

Church Music **Organiser** **User Guide**



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Introduction

Churches have been using computers to manage their music for a long time. Computers can make it easy to manage your list of songs, to maintain a group of contacts of your music team members, to record how often songs are used in a service, and to display those songs to the congregation. All of these functions computers have been doing for a long time.

There are lots of programs out there to do these jobs. Some programs are specialised and focus on doing one job really well. Others try to cover all the bases and provide a broad range of functions. There are a lot of options to choose from, and quite likely no one program will do everything you want it to do.

Church Music Organiser is designed to do what is says on the box - to organise your church music. It contains a song database, a contact register, an order of service planner, an asset register and a rostering system. The idea is to provide tools to music directors or music leaders to store songs, both the lyrics and the sheet music, to plan their services and communicate with team members. This broad focus means there are lots of ways you might want to use the program. You may only want the service planner and rostering system. You might want to use it as a repository for your sheet music. You might want to use it to display songs in a service. The program can do all this, but it may not be clear how to do all these things. The program comes with built in help, and there are some training videos online that can help, but those tools can only take you so far. I'd love to be able to sit with every user and walk them through the program, but given the program is being used across the globe, that might be a little hard!

That's where this document comes in. The purpose of this manual is to take you systematically through the workings of Church Music Organiser, in more detail than can be handled in the help file or in a short video. My hope is that, by the end of the document, you will have all the tools you need to get the most out of the system.

My other goal with this document is that you will have a resource that can be called on when something unexpected happens, or as a training guide for new users.

This document is laid out procedurally, that is, it is designed as a walk-through for a typical user, covering each topic as it comes up in the flow of usage.

Because I'm firm believer in "A picture tells a thousand words", this document is going to be heavy on the screenshots, and as light as possible on the text. It will do a lot of step-by-step processes to make everything as clear as possible for the most inexperienced computer user.

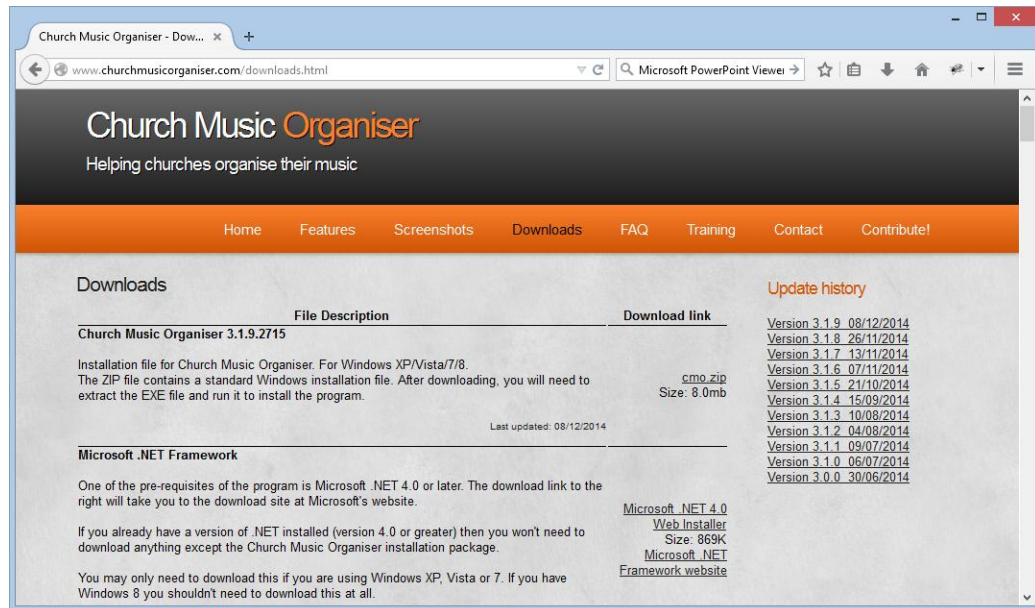
Regardless of your previous computer experience, or your existing knowledge of Church Music Organiser, I hope you find something useful in these pages.

Chapter 1: Installation and setup

Installing the program for the first time

Step 1 in any program installation is to download the install package from the website. In this case, the address for downloading is:

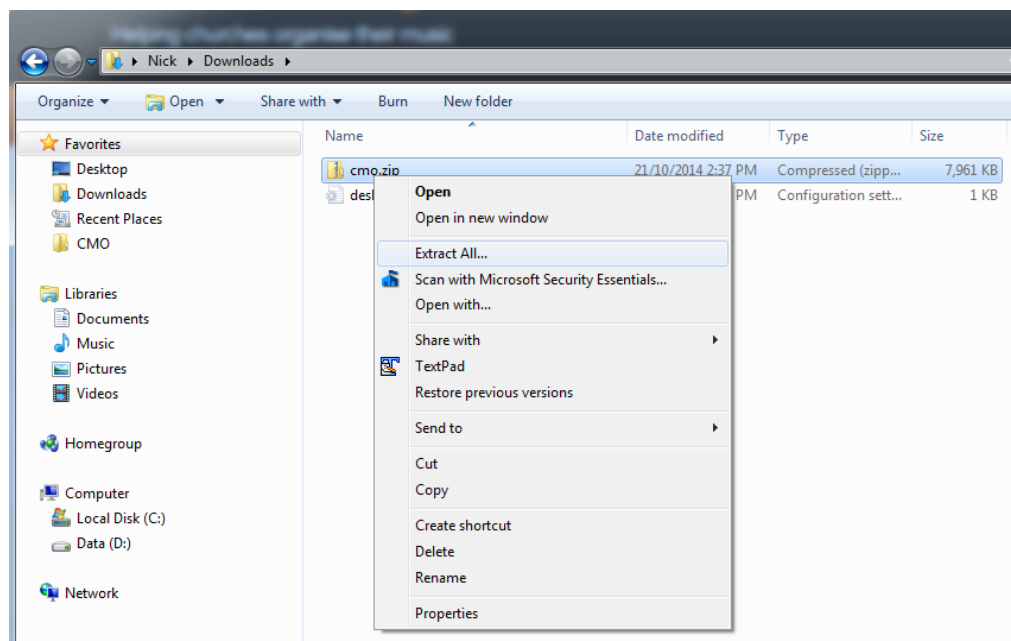
<http://www.churchmusicorganiser.com/downloads.html>



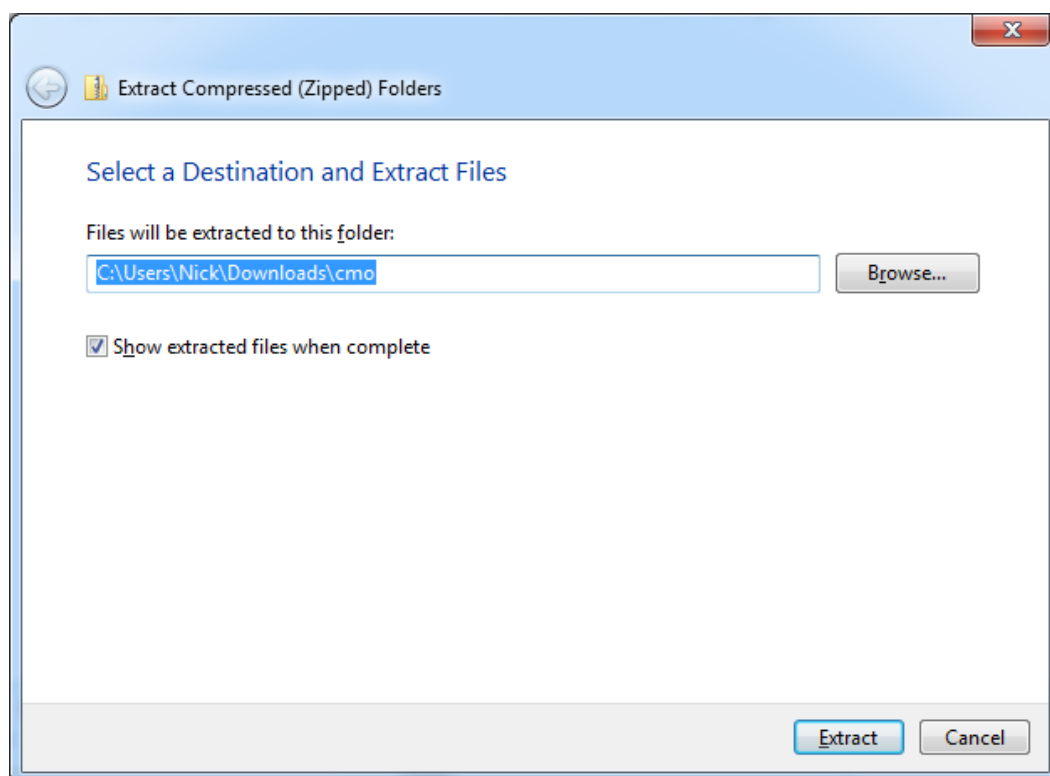
Depending on which browser you use these steps can vary slightly.

Click on the "cmo.zip" link and save the file to your local computer.

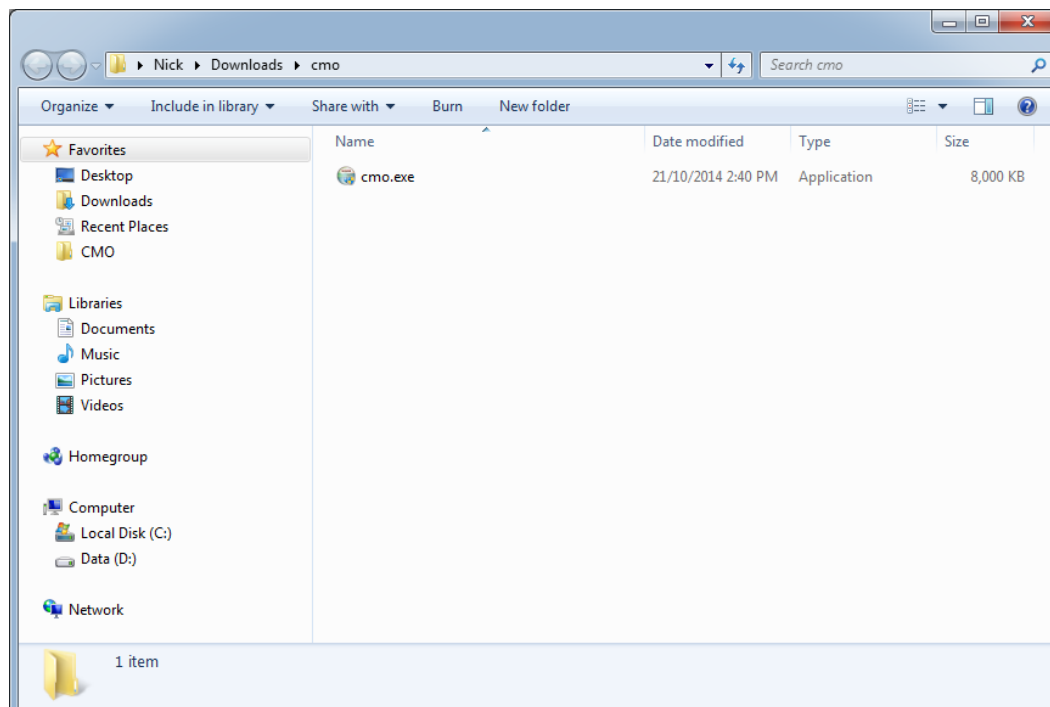
Once the file is downloaded, right-click on the file to display the content menu:



Click on the "Extract All..." option.



Select the location where you want to extract the file to and click "Extract".

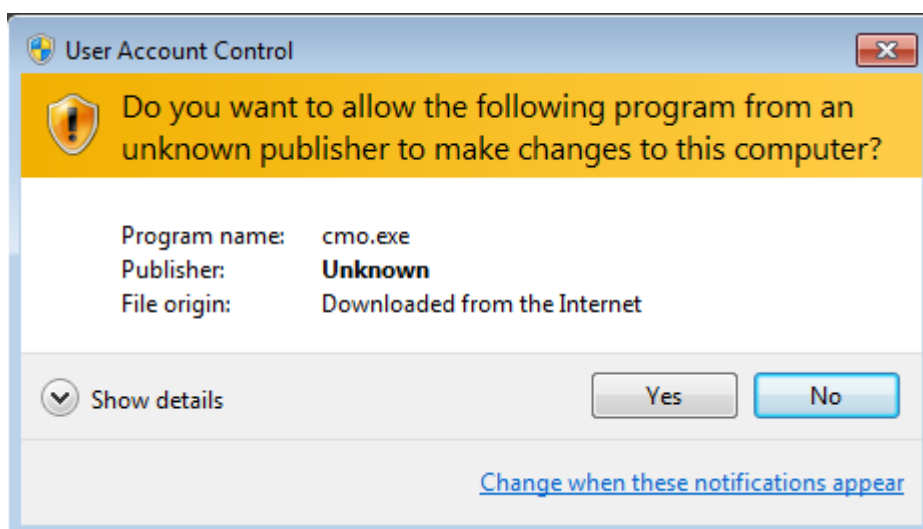


Double-click on the "cmo.exe" file to start the setup process.



Note: You will need to be logged in as an Administrator to install the program.

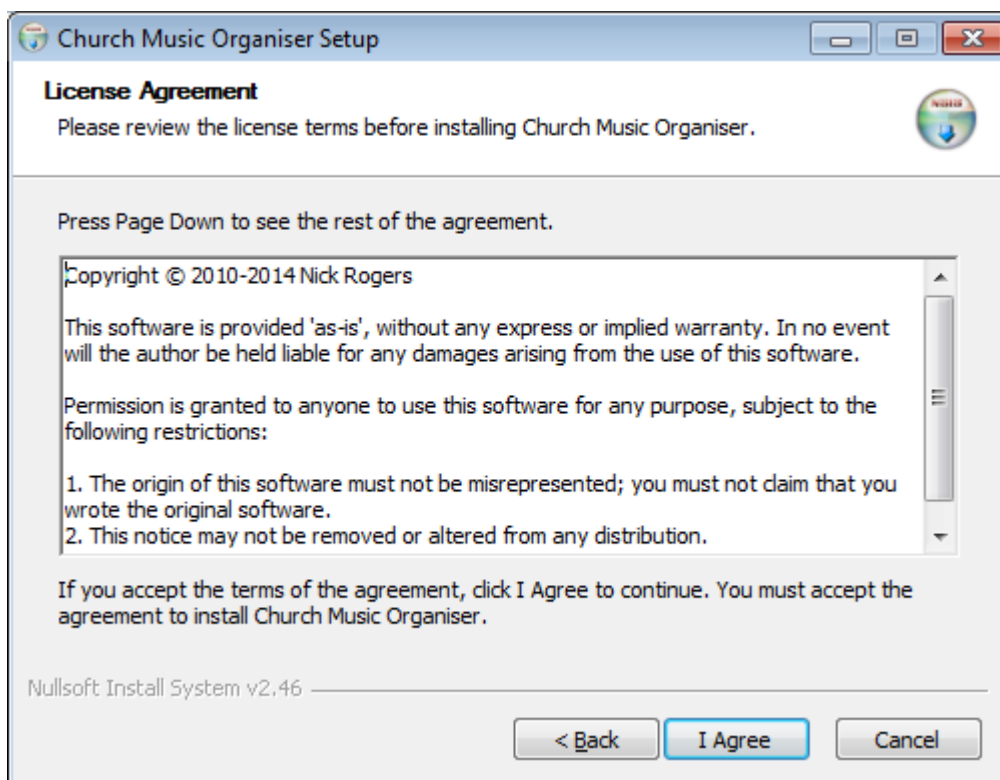
You will now see this dialog:



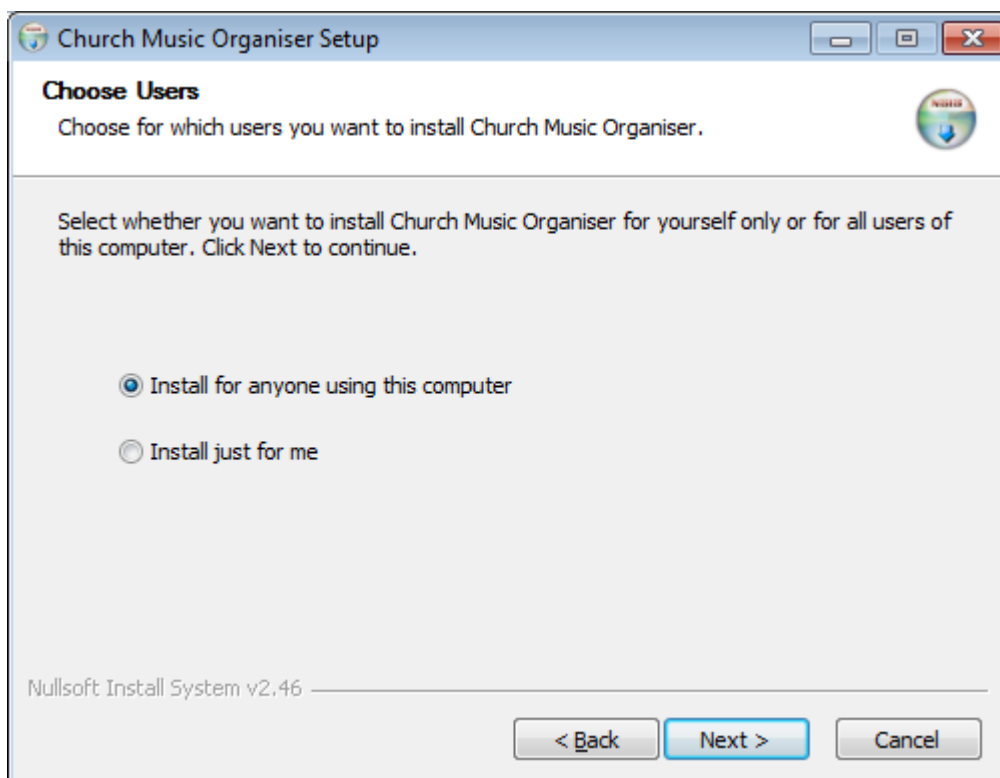
Click on "Yes" to begin the installation process.



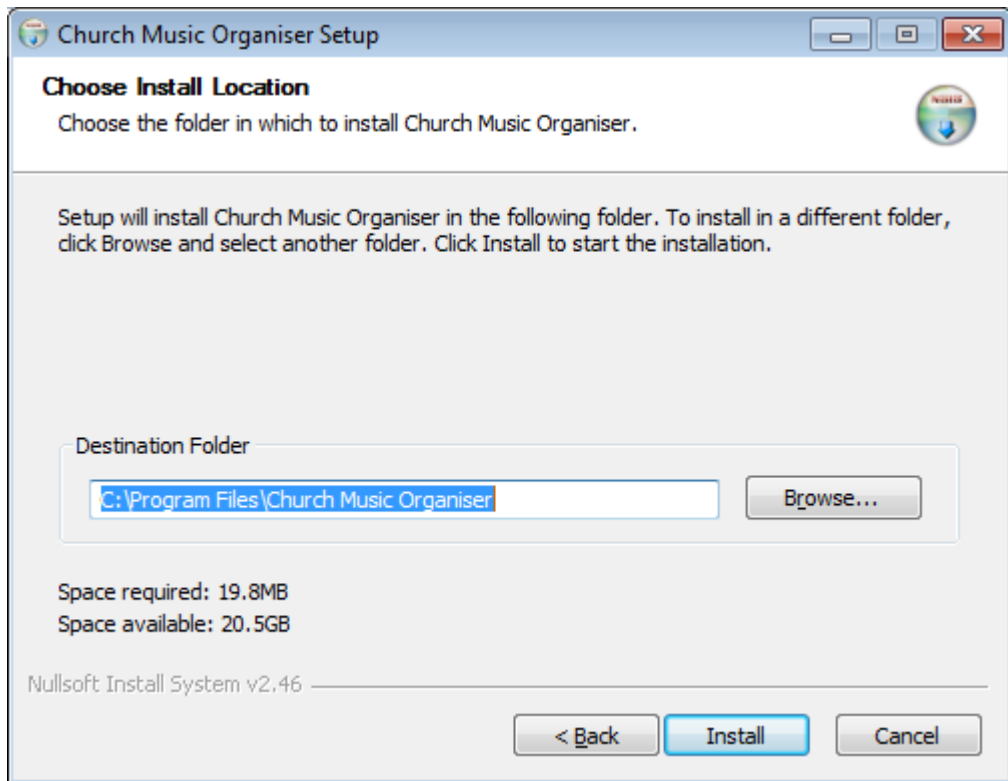
This is the installer welcome screen. Click on "Next" to continue.



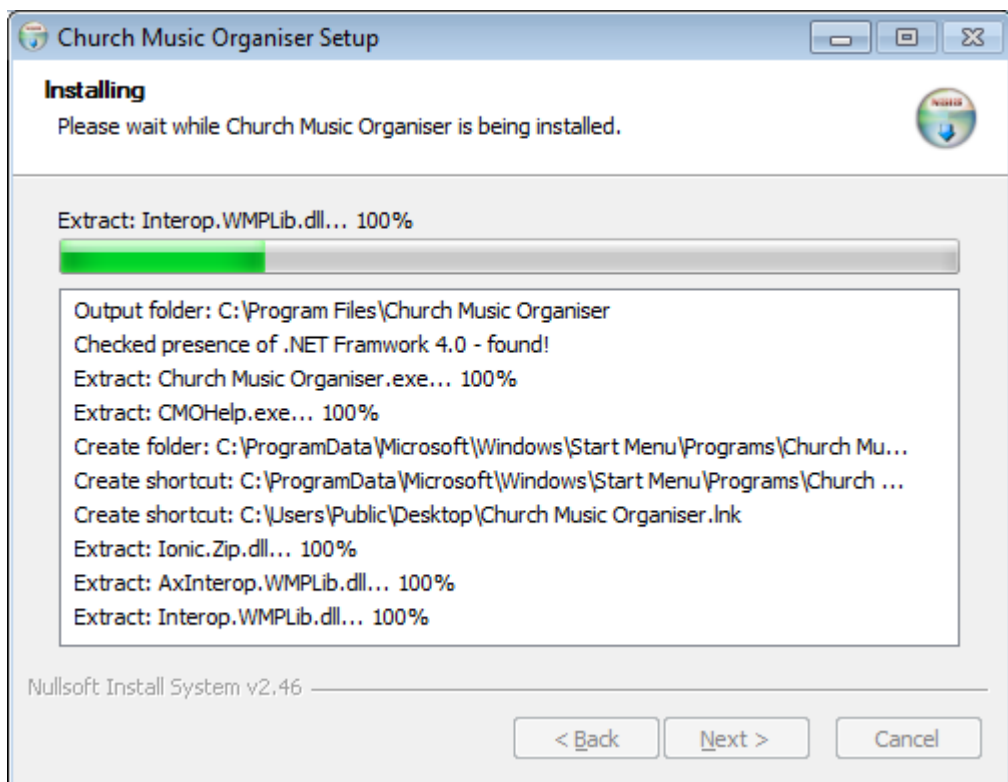
This is a simple (very simple) licence agreement. If you agree, click on "I Agree".



In almost all cases the first option here should be selected. Click "Next" to continue.



You can specify the installation folder here. Click "Install" to start the installation process.



When all the files have been installed, you will see this:



Click "Finish" to close the installer and start Church Music Organiser.

Church Music Organiser installation folders

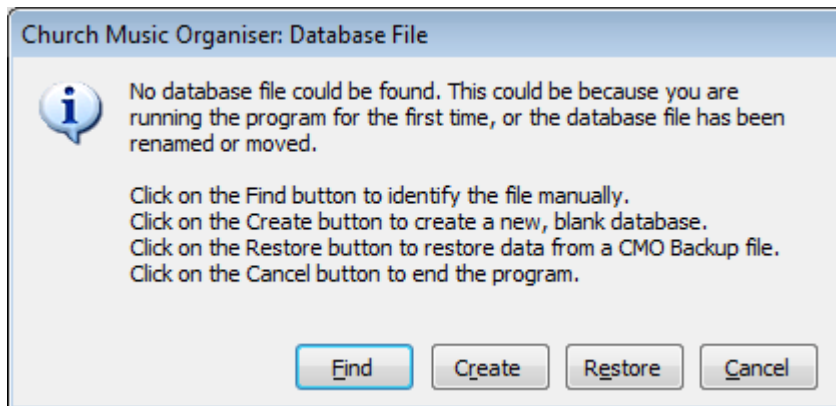
On 64bit Windows 7 and 8, CMO creates the following folders:

C:\Program Files (x86)\Church Music Organiser	Main program installation folder.
C:\Program Files (x86)\Church Music Organiser\Dic	Contains spelling dictionaries.
C:\Program Files (x86)\Church Music Organiser\Graphics	Contains the CMO icon.
C:\Program Files (x86)\Church Music Organiser\Help	Contains all the help HTML files.
C:\Program Files (x86)\Church Music Organiser\Help\images	Contains all the help file images.
C:\ProgramData\Church Music Organiser	Contains the INI file, plus any Bible files, log files and exception files.
C:\ProgramData\Church Music Organiser\images	Contains images used for overheads.

When installed on 32bit Windows 7 and 8, the folders are the same except the "(x86)" is removed.

Starting the program for the first time

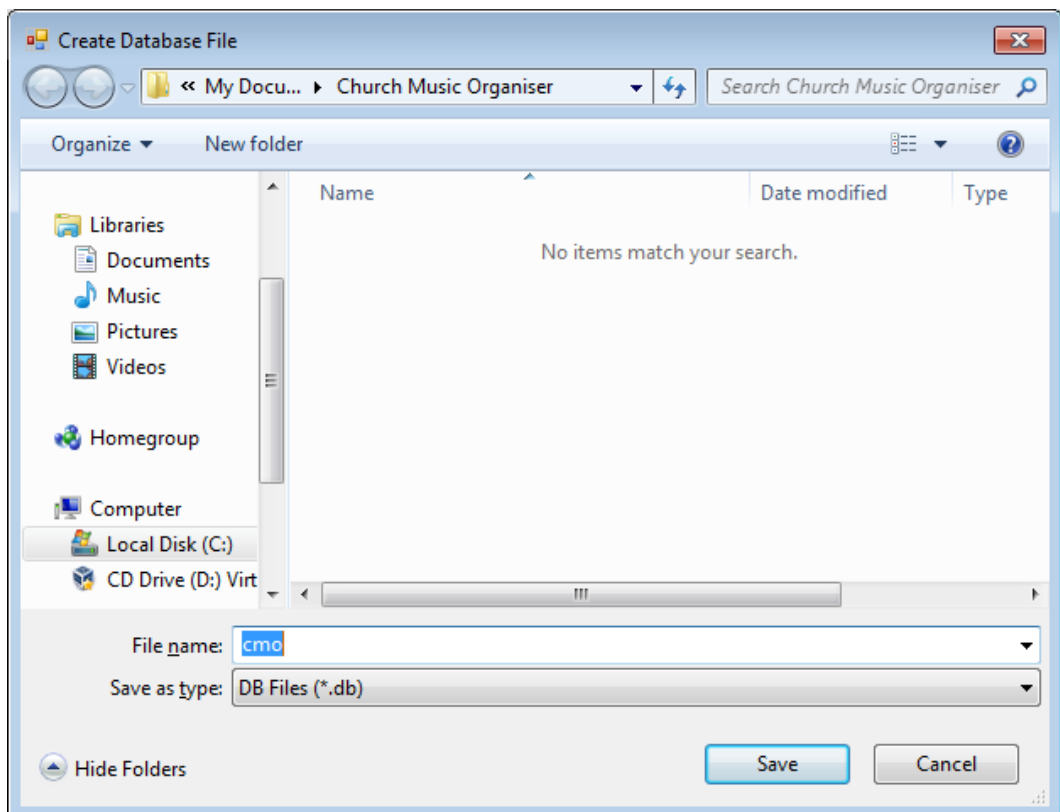
The first time you run the program you will see this dialog:



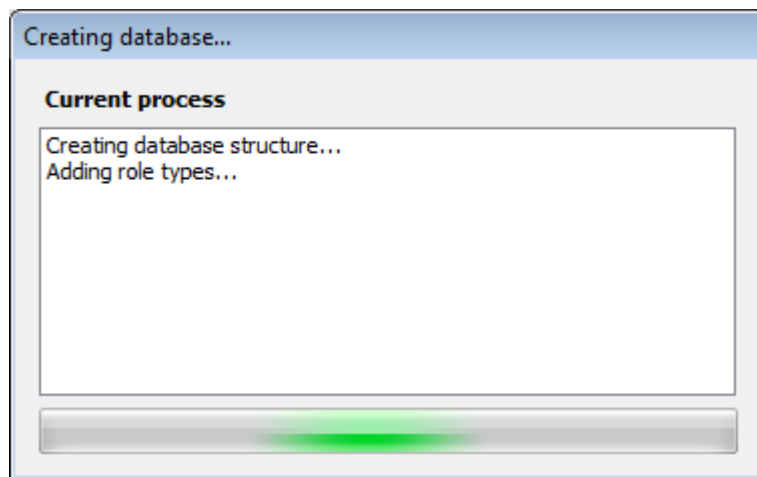
If you have previously used CMO (or you might have used it on another computer), and have a database file already, click on "Find." You will be asked to specify the location of the database file.

If you are recovering a database from a backup, click on "Restore", where you can select the backup file to restore from.

For our purposes, though, we'll be starting with a blank database, so click on "Create".

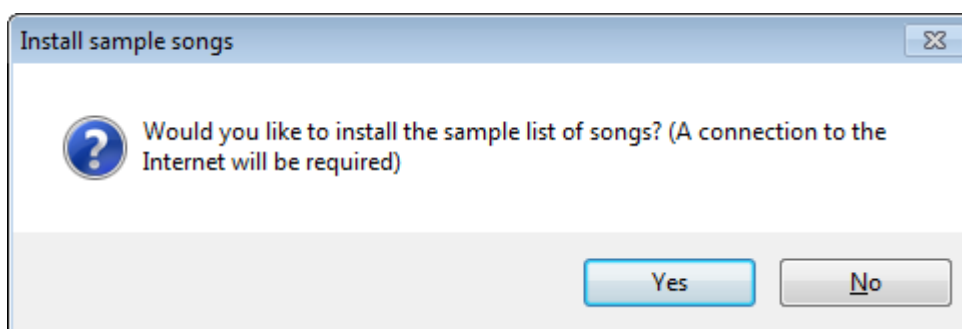


You will be asked to specify the name and location of the database file. The default location is "My Documents\Church Music Organiser", and the default name is "cmo". Click "Save" to create the database.



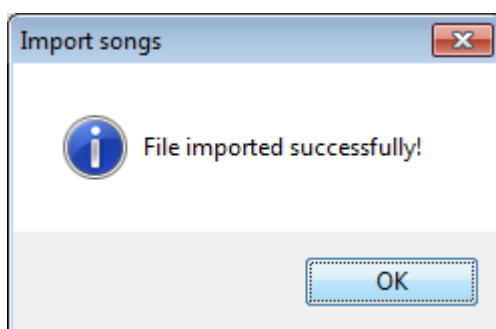
This window will show the creation progress.

Once the database file is created, a final question will be asked.



The sample list of songs is available on the Church Music Organiser downloads page. This dialog will automatically download the list and install them into your database. Click "Yes" to download the sample songs list.

When finished, you will see this message.



Click "OK", and we're done!

Summary

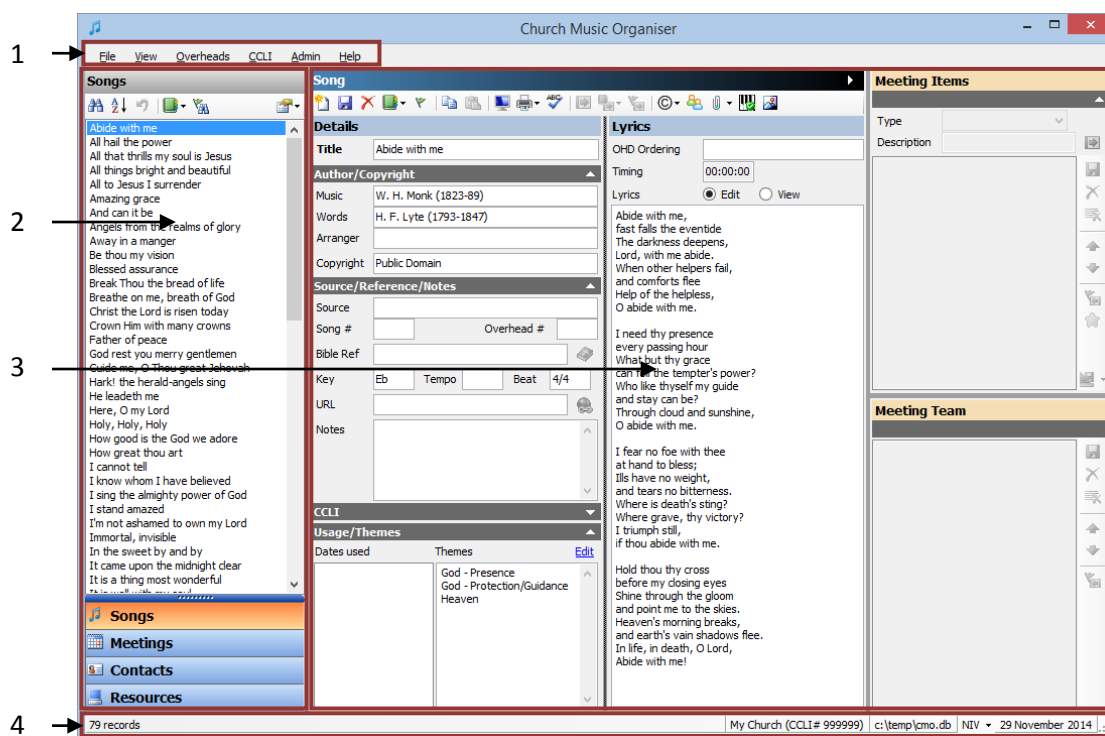
In this chapter we've looked at how to install the program, and what happens when you run the program for the first time.

Chapter 2: Getting started

Overview of the system

Before we get into details, let's have a look at what's on the screen and all the components we'll be using throughout this guide

The main screen is made up of a number of components.



1. The menu bar

This is where you can access the various menu items. Throughout this document menu items will be referenced using "Menu → Command" notation. For example, "File → Exit" means to click on the File menu, and then click on the Exit command.

2. The lists of items

There are four main data areas: Songs, Meetings, Contacts and Resources. Each area is accessed by clicking on the section bar at the bottom of the list. When a section is selected, that list will be displayed.



Tip: You can quickly switch between the sections by using the short-cut keys:

- Ctrl+1 will switch to the Song list
- Ctrl+2 will switch to the Meeting list
- Ctrl+3 will switch to the Contact list
- Ctrl+4 will switch to the Resource list

3. The data entry areas

This part of the screen will change based on which section is currently selected in

the list of items, showing data fields for songs, meetings, contacts or resources.

The section on the far right displays the meeting order of service and team members for the currently selected meeting, regardless of which section is being displayed.

4. The status bar

The status bar displays a number of details about the system and section.

The following details are displayed:

- The number of records in the current list.
- The current church name and CCLI number as entered on the options dialog.
- The file name of the current database.
- If any Bible texts have been imported, the default Bible is displayed here. If multiple Bible versions have been imported, you can select the one you want to use as the default by clicking on the item and selecting another Bible file.
- The current system date.
- If the database has been setup for synchronisation, an icon will be displayed here to indicate this status.

Now that the program is installed, we need to set up our songs and our team members.

Loading your song list

Church Music Organiser needs to have songs loaded into it before much of the system becomes usable. There are a number of ways to get your songs into the system, and the best way in your world will depend on where your songs are currently stored.

Downloading from CCLI



Note: To access the CCLI web site to download songs, you will need an Internet connection, as well as a user ID and password for the CCLI SongSelect service.

To download a song from CCLI, in the menu bar go to "CCLI → Download songs from CCLI SongSelect" menu.

Enter a search term in the "Search words" box, and click "Submit". After a moment or two you will be prompted to enter your user name and password.

Enter your details, then click OK to continue and perform the search. Once it is finished the "Search results" section will be updated with the results of the search.

Search results						1-10 of 1231 results				Prev	Next
Details	CCLI #	Title	Authors	Catalogue	Lyrics	Lead	Chord	Score			
Display	4768151	Amazing Grace (My Chains Are Gone)	Chris Tomlin, John Newton, Louie Giglio	sixsteps Music, Vamos Publishing, wo...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Display	22025	Amazing Grace	Edwin Othello Excell, John Newton, J...	Public Domain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Display	1762836	Amazing Grace	John Newton	Public Domain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Display	3689877	Grace Like Rain	Chris Collins, Edwin Othello Excell, Jo...	Ardent/Koala Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Display	1223050	Grace Flows Down	David E. Bell, Louie Giglio, Rod Padgett	sixsteps Music, worshiptogether.com ...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Display	3111376	Amazing Grace	John Newton, Nathan Fellingham	Thankyou Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Display	4737522	Amazing	John Newton, John P. Rees, Mark Ro...	Dayspring Music, LLC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Display	4639400	Amazing Grace	John Newton, Liz Wagley	Public Domain, Wagley, Liz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Display	5253885	Amazing Grace	Glen Campbell, John Newton, John P....	Bubster Music, Glen Campbell Music, I...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Display	3683914	Amazing Grace	Ollie Sebastian	Planetshakers Ministries Int. Inc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

Click on "Display" beside a record and the details of the song will be displayed in the "Song details" section.

Click on the "Download song" link to download the song into your database. You can then search for another song and repeat the selection and download steps.

The ways in which CMO integrates with CCLI will be covered in more detail in Chapter 16.

Importing from other sources

Church Music Organiser can import songs from several different sources, and the procedure for each one can be a little different based on how the information is stored. The import functions are location in the "File → Import" menu.

Church Music Organiser Export files

Menu option: "File → Import → From Church Music Organiser file..."

Church Music Organiser has its own import and export functions. If you have previously used CMO you may have a song export file. CMO export files are XML files which can contain multiple songs. When you select this option you will see an "Open File" dialog which allows you to select a single XML file.

OpenLP files

Menu option: "File → Import → From OpenLP file (.sqlite)..."

OpenLP (<http://openlp.org>) files are SQLite database files which can contain multiple songs. When you select this option you will see an "Open File" dialog which allows you to select a single db file. The initial folder displayed will be the default location for OpenLP song database files (if it exists on your computer).

OpenLyrics files

Menu option: "File → Import → From OpenLyrics files (.xml)..."

OpenLyrics (<http://openlyrics.info>) files are XML files which normally contain a single song. When you select this option you will see a "Select Folder" dialog which allows you to select the folder where the OpenLyrics files are stored.

OpenSong files

Menu option: "File → Import → From OpenSong files..."

OpenSong (<http://www.opensong.org>) files are text files (usually with no extension) which contain a single song. When you select this option you will see a "Select Folder" dialog which allows you to select the folder where the OpenSong files are stored. The

initial folder displayed will be the default location for OpenLP song files (it if exists on your computer).

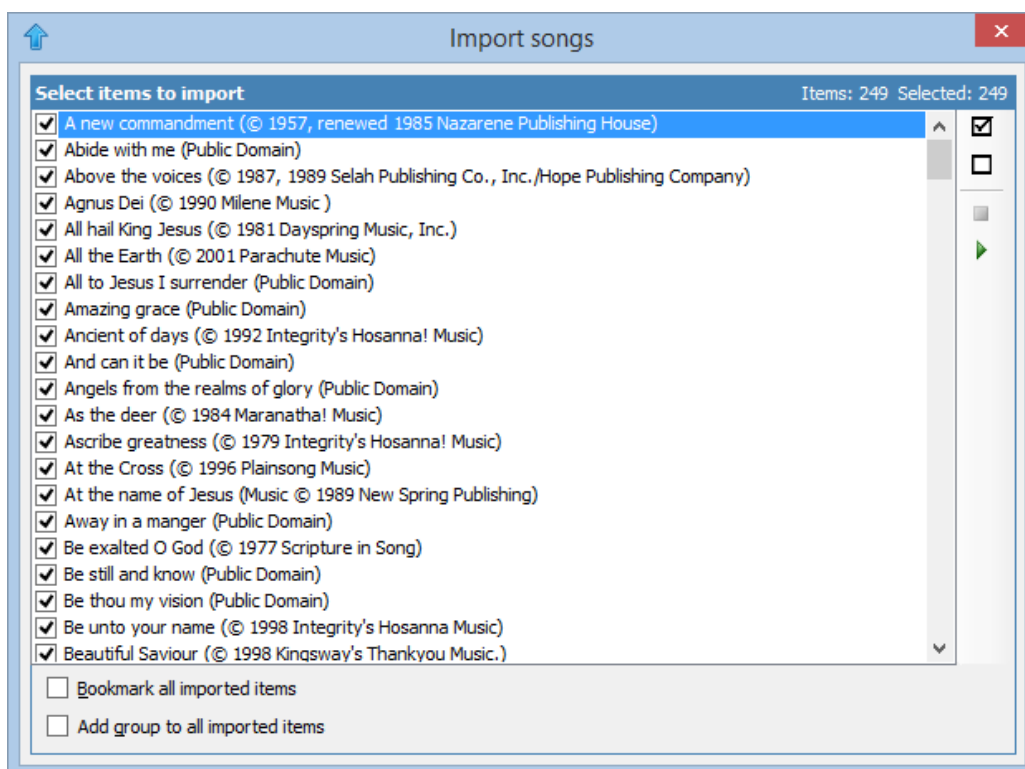
Presenter files

Menu option: "File → Import → From Presenter files (.txt)..."

Presenter (<http://www.discoverysystems.com.au>) files are text files which contain a single song. When you select this option you will see a "Select Folder" dialog which allows you to select the folder where the Presenter files are stored.

Importing

Once you have selected the source location for the type of import you are performing, CMO will read all the song information it can and display a screen similar to this:




This dialog allows you to select which songs you'd like to import. The songs with a tick in the checkbox will be imported.

In the toolbar on the right-hand side, there are a few commands:

Click ☒ to select all the records in the list.

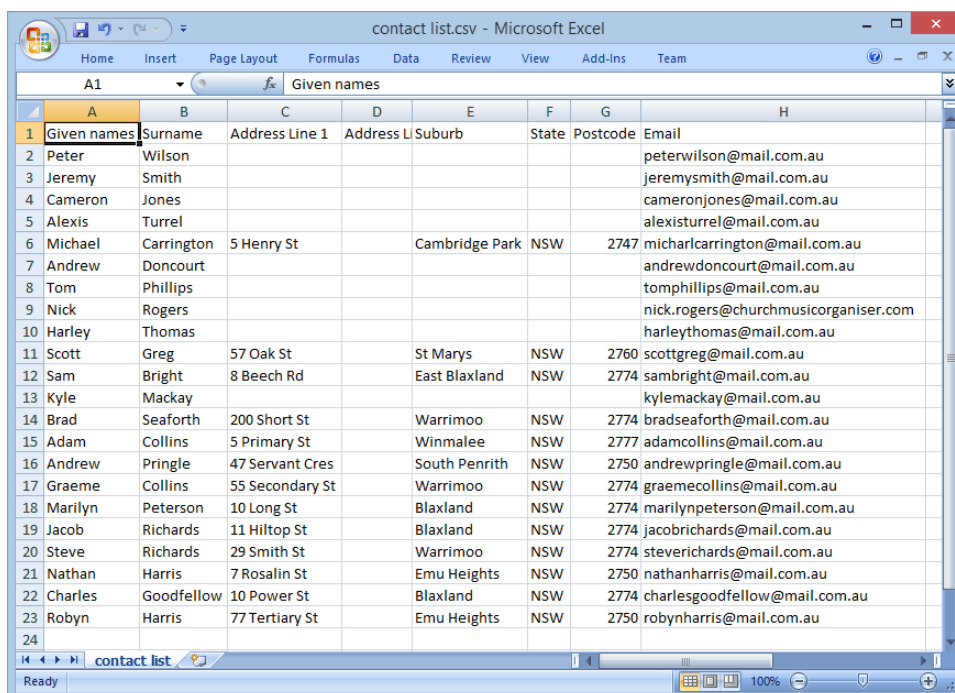
Click ☐ to unselect all the records in the list.

Click  to import the selected songs.

Loading your team members

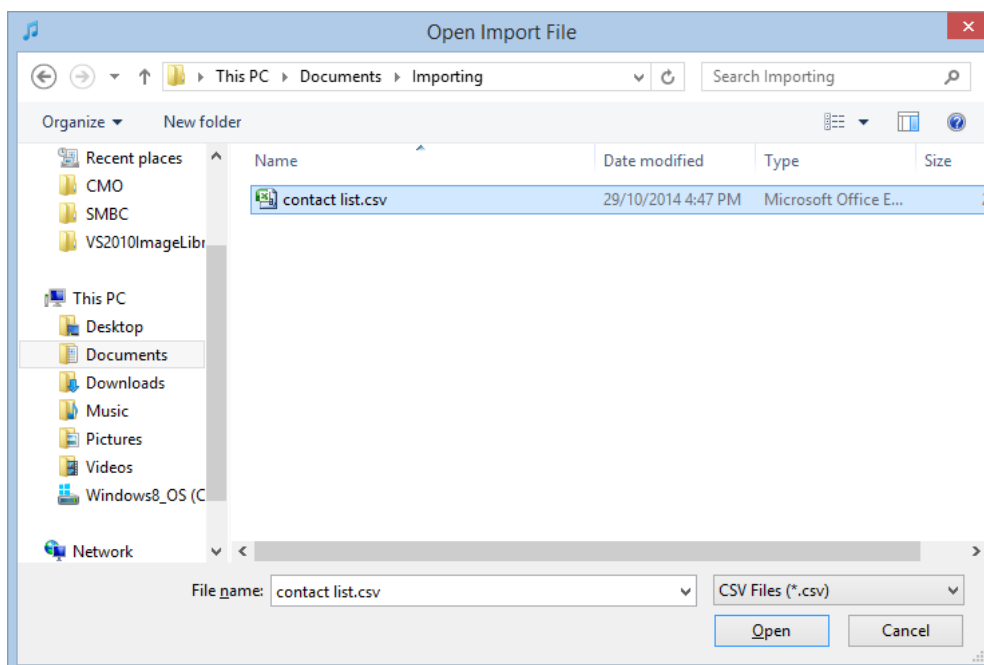
To make use of the communication aspects of the system, you'll want to have your team members entered into the system as contacts. There are two main ways you can enter contacts: manually, or by importing them from a CSV (commas separated values)

file. We'll look at manual data entry in a later chapter, so for this example we will assume we've got a CSV file from somewhere (maybe from an Microsoft Excel spreadsheet or a Microsoft Outlook export). Here's our sample data (viewed in Excel)



	Given names	Surname	Address Line 1	Address Line 2	Suburb	State	Postcode	Email
1	Peter	Wilson						peterwilson@mail.com.au
2	Jeremy	Smith						jeremysmith@mail.com.au
3	Cameron	Jones						cameronjones@mail.com.au
4	Alexis	Turrel						alexisturrel@mail.com.au
5	Michael	Carrington	5 Henry St		Cambridge Park	NSW	2747	micharlcarington@mail.com.au
6	Andrew	Doncourt						andrewdoncourt@mail.com.au
7	Tom	Phillips						tomphillips@mail.com.au
8	Nick	Rogers						nick.rogers@churchmusicorganiser.com
9	Harley	Thomas						harleythomas@mail.com.au
10	Scott	Greg	57 Oak St		St Marys	NSW	2760	scottgreg@mail.com.au
11	Sam	Bright	8 Beech Rd		East Blaxland	NSW	2774	sambright@mail.com.au
12	Kyle	Mackay						kylemackay@mail.com.au
13	Brad	Seaforth	200 Short St		Warrimoo	NSW	2774	bradseaforth@mail.com.au
14	Adam	Collins	5 Primary St		Winmalee	NSW	2777	adamcollins@mail.com.au
15	Andrew	Pringle	47 Servant Cres		South Penrith	NSW	2750	andrewpringle@mail.com.au
16	Graeme	Collins	55 Secondary St		Warrimoo	NSW	2774	graemecollins@mail.com.au
17	Marilyn	Peterson	10 Long St		Blaxland	NSW	2774	marilynpeterson@mail.com.au
18	Jacob	Richards	11 Hiltop St		Blaxland	NSW	2774	jacobrichards@mail.com.au
19	Steve	Richards	29 Smith St		Warrimoo	NSW	2774	steverichards@mail.com.au
20	Nathan	Harris	7 Rosalin St		Emu Heights	NSW	2750	nathanharris@mail.com.au
21	Charles	Goodfellow	10 Power St		Blaxland	NSW	2774	charlesgoodfellow@mail.com.au
22	Robyn	Harris	77 Tertiary St		Emu Heights	NSW	2750	robynharris@mail.com.au
23								
24								

To import these contacts into the system, in the menu select "File → Import → From CSV file (.csv)..."



You will be asked to select the CSV file to import. Select the file and click on "Open".

You will then see this dialog.

Import Data from CSV

Settings

Import type: ▼

Separator: , ▼ Multiline separator: ▼

☐ First line has column headings

Sample data 10 rows [Get more data](#)

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Given names	Surname	Address Line 1	Address Line 2	Suburb	State
Peter	Wilson				
Jeremy	Smith				
Cameron	Jones				
Alexis	Turrel				

Column definitions

Data column	Destination
Column 1	▼
Column 2	▼
Column 3	▼
Column 4	▼
Column 5	▼
Column 6	▼
Column 7	▼
Column 8	▼
Column 9	▼

OK
Cancel

Here we can define all the rules required for reading this CSV file.

The top section of the screen has various settings that define the way to read the CSV file.

The middle section shows sample data as read from the file. Initially 10 rows will be displayed, but more data can be displayed by clicking on the "Get more data" link.

The bottom section defines the translation between the columns in the file, and the destination fields in Church Music Organiser.

We start in the top section by setting the "Import Type" to "Contacts". Not much changes on first glance, but it will be important when it comes to selecting destination fields.

Next, because the first row in our data file has column headings, we check the "First line has column headings" flag.

Normally CSV files have their fields separated with a comma. If a different field is being used you can change the "Separator" drop down to another character. In our example, the default comma is the correct setting.

The screen now looks like this:

Import Data from CSV

Settings

Import type: Contacts

Separator: , Multiline separator:

☒ First line has column headings

Sample data 10 rows [Get more data](#)

Given names	Surname	Address Line 1	Address Line 2	Suburb	State
Peter	Wilson				
Jeremy	Smith				
Cameron	Jones				
Alexis	Turrel				
Michael	Carrington	5 Henry St		Cambridge Park	NSW

Column definitions

Data column	Destination
Given names	
Surname	
Address Line 1	
Address Line 2	
Suburb	
State	
Postcode	
Email	

OK Cancel

We can now point the source columns to destination fields. For "Given names", we want that to go to the "Firstname" field, so we select that in the destination column next to "Given names":

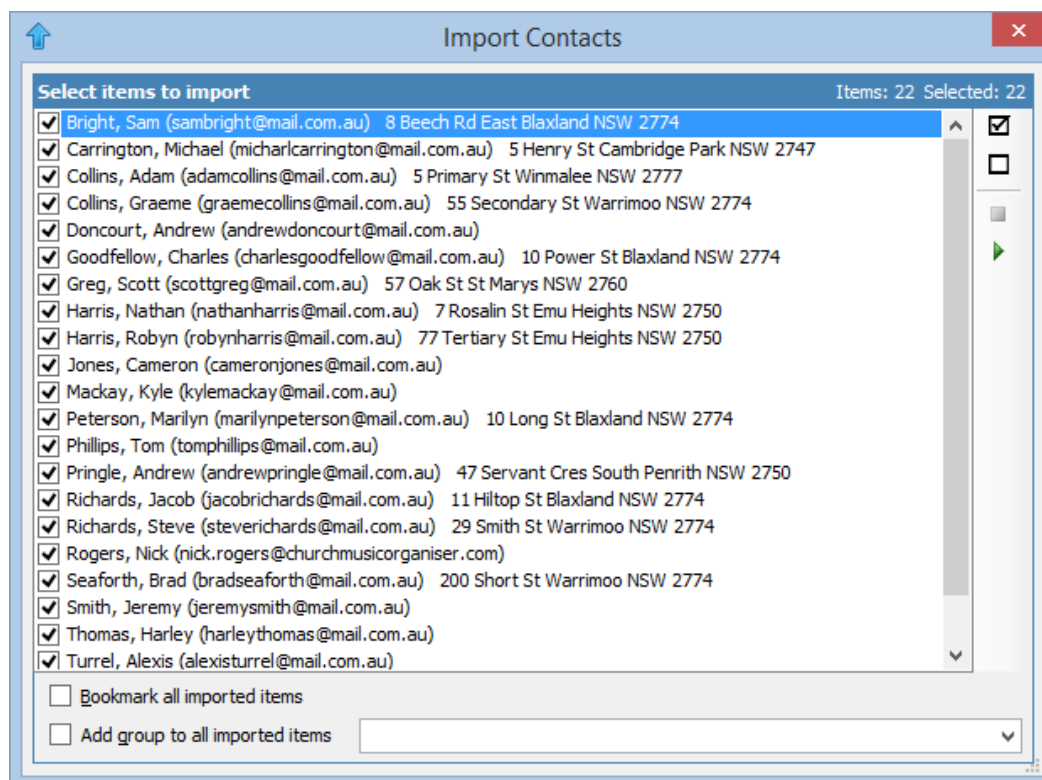
Column definitions	
Data column	Destination
Given names	FirstName*
Surname	
Address Line 1	
Address Line 2	
Suburb	
State	
Postcode	
Email	

The "*" beside the "FirstName" indicates this is a required field. It must be defined for the import to be valid.

We can then continue to specify the other columns, until it looks like this:

Column definitions	
Data column	Destination
Given names	FirstName*
Surname	Surname*
Address Line 1	Address Line 1
Address Line 2	Address Line 2
Suburb	Suburb
State	State
Postcode	Postcode
Email	Email


We've now configured all the source columns to destination fields, and all the required fields have been supplied. We can now click "OK" to continue.

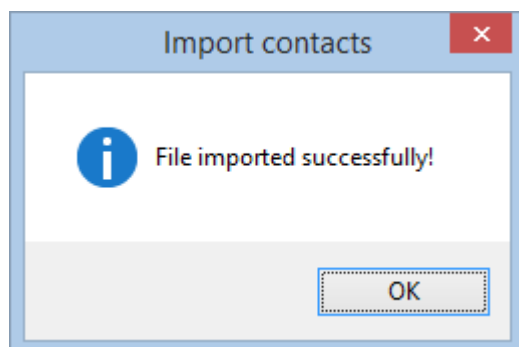


Here we can select which items we want to import.

Click ☒ to select all the records in the list.

Click ☐ to unselect all the records in the list.

Click  to import the selected contacts.




Once all your team members are entered, you should go through the list and select the preferred role for each person. (If your import data contained this information, you can skip this step.)

Setting the preferred role for each team member makes creating a team for a meeting a lot easier. Even if a particular contact can perform different roles (for instance, playing piano and song leading), enter their preferred role. It can always be overridden when adding them to a meeting.

Go to the Contacts section and select the first contact in the list.

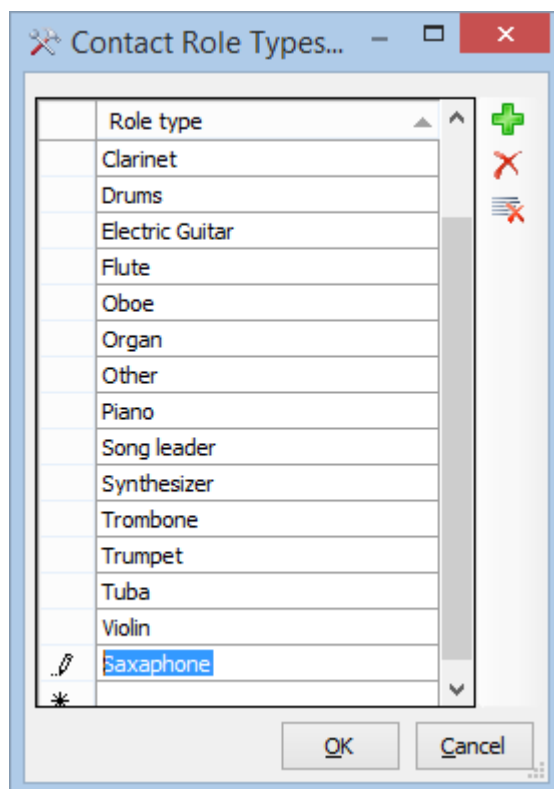
The screenshot shows the 'Contact' form in the Church Music Organiser. On the left is a list of contacts, with 'Bright, Sam (Electric Guitar)' selected. The main form fields on the right include: First Name (Sam), Surname (Bright), Address (8 Beech Rd), Location (East Blaxland), State (NSW), Postcode (2774), Phone, Mobile, Email (sambright@mail.com.au), Role (Electric Guitar), and an Active checkbox which is checked. A red rectangle highlights the 'Role' dropdown menu.

In the "Role" field, select the person's preferred role and click on the  button (or press Ctrl+S) to save the changes.

If the role type doesn't exist, you can add additional role types via the "Admin → Contact Role Types..." menu.

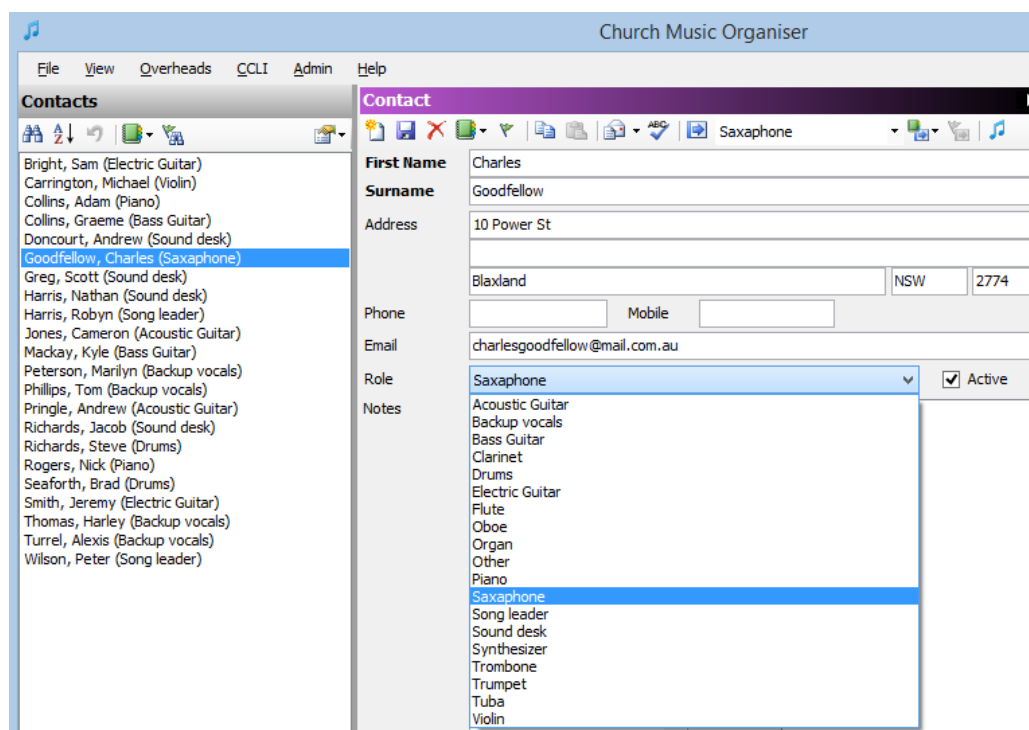
The screenshot shows the 'Contact Role Types...' dialog box. It contains a list of existing role types: Acoustic Guitar, Backup vocals, Bass Guitar, Clarinet, Drums, Electric Guitar, Flute, Oboe, Organ, Other, Piano, Song leader, Synthesizer, Trombone, Trumpet, and Tuba. A green plus sign button is circled in red at the top right of the list. At the bottom are 'OK' and 'Cancel' buttons.

To add a new role type, click on the  button and type in the new role.



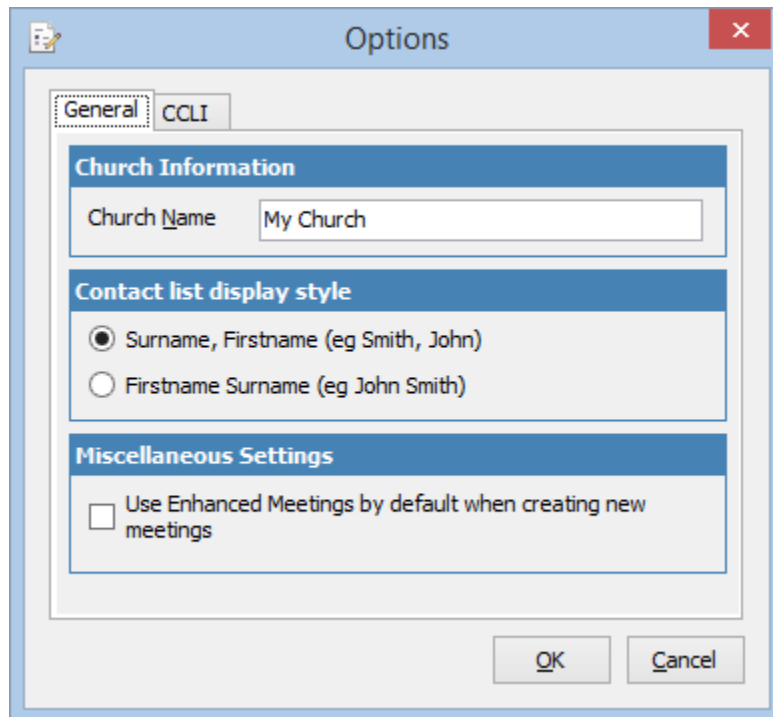
Press enter to add the entry, and click "OK" to update the database.

The role will be immediately available for use.



General options

There are a couple of general options which should be set. Go to the menu "File → Options..."



The first item to change is your church name. This is included in meeting emails and prints.

Here you can also set how you want contacts to be listed - either by "Surname, Firstname" (which is the default), or by "Firstname Surname".

Another setting is whether you want enhanced meetings turned on by default for all new meetings. We'll get to enhanced meetings in chapter 5, so leave this setting for the moment.

Clicking on the "CCLI" tab reveals some more settings.

The screenshot shows the 'Options' dialog box with the 'CCLI' tab selected. The 'CCLI Information' section contains the following fields and controls:

- CCLI Number:** A text box containing '999999'.
- Photocopy Licence:** A checked checkbox.
- © Format:** A text box containing 'Used by permission. CCLI Licence <#>'.
- Include CCLI song number:** A checked checkbox.
- Number Format:** A text box containing 'CCLI Song Number <#>'.

The 'Default CCLI Values' section contains five spin boxes for 'Digital', 'Print', 'Record', 'Trans', and 'Music', all set to '0'. To the right of these boxes is the text 'Click "Apply" to set all records.' and an 'Apply' button. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Here you can set your CCLI preferences. Enter the CCLI number for your church in the space provided. If you have a photocopy licence you can click on the "Photocopy Licence" checkbox. This will make the "Music" reporting counter visible throughout the program.

The copyright format defines how your CCLI number is displayed when printing or projecting songs. The default format should be sufficient for most cases. If you want to change it, remember to include "<#>" which defines where in the text the CCLI number will be placed.

If you want to include the CCLI song number in any printed song sheets or chord sheets, tick the "Include CCLI song number" here. The "Number format" field allows you to define the format of the CCLI song number in the output. Again, remember to include "<#>" to define where in the text the CCLI song number will be placed.

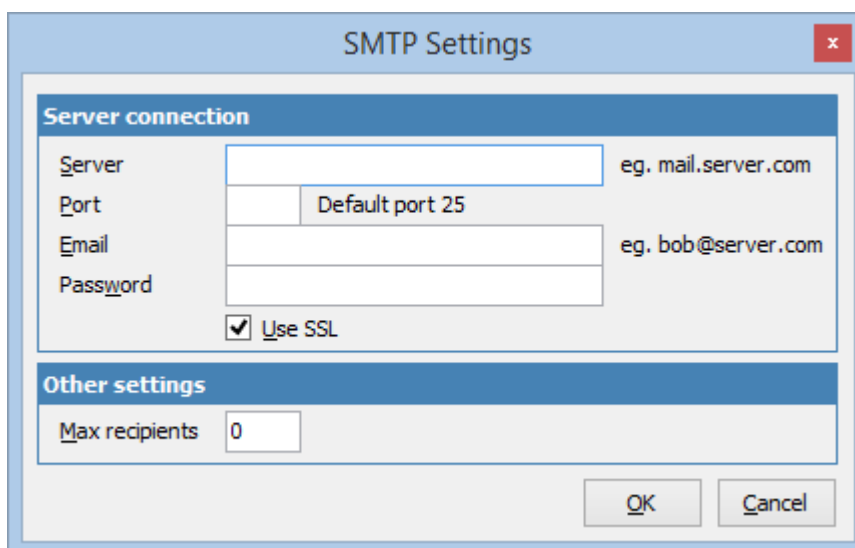
The "Default CCLI Values" define the starting number for each of the CCLI reporting statistics for any new songs added to the database. You can also force these numbers on all songs by clicking the "Apply" button.

Click OK where you have updated the CCLI details.

SMTP settings

In order to automatically send emails to team members, some settings need to be provided. Whenever I write software, my goal is to make the system as easy to use as possible, and hide any unnecessary details from the user. In this case, though, I can't hide the details. Email communication relies on a number of settings that are specific to your situation.

You can get to the SMTP (simple mail transport protocol) settings on any of the email dialogs. One that will always be available is in the "Help → Send Feedback" menu. In the top right corner of the dialog is a link labelled "SMTP Settings". Click on this link to display the settings window.



The settings you enter will depend on the email service provider you use, and each provider usually has a help page that describe the settings to use to set up outgoing emails.

If you are using a Gmail account the settings will probably be:

Server: smtp.gmail.com
Port: 587
Email: your_email_address@gmail.com
Password: Your Gmail password
Use SSL: Yes

If you are using a Hotmail account the settings will probably be:

Server: smtp.live.com
Port: 587
Email: your_email_address@hotmail.com
Password: Your Hotmail password
Use SSL: Yes

Summary

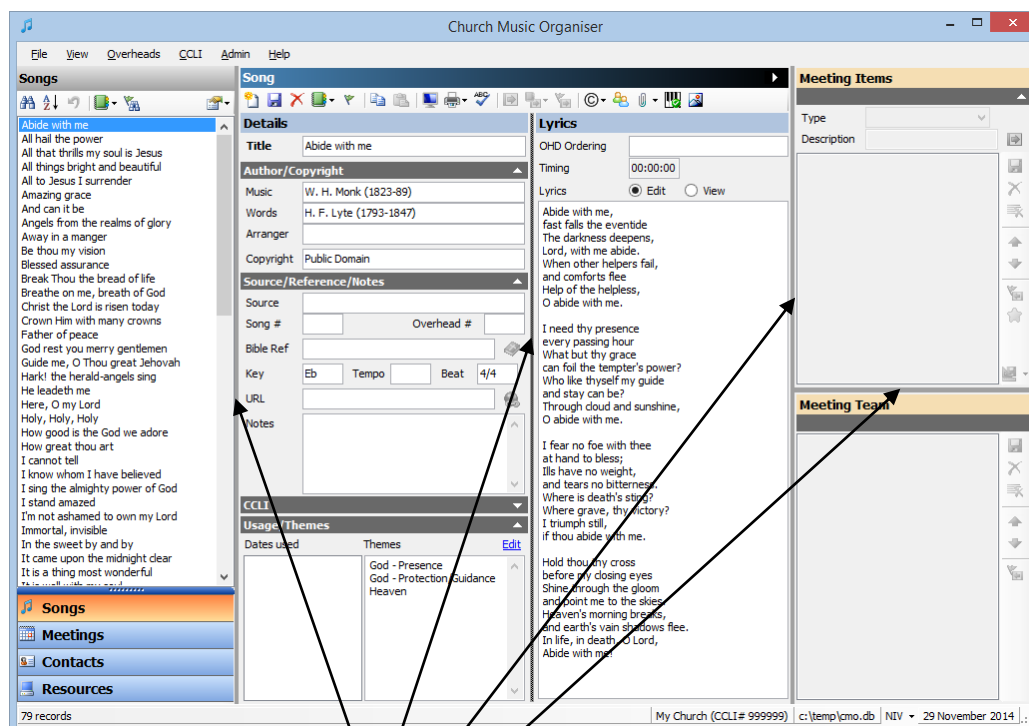
At this point, the system should be fully set up. Your song list and contacts should be entered, CCLI connectivity should be established, your CCLI number and church name should be entered, and email settings should be configured. It's now time to start making the system work.



Chapter 3: Making the system yours

Main window layout

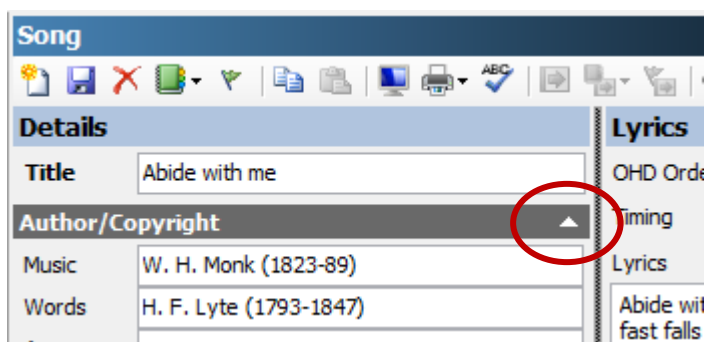
With the system set up and all your songs and contacts entered, it would be good to spend a little bit of time making the layout of the main window more suitable to your world.

First, let's look at the layout of the main window.



