

MEDIA GUIDELINES

OPERATION

Rules of thumb:

- Always test videos for scaling on the screens and sound prior to the service
- Check the arrangements of songs during the run-through to ensure accuracy of spelling and placement
- Check slides against the sermon outline prior to the service and ask the speaker if you have any questions
- Advance slides a few words earlier than the last word of the last slide to allow time for the transition
- Lean on the side of too soon rather than too late for cuing slides or videos
- Click on the clear slides icon at the top right if you get lost during a song until you find the correct slide
- Go to a blank sermon slide if you are unsure of your place during a sermon
- Clear the media on the Video Mac after each video is finished playing

NEW PLAYLIST

1. Import videos and sermon slides
 - See "Importing"
2. Click the plus sign in the playlist window
3. Select "Planning Center Service"
4. Click the dropdown arrow beside Weekend Service
5. Select the correct date (should be at the top)
6. Check that matched documents are accurate, unlink if match is incorrect
7. Replace placeholders with appropriate documents
 - Type file name in the search window
 - Click and drag to placeholder
8. Right click the playlist in the playlist window
 - Click "Convert to Standard Playlist"
 - This allows you to make further changes
9. Search and add "Motion" before each song set
10. Add the stage and timer actions to the first sermon slide
 - See "Stage Display" and "Timer Actions"

*Note: Only import videos on Video Mac and leave videos out of playlist on Media Mac

TIMER ACTIONS

Add timer action to sermon start:

- Right click on slide
- Add Action - Timer - Sermon Countdown
- Make Sure "Set Configuration" is checked
- Make Sure "Countdown" is selected from the dropdown menu in set configuration options
- Enter the duration specified in the service order
- Enable "Allows Overrun"

Click on the stopwatch below the output window to create or edit timers

SHORTCUTS

Clear Slide:	F2
Clear Audio:	F5
Enable Stage Display:	Command + 2
Messages:	Control + M
Split text to new slide:	Option + Return

IMPORTING

Videos:

1. In Finder, go to Living Hope Alliance Church/Files/Videos/Finals/Year/Date
2. Drag and drop into the "Videos" Folder of the Media Bin
3. Right click video - Playback - Stop
4. Right click - Scaling - Scale to Fit

Images:

1. Drag and drop files into the "Pictures" folder of the Media Bin

PowerPoint:

2. File - Import - PowerPoint
3. File will be under Living Hope Alliance Church/Files/PowerPoint/Finals/Year/Date

STAGE DISPLAY

To enable stage display:

- Command + 2

or

- Screens - Stage - Enable

Adding stage actions:

1. Right click on slide
2. Add Action - Stage
3. Select the desired layout from the dropdown
4. Slide destination should not normally be changed
 - An example for using this feature would be during a prelude song where the band needs the confidence monitor lyrics, but we don't want the lyrics appearing on the main screens

Typical Stage Action Settings:

- Sermon Sermon Layout
- Motion Lyric Layout (stage + audience)
- Prelude Lyric Layout (stage only)
- Welcome Lyric Layout (stage + audience)

* Duplicate the sermon title slide for the sermon end slide & to have a blank slide available.

MEDIA GUIDELINES

NEW SONG

1. Click [Search] in the toolbar
2. Click the Song Select icon (circles)
3. Enter the song title in search panel
4. Select the appropriate song (check the lyrics that pop up when you click on a song title)
5. Click "Import"
 - Line Break
 - 2 delimiters per slide
 - 1280 x 720
 - Song
 - Theme: Default
6. Click "Import"
7. Edit lyrics as needed using [Reflow]
 - 2 lines per slide
8. Ensure that each slide is labeled correctly
 - Right click slide - Group - Label

CCLI INFO

- For each song:
1. Click [Edit] in the toolbar (once song is selected)
 2. In the "Copyright" section of the "Presentation" tab on the left, ensure that the Display Copyright box is checked
 3. Ensure that the following categories are populated:
 - Title
 - Author
 - Publisher
 - CCLI#
 - Copyright Year
 4. If any of the information is missing:
 - Go to songselect.com
 - Search the song title
 - Click on the song title
 - All information is available either at the top or bottom of the page, along with a lyrics preview to check the version of the song
 - Enter missing information
 5. Delete any "admin by" information in the publisher field

ARRANGEMENTS

1. Click the arrangement icon (three squares with arrows in song title bar)
 - Select the appropriate arrangement or create a new one
 - PCO arrangements are default arrangements, do not adjust these arrangements
 - Use arrangements matching worship leader when differing from the PCO default
2. Drag and drop sections into the arrangement

MESSAGES

To display a child # or the grade 5/6 dismissal message:

1. Click on the paper airplane icon under the output window
2. Select the appropriate message from the list
3. Enter the correct number/info (if applicable)
4. Click "Show"
5. Click "Hide" to clear

THEMES

If a document size is mismatched, the "!" symbol will appear on the left side of the document in the playlist. To fix this:

1. Click the "!" symbol
2. Choose 1280x720
3. Select all the slides (command + a)
 - Slides are outlined in blue when selected
4. [Theme] - Default

Other themes are found here for specific uses

BIBLES

To bring in a scripture reference:

1. Click [Bible] in the toolbar
2. Enter the scripture reference
3. Select slides and copy
4. Paste into document and edit breakpoints (4 - 5 lines per slide)

POWERPOINT

When speakers want to control their own PowerPoint or have a PowerPoint with transitions/animations, run PowerPoint off of the Video Mac.

- In PowerPoint, click start slideshow from beginning
- Presenter uses up and down arrows on remote to advance slides

TROUBLESHOOTING

If the slides are frozen on the screen:

- Check the preview screen for symbol of a crossed out eye and "Stage Only"
- Click the eye to enable the main screen output

If computer is running slow

- Check if OneDrive is syncing files
 - i. Click the cloud icon in the mac toolbar (top right)
 - ii. Click "Help & Settings"
 - iii. Select Pause Syncing - 8 hours