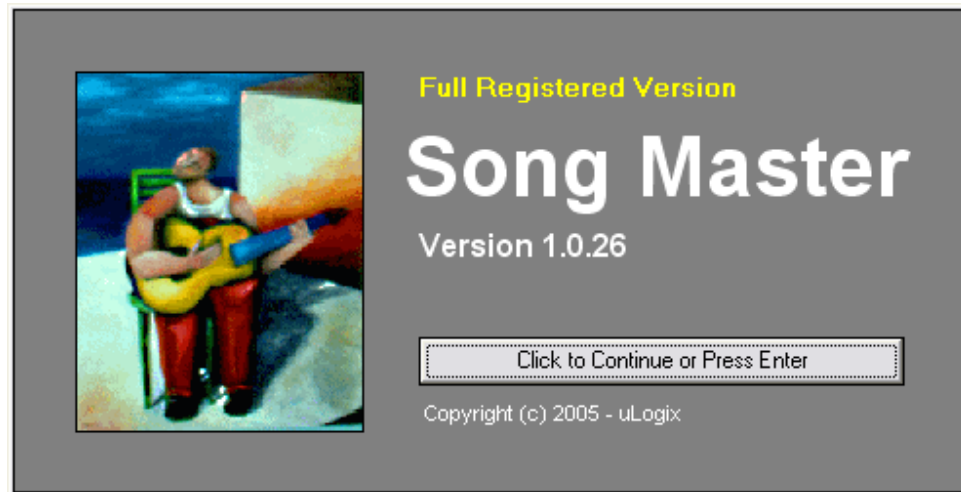


# User Manual

SONG MASTER v 1.0



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## INTRODUCTION

### What is Song Master?

Song Master is a simple to use program designed to manage music songs and performance scripts on a computer thus eliminating the need for the use of paper documents. You can use Song Master for live performances where all performers can use a computer screen or multiple screens to view the information.

### Features

- Unlimited number of song databases
- Create song lists for quick retrieval during performances
- Import songs from existing databases
- Export songs to RTF and TXT files, and MS Access Database
- Write both words and chords in songs
- Transpose chords in songs
- Print songs and song lists for karaoke, assemblies, hymns etc
- Multi-colour, multi font song display
- Display songs with projector, single display, or multiple displays
- Split songs into two columns for better use of display space
- Song Style Filter allows you to view songs in the selected music style
- Alphabetic Filter allows you to view songs beginning with the selected letter
- Songs saved as MS Access database for easy access

### Minimum System Requirements

- Microsoft Windows 98, 2000, XP
- Pentium III or higher
- 256 MB RAM
- 15 MB Hard Disk space
- 800 x 600 screen resolution (Recommended 1024 x 768 or higher)
- VGA output on Laptop for external display(s)
- Keyboard and Mouse

### Installation from CD

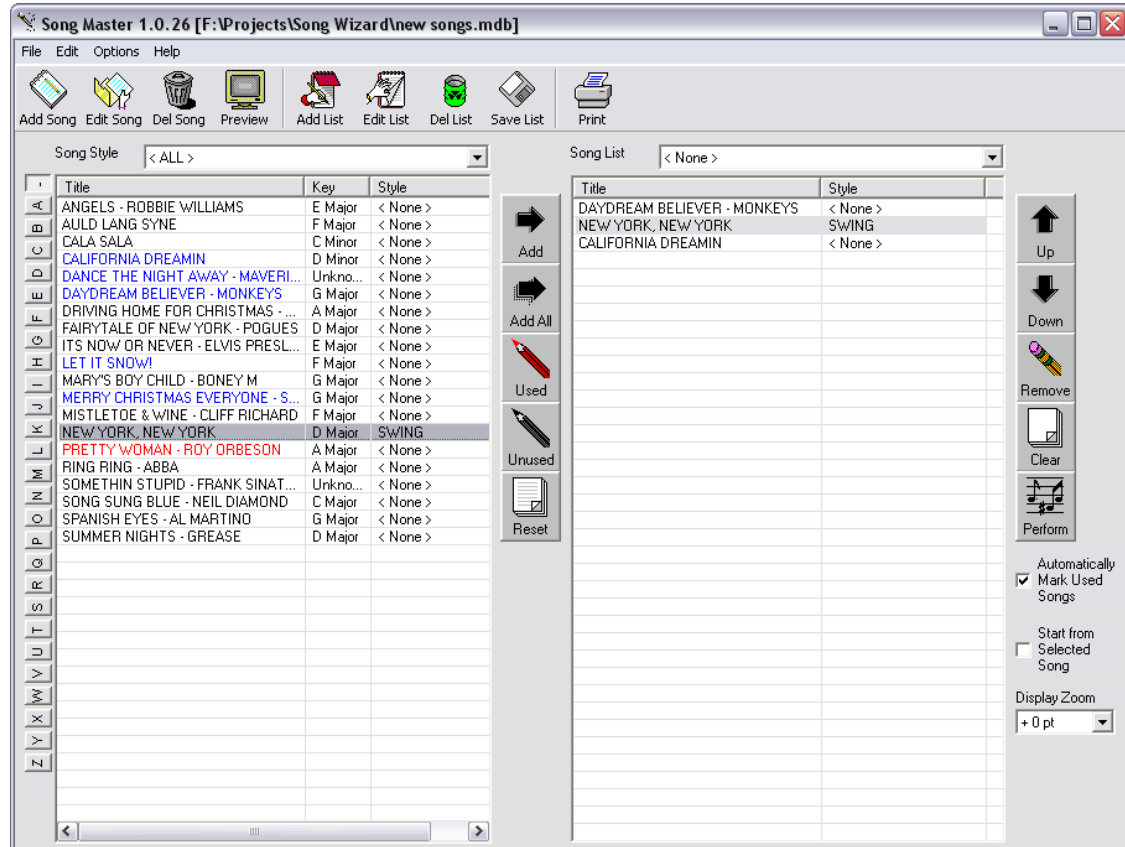
1. Insert CD. Setup should automatically start. If not, run **setup.exe** from CD.
2. Follow the on-screen prompts to install Song Master.

