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Welcome to Lyricist Version 3 !

Congratulations! You hold in your hands (well, on your hard drive actually) the songwriter's best friend. Lyricist is a full-featured rich-text word processing application designed especially for the lyric writer or poet. Lyricist's database-oriented storage system eliminates the usual mess that results from countless stray document files. In addition, we have included all the tools you need to make the songwriting process easier.

If you require further assistance after reading through this Help file, see "[Contacting Virtual Studio Systems](#)".

Purchasing Lyricist

If you have downloaded the trial version of Lyricist, you can purchase the licensed version from the VSS website. Select **Purchase Lyricist** from the menu bar; the ordering page for the licensed version will open in your default web browser. Follow the instructions found on that page.

The Lyricist Menu Bar

File

New: creates a new Song. See [Creating a Song](#).

Open: opens an existing Song. See [Opening a Song](#).

Close: closes the current Song. See [Closing a Song](#).

Save: saves your changes in the current Song. Lyricist uses database-oriented storage for Songs, where most changes are saved automatically. Therefore, it is not necessary to use this feature often. See [Saving a Song](#).

Save As: saves the current Song under a different name. See [Saving a Song](#).

Archive To Zip: archives the current Song as a .ZIP file. See [Archiving a Song to ZIP](#).

Import From Zip: restores an archived Song. See [Importing Archived Songs](#).

Export Song: saves the current Song as a series of RTF files. See [Exporting a Song to RTF](#).

Mail Song: attaches an .ZIP file of the current Song views to an outgoing email. See [Emailing a Song](#).

Open Album: opens all the Songs in an Album. See [Opening an Album](#).

Close Album: closes all the Songs from an Album. See [Closing an Album](#).

Delete: deletes the current Song. See [Deleting a Song](#).

Print: prints the current Song. See [Printing a Song](#).

Print Preview: lets you see what a printout of the current View will look like.

Print Setup: used to set up your printer before printing Songs. See [Printing a Song](#).

Recent Songs list: a list of the four most recently used Songs. Select any Song from the list to open it.

Exit: closes Lyricist.

Edit

Undo: backs up over your last changes, restoring what was there before.

Cut: removes the selected text and sends it to the Windows Clipboard; from there the text can be pasted into any Song.

Copy: copies the selected text to the Windows Clipboard; from there the text can be pasted into any Song.

Paste: places whatever text is in the Windows Clipboard into the song document at the current insertion point.

Select All: selects all text in the current Song.

Find Song: lets you search for a Song by title. See [Finding a Song](#).

Set Style: opens a submenu where you can set the formatting for any of the seven text Styles. See [Working with Text Styles](#).

Albums

Add / Edit: allows you to add an Album or edit the name of an existing Album. See [Creating an Album](#) and [Renaming an Album](#).

Delete Album: deletes a selected Album and all Songs in it. See [Deleting an Album](#).

Album/Song Exchange: lets you rename Songs and move them between Albums. See [Album/Song Exchange](#) and [Renaming a Song](#).

Open Album: opens all the Songs in an Album. See [Opening an Album](#).

Close Album: closes all the Songs from an Album. See [Closing an Album](#).

View

Unknown Chords: displays any Chords that were not found during your last [Transposition](#).

Toolbar: check this item to view the toolbar, or uncheck it to hide the toolbar. See [The Lyricist Toolbar](#).

Status Bar: check this item to view the status bar (it's at the very bottom of your Lyricist screen, showing the date and time), or uncheck it to hide the status bar.

Media

Link Media: links an MP3, WAV, RA or other file type to the current Song. A linked file can then be launched using your system's default player application. See [Linking Media Files to a Song](#) and [Unlinking a Media File from a Song](#).

Media list: if you have media files linked to the current Song, a list of those files appears at the bottom of the Media menu. Select the file name to launch it, using your system's default application for that file type. See [Launching a Media File](#).

Insert

Insert Copyright Text: inserts your [Copyright Text](#) wherever you have the cursor placed in your Song.

Insert Special Bitmap: lets you insert time signatures, key labels, and other symbols into your Song. See [Inserting Special Bitmaps](#).

Insert Tablature: creates an empty 6-string tablature staff. See [Inserting Tablature](#).

Tools

Spell Check: runs the spell checker on selected text or an entire Song. See [Checking Spelling](#).

Thesaurus: offers synonyms for the selected text. See [Using the Thesaurus](#).

Rhymes: provides a list of words that rhyme with the selected text. See [Using the Rhyming Dictionary](#).

Chord Wizard - opens the Chord Wizard dialog box, which helps you identify guitar chords. See [Chord Wizard](#).

Left Handed Fretboard - when this item is checked, the [Chord Wizard](#) will appear with a left-handed fretboard. Inserted chord symbols will still display in standard right-handed mode.

Nut Chords: Opens **Nut Chords 32**, a third-party freeware chord and scale finder program. This program is not developed or supported by Virtual Studio Systems, and has its own Help documentation. We have bundled it with Lyricist for your convenience.

Song Notes: opens the Notes window for the current Song. See [Entering Song Notes](#).

Scratch Pad: opens the Lyricist Scratch Pad. See [Scratch Pad](#).

Set Copyright Text: lets you add text to the © symbol that is inserted in your Song when you click the Copyright button . See [Setting Copyright Text](#) and [Inserting a Copyright Notice](#).

Link Applications: lets you link up to five external programs to Lyricist and launch them from the Tools menu. See [Linking Applications to Lyricist](#).

Linked Application list: if you have linked external programs to Lyricist, the list of programs appears at the bottom of the Tools menu. Click the name of an application to launch it. See also [Launching Linked Applications](#).

Compact On Exit: compacts the Lyricist database when you close the program. See [General Maintenance](#).

Web Resources

Web Resource list: opens a variety of music-related websites in your default web browser.

VSS: opens the Virtual Studio Systems homepage or Web Links page.

Window

Cascade: arranges all open Song windows in cascade fashion, overlapping one another diagonally.

Tile: arranges all open Song windows in tile fashion, so that they each take up a portion of the screen without overlapping.

Arrange Icons: organizes any minimized Song icons at the bottom of the Lyricist window.

Open Songs list: a list of every Song you have open. Select any Song from the list to display it.

See [Viewing Song Windows](#).

Help

Tip of the Day: displays one of a series of tips designed to make Lyricist easier to use.

Help Topics: opens the Lyricist Help file.

Online Knowledge Base: opens the Lyricist Knowledge Base page in your default web browser.

About Lyricist: displays the Lyricist About box.

Purchase Lyricist

This item appears in the demo version of Lyricist only. Select this menu item to purchase the licensed version. See [Purchasing Lyricist](#).

The Lyricist Toolbar

Below is a description of the functions of all of Lyricist's toolbar controls.



New Song : **New** - creates a new Song. See [Creating a Song](#).



Open Song : **Open** - opens an existing Song. See [Opening a Song](#).



Save : **Save** - saves your changes in the current Song. Lyricist uses database-oriented storage for Songs, where most changes are saved automatically. Therefore, it is not necessary to use this button often. See [Saving a Song](#).



Print : **Print** - sends the current Song to the printer. See [Printing a Song](#).



Chord Wizard: **Chord Wizard** - opens the Chord Wizard dialog box, which helps you identify guitar chords. See [Chord Wizard](#).



Insert Chord: **Insert Chord** - (Chord View only) opens the Chord Select dialog box, which lets you insert Chord symbols into your Song. See [Inserting Chords](#).



Spell Check: **Spell Check** - runs the spell checker on selected text or an entire Song. See [Checking Spelling](#).



Thesaurus: **Thesaurus** - offers synonyms for the selected text. See [Using the Thesaurus](#).



Rhyming: **Rhyming Dictionary** - provides a list of words that rhyme with the selected text. See [Using the Rhyming Dictionary](#).



Transpose: **Transpose** - Transposes an entire Song from one key to another, and/or converts from one type of chord notation (guitar, piano, or Nashville) to another. See [Transposition](#).



Cut - removes the selected text and sends it to the Windows Clipboard; from there the text can be pasted into any Song.



Copy - copies the selected text to the Windows Clipboard; from there the text can be pasted into any Song.



Paste - places whatever text is in the Windows Clipboard at the current insertion point.



Font Controls - use these dropdowns to select the font and type size for the selected text.



B : **Bold** - click to make the selected text **bold**.



I : **Italic** - click to make the selected text *italic*.



U : **Underline** - click to underline the selected text.



Text Color - click to set the color of the selected text.



Alignment buttons - aligns the selected text left, center, or right.



Bullets - click to make the selected paragraph bulleted.



Copyright - inserts a © symbol at the current insertion point. This button can also be set to display your entire Copyright notice. See [Inserting a Copyright Notice](#) and [Setting Copyright Text](#).



Title Style - click to apply the Title Style to the highlighted text. See [Working with Text Styles](#).



Copyright Style - click to apply the Copyright Style to the highlighted text. See [Working with Text Styles](#).

-  : **Chorus Style** - click to apply the Chorus Style to the highlighted text. See [Working with Text Styles](#).
-  : **Verse Style** - click to apply the Verse Style to the highlighted text. See [Working with Text Styles](#).
-  : **Bridge Style** - click to apply the Bridge Style to the highlighted text. See [Working with Text Styles](#).
-  : **User-defined Style #1** - click to apply the first user-defined text Style to the highlighted text. See [Working with Text Styles](#).
-  : **User-defined Style #2** - click to apply the second user-defined text Style to the highlighted text. See [Working with Text Styles](#).
-  : **Media File Launch** - if you have media files linked to the current Song, clicking this button launches the default file with your system's default application. See [Linking Media Files to a Song](#) and [Launching a Media File](#).
-  : **Song Notes** - opens a second window where you can enter notes about the current Song. See [Entering Song Notes](#).
-  : **Scratch Pad** - opens the Lyricist Scratch Pad, where you can add any notes. See [Scratch Pad](#).

General Topics

Keyboard Shortcuts

The following keyboard shortcuts are available in Lyricist:

Function	Shortcut
Bold	CTRL-B
Italic	CTRL-I
Underline	CTRL-U
Select All	CTRL-A
Save	CTRL-S
Save As	F12
Undo	CTRL-Z
Cut	CTRL-X
Copy	CTRL-C
Paste	CTRL-V
Close Song	CTRL-L
New Song	CTRL-N
Open Song	CTRL-O
Find Song	CTRL-F
Print Song	CTRL-P
Next Song Window	CTRL-F6
Previous Song Window	CTRL-Shift-F6

Open Album	CTRL-M
Close Album	CTRL-E
Open Scratch Pad	CTRL-T
Insert Copyright Text	ALT-C
Insert Chord (Chord and Arrange Views only)	F9
Rhyming Dictionary	F10
Thesaurus	F11
Apply "Title" Style	ALT-T
Apply "Copyright" Style	ALT-R
Apply "Chorus" Style	ALT-H
Apply "Verse" Style	ALT-V
Apply "Bridge" Style	ALT-B
Apply "User #1" Style	ALT-1
Apply "User #2" Style	ALT-2

Backing Up Your Data

All of your Song data is stored in a file called **Lyricist.lyr**, which is found in your Data directory. To locate this directory, browse to wherever you installed Lyricist (the default installation path is C:\Program Files\Virtual Studio Systems\Lyricist). In the Lyricist directory you will see the **Data** folder. Copy the Lyricist.lyr file from the **Data** folder to another location to back it up.

NOTE: You will also see a copy of **Lyricist.lyr** in your application directory (the default application directory is C:\Program Files\Virtual Studio Systems\Lyricist). From time to time, Lyricist runs a compacting operation on your database, which makes the file smaller and protects your data integrity. Before it does this, it creates a copy of the old database and places it in your application directory. If your database becomes corrupted, and you have not done a manual backup since the last compaction, the Lyricist.lyr file in the application directory should still contain most of your Song data. Copy it into the **Data** directory, overwriting the corrupted file.

NOTE: If you have downloaded any upgrades to your software, it is strongly recommended that you back up those files as well. In addition, if you have edited or created any Guitar Chord bitmaps, you should backup the folder that contains them as well. They are located in the application directory, under **\Chords\GChords**.

