



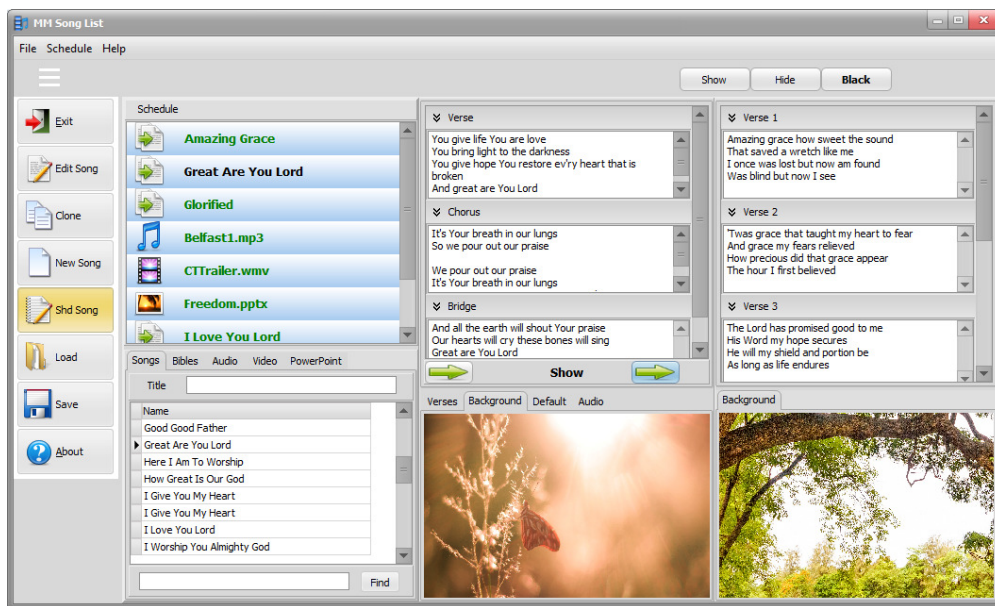
Multi-Media SongList

Welcome to MM Songlist. MM Songlist has been designed as an inexpensive basic multi-media display package for straightforward operation. Many settings are deliberately fixed rather than presenting the user with a multitude of confusing settings. The intent has been to keep it simple while providing good basic functionality.

The program is not intended as an “All the bells and whistles” package of which there are many alternatives available at some expense.

This document is intended as a simple “How to operate” guide rather than a full application manual. Most operations are straightforward and experimenting is encouraged to learn how to use the system.

Basic Operation



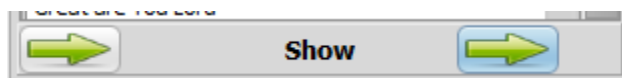
The screen shows a list of media to display in the Schedule, the middle panel shows the song to be presented next and the righthand panel shows the current song displayed. On the bottom of the middle panel and the right hand panel are the background pictures that are to be displayed with the words.

Progression through the Schedule

Normally the first item on the schedule would be selected and moved to the Preview (Middle) panel. Then the item on the middle panel is moved to the Display (Right Hand) panel.

When the Preview item is moved to the Display panel the Preview becomes filled automatically with the next Schedule item.

So—normal operation would involve selection from the Schedule once and then progress by moving from the Preview to the Display panel one item after another.



There are two ways to progress—by double clicking on the item or by using the Arrow buttons on the Preview panel.

Double click on the Schedule item wanted—normally just the first but can be any item wanted—to immediately move it to the Preview. Or select (click on) the item required and press the left hand arrow.

Progress from item to item by either a double click on the Preview panel or by using the Right Hand arrow.

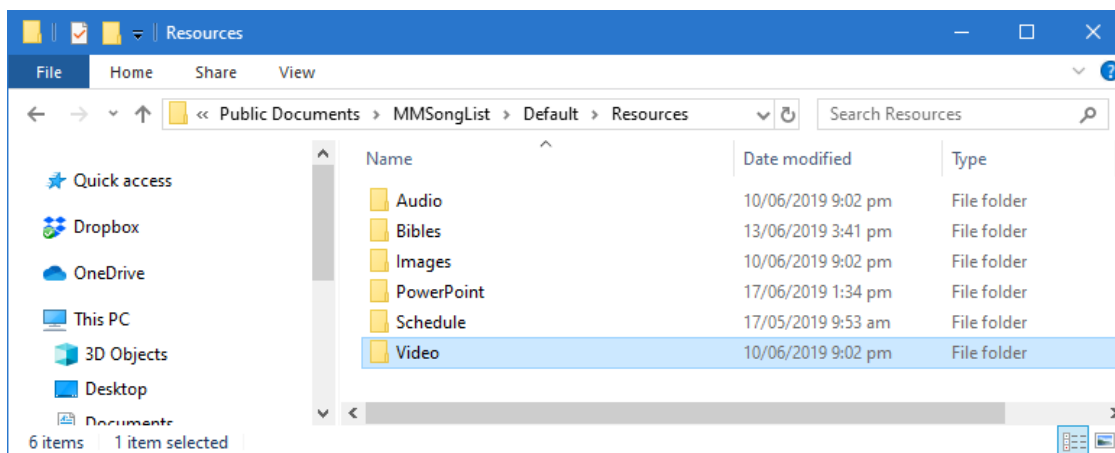
Although there are two ways it is recommended that the arrow buttons will give the easiest operation.

For a Song a single click on the Verse text on the Display panel will result in the words showing on the projector screen.

Loading Resources

The resources available in the Selection Area are located in the “File location of program data” that has been set. By default that will be C:\Users\Public\Documents\MMSongList\Default\Resources.

