

How to Use These Files—Music and Words for Projection

This USB contains files for every song in *Lift Up Your Hearts* (English text). These files are saved as a complete PowerPoint, and with each line separate in both the PDF and PNG format to allow you the greatest amount of flexibility. This ability to project words and music gives your congregation the advantage of singing from the hymnal without holding it in their hands.

Important: If you are using a Mac (Apple) computer, the PDF files will work best. If you are using a Windows system with Microsoft Office PowerPoint, the PNG files will work best.

About the PowerPoint Version: This is a ready to use resource. Simply save this version into your PowerPoint compatible presentation software and you are ready to go if you plan on singing the song exactly as is found in the hymnal. You will need to edit the PPT if you decide not to use all the stanzas, or sing a refrain twice, for example.

About the PDF and PNG formats: These formats provide the tools you need to build your own projection slides. Every song has been saved line by line to give you the ability to design it to work best in your space and to allow for the inclusion of visual art and solid backgrounds.

You need to insert each line of the song into your presentation in the order in which you will be singing it. We have offered the files in the order they would appear as if singing the whole song with repeats, as found in the hymnal. You will need to adjust your files to accommodate how your congregation sings the song in a particular service (i.e., singing only stanzas 1 and 3, or doing a refrain twice rather than once will require adjusting the file order).

When you open a song file, you will see a folder for PDF and PNG files. Select the one that works best with your computer and software (PDF for Mac; PNG for Windows). Then you will see multiple files for that song.

About text only material: We have included all the text only material that you find in the hymnal. They are not formatted in the PDF and PNG files and are formatted very simply for the PPT. In all three versions you will be able to adjust the layout as you desire. Please note that we did not include the rubrics and instructions for using these texts in the PPT version, because these should not be projected. Please consult the print hymnal for ways in which these texts can be used.

Getting Started

- 1. Don't open the files.** Insert the USB flash drive into your computer, but do not open the files at this time.
- 2. Open the document in which you want the file to appear.** (PowerPoint or another projection program).
- 3. Insert as a picture.** Find the file on the appropriate drive, select it, and insert. Adjust the file to fit as you would like it on the screen. If you are able to put two lines on the screen, insert the second line and adjust as needed.
- 4. Don't forget to include your copyright license.** Insert a text box on the last slide of the song that contains the appropriate license number. See the Permissions page on the website www.liftupyourheartshymnal.org for more information.
- 5. 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. One back up copy may be made to a computer.

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, *Our Faith* 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.