



# Songbase

## User Guide

Version 3.2.0



# Songbase User Guide

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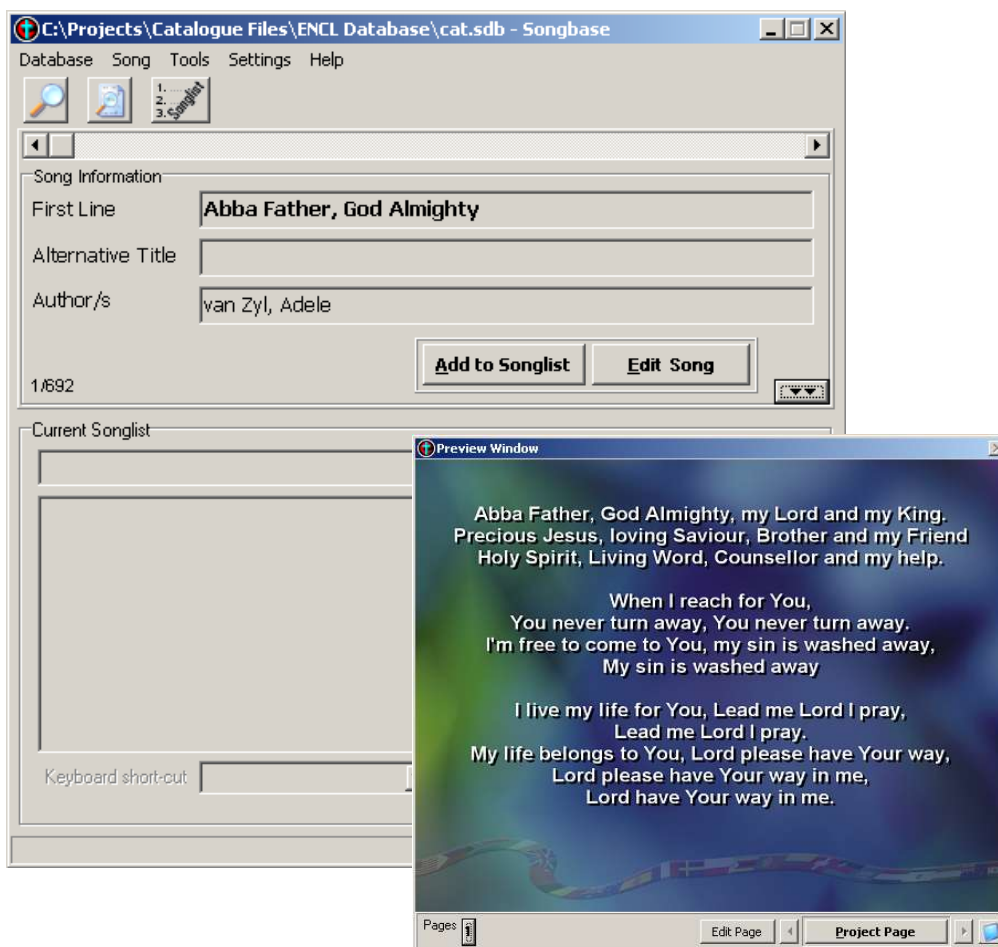


# Introduction

Songbase is an application for use in churches. It provides a way of storing information about songs – their authors, copyright and photocopying information, basic musical information, and the lyrics to the song.

Songbase then allows you to display song lyrics, and by entering a 'songlist' allows you to project all of the words for the songs in a church service or other event.

It also keeps track of which songs have been projected on OHP, printed, recorded, or photocopied, and produces the necessary reports for CCLI, making it a complete solution for projection and copyright management of praise and worship songs.





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# Overview

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## For copyright administration

- Songbase comes loaded with a large database of songs; their titles, authors, copyright information and CCLI numbers.  
(users must ensure that they are in possession of the correct CCLI licenses for video projection of lyrics)
- Updates to this database will be made available over time, whilst also you can extend the database with any songs you wish to add yourself.
- Information is stored for each song, about whether it has been used for projection, photocopying, or recording, and at a push of a button, tables can be printed for the required CCLI song-usage survey.
- More detailed information about when music is photocopied can also be added, and the CCLI photocopying report printed just as easily.

## For use in church meetings

- The Songbase projection system allows you to produce words for every song, which you can print as an OHP slide, or project through a video projector, using our simple navigation system.
- The database updates we provide come complete with words ready for projection, covering a wide range of songs in common use.
- You can prepare and store song-lists before projection, as well as being able to search by title, or by any text while projecting.
- If you have a computer capable of 'dual-screen' operation, you are able to edit songs, or adding new items to songlists, or just follow the worship leader using 'preview' and 'live' monitor windows to prepare content before it is transferred onto the projector.

## For musicians and worship leaders

- For each song, information about the original key, the tempo, and particular themes are included for searching, or alternatively, search for any word or phrase in any of the songs in the database.
- Print songlists for musicians, and additionally include the key, with capo suggestion or transposition for instruments not keyed in C.

## For the church

- The administration of updating and providing printed song-books, or printing overhead slides can become a burden. If your church has an increasing number of songs in use, or an increasing number of worship leaders or musicians using or teaching songs, keeping track of songs in use, and making sure the words are available at the right time can become time-consuming.
- If you are in this situation, then we hope and believe that the investment in time required to learn Songbase will save you much more time as you use it in the future. We aim to provide a system that does all that you would expect it to, in a way you would find natural.



# Installation

In this section, we'll describe how to install Songbase.

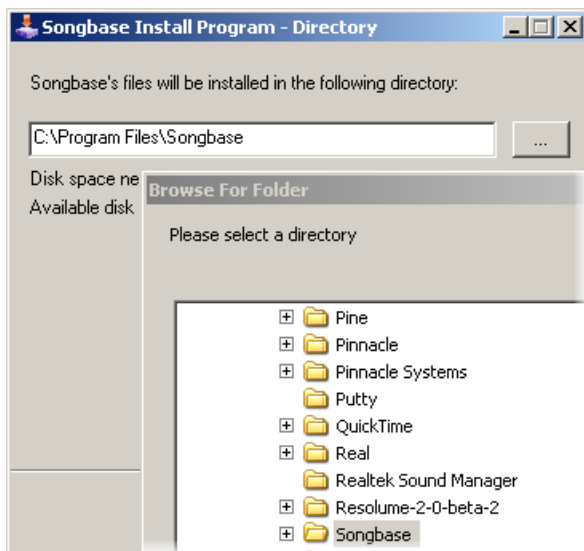
You will have downloaded an .exe file, this should generally be called something like 'Songbase-Setup-3.2.0.exe' and will look like this:



This contains the main Songbase application, initial configuration files and several 'system' components which are required.

To install Songbase, open the installer by double clicking on it

Select the directory you wish to install Songbase in



Then, provided that you have a appropriate, valid and currently active copyright licence (obtained from CCLI), you should then download a default catalogue file.

This can be obtained from Teapot Media, and will be a file with a name like:

Songbase-Cat-2007.01.01.zip

(the filename indicating the date the catalogue was most recently updated, in Year.Month.Day format)

This can be installed by simply unzipping the contents of the zipped folder into a suitable directory on your computer, such as the directory you previously installed the Songbase application into.

