings determine if and how these lines are displayed:

Format: The title line can be displayed on the first, every or no stanza screen. The author line can appear with the title line or not at all. Note that the author line cannot appear on a screen without the title line.

Font: Click the title line's **Font** button to choose fontface, size and color. Another **Font** button is used to determine these things for the author line. (See 14.2, Fonts.)

Layout: Click the title line's **Layout** button to choose horizontal alignment and vertical alignment. Another **Layout** button is used to determine horizontal alignment for the author line (there's no vertical alignment setting for the author line – it is always placed below the title). Note that both of these lines abide by the margins chosen for stanzas.

16.7 Credits Block

Use a credits block to display copyright, per

mission and license information at the bottom of the display screen. Two settings determine if and how the credits block will appear:

Format: The credits block can be displayed on the first, every, or no stanza screen.

Layout: Click the **Layout** button to open the Credits Block Layout dialog.

The Credits Block Layout dialog provides many settings that determine what and how information will be displayed at the bottom of the screen:

- *Text items:* Check each item you wish to include in the credits block.
- *Lines:* Choose whether each item is to appear on its own line or all are forced to fit in paragraph form within the number of lines selected here.
- *Alignment:* Choose whether the block is to be placed in the left, center or right of the screen.

Note that your CCLI license number can be displayed in the credits block only if you've entered this number in the Lyric Cue Preferences dialog (choose **Preferences > Lyric Cues**).

16.8 Lyric Cue Title Screen

A title screen provides a way to display information about a song without cluttering stanza screens. Click the **Title Screen** button on the cue's properties dialog to open the Lyric Title Screen Properties dialog:

The Lyric Title Screen Properties dialog offers the following settings:

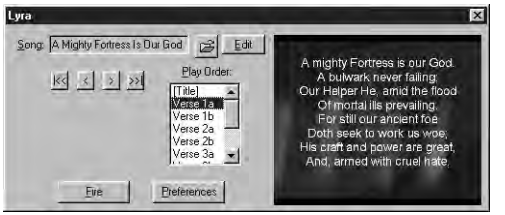
- *Include:* Check the items you wish to include on the title screen. Each item's **Font** and **Layout** buttons open additional dialogs that allow you to choose the font and layout settings for the displayed text object. The margins chosen for the title layout are applied to all objects on the title screen.
- *Background:* To use a unique background image, layout or color for the title screen's background, select its settings here. (See 14.11, Background Properties.) You can also use the background set for the stanza screens by checking this option.

It's important to remember that a title screen will be generated for the cue only if it's included in the Play Order list on the cue's properties dialog. (See 16.3, Play Order.) To ensure that a title screen is inserted in the play order automatically each time you create a Lyric cue, check this option in the Lyric Cue Preferences dialog (choose **Preferences > Lyric Cues**).

Note that your CCLI license number can be displayed on title screens only if you've entered this number in the Lyric Cue Preferences dialog.

16.9 Lyra

The Lyra feature provides a way of playing lyrics to a song that hasn't been assigned to a Lyric cue. So if the song leader suddenly starts into a song that wasn't in the schedule, you can open Lyra, select the song and play its lyrics immediately. To open Lyra: Choose **Features > Lyra**, or click her button in the main toolbar.



The Lyra panel offers the following controls:

- *Song:* Select a song by clicking the **Open** button next to the Song field. The Song Selector dialog will open. (See 16.1, Select a Song. The **Edit** button opens the song in ShoutSinger – in case you catch a typo at the last second.
- *Subcues:* To select and preview a subcue, choose it in the list or turn to it with the subcue navigation buttons. The selected subcue is depicted in the preview window. To fire a subcue, select it and click **Fire**, or just double-click it.

To change Lyra's text, background and play-

back settings, click **Preferences**. This opens the Lyra Preferences dialog, which looks much like the properties dialog for Lyric cues. Settings chosen here are applied to any song played from Lyra.

> **Tip:** Any song loaded in Lyra can be converted to a real Lyric cue: Right-click in the Lyra panel and choose **Copy to Script** or **Copy to ShoutBox**.

16.10 Lyric Cue Tricks

Default play order: If you get tired of setting a song's play order each time you create a cue for it, just create a default play order for the song in ShoutSinger. Then every time you assign that song to a Lyric cue, your play order will be used automatically.

Songs Box: If you find yourself spending lots of time formatting Lyric cues to look the way you want, you might as well save these cues for easy recycling. Create a Box called *Songs*, then copy your Lyric cues to it. Whenever you need to display a song, look in the *Songs* Box to see if it's already assigned to a cue. If so, copy the cue into the current Script. If not, create a cue for it, then copy it into the *Songs* Box so it'll be available the next time you need it.

Playing lyrics from a Box: When a Lyric cue is played from a Box, you can't see its subcues. But you can still play the hidden subcues: Fire the cue to play the first subcue, then click the **Fire Next** button in the main toolbar to fire the next subcue. (The **Fire Previous** button also works here.) Of course there's no way to fire the subcues out of order, so if you do this, make sure the cue's play order is correct. Alternatively, you can open the cue's properties dialog and fire the subcues in any order by double-clicking them in the Subcue list.

Auto-collapse: To cut down on screen clutter, set Lyric cues to collapse automatically when a Script cue below them is fired. When that happens, the cue will indeed collapse, hiding the subcues. This option is chosen on the **Playback** tab of the Lyric Cue Properties dialog.

17. Bible Cues

Use Bible cues to display scripture passages to the audience. The verses come from Bible files in Bible library. Any verse from any Bible version installed in the library can be assigned to a Bible cue – there's no need to type or paste scripture passages each time you want to use them in a presentation.

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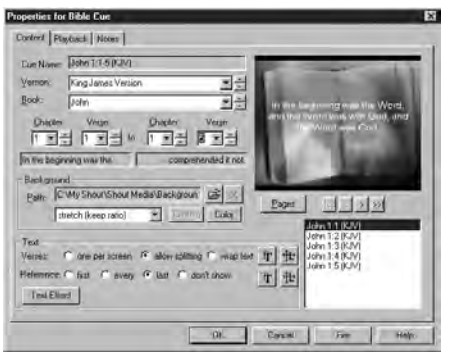


17.1 Select a Passage

The scripture passage for a Bible cue is selected on the **Content** tab of the cue's properties dialog, which opens from the **Insert > Bible** command or by choosing **Properties** from the **Script**, **ShoutBox** or pop-up menu when the cue is selected. To select a passage, enter the following reference information:

- *Version:* The list contains the names of all versions installed in the Bible library. (To add or remove versions from the library, see 17.5, Bible Versions.) The version can also be selected by typing its name or abbreviation: For example, entering *kjv* will select *King James Version*.
- *Book:* The list contains the names of all books included in the selected version. The book can also be selected by typing its name or abbreviation: For example, entering *1co* will select *1 Corinthians* in English versions.
- *Start Chapter:* Type a chapter number or select it from the drop-down list. The list contains the numbers of all chapters in the selected book.
- *Start Verse:* Type a verse number or select it in the drop-down list. The list contains the numbers of all verses in the selected chapter. The first few words of the verse appear below this field for verification.
- *End Chapter:* To select a passage that spans two or more chapters, type a chapter number or select it in the drop-down list. This field defaults to the Start Chapter's number, so for single-verse passages and those that are contained within a single chapter, skip this field.
- *End Verse:* To select a multi-verse passage, type the number of the last verse or select it in the drop-down list. This field defaults to the Start Verse's number, so for single verse passages, skip this field. The last few words of the only or last verse appear below this field for verification.

  Tip: To enter a passage quickly from the keyboard, type the passage much as you would in a document, pressing **Tab (➔)** instead of spaces and punctuation. For example, to select John 10:10-15, type *Jn➔10➔10➔➔15➔*

17.2 Verses

The **Content** tab of a Bible cue's properties dialog offers three settings that determine the look of verse text on the display screen:

Format: Verses can be formatted in three ways:

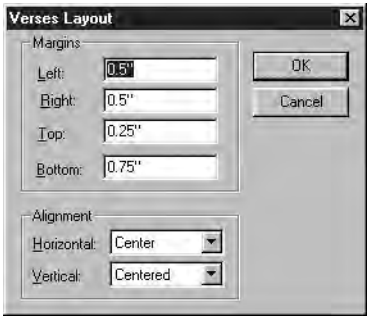
- *one per screen:* In this format, each verse in the passage is placed on its own screen. If a verse won't fit on a single screen in

the chosen font size, the size of the font will be reduced automatically. This same font size will be used for all verses in the cue, so you won't end up with text that grows or shrinks from one screen to the next.

- *allow splitting:* In this format, a verse may be split onto multiple screens to ensure that it's displayed in the chosen font size. Each screen is treated as a subcue – for example, *1:1a, 1:1b, 1:1c*. The program will automatically create as many subcues as are required to cover the entire verse. Each verse will always begin on its own screen. If you don't like where the program has split a verse, you can change it: click **Pages**. (See 17.4, Bible Cue Pagination.)
- *wrap text:* In this format, a multi-verse passage is treated as a single paragraph rather than as separate verses. The program will automatically create as many subcues as are required to cover the entire passage. To change the page and line breaks, click **Pages**.

Font: Click the **Font** button to choose fontface, size and color. (See 14.2, Fonts.) Remember that the font size chosen here may be ignored when the verse format is set to *one per screen*.

Layout: Click the **Layout** button to choose margins, horizontal alignment and vertical alignment. Note that margin widths chosen here are used by the reference line too.



17.3 Reference

Bible screens can display the passage's reference in a variety of ways. Three settings determine if and how the reference is displayed.

Format: The reference can be displayed on the first, every, or last screen, or not at all

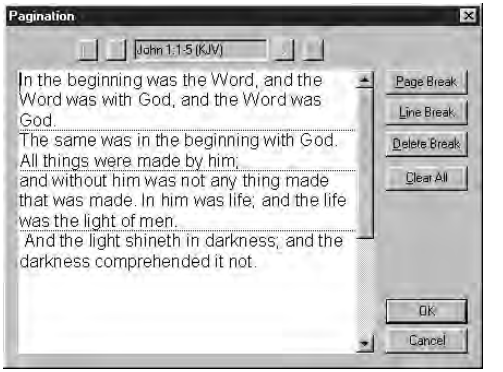
Font: Click the reference's **Font** button to choose fontface, size and color. (See 14.2, Fonts.)

Layout: Click the reference's **Layout** button to choose horizontal alignment and placement (above or below the verse).

17.4 Bible Cue Pagination

When the verses format is set to *allow splitting* or *wrap text,* the **Pages** button is enabled. Click it to open the Pagination dialog.

The Pagination dialog lets you change the way a verse or passage is split onto multiple screens. It also allows you to insert line breaks. Select a verse with the buttons at the top of the dialog, then use the buttons on the right to insert and delete page and line



breaks. Repeat these steps for other verses if you wish, then click **OK** to apply the changes. (Note that when the verses format is set to *wrap text,* the entire passage appears in the Pagination dialog at once – there's no need to select individual verses.)

To preview a subcue in the properties dialog, click it in the Subcue list or turn to it with the subcue navigation buttons below the preview window. To test-fire a subcue on the display screen, *double*-click it in the Subcue list.

17.5 Bible Versions

A Lyric cue can play any passage from any Bible version found in the Bible library. Each version exists as a database file in this library. MediaShout uses its own format for these database files, so you must use Bible files provided by MediaShout, or create your own in this format (see below).

Although Bible files can be located anywhere on your computer system, it's best to keep them in MediaShout's *Bibles* folder (default location: *Program Files\MediaShout 2\Bibles*). If you're adding a version included on the MediaShout installation CD that wasn't

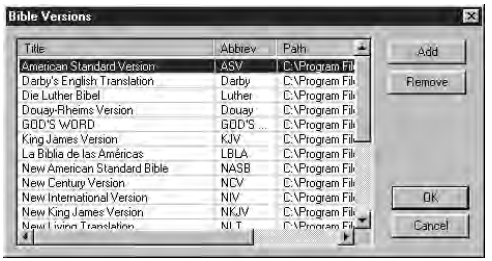
installed when you installed MediaShout, first copy the Bible file from the CD to the *Bibles* folder, then add it to the MediaShout library.