In the event you need to re-install Lyricist or move it to another computer, **Lyricist.lyr** is the only data file you will need, plus the **\Chords\GChords** folder if you have edited or created any Guitar Chords. Simply copy it back into the **Data** folder after you have re-installed Lyricist and your Songs will be intact. Copy the **\Chords\GChords** folder (if you have backed it up) into the application directory, overwriting any files that are already there.

General Maintenance

There is very little you will ever need to do in order to keep your Lyricist program running smoothly. One thing the program does in the background is "compact" your database. This keeps the size of the database as low as possible, and makes it easier for the program to access data in it.

Compacting a database is a lot like defragmenting a hard drive. As data is moved in and out of the database, things can get a bit scrambled. This causes the database to grow in size, and if left unchecked,

can ultimately result in data corruption. Compacting the database rearranges the data into a more logical, compact order.

Lyricist compacts your database automatically when you close the program in the following three circumstances.

- Every 30 days (regardless of how much you've been using the program)
- If the db should grow 20MB during any single session.
- If you check the **Compact On Exit** option from the **Tools** menu. This will tell Lyricist to compact the database the next time you close the program. If you find Lyricist behaving oddly, this is a good first option to try and resolve the problem. However, this should rarely ever be necessary.

NOTE: The **Compact On Exit** menu option will return to an unchecked state the next time you launch the program

Contacting Virtual Studio Systems

If you require further assistance, feel free to contact VSS:

Email:

Sales: sales@virtualstudiosystems.com

Support: support@virtualstudiosystems.com

General Information: information@virtualstudiosystems.com

Web Resources

Web Links

Lyricist offers links to a number of music resources on the World Wide Web. Use the **Web Resources** menu to access them.

Online Knowledge Base

The VSS website contains a Knowledge Base which features a list of current program updates and known program issues. You can visit the Knowledge Base page by selecting **Help > Online Knowledge Base** from the menu bar.

Working with Songs

Basics

Creating a Song

When you start Lyricist, the empty "Untitled" Song is displayed automatically. If you are working in the Untitled Song and wish to create a new Song, you will need to save the current Untitled if you don't want to lose your work.

To create a new Song:

1. If you already have an Untitled Song open, save it to an Album using the procedure found in Saving a Song. If you do not wish to save it, simply close the Song window and click **No** when Lyricist prompts you to save the Song.



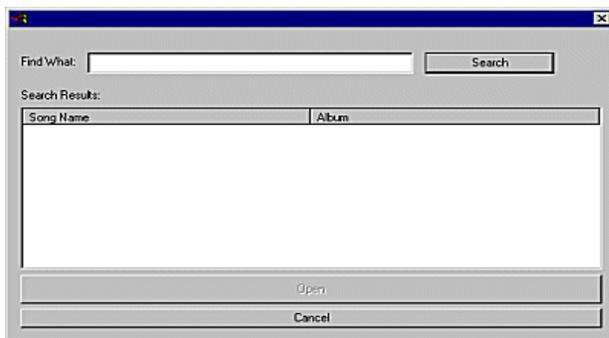
2. Click the **New Song** button on the toolbar. A new Untitled Song appears.

Finding a Song

You can search by title for any Song in any Album.

To find a Song:

1. From the menu bar, select **Edit > Find Song**. (Or you can hit CTRL-F on your keyboard.) The Song Finder window opens:



2. In the **Find What** box, type any part of the Song title.
3. Click **Search**. All Songs with your search string in the title are displayed.
4. To open a Song either double-click it, or select it and click **Open**.

Opening a Song

If you want to view or edit a Song you have saved, use the following procedure to open it.

To open a saved Song:



1. Click the **Open** button on the toolbar. The Open Song File dialog box appears.
2. Use the **Select Album** dropdown to select the Album where the Song is stored. The Song list

below fills automatically with the names of all Songs in that Album.

3. Select the Song you wish to open and click **Open**. The Song displays in the Lyricist window, in Lyric View.

You can also open all the Songs in an Album at once. For information, see [Opening an Album](#).

Entering Song Notes

Lyricist allows you to open a second window where you can enter any additional information about a Song. This keeps you from having to place your notes in among the actual lyrics. Song notes are saved automatically with each Song.

To enter Song notes:

1. First, open the Song you want to print using the procedure found in [Opening a Song](#).
2. If the Song is open, make sure it is the active document by clicking anywhere on it.
3. Click the **Notes** button  on the toolbar, or select **Tools > Song Notes** from the menu bar. The notes window for that Song appears.
4. Type anything you like into the text window. When you are done, click **Close**. The notes are saved automatically.

Note: Song notes are plain-text only.

Inserting a Copyright Notice

When you click the  button, Lyricist inserts a © symbol in your Song at the current insertion point. (The text is entered in the "Copyright" text Style. See [Working with Text Styles](#).) You can then type the rest of your Copyright notice after the symbol.

If you use the same Copyright notice often, you can save time by setting the Copyright button to insert your entire notice rather than just the symbol. See [Setting Copyright Text](#).

NOTE: Do not confuse the Copyright Insert button  with the Copyright Style button . The Copyright Insert button inserts your copyright text at the current cursor location. The Copyright Style button sets the highlighted text to the Copyright text Style (see [Working with Text Styles](#)).

'Saving a Song' or 'Save as' Song with a New Name

In most word processing applications (or any programs for that matter) it is recognized as a wise practice to save one's work periodically. This ensures that if your computer loses power or some sort of system crash occurs, your work will not be lost. Lyricist's database-oriented storage method minimizes the need for this practice. Every time you click a button, switch to a different Song, or perform any action apart from individual keystrokes, your Song is saved to the database on the fly. Therefore, it is not necessary to save your work on a regular basis unless you have been typing in one Song window for an extended time

without performing any other actions. In such a case, it's wise to click the **Save** button  on the toolbar now and then. Apart from that, it's rarely necessary.

There are times when you will want to save a Song under a new name. This is most commonly done when you have been working in the Untitled Song and wish to save it to an Album with an actual Song title, but it can be done with any Song. This is accomplished using the Save As function...

To save a Song with a new name:

1. Select **File > Save As** from the menu bar. The Save As dialog box appears.
2. Use the **Select Album** dropdown to select the Album where you want to store the Song. If the Album where you want to store the Song doesn't exist yet, follow steps a-c below. Otherwise, move on to step 3.
 - a. Click **Add**. The Add Album Title dialog appears.
 - b. Type the name of the new Album in the textbox.
 - c. Click **OK**. The new Album is now created.
3. Once you have selected the Album where the Song is to be stored, type the name of the Song in the **Enter New Song Name** textbox.

Note: You cannot name a saved Song "Untitled." This name is reserved by the Lyricist system. If you do not have a title for the Song, we recommend saving it as "No Title."

4. Click **OK**. The Song is now saved in the selected Album. The Song title and Album name both appear in the title bar of the Song window.

For moving Songs from one Album to another, see Album/Song Exchange.

Printing a Song

To print a Song:

1. First, open the Song you want to print using the procedure found in [Opening a Song](#).
2. Switch to the View you want to print, if necessary. (See Song Views.)
3. If the Song is open, make sure it is the active document by clicking anywhere on it.
4. If necessary, check your printer settings by selecting **File > Print Setup** from the menu bar.
5. You can preview your printout by selecting **File > Print Preview** from the menu bar.

6. Click the **Print** button  on the toolbar or select **File > Print** from the menu bar. The Song is sent to your printer.

Chord alignment during printing:

Our Rich-Text Format window uses your computer's font metrics to display and print your lyrics. Font metrics are a set of values Windows uses to determine how big to make the letters, how far apart to space them, etc. For most fonts, there is a slight difference between the display metrics (the values used to display text on your screen) and the print metrics (the values used to print the text on your printer). This difference can cause a minor misalignment between your lyrics and chords when printing. Generally speaking, the further right the chords are placed, the more noticeable the misalignment.

To work around this Windows issue, we recommend four possible options: .

1. Use a non-proportional font (on lyric and chord lines). Non-proportional fonts do not differ in their print and display metrics, and therefore are not subject to this phenomenon. Common examples of such fonts are Courier, Andale Mono, Letter Gothic, Lucida Console, MS Gothic, and

MS LineDraw. (Note: This is the only method that will completely eliminate the issue; the following options will simply minimize the effect.)

2. When inserting spaces between chord symbols, use tabs (rather than spaces) as much as possible.
3. Break up long lines into smaller ones where possible.
4. Print a test page of your lyrics and check the chord alignment. Adjust the placement of your chords where necessary.

Closing a Song

To close the current Song, either click the **X** button in the upper right of the Song window, or select **File > Close** from the menu bar.

Deleting a Song

To delete a Song:

1. First open the Song using the procedure found in [Opening a Song](#).
2. If the Song is open, make sure it is the active document by clicking anywhere on it.
3. Once the Song is open, select **File > Delete** from the menu bar.
4. Lyricist asks if you want to delete the current document. Click **Yes**. The Song is deleted.

You can also delete an entire Album at once. For information, see [Deleting an Album](#).

Renaming a Song

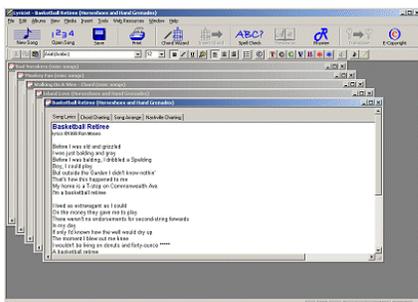
You can rename a Song from the [Album/Song Exchange](#) window:

To rename a Song:

1. Select **Albums > Album/Song Exchange** from the menu bar.
2. Select the Song in either Album window.
3. Click the **Rename** button under the Album window.
4. Type a new name for the Song and click **OK**.

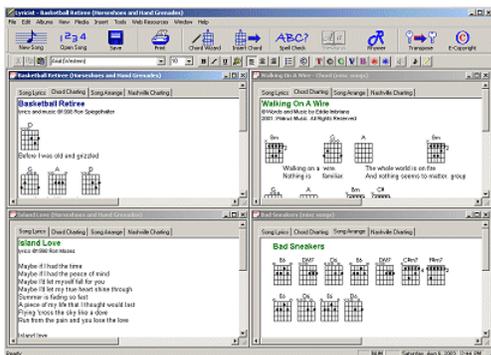
Viewing Song Windows

There are a number of ways to view Song windows. The most common and useful method of viewing multiple windows is to set them to **cascade**:



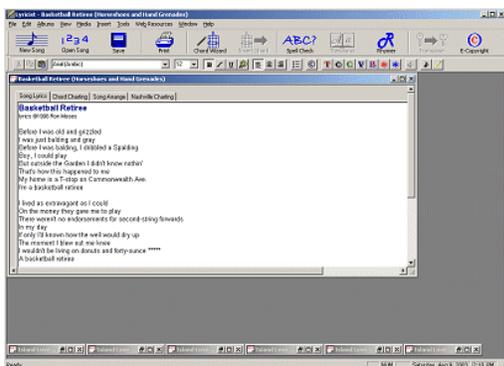
This lets you switch easily between Songs, and provides plenty of room to type in each. This is the default view when opening Songs and Albums. To switch to cascade mode, select **Window > Cascade** from the menu bar.

Another method is to **tile** the windows:



This reduces the typing space allotted to each Song, but it presents them all up front without covering any of them. This method is particularly useful if you're doing a lot of cutting and pasting. To switch to tile mode, select **Window > Tile** from the menu bar.

You may decide to minimize some of your open windows while working. If you are regularly restoring and minimizing these Songs, their minimized icons at the bottom of the screen can become disorganized. To arrange them properly, select **Window > Arrange Icons** from the menu bar:



Working with Text Styles

Styles let you establish a set of font characteristics for use with different elements in a Song. For example, if you want your Song titles to be in a red 12 point Arial bold underlined font, you can set that as the Title Style. Then when you type a Song title, rather than having to format it manually, you can simply apply the Title Style to it.

There are seven Styles:

- **Title**
- **Copyright**
- **Chorus**
- **Verse**
- **Bridge**
- **plus two user-defined Styles**

To set up a Style:

1. Using the text formatting controls on the toolbar, format a bit of text in the manner you want your

Style to appear. You don't need very much text; even a letter or two will suffice. Highlight the text and adjust its font, size, color, alignment, etc. until it appears how you want it. Leave the text highlighted.