### Installation from Internet Download

1. After downloading the ZIP file from the internet, use WinZip or suitable program to extract the files.
2. Follow the instructions for installation from CD as above.

## OVERVIEW

Below is the main screen you will see when using Song Master –



The left column lists all the songs stored in the song database. The right column lists all the songs in your current song list.

When you create a song, you add it to the song database. This forms the complete pool of songs from which you can create song lists for use during a performance.

Performing the song list will display all the songs in the order specified in the song list. You can save a song list for future use so that you don't need to build that song list again.

The song database shows the songs in 3 colours:

- Black:** Song not yet used at all
- Blue:** Song has been added to the song list
- Red:** Song has been performed

You can preview a single song from the song database to see what it looks like on screen. Songs from the song list cannot be previewed, but can be viewed normally during the performance of the song list.

## ADDING AND EDITING SONGS

### Adding a New Song

To add a new song to the song database, click on the Add Song button. The following screen will appear:

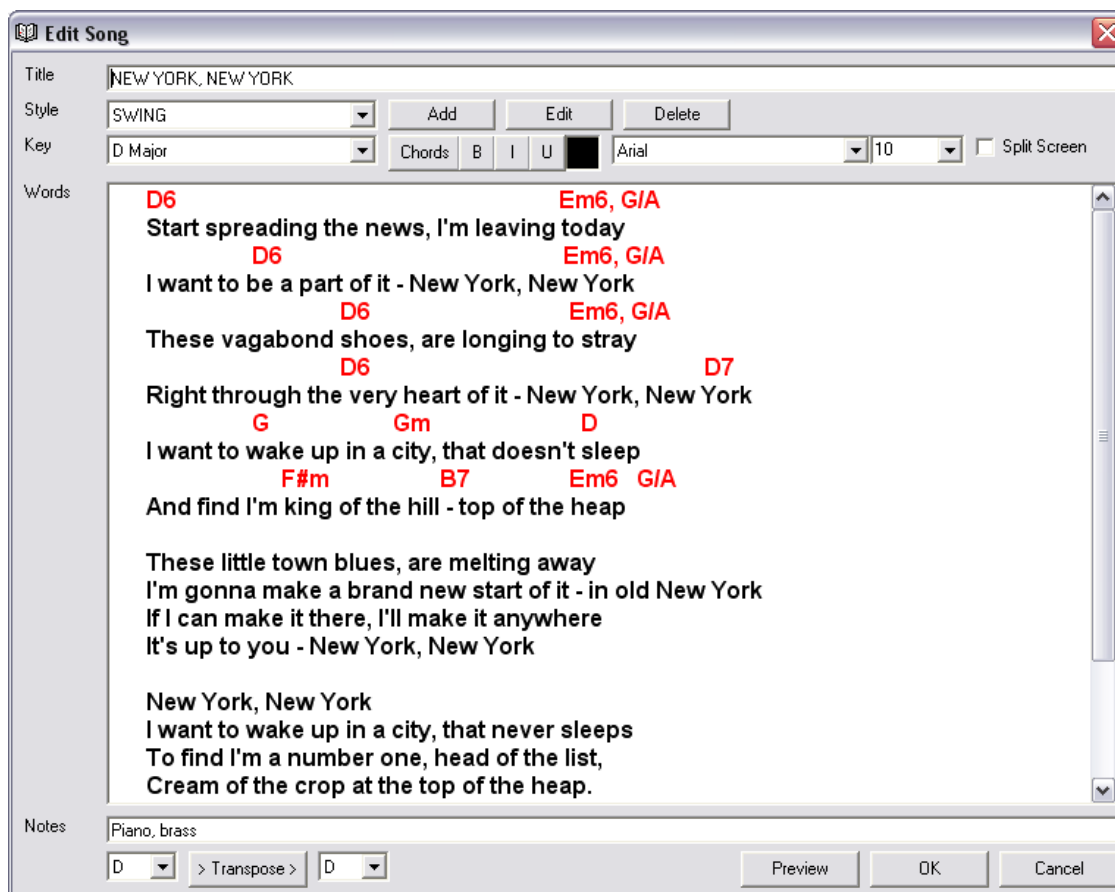
1. Enter the **title** of the song.
2. Select the **style** of the song. You can add, edit and delete song styles here too by clicking **Add**, **Edit** or **Delete**.
3. Select the **key** that the song is to be performed in.
4. Enter the **words** and **chords**.
5. Enter any **notes** you want to write about the song.
6. You can click on **Preview** to see what the song will look like when displayed. Click **OK** to save the song. Click **Cancel** if you do not want to save the song.

When writing chords, click the Chords button. This will change the colour of the font to allow you to enter recognizable chords. Chords are recognized by the **Transpose** feature. If you enter chords in a different colour font, the chords will not be affected by the transpose function.

- **Tip – You can toggle between Chords and Words by pressing F5.**

## Editing a Song

To edit a song, select the song you wish to edit from the song database list and click on the Edit Song button. The following screen will appear:



You can change all the information on this screen in the same way as when you create a new song. Once you have made the changes, click OK to save the song.

