

VerseVIEW 5 – Song Management

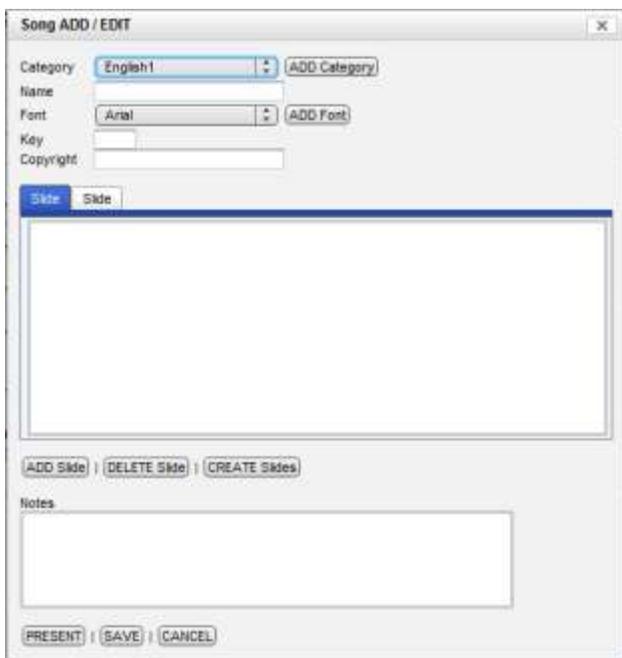
1/24/2011

Adding Songs

1. Launch VerseVIEW 5
2. Select **Song > New** from the menu.



3. The Song ADD / EDIT window will appear

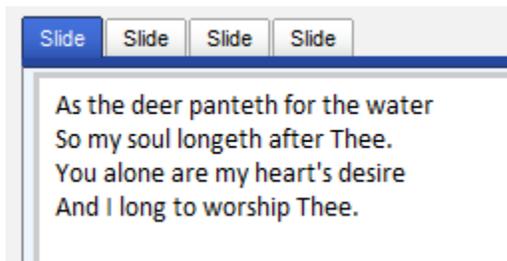


4. Select the Category if the desired category exists.
 - a. Or click ADD Category and enter a new Category name and click OK



5. Enter a name for the Song
6. Choose a font for the Song lyrics.

- a. Or click ADD Font and enter a new Font name and click OK
 - b. Note that the new Font has to be installed on that computer system. If this font is not installed, close VerseVIEW and install the specific font first.
7. Enter the music Key for the song
 8. Enter the author of the song or the copyright owner of the song
 9. Enter the lyrics of the songs. There are two ways:
 - a. METHOD 1: Enter slide by slide by using the slide tab and ADD/DELETE slides buttons.



- b. METHOD 2:
 - i. Click CREATE Slides button
 - ii. Enter the full text of the song.
 - iii. Add two blank lines to mark the beginning of a new slide
 - iv. Click GENERATE to automatically create slides



10. Enter any notes for the Song lyrics
11. Click SAVE to save to the Song Database
12. Click PRESENT to present instantly
13. Click CANCEL to quit from the ADD songs mode.
14. Click X on the top right to quit without confirmation.

Editing Songs

1. Select a song from the song list
2. Click Song > Edit from the menu
3. Edit the song similar to the steps for adding NEW songs.
4. Click SAVE to update the song database.

Deleting Songs

1. Select a Song from the song list
2. Click Song > Delete > Delete Selected Song to delete a specific song
3. Click Song > Delete > Delete Song Category to delete all songs in the selected category.
 - a. Note that _ALL category cannot be deleted.

Export / Import of Song Database

1. Click Song > Export or Import menu to save and load database in DB or XML format.

-- More details will be added later.