



# System Manual

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## Introduction

SNAP Projection integrates song lyric and PowerPoint™ projection in one easy to learn package. It produces professional quality output, but without the cost or steep learning curve normally associated with systems of such high quality.

Although we have made the system very intuitive and easy to use, please take the time to read through this short manual to see what the system has to offer. You may also find it useful to have a copy of the quick reference chart [at the back of the manual] handy whilst you are learning SNAP.

## System Requirements

Despite being an incredibly powerful system SNAP only requires a very basic computer. As long as your computer matches the following specification it should be able to run SNAP projection without any problems.

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Operating System	Windows™ 98, ME, 2000, 2003 or XP.
CPU	Pentium, or better.
Memory	32MB minimum, 64MB recommended (Windows 98, ME) 64MB minimum, 128MB recommended (windows 2000, 2003, XP)
Disk space	10MB (slightly more may be required during installation)
Dual display	This can either be two graphics cards, or a twin head/dual display card. Some laptop PC's can be configured for dual monitors, but many cannot.  You do not require a fancy graphics card for SNAP. Most entry-level graphics cards are more than good enough for excellent results.  If you need help to determine if your computer can support dual monitors then please talk to your computer supplier, local expert, or email us at <a href="mailto:support@snapprojection.com">support@snapprojection.com</a>  For help on setting up dual monitor support please look at the Windows help file or search the internet for "multiple monitors".

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## Installation

Please make sure that your systems dual-monitor support is correctly set-up. See the previous section for details.

Download the SNAP Projection install file (snap.exe) from <http://www.snapprojection.com/>

Double click the snap.exe icon, and follow the instructions on screen.

## Support

Please let us know if you have any problems with SNAP projection by sending a mail to [support@snapprojection.com](mailto:support@snapprojection.com)

# Tutorials


## Projection mode & Data entry mode

SNAP Projection can operate in two different modes, Data entry and projection mode. Each mode lets you use different features, as shown in the table below. To switch between the two modes select either the *File|Data entry mode* or the *File|Projection mode* menu as required.

The system will start in projection mode if your computer is set up to use more than one monitor. Otherwise it will start in data entry mode.

Feature	Projection mode	Data entry mode
Display output on second screen	✓	✗
Display PowerPoint™ slides	✓	✗
Set up the projection list	✓	✓
Add edit and delete songs	✓	✓
Search for songs	✓	✓
Backup data	✓	✓
Restore data	✓	✓
Save your data	✓	✓
Print an index of the songs	✗	✓
Print a song	✗	✓
Switch to other applications (such as Microsoft Word™)	✗	✓
Change the display options (colour & CCLI number etc)	✓	✓


## Add a new song

- Select the Songs tab
- Select  to add a new song to the database, or select the *Song|Add song* menu.
- Fill in the songs title, composer and copyright holder in the appropriate boxes.
- Select “Verse 1” in the song section list on the left hand side of the song editor. To rename the section select the *Rename* button and type the new section name.
- Enter the lyrics for verse 1 into the *Song lyrics* box.
- Select the *Add* button at the top of the section list to add another section to the song, name it and then type in the lyrics for that section. Repeat this for all the sections in the song.

## Editing a song

- Select the song tab to edit songs.
- Use the ◀◀▶▶ buttons to move between the songs that are stored in the system.
- Change the title, composer, copyright holder or lyrics of the song as appropriate.
- To add a new song section, select the *Add* button, or the *Lyrics|Add* menu.
- To delete a song section, select the section you want to delete and then select the *Delete* button, or the *Lyrics|Delete* menu.
- To rename a song section, select the section you want to rename and then select the *Rename* button, or the *Lyrics|Rename* menu.
- You will be prompted to save any changes when you exit the system. But if you have made a lot of changes you may want to save the changes immediately using the *File|Save data* menu, or by pressing *ctrl+s*.

## Deleting a song

- Select the Songs tab
- Find the song that you want to delete using the ◀◀▶▶ buttons.
- Select  or the *Song|Delete song* menu.

## Printing a song


- Select the song tab to edit songs.
- Use the ◀◀▶▶ buttons to find the song that you want to print.
- Select the *File|Print song* menu.