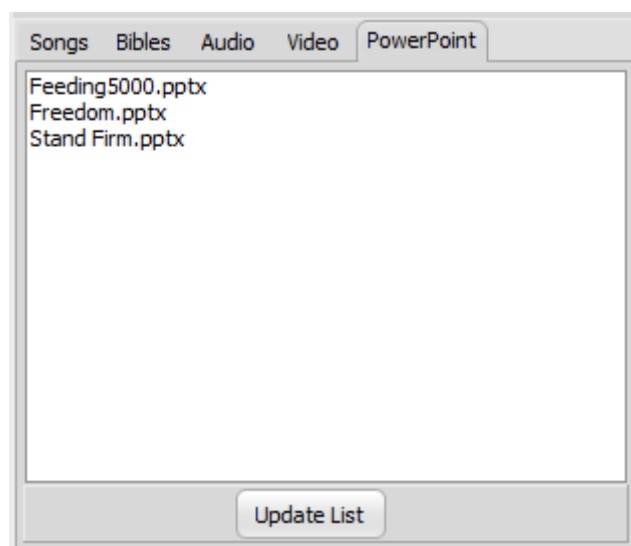
A shortcut should be placed on the desktop for this directory to make it readily accessible.



Simply place any resource required in the appropriate folder on the computer. It will then be available on the corresponding Resource Screen.

The PowerPoint Tab is shown below – it simply lists the contents of the PowerPoint directory.

NOTE: It may be necessary to click the “Update List” button before a newly added resource becomes visible on the list.

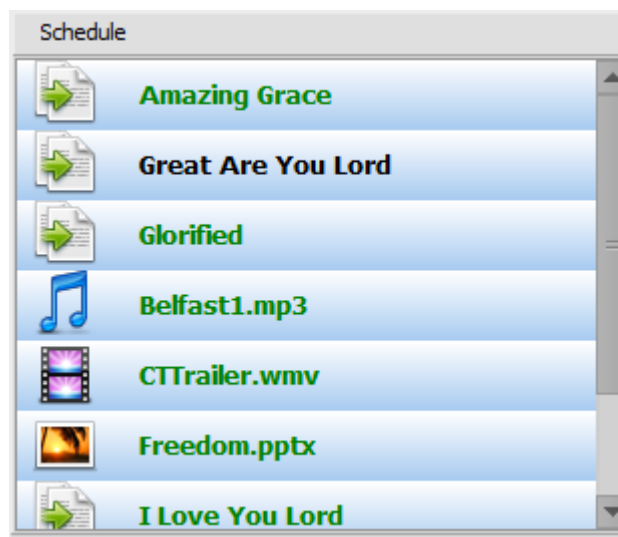


To place any of the PowerPoints above on the Schedule List double click the PowerPoint file name or drag and drop it onto the Schedule.

Getting Resources to the Schedule

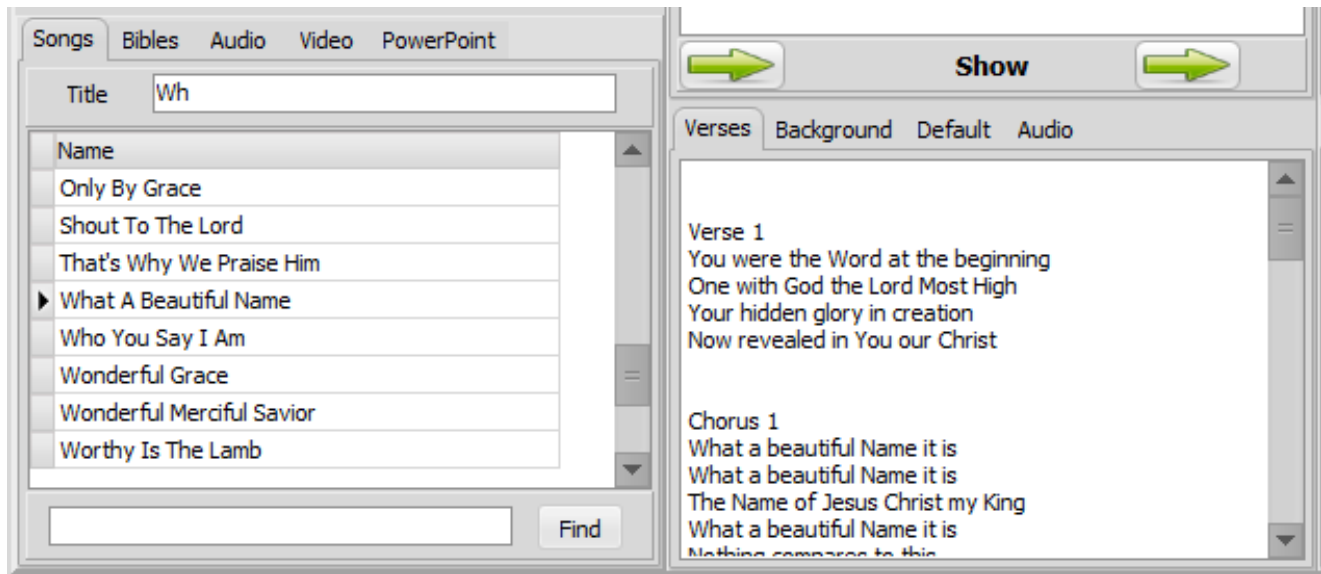


Selection is the same for each of Songs, Audio, Video and PowerPoint. Bibles is a little different. Simply double-click on the resource wanted and it will be added to the schedule or drag and drop items onto the schedule. In the case of the Bibles—double-click on the Bible version required. This will bring up a verse selection screen which can be used to select and format the verses wanted before adding to the schedule.



Additions are added to the end of the schedule but can be reordered on the schedule by simply dragging and dropping to where wanted. To remove an item from the schedule select the item and press the <Delete> key on the computer keyboard.

