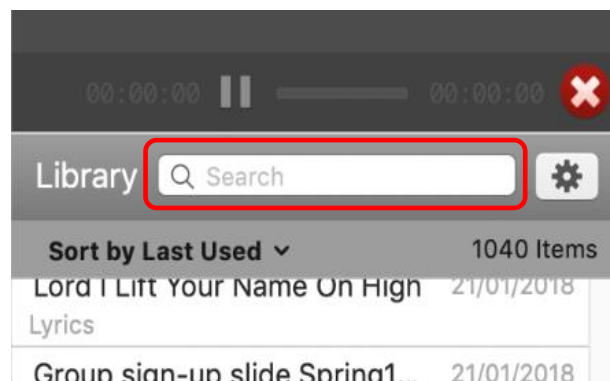# How-to: Add Songs to the Playlist

Introduction

The worship leader should usually send a song list to the projectionist at some point in the week before the service. If no song list is sent, then the projectionist may be able to identify some of the songs when the band plays through them before the service. In either case the projectionist should aim to add as many songs as possible to the playlist before the 9:45 briefing.

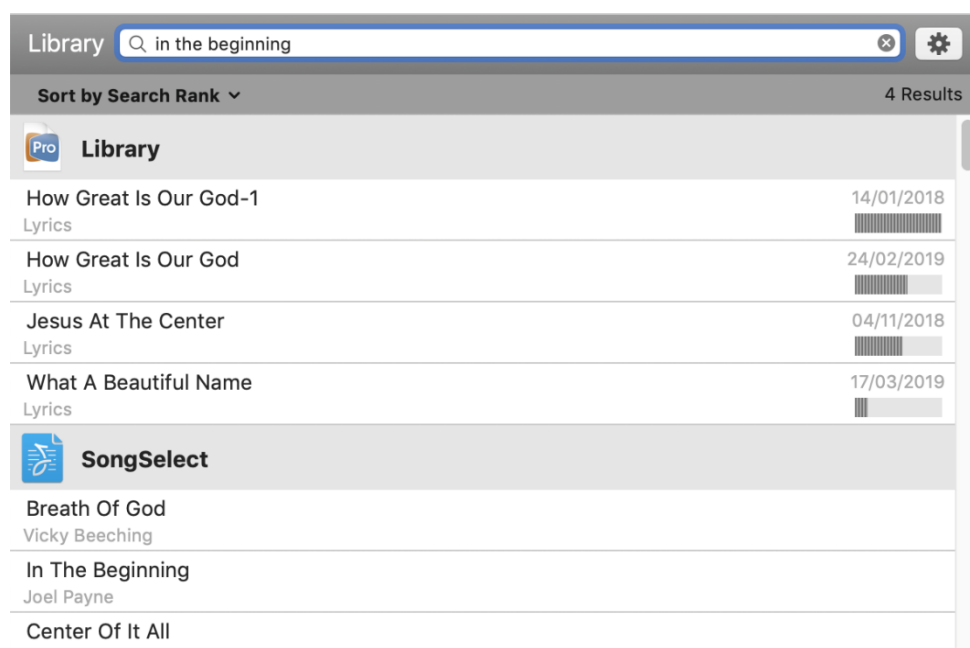The process for adding songs is given in the sections below.

Step 1: Find the Song

Songs can be found using the search box on the left side of the ProPresenter window, beneath the live image, shown in the red box below.

Any line from the song may be used to search for it.

Matching songs will appear in two lists below the search box as shown in the image below. Songs in the local library will appear first under the word "Library". Songs which are not available in the local library but are available from a remote database appear in a second list under the word "SongSelect".
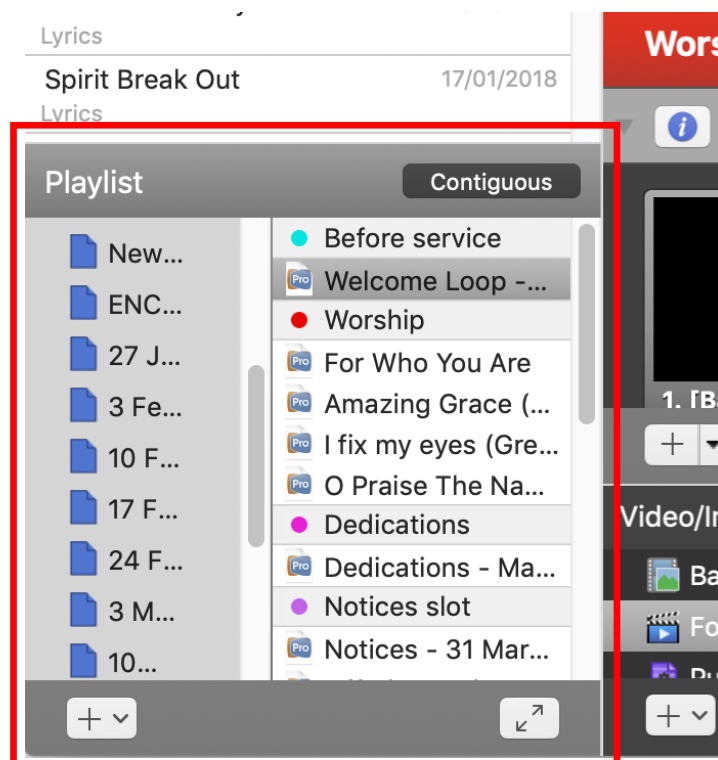
Only songs from the local library (i.e. songs which appear in the first list under the word "Library") should be used. This library should include the entire list of songs available to worship leaders to select from.

Avoid adding songs from the "SongSelect" list whenever possible. Songs from this list are likely to be formatted incorrectly (in many cases some of the lyrics will not be visible on the screen when the song is projected). Often the lyrics are slightly different from those usually used at King's, in some cases entire verses may be missing, or extra verses included.

Step 2: Add to Playlist

To add the song to the playlist right-click the title and select "Add to Playlist" from the dropdown menu which appears. The song will then appear in the "Playlist", which appears under the search results list (see below).
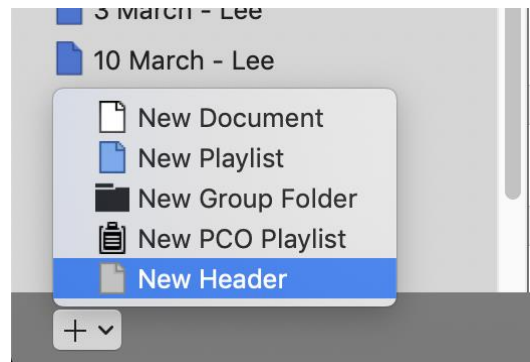

Step 3: Order the Playlist

Arranging songs in the order that they will be used during the service makes it easier to display them correctly.

Songs can be dragged and dropped into the correct order within the Playlist. Note that, during their play through before the service, the worship band will not usually play songs in the same order as during the service. Always check the song order with the worship leader.

Step 4: Playlist headers

It can be helpful to create playlist headers to clearly identify different sections of the service. For instance, this may help identify which songs will be used during the main worship session and which will be used during the 'response' at the end of the service.

Headers may be added using the dropdown menu on the very bottom left of the ProPresenter window (shown below).

Select 'New Header' and give the header a name and colour.

An example of a playlist with headers is shown below.