

# About MediaShout 7

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**MediaShout 7** is the newest and most exciting presentation software in the market. Created by pastors, techs, and volunteers like yourself, **MediaShout 7** focuses on three major components to give you the best experience possible – stability, speed, and ease of use. Everything that has been poured into **MediaShout 7** has been approached from those three perspectives so that no matter your skill level or expertise, you can be successful with **MediaShout 7**.

As the originator of Church Presentation Software, the team at MediaShout is here to make sure you are able to share the Gospel of Jesus effectively week in and week out using our newest tool. If you ever have questions or issues, please do not hesitate to contact our team. For the best way to reach us, visit [w www.mediashout.com/support \(https://www.mediashout.com/support\)](https://www.mediashout.com/support) and choose one of the many ways we make ourselves available to serve you and your ministry.

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# What's New in MediaShout 7

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If you are a long-time user of MediaShout, then you will be happy to know that we have included many of the most popular features from our past versions, but we have listened carefully to your feedback over the years and have improved every single feature in some way to better serve you and your ministry.

Our largest investment was creating all new code for the entire **MediaShout 7** product, and that included moving to more modern programming languages and tools. This has opened a whole new world of possibilities for us to continually improve the product over time. Is there some feature you would like to see, or a challenge in your technology ministry that no one has provided a solution for yet? Let us know, and we will see what we can do. With our new platform we have a much easier way to add features to the software.

To ensure that **MediaShout 7** looks as good on the outside as it functions on the inside, we employed an amazing User Experience / User Interface (UI/UX) expert to help ensure that the program is laid out in a way that makes sense and is easy to follow—even for new users. Plus, this developer is also a worship leader at his church, so he understands what you want and need in a ministry environment.

Finally, we've added some great new features that no one else has, such as: new Key Controls, a new Presenter View, and the new Sermon Builder Wizard, just to name a few. The last of those three, Sermon Builder, is a new first-of-its-kind tool to help Pastors build their sermon slides in MediaShout faster than any other program—including PowerPoint! And we already have plans to continue adding some of your favorite third-party integrations and tools as we move forward.

**MediaShout 7** has been designed for the user—by users. We are excited about all that's new, and we look forward to even greater things yet to come!

Oh, and if you want to check out a list of all the new things in MediaShout 7, visit our [What's New \(https://www.mediashout.com/whats-new-in-v7/\)](https://www.mediashout.com/whats-new-in-v7/) webpage.

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# Installation and Setup

Installation of **MediaShout 7** is very easy. Simply download (<https://mediashout.com/download/>) the latest build to your computer and run the file. The installer will begin and walk you through the steps for installing the program. In almost all cases, the recommended defaults will be perfect. For Advanced Users, you can change the install location of the software and create a desktop icon among other things.

*NOTE: For users who do not have the C++ 2017 Redistributable (x86 and x64), MediaShout 7 will also install those as part of the install process. Don't worry if you don't see those appear; it just means you already have them installed.*

Uninstalling **MediaShout 7** is very easy, too. Simply go to the Window's Add or Remove Programs on your computer and you can remove **MediaShout 7**. If you forget to Deactivate your license, the uninstaller will ask you if you want to Deactivate before it completes the uninstall so that you can use the activation on another computer. If you plan to reinstall on this computer, then simply choose not to deactivate.

Setting up **MediaShout 7** correctly the first time you run it is very important to having a great experience with it. Once MediaShout opens, you will be presented with the Tip of the Day. You can close that and then click the Settings Menu to open the Settings Window. Here, you will want to do a few things:

- 1) Set your Save Folder (if you don't want to use the default)
- 2) Set the Library Folders for Images and Videos
- 3) Finally, setup your preferred resolutions and screens

If you have a **single monitor** connected to your computer for the moment, then you can leave the Main and Stage Display dropdowns alone.

**If you have two or more monitors connected**, you need to define which is your Control Screen for your desktop monitor and which is the Main Display for the audience to see, and possibly which is the Stage Display for the confidence monitor if you are using one.

In the **Settings** and "**Display Settings**" area, you will see a drop down menu where you can pick Display 1, 2, or 3 (as many as you have connected) for the Main Display and Stage Display. Note that these numbers may not always match the numbers Windows assigns to your displays, since a different protocol is used by MediaShout. The best way to find out which one is which is by trial and error using the information below:

The F2 key (Function + F2 on a laptop) will shut off the output to the Main Display if you have a cue fired (we'll talk more about how to fire cues later), and the F3 key will shut off the output to the Stage Display. If you fire a cue and find the output covers your Control Screen, you can press F2 to turn the output off, then go to the Settings and Display Settings to try a different setting for your output screens, and keep doing this until you find the right selection. (There should be a maximum of 3 options).

For detailed instructions of the screen setup, including how to prepare your Windows Display Settings before even opening MediaShout, we do have the following link to help:

<http://www.mediashout.com/screens>

That's it! You are ready to get started building your first presentation in **MediaShout 7**. On the Welcome Screen you will see quick links on the right to tools and websites designed to help you be successful with **MediaShout 7**.

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# Quick Start Guide

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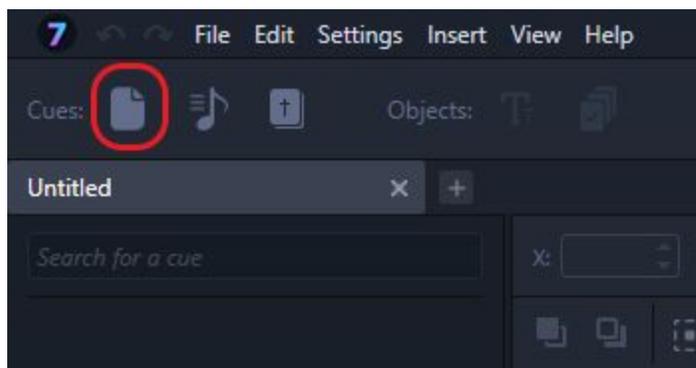
Getting started with **MediaShout 7** is really easy!

The first time you open **MediaShout 7**, you will be prompted to either do a trial or activate your license. If you have a license code, go ahead and activate it now. If you haven't purchased a license code yet and just want to try the program, choose Trial Mode.

After completing the Trial or Activation wizard, you will be presented with the Tip of the Day. Closing that window will show you the Welcome Screen. Here you can open any of the pre-loaded scripts we have created for you such as the Introduction Script or the Sunday Service Template Script. To create your own script, read on.

## Creating A Script

- Click “Create a New Script” or press CTRL+N. Now you are looking at the Control Screen with a Blank Script open.
- You now need to add some cues to your script. Let's start by clicking the Insert Blank Cue icon in the Ribbon.

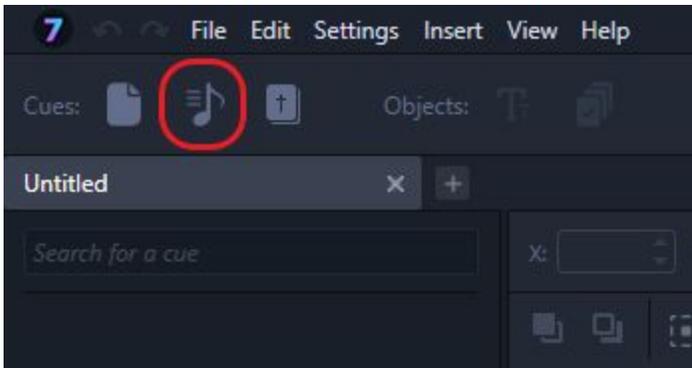


The Insert Blank Cue icon in the Ribbon.

- Let's give our new Cue a name and then we will see it in the Script on the left. We can now add Objects to it (like Text Boxes, Images, and Videos).
- Let's click the Insert Text Box icon in the Objects section of the Ribbon and a text box will appear on our Page in the Edit Area. You can now replace that text by selecting and typing in the text box. You can also resize the text box by dragging the corners or move it around your Edit Area.
- The Edit Ribbon right above the Edit Area will also give you contextual controls based on what object is selected in the Edit Area. Since we have a text box selected, we will see controls for Font, Size, Color, Alignment, and much more. Edit as you desire.
- Let's now add a background to this Cue (note, the background will carry over to all of your pages within this cue). Go to the Layers Tab on the right and under the Layers Heading, click the Background button (underneath the Text Layer listed there).

- From here, you can choose a color for the lowest layer or place an Image or Video as the Background. Once you have what you want, just click the Save Changes button in the bottom right.
- Finally, let's add an image object to our page. Click the Insert Media Files icon in the Objects section of the Ribbon and you can now choose an image or video file from anywhere on your computer. Find an image (.jpg or .png file for instance) on your computer and select it to insert it.
- You will notice that you have a different set of controls in the Edit Ribbon now because you are selecting an image. Move and resize the image as you prefer.
- You can also adjust whether the image object is above or below the text object by dragging it up and down in the Layers Tab on the right.
- We have now completed creating our first Cue from scratch. Let's move on to Lyrics.

## Inserting Lyrics

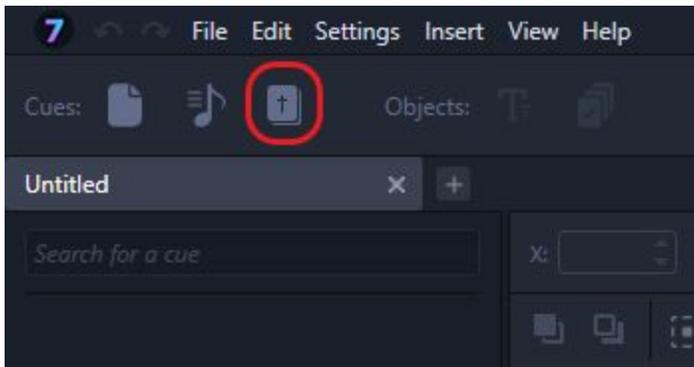


The Insert Lyric icon in the Ribbon.

- Click the Insert Lyric icon in the Ribbon. This will open up to your Lyric Library.
- For now, let's just select one of the Lyrics in the All Folder of My Library. You can see a preview of the lyric on the right.
- You can also change the mode to list view by clicking the icons in the upper right of that window.
- If you want to add additional stanzas, change the order, or repeat stanzas, you can configure all of that here.
- Let's just leave it as-is for now and click Insert Lyric. The Lyric cue has been added to our Script and is ready for editing. We could insert more lyrics now, but let's just close this window.
- In the script, you will see multiple pages for your Lyric, depending on the number of stanzas.

- Just like before, you can edit the Text as preferred, but one key difference is that the text boxes are all linked. **If you want to change the font, size, location, etc. on all of the lyric text at the same time, simply make the change to one text box and then right-click and choose “Apply Formatting to All Pages” and this will change all of the Lyric Text to match.** It’s an easy and fast way to adjust everything for this one Lyric.
- We can also **add a background** to this Lyric just like we did before by going to the Layers Tab and clicking the Background button. This will apply the selected Background to all pages of this Lyric.

## Inserting Scripture



The Insert Bible icon in the Ribbon.

- Click the Insert Bible icon in the Ribbon to get started.
- When the window opens, you can choose from any of the available Bible Translations in the top left. Then choose a Book and a Chapter. You also have the ability to create two Bible Translations on the screen at the same time using the Dual Bible function, but we will save that for later.
- Once you have the Chapter selected, the center window will populate with the verses of that Book and Chapter. You can click on any number of boxes next to the verses (even non-sequential verses) to select them. You will see the reference change in the top as your selection changes. You can also edit your selection by editing the reference at the top.
- Once you have your verses selected, you will see a preview of them on the right. Click the Insert Bible button to add this Cue to your Script. Like Lyrics, we can add more scripture, but for now, let’s close the window.
- You can now edit the Bible Cue just like you did a Lyric Cue, including font, size, location, background, etc. and right click to “apply formatting to all pages” if desired.