Find a song



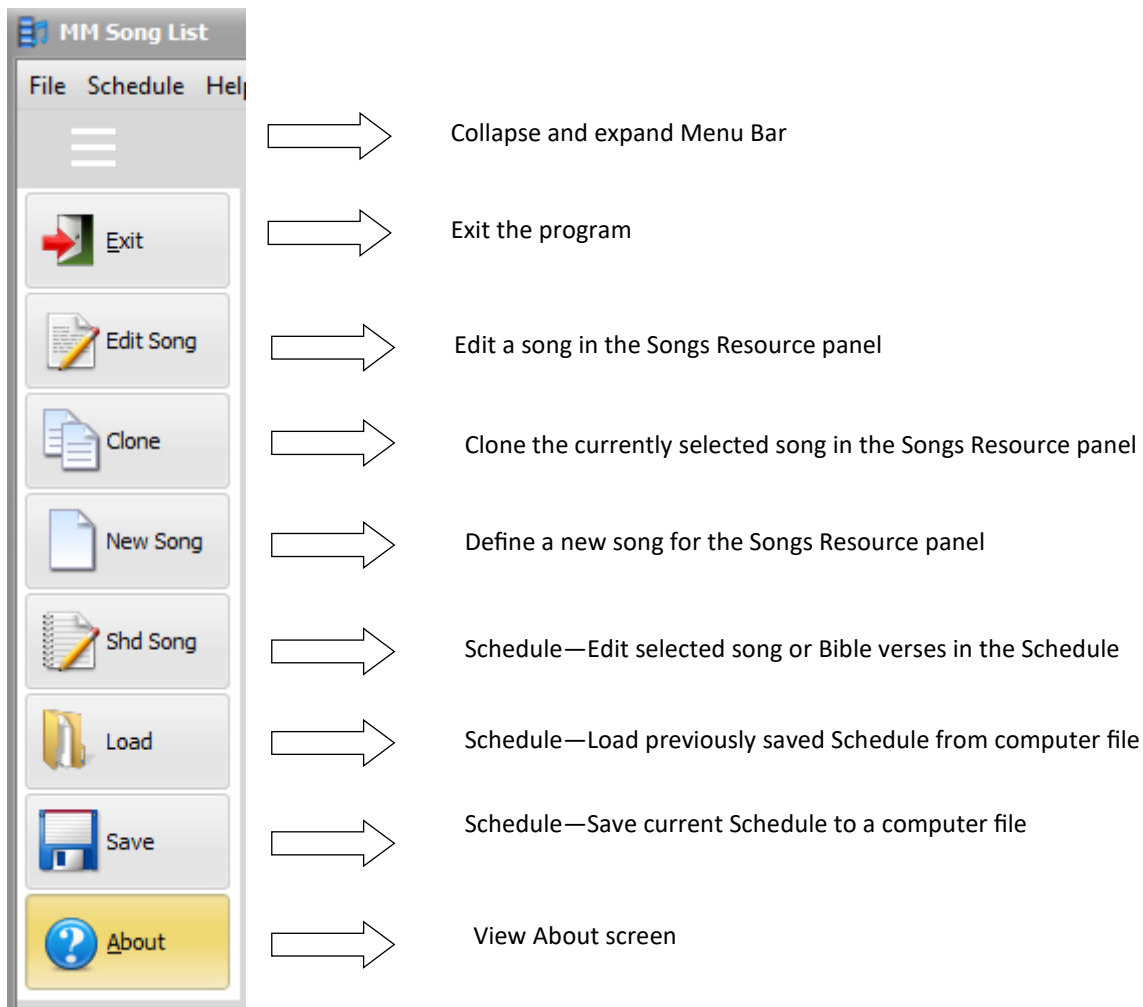
There are three ways of finding a song.

Firstly by simply scrolling down the list—the words are visible on the Verses panel on the left.

Secondly as shown above by typing the title into the Title entry. This will search incrementally so that usually only part of the title is needed.

The third method is using the Find on the lower part of the panel. Any word or part of from the title may be used so the in the example above Beautiful would have located the same song.

Menu Items

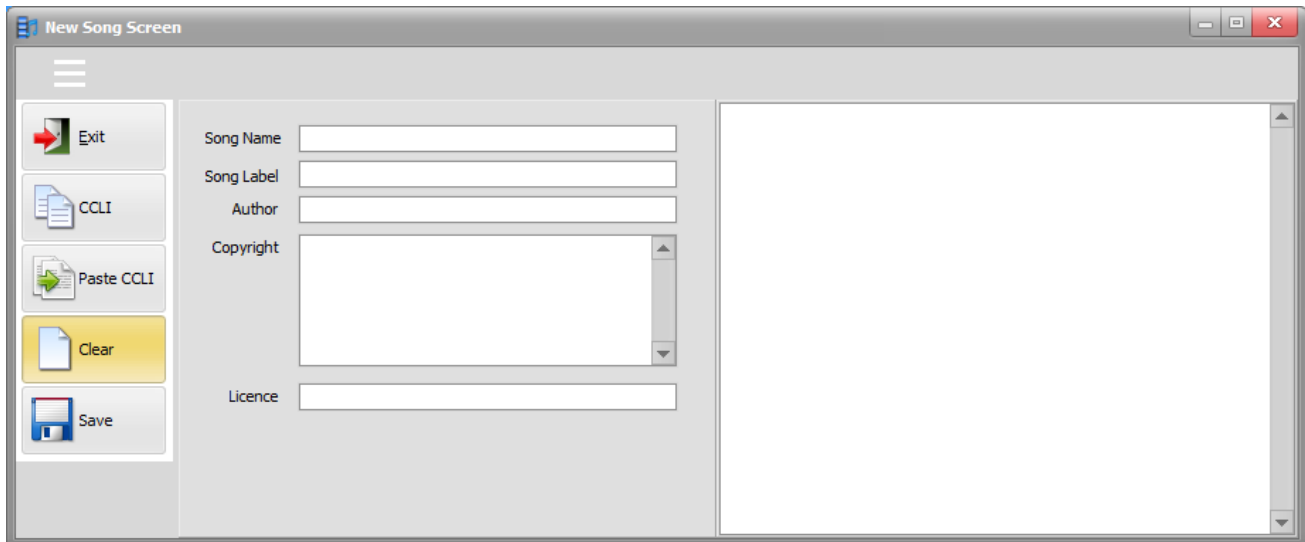


The File Menu at the Top, Left of the screen has the options to Exit the Program, Quick Setup of Copyright display and access to the main program Setup screen.

Add, Clone and Edit Songs

New Song

Select “New Song” from the Left Menu Bar.



Fill in the details—at least Song Name and the song text, Save and Exit.

