

Introducing PowerWorship™ 3.0

PowerWorship™ works with Microsoft® PowerPoint® to allow users to maintain a library of worship songs and to dynamically build slide shows and reusable song groups. The program works with PowerPoint 97 or later for Windows.

PowerWorship is free software; you can redistribute it and/or modify it under the terms of the GNU General Public License as published by the Free Software Foundation; either version 2 of the License, or (at your option) any later version.

See <http://www.powerworship.com> and <http://www.gnu.org> for more information.

Important Copyright Information

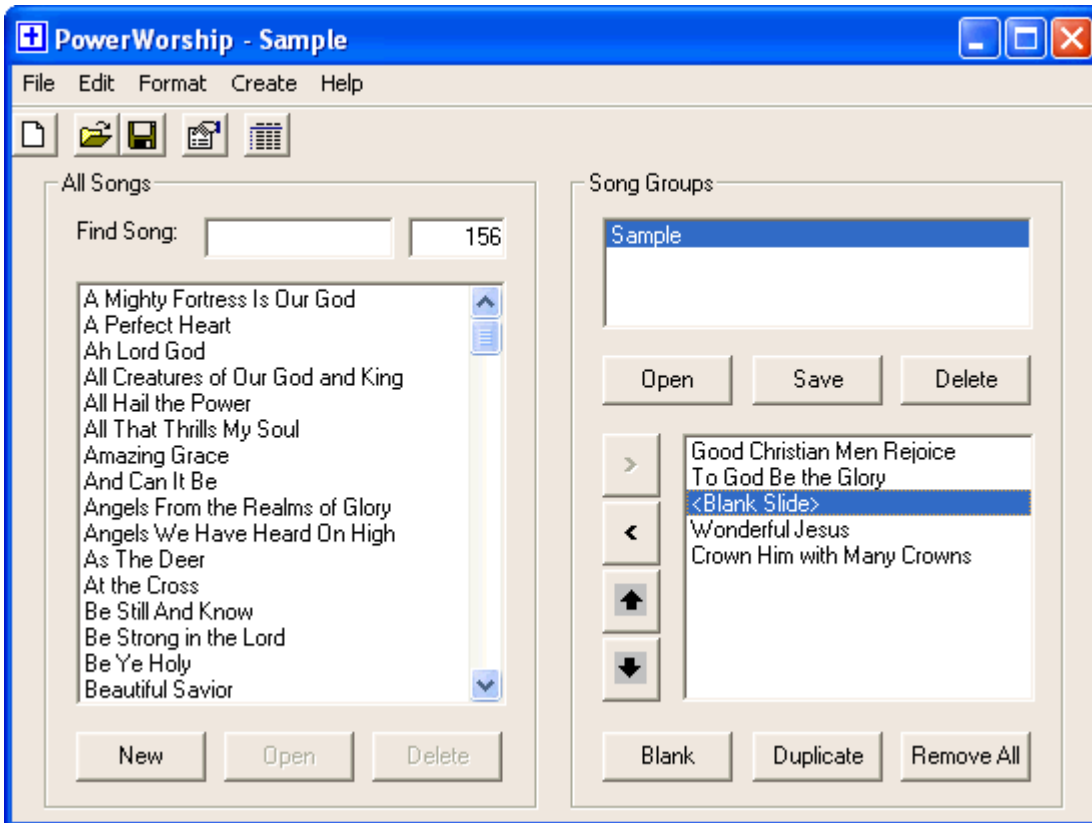
The songs included with PowerWorship are included only as samples to the user. Before publicly displaying copyrighted songs, users are responsible for obtaining a copyright license through [CCLI \(Christian Copyright Licensing\)](#). CCLI can also be reached by phone at (800) 234-2446.

What's New in PowerWorship™ 3.0

- Lots of new backgrounds to choose from
- Set the font size or let PowerWorship auto-size the font
- Additional slide formatting options
- New printing capabilities
- Export/Import usability enhancements
- Show/hide capability for PowerWorship songs

Program Overview

As shown in the screenshot below, the PowerWorship *main window* is made up of two main sections: the **All Songs** section on the left, and the **Song Groups** section on the right.



The **All Songs** section allows the user to work with songs contained in the song library. You can find songs quickly by typing keywords into the **Find Song** text box. The user can also add **New** songs, **Open** existing songs, or **Delete** existing songs by clicking on the appropriate button.

