

Introducing PowerWorship™ 3.1

PowerWorship™ 3.1 enables you to create and maintain a library of worship songs and can be used to build slide shows for Microsoft® PowerPoint®.

The latest version is available for download at www.powerworship.com.

Related Topics

[Getting Started](#)

[Program Overview](#)

[What's New in PowerWorship 3.1](#)

Program Overview

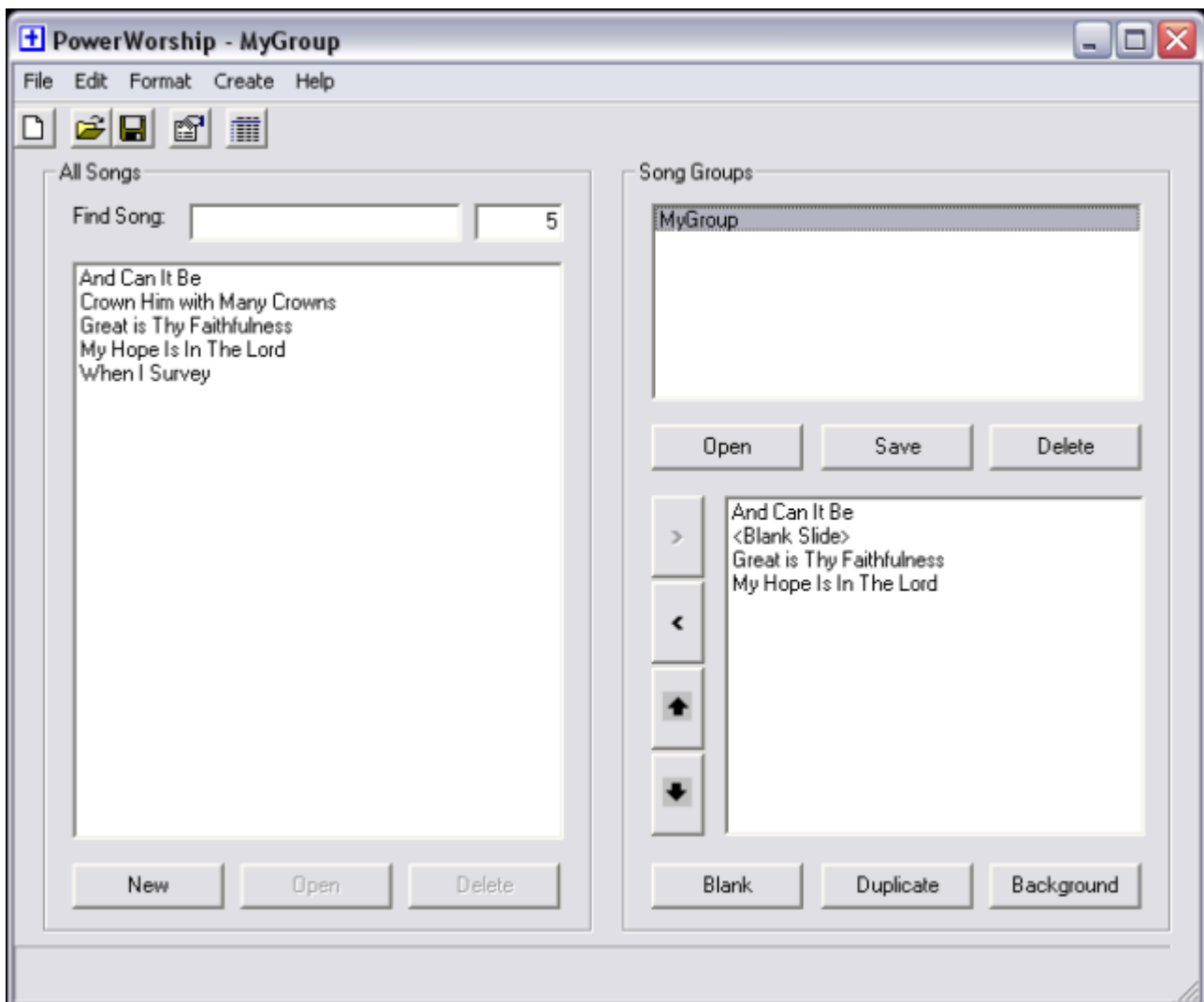
The PowerWorship main window is made up of two primary sections: the **All Songs** section on the left and the **Song Groups** section on the right.

The **All Songs** section allows you to work with songs contained in the song library. You can find songs quickly by typing keywords in the **Find Song** field. You can also add new songs, open existing songs, and delete songs by clicking the appropriate button or menu option.

You can double-click a song in the **All Songs** list to add it to the list of songs in the lower part of the **Song Groups** section, which displays the songs in the order in which they will appear during the slide show.

Use the **Create** menu to create slides after you select one or more songs.

Use the **Save** button to save the list of selected songs as a Group.



Related Topics

[Getting Started](#)

[Using the Song Editor](#)

[Working with Groups](#)

[Working with Backgrounds](#)

What's New in PowerWorship™ 3.1

Background template-related enhancements

Visual template selection in program settings

The program settings dialog has been enhanced with a template viewer that displays the background image for the selected template.

Improved support for adding and editing templates

The program settings dialog has been enhanced with Save As... and Edit buttons that allow you to easily save an existing template under a new name and edit existing templates in Microsoft PowerPoint.

Multiple background support

Background templates can now be specified at the song level, using the Background button in the main program window.

Song editor enhancements

Save and Close menu option for Song Editor

The Save and Close menu option (with keyboard shortcut: Ctrl +D) allows you to quickly save and close a song and continue working in PowerWorship.

Save As option for Song Editor

The Save As option allows you to specify an alternate Save As filename for a given song (e.g. something other than the song title). This can be useful if you wish to save multiple versions of a particular song.

Tab insertion option for Song Editor

Tabs can now be inserted into the Song Lyrics field in the Song Editor using the Insert > Tab menu option. You can also cause a tab to be inserted (during slide creation) by manually entering the characters ^T in the Song Lyrics field.

Song number option for Song Editor

Song numbers can be inserted (during slide creation) using the Song Number field in the Song Editor. If you enter a song (or hymn, etc.) number in Song Number field, the number (or whatever you enter) will be added to the end of the song title during slide creation. An optional song number prefix can be specified in the program settings.

General enhancements

View Song List option for Song Groups

You can now right-click a Song Group and select the View Song List option to copy and/or view the list of songs included in a particular Song Group. This can be useful if you wish to copy the song list to the Windows clipboard so you can paste it in another program context.

Export and import usability enhancements

It is now easier to export and import songs and groups to/from a PowerWorship archive.

Supported software

Support has been added for the latest versions of Microsoft PowerPoint (2010) and Microsoft Windows (7).

Performance

Various performance improvements have been made in the areas of saving and loading songs and groups and in the area of slide creation.

Usability

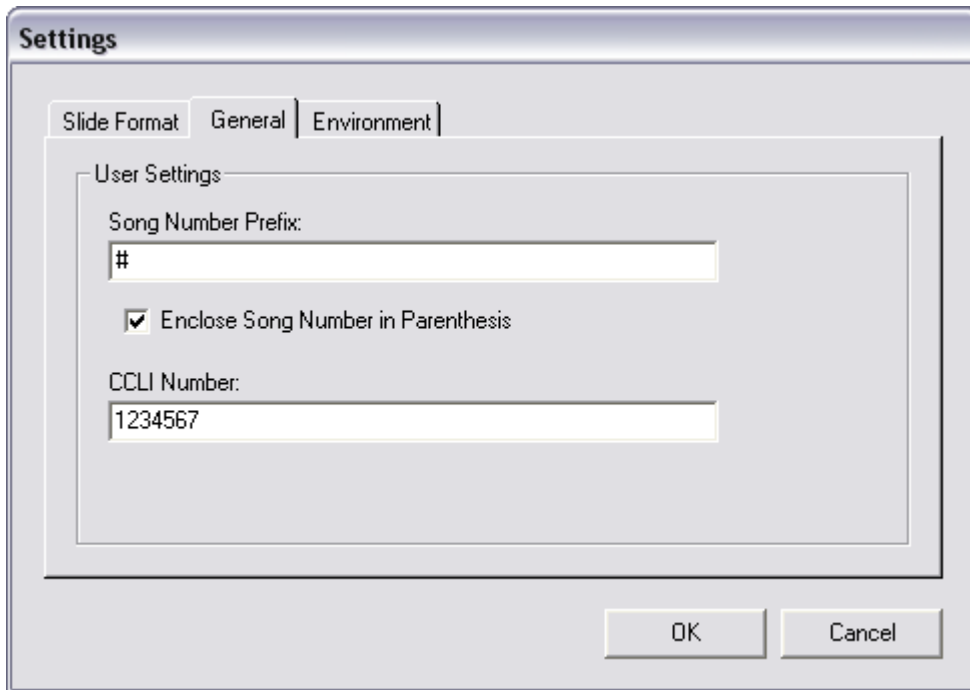
Various usability enhancements have been implemented in the areas of error handling, status reporting, and slide formatting.