## Editing the Song Words in the Words window

You can change the font by selecting it from the drop down box of fonts. All the fonts installed on your computer are listed.

Change the font size by selecting the font size from the drop down box of font sizes. You can also manually enter the font size.

Click **B** to toggle the **Bold** function on and off.

Click **I** to toggle the **Italics** function on and off.

Click **U** to toggle the **Underline** function on and off.

## Entering Chords

You can enter chords using the normal chromatic scale, CDEFGABC and all the flat and sharp derivatives. **Chords should be entered CAPITALS** in the Chord colour, which is red by default. You can select the Chord colour by clicking on the Chords button or by pressing F5. Here are some examples of chords –

F sharp minor = **F#m**  
G Major seventh = **G7**

You can also mix chord descriptions such as **Am6 on D** and the Transpose function will automatically detect what to change if required.

Entering chords is very flexible and you can pretty much write what you like. However, you must enter the key in capital letters if you want the transpose function to work.

## Transposing Chords

To transpose a song from one key to another, do the following:

1. Select the current key that the song is in using the list to the left of the Transpose button.
2. Select the new key you want to transpose to using the list to the right of the Transpose button.
3. Click Transpose.

The song will be scanned for all chords in the chord colour (red by default) and transpose them up or down to the new key. Use # and b to signify sharp and flat. Other notation such as m an M for minor and major chords are ignored.

## Copy and Paste

You can copy and paste selected text as you can in any other word processing program.

To copy text, highlight the selected text and press Ctrl C on the keyboard.

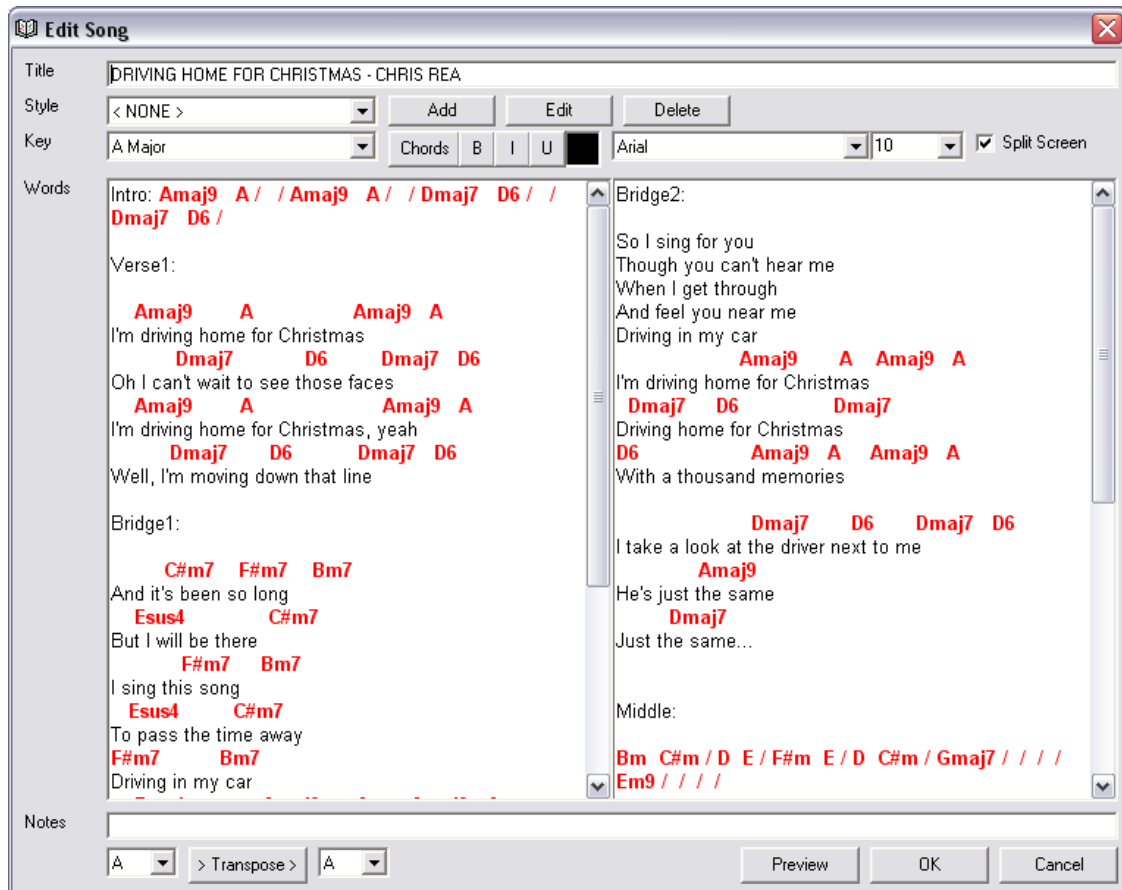
To paste text, click the mouse where you want to paste the text and press Ctrl V on the keyboard.

## Changing a Selection of text

To change a selection of text, such as changing the font, simple highlight the text you want to change, then click on the Font drop down box and select the new font. You can do the same for all the other font functions such as bold, italics etc.

## Split Screen

This feature allows you to split the screen into two columns. To split the screen, click the **Split Screen** tick box. The screen will look like this:



Normally a song will take up the left hand side of the display when you view it. The split screen feature is very useful if you have a very long song because it allows you to utilize the right hand side of the display to view the song. This means you don't have to scroll down the display during a performance to view the whole song.

When editing the words and chords in the right hand column, the same functions apply as in the single screen mode, so you can apply the various fonts, colours to both columns in exactly the same way.