## Playing Your Presentation

Once you are satisfied with your Cues, then let’s play or “Fire” your presentation!

- Usually, the best thing to do first is switch the tab section on the right from Layers to Viewers. This way, you can see what you are playing out to the screen. Since we aren’t working with the Stage Display at this time, switch the bottom viewer to Main Display Next.

*You may also notice a **resolution** setting under the viewers at this point. For our first script we have created, this isn't an issue, but for future scripts, you will want to make sure you configure your resolutions correctly before you build your content.*

- On the left side of your Control Screen, where your Script is, you have your three Cues you created. To the right of each Page under a Cue is a Play Button that will appear when you hover over the Page. Click that for Page 1 of your first Cue. Now you can press F9 to go forward through your presentation or F7 to go backward, or continue clicking with your mouse to fire pages at random. You will see it change in your Viewers as you go through your presentation. You may also use the spacebar to advance, but be sure your cursor is not sitting on one of the controls to prevent the space from toggling that function.
- Another option is to enter into **Presenter View**, which will flip the space in the middle of the control screen from the Editor to an area with thumbnails of all your Cues and Pages—perfect for running your services.
- To access Presenter View, use the toggle switch toward the top right of your screen, or press Ctrl + Alt + V. You can then use the zoom slider to make the thumbnails larger or smaller, or change to a list view to see more of your content at once.
- In Presenter View, you can double click any slide to immediately fire it to the screen, and just like in Edit view, use F7 and F9 to go backwards and forwards, or the spacebar to advance.

That's it! In just a few minutes, you built a Script with different Cues and played it. Of course, there is a lot more to MediaShout 7 than just this and the more you do, the faster you will get. If you want to learn more, we encourage you to keep reading this User Guide (we will go into great detail), open and play through the included Scripts in the program, and check out our training videos. Of course, if you get stuck on anything, just let us know and we would be happy to help.

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# Terminology

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There are lots of words and terms used in **MediaShout 7** and in this User Guide. Consider this page your source for figuring out exactly what that word or phrase means if you don't know and feel free to bookmark it as you need.

## ***Control Screen***

The Control Screen is the area where you work on editing and playing your **MediaShout 7** Script. In most cases, this is the screen in front of the operator. The Control Screen has different areas for setting up your presentation, editing elements, and customizing the view for your operation.

## ***Main Display***

The Main Display is the screen that the audience/congregation sees. This will usually be a full-screen display of your presentation on a second video output of your computer to your Projector, TV, or Video Mixer.

## ***Stage Display***

The Stage Display (also known as the Confidence Monitor or Foldback Monitor) is an optional display that is used for the worship team or speaker on stage to give them additional notes, information, or a view specific to their needs. This is a full-screen display on a third video output of your computer.

## ***Script***

The Script is your presentation. The Script is a collection of one or more Cues (lyrics, scripture, announcements, etc.) that make up your entire presentation. The Script is along the left side of your Control Screen. You can have multiple scripts open in **MediaShout 7** at the same time. When you save your presentation, you are saving an entire Script as the file (.sc7x) on your computer.

## ***Cue***

A Cue is the main element that make up a Script. One or more cues make up an entire presentation script. A Cue can consist of a single Page or many Pages that each contain any number of Objects. When looking at your Script in the Control Screen, the main elements are Cues.

## ***Page***

A Page is a section of a Cue. Each Page contains any number of Objects (such as text boxes, images, videos, etc.) and this is the building block of your presentation. When working in the Edit Area, you are working on a specific Page in your Script.

## ***Objects***

These are the individual elements found on a Page. Objects can be Text Boxes, Images, Videos, Audio Files, and other things. Some Objects even have special properties for certain uses (like Key Objects). To summarize how they all work together:

*Control Screen -> Script(s) -> Cue(s) -> Page(s) -> Object(s)*

## *Layers*

Objects are arranged on a Page in Layers. All Objects will sit somewhere on the page either in front of or behind other objects. The lowest layer is always the Background Layer (which by default is the color black) whereas Key Objects are always the top layer. You can see the Layer order by going to the Layer Tab on the Control Screen.

## *Preset*

A Preset is a collection of settings for an individual Object. These settings can be applied to like-objects (i.e. an Image Object Preset can be applied to other Image Objects) and can include the size, font settings (if a Text Box), X and Y Location, and much more.

## *Transition*

A Transition is how an Object or Page enters or leaves the presentation. The most often used Transitions are Cut (where the Object/Page immediately appears/disappears) or Dissolve (where the Object/Page fades in/out over a user-determined amount of time). When using a Page Transition other than Cut, all Objects that appear with the Page will use that transition (no matter what is set for the Object).

## *Fire*

Firing a Page simply means you are playing it out to the external displays for the audience to see. Only when you Fire a Page does it appear to the audience. This allows the operator to be editing any Page in the Edit Area while a completely different Page is being Fired.

## *Plug-In*

A Plug-In is an optional add-on that allows you to add functions to **MediaShout 7**. Most Plug-Ins are free to download and use with a licensed copy of **MediaShout 7**. Utilizing Plug-Ins allows you to truly customize **MediaShout 7** with the tools you want or need without a lot of extra stuff. As you get used to using the program, you can expand its capabilities by adding additional Plug-Ins.

# Control Screen

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The Control Screen is the screen the operator sees on their computer monitor. This is the heart of **MediaShout 7** and where edits are made as well as how Pages are Fired to the screens. Understanding the layout of the Control Screen is important, but know that as you get comfortable with **MediaShout 7**, you can adjust certain elements of the layout to better suit your ministry's needs.

## ***Menu Bar***

At the very top of the Control Screen is the Menu Bar. The Menu Bar will give you access to common tools, such as Opening a Script, Printing/Exporting, Changing Settings, Inserting of Cues and Objects, View Options, and a great number of Help Resources.

## ***Main Ribbon***

Below the Menu Bar is the Main Ribbon. The Main Ribbon holds icons for quick insertion of various Cues as well as insertion of Text Box and Media Objects. As new features are added to **MediaShout 7**, this Main Ribbon will grow with new icons.

## ***Script Area***

The left side of the screen is the Script Area. Above the Script Area is a tab with the Script Name. You can have up to 10 Scripts open at one time (each with its own tab). Many users choose to build a Script for Announcements, another Script for the Worship Service, and a third Script for the Pastor's Sermon. Each Script is made up of any number of Cues. Each of these Cues will have at least one Page (that can be Fired) as well as a place to Comment on the Cue.

## ***Edit Area***

The middle of the screen by default is the Edit Area (this can be toggled – see Presenter View). This area is where you build each individual Page of the Cues in your Script. When selecting an Object to Edit, the Edit Ribbon (immediately above the Edit Area) will change options based on the type of Object selected. You can also apply Presets to Objects here along with other FX (Effects) settings.

## ***Presenter View***

The middle of the screen where the Edit Area is can also be toggled to a Presenter View. This area gives you the ability to see more of your Script, Cues, and Pages for easier Playback while removing the Editing capabilities. This is a great tool for using with volunteers or first-time operators, so they don't have to worry about editing things by accident. You toggle this by going to the View Menu > Mode > Presenter View or using CTRL+ALT+V.

## ***Layers Tab***

The right side has three tabs for various controls and settings. The first tab is the Layers Tab. This tab gives you the ability to rearrange Objects on the Page, change the Background for the Cue, and even hide Objects from displaying at all.

### ***Library Tab***

The second tab on the right side is the Library Tab. This tab has quick access to commonly used media files that you can simply drag and drop into your presentation. The contents of the Library Tab are changed by adjusting the Library Folders in the Settings Menu at the top.

### ***Viewers Tab***

The last tab on the right side is the Viewers Tab. This tab allows the user to see exactly what is being Fired to various outputs. The top Viewer shows the current Main Display (what the audience is seeing). The bottom Viewer can toggle between what is on the Stage Display or what is coming up next on the Main Display.

### ***Plug-Ins***

Plug-Ins are the icons found along the right side of the Control Screen. These do various special functions, like Transitions, Key Objects, Cue Library, and more. As more Plug-Ins are developed and installed by the user, they will appear along this bar.

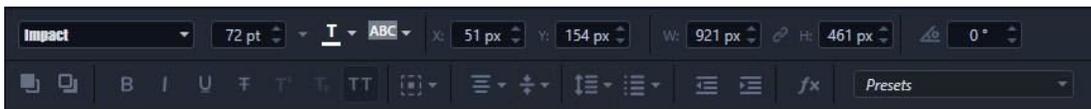
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# Basics of Editing

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Editing in MediaShout 7 is designed to be very easy and intuitive. If you want to edit something, you simply select the Object you want to edit in the Edit Area and the Edit Ribbon will dynamically change to give you access to the most common tools for the Object. It's that easy! But let's dig into each type of object and some of the controls you have in the Edit Ribbon.

## *Text Objects (Text Box, Lyric Text, Bible Text, etc.)*



The Edit Ribbon when working with Text Objects.

The Edit Ribbon when working with Text Objects will give you many common tools.

The top row from left to right is as follows:

**Font Selection** – use this drop down to choose any one of the fonts installed on your computer.

**Font Size** – you can select or type any number between 8 and 200 pt.

**Font Color** – Use this selection to choose any color for your font. You can also use the eyedropper to select a color or manually type in any RGB Hex color value.

**Highlight Color** – Use this selection to choose any color for highlighting of text. You can also use the eyedropper to select a color or manually type in any RGB Hex color value.

**X and Y** – This is the X and Y pixel value of the top left corner of the object. For instance, a resolution setting of 1280×720 would mean that the top left is X:0 and Y:0 and the bottom right would be X:1280 and Y:720. So, an object in the top left corner of the screen could have an X:0 and Y:0 value if the top left corner is exactly in the top left of the screen. As a note, the X and Y values follow your resolution settings for the script. In addition, you can have negative values or values greater than the screen resolution for the X and Y to move things off-screen. However, all objects must keep at least 10 pixels by 10 pixels on the edit area, so you can not move objects completely off the edit area and “lose them”.

**W and H** – This the Width and Height of the object based on pixels. You can increase or decrease this as you prefer to change an object's size. All Objects have a minimum size of 50 pixels by 50 pixels.

**Lock Aspect Ratio** – Between the W and H value is a Lock Aspect Ratio toggle. This will lock the Aspect Ratio if you try resizing an object so that it keeps the same aspect it originally had. With this toggled off, you can adjust an object to be skewed or stretched with regard for the Aspect Ratio.

**Angle** – This selection allows you to rotate an object clockwise between 0 and 360 degrees. 0 degrees is the default angle. Rotating to 90 degrees will put an object on it's right side. Rotating to 180 degrees will make the object upside down. Rotating to 270 degrees will put an object on it's left side. Rotating to 360 degrees will place the object back to it's normal angle.

The bottom row from left to right is as follows:

**Bring to Front** – This button will change the object's position in the layers by bringing it to the front above all other objects.

**Send to Back** – This button will change the object’s position in the layers by sending it to the back behind all other objects. Note: this object will still be above the Background Layer which will ALWAYS be the lowest layer.