Important Copyright Information

The songs included with PowerWorship are included only as samples. Before publicly displaying copyrighted songs, you are responsible for obtaining a copyright license through [Christian Copyright Licensing](#) (CCLI) or a similar organization.

Getting Started with PowerWorship™

When you first launch PowerWorship, edit the program settings (Edit menu > Settings) and enter your CCLI number on the General tab. The CCLI number you enter will be displayed at the bottom of each song that contains copyright information. Once you have entered your CCLI number, you are ready to start building your song library by [adding songs](#) and [groups](#).



Related Topics

[Adding Songs](#)

[Selecting Songs](#)

[Saving Groups](#)

[Creating Slides](#)

[Program Settings](#)

[Working with Backgrounds](#)

[Important Copyright Information](#)

Adding New Songs

To add a new song to the All Songs list:

1. Click the **New** button to create a new song using the Song Editor.
2. Enter a song **Title**. The title you enter will appear in the All Songs list after you save the song.
3. Optionally enter a Save As file name for the song. The Save As option (if checked) allows you to specify an alternate Save As filename for a given song (e.g. something other than the song title). This can be useful if you wish to save multiple versions of a particular song.
4. Enter the song writer's name into the **Lyrics By** field (optional).
5. Optionally enter a song number in the **Song No** field. If a song number is specified, the song number will be inserted at the end of the song title when slides are created. A song number prefix can be optionally specified in the program [settings](#).
6. Enter the song lyrics in the **Lyrics** field.
7. To insert a slide break between stanzas of a song, choose **Insert** menu > **Break**. This will add a pound sign (#) to the Lyrics section. The pound sign must be entered on a line by itself to generate a slide break.
8. To insert a tab (e.g. to format a song line with two columns) choose **Insert** menu > **Tab**. This will add a tab (^T) to the Lyrics section.
9. Optionally enter the copyright © **Info**.
10. Choose **File** menu > **Save** to save the song to the Song Library.
11. Choose **File** menu > **Exit** to close the Song Editor.

PowerWorship - And Can It Be

File Edit Insert Help

Song Title:

Save As:

Song No:

Lyrics By:

Lyrics:

© Info:

Related Topics

- [Saving Groups](#)
- [Adding Songs](#)
- [Program Settings](#)
- [Backing Up Songs and Groups](#)

Deleting Songs

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

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

Related Topics

[Adding Songs](#)

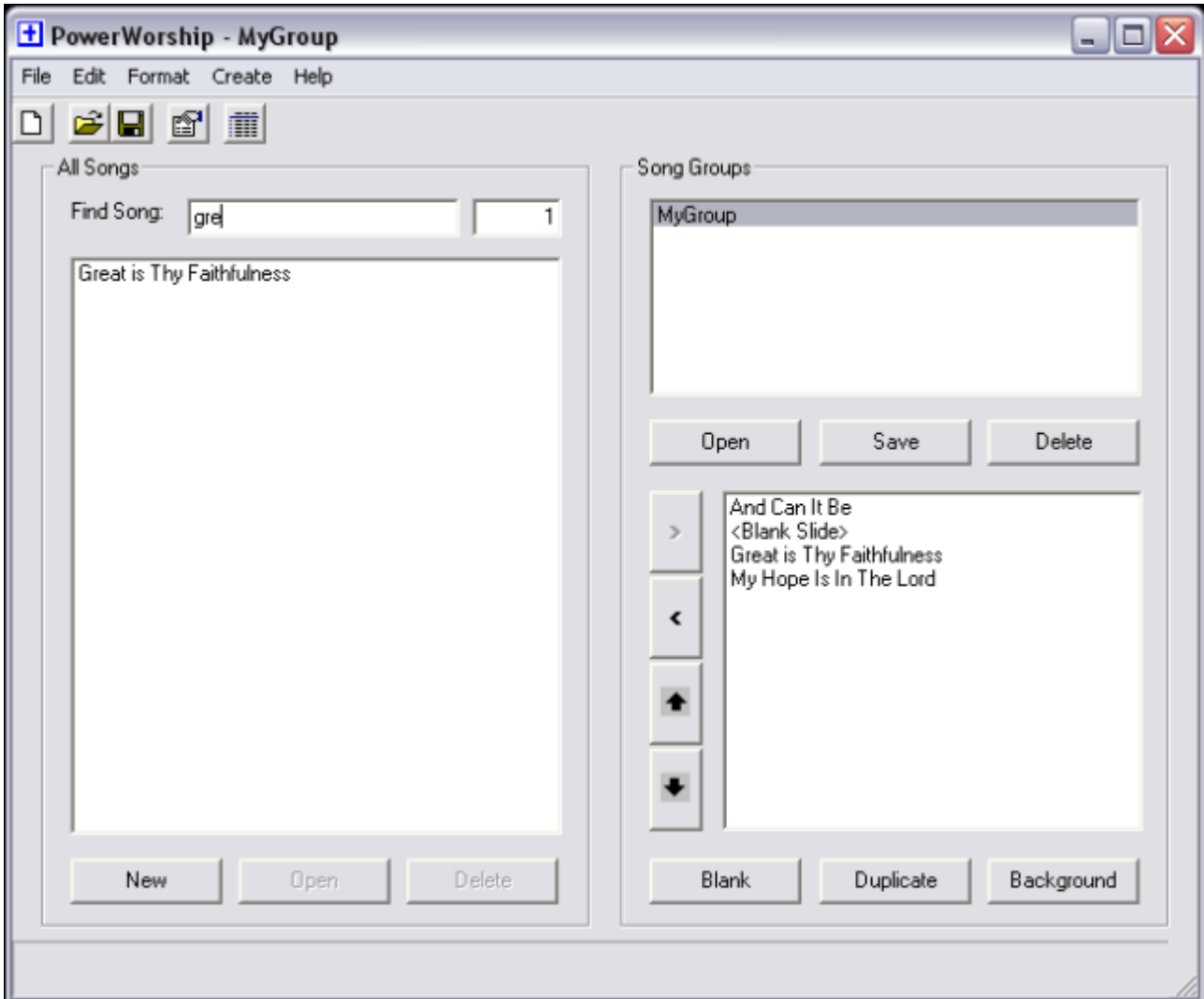
[Deleting Groups](#)

Finding Songs

To find a particular song in the Song List you can either use the vertical scroll bar to scroll through the list of alphabetically sorted songs, or you can use the **Find Song** feature.

Start typing in the Find Song field, and the All Songs list will display only the song titles that contain the keyword (or phrase) that you enter.

To display the entire list again, delete the keyword from the Find Song field.



Selecting Songs

In order to create slides for a song, or a group of songs, you must select the song(s) from the All Songs list or open an existing group.

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

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

Related Topics

[Opening Groups](#)

[Organizing Songs](#)

Organizing Songs

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

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

You can also insert a blank slide or duplicate a particular song. Blank slides have a plain black background and can be used to break up a section of songs. When you duplicate a song, the copyright information (if it exists) will be omitted from the first round of slides and the song title will be omitted from the second round of slides. Duplicating a song can be useful when you intend to sing a particular song more than once.

- To insert a blank slide click the **Blank** button. The blank slide will be inserted immediately after the currently highlighted song, or if there is no current selection the blank slide will be added to the end of the list.
- To insert a blank slide immediately after a particular song, first click the song to highlight it, and then click the **Blank** button.
- To duplicate a particular song, first click the song to highlight it, and then click the **Duplicate** button.

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

Related Topics

[Selecting Songs](#)

Creating Slides

Once you have selected one or more songs, you are ready to create slides. To populate the list in the lower part of the Song Groups section, double-click songs in the All Songs list or open a Group.

