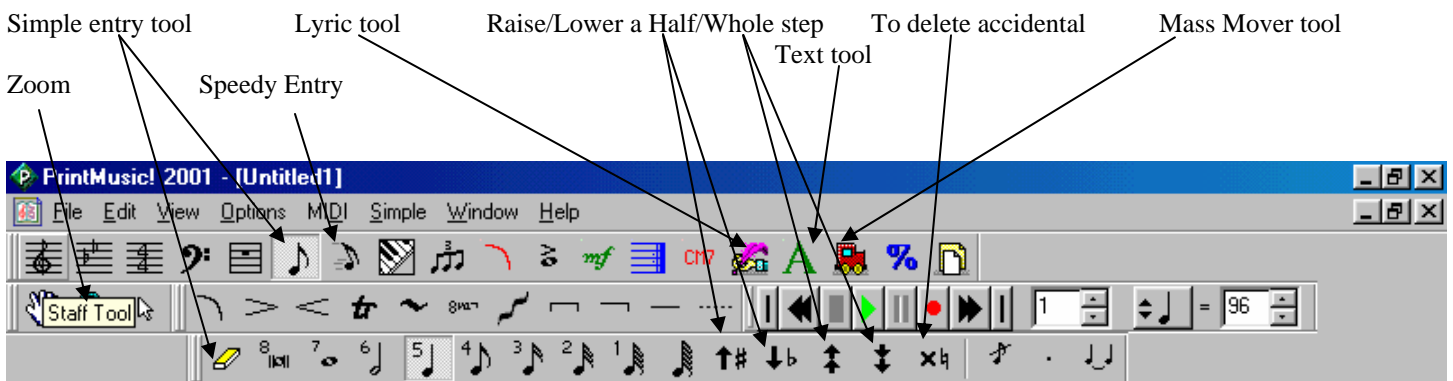
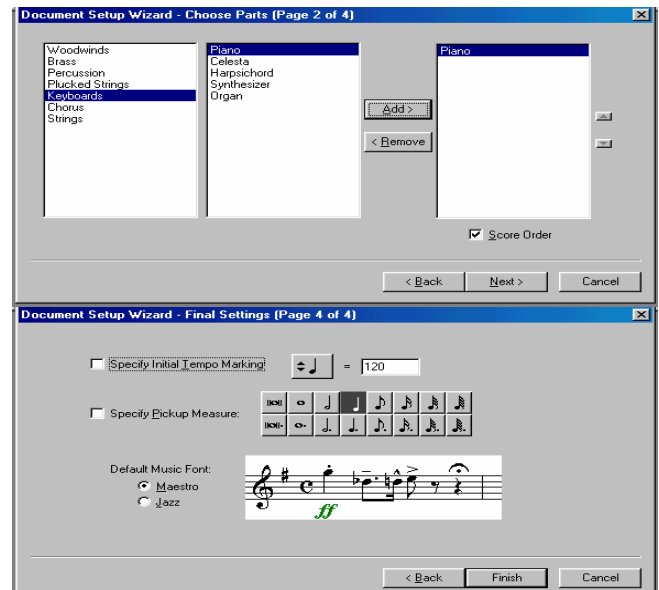
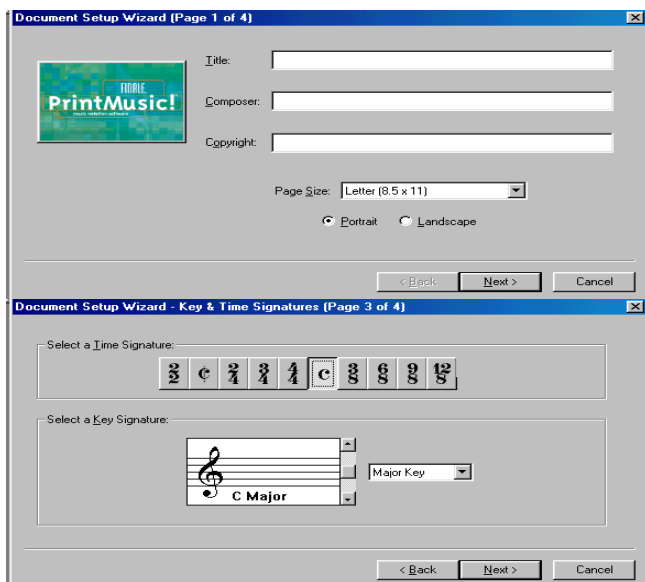
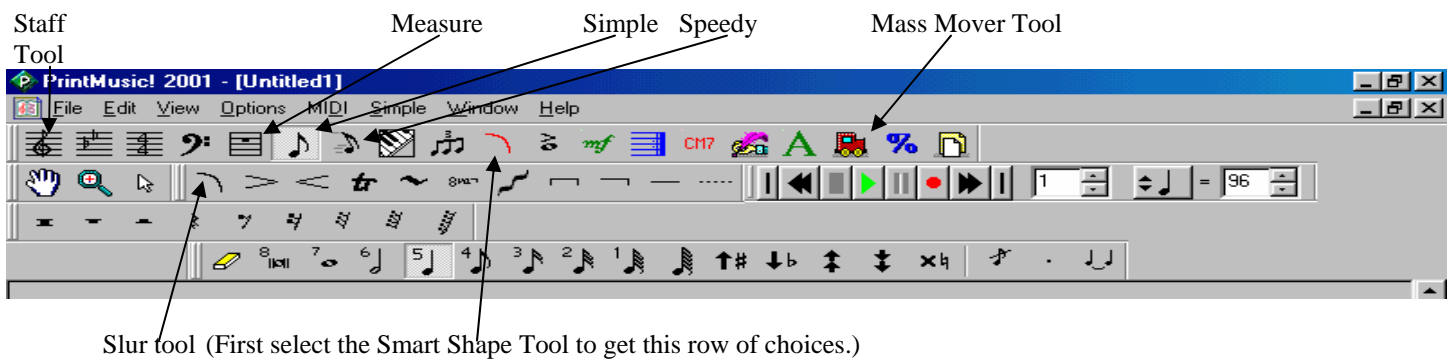