2. Select **Edit > Set Style** from the menu bar, or right-click on the selected text and choose the **Set Style** option from the popup menu. A submenu appears, showing all seven Styles.
3. Select the Style you want to apply the current formatting to. The selected Style is now set up with your font preferences.

To apply a Style to text:

1. Highlight the text you want to apply a Style to.
2. From the menu bar, click the button of the Style you want to apply:

 : Title

 : Copyright

 : Chorus

 : Verse

 : Bridge

 : User-defined Style #1

 : User-defined Style #2

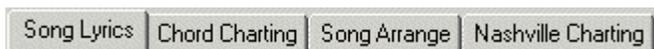
The text changes to the Style you've selected.

Song Views

When working on a Song in Lyricist, you have four "Views" available to you:

- **Song Lyrics View** - In this View, you can edit your lyrics in Rich-Text format.
- **Chord Charting View** - Here, you can add guitar, piano, or Nashville Style Chord symbols to the lyrics you created in Lyric View.
- **Song Arrange View** - This View, which does not display lyrics, is used to create arrangement charts.
- **Nashville Charting View** - This View, like Song Arrange View, is used to create arrangement charts, except that this view uses numerical Nashville chords rather than "keyed" chords.

Views are selected using the tabs which appear on the upper edge of the Song window:

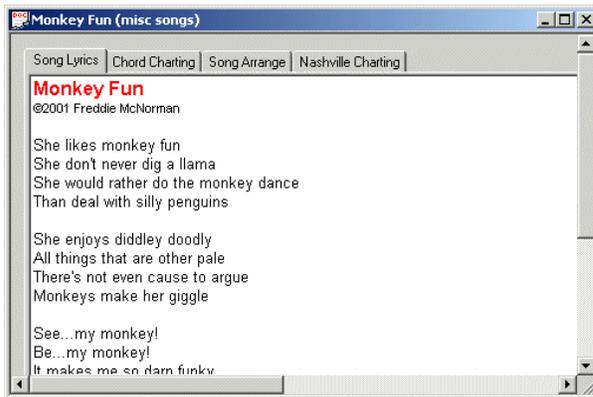


Click on the Tab to go to that View for the current Song.

IMPORTANT NOTE: Both Song Lyrics and Chord Charting Views contain lyrics (Song Arrange and Nashville Charting Views typically do not). When you select Chord Charting View, Lyricist copies the lyrics from Song Lyrics View into Chord Charting View **only if you have not added any Chords yet**. It is very important to understand that, once you start adding Chords in Chord Charting View, changes made to the lyrics in Song Lyrics View after that point will **not** be applied to Chord Charting View. The two Views will operate independently from then on, and any changes you make to the lyrics will have to be made manually in both Views. You can copy and paste from one Tab view to another, to help facilitate this.

Song Lyrics View

When you open or create a Song, Lyricist displays the Song in Lyrics View. This View is designed for working on the words to your Song:



All of the standard Lyricist functions are available in Song Lyrics View, with the exception of Chord Charting.

When to use Song Lyrics View:

- When you are in the initial writing process, before Chord charts are to be added.
- When you do not plan to add Chords to your Song.

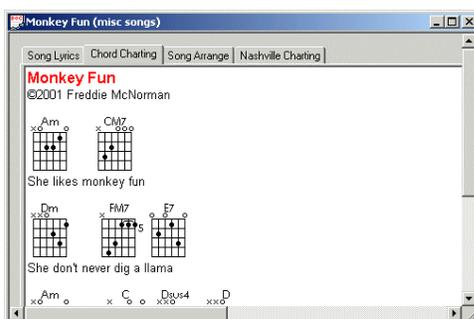
To switch to Song Lyrics View:

- Click the **Song Lyrics** tab located on the upper edge of the current song window.

IMPORTANT NOTE: Both Song Lyrics and Chord Charting Views contain lyrics (Song Arrange and Nashville Charting Views typically do not). When you select Chord Charting View, Lyricist copies the lyrics from Song Lyrics View into Chord Charting View **only if you have not added any Chords yet**. It is very important to understand that, once you start adding Chords in Chord Charting View, changes made to the lyrics in Song Lyrics View after that point will **not** be applied to Chord Charting View. The two Views will operate independently from then on, and any changes you make to the lyrics will have to be made manually in both Views. You can copy and paste from one Tab view to another, to help facilitate this.

Chord Charting View

When you have finished writing your lyrics, you may want to add chord charts to your Song. This is done in Chord Charting View:



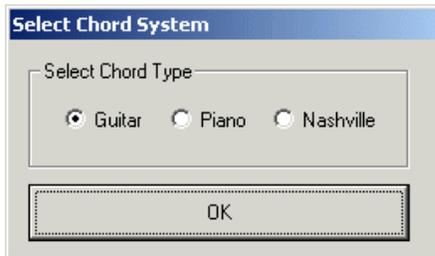
It is recommended that you complete your lyrics in Song Lyrics View before you start adding Chords in Chord Charting View. See the "Important Note" below for more details.

When to use Chord Charting View:

- When you have completed your lyrics, and are ready to add chords to the Song.
- When you do not require a "lyrics only" view of your Song.

To switch to Chord Charting View (from Lyric, Arrange or Nashville View):

- Click the **Chord Charting** tab located along the upper edge of the current Song window. The first time you do this for a new Song, you are prompted to select a Chord System:



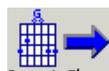
- Select **Guitar**, **Piano**, or **Nashville** and click **OK**. See [Chord Systems](#) for more information

To insert and edit Chord symbols:

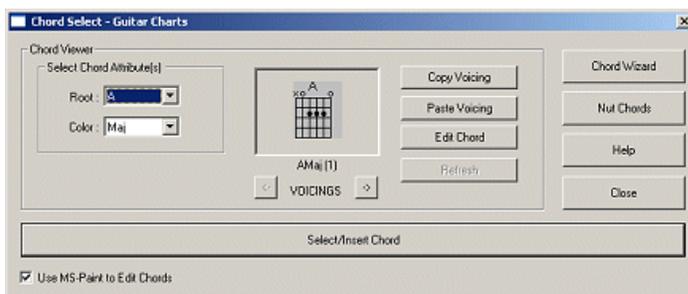
- See [Inserting Chords](#) and [Editing Chords](#).

IMPORTANT NOTE: Both Song Lyrics and Chord Charting Views contain lyrics (Song Arrange and Nashville Charting Views typically do not). When you select Chord Charting View, Lyricist copies the lyrics from Song Lyrics View into Chord Charting View **only if you have not added any Chords yet**. It is very important to understand that, once you start adding Chords in Chord Charting View, changes made to the lyrics in Song Lyrics View after that point will **not** be applied to Chord Charting View. The two Views will operate independently from then on, and any changes you make to the lyrics will have to be made manually in both Views. You can copy and paste from one Tab view to another, to help facilitate this.

The Chord Select dialog box



When you click the **Insert Chord** toolbar button in Chord Charting, Song Arrange, or Nashville Charting View, the Chord Select dialog box opens.



See also: [Inserting Chords](#) and [Editing Chords](#)

Inserting Chords (Chord Charting, Song Arrange, and Nashville Charting Views)

You can add Chord symbols to your Song lyrics in Chord View, or to a blank page in Arrange View.

IMPORTANT NOTE: Both Song Lyrics and Chord Charting Views contain lyrics (Song Arrange and Nashville Charting Views typically do not). When you select Chord Charting View, Lyricist copies the lyrics from Song Lyrics View into Chord Charting View **only if you have not added any Chords yet**. It is very important to understand that, once you start adding Chords in Chord Charting View, changes made to the lyrics in Song Lyrics View after that point will **not** be applied to Chord Charting View. The two Views will operate independently from then on, and any changes you make to the lyrics will have to be made manually in both Views. You can copy and paste from one Tab view to another, to help facilitate this.

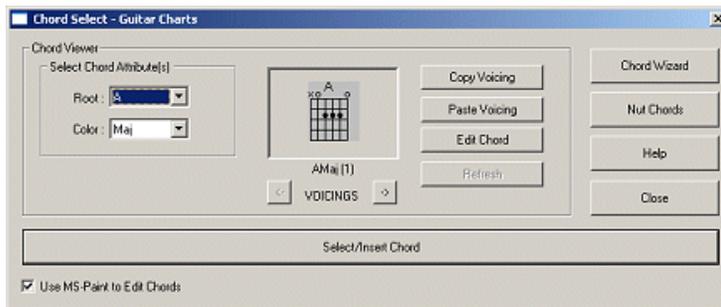
If you receive an error message when attempting to insert Chords, it is probably due to the fact that you do not have MS-Paint installed. This program can be easily installed from your Windows installation CD. If you receive an error message when attempting to insert Chords, see [Installing Microsoft Paint](#).

To insert a Chord symbol into your Song:

1. If you are in Song Lyrics View, switch over to Chord Charting, Song Arrange, or Nashville Charting View by clicking one of the tabs located on the upper edge of the Song window.
2. Place your cursor where you want to insert the Chord symbol. You may want to add a blank line above an existing line of text, then place the Chord symbol on the blank line. You can space or tab over to where you want to place the Chord.
3. With the cursor located where you want to insert the Chord symbol, click the **Insert Chord** button



on the toolbar, or right-click in the Song window and select **Insert Chord** from the popup menu. The Select Chord dialog box opens.



- a. Use the **Root** dropdown to select the Chord's root. For example, if you want to insert a Dm7, the root is **D**. Note that Nashville chords are not key-specific, and use only scale numbers.
- b. Use the **Color** dropdown to select the kind of Chord you want. For example, if you want to insert a Dm7, the color is **min7**.
- c. The Chord Viewer box displays the Chord symbol that is going to be inserted. If you are inserting Guitar Chords, Lyricist provides at least three different voicings for each Chord. (Piano and Nashville chords may use additional voicing, only to switch between enharmonics - - see the following NOTE paragraph.) Use the left and right **VOICINGS** buttons below the Chord Viewer box to select the voicing you want. [If the voicing you want is not available in the Chord Viewer box, you can edit one of the provided blank Chord symbols. [See Editing Chords](#) for details.]

NOTE: Several notes of the standard scale have "enharmonic equivalents." These are notes

that can be described with more than one name, such as C-sharp/D-flat. Both names refer to the same tone. In such cases, both names are listed together in the **Root** listbox, but there are separate Chord symbols for each name. If you continue to click the right arrow **VOICING** button, you will find Chord symbols for the second name. For example, if you select C#/Db in the **Root** listbox, the Chord Viewer will display the first of six C# Chord symbols. Clicking the right arrow button displays symbols 2-5 for that Chord. If you continue past the sixth C# chord, you will find another six Chord symbols for D-flat. (For Piano and Nashville chords, the Chord Viewer will display only two voicing options, one for each enharmonic.)

d. Once the Chord symbol you want to insert is displayed, click **Insert Chord**.

4. The Chord symbol appears in your Song at the point where you placed your cursor. If you need to replace the Chord, you can either delete it and insert a new one, or select it and repeat step 3a-d.

See also [Editing Chords](#).

Error message or thumbnail during chord insertion

Some users have received an error message when attempting to insert Chords. Others have been able to insert Chords, but they appear as "thumbnails" (a reduced version of the bitmap with the name of the .bmp file displayed beneath it) or sometimes just a black box. We have found that these issues are related to a Microsoft browser bug and can be reproduced in MS Wordpad. The good news is that they are rare and commonly resolved with a minor registry tweak. We have created a file that will perform this tweak easily and safely.

From the Lyricist Help Menu, select the option to "Reset Bitmap Associations", then shut down and re-run Lyricist. If this does not work, please try the step below:

From our website Support page, [download Paint.reg](#) to your desktop or another folder and double-click it. Answer Yes to the prompt.

To the best of our knowledge this has never failed to correct the issue. Chord insertion should now work properly. If it does not, please contact VSS Technical Support by emailing support@virtualstudiosystems.com. Please tell us what operating system Lyricist is running on, what other graphics programs, if any, besides MSPaint you may have loaded on your computer, and any other information you may think pertinent to the issue.