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

Microsoft PowerPoint will be launched to generate the slides. After the slides are generated, you can preview the slides in PowerPoint and check for any formatting problems.

Related Topics

[Selecting Songs](#)

[Opening Groups](#)

[Program Settings](#)

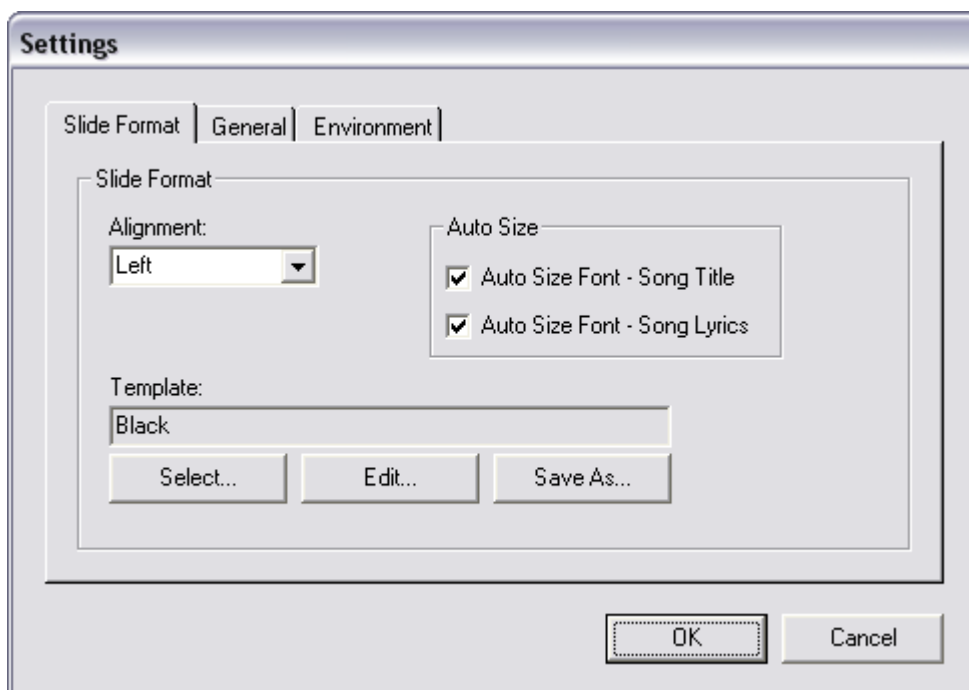
[Working with Backgrounds](#)

Program Settings

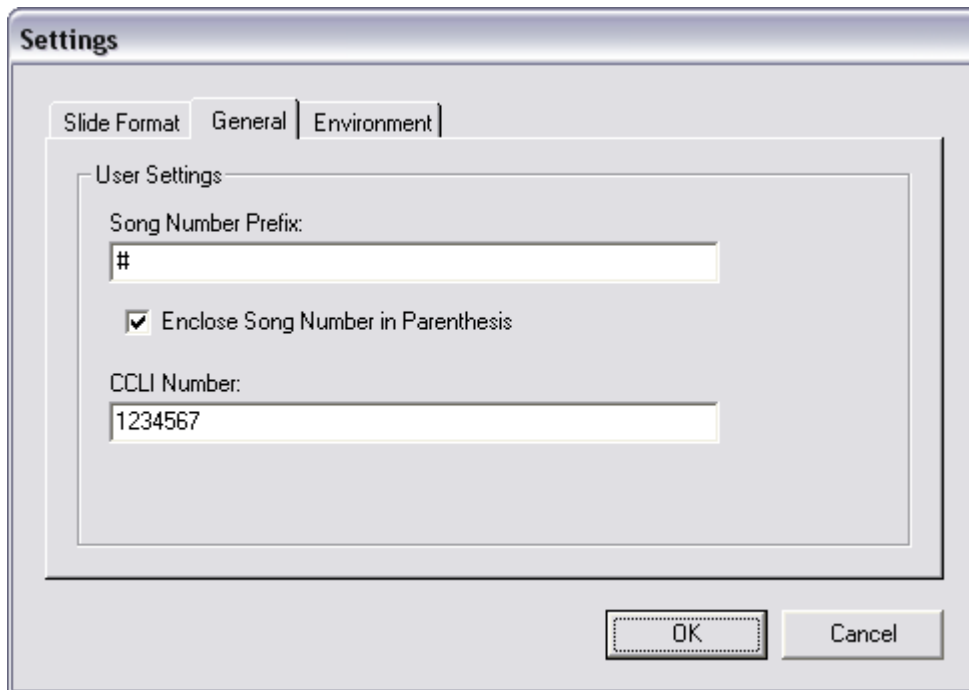
PowerWorship user preferences are configured using the program settings dialog (**Edit** menu > **Settings**).

The settings dialog has three tabs:

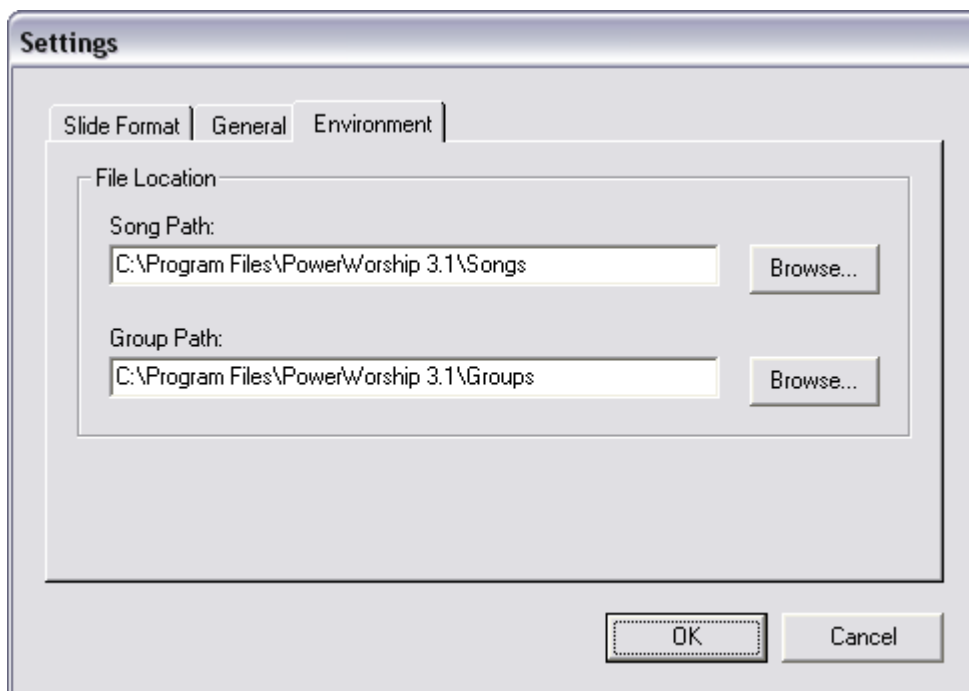
1. The **Slide Format** tab allows you to configure various slide formatting options.
 - If the auto-size options are enabled, PowerWorship will dynamically change the font size depending on the length of each individual song title, etc. If auto-size is disabled, the font sizes you specify via the **Format** menu will be used. Keep in mind that if a given song contains more than 7 or 8 (or so) lines per slide, Microsoft PowerPoint will automatically reduce the font size so that all of the text fits on each slide, independent of the enablement of the auto-size option in PowerWorship.
 - To configure the alignment of song titles and lyrics, select an alignment option from the **Alignment** drop-down.
 - To select the background template that is used for generated slides, click the **Select...** button associated with the **Template** setting.



2. The **General** tab allows you to enter an optional song number prefix that will be added to the title slide for songs that have an associated song number. Trailing spaces will be preserved when the song number prefix is saved. The CCLI (Christian Copyright License) number that you enter will be displayed at the end of each song that contains copyright information.



3. The **Environment** tab allows you to change the location where songs and groups will be saved (and loaded from, etc.) on your local machine.



