INTRODUCING THE ALL NEW

MEDIASHOUT® 6
POWERFUL PRESENTATION SOFTWARE

User Guide

Version 6.0.28

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GETTING STARTED

Installation and Setup

Quick Start Guide

Use this guide to get started with your software.

Installation and activation

Automated activation of MediaShout 6 requires direct access to the internet.

If you are upgrading from MediaShout 5.x, you will be prompted for your license code during activation. The code can be found in MediaShout 5.x under Tools > License Manager.

*Note: Once your version 5.x license code is used to activate the MediaShout 6 upgrade, the license code will be marked as inactive and cannot be used to install MediaShout 5.x on any other computers. However, all previously activated copies of version 5.x using that license code will continue to work normally.*

Upgrading additional activations and site licenses

Each standard purchase of a MediaShout 6 license code allows for activation on up to three computers unless you purchase (or have previously purchased with another version) additional activations or a site license.

If you are upgrading from MediaShout 5.x and purchased additional activations or a site license, the license(s) will automatically transfer to MediaShout 6.

If you are coming directly from MediaShout 4.x (or older) and had additional activations or a site license, please contact us at support@mediashout.com with the old license code and we will apply the additional activations or site license to MediaShout 6.

See the section on License Manager for license deactivation and troubleshooting information.
Setting up the displays

MediaShout works in Single Screen (Overlay Mode), Dual Screen, and Triple Screen modes. To fully utilize Dual and Triple screen modes, your computer needs two or three discrete video outputs, respectively. You can use either a single dedicated video card with multiple outputs (recommended), multiple dedicated video cards with outputs, or a USB video adapter to supplement a missing output from a video card.

See the help topic, Display Settings for detailed setup instructions.

The Stage Display requires an extra display adapter provided by an additional internal video card or external USB graphics adapter. More information about this feature and how to buy the necessary hardware can be found at www.mediashout.com

Training

Visit www.mediashout.com/training for information about free and paid training options for MediaShout 6.

Free media

Follow us on Facebook and Twitter to find out when free media becomes available and other important announcements about MediaShout.

Support

Online support community: http://support.mediashout.com/
Email support: support@mediashout.com
Telephone support: 866.857.1292

Installing MediaShout

Before installing MediaShout 6, make sure your system meets the following minimum requirements:
Operating System | Windows 7 or later (Windows 7 Pro or Windows 10 recommended)
---|---
Display | Primary display: 1024x768 or higher
Video | Dual-head video card with 1GB dedicated video RAM (2 GB Nvidia GTX series or 2 GB AMD R7/R9 Series recommended)
Processor | Dual core processor running at 2.5GHz or higher (3.0 GHz i5 or i7 Processor or faster recommended)
Memory (RAM) | 4GB RAM (8GB recommended)

**Installing MediaShout 6**

To start the MediaShout 6 installation, follow these steps:

1. If you downloaded the installation file, locate the file, then click the setup file icon.
   - Or -
   Insert the DVD. The installation will begin automatically.

2. At the Welcome screen, click Next to continue the installation.

3. Read and accept the terms of the license agreement to proceed with installation. Click Next.
   Note: Click Print to print a copy of the license agreement before proceeding with the installation.
   Note: If you do not accept the terms of the license agreement, the installation will stop.

4. (Optional) Change the installation location. Click Next.

5. Click Install. The program files are installed on your computer.

6. (Optional) Install additional components. (See additional information in the Installing additional components section below.)

7. To complete the installation, click Finish.

See License Manager for instructions on how to activate your software.
Installing additional components

Certain software components are recommended for full functionality of MediaShout 6. These components can be downloaded from the web for free and will be updated in the installer as newer versions become available. These components may include:

- PowerPoint™ Viewer
- QuickTime™
- K-Lite Codec Pack

Setting up my Computer

Each computer and video system setup is unique but there are some basic tasks you can do to get MediaShout set up and working properly on any system.

Recommended Windows settings

For best results, make the following changes to the Windows system settings in Control Panel:

- Power Settings: set your computer to never sleep, never hibernate, and to never turn off displays or hard drives.
- Sound Settings: turn off system sounds.
- Display Settings: disable the screen saver.

Connect to video displays

To connect your computer to the additional video displays, follow these steps:

1. Connect the computer to your video system.
2. Press WINDOWS key + P.
3. Click Extend. The background image should now display on both your computer monitor and your video system.

**Configure MediaShout settings**

After tweaking your power and display settings and connecting to additional displays, configure MediaShout to work with your video system:

1. Open MediaShout 6.

2. Click the Settings tab on the ribbon. In the Display group, select 1 Display.

3. Click General Settings then click the Displays tab. Take note of the screen resolution for the Main Display and the Stage Display, if applicable.

4. Click the Cue Setup tab. Set the correct resolution from Step 3 for each display.

5. Change the Aspect Ratio to Resize the Cues for all displays.

6. Click OK.

7. Click the Settings tab on the ribbon. In the Display group, select 2 Displays for Dual Screen Mode, or select 3 Displays for Triple Screen Mode if you are using a stage monitor.

Your system is now ready to display your scripts.

If you need additional help configuring MediaShout, contact the technical support team at support@mediashout.com.

**Updating MediaShout**

MediaShout notifies you when an update is available via the pop-up window that loads at start up.

To install an update, follow these steps:

1. Download the new update. Save it to a location where you can easily find the file, like the desktop or My Documents.

2. Double-click the installation file then follow the on-screen prompts.
3. Restart MediaShout.

It is a good idea to check for updates regularly so you always have the latest bug fixes and security patches. You can always find the latest updates at http://support.mediashout.com, on Facebook and Twitter, or subscribe to the MediaShout newsletter to receive software update announcements.

License Manager

The License Manager allows MediaShout 6 to be activated on your computer. You are allowed to activate MediaShout on up to three (3) computers at a time. You can activate the software on additional computers by purchasing a site license or by deactivating the license for one of the other installations.

If your copy of MediaShout is unlicensed, the License Manager appears every time you open the program. You can also access License Manager at any time by clicking the Info button located at the top right corner of the Control Screen.

Evaluating MediaShout 6

You may evaluate MediaShout 6 for 30 days before activating a license.

To use the MediaShout 6 evaluation version, open MediaShout then click Start Trial. Fill out the Trial Sign Up form completely, click Start Trial and then click OK.

While you are in the free trial period, License Manager will appear each time you open the program. The number of days left in the evaluation period are clearly displayed. Click Continue to open MediaShout without activating a license.

Access to Bible translations is limited in the evaluation version. To access additional versions, you must purchase and activate a license code.

Activating a license

To activate MediaShout, you need the license code that was issued when you purchased the software. The license code is listed in the email that was sent at time of purchase and in your MediaShout online account. If you purchased the disk or a complete computer system, the license code is on the MediaShout disk.

You can either activate your software online (recommended) or offline if the computer is not connected to the internet.

To activate, open License Manager:
1. Open MediaShout.

2. Click Activate MediaShout 6 then follow one of the activation methods below:

**Online Activation**

Online activation is the fastest and easiest way to activate your copy of MediaShout. All you need is the 18-digit license code you received when you bought your software.

1. In the Online Activation screen, type or copy and paste your license code into the box.
2. Wait for the code to validate then click Next.
3. Fill out the registration form completely then click Activate.
4. Click OK to exit License Manager. MediaShout 6 will open.

**Offline Activation**

If the computer is not connected to the internet, you can still activate MediaShout by following the steps below. Note: Offline activation is not available if your computer is connected to the internet.

1. In the Online Activation screen, click Offline Activation.
2. Follow the steps to copy the activation key to a Text Document.
3. Take the activation key to another computer connected to the internet and go to the webpage listed and it will generate an unlock key. Place that key back into the original computer to unlock it.

**Upgrading Licenses**

If you are upgrading from MediaShout 5.x, License Manager verifies that you are eligible for this upgrade by checking for a Version 5.x license code. If it cannot find one, you will be prompted to enter it manually. You can find the Version 5.x license code on the label inside your disk case, online in your MediaShout user account, or in the email you received when you ordered MediaShout 5. The license code (license number) can also be found in MediaShout 5.x under Tools > License Manager.

Important: This verification occurs after product activation, so even if you have successfully activated the installation, the program will not run if it was activated with an upgrade license code but without a Version 5 license code.

If you are upgrading from MediaShout 5.x and purchased a site license, the license will automatically transfer to MediaShout 6.
Deactivating a license

You can deactivate a license on any computer that has an active internet connection. You cannot use MediaShout 6 on a computer after the license has been deactivated. You must either purchase an additional license or reactivate the original license.

Do the following to deactivate a license:

1. Click the Info button located at the top right corner of the Control Screen.
2. In the About MediaShout window, click Deactivate.
3. Click Yes. The program will deactivate and close.

After deactivation, you can either uninstall MediaShout or leave it installed so you can reactivate it at a later time.

Troubleshooting

License Code does not work

- Verify you are entering the license code for MediaShout 6, not a previous version.
- Make sure you entered the code correctly; copy and paste the code for best results. Do not add extra spaces.

If you are still unable to activate your software, contact support@mediashout.com.

Cannot deactivate a license

If you are unable to deactivate a license for any reason (e.g. crashed computer, no internet connection), contact support@mediashout.com.
The control screen is the main hub in MediaShout. This is where you find the tools you need to create presentations.

The control screen is seen only by the operator. Controls on this screen determine what appears on the main display screen (the one the audience sees) and the optional stage display screen (the one seen by people on the stage).

The layout on the control screen is called the workspace. The workspace can be customized to suit your work style using options located on the Settings tab.

Within the workspace are the ribbon, Script Area (called the Script pane in previous versions), Inline Editor, Pages Area, Firebox, and Viewers. The ribbon, Inline Editor, and Pages Area are new features in MediaShout 6.

### Script Area

The Script Area is the large section located in the left-hand side of the Control Screen. Use the Script Area to create, edit, preview, and play scripts, which are presentations made up of one or more cues.

In MediaShout 6, scripts appear as tabs in the Script Area. Multiple scripts can be open at the same time. To switch to a different script, click its tab. Drag and drop to reorder tabs.

### Viewing scripts

Scripts in the Script Area can appear in full, notes, or sort view:

- **Full**: In full view, the thumbnail and note for each cue is visible. To see the script in full view, click the Full button at the bottom of the Script Area.
- **Notes**: In notes view, the note for each cue is visible, but there is no thumbnail. To see the script in notes view, click the Notes button at the bottom of the Script Area.
- **Sort**: Sort view is new in MediaShout 6 and is comparable to the Slide Sorter view in Microsoft® PowerPoint. To open cues in sort view, click the Sort button at the bottom of the Script Area. **NOTE**: You can not play cues from the Sort View, only rearrange them in the script.
You can collapse cues where only the title bar for each cue is visible. This can make it easier to work with large scripts. To switch to compact view, on the Settings tab in the Control Screen group, select Script Compact View to toggle it on. Clear Script Compact View to toggle it off.

To view individual pages of a multiple-page cue, click the cue. The pages show in the Pages Area in the center of the Control Screen below the Inline Editor.

By default, the script scrolls automatically so the current cue playing to the audience is visible in the Script Area. But in some cases you may want to disable auto-scroll. On the ribbon, click the Settings tab then clear Auto-Scroll to disable it. For additional scrolling options, see Script Settings.

**Inline Editor**

In MediaShout 6, the Cue Editor has been replaced by the Inline Editor, which is located in the middle of the Control Screen.

When a cue is selected in the Script Area, the first page appears in the Inline Editor. To edit a different page in that cue, select it in the Pages Area and it will display in the Inline Editor.

**Tips**

- To edit the Stage screen, click Edit Stage located just below the Inline Editor.
  - While in Edit Stage view, you can click any cue to edit its stage view.
  - On the Home tab in the Stage Options group, select Mirror Main to set stage to mirror what is playing on the main screen. To change the default setting, on the Settings tab in the Control Screen group, select Stage Mirrors Main by default.
  - Click Edit Main to exit Edit Stage mode.
- To fire the page displayed in the Inline Editor, click the Play button just below the Inline Editor
- Information about the selected cue is displayed at the bottom of the Inline Editor (such as the cue number, cue title, and in the case of lyrics, the verse number or chorus).
- Use tools located on the Home tab to format text and other objects.

How to use the Inline Editor to create and format cues is covered in-depth in the Inline Editor topics.
Pages Area

The Pages Area is new in MediaShout 6. It allows you to see all pages in the selected cue. It is located in the center of the Control Screen below the Inline Editor. Click a cue in the Script Area to launch it in the Pages Area.

You can collapse pages so only the title bar for each page is visible. This can make it easier to work with large cues. To switch to compact view, on the Settings tab in the Control Screen group, select Page Area Compact View to toggle it on. Clear Page Area Compact View to toggle it off.

Editing Page Options

To launch the Page Options dialog, click the arrow in the page title bar. The dialog box contains controls for timings, skipping the page, and notes. You can create and edit notes for the page by clicking Custom then writing notes in the box that appears.

If you prefer to edit Page Options in a separate window, on the Home tab, click Page and Cue Options. The pop-up window has all of those same controls as the dialog box launched from the Pages Area. You can edit all pages in the selected cue using the Page and Cue Options pop-up window by selecting the page thumbnails on the left-hand side of the window. If you can't see the thumbnails, drag the left border to resize the thumbnail pane.

Other page options are available in a drop-down menu. Highlight the page in the Pages Area, then right-click. Available options are Fire, Insert (Image, Video, Audio), Skip or Unskip, Add Page (Blank, Stanza), Cut/Copy/Paste, Delete, or Select All.

Adding and Deleting Pages

To add a new page to the cue, in the Pages Area, click Add Page. A new page is inserted immediately after the highlighted page.

To delete a page, highlight the page, right-click, then select Delete.

Note: You cannot add or delete pages or edit the page order in the middle of a stanza. For instance, Verses 1a, 1b, and 1c all stay grouped together whether you add, delete, or move any of the pages.

Editing the Page Order

It's easy to change the page order in MediaShout 6. In the Pages Area, drag and drop the page thumbnail to a new location. (Lyrics are a special circumstance as noted above in Adding and Deleting Pages.)
Firebox

The Firebox provides controls to instantly replace the current cue with a logo or other cue, immediately stop all playback, and control media playback. In the default workspace, the Firebox is located on the top right side of the Control Screen.

It contains three sections, Quick Cues, a panic button, and media controls.

Firebox Quick Cues

To play the cue assigned to the Logo, Black, or Inherit Background button, click the corresponding button. The Inherit Background Quick Cue inherits the background of the last cue fired removing all Main Object and other Objects except the background.

To edit the cue assigned to the Logo, Black, or Inherit Background buttons, follow these steps:

1. In the Quick Cues section, right click the cue you want to edit.
2. Click Edit Cue.
3. Edit the cue in the Inline Editor.
4. (Optional) To edit the cue for Stage view, click Edit Stage.
5. When finished editing, click Go to Script. To cancel editing without saving changes, click Cancel Edit.

Stopping playback

The Firebox contains a panic button for stopping playback. To immediately stop all media playback and display a black screen to the audience, click Stop All or press F8.

Media Controls

The Firebox contains controls for audio and video playback: pause, stop, volume, and time tracking. The name of the media file playing is displayed above the controls. If you are playing a cue with multiple media files, you can view the time code of a different file by clicking the current file name then selecting another file from the list.
**Viewers**

Viewers are virtual monitors that reside on the control screen. Viewers are located on the right side of the control screen below the Firebox or they can float in their own window.

**Changing the viewer layout**

The standard workspace contains two viewers but that can be changed.

To change the viewer area layout, do the following:

1. Click the Settings tab.

2. In the Viewers group, under Main Viewers, select Single, Dual, or Quad.

**Adding a floating viewer**

To add a floating viewer, click the Settings tab then click Floating Viewers.

To close a floating viewer, click the Close button on the viewer title bar, or on the ribbon, click Floating Viewers again to toggle it off.