To add a Bible version:

1 Choose **Preferences > General**, then click the **Bible Versions** button on the **Files** tab.

2 In the Bible Versions dialog that appears, click **Add**. Select a Bible file, then click **Select**. The version will be added to the library. (To install more than one version at once, **Ctrl+Click** each file, then click **Select**.)

3 Click **OK** to close the Bible Versions dialog.



To remove a Bible version:

1 Choose **Preferences > General**, then click the **Bible Versions** button on the **Files** tab.

2 In the Bible Versions dialog that appears, select the version and click **Remove**. Note that this does not delete the file – it merely removes the version from the library so that it won't appear in the Version field.

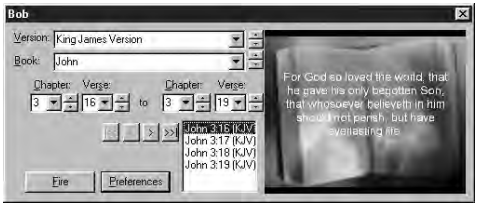
3 Click **OK** to close the Bible Versions dialog.

To create a Bible file for a version not available from MediaShout: Some users, including many outside the U.S., have created their own Bible files for versions not offered by us. If you're a skilled Microsoft Access user who has access to a Bible version in a text or database file, you may be able to do the same. Open a public-domain version's file (e.g., *Kjv.mdb*) in Access to see how the database is structured for MediaShout, then convert or create and import your version to this format. The new Bible file can then be added to the library as described above.

WARNING: MediaComplete Corporation does not support the use of Bible files created by users, nor provide assistance in resolving problems resulting from their use, nor grant to user any right to the use of copyrighted works contained in such files. If you create a Bible file or display its contents from MediaShout you assume all responsibility for abiding by any copyright laws applicable to the works contained in these files, and assume all liability if you violate any copyright.

17.6 Bob

The Bob feature (Big Onscreen Bible) provides a way of playing Bible verses that haven't been assigned to a Bible cue. So if the preacher calls out a Bible passage not in the sermon notes, you can open Bob, select the passage and play it to the audience immediately. To open Bob: Choose **Features > Bob**, or click his button in the main toolbar.



The Bob panel offers the following controls:

- *Passage selection fields:* These are identical those found in a Bible cue's properties dialog. (See 17.1, Select a Passage.)
- *Subcues:* To select and preview a subcue, choose it in the list or turn to it with the subcue navigation buttons. The selected subcue is depicted in the preview window. To fire a subcue, select it and click **Fire**, or just double-click it.

To change Bob's text, background and playback settings, click **Preferences**. This opens the Bob Preferences dialog, which looks much like the properties dialog for Bible cues. Settings chosen here are applied to any passage played from Bob.

Tip: Any passage loaded in Bob can be converted to a real Bible cue: Right-click in the Bob panel and choose **Copy to Script** or **Copy to ShoutBox**. You may find that this is a quick way to create a bunch of Bible cues quickly.

17.7 Bible Cue Tricks

Playing passages from a Box: When a Bible cue is played from a Box, you can't see its subcues. But you can still play the hidden subcues: Fire the cue to play the first subcue, then click the **Fire Next** button in the main toolbar to fire the next subcue. (The **Fire Previous** button also works here.)

Alternatively, you can open the cue's properties dialog and fire the subcues in any order by double-clicking them in the Subcue list.

Auto-collapse: To cut down on screen clutter, set Bible cues to collapse automatically when a Script cue below them is fired. When that happens, the cue will indeed collapse, hiding the subcues. This option is chosen on the **Playback** tab of the Bible Cue Properties dialog.

Single-page Bible cues: If the passage is contained on a single screen, you may prefer to have it appear in a Script as a single-row cue rather than as main cue with a subcue. Change this setting on the **Playback** tab.

Skip a verse: To skip a verse in the middle of a passage, create a cue for the first half of the passage, then copy the cue and change its start and end verses to cover the remainder of the passage after the skipped verse.

18. Text Cues

Use Text cues to display announcements, sermon points and other text-based messages. The text played from a Text cue comes from a text document assigned to the cue. The cue itself superimposes the document's text over the background chosen for the cue.

A Text cue's document can be created in just about any word processor. MediaShout includes a word processing application of its own: ShoutWriter works seamlessly with MediaShout, allowing you to create documents that are already formatted for display. See chapter 26, ShoutWriter.

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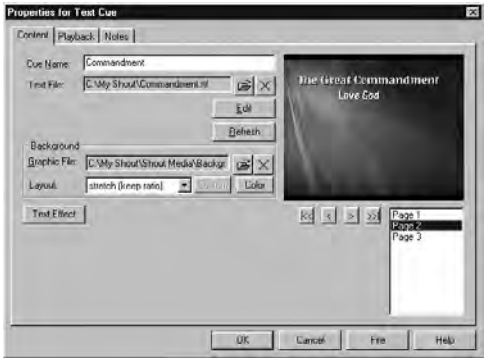


18.1 Create a Text Cue

Like all other visual cue types, a Text cue has two visual elements: *foreground* and *background*. The foreground comes from the text document assigned to the cue. The background can be a graphic file or solid color or both. When generating the screen for display, MediaShout replaces the document's background (e.g., the white page) with the cue's background, so words appear over it instead.

To create a Text cue for an existing document:

1. Right-click in a Script or Box and choose **Insert > Text** to open the Select Text dialog.
2. Select a text document and click **Select**. (See 18.8, Text File Types, for acceptable formats.)
3. Choose background and playback settings in the cue's properties dialog, then click **OK**.

To create a Text cue and its document at the same time:

1. Right-click in a Script or Box and choose **Insert > Text** to open the Select Text dialog.
2. Click **New** to open ShoutWriter to a new, blank document.
3. Create and save the document, then minimize or close ShoutWriter to return to the Select Text dialog. Select the just-saved document (you may have to refresh the file list for it to appear), then click **Select**.
4. Choose background and playback settings in the cue's properties dialog, then click **OK**.

Note: MediaShout uses ShoutWriter as its default word processing application. If you've chosen Microsoft Word as the associated application instead, Word will open when you click the **New** button. (See 18.6, Using Word as the Text Editor.)

18.2 Edit a Text Document

The **Edit** button on the **Content** tab of a Text cue's properties dialog opens the cue's

assigned document in ShoutWriter so you can edit it.

To edit a document from the properties dialog:

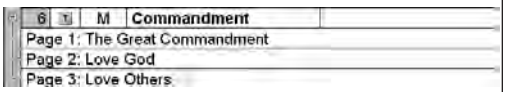
1. Click **Edit**.
2. The document will open in ShoutWriter. Make changes to it, then save the document. Minimize or close ShoutWriter to reveal the cue's properties dialog.
3. Click **Refresh**.

Note: MediaShout uses ShoutWriter as its default word processing application. If you've chosen Microsoft Word as the associated application instead, Word will open when you click the **Edit** button. (See 18.6, Using Word as the Text Editor.)

18.3 Text Cue Pagination

A Text cue treats each page of its assigned document as a subcue. To preview a page in the cue's properties dialog, select it in the Subcue list or turn to it with the subcue navigation buttons below the preview window. To test-fire a subcue to the display screen, double-click it in the Subcue list.

To help you identify the contents of a subcue in a Text cue, the program automatically copies text from the associated page and places it in the subcue's line in a Script. Since multiple-page Text cues are most often used to create builds (where each point is added individually), the *last* paragraph on a page is used for the reference text. If the page is part of a typical build, this paragraph is most likely the only unique text on that page. (See 18.4, Text Builds, for more on this topic.)



Note, however, that if you revise the document, the reference text appearing in a Script will be refreshed only if you click **Refresh** in the cue's properties dialog. If you find that the reference text isn't an adequate indicator of each subcue's contents, you can always add your own notes to the cue (on the **Notes** tab), which will appear only in the Notes column of the main cue row.

18.4 Text Builds

A Text cue's ability to play a multiple-page document provides you with a simple way of creating text builds. Treat each step of the build as a page in the document, then fire each subcue as the next point is introduced. For example, to create a three-point build in ShoutWriter:

1. Create a page containing all three points.
2. Copy and paste the page twice so that you have three identical pages.
3. On the first page, delete points 2 and 3; on the second page, delete point 3 only. Save the document.

When this document is played from a Text cue, the first subcue will introduce the first point, the second subcue will add the second point, and the third subcue will add the third point.

When a Text cue is in a Script, the last paragraph on each page of the document will appear in a subcue row as a reference. The program uses the *last* paragraph for the reference text because in a typical build it is most likely the only unique text on the page. As with a Lyric subcue, if there's more text than can fit in the available space, some of it will be cut off. This condition will not cause text to be cut off in the document itself; the reference text is merely a copy of the document's text, placed there to help you identify each page's contents.

For more on subcue reference text and how to refresh it after a document has been changed, see 18.3, Text Cue Pagination.

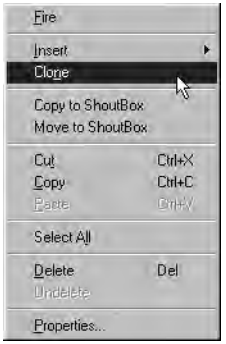
18.5 Cloning a Text Cue

If two Text cues will contain different text messages but share the same basic design (font, background, etc.), create the first cue, then clone it to create the second cue. The clone will be identical to the original with one exception: The document assigned to it will have a unique filename so that it can be changed without altering the original document.

For example, if you have two announcements to display: Create a document called *Announce1.rtf* and assign it to a cue. Then clone this cue. The program automatically copies the original document and names it *Announce2.rtf*. This new document then opens in ShoutWriter: Replace the text of the first announcement with the new text and save the document. All other properties of the original cue are applied to the clone cue.

Cloning is also useful for creating a text build

that gets interrupted by intervening cues that play illustrations or expand on a main point. For example, to create a three-point build as three Text cues: Create a document called *Point1.rtf* and assign it to a cue. Clone this cue and add the second point to the automatically created *Point2.rtf*. Then clone the clone and add the third point to *Point3.rtf*. Now you can insert or move other cues to fall between the three points.



To clone a Text cue:

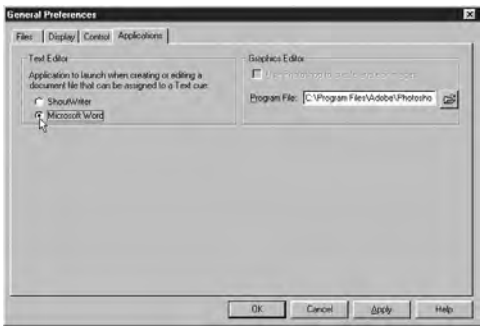
1. Right-click a Text cue and choose **Clone** from the pop-up menu.
2. The new document will open in ShoutWriter: Edit and save it, then close or minimize ShoutWriter to reveal the new cue's properties dialog.
3. Make changes to other settings in the cue if you like, then click **OK**.
4. To clone again, select the previous clone and repeat the above steps.

The program automatically names a clone document by *appending* a *1* to the end of the original filename, or by *replacing* an existing number with the next highest available number. The first clone of *Sermon.rtf* is *Sermon1.rtf*. So if you're doing a build this way, put a *1* on the end of the original document if you want the filenames' numbers to match the point numbers. (If there's already a file named *Sermon1.rtf*, the clone document will be named *Sermon2.rtf* – or whatever is the next highest available number.)

18.6 Using Word as the Text Editor

When MediaShout is installed, it's set to use ShoutWriter as its associated text editing application whenever you create or edit a Text cue document. Because ShoutWriter creates documents that are already formatted for display purposes, we recommend that you use it for creating your Text cue documents.

However, if you prefer to use Microsoft Word, you can tell MediaShout to use it as the associated text editor instead. To do this, you must also give Word a special template to use for creating Text cue documents.



To set Word as the associated text editor:

1. Choose **Preferences > General**, then click the **Applications** tab.
2. In the Text Editor section, choose *Microsoft Word*, then click **OK**.