Or—easier: CCLI

CCLI button will access the CCLI web site directly. Locate the required song there and use the copy button they provide. Select Paste CCLI (on the screen above) to automatically fill the panel entries with the CCLI song copied.

Clone Song

Select “Clone” from the Left Menu Bar. This same screen will show with the details entered from the currently selected song in the Songs Resource panel. Save will result in a new song.

Key Words

Four Key words may be used in the Song or Bible text. They are:

Verse
Chorus
Bridge
Ending

They separate the text into blocks for showing on the screen. Numbers or characters may be added as in the example shown. Blank lines between the text paragraphs may be added but are not necessary.

To obtain a blank screen enter a Song Name, make first line of the text a key word and on the next line of text add a couple of spaces then Save, Exit

Verse 1

Lord I come into Your holy place
Stand in awe of Your cleansing grace
Who am I that You would care for me
I glorify the One who died for me

Chorus

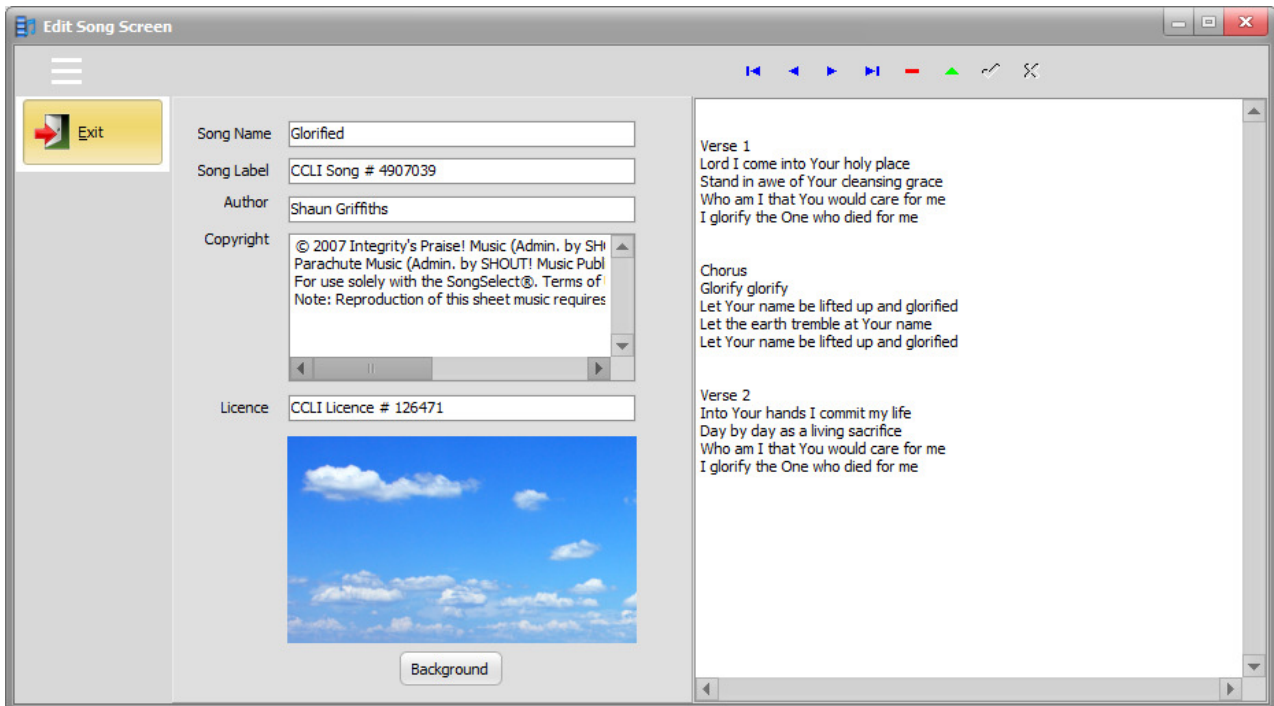
Glorify glorify
Let Your name be lifted up and glorified
Let the earth tremble at Your name
Let Your name be lifted up and glorified

Verse 2

Into Your hands I commit my life
Day by day as a living sacrifice
Who am I that You would care for me
I glorify the One who died for me

Edit Songs

Select the Song to be edited on the Songs Resource list and click “Edit Song” on the Left Menu Bar.



This screen enables direct editing of the Songs Database. Great care is needed with the Navigator Bar shown above. Editing and Deleting are enabled. The navigator bar shown above is the state it will be in when the screen is first entered. The arrow keys may be used to scroll through the songs.

Delete a song

Use the Minus key to delete a song from the schedule.

Edit a song



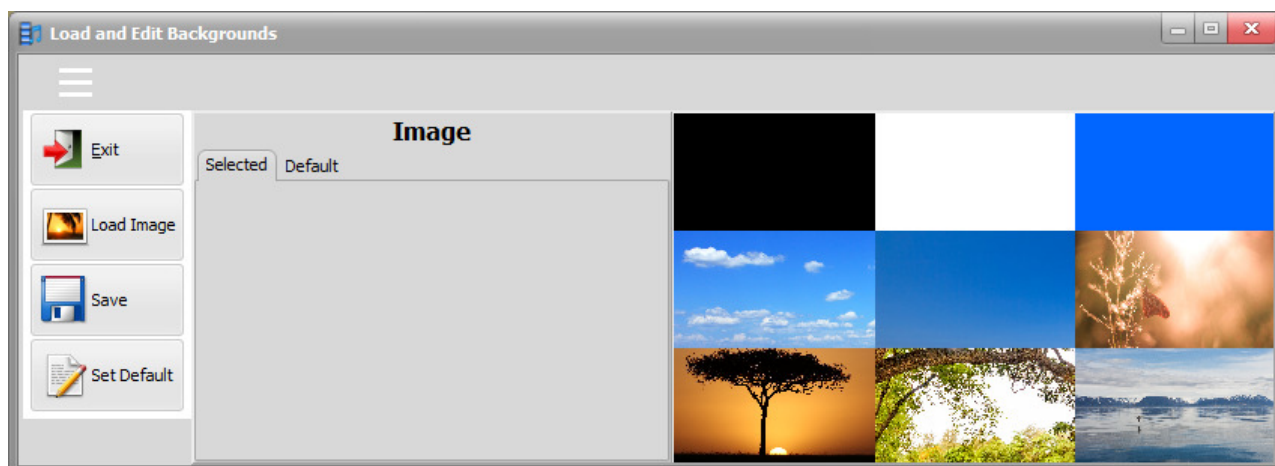
The navigator bar shown above is the state it will be in when a change has been made. Click the Tick to save changes, the Cross to cancel changes. The Editing mode is entered automatically when a change is made or when the green up arrow is pressed on the navigator bar.