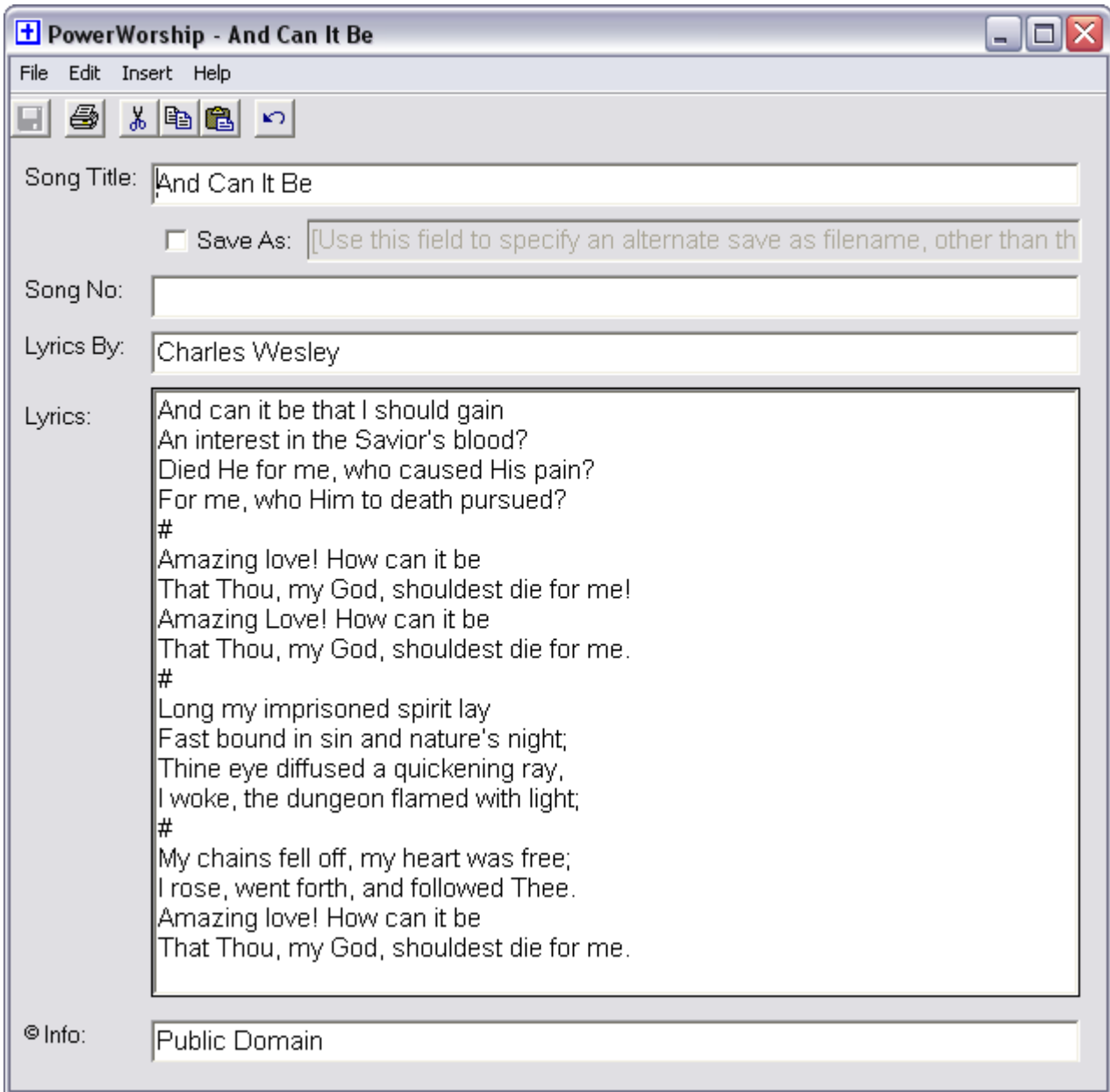
Click the **OK** button to save changes to the program settings.

Related Topics

- [Working with Backgrounds](#)
- [Backing Up Songs and Groups](#)
- [Important Copyright Information](#)

Using the Song Editor

The PowerWorship song editor can be used to add new songs to the All Songs list or to edit existing songs in the list.



The screenshot shows a web-based application window titled "PowerWorship - And Can It Be". The window has a menu bar with "File", "Edit", "Insert", and "Help". Below the menu bar is a toolbar with icons for save, print, cut, copy, paste, and undo. The main content area contains several input fields and a large text area:

- Song Title:** A text input field containing "And Can It Be".
- Save As:** A checkbox followed by a text input field with placeholder text: "[Use this field to specify an alternate save as filename, other than th".
- Song No:** An empty text input field.
- Lyrics By:** A text input field containing "Charles Wesley".
- Lyrics:** A large text area containing the following lyrics:
And can it be that I should gain
An interest in the Savior's blood?
Died He for me, who caused His pain?
For me, who Him to death pursued?

Amazing love! How can it be
That Thou, my God, shouldst die for me!
Amazing Love! How can it be
That Thou, my God, shouldst die for me.

Long my imprisoned spirit lay
Fast bound in sin and nature's night;
Thine eye diffused a quickening ray,
I woke, the dungeon flamed with light;

My chains fell off, my heart was free;
I rose, went forth, and followed Thee.
Amazing love! How can it be
That Thou, my God, shouldst die for me.

At the bottom of the window, there is a field labeled "© Info:" containing the text "Public Domain".

Related Topics

[Adding Songs](#)

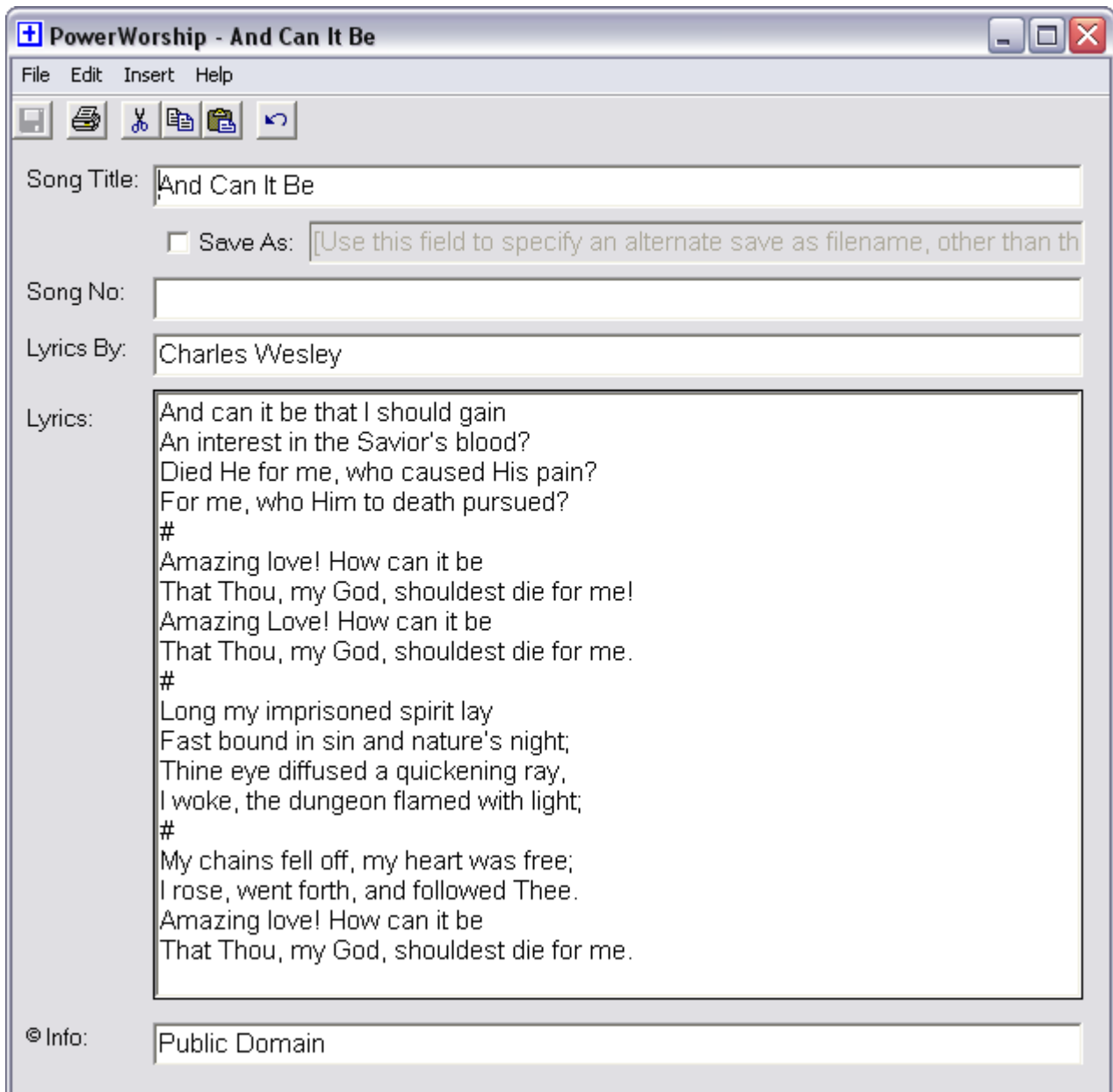
[Editing Songs](#)