**Bold** – This button will toggle the Bold formatting On/Off for the selected text or entire text box (if the box is selected).

**Italic** – This button will toggle the Italic formatting On/Off for the selected text or entire text box (if the box is selected).

**Underline** – This button will toggle the Underline formatting On/Off for the selected text or entire text box (if the box is selected).

**Strikethrough** – This button will toggle the Strikethrough formatting On/Off for the selected text or entire text box (if the box is selected).

**Superscript** – This button will toggle the Superscript formatting On/Off for the selected text or entire text box (if the box is selected).

**Subscript** – This button will toggle the Subscript formatting On/Off for the selected text or entire text box (if the box is selected).

**All Caps** – This button will convert the selected text or entire text box (if the box is selected) to be All Caps. Toggling this button again will make all text lower case. Note: when using mixed case (upper and lower case) within text, that formatting will be lost when using the All Caps toggle.

**Object Placement** – This is a quick placement tool to help you place the selected object in one of nine preset locations on your Edit Area. It will physically move the Object to that location, but is an easy way to center your text box on your screen quickly.

**Align Text Horizontally** – Choose between Left, Center, Right, or Justified Text.

**Align Text Vertically** – Choose between Top, Middle, or Bottom.

**Line Spacing** – Choose different line spacing options to spread out text vertically for each line break.

**Bullets** – Choose one of the various Bullet or Numbering options for lists.

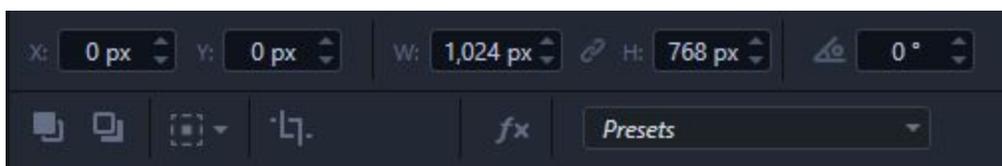
**Decrease Indent** – If Text is indented, you can use this tool to remove the indent.

**Increase Indent** – Use this tool to shift text within the text box as a whole group for paragraph purposes.

**FX** – The FX (Effects) button gives you various advanced controls like Shadow, Outline, Text Box Color, etc. for the selected object.

**Presets** – Choose a previously saved Preset to apply or create a new Preset with this dropdown. Presets can be used for other similar like-objects (a Text Preset can be used on Text Boxes only, for example).

### *Media Objects (Images, Videos, etc.)*



The Edit Ribbon when working with Media Objects.

The Edit Ribbon when working with Media Objects will give you many common tools you may have noticed when working with Text Objects with the exception of some differences.

The top row from left to right is as follows:

**X and Y** – This is the X and Y pixel value of the top left corner of the object. For instance, a resolution setting of 1280×720 would mean that the top left is X:0 and Y:0 and the bottom right would be X:1280 and Y:720. So, an object in the top left corner of the screen could have an X:0 and Y:0 value if the top left corner is exactly in the top left of the screen. As a note, the X and Y values follow your resolution settings for the script. In addition, you can have negative values or values greater than the screen resolution for the X and Y to move things off-screen. However, all objects must keep at least 10 pixels by 10 pixels on the edit area, so you can not move objects completely off the edit area and “lose them”.

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**Angle** – This selection allows you to rotate an object clockwise between 0 and 360 degrees. 0 degrees is the default angle. Rotating to 90 degrees will put an object on it’s right side. Rotating to 180 degrees will make the object upside down. Rotating to 270 degrees will put an object on it’s left side. Rotating to 360 degrees will place the object back to it’s normal angle.

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**Bring to Front** – This button will change the object’s position in the layers by bringing it to the front above all other objects.

**Send to Back** – This button will change the object’s position in the layers by sending it to the back behind all other objects. Note: this object will still be above the Background Layer which will ALWAYS be the lowest layer.

**Object Placement** – This is a quick placement tool to help you place the selected object in one of nine preset locations on your Edit Area. It will physically move the Object to that location, but is an easy way to center your text box on your screen quickly.

**Crop** – This button allows you to crop your media object (currently only available for images).

**FX** – The FX (Effects) button gives you various advanced controls like Shadow, Outline, Color, etc. for the selected object (these controls vary by object type).

**Presets** – Choose a previously saved Preset to apply or create a new Preset with this dropdown. Presets can be used for other similar like-objects (an Image Preset can be used on Images only, for example).

### ***Tips and Tricks with Editing***

1. Don’t forget that you can move objects using your arrow keys 1 pixel at a time. If you hold SHIFT and press your arrow key, it will move it 10 pixels.
2. You don’t have to highlight all the text in a text box to edit it. Just click the object to select it and then edit in the Edit Ribbon as desired and all the contents will change.
3. Always remember that the Background Layer (whether it is a Color, Image, or Video) is ALWAYS the lowest layer and can’t be moved from that spot. However, you can always layer any other objects above the Background as you wish.
4. You can zoom in and out on your Edit Area using the Zoom Slider in the bottom left of the Edit Area. To reset it, simply right-click on the slider bar.
5. If you use the Stage Display, you can edit the objects on it completely independent of the Main Display. To get to the Stage Display in the Edit Area, just toggle the button in the bottom right of the Edit Area.

6. Undo is your friend! Almost every task you do in MediaShout 7 is undoable. If you make a mistake, just Undo it.
7. Check out the Hot Keys page for tons of other great shortcut controls to help you edit your presentation.

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## Stage Display

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**MediaShout 7's** new and improved Stage Display will give you tools that you won't find in any other program. Before we dig into all of those great tools, let's talk about what the Stage Display is.

The Stage Display is designed to be an additional video output from your computer for people on the stage (Worship Team, Pastor, etc.) who may want to have different content on their screens than what the audience sees on the main screen. This allows the team on stage to have additional notes or to hide things (like backgrounds) that they don't need on the stage display.

To use the Stage Display, you need to connect a third monitor output to your computer and in the Settings, change the Stage Display to be the display you connected. Once connected you can now configure your stage in one of three ways:

- 1) **Mirror Main** – In the Viewers Tab at the bottom right, you can toggle the Mirror Main to YES/NO. When selected to YES, then the Stage Display will ALWAYS show exactly what is on the Main Display, no matter what customization you may have made to the Stage Display. This is a global setting and overrides all custom settings.
- 2) **Synchronize Stage** – you can do this on a Page by Page basis (in the Edit Area, just right-click on the background and choose Synchronize Stage) or for the entire Cue (in the Script, click the Synchronize Stage icon under the Thumbnail of the Cue). This will apply all objects from the Main Display to the Stage Display exactly as they appear on the Main. NOTE: If you are using different Aspect Ratios from Main to Stage (i.e. a 4:3 projector for Main and a 16:9 TV for Stage), then your objects may not be in the exact same spot due to changes in resolutions.
- 3) **Custom Stage** – Taking Step 2 a little bit further allows you to customize the Stage Display by turning on/off existing Objects, adding your own Objects, and even changing the Background. This allows you to truly customize your Stage Display to show ANYTHING that you want.

**Pro Tip:** *With the new Stage Display capability, you can now have essentially two separate presentations that run at the same time, since they can be completely independent. Want to run content for a Triple-Wide Environmental projection and side-screen lyrics at the same time? You can with one computer (you will need a pretty powerful machine to do this, though). You can also create and send Alpha-Channel content out from the Stage Display to your video switcher without needing to have additional hardware. If you don't know what that is, don't worry – it's designed for churches using advanced lower-third graphics and motions beyond just a Chroma or Luma Key.*

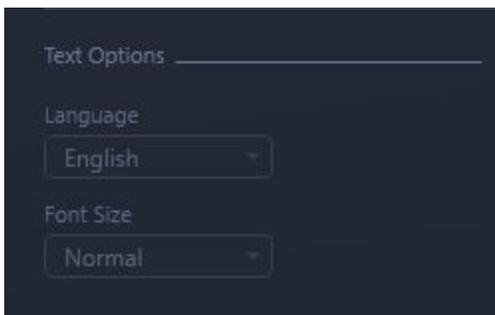
# Settings

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The Settings Window (found in the Menu Bar at the top of **MediaShout 7**) will give you access to a lot of customization of your program. Below, we will talk about each of the sections included.

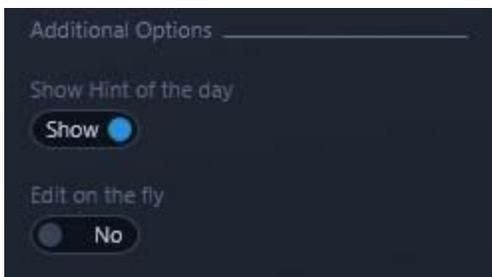
## GENERAL SETTINGS

### TEXT OPTIONS



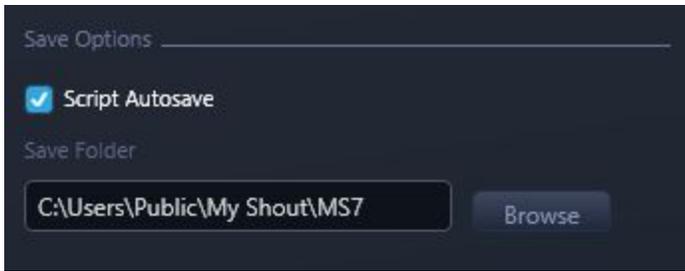
The first area is the Text Options. At release, we only have the English Language for localization, but we have plans in place to release many more. If you are interested in a specific language for **MediaShout 7**, please let us know. This area is also where you can adjust the font size of the Control Screen for the user. The only option at release is Normal, but we plan to include additional sizes for various screen resolutions.

### ADDITIONAL OPTIONS



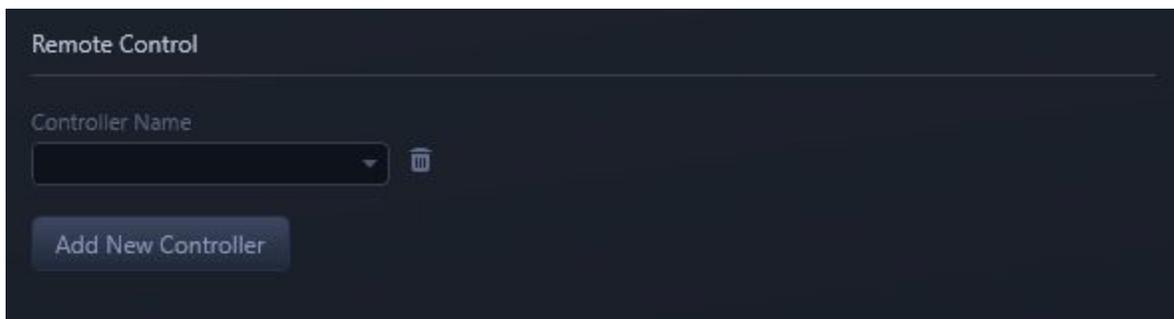
Here you can toggle on/off the Hint of the Day (that appears when you first launch MediaShout 7) as well as turn on the Edit on the Fly feature. This feature will show your changes on your Main Display as you make them on the Edit Area without having to refire the page. It can be handy if typing live text based on audience feedback for example.