Background

This is the place to attach a background to the song if the same background is wanted whenever the song is used. Backgrounds can be added to songs in the schedule so are not vital here. If a song is displayed that has no background attached then the Default background is used. The Default background can be observed from the Default Tab in the middle lower part of the program main screen.

The screen shown on the next page will show for background editing.

Add Background



This screen is displayed from several places where background editing is required.

The Default Tab displays the current program Default background and the selected Tab, shown blank here is filled when an image is selected.

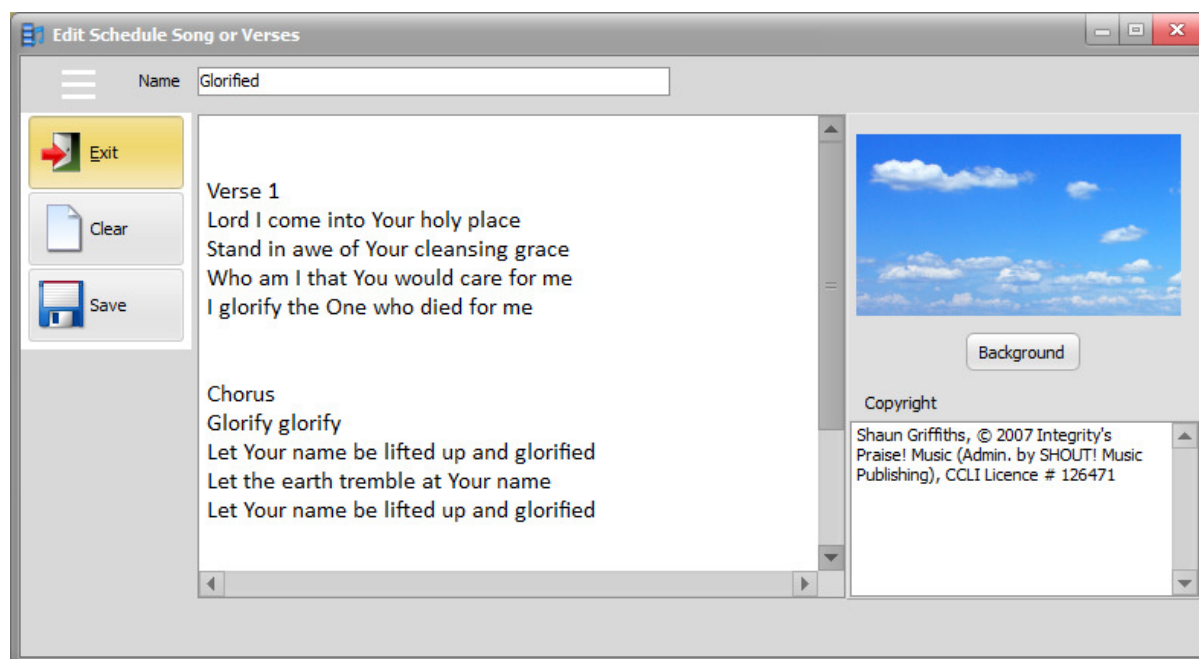
A click on one of the default images on the right will select that image or images may be loaded from a file.

To load an image from a file select "Load Image" from the left menu bar. Images may be loaded from anywhere on the computer but it is recommended that images wanted are placed in the Resources/Images folder. This ensures the image is available in the future—especially if the program is transferred or copied to another computer.

"Save" will attach the selected image.

"Set Default" will set the program default image to the selected image.

