

PrintMusic! 2000

The Easy Way to Create, Play and Print Music.

PrintMusic Documentation

PrintMusic! 2000
for Macintosh®

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About PrintMusic! 2000 for Macintosh®

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What's New in PrintMusic!

2000

- New support for OS 8.5 **Navigational Services** and updated look and feel using Apple's Appearance Manager.
- **Automatic Music Spacing during note entry**, both Step Time and Real Time. See [AUTOMATIC MUSIC SPACING](#).
- **New Music Spacing Defaults** based on the Fibonacci sequence.
- **Scrolling Playback in Page View** is now available. See [PLAYBACK](#).
- New **Smart Shapes including Glissando**. See [SMART SHAPE PALETTE](#)
- **New Maestro Font as the default music font**. This font more accurately reflects actual engraved music: bolder noteheads, elegant clefs and classical articulations. See [MAESTRO FONT](#).
- **New Jazz Font** (available to registered users) which allows you to get that session feel in your scores. We've also provided a Jazz font template. See [JAZZ FONT](#) for character sets.
- **Alternate Notation has been moved** from the Mass Mover Tool to the Staff Tool as a Staff Attribute.
- **Partial Measure selection is available in the Staff Tool** as well as the Mass Mover Tool. The Partial Measure Selection menu item has been moved to the Edit menu. See [EDIT MENU](#).
- **Rests are no longer treated like notes on the middle staff line when beaming**.
- File menu has a **New submenu** which allows you to select between opening a new document based on your default file, a template, or using the **new Setup Wizard** to specify which staves and page size you want. See [FILE MENU](#) and [SETUP WIZARD](#).
- The Score Expression Tool have been renamed and improved into a **powerful Expression Tool**. See [EXPRESSION TOOL](#) and [EXPRESSION SELECTION DIALOG BOX](#).
- The Measure Tool, Measure Number Tool and the Measure Attribute Tool have been merged into **one Measure Tool**. See [MEASURE TOOL](#).
- Use the new **Measure menu** in the Measure Tool to change barlines, create multimeasure rests and a number of other things. See [MEASURE MENU](#). The Measures submenu and the Multimeasure Rest submenu have been moved from the Mass Edit menu to the Measure menu.
- **A new Rest palette has been added to Simple Entry** to allow easier entry of rests. Display of this palette is in the Window menu. See [SIMPLE ENTRY PALETTE](#) and [WINDOW MENU](#).
- **8va and 8vb Smart Shapes now affect playback**.
- **Add and Insert Staves have been combined into one New Staves** in the Staff menu. New Staves uses the new setup wizard available also with new files. See [STAFF MENU](#) and [SETUP WIZARD](#).

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- Use **Command-↑** or **Command-↓** to change to the next or previous lyric on the score using Type into Score. See [LYRIC TOOL - SPECIAL MOUSE CLICKS](#).
- **Change a notehead into a rest in Speedy Entry without placing the cursor on the notehead** (when it not in a chord). See [SPEEDY ENTRY](#).
- **You no longer need to "unfreeze" a rest using the asterisk (*) to drag it using Speedy Entry.** Just drag the rest to move it vertically or horizontally, including default whole rests. See [SPEEDY ENTRY](#).
- The **Transposition dialog box** has been modified slightly to incorporate radio buttons for some options. See [TRANSPOSITION DIALOG BOX](#).
- The **Mass Edit menu is always available** when the Mass Mover Tool is selected.
- In the Mass Edit menu, **Clear has been moved from the Measures submenu and renamed Clear Entries and Smart Shapes.** Clear Entries and Smart Shapes will clear all notes, rests and items attached to notes and rests, as well as measure-attached Smart Shapes. See [MASS EDIT MENU](#).
- The **Options menu is available** even without a document open for you to make changes to preferences.

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How to Use the PrintMusic! On-line Documentation

The information in this section introduces you to using the PrintMusic! on-line documentation. This section shows you how to use the documentation screen and tools, so you can easily search for, view, and print the information you need.

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The PrintMusic! documentation is organized into a series of chapters with a table of contents and an index. When you view the documentation on-line, special tools on the screen (such as the **TOC** and **Index** links that appear in the right margin of each page) let you move quickly from one location in the documentation to another.

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This section on how to use the PrintMusic! documentation is organized into the following topics:

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[THE PARTS OF THE ADOBE READER WINDOW](#)

[ADJUSTING THE PAGE SIZE](#)

[MOVING FORWARD AND BACKWARD IN A DOCUMENT](#)

[USING LINKS](#)

[SEARCHING FOR TOPICS](#)

[PRINTING THE PRINTMUSIC! DOCUMENTATION](#)

[COMMAND SUMMARY](#)

You can read the information in this chapter one page at a time by clicking the Next Page button (which appears on the toolbar at the top of the screen) to move to the next page.



Or, if you want to move directly to any of the underlined topics listed above, move your mouse to place the pointer (which is shaped like a hand) over that topic. When the pointer changes from a hand to a pointed finger, click. You'll jump to the new topic. Then, to return to this page, click the Previous View button on the toolbar until you return to this view.



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The parts of the Acrobat Reader window

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Acrobat Reader is the name of the interface with which you view, navigate, and print the PrintMusic! documentation. The Acrobat Reader window is divided into three areas: the document area, the bookmark area, and the toolbar area.

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- The **document area** is the main window, where the pages of the PrintMusic! documentation appear.

- When you click this button , the **bookmark area** appears in a window on the left side of the Acrobat screen. It displays the headings within a document. These headings, or book-

marks, let you go directly to a topic by clicking the bookmark text. For more information, see [BOOKMARKS](#).

- The **toolbar area** is the horizontal bar with buttons that is near the top of the Acrobat Reader window. The buttons let you issue commands to control how to view and navigate the documentation. A summary of the most important buttons is provided in the [COMMAND SUMMARY](#).

Adjusting the page size

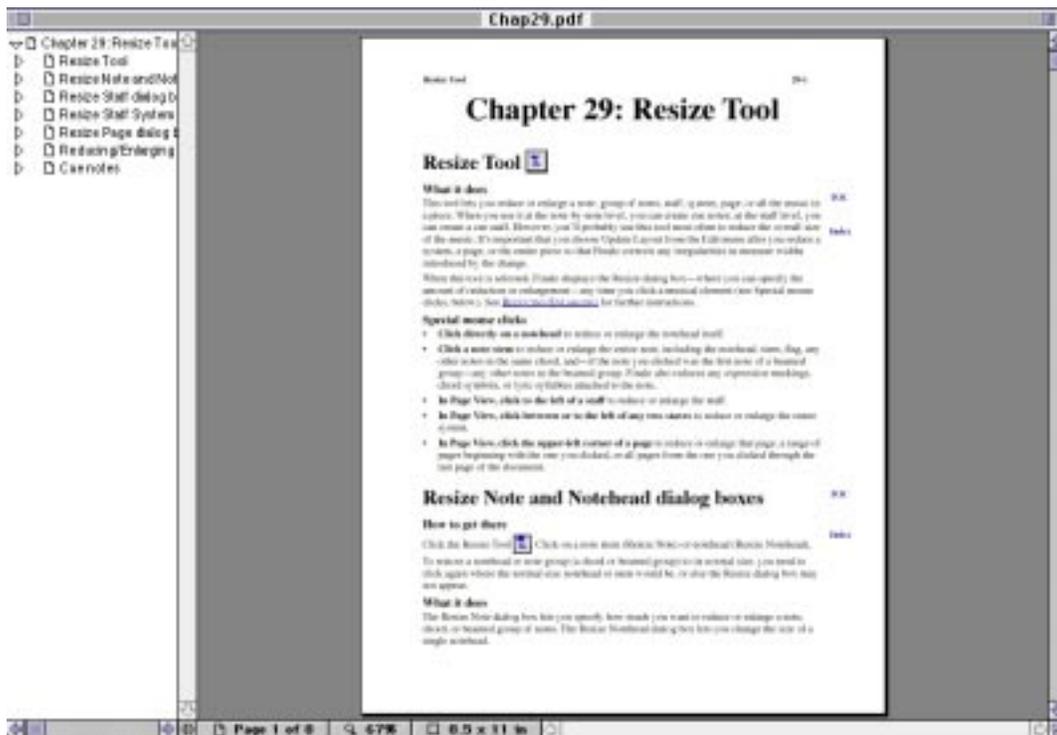
You'll want to customize the way that documentation pages appear on your screen so that they best fit the space available on your monitor. There are two basic settings from which to choose:

- The Fit Page view, as described below. 
- The Fit Visible view, as described below. 

In addition, if necessary, you can adjust the view more precisely using the magnification box (see [ADJUST THE MAGNIFICATION LEVEL](#)).

Fit Page view

The Fit Page viewing option specifies that each page of the PrintMusic! documentation is scaled to fit within the document area, as shown here.



You may prefer this view because it mimics moving through a hard copy document page by page. Unfortunately, although this view lets you see an entire page at one time, the words on a page may be too small to read unless your monitor is quite large.

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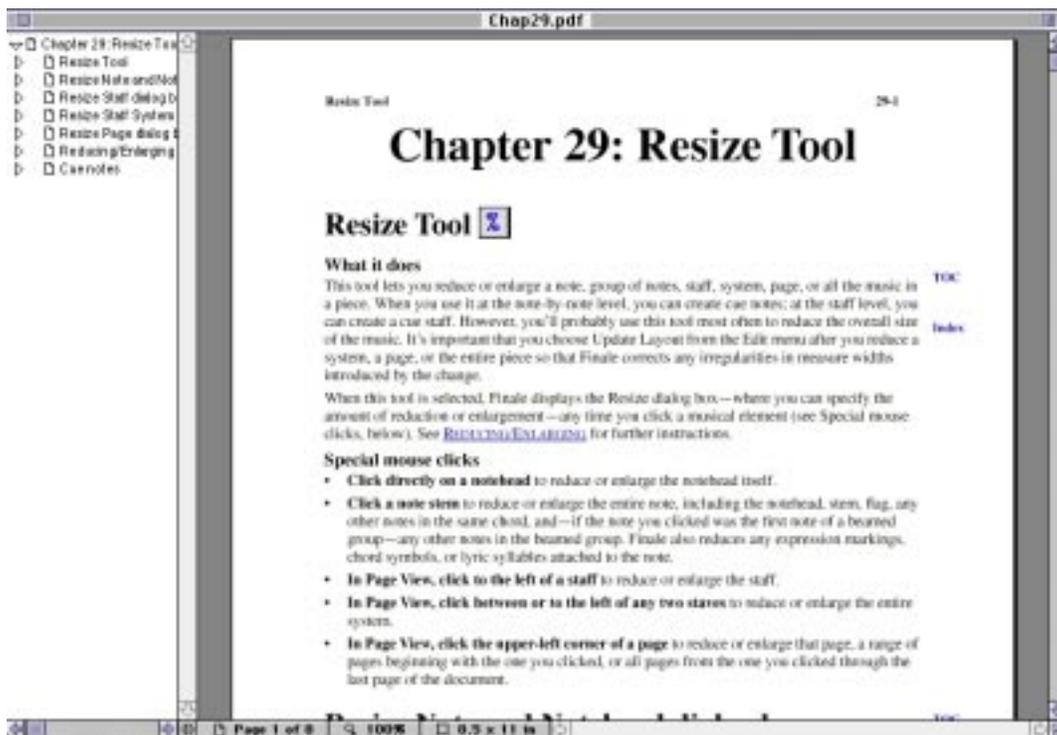
You may want to use the Fit Page view for browsing, when you're trying to locate topics of interest. Then, once you find the information you need, you can switch to another view (such as Fit Visible view, explained below) to expand the view of the document, making the text larger and easier to read.

To select the Fit Page option, click the Fit Page button on the toolbar. Alternatively, choose Fit Page from the View menu.



Fit Visible view

The Fit Visible viewing option makes the visible width (the part of the page with words and picture on it) expand to fill the entire width of the document area, as shown here.



Because the text is larger in this view than in the Fit Page view, you may prefer reading the documentation using the Fit Visible view.

To select the Fit Visible option, click the Fit Visible button (shown below) on the toolbar. Alternatively, you can choose Fit Visible from the View menu.



Adjust the magnification level

When you select the Fit View or Fit Visible option, the resulting magnification level of a page appears in the status bar at the bottom of the screen. If you want more precise control over the magnification of the pages—for example, to greatly enlarge a section or graphic—use this box.

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In the sample shown here, the magnification level is 175 percent. To enlarge or reduce the magnification level, click the magnification box in the status bar, and then choose a magnification level. If you choose Zoom To, type the magnification level and then click OK.

Moving forward or backward in a document

There are several methods for moving through the PrintMusic! documentation chapters; this section describes the most useful ones.

- **Move through the documentation page by page.** An easy way to browse the PrintMusic! document is to use the Page Up and Page Down buttons on your keyboard. This advances you through a chapter page by page. Alternatively, you can use the Next Page and Previous Page buttons to move through the documentation one page at a time.



- **Jump forward (or backward) several pages using the scroll bar.** If you want to jump forward (or backward) several pages, use the scroll bar on the far right side of the document area. To do this, put the pointer over the box in the scroll bar, then click. Continue to depress the mouse key, and drag scroll bar down (or up, to move backward). As you drag the scroll box, the current page of the document appears in a window next to the cursor. This is a useful way to navigate, for example, when the information you need is several pages ahead.
- **Retrace your steps.** The Previous View command is useful for retracing your viewing path. This reverses the sequence of page and magnification changes and is useful if you lose your place within a chapter. To perform this command, click the Previous View button (or choose Go Back from the View menu).



Another way to perform this same action is by performing the Go Back command. Again, this is useful if you lose your place within a document.

To issue the Go Back command, type command - (minus) or select the View menu, then move the mouse pointer over the Go Back command that appears. When the Go Back command is highlighted, release the mouse button. This returns you to the previously-displayed page, document, or magnification level.

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Using links

What they are

Links are key components of the PrintMusic! documentation. Links are special areas on pages that lead you to other areas in the documentation. [MOST LINKS LOOK LIKE THIS](#). By using links, you can move quickly to the information you need.

How they work

When you move the pointer over a link, the pointer changes from a full hand to a pointing finger. To follow the link, click on it.

After the new link information appears, keep in mind that you can easily return to the previous view by clicking the Previous View button (see [RETRACE YOUR STEPS](#)).

How to identify a link

You can identify a link in these ways:

- **The finger pointer.** The most obvious indication of a link is that the pointer moving over it changes from a full hand to a pointing finger.



- **Underlined and Dark Blue text.** When links appear in text, [THEY ARE UNDERLINED, AND COLORED LIKE THIS](#). Some links have all small capital letters, and some do not.
- **Entries in the table of contents and index.** Each topic in the table of contents is a link. Likewise, the page number for each entry in the index is a link.
- The **TOC** and **Index** areas that appear on the right side of each documentation page are links. Clicking them moves you directly to the table of contents and index, respectively.

Searching for topics

There are several ways to scan for and locate information in the PrintMusic! documentation.

The table of contents

You may want to begin browsing the PrintMusic! documentation by looking at the table of contents. To go there, place the pointer over the **TOC** link in the right margin and click. Then move through the pages of the table of contents, noticing the organization of the material into chapters. To go to any chapter or heading within a chapter, click on it.

As you browse, remember that you can easily return to the previous view by clicking the Previous View button (see [RETRACE YOUR STEPS](#)).

The index

If you want information about a specific topic, you may want to locate it using the index. To go there, place the pointer over the Index link in the right margin of any page and click. The page number for each entry in the index is a link; click on it to go to the associated topic.

From within the index, you can go to entries beginning with a particular letter by clicking that letter either on the right side of the page or in the bookmarks on the left.

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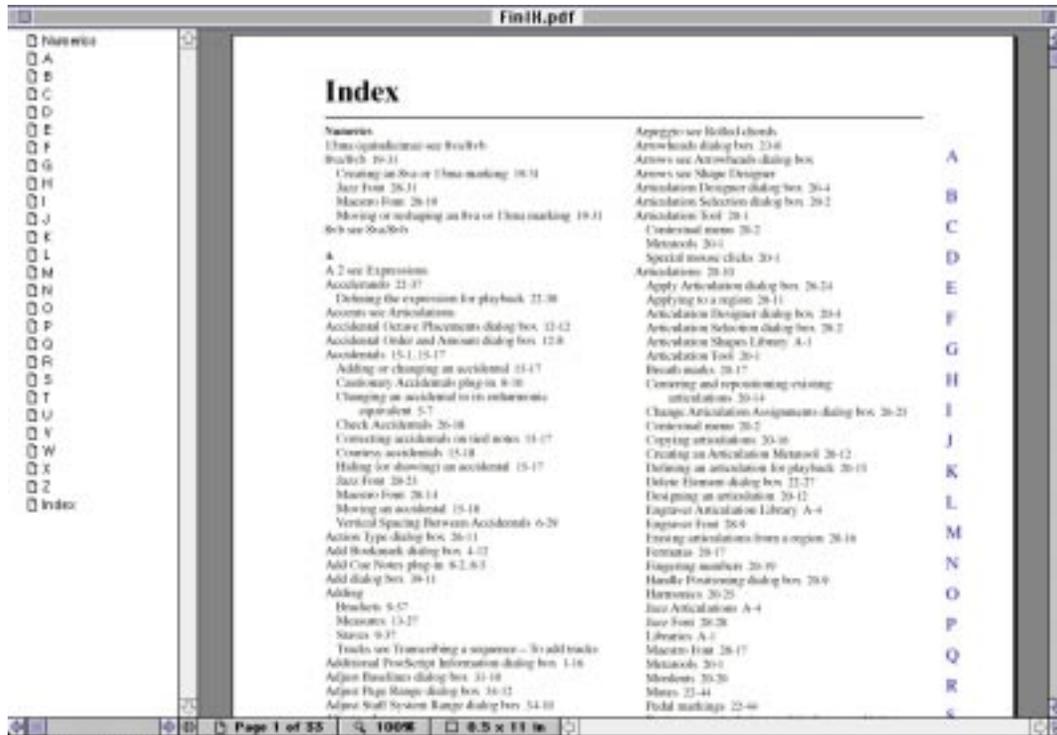
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Bookmarks

When the bookmark view is turned on (see [BOOKMARK AREA](#)), bookmarks are the text headings that appear in the window on the left side of the Acrobat Reader screen. Bookmarks let you see the topics within the document you're currently viewing. Bookmarks are links, so you can jump to a topic by clicking its bookmark text.

- ▼ Chapter 10: Clef Tool
 - ▶ Clef Tool
 - ▶ Change Clef dialog box
 - ▶ Mid-measure Clef dialog box
 - ▶ Clef Selection dialog box
 - ▶ Clef Designer dialog box
 - ▶ Clefs
 - ▶ Courtesyclef changes
 - ▶ Soprano clef

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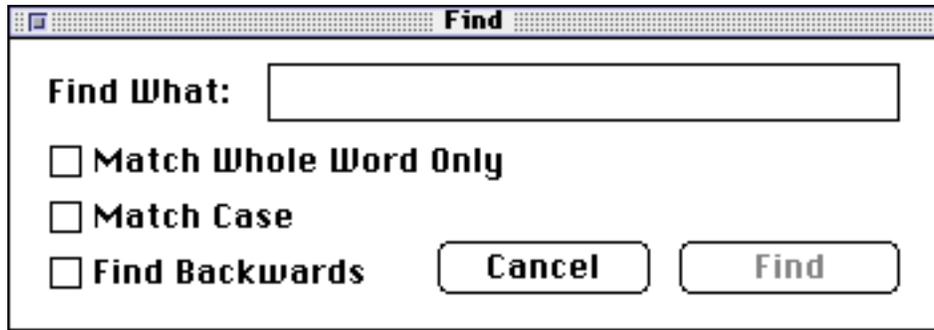
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You can change the size of the bookmark area by dragging the vertical bar that separates the bookmark area and the document area. Select the vertical bar by clicking, then drag it right or left as needed.

If a triangle appears to the left of a bookmark, click the triangle to show or hide the related subordinate bookmarks underneath it.

The Find tool

To search for a particular word, use the Find tool. The Find tool lets you search within a file for a particular word.



To open the Find tool, click the Find tool or choose Find from the Tools menu. Type the word for which you want to search in the Find What field, then click Find. To find subsequent occurrences of the word, choose Find Again from the Tools menu.



Printing the PrintMusic! documentation

To print any part of the PrintMusic! documentation, navigate to the chapter or file you want to print and then choose Print from the File menu. Enter information in the Print dialog box as needed, then click OK.

Before you print the documentation, make sure you install the printer driver for your printer.

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Command summary

This section summarizes the actions you can perform using the PrintMusic! documentation screen. Detailed information about using these commands is provided above, throughout the [HOW TO USE THE PRINTMUSIC! ON-LINE DOCUMENTATION](#) section. If you want more information about using the Acrobat Reader interface, select Reader Online Guide from the Help menu.

This table summarizes common commands.

Button or Area	Command	For More Information, See...
	Next Page	MOVE THROUGH THE DOCUMENTATION PAGE BY PAGE
	Previous Page	MOVE THROUGH THE DOCUMENTATION PAGE BY PAGE
	Previous View	RETRACE YOUR STEPS
	Fit Page	FIT PAGE VIEW
	Fit Visible	FIT VISIBLE VIEW
	Find	THE FIND TOOL
	Change Magnification	ADJUST THE MAGNIFICATION LEVEL

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Chapter 1: File Menu

File menu

How to get there

The File menu is the first of PrintMusic!'s unchanging menus.

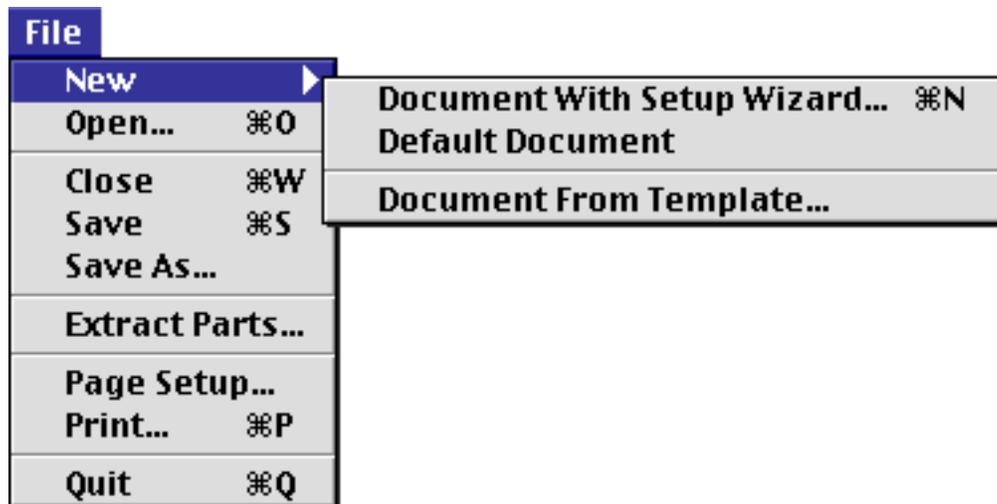
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What it does

As in many computer programs, PrintMusic!'s File menu contains various commands for opening, closing, saving, and printing documents. The File menu also contains the Quit command used to exit the program.

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- **New: Document With Setup Wizard.** Document With Setup Wizard will take you through some dialog boxes that ask you about the Title of your piece and what instruments you would like to include. See [SETUP WIZARD](#) for more information.
- **New: Default Document.** Default Document lets you start with a new document with one staff called a Default File. In PrintMusic!, however, “new” doesn’t necessarily mean “blank.” As a means of saving you formatting and customizing time, PrintMusic! lets you specify dozens of variables into a special document called “Maestro Font Default File.” As long as you keep this document in the same folder as the PrintMusic! program itself, every possible PrintMusic! parameter will always be set just the way you like it when you choose New, Default Document from the File menu.

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A standard Maestro Font Default File is provided with the program. However, you can (and should) customize this document to suit your own tastes. Do you usually begin your work with a piano-vocal staff? Do you prefer a different font for your lyrics?

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In any of these cases, the process for saving your preferences is simple. Choose Open from the File menu; in the Open dialog box that appears, double-click Maestro Font Default File to open it. You're now looking at a blank document. Make any changes to it you want. Add staves; change the default lyrics font by choosing Select Default Fonts from the Options menu. When you're finished, choose Save from the File menu and save the document as "Maestro Font Default File" (replacing the old default file). From now on, every time you double-click the PrintMusic! program icon or choose New, Default Document from the File menu, a fresh, untitled copy of this Maestro Font Default File appears on the screen, formatted according to your preferences.

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This feature only works if the Maestro Font Default File is in the same folder as the PrintMusic! program itself. If you move either one out of the folder, this process won't work, and PrintMusic! will open to a completely blank, unformatted, one-measure score.

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- **New: Document From Template.** PrintMusic! comes with several dozen template files—blank scores configured for string quartet, jazz band, full orchestra, and so on—to save you the trouble of constructing such "score paper" setups yourself. To use one of these, choose Document From Template from the New submenu. PrintMusic! will display an Open dialog box where you can select the template you want to use. When you double-click the template file you want to use, PrintMusic! will automatically peel off an untitled copy of that template, which you can save with any name you wish. Document From Template preserves the original, unmodified template, so that you can use it again the next time you need a similar configuration.
- **Open.** When you choose the Open command, the Open dialog box appears, in which there are radio buttons identifying two kinds of files PrintMusic! is capable of opening: Standard PrintMusic! File and MIDI File as well as a third marked all readable files.

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A Standard PrintMusic! File is the usual notation file you've been working with all along. A MIDI File is a standard music file format that most sequencer programs can read and create.

This Open dialog box works the way any Macintosh Open dialog box does: double-click a folder to see its contents, drag down from the folder name to move "outward" through nested folders, click the Drive button to view the contents of another disk, and so on.

- **Close.** Choose Close to close the active (frontmost) window. If you're closing the last open window containing a document to which you've made changes not yet saved, PrintMusic! will ask you if you want to save your changes; click Yes or Save (or press return) to save your changes, or click No or Don't Save if you don't want your changes preserved. Click Cancel to return to that document without closing it. (You can also close a document by clicking the close box in the upper-left corner of the window.)
- **Save.** Choose Save to store on disk any changes you've made to the active document.

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When you're working on a PrintMusic! document (or any computer file), you're actually making changes to an electronic copy of the original file that you have on your disk. As long as you're in PrintMusic! and the computer is on, the computer's memory retains your editing. (See [SAVE AS DIALOG BOX](#).)

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If the power fails or a system error occurs, however, all your editing is lost forever, unless you have remembered to save the changes onto a disk by choosing this command. It's a good idea to save your work fairly often—every ten minutes, perhaps; if you're the kind of person who forgets, consider using PrintMusic!'s automatic backup feature (see [PROGRAM OPTIONS DIALOG BOX](#)).

Note: The Save command saves only the active document (the one in the frontmost window).

Backup files PrintMusic! will automatically save a backup copy of your file in the same folder as the original file.

Although the concept of a backup seems simple enough, it does warrant a little explanation. The first time you save a file, you have to give the file a name. All subsequent times you save this file, you are automatically replacing an earlier version of the file with the same name. This earlier version of the file is preserved as a backup. The backup file is saved with the name of your original file with the word “copy”, to help you identify it. Therefore the backup is always one version behind your current file (in case you just saved something you shouldn't have).

Keep in mind that the first time you save a file, no backup is made, since there isn't a previous version to preserve. Similarly, no backup is made when you perform a Save As function.

- **Save As.** This command has two purposes. First, as in many computer programs, the Save As command offers you a chance to create a duplicate of the document you're working on, with a different name, and—if you wish—in a different folder or on a different disk. (When you choose the command, PrintMusic! displays a dialog box and asks you to give the document a new name, which can't be exactly the same as the current document's in the same folder.)

This command's second purpose is to let you save the current document as another kind of document—namely, a standard MIDI File. After choosing Save As, select the file format you want to create, give the new file a name, and click Save.

- **Extract Parts.** This command is PrintMusic!'s most powerful part-extraction feature. Open the full-score document, so that it appears on the screen. Choose Extract Parts. The Extract Parts dialog box appears, letting you specify which staves you want extracted and saves each extracted part as a separate document. See [EXTRACT PARTS DIALOG BOX](#) for a more complete discussion of its options. You can format, inspect, and adjust the resultant documents, fixing any awkward page turns, for example, before you print them out.
- **Page Setup.** This command displays the standard Macintosh Page Setup dialog box, which differs depending on the kind of printer you're using. For example, you can specify the size of paper you want to print on, but note that the page size of your score itself (that is, the size of the printed image) is completely independent of the paper size you specify here. (Use the Page Layout Tool to set the actual page size; see [PAGE SIZE](#).) To make sure that no music will be chopped off when you print, the size of the page as set by the Page Layout Tool should be equal to or smaller than that specified in the Page Setup dialog box. For a more complete discussion, see [PAGE SETUP DIALOG BOX](#).
- **Print.** This command prints the score as it appears in Page View. When you choose this command, a dialog box appears listing additional printing options, which vary depending on your printer. You'll be able to specify, for example, which pages of the score you want to print, and how many copies.

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- **Quit.** Choose Quit to exit PrintMusic! and return to the Desktop. You don't have to close the open documents; PrintMusic! will close them automatically, after first asking you if you want to save your changes (if you made any).

Setup Wizard

How to get there

Choose Setup Wizard from the New submenu of the File menu.

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What it does

The Setup Wizard will help you to setup your PrintMusic! document with a title and composer, page size, and which instruments you would like to have.

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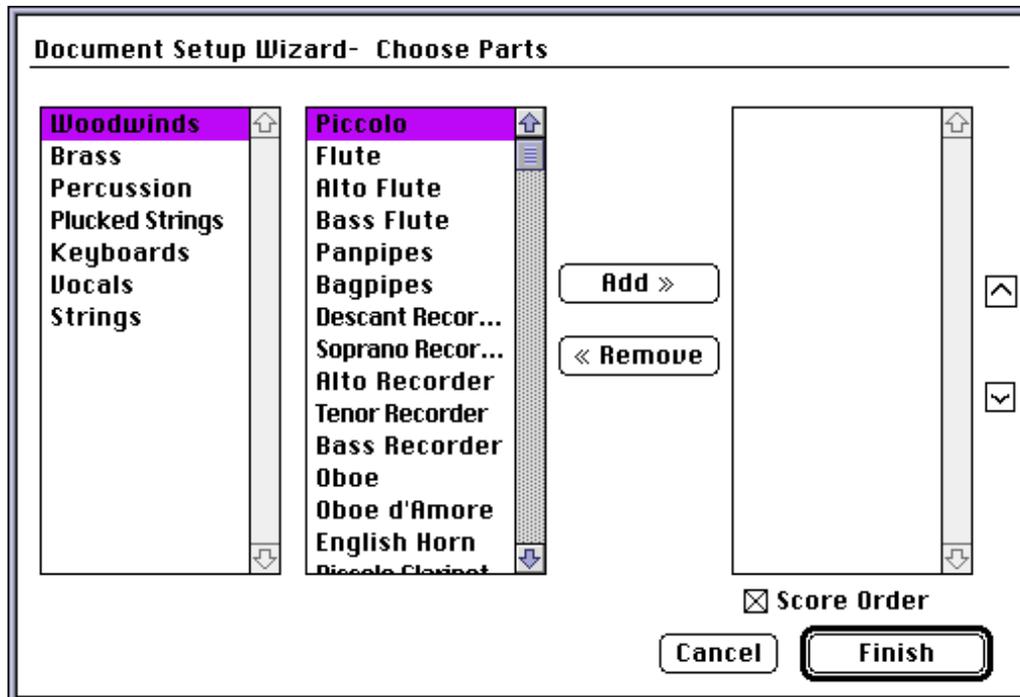
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- **Title • Composer.** Enter the Title and Composer of your piece here and PrintMusic! will automatically enter them into the document for you.
- **Page Size • Portrait • Landscape.** Select the page size you want to use and whether the document will be portrait or landscape. The page size information is stored in the text file page-sizes.txt and can be edited to your specifications. See [CONFIGURING PAGESIZES.TXT](#) in the Appendix.
- **Music Font • Maestro • Jazz.** Select the font you want to use for your document. You can use either the classic Maestro font or the more handwritten look of the Jazz font.
- **Cancel • Next.** Click Cancel to exit out of the Setup Wizard and return to PrintMusic! with no document open. Click Next to continue on to the next dialog box in the Setup Wizard.

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- **Families • Parts: Add Remove.** Select a certain instrumental family, and add the part selected from the Parts column. The parts that are selected will be displayed in the list on the right. Parts will be added in Score order. If you want to Remove a part from the list on the right, highlight the part and click remove. The family and part information is stored in the text file Instrument.txt and can be edited to your specifications. See [CONFIGURING INSTRUMENT.TXT](#) in the Appendix.
- **Score Order • [Arrows].** If you prefer to have the parts in your score listed in a different order, deselect Score Order and use the arrows to move the highlighted part up or down in the list on the right.
- **Cancel • Finish.** Click Cancel to exit out of the Setup Wizard and return to PrintMusic! with no document open. Click Finish to exit out of the Wizard and create a document with the specified items.

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Save As dialog box

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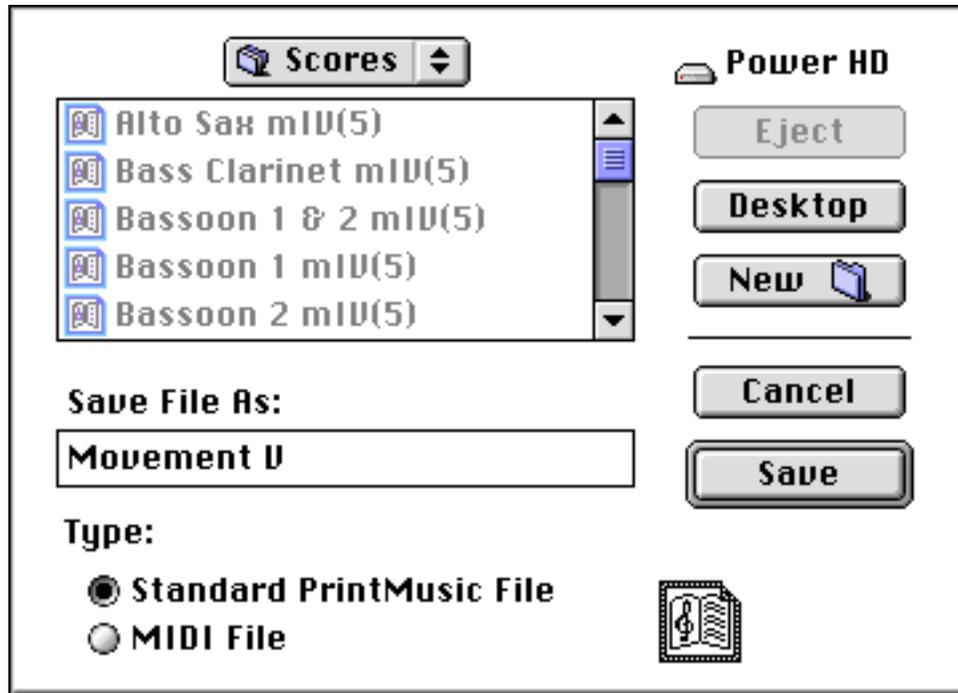
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Choose Save As from the File menu. (If you haven't yet saved the document for the first time, you can choose Save from the File menu instead.)

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In this dialog box you can specify what kind of file you want to create and which folder the computer should put it in.



- **Save.** Click Save (or press return) to create a new file of the title and type you've specified in this dialog box.
- **Cancel.** Click Cancel to return to the score without creating a new file.
- **Save File As:.** In this text box, enter a title for the new file. If there's already a file with the same title in this folder, PrintMusic! will ask you if you want to replace it with the new file.
- **Type: Standard PrintMusic! File • MIDI file.** Select Standard PrintMusic File if you want to create a standard PrintMusic! (notation) document. Select MIDI file if you want to create a MIDI file from your document, which can be read by sequencer programs.

MIDI files

PrintMusic! both imports and exports standard MIDI files. A MIDI file has a format that can be understood by music programs from different companies, including most sequencer programs—even on other brands of computer. If you prefer to compose by improvising in your favorite sequencer, you could save your piece as a standard MIDI file and let PrintMusic! notate it for you.

When you save a MIDI file, PrintMusic! saves the instrument name (from the Instrument List) as the track name. When you open a MIDI file, PrintMusic! uses the track name as the staff name (which appears in the Staff Attributes dialog box).

To import a MIDI file

To create the MIDI file, follow your sequencer's instructions. There's no need to quantize the sequence; however, you'll probably find PrintMusic!'s quantization powers to be more effective than your sequencer's.

- **Click Quantization Settings from the Options menu.** The Quantization Settings dialog box appears.

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- **Click the icon representing your smallest note value.**
- **Select Tuplets if your MIDI file contains any triplets, quintuplets, etc.**
- **Select Tie Syncopations if your MIDI file contains rhythms that extend over primary beats.**
- **Click OK.**
- **Choose Open from the File menu.** The Open dialog box appears. Two file types are listed in the Format popup menu at the bottom of the window.
- **Click MIDI File.** The names of any available MIDI files appear in the list box.
- **Double-click the desired document name.** PrintMusic! transcribes the MIDI File into standard notation. If you discover that your settings weren't quite right, you can close the new PrintMusic! document and try again—the original MIDI file is unaffected by PrintMusic!'s transcription efforts.

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To export a MIDI file of the entire document

- **Make sure that you have assigned Instruments correctly (one for each resultant sequencer track).** When PrintMusic! creates a MIDI sequencer file, it places the music you've assigned to each Instrument in the Instrument List dialog box in a separate sequencer track. Therefore, make sure the Instrument configuration is set up the same way you want the resultant tracks set up. See [INSTRUMENT LISTS](#) for further instructions.
- **Choose Save As from the File menu.** The Save As dialog box appears.
- **From the Format popup menu, choose Standard MIDI File, and enter a title in the text box.**
- **Click Save (or press return).**

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Chapter 2: Edit Menu

Edit menu

How to get there

The Edit menu is one of PrintMusic!'s six unchanging menus.

What it does

You can find an assortment of editing commands in the Edit menu. Use the Edit menu to cut, copy and paste text when you're editing the actual text (these commands are also available in the Mass Mover and Text Tools).

Edit	
Undo Simple Edit	⌘Z
Redo Simple Edit	⌘Y
Cut	⌘X
Copy	⌘C
Insert	
Replace Entries	⌘V
Select All	⌘A
Select Partial Measures	
Update Layout	⌘\
✓ Automatic Update Layout	
✓ Automatic Music Spacing	

- **Undo.** As you edit a file, PrintMusic! automatically saves your operations so they can be quickly reversed if you choose Undo from the Edit menu. See [UNDO](#).
- **Redo.** Choose Redo perform the previous undo action. If you have performed too many undo actions in a row, use the redo to replace the actions removed. See [UNDO](#).
- **Cut.** After selecting a region of music with the Mass Mover Tool, choose Cut to place the selected music on the Clipboard and simultaneously remove the music from the score. (PrintMusic! asks you if you want to remove only the music, leaving behind rests, or if you want to remove the selected beats or measures entirely.) Once you've placed the cut music on the Clipboard, you can paste it to another place in your score or into another PrintMusic! document.
- **Copy.** After selecting a region of music with the Mass Mover Tool, choose Copy to place a duplicate of the selected music on the Clipboard; you are now ready to paste to another place in your score or another PrintMusic! document. (You can't paste copied PrintMusic! music into another program.)

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- **Insert.** Choose Insert if you want to insert whatever music you've cut or copied to the Clipboard between two existing beats or measures. First tell PrintMusic! where you want the material inserted by selecting any amount of music just after the desired point of insertion. See [COPYING MUSIC](#) for an illustration.
- **Paste (Replace Entries).** (Replace Entries only appears when the Mass Mover Tool is selected.) Choose Paste if you want whatever music you've cut or copied to the Clipboard to paste over (replace) the music in the target document (first use the Mass Mover to select the area of music you want to replace). See [COPYING MUSIC](#) for an illustration.
- **Select All.** You can use this command with most of PrintMusic!'s tools. In a number of cases, you can exclude (deselect) one handle at a time from the selection by shift-clicking its handle.
- **Select Partial Measures.** When this command is checked, you can select part of a measure or measures in the Mass Mover Tool and the Staff Tool. When it's unchecked, you select music in complete one-measure increments. You can drag-copy, use the Edit commands with partial measures. Note, however, that if you select a partial measure region with the Mass Mover Tool, only the notes, rests, and their related items (such as articulations) are affected. Measure items (such as expressions) are not included when either the source or the destination is a partial measure region.
- **Update Layout.** To speed up its operations, PrintMusic! doesn't constantly recalculate the positioning and page layout of measures within your score. Instead, this recalculation only takes place when you request it by choosing Update Layout from the Edit menu.

If you enter Page View without choosing Update Layout, you may discover strange measure spacing if you've made any changes to the widths of measures (by using, for example, the Resize Tool, the Music Spacing commands, the Page Layout Tool, or the Measure Tool). Any of these actions can result in very wide or very cramped measures, or duplicated or missing systems on each page. By choosing Update Layout, you tell PrintMusic! to lay the measures out again within each system, taking such changes into account, in order to create attractive, neatly justified systems with appropriate measure spacing.

To further save you time, when you're in Page View, PrintMusic! only readjusts the measure layout from the page you're viewing to the end of the document. In other words, if you're satisfied with the layout of the first five pages, you don't have to wait for PrintMusic! to readjust them; scroll to page six before choosing Update Layout. (Update Layout affects the entire piece if you're viewing page one, or if you're in Scroll View.)

Update Layout performs another useful function. One way to manually arrange measures on the page is to use PrintMusic!'s measure group features (such as the Fit Music command in the Mass Edit menu, or the Mass Mover up/down arrow trick). For details on these techniques, see [MEASURE LAYOUT](#).

- **Automatic Update Layout.** This option has no effect in Scroll View. In Page View, this option determines whether PrintMusic! will update the layout each time it redraws the screen. When this option is selected, PrintMusic! will update the layout each time it redraws the screen (it will take a little extra time to perform the additional task). PrintMusic! actually updates the layout for the current page and discards the layout for all subsequent pages, although it doesn't take the time to update the layout until you display the subsequent pages. When Automatic Update Layout is not selected, PrintMusic! will still, on occasion, update the layout. For

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instance, if you adjust the position of a staff or add staves to the score, PrintMusic! will update the layout.

- **Automatic Music Spacing.** Select this option to have your music automatically spaced as you enter it—at the end of a Speedy Entry measure, at the end of a EasyScribe session, or after each note in Simple Entry. See [MUSIC SPACING](#).

Copying music

This entry outlines some general techniques for copying music from one place to another with the Mass Mover Tool .

When you copy music as described here, keep in mind the important difference between inserting music and replacing it. If Copy and Replace is selected in the Mass Mover menu, then drag-copying or pasting pastes over what was already there. If Copy and Insert is selected, the new material is inserted at the location of the cursor (or, if you're pasting from the clipboard, just before the selected region).

If Select Partial Measures is selected in the Edit menu, then Copy and Insert has an important secondary effect. Since you're inserting extra beats into a previously full measure, PrintMusic! will automatically rebar the subsequent music—in other words, redistribute notes through the measures of your score until every measure contains the correct number of beats.

To copy to another place in the document (by dragging)

- **Select the music to be copied.** See [SELECTING MUSIC](#) below.
- **Drag the source music so that it's superimposed on the first target measure.** If the first target measure is not on-screen, scroll until you see it. Then, while pressing option and shift together, click the first target measure.

When Select Partial Measures is selected (Edit menu), PrintMusic! replaces whatever was in the target measures, starting at the position of the cursor, with a copy of the music you originally selected. In other words, if you drag to beat three of a certain measure, the selected music will begin at beat three. If the measure is empty, the music will appear at the nearest beat following the cursor.

When copying full measures, the [“HOW MANY TIMES?” DIALOG BOX](#) appears (unless you're copying to a target measure directly above or below the source measure.)

- **Type the number of times you want the material (horizontally) copied. Click OK (or press return).** PrintMusic! replaces whatever was in the target measures with a copy (or copies) of the music you originally selected. If you specified that you wanted to insert the copied notes, and Select Partial Measures is selected in the Edit menu, PrintMusic! will rebar the piece to accommodate the extra beats.

To copy and paste

- **Select the music to be copied.** See [SELECTING MUSIC](#) below.
- **Choose Copy from the Edit menu.** The selected music is placed on the Clipboard. At this point, you can paste the copied material anywhere—either elsewhere in the same document, or into another document. If you want to paste to another document, open the document now,

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using the Open command in the File menu. You can't, however, directly paste music into other programs such as word processing or graphics programs.

- **To insert the copied music into existing music, select the music just after the desired insertion point. Choose Insert from the Edit menu.** There's an important distinction between PrintMusic!'s two paste commands, Insert and Paste. The first one, Insert, introduces new beats and measures into the piece, pushing all existing music to the right. You indicate where you want the copied material to appear by selecting the notes or measures just after it. So, if you want the copied music to appear between measures 3 and 4, click measure 4. (See the figure below.)

When it adds new measures to the piece, PrintMusic! never misaligns one staff's music with another's. Therefore, if the material you copied was from only one staff, but you're pasting into a many-staved score, the music on all the other staves will be shifted to the right (and empty measures added), even though you're only inserting into one staff.



Suppose you've copied two measures onto the Clipboard. And you highlight two measures of a blank staff. If you choose Insert instead of Paste (Replace Entries),



the Clipboard material will be inserted in front of the existing music. The music in other staves gets pushed to the right. (In this example, Select Partial Measures has been turned off in the Mass Mover menu.)

If the music on the Clipboard was copied from (for example) ten staves, you don't have to insert all ten staves' worth into the target staff. You can highlight a single measure in only four staves of the target piece (a "slice" of the score that's four staves tall); only the first four staves

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of the copied material will be inserted, and PrintMusic! will ignore the remaining material on the Clipboard. (As before, however, all other staves in the target document will also be shifted to the right, so that the existing music doesn't get misaligned.) On the other hand, if you do want the entire copied section to be inserted, be sure to select a measure in the target region at least as many staves "deep" as the copied region.

- **If you want the copied music to paste over (replace) the music in the target document, select the region of music you want to replace.** PrintMusic!'s second paste command, Paste (Replace Entries), doesn't introduce any new measures into the "target" document; instead, it replaces whatever was there with the contents of the Clipboard.

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Once again, the "target" region doesn't have to be as large as the original copied section; PrintMusic! only replaces the music that you highlight in the target document. In other words, if the copied material is ten measures long, you don't have to paste over ten measures in the target staff. You can select only six measures; they'll be replaced by the first six measures of the copied material (and PrintMusic! will ignore the remaining four measures). Therefore, if you do want the entire copied section to be pasted, be sure to select a region as large as the copied region.

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- **Choose Replace Entries from the Edit menu.** The command is called Replace Entries (notes and rests) because it doesn't wipe out any measure-related musical information, such as rehearsal marks (measure attached expressions) and measure-width information. Only notes, musical elements attached to them, and Smart Shapes are replaced.

To make a copy of a document

These instructions assume that you're running PrintMusic!. To duplicate a PrintMusic! document when you're not in PrintMusic!, click the desired document's icon and press command-D (for Duplicate).

- **Open the document. Choose Save As from the File menu.** A dialog box appears, allowing you to name the copy. No two documents in the same folder may have exactly the same name.
- **Click Save.** The copy of the document is left on the screen, and the original is automatically closed without saving any changes.

Selecting music

You select regions of music using the Mass Mover Tool, although many of the instructions here also apply to the Staff Tool and the Measure Tool.

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You can select any region of music, regardless of whether or not it's an increment of one measure. To use this feature, choose Select Partial Measures in the Edit menu, so that a checkmark appears. (If you prefer the old scheme, leave Select Partial Measures off).

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To select the entire document

- **Choose Select All from the Edit menu (or press command-A).**

To select an entire staff

- **Click to the left of the staff.** To select additional staves, shift-click to the left of them. (You can't select staves out of order.)

To select part of a measure

- **Choose Select Partial Measures (in the Edit menu), unless a checkmark already appears.** PrintMusic! remembers the status of the Select Partial Measures option with each document. If you want this setting to be turned on in every new document you create, be sure that it's on in your PrintMusic! Default File.
- **Drag diagonally across any part of a measure.** It's OK to drag past a barline and into another measure, too. You can shift-click to extend the selection to another part of the score, exactly as you would when Select Partial Measures isn't on.

When you select a partial measure, PrintMusic! highlights an area from the left edge of the first selected note to the right edge of the space after the last selected note, to help reinforce the fact that you're actually selecting a stretch of musical time.

Almost every PrintMusic! mass editing command may be applied to partially-selected measures. A few, however, don't make sense unless applied to full measures, such as – Clear Entries and Smart Shapes; Add, Insert, or Delete Measures; Apply Music Spacing; Alternate Notation; Fit Music; Move Layers.

You can apply all other Mass Edit menu commands—including Transpose—to partial-measure selections. You can use the Edit menu commands, too, such as Cut, Copy, and Insert. Note, however, that when partial measures are selected, the Edit commands only cut, copy, or paste note-related items (notes, lyrics, chord symbols, and so on), but not measure-related items (like rehearsal marks, key changes, and so on).

If you try to use a full-measure-only command after selecting only part of a measure, PrintMusic! will let you know; you'll have the choice of canceling the command, or applying the command to all measures that are even partly selected.

To select a full measure

- **If there's a checkmark beside Select Partial Measures (in the Edit menu), double-click a measure.** If Select Partial Measures is turned off, you can select a measure by clicking it once.

To select additional measures, assume that the one you just selected is the first one in the selection; shift-click a later (or earlier) measure to select it and all measures in between.

To select a full measure stack

A measure stack is one measure as played by all the instruments in the staff—in other words, a one-measure vertical slice of a score. (Generally, the term measure in this manual refers to one measure of one staff.)

- **If Select Partial Measures is selected (in the Edit menu), double-click a measure (to select the full measure); then double-click a second time.** If Select Partial Measures is not selected, you select a measure stack by double-clicking a measure.

Undo

Undo and Redo are available from the Edit menu. Every action taken that modifies your music can be undone. You cannot undo past a save. Once you have saved the file, Undo and Redo will be greyed out or unavailable for your past action.

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To undo the last change to your score

- **Choose Undo from the Edit menu or type command-Z.** You cannot select Undo if you have not performed any actions that modified the current document.

To re-apply changes to your score using redo

You cannot redo an action unless you have already selected Undo.

- **Choose Redo from the Edit menu or type command-Y.**

Music spacing

Music spacing is automatically applied when you enter music into PrintMusic!. However, if you decide to turn off Automatic Music Spacing, the spacing is linear; in other words, a whole note gets exactly the same horizontal space as four quarter notes. Furthermore, this newly-entered music may contain collisions between lyric syllables, overlapping chord symbols, and crowded 32nd notes.

To turn off Automatic Music Spacing

- **Choose Automatic Music Spacing from the Edit menu.** When the checkmark is not shown, Automatic Music Spacing is not enabled. Choose the menu item again to turn it back on.

To reapply music spacing over a region

- **Click the Mass Mover Tool** .
- **Select the music you want to respace.** In general, you'll want to select all the staves in a system. If you select only one staff, for example, you could get unexpected results, because the respacing command sets the measure widths for all staves according to the spacing of the selected region. Thus, if you select and respace measure 1 in the flute staff, which contains only a whole note, the running eighth notes in another staff's measure 1 will be compressed and overlapping.
- **From the Mass Edit menu, choose Apply Music Spacing.** This command may take time. But when the truck cursor disappears, you'll find that your music has been carefully respaced.

The final step is extremely important:

- **Choose Update Layout from the Edit menu.** The Music Spacing commands are responsible for laying out the notes within each measure. In doing so, PrintMusic! adjusts the widths of the selected measures, and they may no longer fit neatly into one line of music across the page. The Update Layout command is responsible for laying out the measures across the page; it justifies the measures with the page margins.

If you don't choose Update Layout after respacing your music, you may find measures at the ends of systems in Page View that seem much too wide or too narrow. (Choosing Update Layout will solve the problem immediately.)

Note: When PrintMusic! spaces the notes of your score, it widens the selected measures as necessary to make room for lyrics, if any.

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Chapter 3: Window Menu

Window menu

How to get there

The Window menu is one of PrintMusic!'s six unchanging menus.

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What it does

The Window menu controls (and indicates) which windows are open, and which are in front (active).

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- **Main Tool Palette.** When this item is checked, PrintMusic!'s Main Tool Palette is open on the screen. The Main Tool Palette always floats in front of all other windows; you can close it by choosing this item so that the check mark disappears.
- **Simple Entry Palette • Simple Entry Rests Palette • Smart Shape Palette.** When you click the Simple Entry Tool, or the Smart Shape Tool, the corresponding floating palette appears—but only if the corresponding Window menu item is checked. If you click the Simple Entry Tool or Smart Shape Tool and a floating palette doesn't appear, choose the corresponding Window menu item so that the checkmark—and the floating palette—appear.
- **Instrument List.** Choose this item to display the Instrument List, PrintMusic!'s floating window that controls the playback, MIDI channels, and patch assignments of the staves in your document. Choose this item a second time—so that the check mark disappears—to hide the Instrument List. See [INSTRUMENT LIST WINDOW](#).
- **Playback Controls.** Choose this item to display the Playback Controls, the floating window that controls playback in your document. Choose this item a second time—so that the check mark disappears—to hide the Playback Controls. See [PLAYBACK CONTROLS](#).
- **[Document windows].** The names of all document windows are listed alphabetically at the bottom of the Window menu. A check mark appears by the active window. Choose a window's name to make it active.

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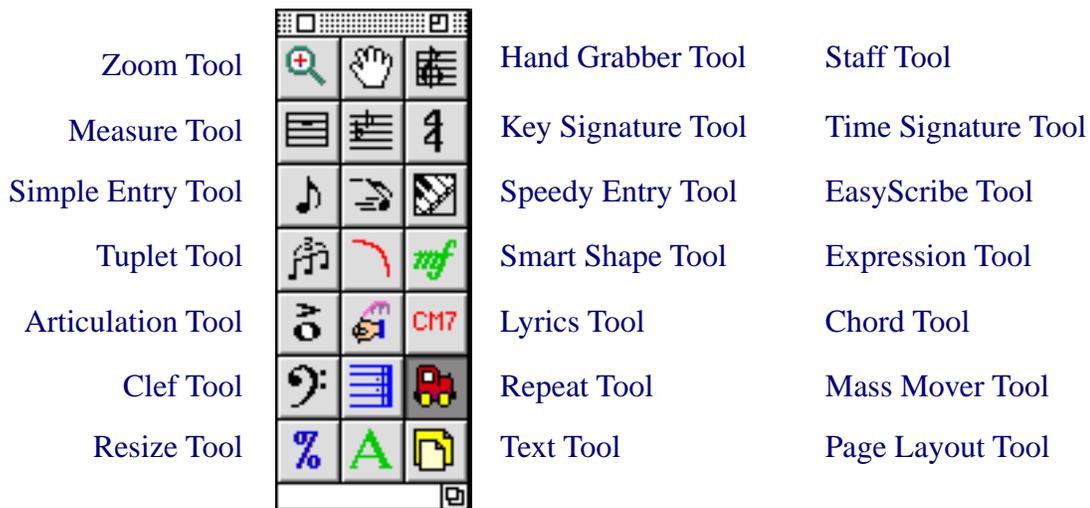
Main Tool Palette

How to get there

The Main Tool Palette is almost always open on the screen. If it's not, choose Main Tool Palette from the Window menu.

What it does

This palette contains all of PrintMusic!'s primary tools, which you can rearrange. You can move, resize, reshape, or hide the palette itself. Click on the name of the Tool in the picture below to view that section of the documentation.



- **[Close box]**. Click this small square at the upper-left corner of the palette to close the palette. Once it's hidden, you make the palette reappear by choosing Main Tool Palette from the Window menu.
- **[Title bar]**. Drag the strip across the top (or left) edge of the palette to move the entire palette to a new screen location.
- **[Zoom box]**. If you have resized or reshaped the palette by dragging its resize box, click this small white square at the upper-right corner of the palette to restore the palette to its last size and shape.

- **[Resize box]**. Drag this small white square at the lower-right corner of the palette diagonally upward and to the right; you'll reshape the entire palette. As you drag, the palette snaps into new configurations: tall and thin, short and stout, square, and so on. If your monitor is wider than it is tall, for example, you might consider rotating the palette so that it's a short horizontal strip.

If you drag the resize box inward toward the upper-left corner, you hide tools. Drag the resize box outward again to bring them back into view.

- **[Tool icons]**. See the individual tool for a complete discussion of each tool and what it does.

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Chapter 4: View Menu

View menu

How to get there

The View menu is one of PrintMusic!'s six unchanging menus.

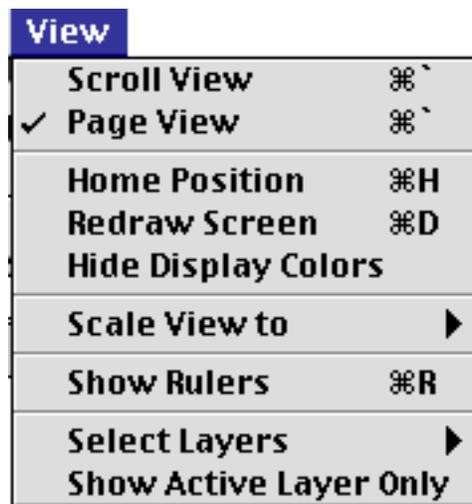
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What it does

This menu contains commands pertaining to your view of the score. You can never change the score itself with the commands in this menu—only modify the way you see it on the screen. Show Active Layer Only is the only exception. This allows you to perform an operation on one layer at a time, including print.

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- **Scroll View • Page View.** PrintMusic! offers you the choice of two views of your music: Scroll View, where the music is a continuous horizontal band, and Page View, where the music is laid out like a page of sheet music. Most of PrintMusic!'s tools work equally well in either mode, although you'll find that your computer redraws the screen faster in Scroll View than in Page View. Use these commands to switch from one view to another.
- **Home Position.** Choose this command to return to the first measure in the score (in Scroll View) or the upper-left corner of the current page (in Page View), no matter where you are in the piece.
- **Redraw Screen.** Choose this command to force PrintMusic! to redraw the screen. Whenever you spot a visual anomaly—a phantom fragment of a slur, for example, or a missing barline—this command usually clears up the problem.
- **Show (Hide) Display Colors.** This command toggles your display between using colors and black and white for different elements in the score. To print in color Show Colors must be selected (the menu will say Hide Colors). See the [PRINT SCORE DIALOG BOX](#).

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- **Scale View to: 400% • 200% • 100% • 75% • 50% • Other • Last Size • Fit in Window.** With these commands, you can specify the size at which you want the score displayed on your screen, expressed as a percentage of its actual size. You can't change the actual (printed) size of the notes on the page in this way; this technique simply lets you magnify or reduce the screen display of the fixed-size notes.

To change your view of the score, just choose the appropriate command from the submenu. (You can also use one of the command-key equivalents, which use the first digit of each submenu percentage: press command-2 for 200%, command-7 for 75%, and so on.) If you choose Other, the Scale View dialog box appears, in which you can specify any reduction or enlargement you want—from 10% to 1000%. (See [SCALE VIEW DIALOG BOX](#).)

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If you've been viewing your score at several different degrees of magnification, Last Size takes you back to your last magnification setting.

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There's one other command in the submenu: Fit in Window. This command is available only in Page View; it automatically reduces the viewing percentage just enough to fit the current page completely on your screen, no matter what size screen you have.

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- **Show (Hide) Rulers.** Choose this command to display nonprinting rulers at the top and left side of the screen. As you drag an object, you can see thin dotted indicator lines that show you where the cursor is, making it easy for you to align and position various objects precisely on the screen. The units of measurement are whatever you've selected using the Measurement Units command in the Options menu.
- **Select Layers.** The Select Layers submenu in the View menu allows you to use a menu to choose the layer you want to edit. Choose Select Layers from the View menu, then select an option from the submenu.
- **Show Active Layer Only.** Each PrintMusic! staff is actually four transparent layers, each of which can contain its own rhythmically independent inner voice. Only one layer can be active (frontmost) at a time, however; the active layer is always identified by the popup menu in the lower-left corner of the document window and with a checkmark in Select Layers submenu of the View menu.

When this item is selected (displaying a check mark), PrintMusic! hides the three inactive layers. Bear in mind that hidden layers are unaffected by almost every tool. For example, the music in a hidden layer won't be copied, pasted, or otherwise affected by Mass Mover operations—a useful fact to remember if you want to copy or paste the music of one layer only.

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Choose this command a second time to make the check mark disappear (and make the other three layers reappear).

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Scroll View

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How to get there

Choose Scroll View from the View menu.

What it does

Scroll View is one of two PrintMusic! views of your music (the other is Page View). In Scroll View, you see your music as one long staff system. Scroll View can be easier to use when you enter music. When you want to see how the score will look when it is printed, switch to Page View.

Page View

How to get there

Choose Page View from the View menu.

What it does

Page View is one of two PrintMusic! views of your music (the other is Scroll View). This is the default view and the view the Default File shipped with PrintMusic! presents you with when you open a new document. In Page View, you see your music exactly as it will be printed: laid out in systems, displaying page -attached as well as measure-attached text blocks and graphics, and stretching the measures as needed so that each line of music is flush with the margins. Because of this stretching effect, music that appears a little crowded in Scroll View often looks just right in Page View.

Every PrintMusic! Tool works in Page View. Some tools like the Mass Mover and Note Mover tools, have features that are available in one view but not the other. In addition, Page View has a few features of its own, accessible from the View menu. If you choose Fit in Window, PrintMusic! will reduce the view of your music just enough to fit the entire page onto the screen at once.

In general, Page View is slightly slower than Scroll View. Each time the screen redraws, for example, PrintMusic! not only has to draw more music, but must also perform many more calculations (to lay out the page, for example).

If you notice in Page View that the measures are unevenly spaced, remember that PrintMusic! doesn't constantly rebalance the measure layout as you work. In fact, PrintMusic! doesn't recalculate the measure widths until you tell it to do so—by choosing Update Layout from the Edit menu. This essential command reformats every page, from the one you're viewing to the end of the piece, neatly laying out evenly spaced measures and justifying them perfectly with the margins. (If you need to update the measure layout for the entire piece, as you should always do just before printing, choose the Update Layout command either in Scroll View or on page 1 of Page View.)

Scale View dialog box

How to get there

From the Scale View to submenu of the View menu, choose Other (or type command-0).

What it does

In this dialog box, you can specify the size at which you want the score displayed on your screen, expressed as a percentage of its actual size—in other words, you can “zoom in” to magnify fine details of your score or “zoom out” if you want to see many staves at once. Note that this screen display size has nothing to do with the actual (printed) size of the music.