## SAVE OPTIONS



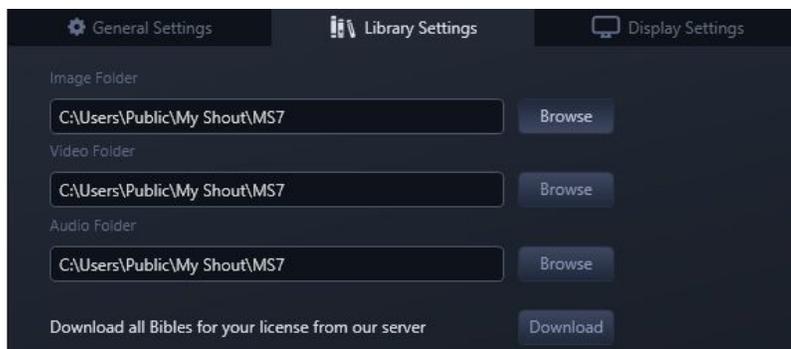
The Save Options give you the ability to set your default Save Folder as well as to turn Autosave on (which will autosave open scripts every 10 minutes if they have been saved previously).

## REMOTE CONTROL



This is where you will setup and configure USB Remote Controls (and any other USB controller). Plug your device into your computer, then click Add New Controller and follow the steps. Once configured, as long as that device is plugged into the same USB port on your computer, it will read that as a Remote Control to advance your presentations.

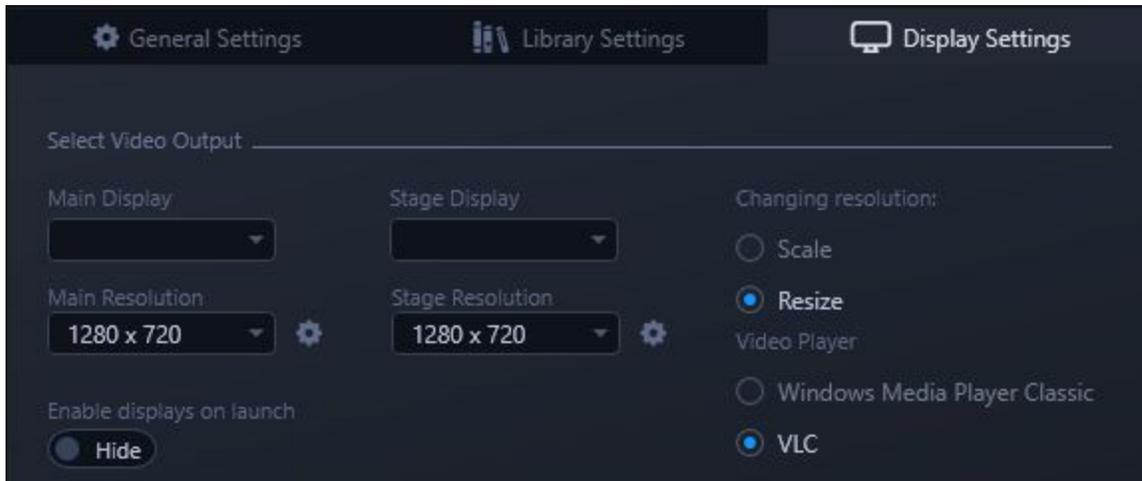
## LIBRARY SETTINGS



This area is where you will set your Image, Video and Audio Folders that populates the Library Tab of your Control Screen. You can choose any folder on your computer and it will then use that to display images or videos in the Library Tab. This is also where you can Download all 70 Versions of the Bible.

# DISPLAY SETTINGS

## SELECT VIDEO OUTPUT



In the Display Settings, you will choose which display is your Main Display, which display is your Stage Display, what the default resolutions of your scripts will be, and what to do with objects when changing resolutions.

*NOTE: As more features are added and settings included, we will do our best to update this specific page. However, if you find something in **MediaShout 7** that is not described in this Settings article, please let us know and we will update it as soon as we can.*

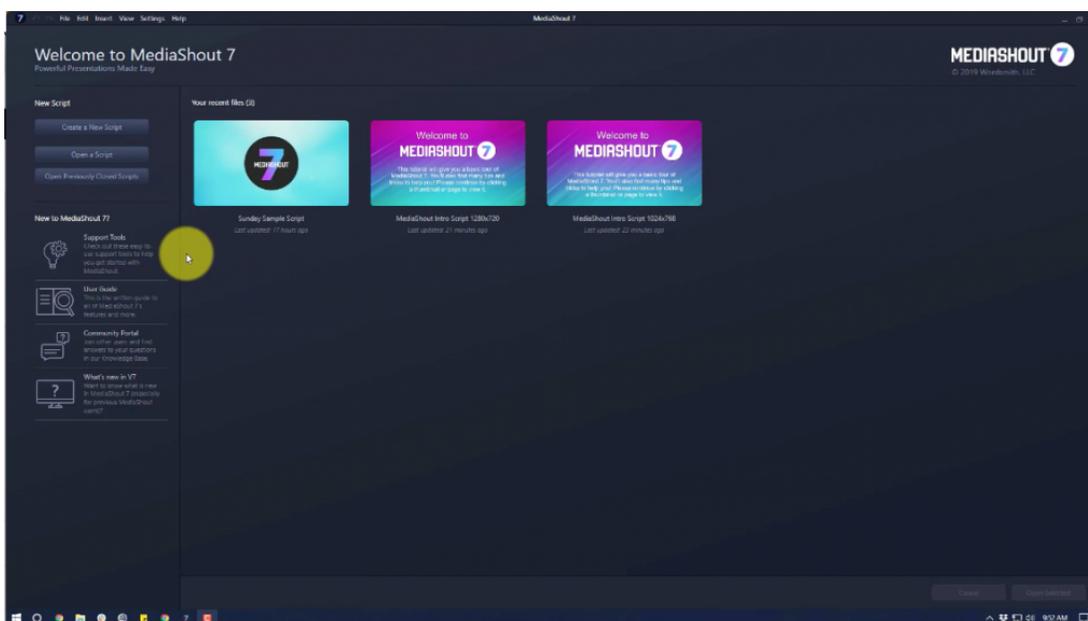
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# Creating Your First Script

## Getting Started:

Creating your first script can involve a number of different things. In this section, we are going to cover the basics of building a script that most users will find helpful. We won't get into the deep details or advanced editing with this. Instead, we want to make sure you have a solid guide for getting started. ***If you haven't completed the [Installation and Setup](https://www.mediashout.com/docs/mediashout-7-user-guide/getting-started/installation-and-setup/) (https://www.mediashout.com/docs/mediashout-7-user-guide/getting-started/installation-and-setup/) page yet, we encourage you to do that before building your first script.***

With MediaShout 7 open to the Launch Screen, simply click the button for **Create a New Script** in the top left. *As a note, you can also go to the File Menu->New Script or use CTRL+N to create a new script. There are many more Hot Key Combinations (<https://www.mediashout.com/docs/mediashout-7-user-guide/advanced-tools/hot-keys-keyboard-combinations/>) like this to make creating and building your presentation very easy.*



The Launch Screen in MediaShout 7

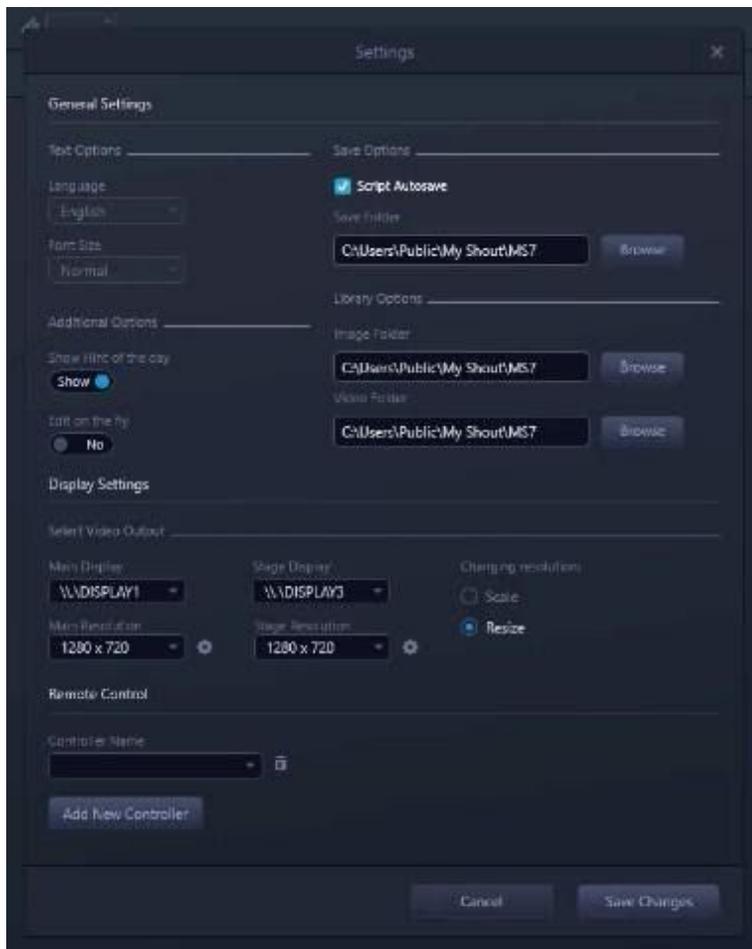
## Creating a new script:

- When you create your new script, it will be called “Untitled”. You can go ahead and save it by going to File->Save, giving it a name in the window that appears and choosing the location, and then saving it. Also, just like a web browser, you can have multiple scripts open as tabs (up to 10), which will allow you to jump between different presentations as you need.

## Auto-Save:

One of the new features of MediaShout 7 is the Auto-Save which will automatically save your presentation every 10 minutes once it is saved the first time. You can turn this off in the Setting Menu if you would like.

- While in the Settings Menu, you can also set default folders for your Image and Video Library. These are the folders that will populate the Library Tab (we will use this later on, so don't worry if you don't know what to make it just yet).

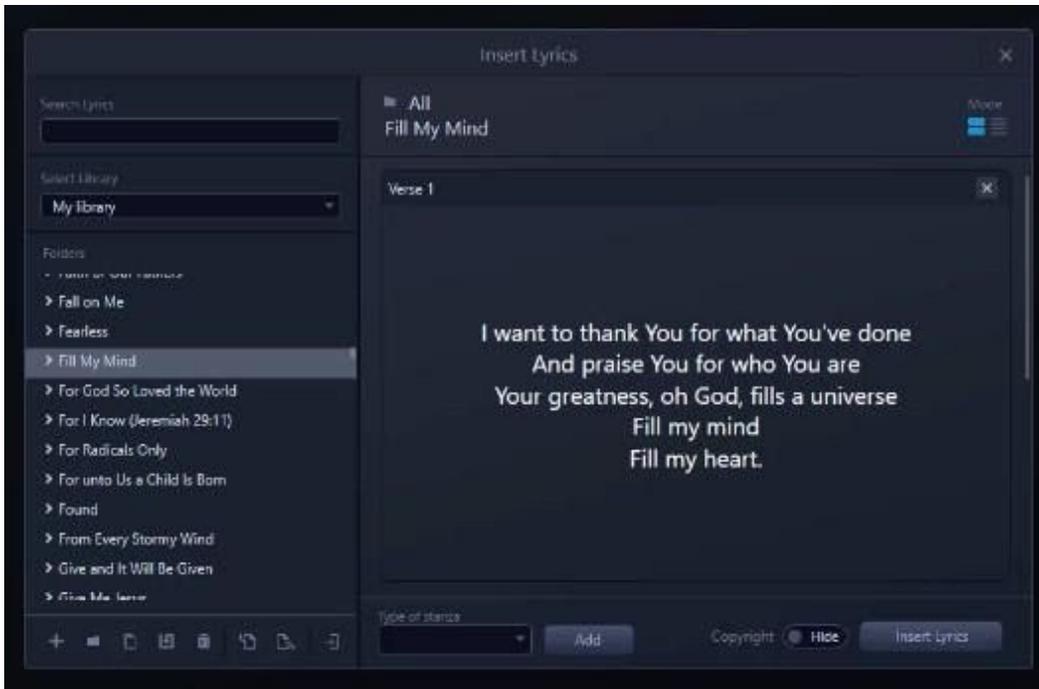


Settings Window

Now that we have everything setup, we will start by entering our worship songs to begin in our script.