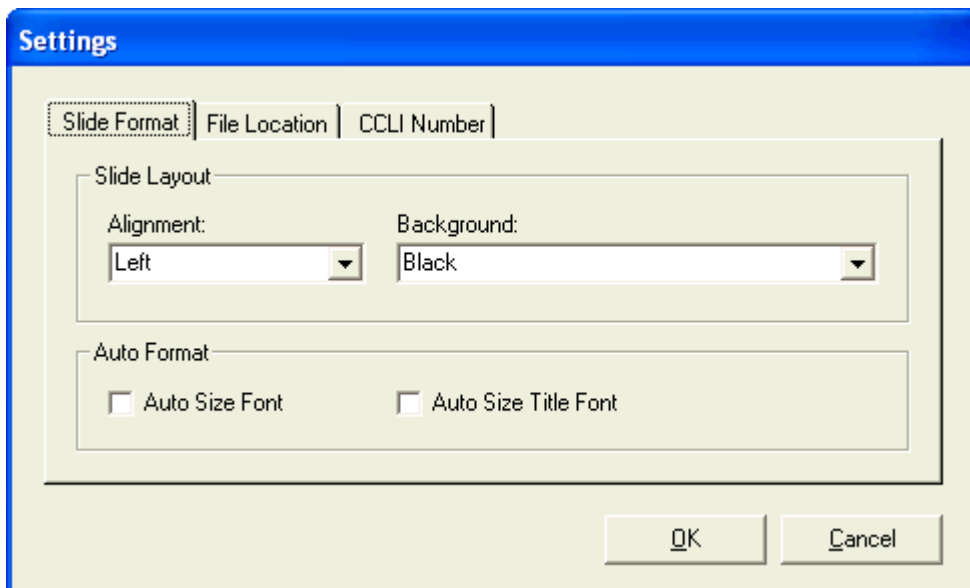
When the user double-clicks various songs from the **All Songs** listbox (or selects a song and presses the right arrow button), the songs will be added to lower listbox in the **Song Groups** section, which displays the songs in the order in which they will appear during the slide show. The order of songs can be changed using the up arrow and down arrow buttons (located to the left of the listbox). Songs can also be removed using the left arrow button and the selected songs list can be cleared using the **Clear All** button. **Blank Slides** and **Duplicate** songs can be inserted by clicking on the appropriate buttons.

After the user has organized his or her selected songs, the songs can be saved together as a **Group**. Existing groups can be opened from the **Song Groups** section using the **Open** button, or deleted using the **Delete** button.

The **File** menu can be used to create a new song, open an existing song, open an existing group, save a group, export and import songs and groups, and exit the program. The **Edit** menu can be used to delete songs or groups, and to edit the program settings. The **Create** menu can be used to create slides for selected songs or for an open group. The **Edit** allows you to set the font used for song titles (Format > Title Font) and song lyrics (Format > Font) when slides are created. The **Help** menu provides access to the program documentation.

Getting Started with PowerWorship™

When you first start PowerWorship, check the program settings and enter your **CCLI license number**. The CCLI number you enter into the program settings will be displayed at the bottom of each song that has copyright information. As shown in the screenshot below, the settings dialog box has three different tabs.



1. The **Slide Format** tab allows you to set slide layout options (alignment, background) and auto-size options. If auto-size is enabled PowerWorship will dynamically change the font size (for titles and lyrics) based on the number of characters each slide contains. If auto-size is disabled, the font sizes you specify via the **Format > Font ...** and **Format > Title Font ...** menus will be used. Keep in mind that if you place more than 7 lines on a title slide or more than 8 lines on a subsequent slide (i.e. a non-title slide), PowerPoint XP will reduce the font size as needed so the text fits on the slide. Fixed font sizes of 14 and 22 will be used for the "copyright information" and "words by" sections respectively.

To change the alignment of the song titles and lyrics, choose a different alignment option from the drop-down **Alignment** listbox. To change the slide background (template) used when PowerWorship generates PowerPoint slides, choose a different template from the drop-down **Template** listbox. Although there are only a few templates included with PowerWorship, you can add more templates to the Templates folder inside the PowerWorship installation directory. Additional templates can be found on your computer by searching for files with a .pot extension.

2. The **File Location** tab allows you to change the location where songs and groups of songs will be read from and saved to on your computer. Unless you want to work with songs and groups located on another drive or network location, there is no need to change the File Location.
3. The **CCLI Number** tab allows you to enter a CCLI (Christian Copyright License) number that will be displayed at the end of each song that contains copyright information when you create slides using the PowerWorship program.