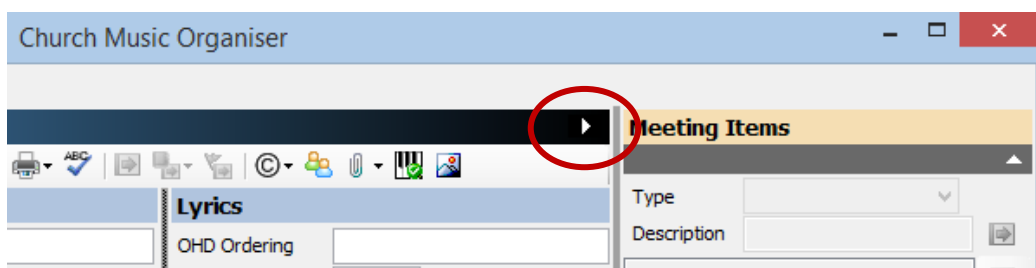
You will notice a dark grey bar in various parts of the screen. When you move your mouse over these bars, your mouse pointer will change to  for vertical bars and  for horizontal bars. If you click and hold down the left mouse button you can drag the bar in the direction of the arrows to resize the different sections. You might like a wide list for the songs, but the meeting items and team you might want smaller. You might want to reduce the amount of space taken up by the lyrics, and give more to the song details. Whatever your preferences, these settings will be kept between sessions. The next time you load the program the columns will be just how you left them.

Another change you might want to make is to hide some of the extra sections in the song details page. In most of the section headers you will see this symbol:



This means you can click on the header to collapse it, hiding all of the details underneath. Click on the header again and the section will be expanded.

Another change you might want to make is to hide the meeting details section on the right side of the window. You can do this by clicking on this symbol in the Song title bar:




This will collapse the meeting items and meeting team sections from view on the Song, Contact and Resource windows. It will always be visible on the Meeting window. Click on the symbol again, and the meeting items and team sections will be visible everywhere again.

Additional list information

Each list, songs, meetings, contacts and resources, has some default piece of information shown in the list.

For songs, this is the song title. For meetings, it's the meeting date and meeting type. For contacts it's the persons surname and first name. For resources, it's the description.

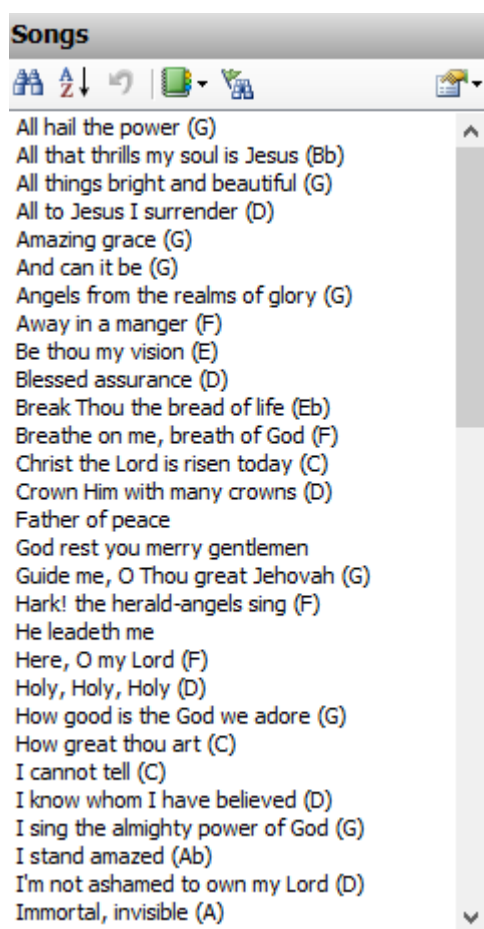
It can be useful, however, to show some additional information in the list. Each list has the ability to display an additional piece of information in the list.

In the toolbar above the list, click on this button  , and a list of options will be displayed.

Here are the options available for each list

Songs	Meetings	Contacts	Resources
Source	Description	Phone	Resource Type
Song number	Theme	Mobile	Purchase Date
Overhead Number	Bible Reference	Email	Last Maintenance Date
Authors		Preferred Role	Next Maintenance Date
Beat			
Key			
Bible Reference			
CCLI Number			

Click on one of these items will display that additional piece of information in the list, in brackets ie (). Below is an example of the song list, also showing the key signature.




Summary

In this chapter we've looked at how to adjust the look of the main program window, and how to add additional information to each of the section lists.

Chapter 4: Your first meeting

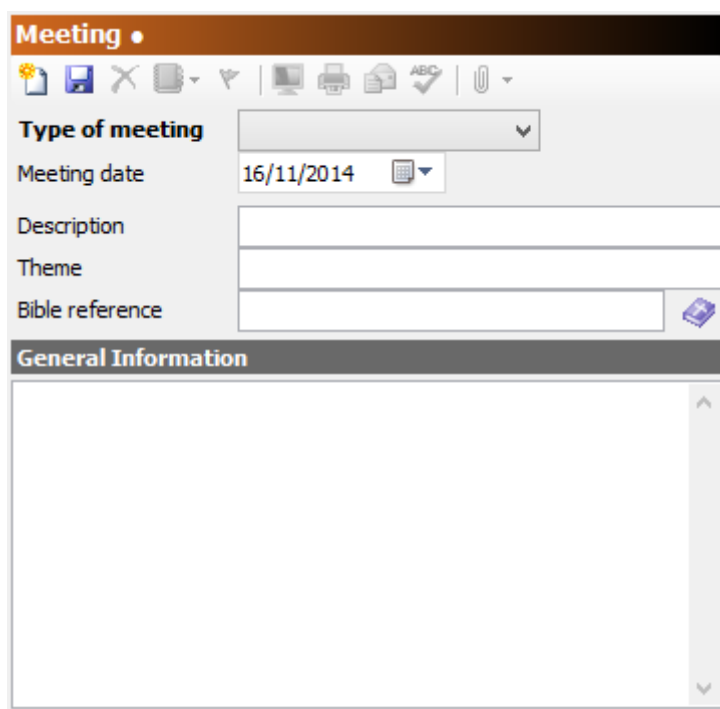
Now that the system is configured, it's time to create your first meeting.

To create a meeting, select the "Meeting" section (shortcut Ctrl+2) and either click on the  button on the toolbar, or press Ctrl+N on the keyboard.



Tip: In each of the sections, pressing Ctrl+N will create a new item.

The meeting details will initially look something like this:



The screenshot shows a software window titled "Meeting" with a small black dot to its right. Below the title bar is a toolbar with icons for creating, saving, deleting, and other actions. The form contains several fields: "Type of meeting" is a dropdown menu; "Meeting date" is a text field showing "16/11/2014" with a calendar icon; "Description", "Theme", and "Bible reference" are text input fields. Below these fields is a section header "General Information" followed by a large, empty text area for notes. A vertical scrollbar is visible on the right side of the text area.



Notice the • symbol in the header section, to the right of "Meeting". This symbol is used throughout the program to indicate changes have been made to the record and saving is required.

Each meeting must be given a **type**. The type of meeting is selected by clicking on the drop down list and selecting of the meeting types from the list. A new database will have the following meeting types defined:

- Sunday Morning
- Sunday Evening
- Wedding
- Funeral
- Youth
- Family
- Special Event
- Christmas
- Easter

- Baptism

If the type of meeting you are creating is not covered in this list, you can add additional meeting types by going to the "Admin → Meeting types..." menu, and adding a new meeting type.

The **meeting date** is the date the meeting will take place. By default, this date will be the next Sunday after the current date. Select a date by clicking the drop down button and selecting a date on the calendar, or enter the date into the field directly.

The **description** and **theme** fields can be anything, but they are usually a brief title for the meeting, and some general theme terms. Not every meeting will have a description or a theme, so they can be left blank.

If the meeting has a Bible passage as a focus, this can be entered in the **Bible Reference** field. You can also right-click on the Bible reference field, and select "Choose Bible reference..." from the context-menu to open a Bible reference selection tool (See chapter XX for details about this tool).


Any other details about the meeting can be entered into the **General Information** field. Things like meetings notes, sermon outlines, special instructions can all go in here.

The meeting we are creating looks like this:

The screenshot shows a software window titled "Meeting •". At the top is a toolbar with icons for file operations (new, open, save, delete, copy, paste, print, undo, redo), a spell checker (ABC), and a help icon. Below the toolbar are several input fields:

- Type of meeting:** A dropdown menu currently showing "Sunday Morning".
- Meeting date:** A text field showing "30/11/2014" with a small calendar icon to its right.
- Description:** A text field containing "God of Wonders".
- Theme:** A text field containing "God's Holiness and Majesty".
- Bible reference:** A text field containing "Gen 1; Ps 96" with a small icon to its right.

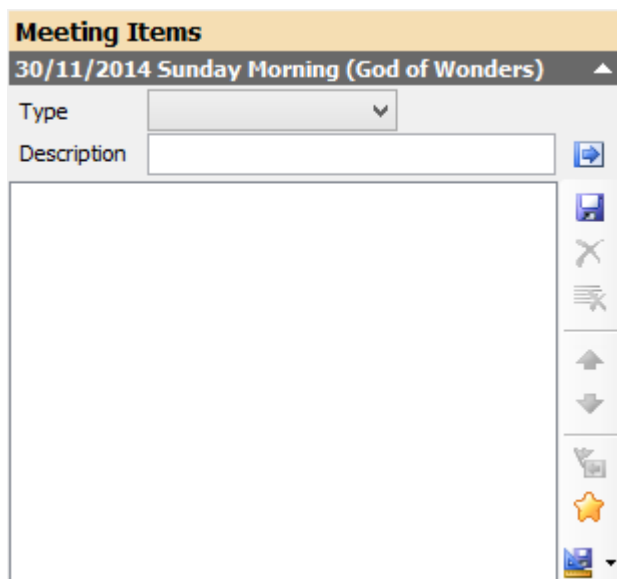
Below these fields is a section titled "General Information" with a large text area. The text area contains the text: "We'll be thinking about how awesome God is in who is, and what he does." The text area has a vertical scrollbar on the right side.

Once the details are entered, click on the  button in the toolbar, or press Ctrl+S on the keyboard to save the details.

When the meeting is saved we can then start adding order of service items and team members to it.

General order of service items


On the right side of the display is a section titled "Meeting Items". All the items we want in our service will be put into this section.



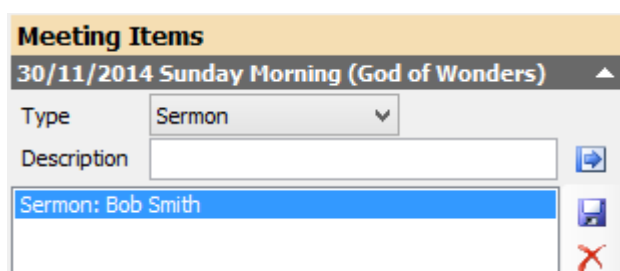
You can see the date, meeting type and description of the meeting in the title area. The arrow button indicates the section can be collapsed and expanded.

Initially, the list of items is empty. To add an item, select the type of item from the drop down list.



Here, I've select an item type of "Sermon", and the additional description of "Bob Smith", the name of the person who will be delivering the sermon. To add this item I click on the  button.

The list now looks like this:



I can continue to add items to the list in this way. Using this method, I can add all items that aren't songs to the order of service. Things like announcements, communion, and offerings. I don't need to add a description if the item doesn't need it.

By default, a new database will have the following item types defined:

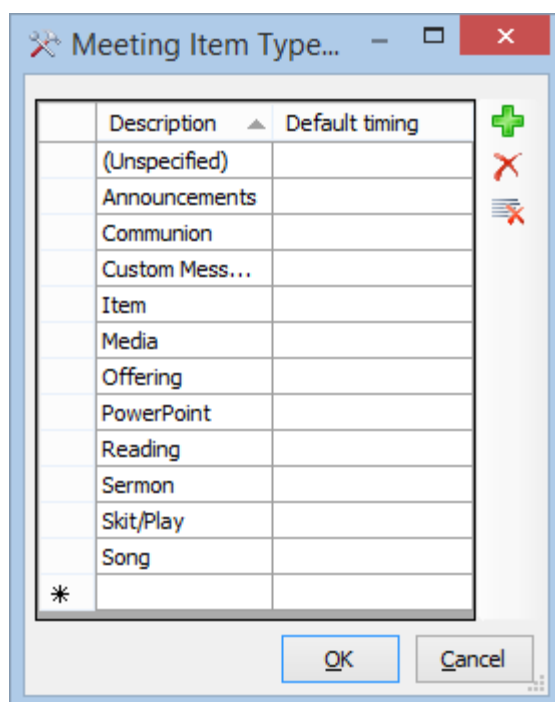
- (Unspecified)
- Announcements
- Communion
- Custom Message
- Item
- Media
- Offering
- PowerPoint
- Reading
- Sermon
- Skit/Play
- Song


The "(Unspecified)" item type is designed to allow any type of information to be added to the order of service.

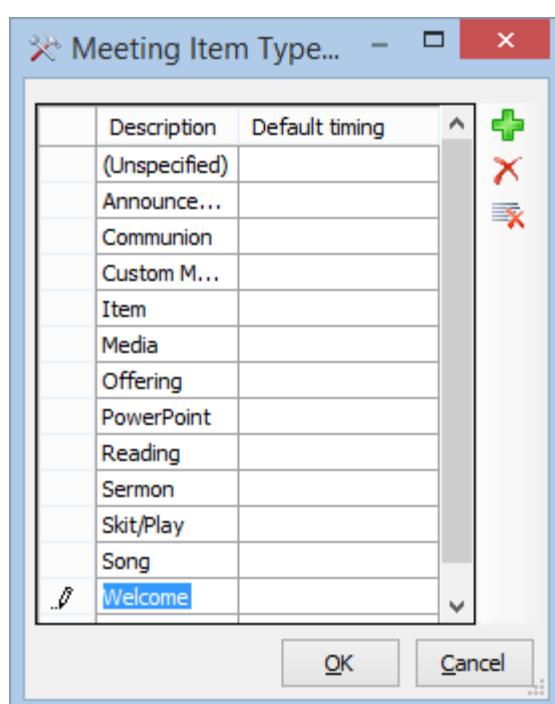
The "Song" item type is included in the list in the database, but is not visible on the drop down list. This is because songs are added to the list in a different way.

If an item type doesn't exist you can create new ones by going to the "Admin → Meeting Item Types..." menu and adding the new type.

For instance, to create an item type called "Welcome", open the "Meeting Item Types" administration dialog:

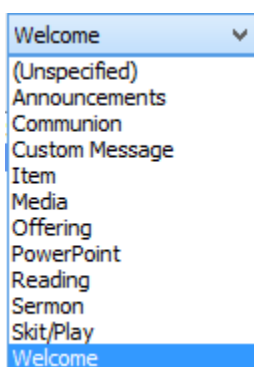


Click on the  button and enter the description of the new item.

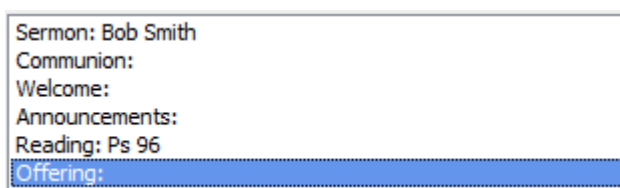




Press enter to save the item, and press OK to update the database.


Now when you click the drop down item list you will see:




The meeting items list now looks like this:

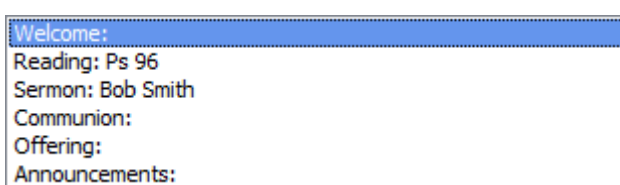


To move items around in the list, select an item you want to move, then click on the  and  buttons in the toolbar beside the list to move it up or down until the order is correct.

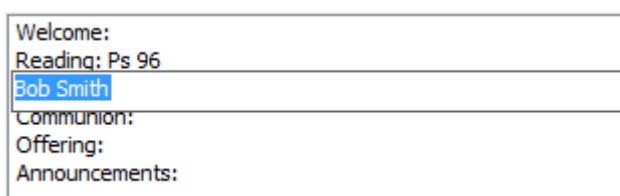
If an item was added accidentally, or you change your mind and don't want it in the service any more, select the item and click on the  button to remove it.

If you want to clear the list and start again, click on the  button.

The list now looks like this:




If the description for an item was entered incorrectly and needs to be adjusted, double-click on the item:



Enter a new description and press enter.

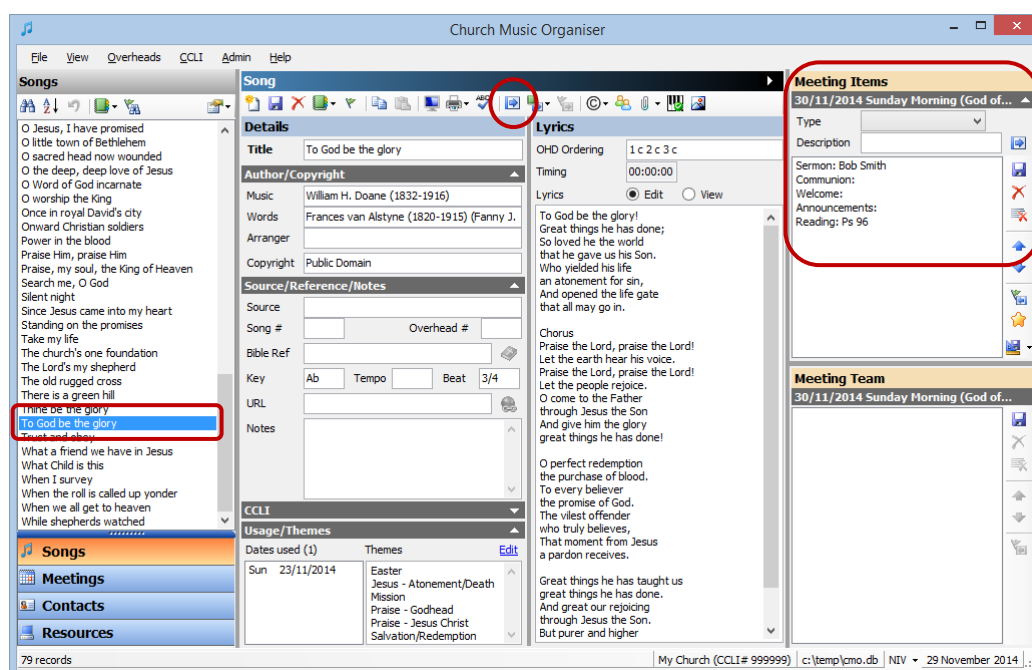
Welcome:
 Reading: Ps 96
 Sermon: Bill Hader
 Communion:
 Offering:
 Announcements:

Click on the  button to save these changes.

Adding songs to a meeting

Now we have the basic meeting items in our order of service, it's time to add some songs. Switch to the Song section to display the list of songs.

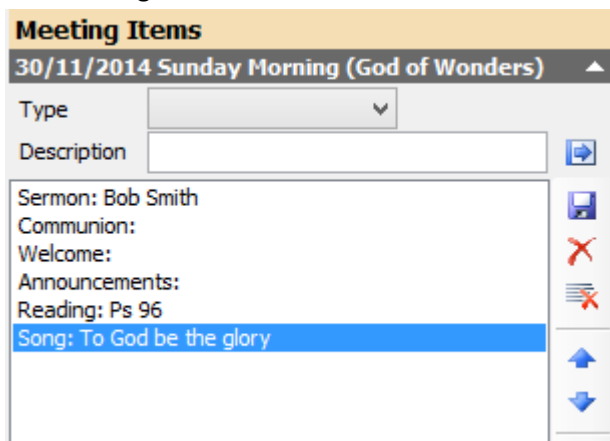
Select a song from the list



Notice that the meeting item list is still visible on the right.

To add this song to the list, click on the  button in the toolbar, or press Ctrl+A.

The meeting list will now look like this:



Meeting Items

30/11/2014 Sunday Morning (God of Wonders) ▲

Type ▼

Description

Sermon: Bob Smith

Communion:

Welcome:

Announcements:

Reading: Ps 96

Song: To God be the glory

Icons on the right: Add, Remove, Up, Down, Star, etc.

Songs are added to the bottom of the list. Continue the process of selecting songs, and adding them to the meeting.



Meeting Items

30/11/2014 Sunday Morning (God of Wonders) ▲

Type ▼

Description

Sermon: Bob Smith

Communion:

Welcome:

Announcements:

Reading: Ps 96

Song: To God be the glory

Song: O the deep, deep love of Jesus

Song: Guide me, O Thou great Jehovah

Song: I sing the almighty power of God

Song: Immortal, invisible

Song: When I survey

Icons on the right: Add, Remove, Up, Down, Star, etc.

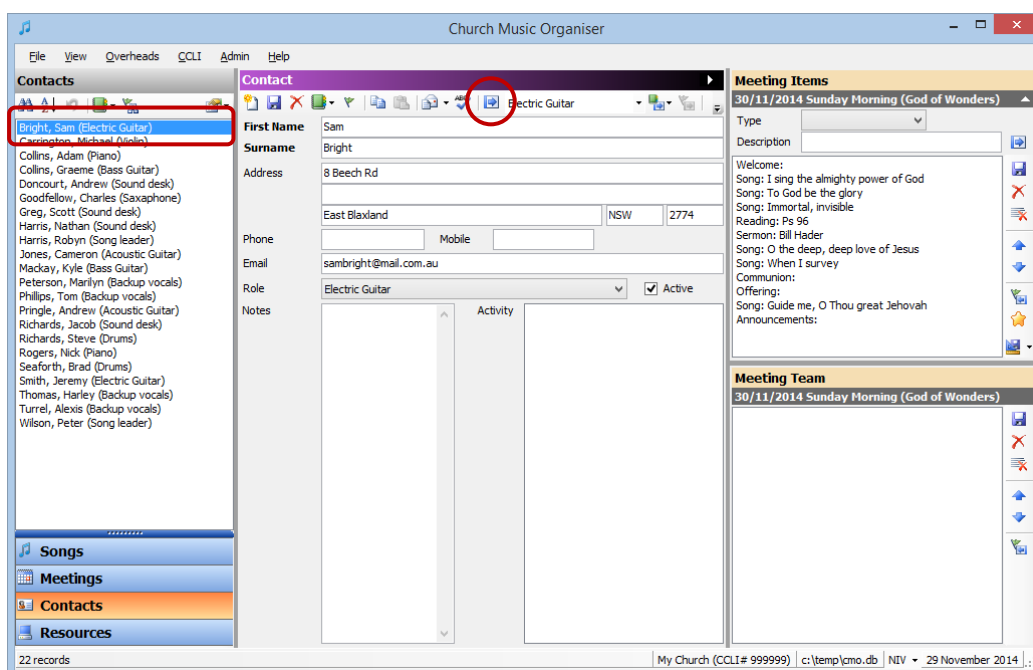
Once all the desired songs are added, we can move them around the list with the arrow buttons ▲ and ▼. We could have moved each song as it was added, but sometimes it's beneficial to find and add all the songs in one go, and then organise them into the service order at the end.




At this point, the order of service is complete. We have all the songs and other items added and in our desired order.

Adding contacts to a meeting

Next we have to put the music team together. Switch to the Contact list, and add the "Preferred role" to the list so we can quickly see who can do what.

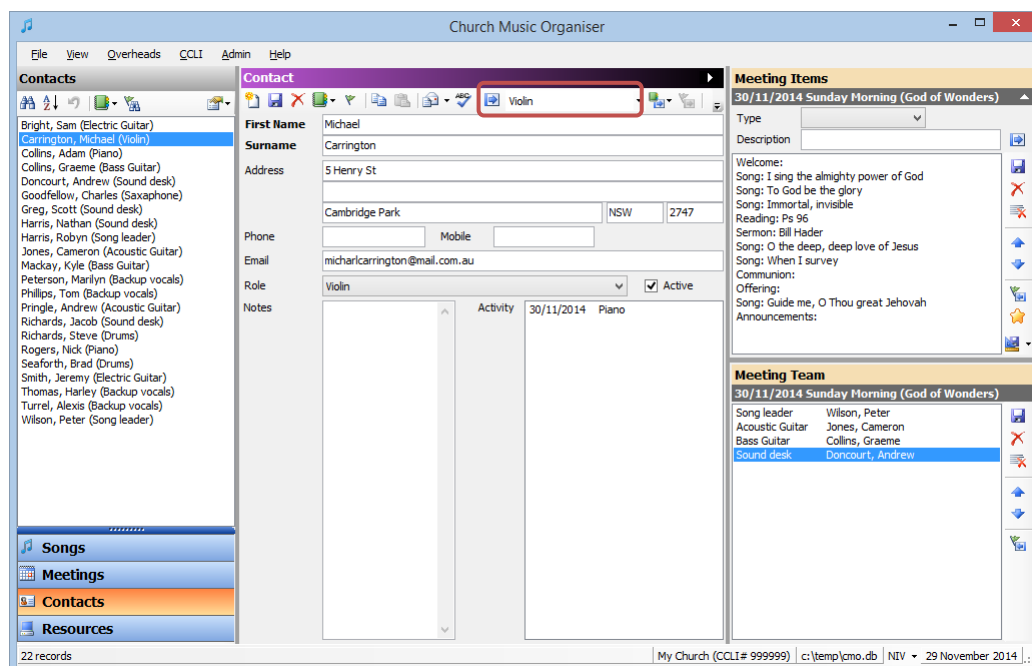


The process of adding team members is identical to adding songs. Select a contact and click the  button on the toolbar, or press Ctrl+A on the keyboard.

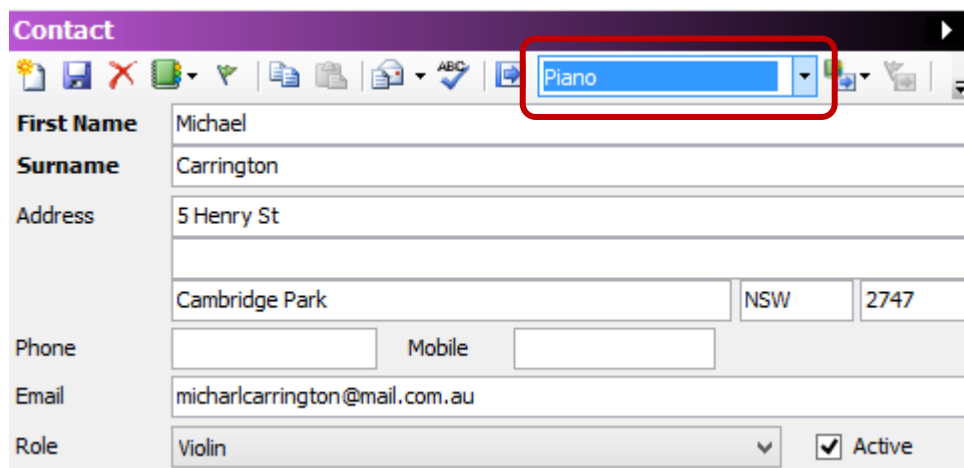
First up, we'll add Peter Wilson as a song leader, Cameron Jones as Acoustic Guitar, Graeme Collins as Bass, and Andrew Doncourt on the sound desk. We also need a piano player and a backup singer. For this meeting, I won't be using our normal


pianists, as Michael Carrington can also play piano. In this case I can override his preferred role and add him as the pianist.

First I have to select him in the list.



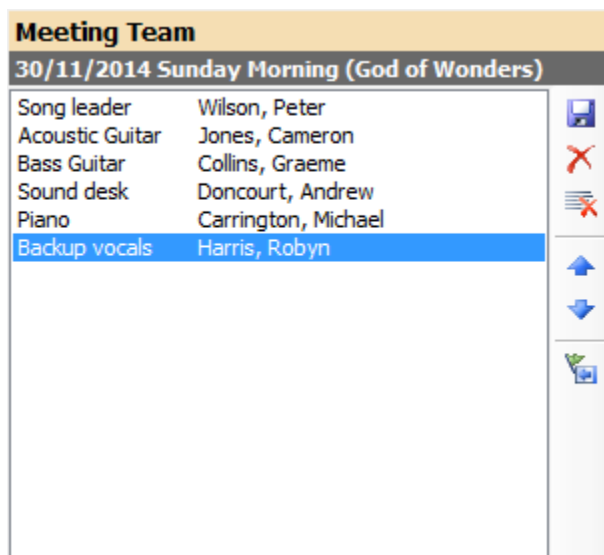
You'll notice that his preferred role is violin. In the toolbar you can see that "Violin" has been preselected in the dropdown list. To add Michael as the pianist, click on the dropdown icon to display the full list of role types, and select "Piano" in the list.




You can see that changing the role in this location doesn't change Michael's preferred role. I can now add Michael to the team as the pianist by clicking on the  button on the toolbar, or pressing Ctrl+A on the keyboard.



I also need to add Robyn Harris to do some backup vocals, so I do the same thing. I select her from the list, I choose "Backup vocals" in the toolbar, and add her to the list in the new role.



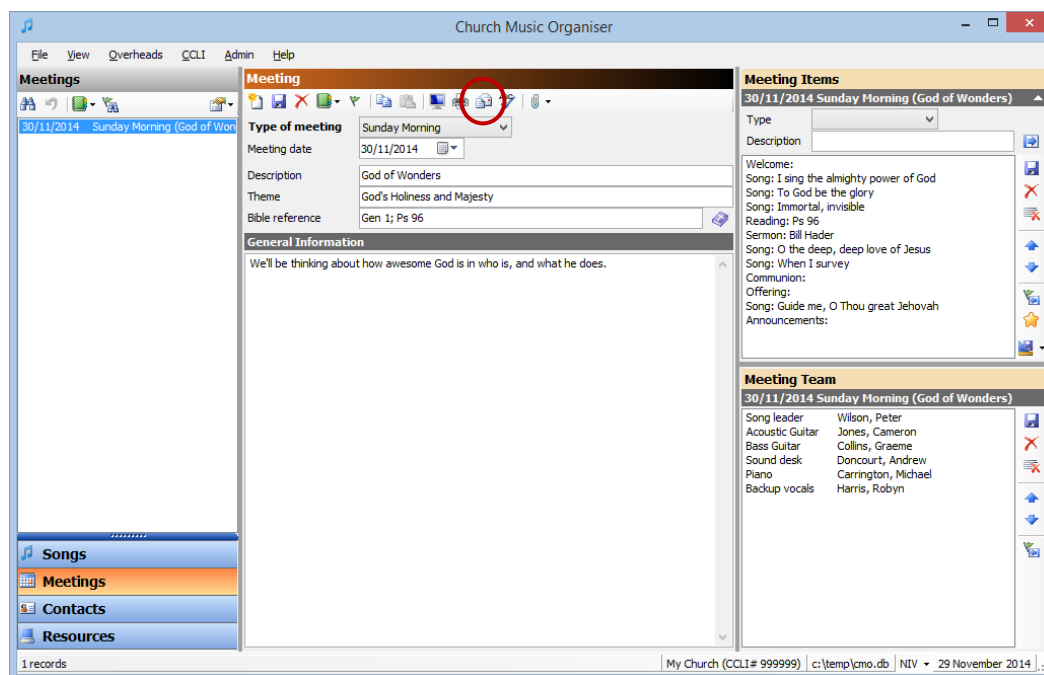
My team is ready. Click on the  button to save the team changes.


Note: The  button in the meeting items list and the meet team list do the same job - saves all changes to the meeting. It is the same as going to the meeting page and saving the meeting from there.

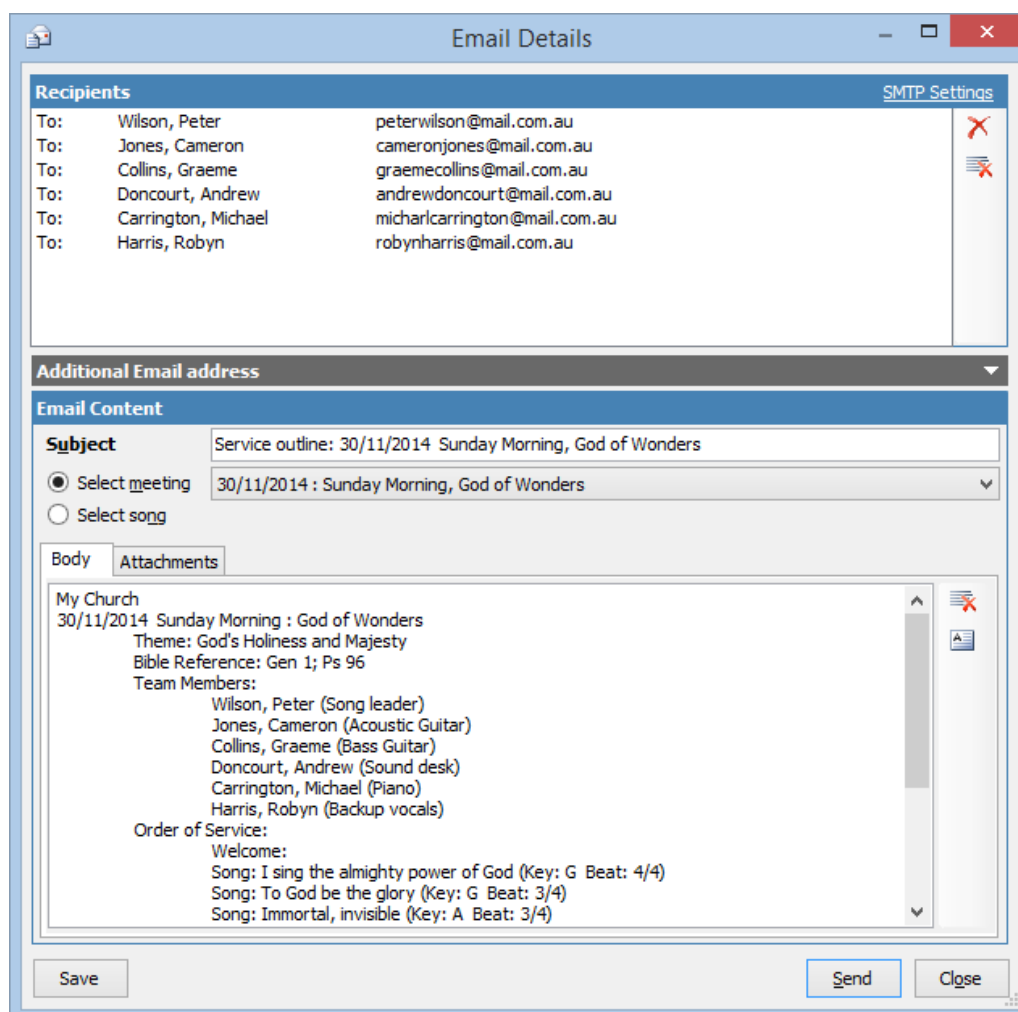
Sending the meeting to the team

Now that the order of service is done, and all the team members are selected, I can email the details of this meeting to all the team members.

Switch over to the meeting list. Our meeting should still be selected.



To send the meeting details to all team members, click on the  button in the toolbar, or press F8 on the keyboard.



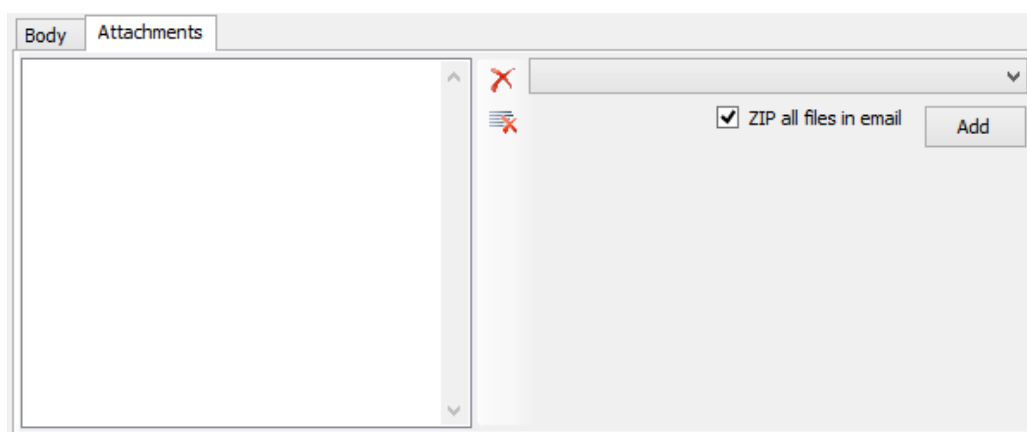
At the top of the dialog are all the team members for this meeting. Just below this is a grey bar entitled "Additional Email address". If I expand this section I can add other email addresses to the list.

Below this is the email content, where the subject, body and attachments are added.

By default, the subject line has been preset to be "Service outline: 30/11/2014 Sunday Morning, God of Wonders". The body of the email has preset to include all the details of the meeting (description, theme, Bible references). Next we can see all the team members and their roles in the service, followed by the order of service. The general information entered for the meeting is at the end. We can scroll the body text area to see this.

Email attachments

That may be sufficient for your team if they all keep their own copy of the music. But if you want the team members to have as much information as you can, we can attach some files to the email.



On the "Attachments" tab, you will see a dropdown list on the right. At the moment, this list will have the following items in it:

- Add attachment...
- Add any meeting file attachments from selected meeting
- Add any song file attachments from selected meeting
- Add a document of songs from selected meeting
- Add export XML of selected meeting

To use these items, select an item from the list and click on the "Add" button just below the list.

Add attachment...

This option allows you to add any file attachment to the email. When you click "Add" a file selection dialog will appear where the desired file can be selected.

Add any meeting file attachments from selected meeting

This option will add any file attachments that have been added to the meeting record. Clicking Add will look for any attachments and add them to the email.

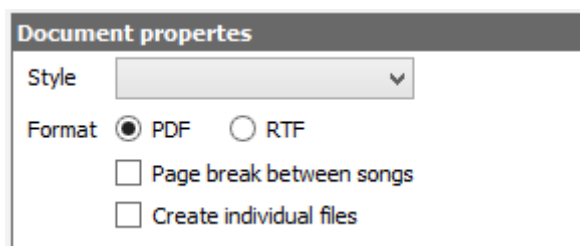
Add any song file attachments from selected meeting

This option will look at each song that is part of the meeting, and look for any file attachments on the songs. If any are found, they will be added to the attachment list.

Add a document of songs from selected meeting

This option allows a song document to be created and attached to the email.

Once selected, the following options will be displayed:



The "Style" dropdown indicated what sort of document you want to add. The options are:

- **Overhead document:** This style creates a document of all the song lyrics using large fonts that would have historically been used to create overhead transparencies for projection using an old-style projector. What these are useful for now are for song leaders or backup vocalists. Because of the large font sizes they are easy to read.
- **Songbook document:** This style creates a document of all the song lyrics using regular sized fonts. If you need to put lyrics into handouts, or include them in a bulletin for the service, this is the style to use.
- **Chord sheet document:** This style creates a document of all the song chord sheets (for those songs where chords have been added). This style is mainly useful for guitarists or any other musician who prefers to read the chords to play.

You can then choose the format of the document.

- **PDF** creates a standard PDF document, viewable using any PDF reader (ie Adobe Reader, Foxit Reader, etc).
- **RTF** creates a Microsoft Word compatible document.

The main difference between the two is that a PDF document is generally a fixed format document. Unless you have a PDF editor you will not be able to make changes to the document. An RTF document is editable in any word processor that can read RTF format.

The final options are:

Page break between songs: This option will include a page break between each of the songs in the document. This option is ignored for chord sheet documents, where it is always on.

Create individual files: Rather than include all the songs in one document, you can select this option and each song will be in a file on its own. This is mostly of benefit with chord sheet documents, particularly if your musicians use a tablet device for viewing the documents, as it is easier to switch between songs if each song is in a document by itself, rather than having to search for a song through multiple pages of a large document. Also, there are utilities you can install on tablets to help organise PDF music for musicians (in the Apple "App Store" see "NextPage Sheet Music reader", "TheGigEasy", or any number of document or PDF managers)

Select the style, format and layout options, then click "Add" to add the document. You can add multiple styles of document just by selecting some new style and clicking add again. For instance, you might want to send an overhead document for the song leader and backup vocalists, with each song on a new page, but all the songs in one document, but also add all the chord sheets as individual files.

Add export XML of selected meeting

If you use CMO in your service for displaying the song overheads, you can include an XML export of the meeting in the email, which can then be imported on your church computer. Then the sound desk operator doesn't need to add the songs manually to the overhead list. Also, because the export XML file contains all the song information, you can ensure that the song displayed to the congregation is the one you looked at when preparing the service. The lyrics and verse order will match.

Email Content

Subject Service outline: 30/11/2014 Sunday Morning, God of Wonders

☒ Select meeting 30/11/2014 : Sunday Morning, God of Wonders

☐ Select song

Body **Attachments**

Overhead document (RTF) for meeting 30/11/2014
 Chord charts (PDF) for song I sing the almighty pc
 Chord charts (PDF) for song To God be the glory
 Chord charts (PDF) for song When I survey
 Chord charts (PDF) for song Guide me, O Thou gre
 Export XML for meeting 30/11/2014 : Sunday Mon

Attachments

Add export XML of selected meeting

☒ ZIP all files in email **Add**

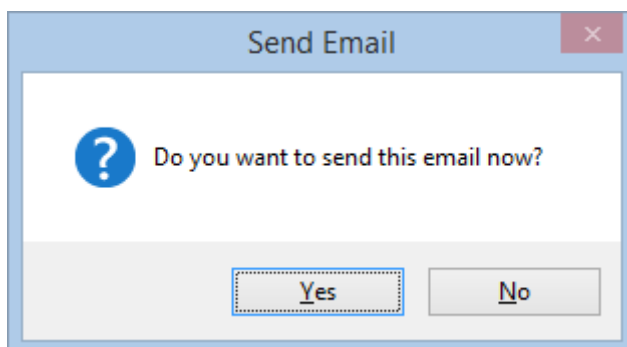
In this example, I've added an overhead document as a single RTF document, as well as chord sheets as individual PDF files, and finally I've included the meeting export XML.

Because some of these files can be quite large, and email providers can be fickle about how much data you can receive in a single email, you can optionally ZIP the

attachments when adding them to the email by checking the "ZIP all files in email". Some users may prefer to receive all the files as individual attachments, particularly if they receive the email direct to their tablet. Unzipping files can be problematic on tablet devices, so check with your team as to what they would prefer to receive.

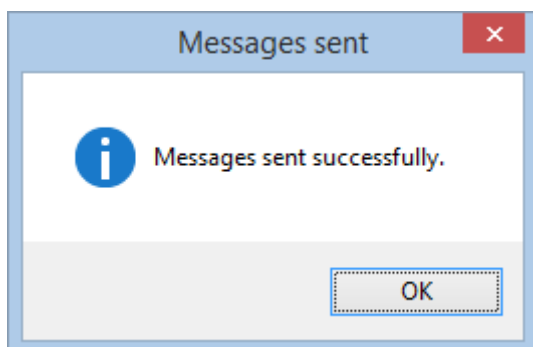
With all our files attached, there is nothing left to do except send the email. Click on the "Send" button to start the process.

You will see this message:

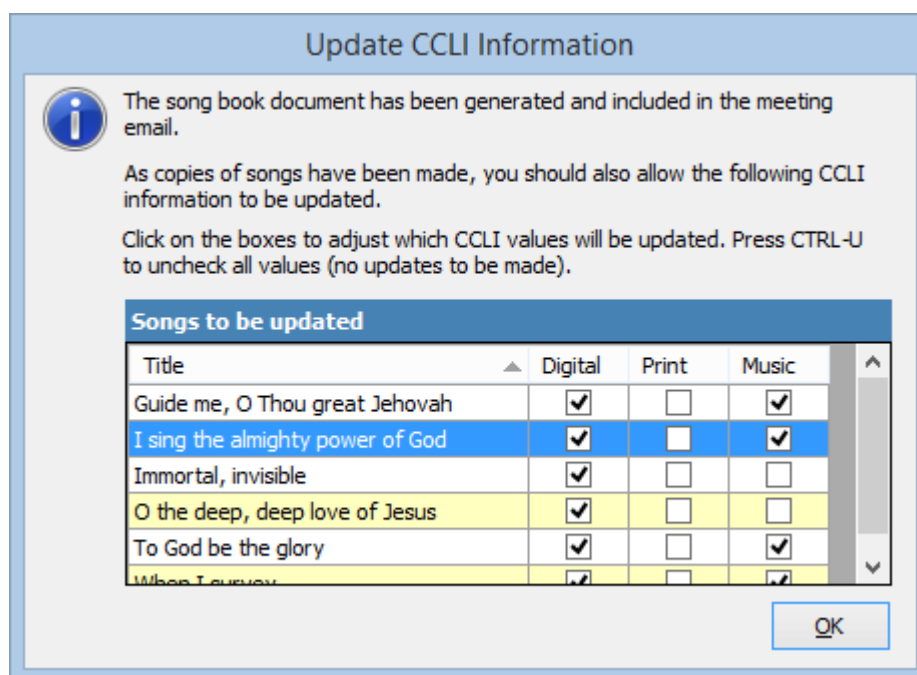


Click "Yes" to send.

If your SMTP settings are correct, hopefully you should soon see this message:



Because we have essentially created a copy of lyrics and music by sending this email, the following dialog will now appear:



This dialog is part of the CCLI reporting system in CMO. Copies of lyrics and music should be recorded against your CCLI usage statistics. Whenever your print or email song lyrics or music this dialog will be displayed to enable you to confirm the type of updates taking place.

In almost all cases you should just click OK and allow CMO to increment the various counters. One assumption that CMO makes is that any song attachment is related to music - it might be a full score of the song, or perhaps just a lead sheet. But the assumption is that it counts towards your music photocopy license. If, however, you know that a particular song has an attachment that is not music related, you could uncheck the "Music" box next to the song in question. That will prevent the music counter from being incremented.

CCLI integration will be covered in more detail in chapter 16.

Summary

This chapter has covered the process of creating your first meeting, added order of service items, adding songs, and organising your order of service. We have added team members in both their preferred role and in other roles, and we have transmitted the meeting plan, along with all the necessary music, to the team.

Chapter 5: Advanced meeting topics

In the previous chapter we looked at how to create a basic meeting, add items to the order of service, add team members and send the meeting out to the team. In this chapter we're going to look at some of the more advanced things we can do with meetings.

Adding team members in groups

We've seen how to add individual team members to a meeting. If your music team is large enough to have teams, the process of adding team members can be streamlined even further.

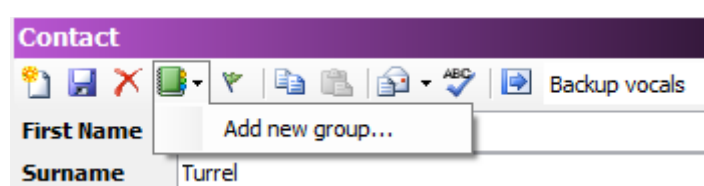
In this example, we will assume we have four music teams; two teams for Sunday morning services, and two teams for Sunday evening services. Some team members will be in two groups. Below is the make-up of each team:

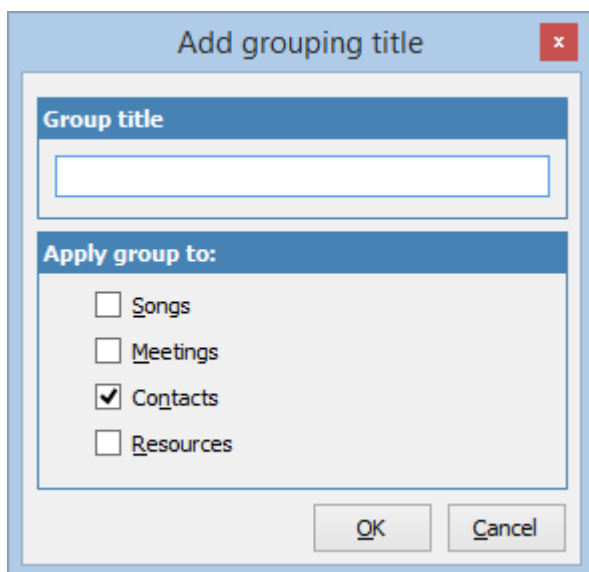
Role	Sunday Morning 1	Sunday Morning 2	Sunday Evening 1	Sunday Evening 2
Electric Guitar	Sam Bright		Sam Bright	Jeremy Smith
Saxophone		Charles Goodfellow		Charles Goodfellow
Bass Guitar	Graeme Collins	Kyle Mackay	Graeme Collins	Kyle Mackay
Drums	Brad Seaforth	Steve Richards	Steve Richards	Brad Seaforth
Backup Vocals	Marilyn Peterson	Tom Phillips	Harley Thomas	Alexis Turrel
Acoustic Guitar	Andrew Pringle	Cameron Jones	Cameron Jones	Andrew Pringle
Piano	Adam Collins	Nick Rogers	Adam Collins	Nick Rogers
Sound desk	Jacob Richards	Andrew Doncourt	Nathan Harris	Scott Greg
Song leader	Peter Wilson	Robyn Harris	Robyn Harris	Peter Wilson

Notice that some team members are in multiple teams. When using groups, the preferred role of the contact will be the role they have in the team.

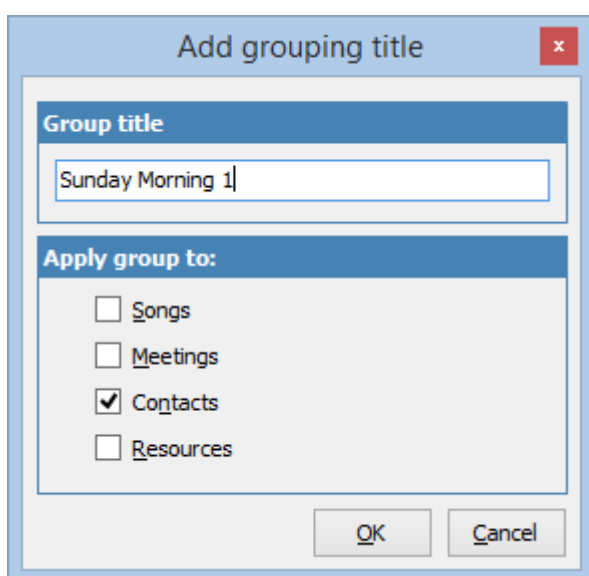
To set this up we first need to create some groups.

On the contact toolbar, click on the  icon, and select "Add new group..."

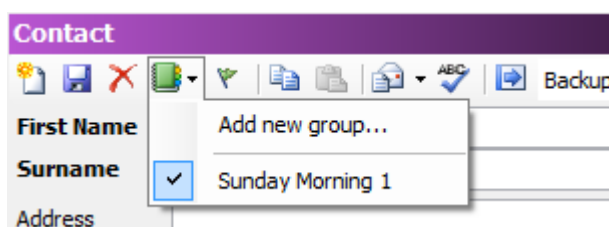




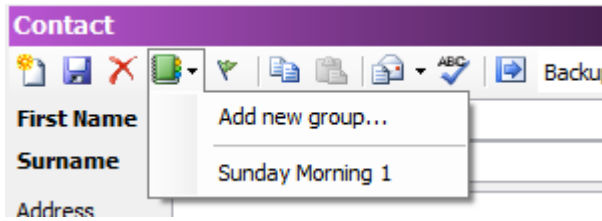
This dialog allows us to add a new contact group. Enter the title of the group and click OK.



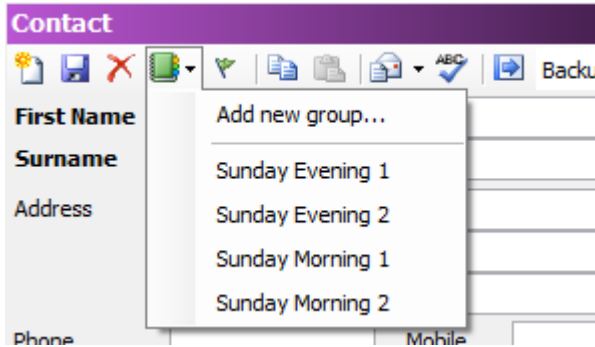
You should now see this.



By default, when you add a group from the toolbar, it will be automatically added to the currently selected contact. If that's what you want, just leave it. But, if this contact isn't in this group, simply uncheck the group to remove them.

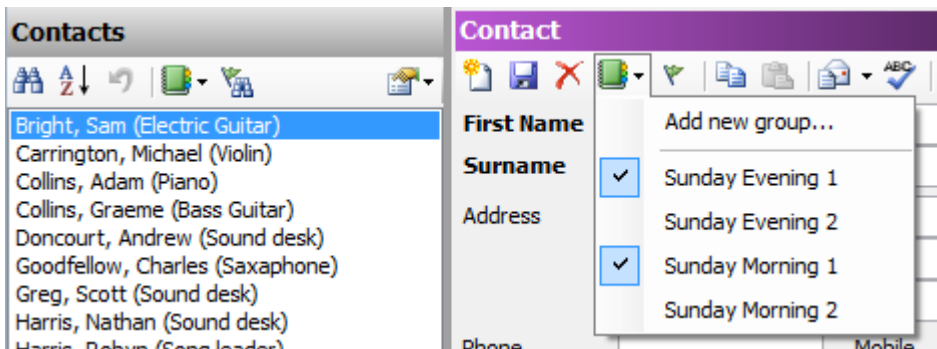


When we've finished adding groups, the list will look like this:



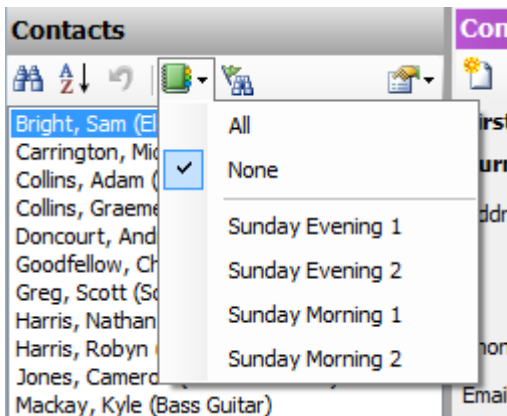
Now we can go through the process of adding team members to the different groups by selecting each contact, and checking the groups they are in.

Starting with Sam Bright, he is in Sunday Morning 1 and Sunday Evening 1.

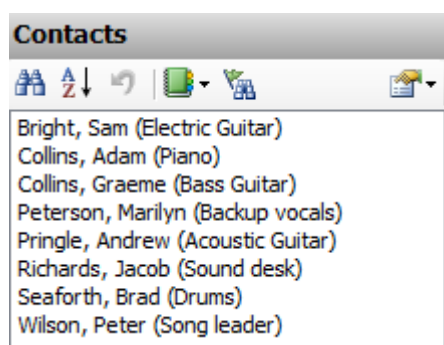


We continue to add all the team members to their respective groups.

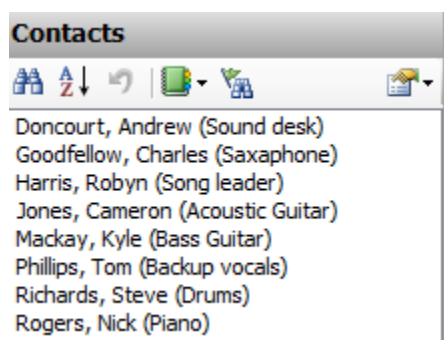
Once complete we can check we have everyone in the correct teams by selecting the group in the contact list:



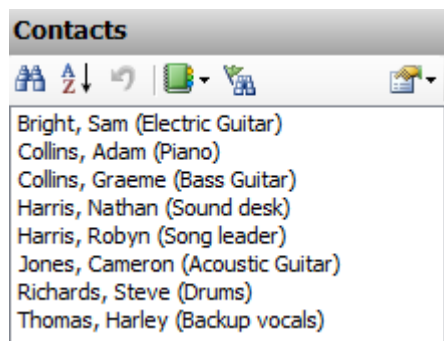
If we select Sunday Morning 1 we see this:



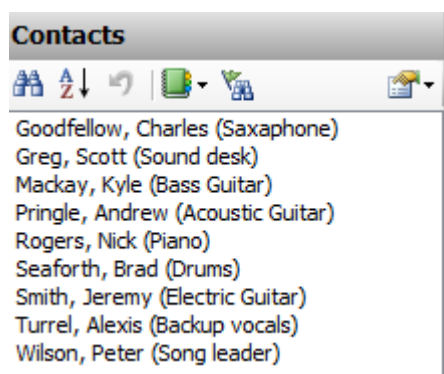
Sunday Morning 2 looks like this:




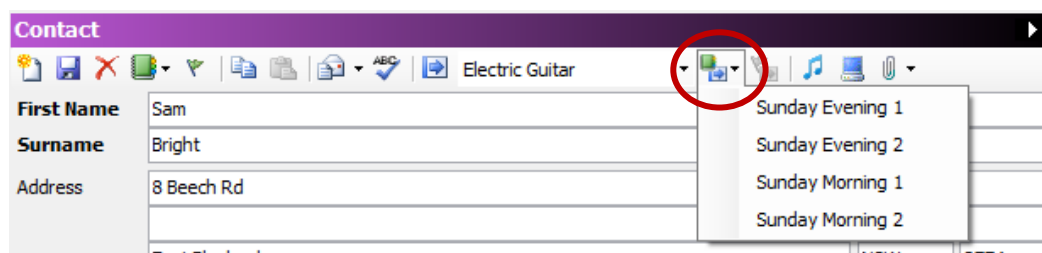
Sunday Evening 1 looks like this:



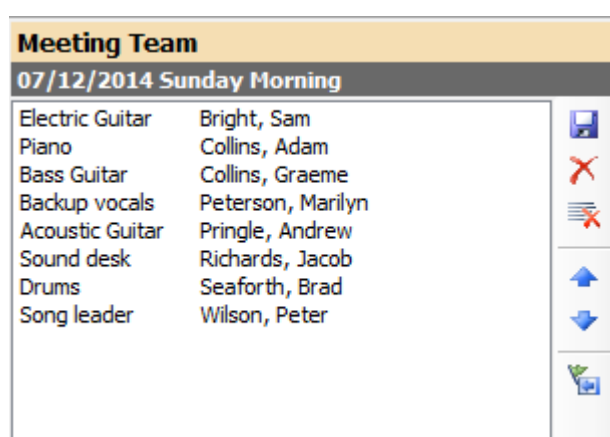
And Sunday Evening 2 looks like this:



Now, when we want to add a team to the meeting, we click on the  icon in the contact toolbar.



Then we click on the team we want to add.

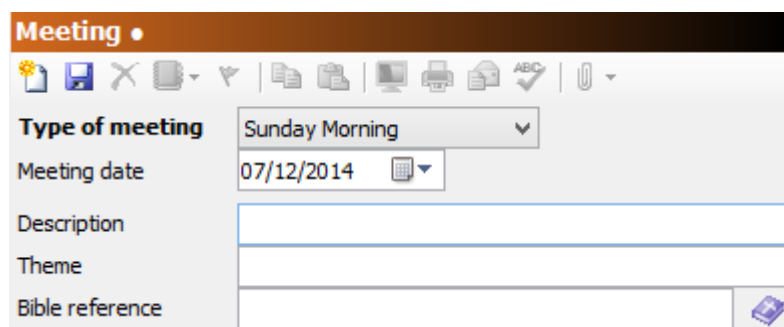


All our team members are added in one go.

Creating meeting templates

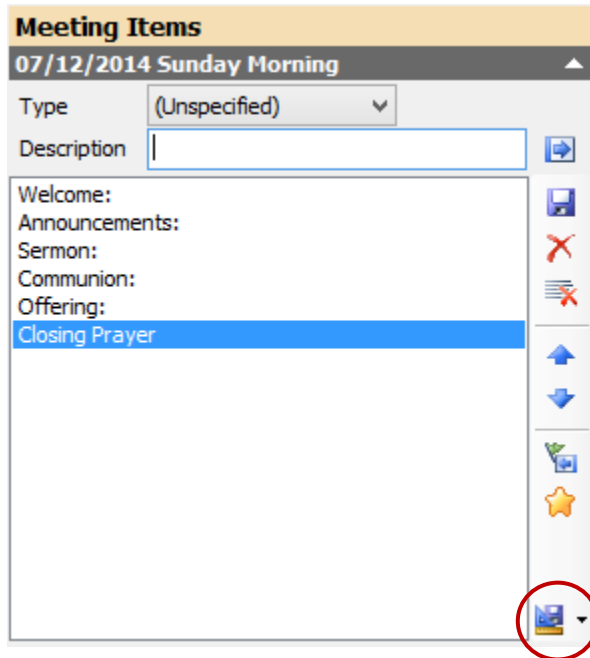
The process of adding order of service items to a meeting can also be streamlined. Quite often, a normal Sunday service will have a standard set of elements. For instance, there might always be a Welcome section, some announcements, a sermon, communion, and an offering. Rather than add those elements manually every time we create a Sunday morning meeting, we can create a meeting template.


First, we need to create a new meeting of the type we want to create a template for. So, if you want to create a template for a Sunday morning meeting, create a new Sunday morning meeting.

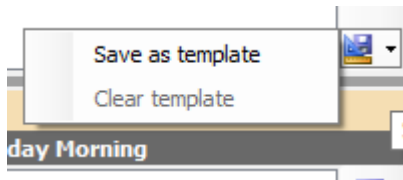


Save the meeting (even if we won't be using the actual meeting) so we can add order of service items.

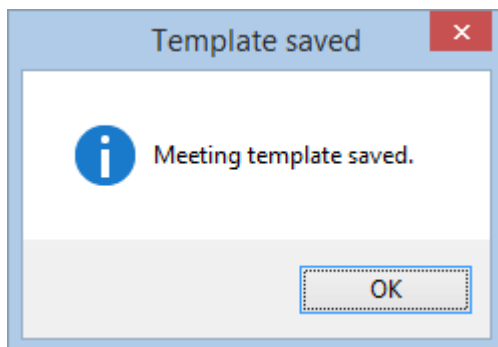
Then, add all the order of service items you want to appear in the template, and order them how you want them.



Finally, click on the  icon and select "Save as template"

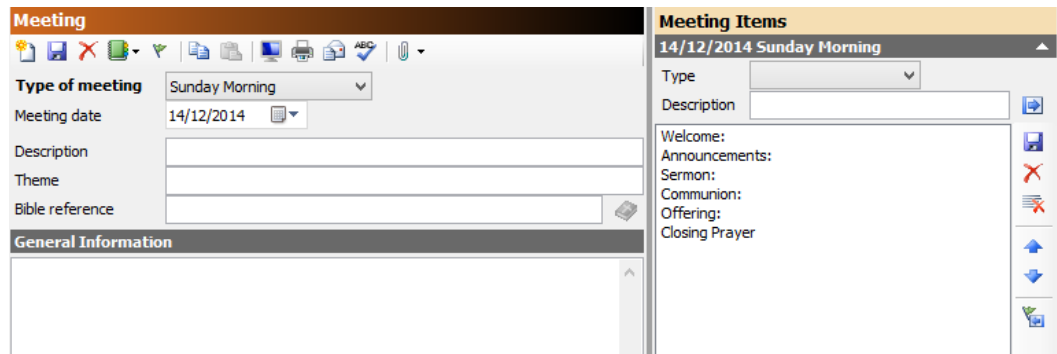


You will see a dialog saying the template was saved.



Now that the Sunday Morning template is saved, any time we create a Sunday morning meeting, the template will be applied.


Here, I've created a new meeting for December 14, and clicked on the save button.

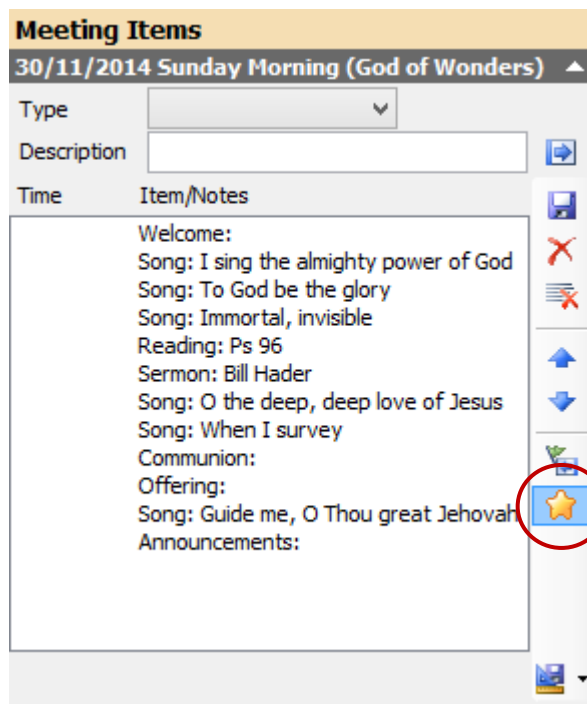


Notice that all the template items have appeared, in the order we specified in the template.

Using enhanced meeting features

For a lot of meetings, all you need is the order of service. For some meetings, though, you need to be able to calculate the time each segment takes, to ensure your service doesn't go overtime. For these meetings, CMO provides an "enhanced" mode.

To turn the enhanced mode on, click on the  symbol located in the meeting items toolbar.



After turning it on, an additional column, "Time", becomes visible. Now we can add a time amount for each item in the order of service.

When you select an item in the list, two dropdown buttons will be visible.

The screenshot shows the 'Meeting Items' window for '30/11/2014 Sunday Morning (God of Wonders)'. The 'Time' dropdown menu is open, showing a list of items: 'Welcome:', 'Song: I sing the almighty power of God', 'Song: To God be the glory', and 'Song: Immortal, invisible'. The 'Welcome:' item is selected. Red circles highlight the 'Time' dropdown and the 'Welcome:' item.

Clicking on the "Time" dropdown will display a time selection control.

The screenshot shows the 'Meeting Items' window with the 'Time' dropdown menu open. The time selection control is visible, showing '00:00:00'. Red boxes highlight the time selection control and the 'Welcome:' item.

The time selector allows you to select the hours, minutes and seconds that this item will take. Click on the up arrows to increase the values, and click on the down arrows to decrease the values.

The screenshot shows the 'Meeting Items' window with the 'Time' dropdown menu open. The time selection control is visible, showing '00:03:00'. Red boxes highlight the time selection control and the 'Welcome:' item. The list of items is expanded, showing: 'Welcome:', 'Song: I sing the almighty power of God', 'Song: To God be the glory', 'Song: Immortal, invisible', 'Reading: Ps 96', 'Sermon: Bill Hader', 'Song: O the deep, deep love of Jesus', 'Song: When I survey', 'Communion:', 'Offering:', 'Song: Guide me, O Thou great Jehovah', and 'Announcements:'.

Here, we've entered a value of 3 minutes for the "Welcome" item. Notice that a total time figure is visible at the bottom of the list.



Tip: Holding down the "Shift" key and clicking on the up or down arrows will increment that value by 10 instead of 1.

Using this method we can add time values for all the elements.

Meeting Items
30/11/2014 Sunday Morning (God of Wonders)

Type: [Dropdown]
 Description: [Text Box]

Time	Item/Notes
00:03:00	Welcome:
00:03:30	Song: I sing the almighty power of God
00:03:00	Song: To God be the glory
00:04:00	Song: Immortal, invisible
00:02:30	Reading: Ps 96
00:25:00	Sermon: Bill Hader
00:04:00	Song: O the deep, deep love of Jesus
00:04:00	Song: When I survey
00:15:00	Communion:
00:10:00	Offering:
00:04:00	Song: Guide me, O Thou great Jehovah
00:03:00	Announcements:

01:21:00

We've now added time values to all the elements, coming up with a total time of 1 hour and 21 minutes.

We can also add some additional text to each item, things like planner notes, or special instructions. Clicking on the other dropdown button brings up a text box.

Meeting Items
30/11/2014 Sunday Morning (God of Wonders)

Type: [Dropdown]
 Description: [Text Box]

Time	Item/Notes
00:03:00	Welcome:
00:03:30	Song: I sing the almighty power of God
00:03:00	Song: To God be the glory
00:04:00	Song: Immortal, invisible
00:02:30	Reading: Ps 96 To be read by Karen Wilson
00:25:00	Sermon: Bill Hader
00:04:00	Song: O the deep, deep love of Jesus
00:04:00	Song: When I survey
00:15:00	Communion:
00:10:00	Offering:
00:04:00	Song: Guide me, O Thou great Jehovah
00:03:00	Announcements:

01:21:00

In this example, we're adding some additional text to the reading item, indicating who will be doing the reading.

Click on the dropdown button again, or anywhere else, and the text will be added.

Meeting Items
30/11/2014 Sunday Morning (God of Wonders) ▲

Type: ▼

Description:

Time	Item/Notes
00:03:00	Welcome:
00:03:30	Song: I sing the almighty power of God
00:03:00	Song: To God be the glory
00:04:00	Song: Immortal, invisible
00:02:30 ▼	Reading: Ps 96 To be read by Karen Wilson
00:25:00	Sermon: Bill Hader
00:04:00	Song: O the deep, deep love of Jesus
00:04:00	Song: When I survey
00:15:00	Communion:
00:10:00	Offering:
00:04:00	Song: Guide me, O Thou great Jehovah
00:03:00	Announcements:

01:21:00

Preset item times

It's fairly simple to enter times for each of the items in an order of service, but we can also preset these values to make this job even easier.

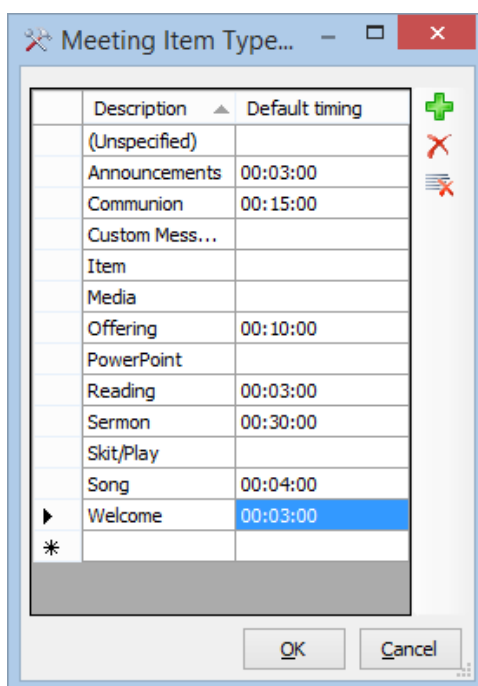
Go to the "Admin → Meeting Item Types..." menu to display the Meeting Item Types Administration window.