## Inserting Lyrics:

- To insert your first lyric, press the Insert Lyric Cue icon in the Main Ribbon.
- Once that window opens, you can search in the top part of the library for name or lyric that follows your search criteria. *Note: the search will look for exact wording and phrases as you have them typed.* You can also scroll through your list of lyrics on the left in the All Folder. MediaShout includes a set of Public Domain lyrics to get you started, but you can add to those easily by clicking the “+” icon in the bottom left or by using the SongSelect service (internet access and SongSelect subscription required).



## Insert Lyric Window

You can expand a title of a song to see author and copyright information and use the scroll bar on the right to preview the contents of the song. Don't worry about the formatting at this point, as you will do that in the Edit Area of the script. If you want the Copyright Info to show on your Main Display automatically, make sure the Copyright toggle is marked Show next to the Insert Lyric button. Pressing the Insert Lyric button in the bottom right will add the selected lyric to your script. That's it. You've added your first cue to your script!

### Create a lyric from scratch:

- If you do have to create a new lyric from scratch, just click the “+” button in the bottom left of the Insert Lyric Window to get started.
- Give it a name and click “Add” and it will now be in your library.
- On the left side, you can click to the right of the colons to add Authors and Copyright information, too.
- In the right section, type or copy/paste the lyrics into the first verse (which is automatically created when you create the lyric). You don't have to worry about formatting at this point.

### Adding stanzas:

- To add more stanzas, choose the stanza type at the bottom you want next and click “Add”. It will auto-number your stanzas as needed. Repeat the process for any other stanzas you need to add.
- Once completed, you can adjust the play order by clicking the list view in the top right and then drag and drop stanzas as you need or add existing stanzas from the drop down if you need to have them more than once.

- Once done, you can click the Insert Lyric to add it to your script.
- While you are at it, go ahead and add a few more songs to your script, so that you have 3 or 4 songs inserted.
- Then click the “X” in the top right to close the Window once you are done. Just remember that your Insert Lyric Window is designed for creation of lyrics, importing of lyrics, and first time setup of lyrics. Once you have inserted the lyric and then begun formatting it (with fonts, styles, backgrounds, etc.) then you will save it to the new Cues Library Plug-In for future use.

### **Editing Lyrics:**

Now that we have some lyrics, it is time to format them to look the way we want. The first thing to do is add the Background.

- Select one of your lyrics and then click on the Layers Tab of your Control Screen.
- There you will click the Background button below the layers of text.
- From there, you can add a color background, Image/Video or Audio.
- To select one of the media files, just click Image/Video and choose Browse then choose a file from your computer.
- Once you have the background selected, click Save Changes to apply it to that cue. You will now notice that the background goes through all pages of that cue.

### **Font and font style:**

- Now, let’s work on the font and font style. Select the text box in the Edit Area (or in the Layer’s Tab) of the text you want to edit.
- Once the text box is selected, you will notice the Edit Ribbon above the Edit Area change to give you formatting tools for text. Click any of the options to adjust the font, size, color, or style to your preference. You can also adjust alignment or add Outline or Shadow effects by clicking the FX button.
- To apply any changes you have made to this text box to the other stanza text boxes on other pages, just right-click on the text box and choose “Apply Formatting to All Pages.”

You can optionally apply Transitions to the Text Box Object or the Page (or even entire Cue) by going to the Transition Plug-In on the right, choosing the transition and its settings, and then clicking Apply. Notice that there are additional options next to the Apply button to expand the Transition to more than just what is selected.

Finally, you can adjust text on each page and actually force text to a new page by using the Page Break function, which is done by placing your cursor where you want the break to occur and then holding CTRL and pressing ENTER. This will force the text past the cursor to go to a new page in your stanza. For instance, if you had 8 lines of text on Verse 1 and decided you wanted to split it into 2 pages with 4 lines each, you could place your cursor at line 5 and press CTRL+ENTER and now you have Verse 1a and Verse 1b. If you ever want to remove a Page Break, simply place your cursor at the beginning of the text on the page after the break and hit Backspace to remove it. Your text will join together again.

### **Ordering stanzas:**

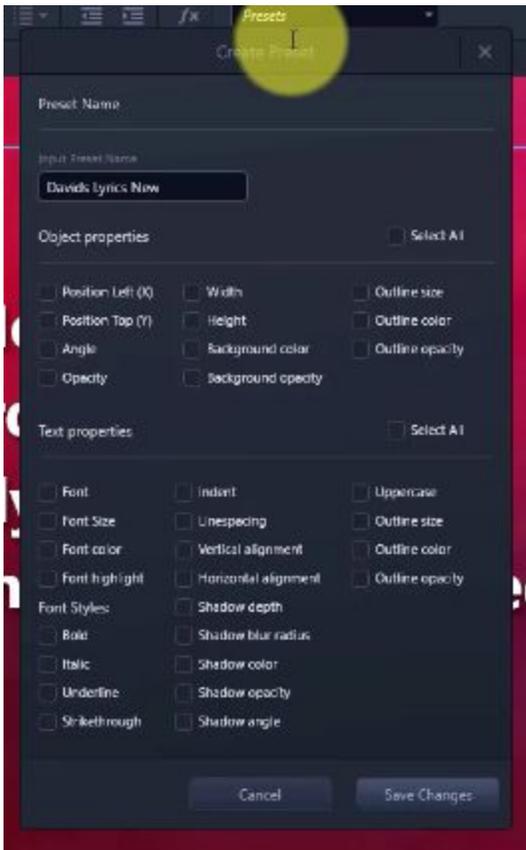
- If you need to order your stanzas even after inserting them, you simply drag them around in the Page Area of the Cue in the Script. You can also copy and paste stanzas to add more instances of them.
- If you want to add a blank page (for intro, musical interludes, etc.), click the “+” button below the Cue Thumbnail in the script to add a new page. You can then rename it (by double-clicking on the name) or drag it around to wherever you want the blank page to be.

Once all editing has been finished, we recommend saving the lyric to your Cues Library if you want to use it again. To do that, click the Star Icon below the Cue Thumbnail in the script and you will see it light up. Then it will be available in your Cues Library with all of the edits ready for the next time you want to use it.

### **Using Presets to Save Formatting:**

You can easily save your formatting styles of a text box for use on other text boxes in the form of Presets. This prevents you from having to repeatedly format different text boxes the same way over and over.

- To create a Preset, simply select the text box and then click the Presets drop down in the Edit Ribbon above the Edit Area.
- Click the “Enter new preset name” area and enter a name for the preset.
- Once you do that a window will appear that will allow you to choose ANY of the available settings to save with that Preset. This way, you can be specific about what gets saved to the preset and what doesn't.



Preset Window Options

### Apply a preset:

- To apply a saved Preset, simply select another Text Box and click the Preset drop down and choose the Preset you want to apply. That's it. You can save and apply Presets for different object types, too, including images and videos.

Combining Presets with the Apply Formatting to All Pages will allow you to format your Cues quickly and easily. For each of your lyrics, just follow the above for setting your background and formatting and you are all done with lyrics. Let's move on.

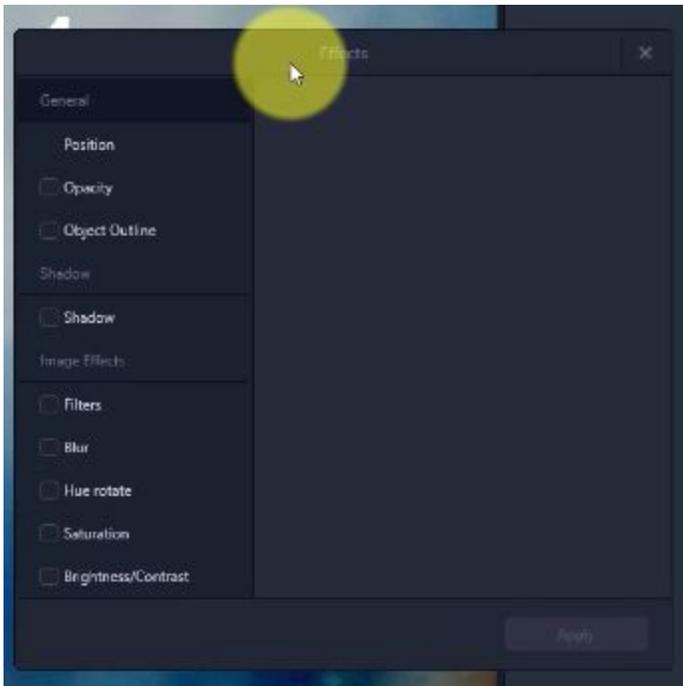
### Text and Media Cues:

For preparing for our Sermon Slides, we can use a Blank Cue to start.

- To insert a Blank Cue, click the Blank Cue Icon in the Main Ribbon, give it a name, and then press Create.
- Insert a Background just like you did for the lyrics earlier by going to the Layers Tab and clicking Background.
- Then, insert a regular Text Box by clicking the Insert Text Box Object icon in the Main Ribbon.
- From there, type any text into the new text box (like a sermon title or point).

- Just like with Lyrics, you can now apply formatting and styles from the Edit Ribbon above the Edit Area. As a reminder, you can create Presets for any Text Box formatting that you might be reusing to save yourself time.
- Now add another Page to this Cue by clicking the “+” button below the Cue Thumbnail. You can copy the text box from the first page and paste it on the second page by using your right-click context menu or the Hot Keys CTRL+C (Copy) and CTRL+V (Paste).

You can also add a Media File (like an Image or Video) to this page by clicking the Insert Media icon in the Main Ribbon. This will open a Windows Explorer box where you can select any media file on your computer. Once inserted, you can resize, crop, or edit it as you wish using the tools in the Edit Ribbon. Note: if your media files are in the folder that you set as your Library early on, then you can go to the Library Tab in the Control Screen and drag and drop images and videos from the Library Tab directly into the Edit Area to add them as objects. Just like with text boxes, you can also use the FX Window with Images and Videos to add an outline, shadow, or even filters with images.

