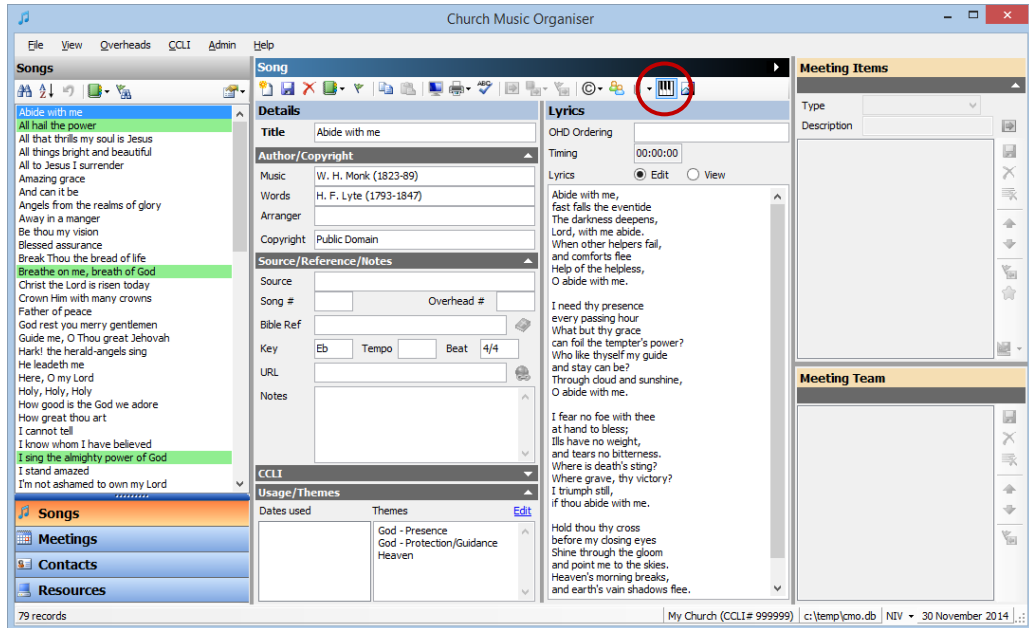


## Chapter 9: Song chords

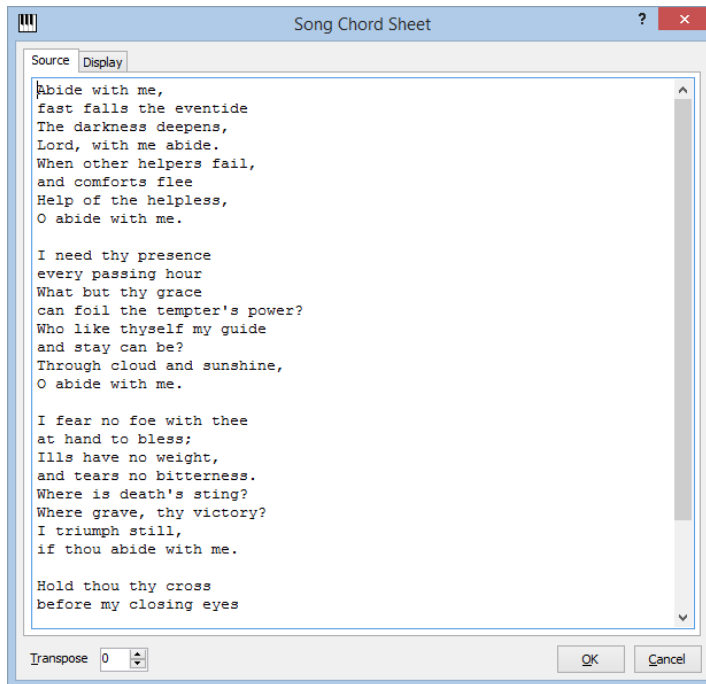
CMO comes with the ability to create chord sheets for songs. In this chapter we'll look at how to create chord sheets and how to use them.

### Creating song chords

The first step in creating a chord sheet is to select a song and click on the button in the toolbar, or press F11.

