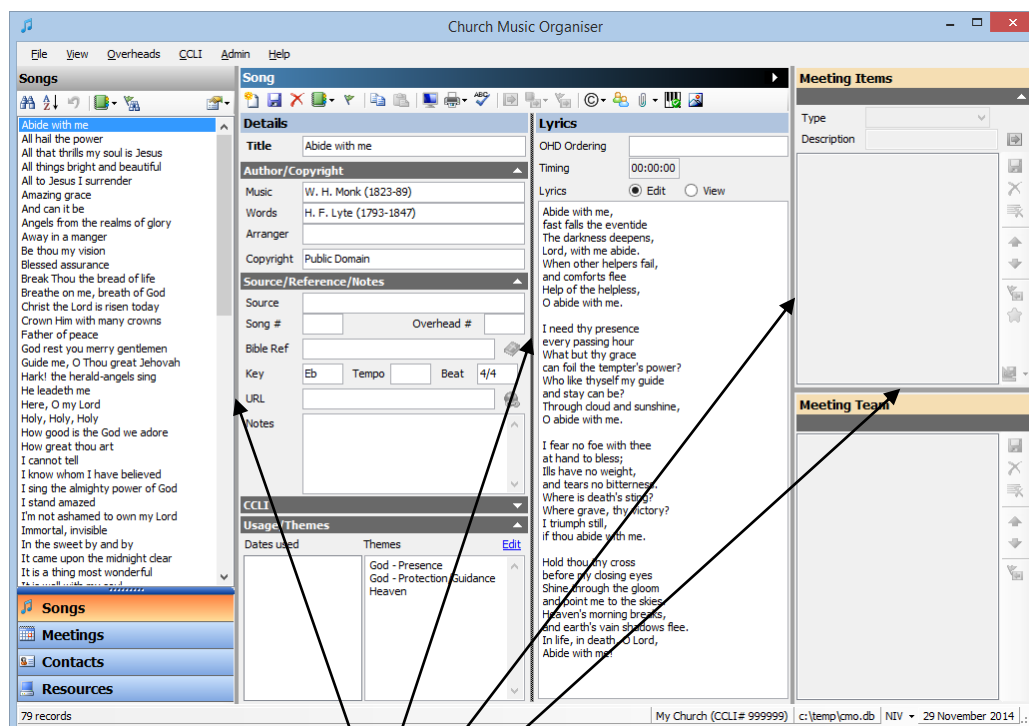# Chapter 3: Making the system yours
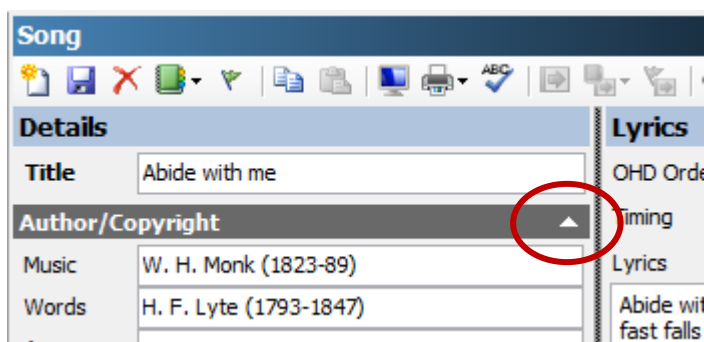
Main window layout

With the system set up and all your songs and contacts entered, it would be good to spend a little bit of time making the layout of the main window more suitable to your world.

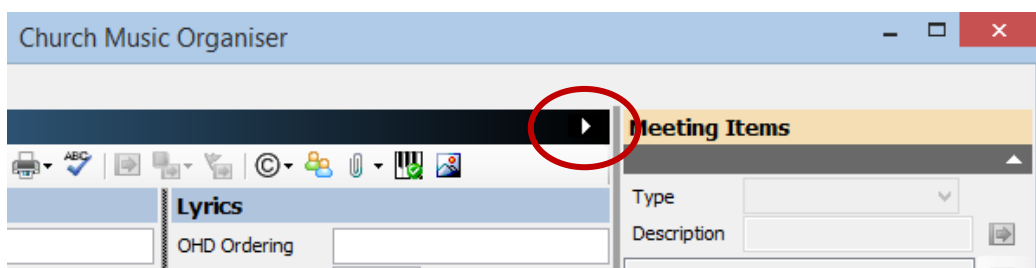First, let's look at the layout of the main window.