See Viewers Settings for more information about floating viewers.

Tip: Use Floating Viewers when a fourth screen is attached to your system and you want a single screen dedicated to viewers.

**Changing the viewer source**

You can change the source assigned to a viewer in the viewer properties by following these steps:

1. Click the Settings tab.

2. In the Viewer group, select a source for each viewer.

Viewer labels and other properties can be changed in Viewers Settings.
Ribbon (Basics)

Ribbon Overview

In MediaShout 6, the menus and toolbar have been replaced with the ribbon. If you aren't familiar with using a ribbon, for instance from using Microsoft Office products, this topic outlines how to use the ribbon and how to find your favorite tools and functions.

Understanding the Ribbon Layout

The ribbon is arranged using tabs, each containing similar tools represented by labeled icons. On each tab, the icons are arranged into named groups. Clicking an icon on the ribbon opens a pop-up window (for instance, the Insert Text window) or performs a function (such as saving the script).

The ribbon in MediaShout 6 contains the following tabs (click the link for detailed instructions):

1. **File** - The File tab is similar to a File menu. It contains links for opening, saving, printing, packing your scripts, and more.

2. **Home** - The Home tab contains the most-used functions in MediaShout, opening, saving, inserting cues, and locking scripts.

3. **Templates** - The tools on this tab allow you to quickly apply templates to cues or change template settings.

4. **Settings** - This tab is where you find the link to the General Settings area as well as tools for setting up displays, playback, viewers, the control screen, and workspaces. Some of the options set in the General Settings area can also be changed using tools on the Settings tab.

5. **Advanced** - Find advanced controls here, such as Twitter settings, Cloud sync, setting up audio playlists and announcement loops, Key cues, the Mask editor, volunteer mode, advanced visual modes, and new in MediaShout 6, Lyric reporting for sending usage reports to CCLI.

Using the Quick Access Toolbar

The Quick Access Toolbar contains controls for Undo and Redo, location of the toolbar, and hiding the ribbon. It is located above the ribbon by default. To show it below the ribbon, click Customize Quick Access Toolbar (the down arrow) then click Show Below the Ribbon.

In MediaShout 6, this toolbar is not customizable.
Hiding the Ribbon

If you are working on a small screen, such as a laptop, you can hide the ribbon to make extra room for the Control Screen.

On the Quick Access Toolbar, click Customize Quick Access Toolbar then click Minimize the Ribbon. Temporarily expand the ribbon by clicking a tab.

To restore the ribbon to full view, click Customize Quick Access Toolbar then click Restore the Ribbon.

The Info Button

To access information about MediaShout, click the Info button, located at the top right corner of the Control Screen. The About MediaShout dialog box lists version, registration, and licensing information and the MediaShout support phone number. See License Manager for more information about licensing and registering your software.

File Tab

The File tab on the ribbon replaces the File menu in previous versions of MediaShout. It contains the following options:

- **Save (Ctrl+S)** – Saves the existing script in its current location.
- **Save As** – Saves the script, but allows you to change the filename or location before saving to avoid overwriting an existing script.
- **Open (Ctrl+O)** – Opens a dialog box to browse and select an existing script.
- **New (Ctrl+N)** – Creates a new script tab in the Script Area.
- **Repaginate** – Corrects sizing issues for cues that were created at a different screen resolution. Note: Because it resizes text, repaginating may change the number of pages contained in each cue.
- **Pack** – Creates a copy of the script and all media in a single folder for easy transport to another computer or for archiving.
- **Pack Current Script to Cloud** - Sends a copy of the active script to Cloud Sync.
- **Print (Ctrl+P)** – Prints a copy of the selected script. There are new print options in MediaShout 6. To set printing options, on the Settings tab, click General Settings. Click Script tab > Printing Options.
- **Print Preview** – Opens a preview of the how the script will look when printed. You can change page views, zoom, copy, and print from the preview window.
- **Exit** - Exits MediaShout.
Home Tab

The Home tab on the ribbon contains many of the most-used tools for working with MediaShout. The contents of the Home tab change depending on what kind of cue or object is selected and whether it is selected in the Script Area, Page Area, or the Inline Editor.

If a cue or page is selected in either the Script Area or Page Area, the Home tab is arranged in the following groups:

Files

The Files group allows quick access to common tools usually found on the File tab:

- Save (Ctrl+S) – Saves the existing script in its current location.
- Open (Ctrl+O) – Opens a dialog box to browse and select an existing script.

Editing

The editing group includes the following basic cue editing tools:

- Cut (Ctrl+X) – this removes selected cues or pages from your script. You may also paste them into a script (if it is a cue) or into the same cue (if it is a page) immediately after cutting them.
- Copy (Ctrl+C) – this copies selected cues or pages from your script. You may also paste them into a script (if it is a cue) or into the same cue (if it is a page) immediately after copying them.
- Paste (Ctrl+V) – this pastes the most recent copied or cut selection. You must copy or cut some selection first before using Paste.

Insert Cues

The items in this group allow you to insert different types of cues into your script. Click the links for detailed instructions on how to work with these cues.

- Lyric – Opens a dialog box that allows you to select and insert a Lyric Cue into your script.
- Bible – Opens a dialog box that allows you to select a single Bible passage and insert it into your script. In the box, choose the translation, Book, Chapter, Starting Verse, and Ending Verse then press OK (it does require the Ending Verse selected, even if it is the same as the Starting Verse, before the passage will be correctly displayed).
- Text – Opens the Add Text window for creating a new Text cue.
- Insert Elements:
o Blank - Inserts a blank cue into the script. These cues play just like any other cue and can be used as "visual silence" in the presentation. It can also be used to insert blank pages in Lyric or Liturgy cues.

o Liturgy - Opens the Add Liturgy window that allows you to select and insert selections from the Liturgy Library.

o Section - Inserts a Section into your script that allows you to group cues under a single header. To use a section, click the arrow on the right so it points down, then drag cues underneath the section header. Sections can be collapsed or expanded as needed.

o Comment - Inserts production notes into the script. Comments do not play and are only seen by the operator. They give the operator directions about the script or cue.

o Script Control - Automates script actions such as loops or jumping from one cue to another.

o Sound Control - Allows you to control audio elements independently, including fading, volume, pause, and more. Note: this does not affect audio that is embedded into a Video File.

o Slideshow - Enables you to insert a PowerPoint file into your presentation. This function requires PowerPoint to be installed on your computer.

o Web - Opens a dialog that allows you to type in a URL and immediately fire it or add it to your presentation as a Cue.

---

**Cue Options**

Cue and Page Options - Opens a dialogue that allows you to edit advanced options for displaying cues and pages in your presentation. What controls are available depends on the type of cue selected. This button disappears if a script or sound control cue is selected.

Additional Cue Options - Depending on what type of cue is selected, additional controls will appear in this group. For instance, if a Lyric cue is selected, tools for adding stanzas and pagination and title page options will appear.

---

**Control Options**

The Control Options group appears when a script control or sound control is selected in the Script Area. If a script control is selected, target, timing, and playback tools appear. If a sound control is selected, play, volume, and fade controls appear.

---

**Objects**

Note: The Objects group disappears when a script or sound control cue is selected.

- Change BG - Allows you to change the background of a cue or the entire script.
- Insert Object - Inserts any of the following objects into the selected cue:
  - Image – this is a graphics file (.png, .jpg, etc.).
- Video
  - File – this is a video file on your computer (.wmv, .mov, etc.).
  - Live Feed – this is a live video feed from a camera through a Video Capture device.
  - DVD – this would be a physical DVD playing from your computer’s drive.
- BIH (Band in Hand) Song – This allows you to insert a Worship Band in Hand track.
- Audio – this is an audio file (.mp3, .wav, etc.)
- Text Box – this is a non-paginated text box in the cue.
- Reference – this is a special non-paginated text box to be used with Lyrics and Bible Cues.

**Locks**

The Lock Edits button toggles editing on and off. See Lock a Script for more information.

**Additional Cue Editing Tools**

If an object is selected in the Inline Editing area, the Home tab expands to include additional tools for formatting that object. Depending on the type of object selected these tools may include text formatting, presets, visibility, background, script controls, and more. See Inline Editor topics for detailed instructions on using the editing tools.

**Templates Tab**

The Templates tab on the ribbon is where you select and apply templates to use in your script. The tab is split into following areas:

- Template controls area - This area offers the following controls: Save, Save Template As, Make Default, and selection boxes for allowing the template to be used for multiple cue types.
- Main template gallery - When editing the Main version of the cue, this gallery allows you to select the template you want to use for the selected cue.
- Stage template gallery - When editing the Stage version of the cue, this gallery allows you to select the template you want to use for the selected cue.
- Edit Twitter controls - Allows you to select templates for Twitter cues.

For detailed instructions on how to work with templates, see the Inline Editor topics for Cue Templates.
Working with the Template Galleries

The template galleries allow you to select a template for the cue highlighted in the script. You can scroll through the gallery to view all templates that are available for that cue type. Main and Stage templates work the same way:

- The default template is marked by a thumbtack icon.
- The active template shows a red title bar.
- To make the template available for additional cue types, select either Bible, Lyric, Text, or Liturgy. Note: You can make all templates available for all cue types but be aware that making layout changes to one cue type can affect the layout of another cue type.
- If you make changes to the template in the editor, click Save Template to permanently save them to the template file. If you don’t want to overwrite the current template, click Save Template As and select a new filename.

Editing the Twitter Template

To select or edit the templates used for Twitter cues, click Edit Twitter then select the templates you want to use in the Main Template and Stage Template galleries.

For instructions on setting up Twitter cues, see the Twitter topic.

Settings Tab

The Settings tab on the ribbon contains tools for controlling how MediaShout behaves. Many of the tools found on the Settings tab duplicate those found in the General Settings dialog. The most commonly used settings are included on the ribbon for faster access.

General Settings

General Settings are covered in depth in their own topics. See Settings Dialog Overview.
Displays

Use options in the Displays group to select the number of connected displays. Select which display to use as the Control and which to use as the Main.

If you only have one display connected and want to preview what the presentation looks like full screen, select Enable Overlay Mode. This is a full screen preview of your presentation that displays on the Control Screen. The preview initializes as a black screen. Press Spacebar to move through the presentation. To exit Overlay Mode, press ESC.

Control Screen

The Control Screen group contains the following options:

Stage Mirrors Main by Default. Select to set the Stage display to always mirror what is playing on the Main display.

Script Compact View. Select to show only the cue titles in the Script Area.

Page Area Compact View. Select to show only the page titles in the Pages Area.

Auto Scroll. By default, the script scrolls automatically so the current cue (the cue that is playing to the audience) is visible in the Script Area. Clear to disable auto scrolling. For information about additional scrolling options, see Script Settings.

Playback Modes

Playback mode determines how cues behave when the script is played.

To change the playback mode, click Playback mode located in the menu bar above the Script pane, then select a mode from the list.

Note: This setting affects all cues and scripts open in the Script Area.

Toggle Remote

Use Toggle Remote to turn on and off key mapping, which is configured in the Remote Control Settings tab under Hardware/USB Remote. Note: Remote Control only needs to be toggled on when using a non-programmable USB remote and the keystrokes have been remapped in the Remote Settings tab.
Manual mode

Manual mode bypasses any auto-advance timings set in the cues. In this mode, you have to manually advance all cues in the presentation.

Normal mode

Normal mode is the default playback mode and the one used most often. It allows cues to behave according to their individual settings. For instance, cues that are set to auto-advance will fire automatically when the script is played.

Auto, Loop, and Shuffle modes

The Auto, Loop, and Shuffle modes all automatically advance through your script according to the interval set in the Script settings. These modes work well for certain types of scripts such as slideshows.

- Auto: advances through the script playing cues in order then stops.
- Loop: advances through the script playing cues in order then loops back to the beginning until you stop playback by clicking Stop All or pressing F8.
- Shuffle: advances through the script playing cues in random order until you stop playback.

Workspaces

The specific arrangement of features in the Control Screen is called a workspace. A workspace is saved automatically when the program closes and is reloaded the next time you open MediaShout.

MediaShout ships with three workspaces, Default, Compact, and No Editor. The Default workspace cannot be edited but you can customize or create your own workspaces. For example, you might design one workspace to use when you are creating a presentation, and design an alternate workspace to use during live presentations.

Typical Control Screen customizations are setting the column widths or selecting specific views such as full, compact, notes, or sort.

Creating a custom workspace

Follow these steps to create a custom workspace:

1. Layout the workspace as desired.
2. On the Settings tab, click Workspaces, then click Save as New.

3. (Optional) Select the new Workspace from the list, click the pencil icon, rename it, then click Save.

**Switching workspaces**

To switch workspaces, on the Settings tab, click Load Workspace, then select a workspace from the list.

**Viewers**

Customize the Viewers area using the controls on the Settings tab in the Viewers group.

- **Main Viewers.** Select how many viewers you want to show in the Control Screen: Single, Dual, or Quad. From the dropdown lists, select one of the following to play in each viewer: Main Program, Main Next, Preview, Previously Fired, Stage, Stage Next, Stage Preview, or Stage Previous. Note: these titles can be customized in the Display Settings.
- **Enable Floating Viewers.** Select to show additional viewers in a floating window in the Control Screen. Choose how many viewers you want to show in the floating window: Single, Dual, or Quad. Select Dual-Play if the Main Program viewer is chosen for one of the viewers. The full video will play on both the main output and the viewer, but this uses more resources on the video card. You can also activate floating viewers on the Settings tab in the Viewers group.
Ribbon (Advanced)

Advanced Tab

The Advanced tab on the ribbon includes features for creating more complex presentations.

- Twitter - Select and display approved Tweets in your MediaShout presentations.
- Cloud Sync - Sync MediaShout files between computers using a DropBox account.
- Audio Playlists - Create audio playlists or use playlists from iTunes or Windows Media Player then fire them directly from the script.
- Announcements - Manage Announcement cues then run them according to a set schedule.
- Keys - Create object snippets called Keys that can be superimposed over any cue playing on the Main screen.
- Masks - When using environmental projection, use masking to block out areas where you don't want the screen to show.
- Volunteer Mode - Quickly turn MediaShout into a simple player-only for volunteers to run presentations.
- More Media - An in-app shopping cart so you can purchase media without ever leaving MediaShout 6. Files are easily downloaded and ready to use with no searching through folders looking for your files.
- Lyric Reporting - Lyric Reporting makes creating mandatory reports for CCLI easy, saving you hours compiling lists of songs and copies used.

Twitter

Twitter Settings allows you to search for and approve Tweets and control playback for your MediaShout presentations.

Searching for and Approving Tweets

To search for Tweets, follow these steps:

1. On the Advanced tab, click Twitter Settings.

2. In the Search box, type a keyword or hashtag then press Enter. A preview list populates with the most recent Tweets.
3. To approve a Tweet, click the green check. To permanently remove a Tweet from the preview list, click the red X.

4. Approved Tweets appear in the center column. To remove an approved Tweet, click the red X or click Clear All to remove all approved Tweets.

5. (Optional) Change the template.

6. Click OK.

**Playing Tweets**

To play approved Tweets, follow these steps:

1. On the Home tab, click Insert Elements > Script Control.

2. Click the down arrow to open Cue Options.

3. Under Target, select Approved Tweets.

4. Fire the cue.

5. To stop playback, click Stop All or press F8.

Tweets can also be played directly from the Twitter Settings window using the Play and Stop buttons at the bottom of the window.

**Changing Twitter settings**

To customize the settings for Twitter cues, follow these steps:

1. On the Advanced tab, click Twitter Settings.

2. In the Twitter Settings pop-up window, click the Gear.

3. Choose from the following settings:

   - Playback settings:
     - Select Loop or Shuffle.
     - Auto Advance: Select the number of seconds a Tweet will show before advancing to the next Tweet.
• Tweets settings:
  o Approve Tweets Automatically: Select for all Tweets that match a search query to be approved automatically.
  o Filter Tweets Automatically: Select then click Edit Filter list. Enter the words you want blacklisted. Any Tweets containing those words will not appear in the preview list.
  o Refresh Search Result: Set the number of seconds before the preview list is refreshed with new Tweets matching your search query.
  o Find Tweets: Select the number of Tweets you want retrieved for each search or refresh.

