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# **OpenLP Reference Manual**

***Release 3.0***

**OpenLP Developers**

**Jan 06, 2026**



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The OpenLP User Manual is here to help you learn how to use OpenLP. From installing, to setting up your monitors, to using OpenLP on a regular basis, all the information you need to know is in here. And if you see some of it is missing, please [help us add it](#).



## DOWNLOAD THIS MANUAL

You can download this manual as a PDF from here: <https://manual.openlp.org/OpenLP.pdf>

To open the downloaded manual, you'll need a PDF reader. On macOS and Linux your computer should already have a PDF reader. On Windows you'll need to install [SumatraPDF](#).

If you're reading the downloaded manual, you can get the online version at <https://manual.openlp.org>



## **GETTING STARTED WITH OPENLP**

### **2.1 Introduction**

#### **2.1.1 About**

OpenLP stands for “Open Lyrics Projection” and is presentation software developed for churches to provide a single easy to use interface for the projection needs of a typical worship service. First created in 2004, it has steadily grown in features and maturity such that it is now a mainstay in hundreds of churches around the world.

OpenLP has searchable databases of songs and Bible verses allowing them to be projected instantly or saved in a pre-prepared order of service file. Themes allow for a variety of presentation options and allow you to add attractive visuals to enhance your presentations. PowerPoint and OpenOffice presentations, videos and audio files can be run from within the program removing the need to switch between different programs. Alert messages can be displayed so the nursery or car park stewards can notify the congregation easily. Remote capability allows the worship leader to change songs, or for alert messages to be sent from anywhere on the network, even via a smart phone or tablet.

Being free, this software can be installed on as many PCs as required, including the home PCs of worship leader(s) at no additional cost. Compared to the expensive site licenses and restrictions of commercial software we believe OpenLP is the perfect choice for quality and value. Still in active development by a growing team of enthusiastic developers, features are being added all the time resulting in continual improvement of the software.

OpenLP is licensed under the GNU Generic Public License, which means that it is free to use, distribute, modify, and it stays free.

#### **2.1.2 GNU General Public License**

The GNU General Public License was specifically chosen because it ensures the above mentioned freedoms. It specifically states that you are not allowed to charge for the software, and that you have to distribute the source code as well.

You can find a copy of the GNU General Public License from the Help menu selecting about OpenLP or [view the license on-line](#).

## 2.2 Minimum System Requirements

OpenLP should run well on any fairly recent machine that can run a Chromium browser. If you do not find specific installation instructions for your system, you might still be able to run OpenLP but issues caused by your platform will not be addressed. The most constraining OpenLP dependency is PyQt5-WebEngine. If it is available for your system, chances are that you can run OpenLP from **'PyPI'** [\\_](https://pypi.org/project/OpenLP/).

The following are suggested specifications to get reasonable performance. It may be possible to run OpenLP on less powerful hardware but you may not get the performance you desire.

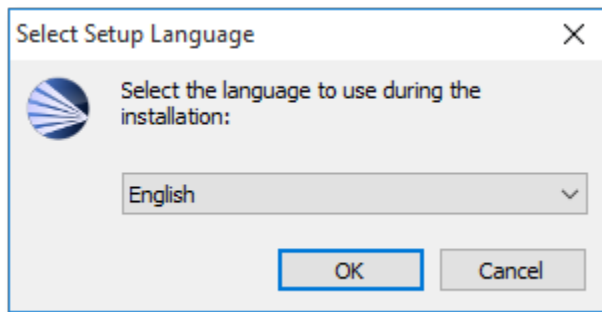
- 2Ghz CPU
- 2GiB RAM
- 100MB free disk space
- Windows 10/11, Linux, macOS (10.8 or later)
- Multiple Monitor Support is highly recommended (not required)
- For Presentation support:
  - Windows: PowerPoint XP or later or LibreOffice Impress 4 or later
  - Linux: LibreOffice Impress 4 or later
  - macOS: Not supported yet due to limitations in Keynote and PowerPoint
- The Generic Document/Presentation and Songs of Fellowship song import options require LibreOffice 4 or later

:: [\\_PyPI: https://pypi.org/project/OpenLP/](https://pypi.org/project/OpenLP/)

## 2.3 Installing OpenLP on Microsoft Windows

Installing OpenLP is identical over all supported versions of Windows. After downloading the file from the [website](#) open the file by double clicking when the download is complete. After opening the downloaded file agree to open the unverified file if you are prompted. On Windows 8 you might have to click *More info* before you can verify by clicking *Run anyway*.

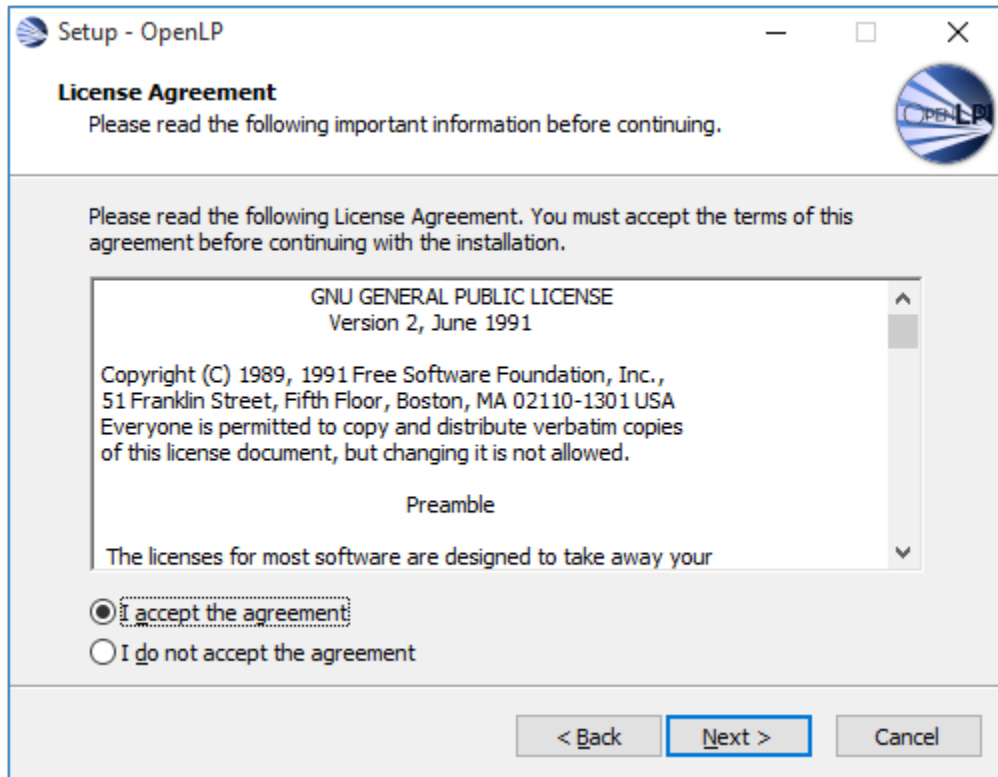
Next select your language and click *OK*



After reading the welcome message click *Next* to continue the installation.

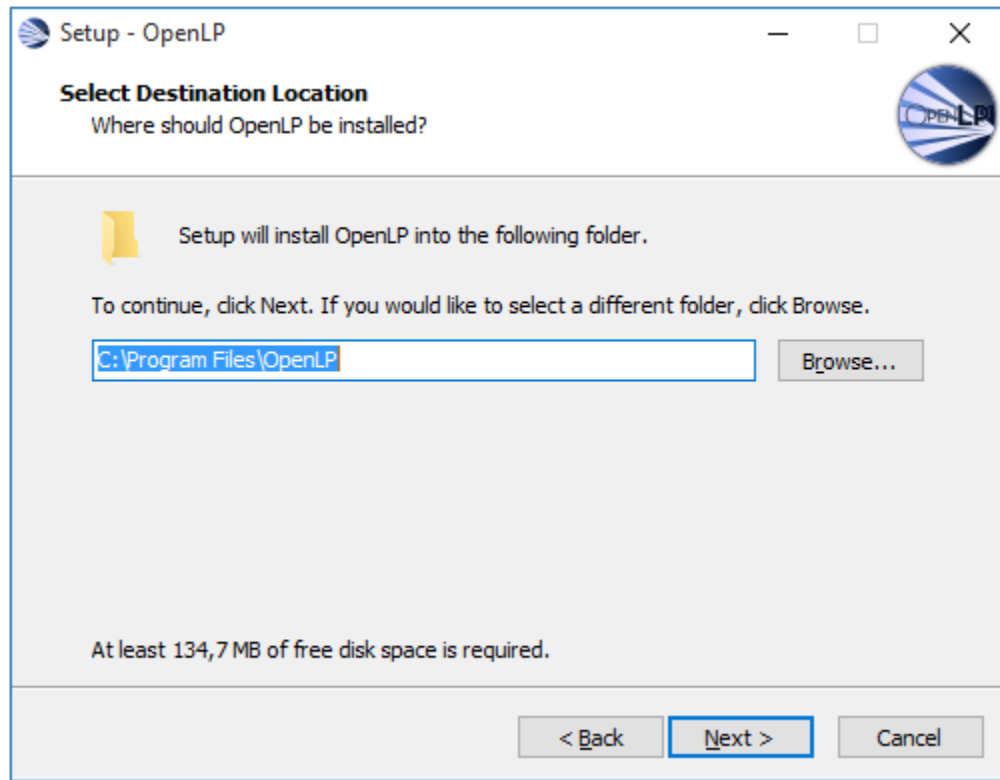


Agree to the license agreement. Click *Next* to continue.



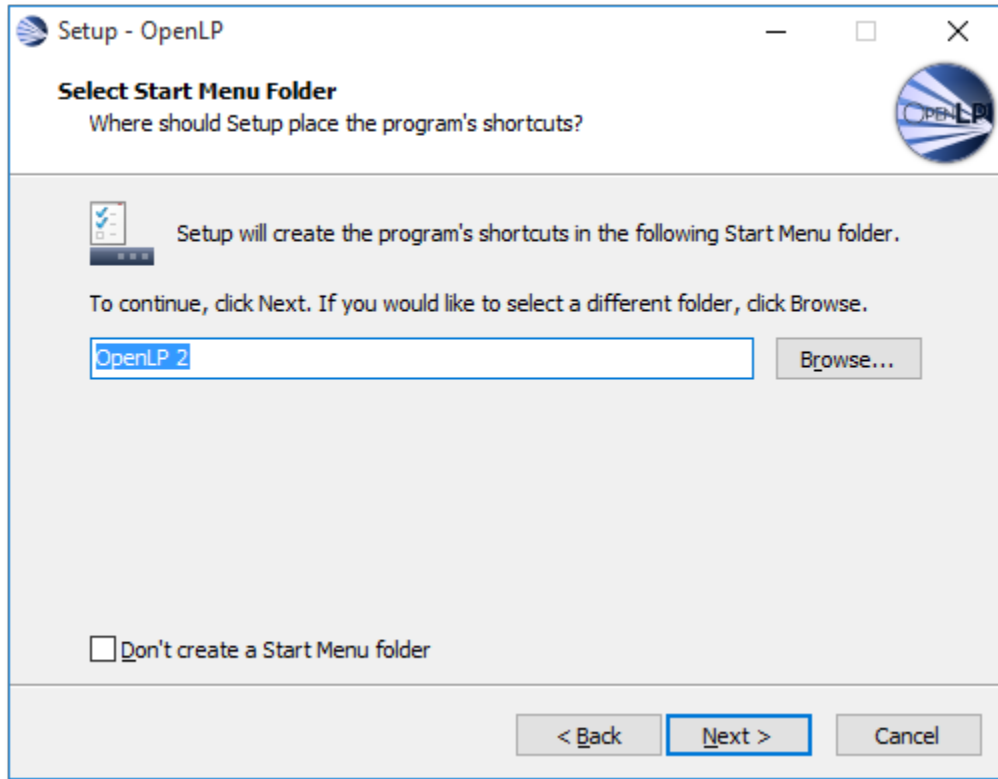
Select the install location for OpenLP. Choosing the default location is generally the best choice. Click *Next* to

continue.

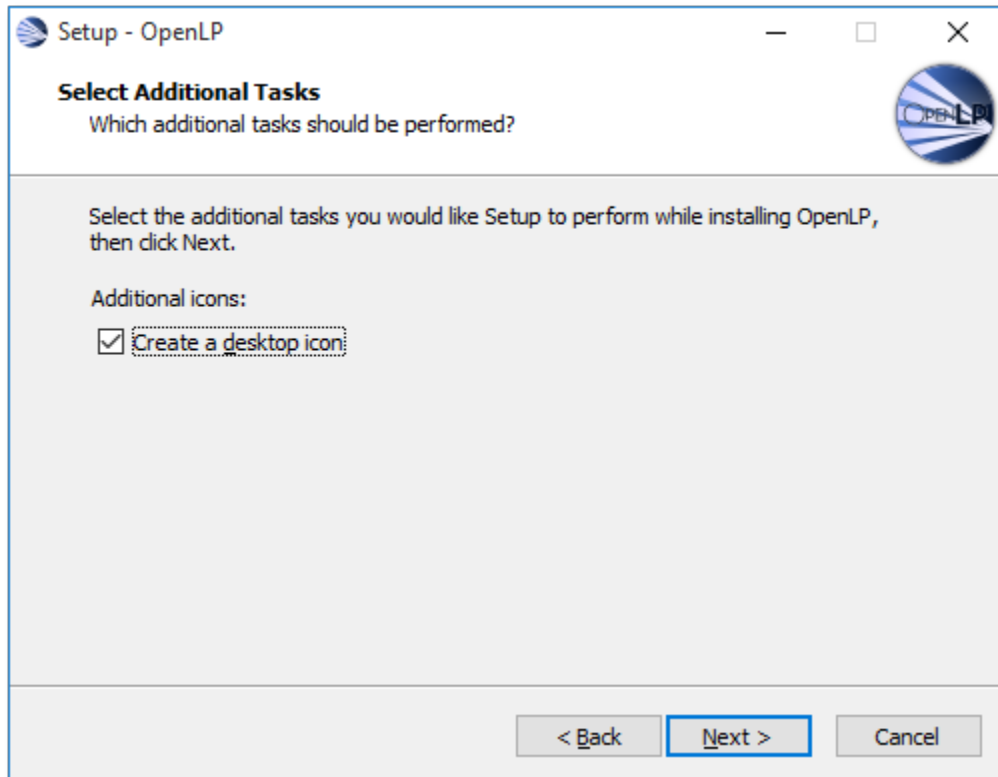


Select a start menu folder for OpenLP to be visible in. The default location here is generally the best choice. Click *Next* to continue.



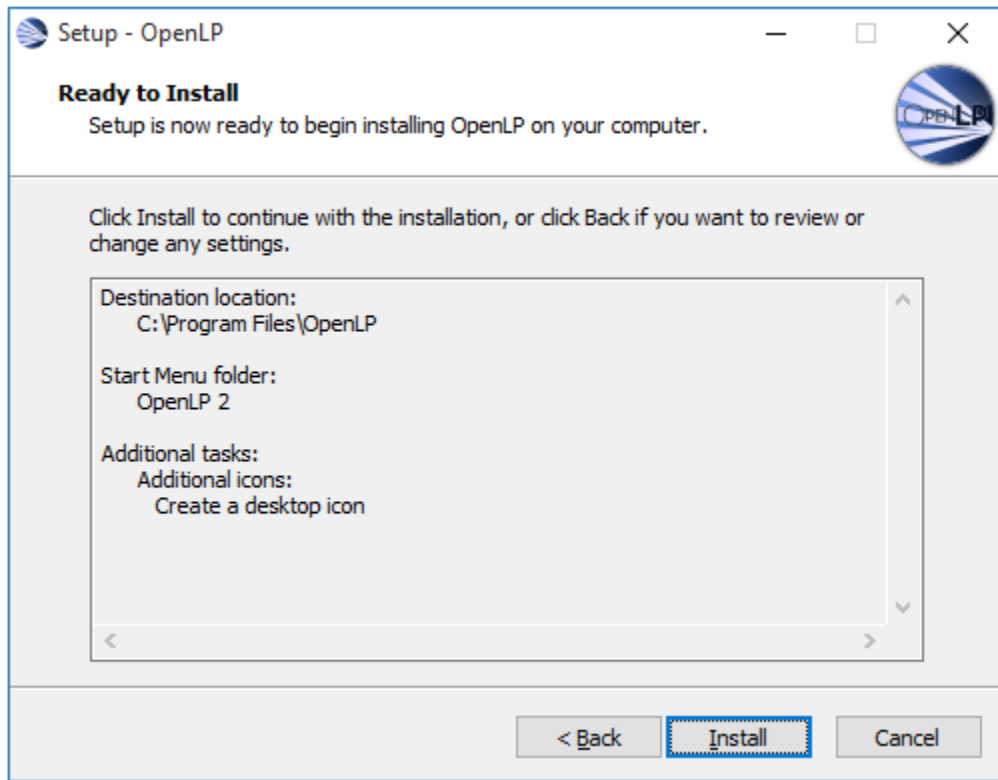


Select if you want to create a desktop or Quick Launch icon. Click *Next* to continue.

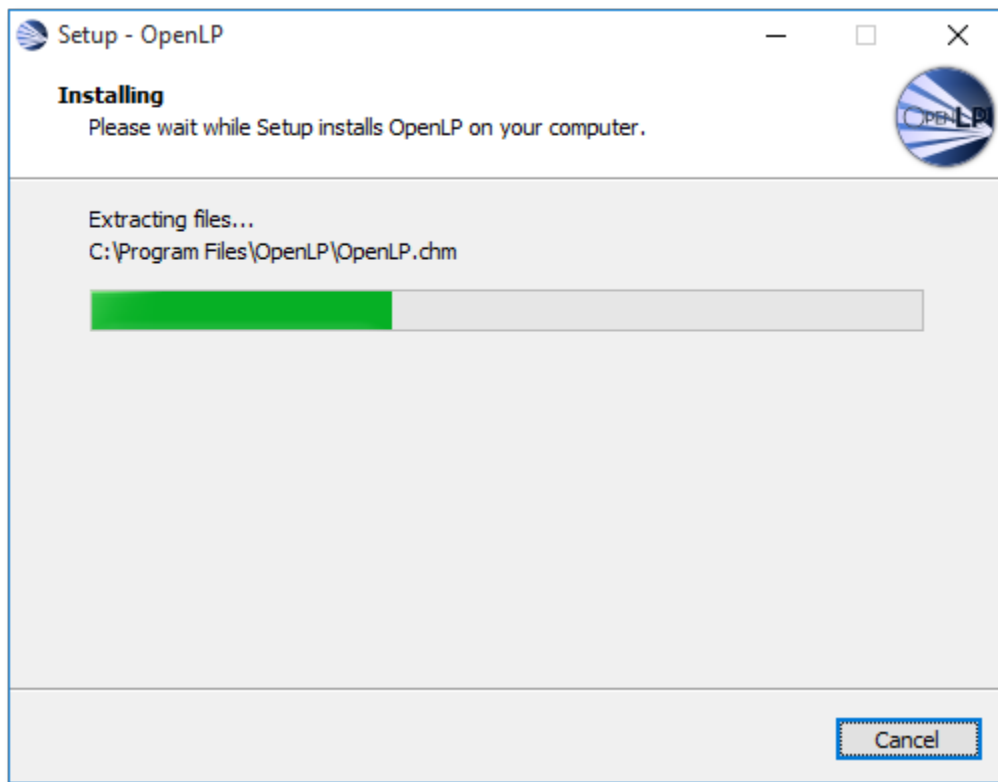


Review your previous choices. If you need to make any changes click the *Back* button to get to the previous choices,

or click *Install*



The progress bar will update you on how far along the installation has gone.



When the install is complete you will have the option to launch OpenLP.



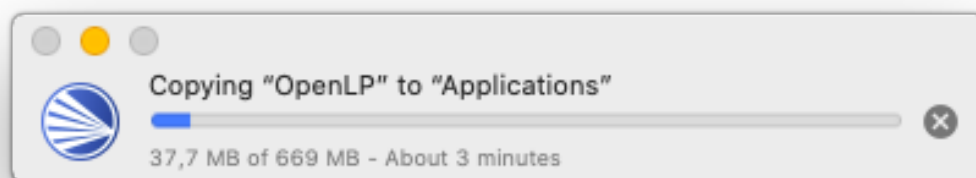
After making your selection click *Finish*

## 2.4 Installing OpenLP on macOS

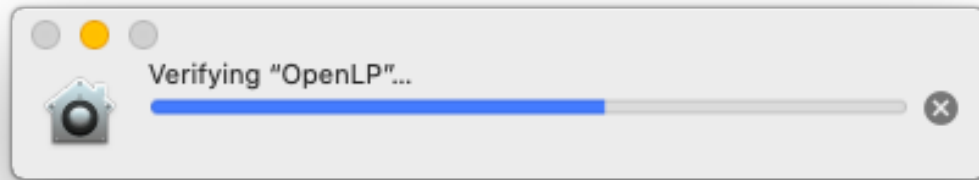
If you have not already downloaded the correct file from the [OpenLP website](#), download it now. Then double click on the .dmg file. This will open a window with two icons: An OpenLP icon and an Applications Folder icon.



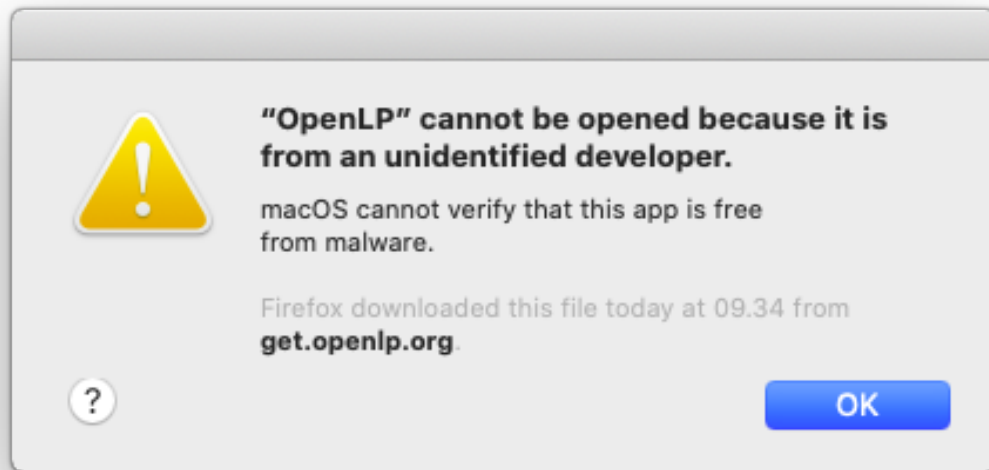
To install OpenLP, simply drag the OpenLP icon over to the Applications folder icon. A window will show the installation progress.



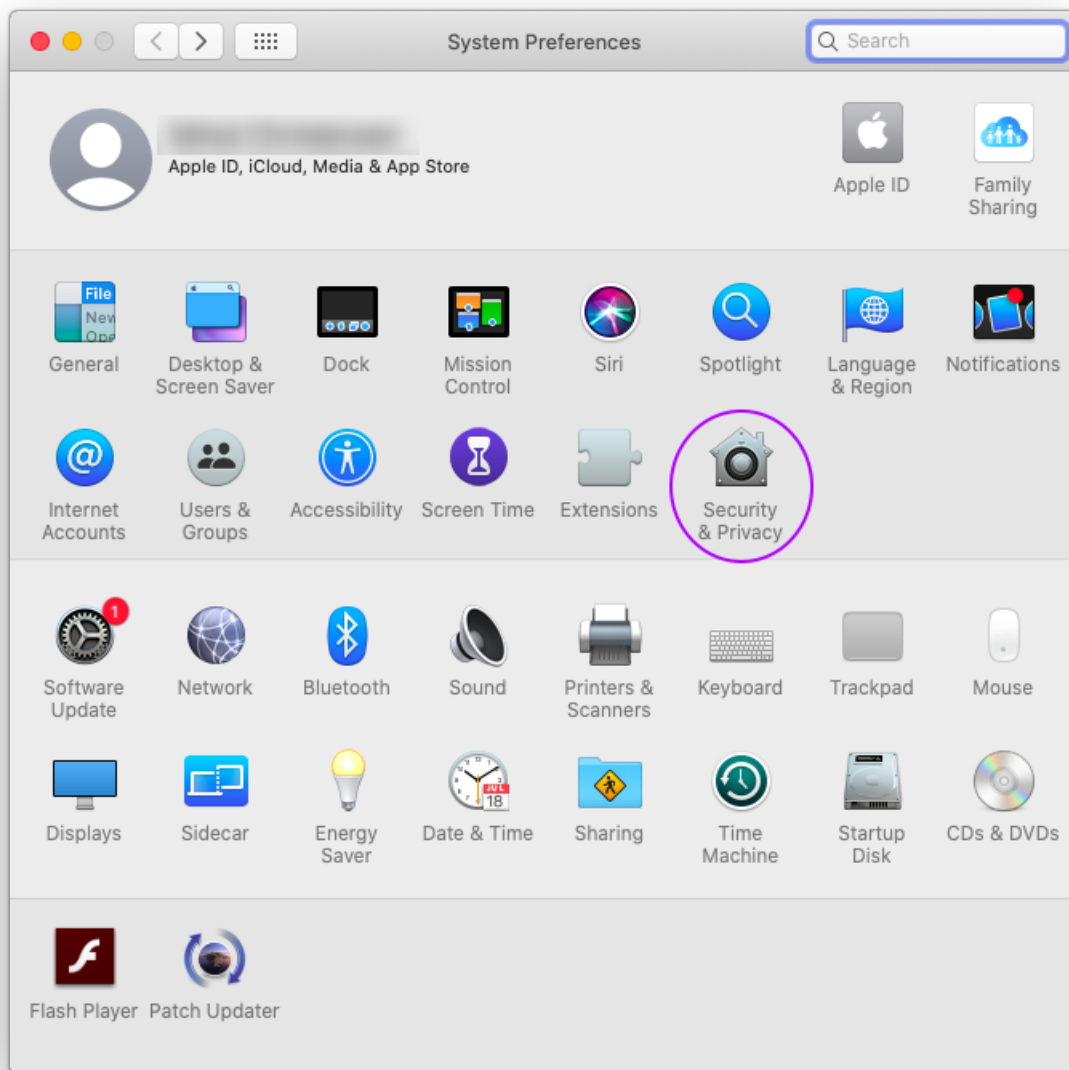
Since OpenLP is an Open Source project we do not have the financial means to buy an official Apple Developer certificate, which means that macOS will refuse to open OpenLP because it has not been signed by an official Apple Developer certificate. We do assure you that if you downloaded OpenLP from the [OpenLP website](#), it is safe to install and run. To start OpenLP open the *Applications* folder, find the OpenLP icon and click it. The first time you start OpenLP a window will open showing the verification progress.



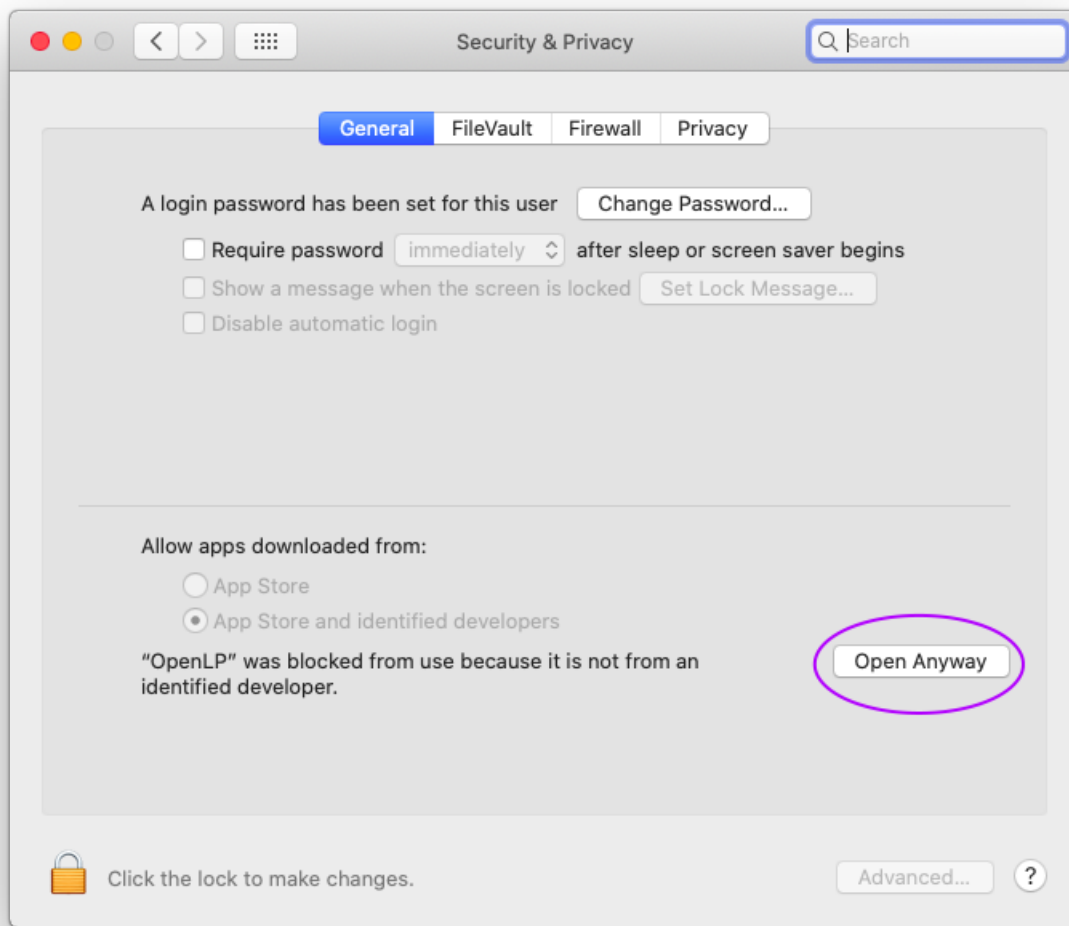
The verification will fail and show this warning:



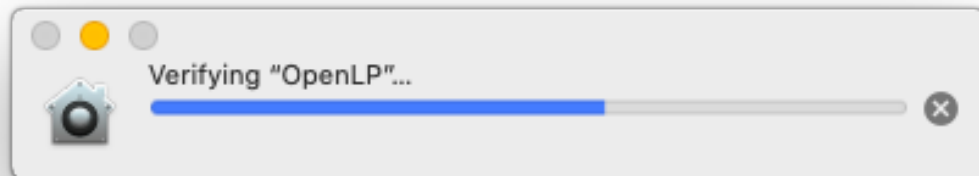
Click *OK* to close the window. You will now have to tell macOS to trust OpenLP despite this. Open the Apple menu and choose *System Preferences*. . . . Now click *Security & Privacy* as marked below.



In the default *General* tab you should now see a window similar to the one below. Click the *Open Anyway* button to open OpenLP.



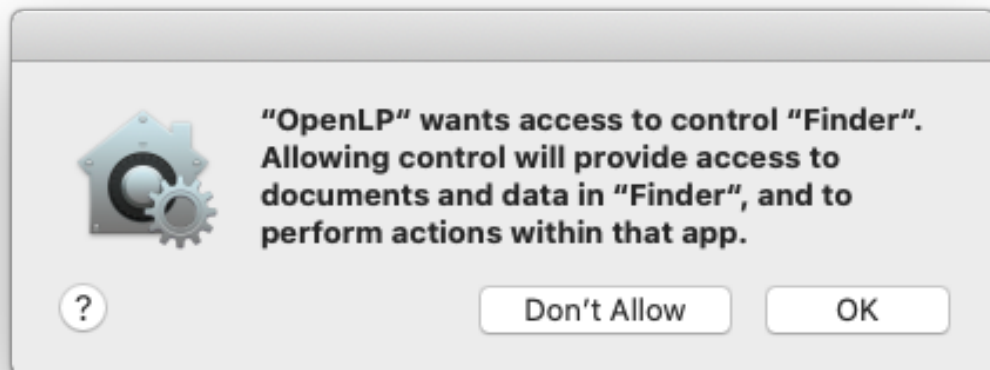
macOS will now try to open OpenLP again. Again a window will open showing the verification progress.



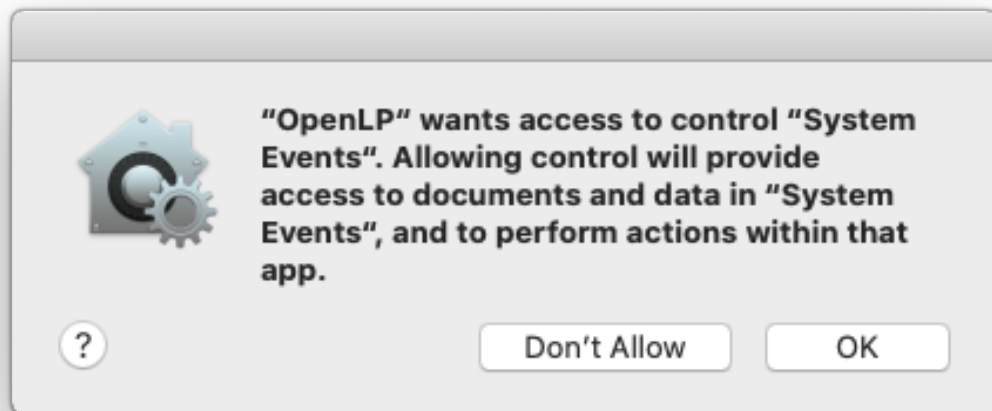
A window will now open with a warning that OpenLP is unsafe. Click *Open* to open OpenLP.



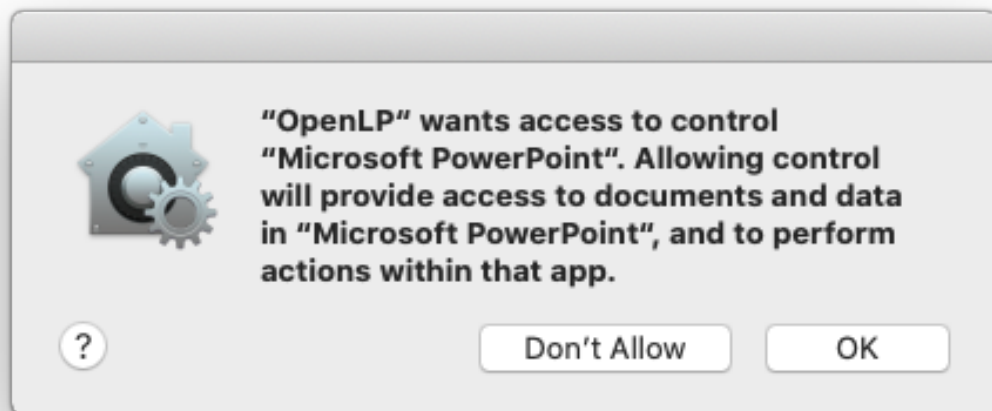
The first time OpenLP runs you will be prompted about granting some extra rights to OpenLP. OpenLP uses these rights to control PowerPoint and Keynote presentation programs. Click *OK* to allow this.

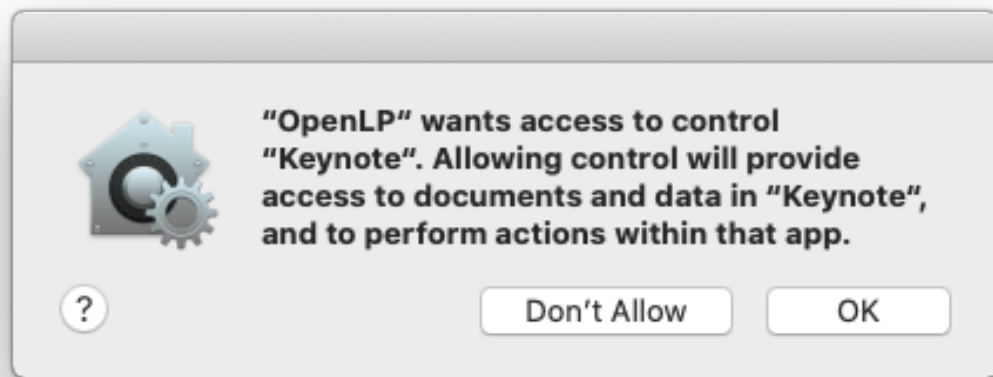






The first time you start a PowerPoint or Keynote presentation from OpenLP you will also be asked to grant rights to those applications as can be seen below. Again click *OK* to allow this.





## 2.5 Installing OpenLP on Linux

Setting up OpenLP varies by distribution. We have included documentation on popular distributions or distributions that have OpenLP available from their package managers. It should be possible to get OpenLP running on nearly any Linux distribution.

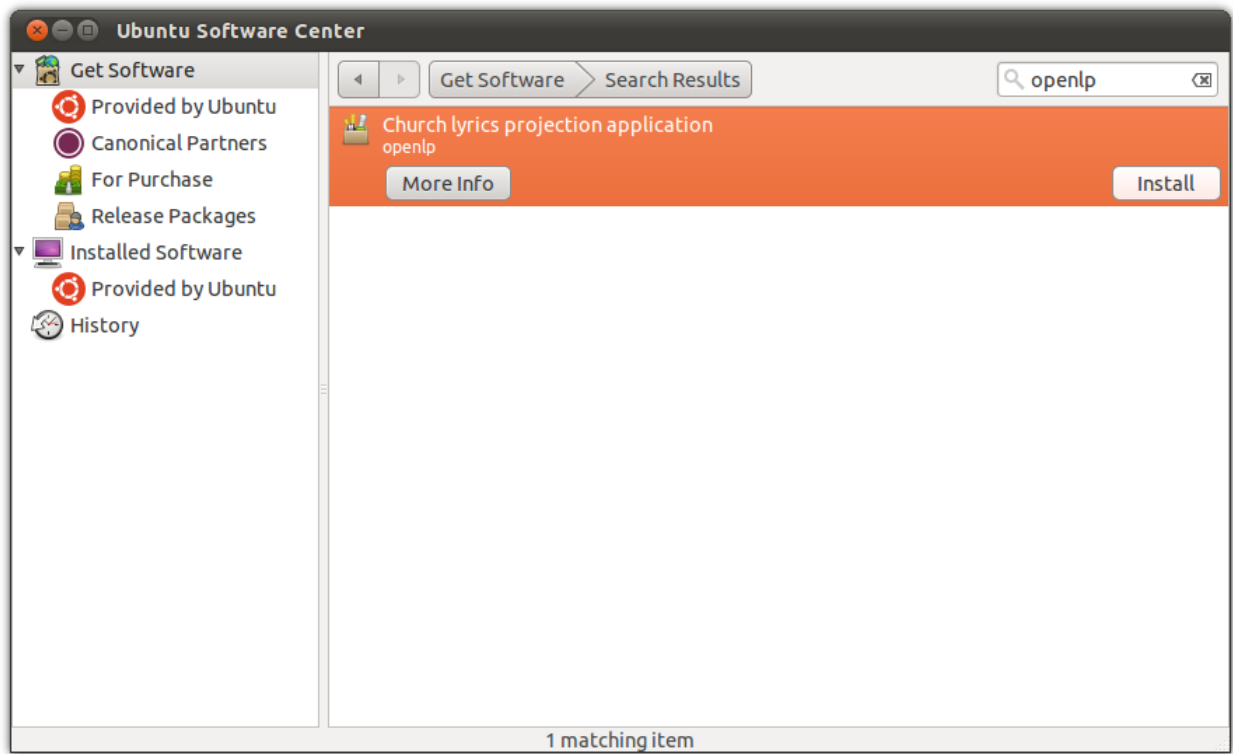
### 2.5.1 Ubuntu

Installation of OpenLP on Ubuntu can either be done through the Software Center or the command line. Command line instructions will be included at the end of this section on Ubuntu and its variants.

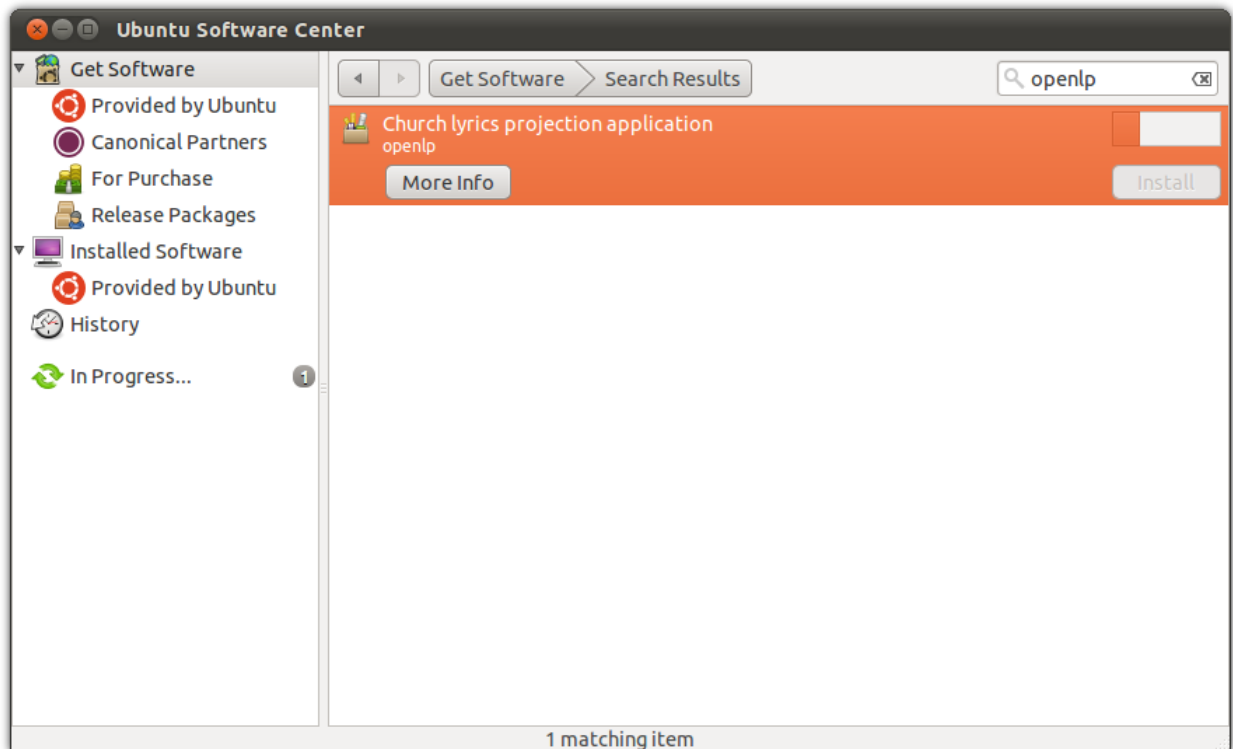
OpenLP supports Ubuntu 23.04 or later.

## Ubuntu, Xubuntu

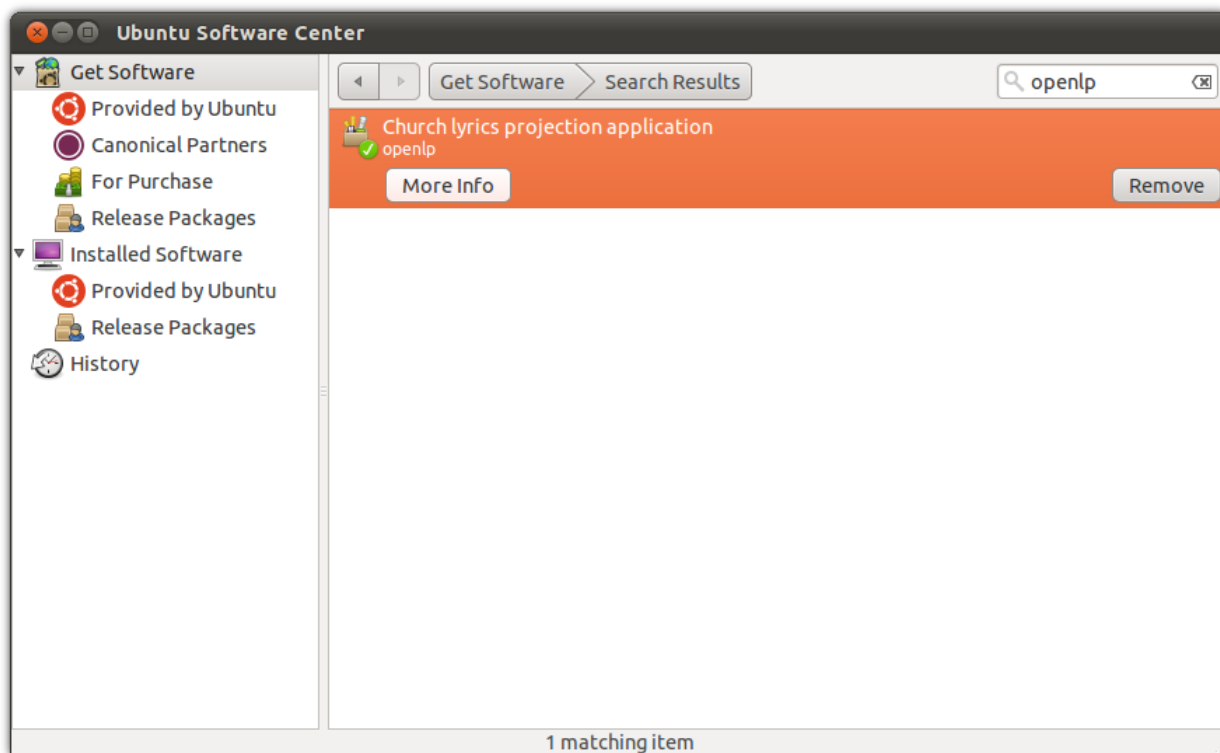
To install OpenLP in Ubuntu, open the Software Center, search for OpenLP and click *Install*.



You will see the install progress as OpenLP and the dependencies required for it to run are downloaded.



After installation you should see that OpenLP is installed.



## Kubuntu

Open up Discover, type “openlp” in the search box and press `Enter`. Next, click on the *Install* button.

## Ubuntu Command Line Install

Open a terminal and type the following command to install OpenLP:

```
user@ubuntu:~$ sudo apt-get install openlp
```

OpenLP should now be available in your desktop’s menu system, but if you wish to run OpenLP from the command line type:

```
user@ubuntu:~$ openlp
```

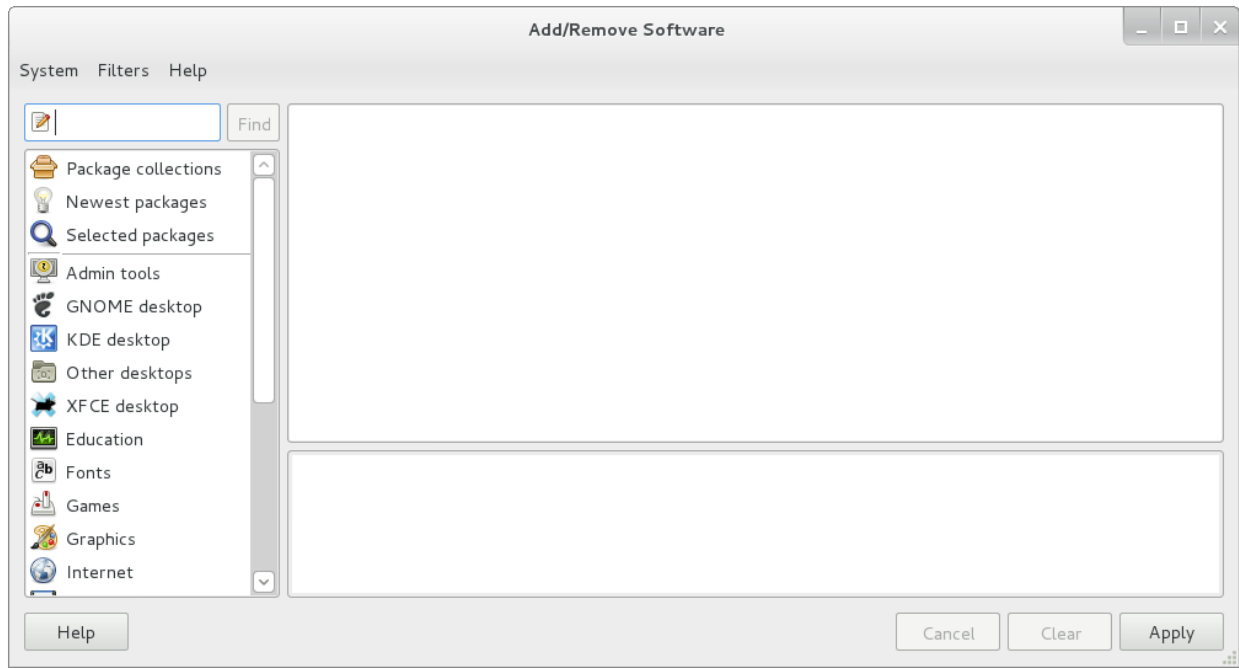
### 2.5.2 Fedora

To install OpenLP on Fedora follow the instructions below. The instructions describes how to do the install when using GNOME, KDE or the command line.

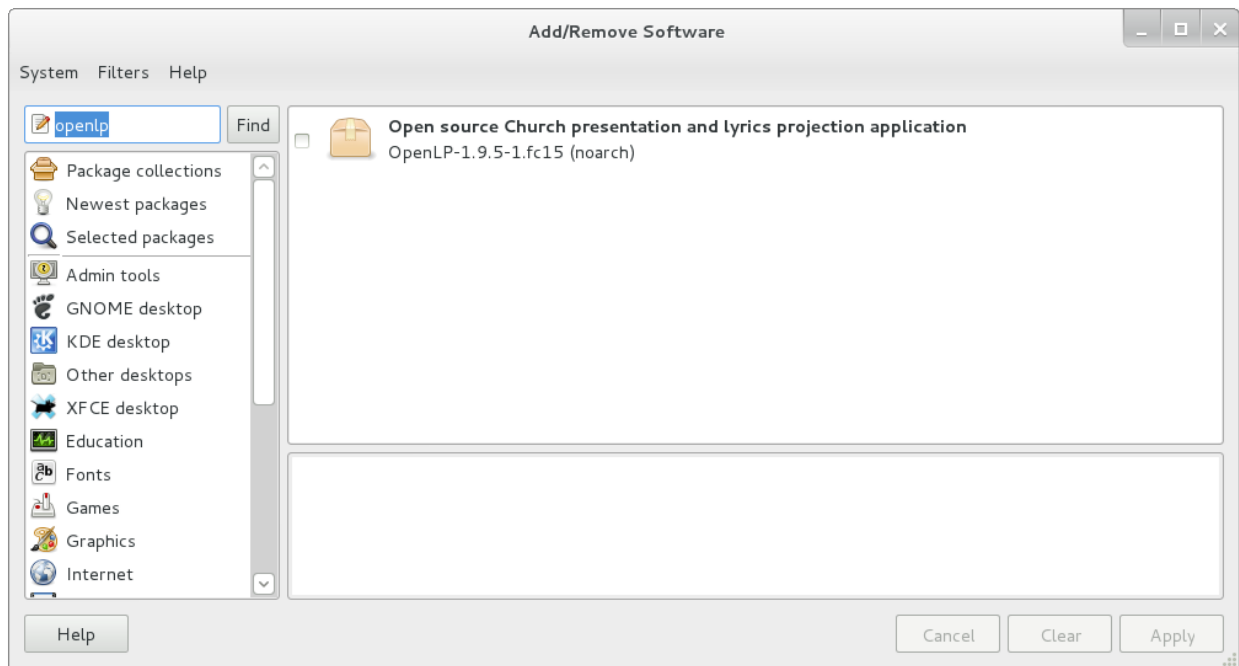
**Note** When installing OpenLP you will need to have administrator privileges. You will be asked for the administrator password to install.

## Fedora (GNOME)

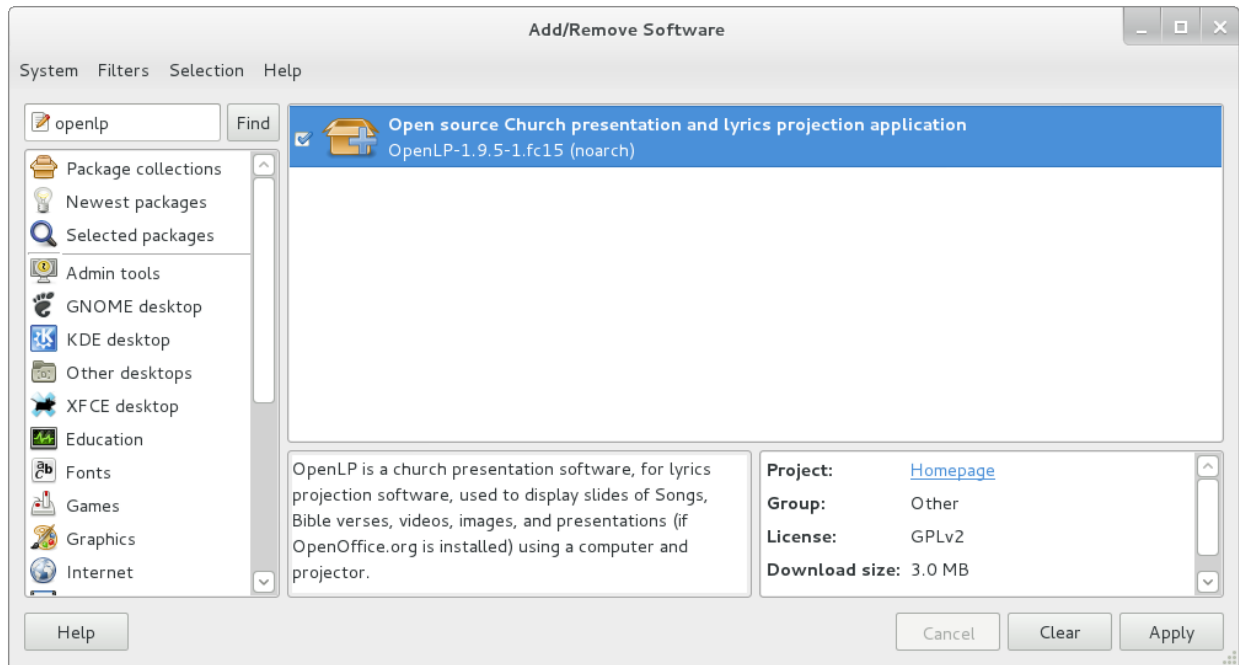
Installing with Fedora you will use the default Add/Remove Programs available from *System* → *Administration* → *Add/Remove Programs* in Fedora 14 and below or in *Applications* → *System Tools* → *Add/Remove Programs*



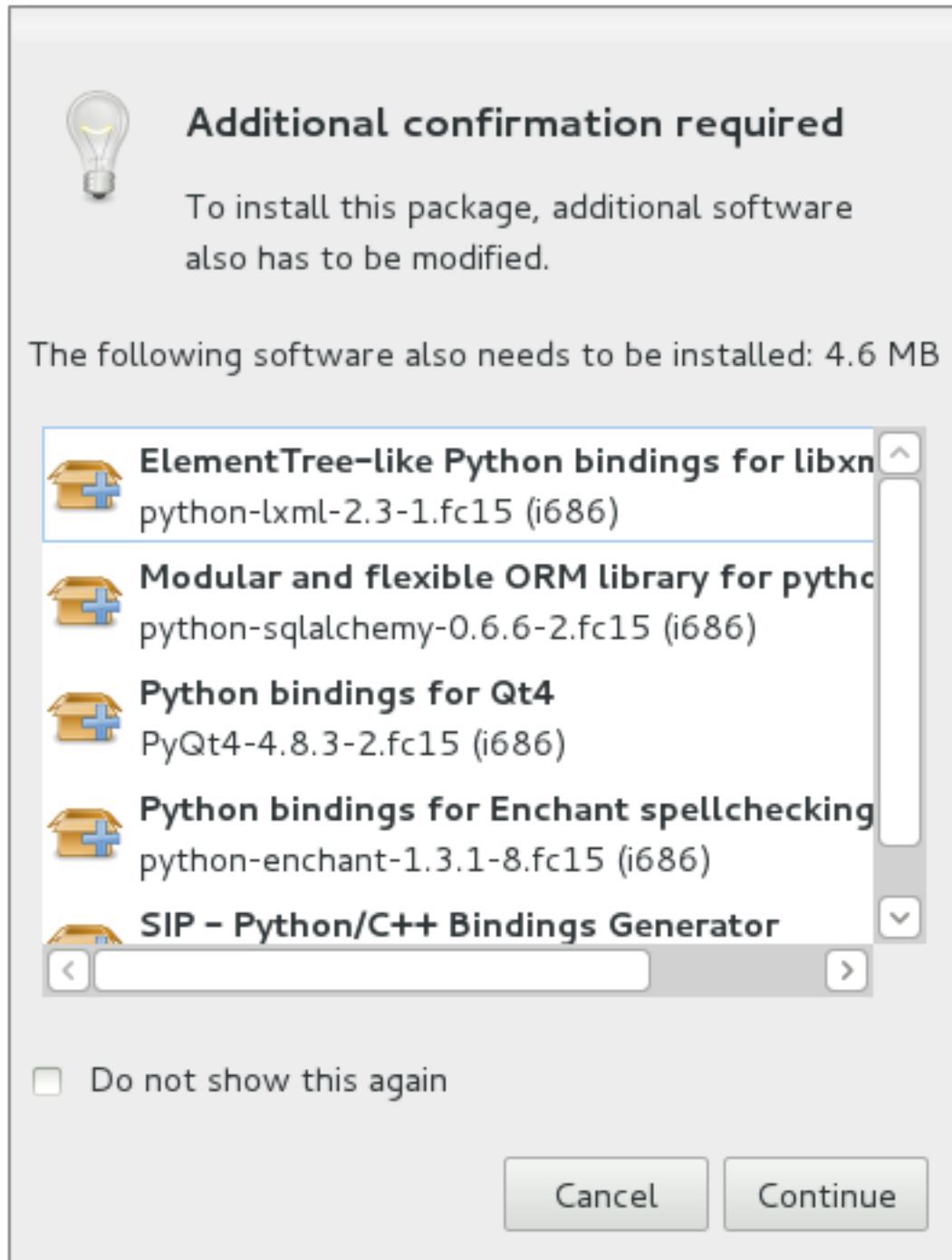
Search for OpenLP in the search box



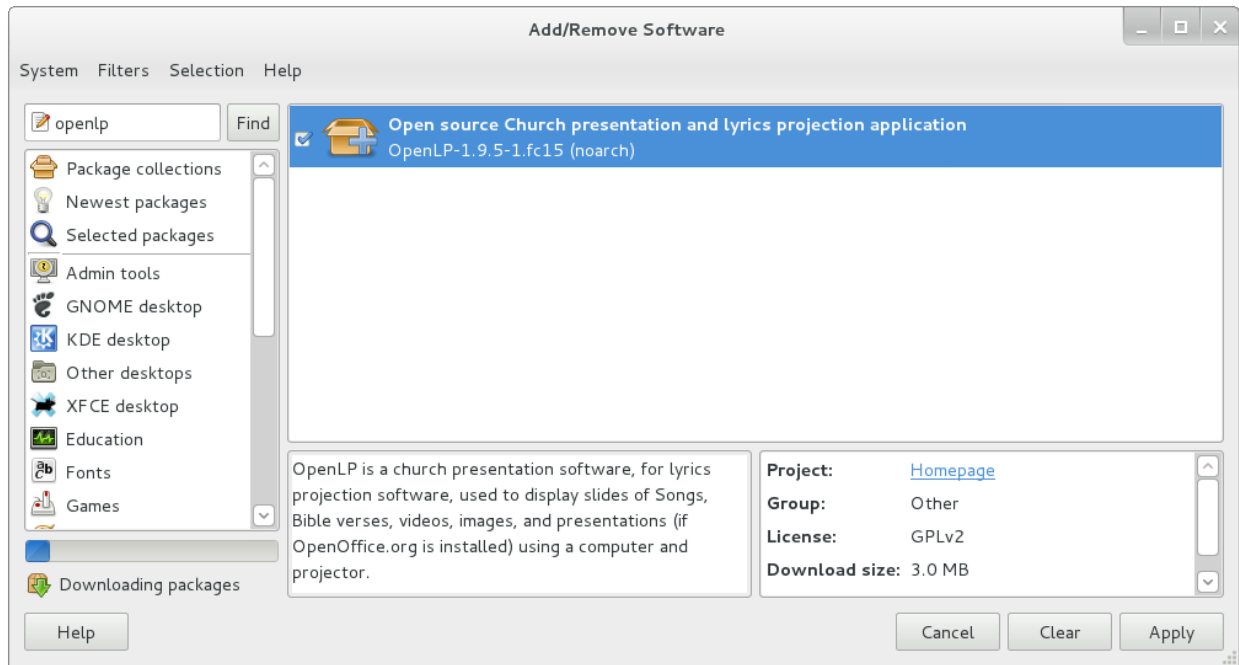
Check the check box for OpenLP then click *Apply*



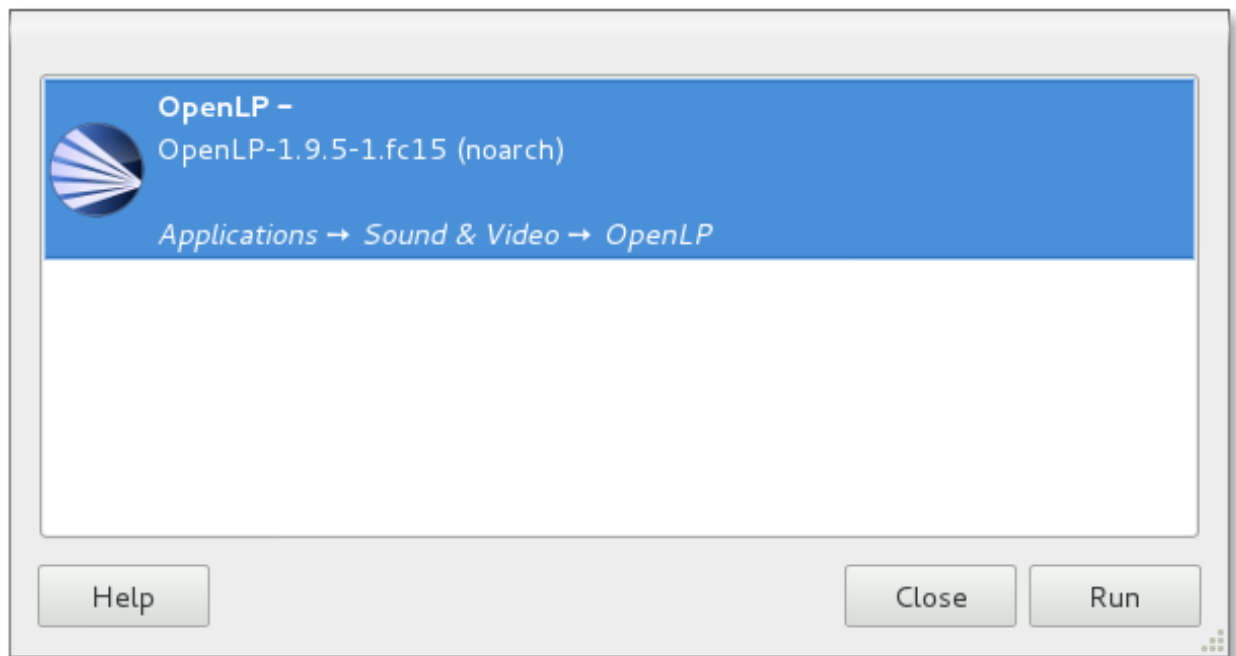
Click *Continue* to confirm installing any additional software.



You should now see the packages downloading in the lower left corner.



Click *Run* to run OpenLP now, or *Close* to run OpenLP later.

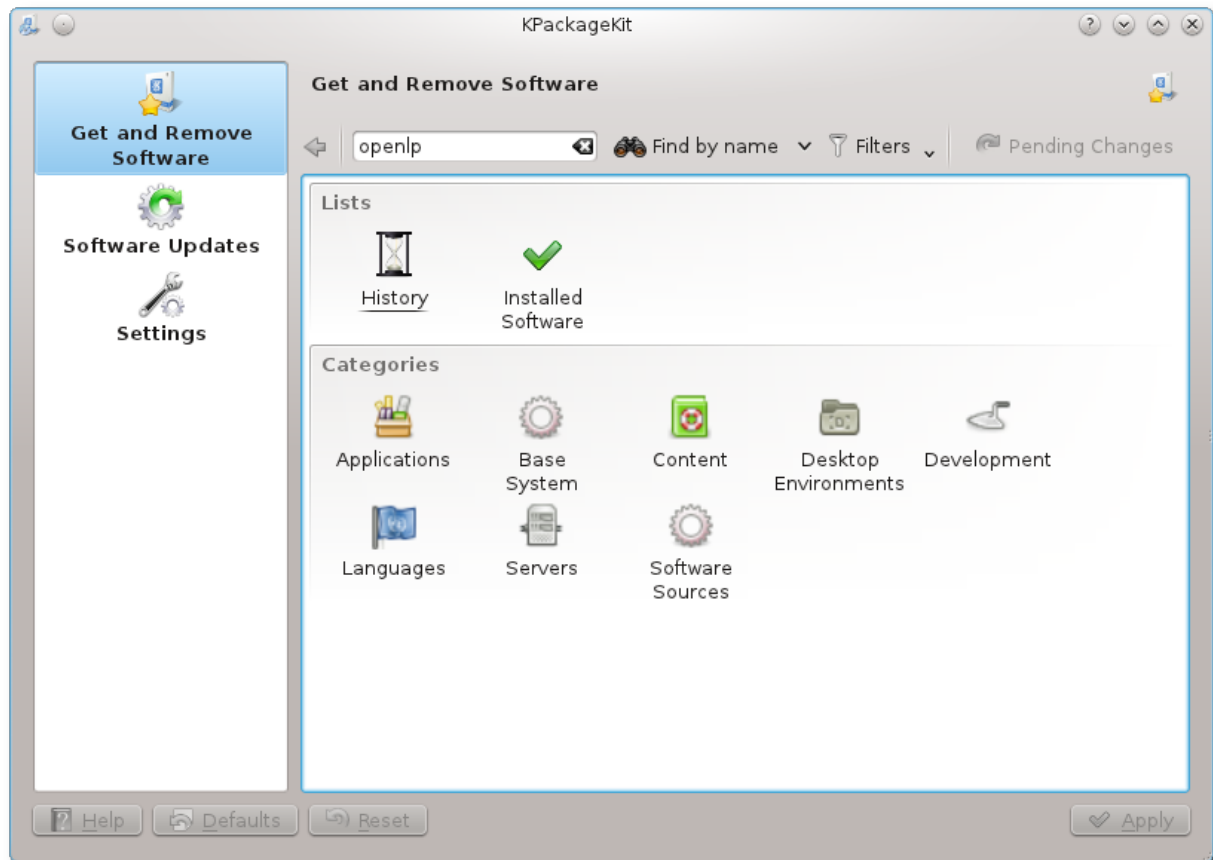


OpenLP will be available in *Applications → Sound & Video → OpenLP*

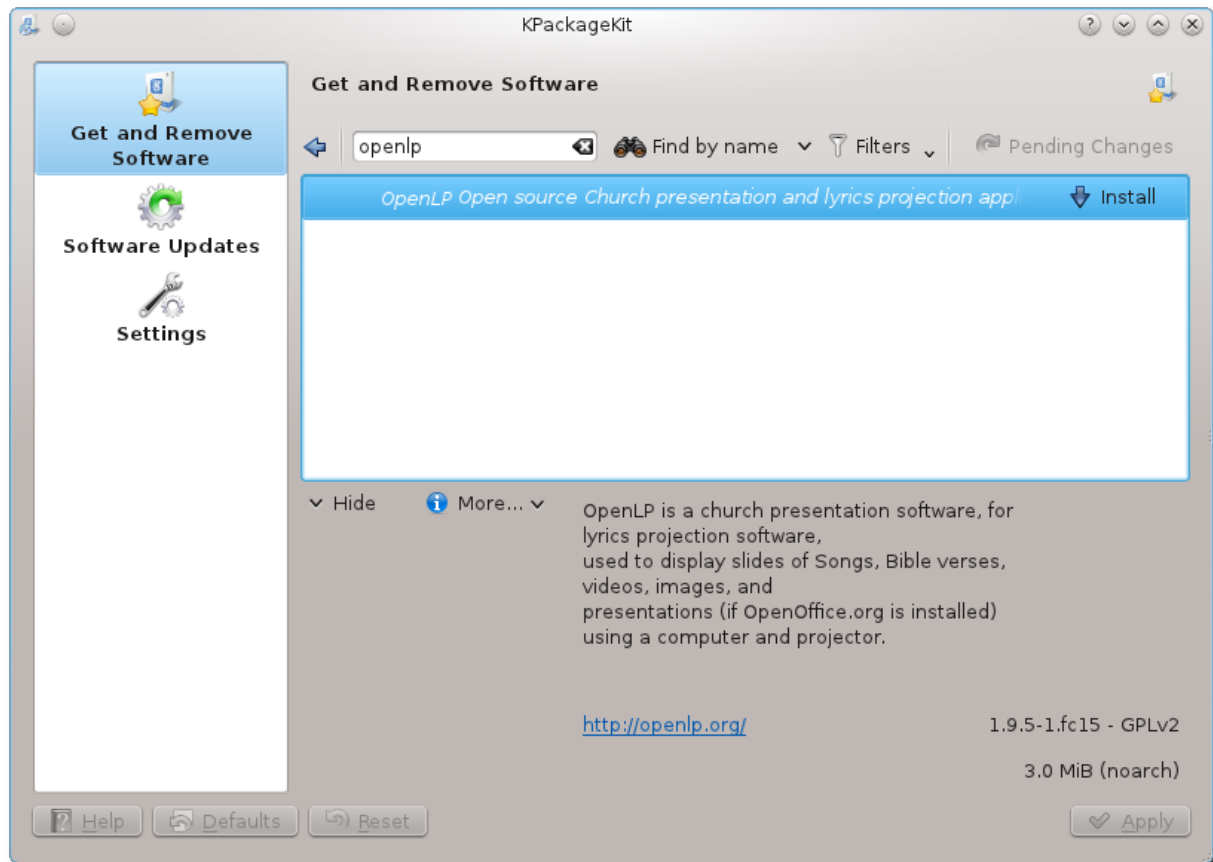


## Fedora (KDE)

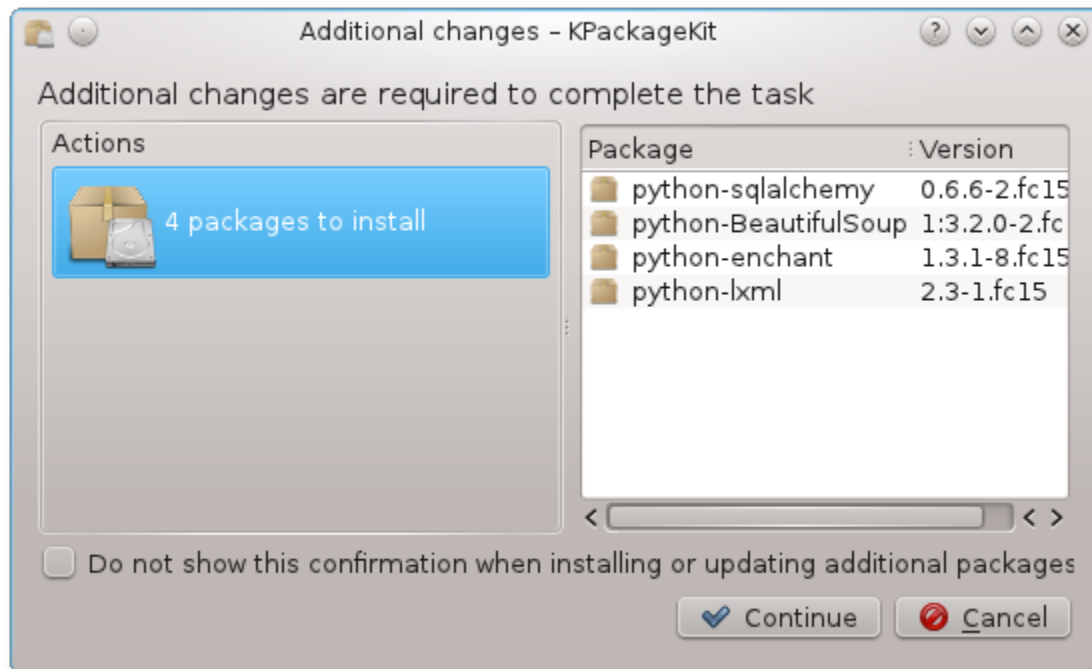
From the Kickoff open *Software Management*. Type OpenLP into the search box. Then click *Find by name* or press Enter.



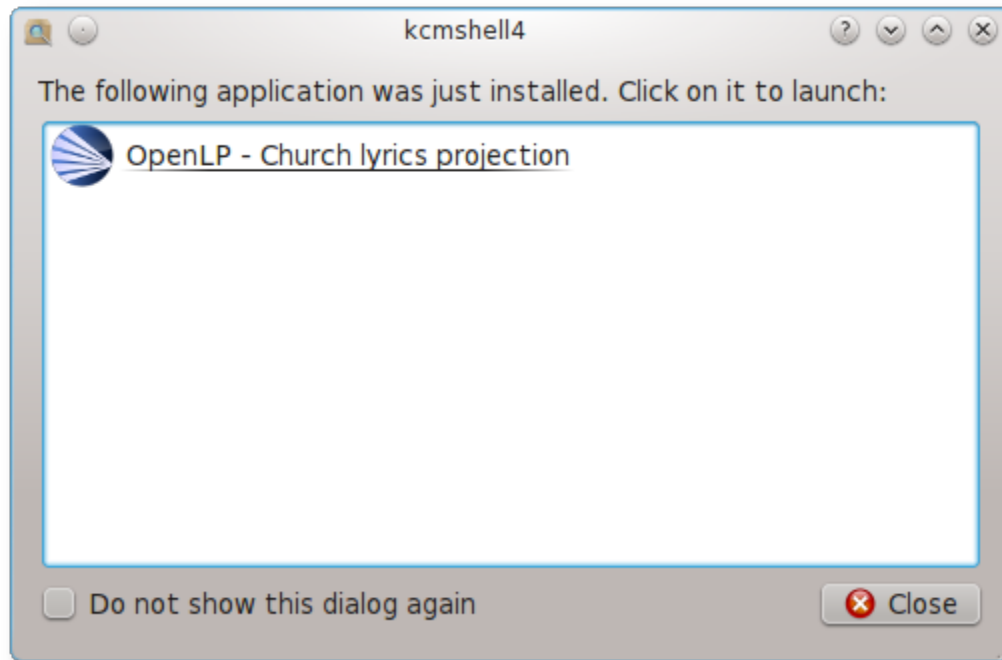
Select OpenLP from the search results. Next, click *Apply*



Now give permission to install other software dependencies that are needed by clicking *Continue*



Once completed you can run OpenLP by clicking on its logo in the completed install notification, or from the Kickoff menu.



### Fedora Command Line Install

To install OpenLP from the command line type:

```
user@fedora:~$ sudo yum install openlp
```

OpenLP should now be available in your desktop's menu system, but if you wish to run OpenLP from the command line type:

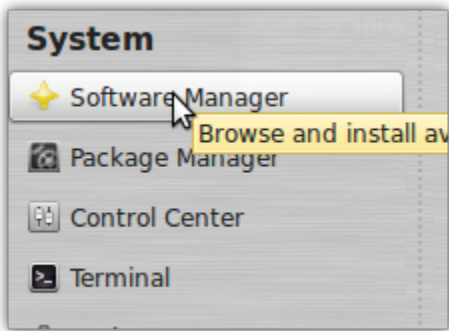
```
user@fedora:~$ openlp
```

### 2.5.3 Linux Mint

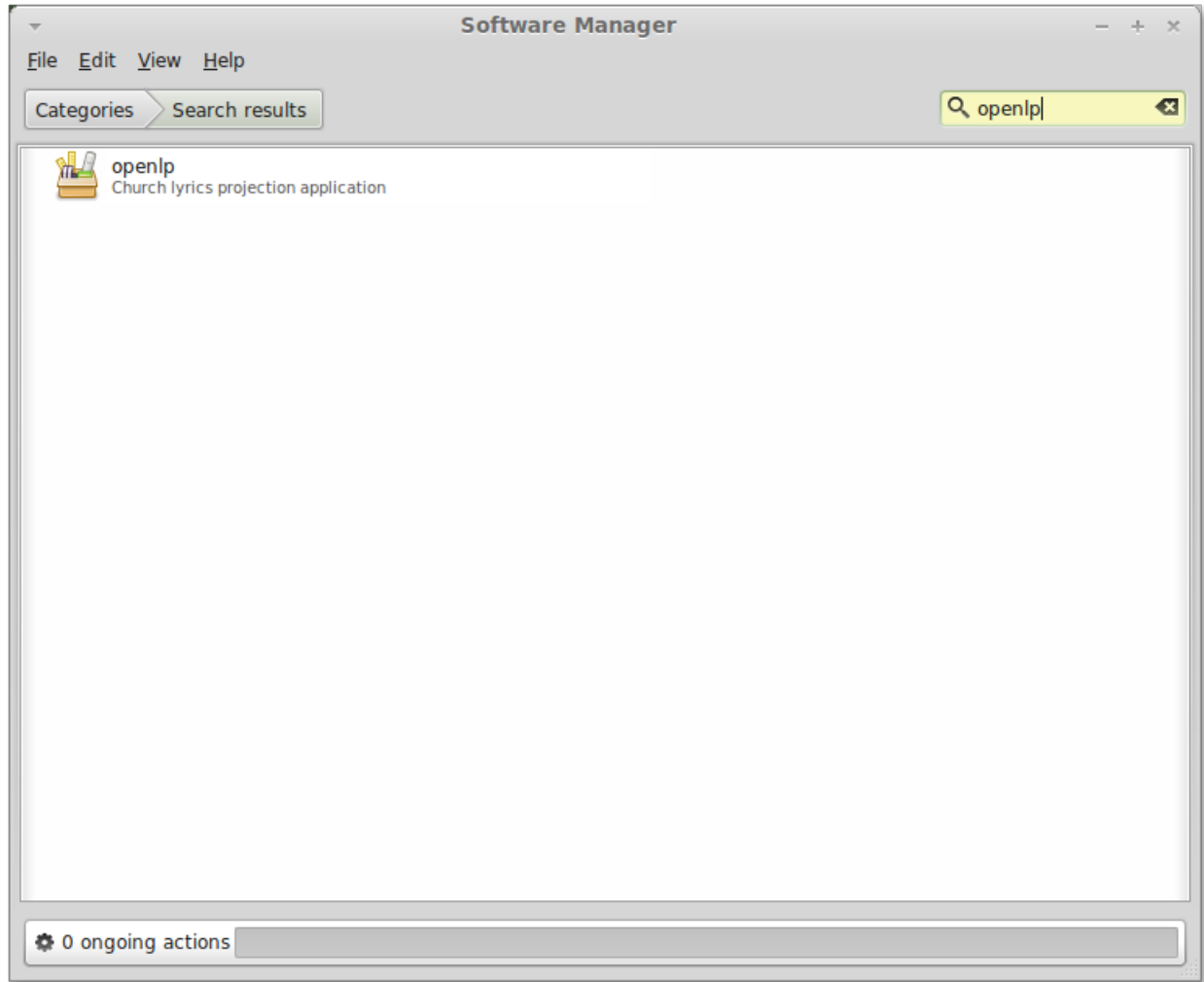
The following instructions are for a standard Linux Mint install. These instructions will not work with Linux Mint Debian Edition. Most users should be able to follow the instructions for *Software Manager Install*, but if you are running Linux Mint without the standard desktop please see the *Linux Mint Command Line Install* install instructions.

#### Software Manager Install

The administrator password will be required several times during the installation. To install OpenLP open the Software Manager from the Mint Menu.



Type OpenLP into the search box to locate the OpenLP package.



Click on OpenLP from the results then click *Install*.



After OpenLP is installed you can close the Software Manager and start OpenLP from the *Sound and Video* section of the Mint Menu.

### Linux Mint Command Line Install

Open a terminal and type in the following command to install OpenLP:


```
user@mint:~$ sudo apt-get install openlp
```

OpenLP should now be available in your desktop's menu system, but if you wish to run OpenLP from the command line type:

```
user@mint:~$ openlp
```

## 2.5.4 openSUSE

OpenLP is available using 1-Click Install on the openSUSE Build Service website. Go to the [openSUSE Build Service](#) site and type `openlp` into the search box.




Search and install software packages from the [openSUSE Build Service](#):

 [\(Search options\)](#)

openSUSE 12.1 ▼

Search

Then click *1-Click Install*



Search and install software packages from the [openSUSE Build Service](#):

 [\(Search options\)](#)

openSUSE 12.1 ▼

Search

**Search Results: 0 collections and 2 binaries from 1 source packages**

OpenLP

OpenLP is a church presentation software, for lyrics projection software, used to display slides of Songs, Bible verses, videos, images, and

[\[more\]](#)

Manual Package Download

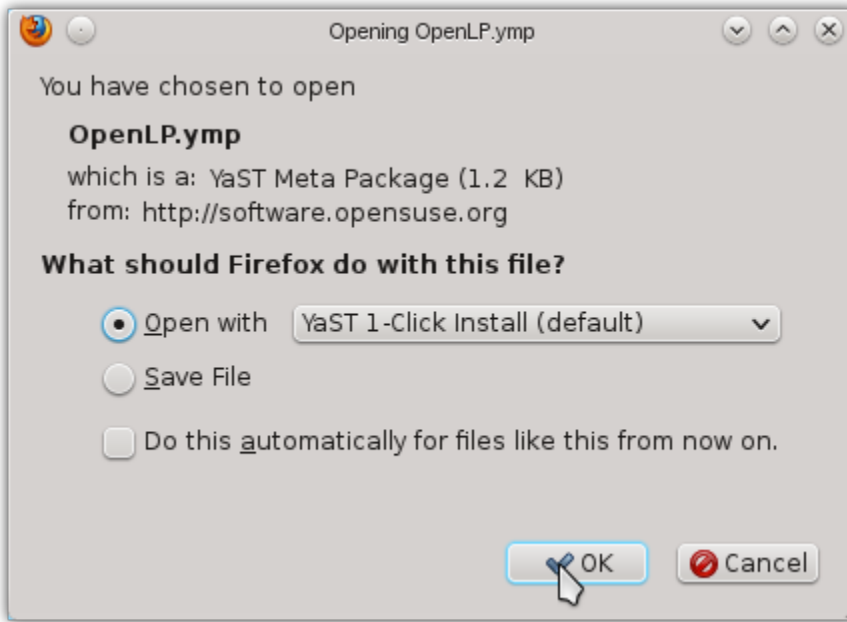
noarch	<a href="#">OpenLP-1.9.7-9.1.noarch.rpm</a>
src	<a href="#">OpenLP-1.9.7-9.1.src.rpm</a>

[devel:languages:python/openSUSE\\_12.1](#)

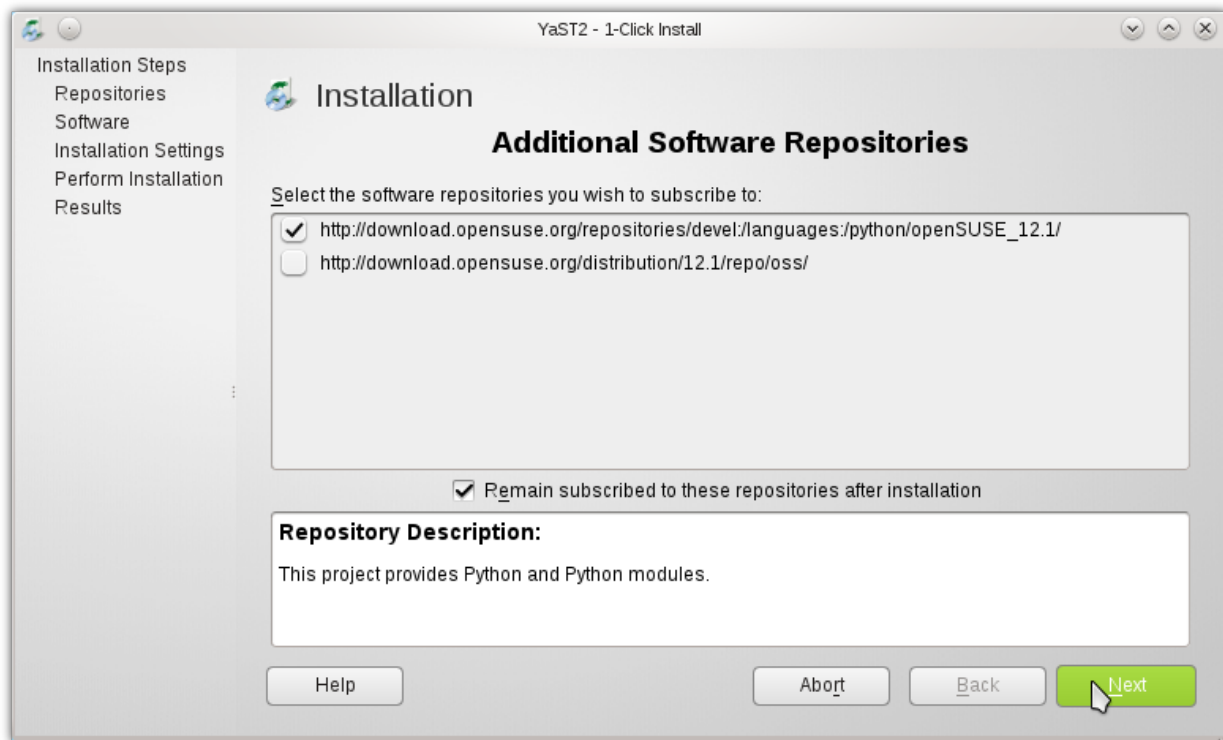
1-Click Install

Go to OBS Project

Select *Open with YaST 1-Click Install* then click *OK*

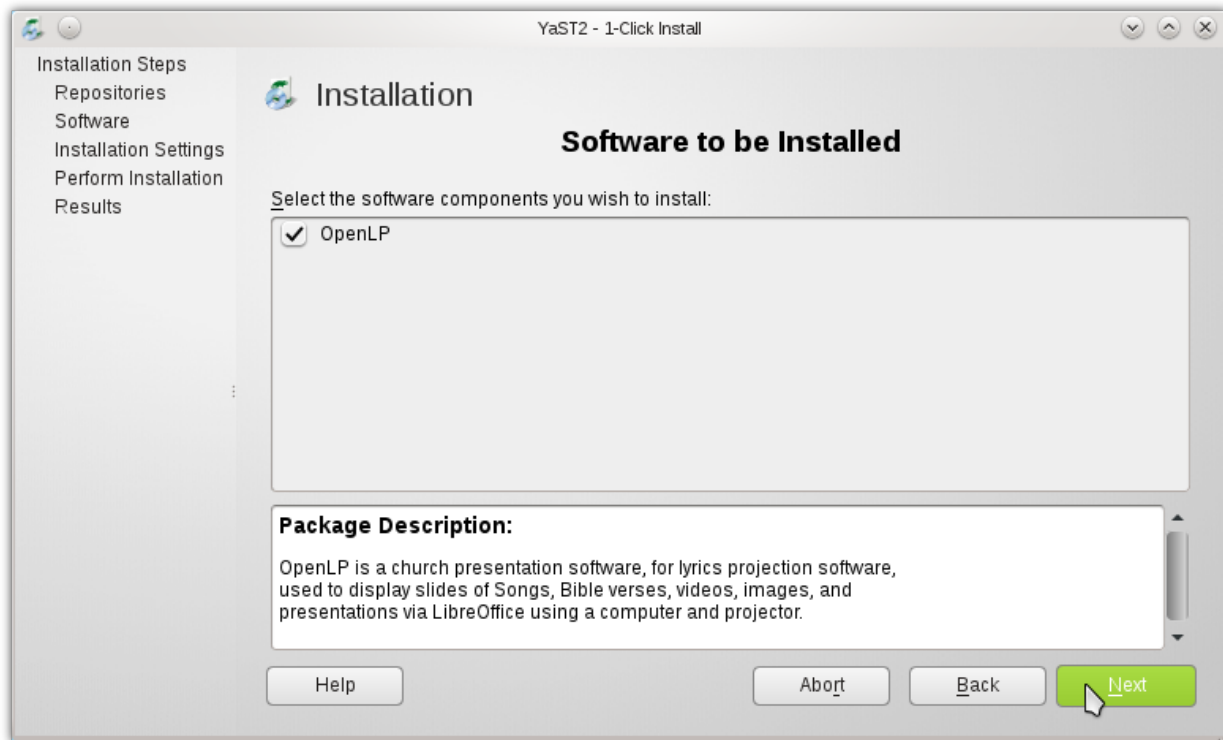


Additional repositories may need to be enabled. This will be performed automatically. Accept the default options by clicking *Next*

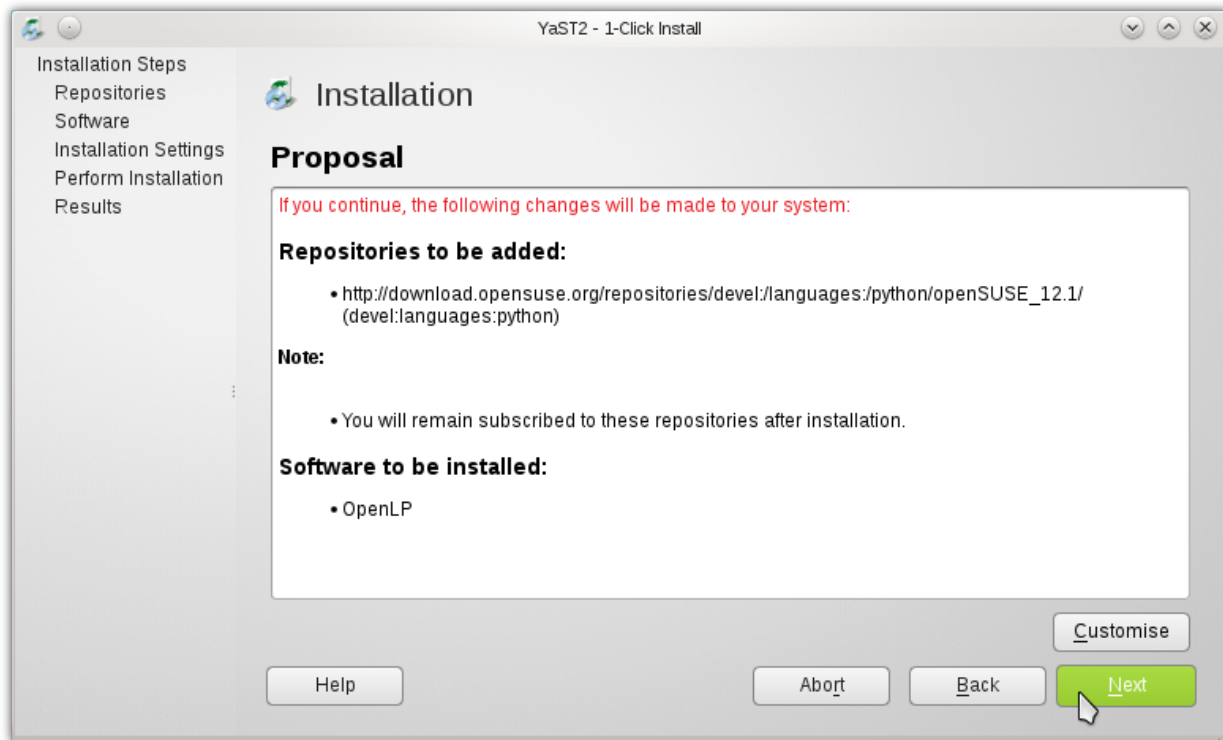


Confirm you want to install OpenLP and click *Next*

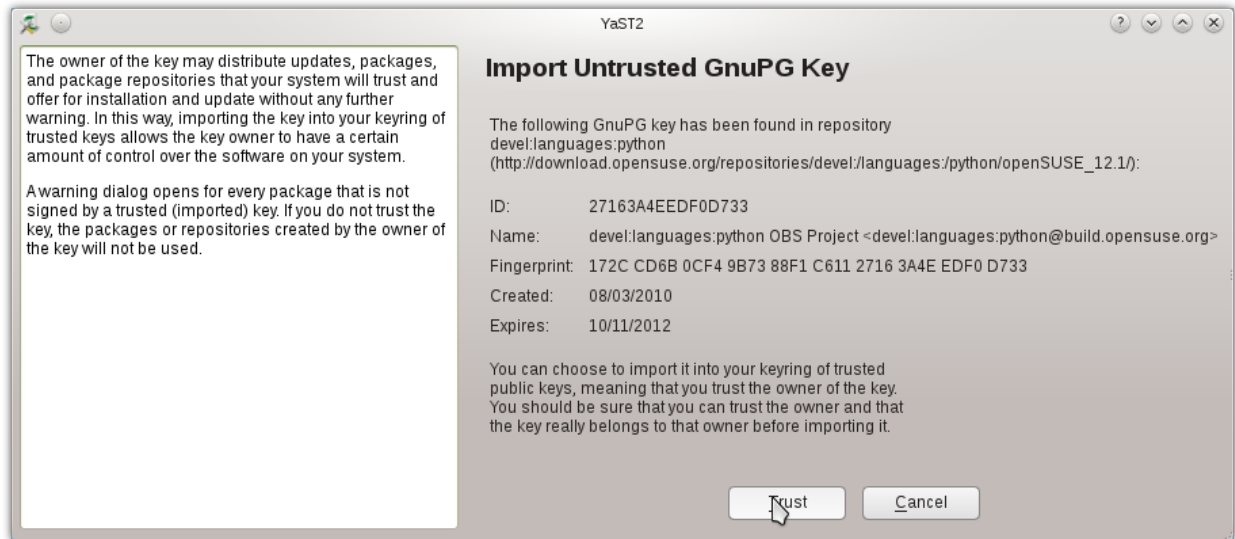




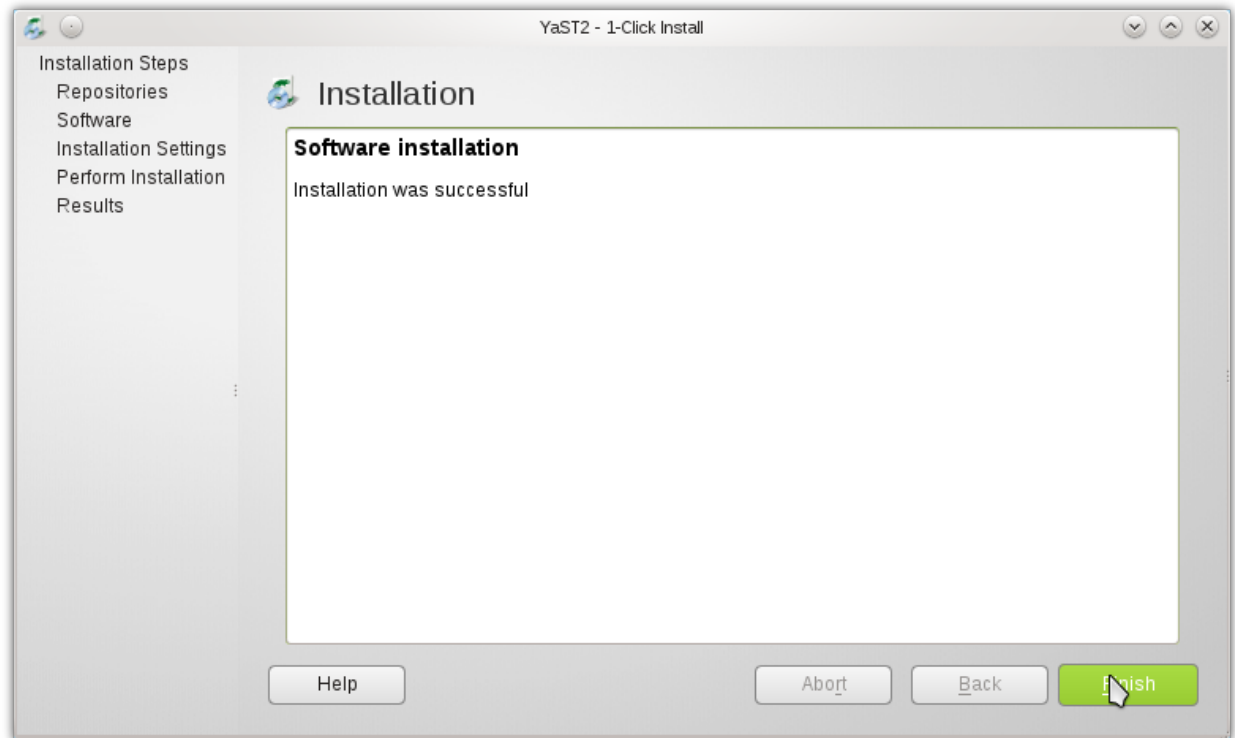
Before the installation takes place confirm adding the repositories and installing the software again. Click *Next* to continue.