To add the MediaShout template to Word: When Microsoft Word is assigned as the associated text editor, it will look for a special template, *MediaShout.dot*, whenever it's opened from MediaShout. To make sure it finds this template, you must copy it to the proper location in Word:

1. *In Word:* Choose **File > New > More Word Templates**) to open the New dialog. (This dialog won't open from the **New** *button*, you must choose it from the menu.)
2. Right-click on the template called *Blank Document*, then choose **Properties** from the pop-up menu to open the file's properties dialog. Write down the location of this file (example: *C:\Windows\Application Data\Microsoft\Templates*). Close the open dialogs and close Word.
3. *In Windows Explorer or My Computer:* Browse to the *MediaShout 2\Templates* folder (default location: *C:\Program Files\MediaShout 2\Templates*). Select and copy the *MediaShout.dot* file.
4. Browse to the *Templates* folder used by Word at the location you wrote down in step 2. Paste the *MediaShout.dot* file into this folder.

Now whenever you choose to create a Text cue document in MediaShout, Word will open to a new blank document based on this template. Note that you can modify this template in Word just as you would any Word template; just be sure to keep its name *MediaShout.dot*.

Page size: The *MediaShout.dot* template is formatted for creating Text cue documents that will be displayed at 640 x 480 on the display screen. If you intend to display your presentations at 800 x 600, you should increase the template's page size so that text on the display screen matches the look of the document in Word.

1. *In Word:* Open the *MediaShout.dot* template file as a document for editing (choose **File > Open**).
2. Choose **File > Page Setup**, then click on the **Paper Size** tab. Set the Width and Height to correspond with the display screen's size:
   - *for display at 640 x 480:*
     Width: *6.5"*
     Height: *4.7"*
   - *for display at 800 x 600:*
     Width: *8"*
     Height: *6"*
   - *for display at 1024 x 768:*
     Width: *10.2"*
     Height: *7.6"*
3. Click **OK** to close the dialog, then save and close the template file.

It's important to note the following issues when using Word as the associated text editor:

- *Opening Word:* When Word is opened from ShoutWriter, it may not automatically be maximized on the desktop, so you may not see it. Click its window button in the taskbar to bring it to the front of the desktop.
- *File sharing:* Unlike ShoutWriter, Word doesn't like to share an open file with another application. If you try to load, preview, edit or refresh a Text cue whose document is open in Word, you'll get an error message telling you that the file can't be accessed. So remember to save *and* close a document after you create or edit it.
- *Graphic objects:* Some types of objects may not appear properly on the display screen, while others may not appear at all. The results vary according to which version of Word you use and how the objects are formatted. It's best to experiment with various graphics in a Text cue document to learn what you can and can't do.

18.7 Ted

The Ted feature (Text Entry & Display) provides a way of creating and playing text screens that haven't been assigned to Text cues. So if you need to put up a last-minute announcement, you can open Ted, type the message and play it to the audience immediately. To open Ted, choose **Features > Ted**, or click his button in the main toolbar.

To enter a message: Type it in the preview window. (To paste text from the Windows clipboard, press **Ctrl+V**.)

To display the message: Click **Fire**, or press **F2**. (The latter method allows you to enter and fire messages without removing your fingers from the keyboard.)

To delete a message in the preview window: Click **Clear**.

To change text formatting, background, transition, etc.: Click **Preferences**. This opens the Ted Preferences dialog. Make your changes, then click **OK**. Note that the background color chosen here also determines the color of Ted's preview window.

To retrieve previous Ted messages: Each time Ted is fired the program copies the current message to the *Tedlog.txt* file in the *MediaShout 2* folder. The date and time are also recorded with the message. You can view and copy the contents of this file at any time by opening it in any word processor. (So, for example, you'll be able to read what the junior highers put on the screen while you were out of the room.)

> **Tip:** Firing a Ted message to the screen *replaces* the current cue so that only the Ted message can be seen. Ted's sister Kim *superimposes* a text message over the current cue without replacing it. See 9.3, Kim.

18.8 Text File Types

The following file formats can be assigned to Text cues:

ASCII Text (*.txt)
HTML Document (*.htm, *.html)

Rich Text Format (*.rtf)
ShoutWriter Template (*.swt)
Word Document (*.doc)

Note that ShoutWriter uses Rich Text Format as its native document file type, and a proprietary format for its templates.

18.9 Text Cue Tricks

Pseudo-animated text builds: If each point in a build consists of a single line, set the cue's transition for *wipe: left to right,* at a medium speed. Each point will then look like it's being written onto the screen from left to right when its subcue is fired.

Playing multi-page Text cues from a Box:

When a Text cue is played from a Box, you can't see its subcues. But you can still play the hidden subcues: Fire the cue to play the first subcue, then click the **Fire Next** button in the toolbar to fire the next subcue. (The **Fire Previous** button also works here.) Alternatively, right-click the cue, choose **Properties** to open its properties dialog, then double-click the pages in the Subcue list.

Auto-collapse: To cut down on screen clutter, set a Text cue to collapse automatically when a Script cue below it is fired. When that happens, the cue will indeed collapse, hiding the subcues. This option is chosen on the **Playback** tab of the cue's properties dialog.

Auto-expand: A Text cue can be set to expand automatically when it's fired in a Script, thus revealing all its subcues. In some cases you may want to turn off this option: If the cue is set to advance automatically (in an automatic build, for example) and you don't need to see the subcues, uncheck this option to eliminate screen clutter. This option, too, is found on the **Playback** tab.

Single-page Text cues: If a Text cue plays a one-page document, you may prefer to have it appear in a Script as a single-row cue rather than as main cue with a subcue. Change this setting on the **Playback** tab.

Virtual blackboard: Ted can be used to record and display ideas in a lesson or brainstorming session. For example, to display a growing list of ideas as they're spoken, type an idea, press **F2** to display it, then press **Enter** and type

the next idea below it, press **F2**, then **Enter**, and so on. This trick can also be used to display a speaker's message points even if you don't have a copy of the message outline: Just enter and fire each point as it's delivered.

19. Graphic Cues

Use Graphic cues to display photos, drawings, charts, graphs, logos, PowerPoint slides, scanned images, and other types of graphics that exist as or can be converted to image files.

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13 Working with Cues
14 Cue Visual Properties
15 Cue Playback Properties

19.1 Create a Graphic Cue

A graphic cue can be created for an existing image, or, in some cases, when you create the image itself.

To create a Graphic cue for an existing image:

1. Right-click in a Script or Box and choose **Insert > Graphic** to open the Select Image dialog.
2. Select a graphic file and click **Select**. (See 19.7, Graphic File Types, for acceptable formats.)
3. Choose background and playback settings in the cue's properties dialog, then click **OK**.

To create a Graphic cue and its image at the same time: If you've assigned Adobe Photoshop as the associated graphics editor for MediaShout, you can create an image and its cue in one process. (See 19.4, Using Photoshop as the Graphics Editor.)

1. Right-click in a Script or Box and choose **Insert > Graphic** to open the Select Image dialog.
2. Click **New** to open Photoshop.
3. Create and save the image, then minimize or close Photoshop to return to the Select Image dialog. Select the just-saved file (you may have to refresh the file list to get it to appear), then click **Select**.
4. Choose background and playback settings in the cue's properties dialog, then click **OK**.

19.2 Edit a Graphic

If Photoshop has been assigned as the graphics editor for MediaShout, you can edit a Graphic cue's Photoshop image file (*.psd*) directly from MediaShout. (See 19.4, Using Photoshop as the Graphics Editor.) If you use some other graphics application, you'll need to open the image in that application manually – see 19.5, Creating Graphics in Other Applications.

To edit a Graphic cue image in Photoshop: From the cue's properties dialog ...

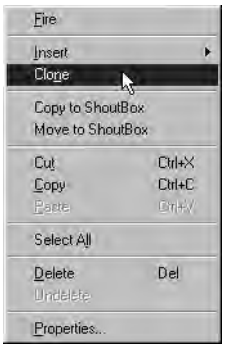
1. Click **Edit**.
2. The image will open in Photoshop. Make changes to it, then save the file. Minimize or close Photoshop to reveal the cue's properties dialog.
3. Click **Refresh** to see the modified image in the preview window.

19.3 Cloning a Graphic Cue

If Photoshop is assigned as the associated

graphics editor for MediaShout, you can clone a Graphic cue to create a cue that plays a derivative of the first cue's image. Cloning a Graphic cue creates a copy that's identical to the original cue with one exception: The image assigned to it will have a unique filename so that it can be changed without altering the original image.

For example, to create a title screen and a subtitle screen for a message on faith: Create an image file called *Faith1.psd* and assign it to a cue. Then clone this cue. MediaShout automatically copies the original image file and names it *Faith2.psd*. This new image then opens in Photoshop: Add the subtitle to the image and save the file. All other properties of the original cue are applied to the clone cue. To create another derivative, simply clone the clone and make your changes to *Faith3.psd*. Repeat till you've created cues for all the images to be derived from the same original.



To clone a Graphic cue:

1 Right-click a Graphic cue and choose **Clone** from the pop-up menu.

2 The derivative image will open in Photoshop: Edit and save it, then close or minimize Photoshop to reveal the new cue's properties dialog.

3 Make changes to other settings in the cue if you like, then click **OK**.

4 To clone again, select the previous clone and repeat the above steps.

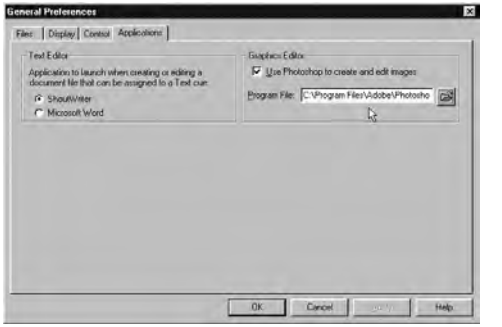
The program automatically names a clone document by *appending* a *1* to the end of the original filename, or by *replacing* an existing number with the next highest available number. The first clone of *Graphic.psd* is *Graphic1.rtf*. So if you're doing a build this way, put a *1* on the end of the original image file if you want the filenames' numbers to match the point numbers. (If there's already a file named *Graphic1.psd*, the next derivative image will be named *Graphic2.psd* – or whatever is the next available number.)

19.4 Using Photoshop as the Graphics Editor

MediaShout has no graphics editor of its own, but if you have Adobe Photoshop or Photoshop Elements installed on your computer, you can tell the program to use it for creating and editing Graphic cue images and background images for other cue types. After making this assignment, Photoshop can be opened from MediaShout with either of the following actions:

- Click **New** in the Select Image dialog that appears when inserting a Graphic cue or choosing a background image for a Lyric, Bible or Text cue.
- Click **Edit** in a Graphic cue's properties dialog. (The image will open in Photoshop.)

To set Photoshop or Photoshop Elements as the associated graphics editor:



1 *In MediaShout:* Choose **Preferences > General**, then click the **Applications** tab.

2 In the Graphics Editor section, check the *Use Photoshop to create and edit images* option.

3 Click the **Open** button to the right of the Program File field, then find the program's executable (.exe) file:

- For Photoshop, look for: *Program Files\Adobe\Photoshop #.#\Photshp.exe* (*#.#* represents the version number)
- For Photoshop Elements, look for: *Program Files\Adobe\Photoshop Elements\PhotoshopElements.exe*

  (If the file's not in its default location, you can look up its location by right-clicking its shortcut icon on the Windows desktop: Choose **Properties**, then look for the Target on the **Shortcut** tab.)

4 Select the program's executable file, then click **Select**. Click **OK** to close the General Preferences dialog. The program is now MediaShout's associated graphics editor.

To ensure Photoshop file compatibility with MediaShout: Photoshop and Photoshop elements provide a setting that optimizes saved files for maximum backward compatibility. This is *essential* for use with MediaShout – files not so optimized will not play. Here's how to select this setting:

1. *In Photoshop or Photoshop Elements:* Choose **Edit > Preferences > Saving Files**.
2. Check the *Maximize backwards compatibility in Photoshop format* or *Include composited image with layered files* option. Click **OK** to close the dialog.