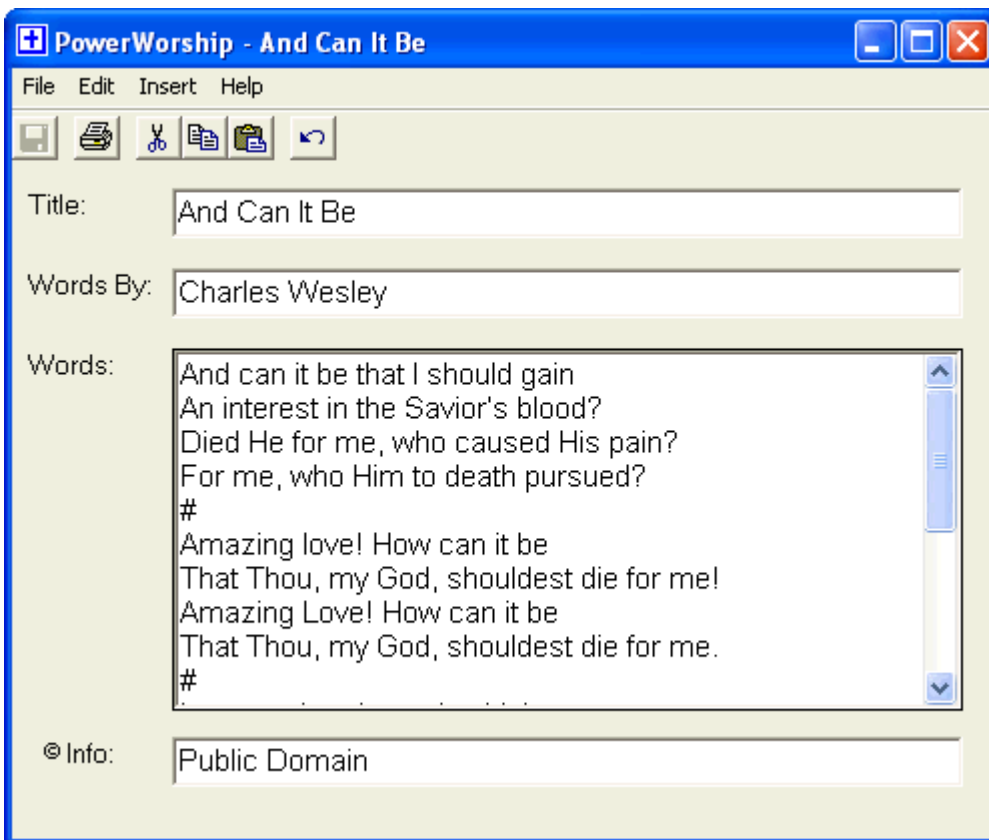
Click on the **OK** button to save any changes you make to the program **Settings**.

Adding New Songs

To add a new song to the All Songs list:

1. Click on the **New** button to display the Song Editor.
2. Enter a **Title** for the song. The title you enter will ultimately be displayed in the All Songs list after you save the song.
3. Enter the song writer's name into the **Words By** field (optional).
4. Enter the **Words** to the song.
5. To insert a slide break between stanzas of a song, choose **Insert** menu/**Break**. This will add a pound sign (#) to the Words section. The pound sign must be entered on a line by itself to generate a slide break.
6. Enter the © **Info** (optional).
7. Choose **File** menu/**Save** to save the song to the Song Library.
8. Choose **File** menu/**Exit** to close the Song Editor.

PowerWorship Song Editor



The screenshot shows a software window titled "PowerWorship - And Can It Be". The window has a menu bar with "File", "Edit", "Insert", and "Help". Below the menu bar is a toolbar with icons for Save, Print, Cut, Copy, Paste, and Undo. The main area contains several input fields and a text area:

- Title:** A text box containing "And Can It Be".
- Words By:** A text box containing "Charles Wesley".
- Words:** A large text area containing the lyrics:
And can it be that I should gain
An interest in the Savior's blood?
Died He for me, who caused His pain?
For me, who Him to death pursued?

Amazing love! How can it be
That Thou, my God, shouldest die for me!
Amazing Love! How can it be
That Thou, my God, shouldest die for me.
#
- © Info:** A text box containing "Public Domain".

Deleting Songs

To **Delete** an existing song(s) from the All Songs list:

1. **Click** on the song in the Song List to highlight it. To select multiple songs, hold down the Ctrl or Shift key and click.
2. **Click** on the **Delete** button.
3. **Click** the **Yes** button when prompted to confirm deletion of the selected song(s).

Finding Songs

The **Song Count** field will display the number of songs currently in the Song List. To find a particular song in the Song List you can either use the vertical scroll bar (songs are sorted alphabetically) or use the **Find Song** feature.

To use the **Find Song** feature, type a keyword(s) into the Find Song text box and the Song List will display only those song titles containing the keyword(s).

To display the entire list again, delete the keyword(s) from the Find Song text box.

Selecting Songs

In order to create slides for a song or a group of songs, you must either select the song(s) from the All Songs list or open a group of songs that you have previously saved.

There are two ways to select a song and add it to the lower list in the Song Groups section:

1. Double-click on a song in the All Songs list, or
2. Click on a song in the All Songs list to highlight it, and then click on the right arrow button. To select multiple songs, hold down the Ctrl or Shift key and click each song -- and then click on the right arrow button.