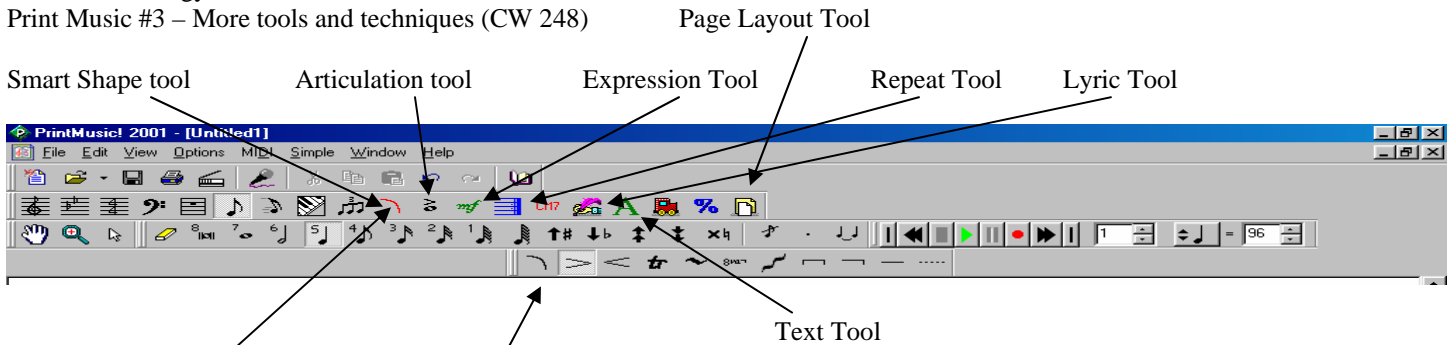
Music Tech, Professor Bauer
 Print Music #1 – Opening Dialog Boxes & some Simple Entry