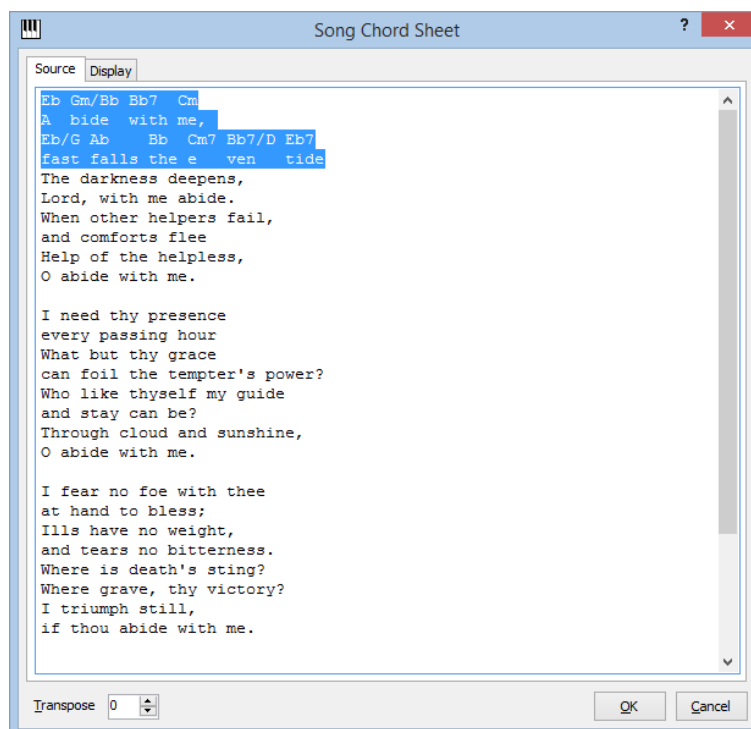


**Tip:** When a song has chord sheet already, the icon in the toolbar looks like this:



When creating a chord sheet for a song that doesn't have chords, the lyrics of the song are copied into the "Source" data entry area.

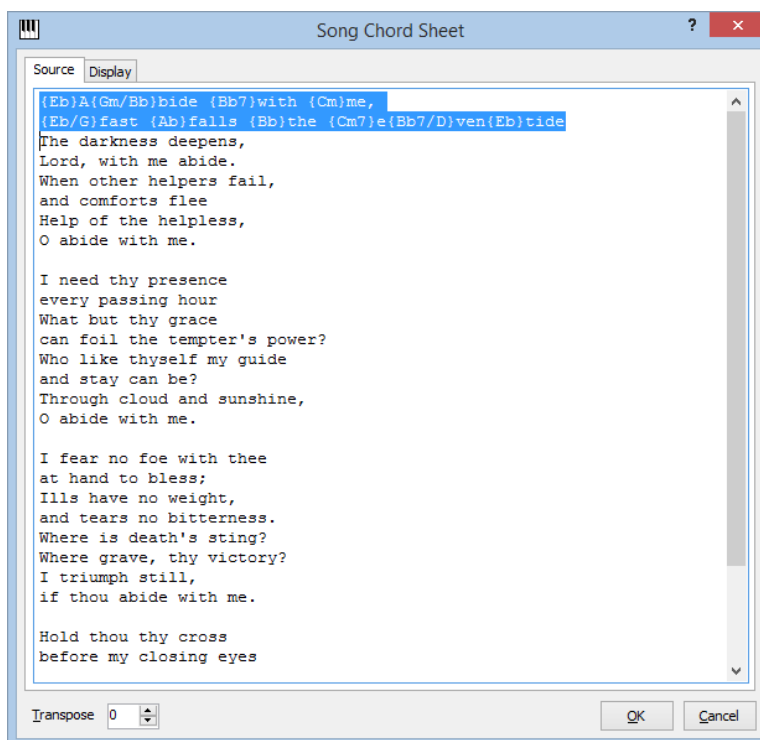
There are two ways you can enter chords. The first way is to simply write the chords into the text area above the words where you want the chords.



In this example, the first 2 lines of verse 1 have been given chords. Chord lines have been added above each of the verse lines, and the chords have been lined up with the words. Where a chord is longer than the syllable it applies to, space has been added to the word itself to keep the chords in the correct place.

This method, while it will work, is not easy. It requires a lot of fiddling with text position. Also, CMO is unable to transpose the chords when they are entered using this method.

The better method of entering chords is to insert the chords into the verse line itself, using curly braces (ie. { and } ) to mark the chords. Using this method we get this:

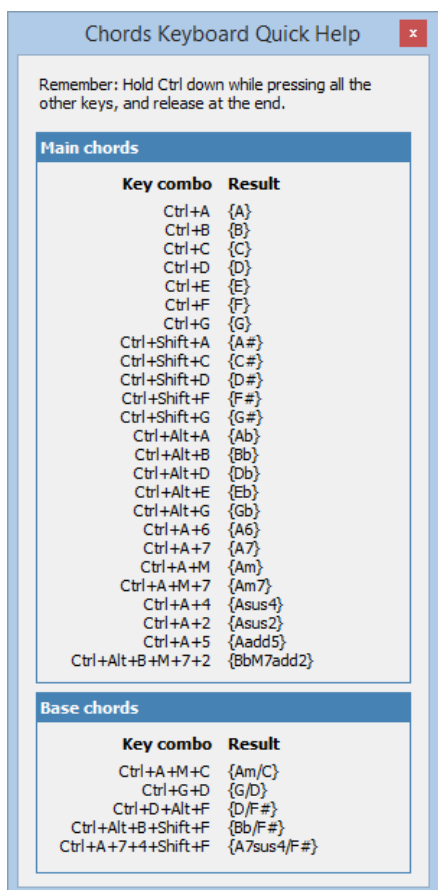


Here, the chords are in the verse line itself. CMO can now render the chords, expanded words as required by the width of the chords. Also, CMO can now transpose the chords.