Organizing Songs

Once you have selected songs from the All Songs list and added them to the lower list in the Song Groups section, you may wish to change the order of the songs or remove a particular song(s) from the list.

- To move a particular song up in the list, click on the song to highlight it, and then click on the up arrow button.
- To move a particular song down in the list, click on the song to highlight it, and then click on the down arrow button.
- To remove a particular song from the list, click on the song to highlight it, and then click on the **Remove** button.
- To remove all songs from the list, click on the **Remove All** button.

You can also insert a blank slide or duplicate a particular song(s). Blank slides have a plain black background and can be used to break up a section of songs. You may wish to duplicate a song if it will be sung twice. When you duplicate a song, the copyright information (if it exists) will be omitted from the first round of slides and the song title will be omitted from the second round of slides.

- To insert a blank slide click on the **Blank Slide** button. If a particular song is currently highlighted (selected), then the blank slide will be added immediately after it. Otherwise, the blank slide will be added to the end of the list.
- To insert a blank slide immediately after a particular song, first click on the song to highlight it, and then click on the **Blank Slide** button.
- To duplicate a particular song, first click on the song to highlight it, and then click on the **Duplicate** button.

Note: It is possible to move blank slides and duplicate songs up and down the list, but be careful not to position a duplicate song immediately after a blank slide. Duplicate songs can only follow actual songs or an error message will be displayed and the slides will not be created properly. Also, a duplicate song cannot be the first item in the list.

Creating Slides

Slides can only be created when the lower list of the Song Groups section contains song titles. To populate the lower list in the Song Groups section, double-click songs in the All Songs list or open a Group.

To create slides, choose **Create** menu/**Slides**. The slides will be created in the order in which the songs appear in the lower list in the Song Groups section.

PowerPoint will be launched to generate the slides. After the slides are generated, you can preview the slides in PowerPoint and check for any formatting problems. PowerWorship will automatically size fonts based on the number of characters per slide.

Transferring and Backing Up Songs and Groups (Export/Import)

- To transfer songs and groups to another computer, export them from the source computer and import them on the destination computer. See below for detailed export and import instructions.
- To backup your songs and groups, export them and copy the PowerWorship Archives to an external disk.

Exporting and Importing Songs and Groups

To Export Songs:

1. Choose File menu > Export and Import.
2. Select "Export Songs to PowerWorship Archive".
3. Click Next.
4. Select individual songs by holding down the Ctrl key while selecting them with the mouse OR choose Select All to export all songs.
5. Click Next.
6. Choose a location to export the songs to and enter a filename for the PowerWorship archive or accept the default filename.
7. Click Save.

To Import Songs:

1. Choose File menu > Export and Import.
2. Select "Import Songs from PowerWorship Archive".
3. Click Next.
4. Select the PowerWorship Archive (*.cab file) that you want to import Songs from.
5. Click Open.

To Export Groups:

1. Choose File menu > Export and Import.
2. Select "Export Groups to PowerWorship Archive".
3. Click Next.
4. Select individual groups by holding down the Ctrl key while selecting them with the mouse OR choose Select All to export all groups.
5. Click Next.
6. Choose a location to export the groups to and enter a filename for the PowerWorship archive or accept the default filename.
7. Click Save.

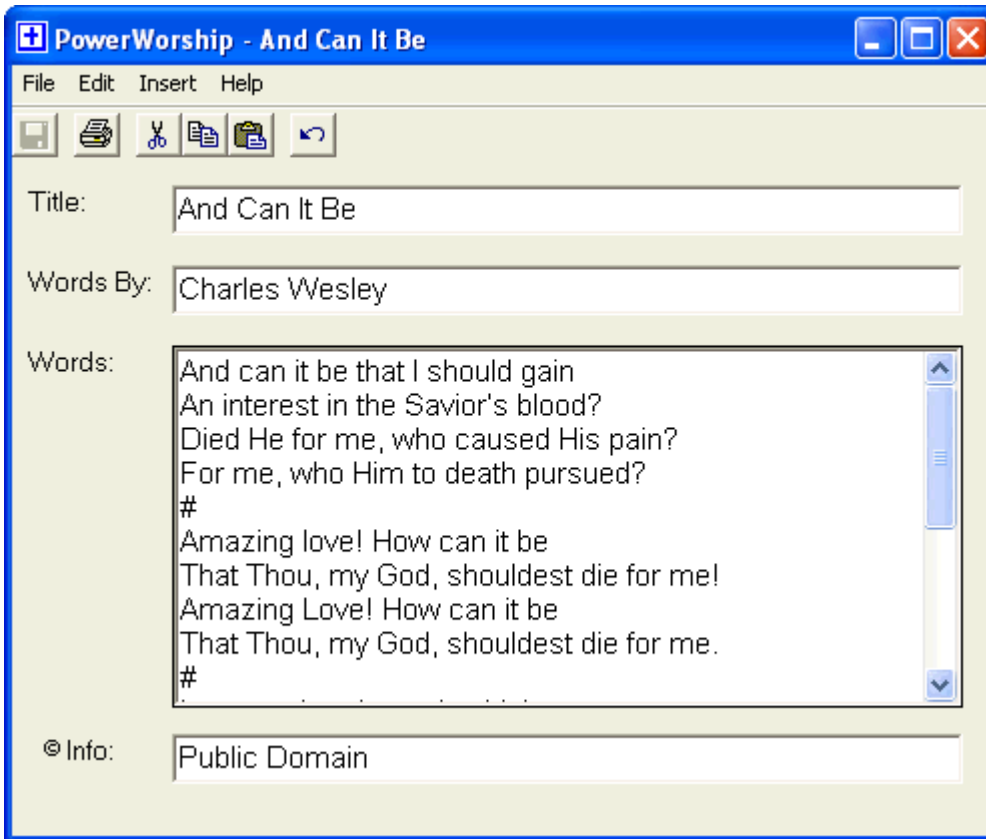
To Import Groups:

1. Choose File menu > Export and Import.
2. Select "Import Groups from PowerWorship Archive".
3. Click Next.
4. Select the PowerWorship Archive (*.cab file) that you want to import Groups from.
5. Click Open.

NOTE: When exporting songs be sure to include "song" in the filename so you will know it is a song archive and not a group archive. Include "group" in the filename when exporting groups for the same reason. PowerWorship will not stop you from trying to import songs from a group archive and vice-versa.

Using the Song Editor

The PowerWorship **Song Editor** can be used to add **New** songs to the All Songs list or to **Edit** existing songs in the list.

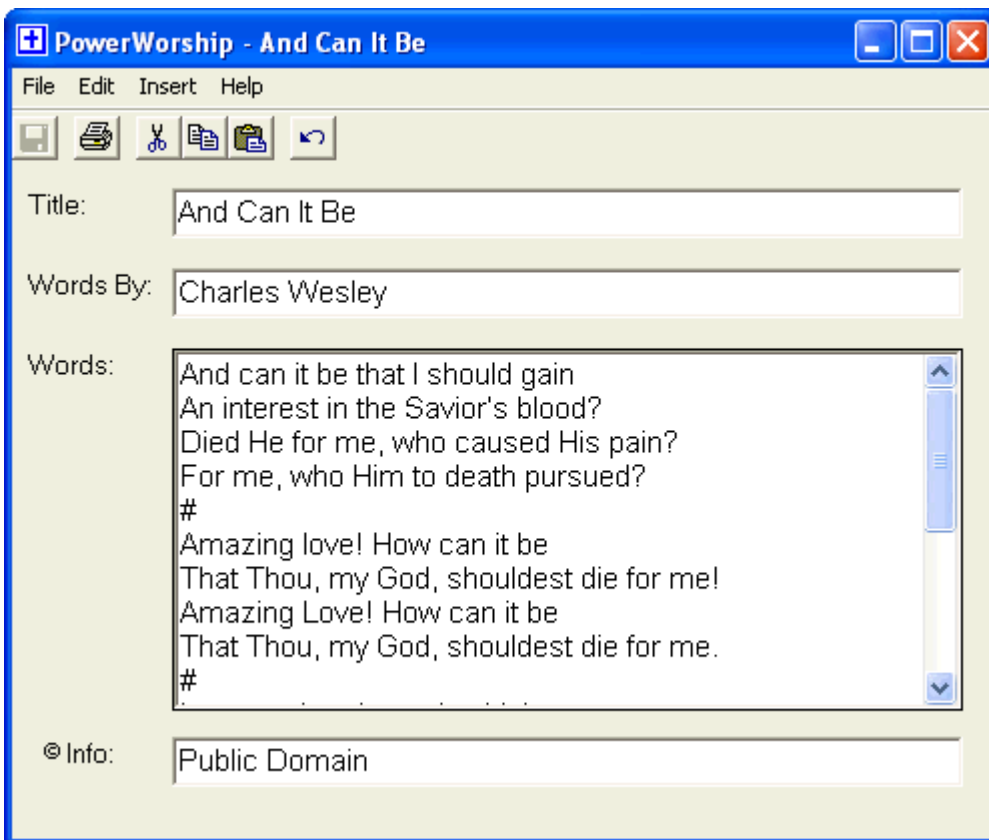


Adding New Songs

To add a new song to the All Songs list:

1. Click on the **New** button to display the Song Editor.
2. Enter a **Title** for the song. The title you enter will ultimately be displayed in the All Songs list after you save the song.
3. Enter the song writer's name into the **Words By** field (optional).
4. Enter the **Words** to the song.
5. To insert a slide break between stanzas of a song, choose **Insert** menu/**Break**. This will add a pound sign (#) to the Words section. The pound sign must be entered on a line by itself to generate a slide break.
6. Enter the © **Info** (optional).
7. Choose **File** menu/**Save** to save the song to the Song Library.
8. Choose **File** menu/**Exit** to close the Song Editor.

