# Projecting Song Words at Acorn

Step 1; getting set up.

1. Turn on the PC. This is situated under the sound desk. The 'On' button is on the top (where you can see the white dot in the picture)

2. Turn on the large monitor screen. The button is in the bottom right hand corner on the monitor. Make sure it is plugged in on the side of the sound desk.

3. Tap the spacebar key and type in the password 13151814

4. First you need to set up a program to run in the background. This program will send the words you project onto the live stream on the Acorn YouTube channel. To do this Double click on the OBS Studio icon (it's black and round - See the picture).
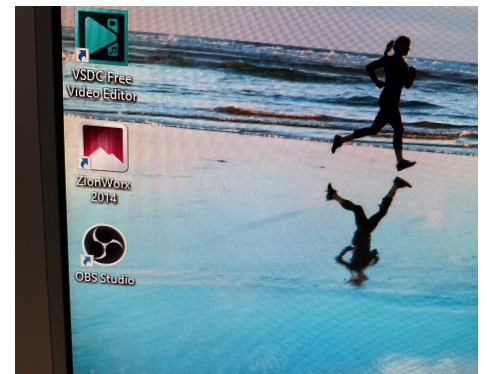

5. When the OBS program opens you will see a screen like this one (the image may differ) - you do not need to alter it at all - leave it exactly as it is and minimise it by clicking the minus '-' icon in the top right hand corner next to the small square.

6. Next double click with the mouse on the ZionWorx icon on the desktop - it's red with a white mountain directly above the OBS icon - see the second picture above.

7. When the program opens you will see a screen as in this picture. The screen is split into various sections

    - The section marked with a green 'smudge' is a list of all the available songs (and other media)

    - The section marked with a blue 'smudge' is where you will put the playlist for today's service

    - The section marked with a red 'smudge' is where you will see the song that is currently being shown on the projected screen in church.

   - The section marked with a yellow 'smudge' shows what is on the projector screen.
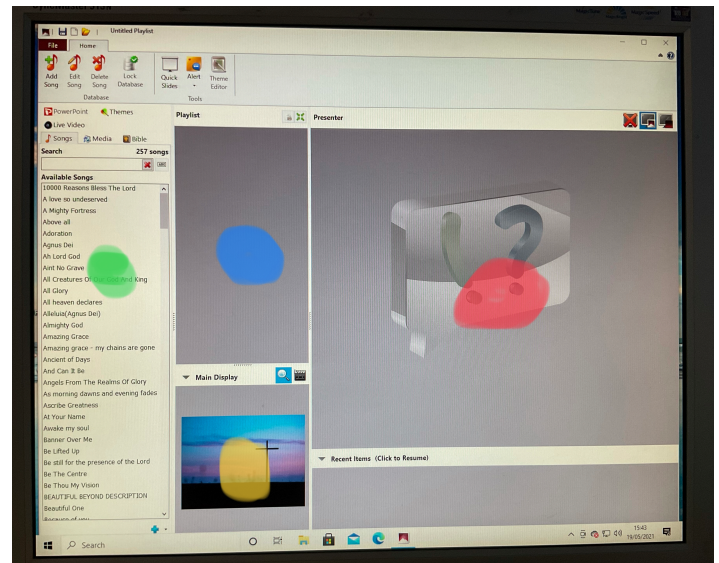
Step 2; setting up the songs before the meeting begins.

1. You first need to create a playlist for the service by adding songs to the playlist window (blue smudge area)

    - Type the first few few words of the song into the search box above the list of songs; you will notice that the song list reduces to a list of songs containing the words that you have typed.

    - When you see the song you want, double click on the song and it will move to the playlist. Repeat this process until you have all the songs you need for the service. You will now see the playlist as in this picture.

    - Important: now is the time to save your screen. To do this click the file tab in the top left hand corner, choose 'Save as' from the drop down menu and then name your file with the date that you are going to project your songs, and then click save.
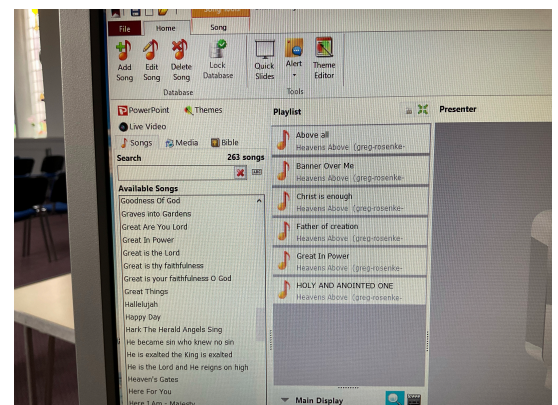
Step 3; projecting songs during the meeting

1. When you move the mouse curser over a song in the playlist you will see an blue arrow and a red cross appear (see picture).