Editing Guitar Chords (Chord Charting and Song Arrange Views)

NOTE: Piano and Nashville Chord symbols cannot be edited.

There may be times when a guitar Chord voicing you want to use is not among the Chords found in the Chord Select dialog box (see [Inserting Chords](#)). In such cases, you have two options. You can create a new Chord voicing which will be available to all future Songs, or you can insert a similar Chord and edit it on the fly (this will apply to your current Song only). Both procedures are outlined below.

If you make a mistake and want to revert to the previous version of a Chord, you can refresh it. See [Refreshing Chord Symbols](#).

If you receive an error message when attempting to insert Chords, it is probably due to the fact that you do not have MS-Paint installed. This program can be easily installed from your Windows installation CD. If you receive an error message when attempting to insert Chords, see [Installing Microsoft Paint](#).

Creating a new Guitar Chord symbol:

Lyricist comes equipped with a set of 425 different Guitar Chords Symbols. For each Chord, Lyricist

offers a total of six different symbols, to represent six different voicings of that Chord. The first three voicings have been created for you; the other three are left blank so that you can add your own voicings. You can edit any of the Chord symbols.

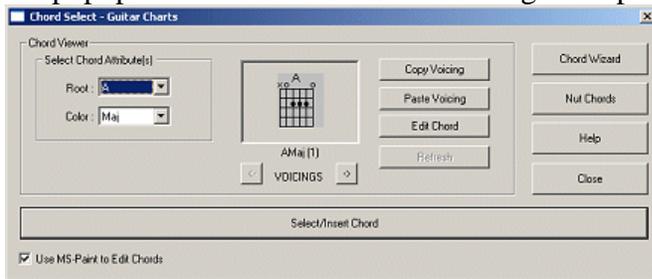
Lyricist's Chord symbols are stored on your hard drive as a collection of bitmap (*.BMP) files. When you tell Lyricist you want to edit a Chord symbol, it opens that symbol's bitmap in MS-Paint, which is the default bitmap editor on most Windows systems. There you can edit the Chord symbol however you like, then save it. The new symbol is now available as a standard selection, and will continue to be available to all future Songs.

NOTE: It is possible to use a bitmap editor other than MS-Paint to edit your Chord symbols (see step 4 below, under "Using the Chord Select dialog box") but it is not recommended. VSS cannot guarantee that Lyricist will cooperate with all available bitmap editors.

1. If you are in Song Lyric View, switch over to Chord Charting or Song Arrange View by clicking either tab on the upper edge of the Song window.
2. Place your cursor where you want to insert the Chord symbol. You may want to add a blank line above an existing line of text, then place the Chord symbol on the blank line. You can space or tab over to where you want to place the Chord. If you only want to create a Chord symbol without inserting it into your current Song, you can place your cursor anywhere (you will cancel out of the Chord Select dialog box at the end of the procedure).
3. With the cursor located where you want to insert the Chord symbol, either click the **Insert Chord**



button **Insert Chord** on the toolbar, or right-click in the Song window and select **Insert Chord** from the popup menu. The Chord Select dialog box opens.

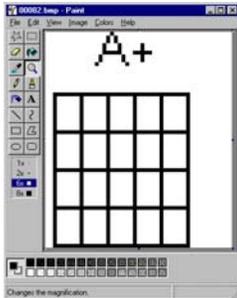


Using the Select Chord dialog box:

1. Use the **Root** dropdown to select the Chord's root. For example, if you want to insert a Dm7, the root is **D**.
2. Use the **Color** dropdown to select the kind of Chord you want. For example, if you want to insert a Dm7, the color is **min7**.
3. The Chord Viewer box displays the first available Chord symbol. Use the right arrow **VOICING** button to select the symbol you want to edit.

NOTE: Several notes of the standard scale have "enharmonic equivalents." These are notes that can be described with more than one name, such as C-sharp/D-flat. Both names refer to the same tone. In such cases, both names are listed together in the **Root** listbox, but there are separate Chord symbols for each name. If you continue to click the right arrow button, you will find Chord symbols for the second name. For example, if you select C#/Db in the **Root** listbox, the Chord Viewer will display the first of six C# Chord symbols. Clicking the right arrow button displays symbols 2-5 for that Chord. If you continue past the sixth C# chord, you will find another six Chord symbols for D-flat.

4. If you want a head start on creating a new chord bitmap, you can copy an existing chord. Select the chord you want to copy and click **Copy Voicing**. Then select the chord you want to edit and click **Paste Voicing**. The displayed chord bitmap will be overwritten with the one you copied.
5. When editing Chord symbols, the **Use MS-Paint to Edit Chords** checkbox determines whether Lyricist will open the bitmap in MS-Paint or your default *.BMP editor when you click **Edit Chord** (which you will do in step 6). It is strongly suggested that you keep this box checked. VSS cannot guarantee that Lyricist will cooperate with all available bitmap editors. The following steps assume you are using MS-Paint; if not, consult your bitmap editor's documentation for specifics.
6. Click **Edit Chord** to open the Chord symbol's bitmap file in Paint.
7. Paint opens with the Chord symbol displayed. Click the magnifying glass button on Paint's toolbar, then click "6x" or "8x" to zoom in on the image:



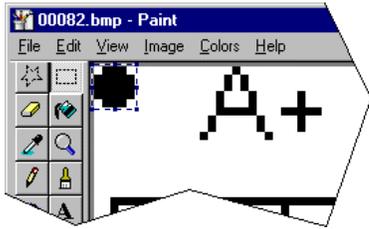
You will also see a floating tool palette named **Copy To Clipboard**:



This palette remains on top of other open windows for as long as it is open. The **Copy to Clipboard** palette provides you with the symbol components you'll need (dots for finger positions, X's for muted strings, O's for open strings, and fret numbers - see [Copy to Clipboard Palette](#)) so that you don't have to draw them manually. Use the existing Chord symbols as a guide.

NOTE: Lyricist's Chord symbols are rendered in two colors (black and white) in order to minimize file size. You may increase the color depth and add other colors to the symbol if you wish (see Paint's documentation for information on how to do this) but be aware that it will increase the file size, requiring more space on your hard drive. A 2-color symbol requires only 518 bytes, while a 16-color symbol requires 1741 bytes, and a 256-color symbol requires 3994 bytes. There are 2550 symbol bitmaps, so the size increase can easily add up.

7. At this point you're ready to edit the bitmap in Paint. You can do this manually, using the tools provided in MS-Paint, or you can use the components provided on the floating **Copy to Clipboard** palette. Follow steps a-e to use these components:
 - a. From the **Copy to Clipboard** palette, select the component you want to add to the Chord symbol. For example, if you want to add a dot to the Chord symbol to represent a finger position, click the button showing a dot. If you need a number to represent a fret position, click the button showing that number. The component you selected is now stored in your Windows Clipboard. (See also [Copy to Clipboard Controls](#).)
 - b. Click in the MS-Paint window to make it active.
 - c. Hit Ctrl-V on your keyboard, or select **Edit > Paste** from Paint's menu bar. The component is pasted into your Chord symbol as a movable object with a dotted "selection" box around it:



- d. Drag the object to where you want it to be in the symbol. Click outside the dotted selection box to de-select the component.
 - e. If you need to place another copy of the same component, repeat steps c and d. To add a different component, repeat steps a-d.
8. Once you have made the necessary changes to the Chord symbol, save the file by hitting Ctrl-S on your keyboard or selecting **File > Save** from Paint's menu bar. You may close Paint and return to Lyricist.
 9. The edited Chord symbol is displayed in the Chord Viewer box. If you want to insert it into your Song, click **Insert Chord**. Otherwise, select another Chord symbol to edit or close the dialog box.

Editing an inserted Chord symbol:

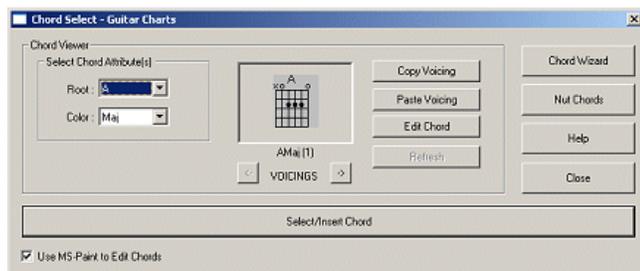
Any Chord symbol that has already been inserted into your Song can be edited using MS-Paint. When you double-click an inserted Chord symbol, Lyricist opens that symbol's bitmap in Paint (some computers may open the bitmap in your default bitmap editor). There you can edit the Chord symbol however you like, then save it. The new symbol is then displayed in your Song. This edit applies **only** to the Chord symbol you selected in the Song window; the original symbol (stored on your hard drive) is not affected and can continue to be used in its original form.

NOTE: Chords that are edited in this manner will **not** be recognized by the Transposition feature!

1. In the Song window, double-click the Chord symbol you want to edit. Lyricist opens the symbol in MS-Paint.
2. Make your edits to the bitmap and save it by selecting **File > Update** from Paint's menu bar. You may close Paint and return to Lyricist.
3. The Chord symbol in the Song window is updated to reflect the edits you have made. The edits apply to this one symbol only.

Refreshing Chord Symbols

If you make a mistake while editing a Chord symbol (see Editing Chords), you can restore it to its original form by refreshing it. When you click **Edit Chord**, a backup of the selected symbol is saved on your hard drive. Whenever there is a backup version of the selected Chord symbol available, the **Refresh** button (below the Chord Viewer) becomes active:



The **Refresh** button is only active for Chord symbols that have been edited. To restore the symbol to its previous state, click **Refresh**. Lyricist will prompt you to overwrite the current symbol with the backup; click **Yes** to refresh the bitmap.

NOTE: Whenever you click **Edit Chord**, Lyricist makes a backup of the bitmap as it appears **at that moment**, overwriting any previous backups for that symbol. If you have edited a symbol more than once, the Refresh feature will only revert the bitmap to its appearance at the time when you last clicked **Edit Chord**.

TIP: If you ever want to revert your entire Chord collection to the way it was when you first installed Lyricist, there is a way to make Lyricist refresh all of the Chords at once. Exit Lyricist and open Windows Explorer. Browse to your installation folder (typically found at C:\Program Files\Virtual Studio Systems\Lyricist) and open the **GChords** folder (for guitar chords -- open the **NChords** folder for Nashville chords or the **PChords** folder for piano chords) found within. Delete **00001.bmp** and launch Lyricist. When Lyricist detects that this bitmap is not present, it will reload all of the Chord bitmaps into the chords folder, overwriting any bitmaps that are in the folder. This cannot be undone, so be sure you want to refresh all of your Chords before doing this.

Installing Microsoft Paint

If you receive an error message when attempting to insert Chords, it is probably due to the fact that you do not have MS-Paint installed. This program can be easily installed from your Windows installation CD. Installing Paint should resolve your Chord insertion problem.

To install Microsoft Paint:

1. Insert your Windows installation disk into your CD-ROM drive. (If you have copied the Windows install files to your hard drive, this step is not necessary.)
2. Open the Control Panel by clicking the Windows **Start** Button and selecting **Settings > Control Panel**.
3. Double-click **Add/Remove Programs**.
4. Click the **Windows Setup** tab.
5. Select **Accessories**.
6. Click the **Details** button.
7. Scroll down the **Components** list and check the box next to **Paint**.
8. Click **OK** and follow the prompts.
9. Once installation is complete, you may close the Add/Remove Programs dialog box.

Chord insertion should now work properly. If it does not, contact VSS Technical Support by email support@virtualstudiosystems.com.

Inserting Special Bitmaps

Lyricist offers a number of special bitmaps (symbols) that can be inserted into your Song in Chord Charting, Song Arrange, or Nashville Charting Views. To insert a special bitmap, select **Insert > Insert Special Bitmap** from the menu bar, or right-click in the Song window and select **Insert Special Bitmap**. There are five categories of special bitmaps:

- **Time Signature:** offers a variety of signatures:

4
4

- **Key Label:** lets you indicate a key for any section of your Song:



Note that the label shows the major chord primarily, but also shows the relative minor, thus serving double-duty.

NOTE: Key labels are recognized by the Transposition feature. See [Transposition](#) for more information.

