# 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.
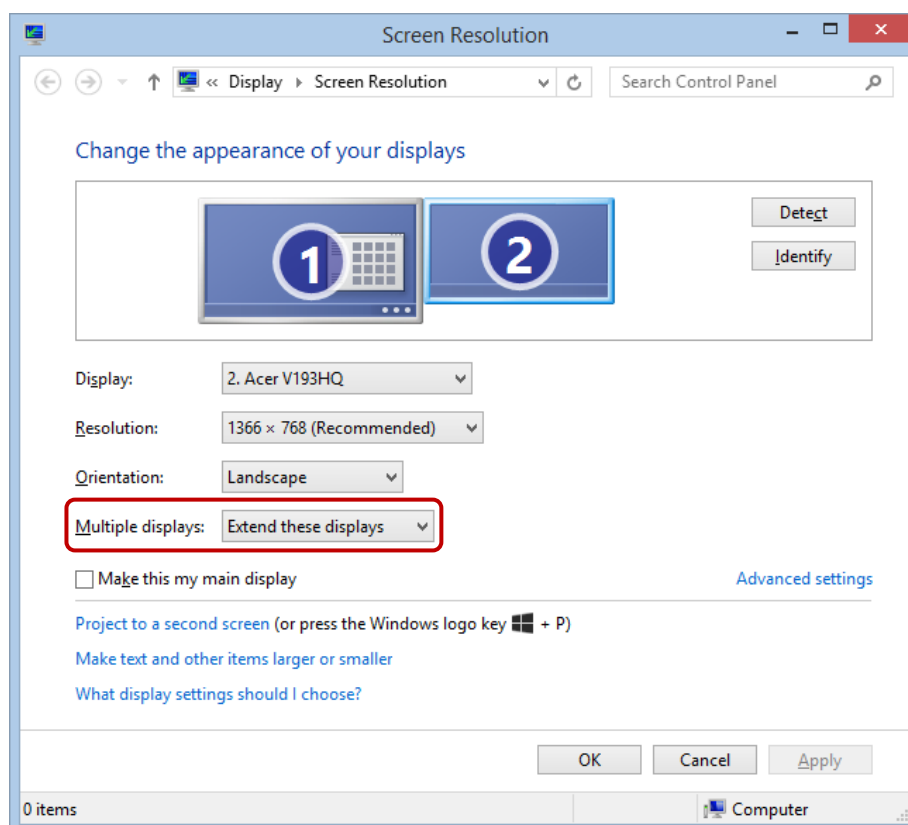

In the example above, taken from a Windows 8 machine, the computer has detected two monitors. In most cases you would want to use the "**Extend these displays**" option. This means that the desktop will be spread over the two monitors. The other option is to "**Duplicate these displays**", which means 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.
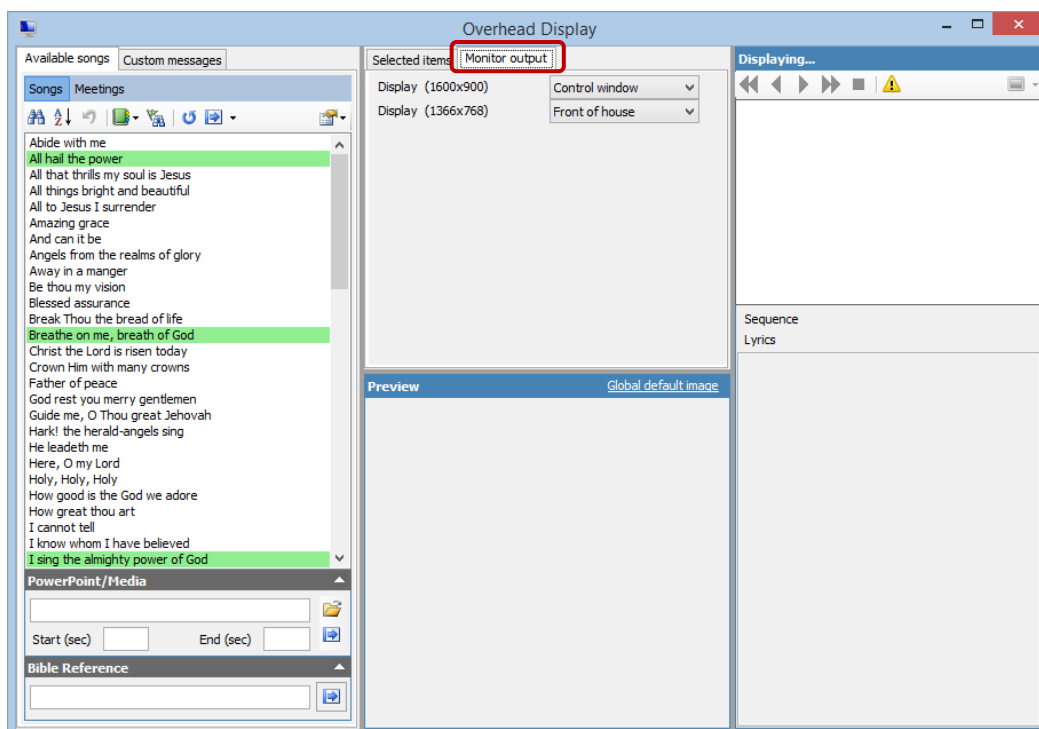
We'll come back to this window in more detail later, but for now, all we want to look at is the "Monitor output" tab. In this tab is a list of all the monitors currently detected by Windows.
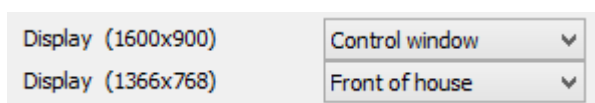
Beside each monitor is a dropdown list that defines what CMO will be displaying on each monitor. The options are:

- **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 handled 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".
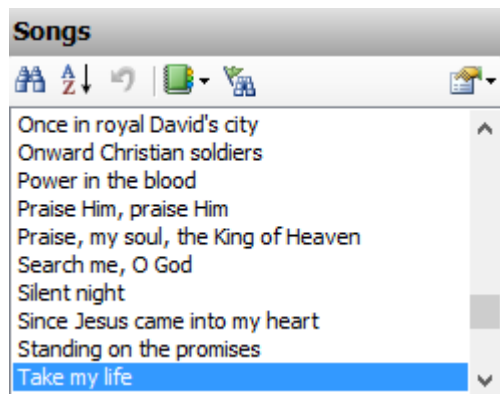
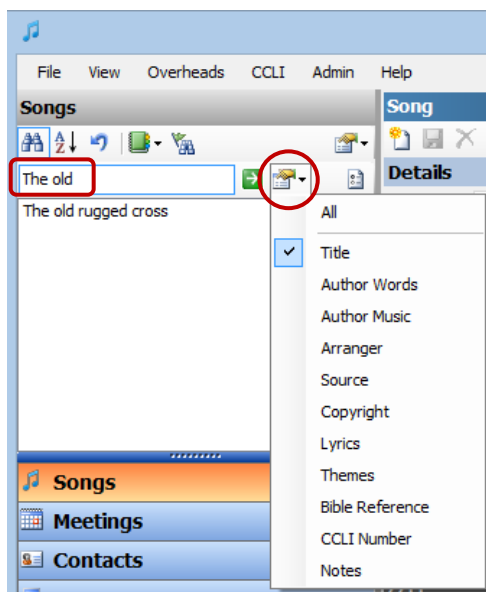Typing the next letter, "h" scrolls to the first song that started with "TH".
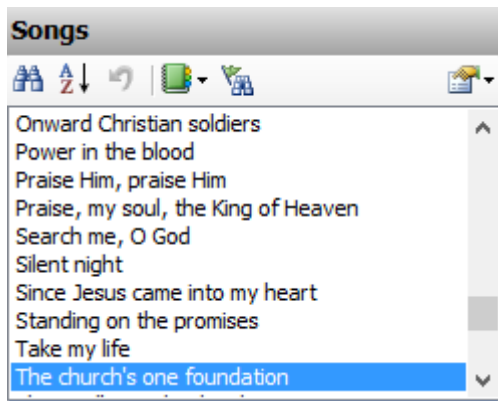
Typing the next three letters, "e", space, and "o" (thus, "**the o**ld rugged cross") and the list will move to the first song that starts with "THE O".
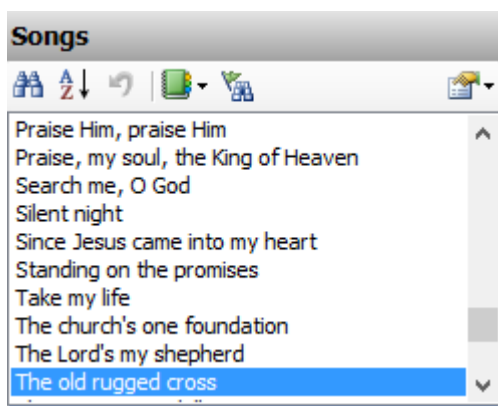

In four key presses we've found the right song.

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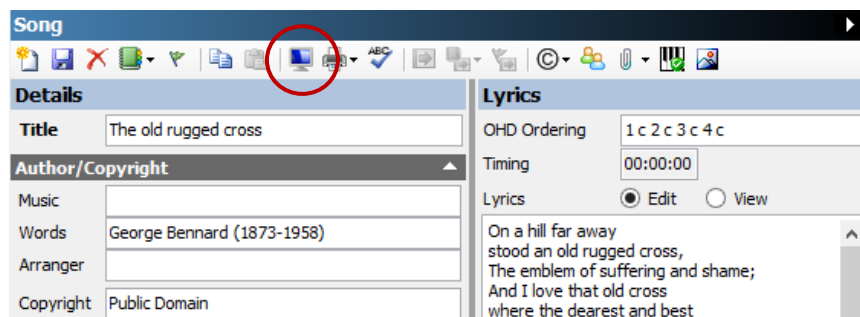
The song is then displayed on any displays that are set to "Front of house" or "Foldback display".
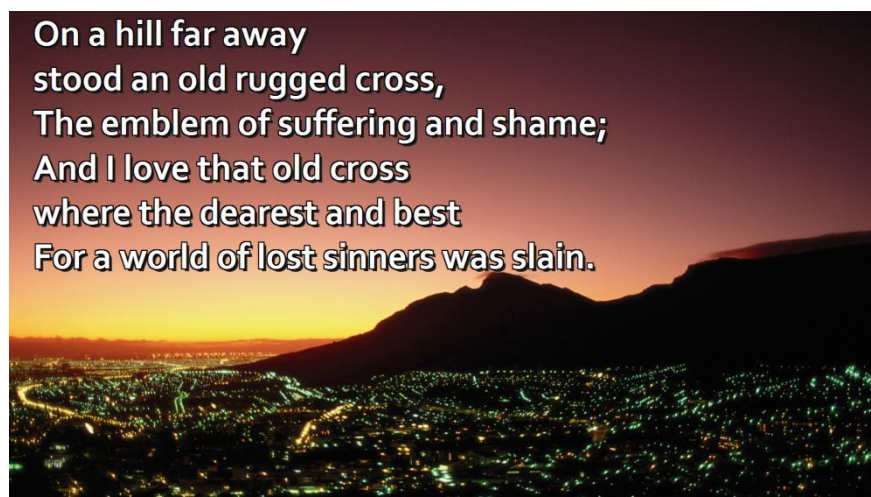
The overhead display window will also appear.

