

Tools Available in Database Mode

This section details the Tools available in Database Mode.

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Import

Lyrics/Text can be imported into EasiSlides from EasiSlides-formatted files.

To import lyrics:

1. Select from the Main Menu **Tools -> Import**
2. Click the  button to locate the import file to import from. See [EasiSlides File Types](#) for details on the types of EasiSlides files you can import from.
3. If you wish to import from a non-EasiSlides Access database, please read [Import an Access Database](#) for further information.
4. Depending on the import file type, you may see a list of Folders under the section **Folders in Import File**. If so, select the folder(s) you wish to import from.
5. In the section **Song folder to Import into**, select the **Song Folder** you wish to import the songs into.
6. Select desired option for **If Title exists in EasiSlides** in the event of one or more of the songs to be imported has the same song title as ones in the folder.

<i>Do not Import the item</i>	The new item is ignored and will NOT be imported.
<i>Import but also keep existing Song</i>	The new item is imported, but the old item will still be the database. It means there will be two items with the same title in the song folder.
<i>Import and replace existing item</i>	The new item is imported and will replace the existing item. System will only update if there are differences in the lyrics and title information between the imported song and the existing song.

7. Click the **Import** button to start the import.

Import Folder

The Import Folder facility lets you import contents of multiple Word/Text documents into the EasiSlides Database. Using this option saves you the time and effort to having to import text file or Word document into the Editor one at a time.

To import a collection of Word Documents and/or Text files into EasiSlides: -

1. Use Windows to create a Windows folder to hold you collection of documents you wish to import, this will be your source folder. Copy/move the documents into this new source folder.
2. From the EasiSlides Main Window, select **Tools -> Import Folder**
3. Click the  button, at **A**, to navigate to the source folder folder.
4. At **B**, select the EasiSlides Database folder, the Destination folder, where you wish to store the newly imported lyrics/text.
5. Click the **Import** button to start the Import.
6. Each Word document and Text File held within the Windows source folder will be read and its contents saved in the EasiSlides destination folder . The title for each saved item will be the same as the document filename imported.

7. When all the documents, including those held in sub folders within the source folder, are read and saved, a message will pop up on screen with a count of the number of documents imported.
8. Click the **Close** button to exit or repeat steps 3 to 7 to import other documents.

NOTE: Before you do the import, you should create a new separate EasiSlides Database folder (destination folder) to hold the new items. This will let you easily identify/group new items together for checking/updating after the import.

Import An Access Database

You can use EasiSlides to import a non-EasiSlides Access Database. When you select an Access database filename when doing an Import, EasiSlides will automatically bring up the Access Helper when you press the "Import" button. Below are details of the Access helper.

When Access Helper appears, you will be given 3 steps to follow.

Step 1. Select the table which holds the songs details:

1. EasiSlides will search through the Access Database and display a list of database tables found.
2. At the tables drop-down list, select the appropriate song lyrics table. To help you to identify the table, the first few rows of the data found in the selected table is displayed, along with the column names.

Step 2. Assign compulsory and Optional Columns

1. You must select a column which contains the title for the song.
2. You must also select column(s) which contain the lyrics for the song. EasiSlides uses only one column to hold the lyrics whereas some other Projection software Database may use a number of columns. To import those columns into EasiSlides, select the columns and correctly order them so that the Import function can merge those columns into one single column.
3. Use the optional columns to identify the appropriate columns for import, or you can leave them blank.
4. The optional columns are as follows:

Title 2	Alternative Title for the song, or title in a different language
Book Reference	EasiSlides uses this column to hold song book and number information, ie. SF10, which means Songs of fellowship Song Number 10.
Song Number	This is a numeric column holding the optional user-defined Song Number. If the import data contains non-numeric characters then the Import will ignore the non-numeric data and only extract the numeric data.
User Reference	This is a user-defined field. Use it for whatever purpose you want. In EasiSlides, you can use the Search option to search on this column
Copyright	Copyright information for the song
Song Key	The Song key associated with this song, eg. "G"
Writer	Names(s) of the writer of the song
Timing	The Music Timing for the song, eg. 3/4
	Licence Information, eg. CCLI, Public

Admin 1	Domain
Admin 2	As with Admin 1 above but for Region 2 lyrics

Step 3. Click Import

1. Click **Import** to start the import. EasiSlides will now use the information you have provided to import the songs into EasiSlides.

