

SONGKEEPER QUICKSTART

Songkeeper is divided into 4 Main sections:

- 1) Song Editor
- 2) Song Lists
- 3) Band Workshop
- 4) Projector

SONG EDITOR (F5 or View / Song Editor)

This is the form you see when Songkeeper is started. Probably this is the form where most of your time will be spent.

Let's add a new song to learn Song Editor by example.

- Add a new song: Select **Add** on the form.
- **Song Name:** Type the Name of the Song.
- Use the **Tab** key to go to the next field, or click with mouse.
- **Copyright information:** Type relevant info.
- **Original Key:** Type the base key of the song (See **Entering Chords**). It is not necessary to type the Transposed key as this will automatically be filled in.
- **File Number:** Any unique file number can be filled in, to be a continuance of your current file number system. THIS FIELD IS NOT OPTIONAL. The Projector makes extensive use of File numbers.
- **Overhead Number:** This field is optional. Use when you allocate a different overhead number (ie transparency, slide, led board number) than the file number.
- **Type:** Use a,b,c,d or e. Any song can be allocated to any type. For example: Make all Praise songs "a", all Worship Songs "b", all contemporary songs "c", and all older songs "d".
- **Notes:** Any notes can be added. For example: "First verse only vocals, Drum solo after 2nd verse....."
- **Sound / Video Clip Name:** If you have MP3 or Wav files of this song, enter the file location in here. It can be played by pressing the arrow, or when using the projector.
- In the 2nd line of the Song Sheet, type "*I love You Lord, and I lift my voice*"
- In the 4th line of the Song Sheet, type "*To worship You, oh my soul rejoice*"
- You can carry on typing the rest of the song, leaving lines open for chords to be entered.
- When finish typing the song, select the check boxes on the left of the lines that will contain chords. (In this example select check box 1, 3 and those where you want to enter chords).
- Now enter the chords in the lines reserved for it (See **Entering Chords**) .

- *Note:* You do not have to add everything in the order listed above.

Entering Chords

If you are going to make use of the transposing function, it is important to type chords the correct way. In order to keep the position of a chord on top of a certain word, the following had to be taken in consideration:
Ab Db Eb Ab Fm
A D E A F#m

Note that when the above line is transposed from base chord Ab to A, the chords lost it's original position, because the "b" (*flat*) falls away and the size of the total line is reduced.

To compensate for this, always add a single space whenever a "b" or "#" is not present.

Correct: Ab C#m C m A /G D 7 E sus E /F#
Incorrect: A b C #m Cm A/G D7 Esus E/F#

Other functions in Song Editor:
Use the arrows on the toolbar to move to the first, previous, next or last song.
To find a song, or a word/phrase in a song, goto: Database / Find.
Goto Database / Transpose to transpose a song.

SONG LISTS(F6 or View / Song Lists)

At the Song List section, all entered songs are summarized. You can sort song and only select certain types of songs to locate certain songs easier.
For example: Sort songs by key, displaying only *worship* songs. This will be a handy song list if you quickly need another song in a certain key.
Double click any song in Song Lists, to open Song Editor with a certain Song.

BAND WORKSHOP(F7 or View / Band Workshop)

Band Workshop is one of the most useful band tools in Song Keeper.

- Select **"Add"** to enter a new Band session.
- Type the Name of the Worship/Band Leader at **"Worship Leader"**.
- **Service Info:** Can be used for info like: **"Morning Service: Minister: Past John."**
- **Additional Info:** Can be used for any additional info on this band session. I like quoting scripture over here to encourage the band.

- Start entering the names of songs you will use from number 1. The key, File and Overhead number will be filled in automatically.
- In the empty line underneath the Name of the song, enter any detail particular to that song. This is useful for reminding band of certain solos, key changes, intro, finishing off info.

PROJECTOR (F8 or View / Projector)

The Projector will be used by churches using video projectors. It can also be used by cell groups, displaying words on there computer monitor.

First of all we need to add songs we are going to project to the **Projecting List**. This can be done by:

- 1) Add the File Number/s directly to the small text box (underneath "Add File Number", and the select "Add File Number".
- 2) From Band Workshop, Select "Projector Export". This will add all Band Workshop songs to the Projecting list.
- 3) From Song Editor, select "Project". This will add a song to the Projecting List, however, it will also be projected immediately. This is a useful function if you quickly need to project a certain song, without going to the Projector Form.

Now, all songs needed to be projected at this time, must be highlighted. Select song with your mouse button. Keep down the *Shift* or *Ctrl* key to select multiple songs.

Remember the navigation keys before projecting.

Next Song:	>	Previous Song:	<
Move down:	A	Move up:	Q
Exit Projector:	X		

Project on secondary monitor: This will display the Words on a secondary monitor. This function will only work if you have two monitors connected to your computer. Should you be using this function, you can use "F9" or Tools / Navigation Bar, to navigate the projecting side in a much more powerful way on the primary monitor.

This is only a guideline to help you getting started. Don't forget about the powerful Import, Export, Statistics, Customization and other useful options.

Song Keeper offers a wide variety of printing options.