## Fast chord entry

Entering chords can be streamlined using keyboard shortcuts. Complex chord structures can be quickly entered with only a few keypresses.

In the top right of the chord entry page is a "?" symbol. Clicking on this button will display a window that describes the available shortcuts.



### Main chords

To enter chords, press and hold the Ctrl key for the entire sequence, releasing it at the end. The Alt and Shift keys are only pressed for single letter that follows.

A **natural chord** is entered with Ctrl plus the letter. For example, to enter "{B}" you would hold Ctrl and press B, then release Ctrl.

A **sharp chord** is entered with Ctrl plus Shift plus the letter. For example, to enter "{A#}" you would hold Ctrl, press Shift+A then release Ctrl.

A **flat chord** is entered with Ctrl plus Alt plus the letter. For example, to enter "{Eb}" you would hold Ctrl, press Alt+E, then release Ctrl.

To **add a 7th** to the chord you add 7 to the sequence. For example, to enter "{Bb7}" you would hold Ctrl, press Alt+B, then 7, then release Ctrl.

A **minor chord** is entered by adding M to the sequence. For example, to enter "{Cm}" you would hold Ctrl, press C, then M, then release Ctrl.

To **add a suspended 4th** to the chord, you add 4 to the sequence. For example, to enter "{Dsus4}" you would hold Ctrl, press D, then 4, then release Ctrl.

You can **combine** all these to create complex chords. For example, to enter "{Abm7sus4}" you would hold Ctrl, press Alt+A, then M, then 7, then 4, then release Ctrl.

### Base chords

You can also add base chords using this method. To enter a base chord, keep holding Ctrl and, after entering the main chord, add another chord entry.

For example, to enter "{G/D}" (a G chord with a D base), hold Ctrl, press G, then D, then release Ctrl.

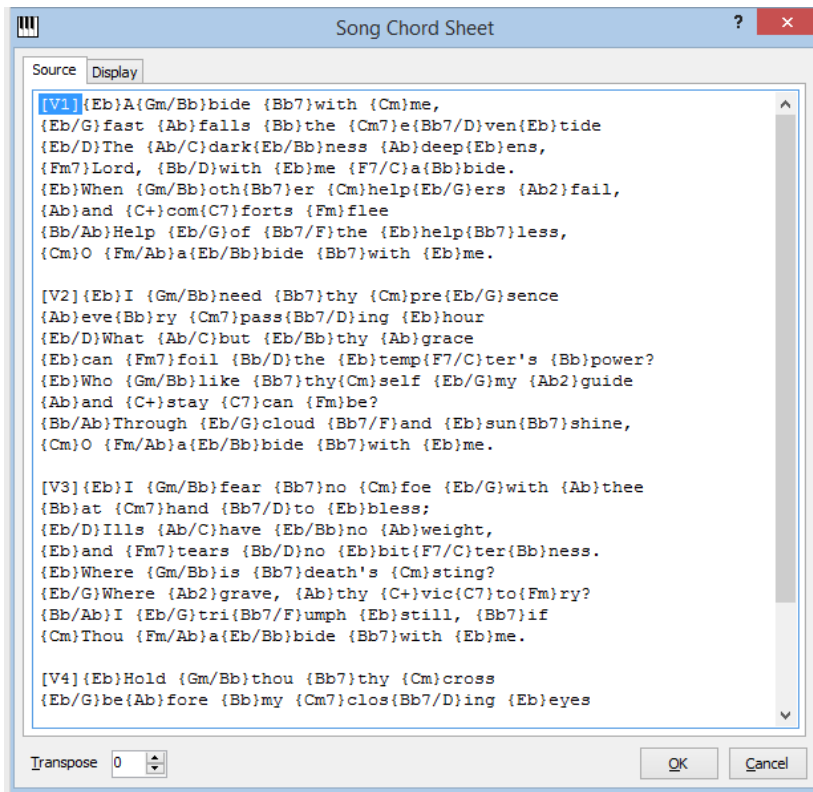
To enter "{D/F#}" (a D chord with an F# base), hold Ctrl, press D, then press Shift+F, then release Ctrl.