Since this is a third party application the software key will have to be accepted. Click *Trust* to accept the software key.



OpenLP will now be installed. When the install process is completed click *Finish*.



OpenLP will now be available for use.

### 2.5.5 Arch Linux

OpenLP is available on Arch Linux through the Arch User Repository, or AUR. Info on the AUR can be found [at the Arch wiki](#).

There are a variety of tools and methods to install from the AUR. For this example we will demonstrate using Yaourt. For more info on Yaourt please see the [Yaourt documentation](#).

From a terminal type:

```
user@arch:~$ yaourt -S openlp
```

OpenLP should now be available in your desktop's menu system, but if you wish to run OpenLP from the command line type:

```
user@arch:~$ openlp
```

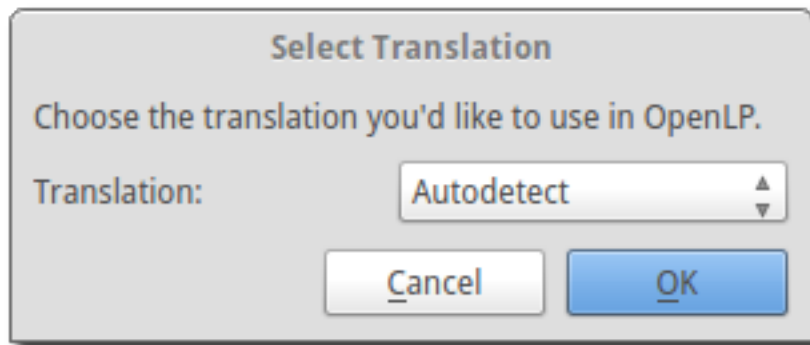


## REFERENCE MANUAL

### 3.1 First Time Wizard

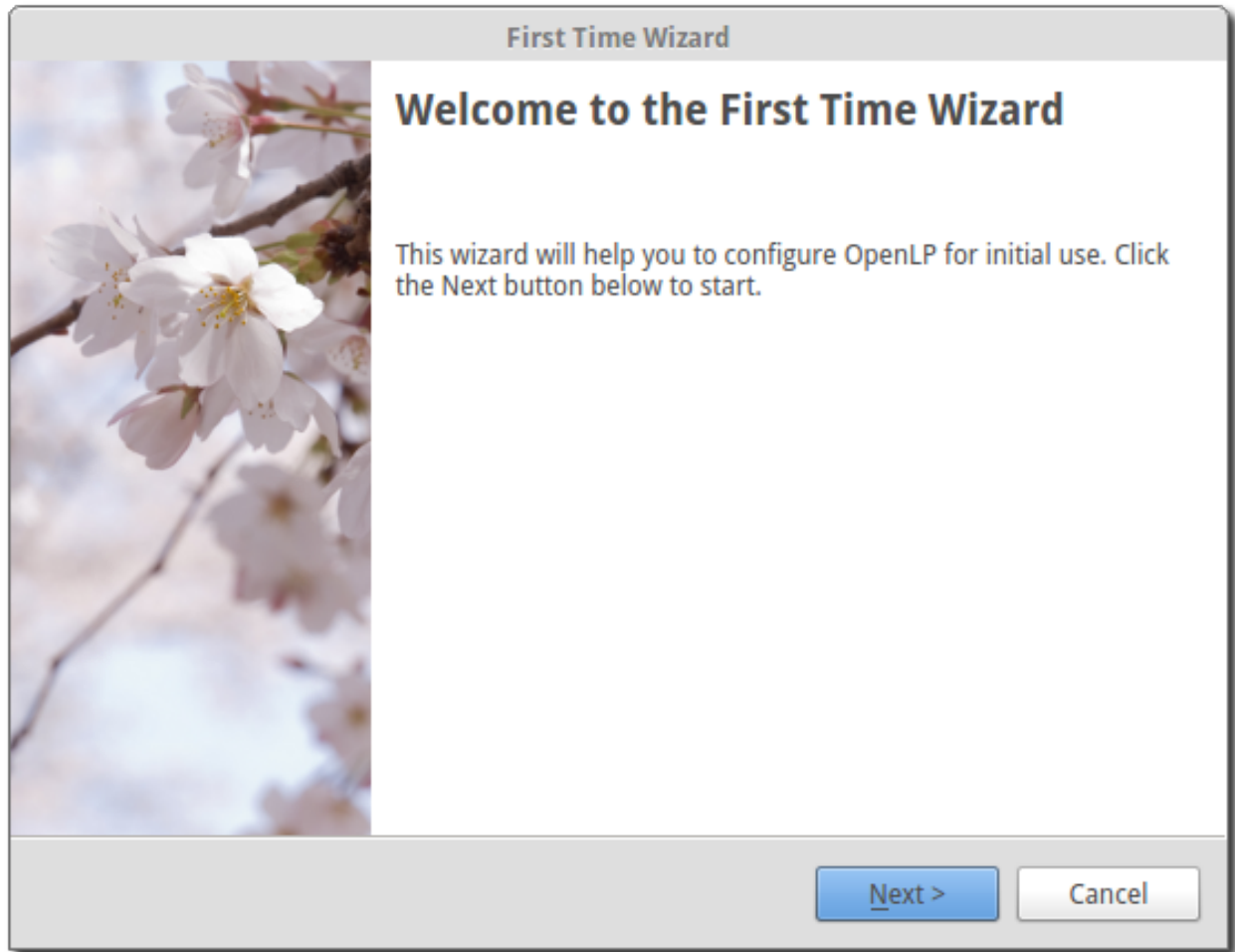
When using OpenLP for the first time, the *First Time Wizard* will help you with setting up your installation. This wizard is not intended to be a comprehensive setup but will help you with the basics.

#### 3.1.1 Select Translation

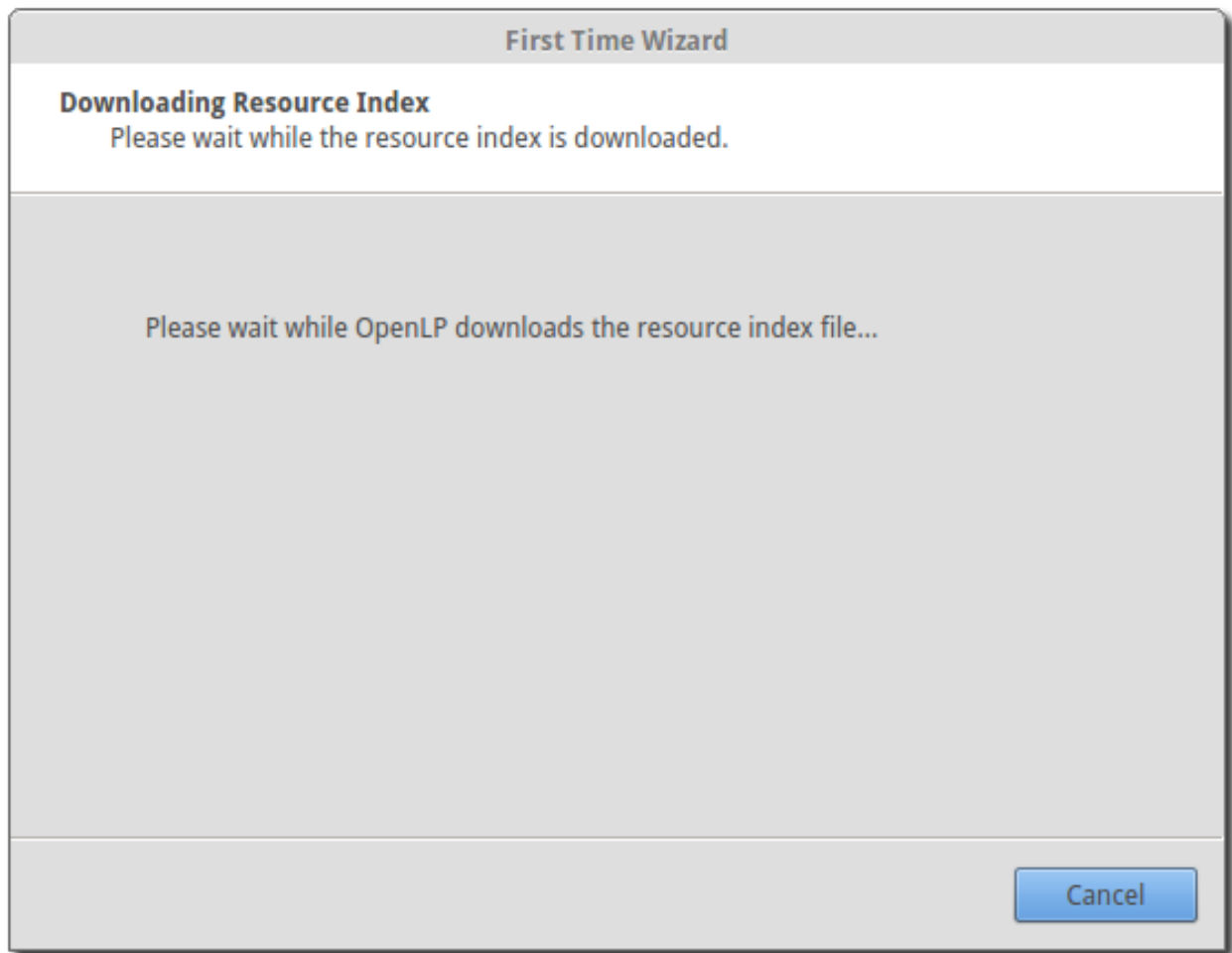


You can choose the translation you want to use or let OpenLP automatically select it based on your operating system locale. Click *OK* to continue.

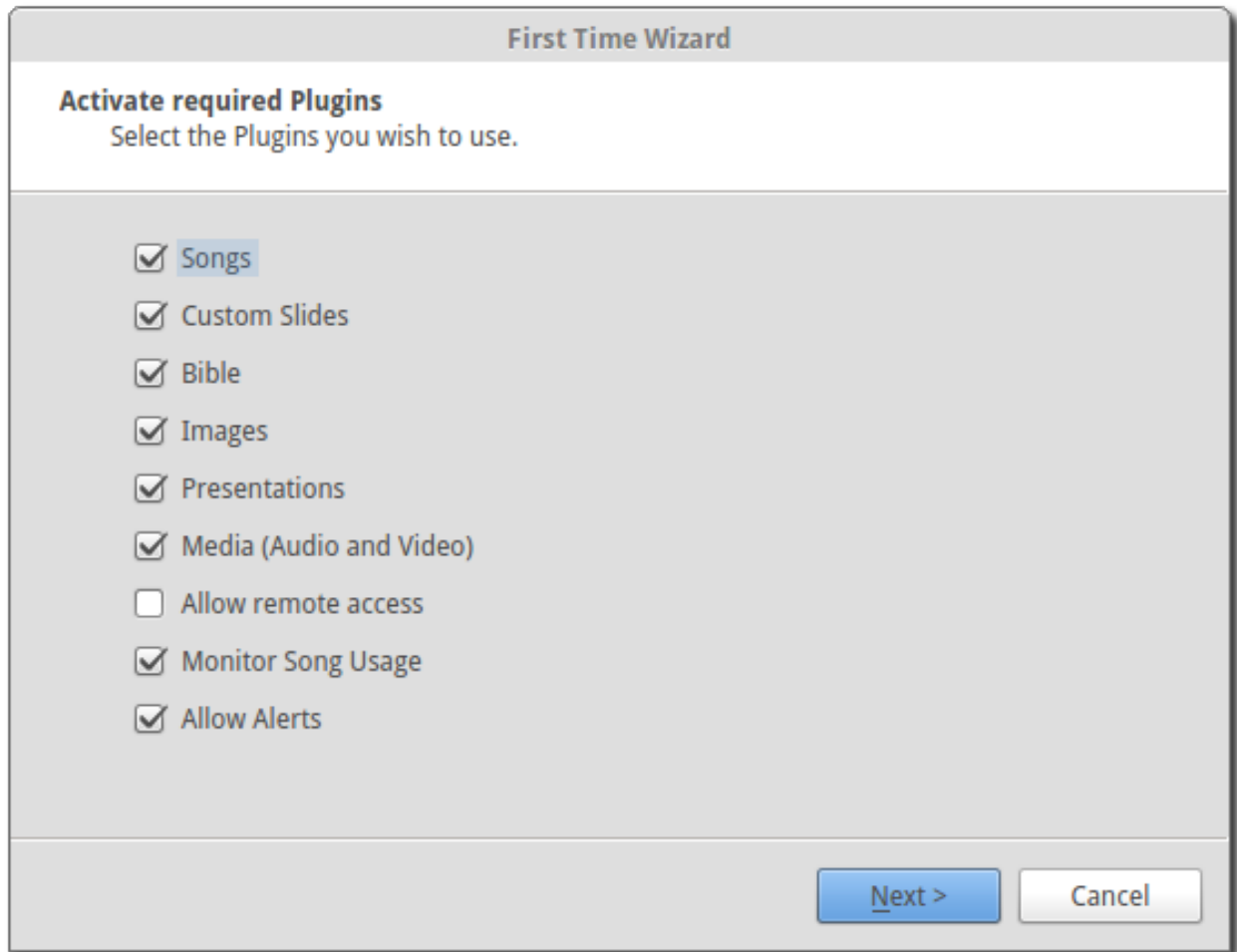
The “Welcome to the First Time Wizard” dialog box will appear next. Click *Next*.



The wizard will now download information from a server about which bibles, songs and themes that can be downloaded be the wizard. This can take a few moments, depending on the speed of your internet connection and the load on the server, so please be patient.



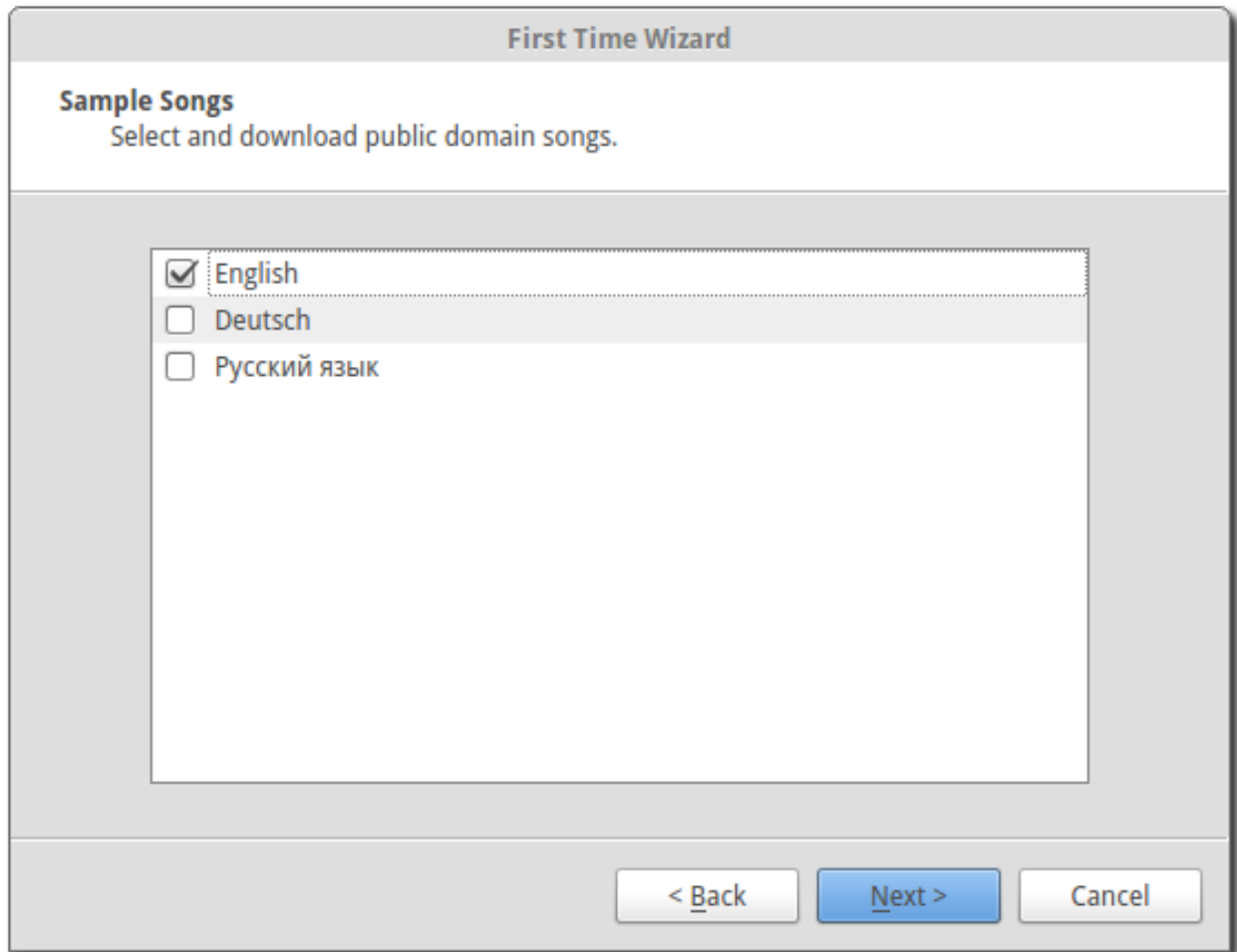
### 3.1.2 Activate Required Plugins



OpenLP has several plugins to choose from. By default, all plugins are enabled, except the *Remote Access* plugin. For more information on these plugins, please read the [Library](#) section in the manual. If you are not sure of which plugins to enable or disable, leave the selection as is. You can easily activate or deactivate plugins later, when OpenLP is running, by going to *Settings* → *Plugin List*. Click *Next* to continue.

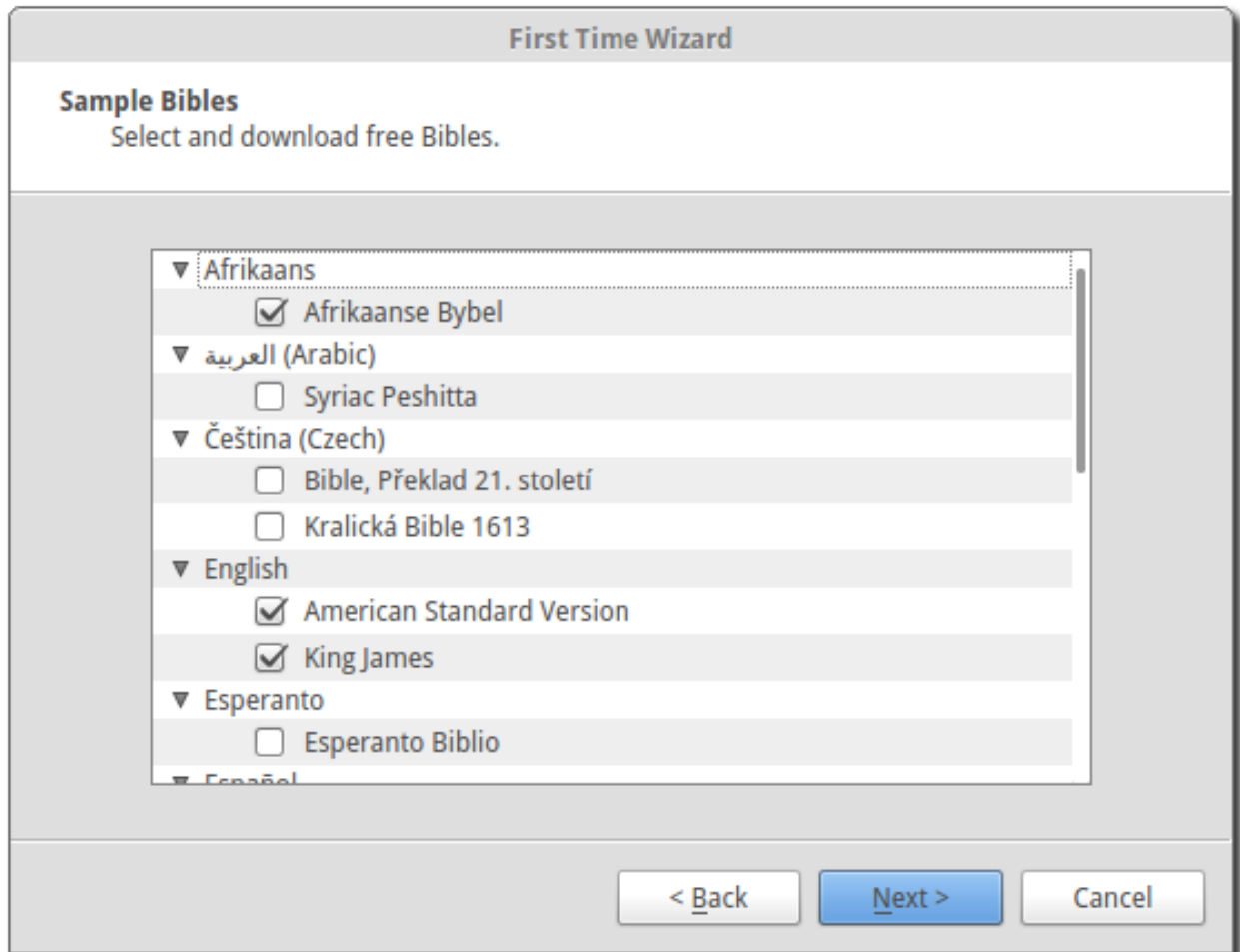


### 3.1.3 Sample Songs



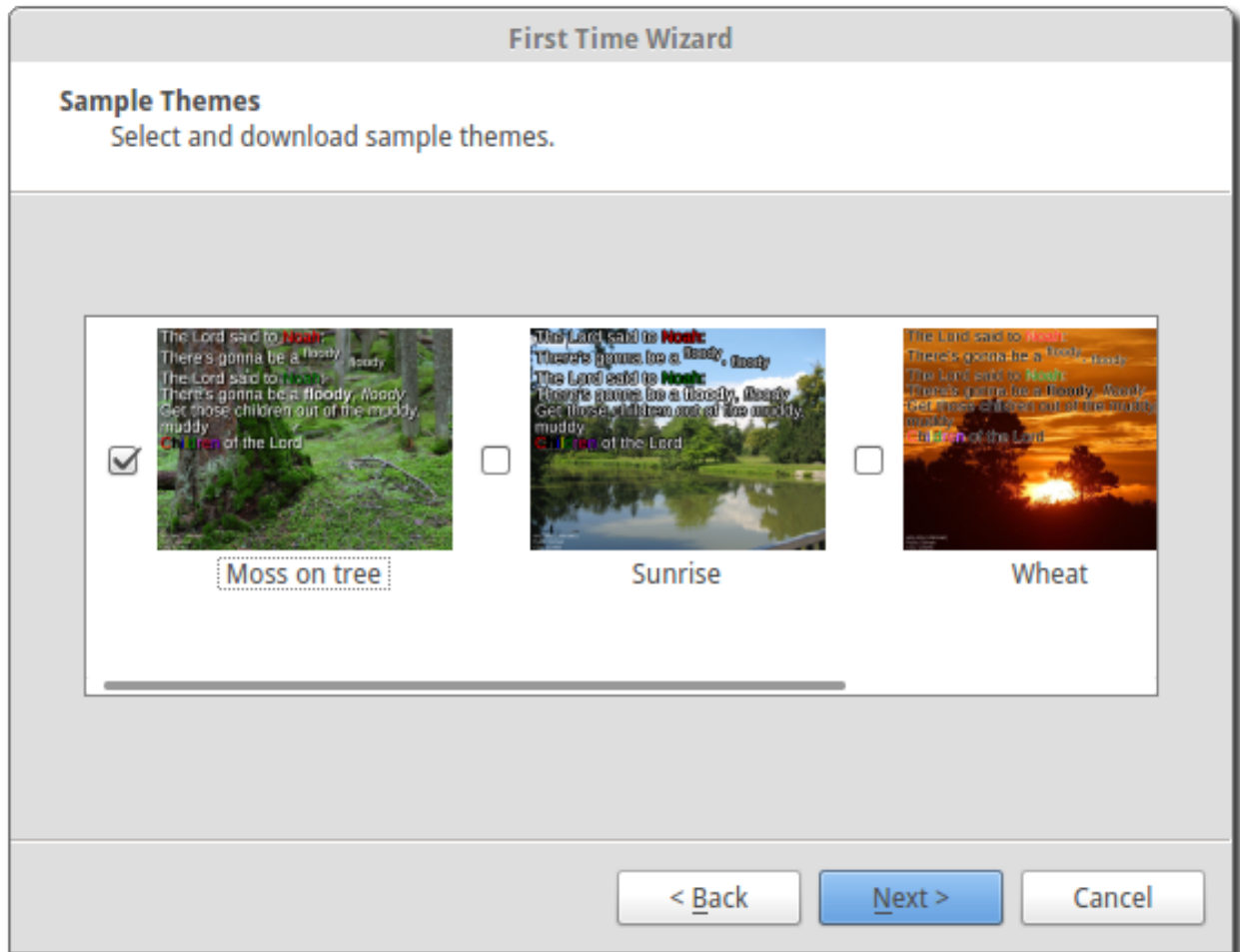
OpenLP provides some sample songs in a few languages for downloading and importing into your new song database. This is convenient for new users who do not have any songs yet. If you already have songs in your database, OpenLP will simply add these sample songs to your database, leaving your existing songs intact. Once you are happy with which songs you'd like, click *Next*.

### 3.1.4 Sample Bibles



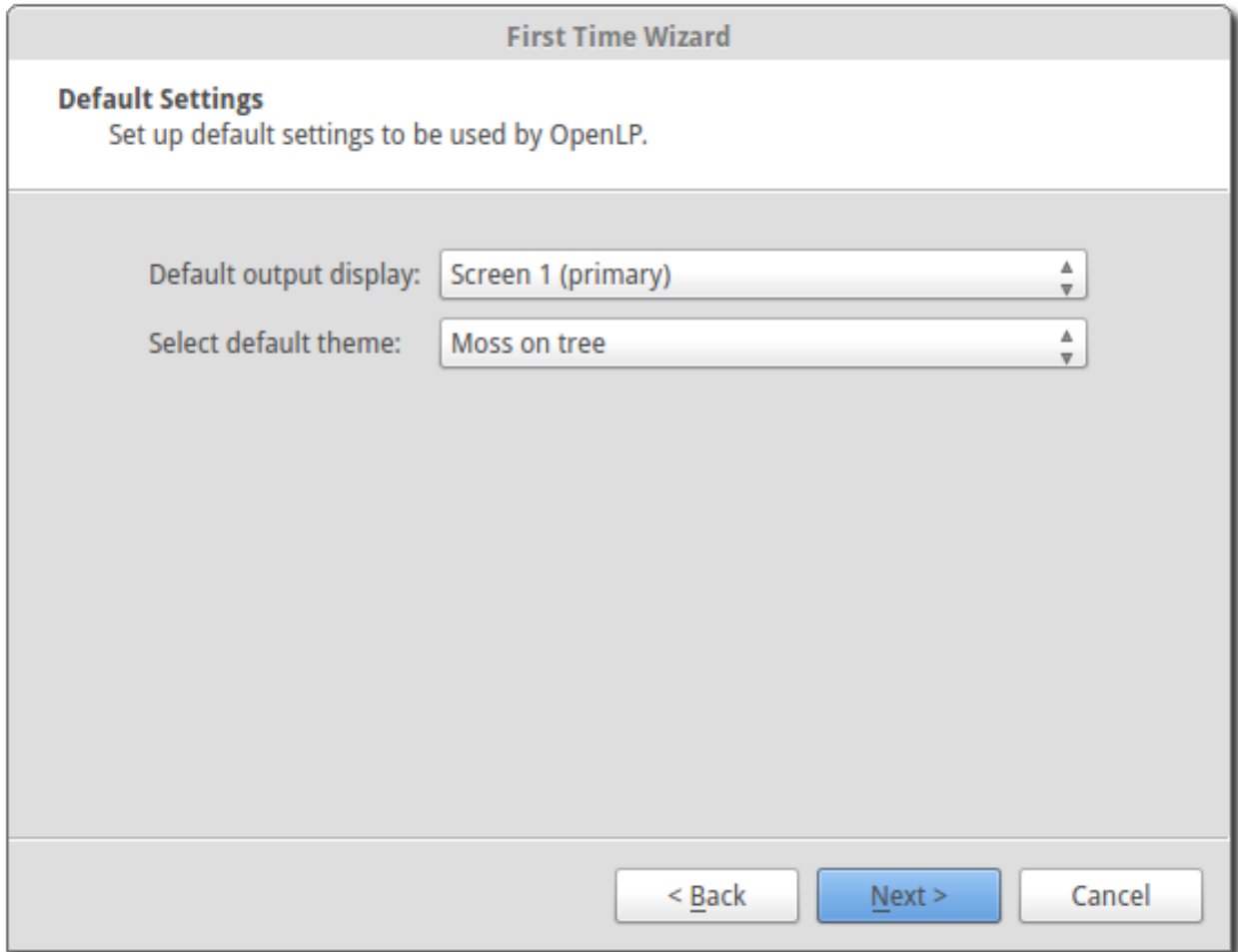
There are also a number of free Bibles that you can download and install. Using the check box next to each Bible, select each Bible that you would like installed. If you do not wish to install any Bibles, simply leave them all unchecked. Once you are happy with your selection, click *Next* to continue.

### 3.1.5 Sample Themes



Some sample themes are also available for download and installation into OpenLP. As with the Bibles, simply check the check box next to each theme to select it. If you are a new user, these themes can help you understand how themes work. If you are happy with your selected themes, click *Next* to continue.

### 3.1.6 Default Settings



**First Time Wizard**

**Default Settings**  
Set up default settings to be used by OpenLP.

Default output display: Screen 1 (primary)

Select default theme: Moss on tree

< Back   Next >   Cancel

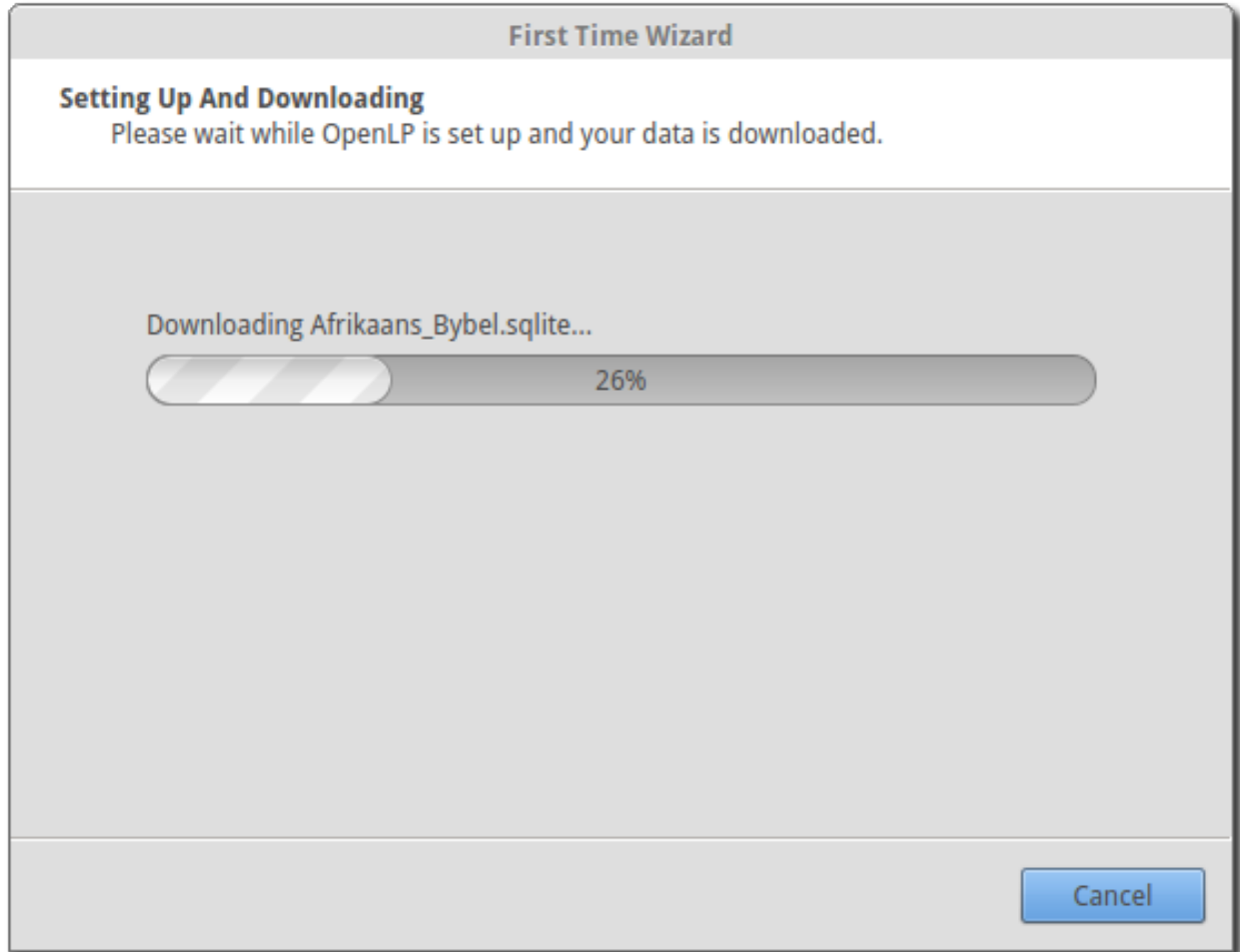
#### Default Display Monitor

Screen 2. If you are installing OpenLP but are not connected to a second output at the time, you can set this up later by going to *Settings* → *Configure OpenLP*.

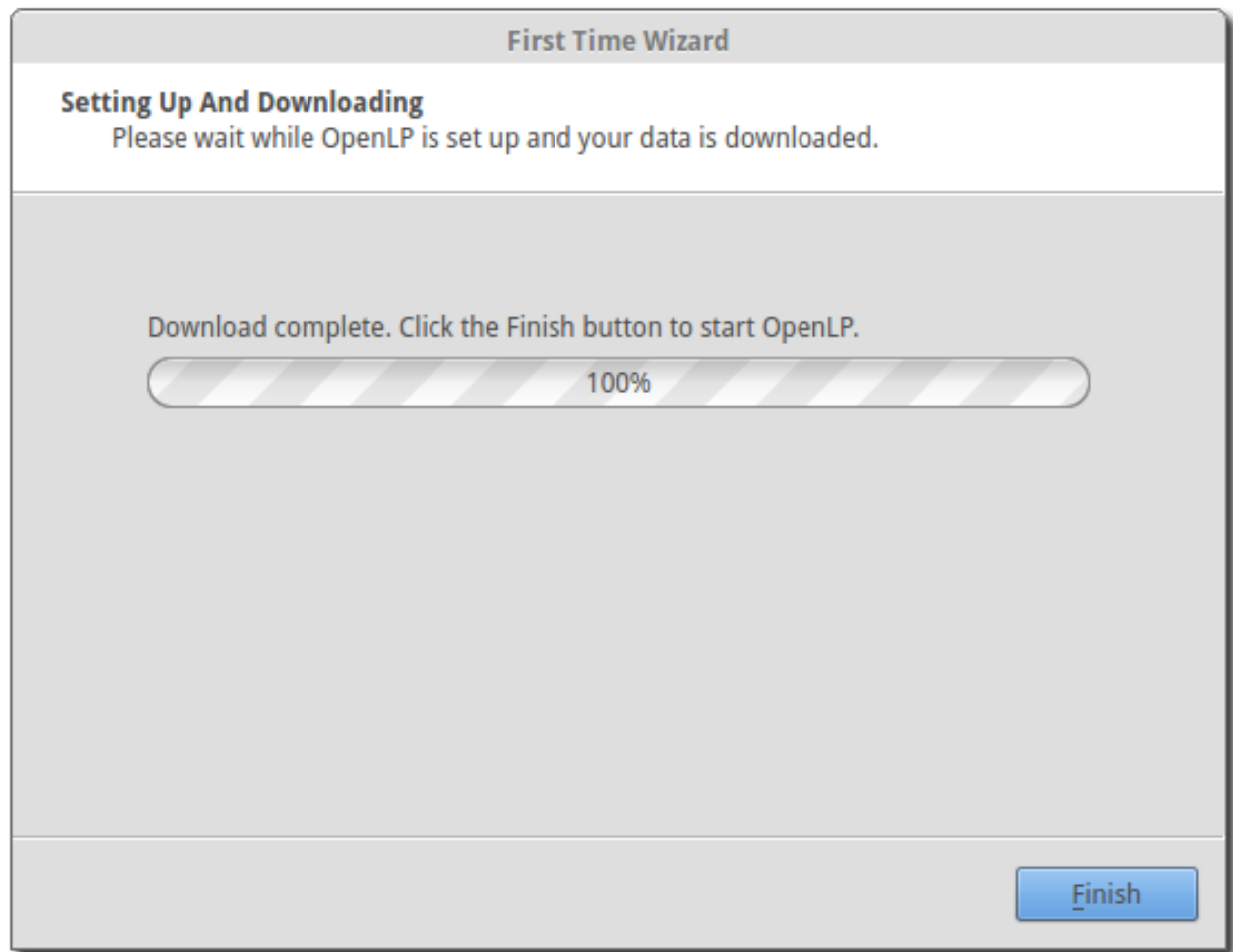
## Default Theme

If you have selected one or more themes on the themes page of the wizard, you can select which theme you'd like to be the default theme.

If you are happy with the selections you have made, click *Next* to continue to the next page.



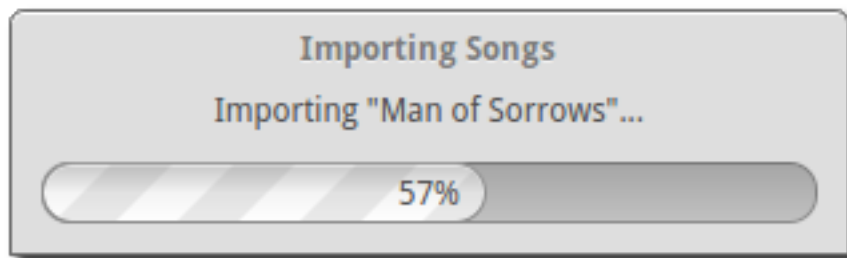
Making progress.



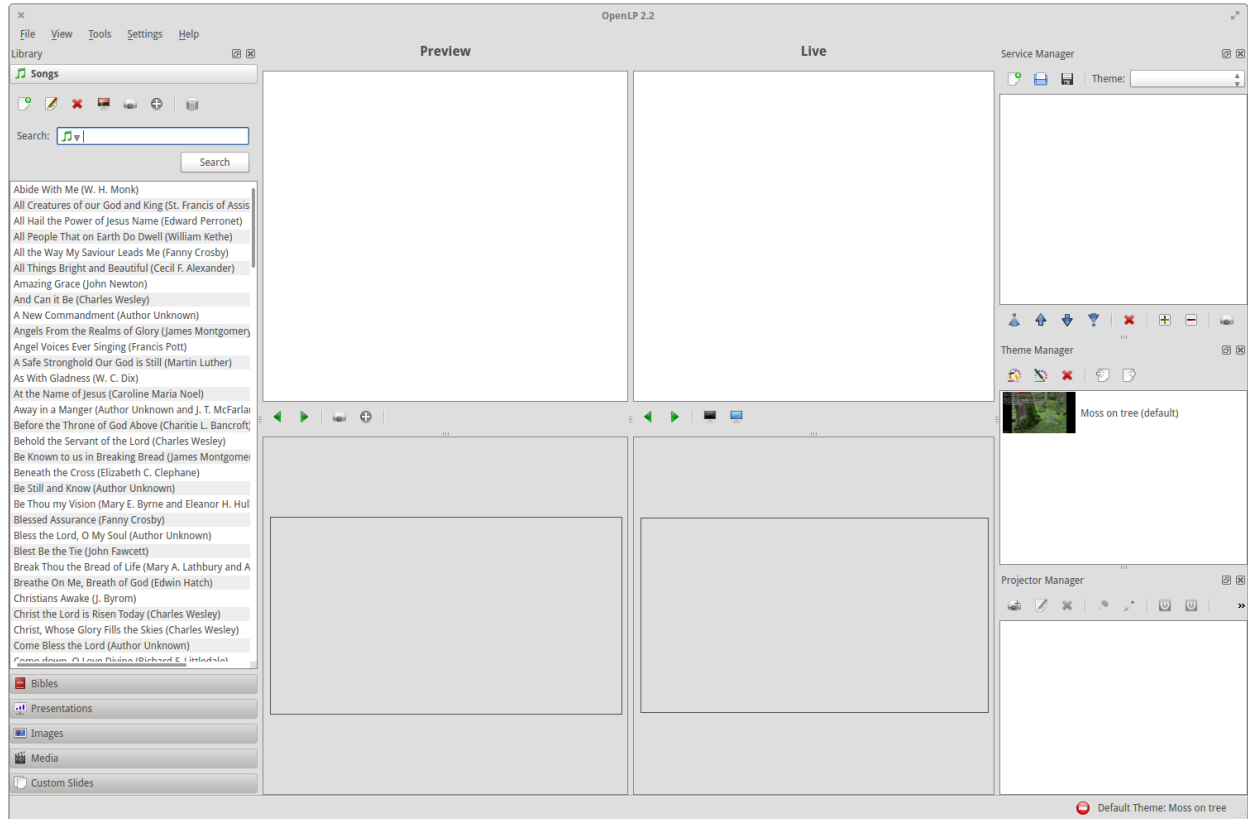
On the last page of the wizard, OpenLP will download the sample songs, Bibles and themes, and set up OpenLP for you. Click *Finish* and OpenLP will start.



First the OpenLP logo will be shown for a few seconds while the program loads.



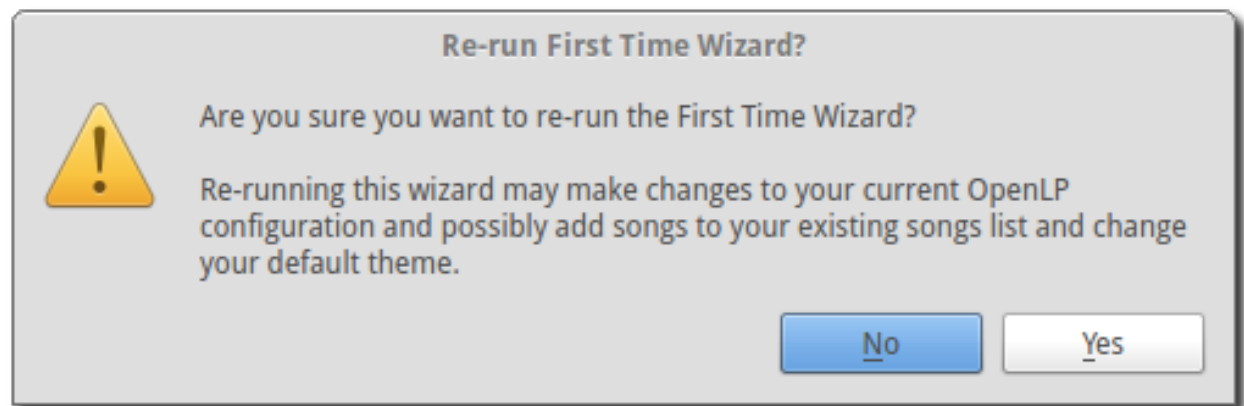
Then OpenLP will import the songs that were added by the first time wizard.



The main window.

### 3.1.7 Re-run First Time Wizard

If you wish to add items from the *First Time Wizard* at a later date or had an error while installing OpenLP you can run it again by going to *Tools* → *Re-run First Time Wizard*. Select *Yes* to run the *First Time Wizard*.




After selecting *Yes* the *First Time Wizard* will run again.




## 3.2 Menu Items

The following are the menu items that are listed across the top of OpenLP. There is a brief description or link for their intended purpose.

### 3.2.1 File

 **New Service** Creates a new service. *New, Open and Saving the Service*

 **Open Service** Load an existing service. *New, Open and Saving the Service*


 **Save Service** Saves your existing loaded service.

**Save Service As** Saves your newly created service.

#### Recent Services

Displays your last files opened configurable here. *Data Location*

**Clear List** Clears your recent files list.

 **Import** This provides the items you can import.


**Settings** Import your configurable settings from another computer. Learn more about *Backing up OpenLP*.

**Theme** Import a theme that has been previously exported. *Importing Themes*

**Song** Import your songs previously exported. *Song Importer*

**CCLI SongSelect** Import your songs from CCLI SongSelect. *Song Importer*

**Bible** Import Bibles from another program, the internet or a previously exported Bible from OpenLP. *Bible Import Wizard*


 **Export** Provides the items you can export.

**Settings** Export your configurable settings to a file to import to another computer. Learn more about *Backing up OpenLP*.

**Theme** Export your theme. *Exporting Themes*

**Song** Export your songs. *Exporting Songs*

**Print Service** Gives you the ability to print your service. *Print Service*

 **Exit** Closes OpenLP. If there is an open service that has not been saved you will be prompted to do so.

### 3.2.2 View

**Layout Presets** These three settings are optimized for setup and live display.

**Show all** Displays all of the panels of OpenLP.

**Setup** Displays Preview, *Library* and *Service*.

**Live** Displays the live panel and *Service*

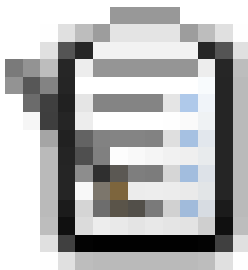
Clicking on any of the next items will hide or show its respective panel.



**Library** Hide or show *Library*.



**Projector Controller** Hide or show *Projector Manager*.



**Service** Hide or show *Service*.



**Themes** Hide or show *Themes*.

**Preview** Hide or show the preview panel.

**Live** Hide or show the live panel.

**Lock visibility of the panels** Using this lock will keep all your panel settings the way they are when clicked, whether hidden or showing. Click this again to unlock the panels.

### 3.2.3 Tools

📁 **Open Data Folder** You can access your OpenLP data here. Your Bibles, songs, themes and other items are stored here.

**Note:** It is possible to delete a Bible, theme or another resource you need. If anything is deleted in this folder it is not recoverable through OpenLP.



**Re-run First Time Wizard** This will bring up the dialog box to run the first time wizard again. *First Time Wizard*

**Update Theme Images** Changing screen resolution can have an affect on theme images. Use this to correct the images.

#### Songs

🎵 **Re-index Songs** This rebuilds the internal song indexes to make them work following code corrections. You would generally use this after a software upgrade.

**Find Duplicate Songs** Start wizard for detecting and removing duplicate songs.

**Songs List Report** This creates CSV file with song database.

### Song Usage Tracking

Configure your song usage tracking. [Song Usage Tracking](#)

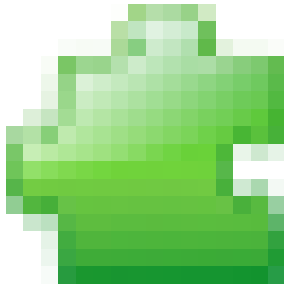
**Toggle Tracking** Provides the means to turn song usage tracking on or off. There will be a visible check mark if song usage tracking is on.

**Extract Tracking Data** Brings up a dialog box to extract song usage data.

**Delete Tracking Data** Brings up a dialog box to delete song usage data.

**▲ Alert:** Configure an alert. [Alert](#)

## 3.2.4 Settings



**Manage Plugins** Provides the configurable settings to control your plugin's. [Plugin List](#)

**Language:** You can choose another UI language here or leave it on Autodetect.



**Configure Formatting Tags** Provides the configurable settings for formatting tags. [Formatting Tags](#)



**Configure Shortcuts** Provides the configurable settings for shortcuts. [Customize Shortcuts](#)



**Configure OpenLP** Provides the configurable settings for OpenLP. [Configuring OpenLP](#)

## 3.2.5 Help

**Online Help** This is a direct link to OpenLP's operating manual.

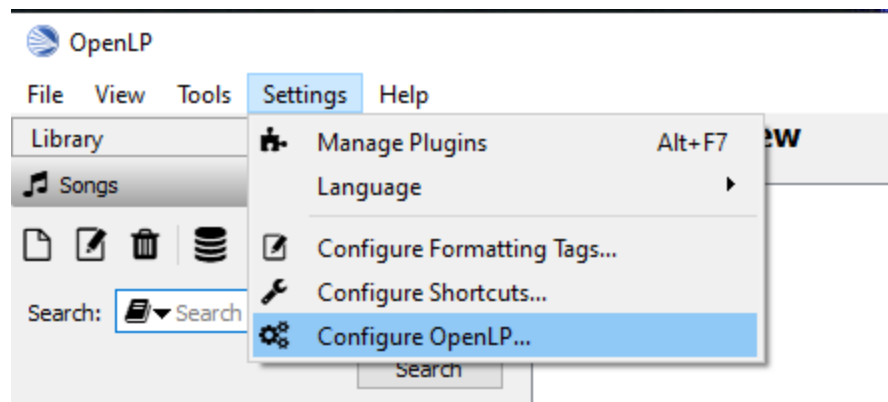
**Web Site** This is a direct link to OpenLP's web site.

**About** Provides information, credits and license for OpenLP.

## 3.3 Configuring OpenLP

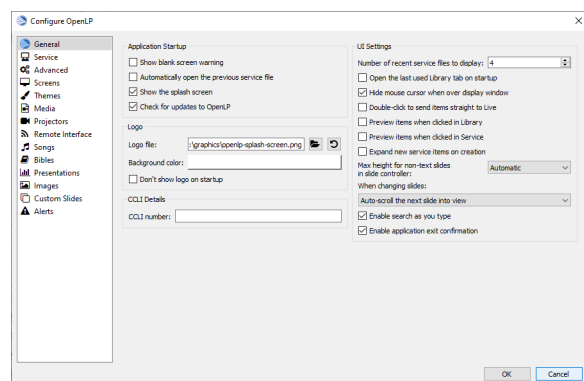
OpenLP has many options you can configure to suit your needs. Most options are self-explanatory and we will quickly review them.

To configure OpenLP, click on *Settings* → *Configure OpenLP*...



The plugins you have activated will have configure options. If all the plugins are activated there will be 14 items down the left side you can configure.

### 3.3.1 General



#### Application Startup

**Show blank screen warning** When this box is selected, you will get a warning when opening OpenLP that the output display has been blanked. You may have blanked it and shut down the program and this will warn you it is still blanked.


**Automatically open the previous service** When this box is selected, OpenLP will remember the last service you were working on when you closed the program.

**Show the splash screen** The OpenLP logo is displayed while OpenLP loads when this checkbox is checked. This is useful to give some indication that the program is loading.

**Check for updates to OpenLP** OpenLP will check to see if there is a newer version available on a regular basis when this checkbox is checked. Please note that this requires Internet access.

## Logo

**Logo file:** Select an image file to be displayed when OpenLP is started. Using an image file will override a background color.

 **Browse for an image file to display**



**Revert to the default OpenLP logo**

**Background color:** You can choose the background color that will be displayed when you start OpenLP.

**Don't show logo on startup** With this box is checked the OpenLP log will not be displayed on startup.

## CCLI Details

**CCLI number:** If you subscribe to CCLI, this box is for your License number. This number is also displayed in the Song Footer box.

## UI Settings (user interface)

**Number of recent files to display** Set this number for OpenLP to remember your last files open. These will show under *File* → *Recent Files*.

**Open the last used Library tab on startup** With this box selected OpenLP *Library* will open on the same tab that it was closed on.

**Hide mouse cursor when over display window** With this box selected your mouse cursor will not be visible if you move it from Display 1 onto Display 2.

**Double-click to send items straight to live** With this box selected, double-clicking on anything in the *Library* will immediately send it live instead of to Preview.

**Preview items when clicked in Library** With this box selected, clicking any item in the *Library* will immediately display it in the Preview pane.

**Preview items when clicked in Service** With this box selected, clicking any item in the *Service* will immediately display it in the Preview pane.

**Expand new service items on creation** With this box selected, everything you add to the *Service* will be expanded so you can see all the verses, lyrics and presentations, line by line. When you open OpenLP, everything will automatically be expanded in the *Service*.

**Max height for non-text slides in slide controller** With this box selected, on closing OpenLP you will be presented with a dialog box to confirm closing the program.

**When changing slides** This dropdown controls how the Live and Preview controllers scroll the verses displayed as you progress through the item slides.

**Include slide number in footer** With this box selected, current slide number and total slides number will be visible in the footer.

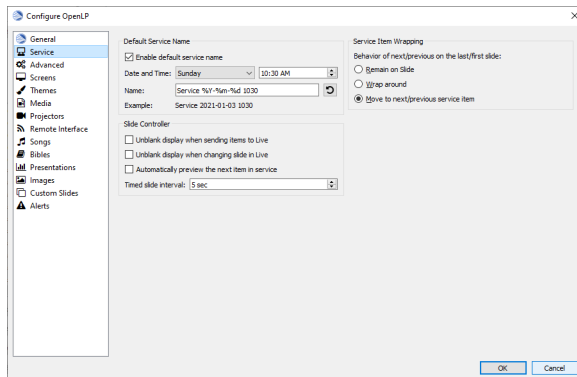
**Enable search as you type** With this box selected, as you type into text boxes suggestions will be shown.

**Enable application exit confirmation** With this box selected, you will be asked if you really want to close OpenLP.

**Alert if New clicked on blank service** With this box selected, the warning will be displayed when File - New Service is being clicked while the existing service is blank.

**Interface Theme (needs restart)** This dropdown allows to change the UI colour scheme.

### 3.3.2 Service



#### Default service name

The default service name gives you the ability to have a preset name, date and time when saving your service file.

**Enable default service name:** Checking this box will activate the use of the default service name.

**Date and Time:** You can choose the regular day of the week and time of the service or choose *Now* from the dropdown for the immediate date and time to save your service file.

**Name:** You can change “Service” to a default name of your choosing. The year, month day, hour and minute will default to what you have set for *Date and Time* above or if you chose *Now* the saved file will have the time and date that you save it.



**Revert:** Clicking this button will erase your changes and revert to the default service name.

**Example:** The example shows how the name, date and time will be displayed for the file name when saving the file.

**Note:** If the date and time format does not suit your needs and you are technically inclined, there is more information at [Python.org](https://python.org).

#### Slide Controller

**Unblank display when sending items to Live** When using the *blank to* button with this checkbox checked, on going live with the next item, the screen will be automatically re-enabled. If this checkbox is not checked you will need to click the *blank to* button again to reverse the action.

**Unblank display when changing slide in live**

**Automatically preview next item in service** When this box is selected, the next item in the *Service* will be displayed in the Preview pane.

**Timed slide interval:** This setting is the time delay in seconds. This is used to continuously loop a group of images, verses, or the lyrics in a song. This control timer is also accessible on the [Using the Service Timer](#)

## Service Item Wrapping

**Remain on Slide** Up and down arrow keys stop at the top and bottom slides of each Service item. You will need to use the **Right Arrow** key or the mouse to move to the next Service Item.

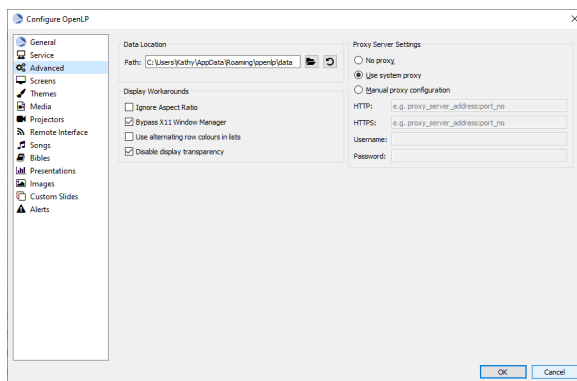
**Wrap Around** Up and down arrow keys wrap around at the top and bottom slides of each Service item, eg: When you reach the last slide of a song or verse and **Down Arrow** you will be back on the first slide. Likewise if you are on the first slide and **Up Arrow** you will wrap-around to the last slide of the song, images or Bible verses.

**Next Slide** Up and down arrow keys advance to the next or previous Service Item from the top and bottom slides of each Service Item. As long as you have your songs and verses in order, you can use the **Down Arrow** to move through your service from start to finish. Using this setting makes it possible to use a presentation remote controller.

## Service Editing

Show confirmation box when deleting item from service

## 3.3.3 Advanced



### Data Location

If you wish to change the default location of where OpenLP stores its data, you can enter a custom location here.

**🔍 Browse for a custom data location** Clicking this button will open the open file dialog and allow you to select ability new location for the Data directory.



**Revert:** Clicking this button will erase your changes and revert to the default data location.

### Display Workarounds

**Ignore Aspect Ratio** Selecting this option will allow service items to be displayed as it was originally formatted without regard for how the screen is formatted.

**Bypass X11 Window Manager** Linux and other X users may need to try toggling this flag if the main display window is causing them problems. For example with this unset, KDE users may find the main display window disappears if they switch windows. Ubuntu users using the Unity interface may find the main screen is corrupted if set. GNOME Shell users may find the window doesn't fill the whole screen if unset. As it appears to affect different versions and distributions differently, this setting has been added, rather than try and work it out programmatically.

**Use alternating row colors in lists** Using alternating row colors in most cases makes it easier for the human eye to overview a list of items. Uncheck to disable.

**Disable display transparency** Selecting this option prevents the Live display from being transparent.

## Proxy Server Settings

You can select a proxy server if needed. Your network administrator will know if this is necessary. In most cases this will not be needed.

**No proxy** Select this option if you do not want to use a Proxy Server.

**Use system proxy** Select this option if you want to use your computers default Proxy Server.

**Manual proxy configuration** Select this option if you want to setup the Proxy Server manually. The remaining options are only active if you select the Manual proxy configuration.

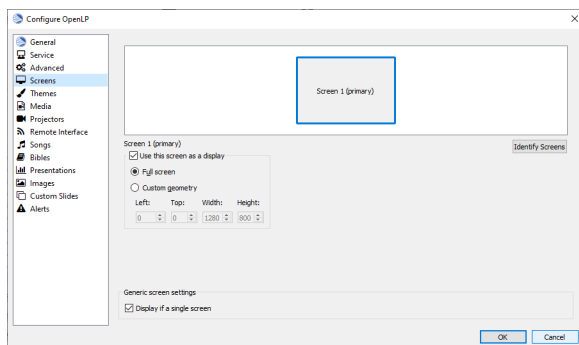
**HTTP:** Enter the IP address for your proxy server followed by the port to be used on your proxy server. Please use the *120.002.168.064:4000* format.

**HTTPS:** Enter the IP address for your proxy server followed by the port to be used on your proxy server. Please use the *120.002.168.064:4000* format.

**Username:** Please enter your username if a username is required by you proxy server. Leave this blank if your proxy server does not require user authentication.

**Password:** Please enter your password if a username and password is required by you proxy server. Leave this blank if your proxy server does not require user authentication.

## 3.3.4 Screens



To choose which monitor you want OpenLP's Live display on, select the appropriate monitor. If only one screen is displayed your system has determined you only have one display it can output to. If you are unsure about what display to use for you Live display select the *Identify Screens* button.



## Use this screen as display

This box needs to be checked for one display.

**Full Screen** Select this option if you want to use the full screen area.

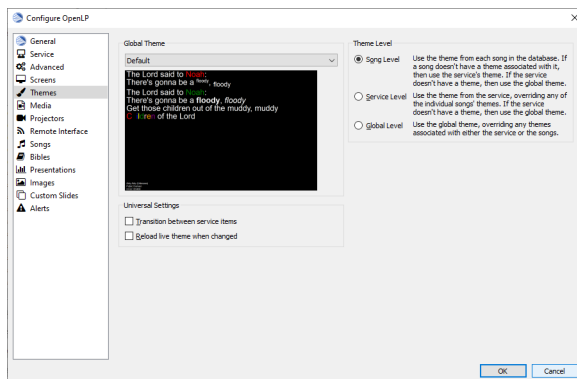
**Custom geometry** This setting overrides the exact position on your screen where the display output appears. If you have a custom projector setup, click the *Override display position* checkbox, and manually set the position of the display output using the *X*, *Y*, *Width* and *Height* values.

This setting often comes in useful when you only have a single display, and you want to be able to make the display smaller so that it does not cover your entire screen.

## Generic Screen Settings

**Display if a Single Screen** Checking this checkbox will show the display output in a separate window when you only have a single monitor. To close the display window, click on it and press the `ESC` key.

## 3.3.5 Themes



### Global Theme

Choose the theme you would like to use as your default global theme from the drop down box. The theme selected appears below unless the theme is a movie theme. The global theme use is determined by the Theme Level you have selected.

### Theme Level

Choose from one of three options for the default use of your theme.

**Song Level** With this level selected, your theme is associated with the song. The theme is controlled by adding or editing a song in the Song editor and your song theme takes priority. If your song does not have a theme associated with it, OpenLP will use the theme set in the *Service*.

**Service Level** With this level selected, your theme is controlled at the top of the *Service*. Select your default service theme there. This setting will override your Song theme.

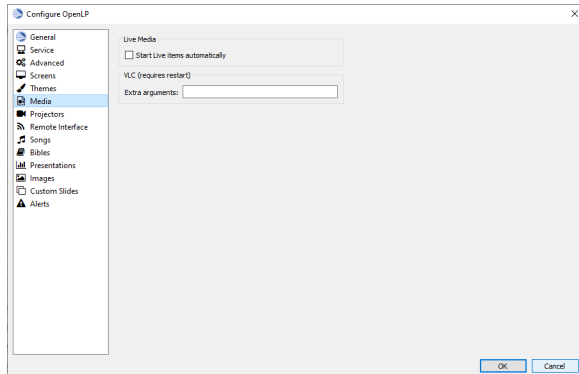
**Global Level** With this level selected, all songs and verses will use the theme selected on the left in the Global Theme drop down.

### Universal Settings

**Transition between service items** Checking this option will force the theme to use it's transition between items in the service (so when you change from a song to a Bible verse you'll get a transition)

**Reload live theme when changed** Check this option if you want the theme reloaded when you edit it while it is currently being used in the current live item.

### 3.3.6 Media



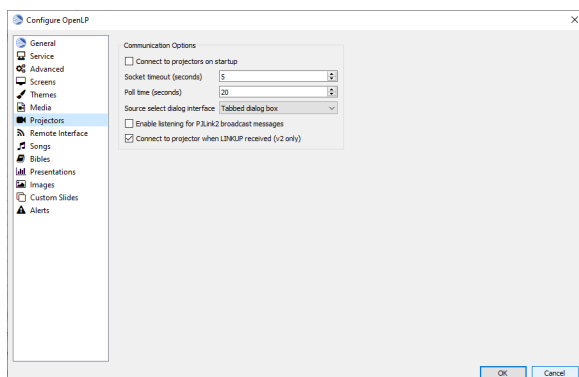
### Live Media

**Start Live items automatically** With this option selected songs and videos will start to play automatically when sent live.

### VLC (requires restart)

**Extra arguments:** If needed you can add command line arguments to be used with VLC.

### 3.3.7 Projectors



## Communication Options

The following options are available:

**Connect to projectors on startup** Check if you want to attempt to connect to all projectors when OpenLP starts.

**Socket timeout (seconds):** Time in seconds to wait for the projector connection. Available options are 2 to 10 seconds.

**Poll timeout (seconds):** How often to poll the projector for status information. Available options are 2 to 60 seconds. For quicker response on the status icons, set to a lower value. If you have network congestion, you may need to use a higher value.

**Source select dialog interface:** Select whether you want all video source options on one dialog page or to use tabs to consolidate the inputs based on video group.

**Enable listening for PJLink2 broadcast messages** Select this option to Enable listening on UDP ports for PJLink2 broadcasts.

**Convert to projector when LINKUP received** Select this option so a projector can be enabled when the LINKUP signal is received from the projector.

### 3.3.8 Remote Interface

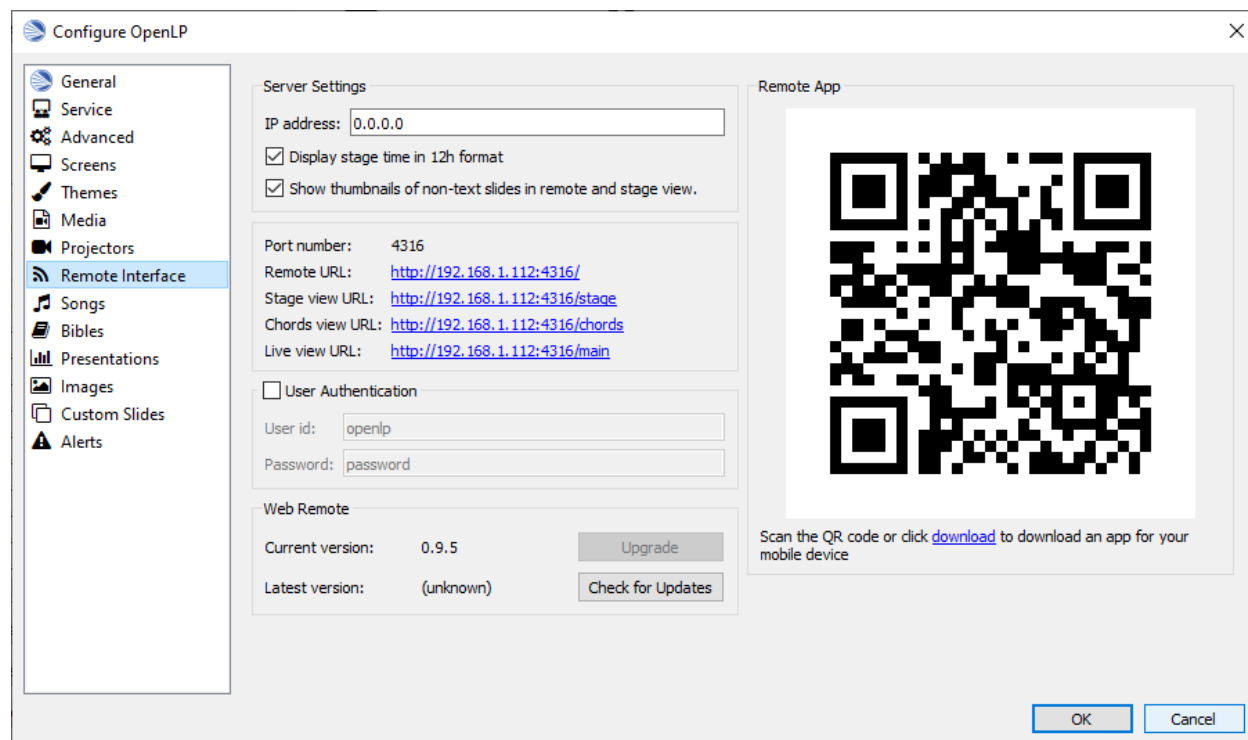
OpenLP gives you the ability to control the [Service](#) or send an [Alert](#) from a remote computer through a web browser. This could be useful for a nursery or daycare to display an [Alert](#) message or, use it as an interface to control the whole service remotely by a visiting missionary or worship team leader.

Stage view gives you the opportunity to set up a remote computer, netbook, tablet or smartphone to view the service being displayed in an easy to read font with a black background. Stage view is a text only viewer.

The remote feature will work in any web browser that has network access whether it is another computer, a netbook or a smartphone. You can find more information about this feature here: [The Web Remote](#).

**Note:** To use either of these features, your computers will need to be on the same network, wired or wireless.

## Server Settings - Non Secure



**Listen IP address:** Put your OpenLP computer's IP address here or use 0.0.0.0 which will allow to listen on all network interfaces.

**Display stage time in 12h format** This setting displays the time in stage view in 12h or 24h format.

**Show Thumbnails of non-text slides in remote and stage view** Check this option if you want to see thumbnails of non-text slides on the Stage and Remote Views.

**Port Number:** You can use the default port number or change it to another number. If you do not understand this setting you should leave it as is.

**Remote URL** Using the remote URL, you have the ability to control the live service from another computer, netbook, tablet or smartphone using a web browser.

**Stage view URL** Using stage view gives you the ability, using a remote computer, netbook or smartphone, to view the live service display in a basic black and white format. This URL shows the address you will use in the remote browser for stage view.

**Chords view URL** Using the chord view adds chords to the Stage view lyrics. This can be helpful when the stage view is used for the musicians that play the cords.

**Live view URL** Using the live view, you can display the Live output on multiple devices.

## User Authentication

This option allows the additional security for update functions via the remote interface. Once the userid and password have been accepted then updates will be possible for duration of the web session. This option can be changed without the need to restart OpenLP.

## Web Remote

**Installed version** The current version of the remote interface is displayed here. If the current version is different from the latest version, press the *Upgrade* button.

**Latest Version** The latest version of the remote interface is displayed here after you press the *Check for Updates* button.

## Remote App

You can quickly navigate your phone or tablet to the Remote Interface using QR code reader.

## Finding your IP address

If the Remote or Stage view URL are not showing you can manually find these settings. To find your projection computer's IP address use these steps below.

### Windows:

Open *Command Prompt* and type:

```
C:\Documents and Settings\user>ipconfig
```

Press the *Enter* key and the output of your command will display the adapter IP address. The IP address have a format of x.x.x.x where x is in range 0-255.

### Linux:

Open *Terminal* and type:

```
linux@user:~$ifconfig
```

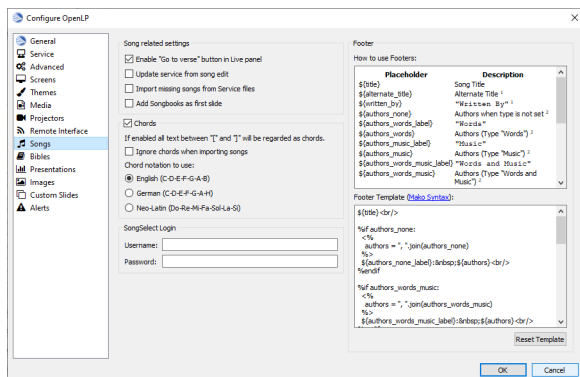
Press the *Enter* key. This will display a fair amount of technical information about your network cards. On most computers, the network card is named "eth0". The IP address for your network card is just after "inet addr:" in the section with your network card's name. The IP address have a format of x.x.x.x where x is in range 0-255.

### OS X

From the Apple menu, select *System Settings* → *Network*. Select active network connection (e.g. Wi-Fi, Ethernet, AirPort, modem). If you are connected, you'll see its IP address under the "Network Settings..." menu.

With these IP address written down, open a web browser in the remote computer and enter the IP address followed by a colon and then the port number, e.g. 192.168.1.104:4316 then press *Enter*. You should now have access to the OpenLP Remote view. If it does not come up, you either entered the wrong IP address, port number or one or both computers are not connected to the same network.

### 3.3.9 Songs



#### Song related settings

**Enable `Go to verse` button in Live panel** With this box selected, a *Go To* drop down box is available on the live toolbar to select any part of the song. You can also type you the part of the song you want displayed on live display.

**Update service from song edit** With this box selected and you edit a song in the *Library*, the results will also change the song if it is added to the *Service*. If this box is not selected, your song edit changes will only be available in the *Service* if you add it again.

**Import missing songs from service files** With this box selected, when you open a service file created on another computer, or if one of the songs are no longer in your *Library*, it will automatically enter the song in your Songs Media Manager. If this box is not checked, the song is available in the service but will not be added to the *Library*.

**Add Songbooks as first slide** With this box selected the songbook name for songs (if available) will be shown as an introduction slide for the song. This option is implemented as songs are added to the Service. If you already have a song in the service, you will need to remove the song and re-add the song to the service for the songbook name slide to be added to the song.

**Auto-play background audio** With this box selected the linked audio will be played automatically when item is selected.

#### Chords

Enabling this option allows songs with chords to show the chords on the Stage views. Any text in the song that is between “[” and “]” will be regarded as chords.

**Ignore chords when importing songs** This option will allow the song importer to ignore cords in the imported song.

**Warn about missing song key** This option will display warning when no song key is defined before the first chord used in the song. E.g. [=G][G] ...

**Chord notation to use** Select the English, German or Neo-Latin notation to match your location or need.

## SongSelect Login

You must have a valid SongSelect account to use this option. Type in your username and password to enable automatic login when importing SongSelect songs.

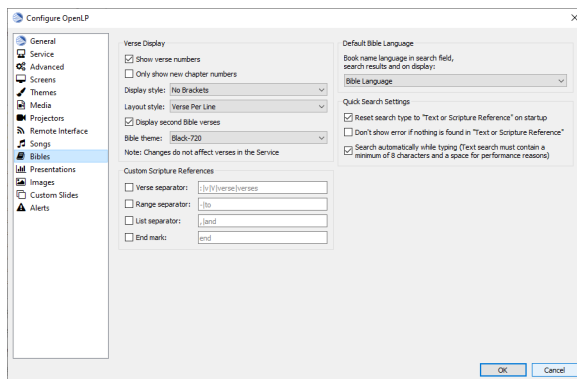
## Footer

This is a list of the Placeholders that can be used in the Footer Template.

## Footer Template

You can customize the Footer information for a song. To make changes click into the text box and type your changes. If you need to reset the template, press the *Reset Template* button.

## 3.3.10 Bibles



## Verse Display

**Show verse numbers** With this box selected verse numbers are always shown, deselect to hide verse numbers.

**Only show new chapter numbers** With this box selected, the live display of the verse will only show the chapter number and verse for the first verse, and just the verse numbers after that. If the chapter changes, the new chapter number will be displayed with the verse number for the first line, and only the verse number displayed thereafter.

**Display style** This option will put brackets around the chapter and verse numbers. You may select No Brackets or your bracket style from the drop down menu.

**Layout style** There are three options to determine how your Bible verses are displayed.

- Verse Per Slide: Will display one verse per slide.
- Verse Per Line: Will start each verse on a new line until the slide is full.
- Continuous: Will run all verses together, separated by verse number and chapter (if chapter is selected to show above).
- Continuous (whole verses): Will run all verses together, separated by verse number and chapter (if chapter is selected to show above). This will only add the next verse if it wholly fits on the slide. If it does not fit, it will begin a new slide.

**Note:** Changes do not affect verses already in the service.

**Display second Bible verses** OpenLP has the ability to display the same verse in two different Bible versions for comparison. With this option selected, there will be a Second choice in the Bible Media Manager to use this option. Verses will display with one verse per slide with the second Bible verse below.

**Bible theme** You may select your default Bible theme from this drop down box. This selected theme will only be used if your *Theme Level* is set at *Song Level*.

**Note:** Changes do not affect verses already in the service.

### Custom Scripture References

Here you can change the default separators used in the scripture references. The default values are shown in gray when the custom separators has not be enabled and nothing has been entered. Note that the default separators can change if the language of OpenLP is changed.

**Verse Separators:** Enable to enter a custom verse separator.

**Range Separators:** Enable to enter a custom range separator.

**List Separators:** Enable to enter a custom list separator.

**End Mark:** Enable to enter a custom end marker.

### Default Bible Language

Choose the language of the bible books. The options are:

**Bible Language** The language of the books will be determined by the language of the bible.

**Application Language** The language of the books will be determined by the language set for OpenLP.

**English** The language of the books will be set to English.

### Quick Search Settings

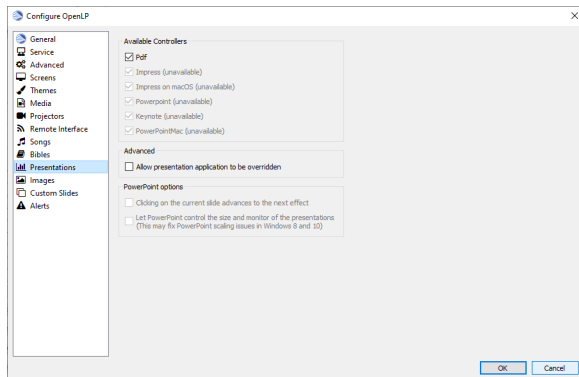
**Reset search type to `Text or Scripture Reference` on Startup** Select this option if you want the bible search type to be Text or scripture Reference when OpenLP is started.

**Don't show error if nothing is found in `Text or Scripture Reference`** Select this option to remove the error message when there are no results for your text or scripture reference search.

**Seach automatically while typing** Select this option if you want a display of possible results to appear as you type in your search criteria. The list will appear after 8 charactors are entered or a space is entered.



### 3.3.11 Presentations



#### Available Controllers

OpenLP has the ability to import OpenOffice Impress or Microsoft PowerPoint presentations, and use Impress, PowerPoint, or PowerPoint Viewer to display and control them from within OpenLP. Please remember that in order to use this feature you will need to have one of the above-mentioned applications installed, due to the fact that OpenLP uses these application to open and run the presentation.

Support of PDF is bundled with OpenLP on macOS and Windows. On Linux you will need to install `mupdf` (recommended) or `ghostscript`.

#### Advanced

**Allow presentation application to be overridden** With this option selected, you will see *Present using* area with a dropdown box on the Presentations toolbar in the Library *Presentations* which gives you the option to select the presentation program you want to use.

#### PowerPoint options

These options are only available if PowerPoint has been detected.

**Clicking on a selected slide in the slidecontroller advances to next effect** When this is enabled it is possible to go to the next effect of a slide by clicking the slide in the slidecontroller. The default behavior is to restart the slide.

**Let PowerPoint control the size and position of the presentation window (workaround for Windows 8 scaling issue)**

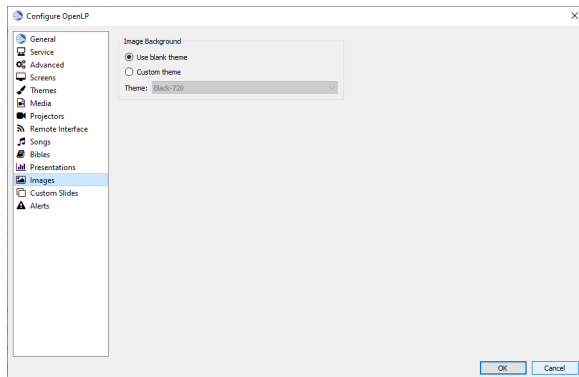
Windows 8 and 10 can on computers with multiple monitors use scaling to make windows look the same size on different monitors. Unfortunately this can cause issues with how OpenLP places and resizes the PowerPoint presentation window. Check this box to enable the workaround which let PowerPoint control the presentation window. When you enable this you must setup PowerPoint to present to the correct monitor.

## Impress options

### Use Impress Slide Show Settings / Presentation Display Setting

## 3.3.12 Images

Provides border where an image is not the correct dimensions for the screen when it is resized.

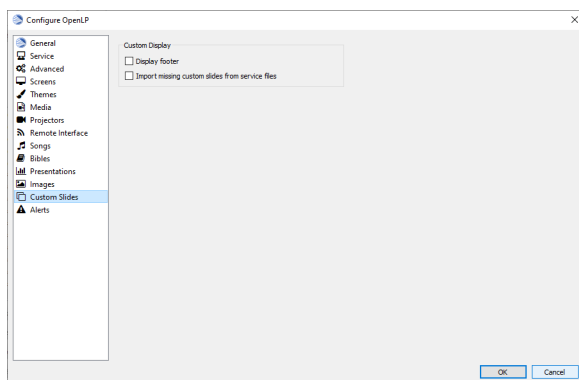


## Image Background

**Use Blank Theme** Select this option to place the image on a blank background. If the image is smaller than the screen, the area around the image will be black.

**Custom Theme** Select this option and use the dropdown box to use one of the current themes as a background for the image.

## 3.3.13 Custom Slides



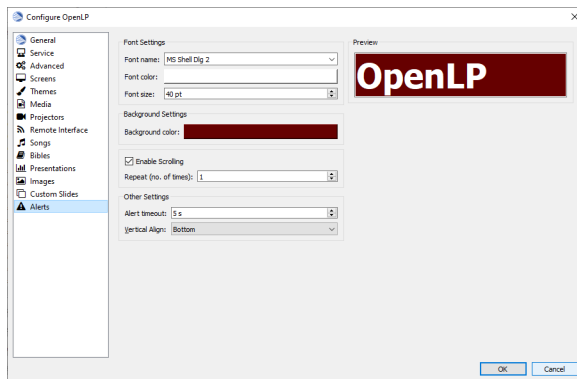
## Custom Display

**Display Footer** With this option selected, your Custom slide Title will be displayed in the footer.

**Note:** If you have an entry in the Credits box of your custom slide, title and credits will always be displayed.

**Import missing custom slides from service files** With this box selected, when you open a service file created on another computer, or if one of the custom slides are no longer in your *Library*, it will automatically enter the custom slide in your Custom Slide Media Manager. If this box is not checked, the custom slide is available in the service but will not be added to the *Library*.

### 3.3.14 Alerts



#### Font Settings

**Font name:** Choose your desired font from the drop down menu

**Font color:** Choose your font color here.

**Background color:** Choose the background color the font will be displayed on.

**Font size:** This will adjust the size of the font.

#### Background Settings

**Background Color** Select the color box and you can select the background color for the alert.

#### Enable Scrolling

Select this option and the alert text will scroll across the screen.

**Repeat(no. of times)** If Enable Scrolling has been selected this sets the number of times the alert will scroll across the screen.

## Other Settings

**Alert timeout:** This setting will determine how long your *Alert* will be displayed on the screen, in seconds.

**Vertical Align** Choose the location where you want the alert displayed on the screen, Top, Middle or Bottom.

## Preview

Your choices will be displayed here.

## 3.4 Configuring the Main Window

The main window is configurable. By default there are three screen layouts and each can be configured as you desire. To change to one of the screen layouts, use the *View* menu.

### 3.4.1 Hiding the window items

The first way to configure the main window is to Hide items that are not used.

If you are not using the Projector Manager, having it open all the time uses up part of the window that could be used for other items. To hide the Projector Manager, or any other item, left click on the 'X' in the right corner of the item. You can also use the *View* menu to hide or show any of the main window items.

### 3.4.2 Re-Sizing the window items

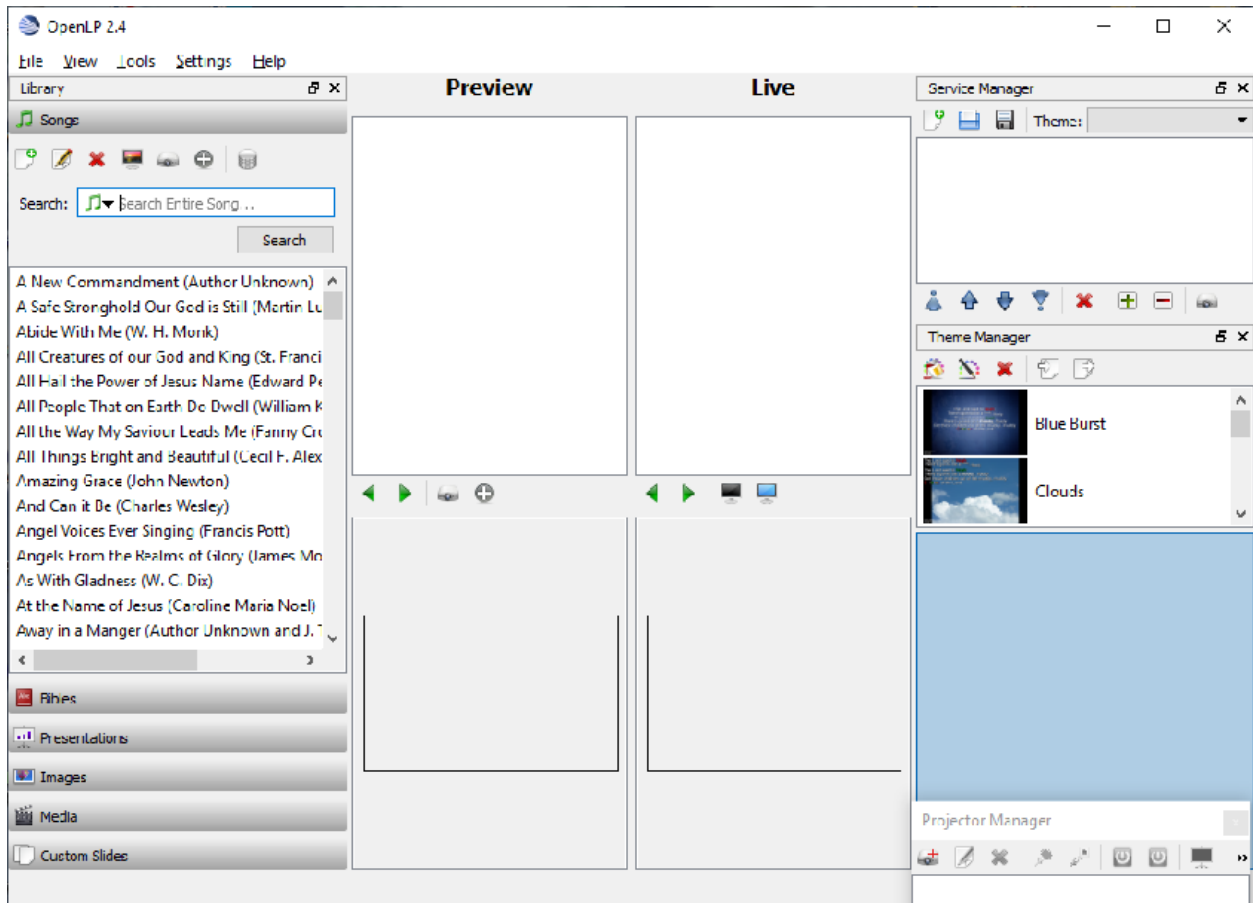
If you use the item part of the time, you can re-size the item in the same manner you re-size any window on the desktop by placing your pointer over the edge of the item and pulling the edge in or out to re-size the item .