You will notice a dark grey bar in various parts of the screen. When you move your mouse over these bars, your mouse pointer will change to ✛ for vertical bars and ✛ for horizontal bars. If you click and hold down the left mouse button you can drag the bar in the direction of the arrows to resize the different sections. You might like a wide list for the songs, but the meeting items and team you might want smaller. You might want to reduce the amount of space taken up by the lyrics, and give more to the song details. Whatever your preferences, these settings will be kept between sessions. The next time you load the program the columns will be just how you left them.

Another change you might want to make is to hide some of the extra sections in the song details page. In most of the section headers you will see this symbol:

This means you can click on the header to collapse it, hiding all of the details underneath. Click on the header again and the section will be expanded.

Another change you might want to make is to hide the meeting details section on the right side of the window. You can do this by clicking on this symbol in the Song title bar:

This will collapse the meeting items and meeting team sections from view on the Song, Contact and Resource windows. It will always be visible on the Meeting window. Click on the symbol again, and the meeting items and team sections will be visible everywhere again.

Additional list information

Each list, songs, meetings, contacts and resources, has some default piece of information shown in the list.

For songs, this is the song title. For meetings, it's the meeting date and meeting type. For contacts it's the persons surname and first name. For resources, it's the description.
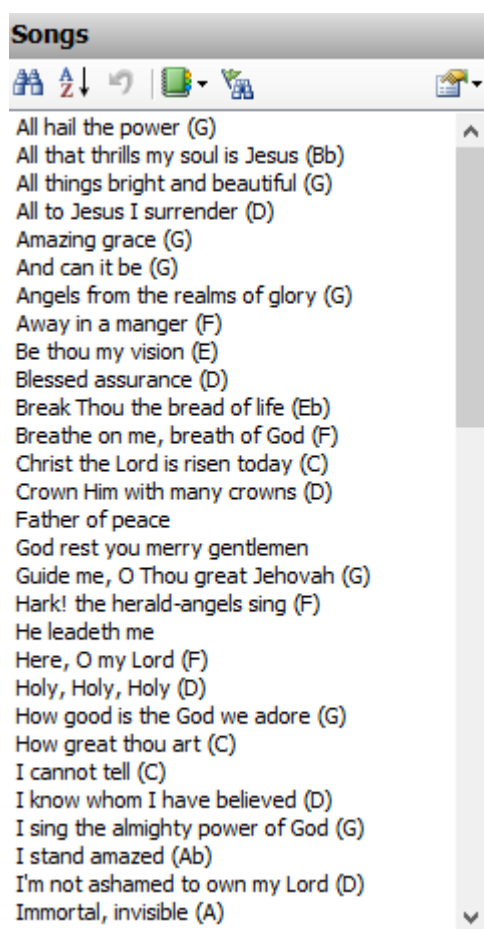
It can be useful, however, to show some additional information in the list. Each list has the ability to display an additional piece of information in the list.

In the toolbar above the list, click on this button , and a list of options will be displayed.

Here are the options available for each list

Songs	Meetings	Contacts	Resources
Source	Description	Phone	Resource Type
Song number	Theme	Mobile	Purchase Date
Overhead Number	Bible Reference	Email	Last Maintenance Date
Authors		Preferred Role	Next Maintenance Date
Beat			
Key			
Bible Reference			
CCLI Number			

Click on one of these items will display that additional piece of information in the list, in brackets ie ( ). Below is an example of the song list, also showing the key signature.

Summary

In this chapter we've looked at how to adjust the look of the main program window, and how to add additional information to each of the section lists.