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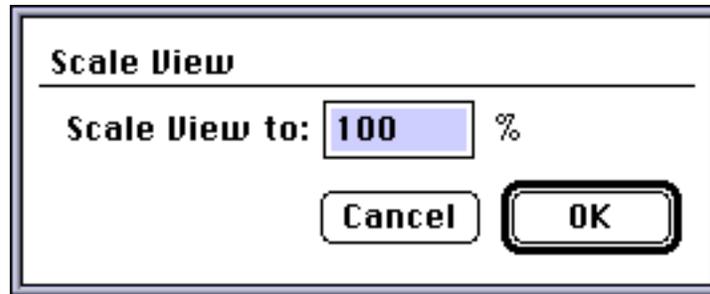
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- **Scale View to:** ___ %. In this text box, enter the percentage by which you want the screen display enlarged or reduced. Type 200, for example, to “zoom in” so that the music is displayed at twice its normal size.
- **OK • Cancel.** Click OK (or press return) to return to the score, where PrintMusic! displays the music at the size you specified—or Cancel to return to the score without changing the display size.

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Redraw

In order to speed up your work with PrintMusic!, you may want to limit the number of times PrintMusic! redraws the screen picture—a process that requires the computer to do time-consuming calculations, particularly with large scores.

To halt a redraw in progress

When you’re working with large or complex scores, waiting for the computer to finish redrawing the screen picture can be frustrating—especially when you don’t need the full picture redrawn, as when you’re simply scrolling through a piece trying to find a particular spot.

- **At any time during a screen redraw, press command-period.** PrintMusic! halts the redraw in mid-stride, leaving the rest of the screen blank, but returning control of the computer to you.

To move the screen picture diagonally

Occasionally, you need to move both scroll bars—for example, if you want to move diagonally across the score—which means that PrintMusic! must redraw the screen at least twice.

In those situations, adjust the screen picture using the Hand Grabber Tool instead of the scroll bars; this tool lets you drag the display in any direction without redrawing until you let go.

Finally, as a shortcut, remember that you can switch to the Hand Grabber—regardless of which tool is highlighted on the palette—by pressing option and command while dragging.

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HAND GRABBER TOOL

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What it does

When the Hand Grabber Tool is selected, you can drag the mouse across the music in any direction to shift its position on your screen, as though you’re sliding the score paper across your desk.

In page view, it's often a faster, more efficient way of moving around the score than using the scroll bars.

In scroll view, however, it works a little differently than the scroll bars. In addition to letting you scroll up and down, the Hand Grabber Tool allows you to drag the music right or left, but this dragging does not affect the measure number counter. This is perfect for fine tuning what's on the screen when you want to view the staff names which are off to the left of the screen, or when you'd like to view a different area of an extremely large measure. It's less well-suited to large movements in scroll view: since the measure number counter isn't affected by these moves, if you were to drag using the Hand Grabber Tool from measure 1 to measure 15, the measure number counter would now regard measure 15 as the first measure in the piece. The only way you could return to measure 1 would be to use the Hand Grabber Tool.

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Special mouse clicks

- **While using any other tool, press command-option** to switch temporarily to the Hand Grabber, so that you can make a display adjustment without having to move the mouse to the tool palette.

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ZOOM TOOL

What it does

Use this tool to magnify or reduce the music as it's displayed on the screen. You're not actually enlarging or reducing the printed size of the music—only “zooming in” or “zooming out” while you're working on it.

Special mouse clicks

- **Click the music** to display it at twice its previous size.
- **Option-click the music** to display it at half its previous size.
- **In Page View, drag diagonally across a region of music** to enlarge it just enough to fill your screen.
- **While using any other tool, command-shift-click the screen** to zoom in, even though the Zoom Tool isn't selected. Command-option-shift-click to zoom out.

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Zoom in or zoom out

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To zoom in by 200%

- **Click the Zoom Tool** . Alternatively, you can press the command-shift simultaneously, saving you a trip to the tool palette.
- **Click the music.** PrintMusic! enlarges the spot you clicked to twice its previous display size. To zoom out, press option and click (or, if you haven't switched to the Zoom Tool, press option-command-shift) and click.

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To enlarge a selected area

This technique works only in Page View.

- **Click the Zoom Tool** . Alternatively, you can press command-shift simultaneously.
- **Drag across the music, creating a dotted-line rectangle.** When you release the mouse, PrintMusic! enlarges the enclosed portion of the display, just enough to fill your monitor.

To zoom in/out by a specific percentage

- **Choose Scale View to from the View menu.** In the resulting submenu you can choose a pre-set percentage, or set any percentage from 5 to 1000 by choosing Other from the submenu. See [KEYBOARD SHORTCUTS](#).

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Chapter 5: Options Menu

Options menu

How to get there

The Options menu is one of PrintMusic!'s unchanging menus.

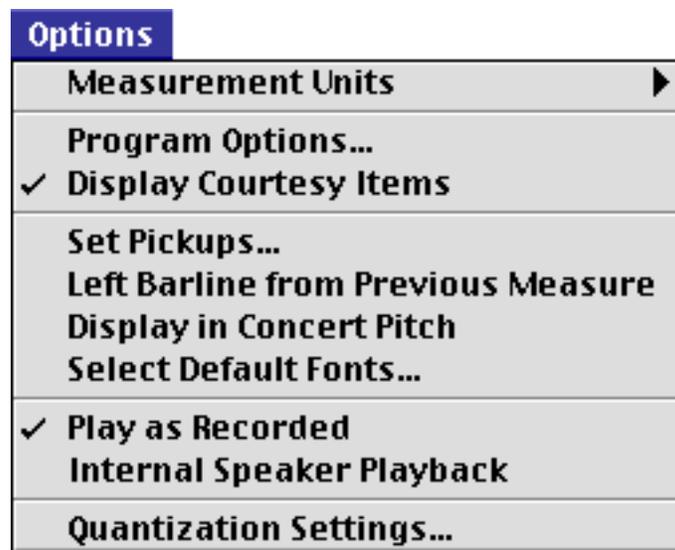
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What it does

This menu contains the keys to PrintMusic!'s notational flexibility. Each command brings up a dialog box that governs some aspect of the way PrintMusic! displays the music in the active document.

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- **Measurement Units: Inches • Centimeters.** In a number of PrintMusic! dialog boxes, you're asked to specify a measurement: the margins of each page, for example. Using the submenu of the Measurement Units command, you can select the measurement unit you want PrintMusic! to understand—and display—in all of its dialog boxes.
- **Program Options.** Choose this command to display the Program Options dialog box, where you may set the default folders for your music and templates. See [PROGRAM OPTIONS DIALOG BOX](#). [TOC](#)
- **Display Courtesy Items.** If a clef, key or time signature change occurs at the end of a line (system) of music, it's traditional to forewarn the musician by displaying the incoming clef, key or time signature at the rightmost end of the preceding system. If you want this courtesy clef, key or time signature to appear, select this menu item. A checkmark will appear when it is selected. Choose the menu item again to deselect it. [Index](#)
- **Set Pickups.** The Set Pickups command allows you to set the first measure of the piece to a pickup measure. See [SET PICKUPS DIALOG BOX](#). [Next Section](#)

- **Left Barline from Previous Measure.** Select this menu item to use the barline style of the previous measure as the left barline for measures starting a new system. A checkmark will appear when it is selected. Choose the menu item again to deselect it.
- **Display Score in Concert Pitch.** With PrintMusic!, any staff that's had a transposition applied in the Staff Attributes dialog box or with Staff Styles—a trumpet or clarinet part, for example—always prints in its transposed key when you extract parts. However, you also have the option of viewing the full score in either its transposed or concert form. Choose this command if you want PrintMusic! to display the score in concert key. If you don't select it, all staves will appear showing transposing instruments in their transposed keys. (Music you enter using the Simple or Speedy Entry tools is considered already transposed. In other words, if you play a C on the MIDI keyboard using the MIDI input feature of the Speedy Entry Tool, it appears as a C on the transposed staff, even though it will play back as some other note, because you've just entered a written C.)
- **Select Default Fonts.** This command displays the Select Default Fonts dialog box, which lets you set the default font for Text, Lyrics and Chords. See [SELECT DEFAULT FONTS DIALOG BOX](#).
- **Play as Recorded.** Select Play as Recorded to hear your music exactly as you played it in EasyScribe or an imported MIDI file. With Play as Recorded selected, you will not hear any adjustments to tempo or volume added later with PrintMusic! expressions or articulations.
- **Internal Speaker Playback.** Select this checkbox if you want PrintMusic! to play back your piece using QuickTime Musical Instruments through your Macintosh's speaker instead of a MIDI instrument. See [LIMITATIONS OF QUICKTIME PLAYBACK](#) for more information.
- **Quantization Settings.** Select Quantization Settings to display the Quantization Settings dialog box. In this dialog box you can specify what the smallest beat you will allow for actions such as using the EasyScribe Tool and Importing MIDI Files. See [QUANTIZATION SETTINGS DIALOG BOX](#) for more details

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Program Options dialog box

How to get there

Choose Program Options from the Options menu.

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What it does

The Program Options dialog box lets you set the folders for your music, templates and on-line documentation



- **Close Subsidiary Palettes When Leaving Tool.** If this item is selected, PrintMusic! will close the Smart Shape Palette and Simple Entry Palette whenever you change to another tool. If you prefer to leave the palettes displayed, deselect this checkbox.
- **Auto Save File(s) Every ___ Minutes.** If you tend to forget to save your work to your hard disk every so often (by choosing Save from the File menu), PrintMusic!'s Auto Save command is a good safety net. When this feature is on, PrintMusic! will update a second copy (not the one you're working on) at regular intervals. This second copy of your file is stored in the Music folder.

Select this checkbox; in the text box, specify how often PrintMusic! should save your work to the duplicate copy of the file you have open. After the number of minutes you specified have passed, a message will appear, letting you know that PrintMusic! is saving your work. (This feature does not save your changes when you exit from PrintMusic!, however. Be sure to save changes to your primary file when you exit.)

- **Folders: Music • Documentation • Template. Select.** You can specify different folders to store your files in. When PrintMusic! saves or opens music or library files, it looks in the specified folders. Note that PrintMusic! will use the settings from the PrintMusic! Default File, if the default file is stored in the music folder. If you do not enter alternate folders for the temp files, libraries and music files, PrintMusic! will store those files in the current folder. To select a new folder, type in the path and folder name, or use the Select button for the folder you are changing.
- **Use Navigation Services.** For Mac OS 8.5 or higher, you can use the enhanced method of maneuvering through your files and folders.
- **OK • Cancel.** Click OK (or press return) to confirm, or Cancel to discard, your new program settings.

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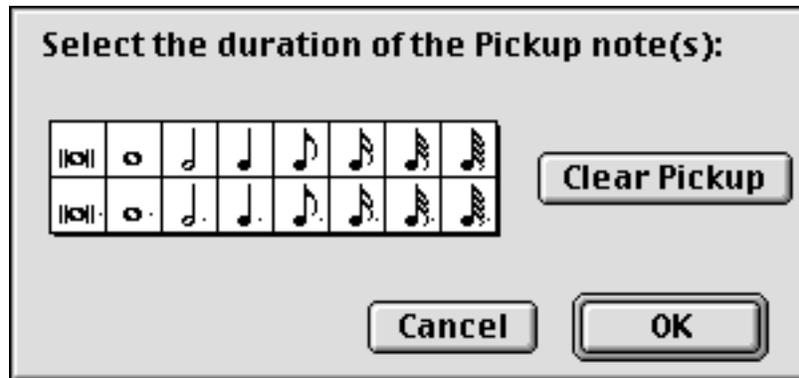
Set Pickups dialog box

How to get there

Choose Set Pickups from the Options menu.

What it does

The Set Pickups dialog box allows you to designate the first measure of your piece as a pickup measure. PrintMusic! will ignore the measure when numbering measures, and space the measure with the specified duration (even though the time signature may be different).



- **[duration icons]**. Click the icon representing the rhythmic value you want to select. You can only select one note icon at a time.
- **Clear Pickup**. Click this button to clear the pickup and change the measure back to a normal measure.
- **OK • Cancel**. Click OK (or press return) to confirm, or Cancel to discard, your pickup duration selection.

Pickup measures

To create a pickup measure at the beginning of a piece

The following method, in effect, places an “invisible rest” at the beginning of the first measure of your piece. Follow these steps to convert the first measure into a pickup measure. If you wish to add a pickup measure before the first measure of your piece, first insert a measure with the Measure Tool. See [MEASURE MENU](#). Any notes you enter will be pushed to the right of this invisible rest.

- **Choose Set Pickups from the Options menu.** The Set Pickups dialog box appears.
- **Click the rhythmic value corresponding to the sum of the pickup note or notes.**

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- **Click OK (or press return), and enter the pickup notes.** PrintMusic! will still play back the entire measure—including the invisible rest before the pickup measure. If you need to respace the pickup notes, see [“To respace pickup notes,”](#) below.

To respace pickup notes

When you originally create a pickup measure, PrintMusic! positions the pickup notes according to their placement as dictated by the meter.

- **Click the Mass Mover Tool** , **and select the pickup measure.** If you have multiple staves, select the one with the most notes.
- **From the Mass Edit menu, choose Apply Music Spacing.** PrintMusic! respaces the measure.

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Select Default Fonts dialog box

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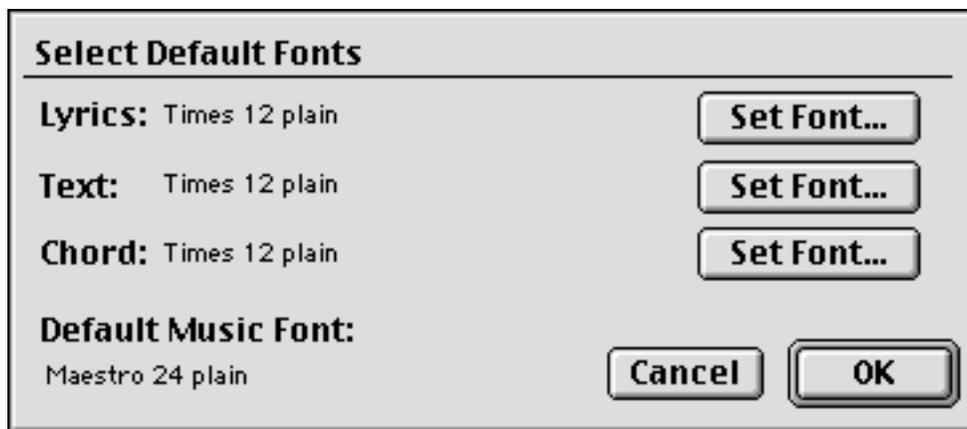
How to get there

Choose Select Default Fonts from the Options menu.

What it does

This dialog box lets you globally change the font for many elements in your score. It lets you change all occurrences at once, or set the primary font to the one you most often use.

Maestro, a music font provided with PrintMusic!, is the default font for the musical symbol elements.



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- **Lyrics: Set Font.** Click Set Font to specify the default font, size and style for Lyrics.
- **Text: Set Font.** Click Set Font to choose the default font, size and style of various text elements.
- **Chord: Set Font.** Click Set Font to specify the default font, size and style for Chords.
- **OK • Cancel.** Click OK (or press return) to confirm, or Cancel to undo, the font changes you've made, and return to the score.

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Quantization Settings dialog box

How to get there

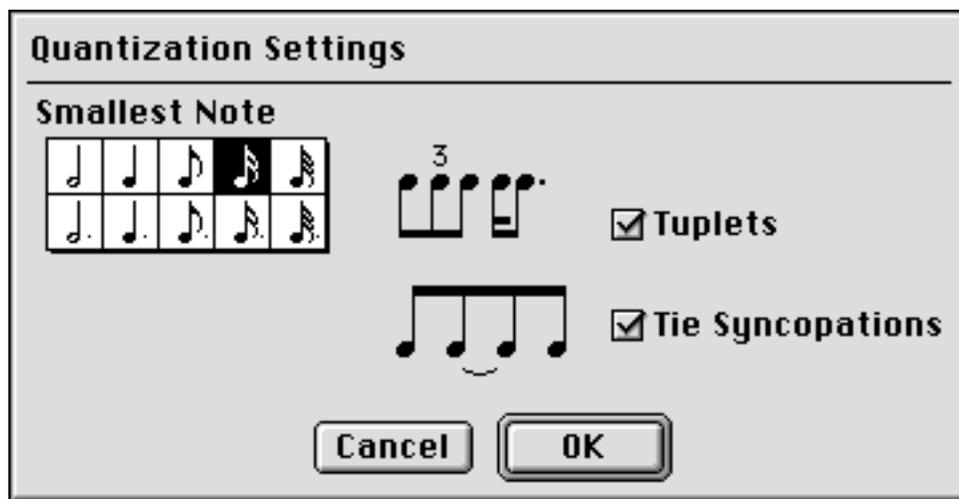
Choose Quantization Settings from the Options menu. Or, click the Quant Settings button in a number of related dialog boxes.

What it does

The Quantization Settings dialog box allows you to specify the smallest note value PrintMusic! will quantize input to and the type of quantization it will perform such as allowing or ignoring triplets.

Keep in mind that in PrintMusic!, the term Quantization refers to something slightly different than it does in sequencing software. In sequencers, when you Quantize a note, you shorten or lengthen the start/stop times of the notes so that they are aligned more precisely with the pulse. In short, you change how the notes sound. If you quantize a measure of 16th notes to a 1/4 note quantization, you will subsequently only hear four quarter notes (probably chords) in this measure.

In PrintMusic!, on the other hand, the quantization affects how the notes appear rather than how they sound. Quantizing the same measure of 16th notes in PrintMusic! by a 1/4 note will cause four 1/4 note chords to appear BUT may still play back the 16th note run. For more information, see [PLAY AS RECORDED](#).



- **Smallest Note Value.** Select the smallest note value you expect to play from the palette displayed. Remember that eighth note triplets are shorter than regular eighth notes. If you want to have triplets for eighth notes, use sixteenth notes as your smallest note value.
- **Tuplets.** This option tells PrintMusic! that there will be triplets (or any other tuplets) in your transcription. You're telling PrintMusic! to check all small rhythmic values for tuplets.
- **Tie Syncopations.** This option affects the way syncopations are transcribed by the EasyScribe Tool and importing MIDI files. Eighth notes will be tied using this setting, otherwise without this setting a quarter note will be substituted.
- **OK • Cancel.** When you click OK, PrintMusic! will change your Quantization Settings and return to the score. Click Cancel to return to the score without making any changes.

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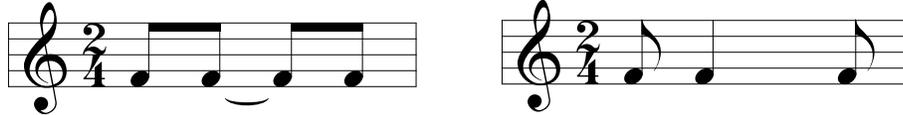
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Syncopation

When PrintMusic! transcribes a real-time performance, you can specify how it should handle syncopation. For example, depending on the circumstances, you might prefer each of the following notations of the same syncopation:



Left: Tied syncopation notation. Right: “Softened” syncopation notation.

PrintMusic! decides how to notate such syncopations based on two factors: the time signature and the Tie Syncopations setting in the Quantization Settings dialog box.

To eliminate tied-note syncopations

If the current meter is based on the quarter note (the time signature has a 4 on the bottom), you can ask PrintMusic! to write eighth note syncopations as eighth-quarter-eighth rhythms (as shown at right in the example above) instead of two tied eighth note pairs (at left, above). You must follow these steps before you record, however.

- **Choose Quantization Settings from the Options menu.** The Quantization Settings dialog box appears.
- **Uncheck Tie Syncopations. Click OK (or press return).** You’ve just told PrintMusic! to “soften” syncopations of every even beat (second and fourth beats).

If the time signature has a 4 as its bottom half, you can use the same principle to “soften” quarter note syncopations—to play a quarter-half-quarter rhythm.

Change the meter to cut time (or another half-note-based meter) before recording; see [TIME SIGNATURES](#) for full instructions. PrintMusic! will then notate both eighth-note and quarter-note syncopations in the “softened” form (as shown in the example above.) When you’re finished transcribing, you can change the meter back to its original quarter-note-based time signature, if necessary.

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Chapter 6: MIDI Menu

MIDI menu

How to get there

The MIDI menu is one of PrintMusic!'s unchanging menus.

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What it does

This menu contains items specific to your MIDI setup and usage.

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- **MIDI Setup.** Choose this command to display the MIDI Setup dialog box, where you can make a number of settings concerning your MIDI interface setup. See [MIDI SETUP DIALOG BOX](#).
- **MIDI Thru.** If you prefer to use one keyboard as a controller and another as the sound source, MIDI Thru must be on if you wish to hear notes from one device as your entering them on another.
- **All Notes Off.** From time to time, you may encounter **MIDI lock**, a rare situation in which a synthesizer sounds as if its keys are “stuck,” and it plays continuously as though someone’s still pressing them. To send the MIDI signal that tells it to “release the keys,” choose this command; after a moment, the synthesizer will be silent. Technically, this command sends a Note Off command to all notes on all channels.

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MIDI Setup dialog box

How to get there

Choose MIDI Setup from the MIDI menu.

What it does

In the MIDI Setup dialog box you can edit settings pertaining to your MIDI interface setup.

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- **MIDI System: PrintMusic! MIDI Driver • Apple MIDI Manager • Open Music System • FreeMIDI.** Use this popup menu to select the MIDI system you plan to use for communication within your MIDI setup. Choose PrintMusic! MIDI Driver to use Coda's MIDI driver, which provides basic MIDI support. Choose Apple MIDI Manager if you plan to use Apple Computer's MIDI system, choose Open Music System if you're working with Opcode's MIDI system and choose FreeMIDI if you're using MOTU's FreeMIDI system. Depending on which of the four MIDI systems you choose, the contents of the Output and Input Device popup menus will change. For a full discussion of each MIDI system's effect on the contents of the Output Device and Input Device, see [HOW TO USE MIDI SETUP](#).

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Note: If you haven't installed MIDI Manager, OMS, or FreeMIDI before you enter this dialog box, those options will not be available in the popup menu. If you plan to use one of these MIDI systems, quit PrintMusic! and perform the necessary installation. For information on installing and using these systems, see the Apple MIDI Manager Read Me file (supplied by the PrintMusic! Installer) or refer to your OMS or FreeMIDI manual.

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When you choose PrintMusic! MIDI Driver from the MIDI System popup menu, you have two ports, Modem and Printer, available for input and output of MIDI information. PrintMusic! lists the available input and output devices (which are Modem or Printer). Select the Output and Input Devices you plan to use.

When you choose Apple MIDI Manager from the MIDI System popup menu, you have 2 ports available for input and output of MIDI data. Note that you must first run Apple's PatchBay program and make necessary connections to allow communication between PrintMusic! and those four ports. Select the input and output ports you plan to use. When you return to the MIDI Setup dialog box, the Output and Input Devices will reflect your new settings. See the MIDI Manager Read Me file (installed by the PrintMusic! installer) if you need information on using Apple MIDI Manager.

When you choose Open Music System from the MIDI System popup menu, OMS scans the OMS Setup dialog box for the Current Studio Setup and looks at the devices listed. PrintMusic! then displays those device names on the Output and Input Device lists. Choose OMS from the MIDI System popup menu to start using OMS. Click the OMS MIDI Setup button to specify how OMS will interact with your other software and your computer. If this is the first time you're using OMS, you'll be asked to specify the Studio Setup. See the OMS manual for details.

When you choose FreeMIDI from the MIDI System popup menu, FreeMIDI scans for a FreeMIDI configuration and looks at the devices listed. PrintMusic! then displays those device names on the Output and Input Device lists. Choose FreeMIDI from the MIDI system popup menu to start using FreeMIDI. Click Edit FreeMIDI Configuration to access how FreeMIDI will interact with your other software and your computer. To set your interface speed, click Interface Settings. See the FreeMIDI manual for details.

- **PrintMusic! Channel: 1-16.** There are 16 PrintMusic! channels available for MIDI note entry and playback.
- **Output Device • Input Device.** The Output and Input Device options let you choose where you want MIDI data sent to or received from. This popup menu lists the port(s) that are available for MIDI, from which PrintMusic! can receive and play back MIDI data. For details specific to each MIDI system, see [HOW TO USE MIDI SETUP](#).

To select an input or output device for a bank of channels, choose an item from the appropriate popup menu. If an item is *unchecked*, it is not currently not in use and you can select it; if an item is *checked*, it has already been selected for the current bank of channels.

The items you select for a bank of channels appear in an abbreviated form in the popup menu. To see the full listing, click the popup menu to see which items are checked.

- **OMS MIDI Setup.** When OMS MIDI System is selected, this button appears. Click it and a dialog box appears, where you configure how OMS interacts with other MIDI systems. See your OMS manual for details.
- **Interface Settings.** When FreeMIDI System is selected, this button appears. Click it and a dialog box appears, where you can specify the speed of your interface. If you've checked Use OMS When Available, this button will open your OMS MIDI Setup.

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- **Edit FreeMIDI Configuration.** When FreeMIDI is selected, this button appears. You must first create a FreeMIDI Configuration with FreeMIDI in order to edit it. If you have already created a FreeMIDI Configuration, you can click on this button to change your MIDI configuration. If you've checked Use OMS When Available, this button will open your OMS Studio Setup. See your FreeMIDI manual for details.
- **OK • Cancel.** Click OK (or press return) to return to the score. Click cancel to discard any changes you've made to the MIDI setup, and return to the score.

How to use MIDI Setup

To get you started, we've provided basic instructions for setting up PrintMusic! to work with the following MIDI systems: PrintMusic! MIDI Driver, Apple's MIDI Manager, OMS and FreeMIDI.

Note: The settings you specify in the MIDI Setup dialog box are saved with your PrintMusic! preferences. The Output and Input Device settings for the currently selected MIDI system are saved with preferences when you click OK in the MIDI Setup dialog box. Once you save your MIDI Setup preferences, you can switch between MIDI systems without having to reconfigure the settings each time.

To use the PrintMusic! MIDI Driver

You can select more than one device for a bank of channels, and you can send or receive information on both ports at the same time for a single bank of channels.

- **Choose MIDI Setup from the MIDI menu.** The MIDI Setup dialog box appears.
- **Choose PrintMusic! MIDI Driver from the MIDI System popup menu.** The PrintMusic! MIDI Driver settings appear for Output and Input Device.
- **Choose Output and Input devices from the popup menu for each bank of channels.** You can send or receive MIDI information via the Printer and Modem ports, using a maximum of 16 PrintMusic! channels. By default, the Modem port is selected as the Output and Input device.
- **Click OK (or press return).** PrintMusic! saves the settings for the current MIDI system, and returns you to the score.

To use Apple MIDI Manager

PrintMusic! provides a bank of PrintMusic! channels (numbered 1-16) to choose from for sending and receiving MIDI information. You can select more than one device for a bank of channels. To set up the ports, you'll need to first configure Apple's PatchBay accessory, which is included with MIDI Manager. PatchBay can usually be found in your Apple Menu. Using PatchBay is quite simple: Once you literally draw a connection between PrintMusic! and the other items in PatchBay, you've configured your MIDI input and output.

- **Choose MIDI Setup from the MIDI menu.** The MIDI Setup dialog box appears.

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- **Choose Apple MIDI Manager from the MIDI System popup menu.** The MIDI Manager settings appear for Output and Input Device.

Note: If this is the first time you've used Apple MIDI Manager, an alert appears directing you to use the PatchBay accessory to set up MIDI Manager with PrintMusic!. You'll have to use PatchBay before you can specify any Output and Input devices.

- **Choose Output and Input devices from the popup menu for each bank of channels.** By default, Port 1 is selected as the Output and Input device for PrintMusic! Channels 1-16.
- **Click OK (or press return).** PrintMusic! saves the settings for the current MIDI system, and returns you to the score.

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To use Open Music System

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OMS may be for you if you're using a Universal Serial Bus (USB) MIDI interface (which is common among those with iMacs or new G3s), if you have a PCI card which provides your Mac with serial ports, or if you're having MIDI problems in general.

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In addition to being able to use OMS with PrintMusic!, you can select more than one device for a bank of channels. The OMS Studio Setup reports what MIDI devices are available, and handles the routing of MIDI information. You can send or receive information on many devices at the same time for a single bank of channels. Refer to your OMS documentation for details about setting up OMS.

- **If you need to install OMS,** the OMS installer can be found in the OMS folder on the PrintMusic! CD or can be downloaded from www.opcode.com.
- **Make sure OMS is installed and configured before starting PrintMusic!.**
- **Choose MIDI Setup from the MIDI menu.** The MIDI Setup dialog box appears.
- **Choose Open Music System from the MIDI System popup menu.** The settings in the Output and Input Device popup menus change. If you've already set up OMS for PrintMusic!, your previous settings will appear. Otherwise you'll need to set up OMS. Refer to your OMS manual for more information on setting up OMS.
- **Choose Output and Input devices from the popup menu.** The Output Device should be your keyboard or sound module and the Input Device should be your keyboard or controller. If you don't see them listed, click on the popup menu and select the appropriate item. Only one item should be selected for each Device.

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These popup menus contain the names of the MIDI equipment in your MIDI Setup as reported by OMS. By default, Port 1 is selected as the Output and Input device for PrintMusic! Channels 1-16. If you're using a minimum Studio Setup, the Modem and Printer ports appear in the Output and Input Device popup menus. If you've defined any additional instruments in your Studio Setup, those instruments will appear in the popup menus. Choose Output and Input Devices from the popup menus if you don't want to use defaults.

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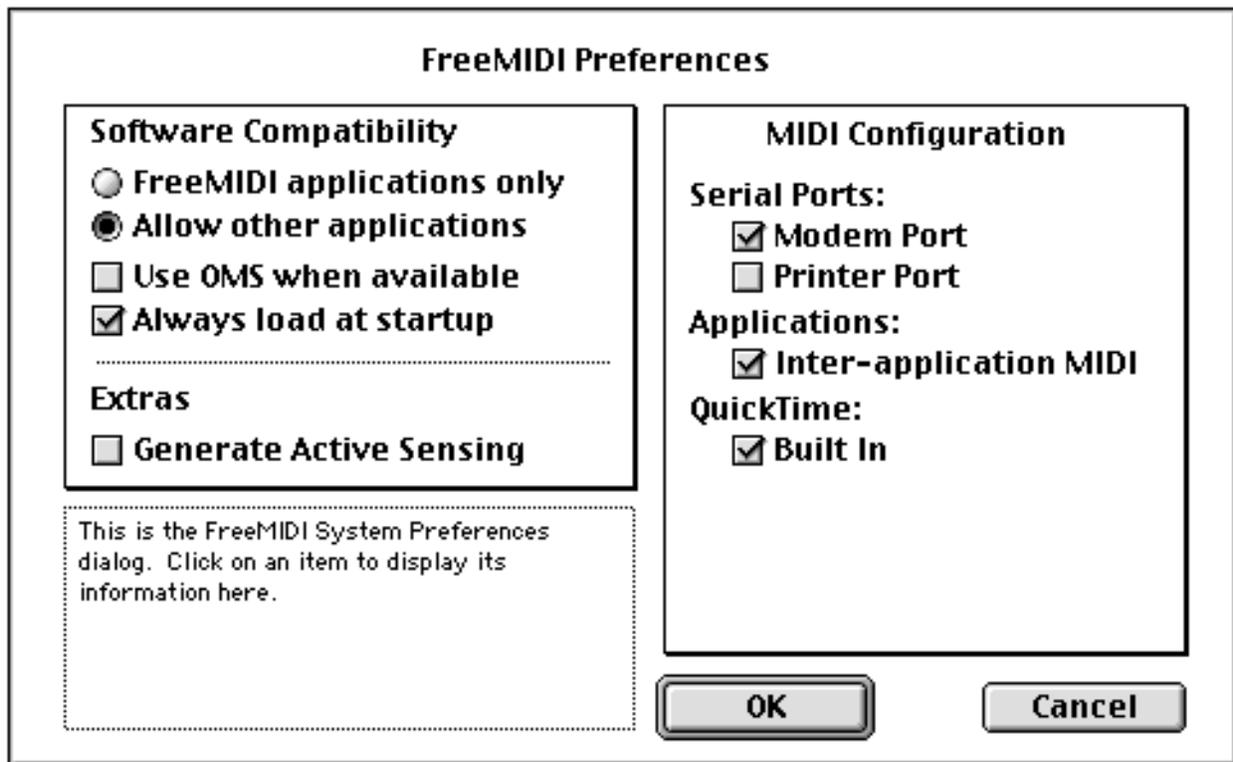
If you don't see your keyboard or device on the popup menu, but ports ARE listed, try selecting the port your MIDI device is connected to. If you don't see ports or your keyboard listed on the popup menu, then OMS isn't configured properly. Please refer to the OMS Read-Me in the Opcode Folder on your hard drive.

- **Click OK (or press return).** PrintMusic! saves the settings for the current MIDI system, and returns you to the score. You can enjoy significantly enhanced speaker playback using Apple's QuickTime. See your Apple manual for details.

To use FreeMIDI

If you would like to use FreeMIDI, it is best if you set up the configuration from the FreeMIDI application rather than from within PrintMusic!. These FreeMIDI setup hints were written for FreeMIDI 1.4.

- **If you need to install FreeMIDI,** you can install it from the PrintMusic! CD or from <http://www.motu.com>.
- **Make sure all of your MIDI devices are turned on and hooked up before you run the FreeMIDI setup.** Quit PrintMusic! if it is running and find the FreeMIDI setup in the FreeMIDI Applications folder on your computer. The following picture is of the FreeMIDI System Preferences. Shown are suggested defaults to use with PrintMusic!.



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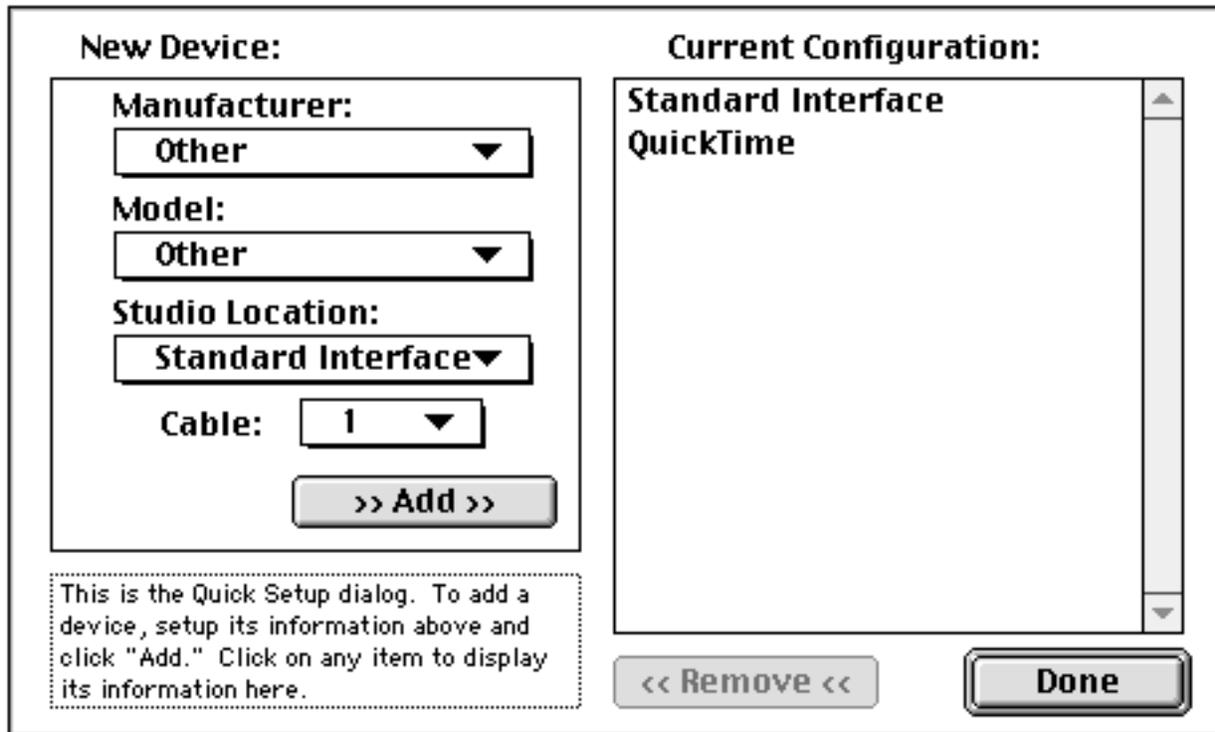
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- **If the interface is not correctly identified, a warning will appear in which you should click OK to add a standard (dumb) interface to your configuration.** Many interfaces found by FreeMIDI may not be correctly identified during the hardware search that occurs following the FreeMIDI System Preference screen. The following picture lists the devices found:

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- **In the Quick Setup dialog box, if your keyboard/controller device does not show up at the left (such as in the picture), you can add it by choosing the manufacturer and model from the left and clicking the Add button.** When the setup is correct, click Done.
- Start PrintMusic! and from the MIDI menu, choose MIDI setup.
- **In the MIDI System popup menu, choose FreeMIDI.**
- **Choose Output and Input devices from the popup menu.** The Output Device should be your keyboard or sound module and the Input Device should be your keyboard or controller. If you don't see them listed, click on the popup menu and select the appropriate item. Only one item should be selected for each Device.
- **Click OK (or press return).** PrintMusic! saves the settings for the current MIDI system, and returns you to the score.

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****Important note to users of both OMS and FreeMIDI****

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If you have both OMS and FreeMIDI on your system, you may want to check the “Use OMS when available” checkbox in the FreeMIDI preferences window. This will allow FreeMIDI to emulate the OMS studio setup. If you are experiencing problems running different MIDI applications simultaneously, or, for example, if you have software that requires FreeMIDI, but a serial card that requires OMS, checking this preference may help alleviate the problem.

Chapter 7: Staff Tool

Staff Tool

What it does

The Staff Tool creates and deletes staves. It also lets you drag existing staves up or down on the screen, so that you can view any two staves together. You use the Staff Tool to select staves, too.

A Staff menu appears when you click the Staff Tool; the Staff menu contains a wide-ranging set of commands for working with staves and groups of staves—adding and deleting staves, creating customized staff attributes, adding brackets and piano braces, and so on.

Special mouse clicks

Many of the Staff menu commands also have shortcuts.

Staff handles always appear on staves in the score, even on staves that are hidden.

For staff handles and staves

Shortcut	What it does
Click the Staff Tool	Display handles on each staff. The Staff menu appears.
Click a staff handle, or drag-enclose staff handles	Select a staff (or staves).
Shift-click a staff handle	Add the staff to the selection. If a staff is already selected, remove the staff from the selection.
Double-click a staff or a staff handle, or control-click the handle and select Edit Staff Attributes from the contextual menu	Edit the staff's attributes. The Staff Attributes dialog box appears.
Option-shift-click a staff or staff handle in one or more selected staves, or control-click the handle and select Add Bracket from the contextual menu	Create a new group for the selected staves. The Add Bracket dialog box appears.
Press delete for selected staves, or control-click the handle and select Delete Staves from the contextual menu	Delete the selected staves and reposition the remaining staves.
Drag a staff handle in Scroll View	Adjust the staff's position in Scroll View and every staff system in Page View. Note: The horizontal adjustment affects the placement of the staves in Scroll View only; it does not affect printout or the display in Page View.
Drag a staff handle in Page View. Note: If two handles appear on a staff, drag the top handle	Adjust the staff's position in every staff system in Page View and the position of the staff in Scroll View. When the top staff is adjusted, PrintMusic! adjusts the distance between staves, as well as staff systems.
Drag the bottom staff handle in Page View. Note: If Move Single Staves has been turned on in the Page Layout Tool, two handles will appear on each staff.	Adjust the staff's position only in the current staff system (drag the top handle to adjust the position of the staff in all staff systems in Page View).
Hold down clear while clicking on a staff with Alternate Notation.	Removes the selected Alternate Notation from the selected region.

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PrintMusic! displays **staff name handles** on existing staves in the score only if you have entered a staff name.

For staff name handles

Shortcut	What it does
Click a staff name handle, or drag-enclose staff name handles	Select a staff name (or names).
Shift-click a full or abbreviated staff name handle	Add the staff name to the selection. If a staff name is already selected, remove the staff name from the selection.
Double-click a full or abbreviated staff name handle, or control-click the handle and select Edit Staff Attributes from the contextual menu	Edit the staff's attributes. The Staff Attributes dialog box appears.
Press clear for a selected staff name handle	Revert the position of the full or abbreviated staff name to its default position.
Drag a full or abbreviated staff name handle	Adjust the position of the selected staff name.

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Two **bracket handles** appear on each bracket.

For bracket handles

Shortcut	What it does
Click a bracket handle, or drag-enclose several bracket handles	Select a bracket (or brackets).
Shift-click a bracket handle	Add the bracket to the selection. If a bracket is already selected, remove the bracket from the selection.
Double-click a bracket handle, or control-click the handle and select Edit Brackets from the contextual menu	The Add Bracket dialog box appears.
Press delete for selected brackets, or control-click the handle and select Delete Bracket from the contextual menu	Remove the selected brackets.
Press clear for selected brackets	Revert the selected brackets to their default length.
Drag a bracket handle vertically	Make a bracket taller or shorter.
Drag a bracket handle horizontally	Move a bracket closer to or away from bracketed staves.

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Contextual menus

Contextual menus are reached by control-clicking on the handle of an object. A contextual menu will be displayed where you can select various items.

Staff handles

Menu item	What it does
Edit Staff Attributes	Display Staff Attributes dialog box
Add Bracket	Display Add Bracket dialog box
Delete Staves	Deletes selected staves and repositions remaining staves

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Staff Regions

Menu item	What it does
Apply Alternate Notation	Displays the Apply Alternate Notation dialog box
Clear Alternate Notation	Removes any Alternate Notation present

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Staff Name handles

Menu item	What it does
Edit Staff Attributes	Display Staff Attributes dialog box

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Bracket handles

Menu item	What it does
Edit Brackets	Display Add Bracket dialog box

Staff menu

How to get there

Click the Staff Tool .

What it does

Use the Staff menu to add or insert blank staves into the score, remove existing staves, change the settings for a selected staff, and redraw barlines and brackets after changing the top-to-bottom order of staves in the score. You can also choose a bracket.

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- **New Staves.** Choose New Staves to add new blank staves in your score. To insert blank staves above a particular staff, select a staff or staves in the score, then choose New Staves and uncheck Score Order in the Setup Wizard. New Staves uses the Setup Wizard which will name the staves and set up the instrument patch and transposition as well. For details, see [SETUP WIZARD](#).

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- **Delete Staves.** This command is only available when one or more staves are selected. Select the staff or staves that you want removed from the score, then choose Delete Staves to remove the selected staves and reposition any staves that were below the deleted staves. PrintMusic! moves the remaining staves up to the position of the top staff that was deleted.

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Note: Only delete staves if you want them permanently removed from your score. To recover deleted staves, immediately choose Undo from the Edit menu. To temporarily remove a staff, hide the staff using the Hide Staves checkbox in the Staff Attributes dialog box. See [HIDING STAVES—To hide staves](#).

- **Edit Staff Attributes.** Select a staff, then choose this command. Or, choose this command with no staff selected. The Staff Attributes dialog box appears, displaying the attributes for the selected staff or the first staff, respectively. Here you can change the settings for the displayed staff. For details, see [STAFF ATTRIBUTES DIALOG BOX](#).
- **Sort Staves.** If you've changed the top-to-bottom order of staves in the score by dragging them, you may notice that the left barline of the score or the brackets sometimes appear to be broken or uneven afterward. Choose Sort Staves to restore their appearance based on the new staff order. This option does not re-number the staves.

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- **Clear Alternate Notation.** Choose this command to remove any alternate notation applied to the currently selected region.
- **Apply Alternate Notation.** Choose this command to display the Apply Alternate Notation dialog box. This dialog box lists the alternate notation styles available. Select a style to apply to the selected region. See [APPLY ALTERNATE NOTATION DIALOG BOX](#) and [ALTERNATE NOTATION DIALOG BOX](#).

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- **Add Bracket.** Choose this command to display the Group Attributes dialog box, where you can bracket staves. Choose which consecutive staves you want included and choose a bracket to enclose them. For details, see [ADD BRACKET DIALOG BOX](#).

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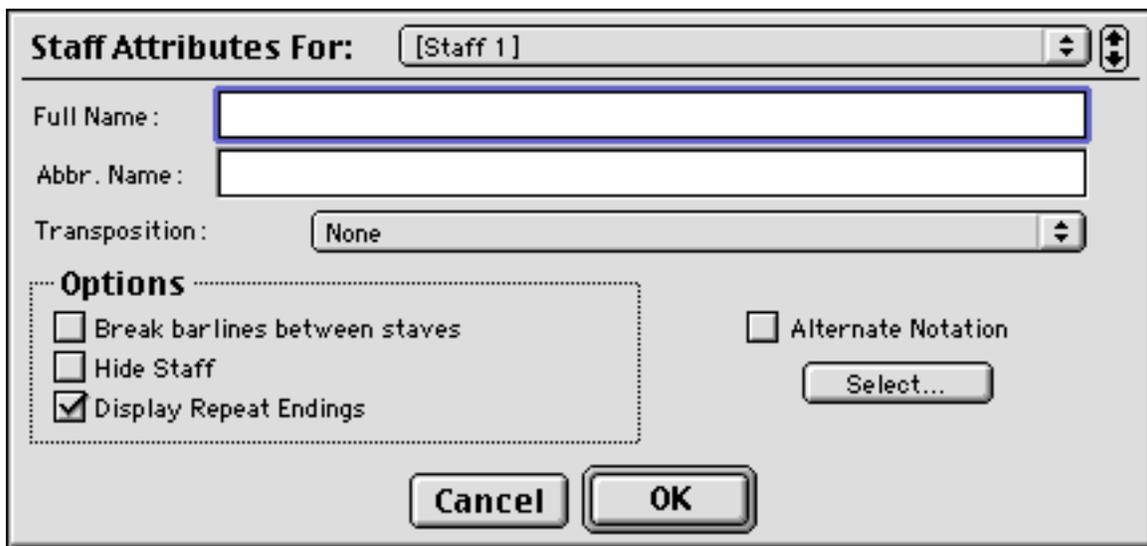
Staff Attributes dialog box

How to get there

Click the Staff Tool . Choose Edit Staff Attributes from the Staff menu. Or, double-click a staff handle, or a staff name handle.

What it does

In the Staff Attributes dialog box, you can specify dozens of staff-specific traits for the staff whose handle you clicked, including its name and transposition.



- **Staff Attributes for: Arrow controls.** These arrows appear to the right of the staff name popup menu, making it easy for you to move consecutively through the staves to select staff attributes. Click the arrows to change staves instead of choosing a new staff name from the popup menu.
- **Full Name; Abbr. Name.** The full or abbreviated names you enter for the staff appear in a regular text font.
- **Alternate Notation • Select.** Use this checkbox and select button to set alternate notation for the entire staff. See [ALTERNATE NOTATION DIALOG BOX](#).

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- **Transposition.** If the instrument whose staff you’re establishing is a transposing instrument (such as a trumpet or clarinet), select a Transposition from the Transposition drop-down menu. This shows the most common transpositions that you might want to use. Make an appropriate selection from the choices. In this list, M = major, m = minor, P = Perfect, and the numbers represent intervals (for example, 6 = sixth). Choose None to have no staff transpositions.

For this instrument...	Choose this transposition
None	Create Set to Clef transposition
A instrument (e.g. A clarinet)	(A) Up m3, Add 3 flats
B flat instrument (e.g. clarinet, trumpet)	(Bb) Up M2, Add 2 sharps
B flat instrument-treble (e.g. tenor sax, bass clarinet)	(Bb) Up M9, Add 2 sharps
D instrument (e.g. trumpet)	(D) Down M2, Add 2 flats
E flat instrument (e.g. Eb clarinet)	(Eb) Down m3, Add 3 sharps
E flat instrument (e.g. alto sax)	(Eb) Up M6, Add 3 sharps
E flat instrument-treble (e.g. baritone sax)	(Eb treble clef) Up M6+Octave, Add 3 sharps
F instrument (e.g. French Horn)	(F) Up P5, Add 1 sharp
G instrument (e.g. alto flute)	(G) Up P4, Add 1 flat
Instrument (e.g. contrabass)	Up Octave
Instrument (e.g. piccolo)	Down Octave

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Once you’ve established the transposing instruments’ staves, you can tell PrintMusic! to display the full score either in its transposed form or in its untransposed (concert pitch) form. Choose Display in Concert Pitch from the Options menu to show the score untransposed.

The staves in the full score always print out exactly as they appear on the screen (whether transposed or in concert pitch); when you extract parts, however, the resultant parts are always printed in their transposed form.

For a more complete discussion of transposing instruments, see [TRANSPOSING INSTRUMENTS](#).

- **Break barlines between staves.** Normally, when you group some staves together, the barlines are drawn continuously through them (including the blank spaces between them). Select Break Barlines Between Staves if you want barlines—both normal and repeat barlines—not to continue through to the next staff above this one. (If this staff isn’t part of a staff group, you won’t notice any difference. You group staves by selecting their handles with the Staff Tool and double-clicking one of the selected handles. See [ADD BRACKET DIALOG BOX](#).)
- **Hide Staff.** Select this option to hide the current staff. Use this control when you want to hide a staff you’ve created that contains playback effects such as written out trills or tremolos. The word “(hidden)” appears in Staff Lists next to the staff name for any staves that are hidden.
- **Display Repeat Endings.** This checkbox shows repeat endings on the staff. Deselect this checkbox for the lower staff of a piano staff.
- **OK • Cancel.** Click OK (or press return) to confirm, or Cancel to discard, the settings you’ve made in this dialog box and return to the score.

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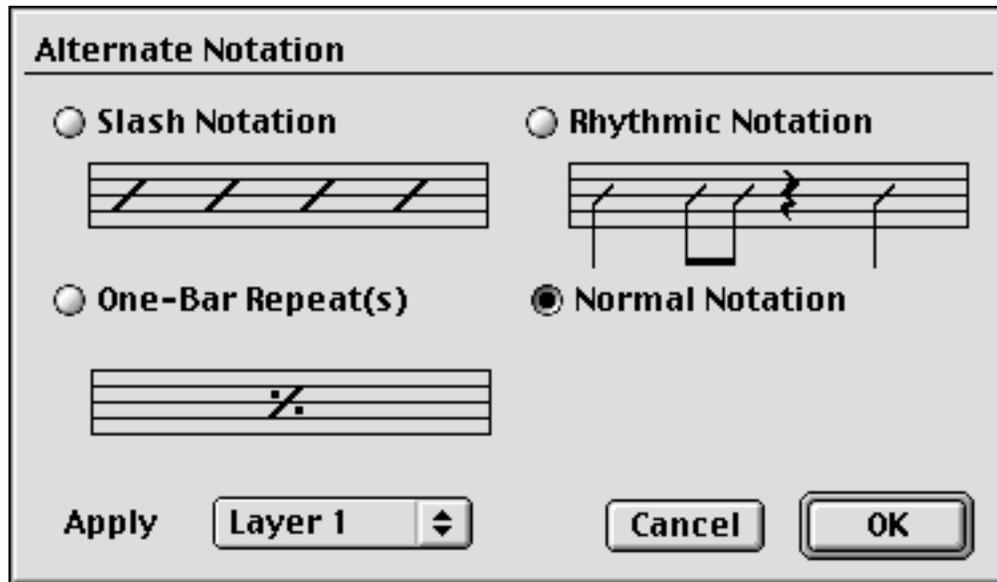
Alternate Notation dialog box

How to get there

Click the Staff Tool , and select Staff Attributes from the Staff menu. Click Select below Alternate Notation.

What it does

This command lets you fill the selected staff with one of several alternative-notation styles, such as slashes, measure repeats, or rhythmic notation measures.



- **Slash Notation.** Select this alternate-notation style to fill every measure with one slash per beat. In cut time, for example, there would be two slashes per bar. Slash notation is useful for indicating that the player is to “comp,” or improvise, a part with an unspecified rhythm.
- **Rhythmic Notation.** This alternate-notation style converts every note or chord to a stemmed slash. All slashes are centered on the middle staff line, and all stems go down. Use this form of slash notation when the player is to “comp” or improvise in a specific rhythm.
- **One-Bar Repeat(s).** This alternate-notation style hides whatever music is already in the measures (all layers), and displays instead the one-bar repeat symbol, indicating that the player is to repeat the contents of the previous measure.
- **Normal Notation.** Choose this option to display the selected staff in standard music notation.
- **Apply to Layer.** Use this command to choose which layer you would like the alternate notation applied.
- **OK • Cancel.** Click OK (or press return) to confirm, or Cancel to discard, the settings you’ve made in this dialog box.

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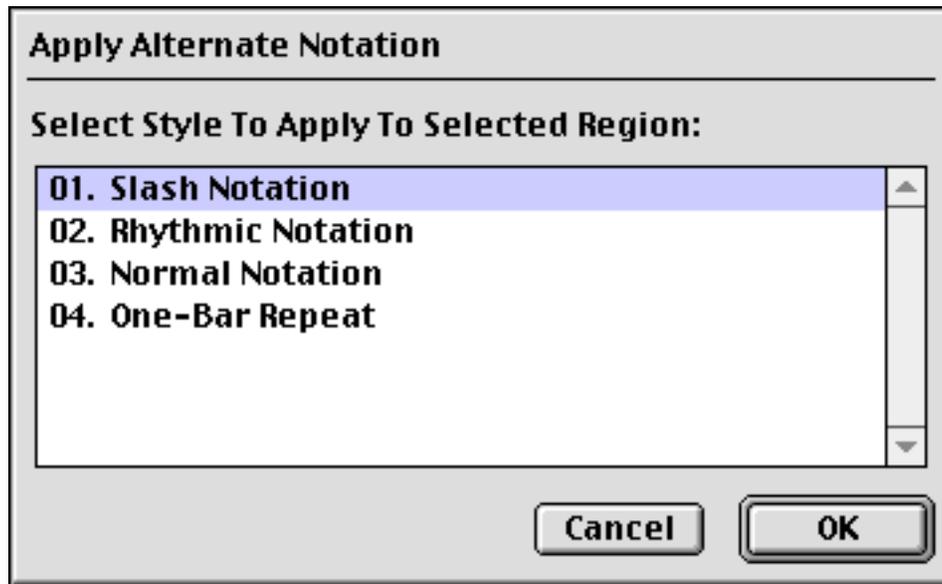
Apply Alternate Notation dialog box

How to get there

Click the Staff Tool . Choose Apply Alternate Notation from the Staff menu.

What it does

Use the Apply Alternate Notation dialog box to apply the specified style to the selected region.



- **Styles.** Select the desired style from the list.
- **OK • Cancel.** Click Cancel to return to the score without making changes. Click OK (or press return) to apply the selected style changes and return to the score.

Add Bracket dialog box

How to get there

To add brackets, click the Staff Tool . Select the handles of staves to bracket, then choose Add Bracket from the Staff menu. Or, option-shift-click a handle of one of the selected staves. (Or, with no staves selected, choose Add Bracket from the Staff menu.)

To edit an existing bracket, click the Staff Tool . Click a bracket handle, then choose Add Bracket from the Staff menu. Or, double-click a bracket handle. (Or, with no handle selected, choose Add Bracket from the Staff menu. Use the arrow controls to display the attributes of the bracket groups in the document.)

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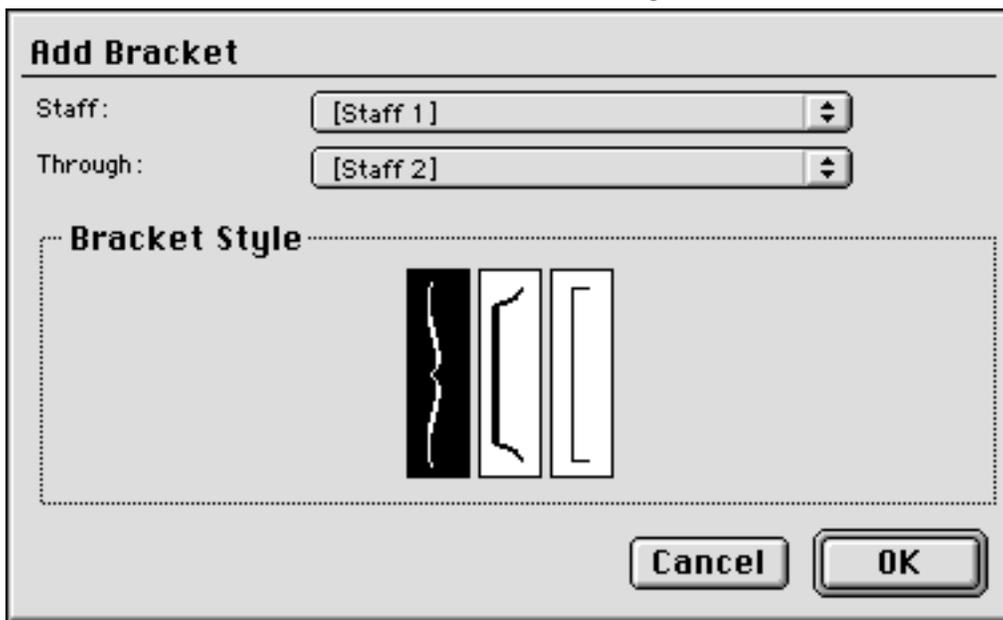
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What it does

In PrintMusic!, brackets are added in the Add Bracket dialog box.



- **Staff • Through.** These Staff popup menus show the names or numbers of the starting and ending staves for the currently selected bracket. Choose a staff name or number to specify the starting and ending staves to bracket.
- **Bracket Style.** Click to select the bracket style you want to use.
- **OK • Cancel.** Click Cancel to return to the score without changing group settings. Click OK (or press return) to confirm your settings and return to the score.

Staves

This entry contains information on adding, moving, deleting, hiding, and recovering staves. See also: [STAFF NAMES](#); [ADD BRACKET DIALOG BOX](#); [STAFF SIZE](#).

When selecting a staff, you can either click the staff's handle or the body of the staff itself (to the right of the clef, time and key signature). Drag-enclose or shift-click to select as many staff handles as you want. (You can also shift-click selected staves to remove them from the selection.)

To insert a single staff

- **Click the Staff Tool** . The Staff menu appears and handles appear on every staff.
- **To add a new staff, choose New Staves.** The Setup Wizard appears. Select the desired instrument then click Finish. To insert a new staff between two staves, select the staff handle that you want the new staff placed above, then choose New Staves. Select the desired instrument, uncheck Score Order then click Finish. PrintMusic! moves the existing staves down to make room for the new staff. For details, see [SETUP WIZARD](#).

To move staves

- **Click the Staff Tool** . The Staff menu appears and handles appear on every staff.

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- **Select the staff or staves to be moved.**
- **To move a staff or staves, drag the handle of one of the selected staves.** PrintMusic! adjusts the staves differently, depending on whether you're in Scroll or Page View, and whether Move Single Staves has been selected in the Page Layout Tool. For details, see [STAFF TOOL—SPECIAL MOUSE CLICKS](#).

Note: If Move Single Stave is selected in the Page Layout Tool, two handles will appear on each staff in Page View. Drag the bottom staff handle to adjust the staff's position only in the current staff system in Page View (drag the top handle to adjust the position of the staff in all staff systems in Page View). The position of the staff in Scroll View is unchanged.

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To delete staves

- **Click the Staff Tool .** The Staff menu appears and handles appear on every staff.
- **Select the handles of the staff or staves to be deleted.**
- **To remove selected staves, choose Delete Staves from the Staff menu, or press delete.** PrintMusic! deletes the selected staves, and places the top staff of the remaining staves in the former position of the top staff that was deleted, followed by any other staves.
- **To restore the deleted staves, immediately choose Undo from the Edit menu.**

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To add evenly spaced staves

- **Click the Staff Tool .** The Staff menu appears.
- **To add staves, choose New Staves from the Staff menu.** The Setup Wizard appears. Select the desired instruments then click Finish. To insert new staves between two staves, select the staff handle that you want the new staves placed above, then choose New Staves. Select the desired instruments, uncheck Score Order then click Finish. PrintMusic! moves the existing staves down to make room for the new staves. For details, see [SETUP WIZARD](#).

To hide staves

See [HIDING STAVES](#).

To set the attributes for a staff

- **Click the Staff Tool .** The Staff menu appears.
- **Select a staff handle, then choose Edit Staff Attributes from the Staff menu. (Or, double-click a staff handle, or a staff name.)** Or, choose Edit Staff Attributes from the Staff menu without selecting a staff. The Staff Attributes dialog box appears. If you didn't select a staff before entering this dialog box, choose a staff from the Staff Attributes for popup menu. (Or, use the arrow controls to select a staff from the Staff Attributes for popup menu.)
- **Change settings in the Staff Attributes dialog box to define the staff's characteristics.** For details, see [STAFF ATTRIBUTES DIALOG BOX](#).
- **Click OK to confirm your settings and return to the score.**

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Alternate Notation

Alternate notation styles are named sets of staff attributes that can be applied to a region.

To apply alternate notation

- **Click the Staff Tool** . The Staff menu appears.
- **Select the region you want to affect.** See [SELECTING MUSIC](#) for hints on selecting shortcuts.
- **Choose Apply Alternate Notation from the Staff menu.** You can also select Apply Alternate Notation from the contextual menu by control-clicking in the staff. The Apply Alternate Notation dialog box appears.
- **Select the alternate notation you wish to apply from the popup menu.**
- **Click OK.** The chosen notation will be applied to the selected region.

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To clear alternate notation

- **Click the Staff Tool** . The Staff menu appears.
- **Select the region you want to affect.** See [SELECTING MUSIC](#) for hints on selecting shortcuts.
- **Choose Clear Alternate Notation from the Staff menu.** You can also select Clear Alternate Notation from the contextual menu by control-clicking in the staff. The alternate notation will be removed from the selected region.

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Staff handles

Staff Tool: Staff Handles in Page View

When you click the Staff Tool in Page View, PrintMusic! automatically displays one or two handles on each staff. Drag the top staff handle (or single handle, if only one appears) to adjust the staff's global position: PrintMusic! adjusts the spacing for every staff system in the piece. PrintMusic! adjusts the position of the staff in Scroll View as well.

If you've selected Move Single Staves from the Page Layout menu, two handles appear on each staff in the staff system. Drag the bottom handle to adjust the position of the staff in the current staff system only.

Selecting Staves

You can select more than one handle at once by holding the shift key and clicking the handles. You can also drag-select any visible handles in Page View, selecting either all the top or all the bottom handles as desired. In staff systems displaying more than one handle, you will notice that drag-selecting around several staves tends to select the top handles only. If you position the mouse carefully so that your selection includes just the bottom handle, you can drag-select around as many bottom handles as you wish.

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Brackets

You can remove brackets on staves by selecting the bracket handle then pressing the delete key. To check on the status of a staff and its bracket, option-click its handle to display the Add Bracket dialog box. A staff can have more than one bracket. If you want to change the bracket, double-click on the bracket handle. If you wish to add a bracket to that system only, highlight the lower

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staff handles to be included. Then ctrl-click on a handle or choose Add Bracket from the Staff menu.

Hiding staves

To hide staves

Use this method to hide staves that you don't want printed; for example, staves containing notes for playback only, such as written-out trills, turns, or doubled parts.