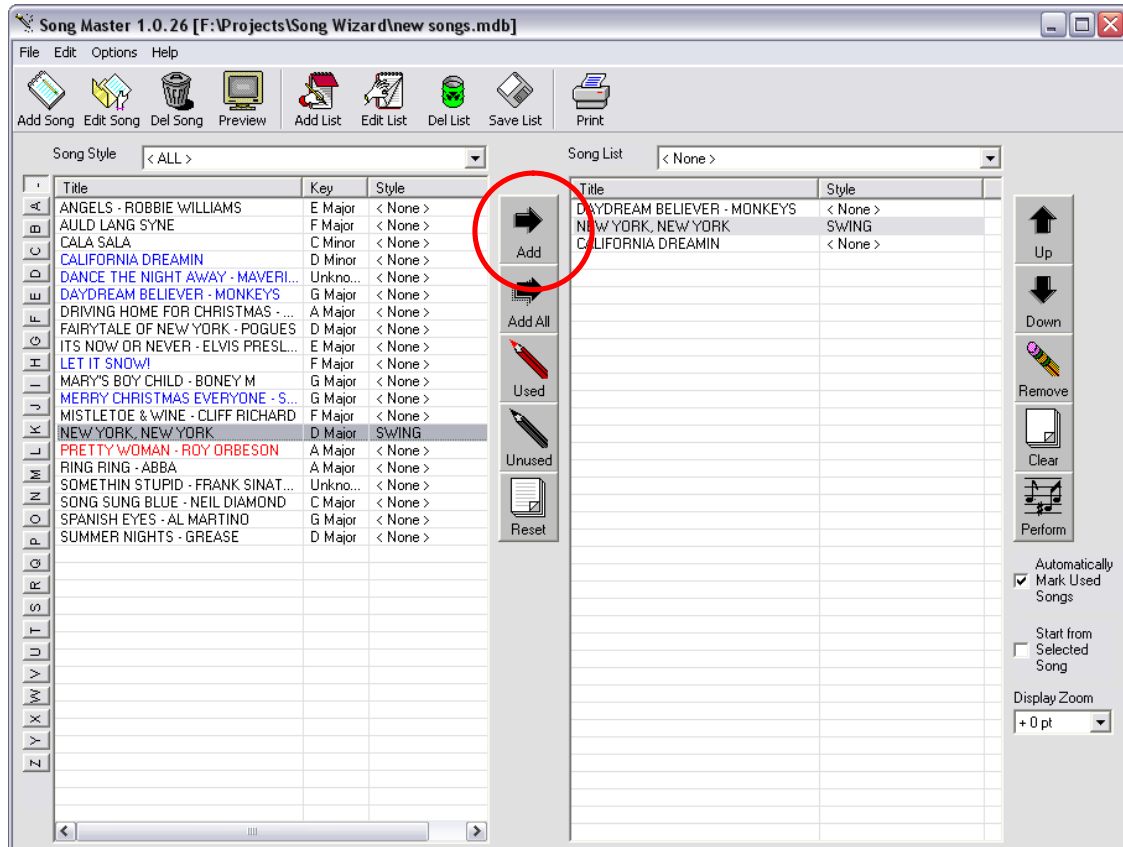
When you save a song in Split Screen, it will always display and edit in split screen, so this setting is always remembered until you turn off the split screen for that song.



## BUILDING AND PERFORMING A SONG LIST

### Adding Songs to the Song List

In the main screen you can select the songs from the song database to add to the song list:



To add a song to the song list, do the following steps:

1. Select the song from the song database on the left.
2. Click on the **Add** button (with the black arrow).

The song will appear in the song list on the right. The song will also change colour to blue in the left list indicating that it has been added.

You can also add a song to the song list by double clicking the song in the song database on the left.

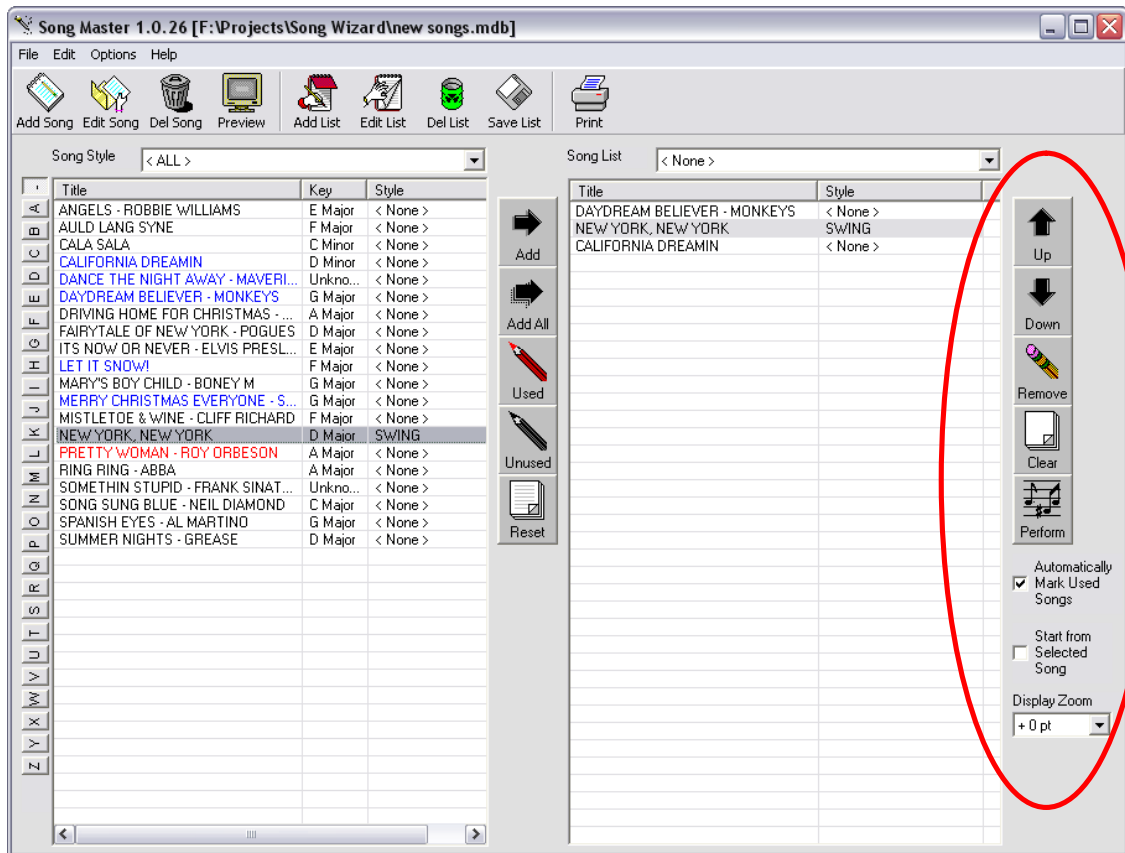
You can also add multiple songs by selecting a number of songs with the mouse and then clicking the **Add** button.

