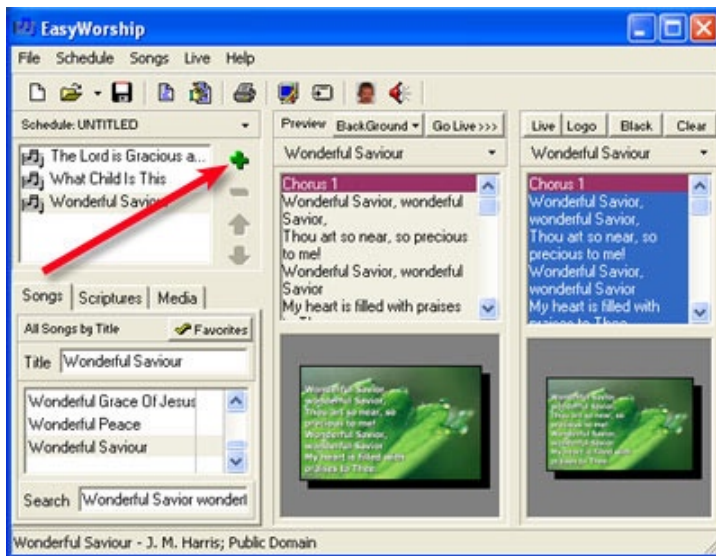


USING THE SCHEDULE



Intro

In this tutorial you will learn how to create and save a schedule. A schedule will help you move through your songs in order.



Step 1

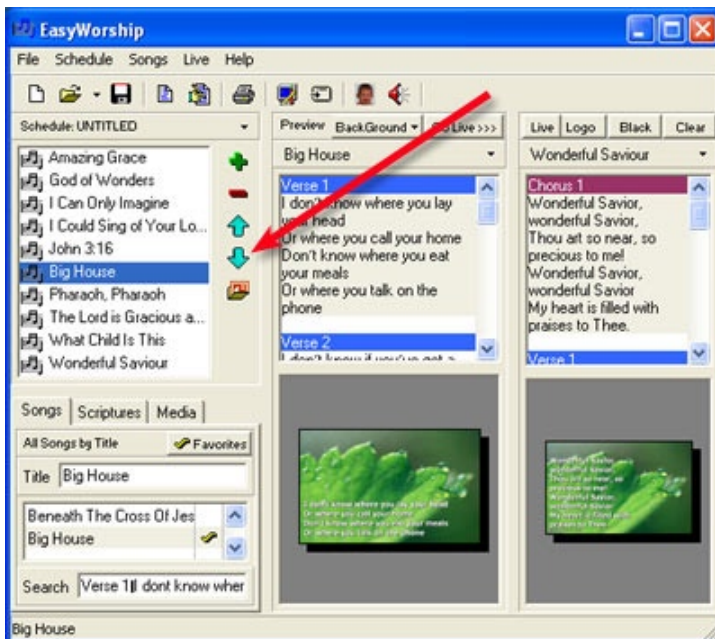
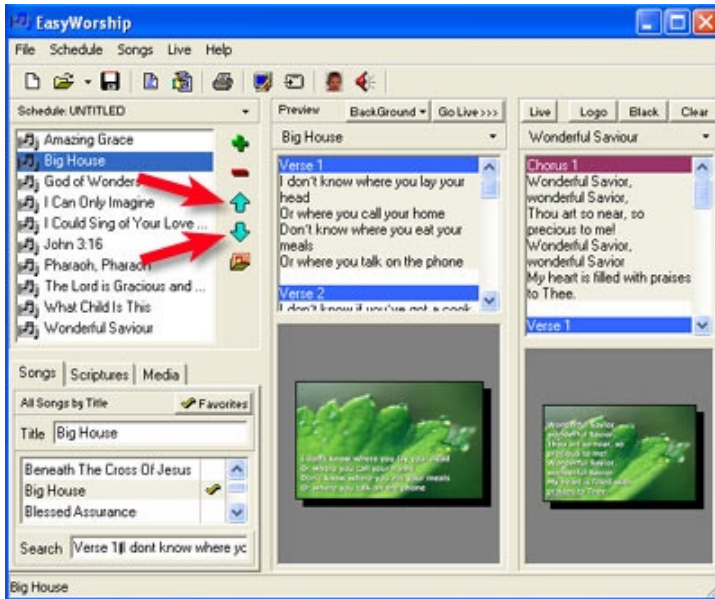
To add a song to the song schedule, click the **'green plus' button** after highlighting the song of your choice.

Using your mouse you can also highlight a song in the songs list and drag and drop it into the schedule panel.