### 3.4.3 Change the Location of an item in the window

There are four zones the items can be located in addition to keeping the item as a seperate window.

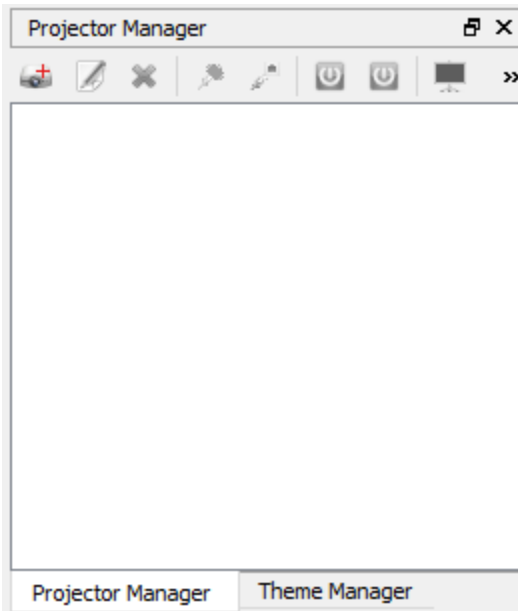
1. Left Side of the window
2. Right Side of the window
3. Top of the window
4. Bottom of the window

To move an item, move the mouse over the item title bar and press and hold the left mouse button while dragging the item to a new location. When the item is in a location that the item can be located at, the area will turn blue to indicate the item can be placed at that location. Releasing the left mouse button will place the item at that location.

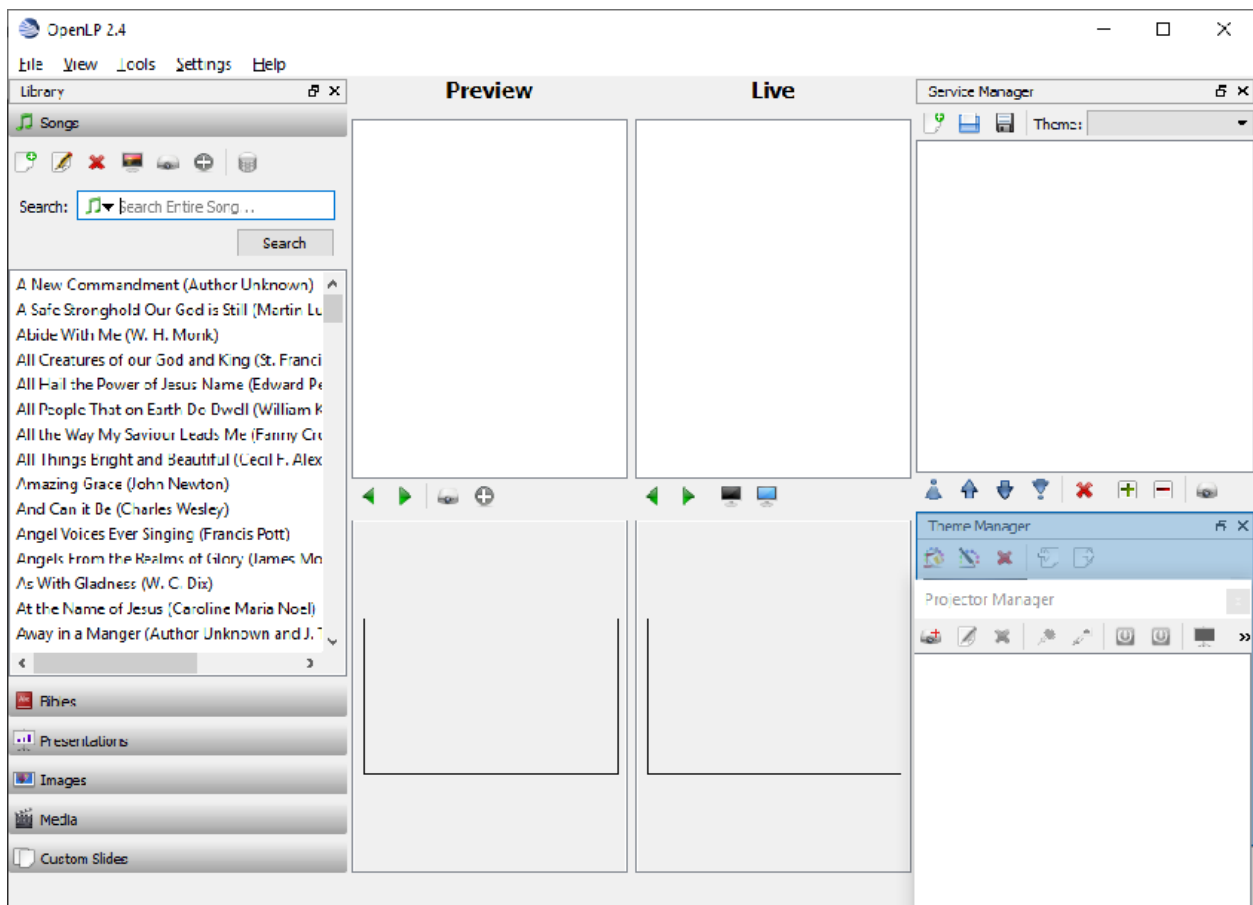


### 3.4.4 Tab Locating an item

By default the items in the main window are located above, below or to the side of other items in the window. Most of the items can also be located in a Tab arrangement. This arrangement allows the item to be full sized, and to be viewed by selecting a Tab at the bottom of another item in the window.



To create a Tab located item, move the mouse over the item title bar then press and hold the left mouse button while dragging the item to a new location on top of another item in the window. When the item is in a location that the item can be placed at, the area will turn blue to indicate the item can be located at that location. Releasing the left mouse button will create the Tab location with the item you moved and the item or items displayed in blue.



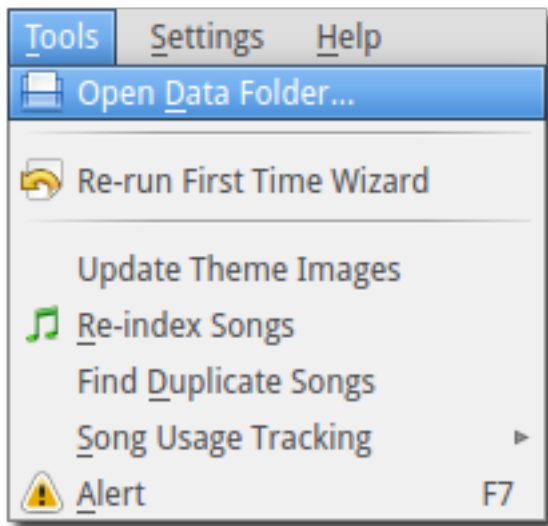
### 3.4.5 Locking and Un-Locking the panels

To prevent the panels from changing accidentally you can lock the panels. After you have made your changes to the panels, lock the panels using the [View](#) menu Lock Panels menu item. By selecting the Lock Panels menu item a second time you can unlock the panels.

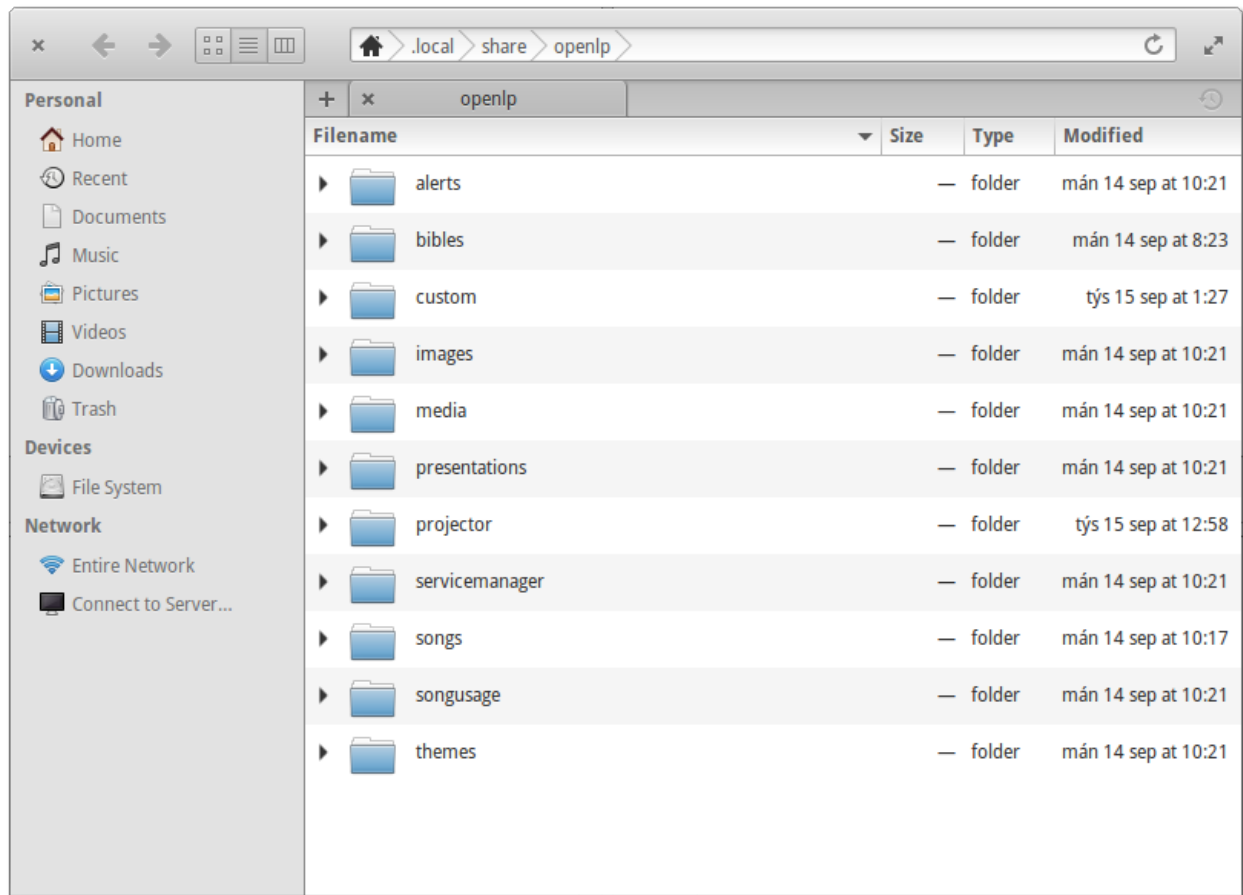
## 3.5 Backing up OpenLP

### 3.5.1 Backing up data files

OpenLP gives you the ability to directly access your data files making your data easy to back up. Using the menu items at the top click on *Tools* → *Open Data Folder...*



You will be presented with the folder where all of the OpenLP data files are stored in their individual folders.



You can select an individual folder or all of the folders and copy your data to your choice of media or a flash drive. This is also an easy way to get all of your data onto another computer that is running OpenLP.

You can restore your data folders and files by copying them back into your data folder *Tools → Open Data Folder...*. You will overwrite all of your original data with the data you are copying back into the folder.

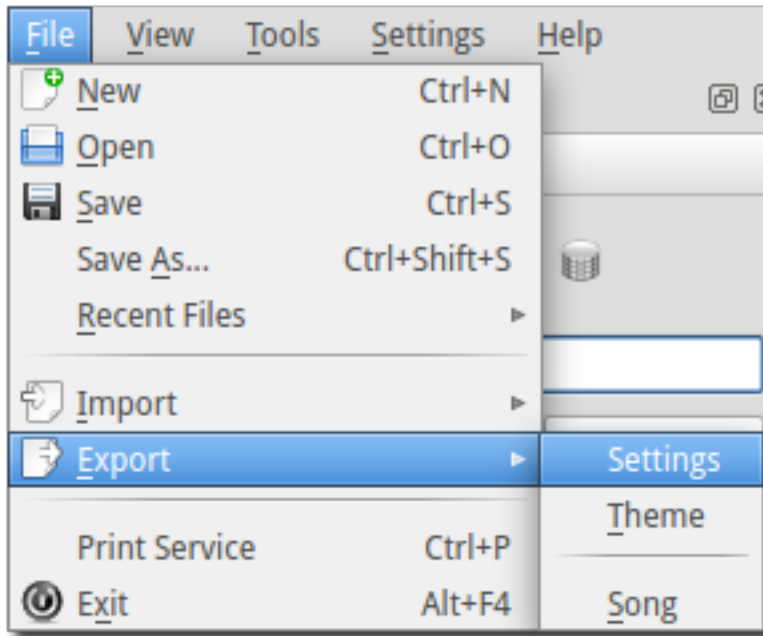
**Warning:** Once you overwrite your data there is no way to retrieve your original data.

**Note:** If you copy your data files back into the OpenLP data folder you must shut down OpenLP and restart it to see the changes.

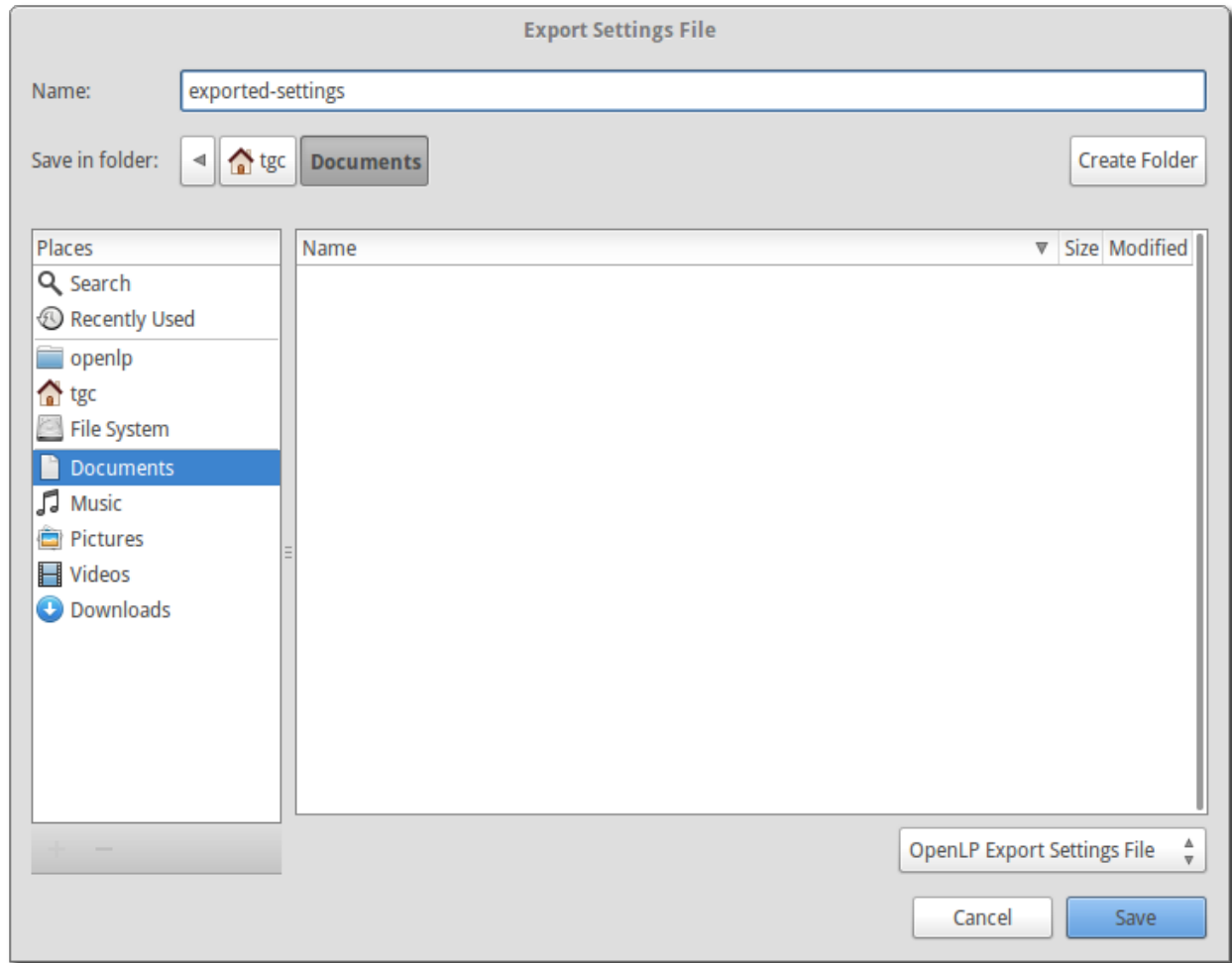
### 3.5.2 Export Settings

OpenLP stores all of the configuration settings in a configuration file for Linux and OS X or the Window's registry. Once you have OpenLP configured to your liking you should backup your settings. This is done from the menu item at the top by clicking on *File → Export → Settings*.



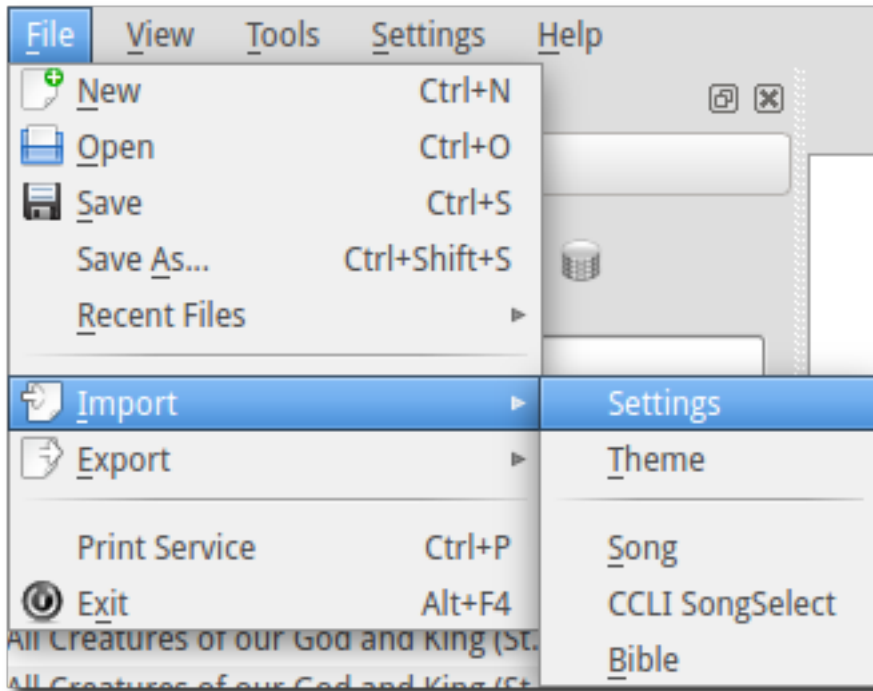


You will then be presented with a window to choose what to name and where you want to save your configuration file. Click *Save*.

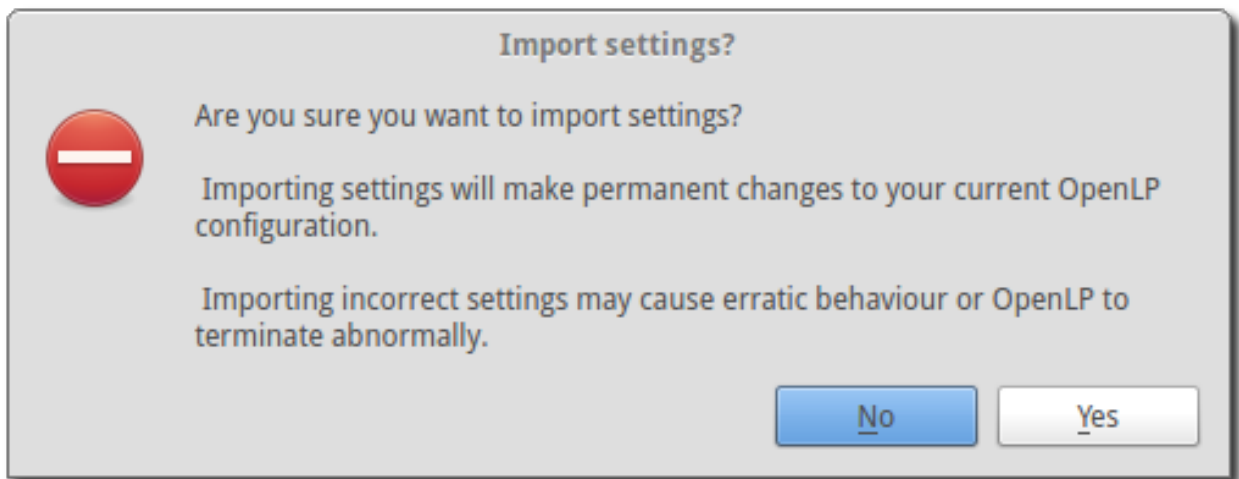


### 3.5.3 Import Settings

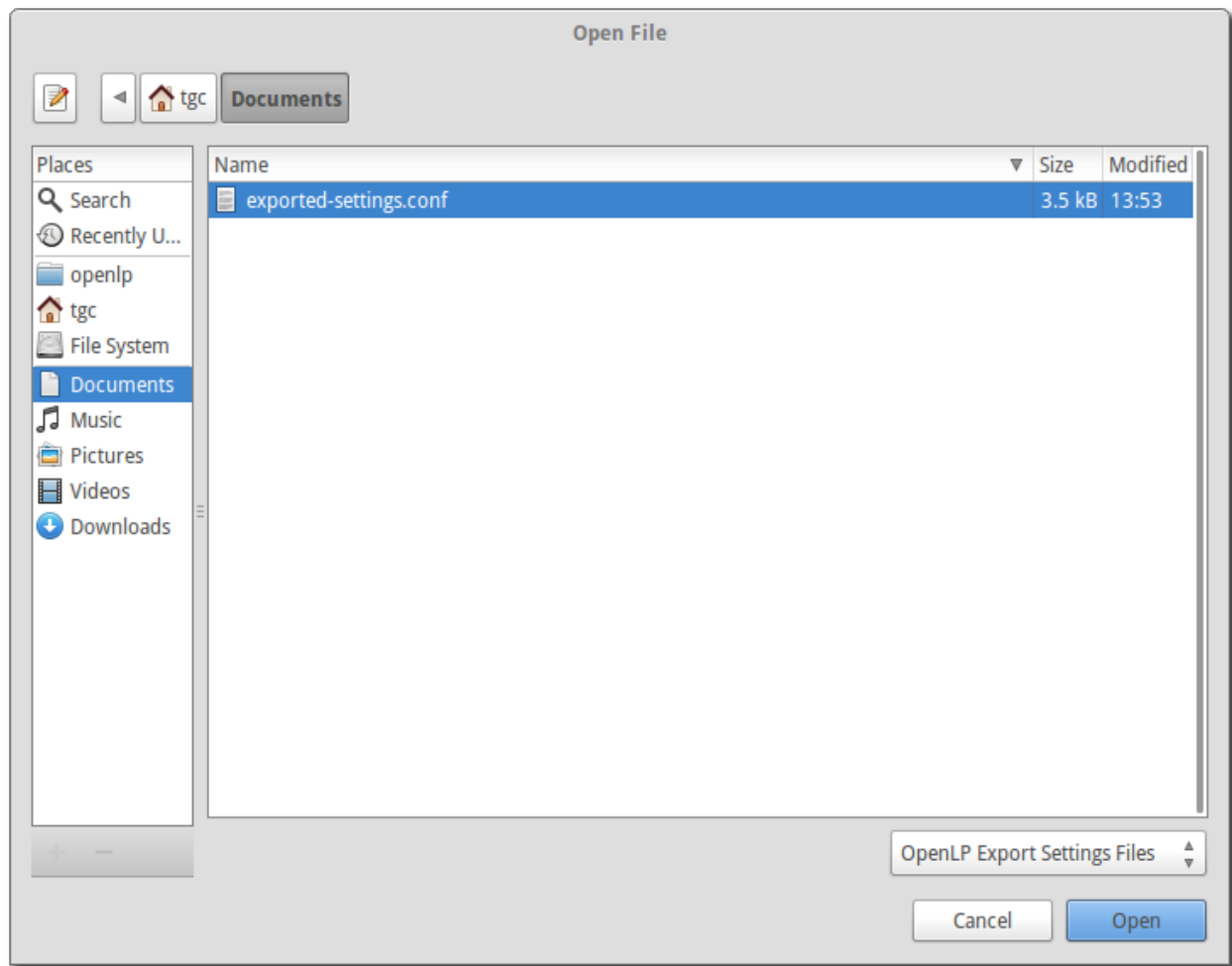
You can import OpenLP configuration settings from a previous backed up configuration file or from an exported file from another computer. This is done from the menu item at the top, by clicking on *File* → *Import* → *Settings*.



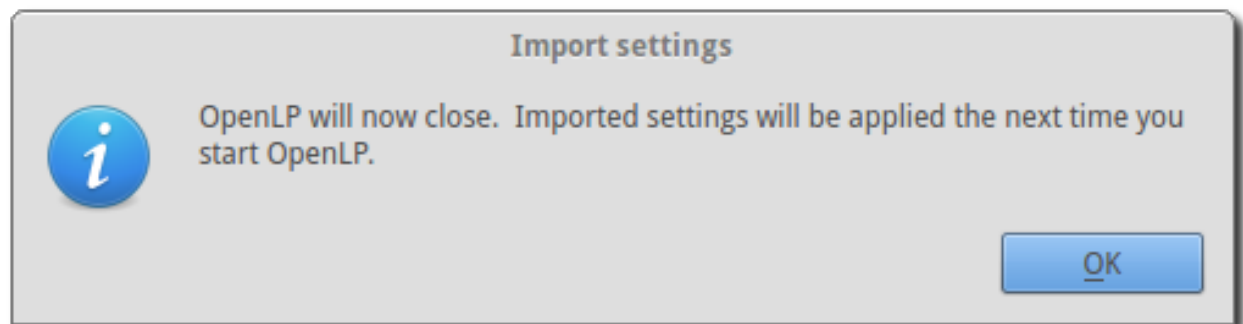
Please read the complete warning and click *Yes* to continue or *No* to cancel.



You will then be presented with a window to find and restore your saved configuration file. Click on the configuration file and click *Open*.



Your configuration settings will be imported. Click on *Ok* to restart OpenLP.

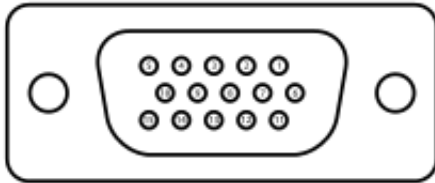


## 3.6 Dual Monitor Setup

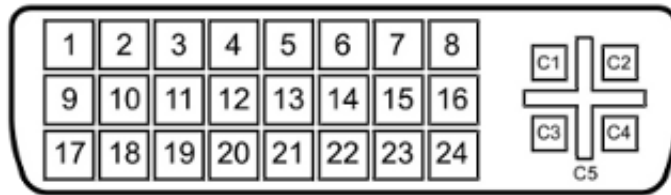
The first step in getting OpenLP working on your system is to setup your computer properly for dual monitors. This is not very difficult, but the steps will vary depending on operating system.

Most modern computers have the ability for dual monitors. To be certain, check your computer's documentation. A typical desktop computer capable of dual monitors will have two of, or a combination of the two, connectors below.

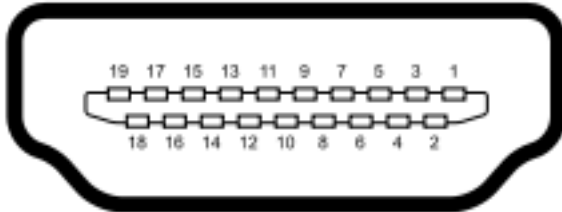
### VGA



### DVI



### HDMI



### S-Video



A laptop computer setup varies slightly. Generally you will need only one of the outputs pictured above since your laptop screen serves as one of the monitors. Some older laptops may require a key stroke generally involving the Fn key and another key (labeled on the keyboard) to enable the second monitor.

A typical OpenLP setup consist of your normal single monitor, with your projector hooked up to your computer as the second monitor. With the option of extending your desktop across the second monitor, or your operating system's equivalent.

### Special Note For Projectors Using USB Connections

Users have reported experiencing difficulties when using a projector with a USB connection. Third party software is often required to properly configure dual monitors. If possible, it is best to use a direct output (VGA, DVI, HDMI, S-Video) from your machine's video card. If a USB connection is your only option please consult the manufacturer's manual for instructions on a proper setup.

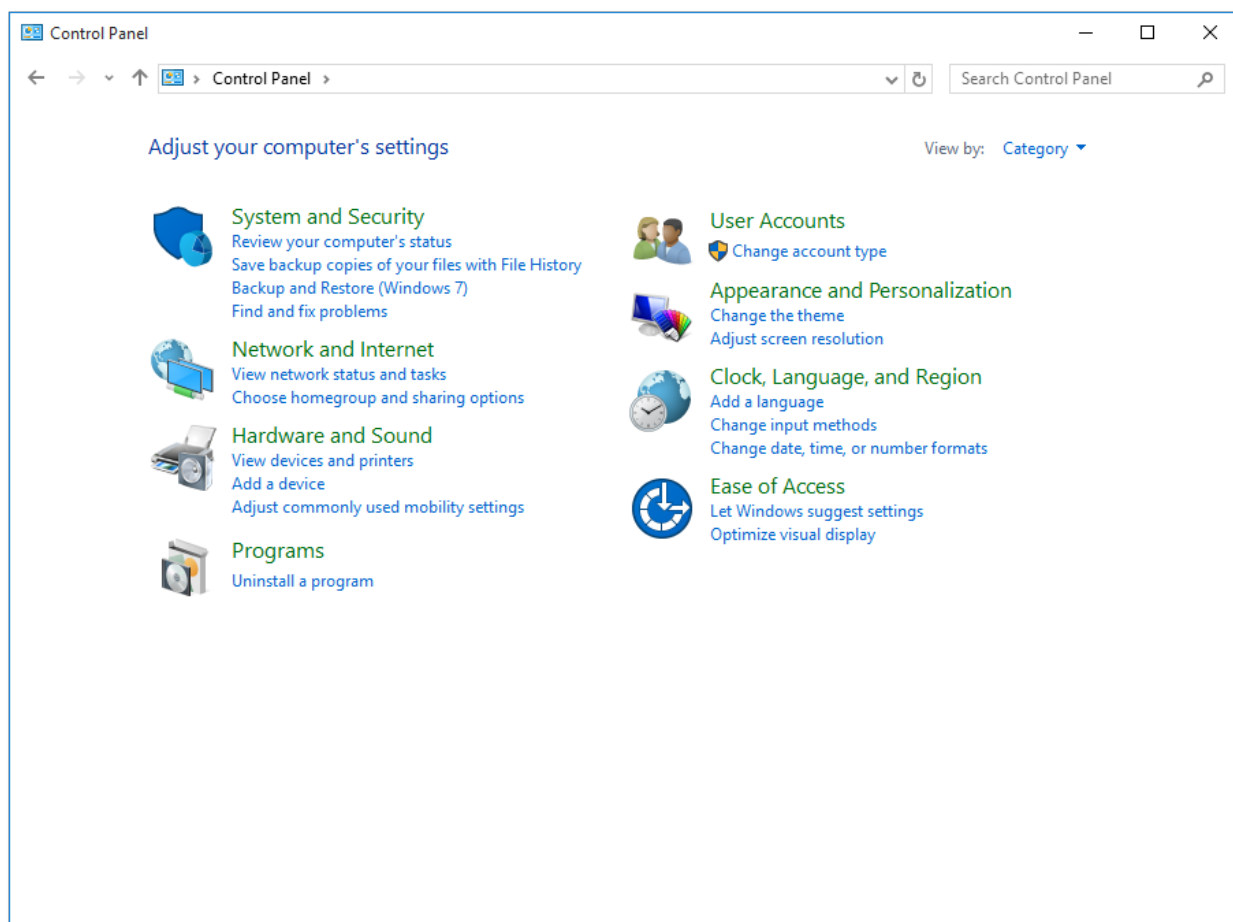
## 3.6.1 Microsoft Windows

Dual monitor setup is similar among all the currently supported Windows releases (*Windows 8 & 10*, *Windows 7*, *Windows Vista*), but does vary slightly from one release to the next.

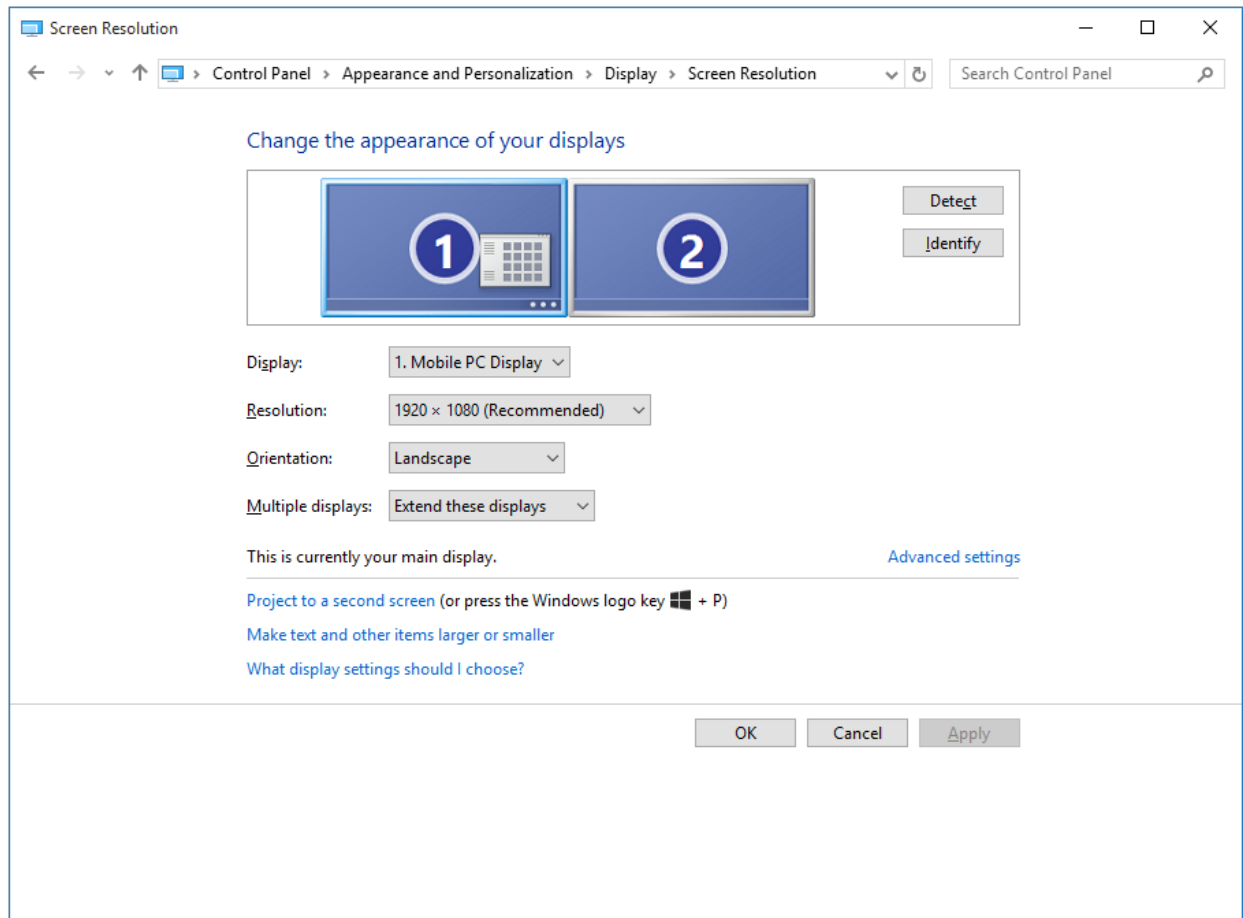
### Windows 8 & 10

When using Windows 8 and 10 enabling your projector is easy. Simply connect your projector and press `Windows+P`.

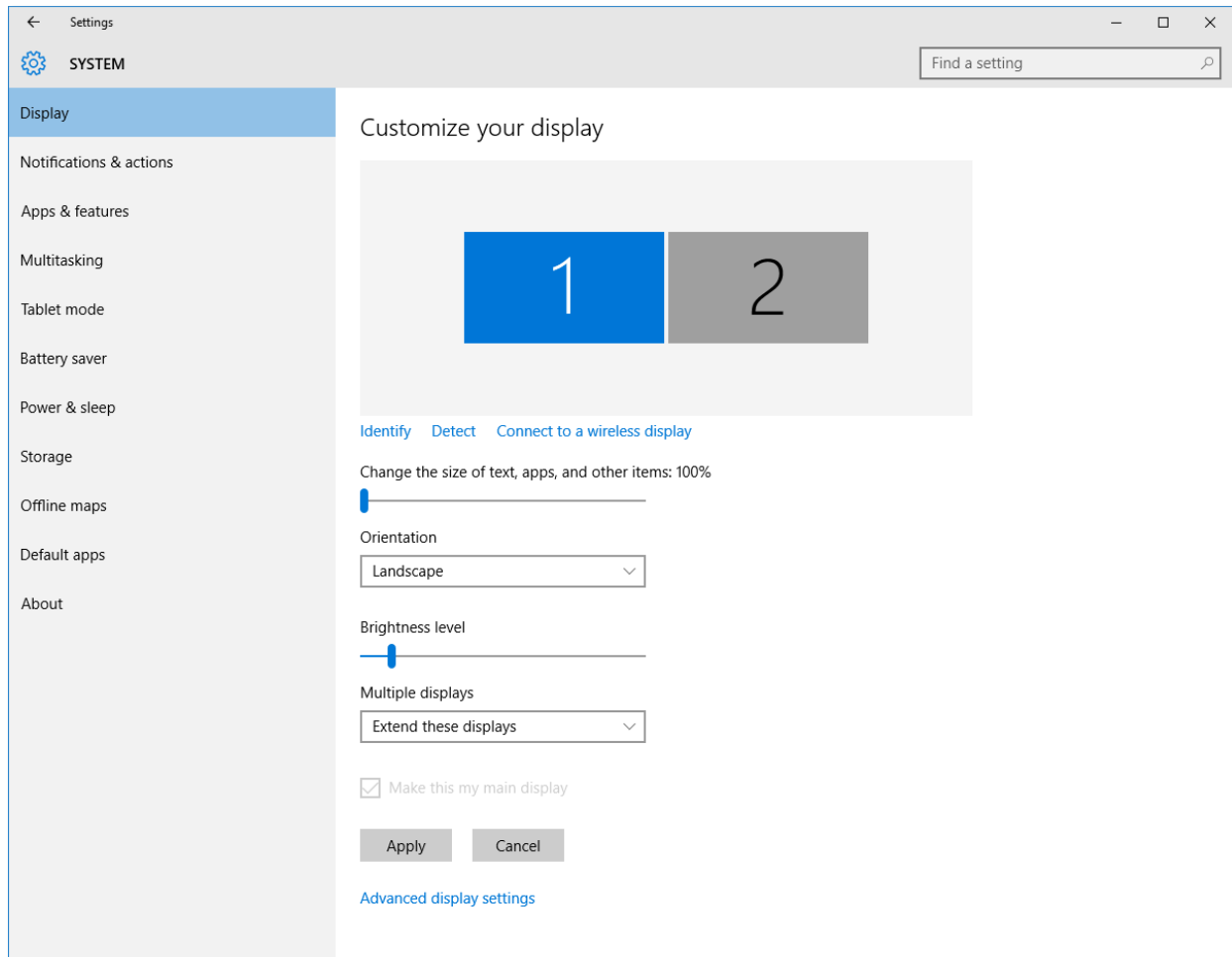
The more traditional way is also fairly straight forward. Go to *Control Panel* and click on *Adjust screen resolution* under *Appearance and Personalization*.



This will open up a window for configuring your screens. Enable your projector and make sure that the selected value for *Multiple displays* is *Extend these displays*.



On Windows 10 there is also a different way of configuring your screens. By right-clicking on the desktop and choosing *Display settings* a different configuration window will appear.

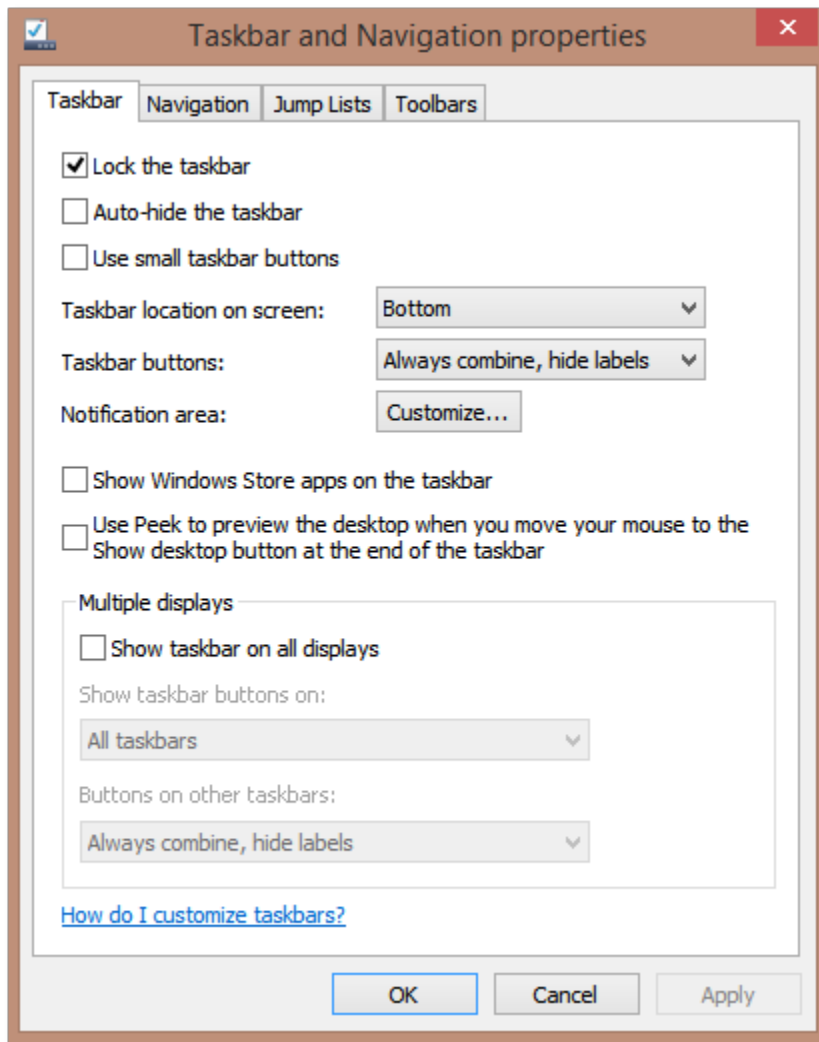


To change the resolution of the screens you will have to click *Advanced display settings*.

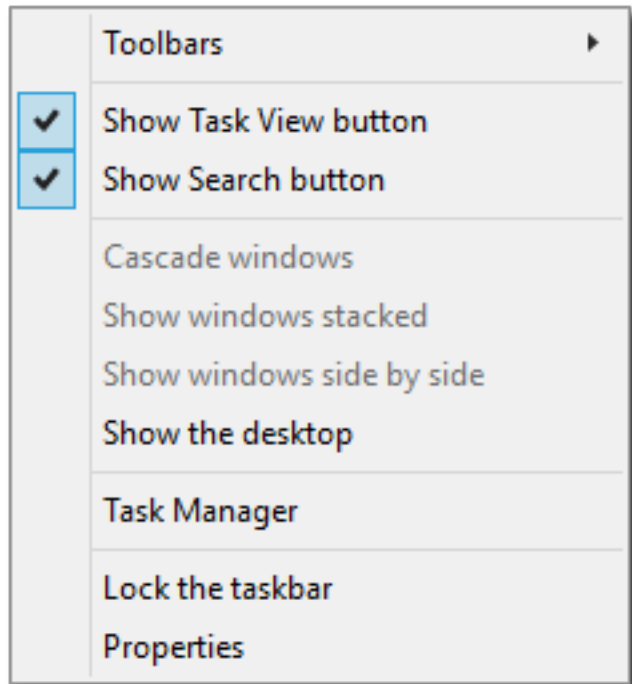
### Recommendations

Windows 8 and 10 have several features that might seem smart on a normal desktop but which is not something that should be enabled when you want to use the computer for presenting songs, etc. during a service.





Right click the task bar and choose *Properties*. You should uncheck *Use Peek to preview...* since it will totally blank the 2nd display if hovering mouse over an icon on the taskbar. You should also uncheck *Show taskbar on all displays*.

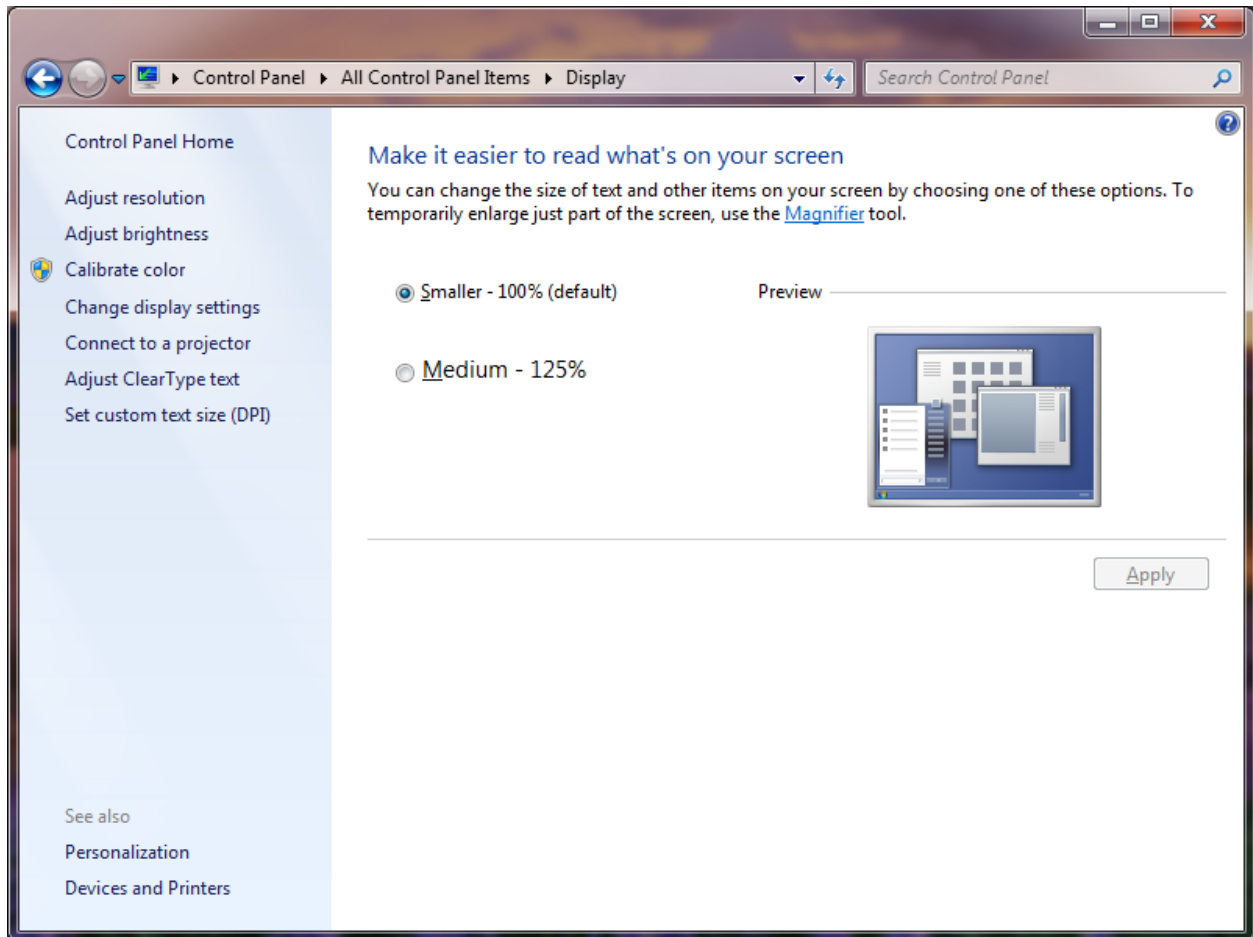


If you use Windows 10 you should probably also hide the *Task View* button from the taskbar, since clicking it will blank your 2nd display. To disable it, right click the taskbar, and uncheck *Show Task View button*.

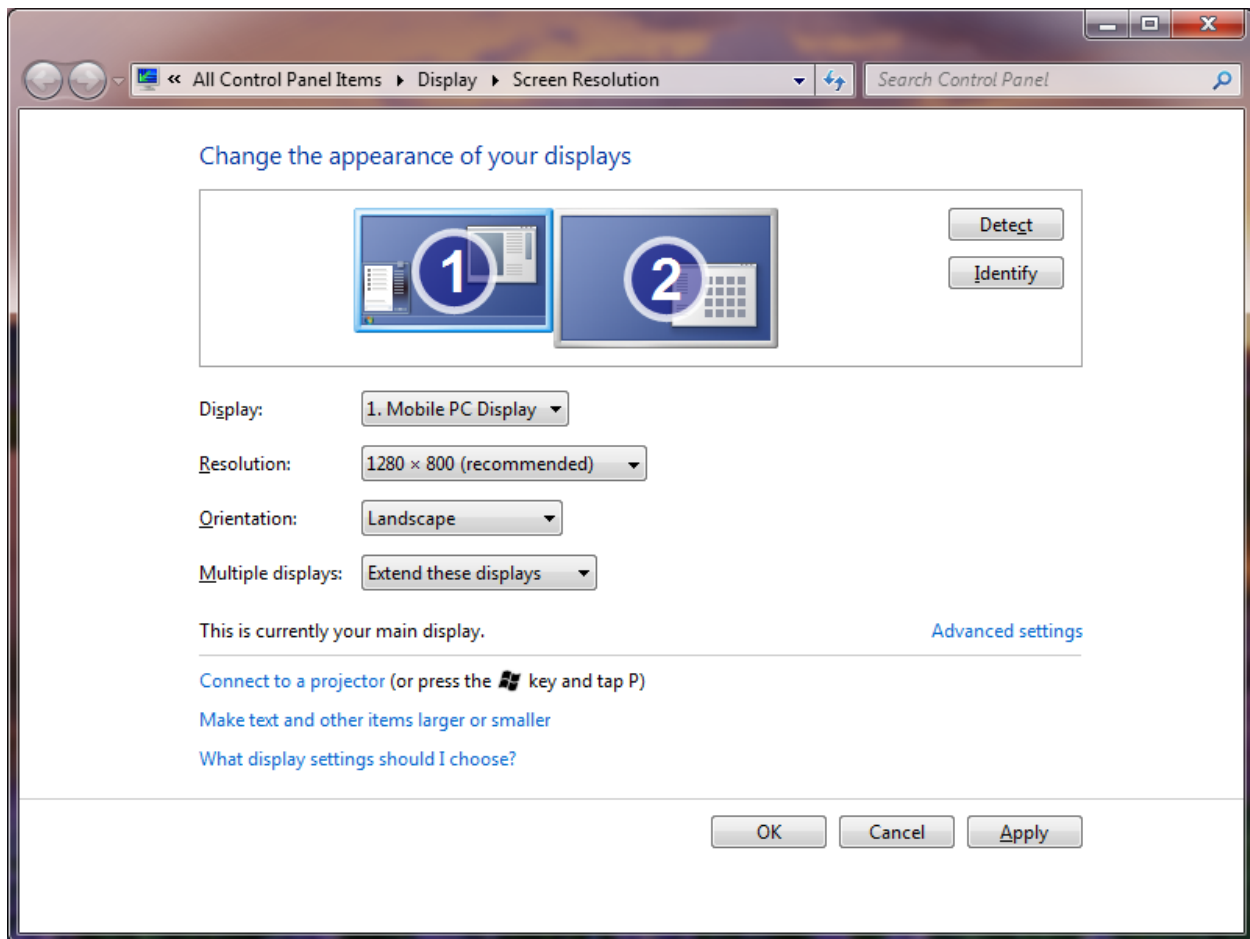
## Windows 7

Windows 7 has using a projector in mind. Simply connect your projector and press `Windows+P`.

The more traditional way is also fairly straight forward. Go to *Control Panel* and click on *Display*. This will open up the *Display* dialog. You may also bypass this step by a right click on a blank area on your desktop and selecting *Resolution*.

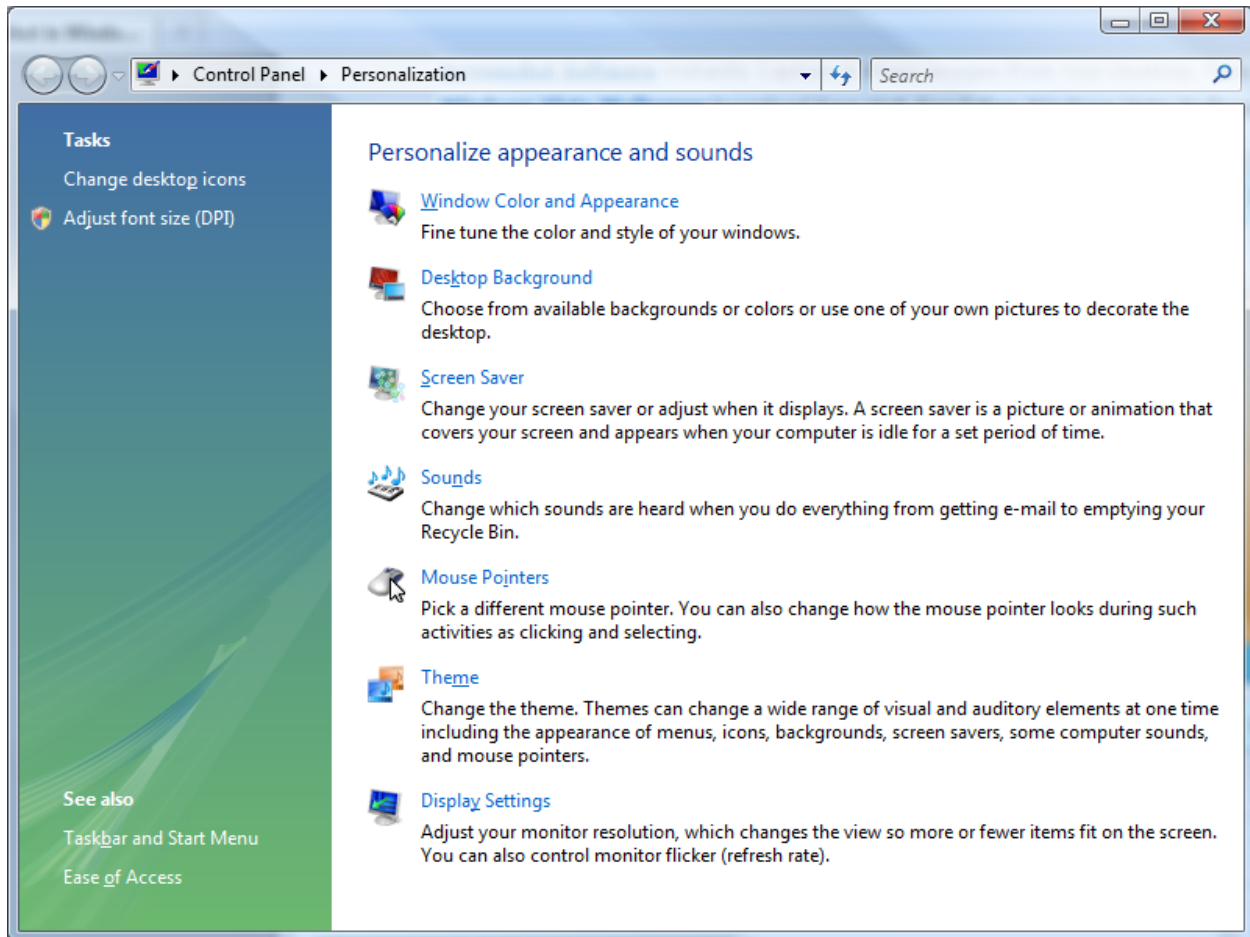


Then click on the *Adjust resolution* link in the left pane. Enable your projector and make sure that the selected value for *Multiple displays* is *Extend these displays*.

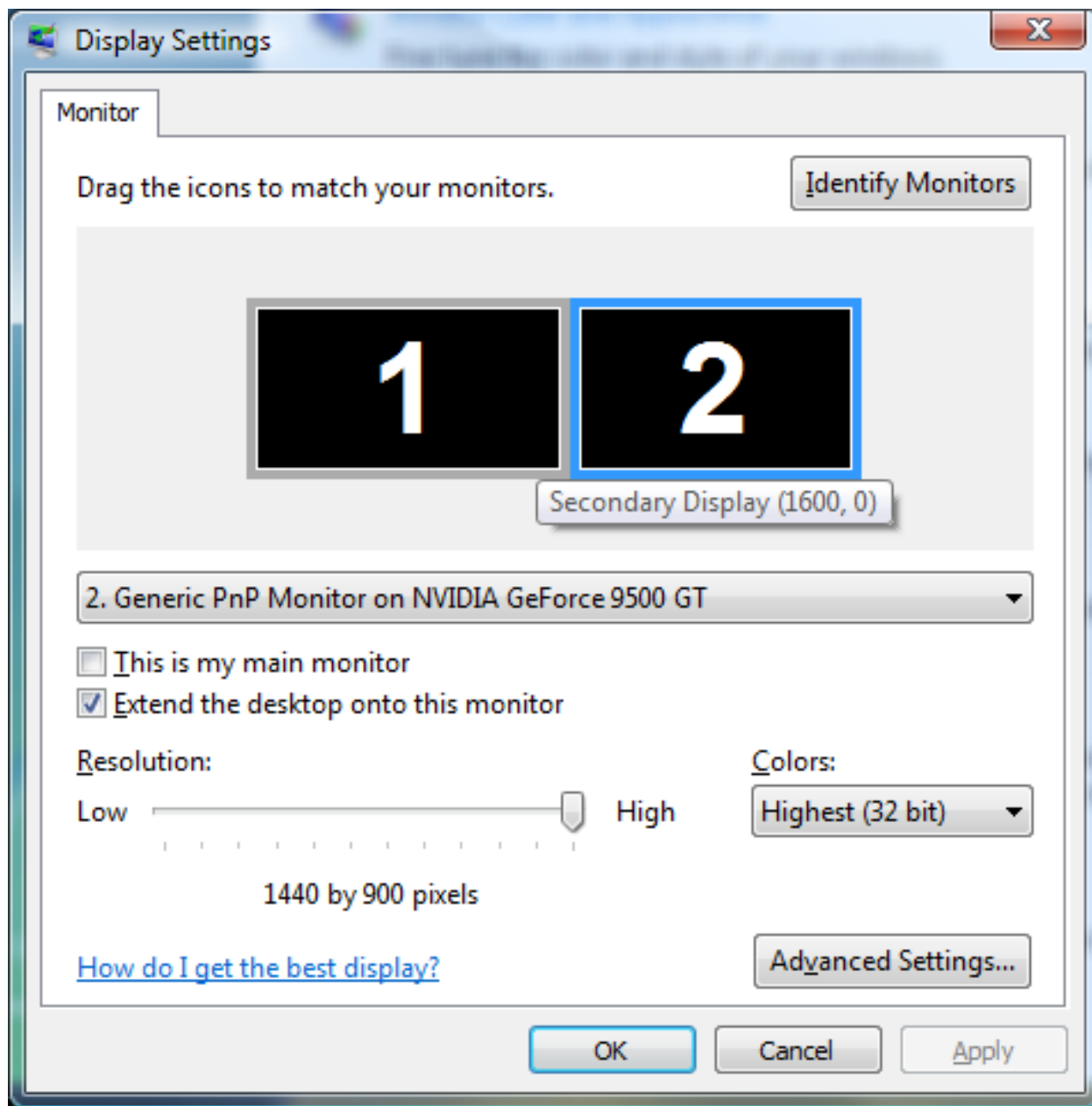


## Windows Vista

From *Control Panel* click on *Personalize*, or right click a blank place on the desktop and click *Personalization*.



From the *Personalization* window click on *Display Settings*. Click on the monitor that represents your projector and make sure you have checked *Extend the desktop onto this monitor*.



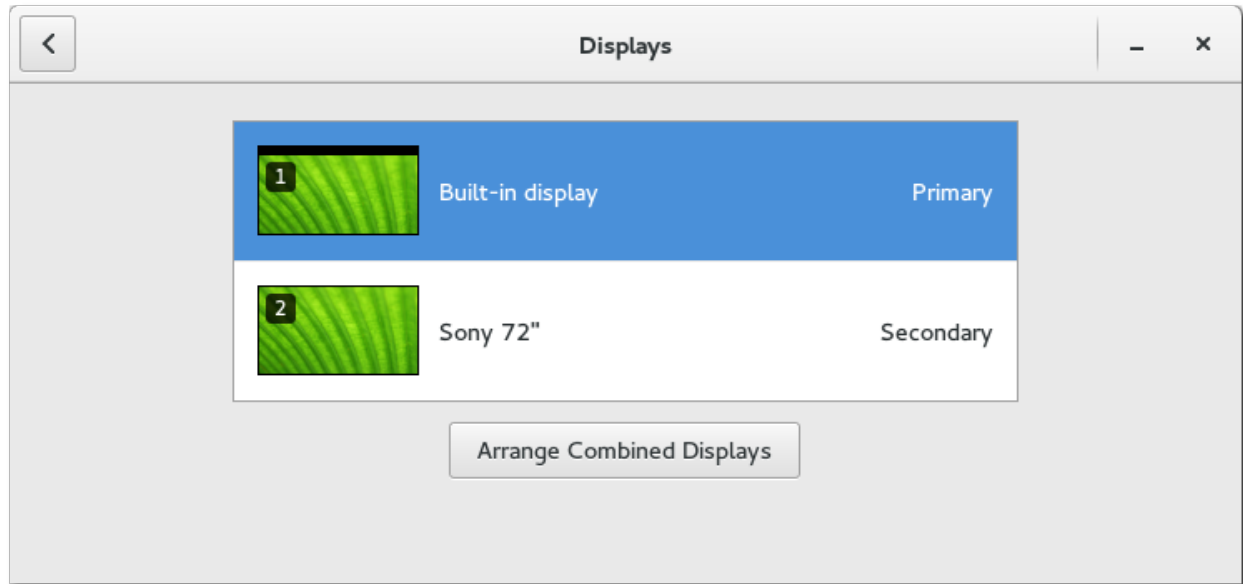
### 3.6.2 Linux

Due to the vast varieties of hardware, distributions, desktops, and drivers this is not an exhaustive guide to dual monitor setup on Linux. This guide assumes you have properly set up any proprietary drivers if needed. You should seek out your distributions documentation if this general guide does not work.

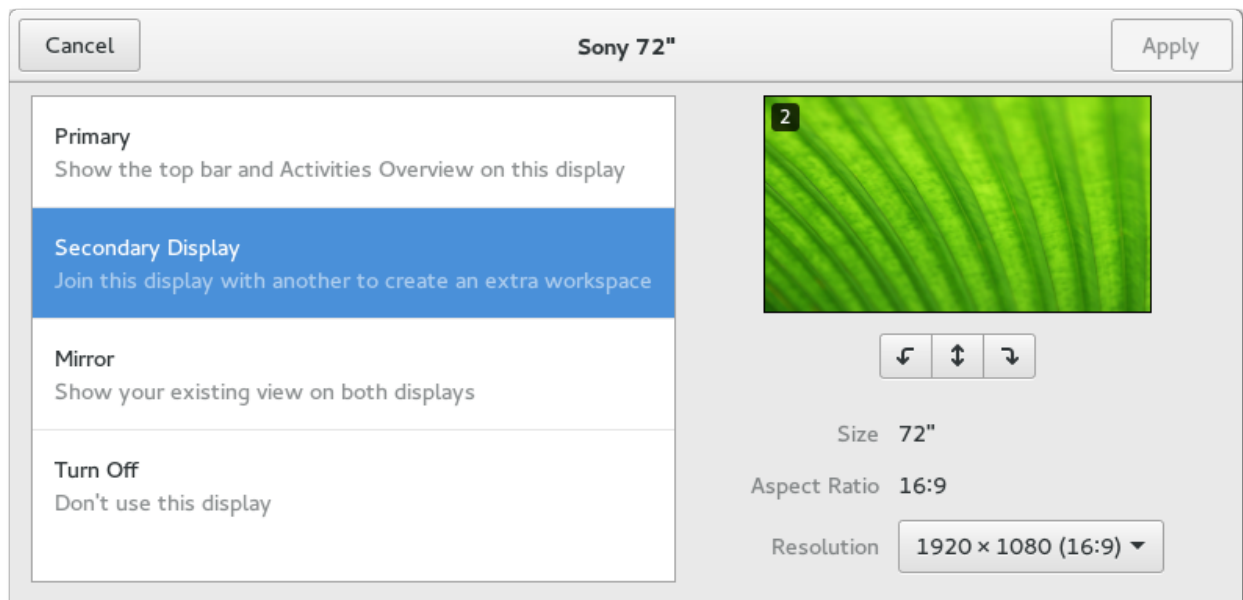
**Note to Ubuntu Users:** Standard Ubuntu uses the Unity interface. Unfortunately we cannot recommend using Unity for a dual display setup with OpenLP, since there seems to be no reliable way to hide the menubar from the secondary display, as well as other issues. Instead we recommend using a different desktop environment like GNOME, KDE or Xfce, all of which are available from the Ubuntu repositories, and via special Ubuntu variants, such as [Ubuntu GNOME](#), [Kubuntu](#) or [Xubuntu](#).

## GNOME 3

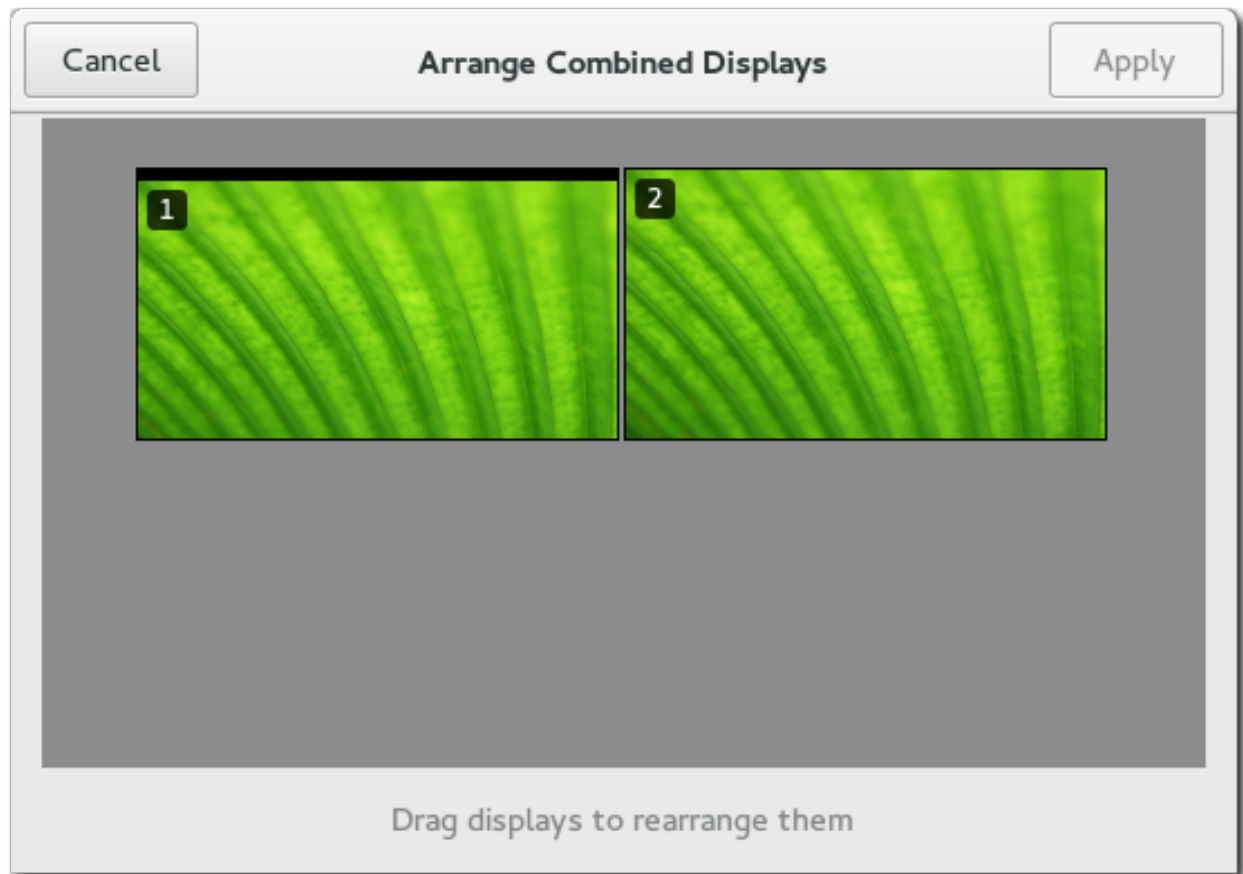
This guide is for users of the GNOME 3 or GNOME Shell desktop who do not use proprietary drivers. In GNOME shell in the search box type *Displays* or in GNOME shell or fall back mode go to *Applications* → *System Tools* → *System Settings* then select *Displays*.



By clicking on each of the displays listed you can change the mode, resolution and orientation of the displays.



Make sure to put the display you plan to use for presenting to be the *Secondary Display*.

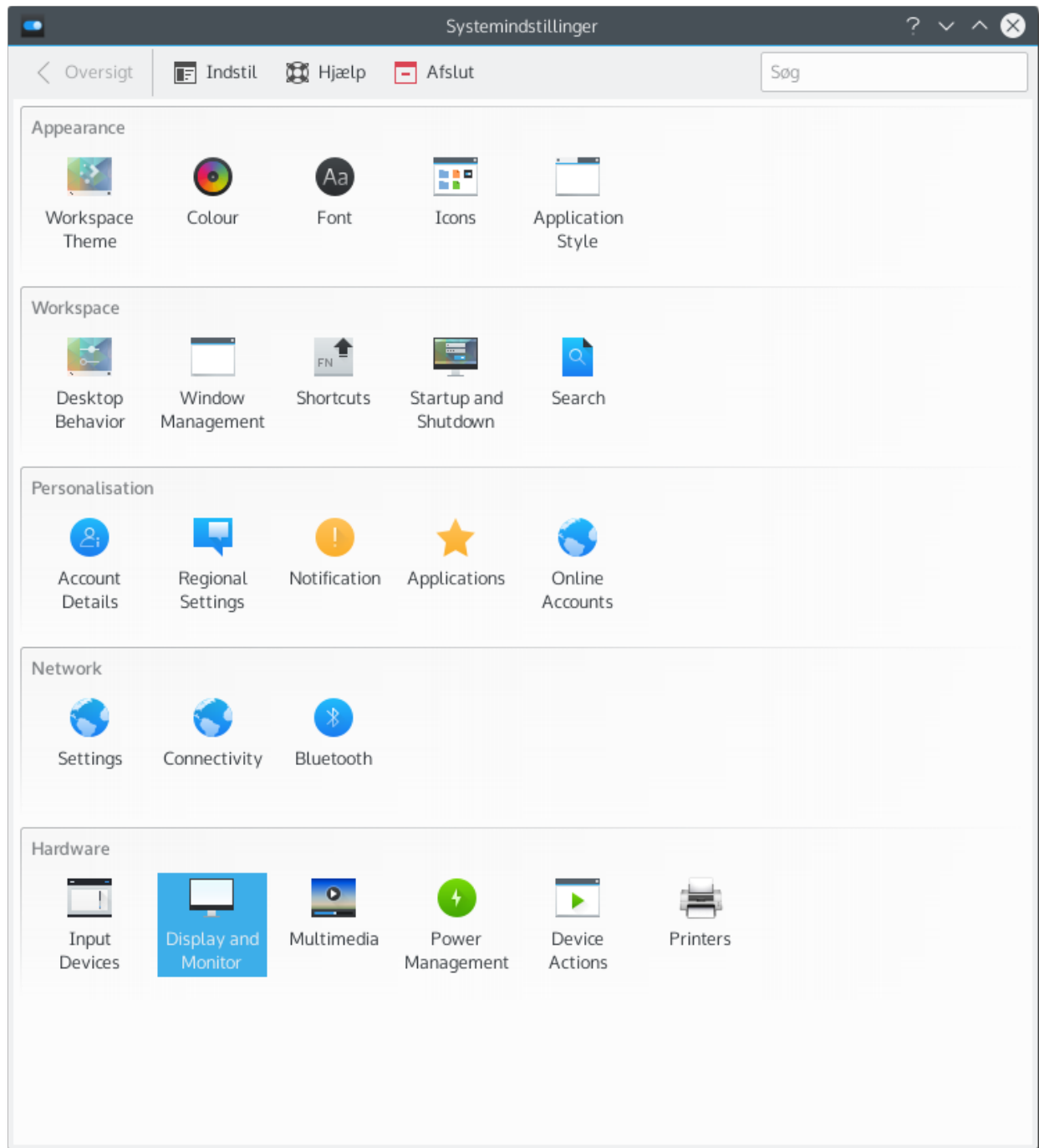


Back in the *Displays* window, click *Arrange Combined Displays* to arrange the displays. If after setting up your monitors you have the top panel on the wrong monitor simply drag it to the monitor you want to serve as the primary screen.

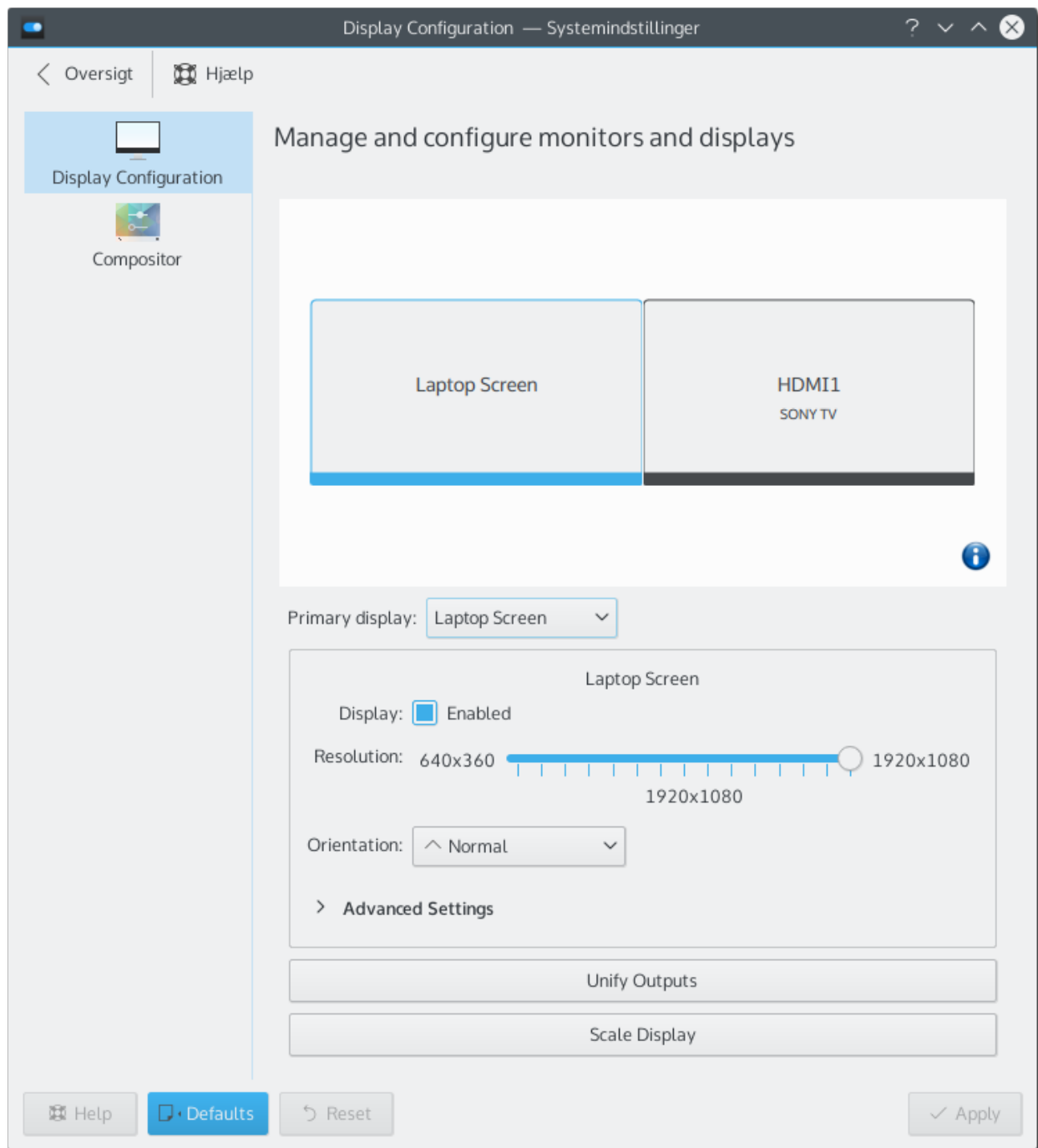
## KDE

This guide is for users of the KDE desktop who do not use proprietary drivers. From most distros click the Kick Off menu and navigate to *System Settings*





Click on the *Display and Monitor* icon.



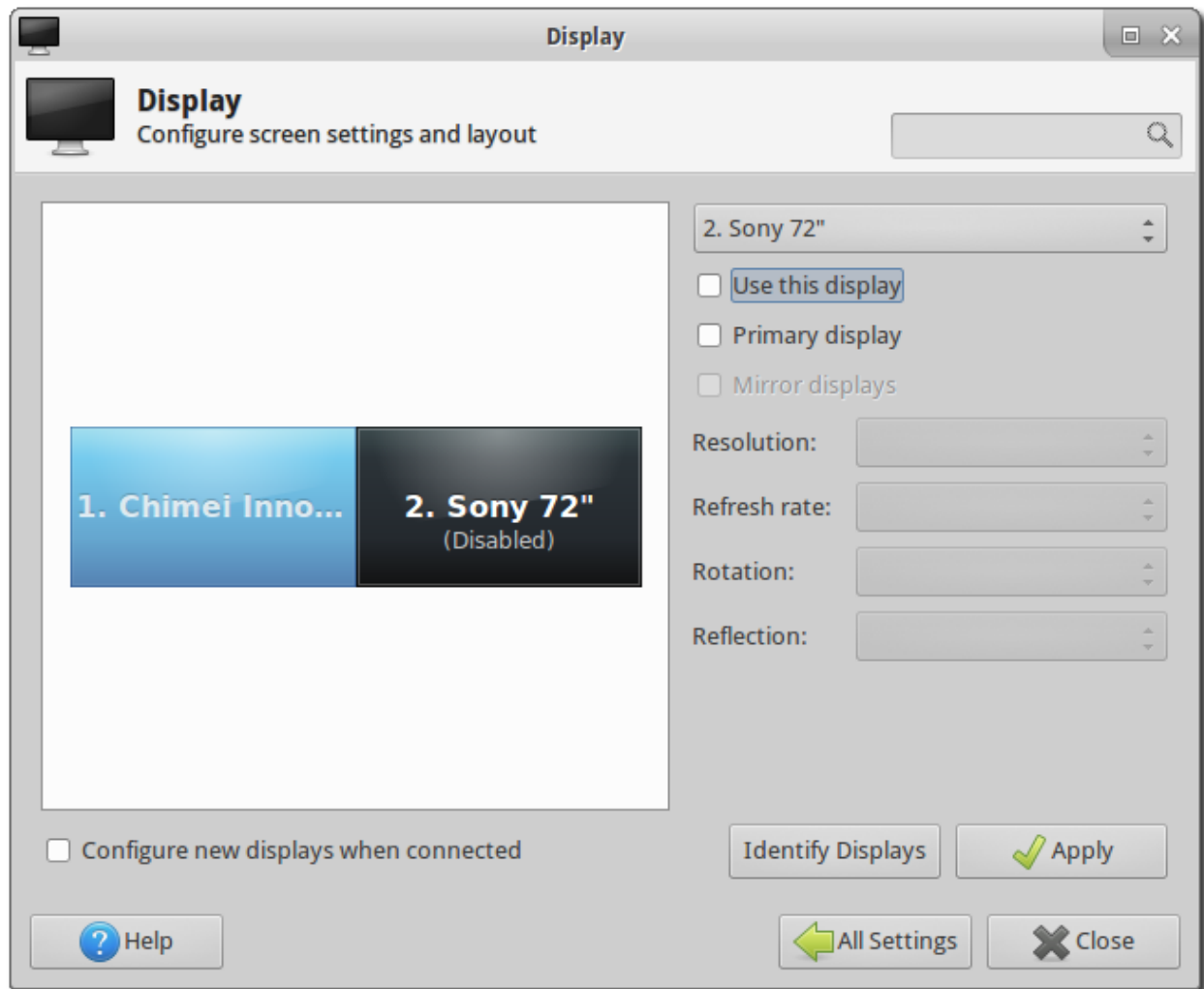
From here you will need to set up your projector with the appropriate resolution, and position. OpenLP works best projecting to the monitor on the right.

## Xfce4

This guide is for users of the Xfce4 desktop. Open the Xfce4 menu and chose *Settings Manager*.

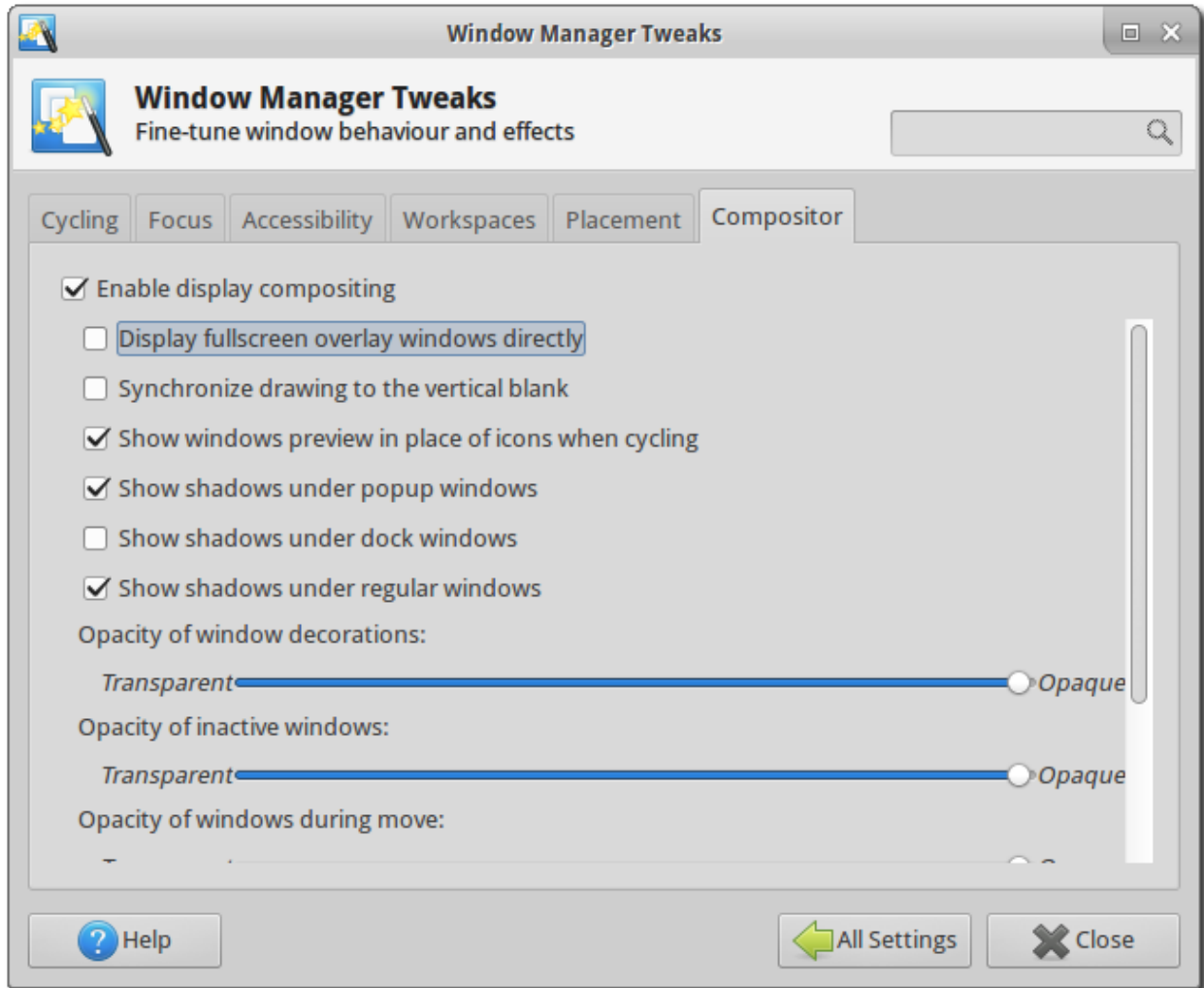


Open *Display* to open the settings for displays.



If the second display has not yet been enabled, enable it by selecting it in the window and tick *Use this display*.

There is an issue with the Xfce4 compositor that makes OpenLP freeze when using a dual monitor setup. This issue can be worked around by disabling an option for the compositor. To do this open *Settings Manager* and open *Window Manager Tweaks*.



Go to the *Compositor* tab and disable *Display fullscreen overlay windows directly*. Click *Close* and now OpenLP should run without issues.

## Linux Systems Using nVidia Drivers

This guide is for users of the proprietary nVidia driver on Linux Distributions. It is assumed that you have properly setup your drivers according to your distribution's documentation, and you have a working `xorg.conf` file in place.

If you wish to make the changes permanent in setting up your system for dual monitors it will be necessary to modify your `xorg.conf` file. It is always a good idea to make a backup of any critical file before making changes:

```
user@linux:~ $ sudo cp /etc/X11/xorg.conf /etc/X11/xorg.conf.old
```

For those using systems that use the root user instead of `sudo`, change to root and enter:

```
root@linux: # cp /etc/X11/xorg.conf /etc/X11/xorg.conf.old
```

The exact location of the `xorg.conf` file can vary so check your distribution's documentation.

If you want to make your changes permanent run nVidia settings from the terminal:

```
user@linux:~ $ sudo nvidia-settings
```

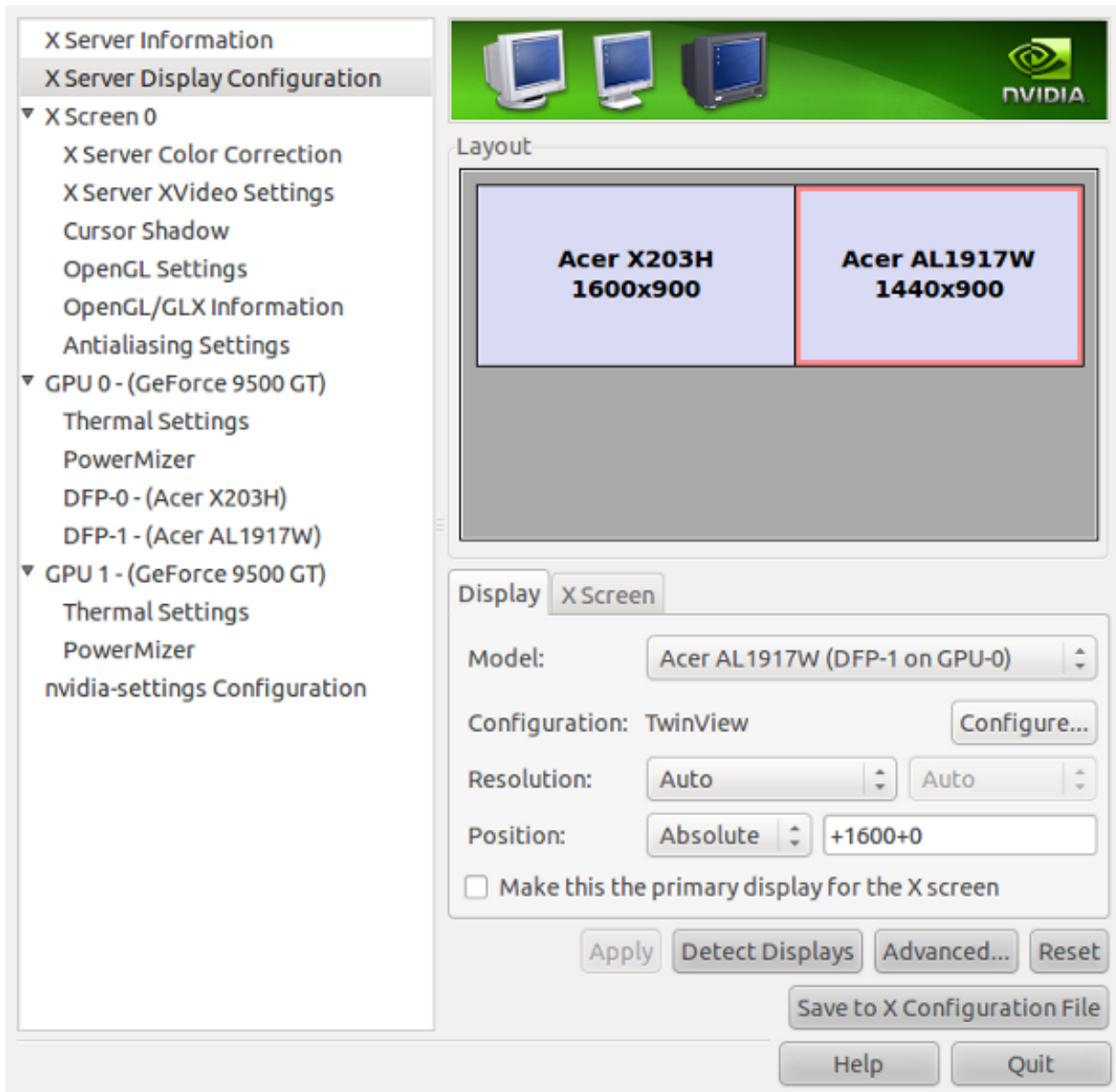
Or, as root:

```
root@linux: # nvidia-settings
```

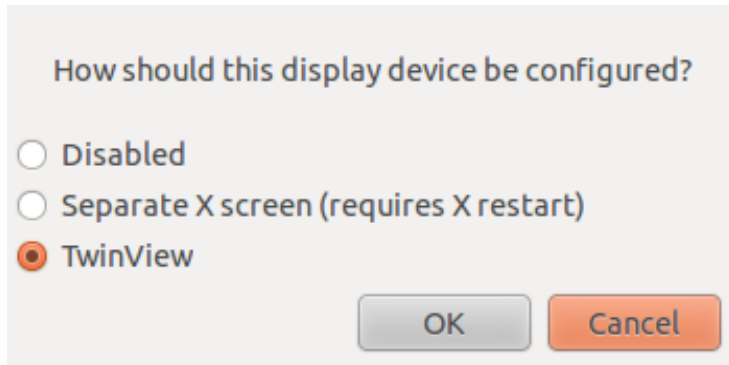
If you do not want to write the changes to your `xorg.conf` file simply run the nVidia Settings program (**nvidia-settings**) from your desktop's menu, usually in an administration or system menu, or from the terminal as a normal user run:

```
user@linux:~ $ nvidia-settings
```

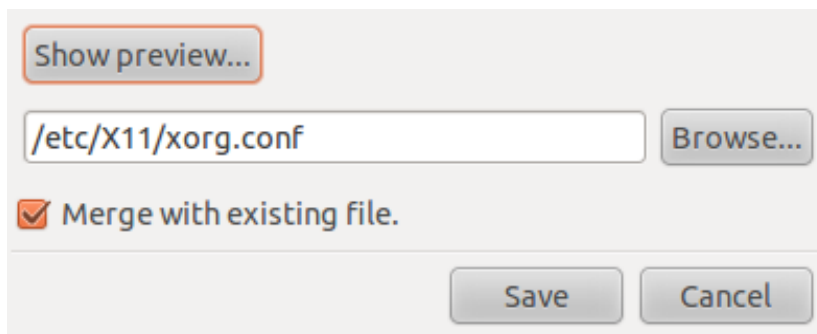
Once you have opened nVidia Settings, click on *X Server Display Configuration*. Select the monitor you are wanting to use as your second monitor and click *Configure*.