[Hiding Sections of a Song](#)

Adding New Songs

To add a new song to the All Songs list:

1. Click the **New** button to create a new song using the Song Editor.
2. Enter a song **Title**. The title you enter will appear in the All Songs list after you save the song.
3. Optionally enter a Save As file name for the song. The Save As option (if checked) allows you to specify an alternate Save As filename for a given song (e.g. something other than the song title). This can be useful if you wish to save multiple versions of a particular song.
4. Enter the song writer's name into the **Lyrics By** field (optional).
5. Optionally enter a song number in the **Song No** field. If a song number is specified, the song number will be inserted at the end of the song title when slides are created. A song number prefix can be optionally specified in the program [settings](#).
6. Enter the song lyrics in the **Lyrics** field.
7. To insert a slide break between stanzas of a song, choose **Insert** menu > **Break**. This will add a pound sign (#) to the Lyrics section. The pound sign must be entered on a line by itself to generate a slide break.
8. To insert a tab (e.g. to format a song line with two columns) choose **Insert** menu > **Tab**. This will add a tab (^T) to the Lyrics section.
9. Optionally enter the copyright © **Info**.
10. Choose **File** menu > **Save** to save the song to the Song Library.
11. Choose **File** menu > **Exit** to close the Song Editor.



Related Topics

[Saving Groups](#)

[Adding Songs](#)

[Program Settings](#)

[Backing Up Songs and Groups](#)

Editing Songs

To edit an existing song in the All Songs list:

1. Click the song in the All Songs list to highlight it.
2. Click the **Open** button.
3. The song will be displayed in the song editor.
4. Make your changes using the Song Editor as described in the [Adding Songs](#) topic.
5. Choose **File** menu > **Save** to save your changes.

Related Topics

[Adding Songs](#)

[Hiding Sections of a Song](#)

Hiding Sections of a Song

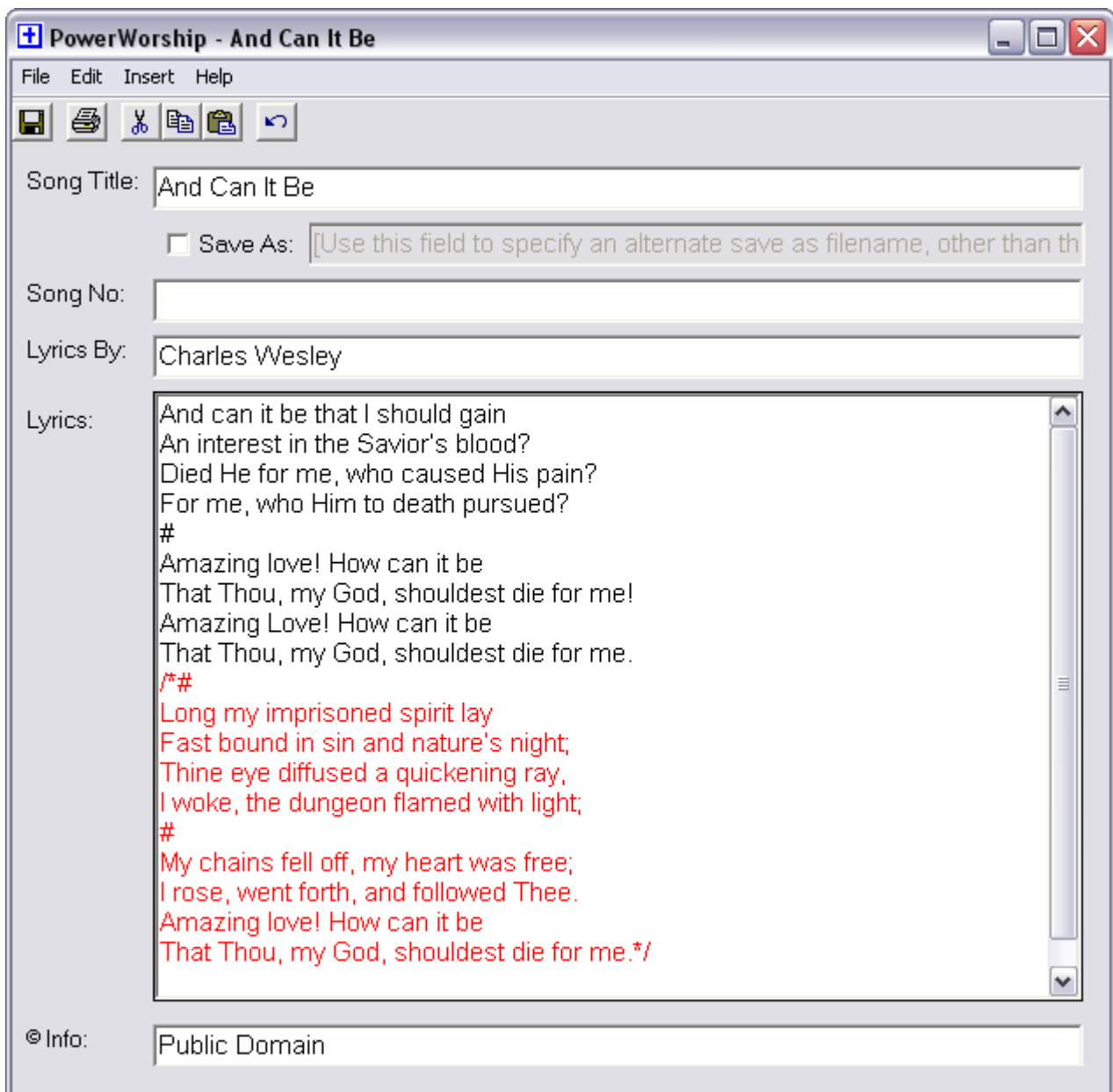
Hiding sections of a song can be useful if you only want certain verses/stanzas included in the generated PowerPoint slides, and you don't want to permanently delete the hidden verses.

To hide sections of a song:

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

To unhide (show) sections of a song:

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



Working with Groups

PowerWorship allows you to select one or more songs and save them as a group. Existing groups are displayed in a list in the upper part of the Song Groups section. You can open groups, delete groups and save groups from the PowerWorship main window.

Related Topics

[Saving Groups](#)

[Opening Groups](#)

[Deleting Groups](#)

[Viewing Groups](#)

