

Presenting with Media Shout 4

Media Shout is a professional software program used in churches across the country. Its many features allow us to seamlessly incorporate various types of electronic media into our worship experience. Media Shout can present Bible passages, song lyrics, videos, animations, photographs, DVDs, sound recordings, and more. (* indicates changes from Version 3)

How Media Shout Works

Scripts

The Media Shout file format is called a *script*. A script, much like in a theater production, contains the entire presentation in the form of a list of cues that are shown in the Script Pane.

Cues

Each element within a script is called a *cue*. Cues are built with three layers: foreground, background, and soundtrack; and could contain more than one page (i.e. a multi-page Bible passage or song). A cue's type is defined by the media in its foreground layer.

Media Cues: Bible, Text, Lyric, Video, DVD, Image, Sound...

Control Cues: Section, Script Control, Sound Control, and Comments

Cues can be organized into *sections* (such as announcements or sermon slides). A section can then be collapsed to minimize the amount of screen space it takes up.

To *play* the cue and send it to the Display Screen, select the cue in the script and click the blue Play button, double click the cue itself, or use the Space Bar to move from one cue to the next.

Power Point vs. Media Shout

Power Point is linear and forces presenters to move forward or backward within a set order. Media Shout is "*On-Demand*." The control screen allows the user to skip cues, go back to already played cues, and open cues from outside the script without disrupting the presentation on the display screen.

Power Point allows for animation on individual slides; Media Shout uses *transitions* effects between cues.

Navigating the Screens

*Multiple Screens

Control Screen The computer monitor; what the person running the program sees.

Display Screen The projection screen and the chancel TV; what the congregation sees.

Stage Screen Not in use at PCMP; allows those on stage to see lyrics but not backgrounds.

Where is the mouse?

Windows configures the computer monitor and the projection screen to virtually share an edge which allows the mouse to jump from one to the other. To bring the mouse back: drag it down across that shared edge. *Note:* While running Media Shout, the mouse pointer will be hidden on the display screen.

*Cue Decks

Much like physical decks in your AV equipment rack or home theater system, *decks* allow you to find, preview, and play media and other elements in Media Shout. Because each deck is a separate player, Media Shout is like a virtual rack of media devices rather than a single media player. If these tabs are not already open, they can be found under the Window menu. To play a cue from a deck, double click on it's thumbnail.

Decks include:

- Elements** The Elements deck provides a quick and simple way of adding media and commands to your presentations just drag elements from the deck to the Script pane.
- Songs** A song deck is a browser and player for lyric cues saved in the MediaShout song library. Use a song deck to browse for, select, preview, play, or insert lyric cues into your presentation.
- Bible** A Bible deck is a browser and player for Bible passages. Use a Bible deck to browse for, select, preview, play, or insert Bible passages into your presentation.
- Text** A text deck allows you to compose and display text without having to create a cue for it first, just type the text, then click Play.
- Files** A file deck is a browser and player for files located anywhere on your system. Use a file deck to browse for, select, preview, play, or insert media files into your presentation. A file deck can serve as a background player, allowing you to replace, on the fly, the backgrounds of cues and pages playing from the Script pane.
- Cues** A cue deck allows you to insert, store, and play cues from a script file open in the deck. This means that you can actually have two script files open at once: one in the Script pane, and another in a cue deck. A cue deck can serve as a background player, allowing you to replace, on the fly, the backgrounds of cues and pages playing from the Script pane.
- Web** A web deck is a browser and player for web pages. Use a web deck to browse for, select, preview, play, or insert web pages into your presentation. *(Not currently available on the sanctuary computer as there is no internet connection.)*

*Script Pane

Scripts in the script pane can appear in *full* or *compact* view:

*In full view, the thumbnail and note for each cue is visible. To see the script in full view, select View > Full View. In Full View, you may want to make the thumbnail images larger. Do this by adjusting the grey line to the right of "Thumbnail" in the Script Pane headings.

In compact view, each cue appears as a single row in the script pane, without a thumbnail or note. To see the script in compact view, select View > Compact View.