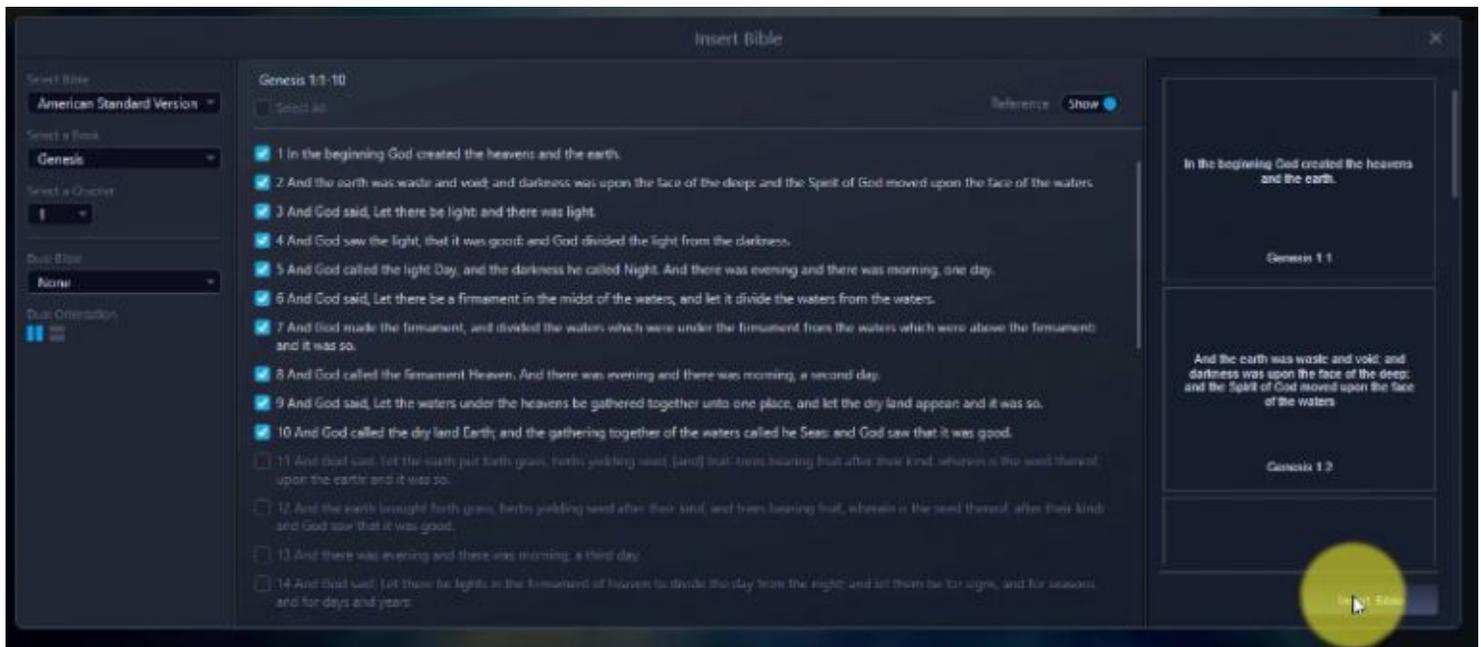


FX Window for Images

These same tools can be used to build additional sermon slides but also Announcements, Offering Slides, and more as you need. Also, specifically for Pastors, is our new Sermon Builder Plug-In, which is designed to make it easy and fast for a Pastor to build their Sermon Slides in MediaShout without having to know anything about how MediaShout works. You can learn more about this tool in the Sermon Builder Plug-In page of this User Guide.

## Inserting Scripture:

- To insert a Bible Cue, click the Insert Bible Cue icon in the Main Ribbon.
- In the window that opens, choose a Translation, Book, and Chapter on the left. When you do that, the middle section will populate with all the verses from the selected chapter. You can select one verse at a time, use SHIFT to select a group of verses, click Select All to get all the verses, or even choose any verse, even non-consecutive ones. You can also type your reference in the top portion of this window if you know exactly what scripture you want.



## Insert Bible Window:

- When you are done selecting, click the Insert Bible button in the bottom right.
- You can add additional Bible Cues by doing the same steps or click the “X” in the top right to close the Insert Bible Window.
- Once inserted, you can edit the font, style, background, and more just like you did with a lyric. You can also save Presets for your Bible Text to use on other Bible Text Boxes throughout your Script.
- Once you have your Sermon Cues and your Scripture Cues (and any other Cues), you can rearrange them by simply dragging the Cue Name or Cue Thumbnail in the Script Area and moving the Cue up or down in the Script to place it between other Cues.
- Once you have all of the Cues and Pages in the order you want and formatted the way you need, then you are ready to Play your presentation. Don’t forget to add any Cues to your Cues Library that you want to use again in the future.

That’s it! There are many more tools and features you can use to build, edit, and create with MediaShout 7, but we just wanted to cover the basics in this first Script. Now you are ready to move on and play your Script.

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# Playing Your First Script

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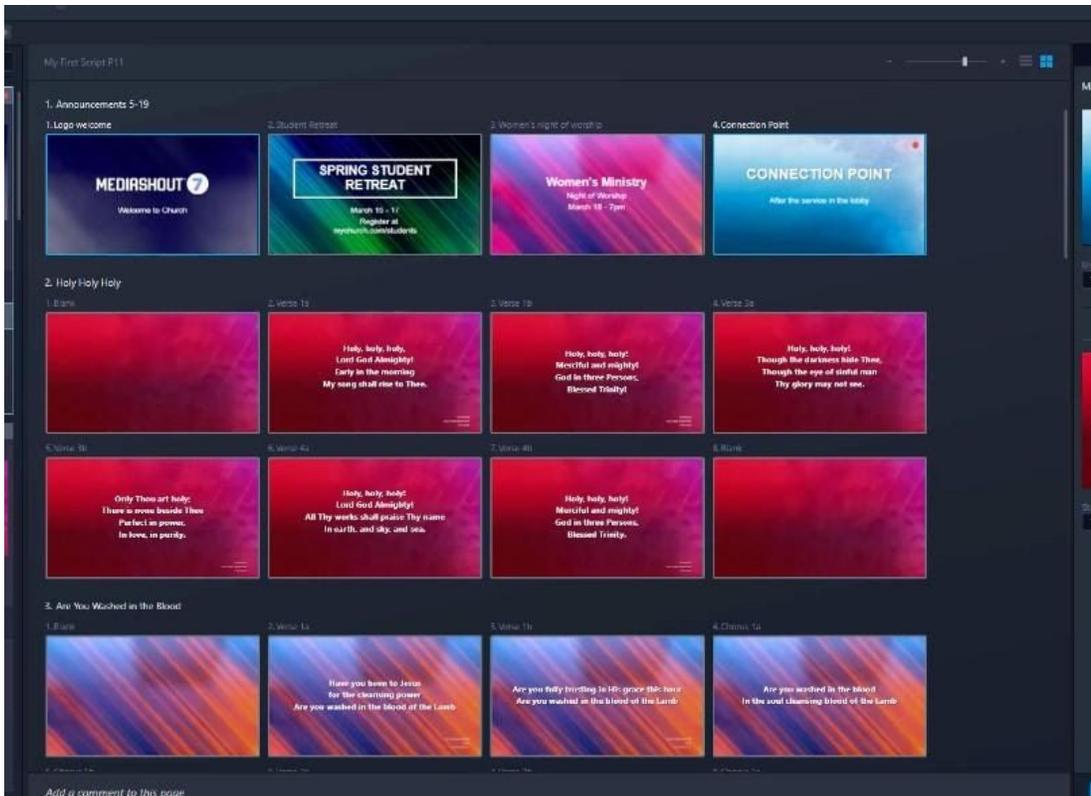
MediaShout 7 gives you a couple of different ways to play your presentation. You can choose which one best suits your needs.

First off, there are two different views of the Control Screen that allow you play your presentation. One is the Edit View (the view we have been working in to create your first Script) and the other is the Presenter View. To play Cues or Pages in the Edit View, simply click the blue play button under the Cue Thumbnail to fire the first Page of the Cue to the displays. If you want to fire a specific page, as you hover over the Page in the Cue, you will see a blue play button to the right of the Page name. Click that blue play button to fire that specific page to the displays. As a note, clicking anywhere on a page except the blue fire button will select that page in the Edit Area but not fire it your displays.



Edit View of Control Screen

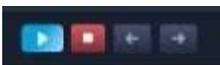
You can switch to the Presenter View by going to the View Menu->Mode->Presenter View. You can also use the Hot Key CTRL+ALT+V to switch between the two views quickly. While in Presenter View, you can again, click the blue play buttons under the Cue Thumbnail or in the Page names in the Script Area on the left, but you may find it easier simply double-clicking the Thumbnail of the Page in the middle of the Control Screen. This Presenter View is designed to be an easy format for seeing many cues and pages of your script and allows for easy firing of any Page at any time. There is a zoom function in the top right that will allow you to adjust the size of the Thumbnails in the Presenter View. You can also switch to a text-based list view in the Presenter View that is a throwback to MediaShout 5 and earlier days.



## Presenter View of Control Screen

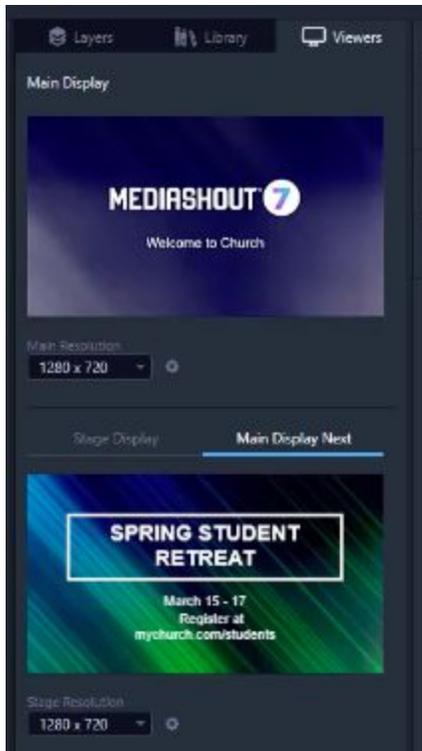
Once you are playing a Page, you can easily move forward in your presentation using the F9 key or backward using the F7 key, no matter which mode you are in. Also, if you have a USB Remote, you can configure that very easily in the settings and use the buttons on the remote to go forward and backward through the presentation.

In the bottom right is the Playback Area that has some similar tools as what we've discussed already. The Play Button will fire the selected Page in the Edit Area. The Stop All button will stop all playback to all displays. The Forward and Next buttons will go through your presentation just like you were using F9 or F7.



## Playback Bar

If you are ever wondering what is being sent to your displays, you can always use the Viewers Tab on the right side of the Control Screen to see what is going to the Main Displays at the top and what is going to the Stage Displays at the bottom. The Stage Display section can also toggle to show you what is coming up next on the Main Display, if you would rather see that. Also, in the Script Area, there will be a red dot in the top right of the cue as well as a red dot next to the page that is currently being displayed.



Viewers Tab of Control Screen

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# Saving, Exporting, and Printing

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## **Saving in MediaShout 7:**

Once you have created your first script and you want to save it, all you need to do is go to the File Menu->Save and then give it a name and choose the location. MediaShout 7 uses a .sc7x extension for the file name. This file format not only contains your script, but also all of your media. No longer do you have to worry about keeping media files in sync between locations or accidentally deleting or moving a media file that your Script needed. Because this is a new type of file, it is not possible to open this format in older versions of MediaShout. However, because the media is contained inside the .sc7x file, you simply need to take that file from computer to computer if you want to play the presentation on a different computer.

Since saving your script is a pretty common task, we've also given it the Hot Key combination of CTRL+S. That way, you can save at any time quickly and easily. Additionally, MediaShout 7 includes the new Auto-Save feature that is turned on by default. Once a script is saved, it will be auto-saved about every 10 minutes so in case you forget and close MediaShout without saving, you won't lose all your work. You can turn the Auto-Save ON/OFF in the Settings Menu.

Additionally, if you want to save your script with a new name and not overwrite your original script, you can go to the File Menu->Save As (CTRL+SHIFT+S). This will allow you to save the script as a new file and leave the original file as it was last saved.