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 chose 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.
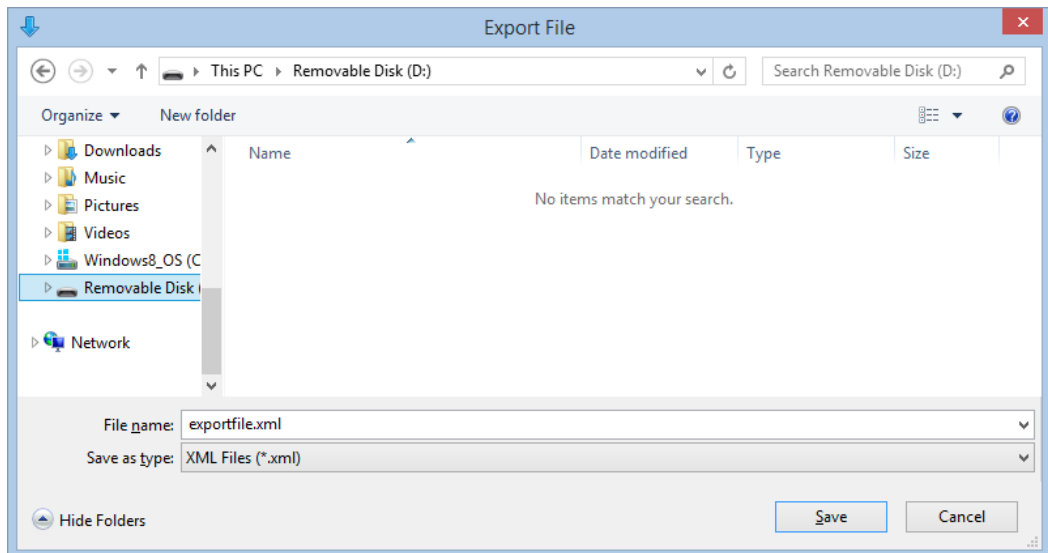
To create a meeting export file, go to the meetings section, then go to the "File →
Export Meetings..." menu, or just press Ctrl+X.
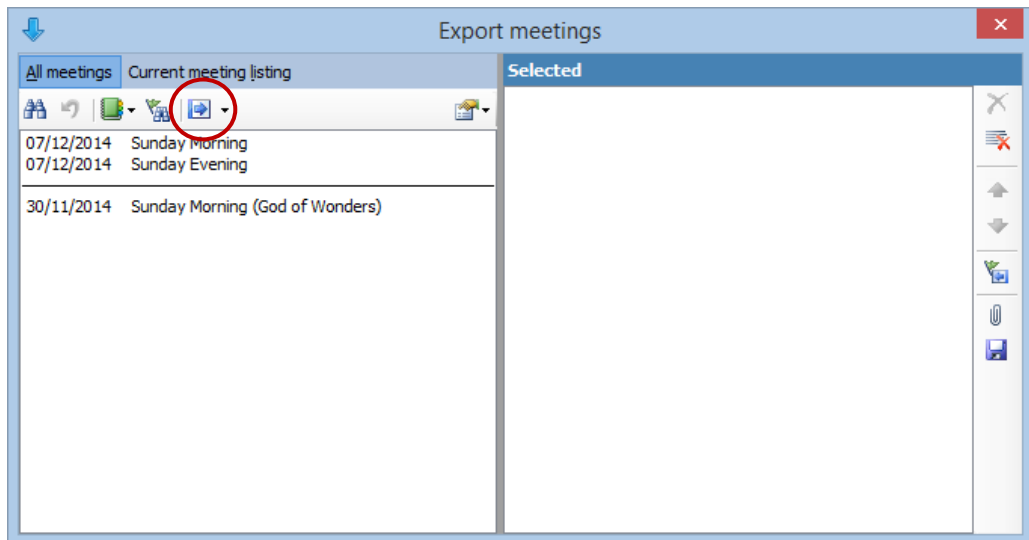
We then select the meeting we want to export and click on the button in the toolbar.
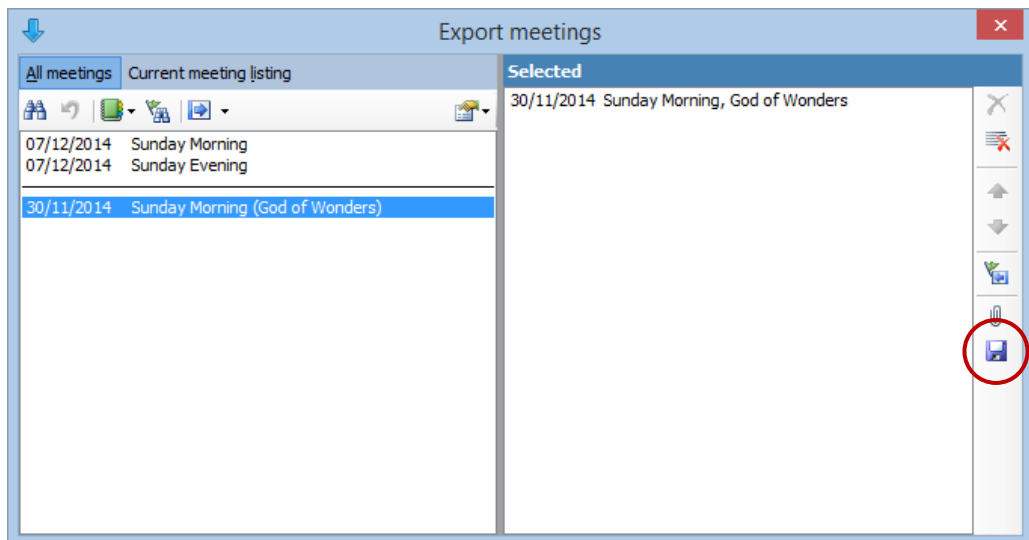

Then we click on the button to create the export file.