- **Click the Staff Tool** . The Staff menu appears.
- **Select a staff, then choose Edit Staff Attributes from the Staff menu.** (Or, double-click a staff, a staff handle, or a staff name.) Or, choose Edit Staff Attributes from the Staff menu without selecting a staff. The Staff Attributes dialog box appears. To display the attributes of another staff, choose a staff from the Staff Attributes for popup menu. (Or, use the arrow controls to select a staff from the Staff Attributes for popup menu.)
- **Select Hide Staff in the Staff Attributes dialog box, then click OK.** Any staff that you hide using this method will still appear in any Staff Lists but "(hidden)" will appear after the staff's name in the list.

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To play back only selected staves

See [PLAYBACK-To play back selected staves](#).

To show hidden staves

If you've hidden a staff using the Hide Staves option in the Staff Attributes dialog box, PrintMusic! displays "(hidden)" after the name of the staff in the Staff Attributes for popup menu in the Staff Attributes dialog box.

- **Click the Staff Tool** . The Staff menu appears.
- **Click the handle on a hidden staff, then choose Edit Staff Attributes from the Staff menu.** If you can't find staff handles in your score, or if you're not sure which staves are hidden, choose Edit Staff Attributes from the Staff menu without selecting a staff. The Staff Attributes dialog box appears. Choose the hidden staff from the Staff Attributes for popup menu, which provides a complete list of all staves in the score. (Or, use the arrow controls to select the hidden staff from the Staff Attributes for popup menu.)
- **Click to deselect Hide Staff in the Staff Attributes dialog box.** The staff will reappear when you return to the score.
- **Click OK when you're done.**

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Staff names

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You can actually specify two names for every staff in a score: a full name (such as *Trumpet 1 in B flat*), which appears in the first system of the score, and a second name (often abbreviated, such as *Tpt. 1*), which appears on all subsequent systems.

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To create or edit a staff name

PrintMusic! always displays handles on each staff name you enter.

- **Click the Staff Tool** . The Staff menu appears.
- **Select Edit Staff Attributes from the Staff menu.** The Staff Attributes dialog box appears.
- **Type a new staff name in the text box, or make changes to an existing staff name.**
- **Click OK to confirm the name and return to the score.**

To reposition staff names

You have control over the position of each individual staff name.

- **Click the Staff Tool** . The Staff menu appears.
- **Drag the handle of a full or abbreviated staff name to reposition the staff name on-screen.**

Tip: To revert the position of the full or abbreviated staff name to its default position, select the staff name handle and press clear.

To set the initial font for staff names

- **Choose Select Default Fonts from the Options menu to set the initial font for new names that you create.** The Select Default Fonts dialog box appears, listing various elements for which you can set the default font.
- **Click the Set Font button next to the Text.** The Type Style dialog box appears.
- **Set the initial font, size, and style to use when creating staff names.** Click OK to confirm the changes.
- **Click OK to confirm your changes and return to the score.**

Staff size

Any staff within any system can be larger or smaller than the other staves.

To reduce or enlarge a staff

You must be in Page View to reduce or enlarge a staff.

- **Click the Resize Tool** .
- **Click just to the left of the staff you want to resize.** The Resize Staff dialog box appears.
- **Enter the desired reduction or enlargement percentage. Specify the region of systems you want to resize, and click OK.** To restore the staff to normal size, click the Resize Tool, and then click to the left of the staff. When the dialog box appears, type 100 (%).

Transposing instruments

Any staff can be defined to have any instrument transposition; for example, a trumpet staff can be notated up a whole step, yet PrintMusic! will still play the music at concert pitch. While you're

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working on the score, you can be looking at the instrumental staves either in their transposed or concert-pitch forms.

To define a staff transposition

- Click the Staff Tool , and double-click the staff handle to be transposed. The Staff Attributes dialog box appears.
- **Specify the desired transposition.** See [TRANSPPOSITION](#) for details on settings. If there's another staff for which you want to set the transposition, simply choose it from the Staff popup menu at the top of the dialog box.
- Click OK (or press return).

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To display a score in concert pitch (or in transposed form)

Once you've established the transpositions for your instrumental staves as described in "[To define a staff transposition](#)," above, you can tell PrintMusic! whether or not it should display the full score in its transposed form.

- **Choose Display score in concert pitch from the Options menu.** If this option is selected, all music appears in its untransposed form (concert pitch) and a checkmark appears next to the menu item. When this option isn't selected, any staff you've defined as a transposing staff will appear in its transposed form, just as it will when the part is extracted.

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Barlines

Use the Staff Tool to break barlines between staves. Use the Measure Tool to set the barlines for staves.

To draw the barline between staves

Bracketed staves have an important characteristic: instead of drawing barlines only on the staves, the barlines can either be drawn through or between staves in a group.

Make sure you're in Scroll View before you begin; if you're not, choose Scroll View from the View menu.

- Click the Staff Tool . The Staff menu appears.
- **If you haven't yet created the bracket, do so now.** See [ADD BRACKET DIALOG BOX](#).
- **Click a bracket handle, then choose Add Bracket from the Staff menu.** Or, double-click a bracket handle. (Or, choose Add Bracket from the Staff menu without selecting a group.)
Hint: If Group Attributes do not appear in page view, turn off Move Single Staves in the Page Layout Tool. You can then re-apply as needed.
- Click OK to confirm your bracket settings and return to the score.

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To break a barline between staves

To break a barline above a single staff in a group whose barlines are otherwise drawn through the group of staves, follow these instructions:

- Click the Staff Tool . The Staff menu appears.

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- **Select the staff immediately below the desired break, then choose Edit Staff Attributes from the Staff menu.** Or, double-click a staff, staff handle, or staff name handle immediately below the desired break. The Staff Attributes dialog box appears.
- **Click Break Barlines Between Staves, then click OK.** You return to the score; the barline is no longer drawn continuously through the space above the staff you selected.

To create a double, final, or solid barline

- **Click the Measure Tool , and double-click the handle of the barline you want to change.** The Measure Attributes dialog box appears.
- **Click the desired barline type.**
- **Click OK (or press return).**

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To move a barline

- **Click the Measure Tool .** A handle appears on each barline.
- **Drag the handle of the desired barline horizontally.** The measure becomes wider or narrower. If you move a barline in Page View, you don't just change the width of the measure whose right barline you drag; you also increase or decrease the width of the measure to its right, making this a useful technique for touching up your page layout. (You can adjust all measures in a system except the last one with this method.)

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To correct barline display

In the process of creating your score, you may have added or dragged staves between existing staves. Such changes could have unexpected results, especially concerning the appearance of your barlines. If a barline doesn't appear to be drawn correctly, you can usually solve the problem with this technique.

- **Click the Staff Tool .** The Staff menu appears.
- **Choose Sort Staves from the Staff menu to restore their appearance, based on the new staff order.**

Brackets: Staves

You use the Staff Tool to place staff brackets (including “curly braces” on piano staves) into the score. Drag the top or the bottom handles of a bracket to stretch it, or to change its distance from the staves. To create nested brackets (one bracket within another), select each set of staves that you want the brackets to enclose. Staves can belong to more than one group.

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To place a bracket

If you want to place more than one bracket, see [“To create additional \(nested\) brackets, below.”](#)

- **Click the Staff Tool .** The Staff menu appears.
- **Select all the staves you want included, then choose Add Bracket from the Staff menu.** The Group Attributes dialog box appears.
- **Select a staff from the Staff and Through drop-down lists to set the starting and ending staves.** All staves in between will also be included.

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- **Click one of the bracket styles in the Add Brackets dialog box to select the style you want to use for the group.**
- **Click OK to add the bracket and return to the score.**

To move or stretch a bracket

- **Click the Staff Tool .** Handles appear on every group bracket in the score.
- **Drag the bottom handle up or down. Drag the top handle left, right, up, or down.** When you drag the top handle horizontally, the entire bracket moves. When you drag either handle vertically, you can make it appear to enclose other staves.
- **Select a bracket handle and press clear** to revert a bracket to its default length (so it encloses the staves).

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To correct bracket display

In the course of creating a score, you may have added or dragged staves between existing staves. Such changes could have unexpected results, especially concerning the appearance of your brackets. If a bracket doesn't appear to be drawn correctly, you can usually solve the problem with this technique.

- **Click the Staff Tool .** The Staff menu appears.
- **Choose Sort Staves from the Staff menu to restore their appearance, based on the new staff order.**

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To delete a bracket

- **Click the Staff Tool .**
- **To delete a bracket on-screen, click a bracket handle, then press delete.**

To create additional (nested) brackets

PrintMusic! allows you to define only one bracket at a time using the Group Attributes dialog box. However, you can still place more than one bracket on staves. Simply create additional brackets for the same staves, choosing a different bracket style for each group. This has the advantage that each bracket is automatically sized to match its corresponding group.

- **Select the staves that you want the bracket to enclose, then choose Add Bracket from the Staff menu.** See "[To place a bracket](#)" earlier in this section.

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Distances

You can set almost every aspect of your music's appearance; here are a few distances and measurements you can change easily.

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To change the distance between staff systems

See [SYSTEMS](#).

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Section

To change the distance between staves

- **Click the Staff Tool .**

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- **Drag any staff up or down to move the staff vertically.** You can drag more than one staff at a time if you choose several at once (by shift-clicking or by drag-enclosing their handles, so that they're highlighted). If you have many staves, you can move all except one or two as follows: Choose Select All from the Edit menu to highlight all of the staves' handles. Then shift-click the staves you don't want to move; when any staff is selected, a shift-click "deselects" it. Then, as before, drag any selected staff to move all selected staves at once.

To change the distance between notes

You can drag individual notes horizontally in one staff (see [NOTE POSITIONING](#)).

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To change the page and system margins

See [MARGINS](#); [SYSTEMS](#).

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Chapter 8: Clef Tool

Clef Tool

What it does

Use this tool to create clef changes anywhere in the score. See [CLEFS](#) for full instructions.

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Change Clef dialog box

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How to get there

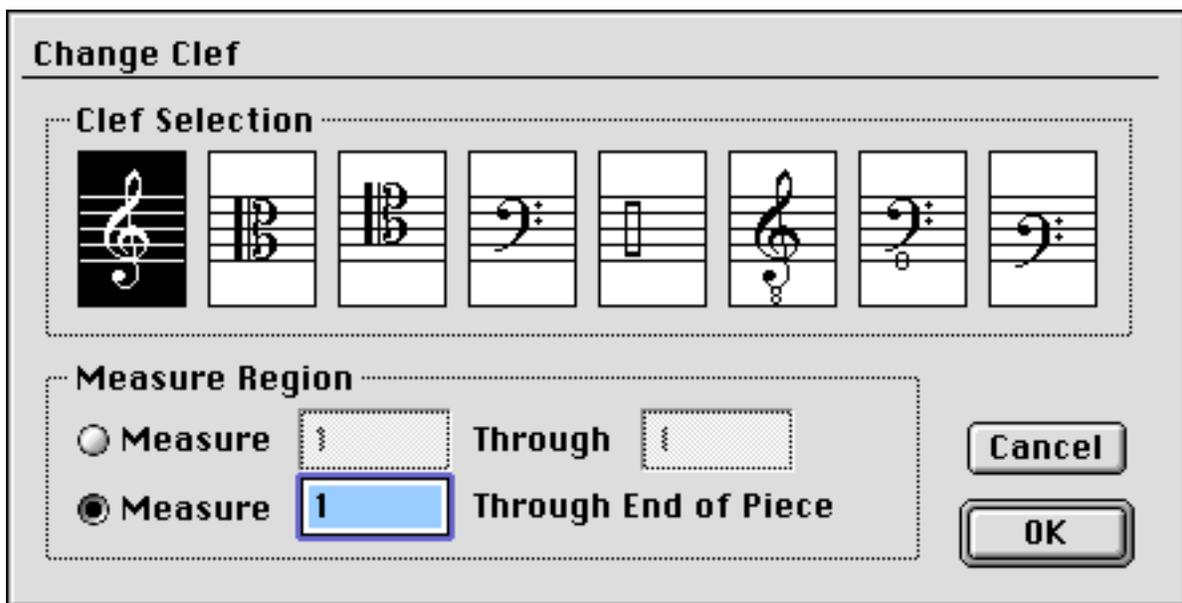
Click the Clef Tool , then click any measure.

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What it does

You can change the clef at the beginning of any measure in the score. In this dialog box you specify which clef you want to use.

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- **Measure ___ Through ___** • **Measure ___ Through End of Piece.** Using these text boxes, tell PrintMusic! what range of measures you want to be affected by the clef change. PrintMusic! shows the measure you clicked in the text boxes; if you're only changing a single measure, you'll need to change the selection to the upper option.

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If you want to change the measure you clicked through the end of the piece, you don't need to adjust the settings.

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- **OK • Cancel.** If you click the OK button, PrintMusic! places the clef you selected at the beginning of the specified measure and returns you to the score. Click Cancel to return to the score without adding or editing a clef.
- **Clef Selection.** The Clef display identifies which clef you want to appear. To select a different clef, click the one you want, or double-click to select the clef and exit the dialog box.

Clefs

The clefs in PrintMusic! are intelligent: if you change a clef, the music that follows it is automatically renotated to reflect the change. PrintMusic! can use eight different kinds of clefs, shown above.

To insert a clef change

You can also use this method to set the clef at the beginning of a staff.

- **Click the Clef Tool .** Click the measure where you want the clef to change. The Change Clef dialog box appears.
- **Click to highlight the clef you want.**
- **In the Measure__ Through __ text boxes, enter the measures you want to be affected by this clef change.** When you enter the dialog box, the measure you selected through the end of the piece will be selected. If you want the clef to change a single measure, choose the first measure region button in the dialog box.
- **Click OK (or press return).**

Courtesy clef changes

When a clef change occurs at the beginning of a new line, it's customary to alert the musician by placing a smaller, "warning," clef change at the very end of the previous line. You can, if you wish, instruct PrintMusic! not to display these courtesy clef changes.

To globally prevent courtesy clefs from displaying

- **Choose Display Courtesy Items from the Options menu to de-select it.** PrintMusic! will no longer display these warning clefs, unless you re-select this menu item.

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Chapter 9: Time Signature Tool

Time Signature Tool

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What it does

Click a measure where you want to insert a meter change, or drag-enclose a number of measures and then click in the highlighted area; the Time Signature dialog box appears, from which you can create the new meter. See [TIME SIGNATURES](#) for more detail.

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Special mouse clicks

- **Drag-enclose an area** to select a region of music for the Time Signature dialog box to affect.

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Time Signature dialog box

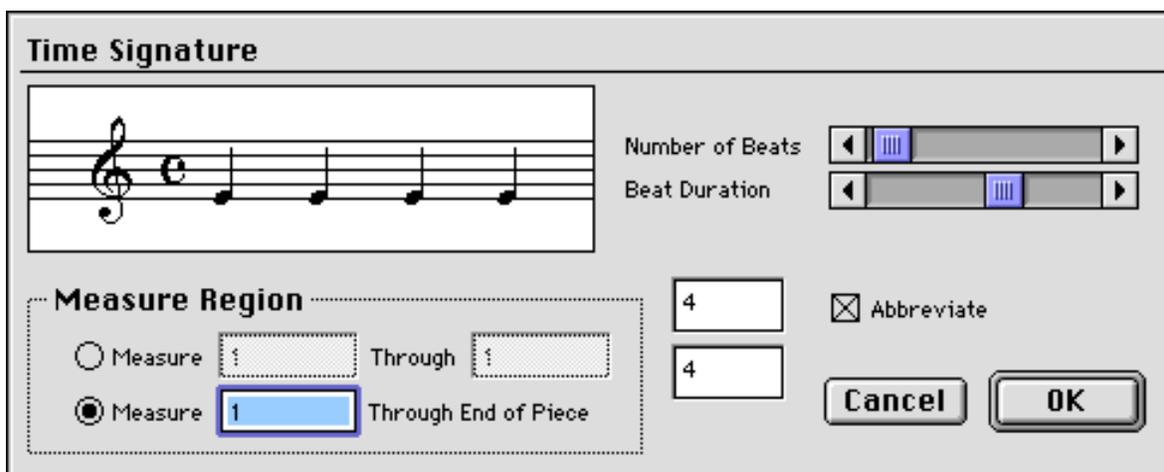
How to get there

Click the Time Signature Tool , and click a measure.

What it does

In this dialog box you can specify a new meter for the measure you clicked (and following measures).

PrintMusic! will default to a time signature of $\frac{4}{4}$ in the few cases where PrintMusic! needs a default setting.


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- **Number of Beats • Beat Duration.** Use the upper scroll bar to specify the upper number of the time signature—the number of beats in each measure. Use the lower scroll bar to specify the lower number of the time signature—the rhythmic value of each beat. For greatest control,

click the right and left arrow buttons to change the number one increment at a time. The way that you define your meter is very important, because it also governs beaming in the affected region.

- **Measure ___ Through ___** . Click this option, and then specify the range of measures you want to be affected by this new time signature by entering their numbers in these text boxes. PrintMusic! will display the measures numbers for any region you have drag-selected in these text boxes.
- **Measure ___ Through End of Piece**. If you want the meter to be changed from the measure you clicked all the way to the end of the document, click this option. (In the text box, PrintMusic! proposes the measure you originally clicked.)
- **Abbreviate**. Use the Abbreviate checkbox to specify whether to abbreviate (♯) or not ($\frac{4}{4}$) in a particular occurrence of a time signature. You can decide whether or not to use the symbols (♯ or ♯) each time a cut or common time signature appears in your music. This capability lets you easily mix ♯ and $\frac{4}{4}$ (or ♯ and $\frac{2}{2}$) in one piece. Here's an example. Perhaps you normally use the symbols ♯ for common and cut time in a piece, but you occasionally need to use $\frac{4}{4}$ or $\frac{2}{2}$ in the same piece. Edit the time signatures in the measure where you want to change their appearance, and choose the appropriate option.
- **OK • Cancel**. Click OK (or press return) to exit this dialog box and change the time signature in the specified measures. Click Cancel to exit this dialog box without changing the meter.

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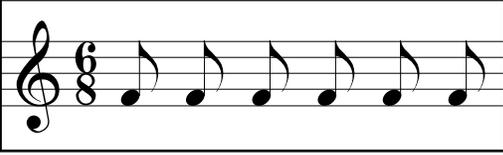
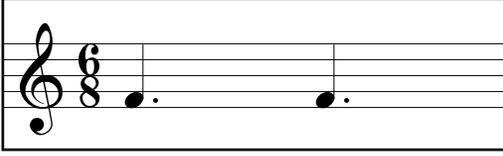
Time signatures

To change the time signature

- **Click the Time Signature Tool **, and click the measure where the time will change. The Time Signature dialog box appears.
- **Click the scroll bar arrows for the upper and lower numbers until the window displays the desired time signature.** The upper scroll bar governs the upper number (beats per measure) of the time signature; the lower one governs the bottom number (the basic rhythmic value) of the time signature.

The way you define your meter is important, because it also governs beaming. In the case of cut time, for example, you should set the scroll bars so that the display shows two half notes, meaning that the eighth notes will be beamed together in groups of four. This is particularly important when you're working in $\frac{6}{8}$ time; if you "spell" the time signature as a string of six eighth notes, PrintMusic! won't perform any automatic eighth-note beaming, as shown below (top example). If you "spell" it as two dotted quarter notes, however, PrintMusic! will beam eighth notes in groups of three (bottom example).

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Time Signature dialog box	Resultant Beaming
	
	

Unless you tell it otherwise, PrintMusic! displays the common-time symbol C instead of $\frac{4}{4}$, and the cut-time symbol C instead of $\frac{2}{2}$.

- **Specify the range of measures you want to be affected by the meter change.**
- **Click OK (or press return).** You return to the score.

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Common time and Cut time

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Common time, also known as $\frac{4}{4}$ time, is a meter with four quarter-note beats per measure. It's often symbolized by the common-time symbol: C .

Cut time, also known as $\frac{2}{2}$ or alla breve, is a meter with two half-note beats per measure. It's often symbolized by the cut-time symbol: C . For general information on time signatures, see [TIME SIGNATURES](#).

To mix abbreviated and non-abbreviated cut and common time signatures

- **Click the Time Signature Tool .**
- **Click on the first measure in which you want to change the appearance of the time signature.** The Time Signature dialog box appears.
- **Choose the measures you want affected.** By default, PrintMusic! selects the measure you clicked, or the area you drag-enclosed, so if that's the range you want, you don't need to enter anything. To specify a different range of measures, enter the numbers of the first and last measures making up the region. To change the measure you selected through the end of the piece, click Measure ___ Through End of Piece.
- **Use the Abbreviate checkbox to specify whether to abbreviate the cut or common time signature for this time change.** If you want to use the abbreviated symbol C , simply check Abbreviate. On the other hand, if you want the time signature to appear as numbers $\frac{4}{4}$, just deselect Abbreviate by unchecking the checkbox.
- **Click OK (or press return).** You return to the score, where the measure region you specified now shows the time signature in the format you chose.

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Beaming

Beaming of eighth notes (and notes of smaller value) is automatic in PrintMusic!, although you can override PrintMusic!'s beaming decisions, either on a global or case-by-case basis.

To break (or create) a beam

- **Click the Speedy Entry Tool**  **and click the measure in question.** The editing frame appears. Use the arrow keys to position the insertion bar on the note at the end of the desired beam.
- **Press the slash key (/).** If the note was beamed to the previous note, the beam breaks. If the note wasn't beamed to the previous note, two notes are now beamed together. Press the slash key again to restore the beam to its previous form.

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Courtesy Time Signature changes

When a Time Signature change occurs at the beginning of a new line, it's customary to alert the musician by placing a time signature change at the very end of the previous line. You can, if you wish, instruct PrintMusic! not to display these courtesy items.

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To globally prevent courtesy time signatures from displaying

- **Choose Display Courtesy Items from the Options menu to de-select it.** PrintMusic! will no longer display these warning time signatures, unless you re-select this menu item.

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Chapter 10: Key Signature Tool

Key Signature Tool

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What it does

Click the measure at which you want to change the key signature, or drag-enclose a region then click in the highlighted area; the Key Signature dialog box appears, from which you can select the new key. You can also specify whether or not you want any music that's already in the affected measures to be transposed into the new key.

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Special mouse clicks

- **Drag-enclose an area** to select a region of music for the Key Signature dialog box to affect.

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Key Signature dialog box

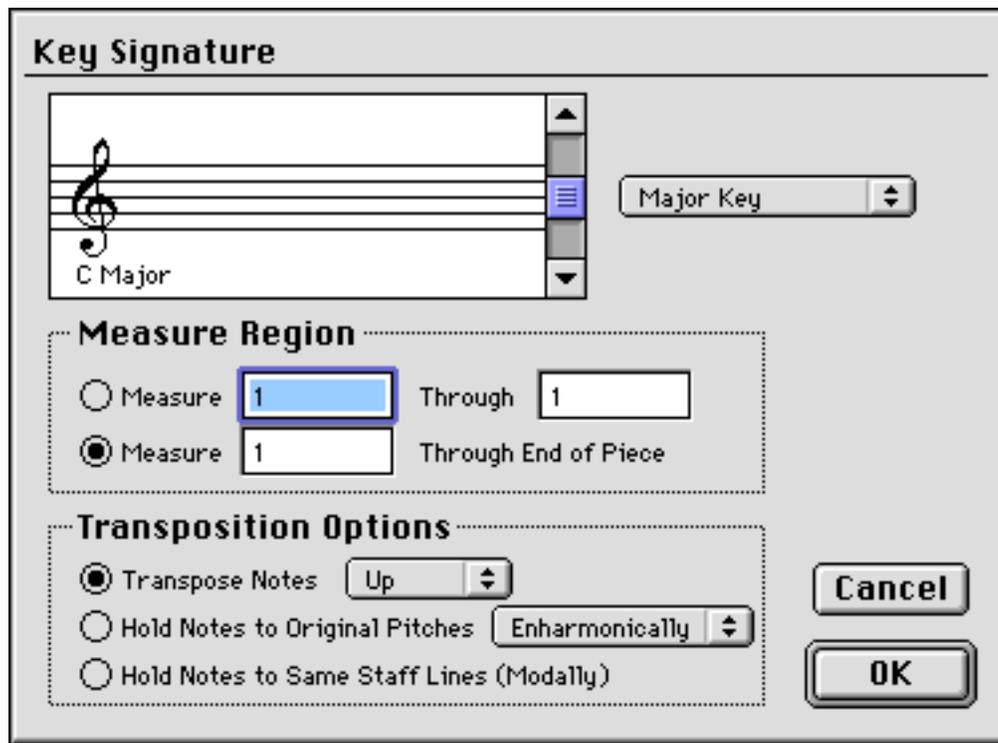
How to get there

Click the Key Signature Tool , and click the measure at which you want the key to change.

What it does

This dialog box contains a scrolling list of key signatures from which you can select a key (to change keys in your document, or for a variety of other purposes). You can also specify whether or not you want the notes transposed into the new key, and what range of measures you want to affect. PrintMusic! will default to the key of C Major in the few cases where PrintMusic! needs a default setting.

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- **[Scrolling key display].** Click the top scroll bar arrow to add sharps (or subtract flats) from the displayed key signature. Click the bottom arrow to add flats (or subtract sharps). As you scroll through the Circle of Fifths, the key name is identified in the lower-left corner (“C major,” and so on).
- **Major Key • Minor Key.** Using this popup menu, you can specify which key system you want to use. PrintMusic! treats major and minor keys differently—notably in its treatment of accidentals (when transcribing a performance) and in handling chord symbols, where the root of the A minor scale, for example, is called scale degree 1 (instead of scale degree 6, as it would be in the key of C major).
- **Measure Region: Measure ___ Through ___ • Measure ___ Through End of Piece.** Using these controls, specify what range of measures you want to affect with this key change. Click Measure ___ Through ___ if you want the new key to affect all measures up to (and including) a later measure. If you want the new key to remain in force from the measure you clicked to the end of the piece, click the lower option.

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In all of the text boxes, PrintMusic! proposes the number of the measure you originally clicked through the end of the piece; in other words, if you click OK without changing any numbers, the key changes through the end of the piece from the one you clicked.

- **Transpose Notes: Up • Down.** If you select this option, PrintMusic! will transpose any existing notes (and chord symbols) in the score into the new key, in the direction you select from the popup menu.

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- **Hold Notes to Original Pitches: Chromatically • Enharmonically.** Click this option if you want the pitches to remain the same as they were before you changed the key—in other words, you’re just changing the key signature without affecting the existing notes at all. If you choose Chromatically, the notes maintain their original spelling. If you choose Enharmonically, the existing notes will be renotated according to the new key. A G \sharp in the key of E will become an A \flat in the key of E \flat .)
- **Hold Notes to Same Staff Lines (Modally).** Click this option if you want the music to remain modal—in other words, if you want each note to remain on the same line or space without adding any accidentals. An F in the key of C will become an F \sharp in the key of D, because there’s an F \sharp in the key signature—but no new accidental will appear.
- **OK • Cancel.** Click OK (or press return) to confirm your choice of new key and return to the score, where the key changes according to your specifications. Click Cancel to return to the score without changing the key.

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Key signatures

To change the key

- Click the **Key Signature Tool** , and click the measure where the key will change. The Key Signature dialog box appears.
- Click the up and down scroll-bar arrows until the desired new key signature appears. Scroll up for sharp keys, and down for flat keys.
- Using the **Measure ___ Through ___** (or **Through End of Piece**) text boxes, specify the range of measures you want to be affected by the key signature.
- **Specify the transposition effect.** The three choices are: **Transpose Notes**, in which any existing music will be transposed to the new key; **Hold Notes to Original Pitches**, which holds each note at its original absolute pitch, adjusting accidentals where necessary; or **Hold Notes to Same Staff Lines (Modally)**, in which each existing note remains on its original line or space, but no new accidentals appear.

If you select Transpose Notes, choose either Up or Down from the popup menu to specify the direction in which you want to transpose the music.

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- Click **OK** (or press return).

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Minor keys

PrintMusic! defaults to a major key system, where the scale that begins on C has no sharps or flats. In such a key system, C is considered by PrintMusic! to be scale degree zero of the scale with no sharps or flats (C major). You can, however, tell PrintMusic! that you’re working in a minor key, where the scale that begins on C has three flats (for example), and in the scale with no sharps or flats (A minor), C is not the root.

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If you follow the instructions below, you’ll notice two significant changes in PrintMusic!’s behavior. First, when you create chord symbols, their descriptions in the Chord Definition dialog box

will be accurate (the root of an A minor chord in a scale with no sharps or flats will be labeled 1, not 6). Second, if you're transcribing music using EasyScribe, you'll discover that accidentals are transcribed with greater accuracy. In A minor, for example, the note between G and A will be notated as a G \sharp (instead of an A \flat , as it would be called in C major).

To establish a minor key system

- **Click the Key Signature Tool** ; then click the measure where the minor key is to begin. The Key Signatures dialog box appears.
 - **From the popup menu next to the scroll bar, choose Minor Key.**
 - **Use the scroll bar at the top of the window to set the minor key signature you want.** If you want to select A minor, leave the default key signature (no sharps or flats).
 - **Specify the range of measures you want to be affected by the key change.**
 - **Specify the transposition effect.** The three choices are: **Transpose Notes**, in which any existing music will be transposed to the new key; **Hold Notes to Original Pitches**, Chromatically, which holds each note at its original absolute pitch, maintaining the original spelling of the note, (for example, a G \sharp in the key of E will remain a G \sharp in the key of E \flat), or **Enharmonically**, in which the spelling of the accidentals is adjusted where necessary (for example a G \sharp becomes an A \flat in the key of E \flat); **Hold Notes to Same Staff Lines (Modally)**, in which each existing note remains on its original line or space, but no new accidentals appear.
- If you select Transpose Notes, choose either Up or Down from the popup menu to specify the direction in which you want the music transposed.
- **Click OK (or press return).**

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Courtesy key signatures

Under usual circumstances, the key signature for a staff appears only at the beginning of each line, or at a key change. If you want, however, you can hide the courtesy key signature that appears at the end of a staff system (when the key changes at the beginning of the next line).

To hide the end-of-line courtesy key change

When a key change occurs at the end of a line of music, it's customary to display the new key signature at the very end of the system, as well as at the beginning of the following system. This end-of-the-line key signature is sometimes known as a cautionary, or courtesy, key signature.



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Some musicians prefer to omit this end-of-line warning and let the key change (on the next line) stand on its own.

- **Choose Display Courtesy Items from the Options menu so that its no longer selected.**

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Chapter 11: Measure Tool

Measure Tool

What it does

This tool adds new blank measures at the end of the score (in all staves at once).

You can also use this tool to place, delete or position measure numbers in your score. Measure numbers automatically appear at the beginning of each system.

Finally, when you click this tool, a handle appears on every barline; drag a barline's handle (or drag within the measure) to make the measure wider or narrower. You can also double-click its measure handle to display the Measure Attributes dialog box, where you can specify the barline type. (See [MEASURE ATTRIBUTES DIALOG BOX](#) for more information.)

Special mouse clicks

- **Double-click the Measure Tool** to add a single new blank measure at the end of the score.
- **Option-click the Measure Tool** to display the “How many measures?” dialog box, in which you can tell PrintMusic! how many new blank measures you want to appear at the end of the score.
- **Click the Measure Tool** to display a handle on every measure number and barline in the score.
- **Option-click a measure** to add a measure number to a single staff.
- **Option-shift-click the measure** to display all measure numbers in the system.
- **Click a measure number's handle, shift-click an additional handle, or drag-enclose several handles** to select specific measure numbers.
- **Select a measure number's handle and press delete, or control-click the handle and select Delete from the contextual menu** to remove a measure number. PrintMusic! hides the measure number for that measure in that staff only (not for every measure above or below it).
- **Drag a selected handle** to reposition the measure number (and any other selected measure numbers).
- **Select the measure number's handle, then press clear, or control-click the handle and select Restore Default Positioning from the contextual menu** to reset a manually positioned measure number back to its default position. PrintMusic! moves the measure number back to its original position.
- **Double-click a measure, or control-click the top handle and select Edit Measure Attributes from the contextual menu** to display the Measure Attributes dialog box. (You can also double-click a measure's handle or select a handle and press return.)
- **Drag the top barline handle right or left** to make the measure wider or narrower. If you're in Page View, the measure to the right of the barline gets narrower or wider to compensate.

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Contextual menus

Contextual menus are reached by control-clicking on the handle of an object. A contextual menu will be displayed where you can select various items.

Measure Number handles

Menu item	What it does
Restore Default Position	Restores the default position of the selected measure number
Delete	Removes selected measure numbers

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Measure Attributes handle

Menu item	What it does
Edit Measure Attributes	Display Measure Attributes dialog box

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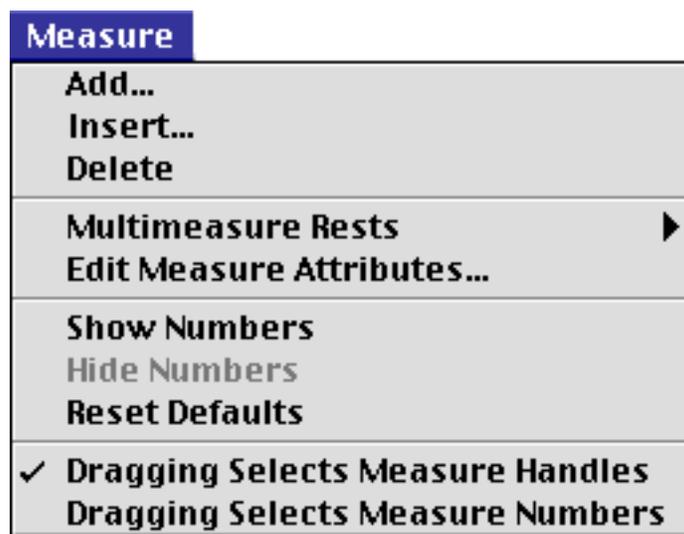
Measure menu

How to get there

Click the Measure Tool .

What it does

This menu allows you to add, insert and delete measures, create multi-measure rests, control measure numbers and barline styles.



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- **Add.** When you choose **Add**, PrintMusic! asks you how many new blank measures you want to add (in all staves) to the end of the piece. (See [“HOW MANY MEASURES?” DIALOG BOX.](#)) Enter the number of measures you want added, and click OK. (This command performs the same function as option-clicking the Measure Tool.)

- **Insert.** When you choose **Insert**, PrintMusic! asks how many measures you want to insert (in all staves) just before the first selected measure. Enter the number of measures you want inserted, then click OK. (See [“HOW MANY MEASURES?” DIALOG BOX.](#))
- **Delete.** When you choose **Delete**, PrintMusic! removes the selected measures from the piece completely—from all staves—so that there are now fewer measures in the piece. (This command performs the same function as highlighting measures and pressing the Delete key.)
- **Multimeasure Rests: Break • Create.** Use the Multimeasure Rests submenu to break existing multimeasure rests or create multimeasure rests. Remember that you must be in Page View to change multimeasure rests.

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Use the **Break** command to separate the selected multimeasure rest into separate measures of rests. Use this command if you simply don’t want the measures grouped at all, or if you want to create more than one multimeasure rest out of one long multimeasure rest.

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Use the **Create** command to create a multimeasure rest out of the selected measures. PrintMusic! creates a multimeasure rest grouping.

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See [MULTIMEASURE RESTS.](#)

- **Edit Measure Attributes.** Select this item to display the Measure Attributes dialog box where you can set the barline style, width and other measure attributes. See [MEASURE ATTRIBUTES DIALOG BOX.](#)
- **Measure Numbers: Show Numbers • Hide Numbers • Reset Defaults.** Use these menu items to hide and show measure numbers over a region or reset them to use the default settings.
- **Dragging Selects Measure Handles • Dragging Selects Number Handles.** If you want to select measures when you drag your mouse across them, select Dragging Selects Measure Handles. A checkmark will appear when selected. If you want to select measure numbers when you drag your mouse across them, select Dragging Select Number Handles.

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“How many measures?” dialog box

How to get there

Option-click the Measure Tool . Or, click a measure, and choose Add or Insert from the Measure menu.

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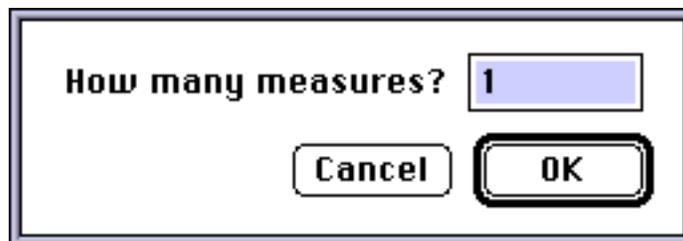
What it does

This dialog box lets you specify how many new measures you want added to the end of the score (if you chose Add Measures) or inserted, in all staves, before the first measure of the selected region (if you chose Insert Measures).

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- **How many measures?.** In this text box, enter the number of new measures you want added or inserted.
- **OK • Cancel.** Click OK (or press return) to add or insert the specified measures, or Cancel to leave the score unchanged, and return to the score.

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Measure Attributes dialog box

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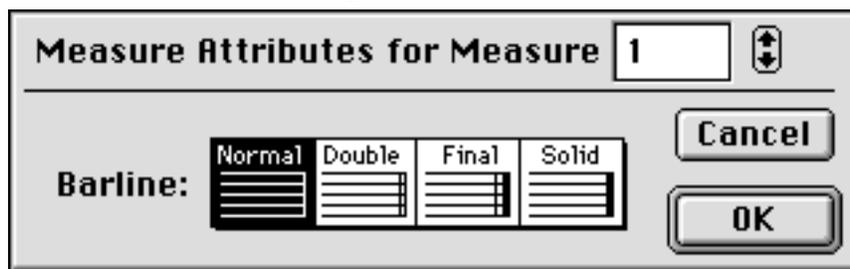
How to get there

Click the Measure Tool , and double-click the measure you want to edit.

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What it does

Each measure in PrintMusic! can have a specific barline.



- **Measure Attributes for Measure__.** You can enter the number of the measure you want to edit or use the arrows to select another measure.
- **Barlines: Normal • Double • Final • Solid: Select.** Click the barline icon you want for the right or left barline of the measure. Or, double-click to select the barline and exit the dialog box.
- **OK • Cancel.** Click OK (or press return) to confirm, or Cancel to discard, your measure attributes settings and return to the score.

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Multimeasure rests

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You can create a multimeasure rest (or sometimes referred to as a block rest) two different ways with PrintMusic!. One way is by Extracting Parts. This will create multimeasure rests in your entire score, and all the rests will look the same.

You can also use the Measure Tool to quickly create multimeasure rests in a selected region or for the entire piece.

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Note: You must be in Page View to use the Break or Create multimeasure rest commands.

To break a multimeasure rest

When you create parts using PrintMusic!'s Extract Parts command, PrintMusic! groups all empty measures into multimeasure rests. You can now break one or more multimeasure rests into separate measures. For example, you might prefer that measures are written out if less than four consecutive measures are empty, or you might want to break a single multimeasure rest into two or more rests.

- **Click the Measure Tool** .
- **Select the multimeasure rest to break. To break more than one multimeasure rest, select a region that contains the rests.** (Remember that you must be in Page View to do this.)
- **Choose Break from the Multimeasure Rests submenu in the Measure menu.** PrintMusic! breaks the multimeasure rests in the selected region into separate measures of rests.
- **Choose Update Layout from the Edit menu to ensure that PrintMusic! is displaying the current layout of the score.**

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To create a multimeasure rest

When you create parts using PrintMusic!'s Extract Parts command, PrintMusic! groups all empty measures into multimeasure rests. If you would rather control which measures get combined into multimeasure rests, you can select the measures that you want to combine into a multimeasure rest in your score.

- **Click the Measure Tool** .
- **Select the region that contains the measures you want to display as a multi-measure rest.** You can also select your whole score. (You must be in Page View to do this.)
- **Choose Create from the Multimeasure Rests submenu in the Measure menu.** PrintMusic! creates multimeasure rests in the selected region, using the same rules as when you use Extraction to create rests—breaking them at key and time signatures. In order for measures to be grouped, they must contain default whole rests. If a whole rest was entered in a measure, that measure will not be included in a multimeasure rest until you erase the whole rest (using the Simple Entry or Speedy Entry tools, or the Mass Edit menu's Clear command).
- **Choose Update Layout from the Edit menu to ensure that PrintMusic! is displaying the current layout of the score.**

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Measure numbers

To show measure numbers

- Click the Measure Tool  and highlight the region of measures.
- From the Measure menu, choose Measure Numbers. Select Show Numbers.

To hide measure numbers

- Click the Measure Tool  and select the handles of the numbers you wish to hide. To drag-select many measure number handles, choose Measure menu, then check Dragging Selects Number Handles.
- From the Measure menu, choose Measure Numbers. Select Hide Numbers.

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To move or delete a single measure number

- Click the Measure Tool . A handle appears on each measure number in the score.
- Drag a number by its handle to reposition it. Select it and press the arrow keys to “nudge” it for fine positioning. To restore a number to its original positioning, click its handle and press clear or select Reset Defaults from the Measure Numbers submenu of the Measure menu. To remove the measure number press delete.

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To add a single measure number

- Click the Measure Tool .
- Option-click a measure which is not currently displaying a number.
- Shift-Option-click to add measure numbers to that measure in every staff.

Measures

See also [MEASURE LAYOUT](#).

To add blank measures at the end of the document

- Option-click the Measure Tool . A dialog box appears, asking how many measures you want to add.
- Enter the desired number of measures. Click OK (or press return). You can also choose Add from the Measures menu. The same dialog box appears. (Or, to add a single measure at the end of the score, simply option-click the Measure Tool.)

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To insert blank measures within a document

- Click the Measure Tool .
- Click the measure after the point of insertion. Even if there is more than one staff, click a single measure. PrintMusic! adds a blank measure in every staff.

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- **From the Measure menu, choose Insert.** A dialog box appears, asking how many measures you want to insert.
- **Enter the desired number of measures. Click OK (or press return).**

To erase or remove measures

- **Click the Mass Mover Tool  and select a region.** See [SELECTING MUSIC](#) for some region-selecting shortcuts.
- **If you want to erase the selected music, press the clear key.** PrintMusic! leaves blank measures behind. [TOC](#)
- **If you want to remove the measures from the score, press delete.** Pressing delete (or, equivalently, choosing Delete from the Measure Tool's Measure menu) removes the selected measures from every staff, even if only one is selected. The result: your score contains fewer measures. [Index](#)

To delete a measure from a single staff

In general, when you remove a measure from the score, PrintMusic! removes the measure in question from every staff in the score. Using the following technique, however, you can remove a measure from a single staff (in effect) by sliding the subsequent measures one measure to the left. [Next Section](#)

- **Click the Mass Mover Tool , and click the next measure after the measure you want to delete.** If Select Partial Measures is selected in the Mass Mover menu, then double-click instead. [Previous Section](#)
- **Shift-click the last measure in the piece.**
- **Drag the first selected measure to the left, so that it's superimposed on the measure you want to delete.** PrintMusic! asks you how many times you want the selected music copied. The default value, once, is what you want.
- **Click OK (or press return).** PrintMusic! moves the music you selected one measure to the left, in effect eliminating the measure you wanted to remove. There may now be an extra measure at the end of the staff; just erase or remove it (see "[To erase or remove measures](#)").

To change one measure's width

- **Click the Measure Tool .** A handle appears on each barline. [TOC](#)
- **Drag the right barline of the measure in question to the right or left.**

To adjust measure widths in a system

It's useful to remember that you can adjust the relative widths of the measures in any particular system. [Index](#)

- **Go to Page View, if you're not already there.** You change views by choosing Page View from the View menu. [Next Section](#)
- **Choose Update Layout from the Edit menu.**
- **Click the Measure Tool .** A handle appears on every barline. [Previous Section](#)

- **Drag the handle of any measure to the right or left.** As you make one measure wider, the one to its right becomes narrower. (You can adjust all measures in a system except the last one with this method.)

To arrange measures on the page

See [MEASURE LAYOUT](#).

Measures per line

PrintMusic! can automatically lay out a certain number of measures per system for you—either within a certain region, or for the entire piece.

To specify a number of measures per line (within a region)

- **Choose Page View from the View menu, if you're not already there.**
- **Click the Mass Mover Tool , and select the range of measures for which you want to specify the number of measures per line.** See [SELECTING MUSIC](#) for some region-selecting shortcuts. If you want the same number of bars per line for the entire piece, choose Select All from the Edit menu.
- **Choose Fit Music from the Mass Edit menu.** The Fit Music dialog box appears.
- **Enter the number of measures per system for this document.**
- **Click OK (or press return).** This technique creates measure groups, which don't float from one system to another as the page layout changes. See [MEASURE LAYOUT](#) for more information on measure groups.

To remove measure groups from the current page to the end

This process will undo the procedure above, restoring all measures to “floating” status—in other words, their system affiliation may change as the page layout changes.

- **Click the Mass Mover Tool , and select the range of measures for which you want to specify the number of measures per line.** See [SELECTING MUSIC](#) for some region-selecting shortcuts.
- **Choose Fit Music from the Mass Edit menu.** The Fit Music dialog box appears.
- **Select Remove Fit Music Groupings.**
- **Click OK (or press return).**

Double barlines

To create a double barline

- **Click the Measure Tool ; then double-click the barline handle of the measure you want to end with a double bar.** The Measure Attributes box appears.
- **Click the Double barline icon. Click OK.** To restore the single barline, repeat the process, but click the leftmost (normal) barline icon.

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Final barline

To create a final barline

- Click the Measure Tool ; double-click the barline handle of the measure you want to end with a final barline. The Measure Attributes dialog box appears.
- Click the Final barline icon. Click OK.

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Chapter 12: Step-Time Entry: Simple Entry

Simple Entry Tool

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What it does

When you click this tool, PrintMusic! displays the Simple Entry Palette, containing an individual icon for each rhythmic value (quarter note, eighth note, and so on). (If the Simple Entry Palette doesn't appear, choose its name from the Window menu.) Using the tools on this floating palette, you can enter music into your score by clicking one note at a time. For complete instructions, see [SIMPLE ENTRY](#). See also [KEYBOARD SHORTCUTS - SIMPLE ENTRY](#).

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Keyboard Shortcuts

The Simple Entry Tool has a number of preprogrammed one-key equivalents for icons on the Simple Entry Palette. To use one, hold down the appropriate key as you click the desired pitch on the staff. For example, if you press the 5 key while clicking on the staff, a quarter note appears regardless of which icon on the Simple Entry Palette is selected. In other words, you can click the Eraser; it will remain highlighted, but you can add notes to your score by pressing the appropriate keys with each click. Only when you click without pressing a number key will the Eraser be operative.

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The Simple Entry keyboard commands are summarized in the diagram that appears on your *Quick Reference Card*. For a more complete description, see [SIMPLE ENTRY](#).

Simple Entry Palette and Rests Palette

How to get there

Click the Simple Entry Tool . (Make sure a check mark appears beside Simple Entry Palette in the Window menu.)

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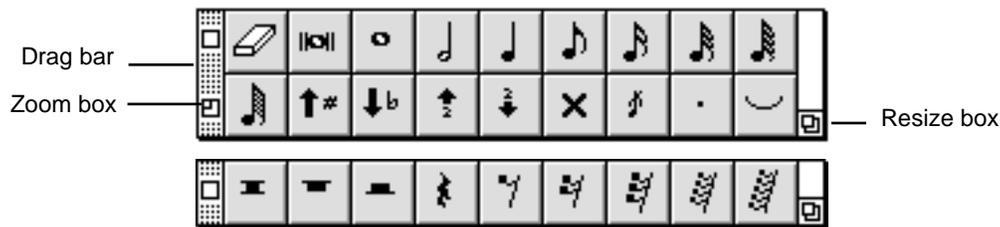
What it does

This floating, resizable, movable palette contains icons representing note values, accidentals, and other tools for clicking music into your score. (The palette shown here has been reshaped into a horizontal arrangement.) See also [KEYBOARD SHORTCUTS - SIMPLE ENTRY](#).

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- **[Drag bar]**. Drag this gray strip—at the top or left side of the palette—to move the palette. [TOC](#)
- **[Close box]**. Click this white square to hide the palette. (Choosing Simple Entry Palette from the Window menu—so that the check mark disappears—serves the same purpose.) Once the palette is hidden, you can still place notes into the score: hold down the appropriate note-value number key as you click onto a staff. See [SIMPLE ENTRY](#). [Index](#)
- **[Resize box]**. Drag this white square to resize or reshape the palette. If you drag toward the upper-left, you can actually make the palette smaller by hiding some of the tools. [Next Section](#)
- **[Zoom box]**. Click this white square to expand the palette to its full size.
- **[Icons]**. Click an icon, then click on a staff to place that note value (or other marking) into the score. Use the Eraser to turn a note into a rest (by clicking on a note) or remove it completely (by clicking above or below it). To move a tool on the palette, shift-drag it on top of another icon. Again, see [SIMPLE ENTRY](#). [Previous Section](#)

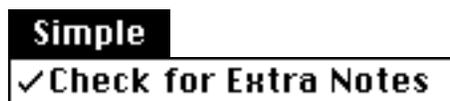
Simple menu

How to get there

Click the Simple Entry Tool .

What it does

This menu contains one selection; Check for Extra Notes.



- **Check for Extra Notes.** This command is selected by default. When selected, PrintMusic! checks each note you enter, and will not allow you to enter extra notes in the measure. If you try to add too many notes for the measure, or extend the duration of an existing note too far, PrintMusic! will beep to warn you, and won't allow you to enter the note in the measure. To override PrintMusic!, choose Check for Extra Notes from the Simple menu to remove the checkmark, then enter the note. When Check for Extra Notes is not selected, you can enter as many notes in a measure as you'd like. Remember that any extra notes will extend past the barline of the measure. [TOC](#)

Note: If you use Simple Entry to enter your music, and you're entering tuplets, make sure that this option is not selected so you can enter the extra notes, then use the Tuplet Tool to create tuplets in the measure. If you enter too many notes and want to delete them, it's easiest to [Index](#) [Next Section](#) [Previous Section](#)

delete them using the Speedy Entry Tool. To delete the extra notes with Simple Entry's Eraser Tool, position the cursor slightly before the end barline in the measure that contains too many notes, click to remove the extra notes. Redraw the screen occasionally, to make sure that you've deleted all the extra notes.

Simple Entry

PrintMusic! provides several methods for entering music quickly and accurately, one note or chord at a time. You can use either the Simple Entry Tool, which doesn't require a MIDI keyboard, or the Speedy Entry Tool, which can be used with or without a MIDI keyboard; see [SPEEDY ENTRY](#). See also [KEYBOARD SHORTCUTS - SIMPLE ENTRY](#).

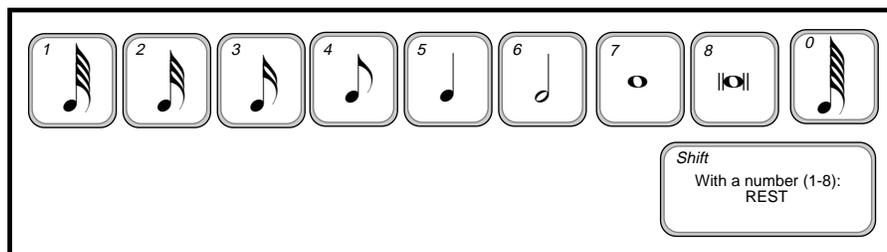
To enter music with the Simple Entry Tool

- **Click the Simple Entry Tool** . The Simple Entry Palette appears. (If it doesn't, you've probably hidden the palette by clicking its close box. Choose Simple Entry Palette from the Window menu.)

See [SIMPLE ENTRY PALETTE](#) for more information on moving and resizing the palette.

- **Click the desired note (rhythmic value) icon in the palette; then click the staff.** A note appears at the pitch you clicked. To build a chord, click another pitch above or below the first note. If you press shift while clicking the staff, a rest of the selected rhythmic value appears (if you shift-click a note, it turns into a rest of the same rhythmic value).

Similarly, if you click an existing rest, it becomes a note (of the selected rhythmic value, at whatever pitch you clicked). In any of these instructions, you can hold down one of the number keys on your keyboard as you click instead of clicking a duration icon. The diagram below also appears on your *Quick Reference Card*.



- **To delete a note you just entered, click its notehead.** In other words, if you click a note while the icon of the same duration is selected, the note disappears (if it's part of a chord) or becomes a rest (if it's a single note).
- **To change the rhythmic value of a note, click the icon representing the new value; then click the note.** To change the rhythmic value of a rest, select the desired rhythmic-value icon, and then shift-click the rest.
- **To delete a note, click the Eraser** ; **then click above or below the note. The note disappears.** If you click on a notehead that's part of a chord, only that note disappears. If you click a single notehead, it turns into a rest; if you click a rest, it disappears.

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- **To raise or lower a note by a half step, click the Half Step Up or Half Step Down icon** ( or ); **then click the note.** Use the same technique with the Whole Step Up  or Whole Step Down  icons to add accidentals that raise or lower a note by two half steps (that is, to double-flat or double-sharp a note). If you shift-click the note, parentheses appear around the accidental.
- **To remove any accidentals from a note, click the Remove Accidental icon** ; **then click the notehead.**
- **To tie a note to the next one, click the Tie icon** ; **then click the notehead.** To tie every note of a chord, click its stem. Click the notehead (for a single note) or the stem (for a chord) to remove the tie.
- **To dot a note, click the Dot icon** ; **then click the note.** Click again to add another dot (you can add up to ten dots). To remove the dots, click the original rhythmic value icon; then click the note.
- **Change a note to a grace note by clicking the Grace Note icon** , **then clicking the note.** Click the note again to restore it to full size.

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Rests (Simple Entry)

You can edit, create, and move rests by using either the Simple Entry or Speedy Entry tools. If you do most of your editing with the Speedy Entry Tool, see [RESTS \(SPEEDY ENTRY\)](#). You can change any existing note into a rest, or change the duration of any rest. See also [MULTIMEASURE RESTS, SIMPLE ENTRY](#), and [WHOLE RESTS](#).

To move a rest vertically

- **Click the Simple Entry Tool** . The Simple Entry Palette appears.
- **Click the icon representing the desired rest's duration.**
- **While pressing shift, click the place on the staff to which you want to move the rest.** The rest jumps to the position you clicked.

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To add a rest

- **Click the Simple Entry Tool** . The Simple Entry Palette appears.
- **Click the icon representing the desired rest's duration.**
- **While pressing shift, click the place where you want the rest to appear.** The rest appears at the horizontal position of your click; its vertical position is always the center staff line. See also "To move a rest vertically," above.

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To change a rest's duration

- **Click the Simple Entry Tool** . The Simple Entry Palette appears.

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- **Click the icon representing the desired new duration.**
- **Shift-click the rest.** It changes to the new duration.

To change a rest to a note

- **Click the Simple Entry Tool** . The Simple Entry Palette appears.
- **Click the icon representing the desired note's duration.**
- **Click the rest at the desired pitch.** The rest changes to a note, of the duration and pitch you clicked.

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To change a note to a rest

- **Click the Simple Entry Tool** . The Simple Entry Palette appears.
- **Click the icon representing the desired rest's duration.**
- **Shift-click the note or chord.** It turns into a rest of the duration you specified.

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If the note is a single note (not a chord), you can take a shortcut: click the notehead.

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Chapter 13: Step-Time Entry: Speedy Entry

Speedy Entry Tool

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What it does

This tool allows you to rapidly enter one note, chord, or rest at a time. You specify the rhythmic value of each entry by pressing a number key on your computer keyboard or pressing the desired keys on your MIDI keyboard. For a complete description, see [SPEEDY ENTRY](#).

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When entering or editing music with Speedy Entry, shift-delete provides the same function as clear. This key combination was added for PowerBook owners who do not have clear on the keyboard.

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Special mouse clicks

- **Press option-number when you're editing a measure** to tell PrintMusic! that the next notes you enter are part of a tuplet (triplet, quintuplet, and so on). Option-2 through option-8 signify tuplets from duplets to octuplets, respectively. If you press option-1, PrintMusic! assumes you want to enter a tuplet that's more complex than one of the 2-through-8 tuplets. The Tuplet Definition dialog box appears, in which you can specify the temporal and visual aspects of more complex tuplet groupings. See [TUPLETS](#).
- **Press caps lock before pressing a rhythmic-value key** to tell PrintMusic! that you're about to enter a whole series of notes that all have that same rhythmic value. Now you can play notes on your MIDI instrument, rapidly, and PrintMusic! will automatically enter them into the score, without your having to press a rhythmic-value key each time.

Accidentals

- **Press * (asterisk)** to toggle all accidentals of the entry or chord when the cursor is not on a notehead. When the cursor is on a notehead, pressing * (asterisk) toggles the accidental as frozen.
- **Press + (plus) or - (minus)** to affect all notes in the entry when not on a notehead. This will reduce the required keystrokes for both chords and single lines.

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Enharmonics

When cycling through the enharmonic spelling of entries, PrintMusic! directly cycles through all the possibilities.

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- **When the cursor is on a notehead, press 9** to change the note to the enharmonic spelling. The cursor moves with each entry you change, so you can change the notes back to their enharmonic spelling.

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Arrow keys

- **Press ← when the insertion point is at the beginning of the editing frame** to move the insertion point just beyond the last entry of the previous measure.
- **Press → when the insertion point is on the last entry in the editing frame** to move the insertion point just beyond the last entry in the editing frame.
- **Press → when the insertion point is just beyond the last entry in the editing frame** to move the insertion point to the first entry of the next measure.

Keyboard shortcuts

The Speedy Entry Tool's preprogrammed keyboard equivalents are one-keystroke commands. They let you edit the notes in one measure at a time very rapidly.

The Speedy Entry keyboard commands are summarized in the diagram that appears on your *Quick Reference Card*. See [SPEEDY ENTRY](#) for a complete discussion.

Speedy menu

How to get there

Click the Speedy Entry Tool .

What it does

This menu contains a number of settings that govern the operation of the Speedy Entry Tool.



- **Use MIDI Keyboard.** When this item is selected (a check mark is displayed in the menu), PrintMusic! assumes that you'll be entering notes in conjunction with a MIDI keyboard. When you press one of the number (rhythmic value) keys on the numeric keypad, PrintMusic! creates a rest of that value, unless you were pressing a key on the synthesizer at the time. In that case, PrintMusic! displays a note of that pitch (or a chord, if you were pressing more than one key).
When Use MIDI Keyboard isn't selected, PrintMusic! enters a note of the specified rhythmic value when you press a number key—regardless of whether or not you were pressing a key on the synthesizer (if any). To create a rest, enter a single note of the desired rhythmic value and press clear.
- **Playback During Drag.** When this item is selected, every time you move a note up and down in Speedy, you will hear the new pitch played through your MIDI device. Deselect this item to turn off playback of pitches while you are dragging notes vertically.

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- **Jump to Next Measure.** When this item is selected (displays a check mark in the menu), PrintMusic! automatically moves the editing frame to the next measure as soon as there are enough notes to fill the current measure. PrintMusic! also displays the “There are too many beats” dialog box immediately when you enter a note that puts the total rhythmic values in the measure over the limit allowed by the time signature.

If this item isn’t selected, PrintMusic! doesn’t move the editing frame to the next measure when the current one is full; you must press the right bracket (]) key to advance to the next measure. PrintMusic! also waits until you exit the current measure before it displays the “There are too many beats” dialog box.

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- **Speedy Edit Commands submenu.** This submenu lists the Speedy Edit commands and their keyboard shortcuts. Select the desired option from the menu, or just use the menu as a reminder for the keyboard shortcut.

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Speedy Edit Commands submenu

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Command	Keyboard Shortcut
Add Note	enter
Delete Note	clear or sh-delete
Delete Entry	delete
Show/Hide Entry	O
<hr/>	
Raise Half Step	+ (plus)
Lower Half Step	- (minus)
Show/Hide Accidental	* (asterisk)
Freeze/Unfreeze Accidental	option-* (asterisk)
Enharmonic	9
Add/Remove Accidental Parentheses	P
<hr/>	
Flip Stem Direction	L
Set Stem Direction to Automatic	option-L
Break/Join Beam	/
Tie/Untie to Next Note	=
Add Dot	. (period)
Grace Note	;
Slash Flagged Grace Note	`
Freeze/Float Rest	* (asterisk)

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- **Speedy Navigation submenu.** This submenu lists the Speedy Navigation commands and their keyboard shortcuts. Select the desired option from the menu, or just use the menu as a reminder for the keyboard shortcut.

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Speedy Navigation submenu

Command	Keyboard Shortcut
Previous Measure	[or shift - ←
Next Measure] or shift - →
Previous Layer	shift-↑
Next Layer	shift-↓
Up Staff	shift-return
Down Staff	return
Previous Note	←
Next Note	→
Up Step	↑
Down Step	↓

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“There are too many beats...” dialog box

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How to get there

Click the Speedy Entry Tool , and click a measure. Enter more notes than are permissible according to the time signature (five quarter notes in a $\frac{4}{4}$ measure, for example). (If the dialog box doesn't appear immediately, you've turned off the Jump to Next Measure feature in the Speedy menu; click the screen or press zero to exit the editing frame, and the dialog box will appear.)

What it does

This dialog box lets you know you've put too many beats into a measure, and asks how you want to handle the extra beats.

If you're in the middle of editing a measure, you can tell PrintMusic! to wait until you exit the measure before determining whether or not to display. Exit the editing frame by pressing zero, and choose Jump to Next Measure from the Speedy menu, so that there's no longer a check mark beside it. The dialog box will now appear only when you try to exit the editing frame (with check extra notes selected) of a measure with too many beats.

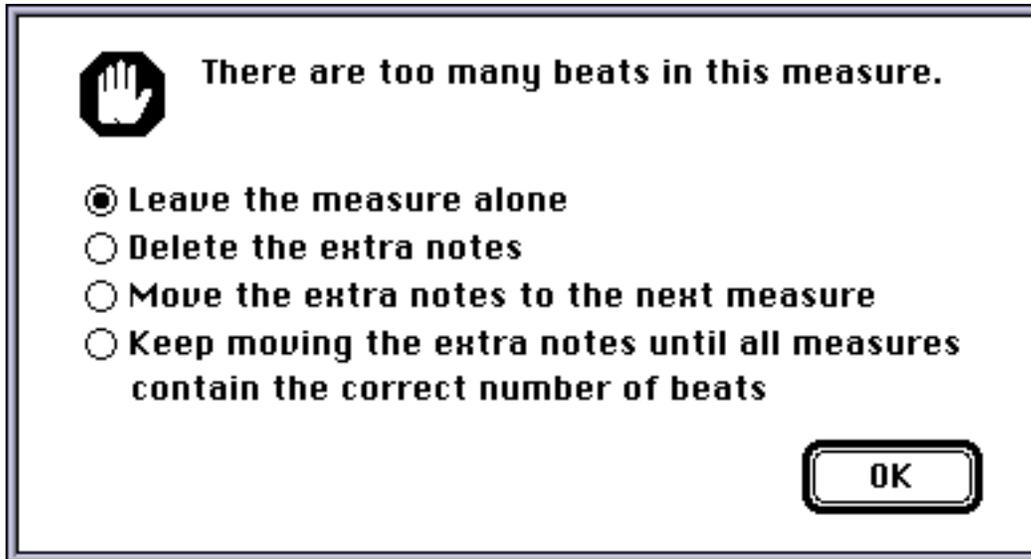
Note: As in any dialog box, you don't have to click the radio button itself to select one of the following options; you can also click anywhere on the words themselves that label the radio button.