Note 1: You may find that the import database contains columns which you cannot match to EasiSlides because they are specific for other projection software. Those data will not be imported.

Note 2: The sequence column in EasiSlides is quite specific to EasiSlides and therefore it is not offered in the Access Helper. After the import, you will have to manually assign the sequence information, if so desired.

Export Songs Folder

Songs can be exported to an EasiSlides formatted file which can be used for backup & recovery purposes or for importing into EasiSlides on a different Windows computer.

To export songs:

1. Select from the Main Menu **Tools ->Export**
2. Select the **Song Folder(s)** you wish to export.
3. At the **List items from Selected Folders** area, decide if you want to list all the songs folder, or list songs added/modified between a particular period and make your selection.
4. A **list of songs** will appear, based on your folder selection and **List Songs for Export** selection.
5. Select the songs you want to export in the '**Select for export**' area. You can use the **Tick All** checkbox to select all/unselect all the items.
6. Use the  button to change the export file location and filename if you wish. See [EasiSlides Formatted Files](#) for details on the types of files you can export to.
7. Press the **Export** button to start the export.
8. You will be informed of the number of songs exported when done.

EasiSlides Formatted Files

When you import/export EasiSlides files, EasiSlides makes use of three types of files:

1. EasiSlides XML File
2. EasiSlides Database File
3. EasiSlides Text File

The **EasiSlides XML File** has an extension of **.xml** and is a UTF-8 XML Text File.

The **EasiSlides Database File** has an extension of **.esf** and is in reality an Access Database file, formatted for EasiSlides, but given this particular extension for quick EasiSlides identification.

The **EasiSlides Text File** has an extension of **.esn** and is basically a double-byte unicode text file which can be edited using a Windows Notepad Editor. The contents are structure in a special way for use by EasiSlides. Please note that EasiSlides versions prior to v4 uses an **.est** extension which EasiSlides v4 will recognise for import. Below is an in-depth explanation of the EasiSlides Text File:-

EasiSlides File Header Indicator

The first line of the ESN file is used by EasiSlides to identify the ESN file version. EasiSlides only supports ESN files with the following version information:
[est3.1]

Song Structure information

After the initial File Header Indicator, an ESN file will hold songs in the following repeating structure:

- A. Song Header
- B. Optional Notation Details
- C. Formatted Lyrics

A. Song Header

At its simplest, a Song Header will be in the form:
[>Song Title]

It can, however, hold more advanced information in the form:
[>Song Title>>SongTitle2>@SequenceInfo>cCopyrightInfo>wWriterInfo]

>	Song Title
>>	Song Title 2 information
>w	Writer Information
>c	Copyright Information
>r	Book reference
>u	User reference
>k	Song Key
>t	Song Timing
>0	Capo
>n	Song Number
>a	Licence Admin 1
>b	Licence Admin 2
>@	Sequence Information, eg. >@1,c,2,t,b,e will tell EasiSlides the order of the song lyrics during the Show. In this example, the Show will be verse 1, chorus, verse 2, chorus2, bridge, ending .

B. Optional Notation Details

If there are Notations (eg. Guitar chords) associated with the Song, the notation information is stored in the line after the Header Information and will look something like this:
[~(1;G;0;C;34;)(2;G;11;C;17;Am;30;D7;35;)(3;G;13;C;28;)]

Note: Because of the complexity of the Notation Information, you are advised not to manually create/edit notations but, instead, use the Song Edit/Add function within EasiSlides to type in the notations.

C. Formatted Lyrics

The formatted lyrics can be just plain text with a blank line in between the lyrics to indicate a screen break where appropriate. You can, however, add EasiSlides indicators to let EasiSlides know about verse, bridge, etc.:

[1] Verse 1, [2] is verse 2, etc. to verse 10
[chorus] Chorus

[bridge] Bridge

[ending] Ending

[chorus2] Chorus 2 - Some songs have an additional second chorus

[region2] This is used within each verse/chorus to indicate where Region 2 text starts under each verse/chorus. Example:

[1]

Lyrics line 1

Lyrics line 2

Lyrics line 3

Lyrics Line 4

Lyrics Line 5

[region2]

Second Language Lyrics line 1

Second Language Lyrics line 2

Second Language Lyrics line 3

Second Language Lyrics line 4

Second Language Lyrics line 5

[2]

Verse two lyrics Line 1

Etc.