Here I've inserted a USB stick into the computer and selected it. The default name for an export file is "exporfile.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.
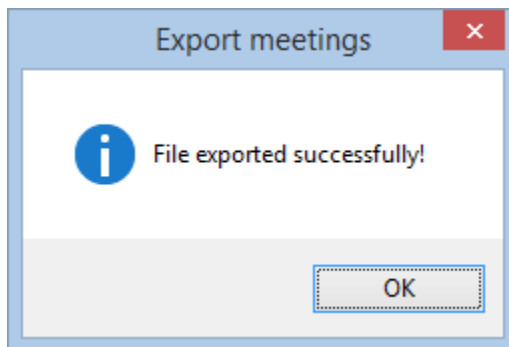
I can now take my USB stick to my church computer. To import into CMO, I go to the "File → Import → From Church Music Organiser file...", or press Ctrl+I.
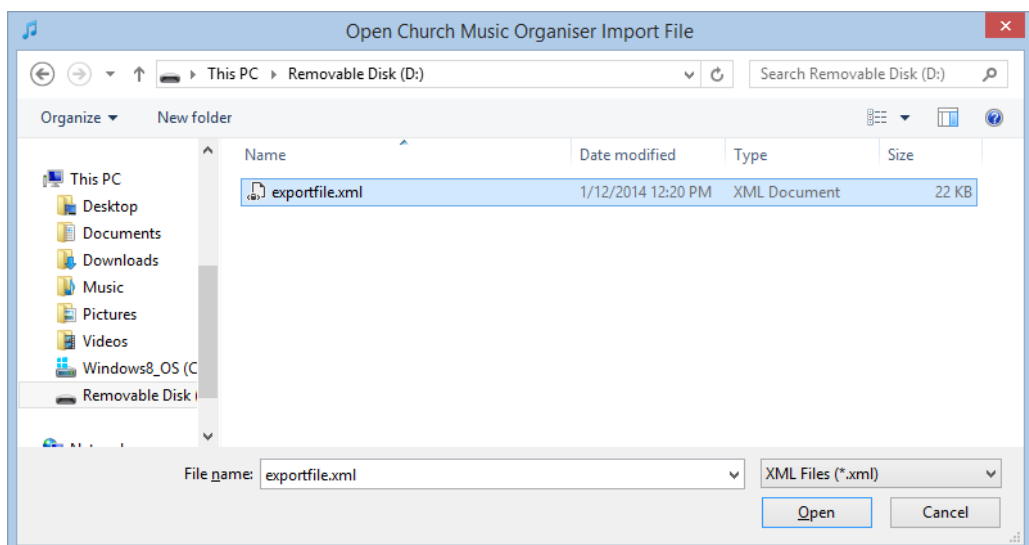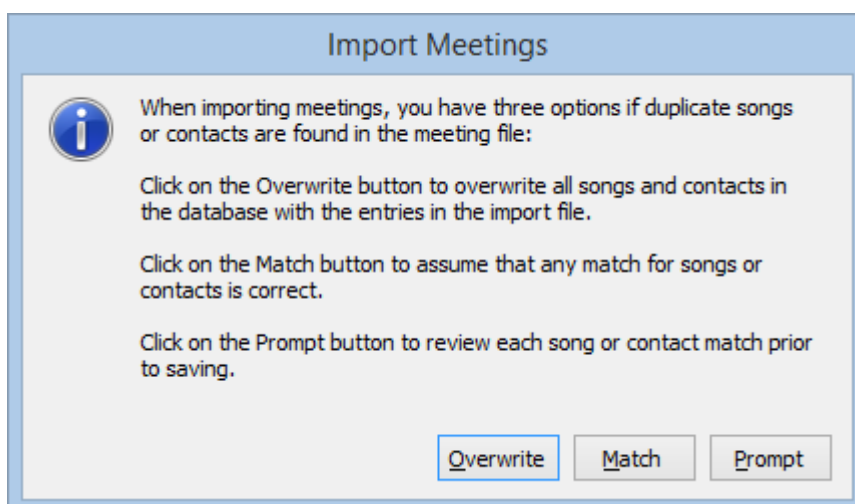

I select the export file I created and click "Open".
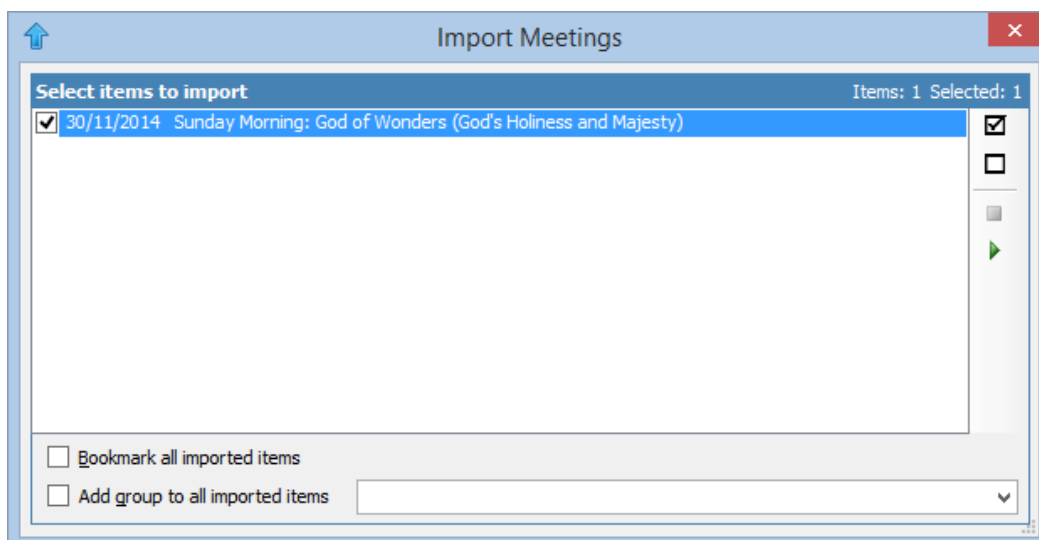
The import selection dialog will appear, which lists all the records found in the file. There is only one meeting in the file, and it's already selected (it has a tick next to it), so all I need to do is click the ▶ button to import the meeting.

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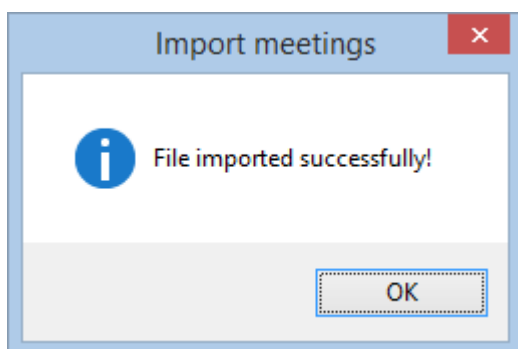
With the meeting now loaded into the computer we can open it in the overhead display window. There are two ways to do this.