PowerWorship Song Editor



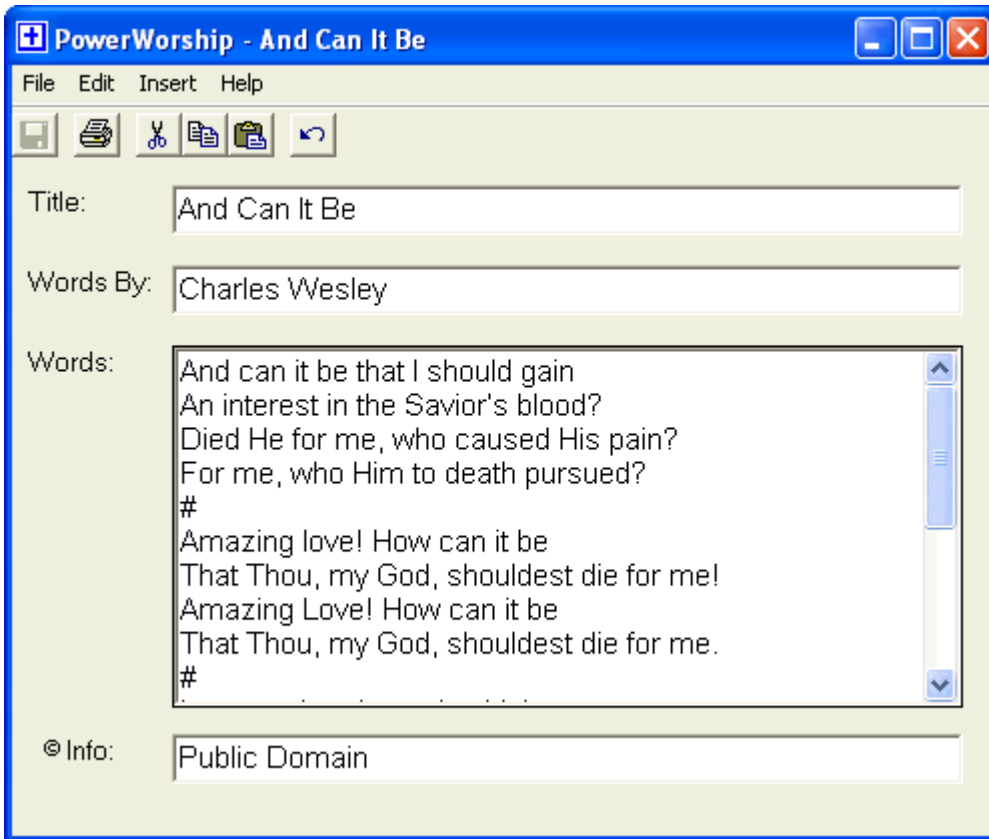
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For me, who Him to death pursued?

