

Organizing your songs into Setlists.

Mobile Sheets Tutorial 1

There are three ways of organizing your songs in MobileSheets are they are

1. Albums
2. Collections
3. SetLists

There is now very little to choose between Albums and Collections. It looks like they both do the same things but historically that was not the case.

If you go to more than one group and you have different versions of a song for different groups then you will find Albums and/or Collections useful. You can create an Album or Collection for each group you attend and populate it with the songs that are specific to that group. When you open an Album (or Collection) you will list only the songs that Album contains. It is a very effective way of removing all the distracting titles. Both these methods list song in alphabetical order. However, they will be dealt with in another session.

The most immediately useful organizing method is SetLists.

A Setlist is a list of the songs to be played, **in the order that they are to be played**. The big flipchart pages set up at the beginning of each Gloucester Strings session display the Setlist for the evening. You can make your life easier by creating a Setlist in MobileSheets. Once the list is created and loaded, you move from one song to the next in exactly the same way that you move from one page to the next. All the hunting and pecking for the next song is done before we ever start playing and the Setlist can be a permanent record of the songs played in any evening. Setlists are even more useful when playing gigs.

To open/create a Setlist:

1. Open MobileSheets
2. Click on/tap the **Setlists** tab to open the list of Setlists
3. To create a new Setlist, click on/tap the **NEW** button in the top-right blue box.
 - a. Name your setlist. I usually used the current date, e.g. 12 April
 - b. Click on/tap the OK button in the naming dialogue. This opens the Setlist Editor
4. To open an existing Setlist, click on/tap the setlist name
5. In the right-hand portion of the screen, subtly labelled "All Songs", find the song you want to add to the Setlist and click on/touch it.
6. The song now appears in the left pane (subtly labelled "Songs in <whatever name you gave your setlist>") of the window and is highlighted in the right pane.
7. Keep repeating Step 6 until you list is complete.
8. Use your back button to move back to the list of Setlists
9. Click on/touch your new setlist to open it

10. Load All does what you would expect and opens all the songs in the list. To start at a different position on the list, just click on/touch the song title. All the following songs are loaded and available by swiping leftward.

Editing a Setlist:

There are 2 methods of editing a Setlist and they are both useful.

Method 1:

1. Click on/touch **Setlists** tab in the MobileSheets Tab Bar to open the list of setlists
2. Select a Setlist to display the list of songs it contains
3. Click on /touch the EDIT button in the top-right blue box to open the list-building dialogue
4. To remove a song from the setlist, click on/touch the cross-circle to the right of the song title in the left pane
5. To change the order of songs, hold your finger (or stylus) on the Up/Down arrow box left of the song title and drag it to the desired position.
6. When your edit is complete, use the back button return to the list of songs contained in the setlist.

Method 2:

This method is useful if you want to add a song to the setlist that has been requested by a member.

1. First find the song to be added.
 - a. Click on/touch **Songs** tab in the Tab Bar
 - b. Find and open the required song
2. Somewhere along the vertical centreline of the screen, touch the screen. This opens the Overlay Mode which we'll look at in detail in a future session.
3. Click on/touch the Pencil Icon in the top Menu Bar. This opens the metadata edit dialogue.
4. Click on/touch the down arrow on the right of the SetLists field. This opens a list of available setlists to choose from.
5. Click on/touch the tick mark for the required setlist.
6. Click on/touch the **OK** button.
7. Click on /touch the **OK** button in the top-right blue box to return to the song.

Note that you have actually edited a song and only that song is open. To return to the Setlist, refer back to the first section, [To open/create a SetList](#).

This method adds the song to the end of the chosen setlist. If you want to put it in the correct playing position then you will need to use [Method 1](#) above.