The first way, and the quickest way, is to select the meeting in the meeting list, and press the ![icon] button on the meeting toolbar, or just press F5.
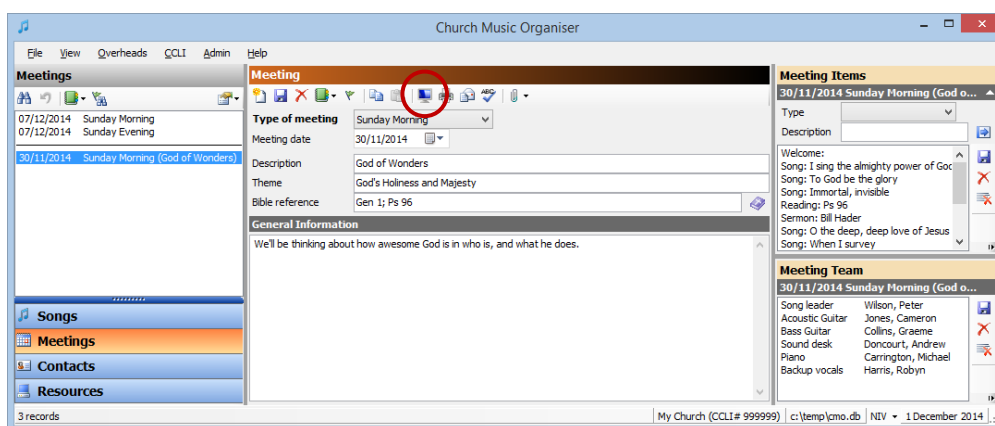
The overhead display window is opened, all the songs from the meeting are loaded into the "Selected" list, and the presentation is started immediately.

The other method of loading the songs from the meeting is to go to the "Overheads → Overhead display sequence..." menu, or press F12.
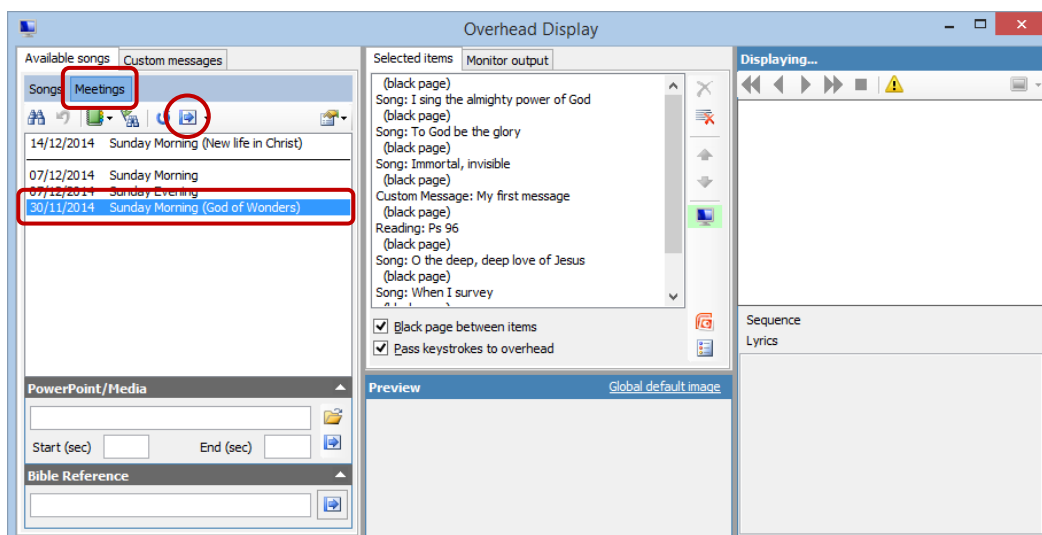
Click on "Meetings" to switch over to the list of available meetings. Then click on the meeting in the list you want to use. Finally, click on the [icon] button, or press Ctrl+A, to add all the songs from the meeting to the selected list.