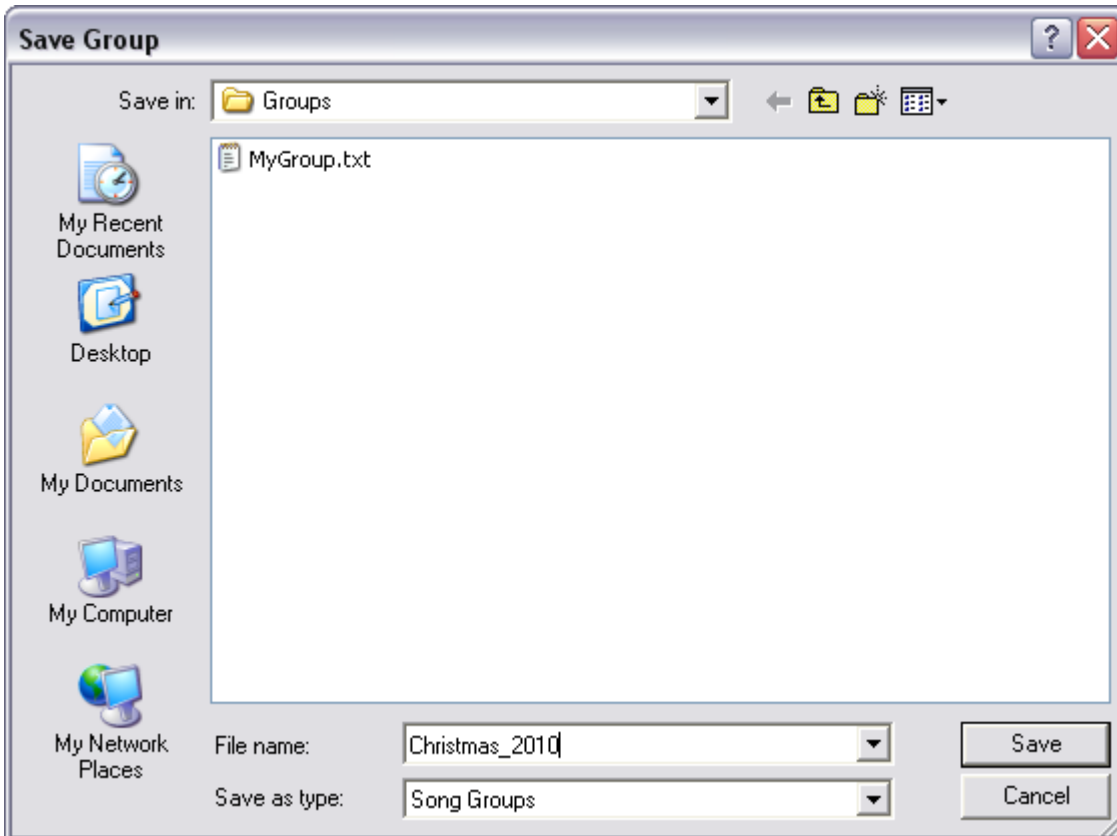
[Creating Slides](#)

Saving Groups

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

To save a group:

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



Related Topics

- [Open Groups](#)
- [Viewing Groups](#)
- [Deleting Groups](#)
- [Adding Songs](#)
- [Backing Up Songs and Groups](#)

Opening Groups

After saving a group, you can open the group to modify it and/or create slides for the group.

To open a group:

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

Related Topics

[Saving Groups](#)

[Viewing Groups](#)

[Deleting Groups](#)

[Creating Slides](#)

Deleting Groups

To delete a group:

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

Related Topics

[Saving Groups](#)

[Deleting Songs](#)

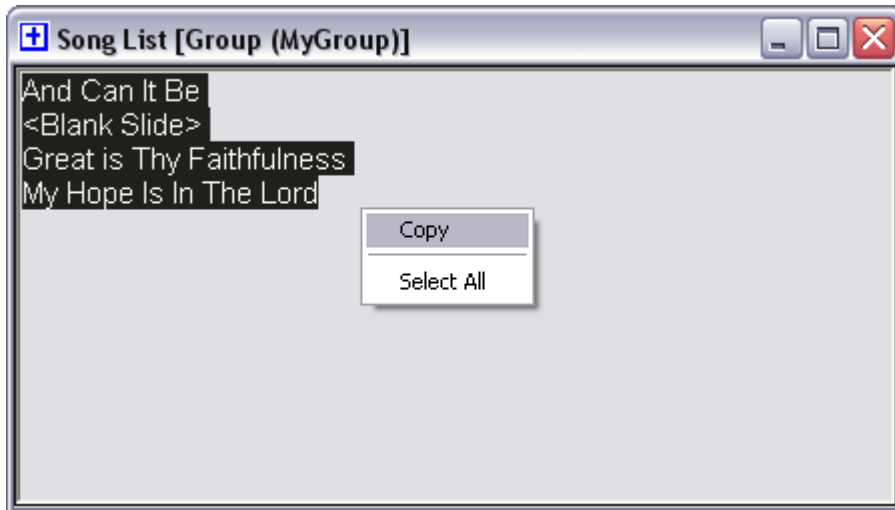
[Backing Up Songs and Groups](#)

Viewing Groups

You can view the song list for a particular group using the **View Song List** option on the Song Group shortcut menu.

1. In the Song Groups section, right-click the group you wish to view
2. Select **View Song List**

The song list will be displayed in a pop-up window. This can be useful if you want to select the song list and copy the contents to the Windows clipboard and paste it in another program context, or if you otherwise wish to view a group without opening it in PowerWorship.



Related Topics

[Opening Groups](#)

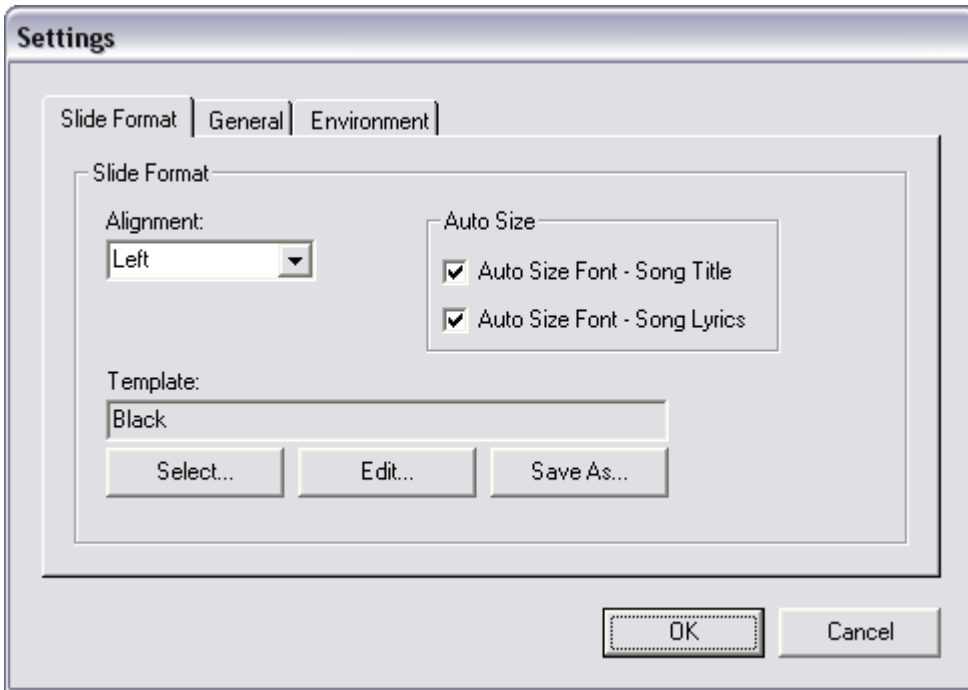
[Saving Groups](#)

[Deleting Groups](#)