It's important to note the following issues when using Photoshop as the associated graphics editor:

- *Compatibility:* If a Photoshop image file fails to play properly in MediaShout, it's extremely likely that it was saved while the above option was *unchecked*. To fix the problem, open it in Photoshop, make sure the option is checked, then resave the file.
- *Assigned file:* If you open a Graphic cue image in Photoshop from the cue's properties dialog, then *rename* the file, the old file will still be assigned to the cue when you return to its properties dialog. To use the new image instead, click the **Open** button next to the File Name field and select it in the Select Image dialog.
- *Rendering speed:* PSD files are typically much larger than JPEGs and other common image files that play in MediaShout. If you fire a cue that uses a PSD file, you may experience a slight delay before the image is rendered on the display screen.
- *RAM:* Photoshop tends to use lots of RAM. If your presentation contains resource-demanding media such as animations, videos and sounds, you'll get better performance by closing Photoshop when you're not using it.

19.5 Creating Graphics in Other Applications

We strongly recommend using Photoshop or Photoshop Elements for creating graphics, for the simple reason that these programs use a native file format that plays in MediaShout without conversion. This allows you to set the program as the associated graphics editor so you can create and edit graphics directly from MediaShout. (See 19.4, Using Photoshop as the Graphics Editor.)

Nonetheless, just about any other graphics application can be used on its own – so long as you remember to save files in a format that MediaShout can play. (See 19.7, Graphic File Types.)

19.6 Converting PowerPoint Slides

MediaShout can't play PowerPoint (.ppt) files, but it *can* play slides you convert to JPEGs from within PowerPoint itself.

To convert slides to graphic files in PowerPoint:

1. *In PowerPoint:* Open the presentation and select the slide you want to convert to a graphic file.
2. Choose **File > Save As** to open the Save As dialog.
3. Select the file format you want to use in the Save as Type drop-down list: You'll probably find that JPEG files play best in MediaShout. The filename is entered automatically as the slide number.
4. Click **Save**. The converted slides can be assigned to Graphic cues in MediaShout.

Note the following issues when converting slides to graphic files for use in MediaShout:

- *Animations & builds:* If a slide contains an animation, the animation will be lost. If the slide contains a build, only the completed build (i.e., all the points together) will be saved. To save each step of the build, you'll need to copy the slide a few times in PowerPoint, then edit each slide so that it represents one step of the build. Each slide will become a graphic file when converted, which can then be assigned to a Graphic cue in MediaShout. Arrange these cues in proper order, and you'll have your build (though it won't be animated, of course).
- *Destination folder:* You may want to save the graphic file into the folder of the MediaShout presentation you intend to use it in, rather than the default folder PowerPoint will choose.
- *Multiple slides:* In some cases PowerPoint will ask if you want to save the entire presentation as a series of graphic files. If you have lots of slides to convert, this is quicker than doing them one at a time. (To create Graphic cues for *all* the converted slides in one step, see 13.7, Insert Cues from Windows Explorer.)

19.7 Graphic File Types

The following graphic file formats can be played from Graphic cues and as background images to other cue types:

Dr. Halo (*.cut)
Encapsulated PostScript (*.eps)
Graphics Interchange Format (*.gif)
Icons and Cursors (*.ico, *.cur)
Interchange File Format (*.iff)
JPEG - JFIF Compliant (*.jpg, *.jif, *.jpeg)
Kodak FlashPix (*.fpx)
Macintosh Paint (*.mac)
Macintosh PICT (*.pct, *.pict)
Microsoft Paint (*.msp)
PCX Formats (*.pcx)
Photoshop 3.0 (*.psd)
Portable Anymap (*.pnm)
Portable Bitmap (*.pbm)
Portable Graymap (*.pgm)
Portable Network Graphics (*.png)
Portable Pixmap (*.ppm)
Sun Raster Image (*.ras)
TIFF Uncompressed (*.tif, *.tiff)
Truevision TARGA (*.tga)
Windows Enhanced Metafile (*.emf)
Windows Metafile (*.wmf)
Windows or OS/2 Bitmap (*.bmp)
WordPerfect Bitmap (*.wpg)
XBitMap (*.xbm)
XPicMap (*.xpm)

Note: Settings and objects saved with a file may render it unplayable even though the file type itself is acceptable to MediaShout. To get a file to play properly, you may need to reopen it in the application that created it, then save it to an earlier or simpler version.

19.8 Graphic Cue Tricks

Panic buttons: The **Logo**, **Black** and **Color Bars** buttons in the main toolbar can be programmed to play any images you assign to them. In this sense they're like instant Graphic cues, able to be fired at any time during any presentation. (See 9.1, Panic Buttons.)

Transparency effects: An image in a Graphic cue can't be given a transparent layout effect (in which the background color can be seen through the image). But an image serving as the background to a Text cue *can*. So to apply one of the transparency effects to an image, assign it as the background to a Text cue, then click the **Clear** button to the right of the Text File field in the cue's properties dialog, leaving only the background image and color assignments. (See 14.9, Transparent Image Layouts.)

Animating with multiple cues: An animation is a series of still frames played fast enough to fool the brain into perceiving them as a moving picture. This is best done with a Flash file (see chapter 20, Animations Cues), but it can also be done in rudimentary form with a series of Graphic cues programmed to play quickly. Create the first frame's image file, then move the animated object slightly and save the second frame's image, and so on till you've created an image file for each frame. Then assign each to a Graphic cue.

Animating with a wipe transition: To emulate the look of an object being written or drawn onto the screen, create an image without the object, then create another *with* the object. Assign each to a cue and choose a wipe effect for the second cue's transition. When this cue is fired, only the object will appear to wipe onto the screen.

Animating with a slide transition: To emulate the look of an object crawling or scrolling onto the screen, create an image on a solid-color background such as black or white. Assign it to a cue: set the *cue's* background to the same color, and the transition to a slide effect, medium or slow speed. Then copy the cue and paste it *above* the original. In the new cue's properties dialog, click the **Clear** button to the right of the File Name field: This removes the assignment so that the cue will play the background color only. When the second cue is fired, its image will seem to crawl or scroll over the background color of the previous cue.

Animating with a Loop cue: Any of the above pseudo-animation effects can be looped to repeat the animation as many times as you wish. Set each cue in the series to a duration advance. Insert a Loop cue below the last cue in the series, and choose the first cue in the series as the start cue. (See chapter 23, Loop Cues.)

GIF animations: Animated GIF files can be assigned to Graphic cues. Note, however, that if the file contains looping or other advanced programming, these elements will be ignored. Whenever possible, use Flash files assigned to Animation cues instead.

20. Animation Cues

Use Animation cues to play Flash (.swf) files downloaded from the Internet, included in Shoutable products, or created on your own in other applications. Depending on file size, a Flash animation can play full-screen and full-motion on the display screen.

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14 Cue Visual Properties
15 Cue Playback Properties

20.1 Animation Cue Properties

The Animation Cue Properties dialog's **Content** tab provides a *Change background color* option. Its effect depends on the content of the Flash file itself:

- If the Flash file has a full-frame background, this option has no effect.
- If the Flash file has a transparent background and its foreground objects do not fill the entire frame, the color chosen here will serve as the background. To change the background color, click **Background Color** (see 14.10, Color Settings).

Note that all other visual properties for an Animation cue are determined by the Flash file itself.

20.2 Animation Playback

MediaShout relies on third-party software to handle playback of Flash files assigned to Animation cues. If you have Macromedia Flash Player or a recent version of Internet Explorer, your computer should be enabled for Flash file playback. If not, you'll need to download and install the free Flash Player from the Macromedia website: *www.macromedia.com*

Flash files fired from Animation cues and Mo play immediately. While playing, the animation's total number of frames and current frame appear at the bottom of the Program ShoutMonitor and in the Mo toolbar. Playback of the current Flash file can be controlled with Mo's **Play**, **Stop** and **Pause** buttons and playback slider. Playback can also be controlled from the **Command** menu.

When a display screen is active (i.e., MediaShout is running in dual-screen mode or with the overlay display active), animation playback occurs on the display screen only. This ensures that all available resources are being used to provide the best image quality on the display screen, where it counts.

When no display screen is active (i.e., the program is running in single-screen mode with no overlay display), animation playback will occur on the Program ShoutMonitor.

> **WARNING:** The Select Animation and Animation Cue Properties dialogs offer a preview option: When this option is checked, the selected file will play in the preview window. *If the file contains a soundtrack, it will play too.* If you preview an animation during a presentation, be sure to mute the sound on the computer or at the sound board.

20.3 Creating Flash Files in Other Applications

MediaShout provides no means of creating Flash files. To create your own, use a program

such as Adobe LiveMotion or Macromedia Flash. It's important to note that Flash files can be programmed with a wide variety of behaviors, including looping, rollovers, mouse- and keyboard-triggered actions.

Some of these behaviors will work properly in MediaShout, others will not. If you intend to create a complex file with lots of behaviors, we recommend that you test the file in MediaShout as you build it, rather than wait till the end and discover that some of your work will have to be redone.

20.4 Animation Cue Tricks

Looping: If a Flash file is programmed to loop the entire animation during playback, an Animation cue disregards the loop; the animation will play just once. To get it to repeat, change the Play File field's number on the **Playback** tab of the cue's properties dialog.

Manually advanced animation: To animate a text build or other multiple-part visual, create the entire animation, then save each part as a separate Flash file. Assign each to an Animation cue set for manual advance. The first cue will pause on the last frame of the first part; fire the next cue to continue the animation to the last frame of the second part, and so on.

Animating with multiple Graphic cues: Although Flash files assigned to Animation cues provide the best means of playing animations in MediaShout, some simple animations can be created by using a series of still images assigned to Graphic cues. (See 19.8, Graphic Cue Tricks.

GIF animations: An animated GIF file can be played in MediaShout by assigning it to a Graphic cue. (See 19.8, Graphic Cue Tricks.)

21. Video Cues

Use Video cues to play video clips directly from MediaShout. No more finding, shuttling, starting and stopping tapes – just fire the Video cue and the clip plays immediately.

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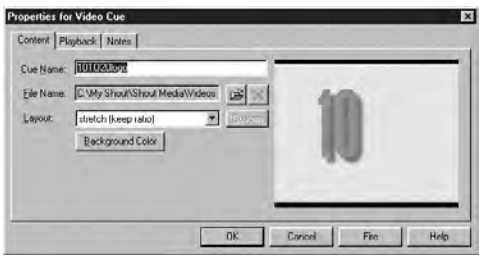
related topics

13 Working with Cues
14 Cue Visual Properties
15 Cue Playback Properties



21.1 Video Playback

A video clip starts playing when its cue is fired. Depending on the size and resolution of the clip, system speed and RAM, and your display adapter, you may experience a slight delay before the video image appears. While playing, the clip's total length and elapsed time appear at the bottom of the Program ShoutMonitor and in the Mo toolbar. Playback of the current clip can be controlled with Mo's **Play**, **Stop** and **Pause** buttons and playback slider. Playback can also be controlled from the **Command** menu.

When a display screen is active (i.e., MediaShout is running in dual-screen mode or with the overlay display active), video playback occurs on the display screen only. This ensures that all available resources are being used to provide the best image quality on the display screen, where it counts.

When no display screen is active (i.e., the program is running in single-screen mode with no overlay display), video playback will occur on the Program ShoutMonitor.

21.2 Creating Videos in Other Applications

Video cues can play video files you create yourself as well as prepared clips included with MediaShout or provided by others. The program itself does not have a video editing feature, so you'll need to use another application to create clips on your own. The information provided here will help you determine what you need and how to get started.

1. *Capture:* To play video out your computer, you must first get the images *into* the computer. This process is called capturing. Typically, this means either installing a video capture card in your computer, or using an external box that connects to your computer video a USB cable. The card or box you purchase will likely come with simple video-capture and edit software. After connecting the VCR or camcorder to the card or box, you use the software to convert the incoming signal to a video file.
2. *Edit:* Chances are you'll want to edit the video footage in the editing software, even if that means simply adding a fade-in and fade-out to the clip. Of course you can do a lot more – how much you can do depends on the capabilities of the software.
3. *Save:* When you're done editing the clip, you'll want to save it into a file format that MediaShout can play. (See 21.3, Video File Types.) Once it's saved into a format MediaShout can handle, it can be assigned to a Video cue and played instantly at any time.

For more information about creating your own video clips, including suggested hardware and software, see the Support section of the MediaShout website.