You are now ready to run Songbase (by double clicking on the Songbase shortcut on your the Start Menu)

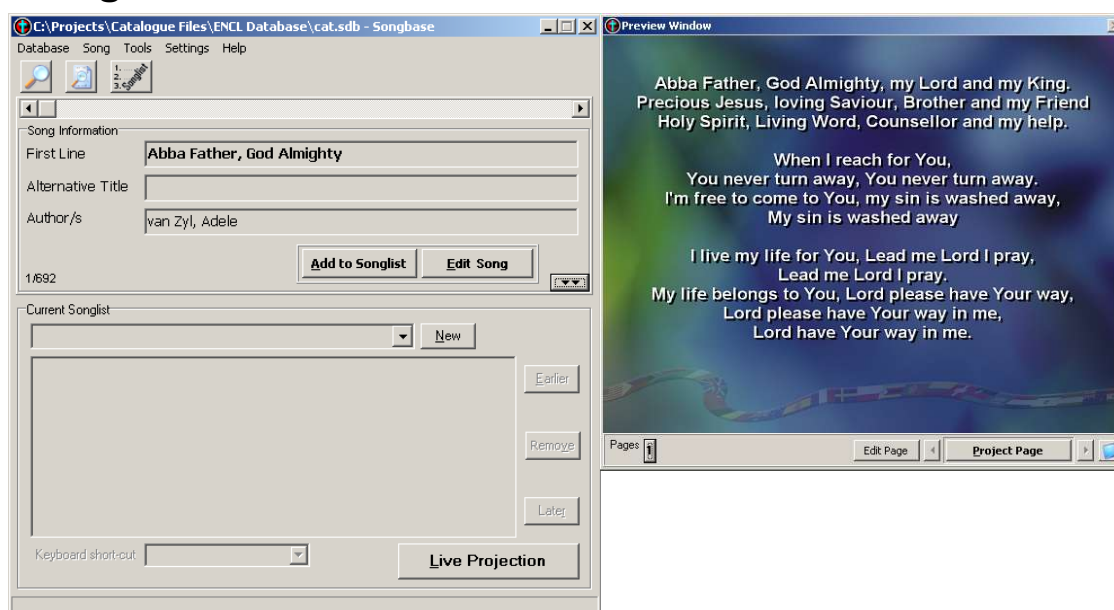




## A Quick Tour Of Songbase

Having installed Songbase, we'll now take a look around, and describe what you see the first time you run it; and how to get around.

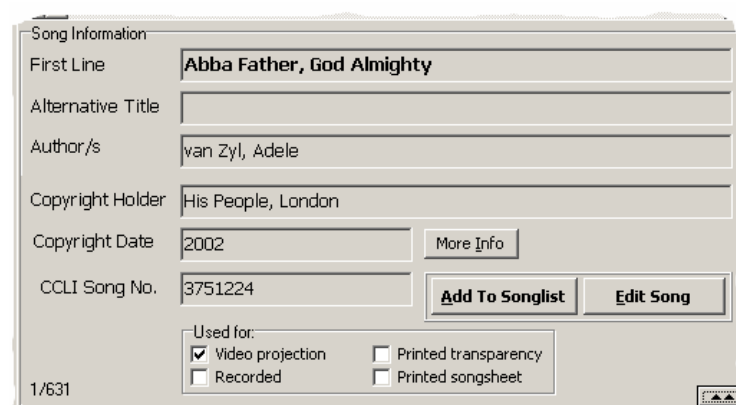
### Song Information



The first time you run Songbase, it will automatically load the default catalogue, and will look similar to the above screenshot. This page shows the basic information about a song – the title, author, copyright information, and the CCLI song number.



By clicking the down arrows (shown, left) the form expands to show the full copyright information for the currently selected song.



Here you can additionally see the Copyright Holder/Date and CCLI details associated with the song. You can also see that this song has been marked as having been used for an OHP slide, but has not yet been printed in songsheet form, or been recorded.



At the very top, you can see that the database we are looking at is found in 'C:\Program Files\Songbase\CAT.SDB' – which is the default database supplied with Songbase. We can create more databases, and move songs between them, as we'll see later.

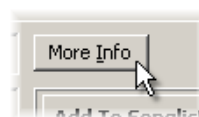
At the bottom left, we can see the total number of songs in the database, and the number of the song we are looking at, (in alphabetical order), so this is the 1<sup>st</sup> song alphabetically, of 631 in this database. Just above the song title, we see a scroll-bar.



Click the left mouse button on the left or right arrow symbol to view the previous, or next song in the database respectively. Alternatively, move the mouse pointer over the square block button between the arrows, hold down the left mouse button and drag the slider across the bar - releasing the mouse button to move to a different song quickly.

Later in this manual, we will also look at other ways to find songs within a catalogue file.

## Additional Song Information



Clicking on the 'More Info' button for a song will bring up the remainder of the information which is stored about a particular song. This can include information, such as where it can be photocopied from, the name of the tune used, musical arrangement details, etc... If the tick-box at the top is ticked, then the details of this song will be included when printing a CCLI Photocopying report, as we will describe later.

CCLI Song Survey reports use author names in the form 'Surname, First Name', but this format is not normal when displaying OHP slides. Therefore, the two copyright texts on this page can be customised by the user. Ticking the 'auto' box will cause Songbase to attempt to translate between the two formats automatically when you change entries on the 'Copyright Details' page.

The 'Other Notes' text can also be used for any other information associated with this song. (This and all other text fields that we've entered so far can be searched using the 'Text Search' feature).

You can also store additional, non-song related files in the Songbase database, such as PDF sheet music, pictures, etc.. - using the 'Multimedia Links' features on this page.

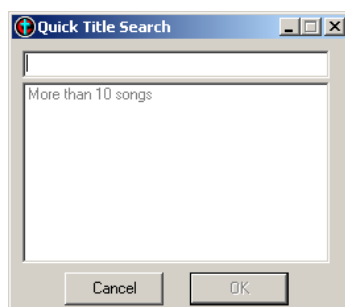


## Finding Songs by Titles

As mentioned earlier, songs *can* be selected from the Songbase catalogue by dragging the scroll bar at the top of the song information area. However, for the majority of the time, the user will normally want to view the information for a particular song for which they have a title, or a partial title. Thankfully, the 'Find Song by Title' function makes this easy!

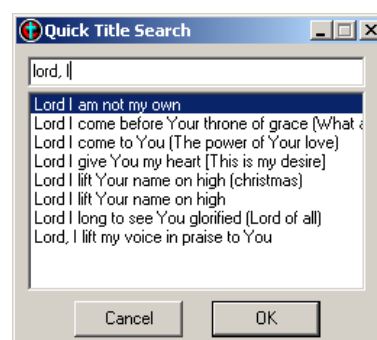


Click upon the 'Magnifying glass' icon at the top of the Songbase window, and the Title Search window will be displayed. This can also be achieved by selecting the 'Title Search' entry from the main menu, or by holding down the 'Ctrl' key on the keyboard and pressing 'T'.



With the text-search window open, you can now start typing the name of the song which you want to find. As you type, Songbase will attempt to work out which song you are looking for from the current database. This will be done by narrowing down the list of songs to those whose titles (or alternative titles) begin with the text that you have entered.

Once Songbase has narrowed the list down to ten different songs or less, the song names will be displayed in the lower section of the Search window. You can then choose the song from this list that you wish to select. This can be done by either using the cursor up and down keys to choose a song, and then pressing the Enter key, or by clicking upon the song with the mouse and then clicking the 'OK' button, or even by just double-clicking the song with the mouse.



Once this is done, the Title-Search window will close and Songbase will jump to the song selected. If the song you are looking for was not found in the current database, you should click 'Cancel' or press Escape on the keyboard to close the window and continue using Songbase – possibly doing a 'Text Search' (explained next) to see if – rather than the proper title of a song – the name for the song which you have been given actually just refers to a particular lyric within the song.



The 'Songlist' button – explained below - also uses the same 'Title Search' window, and works in the same manner.

## Finding Songs by Text

If the 'Title Search' button doesn't find the song which you were looking for, or if you can only recall a few words from – for example – the chorus of a song.

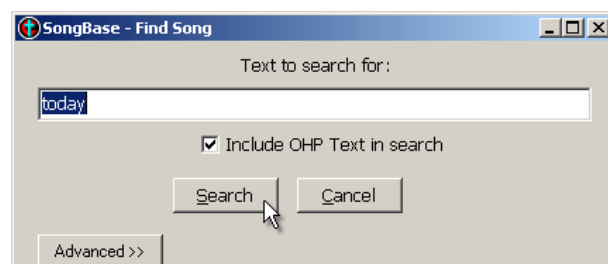




Then you can use the 'Text Search' window to find all occurrences of that phrase within the Songbase catalogue.