1. Simple entry tool: The bottom row are your choices. Select the desired symbol, and then click on the staff to add. Notes always start with beat 1. The eraser icon deletes. A note will disappear and be replaced by a rest. A second click with the eraser will delete the rest.
2. Your best friend may become Ctrl-Z (undo). Zoom In with the Zoom tool. Ctrl-click to Zoom Out.
3. Enter the SA stems up for *Glory Be to Jesus* (CW103). Make sure you're in note layer 1 (lower left of screen).
4. Add the poetry. Select the Lyric tool, point to the first note & click, and enter the first stanza.
 - a. Stanza number, hard space (Hold Alt – 0160 – Release Alt), first word or syllable. (Character map – *Start, Programs, Accessories, System Tools, Character Map*). Characters on the lower half will have Alt commands – look in the lower right of window.
 - b. Advancing to the next note:
 - i. Tab, Spacebar, Enter
 - c. Hyphen – will automatically move to the next note with a hyphen in the middle between the two syllables
 - d. Mistakes – select the lyric tool and point to the problem note. What you typed is highlighted – just retype.
 - e. Lyric spacing to notes – the outside diamond controls ALL text in that lyric layer. Inside diamond just for that line.
 - f. Add stanza 2.
 - i. *Lyric-Specify Current Lyric-Number* (The number = stanza of the hymn).
 - ii. Point to the first note, lyric number 2 will be automatically spaced underneath number 1, etc.
 - iii. Or point/click at the note and use the keyboard up/down arrow keys to travel between stanzas.
 - g. Exiting Lyric entry – click a different tool
5. Enter the alto part (stems down)
 - a. Notes with stems going down will need layer 2 (lower left corner of screen – red notes).
 - i. Enter “placeholder” notes to advance the cursor to the desired beat
 - ii. Hide these notes using the Speedy Entry tool
 1. Select the Speedy Entry tool
 2. Select the measure, select the beat, and press “o” (letter Oh) to hide. Press “o” again to unhide.
 3. Use the arrow keys to move the vertical cursor R/L to the note(s) you want to hide.



1. Entering notes with the Speedy Entry tool
 - a. Select the Speedy Entry tool.
 - b. Select the desired measure/staff.
 - i. Hold down the note(s) on the keyboard
 - ii. Press the desired note value on the numeric keypad (see the number after the simple entry notes).
 1. Plus “.” = a dotted note.
 - iii. Automatically advances
2. Changing stem direction
 - a. Select the Speedy Entry tool
 - b. Select the desired measure/beat
 - c. Press the “L” key – toggles the stem direction
3. To get a rest:
 - a. With Speedy Entry, just enter the number of the value without pressing a key on the keyboard.
 - b. With Simple Entry, enter the note, then click on the note again to change it to a rest.
4. Spacing between treble and bass staves, brackets and stave names – Staff Tool
 - a. Select the Staff Tool – boxes will appear on stave name, bracket, and for treble and bass staves
 - b. Click/hold the box above the bass clef and drag up/down to widen the gap to make the needed room for text.
 - c. Darken box of bracket and staff name. Press delete to get rid of.
 - d. To move one line of a clef independently:
 - i. *Page Layout Tool – Page Layout Menu – Allow Individual Staff Spacing – Staff Tool* (then you get an extra “box” at the bottom of each clef).
5. Adding slurs.
 - a. Select the note layer, then select the smart shape tool, then select the slur option
 - b. double click (hold the second click) on the first note, and stretch out to highlight the last note.
 - c. click on the small box at the beginning of the slur to “select” the slur
 - d. position cursor in the middle of the slur box to change degree of arc and direction of arc.
 - i. you’ll see an “arc” shape to the cursor
 - e. with pointer in middle part of box (no “arc” shape) you can move whole slur up/down
 - f. with point in lower left/right corners of box, you can adjust beginning/ending of slur.
6. Adjusting measure up and down – to get the right number of measures per line.
 - a. Select the Mass Mover tool.
 - b. Select the measure to move up or down.
 - c. Press the up/down arrow key next to the numeric keypad.
7. Deleting measures – to get rid of all the extra measures beyond the music you entered.
 - a. Select the measure tool
 - b. Select the measure(s) to be deleted
 - c. Got to *Measure-delete* (do as often as necessary to get rid of all the extra measures).
 - i. *Add* puts at the end; *Insert* is at the measure selected
8. Entering more than one stanza of a hymn
 - a. Select the Lyric Tool
 - i. *Lyric-Specify Current Lyric-Number* (The number = stanza of the hymn).
 - ii. Point to the first note, lyric number 2 will be automatically spaced underneath number 1, etc.
 - iii. Or up/down keyboard arrows to move up/down between stanzas.
9. Breaking the barlines (so the poetry has clear space between the staves).
 - a. Select the Staff tool
 - b. Double click on a measure of the staff below the desired break (in this case, the bass clef).
 - c. Check the box “Break barlines between staves”.