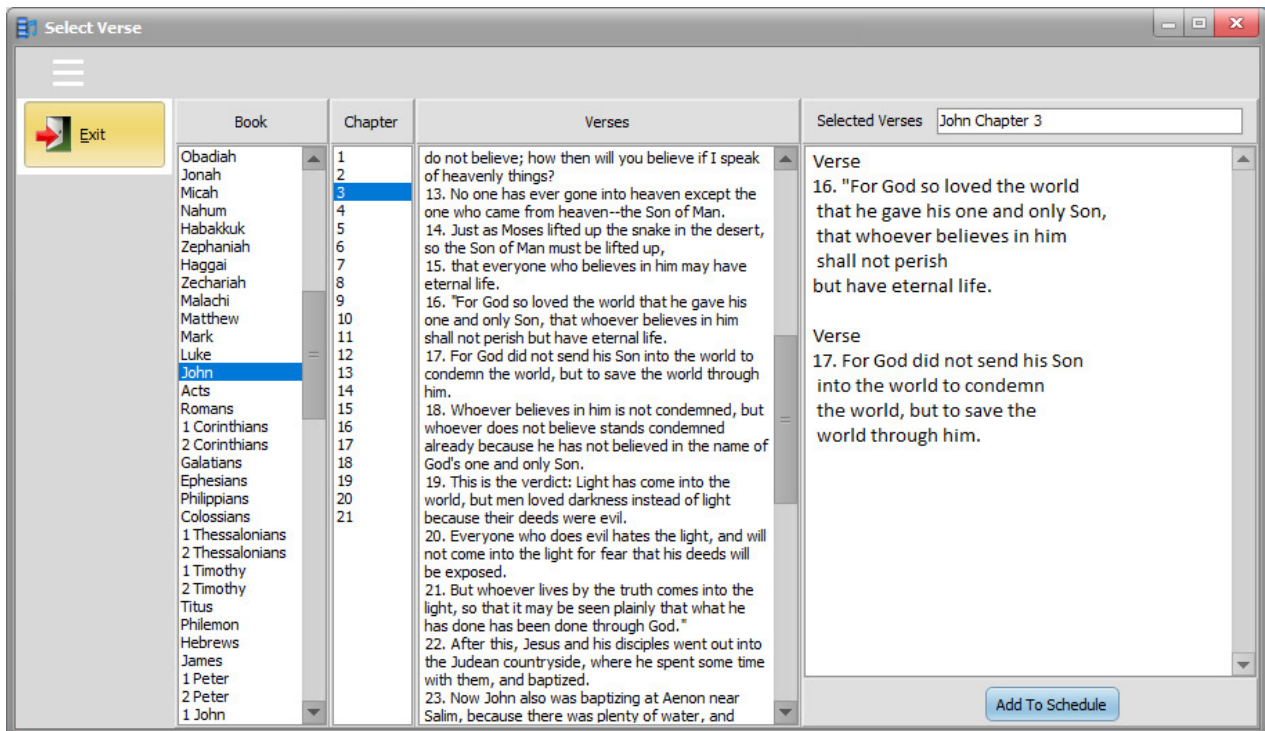
Edit Schedule Song or Bible Verse



Select "Shd Song" from the main screen left panel. Changes may be made to the Schedule Song or Schedule Bible verses here. Text may be formatted and a background changed or added.

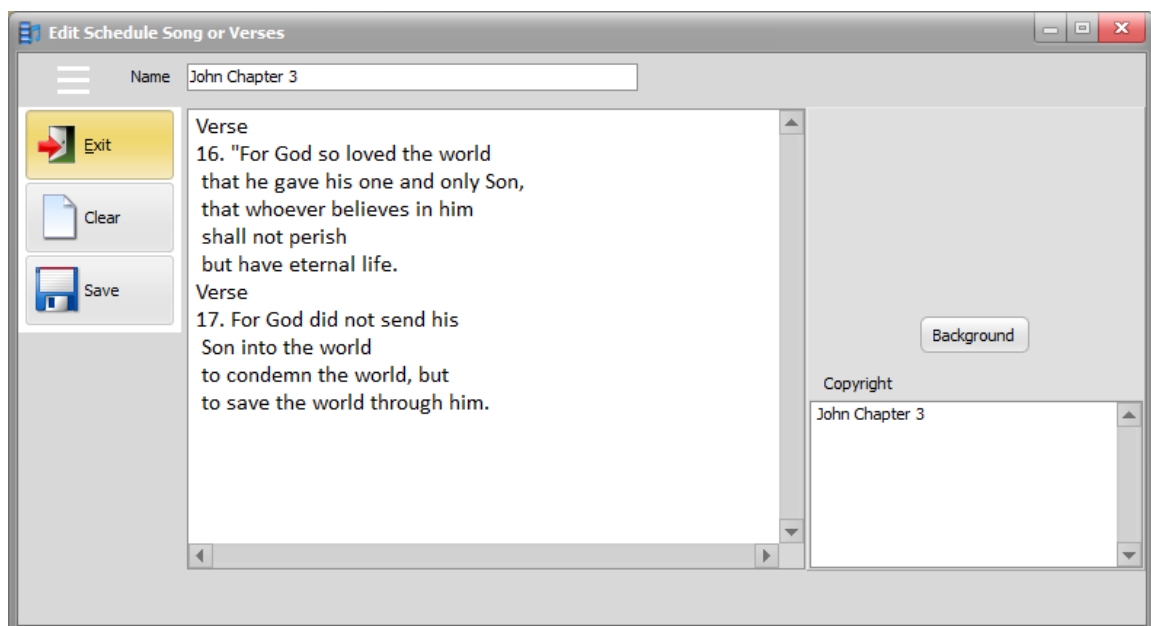
Add Bible Verses

On the Resources panel select the Bibles Tab. Double Click on the Bible version required to access the following screen.



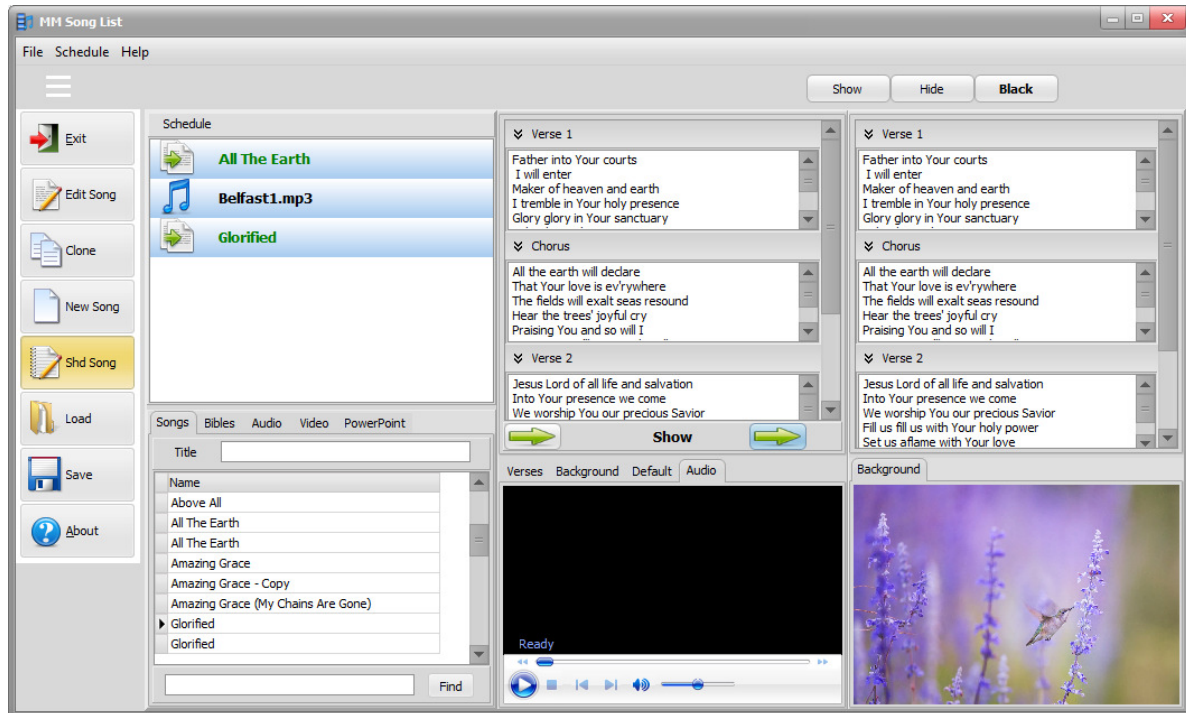
Select the Book Required and the Chapter. The verses will show on the middle panel. Copy the required verses and paste them into the right panel. Some formatting will be required as shown so that the verses show properly on the display screen. Note that a line with the word "Verse" has been added to enable display. Press "Add to Schedule" to add the verses to the Schedule. A number of different sets of verses may be added to the schedule from this screen.