### Labels

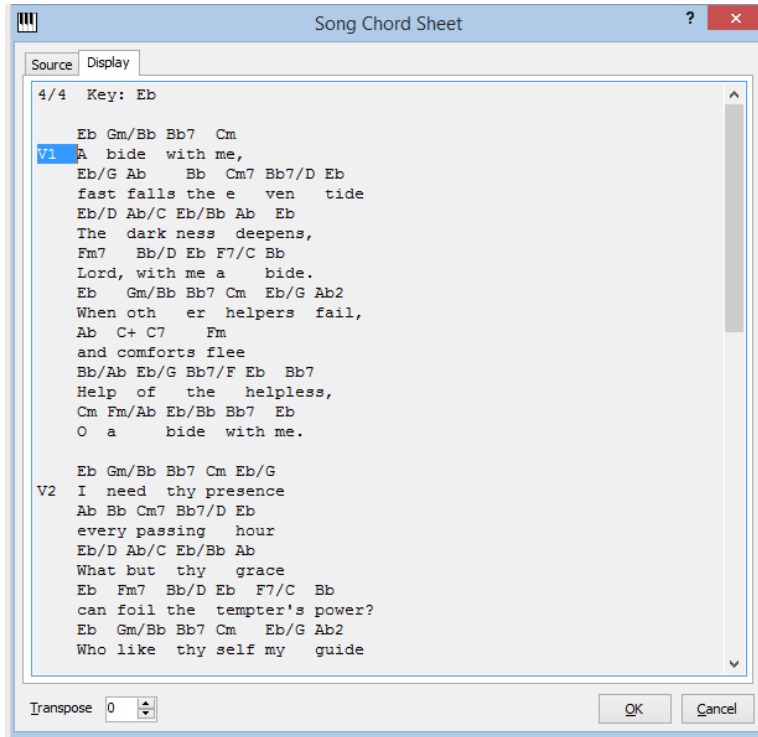
Labels can be added to chord sheets by using square brackets (ie. [ ] ). Labels can be things like "Verse 1", or "Chorus".

Labels are out-dented to the left of the chord sheet itself.

For example:



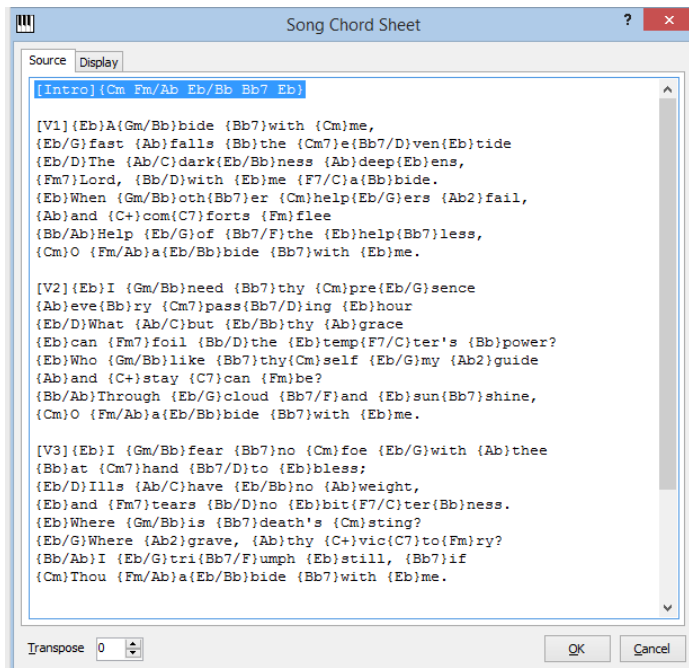
Here I've added a label to each of the verses. When this is rendered it looks like this:



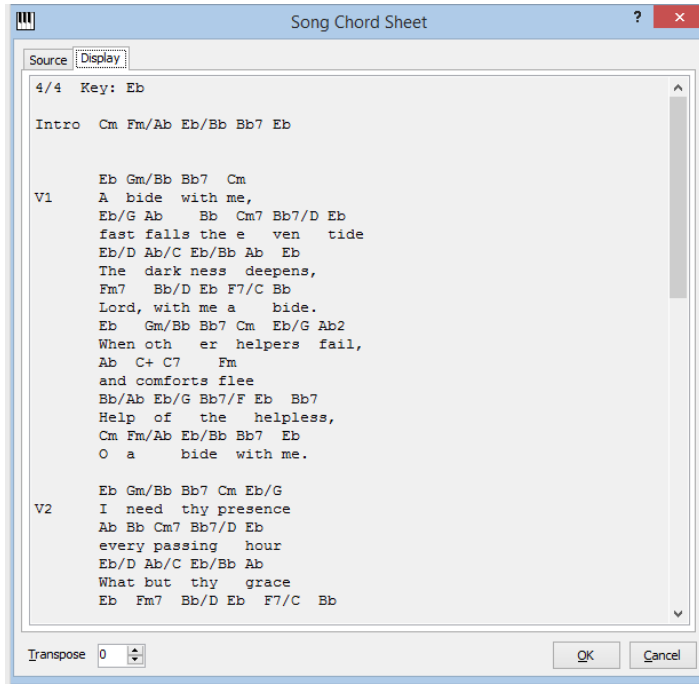
Notice that the chord sheet has been moved to the right, and the labels now stand out on the left.