Once the songs are loaded, press the [icon] 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.
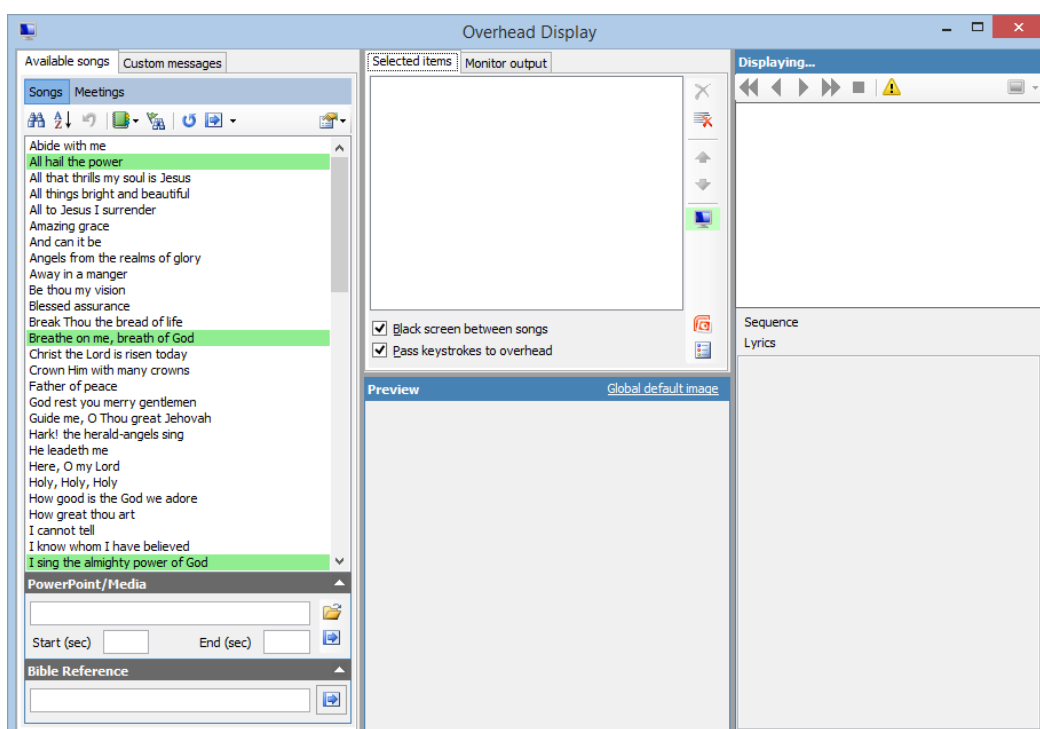
To add songs to the selected list, select the song in "Available songs" list and click on the button in the toolbar, or press Ctrl+A, to add the song to the list.
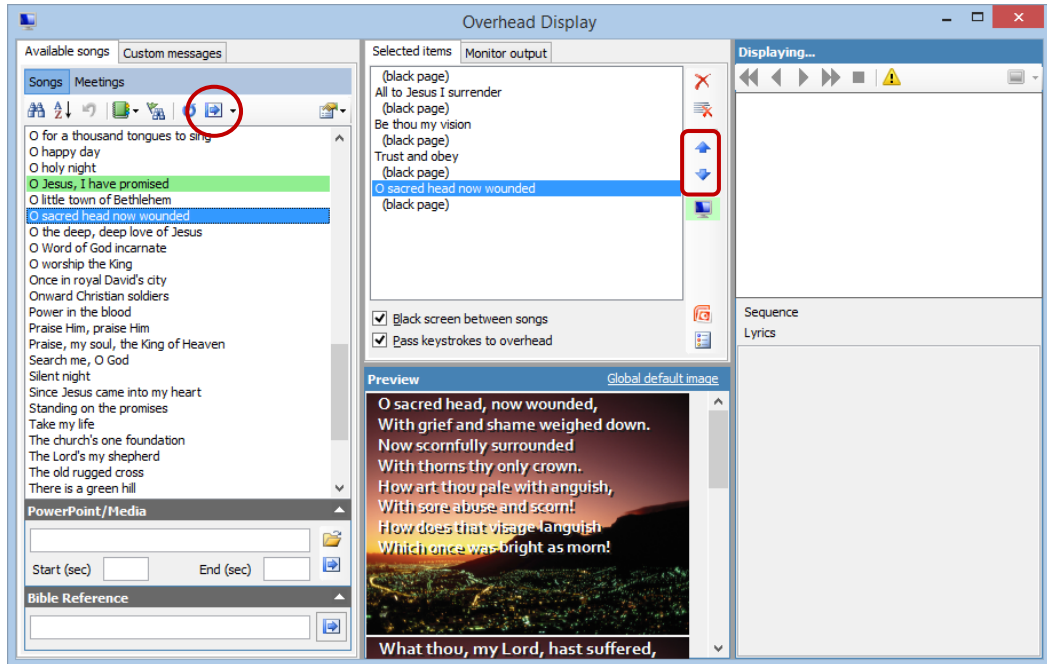
In this example I've added four songs. I can move the songs around in the order by selecting a song and clicking on the ⬆ and ⬇ buttons. I can remove them by clicking on the ✗ button.

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	
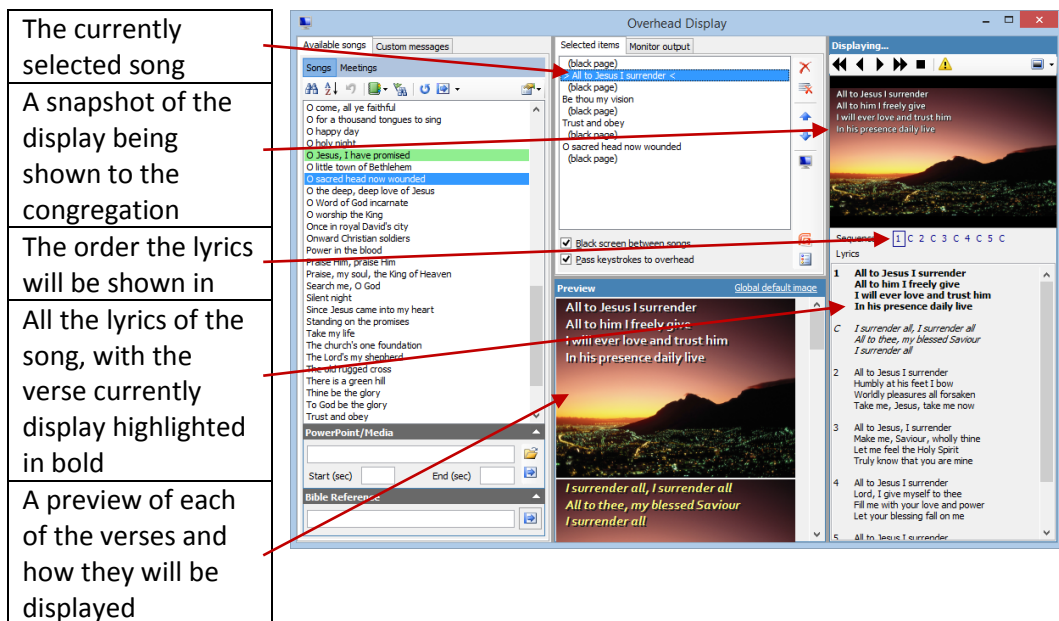
Let's break this down into its components