Edit Bible Verses



Select the Bible reference required from the Schedule panel (click on it) and then Select "Shd Song" from the main screen left panel. The verses may be edited and backgrounds added in a similar way to editing Schedule songs.

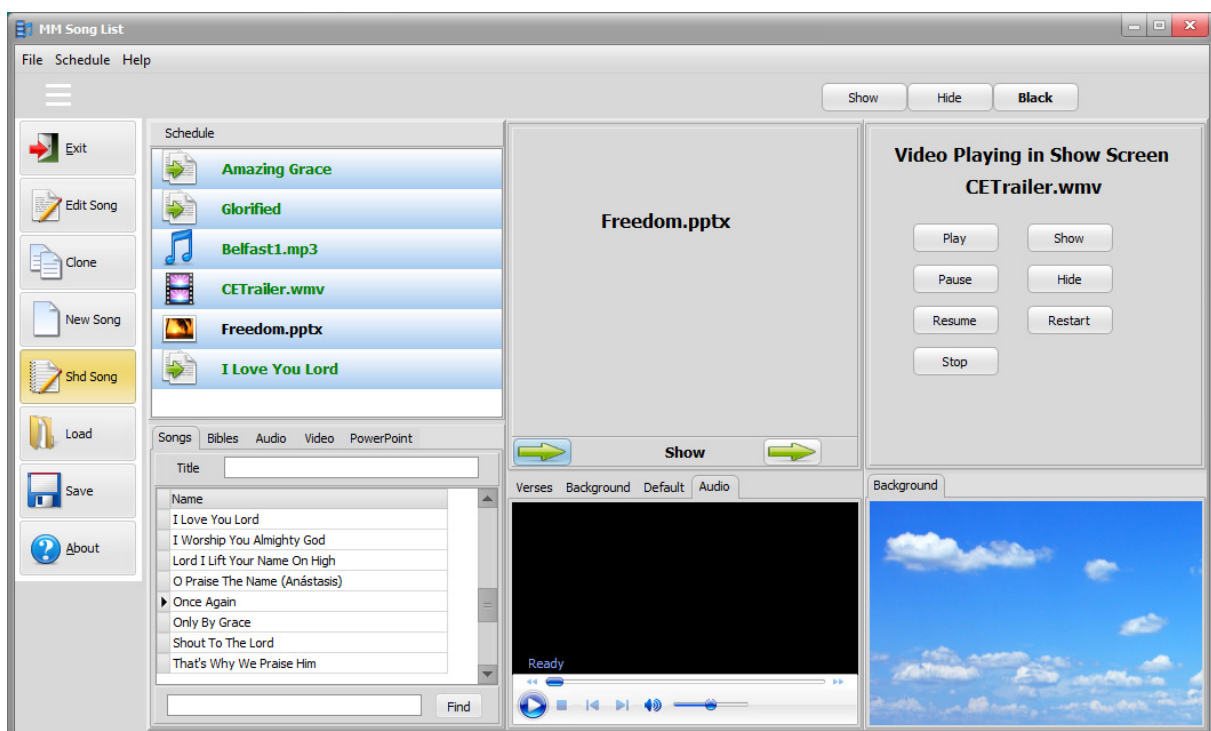
Audio



The Audio file on the Schedule behaves a little differently to every other type of schedule item.

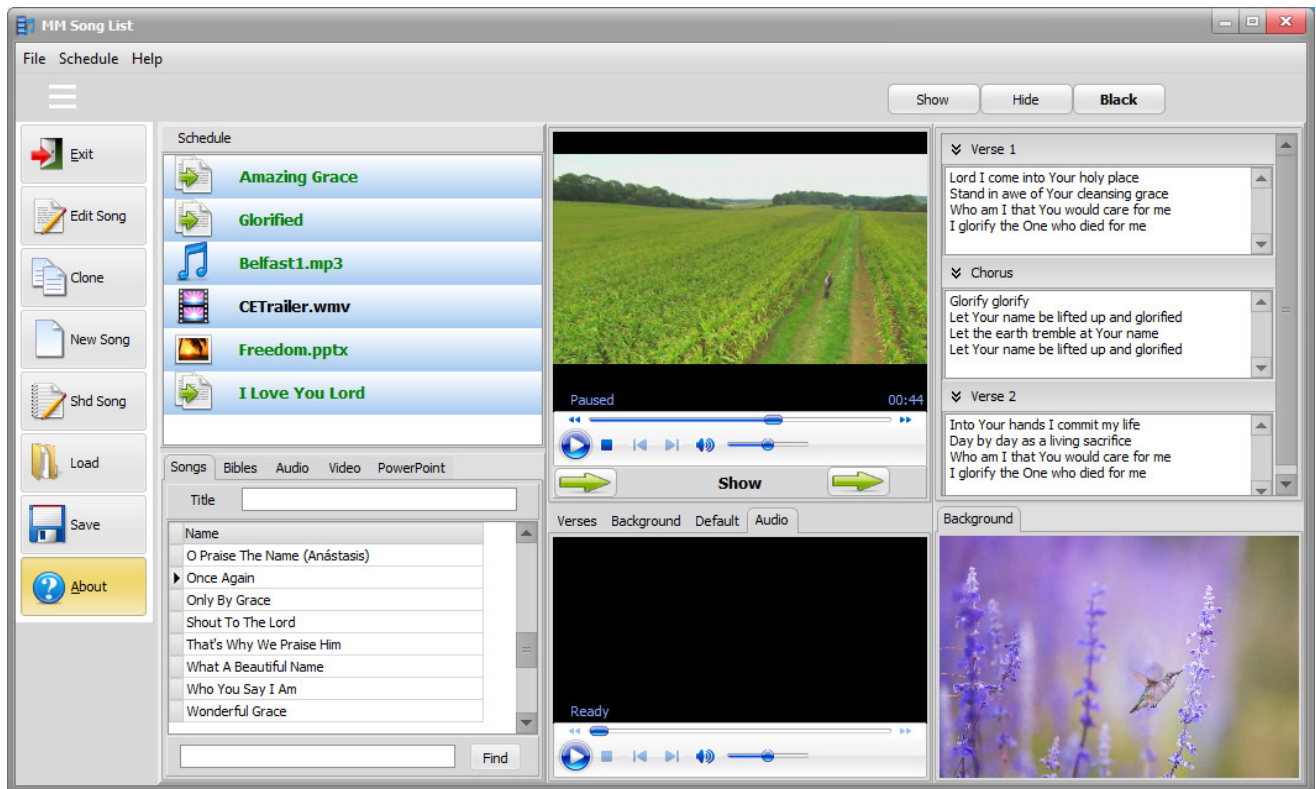
In the screen displayed above “All the Earth” was selected and then moved to the Preview Panel (Left green arrow on the middle panel). The Right green arrow on the middle panel has been clicked to move the Preview to the Display view on the right panel. The middle panel should now be showing the next schedule item but because it is an audio file it has been displayed on the lower middle panel. This is so the audio file may be started or stopped at any time and not a time restricted by progression through the schedule. Use the lower middle panel Media Player to control the audio file.