4. Click OK.

Cloud Sync

Cloud Sync allows you to store and sync script, media, and cue files between two or more computers using a Dropbox account.

Packing and uploading a script

To pack and upload a script, follow these steps:

1. On the Advanced tab, click Cloud Sync.

2. In the pop-up window, click Sign In. Sign in to Dropbox with your username and password.

3. Allow MediaShout to create a folder in your Dropbox account.

4. In the Script Area, select the script you want to sync.

5. On the File tab, click Pack Current Script to Cloud.

6. In the Cloud Sync pop-up window, click the Upload button for the script.
Uploading media and cues

You can also use Cloud Sync to save media files and cues for use in other presentations:

- To upload a media file, open Cloud Sync, click the Media tab, then drag a media file into the window. Click the Upload button.
- To upload a cue, open Cloud Sync, click the Cue tab, then drag a cue into the window. Click the Upload button.

Syncing scripts, media, and cues

Use Cloud Sync to synchronize changes made to scripts, media, and cues, between computers. When you open Cloud Sync, files are marked with the following icons:

- Cloud with Up Arrow: File is on the computer but not yet uploaded to DropBox. Click to upload.
- Cloud with Down Arrow: File is in DropBox but not yet downloaded to the computer. Click to download.
- Cloud with Check Mark: File is on the computer and in DropBox.

Tip: If you make changes to a file, make sure to upload it to Cloud Sync when you are finished. This ensures that other users always have access to the latest version of the file.

Audio Playlists

The Playlist feature allows you to play audio file selections in MediaShout. Audio can be played from the Audio Playlists pop-up window or added to a script.

To open the Audio Playlists pop-up window, click the Advanced tab, then click Audio Playlists.

Creating and deleting playlists

To create a new audio playlist, click Gear > Create New Playlist. Name the list, then press Enter.

To add audio files to the new list, drag files to the playlist or right-click the playlist name then click Add Files to Playlist.

To delete a playlist, select it from the list, then click Gear > Delete Selected Playlist. Or, right-click the playlist name then click Delete Playlist.
Playing audio files

Use the search tool to search for specific audio files in the MediaShout music library.

- To instantly play an audio file, double-click its name in the playlist.
- Use the controls at the bottom of the Audio Playlists pop-up window to adjust the volume or start, stop, or pause playback. You can also use the controls to set the playback mode for your playlist: loop or shuffle, and manual or auto advance.
- To insert an audio file into a script, create a Script Control Command. Set the target as Audio Playlist, then select the playlist in the drop-down box.

Announcements

The Announcement Loops pop-up window is used to manage the Announcement Library and to create loops. Loops are announcement groups that contain one or more cues.

Create announcements then set them to run according to a schedule. They can be looped, shuffled, and advanced either manually or automatically. You can even create custom tags so it is easy to add existing announcements to new loops.

Building an Announcement Library

Any existing Text or Blank cue can be converted to an announcement cue. These cues are stored in the Announcement Library and can be added to a script or loop.

To convert a cue to an announcement, follow these steps:

1. In the Script Area, right-click a cue.
2. Click Add to Announcement Library. The Announcement Loops pop-up window opens.

The announcement is added to the library for use as a standalone cue to use in a script or to be added to an Announcement loop.
**Editing Cue Properties**

To edit the properties of an Announcement cue, select the cue in the library, then edit the properties in the Cue Data column.

1. **Cue Name**: enter a unique name for the cue. This is the name that will show in the Announcement Library; use a name that is short but descriptive.

2. **Tags (optional)**: Select a tag for the cue. If an appropriate tag doesn’t exist, enter a tag name in the box then click + to create one.

3. **Schedule (optional)**: If you want this cue to run only at certain times, select Don't Show Before and (or) Don't Show After, then choose the date and time. You can set specific schedules for individual cues so you don’t have to worry about deleting old cues from a loop. Expired cues no longer show in the Loop contents list but you can still access the cue from the library.

To edit the contents and formatting of an Announcement cue, click the Pencil to launch the cue into the Inline Editor. When finished, click Go to Script to go back to the library.

**Using the Announcement Library**

To open the Announcement Library, on the Advanced tab, click Anncmnt Loops.

Click the arrow to expand or collapse the library. Expanded view shows all existing loops. Click the loop name to see the list of cues contained in that loop. (Note: For scheduled cues, if the beginning date has not arrived or end date has passed, the cue will not show in the list. However, it is still available in the Announcement Library.)

If a cue belongs to more than one loop, it will be listed multiple times. Use the Tags column to identify the correct cue.

**Creating a New Loop**

To create a new loop, follow these steps:

1. Click Add New Loop. Type a unique name then click + to add it to the library.

2. Click the Tag button then select which tags should be included in the loop. To create a new tag, enter it into the text field then click the tag icon.

The new loop is added to the library. Any cues tagged with the tag you selected are automatically added to the loop.
**Editing Loop Properties**

To edit the properties of an existing loop, click the Settings arrow to the right of the Announcement Loop. Select from the following options:

- **Fire**: Immediately fires the loop. To stop the loop, in the Firebox, click Stop All.
- **Edit Loop**: Select (or click the Pencil) to open the loop into the Script Area. Use the Inline Editor to edit the cues.
- **Add Media Cue**: Add image, audio, or video files to the loop.
- **Edit Logo Cue**: Browse to the logo file then select the correct position using the tools in the Inline Editor. You can set the logo as the first cue, or set it to show at certain intervals.
- **Duplicate**: Creates a copy of the loop. Enter a name for the new loop then click +.
- **Find Missing Files**: Launches the Missing Media Finder tool.
- **Packer**: Export a loop to use on another computer or in other presentations. Select the path and file name then click Pack My Presentation.
- **Delete**: Select (or click the red X) to delete the loop. This does not delete the cues from the library.

Select one or more playback modes: Loop, Shuffle, or Auto Advance using the toolbar located at the bottom of the Announcement Loops pop-up window.

**Playing Announcements**

Announcement loops and cues can be played from the Announcements Loop pop-up window or from a script:

- To immediately play a loop or cue from the Announcement Loop pop-up window, click the Gear then select Fire.
- Click the Pencil to open the loop into the Inline Editor. Click Play.
- Insert a Script Control Command into the script. For the target, select Announcement Loop then select the loop from the list.

**Keys**

Keys overlay the content that is currently playing on the screen. For instance, you can use a key to superimpose a countdown clock over a photo, insert a message that notifies a parent to go to the nursery, or add a logo image that shows in the bottom corner of every cue.
Creating a Key Cue

To create a new Key Cue, follow these steps:

1. On the Home tab, click Insert Elements > Blank.

2. Open the cue into the Inline Editor.

3. On the Home tab, click Insert Object then select any object (such as text or an image). Edit the object in the Inline Editor, as needed.

4. To save the Key, on the Advanced tab in the Keys group, click the Create New User Key from Current Page button next to the key name field.

5. Enter a name then click Create.

6. If it isn't selected, select the new cue from the Cue Name list.

7. Click M to fire the Key Cue to Main or S to fire it to Stage.

Entering keyed text

To superimpose a text message on the main display screen, do the following:

1. On the Advanced tab in the Keys group, enter text into the message box.

2. Click the M to send the message to the Main screen or S to send it to Stage.

3. To remove the message, click the M or S again.

Using the Countdown Clock

To superimpose a countdown clock on the main display screen, do the following:

1. Enter the time into the timer field.

2. Click the M. The countdown starts immediately.

3. To remove the clock, click the M again.
Editing keyed text or countdown clock

To change the formatting of keyed text, follow these steps:

1. In the Key Text or Countdown Clock section, click the E. The key opens into the Inline Editor.
2. Change the text formatting options, then click Go to Script.

Masks

When using environmental projection, there may be objects on the stage or walls you do not want your presentation showing on. Use masks to block out those objects.

Creating and saving a mask

To create and save a mask, follow these steps:

1. On the Advanced tab, click Edit Masks.
2. In the Masking Layers Window, use the shape tools to draw rectangles, ovals, triangles, or use the free-hand drawing tool. Click a tool to activate it. When finished drawing, click the tool to deactivate it. Tip: Maximize the window for easier editing.
3. (Optional) To preview the mask, click Test Mask. Click it again to toggle it off. Tip: It is easier to test a mask if you have a light-colored cue open in the Main viewer.
4. To save the mask, click Save. Enter a name then click the disk.

Editing a Mask

To edit an existing mask, follow these steps:

1. On the Advanced tab, click Edit Masks.
2. In the Masking Layers Window, click Open. Select the mask you want to edit from the list.
3. To edit, drag to move or resize a shape. To rotate a shape, click it then use the rotation selector to adjust the angle.

4. Click Save.

**Firing a Mask**

Follow these steps to fire a mask:

1. On the Advanced tab, in the Masks group, select a mask from the list.

2. Click M. The mask fires to the Main display. To stop the mask, click M again.

-OR-

3. Click S. The mask fires to the Stage display. To stop the mask, click S again.

**Volunteer Mode**

Volunteer mode converts MediaShout to a player without any editing functions. This allows a volunteer to play a script without having to learn how to use all the functions found in MediaShout.

To switch to Volunteer mode, on the Advanced tab, click the Volunteer Mode button. The ribbon and editing tools disappear. Use the Previous and Next buttons at the top of the Firebox to manually control the script.

To exit Volunteer Mode, click the large X button at the top of the Firebox.

You can optionally set a password that has to be entered to exit Volunteer Mode:

1. On the Settings tab, click General Settings.

2. On the General tab, select Require Password to Exit Volunteer Mode then enter a password in the box.

3. Click OK to save the changes.
Lyric Reporting

Lyric reporting is new in MediaShout 6. This feature helps you save time complying with mandatory CCLI (or other agency) reporting requirements.

Setting up the reporting conditions

To open the reporting pop-up window, on the Advanced tab, click Lyric Reporting. A list of all songs played, song information, and the number of copies used appears.

Many song copies are created while building scripts and during practice sessions. Use conditions to filter out practice copies by setting the following conditions:

- From and To Dates. Select From then pick the date from the pop-up calendar. If you want a different ending date than today, select To then pick the ending date.
- Service Schedule:
  1. Select Enable Lyric Reporting for these days and times.
  2. Click Add Service.
  3. Enter the days and start and end times for weekly services.
  4. Close the window.

Once your conditions are set up, click Calculate to recalculate the total copies. Click the arrow in the Copies column to see the dates and times for each copy.

Click Export to save the report as a .csv file.
You can customize the various components and libraries found in MediaShout using options found in the Settings dialog.

To open Settings, click the Settings tab on the ribbon, then click General Settings. Follow the links below for detailed information about how to use each tab.

The General settings tab allows you to customize MediaShout prompts and warnings, how you interact with the viewers, set the default script and folders, or reset MediaShout to the factory default settings.

**Configuring general settings**

To configure settings in the General Settings pop-up window:

1. On the ribbon, click Settings tab > General Settings > General.
2. Change desired settings.
3. Click OK.

The General Settings tab contains the following sections and settings:

- **Program Language.** This option allows you to install and select a language pack. (Currently, English and Spanish only.)
- **Dictionary.** This option determines which language dictionary is used by the spell-checker feature.
- **Color Scheme.** Choose between light or dark.
- **Default Folders.** Allows you to set the preferred path for the following: MyShout folder, Save folder, Packer location, Video folder, Graphics folder, Audio files, PowerPoint files, and Template files.
- **Enable cue playing from viewers.** When this option is selected, the next cue depicted in a viewer can be played by single- or double-clicking it in the viewer.
Warn me before:
- Applying template to existing cue. When selected, a dialog will prompt you to confirm applying a template to an existing cue.
- Applying a change to a cue’s format. When selected, a dialog will prompt you to confirm applying undoable changes to the format of a cue.
- Deleting custom stage display text. When selected, a dialog will prompt you to confirm deleting custom text that appears on the stage display.

Require Password to Exit Volunteer Mode. When this option is selected and a password is entered, volunteers will not be able to toggle off Volunteer Mode on the Advanced tab unless they have the password.

Reset MediaShout. Click to restore the default settings.

Clear History. Click to delete historical records saved with the application, including lists of the most recently used files and other media selections.

Migration Tools. Migrates the selected data types from MediaShout 5 to MediaShout 6.

Script Settings

The Script settings tab allows you to configure the appearance and auto-advance settings of your scripts, cue colors, and printing options.

Configuring Script settings

To configure settings in the Script Area Settings dialog box:

1. On the ribbon, click Settings tab > General Settings > Script.
2. Change desired settings.
3. Click OK.

The Script Settings tab contains the following sections and settings:

- Default Script:
  - None. No script opens when you start MediaShout.
  - Most recent. The most recent script you used opens when you start MediaShout.
  - Specific file. Browse to the script file you want to open when MediaShout starts, then click Open.
- Scroll Script to: This sets the auto-scroll settings in the Script Area. Select whether the current cue is placed at the top, top-third, or middle of the Script Area, or to scroll only when necessary.
- Script Text Font. Use these options to select the font face and size of text appearing in the Script Area.
  - Ignore font settings and use Script scaling to adjust text.
- Set Default Colors. Resets the Cue colors to the factory default settings.
- Cue Colors. Use these options to select cue background colors according to cue type.
  - Highlight the Chorus. Check this option to highlight chorus names in the selected color.
- Auto-Advance. Controls in this section determine how the Script Area behaves when its playback mode is set to Auto, Loop, or Shuffle Playback Mode. Playback Mode can be adjusted on the Settings tab in the Playback group.
  - Auto-Advance Duration: Select the number of seconds delay before the next cue is fired.
  - Apply To. When selected, these options override the advanced settings in a cue. For instance, when the Script Area is in one of the auto-advance modes, MediaShout auto-advances from one cue to the next, even if a cue is set to Manual advance. Select any of the following cue types:
    - Manual cues
    - Timed cues
    - "End of" cues
- Printing Options. Click to launch the Script Printing Options pop-up window.
  - Settings. Select the number of columns, cues only or include title, thumbnail, or notes. If notes is selected, choose the number of notes lines to include, from 0 to 5.
  - Pastor Print Mode. Select this option to override all other print settings. The script is printed with page thumbnails and lines for notes, similar to the PowerPoint handouts printing option.

### Display Settings

The Displays settings tab allows you to enable additional monitors or displays and to configure the control screen, presentation display, and stage display options.

### Configuring display settings

To configure settings in the Displays Settings dialog box:

1. On the ribbon, click Settings tab > General Settings > Displays.
2. Change desired settings.
3. Click OK.
The Displays Settings tab contains the following sections and settings:

- **Control Display.** Select which monitor will be used as the control screen. Click the field to reveal a list of all monitors attached to the computer and recognized by Windows.
- **Main Display -** This option is available when MediaShout is in dual screen mode. To enable dual-screen mode, click the Settings tab and in the Displays group, select 2 Screens. Select which monitor will be used as the main display screen (the one the audience sees). Click the field to reveal a list of all monitors attached to the computer and recognized by Windows.
  - Monitor.
  - Current Display Resolution. This read-only field tells you the current resolution of the selected monitor.
  - Keep on top. Select this option to ensure that the presentation display output appears full-screen and on top of any other application window that opens onto this screen.
  - Minimize with application. When this option is selected, minimizing MediaShout on the control screen also hides its output on the main display screen. If you need to minimize the application without interrupting the presentation to the audience, clear this option.
  - Hide mouse on Main Display. Select this option to prevent the mouse pointer from appearing on the presentation display screen. Selecting Web Pages allows the mouse pointer to show when clicking links and controls appearing on the presentation display.
  - Shrink Output on Main Display. For TVs and monitors that overscale the image outside the viewing area, use this setting to select the correct scale to make the image fit inside the screen.
  - Enable Multi-Output Mode. Select when using hardware such as TripleHead2Go to display lyrics on the left, center, or right third of the screen or any combination thereof. You can also set the background to tile for each screen independently, or stretched across all three screens.
    - Mode. Select Dual or Triple.
    - BG. Select tile or stretch.
    - Output Selection. Select the output location for Background (when in Tile mode), Main Text, and Media Objects. Note: Normally, Output 1 is left, Output 2 is right (in Dual mode) or center (in Triple mode), and Output 3 is right (in Triple mode).
- **Stage Display -** This option is available when MediaShout is in triple screen mode. To enable triple-screen mode, click the Settings tab and in the Displays group, select 3 Screens. Select which monitor will be used as the stage display screen (the one seen by people on the stage). Click to reveal a list of all monitors attached to the computer and recognized by Windows.
  - For additional options, follow the instructions for the Presentation Display options listed above.