21.3 Video File Types

The following file types can be played from Video cues and Mo:

MPEG-1 (*.mpg, *.mpeg)
QuickTime – Cinepak (*.mov, *.qt)
Video for Windows (*.avi)

MediaShout can also play certain forms of MPEG-2 files if third-party MPEG-2 decoding software is installed on the computer. See Support section of MediaShout website for details.

A note about QuickTime: Due to licensing restrictions, MediaShout cannot play videos saved in QuickTime above version 2.0.

21.4 Video Cue Tricks

Mo: To play a video clip directly without creating a cue for it first, load and fire it into Mo. (See 9.2, Mo.)

Web clips: Most downloadable video clips found on the Internet can be played from Video cues, though their resolution is generally poor. To prevent further loss of resolution during playback, set the layout to *centered & normal size* so they'll appear matted over the background color. (Note that streaming clips don't play in MediaShout.)

Play soundtrack only: If you assign a *video* file to an Audio cue, the cue will play the clip's soundtrack only. This allows you to play a sound bite from the video without showing it, and without interrupting the current visual cue. Note that the video file will appear in the Select Audio dialog only if you choose *All Files* in the Files of Type field. (The same trick works if you assign the video clip as a soundtrack to a Lyric, Bible, Text or Graphic cue.)

22. Audio Cues

An Audio cue is really just *half* a cue. It has no visual media associated with it, so whatever happens to be on the display screen when you fire it *stays* on the screen. This makes Audio cues handy for music tracks and sound effects that don't have visuals associated with them. (When you *do* want to associate sound with a visual, assign it as a soundtrack to a Lyric, Bible, Text or Graphic cue. See 15.4, Soundtracks.)

Note that sounds can also be played directly from the Mo feature without creating Audio cues for them. See 9.2, Mo.

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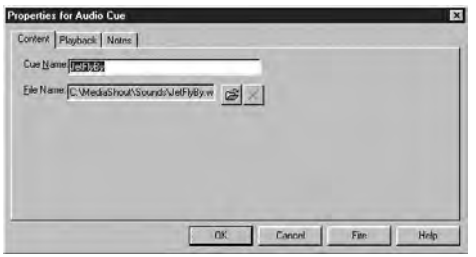
15 Cue Playback Properties



22.1 Sound Playback

A sound starts playing when its cue is fired. While playing, the sound's total length and elapsed time appear at the bottom of the Program ShoutMonitor and in the Mo toolbar. Playback of the current sound can be controlled with Mo's **Play**, **Stop** and **Pause** buttons and playback slider. Playback can also be controlled from the **Command** menu.

A sound *stops* playing when the file ends on its own. If the Audio cue is set to play the file more than once, the sound will stop when it has played the number of times you've selected. To stop a sound before it's done playing on its own ...

- Set the cue to advance after a shorter duration.
  - Click the **Stop** button in Mo (or choose **Features > Stop Media**).
  - Click the **Stop** button in the main toolbar (this also stops visual playback).
- Fire another Audio cue.
- Fire a visual cue that contains a soundtrack.
- Fire an Animation or Video cue.

If you want the Audio cue's sound file to continue playing through two or more subsequent cues, make sure that ...

- each of the subsequent cues has no soundtrack assigned to it, *and* ...
- each is set to *Allow soundtrack to continue after cue ends.*

For more on how a cue's soundtrack settings affect sound fired from other cues, see 15.5, Soundtrack Settings.

Note that sound volume is controlled by Windows, not by MediaShout. See 3.7, Volume Control, to change Windows sound volume.

22.2 Creating Sounds in Other Applications

Audio cues can play sound files you create yourself as well as prepared clips included with MediaShout or provided by others. The program itself does not have a sound editing feature, so you'll need to use another application to create files on your own. The following information may help you determine what you need to do this:

- *CD Audio:* If the sound you want exists on an audio CD, you can capture it to an MP3. To do this you'll need encoding software, often called a CD ripper. The software converts the CD's audio information to a file that can play in MediaShout. Freeware and shareware MP3 ripping software can be downloaded from the Web.

- *Windows Media Player*: Recent editions of WMP, which is included in Windows, provide a way of encoding CD audio to Windows Media Audio (WMA) files, which can play in MediaShout. If your version of Windows Media Player doesn't offer this, you may be able to download a free update from the Windows website.
- *Recording:* If your computer is equipped with audio inputs, you can record live and recorded sounds by connecting a microphone, cassette deck or other device to these inputs and using the recording feature included with Windows. Search Windows Help for information on how to do this.
- *Editing:* While some encoding programs offer sound editing features, most don't, so if you want to add fades, effects, or make other changes to the sound file, you'll need sound editing software. Note that many sound editors also include encoders, so you can capture and edit your sounds in one program.

For more information on capturing and editing sounds, see the Support section of the MediaShout website.

22.3 Sound File Types

The following file types can be played from Audio cues, Mo, and as soundtracks to other types of cues:

Audio Interchange File (*.aif, *.aiff)
MIDI (*.mid, *.rmi)
MPEG, level 3 (*.mp3)
Sound (*.snd, *.au)
Windows Sound (*.wav)
Windows Media Audio (*.wma)

22.4 Audio Cue Tricks

Mo: To play a sound file without creating a cue for it first, load and fire it from Mo. (See 9.2, Mo.)

Sound effects Box: To support improvisational drama or comedy performances, create a Box containing Audio cues for all your sound effects. Double-click a cue in this Box to play its sound instantly.

Video soundtracks: If you assign a *video* file to an Audio cue, the cue will play the clip's soundtrack only. This allows you to play a sound bite from the video without showing it, and without interrupting the current visual cue. Note that the video file will appear in the Select Audio dialog only if you choose *All Files* in the Files of Type field.

Jukebox: MediaShout can be used to play sound files from your computer even when you're not running a presentation. Just drag a collection of MP3s or other sound files into a Script (see 13.7, Insert Cues from Windows Explorer) and set all their cues to end-of-file advance. Arrange them in any order, then fire a cue to begin automatic playback. (Put a Loop cue at the end of the Script to repeat the play list.) Minimizing MediaShout will remove any visual cue from the display screen, but it doesn't stop audio playback, so you can work in other applications.

23. Loop Cues

Loop cues are unique in that they don't play media themselves – they just tell the program to fire another cue that does. Use a Loop cue at the *end* of a sequence of auto-advancing cues in a Script to automatically refire the first cue in the sequence. The looped sequence will repeat as many times as you choose – while you go get a cup of coffee.

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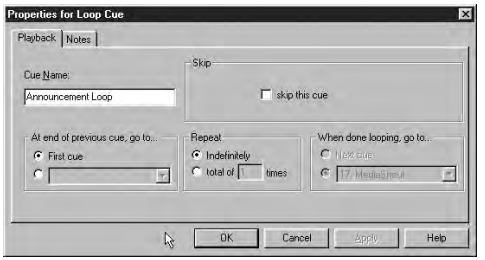

23.1 Loop Cue Properties

A Loop cue's properties dialog opens when you choose **Insert > Loop**, or choose **Properties** when an existing Loop cue is selected. The Loop Cue Properties dialog offers the following settings:

- *Cue name:* Give the cue a name, or leave it blank.
- *Start cue:* Choose the cue that will play when the previous cue is done playing. To point it to a cue other than the first cue, choose the Cue field, then click the field and select the cue from the list that appears. If you choose a specific cue, the loop will always start at that cue, even if its number changes because you added or removed cues above it.
- *Repeat:* If you choose *Indefinitely*, the loop will continue till you manually fire another cue. To repeat the loop a specific number of times, choose *total of* and enter a number.
- *Go to:* If you select a specific number of repeats, this section is enabled, allowing you to choose which cue will be fired after the loop has repeated that many times. To point it to a cue other than the next cue in the Script, choose the Cue field, then click the field and select the cue from the list that appears. If you choose a specific cue, the program will always go to that cue, even if its number changes because you added or removed cues above it.

23.2 Loop Playback

In most cases, you'll want to program all cues within a loop sequence to advance automatically. This enables the loop to play automatically without further input from you. To start such a loop, fire any cue in the sequence.

To stop a loop, fire any cue below the Loop cue in the Script, or fire any other cue outside the Script.

You'll notice in a Script that a Loop cue's *advance* information looks different than that of other cue types. In case you'd like to know what the code represents, here's how to read it: Go*s*(*g*), *c*(*r*); where *s* is the number of the start cue; *g* is the "go to" cue; *c* is the counter indicating the number of times the loop has played so far; and *r* is the number of times it's programmed to play.

So a Loop cue with a code of *Go10(40), 0(5)* is programmed to start at cue #10, and to go to cue #40 when it's done. Its counter is at zero, which means it hasn't been played yet; and it's scheduled to play five times. Whenever the cue immediately above the Loop cue is fired, then advanced, The Loop cue will fire the start cue automatically and add one digit to the counter number after the comma.

After it has done this five times, it will stop firing the start cue and stop adding digits to the counter. So the next time the cue above it is

fired, then advanced, the Loop cue tells the program to go to cue #40 and fire it instead. Then it resets its counter to zero. (So if for any reason the cue above gets fired and advanced again, the Loop will start fresh.) To reset a Loop cue's counter to zero yourself, you must close and reopen its Script.

> **Note:** A Loop cue makes its home in a Script. It can't be created in a Box, nor copied or moved there.

23.3 Loop Cue Tricks

Flashing: Use a Loop cue below two Text or Graphic cues to create a flashing message. For example, to flash a word on the screen, create one screen with white text on a black background, and the other with black text on a white background. Set each screen's cue for a cut transition and an advance of a fraction of a second. Insert a Loop cue that points to the first of these cues.

Looping animation: Multiple Graphic cues can be used as frames in a simple animation that can be looped with a Loop cue. See 19.8, Graphic Cue Tricks.

Jumping: To instantly jump to and fire a cue anywhere in a Script, insert a Loop cue and choose as its start cue the cue you want to jump to; set it to repeat indefinitely. Then insert a Graphic cue above the Loop cue: Assign any graphic to it, then remove the assignment by clicking the **Clear** button to the right of the file field in the cue's properties dialog, leaving only a black background; name the cue *Jump,* and set it to a cut transition with a duration advance of *.01* seconds. To perform the jump, fire the *Jump* cue, which immediately advances to the Loop cue, which in turn fires the cue it points to. (This trick is especially handy in very long Scripts.)

Branching: Use multiple jumping Loop cues to instantly jump to different sections of a Script. For example, in a game show sequence, you might want to jump to one section, or branch, of cues if the contestant chooses answer A, another branch if she chooses B. To do this, create two jump cues, *Jump to A* and *Jump to B,* as described above, and insert a Loop cue below each, which points to the cue that is to fire if that answer is chosen. To return to the main sequence after playing cues in either of these branches, insert a Loop cue after the last cue in each branch and choose as their start cues the first cue for the next question. When you advance out of the last cue in either branch, the program will automatically return you to the main section of the Script so you can continue.

24. Comment Cues

Comment cues have no media assigned to them, and therefore can't be fired to the audience. Their sole function is to provide you with a means of inserting descriptive text in a Script for your eyes only.

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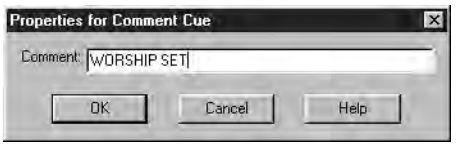
13 Working with Cues



24.1 Comment Cue Properties

A Comment Cue is the simplest of all cue types: It has no media assigned to it, nor does it contain programming. Indeed, its only property is its name. To insert a Comment cue, right-click in a Script and choose **Insert > Comment**. Type a name in the cue's properties dialog, then click **OK**.

To edit the comment, right-click the cue and choose **Properties**.

Note that Comment cues can exist only in a Script. They can't be inserted in a Box, nor be moved or pasted there.