In this case the Right green arrow on the middle panel will need to be clicked again to cue the next Schedule item. In this case “Glorified”.



The screen above shows the result of an audio file followed by a Video followed by a PowerPoint. Audio is available from the lower middle Media Player, A video may be shown from the right hand panel buttons and the PowerPoint is in the Preview (Middle) panel ready to be displayed next.

Video

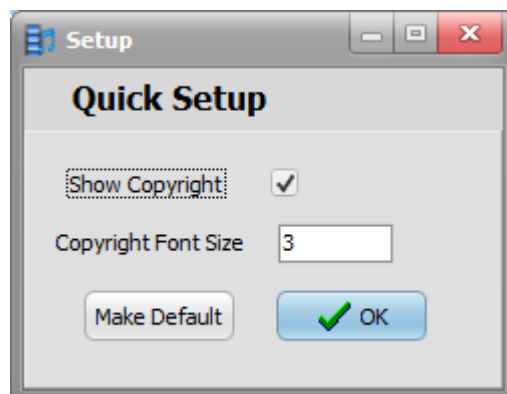


The screen above shows a video on the Preview Panel—the upper Media Player. This Media Player may be used to cue the video to a desired start position so that when it is moved (Right hand green arrow) to the Display panel and started - it starts from the cued position.

Setup

There are two Setup screens both available from the File Menu on the Main Screen Top Left Menu.

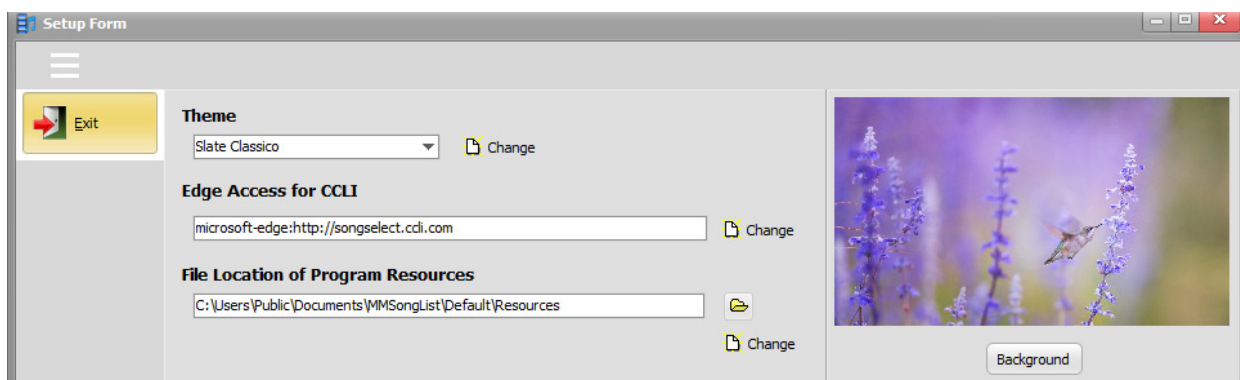
Quick Set



The option to show copyright information on the display screen is able to be changed here. Also the size of the text can be set. The setting is as a percentage of the screen height. In this case 3% of the screen height has been entered.

To make these settings the program default then click on the "Make Default" button otherwise if changes are just for the current session choose "OK".

Setup



USE EXTREME CAUTION WITH THIS—changes here affect the whole program and can cause a real mess

One of the changes that may be desired is to the visual program theme. For the purpose of this manual "Slate Classico" was used (Better for printing). "Auric" is a dark theme that looks good but themes may be changed for user preference. Choose a theme from the Theme dropdown—the appearance will change immediately for the current session but if the new theme is wanted as the default click the "Change" button.

The default background for the application may be changed here by selecting the "Background" button. The "Add Background" screen will show for selection of a new background which will be saved and applied when the "Add Background" screen is closed.

Edge Access for CCLI is the reference needed to start Microsoft Edge with the CCLI web site. If a change is made then it may be saved by clicking on the "Change" button alongside.
The default is: microsoft-edge:http://songselect.ccli.com

File Location of Program Resources is the location of the Resource subdirectories like Audio, Bibles, Images, PowerPoint... that contain the resource files. The folder button may help in locating the directory and the "Change" button under that will save any changes.
The default is: C:\Users\Public\Documents\MMSongList\Default\Resources