Meeting Item Type...

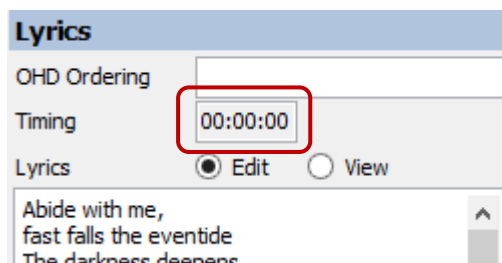
Description ▲	Default timing
(Unspecified)	
Announcements	
Communion	
Custom Mess...	
Item	
Media	
Offering	
PowerPoint	
Reading	
Sermon	
Skit/Play	
Song	
Welcome	
*	

OK Cancel

On this dialog we can enter the default time for each of the different item types we use. Click twice in the "Default timing" column to display the time selector, and enter a time value for each of items.



Notice that we have also put in a default time for songs. This will be the default time allocated to a song that doesn't have a specific timing value entered.



Now that we have default timing, the next time we add those items to a meeting, the default times will be applied.

Meeting Items
07/12/2014 Sunday Morning

Type: [Dropdown]
Description: [Text Box]

Time	Item/Notes
00:03:00	Welcome:
00:03:00	Announcements:
00:03:00	Reading:
00:30:00	Sermon:
00:15:00	Communion:
00:10:00	Offering:

01:06:00



Note: If you created a meeting template before you added the default time values, meetings created from that template will not contain the time values. To include the time values in the template, recreate the template after the default time values have been set. Also, if the default time for an item is changed, and that item is part of a template, the template will need to be recreated with the new timing value set.

Summary

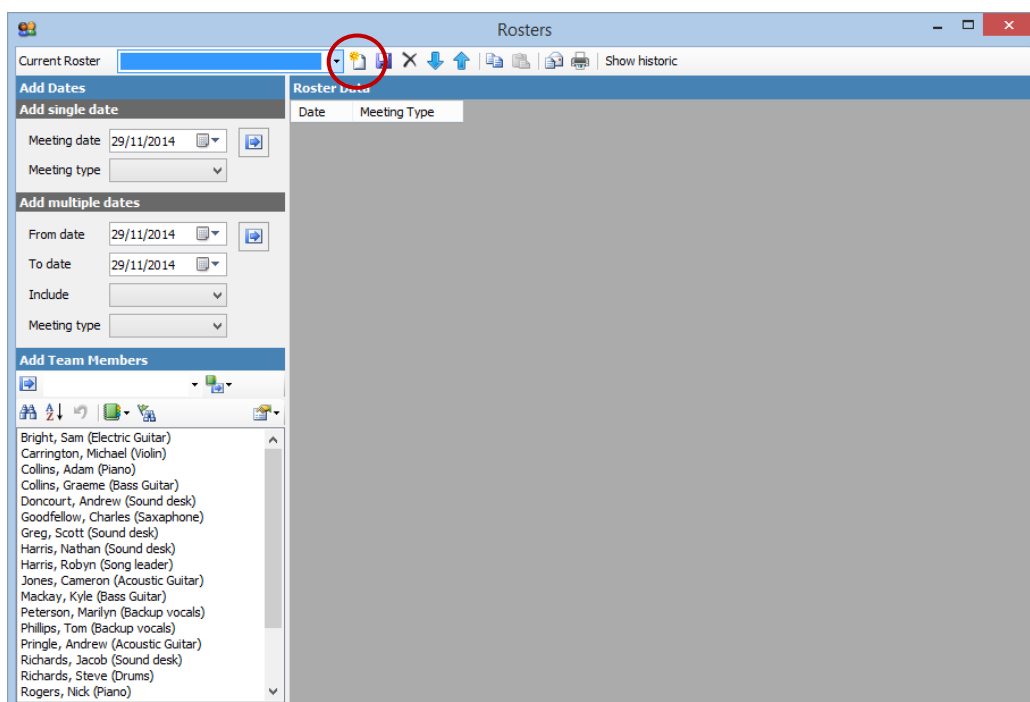
In this chapter we've looked at using groups to streamline adding team members to a meeting, using meeting templates to streamline the order of service process, and using enhanced meetings.


Chapter 6: Rosters

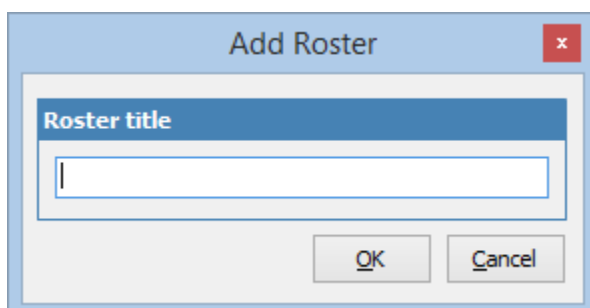
One job of music ministry leaders is to roster your music team so that everyone can know ahead of time when it's their turn for song leading or piano playing. CMO endeavours to make this job as easy as possible, by providing a simple way of creating the roster, as well as integrating the roster with meeting preparation.

Creating a roster

The first step in using rosters is to create one. Go to the "View → Rosters → Roster maintenance..." menu.



On the roster maintenance window, click on the  button in the toolbar to create a new roster.



You will be asked for the name of this roster. Enter a name and click "OK".

The screenshot shows the 'Rosters' window. At the top, there's a 'Current Roster' dropdown menu with 'Main Roster' selected. Below this, there are two main sections: 'Add Dates' and 'Roster Data'. The 'Add Dates' section has a sub-section 'Add single date' with fields for 'Meeting date' (set to 29/11/2014) and 'Meeting type' (empty). The 'Roster Data' section has a table with columns 'Date' and 'Meeting Type'.


After entering a roster name, it will be automatically selected in the "Current roster" list. You can have as many rosters as you like, each with a different function. For instance, you might like to keep your Sunday morning roster separate to your Sunday evening roster. In our example we will just use a single roster.

Adding meetings to a roster

After creating a roster, the next step is to add some meeting dates to it. There are two ways to do this:

Add single date

The screenshot shows the 'Add single date' form. It has two fields: 'Meeting date' (set to 7/12/2014) and 'Meeting type' (set to Sunday Morning). There is a blue button with a right-pointing arrow next to the date field.

To just add a single meeting, select a date in the "Meeting date" field, select the type of meeting you would like to add, and click on the  button to add the meeting to the roster.


The screenshot shows the 'Rosters' window after adding a single date. The 'Current Roster' dropdown is still 'Main Roster'. The 'Roster Data' table now has one entry: '7/12/2014' under the 'Date' column and 'Sunday Morning' under the 'Meeting Type' column.

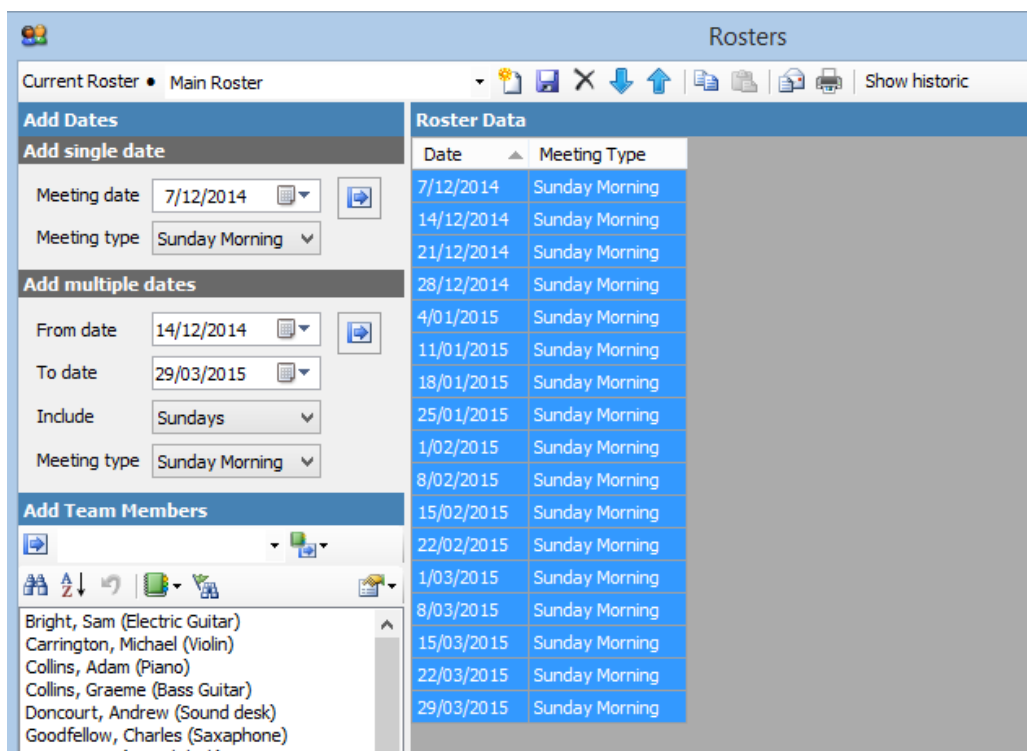
Add multiple dates

The screenshot shows the 'Add multiple dates' form. It has four fields: 'From date' (set to 14/12/2014), 'To date' (set to 29/03/2015), 'Include' (set to Sundays), and 'Meeting type' (set to Sunday Morning). There is a blue button with a right-pointing arrow next to the 'From date' field.

To add multiple dates at one go, select the starting date in the "From date" field, and select the ending date in the "To date" field. Then, specify what days to include. The options are:

- [All days] - All days (Sunday through Saturday) will be included.
- Sundays - Only Sundays between the two dates will be included.
- Mondays - Only Mondays between the two dates will be included.
- Tuesdays - Only Tuesdays between the two dates will be included.
- Wednesdays - Only Wednesdays between the two dates will be included.
- Thursdays - Only Thursdays between the two dates will be included.
- Fridays - Only Fridays between the two dates will be included.
- Saturdays - Only Saturdays between the two dates will be included.

Finally, select the meeting type to use for added meetings. Click on the  button to add all the meetings.



Roster Data	
Date	Meeting Type
7/12/2014	Sunday Morning
14/12/2014	Sunday Morning
21/12/2014	Sunday Morning
28/12/2014	Sunday Morning
4/01/2015	Sunday Morning
11/01/2015	Sunday Morning
18/01/2015	Sunday Morning
25/01/2015	Sunday Morning
1/02/2015	Sunday Morning
8/02/2015	Sunday Morning
15/02/2015	Sunday Morning
22/02/2015	Sunday Morning
1/03/2015	Sunday Morning
8/03/2015	Sunday Morning
15/03/2015	Sunday Morning
22/03/2015	Sunday Morning
29/03/2015	Sunday Morning

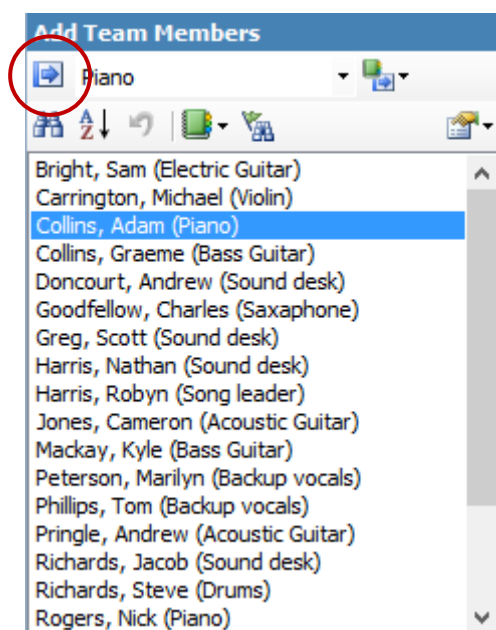
We have now added dates from December 7 to March 29.


Adding team members to a roster

Once meetings are in the roster, we can add team members to it. Select a date in the meeting grid by clicking on it.

Roster Data	
Date	Meeting Type
7/12/2014	Sunday Morning
14/12/2014	Sunday Morning
21/12/2014	Sunday Morning
28/12/2014	Sunday Morning
4/01/2015	Sunday Morning
11/01/2015	Sunday Morning
18/01/2015	Sunday Morning
25/01/2015	Sunday Morning
1/02/2015	Sunday Morning
8/02/2015	Sunday Morning
15/02/2015	Sunday Morning
22/02/2015	Sunday Morning
1/03/2015	Sunday Morning
8/03/2015	Sunday Morning
15/03/2015	Sunday Morning
22/03/2015	Sunday Morning
29/03/2015	Sunday Morning

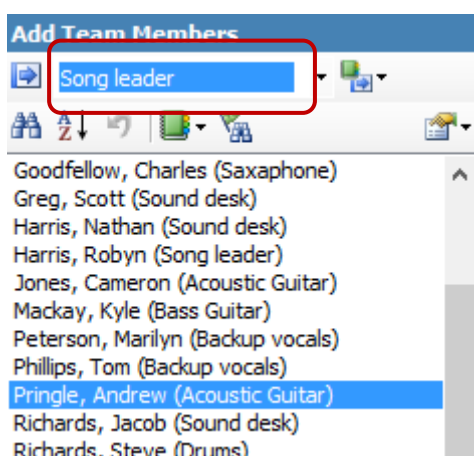
The meeting on December 7 is selected. Now, select a contact from the contact list that you want to add.



Click on the  button in the "Add Team Members" section to add the team member in their default role.

Roster Data			
Date	Meeting Type	Piano	
7/12/2014	Sunday Morning	Collins, Adam	
14/12/2014	Sunday Morning		
21/12/2014	Sunday Morning		
28/12/2014	Sunday Morning		
4/01/2015	Sunday Morning		
11/01/2015	Sunday Morning		

Adding a team member in a non-preferred role is simply a matter of overriding the role in the dropdown list before adding them.



In this example, I selected Andrew Pringle, whose default role is "Acoustic Guitar", but I have selected "Song leader" from the override list. When I add him, he will be added in this new role.

Roster Data				
Date	Meeting Type	Piano	Song leader	
7/12/2014	Sunday Morning	Collins, Adam	Pringle, Andrew	
14/12/2014	Sunday Morning			
21/12/2014	Sunday Morning			
28/12/2014	Sunday Morning			

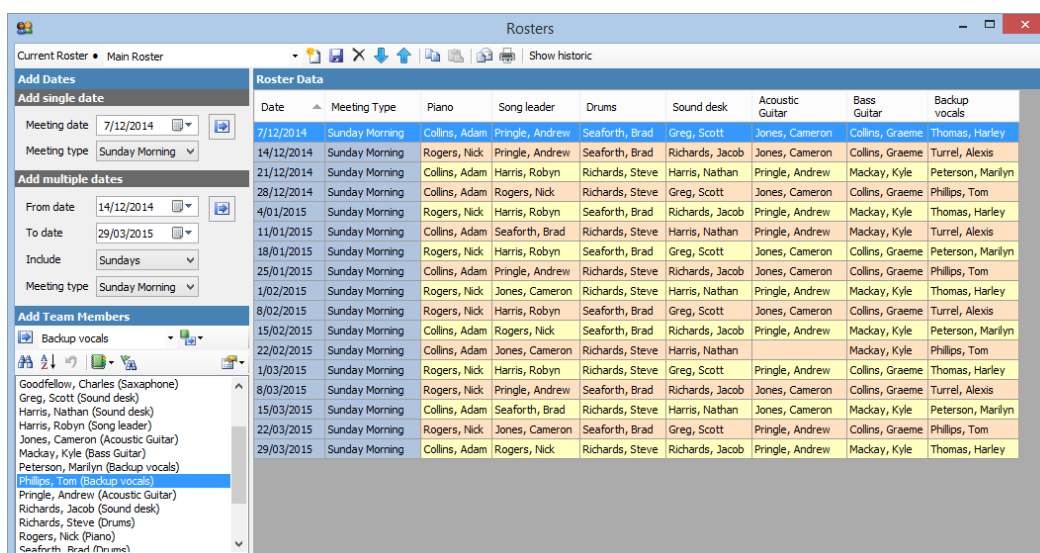
You can add team members to multiple meetings by holding down the "Ctrl" key and selecting multiple meetings from the list.

Roster Data			
Date ▲	Meeting Type	Piano	Song leader
7/12/2014	Sunday Morning	Collins, Adam	Pringle, Andrew
14/12/2014	Sunday Morning		
21/12/2014	Sunday Morning		
28/12/2014	Sunday Morning		
4/01/2015	Sunday Morning		
11/01/2015	Sunday Morning		
18/01/2015	Sunday Morning		
25/01/2015	Sunday Morning		
1/02/2015	Sunday Morning		
8/02/2015	Sunday Morning		
15/02/2015	Sunday Morning		
22/02/2015	Sunday Morning		
1/03/2015	Sunday Morning		
8/03/2015	Sunday Morning		
15/03/2015	Sunday Morning		
22/03/2015	Sunday Morning		
29/03/2015	Sunday Morning		

Here I've selected meetings on December 21, January 4, January 18, February 8, and March 1. Now when I add Robyn Harris as a Song leader, she will be added to all these meetings.

Roster Data			
Date ▲	Meeting Type	Piano	Song leader
7/12/2014	Sunday Morning	Collins, Adam	Pringle, Andrew
14/12/2014	Sunday Morning		
21/12/2014	Sunday Morning		Harris, Robyn
28/12/2014	Sunday Morning		
4/01/2015	Sunday Morning		Harris, Robyn
11/01/2015	Sunday Morning		
18/01/2015	Sunday Morning		Harris, Robyn
25/01/2015	Sunday Morning		
1/02/2015	Sunday Morning		
8/02/2015	Sunday Morning		Harris, Robyn
15/02/2015	Sunday Morning		
22/02/2015	Sunday Morning		
1/03/2015	Sunday Morning		Harris, Robyn
8/03/2015	Sunday Morning		
15/03/2015	Sunday Morning		
22/03/2015	Sunday Morning		
29/03/2015	Sunday Morning		

Using this method the roster can be quickly populated.




You can add multiple people to roles if required. For instance, if you need multiple people on backup vocals, or the sound desk, simply add the extra people as required.

Roster Data								
Date	Meeting Type	Piano	Song leader	Drums	Sound desk	Acoustic Guitar	Bass Guitar	Backup vocals
7/12/2014	Sunday Morning	Collins, Adam	Pringle, Andrew	Seaforth, Brad	Greg, Scott	Jones, Cameron	Collins, Graeme	Thomas, Harley Phillips, Tom
14/12/2014	Sunday Morning	Rogers, Nick	Pringle, Andrew	Seaforth, Brad	Richards, Jacob	Jones, Cameron	Collins, Graeme	Turrel, Alexis
21/12/2014	Sunday Morning	Collins, Adam	Harris, Robyn	Richards, Steve	Harris, Nathan	Pringle, Andrew	Mackay, Kyle	Peterson, Marilyn

In this example, I've added Harley Thomas and Tom Phillips to the Backup Vocals role.

Click on the  button to save the roster.

Sending the roster to participants

Once all the roster information is stored, the roster can be emailed to all the participants. Click on the  button to open the Roster Email dialog.

Roster Email - Main Roster

Roster settings

From date: 29/11/2014 To date: 29/03/2015

☒ Attach full roster to email

Email text [SMTP Settings](#)

Subject: Roster Information

Hi, <firstname>,
 Your roster for the period until <enddate> is:
 <roster>
 Let me know if there are any problems.

Placeholders:
 Use "<firstname>" to include the first name of the contact being emailed.
 Use "<enddate>" to include the last date of the roster period being sent.
 Use "<startdate>" to include the first date of the roster period being sent.
 Use "<roster>" to include the roster information for the contact.

Send **Cancel**

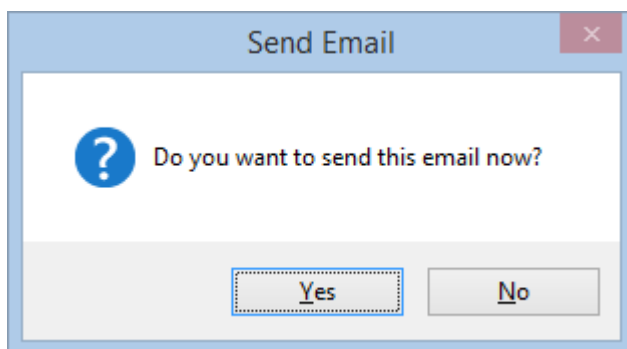
The roster email dialog allows you to customise the message that is sent to each participant.

In the "Roster settings" section, enter the date range you want to include in the email. By default this will be from the earliest start date in the roster that is in the future, to the last date in the roster. You might, however, only want to send out one month's roster at a time, so you can select a different end date.

By default, the email body will include roster information related to each member. That is, each member will receive a summary of their roles and the dates they are rostered on for. However, if you would like to send everyone a CSV file that contains all the roster information, and can be opened in a program like Microsoft Excel, check the "Attach full roster to email".

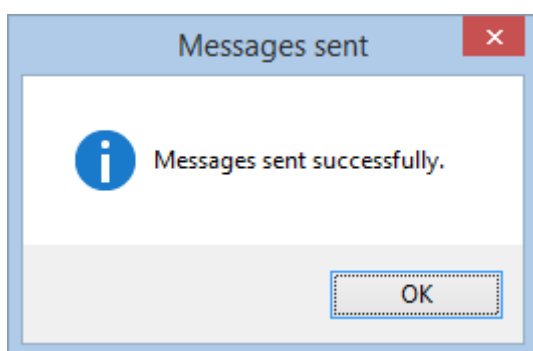
In the "Email text" section you can define the content of the email. Each team member will receive a personalised email, and the text defined here works like a mail merge. There are some placeholders you can use to define the position of first names, the start or end dates of the roster information being sent, and the position of personalised roster information.

The default text will include some of these placeholders. You can move them around as you see fit. Once you are happy with the email text, click on the "Send" button to send the emails.



You will be asked to confirm that you want to send the email now. Click "Yes" to start the emailing process.

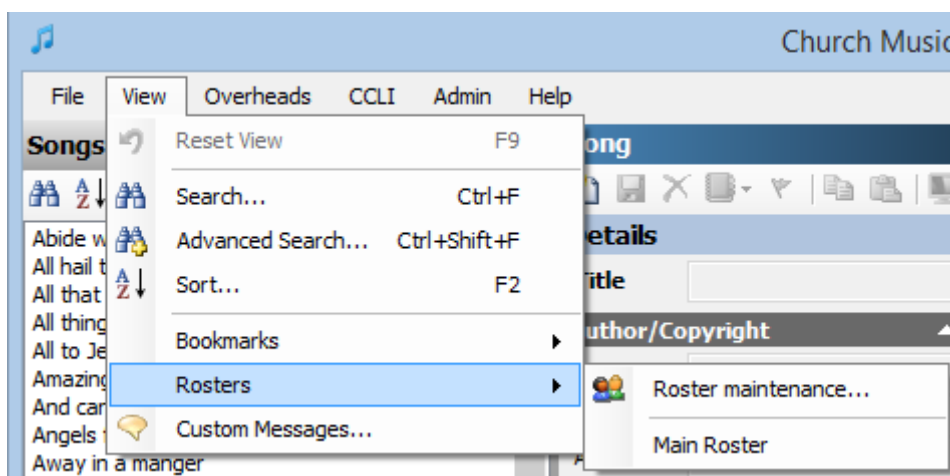
If your SMTP settings are correct, hopefully you should soon see this message:



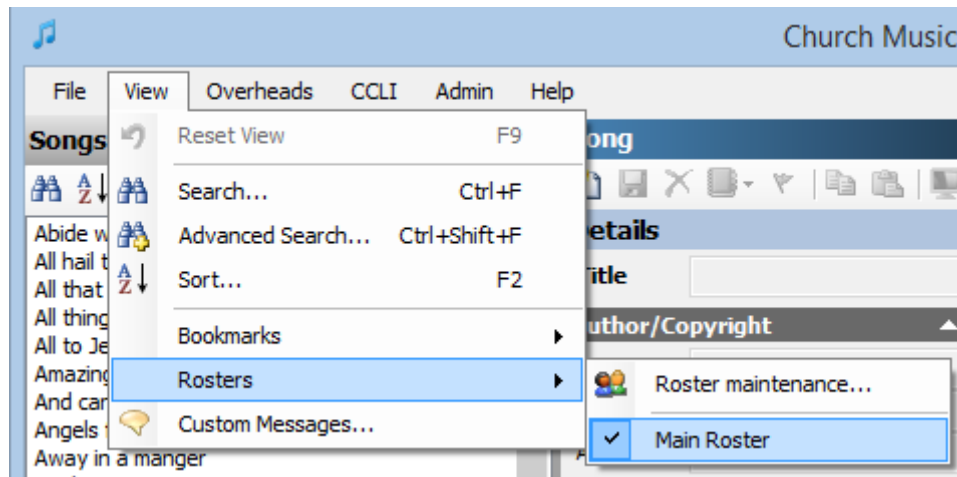
Creating meetings using a roster

Now that we have a roster defined, we can use it to populate the team members for new meetings.

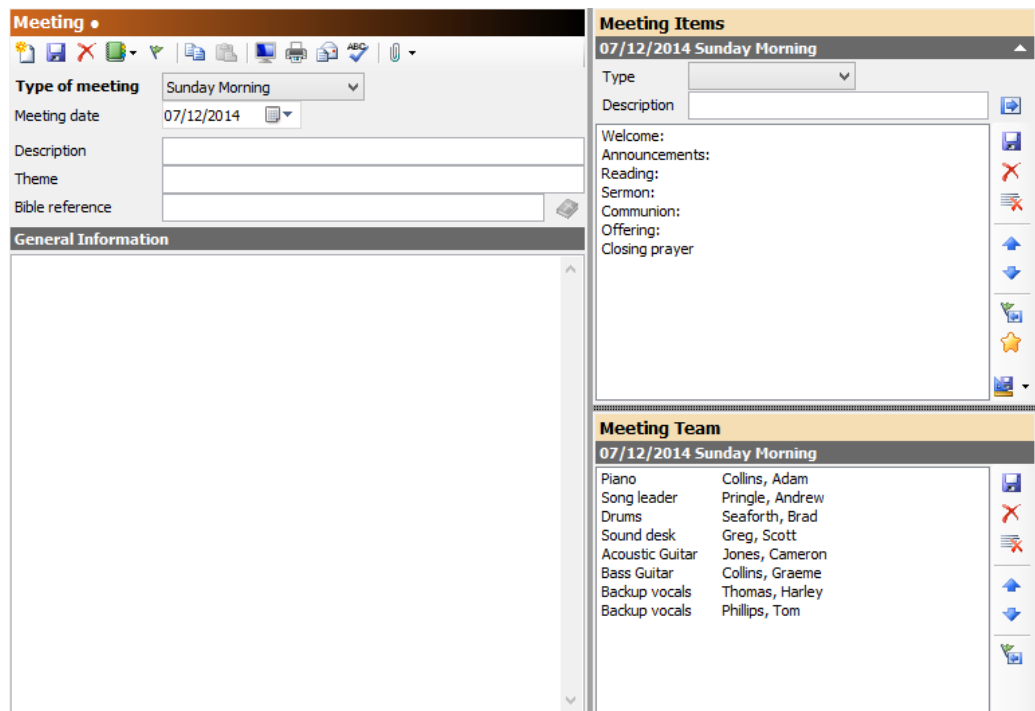
First we have to enable the roster. From the main CMO window, select "View → Rosters". The new roster we just created, "Main Roster", should be visible in the menu.



Click on "Main Roster" to enable this roster for any new meetings.



Now, when we create a meeting that matches an item in the roster, the team members will be pulled in automatically.

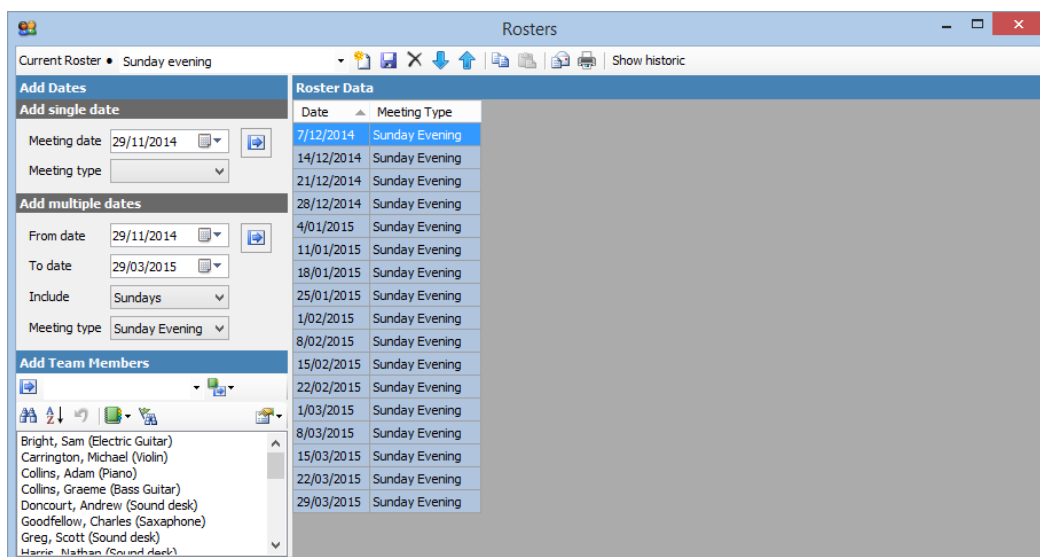


Here I've created a new meeting on December 7. When I saved the meeting, all the contacts from the roster were pulled in to populate the team list.

There might be times when you don't want to use the roster when creating a meeting. In that instance, you would uncheck the rosters you want to disable in the "View → Rosters" menu, then create the meeting. You can re-enable the roster once the meeting is completed.


Using groups in rosters

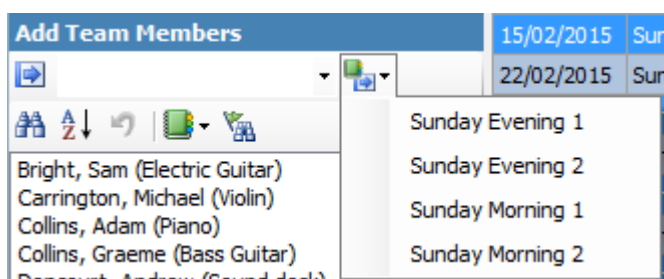
It's possible to use contact groups in rosters.



Here, I've created a new roster called "Sunday evening", and added a series of meetings, from December 7 to March 29. To add groups to these meetings, first select one or more meetings.

Roster Data	
Date	Meeting Type
7/12/2014	Sunday Evening
14/12/2014	Sunday Evening
21/12/2014	Sunday Evening
28/12/2014	Sunday Evening
4/01/2015	Sunday Evening
11/01/2015	Sunday Evening
18/01/2015	Sunday Evening
25/01/2015	Sunday Evening
1/02/2015	Sunday Evening
8/02/2015	Sunday Evening
15/02/2015	Sunday Evening
22/02/2015	Sunday Evening
1/03/2015	Sunday Evening
8/03/2015	Sunday Evening
15/03/2015	Sunday Evening
22/03/2015	Sunday Evening
29/03/2015	Sunday Evening

Next, click on the  icon in the "Add team members" toolbar.



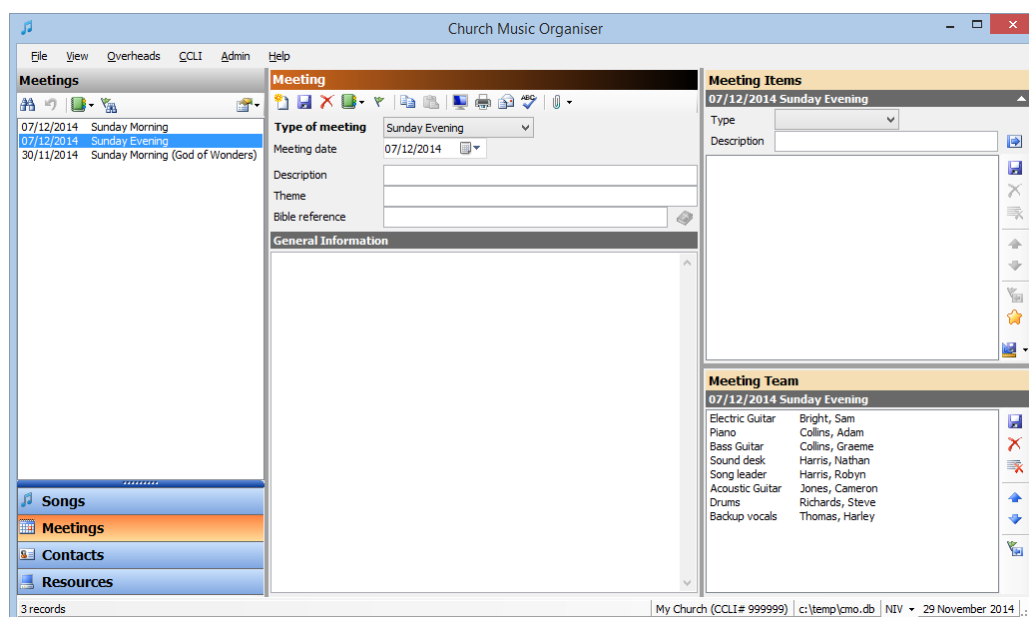
Click on a group to add it to the meetings.

Roster Data		
Date	Meeting Type	Group
7/12/2014	Sunday Evening	Sunday Evening 1
14/12/2014	Sunday Evening	
21/12/2014	Sunday Evening	Sunday Evening 1
28/12/2014	Sunday Evening	
4/01/2015	Sunday Evening	Sunday Evening 1
11/01/2015	Sunday Evening	
18/01/2015	Sunday Evening	Sunday Evening 1
25/01/2015	Sunday Evening	
1/02/2015	Sunday Evening	Sunday Evening 1
8/02/2015	Sunday Evening	
15/02/2015	Sunday Evening	Sunday Evening 1
22/02/2015	Sunday Evening	
1/03/2015	Sunday Evening	Sunday Evening 1
8/03/2015	Sunday Evening	
15/03/2015	Sunday Evening	Sunday Evening 1
22/03/2015	Sunday Evening	
29/03/2015	Sunday Evening	Sunday Evening 1

Adding the "Sunday Evening 2" group to the empty slots gives us a roster that looks like this:

Roster Data		
Date	Meeting Type	Group
7/12/2014	Sunday Evening	Sunday Evening 1
14/12/2014	Sunday Evening	Sunday Evening 2
21/12/2014	Sunday Evening	Sunday Evening 1
28/12/2014	Sunday Evening	Sunday Evening 2
4/01/2015	Sunday Evening	Sunday Evening 1
11/01/2015	Sunday Evening	Sunday Evening 2
18/01/2015	Sunday Evening	Sunday Evening 1
25/01/2015	Sunday Evening	Sunday Evening 2
1/02/2015	Sunday Evening	Sunday Evening 1
8/02/2015	Sunday Evening	Sunday Evening 2
15/02/2015	Sunday Evening	Sunday Evening 1
22/02/2015	Sunday Evening	Sunday Evening 2
1/03/2015	Sunday Evening	Sunday Evening 1
8/03/2015	Sunday Evening	Sunday Evening 2
15/03/2015	Sunday Evening	Sunday Evening 1
22/03/2015	Sunday Evening	Sunday Evening 2
29/03/2015	Sunday Evening	Sunday Evening 1

Now when we create a Sunday evening meeting, all the current members of the group will be automatically added to the team.



If the group changes before we create the next meeting, the new team list will be used instead. The new meeting will always pick up the current members of the group, which might be quite different to members in the group when the roster was created.

Summary


In this chapter we've looked at how to create rosters, how to add team members to the roster, emailing the roster to team members, and how the information from the roster flows into new meetings. We've also looked at the role of groups in rosters.

Chapter 7: Searching, sorting, bookmarking and grouping.

Searching

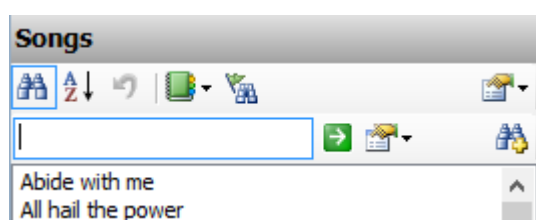
CMO has two types of facilities to aid with searching for records. The first type of search is called a basic search


Basic searching


In each section list there is a  icon in the toolbar. Clicking on this button will reveal the search bar.



Tip: Pressing Ctrl+F will also display the search bar.



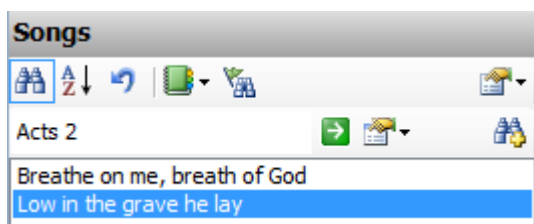
You can enter a search phrase and press enter or click on the  button to perform the search.

The  button allows you to select on which fields to perform the search. Each section has its own list of options:


Songs	Meetings	Contacts	Resources
All	All	All	All
Title	Description	First name	Description
Author Words	Theme	Surname	Serial Number
Author Music	Bible Reference	Address line 1	Notes
Arranger	Other information	Address line 2	
Source		Suburb	
Copyright		State	
Lyrics		Phone	
Themes		Mobile	
Bible Reference		Email	
CCLI Number		Notes	
Notes			

The "All" item should be initially selected. This means the search will be performed on all the fields available in that section.

By selecting one of the items in the list will restrict the search to only that field. For instance, to just search for songs based on Bible Reference, select "Bible Reference" in the list, then enter a Bible reference in the search field, like "Acts 2", and press enter.



Advanced searching

Occasionally it might be necessary to perform a more complex search. To open the advanced search window, click on the  button, or press Ctrl+Shift+F.

For songs, this is the advanced search dialog. This allows you to fine tune your search. You can add multiple different search terms. For instance, you might like to do search lyrics for the word "love" and also search for a Bible reference in John:

Song Search

Criteria

Word search: love

Title:

Music:

Words:

Arranger:

Copyright:

Source:

Song #: Overhead #:

Bible Ref: John

Key: Tempo: Beat:

CCLI #:

Notes:

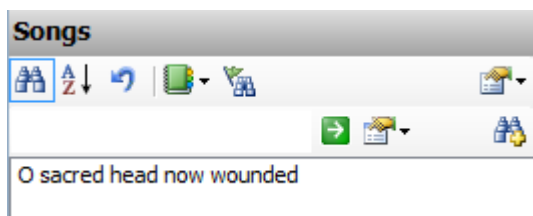
Usage: Last used: months ago
Used in last: months

Themes: Assurance, Call to worship, Celebration, Children/Family Worship, Christmas, Church - Nature, Church - Unity

☒ AND Search ☐ OR Search

Clear Search Cancel

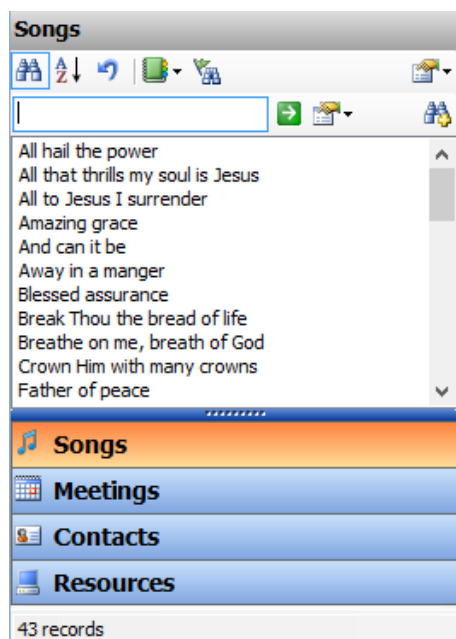
This search returns 1 record in our sample database.



This was an "AND" search. That is, the search was looking for any instances of lyrics with "love", as well as a Bible reference from John.

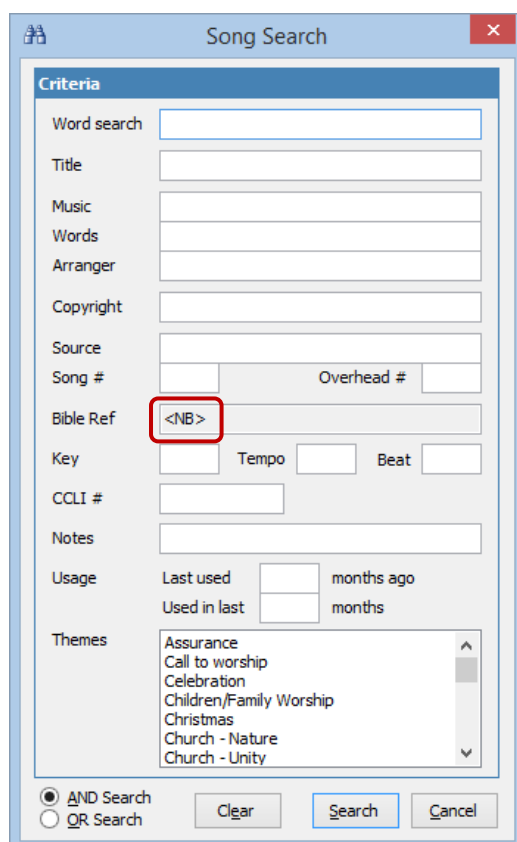
We could also do an "OR" search. To do this click on the "OR search" radio button on the advanced search page. This will look for any songs with "love" in the lyrics, or any songs with "John" in the Bible reference.

In this case, 43 records were found.



The advanced search dialog also provides the ability to search for blank or non-blank values.

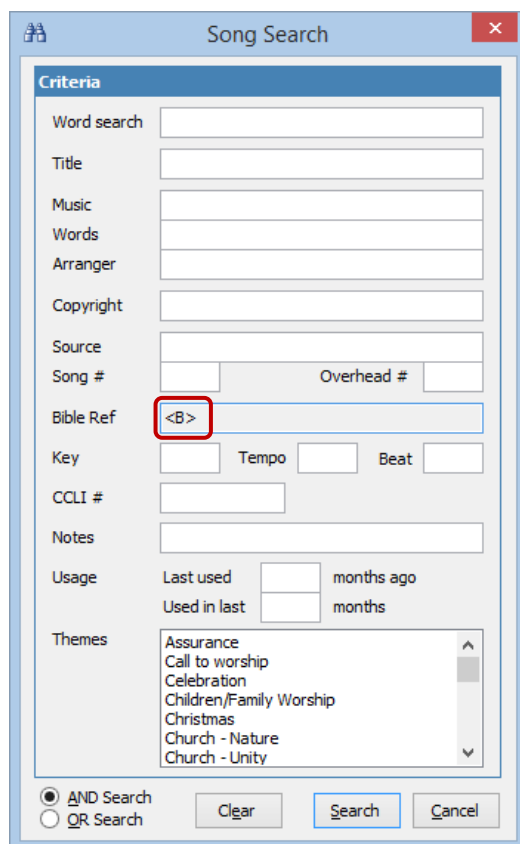
For example, say you wanted to find all the songs that contain a Bible reference. To achieve this you would open the advanced search dialog, put the cursor in the Bible reference field and press Ctrl+N (N for Non-Blank).



Notice that the field has been changed to "<NB>" (Not Blank).

This search results in 44 records.

To search for all songs that don't have a Bible reference, you would press Ctrl+B (B for Blank).



The screenshot shows the 'Song Search' dialog box. The 'Criteria' section contains the following fields: Word search, Title, Music, Words, Arranger, Copyright, Source, Song #, Overhead #, Bible Ref (containing ''), Key, Tempo, Beat, CCLI #, Notes, Usage (Last used, months ago; Used in last, months), and Themes (Assurance, Call to worship, Celebration, Children/Family Worship, Christmas, Church - Nature, Church - Unity). At the bottom, there are radio buttons for 'AND Search' and 'OR Search', and buttons for 'Clear', 'Search', and 'Cancel'.

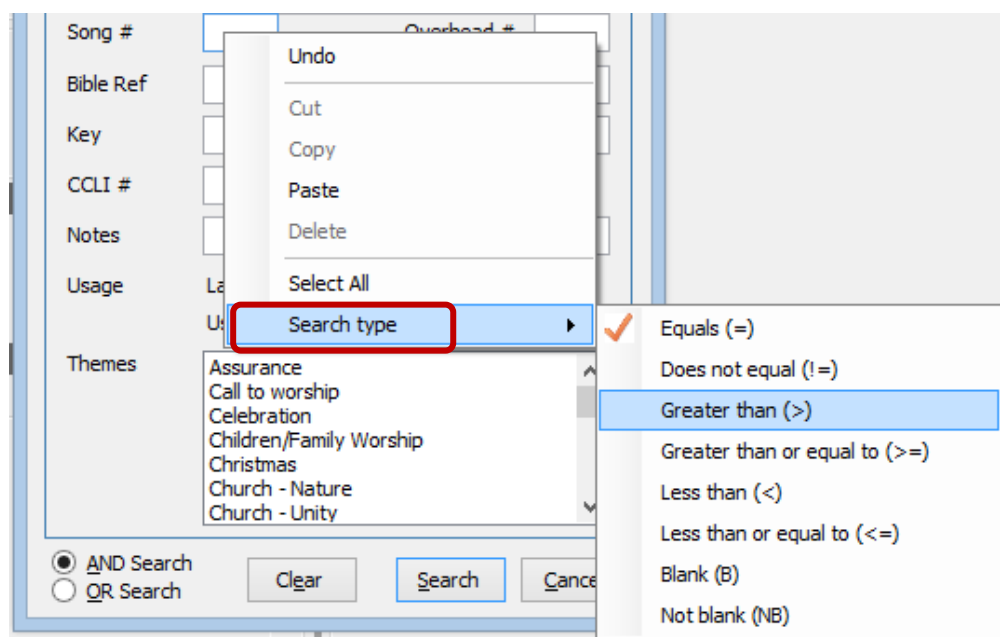
This results in 35 records.

To reset the field so you can enter a Bible reference, either click on the "Clear" button, or press Ctrl+R (R for Reset) in the Bible reference field.

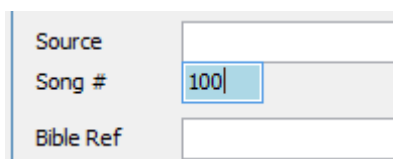
The advanced search dialog allows you to combine different search criteria. So, you can search for all records that have a source, but don't have a Bible reference, and have been used in the last 3 months:

There is also the ability to change the type of search performed. For instance, you might want to search for all records where the song number is greater than 100. For this example we would need to have entered a song number into the records.

To do this type of search, right click on the "Song #" field to bring up the context menu, and select the "Search type" option.



There can be a variety of options here, depending on the type of field. The "Song #" field is numeric, so we have "Greater than" and "Less than" options. For this search we want "Greater than", so we select that item, and enter 100 into the field.



When the default search type has been changed for a field, the background colour of the field will change to light blue.

The ability to change the search type is available for most of the fields where a text box is used for data entry, across all the advanced search dialogs.


Resetting the list

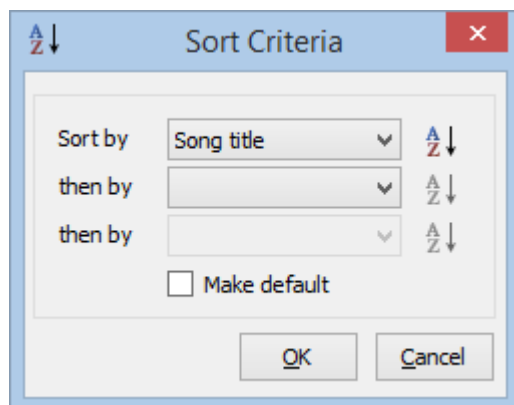
After performing a search, to clear the results and return to the full list, click on the



button, or press F2.

Sorting

You can sort lists in a number of ways. To display the sort options, click on the  button in the toolbar above the list (or press F2 on the keyboard). Regardless of which section is active, a dialog similar to the following will be displayed.




Here you can specify up to 3 sort criteria for the list.

For the song list, the default sort criteria is by Song title.

For the contact list, the default sort criteria is by Surname.


For the resource list, the default sort criteria is by Description.

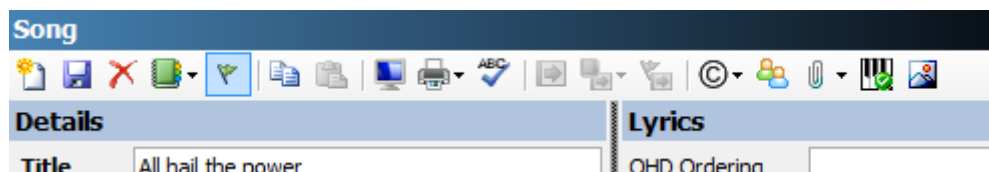
You can override the default sort by selecting your preferred sort criteria from the drop downs, and then checking the "Make default" checkbox, and clicking OK. Then, whenever the program is loaded, or the "Reset search/sort criteria" button  is pressed, your sort criteria will be used.

Bookmarking

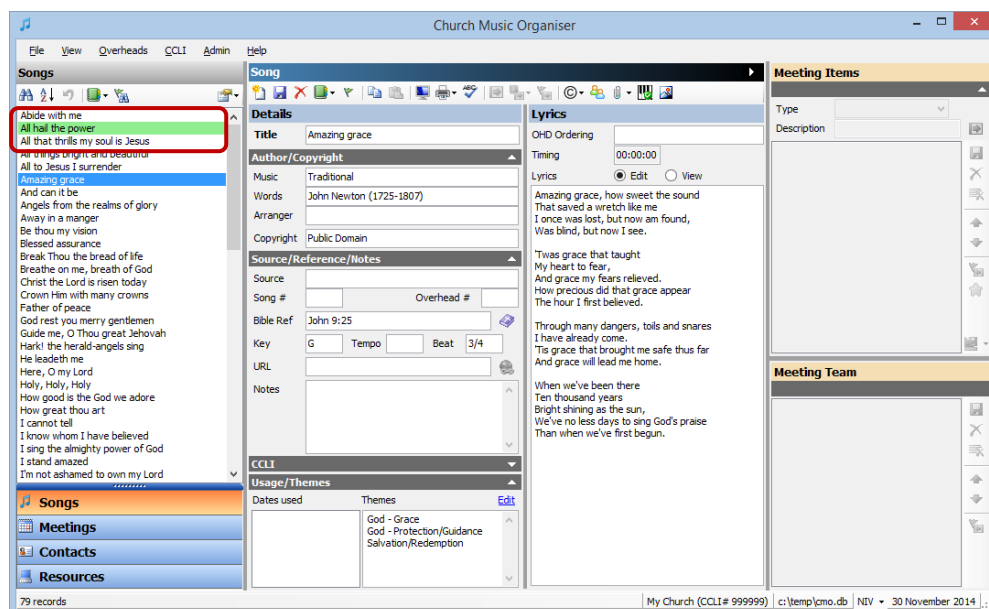
Sometimes it's handy to mark items you want to example in more detail later. For instance, when performing searches, you might want to make a note of one or two of the search results, then perform another search, note a few more of the results, and then look at all the items you noted at the end. In CMO, this is called "bookmarking".


Adding bookmarks

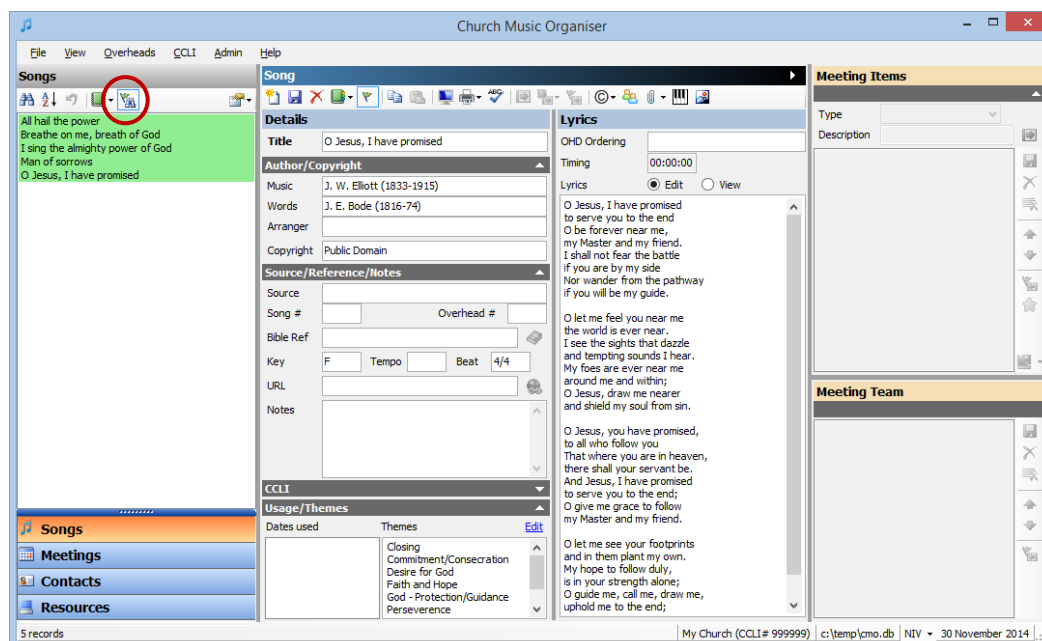
To bookmark an item, select the item in the list and click on the  button in the toolbar, or press Ctrl+M on the keyboard.




Once marked, the item will be highlighted in the list.

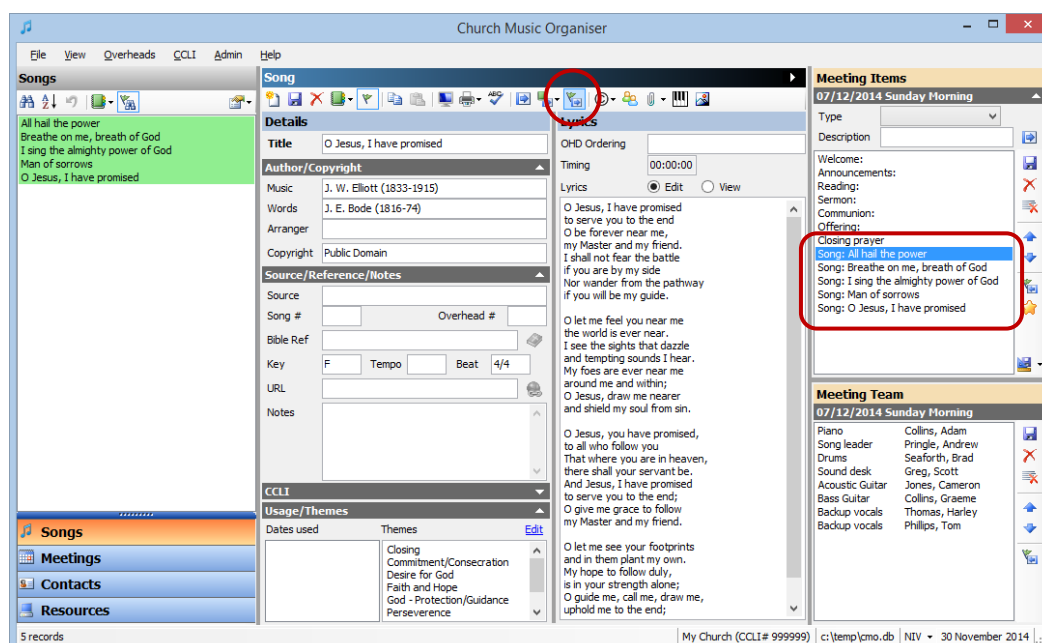


You can quickly display all your bookmarked items by click on the  button in the section list toolbar.




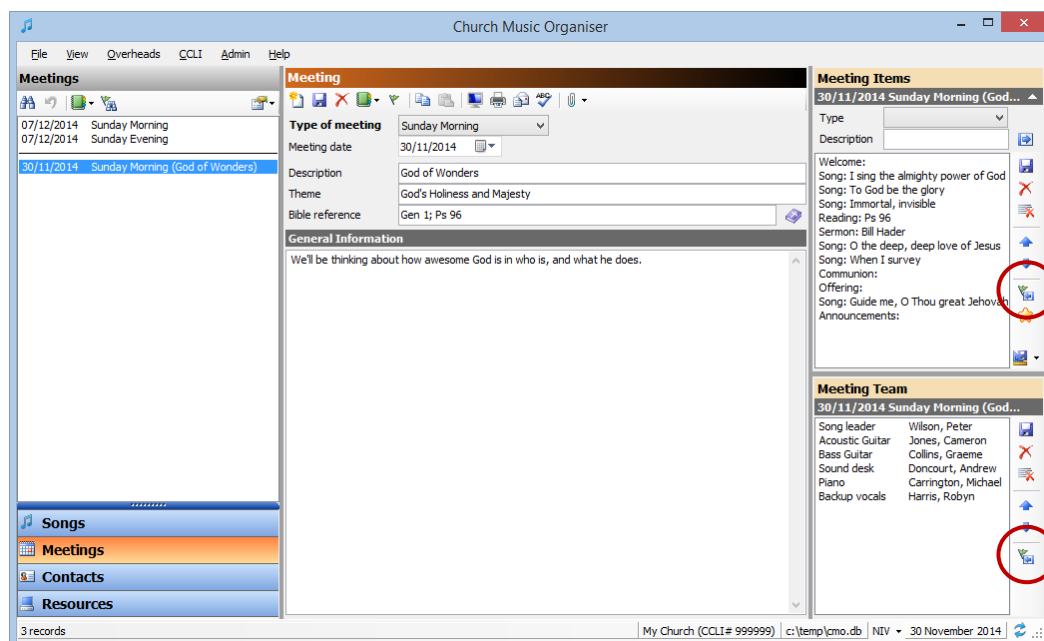
Adding bookmarked items to a meeting


Once you have bookmarked items, you can quickly add them to the current meeting by clicking on the  button in the song toolbar.



Bookmarking songs or contacts from a meeting

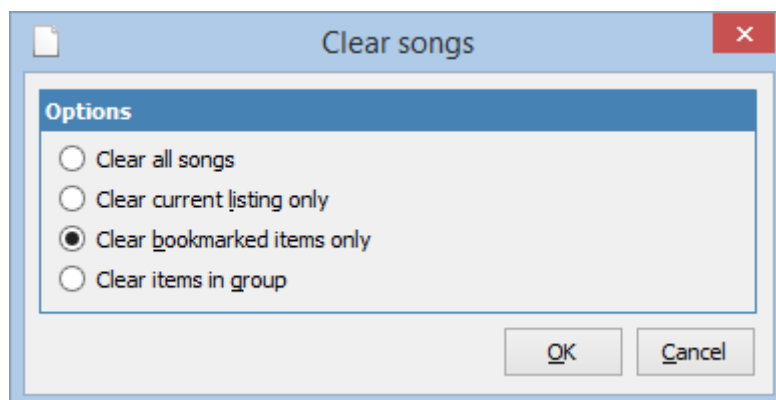
You might want to bookmark all the songs from a previous meeting. To do this, select the meeting from the meeting list, then click on the  button in the meeting items toolbar.



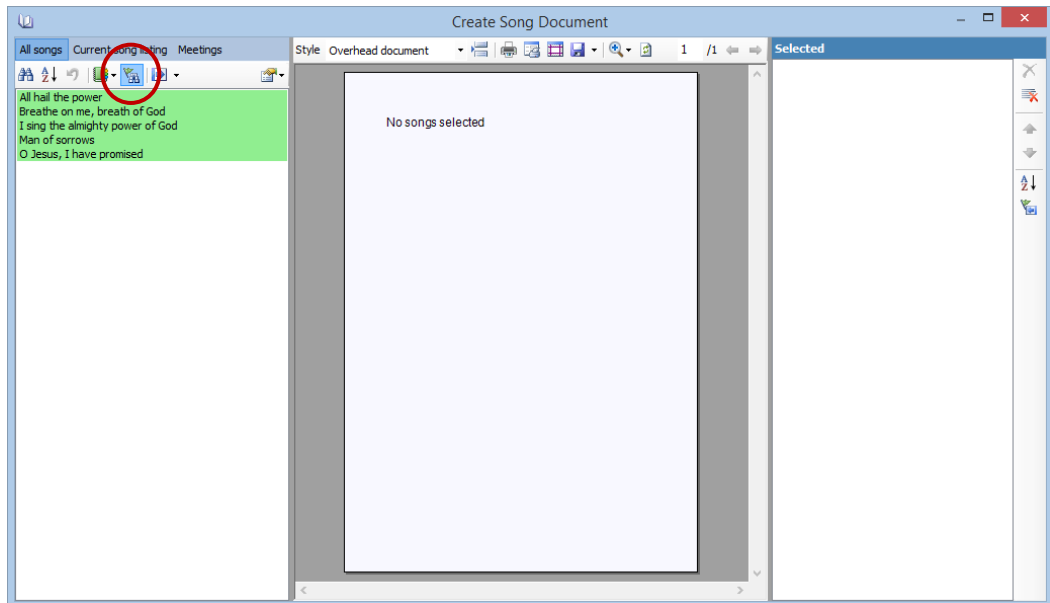
You can also bookmark all the contacts from a meeting by clicking on the  button in the meeting team toolbar (see above).

Using bookmarks in the system

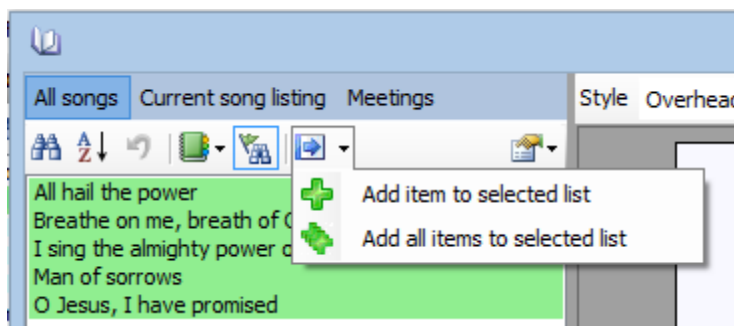
Bookmarks are used in a number of other places in the system. For instance, if you want to remove all the bookmarked songs from the database, you would go to the "Admin → Maintenance functions → Clear songs..." menu, and select "Clear bookmarked items only."



Many parts of the system display a song list where items can be selected and added to a working list. For instance, when creating song documents (from the "File → Create song document..." menu), the same toolbar options are available.



Clicking on the button will show all the bookmarked items. You can then add all the bookmarked items to the selected list by clicking on the dropdown part of the button in the toolbar and selecting "Add all items to selected list".



Grouping

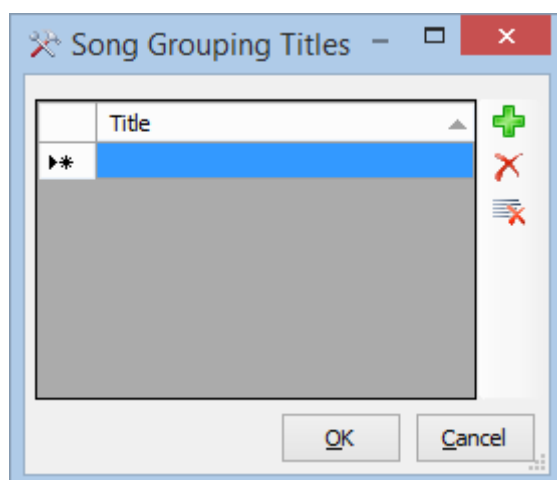
Bookmarked can be useful, but they are limited. There is no distinction between bookmarked items, and no meaning given to bookmarked items. They are just marked. If two people were to use the system and one person was to book mark a few items, the second person wouldn't know why those items were bookmarked and what is important about them.


The alternative to bookmarking items is grouping. Grouping allows a description to be given to the items. We've covering grouping contacts in chapter 5, where we created different teams. We can do the same things with songs, resources and meetings.

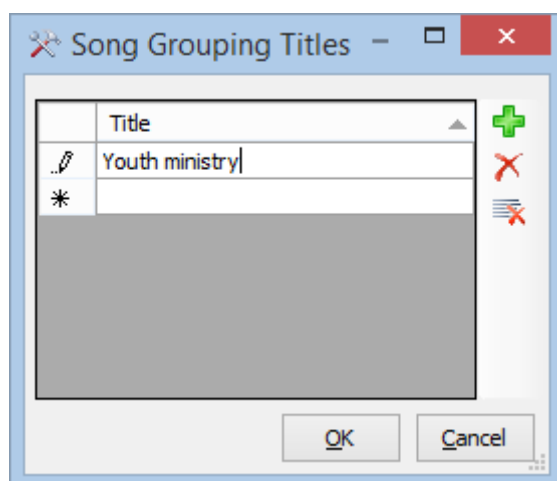
Let's look at a specific scenario. Let say we have two lists of songs. One list is used by the youth ministry for youth events. Another list is used for a conference.


Creating groups

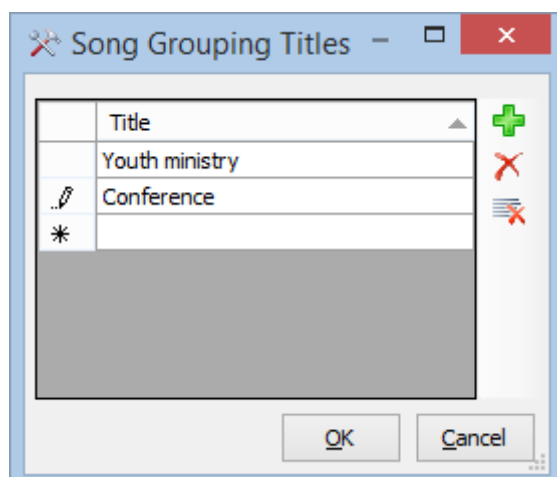
To create our groups, let go to the "Admin → Song grouping titles..." menu.



Here we can add all the song groups we need. Click on the  button to create a new group.

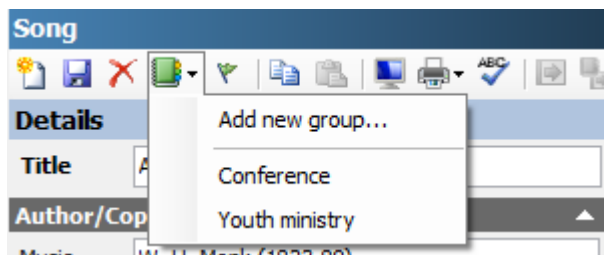


Enter "Youth ministry" and press enter. Then click on the  button again to add the second group.



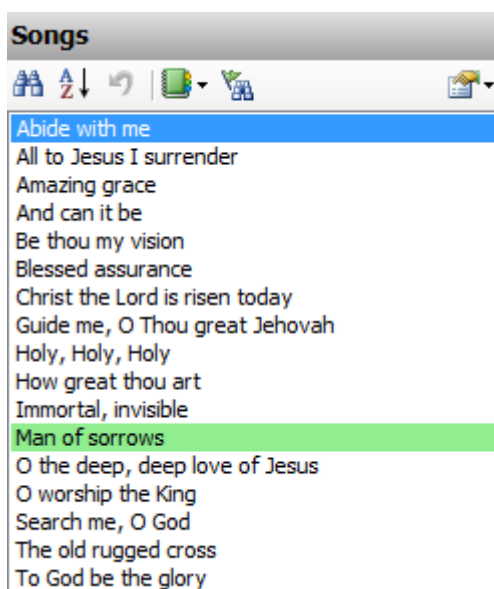
Enter "Conference" and press enter. Click OK to save these groups.

Now, on the song toolbar, we should have two groups available.

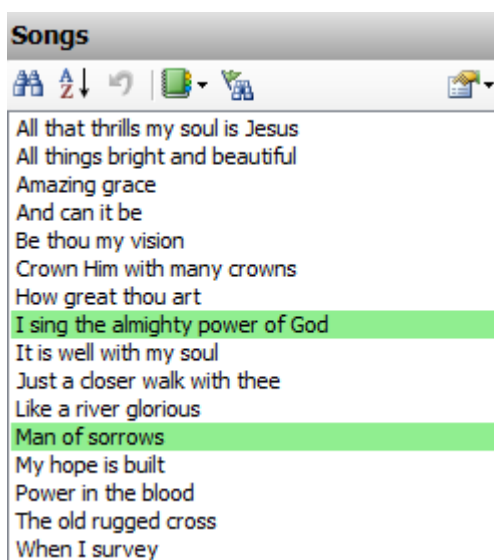


We can now add songs to these groups by clicking on the group title in the dropdown list. Some songs will be in both groups.

Here's the "Conference" list.



And here's the "Youth ministry" list.

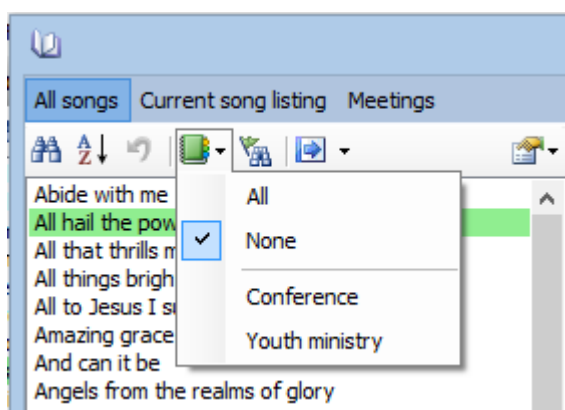


Notice that a few songs, like "Amazing grace", "Be Thou my vision" and "The old rugged cross" are in both lists. A single song can be in any or all groups. This means that you don't have to have multiple copied of songs in your database that are used for different purposes.