Click **Add All** will add all the songs from the song database to the song list.

Click **Used** or **Unused** to manually mark the songs as used or unused.

Click **Reset** to reset the song colours back to black if you wish to start again.

## Manipulating the Song List



Before you perform the songs in the song list you can manipulate them.

To move selected songs up and down the list:

1. Selected the song(s) you wish to move.
2. Click **Up** or **Down** to move the selected song(s) up or down the list.

To remove a song from the song list:

1. Select the song(s) you wish to remove from the song list.
2. Click **Remove** to remove the selected song(s).

Note that this action does not delete the song from the database. It only removes it from the song list.

To clear all the songs from the song list, click **Clear**.

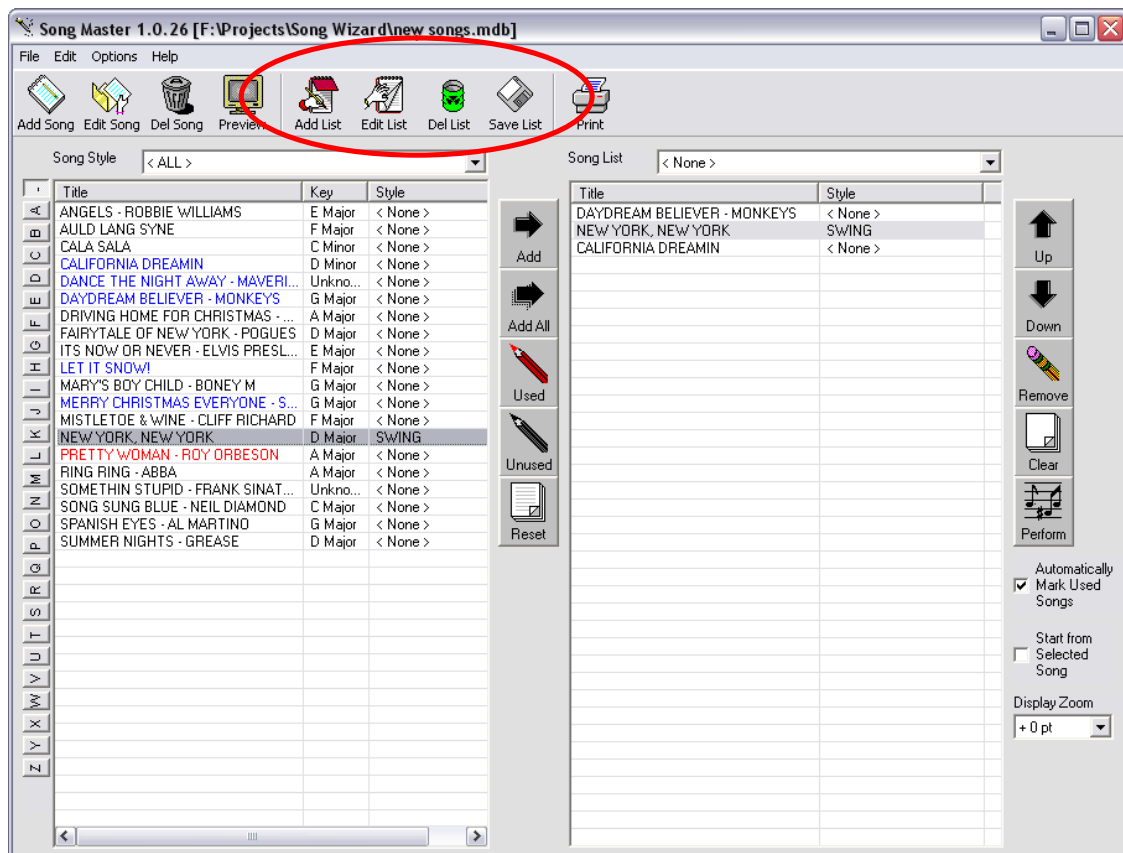
To perform the songs in the song list, click **Perform**.

Click **Automatically Mark Used Songs** to mark songs as used once performed.

To perform from a selected song, click **Start from Selected Song**.

To enlarge the fonts during the performance, select the **Display Zoom** factor from the drop down box.