    - If you click the cross the song will be removed from the playlist (best not to do this)

    - If you click the arrow the song will be displayed in the Presenter box (red smudge area). You will see here the words of the song on several slides. (See photo)

    - You can move between slides by clicking on them once.
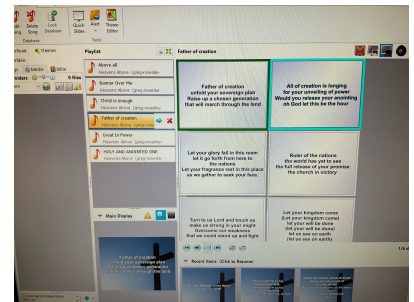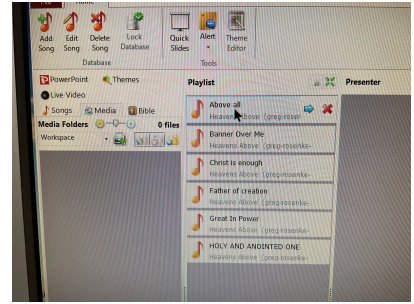
2. In order for the words to appear on the main projected screen in church you will need to turn your attention to a row of buttons above the presenter box (see photo). I'll describe them from right to left below.

    - Pushing the far right button will show the song words on the main projector screen.

    - Pushing the second from right button will show the background image without the words.

    - The third button would show a camera background (when installed)

    - The fourth button removes everything from the screen and shows a black screen

    - The fifth button shows a background Logo picture of acorns

    - The last button with a red cross blanks the screen completely and turns off any projection image to the screen: if this button is pushed it will need to be pushed again to allow projection to restart.
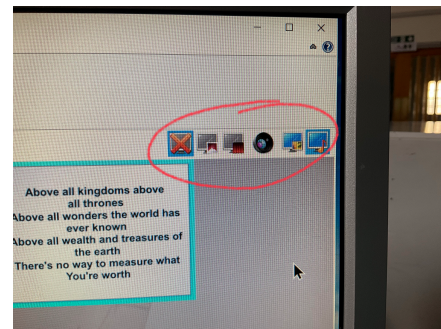
- NOTE: you can see what changes when using these buttons by looking in the Main Display window (yellow smudge area). Whatever you see here is being projected to the main screen in church.

Additional features

Editing an existing song

- Click on a song title in the Playlist

- Click on the Edit Song tab in the top left hand corner of the screen and an edit box will open. From this edit song box various changes can to be made which will affect the way songs are displayed.

- In the example here (see photo) you can see that some lyric slides need to be deleted - we don't need a slide that displays the text 'Verse 1'. Simply deleting the text will not delete the slide - to do this you need to place the mouse curser to the left of the word 'Higher' on the second slide and then tap on the Back Key ⟵ on the keyboard until both the text and slide are gone.

- Text within each slide can be edited, corrected and added to.

- To add an extra slide place the mouse curser where you would like the slide to be and press Ctrl and Enter together on the keyboard.

- When you have finished editing click the tab marked Presentation Options. Here you will see two columns with plus and minus symbols
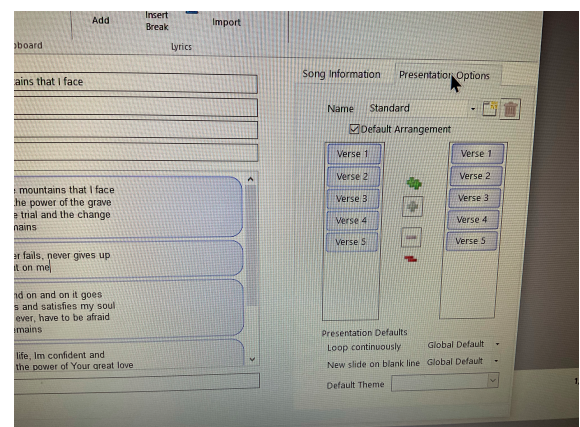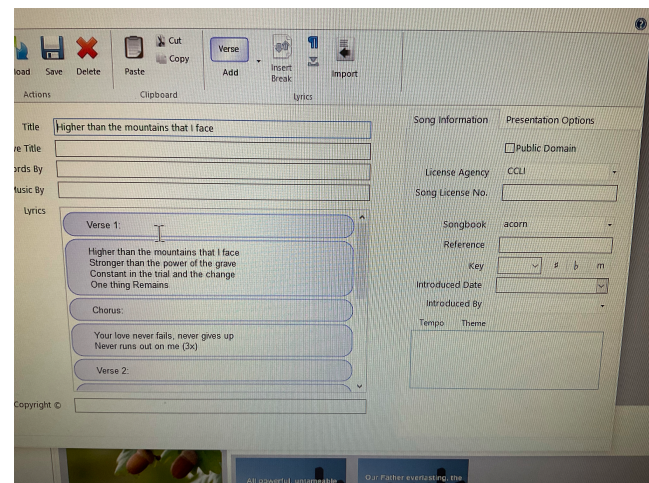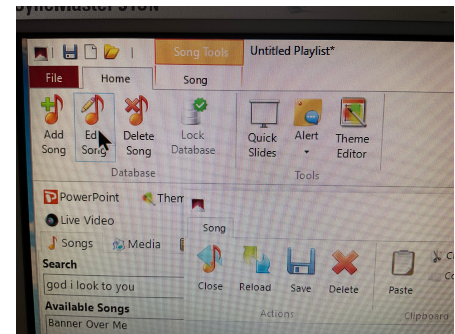
between them. Click the red minus symbol to remove the previous version of the song and then click the green plus symbol to add the new edited version.