To access 'Text Search', click the second icon at the top of the Songbase window (a page, and magnifying glass) – hold 'Ctrl' and press 'F' on the keyboard, or select 'Find' from the main menu.



The 'Text Search' window will then be shown; enter the words you wish to search for in the first text box.

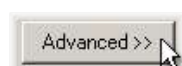
If you wish to include the lyrics of songs in your search, ensure that the 'Include OHP text in search' box is ticked.

Otherwise only the titles/authors/copyright details of the songs in the database will be searched. Once you have entered your search text, hit 'Enter' on the keyboard, or click the "Search" button to begin the search.

When you press the search button, the 'Search Results' window will appear. Then - as the search progresses - songs which match your search criteria will be added to it, causing the window to scroll if you get several matches.



Each line of the search results shows the title and author of the song, and (if lyrics were searched) the page of the song on which the search text was found, plus a sample of the particular line on which it was found (to aid in song identification). Once the search is complete, the title of the window will change to 'Search Complete...' and show the total number of results found. You can select any song found by using the cursor keys, or by clicking upon it with the mouse. You can then close the window by double-clicking the item, or pressing 'Enter' on the keyboard.



For musicians, the 'Text Search' window permits a number of additional, 'advanced' search criteria which you can get access to by clicking the 'Advanced >>' button at the base of that window. This allows you to select a tempo, musical key, or guitar-capo position and have the search system find songs which match the criteria.

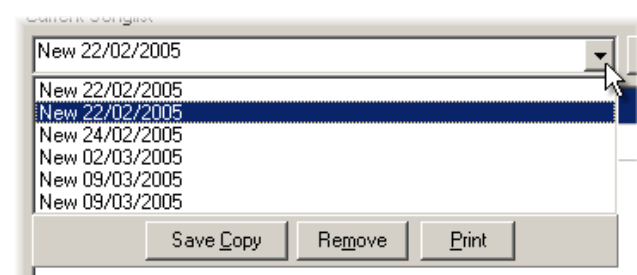


## Songlist Information

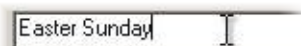
The lower half of the main Songbase window is labelled 'Current Songlist'. This section of the display allows the user to put together a running-order of songs for a particular projection instance, event or worship-time.



At the top of this area, there is a 'drop-down-box' which if you click on the down arrow to the right of it will display all previous songlists which you have entered – and will allow you to view any one of these existing songlists, and to copy, delete or print their contents out.



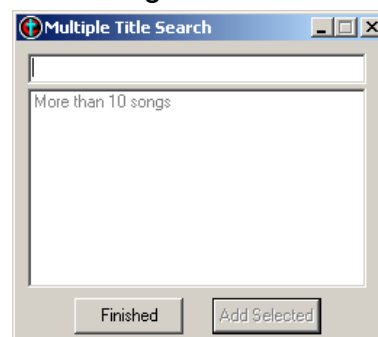
You can also click the 'New' button to create a new, blank songlist. At any point, you can also rename the current songlist by editing the name shown.



To add a song to a songlist, firstly select it using the 'Song Information' scroll bar at the top of the main Songbase window, or find it using Text Search or Title Search, as mentioned earlier. Then click the 'Add to Songlist' button below the song information, and the name of the selected song will appear in the songlist area.



You can also use the 'Songlist' button (next to the Title/Text search buttons) which works in the same way as the "Title Search" feature but automates the 'add to songlist' operation so enabling you to enter a whole songlist very quickly by typing in partial song titles, then using cursor-up, down and enter keys to select the song to add. (Press the Escape key, or click 'Finished' when you're done).



Whichever way you do it, once you have built up your songlist – you can move songs earlier or later in the projection order by selecting the song you want to move and using the 'Earlier' and 'Later' buttons to move it. Or the 'Remove' button to take it out of the order entirely.



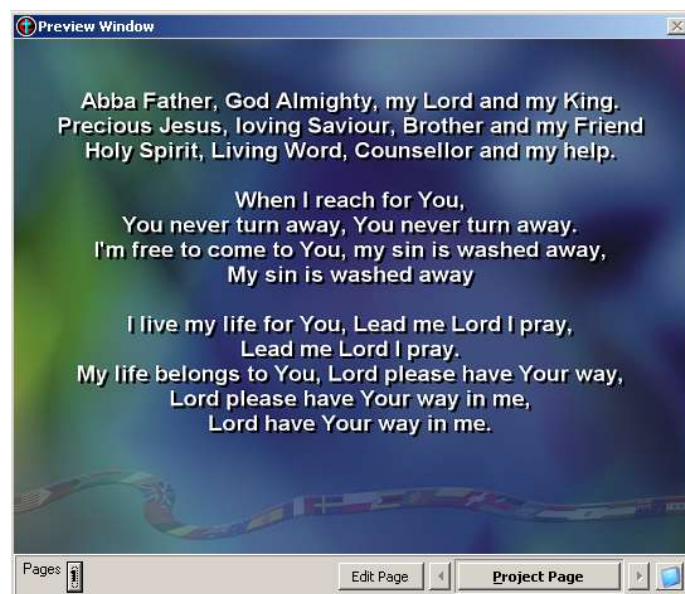
Also, pay attention to the 'Keyboard Short-cut' drop down list at the base of the songlist area – this allows you to set a keyboard key for each song in the list, to press at certain points during projection to select the song for immediate projection.

Finally, the 'Live Projection' button will enter the projection mode – the screen selected for projection will go blank, and the keyboard shortcuts selected will allow songs on the songlist to be displayed. If you are using another monitor for projection, this button can also then be subsequently pressed at any time, in order to re-blank the projection screen.



## Preview Window

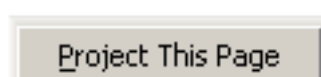
Perhaps the most useful feature of Songbase is that you can now see the lyrics of any song in a small 'preview window' on your desktop, before it is projected onto the main screen. This is extremely useful when doing live projection, as you can then 'queue up' the next page or song for projection. Or you can use it to validate the formatting, spelling and content of entered lyrics.



The Preview Window can be moved around the screen, by dragging its title-bar, or can be resized to suit your preferences and screen-size by dragging the bottom-right corner of the window.

The song displayed in the Preview Window will – in general - follow the current song selected in the main Songbase window, and you can view and select different pages within that song by clicking upon the

corresponding numbered page buttons at the bottom of the Preview Window – or using the left & right cursor keys.

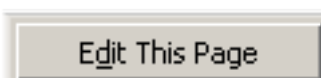


There are a additional buttons on the Preview Window – the first is the '**Project this page**' button – which will immediately display the selected page upon the projection screen. On dual-screen computers, this allows the user to 'queue up' a page for projection and click this button (or press the F5 key) to transfer that page to the projector.

You can also click on the  or  buttons on either side of the 'Project this page' button, to select the next or previous pages respectively – or click the



button to clear the projection screen.



The second button is the '**Edit This Page**' button, which opens up the currently previewed page in the Edit screen.

We'll explain both of these processes more fully in the next chapter.



## Summary

We have now described the basic elements of Songbase as you will first see them. In the next section, we will answer questions of the form: 'How do I do this?' starting with the simple essential tasks, and moving on to tasks that are more complex, less frequently required, or optional settings for Songbase.



