**SONG TITLE RIGHT JUSTIFIED**

Performance tips; special instructions.

*Intro = explained here.*

**[G]** Verse #1 begins here. **[C]** Chord letters are located inside square **[G]** brackets. **[C]** Brackets and letters

**[G]** are bold, with a single space **[D]** outside the brackets.**[G]** The font is 12 pt. Arial.This is one

**[D]** of the easiest fonts **[C]** to read when songs **[G]** are written in this “in-line” format.

**[G]** Verse #2 begins here. **[D]** Putting chords **[C]** in-line with text **[C]** has many advantages.

**[G]** E.g. You can easily transpose the entire song by using **[G]** the “search replace” feature

**[C]** in your word processor. **[G]** This format **[C]** is also compact, **[D]** and reduces alignment errors **[G]** between chords & lyrics.

**[G]** The chorus begins here. It is indented **[D]** rather than italicized. **[G]** Leave a single line space

**[C]** between chorus and verses. **[C]** Line spacing *within* **[G]** a chorus or verse is the standard 1.15

****[G]** Line numbers in the left margin **[C]** are intentional.

**[G]** Margins are already optimized. **[D]** E.g. for 3-hole punching. **[C]** Copy and paste **[G]** chord diagrams from

**[D]** the separate library file on our website. **[G]** After pasting diagrams, drag them to **[D]** any position.

**[C]** They’re already configured **[G]** to not disturbed existing text formatting.

****[G]** Chord diagrams were created **[C]** using “Chord Alchemy” **[C]** software by Tone Alchemy.

**[G]** More complex chords, not found in the file **[G]** on our website, **[D]** can easily be created. Chord Alchemy

**[C]** exports \*.bmp files **[G]** that can be imported into any **[D]** document.

**[G]** Portrait orientation is preferred. **[C]** However, some songs **[C]** layout better in landscape.

**[G]** If a song is extremely long, **[C]** create a second page **[D]** rather than decrease the font size.

**[G]** Allow adequate space along **[D]** the bottom or right side for chord diagrams.

*Ending = explained here*