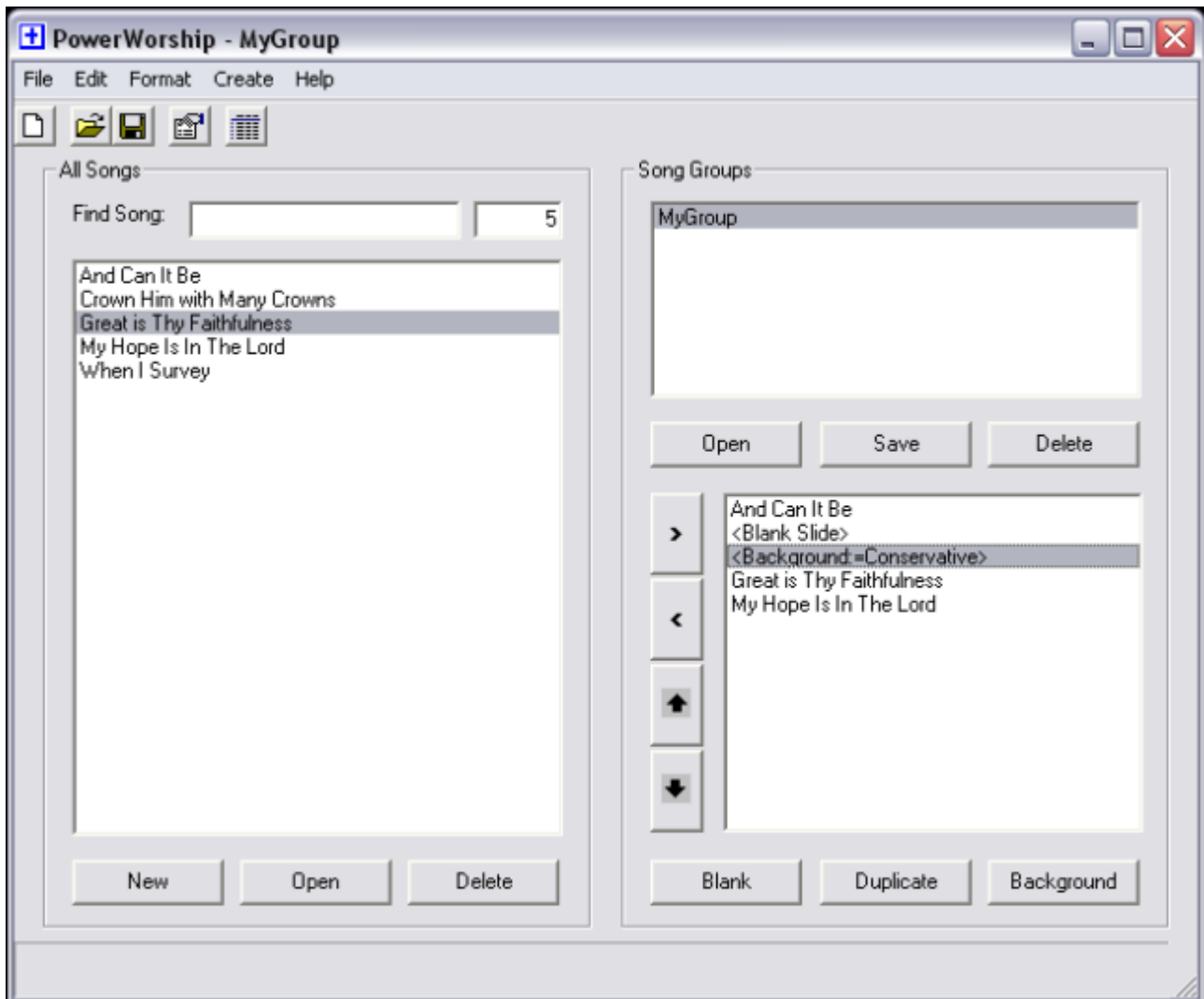
Working with Backgrounds

Background templates can be specified at the program level and at the song level. The program-level background template is the default background that is used when a song-level background is not specified. Setting the background at the song level allows you to build song presentations that incorporate one or more different backgrounds.

The program-level template is configured in the program settings. Choose **Edit** menu > **Settings**, and click the **Select...** button on the Slide Format tab to change the template.



Templates can be specified at the song-level using the **Background** button in the main program window. When a background is specified at the song level, the selected background template is applied to each song that immediately follows the background setting in the song list. If a background is not specified for one or more songs (i.e. if no background setting precedes the songs in the song list) the program-level background template will be used for each song leading up to the first instance of a song-level background setting.



Related Topics

[Adding Backgrounds](#)

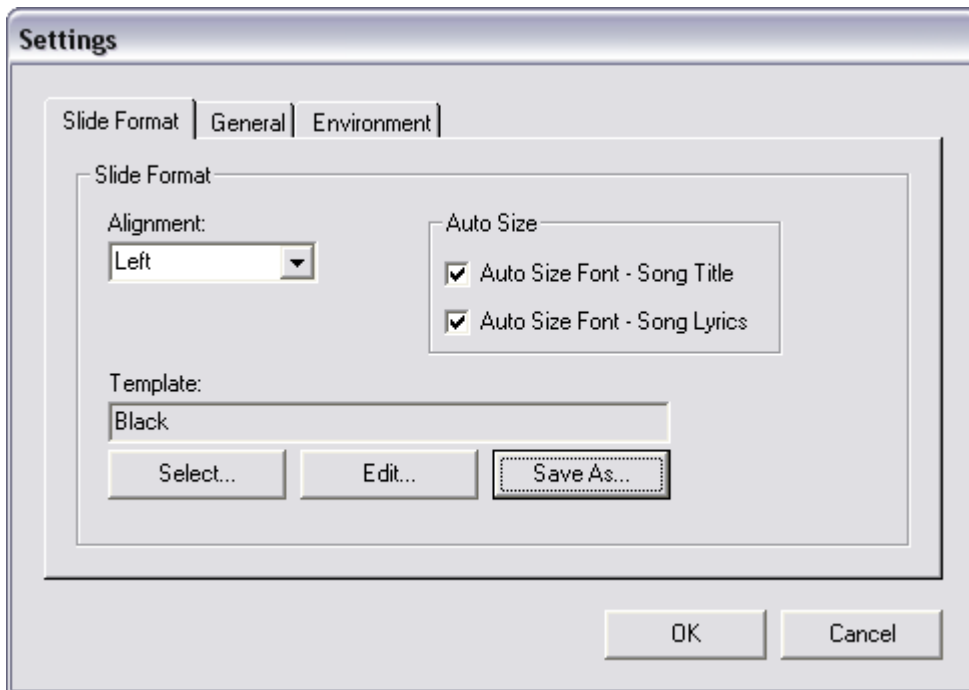
[Editing Backgrounds](#)

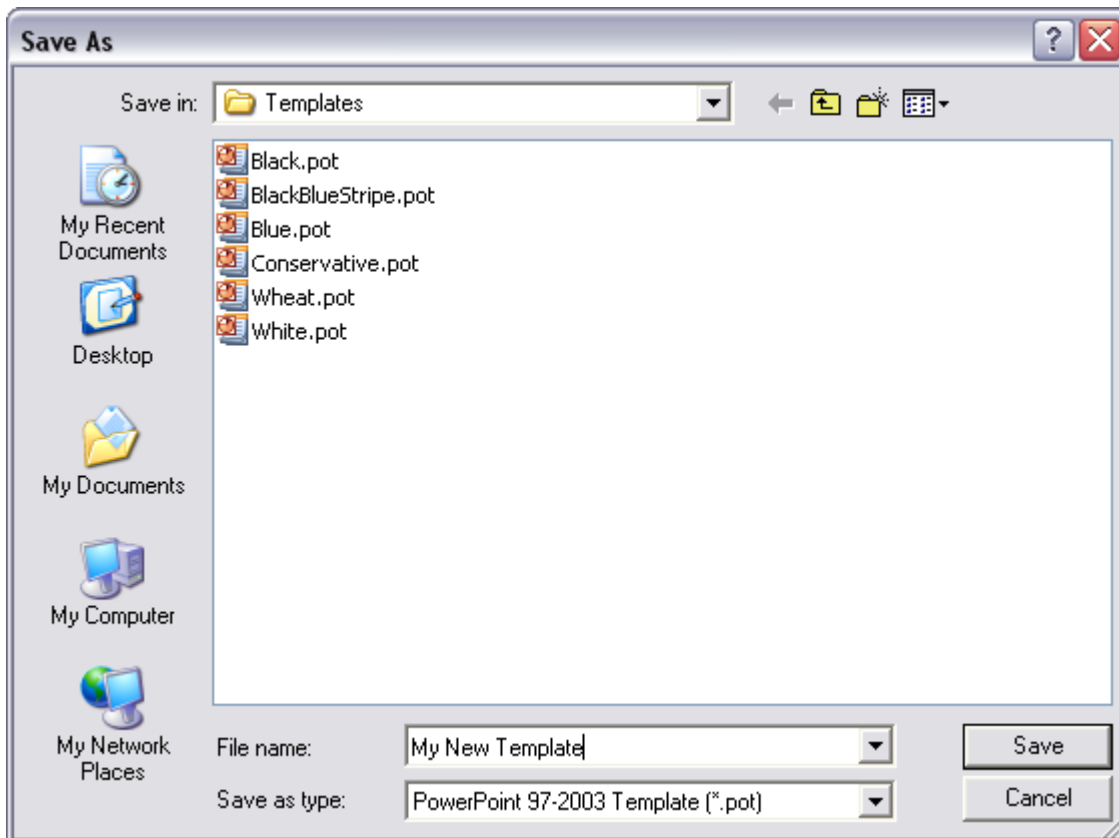
Adding Backgrounds

Background templates can be added to the list of available backgrounds either by manually copying/saving background templates (.pot, .potx files) to the PowerWorship Templates directory (e.g. C:\Program Files\PowerWorship 3.1\Templates) or they can be added using the Save As... button in the program settings.

