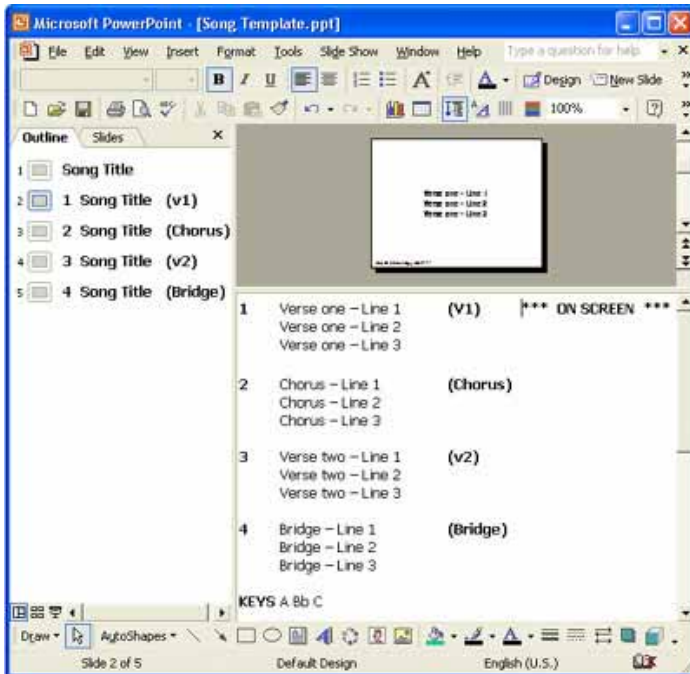


ENTERING NEW SONGS



Because every church has its own unique way of worshiping, you may find that some of our suggestions for entering your songs will need to be adjusted to better suit your specific needs. For example, your church may move from one song to the next without pausing. To better suit this worship style, you may find it desirable to remove the song titles from each of the songs.

To the left is an example of the song template window. The song template window is a useful reference for previewing the song once you have finished entering it. To download the song template for entering new songs, please see the online version of this tutorial.

Below is a step by step guide to help you enter songs quickly:

- Delete all but the first and second slides from the template
- Delete all notes on slide 2
- Save the file as a new template
- Open the new template and save it as your new song title
- On slide 2, type the footer text in the slide pane
- Enter the title of slide 2 in the outline pane
- Copy slide 2 to create additional slides (e.g. slides 3, 4 or more)
- Change the numbers on slides 3 and 4 in the outline pane
- Enter the words for slide 2 in the slide pane
- Enter the words for slide 3 in the slide pane
- Enter the words for slide 4 in the slide pane
- Copy and paste the words from the slide pane of slides 2, 3 and 4 to the notes pane of slide 2
- Format the notes pane of slide 2 similar to the template
- Copy the notes from slide 2 to slides 3 and 4
- Add the *** ON SCREEN *** note to slides 2, 3 and 4

ENTERING NEW SONGS



When entering the words in the slide area, make certain you use the correct return. There are two types of returns: a hard return and a soft return. A hard return is created by pressing the 'enter' key. A soft return is created by holding down the 'shift' key while pressing the 'enter' key. The template we supply uses soft returns between lines in a verse and hard returns between verses. By using the correct return, the line spacing will be automatically done for you.

If some lines of the verses are too long to fit on the screen, you can adjust the font size. If you adjust the font size, be sure to adjust all of the lines and slides for that song accordingly. Do not reduce the font size to less than 28 pts. If the line is still too long, you may let it wrap to the next line and change the line spacing so the two lines are closer together.

We recommend that you save all your songs as separate files. This will allow you to make up your song list for a service by inserting the individual songs. Treat each song as a masterpiece. You only need to create it once, so create it properly as you will be using it for many years to come. We also recommend that you make use of the notes area as this is an invaluable reference tool for times when services or worship times don't go as anticipated.

Make certain you do not change the background or the font colors when setting up your songs. They need to be set up properly so that they will adapt to the song list when inserted. If you change a background or a font color, it will retain the properties you assign to it. Use the song template we provide to ensure your songs adapt to the background templates properly.