## Saving, Editing and Deleting a Song List



To save the songs in a song list:

1. Click **Save List**.
2. If there is no song list selected, select **Yes** to create a new song list name.
3. Enter the name of the song list.
4. Click **OK** to save the list.

To edit the name of the song list:

1. Select the song list you wish to edit.
2. Click **Edit List**.
3. Change the name of the song list.
4. Click **OK** to save the new name.

To delete a song list:

1. Select the song list you wish to delete.
2. Click **Del List**.
3. Confirm by click **Yes**.

To retrieve a song list, simply select the name of a song list from the drop down box. The songs will appear in the order they were saved.

## Performing Songs in the Song List

To perform the songs in the song list, simply click Perform. You will see the following Song View screen appear:

**Song View**

**DRIVING HOME FOR CHRISTMAS - CHRIS REA (in A Major - <None> style)** 21:53:40

Intro: **Amaj9** A / / **Amaj9** A / / **Dmaj7** D6 / / **Dmaj7** D6 /

Verse1:

**Amaj9** A **Amaj9** A  
I'm driving home for Christmas  
**Dmaj7** D6 **Dmaj7** D6  
Oh I can't wait to see those faces  
**Amaj9** A **Amaj9** A  
I'm driving home for Christmas, yeah  
**Dmaj7** D6 **Dmaj7** D6  
Well, I'm moving down that line

Bridge1:

**C#m7** **F#m7** **Bm7**  
And it's been so long  
**Esus4** **C#m7**  
But I will be there  
**F#m7** **Bm7**  
I sing this song  
**Esus4** **C#m7**  
To pass the time away  
**F#m7** **Bm7**  
Driving in my car  
**Esus4** **Amaj9** A **Amaj9** A  
I'm driving home for Christmas

Verse2:

**Dmaj7** D6 **Dmaj7** D6  
It's gonna take some time but I'll get there  
(Chords continue as in Verse1)  
Top to toe in tailbacks  
Oh I got red lights all around  
But soon there'll be a freeway  
Get my feet on holy ground

Bridge2:

So I sing for you  
Though you can't hear me  
When I get through  
And feel you near me  
Driving in my car **Amaj9** A **Amaj9** A  
I'm driving home for Christmas  
**Dmaj7** D6 **Dmaj7**  
Driving home for Christmas  
D6 **Amaj9** A **Amaj9** A  
With a thousand memories  
**Dmaj7** D6 **Dmaj7** D6  
I take a look at the driver next to me  
**Amaj9**  
He's just the same  
**Dmaj7**  
Just the same...

Middle:

**Bm** **C#m** / D E / **F#m** E / D **C#m** / **Gmaj7** / / / **Em9** / / /

Verse3:

(Chords like in Verse2)  
Top to toe in tailbacks  
Oh I got red lights all around  
But soon there'll be a freeway  
Get my feet on holy ground

Bridge3:

(Like Bridge2)  
So I sing for you  
Though you can't hear me  
When I get through  
And feel you near me  
Driving in my car  
I'm driving home for Christmas  
I take a look at the driver next to me  
He's just the same  
Just the same...

Notes:  
Next Song: None

Close

This is the screen you will use to perform the songs and is displayed in full screen mode. This is why a clock is shown in the top right because the system clock is not visible.

The button on the bottom right of the screen will either show Close, Next, or a 10 second countdown.

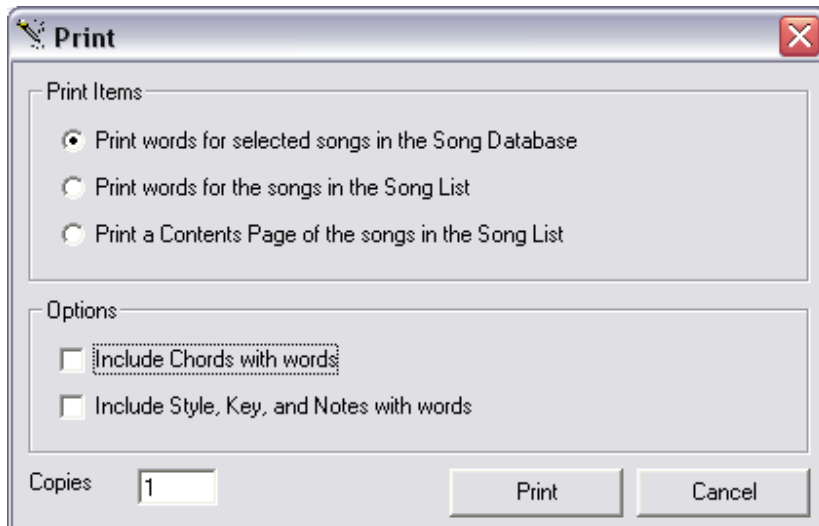
To move to the next song, simply press Enter on the keyboard or click Next.

During the 10 second countdown, you can skip to the next song and the song you skipped will not be marked as used. To skip a song, press Enter during the 10 second countdown. After 10 seconds, the button shows Next. At this point, moving to the next song will mark the current song as being used.

When all the songs have been displayed, the button will show Close. Clicking on Close will return you to the main screen and the song list will be clear. If you want to exit the performance screen before all the songs have been displayed, press Escape on the keyboard to return to the main screen. The song list will remain.

## PRINTING SONGS

To print songs, in the main screen either click the **Print** button, or click on the **File** menu and select **Print**. The following screen will appear. Select one of the options, enter the number of copies and click **Print**.



