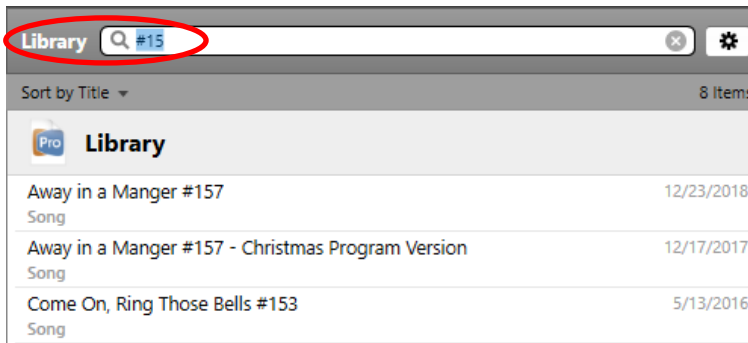This document explains how to select and update the CBC song library using ProPresenter. You can use CBC's SongSelect subscription to easily import lyrics for songs and edit from that starting point. These song files are simply formatted text files overlaid onto separately provided graphic backgrounds.
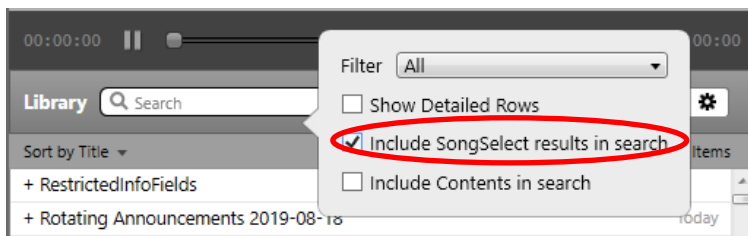
You can add songs 100% manually by typing, copy and pasting in lyrics (ex. from an online lyric website) or importing lyrics from SongSelect's library. The only difference is in the first two approaches you have to create a new document and then type/copy and paste the lyrics into the reflow editor. The third approach starts with importing a new document. All of these approaches simply are the starting point. The rest of this document focuses on the third option.

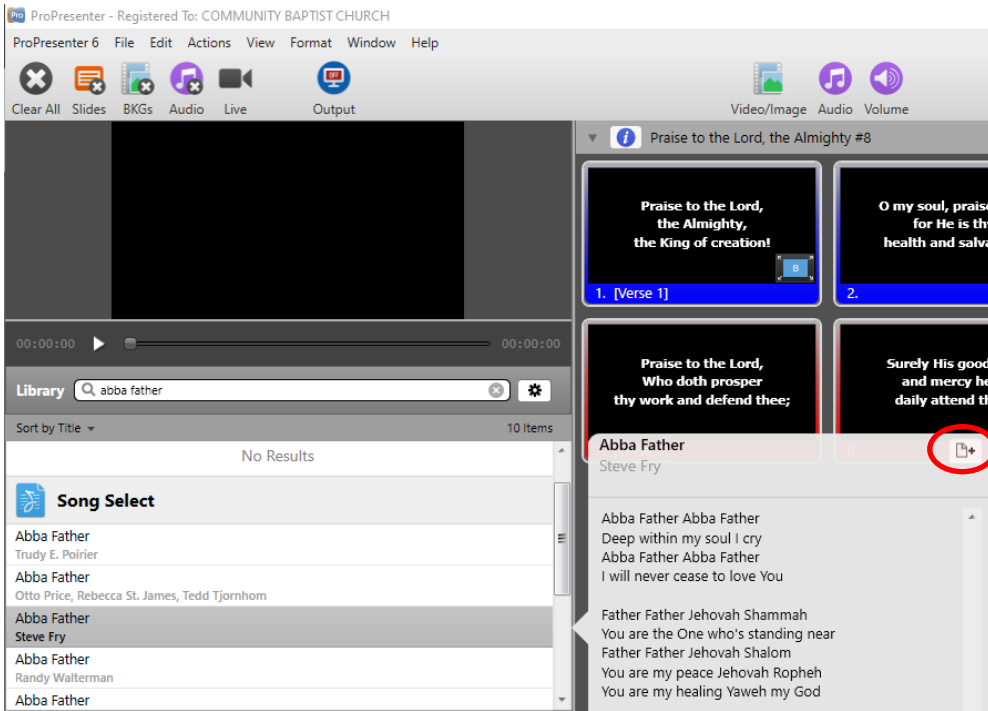## *Importing & Editing a New Song from SongSelect*