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- **Leave the measure alone.** Click this option (or press return) to exit the editing frame, leaving the extra beats where they were. Until you adjust the positions of the notes in the measure, you may see the extra notes “floating over” into the next measure.
- **Delete the extra notes.** Click this option if you want PrintMusic! to eliminate the extra notes or rests from the end of the measure, even if it means truncating the value of the last note or rest.
- **Move the extra notes to the next measure.** Click this option if you want PrintMusic! to cut the extra notes or rests from the end of the measure and notate them in the following measure. This could result in the last note being tied over the barline.
- **Keep moving the extra notes until all measures contain the correct number of beats.** Click this option if you want PrintMusic! to cut the extra notes or rests from the end of the measure and notate them in the following measure; if that measure then has too many beats, PrintMusic! cuts the extra notes from the end and puts them in the third measure, and so on until every measure contains the proper number of beats. In effect, this option rebars the music, redistributing the notes until every measure has the proper number of beats, according to the time signature.
- **OK • Cancel.** Click OK (or press return) to exit the dialog box—and the Speedy editing frame—and process the extra beats as you specified. Click Cancel to re-enter the measure you were editing without changing or redistributing any notes.

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Speedy Entry

With the Speedy Entry Tool, you can enter music in step-time very efficiently, using the synthesizer to specify the pitch of each note and the computer keyboard to specify the duration.

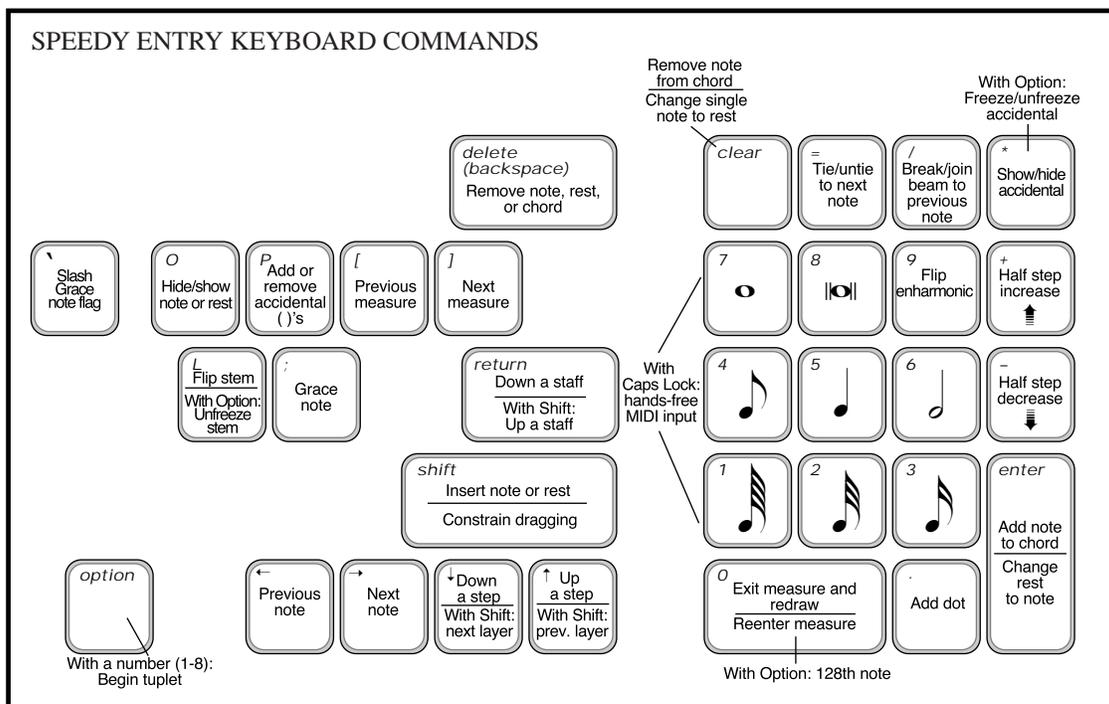
To enter music in step time using MIDI

- **Click the Speedy Entry Tool** . Check to make sure Use MIDI Keyboard is selected in the Speedy menu.

- **Click the first measure into which you want to enter music.** The Speedy Entry editing frame appears.
- **To enter a note or chord, hold down the desired key (or keys) on the synthesizer and press a number key on the computer keypad corresponding to the desired rhythmic value.** If you press a number key without holding down any synthesizer keys, a rest of the specified value appears. If you want to insert a note, chord, or rest before the insertion bar, press shift as you press the number key. Press the period key to dot the note (you can add up to ten dots by repeating this action).

If the next few notes you want to enter are part of a tuplet (a triplet, quintuplet, etc.), press option-number, where 3 means triplet, 5 means quintuplet, and so on. PrintMusic! places a small “3” (or whatever number you pressed) in the upper right corner of the editing frame; the next notes you enter will automatically be grouped into a tuplet. (If you want to create an uncommon tuplet—such as 11 in the space of 2—press option-1. The Tuplet Definition dialog box appears, in which you can specify exactly what kind of tuplet you’re about to create.)

- **To change the rhythmic value of a note or rest, position the insertion bar on it and press the number key corresponding to the desired value.** The following diagram, which also appears on your *Quick Reference Card*, shows which keys correspond to which note values.



Move the insertion bar either by pressing the right or left arrow keys or by clicking the desired note. If PrintMusic! presents the “There are too many beats” dialog box when you change a note’s value, press return to eliminate the dialog box. If you choose Jump to Next Measure from the Speedy menu, so that a check mark no longer appears, this dialog box will only appear when you exit the editing frame of a measure with too many beats.

- **To add a note to a chord, position the crossbar at the desired pitch, and press return.** You can also double-click where you want the new note to appear.

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- **To remove a note, chord or rest, position the insertion bar on it and press delete.** To remove a single note from a chord, position both the insertion bar and the pitch crossbar) on the notehead and press clear or shift-delete.
- **To change a rest to a note, position the insertion bar on it, position the crossbar at the desired pitch, and press return.** This method can also be used to add a note to an existing chord. You can change a single note (not a chord) to a rest by pressing clear or shift-delete.
- **To move a note or rest horizontally, drag it to the left or right.** Press the shift key as you drag to prevent you from accidentally dragging the note or rest up or down.
- **To move a rest vertically, drag it up or down.**
- **To move a note vertically, drag it up or down.** Press the shift key as you drag to prevent you from accidentally dragging the note or rest horizontally. If you want to move a whole chord up or down, double-click it; on the second click, keep the mouse button pressed and drag up or down.
- **To hide a note or rest, position the insertion bar on it and press the letter O key.** Press the O key again to display the note or rest again.
- **To flip a stem, press the L key.** This process freezes the stem up or down, so that it's no longer free to flip if, for example, it gets transposed. To restore the note to its "flippable" status, press option-L.
- **To raise a note by half steps, position both the insertion bar and the crossbar on it and press the plus (+) key.** The minus (-) key lowers the note by half steps; both keys only apply accidentals to an existing note, and won't actually move the note higher or lower on the staff. You can add up to seven sharps or flats to a note.
- **To change a note to its enharmonic equivalent, position both the insertion bar and the crossbar on it and press the 9 key.** If the pitch crossbar isn't squarely on a notehead, Print-Music! changes the "spelling" of all notes in the chord each time you press 9.
- **To hide an accidental, position both the insertion bar and the crossbar on it and press the asterisk (*) key.** If no accidental is displayed, the asterisk key forces a courtesy accidental to appear; for parentheses, press the P key. If you've hidden an accidental, press the asterisk key again to display it again.
- **To create or break a beam, position the insertion bar on the second note of the pair and press the slash (/) key.** If the notes were flagged separately, they're now beamed; if they were beamed, the beam is broken (and the notes are individually flagged, if they're not beamed to any other notes).
- **To switch layers (from Layer 1 to Layer 2, for example), press shift-↑ or shift-↓.** For a more complete discussion of multiple voice mechanisms, see [MULTIPLE VOICES](#).
- **To advance to the next measure, press the right bracket (]) key.** Pressing the left bracket ([) key moves the editing frame to the previous measure. Press return to move down a staff, or shift-return to move up a staff.

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To enter many notes of the same value (hands-free MIDI method)

- **Click the Speedy Entry Tool** , and click a measure. The editing frame appears.
- **Press caps lock; then press the number key on the computer keyboard corresponding to the value you want to enter.** In other words, you're now telling PrintMusic! what the note values are going to be before you specify the pitches.

The number you press appears in the lower-left corner of the editing frame.

- **Play the notes on your MIDI keyboard.** Each note you play appears in the score; if Jump to Next Measure is checked in the Speedy menu, the editing frame advances automatically as soon as you fill each measure. It's safe to outplay PrintMusic!, too; it will remember up to 500 notes (and continue to notate them as fast as your computer allows).

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To enter music in step time without MIDI

You can also use the Speedy Entry Tool to enter music in step-time without using a MIDI keyboard. Use the number keys on your keypad to specify the durations of notes, just as you normally do. Use the arrow keys or your mouse to specify the pitch. With practice, this method of "typing in the music" can become extremely quick and precise.

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- **Click the Speedy Entry Tool** . The Speedy menu appears.
- **Make sure no checkmark appears beside Use MIDI Keyboard in the Speedy menu.** Otherwise, choose the command to make the checkmark disappear.
- **Click the first measure in which notes are to appear.** The editing frame appears.
- **Use the arrow keys (↑ or ↓) to place the crossbar on the desired pitch or click on it.**
- **Press the number key corresponding to the desired rhythmic value.**

To insert a note or a rest in a measure

- **Click the Speedy Entry Tool** . The Speedy menu appears.
- **Position the cursor on the entry before which you want the note inserted.**
- **Press shift and the number representing the note duration you are inserting.** If you are holding down a key on your MIDI keyboard, you will insert a note. Otherwise, you will insert a rest.

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Stems

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To flip a stem

- **Click the Speedy Entry Tool** , and click the measure in question. The editing frame appears.
- **Click the note whose stem you want to flip.** Make certain you're in the correct layer if you've entered music in layers. Press shift-↑ or shift-↓ to change layers.

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- **Press the L key to freeze the stem in the opposite direction.** When a stem is “frozen” up or down, it’s no longer free to change directions if it gets transposed. To restore a stem to its “floating” status, position the insertion bar on the note and press option-L.

Chords

This entry discusses chords as several notes played together. For information on chord symbols, see [CHORD SYMBOLS](#).

To edit chords in the score, you can use the Simple Entry Tool or the Speedy Entry Tool.

To add notes to (or remove notes from) a chord

- Click the Speedy Entry Tool , and click the measure in question.
- Position the insertion bar on the existing note or chord. Position the crossbar on the desired pitch. You can position the cursors either by clicking or by using the arrow keys.
- Press return or double-click (to add a note where none exists), or press clear or shift-delete (to remove the note from the chord).

To change the pitch of a chord

- Click the Speedy Entry Tool , and click the measure in question.
- To change the pitch of a single note within the chord, drag it up or down.
- To change the pitch of the entire chord, double-click one of its notes; on the second click, hold the button down and drag the entire chord up or down.

To change the enharmonic spelling of a chord

- Click the Speedy Entry Tool , and click the measure in question.
- Position the insertion bar on the chord. You can position it either by clicking or by using the arrow keys.
- Position the crossbar on the note (to change a single pitch) or the stem (to change the “spelling” of the entire chord).
- Press the 9 key. Each time you press 9, the note or chord changes its enharmonic spelling.

Rests (Speedy Entry)

You can edit, create, and move rests by using either the Simple Entry or Speedy Entry tools. If you do most of your editing with the Simple Entry Tool, see [RESTS \(SIMPLE ENTRY\)](#). You can change any existing note into a rest, or change the duration of any rest. See also [MULTIMEASURE RESTS](#), [SPEEDY ENTRY](#), and [WHOLE RESTS](#).

To move a rest vertically or horizontally

- Click the Speedy Entry Tool ; click the measure in question. The editing frame appears.
- Click the rest. You can also use the arrow keys to position the insertion bar.

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If you've created a separate voice in each layer, make sure you're in the layer containing the rest. If not, press shift-↓ or shift-↑ to switch layers.

- **To move the rest horizontally, simply drag it.** Press shift to prevent it from moving vertically.
- **Drag the rest up or down. When it's where you want it, press zero (0) to exit the editing frame.** If you want to make sure you don't inadvertently drag the rest horizontally, press shift as you drag.

To add a rest

- **Click the Speedy Entry Tool** ; **click the target measure.** The editing frame appears.
- **Press a number key.** A rest appears of the duration corresponding to the number key you pressed, as shown in the table below.

Press this key	To produce this rest	Press this key	To produce this rest
1		5	
2		6	
3		7	
4		8	

(If a note appears instead of a rest, it's because Use MIDI Keyboard isn't selected in the Speedy menu. Use the arrow keys to position the insertion bar on the notehead and press clear (or press shift-delete); this turns it into a rest.) If you want to insert a rest between existing notes, position the insertion bar just after the insertion point, and press shift while pressing the appropriate number key.

To change a rest's duration

- **Click the Speedy Entry Tool** ; **click the target measure.** The editing frame appears.
- **Click the rest.** You can also use the arrow keys to position the cursor.
- **Press the number key corresponding to the desired new duration.** (See the table of number key/rest value equivalents in "[To add a rest.](#)") The rest changes to the specified duration.

To change a rest to a note

- **Click the Speedy Entry Tool** ; **click the target measure.** The editing frame appears.
- **Click the rest.** You can also use the arrow keys to position the insertion bar.
- **Press return.** The rest becomes a note of the same duration.

To change a single note to a rest

- **Click the Speedy Entry Tool** ; **click the target measure.** The editing frame appears.
- **Click the note.** You can also use the arrow keys to move the cursor.

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- **Press clear (or press shift-delete).** The single note becomes a rest of the same duration. Note: This method works only on single notes. To change a chord to a rest, delete the chord by pressing delete. Then insert the rest as described in [“To add a rest.”](#)

Hiding notes and rests

A hidden note or rest in PrintMusic! still takes up horizontal space, but it doesn't play back or print out. Hiding a rest is an excellent way to provide a placeholder in order for a second voice to enter in the middle of a measure. Hiding a note or rest will not hide lyrics and chords assigned to the entry. It will hide other items attached to a note or rest such as articulations or expressions

To hide a note or rest

- **Click the Speedy Entry Tool** , **and click the measure in question.** The editing frame appears.
- **Click the desired note or rest.** The pitch crossbar doesn't have to be on the notehead.
- **Press the letter O key.** To show the note or rest again, press O again.

Whole rests

To save you extra work, PrintMusic! automatically places a default whole rest in every blank measure in the score. It's important to understand the difference between one of these default whole rests and a real whole rest that you've entered yourself using any of PrintMusic!'s music input methods.

For example, a chord or a lyric syllable may be attached to a real whole rest (although PrintMusic! automatically skips rests when assigning lyrics by itself). Only a real whole rest can be moved up or down with the Speedy Entry Tool.

PrintMusic! considers a “real” whole rest an entry—something you placed in the score—just like a note or another kind of rest. Therefore, a real whole rest will not be part of a multimeasure block rest when you extract parts; it will be placed in a measure by itself.

To add a real whole rest

- **Click the Speedy Entry Tool** , **and click the measure in question.** The editing frame appears.
- **Press the 7 key.** Unless Use MIDI Keyboard has been turned off in the Speedy menu, a whole rest appears. (If not, a whole note appears; click it and press clear or shift-delete to turn it into a whole rest.)

To move a real whole rest

- **Click the Speedy Entry Tool** , **and click the measure in question.** The editing frame appears.
- **Drag the rest up or down.** You can drag the whole rest to any line or space. It always appears with a short staff line segment when drawn in the score, so it won't be confused with a half rest.

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To fill measures with rests

- Click the **Mass Mover Tool** , and select the region of music to fill with rests. Refer to [SELECTING MUSIC](#) for different methods of selecting regions.
- Choose **Fill With Rests from the Mass Edit menu**. PrintMusic! scans each measure in the selected region, and automatically fills incomplete measures by adding the correct number of rests. Note that PrintMusic! does not convert empty measures to measures with actual whole rests.

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Accidentals

Accidentals (such as sharps, flats, and naturals) appear automatically if you've entered the music from a MIDI keyboard.

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To change an accidental to its enharmonic equivalent

See [To change a note to its enharmonic equivalent](#).

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To hide (or show) an accidental

- Click the **Speedy Entry Tool** . Click the measure containing the accidental. The editing frame appears.
- Position the insertion bar and crossbar on the note in question. Use the arrow keys or the mouse.
- Press the asterisk (*) key. The accidental disappears (or, if there was no accidental, one now appears). The note's pitch, however, doesn't change; PrintMusic! still plays it back as though the accidental were visible. If you press the asterisk again, the accidental reappears.

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To add or change an accidental

- Click the **Speedy Entry Tool** . Click the measure containing the accidental.
- Position the insertion bar and crossbar on the notehead in question. Use the arrow keys or the mouse.
- Press the plus (+) key to raise the note's pitch, and the minus (–) key to lower it, by half steps. If you press these keys repeatedly, you can add up to seven sharps or flats to a note.

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Courtesy accidentals

A **courtesy accidental**, also called a cautionary or reminder accidental, is one that, according to the rules of accidental occurrence, isn't strictly necessary before a note. But there are times when the composer wants to remind the player that an accidental is (or is not) in effect for a particular note. For example, in a measure containing several E \flat accidentals, the first E in the next measure often has a courtesy natural attached, even though the E \flat is technically canceled in the new measure.

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To create a courtesy accidental

- Click the Speedy Entry Tool , and click the measure in question. The editing frame appears.
- Click the notehead for which you want the accidental displayed. You can also position the insertion bar and crossbar on the notehead using the arrow keys.
- Press the asterisk (*) key. If there was no accidental on the note, a courtesy sharp, flat, or natural now appears. (If there was an accidental on the note, it's now hidden. Press the asterisk key again to restore it.)

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Parentheses

You can place parentheses around an accidental with a single keystroke (see below). You can also define parentheses to be expressions, if need be; see [EXPRESSIONS](#).)

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To place parentheses around an accidental

- Click the Speedy Entry Tool , and click the measure in question. The editing frame appears.
- Use the directional arrows to position the insertion bar and crossbar on the notehead whose accidental you want to enclose in parentheses. You can also click the mouse on the desired notehead.
- Press the P key. Parentheses enclose the accidental. To remove the parentheses, press P again.

To place parentheses around a note or rest

You may sometimes want to enclose musical passages longer than a single note. To do so, you can insert individual parentheses as Expressions, attaching the opening parenthesis to the first note of the passage, and the closing parenthesis to the final note.

Depending on the size of the note or chord you're enclosing, you may want to enlarge both parentheses by clicking Set Font and entering a higher point size. For complete instructions on creating and manipulating expressions, see [EXPRESSIONS](#).

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Dotted notes

To dot a note

- Click the Speedy Entry Tool , Click the measure you want to edit. The editing frame appears.
- Click the note you want to dot. You can also press the → key to move the insertion point.

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- **Press the period (.) key.** The note is now dotted. By pressing the period key again, you'll add a second dot, and so on. You can add up to ten dots to a note. (If PrintMusic! tells you There Are Too Many Beats before you're finished editing this measure, turn off Jump to Next Measure in the Speedy menu by choosing it.)

To remove a dot from a note

- **Click the Speedy Entry Tool .** **Click the measure you want to edit.** The editing frame appears.
- **Click the note you want to dot.** You can also press the → key to move the insertion point.
- **Press a number key, 1 through 8.** The note changes to the undotted duration value corresponding to the key you pressed: 4 is an eighth note, 5 is a quarter, 6 is a half, and so on. A diagram of the duration corresponding to each key appears on the *Quick Reference Card*.

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Grace notes

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To create a grace note

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- **Enter the grace notes as “normal” notes.**
- **Click the Speedy Entry Tool .** **and click the measure in question.** The editing frame appears.
- **Using the arrow keys, position the cursor on the note you want to change to a grace note, and press the semicolon (;).** The note becomes a grace note. On playback, the grace note will play just ahead of the beat—even if there are many grace notes together, forming a run. To change a grace note to a normal note, repeat the above procedure.

To beam grace notes

- **Click the Speedy Entry Tool .** **and click the measure in question.** The editing frame appears.
- **Using the arrow keys, position the cursor on the second note of any pair you want beamed together, and press the slash (/).** Repeat this process for any additional grace notes you want to include in this beam group.

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To add or remove the slashes from individual grace notes

This method will only slash flagged grace notes.

- **Click the Speedy Entry Tool .** **and click the measure in question.** The editing frame appears.
- **Position the cursor over the flagged grace note requiring a slash and press `.** This will place a slash on the grace note.

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Note positioning

The positions of notes in PrintMusic! are determined by a number of factors. Their default horizontal positions are linear, according to the time signature—a whole note gets exactly as much room as four quarter notes.

When you have Automatic Music Spacing selected or use the Music Spacing command, notes are spaced according to engraver standards. See [NOTE SPACING](#).

To move a note

- **Click the Speedy Entry Tool** , **and click the measure in question.** The editing frame appears.
- **Drag the note to the left or right.** If you want the note you're dragging to move only horizontally, press shift as you drag (so that you won't accidentally drag it up or down to a new pitch).
- **Drag the note up or down to change its pitch.** You need to click squarely on the notehead before dragging. If you want the note you're dragging to move only vertically, press shift as you drag (so that you won't accidentally drag it to the left or right).

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Multiple voices

The Layer system treats each staff as four transparent layers, if you're entering music in step time (Simple Entry or Speedy Entry tools).

To enter multiple voices using layers

Each staff in PrintMusic! has four transparent layers of music. Each layer can play back over a different MIDI channel and synthesizer patch, and each can have its own dynamics. You can view one layer at a time, or all simultaneously. When you're placing expression marks in the score, you can tell which layer is receiving the mark by the indicator in the lower-left corner of the screen, which identifies the current layer by number. (You can switch from one layer to the other by clicking this popup indicator.)

- **Choose the layer you want to edit first, using the Layer popup menu in the lower left corner of the screen.**
- **Click the Speedy Entry Tool** , **and click a measure in which you want to enter music.** The editing frame appears. Enter the music for the first layer in the usual way (see [SPEEDY ENTRY](#)).
- **Press shift-↓.** The editing frame flips to the next layer, and the first layer is dimmed. (Shift-↓ moves you downward through the four layers—from Layer 1 to Layer 4—and shift-↑ moves back toward Layer 1.) You can now enter and edit music in this layer.
- **To flip an individual stem, position the cursor on it and press the L key.** Press L again to make it flip back.

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- **To drag a rest, position the cursor on it and press the asterisk (*); then drag it up or down.** If you want the rest to snap back to its default position, position the cursor on it and press the asterisk (*) key again.
- **To hide a note or rest, position the cursor on it and press the letter O key.** Press O again to restore the entry. Use this feature to hide a Layer 2 half rest, for example, to give the appearance of a second voice entering on the third beat.
- **Press zero (0) to exit the editing frame.** When you use the Mass Mover to copy music, you'll copy whichever layer or layers are showing. To copy Layer 1 only, for example, choose Show Active Layer Only from the View menu, and choose Layer 1 from the Layer: popup menu (lower-left corner of screen); copy in the usual way (see [COPYING MUSIC](#)).

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To move music from one layer to another

- **Click the Mass Mover Tool , and select a region of music.** See [SELECTING MUSIC](#) for some region-selecting shortcuts, but note that, for this procedure, you must select a region of complete measures.
- **Choose Move Layers from the Mass Edit menu.** The Move Layers dialog box appears.
- **Specify how you want the layers' contents moved.** For example, to move the contents of Layer 2 into Layer 3, select Move Contents of Layer 2 into and choose Layer 3 from the popup menu.

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Be careful how you use the elements of this dialog box. If you set it up incorrectly, you could lose music—for example, if you direct PrintMusic! to place the contents of one layer into a layer that already contains music. (PrintMusic! will warn you.)

- **Click OK (or press return).**

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Chapter 14: Tuplet Tool

Tuplet Tool

What it does

This tool lets you create, edit, and adjust the positions of tuplets. (The word tuplet describes a class of irregular note divisions such as triplets, quintuplets, or septuplets.) You can use it to describe the visual appearance of the tuplet (whether or not it has a bracket, for example) as well as its rhythmic definition (how many quarter notes in the space of a half note, for example). See [TUPLETS](#) for full instructions.

Special mouse clicks

- **Click the first note of a tuplet** to display its positioning handles.

There are six positioning handles. Two control the horizontal and vertical length of the bracket. One controls number position. Another controls the position of the entire bracket and number. Two others control the angle of the bracket and the position of the bracket without moving the number.

- **Drag a positioning handle** to adjust the height and position of the tuplet's visual elements (bracket and number). See [TUPLETS](#) for details on how these handles control the bracket and number.
- **Double-click a positioning handle, or control-click the handle and select Edit Tuplet Definition from the contextual menu** to display the Tuplet Definition dialog box, where you can change the temporal or visual definition of the tuplet.
- **Click the first of a series of notes you want to turn into a tuplet grouping** to display the Tuplet Definition dialog box, where you can specify a temporal and visual definition to create a tuplet. You can even click a note that's part of an existing tuplet grouping if you want to create an inner (nested) tuplet.
- **Select a tuplet handle and press delete, or control-click the handle and select Delete from the contextual menu** to delete the tuplet.

Contextual menus

Contextual menus are reached by control-clicking on the handle of an object. A contextual menu will be displayed where you can select various items.

Tuplet handles

Menu item	What it does
Edit Tuplet Definition	Display the Tuplet Definition dialog box
Delete	Delete selected tuplet

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Tuplet Definition dialog box

How to get there

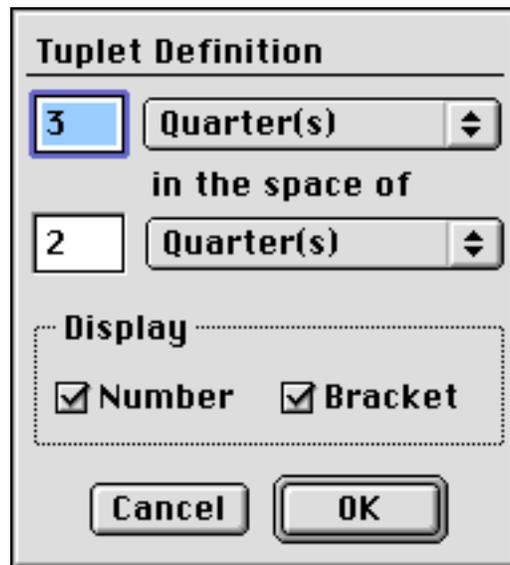
To display the Tuplet Definition dialog box, click the Tuplet Tool , then click the first note to include in the tuplet group, or click the first note of a tuplet, then double-click one of its handles.

Or, click the Speedy Entry Tool , click a measure to display the editing frame, then press option-1 to define the tuplet you want to enter.

What it does

In this dialog box you can define both the rhythmic and visual aspects of a tuplet grouping—the number of eighth notes that are to be played in the time of a quarter note, for example—and whether or not a bracket should appear, and so on.

When you create a new tuplet, PrintMusic! usually places a number over it (such as the 3 above a triplet). In this dialog box, you can change the tuplet notation for each individual notation; for example, you could tell PrintMusic! to display a bracket in addition to the number.



- **in the space of** • **Half(s)** • **Dotted Quarter(s)** • **Quarter(s)** (etc.). Define the rhythmic qualities (temporal definition) of the tuplet by entering numbers in these two text boxes (to specify how many) and selecting the rhythmic-value from the popup menu (to specify “of what value”).

For example, suppose you want to create an eighth-note triplet. In the score, click the Tuplet Tool, and click the first of the three normal eighth notes you want to transform into triplets. When this dialog box appears, enter 3 and 2 in the text boxes (“3 in the space of 2”); choose eighths from the popup menu: 3 eighths in the space of 2 eighths. (Alternatively, you could create an eighth-note triplet by specifying 3 eighths in the space of 1 quarter.) These text boxes apply only to the tuplet you’re currently placing in the score.

- **Number.** Use this checkbox to specify whether PrintMusic! should place a number on a tuplet.

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- **Bracket.** Use this checkbox to display beamed notes in the tuplet with no shape appearing over them, or with a bracket.
- **OK • Cancel.** Click OK (or press return) to confirm, or Cancel to discard, the tuplet appearance you've created. You return to the score.

Tuplets

To turn “normal” notes into a tuplet group

- Click the Tuplet Tool .
- Click the first note to be included in the tuplet group. The Tuplet Definition dialog box appears.
- **Specify the rhythmic composition of the tuplet.** On the top part of the screen PrintMusic! is asking, “How many notes of what rhythmic value are to fit in the space normally allotted to how many of what value?” Enter the number of each rhythmic value in the text boxes. Specify the rhythmic value itself by selecting the rhythmic-value from the popup menu.
For example, to define a standard quarter note triplet, you could fill out the values either as “3 (quarters) in the space of 2 (quarters),” or “3 (quarters) in the space of 1 (half).”
- **Specify the visual appearance of the tuplet.** PrintMusic! lets you specify whether you want a number or bracket above the tuplet. See [TUPLET DEFINITION DIALOG BOX](#).
- Click OK (or press return).

To adjust, move, or delete a tuplet

- Click the Tuplet Tool ; then click the first note of the tuplet. Handles appear on the tuplet's bracket (or slur, or number).
- To reposition the entire tuplet, drag the main handle (which is unshaded).
- To change the length of the hook, drag the left or right hook handle.
- To move the shape closer to or away from the notes, drag the shape handle up or down.
- To change the angle of the shape, drag the slope handle.
- To move the number closer to or away from the notes, drag the number handle.
- To delete the tuplet definition (and restore the notes to “normal”), click any handle and press delete.

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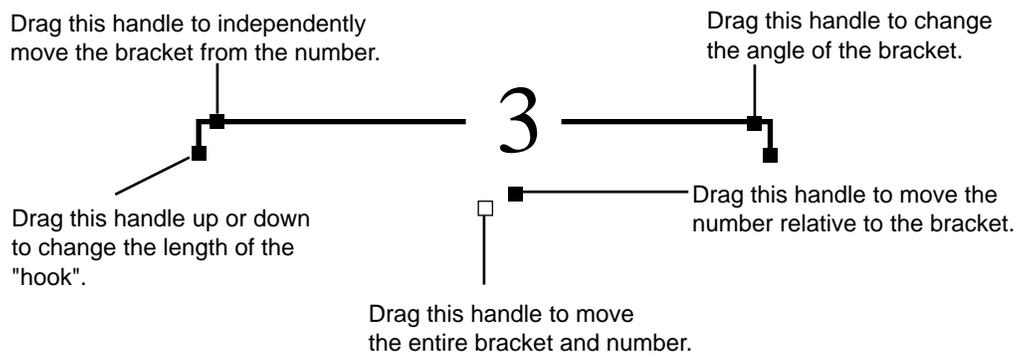
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To enter tuplets with the Speedy Entry Tool

- Click the Speedy Entry Tool , and click the measure in question. The editing frame appears.
- If MIDI is not being used, place the cursor on the correct pitch.
- **Press option-number.** You can press any number between 2 and 8 to specify the tuplet value that you're about to enter. When you do so, the number you pressed appears in the upper right corner of the editing frame, telling you that PrintMusic! is ready to group the next notes you enter as a tuplet defined by that number. If you need to enter a more complex tuplet (or want to specify a particular bracket or number configuration), press option-1, and the Tuplet Definition dialog box will appear (see [TUPLET DEFINITION DIALOG BOX](#)).
- **Enter the notes of the tuplet.** The value of the first note you enter tells PrintMusic! whether you're entering an eighth-note tuplet, quarter-note tuplet, and so on. PrintMusic! automatically groups them and brackets them.

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To create a nested tuplet

To nest tuplets, simply create one, then the other, as described in "[To turn 'normal' notes into a tuplet group.](#)" above. It makes no difference whether you create the outer or inner tuplet first.

To transcribe tuplets from a real-time performance

For full instructions on the use of PrintMusic!'s real-time transcription tool, EasyScribe, see [RECORDING WITH EASYScribe](#). However, you may find these supplementary instructions helpful.

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- **Choose Quantization Settings from the Options menu.** These settings are used when importing a MIDI file, and transcribing with the EasyScribe Tool.
- **Select your smallest note duration.** If you will be playing nothing smaller than eighth note triplets, choose the sixteenth note.

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Hint: If your real-time transcriptions consistently transcribe durations that are too large, lower the smallest note duration.

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- **Select Tuplets.**
- **Click OK (or press return).** Continue with the transcription in the usual way.

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Chapter 15: Real-Time Entry: EasyScribe Tool

What it does

The EasyScribe Tool is PrintMusic!'s real-time transcription tool; you use it to transcribe a live keyboard performance instantly into notation as you play, even onto two staves. When you click this tool, the EasyScribe menu appears; it contains all the commands you need to describe to PrintMusic! the music you're about to play. See [RECORDING WITH EASYScribe](#).

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Special mouse clicks

- **Click a measure** to indicate where you want the transcription to begin.
- **After playing only partway into a measure, option-click the screen** to end the EasyScribe session without affecting the remaining portion of the measure. (You'd do this if there was some music already in that measure that you wanted to preserve.)

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EasyScribe menu

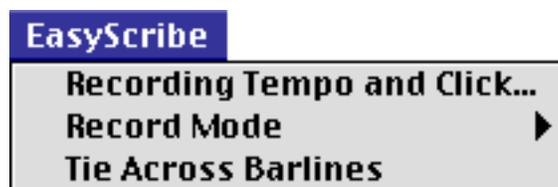
How to get there

Click the EasyScribe Tool . The EasyScribe menu appears.

What it does

Before you transcribe a real-time performance, there are a few things PrintMusic! needs to know about the music you're about to play. This menu lets you make these settings, which have a great deal to do with the quality of the resulting transcription. Be sure to see also [RECORDING WITH EASYScribe](#), and *Installation & Tutorials*.

The Record Mode submenu has commands for transcribing a performance into a single staff or two staves.



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- **Recording Tempo and Click.** Choose Recording Tempo and Click if you want PrintMusic! to provide a metronome click for the beat. PrintMusic! uses the settings for the metronome click sound and the countoff measures specified in the Click and Countoff dialog box. For details, see [CLICK AND COUNTOFF DIALOG BOX](#) and [RECORDING TEMPO AND CLICK DIALOG BOX](#).

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- **Record Mode: Record into One Staff • Split into Two Staves.** Choose Record into One Staff to have PrintMusic! transcribe your music onto a single staff. Choose Split into Two Staves to transcribe the music onto two staves at once. PrintMusic! plays the click and count-off specified in the Click and Countoff dialog box. See [CLICK AND COUNTOFF DIALOG BOX](#) and [RECORDING TEMPO AND CLICK DIALOG BOX](#).
- **Tie Across Barlines.** If you anticipate that you'll be holding keys down for notes tied over from one measure to another, select this option (so that a check mark appears). If not, leave this option unselected. With this option off, PrintMusic! will never tie notes over barlines.

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Recording Tempo and Click dialog box

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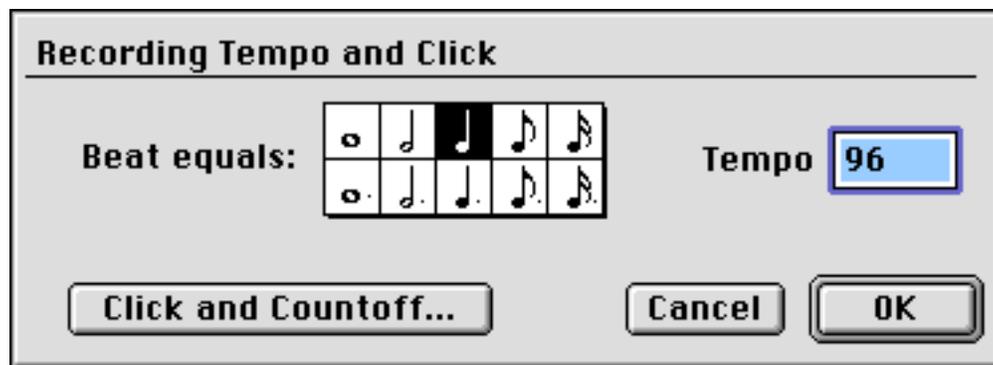
How to get there

Click the EasyScribe Tool . Choose Recording Tempo and Click from the EasyScribe menu.

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What it does

Use the Recording Tempo and Click dialog box to set the recording tempo. If you don't want other staves to playback while recording, see [TO PLAYBACK SELECTED STAVES](#).

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- **Beat equals.** Click the note duration you would like to use for your beat.
- **Tempo.** PrintMusic! will use this tempo for all EasyScribe record modes. Type the tempo into the text box.
- **Click and Countoff.** Click this button to display to the Click and Countoff dialog box where you can set various options for the metronome click. See [CLICK AND COUNTOFF DIALOG BOX](#).
- **Cancel • OK.** Click OK (or press return) to confirm the new settings, or click Cancel to discard any changes you made. You return to the score.

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Click and Countoff dialog box

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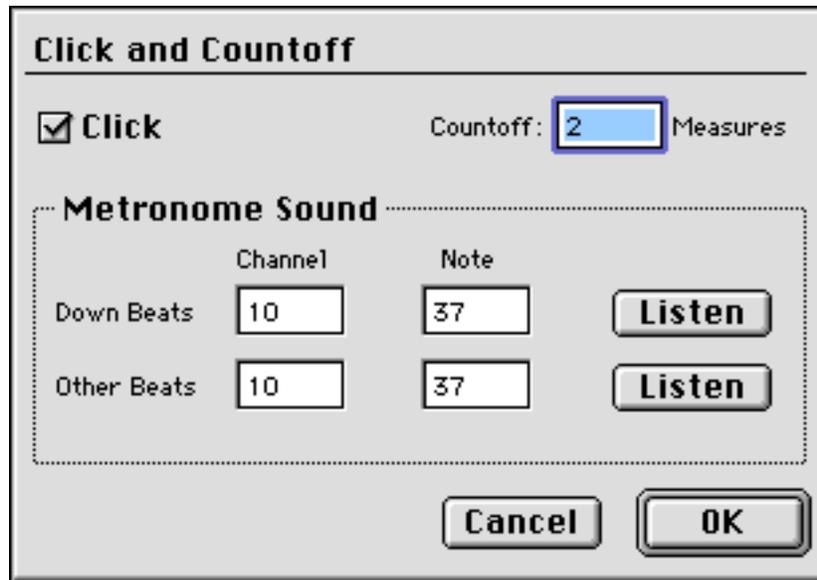
How to get there

Click the EasyScribe Tool . Choose Recording Tempo and Click from the EasyScribe menu. Click the Click and Countoff Button.

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What it does

Use the Click and Countoff dialog box to define the countoff click settings and the metronome click used for EasyScribe recording. Set up the number of measures you want PrintMusic! to count off before starting to record. Choose if you want to hear a metronome click, and what the clicks should sound like.



- **Click.** Check this box to have a metronome clicking while you record with EasyScribe.
- **Countoff Measures__.** Enter the number of measures you want PrintMusic! to count off before starting to record with EasyScribe. Enter 0 (zero) if you don't want a countoff, 1 if you want one measure counted off, 2 to hear two measures, and so on. PrintMusic! uses the meter of the first measure selected for recording into to determine the meter of the countoff measure.
- **Metronome Sound: Down Beats • Other Beats; Channel • Note; Listen.** To have PrintMusic! enter this information automatically for you, click Listen in the Down Beats or Other Beats row, then play the note. PrintMusic! will automatically enter all values for you; if you prefer, you can type these values yourself.

To enter MIDI Note information manually, enter the MIDI channel number and the MIDI note number into the corresponding text boxes.

- **OK • Cancel.** Click Cancel to return to your score without making any changes to the dialog box. Click OK (or press return) to confirm your click and countoff settings and return to the score.

Click and Countoff

Use the settings in the Click and Countoff dialog box to define the metronome click played when you're recording with EasyScribe. Specify the number of measures, if any, you want counted off prior to recording. Set if you want to hear a metronome click and its exact sound. For more information about click and countoff settings, see [CLICK AND COUNTOFF DIALOG BOX](#).

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To set up countoff measures and the metronome click

- Click the EasyScribe Tool .
- Choose Recording Tempo and Click from the EasyScribe menu.
- Click on Click and Countoff to display the Click and Countoff dialog box.
- In the Measures text box, enter the number of measures that you want PrintMusic! to count off before recording or playing back music. Enter zero if you don't want any count-off, 1 if you want one measure counted off, 2 to hear two measures, and so on. PrintMusic! uses the beat duration set in EasyScribe's Quantization dialog box.
- Select Click. Deselect Click if you don't want a click.
- Specify different MIDI signals for the down beats and other beats if you like. To have PrintMusic! automatically fill in the MIDI settings for you, click Listen, then play the MIDI note; PrintMusic! will fill in all the settings for you. If you prefer, type the MIDI information into the text boxes. For details, see [CLICK AND COUNTOFF DIALOG BOX](#).
- Click OK to return to the score. When you record, PrintMusic! will use the settings you just made.

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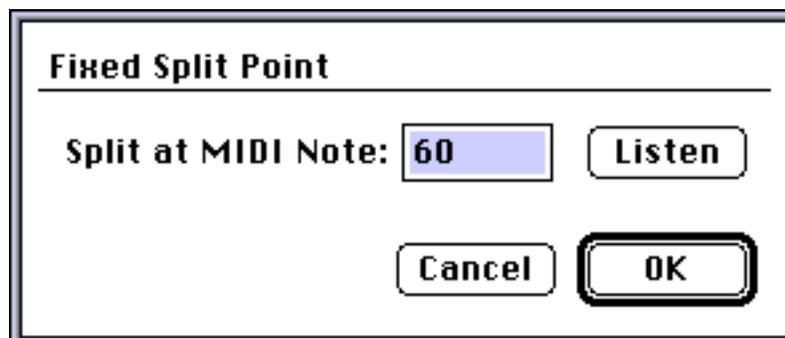
Fixed Split Point dialog box

How to get there

EasyScribe: Click the EasyScribe Tool . Choose Split into Two Staves from the Record sub-menu of the EasyScribe menu.

What it does

When you're playing a two-handed keyboard performance into PrintMusic!, it needs some instructions for splitting the incoming music onto separate staves. This option lets you designate a note on your MIDI keyboard as the "split point" pitch. All notes on or above this pitch are transcribed onto the upper staff, and all notes below it are assigned to the lower staff.



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- **Split at MIDI Note:** In this text box, you identify a MIDI Note below which all music should be split onto the lower (left-hand) staff. This note is determined by the standard MIDI key numbering system, where keys are numbered sequentially from left to right, and middle C is 60. Instead of figuring out the number to enter here, you may find it easier to use the Listen button (see below).
- **Listen.** When you click this button, PrintMusic! goes into “listen” mode, waiting for a MIDI signal. (A message to this effect appears on the screen.) Simply play the desired key on your keyboard; PrintMusic! enters the appropriate key number in the text box.
- **OK • Cancel.** Click OK (or press return) to confirm the split point and return to the score. Your transcription will now be correctly split onto two staves. Click Cancel to return to the score without specifying a split point.

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“PrintMusic! is listening” dialog box

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How to get there

Click any Listen button in any MIDI-related dialog box.

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What it does

Instead of making you type in MIDI codes, PrintMusic! displays a Listen button so that you can play the MIDI note you’re supposed to input. When you click Listen, this alert box appears. It disappears either when you play a note or when you click Cancel.



- **Cancel.** If your MIDI system isn’t working, or if you change your mind, click Cancel to return to the previous dialog box.

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Recording with EasyScribe

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When you’re recording a real-time performance using EasyScribe, you can have PrintMusic! provide a metronome click.

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To record into one or two staves

- **Choose Quantization Settings from the Options menu.** Adjust the settings, then click OK. See [QUANTIZATION SETTINGS DIALOG BOX](#) for more information.

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- **Click the EasyScribe Tool** . The EasyScribe menu appears. If your music will have ties from one measure to another (across barlines), select (check) Tie Across Barlines in the EasyScribe menu.
- **From the EasyScribe menu, choose Recording Tempo and Click.** The Recording Tempo and Click dialog box appears. (See [RECORDING TEMPO AND CLICK DIALOG BOX](#))
- **Click the note duration you would like to use for your beat.**
- **Enter the tempo into the Tempo text box.**
- **Click on Click and Countoff to set up your click and countoff options.** For details, see [CLICK AND COUNTOFF DIALOG BOX](#).
- **Click OK.** You return to the score.
- **Choose Record into One Staff or Split into Two Staves from the Record Mode submenu of the EasyScribe menu.**
- **If you choose Split into Two Staves, the Fixed Split Point dialog box appears.** Enter the note that will serve as the split point for the staves. Or click Listen, and play the note on your MIDI keyboard. Click OK. See [FIXED SPLIT POINT DIALOG BOX](#) for more information.
- **To start recording, click the measure in which you want PrintMusic! to begin recording.** Or, choose Playback Controls from the Window menu, if it isn't already selected. If you have selected split into two staves, click on the upper staff in which you want recording to begin. Change the measure if necessary, then click Record in the Playback Controls.

Note: If you click a measure to start recording, PrintMusic! will start recording into the measure you clicked, not the measure displayed in the Playback Controls.

(Note: If you stop in the middle of a measure, PrintMusic! automatically fills the rest of the measure with rests. If you're EasyScribing over an existing passage and accidentally play part-way into an existing measure that you wanted to preserve, option-click to end the recording; PrintMusic! won't transcribe the new notes you've played in the half-completed measure.)

- **Click anywhere on the screen to stop recording.** If the quantization or split point settings weren't quite right, change them; then click the first measure and try the performance again. EasyScribe will overwrite whatever music is already on the staff.

Split points

You'll need to specify a split point when you use PrintMusic!'s real-time transcription tool to transcribe a two-handed keyboard performance. Since the computer can't "see" your hands, you must tell it how it should split your performance onto the two staves.

To specify a fixed split point

To enter EasyScribe, click the EasyScribe Tool. The EasyScribe menu appears. See [RECORDING WITH EASYSCRIBE](#).

- **From the Record submenu of the EasyScribe menu choose Split into Two Staves.** The Fixed Split Point dialog box appears, letting you enter a number. The number refers to a specific note on your MIDI keyboard; middle C is key number 60.

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- **Click Listen.** PrintMusic! displays a message, telling you that it's listening.
- **Play the MIDI note you want to designate as the split point for your transcription.** If your MIDI equipment is set up properly, the number in the Split MIDI Note text box changes. (You can also type a number directly into the text box.) When PrintMusic! transcribes your performance, all notes below the note indicated will be put on the lower staff; all notes above, including the specified note, will be on the top staff.
- **Click OK (or press return).** If your piece has no clear split point, you may find it easiest to record the right-hand part an octave higher than written. After PrintMusic! transcribes the piece, it's a simple matter to transpose that staff to the proper register (see [TRANSPOSING: BY INTERVAL](#)).

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Chapter 16: Smart Shape Tool

Smart Shape Tool

What it does

When you click this tool, PrintMusic! displays the Smart Shape Palette, containing an individual icon for each of several Smart Shapes—stretchable markings such as slurs, crescendo hairpins, 8va brackets, dotted lines, and so on. (If the Smart Shape Palette doesn't appear, choose its name from the Window menu.)

To place one of these markings into the score, position the cursor so that the tiny arrow points to the appropriate staff. Then double-click—but on the second click, keep the mouse button pressed and drag to the right. As you drag, the shape appears and grows to the right. Release the mouse when the shape is as long as you want it.

Special mouse clicks

- **Click the Smart Shape icon on the Main Tool Palette** to make handles appear on every Smart Shape in the score.
- **Click the handle of a Smart Shape in the score** to select it, as indicated by the dotted-line bounding rectangle that appears around it. When this bounding rectangle is visible, you can delete, move, stretch, or reshape the selected Smart Shape.

Smart Shape Palette

How to get there

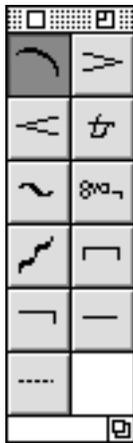
Click the Smart Shape Tool . Choose Smart Shape Palette from the Window menu, if it isn't already selected.

What it does

This floating, resizable, movable, reshaping palette contains icons representing slurs, crescendo hairpins, brackets, dashed and solid lines, and other intelligent, self-stretching Smart Shapes.

PrintMusic! automatically determines the direction of measure-based Smart Shapes (though you can override the direction if you choose) by whether the cursor is above or below the middle staff line.

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- **[Drag bar]**. Drag the gray strip to move the palette.
- **[Close box]**. Click the white square to hide the palette. (Choosing Smart Shape Palette from the Window menu—so that the check mark disappears—serves the same purpose.)
- **[Resize box]**. Drag the offset white squares to resize or reshape the palette. If you drag toward the upper-left, you can make the palette smaller by hiding some of the tools.
- **[Zoom box]**. Click the inset white square to expand the palette to its full size.
- **Slur Tool**. Select this tool to create slurs.
- **Decrescendo Tool • Crescendo Tool**. Select these tools to create crescendos and decrescendos that move and break with your score.
- **Trill • Trill Extension Tool**. Click one of these tools (with or without the *tr*), then position the cursor in the measure where you want the trill extension to begin. Double-click the mouse, holding down the button on the second click; drag to the right until the trill extension is the desired length.
- **8va Tool**. Click this tool, then double-click and drag above a staff to enter an one octave up (8va) marking in the score; double-click and drag below a staff to enter an one octave down (8vb) marking.
- **Double-Ended Bracket Tool • Single-Ended Bracket Tool • Line Tool • Dashed Line Tool**. Click one of these tools, then double-click and drag to enter the smart shape in your score. When a bracket is placed under a staff, the ends of the bracket will point up. If the bracket is placed over the staff, the ends of the bracket will point down. If you selected the Dashed Double-Ended Bracket Tool or the Dashed Single-Ended Bracket Tool, then the horizontal line will be dashed instead of solid.
- **Glissando Tool**. Click this tool, then double-click and drag to create an angled glissando, or double-click a note to attach the glissando to that note and the next.

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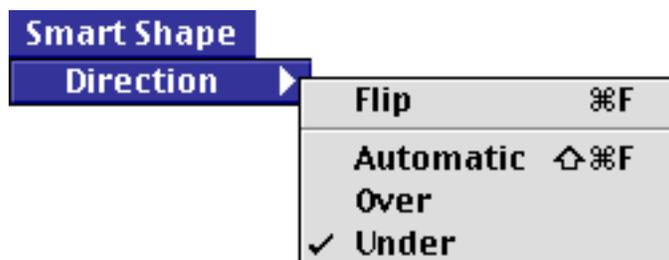
Smart Shape menu

How to get there

Click the Smart Shape Tool .

What it does

The Smart Shape menu allows you to flip the direction of slurs.



- **Direction: Flip • Automatic • Over • Under.** PrintMusic! makes intelligent decisions about slur direction, based on whether the attached notes are above or below the middle staff line. When you transpose music or change the key, slur directions are automatically changed, without requiring any action on your part. However, there will be times when you'll probably want to change the direction of individual slurs that are attached to notes. This you can easily do using the Direction submenu.

The Direction submenu offers you four choices: flip the currently selected slur, place a selected slur over the entries; place the slur under the entries; or use automatic placement. Flip and Automatic have keyboard shortcuts of command-F and command-shift-F respectively.

Slurs

A Smart Shape slur expands and contracts with the music and automatically breaks in two if it straddles a line break.

Note: Slurs and phrase markings technically serve different musical purposes. However, you use the same PrintMusic! techniques to create both. In this discussion, the term slur refers to both kinds of markings.

To create a slur

- **Click the Smart Shape Tool  in the Main Tool palette.** The Smart Shape Palette and Smart Shape menu appear.
- **Click on the Slur Tool  in the Smart Shape palette, then position the cursor on the slur's beginning note.**
- **Double-click the mouse, holding the mouse button down on the second click.** The note will be highlighted and a small slur line will appear. Continuing to hold down the button, drag the slur to the right until you reach the note marking the end of the attachment. When PrintMusic! highlights that note, let go of the mouse button. The new slur appears.

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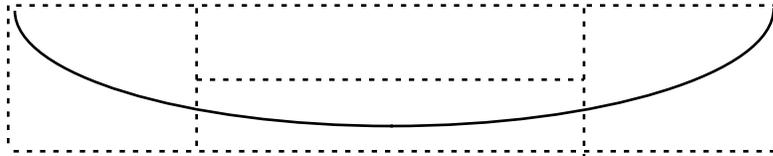
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To create a slur spanning two consecutive notes, just double-click the mouse on the first note. PrintMusic! places the slur on the adjacent notes.

To move, reshape, or delete Smart Shape slurs.

- **Click the Smart Shape Tool** . The Smart Shape Palette and the Smart Shape menu appear. A small handle appears on all existing Smart Shapes in the score.
- **Click the handle of the slur you want to modify.** The slur displays a bounding rectangle.

Drag the inner middle to
move the entire shape.



Drag this region to
move the left endpoint.

Drag the outer middle
to change the arc.

Drag this region to
move the right endpoint.

- **To move the slur or change its arc or its end points, drag the appropriate portion of the bounding rectangle.** If you would like to use constrained dragging press the shift key while you are moving the slur.
- **To remove the slur from the score press delete.**

To change a slur's direction

- **Select the slur whose direction you want to change**
- **Choose the direction (Automatic, Over, Under) from the Direction submenu in the Smart Shape menu that you want PrintMusic! to place this slur.** Or, you can use the keyboard shortcut command-F to flip the slur.

Trills

A trill is often notated with two symbols: the *tr* indication and a wavy extension line (~) that indicates the length of the trill. Both components of a trill are available as Smart Shapes and Articulations.

To create a trill or trill extension line (wavy line)

- **Click the Smart Shape Tool** . The Smart Shape Palette appears. (If the palette does not appear, choose Smart Shape Palette from the Window menu to place a checkmark by it.)
- **Click the Trill Tool**  or .
- **Position the cursor in the measure where you want the trill or wavy line to begin.**
- **Double-click the mouse; on the second click, hold the button down and drag to the right until the trill or wavy line is the desired length.** As long as you hold the button down, you can keep moving the end of the trill or wavy line.

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8va/8vb

If you click below the staff the 8^{vb} marking will be used. 8^{va} and 8^{vb} markings affect playback.

To create an 8^{va} marking

- **Click the Smart Shape Tool** . The Smart Shape Palette appears.
- **Click the 8va Tool** . The 8^{vb} marking usually goes beneath the music it affects.
- **Position the cursor in the measure where the marking is to begin so that the cursor arrow points to the staff to which you're attaching it.**
- **Double-click; on the second click, hold the button down and drag to the right.** Your double-click marks the 8^{va} side of the marking; as you drag, you increase the length of the dashed-line bracket. Release the mouse when you've positioned the right end where you want it.

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To move or reshape an 8^{va} marking

If the marking is already selected, it displays a dotted bounding rectangle. If not, click the Smart Shape Tool. Any Smart Shape created with this tool displays a handle; click the handle of the marking you want to modify.

- **Drag the right or left ends of the rectangle to move the endpoints. Drag the middle of the rectangle to move the marking. Press delete to remove it.** If the 8^{va} bracket is long enough that it straddles one or more system (line) breaks, it will automatically break into two (or more) segments; the continuation portions will have an 8^{va} in parentheses.

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Brackets: Horizontal lines

This entry contains instructions for placing a horizontal line or bracket above a staff, with or without a hook at the end.

To draw a horizontal line

- **Click the Smart Shape Tool** . The Smart Shape palette appears. (If it doesn't, choose Smart Shape Palette from the Window menu.)
- **Click the bracket shape you want.**
- **Position the cursor in the measure where you want the bracket to begin so that the cursor arrow points to the staff to which you're attaching it.** This is particularly important when you're working in orchestral scores; if you accidentally attach a Smart Shape to the wrong staff, it won't appear in the correct staff when the parts are extracted.
- **Double-click; on the second click, hold the button down and drag to the right until the bracket is the correct length.** It's a good idea to press the shift key just before your double-click and hold it down while you drag; if you do so, PrintMusic! will constrain your dragging action to a perfectly horizontal plane, so that your bracket is perfectly level.

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To move, reshape, or delete a Smart Shape line

If the line is already selected, it displays a dotted bounding rectangle; if so, skip to the last step.

- **Click the Smart Shape Tool** . The Smart Shape palette appears.
- **Click the handle of the shape you want to modify.** The shape displays a bounding rectangle.
- **Drag the right or left end of the bounding rectangle to change the line’s length. Drag it by the center to move the line.** Hint: Press shift to constrain your cursor to vertical and horizontal lines.
- **Press delete to remove the selected shape.**

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Crescendo/Decrescendo

A crescendo may be notated either as a “hairpin” shape or as the word *cresc.* or *crescendo*. The hairpin can be created with a Smart Shape crescendo. If you want the word *cresc.*, you can use the Expression Tool. See [EXPRESSION TOOL](#).

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In all cases, the process for creating crescendo or decrescendo markings is nearly identical.

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To create a Smart Shape crescendo or decrescendo marking

- **Click the Smart Shape Tool** . The Smart Shape palette appears.
- **Click the Crescendo Tool**  **or Decrescendo Tool** .
- **Position the cursor in the measure where you want the marking to begin so that the cursor arrow points to the staff to which you’re attaching it.** This is particularly important when you’re working in orchestral scores; if you accidentally attach a Smart Shape to the wrong staff, it won’t appear in the correct staff when the parts are extracted.
- **Double-click; on the second click, hold the button down and drag to the right until the hairpin is the correct length.** It’s a good idea to press the shift key just before your double-click and hold it down while you drag; if you do so, PrintMusic! will constrain your dragging action to a perfectly horizontal plane, so that your hairpin marking is symmetrical and level.

To move, reshape, or delete a Smart Shape crescendo

If the hairpin is already selected, it displays a dotted bounding rectangle; if so, skip to the last two steps.

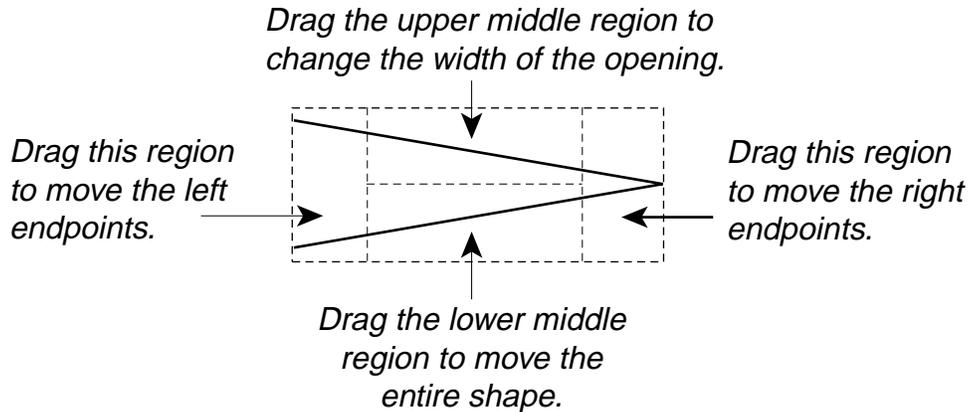
- **Click the Smart Shape Tool** . The Smart Shape palette appears.
- **Click the handle of the shape you want to modify.** The shape displays a bounding rectangle, which is invisibly divided into four areas:

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- **Drag the appropriate portion of the bounding rectangle to change the width, angle, or height of the hairpin.** If you do any dragging while pressing shift, the mouse will be “constrained” to horizontal or vertical movements.
- **Press delete to remove the selected shape.**

Dashed lines

To draw a Smart Shape dashed line

- **Click the Smart Shape Tool** . The Smart Shape Palette appears.
- **Click the dashed line tool.**
- **Position the cursor in the measure where you want the line to begin so that the cursor arrow points to the staff to which you’re attaching it.**
- **Double-click where the Smart Shape should begin; on the second click, hold the button down and drag to the right.** Your double-click marks the beginning of the line; as you drag, you increase the line’s length. Release the mouse button when you’ve positioned the end of the line about where you want it.

Hint: To create a perfectly horizontal or vertical line, press shift before you double-click and keep it pressed while you drag. This constrains your dragging.

To move, reshape, or delete a Smart Shape dashed line

If the line is already selected, it displays a dotted bounding rectangle. If so, skip to the instruction marked by the asterisk (*).

- **Click the Smart Shape Tool** . The Smart Shape Palette appears.
- **Click the handle of the line you want to modify.** A bounding rectangle appears, telling you that the line is now selected.
- * **Drag the right or left ends of the line to move its endpoints. Drag the middle of the line to move it. Press delete to remove it.**

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Glissandos

A glissando, or gliss, is represented in the score by a diagonal straight or wavy line.

To create a glissando

- Click the **Smart Shape Tool** . The Smart Shape Palette appears.
- Click the **Glissando Tool** . Move the cursor until the tiny arrow points to the starting note.
- **Double-click where you want the glissando to begin; on the second click, hold the button down and drag diagonally.** Release the mouse when the glissando has the length and angle you want. To create a glissando between two consecutive notes, just double-click the mouse on the first note. PrintMusic! places the glissando on the adjacent notes.

To move, reshape, or delete a Smart Shape glissando

- Click the **Smart Shape Tool** . The Smart Shape Palette appears.
- Click the **Glissando's handle**. The shape displays a bounding rectangle, which is invisibly divided into three areas, as shown:



- Drag the appropriate portion of the bounding rectangle to adjust the glissando.
- Press delete to remove the selected line.

To create a playback glissando

The best way to create a glissando effect, at least for keyboard sounds, is to actually write out a run and define the notes as grace notes; see [GRACE NOTES](#).

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Chapter 17: Articulation Tool

Articulation Tool

What it does

Use this tool to enter one-character articulation markings (such as accents, staccato marks, fermatas, and so on) into your score. You attach an articulation to a single note in a single staff (by clicking on, above, or below it); if the note moves, the articulation moves with it.

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Special mouse clicks

- **Click on, above, or below a note or rest that doesn't have an articulation attached** to display the Articulation Selection dialog box, from which you can select an articulation marking you want to insert.
- **Click a note to which an articulation has been assigned** to display a handle on the articulation.
- **Drag-select a region of notes** to display the Articulation Selection box, where you can select an articulation to apply to the selected notes.
- **Click an articulation handle** to select an articulation. Click and drag to select multiple handles, or press command-A to select all the handles assigned to the entry.
- **Drag a selected handle** to move all selected articulations; press delete, or control-click the handle and select Delete from the contextual menu to remove them.
- **Click a note whose articulations' handles are visible** to display the Articulation Selection dialog box, from which you can select an additional expression to attach to the same note.

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Contextual menus

Contextual menus are reached by control-clicking on the handle of an object. A contextual menu will be displayed where you can select various items.

