

# Media Shout 6 Helpful Hints

## Terms You Need To Know

1. Agenda - lesson plans for each weekend
2. Script - Media Shout presentation on the computer
3. Cue - Each slide/action in a media shout script is called a cue and each cue is numbered.
4. Page - Within each cue there can be multiple pages

## Finding a script

1. Turn on computer.
2. Double click on Media Shout 6.
3. Click on the File tab at the top left of the screen and then click on Open File.
4. Click on RBfK Scripts Shortcut.
5. Once file is open you will double click on:
  - a. 2/3 room = The Zoo Scripts 2016
  - b. 4/K room = PreK 2016
  - c. Grade 1 - Grade 6 = skip to step 4
6. Double click on file date - we use year/month/day for our files names. (ex. 160924.ssc)
7. Once your script is opened up, click on the settings tab at the top of the screen.
8. Please make sure the toggle remote button is highlighted. If it is not click on it.

\*\*\*If you experience trouble during a service and the computer shuts down or locks up just follow these steps to restart your script. Then find the cue you stopped at and hit the play button beside it to continue where you left off.\*\*\*

9. Once you have finished the agenda...
  - a. PreK - you will go to the computer and click the play button beside Cue #1.
  - b. Elementary - you will not need to do anything.

## General Hints

1. To play a cue which are located on the left side of the screen click the play button next to the cue you want to play.
2. To play a page which is located in the middle of the screen, you will need to click on the cue that has the pages you want then click on the play button next to the page you want to play.
3. All stop button is a red stop sign and will stop all music, videos, or slides. It is located at the top right side of the screen.