After clicking *Configure*, select *TwinView* and click *OK*.



Click *Apply* and if you are happy with the way things look click *Keep* to save your new settings. Don't worry if something goes wrong, the settings will return back to the previous settings in 15 seconds without any action. nVidia Settings should take care of selecting your optimum resolution etc, but that can be changed as needed. When you are happy with everything click on *Save to X Configuration File*.



Click *Save* and you should be set. You may want to restart X or your machine just to make sure all the settings carry over the next time you log in.

## Linux Systems With Intel Video

Generally systems with Intel video cards work very well. They are well supported by open source drivers. There are, however, a couple of issues that may require some work arounds.

### Resolution Issue

There is a limitation with certain cards which limits the total resolution to 2048x2048, so both monitors can not have a total resolution totaling more than that. To work around this it may be necessary to position your monitor as a top or bottom monitor as opposed to the typical side by side setup. This can easily be accomplished through your desktop's control of monitors. Please see the sections on dual monitors with KDE and GNOME above.

### Primary Monitor Issues

With certain cards your system may get confused on which is the primary display. For example many users will be using a laptop. You will want your laptop screen to be the primary screen, and your projector to be the secondary monitor. Certain Intel cards reverse this. To work around this you will need to know the name of your monitor. If you are a KDE user this info is given to you in the display settings. If you are not using KDE enter the following in a terminal without your projector connected to your computer:

```
user@linux:~ $ xrandr -q
```

This will give you a long string of output. Screen names will be something along the lines of LVDM, VGA-0 or some convention similar to that. Without your projector connected to your computer only one monitor will show as being connected. That will be the monitor you will need to use as the primary. Now connect your projector and enter:

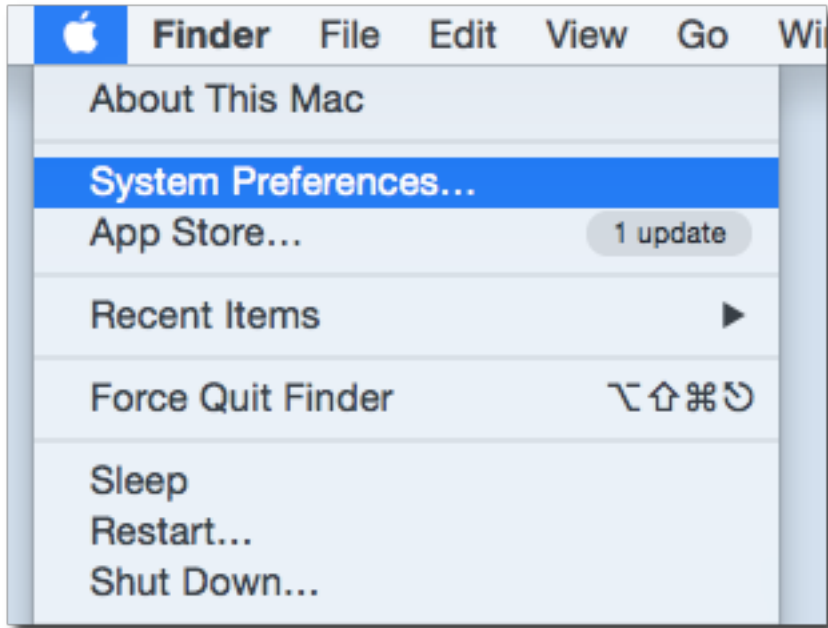
```
user@linux:~ $ xrandr --output LVDM --primary
```

**Note** it has been reported that when this issue is occurring you will not want to connect your projector until your desktop is running.

### 3.6.3 macOS

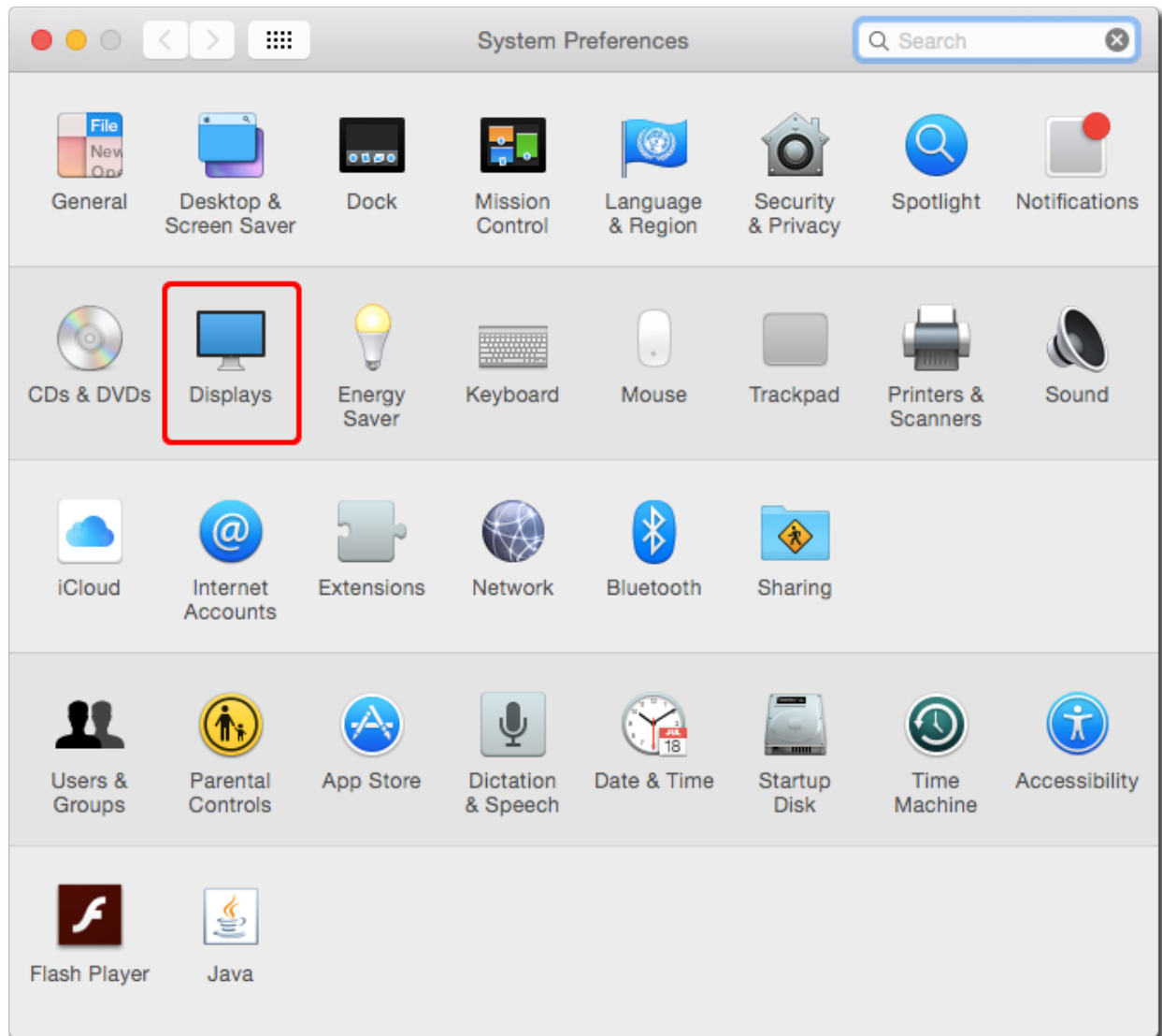
This short guide will tell users of macOS how to setup dual displays.

Open *System Preferences* in the Apple menu.

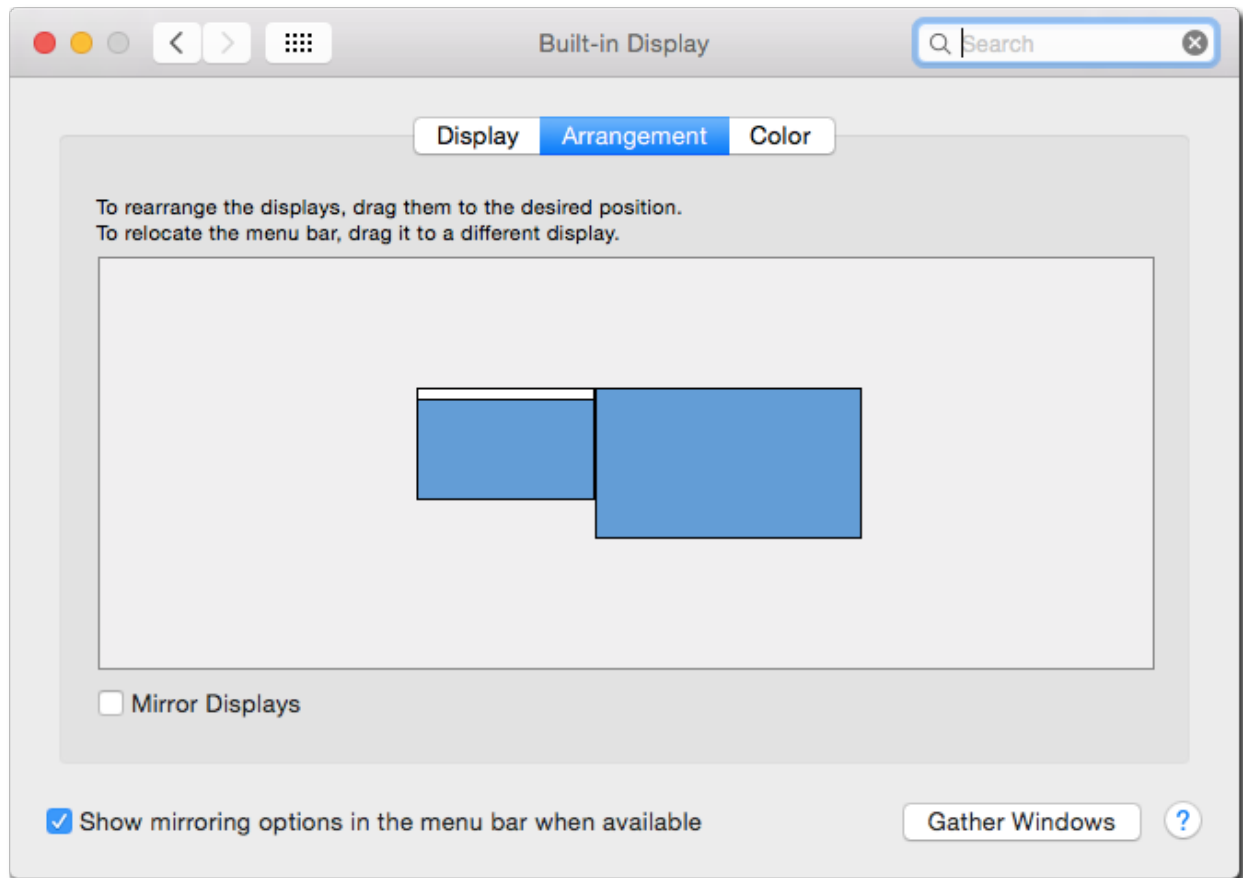


Choose the *Displays* option.





Click *Arrangement* in the top of the window. Make sure that *Mirror Displays* is unchecked. You can now arrange the displays as you wish.



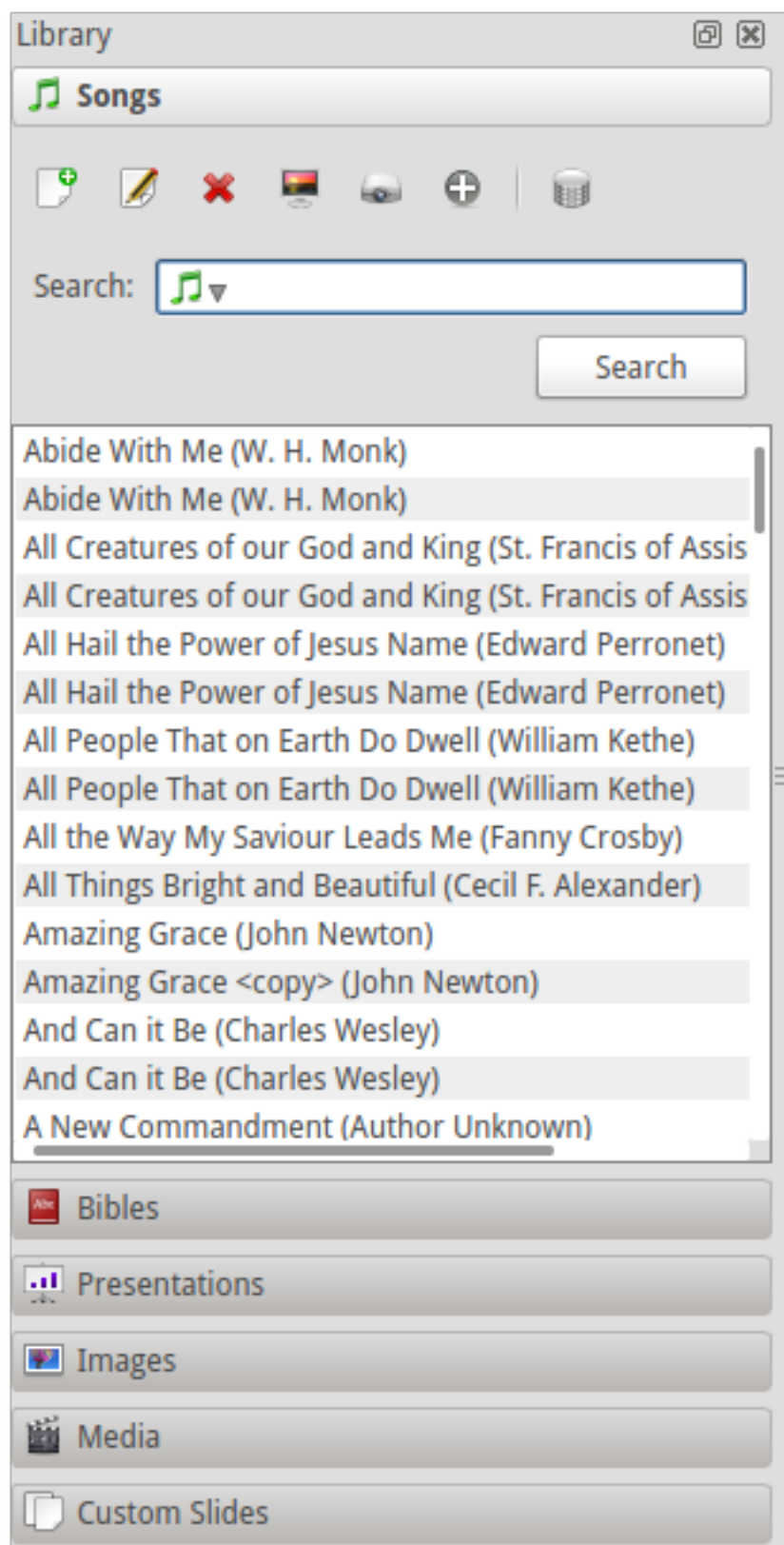
## 3.7 Library

Once you get your system set up for OpenLP you will be ready to add content to your *Service Manager*. This will all happen through the *Library*. The *Library* contains all the Bibles, Songs, Presentations, Audio files, Visual files, and Custom Slides that you will project through OpenLP.








If you don't see the "Songs", "Bibles" and other library items in the *Library*, then refer to *The Library appears to be missing some features* in the troubleshooting guide.

### 3.7.1 Songs

Clicking on *Songs* in the *Library* will display the songs library item. The songs library item shows a list of all the songs in the songs database.

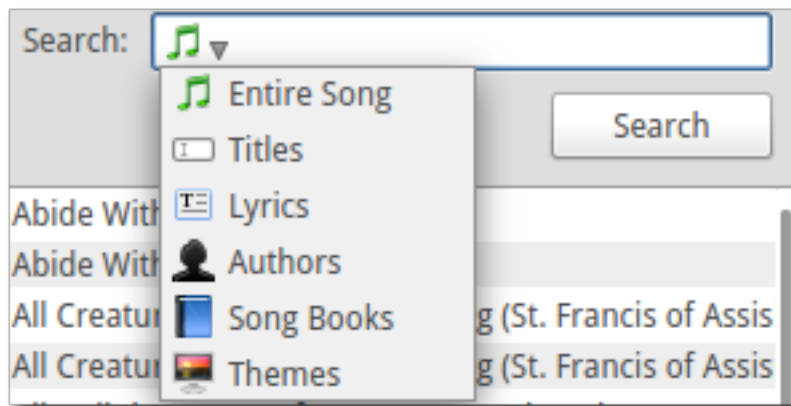


## Toolbar










-  **Add song** Open the song edit dialog to add a new song.
-  **Edit song** Open the song edit dialog to make changes to the selected song.
-  **Delete song** Remove the selected song(s) from the song list.
-  **Maintain authors, topics and books** Open the song maintenance dialog to add, edit or delete authors, topics or song books.
-  **Preview song** Send the selected song to the *Preview Slide Controller*.
-  **Send song live** Send the selected song to the *Live Slide Controller* to be shown on the display screen.
-  **Add song to service** Add the selected song(s) to the *Service Manager*. Songs can also be added to the *Service Manager* by means of drag and drop from the *Library*.

**Note:** Right-clicking on a song in the list will display some of the same options and Clone option.

## Search



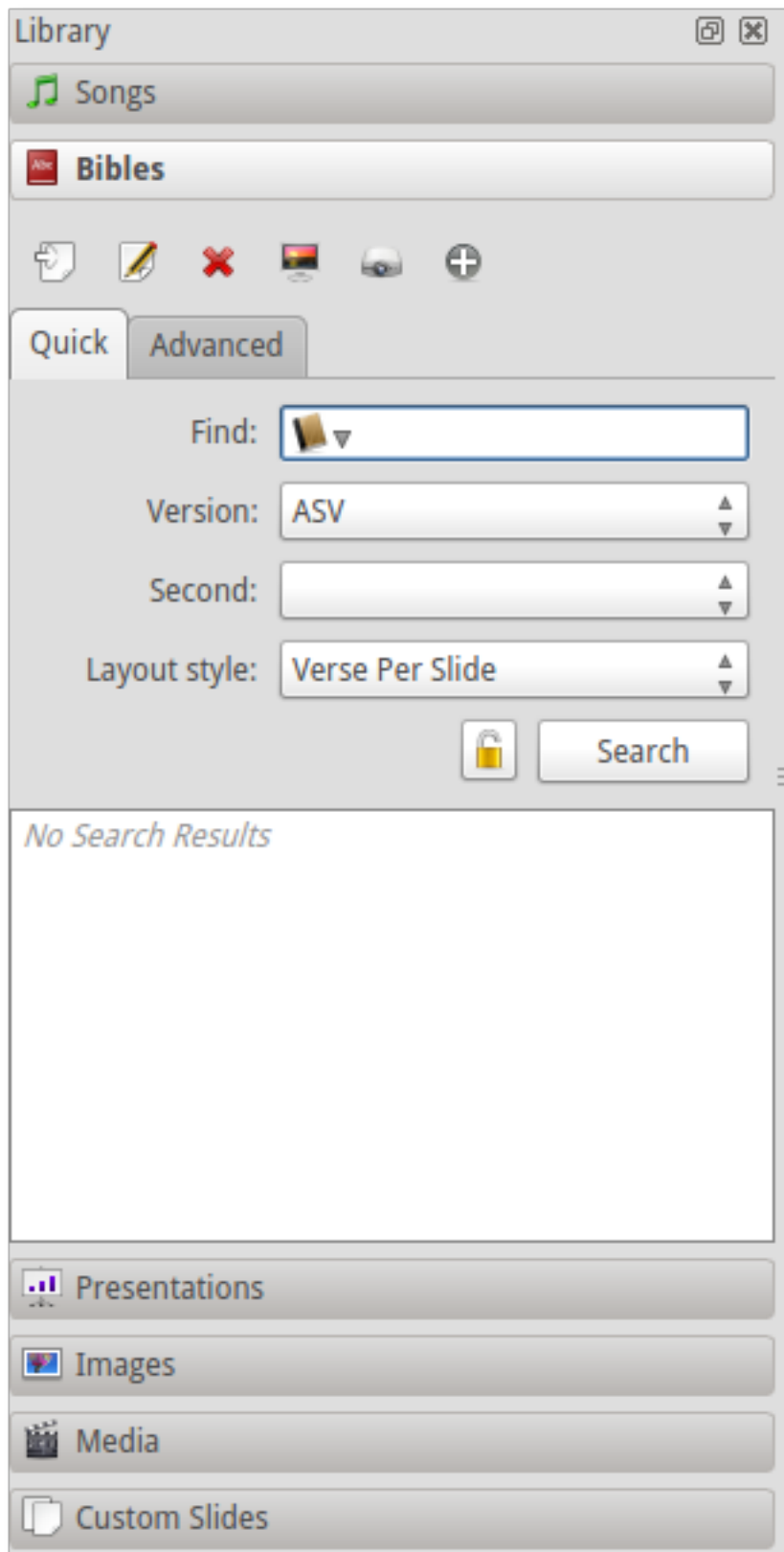
Clicking on the icon in the search box displays a list of search options. The following options are available:

-  **Entire Song** Search the title, lyrics and comments fields.
-  **Titles** Search the title field only.
-  **Lyrics** Search the lyrics field only.
-  **Authors** Search the associated authors.
-  **Topics** Search the assigned topics.
-  **Songbooks** Search the assigned songbooks.
-  **Themes** Search the assigned themes.
-  **Copyright** Search the assigned copyrights.
-  **CCLI number** Search the assigned CCLI numbers.


Click the *Search* button to perform a search and display the results in the song list.


### 3.7.2 Bibles

Clicking on *Bibles* in the *Library* will display the Bibles item. The Bibles item shows Bible verses and provides a search function to find Bible verses and add them to the *Service Manager*.




## Toolbar

 **Import Bible** Import Bibles from a number of formats. This is discussed in detail on the [Bible Import Wizard](#) page.

 **Edit the selected bible** Edit meta data or book names of the selected bible.

 **Delete the selected bible** Delete the selected bible.

 **Preview verses** Send the selected verses to the [Preview Slide Controller](#).

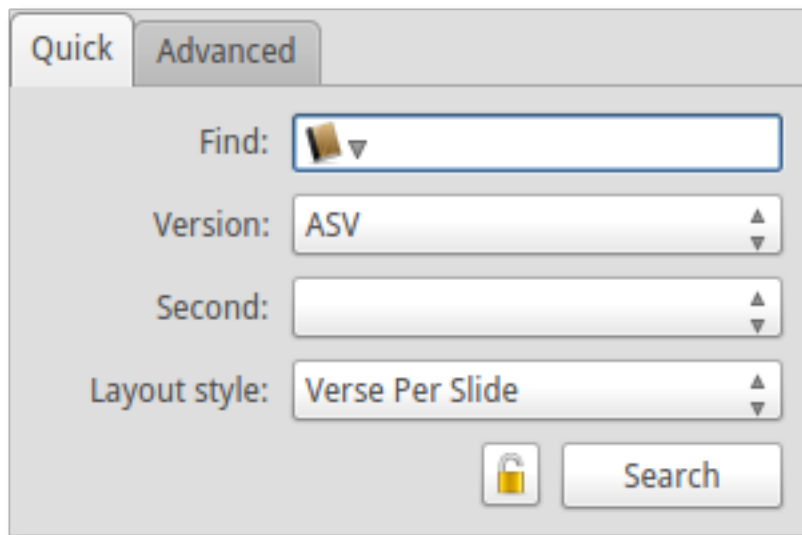
 **Send verses live** Send the selected verses to the [Live Slide Controller](#) to be shown on the display screen.

 **Add verses to service** Add the selected verses to the [Service Manager](#). Verses can also be added to the [Service Manager](#) by means of drag and drop from the [Library](#).


**Note:** Right-clicking on a selection of verses will display some of the same options.


## Find Tab

The following options are available on the quick search tab:



**Find:** Clicking the icon in the Find box displays a list of search options. The following options are available:

 **Text or Reference** Search by keyword or using scripture reference format. See below.

 **Scripture Reference** Search for a specific verse using a scripture reference format. Below is some examples on supported formats:


- Book Chapter
- Book Chapter-Chapter
- Book Chapter:Verse-Verse
- Book Chapter:Verse-End (this will display verses to the end of the chapter)
- Book Chapter:Verse-Verse, Verse-Verse
- Book Chapter:Verse-Verse, Chapter:Verse-Verse
- Book Chapter:Verse-Chapter:Verse




Note that the separators might change depending on the language chosen for OpenLP. See and customise separators under *Settings* → *Configure OpenLP* on the *Bibles* tab.

A detailed description of the format and how it is parsed by OpenLP can be read [In the OpenLP API documentation](#).

If an invalid format is used for a search a popup window will show the examples also shown above.

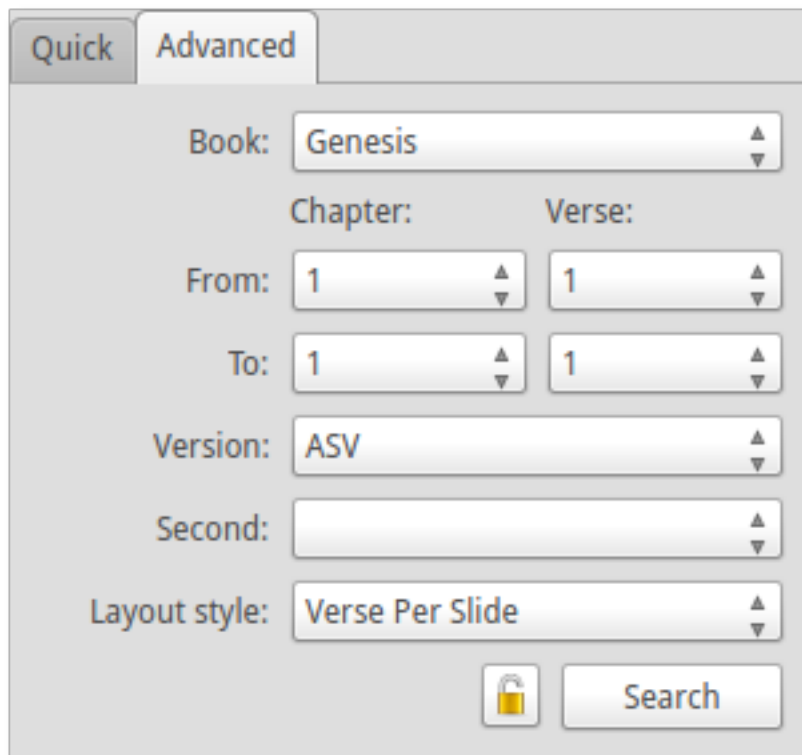
-  **Text Search** Search by a keyword or words. Use more words to narrow down the list of results. If you search for “Jesus God” it searches sentences which contain both words, Jesus and God. If you search for “Jesus, God” separated by a comma, it searches for sentences which contain at least one of the words, Jesus or God.

■ **Clear Tab Contents** This will clear the results on the currently active tab (Saved or Results).

 **Save Results** This will add contents of the Results tab to the Saved tab.

Click the *Search* button to perform a search and display the results in the verse list.

### Select Tab



The screenshot shows the 'Advanced' tab of the search dialog. It features several input fields for specifying search criteria: 'Book' (set to Genesis), 'Chapter' (set to 1), 'Verse' (set to 1), 'From' (set to 1), 'To' (set to 1), 'Version' (set to ASV), 'Second' (empty), and 'Layout style' (set to Verse Per Slide). At the bottom right, there is a 'Search' button and a small icon of a padlock.

The Advanced tab is convenient for selecting Bible verses by book, chapter and verse from a set of drop down boxes.

**Book** Click on the drop down box and select a book from the list.

**Chapter/Vers** Select the *From* chapter and verse, and the *To* chapter and verse.

Click the *Search* button to perform a search and display the results in the verse list.

**Bibles**

Quick Advanced

Book: Genesis

Chapter: 2 Verse: 21

From: 2 To: 2

Version: ASV

Second:

Layout style: Verse Per Slide

Search

- Genesis 2:21 (ASV)
- Genesis 2:22 (ASV)
- Genesis 2:23 (ASV)
- Genesis 2:24 (ASV)

### Options Tab

**Version** Once a Bible has been imported, it will be displayed in the drop down box. Select a version from the list of the Bibles.

**Second** If *Display second Bible verses* has been selected in the Bibles configuration, this option will be available. This is used to display another version of the Bible for comparison. Both versions will be displayed. If there is not enough space on one slide, the Second verses will be displayed on the next slide.

**Layout style** There are three options to determine how your Bible verses are displayed.

- Verse Per Slide: Will display one verse per slide.
- Verse Per Line: Will start each verse on a new line until the slide is full.

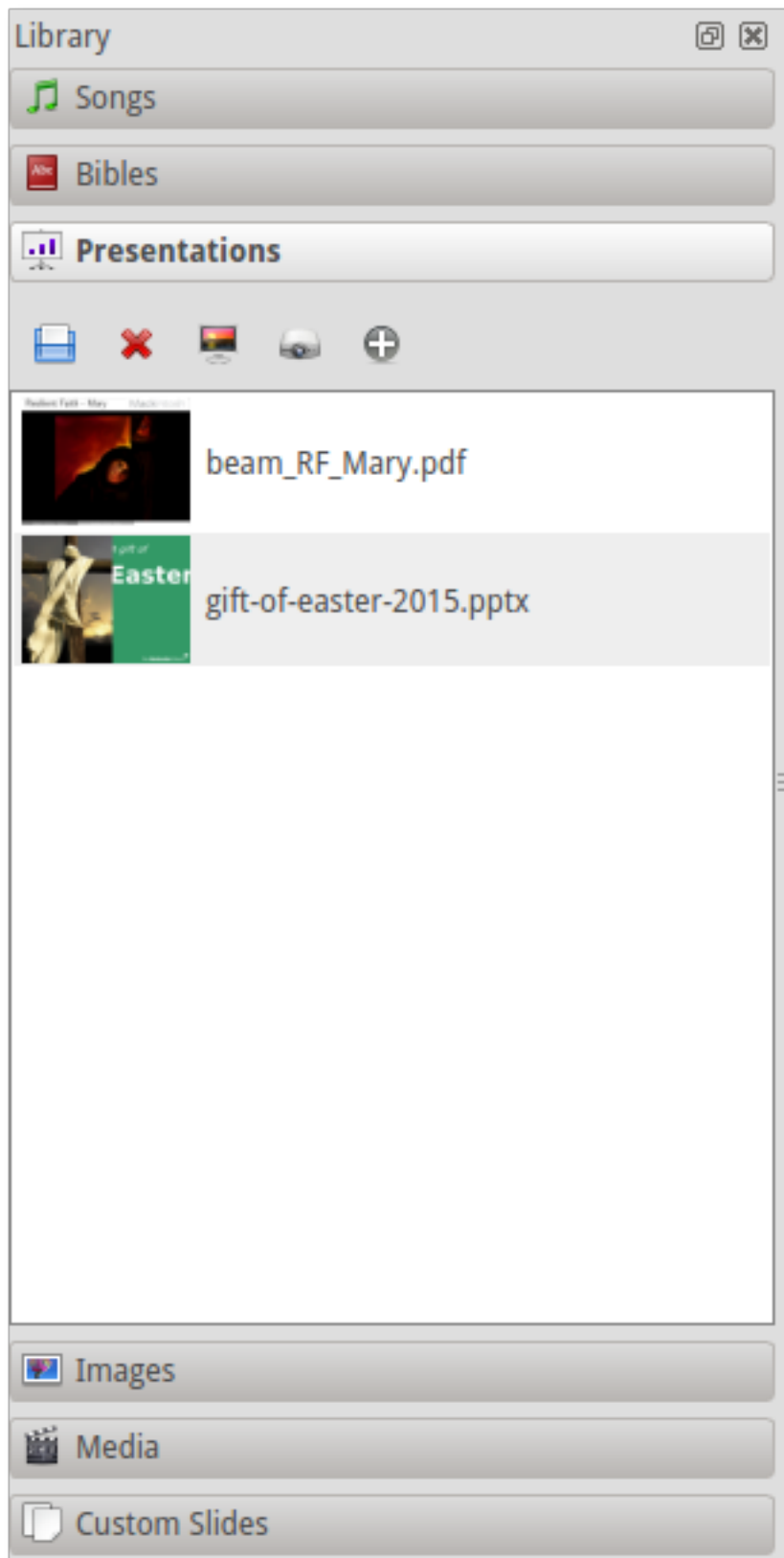
- Continuous: Will run all verses together, separated by verse number and chapter (if chapter is selected to show above).
- Continuous (whole verses): Will run all verses together, separated by verse number and chapter (if chapter is selected to show above). This will only add the next verse if it wholly fits on the slide. If it does not fit, it will begin a new slide.

This setting is also accessible in *Settings* → *Configure OpenLP* on the *Bibles* tab.

**Note:** Changes to layout style do not affect verses already in the *Service Manager*.

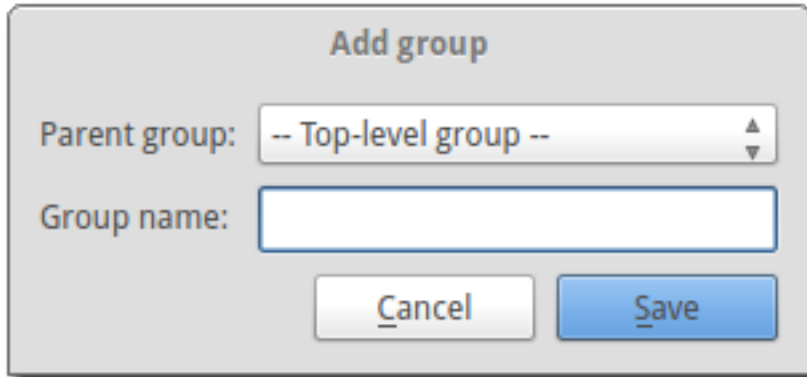
### 3.7.3 Presentations

Clicking on *Presentations* in the *Library* will display the presentations item. The presentations item shows a list of imported presentations.



## Toolbar

- **Load presentation** Import a presentation. Presentations need to be imported in order to control them from within OpenLP.
- 🗑 **Delete presentation** Removes the selected presentation from the list. Note that this does not delete the original presentation from the disk.
- **Add group** Opens a dialog where a new group can be added.

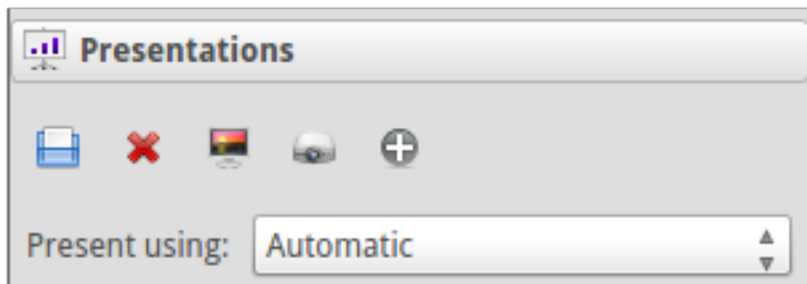


- 🖼 **Preview presentation** Send the selected presentation to the *Preview Slide Controller*.
- 📺 **Send presentation live** Send the selected presentation to the *Live Slide Controller* to be shown on the display screen.
- ⊕ **Add presentation to service** Add the selected presentation to the *Service Manager*. Presentations can also be added to the *Service Manager* by means of drag and drop from the *Library*.

**Notes:** Right-clicking on a presentation will display some of the same options.

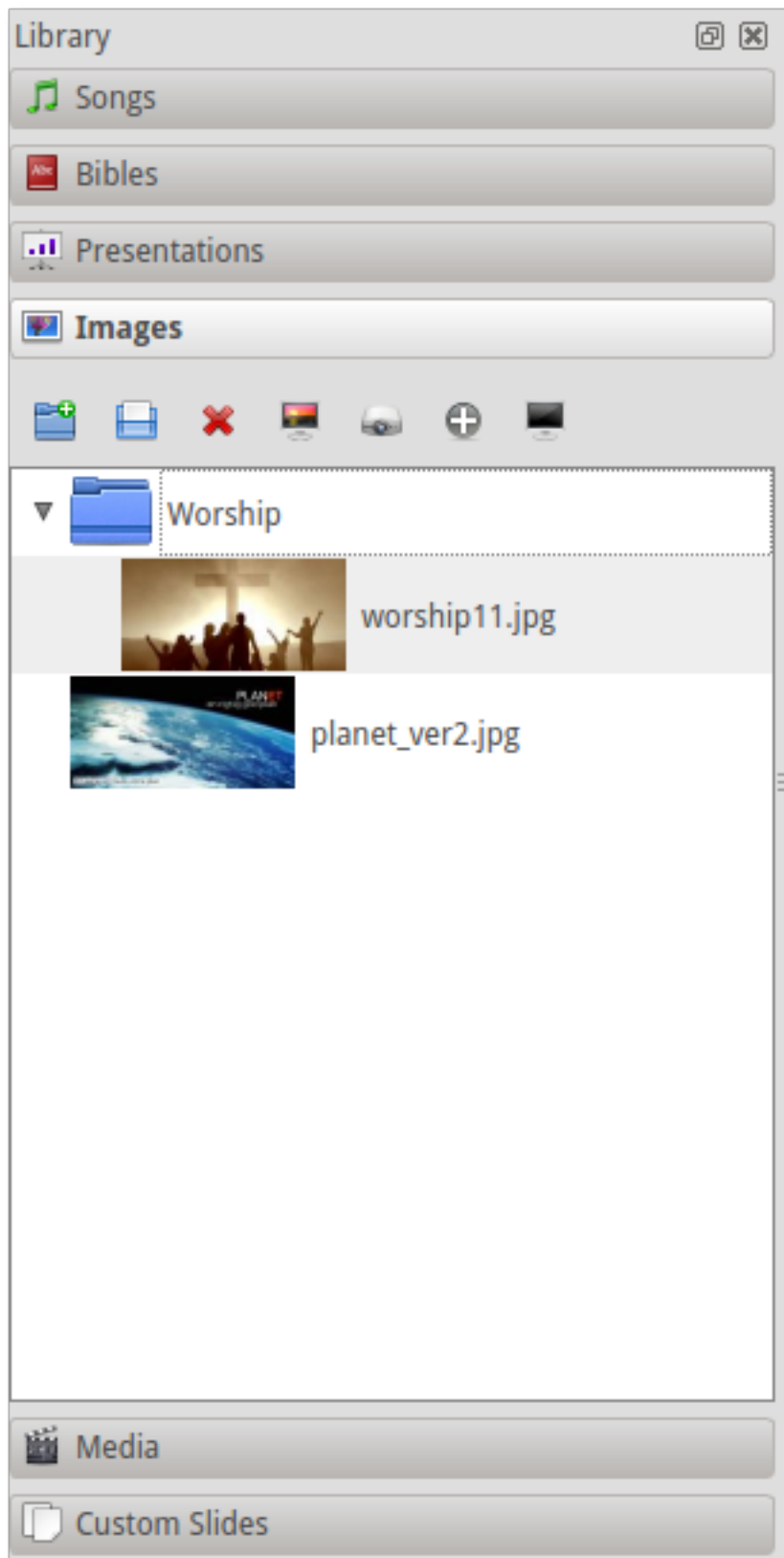
Presentation items can be dragged from the desktop (or any folder) into the Presentation library plugin. This allows the selected items to be loaded more quickly. If a folder is selected, all the contents of the folder will be added. When the items are added, only items with the correct file suffix for the plugin will be loaded. If you try to drop a presentation into the images folder, an error message will be generated.

In *Presentations* configuration it is possible to enable *Allow presentation application to be overridden*, which shows a dropdown box which gives you the option to select the presentation application you want to use. The default is *Automatic*, but you can choose any available presentation application. Note that this can lead to unexpected behavior if the application chosen is not compatible with the presentation.



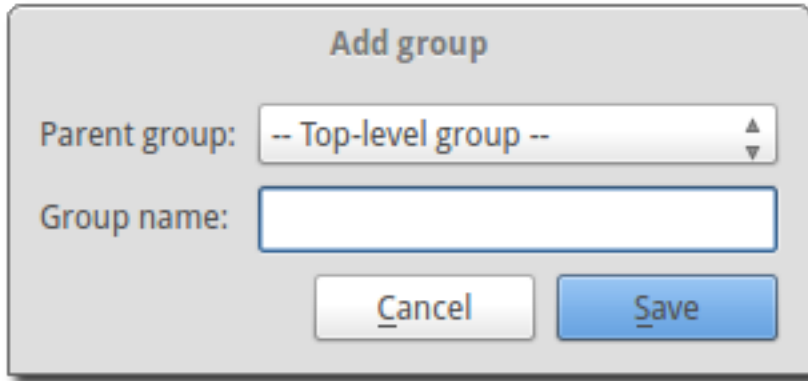
### 3.7.4 Images

Clicking on *Images* in the *Library* will display the images item. The images item shows a list of imported images.



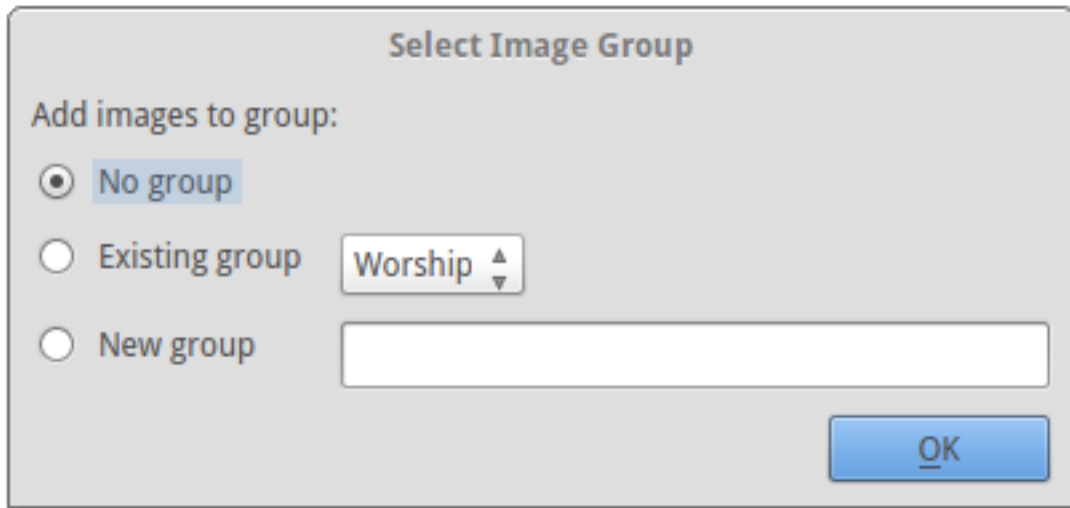
## Toolbar

- **Load image** Import one or more images. Images need to be imported in order to be used in OpenLP.
- 🗑 **Delete images** Removes the selected image(s) from the list. Note that this does not delete the original image(s) from the disk.
- **Add group** Opens a dialog where a new image group can be added.



- 🔧 **Replace live background:** Replace the current live theme background with the selected image. This has effect until the theme changes, or the *Remove Background* button is clicked.
- 🖼 **Preview image** Send the selected image(s) to the *Preview Slide Controller*.
- 🖼 **Send image live** Send the selected image(s) to the *Live Slide Controller* to be shown on the display screen.
- ⊕ **Add image to service** Add the selected image(s) to the *Service Manager*. Images can also be added to the *Service Manager* by means of drag and drop from the *Library*.

**Notes:** Right-clicking on an image will display some of the same options.



When an image is added to the library, a dialog will ask in which group the image should be placed. The options are *No group*, *Existing group* or *New group*.

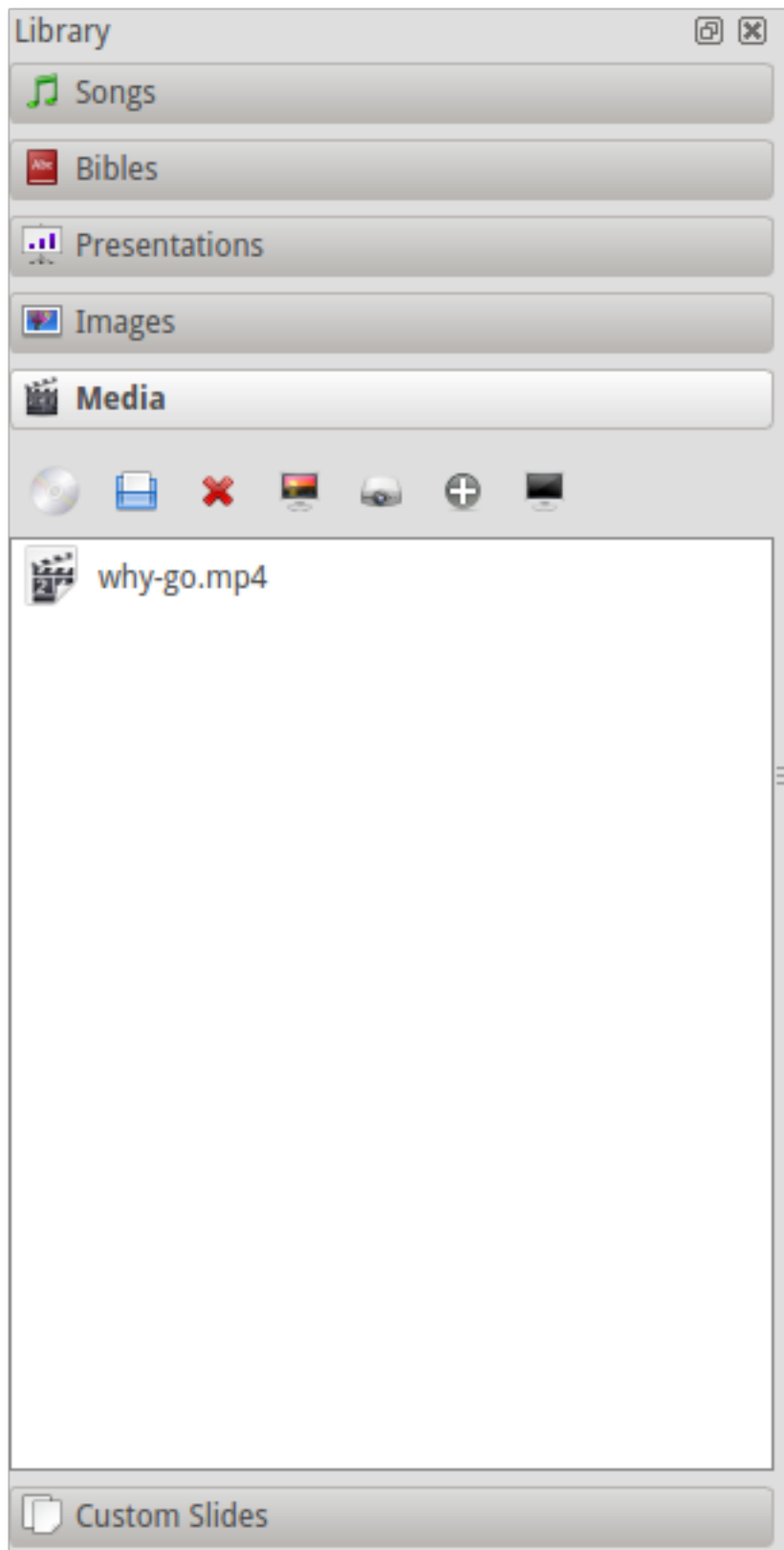
Images can be dragged from the desktop (or any folder) into the Images manager plugin. This allows the selected items to be loaded more quickly. If a folder is selected, all the contents of the folder will be added. When the items are added, only items with the correct file suffix for the plugin will be loaded. If you try to drop a presentation into the images folder, an error message will be generated.



### 3.7.5 Media

Clicking on *Media* in the *Library* will display the audio or video files in the Library.

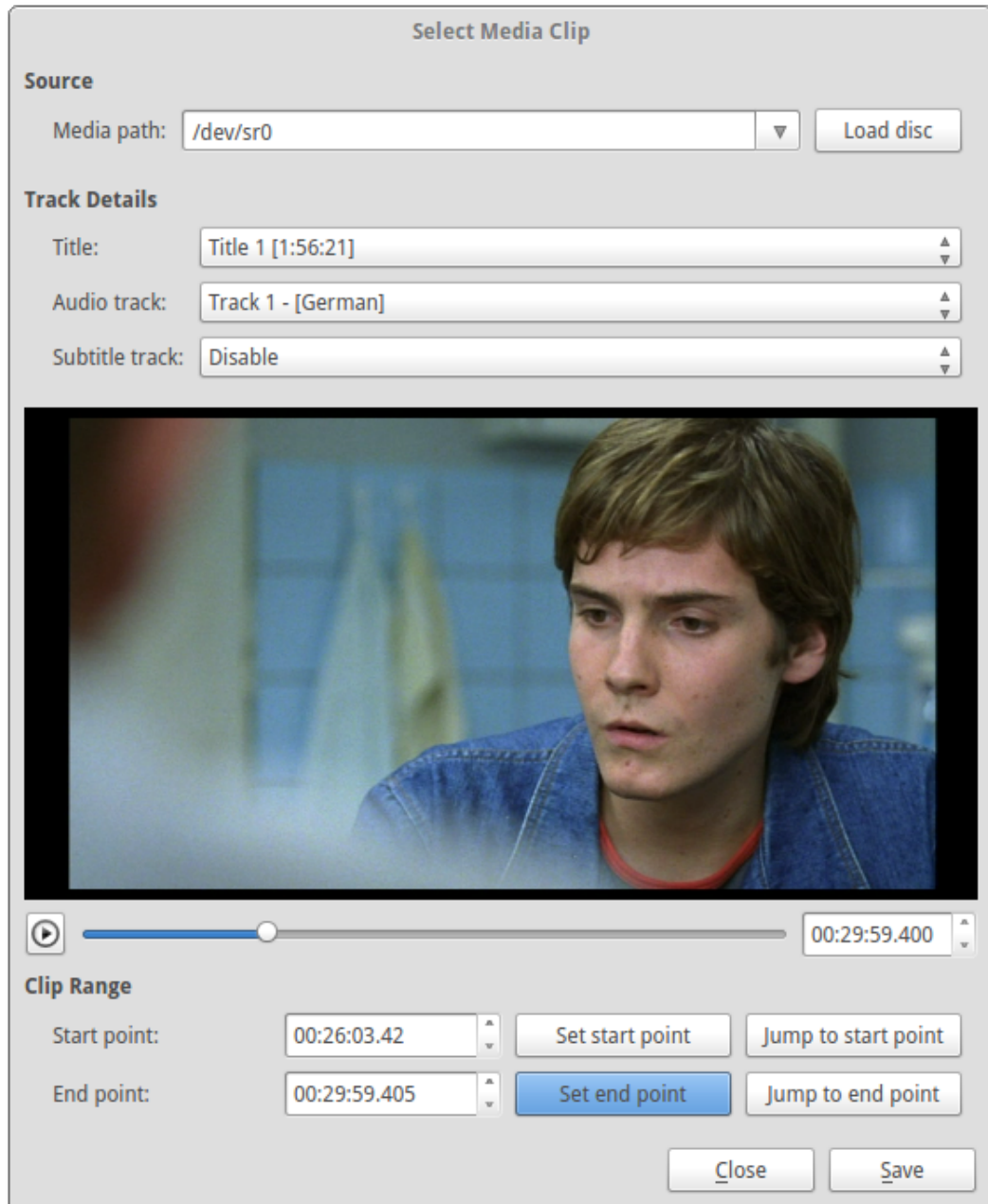
**Note:** On some computers OpenLP has trouble displaying videos. Please read the *Troubleshooting* for tips on how to resolve these issues.



## Toolbar





### ► Load new media

**Load CD/DVD** This feature only works if VLC is installed on the computer and enabled in OpenLP. See [Media](#) for how to configure media players. Clicking the icon will bring up a window where you can load a DVD or audio CD, select a track and a range and save it as a named clip. Note that the audio CD or DVD is still required when playing the clip, even if the clip is saved to a service file.



**Open device stream** Connect to a video stream that is physically connected to the OpenLP computer.

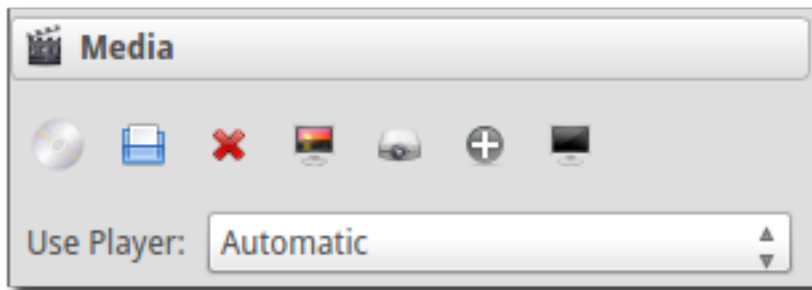
**Open network stream** Connect to a video stream that is accessible over the network connected to the OpenLP computer.

-  **Delete the selected media** Removes the selected audio or video file(s) from the list. Note that this does not delete the original file(s) from the disk.
-  **Preview the selected media** Send the selected audio and video files to the *Preview Slide Controller*.
-  **Send the selected media live** Send the selected audio or video file to the *Live Slide Controller* to be shown on the display screen.
-  **Add the selected media to the service** Add the selected audio and video files to the *Service Manager*. Audio and video files can also be added to the *Service Manager* by means of drag and drop from the *Library*.

**Notes:** Right-clicking on a audio or video file will display some of the same options.

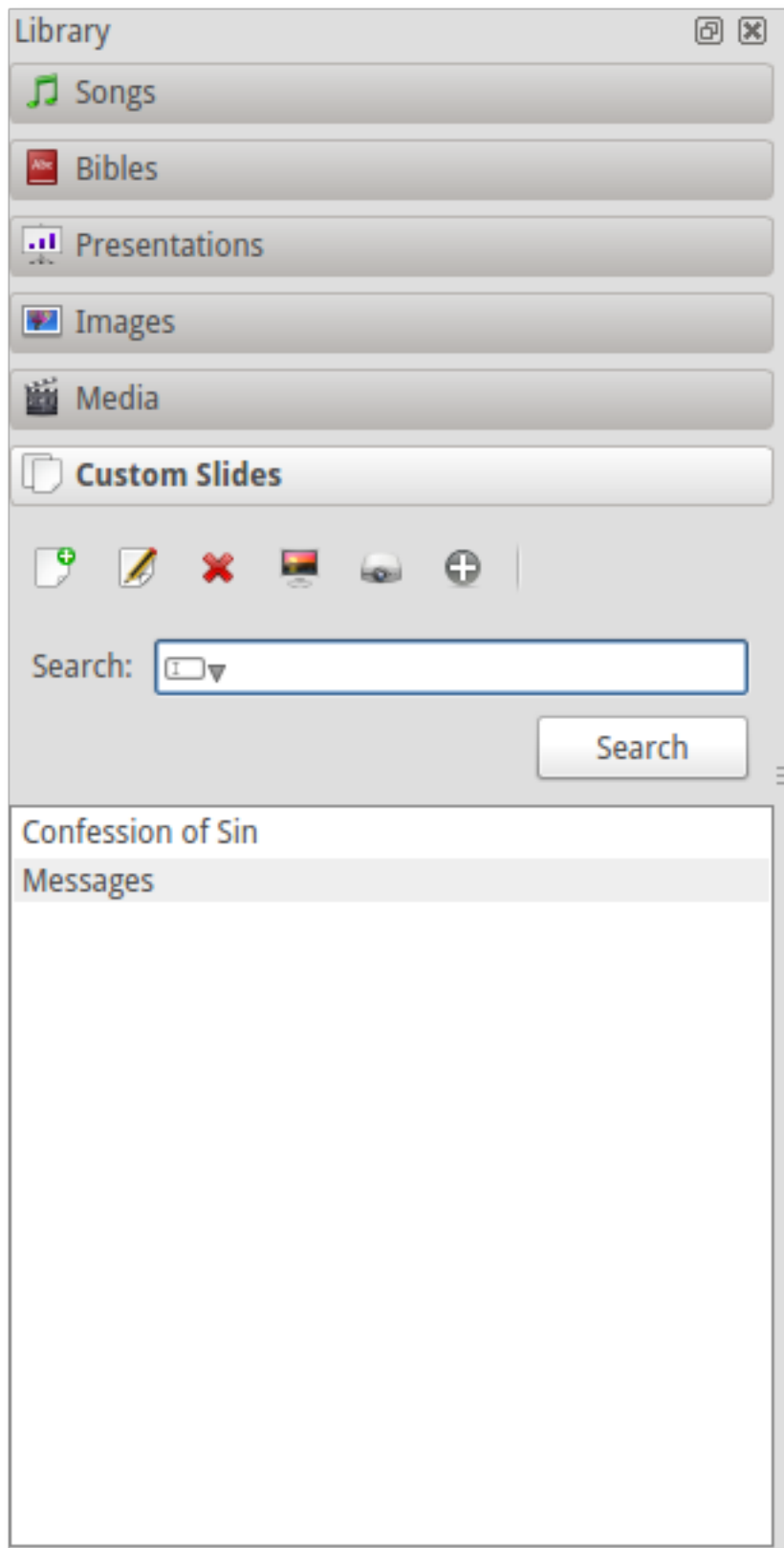
Audio and video items can be dragged from the desktop (or any folder) into the Media manager plugin. This allows the selected items to be loaded more quickly. If a folder is selected, all the contents of the folder will be added. When the items are added, only items with the correct file suffix for the plugin will be loaded. If you try to drop a presentation into the images folder, an error message will be generated.

In *Media* configuration it is possible to enable *Allow media player to be overridden*, which shows a dropdown box which gives you the option to select the media player you want to use. The default is *Automatic*, but you can choose any available player.









### 3.7.6 Custom Slides

Clicking on *Custom Slides* in the *Library* will display the custom slides library item. The custom slides item shows a list of custom textual items. Custom slides are useful for creating unstructured text items, such as liturgy or prayers.



## Toolbar

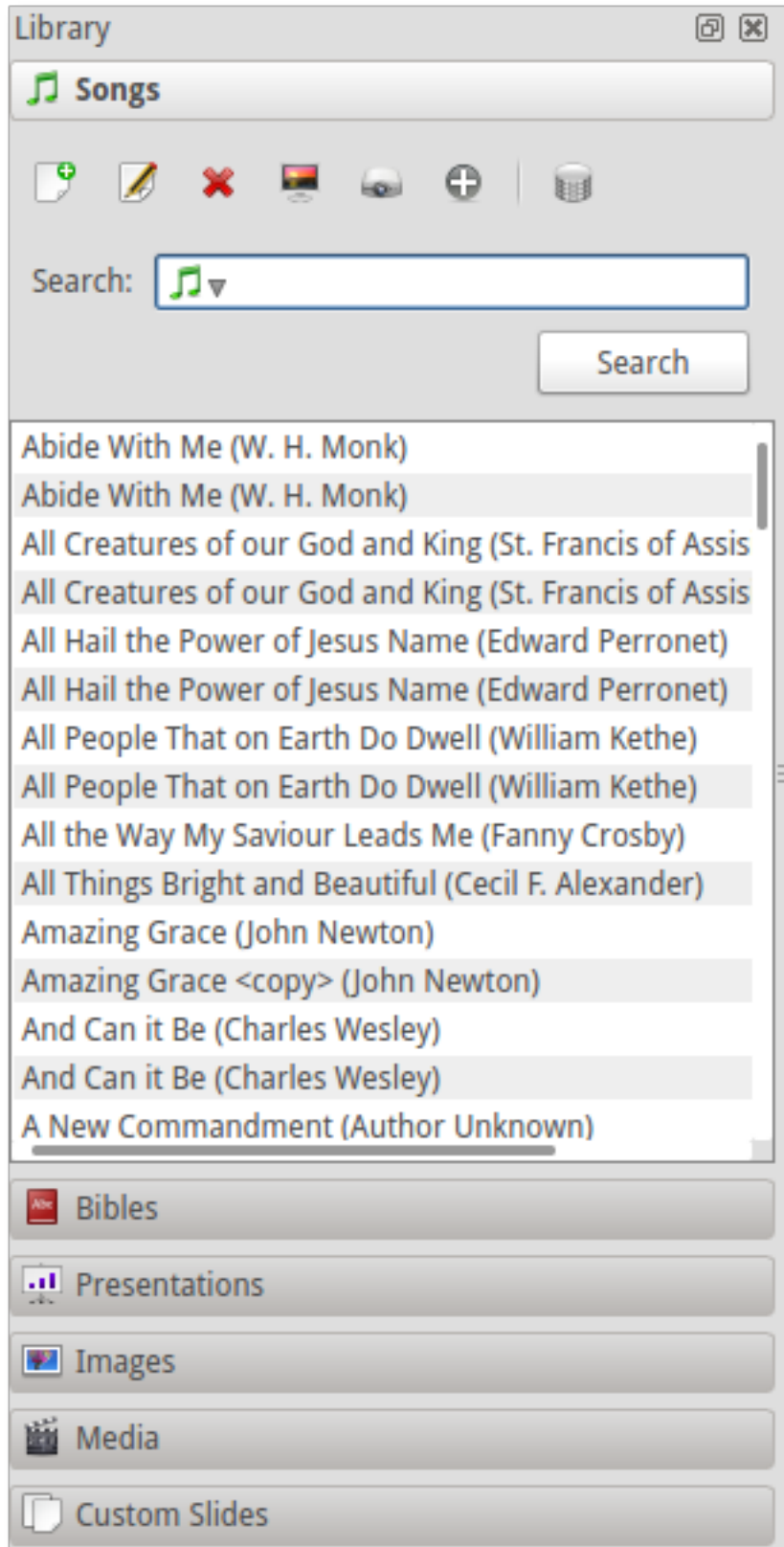
-  **Add custom slide** Open the song edit dialog to add a new custom slide.
-  **Edit custom slide** Open the song edit dialog to make changed to the selected new custom slide.
-  **Delete custom slide** Remove the selected custom slide(s) from the list.
-  **Preview custom slide** Send the selected custom slide to the *Preview Slide Controller*.
-  **Send custom slide live** Send the selected custom slide to the *Live Slide Controller* to be shown on the display screen.
-  **Add custom slide to service** Add the selected custom slide(s) to the *Service Manager*. Custom slides can also be added to the *Service Manager* by means of drag and drop from the *Library*.

**Note:** Right-clicking on a custom slide in the list will display some of the same options.

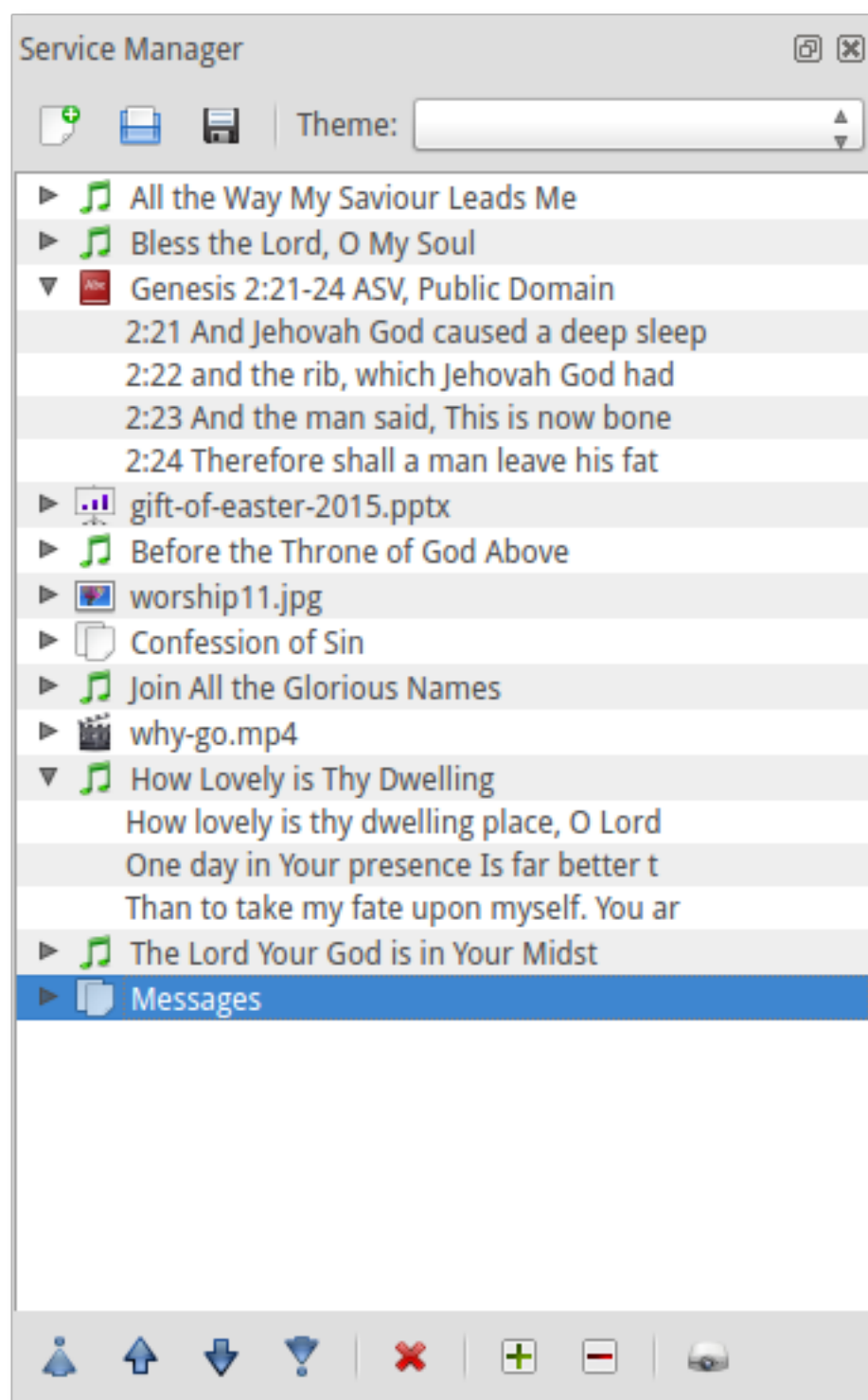
## 3.8 Service

Now that you have OpenLP set up the way you want, it is time to put it to use.

Everything you need to display will be in the left panel called the *Library*, under their respective categories. Using the *Library* you can add new media, songs, images, Bibles or create a custom slide as discussed earlier in the *Library* section.






On the right side of your screen at the top is the Service Manager. Everything you want to display should be in the Service Manager and preferably in the order you want to display it.





### 3.8.1 New, Open and Saving the Service

Three icons at the top of the *Service Manager* will do the following:

-  **Create a new service** This first icon will create a New Service.
-  **Load an existing service** This second icon will open an already created service file. Use this icon to find the location of your file or you can open a saved service by dragging and dropping it into the service manager. The service will be opened and the existing service replaced. You will first be prompted to save your previous service if changes were made.
-  **Save this service** This icon will Save the service you created, added to or rearranged. The order of service, songs, images, Bible verses, service notes, and custom slides are all saved in the file.

### 3.8.2 Changing the Service Level Theme

If you click on the Theme dropdown, you have the option to set the Service level theme. This option is covered in greater detail under *Themes*.

Note: This feature is only available if you have the Theme level set to Service or Song Level in *Themes*.


### 3.8.3 Editing Songs in the Service

You can create your service file on a different computer than the projection computer. If a song is not in the projection computer database when you open the saved file OpenLP will automatically import the song into the song database with this option checked here *Songs* “Import missing songs from Service file”.

You always have the ability to edit the song in the service manager by right clicking on the song and choosing *Edit Item* from the context menu. Follow the directions here *Creating or Editing a Song Slide* to make changes to your song.

**Note:** Editing a song in *Service* will be applied to the *Service* song database. Editing a song in the *Library* will be applied to the song in your *Library*. This can be changed so that changes made in the *Service* song database update the *Library* song database and changes made in the *Library* song database update the *Service* song database in *Song related settings*.





### 3.8.4 Working with Service Items

To add your media you can drag and drop your selection from the *Library* to the *Service Manager* or, after clicking the media or verse you want to use, click the . This will add your selected item to the *Service manager* at the bottom.

**Note:** You always have the option to send any media live direct from the *Library*. Please see the *Library* section for more details.

#### Sorting Service Items

Once there are some items in the *Service Manager* you can click on your item and drag and drop it in the order you want or, click the item and use the icons shown below to move it up or down.

-  Move item to the top of the service.
-  Move item up one position in the service.
-  Move item down one position in the service.
-  Move item to the end of the service.

#### Expanding and collapsing Service items

To view your Bible or song verses one by one, use the icons below. This is a convenient way to move around through the verses if they are skipped or repeated. Double-click on the verse you want to display live.



Expand all the service items.





Collapse all the service items.

As an alternative to expanding or collapsing all items in the list you can use the buttons to the right of a list item to expand or collapse a single list item.


- ▶ Expand a single service item.
- ▼ Collapse a single service item.

#### Common operations on Service items

 Send the selected item to Live.

 Remove the service item.

### 3.8.5 Displaying an Item

When you have all of your items needed for the service in your *Service Manager* there are a few ways to get them to display on the screen. You can double-click the item, click it once with the mouse and push the `Enter` key, right click the item and left click *Go Live* or click it once with the mouse and click on the *Sent to Live* button  at the bottom of the *Service Manager*.

Any of these methods will display your item on the screen. When your item is displayed, it will be selected in the *Slide controller* just to the left of the *Service Manager* and Live preview will be visible in the bottom part of the *Slide controller*.

**Live**

All the Way My Saviour Leads Me

Jesus doeth all things well.

All the way my Saviour leads me,  
Cheers each winding path I tread.  
Gives me grace for every trial,  
V Feeds me with the Living Bread.  
2 Though my weary steps may falter  
And my soul athirst may be,  
Gushing from a Rock before me,  
Lo! a spring of joy I see.

And all the way my Saviour leads me,  
Oh, the fullness of His love.  
Perfect rest to me is promised  
V In my Father's house above.  
3 And when my spirit clothed immortal  
Wings its flight to realms of day,  
This my song through endless ages,  
Jesus led me all the way.

◀ ▶ | 🖱 ▼ | 🔄 ▼ | 5s ▲ ▼ | Go To ▼

---

All the way my Saviour leads me,  
Cheers each winding path I tread.  
Gives me grace for every trial,  
Feeds me with the Living Bread.  
Though my weary steps may falter  
And my soul athirst may be,  
Gushing from a Rock before me,  
Lo! a spring of joy I see.

All the Way My Saviour Leads Me  
Written by: Fanny Crosby

To Preview an item in the left **Preview pane**, right click the item and left click *Show Preview*.

### 3.8.6 Changing a Service Item Theme

When you get your Service items set up and you notice you don't have the correct theme for it, you can right click the item and choose your preferred theme using *Change Item Theme* menu list.

### 3.8.7 Moving Through the Service Items

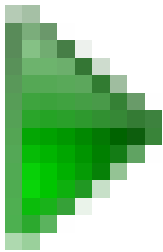
When you display a song or Bible verse with multiple verses you will need to move through them. Depending on which panel is in focus you can use your keyboard in various ways.

Using **Enter** key in **Service manager** will *Send to live* selected item/slide and the subsequent **Up Arrow** or **Down Arrow** keys will change slides/items in the **Live pane**. At the same time **Left Arrow**/**Right Arrow** will jump to previous/next Service item.

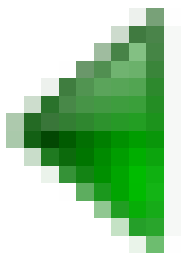
When the focus is in **Service manager** you can use the **Right Arrow**/**Left Arrow** key to expand/collapse Service items. **Up Arrow** or **Down Arrow** will not force slide change in Live.

#### Alternative options to changing slides

In Live pane you can also use following buttons to change slides:



Move to next.



Move to previous.

**Page Up** and **Page Down** keys will do the same thing.

**Note:** You can also use **Down Arrow** to go through each slide in the Service item and once it reaches the last slide it switches to the next Service item. See configuration options in [Service Item Wrapping](#).

### 3.8.8 Changing slides using keyboard shortcuts

There is shortcut support for the Live Controller in OpenLP. This allows you to navigate through, and jump between, your slides in the Live Controller using only your keyboard. This works for any type of slides, e.g. songs, Bible verses and images.



#### How does it work?

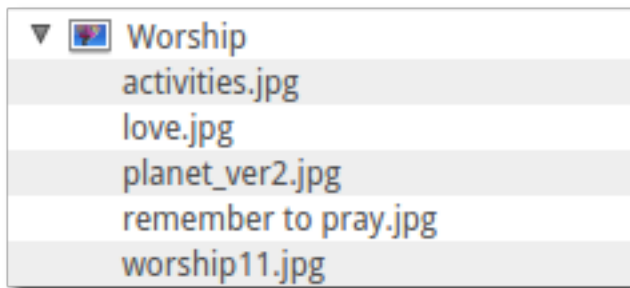
If you want to jump to verse 3 using the keyboard you press `v` and within a time frame of 350ms you press `3`. Keep in mind to be quick and you will be successful.

The available keyboard shortcuts are:

- Verse: `v`
- Chorus: `c`
- Bridge: `b`
- Pre-Chorus: `p`
- Intro: `i`
- Ending: `e`
- Other: `o`
- and the numbers from 0-9

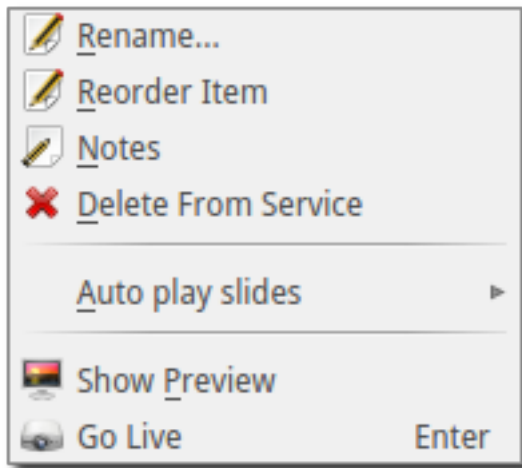
### 3.8.9 Adding a Group of Images

At some point you may have a group of images to display together. It may be pictures from a youth group adventure, bulletin announcements, or some other reason. You can either create the group in the *Library* and then click the  icon above the images, or you can manually select a group of images. Do this by holding the `Ctrl` key on your keyboard and click each image you want to add as a group. As you click the images they will remain highlighted. When you are done with your selections you can either click the  icon above the images or, click on one of the highlighted images, hold the mouse button and drag them over to the Service Manager side and place them where you need them.

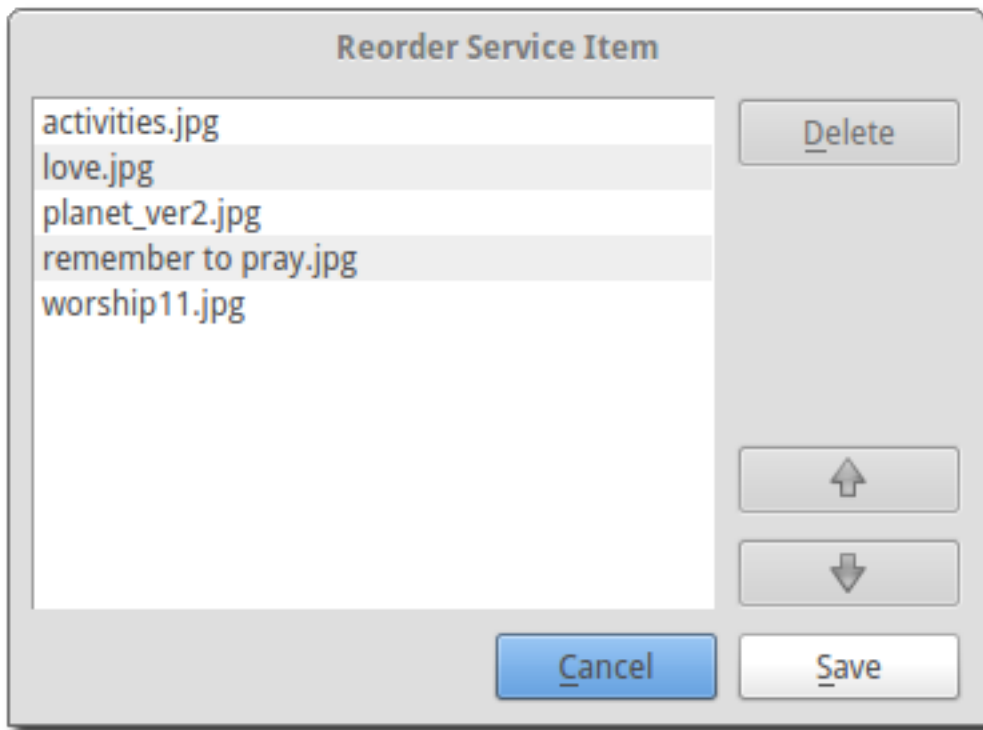


### 3.8.10 Sorting a Group of Images

If you do not like the order the images are in, right click Images.

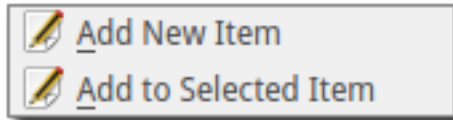


Left click Reorder Item.



From this box you will be able to rearrange the order of your images by clicking on one and using the *Up* and *Down* arrows to move it to where you want it. If there is an image you do not want in your order, click on it and then click the *Delete* button. When you are done arranging your images click *Save*.

If you need to add another image from the *Library* to your group of images, left click the image you want to add and hold the mouse button and drag it over your group of Images and release the mouse button. You will be given two options, *Add New Item* and *Add to Selected Item*.



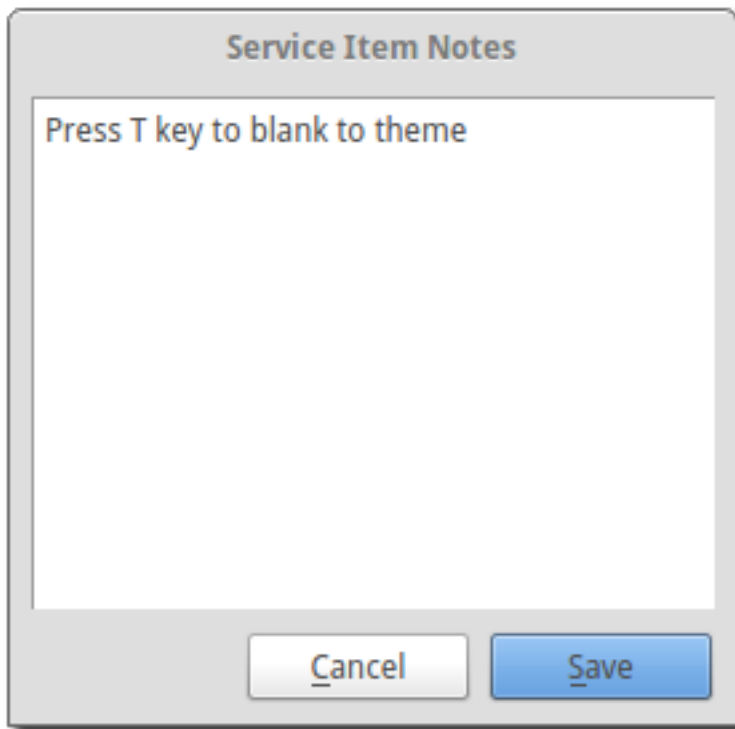
If you click *Add New Item* your image will be separate from your group of images as another item at the bottom of the Service. If you click *Add to Selected Item* your image will be added to your group of images.

### 3.8.11 Renaming a List Item

You can rename an item in the list to make it easier to understand. This is done by right clicking on item in your service manager and left clicking *Rename*.

### 3.8.12 Adding a Service Note

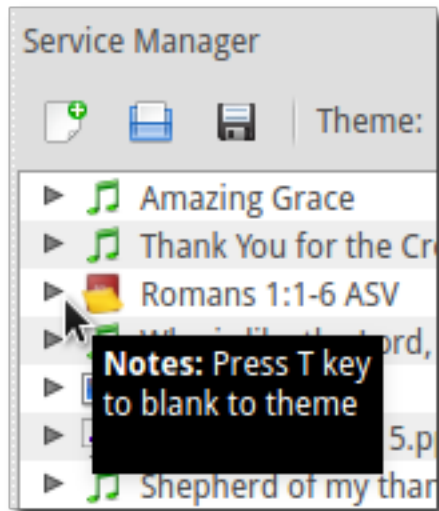
You have the ability to leave yourself or the next projector person a service note. This is done by right clicking on an item in your service manager and left clicking *Notes*.



You can type your note in the box and click *Save*. If you change your mind you can click *Cancel*. Your note will appear as a yellow note on your item.



To view your note move your mouse cursor over the item in your service and you will see a popup with the information you typed in your note.



If you need to change your Note or delete it, open it again, delete your text and click *Save*

### 3.8.13 Creating a New Custom Slide

You have the ability to create a custom slide in the service manager by right clicking on the Song, Bible Verse or Custom Slide then choosing *Create new Custom Slide* from the context menu. Follow the directions here [Library](#) to create your new custom slide.

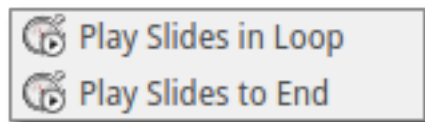
### 3.8.14 Using the Service Timer

The Service Timer is available for any media item with multiple slides. This includes Bible verses, Songs, or a group of images. The Service Timer is accessed in the *Live Controller Bar* between the Live panes.



The time delay increment is in seconds. Use the up or down arrow on the right of the timer to change the number of seconds or type in the number of seconds you want to use. This number determines how many seconds will lapse before your media item will automatically change to the next slide.

Immediately to the left of the second counter is a down arrow. Clicking on this arrow will give you two options for the use of the timer.



**Play Slides in Loop:** Selecting this option will continuously loop your slides from beginning to end, and back to the beginning again. The slide loop will continue until you click the timer start and stop button again or move to the next service item.

**Play Slides to End:** Selecting this option will display your slides through once and stop at the end.





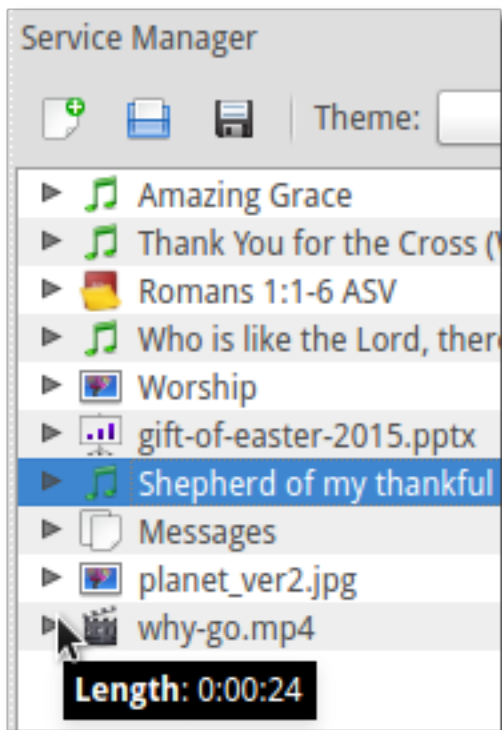
**Timer start and stop:** Click this button to start or stop the timer function. You can also use the keyboard shortcut **L** to start and stop the continuous loop.

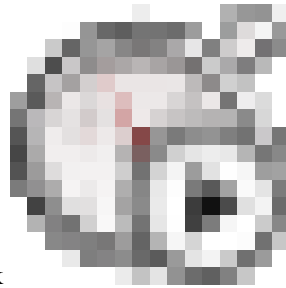
### 3.8.15 Using the Media Timer

**Note:** The media timer is only available when you are using System as your default player. Please check your media configuration here: *Settings* → *Configure OpenLP* → *Media*. Configure your player using System with these instructions. [Media](#).

The media timer is used when you have a media file in your service manager and you would like it to start and/or stop at a specified time.

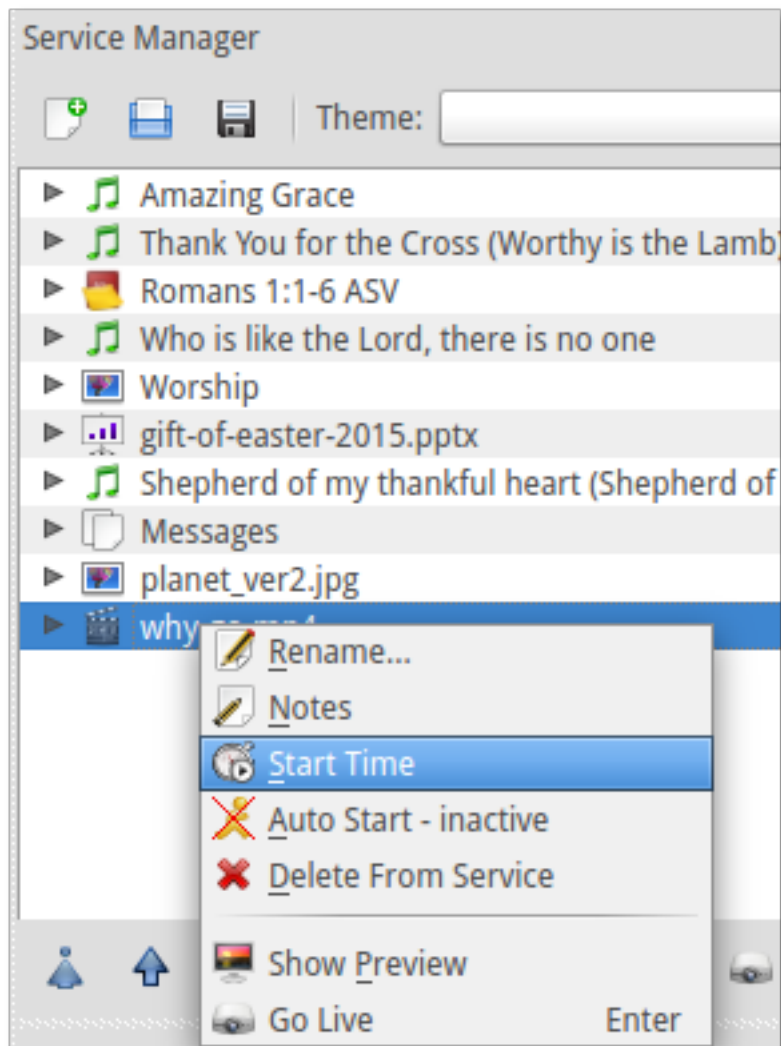
After adding your media file to the *Service* you can mouseover your file and the popup will show you the play time “Length” in hours, minutes and seconds.





Right click on your media file and left click

*Start Time.*



**Item Start and Finish Time** The start and stop time default to the beginning and end of the video.

	Start	Finish	Length
Hours:	0h	0h	0h
Minutes:	0m	0m	0m
Seconds:	0s	24s	24s

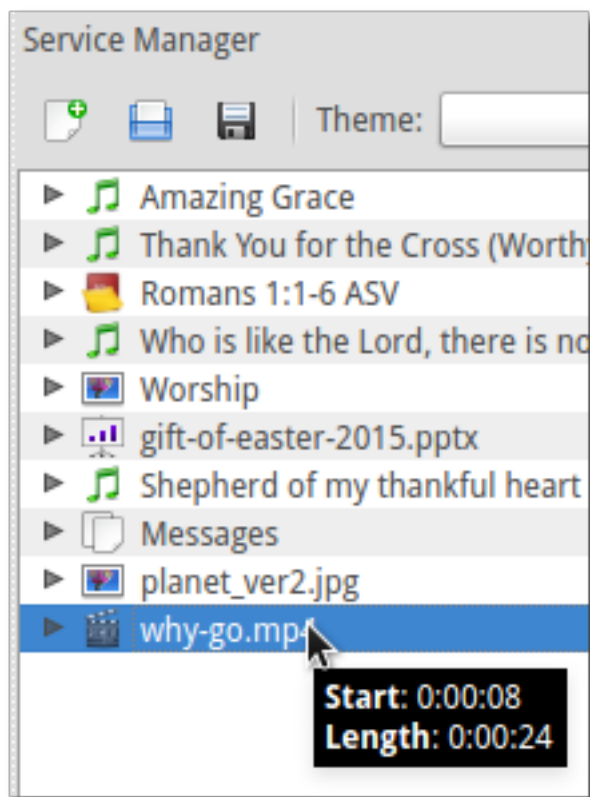
Cancel   OK

Change the hours, minutes and seconds to the times you want your video to begin and end. When you are finished click *Ok* to save your changes or *Cancel* to leave the times as they were originally. When you display your media live it will start and stop with the times you configured.

