Additional Information

EasiSlides Windows Working Folder Setup

EasiSlides uses two folders on your PC. One is the program folder which you specified (normally at C:\Program Files\EasiSlides) during the Installation of EasiSlides. The second is the EasiSlides Working Folder which EasiSlides creates automatically at C:\EasiSlides when you first run EasiSlides.

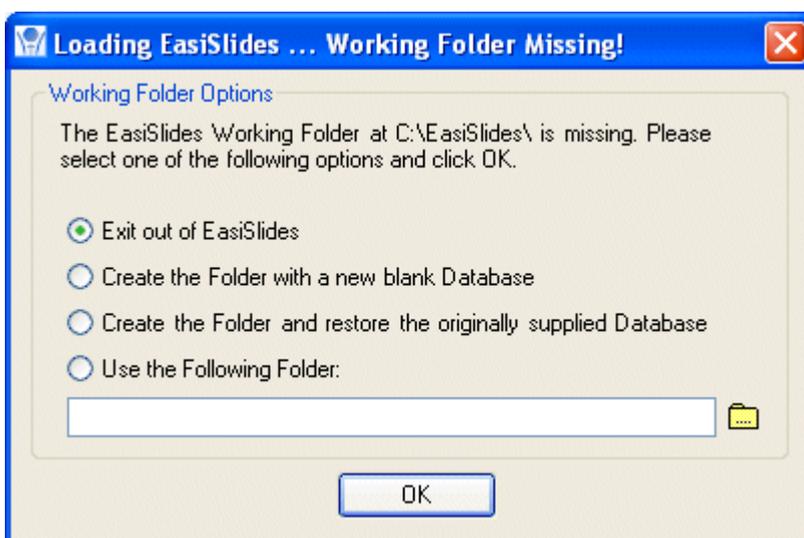The following is a layout of the EasiSlides Working Folder.

Folder, Sub Folders	Description
C:\EasiSlides	Main EasiSlides Folder which holds all EasiSlides User Information. You can rename or change the EasiSlides Folder to a different location/drive but the overall structure of the EasiSlides Folders will remain the same
\Admin	
\Database	Used to hold the database (EasiSlidesDB.mdb) which contains all the songs for EasiSlides on your PC. This should be backed up regularly. Also stored is the databases for Usages and database of references to Bibles used by EasiSlides
\PraiseBooks	This is where all the PraiseBook templates are stored and referenced by EasiSlides.
\Templates	Used to hold Worship List and Individual Templates
\WorshipLists	This is where the Worship Lists are stored and referenced by EasiSlides.
\Documents	Default folder for storing and retreiving Import and Export documents.
\HolyBibles	This Folder Holds all the EasiSlides-formatted Bibles used by EasiSlides. Placing the Bibles here will not mean that EasiSlides will use them right away. You must, first of all, place the Bible here, then install them via the Options Screen.
\Html	This folder will be created automatically to hold HTML files generated by the HTML Generator.
\InfoScreens	This is where all the InfoScreens are stored and referenced by EasiSlides.
\Images	Used to hold images for use as backgrounds during the Show. User can create one level of sub-folders to group

\Scenery	user images. Images don't have to be stored here to be used in EasiSlides but by placing it here, EasiSlides can provide a preview of them in the Main EasiSlides Window.
\Tiles	
\Sub Folder1	
\... etc.	
\Media	This is the default folder where EasiSlides will look for the corresponding Media files for linking with database and InfoScreen items. Media files in this folder wil be listed under the Media Tab in the EasiSlides Main Window Left Pane. If so desired, you can specify a different folder to use by changing the folder at Options->Main Window
\Powerpoint	Used to hold Powerpoint Files. Powerpoint files in this folder wil be listed under the Powerpoint Tab in the EasiSlides Main Window Left Pane.

Move EasiSlides Working Folder

You can move the EasiSlides Working Folder to a different location, eg. onto a network drive, by doing the following:

1. Copy the default EasiSlides Working Folder, normally at C:\EasiSlides to the new location, eg: H:\Shared\EasiSlides.
2. Rename your existing C:\EasiSlides to something else (eg C:\EasiSlides-Old) so that EasiSlides doesn't pick it up. Don't delete it yet in case you need to re-copy the folder to your new location.
3. Start EasiSlides. The following window will appear:-

4. To move to your new folder, eg: H:\Shared\EasiSlides, select the option *Use the Following Folder* and enter your new folder, or use click the 🗀 icon to navigate to the folder.
5. Click OK.
6. Easislides will use the new folder from now on

Manually Clear EasiSlides Registry Settings

There will be occasions where you want to manually clear all EasiSlides Registry settings because you have start up problems with EasiSlides. To do this, you will need to access the Windows registry. Please do this with care since modifying the wrong registry settings could adversely affect Windows and/or other programs:

1. Quit out of EasiSlides
2. Run the Registry Editor, normally it is **C:\WINDOWS\regedit**
3. Navagate to: **HKEY_CURRENT_USER\Software**
4. Look for EasiSlides and delete it, ie. delete the Key:
   HKEY_CURRENT_USER\Software\EasiSlides
5. All EasiSlides registry details are now removed.