### Chord lines with no text

You don't need to have verse text to enter chord. For instance, if you want to include an intro chord sequence, you can do something like this:

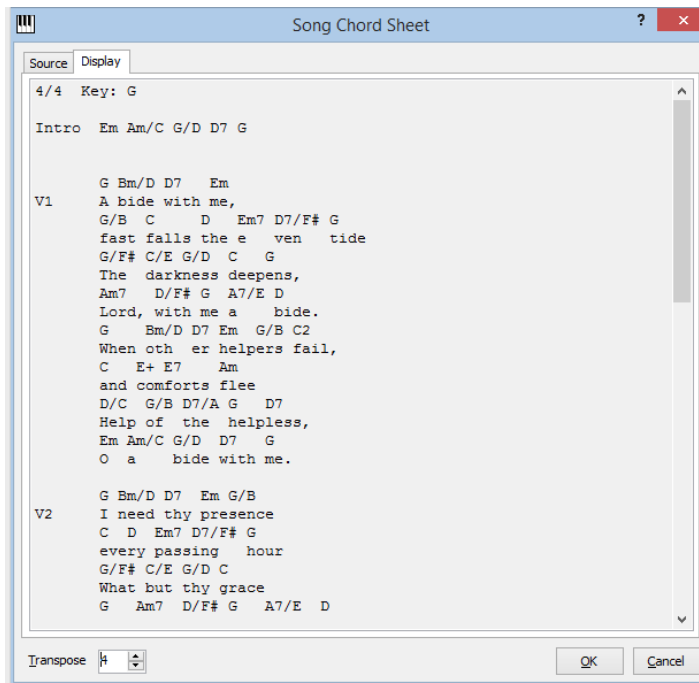


Notice the "Intro" line has a series of chords within the curly braces, but no verse text. When this is rendered it looks like this:



## Transposing

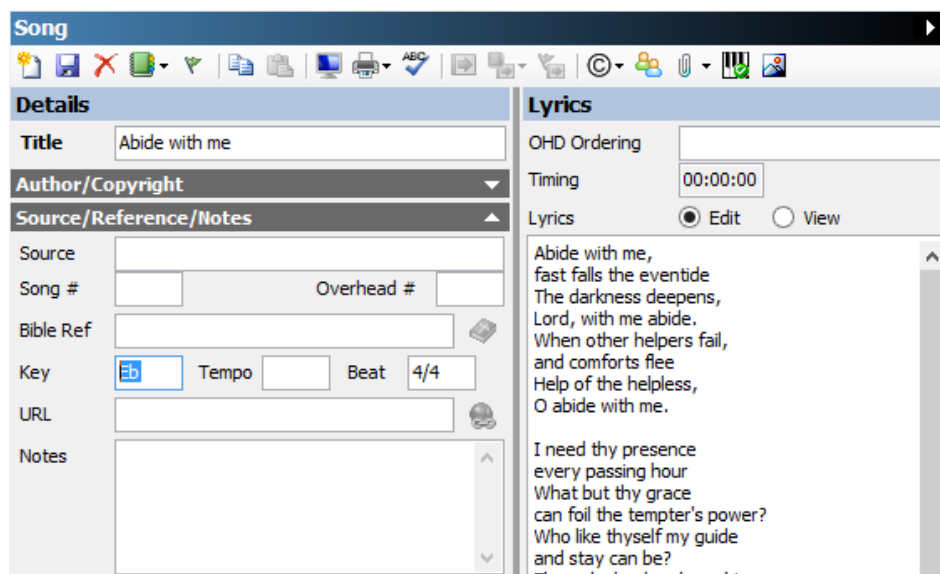
To transpose our chord sheet to something other than Eb, we change the "Transpose" value. To move this chord sheet to G, we change the value to 4. The result will look like this:



## Transposing and the key signature

When chord sheets are transposed, the key signature for the song will be transposed with the chord sheet. For this reason it is important to make sure that the key signature for the song is the correct key for the **un-transposed** chords. That is, if you

entered the chords in the key of Eb, Eb should be the key signature entered for the song.



