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SONGPRO ADD SONGS EN MASS

The following is a quick start for trying the software out or preparing for a convention when you are short of time.
ALSO when first using SongPro

Convert your existing list of songs into text only by 'Save As' and change file type to 'Plain Text'. Come out of Word and go back into Word by showing 'All Files'. Highlight the first line of the song. Press and hold Ctrl key then press the C key. Press home, do return and do up arrow key. Type #T. Do return, Press and hold Ctrl key and then press V key. Do return and type #1 (First verse) or #C (for chorus) etc. At the end of the song, type #E. Leave no gap and do #T for the next song etc.

On SongPro do file and import normal.
(If you have problems importing the converted text then save it back from text only to Word format so you can use Show/Hide to see if a tab or a space was put in by mistake. Show / Hide symbol has two vertical lines with a left facing black filled in P.

SongPro backup and transfer instructions

- 1 If many songs are added it is wise to do File, Save Database onto a memory stick and load it on another computer.***

The licence of SongPro covers one laptop/pc (machine) for live use and another for preparation. This is particularly useful where the laptop is being used elsewhere during the week and brought along shortly before the service starts. It is therefore necessary that both machines have the

same song database and pictures/media files for the song plan to work when it is restored on the live machine. Also any PowerPoint that is created on the preparation machine will need to be transferred as well.

- 1 Having created the plan do File, Save Service Plan. I put the file name as the date such as 20-01-07am. Use – and not /.
- 2 Then do File, Save Service Plan As and choose the memory stick as the target. Do this with the Songs Database and PowerPoint. You will need to give the database a name and I use the current date. Regarding pictures and media files if there are as many as it may be worth as an idea to first create a folder on SongPro file system with the Title New and the data before putting them in the relevant places on SongPro. Then it is easy to save this folder on the memory stick so all the pictures/media files are on the memory stick without leaving one off by mistake.
- 3 On the live machine do File, Open Database and then then do File Save Database and find the SongPro folder on the Hard Drive. (With the database you have to give it a file name again)

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

- 4 Do the same with all other files by doing open, find the memory stick and then do save as. With PowerPoint I save it onto My Documents ready for the doing the Add of PowerPoint of the SongPro functions.

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