USING THE SCHEDULE

Step 2

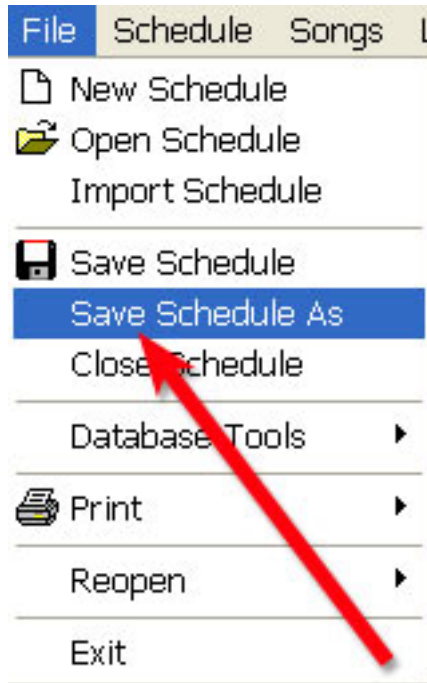
After adding songs to the schedule, you can change the order. To do this, click on the song you wish to move and click on either the up or down arrow.



To the left is an example of 'Big House' after being moved down in the schedule.

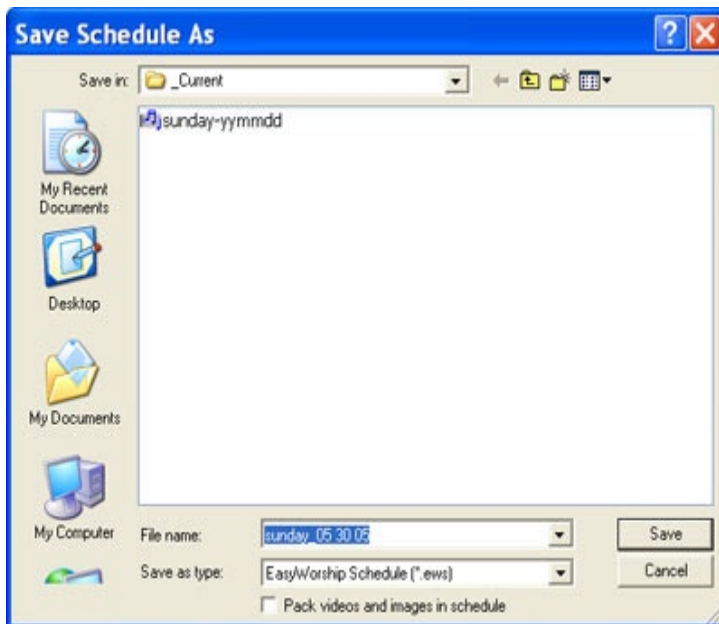
NOTE: Using your mouse you can also highlight a song in the schedule and drag it up or down.

USING THE SCHEDULE



Step 3

To save the schedule, click on the **File** drop-down menu and choose **Save Schedule As**.



Step 4

We suggest creating a folder entitled **_Current Service** in My Documents. This will help you quickly access your schedule if needed.

The format we suggest for saving your schedule is: **sunday_yymmdd.ews** (e.g. **sunday_05 30 05.ews**)

*TIP: Creating a folder entitled **_Past Services** and moving previous service schedules into this folder is also helpful.*

USING THE SCHEDULE

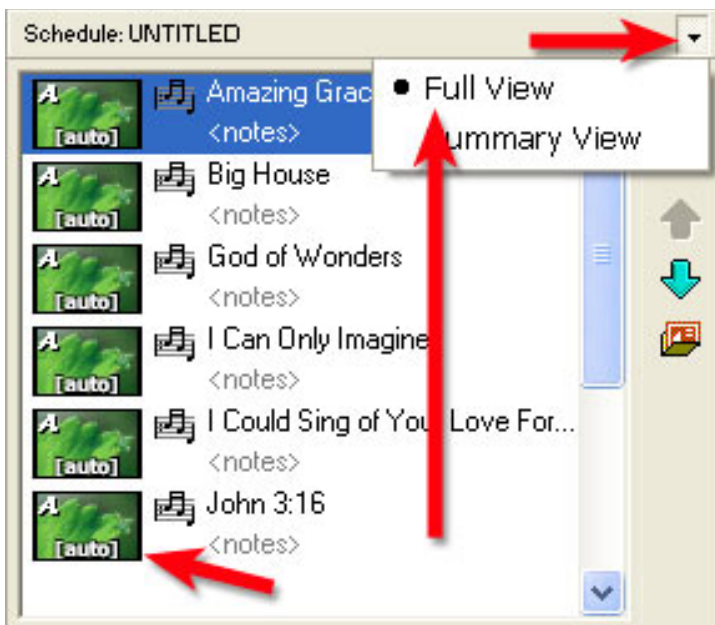


Tip- Viewing the Schedule

There are two views that can be used within the Schedule, a **Summary View** and a **Full View**.

To change this, click on the down arrow at the top right of the Schedule and click on viewing preference.

To the left is an example of the Summary View.



The **Full View** shows song title, background presets, and any notes you may have included.

To the left is an example of the Full View.