24.2 Comment Cue Tricks

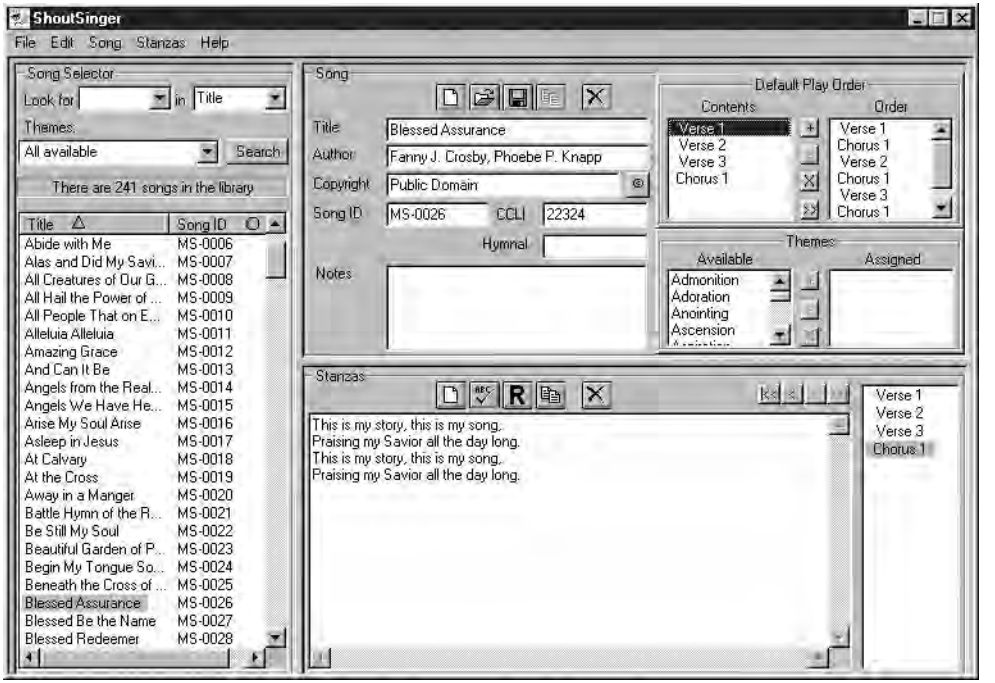
Section headers: To identify a section of cues in a Script, insert a Comment cue above the first cue in the section (e.g., *Worship Set, Sermon*).

Directions: To help you remember an important production direction, enter it as a Comment at the appropriate place in the Script (e.g., *House lights up, Choir enters*).

Media placeholders: If you can't insert a cue because the media it will play hasn't been created yet, insert a Comment cue as a placeholder to remind you that it's missing (e.g., *Insert promo video here*). Delete the Comment cue when the proper cue has been inserted.

Non-media segments: Use a Comment cue to identify segments of the presentation that don't use media (e.g., *Solo, Collection*).

Highlight color: To call attention to Comment cues, give them a unique highlight color. See 6.7, Script Window Appearance.


ShoutSinger
File Edit Song Stanzas Help
Song Selector
Look for
in
Title
Themes:
All available
Search
There are 241 songs in the library
Title
Song ID
Abide with Me MS-0006
Alas and Did My Savi... MS-0007
All Creatures of Our G... MS-0008
All Hail the Power of ... MS-0009
All People That on E... MS-0010
Alleluia Alleluia MS-0011
Amazing Grace MS-0012
And Can It Be MS-0013
Angels from the Real... MS-0014
Angels We Have He... MS-0015
Arise My Soul Arise MS-0016
Asleep in Jesus MS-0017
At Calvary MS-0018
At the Cross MS-0019
Away in a Manger MS-0020
Battle Hymn of the R... MS-0021
Be Still My Soul MS-0022
Beautiful Garden of P... MS-0023
Begin My Tongue So... MS-0024
Beneath the Cross of ... MS-0025
Blessed Assurance MS-0026
Blessed Be the Name MS-0027
Blessed Redeemer MS-0028
Song
Title Blessed Assurance
Author Fanny J. Crosby, Phoebe P. Knapp
Copyright Public Domain
Song ID MS-0026
CCLI 22324
Hymnal
Notes
Default Play Order
Contents
Verse 1
Verse 2
Verse 3
Chorus 1
Order
Verse 1
Chorus 1
Verse 2
Chorus 1
Verse 3
Chorus 1
Themes
Available
Admonition
Adoration
Anointing
Ascension
Assigned
Stanzas
This is my story, this is my song.
Praising my Savior all the day long.
This is my story, this is my song.
Praising my Savior all the day long.
Verse 1
Verse 2
Verse 3
Chorus 1

25. ShoutSinger

ShoutSinger is MediaShout's song lyrics manager. Use it to write, import, edit, print and export songs and their lyrics. Songs in ShoutSinger reside in the song library, a database containing all songs used by Lyric cues. Although ShoutSinger works seamlessly with MediaShout, it is a separate application and can be open even when MediaShout is closed, and vice versa.

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16 Lyric Cues

25.1 Opening ShoutSinger

To open ShoutSinger from MediaShout, click its button in the main toolbar (or choose **Features > ShoutSinger**).

To open ShoutSinger from a Lyric cue's properties dialog, click the **Edit** button. The song assigned to the cue will open for editing.

25.2 Write a Song

To manually enter a song into the song library, click the **New Song** button in the Song pane (or choose **Song > New**). Enter the title, author, copyright, and so on (for descriptions of these fields, see 25.4, Edit a Song). For information about writing the stanzas, see 25.7, Stanzas.

To save the new song: Click the **Save Song** button (or choose **Song > Save**).

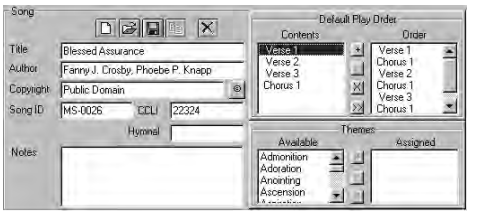
25.3 Open a Song

ShoutSinger offers three ways to open a song for viewing or editing:

- *From Song Selector pane:* Select a title in the Found list and click **Enter** (or double-click it, or drag it into the Song pane). By default, the Found list displays the titles of all songs in the library. To search for a particular song or to make the list shorter, use the Search options above the list, then click **Search**. The library can be searched by title, author, copyright, Song ID number, or stanza text. It can also be searched by assigned theme alone, or in combination with other search criteria.
- *From Song Selector dialog:* Click the **New Song** button (or choose **Song > Open**) to bring up the Song Selector *dialog* (the same one used for choosing songs for Lyric cues). Choose a song, then click **Select**. This method allows you to view a song's lyrics before opening it.
- *From the Recent Songs list:* To reopen a recently used song, choose it in the list at the bottom of the **Song** menu.

25.4 Edit a Song

The Song pane displays information about the song: its title, author, copyright, and so on. Most of the fields are self-explanatory; the following are worth noting:



- *Copyright:* The copyright-holder of a song typically requires that the copyright information be displayed whenever the song lyrics are displayed. To enter a © symbol, click the button to the right of this field. For songs in the public domain, we recom-

mend that you enter *Public Domain* in this field.

- *Song ID:* To help identify two or more song records that use the same song title, ShoutSinger saves a special ID number with each song. All songs that came in the original song library (i.e., the more than 200 classic hymns) are given Song IDs beginning with *MS-* ("MediaShout"). Songs added manually as well as those imported without a Song ID are automatically assigned Song IDs that begin with *U-* ("User"). Songs imported with their own Song ID retain that number.
- *CCLI:* Use this field to enter the song's CCLI *song* number – NOT your CCLI *license* number. (The CCLI *license* number is entered in MediaShout, not ShoutSinger. In MediaShout, choose **Preferences > Lyric Cues**.)
- *Hymnal:* If you like, use this field to enter the song's page number. Contents of this field don't appear in the cue.
- *Notes:* This field can be used for storing miscellaneous information about a song; for example, a note that tells you how this song differs from another version of the same song. Text entered here appears nowhere but in ShoutSinger; it won't be displayed in a Lyric cue.
- *Default Play Order:* See 25.6, Default Play Order.
- *Stanzas:* See 25.7, Stanzas.
- *Themes:* See 25.13, Themes.

25.5 Manage Song Records

Each song in the library exists as a record in a database file. Songs can be created, saved, duplicated and deleted.

To create a song: Click the **New Song** button (or choose **Song > New**). This opens a new, blank record in the Song pane so you can enter a new song.

To save a song: Click the **Save Song** button (or choose **Song > Save**). Saving a record saves all its data, including stanzas, to the song library. When Auto-Save is *off*, you'll be prompted to save any changes to the song when you open another song or close ShoutSinger.

To save songs automatically: ShoutSinger can be set to save songs automatically whenever you open another song or close ShoutSinger. Choose **Song > Auto-Save** to turn this option on or off.

> **Tip:** To reject changes to a song and revert to its saved version, make sure Auto-Save is off, then re-open the song. When prompted to save the changes to the current song record, choose **No**. The unmodified version of the song will open again.

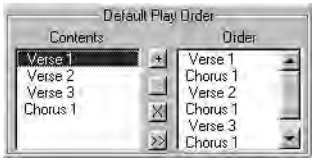
To duplicate a song: Click the **Duplicate Song** button (or choose **Song > Duplicate**). A copy of the current song record will be created and opened in the Song pane. Until you change something in the duplicate record, it will be identical to the original except for its Song ID number. Note that any changes to a song must be saved before it can be duplicated.

To delete a song: Click the **Delete Song** button (or choose **Song > Delete**). You'll be asked to confirm your decision. A deleted song cannot be retrieved (i.e., there's no archive copy to revert to), so use this feature wisely.

Song records can also be imported, exported and printed. See later in this chapter.

25.6 Default Play Order

The default play order to a song determines the order in which stanzas will be assigned to subcues in a Lyric cue. It is indeed the *default* play order: The order can be modified in any Lyric cue that plays the song, for that cue only. If you use a song frequently, you'll find it more convenient to set its default play order here than to rearrange the order each time you create a cue for it.



The Default Play Order section of the Song pane contains two lists: Contents and Play Order. All stanzas for the song appear in the Contents list, and can be added to the Play Order list in any quantity and order.

To add a stanza: Drag it from the Contents list to the Play Order list, or select it and click **Add**. (To add all stanzas at once, click **Add All**.)

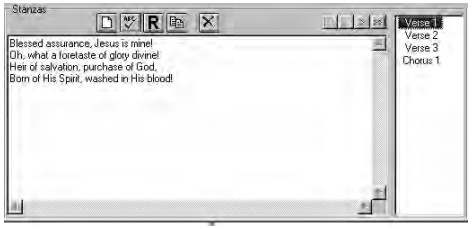
To remove a stanza: Drag it from the Play Order list to the Contents list, or select it and click **Remove**. (To remove all stanzas from the Play Order list, click **Clear**.)

To rearrange the order: Drag items within the Play Order list.

> **Note:** Unlike the Play Order section in a Lyric cue's properties dialog, ShoutSinger's Default Play Order section doesn't provide the means of including a title screen and blank screen in the play order. However, these special subcues can be inserted in every new Lyric cue automatically by choosing their options in the Lyric Cue Preferences dialog. (In MediaShout, choose **Preferences > Lyric Cues**.)

25.7 Stanzas

The Stanzas pane provides for the entry and editing of the current song's stanzas. A song can have any number of stanzas of any type (*Verse, Chorus, Bridge, Ending*). A stanza can be given any number from *1* to *99* (for those *really* long songs). Stanzas can been entered in any order, and added or deleted at any time.



To create a stanza:

1. Click the **New Stanza** button (or choose **Stanzas > New**).
2. In the Stanza Name dialog, select the type and number of the stanza you wish to create. (For convenience, the default number is always the first available of that stanza type.) Click **OK**. If a stanza of that name already exists, you'll be asked if you want to replace it.
3. Enter the lyrics.

> **Tip:** To enter a name quickly from the keyboard, click in the Type field, press the first letter, **Tab** (➔), the number, then **Enter**. For example, to name a stanza *Chorus 2*, type *c*➔*2* **Enter**.

To edit a stanza: Select it in the Stanza list and edit in the lyrics window.

To rename a stanza:

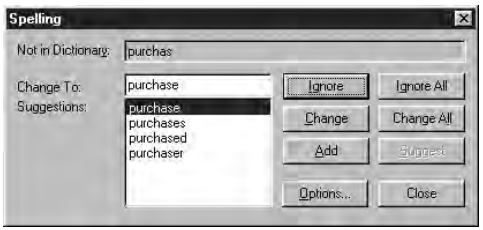
1. Select it in the Stanza list, then click the **Rename Stanza** button (or choose **Stanzas > Rename**).
2. In the Stanza Name dialog, the suggested new name appears, which is simply the same stanza type plus the next available number for that type. To give it a name other than the one suggested, enter the type and number. Click **OK** to complete the renaming. If a stanza of that name already exists, you'll be asked if you want to replace it.