	Start	Finish	Length
Hours:	0h	0h	0h
Minutes:	0m	0m	0m
Seconds:	8s	24s	24s

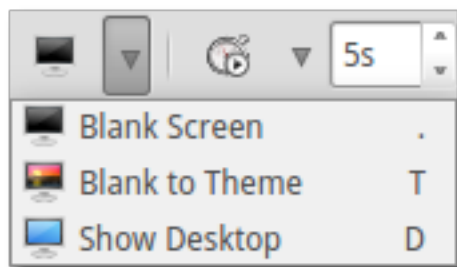
Cancel   OK

After your changes have been saved you can check your start and stop times by putting your mouse cursor over the media file.

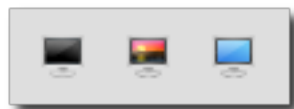


### 3.8.16 Using the “Blank to” Control

On the *Live Controller Bar* in between the Live windows are three options to Blank your screen. Depending on how narrow your slidecontroller is, the three options will be presented as a dropdown menu in the toolbar.



Or as three separate buttons in the toolbar.



**Blank Screen:** Choosing this option will blank your projector to black as if it were shut off. The shortcut for this option is . (fullstop/period on your keyboard).



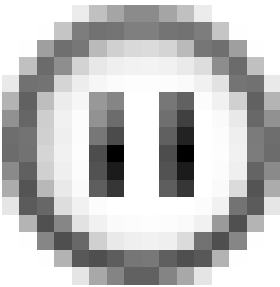
**Blank to Theme:** Choosing this option will show your blank theme only, without lyrics or verses. If you are blanking a song with an assigned theme it will blank to that theme. If no theme is assigned or you are blanking a presentation or image, it will blank to the global theme. The shortcut for this option is T.



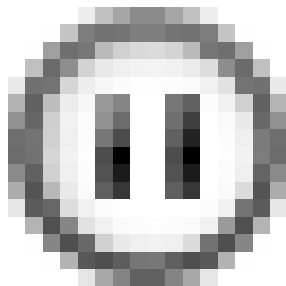
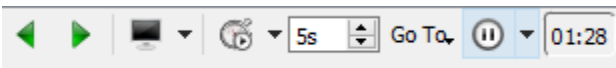
**Show Desktop:** Choosing this option will show your desktop wallpaper or a program that you have open on the extended monitor or projector. You can seamlessly switch between one program and OpenLP by Blank to Desktop. The shortcut for this option is D.

You can change or add to the keyboard shortcuts here *Settings* → *Configure Shortcuts*.

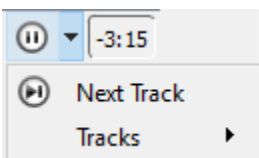
### 3.8.17 Linked Audio Control

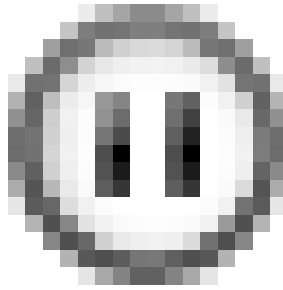


You can stop or start the audio playing on your *Linked Audio* by using this button. This button becomes available when you have linked an audio file to a song and it is in use.

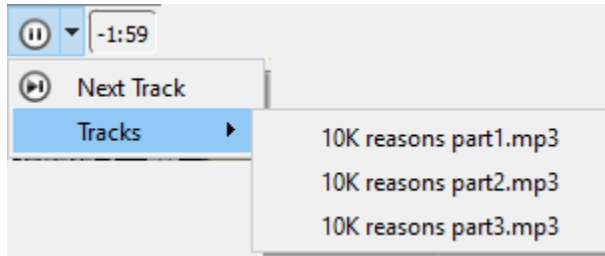


To the right of the button a count down timer for the audio file is displayed to indicate the play time remaining for the linked audio file. If you have multiple linked audio files, the play time remaining will only be for the current playing linked audio file.





By selecting the drop down menu between the  button and the count down timer you can jump to the next linked audio file for the song using *Next Track* or select the *Tracks* menu selection and jump to any linked audio file in the song.



Linked audio files or groups of linked audio files can repeat when the last file finishes playing. To set linked audio files to repeat, enable the *Repeat track list* in *Configuring OpenLP* on the General page.

Linked audio files can be set to start playing as soon as the first slide of the song is displayed. To enable the linked audio files to start playing when the first slide is displayed, disable the *Start background audio paused* option in *Configuring OpenLP* on the General page.

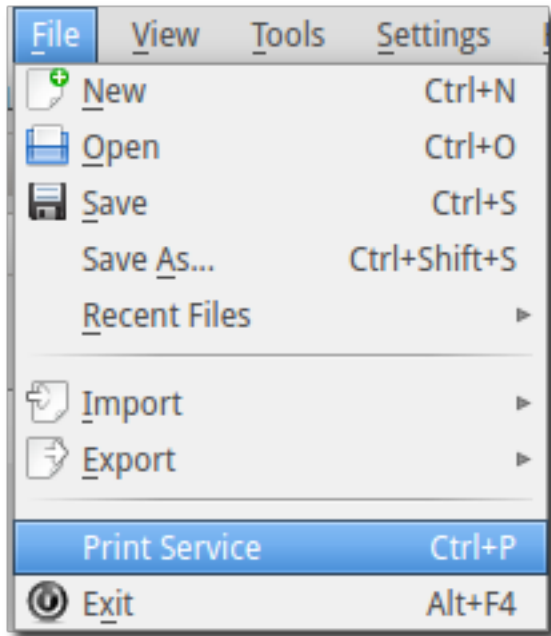
### 3.8.18 Saving the Service

Now that you created your service, tested it and are ready for your worship service, you will want to save your service file. OpenLP will remind you to do this when you close the program or you can click the save button *New, Open and Saving the Service* at the top of your service file. Choose the location you want to save your file and click *Ok*.

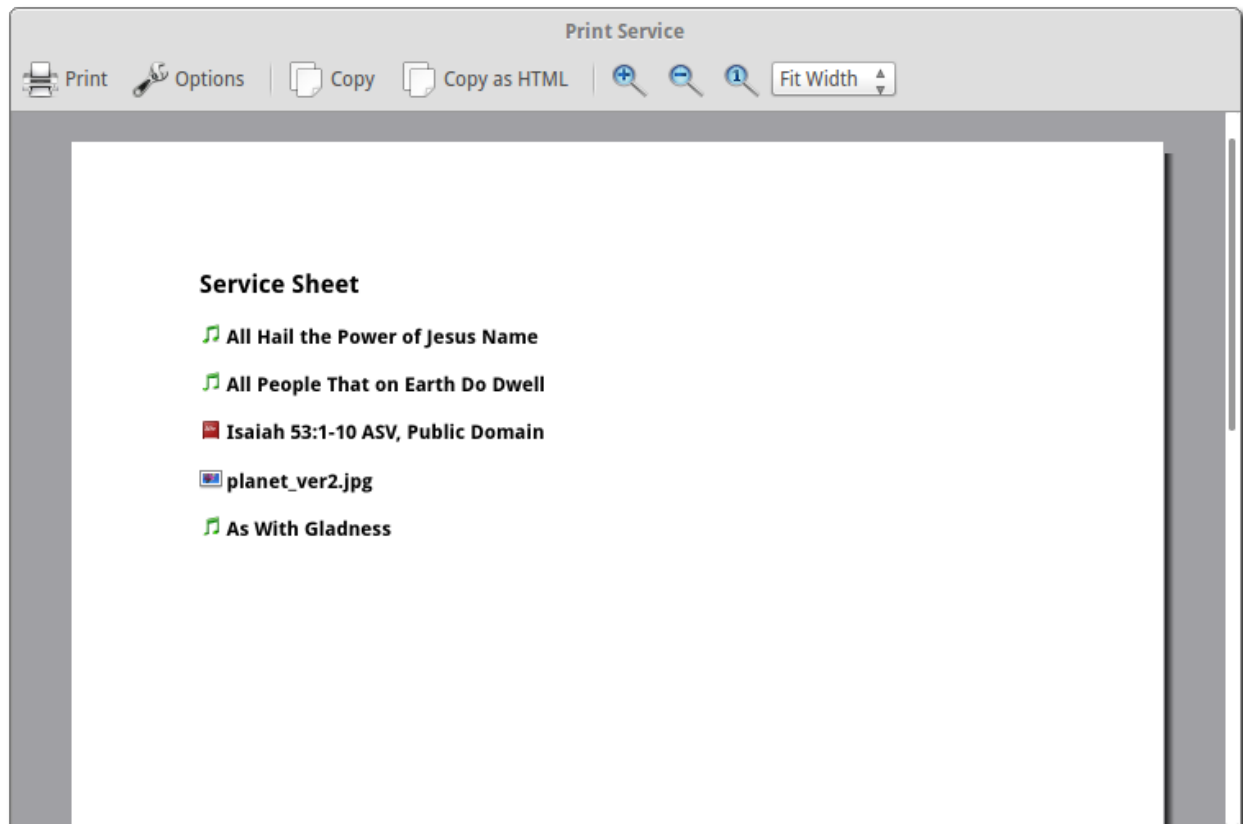
## 3.9 Print Service

OpenLP provides the ability to print the service order. This can be useful for a variety of reasons, such as giving the printed service to your music team so they have the song order, or so pastors or speakers can have the flow of the service.

To print your service go to *File* → *Print Service* or press `Control + P`.




This will bring up a window with the service order for review and printing.

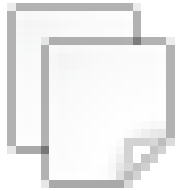


### 3.9.1 Toolbar

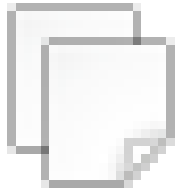


**Print:** This will print the service bringing up the system's print options. Use this when you are ready to print.

 **Options:** This gives you a series of ways to customize the service order before printing. See the section on [Options](#) for more information.



**Copy:** Copy the text of the preview window to your clipboard. You can then paste the text into other documents or applications.



**Copy HTML:** Copy html code to your clipboard. You can then paste this in a text editor and save as .html. This can then be used to post your service details on a website or anywhere an html document can be used.



**Zoom in:** Zooms in on your preview.



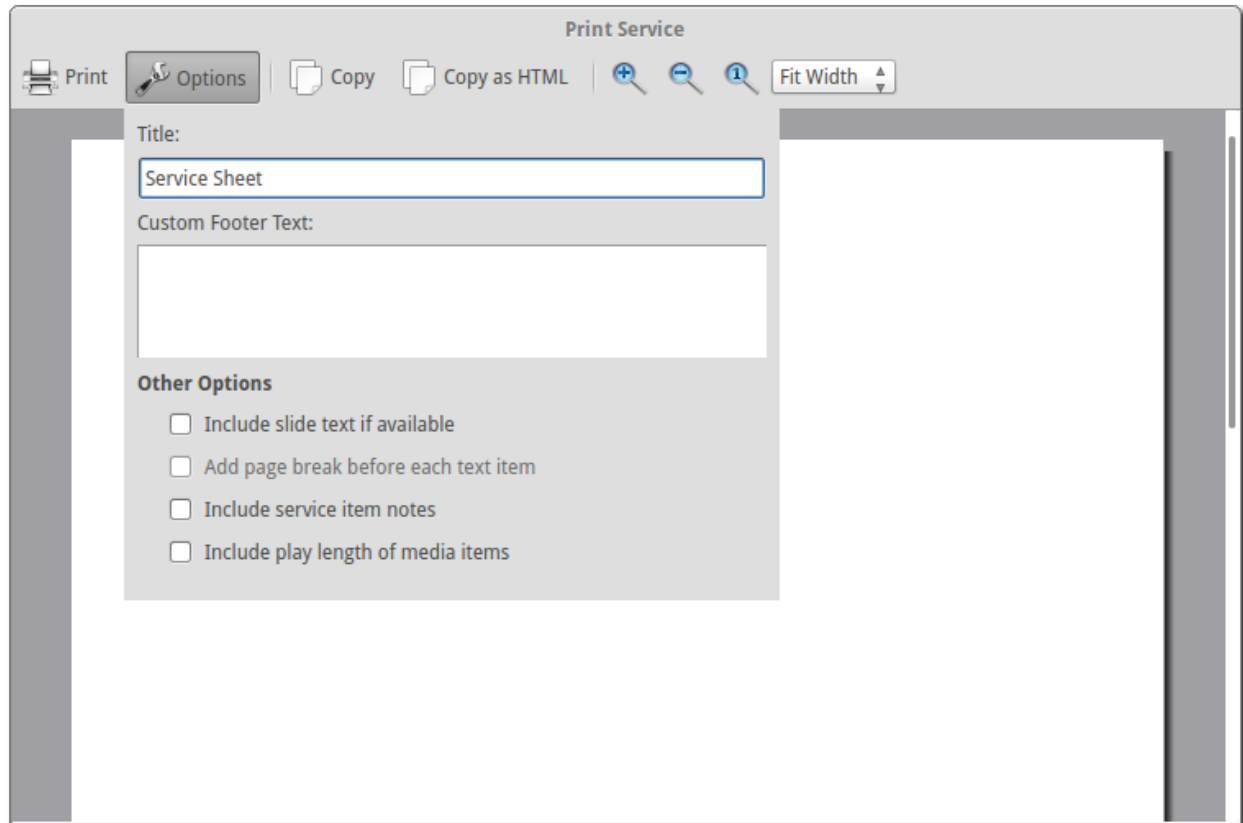
**Zoom out:** Zooms out to make more of your preview visible.



**Zoom to original:** Restores the preview to its original size.



### 3.9.2 Options



**Title:** Gives you the ability to change the title of the printed document.

**Custom Footer Text:** Add text to the footer of the printed document.

#### Other Options

**Include slide text if available:** Check this to include all the text from songs or scripture.

**Add page break before each text item:** If you have checked *include slide text if available* you can select this option to put each text item (songs, custom slides, scripture) on a separate page.

**Include service item notes:** This option will include any notes you have added to the service items.

**Include play length of media items:** This option will print the length of audio and video items in the service.

### 3.9.3 Customizing with CSS (Advanced)

It is possible to customize the printed service using CSS. To do this go to *Tools → Open Data Folder*. If you have a file named `servicePrint.css` delete it.

Locate the folder in the Data Folder named `serviceprint`. If you do not have a `serviceprint` folder in your Data folder, you will need to create a new folder named `serviceprint` in the Data folder.

Create a file named `service_print.css` in the `serviceprint` folder and paste the following into `service_print.css` then make your changes to this file:

```
/*
Edit this service_print.css file to customize the service order print.
Note, that not all CSS properties are supported.
Please see https://doc.qt.io/qt-5/stylesheet-reference.html for details
concerning the supported properties.
*/

.serviceTitle {
    font-weight:600;
    font-size:x-large;
    color:black;
}

.item {
    color:black;
}

.itemTitle {
    font-weight:600;
    font-size:large;
}

.itemText {}

.itemFooter {
    font-size:8px;
}

.itemNotes {}

.itemNotesTitle {
    font-weight:bold;
    font-size:12px;
}

.itemNotesText {
    font-size:11px;
}

.media {}

.mediaTitle {
    font-weight:bold;
    font-size:11px;
}

.mediaText {}

.imageList {}

.customNotes {
    margin-top: 10px;
}

.customNotesTitle {
    font-weight:bold;
    font-size:11px;
}
```

(continues on next page)

(continued from previous page)

```

}

.customNotesText {
    font-size: 11px;
}

.newPage {
    page-break-before: always;
}

```

The HTML layout should look something like this:

```

<html>
<head>
    <title>Service Order Sheet</title>
</head>
<body>
    <h1 class="serviceTitle">Service Order Sheet</h1>
    <div class="item">
        <h2 class="itemTitle">
            
            <span> Amazing Grace</span>
        </h2>
        <div class="itemText">
            <p>Amazing grace how sweet the sound that saved a wretch like me<br>
            I once was lost but now I'm found, was blind but now I see.</p>
        </div>
        <div class="itemText">
            <p>Twas grace that taught my heart to fear, and grace my fears relieved<br>
            How precious did that grace appear the hour I first believed!</p>
        </div>
        <div class="itemFooter">
            John Newton<br>
            1982 Jubilate Hymns Limited
        </div>
        <div class="itemNotes">
            <span class="itemNotesTitle">Notes:</span>
            <span class="itemNotesText">Song Notes<br>
            More Notes</span>
        </div>
    </div>

    <div class="item newPage">
        <h2 class="itemTitle">
            
            <span> And Can It Be</span>
        </h2>
        <div class="itemText">
            <p>And can be that I should gain,<br>
            an interest in my Savior's blood?<br>
            Died He for me, who caused His pain?<br>
            For me, who Him to death pursued?<br>
            Amazing love, how can it be<br>
            That thou my Lord should die for me?</p>
        </div>
        <div class="itemText">
            <p>Amazing love, how can it be<br>

```

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(continued from previous page)

```

        That thou my God should die for me?</p>
</div>
<div class="itemFooter">
    Lindell Cooley<br>
    Public Domain
</div>
</div>

<div class="item">
    <h2 class="itemTitle">
        
        <span> Wildlife.wmv</span>
    </h2>
    <div class="itemNotes">
        <span class="itemNotesTitle">Notes:</span>
        <span class="itemNotesText">Movie Notes</span>
    </div>
    <div class="media">
        <span class="mediaTitle">Playing time:</span>
        <span class="mediaText">0:00:00</span>
    </div>
</div>

<div class="item newPage">
    <h2 class="itemTitle">
        
        <span> John 3:16-17 (ASV)</span>
    </h2>
    <div class="itemText">
        <p><sup>3:16</sup> For God so loved the world, that he gave his only_
↪ begotten Son, that whosoever believeth on him should not perish, but have eternal_
↪ life.</p>
    </div>
    <div class="itemText">
        <p><sup>3:17</sup> For God sent not the Son into the world to judge the_
↪ world; but that the world should be saved through him.</p>
    </div>
    <div class="itemFooter">
        ASV, Copyright, Permissions
    </div>
    <div class="itemNotes">
        <span class="itemNotesTitle">Notes:</span>
        <span class="itemNotesText">Bible reading notes</span>
    </div>
</div>

<div class="item">
    <h2 class="itemTitle">
        
        <span> Images</span>
    </h2>
    <ol class="imageList">
        <li>Winter.jpg</li>
        <li>Sunset.jpg</li>
    </ol>
    <div class="itemNotes">
        <span class="itemNotesTitle">Notes:</span>

```

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(continued from previous page)

```

        <span class="itemNotesText">Image notes</span>
    </div>
</div>

<div class="item newPage">
    <h2 class="itemTitle">
        
        <span> Lord's Prayer Traditional</span>
    </h2>
    <div class="itemText">
        <p>Our Father,<br>
        who art in heaven,<br>
        hallowed be thy name.<br>
        Thy Kingdom come,<br>
        thy will be done,<br>
        on earth as it is in heaven</p>
    </div>
    <div class="itemText">
        <p>Give us this day our daily bread.<br>
        And forgive us our trespasses,<br>
        as we forgive those<br>
        who trespass against us.<br>
        And lead us not into temptation,<br>
        but deliver us from evil.<br>
        For thine is the kingdom,<br>
        the power and the glory,<br>
        for ever and ever. Amen</p>
    </div>
    <div class="itemNotes">
        <span class="itemNotesTitle">Notes:</span>
        <span class="itemNotesText">Custom Item Notes</span>
    </div>
</div>

<div class="item">
    <h2 class="itemTitle">
        
        <span> Sermon Presentation.pptx</span>
    </h2>
    <div class="itemNotes">
        <span class="itemNotesTitle">Notes:</span>
        <span class="itemNotesText">Presentation notes</span>
    </div>
</div>

<div class="customNotes">
    <span class="customNotesTitle">Custom Service Notes:</span>
    <span class="customNotesText">Custom Footer Text Goes here like this</span>
</div>
</body>
</html>

```

Edit the CSS file to produce the required style.

**Note:** Not all CSS properties are supported. See [Qt5 CSS subset](#) for more information.

**Example 1:** Item titles with notes on right hand side.

This service\_print.css assumes the slide text will not be included.:

```
.itemTitle {
    font-weight:bold;
    font-size:large;
    margin: 0px;
}
.itemNotes {
    margin-left: 300px;
    margin-top: 0px;
}
.itemNotesTitle {
    font-weight:bold;
}
```

**Example 2:** Bold Item Names and increase Font Size to 24 point for the Item Title and Item Text.

For this example, update the following sections of the original CSS file:

```
.itemTitle {
    font-weight:bold;
    font-size:24pt;
    margin: 0px;
}
.itemText {
    font-size:24pt;
}
```

### Transferring with Your style changes for editing

After modifying the .css file, the copy button will not capture the output with the changes made to the .css file. The Print function will print with the changes in the .css file and the Copy as HTML button will capture the output with the changes made to the .css file.

If you need to edit the output of the service print window here is a workaround that will produce a copy of your .css changes for use in your word processor.

1. Open the service print window.
2. Make any needed changes in the options menu.
3. Select the 'Copy as HTML' button.
4. Open a text editor.
5. Paste the copied text into the text editor.
6. Save the file from the text editor with the .html file extension.
7. Open the file you saved in your web browser.
8. Select and Copy the text in the web browser.
9. Open your word processor.
10. Paste the copied text into your word processor.

Note: If the first line in your word processor is not what is shown in your web browser, try a different web browser. Some web browsers will not copy the formatting for the first line of text in the browser window.

## 3.10 Projector Manager

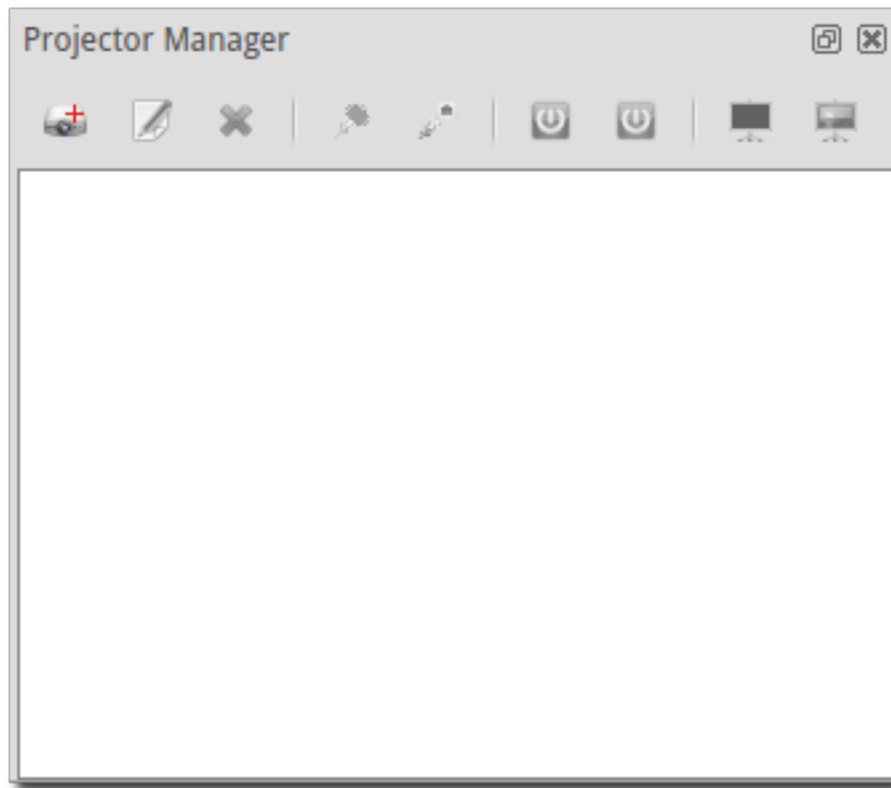
The Projector Manager allows you to remotely control a network-connected projector that conforms to the Japan Business Machine and Information System Association (JBMIA) PJLink specification. Available in OpenLP v2.2.

### 3.10.1 Projector Configuration

The available projector options can be changed using the main settings menu by going to *Settings -> Configure OpenLP -> Projectors* tab. See [Projectors](#).


### 3.10.2 Projector Manager


The Projector Manager is the interface to controlling your projector(s). It is located on the bottom-right corner of OpenLP just below the Theme Manager.



The icons on the Projector Manager tab will depend on projector entries as well as how many projectors are selected at once.

A list of possible projector icons are:

- ☐ **New Projector:** Choosing this option will open the “Create New Projector” dialog so you can enter a new projector item.
- ☒ **Edit Projector:** When you have selected a projector item, this option will open the “Edit Projector” dialog so you can make changes to that projector item.
-  **Select Projector Input:** When you have selected a projector item and it is connected and power is ON, this option will give you a dialog that allows you to select the video source the projector will use.

 **Delete Projector:** When you have selected a projector item, this option will allow you to delete the projector item from the Projector manager list.



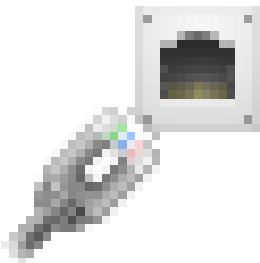
**Projector Information:** When you have selected a projector item and it is connected to the projector, this option will give you an information box with extra information about the projector.



**Connect to Projector:** When you have selected a projector item, this option will allow you to connect to the projector.




**Connect to Multiple Projectors:** When you have multiple projector items selected, this option will allow to connect to multiple projectors at once.





**Disconnect from Projector:** When you have a projector item selected, this option will allow you to disconnect from the projector.




**Disconnect from Multiple Projectors:** When you have multiple projector items selected, this option will allow to disconnect from multiple projectors at once.

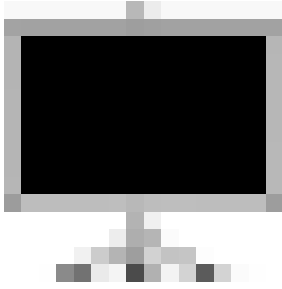
 **Power On Projector:** When you have selected a projector item and it is connected, this option will allow you to turn the projector to “Power ON”.

 **Power On Multiple Projectors:** When you have selected multiple projector items and they are connected, this option will allow you to turn the projectors to “Power ON”.

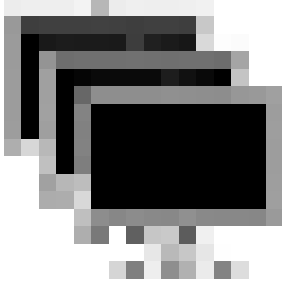
 **Power Off Projector:** When you have selected a projector item and it is connected, this option will allow you to turn the projector to “Power STANDBY”.

 **Power Off Multiple Projectors:** When you have selected multiple projector items and they are connected, this option will allow you to turn the projectors to “Power STANDBY”.





**Blank Projector Screen:** When you have a projector item selected and it is powered ON, this option will allow you to blank the projector screen so no video is shown.



**Blank All Projector Screens:** When you have multiple projector items selected and they are powered ON, this option will allow you to blank the projector screens so no video is shown.



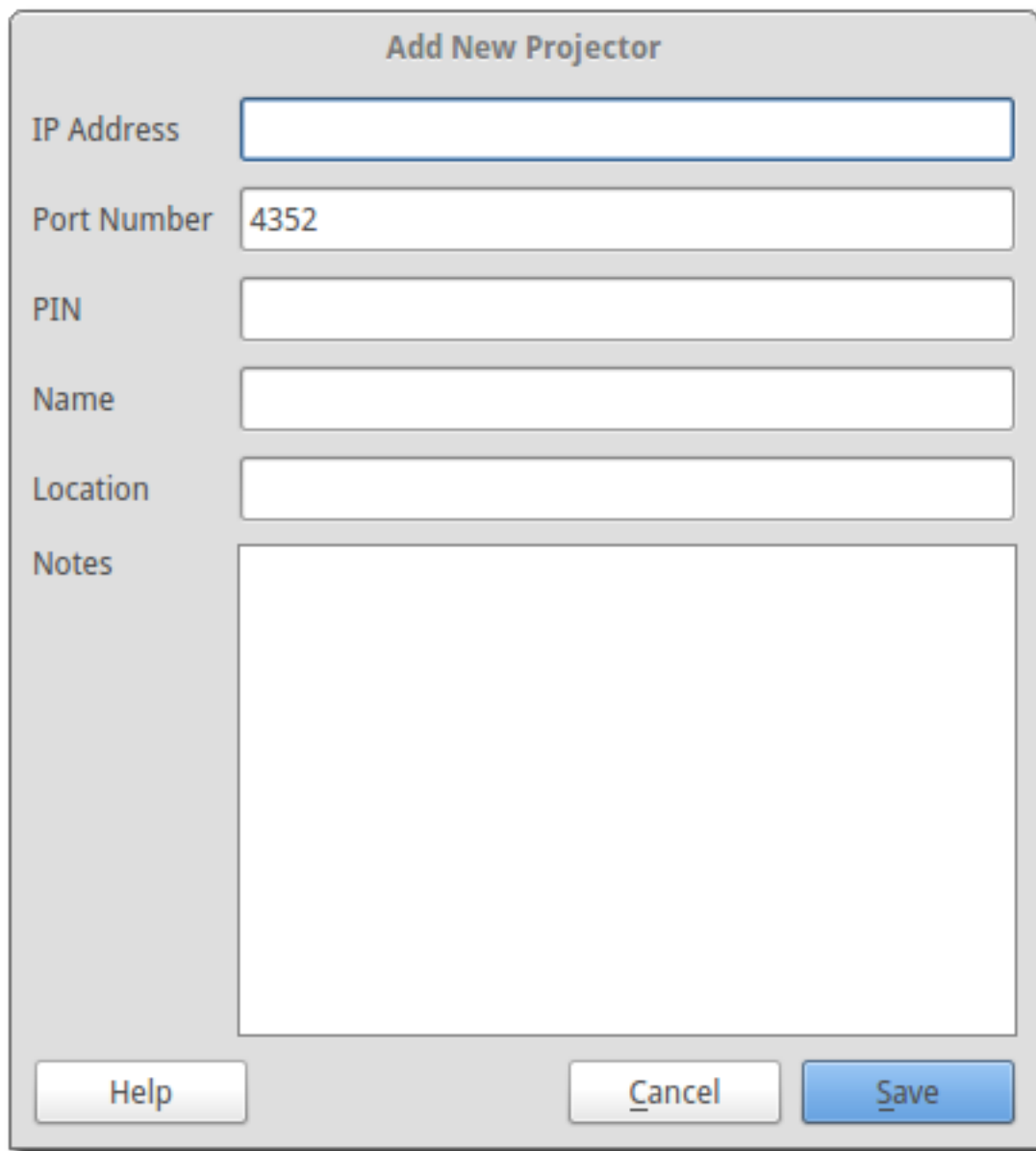
**Show Projector Screen:** When you have a projector item selected and it is powered ON, this option will allow you to unblank the projector screen so video is shown.



**Show All Projector Screens:** When you have multiple projector items selected and they are powered ON, this option will allow you to unblank the projector screens so video is shown.

### 3.10.3 Adding a Projector

To add a new projector, click on the *Add New Projector* icon on the Projector Manager tab bar. You will be given an input dialog box like the below image.

A screenshot of a 'Add New Projector' dialog box. The dialog has a title bar with the text 'Add New Projector'. Inside, there are several input fields: 'IP Address' (empty), 'Port Number' (containing '4352'), 'PIN' (empty), 'Name' (empty), and 'Location' (empty). Below these is a large 'Notes' text area. At the bottom of the dialog are three buttons: 'Help', 'Cancel', and 'Save'.

The required information are “IP Address”, “Port Number”, and “Name” entries. The port number is already set with the default PJLink port.

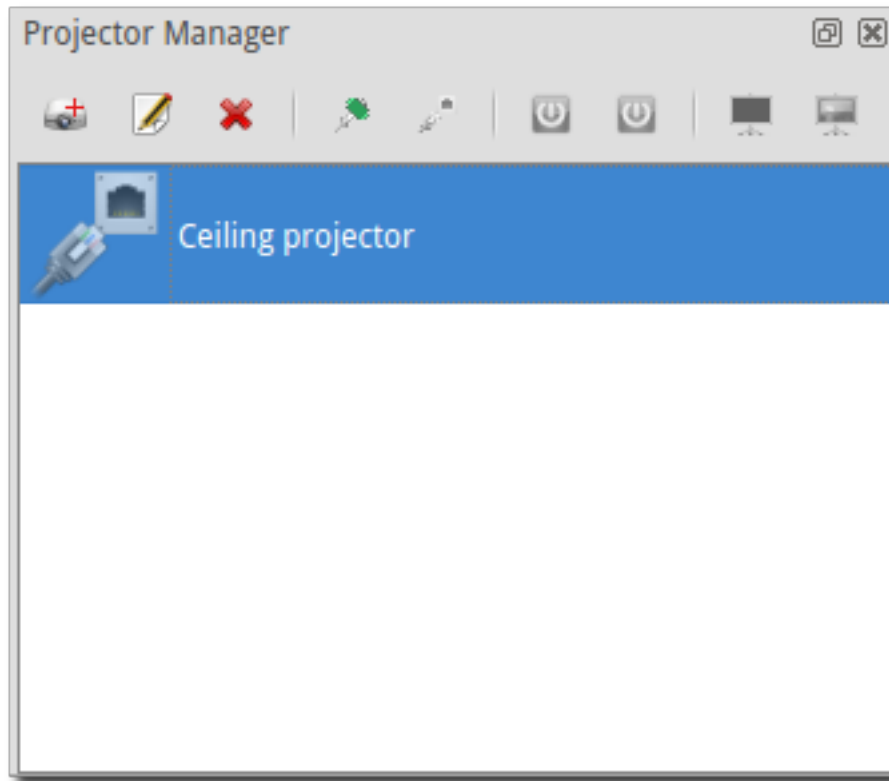
The “PIN” entry is only needed if the projector you are connecting to has the PJLink PIN set. Be careful, since most projectors have a separate entry for the PJLink PIN, any other network PIN or password, as well as a separate entry for any HTML access name/password settings (if the projector has HTML webpage access). The PIN setting here is **ONLY** used if the projector has a “PJLink access code” or “PJLink PIN” setting.

For information on what the fields are, you can click on *Help* button for some information about what is expected for each field.

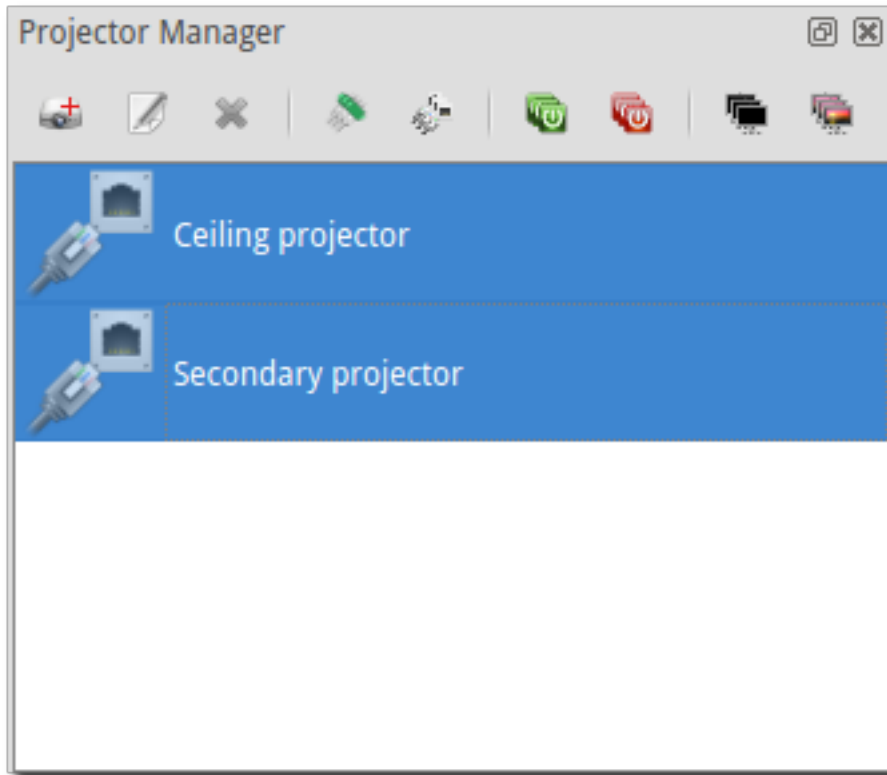
Once you are done entering the new information, click on *Save* to save the entry and add it to the projector manager

list. If you decide to not add a new entry, click the *Cancel* button to close the dialog without saving.

Congratulations, you now have your first projector entry in the list and ready for control.



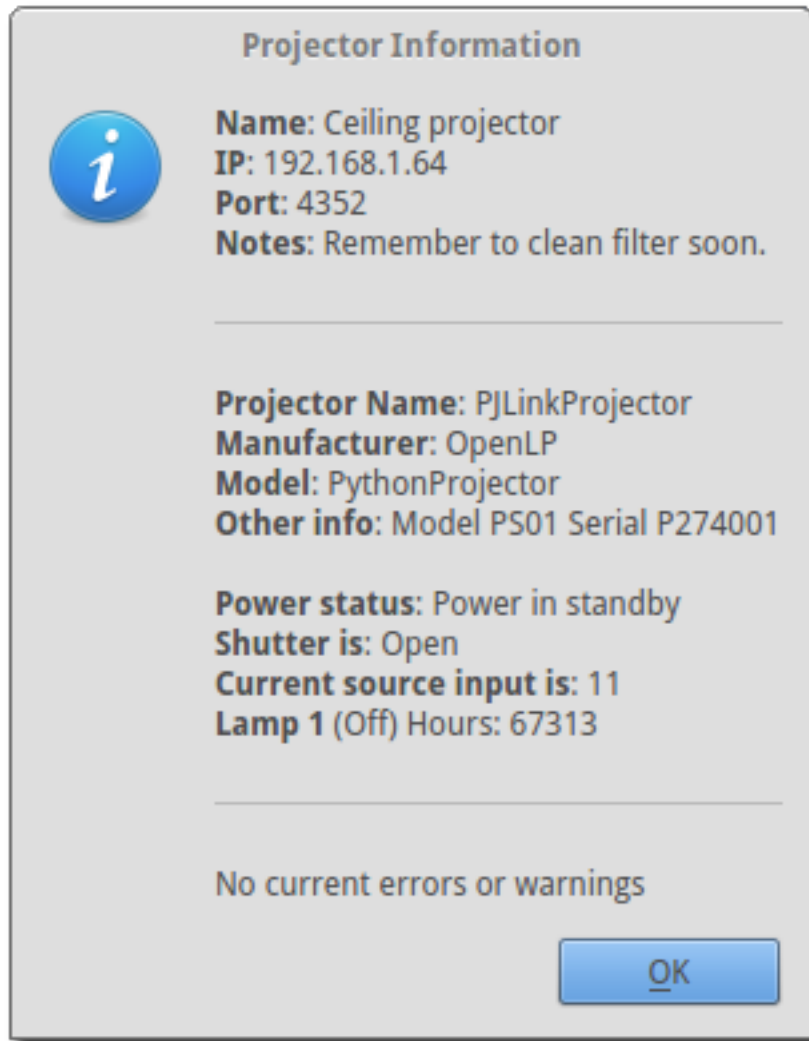
When you have multiple projector entries selected, the projector manager toolbar will change to the following:



Once you select a projector, the icons will also change based on the status of the projector.

### 3.10.4 View Projector Information

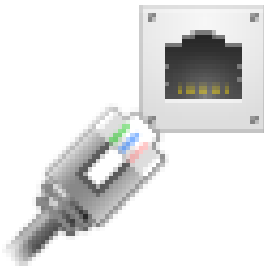
After you have a projector item added and it's connected, you can view the current status of the projector by clicking on the *View Projector Information* icon. You will see a pop-up box that looks similar to the following: (NOTE: Example information only - the information you see will depend on the projector that you are connected to)



### 3.10.5 Projector Status Icons

The icons next to the projector entry in the projector manager list give you a quick visual status of the projector.

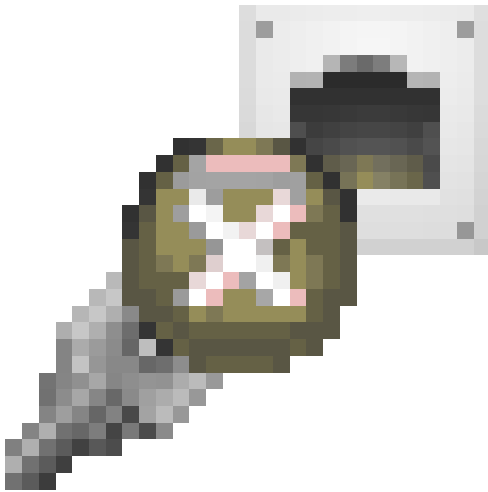
The icons you will see for the projector are:



Projector is disconnected



Attempting to connect to projector



There was an error connecting to projector



The projector power is OFF (Standby)



The projector is warming up



The projector is on



The projector is cooling down before power off (standby)



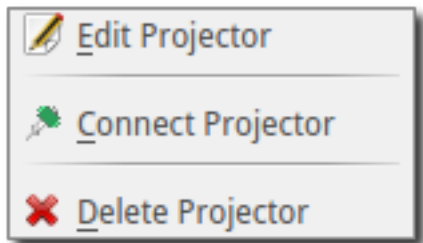
The projector is reporting an error

### 3.10.6 Projector Menus

The projector menu items will vary depending on what the status is of the selected projector. The icons/options available are the same as described above in the icon description section.

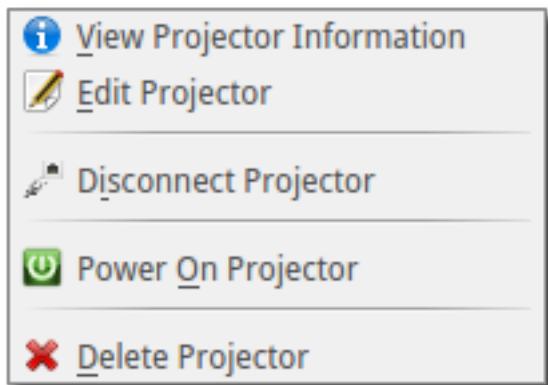
#### Initial Menu

When you first enter a projector or when you first start OpenLP, you will select from the following menu items:



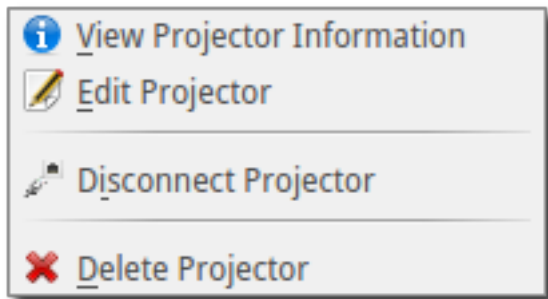
#### Projector Connected in Standby Mode

Once the projector has been connected, and if the projector is not powered on, you get the below menu list:



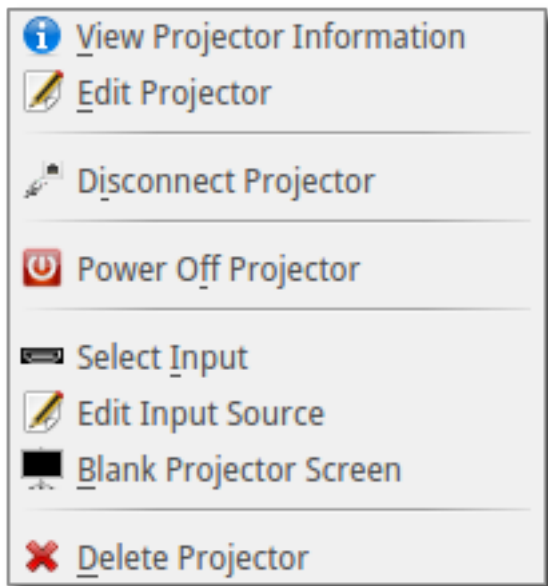
### Projector Connected in Warmup Mode

Once the projector is in warming up, you will see the following menu:



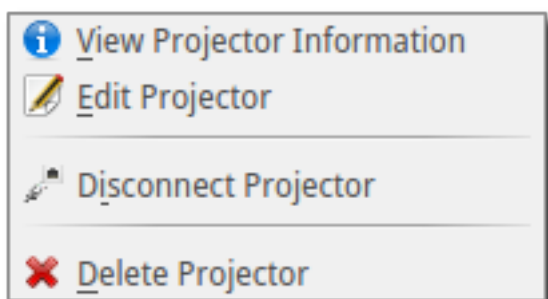
### Projector Connected and Power On

Once the projector is on, you will see the following menu:



### Projector Connected and in Cooldown Mode

When the projector is cooling down, you will see the following menu:





### 3.10.7 Video Source Options

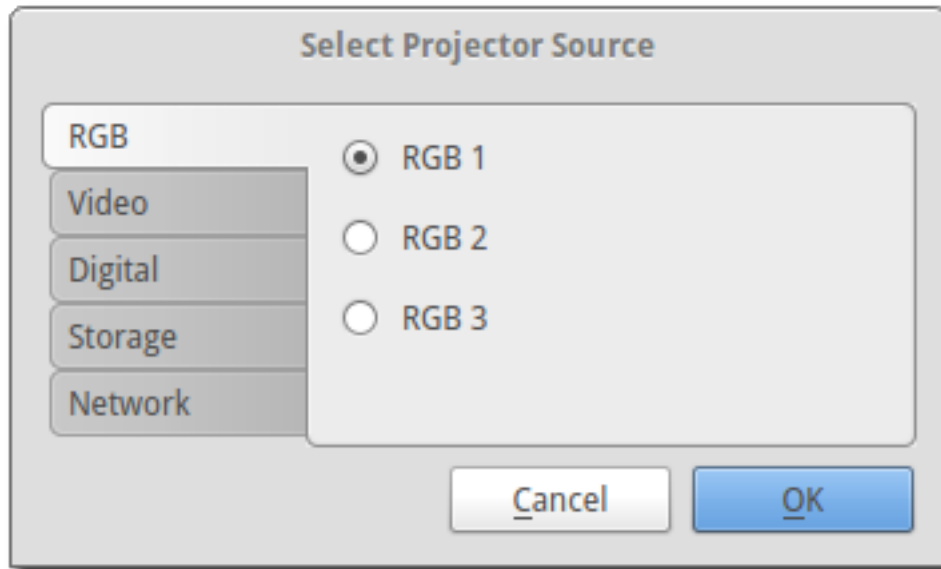
The video source options allow you to tell the projector to change it's video source input, as well as allowing you to personalize what the video settings options.

#### Video Source Input Select Options

If you want to change the video source the projector uses, click on the *Select Source* option, then select from the pop-up window which video source you want to use. You can access the *Select Source* option from either the projector manager toolbar or from the right-click pop-up menu.

You have an option of setting two different styles for the video source window. The default option is all entries on one radio button dialog. The other option is to have the selections grouped by type. This option is available in the *Settings* -> *Configure OpenLP* -> *Projectors* tab under the "Source Select dialog interface" option.

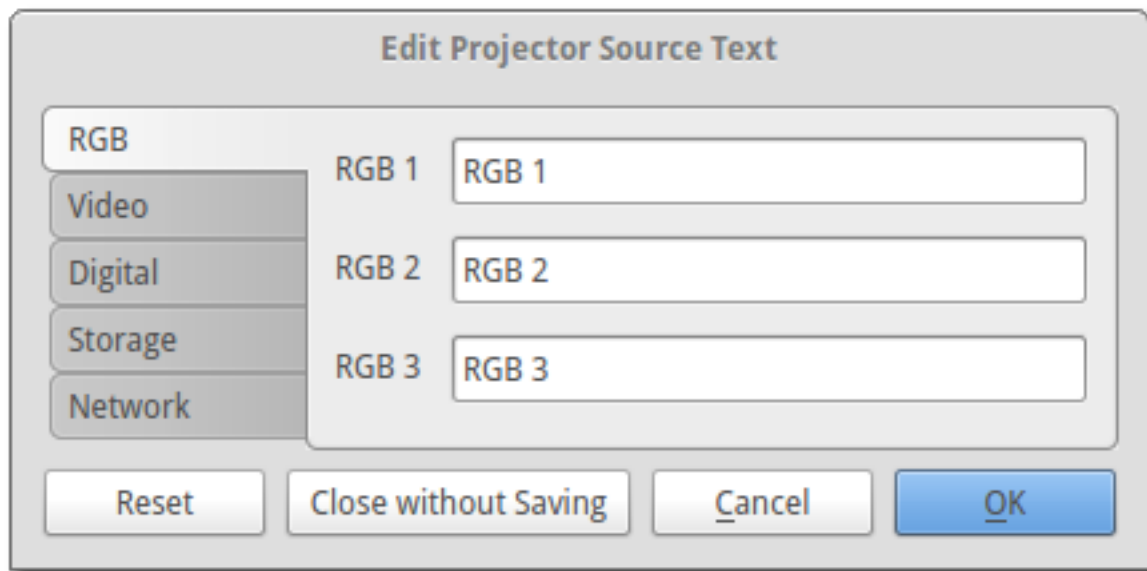
NOTE: These images are examples only - what options you will have will vary depending on the projector you have. These images show the default PJLink text.



#### Video Source Input Edit Options

When you want to customize how the video source select text looks, click on the *Edit Input Source* icon in the right-click menu. This will bring up the source edit dialog box.

NOTE: These images are examples only - what options you will have will vary depending on the projector you have. These images show the default PJLink text.



Once you are satisfied, you can click on the *OK* button to save the changes, or click on the *Cancel* button to discard these changes and continue to use the previously saved user-defined text (or the PJLink defaults if you have no previously saved user-defined text).

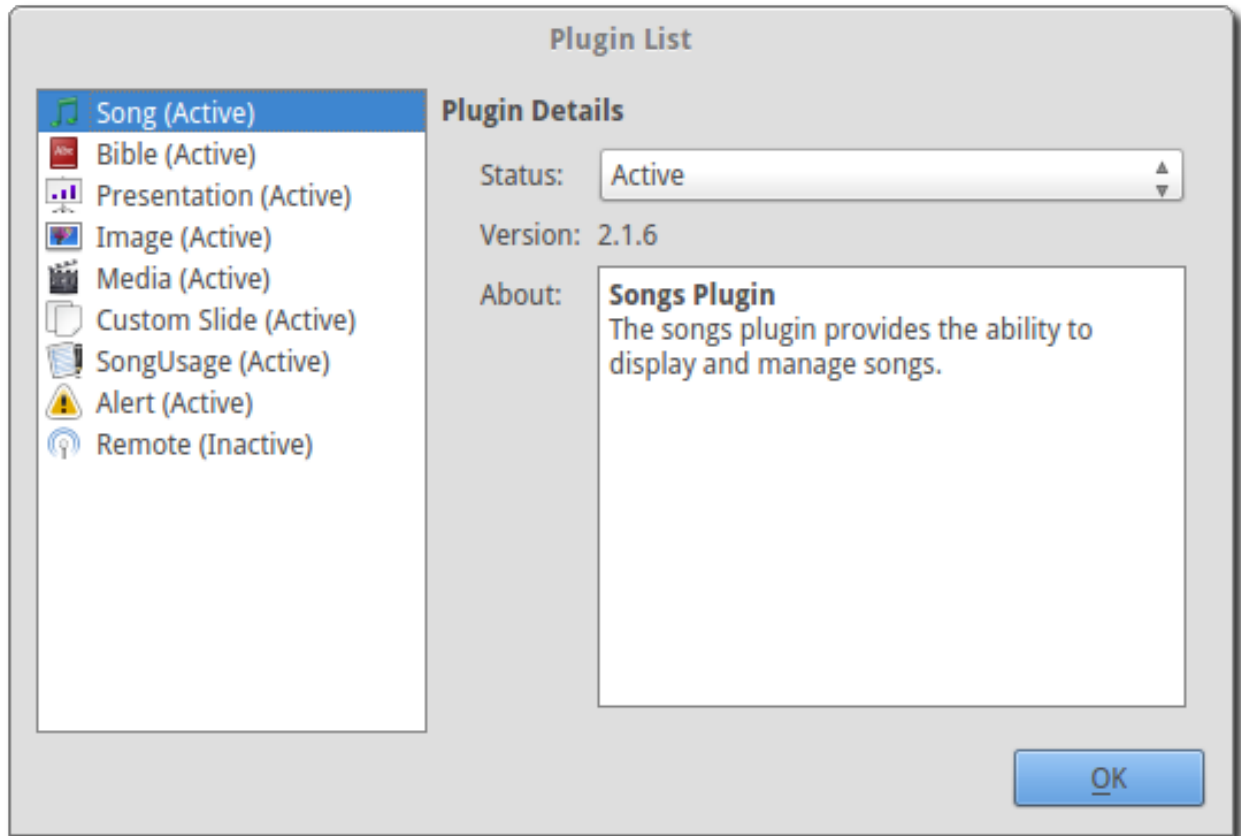
If you don't like the changes, the *Reset* button will reset the text back to the previously saved text (or PJLink defaults if you have no previously saved user-defined text) and allow you to continue editing.

If you *\_really\_* don't like the text, you can select the *Discard* button and remove all entries from the database. **WARNING:** This will delete *\_all\_* of the user-defined entries for this projector in the database and return them to the PJLink defaults.

## 3.11 Plugin List

OpenLP has many plugins you can activate.

To see which plugins are enabled select *Settings* → *Manage Plugins* or **Alt+F7**



### 3.11.1 Plugin Details

The left side shows you the list of plugins. Click on a plugin to check its status.

**Status** Shows if your plugin is Active or Inactive. Click the box to change the status and click OK to save your selection.

**About** Describes the use of the plugin.

For a brief description of what each plugin does, please see below.

**🎵 Songs Plugin** The songs plugin provides the ability to display and manage songs.


**📖 Bible Plugin** The Bible plugin provides the ability to display Bible verses from different sources during the service.


**📊 Presentation Plugin** The presentation plugin provides the ability to show presentations using a number of different programs. The choice of available presentation programs is available to the user in a drop down box.


**🖼️ Image Plugin** The image plugin provides displaying of images. One of the distinguishing features of this plugin is the ability to group a number of images together in the service manager, making the displaying of multiple images easier. This plugin can also make use of OpenLP's "timed looping" feature to create a slide show that runs automatically. In addition to this, images from the plugin can be used to override the current theme's background, which renders text-based items like songs with the selected image as a background instead of the background provided by the theme. See the section on [Adding a Group of Images](#).


**🎞️ Media Plugin** The media plugin provides playback of audio and video.

**📄 Custom Slide Plugin** The custom slide plugin provides the ability to set up custom text slides that can be displayed on the screen the same way songs are. This plugin provides greater freedom over the songs plugin.

 **SongUsage Plugin** This plugin tracks the usage of songs in services.

 **Alerts Plugin** The alert plugin controls the displaying of alerts on the display screen. See [Alert](#) for more information

 **PlanningCenter Plugin** The planningcenter plugin provides an interface to import service plans from the Planning Center Online v2 API.

 **OBS Studio Plugin** The OBS Studio plugin provides integration with OBS Studio to allow controlling scenes and sources directly from OpenLP. See [obs\\_studio\\_integration](#) for more information.

## 3.12 Formatting Tags

OpenLP has the ability to add additional formatting to text in songs and custom slides through the use of *Formatting Tags*. *Formatting Tags* provide a shortcut to use HTML and CSS to format text.

*Formatting Tags* consist of two parts, a starting and an ending tag, each tag consisting of a brace, tag identifier, brace.

**Note:** HTML or CSS cannot be directly entered into OpenLP. They must be defined through the use of *Formatting Tags*

### 3.12.1 Using a Formatting Tag

*Formatting Tags* can be inserted by typing the tag into the text that is being edited or by using the mouse to select and insert the tags. *Formatting Tags* can not span across page breaks. If a tag begins with text on one side of a page break it cannot stretch across the break. Instead, two sets of tags will need to be used, one set on each side of the break.

#### Adding Formatting Tags Using Text

To use *Formatting Tags* surround the text with a starting tag { } followed by the text to be formatted. End the text to be formatted with an ending tag {/}.

#### Example of Use

To make a section of text bold you would do the following in a custom slide or song:

`Amazing grace how {st}sweet{/st} the sound.`

This will yield the text as:

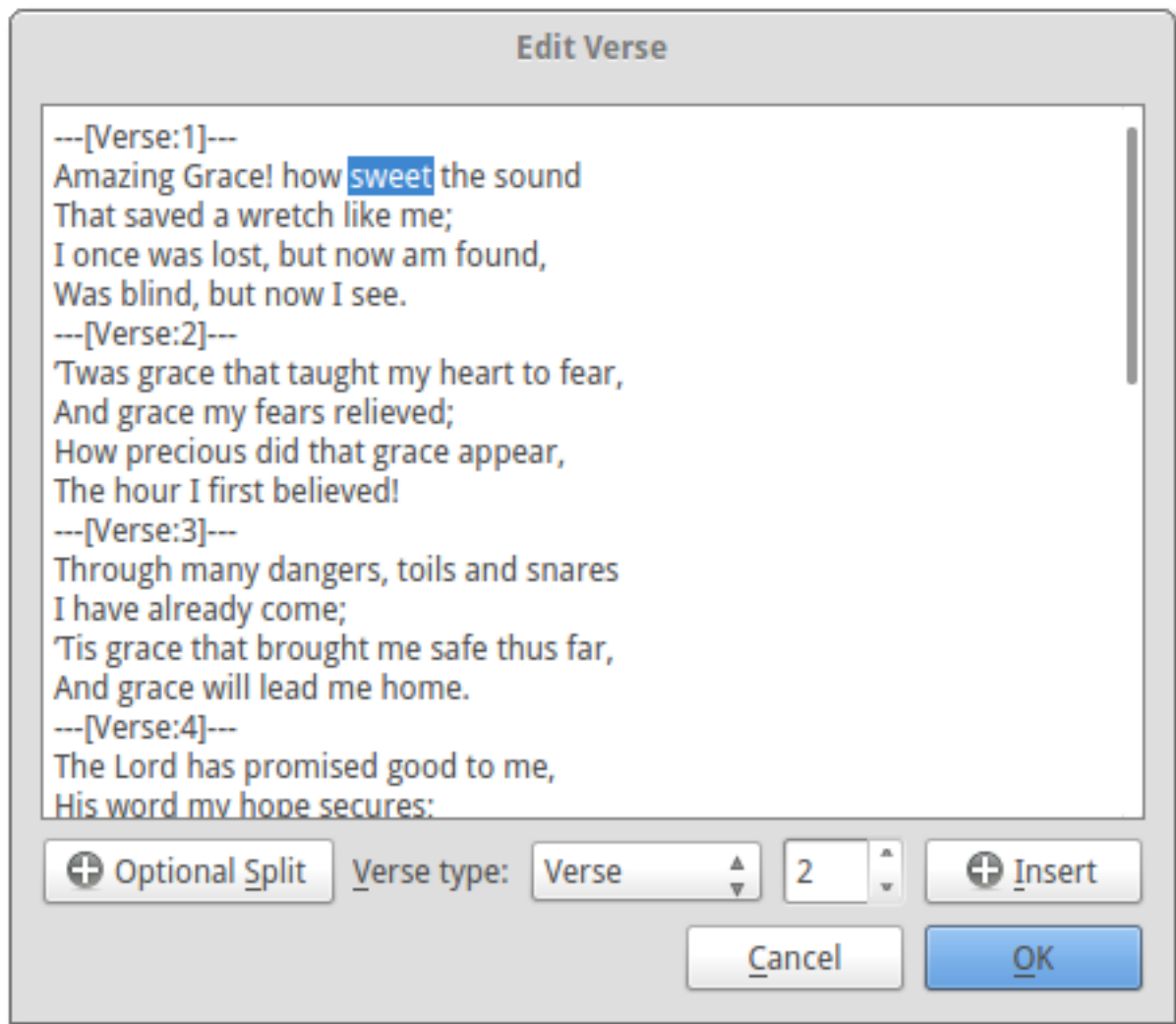
Amazing grace how **sweet** the sound.

#### Adding a Formatting Tag Using The Mouse

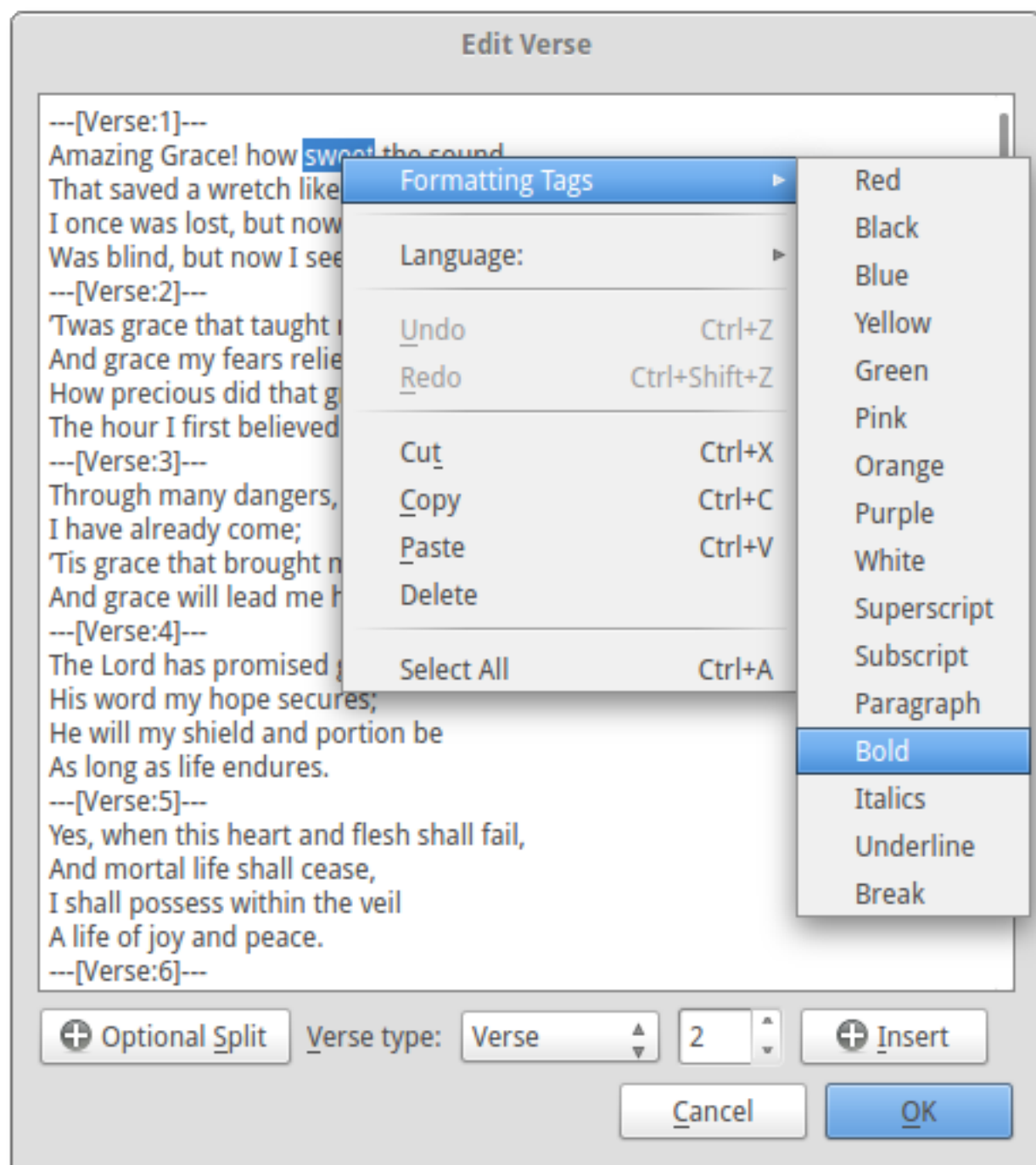
*Formatting Tags* can be inserted by selecting the text you wish to format. Right click on the text and select *Formatting Tags* followed by selecting the desired formatting.

## Example of Use

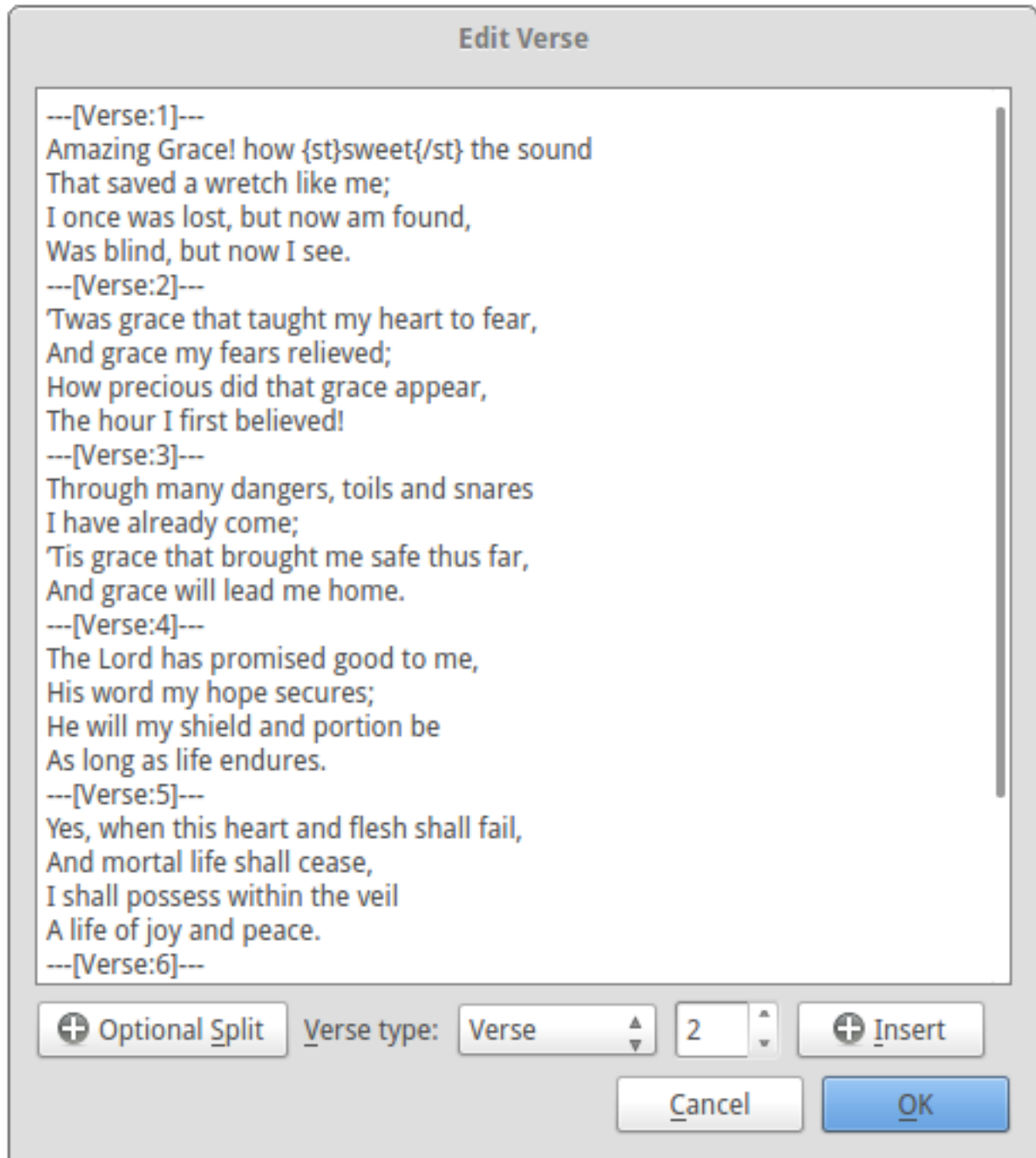
Select the song or custom slide to edit. Next, highlight the text that you want to be formatted.



Right click on the selected text and select *Formatting Tags* followed by selecting the desired formatting for the selected text.



The formatting tags should now be inserted.



## Included Formatting Tags

The following tags are included with OpenLP

- **{r}** red text
- **{b}** black text
- **{bl}** blue text
- **{y}** yellow text
- **{g}** green text
- **{pk}** pink text
- **{o}** orange text
- **{pp}** purple text
- **{w}** white text
- **{su}** superscript text
- **{sb}** subscript text
- **{p}** paragraph
- **{st}** bold
- **{it}** italics
- **{u}** underline
- **{br}** break

### 3.12.2 Configuring Formatting Tags

To add new *Formatting Tags* go to *Settings* → *Configure Formatting Tags*



**Configure Formatting Tags**

Default Formatting

	Description	Tag	Start HTML	End HTML
1	Red	r	<span style="-webkit-text-fill-color:red">	</span>
2	Black	b	<span style="-webkit-text-fill-color:black">	</span>
3	Blue	bl	<span style="-webkit-text-fill-color:blue">	</span>
4	Yellow	y	<span style="-webkit-text-fill-color:yellow">	</span>
5	Green	g	<span style="-webkit-text-fill-color:green">	</span>
6	Pink	pk	<span style="-webkit-text-fill-color:#FFC0CB">	</span>
7	Orange	o	<span style="-webkit-text-fill-color:#FFA500">	</span>
8	Purple	pp	<span style="-webkit-text-fill-color:#800080">	</span>

Custom Formatting

Description	Tag	Start HTML	End HTML

Click the *New* button to add new *Formatting Tags*. Enter the description of the *Formatting Tags* followed by the tag. The tag must be unique. You do not need to put the in braces { } here, only when using the tag. Finally, enter in the HTML or CSS for the tag and click *Save* to complete adding new *Formatting Tags*.

To delete *Formatting Tags* that you have entered click on the *Formatting Tags* from the list and click *Delete*.

**Note:** if a tag is deleted that is in use in a song or custom slide the slide will display the tags { } without any formatting. The deleted tags will need to be manually deleted from the songs or custom slides.

### 3.12.3 Additional Useful Tags to Add

The *Formatting Tags* included when you installed OpenLP provide many of the commonly used formatting Tags. The following are *Formatting Tags* that are used by some of the user community and may be of use to you.

The alignment Tags can be used to override the Theme formatting. A common use is to Center the Title of a song when the Theme is left justified.

The Font size up and down Tags can be used to make the Theme Font size larger or smaller for the text between the tags. Both Tags can be combined to provide multiple size changes.

The Font size 20pt Tag sets the font size to a specific size. The size '20pt' is not an exact copy of what you would get in a word processor, but will be comparable in size.

The Font name Tags, Arial and Times New Roman, will change the font used for the text enclosed by the Tags. The

Font name Tags can be combined with Color or Formatting Tags to create easily distinguishable differences on the screen. One use could be for responsive readings.

The Paragraph with hanging text is used to indent the lines of Text after the first line of text in a paragraph.

The Column Left and Column Right Tags can be used to create two columns of text, each left justified.

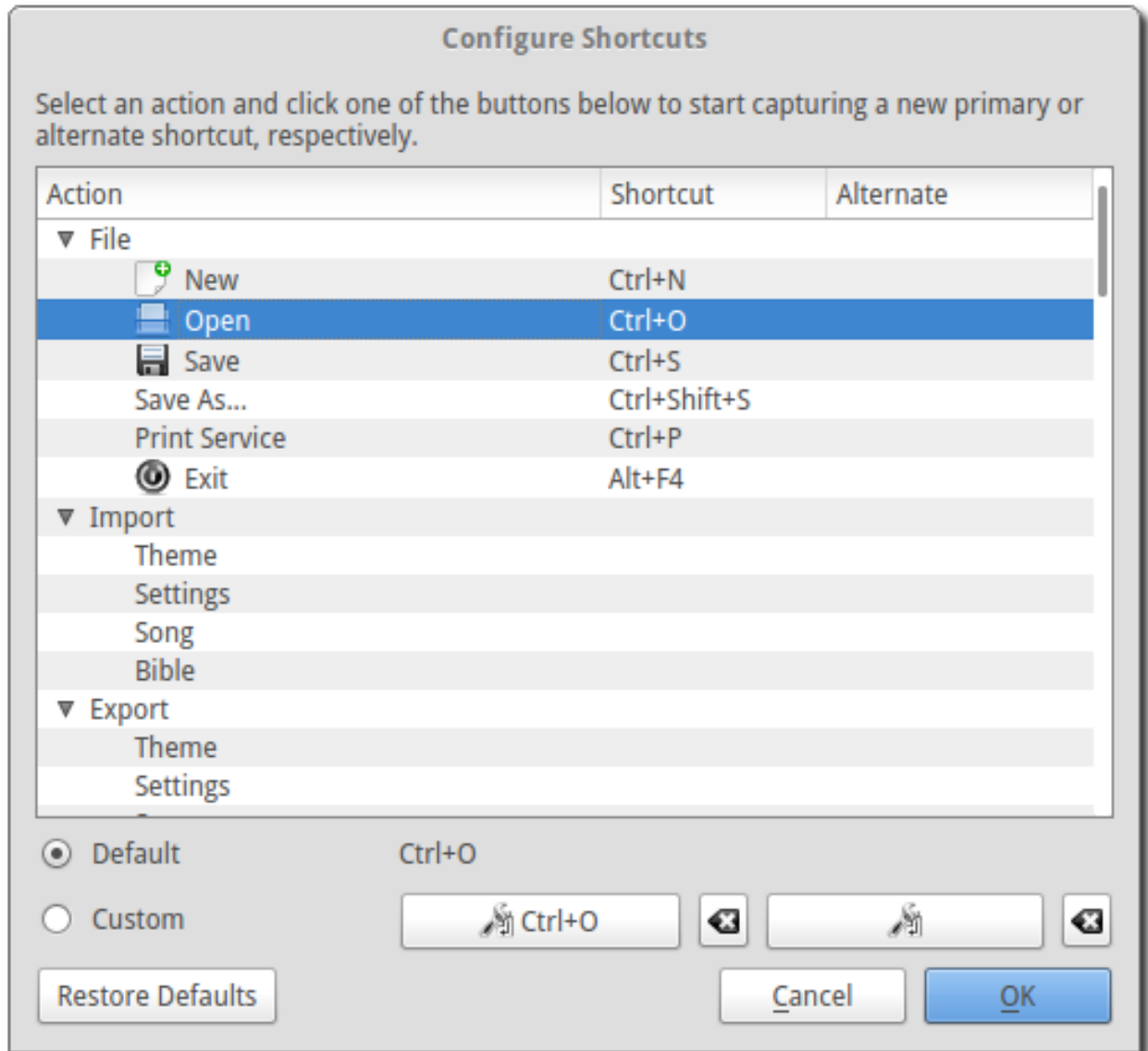
De-scrip-tion	Tag	Start HTML	End HTML
Align Left	al	<div align="left">	</div>
Align Center	ac	<div align="center">	</div>
Align Right	ar	<div align="right">	</div>
Big font size	fu	<big>	</big>
Small font size	fd	<small>	</small>
Font size 20pt	f20	<span style="font-size: 20pt">	</span>
Arial	arial	<span style="font-family:arial;">	</span>
Times New Roman	times	<span style="font-family:times new roman;">	</span>
Paragraph with hanging test	phg	<div style="padding-left: 2em;text-indent: -0.5em; adding-left: 2em; padding-bottom:0.1em; margin:4em; float: left; ">	</div>
Column left	cl	<div style="position:absolute; margin-left:0%">	</div>
Column right	cr	<div style="position:absolute; margin-left:50%">	</div>

## 3.13 Customize Shortcuts

OpenLP gives you the ability to use keyboard shortcuts either by changing the default primary ones already assigned or by adding an alternate shortcut that will work alongside the primary shortcut.

To Configure Shortcuts go to *Settings* → *Configure Shortcuts*

The image below shows a partial list of shortcuts you can customize.






Across the top of the list are Action, Shortcut and Alternate.

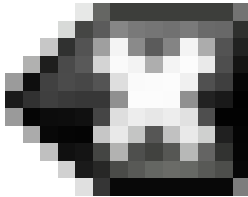
**Action:** This is the name of the of the shortcut you can change. It could be part of the menu selection or a toolbar item.

**Shortcut:** This is the keyboard shortcut assigned to the action beside it.

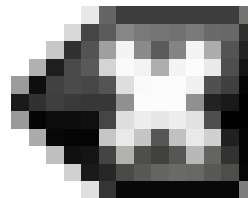
**Alternate:** This is the alternate shortcut you can assign to the action. Each Action can have two different shortcuts assigned to it.

### 3.13.1 Changing a Shortcut


 **Capture shortcut:** To change a shortcut click on an Action in the list that you would like to modify. Click on the left  to add or modify the default shortcut and the right  to modify or add an alternate shortcut. After you click on one of the boxes you can type in the key or combination of keys you want to use for your shortcut.



**Restore the default shortcut of this action:** If you are not happy with your shortcut se-

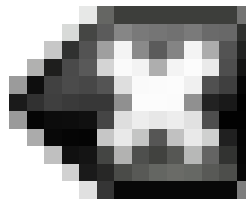


lection you can restore it to its default value by clicking the icon next to the shortcut. This will set the shortcut to its original state.

If there is a shortcut you want to remove from an action and not assign another one you can click on  twice. This will remove the shortcut.

All Actions that you click on will show either Default or Custom.

If you change or add any shortcut the option button for Custom will be selected. Clicking the Default option button



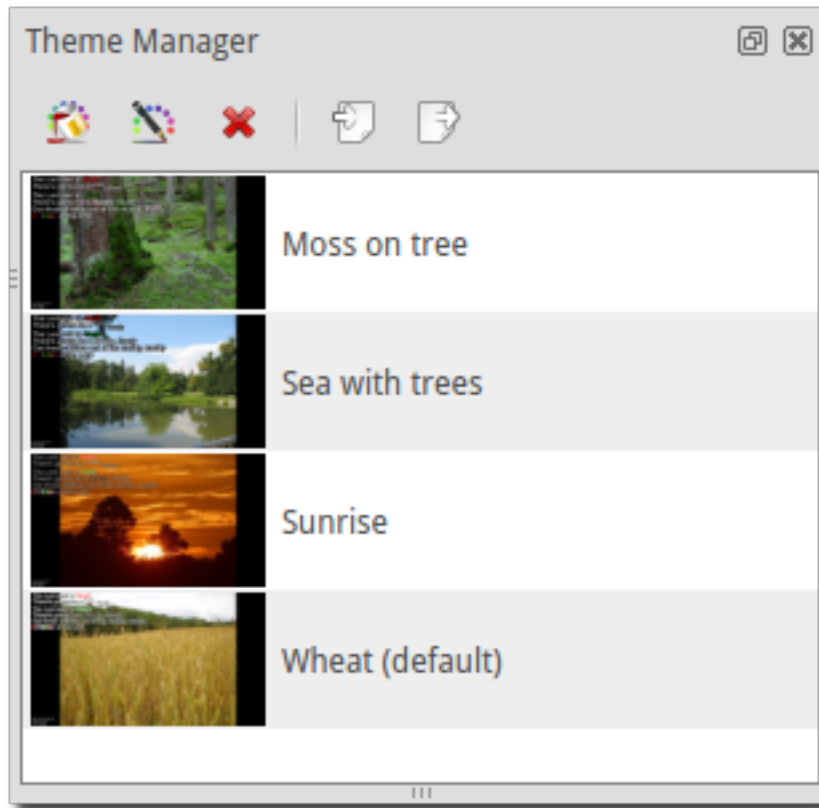
will restore the original shortcut. You can also click  to change it back to default.

If you don't like any of your changes or find that you want to return the shortcuts back to their original settings, click *Restore Defaults*.

When you are done making your changes click *OK*. If you don't want to save any of your changes click *Cancel*

## 3.14 Themes

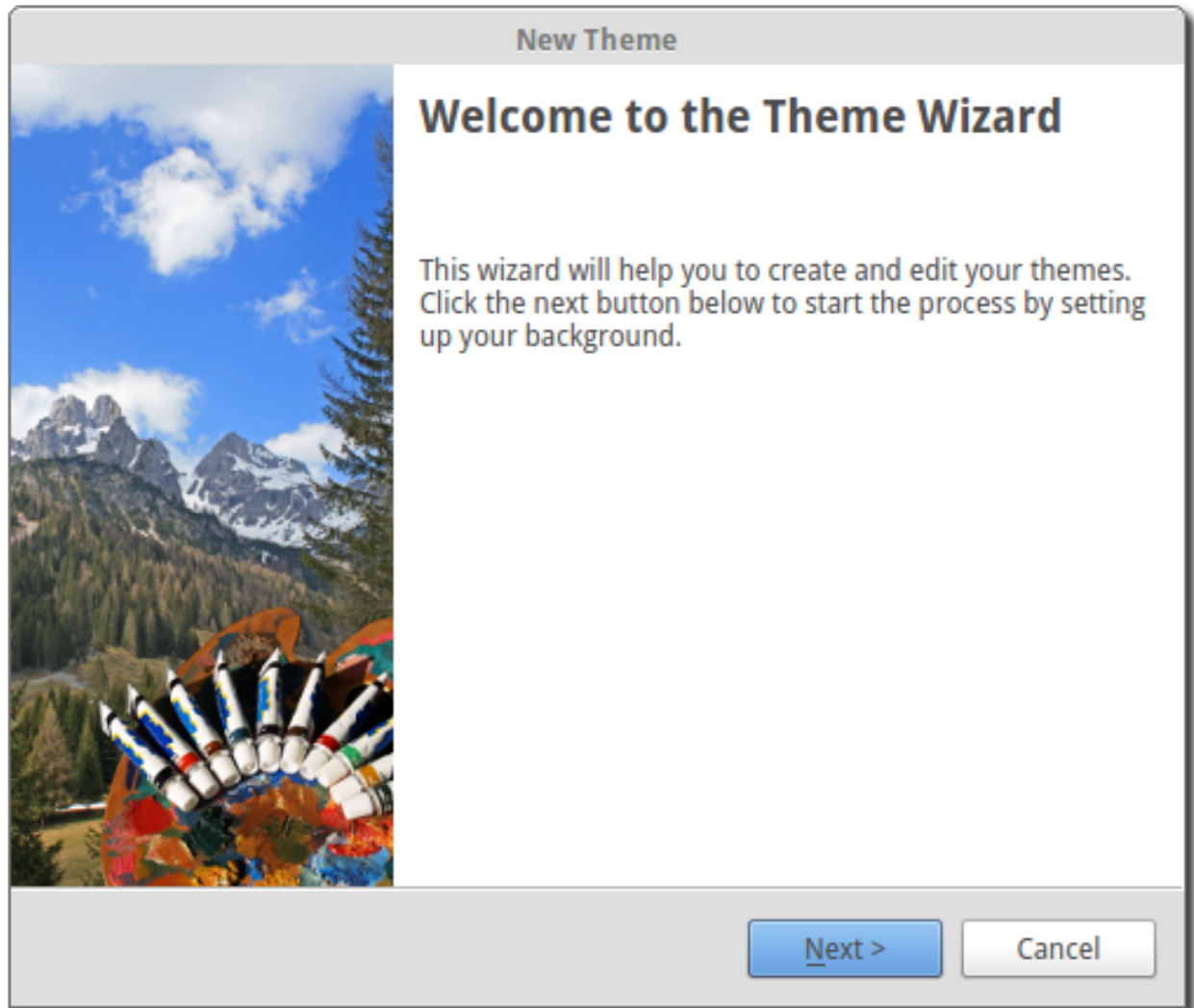
The *Theme Manager* is where you can set backgrounds, fonts, and colors to the style you desire. From the theme manager you can create a new theme, Edit a theme, Delete a theme, Import a theme, and Export a theme.



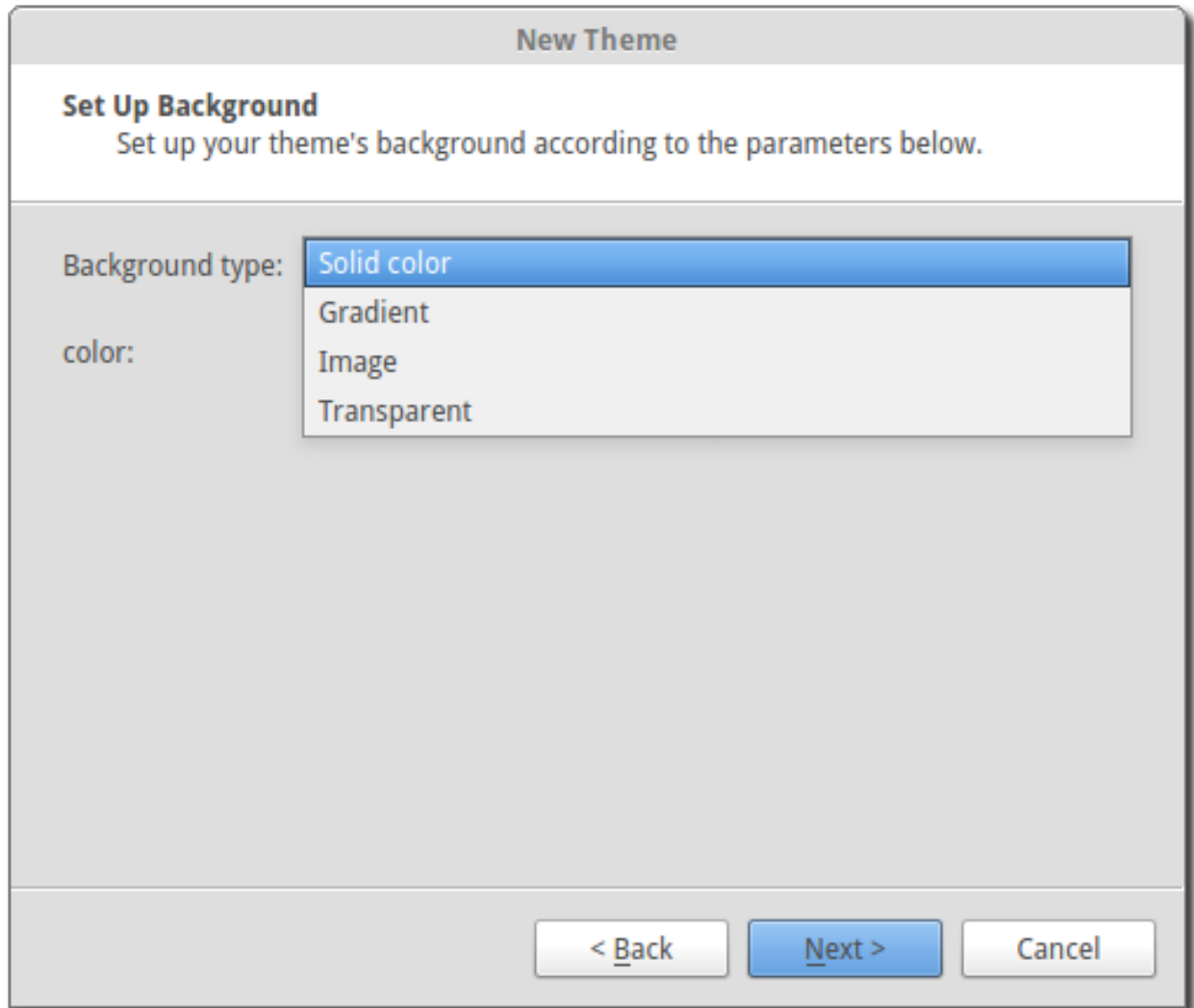
### 3.14.1 Creating New Themes



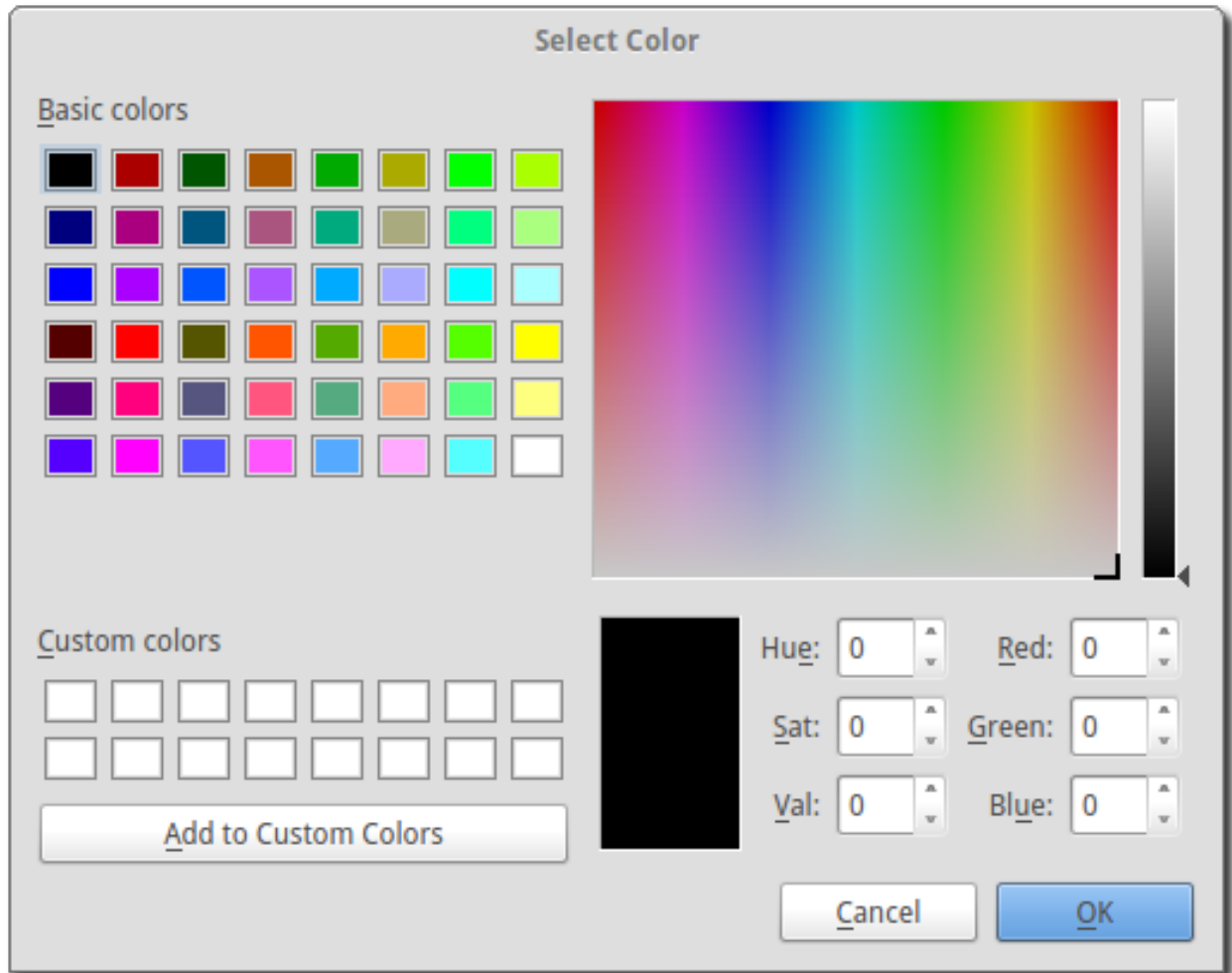
**Create a new theme:** This will bring up the *Theme Wizard*



Click *Next*. You have 4 choices in the drop down menu for Background type: Solid Color, Gradient, Image or Transparent.