See the Quick Start Guide: Setting up the displays for information about required hardware for using a stage display.
Cue Setup

The Cue Setup tab is used for setting up the cue display resolution when creating or exporting cues. In most cases, the Cue Setup will match the resolutions of whatever screens you are connected to. However, in cases where you want to manually change the cue resolution to match what the final output will be (for instance, when building the script on a computer in the office that has a different output resolution than the computer in the sanctuary), Cue Setup is the way to do that.

Configuring Cue Setup settings

To configure settings in the Cue Setup tab:

1. On the ribbon, click Settings tab > General Settings > Cue Setup.
2. Change desired settings.
3. Click OK.

The Cue Setup tab contains the following sections and settings:

Set each option for the Main display and the Stage display (if one is connected):

- **Display Resolution**: Select the correct display resolution from the list.
- **Aspect Ratio**: the aspect ratio that is used when creating cues.
- **If the Cue Resolution doesn't match**: if the cue is set to a different resolution than the display, select whether you want to scale the cue to fit or resize the cue.
  - Scale the Cues to fit. Resize the image and keep its aspect ratio.
  - Resize the Cues. Changes the aspect ratio by stretching or squeezing the image to make it fit. Note: For text boxes, the font stays the same size but the bounding box is resized. This might cause the cue to repaginate.

See the Quick Start Guide: Setting up the displays for detailed instructions on setting up the displays.

What is Aspect Ratio?

The aspect ratio is width: height. So a 4:3 aspect ratio means the image is 4-inches wide and 3-inches tall. The two most common aspect ratios used are 4:3, standard resolution, and 16:9, wide resolution.
Lyrics Settings

The Lyrics Settings tab allows you to configure settings that control the Lyric Library database, including locking, sync, and backup options.

Additional help for working with lyrics

The following topics contain more in-depth information about working with Lyrics in MediaShout:

- For complete instructions about searching for, importing, editing, inserting, and playing Lyrics, see individual topics listed under Lyric Library.
- For advanced techniques when working with lyrics within a script, see individual topics listed under Song Lyrics.

Configuring song settings

To configure settings in the Song Settings dialog box:

1. On the ribbon, click Settings tab > General Settings > Lyrics.
2. Change desired settings.
3. Click OK.

The Lyric Settings tab contains the following sections and settings:

- Organization's CCLI. Use this field to enter your CCLI (Church Copyright License) number, if you have one. The license number is then displayed in the header, footer, or title page of any lyric cue into which you insert the Reference data object.
- When importing Lyrics. Select how to handle duplicates when importing lyrics into the Lyric Library.
  - Import all Lyrics. This setting imports the lyrics even if there is a duplicate in the library.
  - Skip duplicates with.
    - Identical Songs Titles. Does not import any songs that have the same title as a song in the library, even if the song ID's are different.
    - Identical Songs Titles and Song ID's. Does not import any songs that have the same title and ID as a song in the library.
- External Libraries: Click either SongSelect or Planning Center Online for information about these services or resetting the connection between MediaShout and your subscription provider.
Bibles Settings

The Bible Settings tab allows you to download Bible versions so they are available for your scripts. Over 65 Bible translations are available. (Only public domain bibles are included in the free trial.)

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Additional help for using Bibles

The following topics contain more information about using Bibles in MediaShout:

- For complete instructions about searching for, editing, inserting, and playing Bible passages, see Bible Library.
- For advanced techniques when working with Bible passages within a script, see Bible Passages.

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Installing and uninstalling Bible versions

To open the Bibles Settings tab, on the ribbon, click Settings tab > General Settings > Bibles.

- To install a Bible, scroll through the Available Bibles list. Select the version you want, then click the download button to install it. All installed Bibles are listed in the Installed Bibles list.
- To completely remove a version of the Bible from your computer, select the version you want to delete from the Installed Bibles list, then click the red X. If you want to use that version in the future, you will need to download it again.

Viewers Settings

You can customize the titles for your viewers and enable floating viewers in the Viewers Settings area.

The following options are available:

- Main Viewers. Select how many viewers you want to show in the Control Screen: Single, Dual, or Quad. You can also control this setting on the ribbon. Find it on the Settings tab in the Viewers group.
- Set titles for Viewer types. Customize the labels assigned to each type of viewer.
• Enable Floating Viewers. Select to allow viewers to float freely in the Control Screen. Choose how many viewers you want to show in the floating window: Single, Dual, or Quad. Select Dual-Play if the Main Program viewer is chosen for one of the viewers. The full video will play on both the main output and the viewer, but this uses more resources on the video card. You can also activate floating viewers on the Settings tab in the Viewers group.

Remote Control Settings

The Remote settings tab allows you to set options for controlling MediaShout presentations using a Microsoft PowerPoint compatible remote control or iOS device (iPad, iPhone, iPad Touch). Toggling between Remote Control mode and Normal mode gives the operator full control of the MediaShout presentation.

Configuring Remote settings

To open the Remote Settings tab, click Settings tab > General Settings > Remote.

iOS Device Settings

The iOS device settings allow you set up an iPad, iPhone, or iPod Touch for use as a remote control.

The following steps are outlined in the settings screen:

1. Download the MediaShout Remote app from the iTunes store (iTunes account required).

   The iOS app requires a WiFi connection on the same network as the master computer. The app is a fully-functioning presenter and viewer.


3. (Optional) Select Enable Presenter Mode.

   Presenter mode allows the presentation to be controlled from the device. You can add a password to prevent unauthorized control of the presentation (recommended). The password is then entered on the device to allow it to work.

4. (Optional) Add a password for viewer mode to prevent unauthorized viewing of the presentation on a device.
Viewer mode allows anyone on the wireless network with the app installed to view the output to the screens. (They cannot edit, stop, or change the presentation.) This allows an iOS device to be used as a confidence monitor for the worship team.

5. (Optional) Change the port setting, if needed. The default is port 80. Windows 10 users: if you have connection issues, switch from port 80 to port 8080.

6. (Optional) For additional help, click the iOS Remote Troubleshooting button.

**Hardware/USB Remote Settings**

By default, when Remote Control Mode is toggled on (Settings tab > Playback Mode > Toggle Remote), it remaps the right arrow keystroke as F9 (Play Next Cue) and left arrow keystroke as F7 (Play Previous Cue).

Note: Remote Control only needs to be toggled on when using a non-programmable USB remote and the keystrokes have been remapped in this settings box.

These can be changed in the settings screen to any of the following combinations:

- Left Arrow/Right Arrow
- Up Arrow/Down Arrow
- Page Up/Page Down
- Back/Next
- Left-click/Right-click
A MediaShout presentation file is called a script. The native script file format in MediaShout 6 is .ssc. MediaShout 6 can also open script files in v5 format (.ssc). However, MediaShout 5 may not be able to read certain elements of a version 6 script.

MediaShout presentations are made up of cues inside a script. Think of cues as the building blocks of your scripts.

Typically, you work with scripts in the Script Area, which appears on the left side of the control screen. Scripts can be created, opened, and saved in using the File tab, or opened and saved using the Home tab.

Note: For detailed information about working with cues, see the topics under Cues.

Creating a script

To create a new script, do one of the following:

1. Click File > New.
   -Or-

2. Press Ctrl+N.
   -Or-

3. Press the plus icon at the top of the Script Area.

A new, blank script is created in the Script Area.
Saving a script

To save the script, do the following:

1. Click File > Save.
   -Or-
   Press Ctrl+S.

2. Choose a file name and location, then click Save.

Opening and closing scripts

To open an already existing script, do one of the following:

- Click File > Open or Home > Open then select the script file.

To close a script, click Close (located on its tab).

Tips:

- Press Ctrl+Z to undo recent changes you made to the script.
- Press Ctrl+S to save the active script.
- You can have multiple scripts open at the same time. Switch between scripts by clicking the tabs.
- In the Scripts tab area, click the down arrow next to + (Create New Script) to show a list of recent scripts.
- To reorder the scripts in the Script Area, drag and drop the tabs.

Save a Script

To save a script, do the following:

1. Click File > Save.
   -Or-
Press Ctrl+S.

2. Choose a file name and location, then click Save.

**Packing a script**

The Packer tool provides a fast and simple way of exporting a copy of a presentation to use on another computer. It does this by making a copy of the script file and every media file used in the presentation, then placing these copies in the presentation folder you designate. This folder can then be copied to a disk or other device and loaded onto another computer.

To pack a script, follow these steps:

1. Open the script in the Script Area. Make sure any media files it uses are closed in all other applications.

2. Click File > Pack to open the Packer tool. (See Cloud Sync for instructions about packing and syncing scripts using DropBox.)

3. Browse to the file location where you want to save the presentation.

4. Designate a presentation folder. Typically, it is best to create a new folder by typing a name in the Name your New Folder field. This ensures that the folder contains only the files used by the presentation. (If you attempt to use an existing folder, a dialog box will appear asking you to select a save option.)

5. Choose a name for the script.

6. Click Pack My Presentation.

7. A confirmation dialog box appears when the packing is complete. Click OK to close the tool.

**Opening a script from a packed presentation file**

Once the packed script has been moved to a new computer, you open it just like any other script file: click File > Open, browse to the script file, and then click Open.
Lock a Script

MediaShout provides a way to lock a script to protect it from changes. Cues in a locked script can be played (fired), but cannot be modified.

Locking and unlocking a script

To lock a script, click Home tab > Lock Edits. When the script is locked, the Lock Edit icon is highlighted.

To unlock the script, click Home tab > Lock Edits again.

Set the Default Script

MediaShout allows you designate what file opens in the Script Area when the application opens: the most-recently opened script, a specific script, or no script file at all.

Designating the default script

The default script is set in the General Settings area. To change these settings, follow these steps:

1. Click Settings tab > General settings.

2. In the Settings pop-up window, click the Script tab.

3. Under Default script, select one of the following:
   - None
   - Most Recent
   - Specific File

4. Click OK.
Check Media Files

The Missing Media Finder runs automatically when a script is opened but you can also check for missing media files in any open script at any time.

In the Script Area, a cue with a missing media file will show a yellow alert triangle. Hover over the alert to see where the missing media file should be located. See Edit a Cue for more information about notifications and alerts.
Cues

Cues Overview

MediaShout scripts are built using cues. A cue is like a programmable shortcut, telling the program what media to play, when to play it, and how it should look or sound.

A cue is made up of layers. Each layer can be edited individually in the Inline Editor. Each cue also has an editable background.

For information about working with and editing layers, see Inline Editor Basics.

Cue layers can be made up of one or more of the following:

- Main Object (paginated)
- Text box (non-paginated)
- Images
- Video
- Audio
- References
- and more

Note: Paginated vs. Non-Paginated Text - A paginated text area works like Microsoft Word. When you type into the text area and get to the end of the page, a new page is automatically created. A non-paginated text area works like Microsoft PowerPoint. On a slide, when you type into the text box and get to the end, it cuts off the overflow text; it does not create a new slide.

Insert a Cue into a Script

There are many types of objects that can be inserted into a script, for example text, song lyrics, Bible passages, or media. An object inserted into a script is called a cue. Each cue type has its own properties that can be edited in the Inline Editor.

For information about other types of cues, please see individual topics under Working with Media in a Cue.
Inserting cues

To insert a cue into the script, follow these steps:

1. Highlight the cue above where you want the new cue to appear.

2. On the Home tab in the Insert Cues group, click the cue type you want to insert.

   - Or -

   Right-click inside the Script Area, click Insert, then select the cue type you want to insert.

Edit a Cue

Cues are edited in the Inline Editor.

Editing a cue

To edit a cue in the script, click the cue. It will appear in the Inline Editor. Use tools on the Home tab to edit the contents of the cue. For help using the Inline Editor, please see individual topics under Inline Editor.

Editing cue options

Click the down arrow on the cue in the Script Area to open the Cue Options pop-up window. Options vary depending on the type of cue selected.

Cue Notifications

If there is a problem with the cue, a colored triangle will appear on the title bar. Hover over the triangle to see the warning.

- Yellow triangle with exclamation Point (top left) - Alerts you that the media file attached to the cue is missing. See Check Media Files for instructions.
• Yellow triangle (top right) - Notifies you when the cue date and library modify date are different. Click the triangle to open the Cue Options pop-up window. You can refresh the cue from the library, save it to the library, or add a copy to the library.
• Orange triangle (top right) - Notifies you if the cue resolution is different from the screen resolution. To fix the resolution, follow these steps:

1. Click the cue to highlight it.

2. On the Home tab, click Cue and Page Options.

3. Click Repaginate. Note: If more than one cue has an incorrect resolution, go to File > Repaginate to repaginate the entire script.

Select and Fire Cues

When the Script Area is active, you can use a keyboard shortcut to select and fire cues.

Selecting and firing cues with the mouse

To fire a cue or page with your mouse, choose one of these options:

• Double-click the cue in the Script Area
• Double-click the page in the Page Area
• Select the Cue or Page so that it shows in the Inline Editor and press the Play button below the edit window

Selecting and firing cues with the keyboard

To fire a cue or page with your keyboard, follow these steps:

1. Make sure the script is active and selected.

2. Press the Space Bar or F9 to advance forward in the script.

3. Press SHIFT+Space Bar or F7 to move backward in the script.
Inline Editor

Inline Editor Overview

The Inline Editor is a powerful function of MediaShout that provides tools for changing the look and behavior of a cue.

Working with the Inline Editor interface

Click a cue in the Script Area to open it in the Inline Editor. The first page of the cue opens into the editor and the remaining pages in the cue appear in the Pages Area.

- Click a page to preview and edit it in the Inline Editor window.
- To fire the cue, click the Play button beneath the editor window.
- To stop play, in the Firebox click Stop All.
- To save changes, press Ctrl+S to save the script.
- Right-click the Inline Editor window to access commonly used editing tools: Cut, Copy, Paste, Select All, Undo/Redo, Bring Forward, Send Backward, Objects, Delete from Cue, Page Break, or Spell check.

Some editing tasks, such as setting page options, can be edited in the Pages Area without opening the page into the Inline Editor.

The Title Bar

The title bar is located below the Inline Editor window. This area contains the Play button, the name of the selected cue and page, the Speaker button, and the Edit Stage and Edit Main buttons.

- If the cue contains an audio object, click the Speaker button and select the audio file from the drop-down list to edit it.
- To edit the stage version of the cue, click Edit Stage.
- To edit the main version of the cue, click Edit Main.

Selecting objects for editing

To select an object, click it. For objects hidden from view, right-click the Inline Editor, select Objects, then select the object from the list. When an object is selected, its formatting tools appear on the Home tab.

To prevent editing, on the Home tab, click Lock Edits.
Inline Editor Basics

The Inline Editor is the tool used to change the look and behavior of cues. This topic gives you a basic overview of the Inline Editor features.

Advanced cue editing is covered in MediaShout training. Check out our free webinars, training videos, and our YouTube channel for more information.

How to Use the Inline Editor

For help using the Inline Editor interface, see Inline Editor.