Double check that the song doesn't already exist in the CBC library by conducting a basic search... (i.e. hymnal number). You can see here that Hymnal song #15 Abba Father is not currently in the library so we're going to add it now.

Now, click the search settings gear icon and check the "Include SongSelect results in search" to search for the song in SongSelect's online repository.
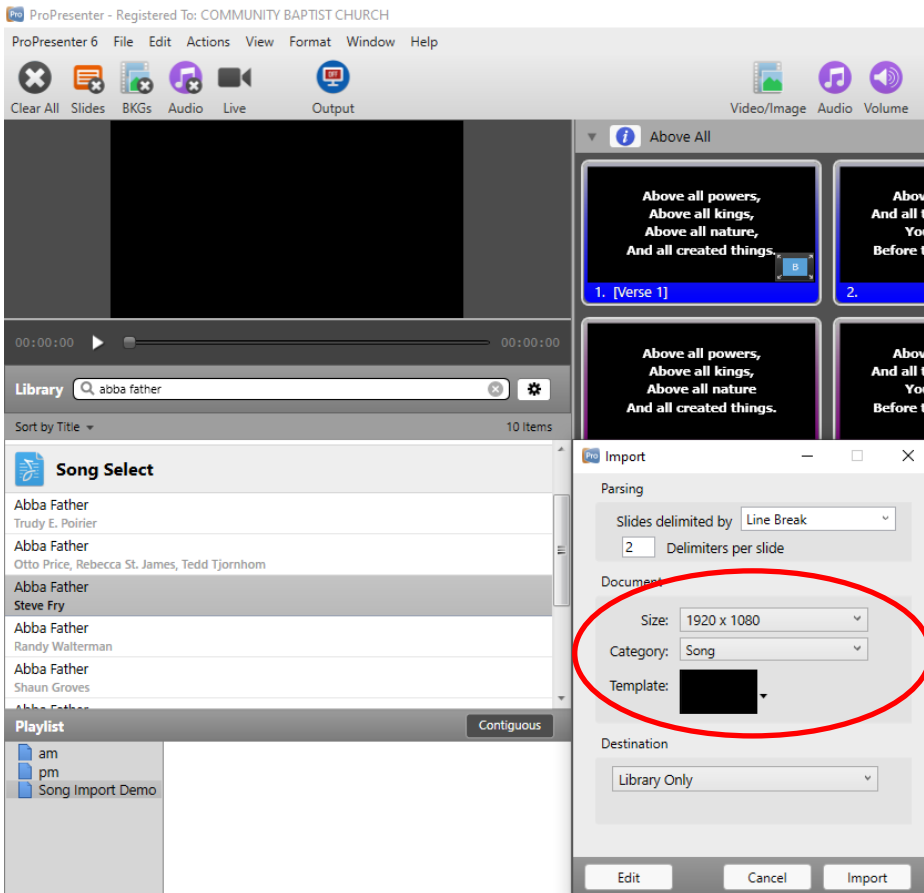
Then find the closest match. The composer can be an indicator of a good match but sometimes you just start with the best match you can find. In the example below, none of the numerous song title matches are a perfect match.
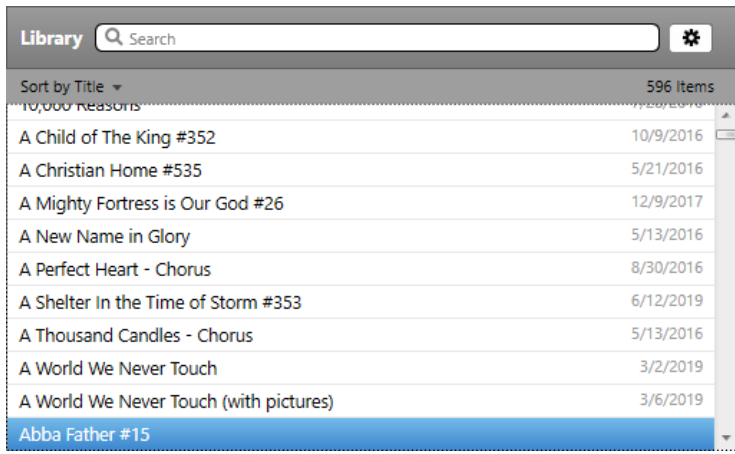