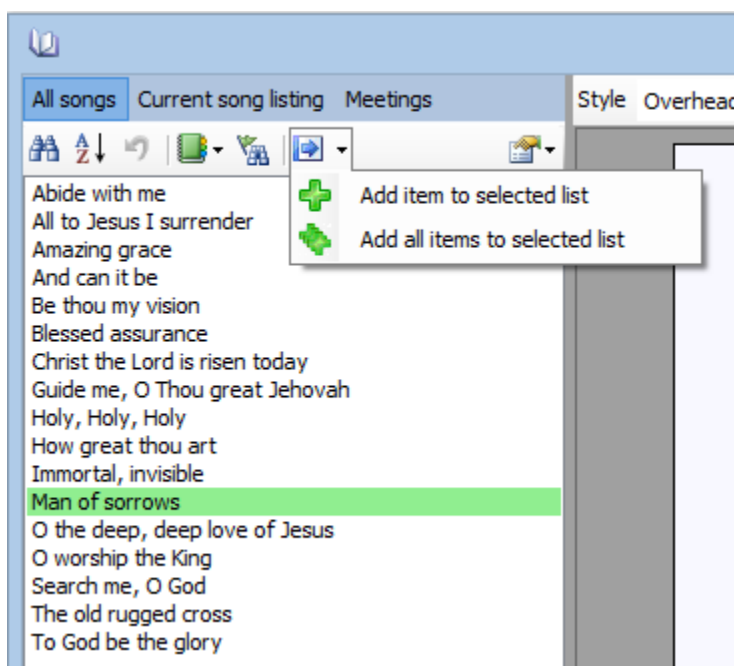
Note: There still might be reasons to have multiple copies of songs in your database. You can have several copies of "Amazing Grace" if you want to. But by using grouping, many of the normal reasons for having multiple copies are removed.


Using groups in the system

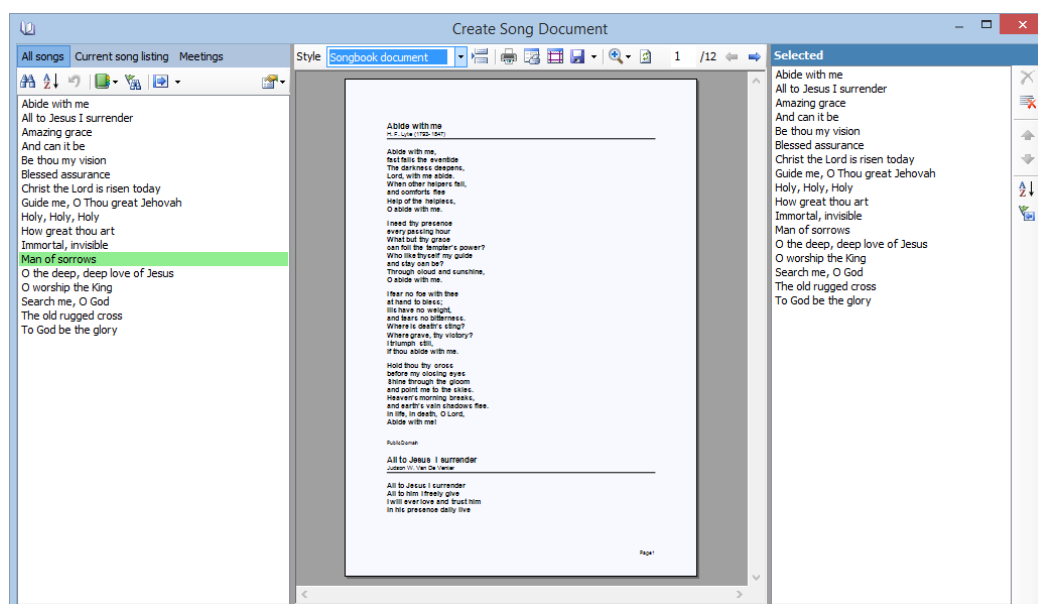
Once you have groups established, using them is similar to using bookmarks. For instance, on the "File → Create Song Document.." dialog, we can select the Conference group, and create a song book document which will be handed out to attendees.



In the toolbar, click on the group dropdown, and select "Conference".



You can then add all the items from the group to the selected list by clicking on the dropdown part of the  button in the toolbar and selecting "Add all items to selected list".



Summary

In this chapter we've looked at basic and advanced searching, and how to sort lists. We've also looked at how to bookmark and group items, and what things can be done with these facilities.

Chapter 8: Song lyrics

Many of the functions in CMO depend on how the lyrics are entered. There aren't many rules for lyric entry, but it's worth looking at this topic before going on to other topics. How you enter lyrics, and more importantly, how you mark special verses like choruses, will impact the functionality of overheads in particular.

Verses

CMO attempts to make verse entry as easy as possible. Type in some words, and leave a blank line following it, and CMO will see that as a verse.

The diagram illustrates how CMO interprets lyrics. It shows a list of lyrics on the left with red arrows pointing to specific lines in a larger text block on the right. The text block contains three verses separated by blank lines. The first verse is labeled 'Verse 1', the second 'Verse 2', and the third 'Verse 3'. The blank lines are labeled 'Blank line'.

Verse 1 → Abide with me,
fast falls the eventide
The darkness deepens,
Lord, with me abide.
When other helpers fail,
and comforts flee
Help of the helpless,
O abide with me.

Blank line →

Verse 2 → I need thy presence
every passing hour
What but thy grace
can foil the tempter's power?
Who like thyself my guide
and stay can be?
Through cloud and sunshine,
O abide with me.

Blank line →

Verse 3 → I fear no foe with thee
at hand to bless;
Ills have no weight.

Any time a blank line is found, a new verse is created.

At any time you can see how CMO will interpret the verses by clicking on the "View" radio button.

The screenshot shows the 'Lyrics' section of the CMO interface. It includes fields for 'OHD Ordering' and 'Timing' (00:00:00). Below these are two radio buttons: 'Edit' and 'View'. The 'View' radio button is selected and highlighted with a red box. To the right of the radio buttons is a list of three verses, each preceded by a number in a red box. The verses are the same as those shown in the diagram above.

Lyrics

OHD Ordering:

Timing: 00:00:00

Lyrics: ☐ Edit ☒ View

1 Abide with me,
fast falls the eventide
The darkness deepens,
Lord, with me abide.
When other helpers fail,
and comforts flee
Help of the helpless,
O abide with me.

2 I need thy presence
every passing hour
What but thy grace
can foil the tempter's power?
Who like thyself my guide
and stay can be?
Through cloud and sunshine,
O abide with me.

3 I fear no foe with thee
at hand to bless;
Ills have no weight,



Tip: If you need a blank line in a verse, put a "." (full stop) on a line by itself. CMO will interpret this as part of the verse, and remove the "." when it renders, leaving a blank line.

Choruses

A feature of most songs is a chorus. A chorus is usually a repeated between each verse.

To mark a verse as a chorus, simply put the word "Chorus" immediately before the verse.

Who can cheer the heart like Jesus
By His presence all divine?
True and tender, pure and precious
O how blest to call Him mine!

Chorus

All that thrills my soul is Jesus
He is more than life to me
And the fairest of ten thousand
In my blessed Lord I see

Love of Christ so freely given
Grace of God beyond degree
Mercy higher than the heaven

When the view mode is enable for this song we see this:

1 Who can cheer the heart like Jesus
By His presence all divine?
True and tender, pure and precious
O how blest to call Him mine!

*C All that thrills my soul is Jesus
He is more than life to me
And the fairest of ten thousand
In my blessed Lord I see*

2 Love of Christ so freely given
Grace of God beyond degree
Mercy higher than the heaven

Notice that the third section is now called verse 2. CMO keeps track of the number of verses and choruses found.

Other lyric sections

CMO understands the following section headings:

- Chorus
- Pre-Chorus (can be entered as "Pre" or "PreChorus")
- Bridge
- Ending

Put any of these markers in front of a verse and CMO will identify that verse appropriately.

Multiple choruses

Quite a few songs have multiple choruses or bridges. However, you don't need to give these additional sections a number yourself. CMO will automatically number choruses as it examines the verse structure.

Edit mode	View mode
<p>O holy night, the stars are brightly shining; It is the night of the dear Saviour's birth. Long lay the world in sin and error pining, Till he appeared and the soul felt its worth. A thrill of hope, the weary soul rejoices, For yonder breaks a new and glorious morn.</p> <p>Chorus Fall on your knees, Oh, hear the angel voices! O night divine, O night when Christ was born! O night, O holy night, O night divine!</p> <p>Led by the light of faith serenely beaming, With glowing hearts by his cradle we stand, so led by light of a star so sweetly gleaming, Here came the wise men from orient land. The King of Kings lay thus in lowly manger, In all our trials born to be our friend</p> <p>Chorus He knows our need, He guardeth us from danger, Behold your King, before him lowly bend, Behold your King, before Him lowly bend.</p> <p>Truly He taught us to love one another, His law is love and His gospel is peace. Chains he shall break, for the slave is our brother. And in his name all oppression shall cease. Sweet hymns of joy in grateful chorus raise we, With all our hearts we praise His holy name.</p>	<p>1 O holy night, the stars are brightly shining; It is the night of the dear Saviour's birth. Long lay the world in sin and error pining, Till he appeared and the soul felt its worth. A thrill of hope, the weary soul rejoices, For yonder breaks a new and glorious morn.</p> <p>C1 Fall on your knees, Oh, hear the angel voices! O night divine, O night when Christ was born! O night, O holy night, O night divine!</p> <p>2 Led by the light of faith serenely beaming, With glowing hearts by his cradle we stand, so led by light of a star so sweetly gleaming, Here came the wise men from orient land. The King of Kings lay thus in lowly manger, In all our trials born to be our friend</p> <p>C2 He knows our need, He guardeth us from danger, Behold your King, before him lowly bend, Behold your King, before Him lowly bend.</p> <p>3 Truly He taught us to love one another, His law is love and His gospel is peace. Chains he shall break, for the slave is our brother.</p>

In this example on the left we can see that two sections have been given the "Chorus" marker. When we switch to view mode on the right we can see the two choruses have been numbered, 1 and 2. This methodology will apply to any section, like bridges, pre-choruses and endings.

Verse ordering

With the verse correctly marked up, a verse order should be applied. If you aren't planning to use the overhead projection facilities of CMO this is less important, but it can still be valuable to know the order in which verses and choruses should be sung.

If you are planning to use the overhead projection facilities, having a verse order can make life a lot easier for your sound desk team.

Entering a verse order is simply a matter of entering each of the components into OHD order field in the order you want them to appear, separated by a space or a comma.

Lyrics	
OHD Ordering	1 c 2 c 3 c 4 c 5 c
Timing	00:00:00
Lyrics	<input checked="" type="radio"/> Edit <input type="radio"/> View
Who can cheer the heart like Jesus By His presence all divine?	

So, for a song that has 4 verses, you would simply enter "**v1 v2 v3 v4**". You could simplify this further and just enter "**1 2 3 4**".

For a song that has 5 verses and a chorus between each verse, you would enter "**1 c 2 c 3 c 4 c 5 c**".

To repeat a chorus you would enter it twice. For example, "**1 c 2 c c**".

For a song with multiple choruses, you could enter "**v1 c1 v2 c2 v3 c3**".

Note: upper or lower case does not matter. CMO will correctly understand both.

For a song with a bridge, enter "B". For example, "**1 b c 2 b c**".

For a song with a pre-chorus, enter "P". For example, "**1 p c 2 p c**".

For a song with an ending, enter "E". For example, "**1 c 2 c 3 c e**".

Summary

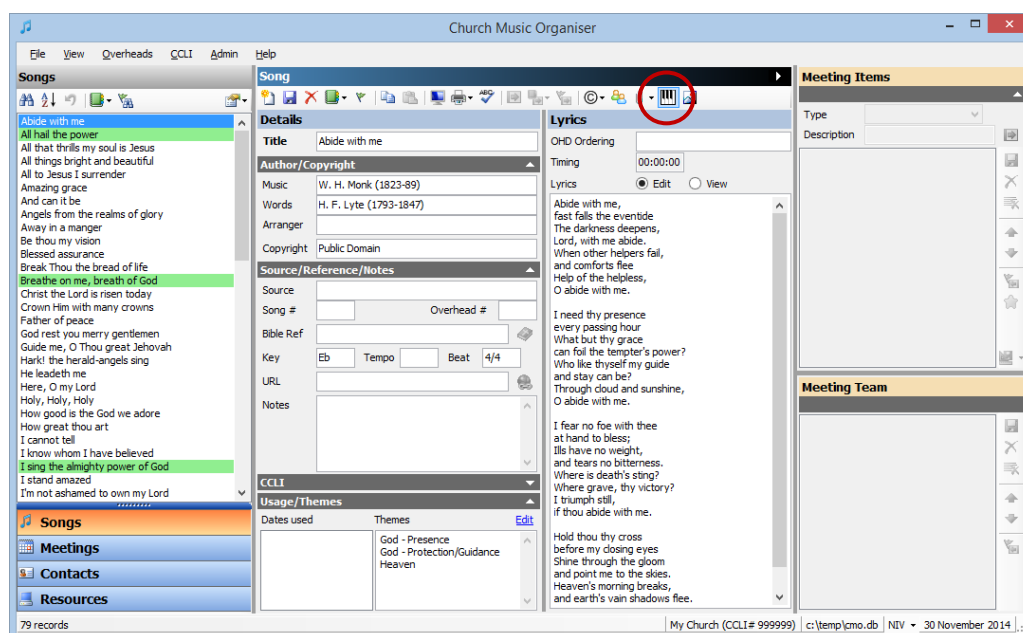
In this chapter we've looked at how to best enter lyrics and mark different sections as choruses or bridges. We also looked at verse ordering, the importance of it and how to enter them.

Chapter 9: Song chords

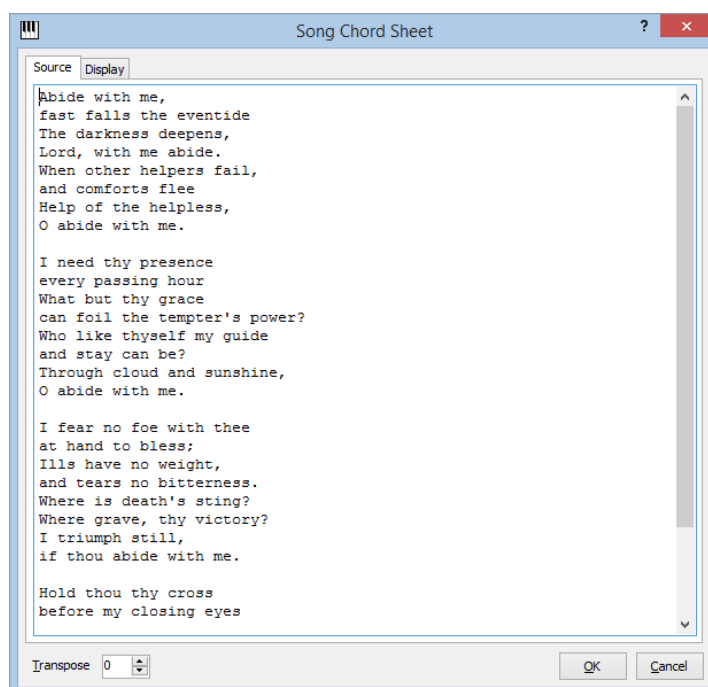
CMO comes with the ability to create chord sheets for songs. In this chapter we'll look at how to create chord sheets and how to use them.

Creating song chords

The first step in creating a chord sheet is to select a song and click on the button in the toolbar, or press F11.

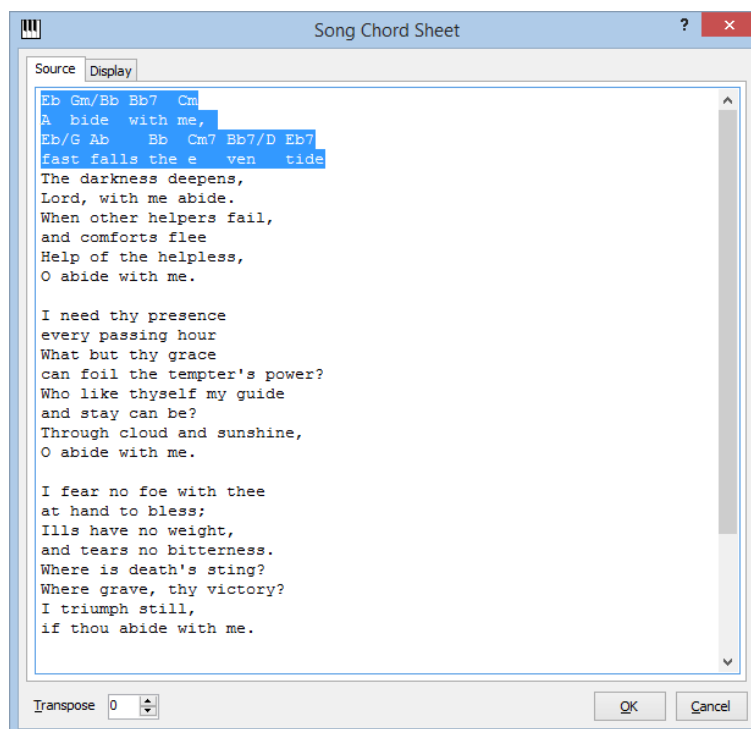


Tip: When a song has chord sheet already, the icon in the toolbar looks like this:



When creating a chord sheet for a song that doesn't have chords, the lyrics of the song are copied into the "Source" data entry area.

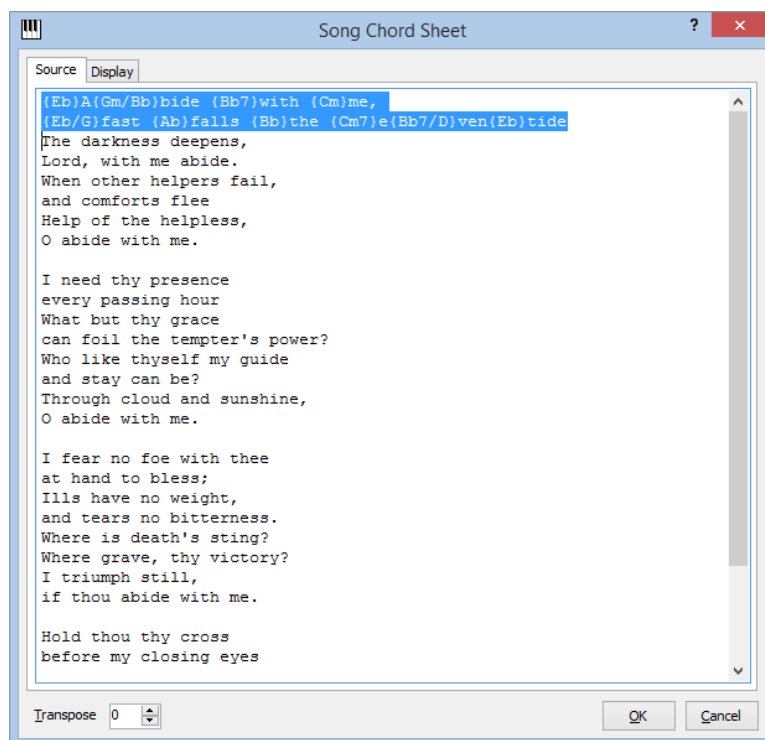
There are two ways you can enter chords. The first way is to simply write the chords into the text area above the words where you want the chords.



In this example, the first 2 lines of verse 1 have been given chords. Chord lines have been added above each of the verse lines, and the chords have been lined up with the words. Where a chord is longer than the syllable it applies to, space has been added to the word itself to keep the chords in the correct place.

This method, while it will work, is not easy. It requires a lot of fiddling with text position. Also, CMO is unable to transpose the chords when they are entered using this method.

The better method of entering chords is to insert the chords into the verse line itself, using curly braces (ie. { and }) to mark the chords. Using this method we get this:

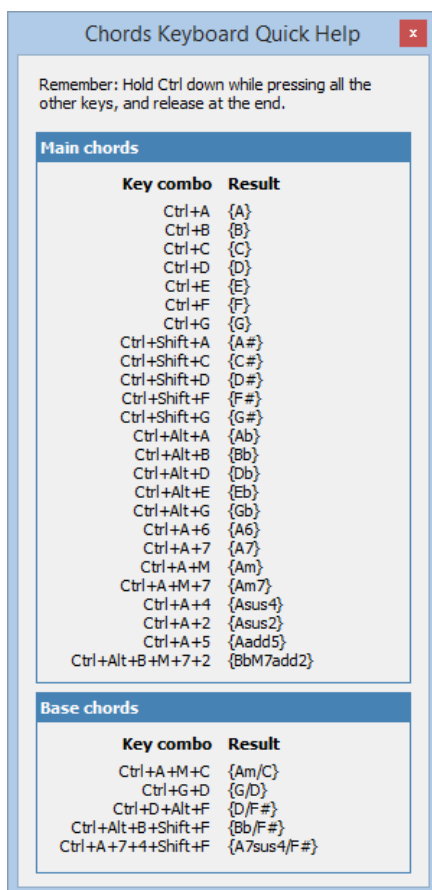


Here, the chords are in the verse line itself. CMO can now render the chords, expanded words as required by the width of the chords. Also, CMO can now transpose the chords.

Fast chord entry

Entering chords can be streamlined using keyboard shortcuts. Complex chord structures can be quickly entered with only a few keypresses.

In the top right of the chord entry page is a "?" symbol. Clicking on this button will display a window that describes the available shortcuts.



Main chords

To enter chords, press and hold the Ctrl key for the entire sequence, releasing it at the end. The Alt and Shift keys are only pressed for single letter that follows.

A **natural chord** is entered with Ctrl plus the letter. For example, to enter "{B}" you would hold Ctrl and press B, then release Ctrl.

A **sharp chord** is entered with Ctrl plus Shift plus the letter. For example, to enter "{A#}" you would hold Ctrl, press Shift+A then release Ctrl.

A **flat chord** is entered with Ctrl plus Alt plus the letter. For example, to enter "{Eb}" you would hold Ctrl, press Alt+E, then release Ctrl.

To **add a 7th** to the chord you add 7 to the sequence. For example, to enter "{Bb7}" you would hold Ctrl, press Alt+B, then 7, then release Ctrl.

A **minor chord** is entered by adding M to the sequence. For example, to enter "{Cm}" you would hold Ctrl, press C, then M, then release Ctrl.

To **add a suspended 4th** to the chord, you add 4 to the sequence. For example, to enter "{Dsus4}" you would hold Ctrl, press D, then 4, then release Ctrl.

You can **combine** all these to create complex chords. For example, to enter "{Abm7sus4}" you would hold Ctrl, press Alt+A, then M, then 7, then 4, then release Ctrl.

Base chords

You can also add base chords using this method. To enter a base chord, keep holding Ctrl and, after entering the main chord, add another chord entry.

For example, to enter "{G/D}" (a G chord with a D base), hold Ctrl, press G, then D, then release Ctrl.

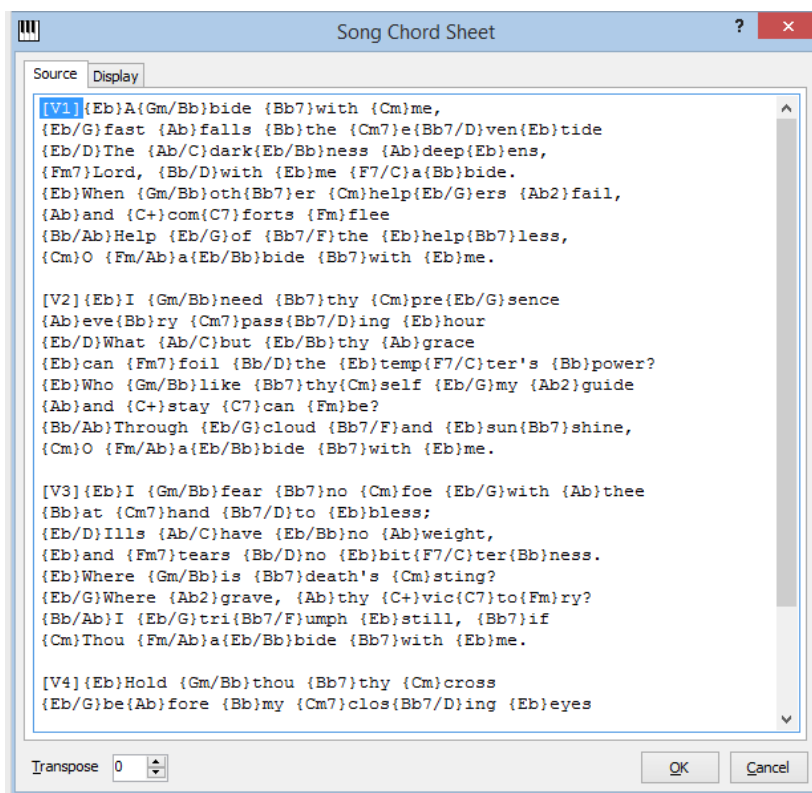
To enter "{D/F#}" (a D chord with an F# base), hold Ctrl, press D, then press Shift+F, then release Ctrl.

Labels

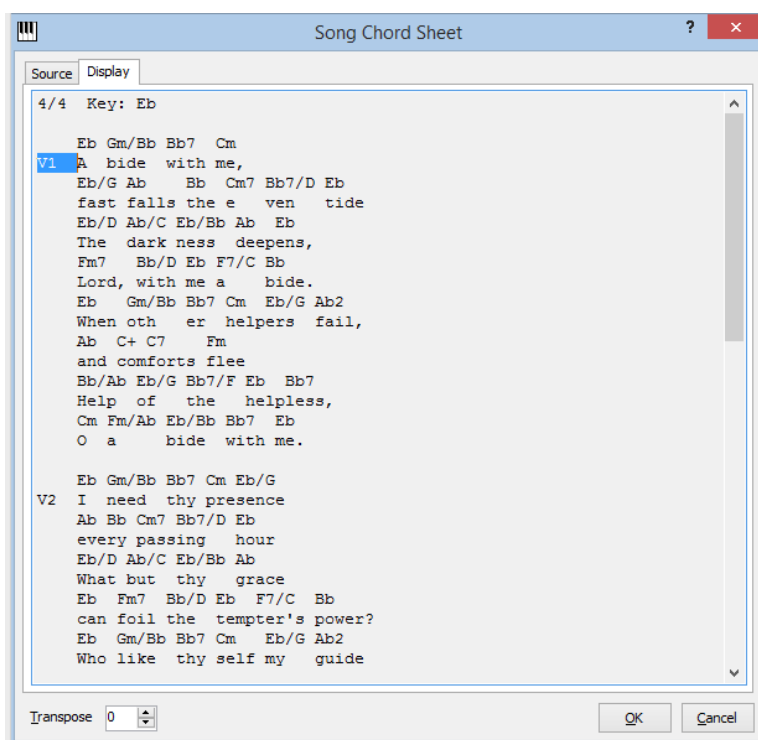
Labels can be added to chord sheets by using square brackets (ie. []). Labels can be things like "Verse 1", or "Chorus".

Labels are out-dented to the left of the chord sheet itself.

For example:



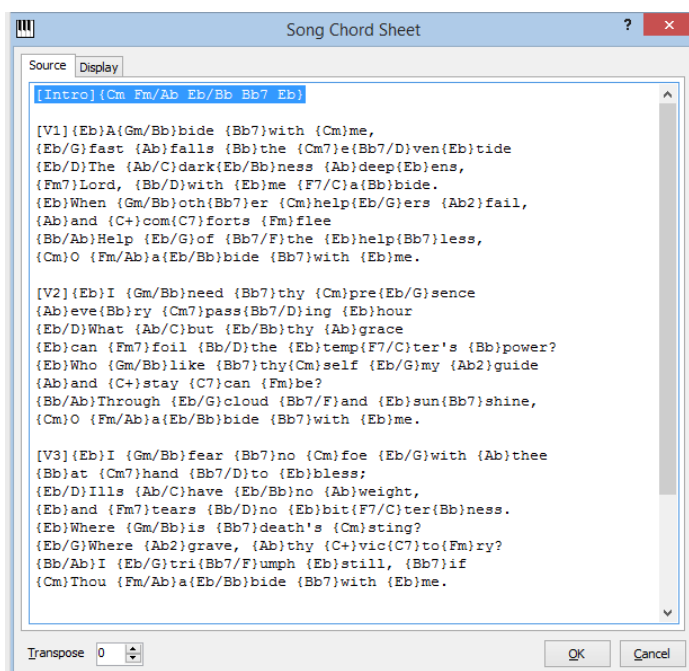
Here I've added a label to each of the verses. When this is rendered it looks like this:



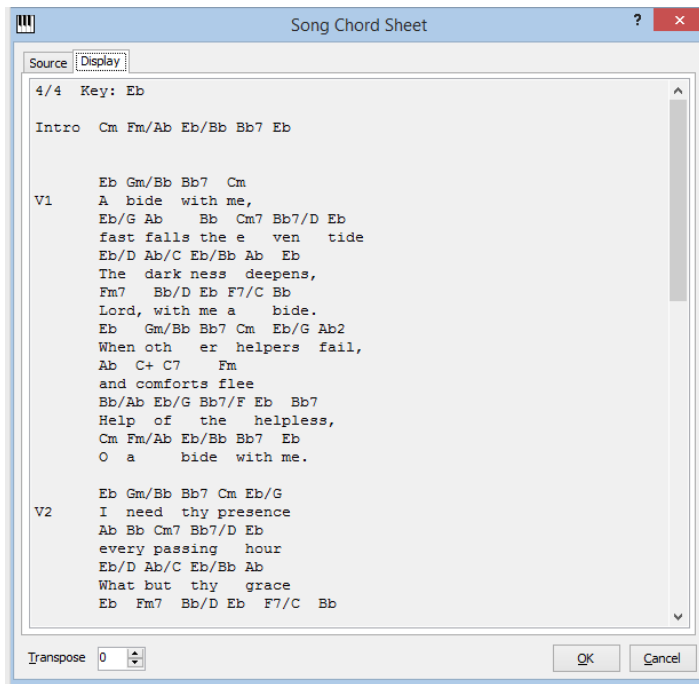
Notice that the chord sheet has been moved to the right, and the labels now stand out on the left.

Chord lines with no text

You don't need to have verse text to enter chord. For instance, if you want to include an intro chord sequence, you can do something like this:

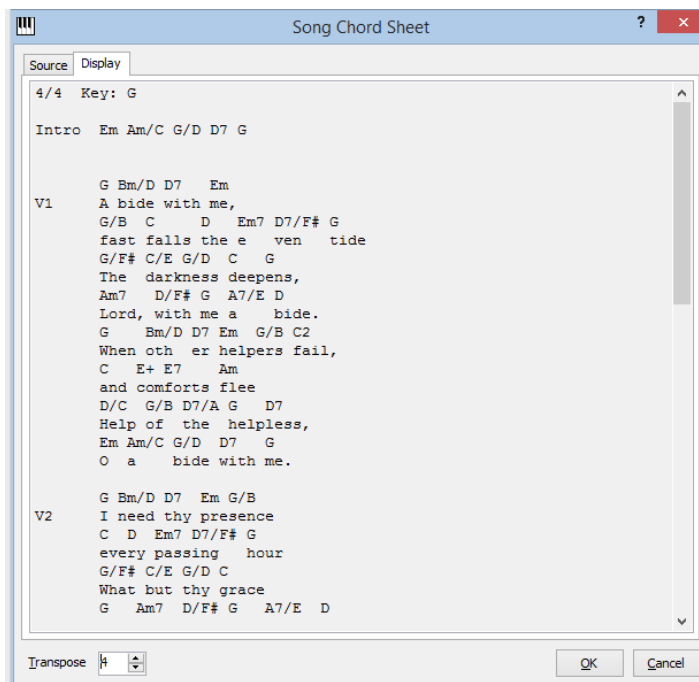


Notice the "Intro" line has a series of chords within the curly braces, but no verse text. When this is rendered it looks like this:



Transposing

To transpose our chord sheet to something other than Eb, we change the "Transpose" value. To move this chord sheet to G, we change the value to 4. The result will look like this:



Transposing and the key signature

When chord sheets are transposed, the key signature for the song will be transposed with the chord sheet. For this reason it is important to make sure that the key signature for the song is the correct key for the **un-transposed** chords. That is, if you

entered the chords in the key of Eb, Eb should be the key signature entered for the song.

Song

Details

Title: Abide with me

Author/Copyright: [dropdown]

Source/Reference/Notes: [dropdown]

Source: [text box]

Song #: [text box] Overhead #: [text box]

Bible Ref: [text box]

Key: Eb Tempo: [text box] Beat: 4/4

URL: [text box]

Notes: [text area]

Lyrics

OHD Ordering: [text box]

Timing: 00:00:00

Lyrics: ☒ Edit ☐ View

Abide with me,
 fast falls the eventide
 The darkness deepens,
 Lord, with me abide.
 When other helpers fail,
 and comforts flee
 Help of the helpless,
 O abide with me.


I need thy presence
 every passing hour
 What but thy grace
 can foil the tempter's power?
 Who like thyself my guide
 and stay can be?
 Through cloud and sunshine

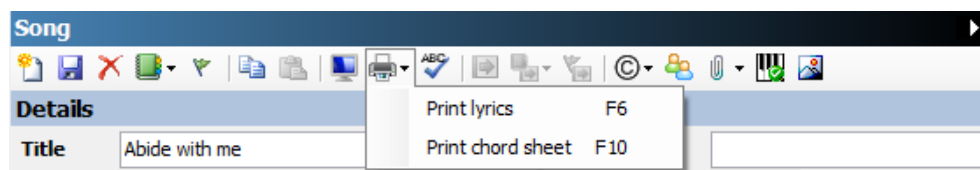
In the above example, we have transposed the chord sheet to "G", but the key signature of the song is still "Eb". This is correct - the chords were entered in the key of "Eb", even though the final transposed version of the chord sheet is "G".

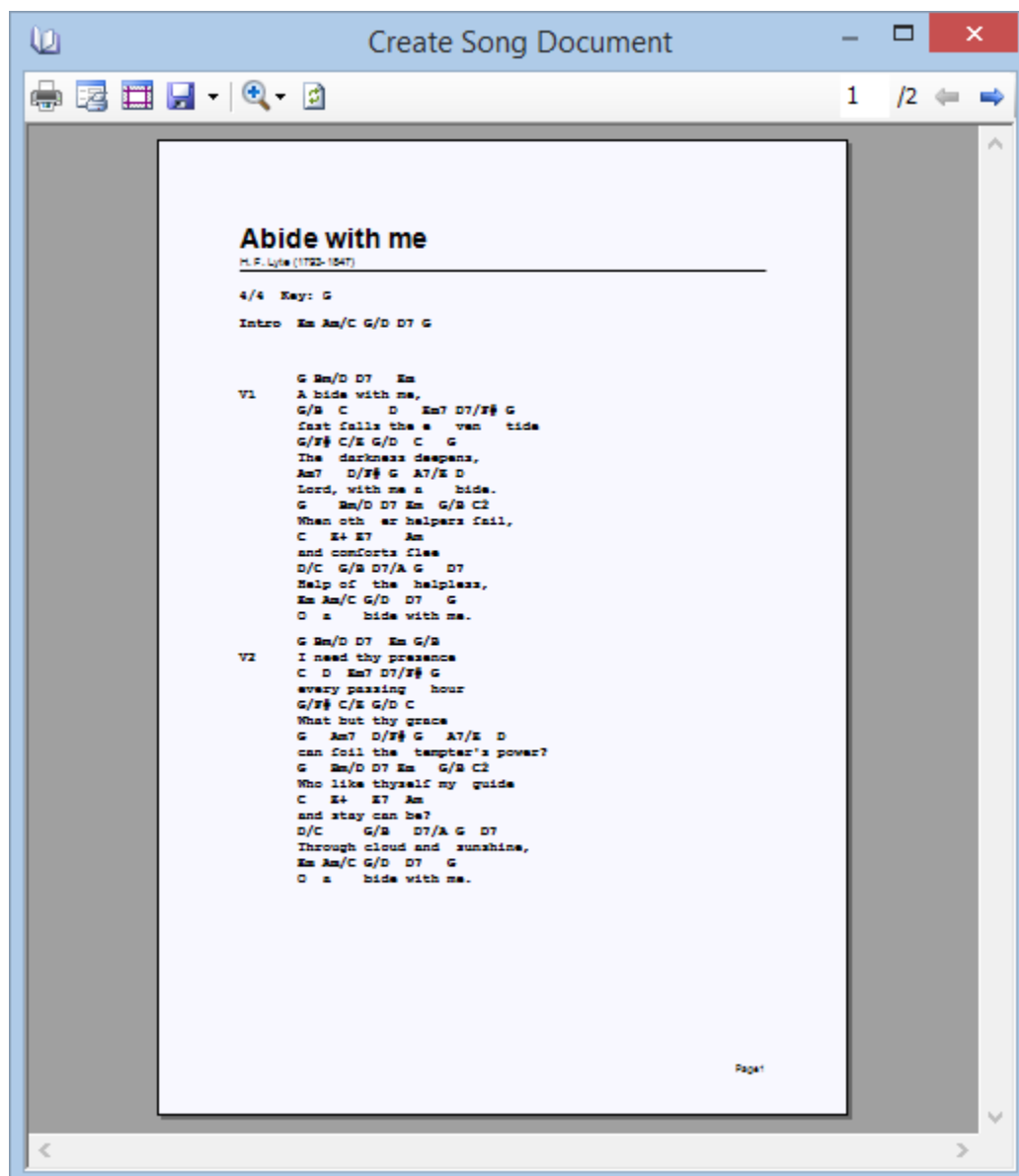
Creating chord sheet documents


Once we have songs with chords, we can create chord sheet documents. There are two ways to create a chord sheet document.

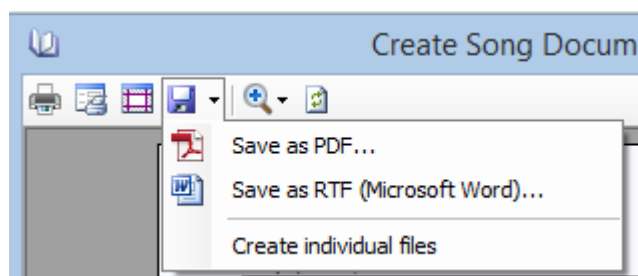
Single song

To create a chord sheet for a single song, select the song from the list, then, on the song toolbar, click on the dropdown icon beside the  icon, then select "Print chord sheet", or press F10.





You can then chose how you want to save this document. Click on the dropdown icon beside the  button to select the output type.



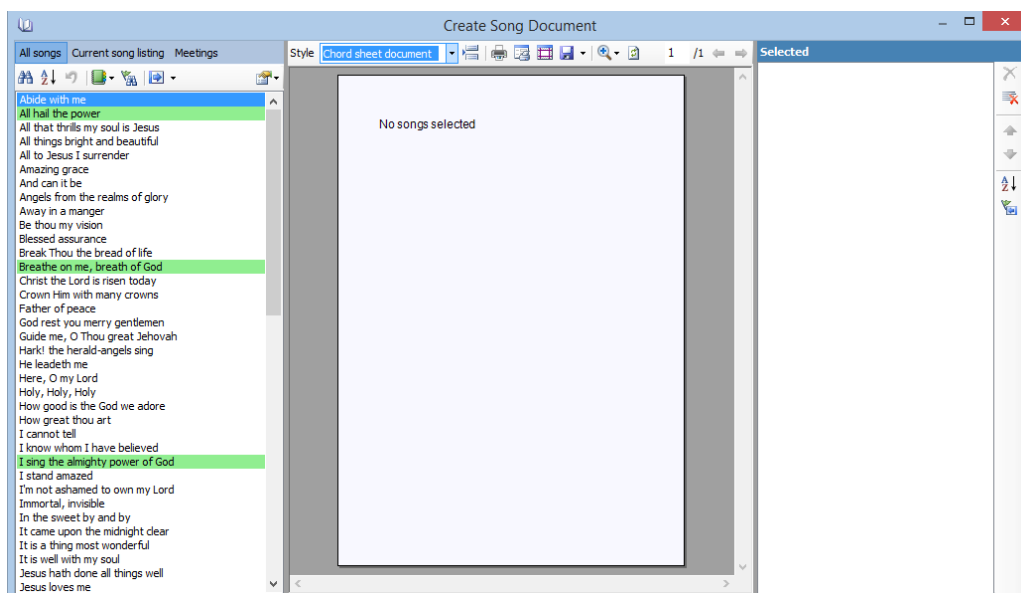
Click "**Save as PDF...**" to save the chord sheet as a PDF document.


Click "**Save as RTF (Microsoft Word)...**" to save the chord sheet as an RTF document which can be opened by most word processors.

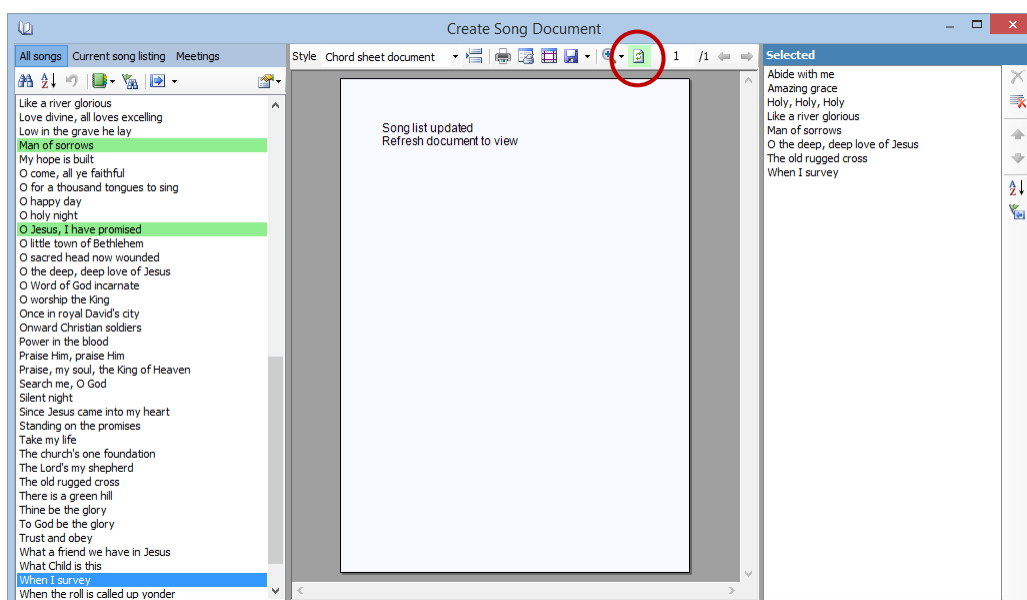
The main difference between the two formats is that a PDF document is usually a read-only format (unless you have a PDF editor installed). The RTF format can be opened in a word processor like Microsoft Word and changes made to the output.


Multiple songs

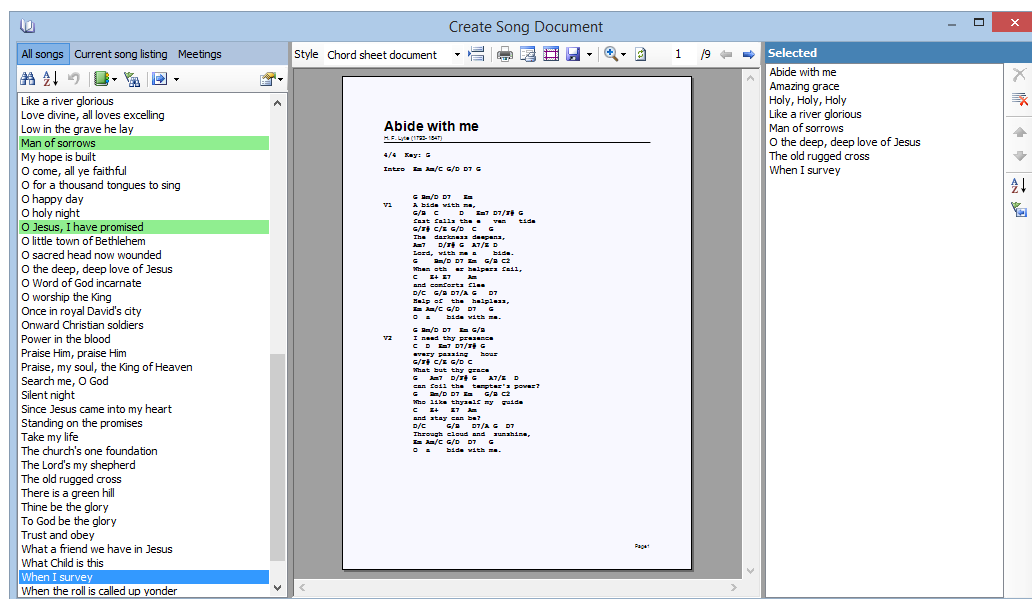
To create a chord sheet document that contains multiple songs, go to the "File → Create Song Document..." menu.







Change the "Style" to "Chord sheet document". Then add all the songs you want to be in the document by selecting the song in the list, and clicking on the  button, or press Ctrl+A.

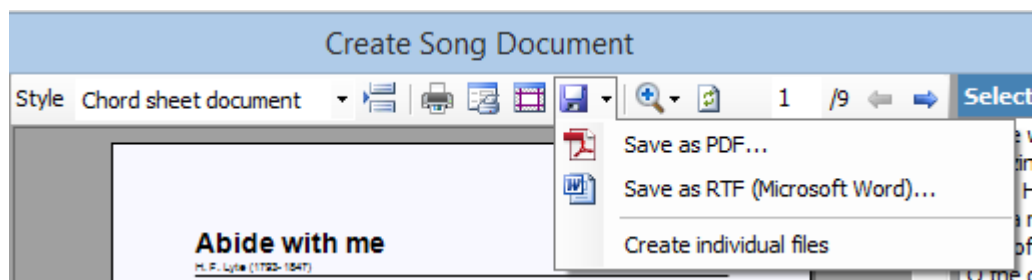


Once songs are in the selected list, click on the  button to refresh the output.



You can order the songs in the document by using the  and  buttons in the select list toolbar. To order the list alphabetically, click on the  button.

Once again, you can choose how to save the document by clicking on the dropdown icon beside the  button to select the output type.



If you want to create individual files, rather than a single document, click on the "Create individual files". This will save each chord sheet into its own file, using the naming convention "Song Title_Chordsheet.pdf".

Summary

In this chapter we've looked at how to enter chords, both manually and using keyboard shortcuts, and how to transpose the chord sheet to another key. We've also looked at how to generate chord sheet documents.

Chapter 10: Overhead displays - Configuration

Projecting song lyrics for congregations can be complicated. Aside from the technical aspects of setting up a projector, there are lots of things that can go wrong. Are the right lyrics being displayed? What order will the lyrics be displayed in? What if the song leader wants to go back to verse 1 again? Controlling the overhead display can be a stressful task for the sound desk people.

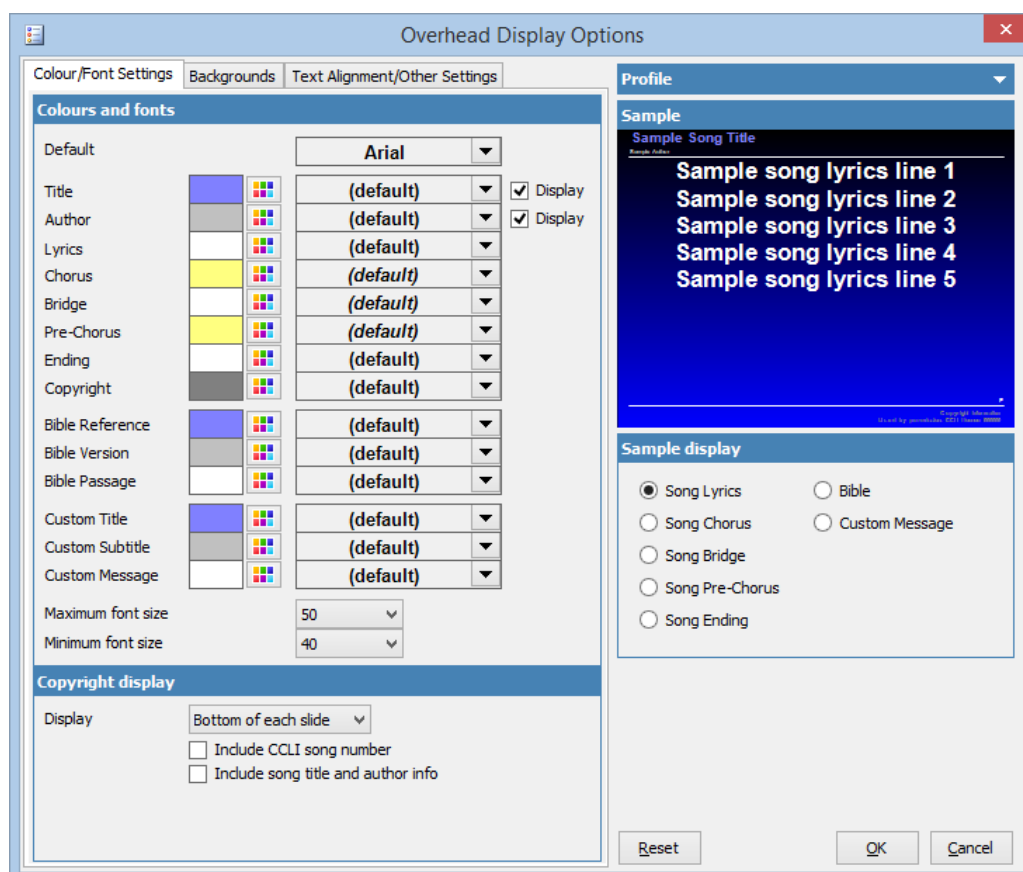
CMO attempts to help with overhead projections by making the process as painless as possible.

Setting up the OHD options

CMO has a lot of options for controlling the look and feel of the overhead display. Go to the "Overheads → Overhead Display Options..." menu, or press Ctrl+F12.

The OHD options dialog has three main areas of configuration: Colour and font settings, background settings, and text alignment settings.

Colour and font settings

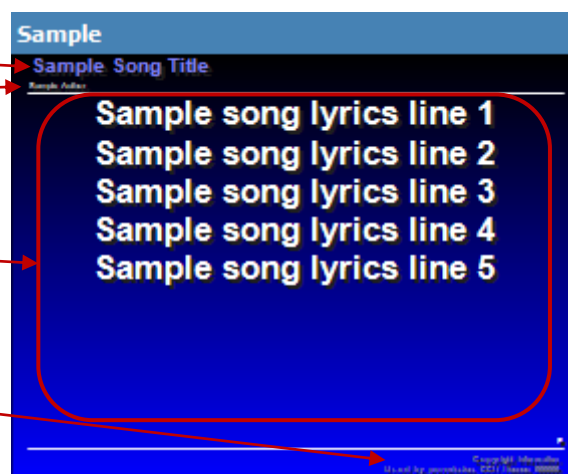


The colour and font settings are the first thing displayed on the dialog. Here we can set the colour and fonts for all the various types of overheads: songs, Bible references, and custom messages.

For the purposes of this chapter, however, we will only be looking at the settings for songs.

There are eight different parts of a song overhead:

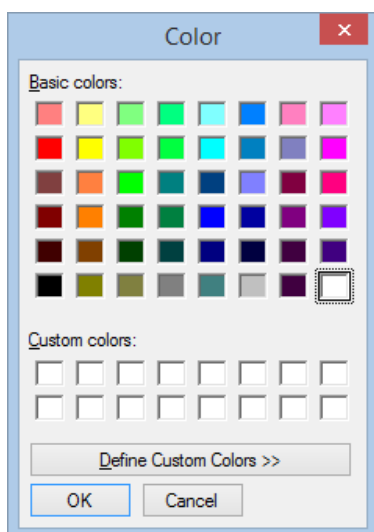
- Title
- Author
- Lyrics area
 - Lyrics
 - Chorus
 - Bridge
 - Pre-chorus
 - Ending
- Copyright



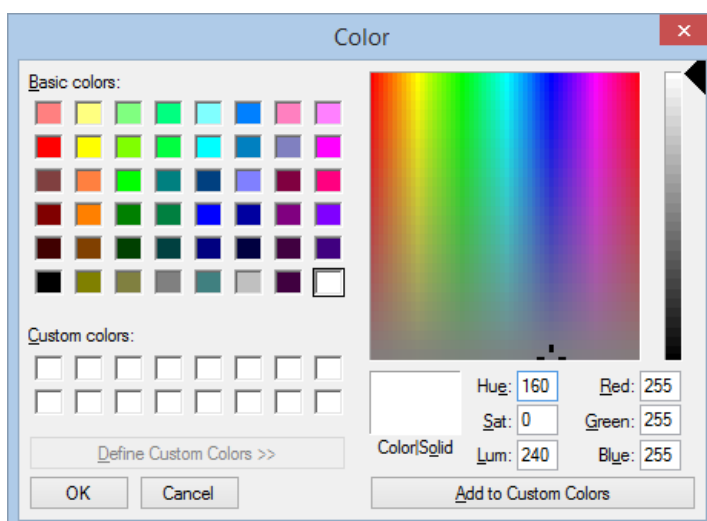
Each of these parts can have its own font and colour settings.

Colour selection

To change the colour of the lyrics, click on the  button beside "Lyrics".



On the colour selection dialog, select the colour you want to use for lyrics and click OK. If you want a more detailed colour selection, click on the "Define Custom Colors" button.



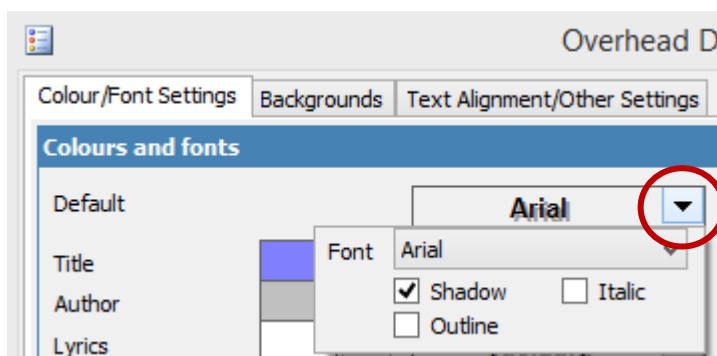
Here you can fine tune the colour you want to use.



Note: Care should be taken when choosing colours for overheads. While CMO will allow any colours to be selected, your congregation may not like to read lime green text on a bright pink background. The job of the overhead is to display the lyrics. Anything that distracts the congregation from the song they are singing means they will find it hard to engage with the song.

Font selection

You can also change the font settings for each part. At the top of the dialog is a setting called "Default". This is the default font used whenever a font has not been explicitly set. If you want to change all fonts to a new one, change the default font.



Here, the default font has been set to "Arial". Click on the drop down button to display the font options.

You can select a new font from the combo box. You can also add some effects to the font:

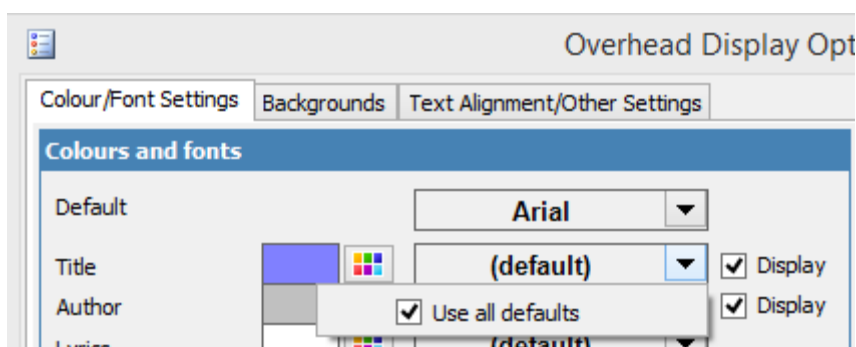
Shadow: Adds a drop shadow effect to the text

Italic: Makes the text italic

Outline: Draws an outline around the text

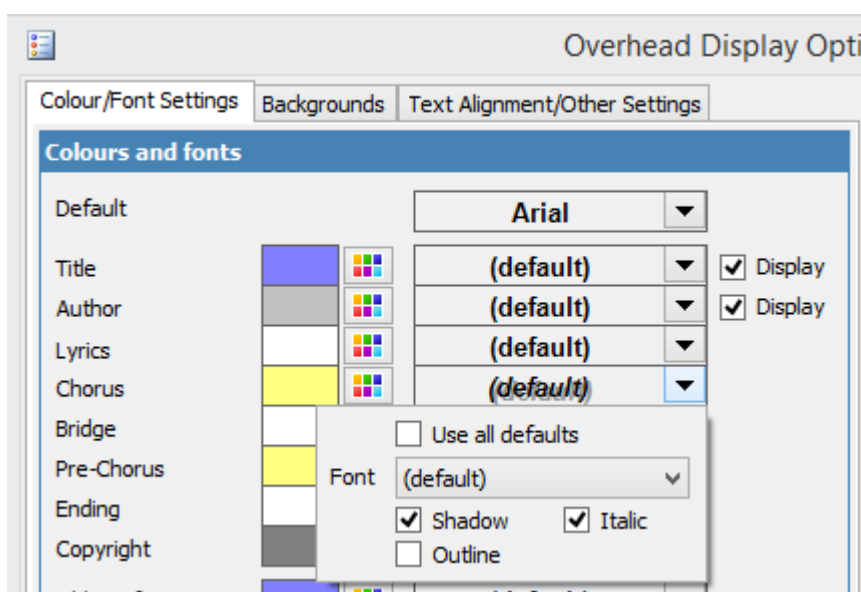
Sample song lyrics line 1
Sample song lyrics line 1
Sample song lyrics line 1

You can also change the font settings on individual items.



When an item is using the default font and style settings, the word "(default)" will appear in the font selection box. Clicking on the dropdown button shows a single checkbox, saying "Use all defaults". This means that, for this part, the font name and style will come from the default settings.

For some parts, though, while they use the default font name, they have individual styles. For instance, the chorus part shows this:



Here, the "Use all defaults" has been turned off so the chorus can have a shadow and italic style. But the font name is still set to default. This means that you can have one setting to change the font name, and it will flow through to all the different parts.



You can, however, set each part with their own font if you prefer. Once again, be careful with font selection. Only choose fonts that are easy to read. Fonts with lots of embellishments or are normally italicised (for instance, script-like fonts such as *Edwardian Script*, or *Mistral*) are probably inappropriate for projecting lyrics.

Also, good typographic rules state that there should only be 1 or 2 different fonts in a display. Having lots of different fonts creates a distraction. Try to limit the number of different fonts to 2 - for example, use one font for title, author and copyright information, and one font for all lyric components.

Font sizes

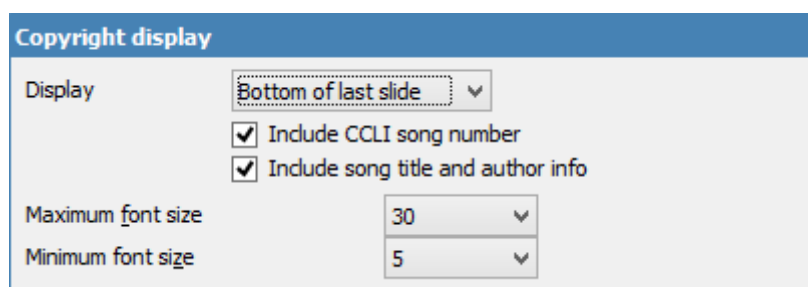
CMO will scale text up or down in order to fit lyrics on the screen. But if no limits were placed on this scaling, you could end up have a verse displayed at 40 points, and a short chorus or bridge displaying at 100 points. That sort of variation is a distraction for congregations.

So, you can set the maximum and minimum font size that CMO will scale up or down to. Even though you can set a minimum font size, CMO can still go below that if there is no other way to get the lyrics on the display.

Copyright display

There are a number of options for displaying copyright information. By default, copyright information will be displayed on each slide of a song. But you can also turn the copyright display off completely, or only include it on the last slide.

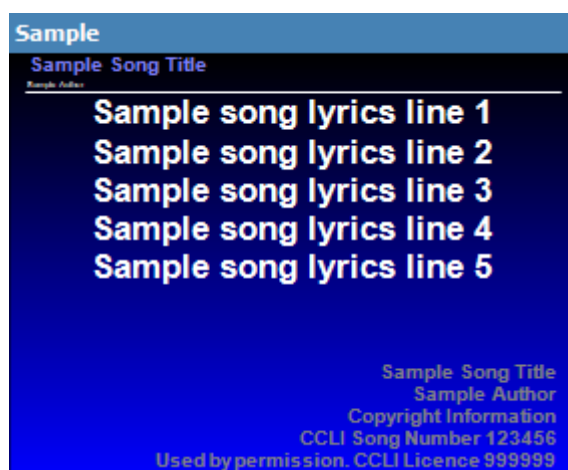
You also have the option of including the CCLI song number in the copyright information, and also the song title and author info.



The screenshot shows a window titled "Copyright display". It contains the following controls:

- A "Display" dropdown menu set to "Bottom of last slide".
- Two checked checkboxes: "Include CCLI song number" and "Include song title and author info".
- A "Maximum font size" dropdown menu set to "30".
- A "Minimum font size" dropdown menu set to "5".

When the "Bottom of last slide option" is selected, you can additionally set the maximum and minimum font sizes for the copyright display to control how large this component can get



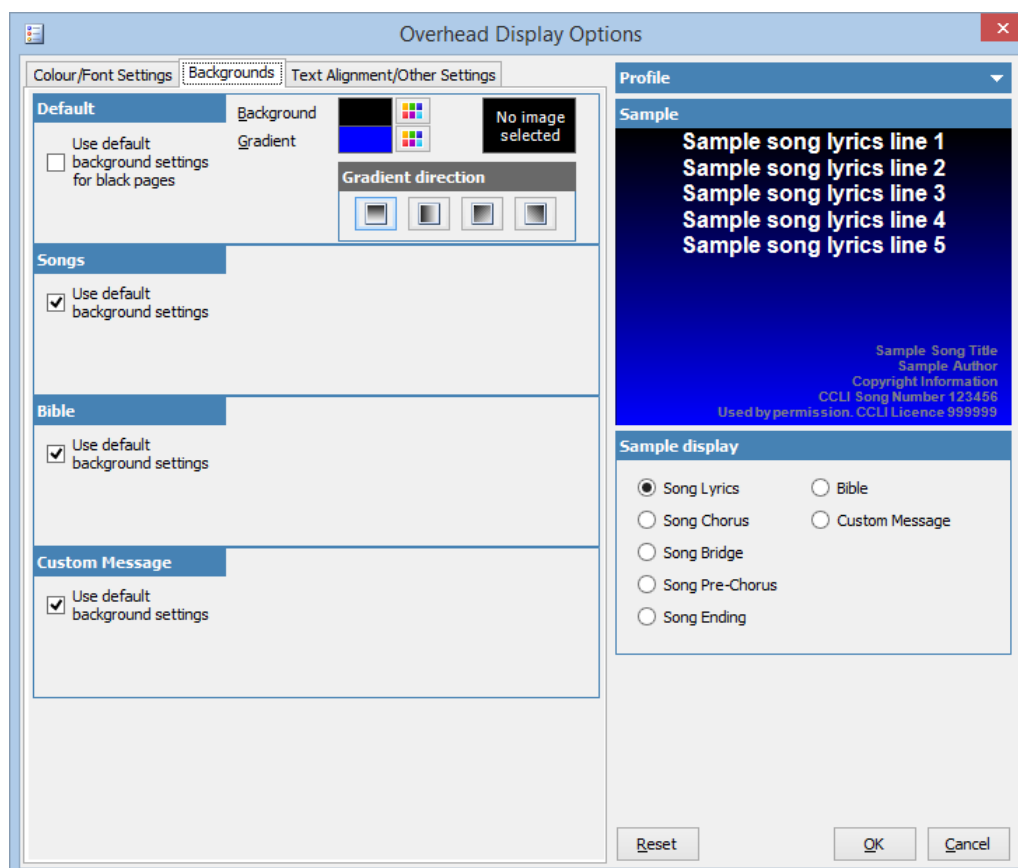
Title and author

If you don't want the Title and Author information to be displayed on each slide, you can turn them off using the "Display" checkboxes.



Backgrounds

The second tab on the dialog is for backgrounds.

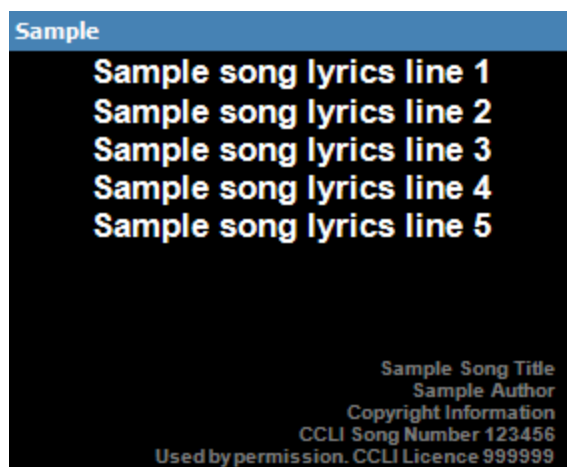


Here we can define the background style to use when projecting lyrics.

The top segment of this tab is "Default". This is the background that will apply to all the sections where the "Use default background settings" checkbox is ticked.

There are four parts to each background setting.

Background colour: This is the base colour of the background. If the background and gradient colours are set to the same colour, the result looks like this:



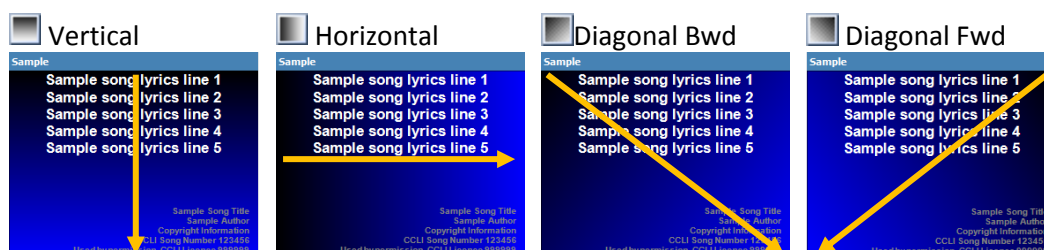
Gradient colour: Applying a gradient to the background can add a visually pleasing effect to the display. For instance, setting the gradient colour to blue creates this style:



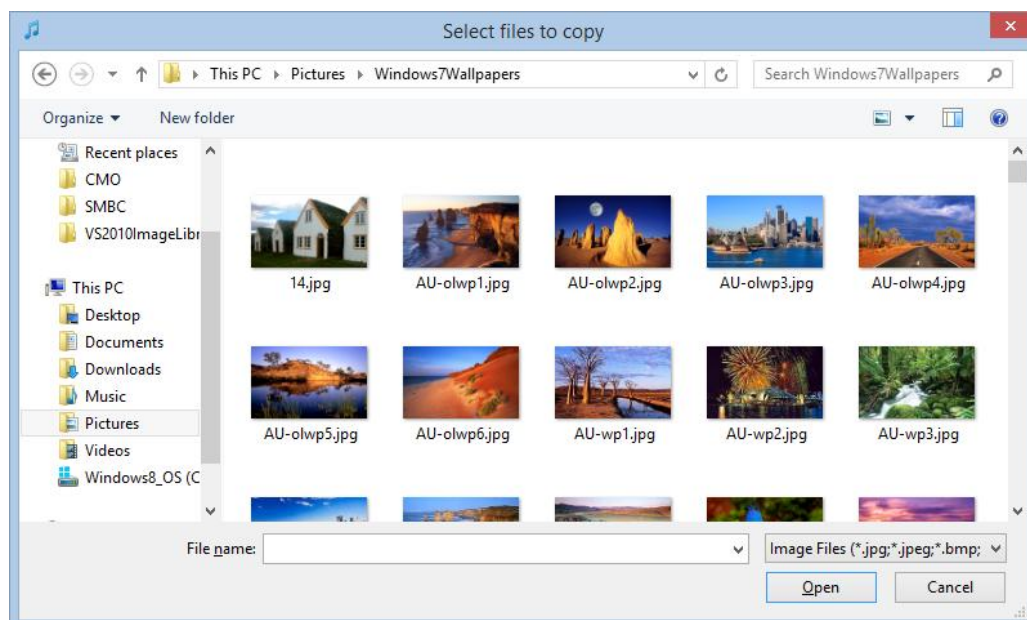
Tip: If you want to swap the background and gradient colours, double-click on one of the colour samples.



Gradient direction: The gradient can be set in one of four ways:

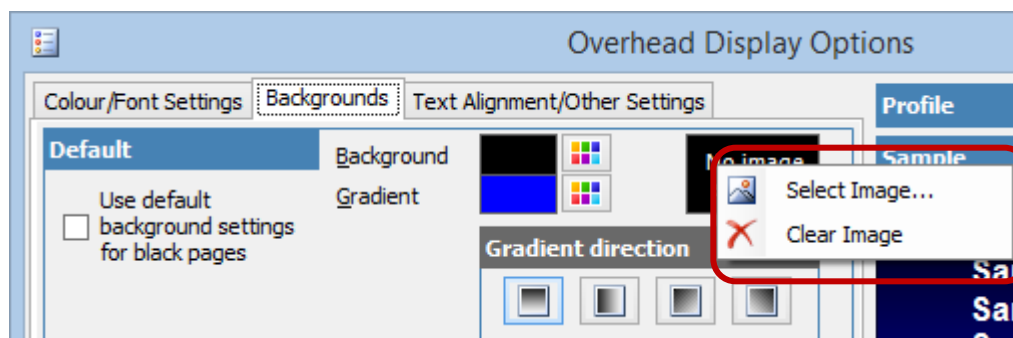


Background Image: If you want to use an image as the background, you will first need to add some images into CMO. Back on the main window, go to the "Overheads → Copy Background Images to Images folder..." menu. This will open a file selection dialog where images can be selected.