There are other saving functions inside of MediaShout 7. For instance, your Insert Lyric Window contains a Lyric Database of lyric titles and contents. Your database is automatically updated and saved each time you edit, add, or change a lyric in the Insert Lyric Window. The other automatically saved database is your Cues Library in the Cues Library Plug-In. When you close MediaShout 7, this library is automatically saved and updated with the Cues you've added. It is important to note that Lyrics that have been inserted into a script, edited, and formatted should be saved to the Cues Library for future use. Think of the Insert Lyric Window as just another library of contents (like SongSelect) where you can find lyrics, but all the formatting changes are saved to the Script and Cues Library.

## **Exporting in MediaShout 7:**

MediaShout 7 gives you a lot of Export options for whatever you may need. In the File Menu->Export you are given three options: Images, PDF, and Text. As you would expect, each has its own settings allowing you to customize exactly what you want to export.

With Export Images, you can choose the location, what cues/pages to include, what type of image (JPEG or PNG), what objects/elements, if Titles should be included, and if the Background should be included. If you have white text and you don't include the background, then your text may not appear if it is sitting on a white background.

With Export as PDF, you have a very similar selection as Export Images, with a couple of exceptions. With PDF there is no file format type to choose, but you do have the ability to choose a layout on your PDF, so you can have 1 Page per page of PDF up to 12 Pages per page of PDF.

With Export as Text, you get a Text File that includes all of the text on each selected page. Each page is labeled and broken up with dashes to easily note the next page. This is a great tool if you need to export lyrics for your worship team or MediaShout operator to have in front of them. Of course, all of these export functions allow you to provide a way for users to see your presentation (in a non- editable format) without needing MediaShout 7 to be installed.

Additionally, you can export your Lyric Database from the Insert Lyrics Window if you want to take that library to a new computer with MediaShout 7. And, although there is no direct way to export the Cues Library, you will actually find it to be a simple .sc7x file that you can simply copy in Windows Explorer to a USB drive to take to another computer.

### **Printing in MediaShout 7:**

Much like the Export options above, the Printing option allows you to choose a number of different settings before going to your printer's control screen. Settings include the Printer, which pages/cues, paper size, Portrait or Landscape, Layout, which objects/elements to include, whether the Background is included, and whether or not the print is in color or black and white. Like with the Export, if you have white text and choose not to show your background, your text may be invisible on the print preview since it will be on a white sheet of paper.

All of the Saving, Exporting, and Printing functions are designed to make it easy for you to share your presentation or keep specific copies as you need.

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# Text Boxes

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A Text Box is simply that – a text box. These boxes hold text that is typed or copied/pasted from another source. There are three main types of Text Boxes used in MediaShout 7. Let's talk about each one:

1. **A standard Text Box** is the text box inserted to your Cue when clicking on the Insert Text Box Object in the Main Ribbon. This text box works like you would expect any text box to. You can resize the box, adjust fonts and formatting, add shadow and outline, and other standard things.
2. **A linked Text Box** is the text box inserted to your Cue when inserting a Lyric or Bible Cue and contain the main contents. These text boxes are linked and allow you to create Page Breaks and apply formatting to all of the linked boxes throughout the Pages of the Cue. Much like a Standard Text Box, you can control the size, fonts, formatting, and more. The main difference is to think of this text box as linked to the other main content text boxes on the other Pages of this Cue.
3. **A special Text Box** is the text box inserted to your Cue as a Lyric Copyright or Key Object Text Box. These Text Boxes will be the same on all pages of a Cue, so any changes you make to this text box on one page will be immediately reflected on all other pages. Essentially, this is one text box that is synched across multiple pages with any formatting changes.

Using the three types of Text Boxes can help you develop your cues and set formatting quickly and easily.

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# Video Files

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Video Files of various different formats can be inserted into MediaShout 7. These video files can be used as Backgrounds using the **Layers Tab->Backgrounds button** or as media objects layered into the Page by using the **Insert Media Object icon** in the Main Ribbon.

Videos that are set as a Background, will continually play without restarting through all Pages of the Cue. Videos that are set as Objects will appear only on the Page they are inserted. If a Video Object is placed on two consecutive Pages, the video will restart when changing from Page to Page.

## **Inserting Video Objects**

You can also insert Video Objects by dragging and dropping from the available files in the Library Tab. The Library Tab is populated from a specific folder set in the Settings Menu. Any videos within that folder will appear on the Library Tab->Videos Tab.

## **Adjusting the volume or muting a video**

You can also adjust the volume or even mute a video. If you are inserting it as a background, you will find the volume controls on the left of the Background Window. If it is inserted as an Object, then clicking on the Video in the Edit Area to select it will give you controls for volume at the bottom of the video itself in the Edit Area.

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# Images

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Image Files of various different formats can be inserted into MediaShout 7.

These Images can be used as Backgrounds using the **Layers Tab->Backgrounds button** or as media objects layered into the Page by using the **Insert Media Object icon** in the Main Ribbon. Images that are set as a Background, will appear behind all Pages of the Cue. Images that are set as Objects will appear only on the Page they are inserted.

## **Inserting Image Objects**

You can also insert Image Objects by dragging and dropping from the available files in the Library Tab. The Library Tab is populated from a specific folder set in the Settings Menu. Any Image Files within that folder will appear on the Library Tab->Images Tab.

## **Cropping Image Objects**

You can also crop any Image Object that is inserted into the Edit Area. To crop an image, select the image in the Edit Area and click the Crop Button in the Edit Ribbon above the Edit Area. Adjust the crop and click Apply to crop it.

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# Layers

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All Objects on a Page are layered with each other. You will find the settings for these layers in the Layers Tab on the right side of the Control Screen. The Layers determine which object sits on top of the other objects visually when they are in the same space. In the Layers Tab, you will see two sub-tabs – Layers and Keys. Below we will explain how the layers are processed with the topmost layer going all the way down to the bottom most layer.

## Layer Order (top first):

1. **Keys** – these are Key Objects from the Key Objects Plug In. They will be the top most layers and when you have multiple Key Objects, are layered by the top Key Object in the Layers Tab being above the next Key Object in the list and so on. You can never place a Key Object behind a regular layered Object.
2. **Layer** – these are the standard Objects found on a Page (like Images, Videos, and Text Boxes). They are layered in order from top to bottom in that list. An Object in the Layer list can never be placed above a Key Object.
3. **Background** – at the bottom of the Layers list of Objects, you will see a button for Background. This is the bottom most layer. You can never move an Object below the Background Layer. You will instead need to change the Background Layer to something else if you want to change that. Within the Background Layer, there are actually two layers – media (images/videos) on top and solid color on bottom. Both are accessible from the Background Window. If you do not select a Media File to serve as the Background, then it will use the selected color (the default is black). If you do select a Media File to be the Background, know that the color is still below the Media File in ordering. This actually allows you to adjust the Opacity of a Media File that is the Background to let the lower color layer appear through, allowing you to create a colored filter effect.

## Rearrange Layers:

Within the Layers Tab, you can rearrange Layers by dragging them up or down in the list. You can also turn a layer visually off (without deleting it) by clicking the Eye icon to the left of the layer. You can also lock a layer by clicking the lock icon on the right of the layer. Finally, selecting a layer will also allow you to quickly adjust the Opacity of the layer using the slider at the top of the Layers Tab. Utilizing these various controls will allow you to be creative with your presentations as well as organized.

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# Backgrounds

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If you've read the section on Layers, you know that the Background is the lowest Layer of a page in MediaShout 7. To dig a little deeper into using Backgrounds, simply select a Cue in your script and in the Layers Tab on the right of the Control Screen, click the Background button below the Layered Objects. This will open the Background Window where you can set your Background and edit it.

**In the Background Window**, you have three tabs – Color, Image, and Video. The Color Tab will allow you to select any solid color (including custom colors or even use the Eyedropper tool to choose a color on your computer screen). This color will remain the lowest layer, even if you select an Image or Video file as the Background.

**The Image Tab** will let you select an Image from your default library or you can browse to any file on your computer. You can also set its size to Stretch to Fill or Scale to Fill as you prefer. Additional settings include Opacity (which combined with the Color can create a nice colored filter), Grayscale, Sepia, Blur, Brightness, and Contrast.

**The Video Tab** will let you select a Video from your default library or you can browse to any file on your computer. You can also set its size to Stretch to Fill or Scale to Fill as you prefer. Additional settings include Opacity (which combined with the Color can create a nice colored filter), Speed (from half to double speed), and volume controls.

As a note, the Background is fixed for all Pages within a Cue. You can not set multiple backgrounds per Cue. However, you can easily add a full-size Video or Image Object immediately above the Background on a single Page to create the effect that it is a different background for that Page (even though all it is doing is covering the Cue's actual Background).

# FX (Effects)

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When selected on an Object in the Edit Area, you can click the FX icon in the Edit Ribbon above the Edit Area to apply additional special effects. These can be as simple as a basic Outline or as complex as setting a Text Box Background color with Opacity so that your text shows well against the background.

## Using An Effect:

- To use an effect, click the name on the left in the window to select the effect.
- Then on the right side, adjust as you need. You will see the effects update live in the Edit Area as you make the changes, so no need to Apply until you are satisfied with the look and are ready to close the FX Window. *Pro Tip: if you aren't seeing an FX change like you think it should, then check to make sure the effect's Opacity setting isn't set to 0 (invisible).*

The different effects will vary depending on what type of object you have selected, so try playing with the effects by selecting different objects.

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# Presets

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Presets are essentially a micro-save of your formatting and effects settings that you have applied to an object that you want to use again on another object.

## **To save a Preset of an object:**

- Select the Object, click the Preset dropdown in the Edit Ribbon above the Edit Area and in the top line, type a name for the Preset and hit Enter.

The Preset settings window will open and allow you to select exactly which attributes you want to save to the Preset. You can save them all or only a few.

## **To apply a Preset:**

- Simply select the object in the Edit Area, then in the Preset dropdown, choose the Preset you want to apply from the list.

Presets are tied to Object type, so a saved Preset for a Text Box can only be applied to other Text Boxes. The same is true for Image Objects and Video Objects. The Preset dropdown list will only show you Presets that are valid for the selected object when you go apply a Preset.

The benefit of Presets is it can save you a lot of time by allowing you to create a formatting look/style that you can reuse over and over without having to go through all the formatting changes with every text box each time.

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# Hot Keys (Keyboard Combinations)

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Hot Keys (or Keyboard Combinations) can be a huge time-saver to help you build, create, and play your presentation. We have been very intentional with **MediaShout 7** to give you tools to help you without needing to use your mouse. Check out the ever-growing list below.