To duplicate a stanza:

1. Select it in the Stanza list, then click the **Duplicate Stanza** button (or choose **Stanzas > Duplicate**).
2. In the Stanza Name dialog, the suggested name for the duplicate appears, which is simply the same stanza type plus the next available number for that type. To give it a name other than the one suggested, enter the type and number. Click **OK** to complete the duplication. If a stanza of that name already exists, you'll be asked if you want to replace it.

To check for spelling errors: Click the **Check Spelling** button (or choose **Stanzas > Check Spelling**). The check is performed on all stanzas.

- *If the program can't find a word in its dictionary:* The Spelling dialog will open. Ignore or change the word, or add it to the dictionary. When all unknown words have been processed, the dialog will close and a confirmation will appear, stating that the check is complete.
- *If all words are found in the dictionary:* The confirmation will appear to let you know that the check is complete.

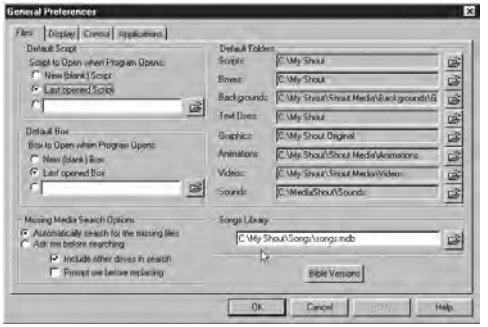


25.8 Song Library

ShoutSinger keeps all songs in its song library – a database file formatted especially for this purpose. The song library comes with over 200 classic hymns in it. You add songs to the library by writing them (see 25.2, Write a Song) or by importing them from other files (see 25.9, Import Songs).

The default song library is *Songs.mdb*. By default, it's installed in the *My Shout\Songs* folder, as the *Songs.mdb* file. If you move or rename the file, or want to use a different file

for the song library, you must tell MediaShout where it is.



To select the song library file:

1. *In MediaShout:* Choose **Preferences > General** to open the General Preferences dialog to the **Files** tab.
2. In the Song Library section, click the **Open** button to the right of the file field. In the Select Database dialog that appears, find and select the file to be used as the song library, then click **Select**. Click **OK** to close the preferences dialog.

We recommend that you backup the song library file frequently (along with other precious presentations and media) as insurance in case of a hard drive failure.

As its extension suggests, the *Songs.mdb* file is written in Microsoft Access format. However, the file is password-protected to open only in ShoutSinger and MediaShout. This is also true of ShoutSong files – that is, any database file exported from ShoutSinger for importing songs to another computer. (See 25.11, Export Songs.)

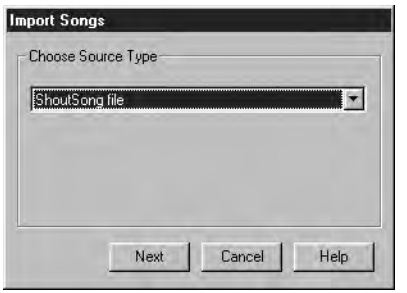
Note: The song library used by MediaShout 2.0 and ShoutSinger has a different database structure than that used by MediaShout version 1. You cannot use an old library in the new version of MediaShout, nor can you use the new library in an older version of the software. However, you *can* import the contents of the old song library into MediaShout 2.0's song library (but not vice versa). See 2.4, Importing Song Lyrics, for instructions.

25.9 Import Songs

ShoutSinger's Import Songs wizard allows you to import songs from properly formatted text files, ShoutSong files generated from ShoutSinger on another computer, and Integrity's Worship Software library.

To import songs:

1. Choose **File > Import Songs** to open the Import Songs wizard. Choose the type of source file you wish to import:



- *Text file:* Import songs from a properly formatted text file (see 25.10, Formatting Text Files for Import).
- *ShoutSong file:* Import songs from (a) a ShoutSong file exported from ShoutSinger on another computer; (b) a ShoutSong file distributed as a Shoutable resource from a publisher or subscription service; or (c) the *Songs.mdb* file used by MediaShout version 1.
- *Integrity Worship Software library:* Import songs from the database included in this software product from Integrity Music.

After selecting the source type, click **Next** to continue.

2. Select the file to be imported by clicking the **Browse** button: Select the file in the Select dialog that appears, then click **Open** to return to the wizard. Click **Next** to continue.

3. Choose how you want duplicate songs to be treated:

- *Import all songs:* All importable songs in the file will be added to the song library.
- *Skip duplicates:* Any song in the source file that's considered a duplicate of a song in the song library will not be imported. Choosing this method enables the two choices that define a duplicate:
- *Identical Song Title:* If a song in the source file has the exact title of one in the song library, it will not be imported.
- *Identical Song Title and Song ID:* If a song in the source file has the exact title *and* Song ID as one in the song library, it will not be imported.

After making your choices regarding duplicates, click **Import**.

When the wizard is completed, another dialog will open to tell you the progress and results of the import process, including how many songs were selected, imported, skipped because of duplicates, and not imported because of copyright restrictions.

It's important to note the following issues related to importing songs:

- *Text files:* When importing from a text file, you can select multiple files to import at once, and each file can contain multiple songs. However, the program is very particular about the type of text file and how its contents are formatted. See 25.10, Formatting Text Files for Import.
- *MediaShout version 1 song library:* Because both the old library and the new library contain the same classic hymns, we recommend that you choose *Skip duplicates* and define duplicates as *Identical Song Title* when importing the old library into the new one. See 2.4, Importing Song Lyrics.
- *Integrity Worship Software library*: The song database file in this software product is typically named *IWSDATA.mdb*. If you add updates to the Worship Software library, you can re-import this database file into ShoutSinger. Be sure to choose *Skip duplicates* to avoid re-importing the songs that were imported previously.
- *Copyright protection:* To prevent illegal copying, distribution and use of copyrighted songs, ShoutSinger contains programming that limits how copyrighted songs are imported and exported. This includes password-protection for the song library and ShoutSong files, and in some cases, prevention of importing or exporting of copyrighted songs.

25.10 Formatting Text Files for Import

Songs can be imported from properly formatted text files, which can be created or modified in virtually any word processor. To prepare a text file for importing, you must first add codes to its contents so that ShoutSinger knows how to treat each item (title, author, stanzas, etc.). Then you must save the file in TXT (.txt) format.

To add codes to the song text: During the import process, ShoutSinger looks for codes that tell it what to do with each line in the file. If the proper codes are there, the file will import seamlessly. If they're not, the data will end up in the wrong places, or the import may fail entirely.

To ensure a successful import, arrange the song text in the following order. Note that the codes are shown here in bold, but don't use bold when you type them. Also, lines marked as optional can be skipped if you don't want to use them:

Title: Song Title
Author: Author or Author Names
Copyright: Copyright line, if any
CCLI: *Optional line* – the CCLI *song* number
Song ID: *Optional line*
Hymnal: *Optional line* – hymnal page number
Notes: *Optional line*
PlayOrder: *Optional line* – see description below
Themes: *Optional line* – see description below
(blank line)
Verse 1:
Lyrics below the stanza code, on as many lines as you like. Note that the stanzas can appear in the file in any order, and you need only write a stanza once, since the play order will be determined elsewhere. Also note that the first instance of the code "Verse #:" is interpreted as Verse 1, the second as Verse 2, and so on, regardless of the number entered in the code.
(blank line)
Chorus 1:
Lyrics for this stanza, on as many lines as you like. Continue entering any number of verses, choruses, bridges and endings as needed, separating each stanza with a blank line.

To enter another song in the file, separate it by at least one blank line from the last stanza of previous song, then repeat the codes and text for the next song: When the program sees "Title: " again, it'll treat it as the start of another song. A file can contain as many songs you like. When you're done preparing the text, you must save the document in TXT (*.txt*) format.

Play order: The "PlayOrder: " code can be used to include a default play order with a song. The play order itself should be typed with a comma separating each stanza. Spaces and capitalization don't matter, and you can use full stanza names or abbreviations. Examples:

Verse1, Chorus1, Verse 2, Bridge 1
v1,c1,V2,b1

Themes: The "Themes: " code can be used to include themes with a song. Separate each theme with a comma. Examples:

Calvary
Adoration, Christmas

Note, however, that ShoutSinger won't be able to find the song record by a theme unless the theme is in the Themes list (see 25.13, Themes).

To save coded song text as a TXT file in Word:

1 Choose **File > Save As** to open the Save As dialog.

2 Choose *Text Only (*.txt)* in the Save as Type field's drop-down list.

3 Click **Save**.

To save as a TXT file in WordPerfect:

1 Choose **File > Save As** to open the Save As dialog.

2 Choose *ASCII DOS Text* in the File Type field's drop-down list.

3 Click **Save**.

To view a sample TXT file formatted for song import: We've included a sample file that you can open to see its codes. You can then import the file to see how it's converted to a song:

1 *In Windows:* Use Windows Explorer or My Computer to find the *SampleSong2.txt* file (default: *My Shout\Songs\SampleSong2.txt*).

2 Double-click the file to open it in Windows Notepad and examine its contents, then close Notepad to close the file.

3 *In ShoutSinger*: Use the Import Songs wizard to import the file (see 25.9, Import Songs). Delete the sample song's record when you're done (choose **Song > Delete**).

25.11 Export Songs

The Export Songs wizard allows you to export songs from ShoutSinger to import on another computer.

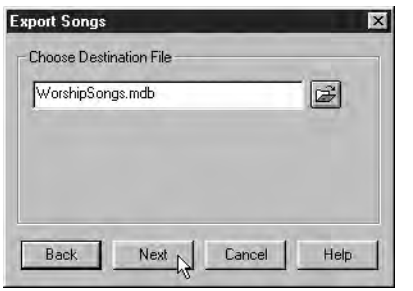
To export songs:

1 Choose **File > Export Songs** to open the Export Songs wizard. Choose the type of source file you wish to export:

- *Text file:* Export songs to a text file so you can work on them in a word processor or import them into ShoutSinger on another computer.
- *ShoutSong file:* Export songs to a database file that's optimized for importing in ShoutSinger on another computer.

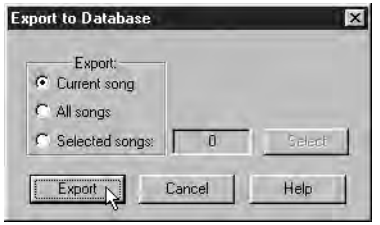
After selecting the source type, click **Next** to continue.

2 Choose the destination file by clicking the **Open** button and entering a filename in the dialog that appears. Click **Save** to close the dialog and return to the wizard. Click **Next** to continue.



Note: If you're exporting to a ShoutSong file, selecting an existing file in this step will *append* the file. That is, the songs selected in the next step will be added to the file.

3 Choose the songs to be exported:



- *Current song:* Exports the song open in the Song pane.
- *All songs:* Exports all songs in the library.
- *Selected songs:* Enables the **Select** button. Click it to open the Select Songs dialog, which contains a list of all songs in the library. Select the song or songs you want to export (use **Ctrl+Click** or **Shift+Click** to select multiple songs), then click **OK**.

After making your selection, click **Export**.

When the wizard is completed another dialog will open to tell you the results of the export process, including how many songs were selected, exported, and not exported because of copyright restrictions.

25.12 Print Songs

Songs in the song library can be printed from ShoutSinger:

1 Choose **File > Print** to open the Print Songs dialog.

2 Choose the songs:

- *Current song:* Prints the song open in the Song pane.
- *All songs:* Prints all songs in the library.
- *Selected songs:* Enables the **Select** button. Click it to open the Select Songs dialog, which contains a list of all songs in the library. Select the song or songs you want to print (use **Ctrl+Click** or **Shift+Click** to select multiple songs), then click **OK**.

3 Check the box of each element of the song you want to include in the printing. (To set margins, page orientation, etc., click **Page Setup**.)