Note 1: If you can run EasiSlides without any problems, you can get EasiSlides to clear the EasiSlide Registry Settings for you instead of having to access the Windows Registry directly. Please see Clear EasiSlides Registry Settings for more information.

Note 2: If you are trouble-shooting EasiSlides start-up problem, you should go to the folder **C:\EasiSlides\Admin** and remove the folders PraiseBooks and WorshipLists first to see if it resolves your problems. If problem persists, then do the above or do Uninstall EasiSlides Completely and then Re-Install EasiSlides again.

Uninstall EasiSlides Completely

Please take the following steps if you wish to remove EasiSlides completely from your PC.

1. Follow the instructions to Clear EasiSlides Registry Settings.
2. Use Control Panel Add/Remove Program to Remove EasiSlides.
3. If present, remove the program folder **C:\Program Files\EasiSlides** (or the folder you had selected when installing EasiSlides). Note that this folder should have been removed automatically when you run the Remove Program from the Control Panel.
4. Remove the EasiSlides Working Folder **C:\EasiSlides** (or the folder you may have moved EasiSlides to). **Important Note:** By removing this working folder, you will also remove your whole song database plus any other files you had created for EasiSlides.
5. EasiSlides is now completely removed.

Note: If you are trouble-shooting EasiSlides start-up problem, you may find it helpful not doing Step 4 above. Instead, go to the folder **C:\EasiSlides\Admin** and remove the folders PraiseBooks and WorshipLists to see if it resolves your problems.

Glossary of Terms used in EasiSlides

TERMS	DESCRIPTION
Book Reference	A field in EasiSlides used to hold the corresponding Song Number in the Praise Books: Songs of Fellowship 1,2,3 (SF) , Complete Mission Praise (MP) and The Source 1,2,3 (TS)
CJK	Chinese, Japanese and Korean. These three languages have their own electronic character sets but share many common characters. The Unicode standard has brought the three character sets into one common standard.
Database	The electronic storage, access and retrival of information. EasiSlides uses the Microsoft Jet Engine which is basically the same as Microsoft Access. Microsoft Access files normally has the extension .mdb
Display Panel	The area at the bottom of the Live Screen which shows Song Title, Copyright information, etc.
	The PC is equipped with an extra video output which means that it can show two different views on two monitors at the

Dual Monitor	same time. EasiSlides can make use of this facility by showing the Main EasiSlides Window on the main monitor and the Show on the second monitor (or video projector). The EasiSlides Operator can manage a LIVE Show using the EasiSlides Main Window.
Fonts	Normally refers to a set of character style. Most fonts, such as Arial, only cover western characters. If you have Unicode characters in your song lyrics, you may have to update your Regional Settings and install the necessary unicode fonts such as MingLui, Gulim, SimSum or Arial Unicode to ensure the characters are displayed properly.
Interlace Region1 /Region 2	A term used in EasiSlides to describing how two regions text are displayed. Normally, Region 1 test is displayed in the upper screen area and Region 2 text is displayed in the lower half of the screen. With Interlacing, One line of Region 1 text is following by one line of Region 2 text and the pattern repeats for all subsequent lines of text.
Licence Administrator	Licence Administrator is the term used to describe the Organisation administering the reproduction of Copyright songs. EasiSlides uses two fields to hold Copyright administration details for each song in the database. Most of the English worship songs are administered under CCLI. With other languages, the administration would be performed by other organisations though, at time of writing, there is no global organisation for administering non-English Songs. When a song is projected, the Administrator details are always projected on the first slide shown, even if the panel is switched off. This is to comply with the CCLI Copyright Agreement.
Media Files	This can be an audio or video file. EasiSlides will recognise the file type by its extension and use DirectX to play those files where requried.
MIDI	A standard covering the way music is stored electronically. MIDI files normally have the extension .mid
Notations	These are characters which appear on top of lines of text. They can be Ruby text or Guitar Chords.
Powerpoint	A Microsoft product which is used for setting up multimedia presentations. Powerpoint files normally has the extensions .ppt or .pps
RTF	Rich Text Format. A document standard set up by Microsoft which can be read by most Word Processor such as Word, Wordpad, etc.
RTL	Right-To-Left. Some languages such as Hebrew are written Right to left. Whilst EasiSlides does not fully support all RTL functionalities, it does include certain RTL features. If RTL is set for a particular Folder/region, the EasiSlides editor will be set to RTL. Also, the song listing will be in RTL format.
Sequence Order	EasiSlides method of describing the order the verses, chorus, etc are to be sung for a particular song.
Traditional/Simplified Chinese	The original written Chinese language is known as Traditional Chinese. The Simplfiied Chinese character set was invented by the Chinese Government in the 1970's (and still on-going) with the aim of simplifying the written characters so as to make it easier for people to learn to read and write Chinese. Current generation of Chinese from China therefore uses Simplified Chinese. Hong Kong and Taiwan still use Traditional Chinese.

Song Number	A field used in EasiSlides to hold a user-entered number for the song. This field is numeric.
Stroke Count	The number of strokes required to write a certain CJK character
Unicode	A standard covering almost all the language characters used in the world. A large proportion of the Unicode charcter set is made up of CJK characters. The EasiSlides software is based on the Unicode standard.
User Reference	A field in EasiSlides which can be used by the user for any purpose. You can use the Find Option to search for contents in this field