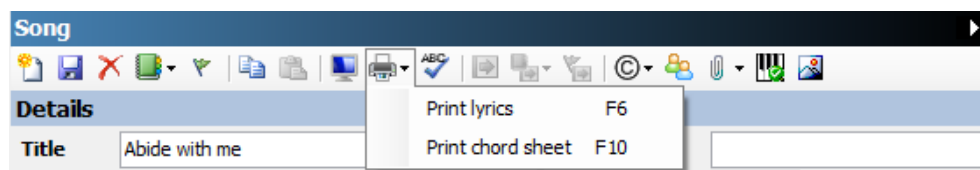
In the above example, we have transposed the chord sheet to "G", but the key signature of the song is still "Eb". This is correct - the chords were entered in the key of "Eb", even though the final transposed version of the chord sheet is "G".

## Creating chord sheet documents

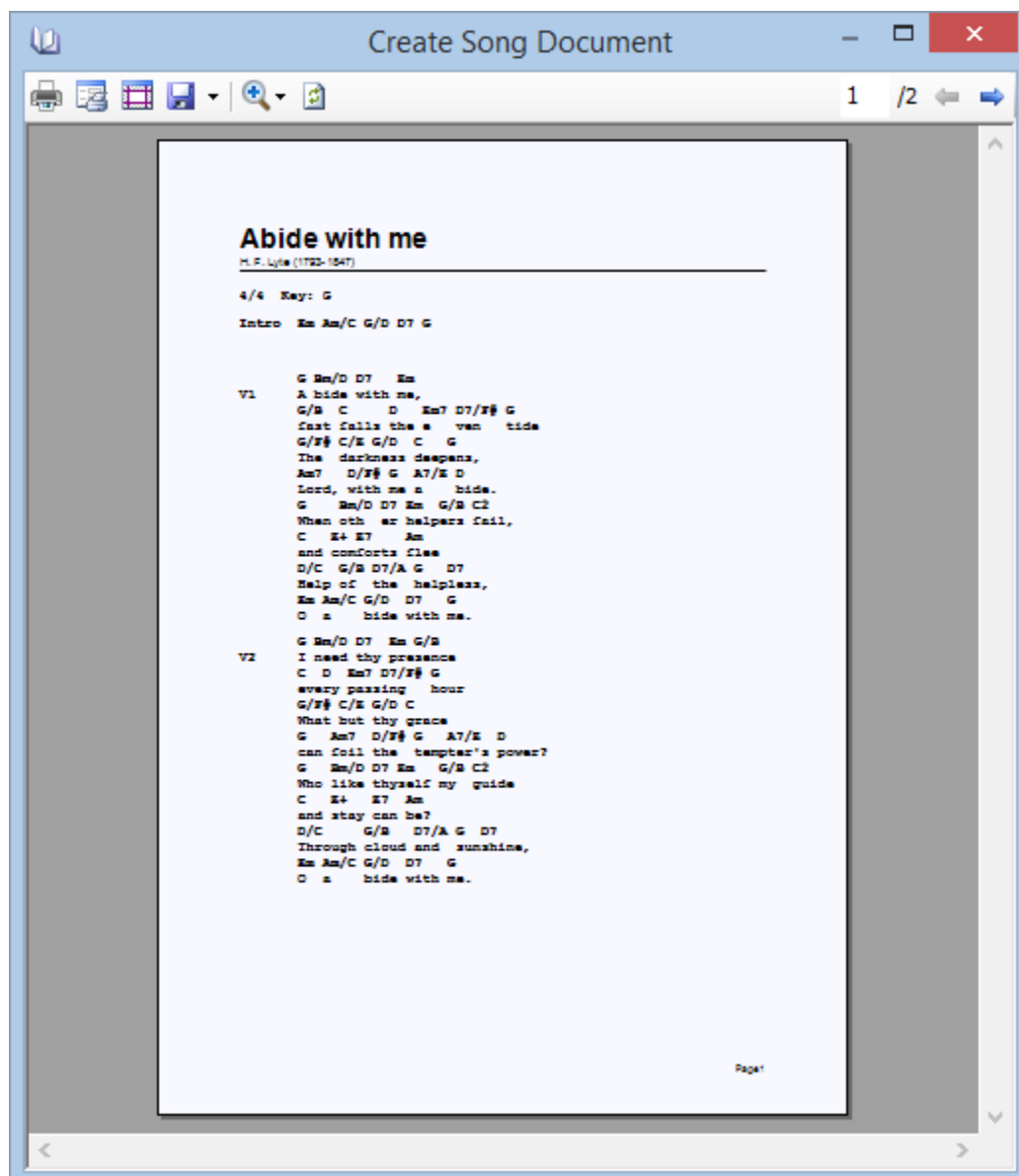
Once we have songs with chords, we can create chord sheet documents. There are two ways to create a chord sheet document.