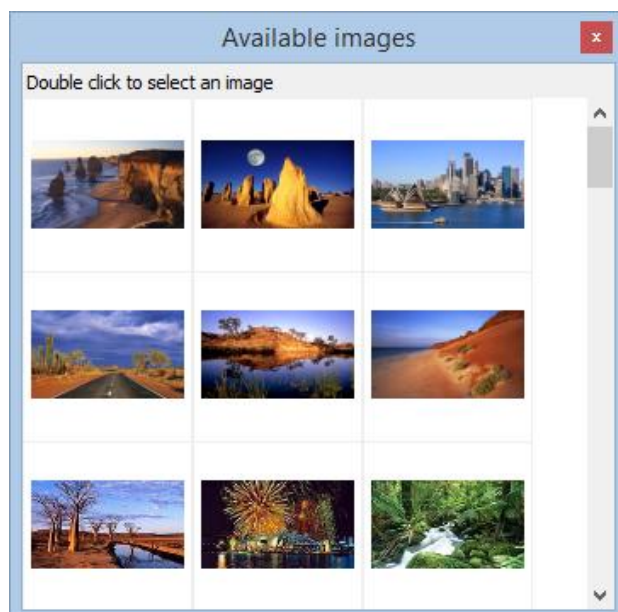


Hold the Ctrl key down to select multiple images. Once you have images in the CMO images folder, you can apply them to backgrounds.

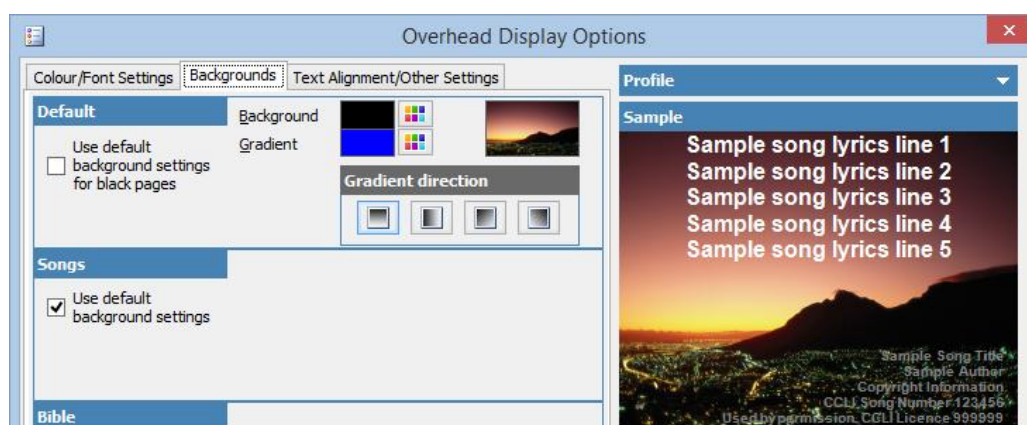
Right-click on the box that says "No image selected". A context menu will appear.



Click on the "Select Image..." to open an image selection dialog.



Double-click on the image you want to use to select the image.




Note: When background images are being used, CMO will automatically make all fonts outline. This is to ensure visibility - text without an outline can easily be lost in a background image.

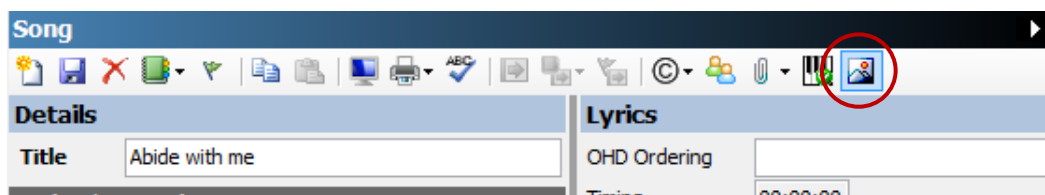
Songs with background images

The settings above controls what happens at a global level with backgrounds. If nothing else is in place, then these defaults will be used.

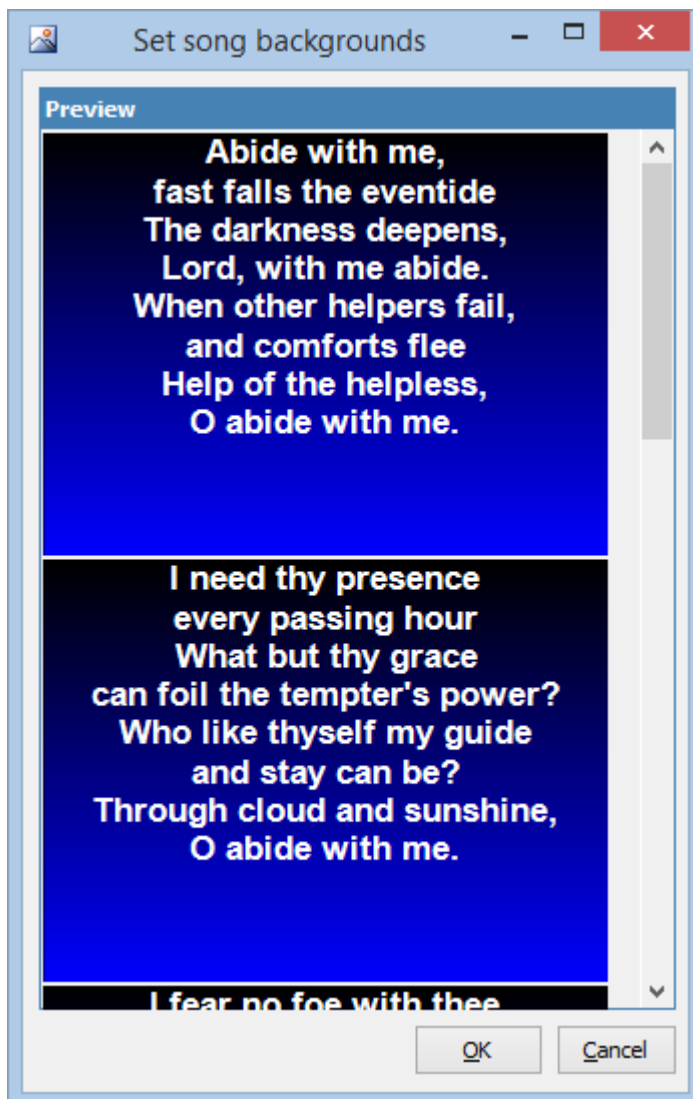
You can set different backgrounds for songs, Bible references and custom messages, leave the songs using the default and define a special background for Bible references.

Also, background images can be set for individual songs. In that case, the backgrounds defined for the song will take precedence over the global settings.

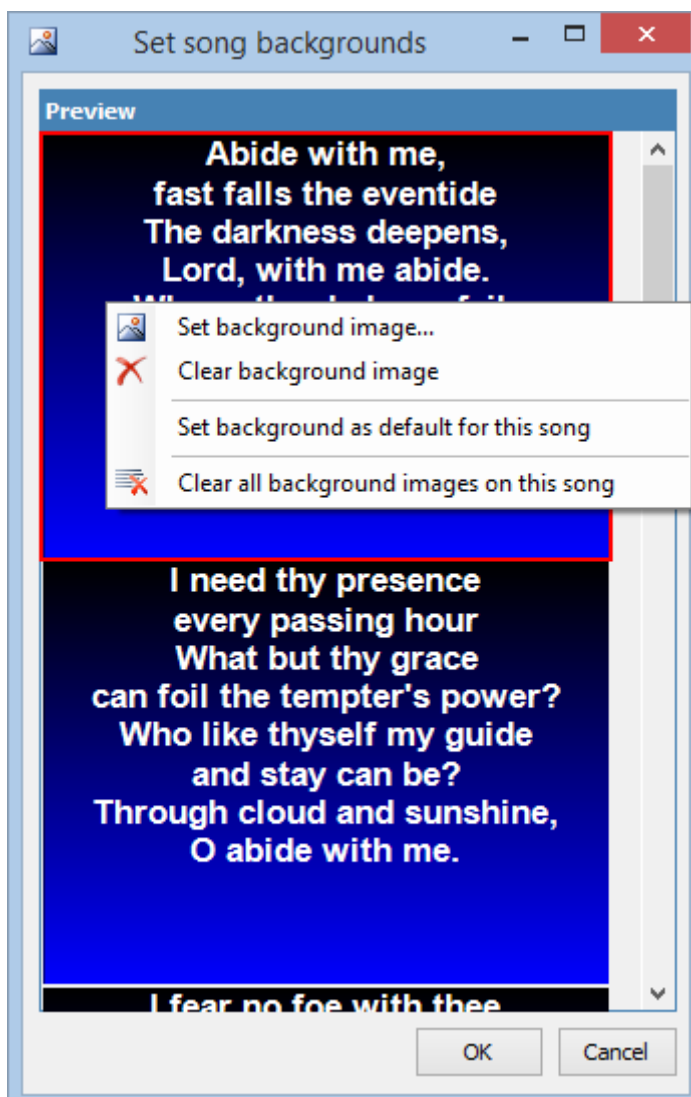
To define the backgrounds for an individual song, first select the song from the song list, then click on the  button in the song toolbar.



The following dialog will be displayed.



Each verse is rendered using the current background and gradient colours. When you right click on a verse a context menu will appear.



Click on "Set background image..." to bring up the image selection dialog to choose an image for that verse.

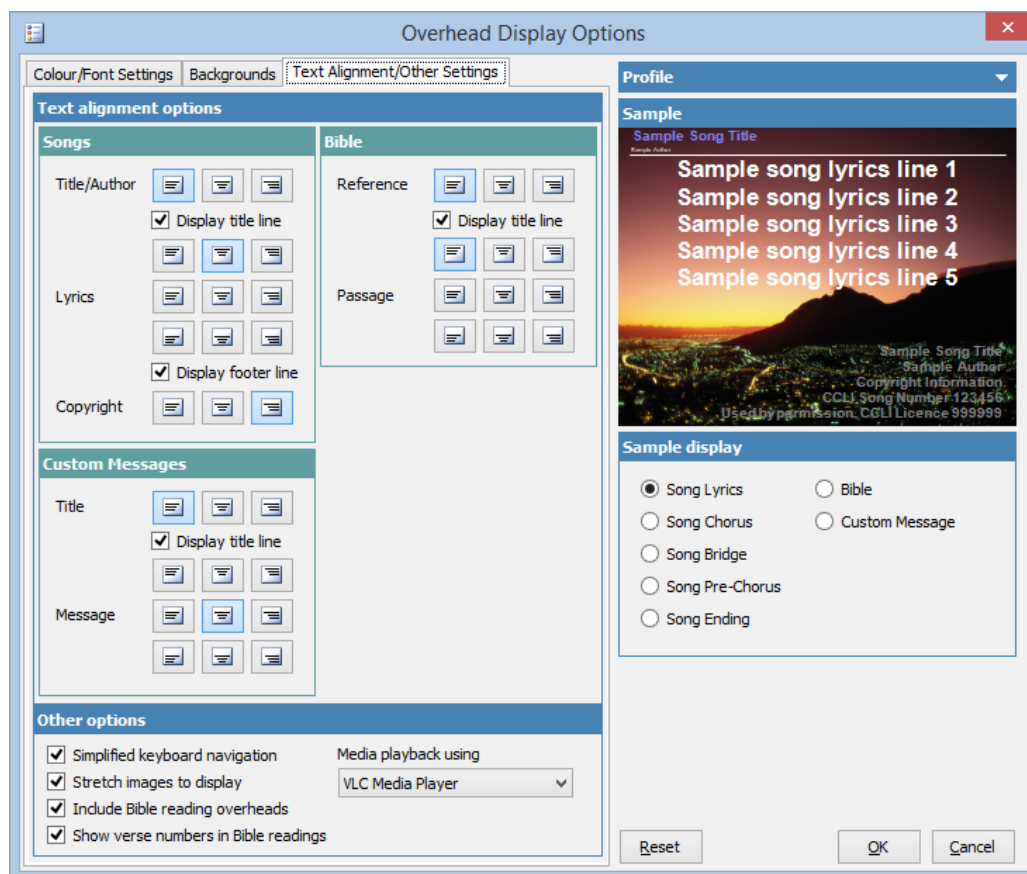
If you want to make that image the default for all verses in the song, right-click on the verse again and select "Set background as default for this song".

You can set individual images for each verse.

Once background images for a song are set, they will take precedence over any other default settings.

Text alignment

The final group of settings for overheads is text alignment. These settings control where on the screen each of the parts will be aligned to.

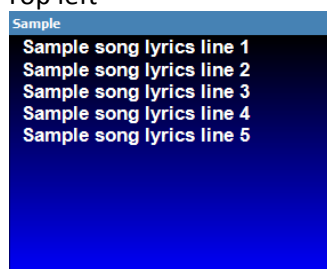


The **title** and **author** parts are aligned together, and can be either left, centre or right aligned. They always appear at the top of the page when they are visible.

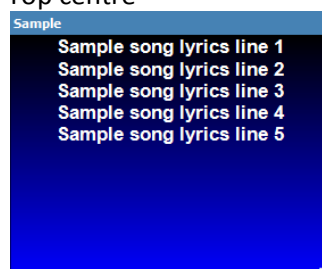
When the title or author parts are visible, you can include a line just underneath them as a separator. If you don't want this line, uncheck the "Display title line".

The **lyrics** parts (verses, choruses, etc) can be aligned in one of nine positions.

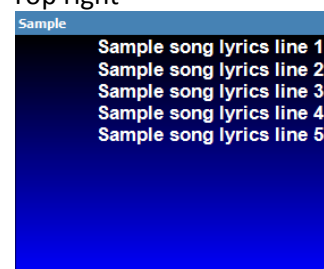
Top left



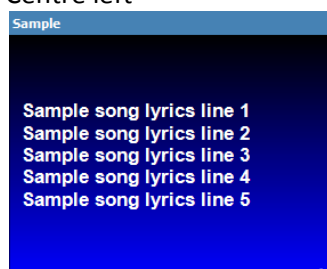
Top centre



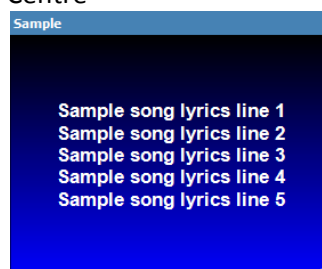
Top right



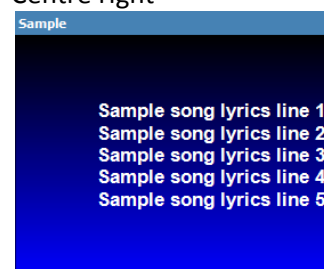
Centre left



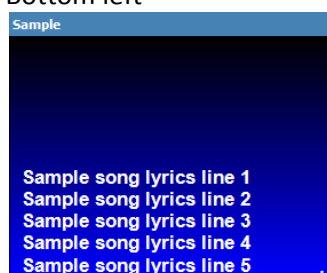
Centre



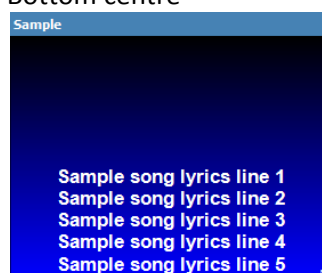
Centre right



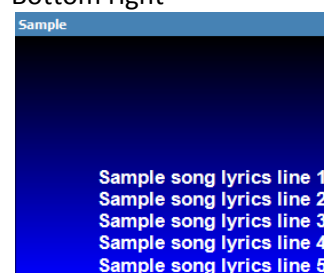
Bottom left



Bottom centre



Bottom right

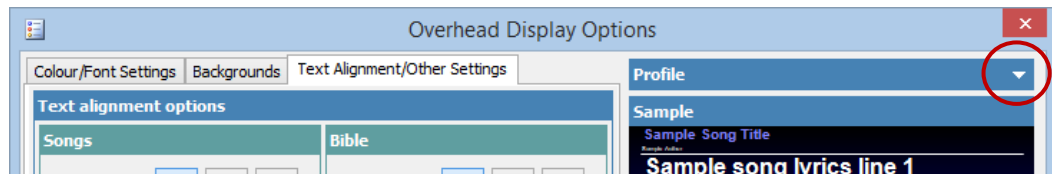


The **copyright** display, when it is displayed, can be either left, centre or right aligned.

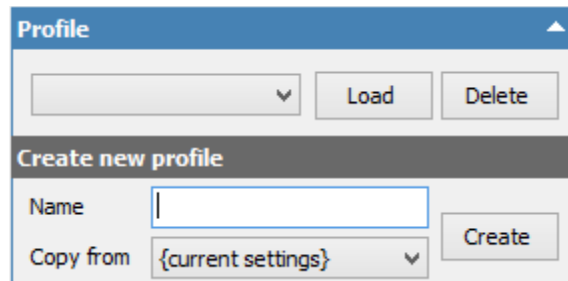
When the copyright is displayed on each verse, you can include a line just above the copyright lines. If you don't want this line, uncheck the "Display footer line". This option is not available when there is no copyright being displayed, or when the copyright is only on the last slide.

Profiles

There are a lot of settings you can apply for overheads, and there are a lot of reasons why you might want to change them regularly. For instance, if your church runs any special events, you might want to have a standard background image on all the songs and notices. If you run a children's program you might want to use different font to the one you use on Sunday morning. Messing around with overhead settings would quickly become frustrating when the sound desk people need to reset everything back for Sunday morning. In this situation, CMO provides overhead profiles that allow you to quickly switch between different sets of configuration.

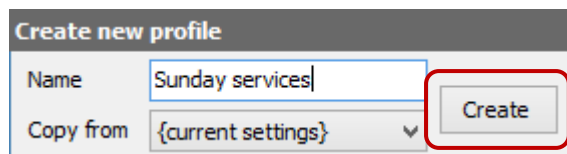


By default the profile section is collapsed. Click on the arrow button to expand it.

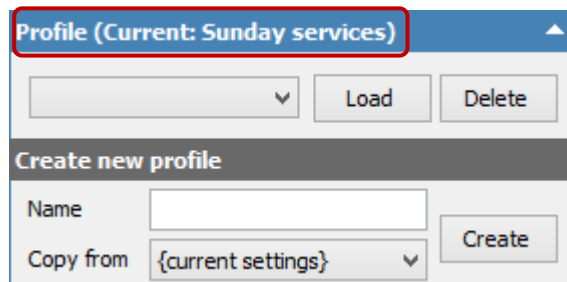


In our example setup, we're going to need three different profiles. One profile for Sunday mornings and evenings, another profile for a youth event, and another profile for a conference.

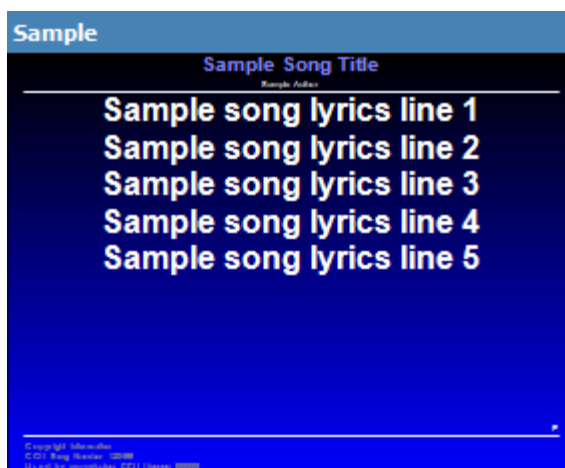
To create these profiles we first enter a name into the text box. If there are any existing profiles we want to use as a starting point, we could select the profile in the "Copy from" dropdown list. Alternatively, we will leave the "Copy from" as "current settings" and just use whatever is currently set on the overhead options dialog. We then click "Create" to create our profile.



As soon as we create the profile, it will become the currently selected profile. We can see this here:

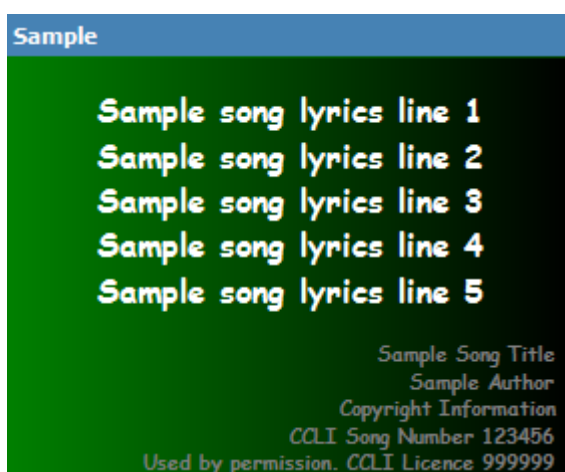


We can now set up our Sunday services profile by making any changes to the overhead style.



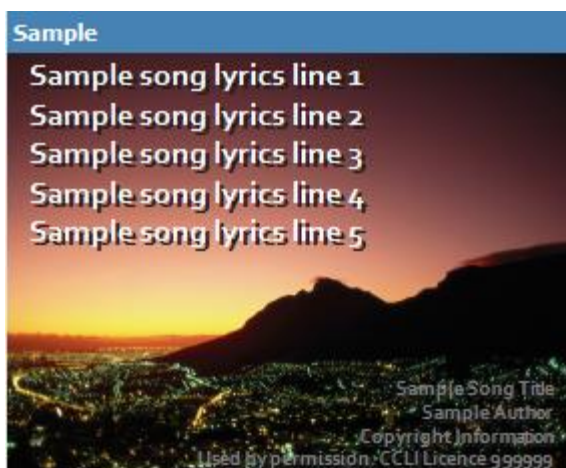
The default font is set to "Arial". The title and author are centred. Lyrics are top centred. Copyright is displaying on each slide, and includes the CCLI number. Copyright is left aligned. Background is set to a vertical gradient from black to blue.

Now we can create a new profile, called "Youth event".



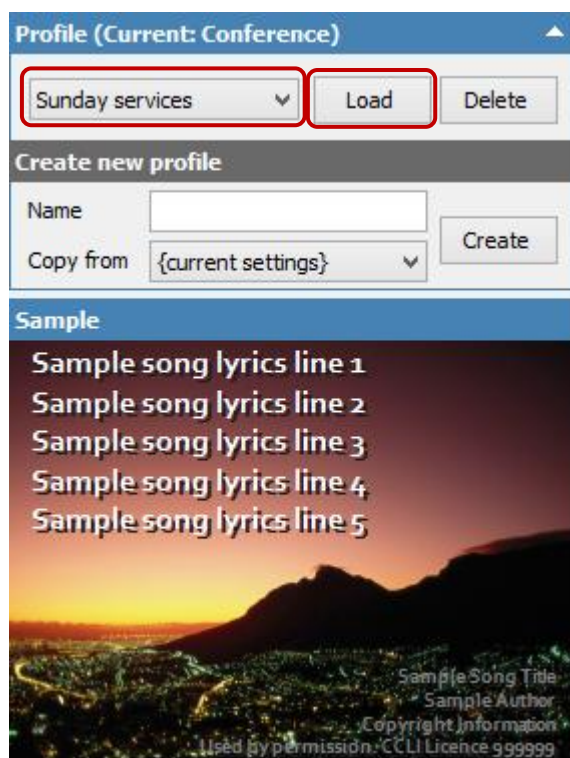
The default font has been set to "Comic Sans MS". The title and author are not displayed. The lyrics are centred. Copyright is displaying on the last slide only, includes song title, author and CCLI number, and are right aligned. Background is a horizontal gradient from green to black.

Finally we can create another new profile called "Conference".



The default font has been changed to "Corbel", and a drop shadow effect has been applied to all text elements. Title and author are not displayed. Lyrics are top left aligned. Copyright is only displayed on the last slide, with the song title and author, right aligned. A default background image has been applied.

To switch between each of these profiles is simply a matter of selecting the profile from the list and clicking on load.



In the example above, the current profile is "Conference". I've selected the "Sunday services" profile from the list, and after clicking "Load" the new profile is loaded.

Profile (Current: Sunday services) ▲

Sunday services ▼ Load Delete

Create new profile

Name

Copy from {current settings} ▼ Create

Sample

Sample Song Title

Sample lyrics line 1

Sample lyrics line 2

Sample lyrics line 3

Sample lyrics line 4

Sample lyrics line 5

Copyright: Alexander 2011 King Version 10.000
Used by permission 2011 Version 10.000

Summary

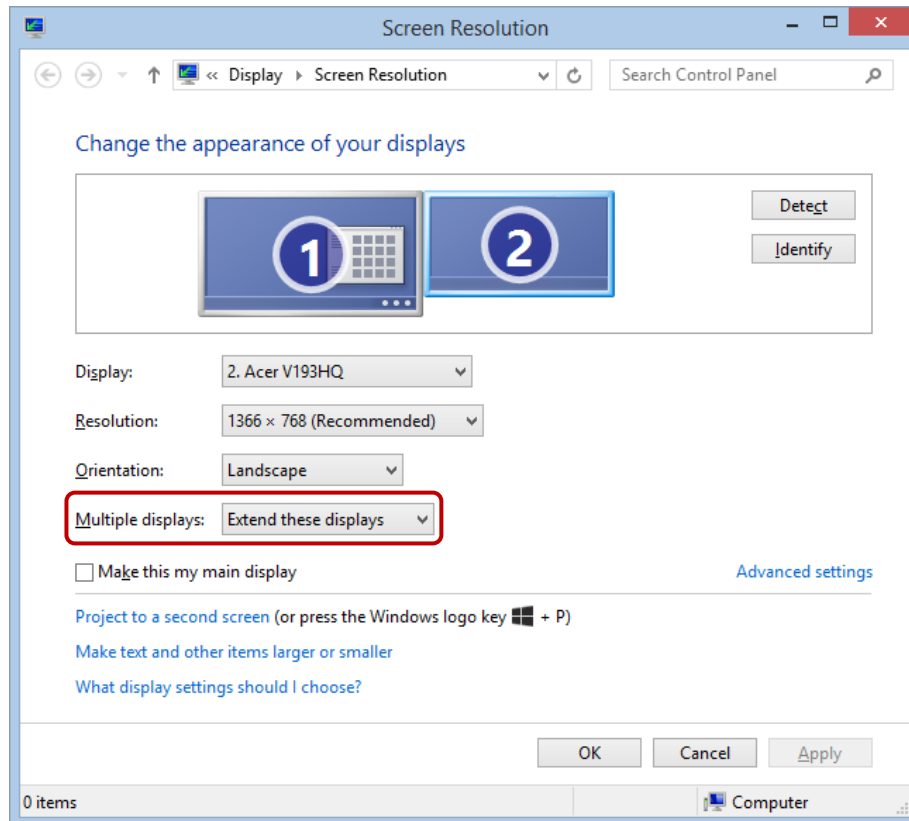
In this chapter we've looked at a lot of the options for formatting the display of overheads, include font and colour options, background options and alignment options. We also looked at how to use overhead profiles.

Chapter 11: Overhead displays - Running the presentation

In the previous chapter we looked at all the formatting options for displaying overheads. In this chapter we'll be looking at how to actually run the presentation.

Projector setup

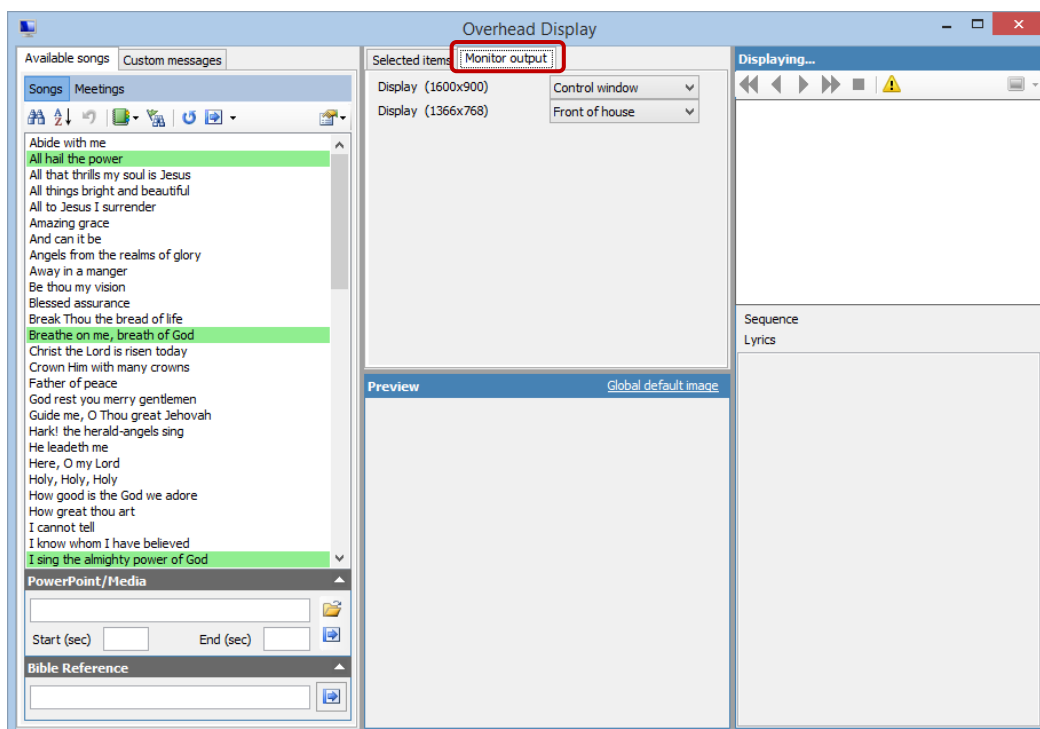
Before running any presentations, you need to ensure CMO is setup to understand where to project lyrics. CMO can use any monitor that is configured on your system.



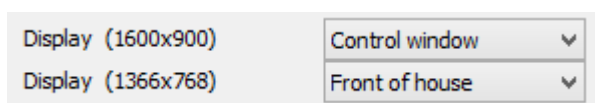
In the example above, taken from a Windows 8 machine, the computer has detected two monitors. In most cases you would want to use the **"Extend these displays"** option. This means that the desktop will be spread over the two monitors. The other option is to **"Duplicate these displays"**, which means the desktop stays the same size but both monitors get the same image.

CMO can work in both types of display settings, but it's easier to use the extended display.

With the two monitors configured in Windows, we can now open the Overhead display window by going to the "Overheads → Overhead display sequence..." menu, or by pressing F12.



We'll come back to this window in more detail later, but for now, all we want to look at is the "Monitor output" tab. In this tab is a list of all the monitors currently detected by Windows.



Beside each monitor is a dropdown list that defines what CMO will be displaying on each monitor. The options are:

- **Control window:** This is where the overhead display window will be positioned. By default this will be the main system monitor.
- **Front of house:** This is where lyrics will be projected.
- **Foldback display:** If you have a monitor set up that only the song leader can see, you can use this option. It displays some additional information along with the song lyrics.
- **None:** If you don't want to use a particular monitor, change to this option. No information will be sent to that screen.

For our purposes, the current settings are correct. We can just close the overhead display window for now.

Different types of services

Every church is different, and even in one church some services are different to others. In some services there might be a defined set of songs that will be sung, in a set order, and this order will be known well ahead of time. For other services, the list of songs might only be chosen a few minutes before the service begins, or it might change

radically midstream. Other services may allow the congregation to request a particular song, meaning the sound desk team will have no idea what songs will be sung or when.

CMO can handle all of these scenarios: the pre-planned services, the last-minute service, and the unplanned service. Let's start with the hardest one first - the unplanned service

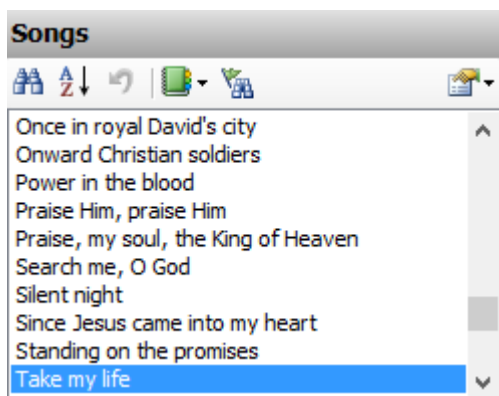
Unplanned services

In an unplanned service, the congregation requests different songs to be sung at different times in the service. In this scenario, the job of the sound desk operator is to find the right song as quickly as possible and get the lyrics on the screen. The quicker the lyrics are up, the sooner the music team can play the intro and start the song.

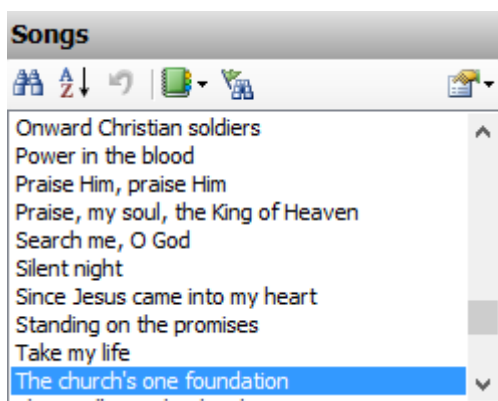
For this type of service you would start on the song list. As soon as you know the title of the song you need to scroll the list to it. There are a couple of ways to do this.

The first way is to just use the scrollbar, the page up and down keys, or the up and down arrow keys, to scroll through the list of songs. This may be fine if you have a shortened list of songs (for instance, if you have a subset of songs marked with a group), but if you have a long list this might not be the fastest method of finding the song.

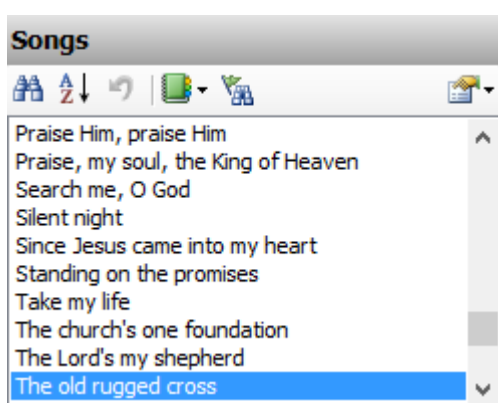
The second way is to just start typing. For instance, if the congregation requests "The old rugged cross", start typing "the" while the song list has the focus (that is, you've clicked on an item in the song list). As soon as you type the letter "t" the list will scroll to the first song that starts with "T".



Typing the next letter, "h" scrolls to the first song that started with "TH".

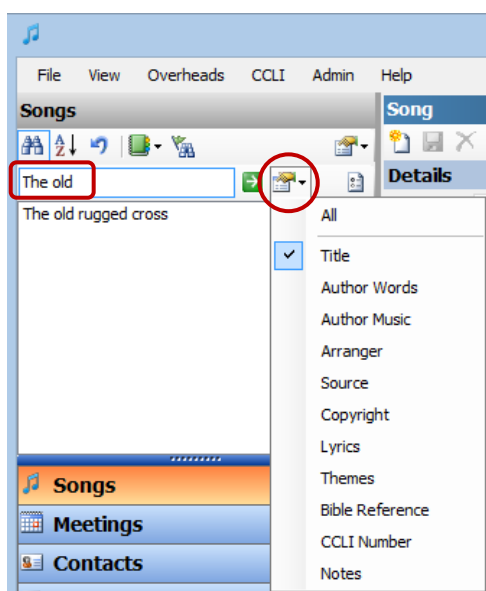


Typing the next three letters, "e", space, and "o" (thus, "**the old** rugged cross") and the list will move to the first song that starts with "THE O".




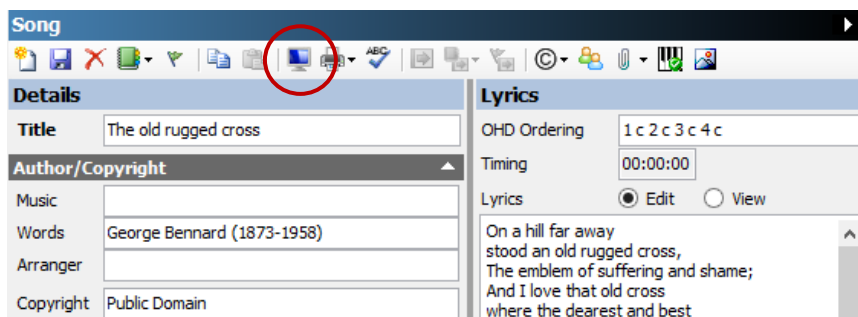
In four key presses we've found the right song.

The third method is to use the search bar.

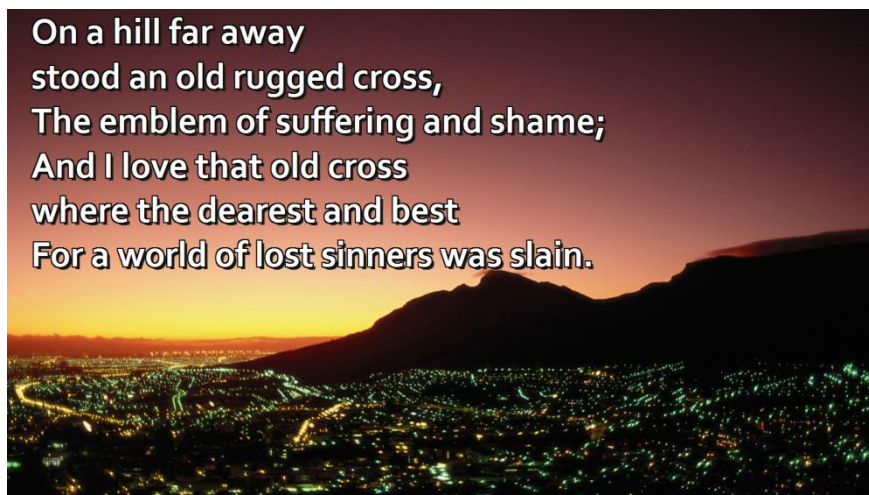


Here, I've changed the search type to only search song titles. Then I entered "The old", pressed enter, and one song appears in the list.

Whatever method you use to find the song, once it is selected, you just need to press the  button in the song toolbar, or press F5, and the song will be displayed as an overhead.



The song is then displayed on any displays that are set to "Front of house" or "Foldback display".



The overhead display window will also appear.

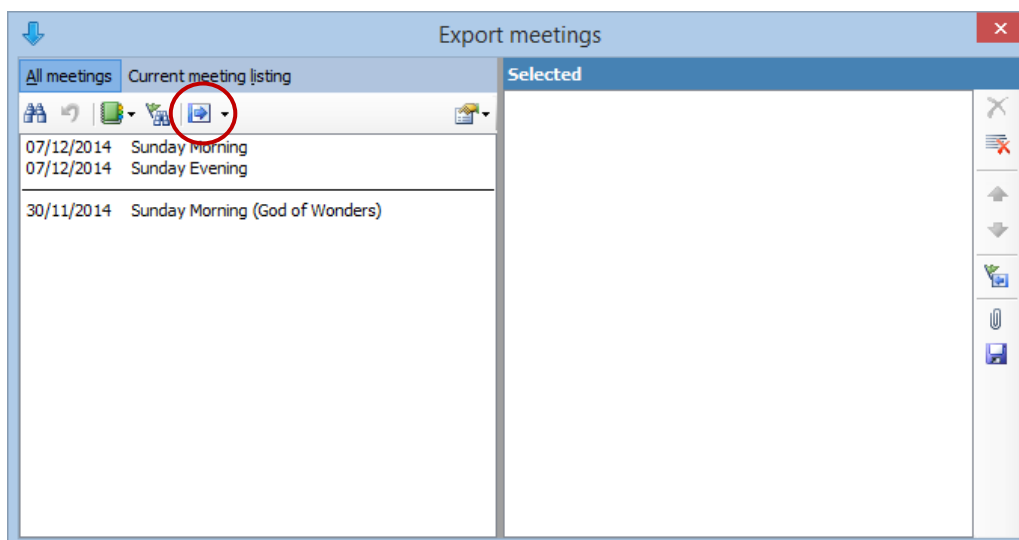
Pre-planned services


In this type of service, the list of songs, and the order of those songs, is worked out ahead of time. In this scenario the ideal way to create the service is by using a meeting.

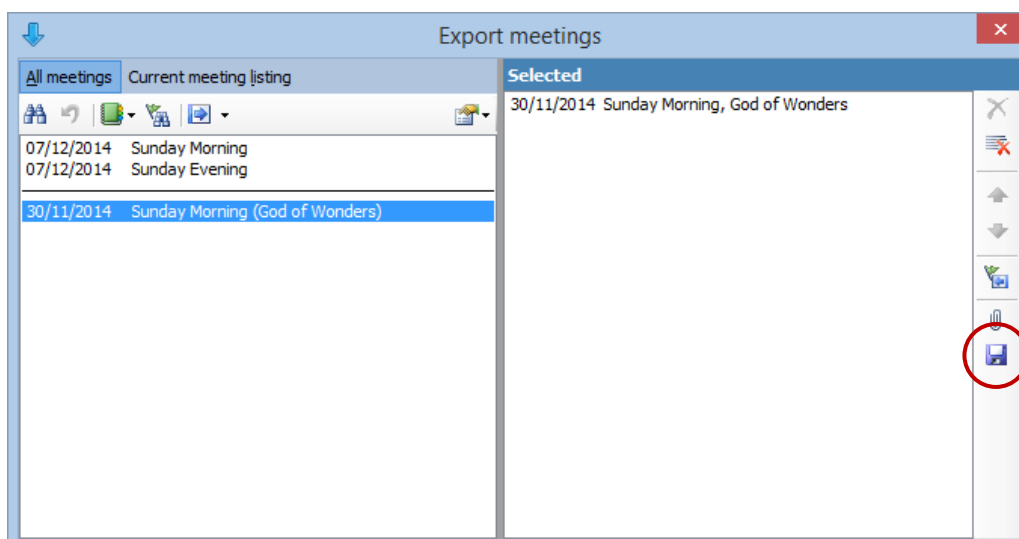
We've covered the process of creating a meeting in chapter 4. If the computer you created the meeting on is not the computer that will display the lyrics, you need to get the meeting into the other computer. There are a couple of ways to do this, but for now we'll choose the easiest method - using an export file.

You might have sent the meeting export file as part of the email communication about your service. In that case, you would simply save the XML file from the email on the church computer. If the church computer doesn't have an internet connect that might not work. Instead, you might need to take the export with you on a CD or USB stick.

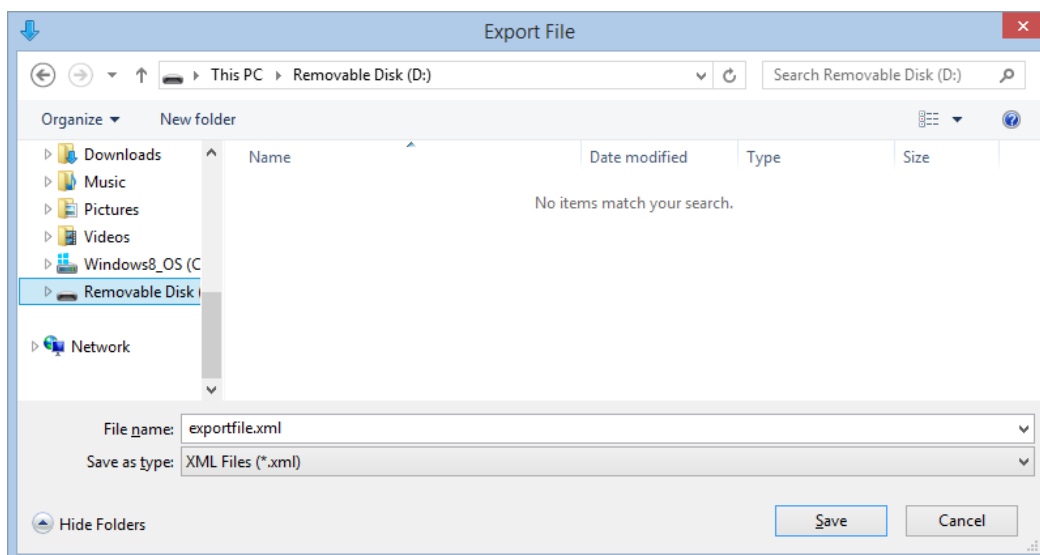
To create a meeting export file, go to the meetings section, then go to the "File → Export Meetings..." menu, or just press Ctrl+X.



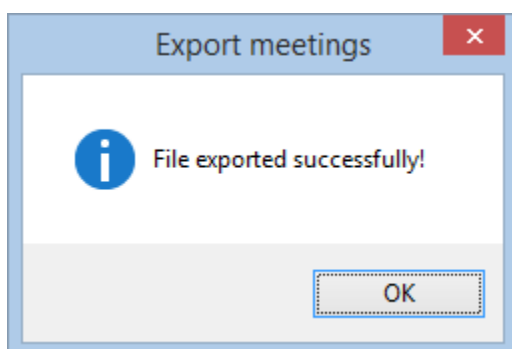
We then select the meeting we want to export and click on the  button in the toolbar.



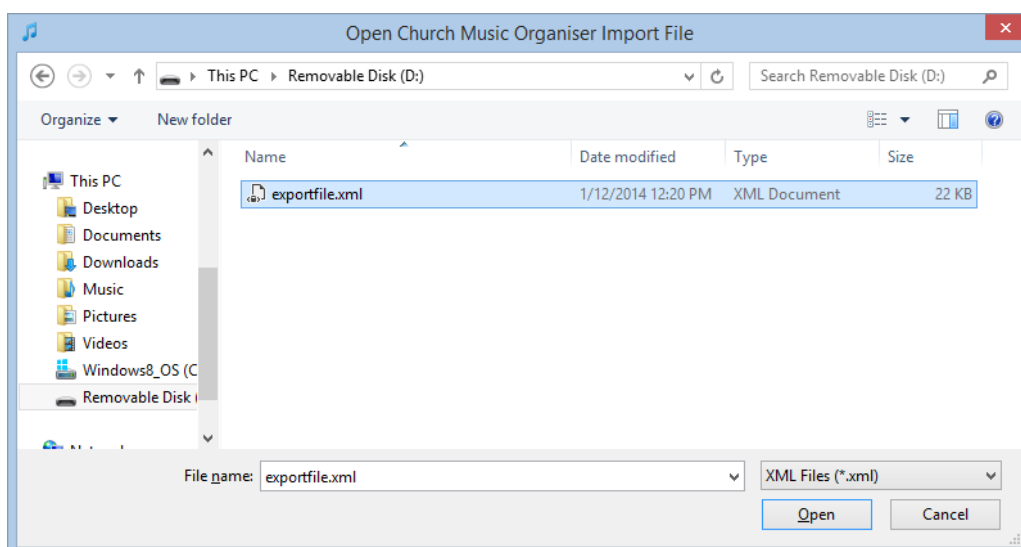
Then we click on the  button to create the export file.



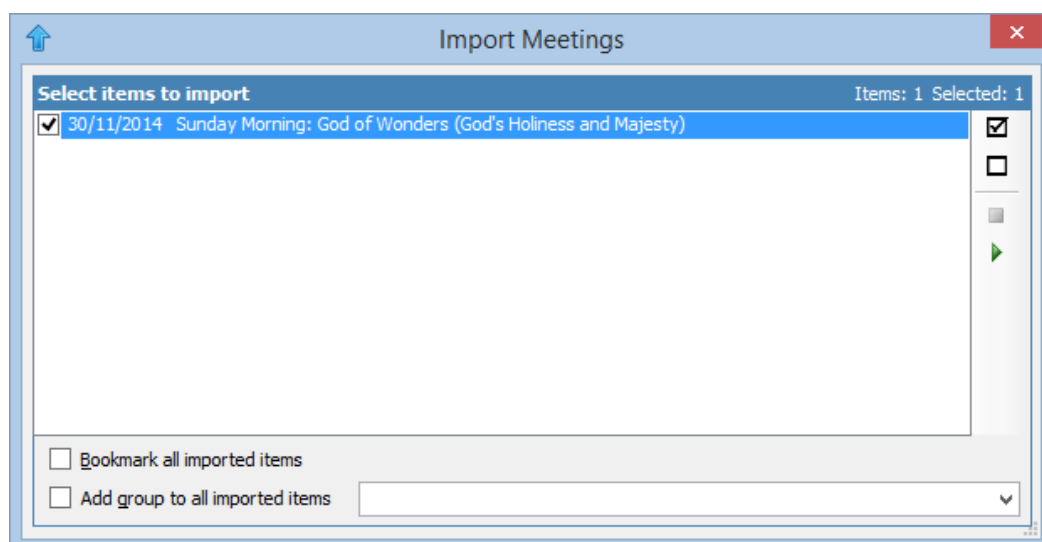
Here I've inserted a USB stick into the computer and selected it. The default name for an export file is "exportfile.xml". We can change the name if we want, but for this exercise I'll leave the name as is. Clicking on "Save" will create the export file.




I can now take my USB stick to my church computer. To import into CMO, I go to the "File → Import → From Church Music Organiser file...", or press Ctrl+I.

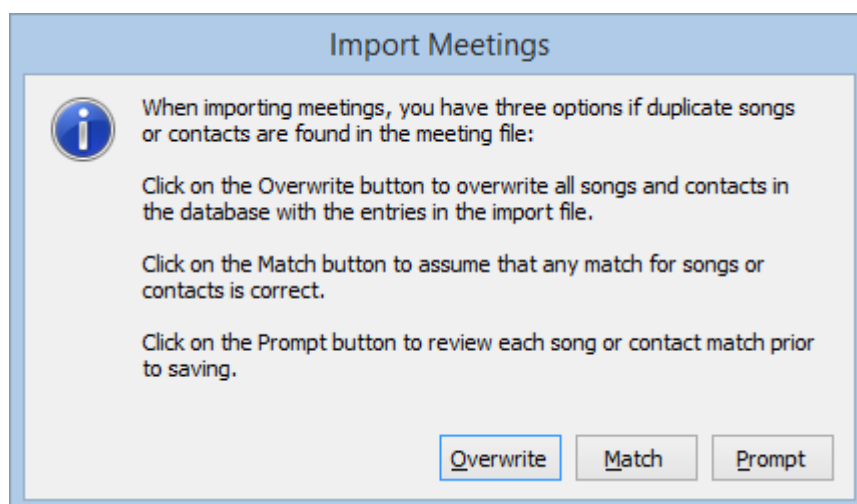


I select the export file I created and click "Open".



The import selection dialog will appear, which lists all the records found in the file. There is only one meeting in the file, and it's already selected (it has a tick next to it), so all I need to do is click the  button to import the meeting.

When importing meetings, you will see this dialog appear.

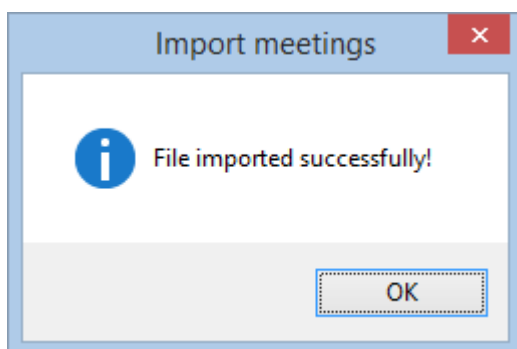


You can choose how you want to import data when CMO detects a duplicate record.


- **Overwrite:** This will take the songs from the import file and overwrite any existing record in the database. You would do this if you've made changes to the song (for instance, adding a verse, correcting the spelling, changing the order, etc). This is the safest option if you want to guarantee the song displayed to the congregation is the one you were looking at when preparing the service.
- **Match:** With this option, if CMO detects a duplicate record, it will assume the one in the database is the correct one. It won't change any details of the song stored in the database. This is the option to use if you've invested the time in the church computer's database of songs and are confident all the songs it has are correct.

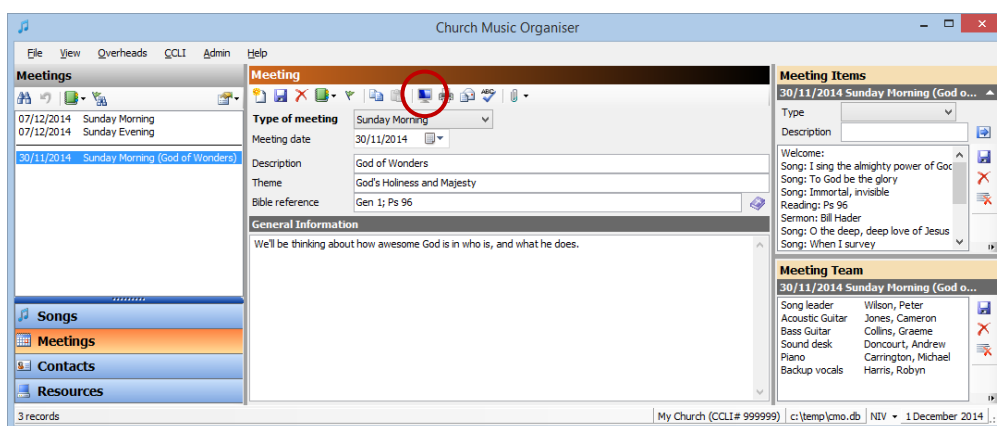
- **Prompt:** With this option, CMO will prompt you each time it finds a duplicate. When it does, you have the option of keeping both songs, keeping the database version, or keeping the import file version. This is the option to use if you're not sure how up-to-date the church database is, and you want to check things as you go.

Whichever option you take, you should soon see this message:



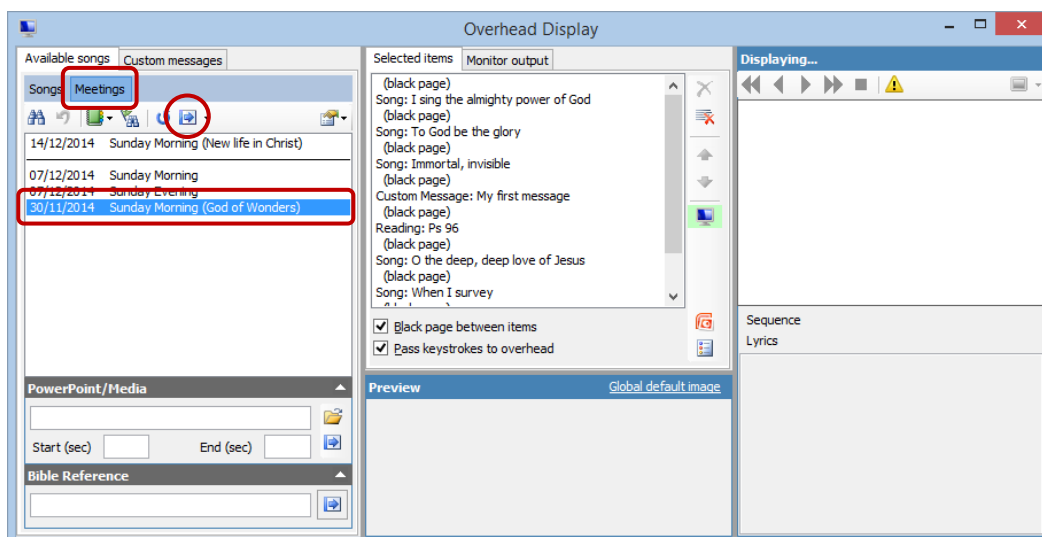
With the meeting now loaded into the computer we can open it in the overhead display window. There are two ways to do this.


The first way, and the quickest way, is to select the meeting in the meeting list, and press the  button on the meeting toolbar, or just press F5.




The overhead display window is opened, all the songs from the meeting are loaded into the "Selected" list, and the presentation is started immediately.

The other method of loading the songs from the meeting is to go to the "Overheads → Overhead display sequence..." menu, or press F12.

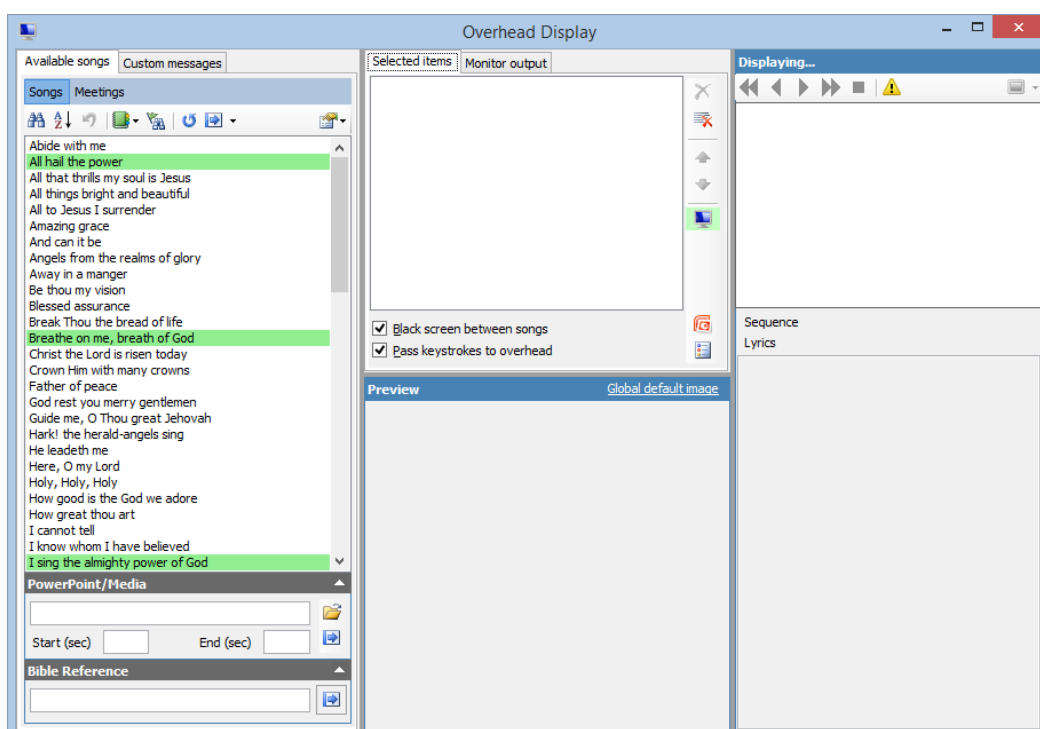



Click on "Meetings" to switch over to the list of available meetings. Then click on the meeting in the list you want to use. Finally, click on the  button, or press Ctrl+A, to add all the songs from the meeting to the selected list.

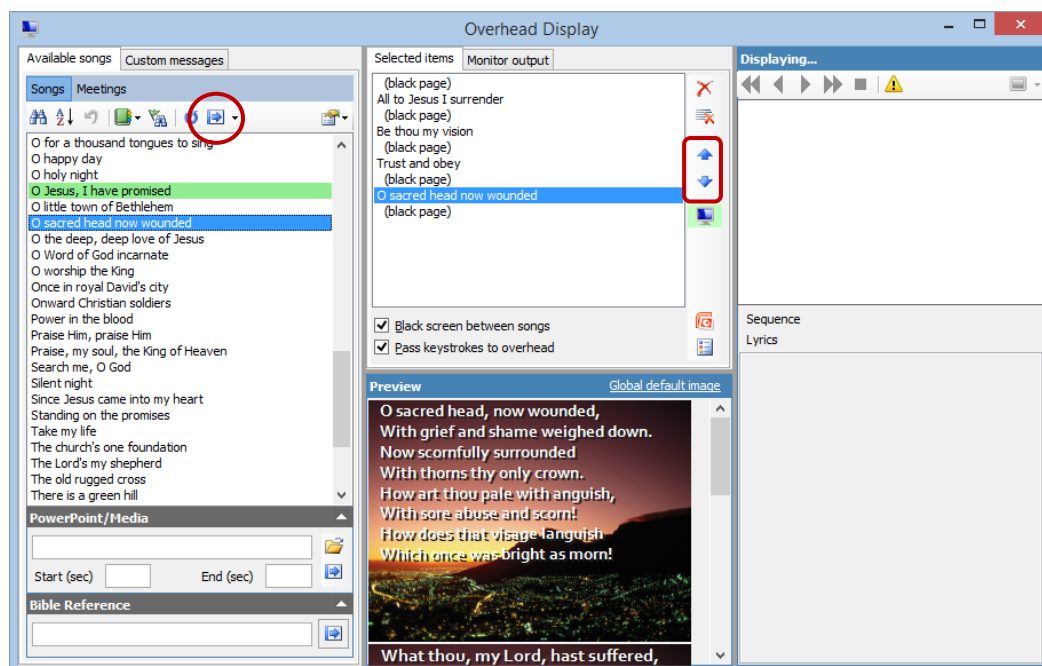
Once the songs are loaded, press the  button in the selected items toolbar, or press F5, to start the presentation.




Last-minute services

In this final type of service, the list of songs will be handed to the sound desk team a short time before the service starts, and there might be late additions or removals before (or during) the service. In this scenario, it's probably best to start by opening the overhead display window by going to the "Overheads → Overhead display sequence..." menu, or by pressing F12.



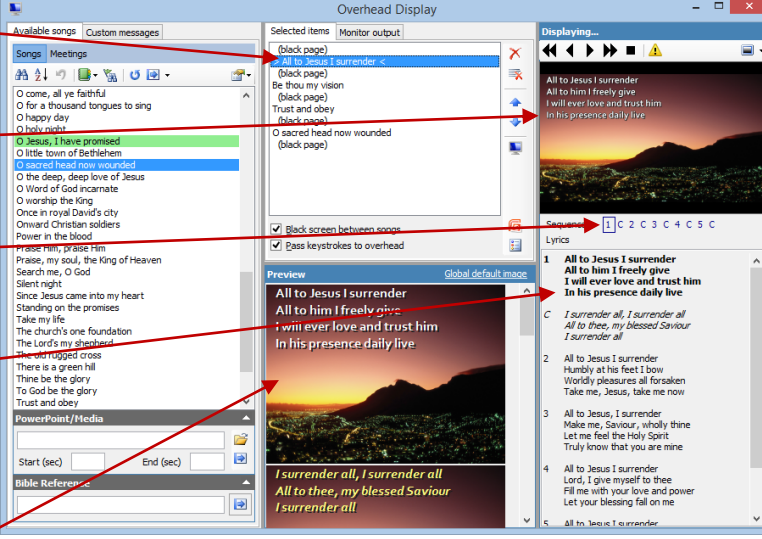
To add songs to the selected list, select the song in "Available songs" list and click on the  button in the toolbar, or press Ctrl+A, to add the song to the list.



In this example I've added four songs. I can move the songs around in the order by selecting a song and clicking on the  and  buttons. I can remove them by clicking on the  button.

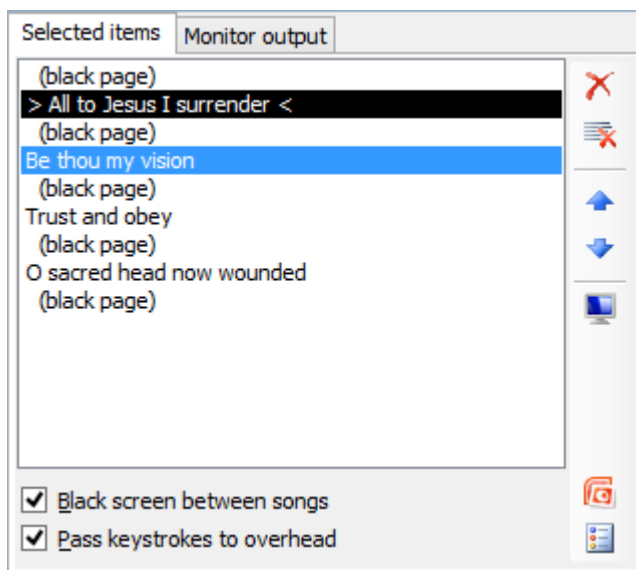
Using the overhead display control window

No matter which method you use to start the overheads, once started the overhead display window will control the display. Below is a breakdown of the important components of the overhead display window when a presentation is running.

The currently selected song	
A snapshot of the display being shown to the congregation	
The order the lyrics will be shown in	
All the lyrics of the song, with the verse currently display highlighted in bold	
A preview of each of the verses and how they will be displayed	

Let's break this down into its components

Selected items list





The selected items list controls what will be displayed as overheads, and in what order. The item marked with ">" and "<" and highlighted in black is the item that is currently being displayed. While an item is being displayed it can't be moved from the list, but all other items around it can be moved or removed.

The **"Black page between items"** option adds the "(black page)" items between all the items in the list. This makes it easy to go to a black screen at the end of a song.

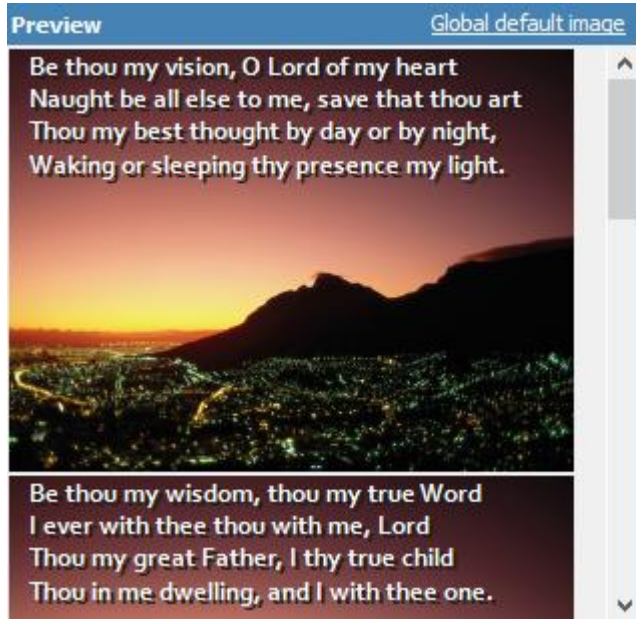
The **"Pass keystrokes to overhead"** controls what happens when the operator presses certain keys. If the operator is doing additional work, adding, moving or deleting items from the list, they might want to use the keyboard. In that case, the "Pass keystrokes to overhead" option should be turned off. That will prevent keystrokes that change slides (eg arrow keys, or page up and down keys) from inadvertently changing the slide. In that case, the overhead display toolbar can be used to change slides, rather than the keyboard.

If the operator is not doing any sequencing work, and wants to use the keyboard (or a remote clicker), this option should be turned on.

The  button on the selected items toolbar will open the overhead options dialog, allowing for fast access to the look and feel options.

Another option on the selected items toolbar is the  button, which will convert the current list of songs into a Microsoft PowerPoint presentation. You do not need to have PowerPoint installed to use this function. There are a few reasons why you might prefer to use Microsoft PowerPoint for displaying overheads: the computer in your church may not have CMO installed, or you want to make use of the multitude of creative transitions that PowerPoint provides.

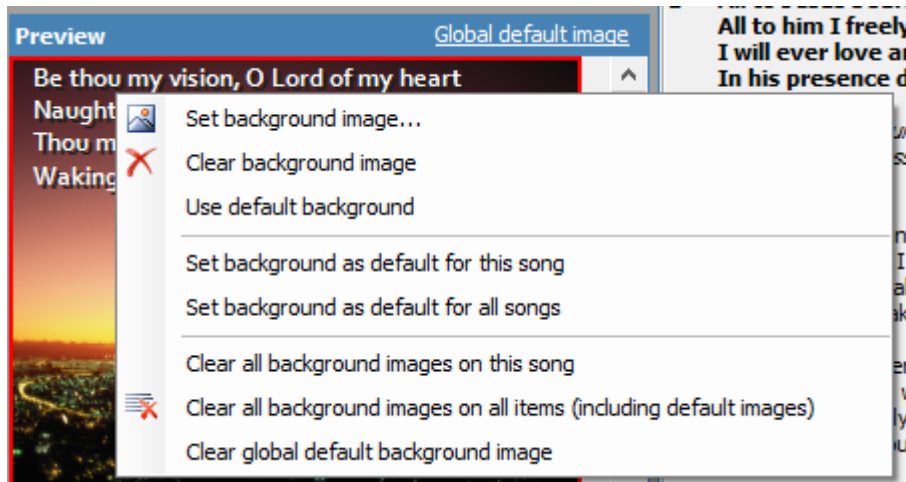
Preview



The preview section is a sample of *currently selected* item in the selected list. This may or may not be the item that is *being displayed*.

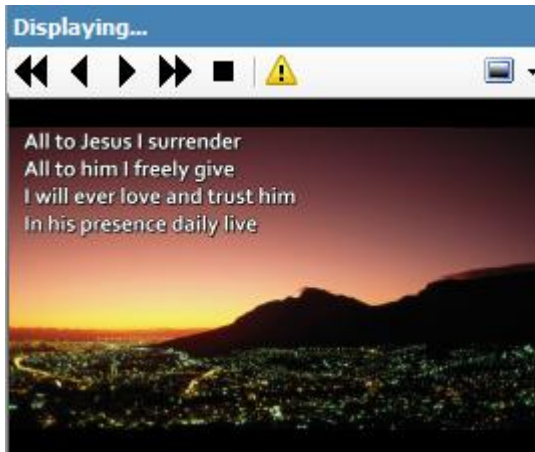
The preview will show all the verses in the song, along with whatever backgrounds will be applied - either the default background, or a specific background that has been given to the song.

The background of the item can be changed here by right clicking on one of the verse previews.



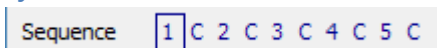
This menu combines almost all of the background image functions available for an individual song and the background image functions available from the overhead options dialog.

Snapshot



The snapshot display is a copy of what is currently being displayed on the main, front-of-house monitor.

Lyrics order

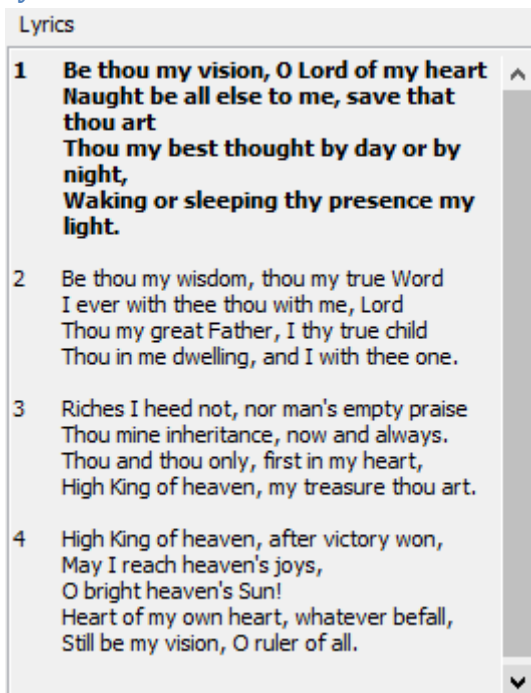


We looked at verse ordering in chapter 8. When a song has a verse order it is displayed here, and a box will indicate where in the verse order the current display is up to.