When an object is selected in the Inline Editor, formatting tools specific to that object type appear on the ribbon in the Home tab. For more information about working with specific types of cues, please see individual topics under Working with Media in a Cue.

Understanding Objects

Many different types of content can reside within a single cue. Each element the cue contains is called an object. An object can be a song lyric or bible passage, custom text, an image, audio, video, PowerPoint slideshow, or a website. All objects are edited in the Inline Editor using tools found on the ribbon.

Objects can be layered just like in image editing programs such as PhotoShop.

Main Object

There can only be one Main Object in a cue. Examples of Main Objects are Lyrics, Bible Passages, and Liturgies. Main Objects are created using the tools on the Home tab in the Insert Cues group. Main Objects can flow text from page-to-page just like in a word processor program. This is also referred to as paginated text.

Other Objects

There can be an infinite number of Other Objects in a cue.
Use the Insert Object button on the Home tab to insert any of the following as a new layer:

- images
- audio
- videos
- text boxes
- reference information

Note: Text box objects don't flow from page-to-page, similar to slides in Microsoft PowerPoint. This is referred to as non-paginated text.

**Edit Stage**

Every cue has two views that can be edited individually, Main and Stage. As the names imply, these views are what show on the main presentation or stage screens.

To edit the stage view, click Edit Stage in the Inline Editor title bar.

The Stage Options group on the Home tab provides tools for selecting what shows on the Stage display when a cue or page is played:

- Mirror Main. Select to set the entire cue to mirror the Main display.

The following settings apply to the selected page:

- Main text. Shows only the text contained in the page showing on the Main display.
- Custom text. Allows you to create your own text such as additional notes or prompts for the worship team. Use the formatting tools on the Home tab to format the text for each page.
- Main Display. Set the Stage version of the page to mirror what is showing on the Main display.
- Apply to All. Click to apply the changes made to the selected page to the entire cue.

**Adding, Layering, and Editing Objects**

The MediaShout Inline Editor allows you to add multiple layers to cue. For instance, if you create a text cue, the text is added as the Main Object. By using the Other Objects tab in the Inline Editor, you can add images, audio, video, or additional text.

By using layers and formatting tools found in the Inline Editor, you can create complex cue layouts for your presentations right within MediaShout.
Understanding Layers

Many different types of content can reside within a single cue. Each object resides in its own space called a layer. Layers are stacked in order, even if they are too small to overlap. The Main Object (Lyric, Scripture, Liturgy, etc.) is always the top layer. Other Objects are added to the layers behind the Main Object.

When new objects are added through the Insert Object Button, they are added on top of the background in stacking order. In other words, they (Other Objects) are added directly behind the Main Object. The Other Object stacking order can be changed.

Adding objects in the Main Object layer

Add an element to the Main Object layer by following these steps:

1. On the Home tab, click Insert Lyric, Insert Bible, Insert Text, or click Insert Elements and select another element from the list.
2. A new cue is created in the Script Area.

Changing the object in the Main Object Layer

Some cue types can be overwritten by another type of cue. For instance, you can change a Text Cue to a Liturgy Cue by selecting the Text cue, then clicking Insert Elements > Liturgy. In the Insert Liturgy pop-up window, choose the Liturgy, select Insert to Selected Cue, then click Insert. The Liturgy overwrites the existing text. Not all cue types can be overwritten.

Note: A Blank cue does not contain a Main Object so you can insert any Main Object or Other Object into a Blank cue to change the cue type.

Working with pages

Text, Bible, Lyric, and Liturgy cues can contain more than one page in the Main Object layer. See Pages Area for more information about working with pages.

Text flow and page break controls are available for certain types of cues on the Home tab in the Cue Options group. See Cue and Page Options for more information.
**Adding objects to the Other Object layer**

You can add an object to residing in the Other Object layer by following these steps:

1. Open the cue into the Inline Editor.
2. On the Home tab, click Insert Object.
3. Select the object type: Image, Video, BIH Song, Audio, Text Box, or Reference. Depending on the type of object, a browsing window will open or a text box is created.

**Editing Objects**

Select the object to edit it using the Formatting tools on the Home tab. Edits made to an object show on every page in the cue unless the object is hidden on specific pages. For help editing objects, see Change Object Format Settings.

**Reordering, deleting, and hiding objects**

The tools for working with objects are located on the Home tab in the Objects group.

- Objects (layers) can be reordered. The current stacking order is shown in the Object List. To see the list, right-click the Inline Editor then select Objects.
- To move an object up (forward) or down (backward) the stacking order, click the object in the Inline Editor or Object List, then on the Home tab, click Object Arrange and choose a layering option: Bring Object Forward, Send Object Back, Bring to the Front, or Bring to the Back.
- To delete an object residing in the Other Object layer, select it, right-click the Inline Editor, then select Delete from Cue.
- To hide an object, click Object Visibility. To show the object, select it in the list. Visible objects show a check mark. For multi-page cues, you can hide the object on individual pages. Hidden objects do not show when the cue or page is played.
Cue and Page Option

There are three areas where you can access and edit Cue and Page Options: on the Home tab in the Cue Options group, on a cue in the Script Area, or on a page in the Pages Area. What selections are available depend on the type of cue you are editing.

On the Home tab, click the Cue and Page Options button to launch the Cue Page pop-up window that shows all cue and page options for that particular type of cue.

Cue Options

In the Script Area, click the down arrow button on the title bar of a cue to launch the Cue Options pop-up window. Depending on the type of cue, the pop-up window will contain one or more of these options:

- Name of cue. Click to edit the name that appears in the title bar of the cue.
- Transition effect. Click the arrow to select from a list of transition options.
- Inherit Background. Ignores the background assigned to the current cue and plays the background from the previously fired cue.
- Skip Cue. Select to skip the cue during presentation without deleting it from the script.
- Time Trigger. Not available to all cue types. Click to create a Time Trigger Command.
- Screen Resolution and Repaginate. If a cue shows an orange notification triangle, the Cue Options pop-up window shows the resolution of the cue and the Repaginate button. See Edit a Cue for more about notifications.
- Library Settings. For cue types that use libraries to store data, Cue Options includes Cue Date Modified and Library Date Modified fields. If the cue shows a yellow notification triangle, the most recent modified date is notated. Use the buttons to Refresh from Library, Save to Library, or Add Copy to Library. See Edit a Cue for more about notifications.
- Cue specific options:
  - Lyric cues: Song and copyright information.
  - Bible cues: Page break, Bible version, Bible passage, verse numbers, and dual Bible settings.
  - Liturgy cues: Removing or editing the labels.
  - Slideshow cues: Full stretch and in slide and out slide settings.
  - Web cues: URL and scaling settings.
  - Sound Controls: Target, action, volume, and fade settings.
  - Script Controls: Target, loop, advance to, and schedule settings.

For more information about working with specific types of cues, please see individual topics under Working with Media in a Cue.
Page Options

In the Pages Area, click the down arrow button on the title bar of a page to launch the Page Options pop-up window. The pop-up window contains the following options:

- Advance:
  - Manual. Page will only advance when the next page or cue is fired manually.
  - Timed. Timed advance is a way to automatically advance through the pages of a multi-page cue.
  - End of Media. Page will not advance until the media file (audio or video) ends.
- Advance Time. If Timed Advance is selected, choose the number of seconds the page is displayed before advancing to the next page in the cue.
- Skip Page. Select to skip the page without deleting it from the script.
- Notes. Select None, Text Page, or Custom. To add a custom note, click Custom then type the note in the box.
- Apply to All Pages. Click to apply the settings to all pages in the cue.

Cue Options Group

When an object is selected in the Inline Editor, additional tools may show on the Home tab in the Cue Options group. See the specific type of cue under Working with Media in a Cue for more information about these options.

Change Object Format Settings

MediaShout provides powerful text editing tools for creating presentations. To access these tools, open a cue into the Inline Editor then click inside a text area to select it. The formatting tools appear on the Home tab.

The format of text, images, video, and audio assigned to the Main or Other Object layer of a cue can be changed in the Inline Editor.

Changing text format settings

To change the format of a Lyric, Bible, Text, or Liturgy cue, follow these steps:

1. In the Script Area, click a text-based cue.
2. In the Inline Editor, click the text to open the Formatting tools group on the Home tab. The following options are available:

- Apply to Cue: Click to apply text formatting changes to all pages in the cue.
- Font Family: Select from any fonts installed on your computer.
- Size: Select the font size.
- Line Spacing: Choose the line spacing, 0.5 line, one line, 1.5 lines, or 2 lines.
- Font Color: Choose automatic or select a color from the swatches.
- Shadow: Toggles text shadowing on and off. (Click fx for settings.)
- Outline: Toggles text outlining off and on. (Click fx for settings.)
- Bulleted or Numbered List
- Bold, Italic, or Underlined
- Alignment: Choose from 9 options for text placement within the text box.
- fx: click to open the Text Object Effects pop-up window. The following options are available:
  - Size: Set the width, height and X and Y axis for precision sizing and positioning.
  - Rotation: Use the rotation tool to select the exact degree of rotation.
  - Display: Set object appearance Immediately, After Delay (Time), or On Step (Number).
  - Transition In and Transition Out: Set the transition effects and time delay settings.
  - Opacity: Use the slider to adjust the transparency of the text.
  - Shadow: Select to create a drop shadow effect. Select the color, direction, distance and shadow opacity.
  - Outline: Select to outline text. Choose the color and size of the outline.

### Changing image format settings

When you create a video or graphic cue, the content is added as an Other Object.

To edit an image, follow these steps:

1. In the Script Area, click a cue that contains an image.

2. In the Inline Editor, click the image to open the Formatting tools group on the Home tab. The following options are available:

- Sizing: Choose between Custom, Full Width, or Full Stretch.
- Keep Aspect Ratio: If Custom is selected, select this to keep the image from becoming distorted when resized.
- Flip Vertical or Flip Horizontal: Flips the image. Clear to reset the image to its original orientation.
- Rotation: Set the image rotation in degrees.
- fx: click to open the Image Object Effects pop-up window. The following options are available:
- Location: Browse to a new file or remove the image completely.
- Size: Set the width, height and X and Y axis for precision sizing and positioning.
- Rotation: Use the rotation tool to select the exact degree of rotation.
- Flip Vertically and Flip Horizontally: Flips the image. Clear to reset the image to its original orientation.
- Display: Set object appearance Immediately, After Delay (Time), or On Step (Number).
- Transition In and Transition Out: Set the transition effects and time delay settings.
- Color tools: Set opacity, brightness, contrast, and color hues.
- Reset: Click to reset the image to its original state.

**Use Presets to Format Other Objects**

In MediaShout, you can save the formatting of individual objects and sounds to a type of template. This object-based template is called a preset. Like templates, presets can save you hours of time designing presentations.

The object itself is not saved to the preset, just the formatting. For instance, if you want different images to appear in an exact position at the bottom-right corner of every cue, save the image object as a preset. Then when you insert a new graphic in another cue, instead of moving it around to get it into the right place, you can apply the preset to position it.

**Creating a preset**

To create a preset, follow these steps:

1. Open a cue in the Inline Editor.
2. Format an object, as needed.
3. With the object highlighted in the Inline Editor, on the Home tab, click Apply Preset.
4. Enter a descriptive name for the preset then press Enter.

   - To save changes to an existing preset, edit the object then leave the name as is in the Save As field, then press Enter. When you save changes to a preset, it does not change the formatting of already existing cues using that preset.
   - To save a preset as the default for that object type, click Set as Default.

To delete a preset, click Apply Preset then click the red X next to the preset name.
Applying a preset to an object

To apply a preset to an Other Object, follow these steps:

1. Open a cue in the Inline Editor.
2. Click the object you want to format.
3. Click Apply Preset.
4. Click the preset name to apply it.

Change Media Clip Playback Settings

The playback settings of a video or audio file assigned to the Main Object or Other Object can be changed in the Inline Editor.

Changing video clip playback settings

To change the playback settings of a media clip, follow these steps:

1. Open the video cue in the Inline Editor.
2. The playback options for videos are displayed on the Home tab in the Formatting group:

   - Size-Position. Select Full Scale, Full Stretch, or Custom. Selecting Custom allows you to resize and reposition the video inside the Inline Editor. Select Keep Aspect Ratio to prevent distortion when resizing the video.
   - Volume. Set the volume and select the number of times you want the clip to play, or select Loop for continuous playback.
   - fx. Set size and location, rotation, volume, transition, color, opacity, shadow, and outline effects for the video clip.
Changing audio clip playback settings

To change the playback settings for an audio clip, do the following:

1. Open the cue containing the audio clip in the Inline Editor.

2. In the title area below the editor window, click the Speaker button then select the name of the audio track from the list.

3. The formatting options for the audio clip are displayed on the Home tab in the Formatting group:

   - Volume. Set the volume and select the number of times you want the clip to play, or select Loop for continuous playback. The current in and out settings are also displayed in this section.
   - Transition. Set the fade in and fade out transition times.

Change Media Clip In and Out Settings

The in and out settings of a video or sound file assigned to a Main Object or Other Object can be changed in the Inline Editor.

Changing clip in and out settings

To change the in and out settings of a video or sound file, follow these steps:

1. Open the cue in the Inline Editor.

2. Right-click the cue, select Objects then select the video. Or, for an audio file, click the Speaker button in the title bar below the Inline Editor.

3. Click Play and Mark.

4. Change the settings using the following options:

   - In:
     - Mark In. To start the clip at a frame other than the first frame, click the Play button below the Preview/Edit box, then click the Mark In button when the clip reaches the desired start point.
     - Transition. For a video clip, click fx then select a video transition effect and set the timing.
- **Fade In** (found on the Home tab). For a sound clip, select to apply a fade to the start of the clip. Select the length of the fade, in seconds.

- **Out:**
  - **Mark Out.** To stop the clip at a frame other than the last frame, click the Play button below the Preview/Edit box, and then click the Mark Out button when the clip reaches the desired stop point. Click Stop to stop playing the clip.
  - **Fade Out** (found on the Home tab). For a sound clip, select to apply a fade to the end of the clip. Select the length of the fade, in seconds.
  - **End with Cue** (found on the Home tab). For a sound clip, select this option to automatically stop the audio when the Cue ends. To allow a sound to continue playing beyond the cue or page it is assigned to, clear the selection.

### Time Trigger Commands

Use a time trigger command to advance pages in a multi-page cue at a specific time on an internal timer or at a specific point in a media file. For example, you may want the audience to sing the words to a song whose music will be played from a track instead of live.

There are two types of time trigger commands:

- A timer-referenced command uses a timer in the command itself to trigger its actions.
- A clip-referenced command uses specific timecode points in the referenced video or sound clip to trigger its actions.

You add the time trigger command to the first page in the sequence you want to automate.

### Creating a Time Trigger command

To open the Time Trigger dialog box, follow these steps:

1. Open a multi-page cue in the Inline Editor.

2. Select the first page you want to time in the Pages Area.

3. On the Home tab, click Cue and Page Options.

4. Click Time Trigger. The Time Trigger Options pop-up window opens.
Adding a Time Trigger command to a cue

To add the time trigger command to the cue, open the Time Trigger Options pop-up window, then follow the steps below:

1. Click Enable Time Trigger.

2. Under Time Source, click Timer for a time-referenced command, or click the name of the media file for a clip-referenced command.

3. Click Record Time Trigger.

You are now ready to record timings for advancing the pages.

Recording Timings

Before recording your timings, make sure you have a plan in place. For instance, how many pages are going to be added to the Time Trigger Command? What is the duration of each page? Having some notes can help. You can click Pause to pause the recording at any time to look at your notes.

When you are ready to start recording, follow these steps:

1. Click the Play button.

2. When the timer registers the correct timing, click Play Next to advance the recording to the next page. Continue this process until you have recorded the entire sequence.