Articulation handles

Menu item	What it does
Delete	Removes selected articulations

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Articulation Selection dialog box

How to get there

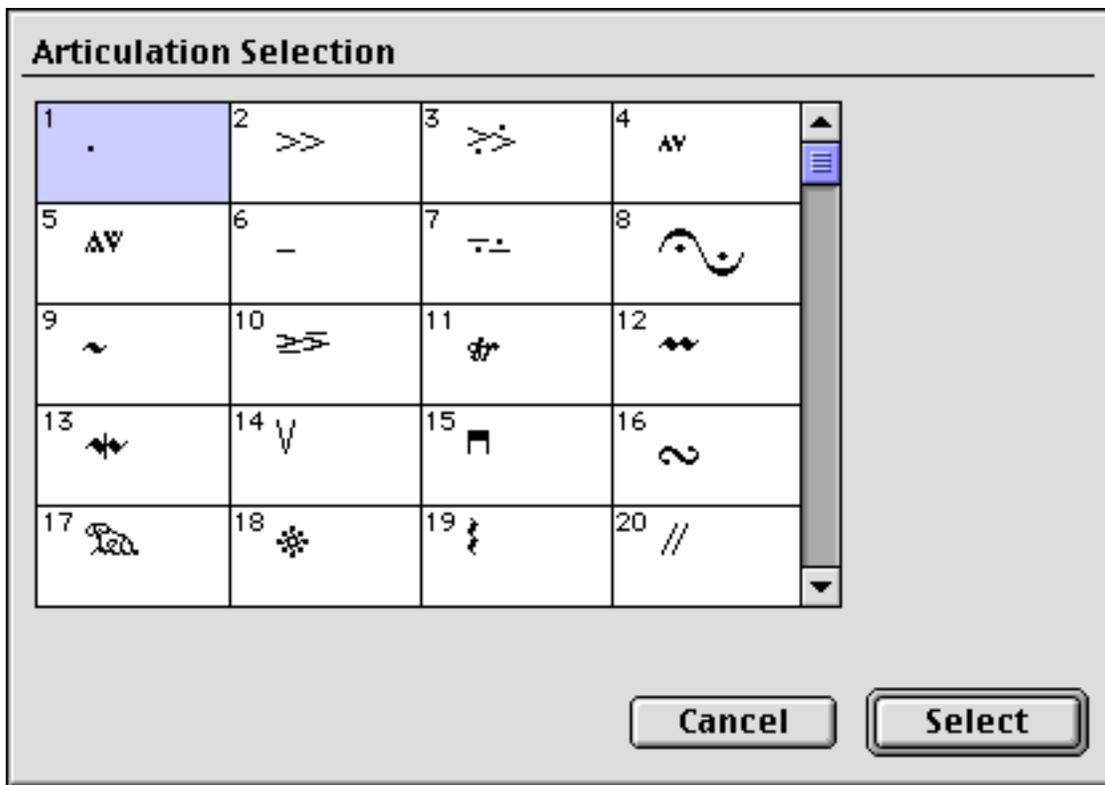
Click the Articulation Tool . Click on, above, or below any note or drag-select a region of notes.

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What it does

An articulation is a one-character marking that affects only a single note (an accent, staccato, or fermata, for example). You can select articulations in this dialog box. The number in the top left corner of each item lists the slot number for the item.



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- **Cancel.** Click Cancel to return to the score without placing an articulation in the score.
- **Select.** After clicking the symbol you want to apply to the note, click Select. You return to the score, and the marking is attached to the note.

Instead of using the Select button, you can simply double-click the desired marking.

Articulations

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An articulation is a symbol used to tell the player how a particular note is to be played: an accent, staccato mark, or harmonic symbol, for example. You can apply these markings either one note at a time, or to a whole group of notes at once. PrintMusic! will automatically center the markings and place them the proper distance from the noteheads; you'll even hear their effect on the music when you play it back.

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An articulation must be attached to a note (or a rest); you can't insert one into an empty measure. The marking maintains its position relative to that note, even if you transpose it; in fact, the symbol will automatically flip to the opposite side of the note if the stem changes direction, and even switch to a different symbol if the new stem direction warrants (as when a fermata symbol flips upside-down).

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To put one articulation mark in the score

- **Click the Articulation Tool .** Click on, above, or below the note in question. The Articulation Selection dialog box appears.
- **Double-click the symbol you want.** The marking now appears in the score. PrintMusic! will automatically center the articulation, and choose the correct side of the note for it. You can adjust its position by dragging its handle.

To apply an articulation to every note in a region (Articulation Tool method)

- **Click the Articulation Tool .** Drag-select a region of notes. The Articulation Selection dialog box appears.
- **Double-click the symbol you want.**

To apply an articulation to every note in a region (Mass Mover method)

- **Click the Mass Mover Tool .** and select a region. See [SELECTING MUSIC](#) for some region-selecting shortcuts.
- **Choose Apply Articulation from the Mass Edit menu.** The Articulation Selection dialog box appears.
- **Double-click the symbol you want.**

To move or delete an articulation

Follow the first step only if the marking's handle isn't visible.

- **Click the Articulation Tool .**, and then click the note to which the symbol was attached. Its handle appears.
- **Drag the handle to move the marking. Select it and press the arrow keys to “nudge” it for fine positioning; select it and press delete to remove it.**

Rolled chords

The rolled-chord marking (a vertical wavy line) is unique, letting you drag the wavy line to make it as long or as short as you want it to be.

To create the rolled chord marking

- **Click the Articulation Tool .**
- **Click the top note of the chord.** The Articulation Selection dialog box appears. Double-click it; the marking appears in the score.

To adjust, move, or delete the rolled chord marking

- **Click the Articulation Tool .**
- **If the marking's handle isn't visible, click the chord to which it was attached.**

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- **Drag the top handle horizontally to move the entire marking. Drag the bottom handle up or down to shorten or lengthen the marking.** For best results, don't adjust the bottom handle horizontally, or you'll move the composite "links" of the marking out of alignment.
- **Click either handle and press delete to remove the marking.**

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Chapter 18: Repeat Tool

Repeat Tool

What it does

Use this tool to create first and second endings, Coda and D.S. symbols.

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Special mouse clicks

- **Click a measure that doesn't contain a repeat sign** to display the Repeat Selection dialog box, where you can place either a repeat barline or a text repeat into the score (and define it for playback, if you wish).
- **Click a measure that already contains a repeat sign** to display a handle on every text repeat in the measure and a handle at the top and bottom of the repeat barline, if any. Double-click to display the Repeat Selection dialog box, where you can select an additional text repeat or repeat barline.
- **Click a text repeat handle** to select it; shift-click to select an additional one. Press delete, or control-click the handle and select Delete from the contextual menu to remove any selected text repeats.
- **Drag a text repeat handle** to move the text repeat in any direction.
- **Click a repeat barline handle** to select it; press delete, or control-click the handle and select Delete from the contextual menu to remove it.
- **Drag a repeat barline bracket handle up or down** to make the bracket taller or shorter (or, in the case of the open end of the bracket, drag left or right to lengthen or shorten the bracket).
- **Double-click a repeat barline handle (or its bracket handle), or control-click the handle and select Edit Repeat Assignment from the contextual menu** to display its Repeat Bar Assignment dialog box, where you can change the playback effects of the repeat barline.

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Contextual menus

Contextual menus are reached by control-clicking on the handle of an object. A contextual menu will be displayed where you can select various items.

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Repeat handles

Menu item	What it does
Delete	Deletes the select repeat.
Edit Repeat Assignment	Displays the Backward or Ending Repeat Bar Assignment dialog box.

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Repeat Selection dialog box

How to get there

Click the Repeat Tool , and click a measure in the score. (If the measure already has a repeat, click it again.)

What it does

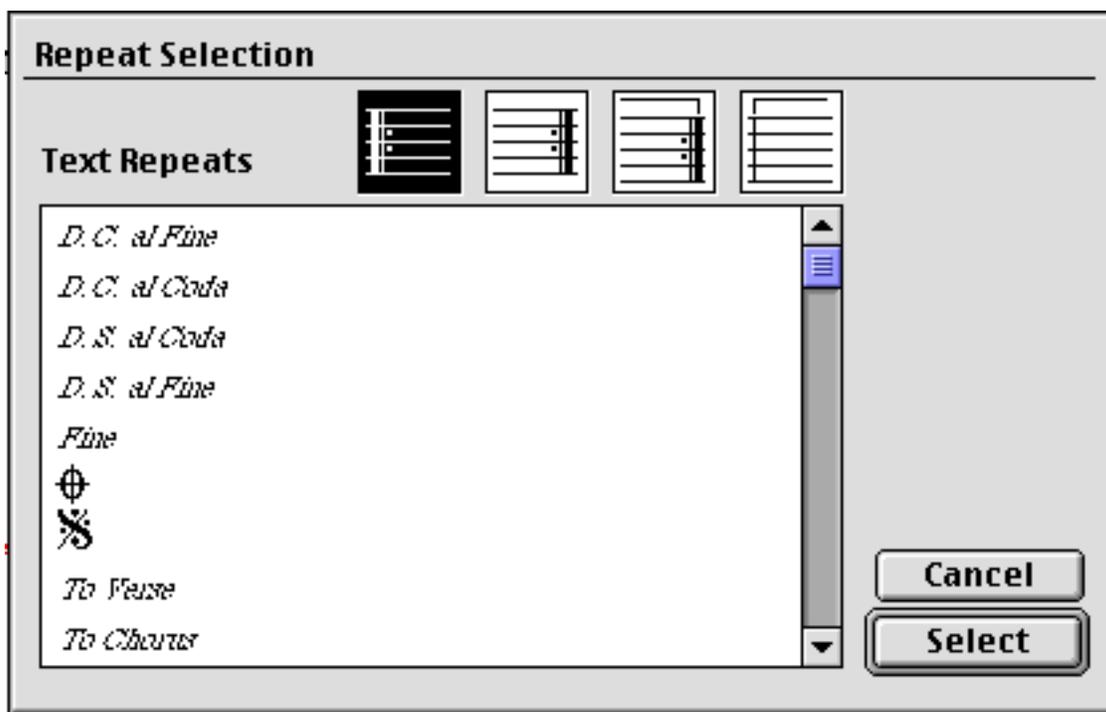
In this dialog box, you can choose either a repeat barline or a text repeat you want to insert in the score. You can select one of the four repeat barlines pictured in the window.

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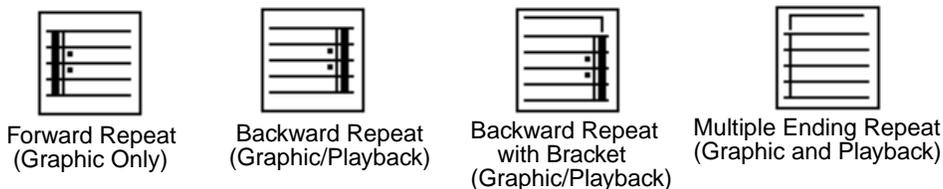
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- **[The four graphic repeat icons].** The first icon, the Forward Repeat, is a purely graphic repeat barline. Normally, a musician relies upon such a barline to indicate the beginning of the repetition (the target measure). In PrintMusic!, however, this barline type has no playback functions of its own; that's because you specify both the beginning and ending measures of the repeated section when you create the ending barline.

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The second icon, the Backward Repeat, can have a playback effect assigned to it: in other words, it can operate in the way you'd expect—by directing the playback flow back to an earlier measure. Note, however, that like any of PrintMusic!'s repeats, it doesn't have to direct playback to an earlier measure; you could define it to direct the playback to a later measure, if necessary.

The third icon, the Backward Repeat with Bracket, is identical to the Backward Repeat, except it has an adjustable bracket. You might use this barline to create a first ending, for example.

The fourth (rightmost) icon, the Multiple Ending Repeat bracket, offers a bracket alone. You can use this repeat bracket as the first measure of a two-measure first ending, or drag the rightmost handle toward the staff to create a final ending.

This repeat bracket has one significant difference from the other two functional graphic repeats. The two graphic Backward Repeats which contain barlines, jump to the specified target when the end of the measure is reached. In a measure containing a Multiple Ending Repeat Bracket, however, the playback jumps to the target when it reaches the beginning of the measure—once again, making this repeat bracket appropriate for the first measure of a first ending that's several measures long.

To select one of these graphic repeats, double-click its icon. If you selected the first icon, you return to the score. If you selected either of the middle icons, you proceed to the Backward Repeat Bar Assignment dialog box. If you selected the rightmost icon, you go to the Ending Repeat Bar Assignment dialog box. See [BACKWARD REPEAT BAR ASSIGNMENT DIALOG BOX](#) and [ENDING REPEAT BAR ASSIGNMENT DIALOG BOX](#) for more information. For examples of how you might use these barlines in combination, see *Installation & Tutorials*, or [REPEATS \(BARLINES AND TEXT INDICATIONS\)](#).

- **[Text Repeats].** In the scrolling display area of this dialog box, PrintMusic! lists any text repeats available in your document.
- **Cancel.** Click Cancel to exit this dialog box without adding a repeat to your score.
- **Select.** Instead of double-clicking a repeat icon (or a text repeat), you can click it once and then click this button. You proceed to the score or to the next dialog box.

Backward Repeat Bar Assignment dialog box

How to get there

Click the Repeat Tool , click a measure, then double-click one of the two middle graphic repeat icons (both of which are backward repeat barlines). Or, if a backward repeat barline is already in the score, double-click its handle.

What it does

The two middle graphic repeat barline icons (the Backward Repeat and the Backward Repeat with Bracket) aren't just for display; they can also be defined to affect the playback of your piece. The way in which PrintMusic! performs this repeat and the measure to which it repeats are determined in this dialog box.

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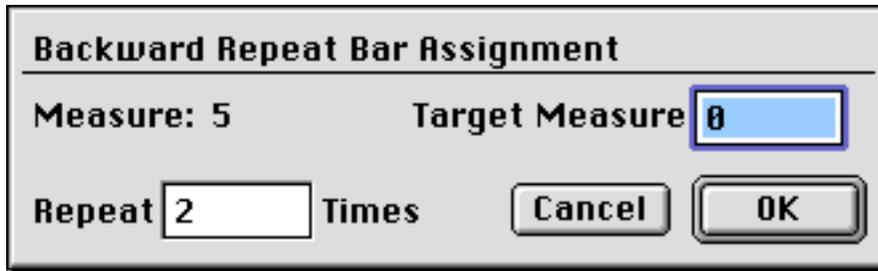
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- **Measure: (#).** This indicator specifies the measure in which the repeat barline is to appear.
- **Target Measure.** The number in this text box specifies the measure PrintMusic! will jump to when playback reaches the repeat barline. Note that a repeat barline doesn't necessarily direct the playback backward—the playback might jump to a later measure.
- **Repeat __ Time(s).** The Repeat Times text box lets you specify how many times during playback PrintMusic! should reach the repeat barline (how high it should “count”) before performing the action you've specified.
- **OK • Cancel.** Click OK (or press return) to confirm the settings you've made in this dialog box and place the repeat sign in the score (if it wasn't there already). Click Cancel to tell PrintMusic! to ignore any changes you made in this dialog box and return you to the score, and no repeat sign is placed.

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Ending Repeat Bar Assignment dialog box

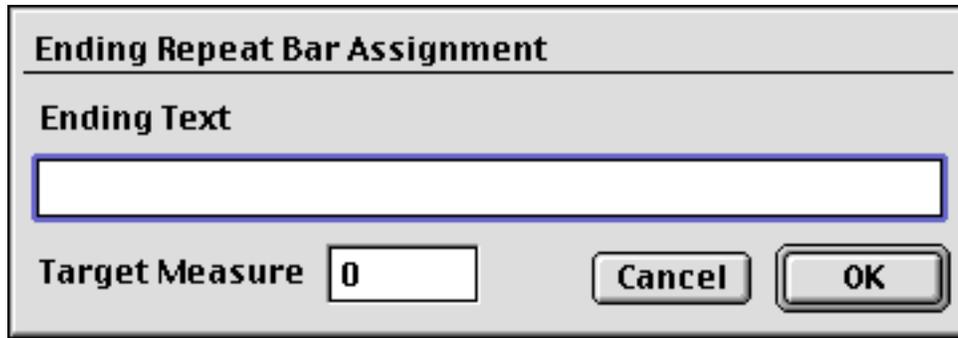
How to get there

Click the Repeat Tool , and click a measure. The Repeat Selection dialog box appears. Double-click the rightmost repeat barline icon (the Multiple Ending repeat bracket). If the measure already has a repeat bracket, click in the measure once, then double-click the handle of the repeat bracket.

What it does

The Multiple Ending Repeat bracket is the only one of PrintMusic!'s functional graphic repeats which makes playback jump to a specified measure when the playback reaches the beginning of the measure. This characteristic makes it ideal for the beginning of a first ending, for example. Don't let the appearance of this barline's bracket (it's open at the right end) confuse you; though it appears to be a “first ending” bracket, it's also very useful as a second ending (you can always change the bracket's shape once it's in the score). In this dialog box, you can specify its behavior and appearance in the score.

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- **Ending Text (Optional).** Any text you enter here will appear under the bracket when the bracket appears in the score. If you don't type anything, PrintMusic! will automatically use the number 1.
- **Target Measure.** In this text box, enter the number of the measure to which you want the playback to jump (when it reaches this repeat bracket). You'll usually want the music to jump to a later measure in the score, but you can enter any measure's number here. If you leave zero in this text box, the repeat won't have any playback function at all.
- **OK • Cancel.** Click OK (or press return) to return to the score, where the new (or edited) repeat barline appears. Click Cancel to tell PrintMusic! to ignore any changes you made in this dialog box and return you to the score.

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Repeats (barlines and text indications)

See also [FIRST ENDINGS](#) and [SECOND ENDINGS](#). Repeats can also be text repeats—instead of a repeat barline.

To place a repeat in your score

- **Click the Repeat Tool** ; then click the measure you want to contain the repeat. The Repeat Selection dialog box appears.
- **Double-click the desired graphic repeat icon or text repeat.** If you're placing the Forward Repeat barline (leftmost graphic icon) or any text repeats, it now appears in the score, and your task is complete. If you selected one of the other three icons, one of two dialog boxes appear, asking for details about the playback definition of this repeat barline. See the [BACKWARD REPEAT BAR ASSIGNMENT](#) and [ENDING REPEAT BAR ASSIGNMENT](#) for more information. If you don't intend to use this barline's playback function, click OK and your task is completed.
- **For playback, enter the target measure number in the Target Measure text box.** If you are entering a graphic repeat which allows for playback, type the measure number in the text box. The Target Measure is the measure PrintMusic! should jump back to. (Note, however, that the Target Measure technically doesn't have to be an earlier measure.)
- **If you're using a Backward Repeat, in the Repeat X Times text box, specify the number of times the playback should reach the repeat barline (how high PrintMusic! should "count") before performing the action you've specified.**

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- **Press return.** The repeat barline now appears in your score.

To move, hide, or delete a text repeat

- **Click the Repeat Tool **; then **click the measure in which the mark appears.** Its handle appears.
- **Drag the handle to move the sign; select it and press delete to remove it.** Note that in terms of its playback functions, the marking is still associated with the measure in which you originally placed it, even if you drag it to a different measure.

Repeat markings initially appear in all staves. To hide the marking in a certain staff, click the Staff Tool; then double-click the desired staff. In the dialog box that appears, deselect Display Repeat Endings. Click OK.

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To adjust the brackets on, or delete, a repeat barline

- **Click the Repeat Tool **; then **click the measure in question.** Three handles appear on the bracket. If you're adjusting a text repeat, a single handle appears.
- **To stretch a bracket, drag its upper handles vertically or horizontally. To delete a repeat (barline or text), click the bottom handle and press delete.** You can't stretch a bracket much further than the length of one measure. You can, however, make brackets appear to be longer by combining two repeat barlines, and aligning their brackets until they overlap.

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To change a repeat barline's playback definition

- **Click the Repeat Tool **; then **click the measure in question.** Handles appear at the ends of the bracket and the barline.
- **Shift-double-click any handle.** The Backward Repeat or Ending Bar Assignment dialog box reappears. Make the desired changes, and then click OK (or press return).

To break a repeat barline that connects staves

When you create a repeat barline, it's ordinarily drawn as a solid line across the space between any grouped staves (those connected by a bracket, for example). If you prefer, you can instruct PrintMusic! not to draw the barline continuously through the space between staves.

- **Click the Staff Tool **, and **double-click the staff that's just below the space where you want to omit the barline.** The Staff Attributes dialog box appears.
- **Select Break Barlines Between Staves. Click OK.**

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To hide the ending brackets and text repeats for a specified staff

If your score includes a piano part (for example), you normally won't want ending brackets (such as a first ending bracket) to appear above both the treble and bass staves. Similarly, you would probably want a Text Repeat (such as "To Coda") only to appear above the treble staff, not above both.

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- **Click the Staff Tool **, and **double-click the staff for which you want to hide the brackets or Text Repeats.** The Staff Attributes dialog box appears.
- **Deselect Display Repeat Endings. Click OK.**

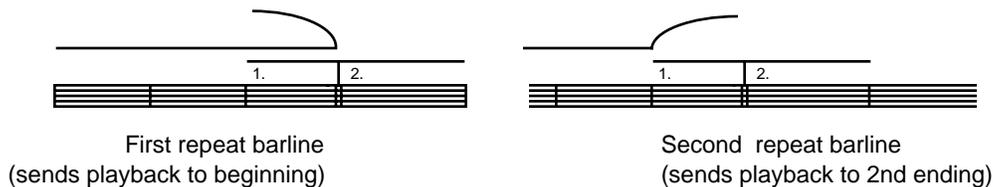
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First endings

See also [SECOND ENDINGS](#).

You create a first ending with the Repeat Tool; it can be purely graphic or it can be functional, accurately directing the MIDI playback.

If you decide to create a functional first ending, you'll have to create two "repeats," as shown here.



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To create a first ending

- **Click the Repeat Tool** ; then **click the first ending measure**. If the first ending is longer than one measure, click the last measure of it. The Repeat Selection dialog box appears.
- **Double-click the Backward Repeat with Bracket icon (the third icon)**. The Backward Repeat Bar Assignment dialog box appears, asking for details about the playback definition of this repeat barline. If you don't intend to use this barline's playback function, skip the next two instructions.
- **Enter the target measure number in the Target Measure text box**. The Target Measure is the next measure played after the first ending—in other words, it's the measure to which Print-Music! should jump back. (The Target Measure technically doesn't have to be an earlier measure.)
- **Click OK (or press return)**. You've created the "right end" of the first ending—the one that directs the playback flow back to the beginning (or some other designated spot). Now you need to create the beginning repeat (shown at right in the figure above), which will direct playback to the second ending.
- **Double-click the first ending measure**. If the first ending is more than one measure long, click the first measure of it. The Repeat Selection dialog box appears.
- **Double-click the Multiple Ending Repeat (the icon on the right)**. The Ending Repeat Bar Assignment dialog box appears. If you don't intend to use this barline's playback function, skip to the next two instructions.
- **Enter the measure number of the second (or final) ending in the Target Measure text box**. When the playback reaches the beginning of the measure you clicked, it will jump to the second ending.
- **In the Ending Text text box, type 1**. If you want to specify some other text to appear under the bracket—for example, if you prefer a period after the ending number, like this: "1."—enter it in the Ending Text text box (both number and period).

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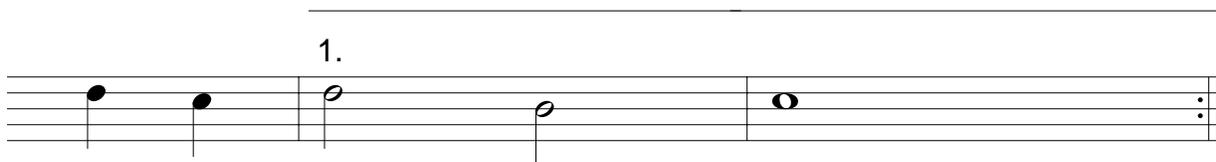
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- **Click OK (or press return).** Both “repeats” are in your score. If you drag the square handles carefully, you can align the open ends of the two brackets so that they appear to be a continuous horizontal bracket, as shown below.



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By dragging the handles of the repeat bracket in each measure (top), you can adjust the brackets' heights so that they appear to be a single continuous bracket (bottom). Note that you can eliminate the “hook” of the left repeat bracket by dragging the lowest handle upward. (You may have to adjust the handle on the numeral to compensate.)

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Second endings

See also [FIRST ENDINGS](#).

The second ending (in the sense of being the final ending from a set of repeats) is purely graphic. If you create a playback-functional first ending, the second ending needs no playback definition.

To create a second-ending bracket

- **Click the Repeat Tool** . **Click the first measure of the second ending.** The Repeat Selection dialog box appears. Four repeat icons appear at the top of the dialog box.
- **Double-click the rightmost icon (the Multiple Ending Repeat barline).** The Ending Repeat Bar Assignment dialog box appears.
- **Enter the text that is to appear under the bracket.** If this is a second ending, you'll probably want to type “2.” into the text box. Since this is a nonfunctional repeat barline (graphic only), leave the other options in this dialog box alone.
- **Click OK (or press return).** To adjust the bracket, drag either of the upper handles in any direction. To delete the repeat barline (bracket and all), click its bottom handle and press delete.

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To create a closed ending bracket

- **Click the Repeat Tool** . **Click the first measure of the closed ending.** The Repeat Selection dialog box appears. Four repeat icons appear at the top of the dialog box.
- **Double-click the rightmost icon (the Multiple Ending Repeat barline).** The Ending Repeat Bar Assignment dialog box appears.

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- **Enter the text that is to appear under the bracket.** If this is a fine ending, you'll could type "fine" into the text box.
- **Click OK (or press return).** To close the bracket, drag the upper rightmost handle down to the staff. To delete the repeat barline (bracket and all), click its bottom handle and press delete. If there are more measures to the closed ending, repeat these steps for each measure and adjust the brackets accordingly with the handles provided.

Measure repeat signs

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The measure repeat symbol (↻), often used in rhythm parts, indicates that the measure in which it appears is to be a repetition of the previous measure.

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To create a measure repeat sign

- **Click the Staff Tool  and select the measures you want to contain measure repeat signs.** See [SELECTING MUSIC](#) for some region-selecting shortcuts.
- **From the Staff menu, choose Apply Alternate Notation.** The Apply Alternate Notation dialog box appears.
- **Select either One-Bar Repeat(s) or Two-Bar Repeat(s). Click OK.** PrintMusic! hides all the music in all layers, and replaces it with these measure repeat marks.

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To restore the music, choose the measures again, choose Clear Alternate Notation from the Staff menu.

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Chapter 19: Expression Tool

Expression Tool

What it does

With this tool, you can create, edit and place text expression markings.

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Special mouse clicks

- **Double-click above, below, or on any measure that doesn't contain an expression** to display the Expression Selection dialog box, from which you can select an expression to place in the score at the position you clicked.
- **Double-click a measure in which expression handles are visible** to display the Expression Selection dialog box, from which you can select an additional expression to place in the score at the position you clicked.
- **Click or shift-click expression handles** to select one (or additional) expressions, respectively.
- **Drag a selected handle** to move all selected expressions; press delete, or control-click the handle and select Delete from the contextual menu to remove them.
- **Double-click or option-double-click an expression handle (or select the handle and press return), or control-click the handle and select Edit Text Expression Definition or Edit Shape Expression Definition from the contextual menu** to display the Text Expression Designer dialog box (where you can edit the spelling and font of a Text Expression).

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Contextual menus

Contextual menus are reached by control-clicking on the handle of an object. A contextual menu will be displayed where you can select various items. They will also state whether the expression is attached to a note or a measure.

Text Expression handles

Menu item	What it does
Edit Text Expression Definition	Display the Text Expression Designer dialog box
Delete	Removes selected expressions

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Expression Selection dialog box

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How to get there

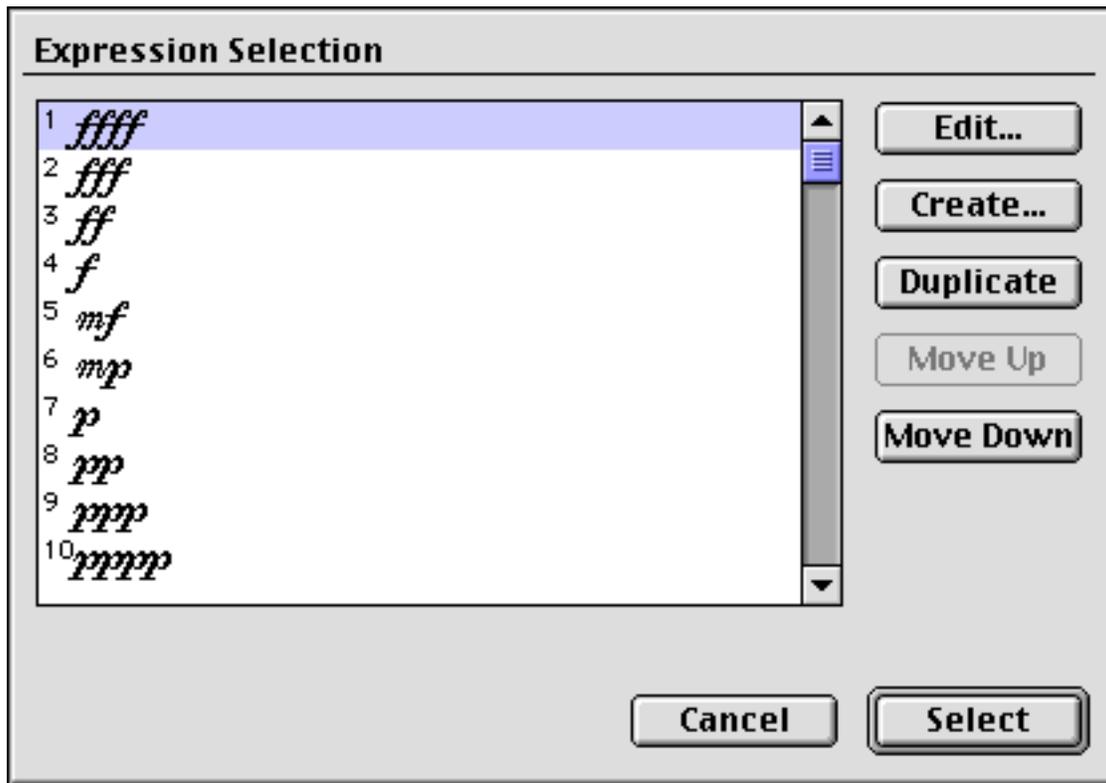
Click the Expression Tool , and double-click a note or measure.

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What it does

This dialog box displays a palette of any Expressions you've created in your document. If your PrintMusic! Default File is in place, this dialog box displays a selection of common Text Expressions, such as *Allegro*, *ritard*, and various dynamic markings.

From this dialog box, you can select an expression to put in the score, edit an existing one, or create a new one.



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- **Edit.** After clicking an existing expression, click Edit to enter the Text Expression Designer dialog box, where you can edit it. Remember that you're simultaneously editing every occurrence of the expression in the score.
- **Create.** Click Create if you want to create your own expression. You proceed to the Text Expression Designer dialog box, where you can create a new expression. You can select more than one item. See [TEXT EXPRESSION DESIGNER DIALOG BOX](#) for more information.
- **Move Up • Move Down.** Click these buttons to move the selected item or items up or down in the list. You can select more than one item. Use Shift-click to select an additional item and include all the items in between. Use option-click to select only a specific additional item in the list.
- **Cancel.** Click Cancel to return to the score without adding an expression.
- **Select.** After clicking a Text Expression in the selection box, click Select to tell PrintMusic! you want to place it in the score. Note that you can simply double-click the desired expression instead of clicking it and clicking Select.

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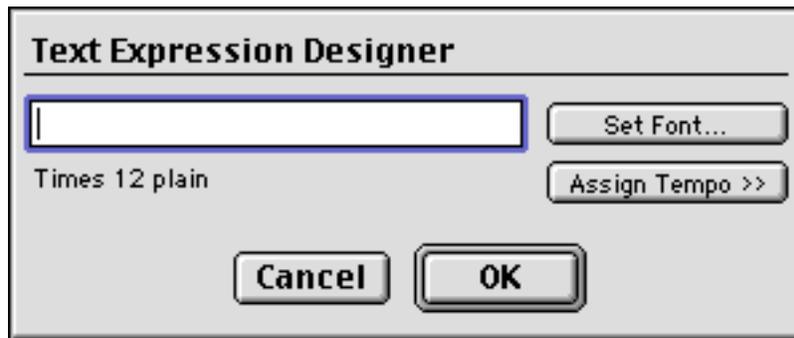
Text Expression Designer dialog box

How to get there

Click the Expression Tool , and double-click a measure. (If you want to edit a text expression that's already in the score, double-click or option-double-click its handle.) Click Create, or click a text expression and then click Edit.

What it does

In this dialog box, you can create a new Text Expression or edit an existing one, including correcting its spelling or setting its font.



- **[Text box].** This text box is where you type the expression text itself, which appears in the system font regardless of the actual font you've chosen. For example, if you're using the Maestro font to create an *mf* symbol, you'll see a capital F in this box.
- **Set Font.** Click this button to display the Type Style dialog box, where you can specify a font for the text expression. Once again, the expression will appear in the system font in the Text Expression Designer; only when you return to the Expression Selection dialog box (or to the score itself) will you see the expression displayed in the font you chose.
- **Assign Tempo.** Click this button to access more options for changing the tempo with the expression. Check the Assign Tempo box, then chose a duration and type in the beats per minute.
- **OK • Cancel.** Click OK (or press return) to return to the Expression Selection dialog box, where your new (or edited) text expression appears in the list (in the font you've specified)—or to return to the score. Note that when you edit an expression, your editing will affect every occurrence of the marking in the score. Click Cancel to return to the Expression Selection dialog box (or to the score) without creating or editing a text expression.

Expressions

See also [ARTICULATIONS](#); [CRESCENDO/DECRESCENDO](#); and [SLURS](#).

There are two tools for creating and placing expression marks in PrintMusic!: the Articulation Tool and the Expression Tool.

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Articulation and Expression markings are always available when you create a new document. You place an expression by clicking exactly where you want the expression to appear—even above an empty measure.

To create an expression

- **Click the Expression Tool** . **Double-click on, above, or below the note to which you want to attach the marking.** The Expression Selection dialog box appears.

If the desired marking already appears in the list, click it and the marking appears in the score. [TOC](#)

- **Click Create.** The Text Expression Designer box appears.
- **Type the Text Expression.** Click Set Font to change the type style. (If your text is longer than 96 characters, you'll either have to split it into two separate expressions, or create a Text Block instead; see [TEXT TOOL](#) for instructions.) [Index](#)
- **Click OK (or press return).** You return to the Expression Selection dialog box. [Next Section](#)
- **Click Select (or press return).** The marking appears in the score. [Next Section](#)

To move or delete an expression

- **Click the Expression Tool** .
- **Click the measure to which the marking was attached.** The marking's handle appears. [Previous Section](#)
- **Drag the handle to move the marking; select it and press delete to remove it.** Once the handle is selected, you can also use the arrow keys to “nudge” the marking for fine positioning. [Previous Section](#)

Metronome markings

To create a metronome marking (such as ♩=120)

- **Click the Expression Tool** .
- **Double-click above the measure to which you want to attach the marking.** The Expression Selection dialog box appears.
- **Click Create.** The Text Expression Designer dialog box appears. [TOC](#)
- **Create the metronome marking by typing the appropriate characters, according to the table below.** [Index](#)

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Keystrokes	Resultant marking:
Lower-case x, then option-shift-\, then option-numbers	
Lower-case e, then option-shift-\, then option-numbers	
Lower-case q, then option-shift-\, then option-numbers	
Lower-case q, then lower-case k, then option-shift-\, then option-numbers	
Lower-case h, then option-shift-\, then option-numbers	
Lower-case w, then option-shift-\, then option-numbers	

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In the Maestro music font, the x, e, q, h, and w characters correspond to the , , , , and symbols, respectively; a lower-case k produces the dot; option-shift-backslash (\) creates the equal sign; and the small numbers are produced when you press option while pressing a number key.

As you type (in the Text Expression Designer), all you'll see are strange symbols. When the completed Text Expression appears in the score, however, they'll be translated into the Maestro font equivalents to produce the appropriate tempo marking.

- **Click Set Font. Set the font to Maestro 24 point, and click OK.** Of course, you can choose a larger or smaller point size if you want the tempo marking to appear larger or smaller.
- **Click Assign Tempo so the arrows point to the left.** The Assign Tempo options appear at the bottom of the dialog box.
- **Check Assign Tempo.** Your tempo options become available or ungreyed.
- **Select the note to get the beat from the popup menu.**
- **Type in the desired beats per minute tempo in the text box.**
- **Click OK and Select to place your marking and return to the score.**

To move or delete the marking

- **Click the Expression Tool .** Click the measure to which the marking was attached. Its handle appears.
- **Drag the handle to move the marking; select it and press delete to remove it.**

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Chapter 20: Mass Mover Tool

Mass Mover Tool

What it does

With this tool you can select a region of your score (from a single note to the entire score) and edit all selected music at once. The Mass Mover and Mass Edit menus appear, containing all the commands you need to edit the selected music. For example, you can apply articulations to every note in any selected region.

The Mass Mover gets its name from the fact that it can also be used to copy music from one place to another—even from one PrintMusic! document to another. See [COPYING MUSIC](#).

Special mouse clicks and keyboard shortcuts

- **If Select Partial Measures is selected in the Edit menu, double-click a measure** to select it. If Select Partial Measures is off, a single click selects a measure.
- **Double-click a selected measure** to extend the selection to include the entire vertical measure “stack” (that measure in all staves). (If Select Partial Measures is turned on, the first double-click selects a single full measure, and the second double-click selects the measure stack.)
- **Drag-enclose a region** to select it. If Select Partial Measures is turned on, drag diagonally across any region, large or small, to select it, even if it straddles a barline.
- **Shift-click a measure (or a beat within a measure)** to extend the selected region from the first region you selected.
- **Click to the left of a staff** to select an entire staff.
- **Shift-click to the left of a staff** to extend the selection from any other staves you’ve selected. You can also choose Select All from the Edit menu to select the entire score.
- **Drag a selected region so that it’s superimposed on the beginning of an unselected region** to copy or move the selected music to the destination region. You specify which musical elements you want to move, as well as how you want them copied, from the Mass Mover menu before you drag.
- **Option–shift-click an unselected region** to copy or move the specified contents of any selected music—no matter where it is in the score—to the point you clicked. You specify which musical elements you want to move, as well as how you want them copied, from the Mass Mover menu before you click.
- **Press delete** to remove the selected music from the score, in all staves, so there are fewer measures remaining.
- **Press clear** to erase the selected music, leaving behind only rests.
- **Press command-period (.) during a Mass Mover operation** to cancel the operation and return control of the computer to you.

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- Use the **arrow keys** to move selected measures into the previous and next systems. Staff Systems then are “locked” into specific groupings as if you had fit all the measures in that specific system. See [FIT MUSIC DIALOG BOX](#) for more information on Fit Music Groupings.

Mass Mover menu

How to get there

Click the Mass Mover Tool .

What it does

The Mass Mover menu contains commands for moving or copying music from one place to another.

In this menu, a check mark lets you know which action is currently selected. The Mass Mover menu remembers your settings, even when you choose another tool and later return to the Mass Mover Tool.



- **Copy and Replace.** In this copying mode, PrintMusic! copies music from the selected (“source”) measures and replaces the entries in the “target” measures.

To use this function, select a region of music; then drag the selected area so that it’s superimposed on the beginning of the destination area. If Select Partial Measures is selected in the Mass Mover menu, drag to the location of the precise beat where you want the material to be pasted; otherwise, drag to any point in the first measure of the destination region. (If the target measure is offscreen, option–shift-click it.) PrintMusic! copies the source music to the target location, replacing the music that’s already there. Even if the selected measure is an empty measure, it will replace the target measure.

- **Copy and Insert.** In this copying mode, PrintMusic! inserts a copy of the selected music just before the target measure.

To use this function, select a region of music, then drag the selected region so that it’s superimposed on the beginning of the destination area. If Select Partial Measures is selected in the Mass Mover menu, drag to the location of the precise beat where you want the material to be inserted; otherwise, drag to the measure before which you want the material inserted. (If the target measure is off-screen, option-shift-click it.) PrintMusic! inserts a copy of the source material just before the beat or measure at which you release the mouse button. Note that PrintMusic! will automatically create enough new measures (in all staves) to accommodate the copied material, or rebar the piece as necessary.

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“How many times?” dialog box

How to get there

Click the Mass Mover Tool  (and make sure Select Partial Measures isn't selected in the Edit menu) and select a region of measures. Drag the first selected measure so that it's superimposed on the first target (destination) measure, or option-shift-click the target measure (as long as the target measure isn't directly above or below the selected measure).

What it does

When you copy music, PrintMusic! offers you the chance to create multiple copies, placed one after another. For example, if you want a one-measure bass figure to repeat three times, you need only enter it once (in the first measure); then you can use the Mass Mover to copy it into the second measure. This dialog box appears, asking how many times you want it copied; enter 3 and click OK. PrintMusic! will copy the selected measure into measures 2, 3, and 4.



- **How many times?** In this text box, enter the number of times you want the selected music (or MIDI data) copied. If you enter a number higher than 1, PrintMusic! will place the additional copies after the first copy, on the same set of staves.
- **OK • Cancel.** Click OK (or press return) to proceed with, or Cancel to abort, the copying process. You return to the score.

“Do you want to: Clear...” dialog box

How to get there

Click the Mass Mover Tool , and select a region of music. Choose Cut from the Edit menu.

What it does

When you indicate that you want to delete some music, PrintMusic! can remove either the music alone from the specified region (leaving behind empty measures) or the measures themselves (removing the measures from the piece completely). This dialog box lets you specify whether or not PrintMusic! should remove the measures from the piece.

The wording of the dialog box changes, depending on whether you've selected entire measures or—using the Select Partial Measures option in the Mass Mover menu—only portions of measures.

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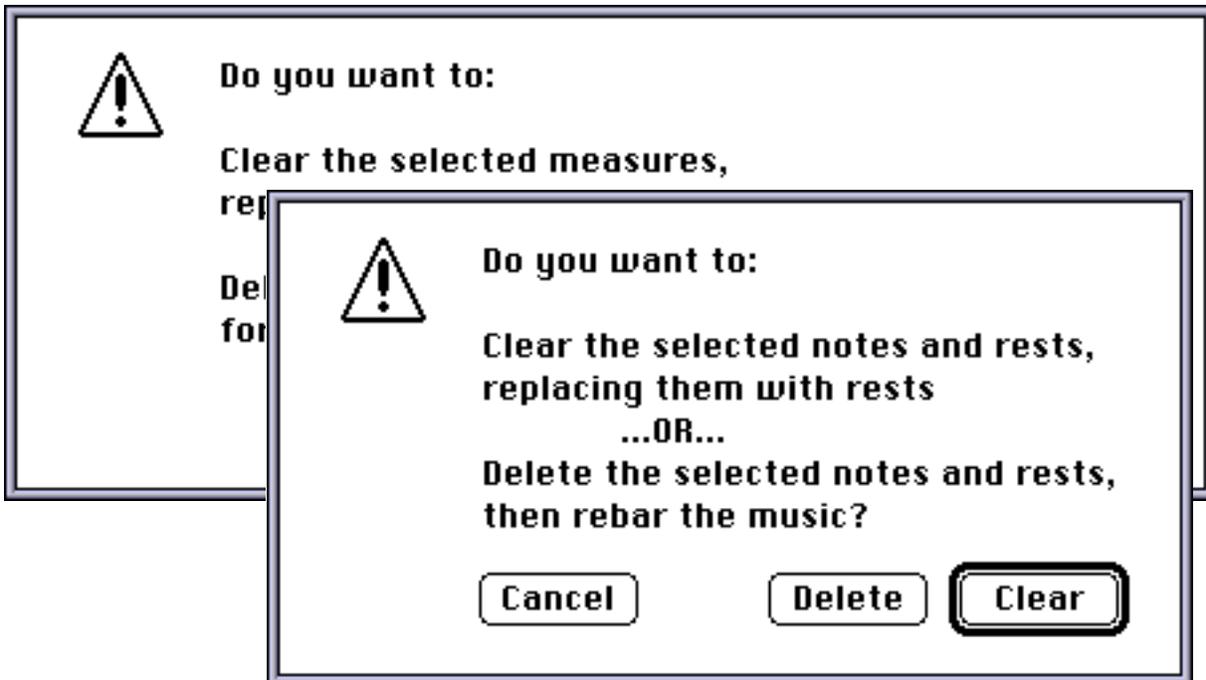
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- **Clear.** Click Clear (or press return) if you want to remove music from the score, leaving behind only rests. (You can undo this action by choosing Undo from the Edit menu.)
- **Delete.** Click Delete if you want to remove the selected material from the score completely, shifting the following music to the left to fill in the gap. You end up with fewer beats or measures in the score, and PrintMusic! rebars the music as necessary. Important: If full measures have been selected, PrintMusic! will remove the music from every staff in the score, even if you only selected the measures in one staff. (You can undo this action by choosing Undo from the Edit menu.)
- **Cancel.** Click Cancel if you decide not to remove any music. You return to the score. (If you chose Cut from the Edit menu, the measures you selected are still copied to the Clipboard, just as though you'd copied them).

Measure layout

For information regarding the relative widths of the measures in a particular system, see [MEASURES—To adjust measure widths in a system](#).

You can easily control the page layout of measures in PrintMusic! through the use of measure groups. A measure group is a set of measures fastened to each other; even if the arrangement of other measures changes, those in a group will remain together in the same system.

This kind of control over measure layout is especially useful when you're fine-tuning a piece's layout—avoiding an awkward page turn, forcing a key change to fall at the beginning of a system, and so on. Note that the measures you rearrange in the following instructions become locked into the arrangement you specify; they won't be affected by future measure-rearranging commands like Update Layout. To remove measure groups from the piece, click on the Mass Mover Tool,

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choose Select All from the Edit menu, choose Fit Music from the Mass Edit menu, and select Remove Fit Music Groupings.

To move a measure to the previous (or next) system

Before you perform this or any significant page layout action, be sure to choose Update Layout (command-\) from the Edit menu. (If you're in Page View, be sure to choose Update Layout while you're viewing the first page, since Update Layout only affects the region from the current page to the end of the piece.)

- **If you're not in Page View, choose Page View from the View menu.**
- **Click the Mass Mover Tool , and click the measure to be moved.** If you want to move more than one measure to the next system—the last two on a line, for example—click the first measure of the group to be moved. If you want to move more than one measure to the previous system, click the last measure of the group to be moved.
- **Press the ↑ or ↓ key.** If you press ↑, the selected measure (and any that precede it in the system) move to the previous system. If you press ↓, the measure or measures move to the next system or are consolidated if you are editing the last 2 systems. In either case, PrintMusic! then automatically adjusts the layout, just as though you'd chosen Update Layout from the Edit menu.

What you've just done is to create a measure group, PrintMusic!'s system of locking measures within a system. Be aware, however, that once a measure has been manipulated in this way, the measures in its new system are locked into this arrangement, and won't be affected by future measure-rearranging commands. To remove measure groups from the piece highlight the systems with the Mass Mover, choose Fit Music from the Mass Edit menu, and select Remove Fit Measure Groupings.

To force selected measures into one system

Where the up/down-arrow trick works well to push a single measure into a different system, sometimes it's useful to say: "I want these three measures, and only these, in one system."

- **If you're not in Page View, choose Page View from the View menu.**
- **Click the Mass Mover Tool , and select the measures you want to group.** To select the first measure of the group, click it (or, if Select Partial Measures is selected in the Mass Mover menu, double-click it); then shift-click the last measure of the group. You may also drag-enclose the measures you want; in any case, they should now be highlighted.
- **Choose Fit Music from the Mass Edit menu.** PrintMusic! places the selected measures into a system by themselves, then does an automatic Update Layout.

To specify a number of measures per system

See [MEASURES PER LINE](#).

To remove measure groups through the end of the piece

This process will undo the procedures above, restoring all measures to "floating" status—in other words, their system affiliation may change as the page layout changes.

- **Click the Mass Mover Tool , and select the music you want to ungroup.**
- **Choose Fit Music from the Mass Edit menu.**

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- Select **Remove Fit Measure Groupings** and click **OK**.

Mass Edit menu

How to get there

Click the Mass Mover Tool .

What it does

The Mass Edit menu is one of the most important menus in PrintMusic!. It's called Mass Edit because it can make global changes to large selections of music at once. If you've told PrintMusic! you want to be able to select partial measures instead of only one-measure increments (by choosing **Select Partial Measures** from the **Edit** menu), most of the Mass Edit commands work on selected regions as small as a single beat, or as large as the entire score. All the commands described below work on partial-measure selections, except as noted otherwise.



- **Clear Entries and Smart Shapes.** When you choose **Clear Entries and Smart Shapes**, PrintMusic! removes the contents of the selected music (whether or not you've selected entire measures), leaving equivalent rests behind. (This command performs the same function as highlighting measures and pressing the **Clear** key.)
- **Apply Articulation.** This powerful command lets you add a certain articulation mark (a staccato, for example) to every note in a selected region at once.
- **Fill With Rests** checks a selected region of music for rhythmically incomplete measures and automatically fills them with the correct number of rests, saving you the time-consuming task of checking measures yourself (perhaps inaccurately). **Fill With Rests** works on full measures, not partial measures. However, if you select a region that contains a partial measure, PrintMusic! will warn you in advance that the full measure will be filled with rests. You can choose to continue or to cancel the **Fill With Rests** request. Note that this command will not affect completely empty measures (measures with default rests).
- **Apply Music Spacing** This command lets you space the notes and measures of your score the same way a professional engraver does—by consulting a table of width values for each note, and spacing the notes and measures accordingly. The result is nonproportional spacing, where a whole note isn't allotted four times as much width as a quarter note—it's actually allotted much less space. See [NOTE SPACING](#).

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- **Transpose.** Choose this command to display the Transposition dialog box, which lets you specify how you want the selected music transposed—up an octave, down a third, or whatever interval you specify. See [TRANSPPOSITION DIALOG BOX](#).
- **Fit Music.** This command, only available in Page View, is extremely useful in laying out the measures of your piece—avoiding awkward page turns, placing 4 bars on a line, and so on. You can also specify a number of measures-per-line you want for the selected region. See [FIT MUSIC DIALOG BOX](#) for details. (This command only affects full-measure selections.)
- **Move Layers.** This command provides a way to move music from one of PrintMusic!'s transparent staff layers to another. You can even swap the music between layers—if, for example, you mistakenly entered several stems-down notes in Layer 1, which you intended to use only for stems-up (upper) voices. See [MOVE LAYERS DIALOG BOX](#) for details; this command only affects full-measure selections.

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Erasing

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You can quickly erase all elements, including notes, from the desired region.

To erase everything from a selected region

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- **Click the Mass Mover Tool**  **and select a region.** See [SELECTING MUSIC](#) for some region-selecting shortcuts.
- **Press the clear key or select Clear Entries and Smart Shapes from the Measures sub-menu of the Mass Edit menu.** PrintMusic! erases all music, leaving empty measures behind. (If you want to remove the measures too, press the delete key instead.)

To erase a note, rest, or chord

- **Click the Speedy Entry Tool**  **. Click the measure in question.**
- **Press → until the insertion bar is on the entry in question.**
- **Press delete.** The entire note, rest, or chord disappears, and the music that follows it slides to the left to fill the space. Alternative method: Click the Simple Entry Tool, click the Eraser icon, and click above or below the entry to be erased.

To erase a note from a chord

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- **Click the Speedy Entry Tool**  **. Click the measure in question.**
- **Click the notehead you want to delete.** You can also use the arrow keys to position the insertion bar and crossbar on the notehead.
- **Press delete.** Alternative method: Click the Simple Entry Tool, click the Eraser icon , and click directly on the notehead to be erased.

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Apply Articulation

To add an articulation to many notes (Mass Mover method)

- Click the Mass Mover Tool  and select a region. See [SELECTING MUSIC](#) for some region-selecting shortcuts.
- From the MassEdit menu, choose **Apply Articulation**. The Articulation Selection box appears.
- **Double-click to select the desired articulation.** PrintMusic! places the articulation on each note, but not on rests.

See also [TO APPLY AN ARTICULATION TO EVERY NOTE IN A REGION \(ARTICULATION TOOL METHOD\)](#).

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Note spacing

Music spacing is automatically applied when you enter music into PrintMusic!. However, if you decide to turn off [AUTOMATIC MUSIC SPACING](#) in the Edit menu, the spacing will be linear; in other words, a whole note gets exactly the same horizontal space as four quarter notes. Furthermore, this newly-entered music may contain collisions between lyric syllables, overlapping chord symbols, and crowded 32nd notes.

One of PrintMusic!'s most important features is its Apply Music Spacing command. Once you've entered your music into the score, PrintMusic! can apply a sophisticated system of width allotments to each note of your score. This feature is modeled on traditional professional music typesetting, where the engraver would consult a table of width measurements for each note value. The result is nonlinear spacing, where notes of different duration occupy only as much space as they need. The Apply Music Spacing command has the added benefit of neatly adding additional space to each measure, as necessary, to accommodate lyrics, chord symbols, and "notey" passages.

To create professional note spacing

- Click the Mass Mover Tool .
- **Select the music you want to respace.** In general, you'll want to choose Select All from the Edit menu, so that all staves are highlighted. If you select only one staff, for example, you could get unexpected results, because the respacing command sets the measure widths for all staves according to the spacing of the selected region. Thus, if you select and respace measure 1 in the flute staff, which contains only a whole note, the running eighth notes in another staff's measure 1 will be compressed and overlapping.
- **Choose Apply Music Spacing from the Mass Edit menu.**

The final step is extremely important:

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- **Choose Update Layout from the Edit menu.** The Apply Music Spacing commands are responsible for laying out the notes within each measure. In doing so, PrintMusic! adjusts the widths of the selected measures, and they may no longer fit neatly into one line of music across the page. The Update Layout command is responsible for laying out the measures across the page; it justifies the measures with the page margins. If you don't choose Update Layout after respacing your music, you may find measures at the ends of systems in Page View that seem much too wide or too narrow. Choosing Update Layout will solve the problem immediately.

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Transposition dialog box

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How to get there

Click the Mass Mover Tool , and select a region of measures. Choose Transpose from the Mass Edit menu.

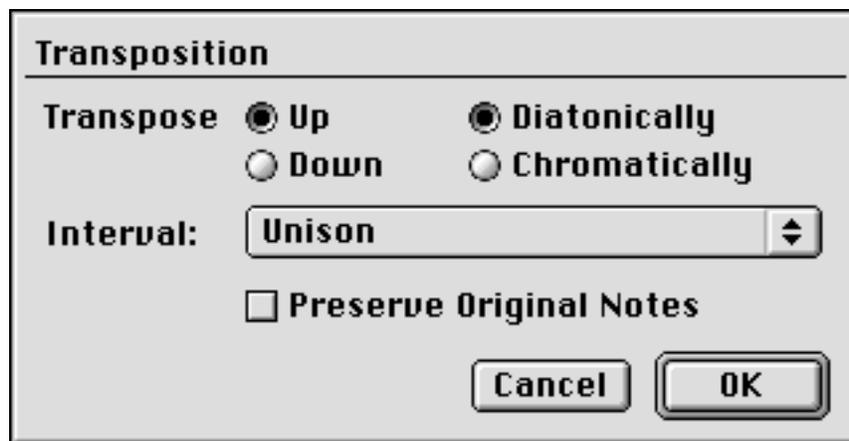
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What it does

In this dialog box you can specify a transposition of any interval, from a half step to many octaves, you want to be applied to the selected measures (or to a note in the selected motif).

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This kind of transposition has nothing to do with the key signature; it merely transposes the selected music up or down by the interval you specify, adding or subtracting accidentals as necessary.

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- **Up • Down.** Choose the direction of the transposition relative to the existing notes.
- **Diatonically • Chromatically.** Specify what kind of transposition you want—a diatonic one (that moves notes up and down the scale) or a chromatic one (that can move notes by half steps).
- **Interval: • Perfect Unison • minor second [...etc.] • Perfect Octave.** From this popup menu, choose the interval by which you want the selected music transposed.

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- **Preserve Original Notes.** Select this option when you want to keep the original line of music when transposing notes to a selected interval. In effect, you're doubling the notes in your score. When this option is not selected, PrintMusic! transposes the existing line of notes without keeping the original line.
- **OK • Cancel.** Click OK (or press return) to confirm, or Cancel to discard, your transposition selection. If you click OK, PrintMusic! performs the transposition.

Transposing: by interval

This entry discusses the transposition of the music in selected measures up or down. If you're interested in transposing the key of a section, see [TRANSPOSING: CHANGING KEY](#). If you want to find out about transposing instruments, see [TRANSPOSING INSTRUMENTS](#).

To transpose a region

- **Click the Mass Mover Tool**  **and select a region.** See [SELECTING MUSIC](#) for some region-selecting shortcuts.
- **Choose Transpose from the Mass Edit menu. The Transposition dialog box appears.**
- **Specify the desired transposition, including Up or Down.** If you're performing a chromatic transposition, choose Chromatically from the upper-right radio buttons. You'll notice that the Interval popup menu changes to list chromatic intervals—Minor Sixth, Diminished Fifth, and so on. See [TRANSPOSITION DIALOG BOX](#) for more information.
- **Click OK (or press return).** To undo the transposition, choose Undo from the Edit menu (or press command-Z).

Transposing: changing key

This entry provides instructions for transposing the key of a piece (or part of a piece). If you want to transpose a passage without changing the key signature itself, see [TRANSPOSING: BY INTERVAL](#). If you want to find out about transposing instruments, see [TRANSPOSING INSTRUMENTS](#).

To transpose a piece (Key Signature Tool)

To transpose an entire piece or a region, see [KEY SIGNATURES](#).

To enter pre-transposed music onto a transposing staff (step time)

You might wonder how PrintMusic! handles notes you input on a transposing staff—does it consider the notes you're entering to be the concert pitches or the written ones? When you're using the step-time music entry tools (the Simple Entry and Speedy Entry tools), it's up to you.

The following instructions show you how to specify that the notes you're entering have already been transposed—for example, if you're copying an existing score.

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- **Choose Display in Concert Pitch from the Options menu if there is a checkmark next to it.** You'll see by the key signatures that PrintMusic! is displaying the transposing staves in their transposed form. In this mode, any new notes you enter with either step-time input tool are considered already transposed. In other words, if you play a C on the MIDI keyboard, it appears as a C on the transposed staff, even though it will play back as some other note, because you've just entered a written C.

If you want to enter the concert pitches, choose Display score in Concert Pitch again from the Options menu (so that the checkmark appears next to the menu item). PrintMusic! displays the contents of transposing staves at concert pitches. Any music you enter with either step-time input tool is now considered at concert pitch; when you turn Display in Concert Pitch off, it will be appropriately transposed.

To enter pre-transposed music onto a transposing staff (real time)

Once you've created a transposing staff, PrintMusic! assumes that any notes you enter with the EasyScribe Tool are untransposed (that is, they're concert pitches).

You may occasionally want PrintMusic! to assume that the notes you're entering have already been transposed—for example, if you're entering an existing score into PrintMusic!. There's no specific way to let PrintMusic! know that your real-time music input has already been transposed; the solution, then, is to go ahead and enter them, letting PrintMusic! transpose them again, so that the temporary result is that all the notes are too high (or too low), then manually transpose the incorrectly transposed notes back to their correct written pitches.

- **Enter the part in its already transposed form.** PrintMusic! transposes the pitches again, resulting in a double transposition.
- **Click the Mass Mover Tool **; then click to the left of the staff you need to correct. The entire staff is highlighted.
- **Choose Transpose from the Mass Edit menu.** The Transposition dialog box appears.
- **Choose the interval needed to transpose the notes to their correct “written” pitches.** If you're working on a trumpet part, for example, you'd specify Down, and Major Second as the transposition interval.
- **Click OK (or press return).** PrintMusic! transposes all notes on the staff back to their correct written pitches.

Fit Music dialog box

How to get there

In Page View, click the Mass Mover Tool , and select a region of full measures. From the Mass Edit menu, choose Fit Music.

What it does

Using this powerful page-layout command, you can force PrintMusic! to place a group of selected measures onto one line (staff system) on the page. Or you can select a larger region of measures, and tell PrintMusic! to place them in groups of 4 (or any other number) per line.

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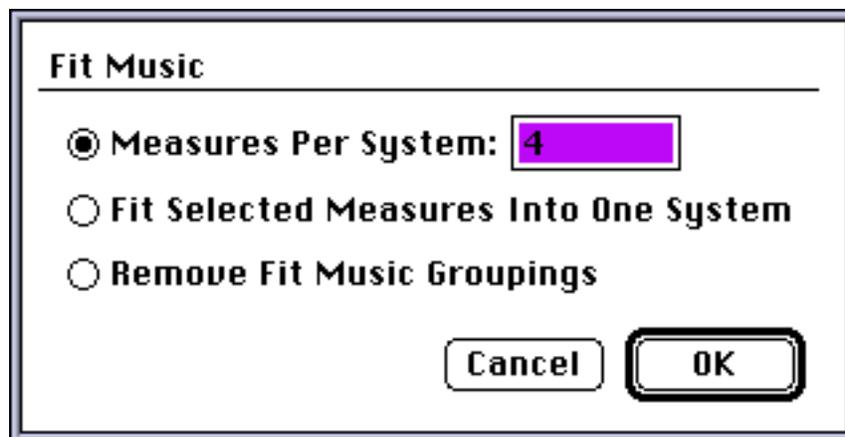
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- **Measures Per System:** ____ . This option lets you specify how many measures per line you want for the region you've selected.
- **Fit Selected Measures into One System.** Click this option if you want PrintMusic! to place all the selected measures into the same line of music (system).
Both of these options work by placing the selected measures into locked configurations known as measure groups. (For more on measure groups, see *Installation & Tutorials*.) See also [VIEW MENU](#) and [MASS MOVER TOOL](#) for information on how to place and remove them on individual systems.
- **Remove Fit Measure Groupings.** Click this option to remove all fit measure grouping for the selected systems. This will allow PrintMusic! to move measures to different systems when updating your layout.
- **OK • Cancel.** Click OK (or press return) to confirm, or Cancel to discard, your measure-layout settings and return to the score. If you clicked OK, PrintMusic! performs the measure-layout action and automatically chooses Update Layout from the Edit menu.

Move Layers dialog box

How to get there

Click the Mass Mover Tool , and select a region of measures. Choose Move Layers from the Mass Edit menu.

What it does

The Move Layers command provides a way to move music from one layer to another. You can even swap the music between layers—if, for example, you mistakenly entered several stems-down notes in Layer 1, which you intended to use only for stems-up (upper) voices.

