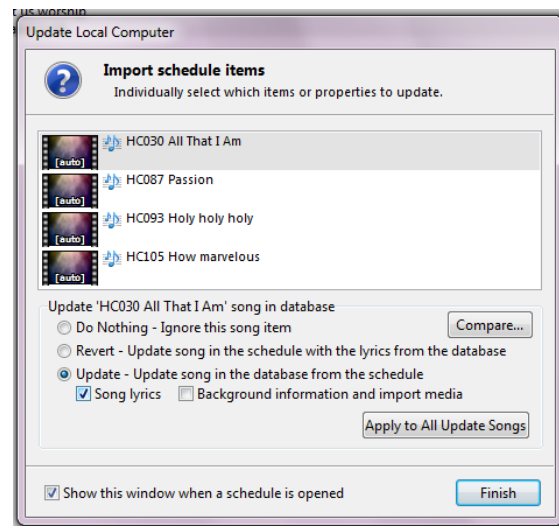


### Upgrading EasyWorship Database with new Song Book Schedules:

- Open **EasyWorship**.
- Open the required schedule: **File → Open Schedule**

If you have any existing Song Book data files in your database, as it begins to load the following popup box will appear:



- Select the **UPDATE** option as above – ‘Update song in database from the schedule’.
- Click the **Apply to All Update Songs** button on the lower right.
- Click **Finish**.

***If you do not have any Song Book data in your database yet, a similar box will appear but the options will be ‘Do Nothing’ or ‘Add Song’.***

- Select **Add Song**
- Click **Apply to All Update Songs**
- Click **Finish**.

To add the next section of the Song Book:

- Click on the **Open Schedule** icon or **File → Open Schedule** and repeat the above steps with the next schedule.

This will add or overwrite **only** the updated songs from each current Songbook schedule. It will not affect other songs in your database.

- The first time you load each schedule from the Update CD you will be prompted with this screen. If the database has upgraded correctly, you should not need to add in the complete schedule again. You can check this by reopening a schedule you have already updated – the second time it should open without the prompt screen.
- NB if you modify any songs after upgrading, then open the original schedule again, you will see the prompt box as EasyWorship will detect the difference between the 2 versions. Once all songs are saved in your database, it is usually safest to select ‘Do Nothing’ if this box appears.
- If in doubt, use the **Compare** button on the middle right, which will bring up the two conflicting versions and you can choose which is correct.