

SongPro 4 Quick Start Instructions

(For live video overlay use etc., contact us for the full instructions)

(We recommend SongPro as the easiest presentation software to use, and we can provide full telephone training. Please ring us.)

NOTE: Please set your computer or laptop to dual screen before opening SongPro 4 as it automatically detects this option. (Contact us about setting dual screen up.) (Do OK on start up until you have the CCLi licence number.)

- 1) To add a song to the plan, type the first three words into the search box which is above the plan list and left mouse click on the relevant song as it appears on the list. Then do right mouse click for the menu and left click on add to plan.
- 2) The preview monitor that shows the song that is live is the larger screen to the top right. There is a 'Show Details' button at the bottom right to select whether this is shown, or the details of verse order, author and other such information is shown. To clear plan, right click on the plan for the menu. To change the order of the song in the plan, click to the right of the yellow area to bring up a menu.
- 3) To access pictures you can either do View, Pictures or double click on the little picture screen, which is above the word search. Find the folder, click on Load, click on the picture and then click on 'Set'.
- 4) F5 to F11 can change the colour of the words when preparing the plan, so that the colour of the words does not clash with the background colour and can even be used whilst you are using SongPro (if the colour is not right). F12 toggles a border around the words and O returns it back to the original colour. To have different colours, do Edit, font colours and styles, you can then can highlight and choose a colour for a line. Do update. NOTE THE NORMAL COLOUR CHANGE BY THE F KEYS WILL NOT BE AVAILABLE.
- 5) The square bracket keys to the left of 'Return' can change the size of the print and I usually try to have a whole verse showing on the screen to minimise the number of screen changes.
- 6) You can use the 'Return' key to go into display rather than using the mouse rather than the 'Display' button and then use the arrow keys to move up and down on the song.
- 7) Use down arrow for the next screen three words before the end of screen as people read in advance. If you use it at the end of the song it takes the text off and you need to press the 'N' for next item. Press 'R' to go back to the beginning of the song. You can press a number key for verse number or 'C' for Chorus as a manual way to go straight to a verse if the worship leader changes the order. 'X' to take text off. 'Z' to blank.
- 8) The liturgy screen can be used instead of PowerPoint in the first instance if moving text is not required. Do the 'Add' button at bottom left of the screen and paste in your bullet points. Leaving a gap will separate the text into bullet points. (If you want a gap to appear, click on the line and press the space bar. Applies to songs as well) Then click on 'Update'.

If you want a different picture as part of your talk, just create another liturgy screen and call that Sermon Pt B. The operator of SongPro just does 'N' for next at the end of part A.

PowerPoint can be imported and a copy is put on the relevant SongPro folder. (See note at bottom about PowerPoint). Note as from June 07 with update 4.3.02 after setting up dual screen, you need on PP to do Slide Show, Set UP Show and set monitor to screen 2.

9) In addition to the usual functions of SongPro, an important one is that an audio file can be played from the computer at the same time as the words are being shown. This is helpful for a meeting where there are no musicians. Do 'Media' tab, 'Add', then find the Windows Media Music file. After opening this, there will be an option of choosing a static background image. When music is put on a computer it plays until stopped. This can be done by pressing 'Q' (Q = pause i.e. to queue and press again to continue. 'R' restarts as with the lyrics). Some songs with an introduction will need the media player 'loop' taken off on the 'Media' tab of SongPro.

Note that due the problems with Vista, PowerPoint, Pictures and Video Samples, files are now stored on **C:\Users\Public\SongPro**

10) A great thing about SongPro is that it contains many versions of the **Bible** as well as 3,300 songs. (Putting the Songs of Fellowship Music book disc on the computer and doing File, Import, Songs of Fellowship will add further songs including Majesty for example).

To set up a Bible selection, do 'Bible' tab, 'Add' and type matt3.1 for example. Now click on 'Set Start'. Repeat with the ending verse matt3.12, for example, and then click on 'Set End'. Then do 'Update' and right mouse click on selected passage to add to plan. The version can be changed during the service by clicking on the relevant one. To set which version you normally use do View, Options, 'Bibles' and click on 'Move Position' button. To bring up a quoted verse at the last minute (i.e. on the 'fly') do back slash and type in the book and verse etc. To enable a radio mouse to work move the cursor to the far right side of the screen so that it is not seen.

11) SongPro has video clips on the hard drive. To have video background behind words of a song, for example, you need to access Pictures, load the media folder and then set the relevant one. **Note:** to change which video or sound file is being used you need to first do 'Escape' to take the live image off the projector screen. Ring us about doing text over a live camera feed for Baptisms, overflows or where a church has pillars. A major technical breakthrough!

12) Editing of categories is by right mouse click on the song/notice. Select Notice if you want a new scrolling notice. Perform View, Options to change the display time.

13) Pressing 'M' button brings up the Alert text at the bottom of the screen (Message Alert). You can do a new message by overtyping the existing active message after clicking on the Alert tab at the bottom and do save.

To use the PowerPoint import function on SongPro you need PowerPoint on your computer/laptop. Adding Microsoft Office to an existing computer is expensive, about £350? If you are a charity you can obtain Office 2007 premium, which includes 'PowerPoint', 'Word' 'Excel' Publisher etc for £84.60 incl. vat. This is composed of £23.5 incl. vat for the disc and £61.10 incl. vat for the licence. For any other computer/laptop you only need to purchase additional licences as they can use the same disc. (I recommend this for updating computers with out of date software.) This service is available from:

Citnexus, Suite F18, The Old Convent, Beeches Green, Stroud, GL5 4A on 0845 338 5 339. www.citnexus.co.uk

Do call them to arrange rather than using the web site. They are very helpful.

NOTE: On SongPro, if the updates have been done, under Help there are Tutorials which are Flash Media videos

Bill Upchurch October 2008

Tel: 01895 624 774 email: bill@llmedia.com