[Click here for information on how to create an esn File](#)

Create EasiSlides Format Files

The simplest way to create an ESN text file is to let EasiSlides do it for you. A feature of the EasiSlides Import/Export Tools is the ability to export and import ESN text files.

1. To create an ESN text file

1. Go to **Tools-> Export**
2. Select a folder to export
3. For the purpose of these instructions, tick any song
4. Click the  icon to input the export file name
5. When file name window opens, change the **Save as File Type** to EasiSlides Text File and type in the desired file name.
6. Click **Save** to return to the Export Window
7. Click **Export** and file will start to export.
8. Go to folder where you have exported the file
9. Open the exported file with notepad and you will see the exported songs in a readable, structured, text format.

2. To manually update the ESN file

You can use the above-created ESN file to store your own songs:

1. Rename the file to desired filename. You may wish to copy instead or rename if you wish to retain the original file for reference.
2. Open the file with Notepad.
3. Delete all the contents (except the first line which says [est3.1])
4. Follow the structure described in [EasiSlides Formatted Files](#)
5. Save the file.
6. To import the ESN file into EasiSlides, start EasiSlides and use the **Tools-> Import** option.

Below is an example of an ESN file with two songs:

[est3.1]

[>Blessed Assurance>rSF44, MP59, TS52>wFanny J. Crosby>aPublic Domain>@1,c,2,c,3,c]

[1]

Blessèd assurance, Jesus is mine:
O what a foretaste of glory divine!
Heir of salvation, purchase of God;
Born of His Spirit, washed in His blood.

[chorus]

This is my story, this is my song,
Praising my Saviour all the day long.
This is my story, this is my song,
Praising my Saviour all the day long.

[2]

Perfect submission, perfect delight,
Visions of rapture burst on my sight;
Angels descending bring from above
Echoes of mercy, whispers of love.

[3]

Perfect submission, all is at rest,
I in my Saviour am happy and blessed;
Watching and waiting, looking above,
Filled with His goodness, lost in His love.

[>When I Survey The Wondrous Cross>rSF596, MP755>w|saac Watts>aPublic Domain]

[1]

When I survey the wondrous cross
On which the Prince of glory died,
My richest gain I count but loss,
And pour contempt on all my pride.

[2]

Forbid it, Lord, that I should boast,
Save in the death of Christ my God:
All the vain things that charm me most,
I sacrifice them to His blood.

[3]

See from His head, His hands, His feet,
Sorrow and love flow mingled down:
Did e'er such love and sorrow meet,
Or thorns compose so rich a crown?

[4]

Were the whole realm of Nature mine,
That were an offering far too small;
Love so amazing, so divine,
Demands my soul, my life, my all!

Recover Deleted Items

When Songs are deleted in EasiSlides, they are placed into the Deleted Folder so that they can be recovered in the cases of accidental deletion.

To recover songs from the Deleted Folder and place them back into the original folder:

1. Select from the Main Menu **Tools ->Recover Deleted Songs**
2. A window will appear with a list of all the deleted songs in the Deleted Folder. The List also indicates the each song's original folder. Use your mouse to select the songs you wish to recover from the list. You can use the **Tick All** checkbox to select all/unselect all the items.
3. Press the **Recover** button to start the recovery. You will be prompted to confirm the recovery. Press **Yes** to proceed with the recovery or **No** to keep the songs in the Deleted Folder.

Empty Deleted Folder

When Songs are deleted in EasiSlides, they are placed into the Deleted Folder so that they can be recovered in the case of accidental deletion. You can empty the deleted Folder if you are sure none

of the Deleted Songs need recovery.

To empty the Deleted Folder:

1. Select from the Main Menu **Tools ->Empty Deleted Folder**
2. When prompt appears to confirm, click **Yes** to proceed with the emptying, or **No** to retain the songs in the Deleted Folder.

Smart Merge

Smart Merge provides a means of combining different language songs together.

- ✦ [What is Smart Merge](#)
- ✦ [Run Smart Merge](#)

What is Smart Merge?

EasiSlides is designed to work with multi-lingual songs. This is achieved through using two selectable regions on screen to display two different languages. Smart Merge is a tool to help merge a song from one folder with a song from a second folder and create a new dual-language song in a third folder.