## Printing an index sheet

The index shows the title, composer and copyright for each of the songs in the system.

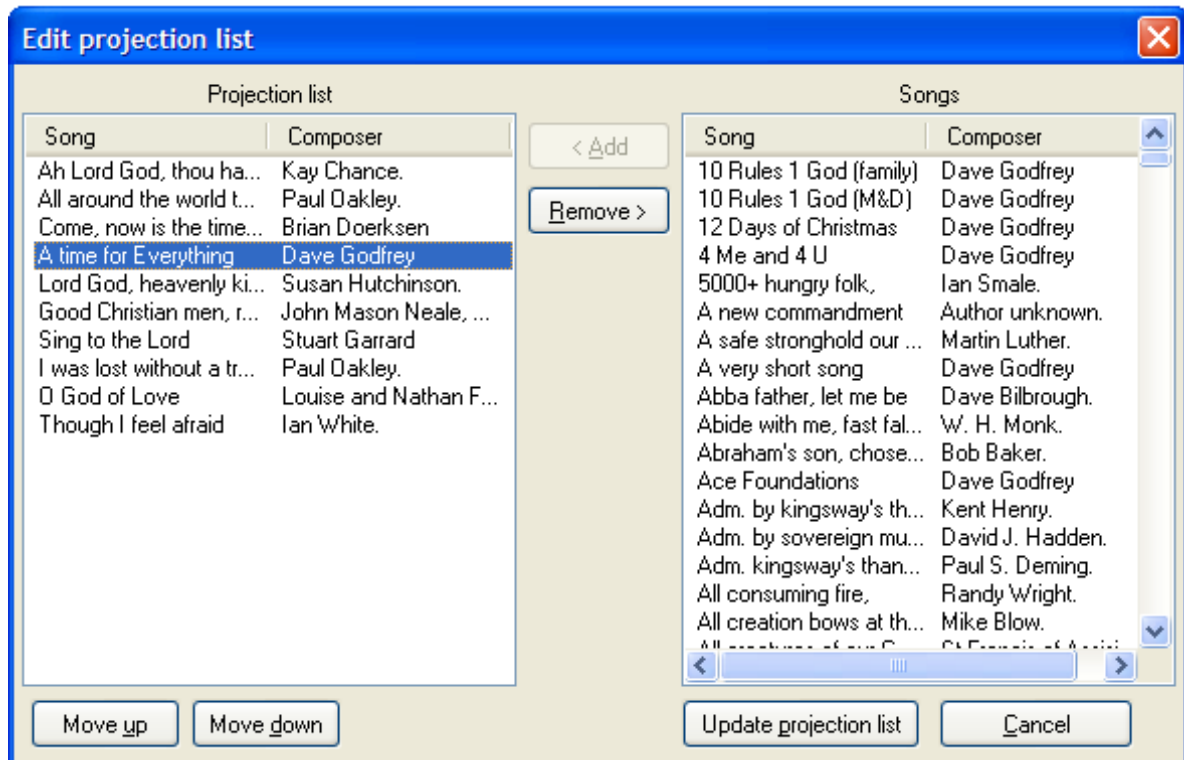
Simply select the *File|Print Index* menu to print the index sheet.

## Searching for a song

- To open the search window select  or press CTRL+F.
- Type the word(s) you want to search for into the text box.
- Select the parts of the song you want to search in. The available options are title, composer, copyright and lyrics. Title and lyrics are selected by default.
- Click the *Search now* button. The system will list all the songs that contain the text you entered in the results list on the right hand side of the search window.
- Select the song you want from the results list.
- Decide what to do with the song by selecting one of the *Edit* or *Add to projection list* buttons.
- You can abandon the search at any time by selecting the *Close* button.


## Setting up the projection list

- Select the projection tab.
- Select the *Edit projection list* button which will show you the following window:





- To add a song to the projection list select it in the songs list (on the right) and select the *Add* button.
- To remove a song from the projection list select it in the projection list (on the left) and select the *Remove* button.
- You can use the “Move up” and “Move down” buttons to rearrange the projection list.
- To save your changes select the *Update projection list* button.
- If you want to abandon your changes select the *Cancel* button.
- You can have up to 50 songs into the projection list at any time.