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# How To Use Songbase

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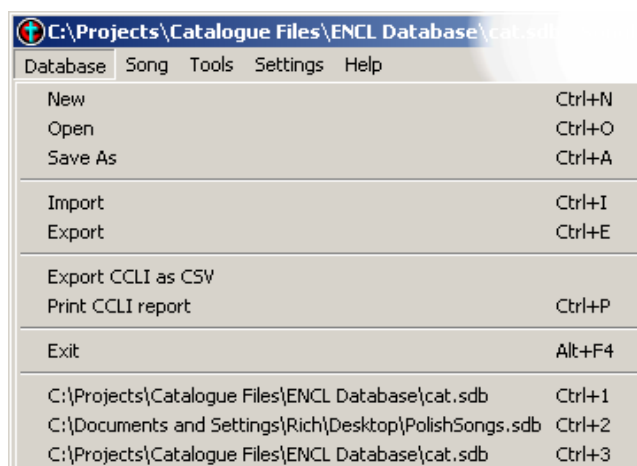
This section describes how to use Songbase to do common tasks initially, and not so common tasks later. For each task, we will describe where necessary why you'd actually want to do these things, and how it helps.

## Creating, loading, and saving databases

A **database**, as far as Songbase is concerned, is a set of songs and all the attached information – their copyright information, the photocopying information, the ohp-slide(s), and the other information for that song. Songbase currently comes supplied with a large (although perhaps not extensive) database of songs, and for the moment, this may be sufficient for you. If it is, then skip this section, and move on to working with existing databases.

However, you may not want to use the Songbase default database as your working database for a number of reasons:

- The default catalogue may contain many songs that you don't currently use. This may make things over-complex, and searching for songs will be slower – if you run Songbase on a slower laptop, then the speed of searching through thousands of songs instead hundreds may become significant. Therefore, you could create a new database just containing those songs that you use, to keep things as tidy, and as fast as possible. You can use the import function described later to include these particular songs.
- Alternatively, you may want to take a copy of the default catalogue, and delete the songs from it that you don't use, but have a backup of them to refer to later. You could either create a new database, or save a copy of an existing one.
- If you have a very large range of songs in use, you could consider creating more than one database, and separating them out into certain categories. Note that Songbase can only have one database open at once, so to be able to project songs from all of those databases, you would have to periodically merge all of the files together – (use Import or Export).
- Finally, if you have a number of people using their own copies of Songbase, adding their own choice of songs, but you'd like to merge these together into one database, then have each user create their own database, and at some stage before preparing song-lists and projection, import the separate files into one central file.



Click on the **Database** menu. Various functions will be available. Some of them will only be available if you are currently viewing a database – in the screenshot above, no database is current open, so the import/export, and save functions are not available.

**To create a new database:** choose **Database, New**. (Or press Ctrl and N together). A window appears asking you for a name for the database. If that name already exists, you will be given a choice of overwriting it (be careful!) or choosing a different name.

**To load an existing database:** choose **Database, Open** (Or press Ctrl and O together). An explorer window appears showing the available Songbase databases. Browse through the directories to find the database to open.

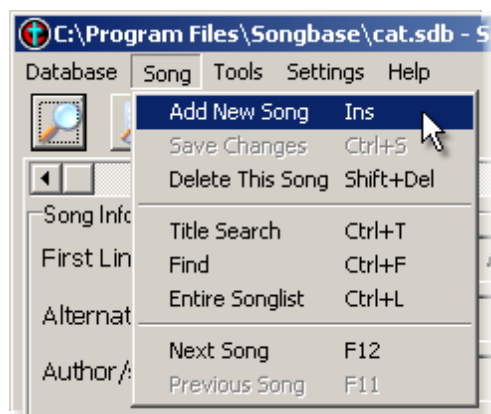
**To load a recently opened database:** choose **Database**, and at the bottom of the menu will be the most recently opened databases. Select one of these, or press Control with a number key together – Control and 1 together will load the most recent database. You can tell Songbase whether to automatically load the most recent database on start up, in the configuration menu described later.

**To save another copy of the current database:** After opening a database, the '**Save As**' menu option becomes available. This is used for saving an identical copy of the existing database as another filename, including all of the copyright data and OHP slides. Note that there isn't a normal '**Save changes**' menu option, because Songbase automatically saves changes to the database as you update songs within it.





## Adding, removing and changing song information



Having loaded a song database, to **add a new song**, click on the **Song** menu, and choose **Add New Song**, (or press the Insert key). A blank song entry will be shown: click in the text boxes and fill in the data as appropriate. If you prefer, press TAB to move between the different boxes on each page.



When the entry is complete, click the **Save Changes** button (or press Control and S together). This will add the song to your Songbase database – you will then notice the number of songs in the bottom left hand corner of the screen change. You can then choose to start entering OHP words for projection, which we shall explain shortly.

If you wish to **delete a song**, first, select the song you want to remove. Songs are shown in alphabetical order, so to find the song (using any of the methods explained in Chapter 1: by using the scrollbar near the top of the screen, or clicking the **Search by Title** or **Search by Text** features).

Having located the song to delete, choose **Song, Delete This Song**, (or hold the Shift key and press Delete). You will be asked to confirm that you want to delete this song - to avoid deleting any songs accidentally. Click 'Yes' and the song will be deleted (you will notice the number of songs in the bottom left hand corner of the screen change, and you will be taken to the next song in the catalogue).

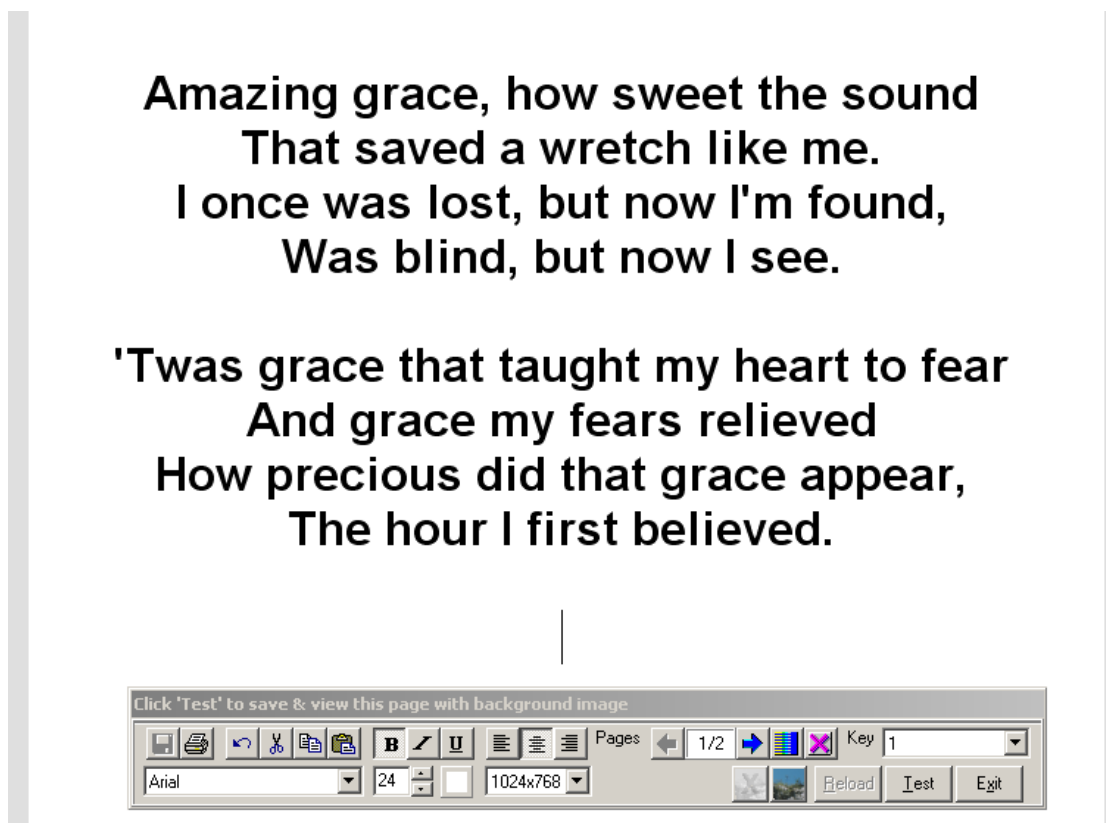
To **change the information** associated with a song, view the song you wish to edit as before, and click the '**Edit Song**' button to make the text fields writeable. Then you can make the desired changes. When complete, click **Save Changes** again (or press Control and S together), and the details for that song will be updated.