4 Click **OK** to continue.

5 In the Print dialog that opens, choose printer, number of copies, etc., then click **OK** to begin printing.

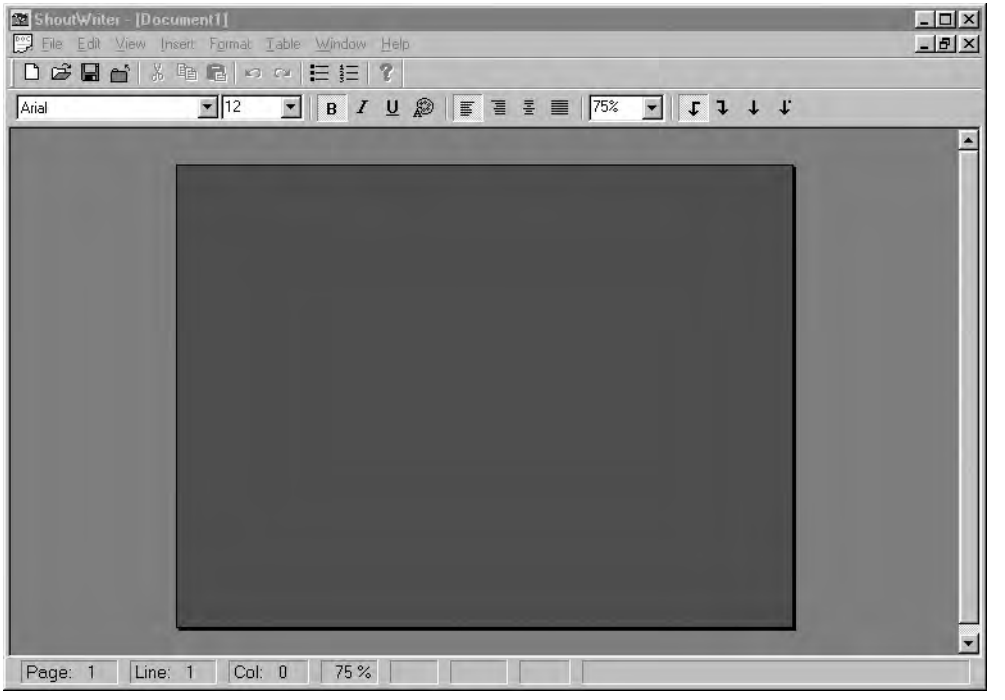
25.13 Themes

ShoutSinger allows you to assign themes to songs so that you can search the library by a particular theme. The program ships with a list of common ministry themes, but you can add and delete items in this list.

To assign a theme to a song: Open the song in the Song pane. Select the theme in the Available list, then drag it to the Assigned list (or click the **Add Theme** button). You can assign as many themes to a song as you like.

To remove a theme assignment from a song: Select the theme in the Assigned list, then drag it to the Available list (or click the **Remove Theme** button). To remove all themes, click the **Clear All** button.

To edit the Themes list: Choose **File > Edit Themes** to open the Edit Themes dialog. To add a theme, click the **New** button. Type the theme in the new dialog that appears, then click **OK**. To delete a theme from the list, select it, then click **Delete**. When you're done editing the Themes list, click **Close**.


ShoutWriter - [Document1]
File Edit View Insert Format Table Window Help
Arial
12
75%
Page: 1
Line: 1
Col: 0
75 %

26. ShoutWriter

ShoutWriter is a word processing application specially designed for creating documents played from Text cues. Although ShoutWriter works seamlessly with MediaShout, it is a separate application and can be open when MediaShout is closed, and vice versa. You can even use it as a word processor for creating "normal" documents for printing and so on.

contents

related topics

18 Text Cues

26.1 Opening ShoutWriter

To open ShoutWriter from MediaShout, click the **Text Editor** button in the main toolbar (or choose **Features > Text Editor**).

To open ShoutWriter when you create a Text cue, click the **New** button in the Select Text dialog. This opens a new blank document.

To open ShoutWriter from a Text cue's properties dialog, click the **Edit** button. The document assigned to the cue will open for editing.

Note: When MediaShout is installed, ShoutWriter is chosen as the associated text editor by default. If you prefer to use Microsoft Word as your text editor, you can tell MediaShout to open it instead. See 18.6, Using Word as the Text Editor.

26.2 Working in ShoutWriter

ShoutWriter looks and behaves much like other word processing applications such as Word and WordPerfect, so if you're familiar with another word processor, you'll have ShoutWriter figured out in minutes. It doesn't include all the bells and whistles found in other word processors, but what it does offer is quick and simple creation and editing of documents formatted for display from MediaShout Text cues. The following differences are worth noting:

Workspace color: ShoutWriter's workspace color can be changed to any color you like, to ensure that you can see what you've written on it, regardless of the text color: Choose **Edit > Workspace Color**. Note that the workspace color appears only in ShoutWriter – the actual background color (or graphic) displayed with the text is chosen in the properties dialog of the Text cue the document is assigned to.

Display resolution: To ensure that documents are displayed from Text cues the way you formatted them to look in ShoutWriter, their page size must match the display screen's resolution. See 26.3, Page Size & Display Resolution, for instructions on this.

Templates: The included ShoutWriter templates are designed so that documents created from them are formatted to fit on a display screen rather than a printed page (e.g., they're wider than they are tall). See 26.4, Templates.

26.3 Page Size & Display Resolution

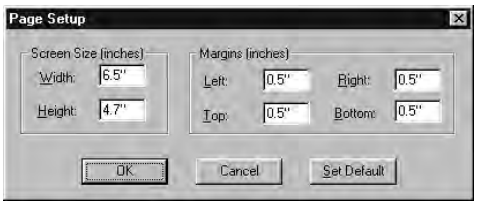
When a Text cue is fired, MediaShout grabs the contents of the cue's document and arranges it to fit in the available space on the display screen. If the display screen is smaller than the document's page size, the text will look larger, the margins will be pushed inward, lines may wrap differently, and new pages may be created. On the other hand, if the display screen is *larger* than the document's page size, the text will look smaller, the margins will be pushed outward, and the increased space may remove line wraps and soft page breaks.

To ensure that documents appear on the display screen the way they look in ShoutWriter, you must use a page size that matches the display screen's resolution. The best way to do this is to use a default template designed for the proper display resolution: See 26.4, Templates, for instructions on choosing a default template.

However, if you've already created a document, you can change its page size to match the display resolution.

To change a document's page size:

1 Choose **File > Page Setup** to open the Page Setup dialog.



2 Set the Screen Size fields to match the display resolution as follows:

- *for display at 640 x 480:*
  Width: *6.5"*
  Height: *4.7"*
- *for display at 800 x 600:*
  Width: *8"*
  Height: *6"*
- *for display at 1024 x 768:*
  Width: *10.2"*
  Height: *7.6"*

3 Click **OK** to close the dialog.
Note: To set Screen Size and Margins values to match those of the default template, click **Set Default**.

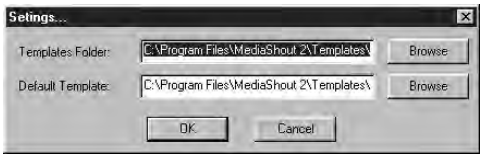
26.4 Templates

A document created in ShoutWriter is based on a template containing settings for margins, paragraphs, fonts, etc. The *default* template is used whenever you open ShoutWriter to a new, blank document, or click the **New** button once you're in there.

ShoutWriter comes pre-loaded with three templates; each is designed for creating Text cue documents for a specific display resolution. Choosing the proper template will ensure that your documents will appear on the display screen the way they look in ShoutWriter.

To select the default template:

1 Choose **Edit > Settings** to open the ShoutWriter Settings dialog.



2 Click the **Browse** button to the right of the Default Template field and select a template:

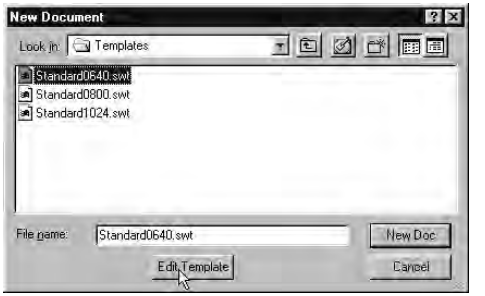
- *Standard0640.swt:* Use this template if your display screen is set at 640 x 480.
- *Standard0800.swt:* Use this template if your display screen is set at 800 x 600.
- *Standard1024.swt:* Use this template if your display screen is set at 1024 x 768.

3 Click **Open** to assign the template as the default, then click **OK** to close the ShoutWriter Settings dialog.

Of course you can create and modify templates on your own, use one of these as your default instead.

To create or modify a template:

1 Choose **File > New** to open the New Document dialog. (Note that this dialog opens only from the menu, not from the **New** *button.*)



2 Select a template and click **Edit Template**. The template will open in ShoutWriter: Make changes to it, then ...

- *To save changes to current template:* Click **Save**.
- *To save as a new template:* Choose **File > Save As**, give the template a new name, then click **Save**. (All ShoutWriter templates must use the *.swt* extension.)

To create a document from a different template: When ShoutWriter is opened from MediaShout to a new blank document, the default template is used. To create a document from a *different* template, you must choose the template from the New Document dialog:

1 Choose **File > New** to open the New Template dialog. (Note that this dialog opens only from the menu, not from the **New** *button.*)

2 Select the template you want to use, then click **New Doc**. A new blank document will open in ShoutWriter, based on this template.

To select a different folder for your templates: When installed, ShoutWriter looks for and saves templates in the *Templates* folder (default location: *Program Files\MediaShout 2\Templates*). You can choose a different folder for your templates.

1 Choose **Edit > Settings** to open the Settings dialog.

2 Click the **Browse** button to the right of the Templates Folder field, select the folder, then click **OK**.

3 Click **OK** again to close the Settings dialog.

END USER LICENSE AGREEMENT

Important! Read this agreement before proceeding with installation!

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Technical Support

Support on the Web
No charge, unlimited access:

www.mediashout.com/support

Support via E-Mail
No charge, unlimited access:

techsupport@mediashout.com

Support on the Phone
No charge for the first year. (Year begins with the first call.) After one year, there is a charge for tech support calls; this charge can be billed to your credit card. Our tech support staff can tell you the costs of calls.

Before calling, please check the Support section of the MediaShout web site to see if your question or problem is answered there. When placing a call, make sure that you're at the computer. You will be asked for the serial number, which can be found on the MediaShout CD case and in the About MediaShout dialog (choose **Help > About MediaShout**).

866 677-4688
Monday through Friday
9 am to 5 pm Eastern

Sales, Site Licenses, Upgrades

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Shortcuts

MediaShout Shortcuts

Alt+F4	Exit
Ctrl+A	Select All
Ctrl+C	Copy
Ctrl+N	New Script
Ctrl+O	Open Script
Ctrl+P	Print Script
Ctrl+S	Save Script
Ctrl+V	Paste
Ctrl+X	Cut
Ctrl+Z	Undelete
Ctrl+Shift+M	Mouse Mode
Ctrl+Shift+O	Overlay Display
Delete	Delete
Enter	Fire Selected Cue
F1	MediaShout Help
F2	Fire Ted Cue
F5	Fire Logo
F6	Fire Black
F7	Fire Color Bars
F8	Stop All
F9	Fire Previous Script Cue
F10	Fire Next Script Cue
F11	Fire Selected Script Cue
F12	Fire Selected Box Cue
Shift+Space	Fire Previous Script Cue
Space	Fire Next Script Cue

ShoutWriter Shortcuts

Alt+-	Insert Em Dash
Alt+;	Insert Opening Quote
Alt+’	Insert Closing Quote
Ctrl+A	Select All
Ctrl+B	Bold
Ctrl+C	Copy
Ctrl+F	Find
Ctrl+H	Replace
Ctrl+I	Italic
Ctrl+M	Paragraph Indent
Ctrl+N	New Document
Ctrl+O	Open Document
Ctrl+P	Print Document
Ctrl+S	Save Document
Ctrl+T	Hanging Indent
Ctrl+V	Paste
Ctrl+X	Cut
Ctrl+Z	Undo
Ctrl+Enter	New Page
Delete	Delete
F7	Check Spelling