Selected items list
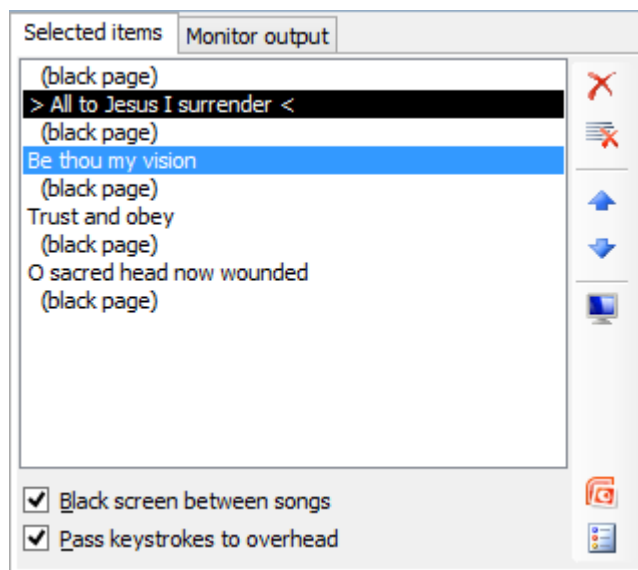
The selected items list controls what will be displayed as overheads, and in what order. The item marked with ">" and "<" and highlighted in black is the item that is currently being displayed. While an item is being displayed it can't be moved from the list, but all other items around it can be moved 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
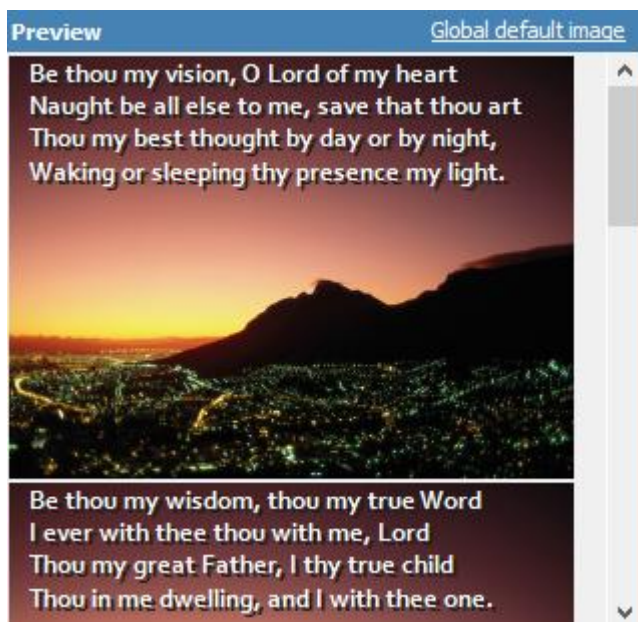
The preview section is a sample of *currently selected* item in the selected list. This may or may not be the item that is *being displayed*.

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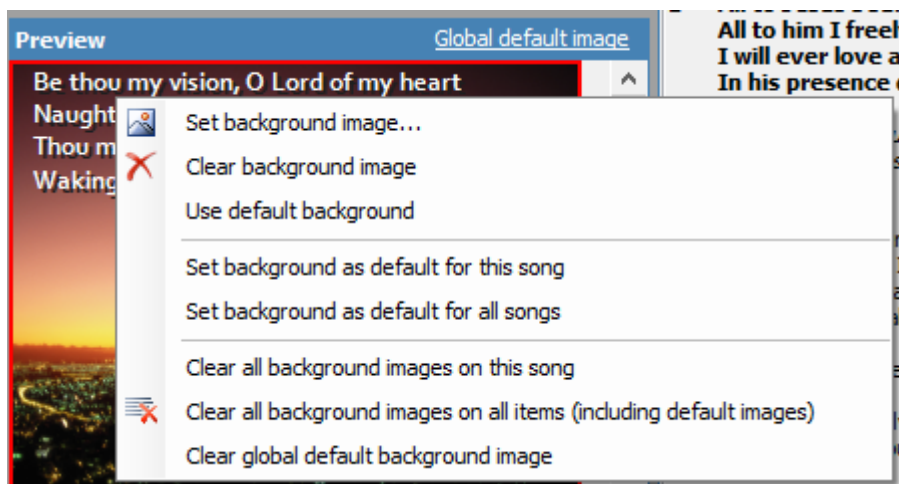
This menu combines almost all of the background image functions available for an individual song and the background image functions available from the overhead options dialog.

Snapshot

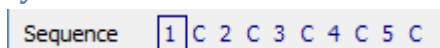The snapshot display is a copy of what is currently being displayed on the main, font-of-house monitor.

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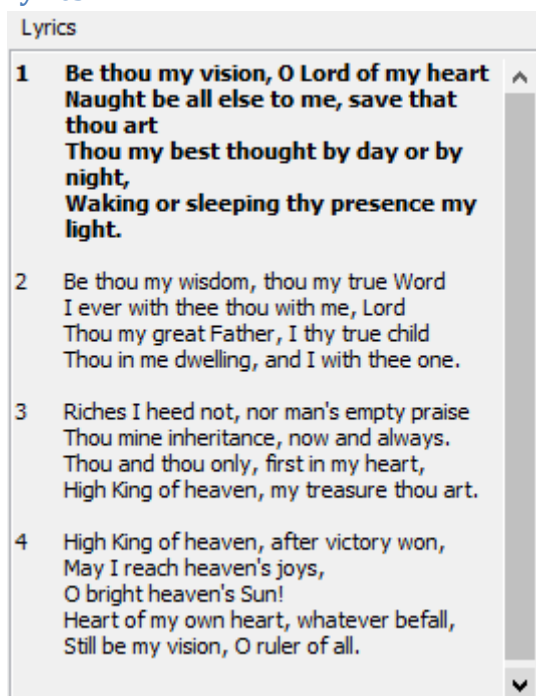
The lyrics section displays all the lyrics of the song, along with the verse type. The verse currently being shown as a slide will be highlighted **in bold**.