Import the file into our library by clicking the import button circled in the image above.
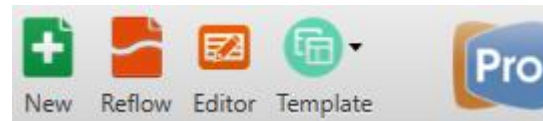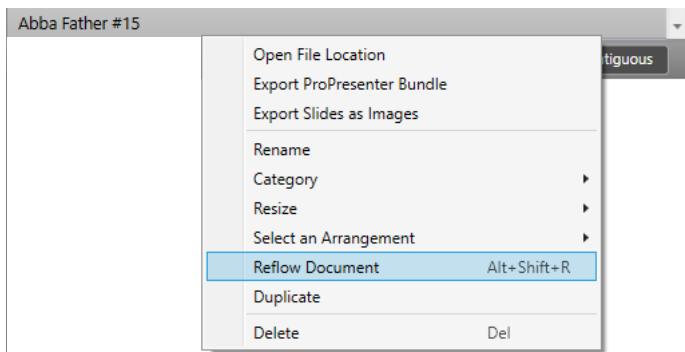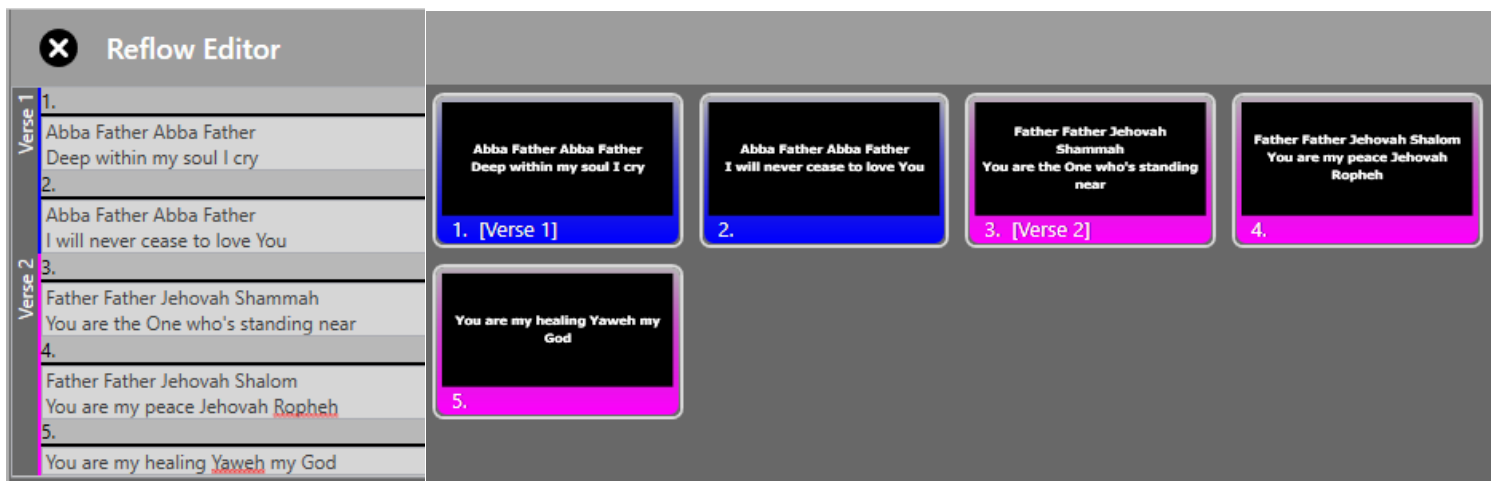
- Category = Song
- Size = 1920 x 1080
- Template = Song