### Single song

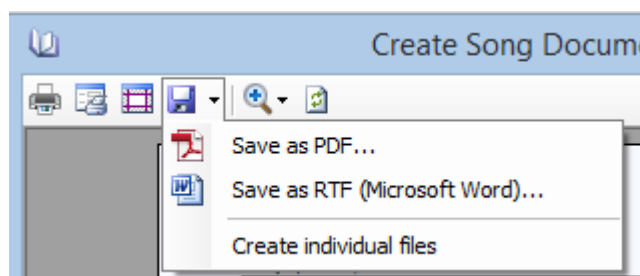
To create a chord sheet for a single song, select the song from the list, then, on the song toolbar, click on the dropdown icon beside the printer icon, then select "Print chord sheet", or press F10.







You can then choose how you want to save this document. Click on the dropdown icon beside the  button to select the output type.



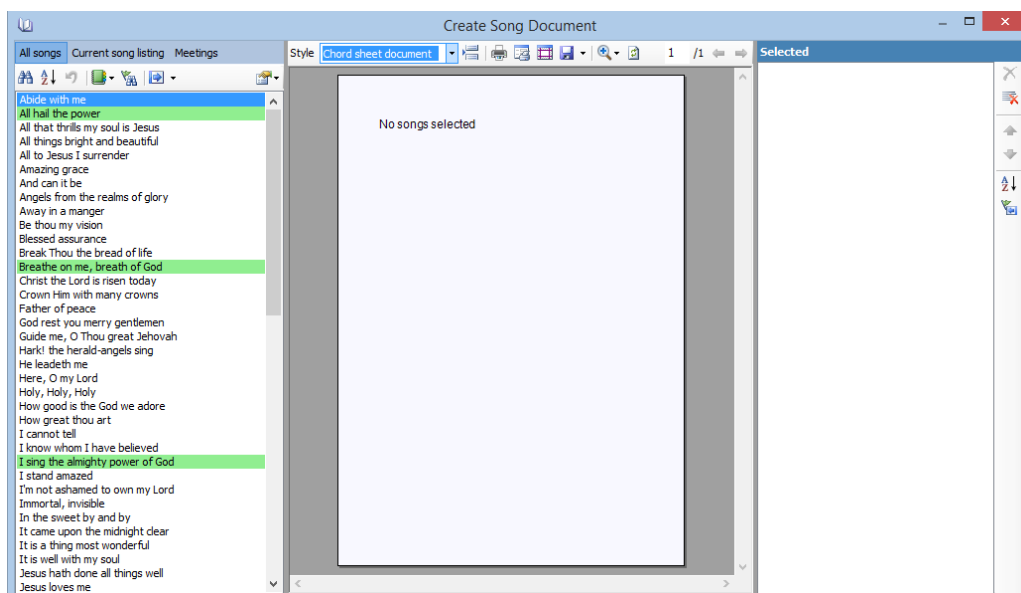
Click "**Save as PDF...**" to save the chord sheet as a PDF document.


Click "**Save as RTF (Microsoft Word)...**" to save the chord sheet as an RTF document which can be opened by most word processors.

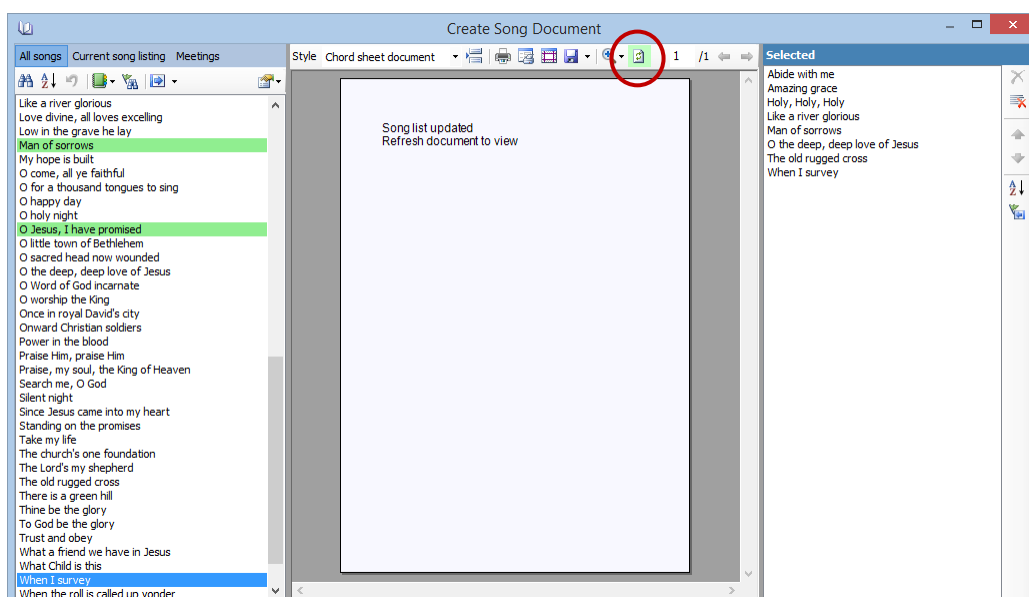
The main difference between the two formats is that a PDF document is usually a read-only format (unless you have a PDF editor installed). The RTF format can be opened in a word processor like Microsoft Word and changes made to the output.