3. Click Stop to stop the timings, then exit the Time Trigger Recording window.

Editing a time trigger command

In the Time Trigger Options pop-up window, you can manually change the timings, clear all the timings so you can start over, or disable the Time Trigger command.

- Double-click a timing in the Playback Grid to edit it.
- To clear the timings, click Clear Playback Grid. This will erase the timings so you can record a new command.
- To delete the command, delete the timings then clear Enable Time Trigger.
Applying timings to the cue

(Optional) When you are finished recording and editing the Time Trigger Command, click Convert Trigger to Time Advance to apply the command to the cue. This clears the Playback Grid and applies the timings to each page of the cue.

Timing cues to a soundtrack

To create a timed soundtrack, follow these steps:

1. Open a multi-page cue, such as a Lyric Cue, in the Inline Editor.

2. Add audio to the cue.

3. Click Cue and Page Options, then click Time Trigger.

4. In the Time Trigger pop-up window, under Time Source, select the soundtrack as the reference.

5. Click Record Time Trigger.

6. Click Play to start the music.

7. Click Play Next while the music is playing to synchronize the trigger points to the soundtrack.

8. Click Stop to save the trigger points to the command then close the recording window.

9. Edit the timings as needed then apply them to the cue.
Cue Templates

Cue Templates Overview

Use cue templates and presets to save time formatting cues and objects in your MediaShout presentations.

A cue template is a file containing a set of preferred cue properties and settings. Object presets are similar to templates but are used to format a single object on the Other Objects layer only.

Templates and presets are created in the Inline Editor with tools available on the Home and Templates tabs on the ribbon.

Select a Cue Template

A cue template is a file containing a set of preferred cue properties and settings. The program copies these settings to a cue when it is created, saving you from having to format the cue manually. A template can also be applied to an existing cue. In this case, the program changes the formatting, settings, and Other Object content of the cue to match those of the template.

WARNING: Applying (or re-applying) a template to an existing cue replaces the settings, pagination, properties, and all Other Object content of the existing cue with those of the selected template.

Selecting a template when creating a cue

The default template for the chosen cue type will be used unless you select a different template. To select a template when creating a cue, choose one from the list of templates in the Insert pop-up window.

Applying a template to an existing cue

Applying a template to an existing cue overwrites everything in the cue except the Main Object content.

Tip: If you don't like the new template, click Undo (on the Quick Access Toolbar) to undo the changes.

To apply a template to an existing cue, follow these steps:
1. Open the cue in the Inline Editor.

2. On the Templates tab in the Main Template group, select a template from the list.

3. Double-click the template to apply it to the cue.

Tips:

- In the template gallery, the default template shows a thumbtack icon, the current template shows a red title bar.
- To edit a template for the stage view of the cue, click Edit Stage. Click Edit Main to exit.
- To select a template for Twitter cues, click Edit Twitter. Select a template, then click Edit Twitter again to toggle off. You can also select a template when approving Tweets.
- For instructions on editing templates for Twitter cues, see Create a Cue Template.

Create a Cue Template

If you spent a lot of time setting up the look and feel of a cue, save the cue as a template. Then you can apply the template to other cues so you don’t have to waste time formatting them.

Creating a cue template

To create a new cue template, follow these steps:

1. Open a cue in the Inline Editor in either Main view or Stage view.

2. Edit the cue.

3. On the Templates tab, click Save Template As, or if you are editing a Stage template, click Save Stage Template As.

4. Name the template, then press Enter.

The cue settings will be saved as a new Main or Stage template.
Creating a Twitter cue template

Twitter templates are created using Twitter Tokens. These are Twitter-specific objects that can be added to the template then formatted individually: Profile Picture, Profile Header, @Twitter Handle, Tweet Text, and Tweet Date.

Follow these steps to create a Twitter template:

1. On the Templates tab, click Edit Twitter. A new blank cue opens into the Inline Editor.
2. On the Home tab, click Insert Twitter Token. Add as many tokens as you want.
3. To edit a token, select it in the Inline Editor. Formatting tools appear on the ribbon. Edit as needed.
4. (Optional) Add a background or Other Objects and edit as needed.
5. To save the template, on the Templates tab, click Save Template As. Enter a name then press Enter.
6. The new template will show in the Main Template gallery (and whenever Edit Twitter is selected).
7. Click Go to Script to close the Twitter template editor.

Making a template available for other cue types

When you create a new template, it is only available for that type of cue. To allow the template to be used by other cue types, on the Templates tab, select any of the following cue types, Bible, Lyric, Text, or Liturgy.

What gets saved to a cue template?

These are the items that are saved when you create a cue template:

- Font family, color, and size for text in the Main Object and Other Object layers
- The background layer (all other Other Objects are removed)
- Cue background color
- Transitions and in and out settings
- For Lyric and Bible cues, pagination set on the Home tab in the Cue Options group.
- Copyright and reference information (tokens) for Lyric and Bible templates.

WARNING: Applying (or re-applying) a template to an existing cue replaces the settings, pagination, properties, and all Other Object content of the existing cue with those of the selected template.
Edit a Cue Template

You can edit a template by editing a cue based on that template, then saving the changes. When you save changes to a template, it does not change the formatting of already existing cues using that template.

Saving changes to a cue template

If you made changes to a cue and want to save those changes to the template, follow these steps:

1. Open the cue in the Inline Editor.
2. Edit the cue.
3. On the Templates tab, click Save Template, or if you are editing a Stage template, click Save Stage Template.

Note: If you select Edit Twitter, use the Main and Stage controls to save the templates.

Set the Default Template

The default cue template is the template that is used to create any new cue of that type. However, you can manually select a different cue template at any time.

Instead of a template, the default preset is used when creating a cue by dragging a media file to the Script Area. See Use Presets to Format Other Objects for more information.

Setting the default template

To designate a template as the default, follow these steps:

1. Open a cue in the Inline Editor.
2. On the Templates tab, select a template.
3. Click Make Default. In the Template gallery, the default template is marked with a thumbtack.
Lyric cues are stored as records in the Song Library database. Any record in the Song Library can be inserted into a script.

Additional help for working with Lyrics

The following topics contain more information about working with Lyrics in MediaShout:

- To configure settings that control the Lyric Library database, see Lyrics Settings.
- For complete instructions about searching for, importing, editing, inserting, and playing Lyrics, see individual topics listed under Lyric Library.
- For information about notifications when a Lyric cue in the script is different than the version in the library, see the Cue Notifications section in the Edit a Cue topic.

Insert a Lyric Cue

Song lyrics are stored in the Song Library. When adding a song lyric cue, overflow text is placed on subsequent pages within the cue.

Inserting a lyric cue

To insert a lyric cue into the script, follow these steps:

1. On the Home tab, click Insert Lyric.
2. Select the song you want to insert from the Lyric Library, add a new song from scratch, or from another file format.
3. (Optional) Edit the stanzas, play order, or template, as needed.

4. (Optional) Click Insert to Selected Cue to insert edited lyrics into an existing cue. If you don't select this option, a new cue is inserted into the script.

5. Click Insert.

The font, font color, and background image of the cue are edited in the Inline Editor.

### Add and Manage Stanzas

Song stanzas can be created, duplicated, renamed, and deleted in the Pages Area or in the Lyric Library.

- To edit a Lyric cue in the Pages Area, click the cue in the Script Area. All pages of the cue open in the Pages Area.
- To edit a Lyric cue in the Lyric Library, click the cue in the Script Area. On the Home tab, click Insert Lyric. The Lyric Library pop-up window opens.
- See Choose a Play Order for help changing the order of the stanzas.

### Adding a blank page

To add a blank page, in the Pages Area, click Add Page. The blank page is added after the selected page or stanza.

You can also add a blank page by doing the following:

1. Right-click the stanza that the new one will follow.

2. Select Add Page > Blank.

### Adding an existing stanza

If a stanza already exists but is not in the play order list, follow these steps:
1. Right-click the stanza that the new stanza will follow.

2. Select Add Page > Stanza then select the stanza you want from the list.

3. The new stanza is added to the play order list.

Tip: You can also add stanzas from the ribbon. On the Home tab in the Cue Options group, click Add Stanzas.

**Duplicating a stanza**

To duplicate a stanza and add it to the play order list, follow these steps:

1. In the Pages Area, right-click the stanza you want to duplicate.

2. Click Copy.

3. Click Paste. The duplicate stanza is inserted immediately after the original.

**Adding a new stanza**

1. To add a stanza, click the cue then on the Home tab, click Insert Lyric. The Insert Lyric pop-up window opens.

2. Select the song you want to edit from the library.

3. At the bottom of the center column, select the type of stanza you want to add then click Create Page. A new blank stanza is inserted.

4. Click the pencil to add text to the stanza. If you want to change the stanza type, click its Title bar and select a new one from the list.

5. Select Insert into Selected Cue (to replace the selected lyric in the script).

6. Click Insert.

See Choose a Play Order for help changing the stanza order.
Editing an existing stanza

To edit an existing stanza, do the following:

1. In the Pages Area, select the stanza page you want to edit.

2. In the Inline Editor, edit the text inside the Text Object. Note: All instances of the stanza will be updated with the changes you make to the text.

Skipping a page in the play order

To skip a page in the play order but not delete it from the song record, follow these steps:

1. Open the cue in the Pages Area.

2. Click the Cue Options button on the title bar of the stanza you want to remove from the play order.


Removing a stanza from the play order

To delete a stanza, follow these steps:

1. In the Pages Area, right-click the stanza you want to delete.

2. Select Delete Stanza. The stanza is immediately removed from the play order. Note: The stanza is still available. To add it again, use the Insert Lyric tool or right-click the cue, select Add Page > Stanza then select it from the drop-down menu.

Choose a Play Order

The contents of a song consists of the stanzas, title pages, and blank pages that are stored with its record in the song library.
The play order of a song determines which stanzas, blank pages, and title pages appear and in what order when the lyric cue is played. Stanzas and pages can appear anywhere in the play order, and can appear any number of times (or not at all).

Choosing a play order

Note: To add stanzas or remove them from the play order list, see Add and Manage Stanzas.

To move a stanza to a new position in the play order list, follow these steps:

1. Select the cue in the Script Area.
2. Click Insert Lyric. The Insert Lyric pop-up window opens.
3. Select a song from the library.
4. Edit the play order list as follows:
   - To change the order of existing stanzas, drag and drop them in the play order list in the right column.
   - To add new stanzas to the play order list, drag and drop the stanza from the middle column into the play list in the right column.
   - To delete a stanza from the play order list, select the stanza in the right column then click the Delete button.
   - To permanently delete a stanza from the song record, select the stanza in the middle column then click the Delete button. *(Warning: this action cannot be undone.)*

You can also drag and drop stanzas in the Pages Area to change the play order.

Note: With multi-page stanzas, all pages in the stanza (e.g. Verses 1a, 1b, and 1c) are moved or deleted as a group.

Display Song Credits

You can display the song credits on stanza pages in a lyric cue.
Displaying the song credits

To display the song credits in a stanza, follow these steps:

1. Click to cue to open it in the Inline Editor.
2. Select a stanza in the Pages Area.
3. On the Home tab, click Insert Object > Reference. A new text box is inserted into the page.
4. Move the text box to the desired location.
5. On the Home tab, click Insert Token then select the type of information you want to appear in the text box: Title, Author, Hymnal, Copyright, or CCLI License etc.

Format the font and alignment of the song credits like you would any other text.

Tips:

- You can add text to the text box before adding the song credit information. For instance, type "written by" before clicking the Author button.
- The reference will only be visible in the stanza where you inserted it. If you want it to show on other stanza pages, highlight the text box, then on the Home tab, click Object Visibility then select the stanza names where you want it to show or select Show on All. You do not have to go to each page individually to show or hide the song credits.
  - If you select Show on All, all stanzas will show the song credits, but pages that are not stanzas (such as Title pages or Blanks) will not.
  - If you select Last Stanza, the credits will always show on the last stanza, even if a new stanza was inserted after you set the visibility options.
- Save your song credit settings and customizations to the template so you don’t have to reset formatting or object visibility when inserting new Lyric cues.

Add a Title Page

You can place the song title and copyright information on a title page rather than on a stanza page.
Adding a title page

To add a new title page to a lyric cue, follow these steps:

1. In the Script Area, click the Lyric cue to open it into the Pages Area.

2. On the Home tab in the Cue Options group, select Title Page. A new title page is automatically generated.

When you insert the title page into the Lyric cue, a yellow triangle will appear to notify you that the cue version is different from the song record. To save the title page to the song record, click Cue Options then click Save to Library or Add Copy to Library.

You can customize the title page by formatting the text like you would any other object. You can also add additional reference information to the title page.

Removing a title page from the play order list

To remove a title page from the play order list and delete it from the song record, follow these steps:

1. In the Script Area, click the Lyric cue to open it into the Pages Area.

2. On the Home tab in the Cue Options group, clear Title Page. The title page is deleted.

Add a Blank Page

A blank page in a lyric cue is a user-created page that shows a background but no text. It can be useful to play at the beginning, end, or during the instrumental portion of a song.

You can insert a blank page any number of times in the play order.

Adding a blank page

To add a blank page to a lyric cue, follow these steps:

1. Open the Lyric cue in the Pages Area.

2. Select the stanza you want the Blank page to appear after.
3. Click Add Page.

You can customize a blank page by changing the template or adding a background or other objects to the page.

**Removing a blank page from the play order list**

To remove a blank page from the play order list, follow these steps:

1. Open the Lyric cue in the Pages Area.
2. Right-click the page you want to delete.
3. Click Delete.
Lyric Library

Lyric Library Overview

The Lyric Library stores songs as complete cues. Once you add a song to the library and format it, it is ready to use at any time - just insert it as a lyric cue.

Using the Lyric Library

To open the Lyric Library, on the Home tab, click Insert Lyric.

The Library is located in the left column of the Insert Lyric pop-up window.

To search for a song, follow these steps:

1. In the Insert Lyric pop-up window, at the top of the left column next the Gear, click the Search Fields button.

2. Select what fields you want to search: Title, Text, Author, Copyright, or CCLI. You can select multiple search fields.

3. In the search box, type the search query then press Enter.

4. Songs that match the search criteria will appear in the Song list.

Tips:

- You can filter the Song list by clicking a Lyric Group name, Song Select, or Planning Center Online.
- Click the down-arrow next to the song title to see additional information about the song.
- Click a song to open the stanzas and play order for editing.

Additional help for working with Lyrics

The following topics contain more information about working with Lyrics in MediaShout:

- To configure settings that control the Lyric Library database, see Lyrics Settings.
- For advanced techniques when working with lyrics within a script, see individual topics listed under Song Lyrics.
Add Lyrics from Scratch

You can add a song to the Lyric Library by typing it from scratch. For example, you may have written your own song and want to add it to the library. Once you add it to the Lyric Library, it is ready to be added to the script as a Lyric cue.

Adding lyrics from scratch

To add a song to the library by typing it from scratch, follow these steps:

1. On the Home tab, click Insert Lyric.
2. Below the Song list, enter a Title for the new song then click +New Lyric.
3. Enter the information into the wizard and then click Create. The New Lyric Wizard contains the following fields:

   - Song ID. MediaShout auto-assigns a unique song ID. (Locked)
   - Title. Enter a title for the song. Try to make the title unique so it is easier to find it in the Lyric Library.
   - Author. Enter the author's name.
   - Copyright. Enter the copyright information.
   - CCLI#. If this song is registered with CCLI, enter the license number.
   - Hymnal Page. If the song is a hymn, enter the hymnal name and page number where the song is located.

Entering lyrics and creating stanzas

When you create a new lyric, Verse 1 is automatically created for you. Type the lyrics into the Verse 1 box located in the center column.

To add more stanzas, follow these steps:

1. Click Create New Page.
2. To change the stanza type, click the Pencil then select a new one from the list.
3. Type the lyrics for the stanza.
4. Repeat until all stanzas are added.
5. (Optional) In the right column, select a new template for the Lyric cue.
6. (Optional) To insert the new song into an existing cue, select Insert to Selected Cue.