Rename the file as necessary. For songs from our hymnal, put # and the hymnal number. In this example, "Abba Father #15"

Now that the initial lyrics are imported, all changes need to be incorporated. ProPresenter calls this "Reflow." Right click on the song and select "Reflow the document" or you can select the song and click the "Reflow" button in the tool bar.
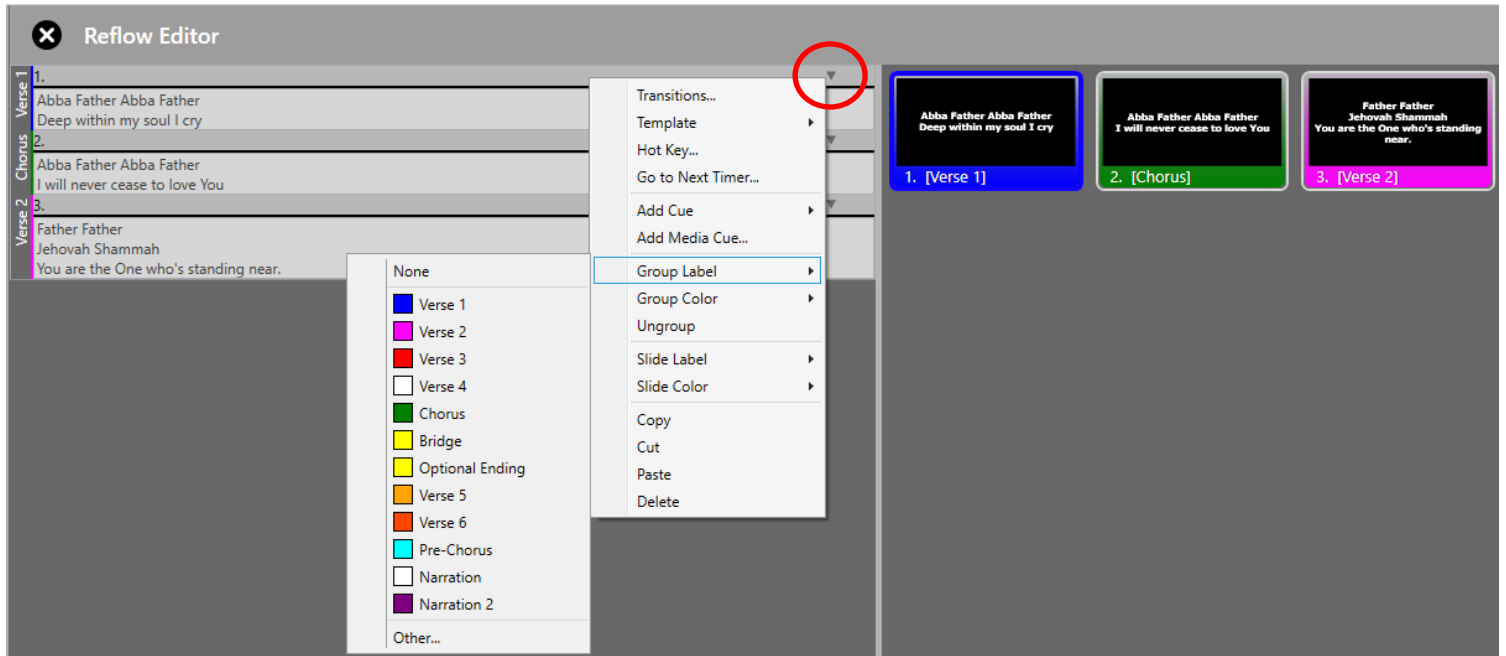