### Printing Songs from the Song Database

1. Select the songs you wish to print from the Song Database.
2. Click **Print**.
3. Select the **first** option in the Print Items options.
4. Tick the Options boxes if you want to include chords, style, key and notes.
5. Enter the number of copies to print.
6. Click **Print**.

### Printing Songs from a Song List

1. Build a song list, or select an existing song list.
2. Click **Print**.
3. Select the **second** option in the Print Items options.
4. Tick the Options boxes if you want to include chords, style, key and notes.
5. Enter the number of copies to print.
6. Click **Print**.

### Printing a Song List Contents Page

1. Build a song list, or select an existing song list.
2. Click **Print**.
3. Select the **third** option in the Print Items options.
4. Click **Print**.

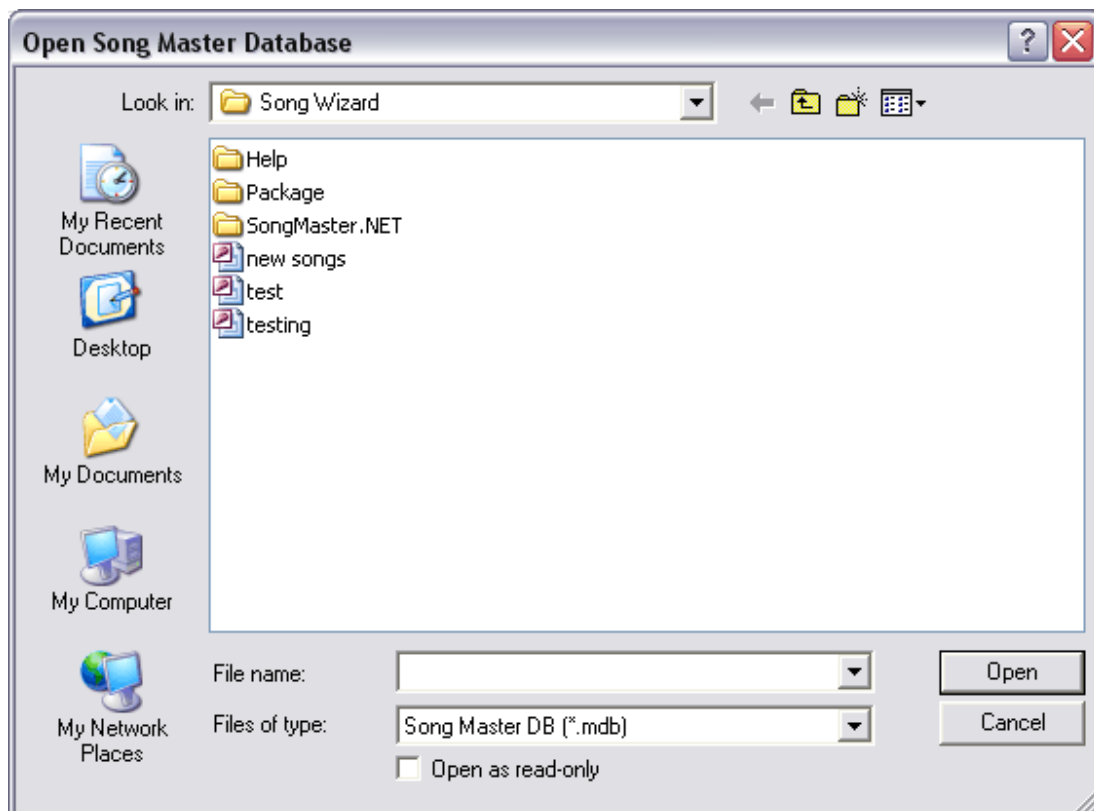
Click **Cancel** if you do not want to proceed with printing.

## MANAGING SONG DATABASES

You can create as many song databases as you like in Song Master and open them at any time. By default Song Master comes with a blank database but you can create new ones, and open existing ones even if created by someone else. This way you can share song databases.

### Opening a Song Database

From the main screen, click **File, Open Database**. The following screen will appear:



Click on the database you wish to open, then click **Open**. Only databases created by Song Master can be opened. These databases are standard MS Access database so you can also open them in MS Access.

**Note** - The screen above is the standard file opening screen in Windows XP. Other Windows operating systems may show a different screen.