For example, English Folder holds a song with the song title "When I Survey The Wondrous Cross" in English and the same song in Cantonese is held in Cantonese Folder. You can use Smart Merge to combined the lyrics from both songs into a song to be stored in Folder 3. The link between the Song is through the use of 'Title 2'.

Below is an example of what happens when you match Cantonese Folder Title 2 to English Folder Title:

	Title	Title 2
Song in Cantonese Folder	奇妙十架	When I Survey The Wondrous Cross
Song in English Folder	When I Survey The Wondrous Cross	
New Song in Can - Eng Folder	奇妙十架 (When I Survey The Wondrous Cross)	

Smart Merge will match verse, chorus, bridge and ending together. It will also try and match screen breaks (lyrics split over a number of screens). If both original songs have the same number of verses, chorus, bridge and ending, Smart Merge should make a perfect merge.

Note: You are advised to go through all the merged songs and check for correctness before any of the combined songs are used for the first time.

Run Smart Merge

To run Smart merge:

1. Select from the Main Menu **Tools ->Smart Merge**
2. Select the **Source A Folder**, the Lyrics of songs from this Folder will also appear in the Region 1 (Upper part) of the Screen. Select whether it is Title 1 or Title 2 you wish to compare with.
3. Select the **Source B Folder**, ie. the Lyrics of songs from this Folder will appear in the Region 2 (lower part) of the Screen. Select whether it is Title 1 or Title 2 you wish to compare with. (Please see [EasiSlides Regions Explained](#) for more information about EasiSlides Regions).
4. Select the **Destination Folder**, ie. the folder which will hold the newly combined song.
5. EasiSlides will list songs it has matched and displays the new song title name. The new song title name is a combination of the title from the Main Source Folder and the Secondary Source Folder.
6. From the List, select the songs you want to Smart Merge and then click the **Start Merge** button to start the merging. You can use the **Tick All** checkbox to select all/unselect all the items.
7. When the merge is completed, you will be informed of the number of newly created merged songs.

Compact and Repair the Database

EasiSlides uses a very robust Access Database to store its songs and folder information. In the unlikely event of problems developing in the database, you can compact and repair using this tool. You can run this option anytime without causing any harm to the database.

To compact and repair the Database:

1. Select from the Main Menu **Tools ->Compact & Repair Databases**
2. You will be prompted to confirm the action. Press **Yes** to proceed or **No** to take no action.

Note: It is good practice to take make regular copies of the Access Database and store them elsewhere/other machines for backup/recovery purposes.

Clear All Formatting in the Database

Changes to [Individual Settings](#) for Database Items are saved automatically to the Database. Therefore, if you remove the item from the worship list, the next time you click on the item at the Songs List, the previously stored individual settings for the item will re-appear. You may, if you wish, removing all these individual formatting saved in the database.

To Clear All Formatting in the Database:

1. Select from the Main Menu **Tools ->Clear All Formatting in Database**
2. You will be prompted to confirm the action. Press **Yes** to proceed or **No** to take no action.

Note: This action will clear all individual formatting saved in the database. Database Items currently referenced on a worship list and which has individual formatting will still retain those formatting settings.

Clear EasiSlides Registry Settings

Many of the user-preferred options in EasiSlides are stored within Windows Registry. You may, if you wish, clear all those EasiSlides Registry Settings so that the next time you start EasiSlides, the settings will revert to their defaults.

To Clear All EasiSlides Registry Settings:

1. Select from the Main Menu **Tools ->Clear EasiSlides Registry Settings and exit**
2. You will be prompted to confirm the action. Press **Yes** to proceed or **No** to take no action.

3. If you do click **Yes**, all EasiSlides Registry settings will be erased and EasiSlides will then exit.

Note 1: This action basically deletes the Registry Key: **HKEY_CURRENT_USER\Software\EasiSlides**. If you have start up problems with EasiSlides and therefore can't access this option from the EasiSlides Main Window, you can follow the instructions [Manually Clear Registry Settings](#) to manually delete the Registry Key.

Note 2: If you are trouble -shooting EasiSlides start-up problem, you should go to the folder **C:\EasiSlides\Admin** and remove the folders PraiseBooks and WorshipLists first to see if it resolves your problems. If problem persists, then do the above or do [Uninstall EasiSlides Completely](#) and then Re-Install EasiSlides again.