## Projecting a song

- Select the projection tab
- Switch on the lyric display by selecting  or pressing F9
- In the projection list, click on the required section of the song to preview it
- Press the space bar or enter key to project it

## Add a song to the projection list

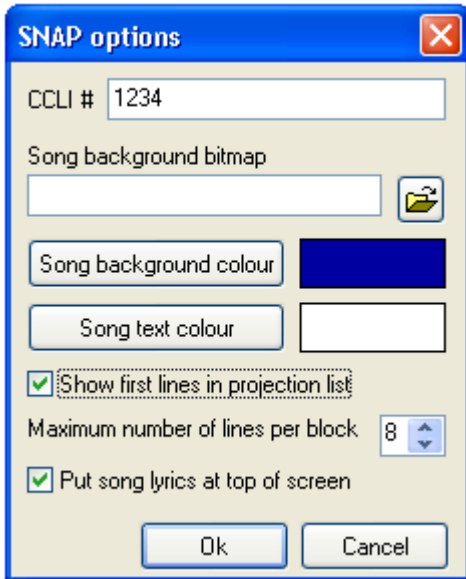
- Select the song tab.
- Use the  buttons to find the song that you want to add to the list.
- Press *ctrl+A* or select the *Song|Add this song to the projection list* menu or select 

## Running a PowerPoint™ presentation

- NB. You must have installed the Microsoft PowerPoint Viewer™ to view a PowerPoint presentation.
- Select the Power Point tab
- Open the PowerPoint™ presentation file by selecting  or the *File|Open PowerPoint file* menu.
- Switch on the PowerPoint display by selecting  or pressing F10.
- Use the navigation buttons or the slide list to move around the slide show. [See the quick reference guide for more details]

## Changing the display options

You can adjust the display settings by selecting the *Display|Options* menu, which will display the following window:



You can use this window to:

- Enter your CCLI number.
- Choose a bitmap to display behind the songs.
- Choose the colour for the song background.
- Choose the colour for the song text.
- Choose whether or not to show the first line of each section in the projection list.
- Decide the maximum number of lines that can be displayed at any time.
- Align the song lyric blocks with the top, or bottom, of the screen.

For more information about CCLI (Christian Copyright Licensing International) numbers please visit <http://www.ccli.com>

## Backing up your data

To back up your data select the *File|Backup songs* menu, and enter a filename. We recommend that you make regular backups of your songs onto floppy disks that are stored away from your computer.






## Restoring your data

Select the *File|Restore Songs* menu, and select the backup file that you want to restore. SNAP will tell you how many songs were restored from the file.

# SNAP Projection – Quick reference guide

## Global shortcuts

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	F9	Toggle the lyric display on/off
	F10	Toggle the PowerPoint™ display on/off [available if a PowerPoint™ file is loaded]
		Toggle the test screen on/off
	CTRL+F	Find a song
	CTRL+TAB	Switch between the different control screens
	ALT+F4	Close down SNAP Projection
	CTRL+S	Save the songs and the projection list

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## Projection tab shortcuts






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ALT+E	Edit the projection list
SPACE or ENTER	Project the song section currently being previewed. [The song list must be selected.]

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## Song editor tab shortcuts






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	F5	First song	Move to the first song in the database
	F6	Previous song	Move to the song immediately before the current one
	F7	Next song	Move to the song immediately after the current one
	F8	Last song	Move to the last song in the database
	CTRL+X	Cut	Move the selected text to the clipboard
	CTRL+C	Copy	Copy the selected text to the clipboard
	CTRL+V	Paste	Paste text from the clipboard
			Add the song to the projection list

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## PowerPoint™ tab shortcuts

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	F5	First slide	Move to the first slide in the slide show
	F6	Previous slide	Move to the previous slide or section in the presentation
	F7	Next slide	Move to the next slide or section in the presentation
	F8	Last slide	Move to the last slide in the presentation
		Open file	Open a PowerPoint™ presentation file

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