**Uploading music, hymns etc to OBS**

The purpose of this is to set up all the elements of the service onto the OBS live-stream program ready for the Sunday service.

***Getting started***

Make sure you have your music and any new hymns or other sources on a memory stick. You will need to know the order of service, and the names of the music files.

The key to the ‘AV cupboard’ is hanging on the key rack in the vestry.

The AV cupboard is at the back of the church.

Set up a small table and chair, move the monitor onto the table.

Switch on the both plugs – one next to the radiator and the other on the back wall.

Unlock the cupboard and carefully take out the mouse, stream deck, mouse pad and keyboard. The mouse and keyboard work via Bluetooth.

Switch on the computer by pressing down the white circle on top of the hard drive in the cupboard. The monitor should also come on. If it doesn’t, check that it’s switched on (switch on bottom right) and also that the plug is firmly inserted into the back of it.

Use the mouse to click anywhere on the monitor screen. Myron’s name should come up. Enter the passcode 112233.

Windows should now open.

***Transferring music and hymns etc to the computer***

You are about to transfer music and hymns from your memory stick on the computer.

Place your memory stick in the USB socket on the top of the hard drive – also white.

Now using the mouse, *right*-click on the small windows icon at the bottom middle of the screen. Select ‘File explorer’ from the pop-up menu. You should now see the various folders on the hard disk, as well as your memory stick. They will be in the LEFT column.

Use the vertical grey scroll bar to scroll up so you can see the **yellow computer folders** Hymns, Music and Stills. (You may also see little coloured Pictures, Music and Video icons below them but ignore these.)

Click on the icon for your memory stick – you will now see your files.

Drag any new hymns from your memory stick into the HYMNS folder. You will see them being copied.  
  
Drag your music – *including the closing video* – in the MUSIC folder. Again, you should see them being copied, though audio files do copy very quickly as they are smaller.

Once you have transferred your files you can close down File Explorer and remove your memory stick.

***Load up OBS***

You are now going to load up all the elements of the service on to the OBS live-streaming program.

*This video gives an overview of the process. NB ignore the beginning warning – it’s no longer necessary to complete this first stage. SO start at 0.42*

[https://youtu.be/tIj8b\_b6Mb4](https://youtu.be/tIj8b_b6Mb4" \t "_blank)

Begin by double-clicking on the OBS icon on the desktop. This should open the program.

You will see a large window. Underneath this, on the left, you’ll see the heading ‘SCENES’. Here you will see listed all the different possible components of a service. The scenes you are most likely to need are:

Holding start

Start

Hymn 1, 2, 3 etc

Interlude silent

Interlude

Closing video

*To load the 1st hymn…and other hymns*

Click on the Scene ‘Hymn 1’

In all likelihood the 1st hymn from the previous service will now start playing in the window. That’s OK.

To the right of the SCENES you will see ‘Sources’.

These are the specific elements that make up each scene.

Now click on ‘hymn#1’ in the sources.

This will open a control bar below the window in which last week’s hymn is playing. You will see a stop/pause icon. Click on that. Phew. The hymn stops playing and you can now hear yourself think!

Now click on the cogwheel icon at the bottom of the sources. This should open up another window, which will still have last week’s hymn in it.

Click on the ‘Browse’ button. Now you can select the hymn you want from the Hymns folder by clicking on it, and then clicking OPEN. The hymns are arranged in numerical order.

You’ll see the new hymn file name appear.

Click on OK.

The hymn you want will now start playing.

You can adjust the volume using the slider bar under the Audio Mixer/Hymn#1. It’s usually best to have the hymns turned up to full volume.

Use the stop/pause button to stop the hymn playing when you’re ready to move on.

*Repeat this sequence for Hymns 2 and 3 (you can load up to 5 hymns).*

*To load intro music…*

Select START in the SCENES. You will see the holding page and also hear the intro music from the previous week start to play.

To stop it playing, click on ‘Intro music’ in the sources. This will open up the control bar below the window containing the holding page. Click on the stop/pause icon.

Now click on the cog icon at the bottom of Sources. This will open up the Music folder. Select this week’s intro music (it helps if you know the name of the file as they are all listed in alphabetical order).

Click Open.

Click OK.

Now when you click on START you should hear this week’s music begin to play.

*Interlude silent*We have a number of choices of video you can play.

Select INTERLUDE SILENT in SCENES.

In the source you will see different options. Each option has an ‘eye’ symbol next to it. Select the video you want to see by clicking the eye so it is white. *Interlude music*

Select INTERLUDE in the SCENES, and then select ‘interlude video’ in the sources. (Though in fact we usually just use an audio file here.)

To stop the previous week’s music playing, click on stop/pause icon in control bar.

Now click on the cog icon at the bottom of Sources. This will open up the Music folder once again. Select this week’s interlude music (it helps if you know the name of the file as they are all listed in alphabetical order).

Click Open.

Click OK.

Now when you click on INTERLUDE you should hear this week’s music.

You will either see the Interlude silent video continuing, or you may see a still image associated with the audio you’ve chosen.

You will also see some text below the image which tells the viewer what they’re listening to. You will need to update this.

Click on ‘text interlude’ in the sources. This will open a grey text bar, and you can type (or copy and paste) the relevant text in here. DON’T try to type in the red text box above – it won’t work. However, you can drag this red box if you want to centre it, for eg.

*Closing video*

Select CLOSING VIDEO in the SCENES (scroll down to find this)

Select vid clip in the sources, and stop/pause.

Now click on the cog icon at the bottom of Sources. This will open up the Music folder once again. Select this week’s closing video (it helps if you know the name of the file as they are all listed in alphabetical order).

Click Open.

Click OK.

You will need to update the text as above. Select ‘text closing’

**Finally…**

When you’ve finished, run through the relevant stream deck options to check everything is correct.

Then to close the program, select ‘File’ in the top left corner of the menu bar, then ‘Exit’. (It often says it’s ‘crashed’ and gives you option to copy to clipboard, but just choose ‘No’.)

To close down computer, right-click on small Windows icon at bottom of screen, select Shut down.