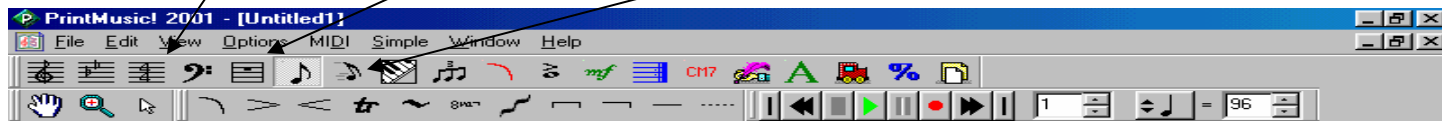


1. Smart Shape Tool
 - a. Click on to get these additional options.
 - b. Position, and double click, holding the second click
 - c. Adjust as desired
 - d. Position cursor in box (middle, lower middle, left, right) to adjust the shape
2. Articulation Tool
 - a. Click on note, and select desired articulation from pop-up box.
 - b. Rubberband range of notes and select articulation from pop-up box.
3. Expression Tool
 - a. Position cursor so it points down/up at desired staff.
 - b. Double click for selection pop-up box.
 - c. Make choice. Dynamic marking has a little box to position exactly.
4. Repeat Tool (CW 526)
 - a. Single click on the desired measure to open pop-up box.
 - b. Text and symbol choices on the bottom “half” will be entered. Grab handle to position.
 - c. Barlines at the top 1:
 - i. 1st one will be entered to the left side of the measure
 - ii. 2nd one will be entered to the right side of the measure
 - iii. Target measure and repeat are entered if you are using the music for accurate playback
 - d. Barlines at the top 2:
 - i. 3rd one is used for making a 1st ending.
 - ii. 4th one is used together with the first one to add the “1.” text for first ending.
 - iii. 4th one is used for 2nd or higher endings.
 - iv. Small box handles are used to position and align the lines of the ending symbol.
5. Lyric Tool and Menu
 - a. Lyrics attach to notes – will move with them as the score is adjusted.
 - b. *Lyrics – Type Into Score* – check this to add lyrics to notes
 - c. Lyrics will attach to notes of the active layer – plan accordingly when entering the melody notes.
 - d. *Lyrics – Edit Word Extensions* to add extensions to words/syllables that cover several notes.
 - i. Point to the desired note
 - ii. Grab the little box and pull to the left
 - iii. Do this last, after everything else is laid out as you want it.
 - e. Lyric Font
 - i. *Options – Select Default Fonts*
 - f. *Lyrics – Adjust syllables* (for desired spacing L/R or up/down)
6. Text Tool
 - a. Double click on the page to add text
 - b. Existing text – double click on box to edit
 - c. Existing text – grab box to position
 - d. Select (darken) small box and use the *Text* menu to adjust
 - i. Font
 - ii. Size
 - iii. Style
 - iv. Placement
7. Changing Clefs
 - a. Select the clef tool
 - b. Double click on measure
 - c. Select desired clef
8. Move/delete the bracing
 - a. Select the Staff Tool
 - b. Grab the boxes and move
 - c. Darken box and “delete”.
9. Page Layout Tool
 - a. Boxes will appear
 - b. Click/hold drag to change margins.
10. Rulers (to adjust lyric spacing)
 - a. *View – Show Rulers*
 - b. *Options – Measurement units*
 - c. Centimeters gives more markings