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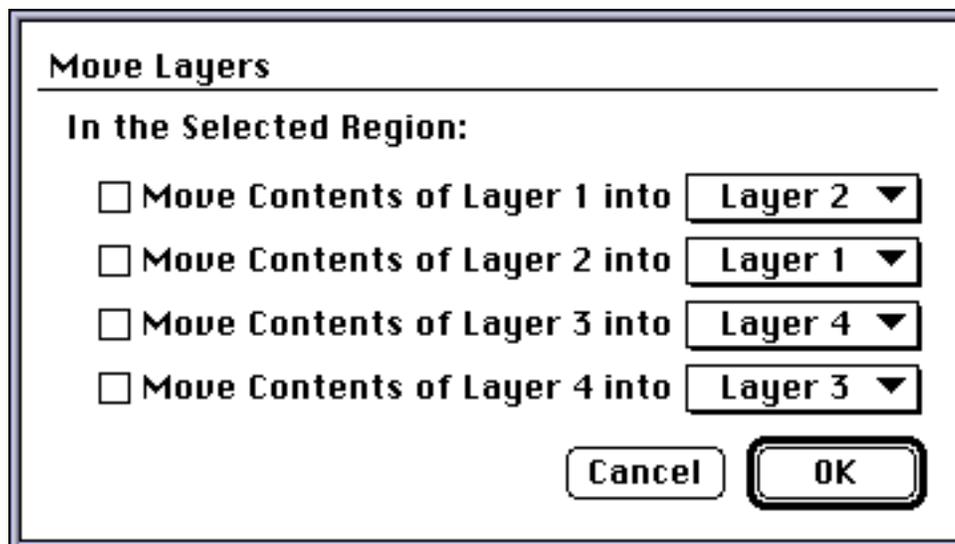
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- **Move Contents of Layer [#] into: Layer 1 • Layer 2 • Layer 3 • Layer 4.** Using these controls, you can specify how you want to move the selected music among the four transparent staff layers. Select the first two checkboxes, for example, and set up the popup menus as shown above, to swap the contents of Layers 1 and 2.

Be careful, however. If there's already music in the layer you choose from the popup menus, it will be replaced by the music you're transferring. (PrintMusic! will warn you if you're about to lose music that's already in the destination layer.)

Note: If you set up these controls so that the contents of more than one layer get moved into the same other layer, PrintMusic! will only move the highest-numbered layer's contents. For example, if you indicate that you want the contents of Layers 2, 3, and 4 moved into Layer 1, only Layer 4's music will actually be moved.

- **OK • Cancel.** Click OK (or press return) to make the transfer and return to the score. Click Cancel to tell PrintMusic! to leave the layers as they were. You return to the score.

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Chapter 21: Resize Tool

Resize Tool

What it does

This tool lets you reduce or enlarge a staff, page, or all the music in a piece. When you use it at the staff level, you can create a cue staff. However, you'll probably use this tool most often to reduce the overall size of the music. It's important that you choose Update Layout from the Edit menu after you reduce a page, or the entire piece so that PrintMusic! corrects any irregularities in measure widths introduced by the change.

When this tool is selected, PrintMusic! displays the Resize dialog box—where you can specify the amount of reduction or enlargement—any time you click a musical element (see Special mouse clicks, below). See [REDUCING/ENLARGING](#) for further instructions.

Special mouse clicks

- **In Page View, click to the left of a staff** to reduce or enlarge the staff.
- **In Page View, click the upper-left corner of a page** to reduce or enlarge that page, a range of pages beginning with the one you clicked, or all pages from the one you clicked through the last page of the document.

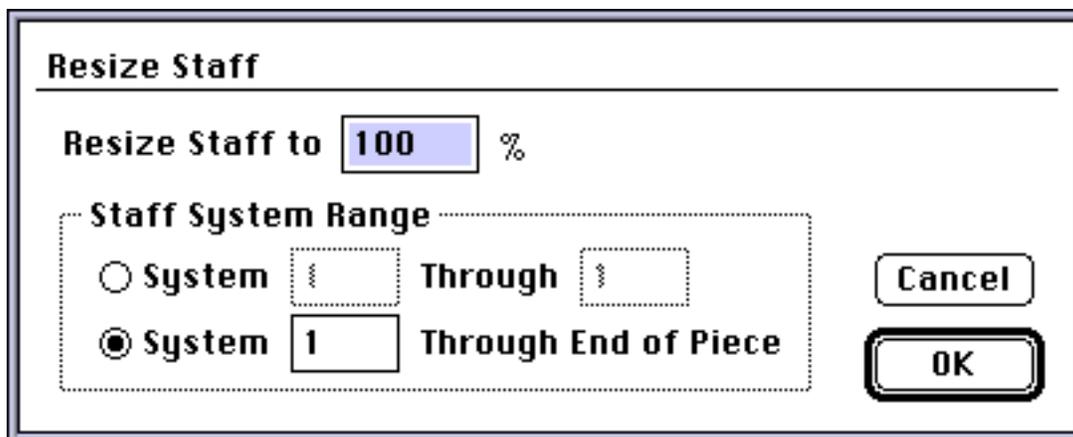
Resize Staff dialog box

How to get there

Click the Resize Tool . In Page View, click directly to the left of a staff.

What it does

This dialog box lets you specify the percentage of enlargement or reduction you want applied to a staff.



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- **Resize Staff to ___ %.** This number specifies how much you want to resize the staff, expressed as a percentage of the original full size.
- **System ___ Through ___ • System ___ Through End of Piece.** These options let you specify the range of systems in which you want to resize the staff.
- **OK • Cancel.** Click OK (or press return) to proceed with the staff resizing, or Cancel if you decide not to resize anything. You return to the score.

Resize Page dialog box

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How to get there

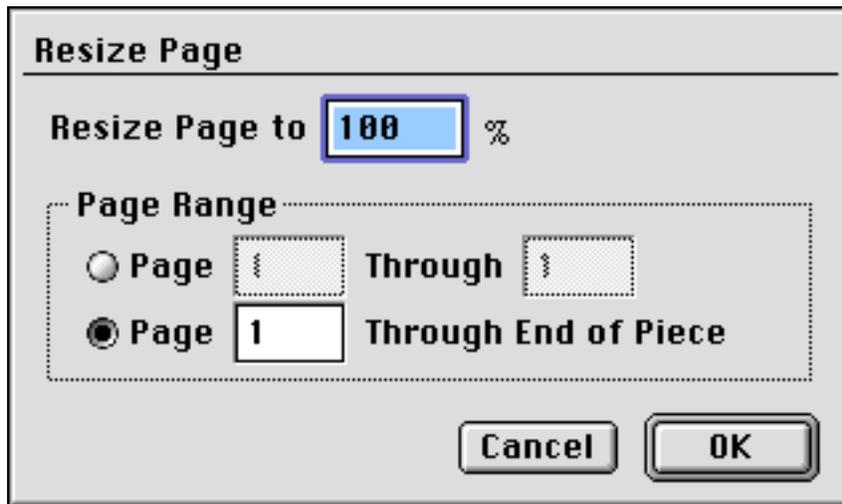
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Click the Resize Tool . In Page View, click the upper-left corner of a page.

What it does

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This dialog box lets you specify how much you want to reduce or enlarge all the music (as well as text and expressions) on a page of your score (or many pages).



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- **Resize Page to ___ %.** The number in this text box specifies how much you want to resize the page, expressed as a percentage of the original full size.
- **Page ___ Through ___ • Page ___ Through End of Piece.** These options let you specify what range of pages you want to resize.
- **Cancel • OK.** Click OK (or press return) to confirm, or Cancel to discard, your reduction or enlargement specifications. You return to the score. (If you clicked OK, be sure to choose Update Layout from the Edit menu to correct any uneven measure spacing introduced by the resizing.)

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Reducing/Enlarging

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You can enlarge or reduce these elements of your music: a staff or a page. The limits of the Resize Tool are 10% to 1000%.

To reduce or enlarge a staff

You must be in Page View to reduce or enlarge a staff.

- **Click the Resize Tool .**
- **Click to the left of a staff.** The Resize Staff dialog box appears, asking you how you want to resize the staff.
- **Enter the desired reduction or enlargement percentage. Click OK.**
- **Choose Update Layout from the Edit menu.** To restore a staff or system to its original size, click to the left of the staff with the Resize Tool. When the dialog box appears, enter 100 (%) and click OK.

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To reduce or enlarge all the music on a page (or the entire piece)

Use this technique for reducing or enlarging the printed size of the music itself, including text and expressions (without changing the actual page size). You must be in Page View to reduce or enlarge a page.

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- **Click the Resize Tool .**
- **Click the upper-left corner of the first page you want to resize.** You can also press command-H to go directly to the upper-left corner of the music page. The Resize Page dialog box appears.
- **Enter the reduction or enlargement percentage.**
- **Specify the pages you want to resize. Click OK.** As always, whenever you perform an operation that changes the measure widths, you should update the measure layout.
- **Choose Update Layout from the Edit menu.**

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Chapter 22: Chord Tool

Chord Tool

What it does

When you click this tool, the Chord menu appears. The Chord Tool lets you create, move, and delete chord symbols in your score. These symbols are musically intelligent; they play back when you play back the piece and transpose when you transpose the music. You can type chords directly into the score using the Type Into Score chord entry command in the Chord menu.

Special mouse clicks

- **Click the staff (but not on a note or rest)** to display the two vertical-positioning arrows at the left side of the screen, which you use to adjust the position of the baseline for the chord symbols.
- **When MIDI Input is selected in the Chord menu, click a note** to place the ear-shaped cursor at that spot. Now play a chord on your MIDI instrument; PrintMusic! will correctly analyze it and place the corresponding chord symbol into the score. Press a single note above Middle C to advance the ear cursor to the next note.

Chord menu

How to get there

Click the Chord Tool  to make the Chord menu appear.

What it does

This menu lets you input and edit chords as well as specify whether fretboards will appear.



- **Type Into Score.** Choose Type Into Score to select this command; when selected (a checkmark appears next to the command), you can enter chords directly into your score. Click on the note to which you want to attach a chord; a blinking cursor appears above the note. (If no cursor appears, make sure the note you click is in the active music layer.) Type the chord's root, suffix and alternate bass note, if any. When you've completed one chord, you can move quickly to the next note to continue entering chords; PrintMusic! displays the fully formatted

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chord after you enter it. (See the [Keystroke table](#) for a summary of the available keystrokes for entering chords and what they do.)

When you type chords directly on-screen, PrintMusic! follows some simple conventions to interpret what chord symbol was entered. A chord symbol is made up of one or more of the following parts: root, suffix, and alternate bass. Although you are not required to enter all parts of a chord symbol, PrintMusic! interprets the chord symbol's root, suffix and alternate bass, in that order.

First, enter the root with any alterations (sharps or flats). For example, type “Eb”, “F” or “G#” (shift-3) to enter an Eb, F or G# chord, respectively. Second, enter the suffix; PrintMusic! will look at the suffix characters you type, if any, and try to find a matching suffix in your document (all suffixes in your document appear in the Chord Suffix Selection dialog box). Last, PrintMusic! will check whether the chord should display an alternate note in the bass; enter a slash (/) or an underscore (shift-hyphen) to display the alternate bass next to or below the chord symbol, then enter the alternate bass note with any alterations (sharps or flats).

For example, enter an FMaj7 chord simply by typing “FMaj7”; press the spacebar to enter your chord and move to the next note. Entering chords with alternate bass notes is simple too; add a Cmin7/Bb chord simply by typing “Cmin7/Bb”. PrintMusic! knows that you want a flat when you type a lowercase “b”, and that you'd like an alternate bass note when you type the slash. (PrintMusic! also intelligently handles alterations in suffixes.) If you prefer to put the root “over” the alternate bass, type “Cmin7_Bb” instead—PrintMusic! intelligently determines the difference and displays the chord the way you want it.

Here are more tips:

Fonts: PrintMusic! ignores display fonts when you type chords into your score—in fact, all the characters in your chords will appear in a regular text font as you type them. PrintMusic! does care about the keystroke, however; for example, even if your chord suffix mixes music characters and regular text characters, PrintMusic! will examine only the keys you press when looking for matches.

Alterations: Type a “b” or “#” (shift-3) to tell PrintMusic! that the root or alternate bass has a sharp or flat, or that a sharp or flat appears as a character in the suffix. (Just type two or more consecutive characters for other alterations, like double- or triple-sharps.) In rare cases, PrintMusic! may not know where an alteration belongs, such as the chords Gb9 and G b9. In this case, when you type “Gb9”, PrintMusic! normally associates the alteration with the root (and will display Gb9). When you want a suffix that begins with an alteration (such as G b9b13), tell PrintMusic! that the alteration isn't part of the root by typing a comma after the root (in this case, by typing “G,b9b13”).

Suffixes: When typing suffixes, type them as you'd read them. PrintMusic! looks at the characters in the order they're entered when it tries to find a match for the suffix (all suffixes in your document appear in the Chord Suffix Selection dialog box); what you type must match the order of the suffix characters exactly.

Alternate Bass: Type a slash (/) or an underscore (shift-hyphen) to indicate whether an alternate bass note should appear “next to” or “below” the chord, respectively. PrintMusic! knows that what you type after the slash or underscore is the alternate bass note for the chord.

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Capitalization: PrintMusic! displays chords like “F” and “e.” When you enter chords, it is case-sensitive. PrintMusic! also knows the difference between a lower case “b” chord and the character representing the flat (also a “b”). For example, type a b-flat lowercase chord simply by typing “bb”—PrintMusic! knows the first character is the root, but the second is an alteration. Capitalization also matters in suffixes—that’s how PrintMusic! distinguishes a “CM7” from “Cm7”.

Special Characters: You can type a “b” for flat and “#” (shift-3) for sharp. PrintMusic! also makes other common chord characters available at a keystroke, the diminished “o” and half-diminished “ø” symbols. Since their key combinations may be difficult to remember, PrintMusic! offers easy to remember substitutes: the “*” (shift-8) and “%” (shift-5) keys add diminished and half-diminished symbols respectively.

Shortcuts: In addition to keystroke shortcuts for musical symbols like diminished and sharp, PrintMusic! offers a fast entry shortcut for users who know their PrintMusic! suffixes well. If you know a particular suffix’s number, enter a chord with a suffix directly by typing the root, a colon (:), and the number, then move to the next note—PrintMusic! adds the suffix automatically. If you don’t remember the number, you can type the root, a colon, a zero (such as C:0), then hit the spacebar; before leaving the current note, PrintMusic! will display the Chord Suffix Selection dialog where you can choose the suffix you need. For example, when working with any of PrintMusic!’s original default files, you can easily enter a “Cm7(#5)” by typing “C:9” instead of all the individual characters, “Cm7(#5)”. Since the “m7(#5)” suffix appears in slot number 9 in the Chord Suffix Selection dialog box, PrintMusic! knows to enter it automatically. If you take a moment to remember the suffixes you use frequently, this shortcut can save you a lot of typing.

Use these keys to perform the indicated actions when you type chords into the score:

Keystroke	Action
enter	Accept changes to the selected chord
esc	Discard changes to the entered chord
spacebar, tab, shift- →	Move to next entry
shift-spacebar, shift-tab, shift- ←	Move to previous entry
↑ (up-arrow)	Move to the next chord on the same entry, or get ready to create a new chord
↓ (down-arrow)	Move to the previous chord on the same entry
b	Display flat symbol (b)
# (shift-3)	Display sharp symbol (#)
/	Put alternate bass note next to the chord root
_ (shift-hyphen)	Put alternate bass note below the chord root
←	Move to previous character in the chord
→	Move to next character in the chord

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Keystroke	Action
Letter with and without shift (press shift for uppercase display)	Display corresponding pitches for the root (A, B, C, D, E, F, G) and alternate bass notes (a, b, c, d, e, f, g)
, (comma)	Distinguish the chord root from the suffix
:# (colon number)	Display the chord suffix assigned to a specific slot number in the Chord Suffix Selection dialog box
:0 (colon zero)	Display the Chord Suffix Selection dialog box, where you can choose any suffix

- **MIDI Input.** When you select this option, you can click a note or rest in the score, and a tiny ear icon will appear. PrintMusic! will add a chord symbol above the note you clicked when you play the chord on your synthesizer. (It's "listening" to the chord you play.) The register of the chord you play doesn't matter, but the inversion does: if you play a C chord with an E on the bottom, PrintMusic! will place a C/E chord symbol above the note.

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To advance the ear cursor to the next note, press any MIDI instrument key above middle C; to make the ear cursor retreat to the left, play any key below middle C. If you don't move the cursor in this way, each time you play a chord, each new chord symbol will appear stacked above the previous one.

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- **Show Guitar Fretboards.** When this item is selected, PrintMusic! displays full-blown guitar fretboard-chart diagrams beneath each chord symbol in the score (or will do so as soon as you add chord symbols).

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PrintMusic! uses the Lowercase setting for the Root Scale Tone in the Chord Definition dialog box to determine whether it will display the corresponding major or minor fretboard. When you don't specify a particular suffix and Lowercase is selected for the Root Scale Tone, PrintMusic! will display a minor fretboard; if Lowercase is not selected, PrintMusic! will display a major fretboard.

When you choose Show Guitar Fretboards a second time, all fretboards disappear.

- **Position Chords • Position Fretboards.** When one of these items is selected in the Chord menu, two small triangles appear at the left side of the screen. These triangles govern the position of the baseline for the chord symbols or diagrams (the imaginary horizontal line against which the bottoms of the chord symbols align).

Drag the left triangle up or down to move all the chords in the piece. Drag the right triangle, in Page View, to move the chords in this staff in this system only.

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You specify whether you want these triangles to adjust the chord symbols themselves or the guitar-fretboard diagrams by choosing either Position Chords or Position Fretboards from the Chord menu. (Position Fretboards is dimmed if Show Guitar Fretboards isn't selected in the menu.)

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Chord Suffix Selection dialog box

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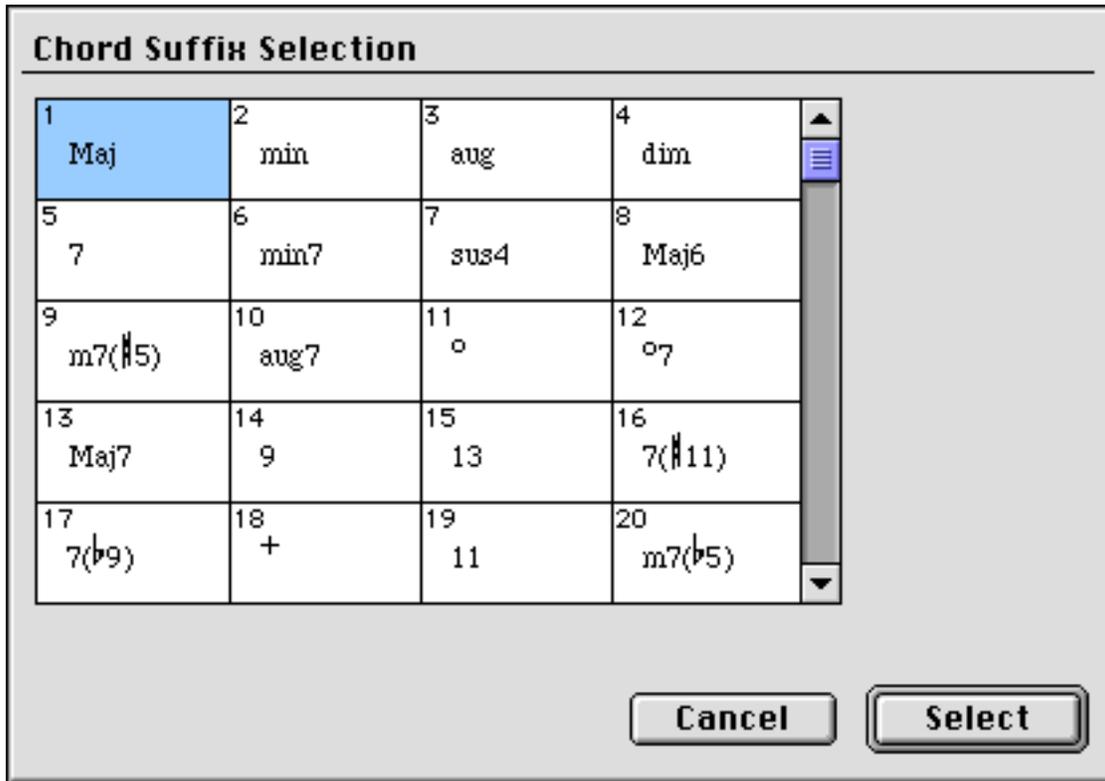
How to get there

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Click the Chord Tool , with Type Into Score selected from the Chord menu. Click a note that doesn't have a chord symbol attached and type :0.

What it does

The Chord Suffix Selection dialog box displays any chord suffixes available and allows you to select any of the suffixes. The number in the top left corner of each item lists the slot number for the item. This can be handy if you have the option of typing in the slot number in a dialog box instead of scrolling through the selection dialog box.



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- **Cancel.** Click Cancel to return to the score without having made a suffix selection.
- **Select.** If you have clicked a chord symbol in the Chord Suffix Selection dialog box, click Select to return to the score. Double-clicking a suffix is the same as clicking it once and clicking Select.

“PrintMusic! cannot find a match...” dialog box

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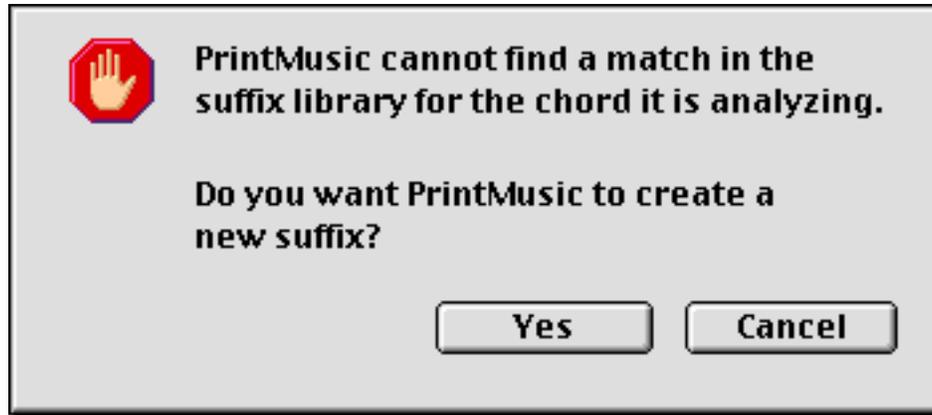
Click the Chord Tool . Choose MIDI Input from the Chord menu. Click a chord in the score, or click a note and play a chord on your MIDI keyboard, whose suffix isn't in this piece.

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What it does

When PrintMusic! encounters a chord it doesn't recognize, this dialog box appears, asking how to handle the situation. (You can dramatically decrease the number of times this box appears if you have the Maestro Font Default File in place.)



- **Yes.** Click this button if you want PrintMusic! to do its best to identify the chord. PrintMusic! always identifies a chord correctly—but it doesn't always label it the same way you would, particularly in the case of very complex chords, or ones from which some tones are missing.
- **Cancel.** Click Cancel to return to the score without creating a suffix.

Chord symbols

PrintMusic!'s chord symbols are intelligent with respect to key; if you decide to change the key, the chord symbols are automatically transposed. Similarly, if you copy chord symbols to a passage in another key, they'll be transposed when you paste them. Even PrintMusic!'s guitar fret-board diagrams, which can be created automatically, transpose according to the key.

To enter chord symbols automatically

Occasionally, you may encounter a dialog box telling you that PrintMusic! doesn't recognize the chord you just played (or the chord it just analyzed).

If you click Create, PrintMusic! will construct the correct suffix automatically, displaying the chord symbol on the screen and adding its suffix to its current library of chord suffixes.

- **Click the Chord Tool** . The Chord menu appears.
- **If you want to add chord symbols to the score by playing them, one by one, on a MIDI keyboard, choose MIDI Input from the Chord menu, and then click a note or rest in the score.** The ear-shaped cursor appears, indicating that PrintMusic! is listening to your MIDI instrument. (Technically, you can't add a chord symbol to an empty measure. But see "[To enter a chord symbol when there's no note below it.](#)")

Play a chord, in any register, on your synthesizer; PrintMusic! places the chord symbol into the score, aligned with the baseline (controlled by the two triangles at the left side of the screen). If you don't play the chord in root position, PrintMusic! writes it with an alternate bass note, as in "Am/E."

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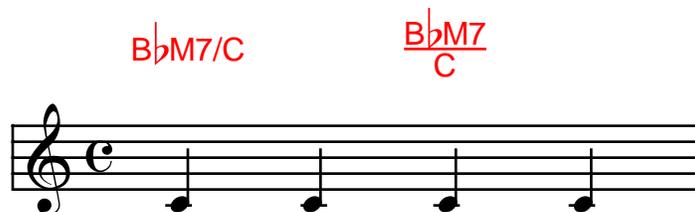
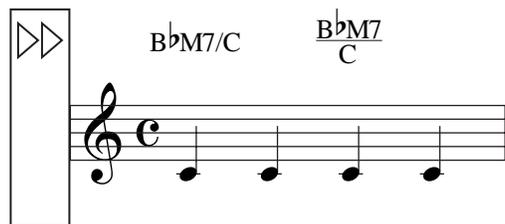
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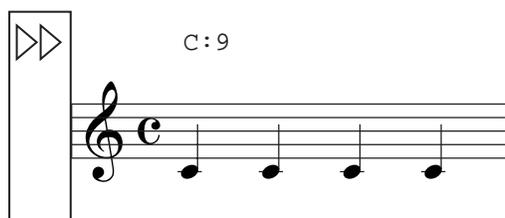
To advance the ear cursor to the next note position, play any single key above middle C; to move the ear cursor backward to the previous note position, play any single key below middle C. If you play two successive chords without moving the cursor, PrintMusic! will stack the chord symbols on top of each other.

To enter chords (Type Into Score)

- **Click the Chord Tool **. The Chord menu appears.
- **Choose Type Into Score from the Chord menu.**
- **Click on the note on which you want the chord to appear.** A cursor appears above the note, aligned with the chord positioning arrows.
- **Type the chord that you want to appear in the score, such as “BbM7/C”.** Type an underscore (shift-hyphen) instead of a slash if you want the alternate bass note (C in this example) placed under the root.



- **An alternate method of entering suffixes is to type a colon followed by the slot number of the suffix shown in the Chord Suffix Selection dialog box. Or, type a colon followed by zero.** If you type a slot number, PrintMusic! displays the corresponding suffix from the Chord Suffix Selection dialog box. If you type a zero, the Chord Suffix Selection dialog box appears, where you can choose a suffix.



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Cm7(#5)



- **Type uppercase letters unless you want the root and alternate bass note to use lowercase letters.**

Tip: Use the Caps Lock key when you know you want only uppercase chords.

- **Press enter to accept the change.** Or, press spacebar, tab, or shift→ to move to the next entry, or click the next note on which you want a chord to appear. To move to the previous entry, press shift-spacebar, shift-tab, or shift←.

If PrintMusic! doesn't recognize the suffix a dialog box appears in which you can choose to add the suffix to the chord suffix library.

- **If you want to enter or edit another alternate chord on the same note, press the up or down arrows.**
- **Continue entering the chords in this manner.**

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To edit chords (Type Into Score)

- **Click the Chord Tool .** The Chord menu appears.
- **Choose Type Into Score from the Chord menu.**
- **Click on the note containing the chord you want to edit.**
- **If more than one chord is assigned to the same note, press the up and down arrows to select the chord you want to edit.**
- **Select the portion of the chord you want to change, and type the change.**
- **Press enter to accept the change.** Or, press the spacebar, tab, or shift→ to move to the next entry, or click the next note on which you want a chord to appear. To move to the previous entry, press shift-spacebar, shift-tab, or shift←.

If PrintMusic! doesn't recognize the suffix a dialog box appears in which you can choose to add the suffix to the chord suffix library.

To enter a chord symbol when there's no note below it

Thus far, you've seen that chord symbols must be attached to a note or rest (except that you can't attach them to PrintMusic!'s default whole rests). There will certainly be times, however, when you want to put a chord symbol where no note appears—such as several chord symbols over a single whole note, or even over a blank measure.

Begin by entering the whole note (or whatever notes you want to appear) in Layer 2 (or 3 or 4). If you've already entered them in Layer 1, it's easy to send them into another layer; see [MULTIPLE VOICES—To move music from one layer to another](#). Once you've emptied Layer 1, proceed as follows:

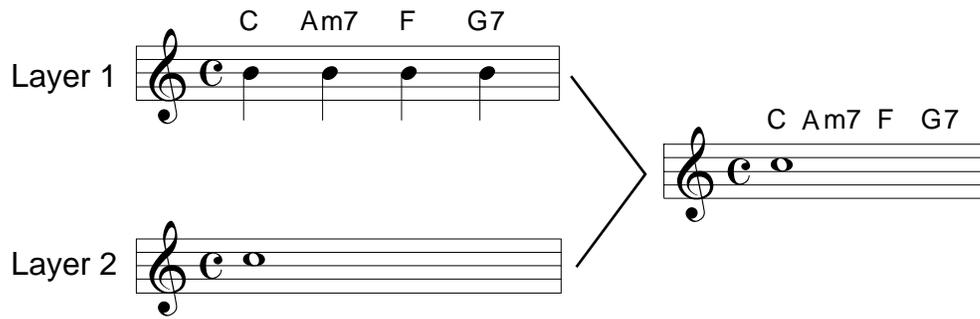
- **Enter “dummy” notes in Layer 1, one for each chord symbol you'll want to add.** It makes no difference what pitches you select; these notes won't appear.

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- **Attach chord symbols to the “dummy” notes in the usual way.** See [“To enter chord symbols automatically.”](#)
- **Click the Speedy Entry Tool** . Click on a “dummy” note.
- **Press the letter “O” to hide the note.** The “dummy” note vanishes, and your chord symbols remain in place. Using the Speedy Entry Tool, however, you can still view your hidden Layer 1 notes (for spacing purposes, for example).



In Layer 1, add some “dummy” notes, and attach your chord symbols to them. In the Layer 2 (or 3 or 4), enter the whole note (or whatever music you want ultimately to appear). When you hide the notes with the letter “O”, the notes disappear, leaving the chord symbols behind.

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Chapter 23: Lyrics Tool

Lyrics Tool

What it does

This tool lets you create, edit, and move lyrics in your score. You can create many different sets of lyrics (which you might use, for example, in a hymn with several verses); you can move the baseline (the imaginary line upon which the bottoms of the words align) up or down independently for each set of lyrics. When you click this tool, the Lyrics menu appears; it contains all the commands you need to create lyrics in your score. See [LYRICS](#) for more information.

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Special mouse clicks

- **Choose Type Into Score from the Lyrics menu, and then click a staff** to tell PrintMusic! the staff to which you want lyrics attached.
- **In Type Into Score, use option-↑ or option-↓** to move to the previous or next verse, chorus or section.
- **In Type Into Score mode or Click Assignment mode, drag the positioning triangles at the left edge of the screen** to specify the vertical position of the baseline for the lyric set you're inserting. For a full discussion of these triangles and their functions, see [LYRICS](#).
- **In Type Into Score mode, click within the staff lines at the position of the first note** to indicate which note you want to attach a syllable to. Then type the lyrics normally.
- **In Type Into Score mode, click within the staff lines at the position of a note** to select (highlight) the syllable attached to it. Anything you now type replaces the highlighted syllable.
- **In Edit Word Extensions mode, click within the staff lines at the position of the sustained syllable** to display a handle at the end of the syllable. Drag this handle to the right to draw a word extension underline (indicating that the syllable is sustained through more than one note). Click this handle and press delete to remove the word extension.
- **In Adjust Syllables mode, click within the staff lines at the position of the syllable you want to move** to display handles on that syllable and any others attached to the same note. Drag a lower handle to move the syllable; select it and press clear to restore it to its original position; select it and press delete to remove it from the score. Select several vertically-aligned handles (by shift-clicking, drag-enclosing or using command-A).

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Lyrics menu

How to get there

Click the Lyrics Tool .

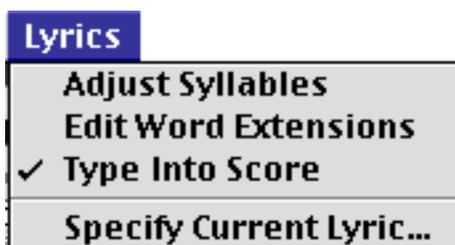
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What it does

The Lyrics menu contains all the commands you'll need to create and edit lyrics, adjust the positions of individual syllables, draw word extensions for syllables that are sustained, and so on.

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You can have as many sets of lyrics as you want.



- **Adjust Syllables.** This command lets you move an individual syllable anywhere you want it. Click the staff above a syllable; a handle appears. Click a handle to select its syllable; shift-click to select additional syllables attached to the same note. Drag the handle to move its syllable (or all selected syllables) to a new position; press clear to restore a selected syllable to its original position. To remove a selected syllable (or all selected syllables) from the score, press delete.
- **Edit Word Extensions.** A Word Extension is the underline following a syllable sustained beyond the note to which it's attached.
To create a Word Extension, choose the command from the Lyrics menu, then click in the staff above the syllable in question. A square handle appears. Drag it to the right as far as you want to draw the Word Extension underline. To remove the Word Extension, click its handle and press Delete.
- **Type Into Score.** To enter lyrics, first specify the lyric type and number for the lyrics you intend to create (by choosing Specify Current Lyric from the Lyrics menu). Choose Type Into Score from the Lyrics menu. For a full discussion, see [TO TYPE LYRICS DIRECTLY INTO THE SCORE](#)
- **Specify Current Lyric.** Choose this command to display the Specify Current Lyric dialog box, where you can specify which verse you want to edit or Type Into Score. (See [SPECIFY CURRENT LYRIC DIALOG BOX.](#))

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Specify Current Lyric dialog box

How to get there

Click the Lyrics Tool . Choose Specify Current Lyric from the Lyrics menu.

What it does

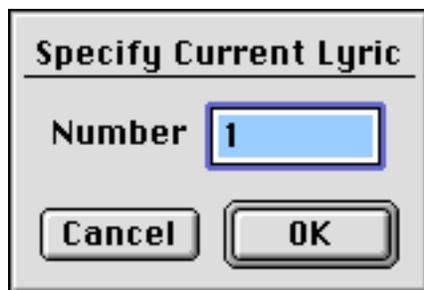
In this dialog box, you can specify the lyric you want to edit or insert into the score. In the text box, you can also specify by number which verse you want to edit.

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- **Number.** The number in this text box identifies the specific verse that's currently selected.
- **OK • Cancel.** Click OK (or press return) to return to the score. Now you're ready to edit or type with Type Into Score the lyric you specified. Click Cancel to return to the score without changing the lyric number.

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Lyrics

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PrintMusic! defines a syllable as any letters separated by a space or a hyphen. When you put the lyrics into the score, PrintMusic! places the syllable in your score, centers the hyphen between notes, and moves any syllable correspondingly if its notehead moves.

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To type lyrics directly into the score

- **Click the Lyrics Tool** . The Lyric menu appears. If you want to specify a verse number, choose Specify Current Lyric from the Lyric menu.
- **Choose Type Into Score from the Lyric menu.** Two positioning triangles appears at the left edge of the screen. The triangles control the baseline of the lyrics (against which the bottom edges of the words line up). For a full discussion, see "[To set the baseline \(vertical position\) for lyrics](#)," below.
- **Indicate the staff and the note to which you want to begin adding lyrics by clicking on the staff at the position of the first melody note.** Click the note. The blinking cursor—the insertion point—jumps to a position beneath the first note, in the staff you clicked.
- **Type the lyrics.** Each time you type a space or a hyphen, PrintMusic! automatically moves the insertion point in preparation for entering the next syllable. As you type, PrintMusic! automatically scrolls the music so you always know where you are.

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If you make a mistake, just backspace over it by pressing delete. (If you backspace to the previous syllable, PrintMusic! highlights the whole syllable so that you can replace it all at once with anything you type.) To change a word you've already typed, click in the staff so that the syllable is highlighted, and then type its replacement.

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If you encounter a melismatic passage, where one syllable is sustained through several melody notes, press the space bar for each note of the melisma; the cursor will skip ahead to the next note.

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Important: When you enter lyrics using this method, pay special attention when entering additional lyric lines, one beneath another. To add a new lyric line, be sure to change Verses before typing in each new line; to do so, choose Specify Current Lyric from the Lyric menu. Otherwise, PrintMusic! will believe that all the lyrics, even successive lines, are all part of the same “verse,” and unexpected results may occur.

Hint: if you want a quick MIDI audio check of the notes you’re attaching lyrics to, hold down option and the space bar and drag the cursor across the staff. PrintMusic! will play any note the cursor touches, no matter which direction you drag.

To edit lyrics already in the score

- **Click the Lyrics Tool** . The Lyrics menu appears.
- **Choose Type Into Score from the Lyrics menu. Click on the staff at the position of the syllable you want to edit.** The syllable is highlighted.
- **Type the new syllable.** Anything you type replaces the highlighted syllable.
- **Press the Space bar to advance to the next syllable.** Press delete to backspace over what you’ve just typed. To select any syllable, click within the staff lines; the syllable becomes highlighted, so that you can replace it with whatever you now type.

To set the font for lyrics globally

This will set the default font for lyrics you are about to enter. It will not change the font for lyrics already entered in the score.

- **Choose Select Default Fonts from the Options menu.** The Select Default Fonts dialog box appears. See [SELECT DEFAULT FONTS DIALOG BOX](#) for more details.
- **Click the Lyrics Set Font button.**
- **Select the type style you want for your lyrics.**
- **Click OK (or press return) twice.** Use this method to set the primary font for your lyrics.

To set the baseline (vertical position) for lyrics

- **Click the Lyrics Tool** . The Lyrics menu appears. Choose Specify Current Lyric from the Lyrics menu to specify the lyric type.
- **Choose Type Into Score from the Lyrics menu.** At the left edge of the screen are two small triangles pointing to the right. They control the baseline for the lyrics. If necessary, click the staff whose lyrics need adjustment.
- **Drag the left triangle up or down to set the baseline for the entire piece** (for the selected lyric type and number). As you drag it, the triangle moves with it.
- **Drag the right triangle up or down to set the baseline for this staff, this system only** (for the selected lyric). Use this triangle only in Page View (so you can see the system you’re affecting).

To move or delete a syllable

- **Click the Lyrics Tool** . The Lyrics menu appears.
- **Choose Adjust Syllables from the Lyrics menu.**

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- **Click on the staff at the position of the syllable you want to move.** Don't click the syllable. Just click within the staff lines in line with the syllable you want to move or delete; its handle appears.
- **Drag the handle to reposition the syllable. Select it and press the arrow keys to “nudge” it for fine positioning; select it and press delete to remove the syllable.** Note that this method of deleting a syllable doesn't pull the following syllables one note to the left; it allows you simply to remove a selected syllable, leaving all other syllables where they are.
- **To restore a syllable to its original position, click its handle and press clear.**

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To draw a “word extension” underline

When a syllable's note is tied over to another note or sustained through several notes (as in a melisma), a common practice is to draw an underline following the syllable to indicate its extension.

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su - tout la plage_____

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It's a good idea to wait until your piece is formatted and ready to print before adding word extensions—and then to add them in Page View. That's because word extensions don't expand and contract along with the music, so you should be sure that their lengths are appropriate for the piece in its final layout.

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- **Click the Lyrics Tool .** The Lyrics menu appears.
- **Choose Edit Word Extensions from the Lyrics menu.**
- **Click on the staff at the position of the syllable to be extended.** Don't click the syllable; click in the staff lines. A handle appears at the end of the syllable.
- **Drag the syllable's handle to the right.** As you drag, you create an underline. To remove the underline, click its handle and press delete.

Hint: If a word extension straddles a system break, you may wonder how to draw its continuation at the beginning of the next system, since there's no syllable there from which to “launch” it. The solution: create an invisible syllable on the first note of the second system. To do so, choose Type Into Score from the Lyrics menu and click the note to which you want to attach the invisible syllable, so that the blinking text cursor appears below the staff. Type an option-space (while pressing option, press the Space bar) and then a regular space. Now choose Edit Word Extensions from the Lyrics menu, and create the word extension from this invisible syllable as usual.

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Hymns

There are several conventions common to hymns which PrintMusic! can accommodate. For example, hymns are often notated on two staves (which may be Soprano/Alto and Tenor/Bass and double as an organ part), with lyrics in between. Use Layer 1/Layer 2 on each staff to create parts whose stems are automatically flipped the right way (see [MULTIPLE VOICES](#)).

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Often, too, a hymn contains several verses, with a single repeated refrain. Assuming that the lyrics lie between the two staves, you need to adjust the space between the two staves so that there's enough room for multiple verses, yet leave less space between staves where there are only the single-line refrain lyrics.

To create variable-distance systems

For best results, perform this operation last, just before you print.

- Click the Page Layout Tool .
- Choose Move Single Staves from the Page Layout menu..
- Click OK (or press return).
- Click the Staff Tool ; then drag the lower handle of any staff to move it.

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Chapter 24: Text Tool

Text Tool

What it does

The Text Tool is used to enter blocks of text—not only the title of your piece, but also any headers, footers, page numbers, copyright notices, performance notes, and similar text that appears on one or more pages—directly into the score; adjust, align, and position text blocks; and set fonts and styles for the text directly on-screen.

Click the Text Tool to display the Text menu. Use the Text menu to specify fonts and styles for the text in a text block.

The menus will display checkmarks for settings of the selected text blocks (such as 10 pt. and bold). If you have more than one setting such as mixed fonts or multiple text blocks selected with different settings, no selection in the menus will be displayed. Select a new setting to change the setting. Select Undo to reverse your action.

When no text block handles are selected, the menus show the default text block settings. These default settings can also be changed by selecting a new setting from the menu. You can undo the change by selecting Undo.

Editing inside text blocks can also be undone by selecting Undo from the Edit menu. Changes made while in the Edit Text dialog box can be undone individually while in the dialog box. Once you have exited the dialog box, selecting Undo will revert the document to the state before entering the Edit Text dialog box.

Note: You can only edit measure-assigned text blocks in Scroll View, and only edit page-assigned text blocks in Page View.

Special mouse clicks

This list summarizes special mouse click actions for the Text Tool.

Mouse click	What it does
Click the Text Tool	The Text menu appears. A handle appears on each text block in the score.
Click a text block handle or drag-enclose text block handles	Select a text block or text blocks.
Shift-click a text block handle	Add a text block to the selection. If a text block is already selected, remove the text block from the selection.
Double-click in the score	Create an unbounded frame that expands as you enter text.
Double-click and drag in the score	Create a bounded, fixed-size frame for text.

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Mouse click	What it does
Double-click a text block handle	Edit the text block. The frame surrounding the text appears. A cursor appears in the text block.
Press delete for one or more selected text blocks, or control-click the handle and select Delete from the contextual menu	Delete the selected text blocks.
Drag a selected text block handle	Adjust the text block's position in the score.

Contextual menus

Contextual menus are reached by control-clicking on the handle of an object. A contextual menu will be displayed where you can select various items.

Text Block handles

Menu item	What it does
Delete	Delete selected text block

Text menu

How to get there

To create or edit text blocks: Click the Text Tool .

To edit a staff name: Click the Staff Tool . Click a staff handle, then choose Edit Staff Attributes from the Staff menu. Type into the box next to the full or abbreviated staff name in the Staff Attributes dialog box.

What it does

The Text menu appears when the Text Tool is selected for editing text blocks directly on-screen. It contains options for editing text fonts, sizes, styles, justification and so on, displaying the text as it will appear on the screen and on your printed music.

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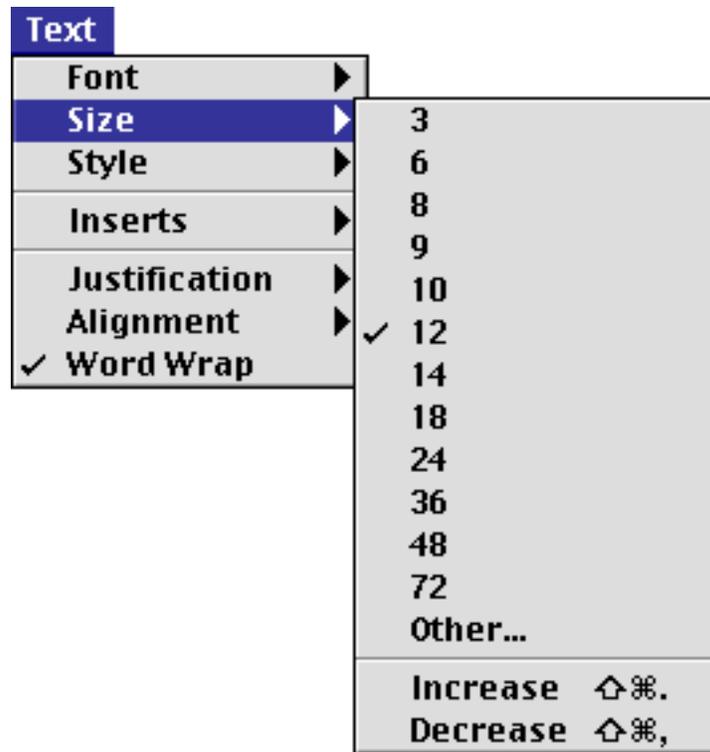
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- **Font:** [Available Fonts]. All the fonts currently installed in your system appear in this submenu. Choose the font that you want to use from the Font submenu; a checkmark appears by the font currently selected.
- **Size:** 3 • ... • 72 • Other. Choose an option from the Size submenu for the font size for your text. PrintMusic! places a checkmark next to your selection. Choose Other to display the Size dialog box. See [SIZE DIALOG BOX](#).
- **Style:** Plain • Bold • Italic • Underline. Choose a type style from the Style submenu. PrintMusic! places a checkmark next to your selection and applies the style to the selected text. Choose the command again to remove the checkmark and the style. Choose Plain to remove the checkmark from all other styles. You can choose any combination of styles (such as Bold—Underline, Italic—Bold, or a similar combination) from the submenu.
- **Inserts:** Date • Time • Page Number • Sharp • Flat • Natural • Symbol. When you're creating or editing a text block, choose a command from the Inserts submenu to insert one of these items at the current location of the cursor. PrintMusic! pastes the current date, time, page number, or other insert at the insertion point. An outline appears around an insert to remind you of its special function. The following keyboard shortcuts are available for inserts:

Insert	Keystroke
Page Number	command-shift-P
Sharp	command-shift-S
Flat	command-shift-F
Natural	command-shift-N

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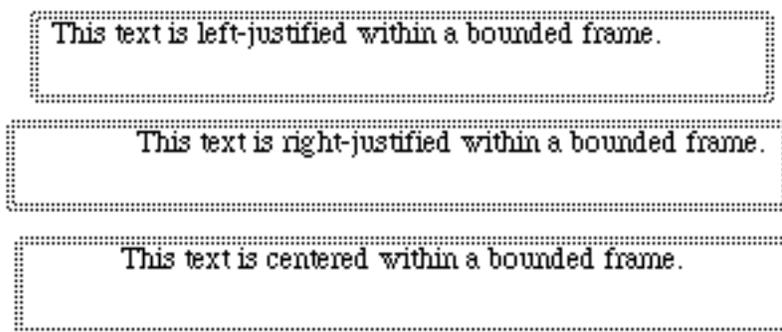
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Note: You can change character settings for inserts placed in text blocks (you might underline the date, for example). Simply select an insert you've placed in a text block (such as the date), then choose a font or other character setting from the Text menu. PrintMusic! changes the entire contents of the insert to the new setting. You cannot, however, select and change the text within inserts.

The Symbol insert will display the Symbol Selection dialog box allowing you to place the selected character into the text block. See [SYMBOL SELECTION DIALOG BOX](#).

- **Justification: Left • Right • Center.** Choose Left, Right, or Center from the Justification submenu to select how you want the text positioned in a frame. Choose Left or Right to place the text on the left or right edge of the frame, or choose Center to center the text between the left and right edges.



- **Alignment: Left • Right • Center.** Choose Left, Right, or Center from the Alignment submenu to select how you want the text block positioned on the page. Choose Left or Right to place the text on the left or right edge of the page, or choose Center to center the text on the page. Checkmarks appear by the alignment settings currently in use for the text block. When you change the horizontal or vertical alignment of the text block, PrintMusic! clears any manual positioning done in the score.

Note: To set the default alignment of page-assigned text blocks, choose a different alignment from the Alignment submenu when you're in Page View with no text blocks selected.

- **Word Wrap.** Deselect this option to disable word wrapping in text blocks.

Size dialog box

How to get there

Click the Text Tool . Select Other from the Size submenu of the Text menu.

What it does

The Size dialog box allows you to select any point size for your text.

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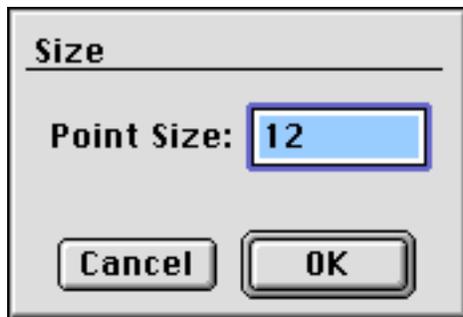
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- **Point Size.** Enter the point size for your text.
- **OK • Cancel.** Click OK (or press return) to confirm your settings and return to the score. Click Cancel to return to the score.

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Type Style dialog box

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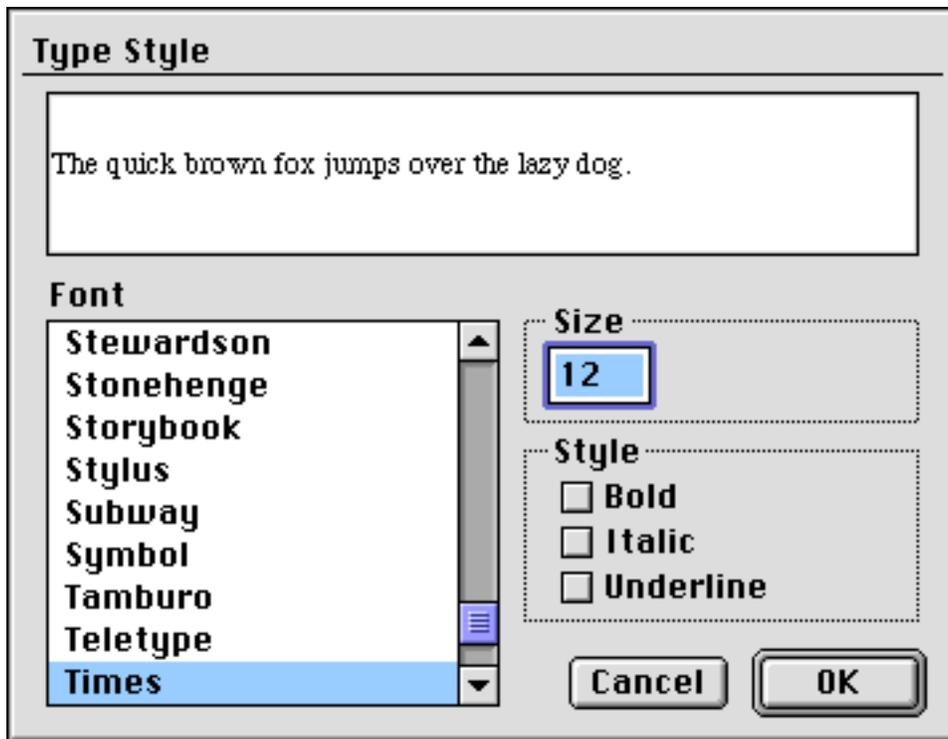
How to get there

This dialog box appears any time you click a Set Font button. You can find a Set Font button in, for example, the Select Default Fonts and the Text Expression Designer dialog boxes.

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What it does

In this dialog box you can specify a font (typeface), point size, and style for the text element you're defining. PrintMusic! displays sample text to show the effects of your selection.



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- **Font.** In this scrolling alphabetical list, PrintMusic! displays every font installed. Click a font name to select it. Any fonts that were present when the document was created or edited but are no longer installed appear dimmed. At the top of the dialog box, PrintMusic! shows you the actual text you've typed, if appropriate.

Note that when you're creating musical elements such as Expressions, PrintMusic! conveniently displays the default music font at the top of the list, Maestro, as well as in its normal alphabetical position.

- **Size.** In this text box, enter the size, in points (72 per inch), for the textual element you're designing. Each time you enter a number, PrintMusic! updates the sample text display to reflect the change.
- **Style.** Click as many of these checkboxes as you want; each creates a stylistic change in the font and size you've selected, as follows: **bold**, *italic*, and underline.
- **OK • Cancel.** Click OK (or press return) to confirm, or Cancel to discard, the font change you've specified. You return to the previous dialog box.

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Symbol Selection dialog box

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How to get there

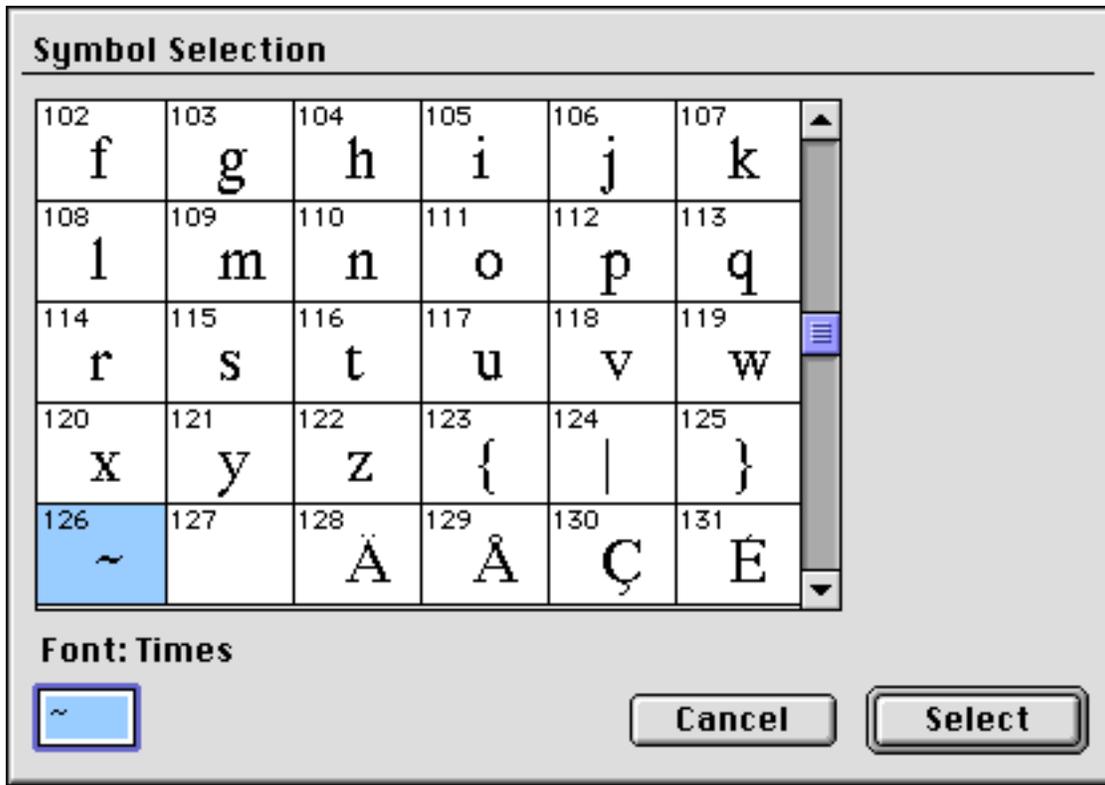
You can access this dialog box by clicking on the Text Tool. From the Text menu, choose Inserts, then Symbol.

What it does

From this dialog box you can choose any letter, number, or symbol in the selected font by double-clicking it (or by typing its alphabetic equivalent on your keyboard and then clicking OK). PrintMusic! responds by entering the corresponding character in the system font in the Symbol text box; when the symbol appears in the score, however, it will appear exactly as it did in the Symbol Selection dialog box.

The currently selected font for the element appears in this dialog box. A text field also displays the system font equivalent of the character displayed. This allows you to type the key equivalent for any character and select it automatically.

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- **Font.** The currently selected text font is displayed. This text box shows you what the keyboard character for the selected character is. If you already know what the keyboard equivalent is for the symbol you are looking for, you can type in this text box to select that character.
- **Select.** Instead of double-clicking any character, you can click it once and then click Select. You return to the previous dialog box.
- **Cancel.** Click Cancel to return to the previous dialog box without selecting a character.

Fonts

Most items you see in PrintMusic! are created with font characters. In addition to items created with text, musical symbols (such as noteheads, clefs, and expressions) are font characters as well.

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PostScript, TrueType and ATM (Adobe Type Manager)

All fonts included with PrintMusic! come with a Type 1 PostScript font (with a corresponding screen font) and a True Type font. PostScript fonts have accompanying screen fonts which allow the user to have an idea what the font will look like in printout. These screen fonts don't resize smoothly on the computer's screen, meaning that a 24 point font will look okay at 100 percent, but jagged at other point sizes, page reductions or view percentages. TrueType fonts allow you to print to non-postscript printers as well as resize smoothly in both printout and on screen. TrueType fonts do not work, however, in the creation of EPS (Encapsulated PostScript) files. A full installation of PrintMusic! installs both the PostScript and TrueType fonts in your system.

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Where are the fonts installed?

The PrintMusic! Installer automatically installs the Maestro, Seville, and Tamburo Fonts TrueTypes directly into your Fonts folder located in your System folder: the screen fonts and TrueType fonts are both placed in folders entitled PrintMusic! Screen Fonts and PrintMusic! TrueType Fonts. The PostScript fonts are placed loose in your Fonts folder.

How to identify font types

PostScript fonts often have abbreviated names like Maest. If you click on the font and choose Get Info from the File menu, you'll see an icon of a laser printer with a page sticking out of it. The number on the page tells you what version of PostScript the font is: current font technology would be a type 1 font.

Screen or bit-mapped fonts come in specific sizes and are recognized by the number: for example, Maestro 24 would be a screen font. If you "Get Info" on a screen font, you'll see an icon consisting of a page with a corner folded over with a single A on it.

TrueType fonts are usually identified by a full name without a number, like Maestro. If you "Get Info" on a TrueType font, the icon will display a page with a corner folded over and three A's on it.

Additional discussions of fonts and font selections appear in individual entries, such as [LYRICS](#); [EXPRESSIONS](#); [TEXT](#); and so on.

For a list of all the characters in each font that comes with PrintMusic!, see the Character Sets for [MAESTRO](#), [SEVILLE](#), [TAMBURO](#), and [JAZZ](#).

Text

You can place text, in any font and size, anywhere in a PrintMusic! score. Different tools, however, are ideal for different kinds of text. The table below will help you find instructions for creating the kind of text you're looking for.

To create these...	Use this tool...	...and see this entry
Lyrics	LYRICS TOOL	LYRICS
Page numbers	TEXT TOOL	PAGE NUMBERS
Notes to the conductor	TEXT TOOL	TEXT BLOCKS
Titles	TEXT TOOL	TEXT BLOCKS
Copyright notices	TEXT TOOL	COPYRIGHT NOTICES
Text expressions (<i>arco</i> , etc.)	EXPRESSION TOOL	EXPRESSIONS
Long text expressions	TEXT TOOL	TEXT BLOCKS
Explanatory text	TEXT TOOL	TEXT BLOCKS
Chord symbols	CHORD TOOL	CHORD SYMBOLS

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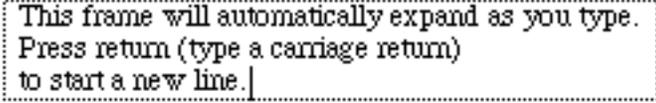
Text blocks

A text block can be almost any piece of text: a note to the conductor, a page of dialogue, performance instructions, or an extra verse of lyrics, for example. You can place block text, in any font and size, anywhere in the score.

Text blocks created in Scroll View and text blocks created in Page View are treated differently. PrintMusic! always assigns a text block to a measure if you are in Scroll View when the text block is created. In addition, you must be in Scroll View to edit or position measure-based text blocks; in Page View, handles do not appear on measure-based text blocks. To create a page-assigned text block, you must be in Page View. Page-assigned text blocks can be edited and repositioned in Page View only; in Scroll View, page-assigned text blocks do not appear.

To create text in a frame that automatically expands as you type

- **Click the Text Tool** . The Text menu appears.
- **Double-click the document window where you want to place text.** The editing frame appears, with a flashing cursor to indicate the insertion point.
- **Type the text directly into the score without dragging to create a frame.** Press return (type a carriage return) to start a new line. The frame expands horizontally and vertically to accommodate the text you enter.

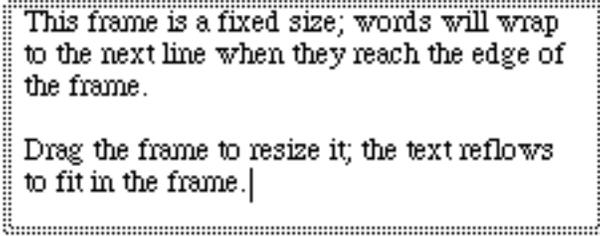


This frame will automatically expand as you type.
Press return (type a carriage return)
to start a new line. |

A single dashed line indicates that the frame will expand vertically and /or horizontally as you type.

To create text within a fixed-size frame

- **Click the Text Tool** . The Text and Frame menus appear.
- **Double-click the document window, and drag to create a rectangle to accommodate your text.** An editing frame of the size you create appears, with a flashing cursor to indicate the insertion point. The placement of the insertion point—left, center, or right—depends on the justification options selected in the Text menu.



This frame is a fixed size; words will wrap
to the next line when they reach the edge of
the frame.
Drag the frame to resize it; the text reflows
to fit in the frame. |

A double dashed line indicates that the frame is a fixed size; it will not expand as you type.

- **Enter the text you want displayed.** The placement of the text within the frame—left, center, or right—depends on the justification options selected in the Text menu. The words wrap when you reach the side of the frame.

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- **To resize the frame to accommodate additional text, drag the side of the frame to the desired size.**

To edit text on-screen

- **Click the Text Tool .** The Text menu appears.
- **Double-click a text block handle.** The editing frame appears around the text.
- **Click within the selected text block to edit the text.** The insertion point appears where you click. Select some text, then use the Text menu to change the character or text block settings for the selected text.

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To resize a text block on-screen

- **Click the Text Tool .** The Text menu appears.
- **Double-click a text block handle.** The editing frame appears around the text.
- **To change the text block's shape or size on-screen, drag any side of the frame to stretch the shape.**

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To position text blocks on-screen

- **Click the Text Tool .** The Text menu appear.
- **Drag a text block's handle to adjust its placement in the score.** Drag-enclose or shift-click additional text block handles to select them. You can drag multiple text blocks on the score to position them.

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To position page-assigned text blocks

- **Choose Page View from the View menu, if it isn't already selected.**
- **Click the Text Tool .** The Text menu appear.
- **Click a page-assigned text block handle, then choose Alignment from the Text menu.** Choose Left to place the text block on the left margin of the page; choose Center Horizontally to center it between the left and right margins; or choose Right to align it on the right margin.

Note: When you change the horizontal alignment, PrintMusic! clears any manual positioning that was done in the score.

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To delete a text block

- **Select a text block handle or drag-enclose to select a group of handles.**
- **Press delete.**

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To specify a default font for text blocks

- **Choose Select Default Fonts from the Options menu.** The Select Default Fonts dialog box appears.
- **From the Text popup menu, choose Text Block and click the corresponding Set Font button.** The Type Style dialog box appears in which you can select the font you want to use for your text blocks.

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- **Click OK twice.** You return to the score. Now any new text you create with the Text Tool will use the font you selected.

Titles.

To create extra room at the top of the page

Depending on the format of your piece, you may want the music on the first page to begin slightly lower on the page to allow room for a title space.