## Adding words for overhead projection

Select the song you wish to add words for. Ensure that the 'Preview Window' is open (press the <P> button at the top of the Songbase window if it isn't) and then click on 'Edit OHP' in the Preview Window. The OHP editor will then appear. This has a large space for the words, and a toolbar underneath.



The buttons on the toolbar serve the following purposes:



**Save** current changes, **Print** current page.



**Undo** last change, **Cut** selected text, **Copy** selected text, **Paste** at cursor position.



Make currently selected text, or what you are currently typing **Bold**, **Italic**, and/or **Underlined**.



Set current paragraph, or selected paragraph to be left, centre, or right justified.



Move to **previous** page (if present), **next** page (if present), **insert** a new page, or **remove** current page.





The **Key** menu allows you to select a short-cut key, which while projecting the current song, will cause that page of the song to be displayed. Along the bottom row, you can select (from left to right) the **font**, **size** and **colour** of the currently selected text.

The **Reload** button loses the changes you have made to the page since saving, and reverts to the last saved version of the OHP.

The **View** button simulates what will happen when you project this song, so you can test your short-cut keys and see the lyrics upon any background image you have configured. (Press Escape to leave that preview mode).

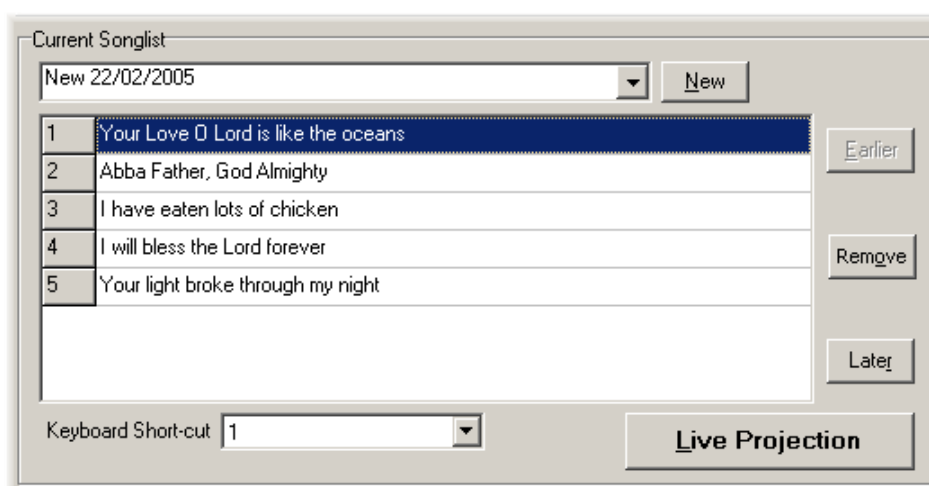
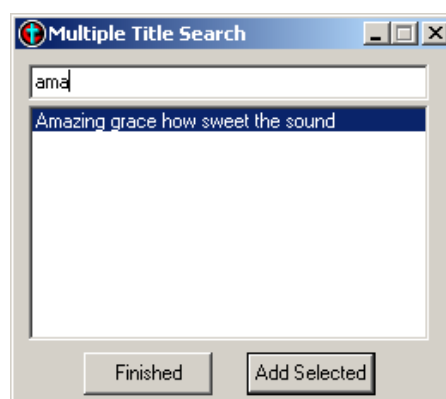
And finally, the **Exit** button returns you to the main Songbase screen, automatically saving the changes made to the OHP pages back into the Songbase database.

## Creating a Songlist



Click the **Songlist** button at the top of main Songbase window. Start typing in the first song which you are planning to sing, when a number of options appear in the lower half of the window, use the cursor up/down keys to select the one which matches the song you are looking for and hit the Enter key.

The Songlist window will then stay open and you can start entering the title of the second song, and so on until you have selected all the songs on your list. Then press 'Escape' or click the **Finished** button to see your created songlist.





## Projecting Lyrics

### Single Monitor Machines

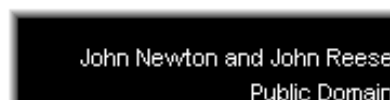
If you are not using a dual-monitor capable system – you will be projecting your lyrics on the same screen as the one you're running Songbase on already. In this mode, you direct Songbase using the 'key-shortcuts' which you have associated with each song in your songlist (these are shown to the left of the song title in the songlist part of the Songbase window, and in the 'Key-shortcut' drop down when you select them – by default these are the number keys 0,1,2....9 then letter keys alphabetically).



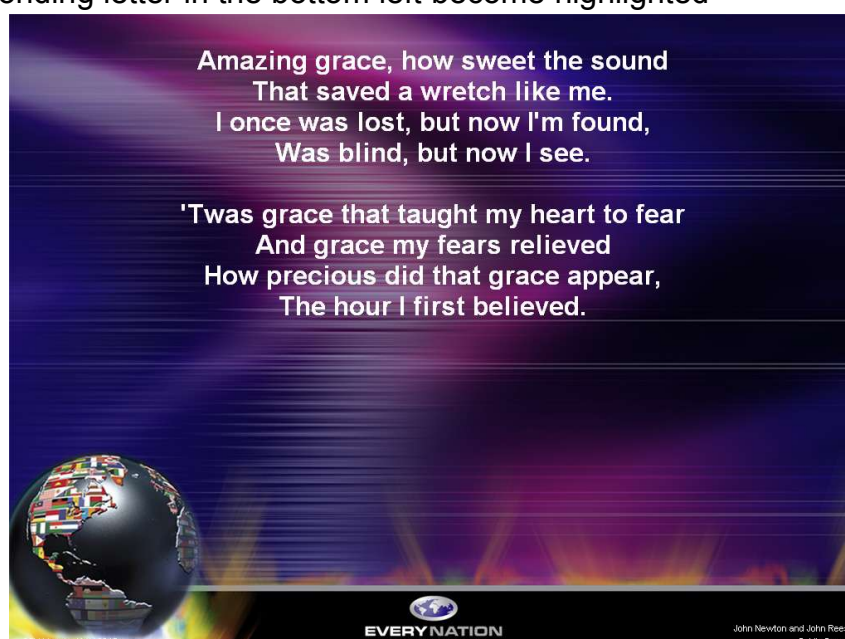
Therefore, before starting to project, we advise that you take note of your songlist and the corresponding key-shortcuts for each song. A pen and paper is very useful for such a task!

Once this is done, click the 'Live Projection' button. This will open up a blank Projection window on your screen with the word 'Select' appearing in the bottom-right corner. You are now ready to start projecting your songlist.

When you want to display the first song in your songlist, press the keyboard shortcut that you have associated with that song (for example the '1' key), and you will see text appear in the bottom-right to indicate the copyright information for the song selected. You will also see – at the bottom-left some text to indicate the key-shortcuts corresponding to each page of the song



Now you can press the key-shortcut for the page you want to view (for example, the '1' key again), the song lyrics will appear and you should see the corresponding letter in the bottom left become highlighted





When you wish to change to another page in the same song, just press the key-shortcut for the page you want to change to (for example, '2') and that page will be displayed.



When you wish to change to another song, press the 'Escape' key, and 'Select' will be shown in the bottom-left again, you can then press the shortcut key to select the next song, and continue as before.



If – at any point – you want to blank the screen (for example, at the end of a song) you can press the 'backspace' key.

Finally, once you've finished projecting, return to the 'Select' mode (by pressing Escape) and then press 'Escape' once again – the text in the bottom-right corner will show 'Exit (Y/N)' – then press the 'Y' key to close the projection window.