- At this point you can click 'Save' at the top of the edit box and then 'close'

- The song will now appear in its new edited format.

Adding a new song

- First click the 'Add Song' tab in the top left hand corner of the screen and a new box will open. This looks very similar to the edit box seen above except it will have no details in each section.
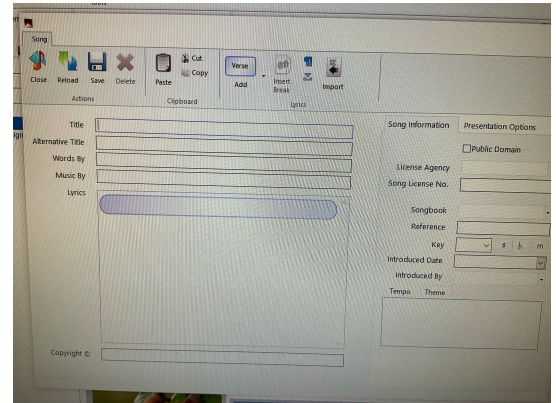
- Fill in the title of the song - at Acorn this will always be the first line of the song. An alternative title can be added in the next box if the song has another title.

- If you know who wrote the words and music you can fill these into the next two boxes. This is good practice but is not vital.

- Lyrics can be added into the slide below in two ways - either type them in or copy and paste them from another source.

- When you have added words for the first section of the song - perhaps a first verse - then you can add further slides using the 'add' button just above the title box in the centre. Choosing the very small down arrow to the right of this will give you a choice to add another verse or a chorus, etc. The chosen slide will be appear below the one you added lyrics to earlier. You can now add lyrics to that slide.
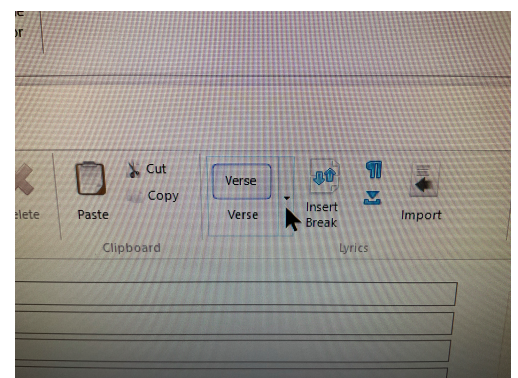
- Once you have added your slides and song lyrics you need to choose the 'Presentation Options' tab and when the two columns appear click the green plus symbol to add your new song.

- Now you can click 'save' and 'close'. The new song will be added to the song list on the left of the main screen.

Adding other media to the playlist

- Click on the 'Media' tab which is situated next to the song tab just above the song list. The list of songs will be replaced by a space to add media files.
  - Video files, audio files and still image files can be added to this box.

- To add a media file you need to locate it on the computer and drag it into this media area.

- Once your media file is in this media area you can double click it and it will appear in the playlist and can to viewed on the projector screen in the same way a song can be.

- If you are projecting a video you will notice that at the bottom of the presenter screen (red smudge area) some video controls will appear. Use these to play, pause, stop, etc. the video.

Adding PowerPoint slides to the playlist

- Click on the 'PowerPoint' tab which is situated next to the song tab just above the song list. The list of songs will be replaced by a space to add PowerPoint files.

- To add a PowerPoint file you need to locate it on the computer and drag it into this area.

- Once your PowerPoint file is in this area you can double click it and it will appear in the playlist and can to viewed on the projector screen in the same way a song can be.

- You can move between the PowerPoint slides in the same way that you move between song lyric slides.

Important points to note

- Zionworx does not respond well when you 'over click'. If you click on something and don't get an immediate response please wait a few seconds before trying again. If you 'over click' the program may freeze and will have to closed and started again. This does not happen often but can be a nuisance if it occurs when people are singing during the meeting.

- Always change to the next slide BEFORE people finish singing the last line of the previous slide. This will provide the next set of words in good time for the singers.

- It is best practice to have the next song ready just prior to the band starting to sing.

- If you are not sure where the worship leader is going next (eg. to the next verse or to repeat a chorus) always go with what you think rather than hesitate and wait: you can quickly change it if you don't get it right first time. Thursday evening practices provide an opportunity to become familiar with songs and to see where the song may go in the Sunday service.

- Please don't make unnecessary edits to songs and changes to fonts and layouts just because you 'prefer' it that way. Obviously spelling errors and slide layouts do need sorting from time to time but should not need doing each meeting. It is much better if we maintain a standard and uniform layout - the congregation will become familiar with it. Constant changes just become and distraction during worship.