

How To Use These Files – Music and Words for Print

These files are designed to be used as-is and are formatted for easy importing into your document or projection system. Here are some tips:

1. **Don't open the files.** Insert the flashdrive into your computer. (While you might be able to open the files in an image editor, all you really need to do is insert them into the program you're using for printing.)

2. **Open the document in which you want the file to appear. Insert the PDF or PNG file as a picture into your document.**

Note: Each song is listed on the file as *both* a PDF file (best for MAC users) and a PNG file (best for Windows).

MAC users – Insert the *PDF file* as a picture

Windows – Microsoft Word and Publisher users – Insert the *PNG file* as a picture.

If a song has multiple pages, each page will be a separate PNG file. (In some instances the song list appears twice. The first list is faded and will not work. If you see files that start with a '_' before the song number, scroll down till you see the titles again, listed without the prefix '_'. Use the files that start with the song number not the prefix.)

3. **How to find your song:**

- Open either the PDF or PNG folder, depending on your software (see above)
- Each song has been saved as an individual file numbered the same as the print edition. (Don't have a print copy? Use the included Index of First Lines and Common Titles to find the song number)
- Using the song number as a reference, find it in the appropriate folder. For example, if you need song #680 O God We Kneel Before Your Throne, you would open the folder 2.2.2 Forgiveness and Grace. Inside this folder is a file named "680-O-God-We-Kneel-Before-Your-Throne."

4. **Resize as needed.** The entire page of music and words can be made larger or smaller. You cannot change the font size apart from the music.

5. **Don't forget to include the copyright information.** If the text is not in the public domain, include your license number or indicate in some way that you have received permission to print and/or copy the text. An easy way to do this is to use a text box, type in your license number and move the text box where you would like the license to appear.

6. Please Note: Digital editions of *Lift Up Your Hearts* are not transferrable, may not be reproduced in any manner whatsoever (outside of specified use) without written permission from the publisher, and are not returnable.

Bonus

Included on this USB drive is a complimentary copy of *Our Faith* which brings together, for the first time, all the confessional standards and other official doctrinal statements of the Christian Reformed Church in North America and the Reformed Church in America. In addition to the new 2011 ecumenical translations of the Heidelberg Catechism, Belgic Confession, and Canons of Dort, it includes:

- The Ecumenical Creeds (Apostles', Nicene, and Athanasian)
- The Belhar Confession
- Our Song of Hope (RCA)
- Our World Belongs to God: A Contemporary Testimony (CRC)

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If you have additional questions or concerns, please email hymnal@crcna.org.