*Section cues or multiple-page cues can appear in either *expanded* or *collapsed* view:

Click the Expand/Collapse button to the left of the cue number to expand or collapse the cue.

Select View > Collapse All or Expand All to expand or collapse all sections and multiple-page cues at once, or use the buttons in the toolbar located above the Viewers.

Multi-Page cues can be set to *Auto-Expand and Auto-Collapse*. By having these cues collapsed, we save space in the script pane. Lyric cues are set to Auto-Collapse after being played, but Bible cues are set not to. Having Bible cues open can allow us to quickly play verses when appropriate during a sermon or message.

By default, the script *scrolls* automatically to ensure that the current cue (the cue that is playing to the audience) is visible in the script pane. But in some cases you may want to disable the auto-scroll behavior. To disable auto-scroll, select View > Auto-Scroll.

*Viewers

Viewers are virtual monitors that let you preview cues without disrupting the presentation on the Display Screen.

Program or Display The viewer displays what is playing on the main or stage display.

Preview or Next The viewer displays the selected or next cue in the active deck. That is, the deck or cue that is in focus on the control screen (clicking in a deck puts it in focus). This option allows you to share a viewer among several decks.

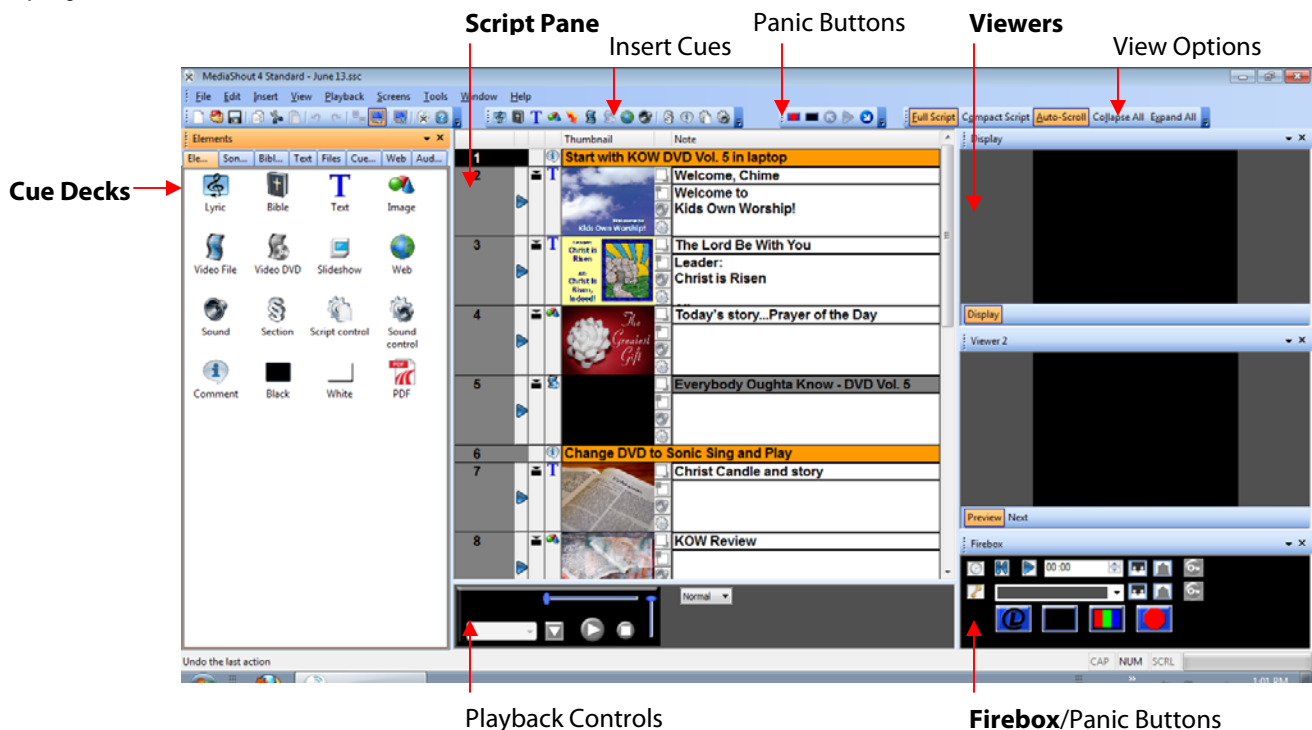
*Firebox

The *Firebox* provides controls that can superimpose text messages onto the main display screen, instantly replace the current cue with a logo or other cue, or immediately stop all playback.