- **Repeat Endings:** indicates that the performer is to go to a different ending after playing a repeated section a certain number of times:



- **Section:** used to mark sections of a Song:



- **Miscellaneous:** used to insert a "beat" marker, coda, measure repeat, measure bar, or repeat symbols:



See also: [The Lyricist Menu Bar](#), [Transposition](#)

Inserting Tablature

You can insert a tablature staff into your Song (all [Views](#) except [Song Lyrics](#)) by selecting **Insert > Insert Tablature** from the menu bar. You can select from among six different lengths; this determines how far across the page the tablature staff will extend. Once the staff is inserted, you can manually enter your notation into it. Lyricist does not generate tablature notation, only the staff.

Transposition

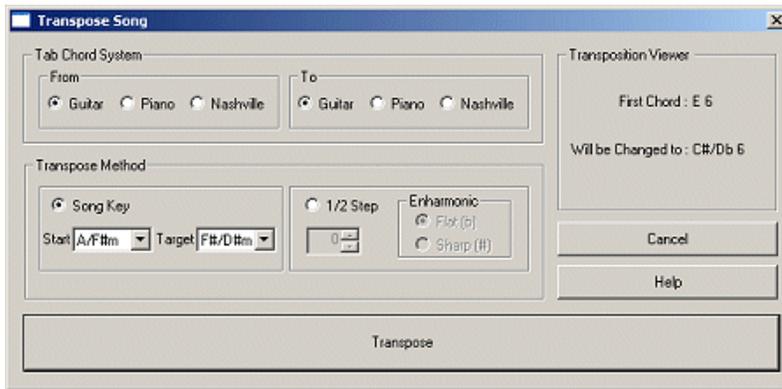
The Transposition feature lets you change the key your Song is in, updating all of your Chord symbols automatically, and converting them to another [Chord System](#) if desired. Transposition recognizes key changes in your Song when converting to or from Nashville style.

To transpose a Song:

1. Open the Song to [Chord Charting](#), [Song Arrange](#), or [Nashville Charting View](#).



- Click the **Transpose** button on the toolbar:  or right-click anywhere in the Song window and select **Transpose**. The Transpose Song dialog box opens:



- In the **Tab Chord System** section at the top, use the **From** options to indicate what Chord System you're currently using in the Song, and the **To** options to indicate which system you want to end up with after Transposition. If you want to keep the current system, set From and To to the same system.

NOTE: Since the Nashville system does not use keys, you there is no such thing as transposing from Nashville to Nashville. You can, however, transpose from Nashville to either of the other two systems.

- In the **Transpose Method** section, you have two options for performing the transposition:

Song Key:

- If you are transposing to the Guitar or Piano Chord System, you can use the **Start** listbox to indicate what key the Song is currently in, and the **Target** listbox to indicate what key you want the Song transposed to.
- If you are transposing from Guitar or Piano to Nashville, use the **Start** listbox to indicate what key the Song is currently in. You do not need to select a **Target** key as the Nashville system does not use keys. When transposing from a minor key to the Nashville system, Lyricist will use notation corresponding to the relative major key instead (e.g., F instead of Dm).

NOTE: If you have inserted key change symbols in your Song, Lyricist will recognize them during Transposition to or from the Nashville system...

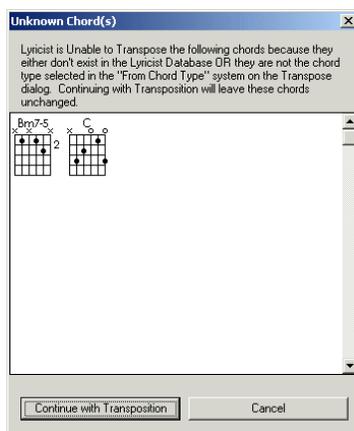


Example: you are transposing from Guitar to Nashville, and your Song starts in B but changes to C near the end. Lyricist will handle everything from the beginning of the Song as being in the key of B (all B chords are "1," C# chords are "2," etc.), but once it reaches the symbol shown above, it will automatically change the "Start" key to C. So C chords become "1," D chords become "2," and so on until another key change marker is encountered.

Lyricist will also transpose the key change symbols themselves. See [Inserting Special Bitmaps](#) for more information.

1/2 Step / Enharmonic:

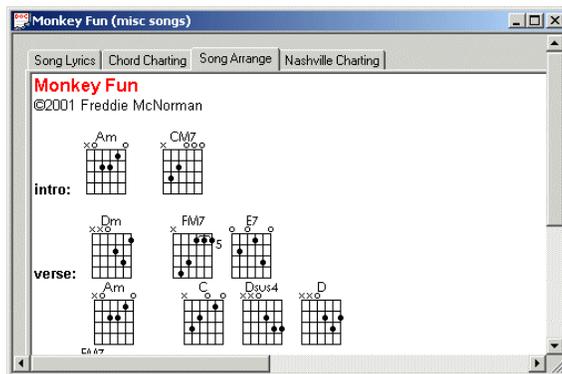
- In any transposition that does not involve Nashville as either the "From" or "To" system, you can transpose in 1/2 step increments, and/or change enharmonics (A# to Bb, for example).
 - Use the up and down arrows on the **1/2 Step** box to indicate how many 1/2 steps you want to transpose. If you are only changing enharmonics, leave this set to 0.
 - If you are transposing to a sharp or flat key, use the **Enharmonic** options to indicate whether you want the resulting key to be a **Sharp** (such as A#) or **Flat** (would give you Bb instead).
5. The **Transposition Viewer** in the upper right corner shows you the first Chord in your Song, and what it will be changed to after transposition. This serves as a good check to make sure you've got everything set right.
 6. Click **Transpose**. If Lyricist finds any Chords it does not recognize (you may have edited these Chords on the fly), it will display them before beginning the transposition:



You have the option to **Continue with Transposition** or **Cancel**. If you continue, Lyricist will transpose all the recognized Chords in your Song to the new key, but will leave any unknown Chords unchanged.

Song Arrange View

Song Arrange View is used to create "charts" for sessions, displaying the chords of the song without the lyrics:



Song Arrange View has all the functionality of Chord Charting View, except that no data is copied over from Song Lyrics View or Chord Charting View when you switch to Song Arrange View.

When to use Song Arrange View:

- When you need to create charts to give to musicians at recording sessions.
- When you need a view of your Chord progression without the lyrics getting in the way.

To switch to Song Arrange View:

- Click the **Song Arrange** tab, located along the upper edge of the current Song window. The first time you do this for a new Song, you are prompted to select a Chord System:



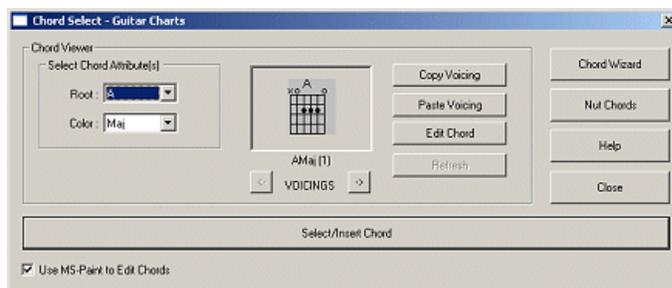
Select **Guitar**, **Piano**, or **Nashville** and click **OK**. See Chord Systems for more information.

IMPORTANT NOTE: Song Arrange View is completely independent of the Song Lyrics, Chord Charting, and Nashville Charting Views. When you switch to Song Arrange View, no data is copied into the window from any of the other three Views. The best use of Song Arrange View is to copy your chords from Chord Charting or Nashville Charting View and paste them into Song Arrange View, delineating different sections for intro, verse, chorus, bridge, etc.

See also: Inserting Chords

The Chord Select dialog box

When you click the **Insert Chord** toolbar button  in Chord Charting, Song Arrange, or Nashville Charting View, the Chord Select dialog box opens:



See also:

Inserting Chords, Editing Chords, Refreshing Chord Symbols, Installing Microsoft Paint, Inserting Special Bitmaps, Inserting Tablature, and Transposition.

Nashville Charting View

Nashville Charting View is used to create "charts" for sessions, displaying the chords of the song, without the lyrics, in "Nashville Numbering" style:



Nashville Charting View has all the functionality of Song Arrange View, except that it typically uses Nashville chord symbols rather than guitar or piano symbols.

When to use Nashville Charting View:

- When you need to create charts to give to musicians at recording sessions.
- When you need a view of your Chord progression without the lyrics getting in the way.

To switch to Nashville Charting View:

- Click the **Nashville Charting** tab, located along the upper edge of the current Song window. You will not be prompted to select a Chord System, as this View uses the Nashville system by design.

IMPORTANT NOTE: Nashville Charting View is completely independent of the Song Lyrics, Chord Charting, and Song Arrange Views. When you switch to Nashville Charting View, no data is copied into the window from any of the other three Views. The best use of Nashville Charting View is to copy your chords from Song Arrange View and paste them into Nashville Charting View, then using the Transpose feature to convert the symbols to Nashville style.

See also: Inserting Chords, Nashville Numbering

Nashville Numbering

Nashville Numbering is a method of writing out chord progressions independent of key. Rather than referring to a chord by its root note, Nashville Numbering refers to the root's position in the song's current key. This makes it easy to transpose the song to a new key on the fly, such as in a studio recording situation. Most session musicians are quite familiar with the Nashville system of notation.

Let's look at the key of C major, and see how chords in that key would be represented in Nashville Numbering. The C major scale looks like this:

C D E F G A B

If we assign numbers to each tone in the scale, we get the following:

C D E F G A B
1 2 3 4 5 6 7

Now let's take a chord progression in the key of C:

C F Am7 G Dm F Absus2 C

We represent these chords in Nashville Numbering by using their position in the C major scale rather than the name of their root notes:

C F Am7 G Dm F Absus2 C
1 4 6m7 5 2m 4 6bsus2 1

This system of notation makes it much easier to play the song in a different key, assuming we're up on our scales. For example, here's the D major scale and its Nashville Numbers:

D E F# G A B C#
1 2 3 4 5 6 7

Transposing our original chord progression to D major on the fly might be difficult if it's written out in the key of C (as shown above in blue). But if we have it written in Nashville Numbering, and we know our D major scale, playing it in that key becomes a snap:

1 4 6m7 5 2m 4 6bsus2 1
D G Bm7 A Em G Bbsus2 D

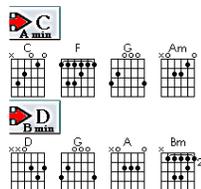
Nashville Numbering and Lyricist

There are two things you need to know about how Lyricist handles Nashville Numbering. One concerns minor keys, and the other concerns the Transposition feature:

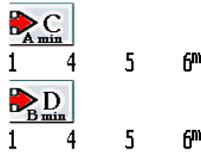
- **Minor keys:** Lyricist notates chords in major keys only when using Nashville Numbering. If your Song is in a minor key, and you notate it in Nashville Numbering, Lyricist will treat the Song as being in the relative major key. For example, let's say your Song is in A minor. The relative major of A minor is C major; Lyricist will treat your Song as being in this key. So rather than A being 1, C will be 1.
- **Transposition:** Your Song may not remain in one key for its entirety. If your Song has a key change in it, be sure to indicate each section's key with a Key Label:



This will tell Lyricist how to handle your Chords during transpositions to or from Nashville Numbering. For example, let's take a series of Chords with a key change in the middle:



We start in C major, then change to D major. We want to convert these guitar chords to Nashville using the Transposition feature. Here's what we get:



Lyricist begins the translation from the key of C. So the C chord becomes 1, the F becomes 4, and so on. The fifth chord in the progression is a D major -- in the key of C, that would be converted to 2. But Lyricist recognizes that we have changed keys at this point, so the D becomes 1 instead.

See also: [The Chord Select Dialog box](#), [Inserting Chords](#), [Inserting Bitmaps](#), [Inserting Tablature](#), and [Transposition](#).

Song Tools

Scratch Pad

The Scratch Pad is used for general notes. It is global, not Song-specific (for Song-specific notes, use the Notes button on the toolbar: ). Changes in the Scratch Pad are saved on the fly, and will be there the next time you open the Pad; you do not need to hit Save.

- To open the Scratch Pad, click the toolbar button  or select **Tools > Scratch Pad** from the menu.