A number of additional keys can be used for 'special features' in single-monitor projection mode. **F2** will go into **Title Search** mode, in which you can start entering a title and then using the cursor Left/Right keys to select a song without leaving projection mode, and **F3** will go to **Text Search** mode, in which you enter a piece of text to search the lyrics in the database, press Enter and the name of the first matching song will be indicated. Press Enter again to select the song, or use the cursor Left/Right keys to see other matches for the search text.

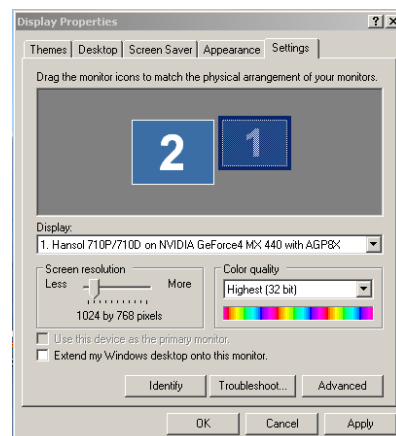
## Dual-Monitor mode

Songbase works with multiple screens as supported by Microsoft Windows, enabling the user to control Songbase on one monitor whilst it actually projects upon another one.



In Windows, this is done by opening the system "Display" settings (by right-clicking on your Windows desktop background and selecting 'Properties' from the context menu) – and selecting the 'Settings' tab. If your system supports 'dual-screen' then you should see two monitor boxes in this window. Then ensure that the 'Extend my Windows desktop onto this monitor' checkbox is clicked.

☒ Extend my Windows desktop onto this monitor.

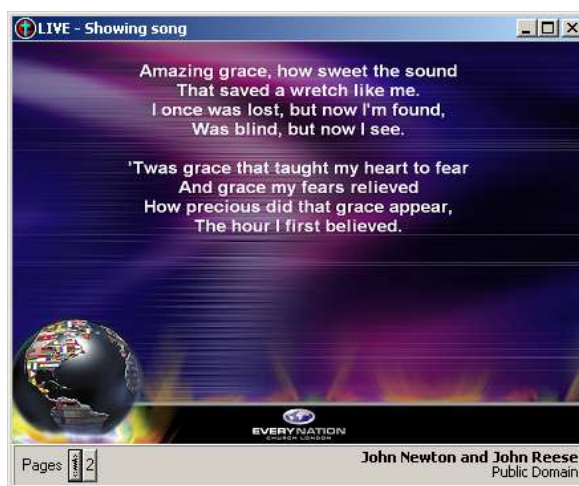




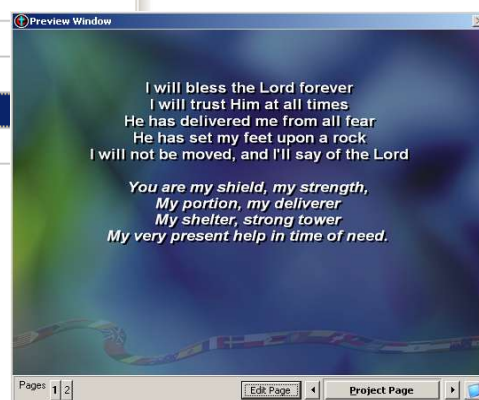
When you now start Songbase, you should see a 'dual-monitor' icon at the top of the Songbase window – this indicates that dual-screen mode is enabled.

### Live Projection

With dual-monitor mode enabled, when you click the 'Live Projection' button, the Projection window will open on the other monitor and the 'Live Preview' window will open on the current screen (you can position and resize this like you normally do for the Preview Window) showing you what's appearing on the other screen.



1	Your Love O Lord is like the oceans
2	Abba Father, God Almighty
3	I have eaten lots of chicken
4	I will bless the Lord forever
5	Your light broke through my night



Now you are able to select any song in the database, or from your songlist (by clicking on it) and then – optionally selecting a page in the Preview Window and then clicking the '**Project this page**' button or by pressing the F5 key to transfer the page to the projection screen.

The key shortcuts – as explained in the 'single-monitor' mode section above – also still work in the same way, although the text which – in single monitor mode – is displayed in the bottom-left of the projector window is displayed instead at the base of the 'Live Preview' window.



## Global Settings

In the settings window you can configure the fonts used for projecting lyrics or for the copyright text that is shown in the bottom-right of projected pages and set various options which control the way in which you can use Songbase. These are split into several different tabs:

### Appearance

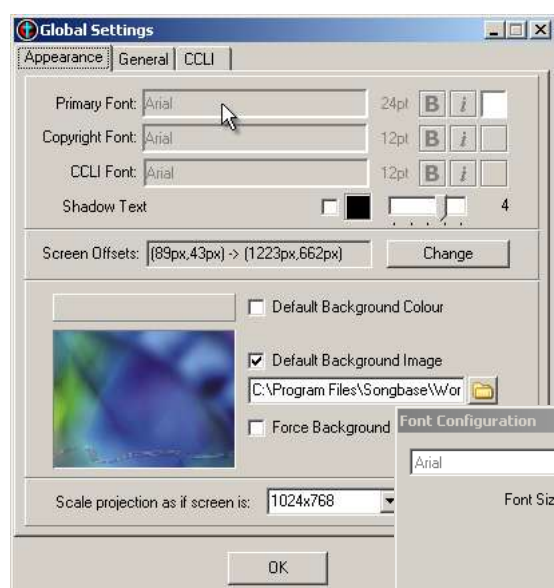
When projecting a song in Songbase, there are three different fonts visible on the projection screen:

1. The font(s) used to display the lyrics of each song.
2. The 'Copyright' text for each song, plus information about each song's title & author.
3. The 'CCLI' text used to display the CCLI Licence number, or – for single monitor users – to display the page numbers and operator indicators.

t taught my heart  
e my fears relieved  
did that grace ap  
r I first believed.

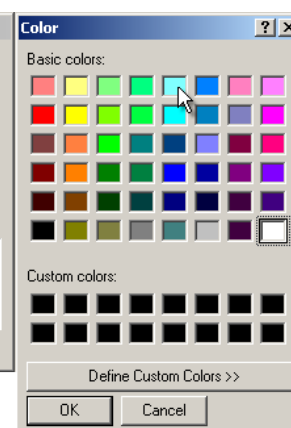
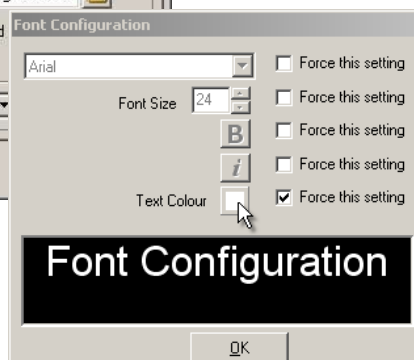
John Newton and John Reese  
Public Domain

12  
CCLI License No. 123125125



All of these fonts can be set, or overridden globally using the 'Appearance' tab of the Global Settings window. For example, you can override the primary font – so that **all** pages of **all** songs displayed by Songbase use a font of a certain style, colour or size – by clicking in the “Primary Font” area on the tab:

This will cause the Font Configuration window to be shown for that font.



t taught my heart  
e my fears relieved  
did that grace ap  
r I first believed.


From here you can choose – for example to draw text in a different colour, by first activating the **'Force this setting'** checkbox, and clicking on the colour block.

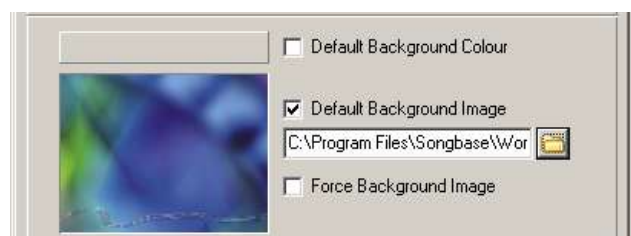
You can then select a new colour, and click 'OK'. Then, all subsequently projected lyrics will be rendered in the selected colour.