7. Click Insert.

To permanently delete a stanza from the song, highlight the stanza in the center column then click the red X.

**Setting the stanza play order**

Once you finish creating the stanzas, you can set the play order:

- In the right column, drag and drop the stanzas to create a new play order.
- To delete a stanza from the play order, highlight the stanza in the play order list in the right column, then click the red X.

**Import Lyrics from Files**

MediaShout can import songs from various types of text and data files. To prepare text files for importing, see Prepare a Lyric Text File for Import.

**Adding songs from files**

First, make sure you set the Lyrics settings for handling duplicates.

To add songs to the library from files, follow these steps:

1. On the Home tab, click Insert Lyric.

2. Click Gear > Add Lyrics > From Files, From EW (Easy Worship), or From ProP (ProPresenter). The Import Lyrics dialog opens.

3. Click Browse to select the file(s) or folder containing the songs or library you want to import, then click Open. (You may need to change the file type filter to find the file you are looking for.)

4. Click Import.

5. When the import is finished, the Importing Results window appears. It confirms which songs were imported successfully.
6. Click Close.

The songs are added to the Lyric Library and are ready for use in a script.

**Import Lyrics from SongSelect**

If you are a subscriber to the CCLI SongSelect online lyrics service, you can set up MediaShout to log in to the site for you, then automatically import every song you download into the Lyric Library.

For more information about SongSelect, visit [http://www.ccli.com](http://www.ccli.com).

**Adding songs via SongSelect**

To add songs from SongSelect, follow these steps:

1. On the Home tab, click Insert Lyric.

2. In the Lyric Library list, click SongSelect. (The first time you use this feature you’ll be asked to log in with your username and password.)

3. With SongSelect still highlighted, in the search field at the top of the Insert Lyric pop-up window, type a title, lyric, or author name into the search field, then press Enter. The search will return results from the SongSelect online database.

4. (Optional) Double-click a song to preview it.

5. Click the download button to add the song to your Library. Note: The download icon next to the song is not visible if it is already downloaded to the Lyric Library.

The song is added to the library using the default template.
Prepare a Lyric Text File 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 add codes to the text so that MediaShout knows how to treat each item (title, author, stanzas, etc.). Files must be saved with the .txt file extension.

For instructions on importing songs from a text file, see Import Lyrics from Files.

Preparing a song lyric text file for import

During the import process, MediaShout looks for codes that tell it what to do with each line in the file. If the proper codes are found, the file will import seamlessly. If the file is not coded correctly, the data may end up in the wrong places, or the import may fail entirely.

To ensure a successful import, arrange the text in the following order:

Title: {Song Title}
Author: {Author or Author Names}
Copyright: {Copyright line, if any}
CCLI: {the CCLI song number (optional)}
Song ID: {(optional)}
Hymnal: {the hymnal page number (optional)}
Notes: {(optional)}
PlayOrder: {(optional - for more information, see the section below, Configuring the PlayOrder Field.)}
(blank line)
Verse 1:

{Place verse lyrics below the verse code on as many lines as needed. 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. 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:

{Place chorus lyrics below the chorus code on as many lines as needed.}

Continue entering 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 the Title code, it treats it as the start of a new song.

**Configuring the PlayOrder field**

You can configure the PlayOrder field so the play order is imported with the song.

Spaces and capitalization are ignored. Use full stanza names and separate each stanza name with a comma. For example:

```
Verse1, Chorus1, Verse 2, Bridge 1, Ending1
```

**Saving the file as a text file**

A file can contain as many songs you like. When you are done preparing the text, you must save the document as a text (.txt) file.

To save the coded song as a text file, follow these steps (your word processor may use different commands):

1. Select File > Save As.
2. In the Save as Type field, select Plain Text (*.txt).
3. In the File Conversion dialog box, select Other Encoding > Unicode.
4. Click Save.

To save the coded song as a text file in WordPerfect:

1. Select File > Save As.
2. In the File Type list, select ASCII DOS Text.
3. Click Save.
Export Lyrics

The export feature allows you to export lyrics so they can be imported to the Song Library on another computer running MediaShout.

Exporting lyrics

To export lyrics, follow these steps:

1. On the Home tab, click the Insert Lyrics.

2. Search for the song(s) you want to export then highlight the song in the list. (Press CTRL+click to select multiple songs or CTRL+A to select all songs.)

3. Right-click a highlighted song in the list.

4. Click Export Lyrics.

5. Select a destination file type, either text (.txt) or MediaShout script (.ssc), then click Save.

6. When the export is finished, the Exporting Results window appears. It confirms which songs were exported successfully.

7. Click Close.

Print Lyrics

Song Lyrics are printed directly from the script. (Before printing lyrics, make sure your copyright license allows it.)

Printing song lyrics

To print lyrics, create a new script, insert a Lyric Cue, then follow these steps to print:

1. Click Settings tab > General Settings > Script.
2. Click Printing Options.

3. Under Settings, select the number of columns you want to print. Clear Cues Only and Include Thumbnail. Select Notes. Also select Include Title if you want the name of the song listed before each verse.

4. Click OK twice to exit Printing Options.

5. Click File > Print Preview or Print.

Tip: You can export multiple lyrics as a MediaShout .ssc file type to open as a new script for easy printing.

**Using Lyric Groups**

The Lyric Library maintains a list of lyric groups - special categories that you assign songs to - to make it easier to find and manage song lyrics.

If you want to be able to call up a particular set of songs quickly, consider creating a lyric group for them.

Any song can be a member of any number of groups, or none at all. Groups can be used in any number ways. For example, you might have a group for Christmas hymns, another group for songs used in youth services, and another containing all of the favorite songs of the worship leader.

**Creating and deleting lyric groups**

Lyric groups are created and deleted in the Insert Lyrics pop-up window.

To create or delete a group, follow these steps:

1. On the Home tab, click Insert Lyric.

2. Click Library.

3. Add a name for the new group then click +.

- To edit the group name, click the Pencil and enter a new name.
- To delete a group, click its red X.
Adding or removing songs from groups

To add a song to a lyric group, follow these steps:

1. Click Library to show all songs.
2. Find the song you want to add to a group.
3. In the Groups drop-down list, select the group name(s).

To remove a song from a lyric group, clear the group name from the Groups drop-down list.

Showing the contents of a lyric group

To show all songs in a lyric group, open the Lyric Deck, then click lyric group you want to show. The song list populates with all songs assigned to the selected group.
Bibles

Bible Library

MediaShout Bibles are treated as plugins. When the program launches, it looks in the designated Bible library folder for MediaShout Bible files. Each file contains a different version of the Bible.

Additional help for using Bibles

The following topics contain more information about using Bibles in MediaShout:

- To configure settings that control the Bible Library and what Bible versions are available in the Inline Editor, see Bibles Settings.
- For advanced editing techniques of Bible passages within a script, see Bible Passages.

Selecting a Bible Passage

To select a Bible passage, follow these steps:

1. On the Home tab, click Insert Bible.

2. In the Insert Bible pop-up window, select the desired version.

3. In the Bible passage list, select the book and chapter.

4. Select the starting verse. A preview appears so you can verify you selected the correct verse.

5. Select the end verse. The entire selected passage appears in the preview area in the center column.

6. (Optional) To insert the selected passage into an existing cue, select Insert into Selected Cue. (This overwrites all the text in the cue.)

7. Click Insert.

Note: You cannot change the play order or verse numbers of Bible passages.
Searching for passages

To search for a Bible passage by either text or reference, follow these steps:

1. In the Insert Bible pop-up window, click the Search mode button then select either Reference or Text.
2. Enter the search query, then press Enter.
3. A list of passages that contain the search query appears.
4. Click a passage snippet to preview it.

Bible Passages

MediaShout can display Bible verses from any version stored in the Bible Library. The passage text is copied from the selected version and inserted into the cue where it can be formatted and edited. Edits made in the cue will not alter the original Bible text because text changes are not saved to the Bible Library.

Additional help for using Bibles

The following topics contain more information about using Bibles in MediaShout:

- To configure settings that control the Bible Library and what Bible versions are available in the Inline Editor, see Bibles Settings.
- For instructions on selecting, searching for, and inserting Bible passages, see Bible Library.

Inserting a Bible passage as a cue

To insert a Bible passage as a cue, on the Home tab, click Insert Bible. See Bible Library for instructions on how to search for and select a passage.

For help with adding a background, sound, or other objects to a Bible cue, see Adding, Layering and Editing Objects.
**Displaying passage references**

Follow these steps to change the visibility of the Bible passage reference:

1. Open the cue in Inline Editor.

2. Select the Reference text box. If you can’t see it, right-click the Inline Editor, then select Objects > Bible Reference.

3. On the Home tab in the Objects group, then click Object Visibility.

4. Select which pages you want the reference to show on or select Show on All or Hide on All.

**Formatting Bible passage references**

The Bible Passage reference is added to the cue with the font formatting and location designated by the template that was selected when the Bible cue was created.

To change the reference location, in the Inline Editor, drag the text box that contains the reference to the footer or header. To change the text formatting, use the tools found on the Home tab in the Formatting group to change the fonts, alignment, add effects... any formatting changes you can make to text can be made to a reference. To apply the new formatting to every page in the cue, click Apply to Cue.

While still in the Inline Editor, follow these steps to construct the scripture reference:

1. On the Home tab in the Objects group, click Insert Token.

2. Construct the scripture reference using the Bible database field options. (e.g., Book Ch:Vv).

3. Format the reference using the text tools on the ribbon, if needed.

**Auto-paginating a Bible passage**

Follow these steps to auto-paginate a Bible passage:

1. Click the Bible cue in the script to open it into the Inline Editor.

2. On the Home tab in the Cue Options group, select one of the following options:
   - One verse per page. Constrains each verse to its own page, reducing the font size on all pages, if necessary, to ensure that the longest verse appears on a single page.
   - One verse per paragraph. Starts each verse in a new paragraph.
• Allow splitting. Starts each verse on its own page, but allows a long verse to overflow to subsequent pages, if necessary.
• Wrap text. Treats the passage as a single block of text, overflowing to subsequent pages, as necessary.

Displaying verse numbers in the passage text

To display verse numbers, on the Home tab in the Cue Options group, select Verse Numbers in Text.
Text

Text

Text can be displayed embedded in the cue itself or superimposed over other cue types on-the-fly using Keys.

Other text-based cues are specially designed for displaying Song Lyrics, Bible passages, and Liturgies.

Inserting a text cue

To add a text cue to the script or to replace paginated text in an existing cue, follow these steps:

1. In the Script Area, highlight the cue you want the new Text cue to follow, or highlight an existing cue to replace the text.
2. On the Home tab, click Insert Text. The Insert Text pop-up window opens.
3. In the left column, type or paste the new text.
4. Highlight the text then click Create Page. The new page(s) appear in the center column. You can also create the cue page-by-page by highlighting a portion of the text at a time then clicking Create Page. Repeat this process until all pages are created.
5. (Optional) Change the cue template.
6. (Optional) Click Insert to Selected Cue to insert and overwrite the text in an existing cue.
7. Click Insert.

Editing the text on a page

Use the Inline Editor to edit the text on a page. Open the cue in the Pages Area then click the page you want to edit to open it in the Inline Editor.

Tips:

- To check the spelling on the highlighted page, right-click the text in the Inline Editor then select Check Spelling.
• To create a new page break, in the Inline Editor, place the cursor where you want the break then press CTRL + Enter, or right-click, then select Page Break.

**Adding non-paginated text**

See the Text Box topic for instructions on inserting non-paginated text into cues and using the font formatting and FX tools.

**Note: Paginated vs. Non-Paginated Text** - A paginated text area works like Microsoft Word. When you type into the text area and get to the end of the page, a new page is automatically created. A non-paginated text area works like Microsoft PowerPoint. On a slide, when you type into the text box and get to the end, it cuts off the overflow text; it does not create a new slide.
Elements

Blanks

A Blank cue is a cue that contains no text, graphics, or other objects. Use it for visual silence in the script. Like any other cue, you can add timings, sounds, or effects to a Blank cue. Or add objects to a Blank cue such as images, text, or video to create other types of cues.

Inserting a Blank cue

To insert Blanks, highlight the cue you want to blank to follow, then on the Home tab, click Insert Elements > Blank.

You can also play a Blank cue on-the-fly using the Firebox.

Liturgies

Liturgies are new in MediaShout 6. Liturgies are stored in the Liturgy Library.

Adding a Liturgy to the Library

To create a new Liturgy and add it to the library, do the following:

2. Under Liturgy Library, click Add Liturgy.
3. Type a descriptive title for the new Liturgy then click +. The new liturgy is added to the list and page 1 opens in the center column.
4. To add text to the page, enter the text for the leader in the top section, then enter the congregation response text in the bottom section. As you type, the content is saved to the library.
5. To add additional pages, click Add Page.
6. When finished adding pages, click Insert to create a new Liturgy cue.

Deleting a Liturgy from the Library

To delete a Liturgy from the Library, follow these steps:

Warning: this permanently deletes the Liturgy from the Library. This cannot be undone.

1. On the Home tab, click Insert Element > Liturgy to launch the Insert Liturgy pop-up window.

2. In the left column, select the liturgy from the list.

3. Click the red X to permanently delete it.

Editing a Liturgy

Liturgies in the library can be edited including changing the text, adding or removing pages, changing the template, and changing the page order.

To edit a liturgy, follow these steps:


2. Click the Liturgy you want to edit in the list in the left column. All pages appear in the center column.

Tips:

- Edit the pages in the center column. When you change the text it is saved to the library.
- Click Add Page at the bottom of the center column to add a new page to the liturgy then type the new content. Use the preview in the right column to see what the page looks like.
- You can change the template or page order in the right column. Select new template from the gallery. The default template is denoted by a thumbtack icon.
- When finished editing, click Insert to insert the edited Liturgy cue into the script. Or to replace an existing Liturgy cue, select Insert to Selected Cue before clicking Insert.

Liturgies can also be edited in the Inline Editor however, those changes are not automatically saved to the library. In the Script Area, Liturgy cues that are different than the copy in the library show a yellow triangle. See Edit a Cue for more information about cue notifications.
Organizing the Liturgy Library

You can organize your library by creating and assigning groups to your liturgies. When a group name is clicked, only the liturgies assigned to that group show in the list.

- To create a group, in the Insert Liturgy pop-up window, click Add Group, enter a name, then click +. You can create any number of groups.
- To assign a group to an existing liturgy, select the liturgy from the list. Click the drop-down list in the Group column and select a group. A liturgy can belong to more than one group.
- To add a new liturgy to a group, select the group from the list. Click Add Liturgy, type the name of the new liturgy then click +. Click the liturgy in the list to add content.
- To delete a group, click the red X.

Working with the Liturgy text areas

Each Liturgy is made up of four text boxes:

- Leader label
- Leader text
- Congregation label
- Congregation text

The label names can be changed using controls in the Cue Options group on the Home tab.

To hide the labels, highlight the cue in the Script Area, then on the Home tab, click Cue and Page Options and clear Show Labels.

Changing the font formatting

The label and text areas can each have their own font formatting. To change the formatting, follow these steps:

1. Open the Liturgy cue in the Inline Editor.
2. Highlight any one of the four text boxes.
3. Change the font formatting using the text tools in the Formatting group on the Home tab.
4. Click Apply to Cue. The same text box on all pages in that liturgy cue will update to match the new formatting, but the other label and text areas will not be changed.
Sections

You can organize your script using two special types of cues, Sections and Comments. To make the script easier to view, you can add a group of cues to a Section cue, then collapse the section.

Inserting section cues

Use a Section cue to group cues and to make viewing long scripts easier. You can expand and collapse the sections as needed.

To create a section, follow these steps:

1. Highlight the cue above where you want the section to appear.
2. On the Home tab, click Insert Elements > Section.
3. Click the arrow to the left of the Section cue to expand and collapse the section.