Tip: You can jump to any point in the sequence by double-clicking on the verse marker in the sequence.

Lyrics



The lyrics section displays all the lyrics of the song, along with the verse type. The verse currently being shown as a slide will be highlighted **in bold**.



Note: You can double-click on the lyrics to jump to a specific verse. However, by doing this you will stop CMO from using the verse sequence (if one is defined). From that point the operator will need to control the order of verses, manually switching from verse to chorus as required. See below for more information on navigating the slides.

Slide navigation

Once a presentation is started, it is up to the operator to move from slide to slide. If all the songs have been given a verse order, this can be as simple as pressing page down for each slide until the end of the service is reached. In an ideal world this is all that the operator would need to do, but quite often things will change and require operator intervention.

For instance, the song leader may signal to go back to verse one of a song, or to repeat a bridge/chorus combination. An entire song might get skipped, or the first song might get repeated at the end. The operator needs to be able to respond quickly to these requests and be on the alert for changes.

Using the mouse

CMO provides access to all the verses, chorus and other verse parts using the mouse.

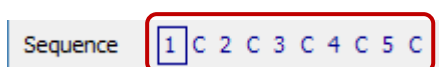
Firstly, to jump to a new song, double-click on the song in the selected item list. That will switch the display to the song and load the first verse of the song.

To go forwards and backwards through the song, you can use the display toolbar.

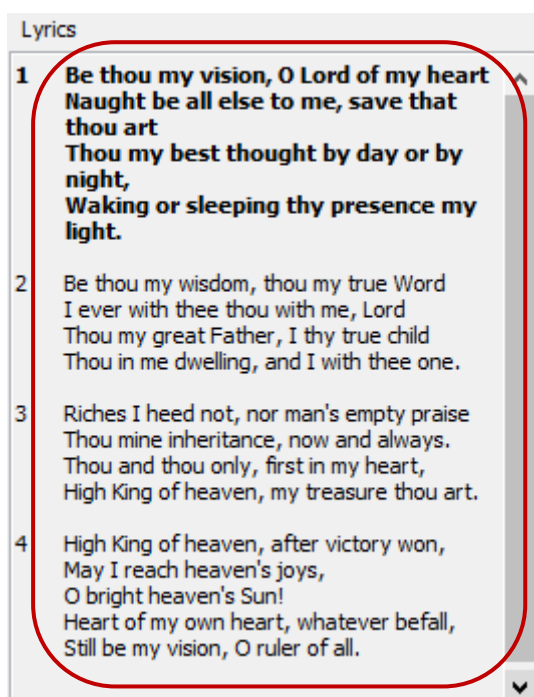


- ◀ Go back to the previous slide (same as pressing Page Up)
- ▶ Go to the next slide (same as pressing Page Down)
- ◀◀ Go back to the previous song (same as pressing Ctrl+Up Arrow)
- ▶▶ Go to the next song (same as pressing Ctrl+Down Arrow)
- Stop the song display (same as pressing Ctrl+X)
- 🖥 Ends whatever song is being displayed and shows a black page.
- 🖥 Ends whatever song is being displayed and shows a black page using the default background settings.

You can also jump to a particular part of a song sequence by double-clicking on the appropriate spot on the sequence list.



Or you can display a particular verse or chorus by double-clicking on it in the lyrics section.



Using the keyboard

CMO has a lot of keyboard shortcuts for navigating the slides.

Keypress	Description
Page Up	Displays the previous slide in the order for the verses in the song.
Page Down	Displays the next slide in the order for the verses in the song.
Arrow Down/Right	Same as Page Down - next slide.
Arrow Up/Left	Same as Page Up - previous slide.
Enter	Same as Page Down - next slide.
Space	Same as Page Down - next slide.
1/2/3/4/etc	Moves the display to verse 1/2/3/4/etc. If more than 10 verses are present, hold the shift key down and press 1/2/3/4 etc to select verses 11/12/13/14 etc.
C	Moves the display to the first Chorus (if present and marked with "Chorus" in the lyrics - see the Lyrics tab for more information).
Shift+C	Moves the display to the second Chorus (if present and marked with "Chorus" in the lyrics).
Ctrl+C	Moves the display to the third Chorus (if present and marked with "Chorus" in the lyrics).

Keypress	Description
Alt+C	Moves the display to the fourth Chorus (if present and marked with "Chorus" in the lyrics).
B	Moves the display to the first Bridge (if present and marked with "Bridge" in the lyrics - see the Lyrics tab for more information).
Shift+B	Moves the display to the second Bridge (if present and marked with "Bridge" in the lyrics).
Ctrl+B	Moves the display to the third Bridge (if present and marked with "Bridge" in the lyrics).
Alt+B	Moves the display to the fourth Bridge (if present and marked with "Bridge" in the lyrics).
P	Moves the display to the first Pre-Chorus (if present and marked with "Pre-Chorus" in the lyrics - see the Lyrics tab for more information).
Shift+P	Moves the display to the second Pre-Chorus (if present and marked with "Pre-Chorus" in the lyrics).
Ctrl+P	Moves the display to the third Pre-Chorus (if present and marked with "Pre-Chorus" in the lyrics).
Alt+P	Moves the display to the fourth Pre-Chorus (if present and marked with "Pre-Chorus" in the lyrics).
E	Moves the display to the first Ending (if present and marked with "Ending" in the lyrics - see the Lyrics tab for more information).
Shift+E	Moves the display to the second Ending (if present and marked with "Ending" in the lyrics).
Ctrl+E	Moves the display to the third Ending (if present and marked with "Ending" in the lyrics).
Alt+E	Moves the display to the fourth Ending (if present and marked with "Ending" in the lyrics).
ESC	Closes the window or, if being accessed from the Overhead sequences page, displays either a black page or the next song in the sequence. If the simplified keyboard navigation option is enabled, this keypress is not required.
Ctrl+X	Aborts the display sequence and returns to the selection dialog.
Ctrl+Up arrow	Jumps directly to the previous song. Any black page option is ignored.
Ctrl+Down arrow	Jumps directly to the next song. Any black page option is ignored.
Alt+1/2/3/4/etc	Jumps directly to the specified song in the list. Any black page option is ignored. For instance, pressing Alt+3 would jump to the third song in the list. If a number pressed is greater than the number of songs in the list, nothing will happen.



Tip: If your sound desk team prefers to use keyboard navigation, or you don't want to add an lyrics order to your songs, the above list may be useful printed as a "cheat-sheet" that can be pinned to the sound desk. See Appendix 1 for a print-friendly version.

Going out of the verse order

When a song has a verse order, and the operator explicitly selects a particular verse, chorus or other section (for instance, by pressing "C" or "1" on the keyboard, or by double-clicking a verse in the lyric section), this tells CMO that the verse order is no longer going to be used and the operator now needs to manually select each slide from that point on.


For instance, if the normal verse order for a song is "v1 c v2 c v3 c v4 c", and after the first chorus the song leader signals that they want to skip v2, the operator should press "3" on the keyboard to go straight to that verse. However, CMO now doesn't know what the next verse should be, according to the verse order. And so the verse order is hidden, leaving the control completely in the hands of the operator.

Once this happens, the "next" and "back" functions will go to the next slide in the song. That is, if the song is stored in the database in the form "v1 c v2 v3 v4", then that becomes the implicit verse order. If verse 2 is being displayed, then the next slide will be verse 3.

To bring back the verse order for a song, the song would need to be restarted. This can be done by double-clicking on the song in the selected item list.

Updates while a presentation is running

There can be times when you need to update lyrics in the middle of a presentation. For instance, you might see a spelling mistake that needs to be fixed, or a verse that is missing.

To update lyrics, switch back to the main CMO window. You can do this while a presentation is running if there is no danger of missing a slide. Then, select the song that needs to be updated, make any changes to the lyrics as required, and click on the  button, or press Ctrl+S, to save the changes. The changes will then automatically be reflected on the overhead display window.

Single user/single screen operation

There is a scenario we haven't covered yet - the situation where the operator is the song leader, and the computer running the overheads only has one monitor, or the dual screen monitor is set to duplicate displays.

CMO will still work in this situation. What happens when you start a presentation is that the slides will be displayed on the screen as you would expect. Then, the user can use the keyboard, or hopefully, a remote page turner or clicker, to page through the slides. The **mouse can be also used as a clicker**, where a left-click will go forward one slide, and a right-click will go back one slide. The overhead control window is still running in the background, but it will be invisible to the congregation.

In this way, CMO can be run by a single person from the front of the congregation.

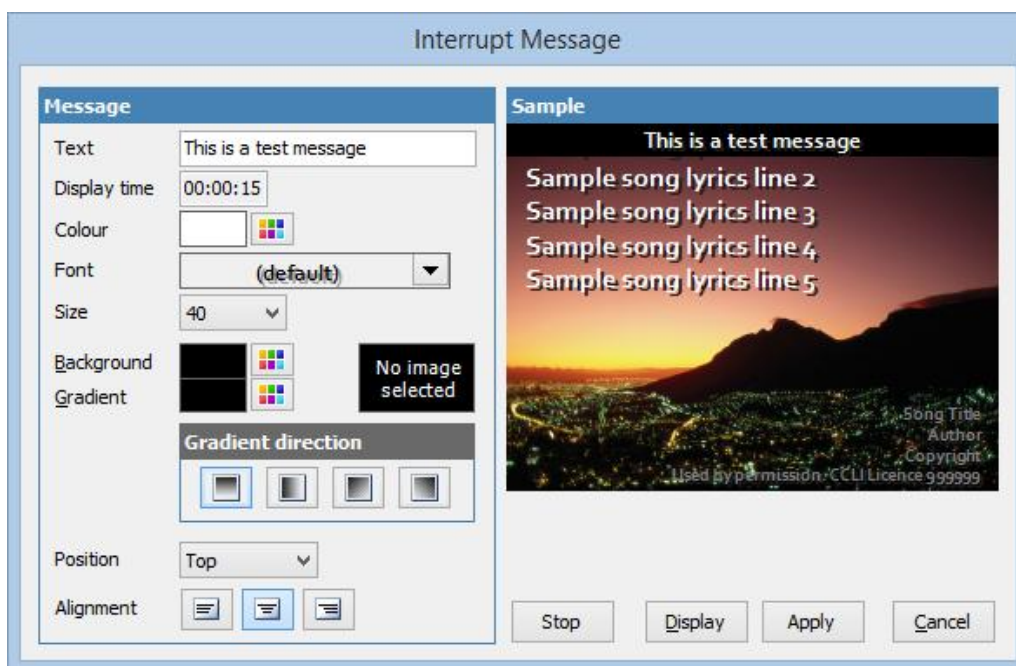
Interrupt messages

There might be a need at times to bring up an alert message for the congregation. For instance, if someone has left their car lights on, or if a parent needs to go to the crèche area to help with their children. CMO provides interrupt messages for this task.

Interrupt messages are accessed by clicking the  button in the display toolbar.



Clicking the button will display this dialog.



From here all the aspects of the interrupt message can be controlled.

First, the **text of the message** can be defined. You can enter as much text as you like. Long lines will be wrapped.

Next, the **amount of time** the message will be displayed can be set. In the example above the time has been set for 15 seconds. Clicking in the time value will bring up a time selector where the value can be changed.

Then we get to the format of the message. First, we can set the **colour** of the text itself, followed by the **font settings**, and the **size** of the font.

Then we can control the **background** of the message. You can either use a single background colour, by setting both the background and gradient to the same colour, or you can use a gradient by setting them to different colours. You can also control the direction of the gradient.

Alternatively, you can select a **image file** to use as the background. But note, the image will be stretched to fit, so it's best to choose images that are a lot wider than they are tall. That is:

Use an image like this:



Rather than one like this:



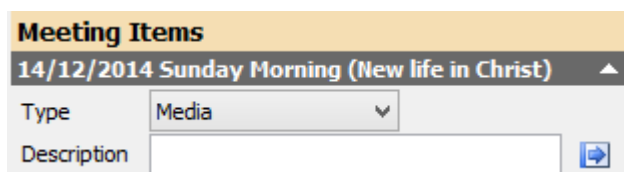
The final two items control the **position** and **alignment** of the message. The position can be either at the top or bottom of the window, and the alignment can be left, centre or right.

Once you have the layout the way you want it, you can click on "Display" to initiate the interrupt message. A scrollbar will indicate how long until the message disappears. If you want to stop the message before the timer runs out, click on "Stop". If you just want to save all the settings without displaying a message, click on "Apply".

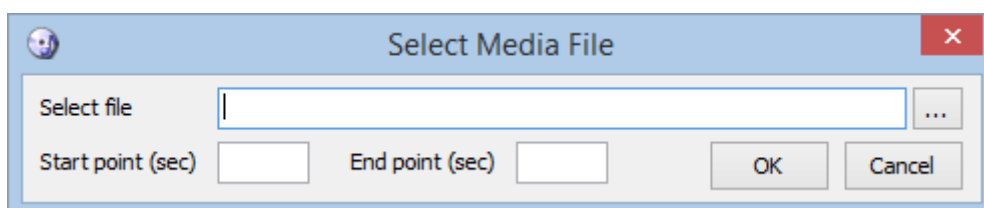
Playing video files


Video files can be played back in the sequence using either Windows Media Player that comes with Windows, or, if it's installed, with the VLC media player. The option to switch between these players is on the Overhead Options dialog.

Video files can be added to the overhead in two ways. First, you can add it to a meeting using the "Media" item type.

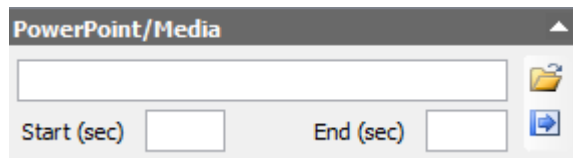




Selecting the "Media" type will bring up a selection dialog.



Click on the "..." button to select a media file, then click OK. Finally, click on the  button to add the media file to the meeting.









Alternatively, you can add the file directly to the overhead list through the "PowerPoint/Media" section on the Overhead Display window.



Click on the  button to select a media file, and then click on the  button to add it to the list. You can optionally add a start and end point, if you only want a segment of the video to play.

When a video file is playing, some additional controls will appear below the shapshot view.



	Pauses the video
	Starts the video after pausing.
	Go back to the start of the video.
	Go to the end of the video. This is the same as pressing the  button in the display toolbar.
	Turns off the "stretch-to-fit" mode.
	Turns on the "stretch-to-fit" mode, to make the video fill the whole screen.
Snapshot on/off	Turns on or off the preview when videos are running. The snapshot updates every second and can drain system resources, so in some circumstances it might be useful to turn it off.
	Mute/Unmute the audio.


There is also a volume slider for adjusting the volume, and a media position slider for jumping to a particular point in the video quickly.

Displaying PowerPoint files



You can also add PowerPoint slides to the selection list. In order for PowerPoint slides to be displayed, the PowerPoint application must be installed, either the full version or the free PowerPoint Viewer available from the Microsoft website.

As with media files, PowerPoint files can be added to a meeting or directly to the overhead list. To add a PowerPoint file to a meeting, select the "PowerPoint" item type from the list.

Selecting the "PowerPoint" type will bring up a selection dialog.

Click on the "..." button to select a PowerPoint file, then click OK. Finally, click on the  button to add the PowerPoint file to the meeting.

Alternatively, you can add the file directly to the overhead list through the "PowerPoint/Media" section on the Overhead Display window.

Click on the  button to select a media file, and then click on the  button to add it to the list.



Note: When CMO launches a PowerPoint slide deck, it transfers focus to the PowerPoint application. This is so PowerPoint can receive notifications about when to go to the next slide, or back to the previous slide. Care must be taken that the focus does not move away from the slides, particularly if the slides are being controlled using a clicker from the front of the congregation. If the operator needs to do something in another program, including CMO, then they need to give the focus back to the PowerPoint application when they have finished their task.

Summary

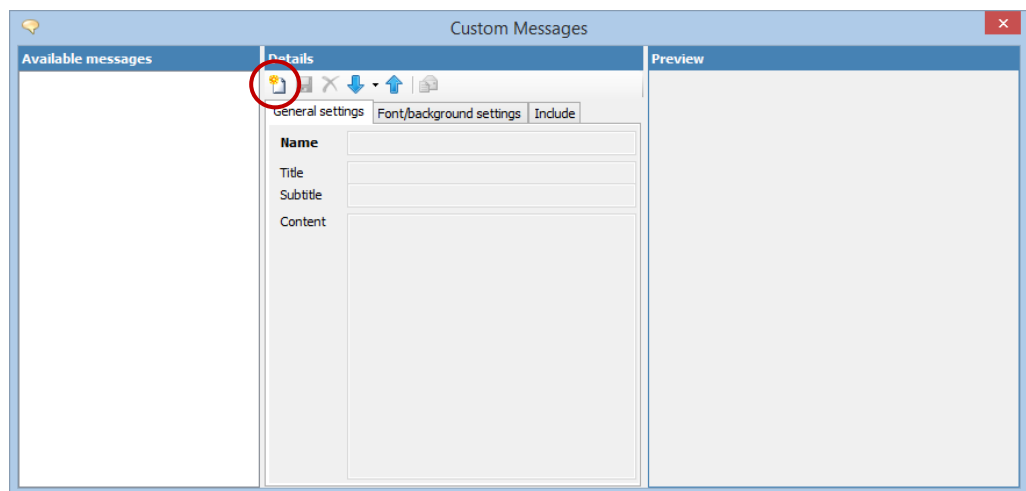
This has been a long chapter, but there has been a lot to cover. We looked at how to run a presentation of song lyrics for a congregation, starting with setting up projectors as multiple displays. We looked at the different types of services and how the songs are selected for each type. We looked at the overhead display window and the different elements on that form. We went through all the different types of navigation, using the mouse and keyboard, how to do live updates, how to run a presentation in a single user/single screen configuration, and how to use interrupt messages.

Chapter 12: Custom messages

Not everything you want to display on an overhead is really a song. Maybe it's as simple as a "Welcome to our church" message. Sometimes it's announcements or notices that need to cycle through and then repeat. Sometimes it might be a creed (like the Apostles' Creed).

While there is no reason you can't create a song record and put all the information into "verses", CMO has a system designed just for these purposes. They are called custom messages.

To access the custom message setup facility, go to the "View → Custom Messages..." menu.



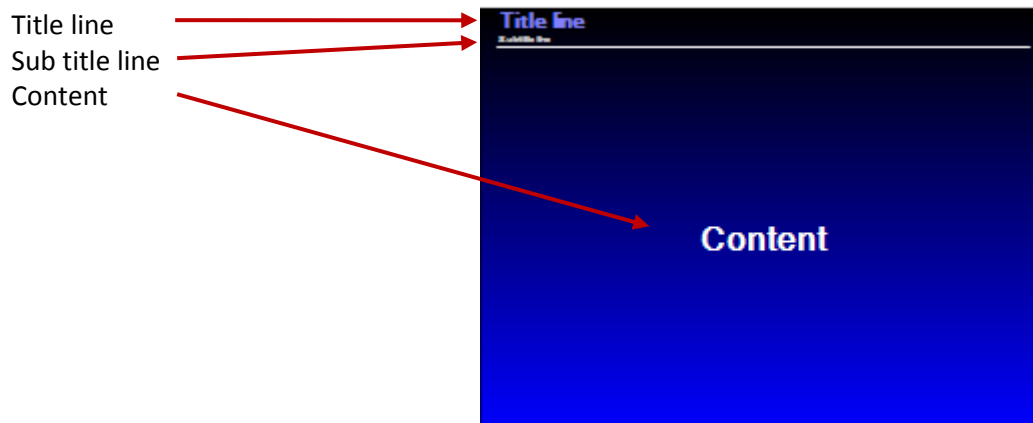
Initially, a new installation of CMO will not have any custom message. To create a new message, click on the button, or press Ctrl+N.

Content

A screenshot of the 'Content' tab in the 'Custom Messages' window. The window has a title bar with a yellow bell icon, the text 'Custom Messages', and a red close button. Below the title bar is a toolbar with icons for adding, deleting, and moving messages. The main area is divided into three panes: 'Available messages' (empty), 'Details' (containing a form with fields for Name, Title, Subtitle, and Content), and 'Preview' (empty). The 'Details' pane has tabs for 'General settings', 'Font/background settings', and 'Include'. The 'Content' field is highlighted with a red circle.

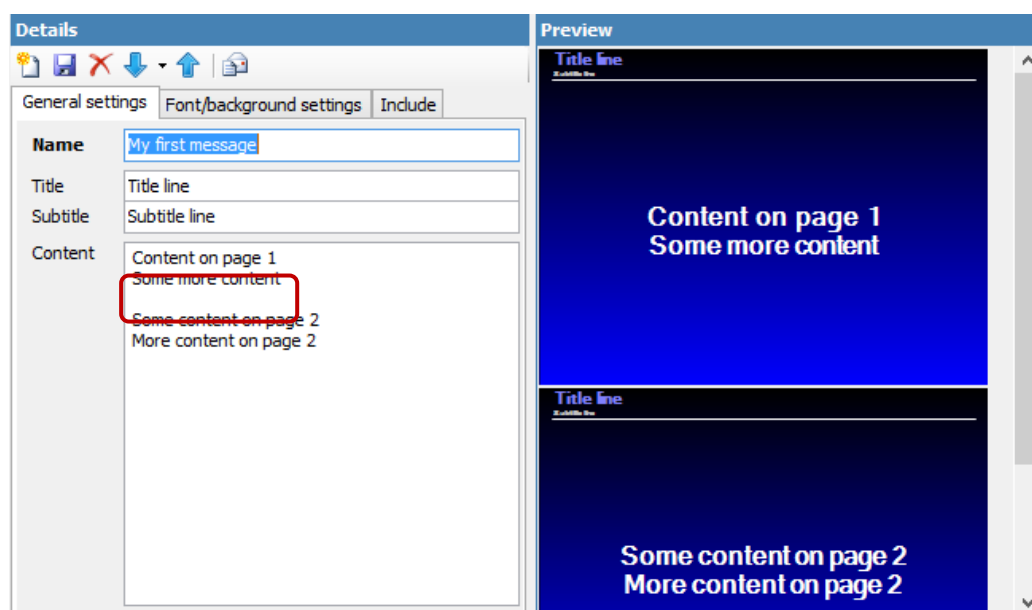
The first thing to enter is a **name**. Every custom message must be given a unique name, as the name will be used to identify each message in the list.

You can then decide how this message will look. There are three components to the text



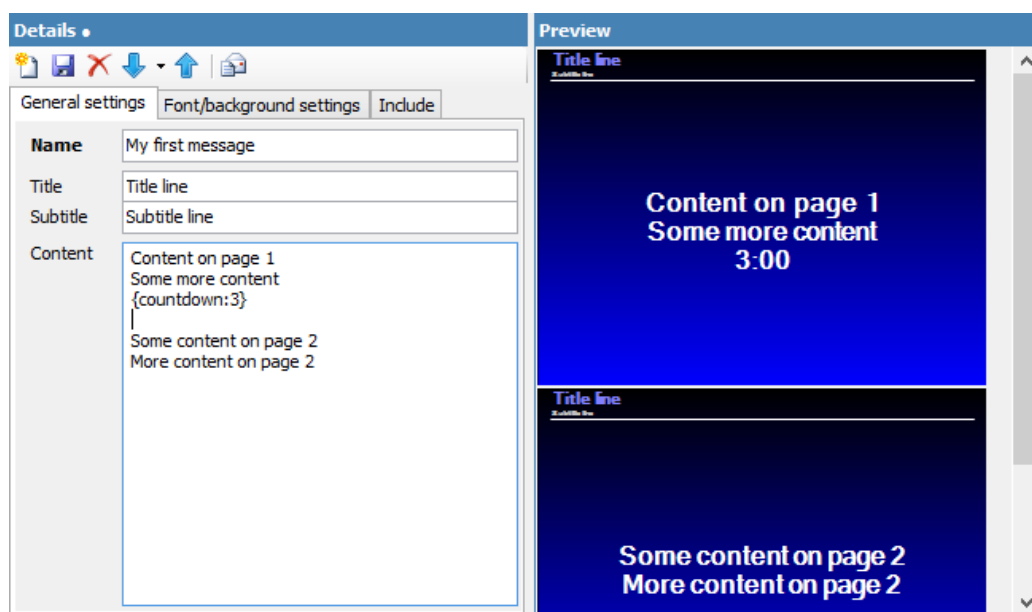
If you don't want to include a title or subtitle, you can leave them blank. But you do need to include something in the content field, or no message can be rendered.

As with songs, if you want multiple pages in your message, simple put a blank line between sections of text.



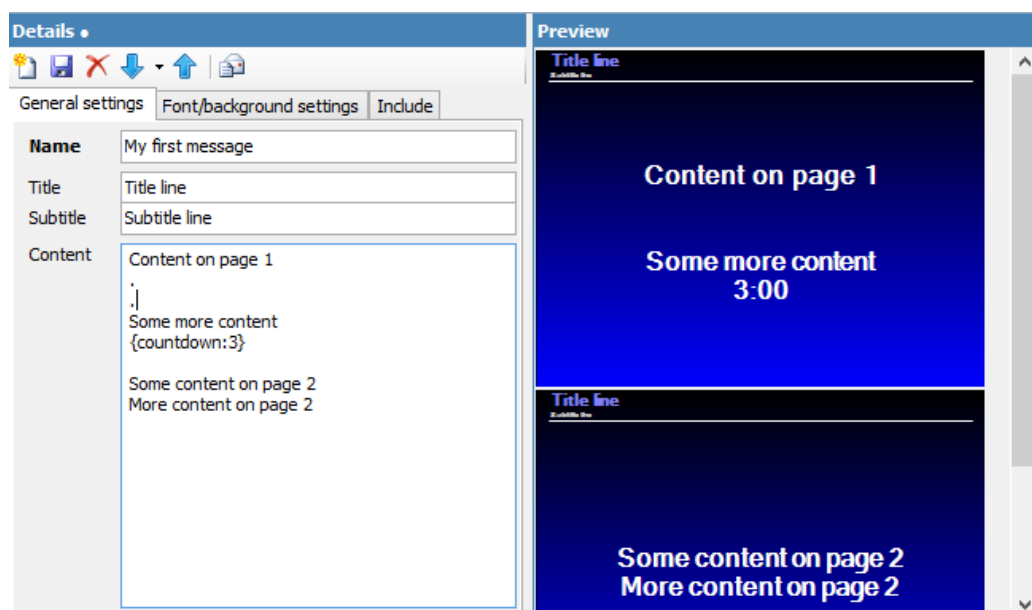
Countdown timer

If you want a countdown timer to appear on one of the pages, include the text "{countdown:X}" where "X" is a number of minutes. So, for example, to include a 3 minute countdown, add "{countdown:3}" to the text.



Blank lines

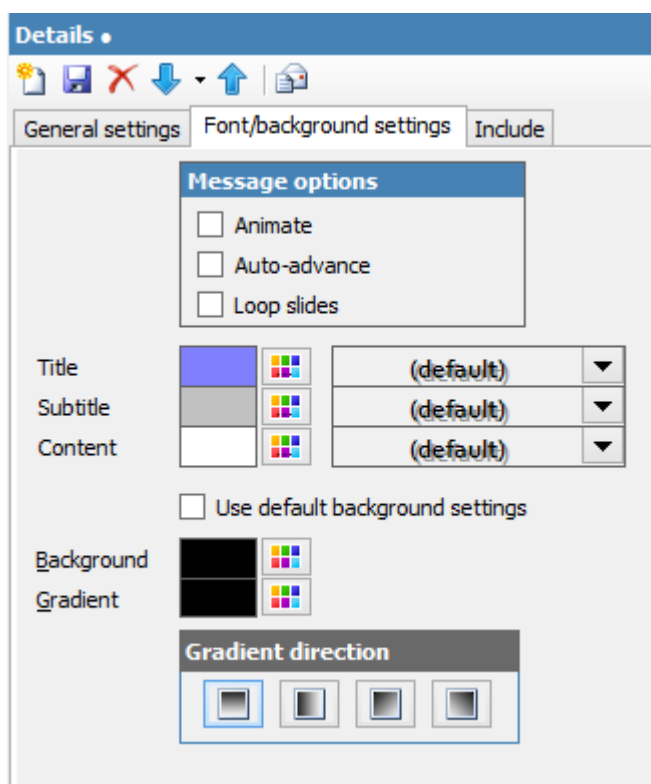
As with songs, if you want to include a blank line in a section of text, put a "." (full stop) on a line by itself.



Font and background settings

There are two ways to set the font and background for a custom message. If you want all your custom messages to have the same look and feel, go to the "Overheads → Overhead display options..." dialog, and adjust all the settings for "Custom Messages": font and colour settings, background settings and alignment settings. These settings will then apply to all custom messages by default.

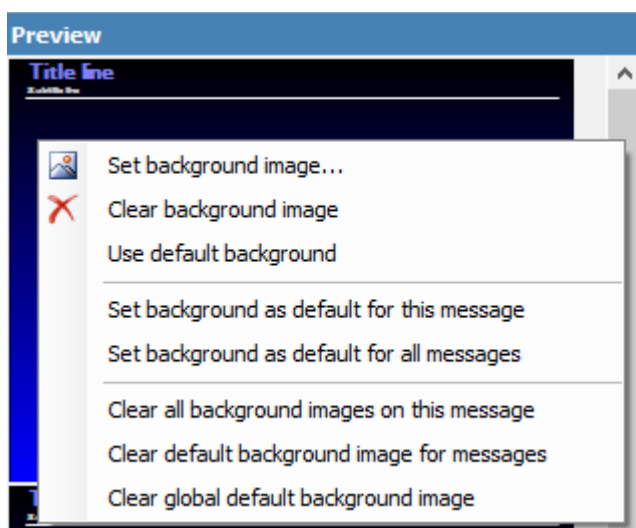
If, however, you want to apply individual styles to each custom message, you can go to the "Font/Background" tab on the custom messages dialog.



Here you can override all the default colour and font settings for this custom message.

By unchecking the "Use default background settings", you can apply different background colours and gradients to your custom message.

To apply background images to the message, right click on one of the samples in the "Preview" section to bring up a context menu. From there, background images can be selected.



You also have some additional options:

- **Animate:** This option will scroll the content of the message up and down the page. This can be useful for any messages that are likely to be displayed for a

considerable length of time (like a "Welcome to our Church" message) in order to minimise screen burn-in.

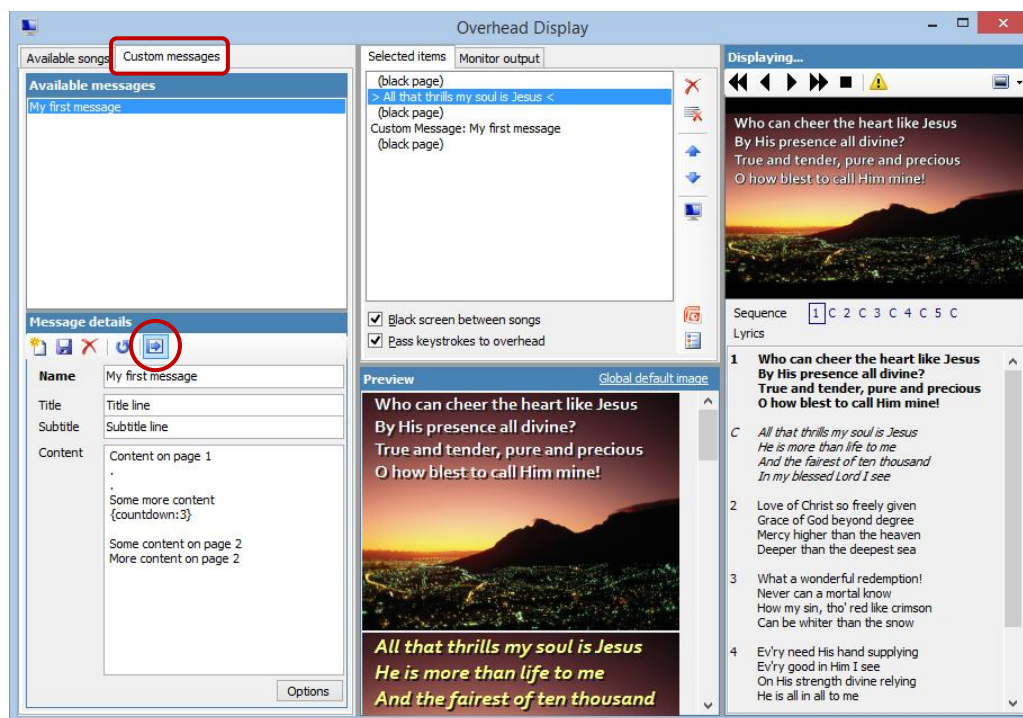
- **Auto-advance:** If there are multiple slides in the message, this option will wait a defined number of seconds and then automatically go to the next slide. When you check this option you will see a new field that allows you to enter the number of seconds.
- **Loop slides:** If there are multiple slides in the message, and you have the "Auto-advance" option turned on, you can also choose to loop the slides in the message. So, after advancing through each of the slides in the set, it to go back to the first one and start again. The operator will need to manually move on the next the component slide deck.

Auto-Include

Some custom messages you create you will want to include in all your services. For instance, you might want to include a welcome message every time a service starts, or maybe an ending message like "Join us for morning tea".

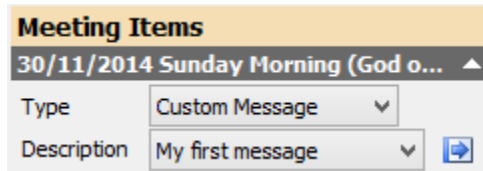
There are a number of ways you can get your message into the overhead list.

You could manually add these items to the overhead list, by going to the "Custom messages" tab, selecting your message and adding it to the list.



This would work, but you would need to remember to do it.

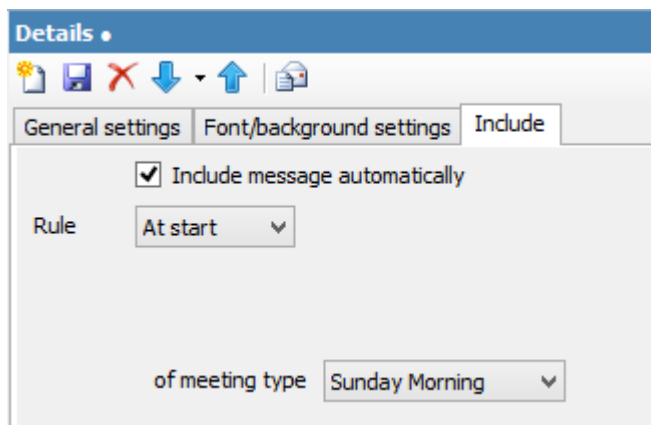
Alternatively, if you prepare your meetings in advance, you could add the custom message to the order of service.



But again, you need to remember to do this.

The third method of adding a custom message to the overhead list is to apply an inclusion rule to the message.

On the custom messages dialog, click on the "Include" tab to set up the inclusion rule.



There are four types of inclusion rule:

1. At start: This will include the message at the start of the order of service.
2. At end: This will include the message at the end of the order of service.
3. Before...: This will include the message before a certain item.
4. After...: This will include the message after a certain item.

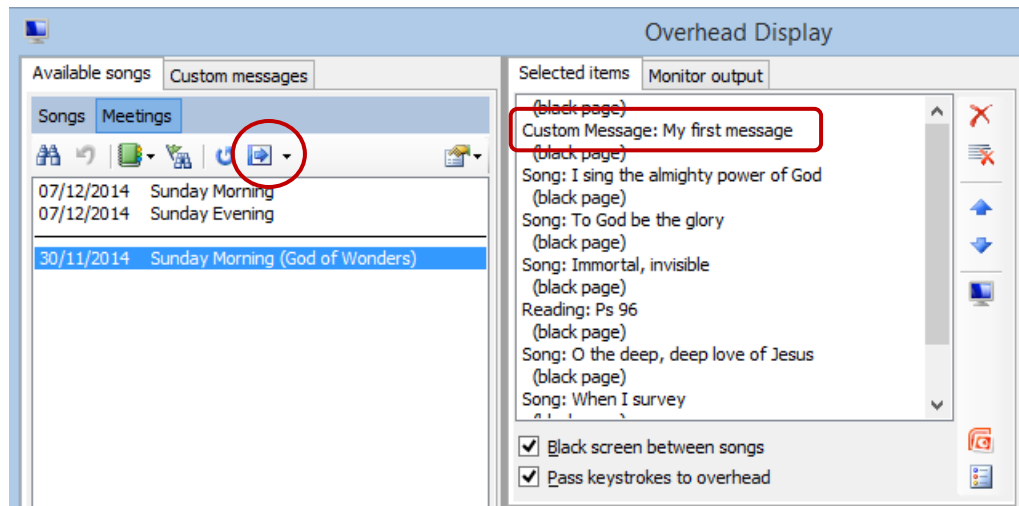
We also need to set the type of meeting this will apply to. This can be a specific meeting, like "Sunday Morning", or it can be set to "{any}", which means the custom message will be added to all meeting types.

Inclusion rule examples

With a system like this it is better to look at a few examples to better understand how it works.

Example 1: At start

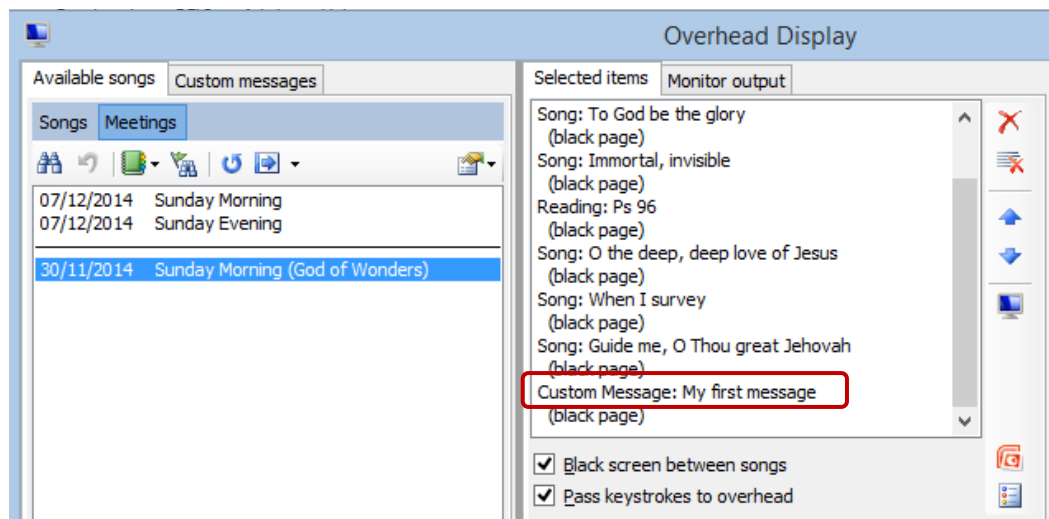
If we set our message to be included at the start, whenever we load a meeting order of service into the overhead list, this message will be added to the start.



In this example, all I've done is click the "Add meeting" button, and the custom message was added to the start of the order of service.

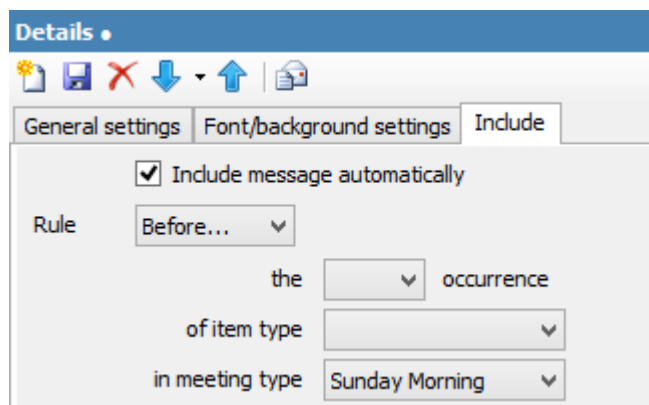
Example 2: At end

If we set our message to be included at the end, this time the custom message appears at the end of the list.



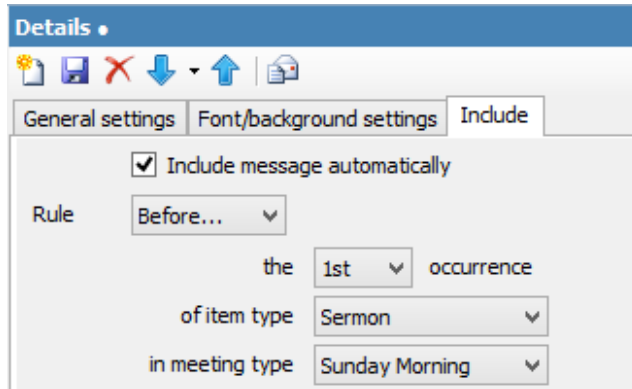
Example 3: Before

When we use a "before" rule, we need to define some additional parameters.

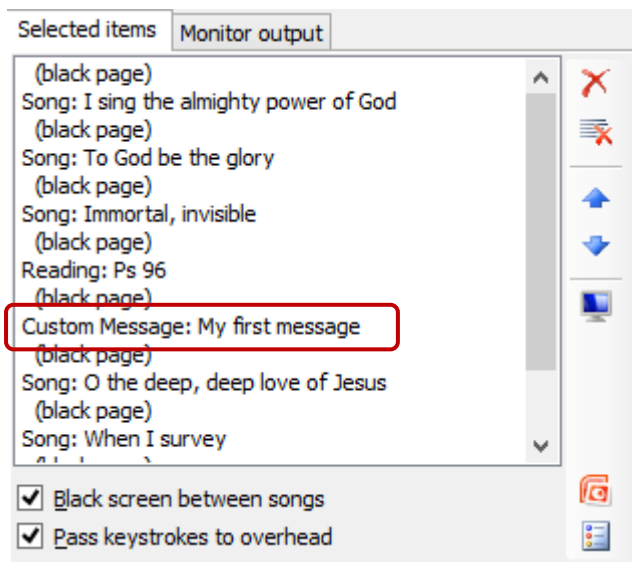


The before rule reads like this: "Include this message before the **nth** occurrence of the item type **X**". We need to specify these values.

In our case, we want this custom message to appear just before the sermon, so we would enter "1st" for the occurrence, and "Sermon" for the item type.



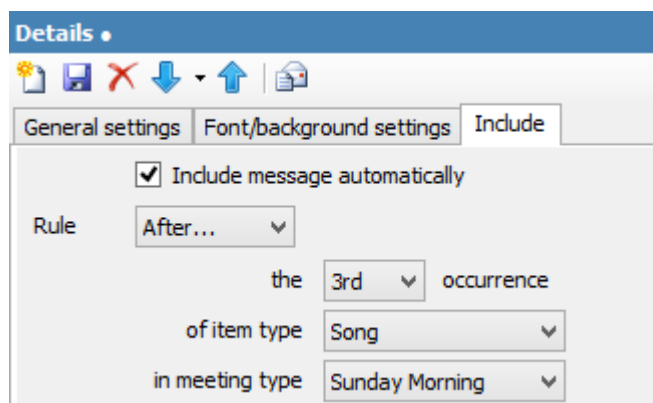
Now when we add a meeting to the overhead list we see this:



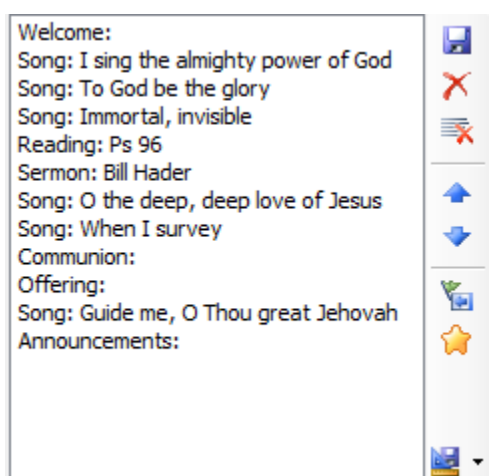
Notice that, while the sermon item doesn't get added to this list, as it has no meaning here, CMO understands where in the order of service it would have appeared, and so it inserted the custom message in the correct spot.

Example 4: After

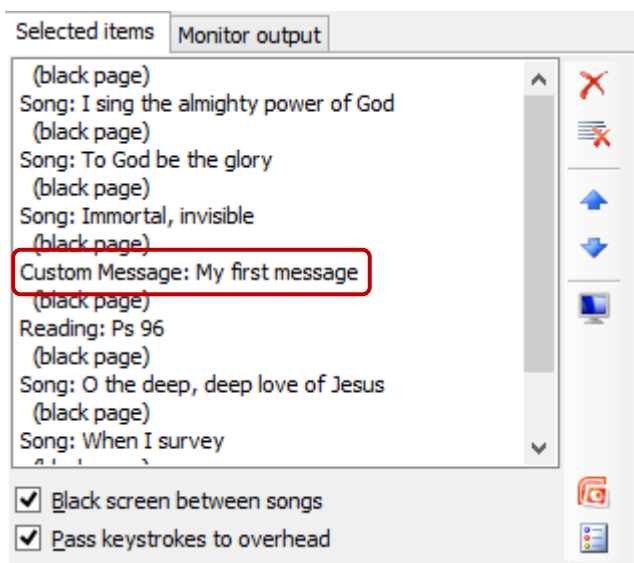
This is similar to the before rule, in that we need to specify which occurrence of which item to include this message after.



Here, I've set the rule to include the message after the 3rd song. In our sample meeting, the third song is "Immortal, invisible".



When we add this meeting to the order of service, the message is added in the correct spot.

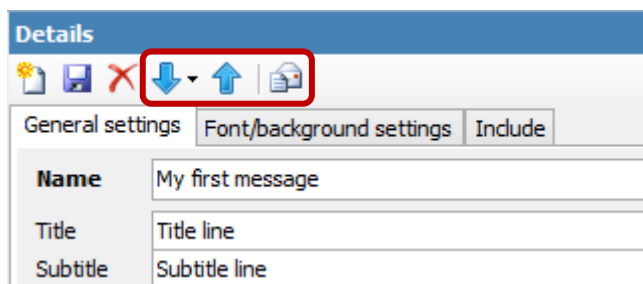



Importing, exporting and emailing

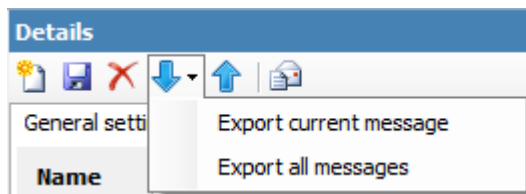
One purpose that custom messages can be used for is announcements. Using the system, it is simple to add a series of slides with church-related information. For instance, "Women's Bible Study will be meeting at 7pm on Thursday night. See Carol for details".

However, it may not be the job of the service planner to create these messages. Instead, someone else will create them, and then all the service planner has to do is include them in the meeting overheads.

CMO makes it easy for another person to create these slides by having import and export functions, and an email function, on the custom messages dialog.

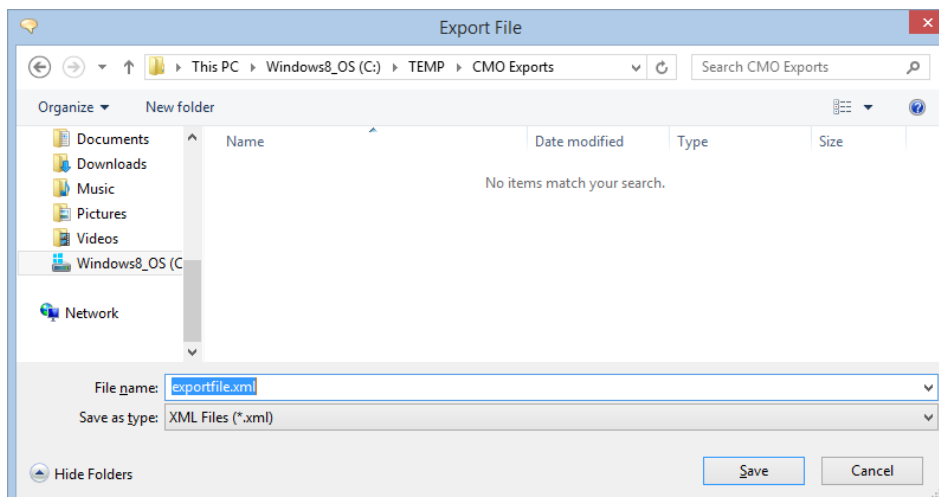


Once you have created and saved your custom message, click on the  button to export it.

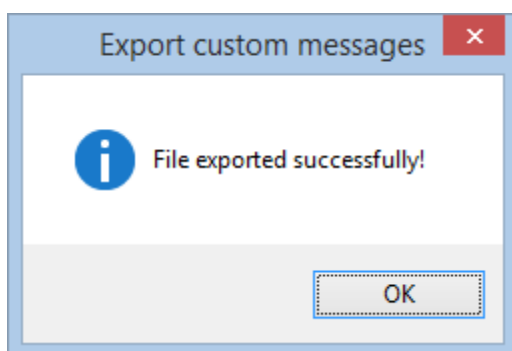


You can choose to either export the currently selected message, or all the messages in the list.

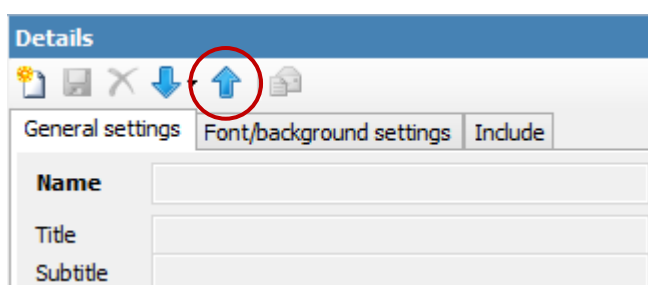
You will then be asked to give a name to the export file, and where you want to save it.



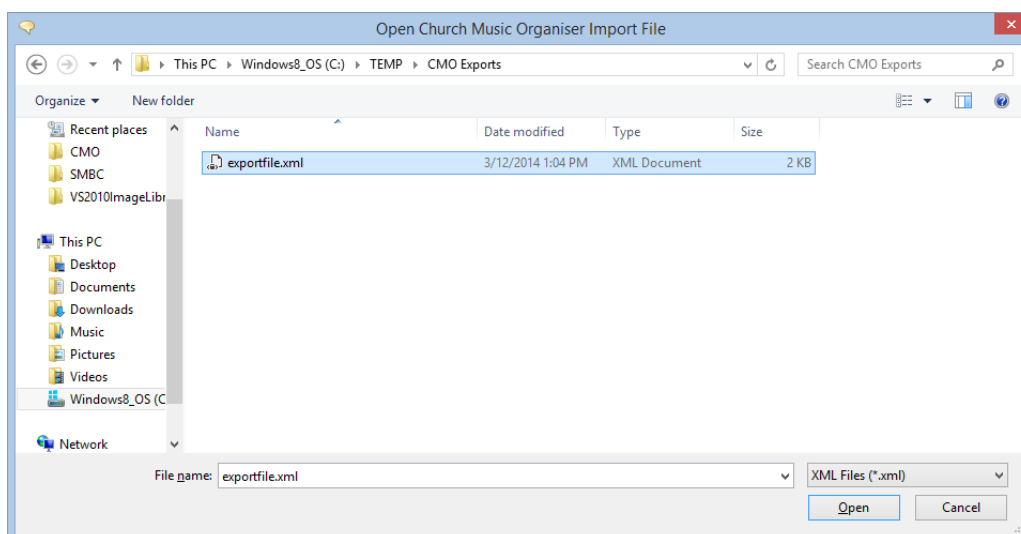
Once you click on "Save", the file will be created.



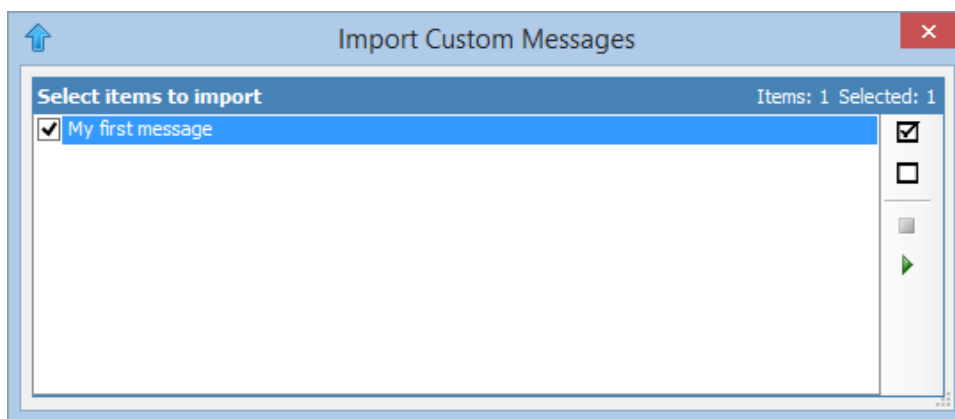
Then, you can take the export file to another computer and click on the import button.



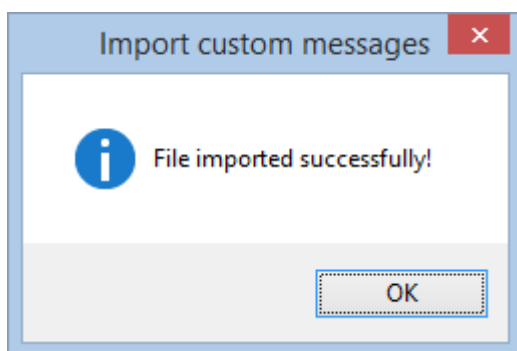
Select the file to import, and click "Open".



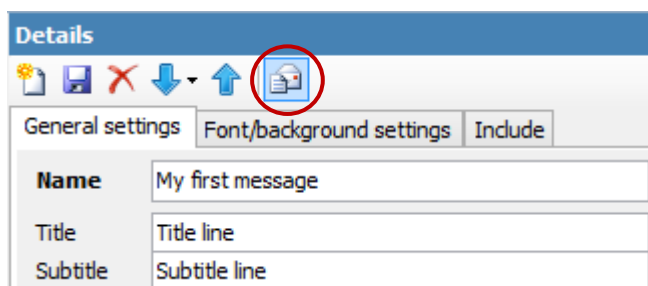
The Import selector dialog will be displayed. If there are more than one custom message in the export file you can select which ones you want to import.



Click on the  button to import the data.



You can streamline this process even further by using the email button  on the toolbar.



This will open the email dialog and automatically add an export file of the currently selected custom message.

The screenshot shows the 'Email Details' window. It includes a 'Recipients' section, an 'Additional Email address' section with 'To', 'Cc', and 'Bcc' options, and an 'Email Content' section with 'Subject', 'Select meeting', 'Select song', and 'Attachments' tabs. The 'Attachments' tab is selected, showing a list of attachments and a 'ZIP all files in email' checkbox. The window has 'Save', 'Send', and 'Close' buttons at the bottom.

You can then add recipients to send the file to, add a subject and some message text, and then click "Send" to send the file.

The recipient can then import the custom messages into their copy of CMO.

Summary

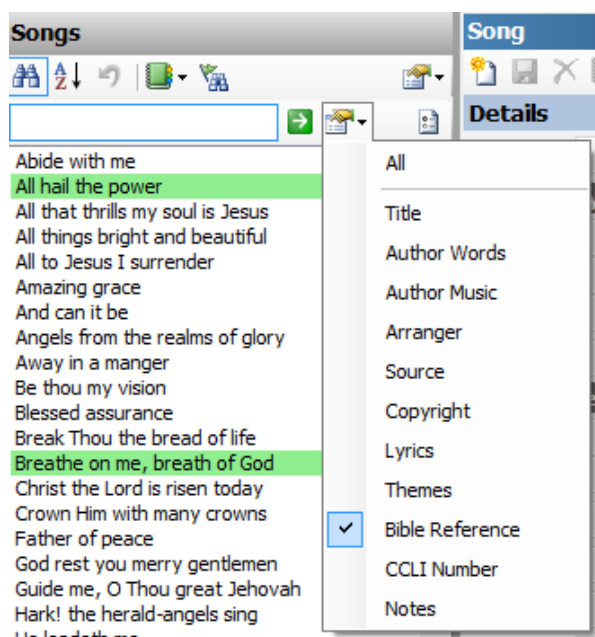
In this chapter we've looked at how to create custom messages, and format them for display. We've looked at how to use inclusion rules to automatically add them to a meeting presentation. We also covered the process of importing and exporting, and how to email custom messages to other CMO users.

Chapter 13: Bible integration

CMO can store Bible references for songs and meetings, but there is a lot more to CMO abilities when it comes to Bible integration. In this chapter we've going to look at these functions in details.

Searching for Bible passages

Even if you don't install any Bible text files, CMO still provides Bible reference search facilities. You can get to access these functions from either the basic or advanced search function.



To limit the basic search to just Bible references, click on the search field dropdown button, and select "Bible Reference". Now when you type a reference into the search field, it will only do a Bible reference search.

The range of Bible search options is extensive.

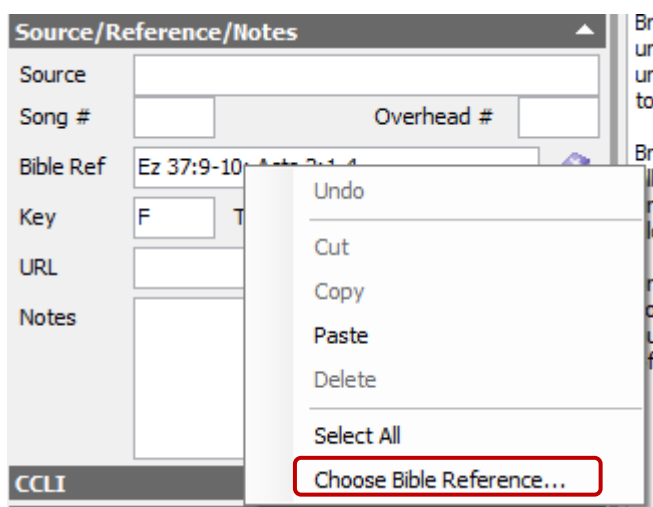
- **By book:** "Luke" searches for any song that has a Luke reference in it.
- **By chapter:** "Luke 2" searches for any song that has a Luke 2 reference in it.
- **By chapter range:** "Luke 2-20" searches for any song that has a reference from Luke 2 to Luke 20 in it.
- **By single verse:** "Luke 2:9" searches for any song that has a Luke 2:9 reference in it.
Note: this can mean the reference is "Luke 2:8-10".
- **By verse range:** "Luke 2:1-10" searches for any song that has a Luke 2:1-10 reference in it.
Note: This can mean the reference is Luke 2:5-6 or Luke 2:9-12.
- **By multiple verses:** "Luke 2:9, 11" searches for any song that has a Luke 2:9 or Luke 2:11 reference in it.

CMO understands verse and chapter ranges, as well as individual verses and multiple verses.

You can combine multiple references as well. For instance, "Luke 2:1-10; Acts 2" will search for and reference to Luke 2:1-10 or Acts 2.

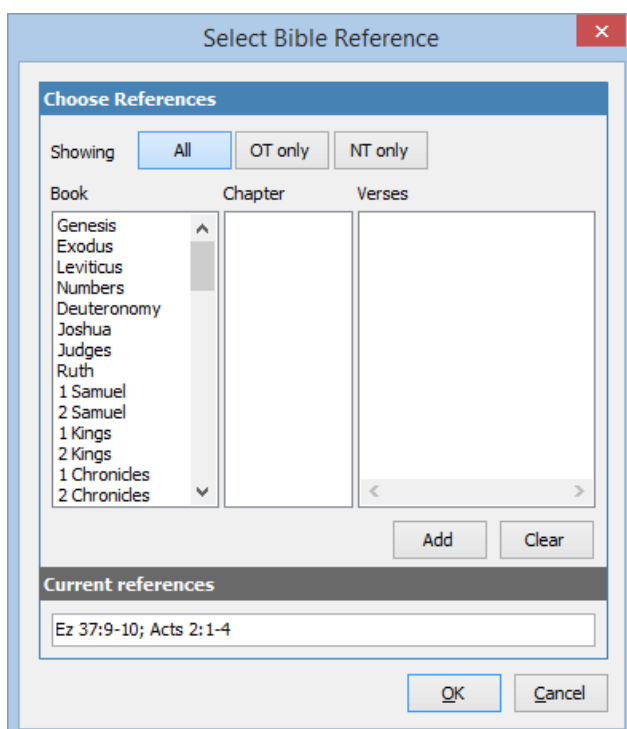
Adding Bible references

The song and meeting detail pages each have a field for Bible reference. You can type in any reference you want in this box. But if you right click on this field a context menu will appear, and one of the options in the menu is "Choose Bible Reference..."

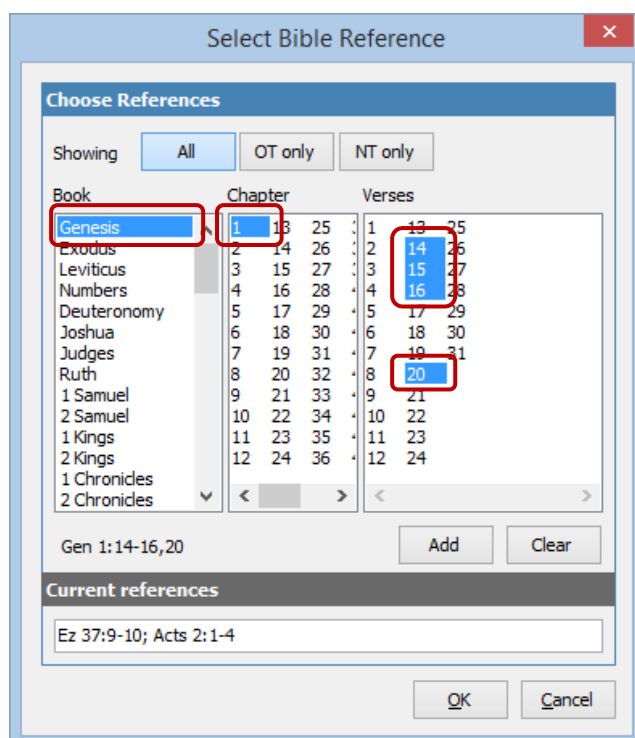


Selecting this option will display the "Select Bible Reference" dialog box.

Without Bible files installed, the dialog will look like this:



This dialog is designed to help you enter Bible passages. You select a book, chapter and verses, and click Add to add the reference.



In this example, the reference "Gen 1:14-16,20" has been selected in the book, chapter and verses lists. To quickly view New Testament books, click on the "NT only" button at the top. To view Old Testament books, click on the "OT only".

Clicking "Add" adds the Bible reference to the "Current references" field and resets the display so additional Bible references can be selected.

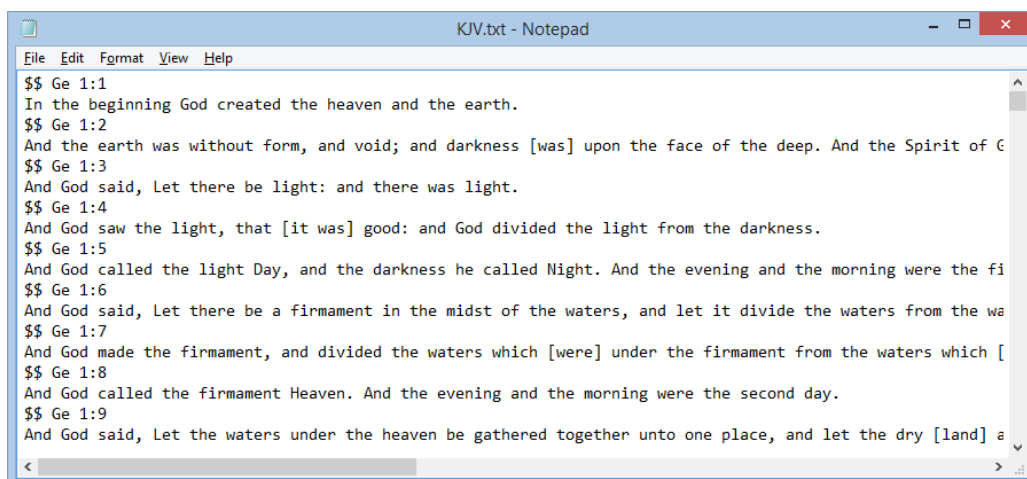
Importing a Bible file

While the searching and selecting of Bible references is useful, CMO can also display Bible texts if suitable Bible files have been imported into the system.

There are two ways to import a Bible text file: using standard text files, or by using an XML format. We will examine both methods below.

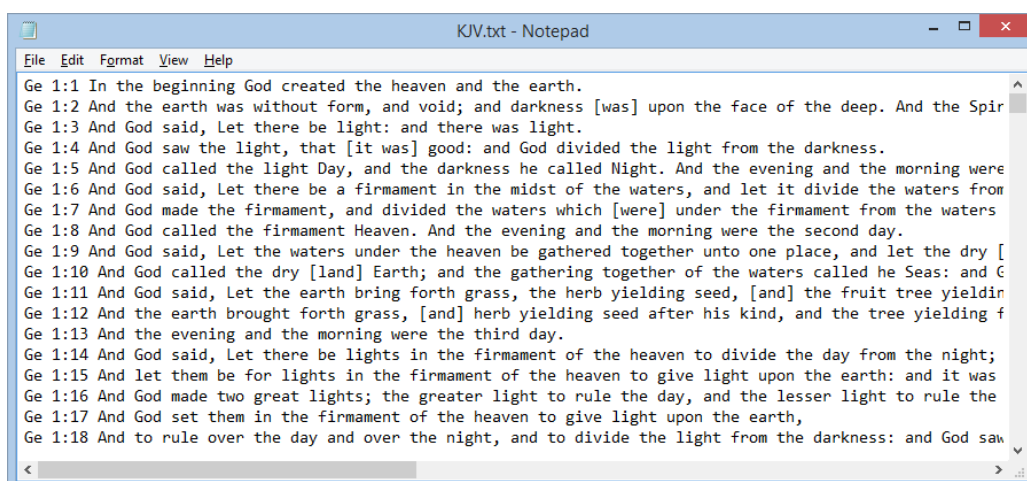
Bible text file

A text file of the Bible can look like this:



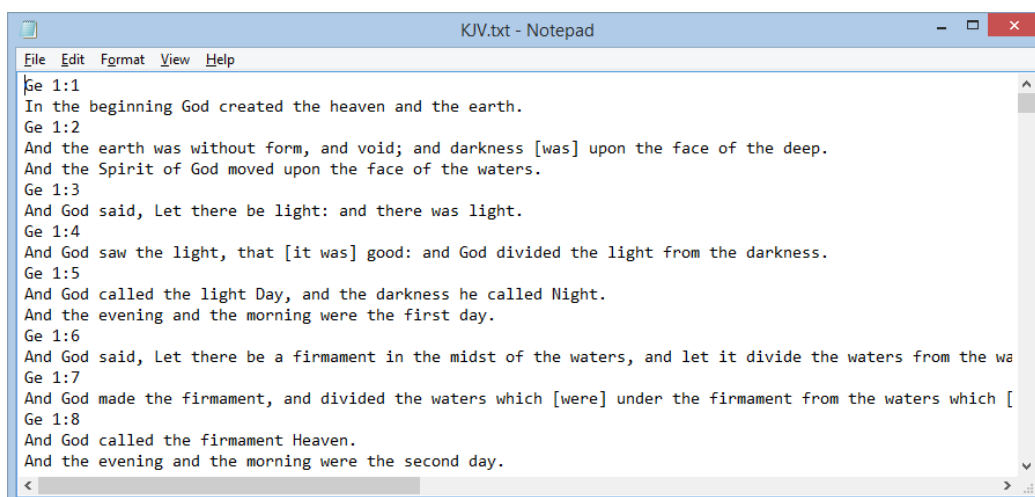
In this example, each verse is made up of two parts: one line that identifies the verse (eg "\$\$ Ge 1:1"), and one line that has the actual verse text.

Another type of text file can look like this:



In this example, the verse reference and verse text are all on the one line.

One last type of text file can look like this:



In this example, the verse reference is on one line, but the verse text is split over multiple lines.

In all these cases, CMO can import the file. To import a Bible text file, go to the "Admin → Import Bible Text → From text file..." menu.

Create Bible from text file

You can add Bibles into the system from here. You need to have the text of the Bible in a standard text file, with verses marked at the beginning of a line. See the help file for more information about the format of the Bible text files the system can interpret.

You can create part-Bibles if you don't have the complete Bible text in a file. If you only have a section, you can create a Bible file from that. You can then import selections of the Bible as you require them, rather than the whole Bible.

Settings

Bible text file location ...

Destination ☒ New Bible file ☐ Existing Bible file

Bible description

Bible abbreviation

Verse marker

Italic markers

Process Cancel

We then need to tell CMO how to read this file. First, we select the text file by clicking on the "..." button next to the "Bible text file location".

Bible text file location ...

Then we select whether this is a new or existing Bible file. As we don't have any installed, the only choice here is "New Bible file".

Next, we enter a description and an abbreviation for this Bible file.

Bible description

Bible abbreviation

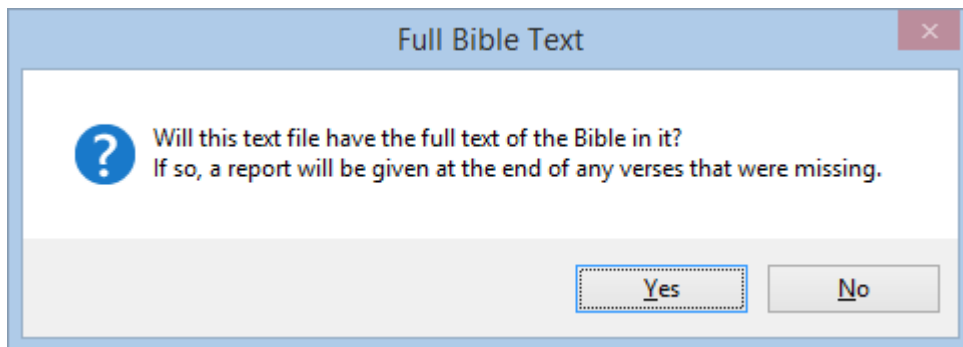
If the text file has some sort of marker to indicate the start of the verse, we enter it here. Our file uses "\$\$", so we put that in the verse marker field.