Here is the song in the Reflow Editor without any changes. Note: there are some verse groups already created in the song imported from SongSelect; however, if typing or pasting from other sources, you will start without any of these. Note this version of the song doesn't have a chorus split out and therefore doesn't match our hymnal.
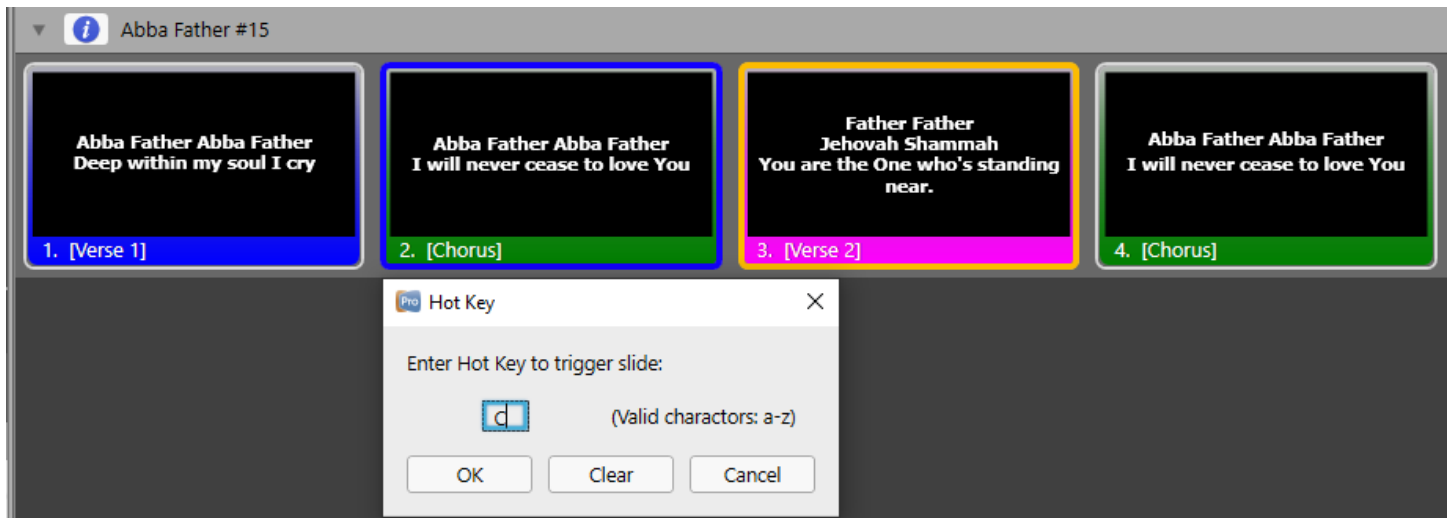
Make the desired changes in the text as shown below.

- Fix all lyrics to match the hymnal, if applicable.
- Divide the song into verses, chorus, etc.
  - Press Ctrl+ENTER to create a new slide break. You can press the delete key to delete a line break.
  - Start with the first verse and add the Group Label by clicking the drop down arrow circled below.
  - Change the other segments in sequence in like manner.
- Within each segment, focus on dividing it between slides such that there are no more than 4 or 5 lines per slide. The words should fit nicely on each slide. If not, combine or divide the slide until if fits. Take care to make breaks and new lines where it would break naturally if you were sing the song.