### Creating a New Song Database

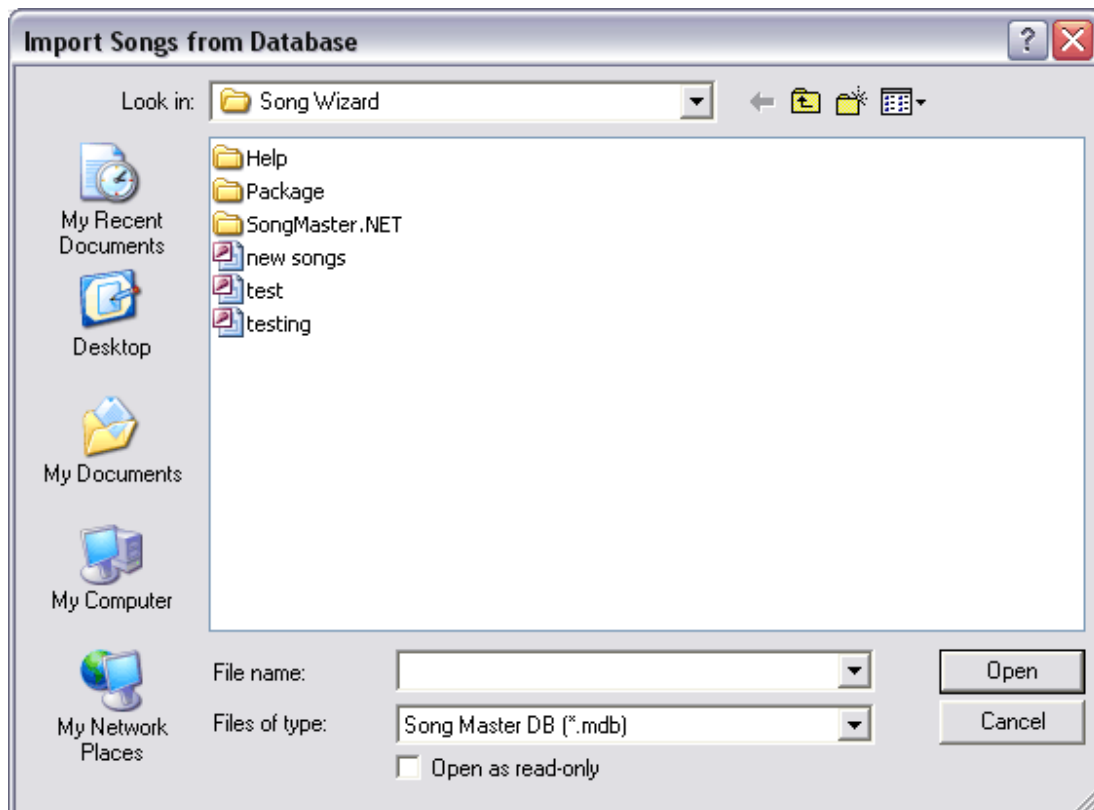
From the main screen, click **File, New Database**. A small screen will appear asking you to enter the name of the new database. Enter the name of the database and click **OK**. A new blank song database will be created.

## IMPORTING AND EXPORTING SONGS

Songs can be imported and exported allowing even greater flexibility in using Song Master for other purposes and also when managing existing databases.

### Importing Songs from another Song Database

You can import songs from another song database into the song database currently open. To do this, from the main screen click **File, Import Songs**. The following screen will appear:



This screen is similar to the Open Database screen. Simply select the song database from which you want to import songs and click **Open**.

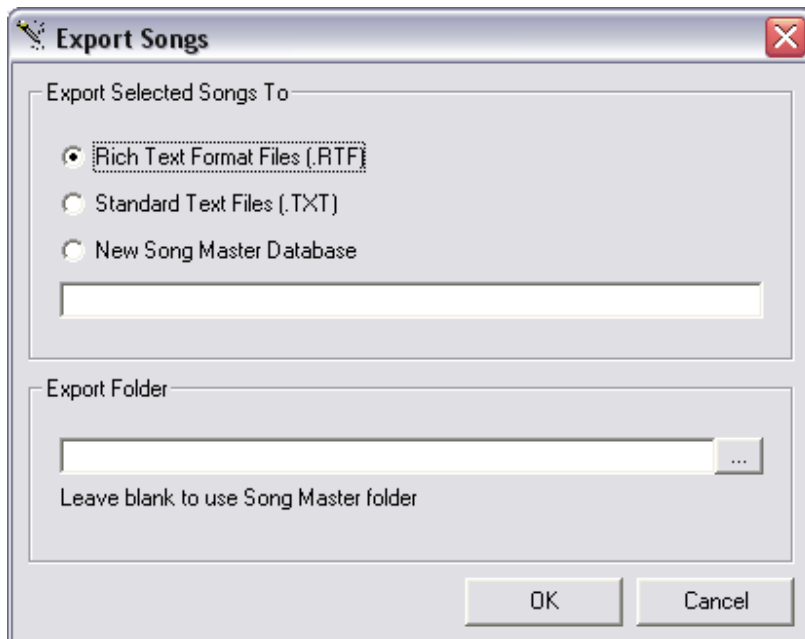
The songs from that database will be imported and added to the song database you are currently using. Importing songs that already exist will result in duplicate songs.

**Note** - Songs can only be imported from databases created in Song Master.

## Exporting Songs

Songs can be exported to an RTF File (Rich Text Format), a TXT File (Plain Text File), or a blank Song Master database.

To export songs, from the main screen click **File, Export Songs**. The following screen will appear:



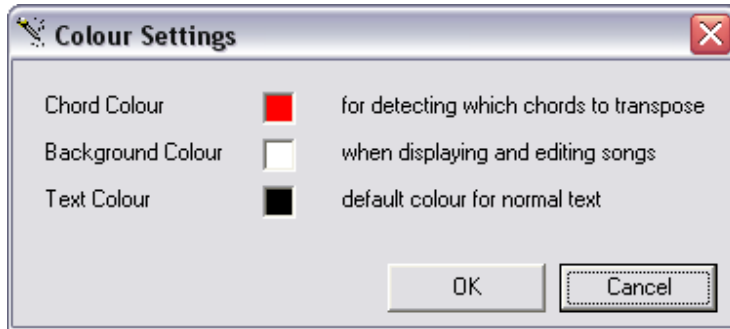
1. **Select the type of file you want export to, ie RTF, TXT, or new database.**
2. **Select an optional export folder. If you leave this blank, the export file will be created in the same folder that Song Master was installed.**
3. **Click OK.**



## OPTIONS

### Changing Colour Settings

From the main screen click **Options, Colour Settings**. The following screen will appear:



Click on the colour box, then select the colour of your choice and click **OK**. Then click **OK**.

**Chord Colour** = Colour of the chords which will be detected for **transposing keys**.

**Background Colour** = Colour of the background when displaying and editing songs.

**Text Colour** = Colour of the normal text for song words.