Verse marker

The final option is to cater for instances where the text file has some sort of translation marker in it, usually to indicate that a word has been supplied that is not in the original source language. In our text file, square brackets are being used for this, so we enter them here.

Italic markers

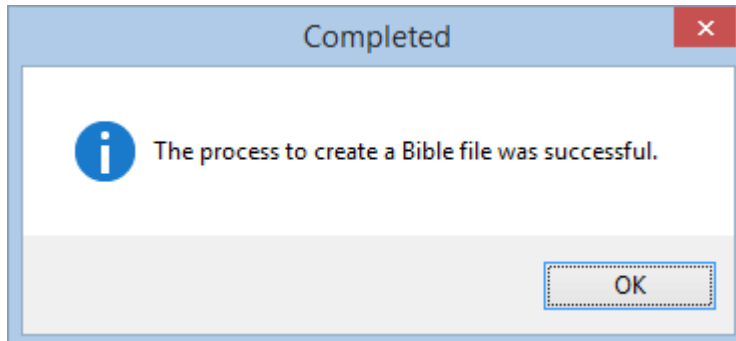
We can now import the Bible text. Click on "Process" to begin. The following message will be displayed.



CMO can import all or part Bible files. For instance, if you have a text file that only contains a few verses, a few chapters or even a few books, you can import that. If you have the whole Bible, you can import that too. However, if you import a full Bible, CMO will do a check at the end looking for any missing verses. Missing verses could occur for a number of reasons: for instance, if CMO doesn't understand an abbreviation your text file uses whole books might be missing. The report at the end can give you comfort that all the text was imported.

In our case, this is a full Bible text file, so we click on "Yes".

If everything goes smoothly we should soon see this message.

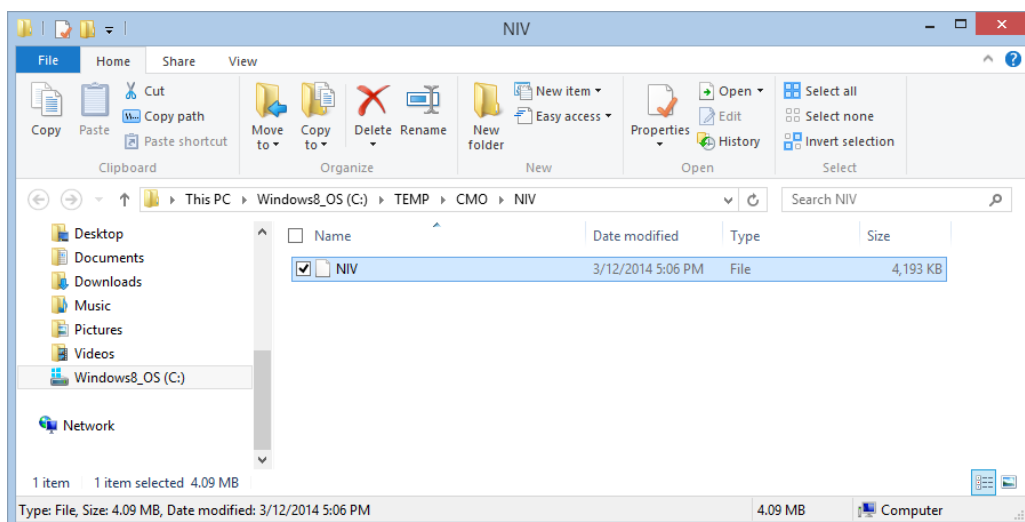


Bible XML file

You can access some Bible XML files from OpenSong, a song projection application.

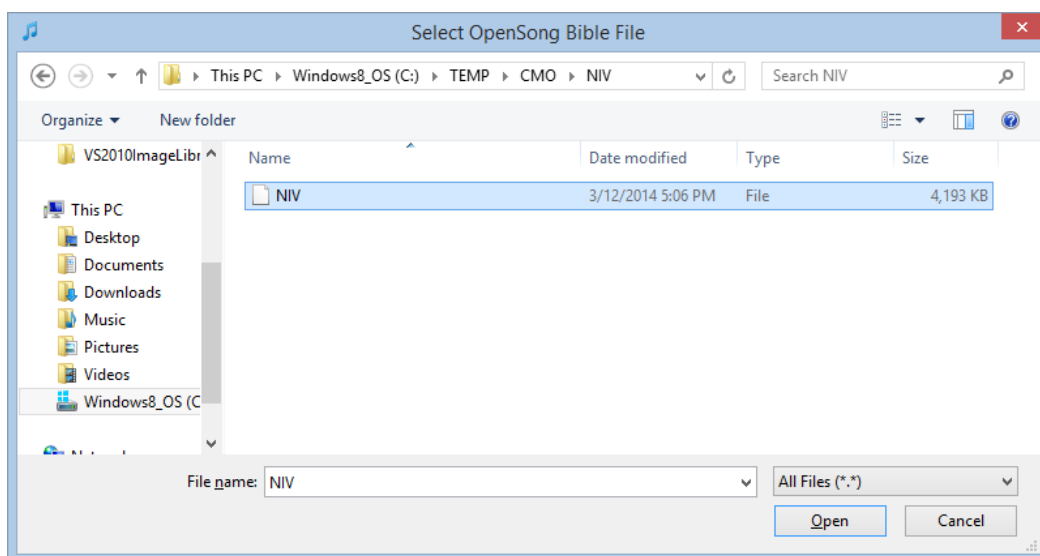
The link to the downloads section is

<http://www.opensong.org/pages/downloads.html>. The Bible downloads are in a ZIP file, so after you download the file you will need to unzip the file.

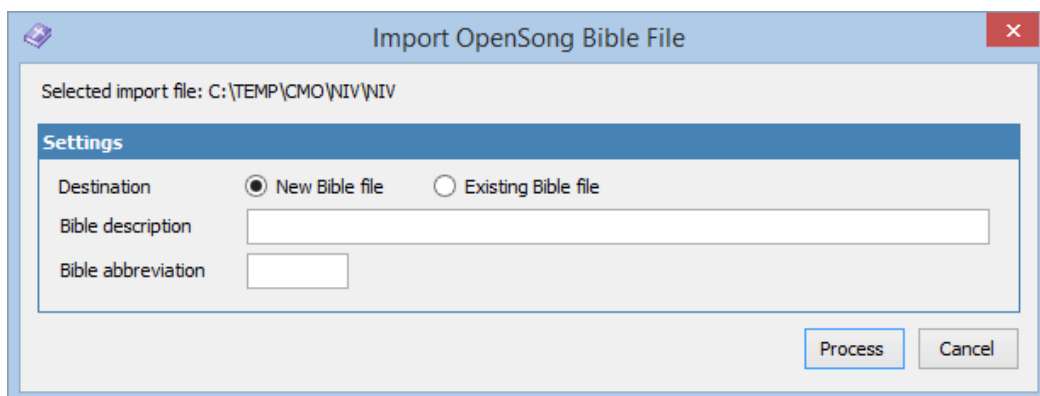


Here, I've downloaded the NIV file from the OpenSong site, and extracted the contents.

To import this file, go to the "Admin → Import Bible Text → From OpenSong Bible format (XML)..." menu.



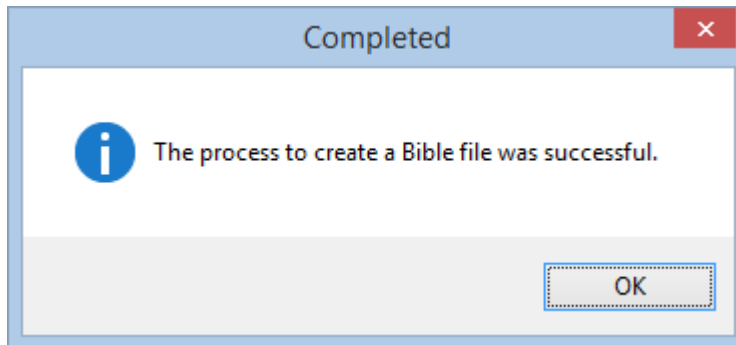
You need to select the Bible file we just extracted, and click "Open".



Next, we define how to import this file, either to a new Bible file, or over the top of an existing one. In our case we want a new Bible file, and we enter the description and abbreviation of the Bible.

Bible description	New International Version
Bible abbreviation	NIV

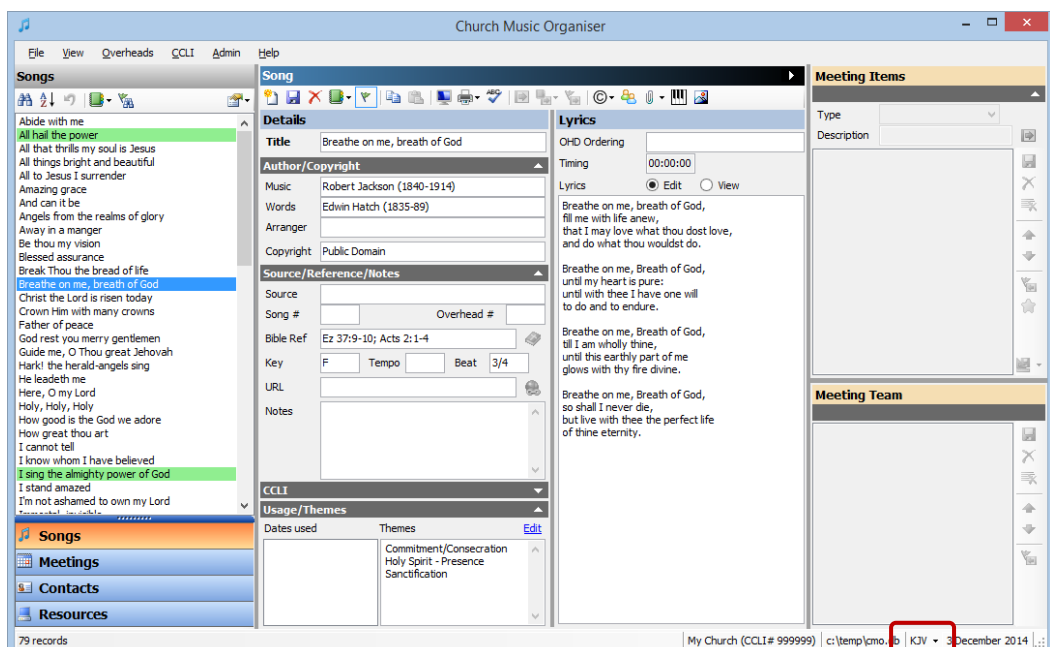
Finally, we click "Process" to import the file.



We now have two Bibles ready for use.

Choosing your default Bible

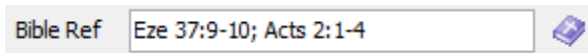
Once you have Bibles installed, a new item will appear in the status bar at the bottom of the main screen.




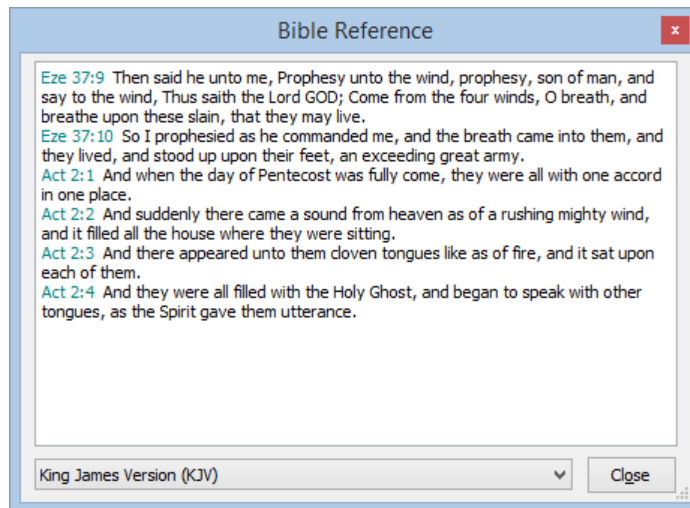
This dropdown will contain a list of all the Bible files you currently have installed. You can choose one of them to be the default Bible version to use for displaying passages.

Displaying Bible passages

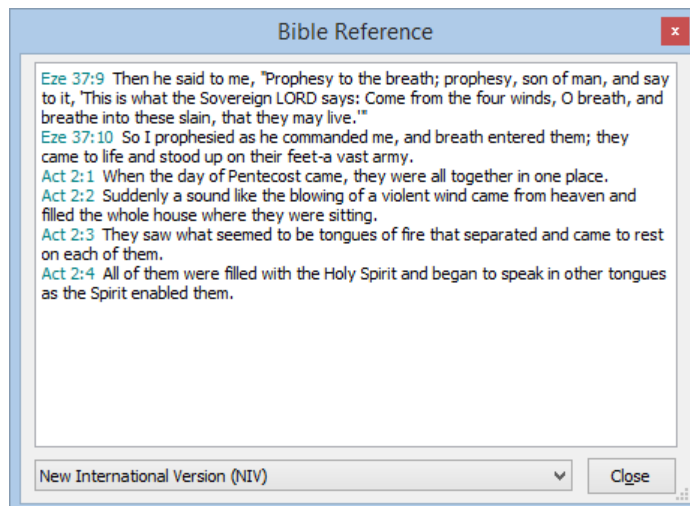
Now that we have Bible files installed, on the song and meeting detail pages, a new button is available beside the Bible reference field.



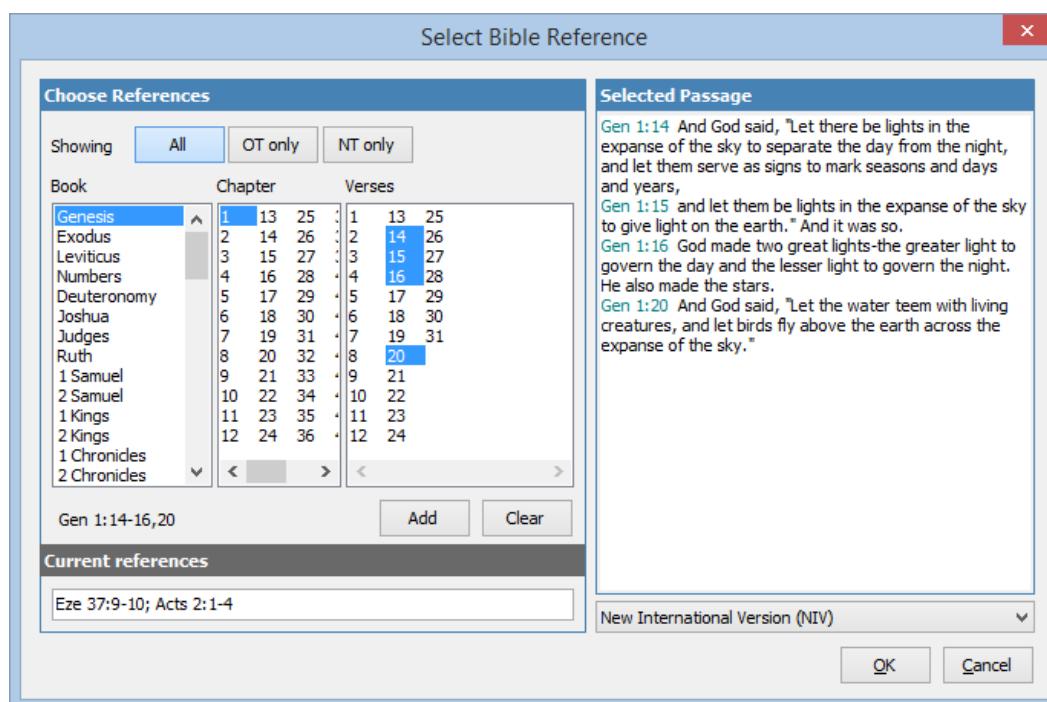
Clicking on the  button will open a dialog that contains all the text from the references.



On this dialog each of the verse is displayed with the book, chapter and verse preceding each text. The default Bible version is in a dropdown list, and you can change the version the text is displayed in simply by selecting another version.



With Bible files installed, the "Select Bible Reference" dialog changes as well.

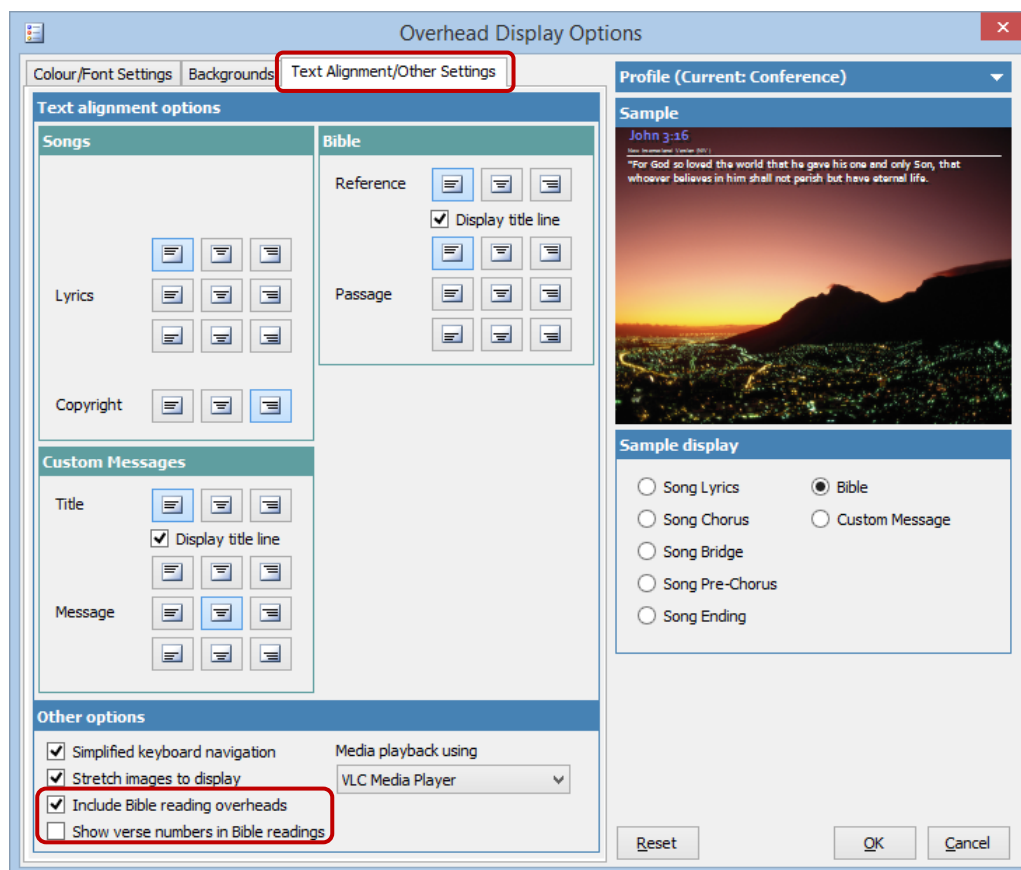


As verses are selected, the verse text is displayed on the right. Again, you can choose which version you want the text to appear in.

Bible passage overheads

With Bible files installed, we can now add "Reading" item types to an overhead and have the text display as slides.

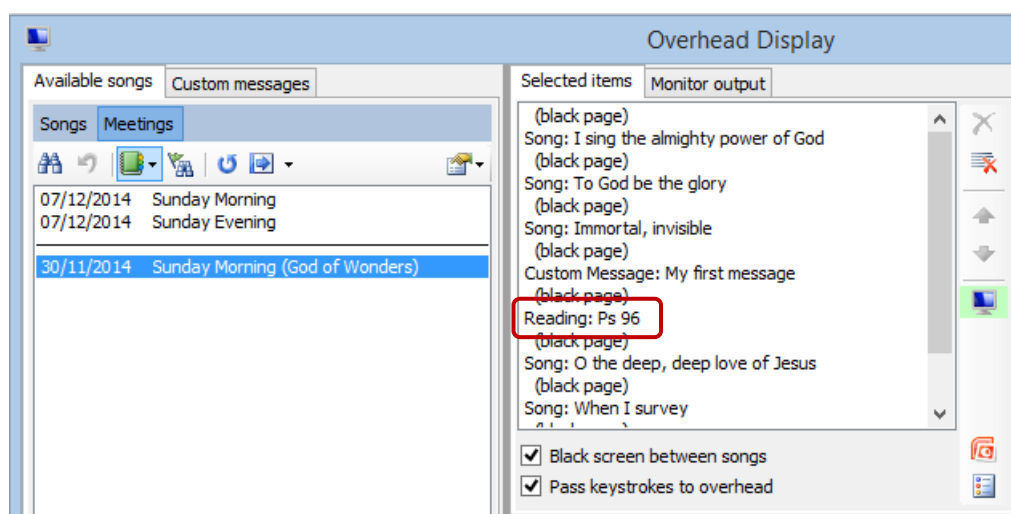
There are a couple of settings we need to check first.



Go to the "Overheads → Overhead display options..." menu, or press Ctrl+F12, then open the "Text Alignment/Other Settings" tab.

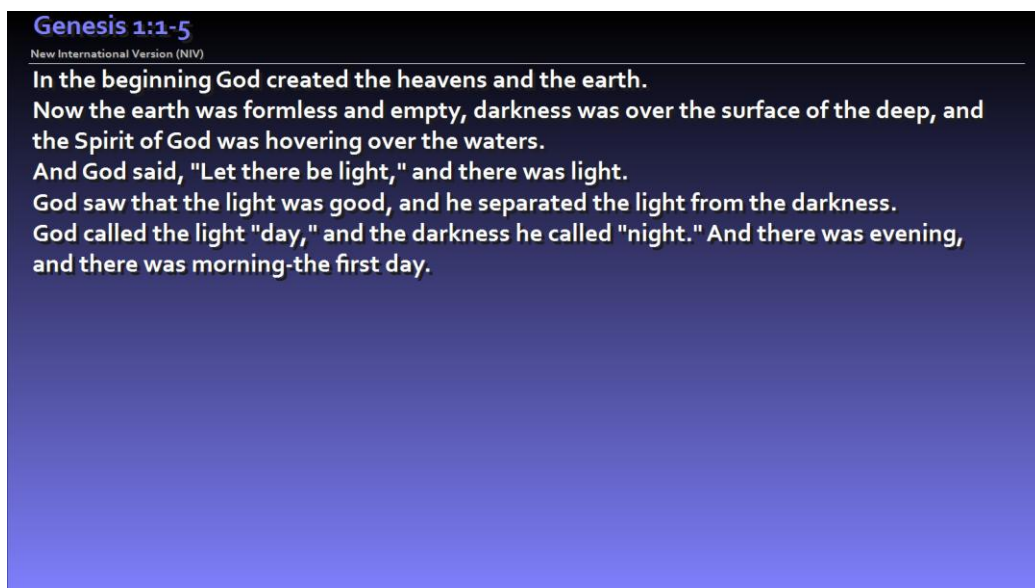
Aside from the standard font, background and alignment options available for Bible passages, at the bottom of the page are two other options:

Include Bible reading overheads: Turning this option on will mean that any "Reading" item in an order of service will be transferred to the selected item list whenever the meeting is loaded on the Overhead Display window.

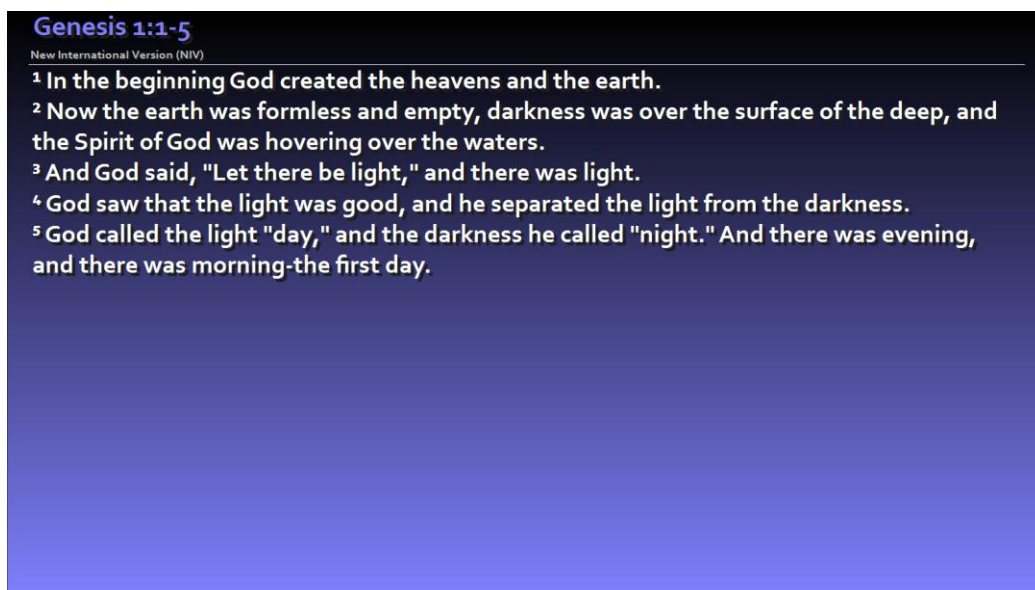


Show verse numbers in Bible readings: This option controls how the Bible text is displayed, either with the verse number at the beginning of the verse, or without.

Here's an example of verses without the verse number:



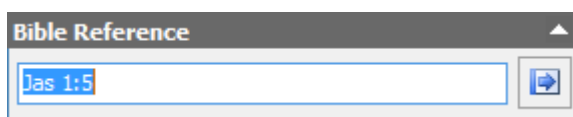
Here's an example of verses with the verse number:




It's up to you as to which option you prefer.

Adding Bible passages on the Overhead display window

You don't have to use a meeting to add a Bible passage to an overhead list. You can add Bible passages directly using the "Bible Reference" section.

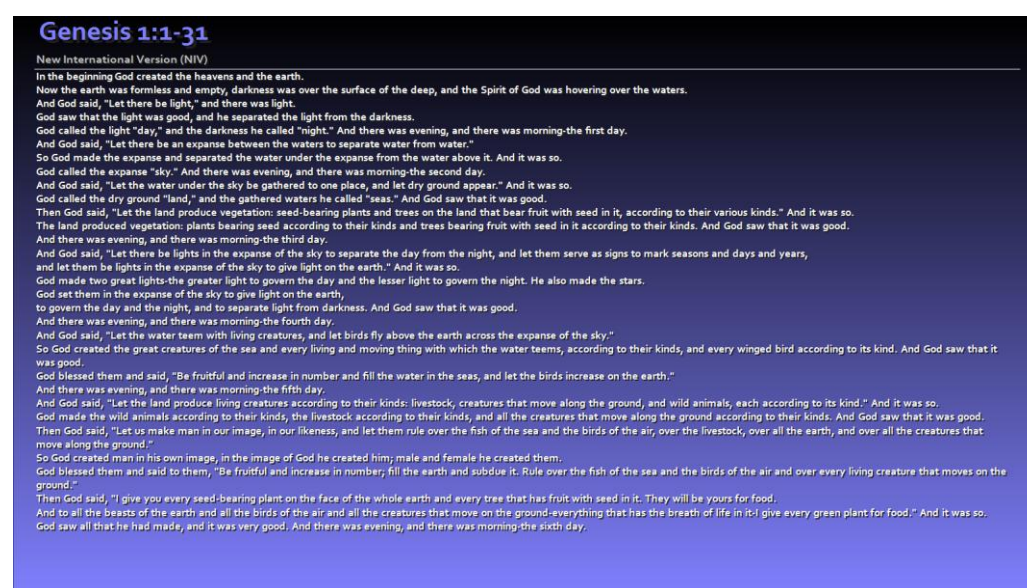


Enter a verse, or use the Select Bible Reference tool, and click on the  button to add a reference to the overheads.

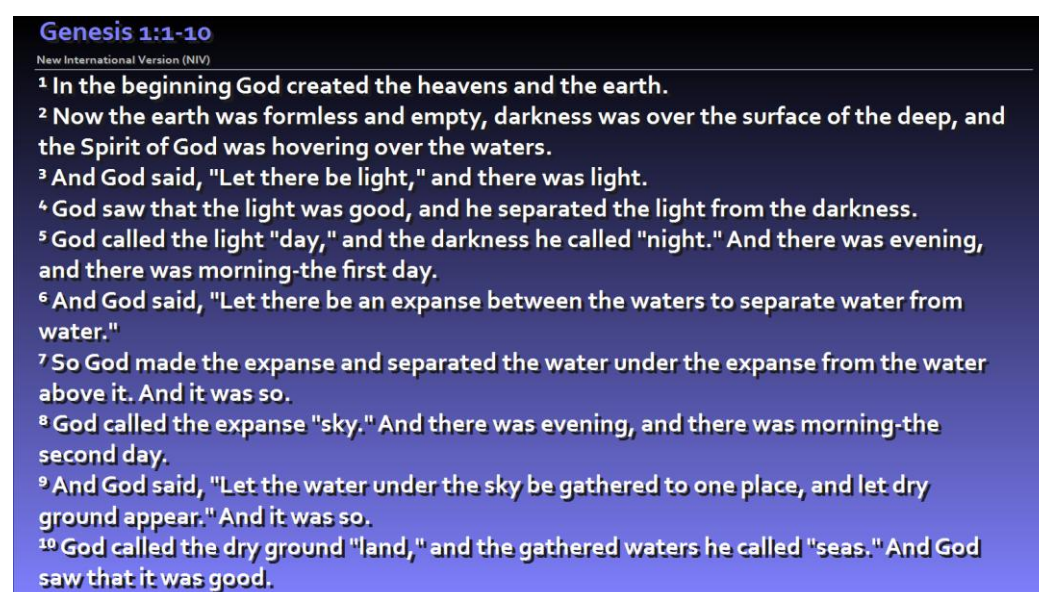
Special considerations with Bible passages

Care should be taken when displaying Bible passages that the references are not too long. CMO will ensure all the text fits on the display, but if a lot of text needs to be displayed, this will mean reducing the size of the text and potentially making it unreadable to the congregation.

When you need to display a large block of text, consider breaking it up into smaller chunks. For instance, Gen 1:1-31 as one block of text looks like this:



However, if you make the reference read "Gen 1:1-10; 1:11-20; 1:21-25; 1:26-31 " then CMO will create 4 slides instead of 1. It will look more like this:



Genesis 1:11-20

New International Version (NIV)

¹¹ Then God said, "Let the land produce vegetation: seed-bearing plants and trees on the land that bear fruit with seed in it, according to their various kinds." And it was so.
¹² The land produced vegetation: plants bearing seed according to their kinds and trees bearing fruit with seed in it according to their kinds. And God saw that it was good.
¹³ And there was evening, and there was morning-the third day.
¹⁴ And God said, "Let there be lights in the expanse of the sky to separate the day from the night, and let them serve as signs to mark seasons and days and years,
¹⁵ and let them be lights in the expanse of the sky to give light on the earth." And it was so.
¹⁶ God made two great lights-the greater light to govern the day and the lesser light to govern the night. He also made the stars.
¹⁷ God set them in the expanse of the sky to give light on the earth,
¹⁸ to govern the day and the night, and to separate light from darkness. And God saw that it was good.
¹⁹ And there was evening, and there was morning-the fourth day.
²⁰ And God said, "Let the water teem with living creatures, and let birds fly above the earth across the expanse of the sky."

Genesis 1:21-25

New International Version (NIV)

²¹ So God created the great creatures of the sea and every living and moving thing with which the water teems, according to their kinds, and every winged bird according to its kind. And God saw that it was good.
²² God blessed them and said, "Be fruitful and increase in number and fill the water in the seas, and let the birds increase on the earth."
²³ And there was evening, and there was morning-the fifth day.
²⁴ And God said, "Let the land produce living creatures according to their kinds: livestock, creatures that move along the ground, and wild animals, each according to its kind." And it was so.
²⁵ God made the wild animals according to their kinds, the livestock according to their kinds, and all the creatures that move along the ground according to their kinds. And God saw that it was good.

Genesis 1:26-31

New International Version (NIV)

²⁶ Then God said, "Let us make man in our image, in our likeness, and let them rule over the fish of the sea and the birds of the air, over the livestock, over all the earth, and over all the creatures that move along the ground."
²⁷ So God created man in his own image, in the image of God he created him; male and female he created them.
²⁸ God blessed them and said to them, "Be fruitful and increase in number; fill the earth and subdue it. Rule over the fish of the sea and the birds of the air and over every living creature that moves on the ground."
²⁹ Then God said, "I give you every seed-bearing plant on the face of the whole earth and every tree that has fruit with seed in it. They will be yours for food.
³⁰ And to all the beasts of the earth and all the birds of the air and all the creatures that move on the ground-everything that has the breath of life in it-I give every green plant for food." And it was so.
³¹ God saw all that he had made, and it was very good. And there was evening, and there was morning-the sixth day.

Even these might be too small for to view. But by separating the Bible reference into sections with a ";" character you can make the slides more readable.

Summary

In this chapter we covered the Bible integration features of CMO, including how to search for songs based on a Bible reference and using the Bible selection dialog. We also covered how to import Bible text and XML files from various sources to allow for Bible passages to be displayed in overheads.

Chapter 14: System maintenance

In this chapter we'll be looking at a few of the maintenance functions of CMO and how best to use them.

Backup and restore

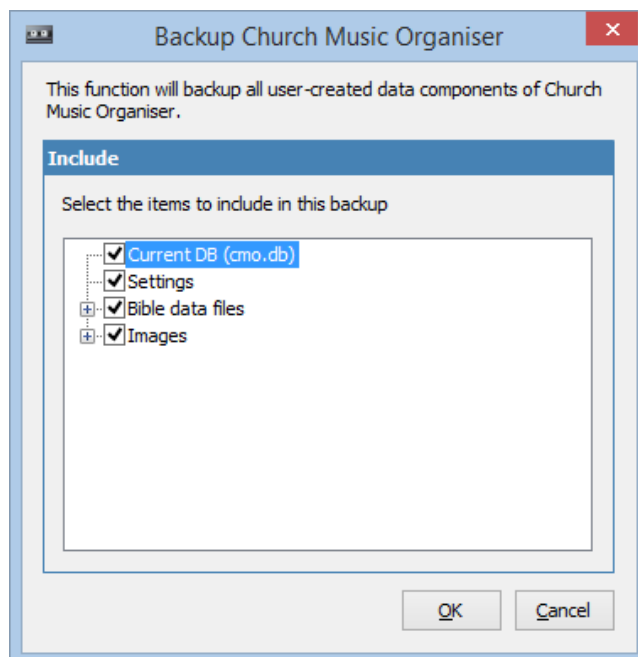
It is always important to have backups of critical data. The problem we all face is how to collect all that critical data, and how to be sure we've found it all.

CMO stores most of its data in a database file, which you create when you first start the system. But there are other components that are not stored in that database file, which can still be considered critical. Things like Bible files, images, and system settings.

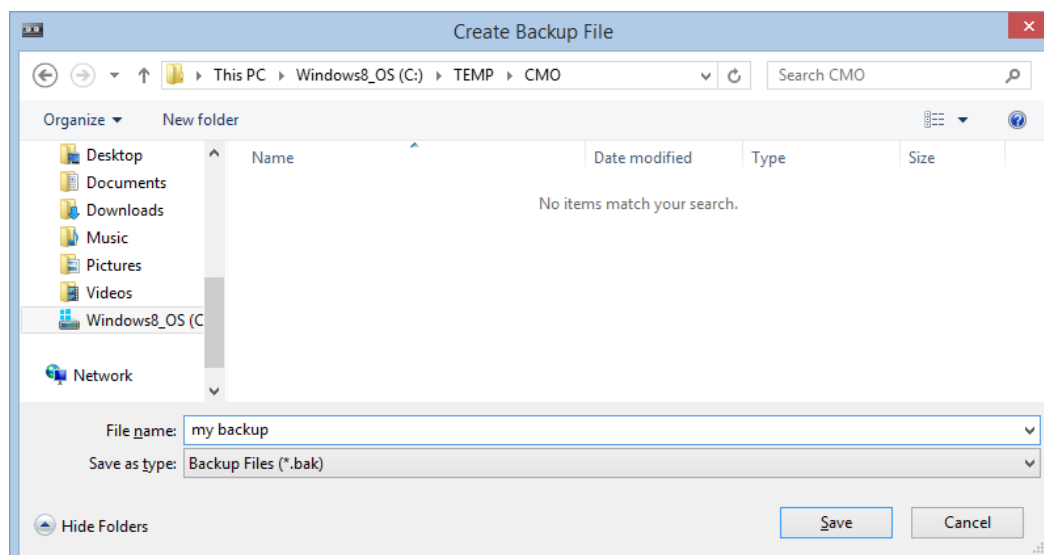
To automate the process of collecting all this data, CMO comes with a backup and restore function. You can find these functions under the "File → Data" menu.

Backup

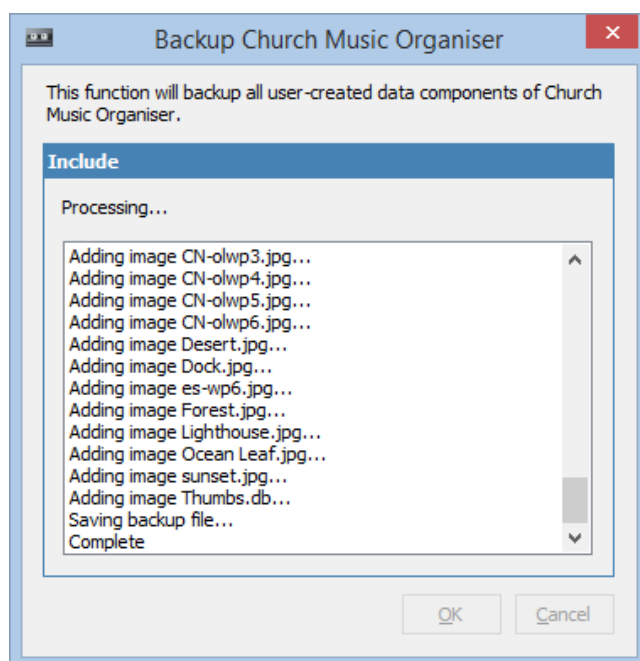
To backup CMO into a ZIP file, go to the "File → Data → Backup..." menu.



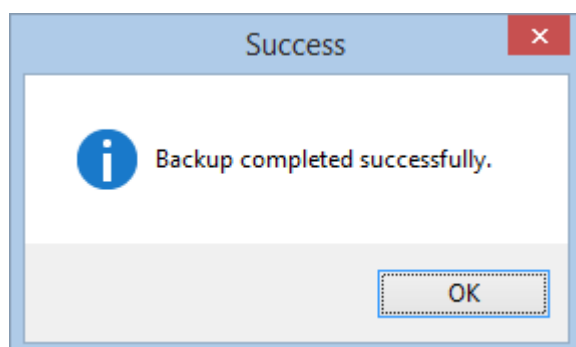
From this dialog you can specify what components of CMO you want to include in the backup. For instance, you might not want to include all the images, or you might want to leave out the Bible files. By default all options are turned on, and we will assume this is what we want to do now. Click "OK" to continue.



You will be asked for a backup file name. Select the folder where you want to put the backup file, enter a file name, and click "Save".

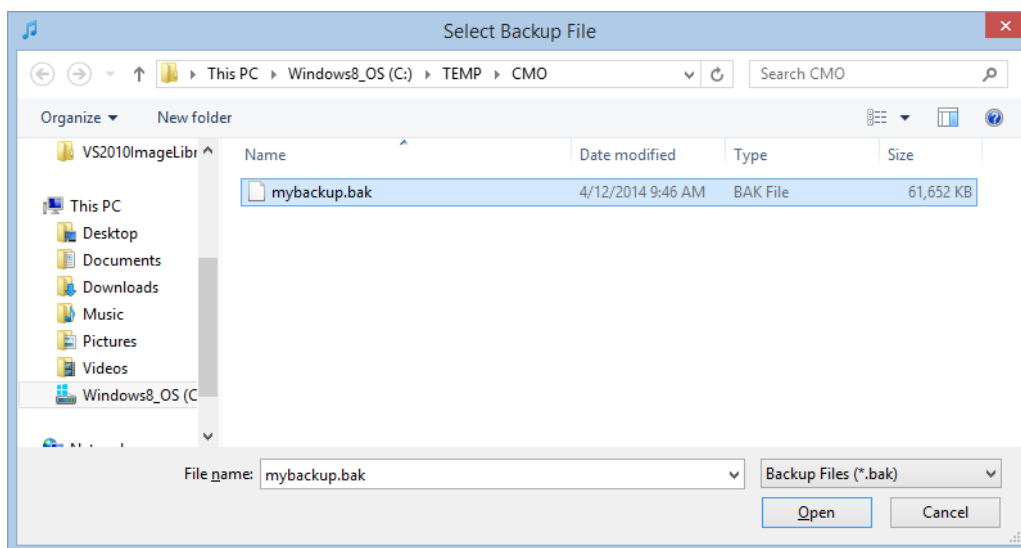


CMO will then create a ZIP file and put all the selected items into it. When it's finished you will receive this message.

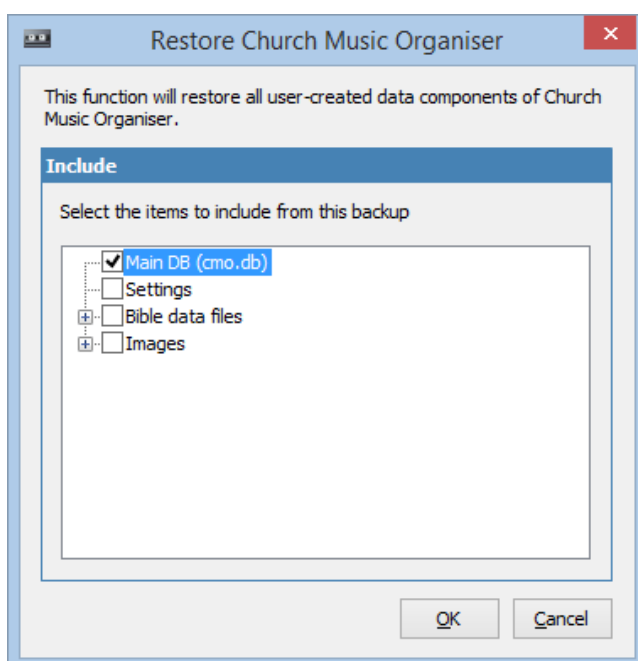


Restore

To restore your data from a backup, go to the "File → Data → Restore..." menu.

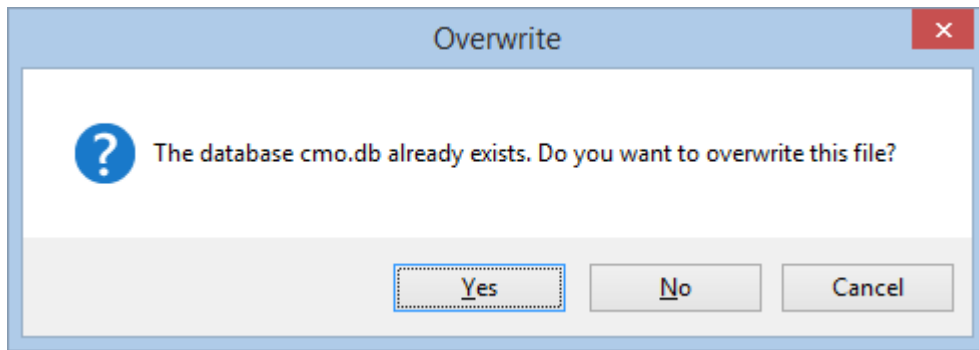


Select the backup file you want to restore from, and click "Open".

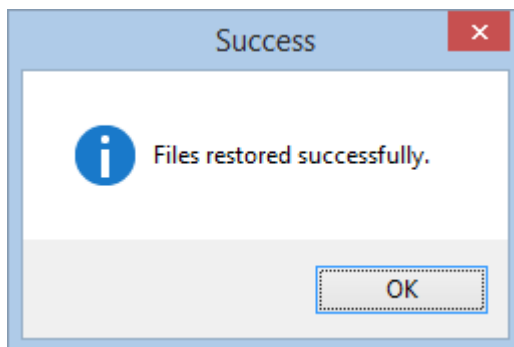


You can then choose what components from the backup you would like to restore. In this example, I've chosen to just restore the main database file.

Click "OK" to begin the process.



Because I'm overwriting the current DB file CMO asks if this is really what I want to do. In this case it is correct, so I can click on "Yes", and the database is restored.



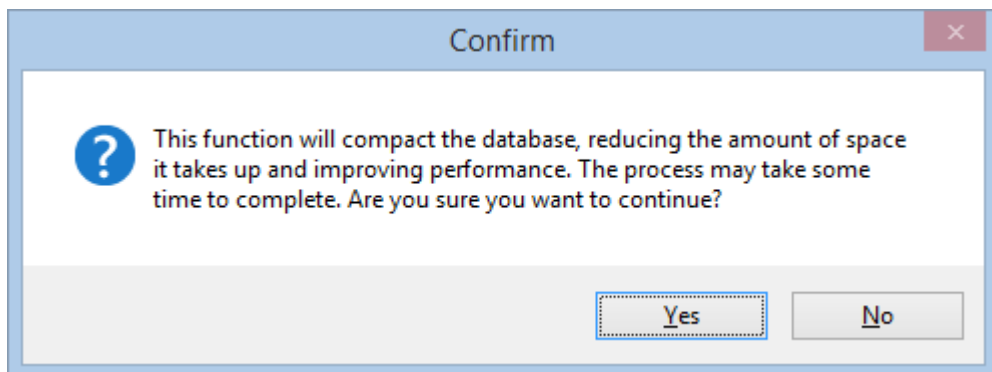
Database cleanup

CMO provides a number of tools to help clean up your database and keep it functioning well.

Compacting

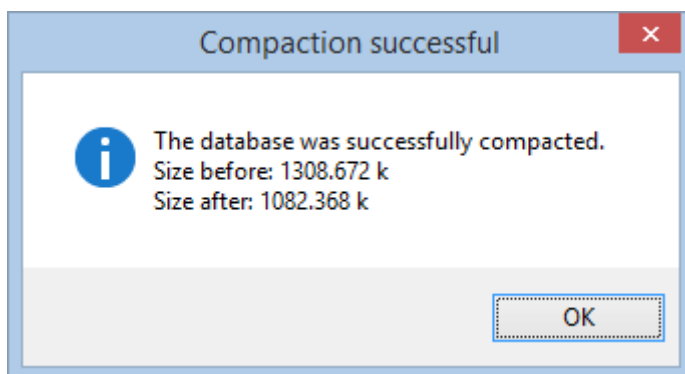
Over time, as records are added and deleted, space is taken up in the database, making it much larger than it needs to be. So it's good practice to periodically (say, once a month) run the compaction process.

You can access this function by going to the "Admin → Maintenance Functions → Compact database..." menu.



If you're sure you want to do this, click on "Yes".

When it's finished, you will receive a message similar to the following:

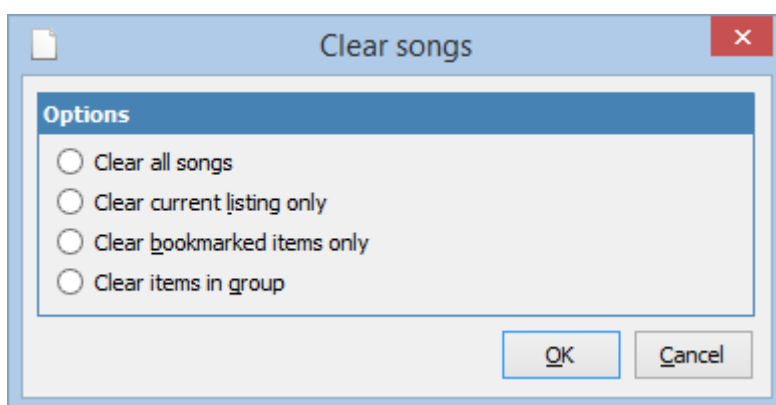


This gives you an idea on how much space was recovered in the database.

Clearing data

There are times when you just need to clear out some old data. For instance, you might have some songs in your song list that you don't ever play anymore.

CMO provides a facility to clear records from each of the data areas from the "Admin → Maintenance Functions" menu. For our purposes we'll look at the "Clear songs" option.



When the menu item is selected, a dialog similar to this is shown. Here we can choose the records we want to clear.

- **Clear all songs:** This will clear all the songs from the database.
- **Clear current listing only:** This will only clear the songs that are currently being displayed as the result of a search.
- **Clear bookmarked items only:** This will only clear songs that have been bookmarked.
- **Clear items in group:** This option will only clear items that are in a particular group. You will need to select the group from a list.

Whenever a song is cleared, the performance history of the song is cleared as well, along with any file attachments.

Each section has the same options available.

Summary

In this chapter we've looked at the backup and restore functions of CMO, as well as the process of compacting the database and clearing data.

Chapter 15: Synchronisation

Introduction

Unless you are in a very small church, and only have one computer on which everything is stored, it is highly likely that you will need to run CMO on multiple computers.

- You have a computer (or multiple computers) where you do the service planning, and another computer at church that operates the overheads.
- You have a team of people who each plan services and update song information.

In both situations you want to keep your data up to date in all locations. If you make a change to the verse order on a song, you want that change to be visible on all your other computers.

There are a couple of ways you can do this. First, there is the manual method. Using this method you would keep track of all the changes you've made, and then create an export file that contains the changes. You would take that export file to the other computers and import it.

If you aren't making many changes that might be workable, but in most cases just keeping track of the changes would be difficult.

If you know that one computer is the "source of truth", that is, all the changes originate from that computer, and all other computers are clones of this one, you could take a backup of the database and restore it on the destination. That is much easier to work with, but there is still the possibility that a change might happen on the secondary computer which is not reflected on the main one, and a restore operation will wipe that change completely.

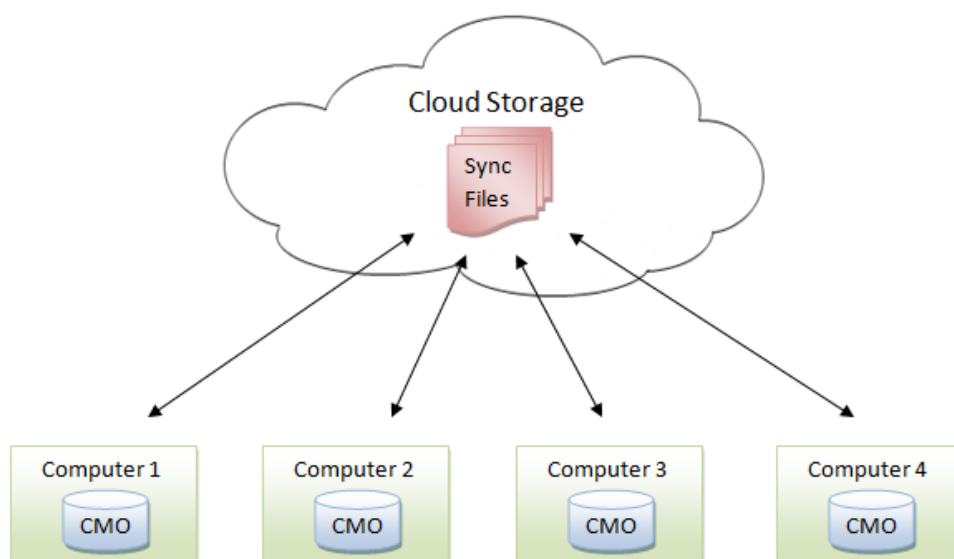
A far more flexible solution would be to package up all the changes on each computer, and then merge them into each database. In that way, changes from all computers can be moved around seamlessly. In CMO, this is called "Synchronisation".

Cloud storage

Synchronisation makes use of cloud storage to transmit changes. Services like DropBox, Box.com, or OneDrive provide a means to store computer files on the cloud, and then replicate them to other devices. For instance, you might have DropBox installed on two computers. Any file you put into your DropBox folder on one computer will be copied to the cloud and then replicated on the second computer shortly afterwards.

You can also share folders with other users. For instance, you could create a folder in DropBox to store all your family photos, and then share that folder with members of your family so they can see them as well.

It is this functionality that CMO can use to synchronise databases across multiple computers. It works like this:



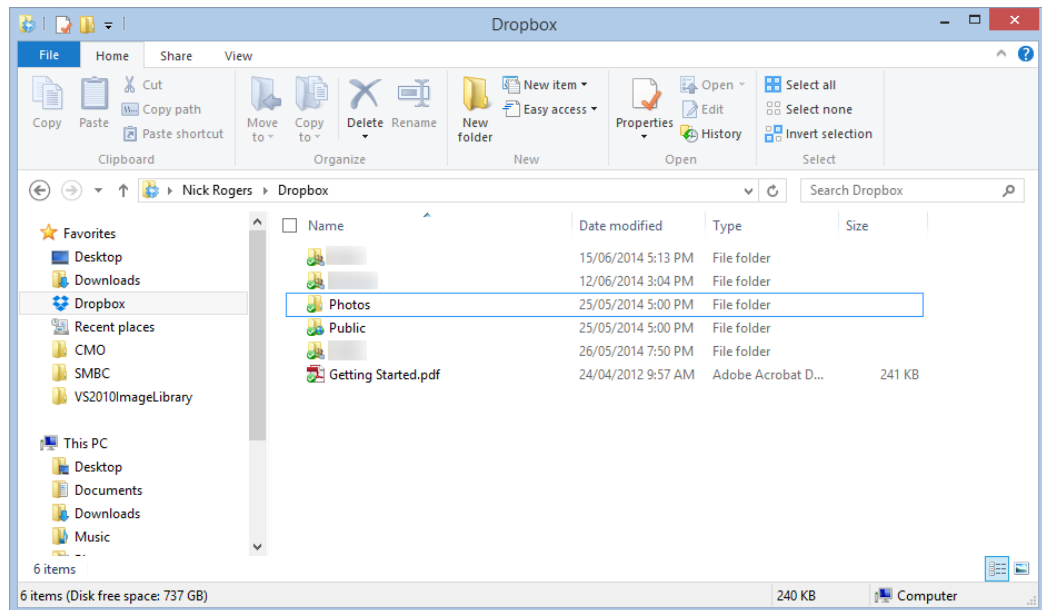
CMO keeps track of all changes that are made on each computer. When the synchronisation process runs, those changes are written out to a sync file in your local cloud storage folder. At that point your cloud storage provide takes over and copies the files to the cloud.

Then, all uses who are sharing that folder will receive the new files. When they synchronise, all the files are read and the changes applied to the database. Any changes on *that* computer are also written to a sync file which is copied to the cloud and then across to all computers.

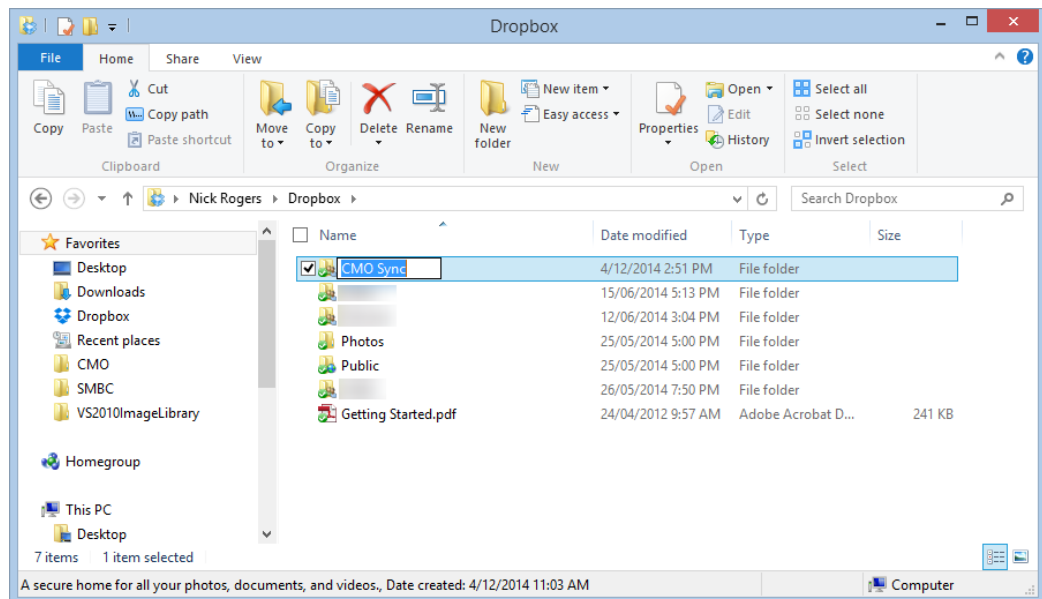
So let's look at how to set this up.

Configuring your cloud storage

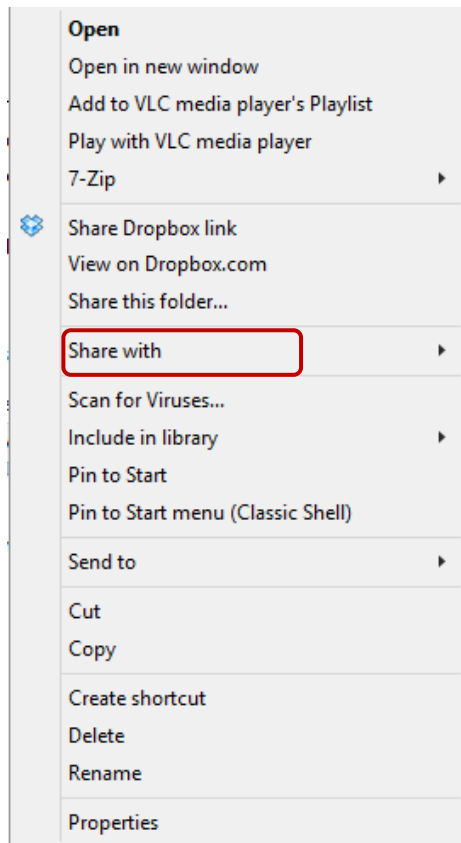
The first step in this process is to create a folder on your cloud storage provide and, if there are other people who need to keep CMO updated, share it with others. For the purposes of demonstration I will be using DropBox.



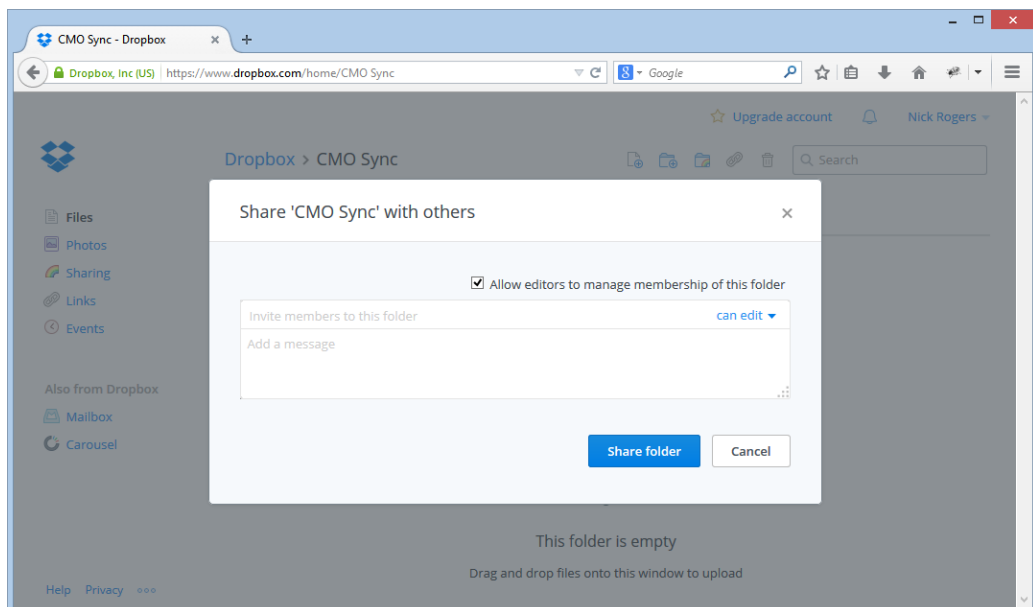
Here is my main DropBox folder. DropBox creates some folders automatically (Public and Photos in particular). Now I want to create a new one. So I add a folder and give it a name.



Once the folder is created I want to share it with other users. When I right click on the folder I get this context menu:



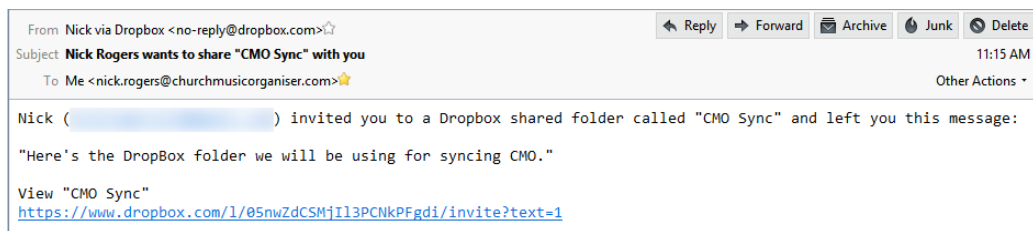
This then opens a window in my browser.



Here I can add the email addresses of all the people I want to share this folder with. The important option here is the "can edit". By default this is set on, but you should make sure that it is on, otherwise the users you invite will not be able to save their own sync files to the folder.

Enter some email addresses, add a message and click on "Share folder".

Each recipient will receive an email similar to the following:

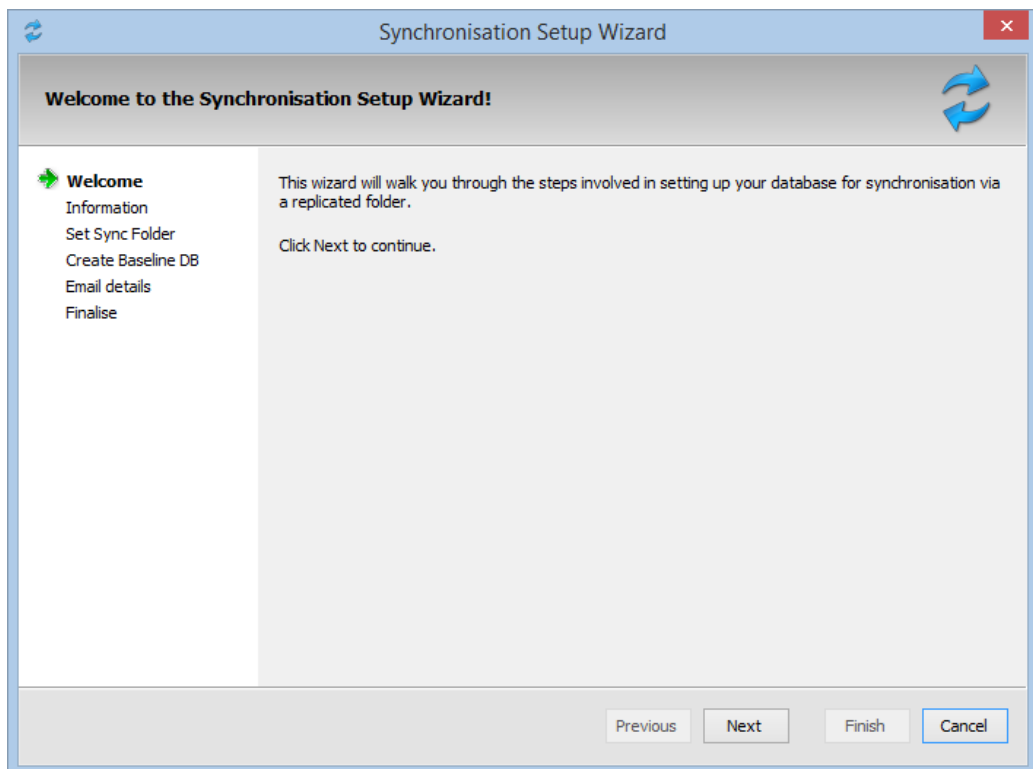


Clicking on the link will then add the shared folder to their local DropBox folder.

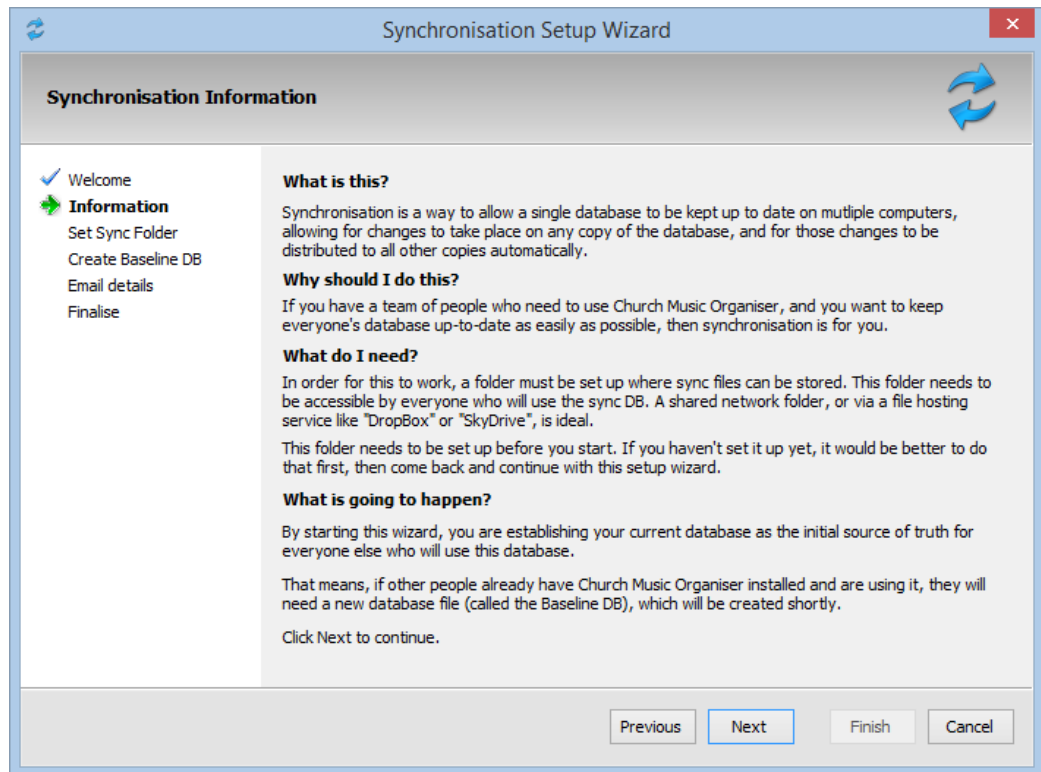
Now that the folder is ready, we can setup CMO use synchronise to it.

Setting up synchronisation

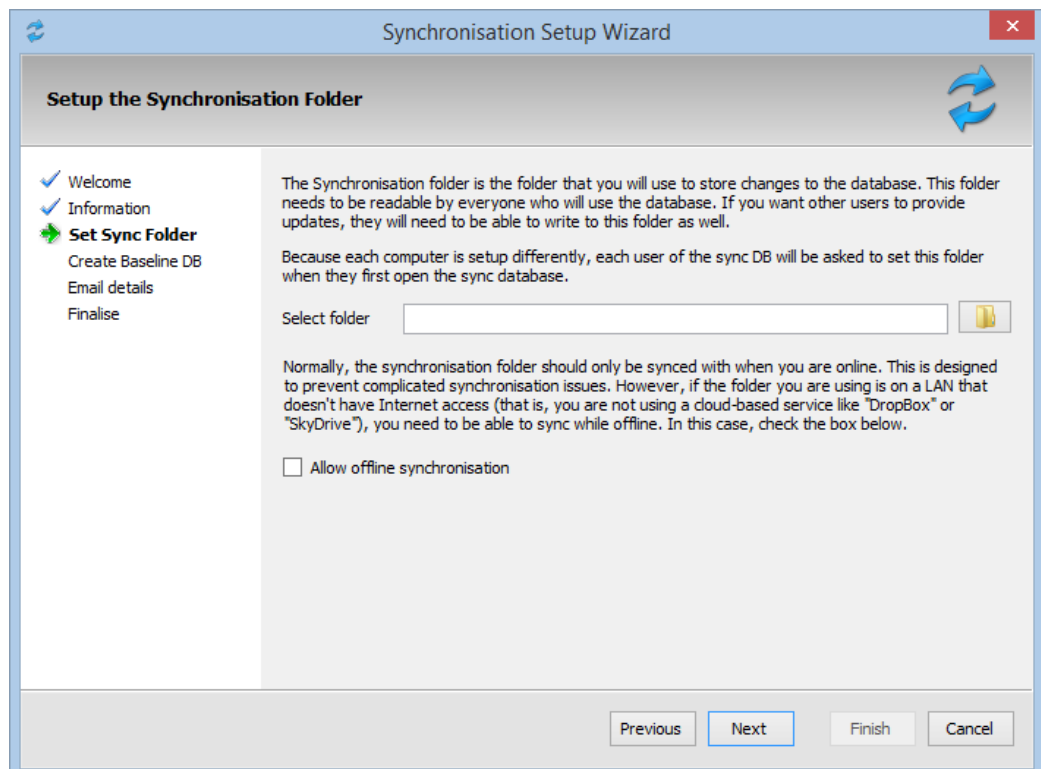
To setup synchronisation, go to the "File → Synchronisation.." menu. The setup wizard will be displayed.