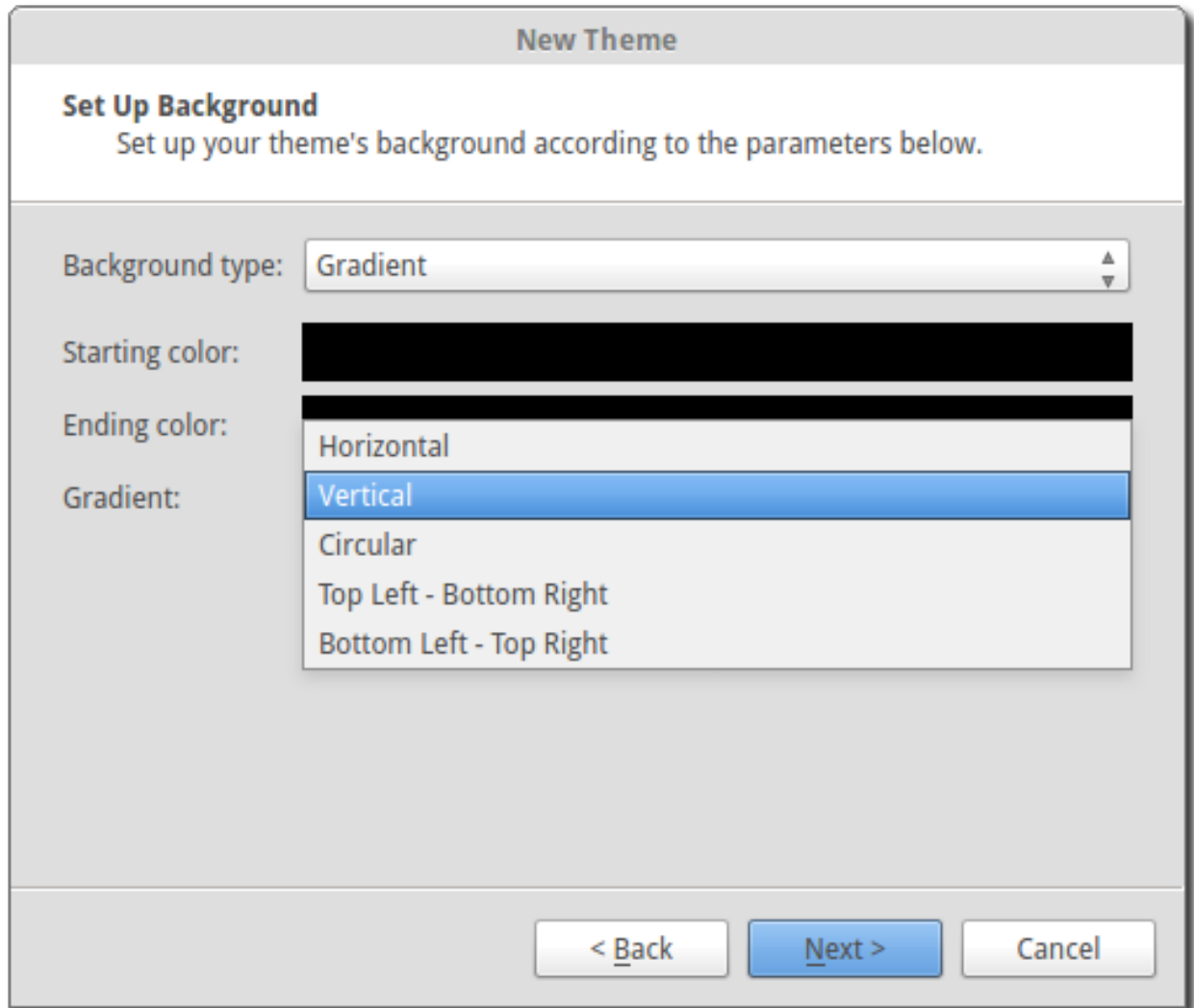


**Solid color:** Select solid color and click on the black button next to Color. You have the option of choosing among the colors you see or entering your own.

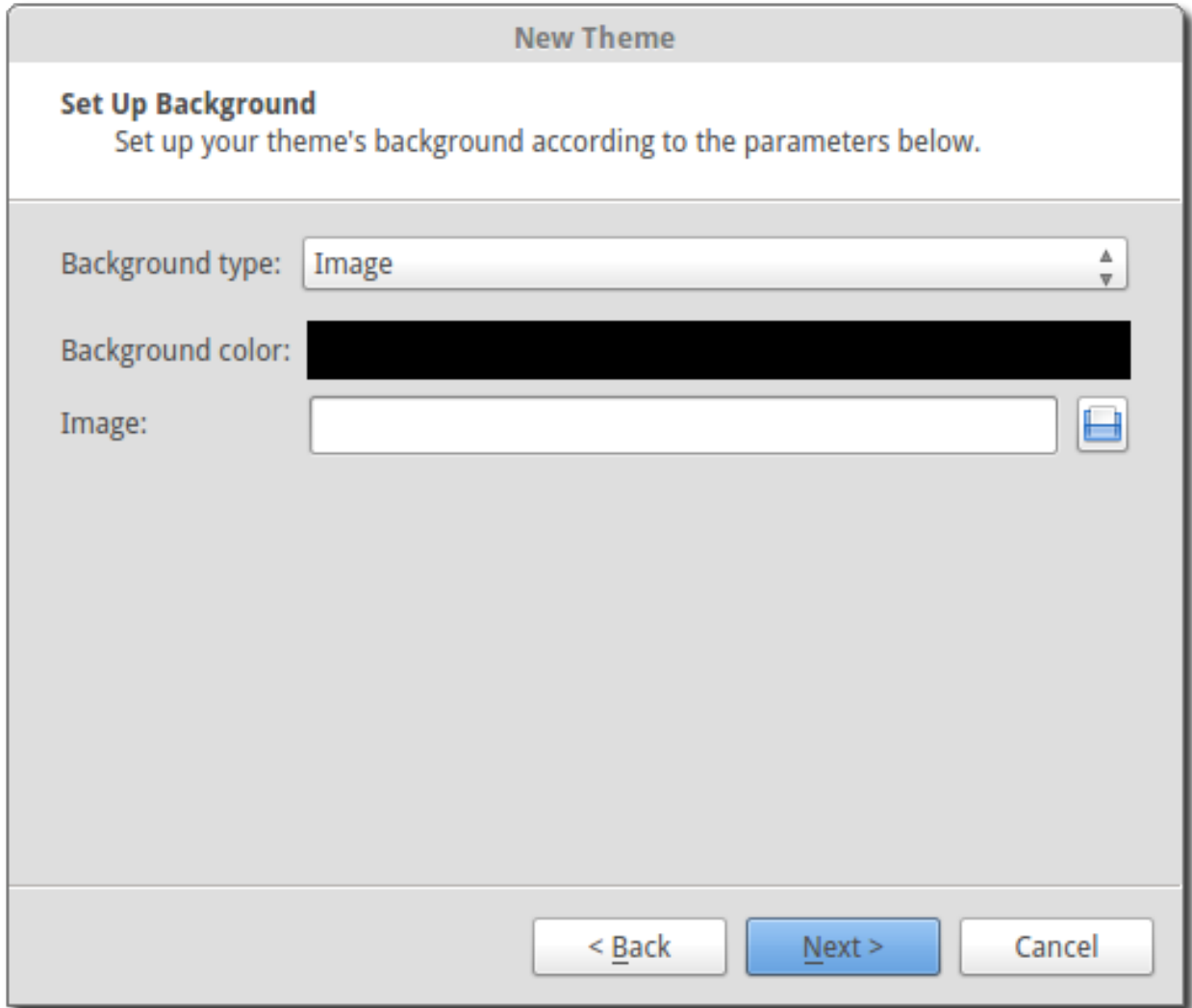


**Gradient:** Choose the two colors, *Starting color* and *Ending color* that you want to fade together and the Gradient drop down will let you determine the directions of the fade.





**Image:** You have the ability to use an image for your background. OpenLP accepts a variety of image types. JPG is the most common format of images but can cause previews to be slow. If you experience this you may want to convert your image to PNG as it previews quicker than other formats.




The image shows a 'New Theme' dialog box with a 'Set Up Background' section. The section contains three settings: 'Background type' set to 'Image', 'Background color' set to black, and 'Image' with an empty text box and a file selection icon. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

**New Theme**

**Set Up Background**  
Set up your theme's background according to the parameters below.


Background type: Image

Background color: [Black]

Image: [ ] 

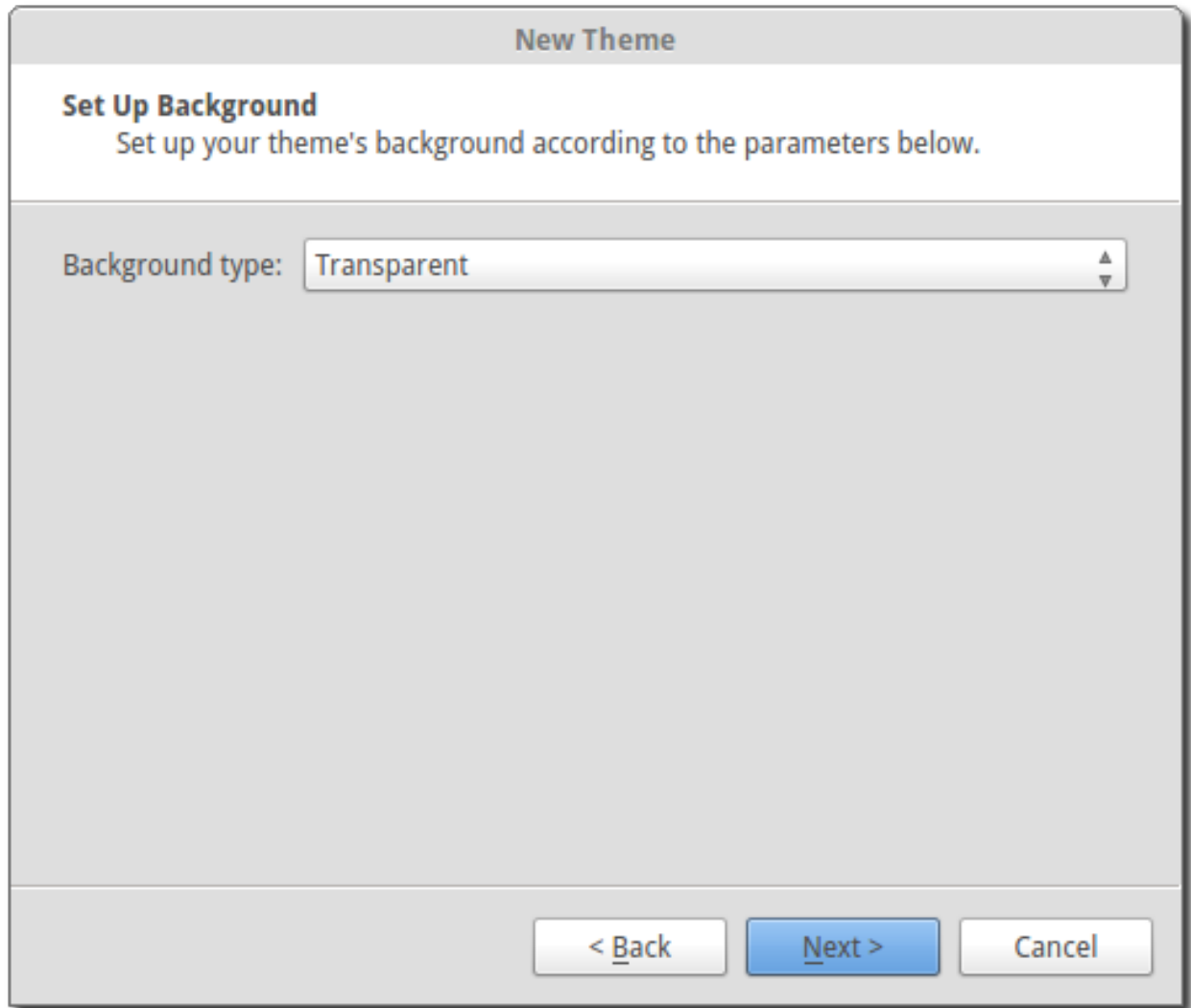
< Back   Next >   Cancel

**Background color:** Choose the color that will appear on the borders if your image is smaller than your projector display setting.

**Image:** Click  to find and select your image.

**Note:** When possible, try to use the same size image as your projector is displaying unless you want a background color for a border.

**Transparent:** Using the transparent theme will use whatever wallpaper or background color that your desktop is using for the theme background.



When finished with your selection for background, click the *Next* button.

### Main Area Font Details

This is the area where you will select and define your font characteristics for the Display text.

The image shows a 'New Theme' dialog box with a section titled 'Main Area Font Details'. Below the title is the instruction 'Define the font and display characteristics for the Display text'. The settings are as follows: Font is set to 'Ubuntu' in a dropdown menu; colour is an empty text box; Bold and Italic are unchecked checkboxes; Size is set to '40pt' in a spinner box with a note '(approximately 18 lines per slide)'; Line Spacing is set to '0pt' in a spinner box; Outline is unchecked with a black preview box and a '2pt' size; Shadow is checked with a black preview box and a '5pt' size. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

**New Theme**

**Main Area Font Details**  
Define the font and display characteristics for the Display text

Font:

colour:

☐ Bold ☐ Italic

Size:  (approximately 18 lines per slide)

Line Spacing:

☐ Outline:  Size:

☒ Shadow:  Size:

< Back Next > Cancel

**Font:** Choose the font you would like to use from the drop down.

**Color:** Choose the color of your font.

**Size:** The size of your font determines how many lines are shown per slide. As you change the font size, the lines per slide will change.

**Line Spacing:** This setting determines how much space you want between lines. This setting will also change the lines per slide.

**Outline:** If you desire an outline around your font, select the Outline box, choose your color and size of the outline.

**Shadow:** If you desire a shadow around your font, select the Shadow box and choose your color and size of the shadow.

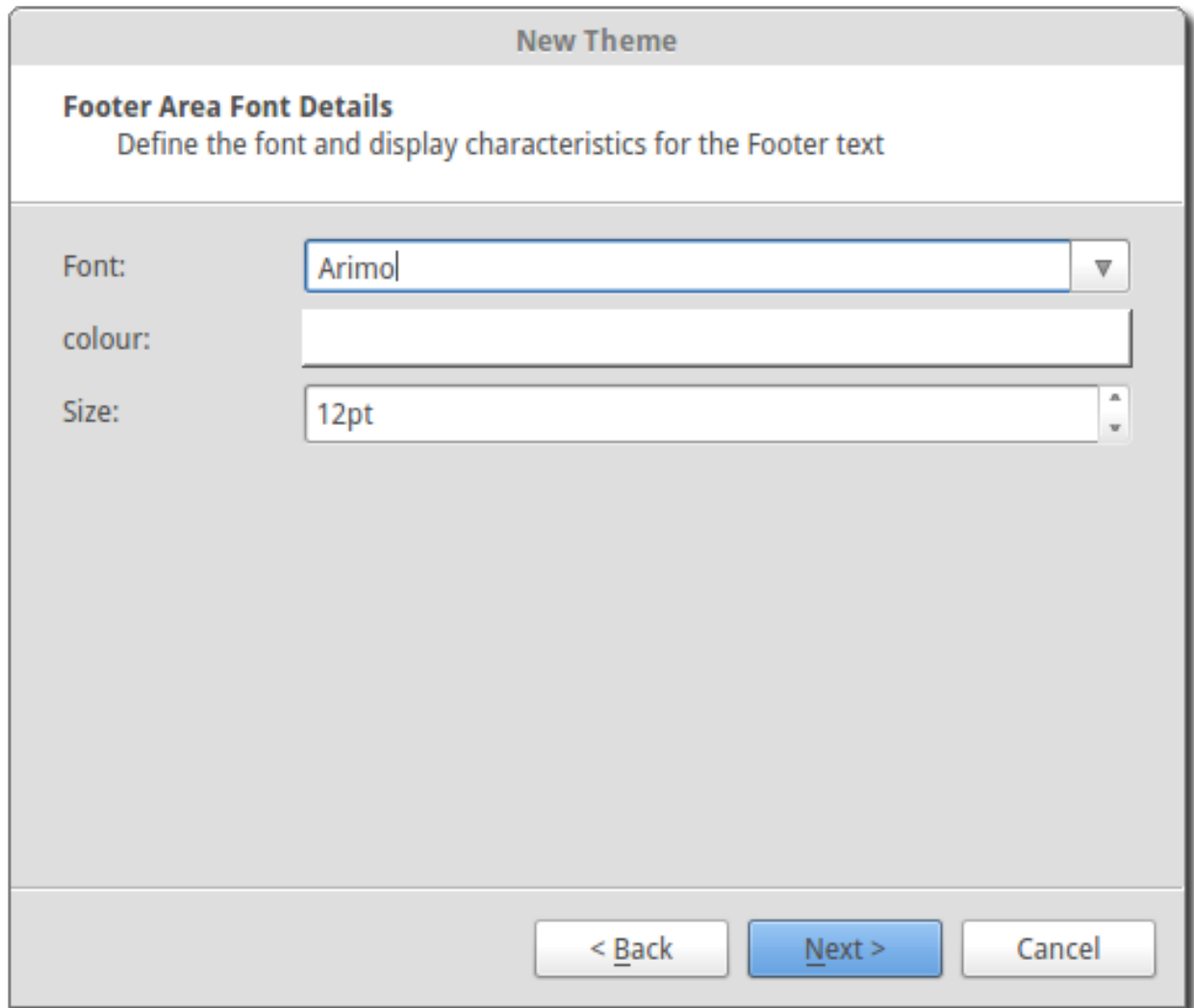
**Bold Display:** Select the box for Bold font

**Italic Display:** Select the box for Italic font

When you are finished selecting your font details click the *Next* button.

### Footer Area Font Details

This page determines the Font, Font Color, and size of the font for the footer. The footer is where the Title of the song, Author or Authors, Copyright and CCLI License are displayed.

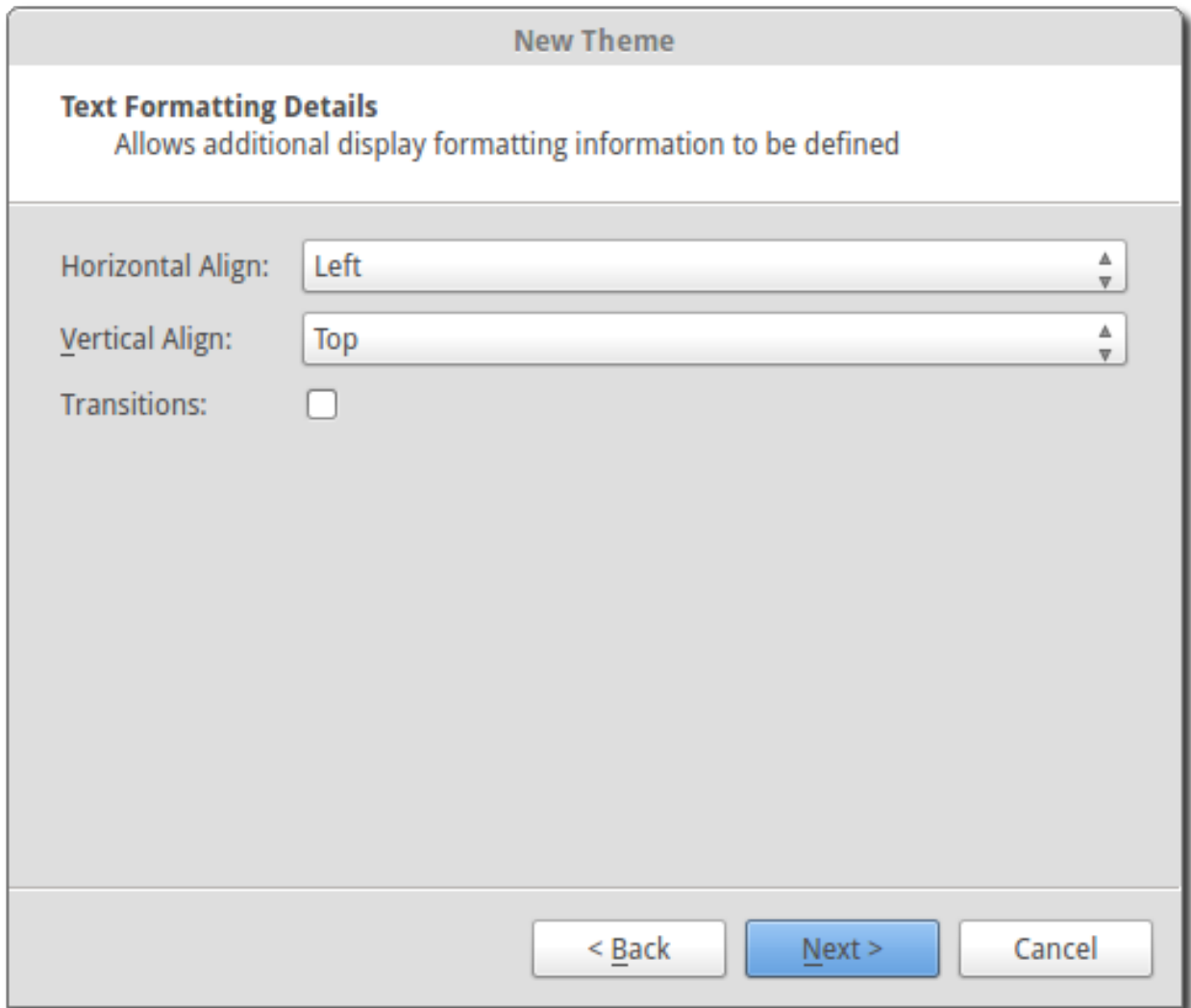


The screenshot shows a dialog box titled "New Theme". Inside, there is a section titled "Footer Area Font Details" with the instruction "Define the font and display characteristics for the Footer text". Below this, there are three input fields: "Font:" with a dropdown menu showing "Arimo", "colour:" with an empty text box, and "Size:" with a dropdown menu showing "12pt". At the bottom of the dialog, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

When you are finished setting your footer font details, click *Next*.

## Text Formatting Details

This page determines the alignment of the text on your slide and the transition from one slide to the next.



The screenshot shows a dialog box titled "New Theme" with a sub-header "Text Formatting Details" and a description "Allows additional display formatting information to be defined". Inside the dialog, there are three settings: "Horizontal Align:" with a dropdown menu set to "Left", "Vertical Align:" with a dropdown menu set to "Top", and "Transitions:" with an unchecked checkbox. At the bottom of the dialog are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

**Horizontal Align:** This moves the text to the Left, Right, Center or Justify on the screen.

**Note:** Text is only justified when the text does not fit on one line, (only when a line is wrapped).

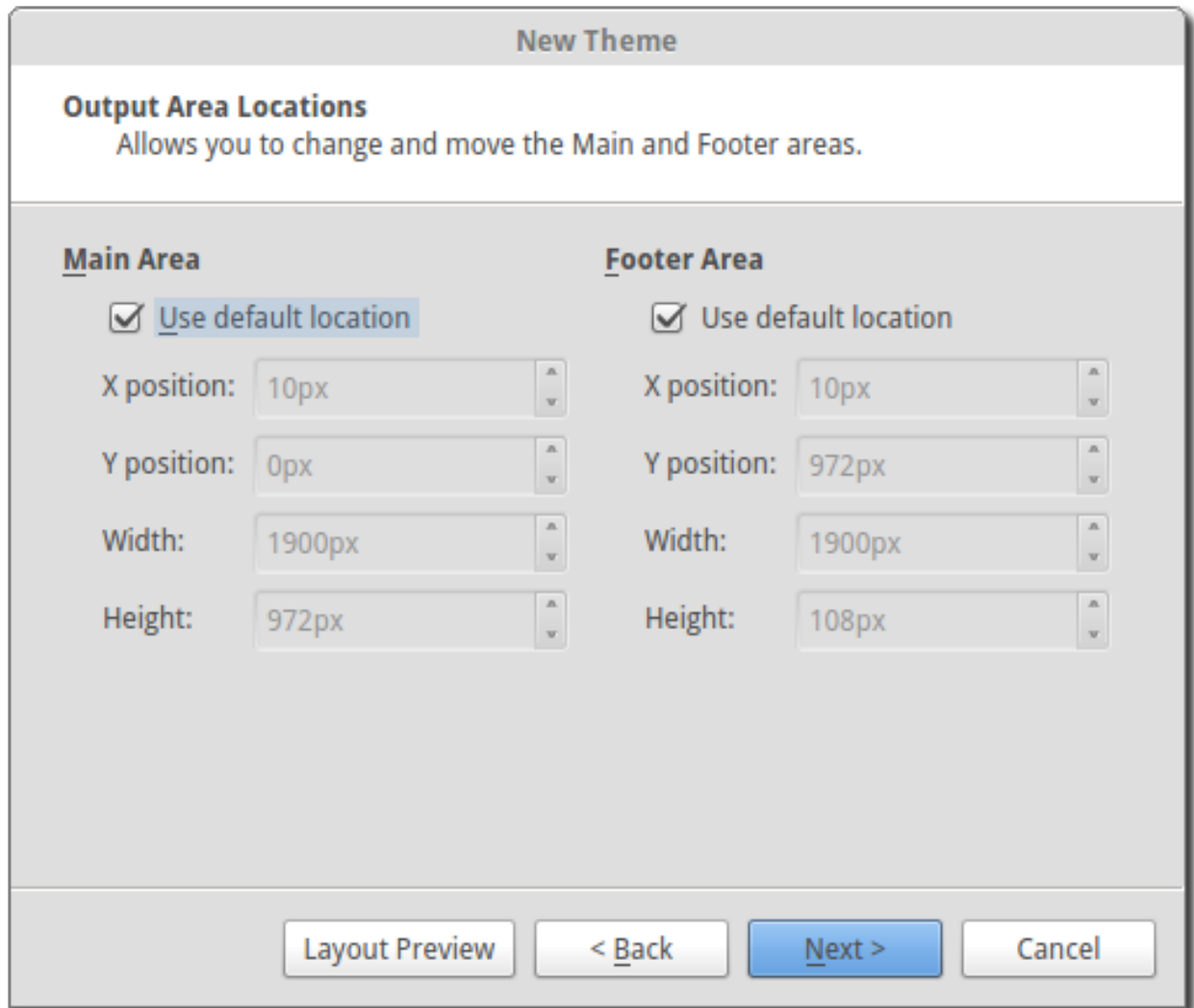
**Vertical Align:** This moves the text to the Top, Middle or Bottom of the screen.

**Transitions:** When this box is selected, switching slides will fade out from one and fade in to the next. When the box is not selected, slide changing will be instant.

When you are finished setting your Text Formatting Details, click *Next*.

## Output Area Locations

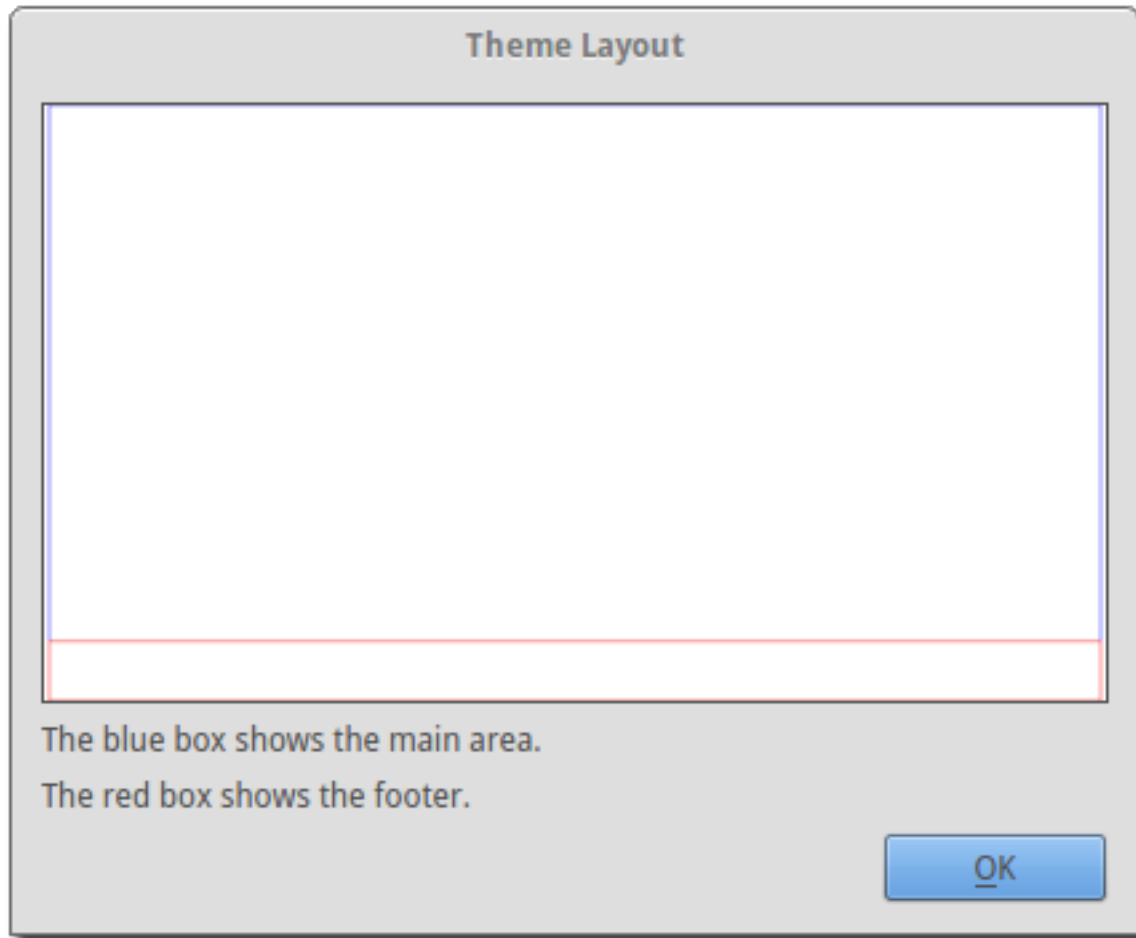
This page gives you the ability to change the position of your main area and footer area to a specific location on the screen using the X and Y positions or a specific size using width and height. (e.g. if you have a theme image with a border around it and do not want your lyrics to be displayed over top of the border or if you do not want your footer displayed on the bottom left, you can make the adjustments here).



The image shows a 'New Theme' dialog box with a section titled 'Output Area Locations'. Below the title is a description: 'Allows you to change and move the Main and Footer areas.' The dialog is divided into two columns: 'Main Area' and 'Footer Area'. Each column has a checked checkbox labeled 'Use default location'. Below each checkbox are four input fields: 'X position', 'Y position', 'Width', and 'Height'. For the 'Main Area', the values are 10px, 0px, 1900px, and 972px respectively. For the 'Footer Area', the values are 10px, 972px, 1900px, and 108px respectively. At the bottom of the dialog are four buttons: 'Layout Preview', '< Back', 'Next >', and 'Cancel'.

New Theme	
Output Area Locations	
Allows you to change and move the Main and Footer areas.	
Main Area	Footer Area
<input checked="" type="checkbox"/> Use default location	<input checked="" type="checkbox"/> Use default location
X position: 10px	X position: 10px
Y position: 0px	Y position: 972px
Width: 1900px	Width: 1900px
Height: 972px	Height: 108px
<div>Layout Preview   &lt; Back   Next &gt;   Cancel</div>	

To view your main and footer layout positions click *Layout Preview*. The blue outlined area shows the position of the main window and the red outlined area is the position of the footer area. To go back to the previous window click *OK*



To change the default locations or sizes of the main and footer area toggle off the *Use default location* on the main area or footer area by clicking on the checkmark. This will unlock the X and Y positions and the width and height. You will now be able to change the settings.



New Theme

**Output Area Locations**  
Allows you to change and move the Main and Footer areas.

**Main Area**  
☐ Use default location  
X position: 120px  
Y position: 0px  
Width: 1700px  
Height: 872px

**Footer Area**  
☐ Use default location  
X position: 120px  
Y position: 972px  
Width: 1700px  
Height: 108px

Layout Preview

< Back

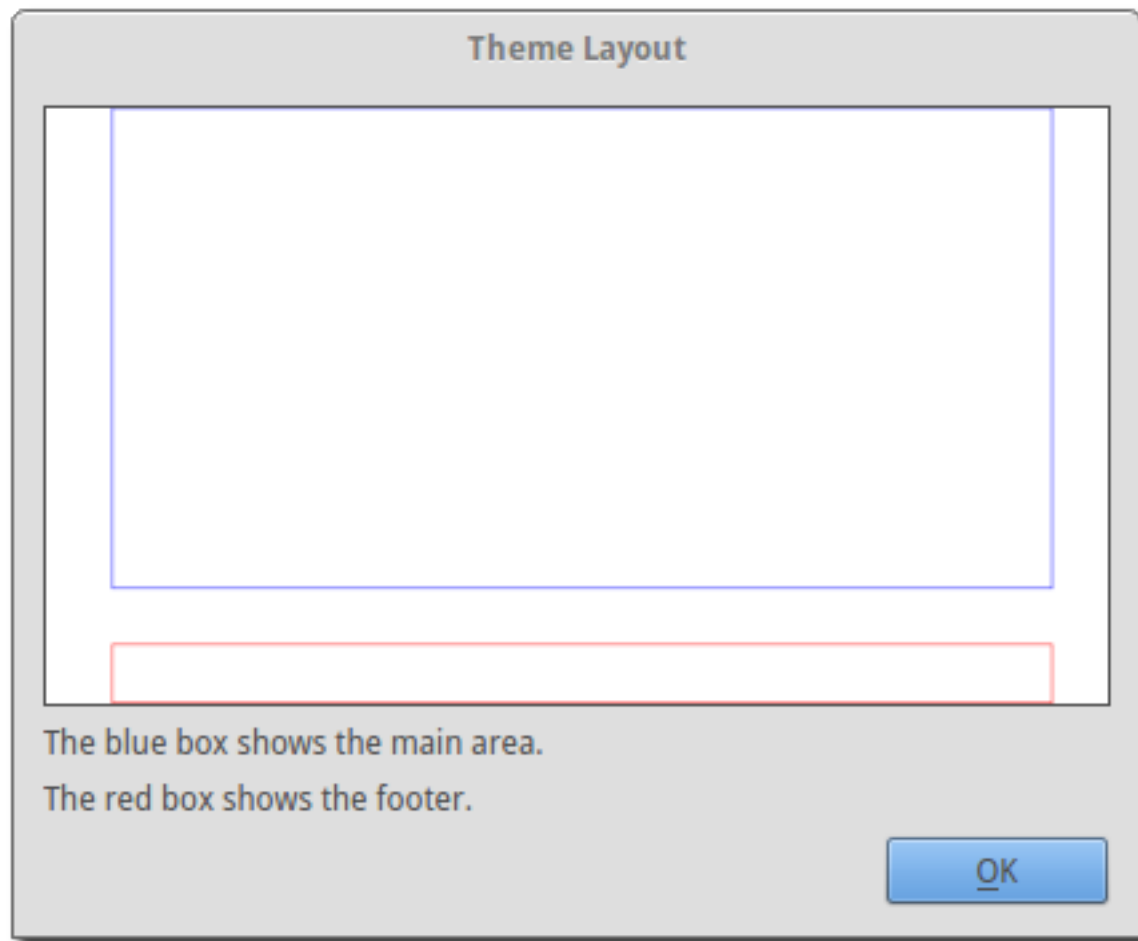
Next >

Cancel

Click *Layout Preview* to view the changes made.

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When you are satisfied with the settings of your Output Area Locations, click *Next*.

## Save and Preview

**New Theme**

**Preview and Save**  
Preview the theme and save it.

Theme name:

The Lord said to **Noah**:  
There's gonna be a **floody**, **floody**  
The Lord said to **Noah**:  
There's gonna be a **floody**, **floody**  
Get those children out of the muddy, muddy  
**Children** of the Lord

Public Domain  
© 2011-2012

< **Back**   **Finish**   **Cancel**

**Theme Name:** Enter your theme name here.

**Preview:** The Preview shows the choices you made when setting up the previous pages plus, shows all the edit effects possible so you can see what the impact is on all possible font colors and characteristics.

When you are satisfied with your selections, click *Finish*. If you want to make a change, use the *Back* button.

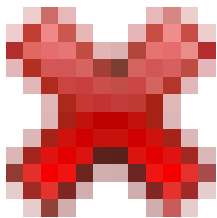
### 3.14.2 Editing Themes

Now that you created your theme and you display it on the projector and there is something you don't like, you can



easily *Edit* your theme either by clicking the Theme Edit Button or by right-clicking your theme and selecting the appropriate action.

### 3.14.3 Deleting Themes

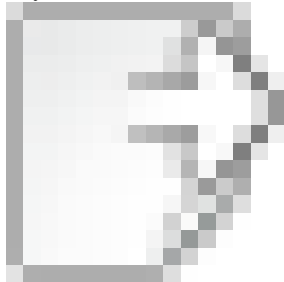


**Delete a theme:** Delete a selected theme or you can right-click your theme and select *Delete*.

**Note:** You cannot delete the theme currently selected as global or default.

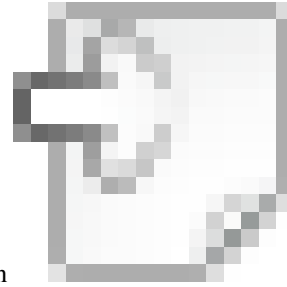
### 3.14.4 Exporting Themes

If you would like to transfer a theme from one computer to another, click on the theme you want to export, click



and choose the folder you want to save your theme in and click *OK*.

### 3.14.5 Importing Themes



To import a theme that has been previously exported, click the import button and select the folder and the theme file, and click *OK*. Your imported theme will be entered in the Theme Manager. *Import Theme* will also handle version 1 Exports. You will need to check your imported theme since many of the values will have been defaulted.

### 3.14.6 Rename Theme

If you created a theme and want to change the name of it, right-click your theme and click *Rename theme* and enter the new name.

**Note:** You cannot rename the theme currently selected as global or default.

### 3.14.7 Copy Theme

Now that you created a theme with all the attributes you like, you can right-click the theme, click on *Copy theme*, choose your new name and click *OK*. You now have a duplicate of your first theme that you can edit the way you want.

### 3.14.8 Set as Global default

If you right-click your theme, you have the option to set the theme as Global default. This option is covered in greater detail under *Configuring OpenLP*.

## 3.15 Songs

This section describes the use of the various converters built into OpenLP for managing and importing song files from other formats.

### 3.15.1 Song Importer

If you are using an earlier version of OpenLP or, come from another software package, you may be able to convert your existing database to work in OpenLP. OpenLP can import songs from the following sources:

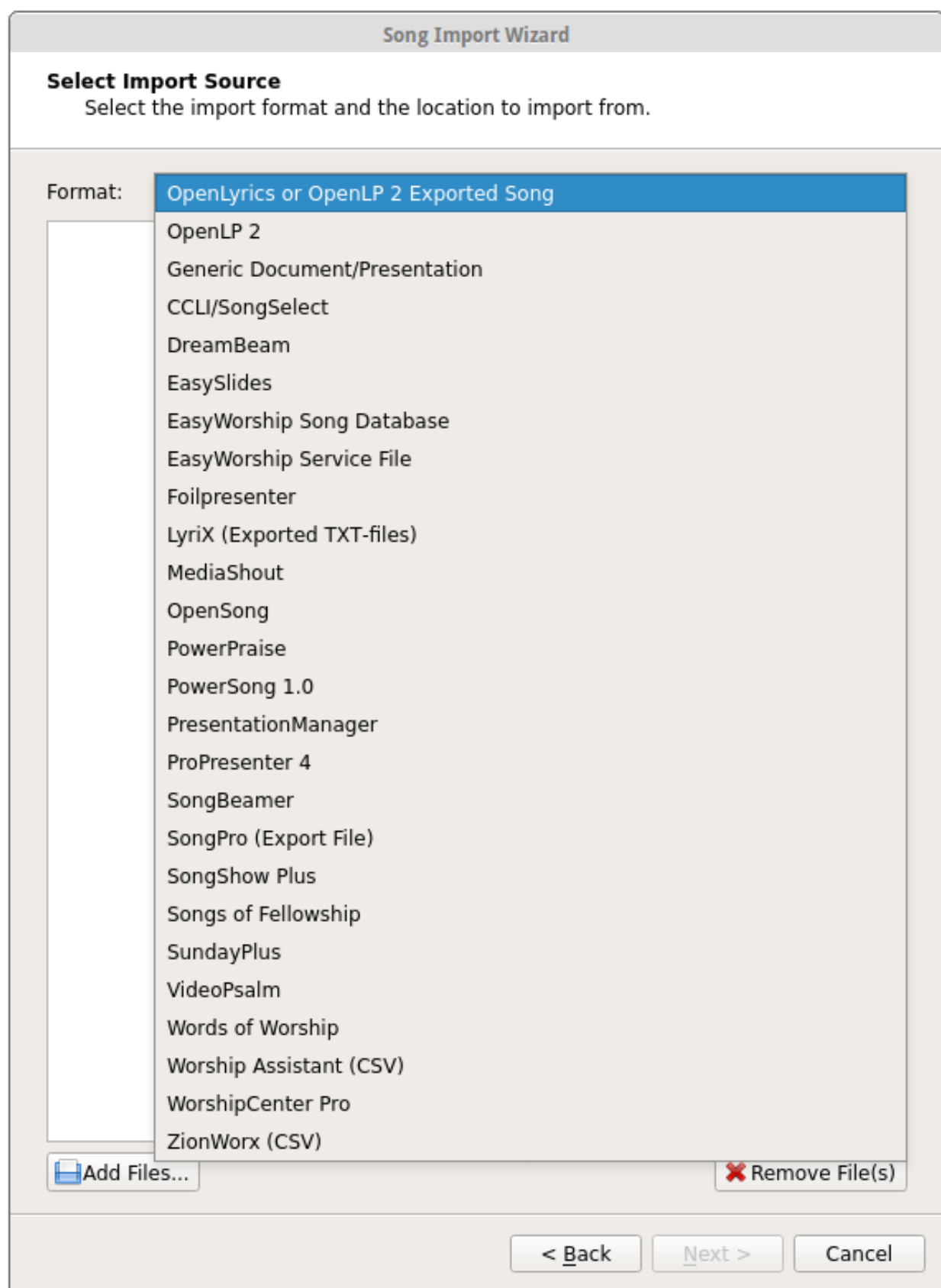
- OpenLyrics or OpenLP 2 Exported Song
- Generic Documents/Presentations (Requires LibreOffice)
- CCLI SongSelect Files
- DreamBeam Song Files
- EasySlides XML File

- EasyWorship 2009 Song Database
- EasyWorship 2009 Service File
- Foilpresenter Song Files
- LiveWorship Database Dump
- LyriX (Exported TXT-files)
- MediaShout Database (Windows only)
- PowerPraise Song Files'
- PowerSong 1.0
- PresentationManager Song Files
- ProPresenter 4 Song Files
- SongBeamer Files
- SongPro (Export File)
- SongShow Plus Song Files
- Songs Of Fellowship Song Files (Requires LibreOffice)
- SundayPlus Song Files
- VideoPsalm Files
- Words Of Worship Song Files
- Worship Assistant (Export CSV)
- WorshipCenter Pro Song Files (Windows only)
- ZionWorx (Converted CSV)

To access the Song Importer click *File* → *Import* → *Song*. You will see the Song Importer window, then click *Next*.



After choosing *Next* you can select from the various types of software that OpenLP will convert songs from.

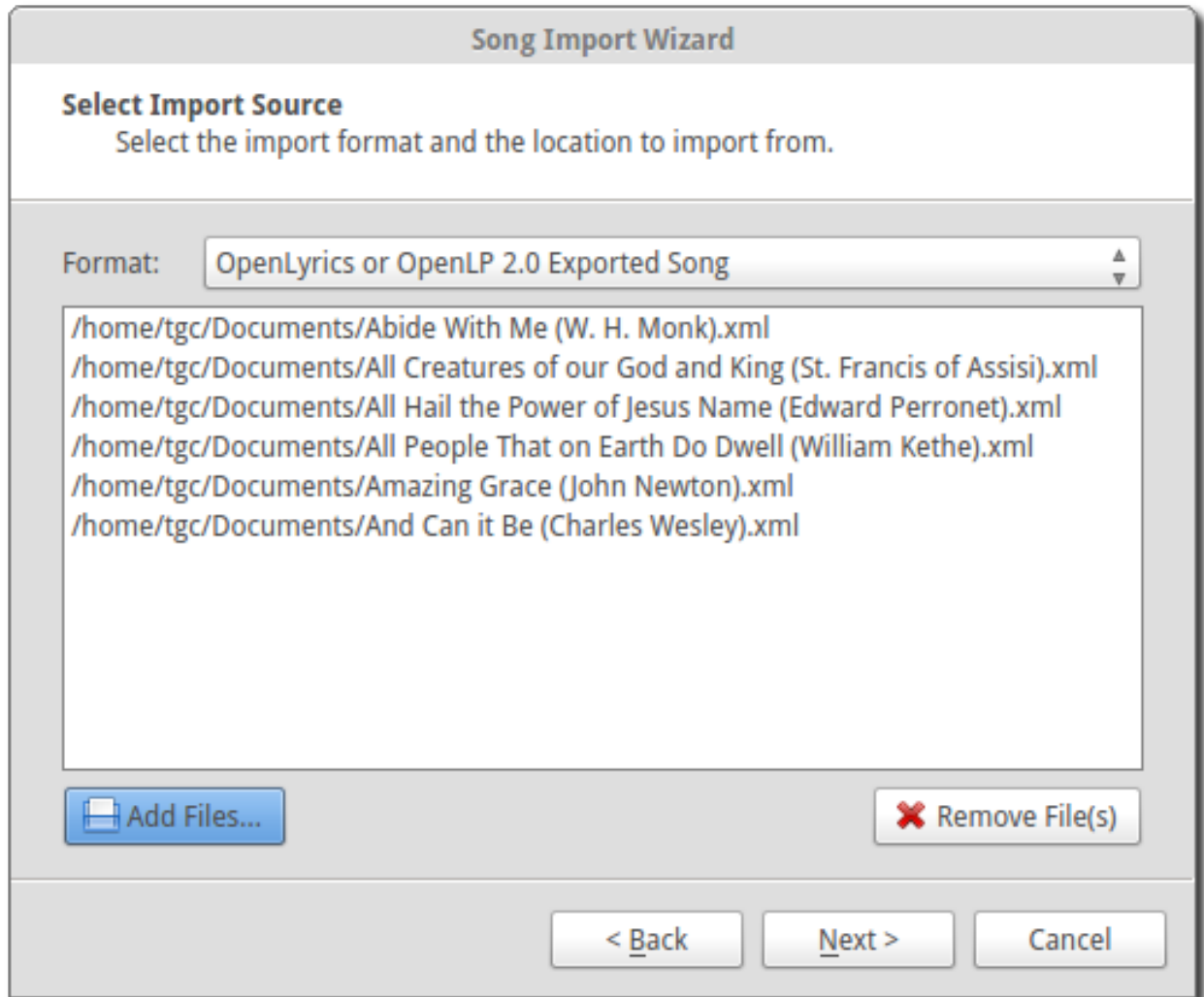




Click on the file folder icon to choose the file of the song database you want to import. See the following sections for information on some of the different formats that OpenLP will import.

### Importing from OpenLyrics or OpenLP 2 Exported Song

OpenLyrics is an open format for song lyrics defined at [openlyrics.org](http://openlyrics.org), and is the format the OpenLP can export songs to, see *Exporting Songs*.



To import press *Add Files...* and select the OpenLyrics files. Then press *Next* to import the files.

### Importing from EasyWorship Song Database

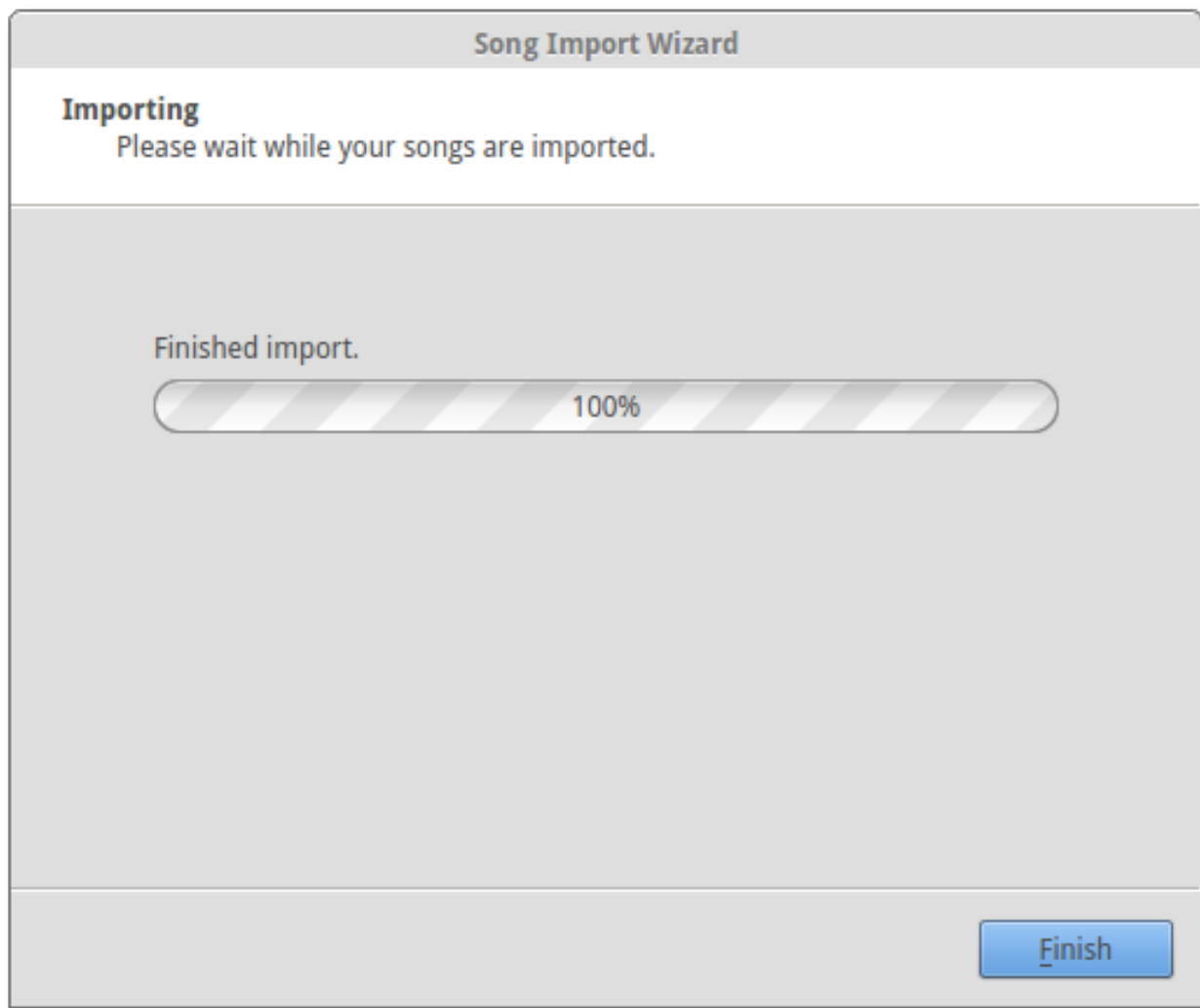
OpenLP can import the song database from EasyWorship 2007 and 2009. To import songs from EasyWorship's database you must find and select the file `Songs.DB`. You will normally find the file in `C:\Users\Public\Documents\Softouch\EasyWorship\Default\Databases\Data\`.

OpenLP will import all the songs it finds in the database.

### Importing from OpenSong

Converting from OpenSong, you will need to locate your songs database. In the later versions of OpenSong you are asked to define the location of this. The songs will be located in a folder named *Songs*. This folder will contain files with all your songs in them, without a file extension (file.xxx). When you have located this folder you will need to select the songs from the folder.

On most operating systems, to select all the songs, first select the first song in the list, press the shift key, and select the last song in the list. After this press *Next* and you will see that your import has been successful.

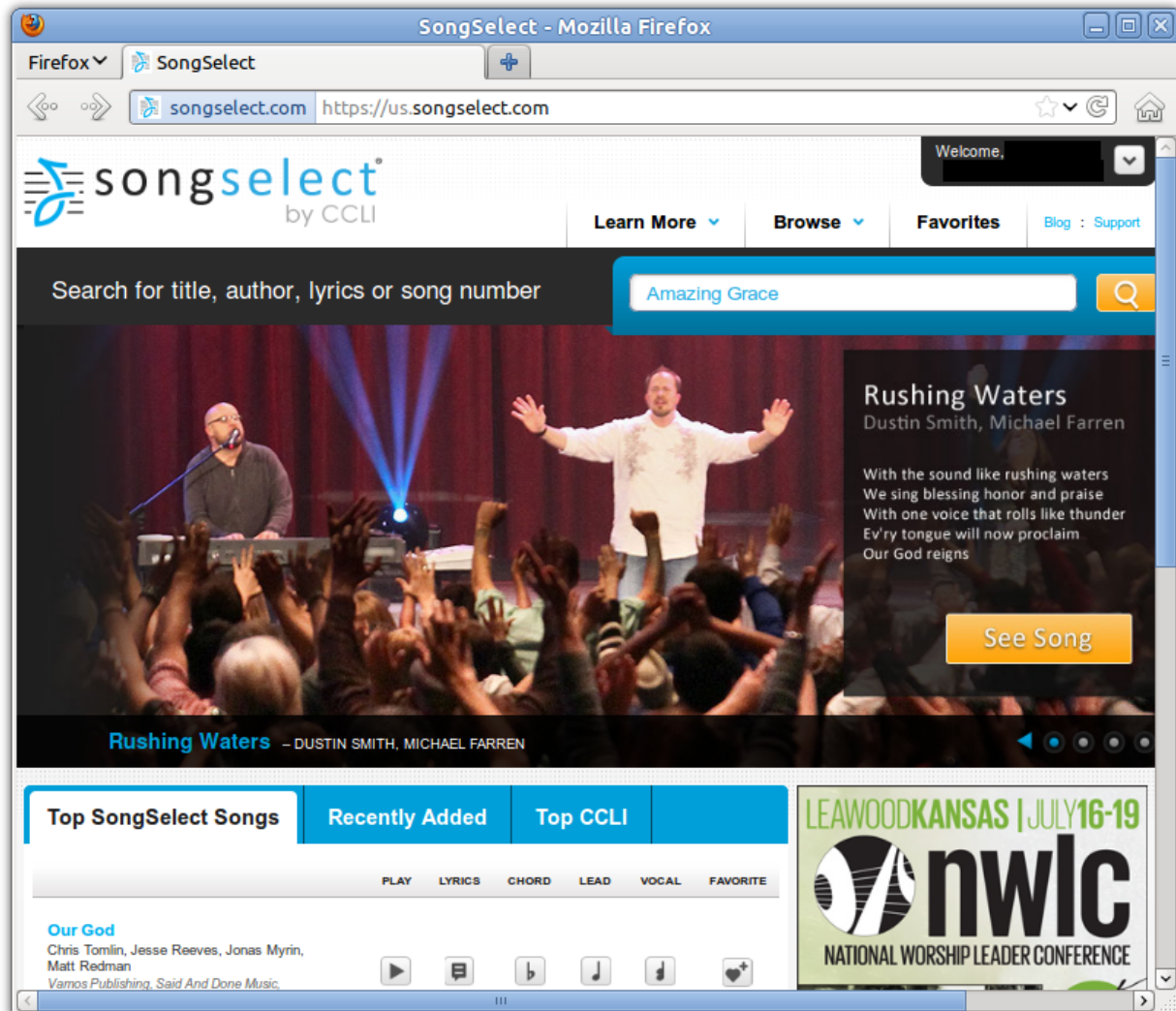


Press *Finish* and OpenLP will be ready to use your songs that you imported from OpenSong.

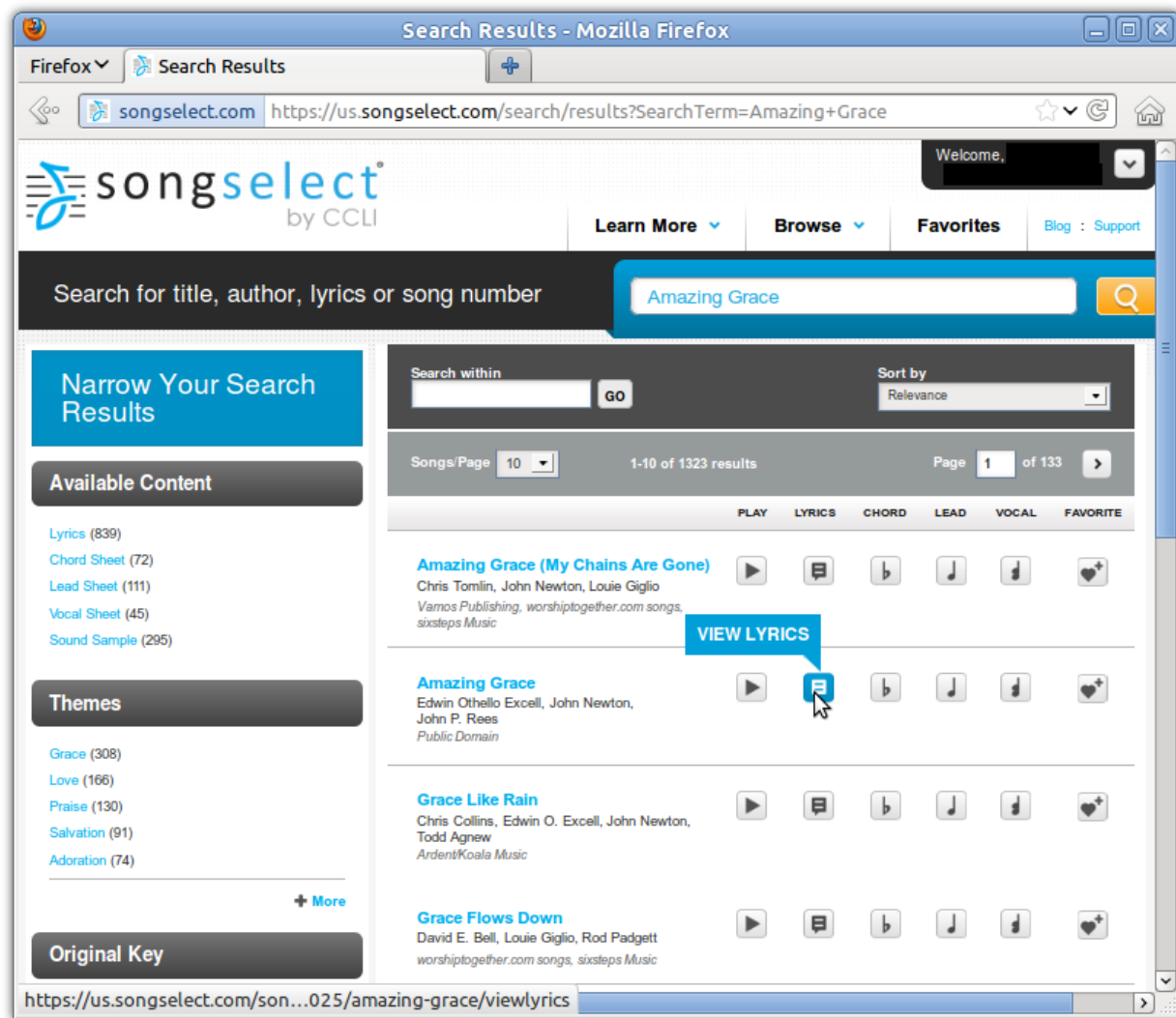
## Importing from CCLI Song Select

To import from CCLI Song Select you must be a CCLI Subscriber and also a subscriber of the Song Select service. For more information go to the [CCLI website](#).

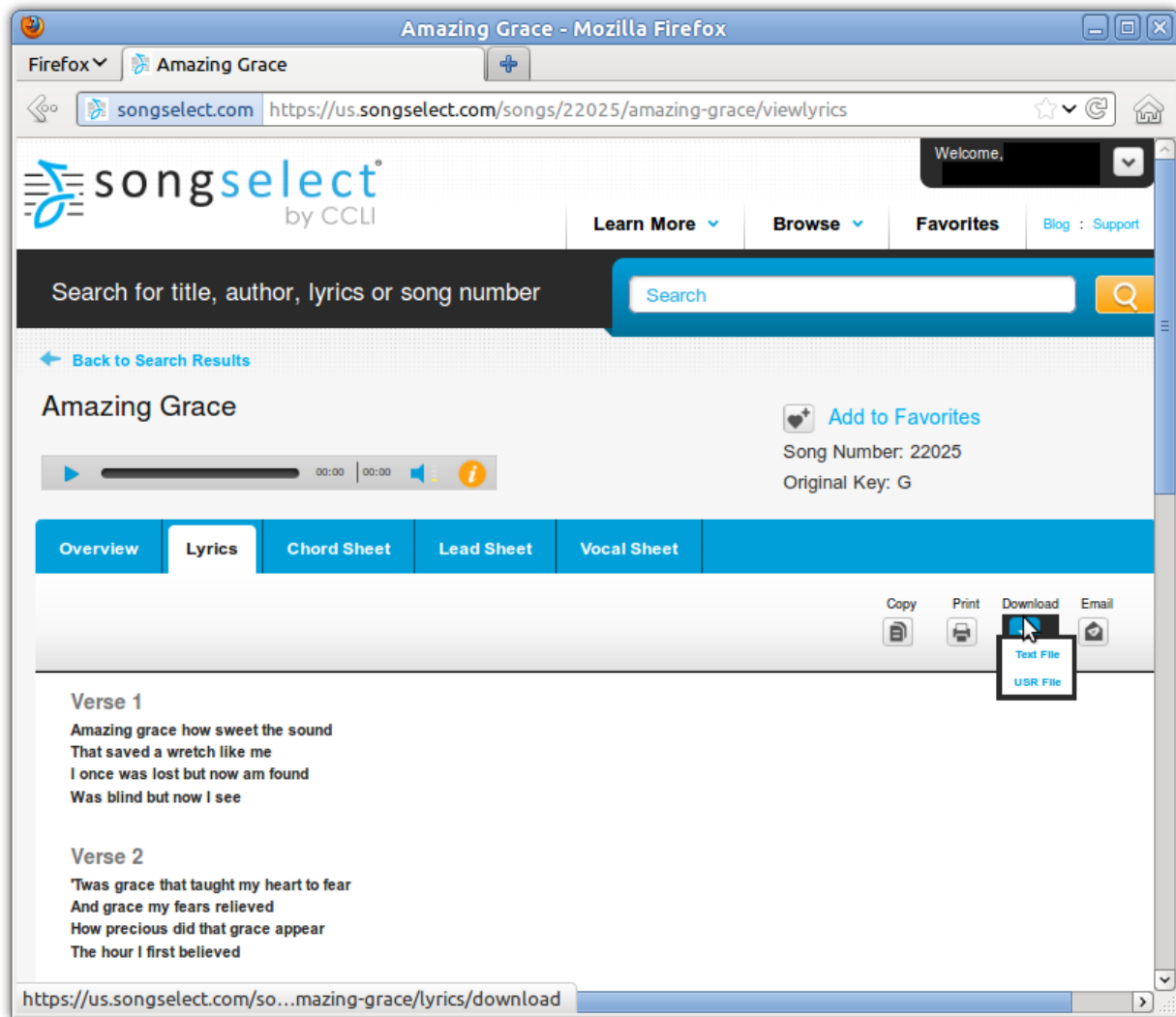
The first step for importing from CCLI Song Select is to log into your account. Once you have logged in search for your desired song. For this example we will be searching for and adding the song “Amazing Grace”.



You will be presented with the results of your search. Click the *LYRICS* button and it will take you to the lyrics page displaying the lyrics and copyright information for your song.

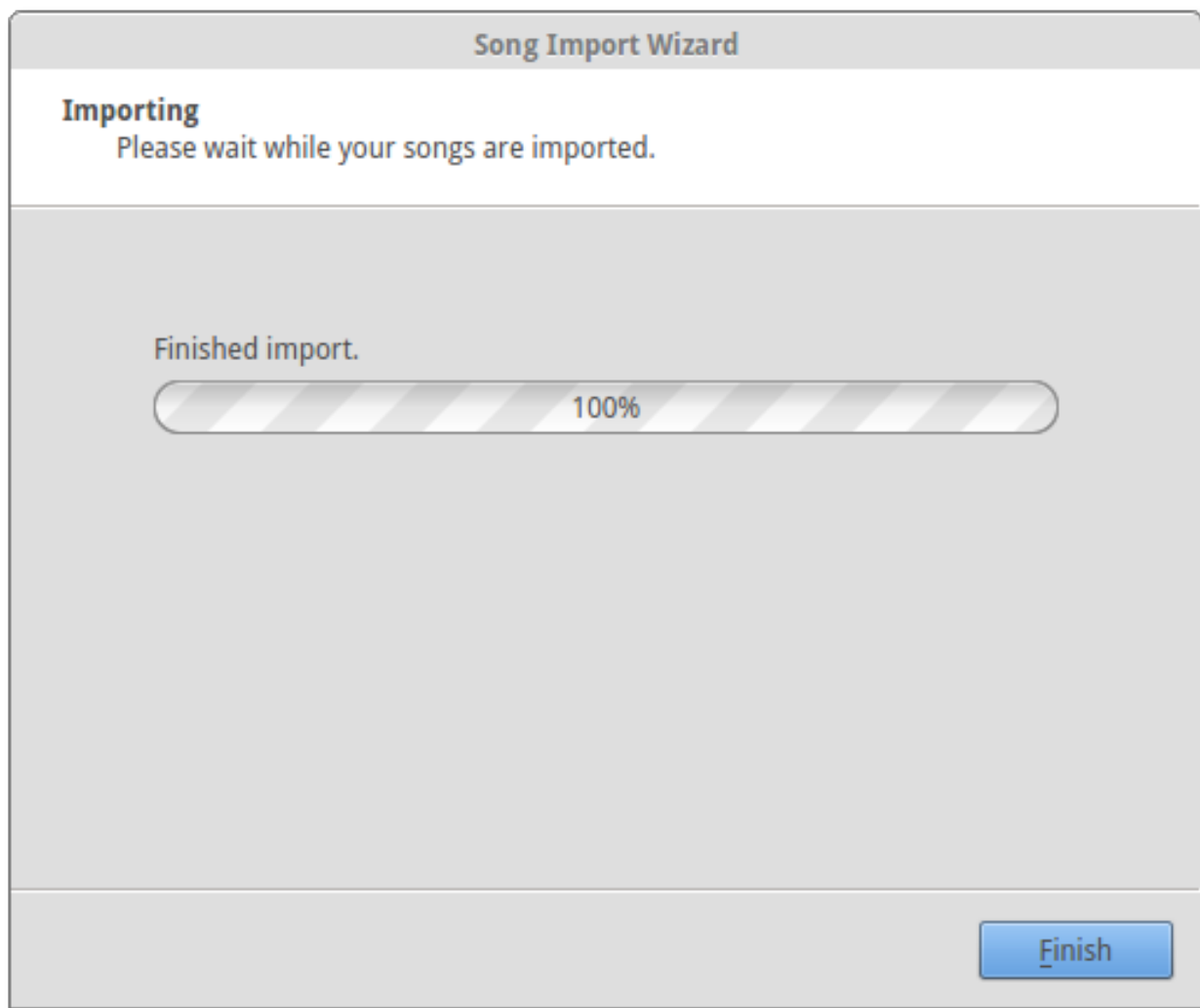


Next, hover the mouse over the *Download* button from the upper right corner and choose either the .txt or .usr file.



You will be asked to choose a download location if your browser does not automatically select one for you. Select the downloaded file from the OpenLP import window and then click *Next*. When import is finished, you will find your song in the *Library*.

**Note:** Most operating systems allow you to select multiple songs for import by selecting the first item in the list and then holding the *Shift* and selecting the last item in the list or holding the *Ctrl* and selecting the files individually.



Press *Finish* and OpenLP will be ready to use your songs imported from CCLI SongSelect.

### Importing from ZionWorx

ZionWorx stores your songs in a proprietary database format which OpenLP is unable to access directly. You will first need to convert it to a CSV text file, which OpenLP and other tools (such as spreadsheet applications) are able to access. This can be achieved via a demo third-party utility called “TurboDB for VCL 6” for database version 3.8 or a free third-party utility called “TurboDB Data Exchange” for database version 2.5/2.6.

First, locate your ZionWorx songs database. ZionWorx lets you define the location in *File* → *Preferences*. The database folder will contain a collection of files. If you find `Song.tdbbt` your database is version 3.8. If you find files such as `Data.tdbd` and `MainTable.dat` your database is version 2.5/2.6.

Default location for ZionWorx 3.8 on Windows 10:

```
C:\ProgramData\Jubilate Software\ZionWorx\Data
```

Default location for ZionWorx 2.6 on Windows XP:

```
C:\Documents and Settings\All Users\ZionWorx\2.6\Data
```

Default location for ZionWorx 2.6 on Windows Vista or later:

C:\ProgramData\ZionWorx\2.6\Data

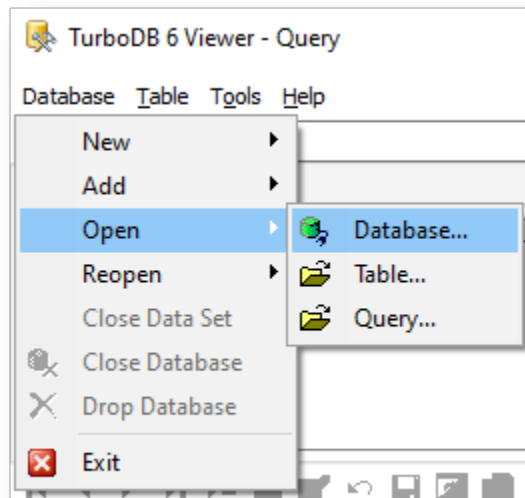
### Version 3.8

Download [TurboDB for VCL 6](#) from dataWeb. The install will be a windows installer file.

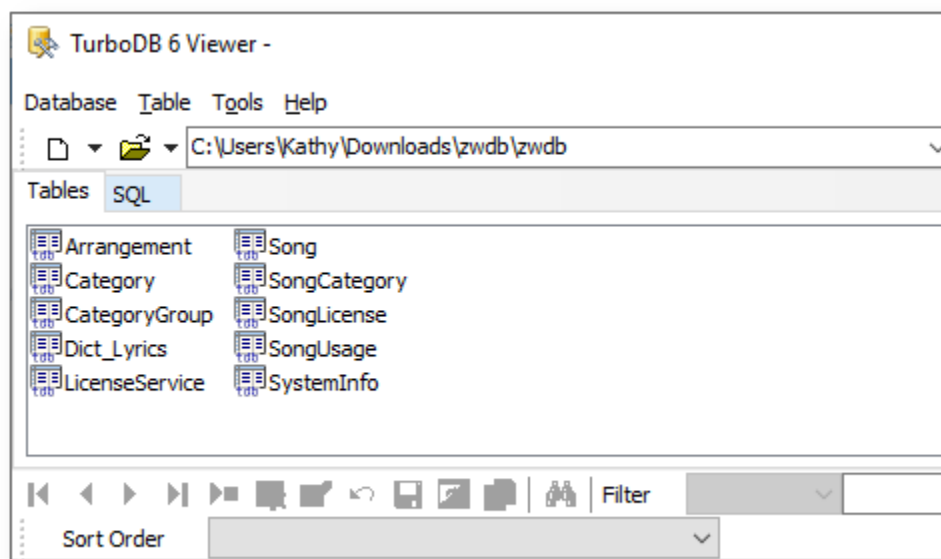
Create a [Restore Point](#) before installing TurboDB for VLC 6.

Double Click the TurboDB for VCL 6 file you downloaded and follow the prompts to install the programs. Use all the default options for any questions you may be asked. Once the installation is complete open *TurboDB Viewer* from the start menu.

Open the database using the *Database → Open → Database...* dropdown menu.



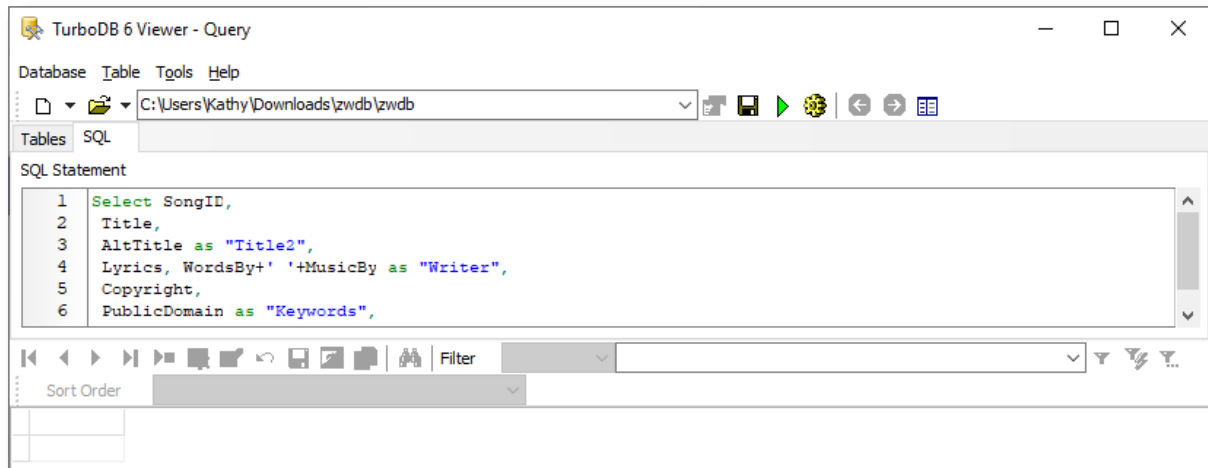
Use the File Selection window to select any of the files in your database directory. When the File Selection window closes you will see the tables in the database displayed near the top of the TurboDB Viewer window. Select the *SQL* tab just above the table names.



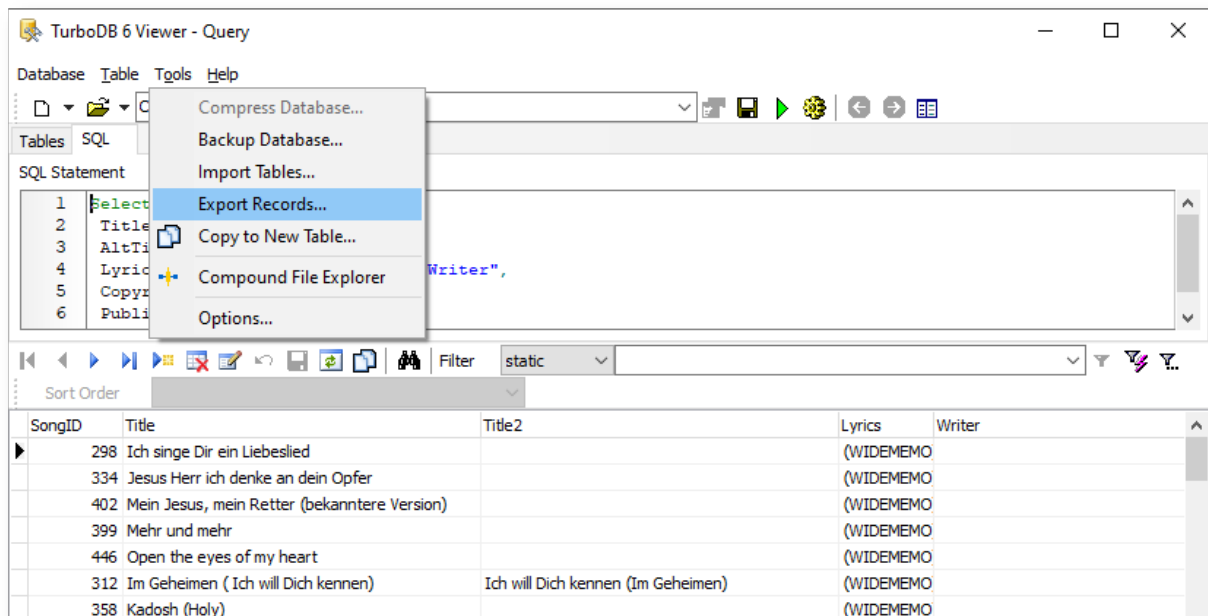
Cut and Paste the SQL command below into the SQL tab.:

```
Select SongID,
Title,
AltTitle as "Title2",
Lyrics,
WordsBy+' '+MusicBy as "Writer",
Copyright,
PublicDomain as "Keywords",
DefaultStyle
from Song
```

With the SQL command entered into the SQL tab, select the green Run arrow to run the SQL statement.



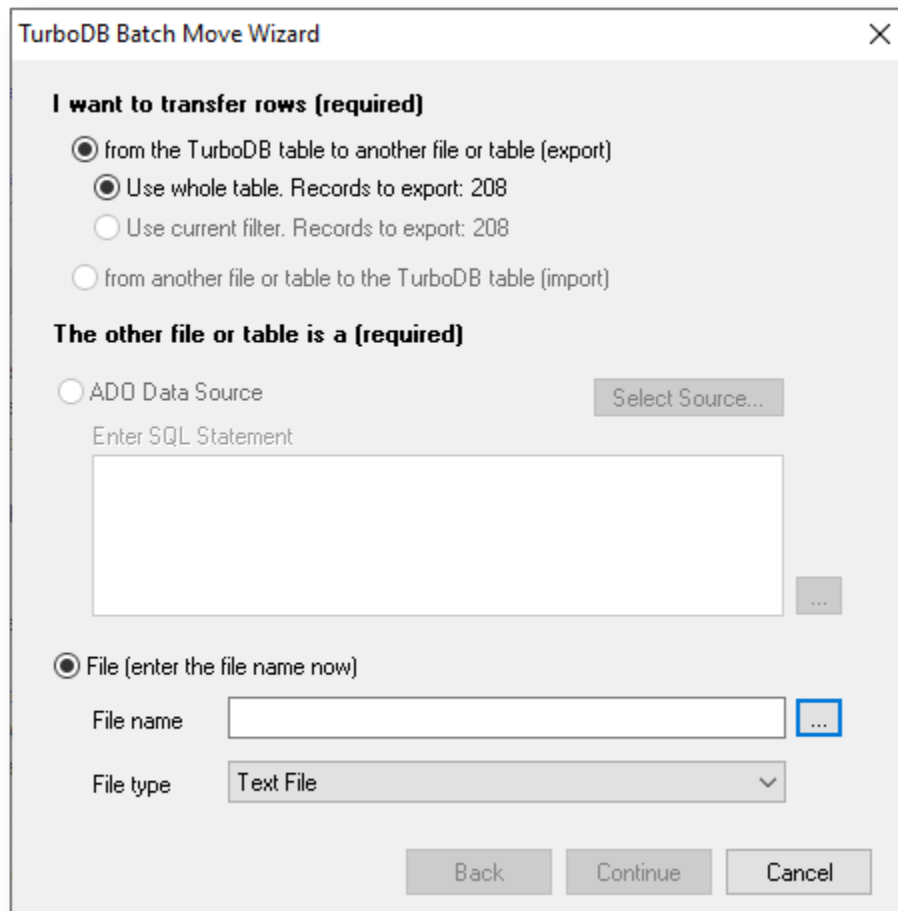
When the SQL command has been processed the lower part of the window will contain the songs from the ZionWorx database in the format that OpenLP can import. To export the songs to a file, select *Tools* → *Export Records...*



The *TurboDB Batch Move Wizard* will open to guide you through the export process. Select the ... button and use the



file selection window to navigate to a directory and create a name for the output file.



The screenshot shows the 'TurboDB Batch Move Wizard' dialog box. It has a title bar with a close button (X). The main content area is divided into two sections. The first section, 'I want to transfer rows (required)', contains four radio buttons: 'from the TurboDB table to another file or table (export)' (selected), 'Use whole table. Records to export: 208' (selected), 'Use current filter. Records to export: 208' (unselected), and 'from another file or table to the TurboDB table (import)' (unselected). The second section, 'The other file or table is a (required)', contains two options: 'ADO Data Source' (unselected) and 'File (enter the file name now)' (selected). The 'ADO Data Source' option has a 'Select Source...' button and a text box labeled 'Enter SQL Statement'. The 'File (enter the file name now)' option has a 'File name' text box with a file selection button (three dots) and a 'File type' dropdown menu set to 'Text File'. At the bottom are 'Back', 'Continue', and 'Cancel' buttons.

Use the filetype dropdown to select *Text File* as the file type of the export file.

The screenshot shows the 'TurboDB Batch Move Wizard' dialog box. It has a title bar with a close button (X). The main content area is divided into two sections. The first section, 'I want to transfer rows (required)', contains four radio buttons: 'from the TurboDB table to another file or table (export)' (selected), 'Use whole table. Records to export: 208' (selected), 'Use current filter. Records to export: 208' (unselected), and 'from another file or table to the TurboDB table (import)' (unselected). The second section, 'The other file or table is a (required)', contains two radio buttons: 'ADO Data Source' (unselected) and 'File (enter the file name now)' (selected). To the right of the 'ADO Data Source' radio button is a 'Select Source...' button. Below the 'ADO Data Source' radio button is a text box labeled 'Enter SQL Statement' with a large empty area and a small '...' button to its right. Below the 'File (enter the file name now)' radio button is a 'File name' text box containing 'C:\Users\Kathy\Downloads\zwdb\output\Not Ready\sor' and a small '...' button to its right. Below the 'File name' text box is a 'File type' dropdown menu showing 'Text File' (selected) with a list of options: 'Text File', 'dBase Table', 'TurboDB Table', and 'XML Data Packet'. To the right of the 'File type' dropdown menu is a small '...' button. At the bottom right of the dialog box is a 'Cancel' button.

**TurboDB Batch Move Wizard**

**I want to transfer rows (required)**

- ☒ from the TurboDB table to another file or table (export)
  - ☒ Use whole table. Records to export: 208
  - ☐ Use current filter. Records to export: 208
- ☐ from another file or table to the TurboDB table (import)

**The other file or table is a (required)**

- ☐ ADO Data Source Select Source...  
Enter SQL Statement  
...
- ☒ File (enter the file name now)  
File name:  ...  
File type: 

Text File

Text File

dBase Table

TurboDB Table

XML Data Packet

...

Cancel

Once the filename and the filetype have been input press the *Continue* button.

The screenshot shows the 'TurboDB Batch Move Wizard' dialog box. It has a title bar with a close button (X). The main content area is divided into two sections. The first section, 'I want to transfer rows (required)', contains four radio buttons: 'from the TurboDB table to another file or table (export)' (selected), 'Use whole table. Records to export: 208' (selected), 'Use current filter. Records to export: 208' (unselected), and 'from another file or table to the TurboDB table (import)' (unselected). The second section, 'The other file or table is a (required)', contains two radio buttons: 'ADO Data Source' (unselected) and 'File (enter the file name now)' (selected). To the right of the 'ADO Data Source' radio button is a 'Select Source...' button. Below the 'ADO Data Source' radio button is a text box labeled 'Enter SQL Statement' with a small '...' button to its right. Below the 'File (enter the file name now)' radio button is a 'File name' text box containing 'C:\Users\Kathy\Downloads\zwdb\zwdb\Zion\WorxSongs' and a small '...' button to its right. Below the 'File name' text box is a 'File type' dropdown menu showing 'Text File'. At the bottom of the dialog are three buttons: 'Back', 'Continue' (highlighted with a blue border), and 'Cancel'.

**TurboDB Batch Move Wizard**

**I want to transfer rows (required)**

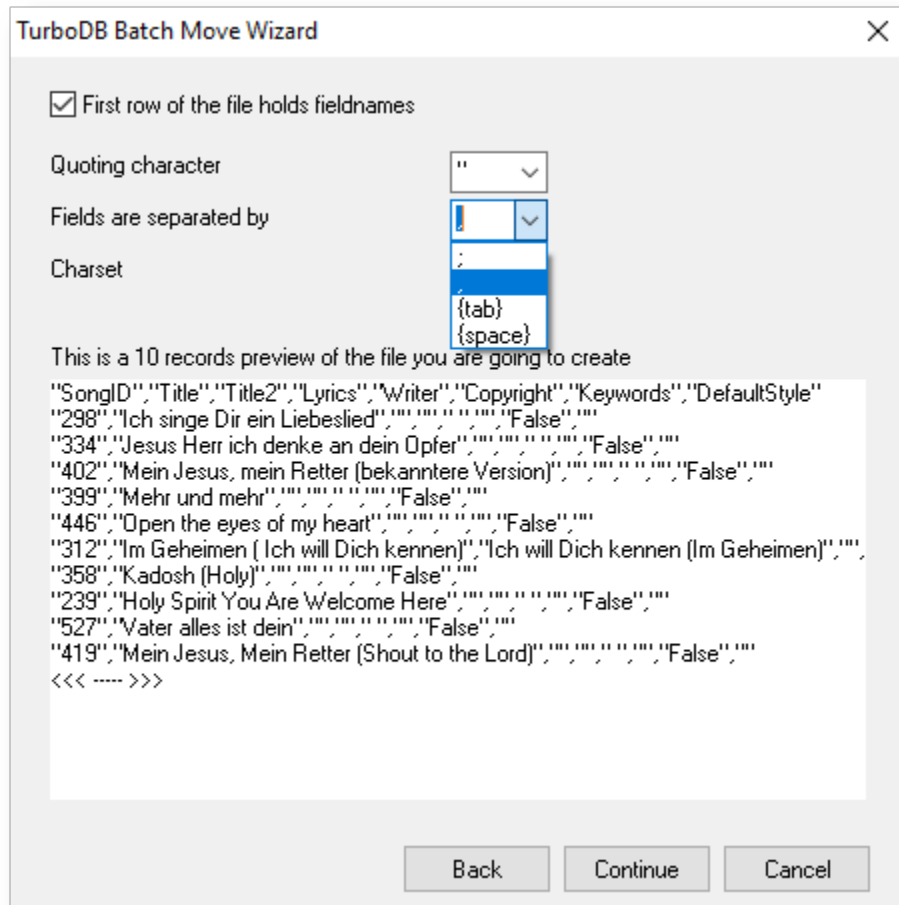
- ☒ from the TurboDB table to another file or table (export)
  - ☒ Use whole table. Records to export: 208
  - ☐ Use current filter. Records to export: 208
- ☐ from another file or table to the TurboDB table (import)

**The other file or table is a (required)**

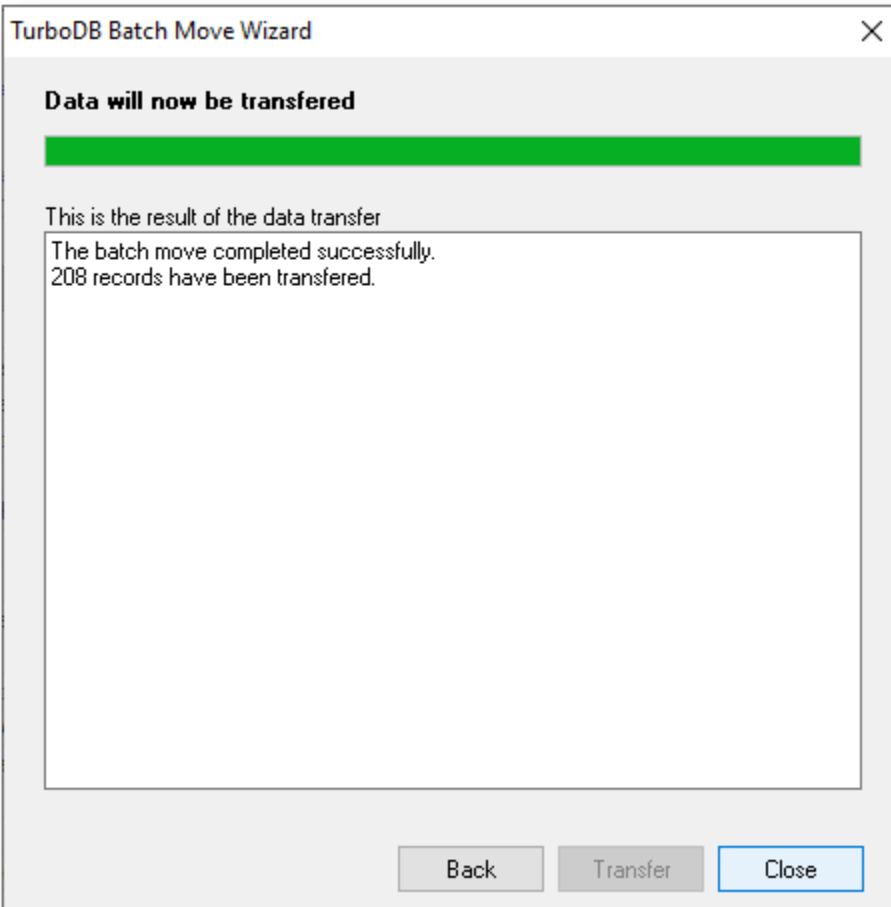
- ☐ ADO Data Source Select Source...  
Enter SQL Statement
- ☒ File (enter the file name now)  
File name  ...  
File type

Back Continue Cancel

The Wizard will update and allow you to set the options for the export. Verify that the checkbox for *The First row of the file holds the fieldnames* is checked. Verify that the *Quoted Character* is the double quote. Verify that the *Fields are separated by* option is a comma. Then press the *Continue* button.