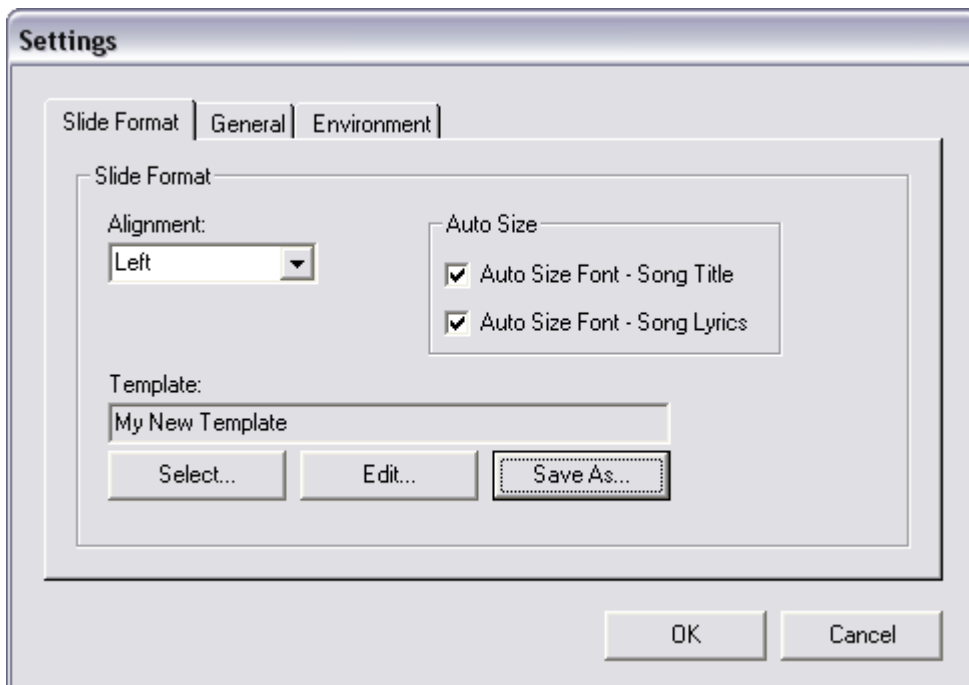
To add background templates using the Save As... button:

1. Choose **Edit** menu > **Settings...**
2. Click the **Save As...** button on the Slide Format tab
3. Enter a name for the new template in the **File name:** field
4. Click **Save**





A new template will be created and saved to the PowerWorship Templates directory, using the previously selected template as a starting point, and the new template will be added to the list of templates that are selectable in PowerWorship.



Related Topics

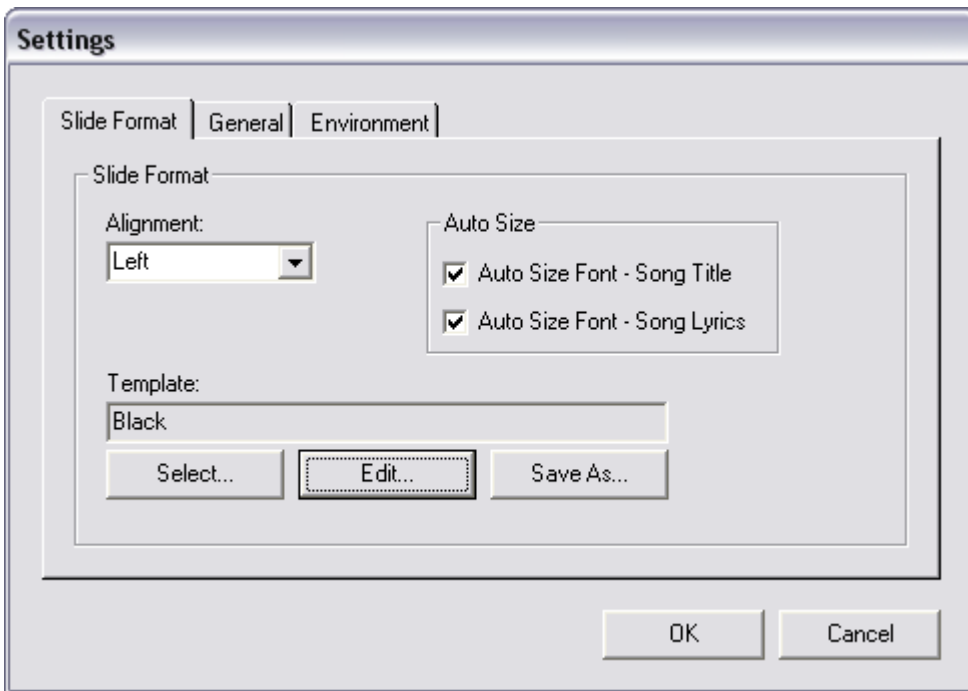
[Editing Backgrounds](#)

[Working with Backgrounds](#)

[Program Settings](#)

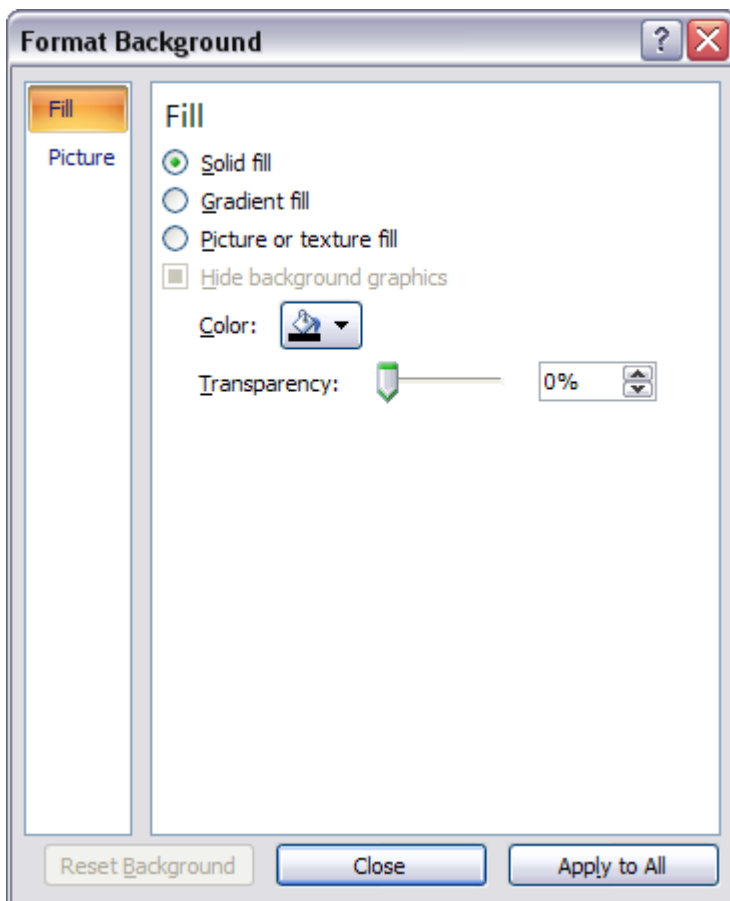
Editing Backgrounds

Background templates can be edited using the Edit... button in the program settings.



To change the background for an existing template:

1. Choose **Edit** menu > **Settings...**
2. Click the **Edit...** button on the Slide Format tab
The selected template will be opened in Microsoft PowerPoint.
3. Right-click the slide master and select **Format Background**
4. Choose a new background color or select a picture, etc.
5. Click **Apply to All**, and click **Close**
6. Save your changes and exit Microsoft PowerPoint



Related Topics

- [Adding Backgrounds](#)
- [Working with Backgrounds](#)
- [Program Settings](#)

Backing Up Songs and Groups

To protect against data loss, periodically backup your songs and groups. For detailed instructions, see the [Exporting and Importing](#) topic.

Related Topics

[Exporting and Importing](#)

Exporting and Importing Songs and Groups

- To transfer songs and groups to another computer, export them from the source computer and import them on the destination computer.
- To backup your songs and groups, export them and copy the PowerWorship archive files to an external disk.

To Export Songs:

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

To Import Songs:

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

To Export Groups:

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

To Import Groups:

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

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

Related Topics

[Backing Up Songs and Groups](#)

[Adding Songs](#)

[Saving Groups](#)

System Requirements for PowerWorship

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

Technical Support

User assistance is available through the PowerWorship forums at www.powerworship.com/forum.

Questions can also be sent via email to support@powerworship.com and will be answered as time permits.