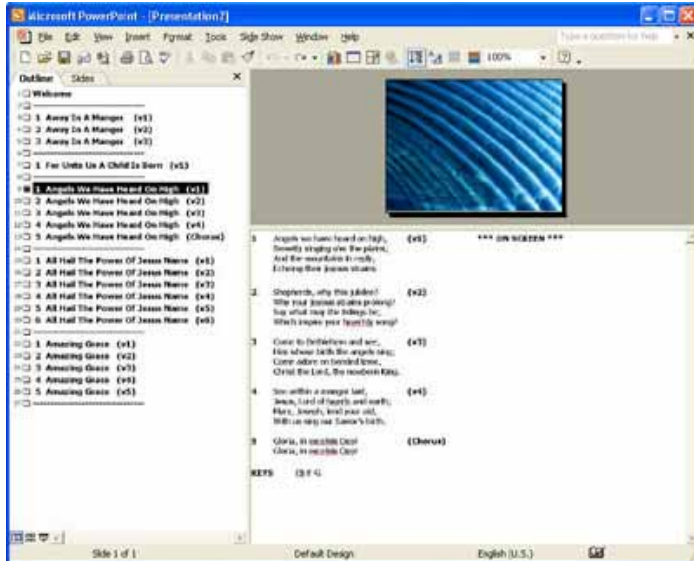


## USING YOUR SONG LIST



### Intro

To display songs on the screen during the service, it is a simple process of moving up and down through your song list. To the left is an example of the outline view you will see while your congregation will see the slide show.

Reduce the slide view area to the smallest size possible as shown to the left. This is so you can see as much of the note area as possible. Although it is tempting to watch the computer monitor in front of you, your focus should be on the projector screen as you need to continually be aware of what is being displayed on it. By minimizing the slide view area, the text becomes difficult to read, thus forcing you to watch the projector screen.

Once you have activated your song list as described in 'Show on Setup', your mouse cannot be used to choose or scroll through slides. You will need to rely on the keyboard to navigate through the slides. Although the dual video card allows you to see the screen, you are still in slide show mode. For more information on how the mouse is used with the dual screen card, see 'Switching Shows'.

Use the up and down arrow keys to move from slide to slide. The arrow keys beside the keypad on your keyboard are very helpful when needing to move one slide up or down.

You can jump to any slide in the list by typing in the slide number and hitting enter. This keying in method is extremely helpful when you wish to jump to a slide. Using the keying in method, you can jump over the chorus and back to a verse without having to page through two or three slides.



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Using this method, even if a music leader chooses to sing a chorus from one song and skip back to a chorus from a previous song, you will be able to keep up with him or her. There is a number at the beginning of each verse in the notes area corresponding to the number beside the slide number in the outline view. These numbers will help you to quickly jump to the correct verse. These numbers also let you know if the verses of the song are out of order.

The notes area is extremely useful. It allows you to look ahead to the verses in the active song. If you are unsure of where the music leader is going next, you can look at the first few words of each verse and be ready to jump to those slides when you hear those words. Even though every church and worship leader has a different style, the dual screen video card will help you get to verses and songs quickly.

There is very little time to react when you go to a song and it is not the one you were expecting to be sung. Occasionally a song can get added to the program or the order gets changed. It doesn't happen often, but when it does, you need to be prepared. If this happens, move to a blank screen and quickly insert the new song. Place the show back on screen and you are up and running. After opening your song list always insert one slide of a song, then delete it. This will set PowerPoint to look back in the song directory when you next use the insert command. This saves valuable time when searching for that missing song. By using this method you can insert a missing song in 10 to 15 seconds.