Note: Lyricist remembers the size and location of the Scratch Pad between sessions. So if you resize and/or move the Pad, it will be just how you left it next time you open it.

Entering Song Notes

Lyricist allows you to open a second window where you can enter any additional information about a Song. This keeps you from having to place your notes in among the actual lyrics. Song notes are saved automatically with each Song.

To enter Song notes:

1. First, open the Song you want to print using the procedure found in [Opening a Song](#).
2. If the Song is open, make sure it is the active document by clicking anywhere on it.
3. Click the **Notes** button  on the toolbar, or select **Tools > Song Notes** from the menu bar. The notes window for that Song appears.
4. Type anything you like into the text window. When you are done, click **Close**. The notes are saved automatically.

Note: Song notes are plain-text only.

Copyright Notices

Setting Copyright Text

When you click the Copyright button  on the toolbar, Lyricist inserts a © symbol into your Song at the current insertion point. You can add up to two lines of text to this Copyright notice after the symbol ("©

2000 Bob Roberts", for example). Once you have set the Copyright text, it will appear along with the © symbol any time you click the Copyright button. See also [Inserting a Copyright Notice](#).

To set Copyright text:

1. From the menu bar, select **Tools > Set Copyright Text**. The following dialog box appears:



2. Enter up to two lines of text in the boxes (one line each). Remember, you do not need to type the © symbol. Whatever you type in the **Line 1** box will appear **immediately** after the symbol, so if you want to include a space after the symbol be sure to include that as well. The **Line 2** text will appear on the next line.
3. When you are satisfied with the Copyright text, click **OK**.

Inserting a Copyright Notice

When you click the  button, Lyricist inserts a © symbol in your Song at the current insertion point. (The text is entered in the "Copyright" text Style. See [Working with Text Styles](#).) You can then type the rest of your Copyright notice after the symbol.

If you use the same Copyright notice often, you can save time by setting the Copyright button to insert your entire notice rather than just the symbol. See [Setting Copyright Text](#).

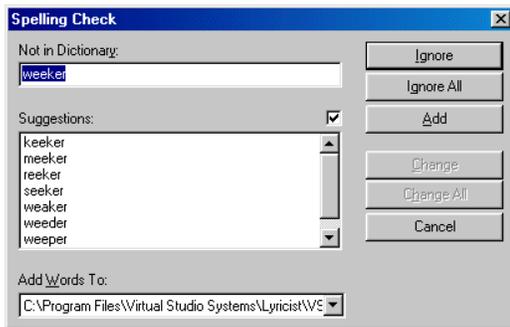
NOTE: Do not confuse the Copyright Insert button  with the Copyright Style button . The Copyright Insert button inserts your copyright text at the current cursor location. The Copyright Style button sets the highlighted text to the Copyright text Style (see [Working with Text Styles](#)).

Checking Spelling

You can check spelling for an entire Song, or for a selected area of text only.

To check spelling:

1. First open a Song using the procedure found in [Opening a Song](#).
2. If the Song is open, make sure it is the active document by clicking anywhere on it.
3. If you want to check only a certain portion of the text, use your mouse to highlight the area you want to check. Otherwise, proceed to the next step.
4. Start the spell checker by clicking the **Spell Check** button  on the toolbar, or by selecting **Tools > Spell Check** from the menu bar, or by right-clicking in the Song window and selecting **Spell Check** from the pop-up menu.
5. If there are no spelling errors, Lyricist pops up a message box telling you so. Click **OK** to close the box.
6. If Lyricist finds errors, it opens the Spelling Check dialog box:



The first misspelled word found appears in the Not in Dictionary box. Below that, the Suggestions box lists possible replacements for the misspelled word. If you do not want to see suggestions, uncheck the checkbox found directly above the Suggestions box (it is recommended that you leave this checked).

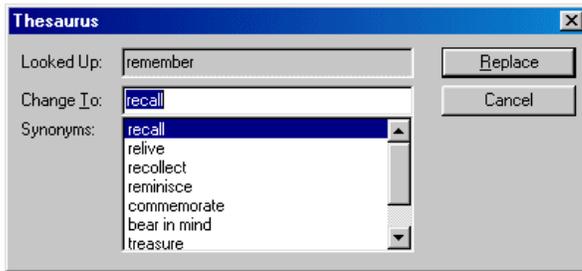
- a. Clicking **Ignore** tells the Spell Checker to skip to the next misspelled word.
 - b. Clicking **Ignore All** tells the Spell Checker to ignore all instances of this word in the entire Song.
 - c. If you believe that the word is spelled correctly, it may not appear in the Lyricist dictionary. Click **Add** to add the word to the dictionary.
 - d. If you agree that the word is misspelled, consult the Suggestions list to see if the proper spelling is listed. If it is, select the proper spelling and click **Change** to fix that one word, or **Change All** to fix all instances throughout the entire Song.
 - e. If the word is misspelled but the correct spelling does not appear in the list, type the correct spelling in the Not in Dictionary box, then click either **Change** or **Change All** to fix the word in the Song.
 - f. To stop the Spell Checker, click **Cancel**.
- b. When the Spell Check is done, Lyricist pops up a message box reporting the total number of words checked and the number of errors found. Click **OK** to close the box.

Using the Thesaurus

Lyricist's Thesaurus provides a list of synonyms for a selected word.

To use the Thesaurus:

1. First open a Song using the procedure found in [Opening a Song](#).
2. Use your mouse to highlight any single word in the Song. This is commonly done by double-clicking the word you want to find alternates for. The Thesaurus will only work on single words; do not select more than one word.
3. Open the Thesaurus by clicking the Thesaurus button  on the toolbar, or by selecting **Tools** > **Thesaurus** from the menu bar, or by right-clicking in the Song window and selecting **Thesaurus** from the pop-up menu. The Thesaurus window opens:



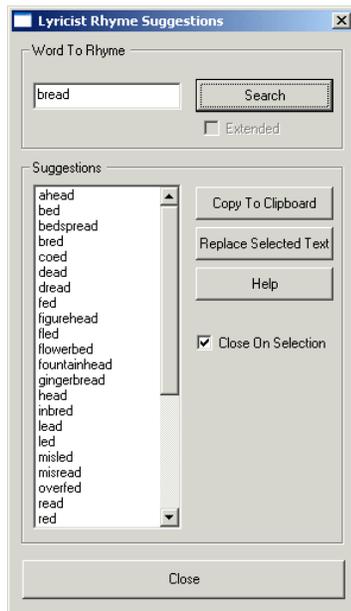
4. Select an alternate word from the Synonyms list. The selected word appears in the Change To box.
5. To replace the original word with the selected synonym, click **Replace**. The original word is replaced with the synonym.

Using the Rhyming Dictionary

The Rhyming Dictionary provides a list of words that rhyme with a selected word.

To use the Rhyming Dictionary:

1. First open a Song using the procedure found in [Opening a Song](#).
2. Use your mouse to highlight any single word in the Song. This is commonly done by double-clicking the word you want to find alternates for. The Rhyming Dictionary will only work on single words; do not select more than one word.
3. Open the Rhyming Dictionary by clicking the Rhyme button  on the toolbar, or by selecting **Tools > Rhymes** from the menu bar, or by right-clicking in the Song window and selecting **Rhymes** from the pop-up menu. The Rhyming Dictionary window opens:



The word you selected is shown in the Word to Rhyme box, and a list of rhyming words is displayed in the Suggestions box below.

4. You can grab one of the rhymes for use in your Song by selecting it from the list and clicking **Copy to Clipboard**. When you return to the Lyricist window, you can paste the rhyme anywhere you like. Alternately, you can replace the word you selected in the Lyricist window with the

suggested rhyme by either double-clicking the rhyme or clicking **Replace Selected Text**.

NOTE: You can select multiple rhymes by holding down the CTRL key on your keyboard as you select each word. You can then copy the selected words using the **Copy To Clipboard** button (the **Replace Selected Text** option is not available when selecting multiple rhymes).

NOTE: When you click **Copy to Clipboard** or **Replace Selected Text**, the Rhyming Dictionary window closes by default. You can choose to leave the Rhyming Dictionary window open by unchecking the **Close On Selection** box. This allows you to move around from Song to Song or apply multiple rhymes without having to re-open the Rhyming Dictionary window each time.

5. To search for rhymes on a different word, type it in the Word to Rhyme box and click **Search**. This technique is useful if you were searching on an uncommon word and the Rhyming Dictionary didn't come up with enough rhymes; you can search on a more common word that rhymes with your original word.

Hints on using the Rhyming Dictionary:

- If searching on an uncommon word does not produce any matches, try a more common word that rhymes with it. For example, if you were to search on the word "isotope," the Rhyming Dictionary might not come up with any rhymes as "isotope" is not a common word in songwriting. Instead, type the word "rope" in the Word to Rhyme box and click **Search**. Now you will see a list of applicable words.
- Try stripping suffixes for better results. For example, if searching on the word "walking" didn't produce any matches, try "walk" instead. The same applies to plurals, tenses, and other conjugations (walks, walked, walker).

Exporting a Song to RTF

You can export any Song to a series of RTF (Rich-Text) files for viewing in another word processor such as MS-Word.

When you export, the Song is saved as up to three files named **TITLE - VIEW.RTF** (with TITLE replaced by the name of the Song, and VIEW replaced by the View that RTF file represents). For example, if the Song is titled "My Song," and you have data in the Lyric and Chord Views, the resulting export files will be called "My Song - Lyric.rtf" and "My Song - Chords.rtf." (Lyricist will not create export files for Views that have not been used.) The files are saved in a folder called **rtf** located within your **Data** folder. The default location is **C:\Program Files\Virtual Studio Systems\Lyricist\Data\rtf**.

NOTE: If an RTF file with the same title already exists in the Data folder when you export, it will be over-written. Make backups of your RTFs, move them to a different folder, or rename the Song you want to export if you do not want to overwrite an existing RTF.

To export a Song to RTF files:

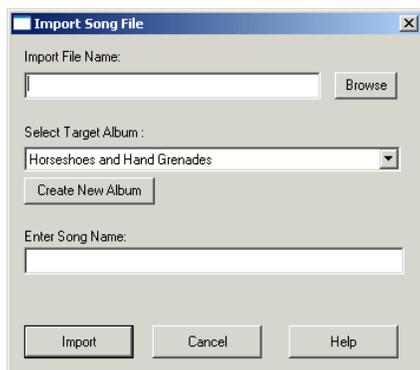
1. First, open the Song you want to export using the procedure found in [Opening a Song](#).
2. If the Song is open, make sure it is the active document by clicking anywhere on it.
3. Select **File > Export Song** from the menu bar. The Song exports automatically to the Data folder.

Importing Archived Songs

Lyricist lets you archive songs by exporting each Song View to an RTF file and compressing the resulting files into a single ZIP file. (See [Archiving a Song to ZIP](#).) You can then import any archived Song back into Lyricist at any time.

To import an Song:

1. Select **File > Import from Zip** from the Lyricist menu bar. The Import Song File dialog box appears:



2. Click the **Browse** button and browse for the ZIP file you want to import. Select the file and click **Open**; the name of the file appears in the **Import File Name** box shown above. (If you know the path and name of the file, you can type it in this box manually rather than using the Browse button if you prefer.)
3. Use the **Select Target Album** listbox to select the Album where you want to store the imported Song. If you need to create a new Album, click **Create New Album**.
4. If you want to rename the Song in Lyricist, edit the text appearing in the **Enter Song Name** box.
5. Click **Import**. The contents of the ZIP file are imported into Lyricist, and the Song is displayed in the Lyricist window.

Emailing a Song

You can attach any Song (as a ZIP file) to an outgoing email message. Lyricist uses your default email program to do this; you must have an email application installed on your computer in order to use this function.

When Lyricist emails a Song, first it exports the Song as up to four RTF (Rich-Text) files (depending on which [Song Views](#) you have used), compresses them into a single ZIP file, and saves the ZIP in your Data folder. Be sure to read about [Song archiving](#) before you email a Song. If you have at least one media file attached to the Song, you have the option of attaching the default file to the outgoing email as well. See [Linking Media Files to a Song](#).