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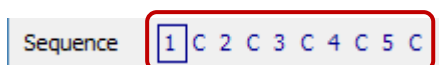
Or you can display a particular verse or chorus by double-clicking on it in the lyrics section.
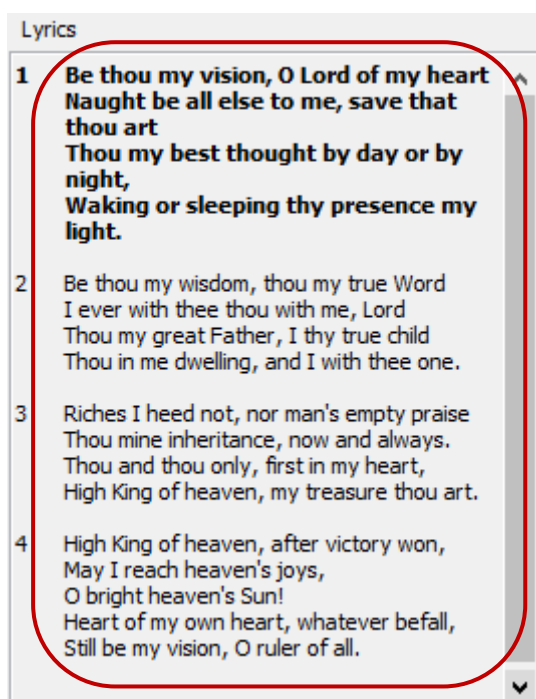
Using the keyboard

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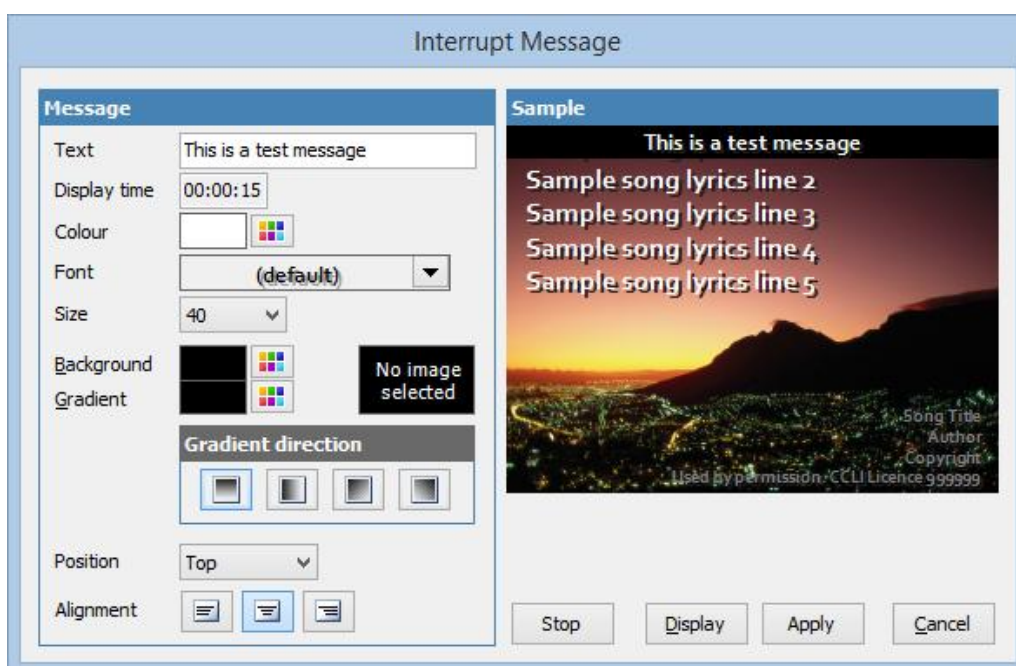
From here all the aspects of the interrupt message can be controlled.

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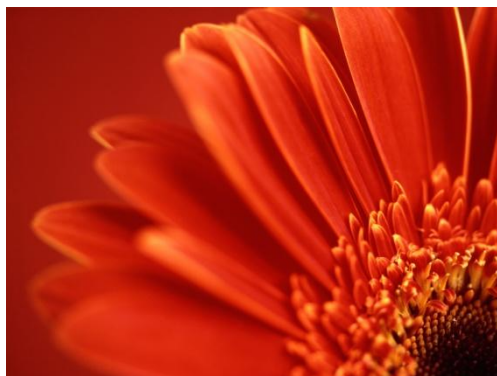
The final two items control the **position** and **alignment** of the message. The position can be either at the top of bottom of the window, and the alignment can be left, centre or right.

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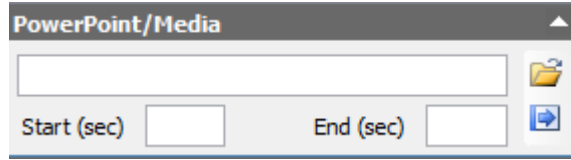
Click on the button to select a media file, and then click on the button to add it to the list. You can optionally add a start and end point, if you only want a segment of the video to play.

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.
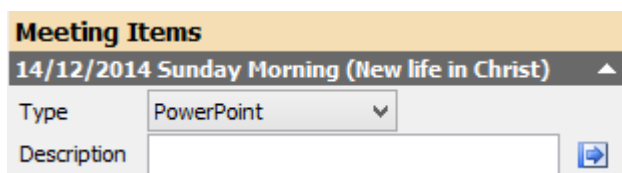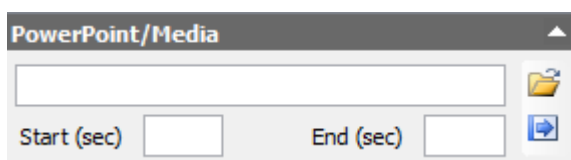
Selecting the "PowerPoint" type will bring up a selection dialog.
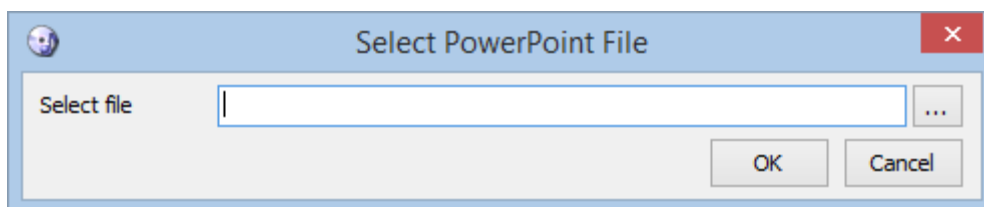
Click on the "..." button to select a PowerPoint file, then click OK. Finally, click on the button to add the PowerPoint file to the meeting.

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.