### Multiple songs

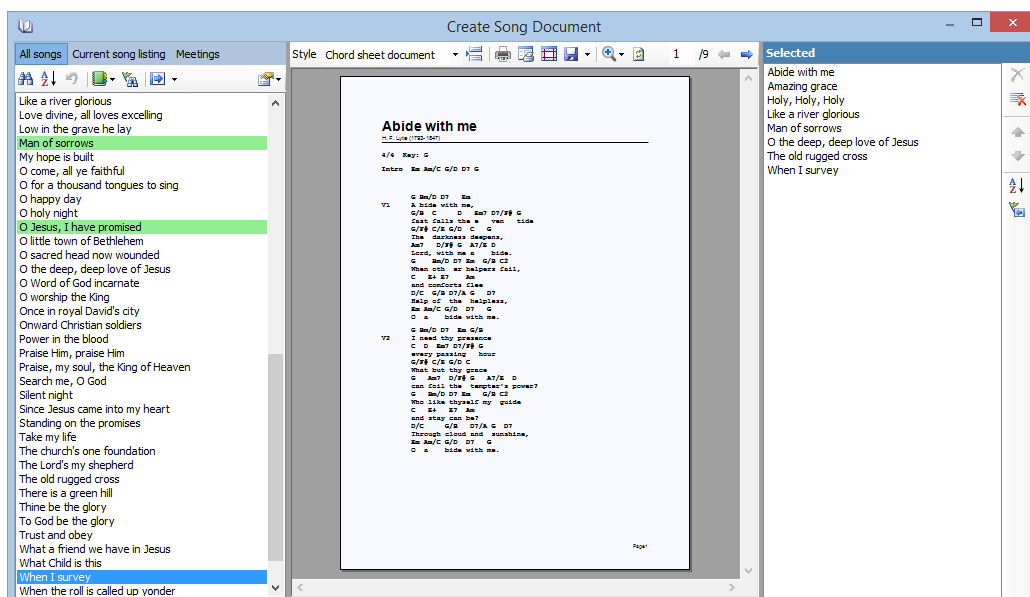
To create a chord sheet document that contains multiple songs, go to the "File → Create Song Document..." menu.







Change the "Style" to "Chord sheet document". Then add all the songs you want to be in the document by selecting the song in the list, and clicking on the  button, or press Ctrl+A.

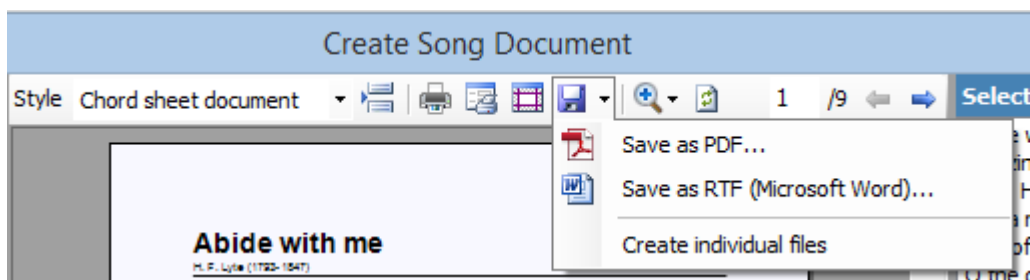


Once songs are in the selected list, click on the  button to refresh the output.



You can order the songs in the document by using the  and  buttons in the select list toolbar. To order the list alphabetically, click on the  button.

Once again, you can choose how to save the document by clicking on the dropdown icon beside the  button to select the output type.



If you want to create individual files, rather than a single document, click on the "Create individual files". This will save each chord sheet into its own file, using the naming convention "Song Title\_Chordsheet.pdf".

## Summary

In this chapter we've looked at how to enter chords, both manually and using keyboard shortcuts, and how to transpose the chord sheet to another key. We've also looked at how to generate chord sheet documents.