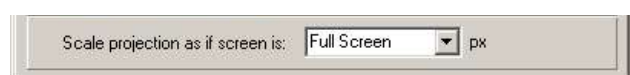
You can also request that a shadow of the lyrics be drawn, and specify the colour of this shadow, and how far away (to the bottom left) it is rendered away from the main lyric text.

By default, all lyrics are displayed on a plain black background. You can override this by specifying a default background colour or an image which is then projected behind the song lyrics. Click the  icon to select a file.



If it is assigned, the default background image will be displayed on all pages of all songs which do not have an individual background image assigned to them (in order to do this, see the section of this manual on the Edit Window).

You can – if you like – also override this behaviour, and force the use of the default image on **all** pages, regardless of whether they have had images assigned to individual pages or not.

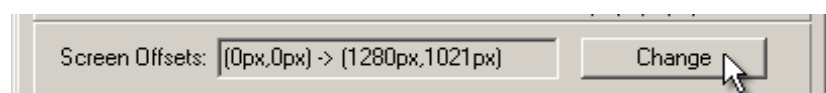


Normally, when editing song words, you will format the text in such a way that it fits onto

the screen of the machine you are editing on in a nice way. For example, the default catalogue for Songbase is formatted for a 1024x768 screen.

However, when you then come to render this on a machine with a higher natural resolution – or more commonly, a machine with a lower resolution – it can lead to the text being formatted incorrectly.

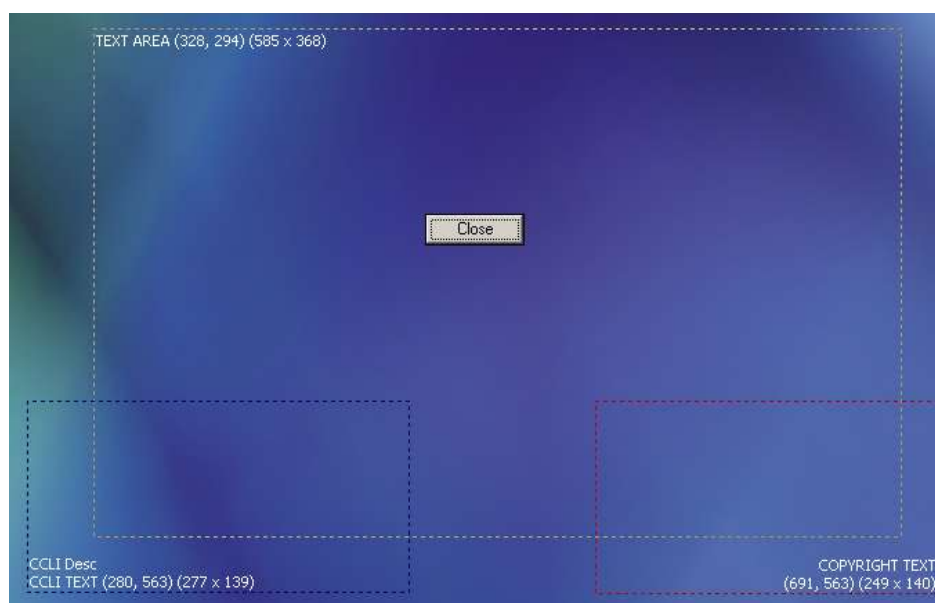
To avoid this problem, you can instruct Songbase, using the '**Scale projection**' option, to scale up/down the lyrics displayed on screen as if it were being run on the specified screen size (eg. 1024x768).



The final item on the Appearance tab is the '**Screen Offsets**' section.

On most projectors, or with most background images, there are areas of the screen that you do *not* want Songbase to try and display lyrics upon. So this section allows the operator to select where lyrics, and the CCLI/Copyright information is displayed on the screen.

To display the offsets screen, just click the **Change** button.



The normal projection screen is shown on the main monitor – complete with any background image that you have selected. On here you can see a white box that you can drag the corners of, to indicate where on the screen the normal lyrics should be displayed.

You can also drag the boxes for the CCLI and Copyright text into positions which are suitable for them to be displayed in.

When you're finished, click **Close** – and the updated positions will be shown in the Preview window – and then updated on the Live screen as soon as you project a new page.

## General

The General settings tab contains several options which users may find aid their use of Songbase:

- Automatically view first page for every song  
When using key-shortcuts to select songs for projection (eg. in single-monitor mode) normal behaviour is to wait until you select a page for projection. With this option, the first page is automatically displayed as soon as you select a song.
- Automatically view first page of songs with only one page  
Like the previous option, but will only display the first page automatically if there is only one page. On songs with more than one page, Songbase will wait for you to select a page.
- On 'Project Page' select next page  
When you click the 'Project Page' button on the Preview window (or press the Enter key), this option will automatically select the next page in the song in the Preview window. That means you can work through a song by just pressing Enter for each page.



- Make 'B' key blank screen, like Powerpoint

Some users use remote controllers to step through PowerPoint presentations. Some of these remotes have a 'Blank' button, which works by sending the keystroke 'B' to the application.

If you want to use one of these devices to control Songbase, you can tick this to recognise 'B' as an alternate 'Blank Screen' button. However, this means that you cannot use 'B' as a song shortcut.
- Ignore accidental double-clicks

Ignores double-clicks on the Preview button, which otherwise could lead to you skipping a pages by accident, especially if the 'Select next page' option is switched on.
- Key shortcuts stay with songs when moved in orders


When moving a song up and down the order, you can decide whether the shortcut should stay with the song it was originally allocated to, or whether it should stay in the same position.
- Retain aspect ratio when resizing Preview Windows

This option forces the Preview, and Live Preview windows to retain their natural aspect ratio when you drag them to a new size. This ensures that text doesn't appear squashed.
- Tick OHP used box when songs are displayed

Determines whether or not the "Used by Video Projection" box is ticked on the main page for a song when the song is projected. Normally this should only be switched off when you're testing the setup with an arbitrary list of songs that you have no intention of actually using.
- Automatically Load Most Recent Database on Startup

Does what it says... this is left turned off when there is no previous database.

### Temporary files:

When you edit pages in Songbase, some small files are temporarily created on your computers hard disk. The default folder these files will be created in is a sensible one (your Temporary Files directory on your main disk), however if you prefer, you can select here which folder those temporary files will be created in – by clicking on the  icon.

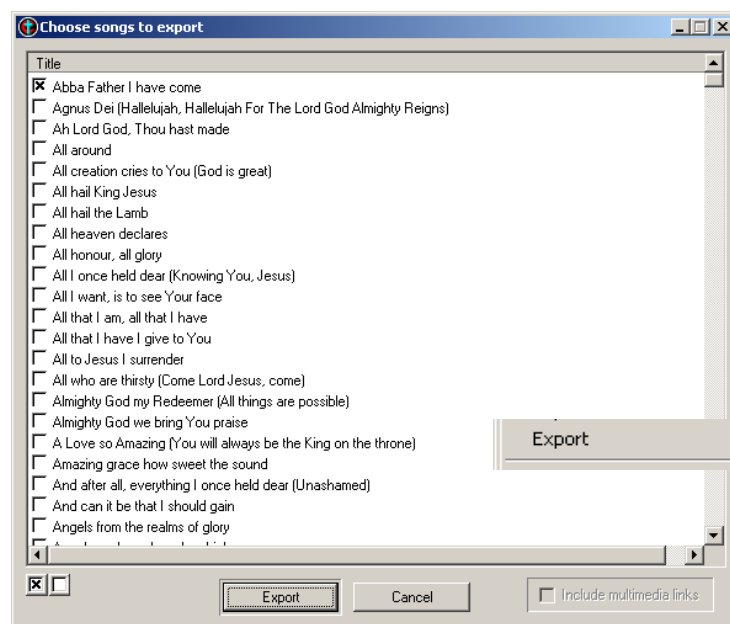
### **CCLI**

For CCLI reports, you should fill in your CCLI details here.