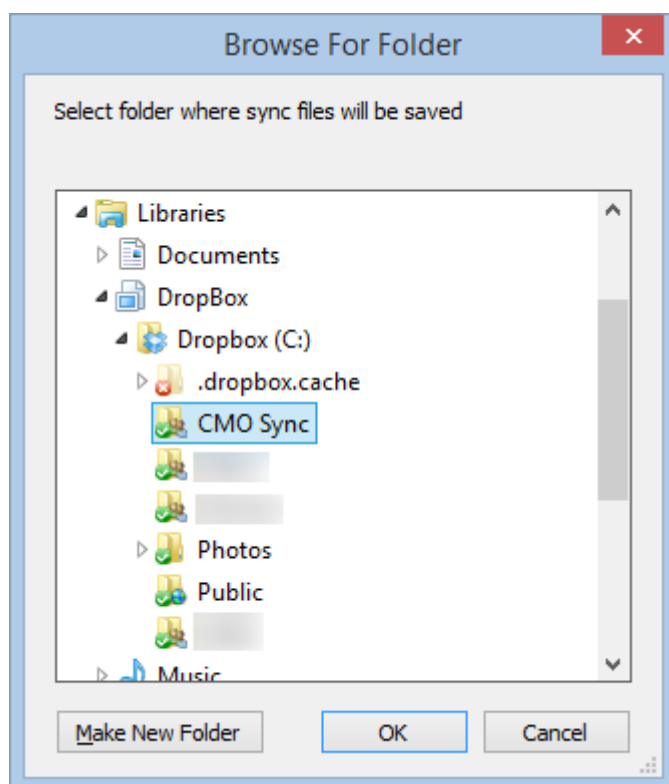
Click "Next" to continue.



This page is just information about the process. Click next to continue.



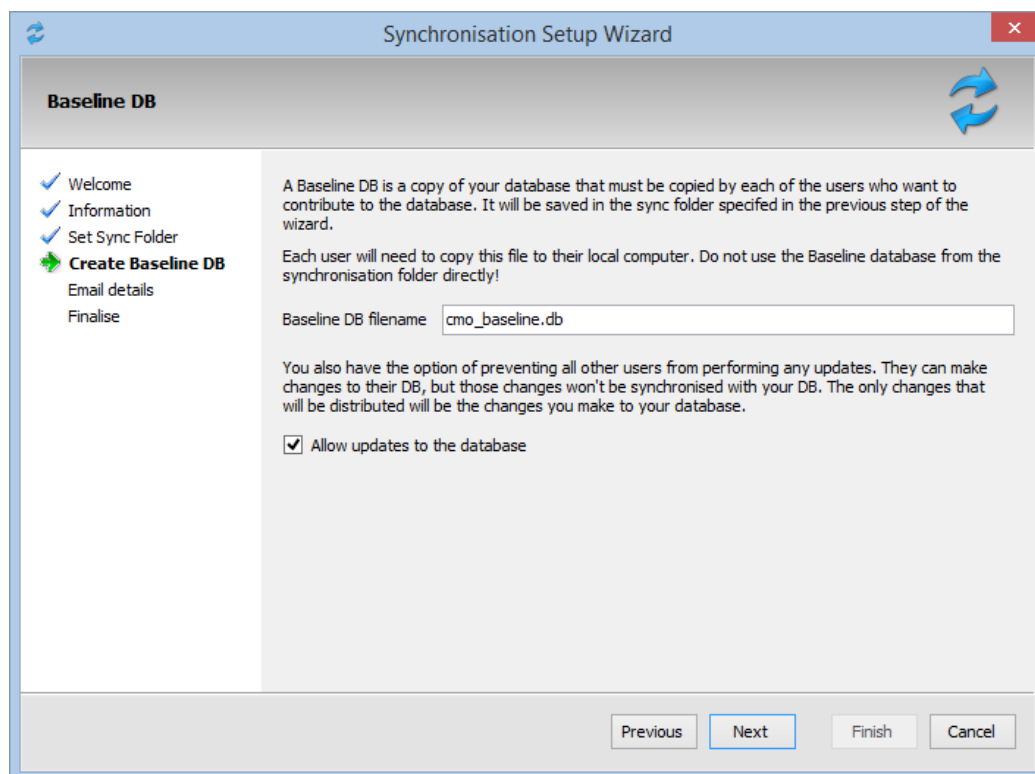
On this page we need to specify the DropBox folder where files will be synchronised to. Click on the button to open a folder selection dialog and navigate to the DropBox folder.



Click OK to select the folder.

The other option on this page of the wizard is to allow offline synchronisation. If you are using cloud-based storage this should always be off. The only time you should turn this on is if you will be using the synchronisation process on a local network where the computers don't have access to the internet.

Click "Next" to continue.



The next step in the process is to define the baseline database. The Baseline DB is the database file everyone will need to start with in order to sync changes with each other. It is, essentially, a copy of the master database at the time.

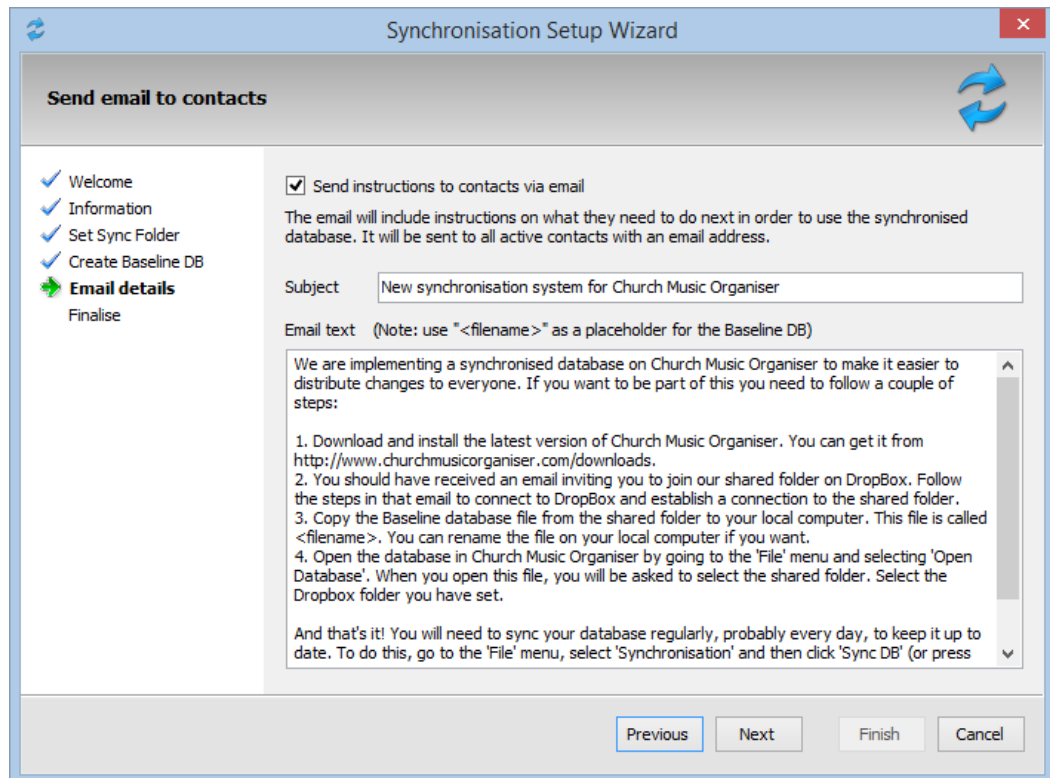
The setup wizard will create the Baseline DB in the sync folder specified in the previous step.

In order to use the Baseline DB, each user will need to copy the file from the sync folder on their computer to another location. **Do not attempt to use the Baseline DB from the sync folder!** Data may be lost if you attempt to do this.

The other setting on this page is "Allow updates to the database". If you want only want changes from your master computer to be sent out, and you don't want any changes from other computers coming back, then tick this box. Users still make changes on their computer but you won't see them on your computer.

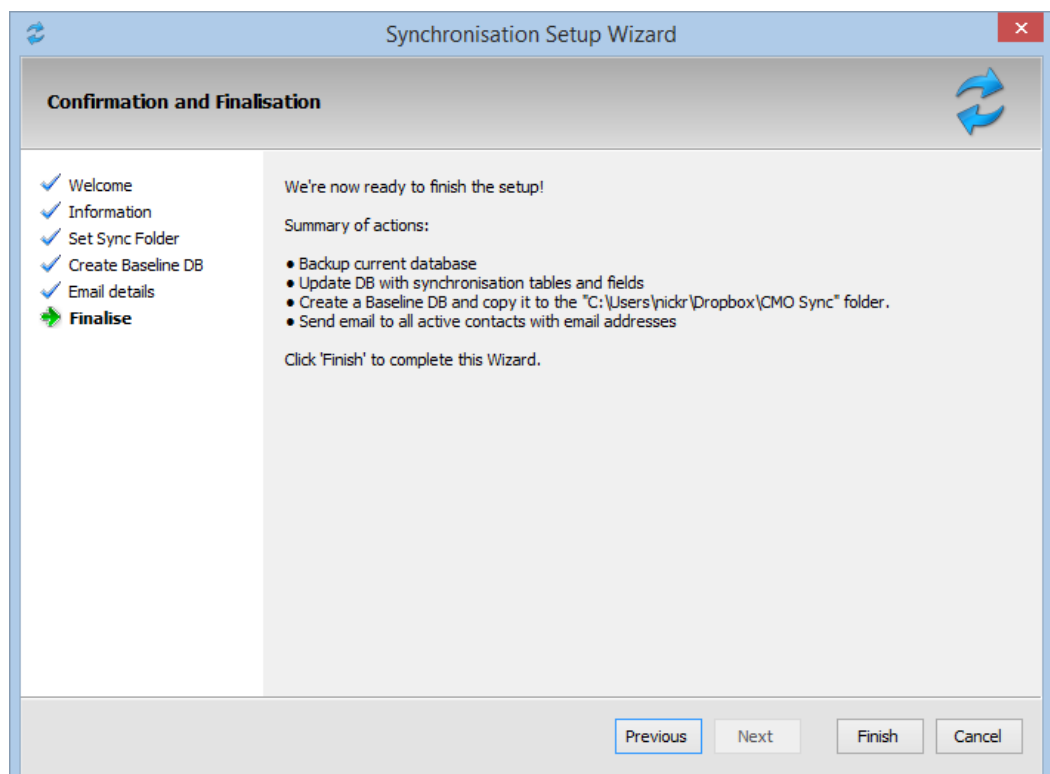
Normally, though, you would allow updates from all computers.

Click "Next" to continue.

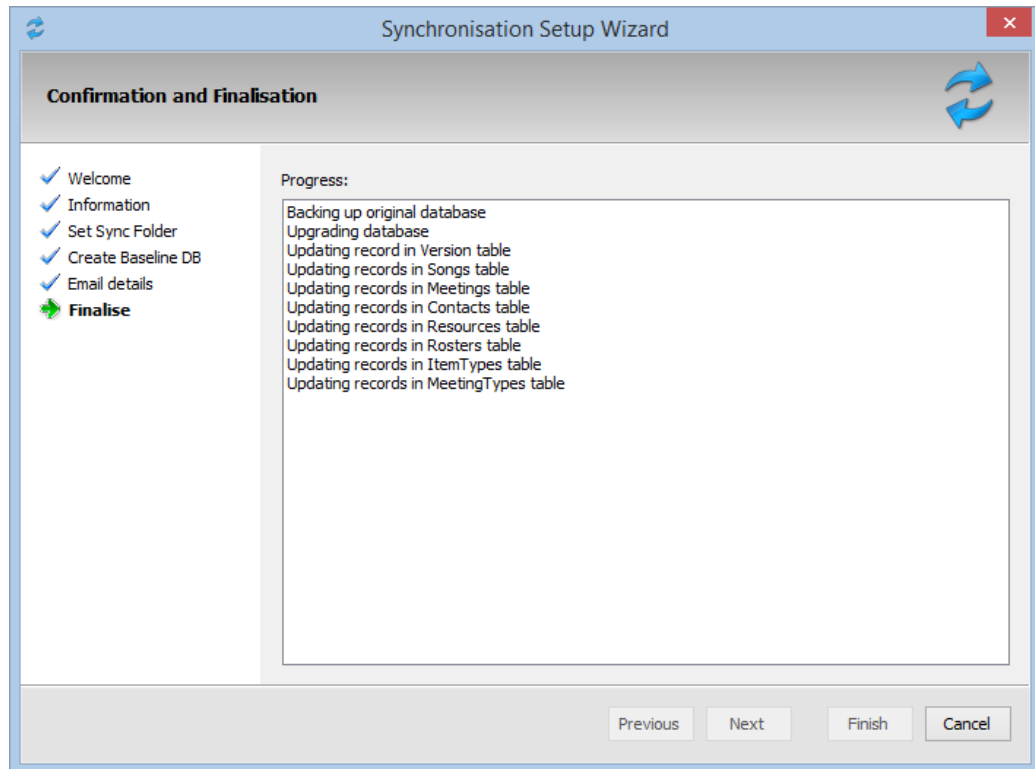


CMO can automatically send an email to all the contacts in your database who have an email address with instructions on how to get up and running. If you turn this on, a default subject line and email body has been provided, but you can make any changes you want to personalise it. The emailing process will take place during the finalise step.

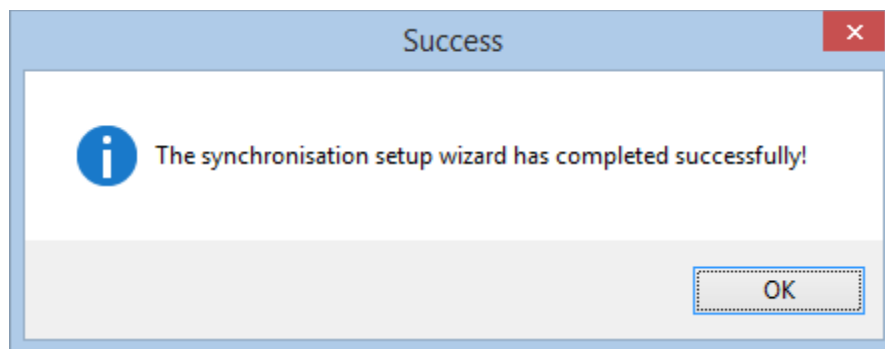
Click "Next" to continue.



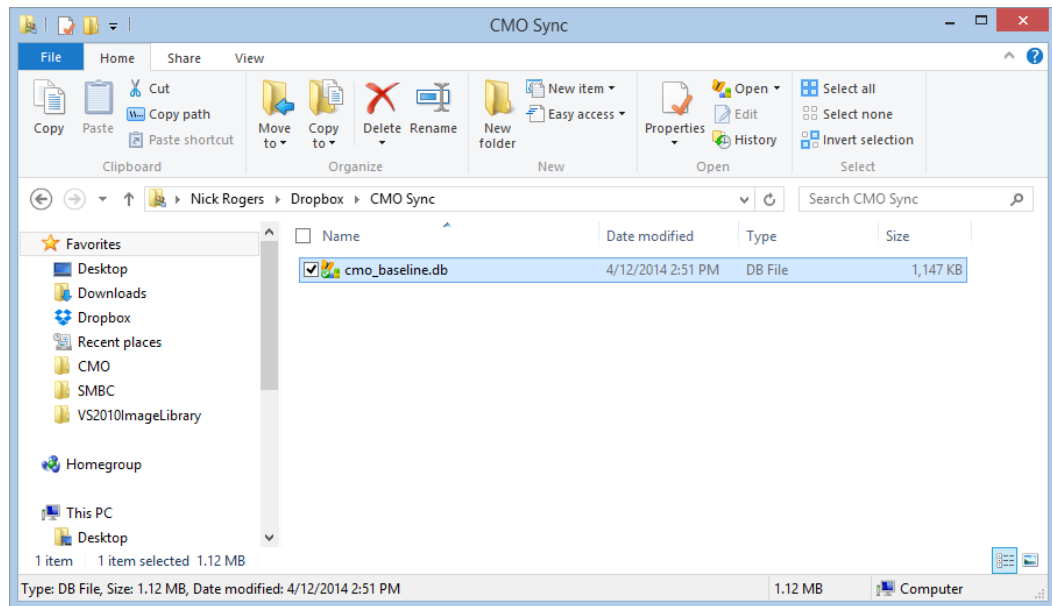
The final page of the wizard summarises all the things that will happen when the "Finish" button is pressed. If you want to make any changes you can click on the "Previous" button to go back to a page and adjust any setting you require. If everything is correct, click "Finish".



Your database will then be updated and when completed the following message will be displayed.

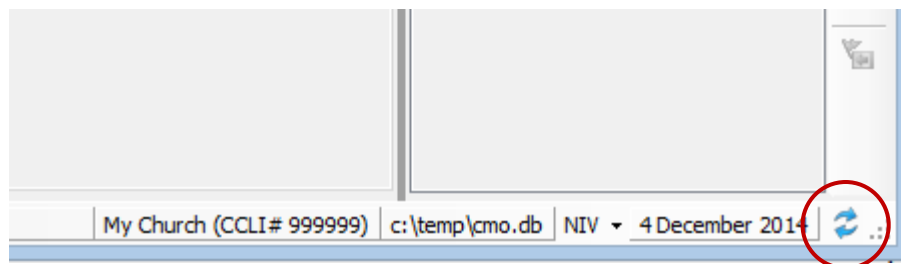


If we look in the DropBox folder we created, we can see the baseline database.



Synchronisation process

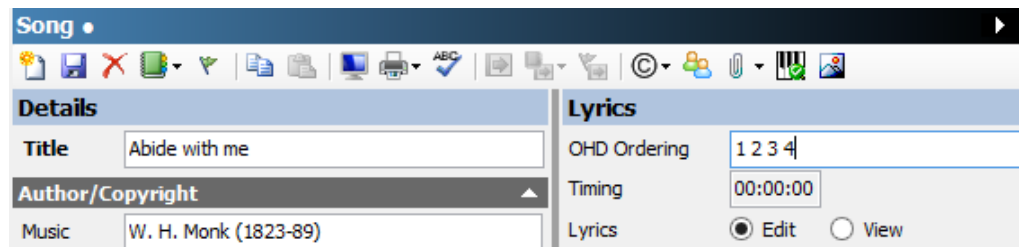
At this point, synchronisation is active. You can know when a database is set up for synchronisation by looking in the bottom right of the main screen.



This icon indicates that this database is set for synchronisation.

Any changes you make now will be flagged for syncing in the background. So let's make a few changes and see how the process works.

First, let's change a few songs by adding a verse order to them.



Song

Details

Title

Author/Copyright

Music

Lyrics

OHD Ordering

Timing

Lyrics
☒ Edit
 ☐ View

Let's also create a new meeting:

Meeting

Type of meeting

Meeting date

Description

Theme

Bible reference

General Information

Meeting Items

14/12/2014 Sunday Morning (New I...

Type

Description

Time	Item/Notes
00:03:00	Welcome:
00:03:00	Announcements:
00:03:00	Reading:
00:30:00	Sermon:
00:15:00	Communion:
00:10:00	Offering:
00:02:00	Closing prayer

01:06:00

Meeting Team

14/12/2014 Sunday Morning (New I...

Piano	Rogers, Nick
Song leader	Pringle, Andrew
Drums	Seaforth, Brad
Sound desk	Richards, Jacob
Acoustic Guitar	Jones, Cameron
Bass Guitar	Collins, Graeme
Backup vocals	Turrel, Alexis

And finally, let's add a new contact:

Contact

First Name: Bob

Surname: Smith

Address: 15 Primary St

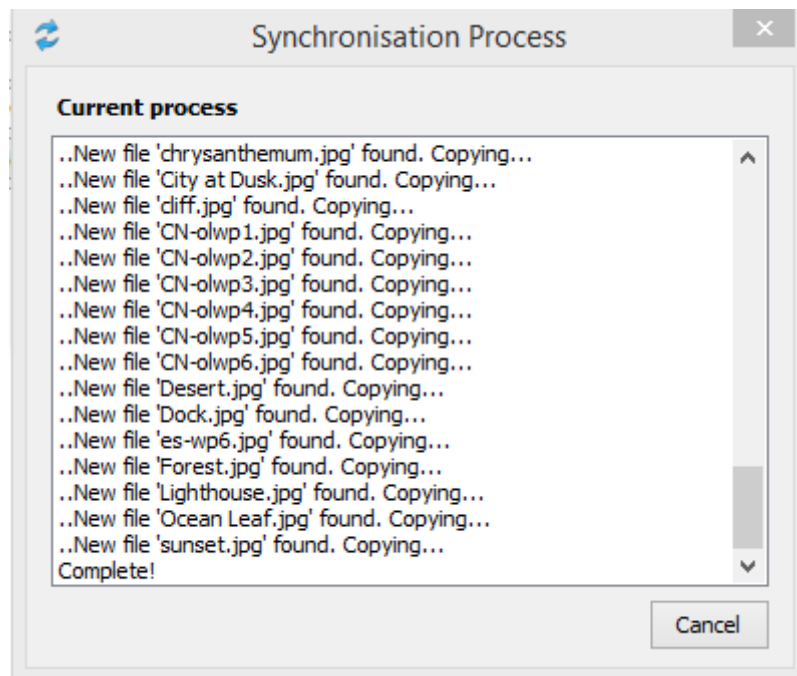
City: Sydney State: NSW Postcode: 2000

Phone: Mobile: ☐

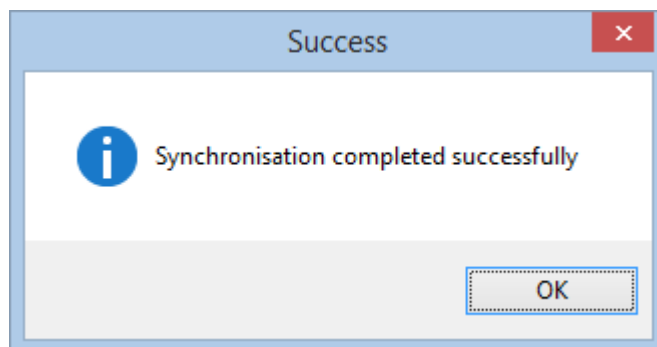
Email: bob.smith@email.com

Role: Song leader ☒ Active

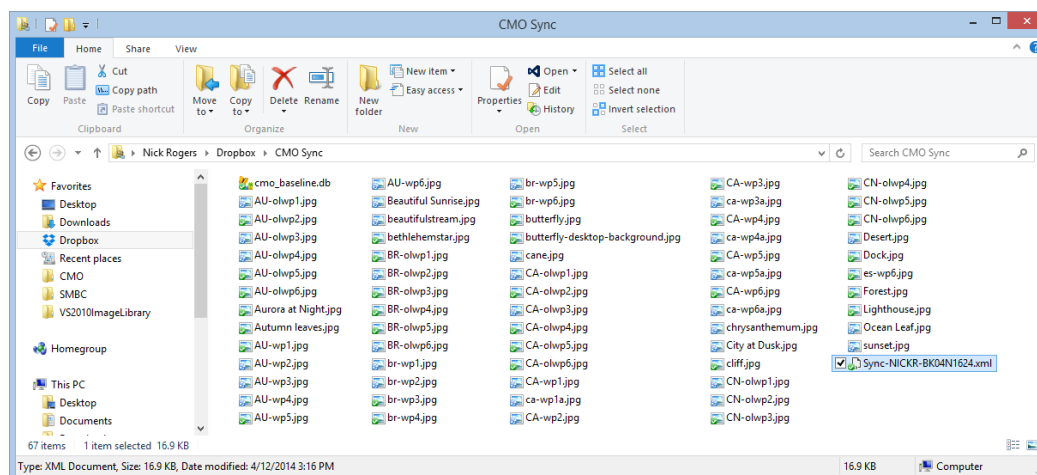
Now, to update all these changes, go to the "File → Synchronisation → Sync DB" menu, or press Ctrl+Shift+S, to start the sync process.



The sync process will create a sync file in the DropBox folder, as well as copying any image files currently stored in CMO. When complete you will see this message.

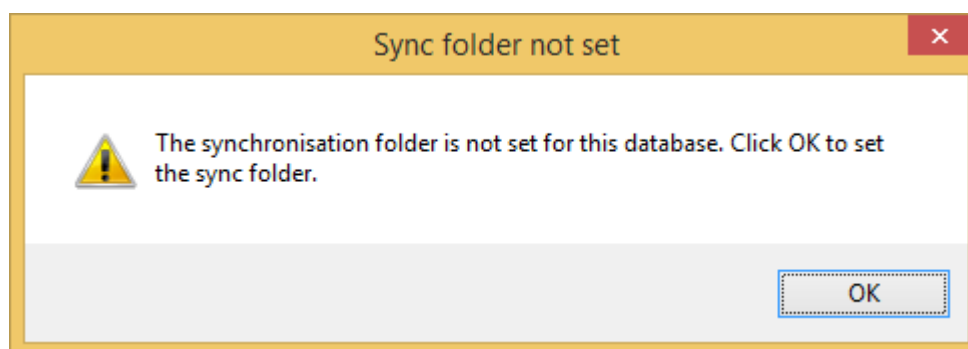


If we look in the sync folder now we see this.

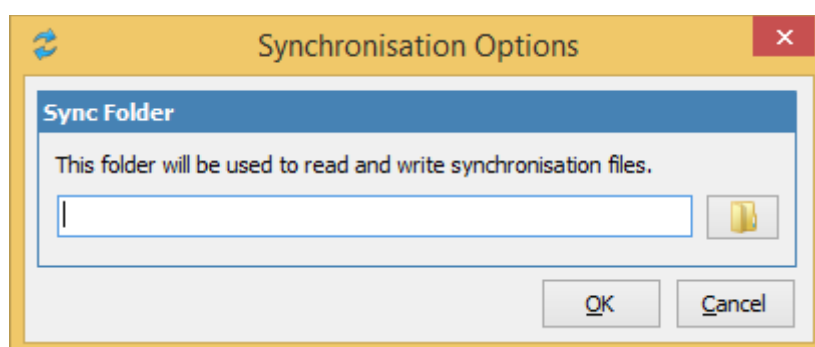


First, there is the baseline DB we saw before. Next, there are a series of image files from the CMO image folder. And finally, there is a single XML file. That XML file contains all the changes we just made on the database.

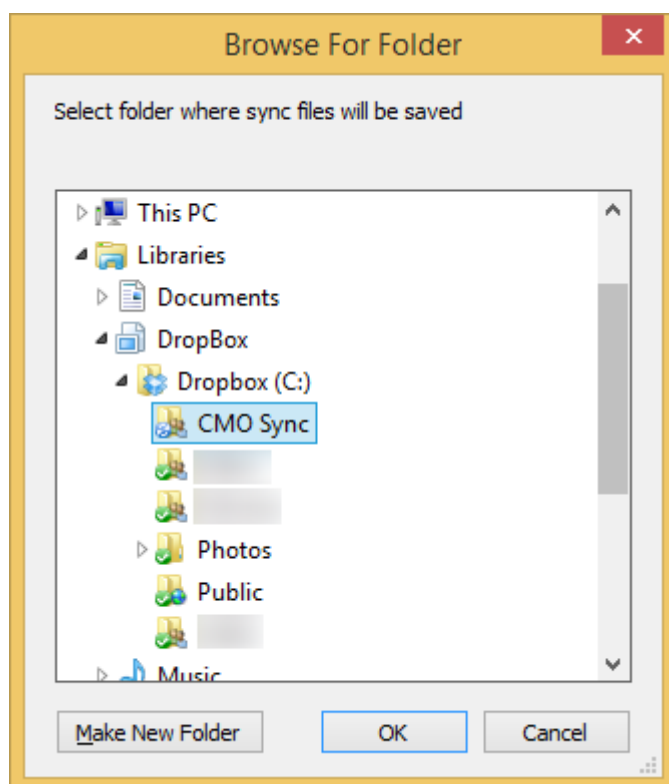
Let's go to another computer now, take a copy of the baseline DB, and open it up.



The first time you open the baseline DB you will be asked to set the sync folder. Click on OK to open the Sync Setting dialog.



Click on the folder button to open a folder selection dialog where the DropBox folder can be set.



Once this is set, the database is ready for use.

First, let's have a look at the data.

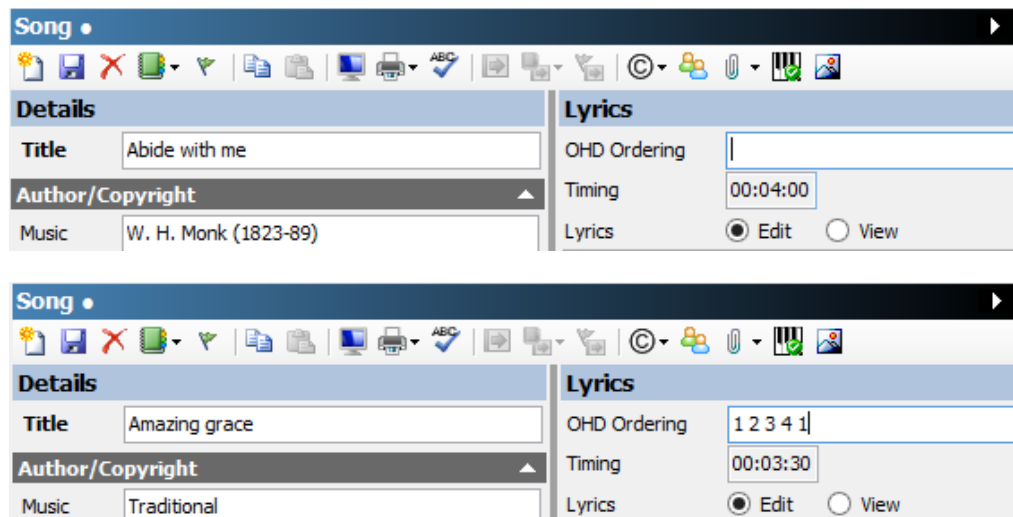
Meetings	
07/12/2014	Sunday Morning
07/12/2014	Sunday Evening
<hr/>	
30/11/2014	Sunday Morning (God of Wonders)

We currently don't have the meeting for December 14.



And we don't have a contact record for Bob Smith.

Let's make some change to the records that were changed in the other database. In this case, let's add some timing values.



We've also added an verse order here that's different to the one in the other database.

Once we save these records we can go to the "File → Synchronisation → Sync DB" menu, or press Ctrl+Shift+S, to sync the DB.

The sync process will now read the sync file on the DropBox folder and attempt to apply the changes. However, it detects that we've made changes to the same records.

Handling conflicts

Synchronisation Conflict Resolution

Changed record conflict

A song has been changed locally and in the sync files.

Song

Field	Local Data	Sync Data
CCLI Record	0	0
CCLI Project	0	0
CCLI Music	1	1
CCLI Reported	False	False
Themes	God - Grace God - Protection/Guidance Salvation/Redemption	God - Grace God - Protection/Guidance Salvation/Redemption
Grouping	Conference Youth ministry	Conference Youth ministry
OHD Sequence	1 2 3 4 1	1 2 3 4
Timing	00:03:30	00:00:00
Lyrics	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. 'Twas grace that taught My heart to fear, And grace my fears relieved. How precious did that grace appear The hour I first believed. Through many dangers, toils and snares I have already come. 'Tis grace that brought me safe thus far And grace will lead me home.	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. 'Twas grace that taught My heart to fear, And grace my fears relieved. How precious did that grace appear The hour I first believed. Through many dangers, toils and snares I have already come. 'Tis grace that brought me safe thus far And grace will lead me home.

What do you want to do?

Keep sync record, discard local changes

Keep local record, overwrite sync changes

Select fields to keep, and merge data

! Abort synchronisation process !

On this screen we can see both records side by side. There are a couple of options.

The first two buttons are self-explanatory: either keep the sync record or the local record. The third option, however, needs some further commentary.

All the fields that are the same in both records are shared in grey in the details section. The fields that are different are highlighted in white. You can click on the data you want to keep from each side. For instance, if you want to keep the timing value from the local record, and accept the verse order from the sync record, click on those two items.

Synchronisation Conflict Resolution

Changed record conflict

A song has been changed locally and in the sync files.

Song		
Field	Local Data	Sync Data
CCLI Music	1	1
CCLI Reported	False	False
Themes	God - Grace God - Protection/Guidance Salvation/Redemption	God - Grace God - Protection/Guidance Salvation/Redemption
Grouping	Conference Youth ministry	Conference Youth ministry
OHD Sequence	1 2 3 4 1	1 2 3 4
Timing	00:03:30	00:00:00
Lyrics	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. 'Twas grace that taught My heart to fear, And grace my fears relieved. How precious did that grace appear The hour I first believed. Through many dangers, toils and snares I have already come. 'Tis grace that brought me safe thus far And grace will lead me home. When we've been there Ten thousand years	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. 'Twas grace that taught My heart to fear, And grace my fears relieved. How precious did that grace appear The hour I first believed. Through many dangers, toils and snares I have already come. 'Tis grace that brought me safe thus far And grace will lead me home. When we've been there Ten thousand years

What do you want to do?

Keep sync record, discard local changes

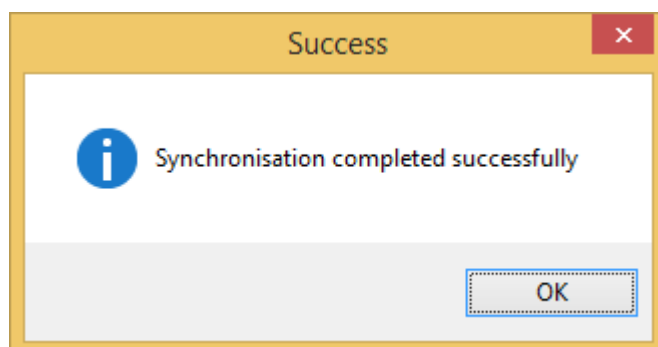
Keep local record, overwrite sync changes

Select fields to keep, and merge data

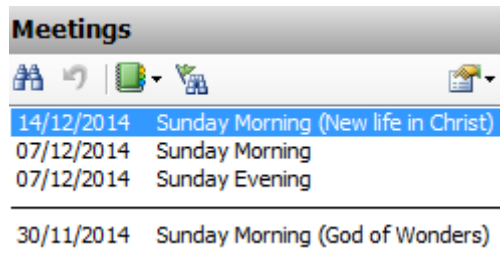
! Abort synchronisation process !

You would keep doing this for all the differences, until each one has a selection. Once completed, you can click on the "Select fields to keep, and merge data" button.

After doing this process for all the conflicts, eventually this message will appear.



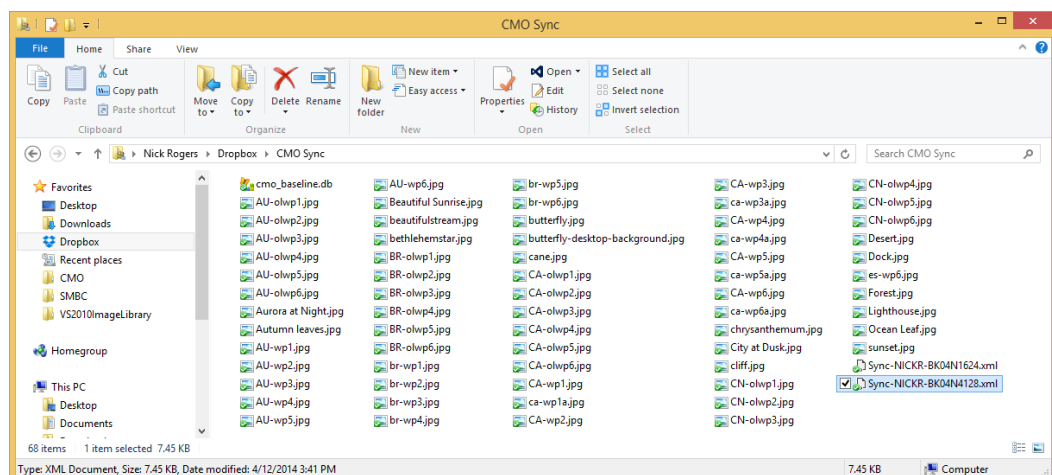
We can see the new meeting is now present.



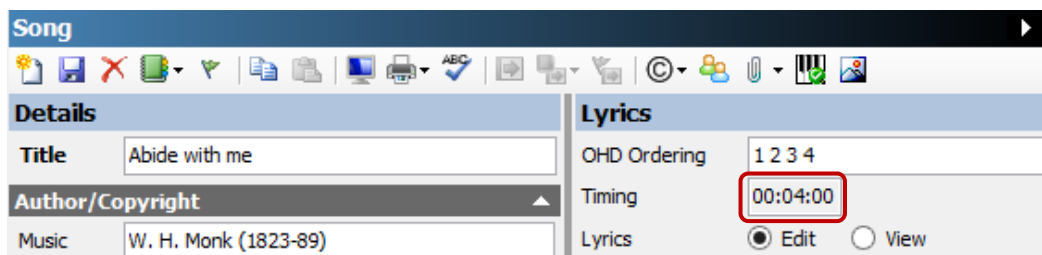
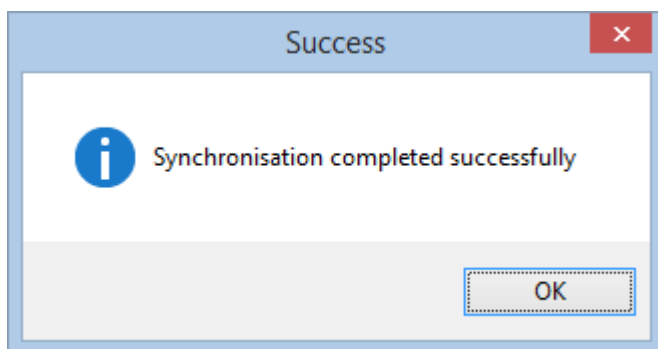
And the new contact.



If we look at the sync folder now, we will see a new sync file has been created.



If we switch back to our other computer and sync, the change we just made, to merge the verse order and timing values, will appear in the original database.



Summary

In this chapter we've look at how to synchronise your CMO database across a number of computer in order to keep them all up to date, and the process of handling conflicts, where two people have updated the same record.

Chapter 16: CCLI integration

Introduction

Church music, unless it is more than 70 years old or so and is now in the public domain, is generally not free, and even songs older than that can still have copyright in some cases. Every song that is covered by a copyright license needs special attention. Theoretically, for a church to use a copyrighted song, to either print lyrics in a bulletin, or to copy music for the musicians, that church would need to contact the copyright holder and request permission to do these things. Given how complicated some copyrights are, this job is way, way too hard for people whose time is already limited.

Christian Copyright Licensing International (CCLI) was established to provide churches, organisations and individuals with simple, affordable solutions to complex copyright issues. Through CCLI a church can pay a very reasonable annual fee, based on the size of the church, and easily report on what songs they have used. CCLI takes the headache out of copyright issues.

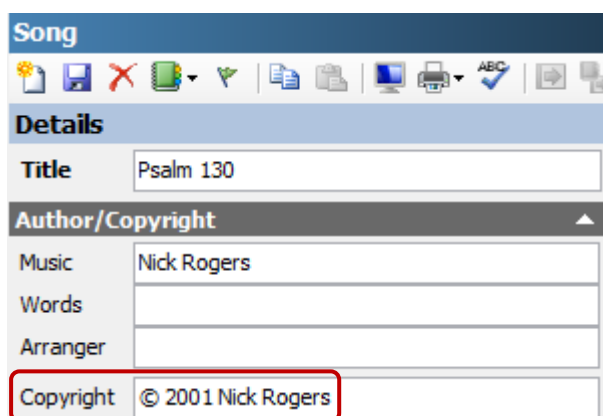
But even with this service, keeping track of copies of song lyrics and music can be extremely hard, especially in larger churches where more than one person needs to access music. Maybe your Sunday morning team prints a copy of a new song, but the Sunday evening team can't find it, so they print another copy. You might put a copy register beside the photocopier, but the music team is in a rush to get ready for the service and so they forget to fill it in.

CMO and CCLI

In chapter 3 we looked at how to download songs from the CCLI SongSelect service. But the integration of CMO with CCLI is much deeper than that. CMO tries to help keep track of CCLI reporting in a number of ways.

Copyright information

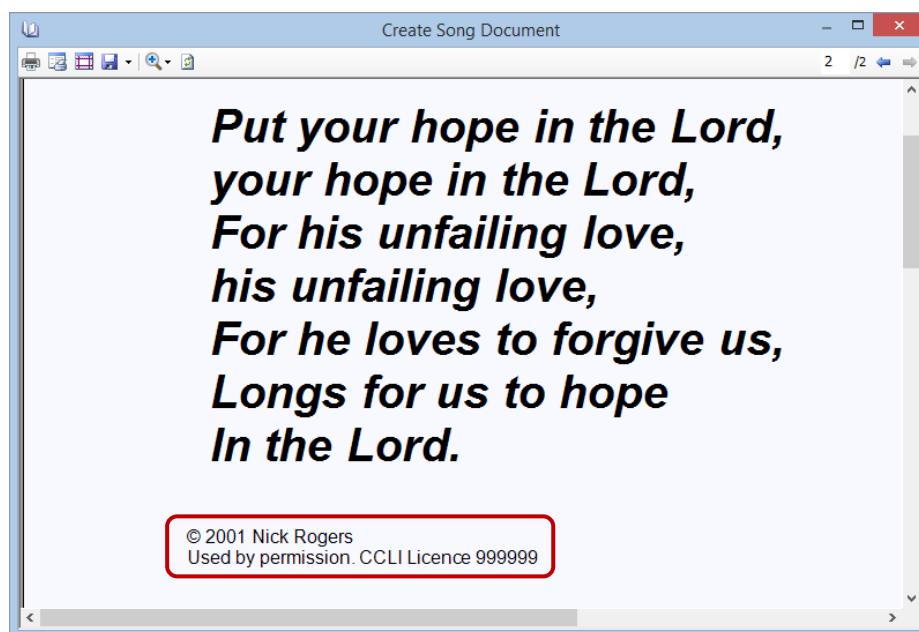
The first thing CMO does is store the copyright information for each song. This information can then be appended to lyrics and chord sheets, along with your church's CCLI number.



The screenshot shows a web form titled "Song" with a toolbar containing icons for file operations. Below the toolbar is a "Details" section with a "Title" field containing "Psalm 130". Underneath is an "Author/Copyright" section with a dropdown arrow. It contains four fields: "Music" with "Nick Rogers", "Words" (empty), "Arranger" (empty), and "Copyright" with "© 2001 Nick Rogers". The "Copyright" field is highlighted with a red rectangle.

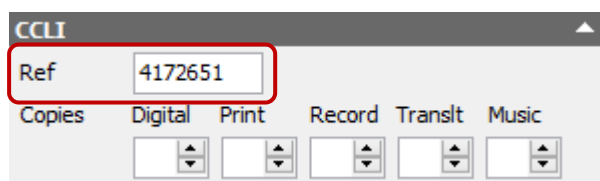
Song	
Details	
Title	Psalm 130
Author/Copyright	
Music	Nick Rogers
Words	
Arranger	
Copyright	© 2001 Nick Rogers

You can press Ctrl+Q in the copyright field to add the © symbol.



CCLI song numbers

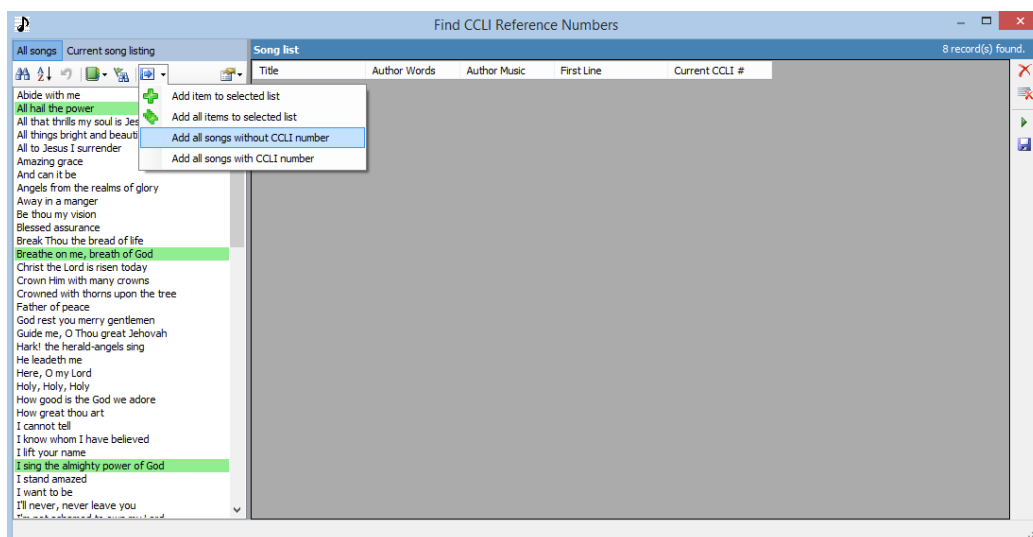
Every song that CCLI co-ordinates the licensing for has a reference number. CMO can store this number and will use it for reporting statistics back to CCLI.




It is vital for accurate reporting that the correct CCLI number is entered here. CMO has a tool for finding these numbers, but sometimes it's not clear what the number should be, as there are multiple versions of the song, by any number of different copyright holders.


Finding CCLI song numbers

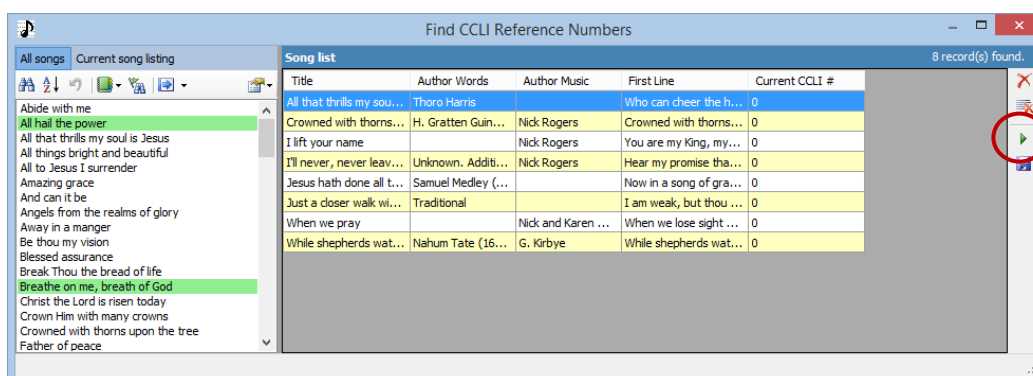
To access this tool, go to the "CCLI → Update CCLI reference numbers..." menu.



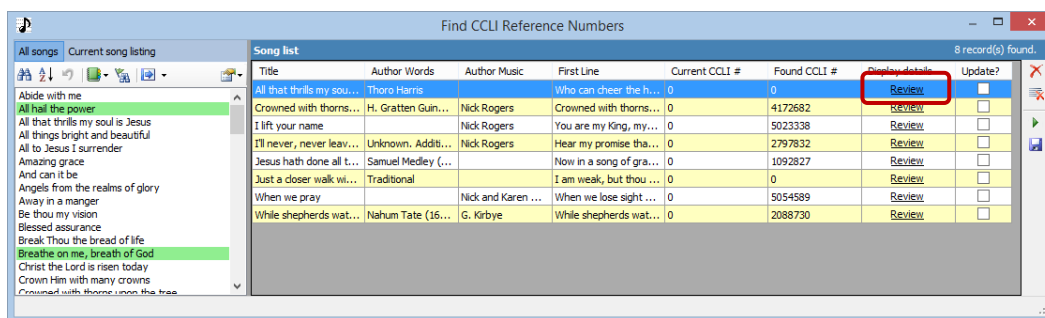
On this screen, if you click on the dropdown button beside the  button, you will see a menu that contains the following:

- **Add item to selected list:** This will add the currently selected song to the checking list.
- **Add all items to selected list:** This will add all items in the list to the checking list.
- **Add all songs without CCLI number:** This will add all songs that don't have a CCLI number to the checking list.
- **Add all song with CCLI number:** This will add all songs that do have a CCLI number to the checking list. This option can be useful if you want to check that the CCLI numbers you have are correct.

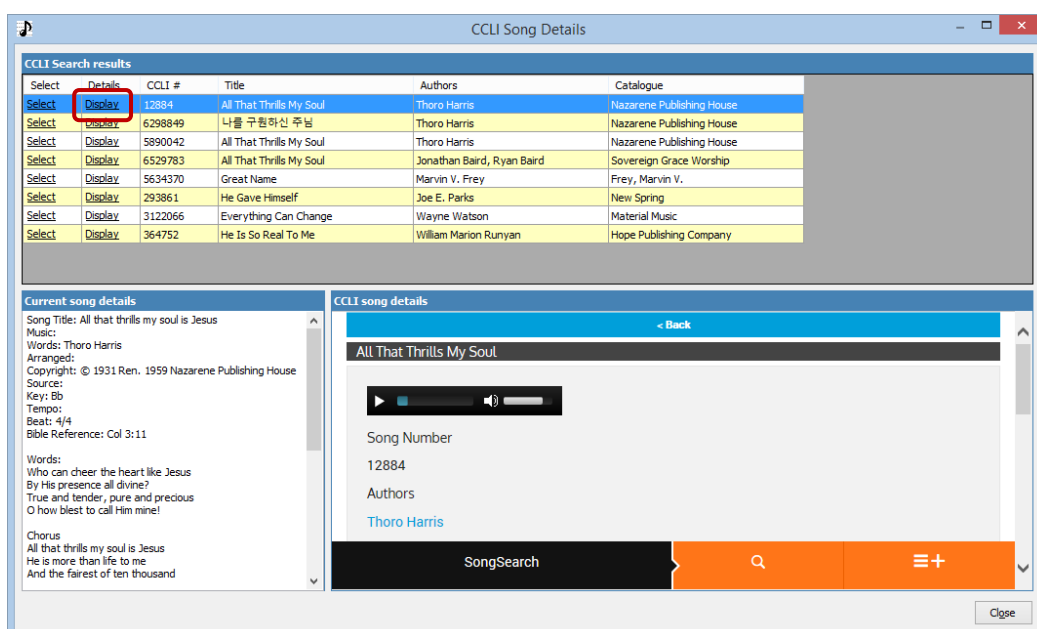
Once you've added items to the list to be checked, make sure your Internet connection is operational, and click on the  button in the toolbar.



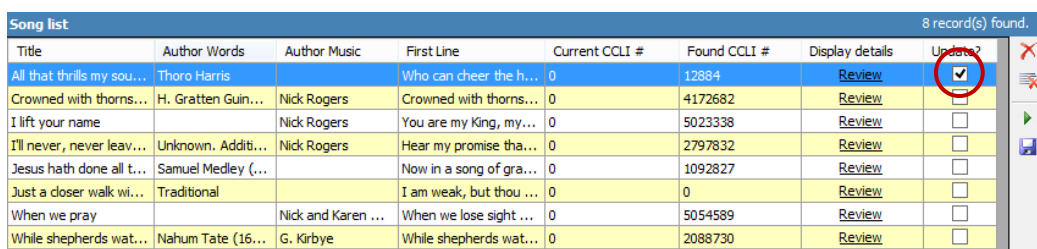
CMO will then search the CCLI web site, using a service called SongSearch. You can do this yourself by going to "<http://search.ccli.com>".



CMO uses the song title, authors and first line to try and find a match. If there is enough evidence to support the conclusion, CMO will display the new CCLI number in the "Found CCLI #" column. But whether CMO can decide or not, you can click on the "Review" link in the "Display details" column to look at all the results CMO found and make a decision for yourself.

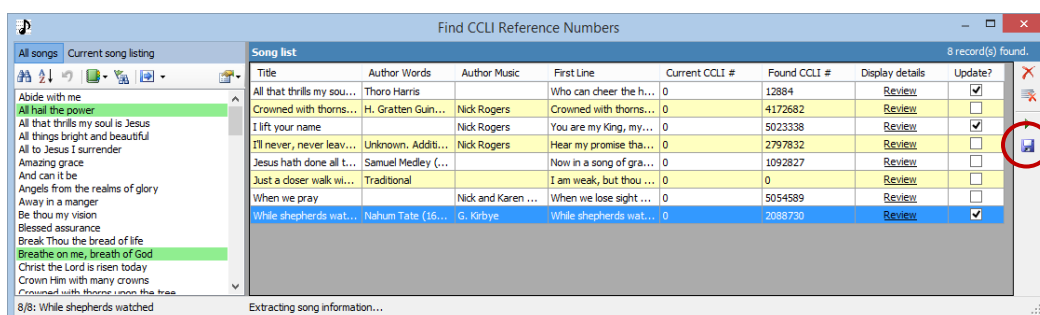



Here I've display the search results for "All That Thrills my Soul", and I've click on "Display" to display the details from the web. If that item looks correct, I can click on the "Select" link to choose that CCLI number.



Because I've manually selected the number, the "Update" column is now checked for that item.

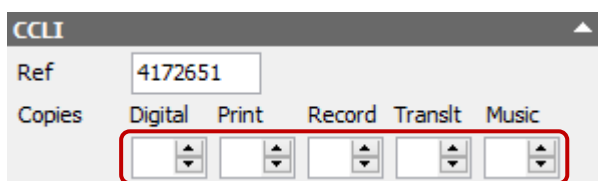
I continue to review all the results until I'm happy that the numbers are correct. If, after reviewing the results, I still can't confirm the number is correct, leave the "Update" checkbox cleared. This will prevent any changes happening to that song.



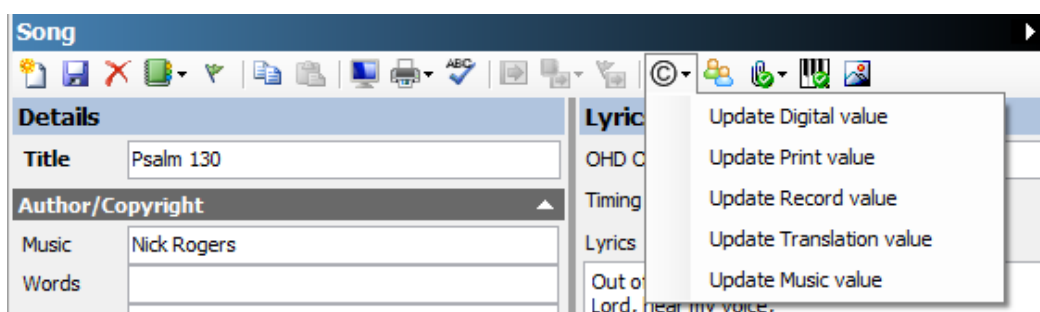
Once I'm happy with the changes, I click on the  button to update the song records.

Updating reporting statistics

CMO provides a number of ways to update reporting statistics. Firstly, on the song details page, in the CCLI section, there are spinner controls for each of the different statistics that allow you to increment the values. You can also just type a number in.



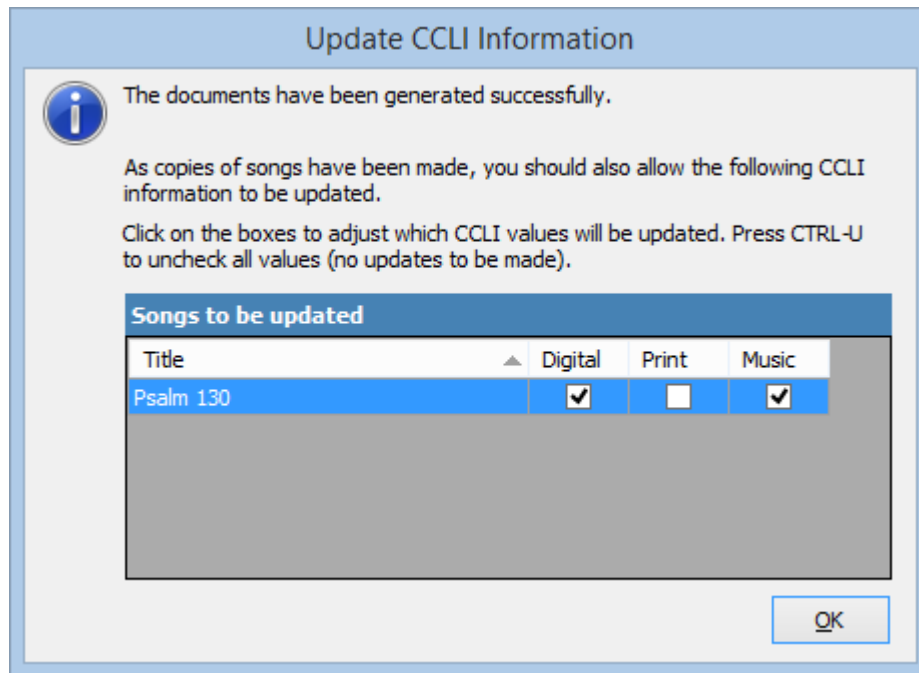
Another method is to use the  button in the song toolbar.



Clicking on one of the menu items will increment that statistic by one.

Those are the manual ways to control the statistics. But there are other ways these values can be updated automatically.

Whenever a song is printed (either as lyrics or as chords), or emailed, or when a PowerPoint file is generated from an overhead list, a dialog similar to this will be displayed.



CMO understands when it has made a copy of a song, and this dialog shows what statistics need to be updated. As was mentioned in chapter 4, in almost all cases you should just click OK and allow CMO to increment the various counters. One assumption that CMO makes is that any song attachments are related to music - it might be a full score of the song, or perhaps just a lead sheet. But the assumption is that it counts towards your music photocopy license. If, however, you know that a particular song has an attachment that is not music related, you could uncheck the "Music" box next to the song in question. That will prevent the music counter from being incremented.

Default statistic counters

As soon as you have a song entered into CMO, that counts as a digital copy. If you have 4 installations of CMO, that's 4 copies. You can manually go and add the numbers to the songs, but it would be better if the initial values are stored every time a song is created. You can do this from the "File → Options..." menu.

The screenshot shows the 'Options' dialog box with the 'CCLI' tab selected. The 'CCLI Information' section contains the following fields:

- CCLI Number: 999999
- ☒ Photocopy Licence
- © Format: Used by permission. CCLI Licence <#>
- ☐ Include CCLI song number

The 'Default CCLI Values' section contains five input boxes, each with the value '0', labeled Digital, Print, Record, Trans, and Music. These boxes are highlighted with a red rectangle. To the right of these boxes is the text 'Click "Apply" to set all records.' and an 'Apply' button. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

On the CCLI tab you can set the default numbers for any new song. Additionally, if you want to apply these default numbers to all the records in your database, click on the "Apply" button.

Making bulk updates


There might be times when you might need to make bulk updates to your counters. For instance, if a new musician joins your team, and needs a copy of CMO with all the songs, you might want to increment all the digital counters by one. CMO has a bulk update facility to do these sort of job. It's accessed by going to the "CCLI → Global CCLI Data Updates..." menu.

The top part of the screen defines the type of update to perform. The options are:

- **Increase values:** This will increment the CCLI counters by the amount in the "Amount of change" field.
- **Decrease values:** This will decrease the CCLI counters by the amount in the "Amount of change" field.
- **Set to value:** This will set the CCLI counters to the amount in the "Value to set" field.

You can then choose which of the CCLI statistic fields you want to update by putting a check next to the ones you need.

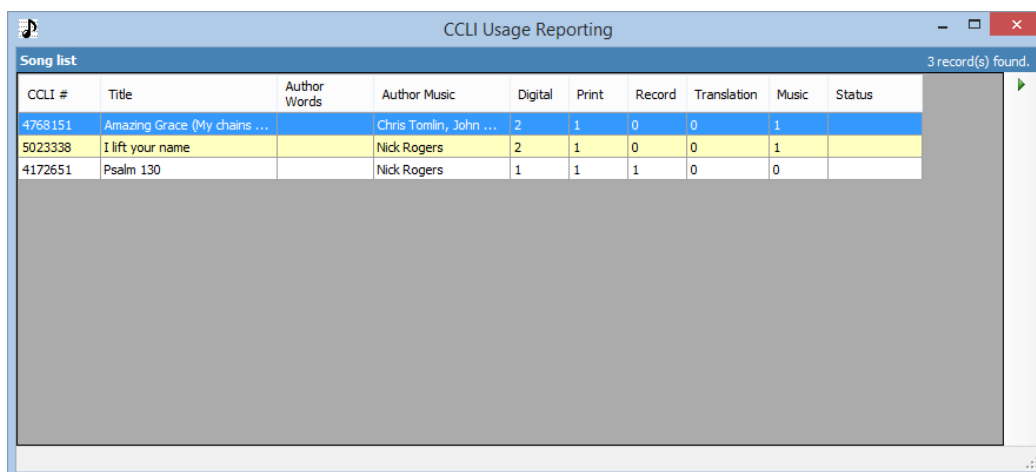
The bottom part of the screen allows you to select the songs you want to update. You can use all the search facilities to find the right songs, or you can use the meeting list and get all the songs from particular meetings.

To add items to the selected list, click on the  button, or press Ctrl+A. If you click on the dropdown button next to it you can all choose to add all items in the list.

When you have the songs selected, click on the  button to update the records.

Loggings statistics with CCLI

It's important to log song statistic information with CCLI regularly. To do this in CMO, go to the "CCLI → Update CCLI reporting statistics..." menu.




The screenshot shows a window titled "CCLI Usage Reporting" with a "Song list" header. It indicates "3 record(s) found." The table below lists three songs with their respective reporting statistics.

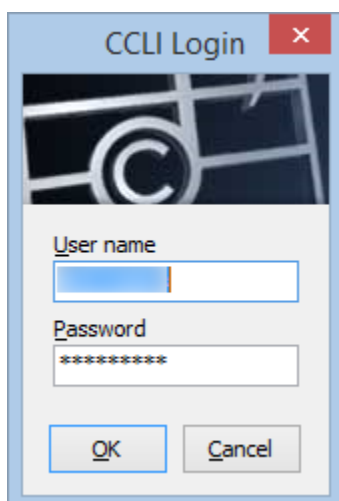
CCLI #	Title	Author Words	Author Music	Digital	Print	Record	Translation	Music	Status
4768151	Amazing Grace (My chains ...)		Chris Tomlin, John ...	2	1	0	0	1	
5023338	I lift your name		Nick Rogers	2	1	0	0	1	
4172651	Psalm 130		Nick Rogers	1	1	1	0	0	



Note: Sending reporting statistics to CCLI should be done by a single user or computer, otherwise there is a chance songs could be over-reported.

CMO will display all the songs that have a non-zero value in one of the reporting counters. If you're ready to report, that is, you have an Internet connection, and a account at CCLI, click on the  button to begin the process of logging the statistics with CCLI.

CMO will then log into the CCLI website. You will be asked for your user name and password.



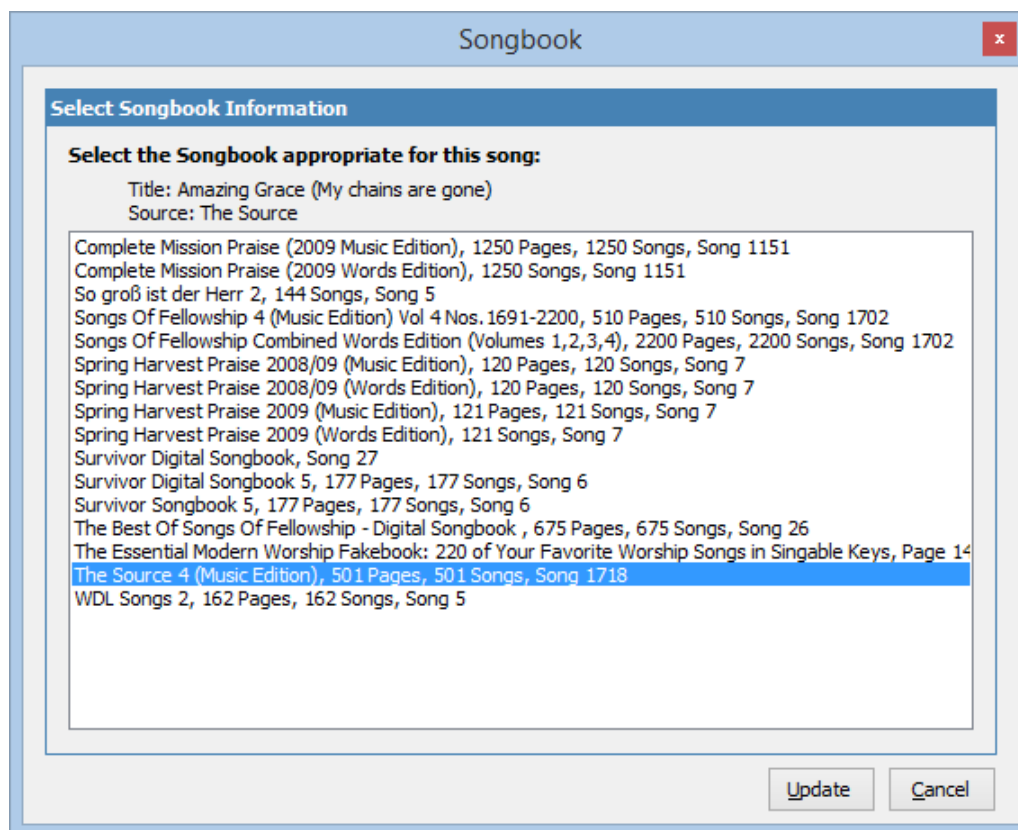
The screenshot shows a "CCLI Login" dialog box with a copyright symbol icon. It contains two input fields: "User name" and "Password". The "Password" field is masked with asterisks. There are "OK" and "Cancel" buttons at the bottom.

With music photocopy licence reporting, there are three reporting types: Publication, Website, or SongSelect. CMO will attempt to determine which type to use based on what is stored in the "Source" field of the song.

- If the "Source" field starts with "www." (that is, a reference to the website where you retrieved the music copy eg "www.emumusic.com.au"), then the "Website" type of copy is selected, and the website will be entered. CCLI only lists a limited number of websites. If the website you have recorded is not listed, "URL not listed" will be displayed in the "Status" field when attempting to update the photocopy licence information.

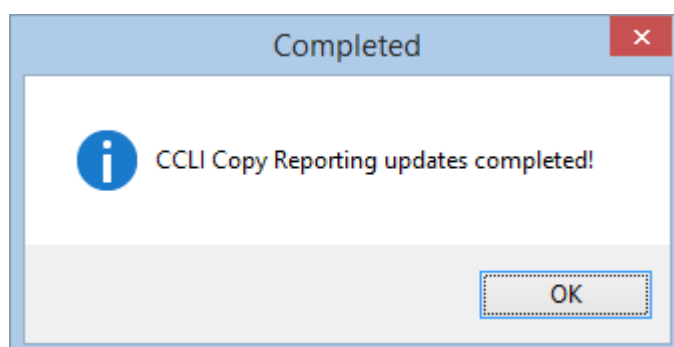
- If the "Source" field contains "SongSelect" (which happens automatically when you download songs via the CCLI download facility within CMO), then the "SongSelect" type of copy is selected.
- All other types are "Publication".

If any records contain "Music" counters, and CMO determines the source is not "SongSelect" or a website, you will be asked to select the songbook publication.



Click on a correct publication and click Update.

When all updates are completed, you will receive this message.



Summary

In this chapter we've look at how CMO integrates with CCLI with regard to copyright issues and uploading reporting statistics.

Appendix 1: Overhead display keyboard shortcuts

Keypress	Description
Page Up	Displays the previous slide in the order for the verses in the song.
Page Down	Displays the next slide in the order for the verses in the song.
Arrow Down/Right	Same as Page Down - next slide.
Arrow Up/Left	Same as Page Up - previous slide.
Enter	Same as Page Down - next slide.
Space	Same as Page Down - next slide.
1/2/3/4/etc	Moves the display to verse 1/2/3/4/etc. If more than 10 verses are present, hold the shift key down and press 1/2/3/4 etc to select verses 11/12/13/14 etc.
C	Moves the display to the first Chorus (if present and marked with "Chorus" in the lyrics - see the Lyrics tab for more information).
Shift+C	Moves the display to the second Chorus (if present and marked with "Chorus" in the lyrics).
Ctrl+C	Moves the display to the third Chorus (if present and marked with "Chorus" in the lyrics).
Alt+C	Moves the display to the fourth Chorus (if present and marked with "Chorus" in the lyrics).
B	Moves the display to the first Bridge (if present and marked with "Bridge" in the lyrics - see the Lyrics tab for more information).
Shift+B	Moves the display to the second Bridge (if present and marked with "Bridge" in the lyrics).
Ctrl+B	Moves the display to the third Bridge (if present and marked with "Bridge" in the lyrics).
Alt+B	Moves the display to the fourth Bridge (if present and marked with "Bridge" in the lyrics).
P	Moves the display to the first Pre-Chorus (if present and marked with "Pre-Chorus" in the lyrics - see the Lyrics tab for more information).
Shift+P	Moves the display to the second Pre-Chorus (if present and marked with "Pre-Chorus" in the lyrics).
Ctrl+P	Moves the display to the third Pre-Chorus (if present and marked with "Pre-Chorus" in the lyrics).
Alt+P	Moves the display to the fourth Pre-Chorus (if present and marked with "Pre-Chorus" in the lyrics).
E	Moves the display to the first Ending (if present and marked with "Ending" in the lyrics - see the Lyrics tab for more information).
Shift+E	Moves the display to the second Ending (if present and marked with "Ending" in the lyrics).
Ctrl+E	Moves the display to the third Ending (if present and marked with "Ending" in the lyrics).
Alt+E	Moves the display to the fourth Ending (if present and marked with "Ending" in the lyrics).
ESC	Closes the window or, if being accessed from the Overhead sequences page, displays either a black page or the next song in the sequence. If the simplified keyboard navigation option is enabled, this keypress is not required.
Ctrl+X	Aborts the display sequence and returns to the selection dialog.
Ctrl+Up arrow	Jumps directly to the previous song. Any black page option is ignored.
Ctrl+Down arrow	Jumps directly to the next song. Any black page option is ignored.
Alt+1/2/3/4/etc	Jumps directly to the specified song in the list. Any black page option is ignored. For instance, pressing Alt+3 would jump to the third song in the list. If a number pressed is greater than the number of songs in the list, nothing will happen.