When the progress completes you will see a completion message in the window and can select the *Close* button to close the *Batch Move Wizard*.



Please see **Importing the CSV file** below to import your songs.

#### Version 2.5/2.6:

Download [TurboDB Data Exchange](#) from dataWeb. The utility will be downloaded as an archive file:

##### Windows:

Open `tdbdataX.zip` and copy `TdbDataX.exe` into your ZionWorx database folder.

Press the keyboard combination Windows key + R to open the *Run* window.

Type **cmd** and click *OK*.

In the command prompt window that opens, type these commands (replacing `database-folder` with your actual location), followed by Enter:

```
cd "database-folder"
tdbdatax MainTable.dat songstable.csv -fsdf -s, -qd
```

##### Linux:

Right click on `tdbdatax.tar.gz` and select *Unpack* or *Extract*. Then right click on `tdbdatax`, select *Properties*, and make sure the *executable* option is checked.

Alternatively, in the terminal:

```
tar xvzf tdbdatax.tar.gz
chmod u+x tdbdatax
```

Copy `tdbdatax` into your ZionWorx database folder.

Finally, open a terminal and **cd** to your ZionWorx database folder. Type this command and press Enter:

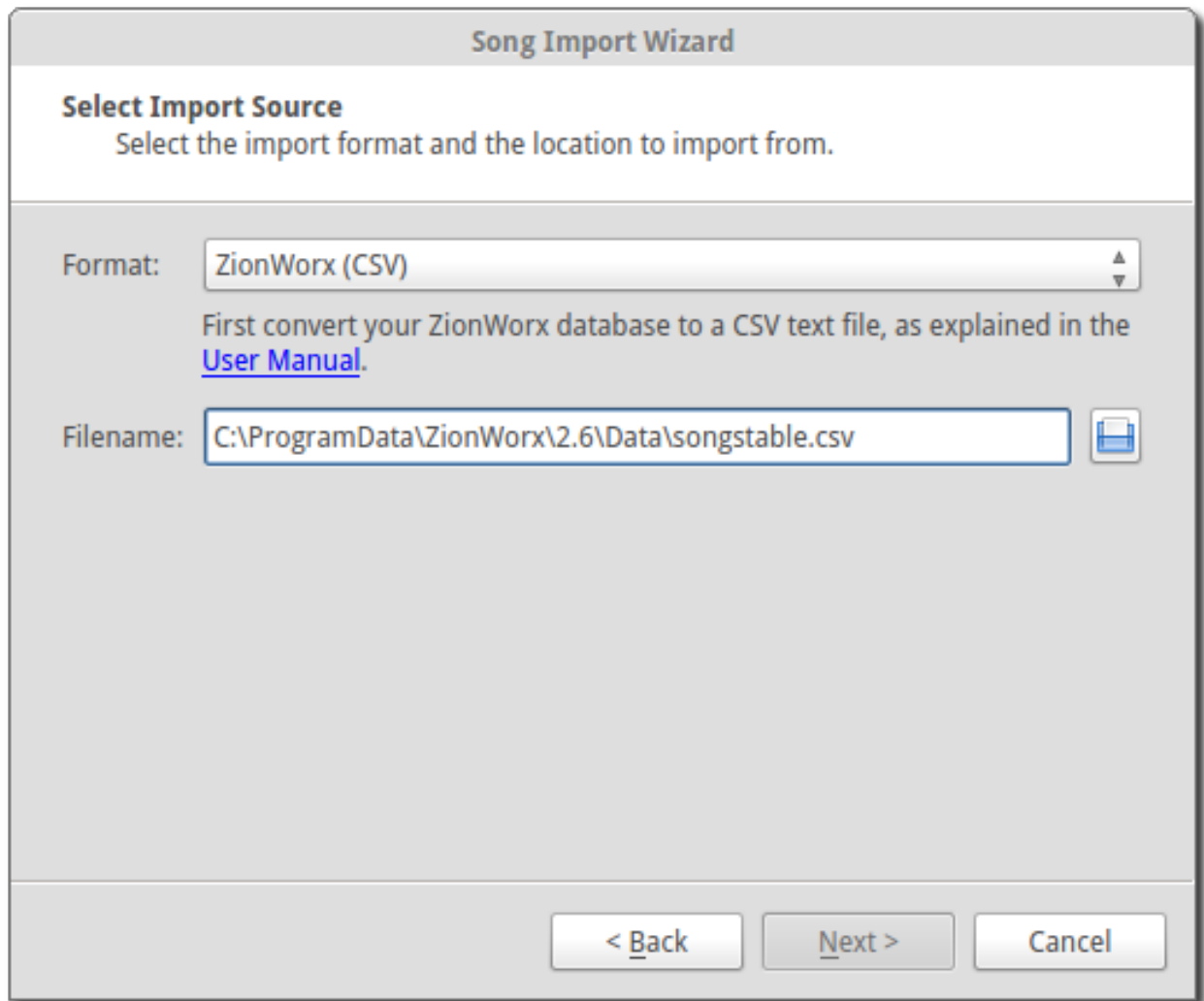
```
./tdbdatax MainTable.dat songstable.csv -fsdf -s, -qd
```

You should see some feedback indicating success, such as:

```
Batch move has moved 408 records.
```

### Importing the CSV file:

Your ZionWorx songs database has now been converted to a CSV text file. Run the Song Importer in OpenLP, select *ZionWorx (CSV)*, and locate the `songstable.csv` file you just created.



After clicking *Next* your import will be complete.

## Importing from LiveWorship

LiveWorship stores your songs in a proprietary database format which OpenLP is unable to access directly. You will first need to convert it to an XML file, which OpenLP will then be able to import. This can be done by downloading Valentina Studio from [Valentina DB](#). It is available for both Windows, Linux and macOS. The free version is enough for what is needed to convert the song database. After installing Valentina Studio, open it.

The first time you open Valentina Studio you can enter register and get a serial number (it is available for free) to get full access to Valentina Studio. You can also just cancel or skip this step, which will open Valentina Studio in demo mode, meaning it will only work for 10 minutes at a time, but that is enough for converting a database.

Open *File* → *Open Database* and find the song database file you wish to convert. It will usually end with `.vdb`, on Windows it will usually be located in `C:\Users<username>\AppData\Local\VirtualStore\Program Files (x86)\LiveWorshipMedia Library`. This will open the song database. To dump the database content to XML, open *File* → *Open Database*. Select XML as *Output Format* and *Structure And Records* for *Dump Content*. Select *Dump Destination* and keep the encoding as *UTF-8* and save the dump.

Your LiveWorship songs database has now been converted to an XML file. Run the Song Importer in OpenLP, select *LiveWorship Database Dump*, and locate the XML file you just created.

After clicking *Next* your import will be complete.

### 3.15.2 Creating or Editing a Song Slide

When you want to create a new song slide or, once you have a song imported, you want to edit and rearrange the Title & Lyrics, Author, Topics & Song Book, assign a Theme, or edit Copyright Info & Comments, you will do this through the *Song Editor*.

**Edit:** To edit an existing song you can either click on a song in the *Library* and then click the button to *Edit the selected song* or right click a song from either the *Library* or additionally from the *Service* and click *Edit item*. If you are adding a new song click *Add a new Song* in the *Library*.

**Song Editor**

Title & Lyrics | Authors, Topics & Song Book | Theme, Copyright Info & Comments | Linked Audio

Title: Amazing Grace

Alternate title:

Lyrics:

V1 Amazing Grace! how sweet the sound  
That saved a wretch like me;  
I once was lost, but now am found,  
Was blind, but now I see.

V2 'Twas grace that taught my heart to fear,  
And grace my fears relieved;  
How precious did that grace appear,  
The hour I first believed!

V3 Through many dangers, toils and snares  
I have already come;  
'Tis grace that brought me safe thus far,  
And grace will lead me home.

The Lord has promised good to me

Verse order: V1 V2 V3 V4 V5 V6

Buttons: Add, Edit, Edit All, Delete, Cancel, Save

**Title:** This is where you would name the song or edit a song name.

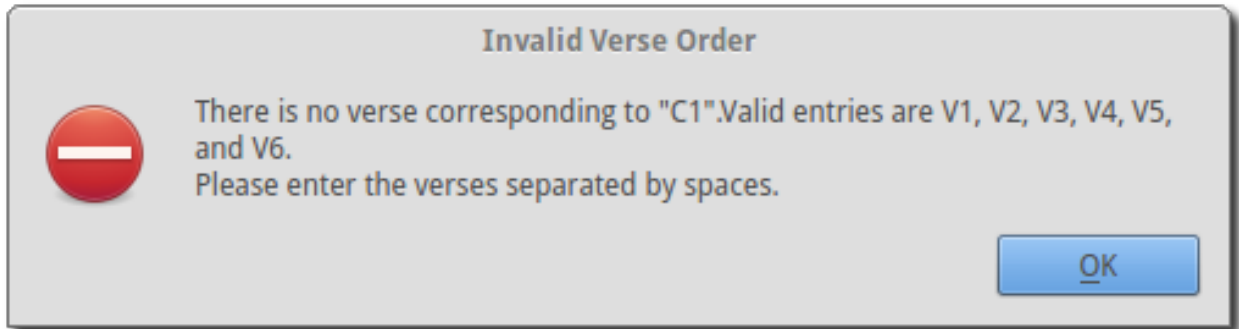
**Note:** Anything typed in the title name between these brackets <> will not be displayed in the screen title. See *Clone* below.

**Alternate title:** Alternate Title was for songs with two names “Lord the Light” - “Shine Jesus Shine”. You can also add a name in this box that will bring up the song in Titles search. **Example:** You could use an alternate title of “hymn” on all your hymn song titles for grouping. When you search “hymn” it will show all the hymns that have “hymn” for the Alternate title.

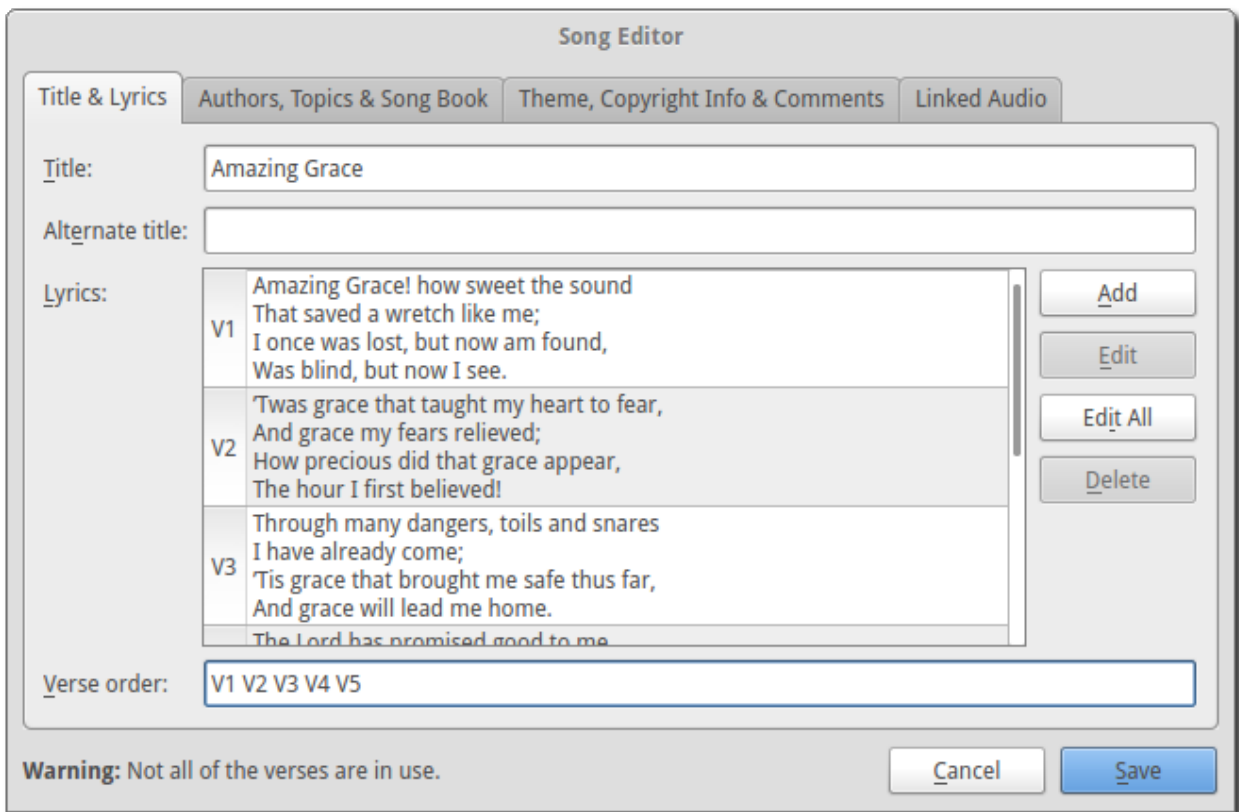
**Lyrics:** The *Lyrics* window shows all lyrics imported or added. On the left side of the lyrics you will see a capital letter followed by a number. A V1 would represent verse 1, C1 would be Chorus 1. You will use these letters and numbers for the order to display the lyrics.

**Verse Order:** After you entered or edited your song, you will want OpenLP to display the verses in the correct order you want them displayed. On the left side of your lyrics you will see C1, V1, V2 etc. the way they were imported or added. To put your lyrics in the correct order is as simple as typing in the *Verse order box* at the bottom, the correct order you want them displayed, with only a blank space in between each entry. The correct format will look like this: V1 C1 V2 C1 V3 C1. If you forget to put a space in between the order, or if you do not have the corresponding verse number, OpenLP will politely tell you with a pop-up error message what is wrong so you can correct your mistake and save it. Verse order is optional and if left blank the verses will display in the order seen in *Lyrics*.





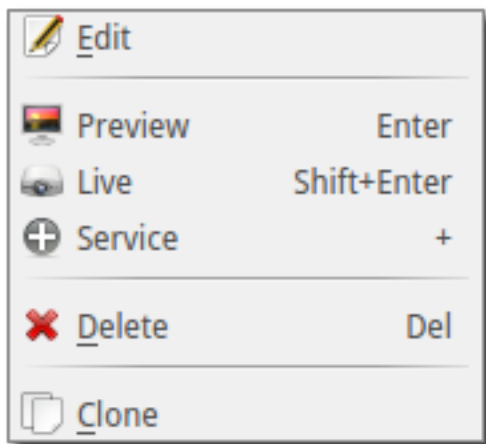
If you forgot to add a verse or intentionally left a verse out of your order you will see the notification at the bottom left of the window saying “**Warning:** Not all of the verses are in use.”



If you have not entered a verse order, you will see a notification in the same place saying “**Warning:** You have not entered a verse order.”

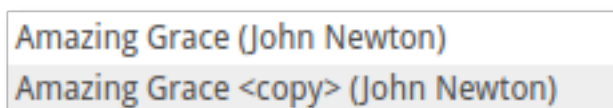
**Clone:** OpenLP gives you the ability to clone a song. This could be useful if you use a different version of the song with slightly different lyrics. Instead of typing in all the lyrics again, you can clone it which makes an identical copy of the original song.

To *Clone* a song right-click on the song you would like to duplicate and left- click *Clone*.



After you click *Clone* you will see the copy of the song with <copy> in the title.

**Note:** Anything typed in the title name between these brackets <> will not be displayed in the screen title.



### Adding or Editing the Lyrics

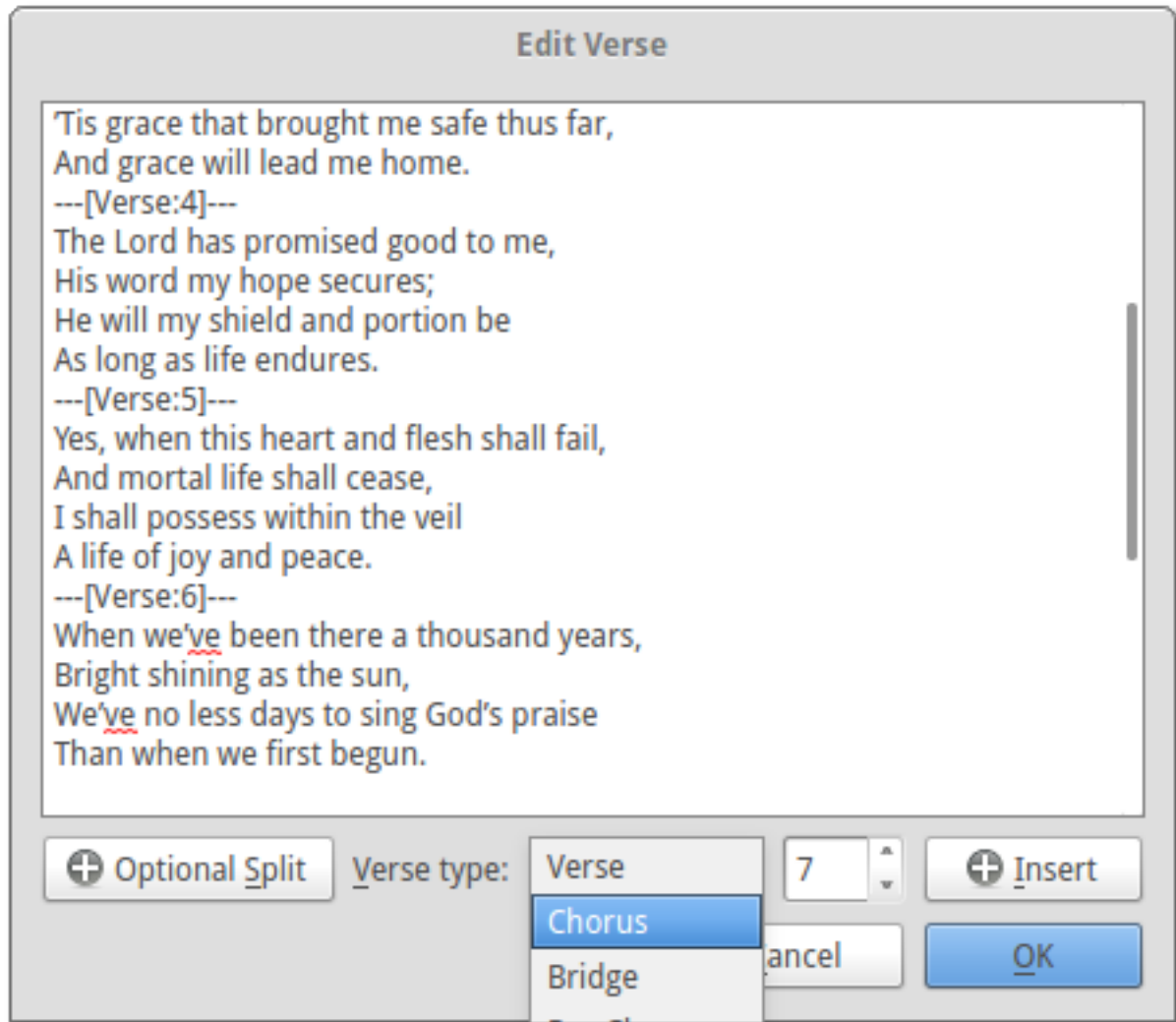
**Add:** To Add a new verse, click on *Add*. The main window is where you will type your lyrics. OpenLP is packaged with a spell checker for most languages. If you misspell a word it will be underlined. Right click the underlined word and left click *Spelling Suggestions* or you can ignore it and continue typing. You also have the ability to format the font using *Formatting Tags*. Highlight the word/words you want to format and right click the highlight. Left click *Formatting Tags* and choose the format you want to apply to the font and the format tags will be entered with your lyrics. These tags are not visible when displayed. To remove the format, delete the tag on each end of the word or sentence.

**Edit:** To edit an existing verse, click on the verse you wish to *Edit* then click on *Edit*, make your changes and click *Save*.

**Edit All:** To edit the whole song at once, click on *Edit All*.

**Delete:** To delete a verse, click on the verse you want to delete and it will highlight, click on the *Delete* button and it will be deleted.

**Warning:** Once you click the *Delete* button, you will not be asked again, it will be deleted immediately.



**Verse type:** Select one of seven ways to classify your lyrics. Verse, Chorus, Bridge, Pre-Chorus, Intro, Ending, Other.

**Optional Split:** Inserts an optional split into the verse. An optional split is used by OpenLP to improve splitting verses when presenting on a screen where there is not room for the entire verse on one screen. If an optional split exists, OpenLP will use it when splitting the verse, otherwise it will simply split the verse when reaching the end of the screen.

If you have more than one verse, you would number them Verse 1, 2, 3 as needed. If you find the verse has too many lines for your screen, you can edit and shorten the verse and *Add* another slide.

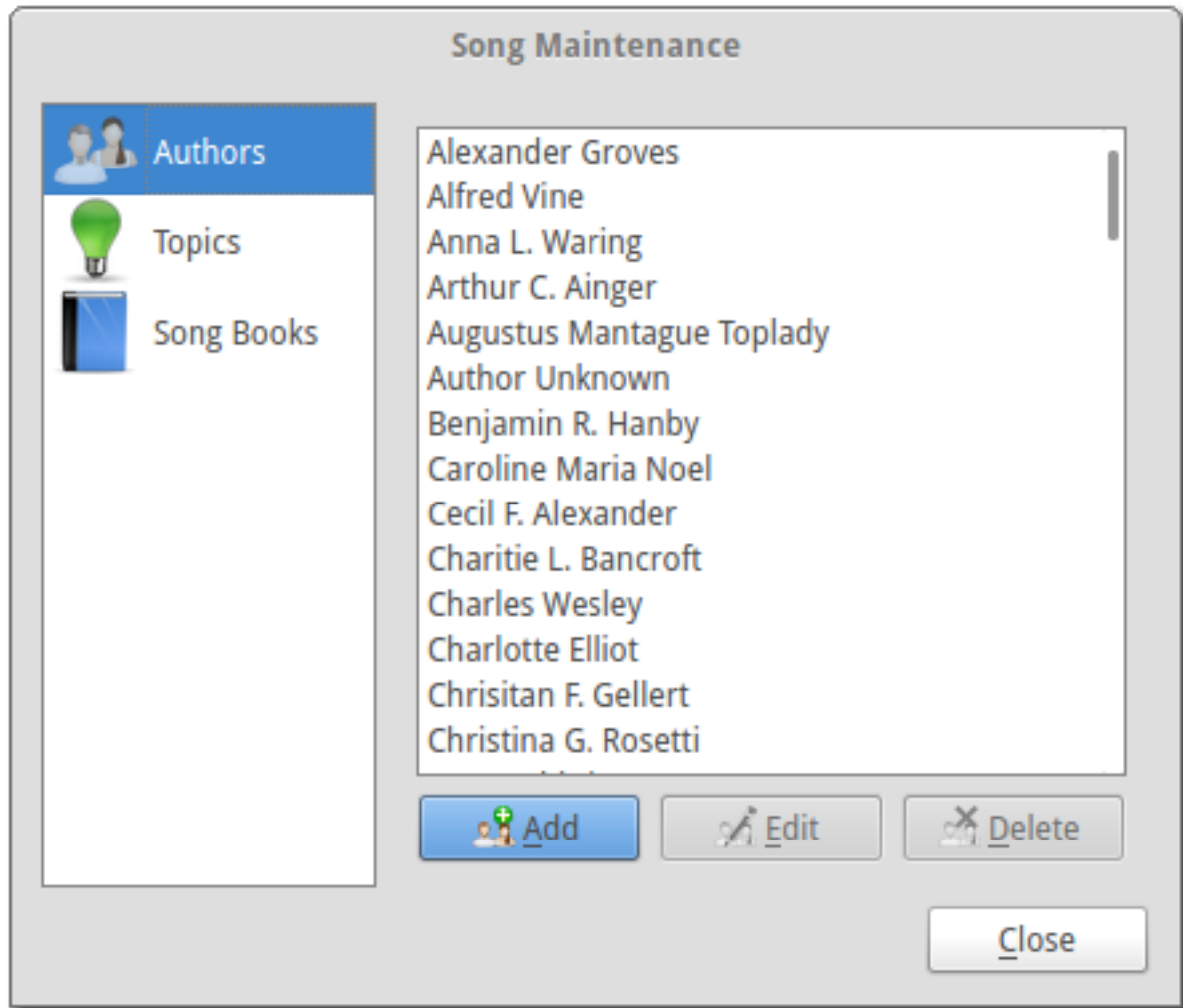
## Authors, Topics & Song Book

Once your *Title & Lyrics* are added or edited the way you want them you must add or enter the author or authors of the song. OpenLP requires all songs to have an author entered. You can add a blank space for the author name.

The screenshot shows the 'Song Editor' dialog box with the 'Authors, Topics & Song Book' tab selected. The dialog has four tabs: 'Title & Lyrics', 'Authors, Topics & Song Book', 'Theme, Copyright Info & Comments', and 'Linked Audio'. The 'Authors' section on the left contains a text input field with a dropdown arrow, a list box showing 'John Newton', an 'Add to Song' button, an 'Edit Author Type' button, and a 'Remove' button. The 'Topic' section on the right contains a text input field with a dropdown arrow, an 'Add to Song' button, and a 'Remove' button. The 'Song Book' section at the bottom right contains 'Book:' and 'Number:' labels, each followed by a text input field with a dropdown arrow. A 'Manage Authors, Topics, Song Books' button is located at the bottom left of the dialog. 'Cancel' and 'Save' buttons are at the bottom right.

**Authors:** Click the drop down arrow to view all authors or start typing a name in the box and a list will appear. If the authors name has not been added, type the authors name in the box and click *Add to Song*. The authors name will appear below and will also be added to your database. If you accidentally add the wrong author you can click on the authors name and click *Remove*.

*Manage Authors, Topics, Song Books:* Clicking this button will bring up your complete list of authors.



**Add:** Clicking the *Add* button will bring up a box where you will add the Authors First name, Last name and Display name. Click *Save* when you are finished.

**Edit:** The *Edit* button will bring up window where you can edit the info that is already there.

**Delete:** The *Delete* button will remove the author you have highlighted.

**Note:** You cannot delete an author that is assigned to a song. Authors names are displayed in the footer.

### Theme, Copyright Info & Comments

You can assign a *Themes* to a song, enter the *Copyright information* and add the *CCLI number* to the song. If you imported a song from SongSelect this information will usually be entered.

The screenshot shows the 'Song Editor' dialog box with the 'Theme, Copyright Info & Comments' tab selected. The dialog has four tabs: 'Title & Lyrics', 'Authors, Topics & Song Book', 'Theme, Copyright Info & Comments', and 'Linked Audio'. The 'Theme' section contains a text box with a dropdown arrow, a 'New Theme' button, and a 'Copyright Information' section with a text box, a copyright symbol button, and a 'CCLI song number' text box. The 'Comments' section is a large text area. At the bottom right are 'Cancel' and 'Save' buttons.

**Theme:** Click the drop down arrow to display your list of themes or start typing a theme name in the box and the list will appear. You can also create a new theme by clicking the *New Theme* button.

**Copyright information:** Add or edit the copyright information in this box. If you would like to use the © symbol click © button. This information is displayed in the footer.

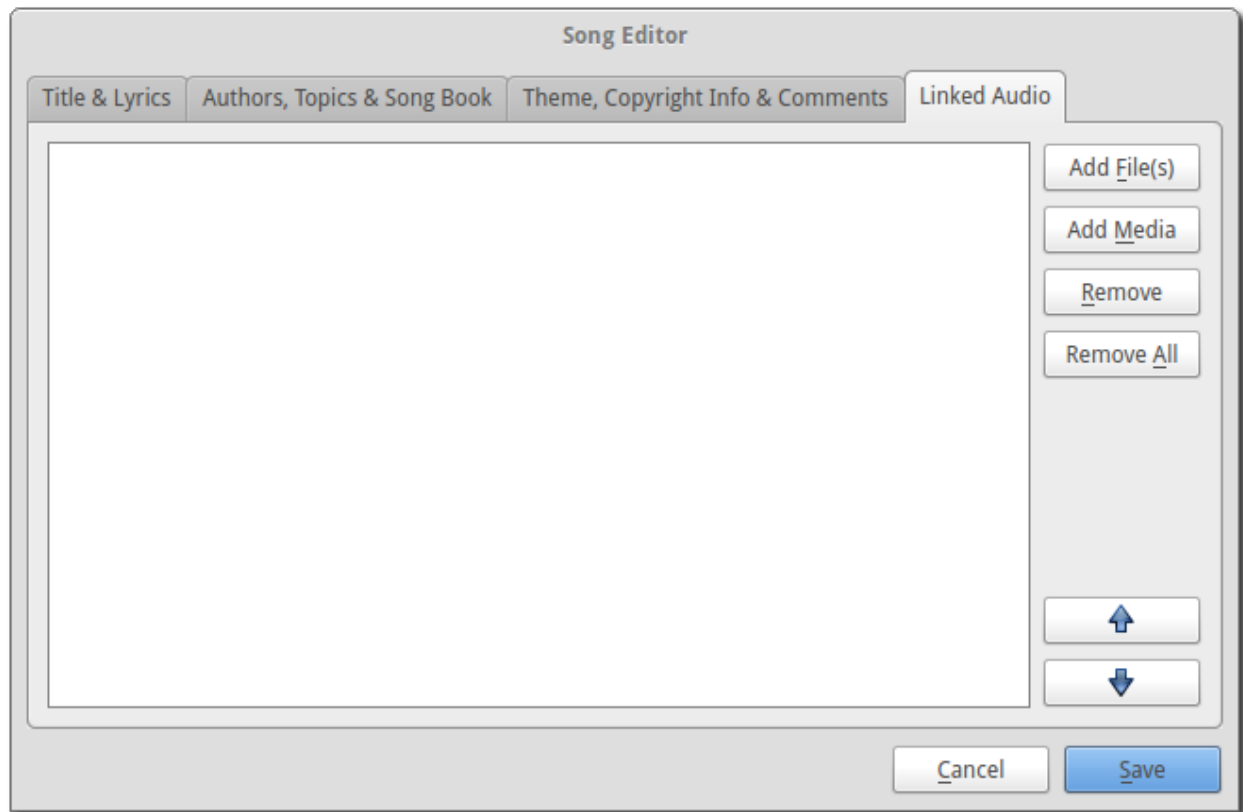
**CCLI number:** Enter the CCLI number in this box.

**Note:** This is the CCLI number of the song, not your contract number. This number is not displayed in the footer.

**Comments:** You can add comments in this box. This information is not displayed in the footer.

## Linked Audio

OpenLP gives you the ability to play an audio file or multiple audio files when the song is displayed live.



**Add File(s):** Add an audio file from a folder on your computer by clicking *Add File(s)*.

**Add Media:** Add an audio file that is already in the *Library* by clicking *Add Media*.

**Remove:** Click on a file you want to remove and click *Remove*.

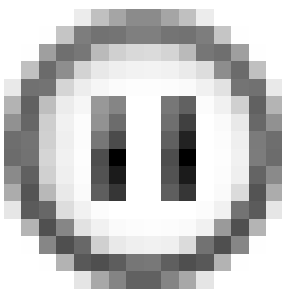
**Remove All:** Click on *Remove All* to remove all audio files linked to the song.

If you added multiple audio files, they will play in the order listed. You can change their position in the order by clicking on an audio file and using the arrows.

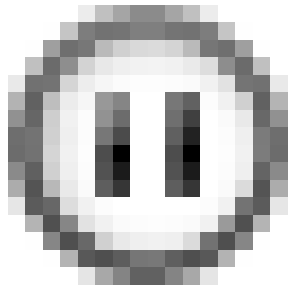
⬆ Move selection up one position.

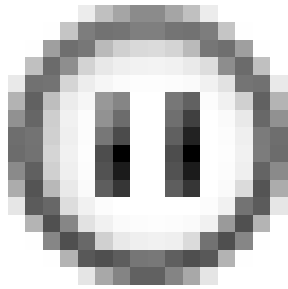
⬇ Move selection down one position.

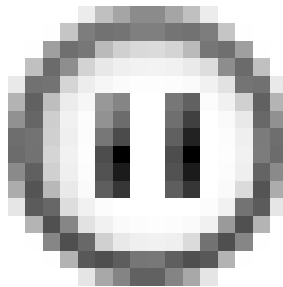
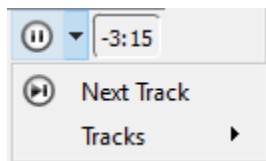
When you are done, click *Save* to save your choices. You can click *Cancel* at anytime if you change your mind.



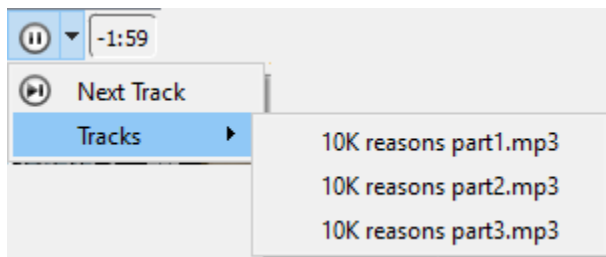
This button will appear in the *Linked Audio Control* when an audio file is being played with a song. You can stop or start the audio playing by using this button.



To the right of the  button a count down timer for the audio file is displayed to indicate the play time remaining for the linked audio file. If you have multiple linked audio files, the play time remaining will only be for the current playing linked audio file.



By selecting the drop down menu between the  button and the count down timer you can jump to the next linked audio file for the song using *Next Track* or select the *Tracks* menu selection and jump to any linked audio file in the song.



Linked audio files or groups of linked audio files can repeat when the last file finishes playing. To set linked audio files to repeat, enable the *Repeat track list* in [Configuring OpenLP](#) on the General page.

Linked audio files can be set to start playing as soon as the first slide of the song is displayed. To enable the linked audio files to start playing when the first slide is displayed, disable the *Start background audio paused* option in [Configuring OpenLP](#) on the General page.

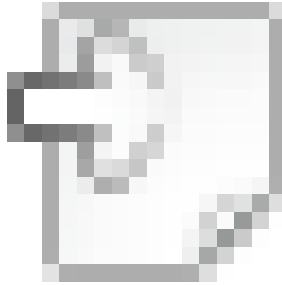


## 3.16 Bibles

This section describes the use of the various converters built into OpenLP for managing and importing Bibles from other formats.

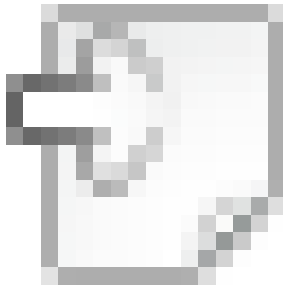
### 3.16.1 Bible Import Wizard

If you are using an earlier version of OpenLP or, come from another software package, you may be able to convert your existing database to work in OpenLP 2.0. To access the Bible Importer *File* → *Import* → *Bible*. You may also



enter the Bible Importer by clicking the

Import Icon.



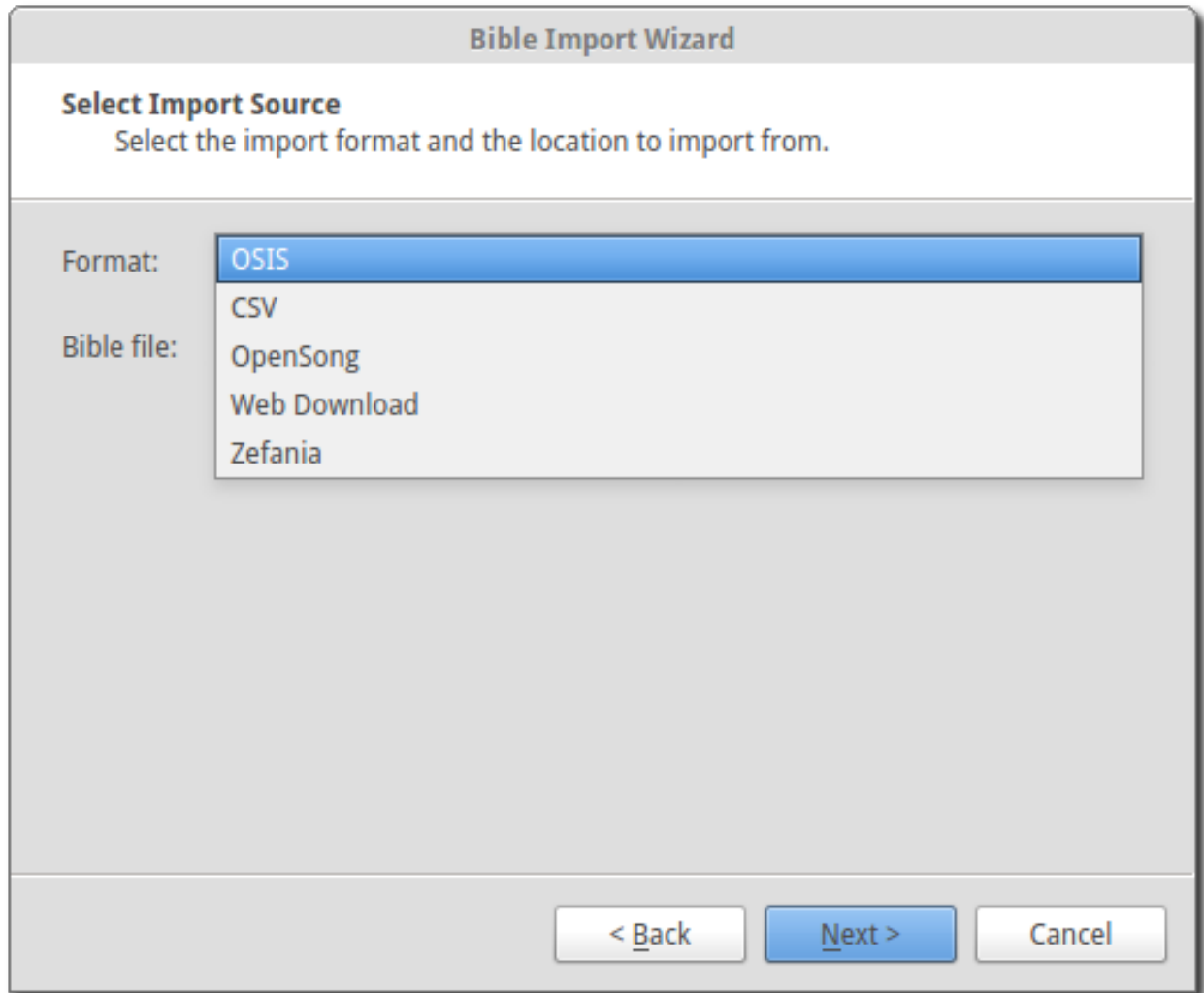
Click on the

Import Bibles icon to start the Bible import wizard.

You will see the Bible Importer window, click *Next*.

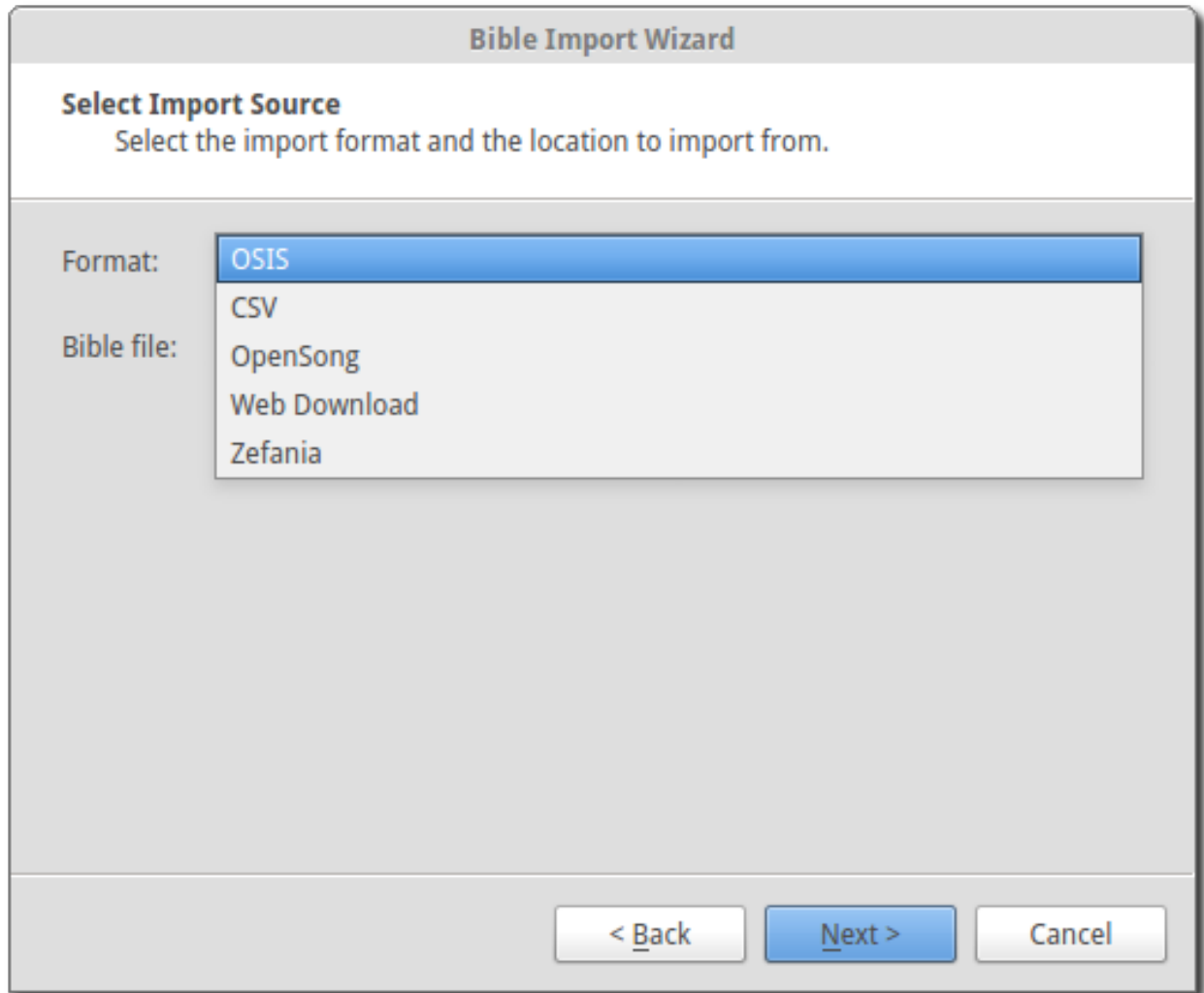


After clicking *Next* you can select from the various types of software that OpenLP will convert Bibles from. Click on the file folder icon to choose the file(s) of the Bible database you want to import. See the sections below for more information on the different formats that OpenLP will import. Click *Next* to continue.

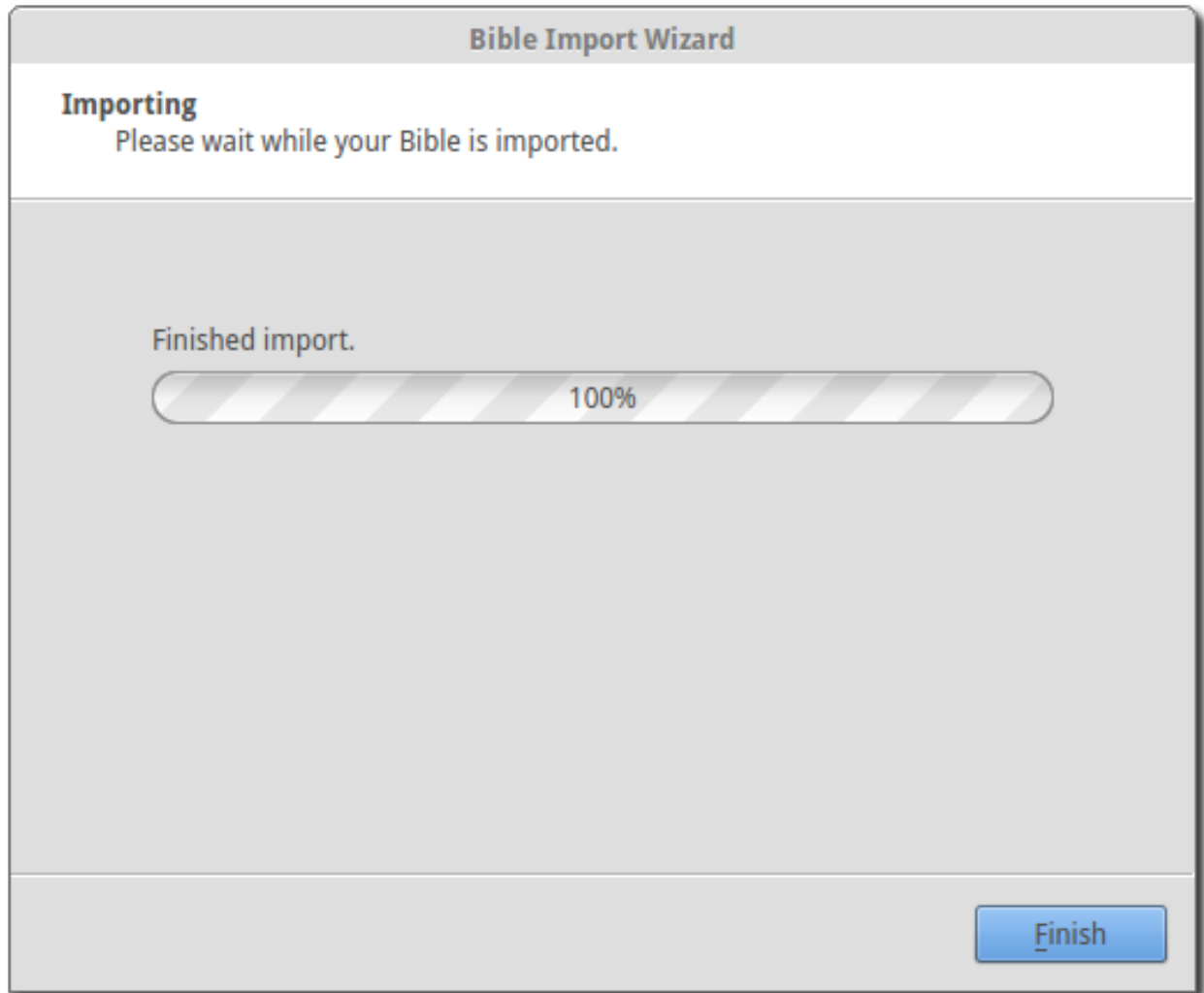


After selecting your file(s), you'll be asked to fill in the details of the Bible you are importing. Remember to check what information you need to display for your Bible's translation, as some of them have strict rules around the copyright notice. Click *Next* to continue.

**Note:** You can use one blank space using the space bar in the copyright field to continue if you do not have or need copyright information.



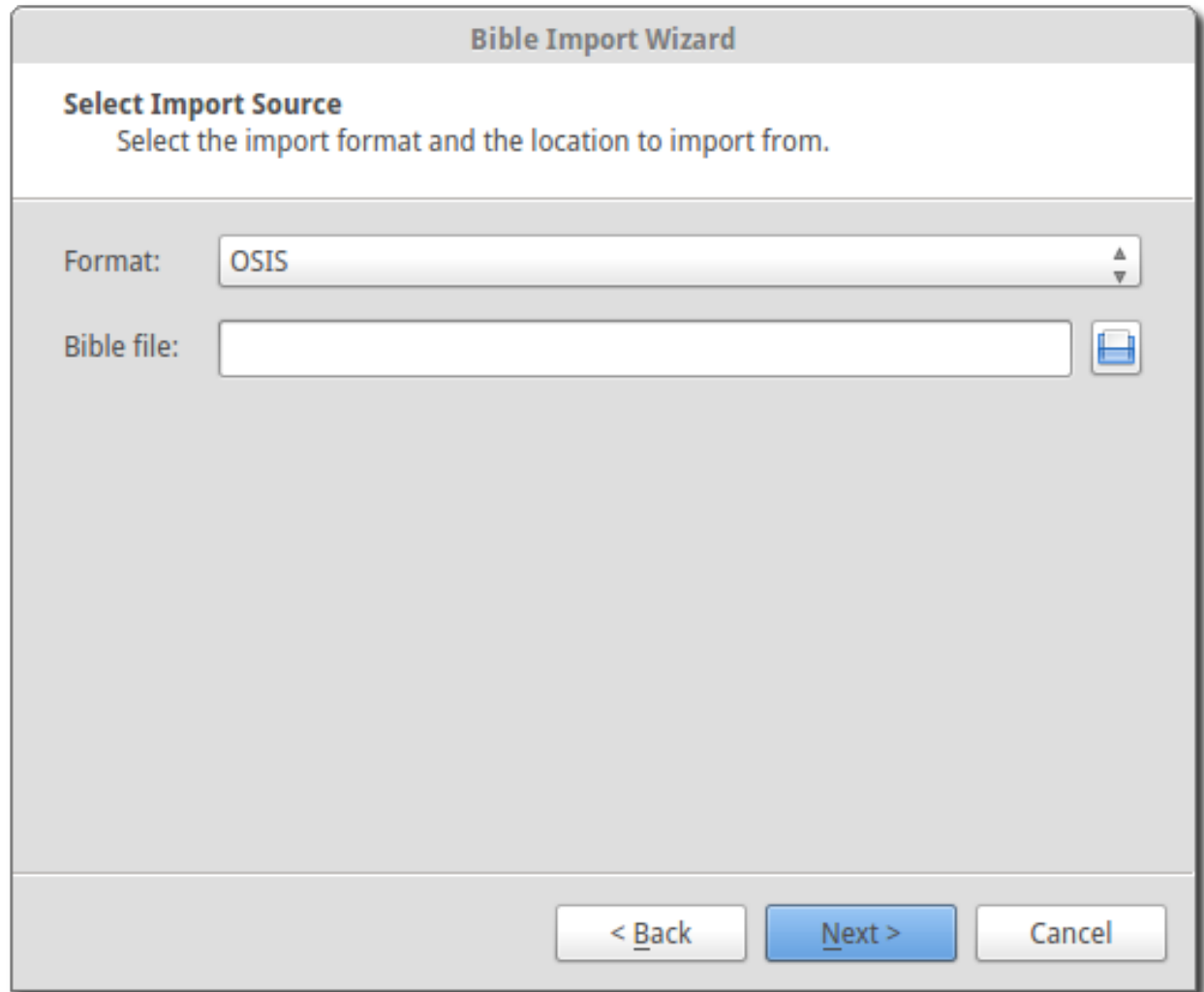
After entering the license details, OpenLP will start to import your Bible. It may take some time to import your Bible so please be patient.



When the import has finished click *Finish* and you should be ready to use your Bible in OpenLP.

### Importing OSIS Bibles

Importing OSIS files is very simple. Select OSIS as your import source, select your OSIS Bible file and continue the import process.



### About OSIS Formatted Bibles

The OSIS XML standard was designed to provide a common format for distribution of electronic Bibles. More information can be found out at the [Bible Technologies website](#).

If you have any software installed that is part of the [Sword Project](#) it can be easily converted.

You can use the commands below convert Bibles from that software to OSIS format.

The following commands are used in all platforms and the commands are case sensitive across all platforms. To convert a Bible using the command prompt in Windows or a terminal in Linux or macOS you would type:

```
mod2osis biblename > biblename.osis
```

For example: if I wanted to convert a King James Version Bible I would type something similar to this:

```
mod2osis KJV > kjv.osis
```

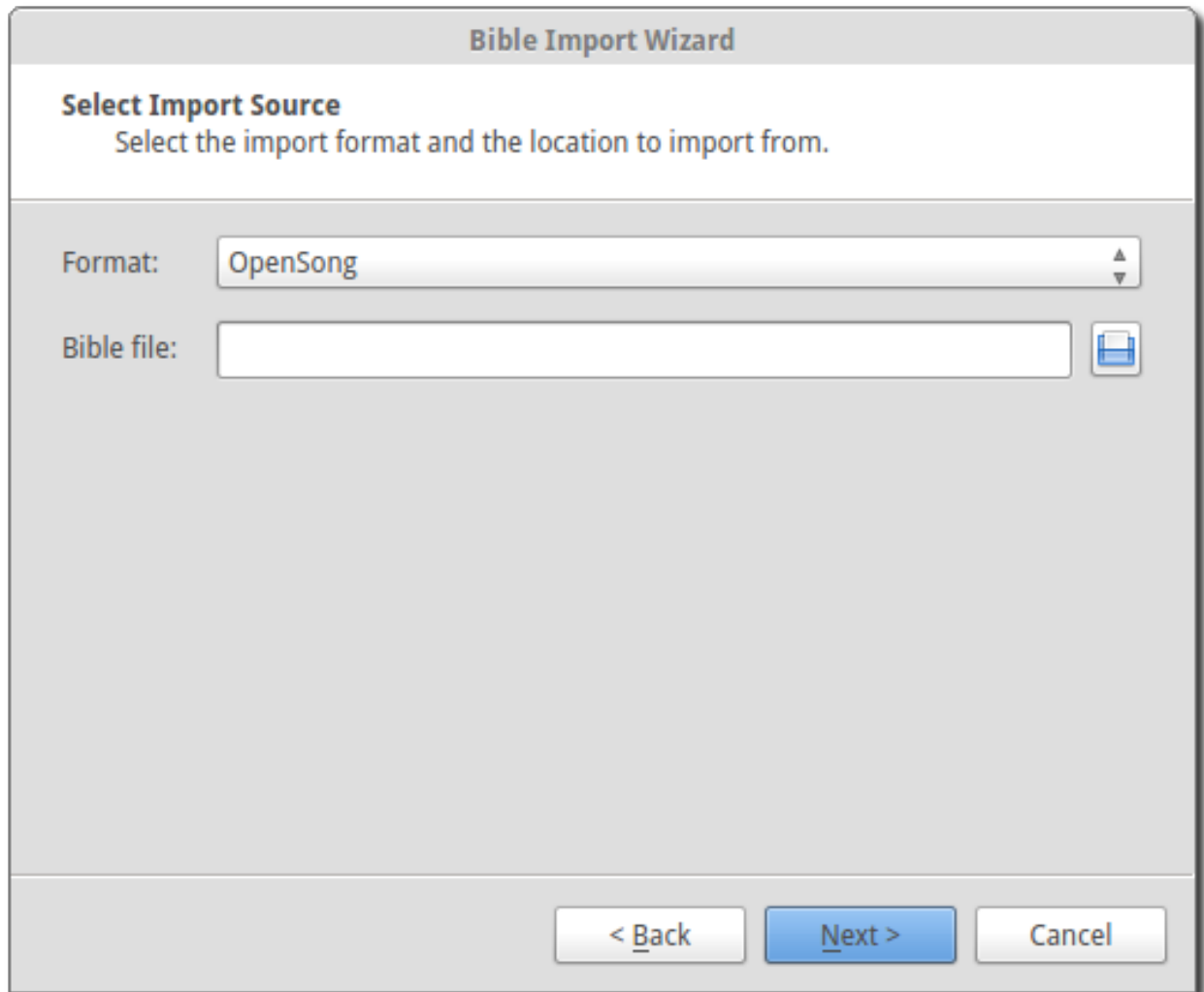
You may also wish to dictate a file location for the conversion to place the osis file for example:

```
mod2osis KJV > /home/user/bibles/kjv.osis
```

## Importing OpenSong Bibles

Converting from OpenSong you will need to locate your Bibles database. In the later versions of OpenSong you are asked to define the location of this. The songs will be located in a folder named *Bibles*. This folder should contain files with all your Bibles in them without a file extension. (file.xmms). When you have located this folder you will need to select the Bible from the folder.

You may also import downloaded Bibles from [OpenSongs webpage](#) (scroll down to find bibles). The process is the same, except you will need to extract the Bible from a zip file. This is usually done by right clicking on the downloaded file and select *Extract* or *Extract Here*. Note that some of the bibles on OpenSongs webpage are actually in the Zefania format, which OpenLP can also import, see [Importing Zefania Bibles](#).



After selecting the OpenSong Bibles you want to import, follow the rest of the import process. When the import has finished you should be ready to use your OpenSong Bibles.

## Importing Web Download Bibles

OpenLP provides a Web Download method to import Bibles when you do not have a locally installed Bible available. The Web Download method registers the Bible in OpenLP like the other Bibles only it downloads the verses as you need them.

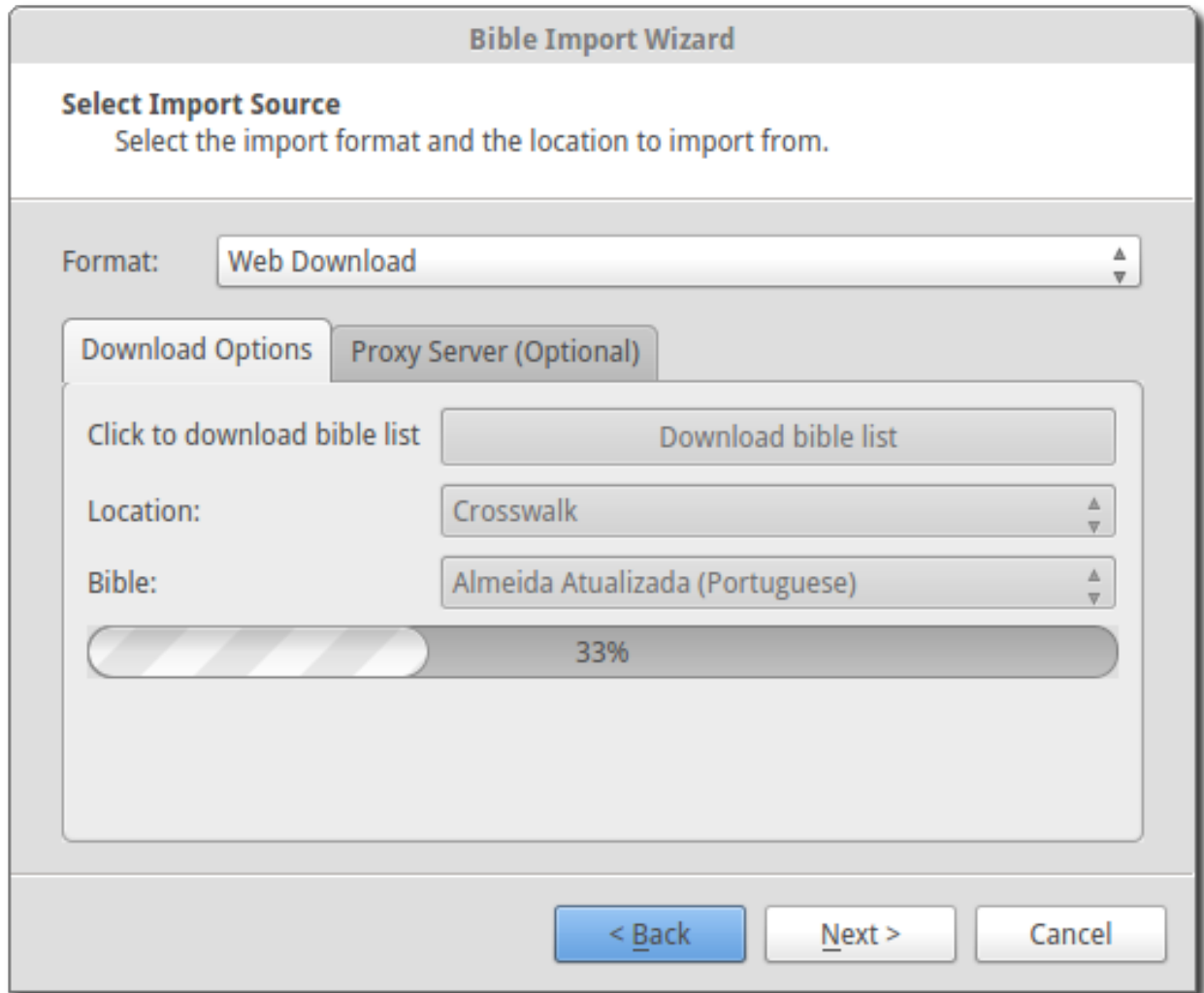
**Warning:** This import requires an internet connection when installing and when searching for verses and is not meant to be used as your sole source for Bibles, but rather as another option.

To use the web download feature select web download from the import wizard.

The screenshot shows the 'Bible Import Wizard' dialog box. The title bar says 'Bible Import Wizard'. Inside, the section 'Select Import Source' has the instruction 'Select the import format and the location to import from.' Below this, the 'Format:' dropdown menu is set to 'Web Download'. There are two tabs: 'Download Options' (which is active) and 'Proxy Server (Optional)'. Under the 'Download Options' tab, there is a button labeled 'Click to download bible list' and a button labeled 'Download bible list'. Below these are three dropdown menus: 'Location:' set to 'Crosswalk', and 'Bible:' which is empty. At the bottom of the dialog are three buttons: '< Back', 'Next >' (highlighted in blue), and 'Cancel'.

First click *Download bible list* to download a list of available bibles.





The image shows a 'Bible Import Wizard' dialog box. The title bar says 'Bible Import Wizard'. Below the title bar, the text 'Select Import Source' is followed by the instruction 'Select the import format and the location to import from.' The main area has a 'Format:' label and a dropdown menu set to 'Web Download'. Below this are two tabs: 'Download Options' (selected) and 'Proxy Server (Optional)'. Under the 'Download Options' tab, there is a 'Click to download bible list' label and a 'Download bible list' button. Below that are 'Location:' and 'Bible:' labels, each with a dropdown menu. The 'Location:' dropdown is set to 'Crosswalk' and the 'Bible:' dropdown is set to 'Almeida Atualizada (Portuguese)'. At the bottom of the main area is a progress bar showing 33% completion. At the bottom of the dialog box are three buttons: '< Back' (blue), 'Next >' (disabled), and 'Cancel' (disabled).

**Bible Import Wizard**

**Select Import Source**  
Select the import format and the location to import from.

Format: Web Download

Download Options Proxy Server (Optional)

Click to download bible list Download bible list

Location: Crosswalk

Bible: Almeida Atualizada (Portuguese)

33%

< Back Next > Cancel

This will take a few moments depending on your internet connection and load on the servers.

The screenshot shows the 'Bible Import Wizard' dialog box. The title bar says 'Bible Import Wizard'. Below the title bar, the section is titled 'Select Import Source' with the instruction 'Select the import format and the location to import from.' The 'Format:' dropdown menu is set to 'Web Download'. There are two tabs: 'Download Options' (which is active) and 'Proxy Server (Optional)'. Under the 'Download Options' tab, there is a button labeled 'Click to download bible list' and another button labeled 'Download bible list'. Below these, there are three dropdown menus: 'Location:' set to 'Crosswalk', 'Bible:' set to 'Almeida Atualizada (Portuguese)', and an empty dropdown menu. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >' (highlighted in blue), and 'Cancel'.

When the download is complete you can select from 3 different sources to download from: [Crosswalk](#), [BibleServer](#) and [BibleGateway](#). From each source there are many Bible translations available, so there is a good chance that you will find what you need.

You can also select a proxy server if needed from the *Proxy Server* tab. Your network administrator will know if this is necessary. In most cases this will not be needed.

The screenshot shows the 'Bible Import Wizard' dialog box. The title bar says 'Bible Import Wizard'. Below the title bar, the section is titled 'Select Import Source' with the instruction 'Select the import format and the location to import from.' Below this, there is a 'Format:' label followed by a dropdown menu currently set to 'Web Download'. Underneath the dropdown are two tabs: 'Download Options' (which is selected) and 'Proxy Server (Optional)'. The 'Download Options' tab contains three text input fields labeled 'Server:', 'Username:', and 'Password:'. At the bottom of the dialog are three buttons: '< Back', 'Next >' (highlighted in blue), and 'Cancel'.

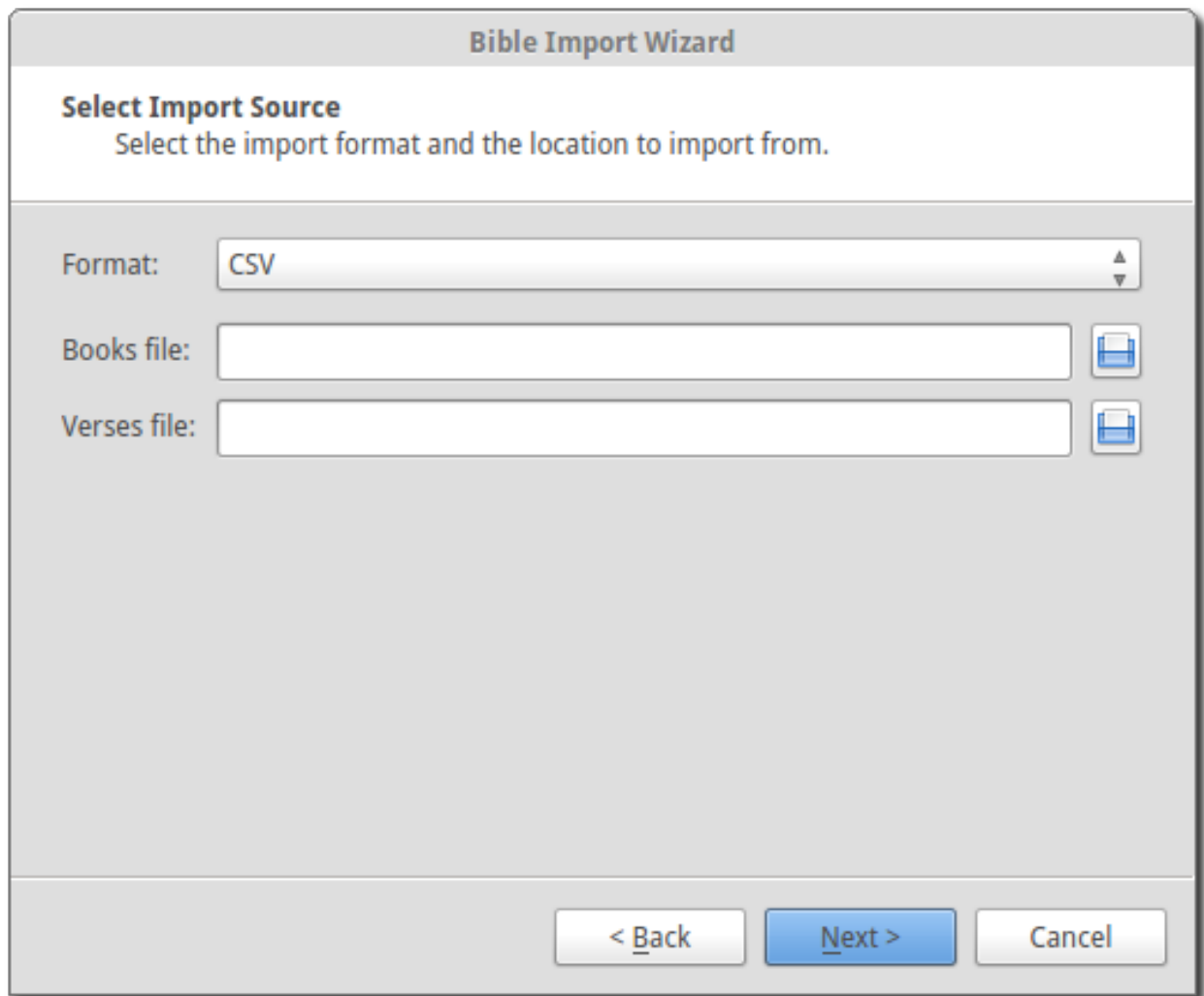
After selecting your download location and the Bible you wish to use, click *Next* to continue the import process. When your import is completed you should now be ready to use the web Bible.

### Importing CSV formatted Bibles

If you have a Bible in .csv format OpenLP can import it. If you wish to create a Bible in the CSV format, the format is documented below.

CSV Bibles consist of two files a *books* file and a *verse* file. Select CSV from the list of Bible types to import.

You are now ready to select your .csv files. You will need to select both your books and verse file location.



After you have selected the file locations you can continue with the import process. Once it is complete you should be ready to use your imported CSV Bible.

### File Formats

The format of the books file is:

```
<book_id>,<testament_id>,<book_name>,<book_abbreviation>
```

For example:

```
1,1,Genesis,Gen
2,1,Exodus,Exod
...
40,2,Matthew,Matt
```

The verses file can be in one of two acceptable formats. They are:

```
<book_id>,<chapter_number>,<verse_number>,<verse_text>
```

or:

```
<book_name>,<chapter_number>,<verse_number>,<verse_text>
```

For example:

```
1,1,1,"In the beginning God created the heaven and the earth."
```

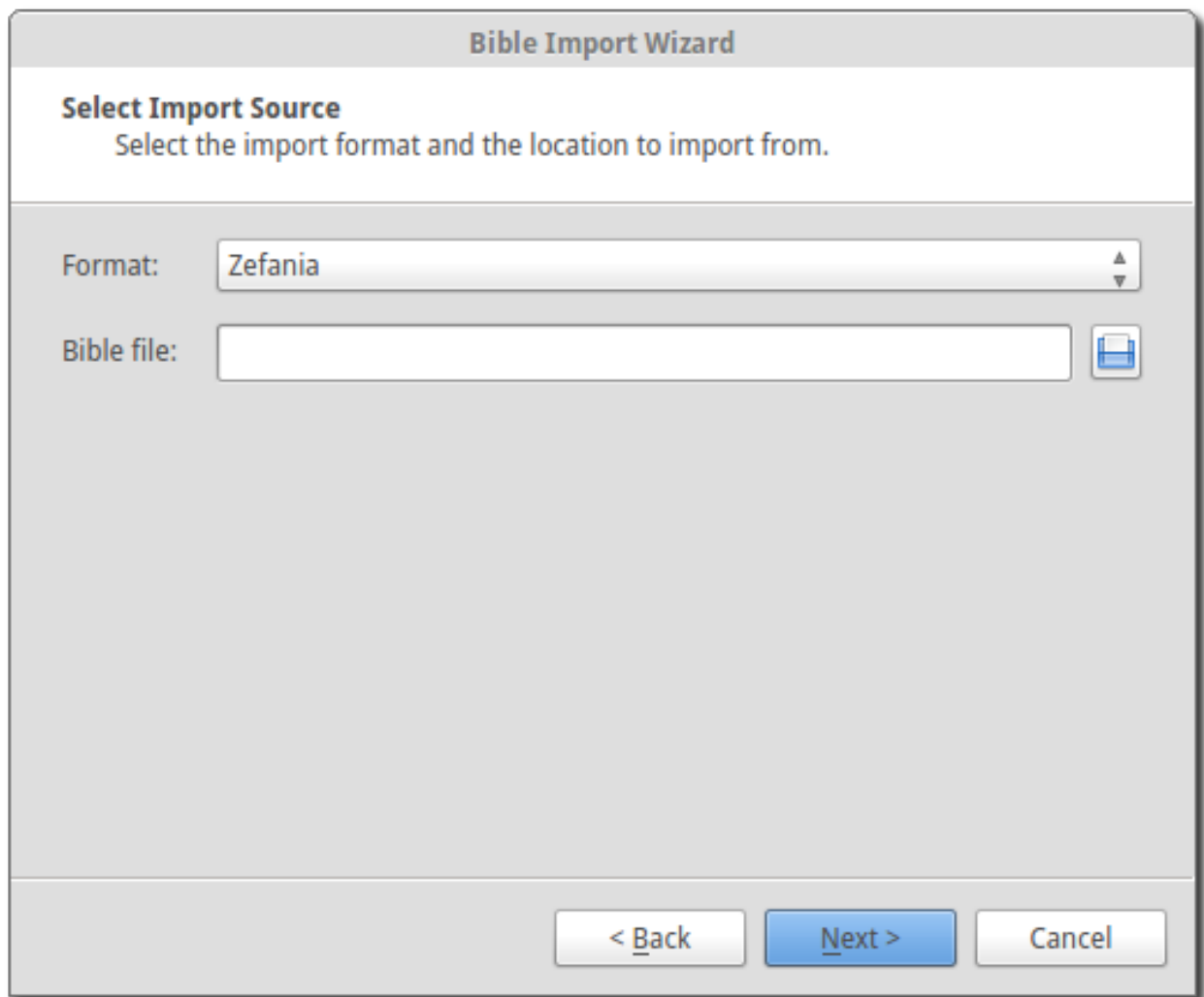
or:

```
"Genesis",1,2,"And the earth was without form, and void; and...."
```

All CSV files are expected to use a comma (',') as the delimiter and double quotes (") as the quote symbol.

### Importing Zefania Bibles

The Zefania project has many Bibles available from [their website](#). Find the Bible you would like to import and download the file. The downloaded file is a zip-file from which the Bible must be extracted. This is usually done by right clicking on the downloaded file and select *Extract* or *Extract Here*.



You can now simply select the extracted file for import and click *Next* to continue the import process. When your import is completed you should now be ready to use the imported Zefania Bible.

### 3.16.2 Edit Bible Data

Some information about a Bible can be edited. What can be edited is dependent on the type of bible.

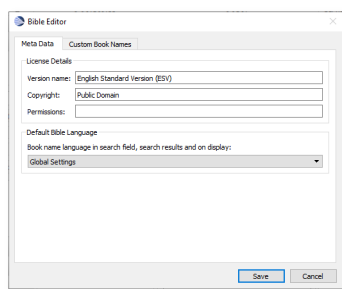


Select the Bible you want to edit then select the Bible Edit icon to edit the Bible information.

On the *Meta Data* tab you can update the Bible Version name, Copyright information and the Permissions for the Bible.

You can also select the Book Name Language. Choosing *Global Settings*, the default setting, will display the Book Names of the Bible in the Language set by the Operating System Language. You can change this setting by using the dropdown to select a different option.

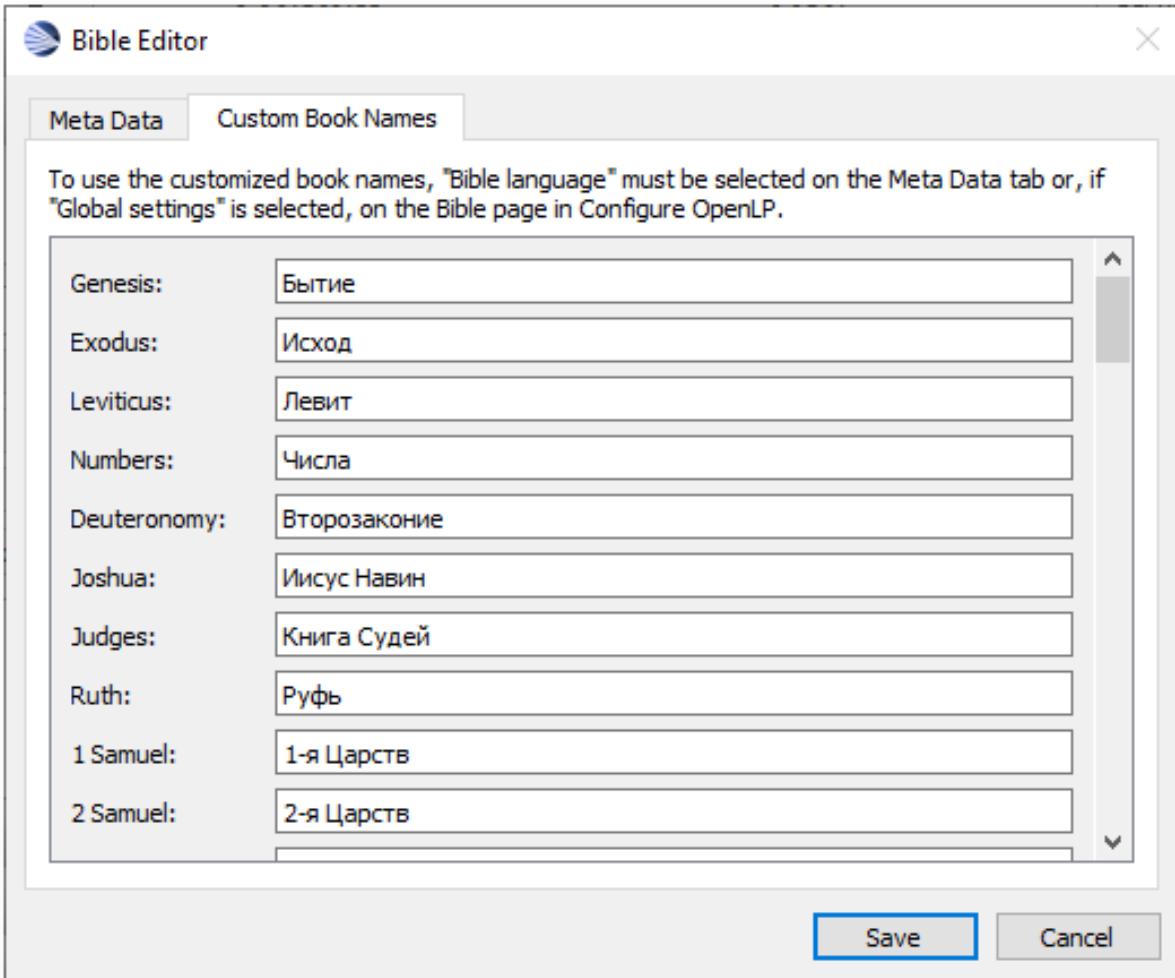
When you have made your changes you can select the *Save* button to save your changes, select the *Cancel* button to discard your changes or select the *Custom Book Names* tab to continue editing.



Selecting the *Custom Book Names* tab will allow you to update the book names that will be displayed.

**Warning:** Please note that when using a Web Bible you can not change the book names.

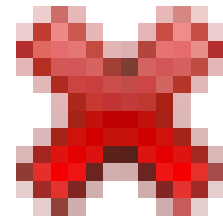
When you have made your changes you can select the *Save* button to save your changes, select the *Cancel* button to discard your changes or select the *Meta Data* tab to continue editing.




### 3.16.3 Delete a Bible

You can remove a Bible from OpenLP.


**Danger:** The only recovery from deleting a Bible is to reimport the Bible using the Wizard or copy the files from a Backup of the Data directory.



Select the Bible version on either the *Quick* or the *Advanced* tab and click on the  icon to delete a Bible. You will be asked to confirm you want to delete the Bible. Click on *Yes* to delete the Bible or click *No* to cancel.

### 3.16.4 Preview Bible Verses




To Preview the selected verses in the left *Preview* panes, select the  Send to Preview icon.

### 3.16.5 Send Scriptures to Live Display


To Preview the selected verses in the right *Live* panes, select the  Send to Live icon.



### 3.16.6 Add Scriptures to Service

Adding scriptures to a service can be done by selecting a group of verses or by moving one verse at a time.

To add Bible verses you can click on a verse, hold and drag your selection from the *Library* over to the *Service Manager* or, after selecting the verse or group of verses you want to use, click the  Add to Service icon. This will add your scriptures at the bottom of the *Service*.

### 3.16.7 Locking Search Results

Selecting the  Lock icon locks and unlocks the search results.

This feature can be used to combine multiple search results into one group of scriptures. To use this feature, do a search for the first group of verses, then select the  Lock icon and then search to your second group of verses. The second group of verses will be added to the first group of verses. You can continue to add more search results or select the  Lock icon again to unlock the results and return the search results to be replaced with each search.

### 3.16.8 Quick Search

The quick search tab provides a simple search capability that can search for scripture text or a scripture reference. Use the dropdown in the *Find:* data entry box to choose the type of search.

Select your primary Bible by selecting it in the *Version* dropdown.

Select a second Bible to search using the *Second* dropdown or leave it blank if you are not using a second Bible.

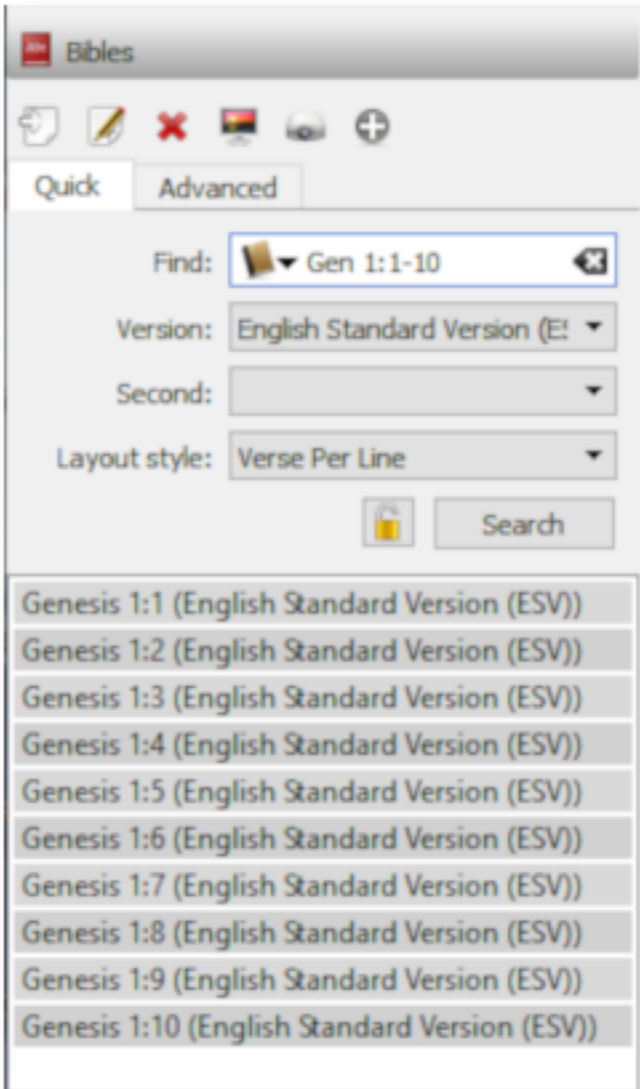
Select your desired layout style using the *Layout style* dropdown.

Enter your search text, Pressing the *Enter* or selecting the *Search* button activates the search.

When using the scripture reference search, the reference needs to be in one of a few formats. You can see all the formats available by typing a book name and pressing the *Enter*.

A common format is “Bookname Chapter:verse - verse” (Gen 1:1-12)





### 3.16.9 Advanced Search

The advance search tab provides another search process that can search for scripture text using dropdowns to set the search criteria.

To start your search, select your primary Bible by selecting it in the *Version* dropdown.

Select a second Bible to search using the *Second* dropdown or leave it blank if you are not using a second Bible.

Select your desired layout style using the *Layout style* dropdown.

Select the book of the Bible to search using the *Book* dropdown.

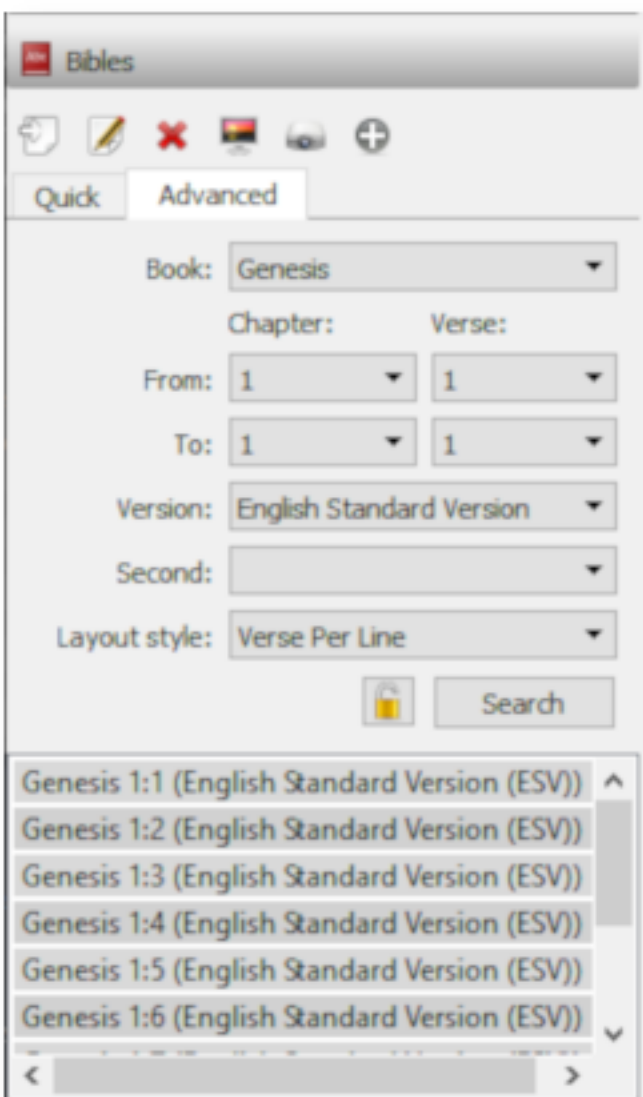
Select the starting Chapter of the book using *Chapter* dropdown to the right of *From:*

Select the starting Verse of the chapter using the *Verse* dropdown to the right of *From:*

Select the ending Chapter of the book using *Chapter* dropdown to the right of *To:*

Select the ending Verse of the chapter using the *Verse* dropdown to the right of *To:*

Selecting the *Search* button activates the search.



## 3.17 Custom Slides

Adding a new custom slide displays the following dialog:

**Edit Custom Slides**

**Title:**

Confession of Sin

Heavenly Father,  
 We have not loved You  
 with our whole heart;  
 We have not loved our  
 neighbors as ourselves.  
 Forgive us and cause us  
 to delight in Your will.  
 To the glory of your name. Amen.

**Theme:**

**Credits:**

**Title:** Name of your custom slide.

**Note:** Anything typed in the title name between these brackets <> will not be displayed in the screen title. The option to show titles can be configured using *Custom Display*.

**Add:** After clicking on Add you will enter your text you want to display in this box. To create multiple slides, click the Split Slide button. When you have finished adding your text, click on the Save button.

**Theme:** Select the theme you want to use for your Custom slide from this drop down box.

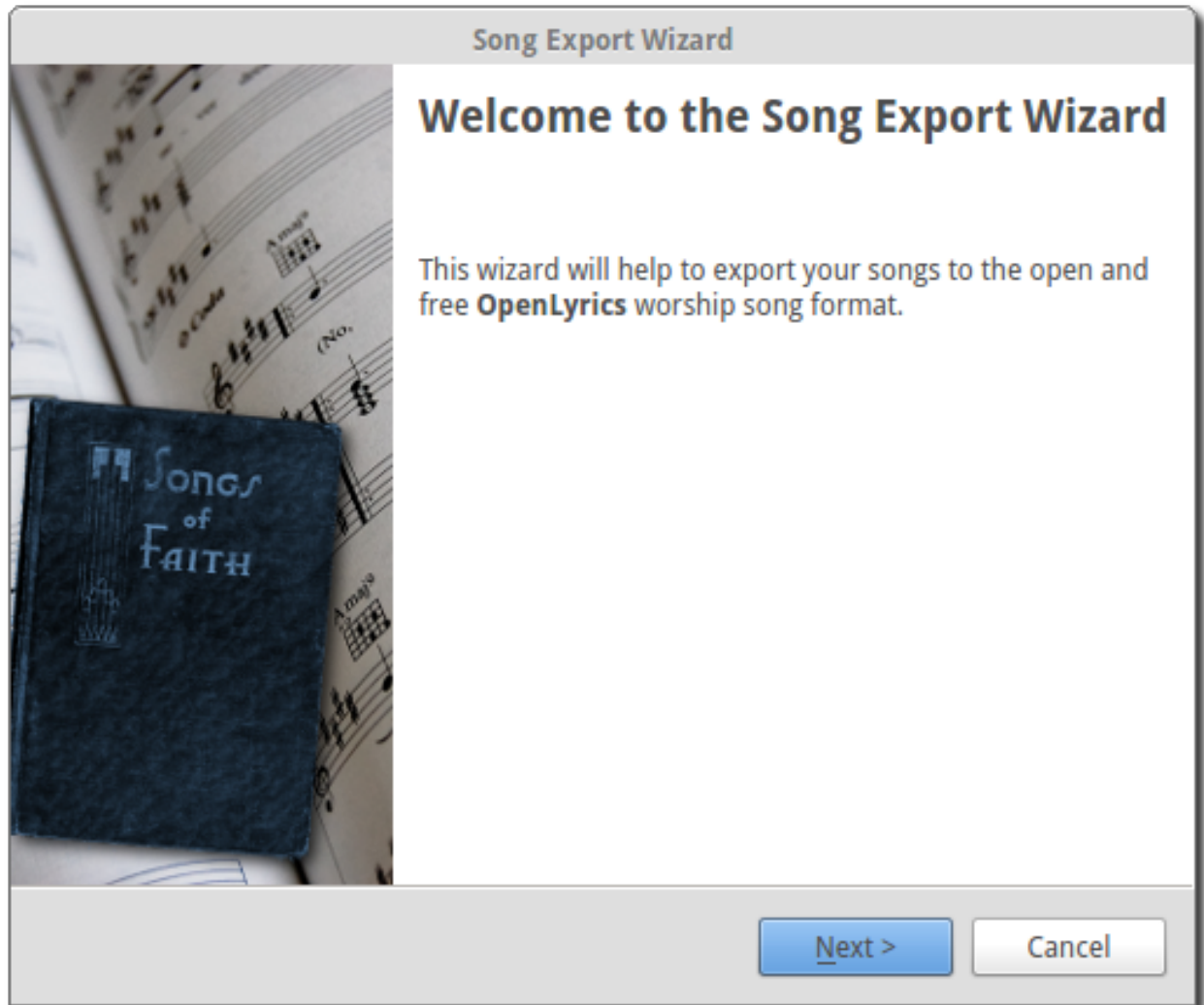
**Credits:** Anything typed in this box will be displayed in the footer information on the display. When you are finished, click the Save button.

To Edit your slide, click on *Edit* to edit part of it or *Edit All* if you need to make multiple changes. Use the Up and Down arrows to change the arrangement of your custom slide.