## Import & Export

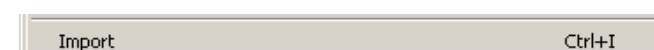
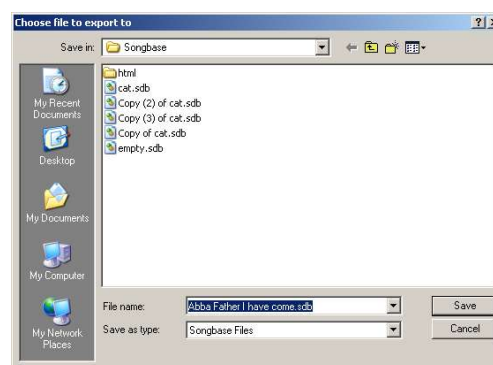


The **export window** is useful if you want to export a song, or number of songs into another file (for example, if you've prepared a song on your copy of Songbase at home and want to take it in to church).

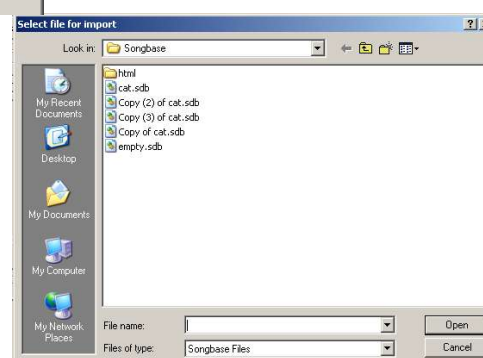
Select 'Export' from the main menu to open up the export window.

In this window, you can select the songs which you want to export to the other file. Initially, only the currently previewed song will be selected, but you can also add or remove other songs by clicking on their  icon, or by clicking on the two similar icons at the bottom of the list which will either select or deselect all of the songs in the catalogue.

Once you've selected the songs you want to export, click the **Export** button, and a file selection dialog will open so you can choose where to save the file.



The **import window** is useful for taking a file and merging the contents into your main one (for example, when you get to church and want to copy the song you prepared onto the church computer!). It is opened by selecting **Import** from the main menu.



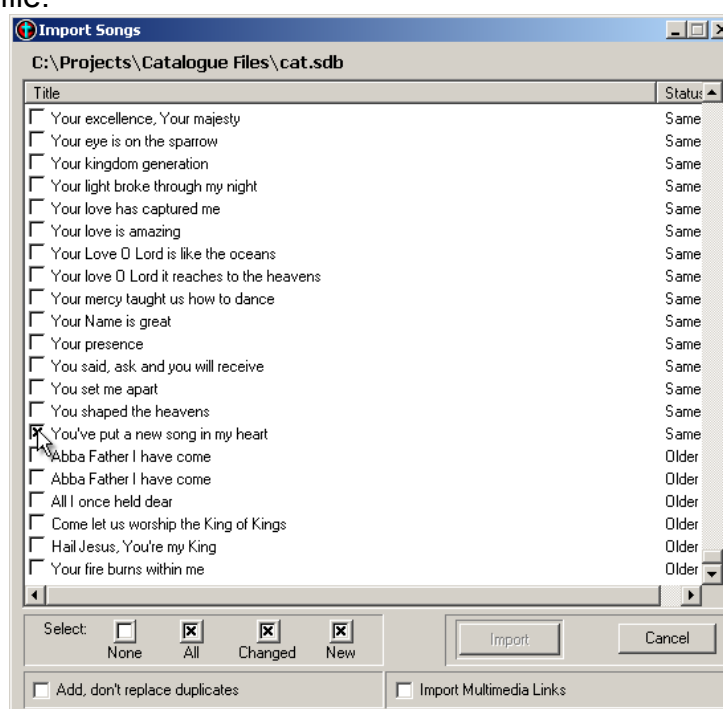


You then select the catalogue file from which you want to merge items, and click 'Open' to examine the file.

Once the file is selected, the main Import window is opened.

In this window you can select which songs from this file you want to import.

The 'Status' column on the right hand side shows whether the song in the imported file is an entirely **new** song, or whether – if it duplicates an existing song – if it represents an older or a newer version of the same song.



You can use the boxes at the bottom of the list to select or deselect various subsets of the list based on the status, and you can resort the list based on status by clicking on the 'Status' column heading.

Select the '**Add, don't replace Duplicates**' button if – instead of replacing existing versions with those in the imported file you want to simply import them as additional song record, and then sort out the duplicates yourself.


Select the '**Import Multimedia Links**' button if you want to import files which are stored in the imported files, and which are associated with one of the selected songs (eg. PDF files of chords for songs, etc...)

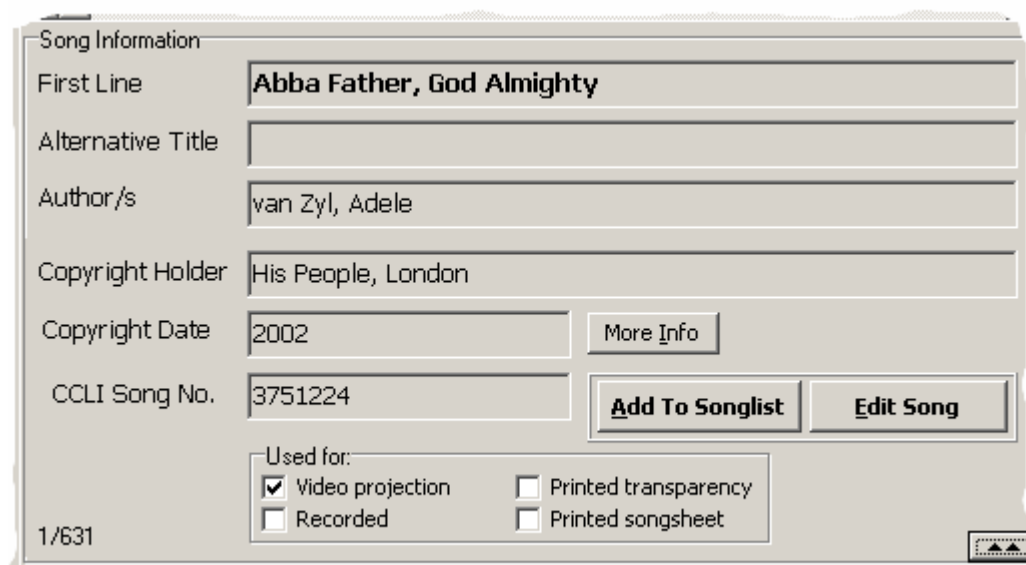
Please note: In the current version, the Export window does not include Multimedia links in any exported files. If this presents a difficulty, it can usually be remedied by importing into an empty catalogue file instead.



## CCLI Administration

One of the great features of Songbase is its ability to keep track of what songs you've been singing in your church.

You can see this on each individual song by clicking the  icon on the main window – which shows the “Used for 'Video projection’” box which is automatically set as soon as you project the song live.



The other boxes here can be updated manually as you print out or record the song.

You can then use this collated information to produce your CCLI reports. This is as simple as selecting “**Print CCLI report**” from the File menu, if you submit your reports using normal mail.

Alternatively, you can click “**Export CCLI as CSV**” instead, which creates a file suitable for importing into CCLI's own SongSelect software (so you can submit the report online).

Once this process is complete, select “**Reset Usage**” from the Tools menu, and this will clear the 'Used for' tags on all the songs, so you can start collating the information again for your next CCLI licence period.



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# Credits

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Manual written by Richard Barber

Songbase written by Wes Hinsley and Richard Barber  
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New versions of Songbase are made available from:  
**`http://www.teapotmedia.co.uk/`**

And you're welcome to let us know what you think of Songbase, any problems you have with it, or things we might be able to improve, or even perhaps details of any nice brands of tea you've come across:  
**`songbase@teapotrecords.co.uk`**

**Songbase Manual v3.2.0,  
Corresponding to Songbase Software v3.2.0**