The Firebox also contains the KIM (Keyed Instant Message) and Clock countdown features. These features are displayed on top of whatever cue(s) are playing from the script. To edit their formatting, click on the properties menu of the Firebox (black arrow pointing down, next to the X), go to clock or KIM and choose Edit Cue.

The top row of buttons is for the clock: set your start time, select the Main Stage button and the Key button, then place Play to begin the countdown. The

The second row of buttons is for the KIM feature. Type the text you want to display, and choose the Main Display button and the Key button. Unselect the Key button to remove the text from the display screen.



Running a Script

Advancing Through a Script

To manually advance from one cue to the next in the Script – press the space bar, blue play button, double click the cue in the Script Pane, or click the Play Next Cue button in the Panic Buttons Toolbar.

Cues set for manual advance will show a black symbol (like a triangle above a square) to the right of the Play button. Cues set to advance after a certain time will show the number of seconds they are set to the right of the Play button.

If Cue Does Not Play Correctly

Sometimes the background images or videos of cues do not play correctly and appear much darker than they should. This is caused by a problem in the conversion of the digital signal of the computer to the analog signals of the projector and TV screen. If this happens, replay the cue. This sometimes solves the problem, but not always. Usually the next cue or video is fine.

Replace the Cue Background On-the-Fly

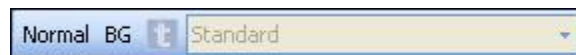
The background player feature allows you to replace the background of a cue playing from the Script pane, with a graphic, animation, or video played from a file deck or cue deck. The feature is accessed from the Advanced Tools toolbar in the deck.

To show the Advanced Tools Bar: In a deck, click the Options menu button, then select Advanced Tools Bar. The toolbar will appear at the bottom of the deck.



The Advanced Tools Bar has two buttons, Normal and BG, that switch the deck between normal and background player mode.

- In Normal mode, visual files or cues played from the deck replace the entire foreground and background of the current cue.
- *In Background Player mode, visual files or cues played from the deck replace only the background of the current cue.*



To use a file deck or cue deck as a background player, follow these steps:

1. Play a cue from the Script pane.
2. Click the BG button in a file deck or cue deck. (The deck is now in background player mode.)
3. Play a visual file or cue from the deck (double-click the thumbnail image). Each subsequent visual file or cue played from the deck will replace the current background.
4. To return a deck to normal mode, click the Normal button. The next visual cue or page you play from the Script pane is played with its original background. (This action ends playback of the current file or cue.)

Playing Media On Demand

Media Shout's greatest feature is the ability to play media on the fly. This includes playing cues out of order, rearranging cues in the script, and quickly finding and playing media from the Cue Decks. To play a cue from a Cue Deck, find the song, passage or text needed, and click and drag the cue into the script to add it to the script, or click the blue play button in the Cue Deck.

Lyrics That Repeat

Songs often repeat the same words two cues in a row. On the Display screen, the lyrics appear to have not changed because the words are in the same location. Check the Script and Viewers to see if this is the case.

Always save your Script!

As with all software programs, Media Shout can crash. If you make any changes to the script, be sure to save right away just in case. If changes have been made to song cues, you will be asked if you want these changes to be saved to the song database. Use your discretion or ask Skip what should be done.

Where to find help:

Help Menu Never underestimate it.

User Guide PDF file on the desktop.

Online Tutorials <http://legacysupport.mediashout.com/tutorials.cfm>
(These are for version 3 - use discretion)