***Note:** If an RTF file with the same title already exists in the Data folder when you email, it will be overwritten. Make backups of your RTFs, move them to a different folder, or rename the Song you want to email if you do not want to overwrite an existing RTF.*

To email a Song:

1. First, open the Song you want to export using the procedure found in [Opening a Song](#).
2. If the Song is open, make sure it is the active document by clicking anywhere on it.
3. Select **File > Mail Song** from the menu bar.
4. If you have an attached media file selected as the default file for this Song, Lyricist will ask if you want to attach it to the outgoing email (the RTFs and the attached file will be compressed into a ZIP file). Click **Yes** if you want to include the default media file in your outgoing email; otherwise click **No**. (See also [Linking Media Files to a Song](#).)
5. The Song (with its attached file if appropriate) is zipped and saved the Data folder, and a new email message appears with the archived file attached. Consult your email program's documentation for further instructions on sending email.

Album/Song Exchange

This feature lets you move or copy Songs from one Album to another. This saves you the trouble of having to "Save As" the Song in order to get it into a different Album. You can also rename or open Songs from this window.

Note: You must have at least two Albums created in order to use this feature. If you need to create more Albums, see [Creating an Album](#).

To move Songs to a different Album:

1. From the menu bar, select **Albums > Album/Song Exchange**. The Album/Song Exchange window opens:



2. Use the **Album 1** and **Album 2** dropdowns to select the two Albums you want to swap Songs between. The contents of the selected albums appear in the Album windows as shown above.
3. Select the Songs you want to move or copy:
 - a. To select a single Song to move or copy, simply click to highlight it.
 - b. To select multiple Songs, hold the CTRL key on your keyboard as you select the Songs.
 - c. You can select Songs from both Albums simultaneously. This will result in the selected Songs being swapped between the two Albums.
 - d. Clicking the **Unselect All** button under either Album window will clear your selections for that Album.

4. Click **Move** to move the selected Songs from one Album to the other. Click **Copy** to duplicate the selected Song into the other Album.
5. If you need to delete any Songs, select them and click the **Delete** button below their Album window. You can also open any Song by double-clicking on it.
6. Click **Close** when you are done.

To rename a Song:

1. Select the Song in either Album window.
2. Click the **Rename** button under the Album window.
3. Type a new name for the Song and click **OK**.

To open a Song from the Album/Song Exchange window:

- Double-click the Song title and it will open.

Song Archiving

You can also archive individual songs using the **Archive to Zip** feature, and restore them using the **Import From Zip** feature. See “Exporting a Song to RTF Files” and “Importing RTF Files” for more information.

Archiving a Song to ZIP

You can archive any Song to a ZIP file containing a series of RTF (Rich-Text) files (and a linked media file, if desired). You can use the resulting ZIP file as a backup. When you export, the Song is saved as up to four RTF files. The files are then compressed to a single ZIP file, and saved in the **Data** folder found in your Lyricist program directory (the default location is **C:\Program Files\Virtual Studio Systems\Lyricist\Data**).

NOTE: If a ZIP file with the same title already exists in the Data folder when you export, it will be overwritten. Make backups of your ZIPs, move them to a different folder, or rename the Song you want to export if you do not want to overwrite an existing ZIP.

To export a Song to ZIP:

1. First, open the Song you want to export using the procedure found in Opening a Song.
2. If the Song is open, make sure it is the active document by clicking anywhere on it.
3. Select **File > Archive To Zip** from the menu bar. If there is a media file linked to the Song, Lyricist will ask if you want to include it in the archive file. (If there is more than one file linked to the Song, only the "default" file will be archived.)
4. The ZIP file is created automatically in the Data folder.

See also: Importing Archived Songs, Exporting a Song to RTF

Media Link

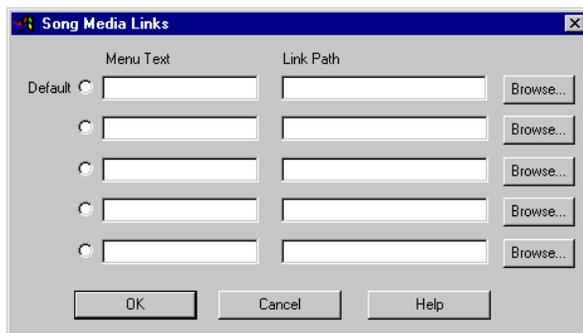
Linking Media Files to a Song

If you have MP3, WAV, RA or some other type of files that are associated with a Song you're working on, you can link up to five files to the Song and launch them whenever you like.

Note: In order to launch a file, you must have an application on your machine that can open the file, and it must be set up as the default application for that file type. See Windows Help for more information on associating file types. VSS cannot guarantee that the file launch will work with every file type.

To link media files to a Song:

1. First open the Song using the procedure found in [Opening a Song](#).
2. If the Song is open, make sure it is the active document by clicking anywhere on it.
3. Select **Tools > Link Media** from the menu bar. The following dialog box appears:



4. Click one of the browse buttons on the right side of the window (the ones that say) and browse to the file you want to link to your Song. Once you have selected the file, the file's path appears in the **Link Path** box.
5. In the **Menu Text** box, enter how you want the application to be represented in the **Media** menu. For example, if you were linking to C:\MySongs\mp3\LoveSong.mp3, you might type "Love Song" in this box; this is what will appear at the bottom of the **Media** menu.
6. Repeat the process for up to five files.
7. Click the **Default** button next to the file that you want to use as the default file for this Song. This is the file that will launch when you click the **Launch Media** button  on the toolbar. Also, when emailing the Song, you will have the option of attaching the default media file to the outgoing mail. See [Emailing a Song](#).
8. When you are done, click **OK**.

For information on launching the file, see [Launching a Media File](#). See also [Unlinking a Media File from a Song](#).

Launching a Media File

Before you can launch a media file from Lyricist, it must be linked to a Song. See [Linking Media Files to a Song](#) for more information.

Note: In order to launch the file, you must have an application on your machine that can open the file, and it must be set up as the default application for that file type. See Windows Help for more information on associating file types. VSS cannot guarantee that the file launch will work with every file type.

To launch a linked file for a Song:

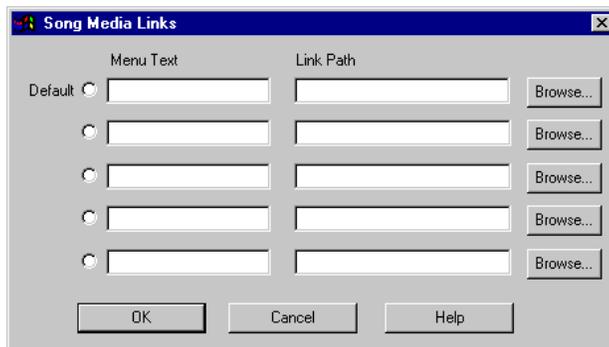
1. First open the Song using the procedure found in [Opening a Song](#).
2. If the Song is open, make sure it is the active document by clicking anywhere on it.
3. There are two ways to launch files:
 - a. Select **Media** from the menu bar and select the file you want to launch from the bottom of the menu.
 - b. To "quick launch" the default file for this Song, click the **Media Launch** button  on the toolbar.
4. The file opens in that file type's default application. Consult the application's Help file for information on using the program.

Unlinking a Media File from a Song

When you link media files to a Song using Media Link, you can launch any of those files (with your system's default application for that file type) by selecting them from the **Media** menu, or by clicking the Media Launch button  on the toolbar (which launches the default file only). See [Linking Media Files to a Song](#) and [Launching a Media File](#).

If you no longer want a linked file to be attached to a Song, perform the following steps:

1. First open the Song using the procedure found in [Opening a Song](#).
2. If the Song is open, make sure it is the active document by clicking anywhere on it.
3. Select **Tools > Link Media** from the menu bar. The following dialog box appears:



4. Select the text in the **Menu Text** and **Link Path** boxes for the file you want to unlink and delete it. Be sure to clear both boxes. Select a different file as the default file if you need to.
5. Click **OK**. The file is no longer linked to your Song.

Application Link

Launching Linked Applications

To launch a linked application, click the **Tools** menu and select from among the applications listed at the bottom of the menu.

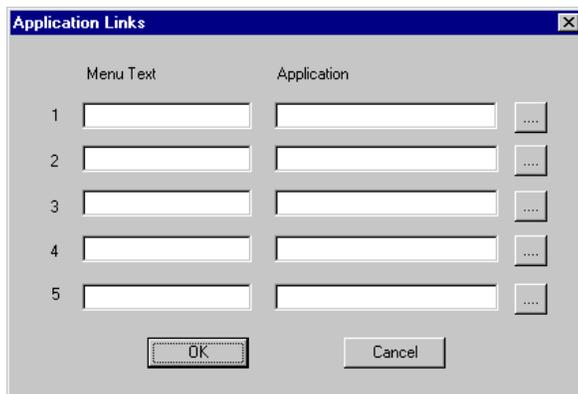
See also [Linking Applications to Lyricist](#).

Linking Applications to Lyricist

You can link up to five external applications to Lyricist and launch them from the **Tools** menu. This makes the programs you use with Lyricist most often more convenient to get to.

To link an application to Lyricist:

1. From the menu bar, select **Tools > Link Applications**. The Applications Link window opens:



2. Click one of the browse buttons on the right side of the window (the ones that say **...**) and browse to the application (.exe file) you want to link to Lyricist. Once you have selected the application, the file's path appears in the **Application** box.
3. In the **Menu Text** box, enter how you want the application to be represented in the **Tools** menu. For example, if you were linking to MS-Word, you might type "Word" in this box; this is what will appear at the bottom of the **Tools** menu.
4. Repeat the process for up to five applications.
5. When you are done, click **OK**.

See also [Launching Linked Applications](#).

Working with Albums

Creating an Album

Album creation can be performed when you save a Song. If the Album to which you want to save a Song does not exist at that time, you can create the Album then. See [Saving a Song](#).

You can also create a new album from scratch without creating a Song first...

To create an Album:

1. Select **Albums > Add / Edit** from the menu bar. The Edit Album dialog box appears.
2. Click **Add**. The Add Album Title dialog box appears.
3. Type the name of the album in the textbox and click **OK**.
4. Click **Close** to close the Edit Album dialog

Opening an Album

You can open all Songs in an Album at once. Doing this closes any open Song windows.

To open an Album:

1. Select **File > Open Album** from the menu bar. The Open Album dialog box appears.
2. Use the **Select Album to Open** dropdown to select the Album.
3. Click **OK**. All Songs in the Album open in Lyric View.

Renaming an Album

To edit the name of any Album:

1. Select **Albums > Add / Edit** from the menu bar. The Edit Album dialog box appears.
2. Select the Album you want to edit from the dropdown listbox.
3. Click **Edit**. The Edit Album Title dialog box appears.
4. Edit the name of the Album in the textbox and click **OK**.
5. Click **Close** to close the Edit Album dialog.

Closing an Album

You can close all open Songs from an Album, leaving any Songs from other Albums open.

To close an Album:

1. Select **File > Close Album** from the menu bar. The Close Album dialog box appears.
2. Use the **Select Album to Close** dropdown to select the Album.
3. Click **OK**. All open Songs from the selected Album are closed. Any other open Songs are unaffected.

Deleting an Album

Deleting an Album deletes the Album entry and any Songs that were store in that Album. Make sure this is what you want to do before you delete any Albums.

To delete an Album:

1. Close any open Songs from the Album you want to delete.
2. Select **Albums > Delete Album** from the menu bar. The Delete Album dialog appears.
3. Use the **Select Album to Delete** dropdown to select the Album.
4. Click **OK**. Lyricist asks if you want to delete the Album; click **Yes**. The Album and all its contents are deleted.

Album/Song Exchange

This feature lets you move or copy Songs from one Album to another. This saves you the trouble of having to "Save As" the Song in order to get it into a different Album. You can also rename or open Songs from this window.

Note: You must have at least two Albums created in order to use this feature. If you need to create more Albums, see [Creating an Album](#).