Exit the reflow editor. Copy the Chorus to be after every verse by selecting all of the chorus slides, right clicking and copying and then select the last slide in a verse that doesn't have a chorus after it, right click and paste. Repeat until all verses have choruses that follow them.

Right click on the first chorus and select "Hot Key" and enter "C".

Then right click on the first slide in the song and select "Transitions" and select "Zoom In".
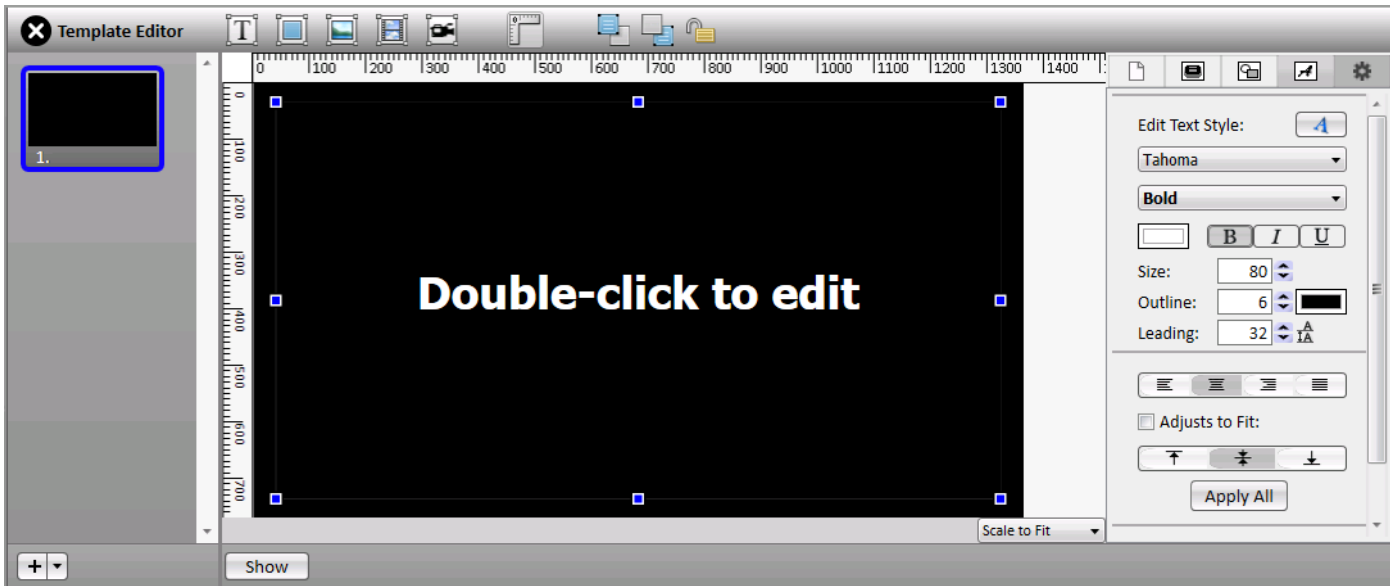

Then select all slides and apply the "Song" template from the "Template" menu button in the top right of the tool bar. It's important to re-review all slides to ensure it still looks as desired. In this case, Verse 2 was intentionally left with an incorrect flow. Go back and edit it in the reflow editor until it looks correct as shown in previous steps.

> *Templates provide a way to uniformly format ProPresenter documents. You can have multiple Templates. CBC has a Template named "Songs" that is preconfigured with the desired fonts and spacings for Songs. When you create or edit a document, you can apply a template. You can also select all songs at once and apply a template to them. Documents that already have templates applied to them do not automatically update if a change is made to that template. To apply a change, you would simply reapply the template again after the template was updated.*

Always re-apply the "Song" template as your last step.

Reference: CBC' Song Template Settings

- Font: Tahoma Bold
- Font Color: White
- Size: 80
- Outline: 6
- Outline Color: Black
- Leading: 32
- Style: Centered