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Caution: Any cues inserted under an expanded Section cue will be added to the section.

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4. Drag one or more cues below the Section cue. Once cues are added to the section, they will indent slightly to the right.

Tips:

Cues in a section are indented for easy identification.

To change the background color of Section cues, see Script Settings.

You can rename a Section cue. Click the arrow button on the right side of the title bar, enter text, then click the arrow again. Using descriptive labels for your Section cues will help you identify what is contained inside the section when it is collapsed.
Dealing sections

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WARNING: Deleting a Section cue will delete all cues contained within the section. Drag any cues you want to keep out of the section before deleting the Section cue.

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To delete a section, right-click the Section cue then click Delete.

Comments

Use a Comment cue to insert a comment, title, or other short message for yourself into the script. Comments are not seen by anyone except the operator.

Inserting comment cues

To insert a comment into a script, follow these steps:

1. Click the cue you want the comment to follow.
2. Click Insert Elements > Comment.
3. Click the cue in the Script Pane to edit it.
4. Type the comment in the box below the Inline Editor.

Tips:

- To change the background color of Comment cues, see Script Settings.
- The Comment cue in the Script Area expands up to four lines. You can change the width of the Script Area to allow more room for comments.
Script Control Commands

Use a script control command to program a sequence of cues to loop automatically or to jump from one cue to another. Script controls can be used to fire Audio Playlists, Announcement Loops, and approved Tweets without opening the controls (pop-up windows) for those features.

Adding script control commands

To add a Script Control Command cue, on the Home tab, click Insert Elements > Script Control.

Setting script control command properties

Open the Script Control Command cue in the Inline Editor to set the properties. Settings are found on the ribbon in the Control Options group. Or, if you want to edit the Script Control without losing the cue you are editing in the Inline Editor, click the down arrow on the title bar of the Script Control cue to open the Cue Options dialog box.

The following settings are available:

- **Target.** Select the cue that will be played when the command fires (plays). Options include First cue, Previous Cue, Play Next, Last Cue, Audio Playlist, Announcement Loop, and Approved Tweets, followed by a list of all cues in the script.
- **Play Times.** Choose Loop or the number of times the command is to play up to 10.
- **Advance To.** Use this field to designate the cue that will be played after the command has been played the number of times set in the Play Times field.
- **Schedule Playing.** Select this option to set the command to fire at a specific time. Set the time in the Time field.
- **Time.** If Scheduled Playing is selected, choose the time of day for the command to fire.

Sound Control Commands

Use a sound control command to control the playback of a sound that is played from another cue.
Adding a sound control command cue

To add a sound control command cue, on the Home tab, click Insert Elements > Sound Control.

Settings are found on the Home tab in the Control Options group. Or, if you want to edit the Script Control without losing the cue you are editing in the Inline Editor, click the down arrow on the title bar of the Script Control cue to open the Cue Options dialog box.

The following settings are available:

- **Sound**: Select the sound clip that you want to control, or select All sounds.
- **Action**: Select Play, Pause, Unpause, Stop, or Change volume.
- **Volume**: If Change volume is selected, set the volume level in this field.
- **Fade In and Out**: If you want to apply a fade effect to the action, check this option and set the duration of the fade, in seconds.
- **Skip Cue**: Select to skip the cue when the script is played. (Not available on the ribbon. Launch the Cue Options dialog box to select.)

For more information about inserting and editing audio cues, see the Audio topic.

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Slide Shows

MediaShout offers a way to insert Microsoft PowerPoint slide shows into your presentations. The formatting of the slides and the ability to edit them is retained when using this method.

Inserting a PowerPoint slideshow cue

To insert a PowerPoint file as a cue, on the Home tab, click Insert Elements > Slideshow, or browse to the file, then drag it to a location in the Script Area.

Editing a PowerPoint slideshow cue

Use Microsoft PowerPoint to edit the content of the slides. (If MediaShout is open, close the script then open it again for the edits to show.)

On the Home tab, click Cue and Page Options to edit certain behaviors such as the in and out slide settings.
Web Pages

Web pages can be played from their own cues. A live internet connection is required to play Web cues.

Inserting a web page as a cue

To insert a web page into a cue, follow these steps:


2. In the WebView pop-up window, type the URL of the web page you want to display then click Go or press Enter.

3. Click Add.

Tips:

- If the web page looks distorted on the Main Display, open the cue in the Inline Editor. On the Home tab in the Control Options group, adjust the scale or select Custom to resize the page.
- Navigate the web site in the Inline Editor by clicking the links, just like you would in a browser.
**Objects**

**Images**

Image files in .jpeg, .png, .tiff, and most other popular formats can be played from the Other Objects layer of other types of cues.

**Inserting an image as an object in a cue**

To insert an image to a cue, follow these steps:

1. Click the cue to open it in the Inline Editor.
2. On the Home tab, click Insert Object > Image.
3. Browse to an image file, select it, then click OK.

**Deleting an image from a cue**

To delete an image from a cue, select it then on the Home tab in the Objects group, click Object Arrange > Delete from Cue.

**Using an image as the background of a cue**

To insert a graphic as the background of a cue, do the following:

1. Click the cue to open it in the Inline Editor.
2. On the Home tab, click Change BG.
3. Select whether you want to change the background For this Entire Cue or For this Entire Script, then select Image from the list.
4. Browse to an image file, select it, then click OK.
Editing Image Objects

In addition to the basic image editing tools available on the ribbon, MediaShout also provides advanced editing tools for creating effects, resizing, and changing or removing an image. See Change Object Format Settings for detailed information.

Video Files

Video files can be played as a Background File from their own cues or from the Other Objects layer of a cue.

Inserting a video file as a cue

To insert a Video as a cue, browse to the file on your computer, then drag it to a location in the Script Area. You can also insert a blank cue and add videos from live feeds or DVDs as backgrounds by selecting the Change BG Icon in the Ribbon.

Using a video as an Other Object

When you insert a video object, the video is inserted into the Other Objects layer above the background. So other objects (such as text, Lyrics, Bible passages, etc.) can be layered over the top of it.

To add a video as an Other Object on an existing cue, follow these steps:

1. Open the cue in the Inline Editor.
2. On the Home tab, click Insert Object > Video > File.
3. Browse to the file, then click Open.
Live Feed

Video feeds from cameras and other video devices connected to the computer can be played from their own cues or from the background layer of another cue. As a general rule-of-thumb, if a device works as a video source in Windows Movie Maker, Skype, or IM program, it will work as a feed in MediaShout.

Playing a video feed from the background of a cue

1. Connect a camera or other feed source to the computer (via FireWire, USB, or video capture card input). Note: make sure that the device is powered up and that Windows recognizes the device before proceeding.

2. Open a cue in the Inline Editor. Tip: If you only want the live feed in its own cue, add a Blank Cue to your script then open it in the Inline Editor.

3. Click Insert Object > Video > Live Feed.

4. Select the video source.

5. Select the audio source.

6. Click OK.

7. Click the Play button below the Inline Editor to fire the cue.

DVDs

Video DVD clips can be played as a cue or from the background layer of another cue or inserted as an Other Object in an existing cue.

Inserting a video DVD clip as a cue

To insert a DVD clip as a cue, follow these steps:

1. Load the DVD into your computer's DVD drive.
2. On the Home tab, click Insert Elements > Blank.

3. Open the Blank cue in the Inline Editor.

4. Click Insert Object > Video > DVD.

5. Browse to the file, then click Open.

6. In the DVDView pop-up window, edit the settings then click OK.

The following options are available in the DVDView pop-up window:

- Disk. Select the DVD to use for the clip.
- Preview. Shows a preview of the movie so you can mark in and out settings.
- Time Code. Use the time code slider to move through the video.
- Timer. The timer shows the number of seconds played.
- In and Out. Use the Mark buttons to mark the frames:
  1. If the DVD is not already playing, click Menu, select Root, then in the video preview pane, click Play Movie.
  2. Once the movie starts, use the button controls or drag the slider to the desired frame, then click the Mark In button.
  3. Enter the out frame in the Out field, or allow the movie to play to the desired out frame, then click the Mark Out button.
- Volume. Click the button to launch the volume slider.
- Player buttons. Volume Slider, Previous Chapter, Reverse, Play/Pause, Stop, Fast Forward, Next Chapter, Mute.
- Title and Chapter. Use the drop-down lists or arrow buttons to browse to a specific location in the movie.
- Menu. The Menu button provides the following options:
  - Audio. Select audio language options.
  - Root. Select to go to the root menu of the DVD.
  - Titles. If the DVD has a Title search function, select to access the menu.
  - Chapters. If the DVD has a Chapter search function, select to access the menu.
  - Subtitles. Enable or disable subtitles. To use subtitles, first go to the root menu of the DVD and enable subtitles. Then you can enable or disable them using the Menu button.

Note: If you are having difficulty with the subtitle (lyrics) feature when using iWorship DVD’s from Integrity Music, please see this KB article.

- Title and Chapter. Use the dropdowns to select the title and chapter where you want to start the DVD.
- Play DVD. Click to fire the cue to the main screen.
Playing a video DVD clip in the background of a cue

To add a video as the background of an existing cue, follow these steps:

1. Open the cue in the Inline Editor.
2. Click New Insert Object > Video > DVD.
3. Browse to the file, then click Open.

Formatting the DVD object

Formatting controls are available on the ribbon for easy access.

Follow these steps to open the DVD object for editing:

1. Open the cue into the Inline Editor.
2. Right-click the editor then select Objects > DVD.
3. On the Home tab in the Formatting group, use the tools to format the DVD object:

   - Sizing. Select Custom, Full Scale, or Full Stretch.
   - Keep Aspect Ratio. Select to prevent the DVD viewport from becoming distorted when resizing.
   - Volume. Set the playback volume.
   - Loop. Select the number of times to play the clip or Loop for continuous play.
   - Play and Mark. Opens the Play and Mark pop-up window that allows you to set the Mark in Time, Mark Out Time, and create a thumbnail image.
   - fx. Opens the Video Object Effects pop-up window. The following options are available:
     - Location. Browse to a new location or remove the video object.
     - Size. Set the height, width, and location on the X and Y axis.
     - Rotation. Set the rotation in degrees.
     - Volume. Set the playback volume.
     - Loop. Select the number of times to play the clip or Loop for continuous play.
     - Display. Set the time delay for transition effects.
     - Transition In and Transition Out. Set the type of transition effect.
     - Shadow. Create a drop-shadow effect. Select the shadow color, direction, distance, blur, and opacity.
     - Outline. Select the size and color of the border.
Worship Band in Hand (BiH) is a MediaComplete app that allows you to expand your worship experience with editable soundtracks. A Worship Band in Hand account is required to use this feature with MediaShout.

Inserting a BiH Track

To insert a BiH track, follow these steps:

1. In the Script Area, select the cue you want to add the track to, or create a Blank cue.
2. On the Home tab, click Insert Object > BiH Song.
3. If you are signed in to your BiH account, select a saved mix from the list. If you are not signed in to your account, you will be prompted to enter your login information or create an account before you can select a mix.

Formatting BiH objects

The formatting tools appear on the Home tab when a cue containing a Worship Band in Hand track is selected in the Inline Editor. To show the tools, do the following:

1. Make sure the cue that contains the BiH object is open in the Inline Editor.
2. Click the Band in Hand button (located next to the Edit Stage button below the Inline Editor).

The following tools appear on the ribbon:

- Auto Place. When applying a BiH track to a Lyric Cue, Auto-Place attempts synchronize the Stanzas slides with the audio file, saving time manually placing stanzas with the BiH track.
- Show Mixer. Select to show the mixer. To adjust an instrument, drag the fader to increase or decrease the volume of the specific track. Click the Mute button below each track to mute that specific track.
- Open Tool. This opens the BiH Tool (separate application) that allows you to download BiH songs from your account, then saves mixes that you can insert into cues as BiH objects.
- Play Times. Select the number of times to play the track or Loop.
- End with Cue. Clear to allow the track to continue playing after the cue ends. Select to stop the music when the cue ends.
When a BIH object is selected, the Inline Editor shows a timeline of the audio file with all of the pages in the cue shown below. To synchronize the pages with the audio track, drag and drop them into the timeline.

# Audio

Audio files can be played from the soundtrack layer of another cue. You can also have multiple audio tracks attached to a cue, for instance, narration and a background soundtrack.

## Using an audio file as the soundtrack of a cue

You can create a soundtrack for a cue by following these steps:

1. Click the cue to open it in the Inline Editor.
2. On the Home tab, click Insert Object > Audio.
3. Browse to an audio file, select it, then click OK. Repeat as needed.

## Editing an audio file

1. Below the Inline Editor, click the Speaker icon.
2. Select the audio file you want to edit from the drop-down list next to the Speaker icon.
3. The Formatting tools appear on the Home tab. The following options are available:
   - Volume: set the volume control.
   - Fade-In and Fade-Out: Select the number of seconds for the fade effect. Select 0 for no fade.
   - In-Point and Out-Point: Set the clip in and out time settings. Use the Play and Mark button to find the correct times.
   - Play Times: Select Loop or a specific number.
   - End With Cue: Select to end the sound when the cue ends.
   - Balance: For soundtracks that have instruments on one channel and voice on another, use the slider to adjust the balance between the two.
Setting a sound to play past its cue

By default, an audio file stops playing when the cue it is assigned to ends. But in some cases, you may want a soundtrack to play with multiple cues.

Follow these steps to allow audio to play past the end of a cue:

1. Open the cue that contains the sound into the Inline Editor.
2. On the Home tab in the Formatting group, clear End With Cue.

Deleting an audio file from a cue

To delete an audio file from a cue, select the file you want to delete in the area below the Inline Editor. Right-click the Inline Editor then click Delete from Cue.

Text Box

Use text boxes to add non-paginated text to cues. Text boxes reside in the Other Objects layer of cues, so they can be layered with images, other text boxes, audio, video, or references (which are a special kind of text box).

*Note: Paginated vs. Non-Paginated Text* - A paginated text area works like Microsoft Word. When you type into the text area and get to the end of the page, a new page is automatically created. A non-paginated text area works like Microsoft PowerPoint. On a slide, when you type into the text box and get to the end, it cuts off the overflow text; it does not create a new slide.

Adding a text box to a cue

To add a text box, follow these steps:

1. Select the cue in the Script Area.
2. Select the page you want to add text to in the Pages Area to open it in the Inline Editor.
3. On the Home tab, click Insert Object > Text Box.
Editing a text box

Text boxes can be moved, resized, and layered with other objects.

- To move a text box, hover over a border until the cursor changes to a crosshair. Drag the box to a new location. Guides will appear to help you align the text box.
- To resize a text box, click one of the 8 handles then drag the border.
- To layer a text box, click the box then click Object Arrange. Select to move the box forward or backward in the stacking order. See Adding, Layering, and Editing Objects for more information.
- To delete a text box, right-click the box then select Delete from Cue.

Note: For help with formatting text, see Change Object Format Settings.

Reference

MediaShout allows you to insert and format your Copyright or Reference inside a special Text Box Object.

For more information on tips on these special objects, see the specific topics below.

Displaying the song credits

To display the song credits in a stanza, follow these steps:

1. Click to cue to open it in the Inline Editor.
2. Select a stanza in the Pages Area.
3. On the Home tab, click Insert Object > Reference. A new text box is inserted into the page.
4. Move the text box to the desired location.
5. On the Home tab, click Insert Token then select the type of information you want to appear in the text box: Title, Author, Hymnal, Copyright, CCLI License, etc.

Displaying Bible references

Follow these steps to change the visibility of the Bible passage reference:
1. Click to cue to open it in the Inline Editor.

2. On the Home tab, click Insert Object > Reference. A new text box is inserted into the page.

3. Move the text box to the desired location.

4. On the Home tab, click Insert Token then select the type of information you want to appear in the text box: Book, Chapter, Verse, Translation, etc.