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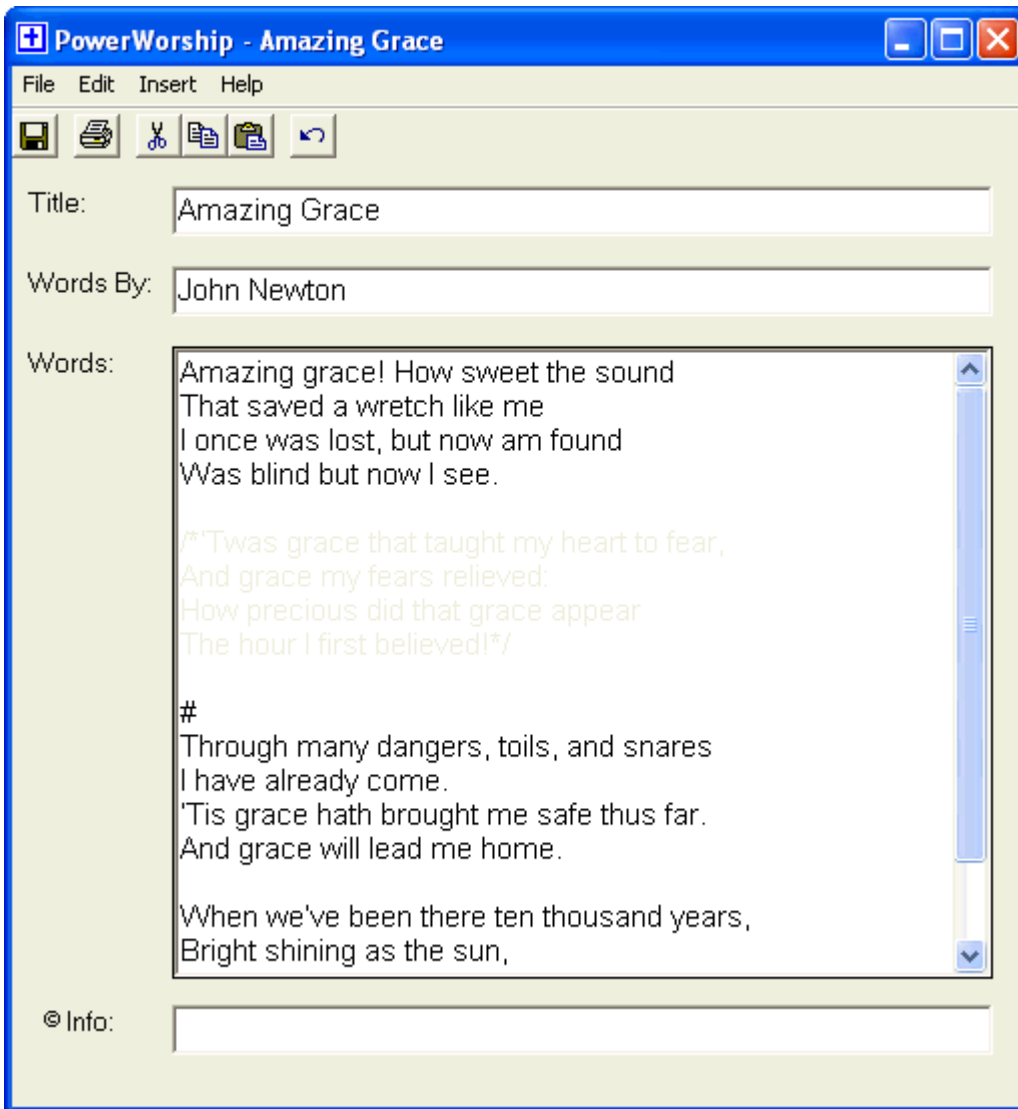


Hiding Sections of a Song

You may want to hide sections of a song if you only want certain verses/stanzas included in the generated PowerPoint slides, but you don't want to permanently delete the unwanted verses/stanzas.

To hide sections of a song:

1. Click on the song in the All Songs list to highlight it.
2. Click on the **Open** button.
3. The song will be displayed in the Song Editor.
4. To hide part of a song so it is not included when slides are created, select the appropriate text in the 'Words' section of the song editor, and then choose **Edit** menu/**Hide**. You can also manually hide sections of a song by surrounding the text you want to hide with /* and */.
5. Choose **File** menu/**Save** to save your changes.



To unhide (show) sections of a song:

1. Click on the song in the All Songs list to highlight it.
2. Click on the **Open** button.
3. The song will be displayed in the Song Editor.
4. To unhide part of a song, select the text beginning with /* and ending with */, and then choose **Edit** menu/**Unhide**. You can manually unhide text by deleting the /* and */ characters as needed.
5. Choose **File** menu/**Save** to save your changes.

Working with Groups

PowerWorship allows you to organize one or more songs and save them as a group that can be reused at any time. The groups will be displayed in the upper list in the Song Groups section as they are saved. You can open groups, delete groups, and save groups from the PowerWorship main window.

Opening Groups

After saving more than two songs as a group, you can open the group to modify it and/or create slides for the group.

To open a group:

1. In the Song Groups section, select the group you wish to open and then click on the **Open** button.
2. The group of songs represented by the group will be displayed in the lower list in the Song Groups section.

Deleting Groups

To delete a group:

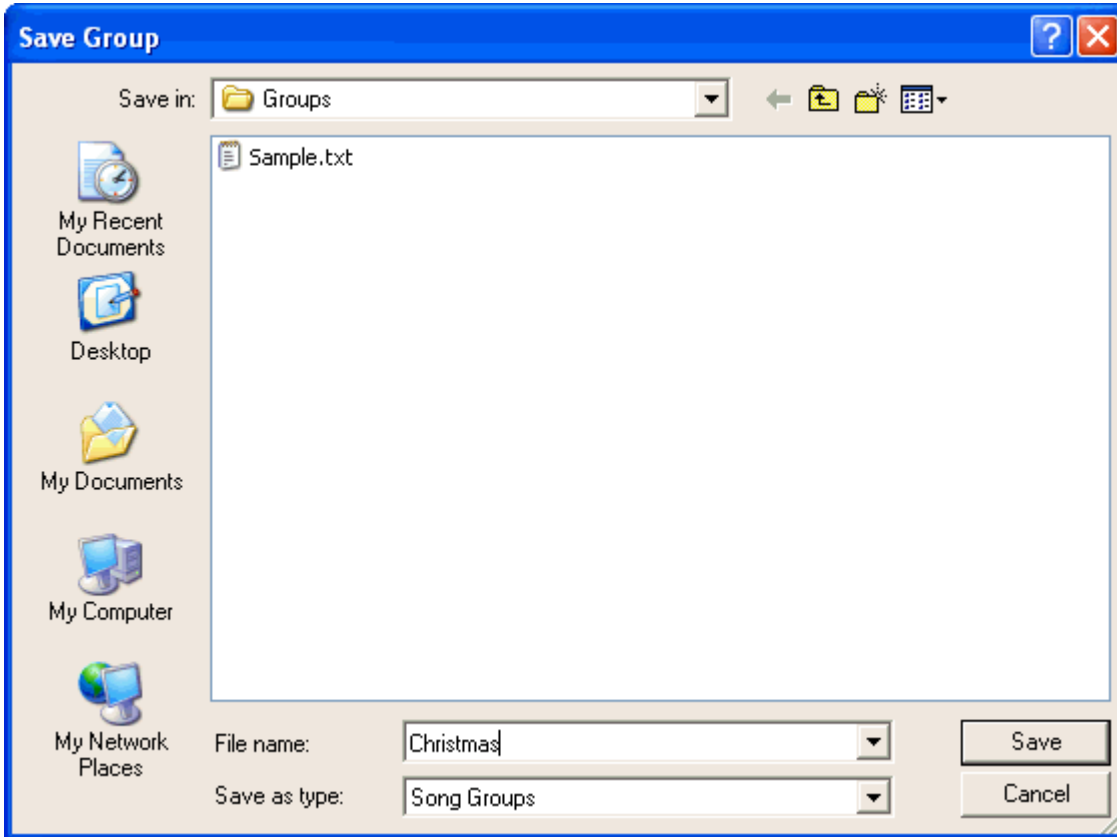
1. In the Song Groups section, select the group you wish to delete and then click on the **Delete** button.
2. Click the **Yes** button when prompted to confirm deletion of the selected group.

Saving Groups

After selecting a group of songs and/or organizing them into a desired order, you can save the songs as a group.

To save a group:

1. Click on the **Save** button in the **Song Groups** section.
2. Type a meaningful name for the group into the Save Group dialog box and then click the **Save** button.



Backing Up Songs and Groups

To protect against data loss, periodically backup your songs and groups. For detailed instructions, see the **Exporting/Importing Files** help topic below.

Transferring and Backing Up Songs and Groups (Export/Import)

- To transfer songs and groups to another computer, export them from the source computer and import them on the destination computer. See below for detailed export and import instructions.
- To backup your songs and groups, export them and copy the PowerWorship Archives to an external disk.

Exporting and Importing Songs and Groups

To Export Songs:

1. Choose File menu > Export and Import.
2. Select "Export Songs to PowerWorship Archive".
3. Click Next.
4. Select individual songs by holding down the Ctrl key while selecting them with the mouse OR choose Select All to export all songs.
5. Click Next.
6. Choose a location to export the songs to and enter a filename for the PowerWorship archive or accept the default filename.
7. Click Save.

To Import Songs:

1. Choose File menu > Export and Import.
2. Select "Import Songs from PowerWorship Archive".
3. Click Next.
4. Select the PowerWorship Archive (*.cab file) that you want to import Songs from.
5. Click Open.

To Export Groups:

1. Choose File menu > Export and Import.
2. Select "Export Groups to PowerWorship Archive".
3. Click Next.
4. Select individual groups by holding down the Ctrl key while selecting them with the mouse OR choose Select All to export all groups.
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6. Choose a location to export the groups to and enter a filename for the PowerWorship archive or accept the default filename.
7. Click Save.

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3. Click Next.
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NOTE: When exporting songs be sure to include "song" in the filename so you will know it is a song archive and not a group archive. Include "group" in the filename when exporting groups for the same reason. PowerWorship will not stop you from trying to import songs from a group archive and vice-versa.

System Requirements for PowerWorship

- Microsoft Windows (95, 98, ME, NT, 2000, XP, Vista, 7)
- Microsoft Internet Explorer 5.0 or higher
- Microsoft PowerPoint (97, 2000, 2002/XP, 2007, 2010)
- At least 40 MB of free Hard Drive space
- 120 MHz processor or better
- At least 32 MB RAM

Technical Support

Free technical support for PowerWorship is available by e-mail at support@powerworship.com. Please search the [PowerWorship Forums](#) for an answer to your question before contacting support.

Troubleshooting PowerWorship

If you see an error message that reads "Active-X can't create object" or if you are not able to view the help documentation, install the latest version of [Microsoft Internet Explorer](#) (5.0 or better) before attempting to use PowerWorship again.