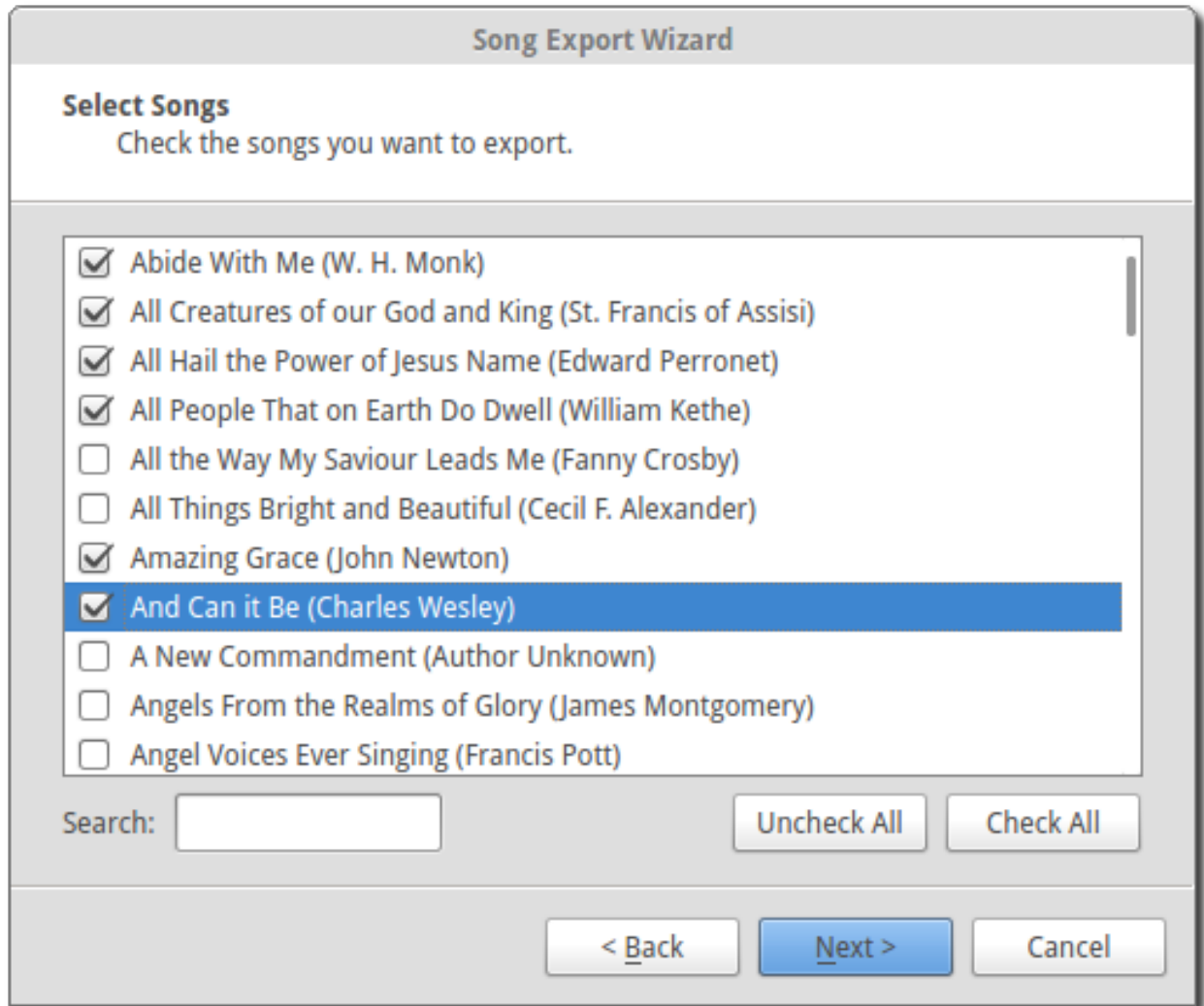
## 3.18 Exporting Songs

OpenLP has the ability to export your songs in the OpenLyrics worship song format. This is convenient for transferring your songs to another computer or for backup purposes.

Song export is accessible through *File* → *Export* → *Song* and once clicked the following dialog box will appear.



Click *Next* to continue or *Cancel* if you change your mind.



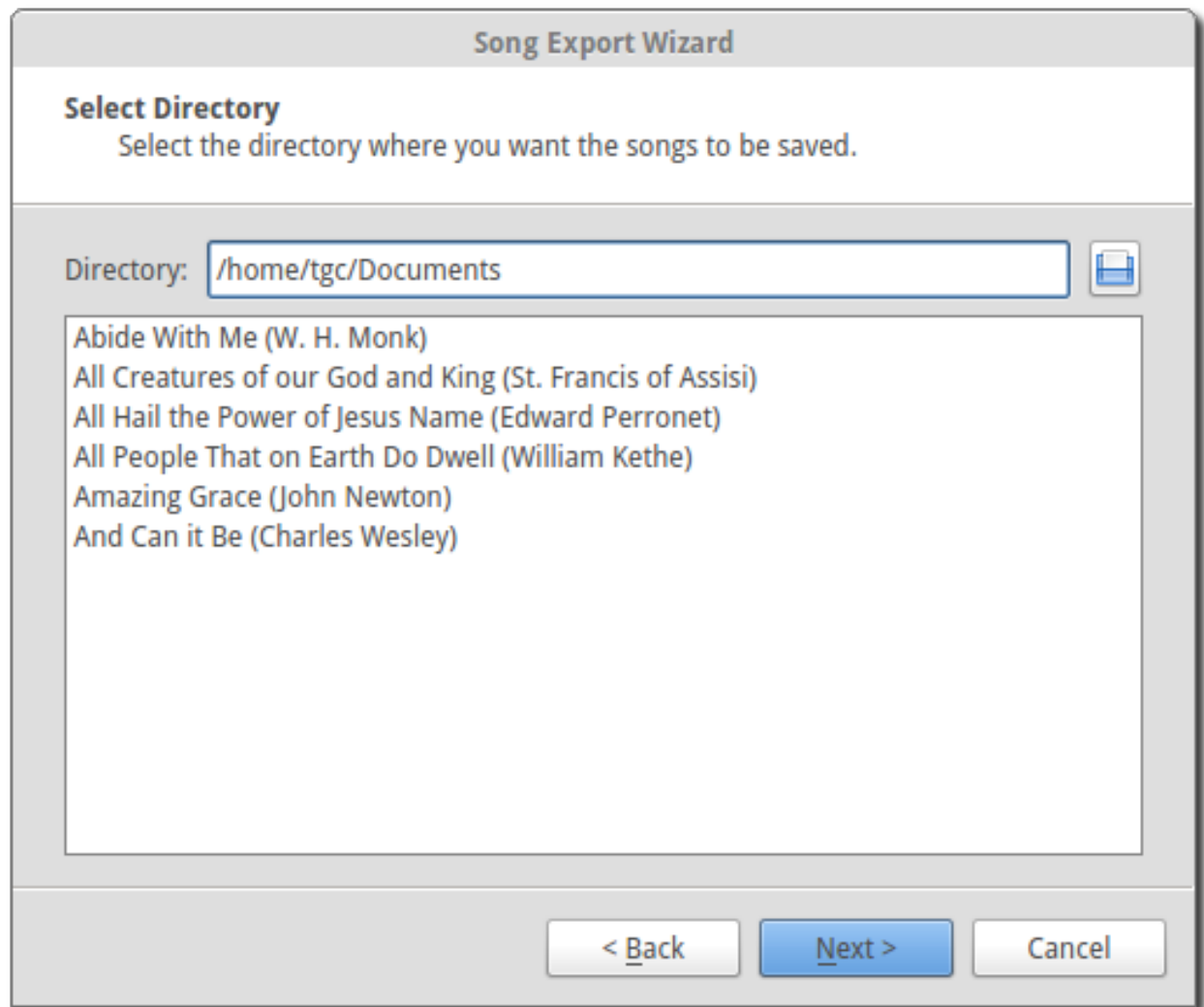
You can select the songs you want to export by clicking on each song you want to export.

**Search:** Searches for a song title or keyword in a title.

**Uncheck All:** If you are not sure of your selections click *Uncheck All* and start over.

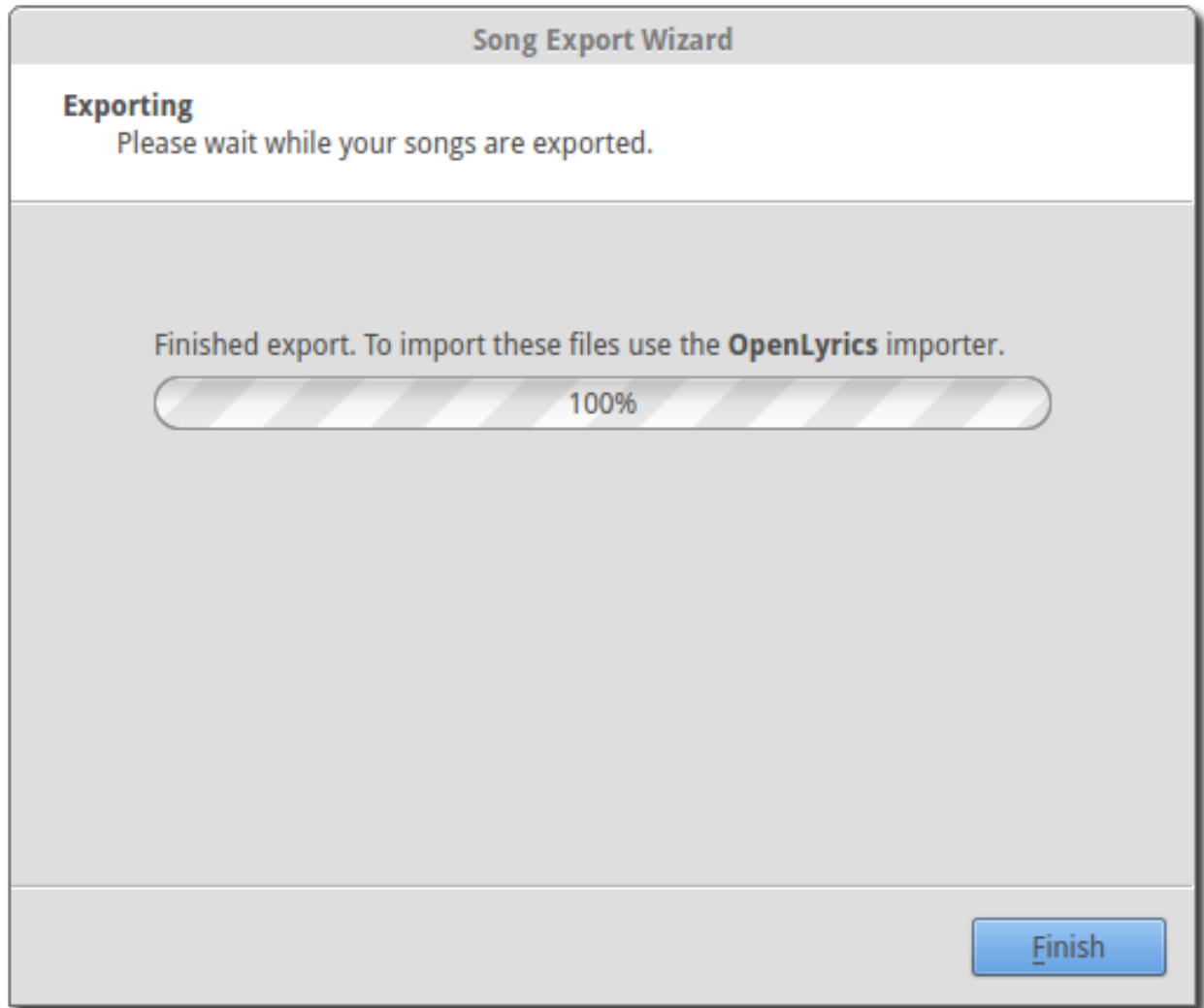
**Check All:** Click *Check All* selects all of the songs for export.

When you are finished with your selection click *Next*.



**Select Directory:** Select the directory where you want the songs to be saved. The list of songs to be exported are shown below.

**Note:** Exporting songs will create a file for each song. If you export one hundred songs, you will have one hundred individual files.

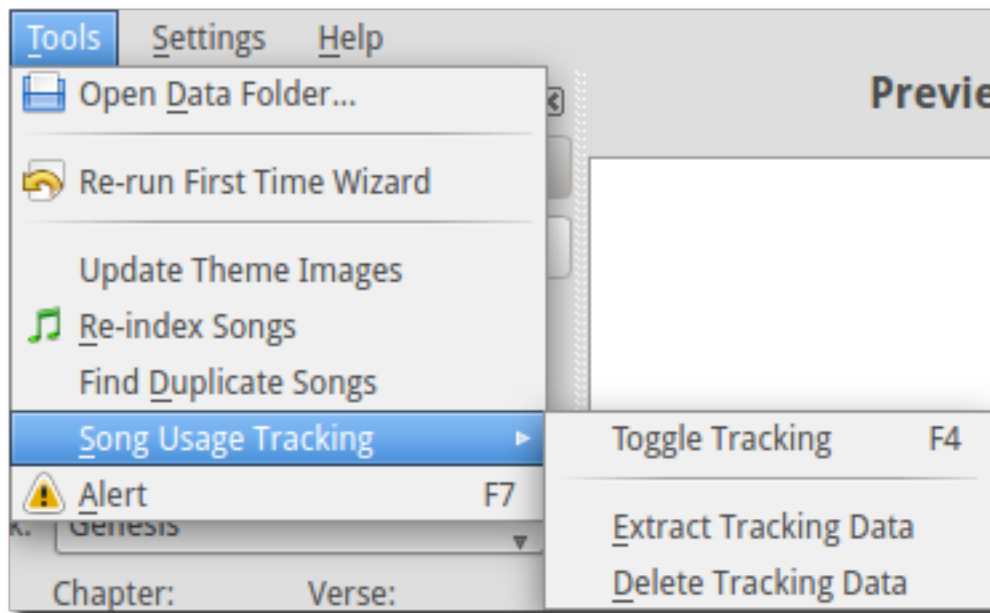


Click *Finish* to complete the export process.

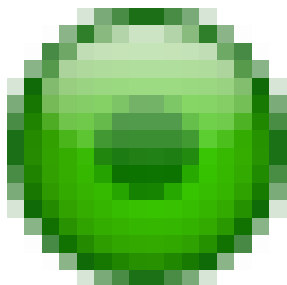
### 3.19 Song Usage Tracking

OpenLP gives you the ability to track all the songs that are displayed live or printed. Every time a song is displayed live or printed it will be logged. This is useful for CCLI or any other church copyright license that may require tracking or for your own personal use to know what songs you previously used.

Song Usage Tracking is listed under the menu item *Tools* → *Song Usage Tracking*



You can start and stop tracking by using your keyboard F4 key, going to *Tools* → *Song Usage Tracking* → *Toggle Tracking* or by using one of these buttons below *Service*.



Song usage tracking is active.



Song usage tracking is inactive.

### Extract Tracking Data

Now that you have tracked the songs that were displayed or printed you will want to access the information. Go to *Tools* → *Song Usage Tracking* → *Extract Tracking Data* and you will be presented with dual calendars.



**Song Usage Extraction**

**Select Date Range**

← September 2014 →

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
36	31	1	2	3	4	5	6
37	7	8	9	10	11	12	13
38	14	15	16	17	18	19	20
39	21	22	23	24	25	26	27
40	28	29	30	1	2	3	4
41	5	6	7	8	9	10	11

to

← August 2015 →

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	26	27	28	29	30	31	1
32	2	3	4	5	6	7	8
33	9	10	11	12	13	14	15
34	16	17	18	19	20	21	22
35	23	24	25	26	27	28	29
36	30	31	1	2	3	4	5

**Report Location**

Cancel OK

### Select Date Range

The calendars on the left side and right side are what you use to select the beginning and end dates of your tracking information. Select the date you want to begin your tracking information on the left and end your tracking information on the right. Use the left and right arrows or click on the month or year and then select the day.

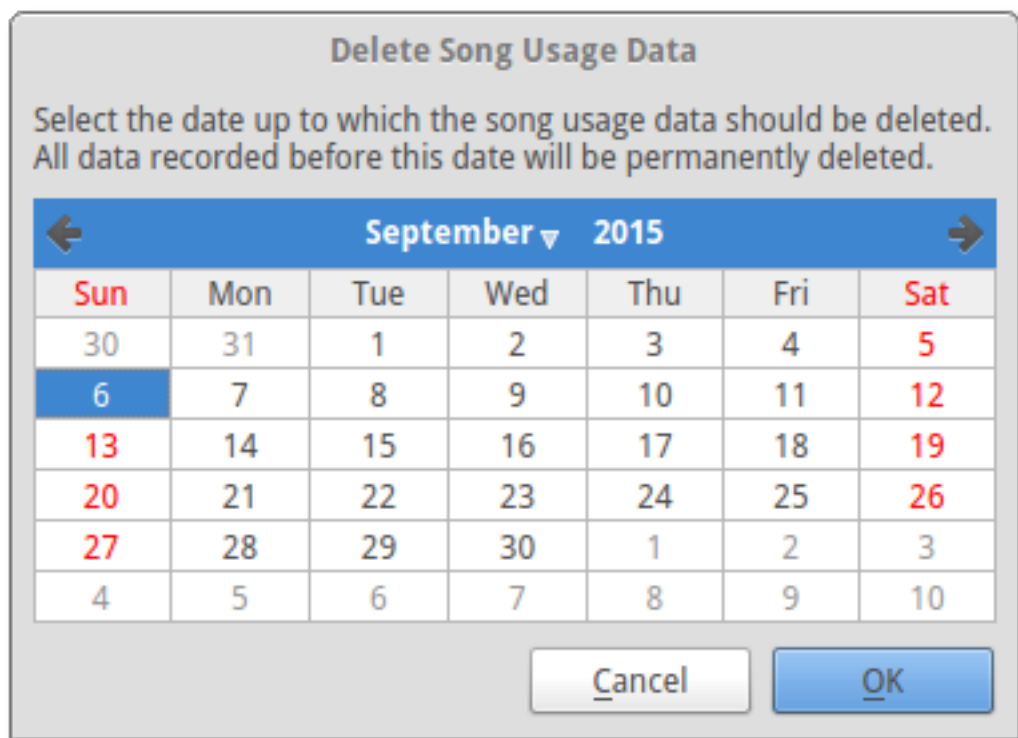
### Report Location

Use this button to choose the folder you want to save your tracking file in. Click *OK* and click *OK* again or *Cancel* at any time. This saves your tracking log as “usage\_detail\_<start date>\_<end date>.txt”. You can open this file in any text viewer or your spread sheet application.

The usage detailed report will be in the following format: Year, Month, Day, Hour, Minute, Seconds, Micro-seconds, Song title, Copyright, CCLI number, Author, Song (meaning a song was tracked), and if your song was Displayed or Printed.

### Delete Extracted Data

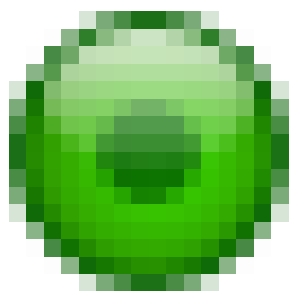
When you do not need your previously saved data past a certain point in time, you can delete it. Go to *Tools* → *Song Usage Tracking* → *Delete Tracking Data*



You will be presented with a single calendar. Select a date by using the left and right arrows or click on the month or year and then select the day. All tracking information prior to the date you selected will be deleted. Click *OK* to delete or *Cancel* if you change your mind.

### Tip

Every time you display or print a song, whether for practice or during a service, it will be logged if tracking is on. This could create a lot of duplicate songs being logged. Toggle the tracking on and off, as needed, at the bottom right under *Themes* using these buttons.



Song usage tracking is active.



Song usage tracking is inactive.

## 3.20 Alert

From time to time it may be necessary to display a small unobtrusive message to the congregation. In OpenLP this is known as an *Alert*. Examples could be a car with the headlights left on, a parent needed in nursery, or anything else somebody may need notified about. This is easily accomplished using the Alert, which is accessible from the top Menu under *Tools* → *Alert*.

**Alert text:** Enter the message you want displayed in this box.

**Parameter:** This box is used for words you want to insert into the alert text.

You will add the Parameter text into the alert text using “<>” (without quotations). Anywhere in the Alert text that you add these two symbols, <> side by side, will insert any text you have in the parameter box into the Alert message.

### 3.20.1 Example of Use

*Alert text:* The owner of the vehicle with license plate number <> your lights are on.

*Parameter:* HNN432

These two settings will display like this:

The owner of the vehicle with the license plate number HNN432 your lights are on.

If you use the same alerts on a regular basis, Save your Alert and you will have access to the alert with a click of the mouse. You may also click on *New* to make a new alert or *Delete* an alert you do not need.

When you are ready to Display your Alert you have two options. Clicking on Display will display the Alert and the Alert Message window will remain open. Clicking Display & Close will display the alert and close the Alert Message window.

All details of the display, font, color, size and position are adjusted from the top Menu item *Settings* → *Configure OpenLP*, Alert tab and the instructions here. [Configuring OpenLP](#)

**Please note:** Alert Message is a Plugin that needs to be Active in the Plugin List for use.

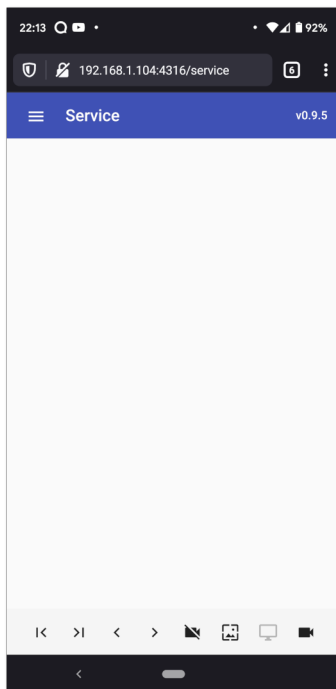
## 3.21 The Web Remote

OpenLP gives you the ability to control the [Service](#). You also have the ability to search for and add or display media from the [Library](#) or send an [Alert](#), using a remote computer, netbook or smartphone and a web browser. You can use the web remote to control the entire service away from the main computer or, have the nursery or daycare send an [Alert](#) message to the projection screen. This could also be used for a guest speaker or worship team leader to control their own slides if needed.

The Web Remote was moved to being part of the core program in version 2.9.2. The only thing you need to do is go into [Configuring OpenLP](#), select the Remote Interface item in the menu on the left side of the Settings window then press the Check for Updates button. If the Current version number is not the same as Latest Version then press the Upgrade button. When the numbers match, press the OK button at the bottom of the settings window.

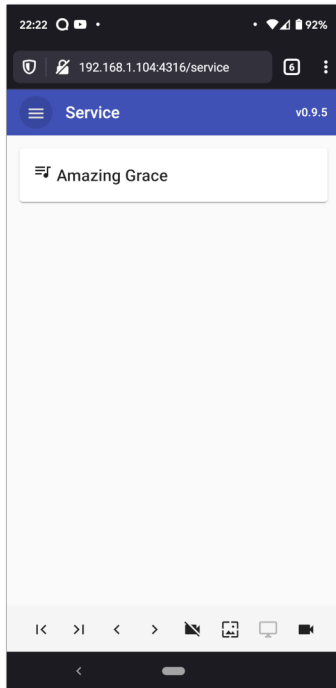
Versions before 2.9.2 The first step is to make sure the Remote plugin is activated. You can accomplish this by following the instructions in the [Plugin List](#). The second step is to configure the settings you will use with the web browser. You can find these instructions and settings in [Remote Interface](#).

Open a web browser, type in the Remote URL you found in [Remote Interface](#) and press the Enter key. For this example we will use `http://192.168.1.104:4316`. You will then be presented with the home page of the OpenLP Remote. The picture shows a service with nothing in it.



### 3.21.1 Service Manager

The web remote opens to the *Service* page and if a service is loaded, it will display the service item list from the *Service*.

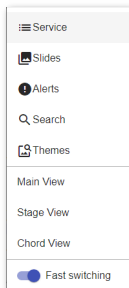


Clicking on any item in the Service Manager will immediately take you to the Slide Controller.

You will find the following buttons throughout the web remote interface.



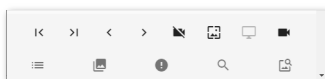
The Menu button is found on most of the pages in the top left hand corner of the remote interface and clicking it will display a menu of the web remote pages and a helpful setting.
















Selecting any of the top five menu items will change the web remote page to the page responsible for that area of the web remote.

Selecting any of the three views will change the web remote page to the default view selected.

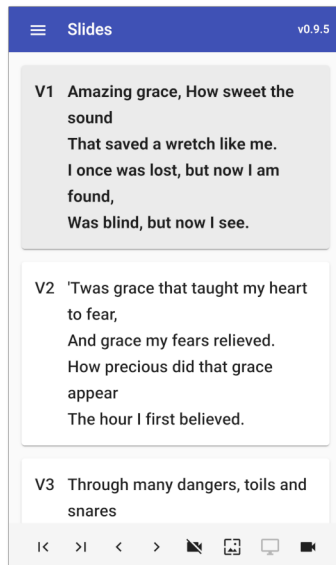
Enabling the *Fast Switch* setting will display a set of Icons at the bottom of the page to switch between pages without using the menu.





-  This button will move upward through the Service items to the previous items.
-  This button will move downward through the Service items to the next item.
-  This button will move upward through the Slide Controller. If the settings *Slide Controller* have been enabled this button will move from the first slide of a service item to the last slide of the previous service item.
-  This button will move you downward through the Slide Controller. If the settings *Slide Controller* have been enabled this button will move from the last slide of a service item to the next first slide of the next service item.
-  This button will blank the display on the projector screen. If the settings *Slide Controller* have been enabled clicking on an item in the Service Manager will automatically show the item on the screen.
-  This button will blank the display on the projector screen to the current theme. Note that this is not available for item which does not use themes, such as images, presentations and media. If the settings *Slide Controller* have been enabled clicking on an item in the Service Manager will automatically show the item on the screen.
-  This button will hide the display on the projector screen and therefore show the desktop. If the settings *Slide Controller* have been enabled clicking on an item in the Service Manager will automatically show the item on the screen.
-  If the screen is blanked, clicking on this button will unblank the display.
-  This button will display the Service page of the web remote.
-  This button will display the Slides page of the web remote.
-  This button will display the Alerts page of the web remote.
-  This button will display the Search page of the web remote.
-  This button will display the Themes page of the web remote.

### 3.21.2 Slide Controller

After you click on an item in the Service Manager you will be taken to the Slide Controller interface.

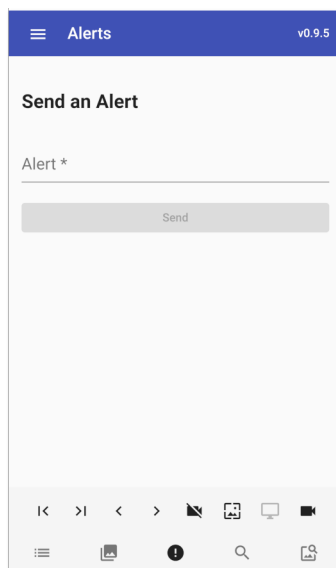


You will find the verses displayed as they appear in the live view on the main computer and the first verse will be displayed on the projection screen. You can use the  ,  or click on each verse using the mouse to display them.

**Note:** The remote interface replicates the OpenLP software. When displaying images, clicking on a single image in the service manager will display it immediately. The first image in a group of images and the first slide in a presentation will also be displayed immediately when clicked on in the web remote service manager.

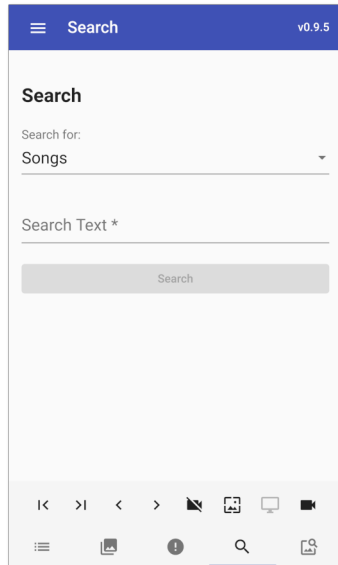
### 3.21.3 Alerts

You can send an alert to the projection screen by entering the text on the line and clicking on *Send*. The alert will be displayed as you have it configured in [Alerts](#).

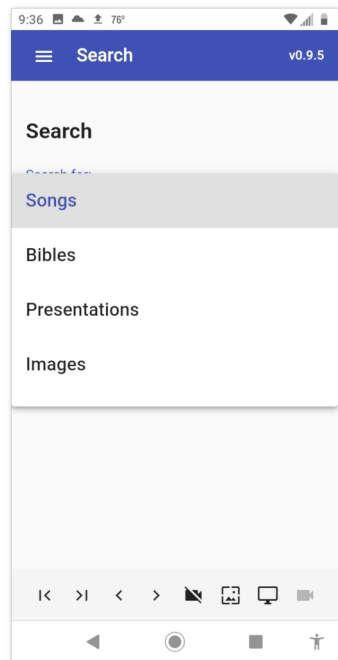


### 3.21.4 Search

Using the search function gives you the ability to search for a particular media, add it to the service or display it immediately.



Clicking on *Songs* will display your media options to search through. Click on the media type that you want to search.

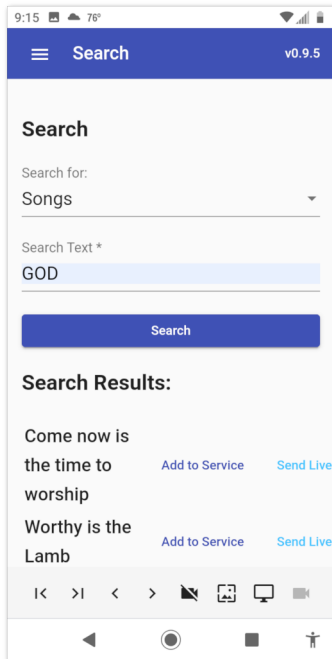


Enter the text you want to search for. You can click *Search* or press `Enter` on the keyboard. If you do not enter any text to search for, you will be presented with your entire list of media for the selected media.

**Note:** When searching *Bibles* media you must enter the exact name, chapter, verse or verses. Searching *Songs* will search titles and lyrics with the text used.

For this example we are searching “Songs” and the word “God”. The results will be displayed below the search button.

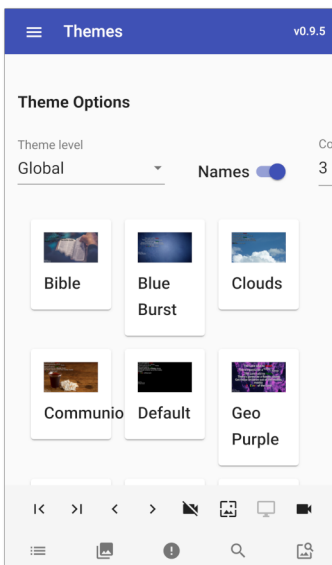




After finding the song you searched for, click on *Send Live* to immediately display your media on the Live screen. Click on *Add to Service* to add your media to the bottom of the *Service*.

### 3.21.5 Theme Manager

The *Theme* page lets you select a Global or Service level theme. When the theme changes is dependent on the theme settings under *Themes*. To make the change take effect on the current Service Item you will need to resend the Service Item to the Live screen.



Clicking on any item in the Theme Manager will select the theme.

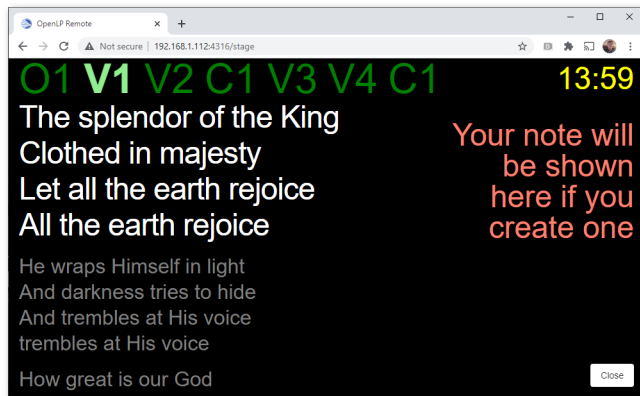
You can select the Theme Level, if you want to see the theme names and how many columns you want to view on the page.

## 3.22 The Stage View

Stage view gives you the ability to set up a remote computer, netbook or smartphone to view the live service being displayed on the projection screen in an easy to read font on a black background. This is a text only viewer, though it will show thumbnails of images and presentations.

You can configure the settings you use with the web browser. You can find these instructions and settings in [Remote Interface](#).

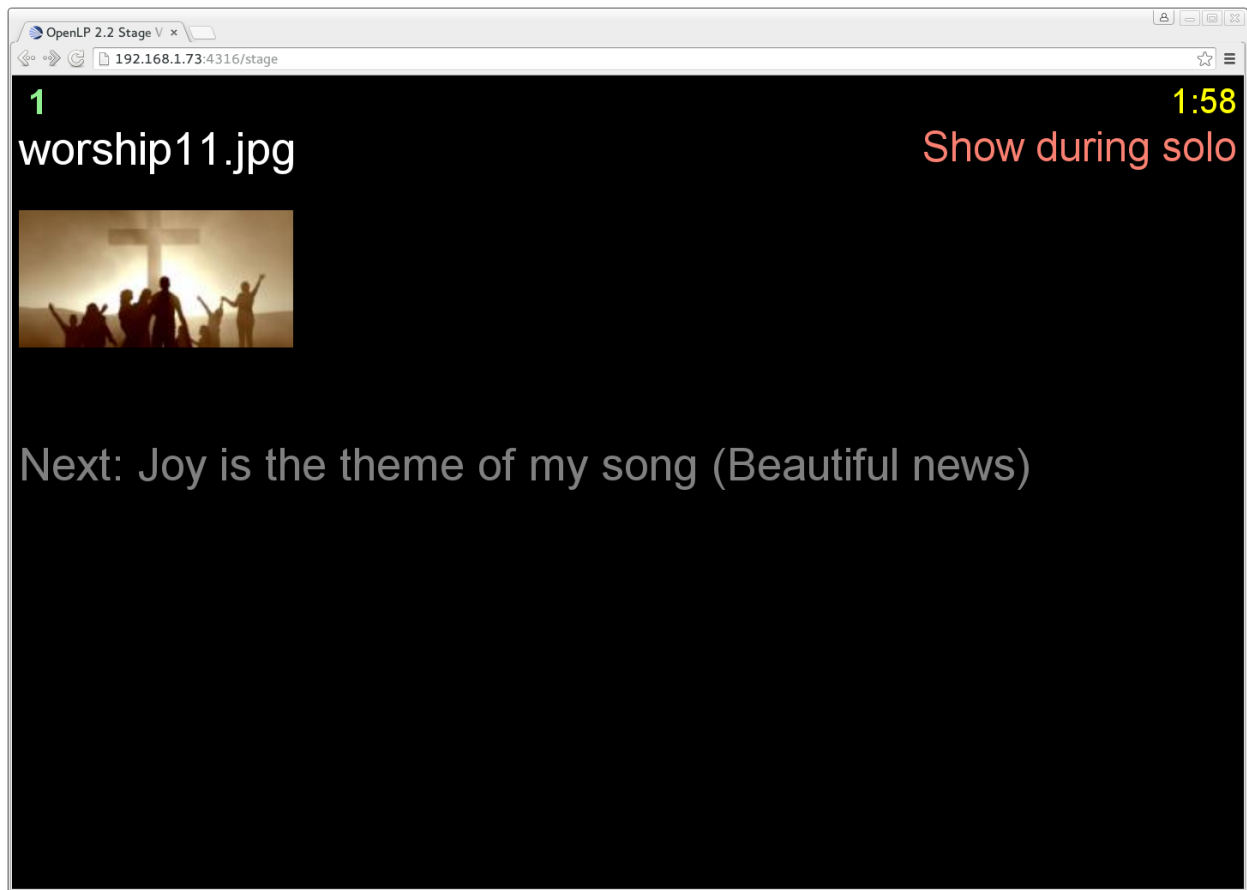
Open a web browser, type in the Stage View URL you found in [Remote Interface](#) and press the Enter key. For this example we will use `http://192.168.1.112:4316/stage`. You will then be presented with the home page of the OpenLP Stage View. On most browsers you can press F11 to go into fullscreen mode.



At the top right hand side you will see the time of day. This can be changed from 12 hour to 24 hour format in [Remote Interface](#). If you added a note to the the song it will be the next line below the time. See [Adding a Service Note](#) for adding notes. On the same line as the clock will be the Bible or song verse numbers and one of those will be highlighted. The lyrics or verses highlighted below the verse numbers correspond to the highlighted verse number. In this example V1 is highlighted and the corresponding first verse below it is highlighted.

At the bottom right had side you will see a *Close* button. Clicking on the button will close the stage page and open the Web-Remote main page.

If there is an image, presentation or media being displayed you will see the title of the displayed item. Below the title will show the next item to be displayed in the [Service](#).



### 3.22.1 Custom Stage Views

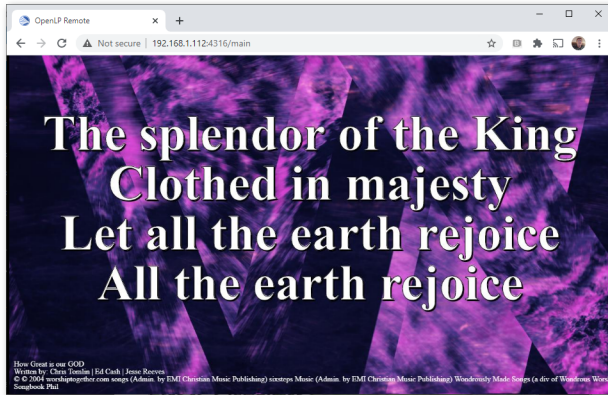
It is possible to create custom stage view with custom styles, javascript and html. To create a custom stage view, go to the OpenLP Data Folder by going to *Tools* → *Open Data Folder*. Inside the data folder create a folder names `stages`. Inside the `stages` folder you can now create a folder which will be the name of your custom view, an example could be `myview`. Now copy `stage.html`, `stage.css` and `stages.js` from [Custom Stage View Zip](#) and customize them to your needs.

To access the custom stage view in a browser go to <http://myopenlpip:4316/stage/myview>.

## 3.23 The Main View

Main view gives you the ability to set up remote computers that will mirror what your projector is showing. The Main view basically works by taking screenshots of what the projector is showing and then presenting it in a browser. This means that audio and video playback will not be presented in the Main View.

You can configure the settings you use with the web browser. You can find these instructions and settings in [Remote Interface](#).



Open a web browser, type in the Main View URL you found in *Remote Interface* and press the Enter key. For this example we will use `http://192.168.1.112:4316/main`. You will then be presented with the home page of the OpenLP Live View. On most web browsers you can press F11 to go into fullscreen mode.

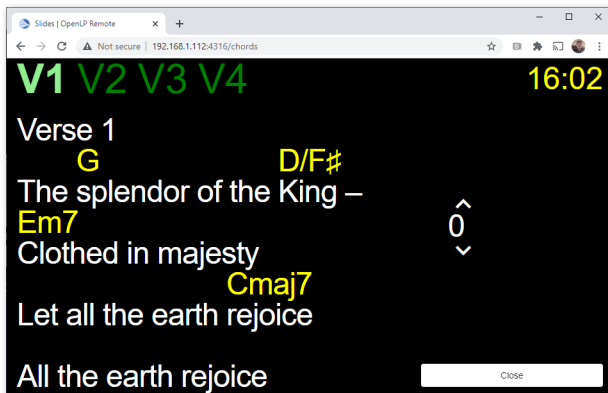
### 3.24 The Chord View

The Chord view is stage view that displays chords if they are in the songs. You can configure the settings you use with the web browser. You can find these instructions and settings in *Remote Interface*.



The chords view adds another control for translation of the cords. clicking on this control will translate the chords up or down an octave.

Open a web browser, type in the Stage View URL you found in *Remote Interface* and press the Enter key. For this example we will use `http://192.168.1.112:4316/chords`. You will then be presented with the home page of the OpenLP Stage View. On most browsers you can press F11 to go into fullscreen mode.



## 3.25 iOS Remote

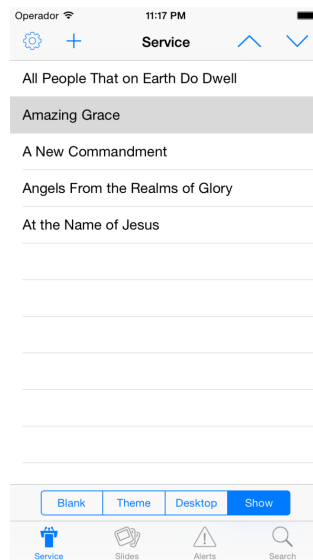
OpenLP gives you the ability to control your service from an iOS-based device. The following tutorial will describe how to install and use the application.

### 3.25.1 Installation

Open the *Apple App Store* and search for OpenLP. You should find the *OpenLP Remote* app. Install this app.

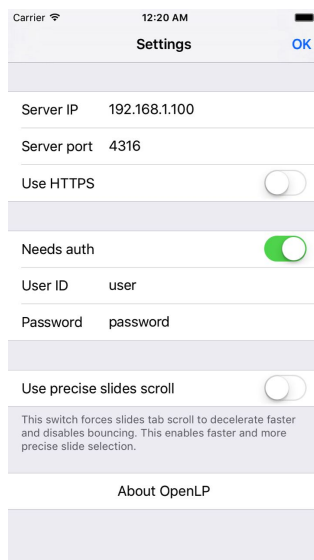


When you start the app, you will initially see the launch screen, followed by the service screen once the app has loaded.



### 3.25.2 Settings

After the installation is complete and you open the OpenLP Remote app you will need to configure your settings. Open the settings by touching the settings icon in the top left corner.



#### Server Details

You will need to configure the server settings you will use with your device. You can find these instructions and settings in the OpenLP desktop application under [Remote Interface](#).

**Note:** To use the OpenLP Remote you will need to be on the same network as the main computer.

**Server IP:** Enter the *Server on IP address* found in [Remote Interface](#).

**Server port:** Enter the *Port number* found in [Remote Interface](#) and enter it in the box. By default this is 4316.

#### Authentication

**Needs auth:** Tap this switch to enable authentication. Authentication needs to be set up in [User Authentication](#).

**User ID:** Here you can enter a username used for accessing OpenLP remotely. This must be the same as set in [User Authentication](#).

**Password:** Here you can enter a password used for accessing OpenLP remotely. This must be the same as set in [User Authentication](#).

#### Scrolling

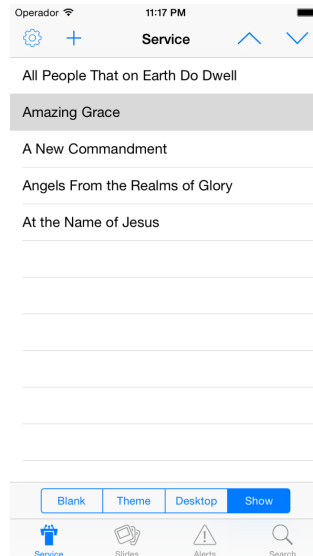
**Use precise slide scrolling:** By default, iOS's scrolling effects can make scrolling up and down the slides difficult. When tapping this switch you can turn iOS's scrolling effects on and off, which may result in more precise scrolling.

### 3.25.3 Using the iOS Remote

After you have completed the setup you are now ready to use the app. At the bottom of the app you can see the *Service*, *Slides*, *Alert* and *Search* tabs.

#### Service

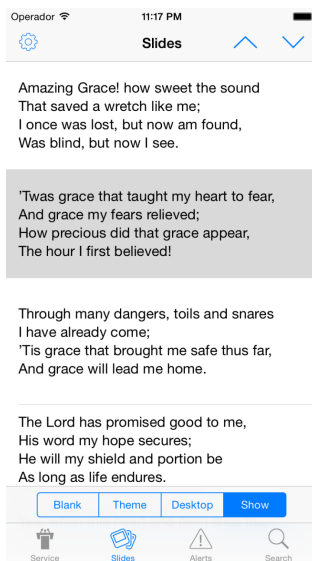
Selecting *Service* will take you to the Service tab. Selecting an item with a in the service manager will immediately take it live on the projection screen and you will be taken to the *Slides* screen on your device. You can use the arrows buttons shown on the bottom left and right to move to the next slide inside the item.



Along the bottom of the Service tab you can see buttons that say, *Blank*, *Theme*, *Desktop* and *Show*. These buttons will blank the display, set it to the current theme, show the main computer's desktop, or show the currently live item, respectively.

#### Slides

Selecting *Slides* will take you to the Slides tab. This displays what ever is live at the moment. You can use the arrow buttons shown on the top right to move to the next slide inside the item.



Along the bottom of the Slides tab you can also see the *Blank*, *Theme*, *Desktop* and *Show* buttons.

## Alerts

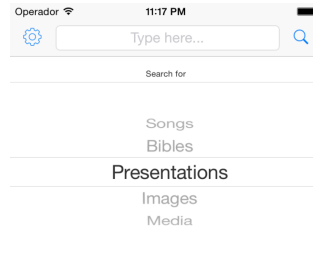
To send an alert to the display, touch the *Alerts* tab at the bottom of the screen. Type in your alert text in the text box and press the *show* button at the bottom to show your alert in OpenLP. The alert will be displayed as you have it configured in *Alerts*.



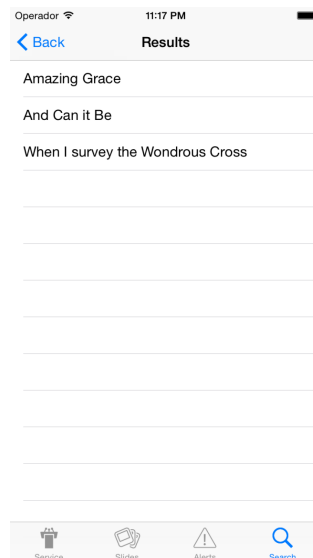


## Search

If you want to search for an item that is not currently in your service, press on the *Search* tab at the bottom of the screen. Type your search term in the search box at the top of the screen, and then select which type of item you want to search for.



Once OpenLP has finished searching for you, the results of your search will be visible in the search screen. Touch a search result to add it to your service.



## 3.26 Glossary

The developers of OpenLP have strived to make it a straightforward and easy to use application. However, it is good to be familiar with a few terms that will be used throughout this documentation, and when seeking support.

### 3.26.1 First Time Wizard

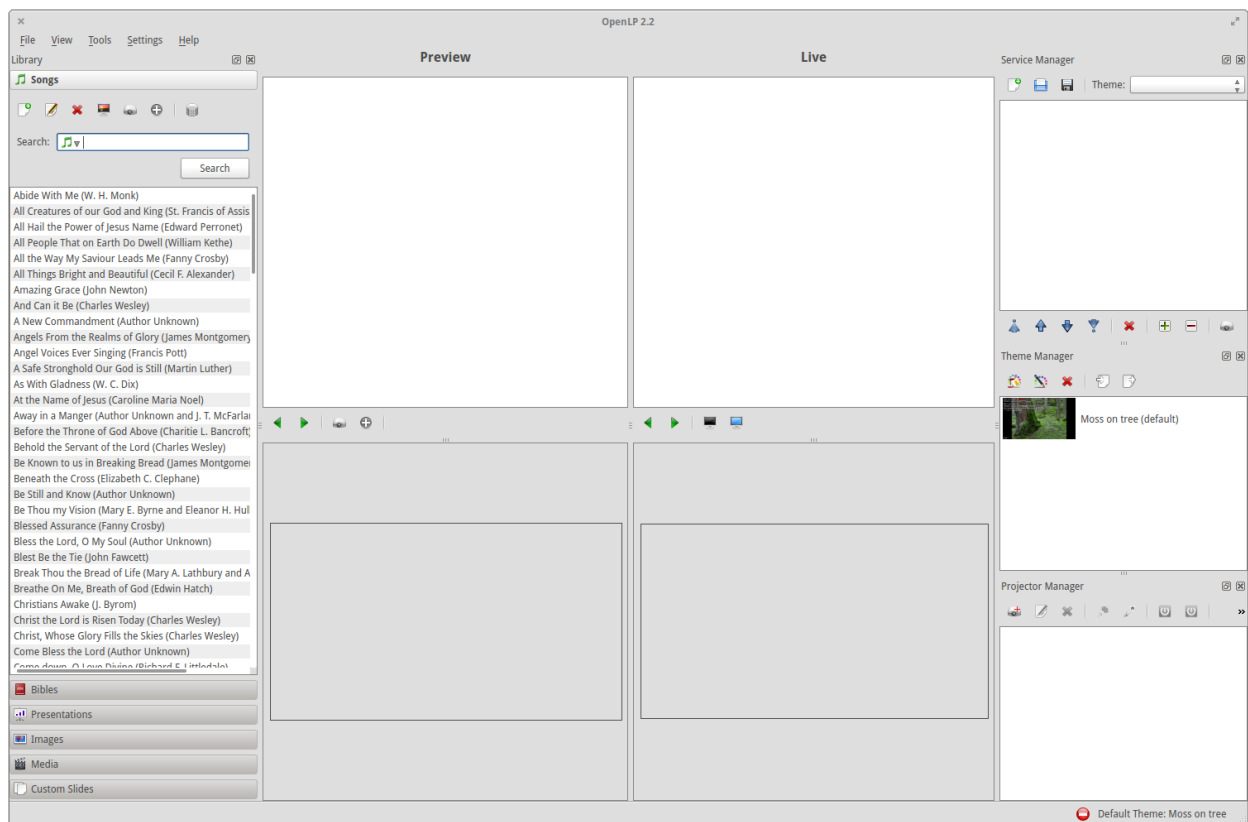
The *First Time Wizard* gives you the ability to perform a basic setup of OpenLP. It runs automatically before OpenLP starts for the first time. The *First Time Wizard* can be *run again* if needed.

### 3.26.2 Formatting Tags

*Formatting Tags* give you the ability to add additional text formatting to text in songs and custom slides.

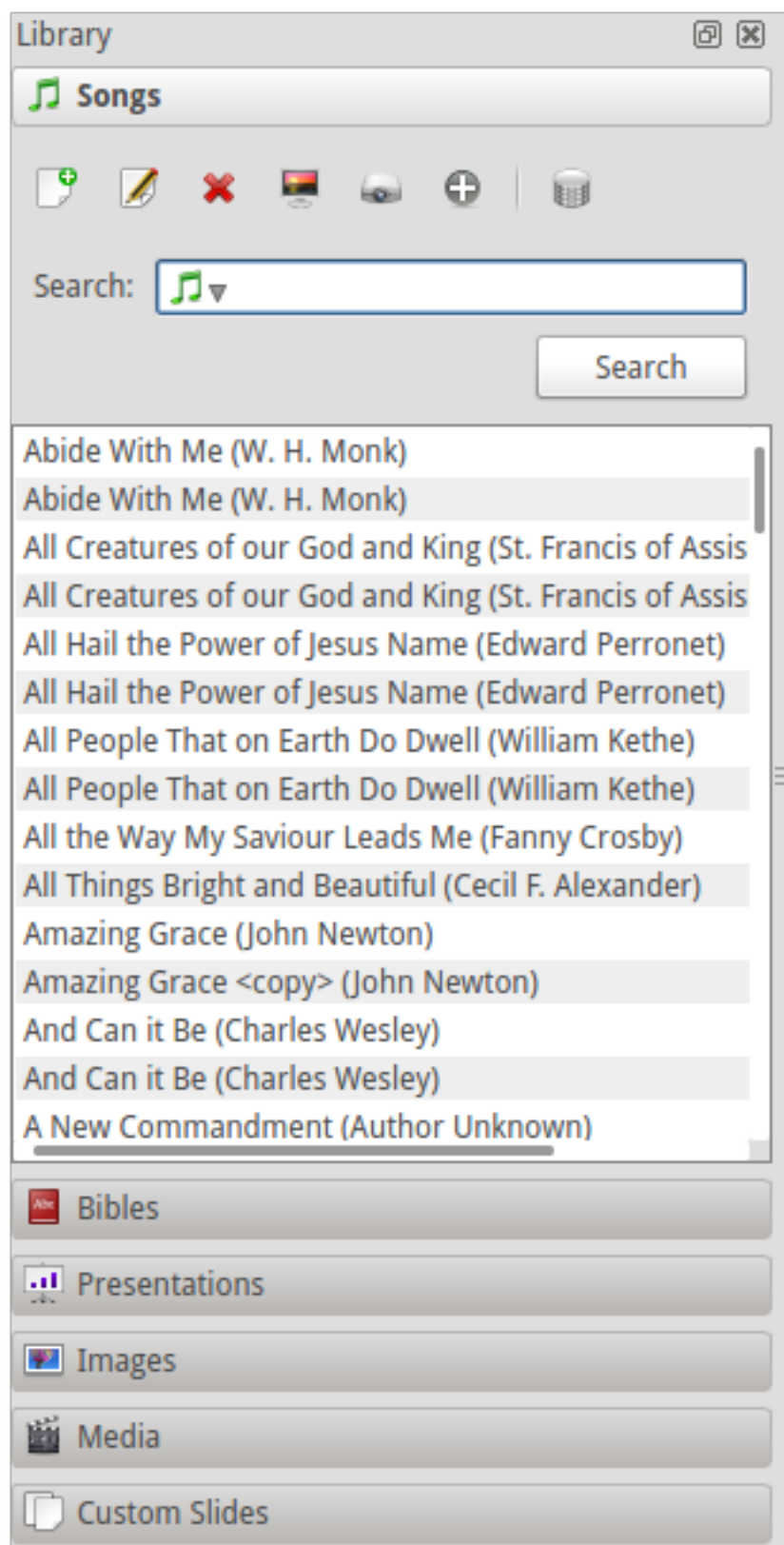
### 3.26.3 Main Window

The Main Window is what you will see when you first open OpenLP. It contains all the tools and plugins that make OpenLP function.



### 3.26.4 Library

The Library contains a number of tabs which the plugins supply to OpenLP. Each tab in the Library is called a *Library Item*. You can send songs, Bibles, etc from the *Library Item* to the *Preview Slide Controller* or *Live Slide Controller*.



### 3.26.5 Library Item

A library item is a tab in the *Library*. The library item contains any items from the various plugins which can be displayed on the display screen.

### 3.26.6 Platform

When the word “platform” is used, it is usually referring to your operating system, such as Windows, Linux, or macOS, in combination with the CPU family.

### 3.26.7 Preview Pane

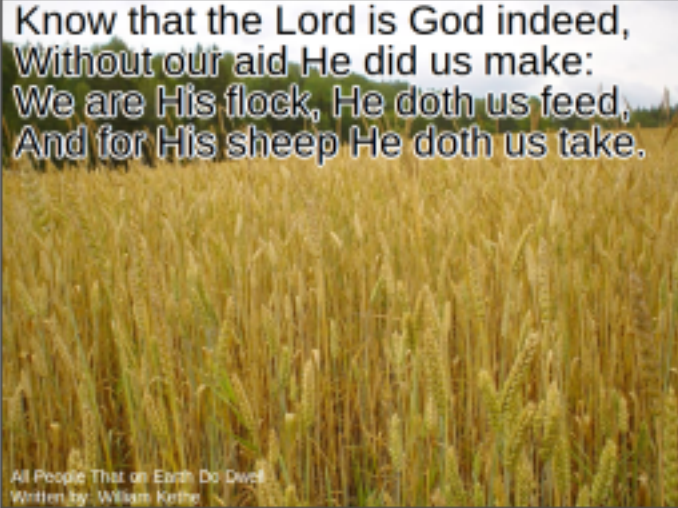
The preview pane is a section to preview your library items before you go live with them.

## Preview

### All People That on Earth Do Dwell

V	All people that on earth do dwell, Sing to the Lord with cheerful voice;
1	Him serve with mirth, His praise forthtell, Come ye before Him and rejoice.
V	Know that the Lord is God indeed, Without our aid He did us make:
2	We are His flock, He doth us feed, And for His sheep He doth us take.
V	O enter then His gates with praise, Approach with joy His courts unto:
3	Praise, laud, and bless His name always, For it is seemly so to do.
V	For why, the Lord our God is good; His mercy is forever sure;
4	His truth at all times firmly stood, And shall from age to age endure.
Praise God from whom all blessings flow	

◀ ▶ 🔍 + ✎



Know that the Lord is God indeed,  
Without our aid He did us make:  
We are His flock, He doth us feed,  
And for His sheep He doth us take.

All People That on Earth Do Dwell  
Written by: William Kethe

### 3.26.8 Service File

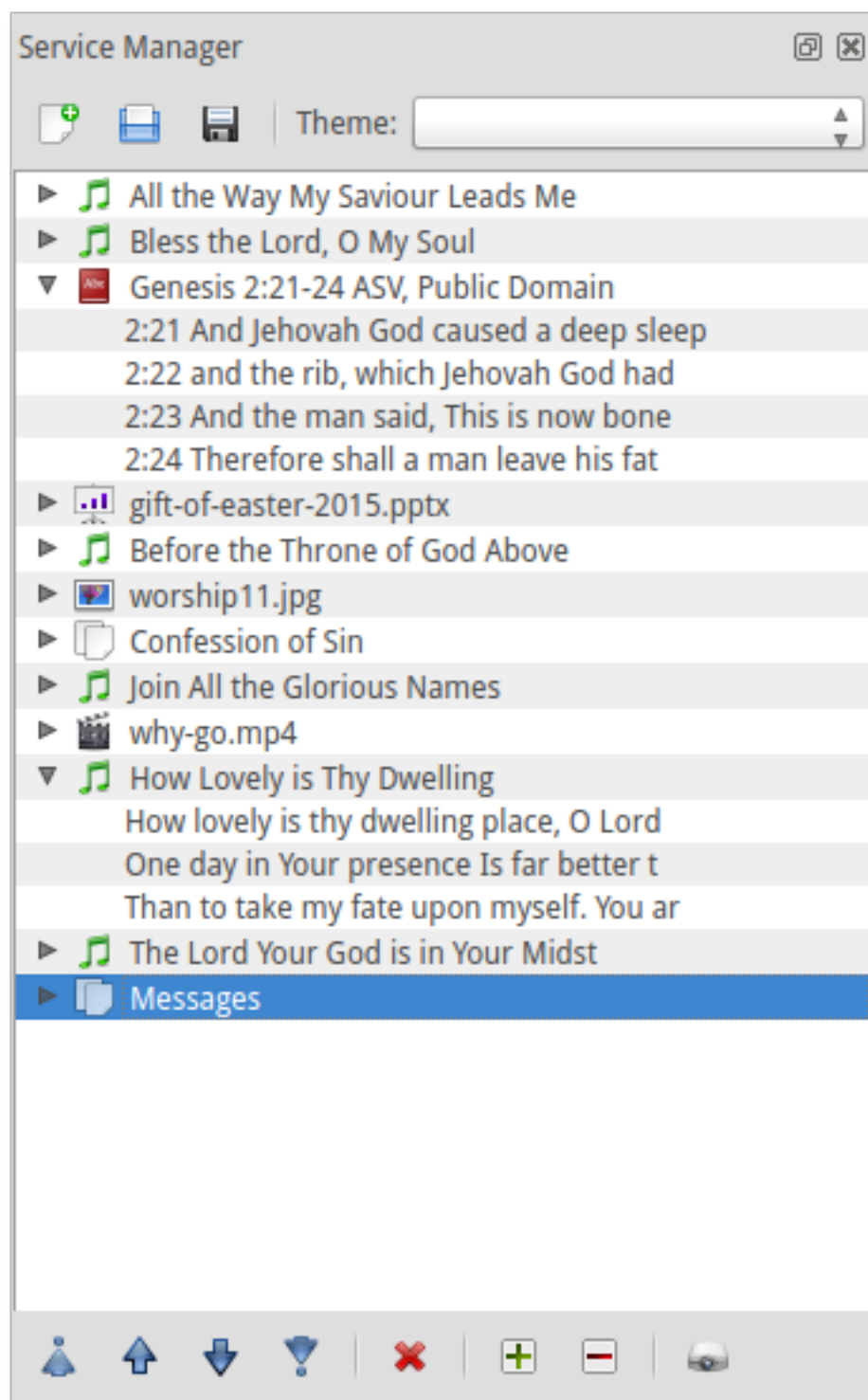
A service file is the file that is created when you save your service in OpenLP. The service file consist of *Service Items*

### 3.26.9 Service Items

Service items are the *Library Item* that are in the *Service Manager*.

### 3.26.10 Service Manager

The service manager contains the library items in your service file. This is the area where your library items go live. You can also save, open, and edit services files from here.





### 3.26.11 Slide Controller

The Slide Controller controls which slide from a *Service Items* is currently being displayed, and moving between the various slides.

**Live**  
All the Way My Saviour Leads Me

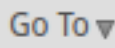

Jesus doeth all things well.

All the way my Saviour leads me,  
Cheers each winding path I tread.  
Gives me grace for every trial,  
Feeds me with the Living Bread.

2 Though my weary steps may falter  
And my soul athirst may be,  
Gushing from a Rock before me,  
Lo! a spring of joy I see.

And all the way my Saviour leads me,  
Oh, the fullness of His love.  
Perfect rest to me is promised  
In my Father's house above.

3 And when my spirit clothed immortal  
Wings its flight to realms of day,  
This my song through endless ages,  
Jesus led me all the way.



All the way my Saviour leads me,  
Cheers each winding path I tread.  
Gives me grace for every trial,  
Feeds me with the Living Bread.  
Though my weary steps may falter  
And my soul athirst may be,  
Gushing from a Rock before me,  
Lo! a spring of joy I see.

All the Way My Saviour Leads Me  
Written by: Fanny Crosby

### 3.26.12 Preview Slide Controller

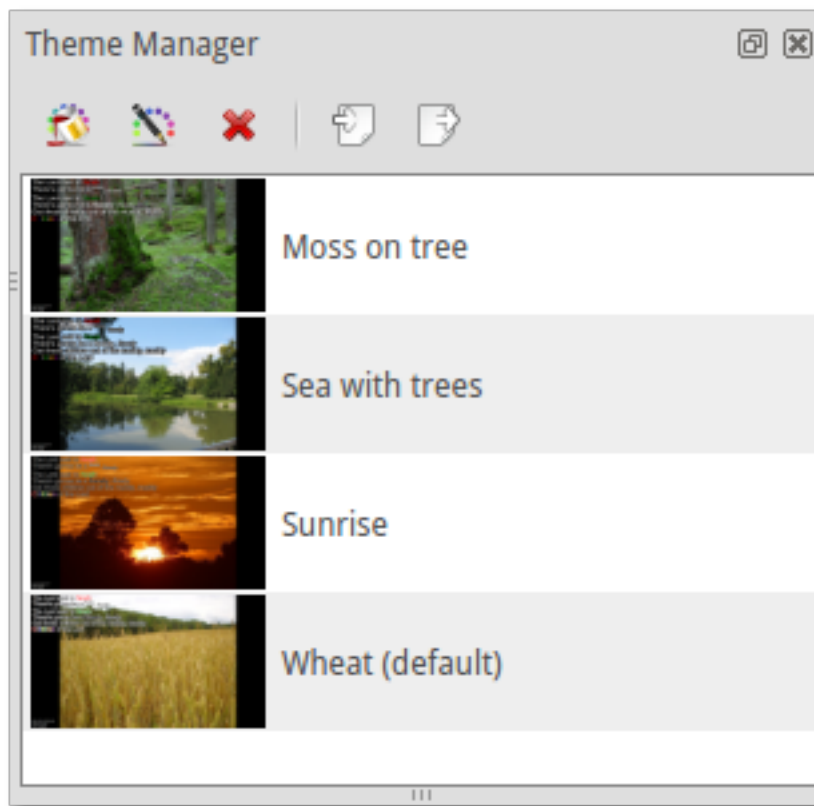
The preview *Slide Controller* shows you a simple preview of your item. It does not send any output to the display screen.

### 3.26.13 Live Slide Controller

The live *Slide Controller* controls the live output to the display screen.

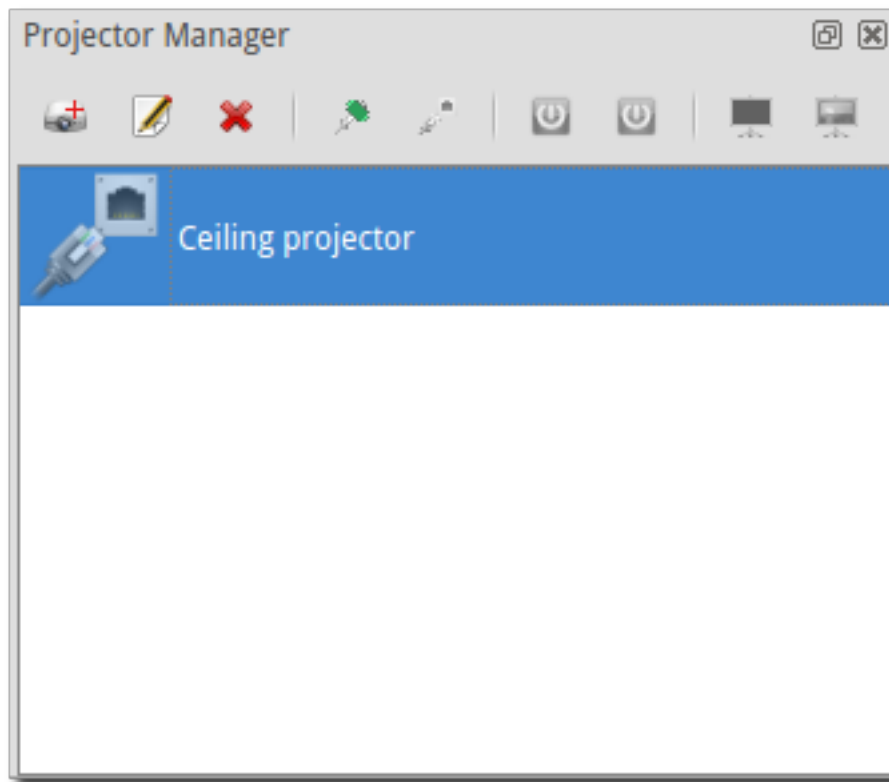
### 3.26.14 Theme Manager

The theme manager is where themes are created and edited. Themes are the text styles and backgrounds that you use to personalize your services.



### 3.26.15 Projector Manager

The *Projector Manager* is where you can manage and control projectors.



## QUESTIONS AND TROUBLESHOOTING

### 4.1 Frequently Asked Questions

#### 4.1.1 General Questions

##### Can I help with OpenLP?

OpenLP is possible because of the commitment of individuals. If you would like to help there are several things that you can get involved with. Please see our [Contribute](#) page for more information.

##### I use and like OpenLP and would like to tell others online. Where can I do this?

A variety of places!

- Are you on Facebook? Then [become a fan](#).
- Are you on Twitter? Then [follow OpenLP](#), and retweet the announcements.
- If you have a website or blog, then link to [our web site](#) with a few words saying what OpenLP is and why you like it.
- Add a placemark on our [Worldwide Usage map](#), so others in your locality can see someone close by is using it.
- If you are a member of any Christian forums or websites, and their rules allow it, then perhaps review OpenLP or ask others to review it.

##### What operating systems does OpenLP support?

OpenLP is designed to be cross platform. Currently it has been known to run on Windows (Vista, 7, 8, 10), Linux (Ubuntu and its variants, Fedora, Debian, ArchLinux, Mint, OpenSUSE and many others), and macOS. [Please let us know](#) if you have successfully run it on something else.

## Which programming language is OpenLP developed in?

OpenLP is written in [Python 3](#) and uses the [Qt5 toolkit](#) via the *PyQt5 library*. Both are cross-platform which allows the software to run on different types of machine and so allow more people access to free worship software. Python is one of the easier programming languages to learn, so this helps us develop and [find bugs](#) faster, and also allows more developers to contribute with the project.

## Which written languages does OpenLP support?

OpenLP has support for multiple languages which can be seen on the *Settings* → *Translate* menu. However some of these translations are incomplete. If you would like to help complete or start to translate OpenLP into your own language then see the [Getting started page](#) for translations.

### 4.1.2 Upgrading

**Warning:** Newer versions of OpenLP are not backwards compatible with earlier versions. Once you have upgraded to a newer version, the older version of OpenLP will not be able to read the upgraded files.

---

**Note:** It is always a good idea to make a backup when prompted by OpenLP.

---

## Can I upgrade from any 1.9.x or 2.0.x release to 3.0?

No, you should first upgrade to the last stable release in the 2.0-series (2.0.5) and then upgrade to 3.0 to ensure that data is correctly converted. You can download OpenLP 2.0.5 from <https://get.openlp.org/2.0.5/>.

## Can I upgrade directly from 1.2 to 3.0?

No, you will have to install 2.0.5 first, then import the 1.2 data and then upgrade to 3.0. See the 2.0 documentation for how to upgrade from 1.2 to 2.0. You can download OpenLP 2.0.5 from <https://get.openlp.org/2.0.5/>.

## Does 3.0 replace older 2.x versions, or can they be run side by side?

OpenLP 3.0 and earlier 2.x versions cannot run side by side. When running 3.0 for first time any existing 2.x data will automatically be converted to the 3.0 format. OpenLP 3.0 will ask if it should make a backup on startup, which can be used in case you want to downgrade again.

OpenLP 3.0 cannot read service files created by OpenLP 2.0.4 and earlier, it can only read service files created by OpenLP 2.0.5 and higher.

## Where can I download an older version of OpenLP?

**Warning:** Only the most current version of OpenLP is supported. If you submit a bug report for an older version, you will be told to upgrade first.

Sometimes you might need to download an older version of OpenLP. You can always find previous versions of OpenLP on our download server: <https://get.openlp.org/>

### 4.1.3 Using OpenLP

#### I have started OpenLP, but I cannot see the songs or bibles section in the Library

When you installed OpenLP, the first time wizard would have asked which plugins you wanted, and songs and bibles should have been selected. If for some reason they were not, then you will need to activate them yourself. See below for instructions.

#### How do I activate / deactivate a plugin?

Plugins can be turned on and off from the Plugin List Screen. Select the plugin you wish to start/stop and change its status. You should not need to restart OpenLP.

#### What are these plugins that I keep seeing mentioned?

The plugins allow OpenLP to be extend easily. A number have been written (Songs, Bibles, Presentations) etc but it is possible for the application to be extended with functionality only you require. If this is the case then go for it but let us know as we can help and it may be something someone else wants.

#### How do I enable PowerPoint/Impress/PowerPoint Viewer?

---

**Note:** PowerPoint, Keynote and LibreOffice are not supported on macOS due to limitations with the platform. This is outside of our control.

---

---

**Note:** PowerPoint Viewer 2010 is not supported, use 2003 or 2007.

---

First of all ensure that the presentation plugin is enabled (see above). Then to enable a presentation application, go to the *Settings* dialog, switch to the *Presentations* tab and check one of the enabled checkboxes. OpenLP will automatically detect which of the three you have installed, and enable the appropriate checkbox(es). Check the applications you require, and then restart OpenLP for the change to be detected.

## I am on Windows and PowerPoint is installed, but it does not appear as an option

Try installing the [Visual C++ Runtime Redistributable](#).

## Why don't PowerPoint presentations advance automatically?

The reason that PowerPoint does not advance automatically is that it can only do so when it has the focus. But when using OpenLP for controlling presentation, OpenLP has the focus. So in order to make PowerPoint advance automatically the focus must be switched to PowerPoint, which can be done by clicking the Powerpoint-icon in the taskbar once the PowerPoint presentation has opened.

## Is it possible to get a particular translation of the Bible? How?

---

**Note:** OpenLP does not have distribution rights for most popular translations of the Bible. Bible societies require exhorbitant licensing costs which OpenLP could never afford. We cannot help you find those Bibles.

---

The Bible plugin has a *Import Wizard* which can import Bibles from a variety of sources. The following sources are supported:

**CSV** The format is documented in the [OpenLP API documentation](#).

**OSIS** An XML format for Bible. You can export Bibles from the [Sword Project](#) into OSIS using the `mod2osis` tool. After using the Sword software Media Manager (or other Sword frontend, like BibleTime or Xiphos) to download the required Bible, run the following command from the command line (works on Windows and Linux):

```
mod2osis NAME > NAME.osis
```

The `NAME` parameter is the name of your Bible, as you see it in Sword. Note that the `NAME` is case sensitive on all environments. Once you have exported your Bible to OSIS, the Bible import wizard will read `NAME.osis` file and import your Bible.

**OpenSong** OpenSong has a good selection of Bibles on their [download page](#).

**Web Download** OpenLP can download Bibles on demand from the following 3 sites:

- [Crosswalk](#)
- [BibleGateway](#)
- [BibleServer](#)

**Zefania** The Zefania project has many bibles available from [their website](#).

## Why do my Bible verses take a long time to load?

In order to better conform to copyright law, the Web Download Bibles are not downloaded when you import them, but on the fly as you search for them. As a result, the search takes a little longer if you need to download those particular verses. Having said that, the Web Download Bibles cache downloaded verses so that you do not need to download them again.



## My Bible is on the Web Download sites, but my Church is not on the internet. What options do I have?

When you create and save a service, all the items in the service are saved with it. That means any images, presentations, songs and media items are saved. This is also true for bibles. What this means is you can create the service on your home computer, insert a Bible passage from the web, save it and then open the service using your church computer and voila, the Bible passage should be there! Note this can also be done with songs, etc!

### 4.1.4 Location of OpenLP files

#### Where do I find the configuration file?

##### Linux and Unix-like systems

If your distribution supports the XDG standard, you will find OpenLP's configuration file in:

```
/home/<user>/.config/OpenLP/OpenLP.conf
```

If that file and/or directory does not exist, look for:

```
/home/<user>/.openlp/openlp.conf
```

<user> is your username.

##### macOS

You will find your configuration file here:

```
/Users/<user>/Library/Preferences/org.openlp.OpenLP.plist
```

<user> is your username.

##### Windows

On Windows, OpenLP does not use a configuration file, it uses the Windows registry. You can find the settings here:

```
HKEY_CURRENT_USER\Software\OpenLP\OpenLP
```

#### Where do I find the data folder?

Normally you can open the data folder by using the menu *Tools* → *Open Data Folder* and a file manager window will appear with the data folder. In some cases due to bugs or other issues this is not an option, and the folder must be found manually.

## Linux and Unix-like systems

The data folder is located in `/home/<user>/.local/share/openlp`.

## macOS

On macOS the data folder is located in `/Users/<username>/Library/Application Support/openlp`

## Windows

To get to the data folder on Windows, pres the Windows Key and “R” at the same time. This will open a the *Run dialog*. Enter `%appdata%\OpenLP` and press <Enter>. This will open a file manager within the data folder.

## 4.1.5 Features

### Why has popular feature request X not been implemented?

There are only a handful of developers working in their spare time. If we were to try and include everything we wanted to implement, then we would never be able to release any new versions of OpenLP.

### I have a great idea for a new feature, where should I suggest it?

First of all check it is not listed as a “wishlist” bug on [Launchpad](#). If it is, then you need to say no more, it has already been suggested! If it is not on the list, then head to the [forums](#) and post the idea there.

## 4.2 Troubleshooting

### 4.2.1 Something has gone wrong, what should I do to help get it fixed?

If you have found an error in the program (what we call a bug) you should report this to us so that OpenLP can be improved. Before reporting any bugs please first make sure that there is not already a bug report about your problem:

1. Check the [OpenLP Issue list](#)
2. Check the [Troubleshooting forum](#)

If there **is already a bug report**, you may be able to help by providing further information. However, **if no one else has reported** it yet, then please post a new bug report.

1. The **preferred place** for reporting bugs is the [bugs list](#) on GitLab.
2. Alternatively, if you do not have a GitLab account and do not want to sign up for one, you can post in the [Troubleshooting forum](#).

### 4.2.2 What information should I include in a bug report?

Since OpenLP 1.9.4, there is a bug report dialog which automatically opens when OpenLP hits a serious bug. However, this does not appear all the time, and in some behavioural bugs, you will have to file a bug report yourself. The following items are information the developers need in order to reproduce the bug.

**Operating System** Include information such as the version of your operating system, the distribution (e.g. Ubuntu, Fedora, etc.) if you are using Linux, or the edition (e.g. Home, Basic, Business, etc.) if you are using Windows.

**Version of OpenLP** You can find out the version of OpenLP by going to *Help → About*

**Steps to Reproduce** The exact steps the developers need to follow in order to reproduce the bug.

**Version of MS Office or LibreOffice** If you are using the song imports or the presentation plugin, you will need to supply the version of Office or LibreOffice.

**Bible Translation and Source** If the bug occurred while you were working with Bibles, specify the translation of the Bible, and the source format if you imported it yourself.

**Any Other Information** Often bugs are caused by something that might not seem to be directly related to the bug itself. If you have any other information with regards to actions you performed or other activities when the bug occurred, it would be welcomed by the developers.

The more information you give us, the better we can help you.

### 4.2.3 I have been asked to email a debug log, where do I find this?

We may need a debug log to help pin-point the issue. A new log file is created each time you start OpenLP so copy the file before you run the software a second time. On Windows a Debug option is available in the start menu. On other systems, you will need to run OpenLP from the command line, with the following option: `-l debug`. Please note, that is a lowercase **L**.

If you have not been given a specific email address to send it to, then please do not paste the log contents straight into a forum post. Instead, open the log file in a text editor (such as notepad on Windows) and copy and paste the contents into somewhere like [pastebin.com](https://pastebin.com). Then give us the link to the page that is created.

#### Windows

Find the OpenLP 3.0 folder in your Start menu. Choose the “OpenLP (Debug)” option. OpenLP will start up in Debug mode and save the log file.

To get to the log file folder on Windows, press the Windows Key and “R” at the same time. This will open the *Run dialog*. Type `%appdata%\OpenLP` and press <Enter>. This will open a file Explorer window within the OpenLP folder. Keep this Explorer window open.

Now repeat the steps you need to take in OpenLP to reproduce the problem you had, and then close down OpenLP.

In the Explorer window you left open, you will see the `openlp.log` file. This is the file to e-mail.

### Linux and Unix-like systems

If you installed OpenLP from a package:

```
@:~$ openlp -l debug
```

Alternately, if you are running OpenLP from source:

```
@:~$ ./openlp.pyw -l debug
```

If your Linux distribution supports the XDG standard, you will find the log in:

```
~/.cache/openlp/openlp.log
```

Otherwise, you will find the log file in:

```
~/.openlp/openlp.log
```

### Mac OS X

Open Terminal.app and navigate to where you installed OpenLP, usually /Applications:

```
@:~$ cd /Applications
```

Then go into the OpenLP.app directory, down to the OpenLP executable:

```
@:~$ cd OpenLP.app/Contents/MacOS
```

And then run OpenLP in debug mode:

```
@:~$ ./openlp -l debug
```

Once you have done that, you need to get the log file. In your home directory, open the Library directory, and the Application Support directory within that. Then open the openlp directory, and you should find the openlp.log file in that directory:

```
/Users/<username>/Library/Application Support/openlp/openlp.log
```

<username> is your username.

### 4.2.4 I can not play videos or other library items.

If you can not play video or audio through OpenLP, the problem is most likely that the players have not be properly configured. The recommended player for OpenLP is VLC, see the manual for [Media](#) for how to setup VLC as your default player.

If you want to use the System player, but it cannot play your audio or video files, you can look below for how best to set it up.

## Codecs

You may need to install codecs for certain files to play. Most newer versions of Windows and OS X will support most media types. Most Linux distributions will require a little more help to get certain media types to play.

### Microsoft Windows

Later versions of Microsoft Windows (Vista, Windows 7) generally come with everything you need to play most media formats. If for some reason you need additional codecs we have seen success from the [Combined Community Codec Pack \(CCCP\)](#). You might also wish to check out the K-Lite Codec Pack. If you are having issues, results do seem to vary with the different options. What works for some may not for others, so some trial and error may be required.

### macOS

Most modern Macs should already support most popular formats out of the box.

### Ubuntu Linux (and variants)

If you are using Ubuntu Linux, or one of its variants (Kubuntu, Edubuntu, etc...) it is a fairly quick and easy process to get all the codecs you need to make things work. You will need to install two meta-packages that contain all the multimedia codecs that you will generally need. From the Software Center install ubuntu-restricted-extras and Kubuntu-restricted-extras, or from the terminal:

```
user@linux:~ $ sudo apt-get install ubuntu-restricted-extras kubuntu-restricted-extras
```

**Note** if you are running Kubuntu there is no need to install the ubuntu-restricted-extras meta-package

For more information on Ubuntu and multimedia issues please check out the [community documentation](#).

### Arch Linux

The following command provides the most complete solution for codecs on Arch Linux:

```
root@linux:~ # pacman -S gstreamer0.10-{base,good,bad,ugly}-plugins gstreamer0.10-
↳ ffmpeg
```

If you need more help with Arch Linux and multimedia please see the [Arch Linux documentation](#).

### Debian Linux

You will need to add the Debian Multimedia Repository. So add the following to /etc/apt/sources.list:

```
deb http://www.debian-multimedia.org testing main non-free
```

Then update the repository info:

```
root@linux:~ # apt-get update
```

Then install the following packages:

```
root@linux:~ # apt-get install gstreamer0.10-ffmpeg gstreamer0.10-lame gstreamer0.10-
↳ plugins-really-bad gstreamer0.10-plugins-bad gstreamer0.10-plugins-ugly gstreamer0.
↳ 10-plugins-good gstreamer0.10-x264
```

## Fedora Linux

You will need to set up Fedora to play most media formats. This is accomplished using the rpmfusion repository.

**Note** the following commands will enable a third party repository to your system. Please check out [the RPM Fusion site](http://rpmfusion.org/) for more information.

To enable both the free and nonfree components for any Fedora official release enter the following commands:

```
su -c 'yum localinstall --nogpgcheck http://download1.rpmfusion.org/free/fedora/
↪rpmfusion-free-release-stable.noarch.rpm http://download1.rpmfusion.org/nonfree/
↪fedora/rpmfusion-nonfree-release-stable.noarch.rpm'
```

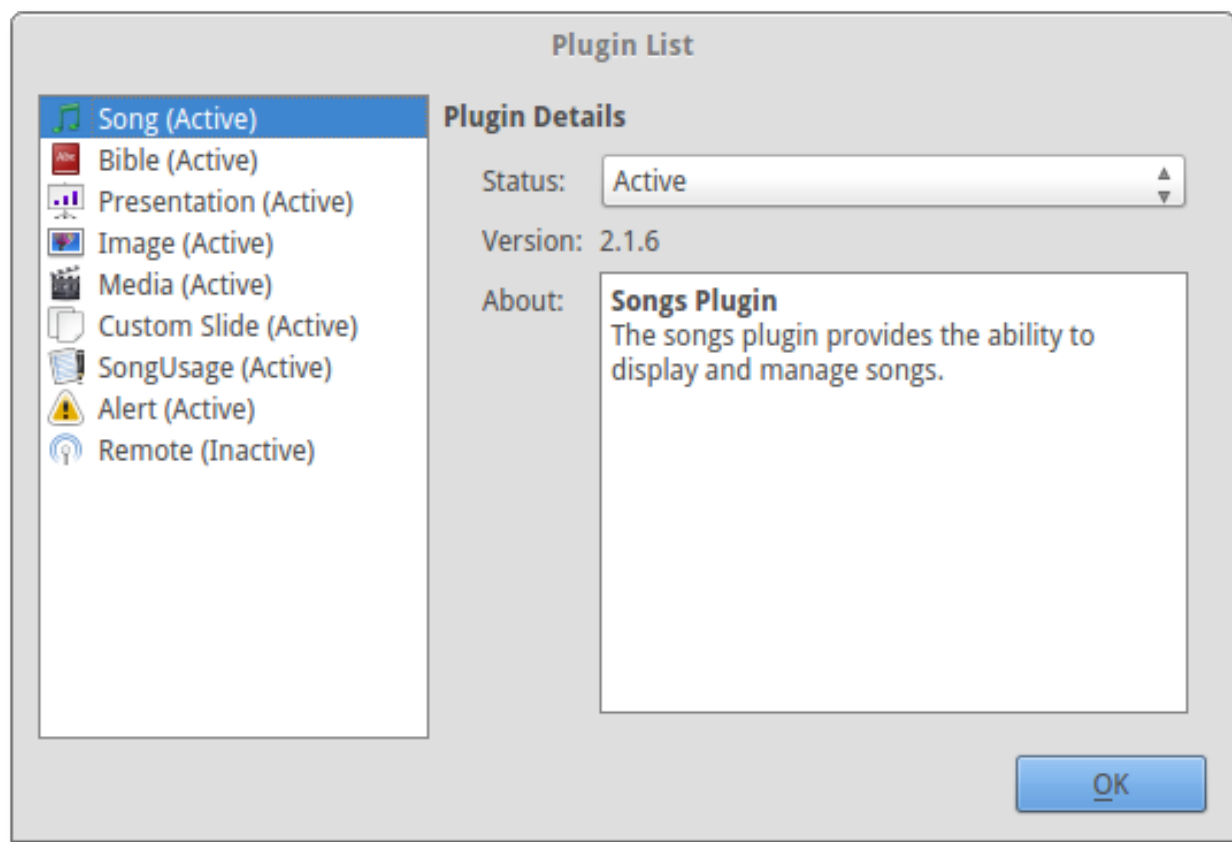
After enabling the rpmfusion repository you will want to refresh your package list, perform any updates and search for gstreamer-good, bad, and ugly and install.

Follow the tutorial [using the rpmfusion repository](#) to enable extra audio and video formats on Fedora

### 4.2.5 The Library appears to be missing some features

If you do not see all the features listed in the Library, you may need to enable them.

To enable the plugins navigate to *Settings* → *Plugins* or press **Alt+F7**. You will want to click on the plugin to the left that you would like to enable and select **active** from the drop down box to the right.



By default all plugins should be enabled during the first run wizard except the remotes plugin, unless you specify differently.

### 4.2.6 I can not see the book, chapter, and verse when I display scripture

The book, chapter, and verse should be displayed when you display scripture. If you can not see this your theme probably has the text size too small for the info to be seen. See the section of the manual on [Themes](#) if you need more info on text sizes in themes.

### 4.2.7 I am using PowerPoint 2010 or PowerPoint Viewer 2010 and presentations do not work

Currently OpenLP does not support PowerPoint Viewer 2010. PowerPoint 2010 should work correctly, although some users have reported problems. If you have issues with PowerPoint 2010 or PowerPoint Viewer 2010 try the PowerPoint 2003 or 2007 Viewers. [Download the PowerPoint 2007 viewer for free.](#)

### 4.2.8 I have PowerPoint installed but it does not show as a presentation option

#### macOS

Due to limitations on macOS, OpenLP cannot currently interface with PowerPoint, LibreOffice or Keynote.

#### Windows

Installing the [Visual C++ Runtime Redistributable](#) has fixed this problem according to some of our users.

### 4.2.9 I am running a Linux Distro and cannot see the menu icons

This seems to be a problem with XFCE and some versions of Gnome too. To correct this problem, open a terminal and type in the following commands:

```
gconftool-2 --type boolean --set /desktop/gnome/interface/buttons_have_icons true
gconftool-2 --type boolean --set /desktop/gnome/interface/menus_have_icons true
```

### 4.2.10 I chose to use a web Bible but it did not download the entire Bible

Due to copyright restrictions OpenLP cannot download an entire Bible. It can only download the section you search for. If you do not have an internet connection where you intend to use OpenLP you will need another scripture source. For more information about acquiring Bibles please see the section on the [Bible Import Wizard](#).

### 4.2.11 OpenLP is using a large amount of RAM when showing a presentation

OpenLP uses a large amount of RAM when showing a presentation due to the way it handles presentations. OpenLP itself is unable to show those presentations or load the presentation files, so it interacts with the presentation through either Microsoft PowerPoint or LibreOffice Impress. In order to show the slides in the slide controller, OpenLP requests that the presentation application export the slides to images, and then uses those images as slides. This results in a large amount of RAM being used, especially in presentations with more than about 20 slides.

#### 4.2.12 OpenLP is not displaying correctly, or is not on the correct screen

Please read the documentation on *Dual Monitor Setup*. It is very important to have dual monitors setup properly for OpenLP to function as expected.

#### 4.2.13 Previews are slow to load when using a theme with an image background

If you are using a JPG formatted image for your background try converting it to another format. There is a notable performance difference between JPG and a format such as PNG. Other formats work in OpenLP but PNG is the preferred image format and yields the best performance. Images should also be sized to the size of your output. For example, if your output screen is 1024x768 you should size your background image to 1024x768 also. OpenLP does not scale images.

#### 4.2.14 OpenLP crashes on startup on Windows

If Windows is missing a proper driver for the graphics card on the computer, it might cause OpenLP to crash on startup, resulting in a message saying *OpenLP has stopped working*. To fix this find, download and install the newest driver for your graphics card.

#### 4.2.15 I saved service-files in the servicemanager folder but now they are gone

The *servicemanager* folder which can be found in OpenLP's data folder is used internally by OpenLP for temporary files and anything in there can and will be deleted by OpenLP. In general you should not modify or create files in OpenLP's data folder unless you know what you are doing.

#### 4.2.16 OpenLP freezes on Xfce4 in a dual monitor setup

There is an issue with the Xfce4 compositor that makes OpenLP freeze when using a dual monitor setup. See configuration of dual monitor for *Xfce4* for a solution.

#### 4.2.17 MP3's and other audio formats do not work

This is a known issue on some systems, and we have no solution at the moment.

#### 4.2.18 Videos can be slow or pixelated. Background Videos are very slow

If you are just playing videos from the Media plugin, try selecting the *Use System for Video playback* option in the Media configuration, accessible by going to *Settings* → *Configure OpenLP* → *Media*. As for text over video, we have no solution for speeding this up. Reducing the monitor resolution and avoiding shadows and outline text will help. We are hoping a future release of the toolkit we are using (QtWebKit) will help improve this, but there is no timeframe at present.



### 4.2.19 Downgrade guide (how to restore a backup)

In some cases new versions of OpenLP can contain bugs that was not discovered during testing, which in some cases can mean that OpenLP cannot function probably and the only way out is to downgrade to the previous version.

Since the OpenLP 2.2 release, new versions of OpenLP always ask if a backup should be made of the data on the first run. It is always recommend to create this backup, since OpenLPs data format often changes between versions, which means that older OpenLP versions cannot read the data created by newer versions. In case of downgrading this backup can be restored. To perform a downgrade follow these steps:

1. Open OpenLP and in the menu go to *Tools* → *Open Data Folder* to open the current data folder in a fileexplorer. If OpenLP cannot open due to a bug see *Where do I find the data folder?*.
2. Keep the fileexplorer window open and close OpenLP
3. Uninstall OpenLP and install the old version (if you have not done this already). Do not run OpenLP when the installation completes. Older versions can be downloaded from <<https://get.openlp.org/>>. Use caution and only download versions with an even minor number. Odd numbered versions are test versions and may not be stable. Versions of OpenLP are listed in the format: Major Revision(dot)Minor Revision(dot)Iteration. As an example, version 2.4.x is a stable version and version 2.3.x is a test version.
4. In the fileexplorer go up one folder-level. You should now see a lot of folders, find the folders that starts with `openlp`. Depending on how many upgrades you have done you will see some folders looking like `openlp-20160128-185424`. These folders are the backups made by OpenLP on upgrade. The numbers are a timestamp that you can use to find the backup with the you wish to restore.
5. Rename the `openlp` folder to `openlp-broken-update` or similar.
6. Rename the backup folder you wish to restore to `openlp`.
7. Start OpenLP and watch it load your restored data.

Note: This does not restore your settings!