To move Songs to a different Album:

1. From the menu bar, select **Albums > Album/Song Exchange**. The Album/Song Exchange window opens:



2. Use the **Album 1** and **Album 2** dropdowns to select the two Albums you want to swap Songs between. The contents of the selected albums appear in the Album windows as shown above.
3. Select the Songs you want to move or copy:
 - a. To select a single Song to move or copy, simply click to highlight it.
 - b. To select multiple Songs, hold the CTRL key on your keyboard as you select the Songs.
 - c. You can select Songs from both Albums simultaneously. This will result in the selected Songs being swapped between the two Albums.
 - d. Clicking the **Unselect All** button under either Album window will clear your selections for that Album.
4. Click **Move** to move the selected Songs from one Album to the other. Click **Copy** to duplicate the selected Song into the other Album.
5. If you need to delete any Songs, select them and click the **Delete** button below their Album window. You can also open any Song by double-clicking on it.
6. Click **Close** when you are done.

To rename a Song:

1. Select the Song in either Album window.
2. Click the **Rename** button under the Album window.

3. Type a new name for the Song and click **OK**.

To open a Song from the Album/Song Exchange window:

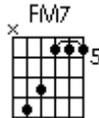
- Double-click the Song title and it will open.

Working with Chords

Chord Systems

Lyricist can create charts using three different chord systems: Guitar, Piano, and Nashville Numbering. You are asked to select a Chord System when you first open Chord Charting, Song Arrange, or Nashville Charting Views for a Song.

- **Guitar Chords** are represented with a symbol such as this:



This shows the exact fingering to be used by the guitarist when playing the chord. Each guitar chord in Lyricist is available in up to six different voicings.

- **Piano Chords** are represented alphanumerically:

FM7

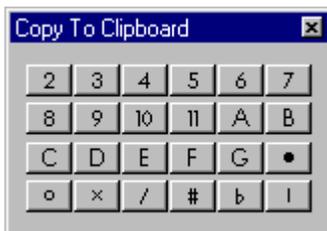
This is simply a straight-forward chord name.

- **Nashville Chords** are displayed as numbers:

4M7

This represents the position of the root note in the scale of the current key (plus any chord flavoring such as "M7"). In this example, if our song is in the key of C, this chord symbol represents FM7. If we decide we want to play the song in F, however, this chord would be played as BbM7

Copy to Clipboard Palette

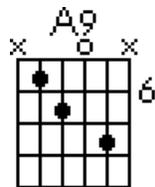


These controls are used when editing Chord symbols in MS-Paint. When you click **Edit Chord** in The Chord Select dialog box, this floating tool palette appears. As you edit your chord, you may want to add such components as fret numbers, fingering dots, or sharps and flats. Rather than draw these components manually in your Chord symbol, you can click any of the component buttons on the **Copy to Clipboard** palette. This sends a copy of that component to the Clipboard. You can then paste the component into your symbol.

Each button shows a component commonly used in Chord Charting:

-  through  - The numbers are used to indicate a starting fret position. The number is placed directly to the right of the fret it refers to.
-  through  - The letters are used in the Chord name, which is located at the top of the symbol.
-  - The **dot** is used to indicate finger positions. It is placed on a vertical line (a string), directly above a horizontal line (a fret).
-  - The **O** is used to indicate an open string. It is placed directly above the string to be left open.
-  - The **X** is used to indicate a muted string. It is placed directly above the string to be muted.
-  - The **slash** is used when indicating an alternate bass note, such as D/F#. (Lyricist currently doesn't use alternate bass notes in the Chord Select dialog, but you can add them manually if you need to.)
-  - The **sharp** is used in the Chord name, which is located at the top of the symbol.
-  - The **flat** is used in the Chord name, which is located at the top of the symbol.
-  - The **string** is used when you are editing a pre-existing Chord, and you need to remove a fingering dot. This component can be placed directly over the dot, which removes the fingering.

This illustration shows a number of components as they are used in Chord Charting (the chord itself is not musically correct; it's only intended to illustrate placement):



NOTE: The Chord name and grid are provided in the "blank" Chord symbol.

See also Editing Chords.

Chord Wizard

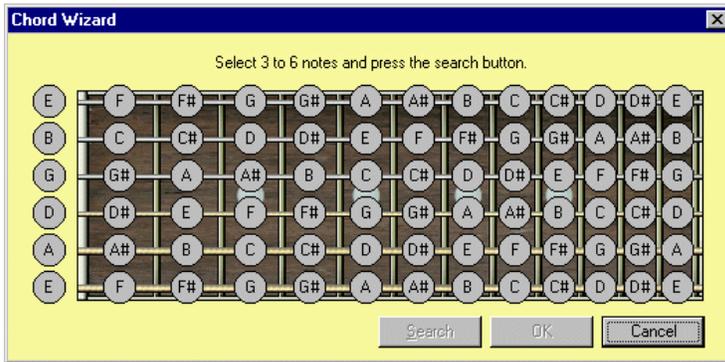
The Chord Wizard helps you to identify a chord based on guitar fingering patterns. If you discover a chord on your guitar and aren't sure what it is, the Chord Wizard will analyze it and feed back a list of possible names for the chord. If you launch the Chord Wizard from The Chord Select dialog box, you can also insert the chord directly into your Song once you have identified it.

There are three ways to launch the Chord Wizard:

- Click the Chord Wizard button  on the toolbar.

- Select **Tools > Chord Wizard** from the menu bar.
- From The Chord Select dialog box, click the **Chord Wizard** button. [Launching the Chord Wizard from here will give you the option of inserting the chord once you have identified it.]

The Chord Wizard dialog box opens:

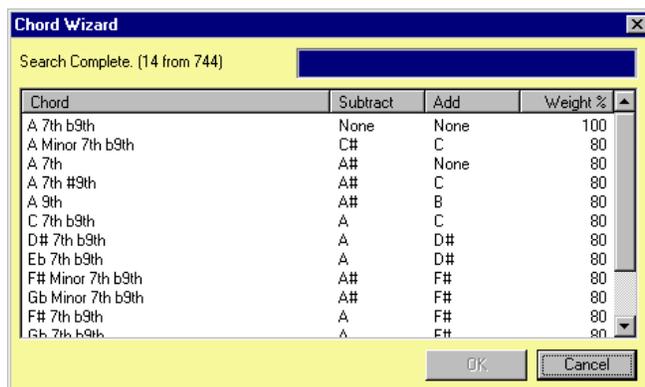


This dialog gives you a view of the first twelve frets of the guitar neck as viewed from the player's perspective, with each note labeled (in standard EADGBE tuning). The nut is on the left, and the low E string is at the bottom.

NOTE: The screen shot above shows the Chord Wizard in right-handed mode. You can switch to left-handed mode (which will put the nut on the right) by selecting **Tools > Left Handed Fretboard** from the Lyricist menu bar (uncheck the menu item to return to right-handed mode). Inserted chord symbols will still appear in standard right-handed mode.

To identify a chord:

1. Select the notes of your chord by clicking their positions on the guitar neck. Each note illuminates as you click it, so you can essentially draw the chord exactly as you play it. Select between three and six different notes. The Search button will become active when you have selected a valid number of different notes.
2. Click **Search**. The Chord Wizard analyzes your chord and presents you with a list of possibilities. Exact matches are listed first, and inexact matches (chords with one or two notes different) are listed afterwards:



Note the following in the illustration above:

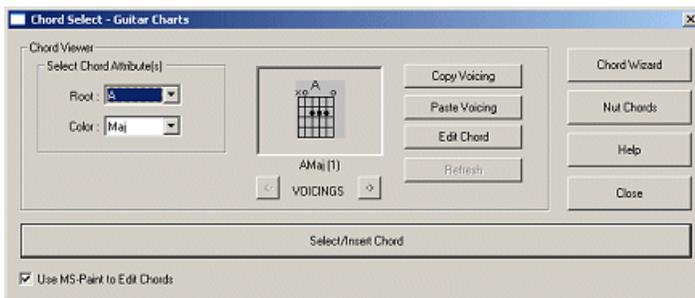
- The first chord, A 7th b9th, has a **Weight %** of 100. This means the chord is an exact match for the notes that were selected on the fretboard.
- The next group of chords have Weights less than 100. These are inexact matches: if you were to change a note or two, you would end up with one of these chords. Look at the second chord, A Minor 7th b9th. The **Subtract** column says C#, while the **Add** column

says C. This indicates that if you took the C# out of the chord you entered on the fretboard, and added a C in its place, you would have an Am7-9 chord.

- Your options at this point depend on how you are using the Chord Wizard:
- If you are using the Chord Wizard on its own (i.e. you didn't launch it from the Chord Select dialog box), click **Cancel** to close the Chord Search window, then either click **Cancel** again to close the Chord Wizard, or select notes for a new chord search.
- If you launched the Chord Wizard from the Chord Select dialog box, continue to step 4.
- From the list of search results, select the chord you want to insert into your song. [**NOTE:** Be advised that some of the chord possibilities returned by the Chord Wizard may not be available as symbols in the current version of Lyricist. In such cases, you can edit a blank chord to suit your needs. See [Editing Chords.](#)]
- Click **OK** to return to the Chord Wizard, which displays the name of the chord you selected.
- Click **OK** to return to the Chord Select dialog box, which displays the first available voicing of the chord you selected. [**NOTE:** There are an enormous number of fingerings for any given chord. Because of this, the exact fingering you entered in the Chord Wizard may not match any of the available chord symbols. In such cases, you can edit a blank chord to suit your needs. See [Editing Chords.](#) However, you should experiment with the fingerings that are available - you may find that one of them fits your song even better than the one you're using.] You can now select the voicing of the chord you want - see [Inserting Chords](#) for more information.

Refreshing Chord Symbols

If you make a mistake while editing a Chord symbol (see [Editing Chords](#)), you can restore it to its original form by refreshing it. When you click **Edit Chord**, a backup of the selected symbol is saved on your hard drive. Whenever there is a backup version of the selected Chord symbol available, the **Refresh** button (below the Chord Viewer) becomes active:



The **Refresh** button is only active for Chord symbols that have been edited. To restore the symbol to its previous state, click **Refresh**. Lyricist will prompt you to overwrite the current symbol with the backup; click **Yes** to refresh the bitmap.

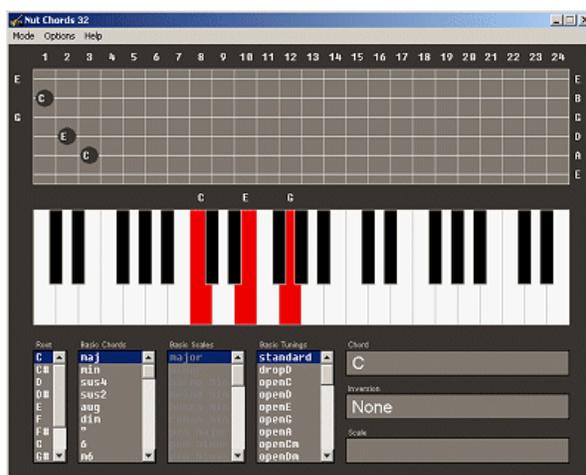
NOTE: Whenever you click **Edit Chord**, Lyricist makes a backup of the bitmap as it appears **at that moment**, overwriting any previous backups for that symbol. If you have edited a symbol more than once,

the Refresh feature will only revert the bitmap to its appearance at the time when you last clicked **Edit Chord**.

TIP: If you ever want to revert your entire Chord collection to the way it was when you first installed Lyricist, there is a way to make Lyricist refresh all of the Chords at once. Exit Lyricist and open Windows Explorer. Browse to your installation folder (typically found at C:\Program Files\Virtual Studio Systems\Lyricist) and open the **GCords** folder (for guitar chords -- open the **NCords** folder for Nashville chords or the **PCords** folder for piano chords) found within. Delete **00001.bmp** and launch Lyricist. When Lyricist detects that this bitmap is not present, it will reload all of the Chord bitmaps into the chords folder, overwriting any bitmaps that are in the folder. This cannot be undone, so be sure you want to refresh all of your Chords before doing this.

Nut Chords

Nut Chords is a third-party freeware chord and scale finder program. This program is not developed or supported by Virtual Studio Systems, and has its own Help documentation. We have bundled it with Lyricist for your convenience.



See Also [Nashville Numbering](#), [The Chord Select Dialog Box](#), [Inserting Chords](#), [Editing Chords](#), [Installing Microsoft Paint](#), and [Transposition](#).

Now go write that award-winning song and we will see
YOU at the Grammys!

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