## Navigating Scripts

CTRL+S	- Save
CTRL+SHIF	- Save As
T+S	- New Script
CTRL+N	- Open
CTR	Script
L+O	- Print
CTR	
L+P	

## Inserting Elements (Cues/Objects)

CTRL+T	- Inserts a Text Box Object (non-paginated) in the Edit A
rea	
CTRL+AL	- Opens the Insert Lyric Window
T+L	- Opens the Insert Bible Window
CTRL+AL	
T+B	

## Editing Elements

CTRL+C	- Copy
CTRL+X	- Cut
CTRL+V	- Paste (with Formatting)
CTRL+Z	- Undo
CTRL+SHIFT+Z	- Redo
CTRL+A	- Select All
Left Arrow	- Move Selected Object Left 1 Pixel
Right Arrow	- Move Selected Object Right 1 Pixel
Up Arrow	- Move Selected Object Up 1 Pixel
Down Arrow	- Move Selected Object Down 1 Pixel
SHIFT+Left Arrow	- Move Selected Object Left 10 Pixels
SHIFT+Right Arrow	- Move Selected Object Right 10 Pixels
SHIFT+Up Arrow	- Move Selected Object Up 10 Pixels
SHIFT+Down Arrow	- Move Selected Object Down 10 Pixels
CTRL+Left Arrow	- Stretch Object's Left Side
CTRL+Right Arrow	- Stretch Object's Right Side
CTRL+Up Arrow	- Stretch Object's Top Side
CTRL+Down Arrow	- Stretch Object's Bottom Side
CTRL+SHIFT+Left Arrow	- Shrink Object's Left Side
CTRL+SHIFT+Right Arrow	- Shrink Object's Right Side
CTRL+SHIFT+Up Arrow	- Shrink Object's Top Side
CTRL+SHIFT+Down Arrow	- Shrink Object's Bottom Side
ALT+Left Arrow	- Rotate Object 15 degrees Counter-clockwise
ALT+Right Arrow	- Rotate Object 15 degrees Clockwise
ESC	- Unselects all selected elements
CTRL+Left Mouse	- Selects all clicked items together
SHIFT+Left Mouse	- Selects all items in a series between two clicks
CTRL+B	- Toggle Bold on/off for selected Text
CTRL+I	- Toggle Italic on/off for selected Text
CTRL+U	- Toggle Underline on/off for selected Text
(Comma)	- Toggle Subscript on/off for selected Text
CTRL+. (Period)	- Toggle Superscript on/off for selected Text
Tab	- Tabs to the right (when inside a Text Box)

CTRL+SHIFT+L	- Text Left Alignment
CTRL+SHIFT+C	- Text Center Alignment
CTRL+SHIFT+R	- Text Right Alignment
CTRL+SHIFT+J	- Text Justified Alignment
CTRL+SHIFT+T	- Text Vertical Top Alignment
CTRL+SHIFT+M	- Text Vertical Middle Alignment
CTRL+SHIFT+B	- Text Vertical Bottom Alignment
CTRL+ALT+S	- Toggles Scale of Media Object through Custom, Full Scale, Full Stretch, and Original
CTRL++ (Plus Sign)	- Zoom In on the Edit Area
CTRL+- (Minus Sign)	- Zoom Out on the Edit Area
CTRL+ENTER in Lyrics or Bibles)	- Inserts a Page Break (when working with paginated Text Boxes like

## Playback Controls

F2	- Show/Hide Displays
F4	- Fire Quick Cue 1
F5	- Fire Quick Cue 2
F6	- Fire Quick Cue 3
F7	- Fire Previous Page in Script
F8	- Stop All
F9	- Fire Next Page (or Step) in Script
Spacebar text box)	- Fire Next Page (or Step) in Script (when not focused on
SHIFT+Space bar box)	- Fire Previous Page in Script (when not focused on text

## Plug-Ins

In MediaShout 7, Plug-Ins are a new modular way of configuring MediaShout to be exactly what you need. You can find the installed plug-ins on the far right of the Control Screen (past the Layers/Library/Viewers Tab). We've included some plug-ins by default, but in the future, we will offer many more available on an as-needed basis. That means, you won't have to install features you won't use and can access new features and updates to those features without having to do a full install of the program. We are starting out with 6 plug-ins (that are discussed in more detail over the next few pages) that we think most users will want anyway and as we add plug-ins, we will add more information to the user guide for them.

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# Sermon Builder Plug-In

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The new Sermon Builder Plug-In is designed for Pastors and Leaders who don't have time to learn a new program but want something that is faster, easier, and better looking than PowerPoint. It is also for tech staff and volunteers who need to build Sermon Slides quickly and easily in a native MediaShout format. It's so easy to use and in less than 10 minutes, you can have a completed Script for the Sermon.

The Sermon Builder Plug-In is located on the right side of the Control Screen in the Plug-In area. Opening the Sermon Builder will launch a wizard that will walk you through 5 easy steps. If you have your sermon notes or outline in a digital document, you can easily copy and paste text as needed.

- Clicking **“Create”** on the first page of the wizard will take you to the Title of your sermon. You can type or copy/paste your title here. Click **“Next”** to continue.
- In this window, type or copy/paste your first point you want to make and then click **Add**. Repeat this process until you have all the points in your presentation done. As you add points, you will see them appear on the box on the right. *You can delete a point by clicking the trash can to the right. Don't worry about the order right now. You will be able to reorder pages at the end.* Once you have all the points, click **“Next”**.
- Now you can choose the scriptures you want to use. Again, choose the translation (available translations are based on your license code) and then type in the scripture reference. The format is always Book ChapterNumber:Verse(s) (*you can input a single verse or a range of verses using “-” or non-consecutive verses using “;”*). Click the **“Add”** button to add this reference. Repeat this process for all of your scripture references and click **“Next”**.
- The next step is to choose a theme. We've started with 6 themes that you can use (with plans to add many more). Each theme has a different look for the Title Page, Sermon Points, and Scripture pages. Choose one of the themes (or you can keep it simple with the White Text on Black Background) and click **“Next”**.
- Last, but not least, adjust the order of your pages and view a preview of each page and click **“Create”**. MediaShout 7 will create a new script with each of these as Cues and Pages. Since this is now a native MediaShout script, you can edit, move, resize, and add additional cues, pages, and objects like you would any other script.

That's how easy it is to use the Sermon Builder Plug-In.

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# Key Objects Plug-In

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A long-time favorite with some newly added features, the Key Objects Plug-In is essentially the Keys from previous versions. In MediaShout 7, we've made it easier and more seamless to create your keys and have them at the ready when you need them. As a note, Keys are the top-most layer and will remain on for all Cues/Pages until you turn them off. Clicking on the Key Objects Plug-In will show the following Keys:

1. Clock – a standard Key Object that shows the time (HH:MM) in 12- or 24-hour format. Just like a text box, you can modify where it is located and all formatting and styling of the box in the Edit Area.
  2. Timer – a Count Down or Count Up clock (HH:MM:SS) that can show a count down from a specific time or a count up from 0 to a specific time. When the time is reached, you can either have the Timer disappear or simply stop and remain there.
  3. General Text – this is a text box usually designed to send a message to the Displays for Nursery numbers, Announcements, and other messages. Just type in the text you want and you are all set.
  4. News Ribbon – Like the General Text, this is a text box, with one major exception: the text will scroll from right to left. This will give you the opportunity to create scrolling text for announcements along the bottom while displaying other Announcement Cues on the screen. You can also control the speed of the scroll, as well.
  5. Logo – This is simply an image or video file that you want to remain on the screen. Many times, this would be a church logo or something similar if you want to have that up on all pages of your script without having to add that object to every single page.
- In the Keys Object Plug-In, selecting the name of the Key will allow you to click the “+” button to add that type of Key. *You can add as many keys as you want of a single type (if you wanted to have 20 countdown clocks pre- prepped, you could do that – just make sure you double-click their names in the Layers Tab and label them all so you know which is which).*
    - If you want to display a key immediately while in the Plug-In window, just click the checkbox to the left and it will turn on all keys of that type (this is really designed for the General Text to be able to display the text quickly without having to go back to the editor).
    - If you want to edit the Key, once you have added it via the “+” button and configured it the way you want in the window, then close the Key Object Plug-In window and go to the Layers Tab->Key Objects Tab. There you will see all the Key Objects you added from the Plug-In. Just select an object in the layers to edit it as you need (including resizing, formatting, FX, etc.).
  - Once you have it designed the way you want, then you simply need to click the Eye icon to the left of the Key to turn it ON/OFF. For Clock, Timer, and News Ribbon Keys, you also have a play/pause toggle as well as restart icon.
-

# Cues Library Plug-In

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The Cues Library Plug-In is a new feature in MediaShout 7, but it reaches back to our previous Cues Deck for long-time MediaShout users. However, we have taken it to a new level in that all the Cues that you want to be saved for future use (announcements, lyrics, sermon title slides) are all now saved to the Cues Library. If you insert a Lyric and format it in the Edit Area the way you want and you want to save that for future use, you simply click the Star Icon under the Cue Thumbnail in the script and it will add it to your Cues Library. You can do this for any Cue in your script.

To use the Cues Library

- **Click the Cues Library Plug-In** (Star Icon) and search for any cue. *You can also filter by Lyric, Bible, or General Cue Type.*
  - Once you find the Cue you want, **select it** and click the **Insert Button** in the bottom right and the Cue is added to your script. It's that easy.
-

# Transitions Plug-In

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Transitions are a great tool to use for making Objects and Pages appear as you move through your presentation. The default transition is Cut, but you have a number of additional transitions that you can apply.

## Applying a Transition to an Object:

- **Select the Object in the Edit Area** and open the **Transition Plug-In**.
- Choose the **Object Tab**. *There you can choose the type of transition, additional effects (like direction), and more. The Duration option is how long the transition takes to complete. You can also add a Delay (how long it waits to begin the transition after coming to the page). You can also use Steps to create builds of different objects within a page. For instance, a Step of 0 would show the Object as soon as the Page displays. A Step of 1 would require another advance (F9 for instance) for that object to show. A Step of 2 would require 2 advances.*
- You can then **apply** the settings to the single object, all objects on the page, or all objects on the cue.

## Applying a Transition to a Page/Pages:

- **Select a Page in the Script** and open the **Transition Plug-In**.
- Choose the **Pages Tab**. *There you can choose the type of transition, additional effects (like direction), and the duration, which is how long the transition takes to complete.*
- You can then **apply** the transition to the selected page, all pages in the cue, or all pages in the script.

As an important note, if a transition besides cut is applied to a page, then object transitions on that page will be ignored (unless they use steps). That means that if you set a dissolve transition for a page, then all objects on that page will also dissolve when they transition.

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# Script Scenario Plug-In

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In Previous versions of MediaShout, we had a Script Control cue that would allow you to set up Loops or skip around in the Script. In MediaShout 7, we have added the Script Scenario Plug-in that allows you to accomplish this same task.

## Using the Script Scenario Plug-In to set Auto-Advance

- **Select the Cue in the Script Area** and open the **Script Scenario Plug-In**.
- **Check the Box** for “Automatically advance pages of current cue every \_\_ seconds.
- Set the seconds that you want this cue to show for before it advances to the next cue/page. That’s it!

## Using the Script Scenario Plug-In to set a Loop (Announcement Loop, slideshow of pictures, etc.)

- **Select the LAST Cue that is apart of this Loop in the Script Area** and open the **Script Scenario Plug-In**.
- **Check the Box** for “Automatically advance pages of current cue every \_\_ seconds.
- Set the seconds that you want this cue to show for before it advances to the next cue/page.
- Then, also **Check the Box** for “After the current cue play **NONE** cue”
- Click on the word **NONE**. (This will show a list of the cues in your script).
- Choose the Cue that you want it to advance to after this current cue is finished

# Fire Control Plug-In

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In previous versions of MediaShout, there was a timeline that would show the current video/audio playing on the screen. In MediaShout 7, we created the Fire Control Plug-In for this.

- When a cue is fired with an audio file or a video file attached, you can **click the Fire Control Plug-In Button** and choose **Audio or Video** to see the timeline of that file and fast forward/rewind/pause/start.

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