Time Signature

Measure

Speedy



1. Music with no definite time signature – getting the correct number of beats per bar (CW 31)
 - a. You have to count the beats and select the needed time signature
 - i. Select the Time Signature tool
 - ii. Click on the desired measure and adjust the *Number of Beats & Beat Duration*
 - iii. Abbreviate will substitute the Common Time symbol for 4/4 and the Cut Time symbol for 2/2.
2. Beaming notes together/unbeaming notes beamed together (CW 31)
 - a. This is useful for time signatures needed for an odd number of 8th notes in a measure
 - b. Enter the note values as needed
 - c. Select the Speedy Entry Tool
 - d. Click on the measure that has notes that need beam adjusting
 - e. Position the cursor on the second of the notes that need to be beamed together
 - f. Press the forward slash key (/) to beam.
 - g. Do the same thing to unbeam – again positioning on the second note
 - h. If you have three 8th notes to beam together, position the cursor on the 2nd eighth note to beam together, then move the cursor to the 3rd eighth note and press forward slash.
3. Changing barlines (CW 31)
 - a. Some songs have thin/thin double barlines to separate sections (e.g. verses from a refrain).
 - b. Select the measure tool.
 - c. Double click on the desired measure
 - d. Select the needed barline
4. Adding in rests (CW 31)
 - a. *Windows – Simple Entry Rests Palette*
 - i. Click on the simple entry note tool
 - ii. Select the desired rest from the rests palette
 - iii. Add the needed rest in order as you do for entering notes
 - iv. Alternately, you can add in the note of the same value as the desired rest; then click on the note entered to change to a rest.
5. Making graphical (visual) movements of notes or other elements (like rests) CW 179, 35, 147
 - a. Make sure you are in the layer of the note/rest you want to move.
 - b. Select the Speedy Entry tool
 - c. Click on the desired measure
 - d. Click and hold on the note/rest needing to be moved – the lower half of the note
 - e. Drag L/R to offset as desired (Print Music may override some movement – see letter g.)
 - f. Notes can be dragged up/down to change the pitch. Rests can also be positioned in the same way.
 - g. If movements seem to be overridden, *Edit – uncheck Automatic Music Spacing*
6. Changing the enharmonic spelling of a note (e.f. F# to Gb)
 - a. Select the Speedy Entry Tool
 - b. Select the desired measure
 - c. Move the cursor to the desired beat
 - d. Use the up/down arrow keys to move the horizontal cursor up or down to the desired note if there is more than one note in the same layer at that point (e.g. 4 notes of a chord).
 - e. Press the number “9” to flip between two enharmonics
7. To force or hide an accidental (CW 526)
 - a. Select the Speedy Entry Tool
 - b. Click on the desired measure
 - c. Move the cursor to the desired beat
 - d. Use the up/down arrow keys to move the horizontal cursor up or down to the desired note
 - e. Press the “*” key to force/hide the accidental
8. Widen/narrow measures.
 - a. If text is too crowded in a measure.
 - b. Measure Tool - Grab/adjust barline boxes.
 - c. Adjusting individual notes/words/syllables – if the whole measure adjustment needs fine tuning
 - i. *Speedy Entry – click measure – click/hold and move individual notes (the lyrics will follow).*
 - ii. To override automatic readjustments, *Edit – Automatic Music Spacing*

1. Chord entry tool (CM7) – next to the lyric tool
 - d. Use to enter chords above the staff
 - e. Advantages over lyric tool – extenders are not added
2. Key Signature tool
 - f. Allows you to change the key signature.
 - i. In case you did not set it correctly to begin with
 - ii. Be sure to select “Hold Notes to Original Pitches”
 - g. Allows you to transpose easily
 - i. Select “Transpose Notes” and choose “Up” or “Down” as desired.

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