- **Scroll to the beginning of the piece. Click the Page Layout Tool .** PrintMusic! displays the systems on the first page, representing each as a rectangle with handles at the upper-left and lower-right.
- **Click in the middle of the staff system and drag it downwards.** When you drag the top system down, all subsequent systems move down on the page as well. If you want more precision, try this: Choose Edit System Margins from the Systems submenu of the Page Layout menu. Click the top system's handle, and then enter a lower (larger negative) value in the top-most text box at the right side of the screen. These numbers represent the system margins.
- **Click Done. Choose Update Layout from the Edit menu.**

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To add a title

- **Click the Text Tool .**
- **Select Page View from the View menu.**
- **Double-click where you want the title.** The text editing frame appears.
- **Select font, size and style from the Text menu.** Skip this step if the default Text Block settings are the ones you want to use. See [SELECT DEFAULT FONTS DIALOG BOX](#).
- **Type the desired title.**

To move or delete a title

- **Click the Text Tool .**, if it's not already selected. A handle appears on each title.
- **Drag the title's handle to move it; select the handle and press delete to remove it.**

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To specify a default font for titles

The default font for titles is the same as the default font for all text blocks. See [TEXT BLOCKS—To specify a default font for text blocks](#).

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Date stamps

If you create a time stamp or a date stamp, PrintMusic! will automatically print the current time or date on your document each time you print it. To add a time or date stamp, you use the Text Tool.

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To create a time or date stamp

- **Click the Text Tool .**

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- **Double-click where you want the Date or Time stamp on the page.** The text editing frame appears.
- **Select font, size and style from the Text menu.** Skip this step if the default Text Block settings are the ones you want to use. See [SELECT DEFAULT FONTS DIALOG BOX](#).
- **Select Date or Time from the Inserts submenu of the Text menu.**

To move the date stamp, drag its handle; select the handle and press delete to remove it.

Copyright notices

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A copyright notice, often added to the bottom of the first (or every) page of a published score, is a text block in PrintMusic!; type option-G to create the copyright symbol itself (©).

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To add a page number, use the Text Tool in Page View.

To add a page number

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- Click the Text Tool .
- **Select Page View from the View menu.**
- **Double-click where you want the page number to appear.** The text editing frame appears.
- **Select font, size and style from the Text menu.** Skip this step if the default Text Block settings are the ones you want to use. See [SELECT DEFAULT FONTS DIALOG BOX](#).
- **Select Page Number from the Inserts submenu of the Text menu.**

To move or delete a page number

- Click the Text Tool . A handle appears on the page number.
- **Drag the number's handle to move it.** Select the handle and press delete to remove it.

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Chapter 25: Page Layout Tool

Page Layout Tool

What it does

This tool lets you define the page layout for your document, including the page size, size of the page margins, and the positioning of the systems on each page.

The Page Layout menu appears (and you switch to Page View, if you're not already there) when you click the Page Layout Tool. This menu contains a command for Move Single Staves, as well as what margins will be edited.

For full instructions, see [PAGE LAYOUT](#), [PAGE SIZE](#), [SYSTEMS](#), [MARGINS](#), and so on.

Special mouse clicks

- **Drag a handle** to resize the page margins, or system margins.
- **Drag the center of a staff system** to move the staff system on the page.

Contextual menus

Contextual menus are reached by control-clicking on the handle of an object. A contextual menu will be displayed where you can select various items.

System Margin handles

Menu item	What it does
Adjust Current System Only	Adjustments only affect the current system margins
Edit Margins	Displays the Edit System Margins dialog box

Page Margin handles

Menu item	What it does
Adjust Current Page	Adjustments only affect the current page margins
Edit Margins	Displays the Edit System Margins dialog box

Page Layout menu

How to get there

Click the Page Layout Tool .

What it does

These commands affect your work with the Page Layout Tool.

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- **Move Single Staves.** This command permits staves in a system to be moved independently in Page View. Under normal circumstances, when you move, respace, or rearrange staves using the Staff Tool all staff systems are affected. If you have selected this option, however, you'll find you can now vary the positioning and spacing of staves for a single staff system.
- **Edit System Margins.** To edit systems by number, select Edit System Margins. See [EDIT SYSTEM MARGINS DIALOG BOX](#).
- **Adjust Current Staff System Only** When Adjust Current Staff System Only is selected, PrintMusic! only adjusts the staff system you're editing. Otherwise, PrintMusic! updates every staff system in the piece to match the changes you've made to a single staff system (such as indenting it, dragging it up or down, and so on).
- **Edit Page Margins.** To edit page margins by number, select Edit Page Margins. See [EDIT PAGE MARGINS DIALOG BOX](#).
- **Adjust Current Page Only.** When Adjust Current Page Only is selected, PrintMusic! adjusts the currently displayed page in your piece. Otherwise, every change you make to the page size or margins on one page will be applied to all pages in the score.
- **Page Size.** Choose this option to change the page size for the current page. See [EDIT PAGE SIZE DIALOG BOX](#).

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Edit System Margins dialog box

How to get there

Click the Page Layout Tool . Choose Edit System Margins from the Page Layout menu.

What it does

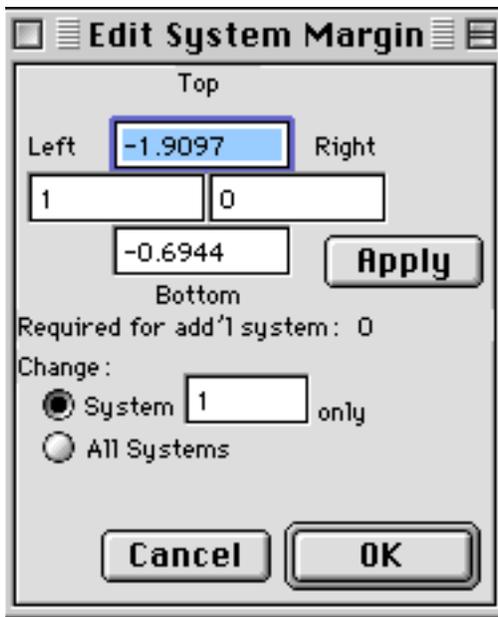
Use this dialog box to set the System Margins numerically.

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- **Top • Left • Right • Bottom.** Use these text boxes to enter the staff system margins for the specified systems. See [SYSTEMS](#) for more information.
- **Required for add'l system.** This text displays the amount of space required to place an additional system on the current page.
- **Change: System ___ only • All Systems.** Select which systems should be affected by the specified margins. Select a specific system or all systems. See [SYSTEMS](#) for more information.
- **OK • Apply • Cancel.** Click OK (or press return) to return to the score where any adjustments will affect the selected staff systems. Click Apply to make the adjustments and leave the dialog box available for more changes. Click Cancel to return to the score without making any changes.

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Edit Page Margins dialog box

How to get there

Click the Page Layout Tool . Choose Edit Page Margins from the Page Layout menu.

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What it does

Use this dialog box to set the Page Margins numerically.

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- **Top • Left • Right • Bottom.** Use these text boxes to enter the page margins for the specified pages.
- **Change: Page ___ only • All Pages.** Select which systems should be affected by the specified margins. Select a specific page or all pages.
- **OK • Apply • Cancel.** Click OK (or press return) to return to the score where any adjustments will affect the selected pages. Click Apply to make the adjustments and leave the dialog box available for more changes. Click Cancel to return to the score without making any changes.

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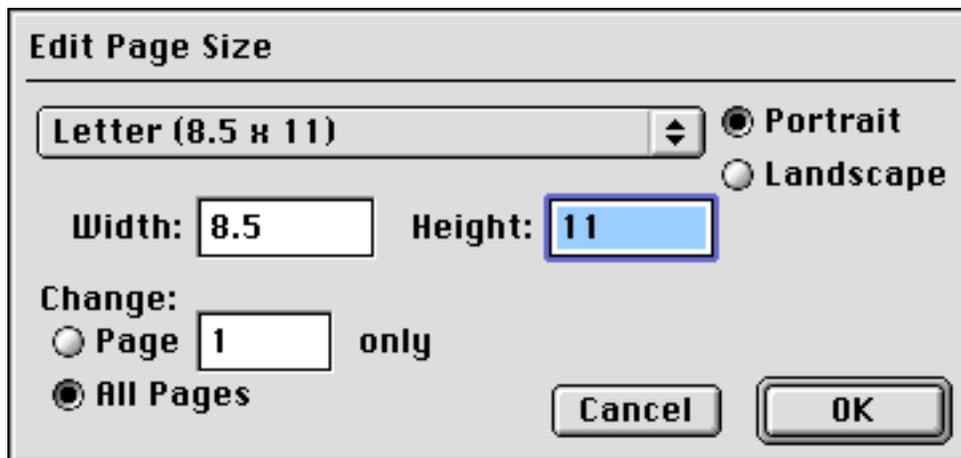
Edit Page Size dialog box

How to get there

Click the Page Layout Tool  Choose Page Size from the Page Layout menu.

What it does

Use this dialog box to change the size or orientation of the specified pages.



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- **[Page sizes] • W: • H: • Portrait • Landscape.** Select the desired page size from the popup menu or type in the desired Width and Height (custom will be displayed in the popup menu). Select Portrait or Landscape as well.
- **Change: Page __ only • All Pages.** Use these options to select the pages you would like affected by the page size settings you have made.
- **OK • Cancel.** Click OK (or press return) to execute the selected changes. Click Cancel to return to the Page Layout window without any changes.

Page layout

Many instructions for setting the page layout for your documents appear under their own entries. See, for example, [DISTANCES](#); [MARGINS](#); [PAGE SIZE](#); and [MEASURE LAYOUT](#). For instructions on arranging measures within the score (setting the number of measures per line, for example, or moving a measure to another system), see [MEASURE LAYOUT](#).

A common use of PrintMusic!'s page layout tools is to specify how much music should fit on a page—how many measures per line, for example, or how many systems on a page. It's important to realize that there are four elements affecting the amount of music on a page. First, look at the distance between staves in each system; if you decrease the total height of the system (by clicking the Staff Tool in Scroll View and dragging the staves closer to each other), more systems fit on the page.

Second, you can adjust the distance between systems. If you're trying to fit another system onto a page, the simplest solution is to slightly decrease the space between all systems, so that the cumulative effect is to create just enough room for another system on each page (see the two subentries called "[To change the distance between systems](#)," below). The third factor affecting the amount of music that fits on the page is the amount of reduction you've applied to the music on a page—you may find that a reduction of even a percentage point or two is just enough to fit another measure per line, or another system per page (see [REDUCING/ENLARGING](#)).

To change the distance between systems (Quick method)

Important: The distance between systems (in Page View and in printouts) is determined by the distance between the top of the music in Scroll View and the top of the window, as shown in the figure above.

- **If you're not in Scroll View, choose Scroll View from the View menu.**
- **Click the Staff Tool** .
- **Choose Select All from the Edit menu.** All staff handles are highlighted.
- **To increase the distance between systems, drag any staff downward. To decrease the distance between systems, drag any staff upward.** Keep in mind that the number of systems that fit on a page is also determined by this distance you're now setting (as well as by the percentage reduction). To see the results of what you've done, switch to Page View and examine the space between systems.

To change the distance between systems

The advantage of the "quick method" (above) is that you can both increase and decrease the distance between systems. Here's an alternate method, useful primarily for increasing this distance.

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- **Click the Page Layout Tool** . Dotted-line margins appear around each system.
- **Choose Adjust Current Systems from the Page Layout menu, if it already displays a check mark.** In other words, you want the change you're about to make (to a single system) to affect every system in the piece.
- **Drag the lower-right corner handle of any system upward or downward.** You've just changed the amount of space below every system in the piece. In so doing, you may also have changed the number of systems able to fit on a page. (The bottom text box governs the amount of extra space below each system.)

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To change the page margins

See "[To change the page layout](#)," below, or see [MARGINS](#) for a more detailed discussion.

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Note: If you're printing on a PostScript printer and you find that brackets and staff names are being "chopped off" in your printouts, you may not need to change the page margins at all. Instead, choose Page Setup from the File menu, click Options, and then click Larger Print Area. If you make this setting, most laser printers can print 1/8 inch closer to every page edge.

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To set the page size

See "[To change the page layout](#)," below, or see [MARGINS](#) for a more detailed discussion.

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To change the page layout

- **Click the Page Layout Tool** .
- **Move to the page you want to change.** If you want to change the page layout of all pages at once, it doesn't matter which page you click. If you're unsure about your changes, make sure to first select Adjust Current Page Only. Remember, you can always choose Undo from the Edit menu to restore your piece to its previous state.
- **If you want to change the Page Size, choose Page Size from the Page Layout menu.**
- **In the Page Size dialog box, choose the page size from the popup menu** or enter values using the currently selected measurement units.
- **Choose Landscape or Portrait.** Hint. This setting affects how PrintMusic! lays out the page. Printing settings are set in the Page Setup dialog box under the File menu.
- **Select the pages you want to affect.** Choose all page or type in the individual page number.
- **Click OK.**
- **If you want to change the page margins for just this page, first make sure Adjust Current Page Only is checked in the Page Layout menu.**
- **Drag the handles at the edge of the page margins.** You can also enter values directly into the number boxes of the Edit Page Margins dialog box. See [EDIT PAGE MARGINS DIALOG BOX](#) for more information.
- **If you want to reposition a staff system on the page, drag from the middle of the system.** Note that PrintMusic! won't let you drag one system on top of another one.
- **If you want to indent, resize, or respace a system, drag a handle.** Each system appears bounded by a dotted line. To indent a system, drag its upper-left handle. Instead of dragging, you can enter values directly into the number boxes. See [EDIT SYSTEM MARGINS DIALOG BOX](#) for more information.

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When you're viewing Staff Systems, you'll notice a boldface number to the right of each system. The numbers on the systems (the first system is number 1) help you identify each system, so you'll be aware if the system layout has shifted.

- **To edit another page use the arrows at the bottom of the document window to move the next or previous page.**
- **Choose Update Layout from the Edit menu.**

Systems

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A system is one line of music across the page, including all the staves that constitute the staff system. This entry contains instructions for spacing, indenting, moving, or resizing systems. See [PAGE LAYOUT](#) for information on setting initial system position and size settings. See [MEASURE LAYOUT](#), or [PAGE TURNS](#) for further instructions on laying out the measures that constitute systems.

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To change the spacing of systems (quick method)

The distance between systems (in Page View and in printouts) is determined by the distance between the top staff in Scroll View and the top of the window. The distance between systems directly affects how many systems will fit on a page.

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- **Choose Scroll View from the View menu, if you're not already there.**
- **Click the Staff Tool .**
- **Choose Select All from the Edit menu.** All staff handles are highlighted. To increase the distance between systems, drag any staff downward. To decrease the distance between systems, drag any staff upward.

To indent or move a system

It's common practice to indent the first system of a piece—not only for aesthetic reasons, but often to allow room for staff names to be written out in full. The following instructions show you how to indent or move a single system; if you want to indent all systems, a better method would be to simply increase the page margin. See [MARGINS](#) for full instructions.

- **Click the Page Layout Tool .** Each system is surrounded by a dotted-line rectangle. Make sure Adjust Current Staff System Only is selected in the Page Layout menu.
- **Go to the page containing the system you want to change.**
- **Drag a handle.** To indent a system, drag its upper-left handle.

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Instead of dragging, you can enter values directly into the number boxes. See [EDIT SYSTEM MARGINS DIALOG BOX](#) for more information.

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When you're viewing Staff Systems, you'll notice a boldface number to the right of each system. The numbers on the systems (the first system is number 1) help you identify each system, so you'll be aware if the system layout has shifted.

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- **Choose Update Layout from the Edit menu.**

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To force a system onto the next page

Use the following technique if you're laying out the pages of your piece and find that you need to force the last system on one page to the top of the next page.

- **Click the Page Layout Tool** . Each system appears, surrounded by a dotted-line. Check to make sure Adjust Current Staff System Only is selected in the Page Layout menu.
- **Go to the page containing the system you want to move.**
- **Drag the lower-right handle of the second-to-last system downward just enough to force the last system off the page.** In effect, by creating additional space beneath the second-to-last system, you force the last system onto the following page.
- **Update the layout with Update Layout in the Edit menu.**

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Margins

There are two kinds of margins in PrintMusic!: page margins and system margins. Both can be set either from a menu or with the Page Layout Tool. For information on system margins, see [SYS-TEMS](#).

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To change page margins

- **Click the Page Layout Tool** .
- **Choose Adjust Current Page Only from the Page Layout menu to affect only that page.** Otherwise, changes affect all pages.
- **Drag the handles at the edge of the page margins.** You can also enter values directly into the number boxes of the Edit Page Margins dialog box. See [EDIT PAGE MARGINS DIALOG BOX](#) for more information.
- **Choose Update Layout from the Edit menu.** This command re-calculates the layout of measures, based on the new margins.

Page size

A page in PrintMusic! can be as huge or as tiny as you can imagine—but some printers are limited in the sizes of paper they can handle. Note: If you plan to print on any size paper larger than 8.5 by 14 inches, see [PRINTING](#) for special instructions. For other instructions on mixing and matching page size layouts, and a more complete discussion of page layout, see [PAGE LAYOUT](#).

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To set the page size for all pages

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- **Click the Page Layout Tool** .
- **Choose Page Size from the Page Layout menu.**
- **In the Page Size dialog box, choose the page size from the popup menu** or enter values using the currently selected measurement units.
- **Choose Landscape or Portrait.** Hint. This setting affects how PrintMusic! lays out the page. Printing settings are set in the Page Setup dialog box under the File menu.
- **Select the range of pages you want to affect.**

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- Click OK.
- To edit another page, go to that page.

Page turns

A number of tools are at your disposal for adjusting the layout of your music to avoid awkward page turns. In PrintMusic!, this is often a two-step process—first, you arrange the measures (usually with a goal of placing rest measures at the end of a system). Second, you may have to move some systems from one page to another, so that the nearest rest measures fall at the bottom of a page.

To move individual measures from line to line, see [MEASURE LAYOUT](#). To move systems from page to page, see below.

To push a system onto the next page

- Click the Page Layout Tool .
- Go to the page you want to change. Each system has a pair of handles (at diagonally opposite corners). In order to “push” the last system onto the following page, you’ll enlarge the space beneath the system preceding it.
- Drag the lower-right handle of the second-to-last system downward. Drag just enough so that the last system disappears—it gets pushed onto the next page. If you now want to pull all the remaining systems down a bit to center the systems on the page, drag the center of the system. All systems on the page move down accordingly. (Make sure not to drag them so far down that the new last system vanishes too.) If you make a mistake, choose Undo from the Edit menu.
- Choose Update Layout from the Edit menu.

To fit an additional system onto every page

PrintMusic! always maximizes the number of systems on a page based on the distance you’ve set between systems, the page reduction, and the page margins. Therefore, there are a number of ways to fit an additional system on a page. If the problem is general (there are too few systems on every page), see the two subentries under [PAGE LAYOUT —To change the distance between systems](#). Similarly, consider reducing all pages slightly to achieve the same effect (see [REDUCING/ENLARGING](#)). You probably shouldn’t try to fit another system by widening the page margins, because the default margin (1/2 inch) is already very close to the edges of the pages.

To fit an additional system onto one page

- Click the Page Layout Tool .
- Go to the page to which you want to add a system. Each system has a pair of handles (at diagonally opposite corners). In order to “pull” a system from the following page, you’re going to reduce the space beneath each system on this page.

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- **Drag the lower–right handle of the first system slightly upward.** If this step didn't solve the problem, drag the second system's lower-right handle slightly upward, too (preferably by the same amount—watch the number boxes in Edit System Margins dialog box if you wish; they show how much you're dragging each system – See [EDIT SYSTEM MARGINS DIALOG BOX](#)). Move the handles up until the system is pulled up.

If, despite all your efforts, it looks like the next system simply won't fit without overlapping the existing systems, you'll have to resort to one of the global system-fitting options (see [PAGE LAYOUT—To change the distance between systems \[Quick Method or Page Layout method\]](#)), or reduce the music ([REDUCING/ENLARGING](#)).

- **Choose Update Layout from the Edit menu.**

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Chapter 26: Extracting Parts

Extract Parts dialog box

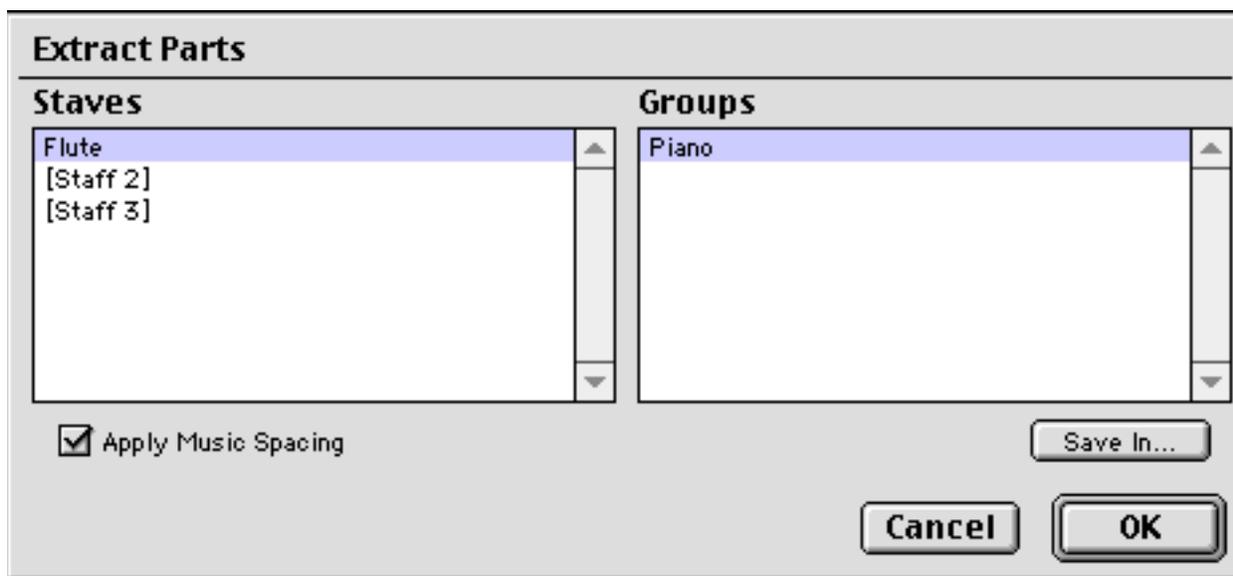
How to get there

Open the document from which you'll be extracting parts. Choose Extract Parts from the File menu.

What it does

Extract Parts places each extracted part in its own separate PrintMusic! document that you can view and edit before printing.

In this dialog box, you can specify which parts you want extracted, tell PrintMusic! which staves or groups to be extracted (so that both staves of a keyboard part will be extracted together, for example), so that you can let PrintMusic! perform the part extraction unattended.



- **Staves • Groups.** The Staves list contains the name of each staff in the score, and the Group list contains the number of each group. Use the scroll bar to display all staves in the score. Click to select a single staff in the Staves list. Shift-click to select all staves between the currently selected staves and the staff you shift-click. Command-click to select an additional single staff from anywhere in the list, or command-click a selected staff to remove a single staff from the selection. After selecting staves to extract, select any groups you want to extract at the same time. PrintMusic! will extract each selected staff and group, and create a separate document for the extracted part.
- **Apply Music Spacing.** Choose Apply Music Spacing to position each note based on its duration. For details, see [NOTE SPACING](#).
- **Click the Save In button** to select the folder in which you want the parts saved.

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- **OK • Cancel.** Click OK (or press return) to confirm your parts extraction settings, or click Cancel to return to the score without changing any settings.

Extracting parts



When PrintMusic! extracts parts, and an instrument doesn't play for more than one measure, PrintMusic! groups the silent measures together into a multimeasure rest, or block rest, as shown above. PrintMusic! automatically breaks up block rests at key or time changes, repeat barlines or text repeats, any "real" whole rest (a whole rest you entered, not the default whole rest that appears in any measures left empty).

To extract parts into individual documents

- **Save the full score document.**
- **Choose Extract Parts from the File menu.** The Extract Parts dialog box appears. PrintMusic! will prepare to extract parts from the active document.
- **Specify the staves and groups you want to extract by highlighting the staff names and group names in the Staves and Groups boxes, shift-clicking or command-shift-clicking in the list box.** Shift click lets you select additional staves. Command-shift-click allows you to select additional ranges.
- **Choose your location to save your documents.** Tip: Create a folder called "Parts" and have the individual files extracted to that folder.
- **Click OK (or press return).** PrintMusic! will generate an individual PrintMusic! document for each part, according to your specifications. Allow plenty of time for PrintMusic! to complete the task, especially with large files, and make sure there's room on the hard disk to hold these files.

To break a multimeasure rest

See [TO BREAK A MULTIMEASURE REST](#).

To format and print extracted parts unattended

Not only will PrintMusic! extract the parts automatically, but it will also lay out the resultant documents and print them unattended.

- **Extract the full score into individual documents, as described above.** If you want to examine each document individually, to fix awkward page turns and so on, do so now.
- **Quit PrintMusic!.** You return to the desktop.
- **Place the extracted-part documents into one folder. Select all of them (choose Select All from the Edit menu).** Make sure there's enough paper in your printer to accommodate all the parts you're about to print.
- **Choose Print from the File menu.** The Macintosh launches PrintMusic! automatically. PrintMusic! prints each document, one at a time.

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Chapter 27: Printing

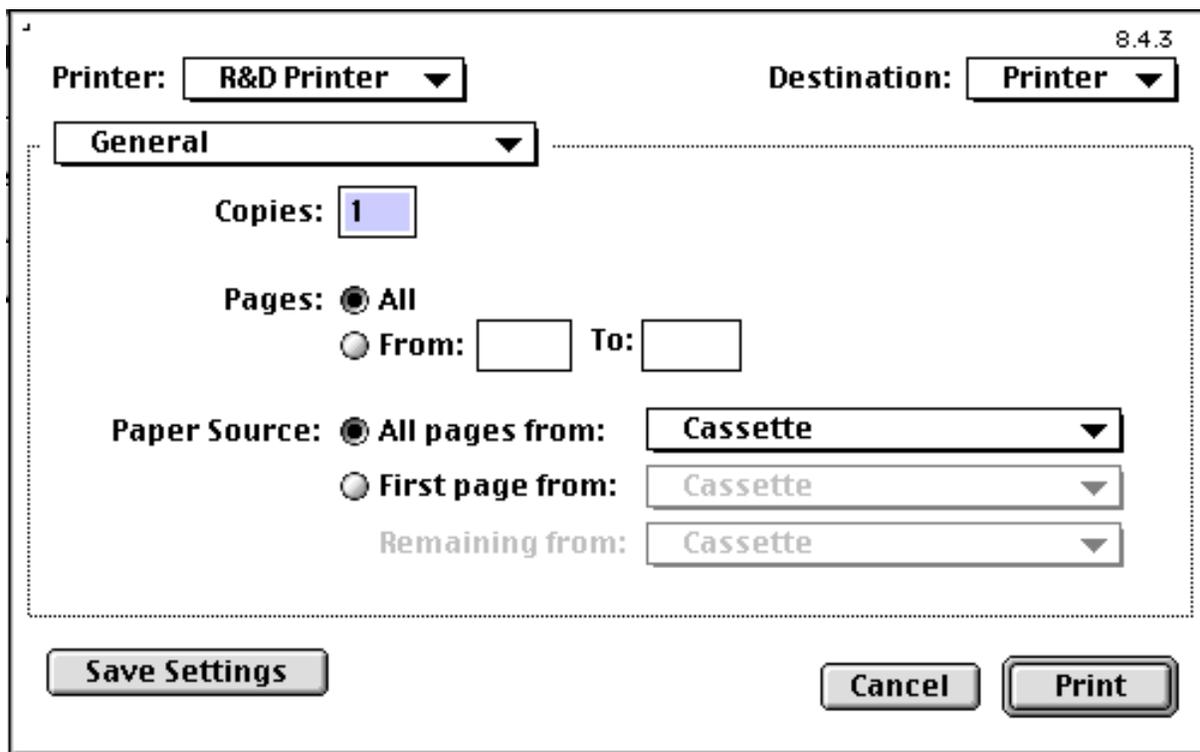
Print dialog box

How to get there

Choose Print from the File menu.

What it does

This dialog box lists several printing options, which vary depending on your printer. You can specify, for example, which pages of the score you want to print, and how many copies.



- **Print Range: All • From: ___ Through: ___.** Specify the page range that you want to print. Click All to print your entire score, or click From: ___ Through: ___ to specify a particular range.
- **Copies.** Enter the number of copies you want to print.
- **Collate Copies.** Select Collate Copies to print two or more copies of a piece in sets so that you don't have to sort them.
- **Print Display Colors.** Select this option to allow PrintMusic! to print the colors on your display to your color printer. Note that if you do not have a color printer, this will only print in shades of gray.
- **OK • Cancel.** Click OK (or press return) to print. Click Cancel to return to the score without printing.

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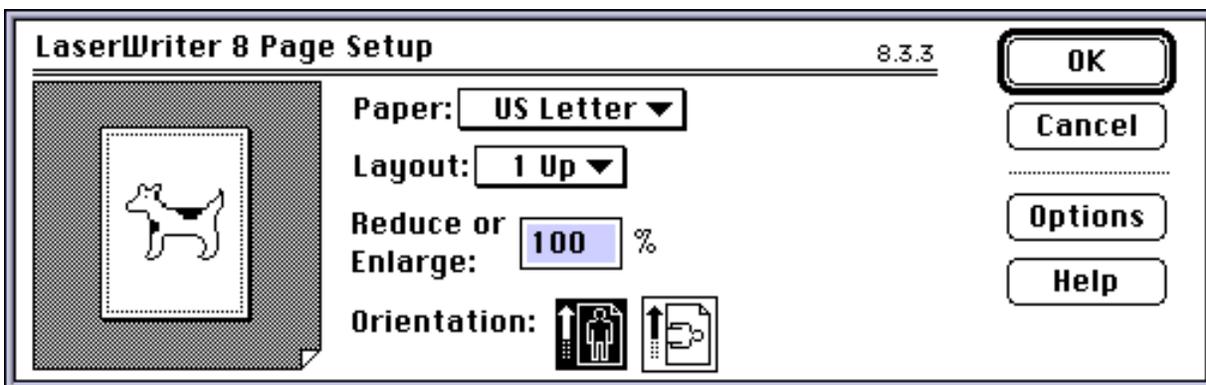
Page Setup dialog box

How to get there

Choose Page Setup from the File Menu.

What it does

This standard Macintosh Page Setup dialog box differs depending on your printer (and on the version of the Macintosh System you're using). In this dialog box, you can specify which paper size you want to print on, but note that the page size of your score itself is completely independent of the page size you specify here. (Use the Page Layout Tool to set the actual printed image size; see [PAGE SIZE](#)) To ensure that no music will be chopped off when you print, the size of the page as set by the Page Layout Tool should be equal to or smaller than that specified in the Page Setup dialog box. Finally, you can specify your choice of orientation (Portrait or Landscape) in this dialog box.



Printing

To print a score

Portrait orientation is the usual setup—the page is taller than it is wide; Landscape orientation is “sideways.” Letter size is 8.5 by 11 inches; Legal size is 8.5 by 14 inches. If you're printing on a PostScript printer, make sure that the PostScript fonts are installed in your system. This is done automatically with the PrintMusic! Easy Install. (See [FONTS](#) for tips on choosing fonts.)

- **Choose Page Setup from the File menu.** The Page Setup dialog box appears. Click Letter or Legal to specify the paper size. Specify the orientation by clicking Portrait or Landscape. If you're printing on a laser printer, you may also want to click Options; then click Larger Print Area. By doing so, you allow the music (including brackets, staff names, and so on) to be printed as close as 1/2 inch from the edge of the page. (If you don't choose this option, you'll get a quarter-inch margin.)
- **Make sure your page layout matches the paper size and orientation you've just specified.** See [PAGE SIZE](#) for instructions.
- **Click OK (or press return).** If you're in Page View, go to page 1.
- **Choose Update Layout from the Edit menu.** By choosing Update Layout, you're reformatting the music so that no measures are unnecessarily wide or narrow.

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- **Choose Print from the File menu.** The Print dialog box appears, letting you specify the number of copies and the range of pages to print. If you only want the first page to print, type 1 in both the From and To boxes.
- **Click OK (or press return).** The printer should begin to print in a few moments.
- **To cancel printing, press command-period (.).** Because the computer sends data to the printer faster than the printer can process it, there will be a momentary pause before the computer and printer stop printing.

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Chapter 28: Playback

Playback Controls

How to get there

Choose Playback Controls from the Window menu.

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What it does

Playback Controls is a floating window that give you tape-deck-like buttons for controlling the playback of your score.

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Playback Controls supports PrintMusic!'s EasyScribe recording and playback functions as well. To start recording, you can click Record in Playback Controls when the EasyScribe Tool is selected.

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- **Rewind to Beginning** . Click this button to enter the number 1 into the Measure text box, which indicates where playback will begin. If the music is already playing back when you click this button, PrintMusic! will stop playback for a moment, jump to the beginning of the score, and resume playback from there.
- **Rewind** . Click this button and hold the button down to make the number in the Measure text box decrease rapidly. If the music is already playing back and you want to hear something again, click this button for a moment, then release; playback will resume from the measure number (that you just changed) in the Measure box.
- **Stop • Play.** Click Stop to halt playback and reset the Measure text box to its original value (or, rather, to the value indicated by the Play From controls; see below).

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Click Play, or press the Space bar, to begin playback. While the music is playing, the Measure text box shows you the measure being played, and the Play button changes to say Pause. If you click Pause (or press the Space bar again), playback will stop and the Measure text box will show the measure you stopped at. After you click Pause, the same button will change again, this time to say Continue; click Continue (or press Space again) to resume playback from the place you stopped.

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- **Record.** Click Record to start recording when EasyScribe is the selected tool. Be sure that you have specified a staff for recording into in the Instrument List window. Based on your settings in the Click and Countoff dialog box, PrintMusic! will either start recording immediately, or after playing the indicated number of countoff measures.

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Note: As a shortcut you can click a measure in your score to start recording, instead of using the Record button. PrintMusic! will start recording into the measure you clicked, according to the click and countoff settings, just as if you clicked the Record button.

- **Fast Forward** . This button makes the number in the Measure text box advance rapidly. If the music is already playing back and you want to skip ahead, click this button for a moment, then release; playback will resume from the measure number (that you just changed) in the Measure text box.
- **Fast Forward to End** . When you click this button, the Measure text box shows the number of the last measure in the score.
If the music is already playing back when you click this button, PrintMusic! will stop playback for a moment, play the last measure of the score, and stop.
- **Measure** . This text box has two functions. Before you begin playback, it indicates the first measure to be played. And while playback is underway, it changes to show you the measure being played.
- **Tempo**  (Quarter Note). To change what kind of note gets the beat, click the note and choose the duration from the popup menu.
- **Tempo** : To set the number of beats per minute either type a new number into the text box, or click the arrows to increase or decrease the displayed number. The Playback Tempo is used for playback only. The tempo used for recording is set in the Recording Tempo and Click dialog box.

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Playback

PrintMusic! can play your score back over any MIDI channel configuration you can devise. See [INSTRUMENT LISTS](#) to find out how to assign each staff to a MIDI channel.

To play back a score

- **While pressing the Space bar, click the measure at which you want to begin playback.** See the table below for various options in starting playback. It doesn't matter which tool is currently selected.
- **Click on the screen to stop the playback.** PrintMusic! may take a moment to respond.

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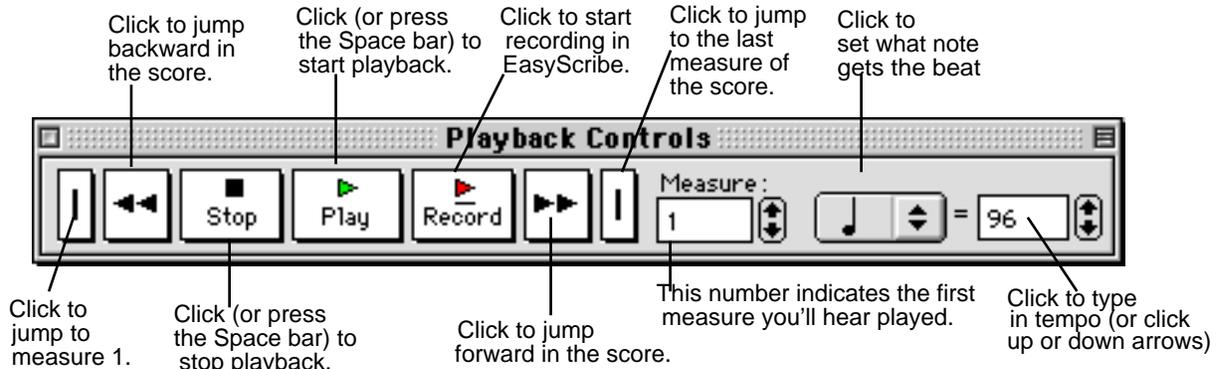
To use Playback Controls

Playback Controls reside on a movable window. They give you several additional controls over the way your score plays back—for example, they contain Play, Stop, Rewind, and Fast Forward buttons. They also let you listen to any portion of the score, even if you're viewing a different section on the screen.

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- **Choose Playback Controls from the Windows menu.** Playback Controls appears.

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- Adjust the Measure control, if necessary.** This text box shows the first measure to be played. To change this number, either type in a new one, click the up or down arrows, or click one of the large buttons on Playback Controls. The  button (Rewind to Beginning) enters 1 in the Measure text box. The  and  buttons quickly decrease or increase the number in the Measure text box, and the  button (Fast Forward to End) puts the last measure's number in the text box.

Click Play (or press the space bar). The music plays. To Stop, click Stop; to pause, press the space bar again (or click Pause); when you're ready to go on, click Continue—or press the Space bar once more.

If, while you're listening, you catch something you'd like to hear again, click the  button for a few seconds; PrintMusic! will suspend playback, the Measure text box number will decrease (as the program "rewinds"). Release the  button, and playback will begin again (with the number in the Measure text box). Similarly, you can click the , , and  (Rewind to Beginning) buttons at any time during playback.

To play back selected staves

- Choose Instrument List from the Window menu.** The Instrument List appears.

Click in the Play column so that the black square turns white (for each staff you want to silence), or click in the Solo column (to silence all other staves). In other words, if your score has 40 staves, and you just want to hear the piano part, it's much quicker to click Solo for the two piano staves than to turn off Play for the other 38 staves. But if you want to hear everything but the piano, click in the Play column for the piano staves so that the black squares turns white.

Click again to reverse the status of a staff (click a white Play square to make it black again, or click a black Solo circle to turn it off).

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To send an All Notes Off message

On rare occasions, you may encounter a situation called **MIDI lock**, in which your synthesizer is “stuck” on a certain note or chord.

- **Choose All Notes Off from the MIDI menu.** PrintMusic! sends an “all notes off” message to every note of every channel. You should find that, after a moment, the situation is corrected.

To “audio spot-check” music

No particular tool has to be selected.

- **While pressing option and the Space bar, drag the cursor across your score.** As the cursor strikes each note, you hear it played on your MIDI keyboard. You can drag in any direction, and at any speed, and from one staff to another. You might use this trick for checking chord voicings, scanning small sections for wrong notes, or just for fun.

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Instrument List window

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How to get there

Choose Instrument List from the Window menu.

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What it does

The Instrument List provides a quick and convenient way to manage the playback of the various staves in your score. For example, you can silence a staff with a single click, or you can “solo” a staff with a click, muting all other staves.

If your MIDI instrument is multitimbral—capable of playing more than one instrument sound at once—the Instrument List also lets you assign a MIDI channel and patch (program information and optional bank change information which act together to provide an instrument sound) to each staff—and, in fact, to each layer of each staff.

The Instrument List also lets you create Instrument assignments for each staff and each layer of a staff. An Instrument is a MIDI channel/patch setting. For example, you might create an Instrument named Strings which will be mapped to your MIDI keyboard’s channel three, and will have the patch set to change your keyboard to its second bank of sounds and use the Strings program on that bank.

Then, it’s a simple matter to assign each of the string staves in your score to this same Instrument, saving you the trouble of assigning a channel and patch to each staff individually. Instead of mapping multiple staves into one Instrument, you can also do the reverse—map a single staff into multiple Instruments—by setting a staff’s layers to play on different MIDI channels with different patches.

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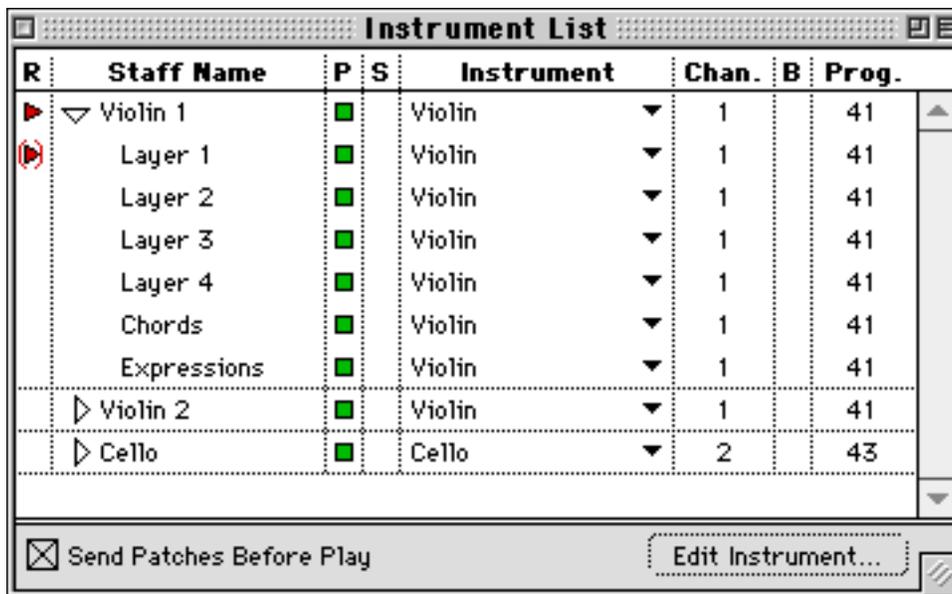
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The Instrument List window also affects recording with EasyScribe. A column in the Instrument List, R, identifies which staves or layers of staves PrintMusic! will record into, and from which channels, during EasyScribe recording.

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The Instrument List, by the way, is a standard PrintMusic! floating window. You can move it by dragging the thin gray strip at the top, close it by clicking the small white close-box square in the upper-left corner, click the zoom box in the upper-right corner to make it fill your screen, or make it taller or shorter by dragging the Resize box in the lower-right corner. (You can also hide the Instrument List window by choosing its name a second time from the Window menu.)

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- **R.** A Record (R) column that specifies which staves or layers will be recorded into, with EasyScribe, always appears. When the Record column is blank, no staves (or layers) of staves are selected to record into. Click in the R column next to the staff you want PrintMusic! to record into. A black triangle appears in the R column, indicating that PrintMusic! will record into the active layer of that staff.

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You can also record into a particular layer of a staff. First expand the staff by clicking the down arrow next to the staff name; Layer 1 through Layer 4 appears. If the staff is selected to record into (a black triangle appears in the R column for the staff name), a small triangle in parentheses indicates the current layer that will be recorded into. If you change the current layer using the Layer Controls in the Document window, the small triangle moves to reflect the current layer that will be recorded into. To specify a particular layer to record into, click in the R column next to the layer of the staff you want PrintMusic! to record into. Note that you cannot record chords or expressions in an expanded staff; PrintMusic! will ignore any clicks in the R column for chords and expressions.

You can simply click the staff in the score that you want to record into with EasyScribe. If, however, you prefer to use the Playback Control's Record button (instead of clicking a measure in the score), then you must use the Instrument List's R column to indicate the staff or layer to record into. Click in the R column next to the staff or layer you want PrintMusic! to record into. Click on a different staff or layer to select it instead. The triangle moves to the staff or layer you clicked.

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In an expanded staff list, a triangle in parentheses shows the default layer that PrintMusic! will record into. If you specify one or more layers of a staff to record into (for multitrack recording only), a striped triangle will appear in the R column for the staff name to indicate that one or more layers will be recorded into for the staff. The striped triangle also appears in a collapsed list so you can immediately see, without expanding the staff, that one or more layers will be recorded into.

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- **Staff Name • [Triangles].** In the Instrument List, you see the staves in your score. (If you haven't named the staves, they appear numbered.) Using the controls in this staff's row (Play, Solo, and so on), you establish its various playback features.

When the small triangle next to the staff name points to the right, each setting you make affects all layers of the staff. If you want to give different playback settings to each of the four transparent layers of each staff, click the triangle. It turns to point downward, and six new rows appear in the Instrument List, one for each layer, plus one each for Chords and Expressions. At this point you can change the Play, Solo, Channel, and other parameters for each individual layer. Click the triangle a second time to “collapse” the layer rows into a single staff row again. If there are too many rows to see in the window, use the vertical scroll bar to adjust your view.

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- **Layer 1 • Layer 2 • Layer 3 • Layer 4 • Chord • Expression.** These rows of information only appear when you click the right-pointing triangle next to a staff name.

Using these subdivisions of a staff, you can assign an Instrument, MIDI channel, or patch to each of these playback elements—allowing the music on each layer, for example, to have its own sound.

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Chords refers to the chord symbol you've placed in a staff; they can actually play back over their own patch and channel, if you wish. (If you don't want chord symbols to play back, route them to an unused MIDI channel, or deselect chords from the Play column.)

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- **P (Play).** In this column, a black square appears across from the name of each staff that you want to play back when you play your score. By clicking in this column across from a certain staff, you make the square turn white, indicating that the staff will be silent when you play the score. (The square is also white—meaning “muted”—when you're soloing another staff; see Solo, below.)

If you've expanded a staff to view its individual layer assignments, and you turn off the Play setting for some layers but not others, the square in the Play column will appear striped. That's your signal that the individual layers of the staff have mixed settings in the Play column.

- **S (Solo).** When you click in the Solo column across from a staff name, a black circle appears, and the black-square Play indicators for all other staves turn white. In other words, you've just isolated a staff so that only it will play back, and all the other staves are silent. (You could achieve the same effect by clicking in the Play column for all other staves, so that their Play squares each turn white—but that would take much more time and effort.)

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You can solo more than one staff, if you wish—for example, you can solo two or three staves, and all the others will be silent. In fact, you can solo all staves, although there wouldn't be much point, since you may as well solo none of them.

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- **Instrument.** By clicking on the word Instrument, you produce a popup menu containing all of created instruments, as well as, the New Instrument command. This command brings up the Instrument definition dialog box, where you can define the MIDI channel, program change, and bank change assignment for a new virtual Instrument (see [INSTRUMENT DEFINITION DIALOG BOX](#)), whose name will now appear in this column.

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Once you've defined and named one or more Instruments of your own, their names appear in the Instrument popup menu across from each staff name. Now you can start to save time when

it comes to assigning patches and channels to other staves or layers—simply choose one of your Instrument names from the Instrument popup menu, and the staff you’re working with will automatically get the same MIDI channel, program, and bank settings as other staves with that Instrument.

Here’s an example. Suppose you have a piano part with two staves. Across from the top piano staff, choose New Instrument from the Instrument popup menu, and create an Instrument called *Pno Sound*, that plays on MIDI channel 4, program 22. Now, for the bottom piano staff, simply choose Pno Sound from the Instrument popup menu. PrintMusic! automatically gives it MIDI channel 4, program 22—and if you change the program or channel for either staff, the other staff’s program or channel will change to match.

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To edit an Instrument name or delete an Instrument, select View by Instruments (see below).

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- **Chan.** This column displays the MIDI channel assignment for each staff (or layer). To change this number, double-click, and type a new channel.

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If you’ve assigned several staves to the same Instrument, by the way, remember that they’re all linked to the same MIDI channel. Therefore, if you edit the Chan. assignment for any one of these staves, the Chan. for all of them will change to match, because any given Instrument can only have one channel assignment. (If you truly want a staff to have an independent MIDI channel, first assign it to a new Instrument.)

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- **B.** The Bank column (B) appears between the channel and program columns in the Instrument List. If you set up a simple patch assignment by entering a program change number with no bank information in the Instrument List, nothing appears in the bank column. However, if you enter a bank change and a program change number for an instrument, PrintMusic! places a “B” in the bank column for that instrument.

To set up a bank change, click or option-click the bank column to display the Instrument Definition dialog box. For details, see [INSTRUMENT DEFINITION DIALOG BOX](#).

- **Prog.** The number in this column identifies the program (synthesizer sound) number assigned to each staff (or layer). To edit it, just double-click the number and type a new one.

If you’ve assigned several staves to the same Instrument, once again remember that they’re all linked to the same Program. Therefore, if you edit the Program assignment for any one of these staves, the Program for all of them will change.

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If you prefer to set up your MIDI instruments so that their programs are already selected for each MIDI channel, you can ignore the Prog. settings in the Instrument List. PrintMusic! will only transmit these Program settings to the MIDI instruments if Send Patches Before Play is selected in the Instrument List window.

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- **Send Patches Before Play.** Select this option if you want PrintMusic!, just before it begins playback, to transmit any patch information specified in the Instrument List to your MIDI instruments.

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You probably won’t want to select this option, however, if you prefer to assign programs to MIDI channels on your MIDI instrument before you begin playback, instead of letting PrintMusic! do it. If you select Send Patches Before Play, PrintMusic! will wipe out any MIDI channel/patch configurations you’ve set on your MIDI instrument, and use the information defined in the Instrument List window for playback.

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Instrument Definition dialog box

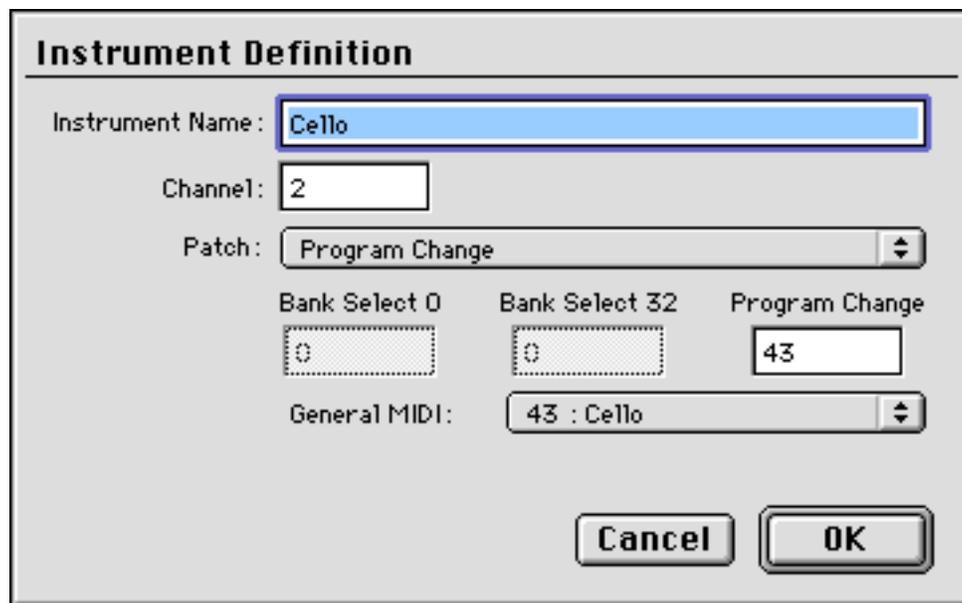
How to get there

Choose Instrument List from the Window menu, if it isn't already selected. The Instrument List window appears on your screen. Choose New Instrument from the instrument popup menu (with View by Staves selected), or click the New Instrument button (with View by Instruments selected).

To change the definition of an existing instrument, select the instrument in the Instrument List window, then click the Edit Instrument button. Or, click the Bank (B) column or option-click the Channel (Chan.), Bank (B), Program Change (Prog.), or Instrument Name (Instrument) columns.

What it does

Use this dialog box to create new instruments and edit existing instruments, as well as to specify or modify channel, bank, and program change information for an instrument.



- **Instrument Name.** Enter a name for a new instrument, or change the name of an existing instrument.
- **Channel.** Enter the number of the MIDI channel the selected instrument will use for playback. Any layers or staves assigned to this instrument will automatically play back using that MIDI channel.
- **Patch: Program Change • Bank Select 0, Bank Select 32, Program Change • Bank Select 0, Program Change • Bank Select 32, Program Change • Program Change, Program Change.** This popup menu lists the types of bank and program changes available in PrintMusic!. PrintMusic! supports bank changes according to the MIDI Specification and to the implementations of several manufacturers. Choose the method which matches your MIDI gear. (Check your manuals to see if the manufacturer of your MIDI gear supports banks, and if so, which method is supported. Or, refer to the [APPENDIX-BANK SELECT](#), which provides a list of MIDI instruments and the bank select method they use.)

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The first option corresponds to the simple program change. The remaining options provide bank support. “Bank Select 0, Bank Select 32, Program Change” is the standard method of doing bank select; first controller 0 (C0), then controller 32 (C32) are sent with their respective values (these two controllers determine the bank), then a program change (PC) is sent. The next two popup menu selections are variations on the standard. In both cases, only one of the controllers is sent with its value. The last case, Program Change, Program Change, is bank select done by two standard program changes.

- **Bank Select 0.** This text box may be disabled depending on the selection in the Patch popup menu. If available, enter the value of the bank you want selected.
- **Bank Select 32.** This text box may be disabled depending on the selection in the Patch popup menu. If available, enter the value of the bank you want selected.
- **Program Change.** Enter the number of the program change (the number of the instrument sound) that you want PrintMusic! to send.
Note: If you prefer, you can directly enter the program change number into the Instrument List’s “Prog.” (program change) column, instead of entering it here.
- **General MIDI.** Select the General MIDI patch from this popup menu to automatically set up the Banks and Program Change for the selected instrument.
- **FreeMIDI • OMS.** If you’re using FreeMIDI or OMS, you can also choose your channels, devices or patches from these popup menus. The Banks and Program Changes will automatically be setup according to your FreeMIDI or OMS setup.
- **OK • Cancel.** Click OK (or press return) to confirm or Cancel to disregard you changes.

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Instrument lists

To assign staves to MIDI channels

- **Choose Instrument List from the Window menu.** The Instrument List window appears. Down the side of the screen you see the names of the staves in your document. At the right side of the screen, you can see the Instrument each staff is assigned to (and the MIDI channel that Instrument uses).
- **To change the MIDI channel for a staff, click in the Chan column across from its name, and type a new channel number.** Keep in mind that you’re now changing this Instrument’s channel; if any other staves share the same Instrument, their MIDI channel numbers will change, too.

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You can also change the channel for an individual Layer of a staff. To do so, click the triangle to the left of the staff name; PrintMusic! displays new rows of information that correspond to the staff’s Layers. Change any Layer’s Instrument assignment, using the Instrument popup menu across from its name, or just edit its Channel. If you want the Layers to have different MIDI channels, remember to assign them to different Instruments first.

- **Click the staff name’s downward-pointing triangle to “collapse” (hide) the list of layers.**

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If you plan to re-use a typical patch/channel configuration, consider defining it, and naming it, as an Instrument. To do so, choose New Instrument from the Instrument popup menu across from any staff name. Enter the patch and channel numbers, and click OK. Then, the next time you want to re-create a particular channel and patch configuration for a particular staff, your new Instrument's name will appear in the popup menu for quick access.

Limitations of QuickTime playback

When using QuickTime playback, PrintMusic! has no way to ensure that QuickTime playback is fully synchronized to its recording functions. This is because PrintMusic! sends information to QuickTime and the Apple Sound Manager, which plays the information according to its own internal timing.

Here are a few specific issues you should be aware of when using QuickTime playback with PrintMusic!.

- You won't be able to use: "Scrub"-playback and EasyScribe with "Playback With Staves".
- If you use the scrolling playback feature, the screen display and the playback may get out of sync.
- QuickTime might not play the last measure of your score. You can guarantee playback of the last measure by adding one or more blank measures at the end of your piece. Remember to delete the measures before you print the score!

How to use QuickTime

To play back using QuickTime

PrintMusic! can link into QuickTime, making higher quality sounds available for speaker playback. To use QuickTime playback, you'll need to do the following in PrintMusic!.

- **Choose Internal Speaker Playback from the Options menu.** A check appear beside this item in the menu. Now you're ready to set up your instrument sounds
- **Choose Instrument List from the Window menu.** If necessary, change the available "Instruments" to correspond with the General MIDI Table. For more information, see [GENERAL MIDI TABLE](#). Templates and tutorials have been set up for General MIDI. Choose the General MIDI Instruments that you want to use.

Note: If the General MIDI Instrument you choose isn't an available sound in the QuickTime Musical Instruments file, QuickTime will substitute a similar instrument sound.

Part of General MIDI is a standardized listing of sounds or patches. This standard was developed so that when you play the same MIDI file on different MIDI setups, you'll hear roughly the same result. Many MIDI instruments, though not all, support General MIDI.

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Appendix

PrintMusic! Score Templates

In your PrintMusic! folder, you'll find a folder called Templates. In this folder you'll find three dozen blank PrintMusic! documents, each with staves in a particular instrumental configuration. These templates can save you time—just open a copy of a score setup you need, and start entering the music.

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To create an untitled *copy* of one of these templates (thus preserving the blank template itself for later use), choose Document from Template from the New submenu of the File menu. Double-click the name of the desired template; PrintMusic! will open an untitled copy.

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Each of these templates, like the Maestro Font Default File, have been defined to have sequential measure numbers, page numbers, and a sample title. Staves for the transposing instruments (e.g., clarinets, horns) have been set up to transpose automatically (see [TRANSPOSING INSTRUMENTS](#)).

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The templates are titled as follows:

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General Templates

Template title	System setup
Lead Sheet	One staff
Grand Staff	Two staves (piano staff)
Big Note Bells	One staff (enlarged), landscape orientation
Instrumental Solo w Piano	Three staves (piano and a reduced-size solo staff)
Instrumental Duet	Two staves
Instrumental Trio	Three staves
Instrumental Quartet	Four staves
Instrumental Quintet	Five staves
Percussion	1 staff

Band Templates

Template title	System setup
Small Concert Band	Nine staves
Marching Band	21 staves, landscape orientation
Jazz Band	18 staves, landscape orientation
Woodwind Trio	Three staves (Flute, Oboe, Bassoon)
Woodwind Quintet	Five staves (standard woodwind quintet)
Woodwind Choir	12 staves
Brass Trio	Three staves (Trumpet, Trombone, French Horn)
Brass Quintet	Five staves (standard brass quintet formation)

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Band Templates

Template title	System setup
Brass Choir	12 staves

Orchestral Templates

Template title	System setup
String Trio	Three staves (standard string trio)
String Quartet	Four staves (standard string quartet)
String Orchestra	Five staves
String Orchestra with Piano	Seven staves
Small Orchestra	20 staves

Choral Templates

Template title	System setup
Barbershop Female	Two staves (Sopr, Lead, Alto, Alto)
Barbershop Male	Two staves (Tenor, Lead, Bari, Bass)
Vocal Solo with Piano	Three staves (piano and vocal)
Two Part with Piano	Four staves
SSA with Piano	Five staves (SSA plus piano)
SAB with Piano	Five staves (SAB plus piano)
SATB with Piano	Six staves (SATB plus piano)
SATB w Piano, Bass & Perc	Eight Staves (SATB + 4)
TTBB w Piano	Six staves (TTBB plus piano)

Church Templates

Template title	System setup
Church Orchestra	19 steaves
Handbells	One staff
Hymnal	Two staves
Piano & Organ	Five staves (2 + 3)

Configuring Pagesizes.txt

[Page Sizes]

This section contains the page size name, Width and Height (followed by a semicolon, Right Margin, Left Margin, Top Margin and Bottom Margin. The Top and Bottom margins are assumed to be negative, there is no need to put in the minus sign.

Ex. Letter = 8.5, 11; .5, .5, .5, .5

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Configuring Instrument.txt

[INS:Instrument]

These sections contain the detailed information for the particular instrument such as [INS:Flute].

- Name = Staff Name
- Abbr = Abbreviated Staff Name
- useKeySigs = Use Key Signature (1= Use, 0= Don't Use)
- Transposition = Set the transposition with the number of half steps up or down (12=octave up, 0 = none, -12 octave down)
- StaffType = Type of Staff (standard, percussion, single, grand)
- Clef = Type of Clef (treble, bass, alto, treble8vb, percussion)
- Patch = Patch Number for General MIDI based from 0-127.

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[ORD:Orchestra]

This list contains the default order of the instruments in the wizard. As in the Group section, x means include the instrument; no x means do not include the instrument.

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PrintMusic! File Icons

You've probably already seen the PrintMusic! document icon. PrintMusic! creates a number of different types of files; each has its own icon. In the table below, you'll find a description of each kind of file you may encounter while working with PrintMusic!.

File Icon	Description	How to Make One	How to Open One
 PrintMusic! application (program)	This is the PrintMusic! program itself	There's only one of these	Double-click to start PrintMusic!
 PrintMusic! file	This is a standard PrintMusic! (notation) document file.	Choose Save As from the File menu.	Double-click
 MIDI file	This is a standard MIDI sequencer file. It can be read by most sequencer programs.	Choose Save As from the File menu; click MIDI File. Name the file and click Save.	Choose Open from the File menu; Click Select MIDI File and double-click the one you want to open.

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File Icon	Description	How to Make One	How to Open One
	<p>This is the PrintMusic! Preferences file, which contains settings such as those made in the Program Options dialog box and the Windows menu.</p>	<p>PrintMusic! creates this file automatically and places it in your computer's System folder.</p>	<p>You can't open this file. PrintMusic! uses this file each time the program is started.</p>
<p>Preferences file</p>			
	<p>This is the PrintMusic! Resource file, which contains settings such as those made in the Program Options dialog box and the Windows menu.</p>	<p>This file is installed automatically into your PrintMusic! folder.</p>	<p>You can't open this file. PrintMusic! uses this file each time the program is run.</p>
<p>PrintMusic! Resource file</p>			
	<p>This is the PrintMusic! Balloon Help file, which contains all of the Balloon help text.</p>	<p>This file is installed automatically into your PrintMusic! folder.</p>	<p>You can't open this file. PrintMusic! uses this file each time the program is run.</p>
<p>PrintMusic! Balloon Help file</p>			
	<p>These are Acrobat® files which contain the On-line documentation.</p>	<p>These files are installed automatically into your PrintMusic! folder.</p>	<p>Select any of the topics in the lower part of the Help menu. This will open the file using Acrobat® Reader</p>
<p>On-line Documentation file</p>			
	<p>This is one of PrintMusic!'s temporary files; under normal circumstances, you never see them.</p>	<p>The temporary file exists only while your working in PrintMusic! (or after the computer is turned off without quitting PrintMusic! properly).</p>	<p>You can't open these files.</p>
<p>PrintMusic! Temporary file</p>			

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General MIDI Patch Set Groupings Table

The patches, or sounds, in General MIDI are grouped according to the following table. This grouping is used for all channels except for channel 10, which is used for percussion.

Patch Number	Sound Set	Patch Number	Sound Set	
1-8	Piano	65-72	Reed	TOC
9-16	Chromatic Percussion	73-80	Pipe	
17-24	Organ	81-88	Synth Lead	Index
25-32	Guitar	89-96	Synth Pad	
33-40	Bass	97-104	Synth Effects	
41-48	Strings	105-112	Ethnic	Next Section
49-56	Ensemble	113-120	Percussive	
57-64	Brass	121-128	Sound Effects	Previous Section

General MIDI Table

This list contains all the General MIDI Patch Numbers and Patch Names.

Patch Number	Name	Patch Number	Name	Patch Number	Name	
1	Acoustic Grand Piano	16	Dulcimer	31	Distortion Guitar	
2	Bright Acoustic Piano	17	Drawbar Organ	32	Guitar Harmonics	
3	Electric Grand Piano	18	Percussive Organ	33	Acoustic Bass	
4	Honky-tonk Piano	19	Rock Organ	34	Electric Bass (finger)	
5	Electric Piano 1	20	Church Organ	35	Electric Bass (pick)	
6	Electric Piano 2	21	Reed Organ	36	Fretless Bass	TOC
7	Harpsichord	22	Accordion	37	Slap Bass 1	
8	Clavi	23	Harmonica	38	Slap Bass 2	
9	Celesta	24	Tango Accordion	39	Synth Bass 1	Index
10	Glockenspiel	25	Guitar (nylon)	40	Synth Bass 2	
11	Music Box	26	Acoustic Guitar (steel)	41	Violin	Next Section
12	Vibraphone	27	Electric Guitar (jazz)	42	Viola	
13	Marimba	28	Electric Guitar (clean)	43	Cello	Previous Section
14	Xylophone	29	Electric Guitar (muted)	44	Contrabass	
15	Tubular Bells	30	Overdriven Guitar	45	Tremolo Strings	

Patch Number	Name	Patch Number	Name	Patch Number	Name	
46	Pizzicato Strings	74	Flute	102	FX 6 (goblins)	
47	Orchestral Harp	75	Recorder	103	FX 7 (echoes)	
48	Timpani	76	Pan Flute	104	FX 8 (sci-fi)	
49	String Ensemble 1	77	Blown Bottle	105	Sitar	
50	String Ensemble 2	78	Shakuhachi	106	Banjo	TOC
51	SynthStrings 1	79	Whistle	107	Shamisen	
52	SynthStrings 2	80	Ocarina	108	Koto	Index
53	Choir Aahs	81	Lead 1(square)	109	Kalimba	
54	Voice Oohs	82	Lead 2 (sawtooth)	110	Bag Pipe	Next Section
55	Synth Voice	83	Lead 3 (calliope)	111	Fiddle	
56	Orchestra Hit	84	Lead 4 (chiff)	112	Shanai	Previous Section
57	Trumpet	85	Lead 5 (charang)	113	Tinkle Bell	
58	Trombone	86	Lead 6 (voice)	114	Agogo	
59	Tuba	87	Lead 7 (fifths)	115	Steel Drums	
60	Muted Trumpet	88	Lead 8 (bass+lead)	116	Woodblock	
61	French Horn	89	Pad 1 (new age)	117	Taiko Drum	
62	Brass Section	90	Pad 2 (warm)	118	Melodic Tom	
63	SynthBrass 1	91	Pad 3 (polysynth)	119	Synth Drum	
64	SynthBrass 2	92	Pad 4 (choir)	120	Reverse Cymbal	
65	Soprano Sax	93	Pad 5 (bowed)	121	Guitar Fret Noise	
66	Alto Sax	94	Pad 6 (metallic)	122	Breath Noise	
67	Tenor Sax	95	Pad 7 (halo)	123	Seashore	
68	Baritone Sax	96	Pad 8 (sweep)	124	Bird Tweet	TOC
69	Oboe	97	FX 1 (rain)	125	Telephone Ring	
70	English Horn	98	FX 2 (soundtrack)	126	Helicopter	
71	Bassoon	99	FX 3 (crystal)	127	Applause	Index
72	Clarinet	100	FX 4 (atmosphere)	128	Gunshot	
73	Piccolo	101	FX 5 (brightness)			Next Section
						Previous Section

General MIDI Percussion Map Table

This listing contains all the General MIDI percussion tones on channel 10, which is the channel reserved for percussion.

Note Number	Name	Note Number	Name	
35	Acoustic Bass Drum	59	Ride Cymbal 2	TOC
36	Bass Drum 1	60	Hi Bongo	
37	Side Stick	61	Low Bongo	Index
38	Acoustic Snare	62	Mute Hi Conga	
39	Hand Clap	63	Open Hi Conga	
40	Electric Snare	64	Low Conga	Next Section
41	Low Floor Tom	65	High Timbale	
42	Closed Hi Hat	66	Low Timbale	Previous Section
43	High Floor Tom	67	High Agogo	
44	Pedal Hi Hat	68	Low Agogo	
45	Low Tom	69	Cabasa	
46	Open Hi Hat	70	Maracas	
47	Low-Mid Tom	71	Short Whistle	
48	Hi-Mid Tom	72	Long Whistle	
49	Crash Cymbal 1	73	Short Guiro	
50	High Tom	74	Long Guiro	
51	Ride Cymbal 1	75	Claves	
52	Chinese Cymbal	76	Hi Wood Block	
53	Ride Bell	77	Low Wood Block	
54	Tambourine	78	Mute Cuica	TOC
55	Splash Cymbal	79	Open Cuica	
56	Cowbell	80	Mute Triangle	Index
57	Crash Cymbal 2	81	Open Triangle	
58	Vibraslap			Next Section
				Previous Section

Template Percussion Mappings

MIDI pitches, noteheads and placement for
 percussion staves in the following templates:
 Small Concert Band
 Percussion

35 Acoustic Bass Drum 36 Bass Drum 1 37 Side Stick 38 Acoustic Snare

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39 Hand Clap 40 Electric Snare 41 Low Floor Tom 42 Closed Hi Hat

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43 High Floor Tom 44 Pedal Hi Hat 45 Low Tom 46 Open Hi Hat

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47 Low Mid Tom 48 Hi Mid Tom 49 Crash Cymbal 1 50 High Tom

[Previous Section](#)

51 Ride Cymbal 1 52 Chinese Cymbal 53 Ride Bell 54 Tambourine

55 Splash Cymbal 56 Cowbell 57 Crash Cymbal 2 58 Vibra slap

59 Ride Cymbal 2 60 Hi Bongo 61 Low Bongo 62 Mute Hi Conga

63 Open Hi Conga 64 Low Conga 65 High Timbale 66 Low Timbale

67 High Agogo 68 Low Agogo 69 Cabasa 70 Maracas

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71 Short Whistle 72 Long Whistle 73 Short Guiro 74 Long Guiro

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75 Claves 76 Hi Wood Block 77 Low Wood Block 78 Mute Cuica

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79 Open Cuica 80 Mute Triangle 81 Open Triangle

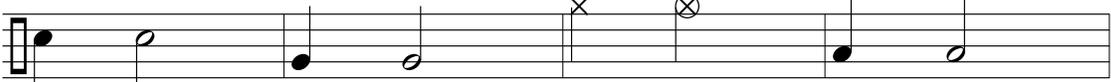
[Previous Section](#)

Drum Map

for Jazz Band and SATB with Piano, Bass and Drums

Drums 

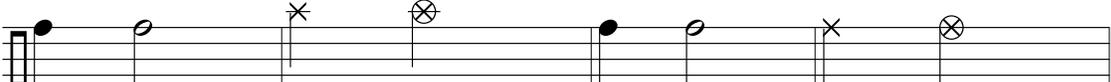
36 Bass Drum 1 37 Side Stick 38 Acoustic Snare

ms 

40 Electric Snare 41 Low Floor Tom 42 Closed Hi Hat 43 High Floor Tom

ms 

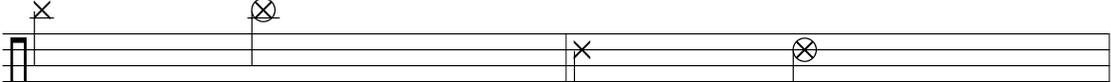
44 Pedal Hi Hat 45 Low Tom 46 Open Hi Hat 47 Low Mid Tom

ms 

48 Hi Mid Tom 49 Crash Cymbal 1 50 High Tom 51 Ride Cymbal 1

ms 

52 Chinese Cymbal 53 Ride Bell 55 Splash Cymbal 56 Cowbell

ms 

57 Crash Cymbal 2 59 Ride Cymbal 2

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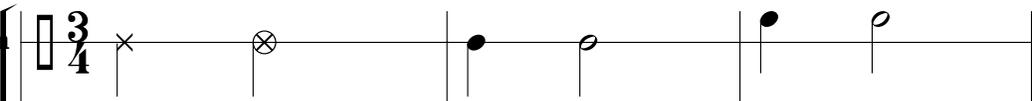
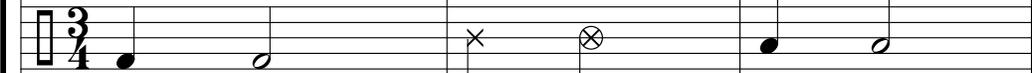
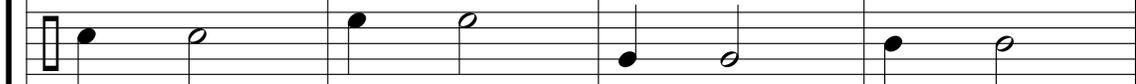
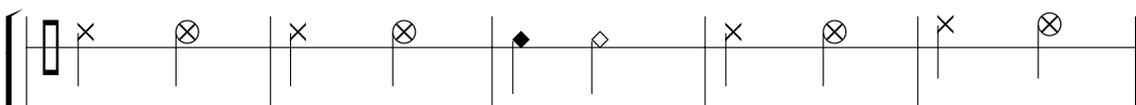
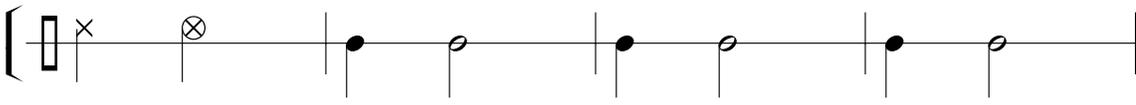
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Percussion Notes

for Marching Band

Snare Drum		<p>37 Side Stick 38 Acoustic Snare 39 Hand Clap</p>	<p>TOC</p>	
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Bank Select - Bank Change Table

The following table provides a list of MIDI instruments and the bank select method used for them. When defining the type of patch you'll send from PrintMusic!, choose the appropriate method from the Patch popup menu. For example for the Roland D-20, choose "Bank Select 0, Bank Select 32, Program Change" from the popup menu. For the Yamaha TG300, choose "Bank Select 0, Program Change" from the popup menu.

Instrument	Bank Select Method	Patch popup menu selection	TOC
Alesis QS6	Controller 0 Only	Bank Select 0, Program Change	Index
Alesis Quadra Synth Plus	Controller 0 Only	Bank Select 0, Program Change	
Casio CT-470	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change	Next Section
Creative Labs, Sound Blaster AWE-32	Controller 0 Only	Bank Select 0, Program Change	
E-MU Classic Keys	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change	Previous Section
E-MU Proteus FX	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change	
Ensoniq KS-32	Patch 100..127	Program Change, Program Change	TOC
Ensoniq SQ1	Patch 100..127	Program Change, Program Change	
Ensoniq TS-10	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change	Index
Ensoniq VFX	Patch 100..127	Program Change, Program Change	
GeneralMusic, S MusicProcessor	Controller 0 Only	Bank Select 0, Program Change	Next Section
GeneralMusic, WX/SX Series	Controller 0 Only	Bank Select 0, Program Change	
Kawai K-11	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change	Previous Section
Korg 01/W	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change	
Korg 03R/W	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change	TOC
Korg 05R/W	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change	
Korg i3	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change	Index
Korg T3	Patch 100..127	Program Change, Program Change	
Korg Wavestation	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change	Next Section
Korg X3	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change	
Korg X5DR	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change	Previous Section
Kurzweil 1000PX A/B	Patch 100..127	Program Change, Program Change	
Kurzweil K1000	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change	Next Section
Kurzweil K2000	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change	
Kurzweil K2500	Controller 32 Only	Bank Select 32, Program Change	Previous Section
Kurzweil MASS	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change	

Instrument	Bank Select Method	Patch popup menu selection
Kurzweil PC-88mx	Controller 32 Only	Bank Select 32, Program Change
Oberheim 1000	Controller 32 Only	Bank Select 32, Program Change
Peavey Spectrum Bass	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Roland D-20	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Roland D-70	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Roland GR-1	Controller 0 Only	Bank Select 0, Program Change
Roland GS	Controller 0 Only	Bank Select 0, Program Change
Roland GS mkII	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Roland GS SC-55	Controller 0 Only	Bank Select 0, Program Change
Roland GS SC-88	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Roland JD-990	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Roland JV-1080	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Roland JV-880	Controller 0 Only	Bank Select 0, Program Change
Roland JV-90	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Roland Super JV-1080	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Roland U-220	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Roland XP-50	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Technics KN1000	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Technics PR307	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Yamaha SY-35	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Yamaha SY-77	Patch 100..127	Program Change, Program Change
Yamaha SY-85	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Yamaha SY-99	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Yamaha TG-100	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Yamaha TG-300	Controller 0 Only	Bank Select 0, Program Change
Yamaha TG-33	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Yamaha TG-500	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Yamaha TX-7	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change
Yamaha W5/7	Controller 0 Only	Bank Select 0, Program Change
Yamaha XG	Controller 0 and 32	Bank Select 0, Bank Select 32, Program Change

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FAQs

Here is a list of common problems and suggested solutions.

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 2. [HOW DO I OPEN A WINDOWS PRINTMUSIC! FILE ON MY MACINTOSH?](#)
 3. [WHY CAN'T I OPEN PRINTMUSIC! 2000 FILES IN EARLIER VERSIONS?](#)
 4. [WHY DOESN'T PRINTMUSIC! ALLOW ME TO SAVE A FILE IN AN OLDER VERSION FORMAT?](#)
 5. [HOW DO I OPEN OLDER PRINTMUSIC! FILES IN MY CURRENT VERSION?](#)
 6. [WHY DO PAGE VIEW AND SCROLL VIEW DISAGREE? OR, WHY I CAN SEE SOME STAVES \(OR MEASURES\) IN SCROLL VIEW BUT NOT IN PAGE VIEW?](#) **TOC**
 7. [I AM HAVING MIDI PROBLEMS, WHAT CAN I DO TO MAKE SURE EVERYTHING IS SETUP CORRECTLY?](#) **Index**
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 9. [WHERE CAN I FIND THESE BOOKS?](#)
 10. [I'M HAVING DIFFICULTY IN COPYING MUSIC WHICH HAS CLEF CHANGES IN IT: THE CLEF CHANGES DON'T APPEAR IN THE DESTINATION DOCUMENT. WHAT CAN I DO?](#) **Next Section**
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 12. [WHEN I'M USING THE SPEEDY ENTRY TOOL, I PRESS A MIDI KEYBOARD KEY AND PRESS A NUMBER ON THE KEYPAD, BUT A REST APPEARS INSTEAD OF A NOTE.](#)
 13. [I CLICK A LISTEN BUTTON AND PLAY A NOTE OR OTHER MIDI DEVICE, BUT THE "PRINTMUSIC! IS LISTENING" ALERT BOX DOESN'T GO AWAY.](#)
 14. [WHEN I TRY TO PLAY BACK MY SCORE, A DIALOG BOX APPEARS THAT SAYS "THE MIDI INTERFACE IS NOT RESPONDING."](#)
 15. [WHEN I'M PLAYING BACK MY SCORE, NOTES ARE SOMETIMES PLAYED IRREGULARLY \(ESPECIALLY IN VERY "NOTEY" PASSAGES\).](#)
 16. [MIDI PLAYBACK DOESN'T STOP WHEN I CLICK THE STOP BUTTON.](#)
 17. [I'M NOT GETTING ACCURATE, CLEAN TRANSCRIPTION WHEN I USE EASYSCRIBE.](#)
 18. [I'M PLAYING MY KEYBOARD CONTROLLER, BUT NO SOUND IS COMING OUT OF MY SECOND \(SOUND MODULE\) MIDI INSTRUMENT.](#)
 19. [I'M ABSOLUTELY POSITIVE THAT ALL MY CABLES ARE CORRECTLY INSTALLED AND THAT THE MIDI INTERFACE IS PLUGGED IN AND TURNED ON, IF NECESSARY - BUT STILL NO MIDI SIGNALS ARE GOING IN OR OUT.](#)
 20. [I DON'T GET THE CORRECT MIDI CHANNEL WHEN CLICKING THE LISTEN BUTTON, THEN PLAYING A NOTE.](#) **TOC**
 21. [ALL MY STAVES PLAY BACK USING THE SAME SOUND.](#)
 22. [WHAT IS A CTREE ERROR, AND WHAT CAN I DO ABOUT IT?](#) **Index**
- Q** How do I open a Macintosh PrintMusic! file on my PC?
- A** It's simple to open Macintosh files on your PC. All you need to do is save (or copy) your Macintosh PrintMusic! file to a PC formatted floppy disk. Then place the floppy disk in your PC and open PrintMusic!. Go to the File menu and choose Open. Specify All Files under List Files of Type. Navigate to your floppy drive and select the PrintMusic! file you wish to open. NOTE: Most recent Macs come with software like Access PC or PC Exchange that allows the Mac to format, read and write to the PC format. **Next Section**
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Keep in mind that PrintMusic! is not backwards compatible. This means that the latest version of PrintMusic! will always open files created in earlier versions, but you can't, for example, open PrintMusic! 2000 files in PrintMusic! 1.0.

Q How do I open a Windows PrintMusic! file on my Macintosh?

A It's simple to open PC files on your Macintosh. All you need to do is save or copy the Windows PrintMusic! file on a PC formatted floppy disk. Then place the floppy disk in your Macintosh and open PrintMusic!. Go to the File menu and choose Open. Under Type specify All Files. Navigate to your floppy drive and select the PrintMusic! file you wish to open.

Keep in mind that PrintMusic! is not backwards compatible. This means that the latest version of PrintMusic! will always open files created in earlier versions, but you can't, for example, open PrintMusic! 2000 files in PrintMusic! 1.0.

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Q Why can't I open PrintMusic! 2000 files in earlier versions?

A A PrintMusic! document contains items (regional Alternate Notation and expandable Glissandos for example) that simply didn't exist in earlier versions. Consequently, previous versions of PrintMusic! will not recognize this data.

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Q Why doesn't PrintMusic! allow me to save a file in an older version format?

A One of the reasons PrintMusic! is so powerful is that it has a very high degree of flexibility, which is made possible by a very "rich" data structure. As a result, to add the capability to save PrintMusic! files in an older format would require significant additional development time that would prevent us from developing new functionality that is more frequently requested by our customers. If this functionality was added, and you "saved as" an older version, then much of the data made possible by the current version of PrintMusic! would be lost. Thus, if you need to share a file with someone who does not have a version of PrintMusic! as current as yours, we suggest you keep your old version of PrintMusic! on your hard drive, and create the file using that version. That way, you are ensured that what you created is exactly what they will be able to open. (When installing new PrintMusic! versions, it does not delete your old version.)

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Q How do I open older PrintMusic! files in my current version?

A To open a PrintMusic! file created in an earlier version, launch your version of PrintMusic! and choose Open from the File menu, select the desired file, and click OK. Depending on what version of PrintMusic! the file was last saved in, you may see a message stating that the file was created with an earlier version of PrintMusic!. When this happens, simply click the OK button. The file will be opened as a untitled document. When you save this untitled document, we suggest naming it something different than what it was named in the previous version: Opus might become Opus2, for example. In addition to providing you with a backup of your file (always a good idea when working with computers), by not overwriting the original file you retain the ability to open the original in the older version of PrintMusic!, should you choose to do so.

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Q Why do Page View and Scroll View disagree? Or, why I can see some staves (or measures) in Scroll view but not in Page view?

A Move Single Staves will make Scroll and Page view look different, and subsequently can "sever" communications between the two views. If you've done some editing after turning on this procedure, it may be necessary to turn off Move Single Staves, and perform an update layout to get back on course. Move Single Staves can be removed by going to the Page Layout tool, then selecting Move Single Staves to remove the checkmark.

For more information on this option, please see [TO CREATE VARIABLE-DISTANCE SYSTEMS](#).

Q I am having MIDI Problems, what can I do to make sure everything is setup correctly?

A Start by making sure your MIDI cables are hooked up correctly. As simple as this sounds, it's a common problem as the correct configuration strikes many as non-intuitive. The "IN" cable that comes from the computer must be attached to the OUT port on the MIDI keyboard and vice-versa.

Q How do I copy and paste music from one document to another? OR, Why am I having difficulty copying and pasting certain items?

A To copy music, select the Mass Mover tool and highlight the material you wish to copy. (There are a number of methods you can use to highlight larger regions of music: for details, see [SELECTING MUSIC](#).)

To copy music, select the Mass Mover tool and highlight the material you wish to copy. (There are a number of methods you can use to highlight larger regions of music: for details, check out Tutorial 2 in your PrintMusic! Installation & Tutorials guide.

Insert, OR Replace Entries

This distinction is a very important one and is discussed in detail, see [COPYING MUSIC](#). Let's say, for example, you wanted to append the music of one document onto the end of another. After copying the source music (as described above) you'd add a blank measure at the end of the destination document, highlight this measure on all staves with the Mass Mover tool, and choose Insert. Insert will add new measures to your piece and place them before the blank measure you'd selected. (Similarly, if you wanted to paste a section between measures 3 and 4, you'd highlight measure 4 prior to choosing Insert.) The number of measures added will depend on the number of measures you had copied. As the Insert procedure generates new measures, all measure items (like repeats, time and key signatures, expressions...) are included.

If, however, you wanted to paste some notes into just one staff of a score, using Insert would paste the copied material into the desired staff, but it'd also generate blank measures on all the other staves of the score. In this case you'd be better off using Replace Entries. For an example, imagine a completed piano piece on a grand staff. You decide that you want to replace measure 2 in just the treble clef. After copying the desired source data, select the Mass Mover tool, highlight measure 2 in just the treble clef, and choose replace entries. This will replace just the Entry Items (notes, lyrics, chords, articulations) in measure two of the treble clef. The limitation with this method is that Measure Items (repeats, time and key signatures, expressions...) are not copied.

Q Can you suggest any books on the standard practices of music engraving?

A Here's five:

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1. "(Teach Yourself) the Art of Music Engraving" by Ted Ross (Hansen Books)
2. "Music Notation" by Gardner Read (Crescendo/Taplinger)
3. "The Norton Manual of Music Notation" by Heussenstamm (Norton)
4. "Music Notation in the 20th Century" by Kurt Stone (out of print)
5. "Preparing Music Manuscript" by Anthony Donato (Amsco)

The Ross book might be your best bet as it specifically deals with precision engraving whereas Read, for example, uses many handwritten examples.

Q Where can I find these books?

A Try new and/or used bookstores near you.

Q I'm having difficulty in copying music which has clef changes in it: the clef changes don't appear in the destination document. What can I do?

A In PrintMusic!, if you highlight a measure and drag it to a measure on a staff with a different clef, the clef will not copy. Similarly, if you drag a measure with a clef change in it, either to a staff with a different clef, or to elsewhere on the same staff, the clef change will not copy. Many users found the other behavior inconvenient; particularly when copying a section of music from one instrument to another, unwanted clef changes would appear. Now they don't.

Q When in Speedy Entry, I sometimes see phantom notes (ones I did not play) appear in my score.

A Some lower-cost keyboards don't send the proper note off messages during note entry. Turn off "Jump to Next Measure" in the Speedy menu.

Q When I'm using the Speedy Entry Tool, I press a MIDI keyboard key and press a number on the keypad, but a rest appears instead of a note.

A MIDI signals aren't reaching the computer. First, make sure your MIDI equipment is connected properly (see "Setting up your MIDI system" in *Installation & Tutorials*). Check your cables (each should run from a MIDI IN port to a MIDI OUT port). Make sure the MIDI interface is turned on and connected properly. Make sure you've identified the port (modem or printer) to which the interface is connected by choosing MIDI Setup from the MIDI menu.

Q I click a Listen button and play a note or other MIDI device, but the "PrintMusic! is Listening" alert box doesn't go away.

A MIDI signals aren't reaching the computer. First, make sure your MIDI equipment is connected properly (see "Setting up your MIDI system" in *Installation & Tutorials*). Check your cables (each should run from a MIDI IN port to a MIDI OUT port). Make sure the MIDI interface is turned on and connected properly. Make sure you've identified the port (modem or printer) to which the interface is connected by choosing MIDI Setup from the MIDI menu.

Q When I try to play back my score, a dialog box appears that says "The MIDI Interface is not responding."

A The interface isn't turned on or connected properly. Be sure the interface is plugged in, turned on, and connected properly (see "Setting up your MIDI system" in *Installation & Tutorials*). Check the interface cable. Make sure you've identified the port (modem or printer) to which the interface is connected by choosing MIDI Setup from the MIDI menu.

Q When I'm playing back my score, notes are sometimes played irregularly (especially in very "notey" passages).

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- A “MIDI logjam”: the computer is trying to process too much MIDI data at once. Slow down the tempo.
- Q MIDI playback doesn’t stop when I click the STOP button.
- A PrintMusic! takes a moment to respond to your click. Press and hold the STOP button until PrintMusic! stops playing.
- Q I’m not getting accurate, clean transcription when I use EasyScribe.
- A Your quantization settings aren’t quite right. See [QUANTIZATION SETTINGS DIALOG BOX](#).
- Q I’m playing my keyboard controller, but no sound is coming out of my second (sound module) MIDI instrument.
- A You haven’t turned on MIDI Thru. Choose MIDI Thru from the MIDI menu.
- Q I’m absolutely positive that all my cables are correctly installed and that the MIDI interface is plugged in and turned on, if necessary - but still no MIDI signals are going in or out.
- A Your MIDI instrument needs to be put into “MIDI” mode or your MIDI cables are damaged. A few MIDI instruments (some Casio models, for example) have a MIDI button that you must press to tell the synthesizer to transmit and receive MIDI signals or replace your MIDI cables.
- Q I don't get the correct MIDI channel when clicking the Listen button, then playing a note.
- A Some MIDI Devices use a MIDI channel (sometimes called Global Channel or Control Channel) to communicate between Editor\Librarian software. If this channel is being used, PrintMusic! will hear it before any other channel when “listening” for MIDI data. Turn off the Control channel in your MIDI device, or simply play into PrintMusic!, then type in the correct channel information after PrintMusic! has filled in the note number.
- Q All my staves play back using the same sound.
- A No instruments have been assigned to the staves. Use the Instrument List to assign different sounds to your staves. See [TO ASSIGN STAVES TO MIDI CHANNELS](#).
- Q What is a CTREE error, and what can I do about it?
- A Most often, a CTREE error means that there is not enough room on your hard drive for PrintMusic! to write its temp files. Temp (temporary) files are the "scratch paper" PrintMusic! uses when it's figuring out how to do what you've asked of it. If you're getting this message, you'll want to:
1. Free up some space on your hard drive. This may mean throwing away old applications or files you no longer need, or simply archiving data elsewhere, either on floppy disk or other drives or storage media. If you have an idea of how big your largest file is, at a absolute minimum you'd want to have ten times the size of that file free on your drive at all times.
 2. If you are using a RAM disk you should increase the size to accommodate the space needed for the temp files. If this is not possible, you may want to restart without the RAM disk.

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Keyboard Shortcuts and Special Mouse Clicks

Commands that are new or changed in PrintMusic! 2000 are marked by a bullet (•).

FILE MENU	CHORD TOOL	MEASURE TOOL	SPEEDY ENTRY TOOL
EDIT MENU	CLEF TOOL	PAGE LAYOUT TOOL	STAFF TOOL
WINDOW MENU	EXPRESSION TOOL	REPEAT TOOL	TEXT TOOL
VIEW MENU	EASYScribe TOOL	RESIZE TOOL	TUPLET TOOL
GENERAL	LYRICS TOOL	SIMPLE ENTRY TOOL	PLAYBACK
ARTICULATION TOOL	MASS MOVER TOOL	SMART SHAPE TOOL	

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FILE MENU

Command	Keyboard Shortcut or Mouse Click
New	Command-N
Open	Command-O
Close	Command-W
Save	Command-S
Print	Command-P
Quit	Command-Q

EDIT MENU

Command	Keyboard Shortcut or Mouse Click
Undo	Command-Z
Redo	Command-Y
Cut	Command-X
Copy	Command-C
Replace Entries	Command-V
Select All	Command-A
Update Layout	Command-\

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WINDOW MENU

Command	Keyboard Shortcut or Mouse Click
Show/Hide Main Tool Palette	Command-T

VIEW MENU

Command	Keyboard Shortcut or Mouse Click
Page View	Command-`
Scroll View	Command-`
Home Position	Command-H, Control-A, or Home key
End Position	Shift-Command-H, Control D, or End key
Redraw Screen	Command-D
View at 400%	Command-4
View At 200%	Command-2
View At 100%	Command-1
View At 75%	Command-7
View At 50%	Command-5
View At X %	Command-0
Fit in Window (Page View)	Command-I

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General Keyboard Shortcuts

Command	Keyboard Shortcut or Mouse Click
OK all open dialog boxes	Command-return, or Command-click the OK button
Cancel all open dialog boxes	Command-esc, or Command-click the Cancel button
Redraw Interrupt	Command-. (period)
Select Yes or No dialog boxes	Type N for “no” and Y for “Yes”
Scroll up the page in Page View	Page Up
Scroll down the page in Page View	Page Down

ARTICULATION TOOL

Command	Keyboard Shortcut or Mouse Click
Display the Articulation Selection dialog box	Click on, above, or below a note or rest that doesn't have an articulation attached, or click on a note whose articulation handles are visible, OR drag-enclose a group of notes.
Display articulation handle	Click a note to which an articulation has been attached
Select an articulation	Click, or shift-click the handle.
Move an articulation	Drag the handle (option-drag the handle to move without using dynamic drawing)
Delete an articulation	Select the handle and press delete, or control-click the handle and select Delete from the contextual menu. Drag-enclose a group of notes while holding clear to delete articulations on all the notes.

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CHORD TOOL

Command	Keyboard Shortcut or Mouse Click
Display positioning arrows	Click the staff (but not on a note or rest)
Delete a chord symbol	Click the note and press delete
Input chord symbols using MIDI keyboard	With MIDI Input selected click a note and play chord on the MIDI keyboard

CLEF TOOL

Command	Keyboard Shortcut or Mouse Click
Display the Change Clef dialog box	Click a measure

EXPRESSION TOOL

Command	Keyboard Shortcut or Mouse Click
Display the Expression Selection dialog box	Double-click on, above, or below a measure or note that doesn't have an expression attached or click on a measure with an expression attached whose handle is visible
Display expression handles	Click on a measure with an expression attached
Select an expression handle	Click, or shift-click to select multiple handles or press command-A to select all available handles.
Move selected expressions	Drag the selected handles
Delete selected expressions	Press delete, or control-click the handle and select Delete from the contextual menu.
Display the Text Expression Designer dialog box	Double-click an expression handle (text expression), or control-click the handle and select Edit Text Expression Definition from the contextual menu.

EASYScribe TOOL

Command	Keyboard Shortcut or Mouse Click
Indicate where to begin transcription	Click a measure
End EasyScribe recording.	Click anywhere on the score.
End EasyScribe in the middle of a measure	Option-click anywhere on the score

LYRICS TOOL

Command	Keyboard Shortcut or Mouse Click
Display a Word Extension handle	Click within the staff lines at the position of the sustained syllable with Edit Word Extension selected from the Lyric menu
Move Syllables	Click within the staff lines at the position of the syllable with Adjust Syllables selected from the Lyric menu
• Move to the previous or next verse, chorus or section.	Option-↑ or option-↓ using Type into Score

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MASS MOVER TOOL

Command	Keyboard Shortcut or Mouse Click
Display the Fit Measures dialog box	Command- M (with measures selected in Page View)
Select a measure or measures	If “Select Partial Measures” is selected in the Mass Mover menu, double-click a measure; If “Select Partial Measures” is off, a single click selects a measure; drag-enclose a region
Extend a selection of measures	Double-click a selected measure to include the entire vertical measure “stack” (that measure in all staves); If “Select Partial Measures” is turned on, the first double-click selects a single full measure, and the second double-click selects the measure stack; Shift-click a measure or a beat within a measure
Select a staff or staves	Click to the left of a staff; Shift-click to the left of a staff to extend the selection
Move or Copy a selected section of music	Drag the region so it is superimposed on the beginning of an unselected region, which elements and whether you are moving or copying are selected in the Mass Mover menu before you drag; Option-shift-click the place where the selected elements should be copied or moved to
Delete selected music	Press delete
Move selected measures to the previous or next staff system	↑ or ↓
Erase selected music	Press clear or shift-delete
Cancel a Mass Mover operation	Press command-period (.)

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MEASURE TOOL

Command	Keyboard Shortcut or Mouse Click
Display the “How many measures?” dialog box	Option-click the Measure Tool
• Add single blank measure to the score	Double-click the Measure Tool
Display the Measure Attributes dialog box	Double-click the top barline handle, or control-click the handle (or upper handle) and select Edit Measure Attributes from the contextual menu.
Make the Measure wider or narrower	Drag the top barline handle right or left
Change a barline	Control-click the handle and select the desired barline type (Normal, Double, Final, Solid) from the contextual menu.
Display a handle on every measure number	Click the Measure Tool
Reset measure number positioning	Press clear or shift-delete, or control-click the handle and select Restore Default Position from the contextual menu.
Delete a measure number	Press delete, or control-click the handle and select Delete from the contextual menu.
Move a measure number	Drag the measure number’s handle
• Force a measure number to appear	Option-click a measure without a measure number
• Force measure numbers on a measure in all staves of a staff system	Option-shift-click on a measure

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PAGE LAYOUT TOOL

Command	Keyboard Shortcut or Mouse Click
Display Page and System margins	Click the Page Layout Tool
• Resize page, margins or system	Drag a handle in Page View

REPEAT TOOL

Command	Keyboard Shortcut or Mouse Click	TOC
Display the Repeat Selection dialog box	Click a measure without a repeat	
Display handles on a repeat	Click a measure with a repeat	Index
Delete a text repeat, repeat barline	Click on the handle and press delete, or control-click the handle and select Delete from the contextual menu.	
Move a text repeat	Select the handle and drag.	
Change the size of a repeat barline's bracket	Drag the repeat bracket handle up or down, left or right	
Display the Backward Repeat Bar Assignment dialog box	Double-click a repeat barline handle, or control-click the handle and select Edit Repeat Assignment from the contextual menu.	
Display the Ending Repeat Bar Assignment dialog box	Double-click a repeat ending number handle, or control-click the handle and select Edit Repeat Assignment from the contextual menu.	
Display the Repeat Assignment dialog box	Shift-double-click a text repeat handle, or control-click the handle and select Edit Repeat Assignment from the contextual menu.	

RESIZE TOOL

Command	Keyboard Shortcut or Mouse Click
Reduce or enlarge a staff	In Page View, click to the left of the staff
Reduce or enlarge a page, or a range of pages	In Page View, click the upper-left corner of the page

SIMPLE ENTRY TOOL

Command	Keyboard Shortcut or Mouse Click	TOC
Double Whole Note	Press 8 or D and click the staff	
Whole Note	Press 7 or W and click the staff	TOC
Half Note	Press 6 or H and click the staff	
Quarter Note	Press 5 or Q and click the staff	
Eighth Note	Press 4 or E and click the staff	Index
Sixteenth Note	Press 3 or S and click the staff	
32nd Note	Press 2 or T and click the staff	
64th Note	Press 1 and click the staff	
128th Note	Press 0 and click the staff	
Double whole rest–128th rest	Press shift and a number key (0–8) or corresponding letter; click the staff	
Erase a Note or a rest	Press clear and click the staff	

SIMPLE ENTRY TOOL

Command	Keyboard Shortcut or Mouse Click
Grace Note	Press ; or G and click the staff
Half Step Down	Press [and click the note to change
Half Step Up	Press] and click the note to change
Remove Accidental	Press ' and click the note to change
Augmentation Dot	Press * and click the note to change
Tie Notes	Press = and click the note to change
Dotted Note	Press . (period) on the number pad with the numeric keyboard shortcut for the note duration, click on the staff
Sharped Note	Press + with the keyboard shortcut for the note duration, click on the staff
Flatted Note	Press - with the keyboard shortcut for the note duration, click on the staff

TOC**Index****SMART SHAPE TOOL**

Command	Keyboard Shortcut or Mouse Click
Flip a selected Slur	Command- F
Change a selected Slur back to Automatic	Command-Shift- F
Display handles on all smart shapes	Click the Smart Shape Tool
Edit or Delete a Smart Shape	Click the handle of the Smart Shape
• Add a slur	S
• Add a crescendo	<
• Add a decrescendo	>

SPEEDY ENTRY TOOL

Command	Keyboard Shortcut or Mouse Click
Remove note, rest or chord	delete
Hide/show note or rest	letter O
Add or remove accidental parentheses	P
Jump to previous measure	[
Jump to next measure]
Flip stem in opposite direction	L
Restore stem direction to “floating” status	option-L
Change to/from a grace note	;
Change to/from a slashed flagged grace note	`
Switch layers upward (from 4 to 1)	shift-↑
Switch layers downward (from 1 to 4)	shift-↓
Move editing frame down a staff	return

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SPEEDY ENTRY TOOL

Command	Keyboard Shortcut or Mouse Click
Move editing frame up a staff	shift–return
Add or change note (64th–double whole note)	1–8
Add or change 128th note	option-0 (zero)
Insert 64th note–whole note (without MIDI)	shift-1 through shift-7
Insert double whole note (without MIDI)	shift-8 (on numeric keypad only)
Insert 128th note (with MIDI)	shift–option-0 (zero)
Add 64th rest–whole rest (without MIDI)	shift-1 through shift-7
Add double whole rest (without MIDI)	shift-8 (on numeric keypad only)
Add 128th rest (with MIDI)	shift–option-0 (zero)
Constrain dragging a note (horizontal/vertical)	shift-drag
Begin a tuplet (duplet–octuplet)	option-2 through option-8
Define a tuplet	option-1
Raise by a half step	+ (plus)
Lower by a half step	– (minus)
Previous note	←
Next note	→
Down a step	↓
Up a step	↑
Remove note from chord	clear or shift-delete
Change single note to rest	clear or shift-delete
Tie/untie to next note	=
Break/join beam from previous note	/
Show/hide a courtesy accidental	* (asterisk)
Restore courtesy accidental to optional status	option-* (asterisk)
Exit measure and redraw/re-enter measure	0 (zero)
Flip a note to its enharmonic equivalent	9
Add a dot	. (period)
Add a note to a chord	enter
Change a rest to a note	enter

[TOC](#)[Index](#)[TOC](#)[Index](#)**STAFF TOOL**

Command	Keyboard Shortcut or Mouse Click
Display the Staff menu and handles	Click the Staff Tool
Select a staff (or staves).	Click a staff or a staff handle, or drag-enclose staff handles

STAFF TOOL

Command	Keyboard Shortcut or Mouse Click
Add the staff to the selection. If a staff is already selected, remove the staff from the selection.	Shift-click a staff or a staff handle
Display the Staff Attributes dialog box.	Double-click a staff or a staff handle, or double-click a full or abbreviated staff name handle, or control-click the handle and select Edit Staff Attributes from the contextual menu.
Display the Group Attributes dialog box.	Option-click a staff or staff handle in one or more selected staves, or double-click a bracket handle, or control-click the bracket handle and select Edit Group Attributes from the contextual menu. Control-click the staff handle and select Add Bracket from the contextual menu.
Delete the selected staves and reposition the remaining staves.	Press shift-delete for selected staves, or control-click the handle and select Delete Staves and Reposition from the contextual menu.
Adjust the staff's position in every staff system in Page View and the position of the staff in Scroll View. When the top staff is adjusted, PrintMusic! adjusts the distance between staves, as well as staff systems.	Drag a staff or a staff handle in Page View. Note: If two handles appear on a staff, drag the top handle
Adjust the staff's position only in the current staff system (drag the top handle to adjust the position of the staff in all staff systems in Page View).	Drag the bottom staff handle in Page View. Note: If Move Single Staves is selected in the Page Layout Tool, two handles will appear on each staff.
Select a staff name (or names).	Click a staff name handle, or drag-enclose staff name handles
Add the staff name to the selection. If a staff name is already selected, remove the staff name from the selection.	Shift-click a full or abbreviated staff name handle
Edit a full or abbreviated staff name	Option-click a full or abbreviated staff name handle, or control-click the handle and select Edit Full Staff Name or Edit Abbreviated Staff Name from the contextual menu
Revert the position of the full or abbreviated staff name to its default position.	Press clear or shift-delete for a selected staff name handle
Adjust the position of the selected staff name.	Drag a full or abbreviated staff name handle
Select a bracket (or brackets).	Click a bracket handle, or drag-enclose several bracket handles
Add the bracket to the selection. If a bracket is already selected, remove the bracket from the selection.	Shift-click a bracket handle
Remove the selected brackets.	Press delete for selected brackets, or control-click the handle and select Delete from the contextual menu.
Revert the selected brackets to their default length.	Press clear or shift-delete for selected brackets
Make a bracket taller or shorter.	Drag a bracket handle vertically
Move a bracket closer to or away from bracketed staves.	Drag a bracket handle horizontally

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TEXT TOOL

Command	Keyboard Shortcut or Mouse Click
Left Justify text in a text block	Command- [
Right Justify text in a text block	Command-]
Center Justify text in a text block	Command- '
Align Text block to the Left	Command-Shift- [
Center Text block Horizontally	Command-Shift- '
Align Text block to the Right	Command-Shift-]
Bold	Command-Shift- B
Italic	Command-Shift- I
Underline	Command-Shift- U
Page Number Text Insert	Command-Shift- P
Sharp sign Text Insert	Command-Shift- S
Flat sign Text Insert	Command-Shift- F
Natural sign Text Insert	Command-Shift- N
Display the Text menu	Click the Text Tool
Display handles on text blocks	Click the Text Tool
Select a text block or text blocks	Click a text block handle or drag-enclose text block handles, shift-click a text block handle
Create an unbounded frame that expands as you enter text	Double-click in the score
Create a bounded, fixed-size frame for text	Double-click and drag in the score
Edit the text block	Double-click a text block handle, or control-click the handle and select Edit Text from the contextual menu.
Delete the selected text blocks	Press delete for one or more selected text blocks, or control-click the handle and select Delete from the contextual menu.
Adjust the text block's position in the score	Drag a selected text block handle

TOC**Index****TUPLET TOOL**

Command	Keyboard Shortcut or Mouse Click
Display positioning handles	Click the first note of a tuplet
Position tuplet	Drag a positioning handle
Delete tuplet	Press delete for selected tuplet, or control-click the handle and select Delete from the contextual menu.
Display the Tuplet Definition dialog box	Double-click a positioning handle or the first note in a group that you want to define as tuplets, or control-click the handle and select Edit Tuplet Definition from the contextual menu.

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PLAYBACK

Command	Keyboard Shortcut or Mouse Click
Begin/Pause playing (Playback Controls open)	Spacebar
Begin playing (Playback Controls closed) from the current measure	Spacebar–click in staff
“Scrub” onscreen music	Option-spacebar (and drag across music)

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Maestro Font Character Sets

Maestro Character Sets

Key	Alone	With Shift	With Option	Option-shift
A	♯	♭	♭♭	(x)
B	♭	𝄋	♭♭	♭ ₄
C	𝄞	𝄞	<i>sfz</i>	<i>sfp</i>
D			<i>sfpp</i>	<i>ffff</i>
E	♪	♯		˘
F	<i>f</i>	<i>mf</i>	<i>ff</i>	<i>fff</i>
G	}	˘	♪	
H	♩	♩	♩	-

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Key	Alone	With Shift	With Option	Option-shift
I	b	#		+
J	ƒ	Œ	∇	Œ
K	•	ƒ	ƒ	Œ
L	△	○	□	⋮
M	⚡	⚡	⚡	⚡
N	⚡	(⚡)		○
O	○	◇	∅	<i>pppp</i>
P	<i>p</i>	<i>mp</i>	<i>pp</i>	<i>ppp</i>
Q	•	•	•	Œ

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Key	Alone	With Shift	With Option	Option-shift
R				
S	<i>s</i>	<i>sf</i>	<i>sfz</i>	<i>fp</i>
T				
U				
V	<i>v</i>		<i>8^{va}</i>	<i>8^{vb}</i>
W				
X				
Y				
Z	<i>z</i>	<i>fz</i>	<i>m</i>	

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Key	Alone	With Shift	With Option	Option-shift
1	1	—	<i>1</i>	
2	2	=	<i>2</i>	<i>15^{ma}</i>
3	3	#	<i>3</i>	×
4	4	4#	<i>4</i>	II
5	5	§	<i>5</i>	⊖
6	6	^	<i>6</i>	≧
7	7	♩	<i>7</i>	▼
8	8	*	<i>8</i>	<i>Ped.</i>
9	9	(<i>9</i>	◇

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Key	Alone	With Shift	With Option	Option-shift
0	0)	<i>o</i>	◆
'	'	//	≡	‚
-	-	—	■	▲
=	≡	+	□	△
[(#)	(b)	(b)	(bb)
]	(x)	()	∕.	/
\		◇	∕∕.	=
;	♪	♪	♪	♪=
`	<i>15^{mb}</i>	~		

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Key	Alone	With Shift	With Option	Option-shift
,	,	÷	∨	∴
.	.	>	◻	⋗
/		♭	□	×

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opt-`,sh-E	♯	opt-I, sh-E	♭	opt-`, sh-U	♯
opt-`,sh-I	♯	opt-U, sh-E	∨	opt-I, sh-U	/
opt-U,sh-Y	tr	opt-U,U	§	opt-E, sh-E	8
opt-N,sh-N	+	opt-U, sh-O	√	opt-U, sh-U	15
opt-E, A	♯	opt-`, A	:	opt-I, E	♯
opt-U, E	♯	opt-E, I	♯	opt-`, I	♯
opt-U, Y	♯	opt-I, A	≧	opt-U, A	≧
opt-N, A		opt-E, E	r	opt-N, N	n
opt-`, Sh-A	/				

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Jazz Font Character Sets

Jazz Character Sets

Key	Alone	With Shift	With Option	Option-shift
A	(#)	(b)	(bb)	(*)
B	b	B	bb	
C	c)	¢)	fffz	ffp
D	c	¢	ffp	fff
E	♪	♮		/
F	f	ff	ff	fff
G	z	∨	♪	◇

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Key	Alone	With Shift	With Option	Option-shift
H	h	ſ	o	-
I	ı	#		I
J	ı	ı	ı	ı
K	-	ı	ı	ı
L	I I V		ı	ı
M	~	ı	ı	ı
N	ı	(ı)		ı ı
O	o	o	o	ı

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Key	Alone	With Shift	With Option	Option-shift
P	<i>p</i>	<i>mp</i>	<i>pp</i>	<i>ppp</i>
Q				
R				
S	<i>s</i>	<i>sfz</i>	<i>sfz</i>	<i>fp</i>
T				
U				
V	<i>v</i>		<i>ova</i>	<i>ovb</i>
W				

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Key	Alone	With Shift	With Option	Option-shift
X				
Y				
Z				
1				
2				
3				
4				
5				

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Key	Alone	With Shift	With Option	Option-shift
6	6	^	6	≧
7	7		7	—
8	8	*	8	PED.
9	9	<	9	◊
0	0)	0	—
'	˘	//	≡	
-	-	-	/	/
=		+		Δ

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Key	Alone	With Shift	With Option	Option-shift
[Ⓐ	Ⓑ	Ⓗ	Ⓙ
]	Ⓔ	Ⓘ	Ⓝ	Ⓞ
\	/	◊	Ⓝ	=
;	♪	♯	♮	Ⓝ
`	15MB	~		
,	,	Ⓝ	Ⓝ	Ⓝ
.	.	Ⓝ	Ⓝ	Ⓝ
/		♯	Ⓝ	Ⓝ

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opt-U,sh-A		opt-E, E		opt-`, O	
opt-E, sh-E		opt-`, E		opt-I, O	
opt-N,sh-N		opt-I, E		opt-U,O	
opt-U, sh-O		opt-U, E		opt-N, O	
opt-U, sh-U		opt-E, I		opt-E, U	
opt-E, A		opt-`, I		opt-`, U	
opt-`, A		opt-I, I		opt-I, U	
opt-I, A		opt-U, I		opt-U,U	
opt-U, A		opt-N, N		opt-`, sh-A	
opt-N, A		opt-E, O		opt-N, sh-A	
opt-N,sh-O		opt-I, sh-E		opt-`,sh-I	
opt-U, Y		opt-U, sh-E		opt-`, sh-U	

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opt-U,sh-Y 

opt-`,sh-E 

opt-I, sh-U 

ctrl-Q, Sh-J 

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Jazz Text Font Character Sets

Key	Alone	With Shift	With Option	Option-shift
A	A	A	♩	
B	B	B		⊘
C	C	C	♩	⌋
D	D	D	—	Ⓛ
E	E	E		!
F	F	F	5	Ⓢ
G	G	G	©	
H	#	H		Ⓢ
I	I	I		Ⓢ
J	J	J	7	Ⓢ
K	K	K		Ⓢ
L	L	L	3	Ⓢ
M	M	M	⌋	Ⓢ
N	N	N		

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Key	Alone	With Shift	With Option	Option-shift
O	o	o	o	⌈
P	p	p		
Q	q	q		
R	r	r	⌋	Ⓜ
S	s	s	⏏	Ⓢ
T	t	t	⌋	
U	u	u		⌋
V	v	v	4	x
W	w	w	⌋	Ⓦ
X	x	x	6	
Y	y	y	⌋	Ⓨ
Z	z	z	½	
1	1	!	2	Ⓛ
2	2	@	⌋	Ⓟ
3	3	#	⏏	Ⓡ

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Key	Alone	With Shift	With Option	Option-shift
4	4	\$]	F
5	5	%	_	G
6	6	^	~	H
7	7	&	{	I
8	8	*	}	
9	9	(J
0	0)	¼	K
'	'	"	¾	®
-	-	_		
=	=	+		´
[[[
]]]		
\			8	9
;	;	:	Ⓢ	□
`	°	~		

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Key	Alone	With Shift	With Option	Option-shift
,	,	<	⌈	
.	.	>	⌋	
/	/	?		

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opt-U,sh-A	⌈	opt-U, A	♪	opt-N, N	⌋
opt-E, sh-E	<i>me</i>	opt-N, A	♯	opt-E, O	-
opt-N,sh-N	b	opt-E, E	o	opt-`, O)
opt-U, sh-O	⌈	opt-`, E	⌋	opt-I, O	™
opt-U, sh-U	⌋	opt-U, E	,	opt-U,O	⌋
opt-E, A	⌋	opt-E, I	,	opt-N, O	⌋
opt-`, A	♯	opt-`, I	“	opt-E, U	⌋
opt-I, A	♪	opt-I, I	”	opt-`, U	⌋
opt-I, U	⌋	opt-U,sh-Y	Ⓜ	opt-`,sh-I	Ⓜ
opt-U,U	⌋	opt-I, sh-E	Ⓞ	opt-I, sh-U	Ⓞ
opt-`, sh-A	<i>me</i>	opt-U, sh-E	Ⓟ	opt-`, sh-U	Ⓟ

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opt-N, sh-A



opt-`,sh-E



opt-N, sh-O



opt-U, Y



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Jazz Chord Font Character Sets

Key	Alone	With Shift	With Option	Option-shift
A	A	A	-7 $\begin{pmatrix} \flat 9 \\ \flat 5 \end{pmatrix}$	
B	B	B	0 $(\Delta 7)$	Mi11 $(\Delta 7)$
C	C	C	-11 $\begin{pmatrix} \flat 9 \\ \flat 5 \end{pmatrix}$	-6
D	D	D	07	Mi11
E	E	E		+7
F	F	F		Mi13
G	G	G	7 $\begin{pmatrix} \sharp 9 \\ \sharp 5 \end{pmatrix}$	(No320)
H	H	6/9	A003	Mi9 $(\flat 5)$
I	i	$\Delta 6$		Mi9 $\begin{pmatrix} \Delta 7 \\ \sharp 11 \end{pmatrix}$

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Key	Alone	With Shift	With Option	Option-shift
J	j	Δ7		mi11(b5)
K	k	Δ9	ADD9	mi13(#11)
L	l	Δ13	(OMIT5)	mi7 ^(b9) _(b5)
M	m	Δ6/9	0	MIN
N	n	Δ7(#11)		mi6/9(#11)
O	o	Δ9(#11)	MAJOR(b5) TRIAO	AUG
P	p	Δ6/9(#11)	dim(Δ7)	o7(#9)
Q	q	6/9(#11)	^(b9) _(b13)	^(#9) _(b5)
R	r	Δ13(#11)	13(#11)	

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Key	Alone	With Shift	With Option	Option-shift
S	s	Δ7(b5)	13 (b9) b5	MI9
T	t	Δ7(#5)	7 (#11) #9	
U	u	Δ9(b5)		+9
V	v	Δ9(#5)	(OMIT 3)	MA6
W	w	SUS	07(b9)	MA9(#5)
X	x	SUS4	(b9)	(NO 5TH)
Y	y	SUS4(b9)	0IM7	MI6
Z	z	7SUS		A0011
1	1	b	7ALT	MA13

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Key	Alone	With Shift	With Option	Option-shift
2	2	Δ	+7(#9)	MA6/9
3	3	#	9(#5)	MA7(#11)
4	4		9(#11)	MA9(#11)
5	5		7(#11) 7(#9)	MA6/9(#11)
6	6	(A003) 7SUS4(b9)	13(b5)	MA13(#11)
7	7		13(#9)	MA7(b5)
8	8		13(b9)	9(b5)
9	9	⌋	⊘	MA7(#5)
0	0)	⊘7	MA9(b5)

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Key	Alone	With Shift	With Option	Option-shift
'		q	MAJOR TRIAD	+(Δ9)
-	-	SUS2	(#9) (b13)	(#9) (b9)
=		+	+(Δ7)	
[9SUS		(#11) (b9)	(#11) (#9)
]	7SUS4(b9)		(Δ7) (#11)	MAJ
\	7SUS4		(Δ7)	(b5)
;	13	11	(#5)	Mi11(b9) (b5)
`	LYDIAN			
,		l		Mi(ADD2)

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Key	Alone	With Shift	With Option	Option-shift
.)	oim	AOO2
/	/		MA	PEO

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opt-E, sh-E	-6/9	opt-`, E	-9(Δ7)	opt-I, O	7(b5)
opt-N, sh-N	-7	opt-I, E	-11(Δ7)	opt-U, O	7(#11)
opt-U, sh-O	-9	opt-U, E	-9(Δ7 #11)	opt-N, O	7(#5)
opt-U, sh-U	-11	opt-E, I	-6/9(#11)	opt-E, U	7(b9 b5)
opt-E, A	-13	opt-`, I	-(AOO2)	opt-`, U	7(#9 b5)
opt-`, A	-7(b5)	opt-I, I	+7(b9)	opt-I, U	7(#9 b9)
opt-I, A	-9(b5)	opt-U, I	7(b9)	opt-U, U	7(#11 b9)
opt-U, A	-11(b5)	opt-N, N	7(#9)	opt-`, sh-A	(#9)

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opt-N, A	-13(#11)	opt-E, O	7(b9) 7(b13)	opt-N, sh-A	(#11)
opt-E, E	-(Δ7)	opt-`, O	7(#9) 7(b13)	opt-N,sh-O	(b9) (b5)
opt-U, Y	MA7	opt-U, sh-E	Mi6/9	opt-`, sh-U	Mi9(Δ7)
opt-U,sh-Y	MA9	opt-`,sh-E	Mi7	opt-I, sh-U	Mi(Δ7)
opt-I, sh-E	Mi	opt-`,sh-I	Mi7(b5)		

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Jazz Perc Font Character Sets

Key	Alone	With Shift	With Option	Option-shift
A				
B				
C				
D				
E				
F				
G				
H				
I				
J				
K				
L				
M				

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Key	Alone	With Shift	With Option	Option-shift
N	⚡	Ⓝ		⚡
O	◦	◊		
P	ϕ	⊕		
Q	⊖	⊖	•	
R	—			
S	/	/		
T	◆	◇		
U	◇	◊		
V	Ⓜ	Ⓜ		
W	◉	Ⓜ		
X	✕	⊗		
Y	✕	⊗		
Z	✖	⊗		
1	▲	△		

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Key	Alone	With Shift	With Option	Option-shift
2	⌘	⌘		
3	⌞	⌞		
4	⌥	⌥		
5	⌘	⌘		
6	■	□		
7	⌥	⌥		
8	⌥	⌥		
9	⌥	⌥		
0	■	□		
,				
-	⌥	⌥		
=		+		
[
]				

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Key	Alone	With Shift	With Option	Option-shift
\				
;				
`				
,				
.				
/	/	/		

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Seville Font Character Sets

Seville Character Sets

	C	D_b C[♯]	D	E_b D[♯]	E	F
maj. triad	 C	 4fr. V	 D	 R	 E	 F
min. triad	 3fr. shift-C	 4fr. shift-V	 shift-D	 shift-R	 shift-E	 shift-F
aug. triad	 option-C	 option-V	 option-D	 4fr. option-R	 option-E,E	 option-F
dom⁷	 sh-opt-C	 sh-opt-V	 sh-opt-D	 sh-opt-M	 sh-opt-R	 sh-opt-F
maj⁷	 sh-comma	 4fr. sh-period	 shift-K	 shift-O	 shift-I	 shift-L
min⁷	 3fr. comma	 4fr. period	 K	 O	 I	 L
dim⁷	 opt-comma	 3fr. opt-period	 option-K	 option-O	 option-I,I	 option-L
aug⁷	 3fr. sh-opt-comma	 4fr. sh-opt-period	 sh-opt-K	 sh-opt-O	 opt-~, sh-E	 sh-opt-L
maj⁶	 Z	 X	 S	 control-Q	 J	 M

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	C	D_b C[#]	D	E_b D[#]	E	F
dom⁷⁽⁹⁾	 option-Z	 option-X	 option-S 4fr.	 control-S	 option-J	 option-M
sus⁴	 option-1	 option-2 4fr.	 option-3	 option-4	 option-5	 option-6
dom^{7(sus 4)}	 sh-opt-1	 sh-opt-2	 sh-opt-3	 sh-opt-4	 sh-opt-5	 sh-opt-6
min⁶	 shift-Z	 shift-X 3fr.	 shift-S	 control-T	 shift-J	 shift-M
add²	 opt-I,sh-U	 opt-`, sh-U 4fr.	 sh-opt-S	 control-R	 sh-opt-J	 sh-opt-N
min^{7(b5)}	 option-U,Y	 opt-U,sh-O 4fr.	 opt-`,I 4fr.	 opt-`,E	 opt-U,E	 opt-N,sh-O
dom^{7(#9 b5)}	 opt-U,I	 opt-U,O	 opt-E,I 4fr.	 opt-E,sh-E	 opt-I,E	 opt-N,O

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	G_b F[#]	G	A_b G[#]	A	B_b A[#]	B
maj. triad	 T	 G	 Y 4fr.	 A	 W	 B
min. triad	 shift-T	 shift-G 3fr.	 shift-Y 4fr.	 shift-A	 shift-W	 shift-B
aug. triad	 option-T	 option-G	 option-Y	 option-A	 option-W 3fr.	 option-B

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	G_b F_♯	G	A_b G_♯	A	B_b A_♯	B
dom⁷	opt-I,sh-E	opt-^,sh-I	sh-opt-Y 4fr.	sh-opt-A	sh-opt-W	sh-opt-B
maj⁷	shift-P	shift-;	shift-[4fr.	shift-H	shift-U	shift-/
min⁷	P	;	[4fr.	H	U	/
dim⁷	option-P	option-;	option-[3fr.	option-H	option-U,U	option-/
aug⁷	sh-opt-P	sh-opt-;	sh-opt-[4fr.	sh-opt-H	sh-opt-U 4fr.	sh-opt-/
maj⁶]	Apostrophe	\ 3fr.	Q	option-U,A	N
dom⁷⁽⁹⁾	option-]	option-'	option-\ 3fr.	option-Q 4fr.	option-N,A	option-N,N
sus⁴	option-7	option-8	option-9 4fr.	option-0	opt- -	option- =
dom^{7(sus 4)}	sh-opt-7	sh-opt-8	sh-opt-9 4fr.	sh-opt-0	sh-opt- -	sh-opt- =
min⁶	shift-]	shift- '	shift- \ 3fr.	shift-Q	opt-U,sh-A	shift-N
add²	sh-opt-]	sh-opt- '	sh-opt- \	sh-opt-Q	opt-N,sh-A	sh-opt-I

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	G_b F_#	G	A_b G_#	A	B_b A_#	B
min ^{7(b5)}	 option-`,O	 opt-N,sh-N	 opt-E,U 3fr.	 opt-`,sh-A	 opt-I,A	 opt-I,U
dom ^{7(#9 b5)}	 opt-E,O 2fr.	 opt-I,O 3fr.	 opt-U,sh-U 4fr.	 opt-`,A 4fr.	 opt-E,A	 opt-`,U

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Character	1	2	3	4	5	6	7	8	9	0	`	-	=
	1fr.	2fr.	3fr.	4fr.	5fr.	6fr.	7fr.	8fr.	9fr.	10fr.	•	11fr.	12fr.
sh-Char.	1	2	3	4	5	6	7	8	9	0	`	-	=
	1	2	3	4	˘	˙	˚	˛	˜		◦		×

* In mappings where there is an option-character followed by a second letter key (such as opt-E,E), press and release the option-character and then press the second letter key.

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Tamburo Font Character Sets

Tamburo Character Sets

Key	Alone	With Shift	With Option	Option-shift
A	⌘	ⓐ	ⓑ	ⓧ
B	ⓑ	ⓓ	ⓑⓑ	ⓑ ₄
C	ⓐ	ⓐ		
D	ⓐ	ⓐ		
E	ⓐ	ⓐ		
F	ⓐ	ⓐ		
G	ⓐ	ⓐ		
H	ⓐ	ⓐ	ⓐ	

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Key	Alone	With Shift	With Option	Option-shift
I	↓	↓		
J	↑	↓		
K	↑	↓		
L	↑	↓	4	
M	#	×	≠	
N	⌈	(⌈)		#
O	○	∅		
P	φ	⊕		
Q		⊙	•	

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Key	Alone	With Shift	With Option	Option-shift
R	-			
S	/	/		
T	◆	◇		
U	◇	▯		
V	⓪	Ⅱ		
W	⦿	⓪		
X	×	⊗		
Y	×	⊗		
Z	⌘			

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Index

Key	Alone	With Shift	With Option	Option-shift
1	▲	△		
2	●	◐		
3	◆	◇		
4	▼	▽		
5	●	◊		
6	■	□		
7	◆	◇		
8	▶	▷		
9	◀	◁		

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Key	Alone	With Shift	With Option	Option-shift
0	■	□		
,				
-	▼	▽		
=		+		
[
]				
\				
;				

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Key	Alone	With Shift	With Option	Option-shift
`				
,				
.				
/	/	/		

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